

**Work Session Agenda
Staunton City Council
Rita S. Wilson Council Chambers
June 9, 2022
4:30 p.m.**

- | | | |
|------------------|-----------|---|
| 4:30 p.m. | 1. | Annual Visit to Betsy Bell |
| 5:15 p.m. | | Break (Elder's Way Dedication) |
| 6:00 p.m. | 2. | Consideration of Work Session and Regular Meeting Agendas |
| 6:05 p.m. | 3. | City Manager Search Process Update |
| 6:25 p.m. | | Break |
| 6:45 p.m. | 4. | Closed Meeting for Consultation with Legal Counsel Concerning Staunton Circuit Court Case CL21-500 |
| 7:15 p.m. | | Break |

**Regular Meeting Agenda
Staunton City Council
Rita S. Wilson Council Chambers
June 9, 2022
7:30 p.m.**

Call to Order

Pledge of Allegiance

Invocation/Moment of Silence—Robertson

Mayor's Report

Proclamation—Juneteenth

**Proclamation—LGBTQ+ Pride Month & The Shenandoah LGBTQ
Center**

Additional Items by Members of Council

Approval of Minutes

Special Meeting of May 23, 2022

Work Session and Regular Meeting of May 26, 2022

REGULAR MEETING

- A. Consideration of Ordinance to Amend the FY2022 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Four**

- B. Public Hearing and Consideration of a Request by the City of Staunton for a Special Use Permit at Gypsy Hill Park, 600 Churchville Avenue, Under the Provisions of Section 18.30.030(1), for the Purpose of Constructing a New Bathroom Facility***

- C. Public Hearing and Consideration of Amendments to Various Sections of Title 18, Zoning, of the Staunton City Code Including: Chapter 18.83, Entrance Corridor Overlay District, Chapter 18.140, Signs Billboards and Advertising Structures, Chapter 18.175 Landscaping and Screening, Chapter 18.10, Definitions, as well as the Entrance Corridor Overlay District Guidelines to Provide Specific Requirements for Automobile Sales Lots***

Matters from the Interim City Manager

Matters from the Public*

Adjournment

***Public Participation**

For instructions on how to participate in a Public Hearing and Matters from the Public portions of the City Council meeting visit www.staunton.va.us/council.

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	June 9, 2022	Staff Member: Chris Tuttle
Item #	1	
Department:	Parks and Recreation	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Area: Responsive, Efficient Government	
Subject:	Visit to Betsy Bell	

Background: The deed conveying Betsy Bell Mountain to the City of Staunton for use as a City park requires that a majority of the elected members of Council shall “go in a body to the top of the mountain at some time each spring,” and that each such visit shall be noted in the minutes. The annual visit to Betsy Bell has been scheduled for the work session. All members of Council are encouraged to make this annual visit, so that the City remains in compliance with the terms of the deed.

After the visit, Council members will proceed to City Hall to participate in the remainder of the work session and the regular meeting.

Interim City Manager’s Recommendation: Not applicable.

Suggested Motion: Not applicable.

Interim City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	June 9, 2022	City Council
Item #	2	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Integrity Engagement	
Subject:	Work Session and Regular Meeting Agendas	

Background: Consistent with Procedural Memorandum No. 3, attached are draft meeting agendas for City Council's consideration and for approval as Council prefers.

Suggested Motion: I move to approve the Work Session agenda and the Regular Meeting agenda [as presented] [with the following changes: as to the Work Session, the addition/deletion of _____; as to the Regular Meeting, the addition/deletion of _____].

Interim City Manager: Leslie Beauregard

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Matters from the Interim City Manager

Matters from the Public*

Adjournment

***Public Participation**

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CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	June 9, 2022	City Council
Item #	3	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Area: Responsive, Efficient Government Value: Excellence	
Subject:	Update on City Manager Search	

Background: Anne Lewis of Baker Tilly Public Sector Executive Recruiting will provide an update to City Council on the process for the recruitment of a City Manager.

Interim City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

Interim City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	June 9, 2022	Councilmember Brenda Mead City Attorney John Blair
Item #	4	
Department:	City Council City Attorney’s Office	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Closed Meeting for Consultation with Legal Counsel Concerning Staunton Circuit Court Case CL21-500	

Suggested Motion:

Before the closed meeting: I move to enter a closed meeting pursuant to Virginia Code Section 2.2-3711(A)(8) for consultation with legal counsel concerning contractual, litigation, and negotiation matters related to Staunton Circuit Court case CL21-500 and Virginia Code Section 2.2-3711 (A)(7) to consult with legal counsel pertaining to actual litigation in the matter of Staunton Circuit Court case CL21-500.

Second. Discussion. Vote – Clerk of Council to poll members of Council.

After the closed meeting: I move that Council reconvene in an open meeting and certify to the best of each member's knowledge that only lawfully exempted public business matters were discussed and that only public business matters as identified in the closed meeting motion were heard, discussed or considered in the meeting.

SPECIAL MEETING OF STAUNTON CITY COUNCIL
Monday, May 23, 2022
5:00 p.m.

PRESENT: **Mayor Andrea Oakes**
 Vice Mayor Mark Robertson
 Amy G. Darby
 Carolyn W. Dull (remote participant)
 R. Terry Holmes
 Brenda O. Mead

ABSENT: **Stephen W. Claffey**

ALSO PRESENT: **Leslie Beauregard, Interim City Manager**
 Kiley Kesecker, Clerk of Council

Mayor Oakes called the meeting to order: Mayor Oakes stated “As Mayor, I call this meeting of Staunton City Council to order.”

Mayor Oakes stated, “On May 23, 2022, I received a request from Councilor Dull to participate remotely in the May 23, 2022 Staunton City Council special called meeting due to a temporary medical condition that prevents her physical attendance at the meeting. I will now entertain a motion to allow Councilor Dull’s remote participation in this meeting pursuant to Staunton City Council Procedural Memorandum Number Three.”

Ms. Mead stated, “Pursuant to Staunton City Council Procedural Memorandum Number Three, I move to allow Councilor Dull to remotely participate in the May 23, 2022 Staunton City Council special called meeting due to a temporary medical condition.”

The motion was seconded by Vice Mayor Robertson and carried as follows:

Vice Mayor Robertson	aye	Ms. Darby	aye
Mr. Holmes	absent	Mr. Claffey	absent
Mayor Oakes	aye	Ms. Mead	aye

Mayor Oakes asked Ms. Dull to state the location from which she was participating. Ms. Dull responded that she was at 1003 East Beverley Street. Mayor Oakes asked Council and the audience if they could hear Ms. Dull. The response was affirmative.

Ms. Darby moved to enter a closed meeting for discussion and consideration of the prospective candidates to be appointed to the Equity and Diversity Commission, pursuant to Virginia Code Section 2.2 3711(A)(1).

The motion was seconded by Ms. Mead and carried as follows:

Vice Mayor Robertson	aye	Ms. Dull	aye
Ms. Mead	aye	Ms. Darby	aye
Mr. Holmes	absent	Mayor Oakes	aye
Mr. Claffey	absent		

Mr. Holmes arrived during the closed meeting.

Vice Mayor Robertson moved that Council reconvene in an open meeting and certify to the best of each member's knowledge that only lawfully exempted public business matters were discussed and that only public business matters as identified in the closed meeting motion were heard, discussed or considered in the meeting.

The motion was seconded by Mr. Holmes and carried as follows:

Mr. Claffey	absent	Vice Mayor Robertson	aye
Ms. Dull	aye	Mr. Holmes	aye
Ms. Darby	aye	Ms. Mead	aye
Mayor Oakes	aye		

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 5:39 p.m.

Kiley A. Kesecker
Clerk of Council

City Council
WORK SESSION
May 26, 2022
5:00 p.m.

Council Members Present: Mayor Oakes, Vice Mayor Robertson and councilmembers Darby, and Mead. Councilmember Dull participated remotely.

1. Annual visit to Betsy Bell

The annual visit to Betsy Bell was postponed due to lack of quorum.

Mayor Oakes called the meeting to order: Mayor Oakes called the meeting of Staunton City Council to order.

Mayor Oakes stated, “On May 25, 2022, I received a request from Councilor Dull to participate remotely in the May 26, 2022 Staunton City Council meeting due to a temporary medical condition that prevents her physical attendance at the meeting. I will now entertain a motion to allow Councilor Dull’s remote participation in this meeting pursuant to Staunton City Council Procedural Memorandum Number Three.”

Ms. Mead stated, “Pursuant to Staunton City Council Procedural Memorandum Number Three, I move to allow Councilor Dull to remotely participate in the May 26, 2022 Staunton City Council meeting due to a temporary medical condition.”

The motion was seconded by Vice Mayor Robertson and carried as follows:

Vice Mayor Robertson	aye	Ms. Mead	aye
Mr. Holmes	absent	Mr. Claffey	absent
Mayor Oakes	aye	Ms. Darby	aye

Mayor Oakes asked Ms. Dull to state the location from which she was participating. Ms. Dull responded that she was at 1003 East Beverley Street. Mayor Oakes asked Council and the audience if they could hear Ms. Dull. The response was affirmative.

2. Consideration of Work Session and Regular Meeting Agendas

Consistent with Procedural Memorandum No. 3, the agendas were presented for Council consideration.

Vice Mayor Robertson moved to amend the regular meeting agenda to include item G, a discussion and consideration of the council liaison to the Equity and Diversity Commission.

The motion was seconded by Ms. Darby and carried as follows:

Mr. Holmes	absent	Mayor Oakes	aye
Mr. Claffey	absent	Vice Mayor Robertson	aye
Ms. Dull	aye	Ms. Mead	aye
Ms. Darby	aye		

Vice Mayor Robertson moved to approve the work session and regular meeting agendas as amended.

The motion was seconded by Ms. Darby and carried as follows:

Mr. Holmes	absent	Mayor Oakes	aye
Mr. Claffey	absent	Vice Mayor Robertson	aye
Ms. Dull	aye	Ms. Mead	aye
Ms. Darby	aye		

3. Discussion of Resolution Approving City Council Meeting Schedule for the Remainder of 2022

City Attorney John Blair stated that in 2021, the Virginia General Assembly adopted Senate Bill 1157 which amended Virginia Code Section 15.2-1400 to mandate that elections for all local officials be transitioned to November. On June 24, 2021, Council adopted an ordinance transitioning its elections for local officials to November. Senate Bill 1157 did not address the election of mayors in cities which are conducted by the city council rather than the general election process. On November 19, 2021, the Virginia Attorney General issued an official advisory opinion concluding that the Staunton City Council is required to transition is mayoral election by City Council to the Council's first meeting in January 2023. The opinion also stated that the current mayor shall continue in office until the first meeting in January 2023.

Consistent with the Attorney General's opinion, the City Council's organizational meeting will be moved to January 2023 to occur at the same time as the mayoral election. The organizational meeting in January 2023 will include the election of a mayor and vice mayor, the appointment of a Nominations Committee, the establishment of a meeting schedule, and the reaffirmation of the Council's procedural memoranda. Mr. Blair noted that during its last organizational meeting on July 1, 2020, Council adopted a resolution establishing its meeting dates through June 30, 2022, which meant that Council would need to adopt an additional resolution establishing its meeting dates from July 1, 2022 through December 31, 2022. Mr. Blair explained that the resolution before Council would cancel the first Council meetings in July and August, consistent with a majority of Council's wishes when asked by the interim city manager. It would also cancel the second Council meetings in November and December consistent with past Council resolutions and practice.

4. Discussion of Ordinance to Transition the Mayoral and Vice-Mayoral Elections to January

Mr. Blair stated that to comply with the state law and the council moving its elections to November of 2022 per state code, those new counselors will take office in January of 2023. He explained that the ordinance before council would reflect that the organizational meeting at which the mayor and vice mayor are elected and the meeting schedule is set would occur in January instead of July. He noted that state law overrides the city charter and he would likely have some proposed charter amendments that would require a resolution from Council asking the General Assembly to amend the charter to reflect the November rather than May elections.

5. Presentation on Community Friendly Outdoor Lighting Design

The Newtown Neighborhood lighting committee gave a presentation on the changing technology, considerations when making decisions about lighting, and recommendations around avoiding pitfalls and choosing good designs.

6. Roll Call

Ms. Darby asked Ms. Beauregard if she could obtain some information and report back to council about safety measures that state and city schools are looking at improving in light of the tragedy in Uvalde, Texas. Ms. Beauregard stated that she would ask superintendent Smith to provide some information.

Mayor Oakes asked Ms. Beauregard for an update on the animal shelter. Ms. Beauregard stated that a new shelter director, Alicia Vane, had been announced.

7. Closed Meeting for Consultation with Legal Counsel Pertaining to Probable Litigation Involving Liens Against Real Estate

Vice Mayor Robertson moved to enter a closed meeting for consultation with legal counsel pertaining to probable litigation involving liens against real estate for unpaid utility bills, where such consultation in open meeting would adversely affect the negotiating or litigating posture of the City, pursuant to Virginia Code Section 2.2-3711(A)(7) and 2.2-3711(A)(8).

The motion was seconded by Ms. Darby and carried as follows:

Mr. Claffey	absent	Vice Mayor Robertson	aye
Ms. Dull	aye	Mr. Holmes	absent
Ms. Darby	aye	Ms. Mead	aye
Mayor Oakes	aye		

Vice Mayor Robertson moved that Council reconvene in an open meeting and certify to the best of each member's knowledge that only lawfully exempted public business matters were discussed and that only public business matters as identified in the closed meeting motion were heard, discussed or considered in the meeting.

The motion was seconded by Ms. Darby and carried as follows:

Ms. Mead	aye	Mayor Oakes	aye
Mr. Holmes	absent	Vice Mayor Robertson	aye
Ms. Dull	aye	Mr. Claffey	absent
Ms. Darby	aye		

The work session adjourned at 7:13 p.m.

Kiley A. Kesecker
Clerk of Council

REGULAR MEETING OF STAUNTON CITY COUNCIL**Thursday, May 26, 2022****7:30 p.m.****Rita S. Wilson Council Chambers**

PRESENT: Mayor Andrea Oakes
Vice Mayor Mark Robertson
Amy G. Darby
Carolyn W. Dull (remote participant)
Brenda O. Mead

ABSENT: Stephen W. Claffey
R. Terry Holmes

ALSO PRESENT: Leslie Beauregard, Interim City Manager
John Blair, City Attorney
Kiley Kesecker, Clerk of Council

Mayor Oakes called the meeting to order: Mayor Oakes called this meeting of Staunton City Council to order.

The Pledge of Allegiance was recited in unison.

The invocation/moment of silence was given by Ernest Holley at the request of Mayor Oakes.

MAYOR'S REPORT

Director of Economic Development Billy Vaughn gave a brief overview of what was presented at the West End Revitalization Re-Engagement Meeting regarding the status of the EPA Brownfields grant.

Mayor Oakes also made an announcement about Memorial Day and the departure of Chief Finance Officer Phil Trayer.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Ms. Darby stated that the VFW and American Legion were hosting a Memorial Day event in Gypsy Hill Park.

Vice Mayor Robertson moved to nominate the following people for the Equity and Diversity Commission:

Lou Boden	Beth Nelsen
Sabrina Burrese	AnhThu Nguyen
Joamarie Garcia	Nathaniel Riddle
Mark Jeter	Daniel Stuhlsatz
Vicki Keyser	Jennifer Trippeer
Jake Krug	Susan Venable
Lindsey Lennon	Zavia Willis

The motion was seconded by Ms. Dull and carried as follows.

Ms. Dull	aye	Ms. Mead	aye
Ms. Darby	aye	Mr. Holmes	absent
Mayor Oakes	aye	Mr. Claffey	absent
Vice Mayor Robertson	aye		

Dr. Robin Stacia shared some words of excitement and congratulations on the establishment of the Equity and Diversity Commission.

Ms. Mead stated that she had attended the Shenandoah Valley Partnership Economic Development forum that covered Virginia ports, workforce and affordable housing.

Ms. Dull stated that she had attended the NAACP Unity Prayer Breakfast and she was looking forward to the freedom banquet in the fall. She also stated that she was finally able to drive the Gypsy Express for the first time since the pandemic began.

APPROVAL OF MINUTES

Ms. Mead moved to approve the special called meeting minutes of May 4, 2022 as presented.

The motion was seconded by Vice Mayor Robertson and carried as follows:

Mayor Oakes	aye	Ms. Dull	aye
Ms. Mead	aye	Ms. Darby	aye
Mr. Holmes	absent	Mr. Claffey	absent
Vice Mayor Robertson	aye		

Ms. Mead moved to approve the work session and regular meeting minutes of May 12, 2022 as presented.

The motion was seconded by Vice Mayor Robertson and carried as follows:

Ms. Dull	aye	Ms. Mead	aye
Ms. Darby	aye	Mr. Holmes	absent
Mayor Oakes	aye	Mr. Claffey	absent
Vice Mayor Robertson	aye		

REGULAR MEETING

A. Discussion, Introduction and Public Hearing of Ordinance to Amend the FY2022 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Four

Chief Finance Officer Phil Trayer presented the fourth budget amendment for fiscal year 2022. He stated that the total budget amendment equals \$2,775,299.

City Budget Amendment—\$2,699,160

1. General Fund amendment of \$61,186 includes the following:
 - \$20,378 law enforcement grants for US Marshalls task force operations and selective enforcement.
 - 25,349 for Firehouse Subs grant for computer equipment within the Staunton police department
 - \$6,890 for insurance recoveries.
 - \$8,569 for donations supporting parks and recreation, the library, and horticulture.
2. CIP Fund appropriation of \$2,000,000 for appropriations of emergency radio project via American Rescue Plan Act proceeds.
3. Community Development Fund appropriation of \$100,000 to appropriate the Arcadia Project grant.
4. Grant Fund appropriation of \$5,474 for Local Law Enforcement block grants.
5. Water Fund appropriation of \$368,000 for Virginia Community Ready Sites Program grants to support enhanced water system design work for the eastern sector of the city to Staunton Crossing.
6. Sewer Fund appropriation of \$164,500 for Virginia Community Ready Sites Program grants to support enhanced waste water system design work for the eastern sector of the city to Staunton Crossing.

School Budget Amendment—\$76,140

1. The Education Fund 900 amendment totaling \$64,868 includes the following:
 - \$24,405 for appropriations for the Thacker Fund at Bessie Weller, band instrument replacements, and equity fund support.
 - \$3,800 VRSA grant award
 - \$26,326 to appropriate the McKinney – Vento ARP Homeless grant award
 - \$10,337 for insurance recoveries
2. The Cafeteria Fund 930 appropriates a total \$11,272 – \$8,209 in donations to support school cafeteria operations and \$3,063 in Federal Funds to support EBT administration costs.

Ms. Dull moved to introduce an ordinance amending the fiscal year 2022 budget by adding Budget Amendment Number Four, totaling \$2,775,299, and that Council conduct a public hearing of the ordinance.

The motion was seconded by Ms. Mead and carried as follows:

Ms. Darby	aye	Mr. Holmes	absent
Mayor Oakes	aye	Mr. Claffey	absent
Vice Mayor Robertson	aye	Ms. Dull	aye
Ms. Mead	aye		

Mayor Oakes stated the following:

“In a moment, I will open up the Public Hearing. It is a time that Council sets aside to hear from citizens and others about a specific topic.

We ask that you please give your name, your address, and then keep your remarks at 5 minutes or less. When you reach the 5-minute time limit, I will let you know that your time limit has expired.

For our Zoom participants, please raise your hand now if you wish to speak on this particular Public Hearing. If you raise your hand during this Public Hearing, you will also be able to raise your hand during this Council meeting for other Public Hearings and Matters of the Public. Please keep your comments to five minutes as well.

Once everyone who wishes to speak has had an opportunity, I will then close the Public Hearing.

I will now open the Public Hearing so if you wish to speak, please approach the podium. We will alternate between individuals physically present and those that have their hands raised via the Zoom platform.”

The public hearing was opened.

Albino Fossa, no address given, stated that the budget was fine, but would like to see more money going towards protecting children in schools.

With there being no one else wishing to speak, the public hearing was closed.

B. Presentation of Quarterly Financial Report

Mr. Trayer presented a financial report for the third quarter of fiscal year 2022.

Mayor Oakes asked if Council members had any questions.

Ms. Mead asked if the firetruck was on the market yet. Mr. Trayer stated that it was not, but he would reach out to Chief Garber about it.

Council members did not have any further questions.

C. Consideration of Revision to Financial Management Policy Fund Balance/Reserve Policy

Mr. Trayer stated that this item was to formally update the fund balance policy raising it from 15% to 16.5% of the subsequent year adopted budget.

He stated that the Safety Net Reserve will not be available for appropriation due to a general economic slowdown or recession and the City would adjust its revenues and expenditures according to the economic conditions. Funds used from the Safety Net Reserve would be

appropriated through the annual budget ordinance or by a budget amendment ordinance approved and adopted by City Council and in the event the Safety Net Reserve is tapped into, the City is to restore the funds back to the 16.5% levels within 36 months. Fund Balance Reserves are required for all major funds including the General Fund.

Ms. Dull moved that Council approve the revised Financial Management Policy for the Fund Balance/Reserve Policy increasing the safety net reserve amount to 16.5% effective June 30, 2022.

The motion was seconded by Ms. Mead and carried as follows:

Mayor Oakes	aye	Ms. Dull	aye
Ms. Mead	aye	Ms. Darby	aye
Mr. Claffey	absent	Mr. Holmes	absent
Vice Mayor Robertson	aye		

FINANCIAL MANAGEMENT POLICY

City of Staunton, Virginia

Fund Balance / Reserve Policy

Revised May 26, 2022

Revised May 11, 2017

Revised April 28, 2016

Revised April 23, 2015

Revised May 22, 2014

Revised May 23, 2013

Adopted May 26, 2011

Safety Net Reserve

1. The City of Staunton will establish, at June 30 each year, a Safety Net Reserve, categorized as Committed Fund Balance, for all major operating funds equal to sixteen and one half percent (16.5%), of the subsequent fiscal year total adopted expenditure budget for those operating funds.
2. All major funds include: General Fund, Water Fund, Sewer Fund, Environmental Fund, and the Stormwater Fund.
3. Financial circumstances allowing the use of the Safety Net Reserve to be appropriated for expenditures by City Council include:
 - a. Unanticipated natural disasters resulting from storm damage, unseen infrastructure damage for water and sewer system deterioration, bridge repair, etc., exceeding \$100,000 in damage.
 - b. Imposition of mandates by Federal and State governments such as, water, sewer and landfill regulations, construction of court and jail facilities, etc., exceeding \$100,000 in costs.
 - c. Court decisions resulting in unbudgeted expenditures, in excess of \$100,000.

- 241
- 242 d. Acts of terrorism against the City destroying the City's infrastructure or causing a
- 243 financial hardship to provide services to citizens, in excess of \$100,000.
- 244
- 245 4. The Safety Net Reserve will not be available for appropriation due to a general economic
- 246 slowdown or recession. The City shall adjust its revenues and expenditures according to
- 247 the economic conditions.
- 248
- 249 5. Funds used from the Safety Net Reserve shall be appropriated through the annual budget
- 250 ordinance or by a budget amendment ordinance approved and adopted by City Council.
- 251
- 252 6. In the event the Safety Net Reserve or a portion of the reserve is used, the City will restore
- 253 the Safety Net Reserve to the fifteen and one half percent level within thirty-six months.
- 254 If restoration cannot be accomplished within such time period without severe hardship to
- 255 the City, the Chief Financial Officer will prepare a financial plan to restore the reserve to
- 256 the sixteen and one half level.
- 257
- 258 7. In no event, will the Safety Net Reserve be less than the amount calculated at June 30,
- 259 2022, equal to \$ 10,756,835, (FY2022 General Fund Budget = \$65,192,940 times 16.5%).
- 260
- 261

262 **FINANCIAL MANAGEMENT POLICY (cont'd)**

263 **City of Staunton, Virginia**

264 **Fund Balance / Reserve Policy**

265 **Revised May 26, 2022**

266 **Revised May 11, 2017**

267 **Revised April 28, 2016**

268 **Revised April 23, 2015**

269 **Revised May 22, 2014**

270 **Revised May 23, 2013**

271 **Adopted May 26, 2011**

272

273 **General Contingency**

- 274 1. The City shall establish a General Contingency amount for the General Fund equal to
- 275 \$250,000, categorized as Unassigned General Fund Balance, to provide for unexpected
- 276 declines in budgeted revenues or unanticipated emergency expenditures, such as:
- 277
- 278 a. Unexpected declines in revenues such as the bankruptcy of a major taxpayer or the
- 279 relocation of a major taxpayer outside of the City boundaries during a fiscal year;
- 280
- 281 b. Unforeseen limitations on a governments taxing and spending powers imposed by
- 282 the State or Federal government;
- 283
- 284 c. Adjustments to revenue and expenditure estimates due to sudden changes in the
- 285 economic climate affecting the City's financial condition either from local or global
- 286 economic conditions;
- 287

- 288 d. Unanticipated major repairs or replacement of an asset used in the daily operations
289 of service delivery to citizens;
290
291 e. Unanticipated expenditures for excessive worker's compensation, insurance
292 premiums, and overtime expenses;
293
294 f. The City shall not use the Unassigned General Contingency to finance recurring
295 operating expenditures.
296
297 2. Funds in excess of the Safety Net Reserve, the General Contingency amount, and carry
298 forward appropriations unexpended at fiscal year-end, shall be given first consideration for
299 appropriation in the City's Capital Improvements Fund. Such appropriation shall be in the
300 form of a budget amendment to the subsequent year's budget.
301

302 Any funds in the Education Fund in excess of the annual expenditures for any year ending June 30
303 shall be given first consideration for appropriation to the Education Fund Capital Improvement
304 Fund. Such appropriation shall be in the form of a budget amendment to the subsequent year's
305 budget or approved through the annual budget adoption procedures.

306 **FINANCIAL MANAGEMENT POLICY (cont'd)**

307 **City of Staunton, Virginia**

308 **Fund Balance / Reserve Policy**

309 **FUND BALANCE CLASSIFICATION POLICY**

310 **Committed Fund Balance:**

311 Committed fund balance includes amounts that can only be used for specific purposes pursuant to
312 constraints imposed by formal action of City Council. Formal action includes the adoption of the
313 annual City Budget Ordinance or adoption of budget amendment ordinances during the course of
314 the operating year.
315

316 **Assigned Fund Balance:**

317 Assigned fund balance includes amounts constrained by the government's intent to be used for
318 specific purposes, but are neither restricted nor committed. The Chief Financial Officer is
319 delegated the authority to assign fund balance for specific purposes.
320

321 **Restricted Fund Balance:**

322 Restricted fund balance includes amounts that have constraints placed on their use by external
323 sources such as creditors for debt covenants, grantors, contributors, or laws or other regulations of
324 other governments. Restricted fund balance can also be imposed by law through constitutional
325 provisions or enabling legislation. The source of the constraint is outside the government and
326 cannot be changed by City Council.
327

328 **Nonspendable Fund Balance:**

329 Nonspendable fund balance includes amounts that cannot be spent because they are either not in
330 spendable form such as inventories, property acquired for resale, prepaid amounts, or are amounts
331 that are legally or contractually required to be maintained intact.
332

333 **Unassigned Fund Balance:**

Unassigned fund balance consists of amounts not assigned to other funds, or restricted, committed or assigned within the same fund. Unassigned fund balance includes all spendable amounts not contained in the other classifications and are technically available for any purpose.

Policy on the order of spending resources:

When expenditures are incurred for purposes for which multiple unrestricted categories could be used, the following order is considered: committed amounts are presumed to be used first, followed by the assigned amounts, and then the unassigned amounts.

Revised: May 26, 2022

Revised: May 11, 2017

Revised: April 28, 2016

Revised: April 23, 2015

Revised: May 22, 2014

Revised: May 23, 2013

Adopted: May 26, 2011

Andrea W. Oakes, Mayor

ATTEST:

Kiley A. Kesecker, Clerk of Council

D. Update on the Staunton Crossing Economic Development Efforts

Director of Economic Development Billy Vaughn provided an update on the recent efforts to prepare and position Staunton Crossing for selection and development by prospective companies. Topics included the demolition project, marketing plan strategy, VDOT Crossing Way extension and the Virginia Business Ready Site Program grant.

Mayor Oakes asked if Council had any questions or comments.

Vice Mayor Robertson asked if there had been any agreement reached regarding the timing and missed deadlines. Mr. Vaughn stated that an agreement had been reached and everyone was happy.

Council members did not have any further questions.

E. Consideration of Resolution Approving City Council Meeting Schedule for the Remainder of 2022

City Attorney John Blair stated that the state law has changed since the adoption of the schedule that took place on July 1, 2022. Since all councilmembers' terms have been extended six months and the organizational meeting will not be conducted until January 1, 2023, Council would need to adopt a resolution establishing its meeting schedule for July through December of 2022. He stated that the resolution before Council has one meeting scheduled for the months of July and August, which would occur on the fourth Thursday of each month. The proposed schedule has

one meeting scheduled for November and December of 2022 and those meetings are scheduled to occur on the second Thursday of those respective months. Otherwise, the month of September and October will have two meetings each.

Mayor Oakes asked if Council had any questions or comments.

Council members did not have any questions.

Vice Mayor Robertson moved that Council adopt the proposed resolution establishing a meeting schedule for July 1, 2022 through December 31, 2022.

The motion was seconded by Ms. Darby and carried as follows:

Ms. Mead	aye	Mr. Holmes	absent
Mayor Oakes	aye	Mr. Claffey	absent
Vice Mayor Robertson	aye	Ms. Dull	aye
Ms. Darby	aye		

**RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON
ESTABLISHING DATES FOR
REGULAR MEETINGS OF THE
COUNCIL OF THE CITY OF STAUNTON
FOR THE PERIOD OF
JULY, 2022 THROUGH
DECEMBER, 2022**

RECITALS

A. Section 3 of Chapter II of the Charter of the City of Staunton vests the government and administration of the city in one body, called the Council of the City of Staunton, and in one administrative officer, styled the city manager, and in such other departments, boards and other officers as provided or as permitted or required by law to be appointed by the council;

B. Every two years, the Council organizes after the biennial election of members, as contemplated under the provisions of Section 4.1 of the Charter; and, as part of the organization, Council elects a Mayor and Vice Mayor, also referred to as the President and Vice-President, respectively, under the provisions of Staunton City Code Section 2.10.010;

C. At its organizational meeting on July 1, 2020, the Council members elected a Mayor and Vice-Mayor, and as part of its organizational meeting, the Council undertook other similar matters, including establishment of its meeting schedule for the next two years;

D. On March 12, 2021, the Virginia General Assembly approved Senate Bill 1157, Chapter 103 of the Virginia Acts of Assembly - 2021 Special Session I, which shifts municipal elections to November, thereby necessitating that Council take action to establish its scheduled meeting dates for the period of July 2022 through December 2022;

E. Section 6 of Chapter II of the Charter of the City of Staunton provides that regular meetings of the Council must occur at least once per month and that Council meet at such times as prescribed by ordinance or resolution;

F. Section 2.10.070 of the Staunton City Code provides that Council will hold regular meetings on the second and fourth Thursdays of each month at such hour as it may designate and at any other time to which it may be regularly adjourned or postponed; and

G. For the months of July and August 2022, City Council has determined that it will not meet on the second Thursday, and for the months of November and December 2022, City Council has determined that it will not meet on the fourth Thursday due to the Thanksgiving and Christmas holidays, respectively, which Council recognizes as holidays observed by the City;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Staunton, Virginia, that:

1. Regular meetings of the Council shall be held on the second and fourth Thursdays of each month for the period of July, 2022 through December, 2022, at City Hall, 116 West Beverley Street, Staunton, Virginia, at 7:30 p.m. or at such earlier or other time or place as may be designated by the published agenda for any meeting or session of Council, except Council shall only meet on the fourth Thursday of July and August, 2022, and only meet on the second Thursday of November and December, 2022.

2. In the event the Mayor, or the Vice-Mayor, if the Mayor is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members of the Council to attend a regular meeting, such regular meeting shall be continued to the next Monday. Such finding and declaration shall be communicated to the members of the Council and the media as promptly as possible. And to the fullest extent permitted by law, all hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

Adopted this 26th day of May, 2022.

Andrea W. Oakes, Mayor

ATTEST: _____
Kiley A. Kesecker, Clerk of Council

F. Consideration of Ordinance to Transition the Mayoral and Vice-Mayoral Elections to January

Mr. Blair stated that the state had changed the law for municipalities, which may no longer be allowed to conduct elections in May. Previously, City Council elections were in May and the organizational meeting was conducted in July. Given that the state law now mandates November elections, the organizational meeting will need to occur in January. He stated that the proposed ordinance would move the organizational meeting from July to January, when the mayor and vice mayor are elected as well as when the meeting schedule is set.

Mayor Oakes asked if Council had any questions or comments.

Council members did not have any questions.

Ms. Darby moved that Council adopt the proposed amendments to Staunton City Code Section 2.10.020, as presented.

The motion was seconded by Ms. Mead and carried as follows:

Ms. Dull	aye	Mayor Oakes	aye
Ms. Mead	aye	Ms. Darby	aye
Mr. Holmes	absent	Mr. Claffey	absent
Vice Mayor Robertson	aye		

Ordinance No. 2022 - __

AN ORDINANCE AMENDING SECTION 2.10.020, ELECTION AND DUTIES OF PRESIDENT AND VICE-PRESIDENT, OF CHAPTER 2.10, CITY COUNCIL, OF TITLE 2, ADMINISTRATION, OF THE STAUNTON CITY CODE TO MOVE COUNCIL'S ELECTION OF ITS PRESIDENT AND VICE-PRESIDENT TO THE FIRST ORGANIZATIONAL MEETING IN JANUARY 2023, AND BIENNIALLY THEREAFTER

Recitals

- A.** The Virginia General Assembly approved Senate Bill 1157 on March 12, 2021, Chapter 103 of the Virginia Acts of Assembly - 2021 Special Session I.
- B.** The bill amended and reenacted § 15.2-1400 of the Code of Virginia, 1950, as amended, to provide that, notwithstanding the provisions of Virginia Code §§ 24.2-222 and 24.2-222.1, any city or town charter, or any other provision of law, general or special, beginning with any election held after January 1, 2022, elections for mayor, members of a local governing body, or members of an elected school board shall be held at the time of the November general election for terms to commence January 1.

C. Prior to the enactment of Senate Bill 1157, at its biennial organizational meeting in July, Staunton City Council had historically elected one of its members as mayor of the city, while also electing a member as vice-mayor.

D. Senate Bill 1157 did not specifically address whether localities were authorized to transition their mayoral elections from July 1, 2022 to their first meeting in January, 2023. The City Attorney sought an official advisory opinion of the Virginia Attorney General to address this particular issue, as well as whether the current mayor's term was to continue in office until the first meeting in January, 2023.

E. The Virginia Attorney General opined that "Staunton City Council is required to transition its mayoral election by City Council from July 1, 2022, to the Council's first meeting in January 2023. Moreover, the current mayor of Staunton continues in office and may exercise the powers and duties of the office until their successor is chosen by the Council at its first meeting in January 2023."

F. Staunton City Council finds it necessary to enact an ordinance to amend the language of the Staunton City Code moving Council's election of its mayor and vice-mayor to the first meeting in January, 2023, and biennially thereafter to comply with Virginia Code §15.2-1400.

G. This matter has been properly heard and considered.

H. These recitals are deemed an integral part of this ordinance.

Now, therefore, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Section 2.10.020, Election and Duties of President and Vice-President, of Chapter 2.10, City Council, of Title 2, Administration, of the Staunton City Code is hereby amended as follows:

Chapter 2.10 CITY COUNCIL

2.10.020 Election and duties of president and vice-president.

The council shall, at its first meeting in January, 2023, and biennially thereafter on January 1st, or as soon as is practicable, elect one of its members as president, who shall be, ex officio, mayor of the city who shall be the presiding officer of the council and official head of the city, and who shall perform such duties as shall be prescribed by the laws of the state or may be imposed by the council not inconsistent therewith. The council shall, at the same time, elect a vice-president, who shall perform the duties of the president or mayor in his absence or incapacity. The council shall also adopt its biennial meeting schedule at this meeting.

In all other respects, the provisions of Title 2, Administration, of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

The adoption of this ordinance memorializes that the current Mayor of the City of Staunton shall remain in office until the Staunton City Council convenes for its first meeting in January 2023 consistent with the Virginia Attorney General's November 19, 2021 official advisory opinion.

Introduced:

Adopted:

Effective Date:

Andrea W. Oakes, Mayor

ATTEST: _____

Kiley A. Kesecker,
Clerk of Council

G. Discussion and Consideration of Council Liaison to the Equity and Diversity Commission.

Vice Mayor Robertson stated that he felt it would be best to replace Ms. Mead as council liaison for the Equity and Diversity Commission as her term would be up in a few months and a new liaison would have to be appointed. He moved that Ms. Mead be replaced by Mayor Oakes as council liaison for the Equity and Diversity Commission.

The motion was seconded by Ms. Darby.

Ms. Dull moved to amend the motion to allow Equity and Diversity Commission members to vote on which council member they would like as liaison.

The amendment to the motion was seconded by Ms. Mead.

Ms. Darby asked if there was a way to have all council members participate as liaison on a rotating basis. Mr. Blair stated that boards and commissions per state law are not required to have a council liaison, but yes, all members of council could rotate as liaison by having a different council member attend the meeting each month. He added that it was important to note that the amendment on the floor was from Ms. Dull. Mayor Oakes added that other boards and commissions do not choose who their liaison is.

Ms. Dull stated that it seemed to her that Ms. Mead was being punished. Mayor Oakes stated that there was a lack of trust because of confidential information that was provided to the newspaper. Discussion ensued about the withdrawal of applicants, FOIA and confidentiality.

Ms. Mead stated that she has been passionate about the Equity and Diversity Commission for two years and has put a great deal of effort into making sure the commission is diverse and had enough applicants. She stressed the importance of the commission to her and asked council to not remove her as liaison.

Further discussion ensued about FOIA, consistency and commitment.

Ms. Darby moved to amend Ms. Dull's amendment to Vice Mayor Robertson's motion, to appoint both Mayor Oakes and Ms. Mead as liaisons to the Equity and Diversity Commission.

Mr. Blair clarified by stating that Ms. Darby's proposed amendment was not congruent with what Ms. Dull had proposed. Depending on the outcome of that amendment, then Ms. Darby could make a formal amendment.

The amendment to the motion failed as follows:

Ms. Dull	aye	Mayor Oakes	no
Ms. Mead	aye	Ms. Darby	no
Mr. Holmes	absent	Mr. Claffey	absent
Vice Mayor Robertson	no		

Ms. Darby moved to amend the motion to allow both Mayor Oakes and Ms. Mead be appointed as liaisons for the Equity and Diversity Commission.

The amendment to the motion was seconded by Ms. Mead and carried as follows:

Mr. Claffey	absent	Vice Mayor Robertson	aye
Ms. Dull	no	Ms. Mead	aye
Ms. Darby	aye	Mr. Holmes	absent
Mayor Oakes	no		

Ms. Darby moved to adopt the amended motion to allow both Mayor Oakes and Ms. Mead be appointed as liaisons for the Equity and Diversity Commission.

The amended motion was seconded by Vice Mayor Robertson and carried as follows:

Ms. Dull	no	Ms. Mead	aye
Ms. Darby	aye	Mr. Holmes	absent
Mayor Oakes	no	Mr. Claffey	absent
Vice Mayor Robertson	aye		

MATTERS FROM THE INTERIM CITY MANAGER

Ms. Beauregard stated that the City of Staunton Department of Parks and Recreation is marking 50 years of serving the community by hosting two events over the summer. She also announced that utility customers could now sign up for automatic bank draft and that there was a West End Revitalization Community Meeting the previous Tuesday night to share information about the Brownfields grant. Staunton Police Department's K-9 Team of Officer Jessica Owens and Wilson recently won three awards from the Virginia Police Canine Association. SummerStage at Blackburn Inn would begin Friday, June 3 and she closed by stating that the city's YouTube channel was up to date with all the audio recordings of City Council meetings.

MATTERS FROM THE PUBLIC

Mayor Oakes read the following statement:

“This part of City Council's agenda is entitled matters from the public. It is a time that council sets aside to hear from citizens and others about a wide variety of subjects. A copy of the Staunton City Council's ‘Matters from the Public’ rules are available in paper form at the clerk's desk and online at the City of Staunton webpage. You are asked to familiarize yourself with those rules before commenting. Please come to the podium or begin your call, identify yourself and complete your remarks within five minutes.”

Ms. Crawford, no address given, stated that she was embarrassed by what she had witnessed that night from Council.

Albino Fossa, no address given, stated that Ms. Beauregard should be made the permanent City Manager and questioned the authority of the Equity and Diversity Commission.

Matthew Lail, 605 Randolph Street, described issues with a neighbor and with panhandling on route 250.

Maria Miller, no address given, read from the Journal of the American Medical Association.

Yvonne Wilson, 2017 First Street, described the animosity she felt among council members.

Alice Woods, 915 Grove Lane, described division among councilmembers and commended Ms. Mead and Ms. Darby

Jack Chirieleison, 241 Thornrose Avenue, stated that City Council should do better.

Ernest Holley, no address given, sang a song.

Barbara Lee, 904 Rockaway Street, described dissatisfaction with City Council.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 9:29 p.m.

Kiley A. Kesecker
Clerk of Council



CITY OF STAUNTON, VIRGINIA

Proclamation

Juneteenth June 19

- WHEREAS,** it is well documented that Africans were enslaved and forcibly brought to a land that would later become the United States beginning in the early 1600s and continuing for over 200 years becoming the main cause of the Civil War; and
- WHEREAS,** although President Abraham Lincoln's Emancipation Proclamation was issued on January 1, 1863, in Texas, many slaveholders continued to enslave Black people after the announcement; and
- WHEREAS,** on June 19, 1865, Union soldiers, led by Major General Gordon Granger, arrived in Galveston, Texas, with news that the Civil War had ended; and
- WHEREAS,** African Americans who had been enslaved, celebrated June 19 – also known as Emancipation Day, Freedom Day, Jubilee Day, Juneteenth Independence Day and Black Independence Day – as a symbolic date representing African American freedom; and
- WHEREAS,** Juneteenth also serves as a reminder of the work yet to come that will be necessary in order to ensure a more equitable world for future generations; and
- WHEREAS,** Juneteenth has been celebrated by Texans since 1866, it became a Virginia state and federal holiday in 2021; and
- WHEREAS,** the Shenandoah Valley Juneteenth Celebration Committee began hosting an annual celebration of Juneteenth in Staunton, Virginia in 2017; and
- WHEREAS,** Staunton City Council recognizes that the observance of the end of American slavery is a part of the history and heritage of the United States and acknowledges the significance of Juneteenth as a federal, state and citywide day of celebration.

NOW, THEREFORE, BE IT PROCLAIMED by Staunton City Council that June 19, 2022, is hereby recognized as

Juneteenth

in the City of Staunton, and Council encourages all residents to join together in celebration and solidarity, and urges all residents to actively raise their own awareness of the significance of this celebration in African American History and in the heritage of our nation and City.

Adopted this 9th day of June, 2022.

ANDREA OAKES, MAYOR

ATTEST: _____
CLERK OF COUNCIL



CITY OF STAUNTON, VIRGINIA

Proclamation

LGBTQ+ Pride Month & The Shenandoah LGBTQ Center

- WHEREAS,** our nation was founded on the principle of equal rights for all people, but the fulfillment of this promise has been long in coming for many Americans; and
- WHEREAS,** the historical riot at Stonewall in New York City on June 28, 1969 is recognized as the beginning of the modern-day LGBTQ+ civil rights movement and, as a result, for more than 50 years, June has been celebrated as LGBTQ+ Pride Month nationwide; and
- WHEREAS,** everyone should be able to live without fear of prejudice, discrimination, violence, and hatred based on race, ethnicity, religion, class, gender identity, sexual orientation, age, mental or physical disability and to be supported by their peers, educators, and community leaders; and
- WHEREAS,** the fabric of our community is strengthened when we center the values of equity, inclusion, justice, diversity, acceptance and kindness, not only during this month of remembrance, patronage and recognition, but throughout the year and beyond; and
- WHEREAS,** Staunton has a diverse LGBTQ+ community and is committed to uplifting the voices and dignity for all people in the community; and
- WHEREAS,** the Shenandoah LGBTQ Center of Staunton, Virginia was established in July 2018, by Christopher Wood to address the unique challenges faced by the rural LGBTQ+ community and is a community-based organization that strengthens this community through advocacy, education, programs and safe spaces; and
- WHEREAS,** the Center has served countless members of the community since its inception, and continues to offer programs and support for individuals of any age, through all phases of their journey as LGBTQ+ people; and
- WHEREAS,** consistent with the efforts of the Center, the City of Staunton strives to be a community where everyone is celebrated for our differences, rather than limited by what might divide us.

NOW, THEREFORE, BE IT PROCLAIMED by Staunton City Council that the entire month of June 2022, is hereby designated as

LGBTQ+ Pride Month

in the City of Staunton, and Council honors The Shenandoah LGBTQ Center and its work to serve the LGBTQ+ community, encourages the citizens of Staunton to celebrate their diverse community, and joins our LGBTQ+ community in celebrating the resiliency of LGBTQ+ people of all ages.

Adopted this 9th day of June, 2022.

ANDREA OAKES, MAYOR

ATTEST: _____
CLERK OF COUNCIL

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	June 9, 2022	Staff Member: Jessie Moyers
Item #	A	
Department:	Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsible, Efficient Government	
Subject:	Ordinance to Amend the FY2022 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Four	

Background: The fourth budget amendment for fiscal year 2022 has been prepared for review and discussion. The total budget amendment equals \$2,775,299. The introduction and a properly advertised public hearing of this ordinance was held on May 26, 2022. Consideration of the ordinance is scheduled for June 9, 2022.

City Budget Amendment—\$2,699,160

1. General Fund amendment of \$61,186 includes the following:
 - \$20,378 law enforcement grants for US Marshalls task force operations and selective enforcement.
 - 25,349 for Firehouse Subs grant for computer equipment within the Staunton Police Department
 - \$6,890 for insurance recoveries.
 - \$8,569 for donations supporting Parks and Recreation, the Library, and Horticulture.
2. CIP Fund appropriation of \$2,000,000 for appropriations of emergency radio project via American Rescue Plan Act, (ARPA), proceeds.
3. Community Development Fund appropriation of \$100,000 to appropriate the Arcadia Project grant.
4. Grant Fund appropriation of \$5,474 for Local Law Enforcement Block grants.

5. Water Fund appropriation of \$368,000 for Virginia Community Ready Sites Program grants to support enhanced water system design work for the eastern sector of the city Staunton Crossing.
6. Sewer Fund appropriation of \$164,500 for Virginia Community Ready Sites Program grants to support enhanced waste water system design work for the eastern sector of the city to Staunton Crossing.

School Budget Amendment—\$76,140

1. The Education Fund 900 amendment totaling \$64,868 includes the following:
 - \$24,405 for appropriations for the Thacker Fund at Bessie Weller, band instrument replacements, and equity fund support.
 - \$3,800 VRSA grant award
 - \$26,326 to appropriate the McKinney – Vento ARP Homeless grant award
 - \$10,337 for insurance recoveries
2. The Cafeteria Fund 930 appropriates a total \$11,272, \$8,209 in donations to support school cafeteria operations and \$3,063 in Federal Funds to support EBT administration costs.

Attachment: Budget Amendment Number Four

Interim City Manager's Recommendation: Recommend that City Council adopt the ordinance.

Suggested Motion: I move to adopt an ordinance amending the fiscal year 2022 budget by adding Budget Amendment Number Four, totaling \$2,775,299, as presented.

Interim City Manager: Leslie Beauregard

Ordinance No. 2022-
AN ORDINANCE TO AMEND
THE FY2022 BUDGET ORDINANCE
FOR THE CITY OF STAUNTON

Attachment #1

BY ADDING BUDGET AMENDMENT NUMBER FOUR

BE IT ORDAINED, by the City Council of the City of Staunton, Virginia, that the FY2022 Budget is amended as follows:

GENERAL FUND

Anticipated Revenue

General Revenue	\$ 2,425
Recovered Costs	6,890
Miscellaneous Revenue	3,200
Capital Grants and Contributions	48,671
Total Revenue	\$ 61,186

Appropriations

Public Safety	52,617
Parks, Recreation, Cultural	8,569
Total Appropriations	\$ 61,186

GRANTS FUND

Anticipated Revenue

Capital Grants and Contributions	\$ 5,474
Total Revenue	\$ 5,474

Appropriations

Public Safety	\$ 5,474
Total Appropriations	\$ 5,474

CITY CAPITAL IMPROVEMENTS FUND

Anticipated Revenue

Transfer from the General Fund	\$ 2,000,000
Total Revenue	\$ 2,000,000

Appropriations

Capital Projects	\$ 2,000,000
Total Appropriations	\$ 2,000,000

COMMUNITY DEVELOPMENT FUND

Anticipated Revenue

Capital Grants and Contributions	\$ 100,000
Total Revenue	\$ 100,000

Appropriations

Operations	\$ 100,000
Total Appropriations	\$ 100,000

WATER FUND**Anticipated Revenue**

General Revenues	\$	368,000
Total Revenue	\$	368,000

Appropriations

Capital	\$	368,000
Total Appropriations	\$	368,000

SEWER FUND**Anticipated Revenue**

Appropriation of Prior Year Fund Balance	\$	164,500
Total Revenue	\$	164,500

Appropriations

Capital	\$	164,500
Total Appropriations	\$	164,500

EDUCATION FUND**Anticipated Revenue**

General Revenue	\$	64,868
Capital Grants and Contributions		-
Total Revenue	\$	64,868

Appropriations

Operations	\$	64,868
Total Appropriations	\$	64,868

CAFETERIA FUND - 930**Anticipated Revenue**

Capital Grants and Contributions	\$	10,772
Transfer from Cafeteria Fund Balance	\$	500
Total Revenue	\$	11,272

Appropriations

Operations	\$	11,272
Total Appropriations	\$	11,272

GRAND TOTAL BUDGET AMENDMENT NO 4	\$	2,775,299
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INTRODUCED: May 26, 2022

PUBLIC HEARING: May 26, 2022

Public Hearing Advertisement Date: May 18, 2022

Approved this _____ day of _____ 2022

Effective Date: _____

CERTIFIED: _____

ATTEST: _____

Kiley A. Kesecker

Clerk of Council

Andrea Oakes

Mayor of Council

FY 2022 BUDGET AMENDMENT NO. 4

	LEDGER CODE	AMOUNT	
		REVENUE	EXPENDITURE
GENERAL FUND			
GENERAL GOVERNMENTAL ADMINISTRATION			
PUBLIC SAFETY			
<u>POLICE DEPARTMENT</u>			
Fed DMV Grant	11033-46206-52900	\$ 15,380	
Overtime DMV Grant	11033110-51530-52900		\$ 14,080
Training	11033110-55005-52900		\$ 1,300
<u>Selective Enforcement - Speed</u>			
US Marshall Forfeited Asset	11033-46207-53300	\$ 4,998	
Police Overtime	11033110-51530-53300		\$ 4,998
To appropriate US Marshal Services Joint Law Enforcement Operations Task Force Funding - Carry Over Funding			
Computer Equipment	11034-44122-40252	\$ 25,349	
Other Grants - FH Subs	11033110-58342-40252		\$ 25,349
To appropriate Firehouse Subs Grant - Computer Equipment			
Insurance recovery	11031-41928	\$ 1,000	
Police Maintenance and Repairs-vehicles	11033110-55305		\$ 1,000
To appropriate insurance proceeds for damages to Police cruiser			
Insurance recovery	11031-41928	\$ 1,240	
Police Maintenance and Repairs-vehicles	11033110-55305		\$ 1,240
To appropriate insurance proceeds for damages to Police cruiser			
Insurance recovery	11031-41928	\$ 3,204	
Police Maintenance and Repairs-vehicles	11033110-55305		\$ 3,204
To appropriate insurance proceeds for damages to Police cruiser			
<u>POLICE DEPARTMENT</u>			
Insurance recovery	11031-41928	\$ 1,446	
Police Maintenance and Repairs-vehicles	11033110-55305		\$ 1,446
To appropriate insurance proceeds for damages to Police cruiser			
PARKS AND RECREATION			
<u>PARKS AND RECREATION</u>			
Donations Parks & Recreation	11073-41730	\$ 2,425	
Materials and Supplies -	11077110-55415-31200		\$ 2,425
Library Donations	11073-41735	\$ 3,200	
Special Programs - D Taylor Donation	11077510-55270		\$ 100
Special Programs - Mary Bierne Nutt Memorial	11077510-55270		\$ 100
Special Programs - RZ Foundation	11077510-55270		\$ 3,000
<u>HORTICULTURE</u>			
Donations - Parks & Recreation	11073-41730-33200	\$ 2,944	
Materials and Supplies	11077120-55415-33200		\$ 2,944
To appropriate Susan Blackley grant funds			

FY 2022 BUDGET AMENDMENT NO. 4

		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
TRANSFERS TO OTHER FUNDS			
<u>CAPITAL IMPROVEMENTS</u>			
Contingency - ARPA	11099800-56997-ARPA		\$ (2,000,000)
Transfer to the City Capital Improvements Fund	11099600-59339		\$ 2,000,000
<u>To transfer Emergency Radio Provision from ARPA</u>			
TOTAL GENERAL FUND		61186	61186
BUDGET AMENDMENT NO. 4 GENERAL FUND SUMMARY			
<u>GENERAL FUND REVENUE SUMMARY</u>			
General Revenues			
<u>Appropriation of Prior Year Fund Balance</u>		\$ 2,425	
Recreation- Nature Park Donations	2,425		
<u>Recovered Costs</u>		6,890	
Public Safety	6,890		
<u>Miscellaneous Revenue</u>		3,200	
Recreation-Donations- Library	3,200		
<u>Non-Capital Grants and Contributions</u>		48,671	
Police Department	45,727		
Parks & Recreation	2,944		
Total General Fund Revenues		\$ 61,186	
<u>GENERAL FUND EXPENDITURE SUMMARY</u>			
Public Safety		52,617	
Parks, Recreation, Cultural		8,569	
Total General Fund Expenditures		\$ 61,186	
CITY CAPITAL IMPROVEMENTS FUND			
Transfer from the General Fund	39001-49211	\$ 2,000,000	
CIP Contingency Account	39099800-58400-ARPA		\$ 2,000,000
To appropriate ARPA funds transferred from the General Fund			
TOTAL CAPITAL IMPROVEMENTS FUND		\$ 2,000,000	\$ 2,000,000
COMMUNITY DEVELOPMENT FUND			
Industrial Revitalization Fund	22083-46240-46012	\$ 100,000	
Professional Services	22088501-53010-46012		\$ 100,000
To appropriate Arcadia Project Grant Award			
TOTAL COMMUNITY DEVELOPMENT FUND		\$ 100,000	\$ 100,000

FY 2022 BUDGET AMENDMENT NO. 4

		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
GRANTS FUND			
<u>POLICE DEPARTMENT</u>			
DCJS Grant	21533-46252-40250	\$ 2,816	
Non capital Equipment	21533110-55486-40250		\$ 2,816
Appropriate LOLE Law Enforcement Grant # 2019-MU-BX-0026			
DCJS Grant	21533-46252-40251	\$ 2,658	
Non capital Equipment	21533110-55486-40251		\$ 2,658
Appropriate LOLE Law Enforcement Grant # 2020-MU-BX-0035			
TOTAL GRANTS FUND		\$ 5,474	\$ 5,474
WATER FUND			
Miscellaneous Federal Aid	53004-46250	\$ 368,000	
Water Lines	53004321-58365		\$ 368,000
To appropriate Virginia Community Readiness funding for design work			
TOTAL WATER FUND		\$ 368,000	\$ 368,000
SEWER FUND			
Miscellaneous Federal Aid	54004-46250	\$ 164,500	
Sewer line replacement	54004420-58366		\$ 164,500
To appropriate Virginia Community Readiness funding for design work			
TOTAL SEWER FUND		\$ 164,500	\$ 164,500

FY 2022 BUDGET AMENDMENT NO. 4 SUMMARY

CITY GOVERNMENT FUNDS	
GENERAL FUND	\$ 61,186
CAPITAL IMPROVEMENTS FUND	\$ 2,000,000
COMMUNITY DEVELOPMENT FUND	\$ 100,000
GRANTS FUND	\$ 5,474
WATER FUND	\$ 368,000
SEWER FUND	\$ 164,500
TOTAL CITY GOVERNMENT FUNDS	\$ 2,699,160
EDUCATION FUNDS	
EDUCATION FUND	\$ 64,868
CAFETERIA FUND	\$ 11,272
TOTAL EDUCATION FUNDS	\$ 76,140
TOTAL FY2022 BUDGET AMENDMENT NO. 4	\$ 2,775,299

**STAUNTON CITY SCHOOLS
FY 2022 BUDGET
AMENDMENT NO. 4**

EDUCATION FUND		REVENUES	EXPENDITURES
LOCAL GENERAL REVENUE/PROGRAMS			
Donations	900387-40580	\$ 2,500	
Band Replacement	91102587-58108		\$ 2,500
To appropriate Newman Band Donations			
Donations - Private Contributions	900381-40580-THACK	\$ 10,835	
Bessie Weller Elementary Thacker Fund	91101181-56109-THACK		\$ 10,835
To appropriate donated funds received from the Thacker Fund for Bessie Weller Elementary School			
Other Grants - VRSA	900300-40587	\$ 3,800	
Repair / Maint Supplies	94209099-56007		\$ 3,800
To Appropriate VRSA Grant Award			
Insurance Adjustments	900100-40510	\$ 103	
Repair / Main	93409096-53604		\$ 103
To appropriate insurance recovery of vehicle damage			
Insurance Adjustments - McSwain Elementary Flood	900100-40510-MEFLO	\$ 10,234	
Replace Machinery & Equipment	94209099-58101-MEFLO		\$ 10,234
To appropriate insurance recovery of basement flood			
Donations for Equity Initiatives Within Staunton City Schools	900300-40580-EQUIT	\$ 5,000	
Contingency	91101100-59100-EQUIT		\$ 5,000
To appropriate Redbeard Brewing Donation			
Bessie Weller Elementary			
Donation - Private Contribution	900381-40580	\$ 6,070	
Additional School Allotment - Weller	91101181-58212		\$ 5,820
Education Supplies - Weller	91101181-56013		\$ 250
To appropriate book vending machines - Rockingham Insurance			
ARP Homeless Children and Youth	900300-43995-ARHCY	\$ 26,326	\$ -
Other Purchased Services	91221195-53569-ARHCY	\$ -	\$ 5,139
Internal Services - Transportation	91221195-54098-ARHCY		\$ 8,687
Other Operating Supplies	91221195-56014-ARHCY		\$ 12,500
To record ARP II Education Fund Appropriation			
TOTAL LOCAL GENERAL REVENUE/PROGRAMS		\$ 64,868	\$ 64,868
TOTAL EDUCATION FUND 900		\$ 64,868	\$ 64,868

STAUNTON CITY SCHOOLS**FY 2022 BUDGET****AMENDMENT NO. 4**

CAFETERIA FUND				
Donations	930395-40580	\$	7,709	
Other Operating Supplies	H5109095-56014			\$ 7,709
To appropriate Giant Food grant funds				
Donations	930395-40580	\$	500	
Other Operating Supplies	H5109095-56014			\$ 500
To appropriate Covenant Presbyterian Church Food grant funds				
Other Federal Funds	930300-43999	\$	3,063	
Purchased Services	H5209095-53569			\$ 3,063
To appropriate Pandemic EBT Administration Support				
TOTAL SCHOOL CAFETERIA FUND 930		\$	11,272	\$ 11,272

GRAND TOTAL BUDGET AMENDMENT NO. 4	\$	76,140	\$ 76,140
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CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	June 9, 2022	Staff Members: Rodney Rhodes Tim Hartless
Item #	B	
Department:	Community Development— Planning and Zoning	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Area: Built Environment Value: Excellence	
Subject:	Public Hearing and Consideration of a Request by the City of Staunton for a Special Use Permit at Gypsy Hill Park, 600 Churchville Avenue, Under the Provisions of Section 18.30.030(1), for the Purpose of Constructing a New Bathroom Facility	

Background: The City of Staunton Parks and Recreation Department has requested a Special Use Permit to demolish, relocate and build a new bathroom building at Gypsy Hill Park, 600 Churchville Avenue. Gypsy Hill Park was established by an act of City Council in 1889. The park contains approximately 136 acres and is located at the intersection of Churchville Avenue and Thornrose Avenue. The project's scope of work includes renovation of the bathrooms located adjacent to the park pool and the Kiwanis ball-fields, demolition of the bathrooms at the north end and construction of new bathrooms adjacent to the picnic pavilion near the north entrance.

Analysis: Staff has considered the request and has no issues with the application. As illustrated on the attached map (Attachment 6), the property is zoned R-3, Medium Density Residential District. In the R-3 Districts, public parks are permitted by Special Use Permit. Because the scope of work includes construction of a new building, a Special Use Permit is required.

The *City of Staunton Comprehensive Plan, 2018-2040*, Future Land Use Map, designates this area as Conservation/Recreation/Open Space.

Although the applicant has submitted information on the two buildings being renovated, it is for informational purposes only. The existing bathrooms may be renovated without any special approvals. The only aspect of the project that is subject to the Special Use Permit request is the new bathroom building at the north end of the park.

The project designers, Thompson and Litton, have used the recently constructed concession stand near the Stonewall Brigade Bandstand as an example as they designed the façades of the bathroom buildings. Attachments 4 - 6 include elevation drawings of the proposed facades. Staff has worked with the designers on several revisions and the final renderings are shown in the attachments.

The existing north end bathrooms are isolated in an area away from Constitution Drive and near the golf course. The Parks and Recreation Department would like to relocate the building to a more convenient area. The existing building will be demolished and a new building constructed adjacent to the north end picnic pavilion. This location will be more convenient to the picnic pavilion and the playground which are the primary attractions at the north end of the park. The new building façade will be brick with a metal hip roof and decorative cornices.

Planning Commission Recommendation: At its May 19, 2022 meeting, the Planning Commission conducted a public hearing. During the public hearing no one spoke in opposition to the request. On a 5-0 vote, the Commission unanimously voted to recommend approval of the Special Use Permit.

Attachments:

- Attachment 1—Application
- Attachment 2—Project Summary
- Attachment 3—Vicinity Map
- Attachment 4—Pool Building Rendering
- Attachment 5—Ballfield Concession Building Rendering
- Attachment 6—North Building Rendering
- Attachment 7—Current Zoning-Gypsy Hill Park

Suggested Motion (to be made after the public hearing is conducted): I move that Council approve the Special Use Permit as recommended by the Planning Commission.

Interim City Manager: Leslie Beauregard



DEPARTMENT OF PLANNING &
INSPECTIONS
116 W. BEVERLEY STREET | P.O. BOX
58 | STAUNTON, VA 24402
540.332.3862 (OFFICE)
540.332.3807 (FAX)

APPLICATION FOR SPECIAL USE PERMIT

DATE: May 5, 2022

NAME OF APPLICANT: City of Staunton - Chris Tuttle, Director of Parks & Recreation

ADDRESS OF APPLICANT: PO Box 58, Staunton, VA 24402

PHONE #: 540-332-3945

E-MAIL ADDRESS: TuttleCJ@ci.staunton.va.us

IF APPLICANT IS **NOT** THE OWNER OF THE PROPERTY IN QUESTION, EXPLAIN. A COPY OF A PENDING CONTRACT OR OPTION AGREEMENT MUST BE ATTACHED HERETO AND MADE A PART OF THIS APPLICATION.

LOCATION OF PROPERTY: 600 Churchville Ave, Staunton, VA

MAP PROVIDED: YES X NO SITE PLAN PROVIDED: YES NO X

FEE PAID: YES NO X **check or cash only*

PRESENT ZONING OF THE PROPERTY: R-3, Medium Density Residential

APPLICABLE SECTION OF ZONING CODE STATING USE IS PERMITTED ON REVIEW:
SCC 18.30.030(1) and SCC 18.25.030(3) by reference

ARE PUBLIC UTILITIES AVAILABLE AND ADEQUATE FOR PROPOSED USE? IF **NO**, EXPLAIN HOW UTILITIES WILL BE PROVIDED:
Yes

LEGAL DESCRIPTION OF PROPERTY: Gypsy Hill Park and Golf Course, 136.105 Acres
DETAILED DESCRIPTION OF PROPOSED USE (DRAWINGS MUST BE INCLUDED IF NEW CONSTRUCTION, ADDITIONS, OR CHANGES TO THE EXTERIOR OF THE PROPERTY ARE PROPOSED).

See attached description

SIGNATURE: _____



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116 W. BEVERLEY STREET | P.O. BOX
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LOCATION OF PROPERTY: 600 Churchville Ave, Staunton, VA

MAP PROVIDED: YES X NO SITE PLAN PROVIDED: YES NO X

FEE PAID: YES NO X **check or cash only*

PRESENT ZONING OF THE PROPERTY: R-3, Medium Density Residential

APPLICABLE SECTION OF ZONING CODE STATING USE IS PERMITTED ON REVIEW:
SCC 18.30.030(1) and SCC 18.25.030(3) by reference

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Yes

LEGAL DESCRIPTION OF PROPERTY: Gypsy Hill Park and Golf Course, 136.105 Acres
DETAILED DESCRIPTION OF PROPOSED USE (DRAWINGS MUST BE INCLUDED IF NEW CONSTRUCTION, ADDITIONS, OR CHANGES TO THE EXTERIOR OF THE PROPERTY ARE PROPOSED).

See attached description

SIGNATURE: Chris Tuttle 5/10/22

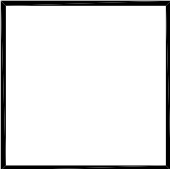
Application for Special Use Permit
Gypsy Hill Park Restroom Improvements
Project Description

The City of Staunton Department of Parks & Recreation is seeking to improve its restroom facilities at three (3) locations within Gypsy Hill Park (600 Churchville Avenue), as shown on the attached Vicinity Map and described below:

- (1) Relocate the existing restrooms at the north end of the park;
- (2) Upgrade the restrooms adjacent to the Kiwanis concessions stand; and
- (3) Upgrade the restrooms to the north of the pool.

The objective is to upgrade the interior (stalls, sinks, etc.) and exterior (sidewalks, etc.) to meet ADA requirements, as well as generally provide more desirable accommodations. The north end restrooms (#1 above) are proposed to be relocated adjacent to the existing picnic shelter near the volleyball courts, where it will be closer to Constitution Drive and still be out of the flood zone. The existing north end restrooms building is proposed to be demolished.

The City is utilizing the civil engineering and architectural services of Thompson & Litton, a firm already under contract with the City for on-call engineering services.



GYPHY HILL PARK BATHROOMS RENOVATIONS
STAUNTON, VIRGINIA

VICINITY MAP

Designed	
Drawn	JWS
Checked	
Date	APRIL 2022

Project No.

16472



1



GYPSY HILL PARK

EXISTING POOL BUILDING



THOMPSON
& LITTON



GYPSY HILL PARK

POOL BUILDING



THOMPSON
& LITTON



GYPSY HILL PARK

EXISTING CONCESSION BUILDING



THOMPSON
& LITTON



GYPSY HILL PARK

CONCESSION BUILDING



THOMPSON
& LITTON



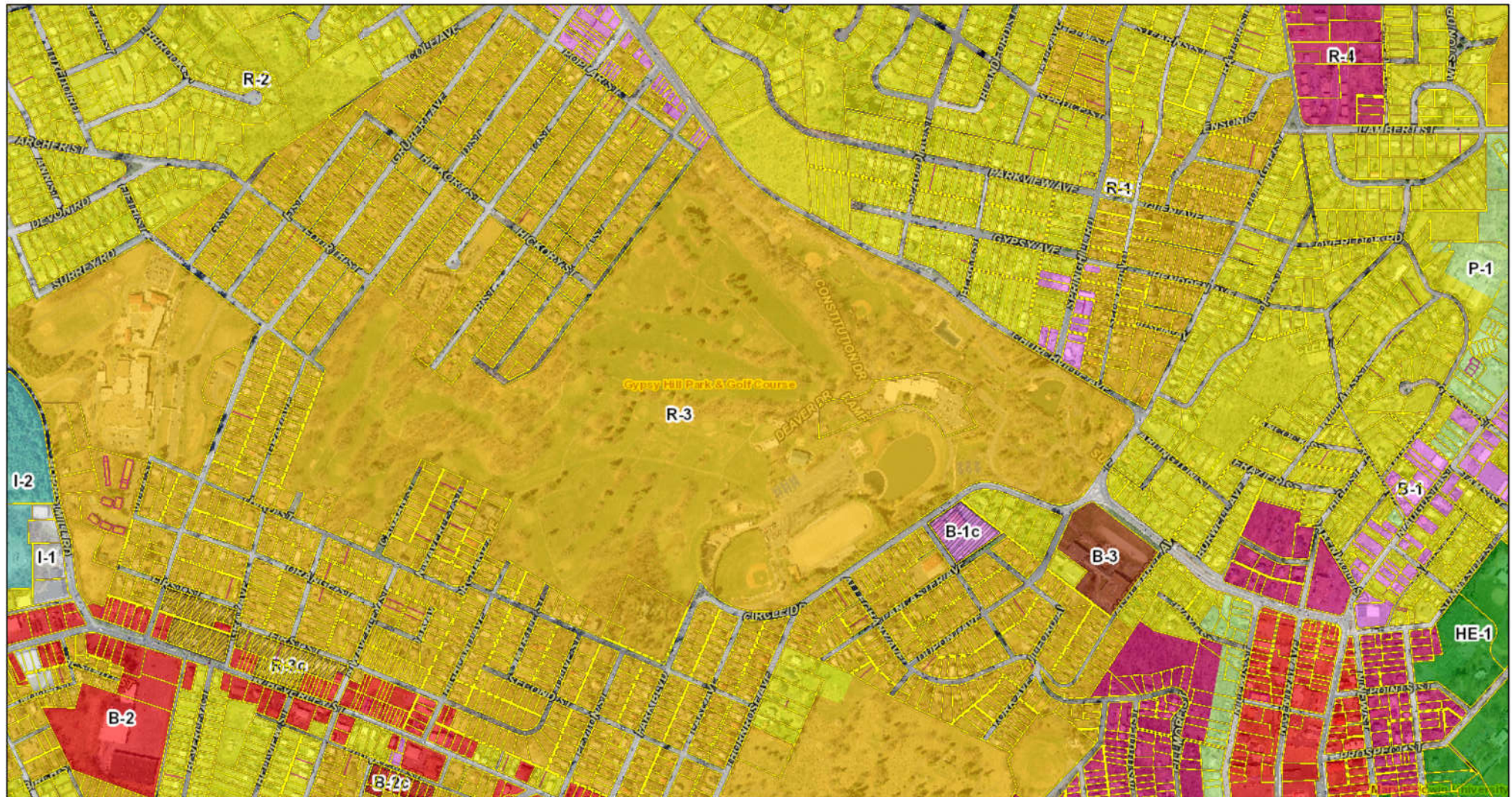
GYPSY HILL PARK

NORTH BUILDING



THOMPSON
& LITTON

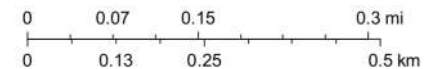
Current Zoning - Gypsy Hill Park



5/11/2022, 3:43:37 PM



1:7,108



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	June 9, 2022	Staff Members: Rodney Rhodes Tim Hartless
Item #	C	
Department:	Community Development— Planning and Zoning	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Area: Built Environment Value: Excellence	
Subject:	Public Hearing and Consideration of Amendments to Various Sections of Title 18, Zoning, of the Staunton City Code Including: Chapter 18.83, Entrance Corridor Overlay District, Chapter 18.140, Signs Billboards and Advertising Structures, Chapter 18.175 Landscaping and Screening, Chapter 18.10, Definitions, as well as the Entrance Corridor Overlay District Guidelines to Provide Specific Requirements for Automobile Sales Lots	

Background: At its meeting of March 10, 2022, City Council considered an appeal by McDonough Toyota of a Planning Commission decision to not allow the McDonough Toyota entrance portal to be internally illuminated. City Council delayed action on the request until June and directed staff to prepare amendments to the Zoning Code to allow more flexibility for auto sales lots regarding the internal illumination of entrance portals which have become a very common architectural element for these types of businesses. Furthermore, City Council directed staff to draft additional text amendments to address lighting, landscape and parking requirements for automobile sales lots. There are 15 businesses in the Entrance Corridors that have a license (City and DMV) to sell vehicles. All of them would be subject to the zoning text amendments.

Analysis: The attached amendments to the Zoning Code and Entrance Corridor Overlay District Design Guidelines have been drafted to address the specific items requested by City Council.

18.10 Definitions

The definitions for “parking lot” and “parking space” have been amended to note that areas used for the display of automobiles for sale shall not be considered as a parking space or a parking lot. Automobile sales lots are unique in that their product, vehicles, is displayed in areas that would otherwise be considered parking spaces. Areas used for parking cars of employees, customers, or those awaiting repair would continue to be considered parking spaces and lots.

The size of a parking space has been amended in the definition to note that a space shall be a minimum of nine feet wide and 18 feet long. This amendment to the definition provides consistency with the off-street parking requirements of Staunton City Code Section 18.125.020.

18.175 Landscape and Screening

The amendment provides exceptions to the landscape requirements for areas that are used to display automobiles for sale. Perimeter plantings and street trees would not be required and the area used to display automobiles for sale would not be counted when calculating interior planting requirements.

18.83 Entrance Corridor Overlay District Design Standards

The amendment exempts automobile sales lots from the requirement to provide an alternative surface for excess parking, internal planting requirements, or limiting lighting levels at the right-of-way to 0.5 foot candles (fc) (2.0fc would be permitted at the right-of-way).

The amendment to the design standards permits automobile sales lots to have entrance portals. The portals may be internally illuminated; however, any portions that are internally illuminated shall be classified as a sign. Illumination shall not exceed five fc at any point in front of or to the side of the portal. If the portal is within five feet of the building it will be considered a building mounted sign and not as a freestanding sign.

Although lighting of building elevations is generally prohibited, the amendment permits the lighting of entrance portals for automobile sales lots.

18.140 Signs, Billboards, and other Advertising Structures

The amendment specifically permits the internal illumination of entrance portals as signage for automobile sales lots.

Entrance Corridor Overlay District Design Guidelines

The amendment would permit, in all 13 Entrance Corridors, the lighting of entrance portals and a lighting level of 2.0fc at the boundary with a public-right-of-way, for automobile sales lots. If adopted, this change would need to be incorporated into the new Entrance Corridor Overlay District Design Guidelines that are currently being drafted by the City’s consultant.

Planning Commission Recommendation:

At their May 19, 2022 meeting, the Planning Commission conducted a public hearing on the zoning text amendments. In advance of the public hearing, emails were received from 22 people noting their opposition to the amendments. During the public hearing six people spoke in opposition to the request. On a 5-0 vote, the Commission unanimously voted to not recommend approval of the amendments, noting that the amendments would not serve the

interests of public necessity, convenience, general welfare or be good zoning practice. Furthermore, the Commissioners stated that the zoning text amendments:

Should be addressed in accordance with the City's Comprehensive Plan which lays out the City's goals, visions and objectives moving forward;

Should not be considered separate from the ongoing Entrance Corridor Overlay District Design Guidelines update; and

Should not be carved-out for one industry (It was noted that none of the other 14 auto dealerships in the Entrance Corridor Overlay had raised concerns about lighting of signs.).

Attachments:

Attachment 1—Amendments to Various Sections of the Zoning Code

Attachment 2—Amendments to Entrance Corridor Overlay District Guidelines

Attachment 3—Draft Ordinance

Attachment 4—Draft Resolution

Attachment 5—Letters in Opposition to the Amendments

Attachment 6—Minutes from March 10, 2022 City Council Meeting

Alternative Motions (to be made after the public hearing is conducted):

I move that Council **deny** the ordinance, resolution and amendments as recommended by the Planning Commission.

I move that Council **adopt** the ordinance, resolution and **approve** the amendments as drafted by staff.

I move that Council **only adopt** the amendments pertaining to the **internal illumination of entrance portals** for automobile sales lots.

The below item was tabled by City Council on March 10, 2022 until the June 9, 2022 meeting. Action on this item is dependant of on the outcome on the preceding zoning text amendments.

McDonough Toyota: Consideration of an Appeal of Decision of Planning Commission Under Staunton City Code § 18.83.070(1) of Chapter 18.83, Entrance Corridor Overlay District, Specifically Regarding the Internal Illumination of a Stand-Alone Entrance Portal as a Sign

Motion (If City Council desires to uphold the decision of the Planning Commission): I move to uphold the decision of the Planning Commission and deny the appeal for the reasons given by staff.

Motion (If City Council desires to overturn the decision of the Planning Commission): I move to overturn the decision of the Planning Commission and grant McDonough Toyota's appeal and permit the internal illumination of the cabinet portal sign, to the greatest extent possible within the limitations of SCC 18.140.040(4)(c).

Interim City Manager: Leslie Beauregard

Code Changes Associated with Automobile Sales Lots and Entrance Portals

18.10 Definitions

“Parking area” means an open, occupied space used or required for use for parking of automobiles or other private vehicles exclusively and in which no gas or automobile accessories are sold, no other business is conducted, and no fees are charged. For Automobile sales lot uses permitted under 18.60.020, the area used to display automobiles for sale shall not be considered part of a parking area.

“Parking lot” means an off-street facility, including parking spaces, along with adequate provision for drives and aisles for maneuvering and giving access, and for entrance and exit, all laid out in a way to be usable for parking. For Automobile sales lots uses permitted under 18.60.020, the area used to display automobiles for sale shall not be considered part of a parking lot.

“Parking space” means an off-street space available for parking of one motor vehicle and having an area of not less than 200 square feet nine feet wide and 18 feet long exclusive of passageways and driveways appurtenant thereto, and having direct access to a street or alley. For Automobile sales lot uses permitted under 18.60.020, the area used to display automobiles for sale shall not be considered as parking spaces.

18.175 Landscape and Screening

18.175.070 Exceptions

(1) In lieu of planting new materials, existing trees and vegetation may satisfy landscaping and screening requirements, subject to the agent’s approval. The landscaping plan shall indicate the trees to be saved, limits of clearing, location and type of protective fencing, grade changes requiring tree wells, or walls and trenching. Upon review of the site and/or site plan, the agent, or the reviewing authority, may reduce or suspend any of the requirements of this chapter, if the site presents special circumstances whereby the strict compliance of this chapter will produce an undue hardship or if the spirit of the chapter has been met and deviation has been deemed to be in the best interest of the city. (Zoning ordinance Art. 5, § 15).

(2) Automobile Sales Lots permitted under 18.60.020

(a) the area used to display automobiles for sale shall be exempt from the parking lot perimeter planting and street tree planning requirements.

(b) The area used to display automobiles for sale shall not be counted when calculating interior planting requirements.

18.83 Entrance Corridor Overlay District

18.83.030 Applicability

(1)

(2)

(3)

(4)

(5) Exemptions. The following are exempt from the requirements of this chapter:

(a) Automobile Sales Lots Permitted under section 18.60.020, the area used for the display of automobiles for sale shall be exempt from the following:

(i) Alternative surface treatment shall not be required to be provided for parking in excess of the minimum number of spaces required;

(ii) lighting levels at the right-of-way boundary shall not be subject to the 0.5 footcandle limitation. Automobile Sales Lots may have light levels at the right-of-way boundary not to exceed two footcandles; however, lighting at the side and rear property lines shall not exceed 0.5 footcandles;

(iii) Entrance Corridor internal planting requirements.

~~(ab)~~ The construction or alteration of detached single-family dwellings and accessory structures on existing individual lots or parcels within the entrance corridor overlay district, provided the lots or parcels have been created and legally recorded prior to the date of the adoption of this chapter;

~~(bc)~~ Agricultural and forestal buildings where no site plan review is required;

~~(ed)~~ Interior alterations to a building or structure having no effect on exterior appearance of the building or structure;

~~(de)~~ General Maintenance. Activity where no change in design, material, or color is proposed for any built or planted element on the site;

~~(ef)~~ The construction of ramps and other modifications to serve the handicapped; and

(fg) All federal and state government facilities. (Ord. 2008-09).

18.83 Entrance Corridor Overlay District

18.83.090 Design Standards

(1) ...

(2) ...

(3) ...

(4) ...

(5) ...

(6) ...

(7) Requirements for Signs, Billboards, and Other Advertising Structures. The requirements of Chapter [18.140](#) SCC, Signs, Billboards and Other Advertising Structures, shall apply with the following exceptions:

(a) Each parcel of property occupied by a building shall be permitted one freestanding sign, which shall not exceed 30 square feet on each face. Automobile service stations shall be permitted an additional twenty square feet on each face to advertise the price of fuel.

(b) Freestanding signs shall be mounted on bases a maximum of three feet high. If the specific location of the sign requires a base of more than three feet to provide adequate visibility, the planning commission may approve a taller base. No freestanding sign shall exceed 15 feet in height from grade.

(c) Freestanding signs for shopping centers shall be allowed 10 square feet of area per business establishment. An additional 25 square feet shall be allowed to identify the shopping center as a whole. If individual businesses located within the shopping center are not included on the freestanding sign, the sign identifying the shopping center may be 45 feet in area. For the purposes of this chapter, shopping center shall be defined as:

(i) Groups of two or more stores, personal service shops or restaurants connected by party walls, partitions, canopies or similar features; or

(ii) Some or all of the stores, personal service shops or restaurants located in separate buildings designed as a single commercial group sharing common parking areas, vehicular travelways, and walkways designed to encourage customer interchange between the buildings and present the appearance of a continuous commercial area.

(d) If the nearest point of a freestanding sign is located within five feet of the street right-of-way, its location must be approved by the city's director of public works or designee, who will evaluate the location for site line and other traffic safety considerations.

(e) The following sign types shall be permitted in the entrance corridor overlay district:

(i) Externally illuminated signs provided the light source is directed downward;

(ii) Internally illuminated channel letters; and

(iii) Internally illuminated cabinet signs if the background of the cabinet sign is opaque and appears black at night;

(iv) Automobile sales lot entrance portals may be permitted. If the portal is internally illuminated it will be considered as a sign. Entrance portal illumination may not exceed five footcandles measured at any point in front of or to either side of the portal. The entrance portal will be treated as a building mounted sign if any portion of the portal is located within five feet of the building. If all portions of the portal are located more than five feet from the building, the portal shall be treated as a freestanding sign.

~~(iv)~~ Additional types of signs shall be considered.

(f) No wall sign shall project beyond the surface of the building or above the roofline of the building; signs shall be appropriately scaled to the building or portion of the building served and should be coordinated with the architecture.

(g) Inflatable figures and/or signs (still or animated) are not permitted in the entrance corridor overlay district.

(8) Lighting Requirements for Site and Building Exteriors.

(a) Lighting shall be wholly contained within the site.

(b) Light poles shall not exceed 24 feet in height.

(c) Lighting shall be limited to that which is necessary for safety; lighting shall not be used as signage such as up-lighting or down-lighting building elevations, decorative light fixtures, moving or sweeping lights directed towards the sky among other types. (Ord. 2008-09).

(d) Automobile Sales Lots may have illuminated entrance portals as permitted under section 18.83.090(7)(e)(iv) of this chapter.

18.140 Signs, Billboards, and other Advertising Structures

18.140.020 General Regulations

In any zoning district where signs are permitted, the following general regulations shall apply:

(1) ...

(2) ...

(3) ...

(5) ...

(6) ...

(7) ...

(8) ...

(9) ...

(10) ...

(11) ...

(12) ...

(13) ...

(14) ...

(15) ...

(16) ...

(17) Automobile sales lot entrance portals may be permitted. If the portal is internally illuminated it will be considered as a sign. Entrance portal illumination may not exceed five footcandles measured at any point in front of or to either side of the portal. The entrance portal will be treated as a building mounted sign if any portion of the portal is located within five feet of the building. If all portions of the portal are located more than five feet from the building, the portal shall be treated as a freestanding sign.

~~(17)~~¹⁸ A zoning permit is required prior to erecting any permanent sign. (Ord. 2010-04. Zoning ordinance Art. 5, § 8).

Entrance Corridor Overlay District Guideline Changes Associated with Automobile Sales Lots and Entrance Portals

(To be added to all 13 sets of Guidelines)

Site and Building Signs

Sign characteristics not recommended include:

- A sign that is a moored balloon or other inflatable
- Any type of tethered floating sign
- Signs that move or change more frequently than every 24 hours
- Message boards of any type
- Window signs of any type covering more than 1/3rd of any window surface
- Human beings, animals, or plants in costume, wearing, holding, or used to hang signs
- Lighting of any type outlining any structure or window except for Automobile Sales Lot entrance portals.
- Pennants, ribbons, spinners, streamers or similar moving devices, whether or not they are part of a sign
- A sign, other than a public sign, that contains or consists of a searchlight, beacon, strobe light, or similar form of illumination
- A sign that produces sound for the purpose of attracting attention regardless of whether the sign has a written message content
- A sign that is illuminated so as to be unsafe to vehicular or pedestrian traffic
- A commercial window sign affixed to a window or door above the first floor of the structure unless the business to which the sign pertains does not occupy any first floor space
- Advertising vehicles, where the vehicle is parked so as to be visible from a public right-of-way in a parking space or parking area not associated with a car dealership; the vehicle is inoperable; or the vehicle is incapable of moving on its own or is not self-propelled
- All banners, except when used as a temporary sign
- Billboards of any type
- All roof signs
- Illuminated signs featuring changing or static screen display are not recommended for use on any property within the Entrance Corridor Overlay District.
- LED display signs are not on the list of permitted signs in the Entrance Corridor Overlay District, however the ordinance does allow staff to consider additional types of signs for approval. The use of LED displays along Richmond Avenue may be considered with the following conditions: The LED display should consist of yellow diodes on a black background. The LED display be turned off after the business closes; the LED display shall not move or change within a 24-hour period; should an LED display cause undue glare on adjacent properties or from near-by Richmond

Avenue, the light levels should be dimmed and maintained at the reduced level. It is recommended these standards apply to other / similar types of LED signs.

- Sign bases should reflect site material and construction traditions. Stone and brick are appropriate materials; metal bases will be considered on a case-by-case basis.
- To provide consistency throughout the Entrance Corridor Overlay District, all channel letters and bubble signs should have dark bronze trim caps and returns; raceways should be painted to match mounting surface.
- Neon signs will be considered if used as part of a freestanding sign or sign located on a building face.
- Neon tubing, simulated neon tubing, and / or other linear lighting types or lighting configuration used to outline, edge, or otherwise emphasize building or site features is discouraged.
- Text and logos only on gas station canopies may be internally illuminated; the overall internal illumination of gas station canopies is discouraged.
- Small, standardized, neon "OPEN" signs are recommended; all other lighted signs located in building windows is not recommended.

Site and Building Lighting

Recommended lighting on Richmond Avenue includes the use of cut off and / or full cut off site, building, and canopy lighting for fixtures emitting over 1800 lumens. Maximum foot candle readings of 0.5 fc at the parcel boundary is recommended; however, Automobile Sales Lots may have a maximum of 2 fc at the boundary with a public right-of-way. Illumination should have intensities and uniformity ratios in accordance with the current recommended practices of the Illumination Engineering Society of North America Lighting Handbook. To provide consistency throughout the Entrance Corridor Overlay District, all site and building light fixtures should be dark bronze in color. Nothing in this section should be construed as to not allow Automobile Sales Lot entrance portals to be internally illuminated subject to all other applicable provisions of Title 18 and these Guidelines.

Ordinance No. 2022-____

**AN ORDINANCE AMENDING CHAPTERS
18.10, DEFINITIONS, 18.140, SIGNS, BILLBOARDS, AND OTHER
ADVERTISING STRUCTURES,
18.175, LANDSCAPING AND SCREENING, AND
18.83, ENTRANCE CORRIDOR OVERLAY DISTRICT,
OF TITLE 18, ZONING, OF THE STAUNTON CITY CODE
TO PROVIDE SPECIFIC REQUIREMENTS FOR AUTOMOBILE SALES LOTS**

Recitals

A. Staunton City Council has determined that the Zoning Code contains certain requirements that are burdensome to automobile sales lots and has directed staff to prepare amendments to provide relief;

B. In an effort to achieve this goal, staff has reviewed the Zoning Code and has identified certain chapters for potential change;

C. The drafted amendment would provide specific requirements related to signs, lighting, landscaping, and parking for automobile sales lots;

D. The Planning Commission of the City of Staunton, after study and review, has properly heard the matter;

E. This matter has been properly advertised, heard, and considered; and

F. These recitals are an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Chapters 18.10, Definitions, 18.140, Signs, Billboards, and Other Advertising Structures, 18.175, Landscaping and Screening, and 18.83, Entrance Corridor Overlay District, of Title 18, Zoning, of the Staunton City Code, are **HEREBY AMENDED, RESTATED, AND REORDAINED** as follows:

18.10 Definitions

“Parking area” means an open, occupied space used or required for use for parking of automobiles or other private vehicles exclusively and in which no gas or automobile accessories are sold, no other business is conducted, and no fees are charged. For Automobile sales lot uses permitted under 18.60.020, the area used to display automobiles for sale shall not be considered part of a parking area.

“Parking lot” means an off-street facility, including parking spaces, along with adequate provision for drives and aisles for maneuvering and giving access, and for entrance and exit, all laid out in a way to be usable for parking. For Automobile sales lots uses permitted under 18.60.020, the area used to display automobiles for sale shall not be considered part of a parking lot.

“Parking space” means an off-street space available for parking of one motor vehicle and having an area of not less than nine feet wide and 18 feet long exclusive of passageways and driveways appurtenant thereto, and having direct access to a street or alley. For Automobile sales lot uses permitted under 18.60.020, the area used to display automobiles for sale shall not be considered as parking spaces.

“Portal” means an architectural structure providing a large and imposing entrance to a building.

18.175 Landscape and Screening

18.175.070 Exceptions

(1) In lieu of planting new materials, existing trees and vegetation may satisfy landscaping and screening requirements, subject to the agent’s approval. The landscaping plan shall indicate the trees to be saved, limits of clearing, location and type of protective fencing, grade changes requiring tree wells, or walls and trenching. Upon review of the site and/or site plan, the agent, or the reviewing authority, may reduce or suspend any of the requirements of this chapter, if the site presents special circumstances whereby the strict compliance of this chapter will produce an undue hardship or if the spirit of the chapter has been met and deviation has been deemed to be in the best interest of the city.

(2) Automobile Sales Lots permitted under 18.60.020

(a) the area used to display automobiles for sale shall be exempt from the parking lot perimeter planting and street tree planning requirements.

(b) The area used to display automobiles for sale shall not be counted when calculating interior planting requirements.

18.83 Entrance Corridor Overlay District

18.83.030 Applicability

(1)

(2)

(3)

(4)

(5) Exemptions. The following are exempt from the requirements of this chapter:

(a) Automobile Sales Lots Permitted under section 18.60.020, the area used for the display of automobiles for sale shall be exempt from the following:

(i) Alternative surface treatment shall not be required to be provided for parking in excess of the minimum number of spaces required;

(ii) lighting levels at the right-of-way boundary shall not be subject to the 0.5 footcandle limitation. Automobile Sales Lots may have light levels at the right-of-way boundary not to exceed two footcandles; however, lighting at the side and rear property lines shall not exceed 0.5 footcandles;

(iii) Entrance Corridor internal planting requirements.

(b) The construction or alteration of detached single-family dwellings and accessory structures on existing individual lots or parcels within the entrance corridor overlay district, provided the lots or parcels have been created and legally recorded prior to the date of the adoption of this chapter;

(c) Agricultural and forestal buildings where no site plan review is required;

(d) Interior alterations to a building or structure having no effect on exterior appearance of the building or structure;

(e) General Maintenance. Activity where no change in design, material, or color is proposed for any built or planted element on the site;

(f) The construction of ramps and other modifications to serve the handicapped; and

(g) All federal and state government facilities.

18.83 Entrance Corridor Overlay District

18.83.090 Design Standards

(1) ...

(2) ...

(3) ...

(4) ...

(5) ...

(6) ...

(7) Requirements for Signs, Billboards, and Other Advertising Structures. The requirements of Chapter [18.140](#) SCC, Signs, Billboards and Other Advertising Structures, shall apply with the following exceptions:

(a) Each parcel of property occupied by a building shall be permitted one freestanding sign, which shall not exceed 30 square feet on each face. Automobile service stations shall be permitted an additional twenty square feet on each face to advertise the price of fuel.

(b) Freestanding signs shall be mounted on bases a maximum of three feet high. If the specific location of the sign requires a base of more than three feet to provide adequate visibility, the planning commission may approve a taller base. No freestanding sign shall exceed 15 feet in height from grade.

(c) Freestanding signs for shopping centers shall be allowed 10 square feet of area per business establishment. An additional 25 square feet shall be allowed to identify the shopping center as a whole. If individual businesses located within the shopping center are not included on the freestanding sign, the sign identifying the shopping center may be 45 feet in area. For the purposes of this chapter, shopping center shall be defined as:

(i) Groups of two or more stores, personal service shops or restaurants connected by party walls, partitions, canopies or similar features; or

(ii) Some or all of the stores, personal service shops or restaurants located in separate buildings designed as a single commercial group sharing common parking areas, vehicular travelways, and walkways designed to encourage customer interchange between the buildings and present the appearance of a continuous commercial area.

(d) If the nearest point of a freestanding sign is located within five feet of the street right-of-way, its location must be approved by the city's director of public works or designee, who will evaluate the location for site line and other traffic safety considerations.

(e) The following sign types shall be permitted in the entrance corridor overlay district:

(i) Externally illuminated signs provided the light source is directed downward;

(ii) Internally illuminated channel letters; and

(iii) Internally illuminated cabinet signs if the background of the cabinet sign is opaque and appears black at night;

(iv) Automobile sales lot entrance portals may be permitted. If the portal is internally illuminated it will be considered as a sign. Entrance portal illumination may not exceed five footcandles measured at any point in front of or

to either side of the portal. The entrance portal will be treated as a building mounted sign if any portion of the portal is located within five feet of the building. If all portions of the portal are located more than five feet from the building, the portal shall be treated as a freestanding sign.

(v) Additional types of signs shall be considered.

(f) No wall sign shall project beyond the surface of the building or above the roofline of the building; signs shall be appropriately scaled to the building or portion of the building served and should be coordinated with the architecture.

(g) Inflatable figures and/or signs (still or animated) are not permitted in the entrance corridor overlay district.

(8) Lighting Requirements for Site and Building Exteriors.

(a) Lighting shall be wholly contained within the site.

(b) Light poles shall not exceed 24 feet in height.

(c) Lighting shall be limited to that which is necessary for safety; lighting shall not be used as signage such as up-lighting or down-lighting building elevations, decorative light fixtures, moving or sweeping lights directed towards the sky among other types.

(d) Automobile Sales Lots may have illuminated entrance portals as permitted under section 18.83.090(7)(e)(iv) of this chapter.

18.140 Signs, Billboards, and other Advertising Structures

18.140.020 General Regulations

In any zoning district where signs are permitted, the following general regulations shall apply:

(1) ...

(2) ...

(3) ...

(5) ...

(6) ...

(7) ...

(8) ...

(9) ...

(10) ...

(11) ...

(12) ...

(13) ...

(14) ...

(15) ...

(16) ...

(17) Automobile sales lot entrance portals may be permitted. If the portal is internally illuminated it will be considered as a sign. Entrance portal illumination may not exceed five footcandles measured at any point in front of or to either side of the portal. The entrance portal will be treated as a building mounted sign if any portion of the portal is located within five feet of the building. If all portions of the portal are located more than five feet from the building, the portal shall be treated as a freestanding sign.

(18) A zoning permit is required prior to erecting any permanent sign

In all other respects, the provisions of Title 18, Zoning, of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced:

Adopted:

Effective Date:

Andrea W. Oakes, Mayor

ATTEST: _____
Kiley A. Kesecker,
Clerk of Council

**Entrance Corridor Overlay District Guideline Changes Associated
with Automobile Sales Lots and Entrance Portals**

(To be added to all 13 sets of Guidelines)

Site and Building Signs

Sign characteristics not recommended include:

- A sign that is a moored balloon or other inflatable
- Any type of tethered floating sign
- Signs that move or change more frequently than every 24 hours
- Message boards of any type
- Window signs of any type covering more than 1/3rd of any window surface
- Human beings, animals, or plants in costume, wearing, holding, or used to hang signs
- Lighting of any type outlining any structure or window except for Automobile Sales Lot entrance portals.
- Pennants, ribbons, spinners, streamers or similar moving devices, whether or not they are part of a sign
- A sign, other than a public sign, that contains or consists of a searchlight, beacon, strobe light, or similar form of illumination
- A sign that produces sound for the purpose of attracting attention regardless of whether the sign has a written message content
- A sign that is illuminated so as to be unsafe to vehicular or pedestrian traffic
- A commercial window sign affixed to a window or door above the first floor of the structure unless the business to which the sign pertains does not occupy any first floor space
- Advertising vehicles, where the vehicle is parked so as to be visible from a public right-of-way in a parking space or parking area not associated with a car dealership; the vehicle is inoperable; or the vehicle is incapable of moving on its own or is not self-propelled
- All banners, except when used as a temporary sign
- Billboards of any type
- All roof signs
- Illuminated signs featuring changing or static screen display are not recommended for use on any property within the Entrance Corridor Overlay District.
- LED display signs are not on the list of permitted signs in the Entrance Corridor Overlay District, however the ordinance does allow staff to consider additional types of signs for approval. The use of LED displays along Richmond Avenue may be considered with the following conditions: The LED display should consist of yellow diodes on a black background. The LED display be turned off after the business closes; the LED display shall not move or change within a 24-hour period; should an LED display cause undue glare on adjacent properties or from near-by Richmond

Avenue, the light levels should be dimmed and maintained at the reduced level. It is recommended these standards apply to other / similar types of LED signs.

- Sign bases should reflect site material and construction traditions. Stone and brick are appropriate materials; metal bases will be considered on a case-by-case basis.
- To provide consistency throughout the Entrance Corridor Overlay District, all channel letters and bubble signs should have dark bronze trim caps and returns; raceways should be painted to match mounting surface.
- Neon signs will be considered if used as part of a freestanding sign or sign located on a building face.
- Neon tubing, simulated neon tubing, and / or other linear lighting types or lighting configuration used to outline, edge, or otherwise emphasize building or site features is discouraged.
- Text and logos only on gas station canopies may be internally illuminated; the overall internal illumination of gas station canopies is discouraged.
- Small, standardized, neon "OPEN" signs are recommended; all other lighted signs located in building windows is not recommended.

Site and Building Lighting

Recommended lighting on Richmond Avenue includes the use of cut off and / or full cut off site, building, and canopy lighting for fixtures emitting over 1800 lumens. Maximum foot candle readings of 0.5 fc at the parcel boundary is recommended; however, Automobile Sales Lots may have a maximum of 2 fc at the boundary with a public right-of-way. Illumination should have intensities and uniformity ratios in accordance with the current recommended practices of the Illumination Engineering Society of North America Lighting Handbook. To provide consistency throughout the Entrance Corridor Overlay District, all site and building light fixtures should be dark bronze in color. Nothing in this section should be construed as to not allow Automobile Sales Lot entrance portals to be internally illuminated subject to all other applicable provisions of Title 18 and these Guidelines.

**Emails Received Regarding Amendments to the Zoning Code and
Entrance Corridor Guidelines Specific to Auto Sales Lots**

From: Raymond Firehock
Sent: Wednesday, May 18, 2022 3:12 PM
To: Rodney S. Rhodes
Subject: Corridor Overlay Revisions

Dear Mr. Rhodes,

I am strongly opposed to modifying the current Corridor Overlay guidelines to accommodate a single business (or multiple similar ones).

The apparent impetus is a request (demand?) from McDonough Toyota. Now, I have no beef with McDonough. Indeed, we own a Camry and have had good experiences having it serviced at McDonough.

But I would submit that it is hard to miss the Toyota dealership day or night under current guidelines. It has a huge building and a large lot full of cars immediately abutting Richmond Road, visible day or night. And they need an even bigger and brighter presence?

A dealership in capital goods hardly needs to attract the walk-in/drive-by trade. People buying cars set out with a destination in mind.

Everyone in Staunton (except maybe a council member or two or four) knows where the Toyota guys are and how to find them, day or night,

Our efforts at Corridor Overlay are commendable, but it is a long slow slog past all the grandfathered establishments. Let's not dilute our efforts with one-off variances.

If you recommend and Commission and ultimately Council agree to the proposed variance, we stand at the top of the proverbial slippery slope.

Sincerely,

Raymond Firehock
Staunton, VA

Sent: Wednesday, May 18, 2022 2:47 PM
To: Rodney S. Rhodes
Subject: Mc Donough Toyota variance request

Dear Rodney Rhodes,

This message comes to you from my heart as well as my mind. It brings my strong objection to the request McDonough Toyota has made for an exception to be granted to the Richmond Avenue corridor overlay requirements so that this company may use a much brighter type of lighting on its location than is permitted, and so that they do not have to abide by the landscaping and planting requirements for their property.

My husband and I have lived and worked in Staunton for 41 years, since 1981, and have worked in those years with organizations that have encouraged the historic preservation and the beautification of the city. Much success has been achieved in those areas that has brought national recognition and considerable clean economic growth to the community. Staunton is a far more vibrant, interesting, and beautiful place than it was when we moved here. Much credit goes to the willingness of city government to invest in historic preservation and in beautification. The guidelines for Richmond Avenue development are a good example of that positive action on the part of the city.

The McDonough request flies in the face of these successful efforts.

1. In a time when reducing power usage, including lighting, is economically and ecologically sound, there is no excuse to encourage one business to flout that agreed standard.
2. Landscaping with assorted shrubs, small trees, grass, and other plants makes a property look far more attractive than just a bare blacktop parking lot in front, provides oxygen, and contributes to making a business area such as Richmond Avenue look far more appealing to the public and customers.
3. Granting an exception to one business says to all I and to the public that the city's carefully developed plans mean nothing. It suggests that other business owners were stupid fools to abide by the rules and put attractive landscaping on their properties. It opens the door to many other requests for exceptions.

I add my voice to others who plead with the Planning Commission to stand fast by your rules and deny this request.

Thank you.

Katharine L. Brown
25 South Washington Street
Staunton, VA 24401

From: Lallon Pond
Sent: Wednesday, May 18, 2022 9:52 AM
To: Rodney S. Rhodes
Subject: Corridor lighting

I'm VERY concerned about making exceptions re. corridor lighting into Staunton. McDonough Toyota already has an impressive location that does not require additional

lighting. You can't really drive by without noticing it. And the majority of the time it requires lighting, it's not even open! Additionally, it serves to increase light pollution and uses electricity that increases the use of fossil fuels that have already degraded the earth, possibly to the point of ultimate destruction. I really don't see a good argument for allowing this exception!!

Lallon Pond
16 College Cir
Staunton, VA 24401

From: Marney Gibbs
Sent: Tuesday, May 17, 2022 10:57 PM
To: Rodney S. Rhodes
Subject: Special entrance corridor rules for McDonough

I am opposed to making special rules for McDonough. It is easy to find McDonough's car dealership without special rules. Please stick with the current rules. Thank you.

Marney Gibbs

From: Dave Metz
Sent: Tuesday, May 17, 2022 5:24 PM
To: Rodney S. Rhodes
Subject: Thursday Evening

A one liner for Thursday evening. If our corridor overlay is so onerous, why is it that Hilton Head SC has 26 miles of corridor overlay and it sure doesn't seem to affect business in the least!

Thanks for your efforts in trying to keep what little respect for the city intact.

Dave Metz

Sent: Tuesday, May 17, 2022 4:24 PM
To: Rodney S. Rhodes
Subject: Entrance Corridor Comments

Mr. Rhodes,

I am unable to attend the public hearing in person on Thursday so I am emailing you my thoughts on the new entrance corridor guidelines. My hope is that any new changes and future modifications, for this area and Staunton in general, will work to reduce lighting rather than increase it. I teach Astronomy and Ecology at Staunton High School, so I stress to my students the importance of limiting artificial light whenever

possible. The benefits of reduced lighting are myriad from environmental, health, and sky gazing perspectives. If you'd like to discuss these benefits further please don't hesitate to contact me, and thank you for considering my input.

Nate Lawrence, M.A.
Science Teacher
Staunton High School

From: Dianne Byrer
Sent: Tuesday, May 17, 2022 12:16 PM
To: Rodney S. Rhodes
Subject: Lighting and Landscaping Requirements

Dear Mr. Rhodes

I believe the criteria for lighting and landscaping set up by the planning commission should be followed by all businesses in the corridor. When I first moved to Staunton I was impressed with the visual esthetics. I feel this touch shows a warmth and welcoming environment for citizens and visitors.

It is important to have a standard and it to be consistent throughout the area. If one business is the exception it distracts from the overall appearance. This can create a domino effect as well where other businesses continue to challenge it.

Thank you for your consideration.

Sincerely,
Dianne Byrer
1313 Aiken Street
Staunton, Virginia

From: Harriet Hanger
Sent: Tuesday, May 17, 2022 12:03 PM
To: Rodney S. Rhodes
Subject: Please restrict the Toyota lights. Thank you so much

From: Preston Manning
Sent: Tuesday, May 17, 2022 9:56 AM
To: Rodney S. Rhodes
Subject: lights

Please add my support to the refusal to allow more lights at McDonough Toyota -- those lights will disturb everyone on that end of town! Keep up the good work. Jane N. Manning

From: Pam Huggins
Sent: Tuesday, May 17, 2022 8:09 AM
To: Rodney S. Rhodes
Subject: Special Entrance Corridor

I understand the Planning Commission will be discussing some version of relaxed lighting/landscaping requirements for the Toyota dealership.

I will be out of town and cannot attend the public hearing, but want to communicate my thoughts on the matter. If the relaxation of rules will apply only to the Toyota dealership, I strongly oppose such a change. (I am a close personal friend of the McDonough family, own two cars bought there, and totally appreciate what their excellent business has done for the city.) However, besides the obvious unfairness of allowing different rules for one dealership than the others, I see no good reason for more lighting and a lot of reason to maintain the minimum landscaping requirements.

I suspect you are under considerable pressure to approve changes to be "more business friendly." In fact, the established rules were enacted to enhance the corridors into the city, which benefits all businesses there and does nothing to detract from their visibility or sales.

Thank you for adding these thoughts to your discussion. I hope the majority of members on the commission have the courage to avoid any appearance of favoritism.

Pam Huggins
1717 N Augusta St, Staunton

From: Sheila Ahmadi
Sent: Monday, May 16, 2022 10:37 PM
To: Rodney S. Rhodes
Subject: Re: Steve McDonough's Toyota Showroom Lighting Request

Dear Mr. Rhodes,

This is the email I sent to City Council on March 4 2022 regarding the special entrance corridor rules for McDonough Toyota. This is to let you know I continue to support you as referenced in the email below and continue to do so. I appreciate the work you do and the standards you work to uphold.

Sheila Ahmadi

On Mar 4, 2022, at 10:51 PM, Sheila Ahmadi wrote:

Dear City Council Members:

This email is to ask that you uphold the denial decision made twice by the Staunton Planning Commission and a previous appeal denied by former City Council members of

Mr. McDonough's request to increase lighting levels to the entrance of McDonough's Show Room.

Light pollution is a global issue and I am certain that the Planning Commission has provided evidence based summaries on its negative impact at our local level. I believe it is imperative to evaluate the evidence and follow their recommendations for the long term environmental benefit to the community.

Thank you for your thoughtful deliberation and right action.

Sheila Ahmadi

Sent: Monday, May 16, 2022 9:51 PM

To: Rodney S. Rhodes

Subject: Entrance Corridor

I really see no reason to provide a special entrance corridor exception for McDonough Toyota. What is the rationale? We have a well thought out and approved set of guidelines, and no business has demonstrated that those guidelines have harmed them financially. Please let's not let the desire to be "business friendly" cause us to make decisions that harm our city entry ways with glaring lights.

Jim Lott

From: Marc Armstrong

Sent: Monday, May 16, 2022 9:20 PM

To: Rodney S. Rhodes

Subject: Bright lights and parking lots

Dear Mr. Rhodes,

I have a Staunton city address and am familiar with the back and forth regarding McDonough Toyota and the planning commission and McDonough's desire to install brighter lights and a bigger parking lot. The City of Staunton has minimal landscaping requirements and McDonough Toyota's wish to not have to abide by them is something I encourage you to deny. The landscaping rules are reasonable and we must have an even handed approach to zoning regulations so that all businesses are treated fairly and equitably.

Respectfully,

Marc Armstrong

From: CINDY CONNORS

Sent: Monday, May 16, 2022 6:04 PM

To: Rodney S. Rhodes
Subject: Auto dealer light/sign policy

Mr Rhodes,

I want to thank you and the planning commission for all of your excellent service to the community.

I want to also thank you specifically for upholding the rules as they regard to the McDonough Toyota dealer request to light up their entrance. A totally inappropriately and unnecessarily bright and unattractive thing especially at a time when our entrance corridor guidelines are being reviewed and hopefully improved.

The city council unfortunately put you in a terrible position asking for you to craft an amendment. Staunton will not benefit from a sign/lighting exemptions for auto dealers. It will serve to make entrance corridors more tacky and less attractive to visitors, it's unfair to other businesses, and it will likely not even sell more cars.

Even West Beverly could be affected negatively....how will that help the city's plan to lift the West End.

Again, I support your work and decisions you've been making, please continue on the best path for Staunton, not individual business owners.

Thank you,

Cindy Connors 106A Skyline Ave

Cindy Connors

From: Darlene Schneck
Sent: Monday, May 16, 2022 3:17 PM
To: Rodney S. Rhodes
Subject: Entrance corridor

Dear Mr Rhodes:

I understand there will be a hearing on May 19 regarding the special entrance corridor rules for McDonough Toyota. While I cannot make the meeting, I am writing to express my opinion on the current rules. I am adamantly opposed to making any changes to the rules to allow McDonough Toyota to use brighter lights or larger signs. A couple of weeks ago I visited Valley Honda, and learned how much the vehicle sale process has changed during the pandemic. The days of a large number of vehicles parked outside of a dealership are over. People order their vehicles online, they are not out kicking tires on a Sunday evening while the dealership is closed. If someone wants a particular brand of vehicle, they will do a Google search to find the closest dealer. They will not drive around the city to find one.

The owner of McDonough Toyota is seeking a 20th-century advertising remedy for a world that does not exist anymore. Please deny him his request.

Thank you,

Darlene Schneck
1410 N Coalter St APT 204
Staunton VA 24401

**Additional Emails Received Regarding
Amendments to the Zoning Code
and
Entrance Corridor Guidelines Specific to Auto Sales Lots**

Sent: Thursday, May 19, 2022 1:36 PM
To: Rodney S. Rhodes
Subject: The controversial Toyota sign

Dear Mr Rhodes, however belatedly, may I express my view that it would be a mistake for the city to waive the rules concerning limits on commercial signs on Richmond Ave. I gather that the rules have been carefully thought out over time and followed by everyone since then. It seems grossly unfair in principle to waive a rule for one commercant that has been and must be followed by everyone else, and doesn't really sound like fair play for the citizens, and specifically, it appears that the sign in question will create a kind of Las Vegas tackiness that does suit our historical city's image very well at all.

Thank you for the opportunity to express my view, and best regards, Dwight Peck,
Staunton.

Dwight Peck
41 N Augusta St, Apt 200
Staunton, VA 24401

From: Linda Shallash
Sent: Thursday, May 19, 2022 8:17 AM
To: Rodney S. Rhodes
Subject: McDonough

McDonough Toyota should not be allowed to have that very, very big lighted portal sign. We shouldn't allow any of those car dealerships in Staunton to have great big lighted signs at night. That's a reality terrible idea. And it's just political. It's just destroying the nice Southern town ambiance Staunton gets written up for in those magazines. Why? So Mr. McDonough can grow his own wealth? I don't think Staunton City should play favorites so some people can get what they want so they can make more money while other people's businesses have to follow different rules. Anyway, why does Staunton think having that great big ugly sign all lighted up at night is going to make more people like Staunton, and come to Staunton? It's not like McDonough Toyota is going to be open during the night when the sign is lighted up. That really doesn't make any sense. I can see why Sheetz needs a lighted sign at night. But why does a car dealership need a gigantic bright Times Square lighted sign at night? That's kinda stupid if you think about it.

That's what I think about it.

Thank you for your time.

Linda Shallash
1908 Springhill Rd
Staunton

From: Randolph Bertin
Sent: Thursday, May 19, 2022 9:10 AM
To: Rodney S. Rhodes
Subject: Special Rules for Some Businesses in Entry Corridor?

Hello Mr Rhodes and members of the Staunton Planning Commission,

I understand that the planning commission will be meeting to discuss a proposed modification to the Entry Corridor regulations, specifically to accommodate the wishes or desires of a single business (automobile dealership).

I also recognize that there appears to be a majority on city council who has directed the city staff to "get this done" seemingly regardless of any public input beyond the requests of the business in question.

That said, I feel it is important to share my "citizen input", as allowed by the process.

I have not yet heard any compelling business requirements that would indicate a specific business needs to have special exceptions to or exemptions from following the existing entry corridor regulations specified in Staunton City Code 18.83.090. In the absence of a compelling business need, the city should not be adopting special rules for

specific businesses. This makes for bad policy and bad politics (giving the appearance that some businesses get special favors from the city while others do not).

Do you *NEED* special lighting or signage to sell and repair cars?
Are there unique landscape requirements that are *ESSENTIAL* for an automobile dealership to be able to operate and conduct their business successfully?

If the answer to these questions is no, then why should such a business be granted specific license to follow different rules than other businesses?

If the answer to such questions is yes, I ask you to let the citizens of Staunton know what these businesses requirements are.

Please note that according to Virginia Law (Code of Virginia section § 15.2-2282), zoning regulations must be uniform: "All zoning regulations shall be uniform for each class or kind of buildings and uses throughout each district".

Regards,
Randolph Bertin
211 Hendren Ave

From: kristin hagge
Sent: Wednesday, May 18, 2022 5:38 PM
To: Rodney S. Rhodes
Subject: Doesn't pass the smell test

Dear Mr Rhodes,

I am writing to ask you to turn down the car dealer's request for special treatment in our entry corridor. Giving special permission for one business to flout the rules that every one else has to follow is simply wrong. It stinks. Our entrance corridor rules were written with much thought and even a "campaign promise" shouldn't be grounds for overriding them as a special favor.

Very sincerely,
Kristin Hagge
41 N Augusta, 200
Staunton, 24401

Sent: Thursday, May 19, 2022 8:25 AM
To: Rodney S. Rhodes
Subject: No to McDonough Toyota bright lights

Please vote NO on allowing McDonough to install their huge sign. The roads leading into Staunton need beautification not illumination.

Thank you.

Lou Ann Lynch

Sent: Thursday, May 26, 2022 9:15 PM

To: Rodney S. Rhodes

Subject: Toyota dealer lights Richmond Avenue

The rules on lighting are sensible and reasonable. No exceptions for dealerships.

Thank you.

Nick MacNeil

REGULAR MEETING OF STAUNTON CITY COUNCIL
Thursday, March 10, 2022
7:30 p.m.
Rita S. Wilson Council Chambers

PRESENT: Mayor Andrea Oakes
Mark Robertson, Vice Mayor
Stephen W. Claffey
Amy G. Darby
Carolyn W. Dull (remote participant)
R. Terry Holmes
Brenda O. Mead

ALSO PRESENT: Leslie Beauregard, Interim City Manager
John Blair, City Attorney
Kiley A. Kesecker, Clerk of Council

Mayor Oakes called the meeting to order: Mayor Oakes called this meeting of Staunton City Council to order.

The Pledge of Allegiance was recited in unison.

The invocation/moment of silence was given by Mr. Claffey.

MAYOR'S REPORT

Mayor Oakes shared that she has been working with the Community Action Partnership of Staunton, Augusta County and Waynesboro on grant applications submitted to the organization. The RFP Committee will be meeting on Friday, March 10th for the final review before it goes before the full board. She emphasized that there are a lot of great outside agencies in Staunton, as well as Augusta County and Waynesboro, that are doing a lot of good for the community.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

There were no additional items from members of Council.

APPROVAL OF MINUTES

Mr. Holmes moved to approve the Work Session and Regular Meeting minutes of February 10, 2022 as presented.

The motion was seconded by Ms. Mead and carried as follows:

Vice Mayor Robertson	aye	Ms. Dull	aye
Ms. Mead	aye	Ms. Darby	aye
Mr. Holmes	aye	Mayor Oakes	aye
Mr. Claffey	aye		

Ms. Mead moved to approve the Work Session and Regular Meeting minutes of February 24, 2022 as presented.

The motion was seconded by Mr. Holmes and carried as follows:

Ms. Dull	aye	Ms. Mead	aye
Ms. Darby	aye	Mr. Holmes	aye
Mayor Oakes	aye	Mr. Claffey	aye
Vice Mayor Robertson	aye		

REGULAR MEETING

A. Consideration of Virginia Commission for the Arts 2022-2023 Creative Communities Partnership Grant Application

Senior Planner Rodney Rhodes requested authorization from the Council to apply for the grant. He stated that the Virginia Commission for the Arts has operated the Creative Communities Partnership Grant in Staunton for many years, during which time Staunton has applied for and obtained grant funds to assist three local arts organizations: ShenanArts, the Stonewall Brigade Band and the Stanton-Augusta Art Center. This grant requires an equal match from the local government and the maximum amount that can be applied for is \$4,500. If this is approved and the money is distributed equally to those three organizations, then the local match funds will be included in the proposed city budget for City Council's consideration later this year. Mr. Rhodes concluded by requesting that Council authorize the Interim City Manager to submit the grant application.

Mayor Oakes asked if there was anyone in attendance from any of those three organizations that would like to address Council.

Hannah Bush, a member of the Stonewall Brigade Band since 1962, thanked City Council for continuing to support the group. She also praised Chris Tuttle for the work he does in the park and the support he provides.

Albino Fossa expressed his support for the arts and the Interim City Manager.

Mayor Oakes asked if Council had any questions or comments.

Council members did not have any questions.

Ms. Darby moved that City Council authorize staff to apply for the 2022-2023 Creative Communities Partnership Grant, with the understanding that acceptance will be determined by the availability of local funds to match the grant.

The motion was seconded by Mr. Claffey and carried as follows:

Mr. Claffey	aye	Vice Mayor Robertson	aye
Ms. Dull	aye	Ms. Mead	aye
Ms. Darby	aye	Mr. Holmes	aye
Mayor Oakes	aye		

B. McDonough Toyota: Consideration of an Appeal of Decision of Planning Commission Under Staunton City Code § 18.83.070(1) of Chapter 18.83, Entrance Corridor Overlay District, Specifically Regarding the Internal Illumination of a Stand-Alone Entrance Portal as a Sign

Mr. Rhodes stated that this request is to overturn the decision of the Planning Commission in denying the internal illumination of a portal at 918 Richmond Avenue. This is substantially the same request that was considered and denied by the Planning Commission and on appeal to City Council in 2014. City Council adopted amendments to the Staunton City Code in 2008, recognizing that a corridor overlay zoning district would protect the corridors that lead into Staunton's historic districts. The request pertains to a standalone internally-lighted cabinet signage portal at the dealership located adjacent to and immediately on Richmond Avenue, which was designated as one of the city's entrance corridors in 2003. Before the portal was constructed, the business owner was informed that by internally illuminating the portal, the entire structure would be considered a sign. Staff reaffirmed this determination during the 2014 appeal process, a determination Mr. Rhodes concurred with. He noted that both staff and the Planning Commission contend that the lighting of the portal does not comply with the design standards in the Entrance Corridor Overlay District zoning regulations for the following reasons:

- City Code section 18.83 notes that trademark buildings and related features shall be modified to meet the design standards. The portal was modified in 2014 with downward directed lights to meet this design standard and although the Toyota corporation would like for the portals to be internally illuminated, and are designed as such, they are not required for their dealerships.
- The structure does not meet the requirement that internally illuminated signs shall have an opaque background and appear black at night, with only the name and symbol being illuminated.
- The luminous sign structure does not qualify as an "additional type" of sign that could be considered because it does not meet the specific requirements for cabinet signs. Even if it did, only one freestanding sign is permitted, which McDonough already has.
- The design standards note that lighting shall be limited to that which is necessary for safety and that lighting shall not be used as signage, such as up-lighting or down-lighting building elevations.
- Such a sign is contrary to the land use planning concept of the Entrance Corridor Overlay District stated in Stanton City Code section 18.83.010.

Mr. Rhodes explained that there was a discrepancy in the staff briefing that indicated the entire internally illuminated portal would exceed the total square footage for signage permitted on the property, which is incorrect. There is sufficient signage allotment for the property to include the entire portal as signage, both because the business has more road frontage than originally estimated and the portal is not as large as previously calculated. He again recommended that City Council

uphold the decision of Planning Commission and deny the appeal based on the provisions and intent of Stanton City Code section 18.83.010.

Mr. Rhodes stated that the current review and edit of the design guidelines is well underway and an update to the Planning Commission and City Council is anticipated in early May. He expects this to be done in conjunction with a review and potential amendments to the Entrance Corridor Overlay District design standards. These processes will provide the public, businesses, the Planning Commission and City Council opportunities to provide input. City Council could direct staff as part of the process to draft language specific to the needs of dealerships. It is understandable that dealers want high visibility of their vehicles during the day and night; but this often goes against typical corridor guidelines and standards, so it may be appropriate for city to consider a specific set of standards and guidelines for dealerships. An amendment could be drafted to the zoning code that would provide a special use process for the consideration of signs that are outside of the general guidelines and standards, allowing each request to be considered on a case-by-case basis.

Mayor Oakes asked if Council had any questions or comments.

Vice Mayor Robertson asked how long it would take to affect a change if so directed by Council. Mr. Rhodes stated he would expect to have a final draft for review with possible scheduling of public hearings towards the latter part of the summer.

Mr. Holmes asked Steve McDonough if it would be possible to turn the signs off after the dealership closes or around 9:00 p.m. Mr. McDonough replied that yes, that would work for him.

Vice Mayor Robertson stated that the sign/portal in question presents no light pollution in any form and that there are businesses that do not want to come to Staunton because there are so many restrictions.

Ms. Mead said that she has received over 50 emails from citizens opposed to permitting the illumination of the sign and asked what businesses have decided not come to Staunton because of the lighting requirements.

Mr. Claffey pointed out that the Toyota corporate building requirements are being followed across the country and asked Mr. McDonough what the 2014 update to his building cost. Mr. McDonough answered that it was slightly over \$1.5 million. He also stated that his previous cost estimate of the entrance portal was \$180,000, but it is actually closer to \$135,000. Mr. Claffey asked Mr. McDonough if he has added any additional lighting to the portal or if he was just following the corporate guidelines. Mr. McDonough replied that it was to the minimum specifications he could make it to still fall within the corporate requirements. Mr. Claffey stated that Staunton is putting additional restrictions on a businessman who has been a loyal citizen for many years and that these lights are no worse than the lights at Wal-Mart or AutoZone. He continued that in 1970 the population of Staunton was 25,000. This number remains the same today, while the state of Virginia has doubled in population. To help the city grow it must be more accommodating to businesses.

Mr. Claffey moved to table the item until the June 9, 2022 City Council meeting, during which time staff is requested to develop a zoning text amendment which establishes appropriate standards for automotive dealerships located in the Entrance Corridor Overlay District.

The motion was seconded by Vice Mayor Robertson.

Mayor Oakes asked if Council has any further questions or comments.

Ms. Dull questioned why this appeal is coming now, during the time when the ordinance guidelines are being reviewed and updated. She also stated that the 1970 census Mr. Claffey referred to was not a fair comparison to today as it included inmates at Staunton Correctional Center, Virginia School for the Deaf and Blind and Western State Hospital.

A discussion ensued regarding the population of Staunton in 1970, the annexation of Verona and other territories, and what year those annexations took place.

Mr. Holmes agreed with Mr. Claffey's motion, but added that there are many rules in the Overlay Guidelines that should be enforced as a part of the City's commitment to the environment.

Ms. Darby asked Mr. Rhodes how such a miscalculation of both the road frontage of the property and the square footage of the portal could have occurred. Mr. Rhodes answered that the GIS showed the road frontage at 400 feet, while a survey showed 460 feet. The property is in the B-2 Zoning District which allows two square feet of signage for every linear foot of street frontage, adding 120 square feet to the allowed signage amount. The original signage measurement included 180 square feet of empty space in the center of the structure that should not have been counted.

Ms. Mead asked Mr. Blair if the suggested timeframe is realistic for the Planning Commission to meet and approve the proposed updates and if a public hearing is required. Mr. Blair stated that the Code of Virginia requires that the Planning Commission review any amendment to planning and zoning laws. If the Council adopted Mr. Claffey's motion, staff would write a zoning text amendment. They will hold a public hearing, and then Planning Commission will make a recommendation to Council on the zoning text amendment. Mr. Rhodes added that this is more complicated than most amendments and will include multiple parts of the Design Standard Guidelines. He again anticipated there to be an update in May, and the final product could be expected in front of City Council at the end of the summer.

A discussion ensued regarding whether or not this will be treated as a separate dealership issue or incorporated into the Corridor Overlay review process.

Ms. Darby suggested referencing the language used in guidelines from other localities around the state as it pertains to car dealerships. Mr. Rhodes added that entrance corridors are allowed in the Code of Virginia for those localities that have historic districts, but that does not include every city in Virginia. Ms. Darby asked if there are any cities with historic districts that already have similar language in their guidelines. Mr. Rhodes answered that it would be difficult to pull from other jurisdictions due to the variances in requirements, standards and exceptions.

Mr. Holmes addressed City Planner Tim Hartless by stating that to his understanding, the overlays were a combined effort between zoning and businesses in those areas that came together and decided what was appropriate. Mr. Hartless replied that he was not directly involved in the process in 2007 and 2008. There were some public meetings where input from business owners was received, but the guidelines were drafted by staff and reviewed by the Planning Commission. There were multiple public hearings and opportunities for public input at that time.

Mr. Blair pointed out that in the current ordinance for the Entrance Corridor Overlay District for signs, there is an exception made for gas stations. They are given an additional 20 feet of signage in the Entrance Corridor Overlay as they are required to display the price of gas. To the proposition that all businesses in the entrance corridor overlay are subject to the exact same rules, he noted this one exception in the Code.

Council members did not have any further questions.

The motion carried as follows:

Ms. Mead	no	Ms. Dull	no
Ms. Darby	aye	Mr. Holmes	aye
Mayor Oakes	aye	Mr. Claffey	aye
Vice Mayor Robertson	aye		

C. Discussion About New Direction Being Taken By City Council in Regards To the City Manager Role

Ms. Mead stated that many citizens have asked about the new direction Council is taking with the City Manager role. She wanted to make sure everyone had an opportunity to think about it and be prepared to inform the public and other members of City Council what this new direction is. If this were better understood, then council members could all move forward together.

Mayor Oakes asked if Council had any questions or comments.

Mr. Holmes agreed that there is a need for further clarification.

Mr. Blair reiterated to Council that it is not appropriate to mention or discuss individual employees or their performance in open session.

Ms. Dull requested that Council members describe their vision for the new direction being discussed.

Mr. Claffey stated that he seeks a City Manager that will provide Council with constant updates on major projects and weekly communications on routine projects; who has a continual civic presence and seeks to build consensus amongst Council members, City employees and citizens. Ms. Darby agreed with Mr. Claffey as far as communication and being present outside of City Hall. She added that having a City Manager that seeks to help Staunton become and maintain the image of a business-friendly city is important. Vice Mayor Robertson emphasized the idea of reaching consensus, as well as the importance of civic presence in the community and with local businesses. Mr. Holmes stated that he would like to have a City Manager that follows an already existing example of this role.

A discussion ensued regarding what is and is not considered a new direction, the campaign promises of Council members and what the term "new direction" means. Mr. Blair again reminded council to refrain from discussing individual employees and their performance.

Mayor Oakes stated that a City Manager should help move economic development forward, support first responders, help with West End improvements and engage with the community. Ms. Dull asked Mayor Oakes what the new direction is. Mayor Oakes reiterated her previous statement. Discussion again ensued about the new direction, the vision for Staunton and a City Council retreat.

Ms. Mead stated that while she agreed with the aspirations of fellow City Council members, she was having difficulty distinguishing where Council is headed from where it has been and that there may be some misunderstanding of the roles of City Manager and City Council. Mayor Oakes added that in the Council-Manager form of government, the City Manager answers to a City Council that is duly elected by the citizens.

MATTERS FROM THE INTERIM CITY MANAGER

Ms. Beauregard stated that the Central Shenandoah Planning District Commission has announced a \$1.66 million award to provide gap funding to affordable housing developers across the region. The grant funds are made possible by Virginia Housing's PDC Housing Development Program. Two housing initiatives in the City will receive grant funding: Valley Supportive Housing in the amount of \$325,000 for Pump Street Apartments and Habitat for Humanity in the amount of \$125,000 for the Eighth Street Neighborhood Project.

For the 26th year, Staunton is again being honored as a Tree City, USA by the Arbor Day Foundation. An Arbor Day proclamation and observance will happen next month. Ms. Beauregard expressed appreciation to Matthew Sensabaugh, City Hall Horticulturist, as well as other members of the Parks and Recreation staff for the good work they do all year. Ms. Mead also thanked Shenandoah Green for the work they do.

Ms. Beauregard explained the strategic planning flood mitigation efforts, highlighting the weather sensors warning system going up throughout the City. The design for maintenance and improvements of the existing tunnel system and flood shields are listed in the Capital Improvement Plan as not scheduled/not funded, though there may be some grants in the future. She addressed Ms. Mead's question about public information, stating that staff is currently working with the CSPDC to promote some of their existing efforts. She noted that information is available on the webpage including Flood Awareness Week. She added that there is a stakeholder meeting on the Cole Avenue Stream Restoration and Flood Detention Basin Program scheduled for March 22. The Gypsy Hill Park Stream Restoration 90% design is approved and construction is scheduled for 2024.

Ms. Beauregard also announced that Staunton is the bronze award winner for the 30th Annual North American Travel Journalist Association Award Competition for the Staunton Visitors Guide. She congratulated the Tourism Department led by Sheryl Wagner and thanked them for their continued hard work and creativity.

Ms. Beauregard addressed Ms. Darby and her question about the audio recordings of meetings, which are caught up as of January 13.

Ms. Beauregard concluded by stating that the paving schedule is being developed and can be expected fairly soon.

MATTERS FROM THE PUBLIC

Mayor Oakes read the following statement:

“This part of City Council's agenda is entitled matters from the public. It is a time that council sets aside to hear from citizens and others about a wide variety of subjects. A copy of the Staunton City Council's ‘Matters from the Public’ rules are available in paper form at the clerk's desk and online at the City of Staunton webpage. You are asked to familiarize yourself with those rules before commenting. Please come to the podium or begin your call, identify yourself and complete your remarks within five minutes.”

Joanne Tigert, 913 N. Augusta Street, listed the many reasons Staunton appears on so many “Top Small U.S. Cities” lists, and stated the decision of the Planning Commission on the McDonough Toyota signage should stand.

Cindy Conners, 106A Skyline Avenue, expressed frustration with Council for spending so much time discussing a Toyota sign, while the West End remains in need of improvement.

Allison Profeta, Farrier Court, stated her frustration with the amount of time spent on the car dealership lighting, and asked where the influx of people that new businesses bring to the City are supposed to live, especially while many are struggling to find affordable housing.

Alexandra and Mark Pitts, 239 Sycamore Street, asked that the speed limit on Sycamore Street be lowered from 25 to 15 miles per hour.

Nitch Narduzzi, Jefferson Street, thanked Ms. Roane from BRCS for the presentation and emphasized the importance of the work they do.

Albino Fossa, 401 Bowling Street, stated that Council should work together and show kindness to each other.

Jared Harlow, firefighter at Station #2, thanked Ms. Beauregard for recognizing the Fire Chief at the upcoming meeting. He also thanked Council for their continued support of their department.

Barbara Lee, Rockway and Lambert, asked that a mirror be installed to enhance visibility over the hill on her street.

Paul Kassarov, 111 Madison Place, stated the importance of consensus among Council, but did not believe he saw any.

Dr. Mary Miller, 471 Albemarle Avenue, asked Council to take care of the whole community and not just the businesses.

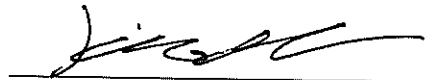
Yvonne Wilson, 201 First Street, emphasized the importance of spiritual consensus among Council and urged everyone to treat others the way they would like to be treated.

Dr. Nancy Armstrong, 322 N. New Street, stated that with new affordable housing units being built, it is important to also consider the need for sidewalks, community centers, playgrounds and pools in these areas.

There was no one else wishing to speak.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 9:20 p.m.



Kiley A. Kesecker
Clerk of Council