

**Work Session Agenda
Staunton City Council
Caucus Room
February 9, 2017
6:15 p.m.**

Invocation/Moment of Silence—Curren

- | | | |
|------------------|-------------------|--|
| 6:15 p.m. | 1. | Consideration of Work Session and Regular Meeting Agendas |
| 6:20 p.m. | 2. | Joint Budget Work Session with Staunton School Board |
| 6:40 p.m. | 3. | Presentation of General Reassessment |
| 6:50 p.m. | 4. & B | Discussion of Application for SAFER Grant |
| 6:55 p.m. | 5. & C | Discussion of an Ordinance to Change the Polling Place for Ward No. 1 |
| 7:00 p.m. | 6. & D | Discussion of FY18 Holiday Schedule |
| 7:05 p.m. | 7. | Discussion of Personnel Policy Manual Update |
| 7:15 p.m. | | Break |

**Regular Meeting Agenda
Staunton City Council
Council Chambers
February 9, 2017
7:30 p.m.**

Call to Order

Pledge of Allegiance

Mayor's Report

Additional Items by Members of Council

Approval of Minutes

Work Session and Regular Meeting of January 26, 2017

REGULAR MEETING

- A. Recognition of Cindy Steed for Years of Service to the City of Staunton**
- B. Consideration of Application for SAFER Grant**
- C. Introduction of an Ordinance to Change the Polling Place for Ward No. 1**
- D. Consideration of FY18 Holiday Schedule**
- E. Introduction of an Ordinance Amending Various Provisions of the Staunton City Code as it Relates to City's Senior Planner Position**

Matters from the City Manager

Matters from the Public

Adjournment

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	February 9, 2017	City Council
Item #	1	
Ordinance #		
Department:	City Council	
Subject:	Work Session and Regular Meeting Agendas	

Background: Consistent with Procedural Memorandum No. 3, recently amended by Council at its organizational meeting on July 1, 2016, 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 Session, the addition/deletion of _____].

City Manager: Stephen F. Owen

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Matters from the City Manager

Matters from the Public

Adjournment

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	February 9, 2017	Staff Members: Dr. Linda Reviea Steve Owen
Item #	2	
Ordinance #		
Department:	City Council and School Board Members	
Subject:	Joint Work Session—City Council and School Board	

Background: City Council and Staunton City School Board will meet in an informal joint work session, as in prior years, to discuss general items of mutual interest, such as capital improvement projects and current legislative issues. As budget deliberations commence, this will present a good opportunity to maintain open lines of communication for the betterment of Staunton's citizens, students and employees.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Stephen F. Owen

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	February 9, 2017	Staff Member: Charley Haney
Item #	3	
Ordinance #		
Department:	Assessor	
Subject:	Presentation of General Reassessment	

Background: As prescribed by Title 58.1, Chapter 32 of the Code of Virginia, the City Assessor's Office has completed the 2017 general reassessment of real estate in the City, with an effective date of January 1, 2017. Notices of Real Estate Assessment Value Change were mailed on January 30, 2017, and appeals will be accepted by the Assessor's Office until February 28, 2017.

City Assessor Charley Haney will attend Council's work session to present the results of the reassessment.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Stephen F. Owen

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	February 9, 2017	Staff Member: R. Scott Garber
Item #	4 & B	
Ordinance #		
Department:	Fire and Rescue	
Subject:	Application for SAFER Grant	

Background: The Staffing for Adequate Fire and Emergency Response (SAFER) Grants are managed by the Federal Emergency Management Agency's Assistance to Firefighters Grants (AFG) Program Office. SAFER Grants provide financial assistance to help fire department' increase their cadre of frontline firefighters. The goal is to assist local fire departments with staffing and deployment capabilities so they may respond to emergencies whenever they occur, assuring their communities have adequate protection from fire and fire-related hazards.

These grants are awarded directly to combination and career fire departments to enable them to restore their levels of staffing in order to attain a more effective level of response and a safer incident scene. Grants for hiring of firefighters provide fire departments with funding to pay salaries and benefits over a three-year period of performance. The grant funds 75% of the salaries and benefits during the first and second years of the period of performance and 35% during the third year. Grantees must maintain their staffing at the level that existed at the time of application as well as the SAFER-funded staffing for the three-year period of performance. Grantees cannot layoff any firefighters during the three-year period of performance.

At present the department consists of 30 staff members; there are three assigned to administrative positions and the remaining 27 are assigned to three shifts (nine per shift). Each shift is a 24 hour shift with a minimum staffing of nine. It is the ultimate goal of the department to increase the shift staffing to 15 personnel per shift. As described below, the SAFER grant for which the department intends to apply would fund six shift positions. Increasing the staffing levels will provide safer incident operations, decrease response times by having more personnel available to respond to multiple incidents, and assure that the department is closer to national recommendations of both adequate staffing levels on apparatus and, most importantly, on the scene of emergency incidents.

The City of Staunton Fire and Rescue Department respectfully requests authorization to make an application for a SAFER grant for a total of six firefighter positions. A firefighter position starting salary is \$33,994, plus 37% benefits, totaling \$53,875 per position. The six firefighter positions will total \$323,250 per year, for an aggregate of \$969,750 over the three year SAFER grant period. Of this amount, the grant would fund \$598,012 (\$242,437 for years in each of the first two years and \$113,138 in the third year), with a local prescribed cost share of \$371,736 (\$80,812 in each of the first two years and \$210,112 in the third year).

City Manager's Recommendation: Recommend that City Council authorize staff to apply for a SAFER grant, as proposed.

Suggested Motion: I move that City Council authorize staff to apply to the Federal Emergency Management Agency for a SAFER grant, for the purpose of establishing six positions in the Fire and Rescue Department, as proposed.

City Manager: Stephen F. Owen

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	February 9, 2017	Jim Kivlighan, Chairman Electoral Board Molly Goldsmith Registrar
Item #	5 & C	
Ordinance #		
Department:	Registrar	
Subject:	Introduction of an Ordinance to Change the Polling Place for Ward No. 1	

Background: The Staunton Electoral Board has requested that City Council consider an ordinance to change the polling place for Ward No. 1 from Bessie Weller Elementary School to Third Presbyterian Church. This change, according to the minutes of the January 18, 2017 meeting of the Staunton Electoral Board, would facilitate a smoother election process for Ward No. 1 because of the various school activities that occur during poll hours. The proposed location is on Barterbrook Road, only 1.3 miles from the current location, and is believed to have ample parking and to fulfill accessibility requirements.

Attached is a draft ordinance to be introduced at this meeting and scheduled for public hearing and consideration at the February 23 meeting. Also attached is the notice of public hearing published in *The News Leader*.

City Manager's Recommendation: Recommend introduction of the ordinance.

Suggested Motion: I move to introduce an ordinance to change the polling place for Ward No. 1 from Bessie Weller Elementary School to Third Presbyterian Church, and to schedule a public hearing on the proposed ordinance during Council's regular meeting on February 23, 2017.

City Manager: Stephen F. Owen

**CITY OF STAUNTON
NOTICE OF PUBLIC HEARING
TO AMEND SECTION 1.10.080, POLLING PLACE -WARD NO. 1
OF CHAPTER 1.10, WARDS, OF TITLE 1, GENERAL PROVISIONS
OF THE STAUNTON CITY CODE
TO CHANGE THE POLLING PLACE FOR WARD 1**

A public hearing will be held during the regular meeting of Staunton City Council at **7:30 p.m. on Thursday, February 23, 2017**, on whether or not to adopt an ordinance changing the polling place of Ward No. 1 from Bessie Weller Elementary School, 600 Greenville Avenue, in the City of Staunton, to Third Presbyterian Church, 1313 Barterbrook Road, in the City of Staunton.

The hearing will be held in Council Chambers, first floor of City Hall, 116 West Beverley Street, Staunton, Virginia.

The proposed ordinance is authorized by, among other considerations, Virginia Code Sections 24.2-306, 24.2-307 and 24.2-310.

A true and complete copy of the proposed ordinance is available for inspection during normal working hours at the office of the Clerk of Council and at the office of the City Manager. A descriptions and map of the polling place change may be inspected in the office of the Registrar, located at 116 West Beverly Street on the first floor of City Hall.

All persons wishing to be heard at the public hearings are invited to attend.

Linda L. Little
Clerk of Council

Please publish on Tuesday, February 7, 2017 and Tuesday, February 14, 2017, as a boxed ad in the "Legal Notice" section of the paper.

Ordinance No. 2017 -

**AN ORDINANCE AMENDING
SECTION 1.10.080, POLLING PLACE -WARD NO. 1
OF CHAPTER 1.10, WARDS, OF TITLE 1, GENERAL PROVISIONS
OF THE STAUNTON CITY CODE
TO CHANGE THE POLLING PLACE FOR WARD 1**

WHEREAS, the polling place for the area designated as Ward No. 1 is presently located at Bessie Weller Elementary School, 600 Greenville Avenue, in the City of Staunton, as provided by Staunton City Code Section 1.10.080;

WHEREAS, the City of Staunton Electoral Board remains interested in enhancing access to and operation of polling places and continues to consider changes that might be made to further such enhancements;

WHEREAS, by unanimous vote on January 18, 2017, the City of Staunton Electoral Board determined that the polling place for Ward No. 1 should be changed to the Third Presbyterian Church, 1313 Barterbrook Road, in the City of Staunton, approximately 1.3 miles from the current Ward No. 1 polling place at Bessie Weller Elementary School, in order to promote even easier access with fewer distractions from unrelated activities; and

WHEREAS, through the January 24, 2017, letter of its Secretary, the City of Staunton Electoral Board has requested that the Council of the City of Staunton expedite such a change of polling place in time for the upcoming 2017 general election in November, subject to any other required approval(s); and

WHEREAS, given the United States Supreme Court's decision in *Shelby County v. Holder*, 133 S.Ct. 2612 (2013), the United States Department of Justice has recognized that the effect of the Supreme Court's decision is that jurisdictions such as Virginia, identified by the coverage formula in Section 4(b) of the federal Voting Rights Act, no

34 longer need to seek preclearance unless they are covered by a separate court order entered
35 under Section 3(c) of the Voting Rights Act, such as highlighted by the Department of
36 Justice in <https://www.justice.gov/crt/jurisdictions-previously-covered-section-5>; and

37
38 **WHEREAS**, to the knowledge and belief of City officials, the City of Staunton is
39 not covered under any separate court order under Section 3(c) of the Voting Rights Act.

40
41 **NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of
42 Staunton, Virginia, that Section 1.10.080 of the Staunton City Code be, and the same is
43 hereby, amended to read as follows:

44 **1.10.080 Polling place – Ward No. 1.**

45 Third Presbyterian Church, 1313 Barterbrook Road, in the city of Staunton,
46 Virginia, is hereby designated as the polling place for Ward No. 1.

47
48 In all other respects, the provisions of Chapter 1.10 of the Staunton City Code
49 remain the same and are hereby restated, confirmed and reordained.

50
51 Introduced:

52 Adopted:

53 Effective Date:

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Carolyn W. Dull, Mayor

ATTEST: _____
Linda L. Little, CMC
Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	February 9, 2017	Staff Member: Jonathan Venn
Item #	6 & D	
Ordinance #		
Department:	Human Resources	
Subject:	Proposed Fiscal Year 2018 Holiday Schedule	

Background: The City of Staunton observes 10 paid holidays annually, plus other holidays as designated by City Council (Personnel Policy 5.3). The holiday schedule is planned in advance to allow employees and departments time to plan and coordinate operations. Staff scheduled to work essential services on a holiday are provided an alternate holiday. In case of emergency, employees called in to work during a holiday are paid for time worked and receive an alternate holiday.

City Manager's Recommendation: I recommend the following FY 2018 (July 1, 2017-June 30, 2018) Holiday Schedule:

1. Observe the following 10 holidays:

Holiday	Date Observed
Independence Day	Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Thanksgiving Day	Thursday, November 23, 2017
Day After Thanksgiving	Friday, November 24, 2017
Christmas Day	Monday, December 25, 2017
New Year's Day	Monday, January 1, 2018
Martin Luther King, Jr. Day	Monday, January 15, 2018
Presidents Day	Monday, February 19, 2018
Memorial Day	Monday, May 28, 2018
Personal Holiday*	Discretionary

*Must be on payroll July 1, 2017 to receive the personal holiday.

2. Consider designating Monday, July 3, 2017, as an additional holiday to allow employees additional time to travel and participate in Independence Day-related activities.
3. Consider designating Tuesday, December 26, 2017, as an additional holiday to allow employees additional time to travel and participate in Christmas-related activities.

Suggested Motion: I move to adopt the fiscal year 2018 holiday schedule as presented.

City Manager: Stephen F. Owen

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	February 9, 2017	Staff Member: Jonathan Venn
Item #	7	
Ordinance #		
Department:	Human Resources	
Subject:	Personnel Policy Manual Update	

Background: A committee of Staunton City employees undertook the process of reviewing the City's Personnel Policy Manual to identify policies in need of updating and to consider the addition of policies to ensure the City continues to establish clear and consistent policies, practices and expectations, in accordance with applicable state and federal law. The committee also updated language and position titles that have changed over time and sought to format the manual consistently. Earlier this month, the manual, with its proposed revisions, was shared with all employees, with an invitation to submit questions or comments to Human Resources staff. Staff intends to consider those questions or comments in finalizing the manual for presentation to City Council, likely at its work session on February 23. Consideration of the manual will then be scheduled for a subsequent Council meeting.

City Manager's Recommendation: Receive the update from staff.

Suggested Motion: Not applicable.

City Manager: Stephen F. Owen

City Council
WORK SESSION
January 26, 2017
6:15 p.m.

Council Members Present: Mayor Dull, Vice Mayor Kier, Council Members Curren, Harrington, Holmes, Oakes and Obenschain.

The Mayor called the work session of City Council to order. The invocation/moment of silence was given by Mr. Obenschain.

1. Consideration of Work Session and Regular Meeting Agendas

Consistent with Procedural Memorandum No. 3, amended by Council at its organization meeting on July 1, 2016, the agendas were presented for Council consideration.

Dr. Harrington moved to approve the Work Session and the Regular Meeting agendas as presented.

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

Dr. Harrington	aye	Ms. Oakes	aye
Mr. Obenschain	aye	Dr. Curren	aye
Vice Mayor Kier	aye	Mr. Holmes	aye
Mayor Dull	aye		

2. Presentation on Municipal Separate Storm Sewer System (MS4) Chesapeake Bay Action Plan

Mr. Ray Moyer, Stormwater Engineer and MS4 Coordinator, explained that the City's Municipal Separate Storm Sewer System (MS4) General Permit obtained in May 2014, requires the City, as an MS4 community located within the Chesapeake Bay watershed, to address the Chesapeake Bay Total Maximum Daily Load (TMDL). A TMDL is a "pollution diet" for an impaired water body for which discharge limits for specific pollutants are established. The Chesapeake Bay TMDL, established by the U.S. Environmental Protection Agency, mandates reductions in the amount of phosphorus, nitrogen and total suspended solids (sediment) discharging into the bay. The reductions are watershed-specific and based on the amount of impervious and pervious areas within the MS4 regulated area.

As part of the MS4 General Permit to which the City is subject, the City is required to develop and implement a Chesapeake Bay TMDL Action Plan. The plan must identify programs to be implemented and water quality projects to be constructed by the City, with estimated costs for each, to achieve the required reductions. Specifically, by January 1, 2018, the City must submit a plan to the Virginia Department of Environmental Quality, demonstrating how the City will achieve at least 40% of the required reductions from July 2018 through June 2023. In 2023, an updated plan must be submitted, demonstrating how the remaining 60% of the reductions will be achieved from July 2023 through June 2028.

Over the past two years, the City’s consultant, Wiley and Wilson, has completed two studies identifying potential programs and projects that could be used to achieve permit compliance. A representative of the firm delivered a presentation of their findings to Council.

Steps following this meeting include:

- Development of a preliminary draft of the Chesapeake Bay TMDL Action Plan due January 1, 2018.
- Briefing of City Council on the draft plan later this year.

3. Review and Discussion of an Ordinance Amending Various Provisions of the Staunton City Code as it Relates to the City’s Senior Planner Position

Mr. Steve Rosenberg, Deputy City Manager, stated that as of January 1, 2017, the City of Staunton, through its city manager, administratively reorganized to establish the Community Development Department. The department combines the functions and services previously offered by the Planning and Inspections Department and by the Engineering Department. As part of the reorganization, the position of “Senior Planner” was established as part of the Community Development Department and will assume essentially the responsibilities of the eliminated position of “Planning Director.”

Currently, the Staunton City Code variously references what actually is the same position as the “Director of Planning and Development,” the “Director of Planning and Inspections,” the “Director of Planning,” and “director.” Given the reorganization and elimination of the position, the City Code merits amendment to reflect the same and to achieve greater uniformity of reference as it relates to the change in positions and title.

The draft ordinance, effecting the amendments, was referred to the Planning Commission for public hearing and consideration at its meeting on January 19. It is anticipated that the ordinance will be included on a meeting agenda during the month of February for consideration by Council.

4. Review and Approval of FY2018 Budget Calendar

Ms. Jeanne Colvin, Chief Financial Officer, stated that the FY2018 draft budget calendar has been prepared for Council’s review. Council was asked to suggest changes that may better accommodate their schedules.

Council had no changes to the proposed budget calendar and unanimously approved it.

5. Review and Discussion of Capital Investment Plan

Ms. Colvin provided a review of the proposed annual update to the Capital Investment Plan (CIP) for all City funds and Staunton City Schools presented to Council at its work session on January 12. It was presented again for additional review and discussion.

On January 19, an overview of the plan was presented to the Planning Commission, which conducted a public hearing and considered the plan at its meeting on February 16. Final consideration of the plan is scheduled for Council's meeting on February 23.

After the plan was presented to Council on January 12, staff made the following changes to the Staunton City Schools CIP and the Sewer Fund CIP:

- The high school project amount was reduced to \$40 million from \$75 million, consistent with the direction of Council.
- The sewer line and pump station required to serve the second phase of development of Staunton Crossing, in the amount of \$1,112,500, was moved to FY2019 from the unscheduled projects. Consistent with the approval of Council at its January 12 meeting of the Business Ready Sites Program Site Characterization Grant related to Staunton Crossing, this project needs to be scheduled within the next five years to show commitment for purposes of the program.

Ms. Colvin updated Council on the Johnson Street Parking Garage project. A structural assessment of the Johnson Street Parking Garage was completed by engineering firm Wiley & Wilson on January 19. The report details the structural condition of the facility, including concrete structural support beams, concrete decking surfaces, steel staircase, masonry walls and guardrails. As noted in the report, over time, concrete structures face deterioration due to long-term exposure to harsh climate conditions that can result in damage from corrosion of steel reinforcement elements, carbonization of concrete, and the presence of chlorides from deicing salts. Despite the widespread distress in the garage, the firm does recommend repairs to extend its life for 10-20 additional years versus building a new garage.

The report recommends three phases of repairs to be scheduled over the next several years, as follows:

\$242,400—immediate repairs
\$410,400—short term repairs
\$ 75,500—mid term repairs

The initial draft of the updated CIP, previously reviewed with Council, included \$250,000 for the first phase of the repairs to begin immediately.

The total construction costs are estimated at \$728,300, excluding the costs for engineering design, testing, inspection and the preparation of bid documents. Staff recommends designing and bidding the total project now as a single project, in one phase, to save future construction and design costs, and to minimize disruption to the operations of the garage. Due to the significant structural and concrete work, it will be necessary to close the facility to parking patrons during much of the project.

The total project cost, with the additional expense of engineering design, testing, inspection and the preparation of bid documents, is estimated at \$1,150,000. Staff intends to provide for funding for the project with \$250,000, in the second FY2017 budget amendment, scheduled for Council consideration in May 2017, and \$900,000 of existing funds already appropriated, but unassigned, in the CIP Fund.

Because the project involves major concrete work, construction will need to commence in the summer months. This time constraint makes it highly desirable to move forward with additional concrete testing, engineering design and preparation of bid documents, as soon as possible and prior to scheduled adoption of the budget amendment or approval of the updated CIP. Otherwise, the City will be unable to proceed with construction in June, as desired. Consequently, at this time, staff seeks Council concurrence with the proposed funding for the project, to be implemented by a \$250,000 appropriation in the budget amendment and a transfer of \$900,000 from the CIP Fund to the Parking Fund, all as shown in the revised General Fund CIP FY2017—2018.

After discussion, it was the consensus of Council to proceed with the repairs to the garage and to concur with the proposed funding for the project.

The work session adjourned at 6:55 p.m.

Linda L. Little, CMC
Clerk of Council

REGULAR MEETING OF STAUNTON CITY COUNCIL**Thursday, January 26, 2017****7:30 p.m.****Council Chambers**

PRESENT: Carolyn W. Dull, Mayor
Ophie A. Kier, Vice Mayor
Erik D. Curren
James J. Harrington
R. Terry Holmes
Andrea W. Oakes
Walter J. Obenschain

ALSO PRESENT: Stephen F. Owen, City Manager
Steven L. Rosenberg, Deputy City Manager
Douglas L. Guynn, City Attorney
Linda L. Little, Clerk of Council

Mayor Dull called the meeting to order. The Pledge of Allegiance was recited in unison.

MAYOR'S REPORT

The Mayor welcomed a guest delegation hosted by the University of Virginia Center for Politics in partnership with World Learning including 30 Mongolians who are participants in the *Leaders Advancing Democracy – Mongolia* exchange funded by the U.S. Agency for International Development. This program works to enhance the leadership and civic engagement skills of the participants through three particular themes: environment and urbanization, unemployment and poverty alleviation, and anti-corruption and transparency.

Mr. Erdenebolor Baast thanked the Mayor and stated that they were a group from Mongolia here to learn from the United States how people and institutions work together to solve problems. He noted that they were mostly interested in learning how transparency works and what they learned here they would like to apply in Mongolia so that the future of their country improves so generations to come will have a better democratic system. He further stated that this was an unforgettable experience to not only read about this but to actually witness a meeting of the City of Staunton. He presented the Mayor with a painting of the Mongolian countryside and invited anyone from the city to visit Mongolia.

The Mayor stated that she came upon a program from the West Virginia State University awards dinner and happened to notice that the alumnus of the year was our very own Lt. Col. Francisco Beale Newman, Jr. (Ret).

The Mayor presented the following 2016 State of the City Address:

I think we can all agree that 2016 was a year remarkably full of challenges. From a turbulent presidential campaign to numerous senseless tragedies, we experienced a year that shook many of us to our core.

I'm grateful to be starting fresh in this New Year with a desire for unity, peace and compassion for those here and abroad and a renewed sense of solidarity with the many efforts for justice and civil and human rights in our City and beyond.

Thankfully, here in the Queen City, we can find solace in the goodwill of a tight-knit community— a community whose hallmarks are a generous spirit, empathy, kindness and integrity. It's been my experience that more often than not, we're able to find common – and higher – ground.

Because of these characteristics and much more, I can tell you that the state of our City is strong.

Economic growth and the unemployment rate are holding steady, and the entrepreneurial spirit is alive and well in Staunton.

- Unemployment is currently at 4.1%, which equals the current state average and is not a substantial change from the previous year. It remains one of the primary objectives of City Council to attract companies to Staunton that can provide good-paying jobs for our citizens.
- We issued more than 2,200 business licenses, and 33 new businesses opened their doors downtown.
- Many visitors and residents alike spent leisure time in Staunton last year, providing nearly \$3.7 million in revenue from meals and lodging taxes.
- Our financial standing is strong. While we could always use more funding to accomplish the multiple important projects, such as a police and fire facilities, or a high school, we are working with what we've got, and managing it well thanks to an exceptional Finance team.
- We adopted a \$106 million budget last April, and we've maintained a Aa2 bond rating from Moody's Investor Service and an AA- rating from Standard and Poor's. These ratings are defined as very strong creditworthiness.
- More than \$785,000 in the budget was provided to local agencies
- We continue to save for a rainy day by increasing the percentage of funds placed in reserves.
- And finally, we've been awarded a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association since 1985 for our sound financial standing and practices.

Staunton earned awards and acclaim on a number of coveted lists in 2016, thanks to our vibrant arts culture, ongoing historic preservation efforts and the tireless work of a community that continues to put Staunton on the map with its exceptional talents and enthusiasm.

- Country Living Magazine featured Staunton as one of "The 30 Small Towns You Should Visit This Summer." Cosmopolitan Magazine and MSN.com also picked up the article

and shared it with their readers.

- USA Today placed Staunton on their list of “Best Main Streets in the USA”
- We were named one of “America’s Favorite Towns” by Travel+Leisure
- Travelsquire.com called Staunton one of “The Top 28 Hot Destinations for 2016”
- And Tasting Table put us on its list of “9 of the Best Small Towns for Food in the U.S.”

A few other mentionable lists we made include:

- “The 6 Cutest Main Streets in America” by Purewow.com
- “20 Great Small Towns Near Washington, DC” by About.com
- And “12 Perfectly Picturesque Towns in Virginia” by OnlyinYourState.com

We had some significant and extraordinary happenings last year, so I thought I’d share a list of six highlights of 2016. Here goes:

1. We kicked off two new developments off of Route 250, near the I-81 and I-64 corridors:
 - a. The City finalized an agreement with Staunton Crossing Partners, L.L.C. on 25 acres at the old Western State Hospital property, now known as Staunton Crossing, and we completed an entrance road for the development. Staunton Crossing Partners joined the City for a groundbreaking and ribbon cutting ceremony, announcing plans to bring two hotels, restaurants and other mixed uses. We believe this new growth will jumpstart future development on this nearly 300-acre property where we hope to bring good jobs and housing.
 - b. Across the street, site work for Phase 1 of the development of Frontier Center began, with commitments from three restaurants and a retailer. We expect significant progress there this year, including a groundbreaking sometime this spring.
2. The Governor came to Staunton last spring to announce Graphic Packaging International’s \$20 million expansion of its manufacturing operation in the City and the creation of 43 new jobs. Additionally, the City received a \$250,000 state grant to assist with the expansion and will provide an incentive grant to the company. Graphic Packaging’s anticipated growth has the potential to generate nearly \$1 million in tax revenue for the City over a 10-year period.
3. Next door, a new 200,000 square foot FedEx distribution center opened in Green Hills Industrial Park, replacing an existing center in Fishersville. The expanded facility brought new jobs to Staunton as well as the existing jobs from its Fishersville plant.
4. The City dedicated the bridge on Richmond Road near Staunton Crossing and Frontier Center to the Rev. Dr. Martin Luther King, Jr. last January on MLK Day. The memorial

was a unanimous decision for Council, and for me, it represents Staunton's desire to connect the triumphs of the Civil Rights Movement to our continued determination to ensure equality for all residents today and for years to come.

5. The City reaped the results of a successful, citizen-led campaign to keep the historic Augusta County Courthouse in Staunton. We are grateful for the many concerned Stauntonians and neighboring residents who cared deeply enough about the historical and economic vitality of our region to help preserve an important piece of our area's history.
6. And last but certainly not least, an uptick in civic engagement brought us many more applicants for City boards and commissions, like the West End Alliance. The group became more active in 2016, hosting City Council and School Board forums, clean up days and networking opportunities to recruit businesses to the City's west end. It's always invigorating to see citizens take an interest in their government and exercise their ability to influence the direction of our City.

A few other projects and investments worth celebrating include:

- The approval of the Staunton Bicycle and Pedestrian Advisory Committee's work plan to make the City more bike and pedestrian friendly and the committee's award of a \$65,000 grant to help implement the plan.
- Receiving a Safe Routes to School Grant for \$285,000 to build sidewalks, crosswalks and lighting at Bessie Weller Elementary School to improve safety and access to the school for students.
- The City's first Dog Park, also known as the Bark Park, which debuted at Gypsy Hill Park last fall to wagging tails and canine grins and has become a popular meeting place for dogs and those who love them.
- The City completed a \$589,000 renovation of Lake Tams, thanks in part to a \$200,000 grant from the Virginia DEQ. The renovation improved the water quality of the lake and included the addition of a walking path, a vegetative bank, stone wall and other aesthetic improvements.
- Council approved an application for a Department of Homeland Security Assistance to Firefighters Grant in the amount of \$180,000 to help our emergency personnel upgrade its personal protective equipment. The grant also includes a 10% match.
- And Council approved a Local Government Challenge Grant Application in the amount of \$5,000 to assist three local arts organizations: ShenanArts, the Stonewall Brigade Band, and the Staunton Augusta Art Center. The City hopes to match the grant with a \$5,000 contribution.

More than 30% of the City's budget is allocated to Staunton City Schools, which we are proud to support.

- For the 4th consecutive year, employees of Staunton City Schools received a raise in an ongoing effort to increase compensation to competitive levels and to recruit and keep

skilled teachers, administrators and staff

- Our school division saw an overall increase in SOL score pass rates and was especially celebratory of Bessie Weller's scores, where students raised their SOL achievement level in every content area
- Staunton City Schools also saw a remarkable 2016 on-time graduation rate of 91% and a dropout rate of just 5%, which is below state average
- And we ramped up our work with the Staunton School Board to determine a cost figure that will bring much needed physical improvements to R.E. Lee High School. We'll continue to make progress on that front this year.

It takes positive working relationships with the School Board and the superintendent to achieve success on large and important projects like the high school, and we are grateful to have good relations with school division leaders. We look forward to our continued work together.

The wonderful peaks of the year were also accompanied by some valleys. We lost several bright lights in our community who left an unforgettable impression on us.

- **Rita Wilson**, the City's first black council member who served the City in that capacity from 1991 to 2008 with zeal and compassion. She was a force of nature with her indomitable and vivacious spirit and a true public servant.
- **Desmond Wray**, who served as Staunton's city attorney for 20 years, from 1984 to 2004, with integrity, diligence, distinction and gentlemanly grace.
- **Brady Kier**, the three-year-old grandson of our very own vice mayor, who valiantly fought cancer and stole thousands of hearts here in Staunton and around the globe with his contagious smile and enduring spirit.
- **Michael Organ**, one of our City's most vocal cheerleaders and a true ambassador for Staunton's historic preservation and revitalization.
- **Jody Grogan**, a faithful School Board member who cared deeply about the future of the City's students.
- And **Becky Williams**, a former 911 dispatcher for the City and the beloved wife of our police chief.

Mother Teresa said, "I alone cannot change the world, but I can cast a stone across the waters to create many ripples." These folks undoubtedly created their share of ripples, and we're all the better for them.

We are fortunate to have an incredible staff who continuously represent Staunton well, work diligently to keep the City flourishing and work well with Council to accomplish our shared goals.

- Our sincere thanks to City staff, including police and fire and rescue, for the excellent and sometimes difficult work they perform daily. Our City wouldn't be exceptional without them.

And our congratulations and gratitude to City staff who earned regional and state recognition for their work last year:

- Linda Little, Clerk of City Council, was awarded the Clerk of the Year award for Region III of the Virginia Municipal Clerks Association.
- The City's park maintenance crew was recognized with a Fields of Excellence Award for Lee High football field upkeep in Gypsy Hill Park.
- And our Fire & Rescue Department received several Governor's Fire Services Awards for excellence in Virginia's fire services.

City Council has kept busy at the local and state level:

- During the 2016 City Council election last May, Ophie Kier, Erik Curren, Andrea Oakes and Jim Harrington were re-elected.
- We designated a week in May as National Police Week, which we plan to continue this year to honor our men and women who put their lives on the line daily to keep us safe.
- We opposed the Atlantic Coast Pipeline and sought ways to prevent it from disturbing the pristine waters we hold dear, including our drinking water supply.
- And Dr. Harrington represented the City in the annual Waynesboro soap box derby. Did you win, Dr. Harrington?

And finally, I'd like to mention a few other meaningful activities and City business that deserve recognition:

- Continuing on the successful merger of our City and School finance departments in 2012, we merged City and School Human Resources departments, fostering more efficiency and collaboration.
- We also reorganized our engineering and planning departments into a consolidated community development department.
- And we welcomed several new faces over the last few months: Charley Haney became City Assessor following the retirement of Jim Gallagher; Nicki Mills is our new City Engineer following the retirement of James Davis; Rodney Rhodes became our new City Planner following the retirement of Sharon Angle and Molly Goldsmith became the City Registrar following Amanda DiMeo's move to our Economic Development department.

- Staunton celebrated its first Bike and Walk to Work Day last May, during which many walked and biked to work to feel more connected to the community, to promote physical fitness, and to help the environment.
- The City's only institution of higher learning made a transition from Mary Baldwin College to Mary Baldwin University. We congratulate them on their next chapter.

Staunton's future remains bright, and we have much to look forward to in the coming months. We are most fortunate to call the Queen City home and to live in a charitable and welcoming community full of creatives, visionaries, go-getters, do-gooders and civic pride. Thank you for making our City shine. May Staunton be blessed in this New Year.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

There were no additional items by members of Council.

APPROVAL OF MINUTES

Ms. Oakes moved to approve the work session and regular meeting minutes of January 12, 2017. Mr. Holmes noted that he would be abstaining because he was absent for that meeting.

The motion was seconded by Dr. Harrington and carried unanimously as follows:

Dr. Harrington	aye	Ms. Oakes	aye
Dr. Curren	aye	Vice Mayor Kier	aye
Mr. Obenschain	aye	Mayor Dull	aye
Mr. Holmes	abstain		

REGULAR MEETING

A. Recognition of Sharon Angle for Years of Service to the City of Staunton

Retired Director of Planning Sharon Angle was recognized on the occasion of her recent retirement from City service.

Mr. Owen listed the following achievements that Ms. Angle accomplished during her career with the City:

- Involved in the grant funding for the "Big Dig" downtown streetscape project
- Co-project manager for the renovations of the old Leggett's building (City Hall)
- Project manager for the renovations of the Circuit Court (Cochran Judicial Center)
- Lead the adoption of Historic District regulations and coordinated the draft of the Historic Preservation Ordinance
- Lead the adoption of the Corridor Overlay District regulations.
- Charter member of the Rural Planning Caucus of Virginia, executive committee member and treasurer
- Planning District Commission, began working there in 1968, executive director from 1984 – 1987

- Co-project manager for the renovations and rebuild of the Stonewall Jackson Hotel
- Work hard on the Blackfriars Theatre to make that a reality
- Worked on the Central Avenue streetscape project and federal grant
- VDOT Safe Routes to School grants applications – coordinator and project manager on Bessie Weller, McSwain and Shelburne
- Governance committee member for reversion to town status committee
- Lead the Green Hills Industrial site grants for Best Buy
- Coordinated grant applications for the creation of the Green Hills Industrial Park
- Worked on six different comprehensive plans for the City
- Served as the City's emergency services coordinator
- Work on community development block grants for residential and economic development projects in Green Hills, Gospel Hill District, Stonewall Jackson Hotel, the Sunnyside neighborhood, Newtown neighborhood and the block by block program.
- The local government challenge grant coordinator for supporting our arts
- Worked on urban development areas and grants to improve bicycle and pedestrian facilities
- Worked on the Montgomery Hall Park designation for historic landmarks

Mr. Owen presented Ms. Angle with a certificate of appreciation from the City.

Vice Mayor Kier thanked Ms. Angle for her many years of service to the City.

Ms. Oakes also thanked Ms. Angle for all her efforts.

B. Update on Staunton Greenways Plan

Mr. Rodney Rhodes, Senior Planner, stated that a draft plan was prepared, and on December 8, 2016, City Council, the Planning Commission and the Recreation Advisory Commission conducted a joint public hearing to receive comments on the plan. At the conclusion of the hearing, the commissions adjourned and reconvened jointly to consider the public comments. Each commission took action to formally recommend endorsement of the plan.

Staff expected to schedule Council's final consideration of the plan for a regular meeting in January, however, since the action by the commissions, at a regular meeting of the Bicycle and Pedestrian Advisory Committee (BPAC), members of the committee expressed continued concerns with the plan. Their concerns focused on potential conflicts between existing trail users and users of the proposed paved trail. Planning and Zoning and Parks and Recreation staff plan to meet with members of the BPAC to discuss their concerns and walk the proposed trail, all in an effort to present to Council a plan supported by all three of the Planning Commission, the Recreation Advisory Commission and the BPAC. Accordingly, staff proposes to include Council's consideration of the plan on a subsequent regular meeting agenda.

C. Consideration of Final Plat for Staunton Crossing Center, Section One

Mr. Tim Hartless, Planner, presented a PowerPoint presentation to Council showing the area for the final plat of Staunton Crossing, Section One. He stated that Staunton Crossing Center is part of the larger Staunton Crossing development. The Staunton Industrial Development Authority (now the Staunton Economic Development Authority) purchased the almost 300 acre site from the Commonwealth of Virginia in 2010. In 2015, the City of Staunton began the construction of

the entrance road, "Crossing Way." Also in 2015, the Economic Development Authority (EDA) entered into a real estate contract with Staunton Crossing Partners, LLC (SCP, LLC) to sell the front 25 acres. SCP, LLC subsequently acquired the property from the EDA, in accordance with the contract, to be developed as Staunton Crossing Center.

Planning Commission approved the preliminary plat of Staunton Crossing Center at its meeting on March 17, 2016. The final plat of Section One includes the creation of four lots at the northeast corner of the intersection of Richmond Avenue and Crossing Way. All of the lots will be accessed from Crossing Way; lots 1 and 4 will have frontage on Crossing Way. The plat also shows necessary utility easements on both sides of Crossing Way. Staff has reviewed the final plat and has no adverse comments.

At its meeting on January 19, 2017, Planning Commission reviewed the final plat and voted unanimously, on a 3-0 vote, to recommend its approval.

Dr. Harrington moved that City Council approve the final plat of Staunton Crossing Center, Section One, as recommended by the City Manager.

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

Dr. Curren	aye	Vice Mayor Kier	aye
Mr. Obenschain	aye	Mayor Dull	aye
Mr. Holmes	aye	Dr. Harrington	aye
Ms. Oakes	aye		

Matters from the City Manager

Mr. Owen echoed the welcome already extended to the guests. He noted that they were presented with some booklets regarding the establishment of the first council-manager form of government, which began in Staunton.

Matters from the Public

Mr. Baldwin Jennings, 332 Sharon Lane, stated that he was concerned about the \$40 million proposed to update Lee High School.

Ms. Katlyn Savage, 1742 Englewood Drive, a student at Robert E. Lee High School, read a letter she wrote City Council concerning building a new high school.

Mr. Francisco B. Newman, Jr., 1318 Ashby Street, thanked Council for the recognition that was given him earlier in the meeting.

Mr. Clinton Davis, 219 Sunnyside Street, stated that he agreed with the student from Robert E. Lee High School regarding a new high school.

Ms. Christine Poulson, 315 Sherwood Avenue, again spoke about her concerns in renovating the old Lee High School.

Dr. Curren asked Mr. Owen about asbestos in the current high school. Mr. Owen indicated that he would get back to Dr. Curren on that.

Ms. Clayton Brooks and her son, William, 891 Preston Drive, again stated that they continue to support a new high school.

Adjournment

There being no further business to come before Council, the meeting adjourned at 8:33 p.m.

Linda L. Little, CMC
Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	February 9, 2016	Staff Member: Steve Owen
Item #	A	
Ordinance #		
Department:	City Manager	
Subject:	Staff Recognition	

Background: Retired Utilities Supervisor Cindy Steed will attend Council's regular meeting to receive recognition on the occasion of her recent retirement from City service.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Stephen F. Owen

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	February 9, 2017	Staff Members: Steve Owen Steve Rosenberg Billy Vaughn
Item #	E	
Ordinance #		
Department:	City Manager Community Development	
Subject:	Introduction of an Ordinance Amending Various Provisions of the Staunton City Code as it Relates to City's Senior Planner Position	

Background: As of January 1, 2017, the City of Staunton, through its city manager, administratively reorganized to establish the Community Development Department. The department combines the functions and services previously offered by the Planning and Inspections Department and by the Engineering Department. As part of the reorganization, the position of "Senior Planner" was established as part of the Community Development Department and will assume essentially the responsibilities of the eliminated position of "Planning Director."

Currently, the Staunton City Code variously references what actually is the same position as the "Director of Planning and Development," the "Director of Planning and Inspections," the "Director of Planning," and "director." Given the reorganization and elimination of the position, the City Code merits amendment to reflect the same and to achieve greater uniformity of reference as it relates to the change in positions and title.

The attached draft ordinance, effecting the amendments, was referred to the Planning Commission for public hearing and consideration at its meeting on January 19. After conducting the public hearing, the Commission unanimously recommended adoption of the ordinance.

At Council's work session on January 26, staff provided an overview of the ordinance to Council and reported on the proceedings before the Planning Commission.

The draft ordinance is to be introduced at this meeting and scheduled for public hearing and consideration at the February 23 meeting. A notice of public hearing will be published in *The News Leader* on February 9, and February 16.

City Manager's Recommendation: Recommend introduction of the ordinance.

Suggested Motion: I move to introduce an ordinance to amend various provisions of the Staunton City Code as it relates to City's Senior Planner position, and to schedule a public hearing on the proposed ordinance during Council's regular meeting on February 23, 2017.

City Manager: Stephen F. Owen

Ordinance No. 2017 - __

AN ORDINANCE AMENDING VARIOUS PROVISIONS OF
THE STAUNTON CITY CODE TO SUBSTITUTE
“SENIOR PLANNER” FOR “DIRECTOR OF PLANNING AND
DEVELOPMENT,” “DIRECTOR OF PLANNING AND INSPECTIONS,” AND
“DIRECTOR OF PLANNING,” AND “DIRECTOR”
IN SECTION 17.10.070, MINOR SUBDIVISION PLATS;
SECTION 18.10.270 “Z” DEFINITIONS;
SECTION 18.40.030, ESTABLISHMENT OF DISTRICT;
SECTION 18.40.120, AMENDMENTS TO SITE PLAN;
SECTION 18.45.030, ESTABLISHMENT OF DISTRICT;
SECTION 18.70.050, PROCEDURE;
SECTION 18.85.040, RECOMMENDATION AND DESIGNATION OF
HISTORIC DISTRICTS;
SECTION 18.140.040, BUSINESS DISTRICT REGULATIONS;
SECTION 18.175.040, PROCEDURE AND ADMINISTRATION; AND
SECTION 18.195.010, ADMINISTRATIVE OFFICER

WHEREAS, as of January 1, 2017, the City of Staunton, through its city manager, administratively will reorganize to establish the Department of Community Development which will combine the functions and services offered now by the Planning and Inspections Department and by the Engineering Department; and

WHEREAS, the Code of the City of Staunton, Virginia, now variously references what actually is the same position as the “Director of Planning and Development,” the “Director of Planning and Inspections,” the “Director of Planning,” and “director;” and such position was eliminated as part of the reorganization;

WHEREAS, as part of the reorganization, the position of “Senior Planner” for the City of Staunton will be established as part of the Department of Community Development and will assume essentially the responsibilities of the eliminated former planning director and assume other responsibilities as may be assigned; and

WHEREAS, given the reorganization, the Code of the City of Staunton merits amendment to reflect the reorganization and achieve greater uniformity of reference as it relates to the change in positions and title.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that any reference in the provisions of the Code of the City of Staunton, Virginia, as to the “Director of Planning and Development,” the “Director of Planning and Inspections,” the “Director of Planning,” and “director” in those contexts shall now be substituted with and mean the “Senior Planner” for the City of Staunton, amending the titles and chapters and sections of the Staunton City Code accordingly, including:

Chapter 17.10
PLATS

17.10.070 Minor subdivision plats.

The required number of paper and digital copies of a minor subdivision plat, as set forth herein, shall be submitted to the ~~director of planning senior planner~~ or designee for approval as follows:

....

(2) Plat Approval. A minor subdivision plat shall be reviewed in accordance with the following procedures:

(a) A minor subdivision plat shall be reviewed by the ~~director of planning senior planner~~ or designee. Upon the ~~director of planning senior planner~~ or designee's determination that the plat is in conformance with the requirements of this title, the ~~director senior planner~~ or designee shall sign the plat. Approval by the ~~director senior planner~~ or designee shall have the same force and effect as approval by the city council. Consideration by the planning commission and the city council shall not be required;

(b) If the ~~director of planning senior planner~~ or designee determines that the plat does not meet the requirements of this title, the original and one copy of the plat shall be returned to the applicant with a written explanation of the deficiencies;

(c) The plat shall be either approved or the written explanation of deficiencies shall be forwarded to the applicant within 15 regular workdays of the receipt of the plat. The applicant may elect to treat a failure by the ~~director of planning senior planner~~ or designee to act on the plat within 15 regular workdays of receipt of the plat as a decision denying approval;

(d) An applicant may appeal the decision of the ~~director of planning senior planner~~ or designee by filing a written request in the office of the clerk of council within 30 days of the decision of the ~~directorsenior planner~~. Upon appeal, the city council shall consider the plat at the earliest possible date and the decision of the governing body shall supersede the decision of the ~~director of planning senior planner~~.

(3) Voidance for Failure to Record. The approved plat shall be recorded in the office of the clerk of the circuit court of the city of Staunton, Virginia, within six months after its approval; otherwise, the approval of the plat shall be deemed to have been withdrawn and such plat shall be marked "void" and returned to the ~~director of planning senior planner~~.

18.10.270 "Z" definitions.

"Zoning administrator" means the ~~building official senior planner~~ or ~~his designated assistant the senior planner's designee will administer this code as provided herein;~~ except, however, only the senior planner or the senior planner's specified zoning designee within a particularly prescribed zoning function or area shall be authorized to act to inform any property owner or any other person with an interest in the property that a structure or other aspect or use complies with the Zoning Code or zoning ordinance provision.

Chapter 18.40
R-5 MANUFACTURED HOME PARK DISTRICT

18.40.030 Establishment of district.

(1) Applicants seeking to have an R-5 district established shall apply therefor to the ~~director of planning~~ senior planner for the city. The application shall include the following:

....

The ~~director of planning~~ senior planner may require additional plans if special conditions exist upon the property, such as unusual topography. The applicant is advised to consult with the ~~director of planning~~ senior planner prior to submitting the request to be certain that all requirements hereunder are made known to the applicant.

....

(4) If the tract approved for the R-5 designation has not been developed and used for the manufactured home park for a period of two years after approval of the designation, then the underlying zoning district regulations shall apply, unless the owner obtains an extension of time for completion by applying to the planning commission and city council. Such extension may be granted not to exceed two years. If an extension is granted, no further extensions will be considered. The owner of such tract may file a certificate of intent to discontinue the manufactured home park use with the ~~director of planning~~ senior planner for the city stating the date upon which such use shall terminate. From that date, the underlying zoning district classification regulations shall then apply to said tract. Upon the termination of the district, the ~~director of planning~~ senior planner shall have the zoning map of the city changed showing the underlying zoning that existed prior to the designation of the R-5 district and all property owners of record in the parcel so affected shall be notified of the change by first class mail.

18.40.120 Amendments to site plan.

After approval of the site plan for a manufactured home park, any amendments to said plan or material changes thereto must be submitted to the ~~director of planning~~ senior planner with the information as required by SCC 18.40.030. The process for approval or not of this amendment or change shall be the same as set forth in the aforesaid SCC 18.40.030.

Chapter 18.45
R-6 MANUFACTURED HOME SUBDIVISION

18.45.030 Establishment of district.

(1) Applicants seeking to have an R-6 district established shall apply therefor to the ~~director of planning~~ senior planner for the city. The application shall include the following:

....

Chapter 18.70
B-4 CULTURAL AND RECREATIONAL PLANNED BUSINESS DISTRICT

18.70.050 Procedure.

(1) All applications made hereunder shall be in accordance with Chapter 18.210 SCC, except as specifically modified herein. The application shall contain the documents required by SCC 18.70.030. The ~~director of planning and development~~ senior planner shall obtain written comments on the proposed application from the fire department, health department, director of public works, recreation department, and building official and submit these with the application. The plot plan shall be prepared by and have the seal of an architect or engineer duly registered to practice in the state of Virginia. The application will not be deemed to be received until all the documentation set forth above has been filed with the ~~director of planning and development~~ senior planner.

(2) Upon receipt of the application, the ~~director of planning and development~~ senior planner shall follow the procedures set forth in Chapter 18.210 SCC, to ensure that the advertisement and notification requirements of that chapter are met, to effect the necessary public hearings before the planning commission and city council.

(3) The ~~director of planning and development~~ senior planner shall also obtain written comments upon the application from the B-4 district advisory board for presentation to the planning commission at or prior to the public hearing to be held upon the application.

(4) After the recommendation of the planning commission upon the application, the ~~director of planning and development~~ senior planner shall ensure that advertisement of the public hearing before city council upon the application is accomplished in accordance with this title.

....

Chapter 18.85

H-1 HISTORIC PRESERVATION DISTRICT

18.85.040 Recommendation and designation of historic districts.

....

(3) Requirements for Adopting an Ordinance for the Designation of Historic Districts and Historic Properties.

....

(d) Recording Requirement for Historic Districts or Historic Properties. Following the creation of each historic district or historic property, a copy of the resolution creating such district or property, and a boundary description of such district, shall be filed by the ~~director of planning~~ senior planner with the clerk of circuit court for the city of Staunton.

Chapter 18.140

SIGNS, BILLBOARDS, AND OTHER ADVERTISING STRUCTURES

18.140.040 Business district regulations.

....

(d) Special Regulations for the Downtown Business Area.

....

(iv) General Requirements.

....

(A) No person, firm or corporation shall erect, alter, repair or relocate any sign within the area without first obtaining a certificate of appropriateness from the city's historic preservation commission (HPC) or the ~~director of planning senior planner~~ (in cases where the ~~director senior planner~~ is given authority to issue such certificate without referral to the HPC). A sign permit shall not be required for routine maintenance or a change in copy that results in no alteration to the sign structure.

....

(E) No sign otherwise permitted herein, that lies on, over or across any street, road, highway, alley, sidewalk or other public right-of-way may be erected, displayed, constructed, repaired or altered unless the owner obtains a policy of general public liability insurance with a company authorized to do business in the state of Virginia (approved by the city manager). Said policy shall name the city as an "additional insured" and shall protect and hold harmless the city, its agents and employees from and against any suit, action, claim, cause of action, damages, losses, liability and expenses (including without limitation, litigation expenses and attorney's fees) resulting from, arising out of, or incidental to the construction, alteration, reconstruction, maintenance, repair, removal, falling or collapse of the sign. The minimum bodily injury protection in said policy shall be \$300,000 per person and \$600,000 per occurrence, and the minimum property damage protection in said policy shall be \$150,000 per occurrence. Said policy shall contain a provision that the policy shall not be canceled or changed unless the city is given 30 days' notice prior to said cancellation or change. Failure to maintain the policy in full force and effect shall be due cause for the city, acting through its ~~director of planning senior planner~~, to order removal of such projecting sign immediately.

(F) The ~~director of planning senior planner~~ may remove any sign in violation of the requirements of this chapter, not removed by the owner after notice to do so by the ~~director senior planner~~, and shall impound the sign within 24 hours of such removal. The ~~director senior planner~~ shall notify the owner and the business subject of said sign in writing, if ownership is readily determinable, of the location at which the sign is being stored and of the owner's right to retrieve the sign upon payment of the impound fee (\$100.00), plus a storage fee (\$10.00) per day for each day or fraction of a day of storage. If the owner of the sign in violation cannot be readily ascertainable, the business, subject of said sign, shall be so notified. Signs not so retrieved within a period of 30 days of the mailing of such notice may be destroyed by the city, and the impound fee and storage charge may be recovered against the owner of the sign and the business subject of said sign, jointly and severally.

(v) Permit/Certificate of Appropriateness.

....

(A) The application for a certificate of appropriateness (required by subsection (3)(d)(iv)(A) of this section) shall contain (1) the location of the sign structure, (2) the name and address of the owner of the sign and of the person, firm or corporation of the sign contractor (if any), (3) a drawing showing the design and copy to be displayed upon the sign, and (4) such other information as the ~~director of planning senior planner~~ and/or the

building official may require to ensure compliance with this code and/or other ordinances of the city. The application shall be made to the ~~director of planning senior planner~~.

(xiii) Enforcement of Chapter.

....

(A) The zoning administrator and/or the ~~director of planning senior planner~~ is hereby authorized and directed to enforce all of the provisions of this chapter. Upon presentation of proper credentials, the zoning administrator or the administrator's duly authorized representative may enter, at reasonable times, any building, structure, or premises in the city to perform any duty imposed upon them by this chapter.

....

(xiv) Appeals. Any person, firm, or corporation aggrieved by any decision made hereunder by the historic preservation commission or the ~~director of planning senior planner~~ or the zoning administrator, may, within 30 days of the action or decision giving rise to such complaint, appeal the same in writing to the council for the city of Staunton. Such complaint shall be heard by said council within 30 days of receipt by the clerk of council. A copy of the written appeal shall also be mailed or delivered to the ~~director of planning senior planner~~ at the same time the appeal is made to city council.

Chapter 18.175 LANDSCAPING AND SCREENING

18.175.040 Procedure and administration.

(1) The plans required to be submitted hereunder shall be submitted by the owner and the developer of the particular property involved to the ~~director of planning senior planner~~ for the city. Said ~~director senior planner~~ shall be responsible for the receipt and processing of such applications and shall have the authority to approve or disapprove such plans. Said ~~director senior planner~~ is hereby designated as the agent of the city for such purposes. If the ~~director senior planner~~ disapproved the plan, the ~~director senior planner~~ shall promptly notify the applicant and set forth the reasons why the plan was disapproved and, if necessary, suggestions as to corrections.

Chapter 18.195 ORGANIZATION

18.195.010 Administrative officer.

The provisions of this title shall be administered by the ~~director of planning and inspections senior planner~~ or ~~designee designated assistant~~ as zoning administrator who shall:

....

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

This ordinance shall be effective retroactively to and including January 1, 2017.

279 Introduced:
280 Adopted:
281 Effective Date: January 1, 2017
282
283
284

Carolyn W. Dull, Mayor

285
286
287 ATTEST: _____
288 Linda L. Little, CMC
289 Clerk of Council

DRAFT