

# CITY OF WAYNESBORO, VIRGINIA

## CITY COUNCIL BUSINESS MEETING AGENDA



TERRY SHORT, JR., MAYOR, *AT LARGE*  
ROBERT HENDERSON, VICE MAYOR, *WARD C*  
BRUCE ALLEN, COUNCILMAN, *WARD B*  
ELZENA ANDERSON, COUNCILWOMAN, *WARD A*  
SAMUEL HOSTETTER, COUNCILMAN, *WARD D*

TO BE HELD IN THE COUNCIL CHAMBERS,  
CHARLES T. YANCEY MUNICIPAL BUILDING  
AT 503 WEST MAIN STREET, WAYNESBORO, VIRGINIA  
ON MONDAY, JULY 9, 2018

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

2. CONSENT AGENDA

**Any item placed on the consent agenda shall be removed and considered as a separate matter, if so requested by any member of Council, otherwise all items will be voted on with one (1) motion.**

2.a. Council Meeting Minutes Drafts:

a) June 25, 2018 Council Meeting and July 2, 2018 Organizational Meeting Minutes, and dispense with the reading of the minutes.

Documents:

[2018 0625.Minutes.Draft.pdf](#)  
[2018 0702.Minutes.OrgMeet Draft.pdf](#)

2.b. Council Meeting Calendar FY19

b) City Council Meeting Calendar Fiscal Year 2019.

Documents:

[COUNCIL MEETING CALENDAR 2018 TO 2019.Pdf](#)

2.c. Facilities Maintenance Reserve

c) Facilities Maintenance Reserve Appropriation Ordinance (\$464,536) – Second consideration/adoption.

Documents:

[2c Facilities Maintenance Reserve 464536.Pdf](#)

3. MATTERS FROM COUNCIL MEMBERS.

4. EMPLOYEE RECOGNITION:

Recognize employees from the Department of Emergency Management for exceptional performance and service to the community.

Documents:

[4 Agenda Briefing Hall Sprouse Sweet 2018 0529.Pdf](#)

5. PUBLIC HEARING - FISCAL YEAR 2018 COMMUNITY DEVELOPMENT BLOCK GRANT ANNUAL ACTION PLAN:

Receive a presentation from the Deputy City Manager and hold a public hearing to receive public comments regarding the FY2018 Community Development Block Grant Annual Action Plan.

Documents:

[5-HUD.pdf](#)

6. ORDINANCE – WAYNESBORO PLACE PLANNED UNIT DEVELOPMENT PROFFER AMENDMENT:

Consider introducing an ordinance at the request of Brandon Farms LLC et al to amend the Waynesboro Place Planned Unit Development proffers to release the specific provision to “Construct or reconfigure the I-64 Exit 94 westbound off-ramp onto Rosser Avenue to provide for two 550-foot right turn storage lanes with a 400-foot transition taper and a single through-left turn lane”.

Documents:

[6-Proffers-Added-Amend000.Pdf](#)

7. ORDINANCE – CITY CODE AMENDMENT – CONFER POLICE POWERS TO DEPUTY FIRE MARSHAL:

Consider introducing an ordinance authorizing or conferring police powers to the Deputy Fire Marshal.

Documents:

[7-Fire-Marshall.pdf](#)

8. BOARDS AND COMMISSIONS:

a) Economic Development Authority Board: Consider reappointing a member to the Economic Development Authority Board to an unexpired four-year term ending August 30, 2019 and consider appointing a candidate to the Economic Development Authority Board for a four-year term ending August 30, 2022.

b) Library Board of Trustees: Consider appointing a candidate to the Library Board of Trustees and reappointing a member to the Board, each to a four-year term ending August 31, 2022.

c) Valley Community Services Board: Consider reappointing the City Manager to the

Valley Community Services Board for a three-year term ending June 30, 2021.

9. CORRESPONDENCE, COMMUNICATION, AND CALENDAR
10. CITIZEN COMMENT PERIOD
11. CLOSED MEETING (IF NECESSARY)
12. ADJOURN

The Waynesboro City Council encourages the participation of all City citizens. For those with special needs, please notify the Clerk of Council (540-942-6669) of any accommodations required, including assisted listening device, at least five days prior to the meeting you wish to attend.

If you have access to the City's website, [www.waynesboro.va.us](http://www.waynesboro.va.us), you may receive advance notifications for Council meeting agendas, minutes, and City department information. From the home page, click on "Notify Me", enter your email address and/or mobile phone number and select those items you want to receive advance notice. Then follow the instructions. You will receive email messages from [listserv@civicplus.com](mailto:listserv@civicplus.com).

# WAYNESBORO, VIRGINIA

## CITY COUNCIL BUSINESS MEETING MINUTES



Council for the City of Waynesboro, Virginia held a Regular Business Meeting on Monday, June 25, 2018, at 7:00 p.m. in the Council Chambers of the Charles T. Yancey Municipal Building, 503 West Main Street, Waynesboro, Virginia, with Mayor Allen presiding and calling the meeting to order:

PRESENT: Council Members: Bruce Allen, Mayor  
Jeff Freeman, Councilman  
Pete Marks, Councilman  
Elzena Anderson, Councilwoman

City Staff: Michael G Hamp II, City Manager  
D. James Shaw, Deputy City Manager  
Julia Bortle, Clerk of Council  
Terri Marks, Finance Director

Outside Counsel: None

ABSENT: Terry Short, Jr., Vice Mayor

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### **PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA:**

Mayor Allen opened the meeting and asked the City Manager to lead everyone in the Pledge of Allegiance to the Flag of the United States of America.

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### **CONSENT AGENDA :**

Councilman Freeman moved to adopt the Consent Agenda as presented. Having been seconded and with no objections, the Consent Agenda was adopted 4:0 with affirmative votes from Council members Allen, Freeman, Marks, and Anderson, with Vice Mayor Short being absent.

a) Approval of June 11, 2018 Council Meeting Minutes.

### **Second Consideration/adoption of the following ordinances:**

- b) Code Amendment – Procurement. (2018-41)
- c) Rezone 412 Cedar Avenue. (2018-42)
- d) Subdivision and Zoning Amendments:
  - i. Amending Section 74-10 Chapter 74 of the City Code, Subdivision Ordinance. (2018-43)
  - ii. Amending Section 74-9, 74-39, 74-46, and 74-71, Chapter 74, of the City Code, Subdivision Ordinance. (2018-44)
  - iii. Amending Section 2.4 of Chapter 98 of the City Code, Zoning Ordinance. (2018-45)
  - iv. Amending Section 1.13.5 of Chapter 98 of the City Code, Zoning Ordinance. (2018-46)
  - v. Amending Section 2.4 and Section 10.2.10 of Chapter 98 of the City Code, Zoning Ordinance. (2018-47)
  - vi. Amending Section 2.4, Section 10.2.8, and Section 10.3 of Chapter 98 of the City Code, Zoning Ordinance. (2018-48)

- e) T-Mobile Cell Tower Lease Agreement. (2018-49)
- f) Fiscal Year 2018 Encumbrance Rollover. (2018-50)
- g) School Appropriations:
  - i. Innovation Challenge Grant for Regional Adult ABE and Correction Classes (\$37,125). (2018-51)
  - ii. Career and Technical Education Program Grant for National Health Science for Waynesboro High School students (\$800). (2018-52)
- h) Natural Resource Damage Assessment Project. (2018-53)

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**MATTERS FROM COUNCIL MEMBERS:**

The Mayor presented two plaques, one each to outgoing Council members Jeff Freeman and Alvin “Pete” Marks, Jr., thanking them for their service to the City and to the community. Both Councilmen Freeman and Marks thanked their families, supporters, and the City staff for their support and commitment to Waynesboro.

*Councilman Marks* made a statement acknowledging that it was an honor to serve as an elected representative on City Council and thanked citizens and the guests who were present on his behalf.

*Councilman Freeman* stated that citizens may not realize how much work City staff does for the community. He appreciates his supporters over the years and extends the best to the new Council members.

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**APPLICATION – TOUR DE VALLEY CYCLING EVENT:**

Councilman Freeman resolved to approve an application from the Parks and Recreation Department to serve alcoholic beverages on City property, in accordance with all relevant Alcohol Beverage Control (ABC) regulations, on Saturday, September 1, 2018 in relation to the Tour de Valley Cycling event. Having been seconded and with no objections, the application was approved 4:0 with affirmative votes from Council members Allen, Freeman, Marks, and Anderson, with Vice Mayor Short being absent.

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**APPLICATION – TOTALLY 80’S 8K RACE EVENT:**

Councilman Marks resolved to approve an application from the Parks and Recreation Department to serve alcoholic beverages on City property, in accordance with all relevant Alcohol Beverage Control (ABC) regulations, on Saturday, August 18, 2018 in relation to the Totally 80’s 8k race. Having been seconded and with no objections, the application was approved 4:0 with affirmative votes from Council members Allen, Freeman, Marks, and Anderson, with Vice Mayor Short being absent.

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**FACILITIES MAINTENANCE RESERVE APPROPRIATION ORDINANCE – FIRST READING:**

This ordinance is in relation to the two bond issues approved by City Council that allows Council to reimburse itself for the purchase of two properties on West Main Street that will facilitate the high school renovation project. Councilman Freeman moved to introduce an ordinance appropriating \$464,536 of General Fund Unassigned Fund Balance for transfer to the Facilities Maintenance Reserve. Having been properly introduced, this ordinance will be considered again at the July 9, 2018 Regular Business Meeting.

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**COMMUNICATION, CORRESPONDENCE, AND CALENDAR:** The City Manager reminded everyone that the City Council Organizational Meeting will take place on Monday, July 2, 2018 at 8:00 a.m. in Council Chambers.

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**CITIZEN COMMENT PERIOD:**

***Nancy Wells, 512 Cherry Avenue:*** more consideration has to be put into the chicken ordinance.

The Mayor reminded everyone that this matter will not be considered again until after the two new Council members are seated and that Vice Mayor Short is not available at this meeting to listen to the comments. He welcomed those who wanted to address the chicken matter to do so at a future Council meeting.

***LeRoy Wells, 512 Cherry Avenue:*** Council should put a traffic light back up instead of spending money on a roundabout. Chicken owners are objecting to the ordinance as written and asked Council to work with them on an ordinance.

***Buel Bridge, 1362 10<sup>th</sup> Street:*** opposed to the chicken ordinance and stated that no one in the City wants to help people any more. He wants people to help each other as God intended.

***David Geiger, 701 Locust Avenue:*** asked that the Plumb House steps and wall, ground hogs in the basement, and the heating and air conditioning unit repairs be addressed. The Red Brick House Committee would like the City's response to the offer to match funds to install a fence in front of the Old Presbyterian Cemetery.

***Laurie Grabinski, 644 Walnut Avenue:*** would like to be informed the next time Council considers the chicken ordinance. She said current chickens should be grandfathered.

***Kathy Johnson, 635 Chestnut Avenue:*** is not opposed to chickens and roosters in the neighborhood as other neighbors create more noise than the chickens.

***Benny Higgs, 350 S. Linden Avenue:*** stated it is not fair to group all chicken and rooster owners together. This should be handled on an individual basis.

***John Lacy, 800 S. Ellison Lane:*** resident of Ward D for more than 40 years, he thanked Councilman Marks for his long and dedicated service to the citizens of Waynesboro. They will miss him and wish the new council member all the best. He went on the record to state that many residents would support a statue or portrait of Mr. Marks in the Chamber.

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With no further business to discuss, the meeting was adjourned at 7:29 p.m. on a motion by Councilman Marks.

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Julia Bortle, MMC, Clerk of Council

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Bruce Allen, Mayor

# WAYNESBORO, VIRGINIA

## CITY COUNCIL ORGANIZATIONAL MEETING MINUTES



Council for the City of Waynesboro, Virginia held an Organizational Meeting on Monday, July 2, 2018, at 8:00 a.m. in the Council Chambers of the Charles T. Yancey Municipal Building, 503 West Main Street, Waynesboro, Virginia, with Mayor Allen presiding and calling the meeting to order:

PRESENT: Council Members: Elzena Anderson, Councilwoman  
Robert Henderson, Councilman  
Sam Hostetter, Councilman

City Staff: Michael G Hamp II, City Manager  
Julia Bortle, Clerk of Council  
Mary Garris, City Assessor  
Stephanie Beverage, City Treasurer  
Sabrina von Schilling, Commissioner of the Revenue

Outside Counsel: None

ABSENT: Bruce Allen, Mayor  
Terry Short, Jr., Vice Mayor  
D. James Shaw, Deputy City Manager  
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### **PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA:**

Councilwoman Anderson opened the meeting and welcomed the two new Council members, Robert Henderson representing Ward C and Samuel Hostetter representing Ward D. Mr. Henderson and Dr. Hostetter commenced serving on Council, having taken their oath of office administered by the Clerk of the Court on Tuesday, June 12, 2018.

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### **APPOINTMENT OF MAYOR :**

Councilman Henderson moved to appoint Terry Short, Jr. as Mayor for the two-year term ending June 30, 2020. Motion seconded and adopted with affirmative votes from Council members Anderson, Henderson, and Hostetter, with Mayor Short and Councilman Allen being absent.

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### **APPOINTMENT OF VICE MAYOR:**

Councilman Hostetter moved to appoint Robert Henderson as Vice Mayor for a two-year term ending June 30, 2020. Motion seconded and adopted with affirmative votes from Council members Anderson, Henderson, and Hostetter, with Mayor Short and Councilman Allen being absent.

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### **APPOINTMENT OF CHARTER OFFICIALS:**

Vice Mayor Henderson moved to reappoint the following Charter employees for a one-year term ending June 30, 2019:

City Manager Michael G. Hamp II

Regular Business Meeting  
Monday, July 2, 2018  
Unapproved Draft

City Assessor Mary Garris  
Clerk of the Council Julia Bortle

Motion seconded and adopted with affirmative votes from Council members Anderson, Henderson, and Hostetter, with Mayor Short and Councilman Allen being absent.

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**APPOINTMENT OF DEPUTY CLERK:**

Vice Mayor Henderson moved to reappoint City Manager Michael G Hamp II as Acting Clerk of Council in the absence of the Clerk of Council. The motion was seconded and adopted with affirmative votes from Council members Anderson, Henderson, and Hostetter, with Mayor Short and Councilman Allen being absent.

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With no further business to discuss, the meeting was adjourned at 8:04 a.m. on a motion by Vice Mayor Henderson.

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Julia Bortle, MMC, Clerk of Council

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Elzena Anderson, Councilwoman



**COUNCIL MEETING CALENDAR 2018-2019**

<b>COUNCIL MEETING</b>	<b>DATE</b>	<b>TIME</b>
Organizational Meeting	2-Jul	8:00 a.m.
Business Meeting	9-Jul	7:00 p.m.
Business Meeting	23-Jul	7:00 p.m.
Business Meeting	13-Aug	7:00 p.m.
Business Meeting	27-Aug	7:00 p.m.
Business Meeting	10-Sep	7:00 p.m.
Business Meeting	24-Sep	7:00 p.m.
Business Meeting	9-Oct*	7:00 p.m.
Business Meeting	22-Oct	7:00 p.m.
Business Meeting	13-Nov*	7:00 p.m.
Business Meeting	26-Nov	7:00 p.m.
Business Meeting	10-Dec	7:00 p.m.
Business Meeting	24-Dec	7:00 p.m.
Business Meeting	14-Jan	7:00 p.m.
Business Meeting	28-Jan	7:00 p.m.
Business Meeting	11-Feb	7:00 p.m.
Business Meeting	25-Feb	7:00 p.m.
Business Meeting	11-Mar	7:00 p.m.
Business Meeting	25-Mar	7:00 p.m.
Business Meeting	8-Apr	7:00 p.m.
Business Meeting	22-Apr	7:00 p.m.
Business Meeting	13-May	7:00 p.m.
Business Meeting	28-May *	7:00 p.m.
Business Meeting	10-Jun	7:00 p.m.
Business Meeting	24-Jun	7:00 p.m.

\*Holiday alters schedule.

Work Sessions scheduled as needed.

Oct 8 – Columbus Day – City Offices Open – No government meeting held

Nov 12 – Veteran’s Day – City Offices Closed

May 27 – Memorial Day – City Offices Closed

## ORDINANCE NUMBER 2018-



**AN ORDINANCE APPROPRIATING \$464,536 OF GENERAL FUND UNASSIGNED FUND BALANCE FOR TRANSFER TO THE FACILITY MAINTENANCE RESERVE, FOR THE FISCAL YEAR ENDING JUNE 30, 2019 AS HEREIN SPECIFIED**

**BE IT ORDAINED**, by the Council of the City of Waynesboro, Virginia:

That the following sums of money be and the same are hereby appropriated as herein specified for the year ending June 30, 2019, totaling \$464,536,

**Section I – General Fund**

Paragraph 1. To the General Fund, for transfer to the Facility Maintenance Reserve, \$464,536 is appropriated to be apportioned as follows:

1109301	Transfer to	\$464,536
	793066 Fund Balance (110-445120)	

Paragraph 2. The above appropriation will be provided for by the following revenue:

1100541	Miscellaneous	\$464,536
	518904 From Fund Balance	

**INTRODUCED: ON JUNE 25, 2018 BY COUNCILMAN JEFF FREEMAN**

**ADOPTED:**

**EFFECTIVE:**

CLERK

MAYOR



## Waynesboro City Council Agenda Briefing

Meeting Date:	July 9, 2018	Staff/Council Member(s): City Manager
Agenda Item #	4	
Resolution#		
Department:	<b>DEM</b>	
Subject:	<b>DEM</b> Employee Recognition - William "Billy" Hall, Blue Ridge Crisis Intervention Team Communications Officer of the Year. Rachael Sprouse and Ronald Sweet, Life Saving Awards for a Cardiac	
	Arrest Incident	

### Background:

#### **William "Billy" Hall - Blue Ridge Crisis Intervention Team Communications Officer of the Year**

On May 17 of this year, Billy Hall, Waynesboro EOC telecommunicator, was awarded the Blue Ridge Crisis Intervention Team's Communications Officer of the Year for 2018. He was selected for this award for his handling of a domestic violence call in February 2018. A female victim had been physically assaulted by her husband in the presence of her children. Mr. Hall, applying the skills taught in Crisis Intervention Team training, worked with the caller to keep her and her children calm and safe until the arrival of Law Enforcement. Mr. Hall also obtained vital information that ultimately led to the arrest and successful prosecution of the case. Commonwealth Attorney David Ledbetter remarked that Mr. Hall's handling of the call and appropriate questioning garnered a plea agreement from the suspect. Mr. Ledbetter further noted that the tape recording of the call was compelling for the suspect and his legal representation; Mr. Hall's work on the call was exceptional. The Victim Witness Coordinator from the Commonwealth Attorney's Office, Kathy Jenkins, made the following statement in an email to me, "Dear Director Critzer, I wish to extend my appreciation to the individual dispatcher who handled this call. I know that all of your dispatchers do a tremendous job, but this call was handled with extreme sensitivity and thoughtfulness and I wish to commend him for his caring professionalism. Thank you for all that you and your staff do to help the citizens of Waynesboro, Kathy."

CIT training is an invaluable part of the overall training for first responders, including communications officers, and Mr. Hall's performance in this incident is a clear demonstration of its effectiveness and the impact that the communications officers role plays in our Public Safety System. CIT training is available to all first responders,

including communications officers. Billy completed his forty hour CIT training program in 2015

### **Rachael Sprouse and Ronald Sweet - Lifesaving Awards**

On Tuesday May 15 at 7:31 AM a 911 call was received for a subject who was found unresponsive and not breathing in his home. Communications Officer Rachael Sprouse, using her training and established Emergency Medical Dispatch protocols, immediately provided CPR instructions to the caller while Supervisor Ronald Sweet immediately dispatched Fire, Police, and EMS to the scene. CPR was maintained by the caller through continued prompting by Dispatcher Sprouse until the arrival of Police Officer Jacob Cothran which occurred within four minutes of the initial 911 call. Officer Cothran utilized the AED or Automated External Defibrillator, to administer a shock, which subsequently restarted the subject's heart. EMS and Fire arrived and provided advanced life support care for the patient and transported him to Augusta Health where he was treated for a heart attack and subsequently released home a few days later. Research has clearly shown that the sooner CPR and defibrillation can be delivered to a patient in cardiac arrest will significantly improve the chance for survival. This incident clearly demonstrates that. Communications officers provide pre-arrival instructions routinely for a variety of medical and other types of emergencies prior to the arrival of first responders. These pre-arrival instructions have significant impact on the outcome of emergency incidents and are often credited with contributing to saving a life. Communications Officer Rachael Sprouse's CPR instructions, Supervisor Ronald Sweet's rapid dispatch of emergency services, and the use of an AED by Officer Jacob Cothran directly contributed to a life saved.

The City of Waynesboro Emergency Communications Center, commonly known as EOC, is an Accredited Emergency Medical Dispatch Public Safety Answering Point by the Virginia Office of EMS and the City uses a priority dispatch system that ensures that the most appropriate public safety resources are dispatched in an emergency situation. The Waynesboro Police Department was one of the first police departments in Virginia to place AED's on police vehicles in 1997 and they have been used countless times and been crucial in saving lives. Police officers, by nature of patrolling, are often closer to medical emergency scenes and can arrive at cardiac arrests in advance of other responders. Pre-Arrival CPR instructions and rapid defibrillation save lives and Waynesboro's integrated emergency response system clearly demonstrates its effectiveness.

Both of these recognitions clearly demonstrate the effectiveness of the Emergency Services system in Waynesboro and the commitment of the dedicated and highly trained professionals who deliver that service every day.

City Manager's Recommendation: N/A; no action required.

Suggested Motion: n/a

Attachments: n/a



## Waynesboro City Council Agenda Briefing

<b>Meeting Date:</b>	<b>July 9, 2018</b>	<b>Staff/Council Member(s): Jim Shaw, Deputy City Manager/Tom Carlsson, WRHA</b>
<b>Agenda Item #</b>	<b>5</b>	
<b>Resolution#</b>		
<b>Department:</b>	<b>City Manager's Office/Waynesboro Redevelopment and Housing Authority</b>	
<b>Subject:</b>	<b>FY 2018 Annual Action Plan for Housing and Community Development</b>	

**Background:** In 2013, the U.S. Department of Housing and Urban Development (HUD) determined that the City of Waynesboro was eligible to receive annual funding through the Community Development Block Grant (CDBG) Entitlement Communities Program. In August 2014, the City Council adopted a five-year Consolidated Plan and Annual Action Plans have since been adopted for CDBG Program funds. The 2014-2017 Programs are complete or underway and summarized on attached status reports.

Entitlement communities receive annual funding allocated according to a HUD formula which uses several objective measures of community needs, including the extent of poverty, population, housing overcrowding and age of housing. HUD awards grants to entitlement community grantees to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services. Waynesboro will receive \$198,586 in FY2018 and is projected to receive similar allocations in future years unless Congress elects to make cuts to the program.

Entitlement communities develop their own programs and funding priorities. However, grantees must give priority to activities which benefit low- and moderate-income persons. A grantee may also carry out activities which aid in the prevention or elimination of slums or blight. Additionally, grantees may fund activities when the grantee certifies that the activities meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs. CDBG funds may not be used for activities which do not meet these broad national objectives.

CDBG funds may be used for activities which include, but are not limited to:

- rehabilitation of single-family housing occupied by low-to-moderate income homeowners
- neighborhood revitalization measures of varied types
- construction of public facilities and improvements serving low-to-moderate income areas, such as water and sewer facilities, storm water projects, park improvements,
- public services, within certain limits;
- revitalization activities in targeted business districts, such as streetscape measures and facade improvements.

In order to receive funds the City must develop a FY 2018 Annual Action Plan for housing, non-housing and community development activities. The City is working with the WRHA to finalize these documents, which will be advertised on the City's website prior to the next Council meeting. In accordance with Federal guidelines, the City's Consolidated Plan is guided by three overarching goals:

- 1) To provide decent housing by preserving the affordable housing stock, increasing the availability of affordable housing, reducing discriminatory barriers, increasing the supply of supportive housing for those with special needs, and transitioning homeless families into housing.
- 2) To provide a suitable living environment through safer more livable neighborhoods, greater integration of low- and moderate- income residents throughout the City, increased housing opportunities and reinvestment in deteriorating neighborhoods.
- 3) To expand economic opportunities through more jobs paying self-sufficient wages, homeownership opportunities, development activities that promote long-term community viability, and the empowerment of low-and moderate-income persons to achieve self-sufficiency.

The City will continue to contract with the WRHA for grant administration services and for assistance developing its annual work plans.

**City Manager's Recommendation:** No action is required tonight. At its July 23 meeting, City Council will be asked to adopt a FY 2018 Annual Action Plan (AAP) and authorize the City Manager to submit the AAP to HUD.

**Suggested Motion(s):** NA

**Attachments:** LMI Map, 4-Year Program Summary

## **CDBG Entitlement Program** **4-Year Program Summary**

The Waynesboro Redevelopment and Housing Authority (WRHA) serves as Grant Administrator for the City of Waynesboro's Community Development Block Grant (CDBG) Program. In 2014, the City officially became a CDBG Entitlement Community. As an Entitlement Community, Waynesboro receives an annual allocation of CDBG funds directly from the U.S. Department of Housing and Urban Development (HUD).

Prior to 2014, the City was required to apply for CDBG funds on a competitive basis through the Virginia Department of Housing and Community Development (VDHCD). Previous projects with VDHCD included as follows: Race Avenue Relocation Project (2004), 3<sup>rd</sup> & Jackson Street Project (2007), Arch/Market Project (2009), and the Downtown Revitalization Project (2011).

Since the City's 2014 designation as an Entitlement Community, projects administered by WRHA are as follows:

### **FY2014: Total CDBG Allocation: \$188,347**

#### Activities/Projects:

- Grant Administration/Project Management (WRHA)
- Housing Rehabilitation of 1204 Wine Avenue
- Housing Rehabilitation of 1505 Fir Street
- Homebuyer Downpayment Assistance for 921 Glencoe Avenue
- Homebuyer Downpayment Assistance for 1216 Wine Avenue
- Basic Park Boat Launch (w/Public Works VDGIF Grant)
- Arch Avenue Streetscape Project, Phase I (w/Public Works Street Dept)
- Exit 94 Industrial Park; Residential Demolition/Asbestos Abatement

### **FY2015: Total CDBG Allocation: \$178,688**

#### Activities/Projects:

- Grant Administration/Project Management (WRHA)
- Housing Rehabilitation of 760 N. Bayard Avenue
- Housing Rehabilitation of 480 N. Bath Avenue
- Glen Alley & Wayne Theater Parking Lots (w/Parks & Street Dept)
- Arch Avenue Streetscape Project, Phase II
- Music City Facade / Sign Grant
- Port Republic Alley Improvements (w/Public Works Street Dept)
- Port Republic Waterline Improvements (w/Public Works Water Dept)

### **FY2016: Total CDBG Allocation: \$178,026**

#### Activities/Projects:

- Grant Administration/Project Management (WRHA)
- Housing Rehabilitation of 404 Fairview Avenue
- Asbestos Abatement of 401 Fairview Avenue
- Arch Avenue Streetscape Project, Phase III
- Port Republic Infrastructure Improvements (Florence & Beta Storm Water)
- WRHA Rapid Re-Housing / Homelessness Prevention



**CDBG Entitlement Program**  
**4-Year Program Summary**

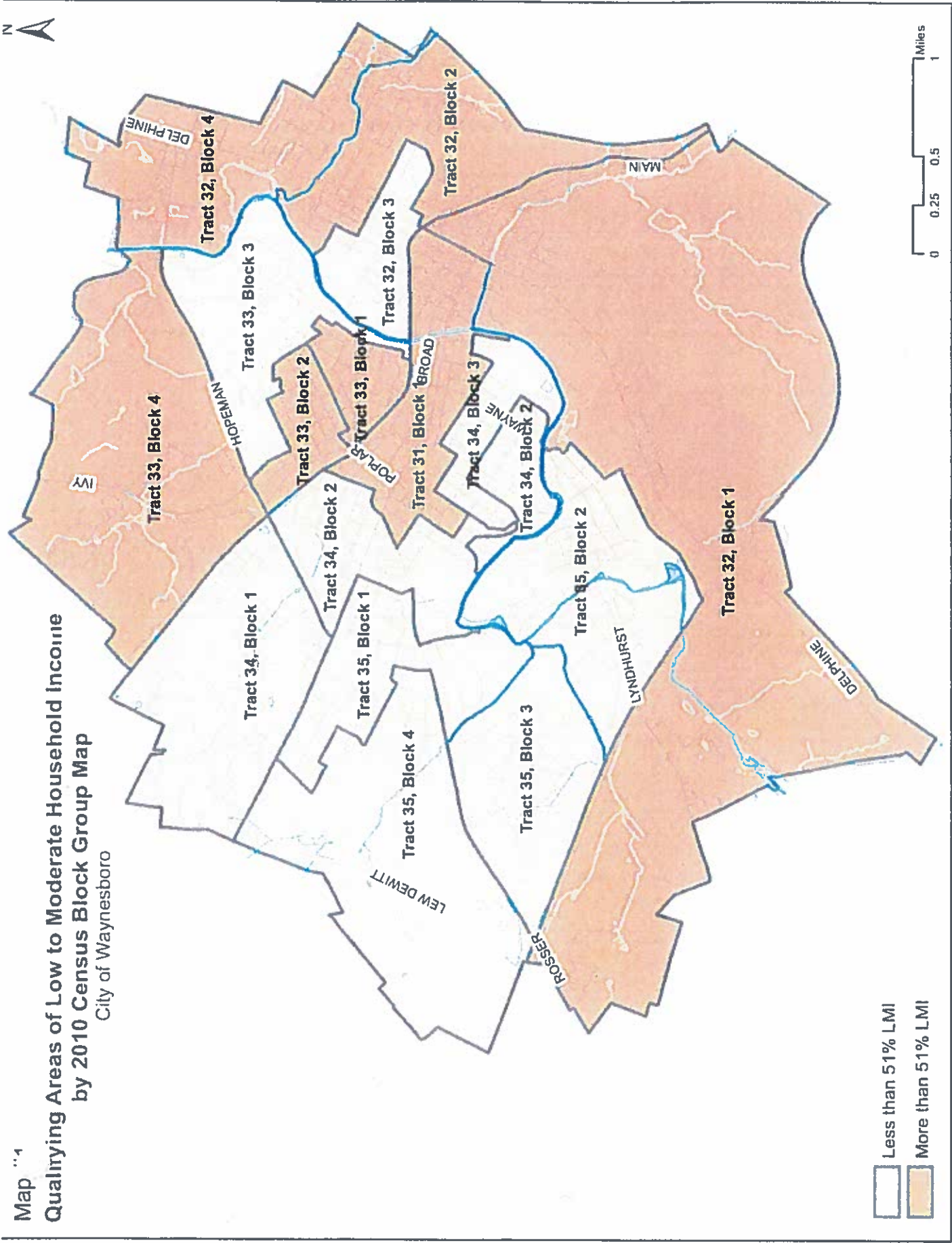
**FY2017: Total CDBG Allocation: \$185,677**

**Activities/Projects:**

- Grant Administration/Project Management (WRHA)
- Demolition/Site Clearance of 401 Fairview Avenue (pending)
- Shenandoah Avenue Sanitary Sewer Improvements (pending)
- High Street Sanitary Sewer Improvements (pending)
- Malcolm Avenue Water Improvements (pending)
- Hunter Street Water Improvements (pending)
- Market Street Parking Lot / Streetscape Project (pending)
- Bruce Alley South Streetscape Project (pending)

### Qualifying Areas of Low to Moderate Household Income by 2010 Census Block Group Map

City of Waynesboro





## Waynesboro City Council Agenda Briefing

<b>Meeting Date:</b>	July 9, 2018	<b>Staff/Council Member(s):</b> D. James Shaw II, Deputy City Manager; Luke Juday, Director of Planning
<b>Agenda Item #</b>		
<b>Ordinance#</b>		
<b>Department:</b>	City Manager's Office and Planning Department	
<b>Subject:</b>	Windigrove Planned Unit Development Proffer Amendment	

**Background:** On June 28, 2010 the Waynesboro City Council approved a rezoning request for a roughly 43.9-acre property located east of Home Depot on Windigrove Drive. The rezoning application created the "Waynesboro Place Planned Unit Development (PUD)" which allows a variety of mixed commercial and multifamily uses. The Waynesboro Place PUD includes a code of development that regulates potential development on the property and developer obligations by proffer (see attached) to make specific traffic improvements. The PUD was amended by City Council in January 2018 to expand proposed multifamily uses on the property.

A key provision of the rezoning approval includes proffers for developer-financed transportation facility improvements based on the direct impact of site generated traffic on public streets. Improvements are broken into two phases to be completed based on anticipated traffic reaching specific average daily traffic count thresholds.

Development of the property commenced in 2013 with the constructions of a 234-unit apartment complex known as Windigrove Apartments. Prior to the complex opening, the developer completed all Phase 1 street improvements in accordance with their proffers and to the satisfaction of City.

**Current Request:** One of the Phase 2 proffers includes a requirement to "Construct or reconfigure the I-64 Exit 94 westbound off-ramp onto Rosser Avenue to provide for two 550-foot right turn storage lanes with a 400-foot transition taper and a single though-left turn lane". The developer is not required to complete these improvements until such time that anticipated development-generated traffic exceeds 3,782 vehicle trips per day. The existing 234-unit apartment complex generates approximately 1,388 vehicle trips per day. Additional Phase 1 development would generate about 2,384 additional vehicle trips per day and could include a proposed 120-unit apartment complex as well as 60,000 square feet of office space and a 90-room hotel. While the referenced 120-unit apartment complex is an active project, no timeframe for future development beyond this has been established.

The Staunton-Augusta-Waynesboro Metropolitan Planning Organization in cooperation with the Virginia Department of Transportation Staunton District Office would like to make an application for state funds through VDOT's SMART Scale program to complete a more extensive plan of improvements to the I-64 Exit 94 westbound off-ramp onto Rosser Avenue. SMART Scale program guidelines would not allow, however, that state funds be applied to an improvement proffered by a private developer. Considering the uncertainty of the Waynesboro Place PUD development timing and the desire to, hopefully, expedite a

more comprehensive program of improvements the City Council is asked to consider releasing the Waynesboro Place development group from this specific proffer. All other relevant proffers, however, would remain intact. It should be noted that one of the remaining proffers is to complete a traffic study identifying any necessary improvements prior to pursuing development that exceeds 3,782 vehicle trips per day.

**City Manager's Recommendation:** The impetus for this request is to, hopefully, expedite the completion of a comprehensive set of much need improvements to the I-64 Exit 94 westbound off-ramp under the guidance of the Virginia Department of Transportation. There is some risk that development at Waynesboro Place could proceed in advance of these improvements, although this doesn't appear to be imminent. There is some measure of protection in that the remaining proffers require that a traffic impact analysis identifying necessary development generated improvements must be completed prior to proceeding with development generating more than 3,782 vehicle trips per day. The City Manager recommends releasing the proffer in order to advance the SAWMPO grant application.

**Suggested Motion(s):** A motion should be made to introduce an ordinance amending the Waynesboro Place PUD proffers to release the specific provision to "Construct or reconfigure the I-64 Exit 94 westbound off-ramp onto Rosser Avenue to provide for two 550-foot right turn storage lanes with a 400-foot transition taper and a single though-left turn lane". All other provisions of the existing proffer for Phase 2 requirements, however, shall remain in place.

**Attachments:** 1) The original Waynesboro Place Planned Unit Development Proffers. 2) Ordinance

Signed Revised Proffers  
Rec'd 4-12-10 4:40 PM

# Waynesboro Place

Attach. 1  
ORIGINAL

A

## PLANNED UNIT DEVELOPMENT

Rezoning: 09-150

Owner(s) of Record: Brandon Farms South, LLC et al and Waynesboro Country Club, Inc.

Date of Approval: April 26, 2010

Tax Map and Parcel Number(s): 51-12-102B and Part of 62-1-C

A request for 43+/- acres to be rezoned from C-2 (General Business District), RA-1 (Single-family District), and RB-1 (General Dwelling District) to PUD (Planned Unit Development).

Brandon Farms South, LLC et al owns Tax Map 51 Parcel 12-102B and Waynesboro Country Club, Inc. owns Tax Map 62 Parcel 1-C. Both Brandon Farms South, LLC et al and Waynesboro Country Club, Inc. are hereby referred to as the "Owner" and Tax Map 51 Parcel 12-102B and part of Tax Map 62 Parcel 1-C are hereby referred to as the "Property" and is the subject of rezoning application 09-150 and applicant for a project known as "Waynesboro Place" (the "Project").

Pursuant to Section 15.2-2298 of the Code of Virginia (1950) as amended and to Section 98-551 of the City of Waynesboro Zoning Ordinance, the Owner, their successors and assigns, hereby voluntarily proffers the conditions listed below which shall be applied to the Property if it is rezoned to the zoning district identified above. These conditions are proffered as a part of the requested rezoning and the Owner acknowledges that the conditions are reasonable.

1. The Project on Tax Map 51 Parcel 12-102B and Tax Map 62 Parcel 1-C (portion thereof) shall be in general accord with the documentation and supporting plans entitled "Waynesboro Place, A Planned Unit Development" produced by Balzer and Associates, Inc, dated May 1, 2009, revised July 21, 2009, revised February 9, 2010, revised March 3, 2010, revised April 2, 2010.
2. The location of development with the Project shall be phased per the Phasing Plan by Balzer & Associates Inc., dated March 3, 2010. Development phasing shall also occur in conformance to proffer 3 in respect to the average daily trips (ADT) thresholds and related traffic improvements. The number of ADT for each use shall be established using the most current edition of the Trip Generation Manual from the Institute of Transportation Engineers.

3. The Owner shall provide the following cumulative traffic improvements, as shown on the exhibit entitled "Conceptual Roadway Improvements to Windigrove Drive at Rosser Avenue", prepared by Ramey Kemp and Associates, dated April 2, 2010, in accordance with the following rules:

**Phase 1**

In Phase 1, the Project shall be permitted a density of uses that does not exceed a traffic generation threshold of 2,182 ADT. To support the Phase 1, the Owner shall:

- a. Reconfigure and/or construct the westbound movement of the Windigrove Drive/ Rosser Avenue intersection to provide for two 300-foot left turn storage lanes each with 190-foot transition taper, a single through lane, and a 100-foot right turn storage lane with a 100-foot transition taper.
- b. Construct the extension of Alston Court to Windigrove Road.
- c. Construct an emergency access to Hollins Road.
- d. Provide and install any of traffic signal and/or signage improvements/modifications related to the traffic improvements listed in this proffer.

Furthermore, the Owner agrees that no Certificate of Occupancy or temporary Certificate of Occupancy shall be issued until the required Phase 1 traffic improvements listed within this proffer have been constructed and accepted by the City's Engineering Division.

**Phase 2**

For a density of uses generating traffic beyond the Phase 1 ADT threshold, the Owner shall provide the following traffic improvements at the following ADT thresholds:

For uses generating between 2,182 ADT and 3,782 ADT (an additional 1,600 ADT), the owner shall:

- a. Construct an additional eastbound 350-foot storage right turn lane with a 145-foot taper on Lew Dewitt Boulevard at its intersection with Rosser Avenue.
- b. Provide and install any traffic signal and/or signage improvements/modifications related to the traffic improvements listed in this proffer.

For uses generating between 3,782 ADT and 8,580 ADT (an additional 4,798 ADT), the owner shall:

- a. Construct on/ reconfigure the I-64 Exit 94 westbound off-ramp onto Rosser Avenue to provide for two 550-foot right turn storage lanes with a 400-foot transition taper and a single through-left turn lane.

- a. Construct on/ reconfigure the I-64 Exit 94 westbound off-ramp onto Rosser Avenue to provide for two 550-foot right turn storage lanes with a 400-foot transition taper and a single through-left turn lane.
- b. Extend the northbound left turns on Rosser Avenue at its intersection with Lew Dewitt to provide for dual left turn storage lanes with a total length of 650-feet and 200-feet of transitional taper.
- c. Provide and install any traffic signal and/or signage improvements/modifications related to the traffic improvements listed in this proffer.

Furthermore, the Owner agrees that no building permit for Phase 2 uses shall be issued until Phase 2 improvements necessitated by the corresponding ADT thresholds have been constructed and accepted by the City's Engineering Division.

All road improvements outlined in this proffer, regardless of phase, must be completed or under construction by May 1, 2015. Failure of the Owner to have the improvements related to an individual phase under construction by May 1, 2015 shall void the Owner's right to obtain building permits for the associated phase until a new traffic study for that phase(s) (and its associated traffic improvement recommendations) is submitted, reviewed, and approved by the City. This traffic study shall meet a standard acceptable to the City Engineer. Furthermore, if the new traffic study recommends different improvements from those proffered herein, the Owner agrees to implement those recommendations.

Finally, for both Phase 1 and Phase 2, the Owner agrees that any road plans for the proffered traffic improvements listed above must be approved by the City Engineer prior to the issuance of any site plan approval for the portion of the Project necessitating said improvements. Furthermore, prior to the approval of any road plans, the Owner shall obtain all the necessary fee simple rights of way and related easements needed to enable the construction and/ or dedication of the proffered traffic improvements. The Owner further acknowledges that the City is under no obligation to condemn or otherwise assist in obtaining any right of way or easement.

4. A twenty to thirty foot strip of property adjacent to the Project's Block III that is approximately 0.66 acres and being utilized as an alley with existing improvements (which the Owner currently has a contract to purchase from the Waynesboro Country Club, Inc.) as shown on the supporting plan titled "Drainage Easement Exhibit" dated March 1, 2010 by Balzer & Associates, Inc., shall be granted to the City within 90 days of rezoning approval.
5. Drainage easements shall be in general accordance with the supporting plan titled "Drainage Easement Exhibit" dated March 1, 2010 prepared by Balzer and Associates, Inc. The Owner shall grant to the City of Waynesboro a 10 ft drainage easement on Tax Map 51 Parcel 12-102B (inclusive of the existing strip of property currently owned by the Waynesboro Country Club, Inc.) where adjoining Tax Map 51 Parcel 11-6-13a, and 11-6-12a; increasing to a 15 ft easement where adjoining Tax Map 51 Parcel 10-6-3; increasing to a 20 ft easement where adjoining Tax Map 51 Parcel 10-6-2; The Owner shall grant to the City of Waynesboro a 25 ft easement along Tax Map 51 Parcel 12-102B (exclusive of the existing strip of property currently owned by the Waynesboro Country Club, Inc.) where adjoining Tax Map 51 Parcel 10-6-1, Tax Map 52 Parcel 4-6-101, 2-10-3, 2-10-2, 2-10-1 and Tax Map 62 Parcel 5-9-11, and 5-9-10

52 Parcel 4-6-101, 2-10-3, 2-10-2, 2-10-1 and Tax Map 62 Parcel 5-9-11, and 5-9-10 to the point that said easement intersects with the existing drainage easement across Tax Map 51 Parcel 12-102B. The easements provided herein will be for the purpose of allowing the City Of Waynesboro to make stormwater improvements to the existing stormwater channel. Temporary grading easements shall be granted on Tax Map 51 Parcel 12-102B to the City of Waynesboro as needed. The easements shall be granted to the City within 90 days of rezoning approval.

6. With the approval of this re-zoning, the Owner shall permit the City to place excess overburden from the City's Chatham Stormwater Project on Tax Map 51, Parcel 12-102B in up to two locations, more if determined to be mutually acceptable to both parties, at a grade acceptable to both parties. In placing this excess overburden, the City shall not be responsible for ensuring that the material is compacted or otherwise warranted to support buildings, roads, or any other structures.

**PROFFER SIGNATURES**

*William J. Hausrath* 4/10/10  
 William J. Hausrath on behalf of Brandon Farms South LLC Date

manager  
 Title

*Allen P. Dahl* 4/12/10  
 Allen P. Dahl Date

member  
 Title

*Thomas P. Dahl* 4-12-10  
 Thomas P. Dahl Date

Member  
 Title

*Peter H. Wray* 4-12-10  
 Peter H. Wray Date

MEMBER  
 Title

*Waynesboro County Club, Inc.* 4-11-10  
 Waynesboro County Club, Inc. Date

*(VP WCC)*



June 29, 2018

Mr. Luke Juday, Director of Planning  
City of Waynesboro, Virginia  
503 W. Main Street  
Waynesboro, VA 22980

Dear Mr. Juday:

We, the below signed owners of Brandon Farms South, LLC, et al., respectfully request that the Waynesboro City Council release a proffer related to the Waynesboro Place Planned Unit Development rezoning, specifically a requirement to:

"Construct or reconfigure the I-64 Exit 94 westbound off-ramp onto Rosser Avenue to provide for two 550-foot right turn storage lanes with a 400-foot transition taper and a single through-left turn lane".

It is our understanding that the Staunton-Augusta-Waynesboro Metropolitan Planning Organization is seeking state transportation funds to pursue these improvements. Thank you for your consideration.

Best Regards,

(OWNERS' SIGNATURES)  
Brandon Farms South, LLC



By: Bill Hausrath

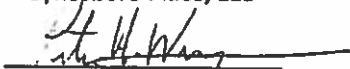
Its: Manager

c/o Bill Hausrath

127 S. Wayne Avenue

Waynesboro, VA 22980

Waynesboro Place, LLC



By: Peter H. Wray

Its: Member

2903 N. Augusta Street

Staunton, VA 24401

**ORDINANCE NUMBER 2018-**



**AN ORDINANCE AMENDING A PROFFER MADE BY BRANDON FARMS SOUTH LLC, ET AL., RELATING TO WAYNESBORO PLACE PLANNED UNIT DEVELOPMENT**

**WHEREAS**, On June 28, 2010 the Waynesboro City Council approved a rezoning application submitted by Brandon Farms South, LLC (the “Developer”) for a roughly 43.9-acre property located east of Home Depot on Windigrove Drive;

**WHEREAS**, the rezoning application created the “Waynesboro Place Planned Unit Development (PUD)” which allows a variety of mixed commercial and multifamily uses. The Waynesboro Place PUD includes a code of development that regulates potential development on the property and developer obligations by proffer to make specific traffic improvements over time as the development progresses (the “Proffer”). A copy of the Proffer is attached hereto and incorporated herein as Exhibit 1.

**WHEREAS**, the Proffer includes a requirement for the Developer to “Construct or reconfigure the I-64 Exit 94 westbound off-ramp onto Rosser Avenue to provide for two 550-foot right turn storage lanes with a 400-foot transition taper and a single through-left turn lane” (the “Improvement”);

**WHEREAS**, the Developer has applied to the City Council to amend the Proffer to release its obligation to construct the Improvement. A copy of the Developer’s application is attached hereto and incorporated herein as Exhibit 2;

**WHEREAS**, pursuant to § 15.2-2302 (A) of the Code of Virginia, notice has been provided to all landowners subject to the Improvement. A copy of the Notice is attached hereto and incorporated herein as Exhibit 3;

**WHEREAS**, pursuant to § 15.2-2302 (B) of the Code of Virginia, City Council previously waived a public hearing, as the amendment to the Proffer does not affect conditions of use or density;

**WHEREAS**, the Developer is not required to complete the Improvement until such time that anticipated development-generated traffic exceeds 3,782 vehicle trips per day, which the existing development-generated traffic currently does not exceed;

**WHEREAS**, although additional development is contemplated, no timeframe for future development beyond the existing development has been established;

**WHEREAS**, the Staunton-Augusta-Waynesboro Metropolitan Planning Organization (“SAWMPO”) in cooperation with the Virginia Department of Transportation Staunton District Office (“VDOT”) would like to make an application for state funds through VDOT’s SMART Scale program to

complete a more extensive plan of improvements to the I-64 Exit 94 westbound off-ramp onto Rosser Avenue, which would include the Improvement;

**WHEREAS**, SMART Scale program guidelines do not allow state funds be applied to an improvement proffered by a private developer;

**WHEREAS**, considering the uncertainty of the Waynesboro Place PUD development timing and the desire to expedite a more comprehensive program of improvements, the City Council desires to amend the Proffer releasing the Developer from the Improvement in order for SAWMPO to proceed with the improvements;

**WHEREAS**, all other remaining requirement in the Proffer will remain.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WAYNESBORO, VIRGINIA THAT:**

1. The Proffer is amended releasing the Developer from the requirement to “Construct or reconfigure the I-64 Exit 94 westbound off-ramp onto Rosser Avenue to provide for two 550-foot right turn storage lanes with a 400-foot transition taper and a single though-left turn lane.”
2. Except as amended hereby, the Proffer shall remain in full force and effect.
3. The City Manager is hereby authorized to take all actions reasonably necessary, including executing such documents as are reasonably necessary to effectuate and carry out the purposes of this Ordinance.
4. This Ordinance shall take effect immediately upon adoption by the City Council.

Introduced: July 9, 2018  
Adopted:  
Effective:

[SEAL]

ATTEST: \_\_\_\_\_  
Clerk, City Council  
City of Waynesboro, Virginia

\_\_\_\_\_  
Mayor, City Council  
City of Waynesboro, Virginia



## Waynesboro City Council Agenda Briefing

<b>Meeting Date:</b>	July 9, 2018	<b>Staff/Council Member(s): City Manager</b>
<b>Agenda Item #</b>		
<b>Resolution#</b>		
<b>Department:</b>	City Manager	
<b>Subject:</b>	Proposed Amendments to City Code to Confer Police Powers to the Deputy Fire Marshal	

**Background:** In May of 2013, the Waynesboro Fire Department hired its first Deputy Fire Marshal. Prior to that, the Fire Chief served as the city’s fire official and inspection duties were distributed among shift personnel. With the establishment of the Deputy Fire Marshal position, activities of fire prevention through inspection, investigation, and related functions have become incorporated into a prioritized, organized and regular plan of inspection, and response to complaints related to fire safety. As such, the Fire Marshal can play a supportive and important role in property maintenance and public safety. In that role, the Fire Marshal or the Deputy pursues work at some risk and threat to their personal safety. Presently, Waynesboro’s Fire Marshal and Deputy Fire Marshal operate without police powers conferred by the Code of Virginia at local option.

It is recommended that City Council confer police powers to the Deputy Fire Marshal (by ordinance and resolution). Doing so expands the deputy fire marshal’s summons authority, investigative responsibility and authority, confers arrest authority, and authorizes the individual to carry a fire arm. These measures will improve the effectiveness and efficiency of the program of investigation by reducing reliance on sworn law enforcement personnel pressed to meet criminal caseloads.

Before the authorities can be conferred or exercised, the individual must complete extensive training.

Most of the neighboring localities have conferred police powers to the Deputy Fire Marshal or Fire Official responsible for investigation and inspection.

**City Manager’s Recommendation:** Introduce the Ordinance Authorizing or Conferring Police Powers to the Deputy Fire Marshal.

**Suggested Motion(s):** Move introduction

**Attachments:**