

# Town of Strasburg

## **SPECIAL MESSAGE TO THE PUBLIC**

IN PERSON ATTENDANCE WILL BE ALLOWED FOR MEETINGS.  
PLEASE UTILIZE OUR LIVESTREAM BY ACCESSING THE LINK  
BELOW

<https://www.strasburgva.com/bc/page/meetings>

To make public comment please submit to:  
[comment@strasburgva.com](mailto:comment@strasburgva.com)  
by 4:00 p.m., Wednesday, July 5, 2023

## **Town Council Work Session**

Strasburg Town Hall  
174 W King St  
Strasburg, VA 22657

Wednesday, July 5, 2023  
7 p.m.

### **Town Council Members:**

Brandy Hawkins Boies, Mayor  
A.D. Carter, IV  
Dane Hooser  
Ashleigh Kimmons  
Andrew Lowder

Emily Reynolds, Vice Mayor  
Christie Monahan  
Doreen Ricard  
Brad Stover

### **Staff Contact:**

J. Waverly Coggsdale, III, Town Manager



# **Council Work Session Agenda – Wednesday, July 5, 2023**

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*Please, silence all cellular devices. Thanks.*

*\*Town Council Work Sessions are typically used for general discussion on matters pertaining to the Town. Formal actions are taken during Town Council Meetings unless otherwise notified.*

## **Call to Order –Mayor Brandy Boies**

### **Public Hearing:**

- 1.) **Special Use Permit application SUP2023-0007 requested by FIDUM COMPANY, owner, for property identified as Tax Map 025A201B059 006 located at 395 Stonewall Street fifty feet north of the intersection of Stonewall Street and Thompson Street and containing 0.138 acres. The request is to permit short-term rental use within the existing detached single-family dwelling.**
  - **Staff Report – (attachment)**
  - **Public Hearing**
  - **Council Discussion**
  
- 2.) **Special Use Permit application (SUP2023-0007) To receive public comment on a Special Use Permit application (SUP2023-0006) requested by TRI-J DRD LLC, owner, for property identified as Tax Map Numbers (025A201B052 010; 025A201B052 012; 025A201B052 014; 025A201B052 016; 025A201B052 018; 025A201B052 020; 025A201B052 022; 025A201B052 024; 025A201B052 026; 025A201B052 028; 025A201B052 030; 025A201B052 032; 025A201B055 011; 025A201B055 013; 025A201B055 015; 025A201B055 017; 025A201B055 019; 025A201B055 021; 025A201B055 023; 025A201B055 026) located along the unimproved portion of Mineral Street from John Marshall Highway to Pendleton Lane, approximately 430 feet west of North Massanutten Street on John Marshall Highway. The property is within the Medium Density Residential District and contains 3.68 acres. The request is to increase the density from 8 dwelling units per acre to 16 dwelling units per acre and increase the number of units per building from 4 units per building to 8 units per building for a townhouse development.**
  - **Staff Report – (attachment)**
  - **Public Hearing**
  - **Council Discussion**

### **Introduction and Recognition of Visitors and Guests:**

### **Citizen Comments on non-agenda items:**

### **Discussion Items/Updates:**

- 1.) **Election of Town Officers -\_Per Town Charter (Section 18), the Town Council shall elect Town Officers at the first meeting in July in the year following regular town elections.**

### **Committee of the Whole (listed Areas of Focus will be discussed):**

### **Council Member Comments:**

### **Adjournment**

# PUBLIC HEARING(S)



# STAFF REPORT







**Agenda Location: Public Hearings/Discussion Items Meeting Date: July 5, 2023**

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**ITEM TITLE:** Special Use Permit SUP2023-0007, FIDUM COMPANY– Short-Term Rental

**DESCRIPTION:**

Owner FIDUM COMPANY TRUSTEE, of Las Vegas Nevada, purchased the 3/16/2020. The property owner identified, they specialize in short-term rentals for traveling professionals, insurance claim displacement and standard short-term rental services.

**PREVIOUS ACTION:**

The Planning Commission met on June 27, 2023. This application was unanimously recommended for denial by the Commission.

**POTENTIAL ACTION:**

The actions the Town Council can take are.

- Approval
- Approval with conditions
- Denial
- Request deferral for further conversation by the Town Council

**ATTACHMENTS:**

- SUP2023-0007 Staff Report

*Prepared by Brian Otis, Planning & Zoning Administrator*



**Special Use Permit SUP2023-0007  
FIDUM COMPANY- Short-term Rental**

**STAFF REPORT**

TC Meeting Date: June 27, 2023  
Agenda Title: Special Use Permit #SUP2023-0007, FIDUM COMPANY- Short-Term Rental  
Requested Action: Recommend Approval of Special Use Permit #SUP2023-0007, FIDUM COMPANY - Short-Term Rental with any proposed conditions.

**Summary**

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In conformance with the Short-Term Rental Ordinance approved by Town Council on September 28, 2021, any request for a Short-Term Rental proposed within the Medium Density Residential (MDR) District shall apply for a Special Use Permit. On May 8, 2023 the town received a special use permit application for Short-term Rental use consisting of the entire dwelling. The applicant FIDUM COMPANY, is a short-term national company. The representative office for this property owner is located in Luray, Virginia, with a 45-minute travel time (Google Maps).

**Background**

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- A: Site Location: 395 Stonewall Street (tax map# 025A201B059 004), at 0.138 acres. The property is situated approximately 50 feet north of the intersection of Stonewall Street and Thompson Street.
- B: Surrounding Land Uses: This site is within an area of single-family homes in a Medium Density Residential (MDR) District.
- C: History of Uses and Current Use: The Structure was originally constructed in 2006 as a Single-Family Dwelling.



**Special Use Permit SUP2023-0007  
FIDUM COMPANY– Short-term Rental**

Planning & Zoning Administration  
174 E. King Street, P.O. Box 351  
Strasburg, VA 22657  
(540) 465-9197 ext. 127

Staff Recommendation

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Staff recommends approval of Special Use Permit #SUP2023-0007, FIDUM COMPANY Residence – Short-Term Rental, for the following reasons.

- The Short-Term Rental of the entire dwelling is not more intensive than a standard Single-Family Dwelling Use.
- Owner will maintain the Short-term Rental Ordinance performance standards, specifically obtaining a Local Property Representative.
- The residence maintains the mid-nineteenth century design which promotes the historical character of the town and creates a tourist destination. Both of which are major components of the Comprehensive Plan.

Zoning Ordinance Analysis

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Uses: Existing uses are legal and conforming without violations. Proposed use requires approval of both a Special Use Permit and an Occupancy Permit.

Local Property Representative: Owner will need to provide a Local Property Representative for this Short-term Rental to comply with the Section 6.2.2.A.b of the ordinance.

- Section 6.2.2 A.b Short-term Rental Performance Standards *“If the owner of a short-term rental does not reside at the property or locally, the owner shall designate a local property representative. The owner or representative shall be available to respond, physically, within one hour to complaints regarding the condition, operation, or conduct of occupants of the short-term rental. The name, address, and telephone number of the owner and/or local property representative shall be kept on file with the Town. If the owner does not reside at the rental property but lives locally and is able to respond as required, they may function as the local property representative.”*



## Special Use Permit SUP2023-0007 FIDUM COMPANY– Short-term Rental

Planning & Zoning Administration  
174 E. King Street, P.O. Box 351  
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(540) 465-9197 ext. 127

### Community Input

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- Notice to the Special Use Permit was sent via registered mail to the abutting properties on June 5, 2023
- Signs were posted at the location starting on June 5, 2023
- Notice was posted in the Northern Virginia Daily newspaper publications dated June 13, 2023, and June 20, 2023
- Citizen comments to staff via phone/email.

### Planning Commission Input

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- No public comment
- Planning Commissioner Reynolds: felt that when the ordinance was written, most wanted STRs in the downtown area for tourism purposes; didn't think Council wanted in residential area unless close to downtown.
- Planning Chairman Poling: Missed the 60-minute requirement for the local representative when it the ordinance was approved. Thinks they should be closer.

### Timing

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The Town Council has until October 3, 2023, which is 90 days from the first public hearing date, to act on the rezoning proposal. A recommendation to approve, approve with condition, or deny the request would meet the 90-day requirement.

### Current Action

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Actions the Town Council can make are.

- Approval
- Approval with conditions, ...
- Denial
- Request deferral for further conversation by the Town Council

of the Special Use Permit to permit the Short-term Rental use at 395 Stonewall Street.

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**Special Use Permit SUP2023-0007  
FIDUM COMPANY- Short-term Rental**

**Further Actions**

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If the Town Council recommends approval of the Special Use Permit the following actions moving forward must be completed for the Short-term Rental to be a legal use.

- Obtain a letter from the Shenandoah County Building Official identifying an approved life safety inspection
- Obtain a Zoning Occupancy Approval for the Short-term Rental use
- Annual renewal of the Occupancy Approval is required

**Attachments**

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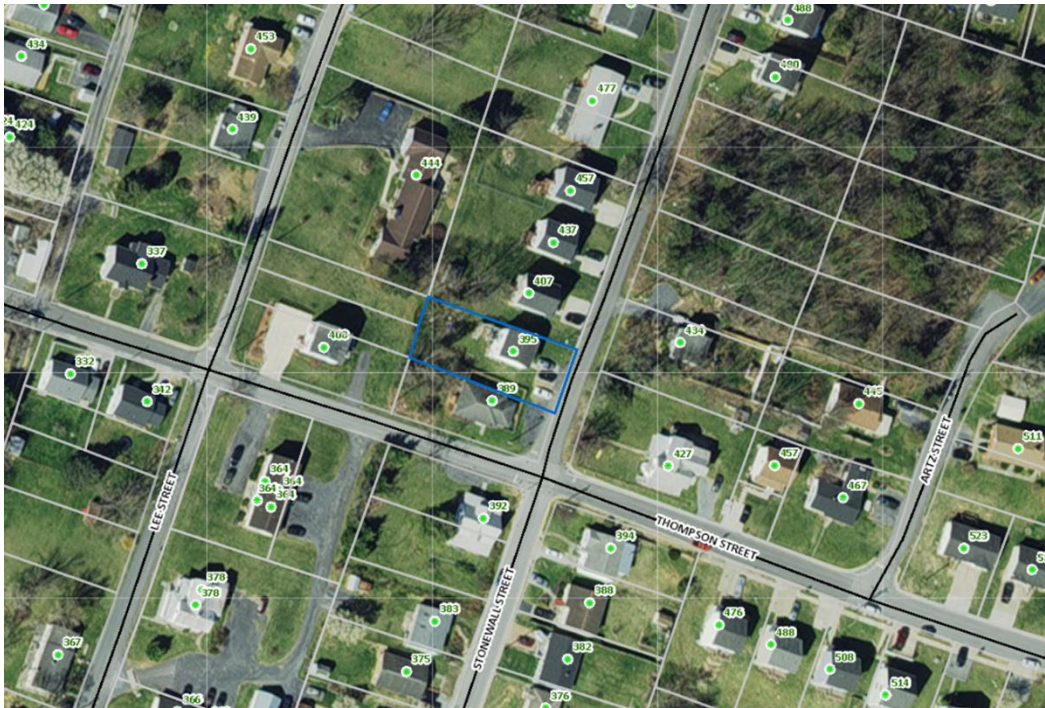
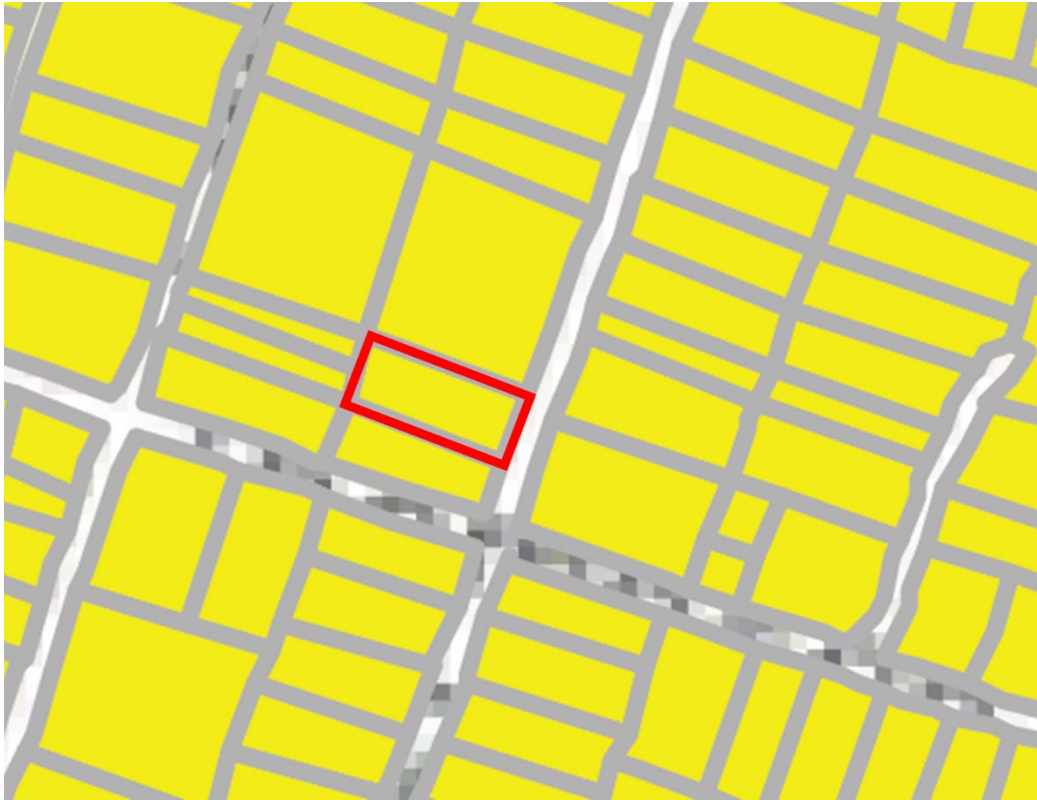
Attachment A - Zoning Map

Attachment B - Short-term Rental Ordinance adopted September 8, 2021

Attachment C - Building Images



Attachment A Zoning Map





Special Use Permit SUP2023-0007  
FIDUM COMPANY- Short-term Rental

Planning & Zoning Administration  
174 E. King Street, P.O. Box 351  
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Attachment B – Short Term Rental Ordinance

Short-Term Rental – Zoning District Chart

Zoning District	Name	Process
AG/RR	Agriculture/Rural Residential	SUP
ER	Estate Residential	SUP
LDR	Low Density Residential	SUP
<b>MDR</b>	<b>Medium Density Residential</b>	<b>SUP</b>
MFR	Multi-Family Residential	SUP
CC	Community Commercial	By-right
HC	Highway Commercial	By-right
BP/LI	Business Park/Light Industrial	Not Allowed
PD	Planned Development	SUP
MIC	Medical and Institutional Care	Not Allowed

**CHAPTER 7. DEFINITIONS**

**7.2 Definitions**

**7.2.2 Specific Terms**

Home occupation: An accessory use which is carried on entirely within a dwelling unit by the occupant and is incidental and subordinate to the dwelling use. Home occupations include, but are not limited to, preparation of food products for sale off premises, professional offices such as medical, dental, legal, engineering and architectural, teaching of music, and fine arts and similar uses.

*Short-term rental owner: Any person or entity that meets the definition of “operator” as defined in §15.2-983, as amended, of Virginia State Code.*



## Special Use Permit SUP2023-0007 FIDUM COMPANY– Short-term Rental

*Short-term rental: Any residential use that falls within the definition of short-term rental as defined in §15.2-983, as amended, of Virginia State Code.*

*Short-term rental, not occupied by owner: Any short-term rental where owner does not reside on the property when guests are in residence.*

*Short-term, owner-occupied: Any short-term rental where the owner of the property also resides on the same property during such period when guests are in residence.*

### CHAPTER 6. REGULATION OF SPECIFIC USES

#### 6.2 Short-Term Rental and Bed and Breakfast Establishments

##### 6.2.1 Purpose

*The purpose of this chapter is to establish regulations for the short-term rental of privately-owned residences, in whole or in-part, including Bed & Breakfast Establishments. The performance requirements in this chapter are intended to allow and facilitate the operation of short-term rental and bed and breakfast establishments while maintaining the health, safety, and welfare of existing and future neighborhoods.*

*The performance requirements in this section are in addition to any other county, state, or rental platform requirements.*

##### 6.2.2 Performance Standards

- A. *Short-term rental owners shall be subject to the following requirements.*
  - a. *The owner shall obtain a zoning permit to be reviewed on an annual basis by staff. The owner shall obtain an annual business license and pay appropriate Transient Occupancy Tax as outlined in Article VII of the Town Code.*
  - b. *If the owner of a short-term rental does not reside at the property or locally, the owner shall designate a local property representative. The owner or representative shall be available to respond, physically, within one hour to complaints regarding the condition, operation, or conduct of occupants of the short-term rental. The name, address, and telephone number of the owner and/or local property representative shall be kept on file with the Town. If the owner does not reside at the rental property but lives locally and is able to respond as required, they may function as the local property representative.*
  - c. *Prior to issuance of a zoning permit, the Shenandoah County Building official or their technical assistant must do a life safety inspection of the short-term rental to ensure that all applicable Virginia Uniform Statewide Building Code requirements are met; including, but not limited to, regulations regarding fire extinguishers, carbon monoxide detectors, and emergency exits.*
  - d. *The owner of a short-term rental shall give the Town and Shenandoah County Building Department written consent to inspect the rental property to ascertain compliance with all applicable performance standards upon a twenty-four-hour notice.*
  - e. *Emergency information must be conspicuously posted inside the property, including contact information for the owner and/or local property representative.*
  - f. *All short-term rentals shall meet parking requirements of the applicable zoning district,*
  - g. *The owner shall provide an informational packet to each new guest. Review of this information packet is required upon issuance of Zoning Permit. The information must include, but is not limited to:*
    - i. *Maximum occupancy as outlined in Section 6.12 of the UDO*
    - ii. *Location of off-street parking*





## Special Use Permit SUP2023-0007 FIDUM COMPANY– Short-term Rental

- iii. *Code references applicable to noise as outlined in Section 6.12 of the UDO*
- iv. Use restrictions as outlined in applicable Zoning District
- v. *Guidelines for trash storage and removals*
- vi. *Evacuation routes in case of fire or emergency*
- vii. *Owner or Local property representative information*
- h. *If the operator of the short-term rental is not the property owner, written consent from the property owner must be submitted with the application for a zoning permit.*
- B. *In addition to section 6.2.2 A, Bed and breakfast establishments shall be subject to the following requirements:*
  - a. Permitted only in single-family dwellings.
  - b. A maximum of five guestrooms, with a maximum occupancy of 15 persons.
  - c. Food service shall be limited to the breakfast meal and shall be available only to guests and not to the general public in any residential district.
  - d. No receptions, private parties, *or other events*, for fee shall be permitted.
  - e. Any amenities such as tennis court, swimming pool, etc., shall be solely for the use of the resident owner and guests of the facility.
  - f. Provisions applicable to Bed and Breakfast Establishments as required by the Uniform Statewide Building Code shall be met.
  - g. Issuance of owner permit from the Shenandoah County Health Department is required.
  - h. The maximum length of stay for each guest shall be *30 days or less*.
  - i. *The owner(s) or property representative shall be available to respond in person within one hour to complaints regarding the condition, operation, or conduct of occupants of the Bed and Breakfast Establishment.*
  - j. A Bed and Breakfast shall have *frontage on an improved public street*.
  - k. One off street parking space shall be provided for each guest room.

### 6.2.3 Penalties A.

- A *Zoning Permit may be revoked or suspended for the following reasons:*
  - a. *Three or more substantiated complaints including, but not limited to, noise, excess trash, failure to meet parking requirements, exceeding occupancy limits.*
  - b. *The repeated of failure of any short-term rental or bed and breakfast owner to respond physically to in a timely manner to complaints regarding the condition, operation, or conduct of occupants.*
- B. *A fine of \$200.00 will be issued to any owner that:*
  - a. *Fails to obtain a zoning permit.*
  - b. *Receives three or more substantiated complaints including, but not limited to, noise, excess trash, failure to meet parking requirements, and exceeding occupancy limits.*

Attachment C – Building Image



***PUBLIC HEARINGS:***

- To receive public comment on a Special Use Permit application (SUP2023-0007) requested by FIDUM COMPANY, owner, for property identified as Tax Map 025A201B059 006 located at 395 Stonewall Street fifty feet north of the intersection of Stonewall Street and Thompson Street and containing 0.138 acres. The request is to permit short-term rental use within the existing detached single-family dwelling.



# **COUNCIL DISCUSSION ON PUBLIC HEARING ITEM**



**DISCOVER THE DIFFERENT  
SIDES OF STRASBURG.**

# STAFF REPORT





**Agenda Location: Public Hearings/Discussion Items    Meeting Date: July 5, 2023**

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**ITEM TITLE:** Special Use Permit SUP2023-0006, Skyline Ridge Townhomes

**DESCRIPTION:**

Dave Holiday Construction, Inc. has requested an increase in building units from 4 units per building to 8 units per building as identified in UDO Section 6.5.5 Townhouse Standards. This development is located on the undeveloped portion of Mineral Street from John Marshall Highway to Pendleton Lane, and will include 40 townhomes.

**PREVIOUS ACTION:**

The Planning Commission met on June 27, 2023. This application was recommended for approval by a vote of 3-2 by the Commission.

**POTENTIAL ACTION:**

The actions the Town Council can take are.

- Approval
- Approval with conditions
- Denial
- Request deferral for further conversation by the Town Council

**ATTACHMENTS:**

- SUP2023-0006 Staff Report

*Prepared by Brian Otis, Planning & Zoning Administrator*



**Special Use Permit SUP2023-0006  
Skyline Ridge Townhomes**

**STAFF REPORT**

PC Meeting Date: June 27, 2023  
Agenda Title: Special Use Permit #SUP2023-0006, Skyline Ridge Townhomes  
Requested Action: Recommend Approval of Special Use Permit #SUP2023-0006, Skyline Ridge Townhomes building unit increase.

**Summary**

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In conformance with the revised townhouse standards that were approved by Town Council on March 6, 2023. Within these standards, to increase the units per building above 4 units per building within the Medium Density Residential (MDR) District a Special Use Permit is required. On May 16, 2023 the town received a special use permit application for an increase in units per building from 4 to 8. This is the maximum allowed per the townhouse design standards.

**Background**

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- A: Site Location: This proposed development is located at the Mineral Street right-of-way between John Marshal Highway and Pendleton Lane. Tax Map Numbers (025A201B052 010; 025A201B052 012; 025A201B052 014; 025A201B052 016; 025A201B052 018; 025A201B052 020; 025A201B052 022; 025A201B052 024; 025A201B052 026; 025A201B052 028; 025A201B052 030; 025A201B052 032; 025A201B055 011; 025A201B055 013; 025A201B055 015; 025A201B055 017; 025A201B055 019; 025A201B055 021; 025A201B055 023; 025A201B055 026), at 5.13 acres.
- B: Surrounding Land Uses: This site is bordered by;
- To the east and west by vacant lots and single-family dwellings in a Medium Density Residential (MDR) District.
  - To the north by townhouses within a Multi-Family Residential (MFR) District.
  - To the south by John Marshal Highway.
- C: History of Uses and Current Use: This location is undeveloped. The proposed use will include the completion of Mineral Street, the completion of the water service loop for the Hupps Ridge subdivision and a 5-foot wide walking trail on the east side of the Mineral Street improvements to extend intended trails in Summit Crossing.





## Special Use Permit SUP2023-0006 Skyline Ridge Townhomes

### Staff Recommendation

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Staff recommends approval of Special Use Permit #SUP2023-0006, Skyline Ridge Townhomes build unit increases, for the following reasons.

- The increase in units per building does not impact the maximum density of 8 units per acre. 5.13 acres will accommodate 41 units at 8 units per acre.
- The proposed building design is consistent with the existing Hupps Ridge development in which this development will be connected to by Mineral Street as a through road.
- The roadway connections of the proposed development do not increase the impact on existing residential roadways;
  - Direct access to John Marshal Highway, an arterial roadway to the south.
  - Pendleton Land with a higher density townhouse development to the north.
  - Pendleton Lane accesses John Marshal Highway via Frontier Fort Lane as the only route out of the Hupps Ridge Development.
  - Future development is proposed in the Summit Crossing development that is intended to connect to the north side of Frontier Fort Lane.

### Zoning Ordinance Analysis

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Proposed design: With the exception of the number of units per building, the proposed development is in conformance with the applicable design standards.

#### 6.6.5 **Townhouse Standards**

A. *The following table specifies the minimum standards for townhouses and townhouse developments.*

1. *Density, dwellings per acre:*
  - a. *MDR District*
    - i. **8-units**
    - ii. *Special Use Permit required for up to 16 units*
2. *Maximum number of units per building:*
  - a. *MDR District*
    - i. *4-unit buildings*
    - ii. **Special Use Permit required for up to 8-unit buildings.**





## Special Use Permit SUP2023-0006 Skyline Ridge Townhomes

### Community Input

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- Notice to the Special Use Permit was sent via registered mail to the abutting properties on June 5, 2023
- Signs were posted at the location starting on June 5, 2023
- Notice was posted in the Northern Virginia Daily newspaper publications dated June 13, 2023, and June 20, 2023
- Citizen comments to staff via phone/email.

### Planning Commission Input

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- Public Comment
    - Roger Van Norton, 519 Burgess Street:
      - sees an enormous amount of growth; referenced 400+ homes for this development
      - national builders need to invest more in our community such as infrastructure
      - use local trades people
    - Seth Newman, 404 Rose Lane:
      - only doing this for profit;
      - asked about a retaining wall and who will maintain;
      - what is the town getting for allowing this?
      - referenced what a developer provided the community within a 2,000 acre - 2,400+ home development
  - Patrick Sowers, representing Dave Holliday:
    - considers this the completion of Hupps Ridge
    - will make a water loop which is good for the town
  - Planning Commissioner Reynolds: felt that when the ordinance was written, most wanted STRs in the downtown area for tourism purposes; didn't think Council wanted in residential area unless close to downtown.
  - Planning Chairman Poling: Missed the 60-minute requirement for the local representative when it the ordinance was approved. Thinks they should be closer.
-



## Special Use Permit SUP2023-0006 Skyline Ridge Townhomes

Planning & Zoning Administration  
174 E. King Street, P.O. Box 351  
Strasburg, VA 22657  
(540) 465-9197 ext. 127

### Timing

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The Town Council has until October 3, 2023, which is 90 days from the first public hearing date, to act on the rezoning proposal. A recommendation to approve, approve with condition, or deny the request would meet the 90-day requirement.

### Current Action

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Actions the Town Council can make are.

- Approval
- Approval with conditions, ...
- Denial
- Request deferral for further conversation by the Town Council

of the building unit increase from 4 units to 8 units for the Skyline Ridge Townhouse Development as shown on the General Design Plan dated 5/8/2023.

### Further Actions

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If the Planning Commission recommends approval of the building unit increase, the following actions moving forward must be completed prior to the commencement of work.

- Submission of a site plan in conformance with the General Design Plan.
- Site Plan approval with Planning Commission review.
- Post Performance Bond, Landscape Escrow
- Record the subdivision plat
- Obtain Land Disturbance Permit with the county
- Obtain a Land Development Permit

### Attachments

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Attachment A – UDO 6.6.5 Townhouse Development Standards

Attachment B – Zoning map

Attachment C – GIS aerial image

Attachment D – General Design Plan dated 5/8/2023

Attachment E – Townhouse elevations



**Special Use Permit SUP2023-0006  
Skyline Ridge Townhomes**

**Attachment A – 6.6.5 Townhouse Development Standards**

**6.6.5 Townhouse Standards**

- A. The following table specifies the minimum standards for townhouses and townhouse developments.
  - 1. Density, dwellings per acre:
    - a. MDR District
      - i. 8-units
      - ii. Special Use Permit required for up to 16 units
    - b. MFR District 16 units per acre
  - 2. Maximum number of units per building:
    - a. MDR District
      - i. 4-unit buildings
      - ii. Special Use Permit required for up to 8-unit buildings.
    - b. MFR District – 8-unit buildings
  - 3. Minimum lot size (end units) ..... 2700 sf
  - 4. Minimum lot size (interior units) ..... 1800 sf
  - 5. Minimum lot width..... 20 ft.
  - 6. Maximum building height ..... 35 ft.
  - 7. Minimum setbacks:
    - a. Front/ROW (with off-street parking) ..... 25 ft.
    - b. Front/ROW (with on-street parking spaces) ..... 15 ft.
    - c. Side..... 10 ft.
    - d. Side (from right-of-way).....20 ft.
    - e. Rear ..... 25 ft.
  - 8. Minimum living area ..... 950 sq. ft.
  - 9. Open Space .....30%
- B. Building Design:
  - 1. Architectural Variation:
    - a. Architectural treatments shall vary so that no more than two abutting units are substantially the same, and so that no more than 50% of the units in any group are substantially the same,
    - b. Front setbacks shall be varied at least two feet for all townhouse units within a group,
    - c. Include variations in heights, color, setback, rooflines, trim, architectural features, and building sizes to create visual diversity between structures.
  - 2. Architectural features
    - a. Bay windows, box bays or similar bump-out features can project into the building setback provided the feature;
      - i. Projects no more than 2 feet,
      - ii. Consists of a single floor,
      - iii. Does not consist of more than 40% of the wall face for the floor in which it is located,



## Special Use Permit SUP2023-0006 Skyline Ridge Townhomes

- iv. Is setback 2 feet from property line for interior lot lines and side walls on end units,
  - v. Is the only projection on the building face.
  - b. Porches, stoops, or roofed entry features can project into the building setback provided the feature;
    - i. Projects no more than 5 feet,
    - ii. Is located on the at-grade level of the dwelling providing the primary access.
  - c. Areaways and window wells that protrude no more than 6 inches above grade may encroach into the rear setback.
- C. Parking requirements:
- 1. Parking spaces, per dwelling ..... 2.25
    - a. 2 spaces must be off-street on the dwelling lot,
    - b. The additional 0.25 can be in a common parking area or on-street. These spaces shall be clearly marked, conform with Section 4.21 of this UDO and Section 3.7 of the Technical Design Manual.
    - c. All on-street parking shall be on internal streets within the townhouse development, not on common roadways or roadways serving other uses.
  - 2. No parking shall be permitted within cul-de-sacs, signage shall be provided.
- D. Required common areas:
- 1. Rear common area:
    - a. The purpose of the required common rear buffer is to provide access to the rear of all townhouse lots.
    - b. The minimum width of the rear common area shall be:
      - i. 20 ft in MDR districts, may be reduced to 10 ft as a part of a Special Use Permit
      - ii. 10 ft in MFR districts
    - c. If townhouse properties are back-to-back, the common area does not need to be increased.
    - d. The rear common area shall be accessible by right-of-way or side common area. This access shall be provided on each side of no more than two contiguous townhouse buildings. *(See exhibit 6.6.5 A)*
    - e. The common area can include utility easements and landscaping provided access is not impeded.
  - 2. Side common area:
    - a. The purpose of the required common side buffer is to provide access to the rear common area and to provide separation from any other use. *(See exhibit 6.6.5 A)*
    - b. Side common areas shall not be required for ends of building adjacent to a right-of-way. *(See exhibit 6.6.5 B)*
    - c. The minimum width of the side common area shall be:
      - i. 20 ft in MDR districts, may be reduced to 10 ft as a part of a Special Use Permit
      - ii. 10 ft in MFR districts
  - 3. Exception to side and rear common areas for infill lots only:

**Special Use Permit SUP2023-0006**  
**Skyline Ridge Townhomes**

- a. The common areas may be incorporated within individual unit lots with the recordation of an access easement.
  - b. The widths identified as required common area shall be in addition to the setback requirements identified in subsection A above.
4. Front common area:
- a. Front common area shall consist of a 4 ft grass strip from the back of the curb to the sidewalk, and a 4 ft wide sidewalk,
  - b. The front common area maybe within the right-of-way.
- E. Trash receptacles: One of the following shall be provided within a townhouse development.
- 1. Designated locations for trash receptacles for each unit to be placed at the street during trash pick-up.
  - 2. Dumpsters with approved enclosures that serve all dwellings within the townhouse development.

Exhibit 6.6.5 A. – Common area shall be 10 feet wide around no more than two contiguous buildings.

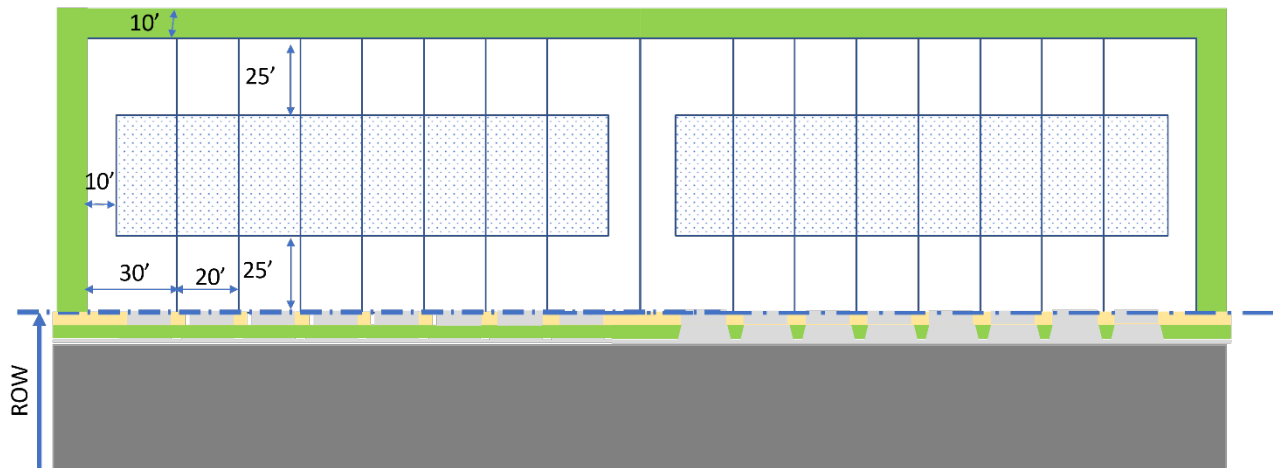
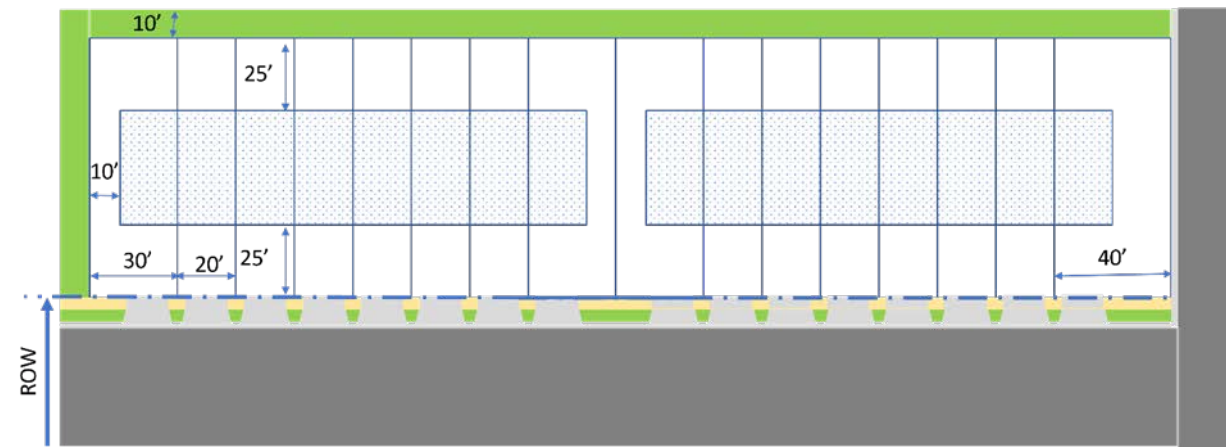
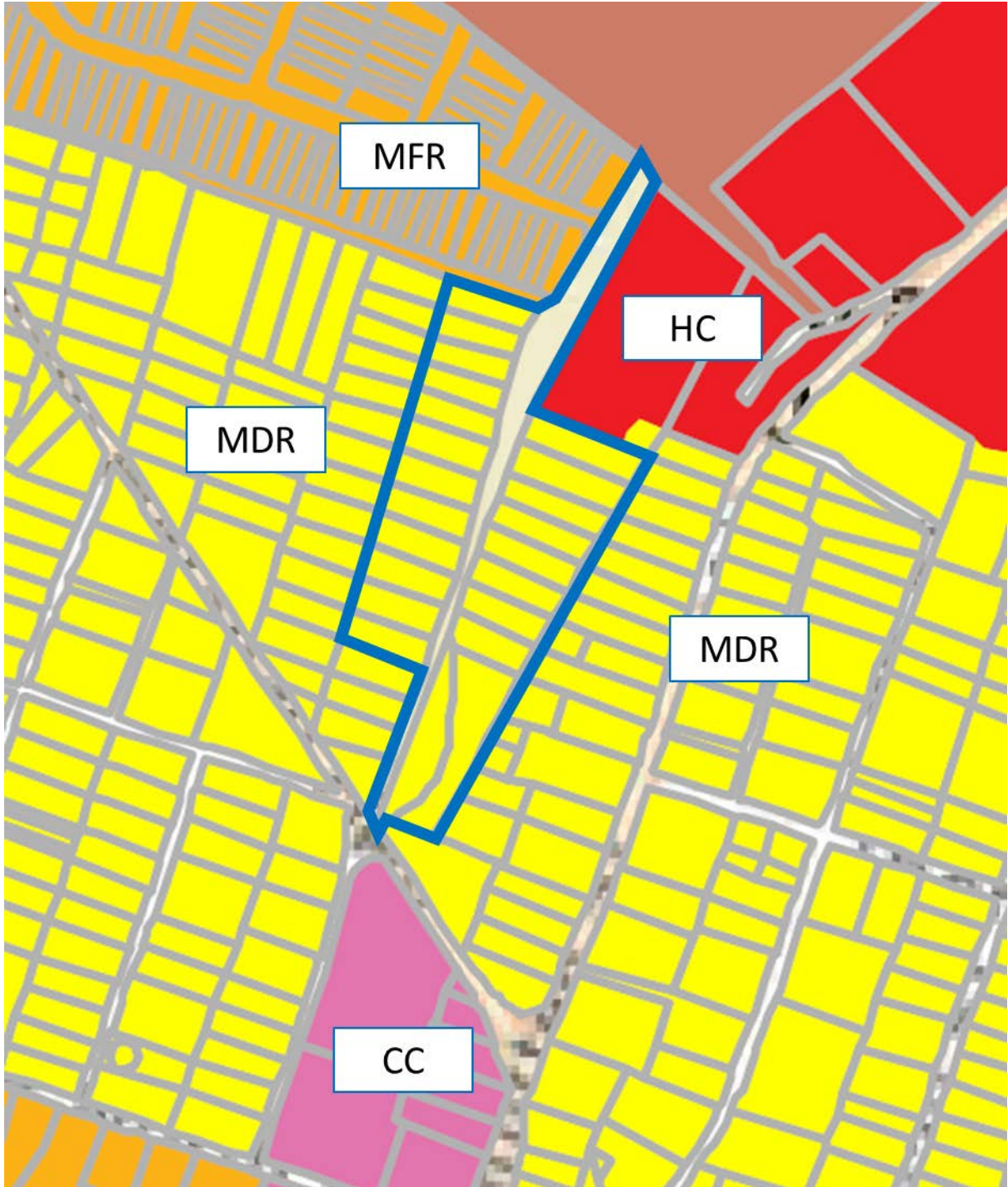


Exhibit 6.6.5 B – Side common area not required on lots adjacent to a right-of-way.



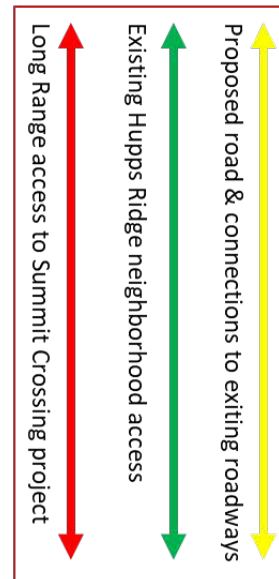
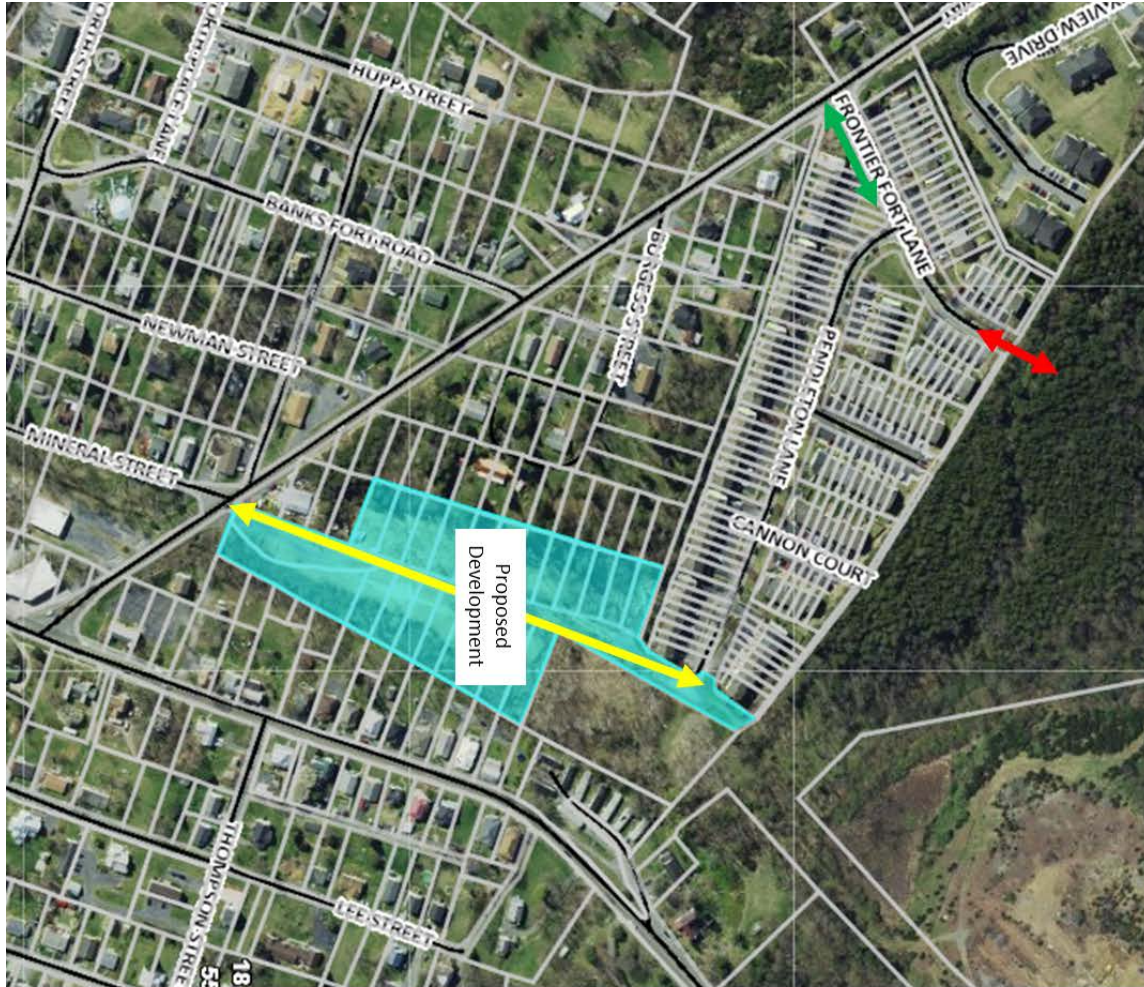


Attachment B – Zoning map





Attachment C – GIS aerial image





**Special Use Permit SUP2023-0006  
Skyline Ridge Townhomes**

Planning & Zoning Administration  
174 E. King Street, P.O. Box 351  
Strasburg, VA 22657  
(540) 465-9197 ext. 127

**Attachment D - General Design Plan dated 5/8/2023**



**SKYLINE RIDGE**  
(MINERAL STREET REDESIGN)

TOWN OF STRASBURG  
SHENANDOAH COUNTY, VA

**VALLEY**  
ENGINEERING  
IDEAS MADE REAL

4901 CROME DRIVE  
MOUNT CRAWFORD, VIRGINIA 22841  
TELEPHONE (540) 434-6365  
OR (800) 343-6365  
FAX (540) 432-0685  
www.valleyesp.com

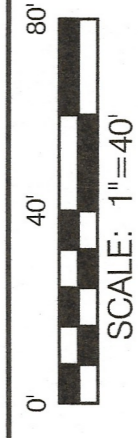
COPYRIGHT HELD BY VALLEY ENGINEERING, P.C. ALL RIGHTS RESERVED.  
THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF VALLEY ENGINEERING, P.C.  
AND ARE NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT  
THE WRITTEN CONSENT FROM VALLEY ENGINEERING, P.C.

REVISIONS:

DATE: 05/08/2023

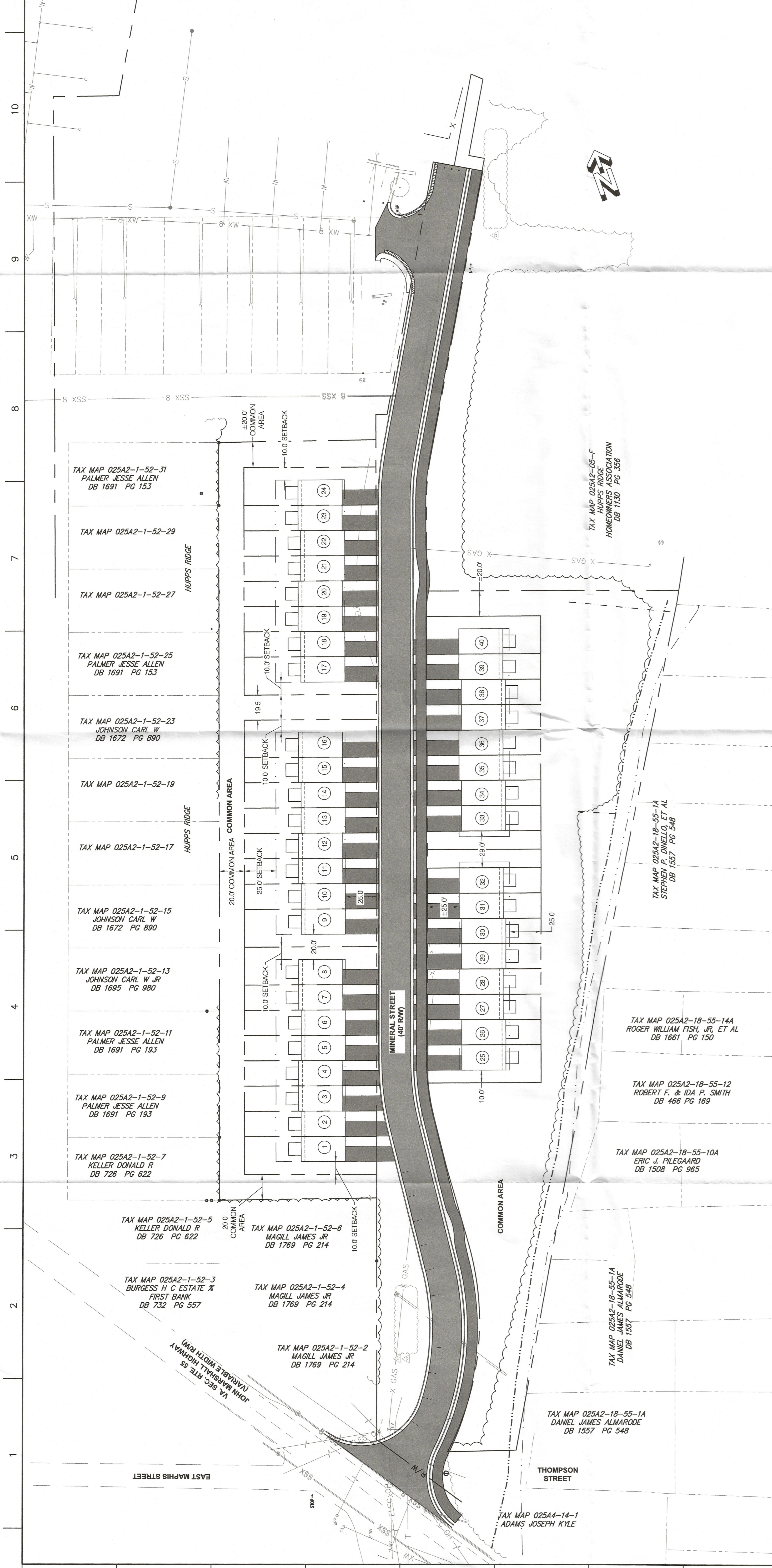
PROJECT No.: 12360-8

EXP./CLIENT No.: 7496-2



TOWNHOUSE  
SKETCH

SHEET NO.:  
**CONCEPT**



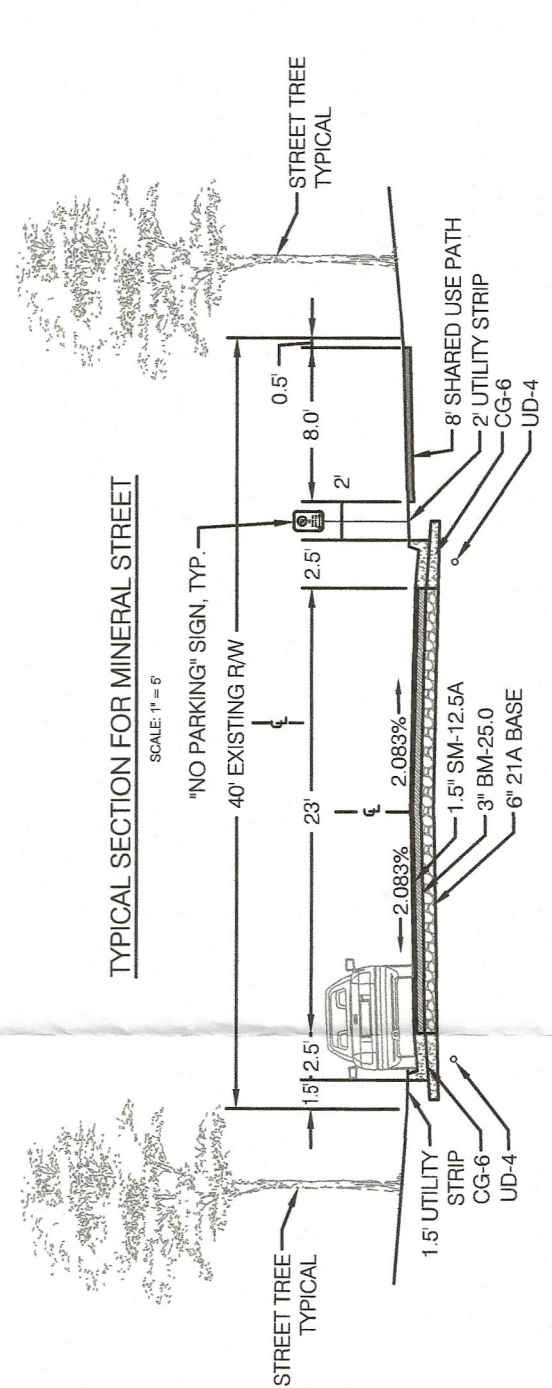
SITE DATA	
OWNER	TRILDRD L.L.C.
DEVELOPER	DAVE HOLIDAY CONSTRUCTION
ENGINEER	VALLEY ENGINEERING
TAX MAP #	25A2-1-(69)-LOT #S A,9,11,13,15,17,19,21,23, & 25 25A2-1-(69)-LOT #S 10,12,14,16,18,20,22,24,26,28,30, & 32
PARCEL (DB/PG)	1232 / 844
TOTAL LOT ACRES	3.68 ACRES
TOTAL LAND DISTURBANCE	5.13 ACRES
ZONING	TOWN-MDR DISTRICT (COUNTY-R-2)

6.6.5. TOWNHOUSE STANDARDS	
MAX DENSITY	8 UNITS/ACRE (16 WITH SUP)
MAXIMUM DWELLING UNITS PER BUILDING	4 (8 WITH SUP)
LIVING AREA	850 SF
BUILDING HEIGHT	35' MAX
LOT WIDTH	20' MIN
LOT SIZE (END)	2700 SF MIN
LOT SIZE (INTERIOR)	1800 SF MIN
OPEN SPACE	30% (48,100 SF)
FRONT SETBACK	25' (WITH OFF-STREET PARKING)
SIDE SETBACK	10'
REAR SETBACK	25'

**\*NOTE: PER UDO SEC.6.3.D.1(b) - BUILDING SEPARATION  
PROVIDE A MINIMUM BUILDING SEPARATION OF AN ADDITIONAL  
FIVE FEET FOR EACH STORY ABOVE 2 STORIES FROM BASE  
GRADE ELEVATION**

6.6.5. TOWNHOUSE STANDARDS	
PARKING	2.25 SPACES PER UNIT = 90 SPACES (GARAGE + DRIVEWAY) & 10 SPACES ALONG ROADWAY FOR A TOTAL OF 90 SPACES
COMMON AREA BUFFER	20'
FRONT COMMON AREA	10'±
TRASH RECEPTACLES	DESIGNATED LOCATION FOR CANS OR DUMPSTER CAN PICKUP

6.6.5. TOWNHOUSE STANDARDS	
REQUIRED	PROVIDED
8 UNITS/ACRE (16 WITH SUP)	10.9
4 (8 WITH SUP)	8
850 SF	1220 SF
35' MAX	33'
20' MIN	20' MIN
2700 SF MIN	2700 SF MIN
1800 SF MIN	1800 SF MIN
30% (48,100 SF)	43% (68,624 SF)
25' (WITH OFF-STREET PARKING)	25' (WITH OFF-STREET PARKING)
10'	10'
25'	25'







**Special Use Permit SUP2023-0006**  
**Skyline Ridge Townhomes**

Planning & Zoning Administration  
174 E. King Street, P.O. Box 351  
Strasburg, VA 22657  
(540) 465-9197 ext. 127

Attachment E – Townhouse elevations



UNIT H  
REVERSE  
ELEVATION "B"

UNIT G  
PER PLAN  
ELEVATION "A"

UNIT F  
PER PLAN  
ELEVATION "C"

UNIT E  
PER PLAN  
ELEVATION "A"

UNIT D  
PER PLAN  
ELEVATION "B"

UNIT C  
PER PLAN  
ELEVATION "B"

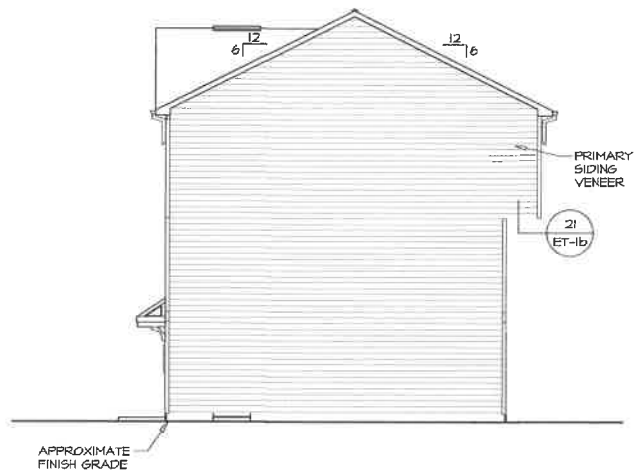
UNIT B  
PER PLAN  
ELEVATION "A"

UNIT A  
PER PLAN  
ELEVATION "C"

6  
B-2

**8-UNIT BUILDING SET NO: JUNOS**

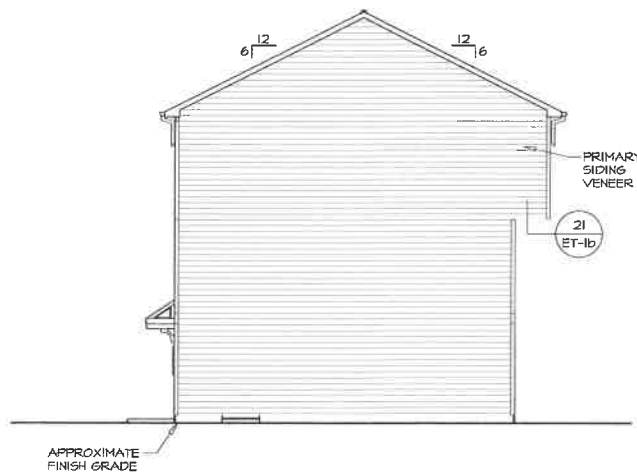
SCALE: 1/8" = 1'-0"



10 **RIGHT ELEVATION**  
A-2

SCALE: 1/8" = 1'-0"

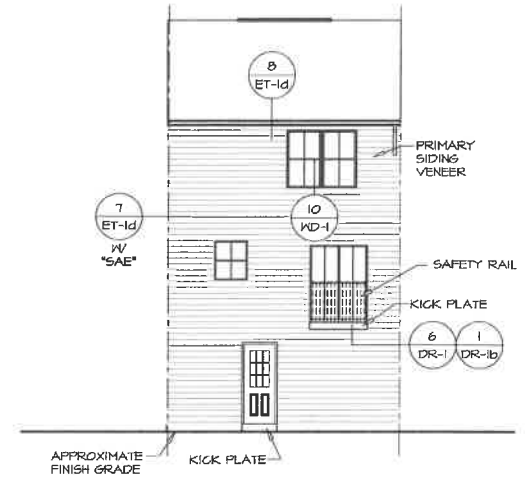
BASEMENT LEVEL ENTRY "FTD"  
AND ELEVATION B "ELB"



11 **RIGHT ELEVATION**  
A-2

SCALE: 1/8" = 1'-0"

BASEMENT LEVEL ENTRY "FTD"  
AND ELEVATION A "ELA"



12 **REAR ELEVATION**  
A-2

SCALE: 1/8" = 1'-0"

MAIN LEVEL ENTRY "FTA"  
BASEMENT LEVEL ENTRY "FTD"  
W/ SERVICE DOOR WALKOUT  
BASEMENT "DME"  
NO WINDOWS/ DINING ROOM  
REAR "ZGW"

## ***PUBLIC HEARINGS:***

- To receive public comment on a Special Use Permit application (SUP2023-0006) requested by TRI-J DRD LLC, owner, for property identified as Tax Map Numbers (025A201B052 010; 025A201B052 012; 025A201B052 014; 025A201B052 016; 025A201B052 018; 025A201B052 020; 025A201B052 022; 025A201B052 024; 025A201B052 026; 025A201B052 028; 025A201B052 030; 025A201B052 032; 025A201B055 011; 025A201B055 013; 025A201B055 015; 025A201B055 017; 025A201B055 019; 025A201B055 021; 025A201B055 023; 025A201B055 026) located along the unimproved portion of Mineral Street from John Marshall Highway to Pendleton Lane, approximately 430 feet west of North Massanutten Street on John Marshall Highway. The property is within the Medium Density Residential District and contains 3.68 acres. The request is to increase the density from 8 dwelling units per acre to 16 dwelling units per acre and increase the number of units per building from 4 units per building to 8 units per building for a townhouse development.



# **COUNCIL DISCUSSION ON PUBLIC HEARING ITEM**



# **INTRODUCTION and RECOGNITION of VISITORS and GUESTS**



# **CITIZEN COMMENTS (Non-Agenda Items)**





# DISCUSSION ITEMS/ UPDATES





**Election of town officers**

**Meeting Date: July 5, 2023**

---

To: Mayor Boies and Town Council of Strasburg  
From: Waverly Coggsdale, Town Manager  
Date: June 30, 2023  
Re: Discussion of Election of Town Officers

---

**DESCRIPTION:** Pursuant to the Town Charter, during the first meeting in July in the year following the year of a regular election of members of council, or as soon thereafter as practicable, a treasurer, a town manager, a clerk of the council, a chief of police, and a town attorney, whose terms of office shall be for a period to two years unless sooner removed for cause.

The current list is below, with all terms expiring at the regular meeting of Town Council on July 11, 2023.

<b>Treasurer</b>	<b>Angela Fletcher</b>
<b>Town Manager</b>	<b>Waverly Coggsdale</b>
<b>Clerk of Council</b>	<b>Amy Keller</b>
<b>Chief of Police</b>	<b>Wayne Sager</b>
<b>Town Attorney</b>	<b>Law Firm of Miller, Earle, and Shanks, PLLC</b>

**COUNCIL CONSIDERATIONS**

- Consensus to place this item on the July 11, 2023, Regular Meeting Consent Agenda for approval.
- Consensus to place this item on the July 11, 2023, Regular Meeting agenda for additional discussion and/or action.
- Any other directions to staff.

***Attachments:***

- *Charter Section 18 – Election of town officers*

- **Sec. 18. - Election of town officers.**

There shall be elected by the council at its first meeting in July in the year following the year of a regular election of members to council, or as soon thereafter as practicable, a treasurer, a town manager, a clerk of the council, a chief of police, and a town attorney, whose terms of office shall be for a period of two years unless sooner removed for cause. If for any reason any or all officers are not elected in the July meeting, as set forth herein, the incumbent office holders shall continue in office until council has conducted an election as contemplated by this section. The salaries and compensation to be paid such officers, together with their respective duties, shall be fixed by the council. The council may also elect such other officers as may be necessary and desirable in the best interests of the town. All such officers as may be elected by the council shall reside within twenty miles of the limits of the town of Strasburg. For officers elected to their first term, the residency requirement will be waived for a period of one year.

In order to transition to the election cycle set forth herein, for the appointments in July of 2010, the appointment of a town officer shall be for a term of one year. Thereafter, each officer shall be appointed for a period of two years.

(Acts 1924, ch. 173; Acts 1946, ch. 17; Acts 1982, ch. 18; Ord. No. 1-94, 6-14-1994; Acts of 2009, ch. 815, § 1)

**State Law reference**— Elections generally, Code of Virginia, tit. 24.2; election of federal, commonwealth and local officers, Code of Virginia, § 24.2-200 et seq.

# COMMITTEE OF THE WHOLE



# COUNCIL MEMBER COMMENTS



# ADJOURNMENT

