

# Town of Strasburg

## **SPECIAL MESSAGE TO THE PUBLIC**

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by 4:00 p.m., Tuesday, July 11, 2023

## **Town Council Regular Meeting**

Strasburg Town Hall  
174 W King St  
Strasburg, VA 22657

Tuesday, July 11, 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



# Town Council *Preliminary* Agenda – Tuesday, July 11, 2023

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*Please, silence all cellular devices. Thank you.*

**Call to Order** – Mayor Brandy Boies

**Pledge of Allegiance** –

**Invocation** – Rev. Keith Warren, pastor of Liberty Baptist Church

**Roll Call** – Amy Keller, Clerk of Council

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

**Mayor's Comments:**

**Citizen Comments:**

**Consent Agenda:**

- 1) Minutes of the June 5, 2023 Work Session, Minutes of the June 13, 2023 Regular Council meeting
- 2) Election of Town Officers.

**Old Business (Discussion and/or Action):**

**1.) Special Use Permit #SUP2023-0007, FIDUM Company – Short-Term Rental**

*Description: Special Use Permit application (SUP2023-0007) requested by FIDUM Company, owner, for property identified as 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 Contact: Brian Otis, Planning and Zoning Administrator*

*Support Materials: Staff Report*

**2.) Special Use Permit application SUP2023-0006, TRI-J DRD LLC**

*Description: 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 Contact: Brian Otis, Planning and Zoning Administrator*

*Support Materials: Staff Report*

**3.) FY2024 Budget Amendment - Skate Park Funding Request**

*Description: Consideration of Skate Park funding through ARPA funds.*

*Staff Contact: Waverly Coggsdale, Town Manager*

*Support Materials: Budget Amendment (BA-FY2024-01)*

**4.) Village at Cedar Spings Planned Development Proffers and Commercial Development Discussion**

*Description: Consideration of existing proffers and commercial development.*

*Staff Contact: Waverly Coggsdale, Town Manager*

*Support Materials: Proffers; Letter from Bob Claytor*

**New Business:**

1) **South Loudon Street Nuisance Property**

*Description: Vacant property at South Loudoun Street which is currently a nuisance due to overgrowth and safety concerns of trees on the property.*

*Staff Contact: Brian Otis, Planning & Zoning Administrator*

*Support Materials: Staff Report*

**Reports:**

1. Departmental Reports (Included in Agenda Packet)
2. Town Attorney
3. Special Committees

**Council Member Comments:**

**Closed Meeting:**

- **Pursuant to Code of Virginia § 2.2-2711(A)(3) for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiation strategy of the public body. The subject is for discussion of town owned property.**

**Action from Closed Meetings (if needed):**

**Adjournment**

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



# Introduction and Recognition of Visitors and Guests/Presentations

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## Monthly Employee Update: July 2023 (for June 2023)

<u>New Employees</u>	<u>Department</u>	<u>Effective Date</u>
Aaron Haines	Public Works	06/05/2023
Kiersten Wilson	Finance	Summer Intern
Liam Fazzini	Public Works	Summer Tech.
D.J. Henderson	Public Works	Summer Tech.

<u>Promotions/Transfers</u>	<u>Department</u>	<u>Effective Date</u>
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<u>Resignations/Terminations</u>	<u>Department</u>	<u>Effective Date</u>
Jason Ford	Public Safety	06/30/2023

<u>Milestones</u>	<u>Department</u>	<u>Years/Date</u>
Angela Fletcher	Finance	5 years

# MAYOR'S COMMENTS



# CITIZEN'S COMMENTS (Non-Agenda Items)



# CONSENT AGENDA







**Consent Agenda**

**Meeting Date: July 11, 2023**

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To: Mayor Boies and Town Council of Strasburg  
From: Waverly Coggsdale, Town Manager  
Date: July 7, 2023  
Re: Consent Agenda Items

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**DESCRIPTION:** The following items are placed on the Consent Agenda. All items listed under the Consent Agenda will be voted on with one motion. If discussion is desired regarding any Consent Agenda item, that item can be removed at the request of any council member. If removed that item will be placed on the Regular Agenda for discussion and can be voted on separately.

**CONSENT AGENDA ITEM(S)/ACTION**

- Approval of the June 5, 2023 Work Session minutes, as presented. Approval of the June 13, 2023, Regular Council meeting minutes (Attached)
- Approval of the Election of Town Officers: Treasurer: Angela Fletcher; Town Manager: Waverly Coggsdale; Town Clerk: Amy Keller; Police Chief: Wayne Sager; and Town Attorney: Law Firm of Miller, Earle, and Shanks, PLLC to two-year terms, pursuant to the Town Charter.

**Attachments:**

- *June 5, 2023, Work Session Minutes*
- *June 13, 2023, Regular Meeting Minutes*

**MINUTES OF THE STRASBURG TOWN COUNCIL WORK SESSION HELD ON MONDAY, JUNE 5, 2023 AT 7 P.M. IN THE COUNCIL CHAMBERS OF THE STRASBURG TOWN HALL.**

**COUNCIL MEMBERS PRESENT:** Mayor Boies, Vice Mayor Reynolds, and Council Members Carter, Hooser, Kimmons, Lowder, Monahan, Ricard, and Stover. Absent:

Mayor Boies called the Work Session to order.

**Public Hearing:**

- **To receive public comment on a Special Use Permit application (SUP2023-0004) requested by FFC PROPERTIES LLC, owner, for property identified as Tax Map025A301B087 002A located at 316 South Massanutten Street at its intersection with Brown Street and containing 0.259 acres. The request is to permit a short-term rental use within the existing building.**

**P&Z Administrator Otis** said this came to the town's attention through a violation. The owner was unaware of the violation. The owner contacted him the day they received the letter and wanted to make things right. He reviewed the SUP application. The owner meets the one hour response time. Three neighbors were in favor of this and said the property is being kept clean, it is quiet, and they are glad someone is taking care of the house.

**P&Z Administrator Otis** said the Planning Commission approved the recommendation unanimously.

**P&Z Administrator Otis** reviewed what would be done if it is approved by Council:

- 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; and
- Annual renewal of the Occupancy Approval is required.

**The Public Hearing opened at 7:05 p.m. With no speakers, the public hearing closed immediately at 7:05 p.m.**

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

- **Skate Park Fundraising and Sponsorship Efforts Update: Wyatt Vaught**

**Mr. Wyatt Vaught, representing the Skatepark Group:** Mr. Vaught gave an update of what has been happening in the last few months and to discuss their financial needs.

When last here, they promised to continue their fundraising efforts and have raised over \$2,000 by partnering with the Star in the Valley Estate Winery for a Mother's Day event. They have been working with the Rec and Parks Department to schedule a music and skating event, Skater Aid, in the park on June 24. This event will have skaters, a food truck, bands, a Game of Skate, prizes, and raffle items. Each vendor who participates will donate 10 percent to the cause.

They are exploring the possibility of concrete donation from a local contractor, but that has not been finalized.

While their overall fundraising goal has not changed that much, they have made a serious monetary commitment with Racey Engineering to ensure the project's completion, which they knew they had to do. They have partnered with Racey Engineering to provide a survey of the area where the skatepark is to be located. This is a \$3,000 investment which will show how much excavation will

need to be done. It will also tell how expensive the engineering portion of the project will be. Once this is complete, they will immediately contract with them to do the engineering. So far, all that was shown in the cost analysis presented previously is in line with what they are charging the group. He hopes this shows their commitment to the project. They are moving forward and will continue to do so. They have the funds to do both of these things.

As they await new grant opportunities and continue to fundraise and partner with businesses, they would like to ask the town to vote next week to allocate \$145,000 to the skatepark. This is about \$5,000 less than was previously requested. They do not know what the future holds for raising more money. They will continue to apply for grants. They do not think the money should be handed to them, but only get money as they need it. Voting yes would be awesome, and they will be back at the next meeting. If they have access to the money, they hope to have a skate park by next year.

**Council Member Lowder** asked if the man who was donating his services, would he still do this and **Mr. Vaught** said he is good to go.

**Council Member Monahan** said it had been talked about the town taking over the project so it can be handled by staff. Do we know how that would work? **Town Manager Coggsdale** said the type of money they want to use has different requirements. There would be procurement regulations and even if we don't use federal funds, there are rules we would have to go by. If we are in control of the money, we would have to be working very closely with the group.

**Council Member Monahan** asked how this will happen. **Town Manager Coggsdale** said it needs to first be decided how to fund this.

**Mayor Boies** said she thought the majority of Council thought this should be ARPA funds.

**Council Member Stover** said if he votes YES, it would be for ARPA funds.

**Council Member Kimmons** said if this is taken by ARPA, then we have to be in control. If we take it from reserve funds, there is not as much control. Those are the two options.

**Council Member Stover** said if we don't take control and use the ARPA funds, he can't move it forward with his vote.

**Mayor Boies** asked what is meant by control. **Town Manager Coggsdale** said the town has rules and regulations that a private corporation would not have to follow. If the committee did this, they would not have to follow the procurement rules. With federal funds, there are even more regulations.

**Council Member Kimmons** said if we go the route of using ARPA funds, and the town takes over the project, we will have to get bids. Could this cause the cost to go up?

**Mr. Vaught** said they somewhat did this with that thought in mind. The cost analysis was done with this in mind. He thinks they did this with the idea that it will either be a town or a private project. He doesn't think you will have to bid out excavation because it is free. The only part that would need to go out to bid would be the construction portion.

**William Aiken** said they just bid a project with the City of Winchester. The way it worked for the project was they put out an RFP and ranked the bids on different criteria. They had several partners in this and there was a certain way to do this. Davis-Bacon wages do apply for this because of ARPA funding.

**Council Member Lowder** asked about the non-profit problem. **Mr. Vaught** said they had the non-profit status, but it expired. They have taken care of this, and a tax lawyer is in charge of this now. They are 100% ready to go however it might need to move forward.

**Council Member Carter** thanked them for their tenacity on getting this moving forward.

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

**Bob Langley, 101 Ruth Court, Strasburg, VA:** He wanted to bring to the attention of Council his concerns with Comcast cable contractors. They installed a line across Ruth Court in front of his house and the workers seem to have a total disregard for his concerns. They promised him they would put the grass back and they told him how they would be getting the cable under the road. They did not do what they said they would. They lost the “mole” they were putting under the street, so they ended up digging a hole in the middle of Ruth Court. They don’t seem to have any supervision or oversight. They have an onsite manager, and he has pictures of him lounging on his lawn, as well as his neighbors’ yards. He asked about the filling in of the grass and they said they would be doing this. When it came time to do this, the grass was the first to go in and then pieces of the road and tar. They not only did damage to the area they had to cut, but there is now stone all through the grass in lawns. They spent the day lounging and lurching on the areas they were not working on so that ground is also damaged. The vehicles are not maintained properly. There are oil streaks on the road and sidewalks that will be there forever. It seems unlikely to him that they will make any reasonable effort to correct things. He wanted to know who in Strasburg has oversight of the contractors because Comcast is not paying any attention. These are not Comcast employees; they don’t wear uniforms or drive Comcast trucks. They are day laborers doing work with no concern for the citizens of Strasburg.

**Mayor Boies** said **Town Manager Coggsdale** will be handling this. Usually, a person gets in touch with him, and he calls the Comcast contractor contact and they have been very responsive. He will reach out to them and will be in touch with **Mr. Langley**.

**Mr. Langley** asked if there is any oversight by the town to make sure the road is being repaired properly. He does not think the road was repaired properly and the town will have to come back later and make the necessary repairs. **Town Manager Coggsdale** said he will check to see if there are inspections done on a daily or weekly basis.

**Gary Walker, 44 Ruth Court, Strasburg, VA:** He has seen the things that are going on and it is terrible. They are finding chicken bones, tobacco piles, rocks thrown all over. He thinks anyone would be upset by it. They keep saying they will be coming back to fix things and they don’t. They are not doing their job. They have been ruining yards and it is a shame. He has talked to **P&Z Administrator Otis** about the easement as he knows they are coming over that into the yards. They are in yards up to 10 to 12 feet.

**Council Member Hooser** said he had the same issue on his property. They parked their bulldozers and equipment and he had to call the rental company to get the equipment moved. He said you can get the rental company phone number off of the equipment and call them.

**Ricky Crawford, 108 Ruth Court, Strasburg, VA:** Said the workers are doing this all over the area. Oil spills are all over. He would be ashamed to leave a job the same way. He works for the town, and he would be totally ashamed to leave places looking like this. People should take pride in their work. *(Could not hear on tape as citizen did not come to the microphone).*

**Council Member Lowder** asked if they have different crews and **Council Member Stover** said they do. There have been some subdivisions that you would not know the crews had even been to. But, he thought there might be violence in his subdivision.

**Town Manager Coggsdale** said the town gave Comcast the right-of-way to put the cable in the town’s rights-of-way and easements; this is the town’s function. We also need to make sure things are put back as they were when they came. There are things that the town will need to make sure it is done correctly.

**Mayor Boies** asked if we have any recourse. **Town Manager Coggsdale** said he will have to examine the recourse. They can't just destroy the road, so the town will have some recourse there.

**Council Member Monahan** asked how close they are to completion. **Town Manager Coggsdale** said he thinks it is a moving target. He has been told it would be late summer, but it is hard to keep up with the progress because of the different crews.

**Council Member Carter** asked if there will be follow-up when the project is completed to make sure all the issues are addressed and taken care of.

**Mr. Langley** asked when he should receive some feedback and it would be by the end of the week.

**Mr. Crawford** said the people who put the water meters in are not the same as Comcast and the people did great work.

**Discussion Items/Updates:**

**1.) Cedar Springs proffers – William Aikens and Bob Claytor**

**Town Manager Coggsdale** gave a brief overview of the item and showed the location of the property. We will be talking about the proffers of Vesper Hall and the Pifer Hall. The original proffers were approved on October 8, 2002 with the latest proffer amendment occurring on January 12, 2021.

The proffers were shown and read.

**William Aikens** and **Bob Claytor**, owners/developers of the property, were in attendance. **Mr. Aikens** said the proffers were written very loosely. They would like some clarification on what Council would like to have done. They want to have a good conversation. They had no intention of ever doing anything with Vesper Hall. To do something commercially on the property, it would have to be destroyed. He also knows that zoning has been changed. **Mr. Claytor** owns convenience stores and **Mr. Aikens** does hotels and this is what they wanted to do with the development. But, the rules have changed and they can't do this on the property. They have always wanted to see this project through to the end, but they need direction on what can or should be done. If they want to break this down to a smaller group and then come back to Council, they will do this. Both dwellings are in disrepair, and they don't want it to become a blight.

**P&Z Administrator Otis** said it is zoned as a Planned Development and it really isn't defined as to what can and can't be done. It is left up to interpretation.

**Mr. Aikens** said his understanding was that with the SUP, there are different regulations.

This was a Planned Development approved in 2004. **Mr. Aikens** said he talked to **Ron Misowski**, the original engineer with the project, who said this needed to be discussed with the town. **Town Manager Coggsdale** said some of the changes might have come with the passage of the UDO.

**Mayor Boies** asked if we should look at the proffers.

**Mr. Claytor** gave a history of the project. When they bought the property, it was 36 acres in Shenandoah County. They asked for annexation and ran water and sewer lines. They have started and finished the housing development. Back in the day, they did a lot of historical research. The Elijah Pifer house was the one that is the oldest and the town wanted it to be preserved. Vesper Hall

is in bad shape. There is a 1.9 acre parcel and an 8 acre parcel. What would the town like to have in that location? The convenience store would have to be closer to the interstate to be successful.

**Council Member Monahan** said even if they are taking down Vesper Hall, the Phase II study is helpful for research. The Pifer House is very historic. An architect from New York stopped and saw this house and then notified the County of the gem we now have. She thinks the proffers should have been followed up as the development was going on. She thinks it would have been less expensive if it had started 20 years ago.

**Mr. Claytor** said they thought they were going to start this project many years ago and the zoning was written by **Chuck Maddox** to accommodate this. It would have been good to do this when they first bought it. The house was always part of the commercial piece. Once they heard the comment about the property, they sent out a crew to clean it up. **Council Member Monahan** said there is nothing in the proffers that say they can't tear down Vesper Hall once the study is done. The Elijah Pifer house has to be preserved.

**Council Member Lowder** asked if the options had been discussed. Does the house have to stay in that location, or can it be stabilized and moved?

**Mayor Boies** said the language says it will be preserved on the site with signage for public interpretation. She doesn't feel it was ever intended to be open to the public.

**Mr. Aikens** said there is only so much the town will be able to glean from walking around the structure. Is that the best suited use for it? Would it be better to give a donation to the historic association instead of saving the dwelling. They don't want to devalue history, but what is the best purpose for the town? Does the town really want this to be what is seen when people get off the interstate?

**Mr. Claytor** said he lives in a 1700's house and he has served on the Belle Grove Board of Directors. He understands preservation. What does the town want done with the Pifer House? Vesper Hall is in really bad shape. It is not safe for people to be in it structurally.

**Vice Mayor Reynolds** said she is on the Board of the Strasburg Museum, but she is not a history buff. She doesn't have any ideas that come from historical structures. She sees removing the structure and allowing that land to be developed could bring value to the town. Honoring the current structures with historic elements could be done with the new structures. She thinks it would be valuable to do the study on Vesper Hall, as well as the Pifer House to preserve the heritage.

**Council Member Stover** said he would like to have the opinion of **Council Member Kimmons**.

**Council Member Kimmons** said he is a little upset. These are two extremely historic houses. There are only a handful of houses like the Pifer House and it has great historic relevance. It would be a terrible loss to have it gone. He was on the ARB when these two houses were brought back up. They had a discussion on this possibly being demolition by neglect. This is what he is seeing. They have proffers and it says the Pifer House will be preserved on the site. A Phase II study will be done on Vesper Hall. He is a person that sticks to the letter of the law. He wants to see these houses be saved.

**Mr. Claytor** said they have not let this go by demolition by neglect. He is prepared to go through with what the proffers are. He has looked at ways to use these as an entrance to commercial, but Vesper Hall is not in any shape to save. He will be glad to save the Elijah Pifer house.

**Council Member Carter** said his expertise is dealing in the 3-D photography . Both of the houses can be scanned and retained in the museum or somewhere else. He thinks this should be done, regardless of what is decided. If it were to be built back, they would have all the measurements. The Pifer House could be done , too, with a QR code added, telling the history.

**Council Member Lowder** asked if the Pifer House is structurally sound, and **Mr. Aikens** said there are some foundation problems. It looks to him like an addition was added when the siding was put on.

**Mr. Claytor** said you would have to decide what period you would want to interpret.

**Mayor Boies** asked if it is too close to I81 to be a commercial venture such as a market. **Mr. Claytor** said they would have to get into it and see how structurally sound it is. If you are preserving history, he doesn't know what you would do. **Mayor Boies** said you could maybe save the façade.

**Council Member Kimmons** said you would have to gut the entire house. The main historic feature is the central chimney.

**Mr. Claytor** said they will get with **Town Manager Coggsdale** on the houses. He asked what they would like on the other eight acres.

**Council Member Carter** would like to see something for small businesses.

**Mr. Claytor** asked that they jot down ideas and give them to **Town Manager Coggsdale**. He thinks Council has a better feel for what Strasburg wants.

**Mayor Boies** thinks this is a good thing to do. It is an exciting question as they usually don't get asked the question.

**Mr. Claytor** asked that the convenience store zoning be looked into by the town.

**BOS Taylor** said he appreciates the wanting to move on. He remembers that the Pifer House is what was to be preserved. He is sure the Shenandoah Historical Association had input. They knew Vesper Hall was in bad shape. One of the things that came up was using Vesper Hall as an entrance to a hotel, but then the bottom fell out of the economy.

**Mr. Claytor** said he talked to **Maral Kalbian**, an architectural historian, and asked her to do a historic analysis, but would the 3-D be a better way to do this? **Council Member Carter** said the 3-D gives you a snapshot of what it is like now. **Mayor Boies** said this is a great way to capture history visually.

**Mr. Aikens** asked that ideas be jotted down, and he and **Mr. Claytor** consider them.

**Mayor Boies** added that **Barbara Adamson** is very interested in this also.

## **2.) Special Use Permit #SUP2023-0004, FFC Properties LLC – Short-Term Rental**

An overview was given with the Public Hearing. **Mayor Boies** asked for questions or comments.

**Council Member Hooser** said he thinks non-owner occupied dwellings are not good. It should be a rental for a family. Someone living here has more of a right to live in this over people coming in to rent on a short-term basis.

**Council Member Kimmons** asked how many STR's we now have, and it is four. **Town Manager Coggsdale** said just because something is not listed, it is still counted as a STR for town's purposes.

**Consensus was to add this item to the regular agenda.**

**Council Member Hooser** said if a resident wants to make money on their own property, he has no problem with that as he wants to keep money here. But, he doesn't think we benefit by limiting our already limited housing inventory just to help someone who doesn't live here make supplemental income.

**Council Member Ricard** said she think he is looking at this backwards. It does benefit the town. She has friends who stay in an airBnB and go to places in Strasburg and spend money here. If they didn't stay in this airBnB, she would be going to their hotel and the town would be losing business.

**Council Member Hooser** said this does not allow a family to live in the house. He thinks families have more of a right to the housing than short-term renters. **Council Member Ricard** said you can't tell people who to rent to and **Council Member Hooser** disagreed.

**Vice Mayor Reynolds** said she agrees with **Council Member Hooser**. It isn't a home now. This particular house was on the market when she bought her house in 2020 and it was empty. It was bought and restored, and it is not crumbling away. She would like it to be a house, but it is like another that we approved recently.

**Mayor Boies** asked if there is a magic number on how many we can have. **P&Z Administrator Otis** said in larger areas, it can financially damage the housing market. That is why SUPs have been put in place. He has not done enough research on how they came up with numbers.

**Town Manager Coggsdale** said we are talking about STRs, but some communities have concerns with long term rentals. He doesn't think you can control this. A single family is a single family dwelling regardless of being owner occupied or rental. We want more home ownership.

**Council Member Lowder** asked about the approval with conditions. **P&Z Administrator Otis** said it might be no more than four cars parked on site. **Town Manager Coggsdale** said the condition could be that the SUP is only for the current owner.

**Council Member Stover** said the neighbors were in favor of this. He said that **Vice Mayor Reynolds** had said the house was for sale in 2020 and was not inhabited. Someone came in and bought it and fixed it up and now the neighbors are pleased with this use. He thinks we are nowhere near the magic number. For someone who was born and raised here, there are more houses than he ever thought would be here. He wants more commercial and **Council Member Hooser** said this would be commercial. **Council Member Stover** said he would love to find a new way to generate revenue instead of building more houses.

### **3.) Work Session Schedule**

**Town Manager Coggsdale** said the work session is scheduled for Monday, July 3. Should it be moved to the 5<sup>th</sup>? **The consensus was to move this meeting to July 5.**

**This item will be added to the consent agenda for the regular Council meeting.**



#### 4.) Proposed FY2024 Fiscal Budget

**Town Manager Coggsdale** said it is almost adoption day for the FY2024 Fiscal Budget so wanted to know if there were any questions. We have held the public hearing and a budget must be adopted by July 1. If changes are made, it is better to have a little time to react.

**Council Member Hooser** thinks Council did a great job in making hard decisions.

**Mayor Boies** asked if they were ready to make the decision on the skate park. **Council Member Lowder** asked if there was anything that the town needs to do as this is a want and not a need.

**Town Manager Coggsdale** said there were some things mentioned that he would like to have answers to. It could be an up-to amount. He said if it is up to \$145,000, would Council be good with spending that amount?

**Council Member Monahan** said she has been out in town talking and the \$145,000 was discussed. She has been asked why we don't have a Frisbee Golf course.

**Vice Mayor Reynolds** said we have to pick and choose.

**Council Member Monahan** said we can vote on it, but she will probably vote no. This is a lot of money to put toward one project. She has not heard the negative comments about having the park; only negative comments on the amount. She would vote for \$50,000. Front Royal did not spend any money on their park.

**Town Manager Coggsdale** said the request was to vote on it next week. This body makes the decision if it is on the agenda next week. It has nothing to do with this budget. If it is voted on, it would be a budget amendment for a budget just being approved.

**Vice Mayor Reynolds** feels this project is very vague. She doesn't like that we are going to fund the project as they are still fundraising. She doesn't like that aspect of it. She feels like it keeps people guessing.

**Council Member Ricard** said they don't want to take more than they need.

**Vice Mayor Reynolds** said if we are going to fund it, fund it, but don't keep stringing it along. She would rather have a figure and go from there. The other thing is the ownership of the project. There is a lot of confusion and uncertainty, and this is what is confusing citizens. She has some discomfort on how we leave this after each meeting.

**Council Member Hooser** said that \$145,000 is the number. The reason he is still fundraising is because the town has asked him to.

**Mayor Boies** said the number could be \$145,000 or it could be a matching project.

**Town Manager Coggsdale** said ownership has never been in question. It will be on town property, so it is ours. Usually, when you have a grassroots group that wants to do something, they come and ask for the money. The difference with this is that they are putting this on town property and not on private property.

**Vice Mayor Reynolds** asked if Council feels confident moving forward with this project the way it has been done. **Town Manager Coggsdale** said the sooner we pick it up, the better. He doesn't want to worry about an outside group trying to cut corners. We have federal money involved.

**Council Member Monahan** said her fear is that it will cost more. What is the likelihood that we fund up to \$145,000 and it will go \$30,000 over that? **Town Manager Coggsdale** said it is about 50/50 chance. **Council Member Monahan** asked what the taxpayers will say when we have to ask for more money.

**Town Manager Coggsdale** said if we put a project before Council and say it is going to cost \$500,000, that is the best information we have at that time. Then, when you go out to bid and the bids are higher, Council has to make a choice. Do you wait or do you allocate more money? Things can happen that raise a project's cost. If it is voted on, it is saying we are willing to go to a certain price. If the price comes back and is within that price, you are committing to that project.

**Mayor Boies** asked if Council thinks it should be on next week's agenda? **Consensus was to add to the agenda as "up to \$145,000"**.

**Town Manager Coggsdale** said we need to be clear on what we are doing. The motion needs to be clear. **Mayor Boies** said it would be up \$145,000 out of ARPA funds and the town would not just cut a check and give to the group. The staff is in control of that project. **Town Manager Coggsdale** said it needed to be cleared up. It is a tough decision, and it has nothing to do with the budget that we will be adopting.

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

**Council Member Monahan** said grilling has started along the river again. She pointed to the sign, and someone said they saw it but did not care. The policy is not working so she was wondering if the Council would consider a fine or trespass the people.

**Council Member Kimmons** said he saw what she is talking about. He thinks it is a conversation that is needed with **Chief Sager**.

**Council Member Carter** asked why we don't allow grilling. **Council Member Monahan** said we can't have picnic areas down there because of flooding.

**Council Member Hooser** asked if we provide burn barrels or something like that or something more permanent.

**Council Member Comments:**

The Business Park Stakeholders Meeting will be on Saturday.

When asked about the bank building, **Town Manager Coggsdale** said they are working on a structural analysis. A police station is a risk 4 category. Is that building rated as such? This could have an impact on the cost. The department is grandfathered in this current building. Once we get the information, it will be brought back to Council.

**Mayor Boies** asked staff to look into the trash cans near Subway.

**Council Member Hooser** said we have a public trash can in front of Borden's, but not in front of Subway.

**Council Member Carter** asked about the VML training. He would like to attend.

**Town Manager Coggsdale** asked if there is a timeline on the discussion on the proffers. They have

asked for input on the commercial side. When do you want it back on the agenda?

**Mayor Boies** asked if **Council Member Kimmons**, **Council Member Monahan**, and **Barbara Adamson** could get together and come up with ideas. **Town Manager Coggsdale** said this might be how to get things moving along. **Council Member Kimmons** said he would like to include **Linda Wheeler** and **Craig Ernst** from the ARB.

**Council Member Stover** said he would like for all to get on-board with the utility bills that will be coming out with the new trash rate. The water and sewer rates will remain the same, but the overall utility bill will increase. Council can give a statement on why this was done. People don't care that it isn't water and sewer, but it is one bill and that bill is going up.

**Town Manager Coggsdale** said the revenue that is being collected will not help the sewer fund but it does help with the amount spent on trash tipping fees.

**Adjournment:**

Being no other business, the Work Session adjourned at 9:19 p.m.

**MINUTES OF THE STRASBURG TOWN COUNCIL MEETING HELD ON TUESDAY, JUNE 13, 2023 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE STRASBURG TOWN HALL.**

**Call to Order:** Mayor Boies called the meeting to order.

**Pledge of Allegiance:** Council Member Monahan led all in the Pledge of Allegiance.

**Invocation:** Rev. Chris Flohr, pastor of the St. Paul’s Lutheran Church, offered the invocation.

**Roll Call:**

**ROLL Called with the following members present: Mayor Boies, Vice Mayor Reynolds, and Council Members Carter, Hooser, Kimmons, Lowder, Monahan, and Stover. Absent: Council Member Ricard.**

**Public Hearings:** None

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

- **Monthly Employee Update**

<b>New Employees</b>	<b>Department</b>	<b>Effective Date</b>
Lifeguards		
<b>Resignations/Terminations</b>		
Jay McKinley	Public Works	05/03/2023

**Mayor’s Comments:**

**Mayor Boies** expressed appreciation and thanked all the school coaches, athletic leaders and student athletes. The Strasburg High School Girls Track Team won the State title which was the first time for this in over 20 years. Several teams went to the State quarterfinals, so we had a lot of great things going on with our student athletes and student leaders.

**Mayor Boies** thanked the Shenandoah County Chamber of Commerce for hosting the Teen Leadership Conference. She, **Town Manager Coggsdale**, and **Chief Sager** all spoke to the group. **Mayor Boies** recognized PRIDE Month and Juneteenth. She read the “Resolution of Unity” that was passed in May 2022. This was not an easy resolution to come up with and it was finally written by **Council Member Ricard’s** class. It encourages us to recognize our differences.

The members of Town Council have all been thinking of our town employee who was injured last week in a work accident. All have kept this employee in their thoughts and prayers.

**Citizen Comments:**

**Wyatt Vaught, representing the Skatepark Group:** Stated he has been before Council many times, telling why they feel the Town should fund a skatepark. They have done their best to answer questions and put fears to rest. They are still here after more setbacks than they care to count. He knows this is not an easy decision and he knows there are a lot of worthy causes. If Council votes no, that is their prerogative. Maybe they believe a skatepark is not a wise investment or it is too costly. All have the right to that opinion. If that is their opinion, he challenged Council to look at the crowd in the audience and think of all the letters that have filled the in-boxes in recent years. How many groups have been coming into the Town Council for this long, with this much community support, and this much of their own financial backing?

The dedication that has been shown by Trent Williams’ family over the past ten years cannot be overstated. It should be applauded and admired. But, now we must realize that only by working together we will succeed. Overall, he knows this Council supports the skatepark and that this is

listed as a high priority in the town's Master Park Plan. With this shared goal in mind, he thinks it is time to do something. ARPA funding has created a unique opportunity but the skatepark only requires a fraction of it – less than three percent of the total ARPA funds. This is a permanent installation that will serve all ages and backgrounds through a variety of activities for generations to come.

If Council is still not convinced, **Mr. Vaught** said that current donations stand to reduce the cost of the skatepark substantially and right now, it can be built for much less than half the national average.

**Mr. Vaught** continued by saying we can't keep kicking the project down the road. Inflation is the big enemy, and the cost will keep going up each year. He asked that after the progress they have made, not to send them back to square one because "square one for us is also square one for the people of this town. Please, vote yes tonight to fund the skatepark with an additional \$145,000. Help us memorialize Trent Williams and give closure to his family. Remember, we don't ask for this money directly; only that you work with us to spend it responsibly on the construction of the skatepark. We will continue to raise funds independently while working towards further grants and donations whenever possible."

**Mr. Vaught** concluded by thanking Council for their time and their services to the community.

**Jack Tinsley:** **Mr. Tinsley** said he was giving his professional opinion on the skatepark. He is a 13 year paramedic who retired about five years ago. He was also an educator at the college level. He knows it is really important that kids not be on the street so to have a place like this for people to skate legally is good. When skating on the street, if someone hits a crack in the sidewalk, it is a hospital bill. This park is very important.

There are a lot of people in the crowd. When he was growing up, he was in a predominantly white area. It was much easier for him to interact with other people as a black person by skating. He also has a lot of LGBTQ friends that he has met because of skateboarding. There is nothing in Martinsburg like this. He does not have a lot of money, but it will bring money into the community.

**Mayor Boies** said five emails were received in support of the skatepark.

**Consent Agenda:**

- 1) Minutes of the May 1, 2023 Work Session and Minutes of the May 9, 2023 Regular Council meeting.
- 2) Change of date for the July 3, 2023 Work Session to July 5, 2023.

**Vice Mayor Reynolds** moved to approve the consent agenda; second by Council Member **Kimmons**. The motion passed unanimously.

**Old Business (Discussion and/or Action Items):**

**1.) Special Use Permit #SUP2023-0004, FFC Properties LLC – Short-Term Rental**

*Description: Special Use Permit application (SUP2023-0004) requested by FFC PROPERTIES LLC, owner, for property identified as Tax Map 025A301B087 002A located at 316 South Massanutten Street at its intersection with Brown Street and containing 0.259 acres. The request is to permit a short-term rental use within the existing building.*

**Mayor Boies** asked if there were any questions.

**Vice Mayor Reynolds** moved for approval of Special Use Permit (SUP2023-004) for a Short-Term Rental at 316 South Massanutten Street; second by Council Member **Carter**.

Discussion:

**Council Member Hooser** said all know his belief. Residential zoning is for residents and housing

is already expensive enough in this area without turning more homes into hotels.

**The motion passed on a roll call vote with the following results:**

<b>Vice Mayor Reynolds</b>	<b>Aye</b>
<b>Council Member Carter</b>	<b>Aye</b>
<b>Council Member Hooser</b>	<b>Nay</b>
<b>Council Member Kimmons</b>	<b>Aye</b>
<b>Council Member Lowder</b>	<b>Aye</b>
<b>Council Member Monahan</b>	<b>Aye</b>
<b>Council Member Ricard</b>	<b>Absent</b>
<b>Council Member Stover</b>	<b>Aye</b>

**2.) FY2024 Budget and FY2024-2028 Capital Improvement Plan (CIP)**

**2a:** Consideration of Real Estate Tax Rates

**2b:** Consideration of FY24 Budget Adoption

**2c:** Consideration of Appropriation Resolutions for Budget Funds

**Mayor Boies** thanked **Town Manager Coggsdale**, **Director of Finance Fletcher**, and **Council Member Monahan** for all their work. We had great communication during this process.

**Council Member Monahan** moved to set the real estate tax rate effective as of **January 1, 2024** at **\$0.155** per hundred dollars of assessed value; second by **Council Member Hooser**.

**With no discussion, the motion passed on a roll call vote with the following results:**

<b>Council Member Kimmons</b>	<b>Aye</b>
<b>Council Member Ricard</b>	<b>Absent</b>
<b>Vice Mayor Reynolds</b>	<b>Aye</b>
<b>Council Member Carter</b>	<b>Aye</b>
<b>Council Member Monahan</b>	<b>Aye</b>
<b>Council Member Stover</b>	<b>Aye</b>
<b>Council Member Hooser</b>	<b>Aye</b>
<b>Council Member Lowder</b>	<b>Aye</b>

**Council Member Monahan** moved adopt the **General Fund, Water Fund, Wastewater Fund, and Trash Fund FY2024 Budgets** as presented by the **Town Manager**, together with the proposed **FY2024 Schedule of Rates and Fees, FY2024-28 Capital Improvement Program, a 6.0% cost of living adjustment effective July 1, 2023** for the **Town of Strasburg** eligible employees; second by **Vice Mayor Reynolds**.

**The motion passed with no discussion on a roll call vote with the following results:**

<b>Council Member Stover</b>	<b>Aye</b>
<b>Council Member Ricard</b>	<b>Absent</b>
<b>Vice Mayor Reynolds</b>	<b>Aye</b>
<b>Council Member Monahan</b>	<b>Aye</b>
<b>Council Member Lowder</b>	<b>Aye</b>
<b>Council Member Kimmons</b>	<b>Aye</b>
<b>Council Member Hooser</b>	<b>Aye</b>
<b>Council Member Carter</b>	<b>Aye</b>

**Council Member Monahan** moved to approve the appropriation resolution for the general, wastewater, water, and trash funds for the fiscal year beginning **July 1, 2023**; second by **Vice Mayor Reynolds**.

**With no discussion, the motion passed on a roll call vote with the following results:**

<b>Council Member Ricard</b>	<b>Absent</b>
<b>Council Member Stover</b>	<b>Aye</b>
<b>Council Member Monahan</b>	<b>Aye</b>
<b>Vice Mayor Reynolds</b>	<b>Aye</b>
<b>Council Member Hooser</b>	<b>Aye</b>
<b>Council Member Carter</b>	<b>Aye</b>
<b>Council Member Lowder</b>	<b>Aye</b>
<b>Council Member Kimmons</b>	<b>Aye</b>

**Council Member Stover** said he was happy and surprised with the budget process.

### **3.) Consideration of State Park Funding Request**

*Description: Consideration of Skate Park Funding through ARPA funds.*

**Mayor Boies** said at the Work Session, Council directed staff to put this on the agenda. She clarified that 1) the funding amount was to be up to \$145,000; 2) this money would not just be handed over to the skatepark group; it will be used to fund the skatepark and see the project through fully from a staff guided project and staff managed project. Also, Council just approved the FY2024 budget, and it does not start until July 1. If Council wishes, they could direct and move forward with a motion to ask staff to designate the money and then do an official budget amendment in July 2023.

**Council Member Stover** said he has been in charge of funds in other groups, and he wants to make sure that if the town gets behind this with \$145,000, it is understood that the excavation will still be donated. He just has a concern about that donation still happening if the town is now behind the project. He wants to vote yes to the skatepark but just wants to make sure this will not be a major problem. He doesn't want the donation to be taken away and more money be needed.

**Mr. Vaught** said that to his knowledge, everything is good with that. Should something happen, that would need to be addressed during the engineering phase and the park could be rearranged. But, as far as they are concerned, they can work within this budget. They have the official cost estimate that was given to them by Racey Engineering and the \$75,000 for excavation included in that is if big boulders are found that would increase the cost. As far as the \$25,000 donation for excavation, he is confident they could reduce the size of the skatepark by \$25,000 to make this up if needed.

**Mayor Boies** said one thing she wants all to be clear on because she feels all are on the same page. This will be for up to \$145,000. A big hole won't be dug and then we find out it is going to cost more. We have professional staff that make sure things like that won't happen. A check will not be written until we know the exact cost.

**Council Member Hooser** asked for clarification about putting this aside for a budget amendment. **Council Member Monahan** said we have the money set aside in a "special holding spot" until the committee settled some things, so the money would have to be moved out of there. **Council Member Hooser** said then the funding is guaranteed but **Mayor Boies** said we will have to hear the motion first.

**Council Member Kimmons** moved to direct staff to prepare for Council at the next Council meeting a budget amendment for the skatepark. The amount shall be to fund the project up to \$145,000 from ARPA funds to be dispersed per receipts with the understanding town staff will have oversight of the project; second by Council Member Carter.

Discussion:

**Council Member Monahan** commended **Mr. Vaught** for the work he has done on this project. She has supported the skatepark through the years with her own finances and she thanked **Mr. Vaught** for his commitment to the park. His efforts to not only revive this project but also his commitment to overcome any hurdle that has come his way shows his passion for the sport and project. She is thankful for her colleagues for agreeing that if this motion passes, it will become a town project with guidelines that will need to be followed. However, she still has reservations with spending almost \$150,000 on one project. There are many needs and wants in the park that allocating the remaining funds to one project is difficult for her to commit to. She also feels that while there is a lot of excitement there are too many unanswered questions for her to vote to allocate the total amount that is being asked for. She was willing last year to allocate up to \$50,000 to see the skatepark complete, and she still is. She will have to vote no on the motion, not because she does not support the project, but because of her many reservations of pitfalls. She has a 12-year old who is eager to see the project completed as are others in town. Her sincere hope is that her concerns are not warranted, and everything goes smoothly for this to become a safe and fun addition to the town park.

**Council Member Hooser** asked if this puts the funding off until the next meeting. **Council Member Kimmons** said it will put off allocating the funds until next month when the budget is in place. **Town Manager Coggsdale** said the budget doesn't start until July 1. Unless the vote is changed between now and the July meeting, this confirms the Council's support of the project and that they are willing to allocate up to \$145,000 next month. This is just the paperwork to get this done correctly; it is hard to amend a budget before it goes into effect. **Council Member Hooser** said he is weary of kicking the can down the road any further. He wants his vote to be to fund this and he doesn't want any stopgaps showing. He said it is on the agenda tonight so why can't it be voted on now. **Town Manager Coggsdale** said they could not create a motion until this conversation was had. They are really committing tonight, and it is a timing issue. It could even be voted on at the next work session but that is not the normal way.

**Mayor Boies** said it was in the budget and then they learned we were waiting on paperwork for the skatepark group, so it was removed until the paperwork was obtained. By the time that was taken care of, it was too late for this budget vote because of public hearings, etc. Tonight, if the motion passes, Council is taking a stand they are committing.

**Council Member Kimmons called for the question. On a roll call vote, the motion passed with the following results:**

<b>Council Member Kimmons</b>	<b>Aye</b>
<b>Council Member Lowder</b>	<b>Aye</b>
<b>Council Member Carter</b>	<b>Aye</b>
<b>Council Member Hooser</b>	<b>Aye</b>
<b>Vice Mayor Reynolds</b>	<b>Aye</b>
<b>Council Member Monahan</b>	<b>Nay</b>
<b>Council Member Stover</b>	<b>Aye</b>
<b>Council Member Ricard</b>	<b>Absent</b>

**Mayor Boies** said she has had the chance to speak to several groups and one of the things that they are fascinated with is what do you do as Mayor. All are here to work for the citizens. They hear from all and vote as they feel the citizens want. They are here to work for the citizens, and this is government at its best.

**New Business:**

**Reports:**



### Departmental Reports:

\*\*\*Complete reports are provided in the Council packet which is available on the town's website at [www.strasburgva.com](http://www.strasburgva.com). Reports are also found on the "Meetings" page of the website (<https://www.strasburgva.com/meetings>).\*\*\*

**Mayor Boies** thanked all for getting the pool up and running and for all the events. She thanked **P&Z Administrator Otis** for his work on the UDO. Council had a great meeting on Saturday with the stakeholders of the Business Park.

**Council Member Monahan** asked **Director of Strategic Initiatives Hilton** when the Strasburg Express Town game is, and what fun things will be done at the game. The game will be on July 12. Council will be serving the Community Dinner on June 21 at St. Paul's Lutheran Church.

**Council Member Monahan** asked about the graph on his permits and if it showed all permits. **P&Z Administrator Otis** said it is only zoning permits. He changed it because the values could be erroneous information because people can put down whatever they want; he wanted to give information that was pertinent.

### Special Committee Reports:

**NSVRC: Council Member Kimmons** said the Northern Shenandoah Valley Regional Commission met May 18th at the Winchester Regional Airport. The Commission approved two resolutions; one authorizing an application for a state grant for rural transportation planning assistance, and second, a resolution of recognition presented to **William Pifer** chairman of the airport's board. The Commission approved the FY 2024 budget and work plan. Finally, the group was given a tour of the airport grounds to highlight the future expansions happening to the airport. It was a very interesting tour. There will not be a meeting in June.

**Council Members Kimmons** and **Monahan** met on Sunday, June 11, with their committee about the Pifer House and Visper Hall. Committee members **Barbara Adamson, Mary Redmon, Craig Ernst, Linda Wheeler,** and **Ms. Ernst** (non-member) were at the meeting. This will be placed on the next work session agenda.

**Mayor Boies** said Council was asked what should be placed at this development as far as commercial development. **P&Z Administrator Otis** sent out an email regarding this late this afternoon.

### Council Member Items:

**Council Member Stover** would like someone to prepare a document with bullet points showing why things went up. **Mayor Boies** thinks this would help educate people on why Council does what they do. **Town Manager Coggsdale** said they will provide high level budget points.

**Council Member Lowder** said it would be helpful to know how much raising taxes 1 cent brings in. A one cent increase in real estate taxes brings in \$84,000, but in the next fiscal year's budget, it will be \$42,000 because it is not effective until January 1, 2024.

**Council Member Hooser** said he would like the budget points to show the average cost to individuals based on their home values.

**Council Member Carter** said he saw someone get stuck in a wheelchair on the sidewalk near 7-Eleven. Have we ever done anything to make sure we are ADA compliant as far as sidewalks. **P&Z Administrator Otis** said it is always on their mind. **Town Manager Coggsdale** said we might be able to do something temporarily.

**Council Member Monahan** said she knows where the new sidewalk is going at the park. Are we going to put grass or something beside it. **Director of Strategic Initiatives Hilton** said it has not

been graded yet. The hope is to have this done by July 1.

**Council Member Monahan** asked when we would get started on the park project and **Director of Strategic Initiatives Hilton** said she is ready to go.

**Council Member Carter** asked that if a study has already been done, please do not recreate the wheel.

**Council Member Lowder** asked when the bathrooms will be installed, and **Director of Strategic Initiatives Hilton** said they are on the docket.

**Council Member Kimmons** said we just approved the budget, but for the next budget cycle, he would like to begin work on the budget process earlier so a full year of taxes can be realized if they need to be increased. He would also be interested in knowing the cost of sending out the two bills of real estate and personal property and just making it a property tax.

**Town Manager Coggsdale** encouraged all to think about this.

**Mayor Boies** asked if this is something Council would like to explore. **Council Member Hooser** would like to see the numbers. **Council Member Monahan** said it could hurt the elderly.

**Mayor Boies** said to think about it but not have staff do any additional work now.

**Town Manager Coggsdale** said we can explore other combinations of taxes. We could have a work session to just look at the various taxes.

**Council Member Kimmons** said he is just trying to streamline the bills we send to our residents.

Being no further business, the meeting adjourned at 7:59 p.m.

# **OLD BUSINESS (DISCUSSION AND/OR ACTION)**





**Special Use Permit SUP2023-007**

**Meeting Date: July 11, 2023**

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To: Mayor Boies and Town Council of Strasburg  
From: Waverly Coggsdale, Town Manager  
Date: July 7, 2023  
Re: Special Use Permit (SUP2023-007) – FIDUM Company – 395 Stonewall Street

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**DESCRIPTION:** Consideration of the Special Use Permit application (SUP2023-007) by Fidum Company for a Short-Term Rental at 395 Stonewall Street..

Town Council conducted a public hearing on this application at their July 5, 2023 Work Session. The Planning Commission held their public hearing on the application at their June 27, 2023 meeting and unanimously recommended denial.

**POTENTIAL ACTIONS**

- Denial of Special Use Permit (SUP2023-007) for a Short-Term Rental at 395 Stonewall Street.
- Approval of Special Use Permit (SUP2023-007) for a Short-Term Rental at 395 Stonewall Street.
- Deferral of decision by Town Council for additional review and consideration.

**Attachments:**

- Staff Report



**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**

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  
Strasburg, VA 22657  
(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**

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

**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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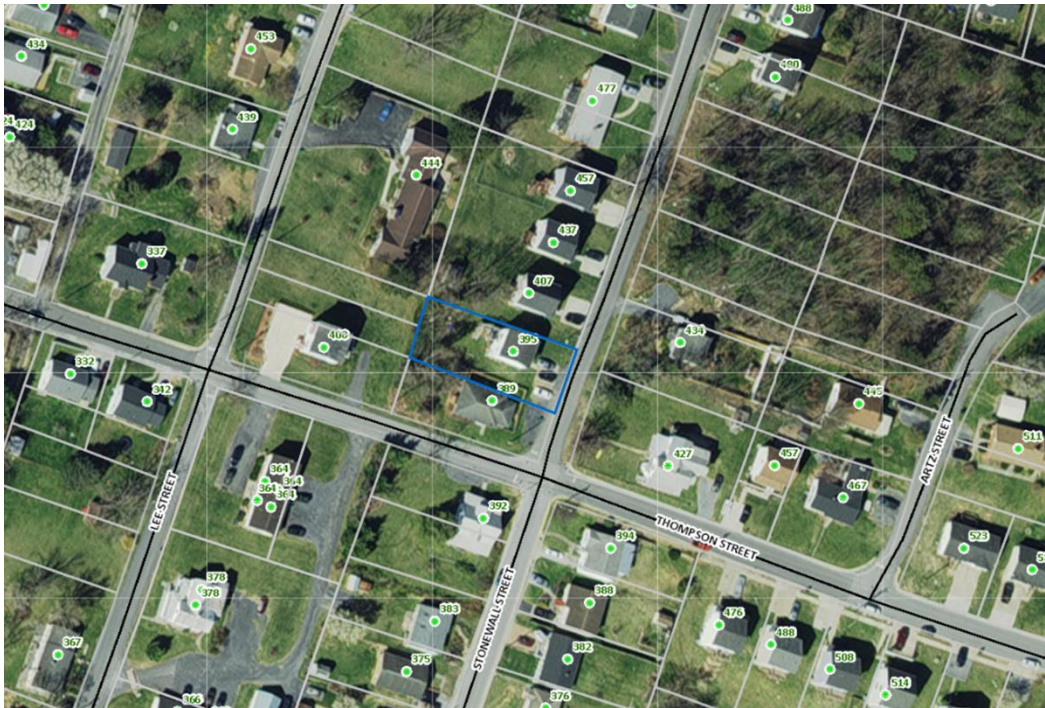
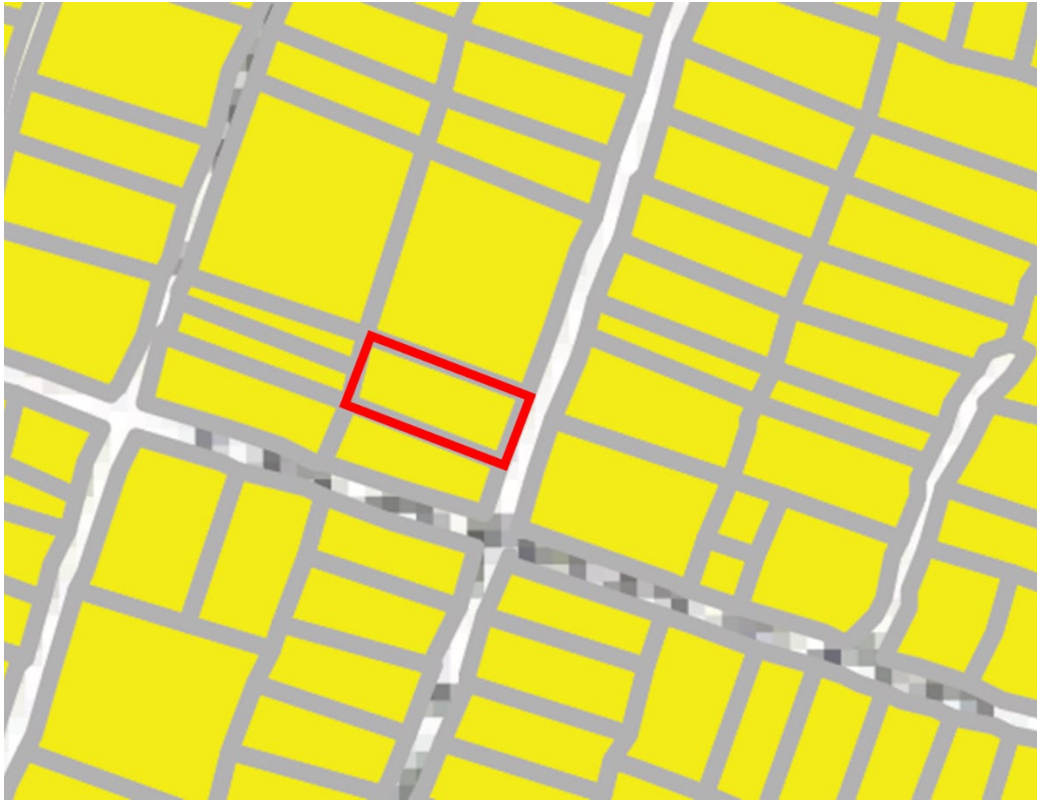
Attachment A - Zoning Map

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  
Strasburg, VA 22657  
(540) 465-9197 ext. 127

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





**Special Use Permit SUP2023-006**

**Meeting Date: July 11, 2023**

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To: Mayor Boies and Town Council of Strasburg  
From: Waverly Coggsdale, Town Manager  
Date: July 7, 2023  
Re: Special Use Permit (SUP2023-006) – TRI-J DRD, LLC – Mineral Street

---

**DESCRIPTION:** Consideration of the Special Use Permit application (SUP2023-006) by TRI-J DRD, LLC for an increase of the number of units per building from 4 units to 8 units for a townhouse development.

Town Council conducted a public hearing on this application at their July 5, 2023 Work Session. The Planning Commission held their public hearing on the application at their June 27, 2023 meeting and recommended approval on a 3-2 vote.

**POTENTIAL ACTIONS**

- Approval of Special Use Permit (SUP2023-006) for an increase to the number of units per building from 4 units to 8 units for the townhouse development.
- Denial of Special Use Permit (SUP2023-006) for an increase to the number of units per building from 4 units to 8 units for the townhouse development.
- Deferral of decision by Town Council for additional review and consideration.

**Attachments:**

- Staff Report



**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

---

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

---

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

---

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

---

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

---

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 the 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.

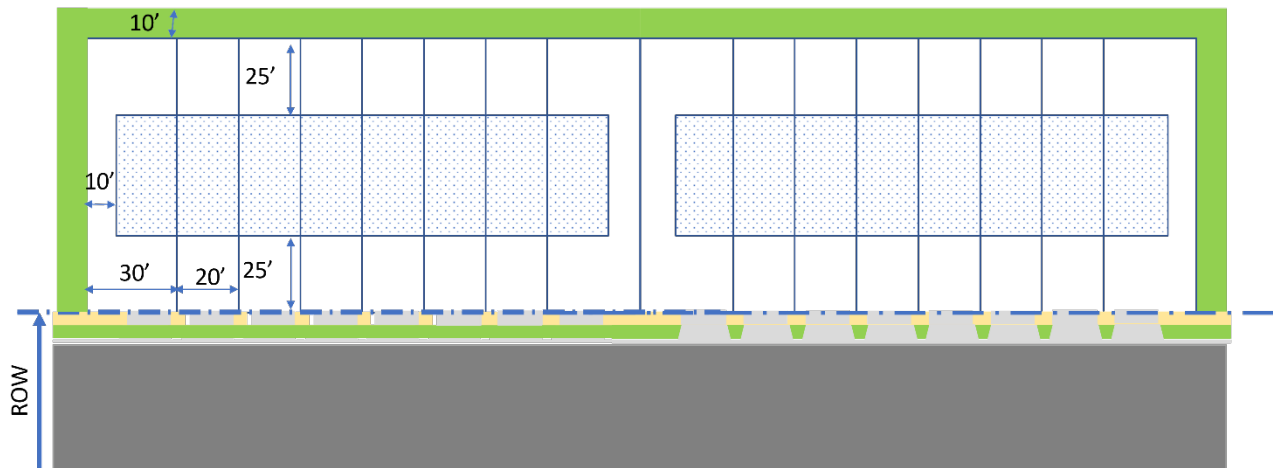
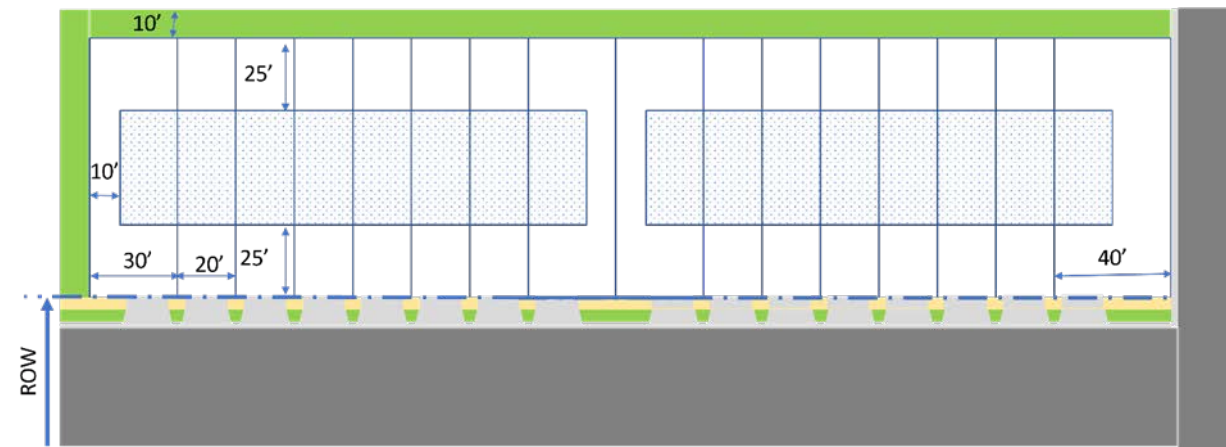
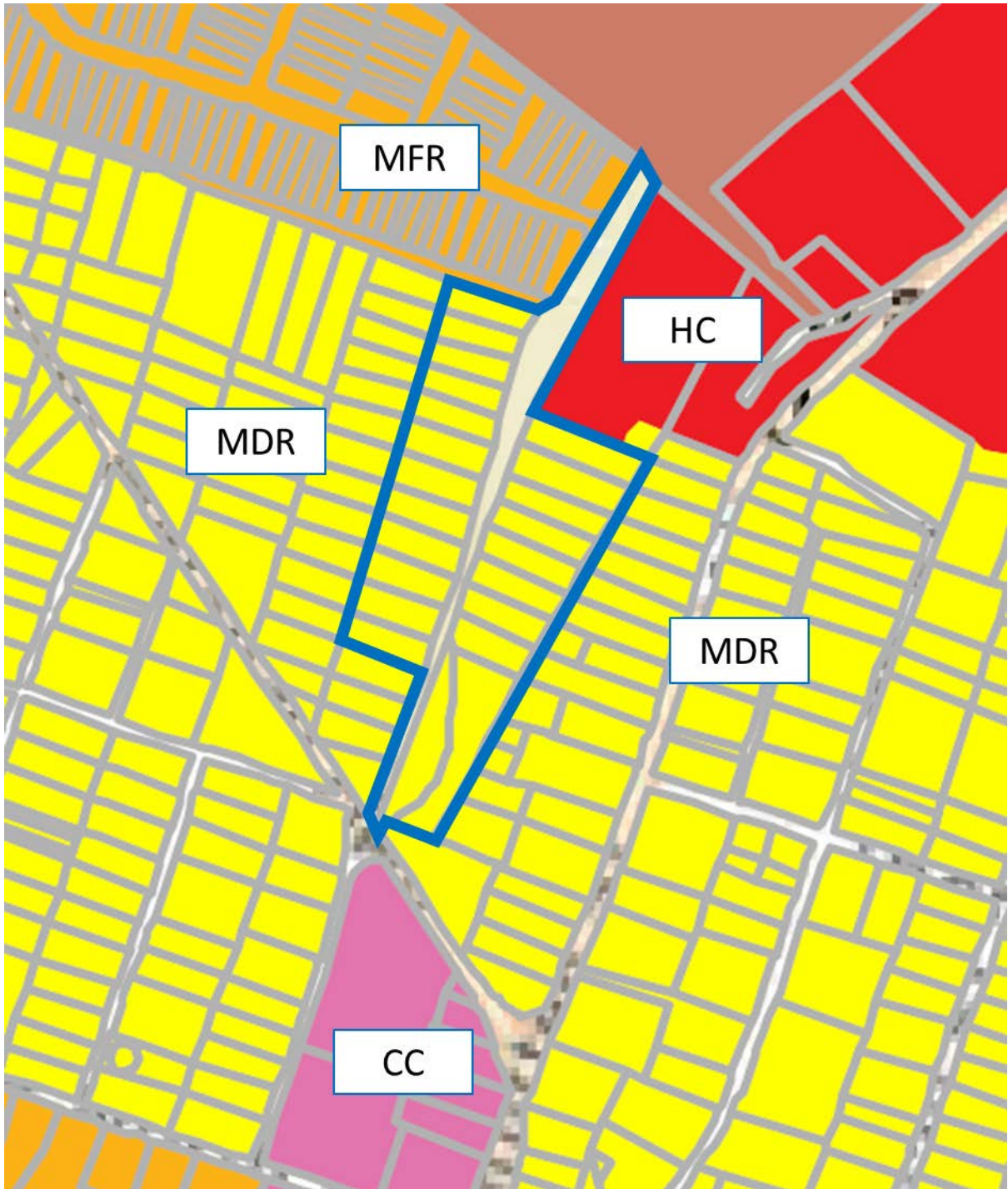


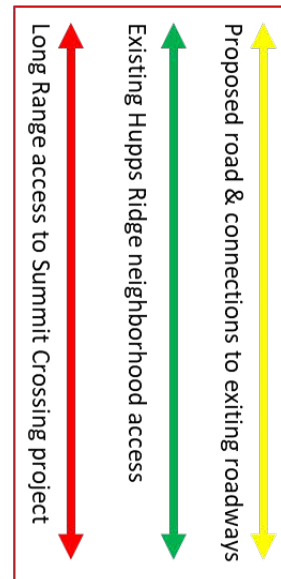
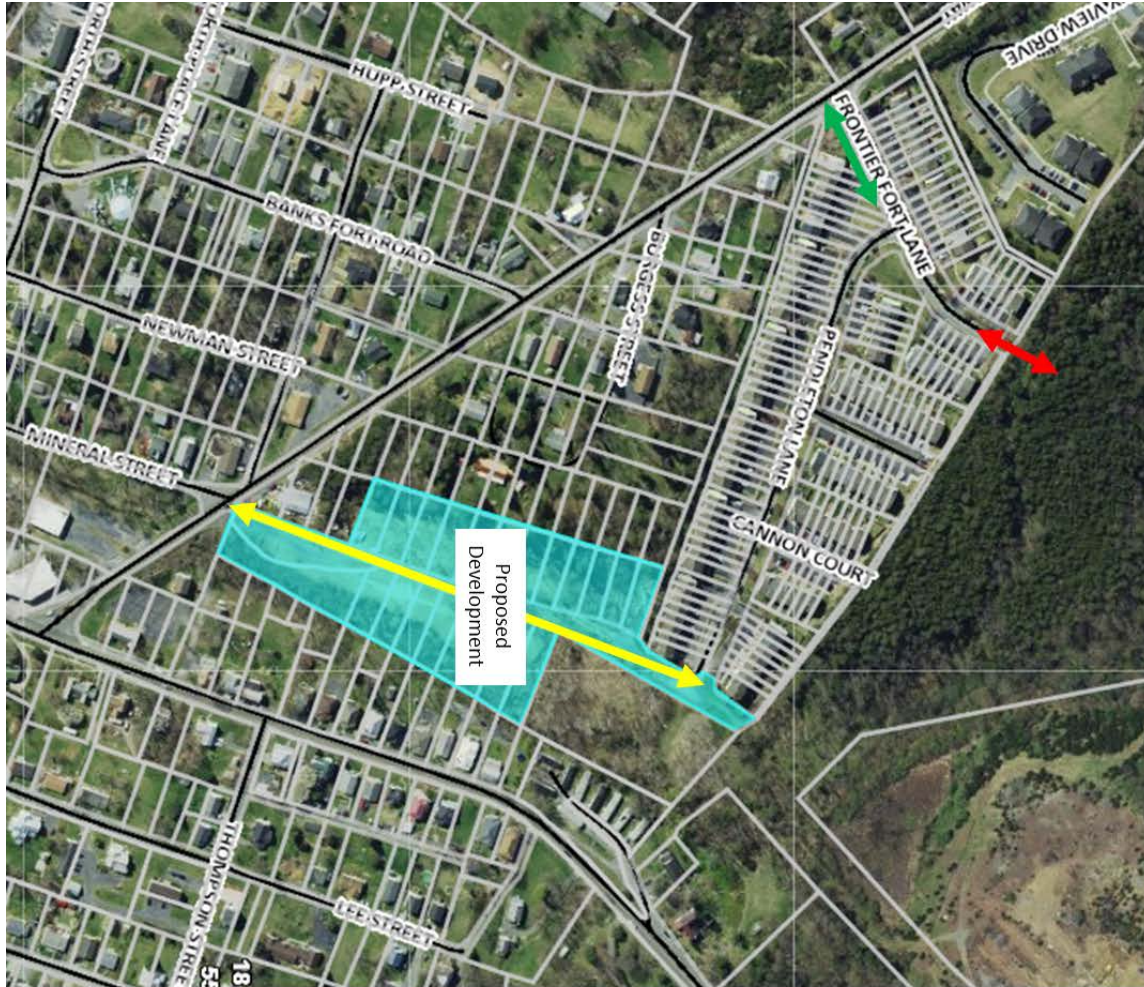
Exhibit 6.6.5 B – Side common area not required on lots adjacent to a right-of-way.



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

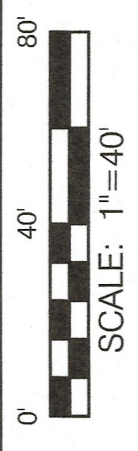
**VALLEY**  
ENGINEERING  
IDEAS MADE REAL

4901 CROWME DRIVE  
MOUNT CRAWFORD, VIRGINIA 22841  
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OR (800) 343-6365  
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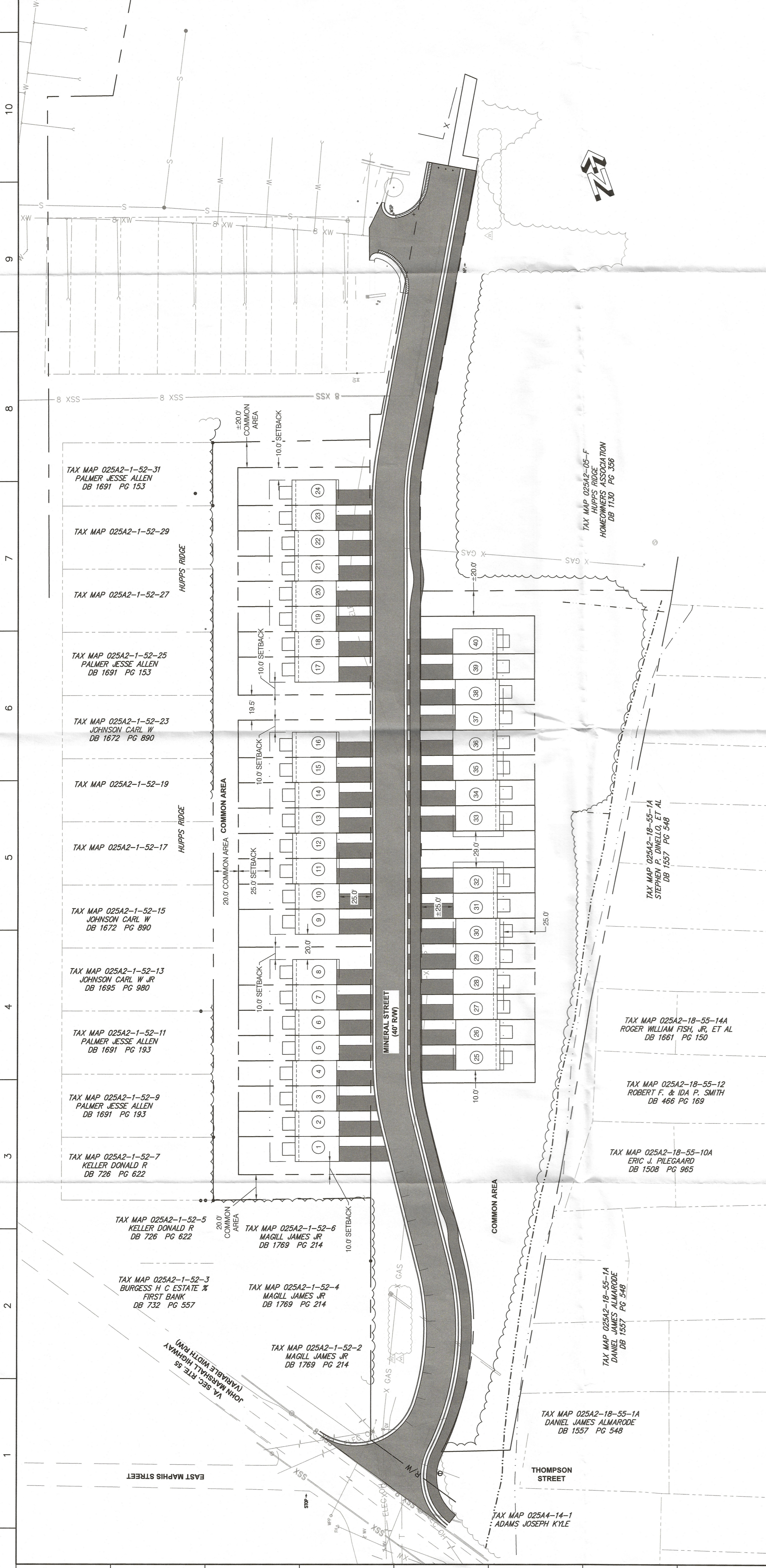
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DATE: 05/08/2023  
PROJECT No.: 12360-8  
EXP./CLIENT No.: 7495-2



**TOWNHOUSE**  
SKETCH

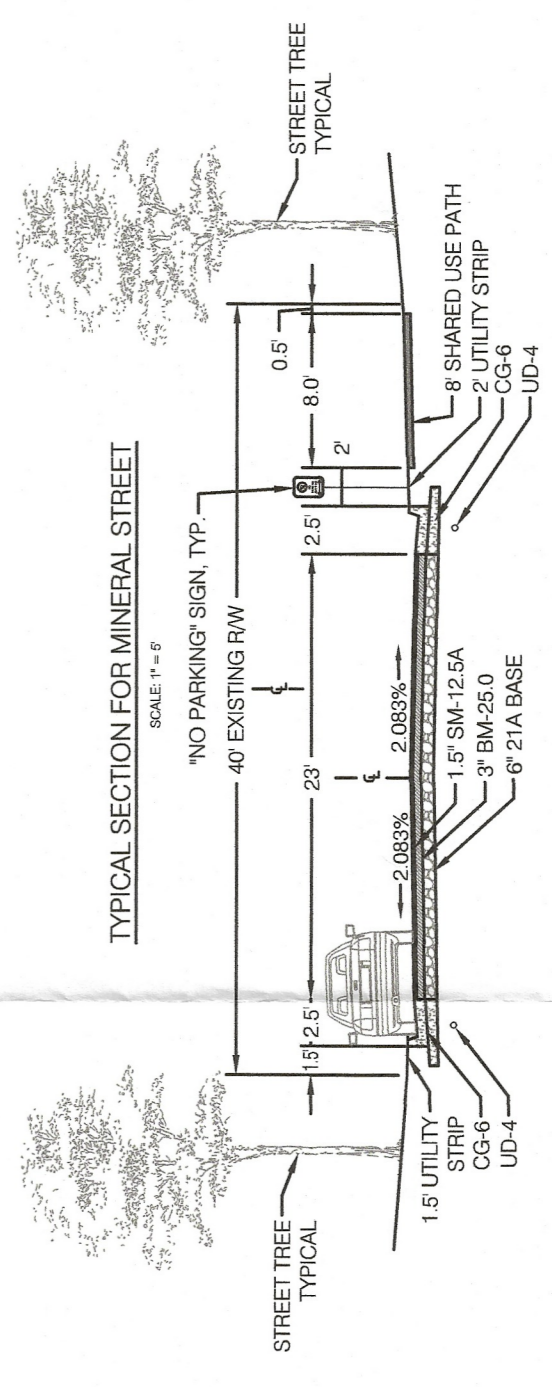
SHEET NO.:  
**CONCEPT**



SITE DATA	
OWNER	TRILDRD LLC
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		
REQUIRED	PROVIDED	
MAX DENSITY	8 UNITS/ACRE (16 WITH SUP)	10.9
MAXIMUM DWELLING UNITS PER BUILDING	4 (8 WITH SUP)	8
LIVING AREA	850 SF	1220 SF
BUILDING HEIGHT	35' MAX	33'
LOT WIDTH	20' MIN	20' MIN
LOT SIZE (END)	2700 SF MIN	2700 SF MIN
LOT SIZE (INTERIOR)	1800 SF MIN	1800 SF MIN
OPEN SPACE	30% (48,100 SF)	43% (68,624 SF)
FRONT SETBACK	25' (WITH OFF-STREET PARKING)	25' (WITH OFF-STREET PARKING)
SIDE SETBACK	10'	10'
REAR SETBACK	25'	25'

6.6.5. TOWNHOUSE STANDARDS		
REQUIRED	PROVIDED	
PARKING	2 SPACES PER UNIT (GARAGE + DRIVEWAY) & 10 SPACES ALONG ROADWAY FOR A TOTAL OF 90 SPACES	10.9
COMMON AREA BUFFER	20' WIDTH IN REAR (10' WITH SUP)	20'
FRONT COMMON AREA	10' WIDTH ON SIDE	10'+
TRASH RECEPTACLES	4' GRASS STRIP & 4' SIDEWALK DESIGNATED LOCATION FOR CANS OR DUMPSTER	SEE ROAD SECTION AS A PART OF THE SUP DESIGNATED LOCATION FOR CANS OR DUMPSTER



\*NOTE: PER UDO SEC. 6.6.3.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



**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"

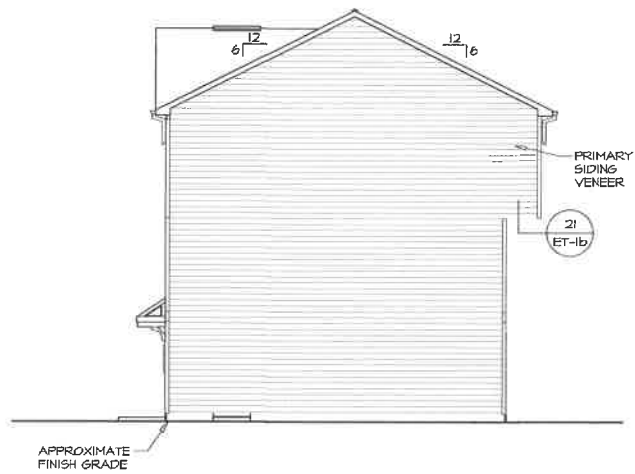
UNIT B  
PER PLAN  
ELEVATION "A"

UNIT A  
PER PLAN  
ELEVATION "C"

6  
B-2

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

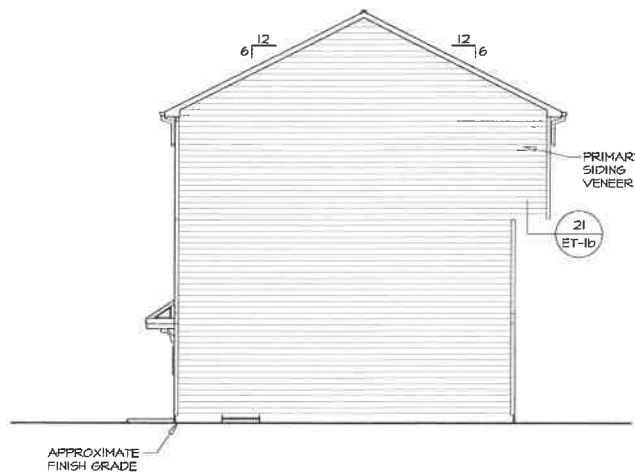
SCALE: 1/8" = 1'-0"



10 **RIGHT ELEVATION**  
A-2

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

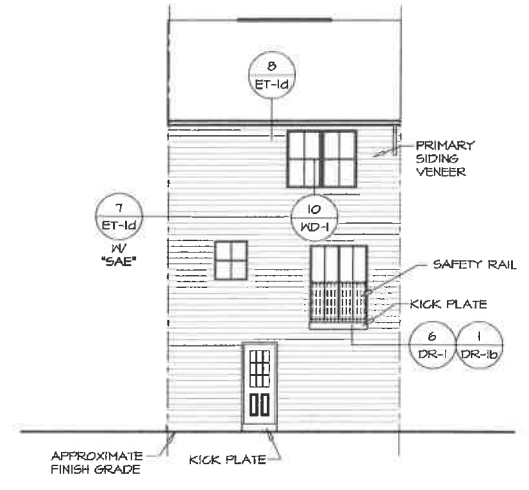
BASEMENT LEVEL ENTRY "FTD"  
AND ELEVATION B "ELB"



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"



**Budget Amendment (FY20024)**

**Meeting Date: July 11, 2023**

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To: Mayor Boies and Town Council of Strasburg  
From: Waverly Coggsdale, Town Manage  
Date: July 7, 2023  
Re: Budget Amendment (FY2024) Skatepark Funding

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**DESCRIPTION:** Consideration of the Budget Amendment setting forth Council’s decision to fund the skatepark construction up to an amount of \$145,000 through the use of ARPA funds. The project will be managed by town staff.

**POTENTIAL ACTIONS**

- Approval of Budget Amendment (BA FY2024-01) in the amount of \$145,000 for the skatepark construction, as outlined in the budget amendment.
- Denial of Budget Amendment (BA FY2024-01) in the amount of \$145,000 for the skatepark construction, as outlined in the budget amendment.
- Deferral of decision by Town Council for additional review and consideration.

**Attachments:**

- Budget Amendment (BA FY2024-01)



## TOWN OF STRASBURG

### BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Strasburg, VA, that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2024:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Administration – Capital 10-4413-0400	\$145,000	
Transfer In from ARPA Funds 10-3330-9060		\$145,000

#### Summary

To appropriate \$145,000 for the construction of a skatepark at Town Park.

#### Budget Impact

This will result in a net increase to the budget of \$145,000.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 11<sup>th</sup> day of July 2023.



**Village at Cedar Springs PUD Discussion**

**Meeting Date: July 11, 2023**

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To: Mayor Boies and Town Council of Strasburg  
From: Waverly Coggsdale, Town Manage  
Date: July 7, 2023  
Re: Village at Cedar Springs Planned Development Proffers and Commercial Development Discussion

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**DESCRIPTION:** Discussion of Village of Cedar Springs Planned Development Proffers related to the Pifer House and Vesper Hall. In addition, the developer will be present to discuss their thoughts on the commercial development on the site.

**POTENTIAL ACTIONS**

- Any actions/directions will be based on the discussion.

**Attachments:**

- Cedar Springs Proffers (*Section 8 references Pifer House and Vesper Hall*)
- Letter from Bob Claytor

## PROPOSED PROFFER STATEMENT

REZONING: REZ2020-01 (REZ2004-10 amended)  
X (Transitional) to PD (Planned Development)

PROPERTY: 36.3270 Acres +/-;  
Tax Map Parcel 016-A-086 (the "Property")

RECORD OWNER: Strasburg Interstate Properties, LP, LLP

APPLICANT: Strasburg Interstate Properties, LP, LLP

PROJECT NAME: Cedar Springs (aka Aikens-Claytor Property)

ORIGINAL DATE OF PROFFERS: September 27, 2004

REVISION DATES (S): 10/8/04; 10/ 22/04; 1/12/05; 1/27/05; 3/16/05; 4/12/05;  
5/3/05; 1/12/21

The undersigned hereby proffers that the use and development of the subject property ("Property"), as described above, shall be in strict conformance with the following conditions, which shall supersede all other proffers that may have been made prior hereto. In the event that the above referenced PD conditional rezoning is not granted as applied for by the applicant ("Applicant"), these proffers shall be deemed withdrawn and shall be null and void. Further, these proffers are contingent upon final rezoning of the Property with "final rezoning" defined as that rezoning which is in effect on the day following the last day upon which the Town of Strasburg Town Council (the "Council") decision granting the rezoning may be contested in the appropriate court. If the Council's decision is contested, and the Applicant elects not to submit development plans until such contest is resolved, the term rezoning shall include the day following entry of a final court order affirming the decision of the Council which has not been appealed, or, if appealed, the day following which the decision has been affirmed on appeal. If this application is denied by the Council, but in the event that an appeal is for any reason thereafter remanded to the Council for reconsideration by a court of competent jurisdiction, then these proffers shall be deemed withdrawn unless the Applicant shall affirmatively readopt all or any portion hereof in a writing specifically for that purpose.

The headings of the proffers set forth below have been prepared for convenience or reference only and shall not control or affect the meaning or be taken as an interpretation of any provision of the proffers. The improvements proffered herein shall be provided at the time of development of that portion of the Property adjacent to or including the improvement or other proffered requirement, unless otherwise specified herein. The term "Applicant" as referenced herein shall include within its meaning all future owners and successors in interest. When used in these proffers, the "Master Development Plan," shall refer to the plan entitled "Master Development Plan, Aikens-Claytor" dated October 8, 2004 (the "MDP"), and shall include the following:



1. LAND USE:

- 1.1 Areas of residential and commercial development on the Property shall be developed in conformance with the regulations of the Planned Development ("PD") zoning district, as set forth in the Town of Strasburg Code. All residential and commercial development on the Property shall comply with the aforesaid regulations, or as may be approved by the Town of Strasburg.
- 1.2 Residential development on the Property shall not exceed a maximum of 128 dwelling units.
- 1.3 The maximum dwelling units for which building permits are requested shall be 65 in any 12-month period.
- 1.4 Areas for commercial development shall be provided adjacent to the right of way of VA Route 55, as generally depicted on the MDP. The total area reserved for commercial land uses shall consist of at least 8 acres. (See 1 on MDP)

2. CONDITIONS PRECEDENT TO THE ISSUANCE OF PERMITS AND PLAN APPROVALS:

- 2.1 The Property shall be developed as one single and unified development in accordance with applicable ordinances, regulations, and design standards, and this Proffer Statement as approved by the Council.

3. ARCHITECTURE, SIGNAGE, AND LANDSCAPING:

- 3.1. Materials utilized for all exterior facades of the commercial buildings shall include but not be limited to concrete masonry units (CMU) brick, architectural block, dryvit, or other simulated stucco (EFIS), real or simulated wood and/or glass. Standard concrete masonry block shall not be used for the front facades of any buildings.
- 3.2. All buildings within the development on the property shall be constructed using compatible architectural styles and materials, and signage for such buildings shall be of a similar style and materials in order to maintain a unified development plan.
- 3.3. A twenty (20) foot landscaped corridor buffer area shall be provided along the frontage of the site. (See 2 on MDP)

4. WATER & SEWER:

- 4.1. The Applicant shall be responsible for connecting the Property to public water and sewer, and for constructing all facilities required for such connection. All water and sewer infrastructure shall be constructed in accordance with the requirements of the Town of Strasburg. The Applicant reserves the right to negotiate with the Town to recapture costs associated with the construction of said facilities.

4.2. The Applicant shall install a water main through the site, terminating at the southwest corner of the Property adjacent to the Interstate 81 right of way, to allow for the future extension of municipal water transmission facilities to the south. The Applicant shall construct said water main to be available for needed use pursuant to the timing of Town extension of water transmission facilities.

5. ENVIRONMENT:

5.1 Stormwater management and Best Management Practices (BMP) for the Property shall be provided in accordance with the Virginia Stormwater Management Regulations, First Ed. 1999, Chapter 2, Table 2-3 which results in the highest order of stormwater control in existing Virginia law at the time of construction of any such facility.

6 TRANSPORTATION:

6.1 The Applicant shall install turn lane improvements on VA Route 55 to ensure safe and efficient site access. The exact location and design of such improvements shall be determined upon final engineering thereof. Such design shall be in accordance with Virginia Department of Transportation (VDOT) specifications and subject to review and approval by the Town of Strasburg and VDOT.

6.2 The Applicant shall enter into a signalization agreement with the Virginia Department of Transportation (VDOT) for the intersection of VA Route 55 and the project access road. (See 3 on MDP)

6.3 The Applicant shall accommodate the projected footprint of VA Route 55 as a future four lane facility in the design of improvements planned for said roadway.

6.4 The Applicant shall place the amount of \$800.00 per dwelling unit in an escrow account for future improvements to VA Route 55. The amount escrowed shall total \$102,400 at project build-out. Such funds shall be escrowed at the time of zoning permit issuance for each such unit and shall be released to the Town within 90 days of a written request by the Town.

7 MONETARY CONTRIBUTION TO OFF-SET FISCAL IMPACTS:

7.1 The Applicant shall contribute to the Town of Strasburg the sum of \$2,000.00 per dwelling unit for the purposes of improvements to the public water and sewer system, public street network, or any other public facility as determined by Town Council, payable upon the issuance of a residential zoning permit for each such unit. The total contribution to the Town at project build-out will be \$256,000.

7.2 The Applicant shall complete off site public water and sewer improvements at a cost of \$500,000, which is equivalent to \$3,900.00 per dwelling unit. Said improvements will result in the extension of public water and sewer infrastructure across land designated as a future industrial park for Shenandoah County ("the County"). The offsite improvements completed by the Applicant will represent a direct cost savings to the County, the value of which exceeds the projected fiscal impact of this rezoning to the County.

8 CULTURAL RESOURCES INVESTIGATION AND PRESERVATION:

- 8.1 The Elijah Pifer House shall be preserved on the site. Signage and other appropriate treatments shall be utilized to enable public interpretation of the architectural and historical significance of the structure. (See 4 on MDP)
- 8.2 A Phase II architectural survey shall be completed for Vesper Hall. The results of this analysis shall be shared with the Virginia Department of Historic Resources (VDHR) and the Town of Strasburg. Opportunities for the adaptive reuse of the structure for commercial purposes shall be explored and pursued to the extent feasible as determined by the Applicant. (See 5 on MDP)

SIGNATURES APPEAR ON THE FOLLOWING PAGES

Respectfully submitted,

STRASBURG INTERSTATE PROPERTIES, LP

BY: William Aikens

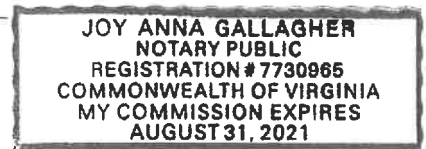
TITLE: Vice President

STATE OF VIRGINIA, AT LARGE  
SHENANDOAH COUNTY, To-wit:

The foregoing instrument was acknowledged before me this 16 day of February 2021, by William Aikens.

My commission expires: August 31, 2021

Notary Public: [Signature]



TOWN APPROVAL:

Leander N. Pambid

2/19/2021

Planning and Zoning Administrator, Town of Strasburg, Virginia

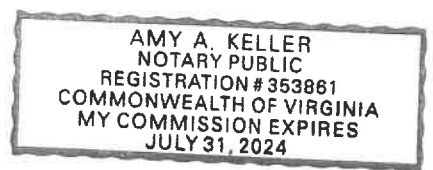
Date

STATE OF VIRGINIA, AT LARGE  
SHENANDOAH COUNTY, To-wit:

The foregoing instrument was acknowledged before me this 19<sup>th</sup> day of February 2021, by Leander N. Pambid.

My commission expires: 7-31-2024

Notary Public: [Signature]





February 19, 2021

**William Aikens  
Aikens Group  
PO Box 2468  
Winchester, Virginia 22604**

**Re: REZ2020-01  
Amendment to REZ2004-10**

**Dear Sir:**

The Strasburg Town Council at its meeting on January 12, 2021, approved your request (as amended by the Council) to amend a proffer to an existing zoning case (REZ2004-10) for the site currently known as Cedar Spring Estates. It is located on tax parcels #016C 03 A 001 through 116 and all associated lettered common area tax parcels contained within the original zoning case- containing approximately 36.33 acres. The site is located along the west line of John Marshall Highway (State Route 55) at its intersection with Cedar Spring Drive.

The Town Council accepted the following amended proffer:

*1.3 The maximum dwelling units for which building permits are requested shall be ~~40~~ **80 65** in any 12 month period.*

Please note: All other proffers listed in the original case REZ2004-10 are to remain in full effect as written.

The approved version of the revised proffer statement is included with this letter. You may contact me at **540-465-9197 x127** and [lpambid@strasburgva.com](mailto:lpambid@strasburgva.com) if you need any additional information or require further assistance.

Sincerely,

Leander N. "Lee" Pambid  
Planning and Zoning Administrator

**PC: Ron Mislosky, Pennoni Associates  
Wyatt Pearson, Strasburg Town Manager**

July 5, 2023

Waverly Coggsdale  
Strasburg Town Office  
174 East King Street  
Strasburg, Va. 22657

Subject: Building a Handy Mart Convenience Store at Rt 55 and Int 81

Ladies and Gentlemen,

We would like to build a Handy Mart Convenience Store on the six-acre lot at Rt 55 and Int. 81. This location would have a grocery store, Dunkin Donut with drive through, and gasoline. We have developed this site since 2003 and have created over 50 single family homes and over 50 townhouses. The remaining commercial property has always been planned for a Convenience Store. This property is on the exit ramp of interstate 81 and the traffic will not impact any other neighbors. The area needs a grocery store, and the interstate will create the traffic for the Dunkin and gas facility.

Our Company has had a long history in Strasburg:

1. We have been delivering Heating Oil in the town for over 70 years.
2. We purchased the Tommy Cameron Exxon Station in 1990 and it is now a Shell Handy Mart
3. You have your Welcome to Strasburg sign on our Shell Handy Mart Property
4. We purchased the H & R block house next to the Shell Handy Mart and changed the property to a parking lot and gave the house to your local ball field as a storage building.
5. We purchased the empty house next to the H & R lot and restored the location into two apartments.
6. We purchased the Gary Holsinger Gasoline station and repair center in 2006 but have supplied gasoline to that location since 1988.
7. We purchased 36 acres at Rt 55 and Int 81 in 2003 and used that property to design your Zoning plan with Chuck Maddox who worked for your Town and our Company.
8. We constructed a water and sewer line to the property at a cost of \$650,000 that the Town has used for commercial development and provided water for your Fire Department.

Thank you for being a good community for operating a business.

Sincerely,

Robert Claytor

# NEW BUSINESS





**Agenda Location: New Business**

**Meeting Date: July 11, 2023**

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**ITEM TITLE:** South Loudoun Street, vacant property

**DESCRIPTION:**

Complaints have been received regarding overgrowth and dead trees on a vacant lot on South Loudoun Street. Additionally, the property taxes are delinquent. The owner identified on the tax records is deceased and staff have been unable to identify other family members. Staff is requesting direction forward to address the condition of the lot.

**ATTACHMENTS:**

- Staff Report

*Prepared by Brian Otis, Planning & Zoning Administrator*





**Vacant property at South Loudoun Street  
Tax Map # 25A4-((10))-71-27**

## STAFF REPORT

TC Meeting Date: July 11, 2023  
Agenda Title: Vacant property at South Loudoun Street  
Requested Action: Staff direction on addressing vacant lot with current nuisance related to overgrowth and safety concerns with trees on the property.

### Summary

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The subject parcel has become adversely overgrown with brush. Dead trees pose a possible hazard to the neighboring properties. Staff have received complaints about the condition. Based on staff findings, the property owner is deceased and has been unable to identify any relatives.

### Background

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- A: Site Location: Tax map number 25A4-((10))-71-27. Legal description of "Lot 50' x 150', in Town of Strasburg, Davis Magisterial District, Shenandoah County, Virginia, known as Lot 27, Block 71, Stark Addition to the Town of Strasburg." Plat of the Stark Addition, Plat Book 93 Page 119.
- B: Tax information: The last tax payments the county and town were received for the 2005 tax year. Payments from 2006 to the present are delinquent. As of June 27, 2023 the total due to the town is \$980.73 and to the county \$3,962.73. For a total of \$4,943.46.
- C: Violation process
- Certified mail was sent to the last known address and returned to sender on June 16, 2023
  - Advertisement was placed in the Northern Virginia Daily for the May 19, 2023 publication.

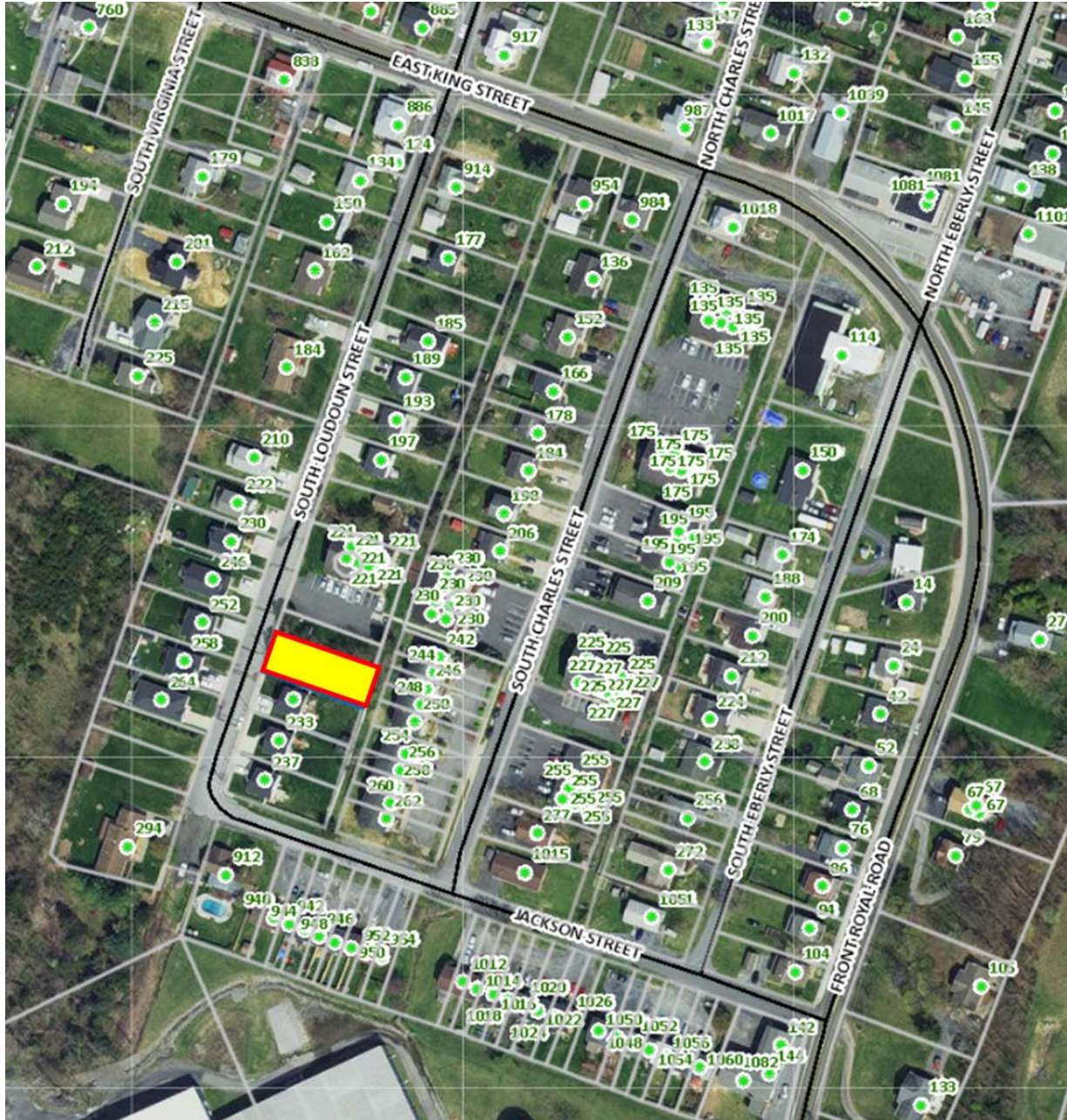
### Attachments

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- Attachment A – Aerial Image  
Attachment B – Lot Images May 16, 2023  
Attachment C – Town tax records  
Attachment D – Violation Letter to last known address as identified on tax records  
Attachment E – Advertisement of Violation, placed within the Northern Virginia Daily for May 19, 2023

**Vacant property at South Loudoun Street**  
**Tax Map # 25A4-((10))-(71)-27**

Attachment A – Aerial Image



Attachment B – Lot Images May 16, 2023



**Attachment B – Lot Images May 16, 2023 – cont.**





**Vacant property at South Loudoun Street  
Tax Map # 25A4-((10))-71-27**

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

Attachment C – Town Tax Records

# Tax Statement of Account

Statement Date: 6/27/2023

**Town of Strasburg**  
**P.O. Box 351**  
**174 East King St.**  
**Strasburg VA 22657**

Page 1 of 2

LYNCH ELIZABETH M ET AL  
 PO BOX 127  
 HUGHESVILLE MD 20637-0127

<b>Account</b>	12727
<b>Status</b>	Active
<b>Balance</b>	\$241.36

<b>Prop Type:</b> Real	<b>Prop Pin:</b> 025A410B071027	<b>Tax Year:</b> 2016	<b>Balance:</b> \$20.40
<b>Bill:</b> 2985	<b>Prop Desc:</b> STARK ADDITION LT 27 BLK 71		
Real Principle	\$12.00		
Real Interest	\$7.20		
Real Penalty	\$1.20		
<b>Prop Type:</b> Real	<b>Prop Pin:</b> 025A410B071027	<b>Tax Year:</b> 2016	<b>Balance:</b> \$20.40
<b>Bill:</b> 6069	<b>Prop Desc:</b> STARK ADDITION LT 27 BLK 71		
Real Principle	\$12.00		
Real Interest	\$7.20		
Real Penalty	\$1.20		
<b>Prop Type:</b> Real	<b>Prop Pin:</b> 025A410B071027	<b>Tax Year:</b> 2017	<b>Balance:</b> \$19.20
<b>Bill:</b> 1683	<b>Prop Desc:</b> STARK ADDITION LT 27 BLK 71		
Real Principle	\$12.00		
Real Interest	\$6.00		
Real Penalty	\$1.20		
<b>Prop Type:</b> Real	<b>Prop Pin:</b> 025A410B071027	<b>Tax Year:</b> 2017	<b>Balance:</b> \$19.20
<b>Bill:</b> 6108	<b>Prop Desc:</b> STARK ADDITION LT 27 BLK 71		
Real Principle	\$12.00		
Real Interest	\$6.00		
Real Penalty	\$1.20		
<b>Prop Type:</b> Real	<b>Prop Pin:</b> 025A410B071027	<b>Tax Year:</b> 2018	<b>Balance:</b> \$18.00
<b>Bill:</b> 1684	<b>Prop Desc:</b> STARK ADDITION LT 27 BLK 71		
Real Principle	\$12.00		
Real Interest	\$4.80		
Real Penalty	\$1.20		
<b>Prop Type:</b> Real	<b>Prop Pin:</b> 025A410B071027	<b>Tax Year:</b> 2018	<b>Balance:</b> \$18.00
<b>Bill:</b> 1691	<b>Prop Desc:</b> STARK ADDITION LT 27 BLK 71		
Real Principle	\$12.00		
Real Interest	\$4.80		
Real Penalty	\$1.20		
<b>Prop Type:</b> Real	<b>Prop Pin:</b> 025A410B071027	<b>Tax Year:</b> 2019	<b>Balance:</b> \$16.80
<b>Bill:</b> 1671	<b>Prop Desc:</b> STARK ADDITION LT 27 BLK 71		
Real Principle	\$12.00		
Real Interest	\$3.60		
Real Penalty	\$1.20		
<b>Prop Type:</b> Real	<b>Prop Pin:</b> 025A410B071027	<b>Tax Year:</b> 2019	<b>Balance:</b> \$16.80
<b>Bill:</b> 1676	<b>Prop Desc:</b> STARK ADDITION LT 27 BLK 71		
Real Principle	\$12.00		
Real Interest	\$3.60		
Real Penalty	\$1.20		
<b>Prop Type:</b> Real	<b>Prop Pin:</b> 025A410B071027	<b>Tax Year:</b> 2020	<b>Balance:</b> \$15.60
<b>Bill:</b> 1686	<b>Prop Desc:</b> STARK ADDITION LT 27 BLK 71		
Real Principle	\$12.00		
Real Interest	\$2.40		

## Tax Statement of Account

Statement Date: 6/27/2023

**Town of Strasburg**  
**P.O. Box 351**  
**174 East King St.**  
**Strasburg VA 22657**

Page 2 of 2

		Real Penalty	\$1.20		
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	025A410B071027	<b>Tax Year:</b>	2020
<b>Bill:</b>	1288	<b>Prop Desc:</b>	STARK ADDITION LT 27 BLK 71		
	Real Principle		\$12.00		
	Real Interest		\$2.40		
	Real Penalty		\$1.20		
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	025A410B071027	<b>Tax Year:</b>	2021
<b>Bill:</b>	1149	<b>Prop Desc:</b>	STARK ADDITION LT 27 BLK 71		
	Real Principle		\$12.00		
	Real Interest		\$1.20		
	Real Penalty		\$1.20		
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	025A410B071027	<b>Tax Year:</b>	2021
<b>Bill:</b>	1091	<b>Prop Desc:</b>	STARK ADDITION LT 27 BLK 71		
	Real Principle		\$12.00		
	Real Interest		\$1.20		
	Real Penalty		\$1.20		
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	025A410B071027	<b>Tax Year:</b>	2022
<b>Bill:</b>	31001	<b>Prop Desc:</b>	STARK ADDITION LT 27 BLK 71		
	Real Principle		\$9.85		
	Real Penalty		\$0.99		
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	025A410B071027	<b>Tax Year:</b>	2022
<b>Bill:</b>	1023	<b>Prop Desc:</b>	STARK ADDITION LT 27 BLK 71		
	Real Principle		\$9.85		
	Real Penalty		\$0.99		
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	025A410B071027	<b>Tax Year:</b>	2023
<b>Bill:</b>	1793	<b>Prop Desc:</b>	STARK ADDITION LT 27 BLK 71		
	Real Principle		\$10.88		

**Account #** 12727  
 LYNCH ELIZABETH M ET AL

### Totals By Year:

Tax Year:	Amount:
2016	\$40.80
2017	\$38.40
2018	\$36.00
2019	\$33.60
2020	\$31.20
2021	\$28.80
2022	\$21.68
2023	\$10.88
<b>Total:</b>	<b>\$241.36</b>

### Totals By Revenue:

Revenue Name:	Amount:
Real Interest	\$50.40
Real Penalty	\$16.38
Real Principle	\$174.58
<b>Total:</b>	<b>\$241.36</b>
<b>Total:</b>	<b>\$241.36</b>

# Tax Statement of Account

Statement Date: 6/27/2023

**Town of Strasburg**  
**P.O. Box 351**  
**174 East King St.**  
**Strasburg VA 22657**

Page 1 of 4

LYNCH ELIZABETH M ET AL  
 DECEASED  
 NO FORWARDING ADDRESS  
 HUGHESVILLE MD 20637

<b>Account</b>	3439
<b>Status</b>	InActive
<b>Balance</b>	\$739.37

<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2007	<b>Balance:</b>	\$32.79
<b>Bill:</b>	13	<b>Prop Desc:</b>	STARK ADDITION 0				
		Real Principle	\$13.71				
		Real Interest	\$18.86				
		Personal Interest	\$0.22				
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2007	<b>Balance:</b>	\$1.36
<b>Bill:</b>	14	<b>Prop Desc:</b>	STARK ADDITION 0				
		Real Penalty	\$1.36				
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2008	<b>Balance:</b>	\$1.36
<b>Bill:</b>	25	<b>Prop Desc:</b>	STARK ADDITION 0				
		Real Penalty	\$1.36				
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2009	<b>Balance:</b>	\$30.65
<b>Bill:</b>	39	<b>Prop Desc:</b>	STARK ADDITION 0				
		Real Principle	\$13.71				
		Real Interest	\$16.72				
		Personal Interest	\$0.22				
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2006	<b>Balance:</b>	\$35.44
<b>Bill:</b>	78	<b>Prop Desc:</b>	STARK ADDITION 0				
		Real Principle	\$13.71				
		Real Interest	\$21.51				
		Personal Interest	\$0.22				
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2007	<b>Balance:</b>	\$1.36
<b>Bill:</b>	91	<b>Prop Desc:</b>	STARK ADDITION 0				
		Real Penalty	\$1.36				
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2008	<b>Balance:</b>	\$31.71
<b>Bill:</b>	106	<b>Prop Desc:</b>	STARK ADDITION 0				
		Real Principle	\$13.71				
		Real Interest	\$17.78				
		Personal Interest	\$0.22				
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2009	<b>Balance:</b>	\$1.36
<b>Bill:</b>	130	<b>Prop Desc:</b>	STARK ADDITION 0				
		Real Penalty	\$1.36				
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2010	<b>Balance:</b>	\$1.92
<b>Bill:</b>	465	<b>Prop Desc:</b>	STARK ADDITION 0				
		Real Penalty	\$1.92				
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2006	<b>Balance:</b>	\$1.36
<b>Bill:</b>	490	<b>Prop Desc:</b>	STARK ADDITION 0				
		Real Penalty	\$1.36				
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2006	<b>Balance:</b>	\$35.44
<b>Bill:</b>	491	<b>Prop Desc:</b>	STARK ADDITION 0				
		Real Principle	\$13.71				
		Real Interest	\$21.51				
		Personal Interest	\$0.22				



## Tax Statement of Account

Statement Date: 6/27/2023

**Town of Strasburg**  
**P.O. Box 351**  
**174 East King St.**  
**Strasburg VA 22657**

Page 2 of 4

<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2009	<b>Balance:</b>	\$30.65
<b>Bill:</b>	540	<b>Prop Desc:</b>	STARK ADDITION 0				
	Real Principle		\$13.71				
	Real Interest		\$16.72				
	Personal Interest		\$0.22				
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2009	<b>Balance:</b>	\$1.36
<b>Bill:</b>	541	<b>Prop Desc:</b>	STARK ADDITION 0				
	Real Penalty		\$1.36				
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2006	<b>Balance:</b>	\$1.36
<b>Bill:</b>	569	<b>Prop Desc:</b>	STARK ADDITION 0				
	Real Penalty		\$1.36				
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2007	<b>Balance:</b>	\$32.79
<b>Bill:</b>	580	<b>Prop Desc:</b>	STARK ADDITION 0				
	Real Principle		\$13.71				
	Real Interest		\$18.86				
	Personal Interest		\$0.22				
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2008	<b>Balance:</b>	\$31.26
<b>Bill:</b>	592	<b>Prop Desc:</b>	STARK ADDITION 0				
	Real Principle		\$13.71				
	Real Interest		\$17.33				
	Personal Interest		\$0.22				
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2008	<b>Balance:</b>	\$1.36
<b>Bill:</b>	593	<b>Prop Desc:</b>	STARK ADDITION 0				
	Real Penalty		\$1.36				
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2010	<b>Balance:</b>	\$42.08
<b>Bill:</b>	690	<b>Prop Desc:</b>	STARK ADDITION 0				
	Real Principle		\$19.36				
	Real Interest		\$22.40				
	Personal Interest		\$0.32				
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2011	<b>Balance:</b>	\$1.92
<b>Bill:</b>	1015	<b>Prop Desc:</b>	STARK ADDITION 0				
	Real Penalty		\$1.92				
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2011	<b>Balance:</b>	\$38.87
<b>Bill:</b>	1298	<b>Prop Desc:</b>	STARK ADDITION 0				
	Real Principle		\$19.36				
	Real Interest		\$19.19				
	Personal Interest		\$0.32				
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2010	<b>Balance:</b>	\$1.92
<b>Bill:</b>	1328	<b>Prop Desc:</b>	STARK ADDITION 0				
	Real Penalty		\$1.92				
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2011	<b>Balance:</b>	\$38.87
<b>Bill:</b>	1810	<b>Prop Desc:</b>	STARK ADDITION 0				
	Real Principle		\$19.36				
	Real Interest		\$19.19				
	Personal Interest		\$0.32				
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2012	<b>Balance:</b>	\$37.60
<b>Bill:</b>	2158	<b>Prop Desc:</b>	STARK ADDITION 0				
	Real Principle		\$19.36				

**Tax Statement of Account**

Statement Date: 6/27/2023

**Town of Strasburg**  
**P.O. Box 351**  
**174 East King St.**  
**Strasburg VA 22657**

Page 3 of 4

	Real Interest		\$17.92			
	Personal Interest		\$0.32			
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2012	<b>Balance:</b> \$1.92
<b>Bill:</b>	2159	<b>Prop Desc:</b>	STARK ADDITION 0			
	Real Penalty		\$1.92			
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2013	<b>Balance:</b> \$38.44
<b>Bill:</b>	2639	<b>Prop Desc:</b>	STARK ADDITION 0			
	Real Principle		\$19.36			
	Real Interest		\$18.76			
	Personal Interest		\$0.32			
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2013	<b>Balance:</b> \$35.26
<b>Bill:</b>	2640	<b>Prop Desc:</b>	STARK ADDITION 0			
	Real Principle		\$19.36			
	Real Interest		\$15.58			
	Personal Interest		\$0.32			
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2013	<b>Balance:</b> \$1.92
<b>Bill:</b>	2934	<b>Prop Desc:</b>	STARK ADDITION 0			
	Real Penalty		\$1.92			
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2014	<b>Balance:</b> \$1.92
<b>Bill:</b>	3847	<b>Prop Desc:</b>	STARK ADDITION 0			
	Real Penalty		\$1.92			
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2014	<b>Balance:</b> \$34.32
<b>Bill:</b>	3848	<b>Prop Desc:</b>	STARK ADDITION 0			
	Real Principle		\$19.36			
	Real Interest		\$14.64			
	Personal Interest		\$0.32			
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2013	<b>Balance:</b> \$1.92
<b>Bill:</b>	4488	<b>Prop Desc:</b>	STARK ADDITION 0			
	Real Penalty		\$1.92			
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2014	<b>Balance:</b> \$1.92
<b>Bill:</b>	6959	<b>Prop Desc:</b>	STARK ADDITION 0			
	Real Penalty		\$1.92			
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2015	<b>Balance:</b> \$32.64
<b>Bill:</b>	7486	<b>Prop Desc:</b>	STARK ADDITION 0			
	Real Principle		\$19.20			
	Real Interest		\$13.28			
	Personal Interest		\$0.16			
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2015	<b>Balance:</b> \$32.64
<b>Bill:</b>	7617	<b>Prop Desc:</b>	STARK ADDITION 0			
	Real Principle		\$19.20			
	Real Interest		\$13.28			
	Personal Interest		\$0.16			
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2015	<b>Balance:</b> \$1.92
<b>Bill:</b>	7618	<b>Prop Desc:</b>	STARK ADDITION 0			
	Real Penalty		\$1.92			
<b>Prop Type:</b>	Real	<b>Prop Pin:</b>	25A410B071027	<b>Tax Year:</b>	2015	<b>Balance:</b> \$1.92
<b>Bill:</b>	8914	<b>Prop Desc:</b>	STARK ADDITION 0			
	Real Penalty		\$1.92			

**Tax Statement of Account**

Statement Date: 6/27/2023

**Town of Strasburg**  
**P.O. Box 351**  
**174 East King St.**  
**Strasburg VA 22657**

Page 4 of 4

<b>Prop Type:</b> Real	<b>Prop Pin:</b> 25A410B071027	<b>Tax Year:</b> 2010	<b>Balance:</b> \$42.08
<b>Bill:</b> 9183	<b>Prop Desc:</b> STARK ADDITION 0		
Real Principle	\$19.36		
Real Interest	\$22.40		
Personal Interest	\$0.32		

<b>Prop Type:</b> Real	<b>Prop Pin:</b> 25A410B071027	<b>Tax Year:</b> 2011	<b>Balance:</b> \$1.92
<b>Bill:</b> 9390	<b>Prop Desc:</b> STARK ADDITION 0		
Real Penalty	\$1.92		

<b>Prop Type:</b> Real	<b>Prop Pin:</b> 25A410B071027	<b>Tax Year:</b> 2012	<b>Balance:</b> \$1.92
<b>Bill:</b> 9639	<b>Prop Desc:</b> STARK ADDITION 0		
Real Penalty	\$1.92		

<b>Prop Type:</b> Real	<b>Prop Pin:</b> 25A410B071027	<b>Tax Year:</b> 2012	<b>Balance:</b> \$37.60
<b>Bill:</b> 9640	<b>Prop Desc:</b> STARK ADDITION 0		
Real Principle	\$19.36		
Real Interest	\$17.92		
Personal Interest	\$0.32		

<b>Prop Type:</b> Real	<b>Prop Pin:</b> 25A410B071027	<b>Tax Year:</b> 2014	<b>Balance:</b> \$34.32
<b>Bill:</b> 10440	<b>Prop Desc:</b> STARK ADDITION 0		
Real Principle	\$19.36		
Real Interest	\$14.64		
Personal Interest	\$0.32		

<b>Account #</b> 3439 LYNCH ELIZABETH M ET AL
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**Totals By Year:**

<b>Tax Year:</b>	<b>Amount:</b>
2006	\$73.60
2007	\$68.30
2008	\$65.69
2009	\$64.02
2010	\$88.00
2011	\$81.58
2012	\$79.04
2013	\$77.54
2014	\$72.48
2015	\$69.12
<b>Total:</b>	<b>\$739.37</b>

**Totals By Revenue:**

<b>Reveue Name:</b>	<b>Amount:</b>
Personal Interest	\$5.28
Real Interest	\$358.49
Real Penalty	\$33.92
Real Principle	\$341.68
<b>Total:</b>	<b>\$739.37</b>
<b>Total:</b>	<b>\$739.37</b>



**Vacant property at South Loudoun Street  
Tax Map # 25A4-((10))-71-27**

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

**Attachment D – Violation Letter to last known address as  
identified on tax records**



## Notice of Violation

DATE OF ISSUANCE:  
June 9, 2023

SERVE:  
Elizabeth Lynch or Heirs  
PO Box 127  
Hughesville, MD 20637

LOCATION OF VIOLATION:  
Unaddressed Vacant Parcel on South Loudon Street  
Strasburg, VA 22657  
Tax Map # 025A410B071 027

Dear Property Owners:

An inspection of the above referenced property on May 16, 2023 identifies the following violations of the Town of Strasburg Code and Unified Development Ordinance.

You are hereby notified that you are in violation of: **Town Code ARTICLE III- NUISANCES, Sec. 38-106. – General Authority of the town; and Town Code ARTICL III – NUISANCES, Sec. 38-113. Weeds, grass, and other foreign growth on occupied or vacant, developed, or undeveloped property.**

**Town Code ARTICLE III- NUISANCES, Sec. 38-106. – General Authority of the town**, states in part, *"Pursuant to Code of Virginia, § 15.2-1115, the town may compel the abatement or removal of all nuisances, including but not limited to the following:*

- (1)The removal of weeds from private and public property and snow from sidewalks;*
- (2)The covering or removal of offensive, unwholesome, unsanitary or unhealthy substances allowed to accumulate in or on any place or premises;"*

**Town Code ARTICLE III- NUISANCES, Sec. 38-113. – Weeds, grass, and other foreign growth on occupied or vacant, developed, or undeveloped property**, states in part, *"(a) Owner's responsibility to abate. The owner of occupied or vacant, developed, or undeveloped property in the town shall cut the grass, weeds, and other foreign growth on the property within 200 feet of an improved right-of-way or property line adjoining a lot whenever such grass, weeds and other foreign growth have reached a height of eight inches or more. This section shall not be applicable to land zoned for or in active farming operation."*

Compliance can be accomplished by the following:

- Remove all dead, leaning, and falling trees as they pose a risk to personal property and life safety.
- Remove all tall grass and foreign growth.



**Hearing request**

If you request to have a hearing held with Town Council in relation to the above violations, please provide a letter addressed to the Town Manager indicating this request. Upon receipt, by the town manager shall place the matter for hearing upon the agenda for the next regular meeting of the town council or a meeting called for that purpose and shall inform the owner or occupant of the property or premises affected of the date and time thereof. At such hearing the owner or occupant may appear and show cause, if any he can, why the nuisance should not be abated, removed or obviated. Technical or expert testimony may be presented by either party.

**Failure to abate the violation**

Failure to abate the violation within twenty (20) days of the date of this letter, or to show cause before the council why the nuisance should not be abated, removed or obviated, the council, at any regular or special meeting following the expiration of the period specified in such notice, shall order the nuisance abated, removed or obviated in such manner as may be prescribed by the council. The costs and expenses of abating, removing or obviating the nuisance, less any recovery for materials sold, shall be assessed against the person responsible for the nuisance and shall constitute a lien against the property or premises and shall be collected and recovered in like manner as state or local taxes.

Sincerely,

Brian Otis  
Planning and Zoning Administrator  
Town of Strasburg



**Vacant property at South Loudoun Street  
Tax Map # 25A4-((10))-71-27**

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

**Attachment E - Advertisement of Violation, placed within the  
Northern Virginia Daily for May 19, 2023**



## TOWN OF STRASBURG NOTICE OF VIOLATION

The Town of Strasburg is by here issuing a violation to the property owner of tax map # 025A410B071 027. This unaddressed parcel is located between 221 and 229 South Loudoun Street and tax records identify the property owner to be a Ms. Elizabeth Lynch of Hughesville Maryland.

This is an attempt to make contact with the current property owner. The Town Code sections that are being cited are as follows;

Town Code ARTICLE III- NUISANCES, Sec. 38-106. – General Authority of the town; and Town Code ARTICL III – NUISANCES, Sec. 38-113. Weeds, grass, and other foreign growth on occupied or vacant, developed, or undeveloped property.

If these violations are not abated within 20 days of this posting, the Town of Strasburg may take action in abating the violations. Any costs and expenses of abating, removing, or obviating the nuisance, less any recovery for materials sold, shall be assessed against the person responsible for the nuisance and shall constitute a lien against the property or premises and shall be collected and recovered in like manner as state or local taxes.

Additional information regarding this violation can be obtained at Town Hall or by calling 1-(540)-465-9197.

Brian Otis, Strasburg Planning & Zoning Administrator

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Please publish this notice as a display advertisement on **Friday, May 19, 2023**. Invoices for the notices may be sent to the Town of Strasburg.



# DEPARTMENT REPORTS





## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Finance Director, Angela Fletcher  
Date: 07/11/2023  
Re: Monthly Update to Council

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### Finances and Auditing

- The Fiscal Year 24 Budget was Adopted by Council on June 13.
- Year end closing and annual audit preparations are underway.
- Audit field visit was conducted June 7-9<sup>th</sup> and the auditors will return in the Fall.

### Due Dates and Anticipated Items/Customer Interaction and Information

- On May 9<sup>h</sup> Council voted to extend the first half tax billing due date from June 5<sup>th</sup> to June 26<sup>th</sup>.
- It is **146** days until Tuesday, December 5<sup>th</sup>, 2023  
(2<sup>nd</sup> Half Tax Due Date)



### Career Development/Training

- On June 1<sup>st</sup> Director of Finance Fletcher celebrates 5 years of employment with the Town.
- In addition, she received the FIRST EVER GFOA Distinguished Budget Presentation Award Plaque for her FY2022 submission.
- This also completes the GFOA Triple Crown Achievement for Mrs. Fletcher.



Town of Strasburg  
174 East King Street | P.O. Box 351 | Strasburg, VA 22657  
Ph 540.465.9197 | Fax 540.465.3252



## Memorandum

To: Mayor Boies & Members of Town Council  
From: Wayne Sager, Chief of Police  
Date: 7-7-2023  
Re: Monthly Update to Council

---

The Strasburg Police Department answered **1693** calls for service in the month of **June** 2023.

### Adult Criminal Charges (32)

- 1 Abduction (F)
- 1 Sodomy (F)
- 1 Malicious Wounding (F)
- 5 Assault by Mob (M, 5 separate defendants, 1 case)
- 8 Domestic Assault (7 M, 1 Felony, 5 defendants)
- 2 Assault & Battery (M, separate defendants)
- 1 Credit Card Fraud (M)
- 5 Possession of a Controlled Drug (1M, 4 F, 4 separate defendants)
- 1 Destruction of Property (M)
- 1 Forge Bank Note (F)
- 1 Trespassing (M)
- 1 Unauthorized Use of Vehicle (F)
- 2 DUID (M)
- 1 Drunk in Public (M)
- 1 Fugitive from Justice (F)

### Juvenile Criminal Charges (0)

### Traffic Violations (52)

- 6 Reckless Driving
- 10 Speeding
- 2 Driving Suspended
- 14 Fail to Obey Highway Sign
- 11 Expired State Inspection
- 3 Expired State Registration
- 1 No Driver's License
- 3 No Seat Belt
- 1 Vehicle Registration Violations
- 1 No Insurance

### Ordinance Violations in June (21)

### Uses of Narcan in June (1, two doses)

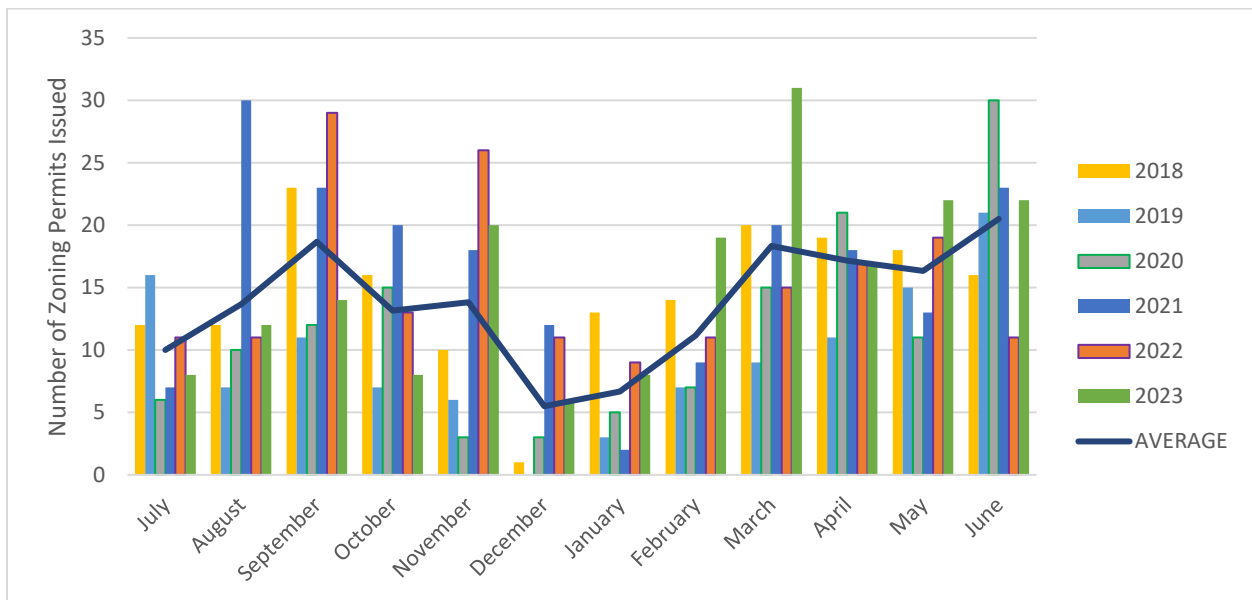
Town of Strasburg  
174 East King Street | P.O. Box 351 | Strasburg, VA 22657  
Ph 540.465.9197 | Fax 540.465.3252



## Memorandum

To: Mayor Boies and Strasburg Town Council  
 From: Brian Otis, Planning and Zoning Administrator  
 Date: 7/5/2023  
 Re: Monthly Update to Council (May)

### Permit Data



Number of Permits per Month							
Month	Current Month	Previous Month	% Change	Previous Year	% Change	Month Average	% Change
2023 June	22	22	0.00%	11	100.00%	16.3	34.97%



## **Boards and Commissions**

### Planning Commission

- The Planning Commission meeting for June 27, 2023 was held.
  - Public hearing and discussion for SUP23-0007 395 Stonewall St. - Short-term Rental. Planning Commission voted unanimously to recommend denial of the SUP.
  - Public hearing and discussion for SUP23-0006 Skyline Ridge Townhomes – increasing units per building from 4 to 8. Planning Commission voted 3-2 in favor of the unit per building increase.

### **Additional Items**

- UDO rewrite
  - Held Joint Meeting
  - Worked with the Berkley Group to finalize materials for the public outreach. Meetings to be held in the SHS cafeteria (door 28)
    - July 13<sup>th</sup>
  - Created new permits that are fillable and provide information to help the applicant with their submission.
  - Created new P&Z webpages.



## Memorandum

To: Mayor Boies and Strasburg Town Council  
From: Director of Strategic Initiatives Hilton  
Date: 7/2023  
Re: June Monthly Update to Council

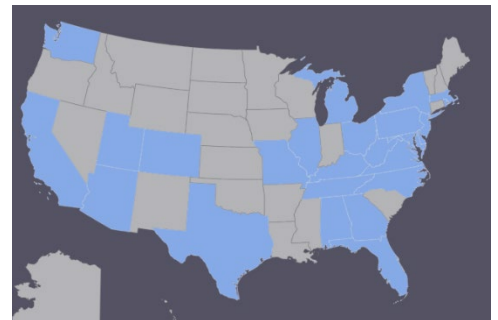
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### Economic Development (Business Attraction, Workforce, Business Support)

- **New Business!** Blue Wing Frog will be opening their second location in the previous Pancake Underground location on W. King!
- **New Expansion!** Nancy's Coffee Bar now serves ice cream and stays open late!
- **Strolling Strasburg**, the monthly segment on The River 95.3 covered Front Porch Fridays, the Museum partnership, National Parks and Rec Month, SFM, the Town Pool, and other community happenings. Previous podcasts: [www.strasburgva.com/community/page/strolling-strasburg](http://www.strasburgva.com/community/page/strolling-strasburg)
- **Pizza Week** (May 29-June 2) crowned Fox's Pizza at the Community's Choice and Alfono's as Kid's Choice – with several hundred folks visiting the VC during the week to vote.
- **RevUp ShenCo** met (6/15) to plan our fall alumni program & spring program launch.

### Tourism + Quality of Life

- Staff hosted the June *Shenandoah County Tours* in Edinburg.
- Strasburg Library held their Community Forum for ADA improvements.
- Front Porch Fridays have kicked off! 5 were hosted in June and we partnered with Strasburg Rotary.
- **Tourism Council** (6/20)
- ShenGo Shuttle held FREE rides to the polls on Election Day.
- The **Visitor Center** welcomed 670 visitors in June (averaging 23 per day). 172 visitors toured the museum. **Sales** : June 2023 = \$1,242.46
  - Visitors came from 24 other states, with California being the furthest + DC(7) +Mexico (1) & Spain (1) + Virginia visitors (160 with 46 from Strasburg).
  - The Shenandoah County Youth Leadership Class has a field trip today to the Visitor Center!
  - July 1<sup>st</sup>: Grand Opening of the Strasburg Museum at Hupp's Hill. 110 in attendance. All 6 programs were well attended. Many thanks to all the staff and volunteers of the Strasburg Museum and the Strasburg Visitor Center! May this be a long and happy partnership.





## Marketing

- **Social Media Update**

- Google Analytics for Website:
  - Site had 6K users in June (up 11%) + 16,471 page views
- 7k follows- Insta (1,573) & FB (5,443)
- FB reached **16,721 people** @DiscoverStrasburg
- Insta reach up increased by 20% to 937 in June.
- 80% Women – 29% of which is 35-44 yrs of age on Facebook while website is split 45/55 M/F.
- **Highest posts:** Museum Partnership Event with 4k reach, Hometown Park Checkerboard Vandalism with 3.2k + FPF Jake Kohn with 2.4k reach.

Page	Pageviews
/	3,808
/parksrec/page/town-pool	1,347
/finance/page/payment-instructions	577
/calendar	543
/community/page/fron...-fridays-2023-season	425
/parksrec/page/town-park	417
/parksrec/page/strasb...nd-information-center	380
/jobs	314
/publicworks/page/trash-and-recycling	251
/finance	238

## Parks and Recreation

- **Strasburg Farmers Market** (SFM) will be the FIRST & LAST Saturdays from April to November from 9-1PM
- All ADA ramps & pathways have been poured in the Town Park.
- Kickball Season League Registration is LIVE – beginning August 13<sup>th</sup> through October 1<sup>st</sup>.
- Staff continues to serve on the Communication Committee for the **Shenandoah Rail Trail**

Sessions by device



Mobile	Desktop	Tablet
66.2%	32.2%	1.6%
↑15.8%	↑3.8%	↑6.6%

## Arts & Culture

- **Successful Front Porch Friday Month!**
- Town Hall art display has been moved to the Strasburg Visitor Center!
- ShenMOCA art display in the Strasburg Square has rotated. They have also been awarded funding for a pop-up art display to run through 2024.

## On the Horizon

- Front Porch Fridays – each Friday in June/July/August
- July 15<sup>th</sup>: Scoops & Hoops with the SPD
- July 22<sup>nd</sup>: Planting Day in the Town Park for Rotary’s Music Garden
- July 30<sup>th</sup> : Field Day from 3-5PM in the Town Park
- August 1<sup>st</sup>: National Night Out

# COMMITTEE REPORTS





# COUNCIL MEMBER ITEMS



# CLOSED MEETING



**Pursuant to Code of Virginia § 2.2-3711(A)(3) for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiation strategy of the public body. The subject is for discussion of Town owned property.**



# ADJOURNMENT

