

Town of Strasburg

SPECIAL MESSAGE TO THE PUBLIC

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

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

To make public comment please submit to:
comment@strasburgva.com
by 4:00 p.m., Monday, October 2, 2023

Town Council Work Session

Strasburg Town Hall
174 W King St
Strasburg, VA 22657

Monday, October 2, 2023
7 p.m.

Town Council Members:

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

Emily Reynolds, Vice Mayor
Andrew Lowder
Christie Monahan
Brad Stover
David Woodson

Staff Contact:

J. Waverly Coggsdale, III, Town Manager



Council Work Session Agenda – Monday, October 2, 2023

Please, silence all cellular devices. Thanks.

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

Call to Order –Mayor Brandy Boies

Response Celebration of Hope Walk: (Council will join representatives from Response for a presentation).

Public Hearings (if needed):

- 1.) To receive public comment on a Comprehensive Plan Amendment (CPA24-0001) requested by Landmark Atlantic Holdings, LLC, owner, for property identified as Tax Map 016 A 169A located on Fort Bowman Road, approximately three hundred feet east of the intersection of Fort Bowman Road and Old Valley Pike and containing 1.334 acres. The request is to recategorize the Highway Commercial Development Area to a Residential Development Area.
 - **Staff Report – (attachment)**
 - **Public Hearing**
 - **Discussion**
- 2.) To receive public comment on a Rezoning application (REZ24-0001) requested by Landmark Atlantic Holdings, LLC, owner, for property identified as Tax Map 016 A 169A located on Fort Bowman Road, approximately three hundred feet east of the intersection of Fort Bowman Road and Old Valley Pike and containing 1.334 acres. The request is to rezone the subject property from the Highway Commercial District to the Multi-Family Residential District.
 - **Staff Report – (attachment)**
 - **Public Hearing**
 - **Discussion**

Introduction and Recognition of Visitors and Guests:

Citizen Comments on non-agenda items:

Discussion Items/Updates:

- 1.) Civil War Marker – Banks Fort Road
 - Staff Memo
- 2.) FY2025 Preliminary Budget Discussion
- 3.) Project Updates

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

- Public Safety Committee
 - Speeding on Front Royal Road
- Ordinance Committee
 - Zoning Text Amendment – Short Term Rentals
 - Zoning Text Amendment – Schedule for Publishing Public Hearings
 - Council Public Hearing Process – State Code Changes

Council Member Comments:

Closed Meeting:

Adjournment

The background of the flyer is decorated with various illustrations. Purple ribbons are placed in the corners and along the sides. White floral sprigs are scattered throughout. Candles with purple flames are also visible. The word "Response" is written in a large, bold, purple font.

Response

Celebration of Hope Walk

Keep the Light Burning 2023

Strasburg Town Office

Monday, Oct. 2 @ 7:00 pm

In honor of Domestic Violence Awareness Month, we will lead a candlelight walk on King Street. Please join us as we honor victims and survivors of intimate partner violence.

Shining a light shows those in our community who have survived domestic violence or who are currently living in a violent home, that they are not alone; that their neighbors acknowledge their struggle; that there is hope.

Keep The Light Burning!

For questions or additional information, please call
540-459-5599.

PUBLIC HEARING(S)



- To receive public comment on a Comprehensive Plan Amendment (CPA24-0001) requested by Landmark Atlantic Holdings, LLC, owner, for property identified as Tax Map 016 A 169A located on Fort Bowman Road, approximately three hundred feet east of the intersection of Fort Bowman Road and Old Valley Pike and containing 1.334 acres. The request is to recategorize the Highway Commercial Development Area to a Residential Development Area.





Public Hearing; Comprehensive Plan Amendment (CPA24-0001)

Meeting Date: October 2, 2023

To: Mayor Boies and Town Council of Strasburg

From: Brian Otis, Planning and Zoning Administrator

Date: October 2, 2023

Re: Public Hearing – CPA24-0001

DESCRIPTION: Landmark Atlantic Holdings, LLC has requested a rezoning of a parcel identified by tax map # 016 A 169, from Highway Commercial to Future Residential. The 2018 Comprehensive Plan identifies this area as Highway Commercial within the Future Land Use Map. This property is adjacent to the Comprehensive Plan Amendment that was approved during the August Council meeting.

Attachments:

- *Staff Report*



Comprehensive Plan Amendment CPA24-0001 - Cedar Creek Townhomes STAFF REPORT

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

TC Meeting Date: October 2, 2023
Agenda Title: Comprehensive Plan Amendment
CPA24-0001 – Cedar Creek Townhomes

Summary

Landmark Atlantic Holdings, LLC has requested a rezoning of a parcel from Highway Commercial to Future Residential. The 2018 Comprehensive Plan identifies this area as Highway Commercial within the Future Land Use Map.

Background

A: Site Location:

Tax Map #: 016 A 169
Lot Acreage: 1.334 acres
Relative Intersection: 300 feet east of Fort Bowman Road and Old Valley Pike

B: Surrounding Land Uses: This site is bordered by;

- Vacant Highway Commercial to the West (across Homewood Way)
- Interstate 81 to the North
- Multi-family Residential to the East (previous rezoning)
- Parkland (Shenandoah Valley Battlefields) to the South

Comprehensive Plan Analysis

A. Highway Commercial

1. Comp Plan definition - *The Highway Commercial (H.C.) district supports commercial and wholesale uses generally located on major roads that generate high volumes of vehicular traffic. It is the intent of the Town to link these commercial uses to residential areas through a suitable network of trails, greenways, and bike paths.*
2. Highway Commercial consists of 45 acres and is 1.7% of the town's total area.

B. Future Residential

1. Multifamily Residential definition - *The Multi-Family Residential (M.F.R.) zoning district blends single-family detached dwellings, two-family dwellings (duplexes), townhomes, apartment buildings, and condominiums. This zoning district is best suited for individuals desirous of a diverse array of housing options and a walkable proximity to business districts.*
2. Multifamily Residential consists of 300 acres and is 11.4% of the town's total area.



Comprehensive Plan Amendment CPA24-0001 - Cedar Creek Townhomes STAFF REPORT

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

Staff Recommendation

Staff recommends approval of Comprehensive Plan Amendment #CPA24-0001, Cedar Creek Townhomes, for the following reasons.

- Since the adoption of the Future Land Use map VDOT has identified the access to Fort Bowman Road as a right-in/right-out only onto northbound Old Valley Pike with no southbound access. This would challenge any future commercial use from developing this location.
- Adequate transportation access to this location would be from Hite Lane and Homewood Way through the existing single-family residential development. Residential uses would create a reduced impact on these roadways.
- Residential uses have a reduced light-shed, noise and traffic impacts on the vicinity's residential and parkland parcels.
- Residential uses are in high demand with limited undeveloped land zoned residential. Higher density residential uses typically provide better opportunities for workforce housing.
- Location and residential use will not adversely affect any viewshed of the valley east of town for existing or future development.
- SWOT analysis of the I-81/Route 11 corridor does not identify concerns with inclusion of residential uses.



Comprehensive Plan Amendment CPA24-0001 - Cedar Creek Townhomes STAFF REPORT

Community Input

- Notice to the Comprehensive Plan Amendment was sent via registered mail to all property owners with 500 feet on September 11, 2023
- Signs were posted at the location starting on September 11, 2023
- Notice was posted in the Northern Virginia Daily newspaper publications dated Tuesday, September 15, 2023 and Tuesday, September 22, 2023
- Citizen comments to staff via phone/email.

Planning Commission Recommendation

The Planning Commission voted unanimously to recommend approval of CPA24-0001.

Further Actions

If the Town Council approves the Comprehensive Plan, the following actions moving forward must be completed prior to the commencement of work.

- Approval of the Rezoning REZ24-0001 by Town Council
- Approval of a site plan in conformance with the General Design Plan.
- Post Performance Bond, Landscape Escrow
- Record the subdivision plat
- Obtain Land Disturbance Permit with the county
- Obtain a Land Development Permit

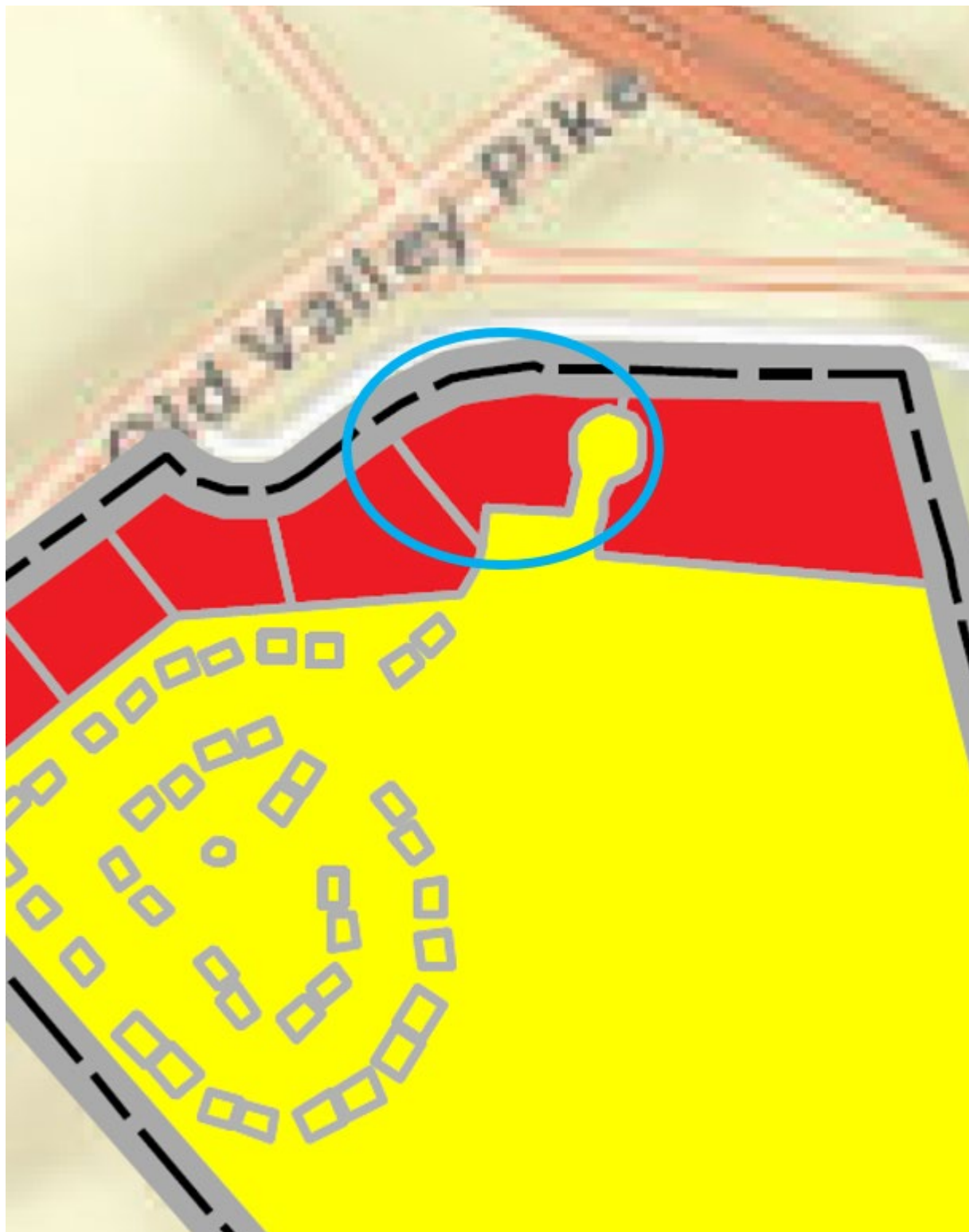
Attachments

Attachment A – Public Hearing Advertisement
Attachment B – GIS aerial image
Attachment C – Zoning map
Attachment D – Future Land Use Map

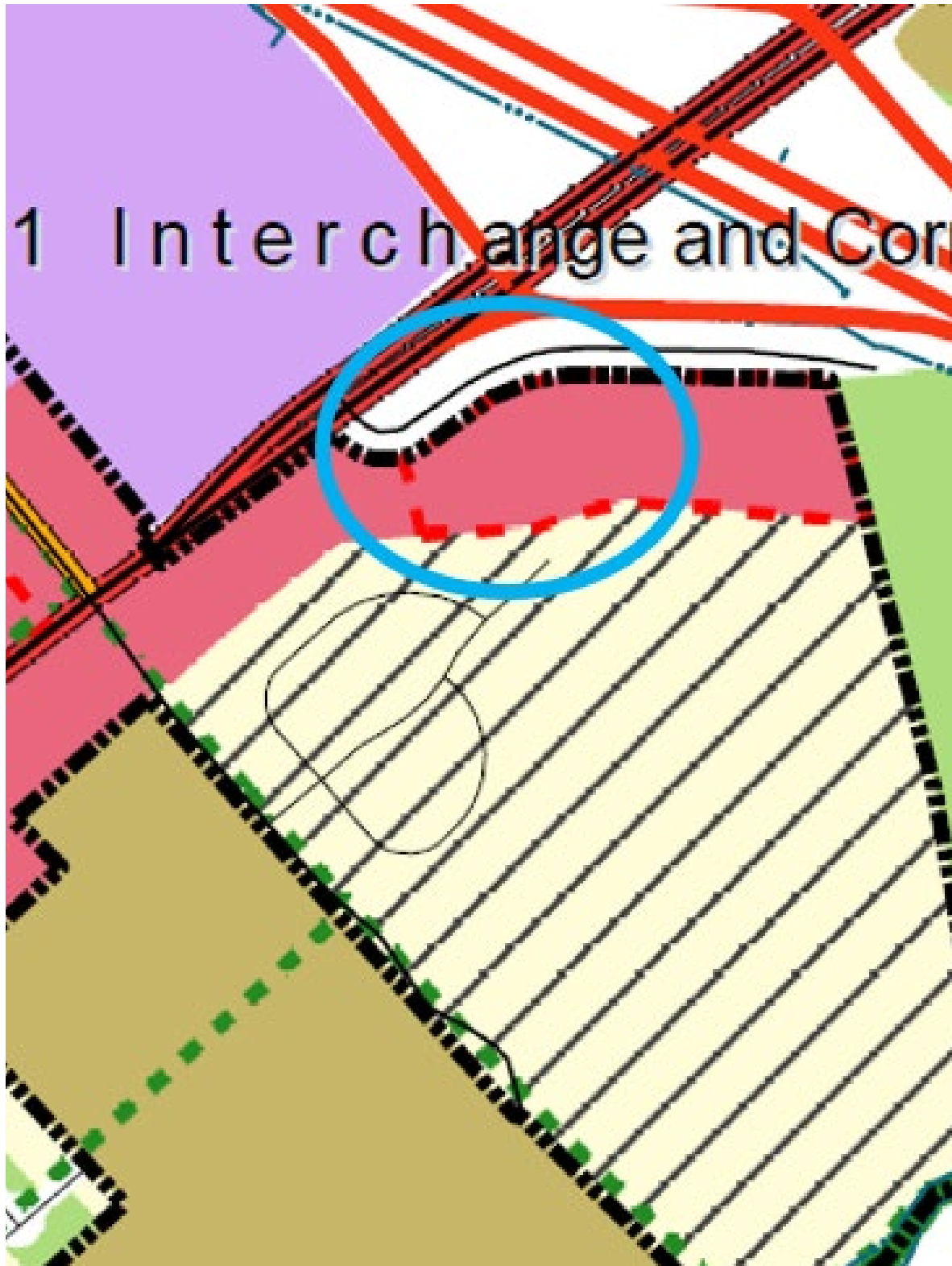
Attachment B – GIS aerial image



Attachment C – Zoning map



Attachment D – Future Land Use Map



- To receive public comment on a Rezoning application (REZ24-0001) requested by Landmark Atlantic Holdings, LLC, owner, for property identified as Tax Map 016 A 169A located on Fort Bowman Road, approximately three hundred feet east of the intersection of Fort Bowman Road and Old Valley Pike and containing 1.334 acres. The request is to rezone the subject property from the Highway Commercial District to the Multi-Family Residential District.





Public Hearing; Comprehensive Plan Amendment (REZ24-0001)

Meeting Date: October 2, 2023

To: Mayor Boies and Town Council of Strasburg

From: Brian Otis, Planning and Zoning Administrator

Date: October 2, 2023

Re: Public Hearing – REZ24-0001

DESCRIPTION: Landmark Atlantic Holdings, LLC has requested an amendment to the approved rezoning REZ23-001. This amendment includes additional acreage by the addition of parcel identified as Tax Map # 0169 A 169 at 1.334 acres located on Fort Bowman Road. And the addition of 7 dwellings, from 29 to 36.

Attachments:

- *Staff Report*



Rezoning REZ24-0001 - Cedar Creek Townhomes STAFF REPORT

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

TC Meeting Date: October 2, 2023

Agenda Title: Rezoning

REZ24-0001 – Cedar Creek Townhomes

Summary

Landmark Atlantic Holdings, LLC has requested an amendment to REZ2023-0001 to include an addition of a 1.334 acres parcel from Highway Commercial to Multifamily Residential for the purpose of constructing 36 townhomes.

Background

This rezoning case is an amendment to the REZ2023-0001 that was approved on August 8, 2023 for a 29-unit townhouse development. This amendment includes the 1.334-acre lot opposite of the existing emergency access easement. The total lot area for the development is 4.93 acres. This includes the 1.334-acre lot, the 3.306-acre lot, and the area of the emergency access easement.

The amendment includes a new General Design Plan that incorporates the following revisions.

1. The proposed Homewood Way has shifted west and includes a cul-de-sac.
2. The shifted roadway allows for an additional 7 dwelling units for a total of 36 townhouse dwellings.

Analysis

A. Multifamily Residential District – Consistency Analysis

1. Comprehensive Plan Amendment – CPA24-0001, submitted concurrently with this rezoning, proposes this parcel to become Future Residential.
2. Design Standards for townhomes

Feature	Ordinance Standards	Proposed
Density	16 per acre (4.93 acres @ 16 units per acre = 78 units allowed)	7.3 per acre (4.93 acres/36 units = 7.3 actual density)
Units per building	8 units per building	4 buildings w/ 8 units 1 building w/ 4 units
Max building height	35 feet	35 feet
Parking	2.25 per unit (81 total)	82 spaces



Rezoning REZ24-0001 - Cedar Creek Townhomes STAFF REPORT

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

B. Comprehensive Plan - Consistency Analysis

1. Concurrent Comprehensive Plan Amendment, if approved will amend this parcel to Future Residential.

C. Location (additional lot information)

1. Site Location:

Tax Map #: 016 A 169

Relative Intersection: 300 feet east of Fort Bowman Road and Old Valley Pike

2. Surrounding Land Uses: This site is bordered by;

Vacant Highway Commercial to the West (across Homewood Way)

Interstate 81 to the North

Multi-family Residential to the East (previous rezoning)

Parkland (Shenandoah Valley Battlefields) to the South

D. Proffer Statement

1. REFERENCES

- a. The site plan shall be substantially conforming to the referenced General Design Plan.

2. USES & DEVELOPMENT

- a. The development shall consist of a maximum of 36 townhouse dwellings.

3. Water

- a. Public connections will be made at Homewood Way and Fort Bowman Rd to create a loop of the utility.
- b. Monetary offsets are in place to address the impact on the potable water system.

4. SEWER

- a. Sewer will connect to the gravity system for the Hite Lane pumpstation.
- b. Monetary offsets are in place to address the impact on the sewer system.

5. TRANSPORTATION

- a. Homewood Way – Improved with sidewalk to Fort Bowman Rd.
- b. Fort Bowman Rd – Will be provided with a gate that will be controlled by first responders in case of emergency use.
- c. A parking lot will be installed to accommodate the 0.25 parking beyond the 2.00 required at each dwelling.

6. LANDSCAPING, OPEN SPACE & BUFFERS

- a. Landscaping and buffers shall be determined and identified on the site plan.
- b. Stormwater facilities shall be on commonly owned and maintained property. The General Design Plan identifies an underground system located at the parking lot.

7. POLICE

- a. Monetary offsets are in place to address the impact on the police services.

8. PARKS & RECREATION

- a. Monetary offsets are in place to address the impact on the P&R services.

9. ADMINISTRATION

- a. Monetary offsets are in place to address the impact on the administrative services.

Staff Recommendation

Staff recommends approval of rezoning #REZ24-0001, Cedar Creek Townhomes, for the following reasons.

- The Rezoning is consistent with the CPA24-0001 application.
- Adequate transportation access to this location would be from Hite Lane and Homewood Way through the existing single-family residential development. Residential uses would create a reduced impact on these roadways in comparison to a commercial use.
- Multifamily Residential uses have a reduced light-shed, noise and traffic impacts on the vicinity's residential and parkland parcels.
- Residential uses are in high demand with limited undeveloped land zoned residential. Higher density residential uses typically provide better opportunities for workforce housing.
- Density is sufficiently under the permitted density of 16 units per acre at 7.3 unit per acre.
- Limitations of access via Fort Bowman Rd and 100-foot-wide gas easement pose significant challenges for commercial use of this parcel.
- Provides a development that utilizes the additional 1.334-acre lot that would be unusable due to size, topography, and the location of the utility easement through the center of the lot.
- Staff has two recommendations noted on the general design plan.
 - Staff recommends additional parking spaces should be added to the west of the proposed parking lot to the maximum extent without being developed over the gas easement.
 - Staff recommends accommodations be provided for a dog station or similar amenities in the open/common area.

Community Input

- Notice to the Comprehensive Plan Amendment was sent via registered mail to all property owners with 500 feet on September 11, 2023
 - Signs were posted at the location starting on September 11, 2023
 - Notice was posted in the Northern Virginia Daily newspaper publications dated Tuesday, September 15, 2023 and Tuesday, September 22, 2023
 - Citizen comments to staff via /email.
-



Rezoning REZ24-0001 - Cedar Creek Townhomes STAFF REPORT

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

Planning Commission Recommendation

The Planning Commission voted unanimously to recommend approval of CPA24-0001.

Further Actions

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

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

Attachments

Attachment A – Proffer Statement
Attachment B – General Design Plan
Attachment C – Exterior elevations
Attachment D – GIS aerial images
Attachment E – Zoning map



**Rezoning REZ24-0001 - Cedar Creek Townhomes
STAFF REPORT**

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

Attachment A – Proffer Statement

PROFFER AMENDMENT STATEMENT

#REZ2024-0001, Village at Cedar Creek Townhomes Rezoning

Applicant: Landmark Atlantic Holdings, LLC

Date: August 8, 2023

PROFFER STATEMENT

RE: Rezoning REZ2024-0001, Cedar Creek Townhomes
Owners: Landmark Atlantic Holdings LLC
Applicant: Racey Engineering, PLLC
Property: Tax Map Numbers: 016 A 167A, 016 A 169
Location: Located on the corner of Homewood Way and Fort Bowman Road
Approximately ~~3.306~~ 4.64 acres

Date: August 8, 2023

The Applicant hereby submits the following voluntary proffers ("Proffer Statement"), which are contingent upon the Town approval for the above referenced rezoning. This Proffer Statement shall supersede all other proffers made prior hereto in effect for the Property. In the event the above-referenced rezoning is not granted as applied for by the Applicant, this Proffer Statement shall be withdrawn and are null and void and the zoning ordinance for the Highway Commercial District shall remain in full force and effect.

The headings 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 provisions of the proffers. The improvements proffered herein shall be provided at the time of development of that portion of the site adjacent to the improvement, unless otherwise specified herein or authorized by the Town. The term "Applicant" as referenced herein shall include within its meaning all future owners and successors in interest.

"Final Rezoning," as the term is used herein, shall be defined as that zoning which is in effect on the day following the last day upon which the Strasburg Town Council (the "Council") decision granting the rezoning may be contested in the appropriate court or, if contested, 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.

PROFFER AMENDMENT STATEMENT

#REZ2024-0001, Village at Cedar Creek Townhomes Rezoning

Applicant: Landmark Atlantic Holdings, LLC

Date: August 8, 2023

SECTION 1. REFERENCES

1.1 References in this Proffer Statement to plans and exhibits shall include the following:

A. General Design Plan entitled "Village at Cedar Creek Townhomes Rezoning," prepared by Racey Engineering, dated ~~May 24, 2023~~ **September 19, 2023**, consisting of the following sheets (the "GDP"):

- Cover Sheet
- Project Notes
- Existing Features
- Layout Plan
- Preliminary Site Plan

1.2 These conditions ~~shall supersede conditions identified in REZ2006-04 Planned Development titled "Homewood at the Shenandoah Valley" that were initially approved on June 17, 2008.~~ **shall revised REZ23-0001 approved on September 12, 2023, by Town Council. Revisions to be redacted will be struck through with the revised language identified in red text.**

SECTION 2. USES & DEVELOPMENT

2.1 General. The proposed development will include improvements to extend Homewood Way and utilities to the property, the construction of a Townhouse development with a maximum of ~~29~~ **36** dwelling units.

SECTION 3. COMMUNITY DESIGN

3.1 Entrance and Streetscape. Any proposed entrance feature, signage and streetscape plantings shall be indicated on the site plan.

3.2 Mailboxes. Mailboxes shall be of the gang type. Location will be coordinated with the USPS and indicated on the site plan.

3.3 Waste removal. The site plan shall indication the location and design of dumpster enclosures. If trash bins for each dwelling and community center are provided in lieu of dumpsters, the site plan shall indicate sufficient street-side locations for bins on pick-up days.

SECTION 4. WATER

4.1 Public Connections. All development on the Property shall connect to public water. The Applicant shall be responsible for the costs and construction of those on and offsite improvements required in order to provide such service for the demand generated by the development on the Property.

4.2 Water system design. The site plan shall incorporate a loop of the potable water system. This loop shall contain a connection at Homewood Way from the Villages at Cedar Creek

PROFFER AMENDMENT STATEMENT

#REZ2024-0001, Village at Cedar Creek Townhomes Rezoning

Applicant: Landmark Atlantic Holdings, LLC

Date: August 8, 2023

development and from an existing system near the Fort Bowman Road/Old Valley Pike intersection.

4.3 Monetary Proffer. The applicant shall make a monetary contribution to the Town of Strasburg in the amount of \$215.00 per single-family attached residential unit on the property. Said contribution shall be used for water plant and water systems purposes and shall be paid prior to and as a condition of the zoning occupancy permit issuance for each residential unit constructed on the Property.

SECTION 5. SEWER

5.1 Public Connections. All development on the Property shall connect to public sewer. The Applicant shall be responsible for the costs and construction of those on and offsite improvements required in order to provide such service for the demand generated by the development on the Property.

5.2 Monetary Proffer. The applicant shall make a monetary contribution to the Town of Strasburg in the amount of \$385.00 per single-family attached residential unit on the property. Said contribution shall be used for sewer plant and sewer systems purposes and shall be paid prior to and as a condition of the zoning occupancy permit issuance for each residential unit constructed on the Property.

SECTION 6. TRANSPORTATION

6.1 Homewood Way improvements. Any improvements to Homewood Way shall be completed (minus topcoat) prior to the issuance of the first dwelling occupancy.

6.2 Fort Bowman Road improvements. Access to Fort Bowman Road from Homewood Way shall be by locked gate. The gate shall have a Knox Box or similar device approved by the Fire Department to allow emergency personnel to unlock the gate as needed.

6.3 Access. Access to the property shall be by Homewood Way as generally shown on the GDP. The final location and design of the entrance shall be shown on the approved site plan.

6.4 Internal street design. Internal streets shall be publicly owned, publicly maintained, platted as public right of way, and built to public road standards set forth by VDOT regulations.

6.5 Parking. Off-street parking shall be provided to accommodate 2.25 parking spaces per dwelling. Each dwelling lot is provided with 2 spaces. The remaining spaces are provided within a common parking area.

SECTION 7. LANDSCAPING, OPEN SPACE & BUFFERS

7.1 Landscape design. Landscaping shall be provided in accordance with the UDO and reflected on the site plan.

7.2 Landscaping maintenance. Landscaping shall be maintained by the property owner as shown on the approved site plan.

PROFFER AMENDMENT STATEMENT

#REZ2024-0001, Village at Cedar Creek Townhomes Rezoning

Applicant: Landmark Atlantic Holdings, LLC

Date: August 8, 2023

7.3 Open space maintenance. Areas designated as open space shall only be developed for the uses of trails, parks, and SWM/BMP facilities. The open space may never be developed for any other use and be owned by a property management company or HOA.

7.4 Buffers.

- A. A 25-foot landscape buffer shall be installed and maintained with the intent to separate the proposed residential development from the commercial district to the east. All buffers shall be in general conformance with the GDP.

SECTION 7. POLICE

7.1 Monetary Proffer. The applicant shall make a monetary contribution to the Town of Strasburg in the amount of \$130.00 per single-family attached residential unit on the property. Said contribution shall be used for police purposes and shall paid prior to and as a condition of the zoning occupancy permit issuance for each residential unit constructed on the Property.

SECTION 8. PARKS & RECREATION

8.1 Monetary Proffer. The applicant shall make a monetary contribution to the Town of Strasburg in the amount of \$350.00 per single-family attached residential unit on the property. Said contribution shall be used for parks and recreation purposes and shall paid prior to and as a condition of the zoning occupancy permit issuance for each residential unit constructed on the Property.

SECTION 9. ADMINISTRATION

9.1 Monetary Proffer. The applicant shall make a monetary contribution to the Town of Strasburg in the amount of \$700.00 per single-family attached residential unit on the property. Said contribution shall be used for administrative systems and structures purposes and shall paid prior to and as a condition of the zoning occupancy permit issuance for each residential unit constructed on the Property.

Owner/Owners Agent Signature: _____

Date _____

All conditions set forth within this proffer statement were approved by the Strasburg Town Council on _____.

Planning and Zoning Administrator _____

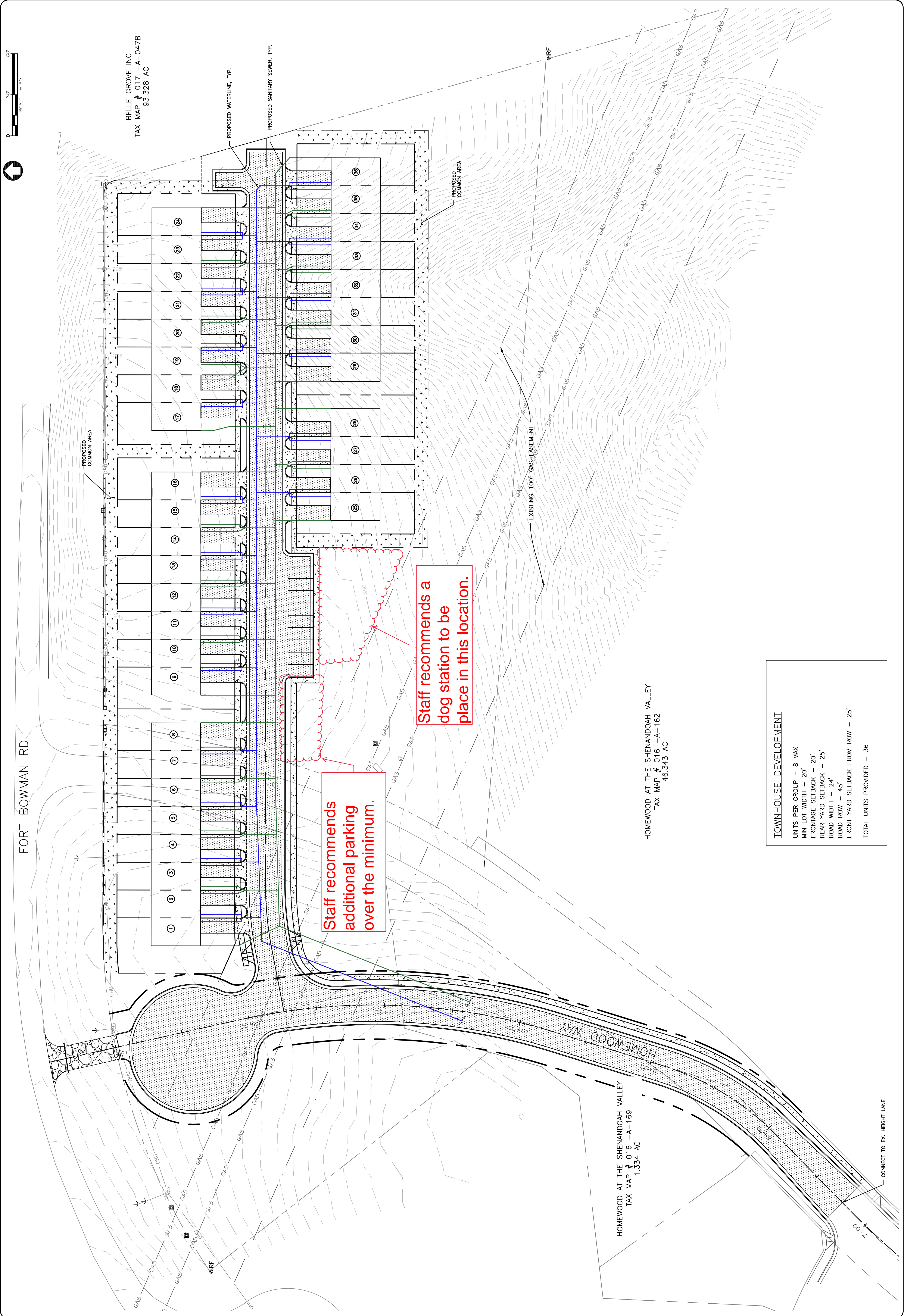
Date _____



**Rezoning REZ24-0001 - Cedar Creek Townhomes
STAFF REPORT**

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

Attachment B – General Design Plan



C200

VILLAGE AT CEDAR CREEK TOWNHOMES

LAYOUT PLAN

LANDMARK ATLANTIC HOLDINGS, LLC

SHENANDOAH COUNTY

RACEY PROJECT NUMBER: 9620 PUBLISH DATE: 9/19/2023



312 WEST MAIN ST. P.O. BOX 387
LURAY, VA 22835
PH: (540) 743-9227 - FAX: (540) 743-6118

CHECKED: TSA

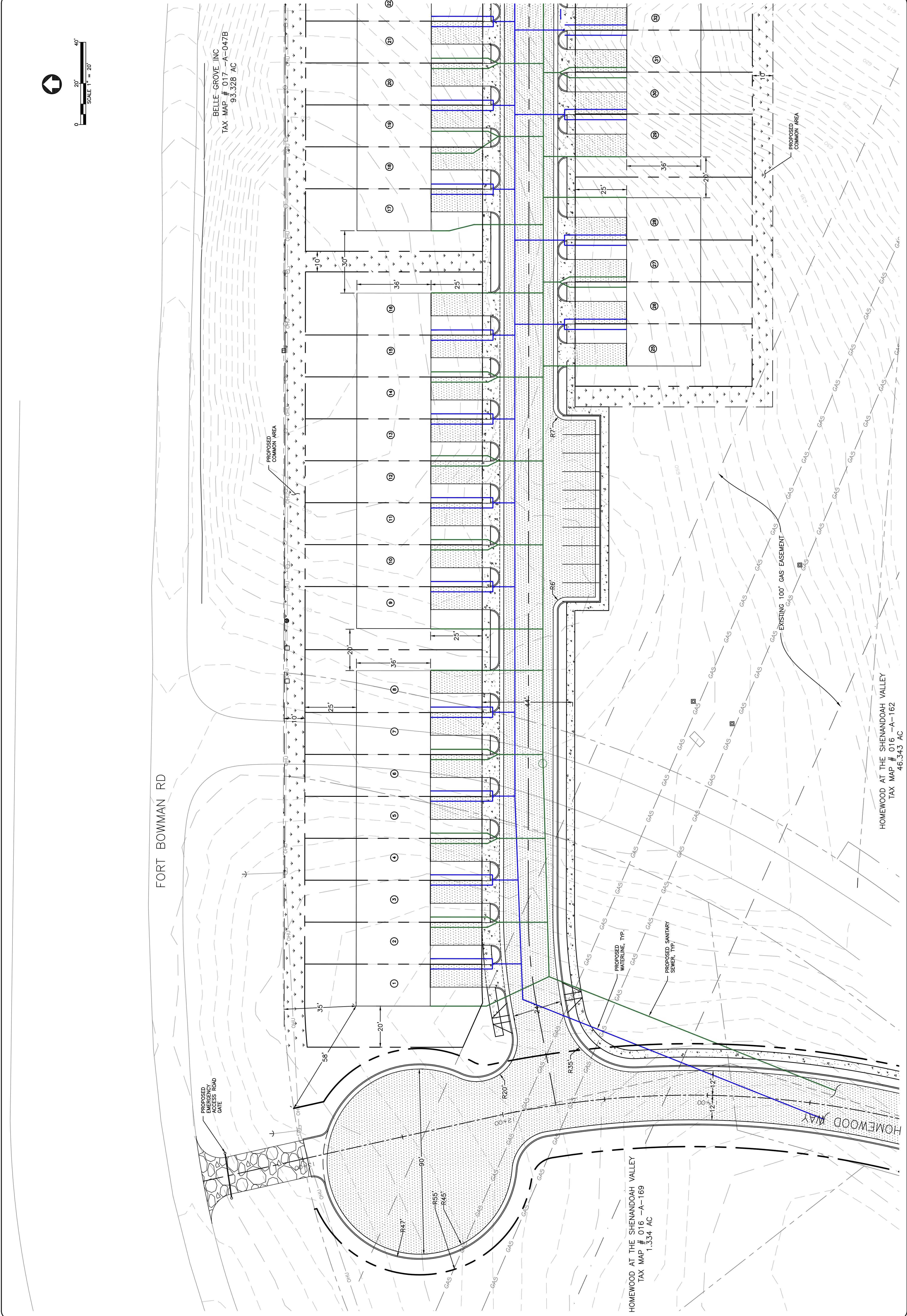
DESIGNED: HV

DRAWN: HV

PRELIMINARY
REVIEW SET



No.	Submittal / Revision	By	Appr'd	Date
1	30% PLANS	HV	JPT	05/24/23
NOT APPROVED FOR CONSTRUCTION				



HOMWOOD AT THE SHENANDOAH VALLEY
TAX MAP # 016 -A-162
46.343 AC

HOMWOOD AT THE SHENANDOAH VALLEY
TAX MAP # 016 -A-169
1.334 AC

VILLAGE AT CEDAR CREEK TOWNHOMES

LAYOUT PLAN EXPANDED

LANDMARK ATLANTIC HOLDINGS, LLC

SHENANDOAH COUNTY

RACEY PROJECT NUMBER: 9620 PUBLISH DATE: 9/19/2023

C201



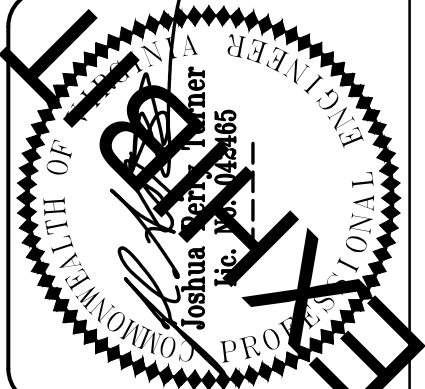
DESIGNED:HV

DRAWN:HV

CHECKED:JPA

312 WEST MAIN ST. - P.O. BOX 387
LURAY, VA 22835
PH: (540) 743-9227 - FAX: (540) 743-6118

PRELIMINARY
REVIEW SET



No. Submittal / Revision

By

Appr'd

Date

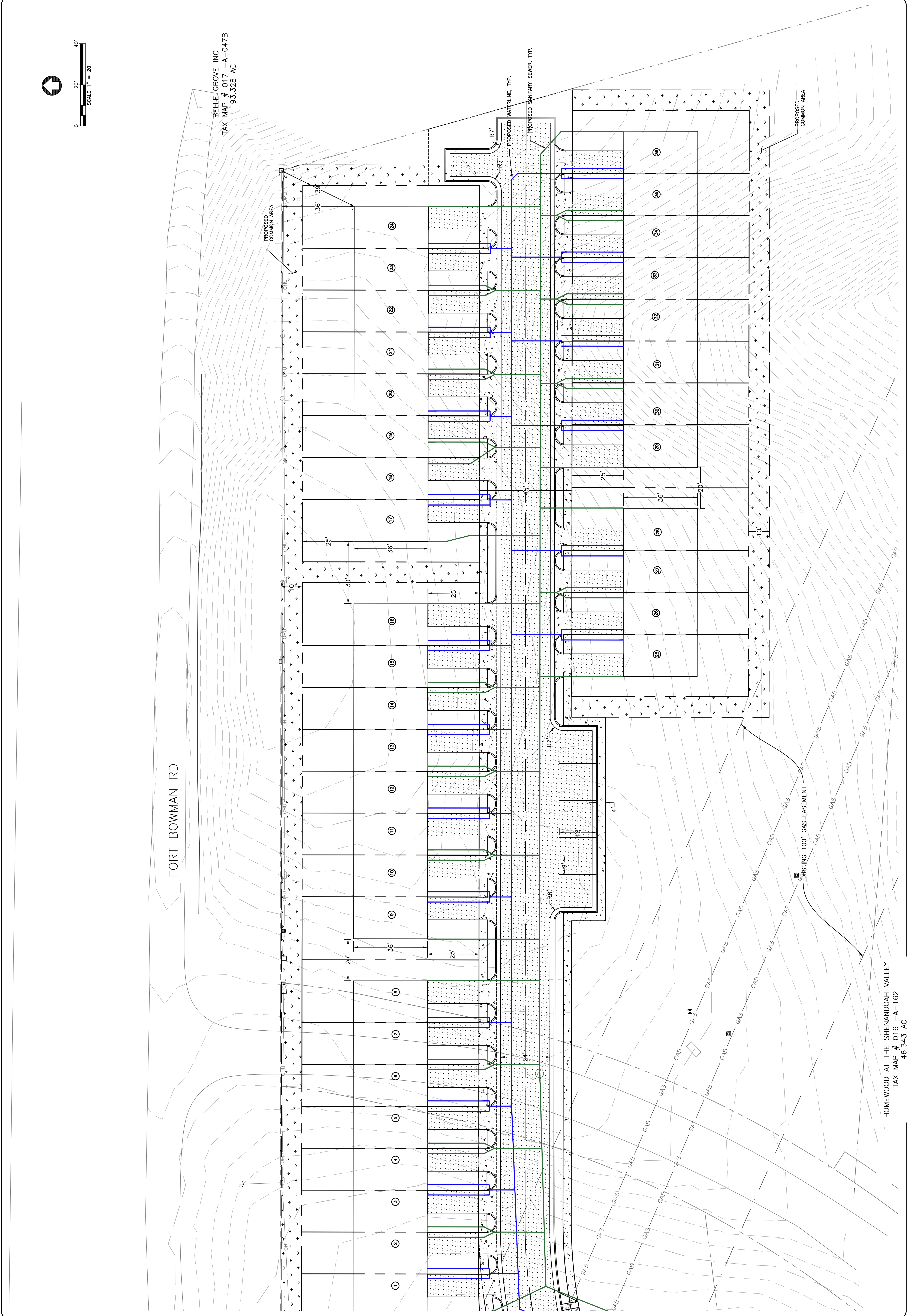
30% PLANS

HV

JPT

05/24/23

NOT APPROVED FOR
CONSTRUCTION



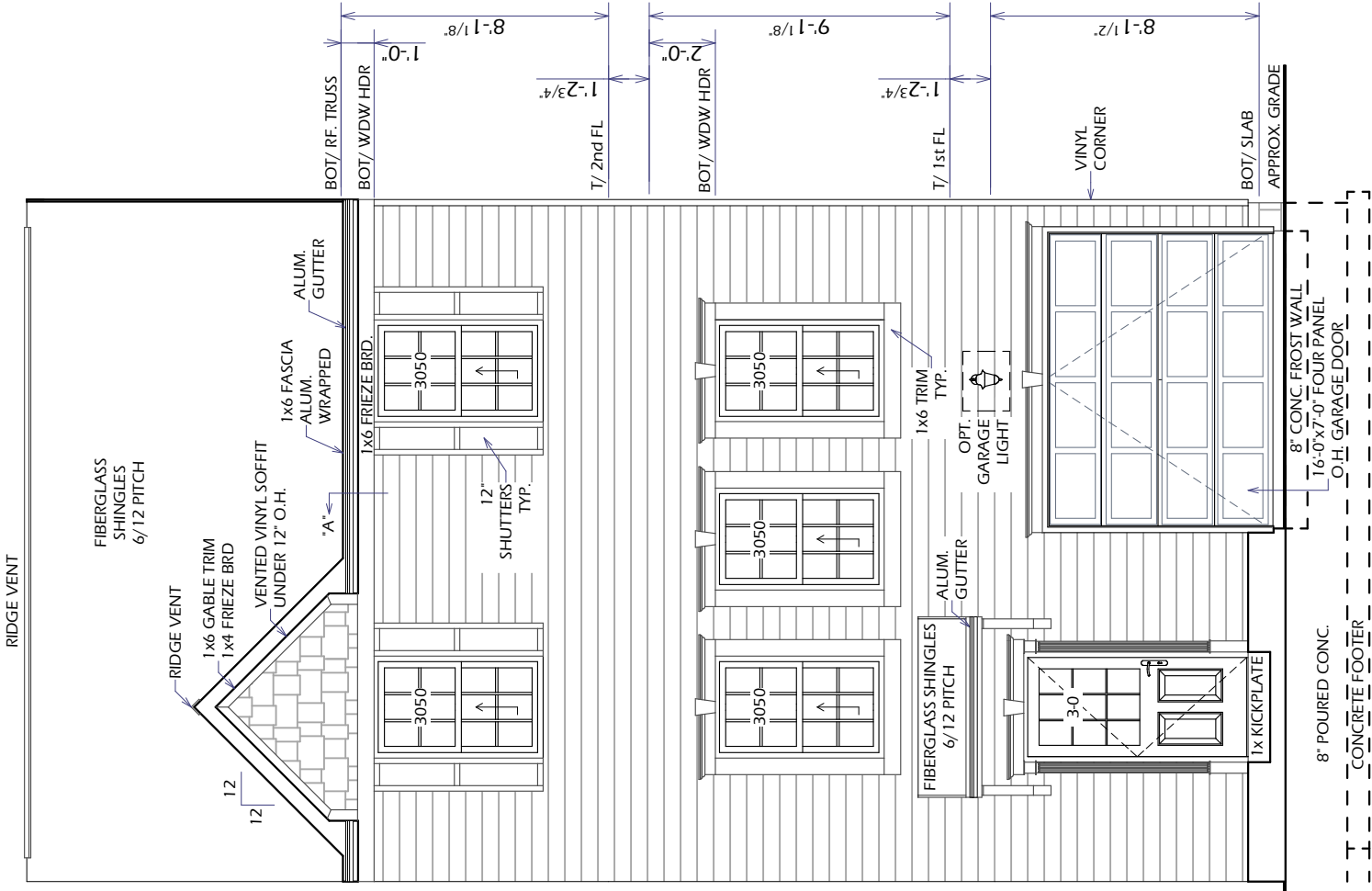
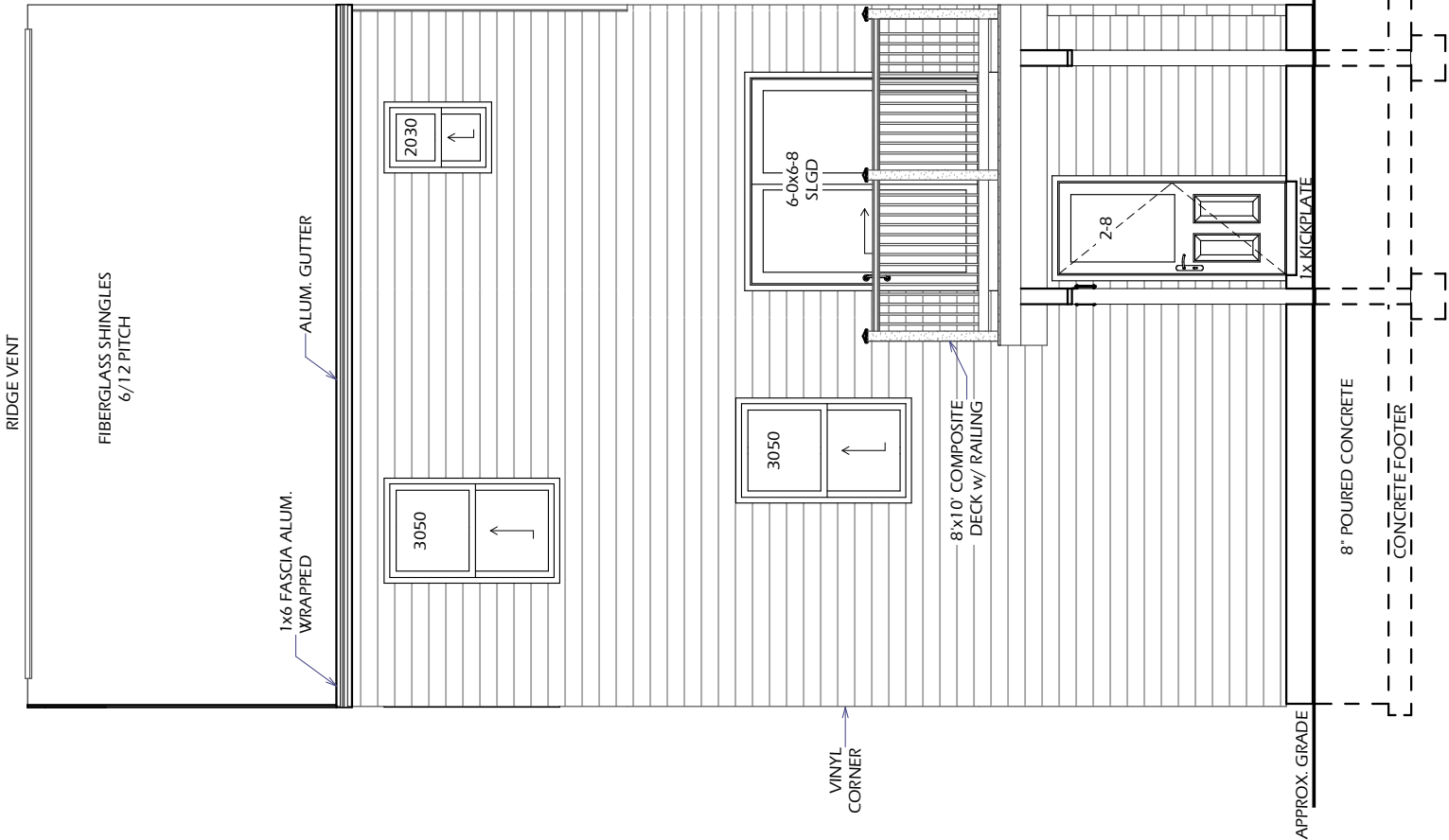
RACEY PROJECT NUMBER: 9620 SHENANDOAH COUNTY LANDMARK ATLANTIC HOLDINGS, LLC LAYOUT PLAN - EXPANDED VILLAGE AT CEDAR CREEK TOWNHOMES		DESIGNED:HV DRAWN:HV CHECKED:JPA		PRELIMINARY REVIEW SET		RACEY ENGINEERING 312 WEST MAIN ST. - P.O. BOX 387 LURAY, VA 22835 PH: (540) 743-9227 - FAX: (540) 743-6118		EXHIBIT PRELIMINARY REVIEW SET		NOT APPROVED FOR CONSTRUCTION 30% PLANS 05/24/23	
No.	Submittal / Revision	By	Appr'd	Date							



**Rezoning REZ24-0001 - Cedar Creek Townhomes
STAFF REPORT**

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

Attachment C – Exterior Elevations



DRAWN BY: SADIE PARADISE

SOURCE DWG: J:\Townhomes\St. Paul\St. Paul.pln

REVISIONS:

DATE: 3/16/2022

SCALE: 3/16" = 1'-0"

MARONDA
Homes

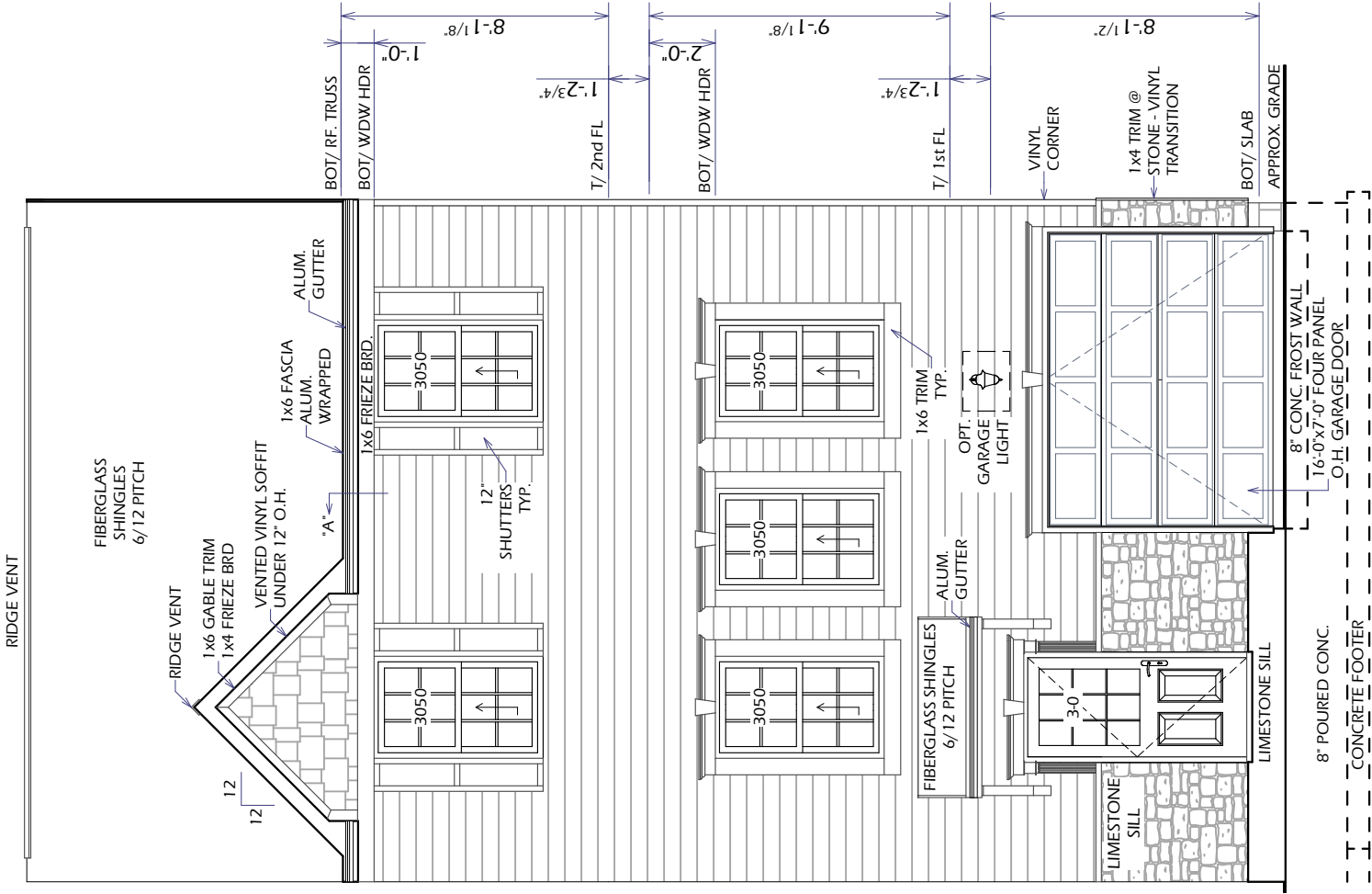
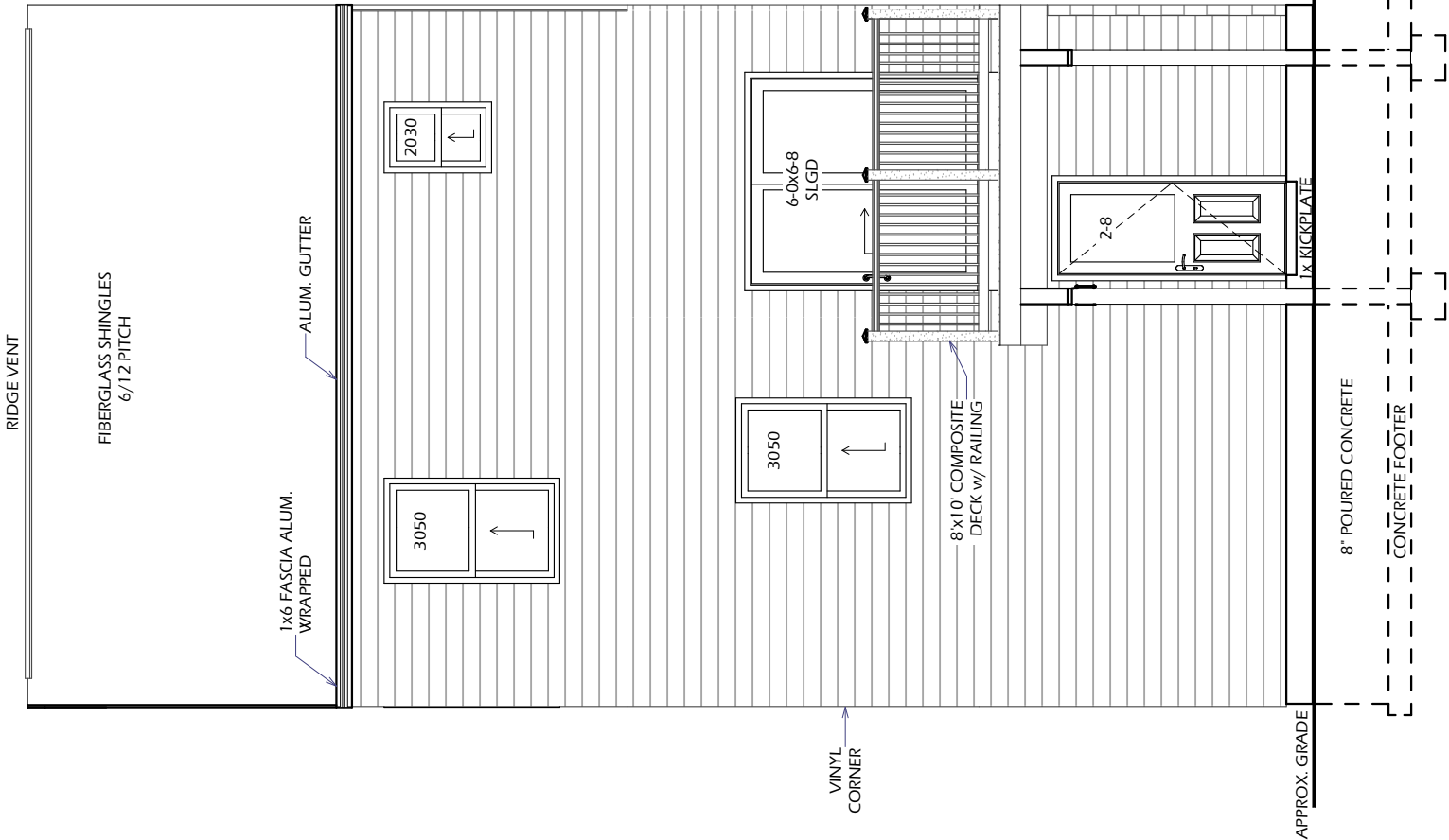
TITLE:

DWG:

ST. PAUL
FRONT ELEVATION
"A" ELEVATION
VINYL FRONT FINISH
1 CAR FRONT ENTRY GARAGE

SHT:

1



DRAWN BY: SADIE PARADISE

SOURCE DWG: J:\Townhomes\St. Paul\St. Paul.pln

REVISIONS:

DATE: 3/16/2022

SCALE: 3/16" = 1'-0"

TITLE:

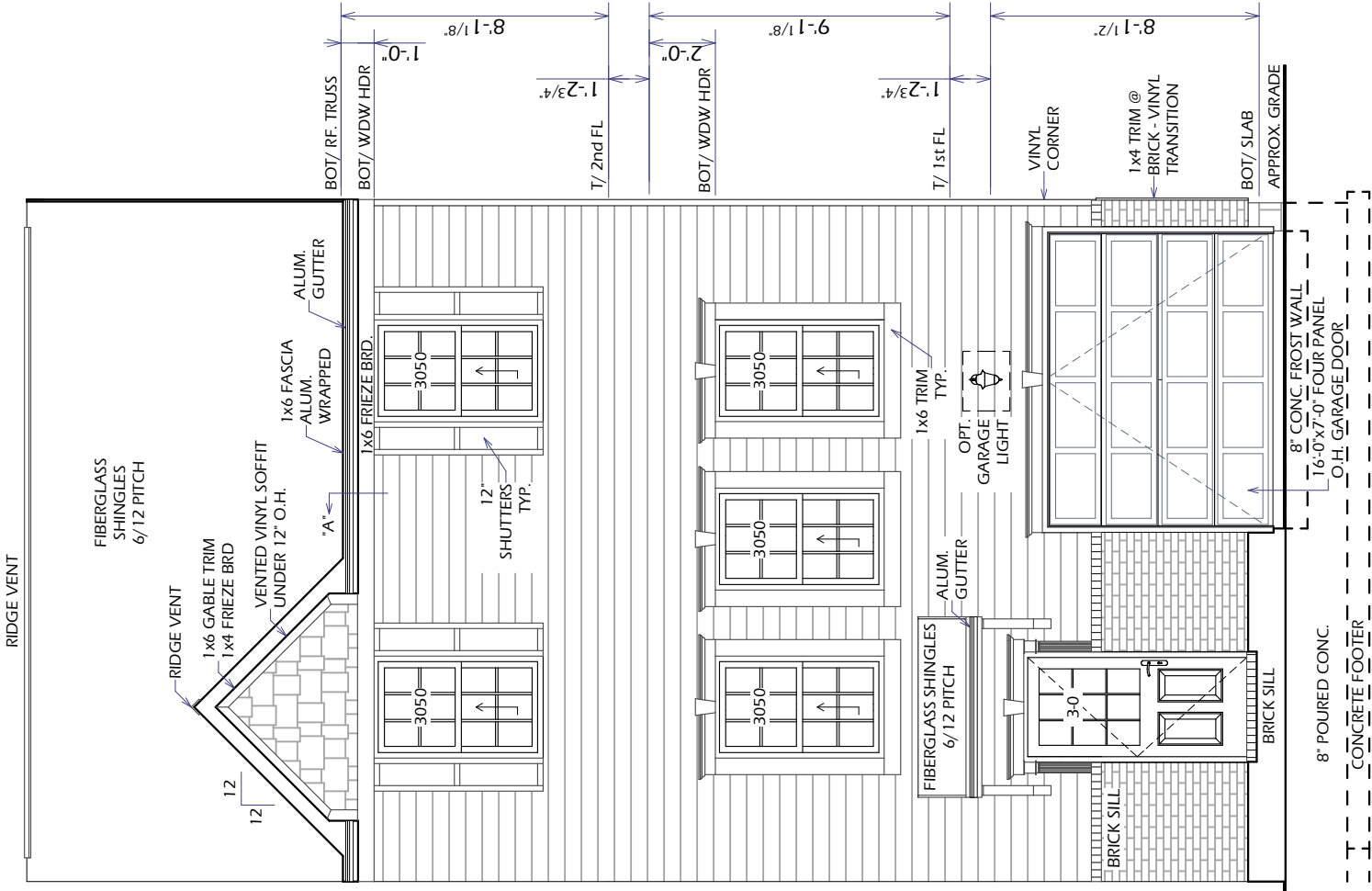
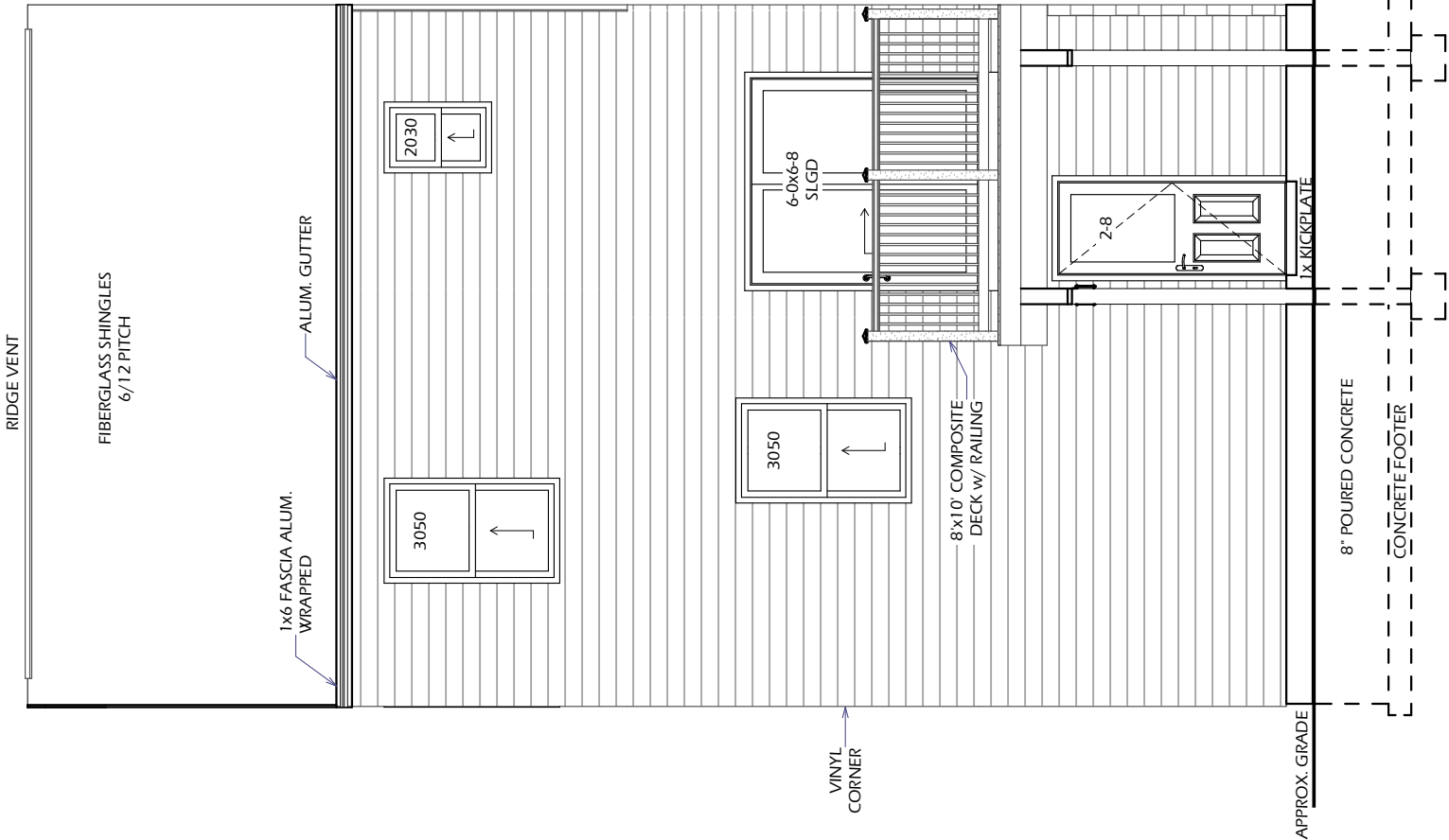
MARONDA
Homes

DWG:

ST. PAUL
FRONT ELEVATION
"A" ELEVATION
STONE WATERBABLE FRONT FINISH
1 CAR FRONT ENTRY GARAGE

SHT:

1



DRAWN BY: SADIE PARADISE

SOURCE DWG: J:\Townhomes\St. Paul\St. Paul.pjn

REVISIONS:

DATE: 3/16/2022

SCALE: 3/16" = 1'-0"

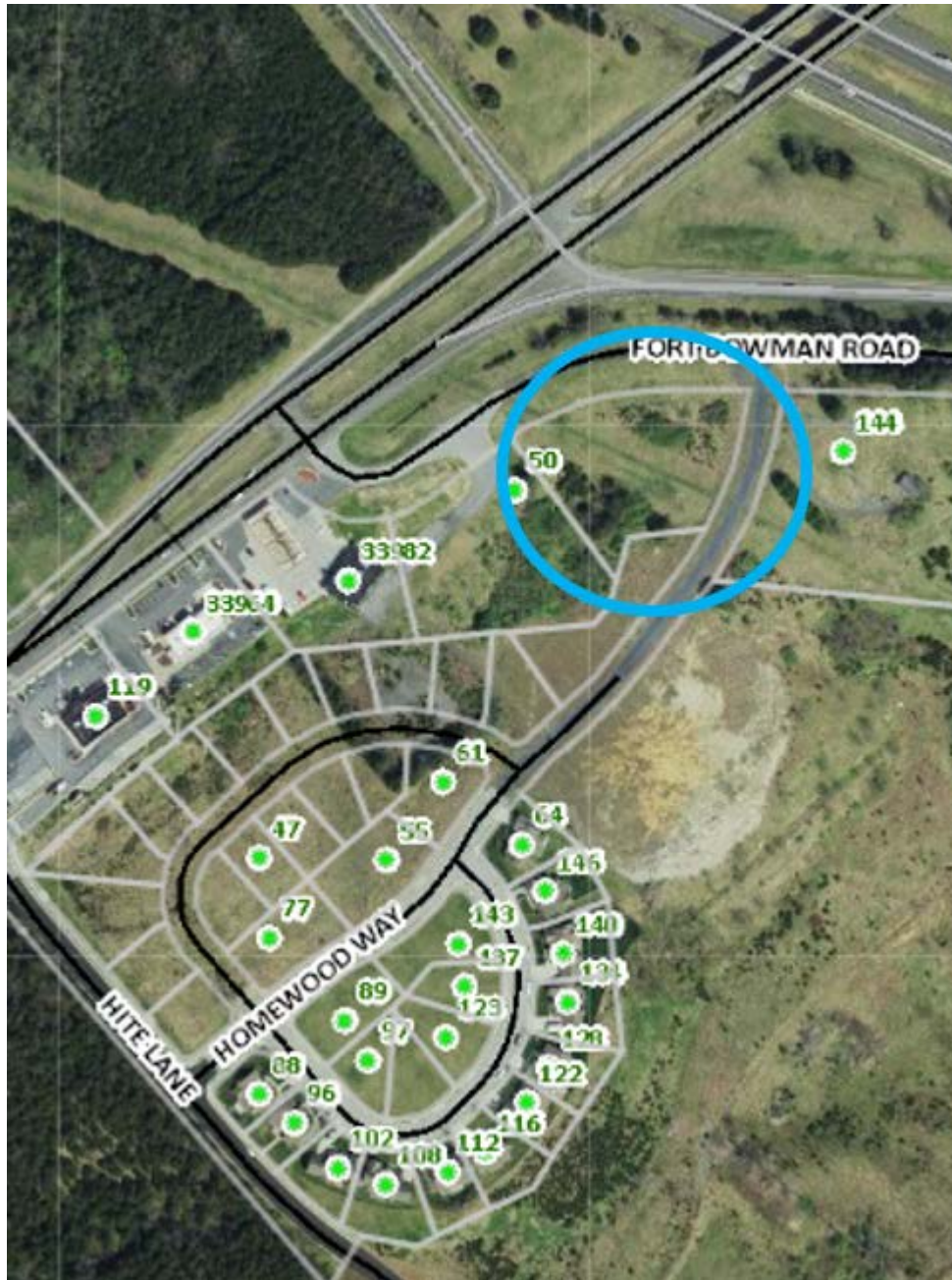
TITLE: ST. PAUL
FRONT ELEVATION
"A" ELEVATION

DWG: BRICK WATERABLE FRONT FINISH
1 CAR FRONT ENTRY GARAGE

SHT: 1

Attachment D – GIS aerial images

Location of additional lot



Attachment D – GIS aerial images – cont.

Gas easement location

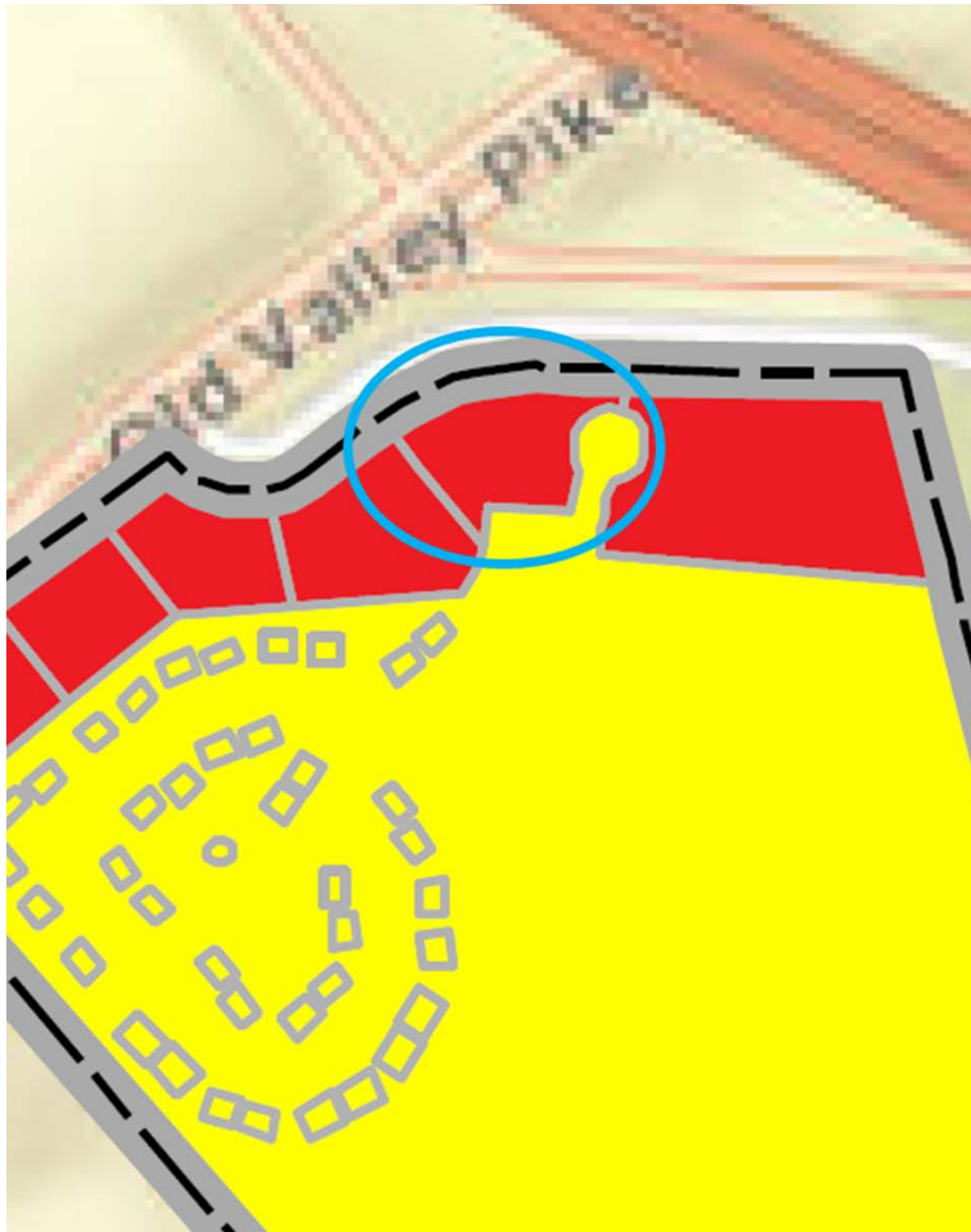


Attachment D – GIS aerial images – cont.

Overall development size



Attachment E – Zoning map



INTRODUCTION and RECOGNITION of VISITORS and GUESTS



CITIZEN COMMENTS (Non-Agenda Items)



DISCUSSION ITEMS/ UPDATES





Agenda Location: Discussion Items/Updates Meeting Date: October 2, 2023

ITEM TITLE: Civil War Trails sign placement request

Executive Summary: The Town has been approached by the Civil War Trails organization regarding placement of a sign titled “Stonewall’s Surprise on town-owned property at the corner of Banks Fort Road and West North Street. The sign is currently located in the 100 block of East Washington Street and references the story of the Union fort (Banks Fort) located on the hill near the town’s water tower. They have requested that the sign be relocated to the proposed site as this is the area described by the sign.

Staff seeks Council’s guidance on this item so it can be communicated back to the Civil War Trails organization.

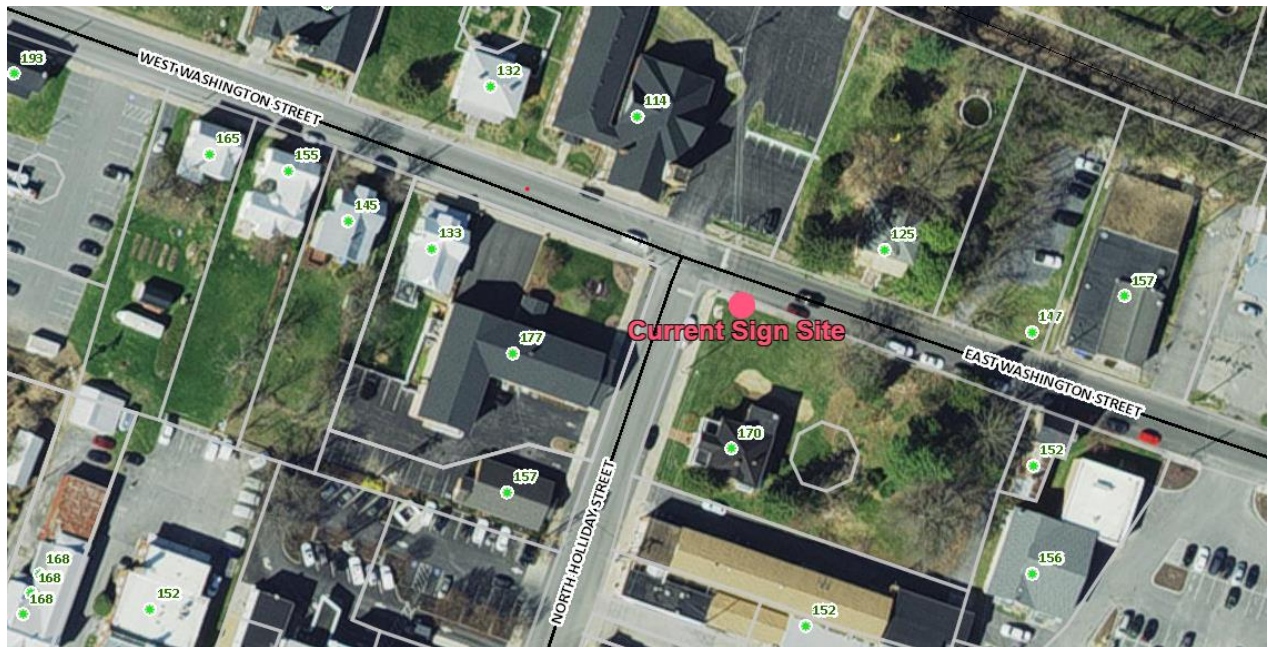
POTENTIAL ACTIONS

- Action, per discussion.

Attachment(s):

- *Existing Sign location*
- *Proposed Sign Location*

Existing Sign Location



Existing Sign



Proposed Location





COMMITTEE OF THE WHOLE





Discussion Item**Meeting Date: October 2, 2023**

To: Mayor Boies and Town Council of Strasburg

From: Mellanie Shipe, Assistant Town Manager

Date: September 22, 2023

Re: Front Royal Road Speeding Complaint

Description: Town staff received a concern regarding safety for the current speed limit on Front Royal Road. Town resident, Mr. Holladay, expressed fears for his elderly neighbors crossing the street to retrieve their mail with the current speed of 35 mph in a residential portion of town. One such neighbor fell in the middle of the roadway and was almost struck by an oncoming vehicle. Mr. Holladay asked for a speed reduction from 35 mph to 25 mph.

Information regarding speed limit:

- Near the 500 block of East King Street (near Lemley Street), headed eastbound (towards Front Royal), the speed limit changes from 25 mph to 35 mph. The 35 mph continues almost one mile to the 500 block of Front Royal Road (just past Park Road). The speed limit then changes to 45 mph after the end of town limits.
- At the beginning of town limits, near the 500 block of Front Royal Road (before Park Road), headed westbound (into town), the speed limit changes from 45 mph to 35 mph. The 35 mph continues almost one mile to the 500 block of East King Street (near Lemley Street). The speed limit then changes to 25 mph for the remainder of town.
- VDOT controls this portion of the roadway and determines the set speed limit. In business and residential areas, paved or unpaved, the statutory speed limit is 25 mph with a maximum speed limit of 35 mph.

Recommendation:

- Town Council would send a letter requesting VDOT to initiate a "Speed Limit Change Process" for a reduction to 25 mph.
 - VDOT would review the request and determine if the need for a speed study is met.
- If the speed study is approved, an engineering test will be ordered.
 - VDOT will solicit data from local Law Enforcement.
- VDOT could install a small black box on the side of the post to gather speeds.
 - Speed study would occur over the course of 2 days to a week.
- Results would be discussed, and the speed limit determined.
- If approved, the new signs would be installed within 30 days.

Information regarding mail:

- *These two options are informational purposes for Council and need to be selected by the homeowners.*
- The Post Office reviewed the area and offered the even numbered residences of 14 – 104 Front Royal Road two alternative options for their consideration. The current cluster box that services these houses also services the other side of the road, the odd numbered residences of Front Royal Road. This would be a homeowner decision; town staff could facilitate connecting the residents with the appropriate Post Office staff.

Additional Solutions for Homeowners:

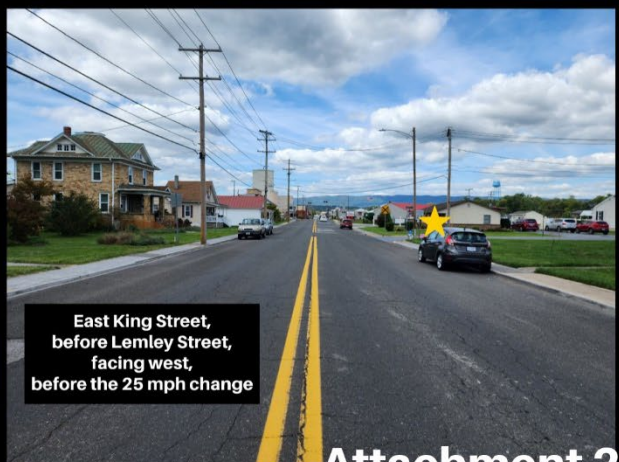
- **Option 1 from the Post Office:**
 - Households could purchase a second cluster box for their side of the road.
 - Location would need to be secured and approved by the Post Office.
 - The households are responsible for purchasing and installing their own cluster box.
- **Option 2 from the Post Office:**
 - The 9 houses on Front Royal Rd, could have their own mailbox placed on the backside of their property on Eberly St. *(This is possible for this location due to the delivery driver travelling on both sides of the street. Atypical situation.)*
 - Homeowners are responsible for purchasing and installing.
 - Would need to notify the Post Office of their desire to change.
 - Would keep the same address.
 - Currently, trash is already picked up from this side of the street/houses.

Supporting Documentation:

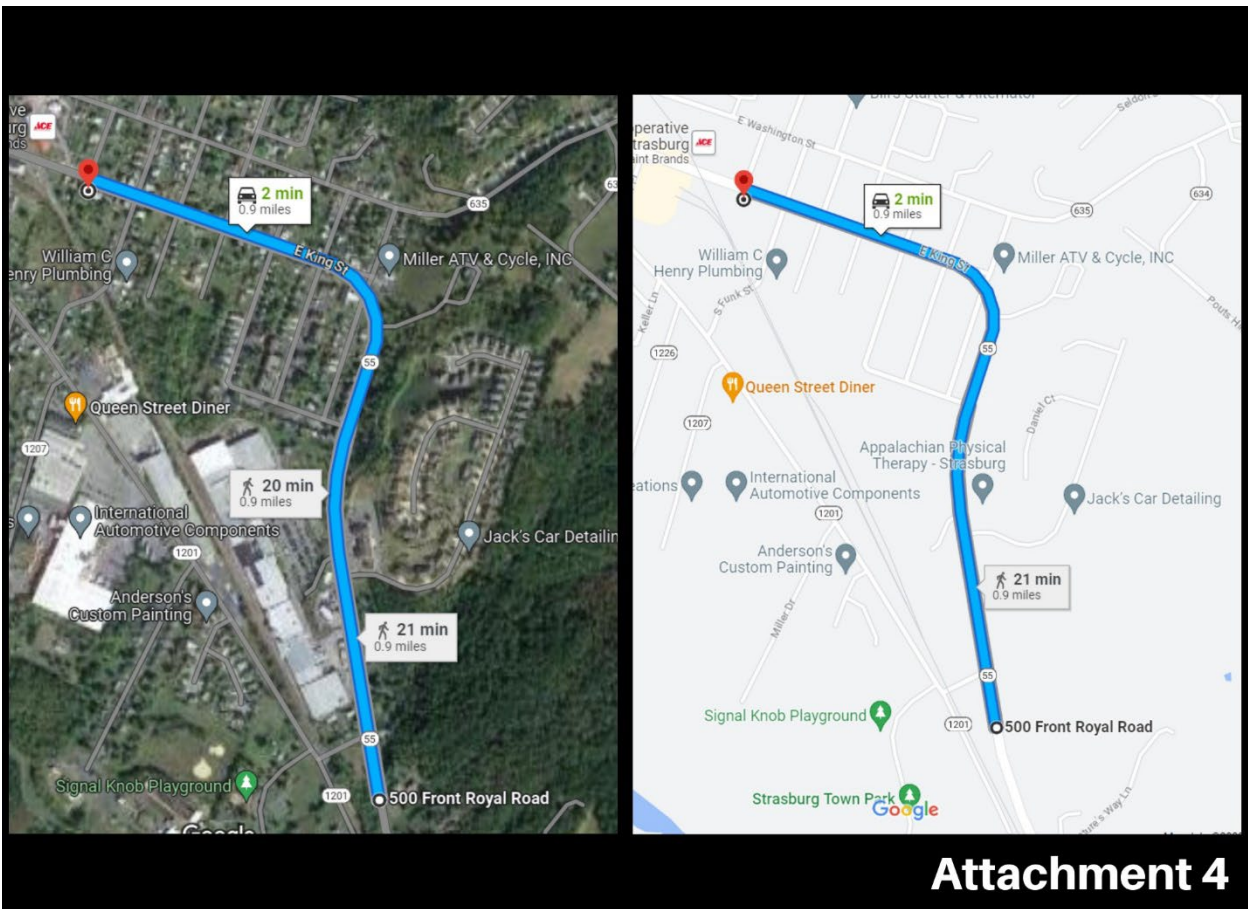
- **Attachment 1** – Location reference on East King Street and Front Royal Road relating to speed limit changes.
- **Attachment 2** – Location reference on Front Royal Road and East King Street relating to speed limit changes.
- **Attachment 3** – Location of shared mailbox cluster near 27 Front Royal Road.
- **Attachment 4** – Google map reference of the current 35 mph zone.
- **Attachment 5** – Eberly Street visual for Option 4 from the Post Office.
- **Attachment 6** – Chief Sager conducted a traffic survey at Front Royal Road / Jackson Street with traffic passing eastbound. Traffic speeds recorded until vehicle count totaled 9999; five-days in total.
- **Attachment 7** – Chief Sager conducted a traffic survey at 27 Front Royal Road with traffic passing westbound. Traffic speeds recorded until vehicle count totaled 9999; three-days in total.



Attachment 1



Attachment 2





Location: Front Royal Road / Jackson Street - eastbound

Speed	1 - 19	20 - 21	22 - 23	24 - 25	26 - 27	28 - 29	30 - 31	32 - 33	34 - 35	36 - 37	38 - 39	40 - 999
Volume	130	59	63	119	247	469	1479	2153	2248	1459	835	738
% of Total	1.3%	0.59%	0.63%	1.19%	2.47%	4.69%	14.79%	21.53%	22.48%	14.59%	8.35%	7.38%
									Total Vehicles: 9999			

Attachment 6

Location: 27 Front Royal Road - westbound

Speed	1 - 19	20 - 21	22 - 23	24 - 25	26 - 27	28 - 29	30 - 31	32 - 33	34 - 35	36 - 37	38 - 39	40 - 999
Volume	181	42	102	216	398	890	2308	2251	1727	932	485	467
% of Total	1.81%	0.42%	1.02%	2.16%	3.98%	8.9%	23.08%	22.51%	17.27%	9.32%	4.85%	4.67%
									Total Vehicles: 9999			

Attachment 7



Committee of the Whole

Meeting Date: October 2, 2023

To: Mayor Boies and Town Council of Strasburg

From: Brian Otis, Planning and Zoning Administrator

Date: October 2, 2023

Re: Zoning Text Amendment ZTA2024-0001 Short-term Rental uses

DESCRIPTION: The Planning Commission has made a recommendation to Town Council to hold a Public Hearing on the Zoning Text Amendment for the revision of UDO Section 6.2 Short-Term Rental and Bed and Breakfast Establishments.

Attachments:

Proposed language from staff to repeal the text amendment approved in October of 2021.



Zoning Ordinance Amendment

ZTA2024-0001

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

The following zoning ordinance language is recommended by staff to be repealed. This language was approved by Town Council on October 12, 2021 for short-term rental uses. By removing this language, the use “Short-term Rental” is no longer identified as a permitted use in any district. By removing this language, it will allow staff to work with the Planning Commission to present language to permit the short-term rental use to Town Council that is consistent with the vision of both bodies.

If approved by the Planning Commission, this amendment will be scheduled for public hearing during the October 24th Planning Commission meeting and the November 6 Council Work Session.

CHAPTER 7. DEFINITIONS

7.2 Definitions

7.2.2 Specific Terms

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.

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



Zoning Ordinance Amendment

ZTA2024-0001

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

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, plus one additional off-street parking space per available guest room, in order to accommodate rental guests.*
- 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*
 - 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.*



Zoning Ordinance Amendment

ZTA2024-0001

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

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 and 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.*



Committee of the Whole

Meeting Date: October 2, 2023

To: Mayor Boies and Town Council of Strasburg
From: Brian Otis, Planning and Zoning Administrator
Date: October 2, 2023
Re: Zoning Text Amendment – Public Hearings

DESCRIPTION: The Planning Commission has made a recommendation to Town Council to hold a Public Hearing on the Zoning Text Amendment for the revision of UDO Section 2.5 Public Hearings and other related text that references the requirements within.

Attachments:

Proposed language from staff to amend the requirements to reflect the requirements identified in the Code of Virginia.



Zoning Text Amendment ZTA24-0002

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

The purpose of the following proposed zoning text amendment is to correct the concern with timing of public hearings and their respective recommendations and actions. Additionally, the language was revised to reflect the requirements of the Code of Virginia.

The intent is to increase the review and fact-finding period for applications that require a public hearing and allow;

1. The Planning Commission 90 days from the time of their public hearing to make a recommendation.
2. The Town Council one year from the date of complete application.

To ensure the UDO does not include contradictory information, exhibit 2C and many sections of the UDO needed to be addressed. See the following for the recommended revisions to the UDO. The removed items are scratched through with a red text (~~example~~). The proposed text is underlined, bold, and in blue text (example).

2.5 Public Hearings

2.5.1 Meetings

All meetings of the Reviewing Body shall be open to the public. Meetings of the Reviewing Body shall be at the call of the Chairman and at such other times as the Reviewing Body shall determine. The Reviewing Body shall establish its own regular meeting time. The meeting place of said Reviewing Body shall be the Council Chamber of the Town Hall, or such other place as a meeting may be adjourned to if a need to do so arises. The Chairman or any two (2) members may call a special meeting by giving written notice to every other member of the Planning Commission stating the date, time and location of such meeting and by placing a written notice as required for a regular meeting. The timing of the posed notice shall be reasonable under the circumstances.

2.5.2 Rules of Order

The Reviewing Body shall develop and adopt rules of procedure which shall govern the conduct of its business, development of criteria and procedural matters subject to the approval of the body. Such rules of procedure shall be a matter of public record.

2.5.3 Application

Reviewing bodies shall investigate facts or ascertain the existence of facts, hold hearings, weigh evidence, and draw conclusions from them, as a basis for their official action. These decisions involve two key elements:

- A. The finding of facts regarding the specific proposal; and
- B. The exercise of discretion in applying the standards of this UDO.

2.5.4 Conduct of Hearing

- A. Any person or persons may appear at a public hearing and submit evidence, either individually or as a representative. Each person who appears at a public hearing shall state, for the record, his/ her name, address, and, if appearing on behalf of an organization or group, the name and mailing address of the organization or group.

- B. Members of the Reviewing Body conducting the hearing may ask questions of the Applicant, staff, or public, or of any witness, and may require questions be submitted to the chairman of the Reviewing Body who will direct the question to the appropriate party.
- C. Testimony may be presented by the Applicant, and any member of the public, but need not be submitted under oath or affirmation. The Reviewing Body may establish a time limit for testimony and may limit testimony where it is repetitive or irrelevant.

2.5.5 Order of Proceedings

The order of proceedings is as follows:

- A. The Zoning Administrator or designees shall present a description of the proposed development and the relevant sections of plans and ordinances involved, and set forth the legal or factual issues to be determined. A written or oral recommendation may be given at the opening of the hearing or, in complex cases, may be reserved by the Zoning Administrator to review the testimonial and document any evidence. The recommendation shall address each factor required by the UDO to be considered prior to development approval;
- B. The Applicant shall present such information or evidence that the Applicant deems appropriate, subject to reasonable time limits established by the Reviewing Body;
- C. Public testimony, including expert or lay witnesses on the Applicant's behalf, and relevant evidence shall be received;
- D. The Zoning Administrator or other staff member shall not be required to respond to any statement made by the Applicant or any public comment during the hearing, but may respond to questions from the Reviewing Body concerning any statements or evidence received during the deliberations;
- E. The Applicant may reply to any testimony or evidence presented by staff or the public; and
- F. The body conducting the hearing shall close the public portion of the hearing and conduct deliberations.

2.5.6 Review and Approval

- A. A Reviewing Body shall make a recommendation or act on an application as identified in Exhibit 2C. ~~within 60 days after the date the application is found to be complete.~~
- B. If a Reviewing Body has failed to convene a quorum or to make a recommendation or act as identified in Exhibit 2C, ~~within 60 days~~, the Application shall be deemed recommended for approval or deemed approved, as applicable.

2.8 Completeness Review

This section applies to any application, unless otherwise provided in the regulations for the specific application.

2.8.1 Application Materials

No application is complete unless all of the information required herein is included and all filing fees have been paid. Application materials shall be made available by the Zoning Administrator. Such applications shall be filed in advance of any Public Hearing, Neighborhood Meeting or Public Meeting required pursuant to the UDO or the Virginia Code.

2.8.2 Timing

- A. Whenever the UDO establishes a time period for processing an application, such time period does not commence until the Zoning Administrator has reviewed such application for

Zoning Text Amendment ZTA24-0002

completeness in order to determine whether the application has been properly submitted, the Applicant has corrected all deficiencies in the application, and the Zoning Administrator has determined it to be complete. Review for completeness of application forms is solely for the purpose of determining whether preliminary information required for submission with the application is sufficient to allow further processing, and shall not constitute a decision as to whether application complies with the provisions of the UDO.

- B. Not later than ~~seven (7)~~ **5 business** days after the Zoning Administrator has received an application, the Zoning Administrator shall determine in writing whether the application is complete and shall immediately transmit the determination to the Applicant. Upon receipt of any re-submittal of the application, a new ~~7-day~~ **5-business** day period shall begin, during which period the Zoning Administrator shall determine the completeness of the application. If the application is determined not to be complete, the Zoning Administrator's determination shall specify those parts of the application that are incomplete and shall indicate the manner in which they may be made complete, including a list and thorough description of the specific information needed to complete the application. The Applicant shall submit materials to the Zoning Administrator in response to the list and description.
- C. If the application, together with the submitted materials, are determined not to be complete, the Zoning Administrator shall specify in writing the information required and the Applicant may resubmit the application with the information required by the Zoning Administrator or may appeal that decision in writing to the Reviewing Body for which the application was submitted or if for a ministerial permit, the Board of Zoning Appeals.
- D. Nothing in this section precludes an Applicant and the Zoning Administrator from mutually agreeing to an extension of any time limit provided by this section.
- E. If the Zoning Administrator fails to act within the time period required for completeness review, the application is deemed complete.

2.8.3 Limitation on Further Information Requests

After the Zoning Administrator accepts a development application as complete, the Zoning Administrator may, in the course of processing the application, request the Applicant to clarify, amplify, correct, or otherwise supplement the information required for the application, if such would be required by the Reviewing Body to render a final determination on the merits.

2.14 Public Hearing Process Overview

The general approval process for applications for development approval that require a public hearing is summarized in Exhibit 2C. Actual process may vary based on the complexity of the proposed development proposal.

Exhibit 2C: Public Hearing Process Overview

	Pre-Application Meeting	Review	Recommendation	Final Decision	Appeal*	Complete Application to Recommendation (days)	Recommendation to Final Decision (days)	Appeal from Final Decision (days)
PUBLIC HEARING REQUIRED:								
Comprehensive Plan / Plan Amendment	Recommended	TRC	Planning Commission	Town Council	Circuit Court	30	30	30
UDO Text Amendment	Recommended	TRC	Planning Commission	Town Council	Circuit Court	30	30	30
UDO Map Amendment	Recommended	TRC	Planning Commission	Town Council	Circuit Court	30	30	30
Conditional Zoning and Proffers	Required	TRC	Planning Commission	Town Council	Circuit Court	30	30	30
Variance	Recommended	TRC	Zoning Administrator	Board of Zoning Appeals	Circuit Court	30	30	30
Special Use Permit	Recommended	TRC	Planning Commission	Town Council	Circuit Court	30	30	30
Sketch Plat	Recommended	TRC	TRC	Planning Commission	Town Council	30	30	30
Subdivision (Preliminary Plat, Final Plat)	Recommended	TRC	Planning Commission	Town Council	Circuit Court	30	30	30
Major Plat Amendment	Recommended	TRC	Planning Commission	Town Council	Circuit Court	30	30	30
Development Agreement	Required	TRC	Planning Commission	Town Council	Circuit Court	30	30	30
Concept Plan	Recommended	TRC	TRC	Planning Commission	Town Council	30	30	30

	Pre-Application Meeting	Review	Recommendation	Final Decision	Appeal*	Complete Application to Recommendation (days)	Recommendation to Final Decision (days)	Appeal from Final Decision (days)
Planned Development (Preliminary Development Plan, Final Development Plan)	Required	TRC	Planning Commission	Town Council	Circuit Court	30	30	30
Site Plan	Recommended	TRC	TRC	Planning Commission	Town Council	30	30	30
Vacations of Streets, Easements or Plats	Required	TRC	TRC	Town Council	Circuit Court	30	30	30
PUBLIC HEARING OPTIONAL:								
Construction Plan	Recommended	TRC	TRC	Public Works Director and Zoning Administrator	Town Council	30	30	30
Minor Subdivision (By-Right, Final Plat w/o dedication)	Recommended	TRC	TRC	Zoning Administrator	Town Council	30	30	30
Historic District Certificate of Appropriateness	Recommended	TRC	Zoning Administrator	Architectural Review Board	Town Council	30	30	30
* Appeals to Town Council are noticed public hearings.								

Exhibit 2C: Public Hearing Process Overview

Application	Public Hearing	Recommendation made by	Days until required action	Approval	Days until action	Appeal
Comprehensive Plan /Amendment	Y	Planning Commission/Zoning Administrator	90 days from Public Hearing to make recommendation	Town Council	Town Council to take action within 1 year of complete application	Circuit Court
Ordinance Text Amendment	Y	Planning Commission/Zoning Administrator	90 days from Public Hearing to make recommendation	Town Council	Town Council to take action within 1 year of complete application	Circuit Court
Zoning Map Amendment/Rezoning	Y	Planning Commission/Zoning Administrator	90 days from Public Hearing to make recommendation	Town Council	Town Council to take action within 1 year of complete application	Circuit Court
Special Use Permit	Y	Planning Commission/Zoning Administrator	90 days from Public Hearing to make recommendation	Town Council	Town Council to take action within 1 year of complete application	Circuit Court
Administrative Appeal	Y	Zoning Administrator	Hearing must take place within 30 days of appeal application	Board of Zoning Appeals	The Board shall take action on the date of Hearing	Circuit Court
Variance	Y	Zoning Administrator	Hearing must take place within 30 days of appeal application	Board of Zoning Appeals	The Board shall take action on the date of Hearing	Circuit Court
Public Facilities Review	Y	Planning Commission/Zoning Administrator	90 days from Public Hearing to make recommendation	Town Council	Town Council to take action within 1 year of complete application	Circuit Court

Exhibit 2C: Public Hearing Process Overview

Application	Public Hearing	Recommendation made by	Days until required action	Approval	Days until action	Appeal
Plat of Vacation for Public Right-of-Way, Public Easement	Y	Planning Commission/Zoning Administrator	90 days from Public Hearing to make recommendation	Town Council	Town Council to take action within 1 year of complete application	Circuit Court
Planned Development	Y	Planning Commission/Zoning Administrator	90 days from Public Hearing to make recommendation	Town Council	Town Council to take action within 1 year of complete application	Circuit Court
Sketch Plat	N	Staff Technical Review/ Zoning Administrator	Only 1 review cycle with comments provided			Board of Zoning Appeals
Subdivision (Preliminary Plat, Final Plat)	N			Zoning Administrator	Approval in 10 business days to approve after Signature Submission is received	Board of Zoning Appeals
Major Plat Amendment	N			Zoning Administrator	Approval in 10 business days to approve after Signature Submission is received	Board of Zoning Appeals
Development Agreement	N	Zoning Administrator	10 business days to review for correct information	Town Attorney	10 business days to review of form	Circuit Court
Concept Plan	N	Staff Technical Review/ Zoning Administrator	Only 2 review cycles with comments provided			

Exhibit 2C: Public Hearing Process Overview

Application	Public Hearing	Recommendation made by	Days until required action	Approval	Days until action	Appeal
Site Plan	N	Staff Technical Review	45 Calendar days per review cycle	Zoning Administrator	Approval in 10 business days to approve after Signature Submission is received	Board of Zoning Appeals
Construction Plan	N			Zoning Administrator/ Director of Public Works	Approval in 10 business days after all comments are addressed	Town Council
Minor Subdivision	N			Zoning Administrator	Approval in 10 business days to approve after Signature Submission is received	Board of Zoning Appeals
Historic District Certificate of Appropriateness	N	Architectural Review Board	Next scheduled ARB meeting/no less than 15 business days before the meeting	Zoning Administrator	Approval in 5 business days of ARB recommendation	Town Council

2.16 UDO Amendments

2.16.1 Amendments

- A. Uses, or any other regulations, restrictions, or boundaries established in this UDO may, from time to time, be amended, supplemented, changed, modified, or repealed by a favorable majority of votes of the Town Council, provided:
- ~~1. That a public hearing shall be as set forth in the Code of Virginia, § 15.2-2204, held in relation thereto at which parties in interest and citizens shall have an opportunity to be heard. Notices shall be given of the time and place of such hearing by publication in at least two issues of some newspaper having a general circulation in the jurisdiction, as set forth in Code of Virginia, § 15.2-2204, as amended. Not less than six (6) days shall elapse between the first and second publication. Such notice shall specify the time and place of hearing at which persons affected may appear and present their views. After enactment of any such plans, ordinance or amendment, further publication thereof shall not be required.~~
 - ~~2. When a proposed amendment of this UDO involves a change in the zoning map classification of 25 or fewer parcels of land, then, in addition to the advertising as above required, written notice shall be given by the Planning Commission, or its representative, at least five (5) days before the hearing to the owner or owners, their agent or the occupant, of each parcel involved; to the owners, their agent or the occupant, of all abutting property and property immediately across the street or road from the property affected, including those parcels which lie in other localities of the Town; and, if any portion of the affected property is within a planned unit development, then to such incorporated property owners associations within the planned unit development that have members owning property located within 2,000 feet of the affected property as may be required by the Planning Commission or its agent. Notice sent by registered or certified mail to the last known address of such owner as shown on the current real estate tax assessment books or current real estate tax assessment records shall be deemed adequate compliance with this requirement. If the hearing is continued, notice shall be re-mailed.~~
 - ~~3. When a proposed amendment of this UDO involves a change in the zoning map classification of more than 25 parcels of land, then, in addition to the advertising as above required, written notice shall be given by the Planning Commission, or its representative, at least five (5) days before the hearing to the owner, owners, or their agent of each parcel of land involved. One notice sent by first class mail to the last known address of such owner as shown on the current real estate tax assessment books or current real estate tax assessment records shall be deemed adequate compliance with this requirement, provided that a representative of the Planning Commission shall make affidavit that such mailings have been made and file such affidavit with the papers in the case.~~
- B. After proper public hearing, the Planning Commission shall make its recommendation to the Town Council, who will then act upon the Applicant's request. Action shall be taken by the Town Council only after a report has been received from the Planning Commission, unless a period of 60 days identified in Exhibit 2C, has elapsed after date of referral from the Planning Commission, after which time it may be assumed the Planning Commission has approved the

change or amendment. No land may be zoned to a more intensive use classification than was contained in the public notice without an additional public hearing after notice as required herein.

- C. A fee as established by Town Council shall be charged to defray the cost of advertising and administration.
- D. Site Assessment.
 - 1. Any application for rezoning, or an amendment to the Zoning Map, shall include the submission of a Phase I environmental site assessment based on the reasonably anticipated use of the property proposed for rezoning or map amendment that meets generally accepted national standards for such assessments, such as those developed by the American Society for Testing and Materials, and Phase II environmental site assessments, that also meet accepted national standards, such as, but not limited to, those developed by the American Society for Testing and Materials, if the Planning Commission and/or Town Council deems such to be reasonably necessary.
 - 2. A reasonable fee may be charged for the review of such environmental assessments, which fees shall not exceed an amount commensurate with the services rendered, taking into consideration the time, skill, and administrative expense involved in such review. Such fees will be established by the Staff, subject to approval by the Town Council.
 - 3. Should any such assessments reasonably demonstrate contamination and/or other adverse environmental conditions of the property, remediation of such contamination and/or other adverse environmental conditions shall be completed and approved by the Town Council prior to final approval of any rezoning, map amendment, or development, on or pertaining to such property. The Town Council shall have the power to waive the requirements of such assessments upon a finding that the submission of such assessments is not reasonably necessary to protect the public health, safety, and welfare of the citizens of the Town of Strasburg.

2.16.2 Applicability

The provisions of this section apply to any application to:

- A. Revise the text of the UDO (Text Amendment); or
- B. Reclassify a tract, parcel, or land area from one zoning district to another (Map Amendment).

2.16.3 Initiation

- A. All petitions, applications, recommendations, or proposals for changes in the zoning district classification of property (referred to as a “rezoning”) or for changes in the text of the UDO shall be filed with the Zoning Administrator.
- B. Text amendments may be proposed by any person.
- C. A proposed rezoning may be initiated by:
 - 1. The Town Council or Planning Commission by resolution; or
 - 2. An application properly signed and filed by the owner or, with the owner’s specific written consent, a contract purchaser or owner’s agent of a property included within the boundaries of a proposed rezoning, unless otherwise provided by the UDO. The Applicant may file an application for subdivision plat approval concurrent with an application for a rezoning.

Zoning Text Amendment ZTA24-0002

- D. Pre-Application Meeting Required for UDO Map Amendments. The Zoning Administrator ~~shall~~ may require the Applicant to hold a Neighborhood Meeting prior to the application for all properties within 500 feet.
- E. The Zoning Administrator shall forward applications for UDO amendments to the Planning Commission and then Town Council with or without written comment for a determination of whether an ordinance should be drafted and a public hearing set in accordance with the provisions of this UDO.
- F. Upon receipt of a petition for a UDO amendment as provided herein, the Town Council may summarily deny the petition or set a date for a public hearing on the requested amendment and instruct the Town Attorney, in consultation with the Zoning Administrator, to draft an appropriate ordinance.
- G. Applicability. The provisions of this subsection do not apply to any application for a rezoning that is initiated by the Town Council.

2.16.4 ~~Decision~~ Reserved

~~A. Process~~

- ~~1. UDO Text Amendments shall be processed as legislative public hearings. Legislative approvals involve a change in land-use policy. A public meeting is required, but the procedural requirements of a quasi-judicial hearing do not apply.~~
- ~~2. UDO Map Amendments shall be processed as quasi-judicial hearings. Quasi-judicial approvals involve the application of a discretionary standard required by this UDO to an application. It requires a public hearing and procedural due process requirements apply.~~

2.16.5 Criteria

In its review of an application, the Planning Commission and Town Council shall consider the following criteria as applicable to the UDO text or Zoning Map amendment. No single factor is controlling; instead, each shall be weighed in relation to the other standards within this list.

- A. Existing use and character of the property.
- B. Suitability as presently zoned.
- C. Consistency with the comprehensive plan.
- D. Suitability of the property for various uses; encouragement of most appropriate uses.
- E. Adverse impacts on neighboring lands.
- F. The trends of growth or change.
- G. Current and future requirements of the community for using land for various purposes as determined by population and economic studies and other studies.
- H. The transportation requirements of the community; the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services.
- I. The conservation of natural resources, the preservation of flood plains, the preservation of agricultural and forestal land and the conservation of properties and their values.
- J. Health, Safety, and Welfare. The amendatory ordinance shall bear a substantial relationship to the public health, safety or general welfare, or protect and preserve historical and cultural places and areas. The UDO amendment may be justified if a substantial public need or purpose exists, regardless of whether the Applicant also benefits.
- K. Public Policy. Certain public policies in favor of the rezoning may be considered. Examples include a need for affordable housing, economic development, mixed-use development, or



Zoning Text Amendment ZTA24-0002

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

sustainable environmental features, which are consistent with neighborhood, area, or specific plans.

- L. Other Factors. The Reviewing Body may consider any other factors relevant to a rezoning application under state law.
- M. The Reviewing Body shall not regard as controlling any advantages or disadvantages to the individual requesting the change, but shall consider the impact of the proposed change on the public at large.

2.16.6 Effect of Approval

The approval of an amendment to the UDO text or Zoning Map does not authorize the use, occupancy, or development of property until the Applicant receives necessary Development Orders, such as subdivision, Site Plan and Zoning Permit approval.

2.16.7 Recording Procedures

When the amendment involves changes to the existing zoning district boundaries, the form of the amending ordinance shall contain a narrative description of the land to be reclassified or reference to an accompanying plat of such land showing the new zoning classifications and indicating their boundaries. The Zoning Administrator shall refer to the attested ordinance as a record of the current zoning status until such time as the zoning map may be changed.

2.16.8 Subsequent Applications

- ~~A. Withdrawal After Planning Commission Hearing. No rezoning application shall be received or filed with the Planning Commission if, during the previous six months, an application was received or filed and withdrawn after a full, fair, complete, and final hearing occurred on the rezoning before the Planning Commission. However, if the Applicant certifies with a sworn affidavit that the evidence is new, relevant, and substantial, and could not have been secured at the time set for the original hearing, the Planning Commission may hear and consider the application.~~
- ~~B. Denial of Rezoning. No application for rezoning shall be received or filed with the Planning Commission within one year after the Town Council has denied an application for rezoning of the same property.~~
- A. Upon denial of any application by a property owner for an amendment, no further application concerning any or all of the same property that is substantially the same as the application denied shall be made within one year from the date of such denial.
- B. An application for an amendment may be withdrawn at any time; provided, that if the request for withdrawal is made after publication of the notice of any public hearing, no application for substantially the same amendment on all or any part of the same property may be filed within six months of the withdrawal date.
- C. In no event shall there be any refund of fees in the case of withdrawal after publication of the notice of any public hearing.
- D. Whenever consideration of an amendment is deferred after notice of any public hearing has been first published, the applicant shall bear the additional advertising costs.

2.20 Special Use Permit

2.20.6 Subsequent Applications

~~An application for a SUP may be withdrawn at any time. If the application has been advertised in compliance with state law, an application requesting substantially the same use on all or part of the~~



Zoning Text Amendment ZTA24-0002

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

~~same described land shall not be reconsidered within one year of withdrawal. No application for a SUP for any lot or parcel that requests the same use and same conditions shall be considered within one year of a final decision denying the application.~~

- A. Upon denial of any application by a property owner for a Special Use Permit, no further application concerning any or all of the same property that is substantially the same as the application denied shall be made within one year from the date of such denial.
- B. An application for a Special Use Permit may be withdrawn at any time; provided, that if the request for withdrawal is made after publication of the notice of any public hearing, no application for substantially the same Special Use Permit on all or any part of the same property may be filed within six months of the withdrawal date.
- C. In no event shall there be any refund of fees in the case of withdrawal after publication of the notice of any public hearing.
- D. Whenever consideration of a Special Use Permit is deferred after notice of any public hearing has been first published, the applicant shall bear the additional advertising costs.

COUNCIL MEMBER COMMENTS



CLOSED MEETING



ADJOURNMENT

