



CITY OF WAYNESBORO PLANNING COMMISSION
Regular Meeting, Tuesday, October 18, 2018
7:00 pm

Council Chambers, Charles T. Yancey Municipal Building
503 West Main Street

**PLANNING
COMMISSIONERS**

Andrew Kelly
Chair

Shannon Boyle
Vice-chair

Patrick McNicholas

Stephen Arey

Shannon Boyle

Michael Gibson

Noelle Owen

Bobby Henderson,
Council Rep.

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**FUTURE SCHEDULED
MEETINGS:**

City Council
Business Meeting
Wednesday, October 22, 2018
7:00 pm

Planning Commission
Regular Meeting/
Public Hearing
Tuesday, November 16, 2018
7:00 pm

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AGENDA

1. Call to order. Pledge of allegiance.
2. Review and approval of minutes of regular meeting held July 17, 2018.
3. Citizen comment period – limited to 4 minutes per speaker, for issues not listed as an agenda item.
4. Waynesboro Area Refuge Ministry Conditional Use Permit Application
5. Other Business/Commissioners' Correspondence and Communication.
6. Adjournment.

Thank you for attending. Citizen comments are invited and welcomed during the meeting's citizen comment period. For those with special needs, please contact the Planning Department at 942-6604 for any accommodations required at least 3 days prior to the meeting you wish to attend. Assistive listening devices available.

The Planning Commission of the City of Waynesboro, Virginia, held a regular meeting on the 18th day of September, 2018, at 7:00 P.M., in Council Chambers, Charles T. Yancey Municipal Building, 503 West Main Street, Waynesboro, Virginia:

PRESENT: Commission Members

Andrew Kelly, Chair
Shannon Boyle, Vice Chair
Patrick McNicholas
Stephen Arey
Michael Gibson
Noelle Owen
Bobby Henderson

City Planner &
Clerk of the Commission: Luke Juday

1. CALL TO ORDER. PLEDGE OF ALLEGIANCE: Meeting was called to order by Vice Chair McNicholas who asked Mr. Arey to lead the pledge of allegiance to the flag.
2. REVIEW AND APPROVAL OF MINUTES OF REGULAR MEETING HELD May 22, 2018: Minutes were approved with a 7-0 vote with corrections: Motion to approve the minutes by Mr. Arey and second by Ms. Boyle
3. CITIZEN COMMENT PERIOD- LIMITED TO 4 MINUTES PER SPEAKER, FOR ISSUES NOT LISTED AS AN AGENDA ITEM: None.
4. Election of chair and vice chair
 - a. Motion to approve Mr. Kelly as Chair. Motion by Mr. Arey and second by Mr. Henderson. The vote was 7-0.
 - b. Motion to approve Ms. Boyle as Vice Chair. Motion by Mr. McNicholas and second by Mr. Arey. The vote was 7-0.
5. Transportation plan
 - a. Mr. Juday briefly described the transportation plan. The Comprehensive Plan was passed in March without a transportation section, which is required by VA Code. This transportation supplement fulfills this requirement.
 - b. Mr. Juday asked the Planning Commissioners to read through and give comments within the next month.
 - c. The plan is divided into sections, including traffic volume and congestion, road projects, access management projects, greenways, bicycles, etc.
 - d. A question was asked about if the Martins extension is included in the plan. A. Yes
 - e. A question was raised about whether or not dedicated U-turn lanes will be included in the Main street access management project. A. Yes, there will be median breaks in the road, and U-turns will be included. This plan is still in the idea phase, and is a long-term stated priority of the City.
 - f. A comment was made that the median projects will reduce the amount of road the City needs to maintain.

- g. A question was asked about access in Stanton. A. Stanton has less access since they completed their access management projects, but these projects create aesthetically appealing entrance corridors as well as improved safety for pedestrians and motorists.
- h. The East Main street accessibility project is still in the idea phase. There is a possibility of creating a public process. The ultimate goal is to connect Downtown to the Crozet tunnel.
- i. The Kirby/4th street connector project is in the design and engineering phase. This project will create a second access point for 130 homes in that neighborhood. The next step is the public outreach initiative. Mr. Gibson has lived in this area for a while, and stated the second access point is necessary for safety reasons, and that people would love another access point.
- j. A question was asked about where the City has the right-of-way to widen the road to create another lane? A. Yes, there is enough right-of-way to complete this project.
- k. There is a possibility of an increase of thru-traffic. Mr. Gibson responded the people already drive through the neighborhood if they are lost.
- l. The Northern Connector is not a priority at the moment but will become more important as Waynesboro expands.
- m. A question was raised about a potential roundabout at the intersection of 13th and Rosser Ave. A. The signal study indicates that a stoplight is not warranted, and two stop signs were installed. This is no longer a City priority, and will wait for state funds to complete the project. The intersection of Hopeman Parkway and Solutions Way also is not a high priority for a roundabout.
- n. A question was asked about a potential roundabout at the Northern connector extension intersection. A. VDOT requires roundabout study's be conducted because they are safer and cheaper. They reduce fatalities by 80%.
- o. A question was asked about a potential roundabout at the intersection of Rosser and Main. A. The signals do work, but that intersection would probably score well for SmartScale applications.
- p. A question was asked regarding the cost of buying properties. A. Properties would need to be acquired.
- q. In general, the Planning Commission is pro roundabouts.
- r. The sidewalk, bike and transit sections of the transportation plan were discussed.
- s. The sidewalk section has a list that prioritizes projects.
- t. A question was asked about when the sidewalk plan will be implemented. A. The table is more of a prioritization rather than a list of projects. The City would like to build capacity through a dedicated sidewalk crew.
- u. There was a question about how much sidewalk has been built. A. It depends on how much of the budget is set aside for sidewalks each year.
- v. A comment was made about how much sidewalks improve the City, and the long-term benefits. This is a long-term project that the City needs to be dedicated to, and overtime, we will be able to see the change.
- w. A comment was made that sidewalks are expensive. They require specialized machinery, concrete, specialized signs, and time. He has experience with installing sidewalks, and asks if it may be cheaper to contract the work out.
- x. There was a question about whether or not crosswalks will be installed across at Rosser and LuDewit in which VDOT owns half of, and the City owns the other half. A. There are plans to install crosswalks at the apartment complex.

- y. The Bike plan was approved in 2012.
 - z. 1.5 miles of the greenway has been built. Phase 3 and 4 are in the process of being completed. The Crozet extension is still in the idea phase, but the City is in talks with Nelson County.
 - aa. The Transit system is Bright, which is run through the CSPDC. There is project to connect Stanton to Charlottesville with a stop in Waynesboro.
 - bb. Next steps for the transportation plan are comments from the Planning Commission and a public open house.
6. OTHER BUSINESS/COMMISSIONERS' CORRESPONDENCE AND COMMUNICATION:
- a. Welcome to the Planning Commission Mr. Bobby Henderson- Council Liaison, Mr. Michael Gibson, and Ms. Noelle Owen
 - b. Mr. Juday described the Annual Report, and will organize a Planning Commission tour of Waynesboro (Sunset park, sewage treatment plant, Crozet tunnel, etc.), as well as provide information about upcoming planning commission classes



CITY OF WAYNESBORO, VIRGINIA
CONDITIONAL USE PERMIT STAFF REPORT
CUP 13-091

August 20, 2013

SUMMARY SHEET

Applicant:	Waynesboro Area Refuge Ministry (WARM)
Address/Legal Description:	1035 Fairfax Avenue Waynesboro, VA 22980
Total Acreage:	0.53 acres
Tax Map Number:	TM 26-1-9A
Real Estate Owner of Record:	Waynesboro Area Refuge Ministry Inc
Current Zoning:	RG-5 (General Residential) District
Comprehensive Plan Designation:	Park
Attachments:	1. Sample women shelter/transitional housing information in Virginia
Flood Plain:	No
Enterprise Zone:	No
Action Requested:	Request to amend condition 1.b. of WARM CUP agreement.
Authorizing City Code Section(s):	Section 2.4 (Use Table)
Summary Recommendations:	<p>Staff recommends approval of the request to amend condition 1.b. of the existing Conditional Use Permit (CUP 13-091) to state:</p> <ol style="list-style-type: none"> 1. Waynesboro Area Refuge Ministry (WARM) shall operate the transient lodging (a.k.a. Temporary Supportive Housing) as follows: <ol style="list-style-type: none"> b. It shall maintain appropriate professional around-the-clock staffing coverage for the facility, with no less than 3 full time (or FTE) employees providing services and supervision 24 hours per day and 7 days per week. <ol style="list-style-type: none"> i. The shelter shall not operate at any time without at least one qualified staff member onsite and one on-call supervisor/manager providing additional backup coverage to the facility. This includes daytime staff, evening staff, and overnight staff, even when the overnight staff has residence on-site. ii. The organization's management must employ a professional staff with relevant training and experience in the homeless services and operations field and, more specifically, with the services and operations offered through Temporary Supportive Housing/Transitional Housing programs. The

	staffing plans and patterns of the facility must be documented and available for review by the Planning Director or Zoning Administrator or their designee.”
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1. Nature of Request

To further their mission, WARM is requesting a change to their CUP under Condition 1.b to allow for more flexibility in staffing. Specifically, the requirement of two live-in managers would change to a requirement of 24/7 staffing coverage with no less than one qualified staff member onsite at all times. This change in the CUP would make the overnight staff to resident ratio 1:24 at maximum capacity and 1:22 under current bedroom use plans.

The CUP currently states:

“b. It shall maintain a minimum of three (3) full time employees in the following positions: i. A qualified day-time shelter manager who has training relevant to the operation of a Temporary Supportive Housing; ii. Two (2) night-time shelter managers who shall have their residence on-site.”

WARM is requesting this above section be amended to state:

- b. It shall maintain appropriate professional around-the-clock staffing coverage for the facility, with no less than 3 full time (or FTE) employees providing services and supervision 24 hours per day and 7 days per week.

 - i. The shelter shall not operate at any time without at least one qualified staff member onsite and one on-call supervisor/manager providing additional backup coverage to the facility. This includes daytime staff, evening staff, and overnight staff, even when the overnight staff has residence on-site.*
 - ii. The organization’s management must employ a professional staff with relevant training and experience in the homeless services and operations field and, more specifically, with the services and operations offered through Temporary Supportive Housing/Transitional Housing programs. The staffing plans and patterns of the facility must be documented and available for review by the Planning Director or Zoning Administrator or their designee.”**

Currently, WARM staffs the facility with qualified employees 24/7 with two on-call program administrators as well as three part-time employees. The facility is monitored by 11 cameras, which were installed in February 2018. The two on-call program administrators live within 5 minutes of the property allowing for immediate responses to afterhours needs or potential emergencies.

2. Background

WARM (Waynesboro Area Refuge Ministry) operates under a Conditional Use Permit that allows for transient lodging at 1035 Fairfax Avenue in the RG-5 General Residential District. WARM provides Temporary Supportive Housing for women with children until they can obtain more permanent housing. In addition to providing shelter, trained WARM volunteers work in coordination with outside agencies and groups to provide educational services in financial management, parenting, and job skills, in addition to providing any necessary substance abuse or mental health services. WARM hosts up to 28 homeless women and children and currently has 8 bedrooms for guests and 2 bedrooms for staff. The

shelter operates 24 hours a day, 7 days a week. WARM has been operating under new management since May of 2015, and has a proven record of helping families.

This change has been prompted by the difficulty of consistently finding staff willing to live full time at the shelter, rather than simply working day or night shifts. Most social workers, like employees in all fields, prefer to maintain some work/life separation. The current CUP requirements reflect the situation when WARM was first established. The founders saw the shelter as a life mission and were willing to live on-site, but lacked a professional background in transitional housing work. Since then, the organization has grown and has become more professional in its programs, training and policies. The proposed staffing requirement is more consistent with other professionally run transitional housing programs that use 24/7 shifts rather than live-in staff.

Transportation and Access: The subject property is accessed from Fairfax Avenue. The site shares a circular driveway with the adjoining property, the Arc of Augusta, Inc.

Zoning Requirements: The subject property is zoned RG-5 (General Residential) District, allowing the current use by conditional use permit.

Building Permit: The structure is equipped with a sprinkler system and the current facility exceeds the life safety requirements required by the R-2 designation for a group home and thus meets the requirements for a boarding house.

Public Utilities: The site has adequate public water and sewer available for service.

Relationship to Adjacent Properties: WARM is located at the end of Fairfax Avenue. It is surrounded by property owned by The Arc of Augusta, Inc., a non-profit organization providing education and services for children and adults with intellectual and/or developmental disabilities in the Staunton, Waynesboro, and Augusta County areas. Other adjacent uses are primarily industrial, including Vector Industries Inc. and the Waynesboro Wastewater Treatment Plant. Residential units in the area are at least 260 feet away from the subject property and are up the hill and buffered by woods.

3. Conclusion and Recommendations

Staff recommends approval of the request to amend section b of the Conditional Use Permit. WARM has proven the past three years they can successfully service and support women and children by providing temporary supportive housing services. Updating the staffing requirements aligns with WARMs mission as well fits into general trend of how temporary housing facilities are run throughout the state. This change will not have any negative consequences for the facility or cause any nuisances to surrounding properties.

Survey of Women's Shelters/Transitional Housing Programs around the State of Virginia

Shelter Name	Location	Type of Shelter	Start Date	Accredited?	Intake Criteria	# of Beds/ Bedrooms	Length of Stay	# of Staff	Security System	Concerns/ Issues/Notes
Loudoun Citizen for Social Justice, Inc.	Leesburg	Emergency shelter/no transitional housing	30 years ago	Yes/ VSDVAA	Women with children (Victims of domestic violence)	12 beds/3 bedrooms	30 days, up to 2-3 months	2 full time, 3 night shifts	Alarm system, key codes, no outside visitors	Trash and pest control
Barrett Transitional Home	Norfolk	Transitional Housing	1990	No/ HUD funding	Single women only	10 beds	Average 7-8 months, up to 2 years	3, no night shift	Security cameras/door, gates/fence locked at night/key codes/alarm system	
YWCA of Central Virginia	Lynchburg	Emergency Shelter/Transitional Housing	1912	Domestic Violence shelter: Yes/VSDVAA Transitional Housing: No	Women and children (victims of domestic violence) and the homeless women and children	Domestic Violence: 1 with 8 beds; 1 with 32 beds Transitional housing: 38 bedrooms	Domestic Violence: 30 days Transitional Housing: no limit	Domestic Violence: 24/7 Transitional housing, 1 staff, no night shift	Security cameras, key code to the door,	Women sleeping in cars
Shelter for help in Emergency	Charlottesville	Emergency Shelter		Yes/ VSDVAA	Woman and children (victims of domestic violence)	10 rooms/30 beds	Up to 6 weeks	4	Door locked open from inside; no one allowed to go out after 11pm	
Madeline's House	Blackstone	Emergency Shelter		Yes/ VSDVAA	Women and children (victims of domestic violence)	15 beds	30 days	5		

VSDVAA = Virginia Sexual and Domestic Violence Action Alliance

Shelter Name	Location	Type of Shelter	Start Date	Accredited?	Intake Criteria	# of Beds/ Bedrooms	Length of Stay	# of Staff	Security System	Concerns/ Issues/Notes
Doorway for Women and Families	Arlington	Safe House/Transitional Housing for the homeless	1978	Safe house: Yes/ VSDVAA Transitional Housing: No/HUD funding	Women and children (victims of domestic violence) /Homeless families	Safe house: 11 beds Homeless shelter: 21 beds	No time limit, average 4 months	7-8 staff with volunteers	Controlled access, security camera, alarm system	
Transitional Family Violence Services	Hampton	Emergency Shelter/Transitional Housing	1976	Emergency Shelter Yes/ VSDVAA Transitional Housing: No/HUD funding	Women and children (victims of domestic violence)	7 bedrooms, up to 29	Emergency shelter: 30 days up to 90 days Transitional housing: 1 year, up to 2 years	5-6 staff	Security camera, alarm	Transitional housing: interview, credit report, women with no potential threat
Menchville House Ministries, Inc.	Newport News	Emergency Shelter	2001	No/ HUD funding	Women and children up to 17 (victims of domestic violence)	16 women and 30 kids	6 months	2 full time, 3 part time	Security system/staff	Intake criteria, women with no domestic violence threat, back ground check

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Avalon A Center for Women and Children	Williamsburg	Emergency Shelter/ Transitional Housing	1978	Yes/ VSDVAA	Women and children	Emergency shelter: 4 bedrooms/20 people Transitional Housing: 20	Emergency shelter: 30 days Transitional Housing: up to 2 years	Total 20-21 trained staff	Security cameras, fence, staff	Intake criteria for transitional housing: those being in the emergency shelter with income
Shelter Name	Location	Type of Shelter	Start Date	Accredited?	Intake Criteria	# of Beds/ Bedrooms	Length of Stay	# of Staff	Security System	Concerns/ Issues/Notes
Haven Shelter and Services, Inc.	Warsaw	Emergency Shelter/no transitional program	25 years	Yes/ VSDVAA	Women and children (victims of domestic violence)	32 beds	60 days	13-14 staff		Children throw rocks to the neighbor's house
Family Crisis Support Services	Norton	Emergency shelter	1982	Yes/ VSDVAA & HUD funding	Women and children Men	21 for women 10 for men	Homeless: 30 days Domestic Violence involved: 90 days and over	Homeless: 2 Domestic Violence: 5	Security camera/alarm/gate	Keep a security safe location/police patrol
New Directions Center, Inc.	Staunton	Emergency shelter/no transitional housing	1996	Yes/ VSDVAA	Women and children: victim of domestic violence Secondary: homeless	14 beds, up to 23	No time limit	1 full staff, 3 in office, no night shift	Security system/cameras	The only domestic violence shelter in the region

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