



Waynesboro City Council Agenda Briefing

Meeting Date:	October 11, 2023	Staff/Council Member(s): Leslie Tate, Director of Community Development Alisande Tombarge, City Planner
Agenda Item #	12	
Ordinance#	2023-	
Department:	Community Development	
Subject:	A request from Waynesboro Area Refuge Ministry, Inc., to modify the conditions of its existing CUP (13-091 and 18-312) allowing temporary supportive housing operations at 1035 Fairfax Avenue, City Tax Map number 26-9-1A.	
Attachments:	<ol style="list-style-type: none"> 1. Planning Commission Recommendation 2. Staff Report 3. Draft Ordinance 	
Planning Commission Recommendation:	<p>The Planning Commission recommends approval (5-0), of the request for amendments for condition 1.b. and 1.c. of an existing conditional use permit (CUP 13-091, 18-312) to state:</p> <ol style="list-style-type: none"> i. Waynesboro Area Refuge Ministry (WARM) shall operate the transient lodging (a.k.a. Temporary Supportive Housing) as follows: <ol style="list-style-type: none"> a. It shall maintain appropriate professional around-the-clock staffing coverage for the facility, with no less than one (1) full time (or FTE) employee 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. ii. The facility shall not exceed more than 35 persons (inclusive of transitional clients, staff, and volunteers) at any given time. 	

Background:

WARM 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 recently acquired space in the Arc of Augusta office building located next door at 1025 Fairfax Avenue, and have moved their administrative offices from the Anderson House into the Arc of Augusta building. This move opened up a room at the Anderson House and prompted WARM's application to amend its CUP to increase the maximum number of persons that can be in the facility at any given time, and provide the ability to provide temporary housing for an additional family of unsheltered mothers and children.

The reduction in staffing requirements fits more with WARM's current working model, staff working in shifts rather than residing on site, and will save the organization money that can be put to other uses. In addition, WARM has expressed concern about the ability to find the required staff to fill open positions.

Planning Commission Recommendation:

The Planning Commission recommends approval (5-0), of the request for amendments for condition 1.b. and 1.c. of an existing conditional use permit (CUP 13-091, 18-312) to state:

1. Waynesboro Area Refuge Ministry (WARM) shall operate the transient lodging (a.k.a. Temporary Supportive Housing) as follows:
 - b. It shall maintain appropriate professional around-the-clock staffing coverage for the facility, with no less than one (1) full time (or FTE) employee 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.
 - c. The facility shall not exceed more than 35 persons (inclusive of transitional clients, staff, and volunteers) at any given time.

City Manager's Recommendation:

The City Manager recommends approving the conditional use permit amendment request. A public hearing for this request will be held at the ordinance's second reading at Council's October 23, 2023, meeting.

Suggested Motion(s):

Introduce the draft Ordinance as provided in Attachment #3.