



City of Harrisonburg

409 S. Main Street
Harrisonburg, VA 22801

Meeting Agenda - Final-revised City Council

Tuesday, April 14, 2026

7:00 PM

Council Chambers

1. Roll Call
2. Moment of Silence
3. Pledge of Allegiance
4. Special Recognition
5. Consent Agenda (any item placed on the consent agenda shall be removed and taken up as a separate matter, if so requested by any member of Council, otherwise all items will be voted on with one (1) motion)
 - 5.a. Minutes from the March 24, 2026 City Council Meeting

Attachments: [Minutes](#)
 - 5.b. Consider the special event application request for Massanutten Regional Library's Summer Reading Kick-Off Celebration on Sunday, May 31, 2026, at Turner Pavilion.

Attachments: [Special Event Application](#)
[Memorandum](#)
 - 5.c. Consider the special event application request for the Shenandoah Valley Pride Celebration on Sunday, September 20, 2026.

Attachments: [Memorandum](#)
[Special Event Application](#)
 - 5.d. Consider the special event application request for the Harrisonburg Half Marathon on Saturday, October 3, 2026.

Attachments: [Memorandum](#)
[Special Event Application](#)
 - 5.e. Consider a supplemental appropriation for the General Fund and the Water Capital Projects Fund

Attachments: [Memorandum](#)
[Supplemental Appropriation](#)

- 5.f. Consider a supplemental appropriation for the General Fund, Water Fund and the Stormwater Fund

Attachments: [Memorandum](#)
 [Supplemental Appropriation](#)

- 5.g. Consider a supplemental appropriation for the Harrisonburg City School Board (HCPS)

Attachments: [Memorandum](#)
 [Supplemental Appropriation](#)
 [School Finance Director Memorandum](#)

6. Public Hearings

- 6.a. Consider a request from Katherine S Moran and Marcie E Harris to rezone (proffer amendment) 361 Franklin Street

Attachments: [Memorandum](#)
 [Extract from Planning Commission](#)
 [Application and supporting documents](#)
 [Site Maps](#)
 [Approved 2023 Proffers](#)
 [PC Memorandum](#)
 [CC Notice of Public Hearing 4-14-26](#)
 [Surrounding Property Owners' Notice](#)
 [Presentation](#)
 [Approval Letter](#)

- 6.b. Consider a request from Center for Health and Human Development to rezone 851 Madison Street

Attachments: [Memorandum](#)
 [Extract from Planning Commission](#)
 [Application and supporting documents](#)
 [Site Maps](#)
 [PC Memorandum](#)
 [CC Notice of Public Hearing 4-14-26](#)
 [Surrounding Property Owners' Notice](#)
 [Presentation](#)
 [Minutes Extract](#)
 [Approval letter](#)

- 6.c. Consider a request from Center for Health and Human Development for a special use permit at 851 Madison Street

Attachments: [Memorandum](#)
[Extract from Planning Commission](#)
[Application and supporting documents](#)
[Site Maps](#)
[PC Memorandum](#)
[CC Notice of Public Hearing 4-14-26](#)
[Surrounding Property Owners' Notice](#)
[Presentation](#)
[Minutes Extract](#)

7. Regular Items

- 7.a. Planning Commission Annual Report 2025

Attachments: [Memorandum](#)
[Extract from Planning Commission](#)
[Report](#)
[Presentation](#)

- 7.b. Consider approval of the proposed sculpture design by Maxwell Emcays for the roundabout at the Spraygrounds at Ralph Sampson Park

Attachments: [Memorandum](#)
[Presentation](#)

- 7.c. Update on the Harrison House Project

Attachments: [Memorandum](#)
[Presentation](#)

- 7.d. Overview of the Artificial Intelligence Policy

Attachments: [Memorandum](#)
[Presentation](#)

- 7.e. City Manager's Proposed FY 2026-2027 Budget Presentation

Attachments: [Budget in brief](#)
[Presentation](#)

- 7.f. Overview of Automated License Plate Readers

Attachments: [Memorandum](#)
[Presentation](#)

7.g. Presentation of the Proposed Restoration and Renovation of the City Hall Complex

Attachments: [Memorandum](#)
 [PowerPoint Presentation](#)

7.h. Consider nominations for the Virginia Municipal League (VML) Policy Committees 2026

Attachments: [VML Policy committees and process 2026](#)
 [VML 2026 Nominations Form](#)
 [2025 Committee members](#)

8. Other Matters

8.a. Comments from the public, limited to five minutes, on matters not on the regular agenda. (Name and address are required)

8.b. City Council and Staff

9. Boards and Commissions**9.a. EPSAC**

Attachments: [Rob Alexander - Reappointment](#)

9.b. Harrisonburg Redevelopment and Housing Authority (HRHA)

Attachments: [Joyce Sampson-Franklin - HRHA](#)

10. Closed Session

10.a. Closed Session as authorized by the Virginia Freedom of Information Act, Virginia Code Section 2.2-3711(A), under:

Subsection 7 for consultation with legal counsel and staff regarding actual or probable litigation where such consultation in open session would adversely affect the negotiating or litigating posture of City Council.

11. Adjournment**NOTE TO THE PUBLIC:**

Residents/Media will be able to attend the meeting.

The Public can also view the meeting live on:

- The City's website, <https://harrisonburg-va.legistar.com/Calendar.aspx>
- Public Education Government Channel 1072

A phone line will also be live where residents will be allowed to call in and speak with City Council during the Public Hearings and the Public Comments portion of the night's meeting. We ask those that wish to speak during the public comment period to not call in until after all the public hearings and public comment on those have been heard. This will avoid anyone calling on any other item from holding up the queue and then being asked to call back at a later time.

The telephone number to call in is: (540) 437-2687

Residents also may provide comment prior to the meeting by visiting this page:

www.harrisonburgva.gov/agenda-comments

Language interpretation service in Spanish, Arabic and Kurdish is available for City Council meetings. To ensure that interpreters are available at the meeting, interested persons must request the accommodation at least four (4) calendar days in advance of the meeting by contacting the City Clerk at (540) 432-7701 or by submitting a request online at: www.harrisonburgva.gov/interpreter-request-form

El servicio de intérpretes inglés-español está disponible para las reuniones públicas del consejo municipal. Para asegurar la disponibilidad de intérpretes, cualquier interesado deberá solicitar la presencia de un intérprete al menos cuatro (4) días calendarios antes de la reunión comunicándose con la Secretaría Municipal al (540) 432-7701 o por medio de la página por internet al: <https://www.harrisonburgva.gov/interpreter-request-form>



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-110, **Version:** 1

Subject:
Minutes from the March 24, 2026 City Council Meeting
Presented By: Pamela Ulmer, City Clerk



City of Harrisonburg

409 S. Main Street
Harrisonburg, VA 22801

Meeting Minutes - Draft City Council

Tuesday, March 24, 2026

7:00 PM

Council Chambers

1. Roll Call

Present: 5 - Mayor Deanna R. Reed, Vice-Mayor Dany Fleming, Council Member Laura Dent, Council Member Nasser Alsaadun and Council Member Monica Robinson

Also Present: 5 - City Manager Ande Banks, City Attorney Chris Brown, City Clerk Pam Ulmer, Chief Matthew Tobia and Police Chief Joseph Tucker

2. Moment of Silence

Mayor Reed offered a moment of silence

3. Pledge of Allegiance

Mayor Reed led the Pledge of Allegiance

4. Special Recognition

4.a. Proclamation recognizing Arbor Day

Council Member Dent presented the proclamation recognizing Arbor Day to Jeremy Harold, Public Works Greenspace Manager, and Mike Hott, Landscape Coordinator.

Mr. Harold thanked Council for their continued support and noted that staff will be out at Stone Spring Elementary School planting 12 trees to enhance their outdoor learning space on April 11, 2026

5. Consent Agenda (any item placed on the consent agenda shall be removed and taken up as a separate matter, if so requested by any member of Council, otherwise all items will be voted on with one (1) motion)

A motion was made by Council Member Robinson, seconded by Vice-Mayor Fleming, that the consent agenda be approved. The motion carried with a recorded roll call vote taken as follows:

Yes: 5 - Mayor Reed, Vice-Mayor Fleming, Council Member Dent, Council Member Alsaadun and Council Member Robinson

No: 0

5.a. Minutes from the March 10, 2026 City Council meeting

These minutes were approved on the consent agenda

- 5.b.** Consider enacting an Ordinance Temporarily Changing Certain Voting Precincts
This ordinance was approved on second reading

- 5.c.** Consider the Disposal of Public Property Located at 301 S. Main Street
This ordinance was approved on second reading

6. Public Hearings

- 6.a.** Public Hearing to Consider 2026 CDBG Action Plan

Kristin McCombe, Community Development Block Grant (CDBG) Program Manager, presented the 2026 Annual Action Plan. She described what CDBG is and how it is to be used. She reviewed the following categories and presented funding recommendations:

- 2026 Estimated CDBG Allocation from HUD;
- Housing & Property Improvements;
- Community and Public Facilities;
- Planning and Administration;
- Public Services;
- Schedule for the 2026 Action Plan.

Ms. McCombe stated this presentation opens the 30-day public comment and provided contact information for any public comments.

At 7:09 p.m., Mayor Reed closed the regular session and called the first public hearing to order. A notice appeared in the Daily News-Record on Tuesday, March 10, 2026

Joyce Nussbaum, Associate Director for VPAS, stated she appreciates all of the support from City Council and guidance from Ms. McCombe. She noted the Meals on Wheels and it's nearly 200 volunteers served over 45,000 meals this past fiscal year.

At 7:11 p.m., Mayor Reed closed the public hearing and the regular session reconvened.

This Public Hearing - No Action was no action taken.

7. Regular Items

- 7.a.** Consider revisions to the City's Financial Management Policies

Larry Propst, director of Finance, presented an update to the Harrisonburg Financial Management Policies. He provided information on the policies and the updates recommended as follows:

- Overview of the Policies;
- The importance of Financial Management Policies;
- Organization of the Policy (eight sections);
- Asset Maintenance and Replacement Policies;
- Debt Policies;

Vice Mayor Fleming thanked Mr. Propst and stated these policies are incredibly important to the city, he requested our financial information should be posted on our website for full transparency.

Further discussion took place in regard to the amendments made, strength of the city to get projects done when needed, and the city's credit rating.

A motion was made by Council Member Dent, seconded by Vice-Mayor Fleming, that the revisions be approved. The motion carried with a recorded roll call vote taken as follows:

Yes: 4 - Mayor Reed, Vice-Mayor Fleming, Council Member Dent and Council Member Robinson

No: 0

Absent: 1 - Council Member Alsaadun

7.b. Consider Addendum to Downtown Harrisonburg Park Donation Agreement between the City of Harrisonburg and Build Our Park

Chris Brown, city attorney, presented an addendum to the Downtown Harrisonburg Park Donation Agreement between the Build Our Park organization and the city. He stated based on discussions with contractors and suppliers, Build Our Park indicated the project may be delivered more efficiently and at lower cost through the Virginia Public-Private Education Facilities and Infrastructure Act (PPEA), which allows a public-private partnership approach as a limited exception to standard procurement rules. Mr. Brown emphasized that discussion of PPEA does not obligate the group to submit a PPEA proposal; if submitted, it would follow City PPEA guidelines and applicable state law, be initially reviewed by staff for consistency with previously approved plans, and return to Council at least twice for approval. He further noted that under a PPEA agreement the City would require bonding (including performance bonds) to protect the City if a contractor or partner fails to complete the work. Any final plans and the PPEA agreement would remain subject to Council approval. Staff explained that under the PPEA approach, the group may bring proposed contractors and material donations, but the City would ultimately contract with the group under the Act.

Discussion took place regarding additional options for the organization without

obligating the city.

A motion was made by Vice-Mayor Fleming, seconded by Council Member Alsaadun, that this addendum be approved. The motion carried with a recorded roll call vote taken as follows:

Yes: 5 - Mayor Reed, Vice-Mayor Fleming, Council Member Dent, Council Member Alsaadun and Council Member Robinson

No: 0

8. Supplementals

8.a. Consider a supplemental appropriation for the General Fund and the Water Capital Projects Fund

Larry Propst, director of Finance, presented a supplemental appropriation request for the General Fund and the Water Capital Projects Fund in the amount of \$255,000 for the purchase of the land next to HFD Station Four and all remaining interest earnings from the 2021 bond issue in the amount of \$174,403 into the Eastern Source project for Public Utilities.

A motion was made by Council Member Alsaadun, seconded by Council Member Robinson, that this Supplemental Appropriation be approved. The motion carried with a recorded roll call vote taken as follows:

Yes: 5 - Mayor Reed, Vice-Mayor Fleming, Council Member Dent, Council Member Alsaadun and Council Member Robinson

No: 0

8.b. Consider a supplemental appropriation for the General Fund, Water Fund and the Stormwater Fund

Larry Propst, director of Finance, presented a supplemental appropriation for the General Fund, Water Fund, and Stormwater Fund related to the Saufley Farm.

Discussion on the investment in the property to help with required nutrient credits and the planting of many trees as well as the savings for the laying of raw water line;

A motion was made by Council Member Robinson, seconded by Council Member Dent, that this Supplemental Appropriation be approved. The motion carried with a recorded roll call vote taken as follows:

Yes: 5 - Mayor Reed, Vice-Mayor Fleming, Council Member Dent, Council Member Alsaadun and Council Member Robinson

No: 0

8.c. Consider a supplemental appropriation for the Harrisonburg City School Board (HCPS)

Larry Propst, director of Finance, presented a supplemental appropriation will increase the School Fund and School Capital Projects budgets by \$1,398,507.29

and \$56,369.17, respectively, from additional funding from state and federal sources.

A motion was made by Council Member Robinson, seconded by Council Member Alsaadun, that this Supplemental Appropriation be approved. The motion carried with a recorded roll call vote taken as follows:

Yes: 5 - Mayor Reed, Vice-Mayor Fleming, Council Member Dent, Council Member Alsaadun and Council Member Robinson

No: 0

9. Reallocations

9.a. Consider a reallocation of funds for the Harrisonburg City School Board (HCPS)

Larry Propst, director of Finance, presented a reallocation request from Harrisonburg City Public Schools, in the amount of \$1,481,630.83 from the completed Rocktown High School (RHS) capital project to the Facilities project to fund various projects from the HCPS approved CIP.

A motion was made by Council Member Robinson, seconded by Vice-Mayor Fleming, that this Reallocation be approved. The motion carried with a recorded roll call vote taken as follows:

Yes: 5 - Mayor Reed, Vice-Mayor Fleming, Council Member Dent, Council Member Alsaadun and Council Member Robinson

No: 0

10. Other Matters

10.a. Comments from the public, limited to five minutes, on matters not on the regular agenda. (Name and address are required)

Wayne Wenger, 641 Broadview Drive, spoke against the Link development;

Dibora Mekonnen, senior at EMU, spoke on the collaboration of students from JMU and EMU who marched earlier in the day for Justice, Dignity and Fairness;

Panayotis "Poti" Giannakouros, spoke on the recent Pollinator in Your Yard city event in which the Martin Luther King, Jr. Coalition participated; tall grass and weed enforcement; and No Mow May;

10.b. City Council and Staff

Vice Mayor Fleming spoke on the recent National League of Cities (NLC) conference and recent legislation activity;

Council Member Robinson spoke on the recent National League of Cities (NLC) conference and the collaboration that occurred during the conference, and she thanked the collaborators of the march for Justice, Dignity and Fairness earlier in the day;

Council Member Dent spoke on the recent National League of Cities (NLC) conference and her involvement with the Energy, Environment and Natural Resources (EENR) Committee at the conference; and she spoke on her trip to Brazil last year for COP30.

Council Member Alsaadun, spoke on work that he and Church World services have done related to SNAP benefits for newcomers, and an article will be published in the Virginia Pilot and Daily Press.

Mayor Reed spoke on the recent National League of Cities (NLC) conference and her presence with a small group of Mayors for a discussion on immigration and ICE challenges; she also participated in the opening session; her attendance to a press conference about new child care center in the city; and she thanked the collaborators for the march for Justice, Dignity and Fairness earlier in the day.

11. Boards and Commissions

11.a. Economic Development Advisory Committee

A motion was made by Vice-Mayor Fleming, seconded by Council Member Alsaadun, to appoint Ryan Silver to the Economic Development Advisory Committee to a first term to expire on March 24, 2030. The motion carried with a recorded roll call vote taken as follows:

Yes: 5 - Mayor Reed, Vice-Mayor Fleming, Council Member Dent, Council Member Alsaadun and Council Member Robinson

No: 0

12. Adjournment

At 8:23 p.m., there being no further business and on motion adopted, the meeting was adjourned.

CITY CLERK

MAYOR



Legislation Text

File #: ID 26-087, **Version:** 1

Subject:

Consider the special event application request for Massanutten Regional Library's Summer Reading Kick-Off Celebration on Sunday, May 31, 2026, at Turner Pavilion.

Presented By: Matt Little, Recreation and Events Manager, Parks & Recreation

Background: The Massanutten Regional Library will be hosting an event to encourage literacy and engage the community through a celebration kicking off their Summer Reading Challenge.

This application was reviewed and approved by the Special Events Committee on February 19, 2026.

The total cost of this event is estimated to be around \$1500. The event organizer is responsible for payment of applicable charges.

Key Issues:

- HPD Support (off-duty officers)
- PW (trash)
- COI & ABC license to be submitted prior to event

City of Harrisonburg Special Event Application



Use this application to submit special events planned in the City of Harrisonburg on public property. Special events can include concerts, festivals, benefits, run/walks, and more in the downtown area, public parks, and city neighborhoods.

A "Special Event" is a short-term organized activity, celebration, or other gathering on public property that, whether for profit or not for profit, due to the anticipated number of attendees or the nature of the event characterized by any of the following:

- Requires City services to ensure compliance with Federal, state, or local laws;
- Involves use of City owned or managed property such as public streets, sidewalks, parking lots, alleys, parks or any other City owned/managed open space (excluding standard parks shelter rentals)
- Involves closure or partial closure of any public right-of way, or requires traffic control procedures necessitating the involvement of the City's Police Department & Public Works Department
- Involves the erection of stages, utility poles, booths, tents, stands, or other temporary structures in a public place;
- Impair emergency vehicles access or requires the attendance of EMS/Fire personnel.

City supports may include waste management, traffic management, safety, and road closures. For the City to approve a road or parking lot closure, the following must be considered: resident/business impact, detour routes, signage and notification, use of barricades and directional signage, and traffic control and safety. **Please note: there may be a cost to your organization for these services.**

Applications for events occurring between January 1 and June 30 will be accepted no later than 90 days prior to the event. Applications for events occurring between July 1 and December 31 will be accepted no later than March 31, 2026. Event organizers, especially those planning events for the first time, may be required to meet with City staff to discuss logistics and to determine the necessary City supports and resources to help make the event safe and successful. *The City of Harrisonburg reserves the right to decline approval of any event deemed not in the City's best interest. This includes, but is not limited to, events that have received unfavorable reviews from other cities or events that, in the City's discretion, do not align with the City's values or objectives.*

Submit completed applications, fees, and supporting documents to Harrisonburg Parks & Recreation (HPR):
HPR Events Manager, 305 South Dogwood Drive, Harrisonburg, VA 22801 or matthew.little@harrisonburgva.gov.

Electronic applications are preferred. Incomplete applications will not be processed. Call HPR's events manager at 540-433-2474 or email matthew.little@harrisonburgva.gov with questions about this application or the events approval process.

Section 4 Applicant Contact Information and Event Location

Organization/Applicant Name: Massanutten Regional Library

Event Name: Summer Reading Celebration

Date of Event: 5/31/2026

Daytime Phone: 540-434-4475x135 Cell Phone: 276-206-6493
(*Required for day-of event)

E-mail Address: mmedeiros@mrlib.org

Mailing Address: _____

Preferred event location(s) (Check all that apply):

- Downtown - festivals, concerts, and other events that are not run/walk events
- Downtown - run/walk events – Complete & attach map. Must complete section 5

Turner Pavilion & Park Rental – Submit approved Facility Use Permit from Harrisonburg Parks and Recreation with application. Download the Facility Use Permit and find more information at <https://www.harrisonburgva.gov/shelters>. Fees apply.

City Park Reservation

If the event involves the use of a city park, the applicant must submit approved Facility Use Permit from Harrisonburg Parks and Recreation with application. Download the Facility Use Permit and find more information at <https://www.harrisonburgva.gov/shelters>. Fees apply.

Court Square – If the event involves the use of the Courthouse grounds, the applicant must obtain approval from Rockingham County before submitting a special event application. For availability, call 540.574.3517 or email lshepard@rockinghamcountyva.gov

Section 7: Event Information and Required Permits

Please describe the purpose of the event:

Encouraging literacy and engaging the community through a celebration kicking off MRL's Summer Reading Challenge

Is this an annual event? Yes No If so, how many years has it been held? 2

Event Hours:

Set-up Start Time: 11:30am Event Start & End Times: 1:00-5:00pm Clean-up End Time: 6:00pm

How many participants and spectators do you anticipate? approximately 300

Community Notification: List the name of businesses, churches and residences that you have notified about this event*:

Harrisonburg Downtown Renaissance, Restless Moons Brewing, Sage Bird, Grilled Cheese Mania, Arc of Harrisonburg-Rockingham

**For events taking place downtown (including the Turner Pavilion), event organizers must notify the businesses, churches, organizations, or residences that are located near or adjacent to the event site. Businesses near a parking lot or parking structure that you wish to use for your event or that will be inaccessible because of a street closure must be notified as well.*

Will food be sold or served? Yes No Will merchandise be sold? Yes No

**All vendors must have a current business license for the City of Harrisonburg, unless the event organizer procures a show license; see below in Required Permits.*

***All food vendors, except those selling unprocessed food products, must file and pay the City of Harrisonburg food & beverage tax. Contact the Commissioner of Revenue 540-432-7704 for details. The collection and remittance of applicable taxes is the responsibility of the individual vendor. However, event organizers are responsible for providing the Commissioner of Revenue with a list of participating food vendors and contact information for each. Food vendor lists should be submitted to Karen Rose (karen.rose@harrisonburgva.gov) at least two weeks prior to the event date.*

****All food vendors must possess a valid food service permit. Contact the VA Department of Health for details: 540-574-5200*

Will alcohol be served? Yes No

- If yes, attach copy of ABC License
- If yes, describe the perimeter fencing that you plan to use*:

**Organizers must erect complete, stable fencing surrounding all areas where alcohol is to be served or consumed. Small events can use snow/plastic fencing. For large events, metal fencing may be required. For more information, contact VA ABC, Staunton Regional Office, 540.332.7800*

***Public events serving alcohol require an ABC license and require the organizer to hire off-duty uniformed Harrisonburg Police officers. Officers hired to work the event will be paid individually by the event organizer. See section 3 for more information.*

Do you plan on providing portable restrooms? Yes No If yes, answer questions below:

- How many portable restrooms do you plan on having? 6
- Where do you plan on placing them? Southeast corner of pavillion
- When are they scheduled to be dropped off? TBD Picked up? TBD

**Portable restroom facilities are required at a ratio of at least one per 150 event participants, unless additional bathroom facilities are available to event attendees, or unless the duration of the event program does not exceed two hours. 10% of these should be ADA accessible. Events serving alcohol should provide portable restrooms at a ratio of one per 50 participants.*

Do you need access to water? Yes No

If yes, planned activities, vendors, entertainment that require water:

Grilled Cheese Mania, Restless Moons, Sage Bird,

Do you need access to electricity? Yes No

List planned activities, vendors, entertainment that require electricity:

Grilled Cheese Mania, Restless Moons, Sage Bird

Will your event involve the use of an offsite parking and/or shuttle plan? Yes No

If yes, please list shuttle sites to be used and detail plans for transportation:

Are any public parking lots needed for exclusive use by this event?* Yes No

If yes, please list them:

**Public parking lots can only be requested if needed for event programming; they cannot be requested for exclusive event parking for public or private events.*

Will your event require the closure of a portion of any city streets?* Yes No

If yes, describe:

**If your event requires street closures, you will need to issue a press release at least two weeks prior to your event specifying the impact of street closures and parking changes. Contact HPR (matthew.little@harrisonburgva.gov) for a sample press release and press list.*

Please describe your plan for removal of waste and garbage during and after your event.

MRU staff and volunteers will place 6 trash cans and will remove trash regularly to the dumpster

**It is the responsibility of the event organizer to provide trash cans and bags; and to remove all waste, debris, and materials from the site, if prior arrangement has not been made with Harrisonburg City Public Works.*

***For events with alcohol, food, or other products which may cause debris, residue, or stains to remain on the property, the City may require the use of flusher trucks, sweeper trucks or blowers to clean the area. Event organizers may be charged for this service.*

****There may be a penalty incurred if there is any damage to public property or structures, or if any trash or debris remains on-site.*

***** Harrisonburg City Public Works will provide a trash dumpster at Harrisonburg Electric Commission parking lot (89 W Bruce Street). It is the responsibility of the event organizer to transport trash bags from cans (including city receptacles) into the dumpster as appropriate and agreed upon with Special Events Team/Public Works.*

Required Permits (Check all that apply):

Permit for Tents/Structures – Any tent greater than 900 square feet or accommodating more than 50 people requires a building permit and inspection. Building permit applications are available at www.harrisonburgva.gov/permits. The permit application should be filed with the Community Development office at least 10 days in advance of the event. Questions about the permit process can be directed to Community Development at 540-432-7700.

Permit for Platforms/Stages – Any stage or platform, and the associated stair, erected more than 7 inches above the ground surface requires a building permit and inspection. Any field constructed stage or platform must be engineered by a VA Registered Design Professional. Building permit applications are available at www.harrisonburgva.gov/permits. The permit application should be filed with the Community Development office at least 10 days in advance of the event. Questions about the permit process can be directed to Community Development at 540-432-7700.

Inflatable/Regulated Amusement Device Permit – Inflatable amusement devices and other regulated amusements require a permit to be allowed at events open to the public, and the device vendor must provide a certificate of insurance listing the City of Harrisonburg as additional insured. The permit application should be filed with the Community Development office at least 10 days in advance of the event. For more information, contact Mike Williams at 540-432-7700.

Fireworks Permit – Any fireworks display requires a permit through the Fire Department. To apply for a fireworks permit, contact the Fire Marshall's office at 540-432-7703. City Code Section 15-6-57

Show License or Business Licenses – A business license is required for all vendors selling any crafts, merchandise, or food in the City of Harrisonburg. However, event organizers can purchase a show license to cover any craft and food vendors during an event. For information, contact the Commissioner of Revenue Office at 540-432-7704.

*All food vendors must pay the 7% food and beverage tax to the City of Harrisonburg Commissioner of Revenue.

**Some event organizers may also be responsible for paying an admissions tax, depending on the nature of the event.

ABC Banquet License – Sale and/or service of alcoholic beverages requires a banquet license. To apply for the proper ABC license, visit <https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses>. ABC Licenses must be submitted to matthew.little@harrisonburgva.gov no later than 30 days prior to your event date. Your license must be posted in a visible location for the duration of your event.

If you answer yes to any of the following questions, you'll need to contact the Fire Marshals Office at 540-432-7703.

- Will there be food trucks at the event?
- Will temporary fencing be used?
- Will fire be used in any way for the event?
- Will there be tents that cover a total area of at least 900sqft (9 – 10'x10' pop-ups = 900 sqft)?

Do you wish to request Emergency Medical Services support from the Harrisonburg Fire Department? Yes No

- *The Harrisonburg Fire Department will work with event organizers to meet their emergency medical safety needs. Please note that the event organizers will be charged a rate as high as \$66/hr per EMS provider. A minimum of 2 providers will be required for all requests, and a minimum of 2 hours will be charged.*

Do you acknowledge that the Harrisonburg Police Department will review this application and may determine that police support is necessary for your event? Yes No

Do you wish to request police support for traffic management*? Yes No

Will you provide additional traffic marshals? Yes No If yes, how many: _____

- *Persons under the age of 18 are not allowed to assist with traffic.*
- *All marshals must be properly equipped with identification, a reflective vest, and communication equipment.*

Would you like to request the use of reflective vests? (A limited number are available) Yes No
If yes, how many: _____

Would you like to request training on traffic/pedestrian management from HPD? Yes No

Would you like to request a safety demonstration from the Harrisonburg Police Department? Yes No

Would you like to request a safety demonstration from the Harrisonburg Fire Department? Yes No

Are you hiring a security firm**? Yes No

If yes, provide the following information:

- Have you hired a licensed, professional security company to help manage your event? Yes No
- Security Company Name: _____
- Number of Security Personnel Hired: _____
- Security Company Contact Name: _____
Cell Phone: _____
- Describe plan for crowd management and safety:

The Harrisonburg VA Police Department has partnered with Off Duty Management to manage our off-duty employment program. **3 Hours Minimum per Request. Once your application has been submitted, and reviewed by the Special Event Team, a Police Department representative will reach out to you and provide an estimate of the number of officers needed for your event.**

RATES:

Title	Total Hourly Rate
Regular	\$67.20
Traffic	\$67.20
Supervisor*	\$72.80 5-10 Officers - 1 Supervisor required 11-15 Officers - 2 Supervisors required

Outside Agency	\$67.20
Emergency***	\$78.40

SUPERVISOR RATE*: A supervisor is required when 5 or more officers are requested and/or when HPD Command Staff determines a supervisor is needed.

HOLIDAY RATE:** The holiday rate will apply to the following days: New Year's Day, MLK Day, Easter, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day.

EMERGENCY RATE*:** If request is received less than 72 hours prior to assignment the emergency pay rate goes into effect.

Off-Duty Employment Requests: You can request services for the date of by using the website portal:

<https://odm.officertrak.com/Harrisonburg-VA-PD>

Section 4: Required Documents

The following documents **MUST** be included with this application:

- Map with requested street closures and/or parking lots highlighted
- Diagram of event, including location of activities, food and/or vendors, generators, entrances/exits, ABC zones, etc. *A sample vendor communication plan will be shared for those events having vendors. This will include a sample parking pass and instructions regarding arrival time/location and departure time/location based on road closure setups.*

The following documents must be provided no later than 30 days prior to your event:

- A **Certificate of Insurance (COI)** providing evidence of liability insurance of a minimum of \$1,000,000 and property damage of \$100,000. The addendum must include this exact wording: "The City of Harrisonburg, 409 South Main St, Harrisonburg, VA 22801, is hereby named as additional insured."
 - attached will be submitted before the event

- An **Endorsement** from the insurance company listing the City as an **Additional Insured** is also required. The insurance company must have a minimum financial rating from the A.M. Best Company of an "A" or better*
 - attached will be submitted before the event

** A copy of the COI and Endorsement(s) must be submitted to the City Department of Finance at larry.propst@harrisonburqva.gov no later than 30 days prior to your event. For information, contact Larry Propst, Director of Finance, 540-432-7750 or larry.propst@harrisonburqva.gov.*

- If alcohol will be served, the City also requires a **Liquor Liability endorsement** be added to the insured's policy
 - attached will be submitted before the event not needed
- **ABC License** - If alcohol will be served, event organizers must obtain a VA ABC license*
 - attached will be submitted before the event not needed

**Contact VA ABC for information 804.213.4400*

attached will be submitted before the event not needed

Section 5: Run/ Walk Courses

Street closures for runs/walks on public roads are required to use certain courses within the City limits that have been designed to ensure the safety of the participants and the efficiency of the event for city crews. Small run/walks designed to release clusters of small groups of 25 or fewer people in waves can take place on city sidewalks and typically do not require street closures or police support. These run/walks may be approved at the discretion of City staff. Larger run/walks that intend to take place on city streets, or may flow into city streets, will require street closures and police support.

Applicants who wish to create a course on a college campus that flow into City streets or a local low-traffic neighborhood are allowed to submit a course for review.

The City has preapproved a grandfather clause for specific special event requests that use a different designated course in the city. Those events are: The Rocktown Turkey Trot & the Martin Luther King, Jr. Remembrance Walk. The Martin Luther King, Jr. Remembrance Walk has been approved by City Council to occur on the third Monday of January each year.

Section 6: Emergency Management / Weather Planning

As part of the special event approval process, applicants are required to complete and submit the attached Emergency Action Plan (EAP). The EAP ensures that proper procedures and resources are in place to protect public safety during your event. Please provide detailed responses in the EAP and include any additional documentation as necessary. Submission of a completed EAP (see appendix) is a mandatory component for consideration of your application.

Do you agree to implement the Special Events Tornado & Severe Thunderstorm Trigger Chart?

Yes, I agree. The individual who will have the responsibility of implementing this plan will be:

Name: Zach Elder Cell Number: 510-334-4645

No, I do not agree. I have submitted a severe weather plan that exceeds the minimum standards set forth in the Special Events Tornado & Severe Thunderstorm Trigger Chart, through the Emergency Action Plan. The individual who will have the responsibility of implementing this plan will be:

Name: _____ Cell Number: _____

For any assistance needed with the evacuation plan or inclement weather plan, please contact the Office of Emergency Management at (540) 432-7703.

Special Events Severe Weather Trigger Chart

WEATHER ANTICIPATED 48 HOURS	ADVISORY	N/A		COMMUNICATION WITH HFR EVENTS MANAGER AND EVENT ORGANIZER MONITOR FORECAST REVIEW IMPLEMENT WEATHER AND EVACUATION PLANS WITH FOUR TEAM	EVENT ORGANIZER	
WEATHER ANTICIPATED 24 HOURS	ADVISORY	ANTICIPATED WITHIN 200 MILES		COMMUNICATION WITH HFR EVENTS MANAGER AND EVENT ORGANIZER MONITOR FORECAST COORDINATE WITH TEAM, EVENT EQUIPMENT / TENT / STAGE SUPPLIERS ETC	EVENT ORGANIZER	
LIGHTNING OR THUNDERSTORM	ADVISORY	50 MILES ESTIMATED		COMMUNICATION WITH HFR EVENTS MANAGER AND EVENT ORGANIZER POSSIBLE ON-SITE MEETING ENSURE TEAM IS ON SCENE TO IMPLEMENT IMPLEMENT WEATHER / EVACUATION PLANS PREPARE ANNOUNCEMENTS, MONITOR RADAR	EVENT ORGANIZER	
LIGHTNING OR SURFACE WINDS 30-40 MPH OR THUNDERSTORM WATCH OR TORNADO WATCH	CONDITIONS ARE PRESENT OR WATCH IS ISSUED	25 MILES ESTIMATED		COMMUNICATION WITH HFR EVENTS MANAGER AND EVENT ORGANIZER SECURE EVENT VENUE - EQUIPMENT / TENTS / STAGES NOTIFY EVENT ATTENDEES OF POSSIBLE THREAT STAFF ANNOUNCEMENTS MONITOR RADAR	EVENT ORGANIZER EVENT TEAM	
LIGHTNING OR SURFACE WINDS 30-40 MPH OR THUNDERSTORM WATCH OR TORNADO WATCH	CONDITIONS ARE PRESENT OR WATCH IS ISSUED	15 MILES ESTIMATED		CONTINUE TO SECURE EVENT VENUE TEAM POSITION TO IMPLEMENT IMPLEMENT WEATHER / EVACUATION PLANS AND NOTIFICATION TO EVENT ATTENDEES OF POSSIBLE THREAT CONTINUE ANNOUNCEMENTS MONITOR RADAR	EVENT ORGANIZER EVENT TEAM	
LIGHTNING OR SURFACE WINDS 30-40 MPH OR THUNDERSTORM WARNING OR TORNADO WARNING	CONDITIONS ARE PRESENT OR WARNING IS ISSUED	10 MILES ESTIMATED		COMMUNICATION WITH HFR EVENTS MANAGER AND EVENT ORGANIZER IMPLEMENT IMPLEMENT WEATHER / EVACUATION PLANS BEGIN EVACUATION OF EVENT SITE NOTIFY EVENT ATTENDEES OF EVACUATION CONTINUE ANNOUNCEMENTS MONITOR GROUND MOVEMENT, CONTINUE TO SECURE EVENT VENUE MONITOR RADAR	EVENT ORGANIZER EVENT TEAM	
LIGHTNING OR SURFACE WINDS 30-40 MPH OR THUNDERSTORM WARNING OR TORNADO WARNING	CONDITIONS ARE PRESENT OR WARNING IS ISSUED	5 MILES		FINISH EVACUATION AND ALL PERSONS TAKE COVER, MONITOR EVENT VENUE	EVENT ORGANIZER EVENT TEAM	
ALL CLEAR (30 MINUTES AFTER LAST LIGHTNING)	Storm Passed All clear	10 MILES		INSPECT EVENT VENUE FOR DAMAGE IF NO DAMAGE OR SAFETY ISSUES ARE IDENTIFIED, ALLOW RE-ENTRY AND CONTINUE EVENT, COMMUNICATION WITH HFR EVENTS MANAGER AND EVENT ORGANIZER	EVENT ORGANIZER EVENT TEAM	

Note: The speed and direction of advancing storms and the size and nature of the event may alter the time needed to safely evacuate the site. Temporary structures shall not be used as sheltering locations for event participants. Failure to comply with the terms of the weather plan or any term or condition of the permit may result in the immediate revocation of the permit. Public safety agencies may order mandatory actions in the interest of public safety at any public place regardless of whether the permit has been revoked.

FAILURE TO OBTAIN PROPER APPROVALS OR VIOLATIONS OF ANY RULES & REGULATIONS CAN RESULT IN THE CANCELLATION OF YOUR EVENT OR DENIAL OF FUTURE EVENT APPLICATIONS.

Cancellation Notice

- The event organizer will notify the Special Events Team if they need to cancel their event. No cancellation fee will be assessed if done 72 hours prior to event day. If the event is cancelled within 72 hours of event day, fees may be assessed to the event organizer.
- If the event needs to be cancelled due to reasons outside their control, no charges will be assessed.
- I understand that the City of Harrisonburg has the authority to cancel the event if the City deems the event unsafe due to severe weather and/or not able to provide staffing based on weather related response.

The event organizer will also have to notify off-duty management of the cancellation 72 hours prior to the event, or they will be charged for the officer's time.

Revocation of Special Event Application Approval

City Council's approval of a Special Event Application may be revoked upon consultation with the appropriate public safety forces when the health or safety of the public is threatened by an emergency, disorder or other unforeseen conditions that may have arisen.

CERTIFICATION AND ACKNOWLEDGMENT OF APPLICANT

The undersigned certifies that he or she is familiar with the guidelines, rules and regulations for planning an event in the City of Harrisonburg and the same will be enforced and honored by the sponsoring organization. The undersigned further certifies that the information furnished in this application is true and correct to the best of the undersigned knowledge and information. Furthermore, the undersigned acknowledges that all necessary documents and permits are being submitted before the event.

The undersigned acknowledges that use of city resources to host an event in the City of Harrisonburg is contingent upon approval of this application by the city staff and Harrisonburg City Council.

If the event is approved by City Council, the event organizer will receive an event permit detailing city services provided, potential costs, and event expectations.

Signature of Applicant: *Zach Elder*

Date: 1-21-2026

Comments:

Emergency Action Plan

The City of Harrisonburg mandates that all special events applicants complete and submit an Emergency Action Plan (EAP). This template is designed to assist event organizers in planning safe and exciting events. The Emergency Action Plan (EAP) outlines predetermined measures to be executed prior to and during the event in case of an emergency or other hazardous circumstances. These measures will involve coordination among organizers, management, staff, and attendees. It is essential to exercise flexibility when executing this plan, considering the wide range of potential hazards associated with the event. If your event does not have a comprehensive emergency action plan, please answer the questions below. All event staff, volunteers, and vendors must have a thorough understanding of their roles and responsibilities during an emergency.

Name of person filling out form: Zach Elder	Event Role: Library Director
Event Name: Summer Reading Celebration	
Event date(s) and time(s): 5-31-2026 1-5pm	
Event Location: Turner Pavillion	Expected Peak Attendance: 300

Event Communications

List key onsite decision makers, along with their role and cell phone numbers. The individuals listed below are responsible for making decisions during an emergency and implementing the procedures detailed in this plan.

	Name	Phone:
Primary	Zach Elder	510-334-4645
Secondary	Megan Medeiros	276-206-6493
Tertiary	Kayla Grose	304-312-3812

How will the Emergency Action Plan (EAP) be shared with staff, volunteers, and vendors?

<input type="checkbox"/> Share in person prior to event	<input checked="" type="checkbox"/> Email to staff, volunteers, and vendors prior to event
<input type="checkbox"/> Present to vendors/volunteers at check-in	<input type="checkbox"/> Other – Specify:

Who will monitor the weather before and during the event?

Name:	Title/Role:
Zach Elder	Library Director

How will weather be monitored before and during the event? (Check all that apply)

<input checked="" type="checkbox"/> National Weather Service website: <i>www.weather.com</i>	<input type="checkbox"/> Other weather website – Specify:
<input type="checkbox"/> Phone App- Specify:	<input type="checkbox"/> Other – Specify:

If adhering to standards other than the Special Events Severe Weather Trigger Chart, what weather conditions would lead to the delaying or canceling of the event? (Check all that apply)

<input type="checkbox"/> Sustained winds of ____ MPH	<input type="checkbox"/> Winds Gusts of ____ MPH
<input type="checkbox"/> Tornado Watch	<input type="checkbox"/> Tornado Warning
<input type="checkbox"/> Forecasted Heavy Rain	<input type="checkbox"/> Active Heavy Rain
<input type="checkbox"/> Forecasted hail	<input type="checkbox"/> Active hail
<input type="checkbox"/> Forecasted heavy snow	<input type="checkbox"/> Active heavy snow
<input type="checkbox"/> Forecasted thunder and lightning	<input type="checkbox"/> Active lightning within ____ miles
<input type="checkbox"/> Temperature under ____ degrees	<input type="checkbox"/> Temperature over ____ degrees
<input type="checkbox"/> Icy roadways	<input type="checkbox"/> Other - Specify

If severe weather occurs during the event, where can people seek shelter?

<input type="checkbox"/> Buildings/business within special event space – Specify	
<input checked="" type="checkbox"/> Buildings/business near special event space - Specify Massanutten Regional Library	
<input type="checkbox"/> Other structures within or near special event space - Specify	
<input checked="" type="checkbox"/> Personal vehicles	<input type="checkbox"/> Event vehicles
<input type="checkbox"/> Other - Specify	
<input checked="" type="checkbox"/> Building and/or business owners listed are aware of your intention to utilize locations as an emergency shelter. **Required	
Name Zach Elder	Phone: 510-334-4645

Southeast corner of pavillion

How will you communicate with participants and/or attendees before the event? (Check all that apply)

<input checked="" type="checkbox"/> Email	<input type="checkbox"/> Text message
<input checked="" type="checkbox"/> Website updates	<input checked="" type="checkbox"/> Press Release
<input type="checkbox"/> Variable message signs	<input checked="" type="checkbox"/> Social Media – Specify: Facebook/Instagram
<input type="checkbox"/> Other - Specify	

How will you communicate with staff, volunteers, and vendors during the event? (Check all that apply)

<input type="checkbox"/> Phone Call	<input type="checkbox"/> Walkie Talkie
<input type="checkbox"/> Announcements through event sound system	<input type="checkbox"/> Messaging on screens
<input checked="" type="checkbox"/> In-person messengers	<input type="checkbox"/> Text message/Messaging app – Specify:
<input type="checkbox"/> Other - Specify	

How will you communicate with participants and/or attendees during the event? (Check all that apply)

<input type="checkbox"/> Text messages or Alerts	<input type="checkbox"/> Website updates
<input checked="" type="checkbox"/> Announcements through event sound system	<input type="checkbox"/> Messaging on screens
<input checked="" type="checkbox"/> In-person messengers	<input type="checkbox"/> Social media live updates – Specify:
<input type="checkbox"/> Other - Specify	

Are there any other items that will be set up that are considered hazardous? (Check all that apply)

<input checked="" type="checkbox"/> Tents 10x10 weighted down 40 pounds/leg Larger tents 80 pounds/leg	<input type="checkbox"/> Tents secured to stationary objects
<input checked="" type="checkbox"/> Chairs and tables broken down	<input type="checkbox"/> Small items placed in bin or other storage
<input type="checkbox"/> Inflatables deflated	<input type="checkbox"/> Open flames extinguished
<input checked="" type="checkbox"/> Heating and electrical elements unplugged/turned off	<input type="checkbox"/> Other - Specify

What pre-event messaging will occur in case of forecasted/observed extreme temperatures? (Check all that apply)

<input checked="" type="checkbox"/> Website updates	<input checked="" type="checkbox"/> Email
<input type="checkbox"/> Text message/alerts	<input checked="" type="checkbox"/> Press outreach
<input checked="" type="checkbox"/> Social media - Specify Facebook/Instagram	<input type="checkbox"/> Other - Specify

During extreme heat, which of the following will be implemented? (check all that apply)

<input type="checkbox"/> Water refill stations	<input checked="" type="checkbox"/> Free bottled water
<input type="checkbox"/> Cooling tent/location	<input type="checkbox"/> Staged vehicles for cooling
<input type="checkbox"/> Signage with symptoms of heat exhaustion/stroke and first aid actions	<input type="checkbox"/> Extra medical personnel on site
<input type="checkbox"/> Adjusting event timeline	<input type="checkbox"/> Other - Specify

During extreme cold, which of the following will be implemented? (check all that apply) **N/A**

<input type="checkbox"/> Hand warmers available	<input type="checkbox"/> Free hot beverages
<input type="checkbox"/> Warming tent/location	<input type="checkbox"/> Staged vehicles for warming
<input type="checkbox"/> Signage warning of low temperatures	<input type="checkbox"/> Extra medical personnel on site
<input type="checkbox"/> Adjusting event timeline	<input type="checkbox"/> Other - Specify

If an attendee at your event has a medical emergency, what measures will be taken to ensure care is promptly received? (Check all that apply)

<input type="checkbox"/> Entertainment will temporarily stop	<input checked="" type="checkbox"/> Staff/volunteers will clear immediate area
<input checked="" type="checkbox"/> Staff/volunteers will call 911	<input type="checkbox"/> On site medical personnel will be alerted via:
<input type="checkbox"/> Other - Specify	

Safety & Security

If alcohol is served what steps will be taken to prevent underage drinking and/or overconsumption? (Check all that apply)

<input checked="" type="checkbox"/> 21+ wristbands	<input type="checkbox"/> Limited drink tickets
<input type="checkbox"/> Limit drinks per I.D. at point of sale	<input type="checkbox"/> Other - Specify

If a child or other vulnerable person is found separated from their parent/guardian event staff will escort them to the following location and will remain until the missing party is either located or emergency services arrives:

<p>Southeast Corner of Pavillion</p>

1. If a child or other vulnerable person is reported lost, contact the Harrisonburg Police Department (911) immediately.
2. If a parent or guardian of a lost child/vulnerable person cannot be located in a reasonable amount of time contact the Harrisonburg Police Department (911)



CONTROL • SERVICE • REVENUE

BUREAU OF LAW ENFORCEMENT

CASHIER RECEIPT

Customer Name: Masonette Richard L. King
Address: 74 S. Main St.
City/State/Zip Code: Hamden CT 06530

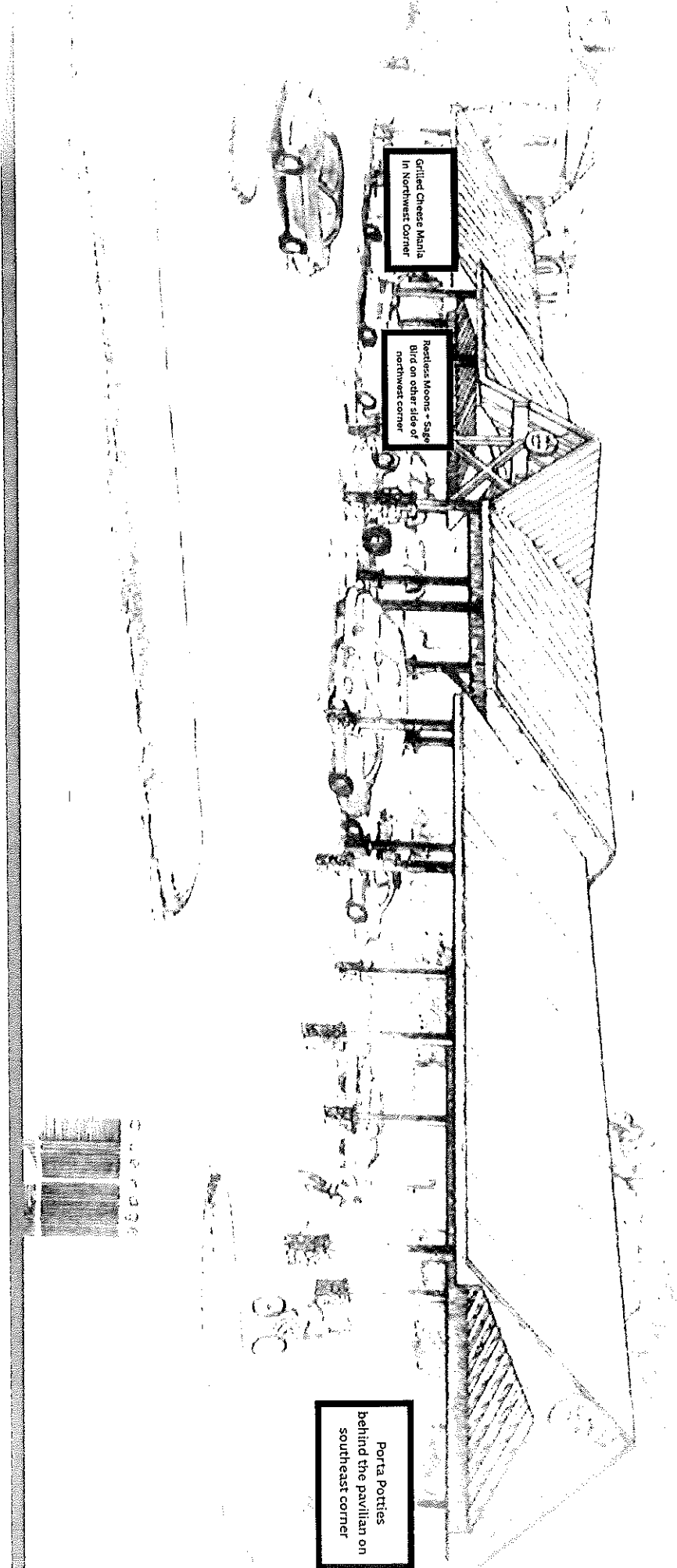
PAYMENT RECEIVED FOR:

New Retail Application: _____ Trade Name: _____
Retail Additional Money: _____ License Number: _____
Retail Renewal: _____ License Number: _____
New Banquet Application: ✓
Banquet Additional Money: _____ License Number: _____
Other Purpose: ASE

FORM OF PAYMENT:

Cash: _____ Amount: _____
Check: _____ Amount: _____ Check #: _____
Money Order: ✓ Amount: 500.00 Check #: 575678643

Date Received: 1-27-00
Signed by Cashier: Ryan L. Kubiak



Grilled Cheese Mania
In Northwest Corner

Reentless Moons - Sage
Bird on other side of
northwest corner

Porta Potties
behind the pavilian on
southeast corner



CITY OF HARRISONBURG
**PARKS &
RECREATION**

901 CHICAGO AVENUE, HARRISONBURG, VA 22802

OFFICE (540) 438-1644 • FAX (540) 433-9169

TO: Ande Banks, City Manager
FROM: Matt Little, Recreation and Events Manager, Parks & Recreation
DATE: 3/11/26
RE: Summer Reading Celebration

Summary: Consider the special event application request for Massanutten Regional Library's Summer Reading Kick-Off Celebration on Sunday, May 31, 2026, at Turner Pavilion.

Background: The Massanutten Regional Library will be hosting an event to encourage literacy and engage the community through a celebration kicking of their Summer Reading Challenge.

This application was reviewed and approved by the Special Events Committee on February 19, 2026.

The total cost of this event is estimated to be around \$1500. The event organizer is responsible for payment of applicable charges.

Key Issues:

- HPD Support (off-duty officers)
- PW (trash)
- COI & ABC license to be submitted prior to event



Legislation Text

File #: ID 26-088, **Version:** 1

Subject:

Consider the special event application request for the Shenandoah Valley Pride Celebration on Sunday, September 20, 2026.

Presented By: Matt Little, Recreation and Events Manager, Parks & Recreation

Background: The Shenandoah Valley Pride Celebration is an annual event that takes place in downtown Harrisonburg. This year's event will take place at the Turner Pavilion.

This application was reviewed and approved by the Special Events Committee on March 5, 2026.

The total cost of this event is estimated to be around \$7500. The event organizer is responsible for payment of applicable charges.

Key Issues:

- PW Support (barricades, no parking signage, roll off container, flusher truck)
- HPD Support (off-duty officers)
- Commissioner of Revenue (food tax, business licenses)
- COI and endorsement to be submitted prior to the event
- ABC permit will be submitted prior to the event



CITY OF HARRISONBURG
**PARKS &
RECREATION**

901 CHICAGO AVENUE, HARRISONBURG, VA 22802

OFFICE (540) 438-1644 • FAX (540) 433-9169

TO: Ande Banks, City Manager
FROM: Matt Little, Recreation and Events Manager, Parks & Recreation
DATE: 3/11/26
RE: Shenandoah Valley Pride Celebration

Summary: Consider the special event application request for the Shenandoah Valley Pride Celebration on Sunday, September 20, 2026.

Background: The Shenandoah Valley Pride Celebration is an annual event that takes place in downtown Harrisonburg. This year's event will take place at the Turner Pavilion.

This application was reviewed and approved by the Special Events Committee on March 5, 2026.

The total cost of this event is estimated to be around \$7500. The event organizer is responsible for payment of applicable charges.

Key Issues:

- PW Support (barricades, no parking signage, roll off container, flusher truck)
- HPD Support (off-duty officers)
- Commissioner of Revenue (food tax, business licenses)
- COI and endorsement to be submitted prior to the event
- ABC permit will be submitted prior to the event



City of Harrisonburg Special Event Application

Use this application to submit special events planned in the City of Harrisonburg on public property. Special events can include concerts, festivals, benefits, run/walks, and more in the downtown area, public parks, and city neighborhoods.

A "Special Event" is a short-term organized activity, celebration, or other gathering on public property that, whether for profit or not for profit, due to the anticipated number of attendees or the nature of the event characterized by any of the following:

- Requires City services to ensure compliance with Federal, state, or local laws;
- Involves use of City owned or managed property such as public streets, sidewalks, parking lots, alleys, parks or any other City owned/managed open space (excluding standard parks shelter rentals)
- Involves closure or partial closure of any public right-of way, or requires traffic control procedures necessitating the involvement of the City's Police Department & Public Works Department
- Involves the erection of stages, utility poles, booths, tents, stands, or other temporary structures in a public place;
- Impair emergency vehicles access or requires the attendance of EMS/Fire personnel.

City supports may include waste management, traffic management, safety, and road closures. For the City to approve a road or parking lot closure, the following must be considered: resident/business impact, detour routes, signage and notification, use of barricades and directional signage, and traffic control and safety. **Please note: there may be a cost to your organization for these services.**

APPLICATION DEADLINE: Applications for events occurring between January 1 and June 30 will be accepted no later than 90 days prior to the event. Applications for events occurring between July 1 and December 31 will be accepted no later than March 31, 2026. Event organizers, especially those planning events for the first time, may be required to meet with City staff to discuss logistics and to determine the necessary City supports and resources to help make the event safe and successful. *The City of Harrisonburg reserves the right to decline approval of any event deemed not in the City's best interest. This includes, but is not limited to, events that have received unfavorable reviews from other cities or events that, in the City's discretion, do not align with the City's values or objectives.*

Submit completed applications, fees, and supporting documents to Harrisonburg Parks & Recreation (HPR): HPR Events Manager, 305 South Dogwood Drive, Harrisonburg, VA 22801 or matthew.little@harrisonburgva.gov.

Electronic applications are preferred. Incomplete applications will not be processed. Call HPR's events manager at 540-433-2474 or email matthew.little@harrisonburgva.gov with questions about this application or the events approval process.

Section 1: Applicant Contact Information and Event Location

Organization/Applicant Name: Shenandoah Valley Pride Alliance

Event Name: Shenandoah Valley Pride

Date of Event: 9/20/26

Daytime Phone: _____ Cell Phone: 570-527-9378
(*Required for day-of event)

E-mail Address: shenandoahvalleypride@gmail.com, erin.west@nm.com

Mailing Address: PO Box 1441 Harrisonburg VA 22803

Preferred event location(s) (Check all that apply):

Downtown - festivals, concerts, and other events that are not run/walk events

Downtown - run/walk events – Complete & attach map. Must complete section 5

Neighborhood run/walk events – Attach a map/diagram of your course

Turner Pavilion & Park Rental – Submit approved Facility Use Permit from Harrisonburg Parks and Recreation with application. Download the Facility Use Permit and find more information at <https://www.harrisonburgva.gov/shelters>. Fees apply.

City Park Reservation

If the event involves the use of a city park, the applicant must submit approved Facility Use Permit from Harrisonburg Parks and Recreation with application. Download the Facility Use Permit and find more information at <https://www.harrisonburgva.gov/shelters>. Fees apply.

Court Square – If the event involves the use of the Courthouse grounds, the applicant must obtain approval from Rockingham County before submitting a special event application. For availability, call 540.574.3517 or email lshepard@rockinghamcountyva.gov

Section 2: Event Information and Required Permits

Please describe the purpose of the event:

Support community with an inclusive festival celebrating all diversity with live music, performers, vendors, food trucks, and resources

Is this an annual event? Yes No If so, how many years has it been held? 11

Event Hours:

Set-up Start Time: 5pm night before Event Start & End Times: 12-5 Clean-up End Time: 9pm

How many participants and spectators do you anticipate? 3500

Community Notification: List the name of businesses, churches and residences that you have notified about this event*:

Will make a press release in DNR

**For events taking place downtown (including the Turner Pavilion), event organizers must notify the businesses, churches, organizations, or residences that are located near or adjacent to the event site. Businesses near a parking lot or parking structure that you wish to use for your event or that will be inaccessible because of a street closure must be notified as well.*

Will food be sold or served? Yes No Will merchandise be sold? Yes No

**All vendors must have a current business license for the City of Harrisonburg, unless the event organizer procures a show license; see below in Required Permits.*

***All food vendors, except those selling unprocessed food products, must file and pay the City of Harrisonburg food & beverage tax. Contact the Commissioner of Revenue 540-432-7704 for details. The collection and remittance of applicable taxes is the responsibility of the individual vendor. However, event organizers are responsible for providing the Commissioner of Revenue with a list of participating food vendors and contact information for each. Food vendor lists should be submitted to Karen Rose (karen.rose@harrisonburgva.gov) at least two weeks prior to the event date.*

****All food vendors must possess a valid food service permit. Contact the VA Department of Health for details: 540-574-5200*

Will alcohol be served*? Yes No

- If yes, attach copy of ABC License
- If yes, describe the perimeter fencing that you plan to use*:

**Organizers must erect complete, stable fencing surrounding all areas where alcohol is to be served or consumed. Small events can use snow/plastic fencing. For large events, metal fencing may be required. For more information, contact VA ABC, Staunton Regional Office, 540.332.7800*

***Public events serving alcohol require an ABC license and require the organizer to hire off-duty uniformed Harrisonburg Police officers. Officers hired to work the event will be paid individually by the event organizer. See section 3 for more information.*

Do you plan on providing portable restrooms? Yes No If yes, answer questions below:

- How many portable restrooms do you plan on having? 3
- Where do you plan on placing them? On driveway by end of pavillion where located last year
- When are they scheduled to be dropped off? Friday 9/18/26 Picked up? 9/21/26

**Portable restroom facilities are required at a ratio of at least one per 150 event participants, unless additional bathroom facilities are available to event attendees, or unless the duration of the event program does not exceed two hours. 10% of these should be ADA accessible. Events serving alcohol should provide portable restrooms at a ratio of one per 50 participants.*

Do you need access to water? Yes No

If yes, planned activities, vendors, entertainment that require water:

We used the water fountain in the Pavilion Bathrooms last year to refill water coolers

Do you need access to electricity? Yes No

List planned activities, vendors, entertainment that require electricity:

Vendors within pavilion along with Stage

Will your event involve the use of an offsite parking and/or shuttle plan? Yes No

If yes, please list shuttle sites to be used and detail plans for transportation:

Are any public parking lots needed for exclusive use by this event?* Yes No

If yes, please list them:

Turner Pavilion

**Public parking lots can only be requested if needed for event programming; they cannot be requested for exclusive event parking for public or private events.*

Will your event require the closure of a portion of any city streets?* Yes No

If yes, describe: We had some vendors asking if it is possible to close a lane to provide a little more boundry to vendors close to sidewalk.

Warren Street will be need to be closed off

**If your event requires street closures, you will need to issue a press release at least two weeks prior to your event specifying the impact of street closures and parking changes. Contact HPR (matthew.little@harrisonburgva.gov) for a sample press release and press list.*

Please describe your plan for removal of waste and garbage during and after your event*:

We will have trashcans throughout the festival grounds with a member of our team collecting and removing to trailer. After event we will move to dumpster.

Last year, I dont think the trash within the pavilion got removed, but it will be removed this year.

**It is the responsibility of the event organizer to provide trash cans and bags; and to remove all waste, debris, and materials from the site, if prior arrangement has not been made with Harrisonburg City Public Works.*

***For events with alcohol, food, or other products which may cause debris, residue, or stains to remain on the property, the City may require the use of flusher trucks, sweeper trucks or blowers to clean the area. Event organizers may be charged for this service.*

****There may be a penalty incurred if there is any damage to public property or structures, or if any trash or debris remains on-site.*

***** Harrisonburg City Public Works will provide a trash dumpster at Harrisonburg Electric Commission parking lot (89 W Bruce Street). It is the responsibility of the event organizer to transport trash bags from cans (including city receptacles) into the dumpster as appropriate and agreed upon with Special Events Team/Public Works.*

Required Permits (Check all that apply):

Permit for Tents/Structures – Any tent greater than 900 square feet or accommodating more than 50 people requires a building permit and inspection. Building permit applications are available at www.harrisonburgva.gov/permits. The permit application should be filed with the Community Development office at least 10 days in advance of the event. Questions about the permit process can be directed to Community Development at 540-432-7700.

Permit for Platforms/Stages – Any stage or platform, and the associated stair, erected more than 7 inches above the ground surface requires a building permit and inspection. Any field constructed stage or platform must be engineered by a VA Registered Design Professional. Building permit applications are available at www.harrisonburgva.gov/permits. The permit application should be filed with the Community Development office at least 10 days in advance of the event. Questions about the permit process can be directed to Community Development at 540-432-7700.

Inflatable/Regulated Amusement Device Permit – Inflatable amusement devices and other regulated amusements require a permit to be allowed at events open to the public, and the device vendor must provide a certificate of insurance listing the City of Harrisonburg as additional insured. The permit application should be filed with the Community Development office at least 10 days in advance of the event. For more information, contact Mike Williams at 540-432-7700.

Fireworks Permit – Any fireworks display requires a permit through the Fire Department. To apply for a fireworks permit, contact the Fire Marshall’s office at 540-432-7703. City Code Section 16-6-57

Show License or Business Licenses – A business license is required for all vendors selling any crafts, merchandise, or food in the City of Harrisonburg. However, event organizers can purchase a show license to cover any craft and food vendors during an event. For information, contact the Commissioner of Revenue Office at 540-432-7704.

*All food vendors must pay the 7% food and beverage tax to the City of Harrisonburg Commissioner of Revenue.

**Some event organizers may also be responsible for paying an admissions tax, depending on the nature of the event.

ABC Banquet License – Sale and/or service of alcoholic beverages requires a banquet license. To apply for the proper ABC license, visit <https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses>. ABC Licenses must be submitted to matthew.little@harrisonburgva.gov no later than 30 days prior to your event date. Your license must be posted in a visible location for the duration of your event.

If you answer yes to any of the following questions, you’ll need to contact the Fire Marshals Office at 540-432-7703.

- Will there be food trucks at the event? **Yes**
- Will temporary fencing be used? **Yes**
- Will fire be used in any way for the event? **No**
- Will there be tents that cover a total area of at least 900sqft (9 – 10’x10’ pop-ups = 900 sqft)? **No**

Section 3: Public Safety

Do you wish to request Emergency Medical Services support from the Harrisonburg Fire Department? Yes No

- *The Harrisonburg Fire Department will work with event organizers to meet their emergency medical safety needs. Please note that the event organizers will be charged a rate as high as \$66/hr per EMS provider. A minimum of 2 providers will be required for all requests, and a minimum of 2 hours will be charged.*

Do you acknowledge that the Harrisonburg Police Department will review this application and may determine that police support is necessary for your event? Yes No

Do you wish to request police support for traffic management*? Yes No

Will you provide additional traffic marshals? Yes No If yes, how many: _____

- *Persons under the age of 18 are not allowed to assist with traffic.*
- *All marshals must be properly equipped with identification, a reflective vest, and communication equipment.*

Would you like to request the use of reflective vests? (A limited number are available) Yes No

If yes, how many: _____

Would you like to request training on traffic/pedestrian management from HPD? Yes No

Would you like to request a safety demonstration from the Harrisonburg Police Department? Yes No

Would you like to request a safety demonstration from the Harrisonburg Fire Department? Yes No

Are you hiring a security firm**? Yes No

If yes, provide the following information:

- Have you hired a licensed, professional security company to help manage your event? Yes No

• Security Company Name: Off Duty Management

• Number of Security Personnel Hired: 5

• Security Company Contact Name: _____

Cell Phone: _____

- Describe plan for crowd management and safety:

Snow Fencing around perimeter to create barrier, designated entrance and exit, radios for communication with team

The Harrisonburg VA Police Department has partnered with Off Duty Management to manage our off-duty employment program. **3 Hours Minimum per Request. Once your application has been submitted, and reviewed by the Special Event Team, a Police Department representative will reach out to you and provide an estimate of the number of officers needed for your event.**

RATES:

Title	Total Hourly Rate
Regular	\$67.20
Traffic	\$67.20
Supervisor*	\$72.80 5-10 Officers - 1 Supervisor required 11-15 Officers - 2 Supervisors required

	16 or more Officers - 3 supervisors required
Holiday**	\$72.80
Outside Agency	\$67.20
Emergency***	\$78.40

SUPERVISOR RATE*: A supervisor is required when 5 or more officers are requested and/or when HPD Command Staff determines a supervisor is needed.

HOLIDAY RATE:** The holiday rate will apply to the following days: New Year's Day, MLK Day, Easter, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day.

EMERGENCY RATE*:** If request is received less than 72 hours prior to assignment the emergency pay rate goes into effect.

Off-Duty Employment Requests: You can request services for the date of by using the website portal:

<https://odm.officertrak.com/Harrisonburg-VA-PD>

Section 4: Required Documents

The following documents **MUST** be included with this application:

- Map with requested street closures and/or parking lots highlighted
- Diagram of event, including location of activities, food and/or vendors, generators, entrances/exits, ABC zones, etc. *A sample vendor communication plan will be shared for those events having vendors. This will include a sample parking pass and instructions regarding arrival time/location and departure time/location based on road closure setups.*

The following documents must be provided no later than 30 days prior to your event:

- A **Certificate of Insurance (COI)** providing evidence of liability insurance of a minimum of \$1,000,000 and property damage of \$100,000. The addendum must include this exact wording: **"The City of Harrisonburg, 409 South Main St, Harrisonburg, VA 22801, is hereby named as additional insured."**

attached will be submitted before the event

- An **Endorsement** from the insurance company listing the City as an **Additional Insured is also required**. The insurance company must have a minimum financial rating from the A.M. Best Company of an "A" or better*

attached will be submitted before the event

** A copy of the COI and Endorsement(s) must be submitted to the City Department of Finance at larry.propst@harrisonburgva.gov no later than 30 days prior to your event. For information, contact Larry Propst, Director of Finance, 540-432-7750 or larry.propst@harrisonburgva.gov.*

- If alcohol will be served, the City also requires a **Liquor Liability endorsement** be added to the insured's policy

attached will be submitted before the event not needed

- **ABC License** - If alcohol will be served, event organizers must obtain a VA ABC license*

attached will be submitted before the event not needed

**Contact VA ABC for information 804.213.4400*

- **Workers Compensation Insurance** - If your organization has employees, you must provide evidence of Workers Compensation insurance with statutory limits that meet state requirements

attached will be submitted before the event not needed

Section 5: Run/ Walk Courses

Street closures for runs/walks on public roads are required to use certain courses within the City limits that have been designed to ensure the safety of the participants and the efficiency of the event for city crews. Small run/walks designed to release clusters of small groups of 25 or fewer people in waves can take place on city sidewalks and typically do not require street closures or police support. These run/walks may be approved at the discretion of City staff. Larger run/walks that intend to take place on city streets, or may flow into city streets, will require street closures and police support.

Applicants who wish to create a course on a college campus that flow into City streets or a local low-traffic neighborhood are allowed to submit a course for review.

The City has preapproved a grandfather clause for specific special event requests that use a different designated course in the city. Those events are: The Rocktown Turkey Trot & the Martin Luther King, Jr. Remembrance Walk. The Martin Luther King, Jr. Remembrance Walk has been approved by City Council to occur on the third Monday of January each year.

Section 6: Emergency Management / Weather Planning

As part of the special event approval process, applicants are required to complete and submit the attached Emergency Action Plan (EAP). The EAP ensures that proper procedures and resources are in place to protect public safety during your event. Please provide detailed responses in the EAP and include any additional documentation as necessary. Submission of a completed EAP (see appendix) is a mandatory component for consideration of your application.

Do you agree to implement the Special Events Tornado & Severe Thunderstorm Trigger Chart?

Yes, I agree. The individual who will have the responsibility of implementing this plan will be:

Name: Erin West Cell Number: 570-527-9378

No, I do not agree. I have submitted a severe weather plan that exceeds the minimum standards set forth in the Special Events Tornado & Severe Thunderstorm Trigger Chart, through the Emergency Action Plan. The individual who will have the responsibility of implementing this plan will be:

Name: _____ Cell Number: _____

For any assistance needed with the evacuation plan or inclement weather plan, please contact the Office of Emergency Management at (540) 432-7703.

Special Events Severe Weather Trigger Chart

WEATHER THREAT	ADVICE CONDITION	LOCATION From Venue	ACTION	RESPONSIBILITY
WEATHER ANTICIPATED 48 HOURS	ADVISORY	N/A	COMMUNICATION WITH HFR EVENTS MANAGER AND EVENT ORGANIZER. MONITOR FORECAST. REVIEW INCIDENT WEATHER AND EVACUATION PLANS WITH YOUR TEAM.	EVENT ORGANIZER
WEATHER ANTICIPATED 24 HOURS	ADVISORY	ANTICIPATED WITHIN 200 MILES	COMMUNICATION WITH HFR EVENTS MANAGER AND EVENT ORGANIZER. MONITOR FORECAST. COORDINATE WITH TEAM, EVENT EQUIPMENT / TENT / STAGE SUPPLIERS, ETC.	EVENT ORGANIZER
LIGHTNING OR THUNDERSTORM	ADVISORY	50 MILES ESTIMATED	COMMUNICATION WITH HFR EVENTS MANAGER AND EVENT ORGANIZER. POSSIBLE ON-SITE MEETING. ENSURE TEAMS ARE ON STANDBY TO IMPLEMENT INCIDENT WEATHER / EVACUATION PLANS. PREPARE ANNOUNCEMENTS, MONITOR RADAR.	EVENT ORGANIZER
LIGHTNING OR SURFACE WINDS 30-40 MPH OR THUNDERSTORM WATCH OR TORNADO WATCH	CONDITIONS ARE PRESENT OR WATCH IS ISSUED	25 MILES ESTIMATED	COMMUNICATION WITH HFR EVENTS MANAGER AND EVENT ORGANIZER. SECURE EVENT VENUE - EQUIPMENT / TENTS / STAGES. NOTIFY EVENT ATTENDEES OF POSSIBLE THREAT. START ANNOUNCEMENTS. MONITOR RADAR.	EVENT ORGANIZER EVENT TEAM
LIGHTNING OR SURFACE WINDS 30-40 MPH OR THUNDERSTORM WATCH OR TORNADO WATCH	CONDITIONS ARE PRESENT OR WATCH IS ISSUED	15 MILES ESTIMATED	CONTINUE TO SECURE EVENT VENUE. TEAM IN POSITION TO IMPLEMENT INCIDENT WEATHER / EVACUATION PLANS. 2ND NOTIFICATION TO EVENT ATTENDEES OF POSSIBLE THREAT. CONTINUE ANNOUNCEMENTS. MONITOR RADAR.	EVENT ORGANIZER EVENT TEAM
LIGHTNING OR SURFACE WINDS 30-40 MPH OR THUNDERSTORM WATCH OR TORNADO WATCH	CONDITIONS ARE PRESENT OR WARNING IS ISSUED	10 MILES ESTIMATED	COMMUNICATION WITH HFR EVENTS MANAGER AND EVENT ORGANIZER. IMPLEMENT INCIDENT WEATHER / EVACUATION PLANS. BEGIN EVACUATION OF EVENT SITE. NOTIFY EVENT ATTENDEES OF EVACUATION. CONTINUE ANNOUNCEMENTS. MONITOR CROWD MOVEMENT, CONTINUE TO SECURE EVENT VENUE. MONITOR RADAR.	EVENT ORGANIZER EVENT TEAM
LIGHTNING OR SURFACE WINDS 30-40 MPH OR THUNDERSTORM WATCH OR TORNADO WATCH	CONDITIONS ARE PRESENT OR WARNING IS ISSUED	8 MILES	FINISH EVACUATION AND ALL PERSONS TAKE COVER. MONITOR EVENT VENUE.	EVENT ORGANIZER EVENT TEAM
ALL CLEAR (30 MINUTES AFTER LAST LIGHTNING)	Storm Passed All clear	10 MILES	IF NO DAMAGE OR SAFETY ISSUES ARE IDENTIFIED, ALLOW RE-ENTRY AND CONTINUE EVENT. COMMUNICATION WITH HFR EVENTS MANAGER AND EVENT ORGANIZER. INSPECT EVENT VENUE FOR DAMAGE.	EVENT ORGANIZER EVENT TEAM

Note: The speed and direction of advancing storms and the size and nature of the event may alter the time needed to safely evacuate the site. Temporary structures shall not be used as sheltering locations for event participants. Failure to comply with the terms of the weather plan or any term or condition of the permit may result in the immediate revocation of the permit. Public safety agencies may order mandatory actions in the interest of public safety at any public place regardless of whether the permit has been revoked.

Special Event Rules & Regulations

FAILURE TO OBTAIN PROPER APPROVALS OR VIOLATIONS OF ANY RULES & REGULATIONS CAN RESULT IN THE CANCELLATION OF YOUR EVENT OR DENIAL OF FUTURE EVENT APPLICATIONS.

Cancellation Notice

- The event organizer will notify the Special Events Team if they need to cancel their event. No cancellation fee will be assessed if done 72 hours prior to event day. If the event is cancelled within 72 hours of event day, fees may be assessed to the event organizer.
- If the event needs to be cancelled due to reasons outside their control, no charges will be assessed.
- I understand that the City of Harrisonburg has the authority to cancel the event if the City deems the event unsafe due to severe weather and/or not able to provide staffing based on weather related response.

The event organizer will also have to notify off-duty management of the cancellation 72 hours prior to the event, or they will be charged for the officer's time.

Revocation of Special Event Application Approval

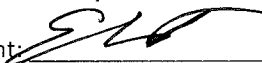
City Council's approval of a Special Event Application may be revoked upon consultation with the appropriate public safety forces when the health or safety of the public is threatened by an emergency, disorder or other unforeseen conditions that may have arisen.

CERTIFICATION AND ACKNOWLEDGMENT OF APPLICANT

The undersigned certifies that he or she is familiar with the guidelines, rules and regulations for planning an event in the City of Harrisonburg and the same will be enforced and honored by the sponsoring organization. The undersigned further certifies that the information furnished in this application is true and correct to the best of the undersigned knowledge and information. Furthermore, the undersigned acknowledges that all necessary documents and permits are being submitted before the event.

The undersigned acknowledges that use of city resources to host an event in the City of Harrisonburg is contingent upon approval of this application by the city staff and Harrisonburg City Council.

If the event is approved by City Council, the event organizer will receive an event permit detailing city services provided, potential costs, and event expectations.

Signature of Applicant:  _____

Date: 2/3/26 _____

Comments:

Very similar to last year. Only update is designated Enter/Exit and extending fencing to include Turner Pavilion Bathrooms. If festival grows, we may need to extend into parking lot, but not needed at this time. Open communication with Police + Fire Departments is important for safety of organizers + festival goers. Thank you for continuing to support us as we support our community.

Emergency Action Plan

The City of Harrisonburg mandates that all special events applicants complete and submit an Emergency Action Plan (EAP). This template is designed to assist event organizers in planning safe and exciting events. The Emergency Action Plan (EAP) outlines predetermined measures to be executed prior to and during the event in case of an emergency or other hazardous circumstances. These measures will involve coordination among organizers, management, staff, and attendees. It is essential to exercise flexibility when executing this plan, considering the wide range of potential hazards associated with the event. If your event does not have a comprehensive emergency action plan, please answer the questions below. All event staff, volunteers, and vendors must have a thorough understanding of their roles and responsibilities during an emergency.

Name of person filling out form: Erin West	Event Role: President
Event Name: Shenandoah Valley Pride Festival	
Event date(s) and time(s): 9/20/26 12-5	
Event Location: Turner Pavilion and park	Expected Peak Attendance: 3500

Event Communications

List key onsite decision makers, along with their role and cell phone numbers. The individuals listed below are responsible for making decisions during an emergency and implementing the procedures detailed in this plan.

	Name	Phone:
Primary	Erin West	570-527-9378
Secondary	Chad Sager	540-271-0224
Tertiary		

How will the Emergency Action Plan (EAP) be shared with staff, volunteers, and vendors?

<input checked="" type="checkbox"/> Share in person prior to event	<input checked="" type="checkbox"/> Email to staff, volunteers, and vendors prior to event
<input type="checkbox"/> Present to vendors/volunteers at check-in	<input type="checkbox"/> Other – Specify:

In an emergency and/or for decision making purposes where will event staff and emergency personnel meet?

We will communicate via radios and meet backstage. Will utilize Sentara vendors for medical emergencies of festival attendees

How will you communicate with participants and/or attendees before the event? (Check all that apply)

<input checked="" type="checkbox"/> Email	<input type="checkbox"/> Text message
<input checked="" type="checkbox"/> Website updates	<input type="checkbox"/> Press Release
<input type="checkbox"/> Variable message signs	<input checked="" type="checkbox"/> Social Media – Specify: Facebook and Instagram
<input type="checkbox"/> Other - Specify	

How will you communicate with staff, volunteers, and vendors during the event? (Check all that apply)

<input checked="" type="checkbox"/> Phone Call	<input checked="" type="checkbox"/> Walkie Talkie
<input checked="" type="checkbox"/> Announcements through event sound system	<input type="checkbox"/> Messaging on screens
<input checked="" type="checkbox"/> In-person messengers	<input type="checkbox"/> Text message/Messaging app – Specify:
<input type="checkbox"/> Other - Specify	

How will you communicate with participants and/or attendees during the event? (Check all that apply)

<input type="checkbox"/> Text messages or Alerts	<input type="checkbox"/> Website updates
<input checked="" type="checkbox"/> Announcements through event sound system	<input type="checkbox"/> Messaging on screens
<input checked="" type="checkbox"/> In-person messengers	<input type="checkbox"/> Social media live updates – Specify:
<input type="checkbox"/> Other - Specify	

Event Weather

Who will monitor the weather before and during the event?

Name:	Title/Role:
Erin West	President

How will weather be monitored before and during the event? (Check all that apply)

<input checked="" type="checkbox"/> National Weather Service website: https://www.weather.gov/lwx/	<input type="checkbox"/> Other weather website – Specify:
<input checked="" type="checkbox"/> Phone App- Specify: Weather app	<input type="checkbox"/> Other – Specify:

If adhering to standards other than the Special Events Severe Weather Trigger Chart, what weather conditions would lead to the delaying or canceling of the event? (Check all that apply)

<input type="checkbox"/> Sustained winds of _____ MPH	<input type="checkbox"/> Winds Gusts of <small>Snow Fencing</small> _____ MPH
<input type="checkbox"/> Tornado Watch	<input type="checkbox"/> Tornado Warning
<input type="checkbox"/> Forecasted Heavy Rain	<input type="checkbox"/> Active Heavy Rain
<input type="checkbox"/> Forecasted hail	<input type="checkbox"/> Active hail
<input type="checkbox"/> Forecasted heavy snow	<input type="checkbox"/> Active heavy snow
<input type="checkbox"/> Forecasted thunder and lightning	<input type="checkbox"/> Active lightning within _____ miles
<input type="checkbox"/> Temperature under _____ degrees	<input type="checkbox"/> Temperature over _____ degrees
<input type="checkbox"/> Icy roadways	<input type="checkbox"/> Other - Specify

If severe weather occurs during the event, where can people seek shelter?

<input checked="" type="checkbox"/> Buildings/business within special event space – Specify Turner Pavilion	
<input checked="" type="checkbox"/> Buildings/business near special event space - Specify Ice House Businesses,	
<input checked="" type="checkbox"/> Other structures within or near special event space - Specify Parking Garage	
<input checked="" type="checkbox"/> Personal vehicles	<input type="checkbox"/> Event vehicles
<input type="checkbox"/> Other - Specify	
<input checked="" type="checkbox"/> Building and/or business owners listed are aware of your intention to utilize locations as an emergency shelter. **Required	
Name Pale Fire	Phone:

In case of high winds, how will special event elements be secured to prevent them from becoming airborne or hazardous? (Check all that apply)

<input checked="" type="checkbox"/> Tents 10x10 weighted down 40 pounds/leg Larger tents 80 pounds/leg	<input checked="" type="checkbox"/> Tents secured to stationary objects
<input checked="" type="checkbox"/> Chairs and tables broken down	<input checked="" type="checkbox"/> Small items placed in bin or other storage
<input type="checkbox"/> Inflatables deflated	<input type="checkbox"/> Open flames extinguished
<input checked="" type="checkbox"/> Heating and electrical elements unplugged/turned off	<input type="checkbox"/> Other - Specify

What pre-event messaging will occur in case of forecasted/observed extreme temperatures? (Check all that apply)

<input checked="" type="checkbox"/> Website updates	<input checked="" type="checkbox"/> Email
<input type="checkbox"/> Text message/alerts	<input type="checkbox"/> Press outreach
<input checked="" type="checkbox"/> Social media - Specify Facebook/Instagram	<input type="checkbox"/> Other - Specify

During extreme heat, which of the following will be implemented? (check all that apply)

<input checked="" type="checkbox"/> Water refill stations	<input checked="" type="checkbox"/> Free bottled water
<input type="checkbox"/> Cooling tent/location	<input type="checkbox"/> Staged vehicles for cooling
<input type="checkbox"/> Signage with symptoms of heat exhaustion/stroke and first aid actions	<input type="checkbox"/> Extra medical personnel on site
<input type="checkbox"/> Adjusting event timeline	<input type="checkbox"/> Other - Specify

During extreme cold, which of the following will be implemented? (check all that apply)

<input type="checkbox"/> Hand warmers available	<input type="checkbox"/> Free hot beverages
<input type="checkbox"/> Warming tent/location	<input type="checkbox"/> Staged vehicles for warming
<input type="checkbox"/> Signage warning of low temperatures	<input type="checkbox"/> Extra medical personnel on site
<input type="checkbox"/> Adjusting event timeline	<input type="checkbox"/> Other - Specify

Medical

If an attendee at your event has a medical emergency, what measures will be taken to ensure care is promptly received? (Check all that apply)

<input checked="" type="checkbox"/> Entertainment will temporarily stop	<input checked="" type="checkbox"/> Staff/volunteers will clear immediate area
<input checked="" type="checkbox"/> Staff/volunteers will call 911	<input checked="" type="checkbox"/> On site medical personnel will be alerted via: Sentara rep/off duty management rep will be contacted via radio and personal contact
<input type="checkbox"/> Other - Specify	

Safety & Security

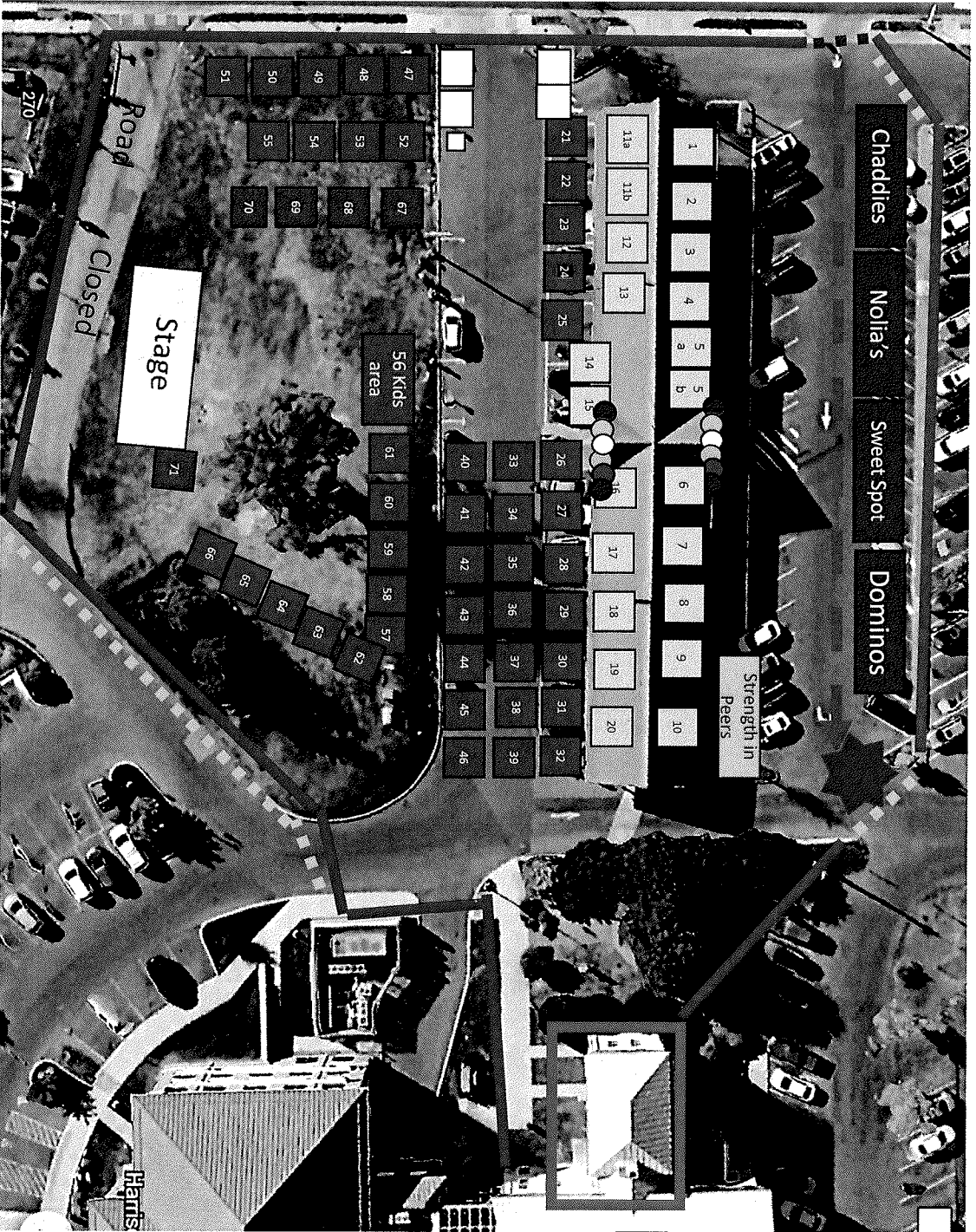
If alcohol is served what steps will be taken to prevent underage drinking and/or overconsumption? (Check all that apply)

<input checked="" type="checkbox"/> 21+ wristbands	<input type="checkbox"/> Limited drink tickets
<input checked="" type="checkbox"/> Limit drinks per I.D. at point of sale	<input type="checkbox"/> Other - Specify

If a child or other vulnerable person is found separated from their parent/guardian event staff will escort them to the following location and will remain until the missing party is either located or emergency services arrives:

Main Stage announcing tent

1. If a child or other vulnerable person is reported lost, contact the Harrisonburg Police Department (911) immediately.
2. If a parent or guardian of a lost child/vulnerable person cannot be located in a reasonable amount of time contact the Harrisonburg Police Department (911)



Portapotties

Vendors

Sponsors

Premium Vendors

Bathrooms

Blockade

Entrance

20 m



Legislation Text

File #: ID 26-089, **Version:** 1

Subject:

Consider the special event application request for the Harrisonburg Half Marathon on Saturday, October 3, 2026.

Presented By: Matt Little, Recreation and Events Manager, Parks & Recreation

Background: VA Momentum's fifth annual Harrisonburg Half Marathon planned in partnership with Parks & Recreation, Tourism, and Economic Development. It will be a signature running event attracting locals and visitors to the City.

This application was reviewed and approved by the Special Events Committee on March 5, 2026.

The total cost of this event is estimated to be around \$2,500. The event organizer is responsible for payment of applicable charges.

Key Issues:

- PW Support (message boards)
- HPD Support (finish line beer garden)
- HFD Support (EMS Bike Team)
- P&R Support (course setup)
- COI and endorsement to be submitted prior to event
- ABC license will be submitted prior to event



CITY OF HARRISONBURG
**PARKS &
RECREATION**

901 CHICAGO AVENUE, HARRISONBURG, VA 22802

OFFICE (540) 438-1644 • FAX (540) 433-9169

TO: Ande Banks, City Manager
FROM: Matt Little, Recreation and Events Manager, Parks & Recreation
DATE: 3/11/26
RE: VA Momentum's Harrisonburg Half Marathon

Summary: Consider the special event application request for the Harrisonburg Half Marathon on Saturday, October 3, 2026.

Background: VA Momentum's fifth annual Harrisonburg Half Marathon planned in partnership with Parks & Recreation, Tourism, and Economic Development. It will be a signature running event attracting locals and visitors to the City.

This application was reviewed and approved by the Special Events Committee on March 5, 2026.

The total cost of this event is estimated to be around \$2,500. The event organizer is responsible for payment of applicable charges.

Key Issues:

- PW Support (message boards)
- HPD Support (finish line beer garden)
- HFD Support (EMS Bike Team)
- P&R Support (course setup)
- COI and endorsement to be submitted prior to event
- ABC license will be submitted prior to event



City of Harrisonburg Special Event Application

Use this application to submit special events planned in the City of Harrisonburg on public property. Special events can include concerts, festivals, benefits, run/walks, and more in the downtown area, public parks, and city neighborhoods.

A "Special Event" is a short-term organized activity, celebration, or other gathering on public property that, whether for profit or not for profit, due to the anticipated number of attendees or the nature of the event characterized by any of the following:

- Requires City services to ensure compliance with Federal, state, or local laws;
- Involves use of City owned or managed property such as public streets, sidewalks, parking lots, alleys, parks or any other City owned/managed open space (excluding standard parks shelter rentals)
- Involves closure or partial closure of any public right-of way, or requires traffic control procedures necessitating the involvement of the City's Police Department & Public Works Department
- Involves the erection of stages, utility poles, booths, tents, stands, or other temporary structures in a public place;
- Impair emergency vehicles access or requires the attendance of EMS/Fire personnel.

City supports may include waste management, traffic management, safety, and road closures. For the City to approve a road or parking lot closure, the following must be considered: resident/business impact, detour routes, signage and notification, use of barricades and directional signage, and traffic control and safety. **Please note: there may be a cost to your organization for these services.**

APPLICATION DEADLINE: Applications for events occurring between January 1 and June 30 will be accepted no later than 90 days prior to the event. Applications for events occurring between July 1 and December 31 will be accepted no later than March 31, 2026. Event organizers, especially those planning events for the first time, may be required to meet with City staff to discuss logistics and to determine the necessary City supports and resources to help make the event safe and successful. *The City of Harrisonburg reserves the right to decline approval of any event deemed not in the City's best interest. This includes, but is not limited to, events that have received unfavorable reviews from other cities or events that, in the City's discretion, do not align with the City's values or objectives.*

Submit completed applications, fees, and supporting documents to Harrisonburg Parks & Recreation (HPR): HPR Events Manager, 305 South Dogwood Drive, Harrisonburg, VA 22801 or matthew.little@harrisonburgva.gov.

Electronic applications are preferred. Incomplete applications will not be processed. Call HPR's events manager at 540-433-2474 or email matthew.little@harrisonburgva.gov with questions about this application or the events approval process.

Section 1: Applicant Contact Information and Event Location

Organization/Applicant Name: VA Momentum/Kevin Gibson

Event Name: Harrisonburg Half Marathon

Date of Event: October 3, 2026

Daytime Phone: _____ Cell Phone: 757-478-0495
 (*Required for day-of event)

E-mail Address: kevin@vamomentum.com

Mailing Address: 1040 Toppin Blvd. Harrisonburg, VA 22801

Preferred event location(s) (Check all that apply):

- Downtown - festivals, concerts, and other events that are not run/walk events
- Downtown - run/walk events – Complete & attach map. Must complete section 5

Neighborhood run/walk events – Attach a map/diagram of your course

Turner Pavillion & Park Rental – Submit approved Facility Use Permit from Harrisonburg Parks and Recreation with application. Download the Facility Use Permit and find more information at <https://www.harrisonburgva.gov/shelters>. Fees apply.

City Park Reservation

If the event involves the use of a city park, the applicant must submit approved Facility Use Permit from Harrisonburg Parks and Recreation with application. Download the Facility Use Permit and find more information at <https://www.harrisonburgva.gov/shelters>. Fees apply.

Court Square – If the event involves the use of the Courthouse grounds, the applicant must obtain approval from Rockingham County before submitting a special event application. For availability, call 540.574.3517 or email lshepard@rockinghamcountyva.gov

Section 2: Event Information and Required Permits

Please describe the purpose of the event:

Harrisonburg Half Marathon is a partnership between Parks & Rec, Tourism, Economic Development and HDR to attract locals and visitors to a signature running event in the city.

Is this an annual event? Yes No If so, how many years has it been held? 5

Event Hours:

Set-up Start Time: 5am Event Start & End Times: 7am-12pm Clean-up End Time: 2pm

How many participants and spectators do you anticipate? 700

Community Notification: List the name of businesses, churches and residences that you have notified about this event*:

Wyndham Woods neighborhood will be notified via social media and door to door announcements.

**For events taking place downtown (including the Turner Pavillion), event organizers must notify the businesses, churches, organizations, or residences that are located near or adjacent to the event site. Businesses near a parking lot or parking structure that you wish to use for your event or that will be inaccessible because of a street closure must be notified as well.*

Will food be sold or served? Yes No Will merchandise be sold? Yes No

**All vendors must have a current business license for the City of Harrisonburg, unless the event organizer procures a show license; see below in Required Permits.*

***All food vendors, except those selling unprocessed food products, must file and pay the City of Harrisonburg food & beverage tax. Contact the Commissioner of Revenue 540-432-7704 for details. The collection and remittance of applicable taxes is the responsibility of the individual vendor. However, event organizers are responsible for providing the Commissioner of Revenue with a list of participating food vendors and contact information for each. Food vendor lists should be submitted to Karen Rose (karen.rose@harrisonburgva.gov) at least two weeks prior to the event date.*

****All food vendors must possess a valid food service permit. Contact the VA Department of Health for details: 540-574-5200*

Will alcohol be served*? Yes No

- If yes, attach copy of ABC License
- If yes, describe the perimeter fencing that you plan to use*: Parks & Rec will install

**Organizers must erect complete, stable fencing surrounding all areas where alcohol is to be served or consumed. Small events can use snow/plastic fencing. For large events, metal fencing may be required. For more information, contact VA ABC, Staunton Regional Office, 540.332.7800*

***Public events serving alcohol require an ABC license and require the organizer to hire off-duty uniformed Harrisonburg Police officers. Officers hired to work the event will be paid individually by the event organizer. See section 3 for more information.*

Do you plan on providing portable restrooms? Yes No If yes, answer questions below:

- How many portable restrooms do you plan on having? 30
- Where do you plan on placing them? Westover Park
- When are they scheduled to be dropped off? Oct. 2 Picked up? Oct. 4

**Portable restroom facilities are required at a ratio of at least one per 150 event participants, unless additional bathroom facilities are available to event attendees, or unless the duration of the event program does not exceed two hours. 10% of these should be ADA accessible. Events serving alcohol should provide portable restrooms at a ratio of one per 50 participants.*

Do you need access to water? Yes No

If yes, planned activities, vendors, entertainment that require water:

Do you need access to electricity? Yes No

List planned activities, vendors, entertainment that require electricity:

Will your event involve the use of an offsite parking and/or shuttle plan? Yes No

If yes, please list shuttle sites to be used and detail plans for transportation:

Are any public parking lots needed for exclusive use by this event?* Yes No

If yes, please list them:

**Public parking lots can only be requested if needed for event programming; they cannot be requested for exclusive event parking for public or private events.*

Will your event require the closure of a portion of any city streets?* Yes No

If yes, describe: Road leading into Heritage Oaks Golf Course.

Digital signage at Circle Dr./Turkey Run on both ends of Turkey Run. Please install two days prior to event.

**If your event requires street closures, you will need to issue a press release at least two weeks prior to your event specifying the impact of street closures and parking changes. Contact HPR (matthew.little@harrisonburgva.gov) for a sample press release and press list.*

Please describe your plan for removal of waste and garbage during and after your event*:

All trash will be removed by VA Momentum staff or placed in city receptacles.

**It is the responsibility of the event organizer to provide trash cans and bags; and to remove all waste, debris, and materials from the site, if prior arrangement has not been made with Harrisonburg City Public Works.*

***For events with alcohol, food, or other products which may cause debris, residue, or stains to remain on the property, the City may require the use of flusher trucks, sweeper trucks or blowers to clean the area. Event organizers may be charged for this service.*

****There may be a penalty incurred if there is any damage to public property or structures, or if any trash or debris remains on-site.*

***** Harrisonburg City Public Works will provide a trash dumpster at Harrisonburg Electric Commission parking lot (89 W Bruce Street). It is the responsibility of the event organizer to transport trash bags from cans (including city receptacles) into the dumpster as appropriate and agreed upon with Special Events Team/Public Works.*

Required Permits (Check all that apply):

Permit for Tents/Structures – Any tent greater than 900 square feet or accommodating more than 50 people requires a building permit and inspection. Building permit applications are available at www.harrisonburgva.gov/permits. The permit application should be filed with the Community Development office at least 10 days in advance of the event. Questions about the permit process can be directed to Community Development at 540-432-7700.

Permit for Platforms/Stages – Any stage or platform, and the associated stair, erected more than 7 inches above the ground surface requires a building permit and inspection. Any field constructed stage or platform must be engineered by a VA Registered Design Professional. Building permit applications are available at www.harrisonburgva.gov/permits. The permit application should be filed with the Community Development office at least 10 days in advance of the event. Questions about the permit process can be directed to Community Development at 540-432-7700.

Inflatable/Regulated Amusement Device Permit – Inflatable amusement devices and other regulated amusements require a permit to be allowed at events open to the public, and the device vendor must provide a certificate of insurance listing the City of Harrisonburg as additional insured. The permit application should be filed with the Community Development office at least 10 days in advance of the event. For more information, contact Mike Williams at 540-432-7700.

Fireworks Permit – Any fireworks display requires a permit through the Fire Department. To apply for a fireworks permit, contact the Fire Marshall's office at 540-432-7703, City Code Section 16-6-57

Show License or Business Licenses – A business license is required for all vendors selling any crafts, merchandise, or food in the City of Harrisonburg. However, event organizers can purchase a show license to cover any craft and food vendors during an event. For information, contact the Commissioner of Revenue Office at 540-432-7704.

*All food vendors must pay the 7% food and beverage tax to the City of Harrisonburg Commissioner of Revenue.

**Some event organizers may also be responsible for paying an admissions tax, depending on the nature of the event.

ABC Banquet License – Sale and/or service of alcoholic beverages requires a banquet license. To apply for the proper ABC license, visit <https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses>. ABC Licenses must be submitted to matthew.little@harrisonburgva.gov no later than 30 days prior to your event date. Your license must be posted in a visible location for the duration of your event.

If you answer yes to any of the following questions, you'll need to contact the Fire Marshals Office at 540-432-7703:

- Will there be food trucks at the event?
- Will temporary fencing be used?
- Will fire be used in any way for the event?
- Will there be tents that cover a total area of at least 900sqft (9 – 10'x10' pop-ups = 900 sqft)?

Section 3: Public Safety

Do you wish to request Emergency Medical Services support from the Harrisonburg Fire Department? Yes No

- *The Harrisonburg Fire Department will work with event organizers to meet their emergency medical safety needs. Please note that the event organizers will be charged a rate as high as \$66/hr per EMS provider. A minimum of 2 providers will be required for all requests, and a minimum of 2 hours will be charged.*

Do you acknowledge that the Harrisonburg Police Department will review this application and may determine that police support is necessary for your event? Yes No

Do you wish to request police support for traffic management*? Yes No

Will you provide additional traffic marshals? Yes No If yes, how many: 5 course directional marshals on route

- *Persons under the age of 18 are not allowed to assist with traffic.*
- *All marshals must be properly equipped with identification, a reflective vest, and communication equipment.*

Would you like to request the use of reflective vests? (A limited number are available) Yes No

If yes, how many: _____

Would you like to request training on traffic/pedestrian management from HPD? Yes No

Would you like to request a safety demonstration from the Harrisonburg Police Department? Yes No

Would you like to request a safety demonstration from the Harrisonburg Fire Department? Yes No

Are you hiring a security firm**? Yes No

If yes, provide the following information:

- Have you hired a licensed, professional security company to help manage your event? Yes No
- Security Company Name: _____
- Number of Security Personnel Hired: _____
- Security Company Contact Name: _____
Cell Phone: _____
- Describe plan for crowd management and safety:

The Harrisonburg VA Police Department has partnered with Off Duty Management to manage our off-duty employment program. **3 Hours Minimum per Request. Once your application has been submitted, and reviewed by the Special Event Team, a Police Department representative will reach out to you and provide an estimate of the number of officers needed for your event.**

RATES:

Title	Total Hourly Rate
Regular	\$67.20
Traffic	\$67.20
Supervisor*	\$72.80 5-10 Officers - 1 Supervisor required 11-15 Officers - 2 Supervisors required

	16 or more Officers - 3 supervisors required
Holiday**	\$72.80
Outside Agency	\$67.20
Emergency***	\$78.40

SUPERVISOR RATE*: A supervisor is required when 5 or more officers are requested and/or when HPD Command Staff determines a supervisor is needed.

HOLIDAY RATE:** The holiday rate will apply to the following days: New Year's Day, MLK Day, Easter, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day.

EMERGENCY RATE*:** If request is received less than 72 hours prior to assignment the emergency pay rate goes into effect.

Off-Duty Employment Requests: You can request services for the date of by using the website portal:

<https://odm.officertrak.com/Harrisonburg-VA-PD>

Section 4: Required Documents

The following documents **MUST** be included with this application:

- Map with requested street closures and/or parking lots highlighted
- Diagram of event, including location of activities, food and/or vendors, generators, entrances/exits, ABC zones, etc. *A sample vendor communication plan will be shared for those events having vendors. This will include a sample parking pass and instructions regarding arrival time/location and departure time/location based on road closure setups.*

The following documents must be provided no later than 30 days prior to your event:

- A **Certificate of Insurance (COI)** providing evidence of liability insurance of a minimum of \$1,000,000 and property damage of \$100,000. The addendum must include this exact wording: "The City of Harrisonburg, 409 South Main St, Harrisonburg, VA 22801, is hereby named as additional insured."

attached will be submitted before the event

- An **Endorsement** from the insurance company listing the City as an **Additional Insured** is also required. The insurance company must have a minimum financial rating from the A.M. Best Company of an "A" or better*

attached will be submitted before the event

** A copy of the COI and Endorsement(s) must be submitted to the City Department of Finance at larry.propst@harrisonburgva.gov no later than 30 days prior to your event. For information, contact Larry Propst, Director of Finance, 540-432-7750 or larry.propst@harrisonburgva.gov.*

- If alcohol will be served, the City also requires a **Liquor Liability endorsement** be added to the insured's policy

attached will be submitted before the event not needed

- **ABC License** - If alcohol will be served, event organizers must obtain a VA ABC license*

attached will be submitted before the event not needed

**Contact VA ABC for information 804.213.4400*

- **Workers Compensation Insurance** - If your organization has employees, you must provide evidence of Workers Compensation Insurance with statutory limits that meet state requirements

attached will be submitted before the event not needed

Section 5: Run/ Walk Courses

Street closures for runs/walks on public roads are required to use certain courses within the City limits that have been designed to ensure the safety of the participants and the efficiency of the event for city crews. Small run/walks designed to release clusters of small groups of 25 or fewer people in waves can take place on city sidewalks and typically do not require street closures or police support. These run/walks may be approved at the discretion of City staff. Larger run/walks that intend to take place on city streets, or may flow into city streets, will require street closures and police support.

Applicants who wish to create a course on a college campus that flow into City streets or a local low-traffic neighborhood are allowed to submit a course for review.

The City has preapproved a grandfather clause for specific special event requests that use a different designated course in the city. Those events are: The Rocktown Turkey Trot & the Martin Luther King, Jr. Remembrance Walk. The Martin Luther King, Jr. Remembrance Walk has been approved by City Council to occur on the third Monday of January each year.

Section 6: Emergency Management / Weather Planning

As part of the special event approval process, applicants are required to complete and submit the attached Emergency Action Plan (EAP). The EAP ensures that proper procedures and resources are in place to protect public safety during your event. Please provide detailed responses in the EAP and include any additional documentation as necessary. Submission of a completed EAP (see appendix) is a mandatory component for consideration of your application.

Do you agree to implement the Special Events Tornado & Severe Thunderstorm Trigger Chart?

Yes, I agree. The individual who will have the responsibility of implementing this plan will be:

Name: Kevin Gibson Cell Number: 757-478-0495

No, I do not agree. I have submitted a severe weather plan that exceeds the minimum standards set forth in the Special Events Tornado & Severe Thunderstorm Trigger Chart, through the Emergency Action Plan. The individual who will have the responsibility of implementing this plan will be:

Name: _____ Cell Number: _____

For any assistance needed with the evacuation plan or inclement weather plan, please contact the Office of Emergency Management at (540) 432-7703.

Special Events Severe Weather Trigger Chart

WEATHER THREAT	ADVICE CONDITION	LOCATION From Venue	ACTION	RESPONSIBILITY
WEATHER ANTICIPATED 48 HOURS	ADVISORY	N/A	COMMUNICATION WITH HFR EVENTS MANAGER AND EVENT ORGANIZER. MONITOR FORECAST. REVIEW INCIDENT WEATHER AND EVACUATION PLANS WITH YOUR TEAM.	EVENT ORGANIZER
WEATHER ANTICIPATED 24 HOURS	ADVISORY	ANTICIPATED WITHIN 200 MILES	COMMUNICATION WITH HFR EVENTS MANAGER AND EVENT ORGANIZER. MONITOR FORECAST. COORDINATE WITH TEAM, EVENT EQUIPMENT / TENT / STAGE SUPPLIERS, ETC.	EVENT ORGANIZER
LIGHTNING OR THUNDERSTORM	ADVISORY	50 MILES ESTIMATED	COMMUNICATION WITH HFR EVENTS MANAGER AND EVENT ORGANIZER. POSSIBLE ON-SITE MEETING. ENSURE TEAMS ON STANDEY TO IMPLEMENT INCIDENT WEATHER / EVACUATION PLANS. PREPARE ANNOUNCEMENTS, MONITOR RADAR.	EVENT ORGANIZER
LIGHTNING OR SURFACE WINDS 30-40 MPH OR THUNDERSTORM WATCH OR TORNADO WATCH	CONDITIONS ARE PRESENT OR WATCH IS ISSUED	25 MILES ESTIMATED	COMMUNICATION WITH HFR EVENTS MANAGER AND EVENT ORGANIZER. SECURE EVENT VENUE - EQUIPMENT / TENTS / STAGES. NOTIFY EVENT ATTENDEES OF POSSIBLE THREAT. START ANNOUNCEMENTS. MONITOR RADAR.	EVENT ORGANIZER EVENT TEAM
LIGHTNING OR SURFACE WINDS 30-40 MPH OR THUNDERSTORM WATCH OR TORNADO WATCH	CONDITIONS ARE PRESENT OR WATCH IS ISSUED	15 MILES ESTIMATED	CONTINUE TO SECURE EVENT VENUE. TEAM IN POSITION TO IMPLEMENT INCIDENT WEATHER / EVACUATION PLANS. 2ND NOTIFICATION TO EVENT ATTENDEES OF POSSIBLE THREAT. CONTINUE ANNOUNCEMENTS. MONITOR RADAR.	EVENT ORGANIZER EVENT TEAM
LIGHTNING OR SURFACE WINDS 30-40 MPH OR THUNDERSTORM WARNING OR TORNADO WARNING	CONDITIONS ARE PRESENT OR WARNING IS ISSUED	10 MILES ESTIMATED	COMMUNICATION WITH HFR EVENTS MANAGER AND EVENT ORGANIZER. IMPLEMENT INCIDENT WEATHER / EVACUATION PLANS. BEGIN EVACUATION OF EVENT SITE. NOTIFY EVENT ATTENDEES OF EVACUATION. CONTINUE ANNOUNCEMENTS. MONITOR CROWD MOVEMENT, CONTINUE TO SECURE EVENT VENUE. MONITOR RADAR.	EVENT ORGANIZER EVENT TEAM
LIGHTNING OR SURFACE WINDS 30-40 MPH OR THUNDERSTORM WARNING OR TORNADO WARNING	CONDITIONS ARE PRESENT OR WARNING IS ISSUED	8 MILES	FINISH EVACUATION AND ALL PERSONS TAKE COVER, MONITOR EVENT VENUE.	EVENT ORGANIZER EVENT TEAM
ALL CLEAR (30 MINUTES AFTER LAST LIGHTNING)	Storm Passed All clear	10 MILES	INSPECT EVENT VENUE FOR DAMAGE. IF NO DAMAGE OR SAFETY ISSUES ARE IDENTIFIED, ALLOW RE-ENTRY AND CONTINUE EVENT. COMMUNICATION WITH HFR EVENTS MANAGER AND EVENT ORGANIZER.	EVENT ORGANIZER EVENT TEAM

Note: The speed and direction of advancing storms and the size and nature of the event may alter the time needed to safely evacuate the site. Temporary structures shall not be used as sheltering locations for event participants. Failure to comply with the terms of the weather plan or any term or condition of the permit may result in the immediate revocation of the permit. Public safety agencies may order mandatory actions in the interest of public safety at any public place regardless of whether the permit has been revoked.

Special Event Rules & Regulations

FAILURE TO OBTAIN PROPER APPROVALS OR VIOLATIONS OF ANY RULES & REGULATIONS CAN RESULT IN THE CANCELLATION OF YOUR EVENT OR DENIAL OF FUTURE EVENT APPLICATIONS.

Cancellation Notice

- The event organizer will notify the Special Events Team if they need to cancel their event. No cancellation fee will be assessed if done 72 hours prior to event day. If the event is cancelled within 72 hours of event day, fees may be assessed to the event organizer.
- If the event needs to be cancelled due to reasons outside their control, no charges will be assessed.
- I understand that the City of Harrisonburg has the authority to cancel the event if the City deems the event unsafe due to severe weather and/or not able to provide staffing based on weather related response.

The event organizer will also have to notify off-duty management of the cancellation 72 hours prior to the event, or they will be charged for the officer's time.

Revocation of Special Event Application Approval

City Council's approval of a Special Event Application may be revoked upon consultation with the appropriate public safety forces when the health or safety of the public is threatened by an emergency, disorder or other unforeseen conditions that may have arisen.

CERTIFICATION AND ACKNOWLEDGMENT OF APPLICANT

The undersigned certifies that he or she is familiar with the guidelines, rules and regulations for planning an event in the City of Harrisonburg and the same will be enforced and honored by the sponsoring organization. The undersigned further certifies that the information furnished in this application is true and correct to the best of the undersigned knowledge and information. Furthermore, the undersigned acknowledges that all necessary documents and permits are being submitted before the event.

The undersigned acknowledges that use of city resources to host an event in the City of Harrisonburg is contingent upon approval of this application by the city staff and Harrisonburg City Council.

If the event is approved by City Council, the event organizer will receive an event permit detailing city services provided, potential costs, and event expectations.

Signature of Applicant: _____

Date: 2/10/26

Comments:

Thanks!

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This not only helps in tracking expenses but also ensures compliance with tax regulations.

In the second section, the author provides a detailed breakdown of the monthly budget. It includes categories for housing, utilities, food, and entertainment. Each category is further divided into sub-items, such as rent, electricity, groceries, and dining out. This level of detail allows for a clear understanding of where the money is being spent.

The third section focuses on the analysis of the budget. It compares the actual spending against the planned budget for each month. The author notes that while there were some deviations, particularly in the entertainment and dining out categories, the overall spending remained within the budgeted limits.

Finally, the document concludes with a summary of the findings and recommendations. It suggests that while the budgeting process is effective, it could be improved by setting more specific limits for certain discretionary categories. The author also encourages regular reviews of the budget to identify areas for potential savings.

Emergency Action Plan

The City of Harrisonburg mandates that all special events applicants complete and submit an Emergency Action Plan (EAP). This template is designed to assist event organizers in planning safe and exciting events. The Emergency Action Plan (EAP) outlines predetermined measures to be executed prior to and during the event in case of an emergency or other hazardous circumstances. These measures will involve coordination among organizers, management, staff, and attendees. It is essential to exercise flexibility when executing this plan, considering the wide range of potential hazards associated with the event. If your event does not have a comprehensive emergency action plan, please answer the questions below. All event staff, volunteers, and vendors must have a thorough understanding of their roles and responsibilities during an emergency.

Name of person filling out form: Kevin Gibson	Event Role: Event Manager
Event Name: Harrisonburg Half Marathon	
Event date(s) and time(s): October 4th, 2025 7a-12p 3, 2026 7A-12P	
Event Location: Friendly City Trail, Westover, Hillandale, HOGC	Expected Peak Attendance: 700

Event Communications

List key onsite decision makers, along with their role and cell phone numbers. The individuals listed below are responsible for making decisions during an emergency and implementing the procedures detailed in this plan.

	Name	Phone:
Primary	Kevin Gibson	757-478-0495
Secondary	Alan Maynard	614-560-4055
Tertiary	Lizzy Natiello	610-509-5665

How will the Emergency Action Plan (EAP) be shared with staff, volunteers, and vendors?

<input checked="" type="checkbox"/> Share in person prior to event	<input checked="" type="checkbox"/> Email to staff, volunteers, and vendors prior to event
<input type="checkbox"/> Present to vendors/volunteers at check-in	<input type="checkbox"/> Other – Specify:

In an emergency and/or for decision making purposes where will event staff and emergency personnel meet?

Westover Park in front of Senior Center Price Rotary

How will you communicate with participants and/or attendees before the event? (Check all that apply)

<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Text message
<input type="checkbox"/> Website updates	<input type="checkbox"/> Press Release
<input type="checkbox"/> Variable message signs	<input checked="" type="checkbox"/> Social Media – Specify: Facebook & Instagram
<input type="checkbox"/> Other - Specify	

How will you communicate with staff, volunteers, and vendors during the event? (Check all that apply)

<input checked="" type="checkbox"/> Phone Call	<input type="checkbox"/> Walkie Talkie
<input checked="" type="checkbox"/> Announcements through event sound system	<input type="checkbox"/> Messaging on screens
<input checked="" type="checkbox"/> In-person messengers	<input checked="" type="checkbox"/> Text message/Messaging app – Specify: Staff group text message
<input type="checkbox"/> Other - Specify	

How will you communicate with participants and/or attendees during the event? (Check all that apply)

<input checked="" type="checkbox"/> Text messages or Alerts	<input type="checkbox"/> Website updates
<input checked="" type="checkbox"/> Announcements through event sound system	<input type="checkbox"/> Messaging on screens
<input checked="" type="checkbox"/> In-person messengers	<input checked="" type="checkbox"/> Social media live updates – Specify: Facebook & Instagram
<input checked="" type="checkbox"/> Other - Specify email	

Event Weather

Who will monitor the weather before and during the event?

Name:	Title/Role:
Kevin Gibson	Event Manager

How will weather be monitored before and during the event? (Check all that apply)

<input checked="" type="checkbox"/> National Weather Service website: https://www.weather.gov/lwx/	<input type="checkbox"/> Other weather website – Specify:
<input checked="" type="checkbox"/> Phone App- Specify: weatherbug	<input type="checkbox"/> Other – Specify:

If adhering to standards other than the Special Events Severe Weather Trigger Chart, what weather conditions would lead to the delaying or canceling of the event? (Check all that apply)

<input type="checkbox"/> Sustained winds of ____ MPH	<input type="checkbox"/> Winds Gusts of ____ MPH
<input type="checkbox"/> Tornado Watch	<input type="checkbox"/> Tornado Warning
<input type="checkbox"/> Forecasted Heavy Rain	<input type="checkbox"/> Active Heavy Rain
<input type="checkbox"/> Forecasted hail	<input type="checkbox"/> Active hail
<input type="checkbox"/> Forecasted heavy snow	<input type="checkbox"/> Active heavy snow
<input type="checkbox"/> Forecasted thunder and lightning	<input type="checkbox"/> Active lightning within ____ miles
<input type="checkbox"/> Temperature under ____ degrees	<input type="checkbox"/> Temperature over ____ degrees
<input type="checkbox"/> Icy roadways	<input type="checkbox"/> Other - Specify

If severe weather occurs during the event, where can people seek shelter?

<input type="checkbox"/> Buildings/business within special event space – Specify	
<input type="checkbox"/> Buildings/business near special event space - Specify	
<input type="checkbox"/> Other structures within or near special event space - Specify	
<input checked="" type="checkbox"/> Personal vehicles	<input type="checkbox"/> Event vehicles
<input type="checkbox"/> Other - Specify	
<input type="checkbox"/> Building and/or business owners listed are aware of your intention to utilize locations as an emergency shelter. **Required	
Name	Phone:

In case of high winds, how will special event elements be secured to prevent them from becoming airborne or hazardous? (Check all that apply)

<input type="checkbox"/> Tents 10x10 weighted down 40 pounds/leg Larger tents 80 pounds/leg	<input checked="" type="checkbox"/> Tents secured to stationary objects
<input checked="" type="checkbox"/> Chairs and tables broken down	<input type="checkbox"/> Small items placed in bin or other storage
<input checked="" type="checkbox"/> Inflatables deflated	<input type="checkbox"/> Open flames extinguished
<input type="checkbox"/> Heating and electrical elements unplugged/turned off	<input type="checkbox"/> Other - Specify

What pre-event messaging will occur in case of forecasted/observed extreme temperatures? (Check all that apply)

<input type="checkbox"/> Website updates	<input checked="" type="checkbox"/> Email
<input checked="" type="checkbox"/> Text message/alerts	<input type="checkbox"/> Press outreach
<input checked="" type="checkbox"/> Social media - Specify	<input type="checkbox"/> Other - Specify

During extreme heat, which of the following will be implemented? (check all that apply)

<input checked="" type="checkbox"/> Water refill stations	<input checked="" type="checkbox"/> Free bottled water
<input type="checkbox"/> Cooling tent/location	<input type="checkbox"/> Staged vehicles for cooling
<input type="checkbox"/> Signage with symptoms of heat exhaustion/stroke and first aid actions	<input checked="" type="checkbox"/> Extra medical personnel on site
<input checked="" type="checkbox"/> Adjusting event timeline	<input type="checkbox"/> Other - Specify

During extreme cold, which of the following will be implemented? (check all that apply)

<input type="checkbox"/> Hand warmers available	<input checked="" type="checkbox"/> Free hot beverages
<input type="checkbox"/> Warming tent/location	<input type="checkbox"/> Staged vehicles for warming
<input type="checkbox"/> Signage warning of low temperatures	<input checked="" type="checkbox"/> Extra medical personnel on site
<input checked="" type="checkbox"/> Adjusting event timeline	<input type="checkbox"/> Other - Specify

Medical

If an attendee at your event has a medical emergency, what measures will be taken to ensure care is promptly received? (Check all that apply)

<input type="checkbox"/> Entertainment will temporarily stop	<input type="checkbox"/> Staff/volunteers will clear immediate area
<input checked="" type="checkbox"/> Staff/volunteers will call 911	<input checked="" type="checkbox"/> On site medical personnel will be alerted via: <i>cell phone / 911</i>
<input checked="" type="checkbox"/> Other - Specify On staff EMT response, AED at start/finish at all times.	

Safety & Security

If alcohol is served what steps will be taken to prevent underage drinking and/or overconsumption? (Check all that apply)

<input type="checkbox"/> 21+ wristbands	<input type="checkbox"/> Limited drink tickets
<input type="checkbox"/> Limit drinks per I.D. at point of sale	<input type="checkbox"/> Other - Specify

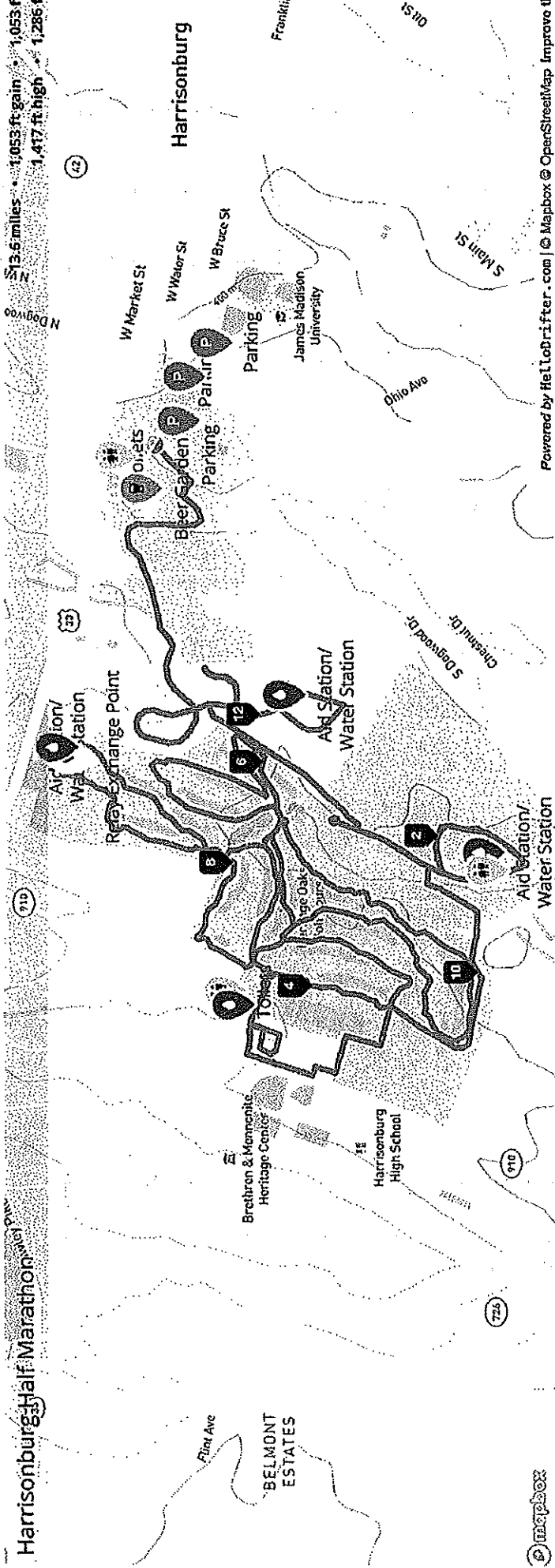
If a child or other vulnerable person is found separated from their parent/guardian event staff will escort them to the following location and will remain until the missing party is either located or emergency services arrives:

VA Momentum tent in front of Price Pottery Senior Center.

1. If a child or other vulnerable person is reported lost, contact the Harrisonburg Police Department (911) immediately.
2. If a parent or guardian of a lost child/vulnerable person cannot be located in a reasonable amount of time contact the Harrisonburg Police Department (911)

Harrisonburg Half Marathon

13.6 miles • 1,053 ft gain • 1,053 ft loss
1,417 ft high • 1,285 ft low



Powered by HelLoDrifter.com | © Mapbox © OpenStreetMap Improve this map





City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-094, **Version:** 1

Subject:

Consider a supplemental appropriation for the General Fund and the Water Capital Projects Fund

Presented By: City Staff

Recently the City has negotiated the purchase of property adjacent Fire Station No. 4 from the 7-11 convenience store in the amount of \$250,000. City Council approved a resolution ratifying the purchase at its March 10, 2026 meeting. Additionally, all remaining interest earnings from the 2021 bond issue are being appropriated into the Eastern Source Water Supply project.



March 24, 2026 City Council Meeting

Title

Consider a supplemental appropriation for the General Fund and the Water Capital Projects Fund
— Larry Propst, Department of Finance

Summary

This supplemental appropriation request will appropriate \$255,000 to the General Fund and \$174,403.77 to the Water Capital Projects Fund.

Recommendation

Option 1. Approve the supplemental appropriation.

Fiscal Impact

This supplemental appropriation will increase the General Fund budget by \$255,000 and the Water Capital Projects Fund budget by \$174,403.77.

Context & Analysis

Recently the City negotiated the purchase of property adjacent to Fire Station No. 4 from the 7-11 convenience store in the amount of \$250,000. This supplemental includes the purchase price and estimated closing costs. City Council approved a resolution ratifying the purchase at its March 10, 2026 meeting. Additionally, all remaining interest earnings from the 2021 bond issue are being appropriated into the Eastern Source Water Supply project.

Options

1. Approve the supplemental appropriation request
2. Do not approve the supplemental appropriation request

Attachments

1. Supplemental Appropriation

CITY OF HARRISONBURG, VIRGINIA
REQUEST FOR: SUPPLEMENTAL APPROPRIATION
For Fiscal Year Ended June 30, 2026

Revenues:

FUND	CODE	ACCOUNT DESCRIPTION	AMOUNT
1000	31513	INVESTMENT EARNINGS	255,000.00
1321	31010	AMOUNT FROM FUND BALANCE	112,307.21
1321	31514	INTEREST EARNINGS - BONDS	62,096.56
		TOTAL	174,403.77

Expenditures:

FUND	CODE	ACCOUNT DESCRIPTION	AMOUNT
1000	430241-48282	LAND	255,000.00
1321	910161-48654	EASTERN SOURCE DEVELOPMNT	174,403.77

Reason: To appropriate funds to purchase additional land for Fire Station No. 4 and interest earnings from the 2021 bond issue for the eastern source water supply project.

Funds Available: Approved Through Legistar
 Director of Finance _____ Date _____

Recommended & Approved: Approved Through Legistar
 City Manager _____ Date _____

City Council Approval: _____
 (1st reading)

City Council Approval: _____
 (2nd reading)

FINANCE DEPARTMENT'S POSTING

 NAME DATE JV #



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-095, **Version:** 1

Subject:

Consider a supplemental appropriation for the General Fund, Water Fund and the Stormwater Fund
Presented By: City Staff

This supplemental appropriation request will appropriate \$476,000 to the General Fund and \$980,000 to the Stormwater Fund for the purchase of City owned land from the Water Fund. In addition, the Water Fund will in turn will repay a loan from the Sewer Fund in the amount of \$1,456,000. Additional information regarding this supplemental appropriation is provided in the attached memorandum.



March 24, 2026 City Council Meeting

Title

Consider a supplemental appropriation for the General Fund, Water Fund and the Stormwater Fund
— Larry Propst, Department of Finance

Summary

This supplemental appropriation request will appropriate \$476,000 to the General Fund and \$980,000 to the Stormwater Fund for the purchase of City owned land from the Water Fund.

Recommendation

Option 1. Approve the supplemental appropriation.

Fiscal Impact

This supplemental appropriation will increase the General Fund budget by \$476,000, the Stormwater Fund by \$980,000 and the Water Fund budget by \$1,456,000.

Context & Analysis

In 2020, the City's Water Fund purchased the Saufley Farm in Rockingham County for its Eastern Source Water Supply project. Since this time, the use of the farm for the Eastern Source Water Supply project has now been completed and a new use has been identified to convert the pasture land to forested cover for the Stormwater Fund's TMDL stormwater compliance requirements. As such, the Stormwater Fund will purchase approximately 118.5 acres of the property to convert the pasture land into forested cover for \$980,000 and the General Fund will purchase the remaining property (which includes the farmette) for \$476,000. Finally, the Water Fund will repay the Sewer Fund \$1,456,000 for funds loaned by the Sewer Fund to the Water Fund for the original purchase of the property.

Options

1. Approve the supplemental appropriation request
2. Do not approve the supplemental appropriation request

Attachments

1. Supplemental Appropriation

CITY OF HARRISONBURG, VIRGINIA
REQUEST FOR: SUPPLEMENTAL APPROPRIATION
For Fiscal Year Ended June 30, 2026

Revenues:

FUND	CODE	ACCOUNT DESCRIPTION	AMOUNT
1000	31513	INVESTMENT EARNINGS	476,000.00
2011	34012	SALE OF LAND	1,456,000.00
2018	31010	AMOUNT FROM FUND BALANCE	980,000.00

Expenditures:

FUND	CODE	ACCOUNT DESCRIPTION	AMOUNT
1000	430241-48282	PURCHASE OF LAND	476,000.00
2011	990111-49242	TR TO SEWER FUND	1,456,000.00
2018	472041-48282	PURCHASE OF LAND	980,000.00

Reason: To appropriate funds for the purchase of the Saufley Farm from the Water Fund.

Funds Available:

Approved Through Legistar
 Director of Finance _____ Date

Recommended & Approved:

Approved Through Legistar
 City Manager _____ Date

City Council Approval:

(1st reading)

City Council Approval:

(2nd reading)

FINANCE DEPARTMENT'S POSTING

 NAME DATE JV #



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-097, **Version:** 1

Subject:

Consider a supplemental appropriation for the Harrisonburg City School Board (HCPS)

Presented By: City Staff

This supplemental appropriation request will appropriate \$1,192,138.12 in additional state and federal funds provided during the current fiscal year to HCPS for instructional needs. These funds may only be expended for these purposes. In addition, \$206,369.17 in funding will be appropriated to fund several CIP projects. **This request will require no additional local dollars from the city.**



March 24, 2026 City Council Meeting

Title

Consider a supplemental appropriation for the Harrisonburg City School Board (HCPS) — Larry Propst, Department of Finance

Summary

This supplemental appropriation request will appropriate additional funds provided during the current fiscal year to HCPS. In addition, funding will be appropriated to fund several CIP projects. **This request will require no additional local dollars from the city.**

Recommendation

Option 1. Approve the supplemental appropriation.

Fiscal Impact

This supplemental appropriation will increase the School Fund and School Capital Projects budgets by \$1,398,507.29 and \$56,369.17, respectively.

Context & Analysis

The HCPS has been awarded additional funding from state and federal sources for various instructional needs. These funds may only be expended for these purposes. In addition, funding will be appropriated to the School Capital Projects Fund for several projects from the HCPS approved CIP list.

Options

1. Approve the supplemental appropriation

Attachments

1. Supplemental Appropriation
2. School Finance Director Memorandum

CITY OF HARRISONBURG, VIRGINIA
REQUEST FOR: SUPPLEMENTAL APPROPRIATION
For Fiscal Year Ended June 30, 2026

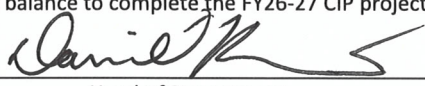
Revenues:

FUND	CODE	ACCOUNT DESCRIPTION	AMOUNT
1111	31010	AMOUNT FROM FUND BALANCE	206,369.17
1111	32442	SCHOOL REVENUE-STATE	1,076,921.51
		SCHOOL REVENUE-LOCAL	27,697.50
		SCHOOL REVENUE-FEDERAL	87,519.11
		<i>SUBTOTAL</i>	1,398,507.29
1311	34215	TR FROM SCHOOL FUND	56,369.17

Expenditures:

FUND	CODE	ACCOUNT DESCRIPTION	AMOUNT
1111	111114-40610	INSTRUCTION	1,164,530.91
1111	111114-40620	ADMIN, ATTEND & HEALTH	23,557.21
1111	111114-40630	TRANSPORTATION	4,050.00
1111	111114-40640	OPERATIONS & MAINTENANCE	150,000.00
1111	111114-49225	TR TO CAPITAL PROJECTS	56,369.17
		<i>SUBTOTAL</i>	1,398,507.29
1311	910114-48757	FACILITIES	56,369.17

Reason: To appropriate funds for the Math Innovation Grant and various small instructional grants received during this fiscal year.
 To appropriate additional monies from the fund balance to complete the FY26-27 CIP projects.

Requested by:  3/19/26
 Head of Department Date

Funds Available: Approved Through Legistar _____
 Director of Finance Date

Recommended & Approved: Approved Through Legistar _____
 City Manager Date

City Council Approval: _____
 (1st reading)

City Council Approval: _____
 (2nd reading)

FINANCE DEPARTMENT'S POSTING _____
 NAME DATE JV #



Harrisonburg City Public Schools

One Court Square • Harrisonburg, VA 22801
Phone: 540.434.9916 • Fax: 540.434.5196

"A place where learning has no limits and together we work for the success of all."

TO: Mr. Ande Banks, City Manager
Mr. Larry Propst, City Finance Director

FROM: Daniel Kirwan, Executive Director of Finance

DATE: March 18, 2026

SUBJECT: Supplemental Appropriation – Operating Fund (1111), Capital Fund (1311)

The Harrisonburg City Public School Board requests a supplemental appropriation for the School Operating Fund (1111) and the School Capital Fund (1311) in the amount **\$1,454,876.46**

The supplemental appropriation for the School Operating Fund (1111) for **\$1,398,507.29** is the result of additional revenues awarded to the Harrisonburg City School division after the last supplemental appropriation was approved. Grant allocations are listed below. An additional **\$56,369.17** is requested for the Capital Fund (1311) from the unappropriated fund balance to complement the reallocation of funds for capital projects.

Allocation requests are listed below:

Source of Revenue	Fund, Expenditure Function, and Use of Funds	Supplemental Appropriation Amount
State Funds	Fund 1111 – Operating Fund	\$1,076,921.51
Math Innovations Grant	61 – Instruction - Purchased Services, Stipends	\$1,044,835.95
Middle School Math Grant	61 - Instruction - Stipends, Assessments, Licensure	\$5,466.56
VECF Dev Screen Grant	61 - Instruction - Purchased Services	\$14,119
National Board Certification Grant	61 -Instruction - Stipends	\$12,500
Federal Funds	Fund 1111 – Operating Fund	\$87,519.11
School-Based Health Workforce Grant	61 - Instruction - Materials and Supplies	\$23,557.21
Gear Up Grant	61 - Instruction - Materials, Supplies, Stipends, Travel	\$35,117.72
Forestry Grant	61 - Instruction - Materials, Supplies, Stipends	\$28,844.18
Local Other Funds	Fund 1111 – Operating Fund	\$27,697.50
Shen Valley Pure Water Grant	61 - Instruction - Materials and Supplies	\$1,250
ASLama Photovoice Grant	61 - Instruction - Materials and Supplies	\$10,000
TRIO Grant	61 - Instruction - Materials, Supplies, Stipends, Travel	\$16,447.50
Fund Balance	Fund 1111 – Operating Fund	\$150,000
Transfer to Oper and Maint	64 - Operations and Maintenance-- small CIP	\$150,000
Fund Balance	Fund 1311 – Operating Fund	\$56,369.17
TR to Capital Projects from RHS	Additional funding to support capital projects in CIP	\$56,369.17

This supplemental appropriation was approved by the Harrisonburg City School board on March 17, 2026, and **requires no new local tax dollars from the city**. Thank you for your consideration of this request.



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-069, **Version:** 1

Subject:

Consider a request from Katherine S Moran and Marcie E Harris to rezone (proffer amendment) 361 Franklin Street

Presented By: Adam Fletcher, Director of Community Development

[Click here to enter the action/summary \(insert the summary from the memo here\)](#)



April 14, 2026 City Council Meeting

Title

Consider a request to rezone (proffer amendment) 361 Franklin Street — Planning Commission and Adam Fletcher, Community Development

Summary

Project name	NA
Address/Location	361 Franklin Street
Tax Map Parcel	27-Q-1
Total Land Area	+/- 10,269 square feet
Property Owner	Katherine Moran and Marcie Harris
Owner’s Representative	The Stratford Companies
Present Zoning	R-8C, Small Lot Residential District Conditional
Proposed Zoning	R-8C, Small Lot Residential District Conditional (Proffer Amendment)
Planning Commission	March 11, 2026 (Public Hearing)
City Council	April 14, 2026 (First Reading/Public Hearing) Anticipated April 28, 2026 (Second Reading)

Recommendation

Option 1. Staff and Planning Commission (6-0) recommended approval of the rezoning request.

Context & Analysis

The following land uses are located on and adjacent to the property:

- Site: Vacant, zoned R-8C
- North: Across Franklin Street, single-family detached dwellings, zoned R-1
- East: Single-family detached dwelling, zoned R-1
- South: Single-family detached dwelling, zoned R-1
- West: Across Monticello Avenue, duplex, zoned R-1

The applicant is requesting to amend proffers for a +/- 10,269-square-foot parcel, zoned R-8C, Small Lot Residential District Conditional. The vacant parcel is addressed as 361 Franklin Street and is identified as tax map parcel 27-Q-1. If the request is approved, the applicant continues to propose to construct a single-family dwelling.

On August 22, 2023, City Council approved the applicant’s request to rezone the property from R-1, Single-family Residential District to R-8C, Small Lot Residential District Conditional to construct a single-family dwelling that would have exceeded the R-1 district setback requirements. The rezoning included a proffer to establish a 20-foot minimum setback along Franklin Street. The applicant’s architectural site plan (Architectural Site Plan Sheet A-003, dated 06 Feb 2026) shows their desire to construct a porch roof near the southwest corner of the building that projects five (5) feet into the 20-foot setback.

Zoning Ordinance (ZO) Sec. 10-3-110(a) allows architectural treatments and functional elements such as chimneys, moldings, rain gutters, downspouts, roof eaves, buttresses and bay windows to project up to two (2) feet, eight (8) inches into the required yard setback, provided they do not include additional floor space. Without the proffer amendment, the proposed porch roof could project up to two (2) feet, eight (8) inches into the 20-foot setback. The requested proffer amendment would allow the porch roof to encroach into the proffered setback as indicated on the referenced architectural site plan.

Additionally, ZO Sec. 10-3-110(d) allows for an open, unenclosed and uncovered porch to project up to one-third of the front yard setback. For a 20-foot setback, the allowed projection would be about six (6) feet, seven (7) inches. The applicant’s architectural site plan illustrates an open, unenclosed and uncovered deck (“cantilever deck above”) that projects six (6) feet, four (4) inches into the 20-foot setback along Franklin Street. In contrast, the proposed porch roof would project up to five (5) feet into the 20-foot setback along Franklin Street.

Proffers

The applicant has offered the following proffers (written verbatim):

1. More than one dwelling is prohibited.
2. The minimum setback along Franklin Street shall be 20 feet, except for the porch roof, which shall extend no further than 5 feet into the setback and shall be in the general location indicated on the Architectural Site Plan A-003 dated 06 Feb 2026.

Proffer #1 remains unchanged from the 2023 rezoning.

Proffer #2 would amend the previously approved 20-foot setback along Franklin Street by allowing the porch roof to encroach as indicated on the architectural site plan. Without the proffered 20-foot setback along Franklin Street, the R-8 district would have permitted a minimum front yard setback of 10 feet. Existing setbacks along this portion of Franklin Street generally range from 20 to 25 feet or more from the public right of way and are generally nonconforming. At the time of the original rezoning, the applicant proffered a minimum setback of 20 feet along Franklin Street to ensure compatibility with other dwellings on Franklin Street.

Land Use

The Comprehensive Plan designates this site as Low Density Residential and states:

These areas consist of single-family detached dwellings in and around well-established neighborhoods with a target density of around 4 dwelling units per acre.

The low density residential areas are designed to maintain the character of existing neighborhoods. It should be understood that established neighborhoods in this designation could already be above 4 dwelling units per acre.

The proffered number of dwellings and the density conform with the Low Density Residential designation, and the occupancy regulations of the R-8 district are the same as the occupancy regulations for the R-1 district.

Transportation and Traffic

A traffic impact analysis (TIA) was not required for the rezoning request.

Public Water and Sanitary Sewer

Staff has no concerns with the requested rezoning regarding water and sanitary sewer matters.

Housing Study

The proffer amendment will not impact housing because current zoning allows one single-family detached dwelling, and the new proffers continue to restrict the property to having only one dwelling unit.

Public Schools

The proposed proffer amendment does not change the existing number of buildable units allowed on property and does not impact the calculated student generation.

Conclusion

The proposed proffer amendment is narrowly tailored to allow the porch roof shown on the architectural plans to project no more than 5 feet into the 20-foot setback along Franklin Street. Staff does not believe that the request would have an adverse impact on the surrounding properties; therefore, staff recommends approval of the proffer amendment request.

Options

1. Approve the rezoning request.
2. Deny the rezoning request.

Attachments

- Extract from Planning Commission
- Site maps
- Application and supporting documents
- Approved 2023 Proffers



CITY OF HARRISONBURG COMMUNITY DEVELOPMENT

409 SOUTH MAIN STREET, HARRISONBURG, VA 22801

OFFICE (540) 432-7700 • FAX (540) 432-7777

March 31, 2026

**TO THE MEMBERS OF CITY COUNCIL
CITY OF HARRISONBURG, VIRGINIA**

SUBJECT: *Consider a request from Katherine S Moran and Marcie E Harris to rezone (proffer amendment) 361 Franklin Street*

**EXTRACT FROM THE DRAFT MINUTES OF HARRISONBURG PLANNING
COMMISSION MEETING HELD ON: March 11, 2026**

Chair Baugh read the request and asked staff to review.

Ms. Soffel said the applicant is requesting to amend proffers for a +/- 10,269-square-foot parcel, zoned R-8C, Small Lot Residential District Conditional. The vacant parcel is addressed as 361 Franklin Street and is identified as tax map parcel 27-Q-1. If the request is approved, the applicant continues to propose to construct a single-family dwelling.

On August 22, 2023, City Council approved the applicant's request to rezone the property from R-1, Single-family Residential District to R-8C, Small Lot Residential District Conditional to construct a single-family dwelling that would have exceeded the R-1 district setback requirements. The rezoning included a proffer to establish a 20-foot minimum setback along Franklin Street. The applicant's architectural site plan (Architectural Site Plan Sheet A-003, dated 06 Feb 2026) shows their desire to construct a porch roof near the southwest corner of the building that projects five (5) feet into the 20-foot setback.

Zoning Ordinance (ZO) Sec. 10-3-110(a) allows architectural treatments and functional elements such as chimneys, moldings, rain gutters, downspouts, roof eaves, buttresses and bay windows to project up to two (2) feet, eight (8) inches into the required yard setback, provided they do not include additional floor space. Without the proffer amendment, the proposed porch roof could project up to two (2) feet, eight (8) inches into the 20-foot setback. The requested proffer amendment would allow the porch roof to encroach into the proffered setback as indicated on the referenced architectural site plan.

Additionally, ZO Sec. 10-3-110(d) allows for an open, unenclosed and uncovered porch to project up to one-third of the front yard setback. For a 20-foot setback, the allowed projection would be about six (6) feet, seven (7) inches. The applicant's architectural site plan illustrates an

open, unenclosed and uncovered deck (“cantilever deck above”) that projects six (6) feet, four (4) inches into the 20-foot setback along Franklin Street. In contrast, the proposed porch roof would project up to five (5) feet into the 20-foot setback along Franklin Street.

Proffers

The applicant has offered the following proffers (written verbatim):

1. More than one dwelling is prohibited.
2. The minimum setback along Franklin Street shall be 20 feet, except for the porch roof, which shall extend no further than 5 feet into the setback and shall be in the general location indicated on the Architectural Site Plan A-003 dated 06 Feb 2026.

Proffer #1 remains unchanged from the 2023 rezoning.

Proffer #2 would amend the previously approved 20-foot setback along Franklin Street by allowing the porch roof to encroach as indicated on the architectural site plan. Without the proffered 20-foot setback along Franklin Street, the R-8 district would have permitted a minimum front yard setback of 10 feet. Existing setbacks along this portion of Franklin Street generally range from 20 to 25 feet or more from the public right of way and are generally nonconforming. At the time of the original rezoning, the applicant proffered a minimum setback of 20 feet along Franklin Street to ensure compatibility with other dwellings on Franklin Street.

Land Use

The Comprehensive Plan designates this site as Low Density Residential and states:

These areas consist of single-family detached dwellings in and around well-established neighborhoods with a target density of around 4 dwelling units per acre. The low density residential areas are designed to maintain the character of existing neighborhoods. It should be understood that established neighborhoods in this designation could already be above 4 dwelling units per acre.

The proffered number of dwellings and the density conform with the Low Density Residential designation, and the occupancy regulations of the R-8 district are the same as the occupancy regulations for the R-1 district.

Transportation and Traffic

A traffic impact analysis (TIA) was not required for the rezoning request.

Public Water and Sanitary Sewer

Staff has no concerns with the requested rezoning regarding water and sanitary sewer matters.

Housing Study

The proffer amendment will not impact housing because current zoning allows one single-family detached dwelling, and the new proffers continue to restrict the property to having only one dwelling unit.

Public Schools

The proposed proffer amendment does not change the existing number of buildable units allowed on property and does not impact the calculated student generation.

Conclusion

The proposed proffer amendment is narrowly tailored to allow the porch roof shown on the architectural plans to project no more than 5 feet into the 20-foot setback along Franklin Street. Staff does not believe that the request would have an adverse impact on the surrounding properties; therefore, staff recommends approval of the proffer amendment request.

Chair Baugh asked if there any questions for staff. Hearing none, he invited the applicant or applicant's representative to speak to their request.

Matthew Roberston, the applicant's representative from The Stratford Companies, came forward to speak to the request. He said we are the design and building company for this residence representing the Morans. Nyrma did a great job presenting the information. I am here to answer any questions you might have about the proffer amendments or the architecture that supports it.

Chair Baugh asked if there were any questions for the applicant's representative.

Vice Chair Porter said just a brief question about the decision to have the porch extend so far just what the design purpose was or what your rationale was.

Mr. Roberston said the Zoning Ordinance allows the uncovered balcony to project into this setback further than what this porch roof can project. We initially had this porch roof as a balcony and those two planes align in their projection towards Franklin Street. The decision to not make this a balcony and only have it a porched roof as nonaccessible was a part of the design process but at the end result having those alignments of those two planes along Franklin Street, the balcony and the porch roof was what we are looking for.

Vice Chair Porter said have you already built the porch overhang?

Mr. Robertson said no, we have not broken ground on the house yet.

Chair Baugh asked if there were any questions for the applicant's representative. Hearing none, he opened the public hearing and invited anyone in the room or on the phone wishing to speak to the request. Hearing none, he closed the public hearing and opened the matter for discussion.

Councilmember Dent said I would like to just recall when we approved this back in August 2023 part of the rationale of this place as I recall is to have one floor living for aging in place and that is part of why it needed the rezoning for smaller setbacks to have enough space on that one floor.

Vice Chair Porter said I will go ahead and call the question please.

Chair Baugh said that is a motion to approve as presented, is that correct?

Vice Chair Porter said that is correct, so moved.

Commissioner Kettler seconded the motion.

Chair Baugh called for a roll call vote.

Commissioner Seitz	Aye
Commissioner Jezior	Aye
Councilmember Dent	Aye
Commissioner Kettler	Aye
Vice Chair Porter	Aye
Chair Baugh	Aye

The motion to recommend approval of the rezoning request passed (6-0). The recommendation will move forward to City Council on April 14, 2026.



**CITY OF HARRISONBURG
COMMUNITY
DEVELOPMENT**

**Change of Zoning District
(Rezoning) Application**
www.harrisonburgva.gov/zoning

PROPERTY INFORMATION

361 Franklin St. Harrisonburg, VA 27-Q-1 10,269 acres or sq.ft.
 Property Address Tax Map Parcel/ID Total Land Area (circle)

Existing Zoning District: R-8C Proposed Zoning District: _____

Existing Comprehensive Plan Designation: LOW DENSITY RESIDENTIAL

PROPERTY OWNER INFORMATION

Kathy Moran
 Property Owner Name Telephone _____

Street Address E-Mail _____

City _____ State _____ Zip _____

OWNER'S REPRESENTATIVE INFORMATION

The Stratford Companies / Matt Robertson
 Owner's Representative Telephone _____

Street Address E-Mail _____

City _____ State _____ Zip _____

CERTIFICATION

I certify that the information supplied on this application and on the attachments provided (maps and other information) is accurate and true to the best of my knowledge. In addition, I hereby grant permission to the agents and employees of the City of Harrisonburg to enter the above property for the purposes of processing and reviewing this application. I also understand that, when required, public notice signs will be posted by the City on any property.

Kathy Moran 07/26/2026
 PROPERTY OWNER DATE

REQUIRED ATTACHMENTS

- Letter explaining proposed use & reasons for seeking change in zoning.
- Statement on proffers, if applying for conditional rezoning.
- Survey of property or site map.
- Traffic Impact Analysis (TIA) Determination Form OR Traffic Impact Analysis (TIA) Acceptance Letter signed by Public Works Department. Applicant is responsible for coordinating with Public Works prior to submitting this application. For more information, visit www.harrisonburgva.gov/traffic-impact-analysis.

TO BE COMPLETED BY PLANNING & ZONING DIVISION

2-6-2026 Total Fees Due: \$ 580
 Date Application and Fee Received Application Fee: \$550.00 + \$30.00 per acre

Norma Soffel
 Received By



T H E
STRATFORD
C O M P A N I E S

05 March 2026

Planning Commission, Staff and all whom it concerns,

Our clients would like to maintain the existing proffer that states the setback along Franklin St. to be 20 feet.

They would like to add a proffer allowing the porch roof to extend no further than 5 feet into the setback and located generally as indicated on the Architectural Site Plan A-003 dated 06 Feb 2026.

The porch roof overhang in question provides balance to the facade, as well as shelter over a portion of the means of egress from the front porch. The porch roof overhang extends 2'-4" further into the setback that what is currently allowed.

We are happy to answer questions about this rezoning application at any time.

Thank you,

Matthew Robertson
Owner, The Stratford Companies
123 Cross Keys Rd
Penn Laird, VA 22801



T H E
STRATFORD
C O M P A N I E S

Statement of Proffered Conditions for the proposed single family detached home at 361 Franklin St.

In connection with the rezoning request for the property located at 361 Franklin Street and identified as tax map parcel 27-Q-1, I hereby proffer that the use and development of the subject property shall be in strict accordance with the conditions set forth in this submission.

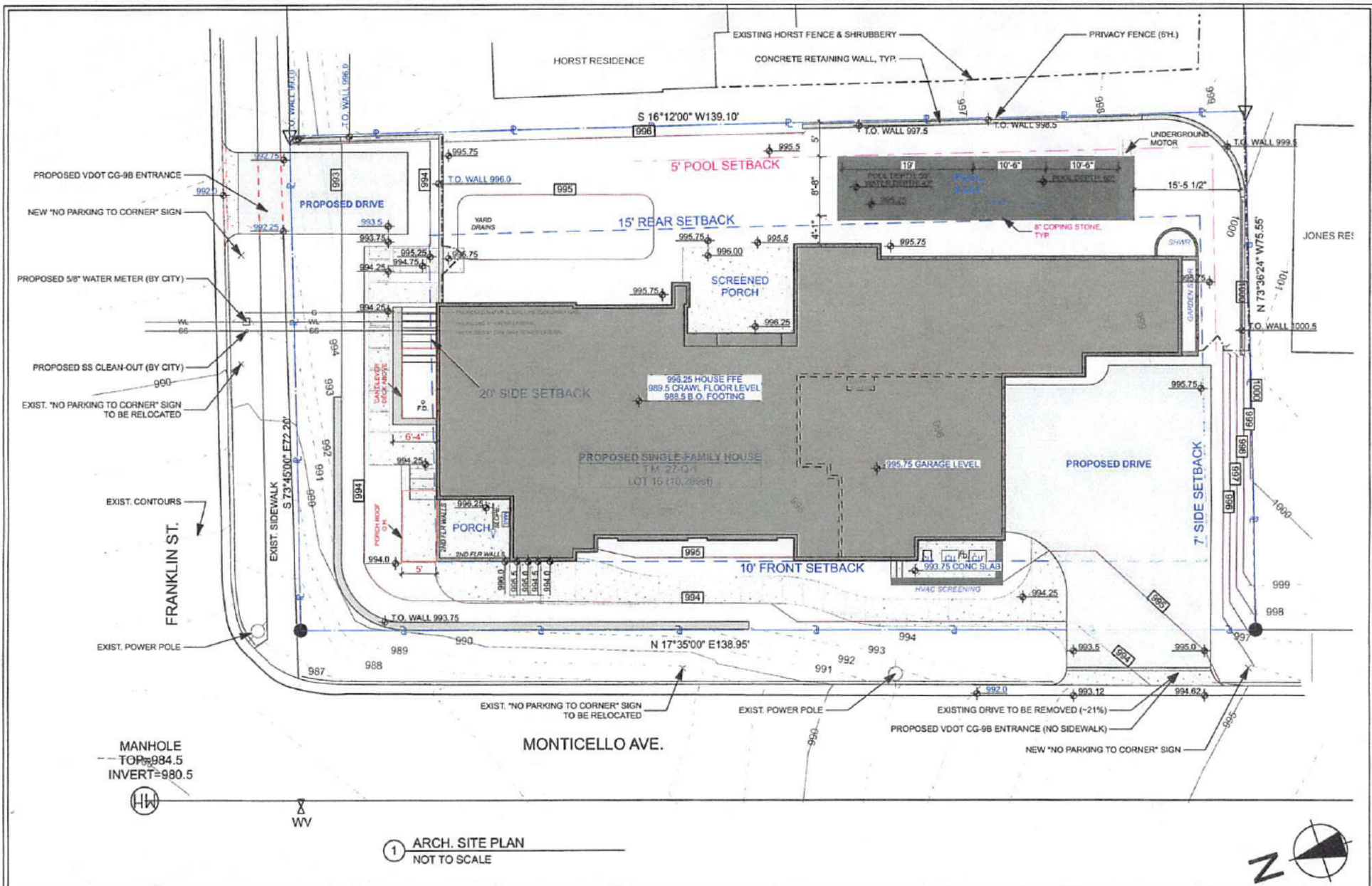
1. More than one dwelling is prohibited.
2. The minimum setback along Franklin Street shall be 20 feet, except for the porch roof, which shall extend no further than 5 feet into the setback and shall be in the general location indicated on the Architectural Site Plan A-003 dated 06 Feb 2026.

Kathy Moran
Kathy Moran (owner)

3-6-2026
Date

Marcie Moran
Marcie Moran (owner)

3-6-2026
Date



1 ARCH. SITE PLAN
NOT TO SCALE

ALL IDEAS, DESIGNS, AND PLANS INDICATED OR REPRESENTED BY THE DRAWINGS ARE THE PROPERTY OF THE STRATFORD COMPANIES, INC. AND ARE CREATED AND DEVELOPED FOR USE IN CONNECTION WITH THE SPECIFIC PROJECT. NONE OF THE IDEA, DESIGN OR PLANS SHALL BE USED BY OR DISCLOSED TO ANY PERSON, FIRM OR CORPORATION FOR ANY PURPOSE WITHOUT THE WRITTEN PERMISSION OF THE STRATFORD COMPANIES, INC.

WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALED DIMENSIONS. CONTRACTORS SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB AND SHALL NOTIFY THE STRATFORD COMPANIES OF ANY VARIATION FROM THE DIMENSIONS AND CONDITIONS SHOWN IN THESE DRAWINGS. IF THERE ARE DISCREPANCIES BETWEEN ANY ELECTRONIC FILES AND THE ORIGINAL, THE SEALED ORIGINAL SHALL GOVERN.

COPYRIGHT: 2023

REV.	DATE	COMMENTS

Contractor: Matt Robertson, (540)
Class A Contractor # 2705-106037A
Landscape Architect #0406-000897
Designer: Matt Robertson - Stratford
Architectural Services.



06 FEB 2026
SITE PLAN

THE MORAN
RESIDENCE
361 FRANKLIN ST
HARRISONBURG VA
22801

A-003

E:\moran\06proj\06proj\The Moran Residence\Design\Architectural\CADD Files\Moran_0238.dwg



For inclusion in an application for Planning Commission review (for Special Use Permit, Rezoning or Preliminary Plat), this form must be submitted to the Public Works Department at least 5 business days prior to the Planning Commission application deadline.

Contact Information	
Consultant Name:	Stefan Novosel
Telephone:	
E-mail:	
Owner Name:	Kathy Moran and Marcie Harris
Telephone:	
E-mail:	
Project Information	
Project Name:	361 Franklin St
Project Address:	361 Franklin Street
TM #:	27-Q-1
Existing Land Use(s):	Vacant
Proposed Land Use(s): (if applicable)	Single Family Home
Submission Type:	Comprehensive Site Plan <input type="radio"/> Special Use Permit <input type="radio"/> Rezoning <input checked="" type="radio"/> Preliminary Plat <input type="radio"/>
Project Description: (Include site plan or preliminary sketch and additional details on land use, acreage, access to site, etc)	Construct a single family home on the vacant lot
Peak Hour Trip Generation (from row 15 on the second page)	
AM Peak Hour Trips:	1
PM Peak Hour Trips:	1

(reserved for City staff)

TIA required? Yes _____ No JM

Comments:

Accepted by: Zenetta Mason

Date: 6/13/2023

Peak Hour Trip Generation by Land Use

Row	ITE Land Use		ITE Land Use Code	Unit	Quantity	AM Peak Hour of Adjacent Street Traffic	PM Peak Hour of Adjacent Street Traffic
1	Proposed #1	Single Family Home (Detached)	210	Dwelling Unit	1	1	1
2	Proposed #2						
3	Proposed #3						
4	Proposed #4						
5	Proposed #5						
6	Proposed #6						
7	Total New Trips						
8	Existing #1	Vacant	N/A				
9	Existing #2						
10	Existing #3						
11	Existing #4						
12	Existing #5						
13	Existing #6						
14	Total Existing Trips						
15	Final Total (Total New – Total Existing)					1	1

Instructions

Determination of trip generation rates shall be in conformance with ITE guidelines.

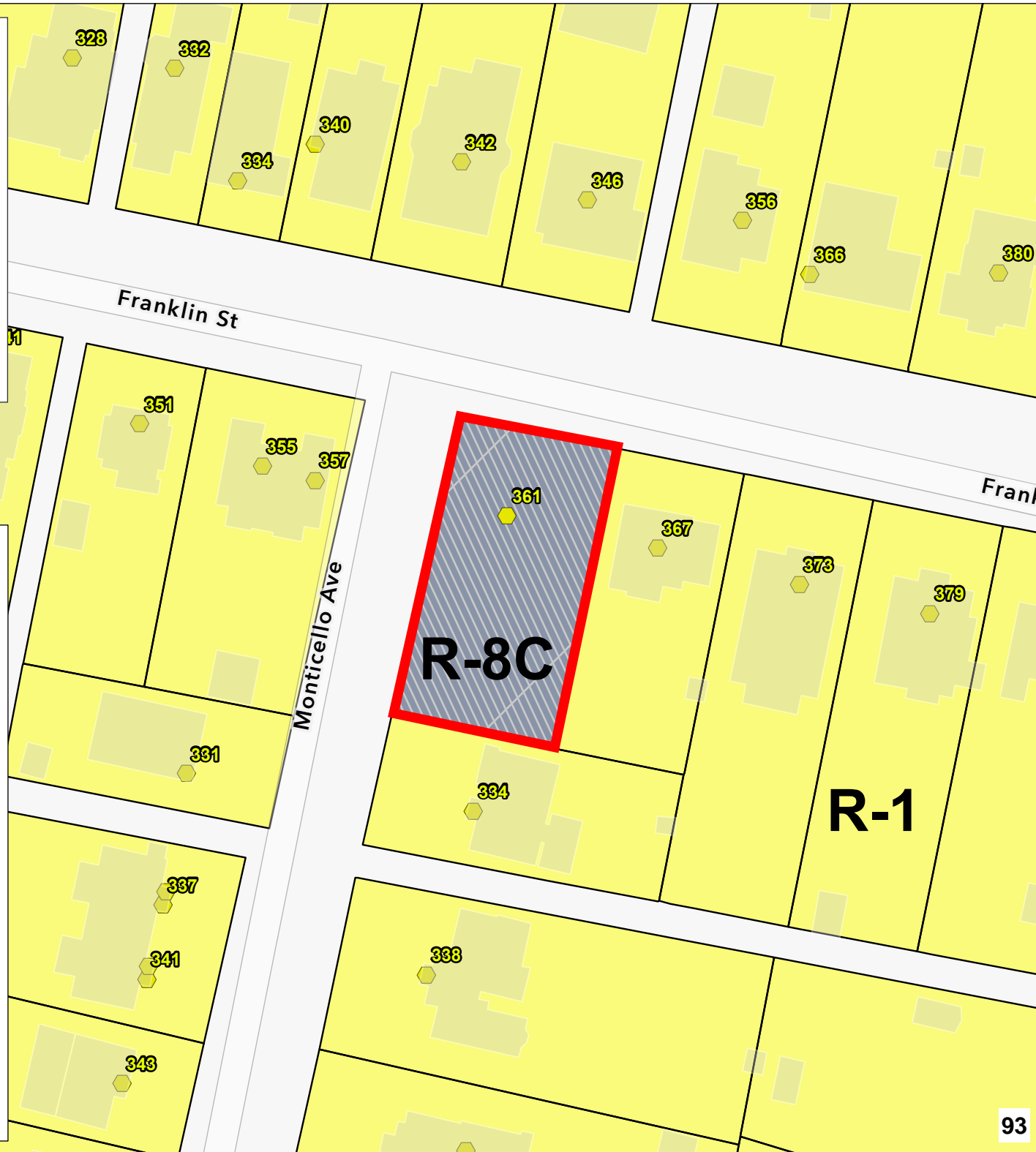
1. Based on the intended use(s), calculate the AM Peak and PM Peak trip generation using the AM and PM Peak Hour of Adjacent Street Traffic rates from the most current version of the ITE Trip Generation Manual (rows 1-6). Attach additional sheets as necessary for more uses.
2. Sum up all of the trips generated for the new uses in the Total New Trips row (row 7).
3. If the development has any existing uses, calculate the AM Peak and PM Peak trip generations using the AM and PM Peak Hour of Adjacent Street Traffic rates from the most current version of the ITE Trip Generation Manual (rows 8-13). Attach additional sheets as necessary for more uses.
4. Sum up all of the trips generated for the existing uses in the Total Existing Trips row (row 14).
5. Subtract the total existing trips from the total new trips to get the final total number of trips generated by the development (row 15). Enter these numbers on the first page.

Revised Date: December 2019

CITY OF HARRISONBURG

Rezoning
(R-8C Proffer amendment)
361 Franklin Street
Tax Map Parcel: 27-Q-1
+/- 10,269 square feet

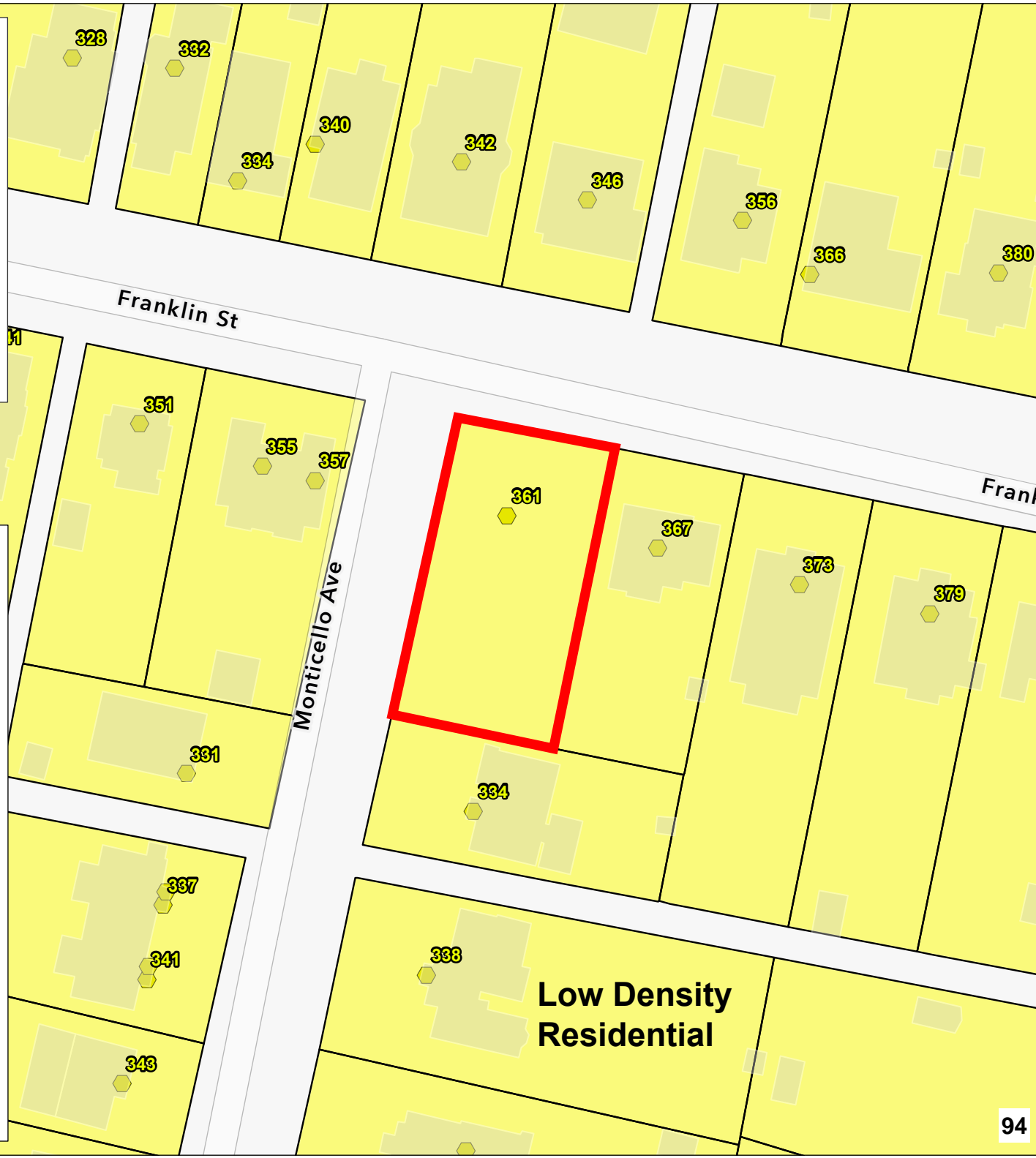
ZONING



CITY OF HARRISONBURG

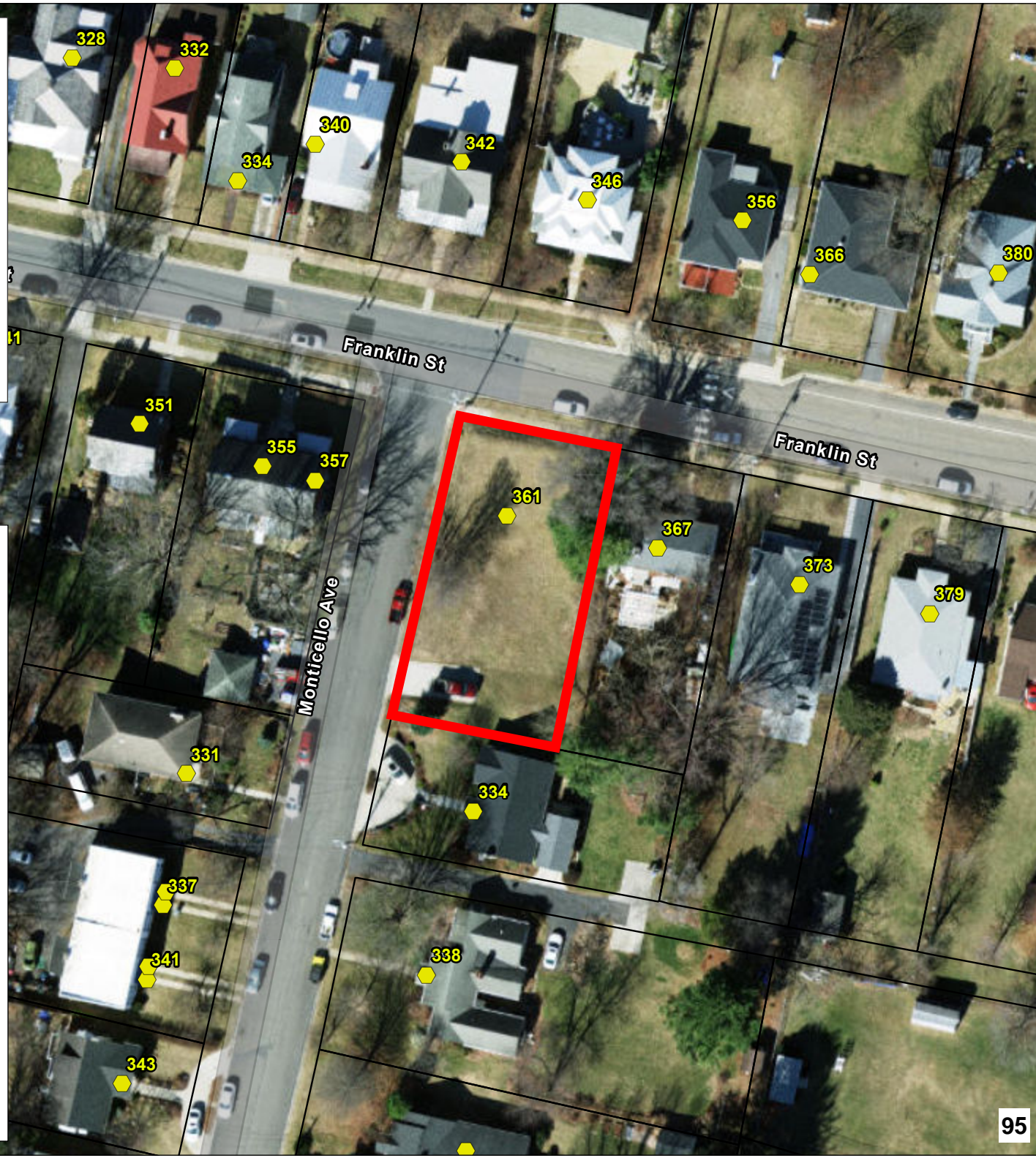
Rezoning
(R-8C Proffer amendment)
361 Franklin Street
Tax Map Parcel: 27-Q-1
+/- 10,269 square feet

(FUTURE) LAND USE GUIDE



CITY OF HARRISONBURG

Rezoning
(R-8C Proffer amendment)
361 Franklin Street
Tax Map Parcel: 27-Q-1
+/- 10,269 square feet





In connection with the rezoning request for the property located at 361 Franklin Street and identified as tax map parcel 27-Q-1, I hereby proffer that the use and development of the subject property shall be in strict accordance with the conditions set forth in this submission.

1. More than one dwelling is prohibited.
2. The minimum setback along Franklin Street shall be 20 feet.

Kathy Moran
 Kathy Moran (owner)

7/11/2023
 Date

Marcie Harris
 Marcie Harris (owner)

7/11/2023
 Date



March 11, 2026 Planning Commission Meeting

Title

Consider a request to rezone (proffer amendment) 361 Franklin Street — Nyrma Soffel, Community Development

Summary

Project name	NA
Address/Location	361 Franklin Street
Tax Map Parcel	27-Q-1
Total Land Area	+/- 10,269 square feet
Property Owner	Katherine Moran and Marcie Harris
Owner’s Representative	The Stratford Companies
Present Zoning	R-8C, Small Lot Residential District Conditional
Proposed Zoning	R-8C, Small Lot Residential District Conditional (Proffer Amendment)
Planning Commission	March 11, 2026 (Public Hearing)
City Council	Anticipated April 14, 2026 (First Reading/Public Hearing) Anticipated April 28, 2026 (Second Reading)

Recommendation

Option 1. Recommend approval of the rezoning request.

Context & Analysis

The following land uses are located on and adjacent to the property:

- Site: Vacant, zoned R-8C
- North: Across Franklin Street, single-family detached dwellings, zoned R-1
- East: Single-family detached dwelling, zoned R-1
- South: Single-family detached dwelling, zoned R-1
- West: Across Monticello Avenue, duplex, zoned R-1

The applicant is requesting to amend proffers for a +/- 10,269-square-foot parcel, zoned R-8C, Small Lot Residential District Conditional. The vacant parcel is addressed as 361 Franklin Street and is identified as tax map parcel 27-Q-1. If the request is approved, the applicant continues to propose to construct a single-family dwelling.

On August 22, 2023, City Council approved the applicant's request to rezone the property from R-1, Single-family Residential District to R-8C, Small Lot Residential District Conditional to construct a single-family dwelling that would have exceeded the R-1 district setback requirements. The rezoning included a proffer to establish a 20-foot minimum setback along Franklin Street. The applicant's architectural site plan (Architectural Site Plan Sheet A-003, dated 06 Feb 2026) shows their desire to construct a porch roof near the southwest corner of the building that projects five (5) feet into the 20-foot setback.

Zoning Ordinance (ZO) Sec. 10-3-110(a) allows architectural treatments and functional elements such as chimneys, moldings, rain gutters, downspouts, roof eaves, buttresses and bay windows to project up to two (2) feet, eight (8) inches into the required yard setback, provided they do not include additional floor space. Without the proffer amendment, the proposed porch roof could project up to two (2) feet, eight (8) inches into the 20-foot setback. The requested proffer amendment would allow the porch roof to encroach into the proffered setback as indicated on the referenced architectural site plan.

Additionally, ZO Sec. 10-3-110(d) allows for an open, unenclosed and uncovered porch to project up to one-third of the front yard setback. For a 20-foot setback, the allowed projection would be about six (6) feet, seven (7) inches. The applicant's architectural site plan illustrates an open, unenclosed and uncovered deck ("cantilever deck above") that projects six (6) feet, four (4) inches into the 20-foot setback along Franklin Street. In contrast, the proposed porch roof would project up to five (5) feet into the 20-foot setback along Franklin Street.

Proffers

The applicant has offered the following proffers (written verbatim):

1. More than one dwelling is prohibited.
2. The minimum setback along Franklin Street shall be 20 feet, except for the porch roof, which shall extend no further than 5 feet into the setback and shall be in the general location indicated on the Architectural Site Plan A-003 dated 06 Feb 2026.

Proffer #1 remains unchanged from the 2023 rezoning.

Proffer #2 would amend the previously approved 20-foot setback along Franklin Street by allowing the porch roof to encroach as indicated on the architectural site plan. Without the proffered 20-foot setback along Franklin Street, the R-8 district would have permitted a minimum front yard setback of 10 feet. Existing setbacks along this portion of Franklin Street generally range from 20 to 25 feet or more from the public right of way and are generally nonconforming. At the time of the original rezoning, the applicant proffered a minimum setback of 20 feet along Franklin Street to ensure compatibility with other dwellings on Franklin Street.

Land Use

The Comprehensive Plan designates this site as Low Density Residential and states:

These areas consist of single-family detached dwellings in and around well-established neighborhoods with a target density of around 4 dwelling units per acre. The low density residential areas are designed to maintain the character of existing neighborhoods. It should be understood that established neighborhoods in this designation could already be above 4 dwelling units per acre.

The proffered number of dwellings and the density conform with the Low Density Residential designation, and the occupancy regulations of the R-8 district are the same as the occupancy regulations for the R-1 district.

Transportation and Traffic

A traffic impact analysis (TIA) was not required for the rezoning request.

Public Water and Sanitary Sewer

Staff has no concerns with the requested rezoning regarding water and sanitary sewer matters.

Housing Study

The proffer amendment will not impact housing because current zoning allows one single-family detached dwelling, and the new proffers continue to restrict the property to having only one dwelling unit.

Public Schools

The proposed proffer amendment does not change the existing number of buildable units allowed on property and does not impact the calculated student generation.

Conclusion

The proposed proffer amendment is narrowly tailored to allow the porch roof shown on the architectural plans to project no more than 5 feet into the 20-foot setback along Franklin Street. Staff does not believe that the request would have an adverse impact on the surrounding properties; therefore, staff recommends approval of the proffer amendment request.

Options

1. Recommend approval of the rezoning request.
2. Recommend denial of the rezoning request.

Attachments

- Site maps
- Application and supporting documents
- Approved 2023 Proffers

NOTICE OF PUBLIC HEARING

The Harrisonburg City Council will hold public hearings in the City Council Chambers, 409 South Main Street, Harrisonburg, VA on Tuesday, April 14, 2026, at 7:00 p.m., to consider the following:

Rezoning – 361 Franklin Street (Proffer Amendment, R-8C)

A request from Katherine S Moran and Marcie E Harris to amend proffers for a +/- 10,269 square foot parcel zoned R-8C, Small Lot Residential Conditional. The property is addressed as 361 Franklin Street and is identified as tax map parcel 27-Q-1.

Rezoning – 851 Madison Street (R-2 to R-8)

A request from Center for Health and Human Development to rezone a +/- 12,330 square foot property from R-2, Residential District, to R-8, Small Lot Residential District. The property is addressed as 851 Madison Street and is identified as tax map parcel 41-K-5 & 6.

Special Use Permit – 851 Madison Street (To reduce the required parking areas in R-8)

A request from Center for Health and Human Development for a special use permit per Section 10-3-59.4(9) to reduce the required parking areas to fewer than the required number of vehicle parking spaces for any use, provided that an amount of open space equal to the amount of space that would have been used for the required number of vehicle parking spaces is left available for parking in the R-8, Small Lot Residential District. The +/- 12,330 square foot property is addressed as 851 Madison Street and is identified as tax map parcel 41-K-5 & 6.

Applications and other information are available for review by contacting the Department of Community Development, 409 South Main Street, Monday through Friday, 8:00 a.m. to 5:00 p.m. Please call (540) 432-7700 to obtain a copy by email or by appointment. More information is available at www.harrisonburgva.gov/public-hearings. Interested parties will be able to attend the meeting and to watch the meeting on Public Education Government Channel 1072, and the City's website at www.harrisonburg-va.legistar.com/Calendar.aspx.

Publication dates:

Wednesday, April 1, 2026

Wednesday, April 8, 2026

STATE OF VIRGINIA
CITY OF HARRISONBURG, to with:

I, Pamela Ulmer, city clerk, certify that the Harrisonburg City Council will be addressed on Tuesday, April 14, 2026 at 7:00 p.m., or as soon as the agenda permits, to consider the following:

Rezoning – 361 Franklin Street (Proffer Amendment, R-8C)

A request from Katherine S Moran and Marcie E Harris to amend proffers for a +/- 10,269 square foot parcel zoned R-8C, Small Lot Residential Conditional. The property is addressed as 361 Franklin Street and is identified as tax map parcel 27-Q-1.

Rezoning – 851 Madison Street (R-2 to R-8)

A request from Center for Health and Human Development to rezone a +/- 12,330 square foot property from R-2, Residential District, to R-8, Small Lot Residential District. The property is addressed as 851 Madison Street and is identified as tax map parcel 41-K-5 & 6.

Special Use Permit – 851 Madison Street (To reduce the required parking areas in R-8)

A request from Center for Health and Human Development for a special use permit per Section 10-3-59.4(9) to reduce the required parking areas to fewer than the required number of vehicle parking spaces for any use, provided that an amount of open space equal to the amount of space that would have been used for the required number of vehicle parking spaces is left available for parking in the R-8, Small Lot Residential District. The +/- 12,330 square foot property is addressed as 851 Madison Street and is identified as tax map parcel 41-K-5 & 6.

Applications and other information are available for review by contacting the Department of Community Development, 409 South Main Street, Monday through Friday, 8:00 a.m. to 5:00 p.m. Please call (540) 432-7700 to obtain a copy by email or by appointment. More information is available at www.harrisonburgva.gov/public-hearings. Interested parties will be able to attend the meeting and to watch the meeting on Public Education Government Channel 1072, and the City's website at www.harrisonburg-va.legistar.com/Calendar.aspx.

Given under my hand this 27 day of March, 2026



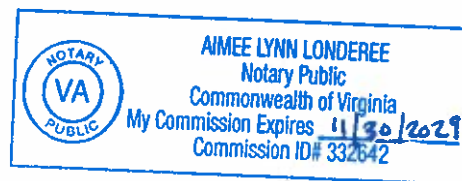
 City Clerk

Subscribed and sworn to before me this 27th day of March, 2026 a Notary Public in and for the Commonwealth of Virginia.



 Notary

My commission expires 11/30/2029



CRAIG GEORGE W TINA M
821 MADISON ST
HARRISONBURG VA 22802

CENTER FOR HEALTH AND HUMAN
DEVELOPMENT
340 MARYLAND AVE
HARRISONBURG VA 22801

GUIVAS JOSE L
861 MADISON ST
HARRISONBURG VA 22802

CHARSTON CE AGUILUZ & KRISTEL
AGUILUZ
131 ASHBY AVE
HARRISONBURG VA 22802

SPITZER MYRNA E
141 ASHBY AVE
HARRISONBURG VA 22802

CITY OF HARRISONBURG
409 S MAIN ST
HARRISONBURG VA 22801

LONEWOLF ACQUISITIONS LLC
737 E MARKET ST
HARRISONBURG VA 22801

SNYDER LARRY E DEBORAH
1000 N MAIN ST
HARRISONBURG VA 22802

CNL INVESTMENTS LLC
7156 WELL HOLLOW RD
SINGERS GLEN VA 22850

TAYLOR CHARLES E III
1678 SHERRY LA
HARRISONBURG VA 22801

LINSEY WOOD CLARKE & CHIPLEY
JONES CLARKE
331 MONTICELLO AVE
HARRISONBURG VA 22801

HORST NATHAN D LARA RESSLER
367 FRANKLIN ST
HARRISONBURG VA 22801

THRONE DAVID R & HOLLY M
346 FRANKLIN ST
HARRISONBURG VA 22801

NORA L ANDERSON & JAMES C
ANDERSON
356 FRANKLIN ST
HARRISONBURG VA 22801

JONES STEPHEN R SARAH F
334 MONTICELLO AVE
HARRISONBURG VA 22801

RVACHMBERLAYNE LLC
8401 MAYLAND DR STE S
RICHMOND VA 23294

MORAN KATHERINE S & MARCIE E
HARRIS
3420 LAKE POINTE DR
HARRISONBURG VA 22801

AVERY

5160

DART SHEILA SHERMAN
271 S LIBERTY ST
HARRISONBURG VA 22801

HARRISONBURG BAPTIST CHURCH
501 S MAIN ST
HARRISONBURG VA 22801

J-M APARTMENTS LC
265 CHESAPEAKE AVE
HARRISONBURG VA 22801

BERNARD L C
PO BOX 130548
HOUSTON TX 77219

TRUSTEES BPO ELKS LODGE 450
482 S MAIN ST
HARRISONBURG VA 22801

Easy Peel™ Address Labels
Bend along line to expose Pop-up Edge

LIBERTY TOWNES LLC
PO BOX 1584
HARRISONBURG VA 22803

BOYERS OTHO A KAYE H
293 S LIBERTY ST
HARRISONBURG VA 22801

UNION FIRST MARKET BANK
4355 INNSLAKE DR SUITE 325
GLEN ALLEN VA 23060

Go to avery.com/templates
Use Avery template 5160

BOX NINE LLC
202 N LIBERTY ST SUITE 101
HARRISONBURG VA 22802

SMITH D CRAIG SUE W
594 SOUTH MAIN ST
HARRISONBURG VA 228018628

TRENTON INC
7706 CARLTON PLACE
MCLEAN VA 22102

512 S MAIN INTERMEDIARY LLC
512 S MAIN ST
HARRISONBURG VA 22801

RICOCHET LLC
412 S MAIN ST
HARRISONBURG VA 22801

Rezoning – 361 Franklin Street (Proffer Amendment)



Rezoning – 361 Franklin Street (Proffer Amendment)



Rezoning – 361 Franklin Street (Proffer Amendment)



Proffers

1. More than one dwelling is prohibited.
2. The minimum setback along Franklin Street shall be 20 feet

Recommendation

Staff and Planning Commission (6-0) recommends approval of the proffer amendment.



CITY OF HARRISONBURG COMMUNITY DEVELOPMENT

409 SOUTH MAIN STREET, HARRISONBURG, VA 22801
OFFICE (540) 432-7700 • FAX (540) 432-7777


REZONING

On **April 28, 2026**, the Harrisonburg City Council approved a proffer amendment request for a property zoned **R-8C, Small Lot Residential District Conditional**, for the property located at:

361 Franklin Street
Harrisonburg, VA 22801
City Tax Map Parcel(s): 27-Q-1

In connection with the rezoning approval for the property the following is proffered:

1. More than one dwelling is prohibited.
2. The minimum setback along Franklin Street shall be 20 feet, except for the porch roof, which shall extend no further than 5 feet into the setback and shall be in the general location indicated on the Architectural Site Plan A-003 dated 06 Feb 2026.


Thanh Dang, AICP 5/22/26
Deputy Director of Community Development Date



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-071, **Version:** 1

Subject:

Consider a request from Center for Health and Human Development to rezone 851 Madison Street

Presented By: Adam Fletcher, Director of Community Development

[Click here to enter the action/summary \(insert the summary from the memo here\)](#)



April 14, 2026 City Council Meeting

Title

Consider rezoning and special use permit requests for 851 Madison Street — Planning Commission and Adam Fletcher, Community Development

Summary

Project name	NA
Address/Location	851 Madison Street
Tax Map Parcels	41-K-5 and 6
Total Land Area	+/- 12,944 square feet
Property Owner	Center for Health and Human Development
Owner’s Representative	Sam Nickels
Present Zoning	R-2, Residential District
Proposed Zoning	R-8, Small Lot Residential District
Special Use Permit Request	Section 10-3-59.4(9) to allow a reduction in the required number of vehicle parking spaces
Planning Commission	March 11, 2026 (Public Hearing)
City Council	April 14, 2026 (First Reading/Public Hearing) Anticipated April 28, 2026 (Second Reading)

Recommendation

Option 1. Staff recommended approval of the rezoning and special use permit requests with the following condition:

The special use permit shall apply only to the two planned dwelling units as shown on the conceptual layout.

Planning Commission recommended approval of the rezoning (6-0) and special use permit (6-0) with a different condition. Staff will seek clarification from the Planning Commission at their April 8, 2026 meeting and will present an update at City Council’s April 14 meeting.

Context & Analysis

The following land uses are located on and adjacent to the property:

- Site: Single-family detached dwelling, zoned R-2
- North: Across the undeveloped alley, City-owned vacant property and single-family detached dwelling, zoned R-2
- East: Across the undeveloped alley, Single-family detached dwellings, zoned R-2

South: Across Madison Street, duplex dwellings, zoned R-2

West: Single-family detached dwelling, zoned R-2

The applicant is requesting to rezone a +/- 12,944-square-foot property from R-2, Residential District to R-8, Small Lot Residential District. The property is addressed as 851 Madison Street and is identified as tax map parcels 41-K-5 and 6. If approved, the applicant plans to subdivide the property into three parcels, one of which would contain the existing single-family detached dwelling, and the remaining two parcels would be for a duplex structure containing one (1) dwelling unit on each parcel. In addition, the applicant is requesting a special use permit (SUP) pursuant to Zoning Ordinance (ZO) Section 10-3-59.4(9) to allow a reduction in the required number of vehicle parking spaces to zero spaces.

The existing two-story single-family detached dwelling on the parcel is nonconforming to the R-2 district's front and side yard setback regulations. The proposed rezoning to the R-8 district would make the existing front yard setback conforming. The minimum side yard setback for a two-story dwelling in the R-8 district is seven (7) feet. The house is approximately five (5) feet from the property line and would continue to be nonconforming to side yard setback regulations along the northwest property boundary.

The R-8 district's area and dimensional regulations require that each duplex unit be located on its own parcel. For a duplex, a minimum lot width of 25 feet per unit and a minimum lot depth of 60 feet are required. If rezoned to the R-8 district, the two new proposed duplex lots would have sufficient depth to be further subdivided, for a total of four (4) new lots. Should the applicant desire to further subdivide the lots in the future, they would have to come before the Planning Commission and City Council to request a variance from the Subdivision Ordinance because the lots would not have public street frontage.

It should be noted that a significant portion of this parcel is in floodplain. The proposed duplex would be located within the 100-year floodplain and subject to a higher risk of flooding, which may impact financing and insurance. The elevation of the lowest floor, including basement, of each dwelling must be at least 1-foot above the base flood elevation (BFE), and the development will require a floodplain development permit and elevation certificates. In addition, the Design and Construction Standards Manual section 1.3.1.13 requires an engineered comprehensive site plan (ECSP) for any development in the floodplain.

Proffers

There are no proffers with this request. The conceptual site layout is not proffered.

Special Use Permit

Per the ZO, one (1) parking space is required per dwelling unit for single-family detached and duplex dwellings within all zoning districts. The SUP, if approved, would allow for the reduction in the required number of vehicle parking spaces provided that an equivalent amount of open space is reserved on the property. This area would be required to remain available should it be needed at some time in the future to accommodate parking needs. In addition, the open space used for this purpose must be noted in a deed and not used to meet other requirements of the ZO. The applicant

is requesting to reduce the required number of parking spaces to zero and has shown the reserved area on the conceptual layout.

If the SUP request is approved, and if the applicant further subdivides the property in the future, the SUP would apply to all future and existing dwellings located on the site. While staff does not object to the proposed reduction in parking for the duplex shown on the conceptual layout, staff believes that any additional subdivision and/or additional dwelling units should be evaluated for parking if/when such development is proposed. Therefore, staff recommends the following condition:

The special use permit shall apply only to the two planned dwelling units as shown on the conceptual layout.

Land Use

The Comprehensive Plan designates this site as Neighborhood Residential and states:

These areas are typically older residential neighborhoods, which contain a mixture of densities and a mixture of housing types, but should have more single-family detached homes than other types of housing. This type of land use highlights those neighborhoods in which existing conditions dictate the need for careful consideration of the types and densities of future residential development. Infill development and redevelopment must be designed so as to be compatible with the desired character of the neighborhood.

The surrounding neighborhood is an established residential neighborhood composed of a mix of single-family detached, duplex, and small multi-family dwellings. The proposed duplex would be compatible with the existing neighborhood.

Transportation and Traffic

A traffic impact analysis (TIA) was not required for the rezoning request.

Public Water and Sanitary Sewer

Staff has no concerns with the requested rezoning regarding water and sanitary sewer matters.

Housing Study

The City's Comprehensive Housing Assessment and Market Study (Housing Study) places the subject property within Market Type D, which states:

Market type D has lower market activity as well as lower access to amenities. This could be because the areas are stable residential neighborhoods or because the area is less developed and therefore has fewer sales and fewer amenities. Strategies that would be appropriate in the latter case include concurrent development of the housing and economic opportunities through mixed-use developments to build commerce and housing centers across the City.

Staff believes that the requested rezoning to R-8 supports efforts to increase the availability of housing in the City.

Public Schools

The City contracted with the University of Virginia's Weldon Cooper Center for Public Service to complete a report titled "Population and School Enrollment Projects for the City of Harrisonburg" (April 2025). The report can be found at the following link: https://harrisonburgva.gov/sites/default/files/city-manager/HarrisonburgSchoolEnrollment_2025-04-30_Final.pdf. This report provides overall student enrollment projections through 2034 as well as estimated student generation by housing type for each elementary school attendance zone.

The Weldon Cooper Center report states that "[s]ample sizes were too small to reliability calculate duplex yields for Keister, Smithland, Stone Spring, and Waterman [attendance boundaries]," and therefore, the duplex student generation rate for the aforementioned attendance boundary is zero. For this reason, staff used the Weldon Cooper Center report's student generation rate for single-family detached dwelling units, and thus a development proposal for two single-family detached dwelling units is estimated to generate one K-12 student at full build-out. According to the School Board's current attendance boundaries, Waterman Elementary School, Thomas Harrison Middle School, and Harrisonburg High School would serve the students residing in this development.

Conclusion

The requested rezoning from R-2 to R-8 is generally consistent with the Comprehensive Plan and allows for the development of additional housing in a mixed-density neighborhood. Staff recommends approval of the rezoning. Staff also recommends approval of the SUP request with the following condition:

The special use permit shall apply only to the two planned dwelling units as shown on the conceptual layout.

Options

1. Approve the rezoning and special use permit requests with staff's recommended condition.
2. Approve the rezoning and special use permit requests with other condition(s).
3. Approve the rezoning and special use permit requests as submitted by the applicant (without conditions).
4. Approve the rezoning request and deny the special use permit request.
5. Deny both the rezoning and special use permit requests.

Attachments

- Extract from Planning Commission
- Site maps
- Application and supporting documents



CITY OF HARRISONBURG COMMUNITY DEVELOPMENT

409 SOUTH MAIN STREET, HARRISONBURG, VA 22801

OFFICE (540) 432-7700 • FAX (540) 432-7777

March 31, 2026

**TO THE MEMBERS OF CITY COUNCIL
CITY OF HARRISONBURG, VIRGINIA**

SUBJECT: *Consider a request from Center for Health and Human Development to rezone 851 Madison Street*

Consider a request from Center for Health and Human Development for a special use permit at 851 Madison Street

**EXTRACT FROM THE DRAFT MINUTES OF HARRISONBURG PLANNING
COMMISSION MEETING HELD ON: March 11, 2026**

Chair Baugh read the request and asked staff to review.

Ms. Soffel said the applicant is requesting to rezone a +/- 12,944-square-foot property from R-2, Residential District to R-8, Small Lot Residential District. The property is addressed as 851 Madison Street and is identified as tax map parcels 41-K-5 and 6. If approved, the applicant plans to subdivide the property into three parcels, one of which would contain the existing single-family detached dwelling, and the remaining two parcels would be for a duplex structure containing one (1) dwelling unit on each parcel. In addition, the applicant is requesting a special use permit (SUP) pursuant to Zoning Ordinance (ZO) Section 10-3-59.4(9) to allow a reduction in the required number of vehicle parking spaces to zero spaces.

The existing two-story single-family detached dwelling on the parcel is nonconforming to the R-2 district's front and side yard setback regulations. The proposed rezoning to the R-8 district would make the existing front yard setback conforming. The minimum side yard setback for a two-story dwelling in the R-8 district is seven (7) feet. The house is approximately five (5) feet from the property line and would continue to be nonconforming to side yard setback regulations along the northwest property boundary.

The R-8 district's area and dimensional regulations require that each duplex unit be located on its own parcel. For a duplex, a minimum lot width of 25 feet per unit and a minimum lot depth of 60 feet are required. If rezoned to the R-8 district, the two new proposed duplex lots would have sufficient depth to be further subdivided, for a total of four (4) new lots. Should the applicant desire to further subdivide the lots in the future, they would have to come before the

Planning Commission and City Council to request a variance from the Subdivision Ordinance because the lots would not have public street frontage.

It should be noted that a significant portion of this parcel is in floodplain. The proposed duplex would be located within the 100-year floodplain and subject to a higher risk of flooding, which may impact financing and insurance. The elevation of the lowest floor, including basement, of each dwelling must be at least 1-foot above the base flood elevation (BFE), and the development will require a floodplain development permit and elevation certificates. In addition, the Design and Construction Standards Manual section 1.3.1.13 requires an engineered comprehensive site plan (ECSP) for any development in the floodplain.

Proffers

There are no proffers with this request. The conceptual site layout is not proffered.

Special Use Permit

Per the ZO, one (1) parking space is required per dwelling unit for single-family detached and duplex dwellings within all zoning districts. The SUP, if approved, would allow for the reduction in the required number of vehicle parking spaces provided that an equivalent amount of open space is reserved on the property. This area would be required to remain available should it be needed at some time in the future to accommodate parking needs. In addition, the open space used for this purpose must be noted in a deed and not used to meet other requirements of the ZO. The applicant is requesting to reduce the required number of parking spaces to zero and has shown the reserved area on the conceptual layout.

If the SUP request is approved, and if the applicant further subdivides the property in the future, the SUP would apply to all future and existing dwellings located on the site. While staff does not object to the proposed reduction in parking for the duplex shown on the conceptual layout, staff believes that any additional subdivision and/or additional dwelling units should be evaluated for parking if/when such development is proposed. Therefore, staff recommends the following condition:

The special use permit shall apply only to the two planned dwelling units as shown on the conceptual layout.

Land Use

The Comprehensive Plan designates this site as Neighborhood Residential and states:

These areas are typically older residential neighborhoods, which contain a mixture of densities and a mixture of housing types, but should have more single-family detached homes than other types of housing. This type of land use highlights those neighborhoods in which existing conditions dictate the need for careful consideration of the types and densities of future residential development. Infill development and redevelopment must be designed so as to be compatible with the desired character of the neighborhood.

The surrounding neighborhood is an established residential neighborhood composed of a mix of single-family detached, duplex, and small multi-family dwellings. The proposed duplex would be compatible with the existing neighborhood.

Transportation and Traffic

A traffic impact analysis (TIA) was not required for the rezoning request.

Public Water and Sanitary Sewer

Staff has no concerns with the requested rezoning regarding water and sanitary sewer matters.

Housing Study

The City's Comprehensive Housing Assessment and Market Study (Housing Study) places the subject property within Market Type D, which states:

Market type D has lower market activity as well as lower access to amenities. This could be because the areas are stable residential neighborhoods or because the area is less developed and therefore has fewer sales and fewer amenities. Strategies that would be appropriate in the latter case include concurrent development of the housing and economic opportunities through mixed-use developments to build commerce and housing centers across the City.

Staff believes that the requested rezoning to R-8 supports efforts to increase the availability of housing in the City.

Public Schools

The City contracted with the University of Virginia's Weldon Cooper Center for Public Service to complete a report titled "Population and School Enrollment Projects for the City of Harrisonburg" (April 2025). The report can be found at the following link: https://harrisonburgva.gov/sites/default/files/city-manager/HarrisonburgSchoolEnrollment_2025-04-30_Final.pdf. This report provides overall student enrollment projections through 2034 as well as estimated student generation by housing type for each elementary school attendance zone.

The Weldon Cooper Center report states that "[s]ample sizes were too small to reliability calculate duplex yields for Keister, Smithland, Stone Spring, and Waterman [attendance boundaries]," and therefore, the duplex student generation rate for the aforementioned attendance boundary is zero. For this reason, staff used the Weldon Cooper Center report's student generation rate for single-family detached dwelling units, and thus a development proposal for two single-family detached dwelling units is estimated to generate one K-12 student at full build-out. According to the School Board's current attendance boundaries, Waterman Elementary School, Thomas Harrison Middle School, and Harrisonburg High School would serve the students residing in this development.

Conclusion

The requested rezoning from R-2 to R-8 is generally consistent with the Comprehensive Plan and allows for the development of additional housing in a mixed-density neighborhood. Staff

recommends approval of the rezoning. Staff also recommends approval of the SUP request with the following condition:

The special use permit shall apply only to the two planned dwelling units as shown on the conceptual layout.

Ms. Soffel asked if there any questions.

Councilmember Dent said if they were to subdivide further in the future is that what this is about? Because they would have to address the parking somehow. Perhaps some kind of easement for a driveway to the back.

Ms. Soffel said there is a public alley in the back so they would have access.

Commissioner Jezior said who is responsible for developing that alley if that does go back?

Ms. Soffel said if it requires development the applicant would be required to make any changes to [the alley].

Chair Baugh asked if there were any more questions for staff. Hearing none, he invited the applicant or applicant's representative to speak to their request.

Sam Nickels, the applicant, came forward to speak to the request. He said I am a board member with the Center for Health and Human Development. We are the ones who currently own the property and our intent is to subdivide it and then provide affordable low-cost housing via a small duplex on that property. Our design team, Adam Butler is here. He is with JZ Engineering. They have been working with us through the whole process as have the staff of the City. Thank you Nyrma and others. That is basically what we are doing. The floodplain was mentioned so I will just say that our intent is to provide a solid cement base foundation with accessible access to that and it would be two feet above the flood stage. More than what is required by guidelines.

Councilmember Dent said I just wanted to commend you once again for planning to build housing for formerly homeless people and understand that they do not have the need for the cars; so that is good thinking.

Chair Baugh opened the public hearing and invited anyone in the room or on the phone wishing to speak to the request. Hearing none, he closed the public hearing and opened the matter for discussion.

Commissioner Kettler said I would also like to thank you for coming forward with this project. I always love to see more housing for folks that need it and this is a great project. I also appreciate the request for the reduction of parking. One of many reasons why parking minimums cannot always be terribly effective is folks, and particularly folks who were formerly homeless, do not necessarily need a car and therefore needing that additional parking will often increase the development costs. I appreciate you for recognizing that.

Vice Chair Porter said I will also join the admiration society. I really sincerely appreciate this. You know that this population is extremely near and dear to my heart and I want to thank you all personally for the work that you are doing to create this opportunity. This community needs this type of housing so desperately and I assume that I could have asked the question when you were up there and you do not have to do anything other than nod, but will you be providing supportive services as well for these folks? He said yes. I am truly appreciative and I would certainly ask more questions about the parking spaces, but I understand exactly why the request is the way it is so thank you for what you are doing.

Commissioner Kettler said I could not quite hear it. Providing what services?

Vice Chair Porter said supportive services. I would take these would be folks that have been recently homeless or in the process of kind of transitioning. Obviously, Mr. Nickels has some experience in this area so I am quite certain that they will do a wonderful job welcoming these folks.

Vice Chair Porter said I would like to go ahead and make a motion to accept the staff's recommendation to approve the special use permit with the special condition regarding the prohibition of subdividing the lot further.

Chair Baugh said let me just make a suggestion here. I think we can take one vote together. Do you mean that for both items?

Vice Chair Porter said if we could get away with that, absolutely.

Chair Baugh said I will basically say if anybody is not okay with that or would want to split their vote indicate that. Otherwise, I think as long we are clear we can take them both together.

Commissioner Seitz seconded the motion.

Chair Baugh called for a roll call vote.

Commissioner Seitz	Aye
Commissioner Jezior	Aye
Councilmember Dent	Aye
Commissioner Kettler	Aye
Vice Chair Porter	Aye
Chair Baugh	Aye

The motion to recommend approval of both the rezoning and special use permit request passed (6-0). The recommendation will move forward to City Council on April 14, 2026.

From: Center for Health & Human Development (CHHD)

To: City of Harrisonburg

Re: Letter explaining proposed use and reasons for seeking change in zoning and special use permit

2/25/26

Dear City of Harrisonburg,

CHHD seeks an approval to rezone 851 Madison Street, Harrisonburg VA 22802, from R2 to R8. This is necessary so we can build a duplex on the property.

We are also seeking approval of a special use permit (SUP) to exempt CHHD from having to build a parking area on the property in front of the proposed duplex. While we will keep land available for that purpose, should it be needed or desired at any time in the future, at this time we will not need the parking. This is because the target population of only 1 family per unit in the 2 efficiency units will be formerly homeless persons who are very low income (<30% AMI) and who thus rarely have cars or other vehicles needing parking space.

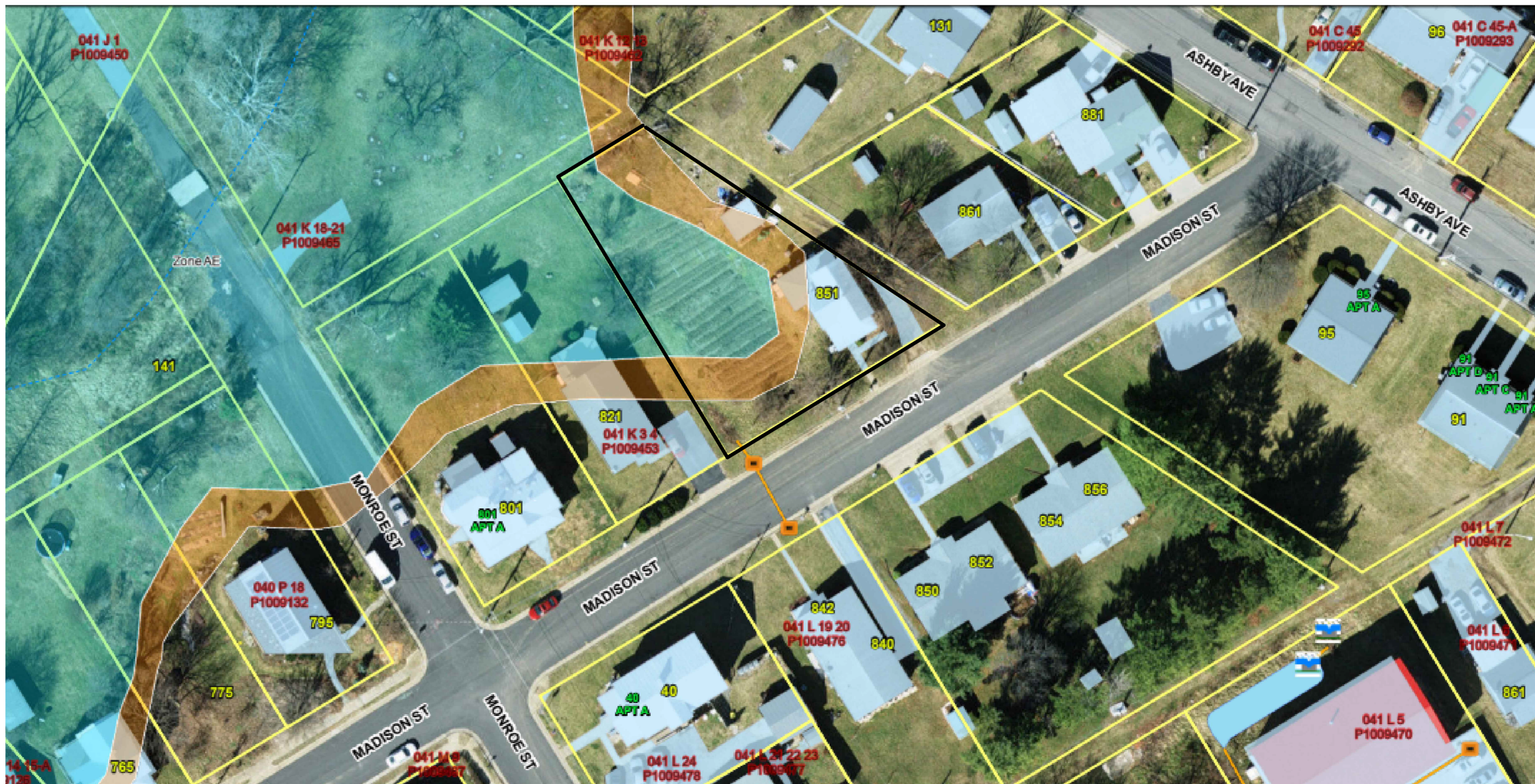
Best regards,

Sam Nickels
Director, CHHD



CHHD Zoning Proposal: R2 to R8

851 Madison Street
Harrisonburg, VA 22802

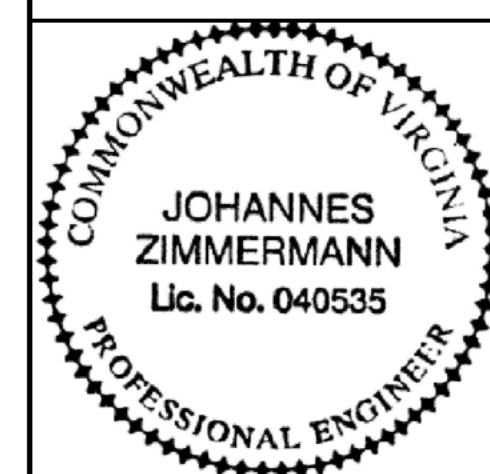


PROPOSED
NOT FOR CONSTRUCTION

Structural Engineer
JZ ENGINEERING

Developer
CHHD

CHHD Zoning Proposal
851 Madison Street
Harrisonburg, VA 22802



DATE: 02-25-26

SCALE:
As Shown

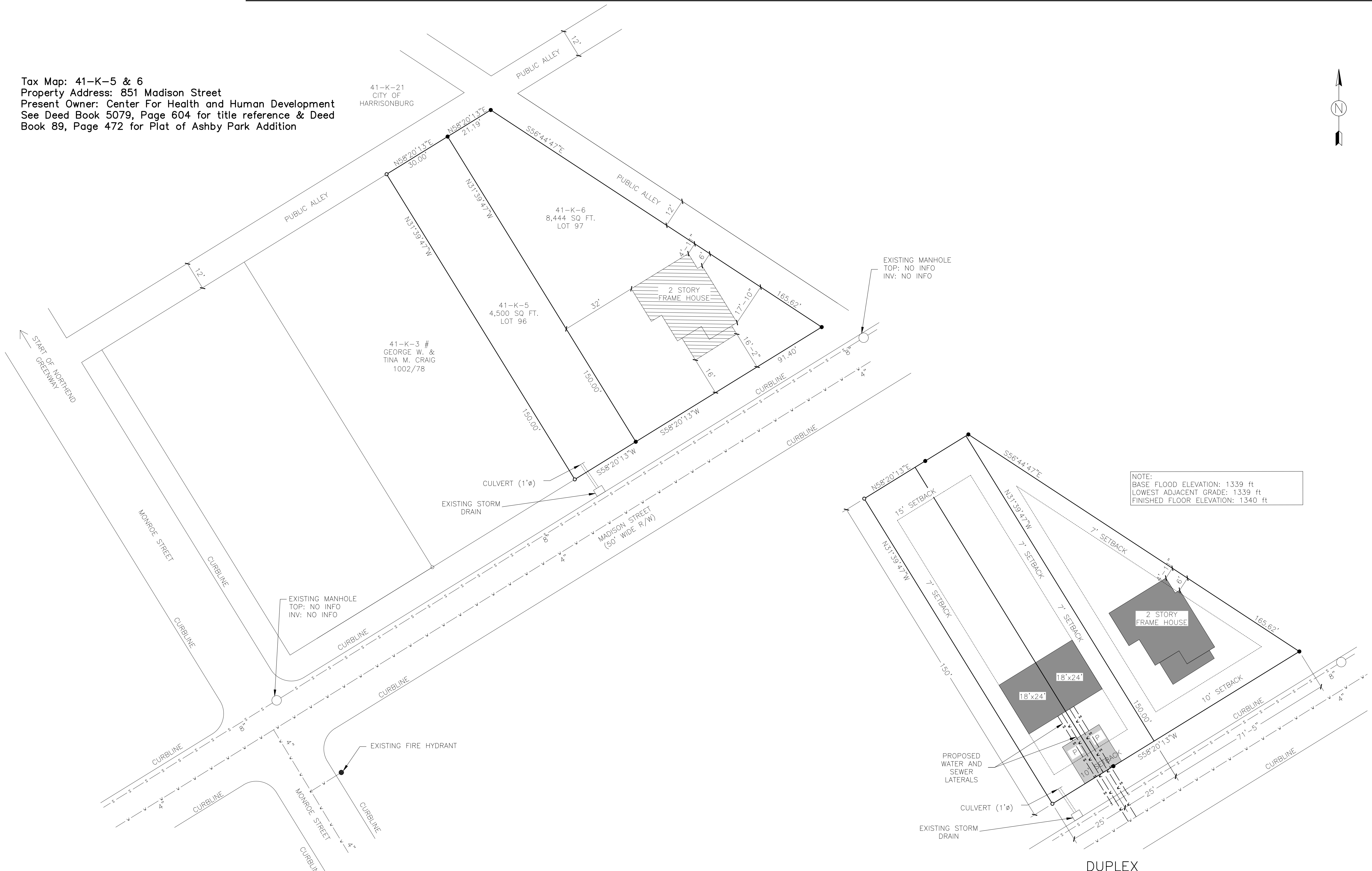
DRAWN BY:
MA/AB

SHEET TITLE:
LOTS 96 & 97

SHEET NO.
1

FULL SIZE SHEET: 22"x34"

Tax Map: 41-K-5 & 6
 Property Address: 851 Madison Street
 Present Owner: Center For Health and Human Development
 See Deed Book 5079, Page 604 for title reference & Deed
 Book 89, Page 472 for Plat of Ashby Park Addition



EXISTING BOUNDARY SURVEY
 SCALE: 1" = 20'

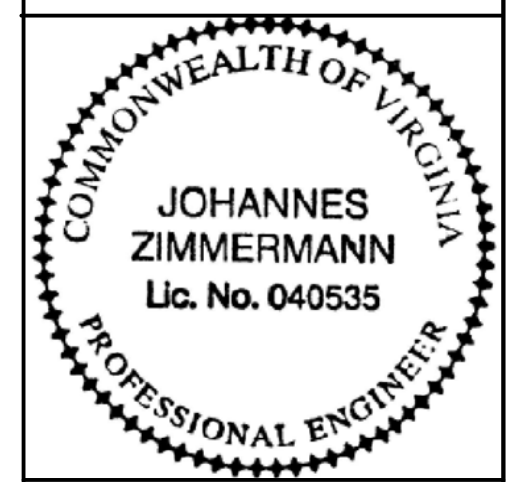
DUPLEX
 SCALE: 1" = 20'

PROPOSED
 NOT FOR CONSTRUCTION

Structural Engineer
JZ ENGINEERING

Developer
 CHHD

CHHD Zoning Proposal
 851 Madison Street
 Harrisonburg, VA 22802



DATE: 02-25-26

SCALE:
 As Shown

DRAWN BY:
 MA/AB

SHEET TITLE:
 LOTS 96 & 97

SHEET NO.
 2



For inclusion in an application for Planning Commission review (for Special Use Permit, Rezoning or Preliminary Plat), this form must be submitted to the Public Works Department at least 5 business days prior to the Planning Commission application deadline.

Contact Information				
Consultant Name: Telephone: E-mail:				
Owner Name: Telephone: E-mail:	Sam Nickels			
Project Information				
Project Name:				
Project Address: TM #:	851 Madison St 041 K 5 & 6			
Existing Land Use(s):	Residential single-family detached, zoned R-2			
Proposed Land Use(s): (if applicable)	Duplex, zoned R-8			
Submission Type:	Comprehensive Site Plan <input type="radio"/>	Special Use Permit <input type="radio"/>	Rezoning <input checked="" type="radio"/>	Preliminary Plat <input type="radio"/>
Project Description: (Include site plan or preliminary sketch and additional details on land use, acreage, access to site, etc)	Rezone & subdivide property to construct a duplex.			
Peak Hour Trip Generation (from row 15 on the second page)				
AM Peak Hour Trips:	2			
PM Peak Hour Trips:	2			

(reserved for City staff)

TIA required? Yes _____ No

Comments:

Accepted by: Zenetta Mason Date: 02/05/2026

Peak Hour Trip Generation by Land Use

Row	ITE Land Use		ITE Land Use Code	Unit	Quantity	AM Peak Hour of Adjacent Street Traffic	PM Peak Hour of Adjacent Street Traffic
1	Proposed #1	Single Family Detached	210	Dwelling Unit	1	1	1
2	Proposed #2	Single Family Attached	215	Dwelling Unit	4	2	2
3	Proposed #3						
4	Proposed #4						
5	Proposed #5						
6	Proposed #6						
7	Total New Trips					3	3
8	Existing #1	Single Family Detached	210	Dwelling Unit	1	1	1
9	Existing #2						
10	Existing #3						
11	Existing #4						
12	Existing #5						
13	Existing #6						
14	Total Existing Trips					1	1
15	Final Total (Total New – Total Existing)					2	2

Instructions

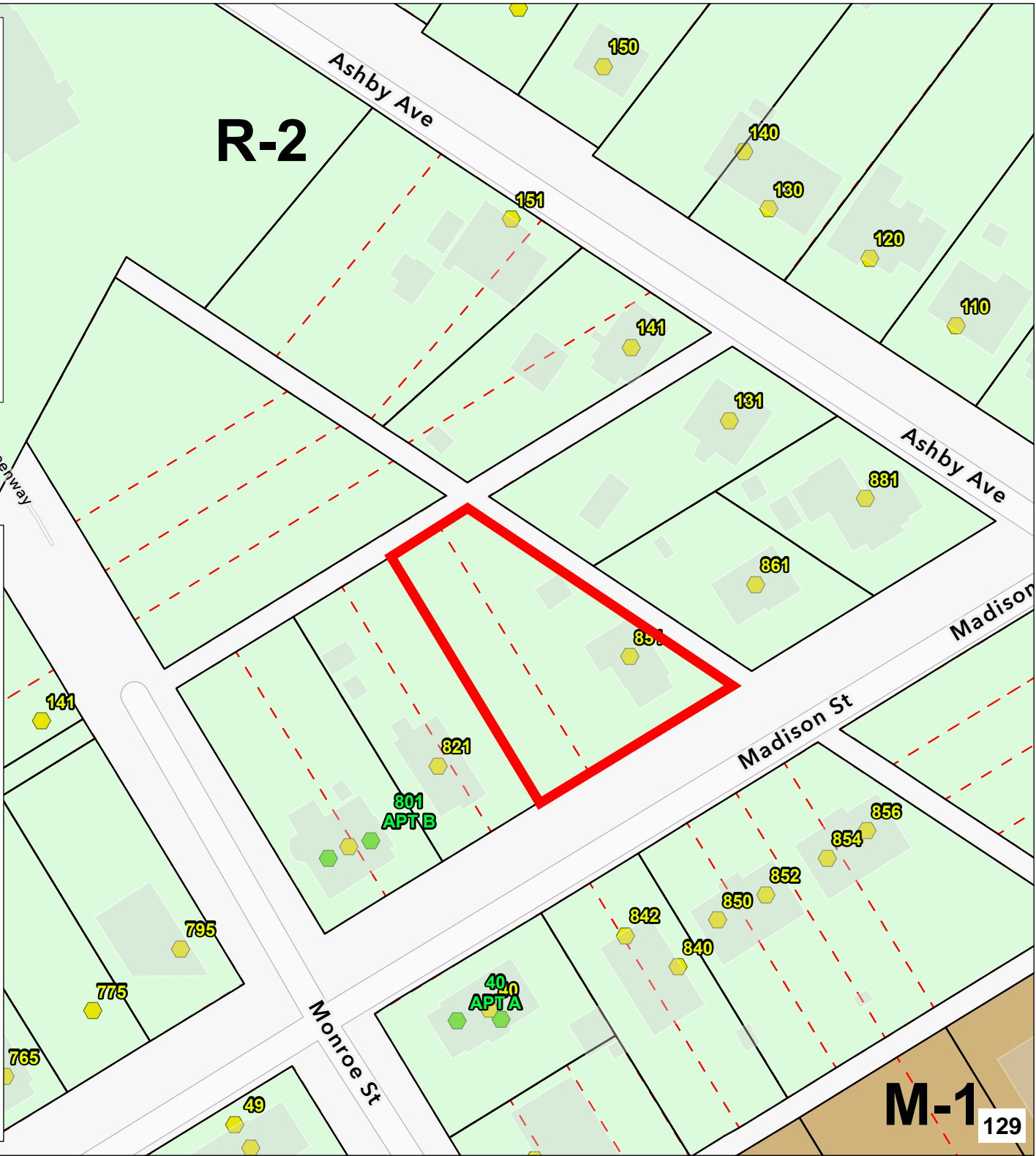
Determination of trip generation rates shall be in conformance with ITE guidelines.

1. Based on the intended use(s), calculate the AM Peak and PM Peak trip generation using the AM and PM Peak Hour of Adjacent Street Traffic rates from the most current version of the ITE Trip Generation Manual (rows 1-6). Attach additional sheets as necessary for more uses.
2. Sum up all of the trips generated for the new uses in the Total New Trips row (row 7).
3. If the development has any existing uses, calculate the AM Peak and PM Peak trip generations using the AM and PM Peak Hour of Adjacent Street Traffic rates from the most current version of the ITE Trip Generation Manual (rows 8-13). Attach additional sheets as necessary for more uses.
4. Sum up all of the trips generated for the existing uses in the Total Existing Trips row (row 14).
5. Subtract the total existing trips from the total new trips to get the final total number of trips generated by the development (row 15). Enter these numbers on the first page.

CITY OF HARRISONBURG

Rezoning
(R-2 to R-8)
Special Use Permit
(Reduce parking in the R-8)
851 Madison Street
Tax map parcel: 41-K-5 & 6
+/- 12,330 square feet

ZONING



CITY OF HARRISONBURG

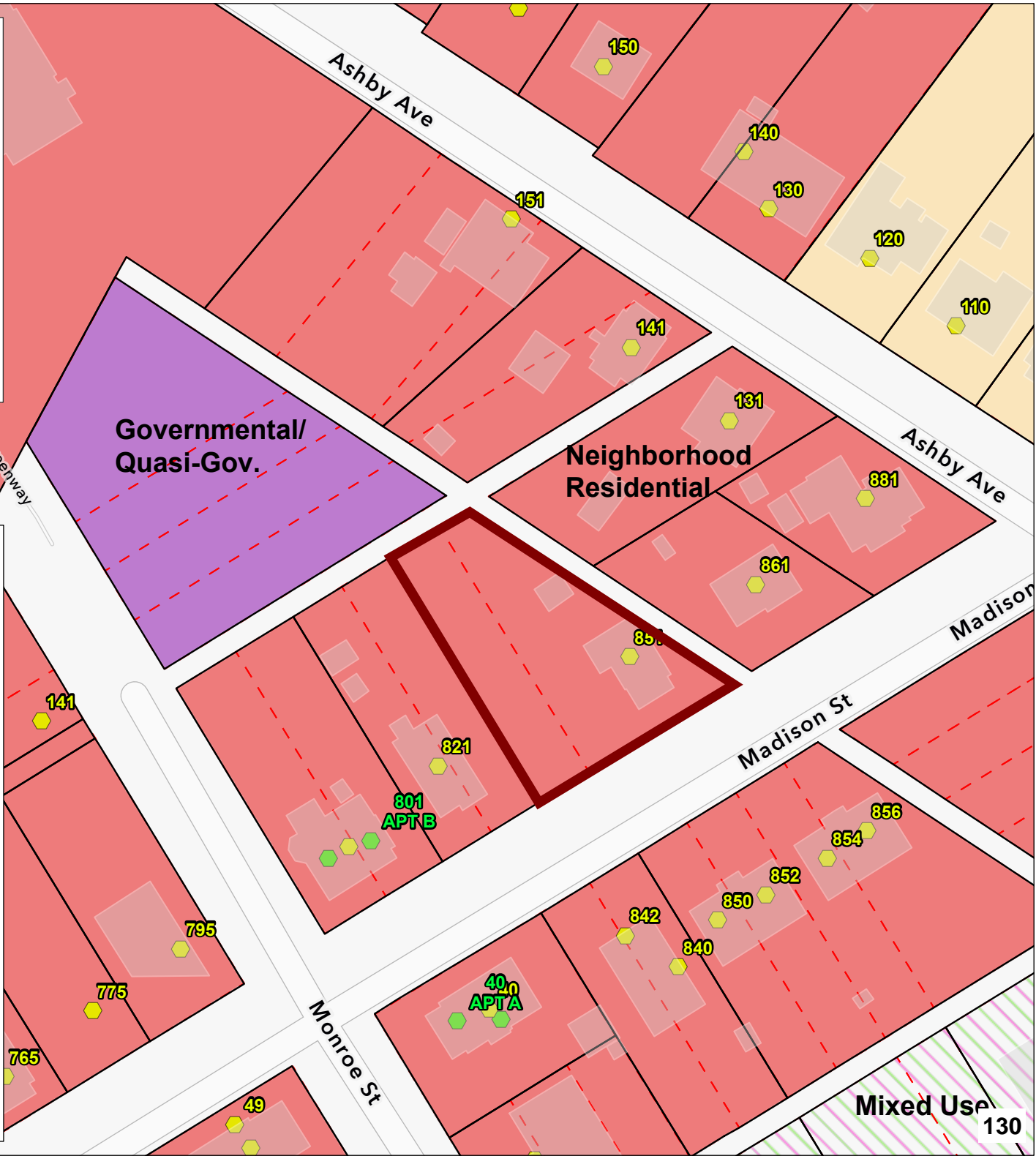
Rezoning
(R-2 to R-8)

Special Use Permit
(Reduce parking in the R-8)

851 Madison Street

Tax map parcel: 41-K-5 & 6
+/- 12,330 square feet

(Future) Land Use Guide



CITY OF HARRISONBURG

Rezoning
(R-2 to R-8)
Special Use Permit
(Reduce parking in the R-8)
851 Madison Street
Tax map parcel: 41-K-5 & 6
+/- 12,330 square feet





March 11, 2026 Planning Commission Meeting

Title

Consider rezoning and special use permit requests for 851 Madison Street — Nyrma Soffel, Community Development

Summary

Project name	NA
Address/Location	851 Madison Street
Tax Map Parcels	41-K-5 and 6
Total Land Area	+/- 12,944 square feet
Property Owner	Center for Health and Human Development
Owner’s Representative	Sam Nickels
Present Zoning	R-2, Residential District
Proposed Zoning	R-8, Small Lot Residential District
Special Use Permit Request	Section 10-3-59.4(9) to allow a reduction in the required number of vehicle parking spaces
Planning Commission	March 11, 2026 (Public Hearing)
City Council	Anticipated April 14, 2026 (First Reading/Public Hearing) Anticipated April 28, 2026 (Second Reading)

Recommendation

Option 1. Recommend approval of the rezoning and special use permit requests with the recommended condition.

Context & Analysis

The following land uses are located on and adjacent to the property:

- Site: Single-family detached dwelling, zoned R-2
- North: Across the undeveloped alley, City-owned vacant property and single-family detached dwelling, zoned R-2
- East: Across the undeveloped alley, Single-family detached dwellings, zoned R-2
- South: Across Madison Street, duplex dwellings, zoned R-2
- West: Single-family detached dwelling, zoned R-2

The applicant is requesting to rezone a +/- 12,944-square-foot property from R-2, Residential District to R-8, Small Lot Residential District. The property is addressed as 851 Madison Street

and is identified as tax map parcels 41-K-5 and 6. If approved, the applicant plans to subdivide the property into three parcels, one of which would contain the existing single-family detached dwelling, and the remaining two parcels would be for a duplex structure containing one (1) dwelling unit on each parcel. In addition, the applicant is requesting a special use permit (SUP) pursuant to Zoning Ordinance (ZO) Section 10-3-59.4(9) to allow a reduction in the required number of vehicle parking spaces to zero spaces.

The existing two-story single-family detached dwelling on the parcel is nonconforming to the R-2 district's front and side yard setback regulations. The proposed rezoning to the R-8 district would make the existing front yard setback conforming. The minimum side yard setback for a two-story dwelling in the R-8 district is seven (7) feet. The house is approximately five (5) feet from the property line and would continue to be nonconforming to side yard setback regulations along the northwest property boundary.

The R-8 district's area and dimensional regulations require that each duplex unit be located on its own parcel. For a duplex, a minimum lot width of 25 feet per unit and a minimum lot depth of 60 feet are required. If rezoned to the R-8 district, the two new proposed duplex lots would have sufficient depth to be further subdivided, for a total of four (4) new lots. Should the applicant desire to further subdivide the lots in the future, they would have to come before the Planning Commission and City Council to request a variance from the Subdivision Ordinance because the lots would not have public street frontage.

It should be noted that a significant portion of this parcel is in floodplain. The proposed duplex would be located within the 100-year floodplain and subject to a higher risk of flooding, which may impact financing and insurance. The elevation of the lowest floor, including basement, of each dwelling must be at least 1-foot above the base flood elevation (BFE), and the development will require a floodplain development permit and elevation certificates. In addition, the Design and Construction Standards Manual section 1.3.1.13 requires an engineered comprehensive site plan (ECSP) for any development in the floodplain.

Proffers

There are no proffers with this request. The conceptual site layout is not proffered.

Special Use Permit

Per the ZO, one (1) parking space is required per dwelling unit for single-family detached and duplex dwellings within all zoning districts. The SUP, if approved, would allow for the reduction in the required number of vehicle parking spaces provided that an equivalent amount of open space is reserved on the property. This area would be required to remain available should it be needed at some time in the future to accommodate parking needs. In addition, the open space used for this purpose must be noted in a deed and not used to meet other requirements of the ZO. The applicant is requesting to reduce the required number of parking spaces to zero and has shown the reserved area on the conceptual layout.

If the SUP request is approved, and if the applicant further subdivides the property in the future, the SUP would apply to all future and existing dwellings located on the site. While staff does not object to the proposed reduction in parking for the duplex shown on the conceptual layout, staff

believes that any additional subdivision and/or additional dwelling units should be evaluated for parking if/when such development is proposed. Therefore, staff recommends the following condition:

The special use permit shall apply only to the two planned dwelling units as shown on the conceptual layout.

Land Use

The Comprehensive Plan designates this site as Neighborhood Residential and states:

These areas are typically older residential neighborhoods, which contain a mixture of densities and a mixture of housing types, but should have more single-family detached homes than other types of housing. This type of land use highlights those neighborhoods in which existing conditions dictate the need for careful consideration of the types and densities of future residential development. Infill development and redevelopment must be designed so as to be compatible with the desired character of the neighborhood.

The surrounding neighborhood is an established residential neighborhood composed of a mix of single-family detached, duplex, and small multi-family dwellings. The proposed duplex would be compatible with the existing neighborhood.

Transportation and Traffic

A traffic impact analysis (TIA) was not required for the rezoning request.

Public Water and Sanitary Sewer

Staff has no concerns with the requested rezoning regarding water and sanitary sewer matters.

Housing Study

The City's Comprehensive Housing Assessment and Market Study (Housing Study) places the subject property within Market Type D, which states:

Market type D has lower market activity as well as lower access to amenities. This could be because the areas are stable residential neighborhoods or because the area is less developed and therefore has fewer sales and fewer amenities. Strategies that would be appropriate in the latter case include concurrent development of the housing and economic opportunities through mixed-use developments to build commerce and housing centers across the City.

Staff believes that the requested rezoning to R-8 supports efforts to increase the availability of housing in the City.

Public Schools

The City contracted with the University of Virginia's Weldon Cooper Center for Public Service to complete a report titled "Population and School Enrollment Projects for the City of Harrisonburg" (April 2025). The report can be found at the following link:

https://harrisonburgva.gov/sites/default/files/city-manager/HarrisonburgSchoolEnrollment_2025-04-30_Final.pdf. This report provides overall student enrollment projections through 2034 as well as estimated student generation by housing type for each elementary school attendance zone.

The Weldon Cooper Center report states that "[s]ample sizes were too small to reliability calculate duplex yields for Keister, Smithland, Stone Spring, and Waterman [attendance boundaries]," and therefore, the duplex student generation rate for the aforementioned attendance boundary is zero. For this reason, staff used the Weldon Cooper Center report's student generation rate for single-family detached dwelling units, and thus a development proposal for two single-family detached dwelling units is estimated to generate one K-12 student at full build-out. According to the School Board's current attendance boundaries, Waterman Elementary School, Thomas Harrison Middle School, and Harrisonburg High School would serve the students residing in this development.

Conclusion

The requested rezoning from R-2 to R-8 is generally consistent with the Comprehensive Plan and allows for the development of additional housing in a mixed-density neighborhood. Staff recommends approval of the rezoning. Staff also recommends approval of the SUP request with the following condition:

The special use permit shall apply only to the two planned dwelling units as shown on the conceptual layout.

Options

1. Recommend approval of the rezoning and special use permit requests with the recommended condition.
2. Recommend approval of the rezoning and special use permit requests with other condition(s).
3. Recommend approval of the rezoning and special use permit requests as submitted by the applicant.
4. Recommend approval of the rezoning request and denial of special use permit request.
5. Recommend denial of the rezoning and special use permit requests.

Attachments

- Site maps
- Application and supporting documents

NOTICE OF PUBLIC HEARING

The Harrisonburg City Council will hold public hearings in the City Council Chambers, 409 South Main Street, Harrisonburg, VA on Tuesday, April 14, 2026, at 7:00 p.m., to consider the following:

Rezoning – 361 Franklin Street (Proffer Amendment, R-8C)

A request from Katherine S Moran and Marcie E Harris to amend proffers for a +/- 10,269 square foot parcel zoned R-8C, Small Lot Residential Conditional. The property is addressed as 361 Franklin Street and is identified as tax map parcel 27-Q-1.

Rezoning – 851 Madison Street (R-2 to R-8)

A request from Center for Health and Human Development to rezone a +/- 12,330 square foot property from R-2, Residential District, to R-8, Small Lot Residential District. The property is addressed as 851 Madison Street and is identified as tax map parcel 41-K-5 & 6.

Special Use Permit – 851 Madison Street (To reduce the required parking areas in R-8)

A request from Center for Health and Human Development for a special use permit per Section 10-3-59.4(9) to reduce the required parking areas to fewer than the required number of vehicle parking spaces for any use, provided that an amount of open space equal to the amount of space that would have been used for the required number of vehicle parking spaces is left available for parking in the R-8, Small Lot Residential District. The +/- 12,330 square foot property is addressed as 851 Madison Street and is identified as tax map parcel 41-K-5 & 6.

Applications and other information are available for review by contacting the Department of Community Development, 409 South Main Street, Monday through Friday, 8:00 a.m. to 5:00 p.m. Please call (540) 432-7700 to obtain a copy by email or by appointment. More information is available at www.harrisonburgva.gov/public-hearings. Interested parties will be able to attend the meeting and to watch the meeting on Public Education Government Channel 1072, and the City's website at www.harrisonburg-va.legistar.com/Calendar.aspx.

Publication dates:

Wednesday, April 1, 2026

Wednesday, April 8, 2026

**STATE OF VIRGINIA
CITY OF HARRISONBURG, to with:**

I, Pamela Ulmer, city clerk, certify that the Harrisonburg City Council will be addressed on Tuesday, April 14, 2026 at 7:00 p.m., or as soon as the agenda permits, to consider the following:

Rezoning – 361 Franklin Street (Proffer Amendment, R-8C)

A request from Katherine S Moran and Marcie E Harris to amend proffers for a +/- 10,269 square foot parcel zoned R-8C, Small Lot Residential Conditional. The property is addressed as 361 Franklin Street and is identified as tax map parcel 27-Q-1.

Rezoning – 851 Madison Street (R-2 to R-8)

A request from Center for Health and Human Development to rezone a +/- 12,330 square foot property from R-2, Residential District, to R-8, Small Lot Residential District. The property is addressed as 851 Madison Street and is identified as tax map parcel 41-K-5 & 6.

Special Use Permit – 851 Madison Street (To reduce the required parking areas in R-8)

A request from Center for Health and Human Development for a special use permit per Section 10-3-59.4(9) to reduce the required parking areas to fewer than the required number of vehicle parking spaces for any use, provided that an amount of open space equal to the amount of space that would have been used for the required number of vehicle parking spaces is left available for parking in the R-8, Small Lot Residential District. The +/- 12,330 square foot property is addressed as 851 Madison Street and is identified as tax map parcel 41-K-5 & 6.

Applications and other information are available for review by contacting the Department of Community Development, 409 South Main Street, Monday through Friday, 8:00 a.m. to 5:00 p.m. Please call (540) 432-7700 to obtain a copy by email or by appointment. More information is available at www.harrisonburgva.gov/public-hearings. Interested parties will be able to attend the meeting and to watch the meeting on Public Education Government Channel 1072, and the City’s website at www.harrisonburg-va.legistar.com/Calendar.aspx.

Given under my hand this 27 day of March, 2026



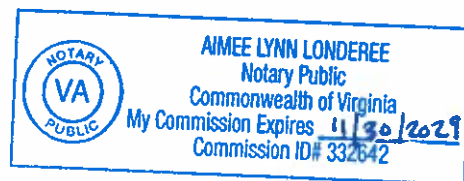
City Clerk

Subscribed and sworn to before me this 27th day of March, 2026 a Notary Public in and for the Commonwealth of Virginia.



Notary

My commission expires 11/30/2029



CRAIG GEORGE W TINA M
821 MADISON ST
HARRISONBURG VA 22802

CENTER FOR HEALTH AND HUMAN
DEVELOPMENT
340 MARYLAND AVE
HARRISONBURG VA 22801

GUIVAS JOSE L
861 MADISON ST
HARRISONBURG VA 22802

CHARSTON CE AGUILUZ & KRISTEL
AGUILUZ
131 ASHBY AVE
HARRISONBURG VA 22802

SPITZER MYRNA E
141 ASHBY AVE
HARRISONBURG VA 22802

CITY OF HARRISONBURG
409 S MAIN ST
HARRISONBURG VA 22801

LONEWOLF ACQUISITIONS LLC
737 E MARKET ST
HARRISONBURG VA 22801

SNYDER LARRY E DEBORAH
1000 N MAIN ST
HARRISONBURG VA 22802

CNL INVESTMENTS LLC
7156 WELL HOLLOW RD
SINGERS GLEN VA 22850

TAYLOR CHARLES E III
1678 SHERRY LA
HARRISONBURG VA 22801

THRONE DAVID R & HOLLY M
346 FRANKLIN ST
HARRISONBURG VA 22801

RVACHMBERLAYNE LLC
8401 MAYLAND DR STE S
RICHMOND VA 23294

LINSEY WOOD CLARKE & CHIPLEY
JONES CLARKE
331 MONTICELLO AVE
HARRISONBURG VA 22801

NORA L ANDERSON & JAMES C
ANDERSON
356 FRANKLIN ST
HARRISONBURG VA 22801

MORAN KATHERINE S & MARCIE E
HARRIS
3420 LAKE POINTE DR
HARRISONBURG VA 22801

HORST NATHAN D LARA RESSLER
367 FRANKLIN ST
HARRISONBURG VA 22801

JONES STEPHEN R SARAH F
334 MONTICELLO AVE
HARRISONBURG VA 22801

AVERY

5160

DART SHEILA SHERMAN
271 S LIBERTY ST
HARRISONBURG VA 22801

HARRISONBURG BAPTIST CHURCH
501 S MAIN ST
HARRISONBURG VA 22801

J-M APARTMENTS LC
265 CHESAPEAKE AVE
HARRISONBURG VA 22801

BERNARD LC
PO BOX 130548
HOUSTON TX 77219

TRUSTEES BPO ELKS LODGE 450
482 S MAIN ST
HARRISONBURG VA 22801

Easy Peel™ Address Labels
Bend along line to expose Pop-up Edge

LIBERTY TOWNES LLC
PO BOX 1584
HARRISONBURG VA 22803

BOYERS OTHO A KAYE H
293 S LIBERTY ST
HARRISONBURG VA 22801

UNION FIRST MARKET BANK
4355 INNSLAKE DR SUITE 325
GLEN ALLEN VA 23060

Go to avery.com/templates
Use Avery template 5160

BOX NINE LLC
202 N LIBERTY ST SUITE 101
HARRISONBURG VA 22802

SMITH D CRAIG SUE W
594 SOUTH MAIN ST
HARRISONBURG VA 228018628

TRENTON INC
7706 CARLTON PLACE
MCLEAN VA 22102

512 S MAIN INTERMEDIARY LLC
512 S MAIN ST
HARRISONBURG VA 22801

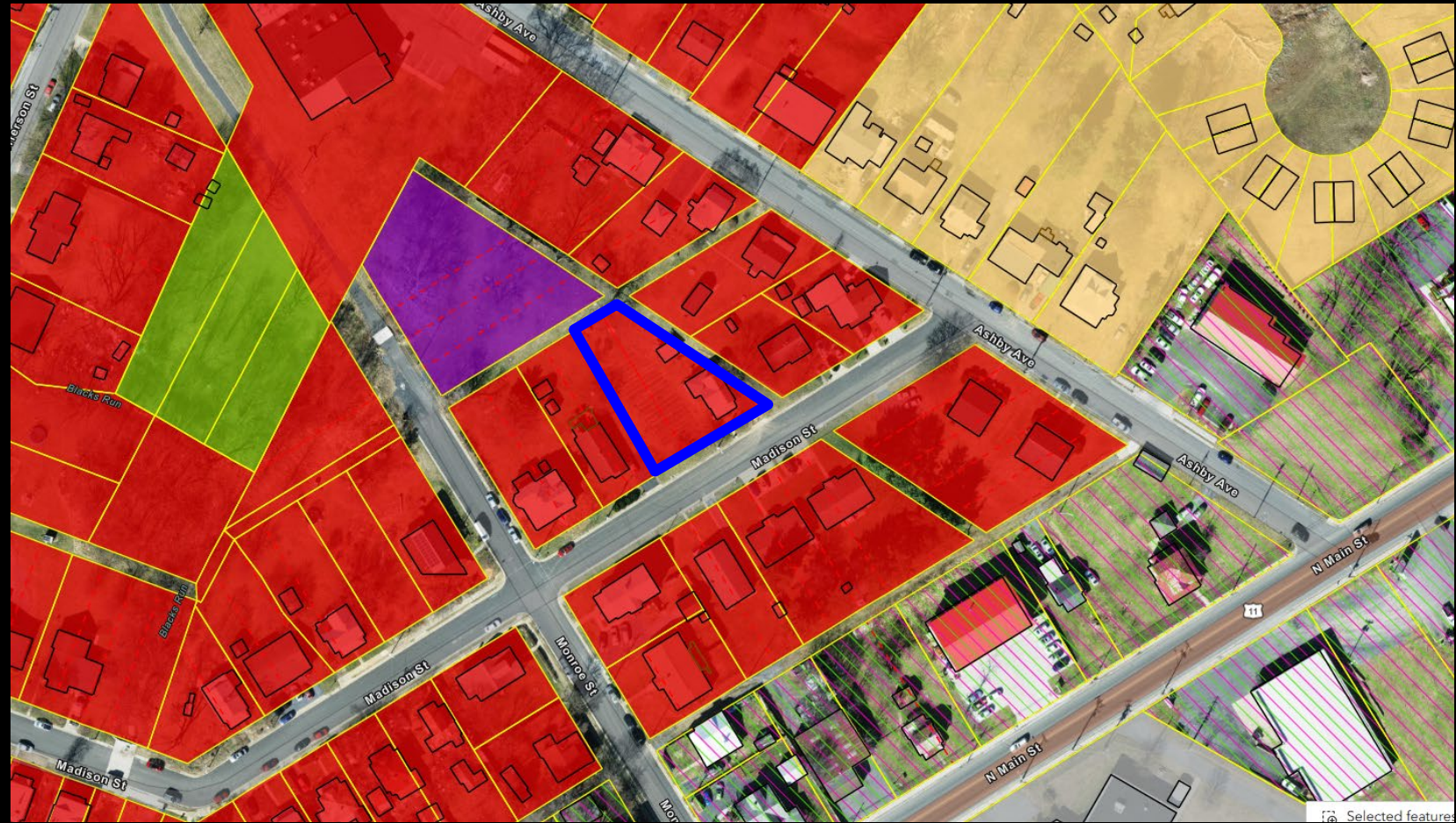
RICOCHET LLC
412 S MAIN ST
HARRISONBURG VA 22801

Rezoning – 851 Madison Street (R-2 to R-8) Special Use Permit – Reduced Parking



Selected features

Rezoning – 851 Madison Street (R-2 to R-8) Special Use Permit – Reduced Parking

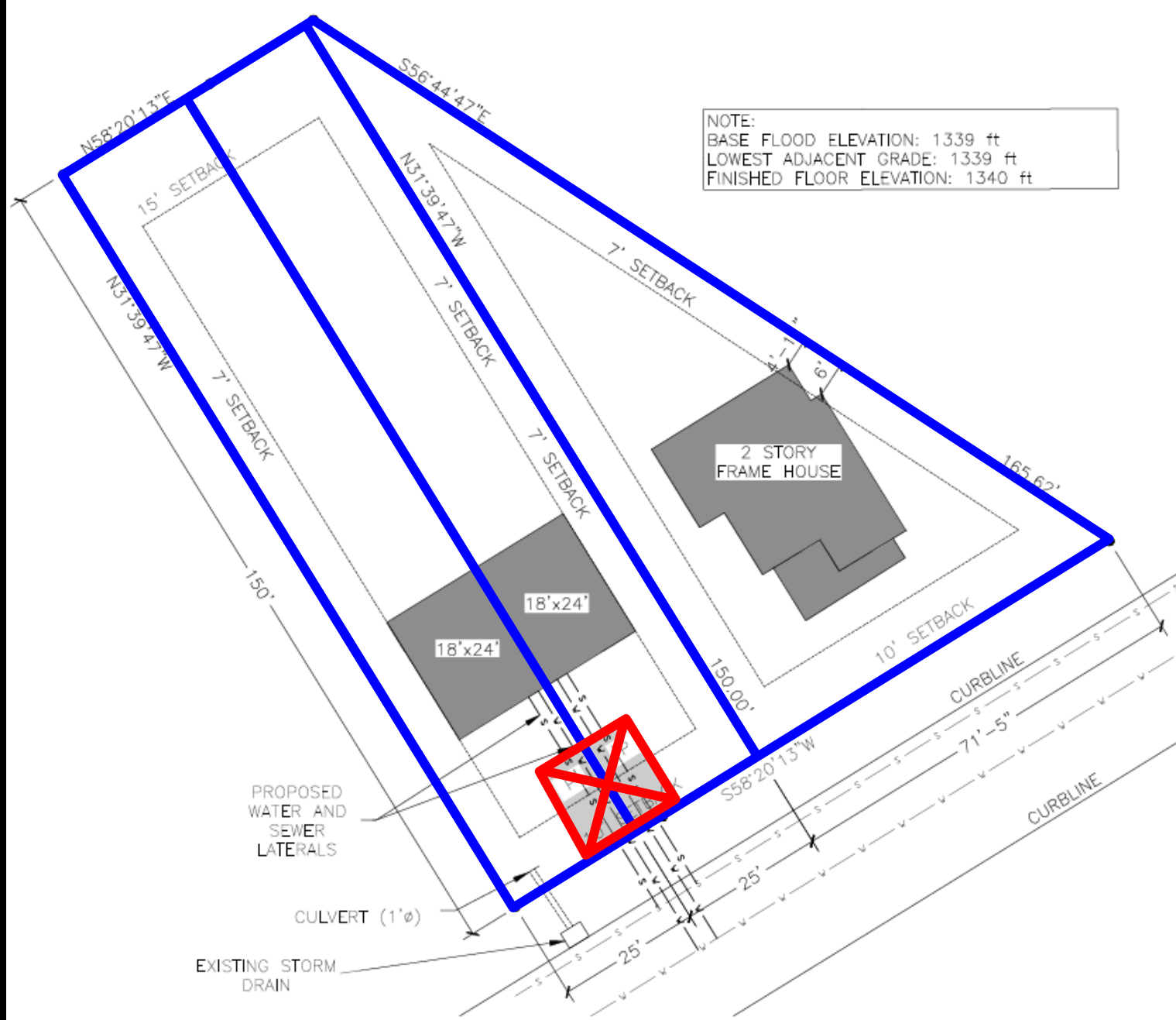


Selected features

Rezoning – 851 Madison Street (R-2 to R-8) Special Use Permit – Reduced Parking



Rezoning
R-2 to R-8



DUPLEX
SCALE: 1" = 20'

SUP
10-3-59.4 (9)
Reducing
Required
Parking
Areas

Staff's Recommended Condition

The special use permit shall apply only to the two planned dwelling units as shown on the conceptual layout.



Zone AE

Ashby Ave

Madison St

Madison St

Monroe St

146

Selected features

Recommendation

Staff and Planning Commission (6-0) recommends approval rezoning request.

Staff and Planning Commission (6-0) recommends approval of the SUP request with the condition.



CITY OF HARRISONBURG COMMUNITY DEVELOPMENT

409 SOUTH MAIN STREET, HARRISONBURG, VA 22801
OFFICE (540) 432-7700 • FAX (540) 432-7777

REZONING and SPECIAL USE PERMIT

On **April 28, 2026**, the Harrisonburg City Council approved a rezoning request from R-2, Residential District, to **R-8C, Small Lot Residential District Conditional**, and a **special use permit to allow a reduction in the required number of vehicle parking spaces** for the property located at:

851 Madison Street
Harrisonburg, VA 22802
City Tax Map Parcel(s): 41-K-5 and 6

In connection with the rezoning approval for the property the following is proffered:

1. None.

In connection with the special use permit approval,

As per Section 10-3-130(c) of the City Code, whenever a special use permit is approved by the city council, the special use authorized shall be established, or any construction authorized shall be commenced and diligently pursued, within such time as the city council may have specified, or, if no such time has been specified, then within thirty-six (36) months from the approval date for residential projects and within twelve (12) months from the approval date for all other projects.

This permit is subject to all conditions and requirements of the Harrisonburg City Code now in effect and to the additional conditions imposed by the City Council, as follows:

1. The special use permit shall apply only to the two planned dwelling units as shown on the conceptual layout.


Thanh Dang, AICP

4/30/26
Date

Deputy Director of Community Development



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-078, **Version:** 1

Subject:

Consider a request from Center for Health and Human Development for a special use permit at 851 Madison Street

Presented By: Adam Fletcher, Director of Community Development

[Click here to enter the action/summary \(insert the summary from the memo here\)](#)



April 14, 2026 City Council Meeting

Title

Consider rezoning and special use permit requests for 851 Madison Street — Planning Commission and Adam Fletcher, Community Development

Summary

Project name	NA
Address/Location	851 Madison Street
Tax Map Parcels	41-K-5 and 6
Total Land Area	+/- 12,944 square feet
Property Owner	Center for Health and Human Development
Owner’s Representative	Sam Nickels
Present Zoning	R-2, Residential District
Proposed Zoning	R-8, Small Lot Residential District
Special Use Permit Request	Section 10-3-59.4(9) to allow a reduction in the required number of vehicle parking spaces
Planning Commission	March 11, 2026 (Public Hearing)
City Council	April 14, 2026 (First Reading/Public Hearing) Anticipated April 28, 2026 (Second Reading)

Recommendation

Option 1. Staff recommended approval of the rezoning and special use permit requests with the following condition:

The special use permit shall apply only to the two planned dwelling units as shown on the conceptual layout.

Planning Commission recommended approval of the rezoning (6-0) and special use permit (6-0) with a different condition. Staff will seek clarification from the Planning Commission at their April 8, 2026 meeting and will present an update at City Council’s April 14 meeting.

Context & Analysis

The following land uses are located on and adjacent to the property:

Site: Single-family detached dwelling, zoned R-2

North: Across the undeveloped alley, City-owned vacant property and single-family detached dwelling, zoned R-2

East: Across the undeveloped alley, Single-family detached dwellings, zoned R-2

South: Across Madison Street, duplex dwellings, zoned R-2

West: Single-family detached dwelling, zoned R-2

The applicant is requesting to rezone a +/- 12,944-square-foot property from R-2, Residential District to R-8, Small Lot Residential District. The property is addressed as 851 Madison Street and is identified as tax map parcels 41-K-5 and 6. If approved, the applicant plans to subdivide the property into three parcels, one of which would contain the existing single-family detached dwelling, and the remaining two parcels would be for a duplex structure containing one (1) dwelling unit on each parcel. In addition, the applicant is requesting a special use permit (SUP) pursuant to Zoning Ordinance (ZO) Section 10-3-59.4(9) to allow a reduction in the required number of vehicle parking spaces to zero spaces.

The existing two-story single-family detached dwelling on the parcel is nonconforming to the R-2 district's front and side yard setback regulations. The proposed rezoning to the R-8 district would make the existing front yard setback conforming. The minimum side yard setback for a two-story dwelling in the R-8 district is seven (7) feet. The house is approximately five (5) feet from the property line and would continue to be nonconforming to side yard setback regulations along the northwest property boundary.

The R-8 district's area and dimensional regulations require that each duplex unit be located on its own parcel. For a duplex, a minimum lot width of 25 feet per unit and a minimum lot depth of 60 feet are required. If rezoned to the R-8 district, the two new proposed duplex lots would have sufficient depth to be further subdivided, for a total of four (4) new lots. Should the applicant desire to further subdivide the lots in the future, they would have to come before the Planning Commission and City Council to request a variance from the Subdivision Ordinance because the lots would not have public street frontage.

It should be noted that a significant portion of this parcel is in floodplain. The proposed duplex would be located within the 100-year floodplain and subject to a higher risk of flooding, which may impact financing and insurance. The elevation of the lowest floor, including basement, of each dwelling must be at least 1-foot above the base flood elevation (BFE), and the development will require a floodplain development permit and elevation certificates. In addition, the Design and Construction Standards Manual section 1.3.1.13 requires an engineered comprehensive site plan (ECSP) for any development in the floodplain.

Proffers

There are no proffers with this request. The conceptual site layout is not proffered.

Special Use Permit

Per the ZO, one (1) parking space is required per dwelling unit for single-family detached and duplex dwellings within all zoning districts. The SUP, if approved, would allow for the reduction in the required number of vehicle parking spaces provided that an equivalent amount of open space is reserved on the property. This area would be required to remain available should it be needed at some time in the future to accommodate parking needs. In addition, the open space used for this purpose must be noted in a deed and not used to meet other requirements of the ZO. The applicant

is requesting to reduce the required number of parking spaces to zero and has shown the reserved area on the conceptual layout.

If the SUP request is approved, and if the applicant further subdivides the property in the future, the SUP would apply to all future and existing dwellings located on the site. While staff does not object to the proposed reduction in parking for the duplex shown on the conceptual layout, staff believes that any additional subdivision and/or additional dwelling units should be evaluated for parking if/when such development is proposed. Therefore, staff recommends the following condition:

The special use permit shall apply only to the two planned dwelling units as shown on the conceptual layout.

Land Use

The Comprehensive Plan designates this site as Neighborhood Residential and states:

These areas are typically older residential neighborhoods, which contain a mixture of densities and a mixture of housing types, but should have more single-family detached homes than other types of housing. This type of land use highlights those neighborhoods in which existing conditions dictate the need for careful consideration of the types and densities of future residential development. Infill development and redevelopment must be designed so as to be compatible with the desired character of the neighborhood.

The surrounding neighborhood is an established residential neighborhood composed of a mix of single-family detached, duplex, and small multi-family dwellings. The proposed duplex would be compatible with the existing neighborhood.

Transportation and Traffic

A traffic impact analysis (TIA) was not required for the rezoning request.

Public Water and Sanitary Sewer

Staff has no concerns with the requested rezoning regarding water and sanitary sewer matters.

Housing Study

The City's Comprehensive Housing Assessment and Market Study (Housing Study) places the subject property within Market Type D, which states:

Market type D has lower market activity as well as lower access to amenities. This could be because the areas are stable residential neighborhoods or because the area is less developed and therefore has fewer sales and fewer amenities. Strategies that would be appropriate in the latter case include concurrent development of the housing and economic opportunities through mixed-use developments to build commerce and housing centers across the City.

Staff believes that the requested rezoning to R-8 supports efforts to increase the availability of housing in the City.

Public Schools

The City contracted with the University of Virginia's Weldon Cooper Center for Public Service to complete a report titled "Population and School Enrollment Projects for the City of Harrisonburg" (April 2025). The report can be found at the following link: https://harrisonburgva.gov/sites/default/files/city-manager/HarrisonburgSchoolEnrollment_2025-04-30_Final.pdf. This report provides overall student enrollment projections through 2034 as well as estimated student generation by housing type for each elementary school attendance zone.

The Weldon Cooper Center report states that "[s]ample sizes were too small to reliability calculate duplex yields for Keister, Smithland, Stone Spring, and Waterman [attendance boundaries]," and therefore, the duplex student generation rate for the aforementioned attendance boundary is zero. For this reason, staff used the Weldon Cooper Center report's student generation rate for single-family detached dwelling units, and thus a development proposal for two single-family detached dwelling units is estimated to generate one K-12 student at full build-out. According to the School Board's current attendance boundaries, Waterman Elementary School, Thomas Harrison Middle School, and Harrisonburg High School would serve the students residing in this development.

Conclusion

The requested rezoning from R-2 to R-8 is generally consistent with the Comprehensive Plan and allows for the development of additional housing in a mixed-density neighborhood. Staff recommends approval of the rezoning. Staff also recommends approval of the SUP request with the following condition:

The special use permit shall apply only to the two planned dwelling units as shown on the conceptual layout.

Options

1. Approve the rezoning and special use permit requests with staff's recommended condition.
2. Approve the rezoning and special use permit requests with other condition(s).
3. Approve the rezoning and special use permit requests as submitted by the applicant (without conditions).
4. Approve the rezoning request and deny the special use permit request.
5. Deny both the rezoning and special use permit requests.

Attachments

- Extract from Planning Commission
- Site maps
- Application and supporting documents



CITY OF HARRISONBURG COMMUNITY DEVELOPMENT

409 SOUTH MAIN STREET, HARRISONBURG, VA 22801

OFFICE (540) 432-7700 • FAX (540) 432-7777

March 31, 2026

**TO THE MEMBERS OF CITY COUNCIL
CITY OF HARRISONBURG, VIRGINIA**

SUBJECT: *Consider a request from Center for Health and Human Development to rezone 851 Madison Street*

Consider a request from Center for Health and Human Development for a special use permit at 851 Madison Street

**EXTRACT FROM THE DRAFT MINUTES OF HARRISONBURG PLANNING
COMMISSION MEETING HELD ON: March 11, 2026**

Chair Baugh read the request and asked staff to review.

Ms. Soffel said the applicant is requesting to rezone a +/- 12,944-square-foot property from R-2, Residential District to R-8, Small Lot Residential District. The property is addressed as 851 Madison Street and is identified as tax map parcels 41-K-5 and 6. If approved, the applicant plans to subdivide the property into three parcels, one of which would contain the existing single-family detached dwelling, and the remaining two parcels would be for a duplex structure containing one (1) dwelling unit on each parcel. In addition, the applicant is requesting a special use permit (SUP) pursuant to Zoning Ordinance (ZO) Section 10-3-59.4(9) to allow a reduction in the required number of vehicle parking spaces to zero spaces.

The existing two-story single-family detached dwelling on the parcel is nonconforming to the R-2 district's front and side yard setback regulations. The proposed rezoning to the R-8 district would make the existing front yard setback conforming. The minimum side yard setback for a two-story dwelling in the R-8 district is seven (7) feet. The house is approximately five (5) feet from the property line and would continue to be nonconforming to side yard setback regulations along the northwest property boundary.

The R-8 district's area and dimensional regulations require that each duplex unit be located on its own parcel. For a duplex, a minimum lot width of 25 feet per unit and a minimum lot depth of 60 feet are required. If rezoned to the R-8 district, the two new proposed duplex lots would have sufficient depth to be further subdivided, for a total of four (4) new lots. Should the applicant desire to further subdivide the lots in the future, they would have to come before the Planning Commission and City Council to request a variance from the Subdivision Ordinance because the lots would not have public street frontage.

It should be noted that a significant portion of this parcel is in floodplain. The proposed duplex would be located within the 100-year floodplain and subject to a higher risk of flooding, which may impact financing and insurance. The elevation of the lowest floor, including basement, of each dwelling must be at least 1-foot above the base flood elevation (BFE), and the development will require a floodplain development permit and elevation certificates. In addition, the Design and Construction Standards Manual section 1.3.1.13 requires an engineered comprehensive site plan (ECSP) for any development in the floodplain.

Proffers

There are no proffers with this request. The conceptual site layout is not proffered.

Special Use Permit

Per the ZO, one (1) parking space is required per dwelling unit for single-family detached and duplex dwellings within all zoning districts. The SUP, if approved, would allow for the reduction in the required number of vehicle parking spaces provided that an equivalent amount of open space is reserved on the property. This area would be required to remain available should it be needed at some time in the future to accommodate parking needs. In addition, the open space used for this purpose must be noted in a deed and not used to meet other requirements of the ZO. The applicant is requesting to reduce the required number of parking spaces to zero and has shown the reserved area on the conceptual layout.

If the SUP request is approved, and if the applicant further subdivides the property in the future, the SUP would apply to all future and existing dwellings located on the site. While staff does not object to the proposed reduction in parking for the duplex shown on the conceptual layout, staff believes that any additional subdivision and/or additional dwelling units should be evaluated for parking if/when such development is proposed. Therefore, staff recommends the following condition:

The special use permit shall apply only to the two planned dwelling units as shown on the conceptual layout.

Land Use

The Comprehensive Plan designates this site as Neighborhood Residential and states:

These areas are typically older residential neighborhoods, which contain a mixture of densities and a mixture of housing types, but should have more single-family detached homes than other types of housing. This type of land use highlights those neighborhoods in which existing conditions dictate the need for careful consideration of the types and densities of future residential development. Infill development and redevelopment must be designed so as to be compatible with the desired character of the neighborhood.

The surrounding neighborhood is an established residential neighborhood composed of a mix of single-family detached, duplex, and small multi-family dwellings. The proposed duplex would be compatible with the existing neighborhood.

Transportation and Traffic

A traffic impact analysis (TIA) was not required for the rezoning request.

Public Water and Sanitary Sewer

Staff has no concerns with the requested rezoning regarding water and sanitary sewer matters.

Housing Study

The City's Comprehensive Housing Assessment and Market Study (Housing Study) places the subject property within Market Type D, which states:

Market type D has lower market activity as well as lower access to amenities. This could be because the areas are stable residential neighborhoods or because the area is less developed and therefore has fewer sales and fewer amenities. Strategies that would be appropriate in the latter case include concurrent development of the housing and economic opportunities through mixed-use developments to build commerce and housing centers across the City.

Staff believes that the requested rezoning to R-8 supports efforts to increase the availability of housing in the City.

Public Schools

The City contracted with the University of Virginia's Weldon Cooper Center for Public Service to complete a report titled "Population and School Enrollment Projections for the City of Harrisonburg" (April 2025). The report can be found at the following link: https://harrisonburgva.gov/sites/default/files/city-manager/HarrisonburgSchoolEnrollment_2025-04-30_Final.pdf. This report provides overall student enrollment projections through 2034 as well as estimated student generation by housing type for each elementary school attendance zone.

The Weldon Cooper Center report states that "[s]ample sizes were too small to reliably calculate duplex yields for Keister, Smithland, Stone Spring, and Waterman [attendance boundaries]," and therefore, the duplex student generation rate for the aforementioned attendance boundary is zero. For this reason, staff used the Weldon Cooper Center report's student generation rate for single-family detached dwelling units, and thus a development proposal for two single-family detached dwelling units is estimated to generate one K-12 student at full build-out. According to the School Board's current attendance boundaries, Waterman Elementary School, Thomas Harrison Middle School, and Harrisonburg High School would serve the students residing in this development.

Conclusion

The requested rezoning from R-2 to R-8 is generally consistent with the Comprehensive Plan and allows for the development of additional housing in a mixed-density neighborhood. Staff recommends approval of the rezoning. Staff also recommends approval of the SUP request with the following condition:

The special use permit shall apply only to the two planned dwelling units as shown on the conceptual layout.

Ms. Soffel asked if there any questions.

Councilmember Dent said if they were to subdivide further in the future is that what this is about? Because they would have to address the parking somehow. Perhaps some kind of easement for a driveway to the back.

Ms. Soffel said there is a public alley in the back so they would have access.

Commissioner Jezior said who is responsible for developing that alley if that does go back?

Ms. Soffel said if it requires development the applicant would be required to make any changes to [the alley].

Chair Baugh asked if there were any more questions for staff. Hearing none, he invited the applicant or applicant's representative to speak to their request.

Sam Nickels, the applicant, came forward to speak to the request. He said I am a board member with the Center for Health and Human Development. We are the ones who currently own the property and our intent is to subdivide it and then provide affordable low-cost housing via a small duplex on that property. Our design team, Adam Butler is here. He is with JZ Engineering. They have been working with us through the whole process as have the staff of the City. Thank you Nyrma and others. That is basically what we are doing. The floodplain was mentioned so I will just say that our intent is to provide a solid cement base foundation with accessible access to that and it would be two feet above the flood stage. More than what is required by guidelines.

Councilmember Dent said I just wanted to commend you once again for planning to build housing for formerly homeless people and understand that they do not have the need for the cars; so that is good thinking.

Chair Baugh opened the public hearing and invited anyone in the room or on the phone wishing to speak to the request. Hearing none, he closed the public hearing and opened the matter for discussion.

Commissioner Kettler said I would also like to thank you for coming forward with this project. I always love to see more housing for folks that need it and this is a great project. I also appreciate the request for the reduction of parking. One of many reasons why parking minimums cannot always be terribly effective is folks, and particularly folks who were formerly homeless, do not necessarily need a car and therefore needing that additional parking will often increase the development costs. I appreciate you for recognizing that.

Vice Chair Porter said I will also join the admiration society. I really sincerely appreciate this. You know that this population is extremely near and dear to my heart and I want to thank you all personally for the work that you are doing to create this opportunity. This community needs this type of housing so desperately and I assume that I could have asked the question when you were up there and you do not have to do anything other than nod, but will you be providing supportive

services as well for these folks? He said yes. I am truly appreciative and I would certainly ask more questions about the parking spaces, but I understand exactly why the request is the way it is so thank you for what you are doing.

Commissioner Kettler said I could not quite hear it. Providing what services?

Vice Chair Porter said supportive services. I would take these would be folks that have been recently homeless or in the process of kind of transitioning. Obviously, Mr. Nickels has some experience in this area so I am quite certain that they will do a wonderful job welcoming these folks.

Vice Chair Porter said I would like to go ahead and make a motion to accept the staff's recommendation to approve the special use permit with the special condition regarding the prohibition of subdividing the lot further.

Chair Baugh said let me just make a suggestion here. I think we can take one vote together. Do you mean that for both items?

Vice Chair Porter said if we could get away with that, absolutely.

Chair Baugh said I will basically say if anybody is not okay with that or would want to split their vote indicate that. Otherwise, I think as long we are clear we can take them both together.

Commissioner Seitz seconded the motion.

Chair Baugh called for a roll call vote.

Commissioner Seitz	Aye
Commissioner Jezior	Aye
Councilmember Dent	Aye
Commissioner Kettler	Aye
Vice Chair Porter	Aye
Chair Baugh	Aye

The motion to recommend approval of both the rezoning and special use permit request passed (6-0). The recommendation will move forward to City Council on April 14, 2026.



**CITY OF HARRISONBURG
COMMUNITY
DEVELOPMENT**

Special Use Permit Application

www.harrisonburgva.gov/zoning

PROPERTY INFORMATION

851 Madison Street, Harrisonburg VA 22802 41 K 5 6 12944 sq ft acres or sq.ft.
 Property Address Tax Map Total Land Area (circle)

Existing Zoning Classification: R2, changing to R8

Special Use being requested: Exemption from requirement to build parking spaces.

PROPERTY OWNER INFORMATION

Center for Health and Human Development
 Property Owner Name Telephone
Sam Nickels
 Street Address E-Mail

 City State Zip

OWNER'S REPRESENTATIVE INFORMATION

Sam Nickels same
 Owner's Representative Telephone
same same
 Street Address E-Mail

 City State Zip

CERTIFICATION

I certify that the information supplied on this application and on the attachments provided (maps and other information) is accurate and true to the best of my knowledge. In addition, I hereby grant permission to the agents and employees of the City of Harrisonburg to enter the above property for the purposes of processing and reviewing this application. I also understand that, when required, public notice signs will be posted by the City on any property.

Sam Nickels 2/25/26
 PROPERTY OWNER DATE

REQUIRED ATTACHMENTS

- Site or Property Map
- Letter explaining proposed use & reasons for seeking a Special Use Permit.
- Traffic Impact Analysis (TIA) Determination Form OR Traffic Impact Analysis (TIA) Acceptance Letter signed by Public Works Department. Applicant is responsible for coordinating with Public Works prior to submitting this application. For more information, visit www.harrisonburgva.gov/traffic-impact-analysis. This requirement is waived for the following SUPs: major family day homes, reducing required parking areas, reduction in required side yard setback, wireless telecommunication facilities, wall and fences, and short-term rentals. To prevent delays in reviewing your application, please consult with Planning staff to confirm your application does not require a TIA Determination Form or TIA Acceptance Letter.

Note: If applying for a Wireless Telecommunications Facility allowed only by SUP, then also submit a wireless telecommunications facility application.

TO BE COMPLETED BY PLANNING & ZONING DIVISION

_____ Total Fees Due: \$ _____
 Date Application and Fee Received Application Fee: \$425.00 + \$30.00 per acre

Received By _____

From: Center for Health & Human Development (CHHD)

To: City of Harrisonburg

Re: Letter explaining proposed use and reasons for seeking change in zoning and special use permit

2/25/26

Dear City of Harrisonburg,

CHHD seeks an approval to rezone 851 Madison Street, Harrisonburg VA 22802, from R2 to R8. This is necessary so we can build a duplex on the property.

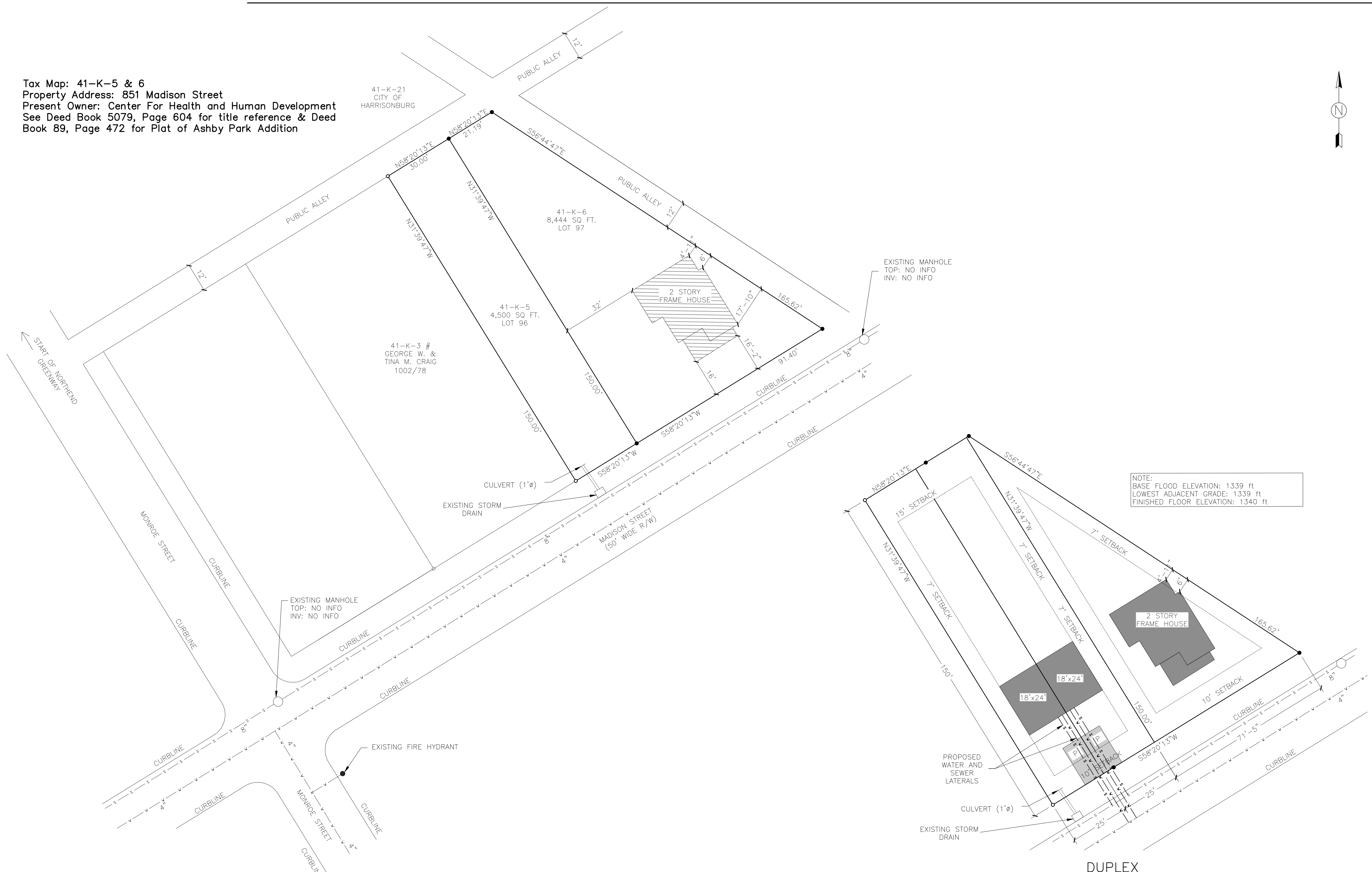
We are also seeking approval of a special use permit (SUP) to exempt CHHD from having to build a parking area on the property in front of the proposed duplex. While we will keep land available for that purpose, should it be needed or desired at any time in the future, at this time we will not need the parking. This is because the target population of only 1 family per unit in the 2 efficiency units will be formerly homeless persons who are very low income (<30% AMI) and who thus rarely have cars or other vehicles needing parking space.

Best regards,

Sam Nickels
Director, CHHD



Tax Map: 41-K-5 & 6
 Property Address: 851 Madison Street
 Present Owner: Center For Health and Human Development
 See Deed Book 5079, Page 604 for title reference & Deed
 Book 89, Page 472 for Plat of Ashby Park Addition



EXISTING BOUNDARY SURVEY
 SCALE: 1" = 20'

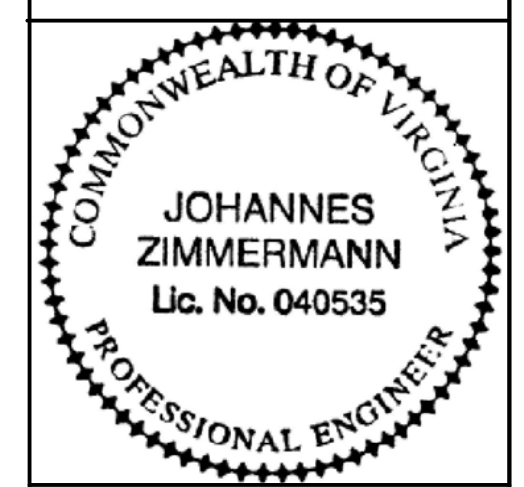
DUPLEX
 SCALE: 1" = 20'

PROPOSED
 NOT FOR CONSTRUCTION

Structural Engineer
JZ ENGINEERING

Developer
 CHHD

CHHD Zoning Proposal
 851 Madison Street
 Harrisonburg, VA 22802



DATE: 02-25-26

SCALE:
 As Shown

DRAWN BY:
 MA/AB

SHEET TITLE:
 LOTS 96 & 97

SHEET NO.
2



For inclusion in an application for Planning Commission review (for Special Use Permit, Rezoning or Preliminary Plat), this form must be submitted to the Public Works Department at least 5 business days prior to the Planning Commission application deadline.

Contact Information				
Consultant Name: Telephone: E-mail:				
Owner Name: Telephone: E-mail:	Sam Nickels			
Project Information				
Project Name:				
Project Address: TM #:	851 Madison St 041 K 5 & 6			
Existing Land Use(s):	Residential single-family detached, zoned R-2			
Proposed Land Use(s): (if applicable)	Duplex, zoned R-8			
Submission Type:	Comprehensive Site Plan <input type="radio"/>	Special Use Permit <input type="radio"/>	Rezoning <input checked="" type="radio"/>	Preliminary Plat <input type="radio"/>
Project Description: (Include site plan or preliminary sketch and additional details on land use, acreage, access to site, etc)	Rezone & subdivide property to construct a duplex.			
Peak Hour Trip Generation (from row 15 on the second page)				
AM Peak Hour Trips:	2			
PM Peak Hour Trips:	2			

(reserved for City staff)

TIA required? Yes _____ No

Comments:

Accepted by: Zenetta Mason

Date: 02/05/2026

Peak Hour Trip Generation by Land Use

Row	ITE Land Use		ITE Land Use Code	Unit	Quantity	AM Peak Hour of Adjacent Street Traffic	PM Peak Hour of Adjacent Street Traffic
1	Proposed #1	Single Family Detached	210	Dwelling Unit	1	1	1
2	Proposed #2	Single Family Attached	215	Dwelling Unit	4	2	2
3	Proposed #3						
4	Proposed #4						
5	Proposed #5						
6	Proposed #6						
7	Total New Trips					3	3
8	Existing #1	Single Family Detached	210	Dwelling Unit	1	1	1
9	Existing #2						
10	Existing #3						
11	Existing #4						
12	Existing #5						
13	Existing #6						
14	Total Existing Trips					1	1
15	Final Total (Total New – Total Existing)					2	2

Instructions

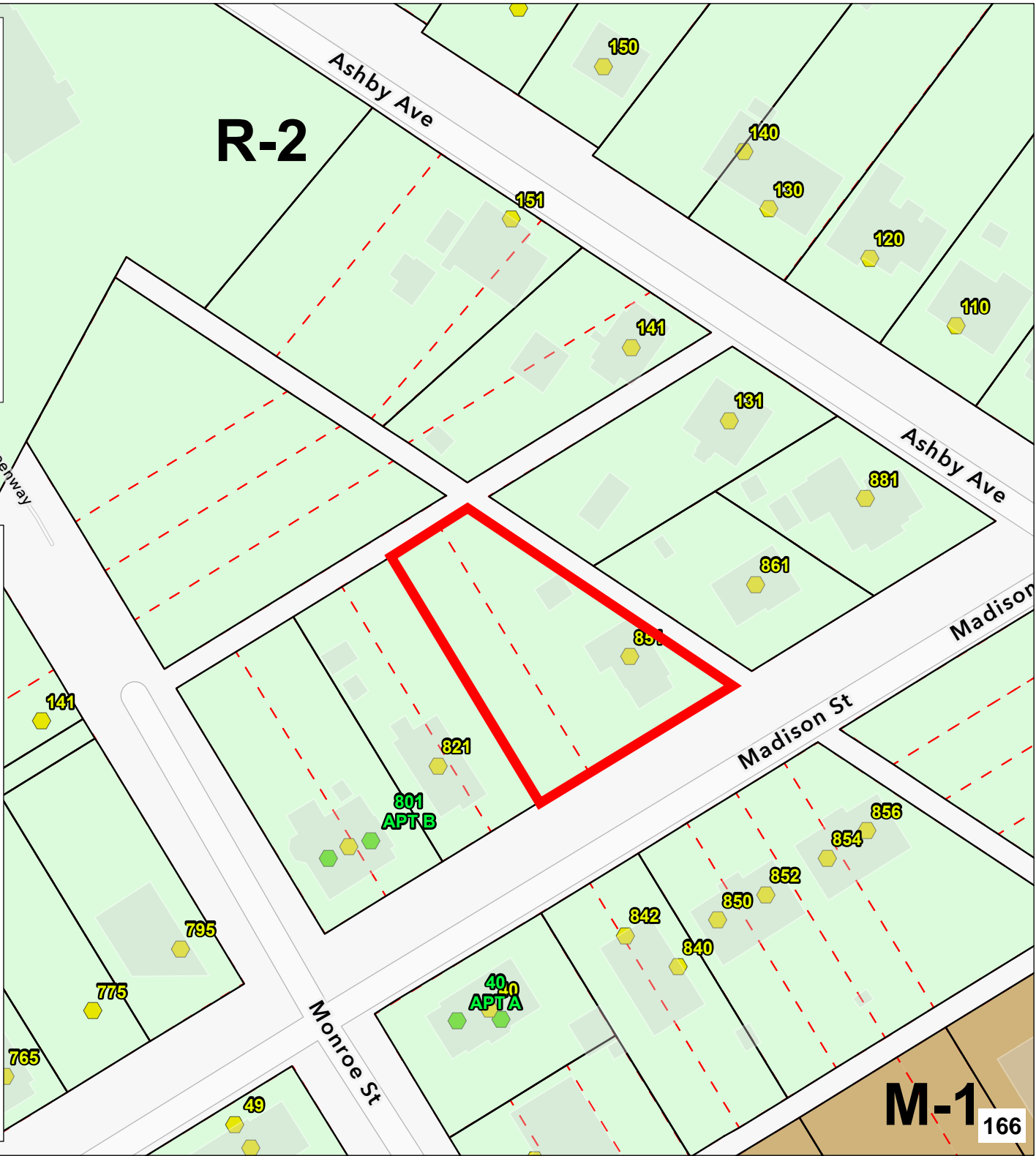
Determination of trip generation rates shall be in conformance with ITE guidelines.

- Based on the intended use(s), calculate the AM Peak and PM Peak trip generation using the AM and PM Peak Hour of Adjacent Street Traffic rates from the most current version of the ITE Trip Generation Manual (rows 1-6). Attach additional sheets as necessary for more uses.
- Sum up all of the trips generated for the new uses in the Total New Trips row (row 7).
- If the development has any existing uses, calculate the AM Peak and PM Peak trip generations using the AM and PM Peak Hour of Adjacent Street Traffic rates from the most current version of the ITE Trip Generation Manual (rows 8-13). Attach additional sheets as necessary for more uses.
- Sum up all of the trips generated for the existing uses in the Total Existing Trips row (row 14).
- Subtract the total existing trips from the total new trips to get the final total number of trips generated by the development (row 15). Enter these numbers on the first page.

CITY OF HARRISONBURG

Rezoning
(R-2 to R-8)
Special Use Permit
(Reduce parking in the R-8)
851 Madison Street
Tax map parcel: 41-K-5 & 6
+/- 12,330 square feet

ZONING



CITY OF HARRISONBURG

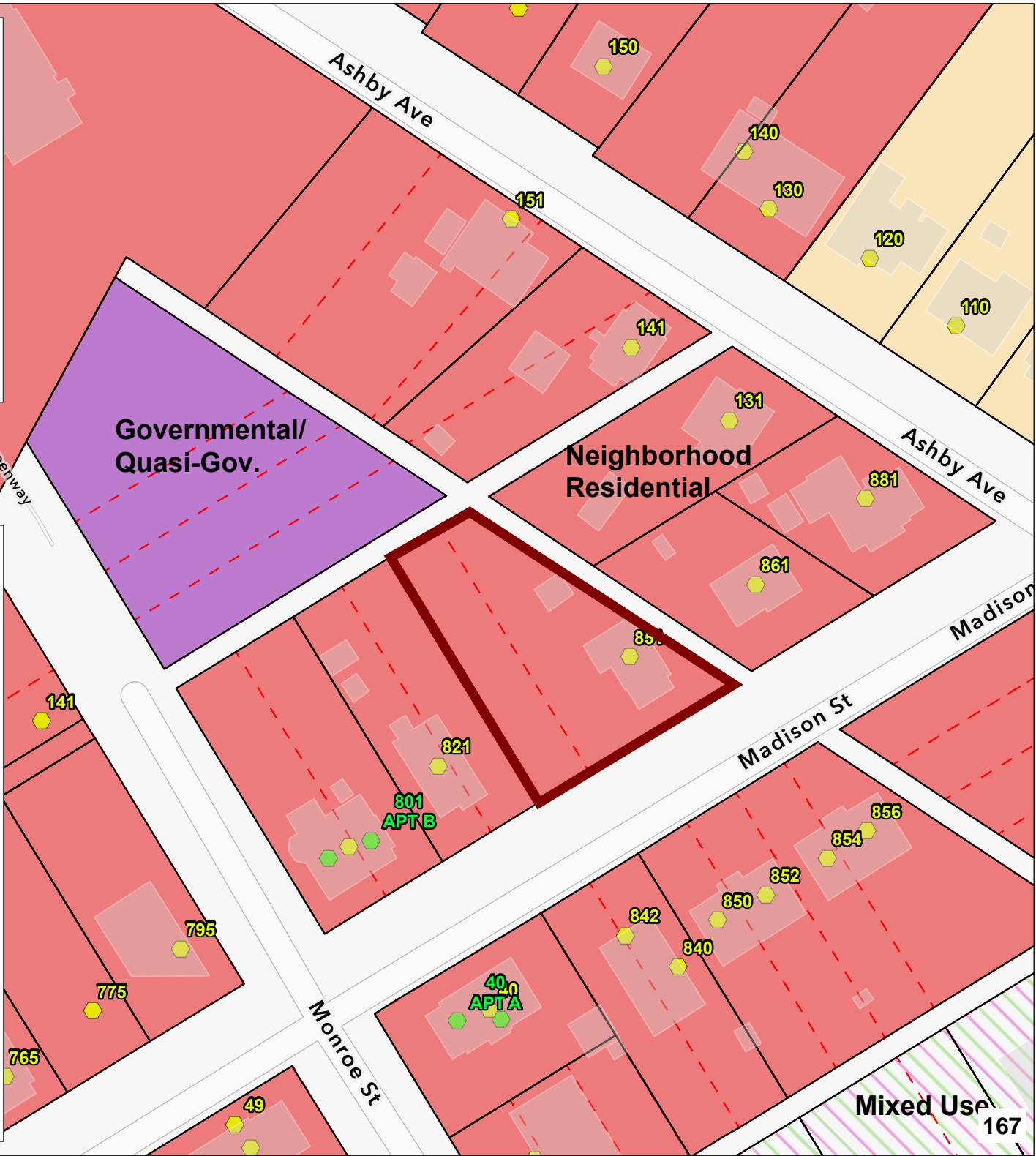
Rezoning
(R-2 to R-8)

Special Use Permit
(Reduce parking in the R-8)

851 Madison Street

Tax map parcel: 41-K-5 & 6
+/- 12,330 square feet

(Future) Land Use Guide



CITY OF HARRISONBURG

Rezoning
(R-2 to R-8)
Special Use Permit
(Reduce parking in the R-8)
851 Madison Street
Tax map parcel: 41-K-5 & 6
+/- 12,330 square feet





March 11, 2026 Planning Commission Meeting

Title

Consider rezoning and special use permit requests for 851 Madison Street — Nyrma Soffel, Community Development

Summary

Project name	NA
Address/Location	851 Madison Street
Tax Map Parcels	41-K-5 and 6
Total Land Area	+/- 12,944 square feet
Property Owner	Center for Health and Human Development
Owner’s Representative	Sam Nickels
Present Zoning	R-2, Residential District
Proposed Zoning	R-8, Small Lot Residential District
Special Use Permit Request	Section 10-3-59.4(9) to allow a reduction in the required number of vehicle parking spaces
Planning Commission	March 11, 2026 (Public Hearing)
City Council	Anticipated April 14, 2026 (First Reading/Public Hearing) Anticipated April 28, 2026 (Second Reading)

Recommendation

Option 1. Recommend approval of the rezoning and special use permit requests with the recommended condition.

Context & Analysis

The following land uses are located on and adjacent to the property:

- Site: Single-family detached dwelling, zoned R-2
- North: Across the undeveloped alley, City-owned vacant property and single-family detached dwelling, zoned R-2
- East: Across the undeveloped alley, Single-family detached dwellings, zoned R-2
- South: Across Madison Street, duplex dwellings, zoned R-2
- West: Single-family detached dwelling, zoned R-2

The applicant is requesting to rezone a +/- 12,944-square-foot property from R-2, Residential District to R-8, Small Lot Residential District. The property is addressed as 851 Madison Street

and is identified as tax map parcels 41-K-5 and 6. If approved, the applicant plans to subdivide the property into three parcels, one of which would contain the existing single-family detached dwelling, and the remaining two parcels would be for a duplex structure containing one (1) dwelling unit on each parcel. In addition, the applicant is requesting a special use permit (SUP) pursuant to Zoning Ordinance (ZO) Section 10-3-59.4(9) to allow a reduction in the required number of vehicle parking spaces to zero spaces.

The existing two-story single-family detached dwelling on the parcel is nonconforming to the R-2 district's front and side yard setback regulations. The proposed rezoning to the R-8 district would make the existing front yard setback conforming. The minimum side yard setback for a two-story dwelling in the R-8 district is seven (7) feet. The house is approximately five (5) feet from the property line and would continue to be nonconforming to side yard setback regulations along the northwest property boundary.

The R-8 district's area and dimensional regulations require that each duplex unit be located on its own parcel. For a duplex, a minimum lot width of 25 feet per unit and a minimum lot depth of 60 feet are required. If rezoned to the R-8 district, the two new proposed duplex lots would have sufficient depth to be further subdivided, for a total of four (4) new lots. Should the applicant desire to further subdivide the lots in the future, they would have to come before the Planning Commission and City Council to request a variance from the Subdivision Ordinance because the lots would not have public street frontage.

It should be noted that a significant portion of this parcel is in floodplain. The proposed duplex would be located within the 100-year floodplain and subject to a higher risk of flooding, which may impact financing and insurance. The elevation of the lowest floor, including basement, of each dwelling must be at least 1-foot above the base flood elevation (BFE), and the development will require a floodplain development permit and elevation certificates. In addition, the Design and Construction Standards Manual section 1.3.1.13 requires an engineered comprehensive site plan (ECSP) for any development in the floodplain.

Proffers

There are no proffers with this request. The conceptual site layout is not proffered.

Special Use Permit

Per the ZO, one (1) parking space is required per dwelling unit for single-family detached and duplex dwellings within all zoning districts. The SUP, if approved, would allow for the reduction in the required number of vehicle parking spaces provided that an equivalent amount of open space is reserved on the property. This area would be required to remain available should it be needed at some time in the future to accommodate parking needs. In addition, the open space used for this purpose must be noted in a deed and not used to meet other requirements of the ZO. The applicant is requesting to reduce the required number of parking spaces to zero and has shown the reserved area on the conceptual layout.

If the SUP request is approved, and if the applicant further subdivides the property in the future, the SUP would apply to all future and existing dwellings located on the site. While staff does not object to the proposed reduction in parking for the duplex shown on the conceptual layout, staff

believes that any additional subdivision and/or additional dwelling units should be evaluated for parking if/when such development is proposed. Therefore, staff recommends the following condition:

The special use permit shall apply only to the two planned dwelling units as shown on the conceptual layout.

Land Use

The Comprehensive Plan designates this site as Neighborhood Residential and states:

These areas are typically older residential neighborhoods, which contain a mixture of densities and a mixture of housing types, but should have more single-family detached homes than other types of housing. This type of land use highlights those neighborhoods in which existing conditions dictate the need for careful consideration of the types and densities of future residential development. Infill development and redevelopment must be designed so as to be compatible with the desired character of the neighborhood.

The surrounding neighborhood is an established residential neighborhood composed of a mix of single-family detached, duplex, and small multi-family dwellings. The proposed duplex would be compatible with the existing neighborhood.

Transportation and Traffic

A traffic impact analysis (TIA) was not required for the rezoning request.

Public Water and Sanitary Sewer

Staff has no concerns with the requested rezoning regarding water and sanitary sewer matters.

Housing Study

The City's Comprehensive Housing Assessment and Market Study (Housing Study) places the subject property within Market Type D, which states:

Market type D has lower market activity as well as lower access to amenities. This could be because the areas are stable residential neighborhoods or because the area is less developed and therefore has fewer sales and fewer amenities. Strategies that would be appropriate in the latter case include concurrent development of the housing and economic opportunities through mixed-use developments to build commerce and housing centers across the City.

Staff believes that the requested rezoning to R-8 supports efforts to increase the availability of housing in the City.

Public Schools

The City contracted with the University of Virginia's Weldon Cooper Center for Public Service to complete a report titled "Population and School Enrollment Projects for the City of Harrisonburg" (April 2025). The report can be found at the following link:

https://harrisonburgva.gov/sites/default/files/city-manager/HarrisonburgSchoolEnrollment_2025-04-30_Final.pdf. This report provides overall student enrollment projections through 2034 as well as estimated student generation by housing type for each elementary school attendance zone.

The Weldon Cooper Center report states that "[s]ample sizes were too small to reliability calculate duplex yields for Keister, Smithland, Stone Spring, and Waterman [attendance boundaries]," and therefore, the duplex student generation rate for the aforementioned attendance boundary is zero. For this reason, staff used the Weldon Cooper Center report's student generation rate for single-family detached dwelling units, and thus a development proposal for two single-family detached dwelling units is estimated to generate one K-12 student at full build-out. According to the School Board's current attendance boundaries, Waterman Elementary School, Thomas Harrison Middle School, and Harrisonburg High School would serve the students residing in this development.

Conclusion

The requested rezoning from R-2 to R-8 is generally consistent with the Comprehensive Plan and allows for the development of additional housing in a mixed-density neighborhood. Staff recommends approval of the rezoning. Staff also recommends approval of the SUP request with the following condition:

The special use permit shall apply only to the two planned dwelling units as shown on the conceptual layout.

Options

1. Recommend approval of the rezoning and special use permit requests with the recommended condition.
2. Recommend approval of the rezoning and special use permit requests with other condition(s).
3. Recommend approval of the rezoning and special use permit requests as submitted by the applicant.
4. Recommend approval of the rezoning request and denial of special use permit request.
5. Recommend denial of the rezoning and special use permit requests.

Attachments

- Site maps
- Application and supporting documents

NOTICE OF PUBLIC HEARING

The Harrisonburg City Council will hold public hearings in the City Council Chambers, 409 South Main Street, Harrisonburg, VA on Tuesday, April 14, 2026, at 7:00 p.m., to consider the following:

Rezoning – 361 Franklin Street (Proffer Amendment, R-8C)

A request from Katherine S Moran and Marcie E Harris to amend proffers for a +/- 10,269 square foot parcel zoned R-8C, Small Lot Residential Conditional. The property is addressed as 361 Franklin Street and is identified as tax map parcel 27-Q-1.

Rezoning – 851 Madison Street (R-2 to R-8)

A request from Center for Health and Human Development to rezone a +/- 12,330 square foot property from R-2, Residential District, to R-8, Small Lot Residential District. The property is addressed as 851 Madison Street and is identified as tax map parcel 41-K-5 & 6.

Special Use Permit – 851 Madison Street (To reduce the required parking areas in R-8)

A request from Center for Health and Human Development for a special use permit per Section 10-3-59.4(9) to reduce the required parking areas to fewer than the required number of vehicle parking spaces for any use, provided that an amount of open space equal to the amount of space that would have been used for the required number of vehicle parking spaces is left available for parking in the R-8, Small Lot Residential District. The +/- 12,330 square foot property is addressed as 851 Madison Street and is identified as tax map parcel 41-K-5 & 6.

Applications and other information are available for review by contacting the Department of Community Development, 409 South Main Street, Monday through Friday, 8:00 a.m. to 5:00 p.m. Please call (540) 432-7700 to obtain a copy by email or by appointment. More information is available at www.harrisonburgva.gov/public-hearings. Interested parties will be able to attend the meeting and to watch the meeting on Public Education Government Channel 1072, and the City's website at www.harrisonburg-va.legistar.com/Calendar.aspx.

Publication dates:

Wednesday, April 1, 2026

Wednesday, April 8, 2026

**STATE OF VIRGINIA
CITY OF HARRISONBURG, to with:**

I, Pamela Ulmer, city clerk, certify that the Harrisonburg City Council will be addressed on Tuesday, April 14, 2026 at 7:00 p.m., or as soon as the agenda permits, to consider the following:

Rezoning – 361 Franklin Street (Proffer Amendment, R-8C)

A request from Katherine S Moran and Marcie E Harris to amend proffers for a +/- 10,269 square foot parcel zoned R-8C, Small Lot Residential Conditional. The property is addressed as 361 Franklin Street and is identified as tax map parcel 27-Q-1.

Rezoning – 851 Madison Street (R-2 to R-8)

A request from Center for Health and Human Development to rezone a +/- 12,330 square foot property from R-2, Residential District, to R-8, Small Lot Residential District. The property is addressed as 851 Madison Street and is identified as tax map parcel 41-K-5 & 6.

Special Use Permit – 851 Madison Street (To reduce the required parking areas in R-8)

A request from Center for Health and Human Development for a special use permit per Section 10-3-59.4(9) to reduce the required parking areas to fewer than the required number of vehicle parking spaces for any use, provided that an amount of open space equal to the amount of space that would have been used for the required number of vehicle parking spaces is left available for parking in the R-8, Small Lot Residential District. The +/- 12,330 square foot property is addressed as 851 Madison Street and is identified as tax map parcel 41-K-5 & 6.

Applications and other information are available for review by contacting the Department of Community Development, 409 South Main Street, Monday through Friday, 8:00 a.m. to 5:00 p.m. Please call (540) 432-7700 to obtain a copy by email or by appointment. More information is available at www.harrisonburgva.gov/public-hearings. Interested parties will be able to attend the meeting and to watch the meeting on Public Education Government Channel 1072, and the City’s website at www.harrisonburg-va.legistar.com/Calendar.aspx.

Given under my hand this 27 day of March, 2026



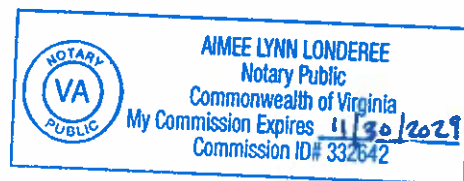
City Clerk

Subscribed and sworn to before me this 27th day of March, 2026 a Notary Public in and for the Commonwealth of Virginia.



Notary

My commission expires 11/30/2029



CRAIG GEORGE W TINA M
821 MADISON ST
HARRISONBURG VA 22802

CENTER FOR HEALTH AND HUMAN
DEVELOPMENT
340 MARYLAND AVE
HARRISONBURG VA 22801

GUIVAS JOSE L
861 MADISON ST
HARRISONBURG VA 22802

CHARSTON CE AGUILUZ & KRISTEL
AGUILUZ
131 ASHBY AVE
HARRISONBURG VA 22802

SPITZER MYRNA E
141 ASHBY AVE
HARRISONBURG VA 22802

CITY OF HARRISONBURG
409 S MAIN ST
HARRISONBURG VA 22801

LONEWOLF ACQUISITIONS LLC
737 E MARKET ST
HARRISONBURG VA 22801

SNYDER LARRY E DEBORAH
1000 N MAIN ST
HARRISONBURG VA 22802

CNL INVESTMENTS LLC
7156 WELL HOLLOW RD
SINGERS GLEN VA 22850

TAYLOR CHARLES E III
1678 SHERRY LA
HARRISONBURG VA 22801

LINSEY WOOD CLARKE & CHIPLEY
JONES CLARKE
331 MONTICELLO AVE
HARRISONBURG VA 22801

HORST NATHAN D LARA RESSLER
367 FRANKLIN ST
HARRISONBURG VA 22801

THRONE DAVID R & HOLLY M
346 FRANKLIN ST
HARRISONBURG VA 22801

NORA L ANDERSON & JAMES C
ANDERSON
356 FRANKILIN ST
HARRISONBURG VA 22801

JONES STEPHEN R SARAH F
334 MONTICELLO AVE
HARRISONBURG VA 22801

RVACHMBERLAYNE LLC
8401 MAYLAND DR STE S
RICHMOND VA 23294

MORAN KATHERINE S & MARCIE E
HARRIS
3420 LAKE POINTE DR
HARRISONBURG VA 22801

AVERY

5160

DART SHEILA SHERMAN
271 S LIBERTY ST
HARRISONBURG VA 22801

HARRISONBURG BAPTIST CHURCH
501 S MAIN ST
HARRISONBURG VA 22801

J-M APARTMENTS LC
265 CHESAPEAKE AVE
HARRISONBURG VA 22801

BERNARD LC
PO BOX 130548
HOUSTON TX 77219

TRUSTEES BPO ELKS LODGE 450
482 S MAIN ST
HARRISONBURG VA 22801

Easy Peel™ Address Labels
Bend along line to expose Pop-up Edge

LIBERTY TOWNES LLC
PO BOX 1584
HARRISONBURG VA 22803

BOYERS OTHO A KAYE H
293 S LIBERTY ST
HARRISONBURG VA 22801

UNION FIRST MARKET BANK
4355 INNSLAKE DR SUITE 325
GLEN ALLEN VA 23060

Go to avery.com/templates
Use Avery template 5160

BOX NINE LLC
202 N LIBERTY ST SUITE 101
HARRISONBURG VA 22802

SMITH D CRAIG SUE W
594 SOUTH MAIN ST
HARRISONBURG VA 228018628

TRENTON INC
7706 CARLTON PLACE
MCLEAN VA 22102

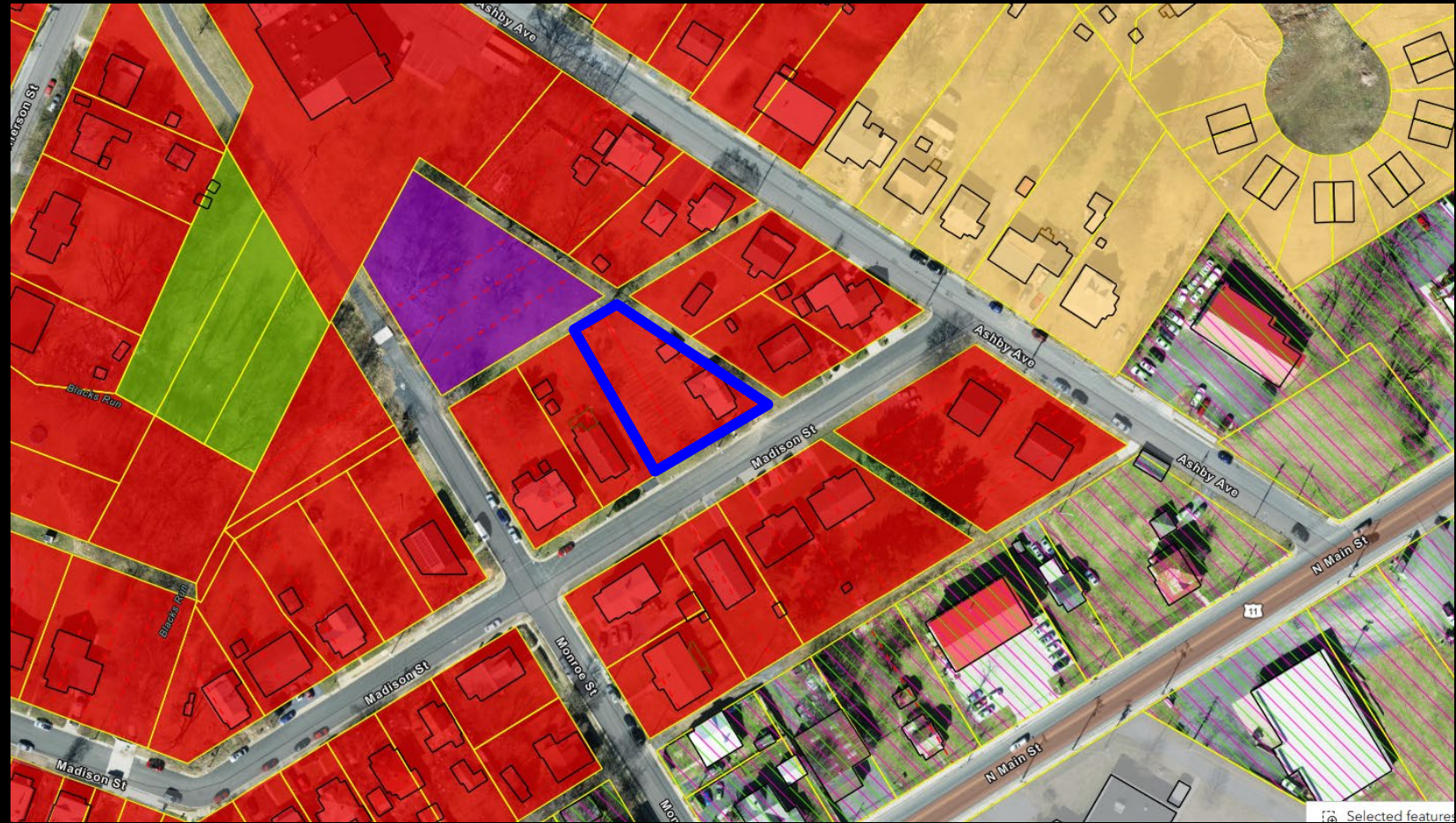
512 S MAIN INTERMEDIARY LLC
512 S MAIN ST
HARRISONBURG VA 22801

RICOCHET LLC
412 S MAIN ST
HARRISONBURG VA 22801

Rezoning – 851 Madison Street (R-2 to R-8) Special Use Permit – Reduced Parking



Rezoning – 851 Madison Street (R-2 to R-8) Special Use Permit – Reduced Parking

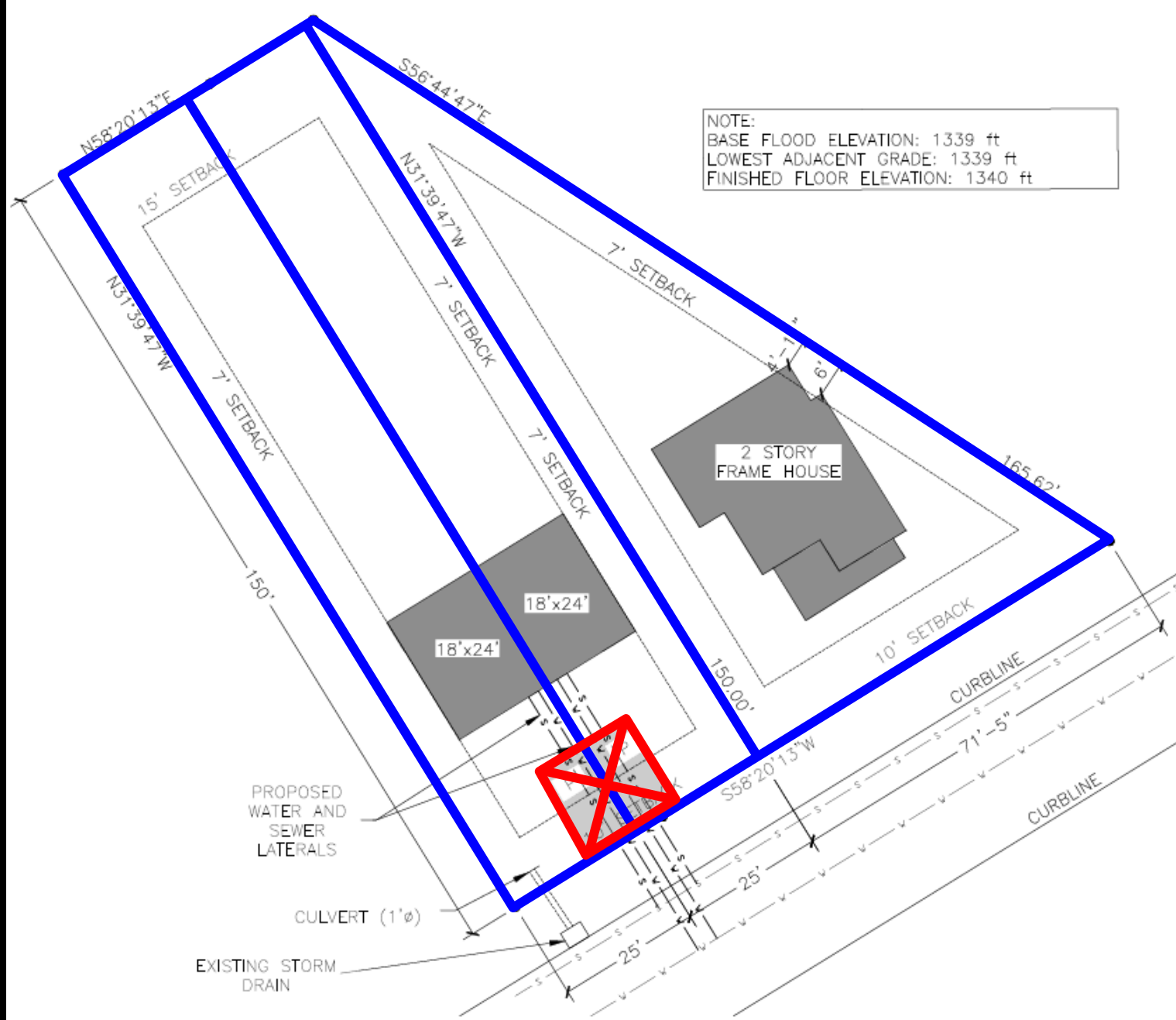


Rezoning – 851 Madison Street (R-2 to R-8) Special Use Permit – Reduced Parking



Selected features

Rezoning
R-2 to R-8



NOTE:
BASE FLOOD ELEVATION: 1339 ft
LOWEST ADJACENT GRADE: 1339 ft
FINISHED FLOOR ELEVATION: 1340 ft

DUPLEX
SCALE: 1" = 20'

SUP
10-3-59.4 (9)
Reducing
Required
Parking
Areas

Staff's Recommended Condition

The special use permit shall apply only to the two planned dwelling units as shown on the conceptual layout.



Zone AE

Ashby Ave

Madison St

Madison St

Monroe St

183

Selected features

Recommendation

Staff and Planning Commission (6-0) recommends approval rezoning request.

Staff and Planning Commission (6-0) recommends approval of the SUP request with the condition.



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-083, **Version:** 1

Subject:

Planning Commission Annual Report 2025

Presented By: Adam Fletcher, Director of Community Development

[Click here to enter the action/summary \(insert the summary from the memo here](#)



April 14, 2026 City Council Meeting

Title

Receive Planning Commission's 2025 Annual Report — Adam Fletcher, Community Development

Context & Analysis

Planning Commission must make an annual report to City Council concerning its activity throughout the year as per Section 10-1-7 (a) (4) of the City Code.

Attachments

- Extract from Planning Commission
- 2025 Planning Commission Annual Report



CITY OF HARRISONBURG
COMMUNITY
DEVELOPMENT

409 SOUTH MAIN STREET, HARRISONBURG, VA 22801
OFFICE (540) 432-7700 • FAX (540) 432-7777

April 3, 2026

**TO THE MEMBERS OF CITY COUNCIL
CITY OF HARRISONBURG, VIRGINIA**

SUBJECT: *Planning Commission Annual Report 2025*

**EXTRACT FROM THE DRAFT MINUTES OF HARRISONBURG PLANNING
COMMISSION MEETING HELD ON: March 11, 2026**

Ms. Dang said the first item here is the Planning Commission Annual Report that summarizes all of items that this body had received last year in 2025 including Planning Commission's recommendations and Council's decisions. I am happy to answer any questions you have but what we are looking for from you all is a vote to forward this to City Council.

Commissioner Seitz moved to approve the report.

Commissioner Jezior seconded the motion.

The motion to approve the 2025 Planning Commission Annual Report minutes passed by voice vote (6-0).

Planning Commission



Annual Report 2025

Contents

Planning Commission Membership.....	3
Summary.....	4
Rezoning.....	5
Special Use Permits	6
Ordinance/Comprehensive Plan Amendments	7
Street and Alley Closings.....	8
Other	8
2025 Meeting Dates	9

Planning Commission Membership

Richard Baugh

Chair

Brent Finnegan

Vice-Chair

Resigned July 2025

Shannon Porter

Vice-Chair (Elected in August)

Board of Zoning Appeals Representative (Elected in August)

Appointed February 2025

Laura Dent

City Council Representative

Valerie Washington

Board of Zoning Appeals Representative

Resigned July 2025

Heja Alsindi

Kate Nardi

Resigned July 2025

Randy Seitz

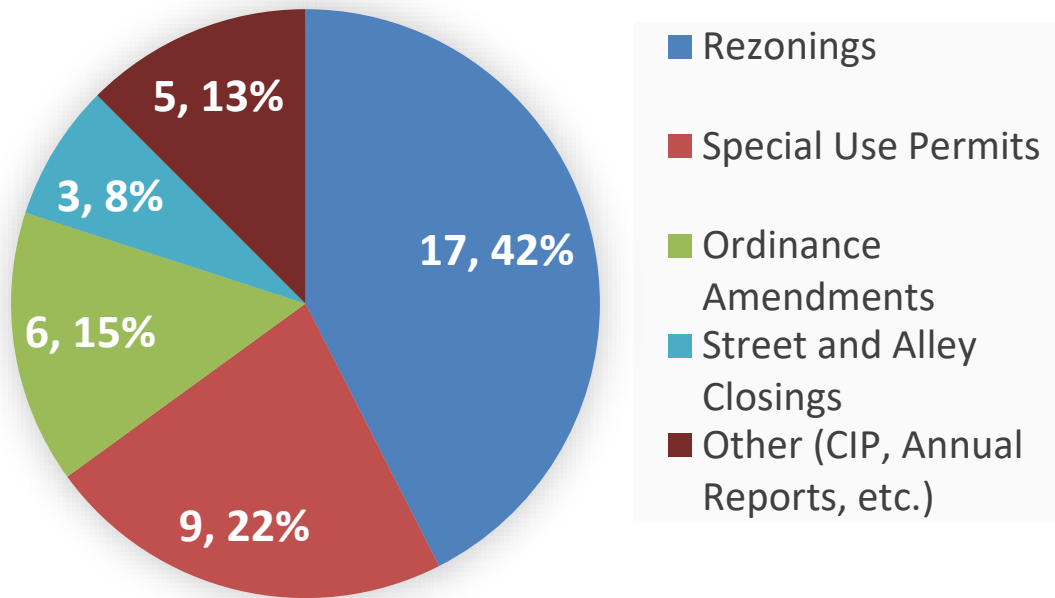
Appointed August 2025

KC Kettler

Appointed August 2025

Summary

2025 Planning Commission Activity



Rezoning

Request	Staff Recommendation	Planning Commission Recommendation	City Council Action
290 Lucy Dr (R-3 to R-8C)	Approval	Approval (5-0) 4/10/2024	Approved (4-0) 2/25/2025
210, 280 & 290 W Mosby Rd (R-5C Proffer Amendment)	Approval	Approval (5-0) 2/18/2025	Approved (5-0) 4/8/2025
1211 & 1231 Smithland Rd (R-1 to R-8C)	Denial	Denial (3-2) 3/12/2025	Approved (5-0) ¹ 4/22/2025
532 Hawkins St (R-3 to R-5C)	Approval	Approval (5-0) 3/12/2025	Approved (5-0) 4/22/2025
1680 Country Club Rd (M-1 to B-2C)	Approval	Approval (5-0) 3/12/2025	Approved (5-0) 4/22/2025
380 Sunrise Ave (R-1 to R-8C)	Approval	Approval (6-0) 4/9/2025	Approved (5-0) 5/27/2025
302 W Bruce St (R-2 to R-8C)	Approval	Approval (6-0) 5/14/2025	Approved (4-0) 6/24/2025
865 Port Republic Rd (B-2C Proffer Amendment)	Approval	Approval (6-0) 5/14/2025	Approved (4-0) 6/24/2025
310 West View St (R-1 to R-8C)	Approval	Approval (7-0) 6/11/2025	Approved (4-0) 7/22/2025
810 Port Republic Rd (B-2C Proffer Amendment)	Approval	Approval (6-1) 6/11/2025	Approved (3-1) 7/22/2025
320 S Main St (B-2 to B-1C)	Approval	Approval (6-0) 7/9/2025	Approved (4-0) ² 11/25/2025
473 S Main St (The Link)(R-3 to B-1C)	Approval	Approval (6-0) 7/9/2025	Tabled (5-0) ³ 8/12/2025
910 N Liberty St (M-1 to B-2C)	Approval	Approval (5-0) 9/10/2025	Approved (5-0) 11/12/2025
Bluestone Town Center (Proffer Amendment, R-7)	Approval	Approval (6-0) 9/10/2025	Approved (5-0) 11/12/2025
2410 Reservoir St (R-3 to R-5C)	Approval	Approval (5-0) 10/8/2025	Approved (4-0) 11/25/2025
797 Chicago Ave (Sunshine-La Morena) (R-5C proffer amendment & B-2)	Approval	Approval (6-0) 12/10/2025	Approved (5-0) 2/10/2026
1110 N Liberty St (M-1 to M-1C & R-3C)	Approval	Approval (6-0) 12/10/2025	Approved (5-0) 2/10/2026

¹ 2/12/25 PC admin closure; 2/18/25 PC Tabled (4-1); 4/8/2025 CC Tabled (5-0)

² Application initially heard on 7/9/25 (PC) and 8/12/25 (CC). Reheard due to error in advertising on 10/8/25 (PC) and 11/12/25 (CC).

³ Application initially heard on 7/9/25 (PC) and 8/12/25 (CC). Following the CC hearing it was discovered that the public hearing was not properly advertised. The public hearing in PC is expected in 2026.

Special Use Permits

Request	Staff Recommendation	Planning Commission Recommendation	City Council Action
290 Lucy Dr (to allow TH of no more than 8 units)	Approval	Approval (5-0) 4/10/2024	Approved (4-0) 2/25/2025
Boulder Ridge (Multi-family dwellings in B-2)	Approval	Approval (5-0) 3/12/2025	Approved (5-0) 4/8/2025
1812 Erickson Ave (Multi-family in B-2)	Approval	Approval (6-0) 4/9/2025	Approved (5-0) 5/13/2025
160 Carpenter Ln (Reduce required parking M-1)	Approval	Approval (6-0) 5/14/2025	Approved (4-0) 6/10/2025
865 Port Republic Rd (Reduced setbacks)	Approval	Approval (6-0) 5/14/2025	Approved (4-0) 6/24/2025
201 South Ave (Restaurants in M-1)	Approval	Approval (7-0) 6/11/2025	Approved (4-0) 7/8/2025
810 Port Republic Rd (Reduced setbacks)	Approval	Approval (6-1) 6/11/2025	Approved (3-1) 7/22/2025
810 Port Republic Rd (Multi-family in B-2)	Approval	Approval (6-1) 6/11/2025	Approved (3-1) 7/22/2025
1710 Country Club Rd (Restaurants in M-1)	Approval	Approval (6-0) 8/13/2025	Approved (4-0) 9/9/2025

Ordinance/Comprehensive Plan Amendments

Request	Staff Recommendation	Planning Commission Recommendation	City Council Action
Continuing nonconforming residential uses in M-1 & B-2	Approval	Approval (6-0) 1/8/2025	Approved (4-0) 4/8/2025
Reduced setbacks for through lots in UR	Approval	Approval (5-0) 2/18/2025	Approved (5-0) 5/27/2025
Pet adoptions in B-1	Approval	Approval (5-0) 3/12/2025	Approved (5-0) 4/22/2025
Inpatient Substance Abuse Treatment Facility	Approval	Approval (6-0) 10/8/2025	Approved (5-0) ⁴ 12/9/2025
Initiate Amendments for Inpatient Substance Abuse Treatment Facility	Approval	Approval (5-0) 10/30/2025	NA
Initiate Amendments for Meat Processing & Storage by SUP in M-1	Approval	Approval (5-0) 11/13/2025	NA
Initiate Amendments for Reduced setbacks in R-8 by SUP	Approval	Approval (5-0) 11/13/2025	NA
Initiate Amendments for Sign Regulations	Approval	Approval (5-0) 11/13/2025	NA
Meat Processing & Storage by SUP in M-1	Approval	Approval (6-0) 12/10/2025	Approved (5-0) 2/10/2026
Reduced setbacks in R-8 by SUP	Approval	Approval (6-0) 12/10/2025	Approved (5-0) 2/10/2026

⁴ (PC) Original Public Hearing 10/8/25; (PC) Motion to Initiate ZOA 10/30/25; (PC) Public Hearing 11/13/25

Street and Alley Closings

Request	Staff Recommendation	Planning Commission Recommendation	City Council Action
Adjacent to Newtown Cemetery	Denial	Approval (4-2) 5/14/2025	Approved (4-0) 6/24/2025
Adjacent to 291 & 295 Franklin St	Approval	Approval (5-1) 5/14/2025	Approved (4-0) 6/10/2025
Alley Adjacent to 530 N Main St	Approval	Approval (6-0) 9/10/2025	Approved (5-0) 10/14/2025

Other

Request	Staff Recommendation	Planning Commission Recommendation	City Council Action
Revised Rules of Procedure	Approval	Approval (6-0) 1/8/2025	NA NA
Capital Improvement Program	Approval	Approval (5-0) 2/18/2025	Approved (5-0) 3/25/2025
2024 Planning Commission Annual Report	NA	Approval (6-0) 4/9/2025	Received NA
2024 Community Development Annual Report	NA	Received 4/9/2025	NA NA
215 Pleasant Valley Rd (School Parking Pleasant Valley)	Approval	Approval (7-0) 6/11/2025	NA NA

2025 Meeting Dates

January 8, 2025

July 9, 2025

February 12, 2025

August 13, 2025

March 12, 2025

September 10, 2025

April 9, 2025

October 8, 2025

May 14, 2025

October 30, 2025 Special Meeting

June 11, 2025

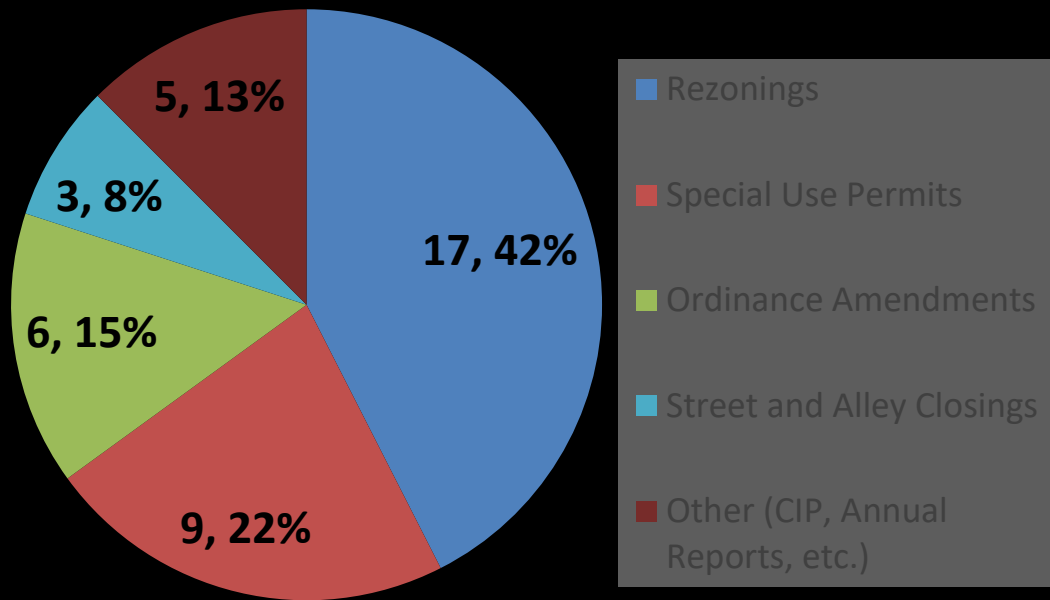
November 13, 2025

December 10, 2025

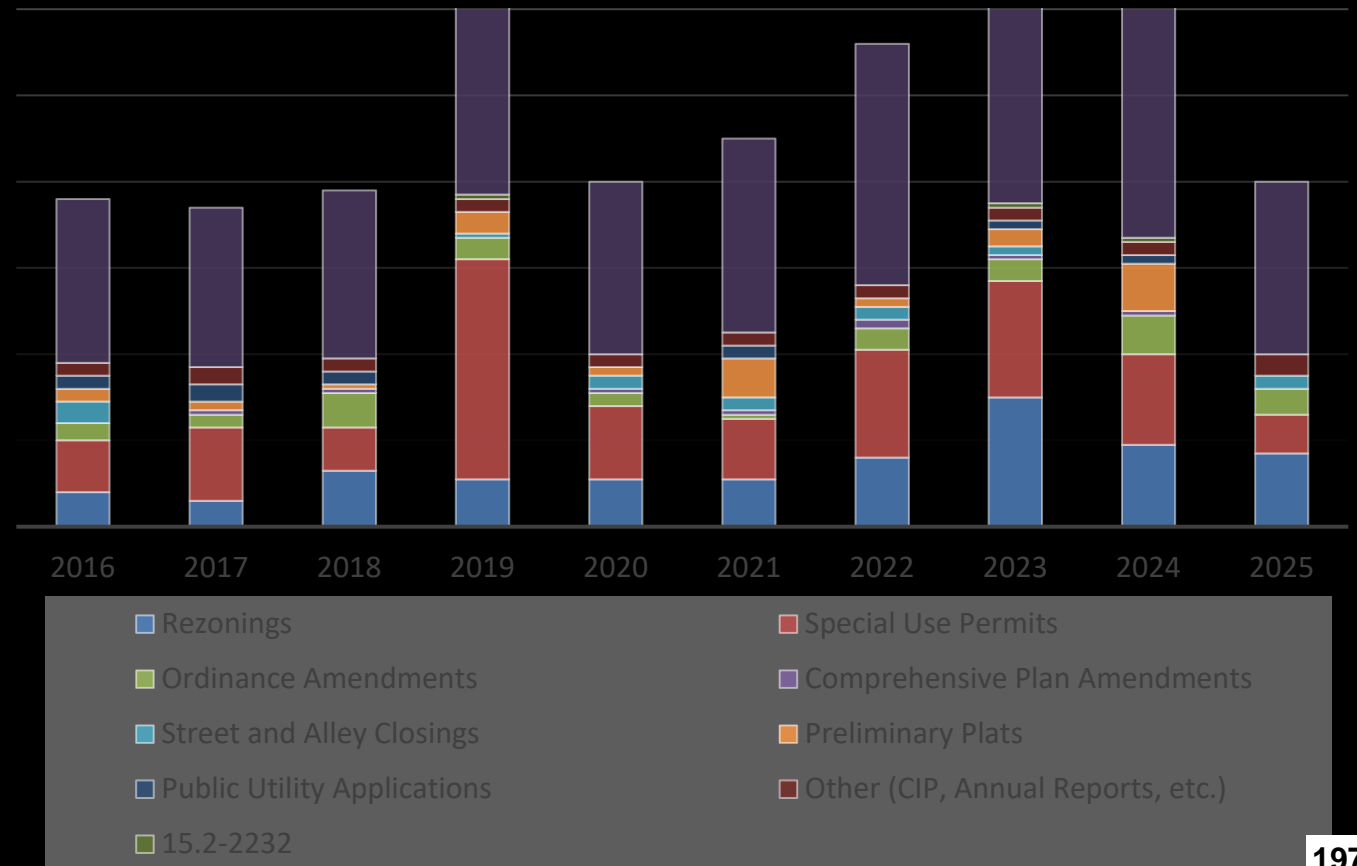


Planning Commission 2025 Annual Report

2025 Planning Commission Activity



Planning Commission Regular Meeting Activity 2016 - 2025





City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-122, **Version:** 1

Subject:

Consider approval of the proposed sculpture design by Maxwell Emcays for the roundabout at the Spraygrounds at Ralph Sampson Park

Presented By: Chris and Steve Carpenter, donors

The 6,000-square-foot Spraygrounds at Ralph Sampson Park opened July 1, 2025, with 36 spray features and interactive elements designed for various ages. Harrisonburg residents Steve and Chris Carpenter wish to privately fund the design and installation of three public artworks at the Spraygrounds. Upon completion, ownership of the artworks will be conveyed to the City of Harrisonburg. A public meeting was held on November 20, 2025 to introduce the project to community members, generating ideas for the new works of art and preferred locations. The project committee (the Carpenters, with representatives from the City, Arts Council of the Valley, and the Northeast Neighborhood) used feedback from the meeting to select the three locations and develop content themes. The Arts Council issued a call for artists. The proposed design for the roundabout sculpture was brought to a Northeast Neighborhood Association meeting on March 26 and received positive community feedback. The donors seek City Council permission to proceed with hiring artist Maxwell Emcays to produce of his submitted sculpture design for the roundabout.



April 14, 2026 City Council Meeting

Title

Consider approval of the proposed sculpture design by Maxwell Emcays for the roundabout at the Spraygrounds at Ralph Sampson Park — Chris and Steve Carpenter

Summary

The 6,000-square-foot Spraygrounds at Ralph Sampson Park opened July 1, 2025, with 36 spray features and interactive elements designed for various ages. Harrisonburg residents Steve and Chris Carpenter wish to privately fund the design and installation of three public artworks at the Spraygrounds. On January 13, 2026 City Council approved for the Carpenters to issue three calls for artists. The Carpenters seek City Council permission to proceed with commissioning artist Maxwell Emcays to produce his submitted sculpture design for the roundabout.

Recommendation

Option 1. Approve the proposed sculpture design by Maxwell Emcays for the roundabout at the Spraygrounds at Ralph Sampson Park

Fiscal Impact

There is no fiscal impact associated with this item as the public art is entirely donor funded.

Context & Analysis

Steve and Chris Carpenter have lived in Harrisonburg for 23 years and actively attend church on the site of the City's historic segregated pool, where they learned of the trauma the Northeast Neighborhood community experienced during the period of Urban Renewal in the 1950s and 1960s.

Experiencing public art during their travels led the Carpenters to propose a collaboration designed to add creativity and joy to the new Spraygrounds while also recognizing the neighborhood's history.

A public meeting was held on November 20, 2025 to introduce the project to community members, who generated ideas for the new works of art and preferred locations. The project committee (the Carpenters, representatives from the City, the Arts Council of the Valley, and the

Northeast Neighborhood) used feedback from the meeting to select the three locations and develop artistic themes.

On January 13, 2026 City Council approved the issuing of calls for artists for the three selected sites. Artists were encouraged to consider the designs and colors incorporated into the Spraygrounds, the history of the Northeast Neighborhood, and the joyful nature of children at play. Artist responses were reviewed in March by an evaluation committee who recommended the roundabout sculpture opportunity be awarded to artist Maxwell Emcays. His sculpture design features four children playing Double Dutch. Mr. Emcays is a Chicago-based multidisciplinary public artist dedicated to creating large-scale works that bring communities together through storytelling, history, and shared identity. Mr. Emcays has a BFA from the University of Illinois and has spent over a decade developing public artworks across the United States. In his application, he shared that his art often explores themes of social justice, education, unity, and cultural heritage while engaging local communities throughout the creative process.

Mr. Emcays' proposed design for the roundabout sculpture was brought to a March 26 meeting of the Northeast Neighborhood Association and received positive community feedback due to its alignment with the Northeast Neighborhood Small Area Plan. The plan highlights that “while some public art exists—mainly along the western edge near N. Mason Street—there is an opportunity to strengthen Neighborhood identity and sense of place through the expansion and strategic placement of public art and public realm improvements.” In the Focus Area of History and Culture, Strategy 1.3 calls for incorporation of public art that raises awareness about what was lost during the Urban Renewal process and celebrates the Neighborhood's diversity of languages and ethnic backgrounds today through a variety of public art media.

Upon completion, ownership of the artwork will be conveyed to the City of Harrisonburg.

Options

Option 1. Approve the proposed sculpture design by Maxwell Emcays for the roundabout at the Spraygrounds at Ralph Sampson Park

Option 2. Deny the proposed sculpture design by Maxwell Emcays for the roundabout at the Spraygrounds at Ralph Sampson Park

Spraygrounds Public Art Project

A privately-funded proposal
for adding splashes of art
to this community-friendly space!

The Proposal

The 6,000-square-foot Spraygrounds at Ralph Sampson Park opened July 1, 2025, with 36 spray features and interactive elements designed for various ages.

Last fall, Harrisonburg residents Steve and Chris Carpenter offered to provide \$100,000 for design and installation of three Spraygrounds public artworks.

Upon completion, ownership of the artworks will be conveyed to the City of Harrisonburg



Meet the Donors

Steve and Chris Carpenter have lived in Harrisonburg for 23 years, actively attending church on the 400 Kelley Street site of the City's historic segregated pool; and learning of the trauma the Northeast Neighborhood community experienced during 1950s-1960s Urban Renewal.

Their exuberant experience of public art during their travels led the Carpenters to propose a collaboration designed to add an extra touch of creativity and joy to the new Spraygrounds, while also recognizing the area's complicated history.



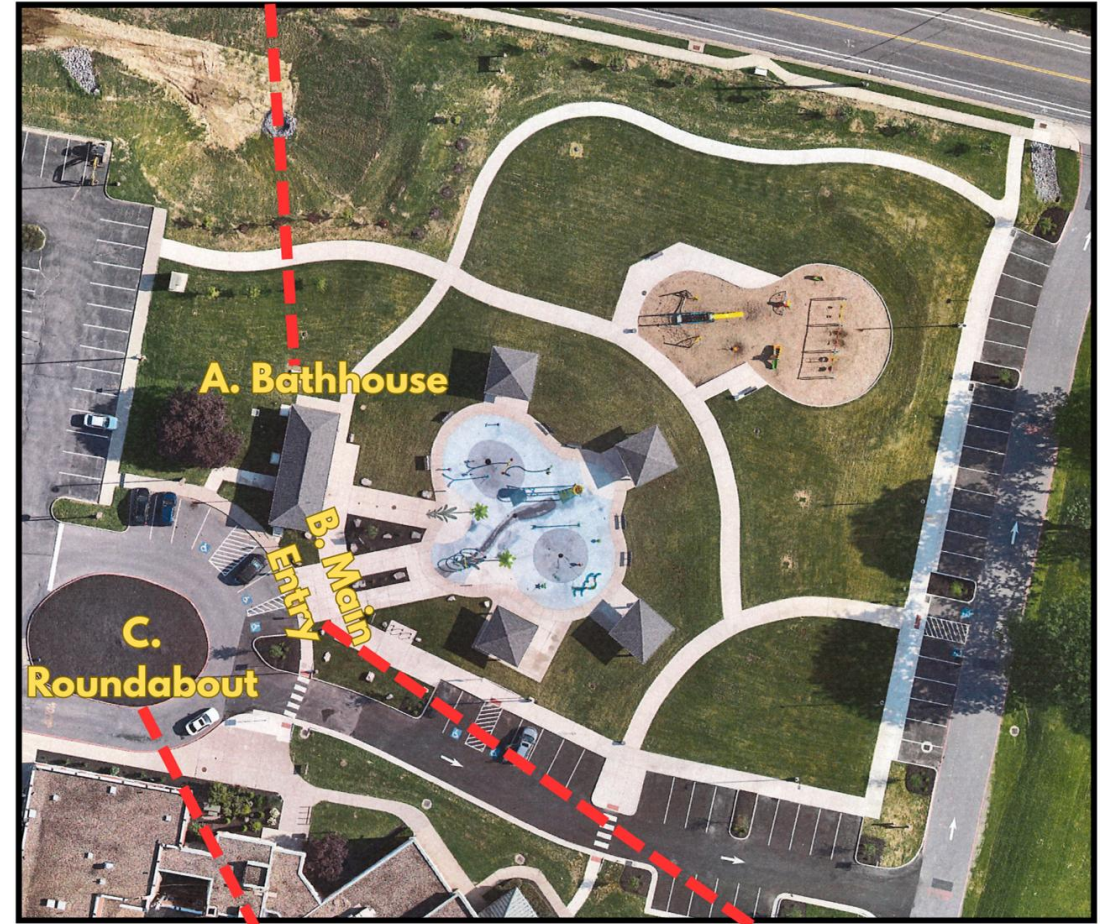
Artwork Locations

Three Spraygrounds locations are proposed for this project:

A) East exterior wall of the pumphouse, facing the Spraygrounds, for a mosaic installation.

B) Main entry to the Spraygrounds, to provide a welcoming archway over the sidewalk, similar to arches at A Dream Come True playground and the new Kids Castle.

C) Roundabout near the entrance to the Spraygrounds, for sculptural work(s) depicting children at play.



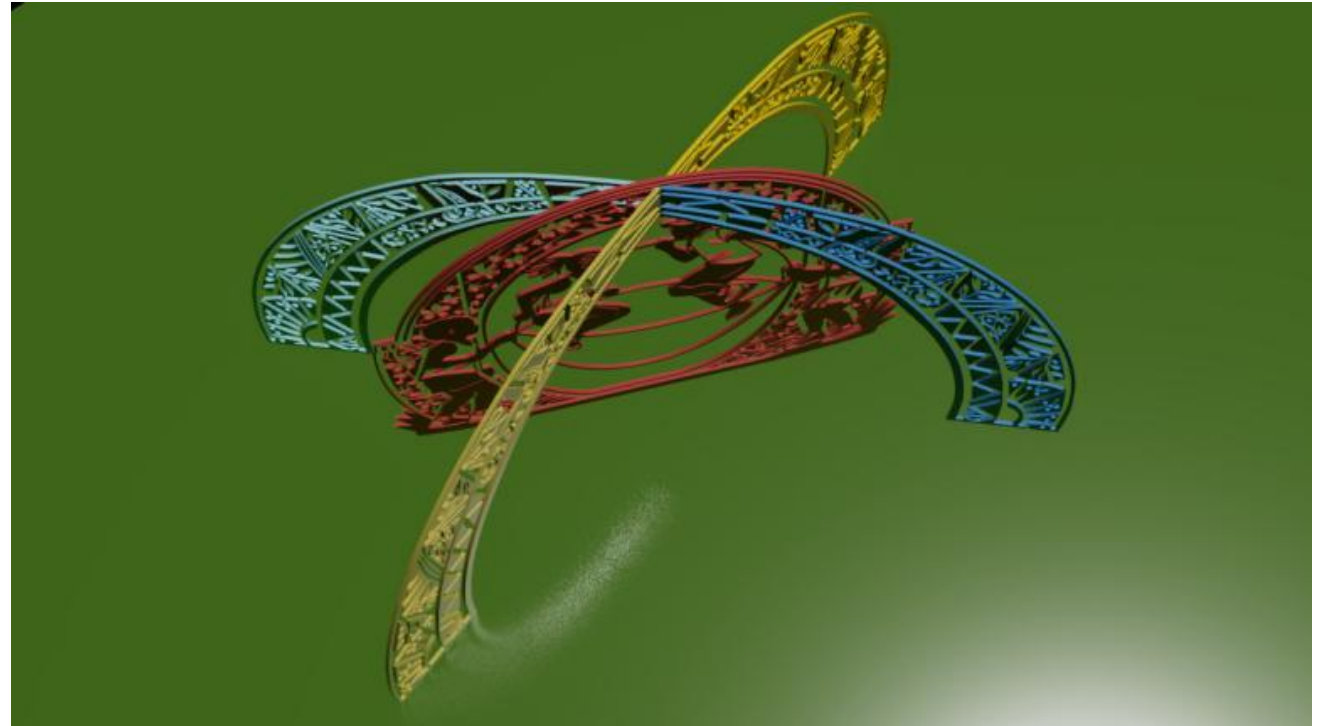
Roundabout: Sculpture Location



Roundabout Artist: Maxwell Emcays



Roundabout Artist: Maxwell Emcays



Questions?



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-113, **Version:** 1

Subject:

Update on the Harrison House Project

Presented By: Thomas Hartman, PE, PTOE, Director of Public Works

The Public Works Department will present an update on the Harrison House Project. No action is needed by Council.



HARRISONBURG | VA
FRIENDLY BY NATURE



April 14, 2026, City Council Meeting

Title

Harrison House Project Update

Summary

The Public Works Department will present an update on the Harrison House Project. No action is needed by Council.

Recommendation

N/A

Fiscal Impact

The City has set aside a \$500,000 match to fund this project.

Context & Analysis

In 2014, the City of Harrisonburg acquired the historic Harrison House from Asbury United Methodist Church with a vision to restore this key landmark. The restoration project was supported by a pledge from the Margaret Grattan Weaver Foundation, promising \$500,000, which the City would match with an equal amount. However, in 2023, due to the closure of the Foundation, the funds were transferred to the Community Foundation with a condition that they be utilized within three years.

In 2024, the City submitted a VA250 Grant application to assist with renovations, however, the project was not selected for funding.

Following the notification from the VA250 Grant, City staff prepared a Request for Proposal (RFP) for architectural firms to provide design services for a project to remove a portion of the Hall House and create a new terrace space. The Hall House removal will reestablish the original Harrison House structure, and the terrace will provide the public with a new shared space to allow viewing of the structure. The terrace will also provide connection to the remaining portions of the Hall House and to Denton Park. Included with this agenda item is a rendering provided by the selected architectural firm.

Next steps for the project are to complete the design and proceed to construction. Construction is anticipated to be completed in 2027.

Options

N/A

Attachments

1. Presentation

HARRISON HOUSE PROJECT

April 14, 2026





Harrison House Project

Background

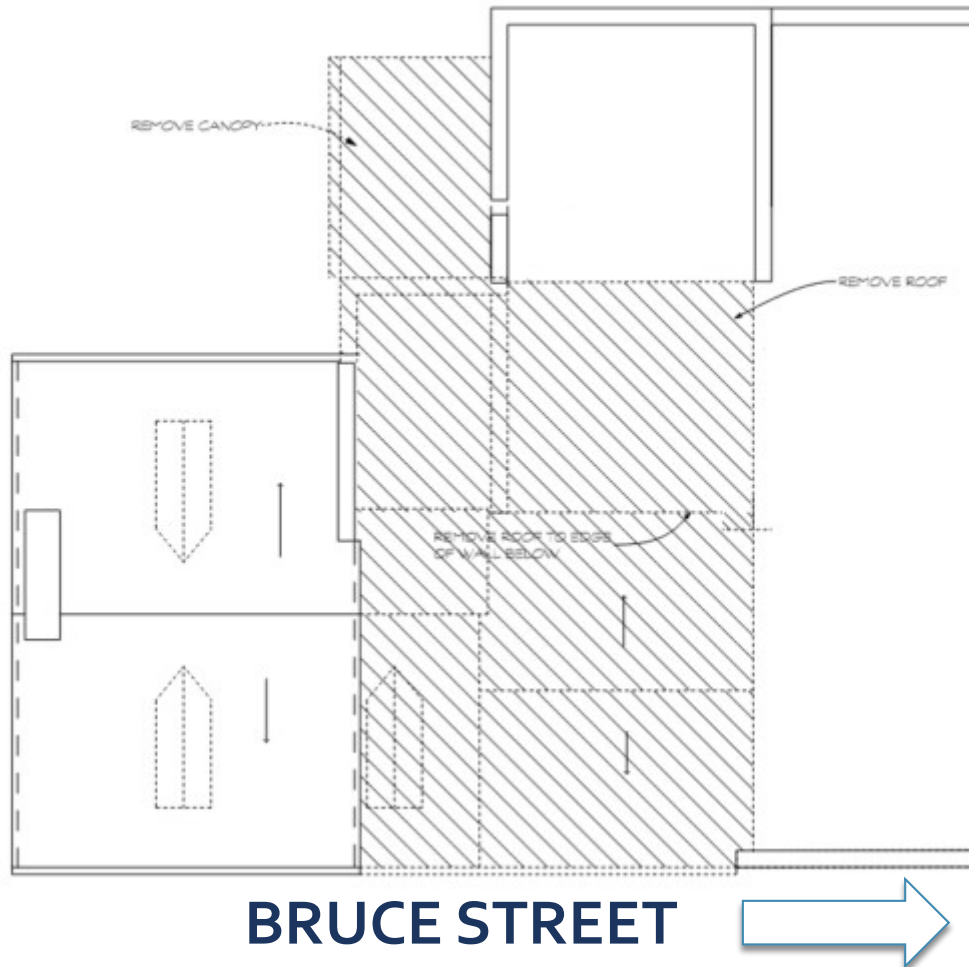
- Harrison House Constructed 1790
- Hall House and Addition Constructed 1826
- Dr. Carol Nash Archeology Work in 2018
- Weaver Foundation Grant (\$500,000)
- City Matching Contribution (\$500,000)



Harrison House Project

DEMOLITION PLAN

DENTON PARK





Harrison House Project



BRUCE STREET



Harrison House Project



BRUCE STREET



Harrison House Project



BRUCE STREET



Harrison House Project

Funds Available

- City Funds = \$500,000 (Committed)
- Community Foundation Funds = \$500,000 (Reimbursable)

Estimated Costs

- Design and Construction (Terrace Area) = \$1,000,000

Timeline

- Late 2026 – Design Completed
- Late 2027 – Construction Completed



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-128, **Version:** 1

Subject:

Overview of the Artificial Intelligence Policy

Presented By: Bud Ritchie

Bud Ritchie, cybersecurity specialist, will provide a presentation on the use of artificial intelligence in the City organization.



April 14, 2026 City Council Meeting

Title

Overview of the Artificial Intelligence Policy—Bud Ritchie, Information Technology

Summary

Bud Ritchie, cybersecurity specialist, will provide a presentation on the use of artificial intelligence in the City organization. This presentation is for information only and does not require action by City Council.

ARTIFICIAL INTELLIGENCE IN THE CITY OF HARRISONBURG

BUD RITCHIE

CYBERSECURITY SPECIALIST

CITY OF HARRISONBURG

AI, specifically GovAI, was used to assist in the development of this content. All content has been reviewed and approved by human oversight.



OVERVIEW

- Current AI use in the City
- AI Acceptable Use Policy
- Path to GovAI



CURRENT AI USE IN THE CITY

- Cybersecurity Tools
- Water monitoring
- Vehicle traffic flows
- Emergency services
- Generative AI
 - ChatGPT
 - Claude
 - Co-pilot
 - Gemini
 - GovAI

- Risks associated with AI use
- Provide training and support to staff
- Ensure responsible use and data privacy
- Maintain public trust and transparency



CITY OF HARRISONBURG AI ACCEPTABLE USE POLICY

- Ethical and Acceptable use
- Human oversight
- Data privacy/security
- Building staff confidence and skillset
- Transparency

City AI Policy

PATH TO GOVAI

The logo for GovAI, featuring the text "GovAI" in a bold, white, sans-serif font centered within a black rounded rectangular box with a thin white border.

GovAI

- Initial discovery and evaluation
- Features and limitations
 - Security
 - Guardrails
 - Secure cloud tenet
 - Context
 - Custom assistants
 - GovAI vs. ChatGPT

The background features a dark blue color with a pattern of question marks in various shades of blue and white. A central black rounded rectangle contains the text. On the left and right sides of this rectangle, there are white circuit-like lines with small circles at their ends, extending outwards.

QUESTIONS

BUD.RITCHIE@HARRISONBURGVA.GOV



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-126, **Version:** 2

Subject:

City Manager's Proposed FY 2026-2027 Budget Presentation

Presented By: Ande Banks

The City Manager will present the proposed FY 2026-27 Budget and upon concurrence of City Council a public hearing will occur at the April 28, 2026 City Council meeting.



HARRISONBURG **VA**
FRIENDLY BY NATURE

BUDGET IN BRIEF

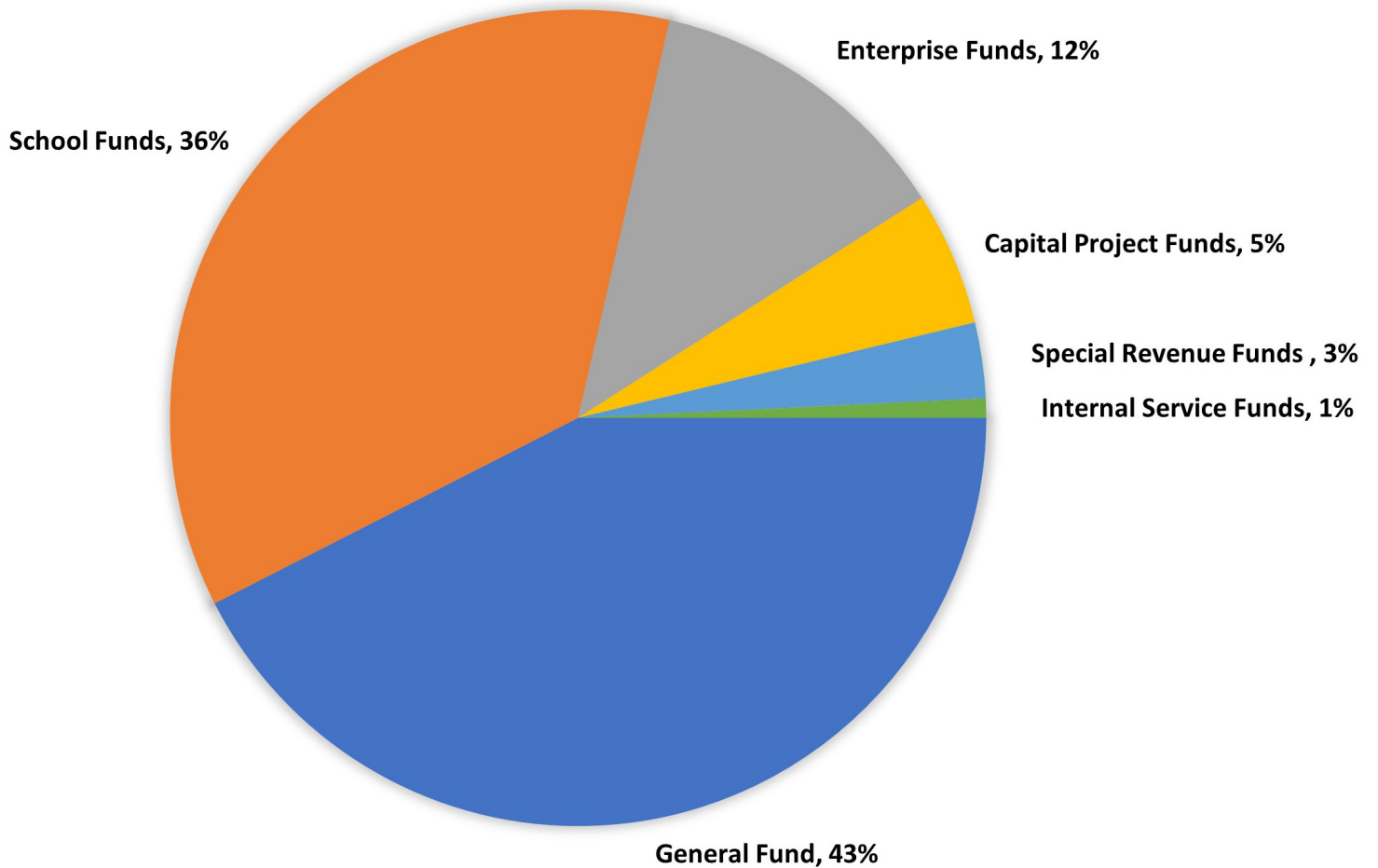
PROPOSED FISCAL YEAR 2026-2027



BUDGETING INTRODUCTORY INFORMATION

The proposed Fiscal Year 2026-2027 Citywide budget amounts to \$407.5 million. The largest budget is the General Fund, which primarily funds police, fire, planning, parks and recreation services, and public works, as well as internal support functions. The second largest budget is the School Fund, which supports school administration, instruction, pupil transportation, maintenance, and technology.

The City expects to fund approximately \$27 million in capital investments, including for vital water and sewer infrastructure projects, roof repairs at the popular Westover Park Community Activities Center, culvert work along South Avenue and many other important needs.



Budget FY26-27

The budget operates on a fiscal year, which runs July 1 through June 30.



Public Participation

The City invites members of the public to provide feedback in this process.



Contact

Call the City Manager's Office at 540.432.7701 **230**

DEVELOPING THE CITY'S BUDGET

Designing a City budget is one of the most important jobs of a City Manager and the City Council. It requires a great deal of effort, a lot of time, a careful ordering of priorities, consultation with the comprehensive plan and capital improvement plan, and considerable input from residents.

BUDGET CHALLENGES

This year's budget was developed in an environment of constrained revenue growth and an increase to the City's portion of shared services with Rockingham County. Despite these challenges and the fact this proposed budget is a 2.2 percent decrease from the current fiscal year, this balanced budget maintains current tax rates while focusing on delivering high-quality services, recruiting and retaining an industry-leading workforce, and investing in capital improvements.

A main driving force in this year's proposed budget is the continued effort toward workforce recruitment and retention, which includes steps to improve employee compensation, address rising insurance costs, and complete benefits improvement requests that staff learned during the 2024 Comprehensive Benefits Study. Talented people are indispensable to public service delivery, and continuing to make these kinds of investments into our staff whenever possible is expected to remain a staple of each City of Harrisonburg budget proposal.

In order to achieve these goals while not impacting the current real estate tax rate of \$1.01 per \$100 valuation, this proposed budget strategically uses the City's fund balance to offset the costs of ongoing capital improvements and one-time expenditures. The proposal also includes an increase of \$2.05 per month in utility fees for the average residential customer in order to support the replacement and upgrade of water and sewer systems across the community. In addition, the proposed budget includes a \$2 per billing unit increase to the stormwater fee to fund upcoming stormwater projects.



BUDGET HIGHLIGHTS

\$3.7 million

WATER & SEWER NEEDS

Harrisonburg Public Utilities will continue efforts to replace and upgrade infrastructure across the community.

\$2.5 million

SHARED SERVICES

Economic impacts and other needs related to shared services continues driving increases in this area.

\$1.8 million

Employee Retention/Recruitment

City of Harrisonburg employees will see a 3 percent compensation increase.

\$1.4 million

STORMWATER IMPROVEMENTS

Stormwater improvements will focus on mitigating the impacts of flooding and improving water quality across the city.

\$1.4 million

EMPLOYEE HEALTH INSURANCE

The amount of health insurance premiums covered by the City will increase, reducing the expected insurance cost increase for covered employees from 15 percent to 3.5 percent

\$1 million

SOUTH AVENUE CULVERT

Harrisonburg Public Works will replace a Blacks Run culvert at South Avenue to improve water flow.

\$647,000+

CITY COUNCIL PRIORITIES

A number of City Council priorities will be addressed, ranging from business assistance programs to neighborhood traffic calming improvements

THE CITY'S FUNDS

The accounts of the City are organized into funds. A fund is a group of related accounts used to control money marked for specific activities or objectives. By keeping revenue in its appropriate funds, the City is able to obey laws that require certain money to be spent on specific uses.

ALL FUNDS	FY27 PROPOSED BUDGET	INCREASE (DECREASE)	(Millions)
			<i>*Sorted by dollar amount</i>
General	\$174,889,124	(\$261,696)	General
School	129,547,142	5,905,038	School
School Nutrition	7,279,067	755,486	Sewer
Emergency Comms. Center	11,725,150	(569,094)	Water
Community Develop. Block Grant	490,000	(22,366)	General Capital Projects
School Transportation	7,694,900	618,320	Emergency Communication Center
General Capital Projects	15,489,635	(2,028,545)	Public Transportation
School Capital Projects	-	(3,269,000)	School Transportation
Emergency Comm. Capital Projects	1,200,000	600,000	School Nutrition
Water Capital Projects	2,599,300	(1,347,700)	Sanitation
Sewer Capital Projects	1,094,600	(2,180,400)	Central Garage
Stormwater Capital Projects	1,417,800	1,067,800	Water Capital Projects
Water	16,484,040	(57,340)	Stormwater
Sewer	16,561,980	(1,770,220)	Stormwater Capital Projects
Public Transportation	11,371,384	(4,334,448)	Emergency Comm. Capital Projects
Sanitation	4,047,040	(96,280)	Sewer Capital Projects
Business Loan Program	100,000	-	Community Develop. Block Grants
Stormwater	2,311,120	(2,059,780)	Central Stores
Central Garage	2,914,950	70,650	Business Loan Program
Central Stores	241,040	(1,210)	School Capital Projects
Total All Funds	\$407,458,272	(\$8,980,785)	

GENERAL FUND REVENUES

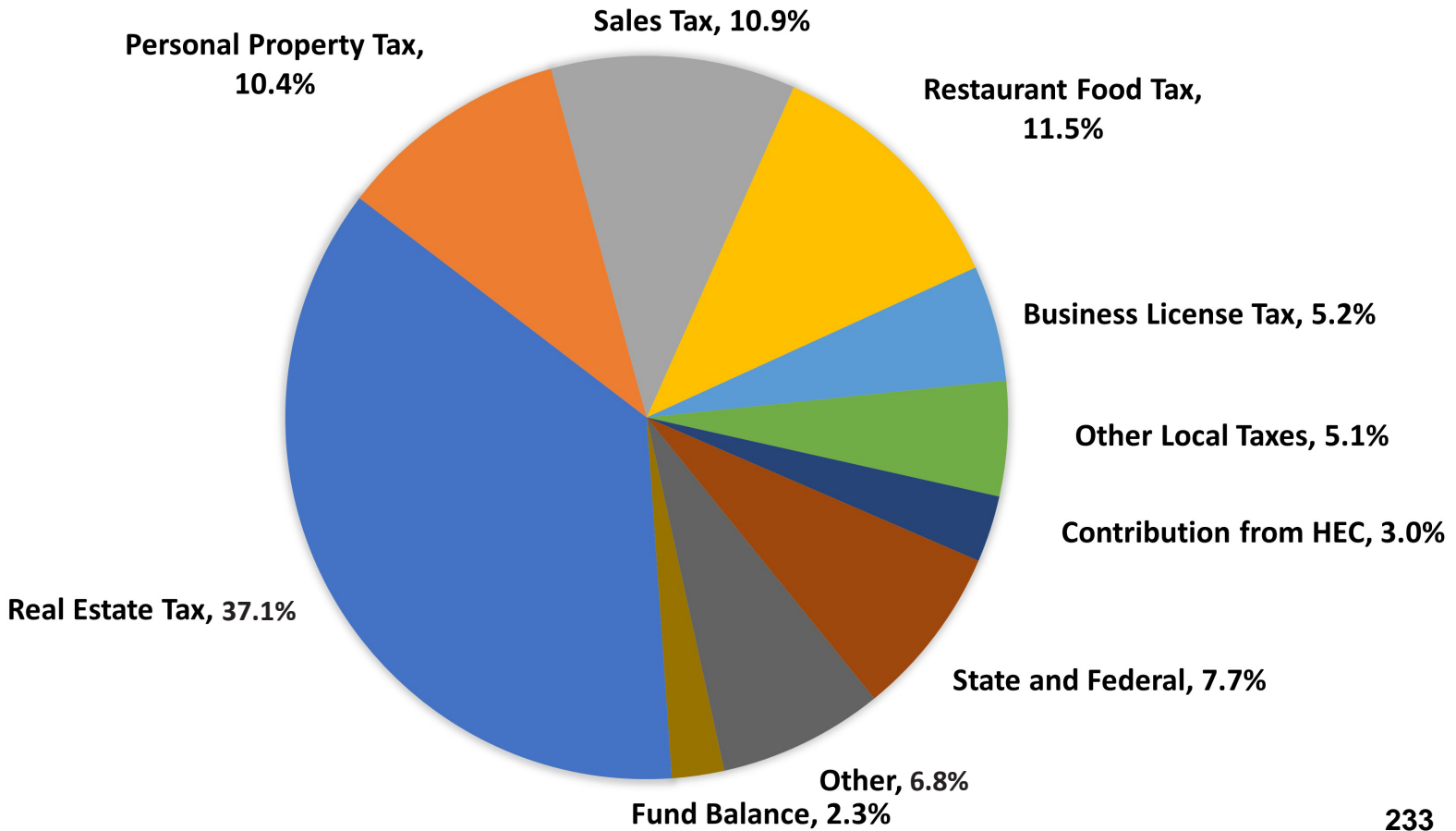
The General Fund revenues are the different taxes, fees, and other sources of money that come in to the City.

The largest source of funding for the General Fund is real estate tax, which makes up 37.1% of the fund's revenue.

Other significant General Fund funding sources are sales tax and restaurant tax, which combined are 22.4% of revenue.

The fund balance -- considered the City's "savings account" -- is sometimes used to pay for one time capital expenditures.

REVENUE SOURCE	FY27 PROPOSED BUDGET	INCREASE (DECREASE)
Real Estate Tax	\$64,809,400	\$1,405,600
Personal Property Tax	18,108,100	327,200
Sales Tax	19,144,500	220,900
Restaurant Food Tax	20,149,900	306,100
Business License Tax	9,043,300	353,400
Other Local Taxes	8,994,200	575,500
Contribution from HEC	5,200,000	---
State and Federal	13,425,333	(35,900)
Other	11,936,461	264,574
Fund Balance	4,077,930	(3,679,070)
Total General Funds	\$174,889,124	(261,696)



GENERAL FUND EXPENDITURES

The General Fund expenditures are the funds from which the departments expend money to provide quality services to community members on a daily basis. Of the City’s proposed budget, most of the big spending decisions occur within the General Fund. This fund is also where the City has the most discretion.

GENERAL FUND	FY27 PROPOSED BUDGET	INCREASE (DECREASE)	(Millions)
Government Administration	\$10,875,463	\$320,863	Transfers - Education
Public Safety	39,301,111	2,156,672	Public Safety
Public Works	14,515,391	(789,693)	Rockingham County Joint Operations
Health and Welfare	2,153,676	(2,838)	Public Works
Parks, Recreation and Cultural	9,415,592	43,301	Debt Service - Education
Community Development	2,469,275	73,010	Government Administration
Joint Operations (w/Rockingham County)	16,431,960	2,568,360	Parks, Recreation, and Cultural
Debt Service - General	6,065,088	1,533	Transfers - Other
Debt Service - Education	13,999,456	(4,627)	Debt Service - General
Transfers - Others	8,255,910	(1,288,462)	Other
Transfers - Education	48,742,305	(3,572,700)	Community Development
Other	2,663,897	232,885	Health and Welfare
Total General Fund	\$174,889,124	(\$261,696)	

WHERE DO YOUR TAX DOLLARS AND FEE PAYMENTS GO?

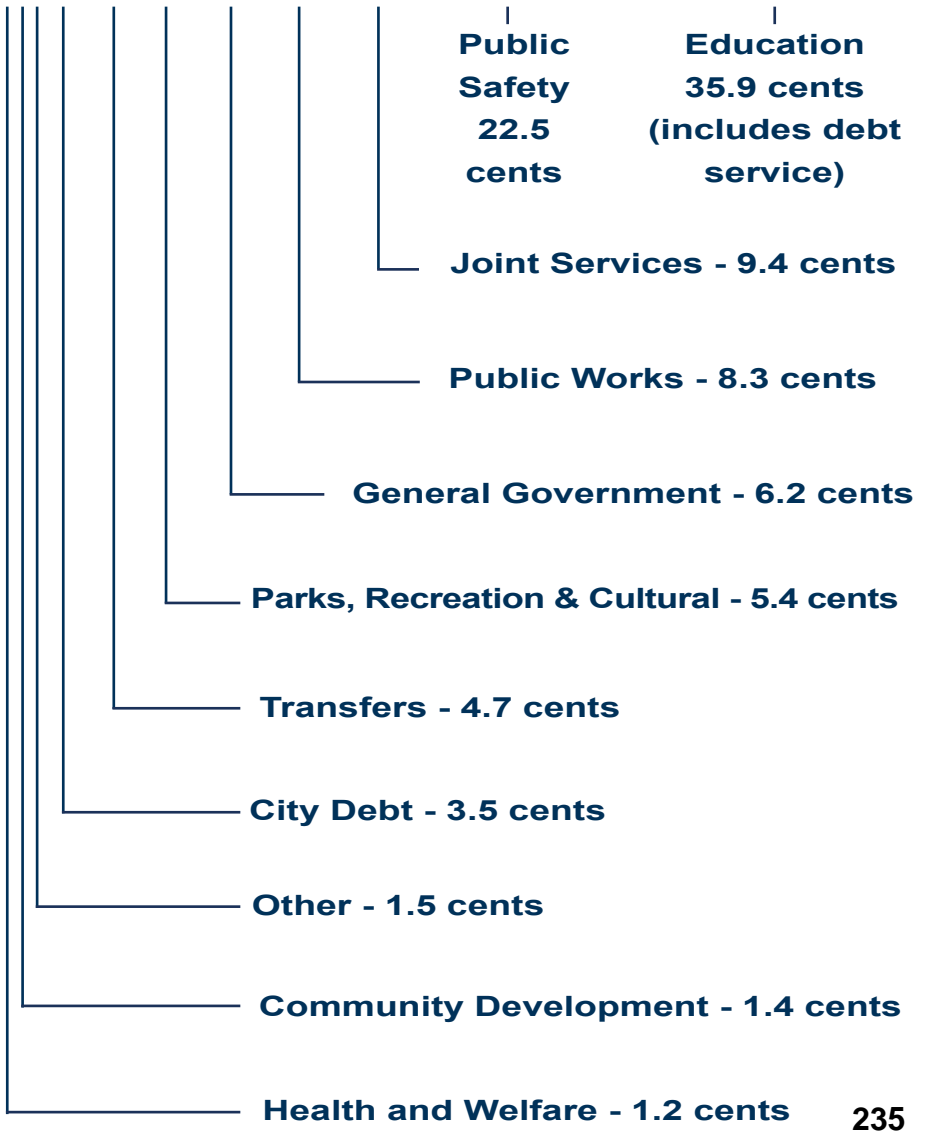
The City’s General Fund revenue is diversified. More than half of the City’s revenue is generated by taxes such as real estate, sales, and restaurant food. User fees for services are another key source of funding, including charges for refuse collection and stormwater management. The dollar graphic below demonstrates how many cents of each dollar received by the City’s General Fund is used to support the many services received by the community.



PROPOSED TAX & FEE RATES

Real Estate Tax	\$1.01 per \$100 of assessed value
Personal Property Tax (vehicles)	\$3.45 per \$100 of assessed value
Personal Property Tax (other)	\$2.12 per \$100 of assessed value
Restaurant Food (meals) Tax	7%
Transient Occupancy (lodging) Tax	7%
Cigarette Tax	35¢ per pack
Admissions Tax	5%
Water	5% Increase
Sewer	2% Increase
Stormwater Fee	\$10 per 500 square feet of impervious area
Sanitation Fee	
Solid Waste Collection Fee	\$22 per month
Solid Waste Management Fee	\$10 per month

PUTTING THAT DOLLAR TO WORK



CAPITAL IMPROVEMENT PROJECTS

Planning for capital equipment and improvements is a matter of prudent fiscal management. During each budget cycle the City reviews maintenance, replacement, and repair needs in the Capital Improvement Plan and selects projects to incorporate into the budget based on priority and availability of funds. The 2026-27 proposed budget includes \$27 million in capital funding.

INVESTMENTS IN OUR COMMUNITY'S WATER & SEWER



\$3.7 million

Harrisonburg Public Utilities continues to identify aging infrastructure in need of replacement and new upgrades needed.

COMMUNITY ACTIVITIES CENTER ROOF



\$250,000

Project will address aging infrastructure in need of replacement.

RESERVOIR STREET SIDEWALK OVER INTERSTATE 81



\$6.5 Million (from VDOT)

In partnership with VDOT, this will provide a safe path for community.

STORMWATER NEEDS & SOUTH AVENUE CULVERT PROJECT



\$2.4 Million

This includes multiple projects including some HCPS facilities. **236**

FINANCIAL REPORTING RECOGNITION



In 2021, the City was rated Aa2 from Moody's and AA+ from Standard & Poor's rating agencies. The ratings represent the strength of the City's credit and thus the safety of investing in City bonds. The City's top bond ratings reflect the sound financial management of the City and allow the City to borrow money from investors at low interest rates.



The Government Finance Officers Association of the United States and Canada awarded a certificate of achievement for excellence in financial reporting to the City for its Annual Comprehensive Financial Report (ACFR). The City has received this for the 30th consecutive year. This certificate is the highest form of recognition in this area of government.

ANNUAL BUDGET CALENDAR - NOV. 2025 TO JULY 2026

<p>November</p> <p>Internal budget discussions begin</p>	<p>December</p> <p>Departments submit budget requests for review</p>	<p>January</p> <p>Outside agency requests are due and preliminary budget projections are made</p>	<p>February</p> <p>Meetings with directors take place and projections are updated</p>
<p>March</p> <p>City Manager prepares proposed budget</p>	<p>April</p> <p>Proposed budget is presented to City Council and public</p> <p>Budget public hearing</p>	<p>May</p> <p>Public hearing for real estate tax rate</p> <p>Second reading is held and the budget is adopted</p>	<p>July 1</p> <p>Newly adopted budget begins</p>

HARRISONBURG CITY COUNCIL & STAFF

Mayor Deanna Reed
Deanna.Reed@HarrisonburgVA.gov

Vice Mayor Dany Fleming
Dany.Fleming@HarrisonburgVA.gov

Council Member Nasser Alsaadun
Nasser.Alsaadun@HarrisonburgVA.gov

Council Member Laura Dent
Laura.Dent@HarrisonburgVA.gov

Council Member Monica Robinson
Monica.Robinson@HarrisonburgVA.gov

City Manager Ande Banks
City Hall, 409 S. Main St. - 540-432-7701

Finance Director Larry Propst
City Hall, 409 S. Main St. - 540-432-7702

Deputy City Manager Amy Snider
City Hall, 409 S. Main St.

**PROPOSED BUDGET
FISCAL YEAR
JULY 1, 2026 – JUNE 30, 2027**

**CITY COUNCIL PRESENTATION
TUESDAY, APRIL 14, 2026**

ANDE BANKS, CITY MANAGER



HARRISONBURG 2045: A CITY FOR ALL

WE PROVIDE A QUALITY URBAN LIVING OPTION FOR EVERYONE WHO WANTS TO RESIDE HERE.

OUR DIVERSE POPULATION THRIVES IN A WELCOMING CITY WHERE ALL ARE VALUED AS FRIENDS AND NEIGHBORS.

OUR INCLUSIVENESS IS OUR STRENGTH AND REFLECTS THE TRUE SPIRIT OF OUR CITY.

THE PILLARS OF OUR MULTICULTURAL, MULTI-ETHNIC, AND MULTI-GENERATIONAL CITY CONSIST OF A ROBUST ECONOMY AND A VIBRANT EDUCATION EPICENTER, ALONG WITH A BROAD RANGE OF AMENITIES AND A BEAUTIFUL NATURAL ENVIRONMENT THAT ENRICH LIFE.

THIS IS MADE POSSIBLE BY THE FISCALLY SOUND PLANNING OF OUR STAFF AND ELECTED LEADERS.

BOLD THINKING, COMMUNITY INPUT, AND BEST PRACTICES LEAD THE CITY TO CONSIDER NEW PATHS AND STRUCTURES THAT HAVE LED TO OUR RECOGNITION AS A MODEL LOCALITY.

BUDGET PREPARATION PROCESS

NOVEMBER 2025

Budget Instructions Distributed to Departments
Civic and Community Organization Grant Application Process Begins

JANUARY 2026

Department Budget Submission Deadline January 20
Civic and Community Organization Grant Application Submission Deadline January 30

FEBRUARY- MARCH 2026

Department Budget Meetings
Civic and Community Organization Grant Evaluation Committee Application Review

MARCH 24-MARCH 31, 2026

City Manager's Budget finalized

FOCUS OF THE PROPOSED BUDGET



Maintains existing levels of City services while addressing increased operational expenses



Proposes no increase to current tax rates



Continues to implement City Council's 2045 priorities



Accommodates increases to City employee compensation and the employer contribution to health insurance



Invests in water and sewer infrastructure through increases to utility rates



Invests in infrastructure and maintenance through increases to the stormwater fee

BUDGET DEVELOPMENT CHALLENGES

- Total new tax revenue available to meet operational needs amounts to \$3.3 million, and there is a desire to not increase tax rates.
- City departments continue to experience increases in costs of goods and services, particularly for technology.
- Similar to City departments, partner agencies and shared services with the County also have increased funding needs.

BUDGET HIGHLIGHTS

\$3.7 million

Investments in water and sewer infrastructure

\$2.5 million

County shared services and partner agencies

\$1.8 million

3% pay increase for City employees

\$1.4 million

Stormwater infrastructure

\$1.4 million

Employer share of health insurance increase

\$1 million

South Ave culvert across Blacks Run

\$637,000+

Implementation of City Council priorities

\$518,000

HCPS Career and Technical Education Program

CITY COUNCIL PRIORITIES FY27 HIGHLIGHTS



Housing Fund Set-Aside
\$250,000



Expansion of Summer
Camp Programming
\$50,000



Harrisonburg
Entrepreneurship
Development Initiative
\$52,500



Website Update and
Citizen's Survey
\$85,000



Traffic Calming Program
\$200,000

NEW FULL-TIME POSITIONS

Fire Department

Training Officer (1)

Parks and Recreation

Maintenance
Journeyman (3)

Police Department

Police Officers (2)

Public Transportation

Transit Drivers (10)

Public Utilities

Asset Manager (1)
Water Service
Technician (1)

Public Works

Crew Supervisor (1)
Technicians (2)

CIVIC AND COMMUNITY ORGANIZATION GRANT FUNDING RECOMMENDATIONS

- **47** organizations applied, with requests totaling **\$812,827**.
- The proposed budget includes **\$400,000** in funding for outside agencies.

BUDGET OVERVIEW

TAX RECOMMENDATIONS

Tax Rate	Increase/ Decrease	2025-26 Rate	Proposed 2026-27 Rate
Real Estate	\$0.00/\$100	\$1.01	\$1.01
Personal Property (vehicles)	\$0.00/\$100	\$3.45	\$3.45
Personal Property (business)	\$0.00/\$100	\$2.12	\$2.12

RATE AND FEE RECOMMENDATIONS

Other Rates and Fees	Current 2025-26	Proposed 2026-27
Water Utility Rate (per 5,000 gallons)	\$22.20	\$23.55
Sewer Utility Rate (per 5,000 gallons)	\$32.65	\$33.35
Sanitation Collection Fee (residential per month)	\$21.00	\$21.00
Stormwater Fee (per billing unit)	\$8.00	\$10.00

POPULATION ESTIMATES AND COMPARABLES

	Population	Pop. % increase since 2020	FY26 Real Estate	FY26 Personal Property
Waynesboro	23,953	7.9%	\$0.82	\$3.25
Staunton	26,834	4.2%	\$0.91	\$2.90
Winchester	30,075	7.0%	\$0.795	\$4.80
Charlottesville	46,923	0.8%	\$0.98	\$4.40
Harrisonburg	53,715	3.7%	\$1.01	\$3.45
Lynchburg	81,417	3.0%	\$0.84	\$3.80
Roanoke	100,086	0.1%	\$1.22	\$3.45
Rockingham County	89,391	6.7%	\$0.68	\$3.00

Source: Weldon Cooper Center for Public Service Population Data

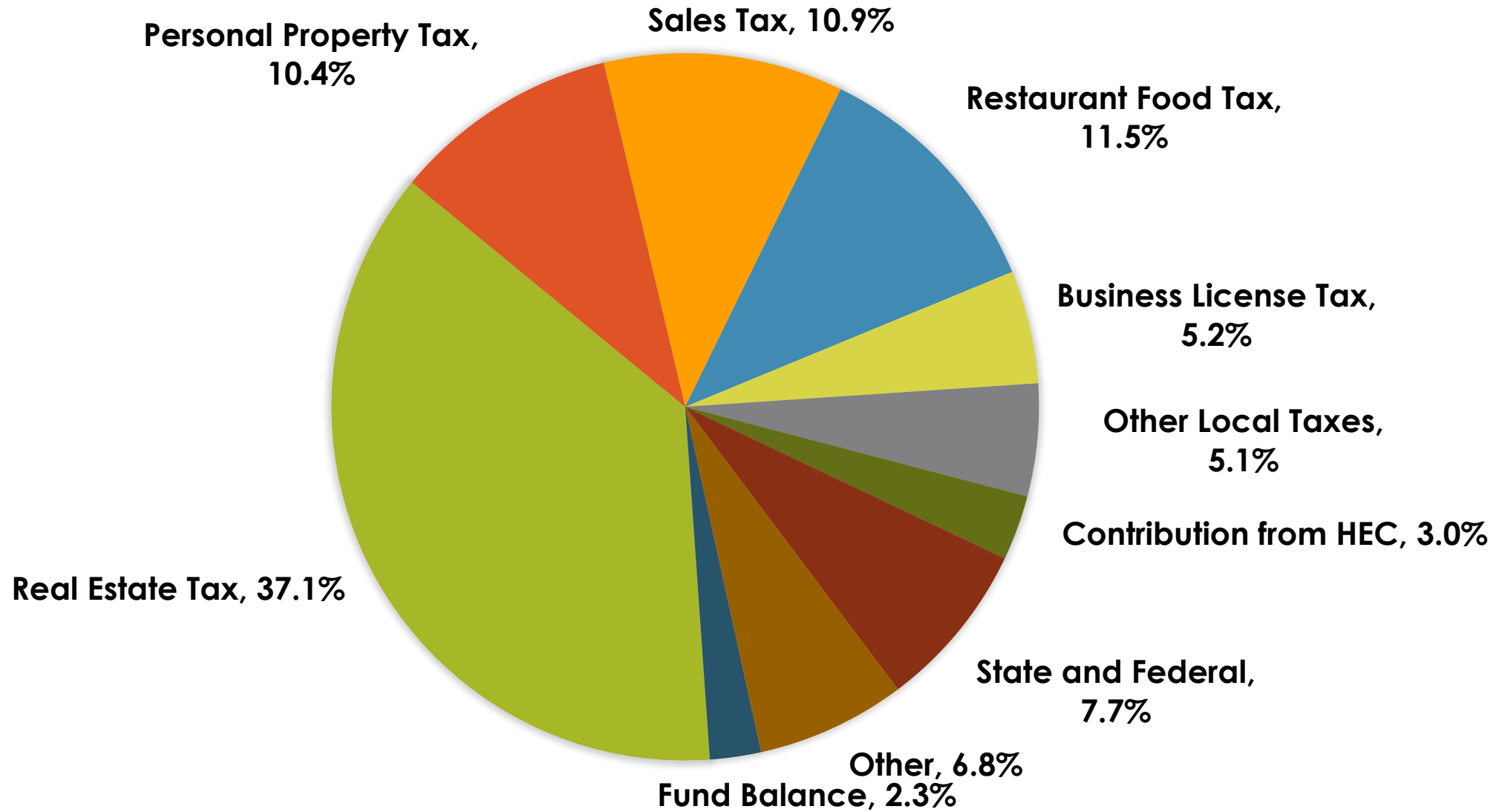
ALL FUND BUDGETS

Fund	Budget	% of Budget
General	\$ 174,889,124	42.9%
School	129,547,142	31.8%
School Nutrition	7,279,067	1.8%
Emergency Communications Center	11,725,150	2.9%
Community Development Block Grant	490,000	0.1%
School Transportation	7,694,900	1.9%
General Capital Projects	15,489,635	3.8%
Emergency Comm. Capital Projects	1,200,000	0.3%
Water Capital Projects	2,599,300	0.6%
Sewer Capital Projects	1,094,600	0.3%

ALL FUND BUDGETS

Fund		Budget	% of Budget
Stormwater Capital Projects	\$	1,417,800	0.3%
Water		16,484,040	4.0%
Sewer		16,561,980	4.1%
Public Transportation		11,371,384	2.8%
Sanitation		4,047,040	1.0%
Business Loan Program		100,000	0.0%
Stormwater		2,311,120	0.6%
Central Garage		2,914,950	0.7%
Central Stores		241,040	0.1%
Total	\$	407,458,272	

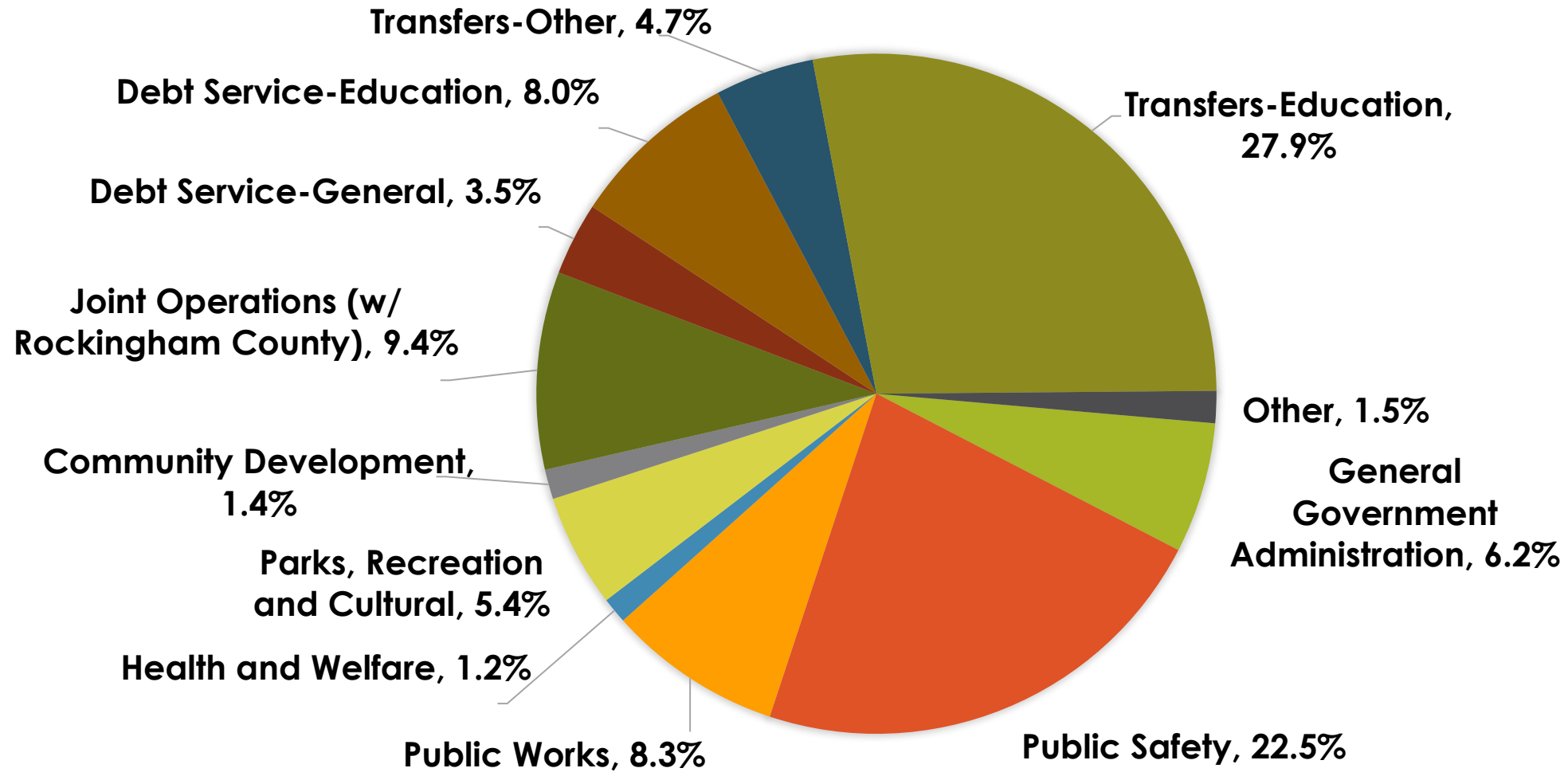
GENERAL FUND REVENUES



COMPARISON OF REVENUES - GENERAL FUND

Function	FY 2026 Adopted	FY 2027 Proposed	Increase (Decrease)	% Change
General Property Taxes	\$81,751,200	\$83,528,000	\$1,776,800	2.2%
Other Local Taxes	57,886,000	59,390,400	1,504,400	2.6%
Permits and Fees	567,950	567,950	0	0%
Fines and Forfeitures	595,000	565,000	(30,000)	-5%
Use of Money and Property	2,232,000	2,075,000	(157,000)	-7%
Charges for Services	1,843,200	1,917,700	74,500	4%
Miscellaneous	6,077,995	6,085,000	7,005	0.1%
Recovered Costs	924,702	924,581	(121)	0%
State Revenue	12,557,733	13,172,033	614,300	4.9%
Federal Revenue	903,500	253,300	(650,200)	-72%
Nonrevenue Receipts	43,940	45,630	1,690	3.9%
Transfers	2,010,600	2,286,600	276,000	13.7%
Fund Balance	7,757,000	4,077,930	(3,679,070)	-47.4%
Total	\$175,150,820	\$174,889,124	\$(261,696)	-0.2%

GENERAL FUND EXPENDITURES



COMPARISON OF EXPENDITURES - GENERAL FUND

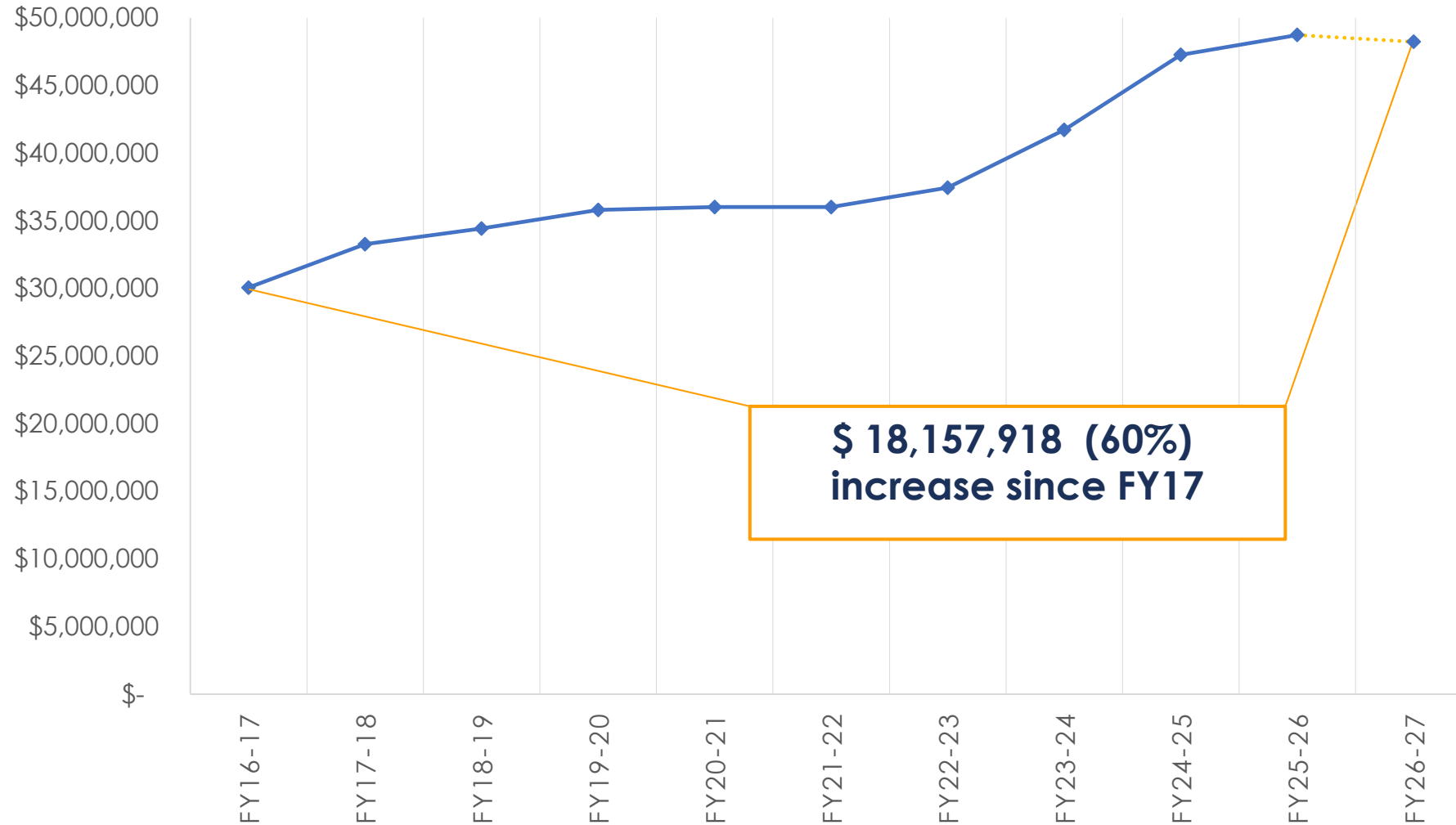
Function	FY 2026 Adopted	FY 2027 Proposed	Increase (Decrease)	% Change
General Government Admin	\$10,554,600	\$10,875,463	\$320,863	3%
Public Safety	37,144,439	39,301,111	2,156,672	5.8%
Public Works	15,305,084	14,515,391	(789,693)	-5.2%
Health and Welfare	2,156,514	2,153,676	(2,838)	-0.1%
Parks, Recreation and Cultural	9,372,291	9,415,592	43,301	0.5%
Community Development	2,396,265	2,469,275	73,010	3%
Joint Operations (R'ham Cty)	13,863,600	16,431,960	2,568,360	18.5%
Debt Service-General	6,063,555	6,065,088	1,533	0%
Debt Service-Education	14,004,083	13,999,456	(4,627)	0%
Transfers-Other	9,544,372	8,255,910	(1,288,462)	-13.5%
Transfers-Education	52,315,005	48,742,305	(3,572,700)	-6.8%
Other	2,431,012	2,663,897	232,885	9.6%
Total	\$175,150,820	\$174,889,124	\$(261,696)	-0.2%

CITY SCHOOLS
HIGHLIGHTS

FUNDING IN PROPOSED FY2027 BUDGET FOR SERVICES SUPPORTING CITY SCHOOLS

Function	FY 2026 Adopted	FY 2027 Proposed	Increase (Decrease)	Percentage Change
School Fund	\$123,642,104	\$129,547,142	\$5,905,038	4.8%
School Nutrition Fund	6,523,581	7,279,067	755,486	11.6%
School Capital Projects Fund	3,269,000	0	-3,269,000	-100.0%
School Transportation Fund	7,076,580	7,694,900	618,320	8.7%
Debt Service- Education	14,004,083	13,999,456	-4,627	0.0%

LOCAL APPROPRIATION TO CITY SCHOOLS FY17-FY27 PROPOSED



BUDGET CALENDAR

Tuesday, April 14, 2026

City Council Meeting

- City Manager's FY27 Budget Presentation
- City Council Sets Proposed Real Estate Tax Rate

Tuesday, April 28, 2026

City Council Meeting

- Proposed FY27 Budget Public Hearing

Tuesday, May 12, 2026

City Council Meeting

- First Reading of FY27 Budget

Tuesday, May 26, 2026

City Council Meeting

- Second Reading and Adoption of FY27 Budget
- Real Estate Tax Rate Public Hearing

Sunday, May 31, 2026

Final Date for Budget Adoption as Required by City Charter

**The City Manager's Proposed Budget
and Budget in Brief are available
online at:**

[https://www.harrisonburgva.gov/
budget](https://www.harrisonburgva.gov/budget)



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-127, **Version:** 1

Subject:

Overview of Automated License Plate Readers

Presented By: Chief Joe Tucker

Chief Joe Tucker will present on the use of automated license plate readers (ALPRs) in Harrisonburg.



April 14, 2026 City Council Meeting

Title

Overview of Automated License Plate Readers—Chief Joe Tucker, Police

Summary

Chief Tucker will provide a presentation on the use of automated license plate readers in the City organization. This presentation is for information only and does not require action by City Council.

Success of
Automated License
Plate Readers
(ALPRs) in
Harrisonburg, VA





Current ALPR Technologies in Harrisonburg

Flock Falcon

Automated License Plate Reader (ALPR)



There are 30 total ALPR Cameras in the City of Harrisonburg.
28 stationary ALPRs, 2 mobile (Falcon Flex).

They are situated at major thoroughfares, heavily trafficked areas,
and roads leading into and out of Harrisonburg.



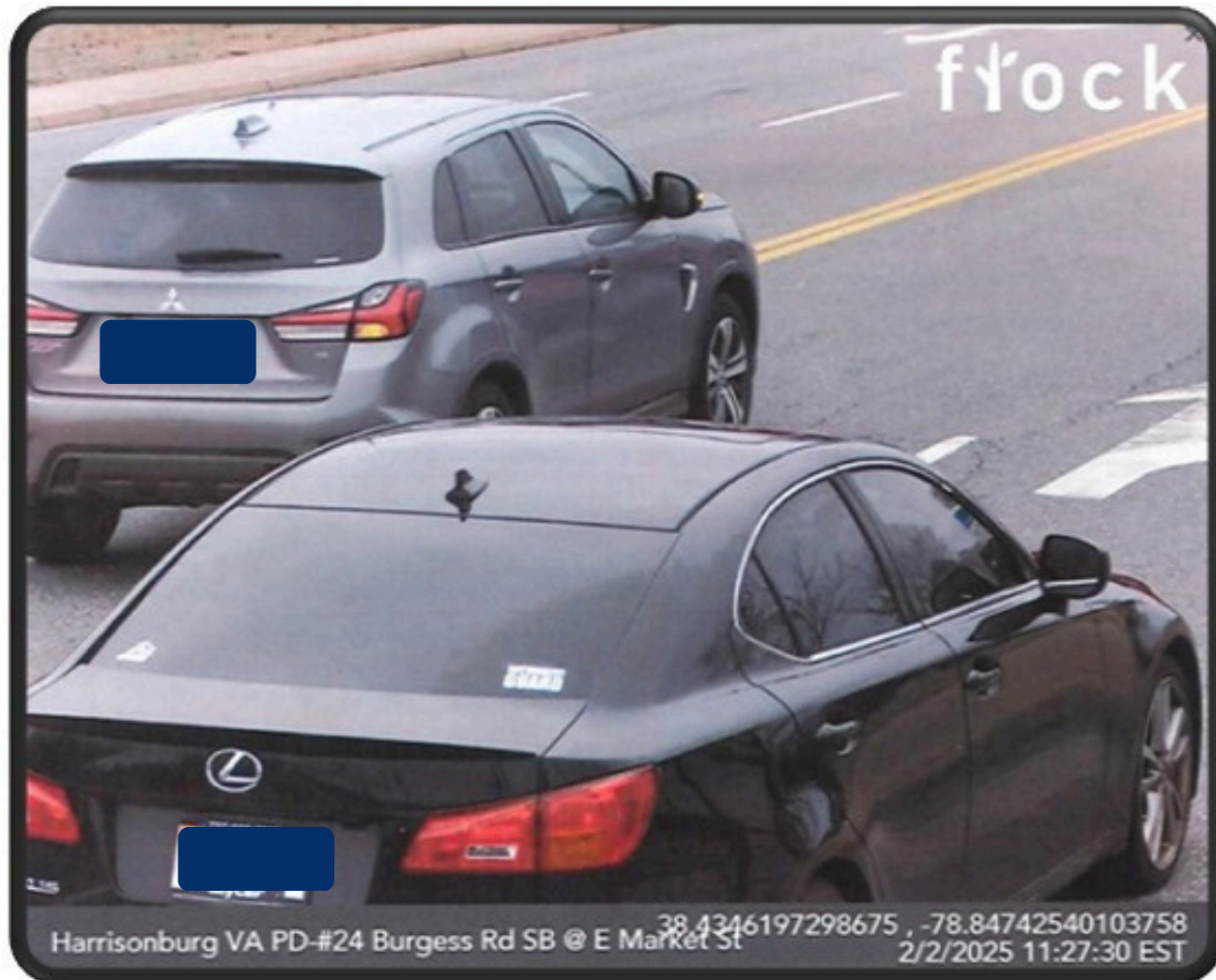
ALPRs Capture a Still Photo of Passing Vehicles

What is a “Vehicle Fingerprint”?

- License plate
- Location of the camera it hit, date, and time
- Make, body type, and color of the vehicle
- Unique identifiers- bumper stickers, tool boxes, etc.
- Type of tag- standard, temporary, missing, etc.

What Can't We See?

- The driver of the vehicle or any passengers
- Personal information on the registered owner or driver
- DMV information





Success of ALPR Cameras in our Community

Since their Installation, ALPR cameras helped recover or identify at least...

- 48 Stolen Vehicles
- 15 Missing and Endangered Persons
- 1 Homicide Suspect
- 3 Attempted Homicide Suspects
- 3 Armed Robbery Suspects
- 5 Shooting Suspects
- 3 Brandishing Suspects
- 1 Stabbing Suspect

ALPR Cameras Also Assisted in over 21 Hit-and-Run Investigations.

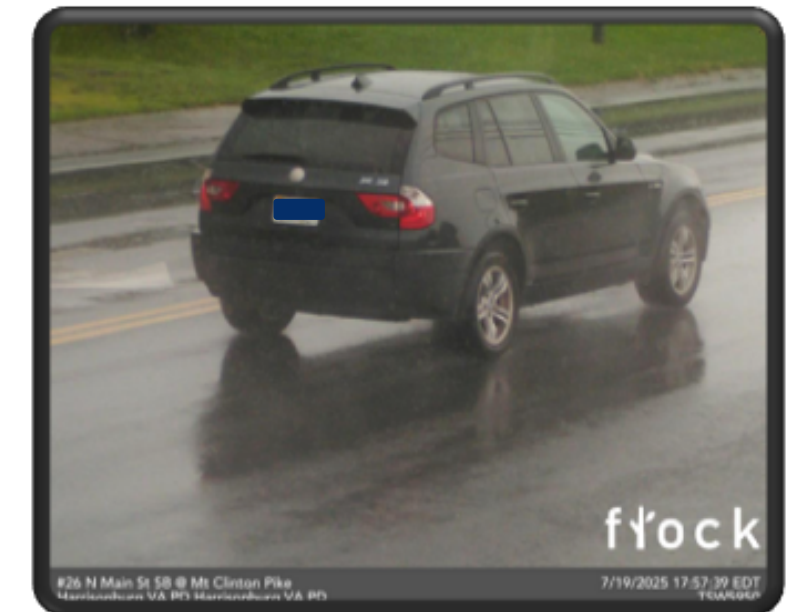
The Total Value of Property Recovered Thanks to ALPRs is at least \$1,531,297



Case Overview

Indecent Exposure and Vehicle Theft

On July 18, 2025 A vehicle was stolen from the parking lot of Kroger. Two children, members of our community, were in the vehicle when the suspect opened the doors, removed the children, and stole the car. The suspect was identified using security camera footage, and turned out to also be suspected of exposing himself at multiple local businesses. Officers entered the plate number into Flock, and observed it heading North out of city limits. With this information, a BOL was put out to surrounding jurisdictions and the vehicle was seen on Flock cameras in Front Royal a short time after. The car was pulled over by Front Royal Police, and thanks to Flock cameras in both Harrisonburg and Front Royal, the car was recovered and an arrest was made in less than two hours.



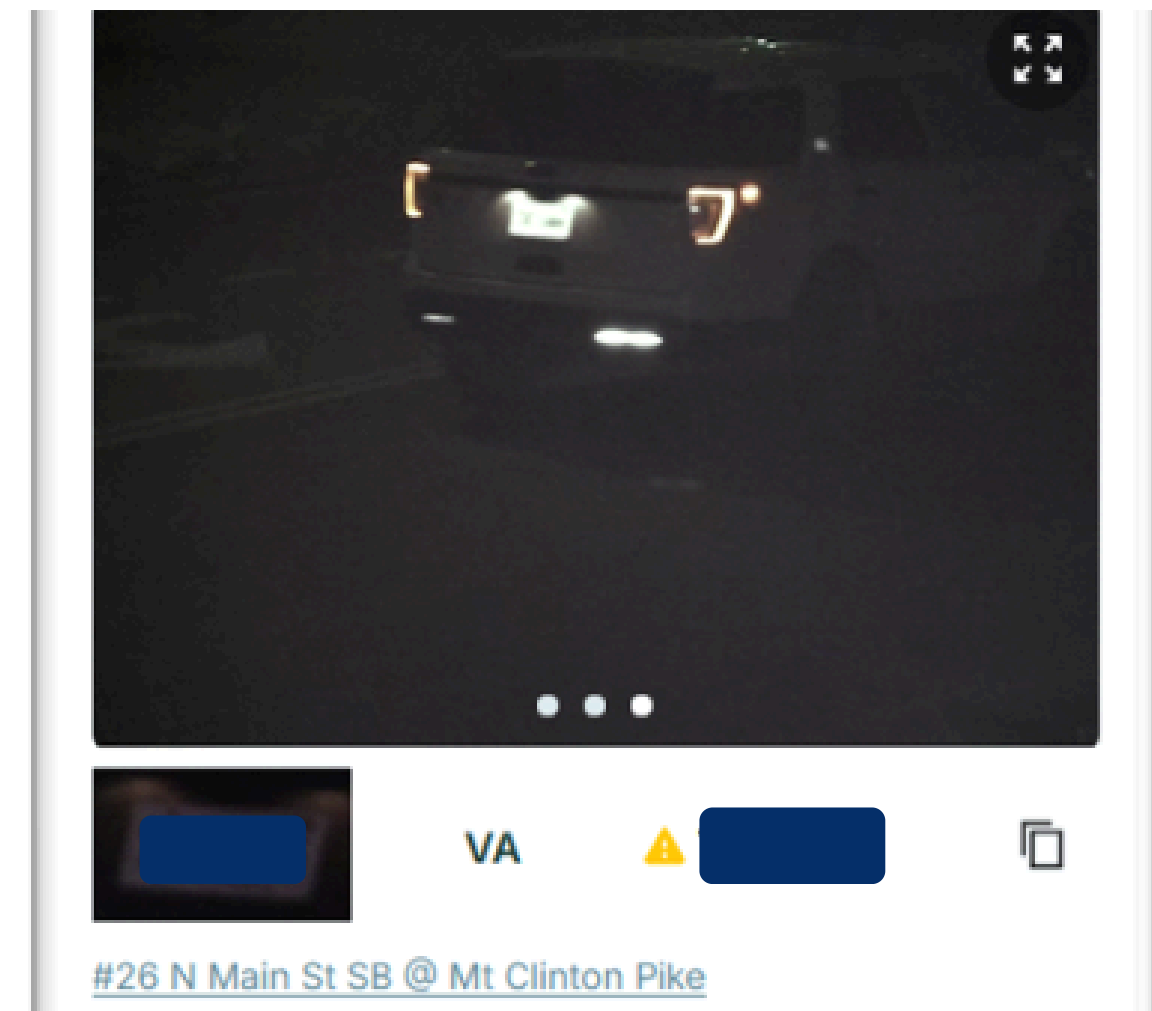


Case Overview

DUI Hit and Run

On February 6, 2026, A woman was driving her vehicle when she was rear ended at the intersection of S Main St. and MLK Way in Harrisonburg. The suspect fled the scene, but the passenger had taken a photo of the vehicle plate. Officers entered the plate number into Flock, and were able to narrow their search to the North end of Harrisonburg, where the vehicle was seen driving and a traffic stop was initiated. The driver of the vehicle was intoxicated, and a breath analysis at the jail read a BAC of 0.24 grams of alcohol per 210 liters of breath.

Approximately 12,000 to 13,500 people die annually in the United States due to alcohol-impaired driving crashes, equating to roughly one person every 39 to 42 minutes. Thanks to ALPR cameras, we were able to stop the impaired driver before he caused more harm to our community.

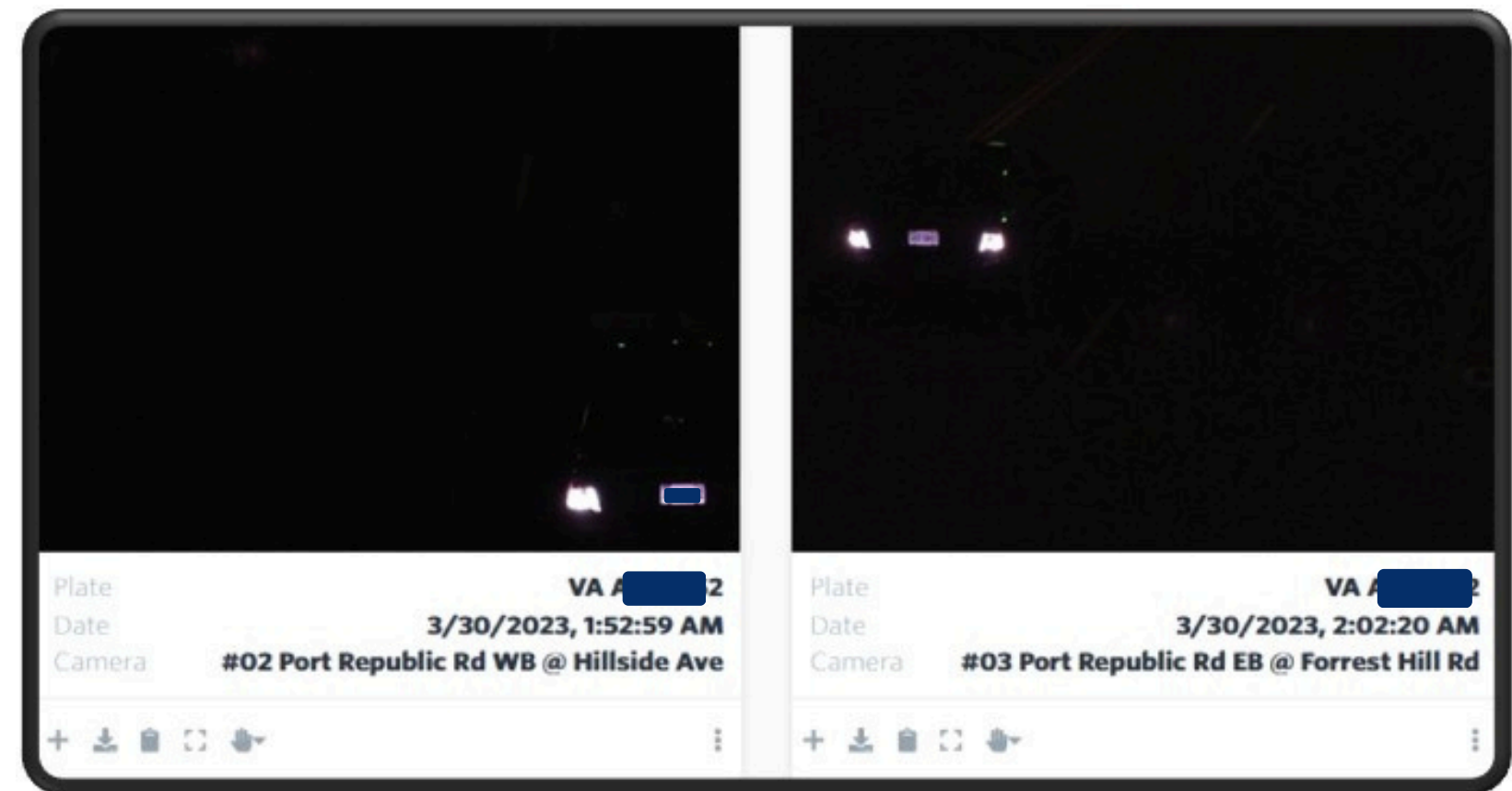




Case Overview

Homicide Suspect Identified and Arrested

On March 30, 2023, a member of our community, John Carter, was found shot in his apartment on N High St. in Harrisonburg. Upon interviewing witnesses and reviewing surveillance footage, a possible suspect vehicle was identified and officers were able to use Flock to search for the blue Ford Focus. Thanks to ALPR cameras, detectives working the case were able to locate a blue Ford Focus heading towards the crime scene and leaving the crime scene on the day of the murder. The license plate number was clearly visible, allowing officers to find the registered owner of the vehicle, who was a known associate of Mr. Carter. The suspect was arrested.





ALPR Regulations- H.B. 2724, Effective July 1, 2025

Although we have always had an internal policy for ALPR use, H.B. 2724 codified when and how ALPRs should be used. This was an important step in ensuring appropriate use of the technology, and criminalizes misuse of data.

ALPR Use: Limited to Law Enforcement action only- Missing Persons, Criminal Investigations, Wanted Subjects, etc.

Retention: Data can only be kept for 21 days. After that, it is automatically purged from the system and cannot be recovered.

Data Sharing: ALPR data can only be shared with local law enforcement in the Commonwealth of Virginia. Not with out of state or federal agencies. Data must be subpoenaed by any other organization.

Audits: Mandatory routine audits of ALPR use must be submitted to VSP.

Violations: Any violation of use is a **Class 1 Misdemeanor** and a violation of HPD policy.



Conducting a Search

Search Alerts FlockOS Devices Sharing Insights Evidence Admin

Search | Search Lookup

Investigative Purpose 🔍 * Required Field <

Offense Type* Case No. / Call for Service No.*

Reason*

Vehicle Details

License Plate Plate State

Include Partial Plate Statewide (VA)

Vehicle Fingerprint

Location & Time

Location

Start - End

Search Alerts FlockOS Devices Sharing Insights Evidence Admin

Search | Search Lookup

Investigative Purpose 🔍 * Required Field <

Offense Type* Case No. / Call for Service No.*

Reason*

- Alcohol Offenses (Non-DUI)
- Animal Offenses (cruelty/neglect)
- Arson
- Assault/Battery Offenses
- Assault/Battery Offenses (Domestic)
- Bribery
- Burglary/Breaking & Entering
- Child Abuse/Neglect
- Counterfeiting/Forgery

Location & Time

Location

Start - End

Search Alerts FlockOS Devices Sharing Insights Evidence Admin

Search | Search Lookup

Investigative Purpose 🔍 * Required Field <

Offense Type* Case No. / Call for Service No.*

Reason*

- Admin ONLY - NO OPERATIONS
- Endangered Person
- Human Trafficking
- Missing Person
- Other Criminal Investigation

Location & Time

Location

Start - End

Search Accountability



Our ALPR cameras have compliance features such as:

Federal Limitations

No federal access to nationwide or state-wide lookup. Only agencies can share their data, not the company.

Legal Response

Our contract mandates that Flock alert us to any legal request for our data so our counsel can decide how to respond.

Search Filters

Prevent searches related to immigration or reproductive health at the request of the community.

Permanent Audit Logs

Communities can require that both the search reason and case number be included in any search.



ALPR Court Decisions in Virginia

United States v. Martin

United States District Court, Eastern District of Virginia

Oct 11, 2024

In *United States v. Martin*, the court denied a motion to suppress evidence obtained via Flock automated license plate readers (ALPRs). The court rejected the "mosaic theory," ruling that aggregated, short-term use of surveillance cameras to track a suspect vehicle does not violate the Fourth Amendment.*

*Virginia Lawyers Weekly, CaseMine



ALPR Court Decisions in Virginia

Schmidt v. City of Norfolk

United States District Court, Eastern District of Virginia

Jan 27, 2026

Schmidt v. City of Norfolk (2026) is a landmark federal case in which the U.S. District Court for the Eastern District of Virginia ruled that the City of Norfolk's use of Flock Safety Automated License Plate Readers (ALPRs) does not violate Fourth Amendment protections against unreasonable searches. The court found that the 24/7 camera network, which monitors public roads, does not constitute a "search" because it does not continuously track individuals. *



Flock Myth vs. Fact

Myth: Flock is sharing information with ICE and DHS to help with immigration cases and locate members of our community.

Fact: Flock does not contract with ICE or DHS, and federal agencies are excluded from national and statewide network search capabilities. In Virginia, legal restrictions even limit federal and out-of-state access to publicly funded LPR data.

Myth: ALPR cameras collect names, addresses, phone numbers, driver identity, biometric identifiers, and other confidential personal information.

Fact: ALPR cameras only collect license plate text, date/time, camera location, and basic vehicle attributes (make/model/color) - all observable from public roadways.

Myth: The data collected by Flock is not secure, putting our community at risk.

Fact: Flock uses CJIS-aligned controls, and their ALPR cloud storage platform has never been compromised.



Flock Myth vs. Fact

Myth: Data is being stored by agencies long-term.

Fact: Data is deleted after 21 days and cannot be recovered.

Myth: ALPR data is used to surveil protest activity.

Fact: Data from ALPR cameras is not used for any 1st Amendment protected activity. ALPR data can only be used to assist in an active criminal investigation.

Myth: Flock experienced a data breach, exposing information collected by its ALPR cameras.

Fact: Flock reported unauthorized use of 60 live video cameras- the Flock Condor. These are not ALPR cameras.

FAQ



Can ALPR data be used to track citizens not engaged in criminal activity?

- No. By law, ALPR cameras can only be used to assist in a criminal investigation, and the reason must be given when searching. This data is provided in the audit to VSP to ensure accountability.

How does Harrisonburg compare to other jurisdictions when it comes to the number of ALPRs?

- With 28 fixed cameras and 2 mobile, Harrisonburg has 5.2 cameras per 10,000 residents with a total population of 56,879. Based on publicly available data from other localities, this would put us on the mid-to-low end of density.

What can be done about concerns of misuse?

- Every search requires a justification, and we can see a comprehensive audit of who searched, when, and why. This information is also shared with Virginia State Police to hold us accountable and review our searches.



What are ALPR cameras doing in our community?

Using only license plate text, date/time, vehicle attributes, and camera location,
ALPR cameras are...

- Recovering stolen property that our friends and neighbors worked hard for.
- Helping our officers get justice for victims of crime.
- Getting intoxicated drivers off the street, preventing them from causing more harm.
- Locating missing persons and reconnecting them with loved ones.
- Finding dangerous offenders wanted for crimes like murder, kidnapping, and attempted murder from other jurisdictions and preventing them from causing further harm in Harrisonburg.



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-114, **Version:** 1

Subject:

Presentation of the Proposed Restoration and Renovation of the City Hall Complex

Presented By: Amy Snider, Deputy City Manager

In 2013 when the new City Hall structure was designed it was the intention for the historic old Municipal Building structure (built in three phases in 1879, 1901 and 1908) to be restored and converted to City office space in the future and for the two structures to operate as one unified City Hall complex. This undertaking was delayed due to other capital project priorities. City Hall has now reached full capacity, with all work spaces occupied, and departments in City Hall have a need to expand. The City contracted with LDDBlueline to lead the architectural and engineering design for the restoration and renovation of the City Hall complex. It is anticipated for construction to begin in late 2026.



April 14, 2026 City Council Meeting

Title

Presentation of the Proposed Restoration and Renovation of the City Hall Complex — Amy Snider

Summary

City Council will receive a presentation on the proposed restoration and renovation of the City Hall Complex. In 2013 when the new City Hall structure was designed it was the intention for the historic old Municipal Building structure (built in three phases in 1879, 1901 and 1908) to be restored and converted to City office space in the future and for the two structures to operate as one unified City Hall complex. This undertaking was delayed due to other capital project priorities. City Hall has now reached full capacity, with all work spaces occupied. Departments in City Hall have a need to expand. The City contracted with LDDBlueline to lead the architectural and engineering design for the restoration and renovation of the City Hall complex. It is anticipated for construction to begin in late 2026.

Recommendation

No action.

Fiscal Impact

A professional construction cost estimating firm developed a cost estimate for restoration of the historic building and renovation of City Hall based on the plan set. This estimate is \$22 million. In order to provide a cushion for unknowns that could arise in construction, as well as purchase of furnishings and other necessities, the total cost estimate is \$25.8 million.

Context & Analysis

The historic structure's interior was demolished in 2018 with exception of historic features (e.g. wood floors, tin ceilings) and walls reflecting the historic building layout from when it operated as a City school in the early- to mid-1900s. The historic structure has no plumbing and is equipped with very minimal electrical and a modest HVAC system. The structure also suffered damage from fire in 1919. Historical preservationists working alongside the architects and engineers have identified other areas of deterioration that need to be addressed to ensure the building is sound for the next century of use.

The City contracted with LDDBlueline to lead the architectural and engineering design for the restoration and renovation of the City Hall complex. The scope includes:

- 1) Restoration of the vacant historic old Municipal Building into office space for Economic Development and Community Development departments and meeting spaces for all departments. This restoration includes modernizing the structure and ensuring compliance with the Code-mandated High Performance Building Standard and attaining LEED Silver designation.
- 2) Targeted renovations of the basement, 1st, and 2nd floors of the 2014 City Hall structure for the Voter Registrar's Office, Commissioner of the Revenue's Office, Treasurer's Office, Parking Services, Human Resources Department and Information Technology Department. The 3rd floor will not be renovated.

The projected project timeline is for bidding to occur by June 2026, with anticipated construction to begin in late Summer/Fall 2026.

Options

No City Council action

HARRISONBURG CITY HALL COMPLEX RENOVATION

Presentation to City Council

April 14, 2026

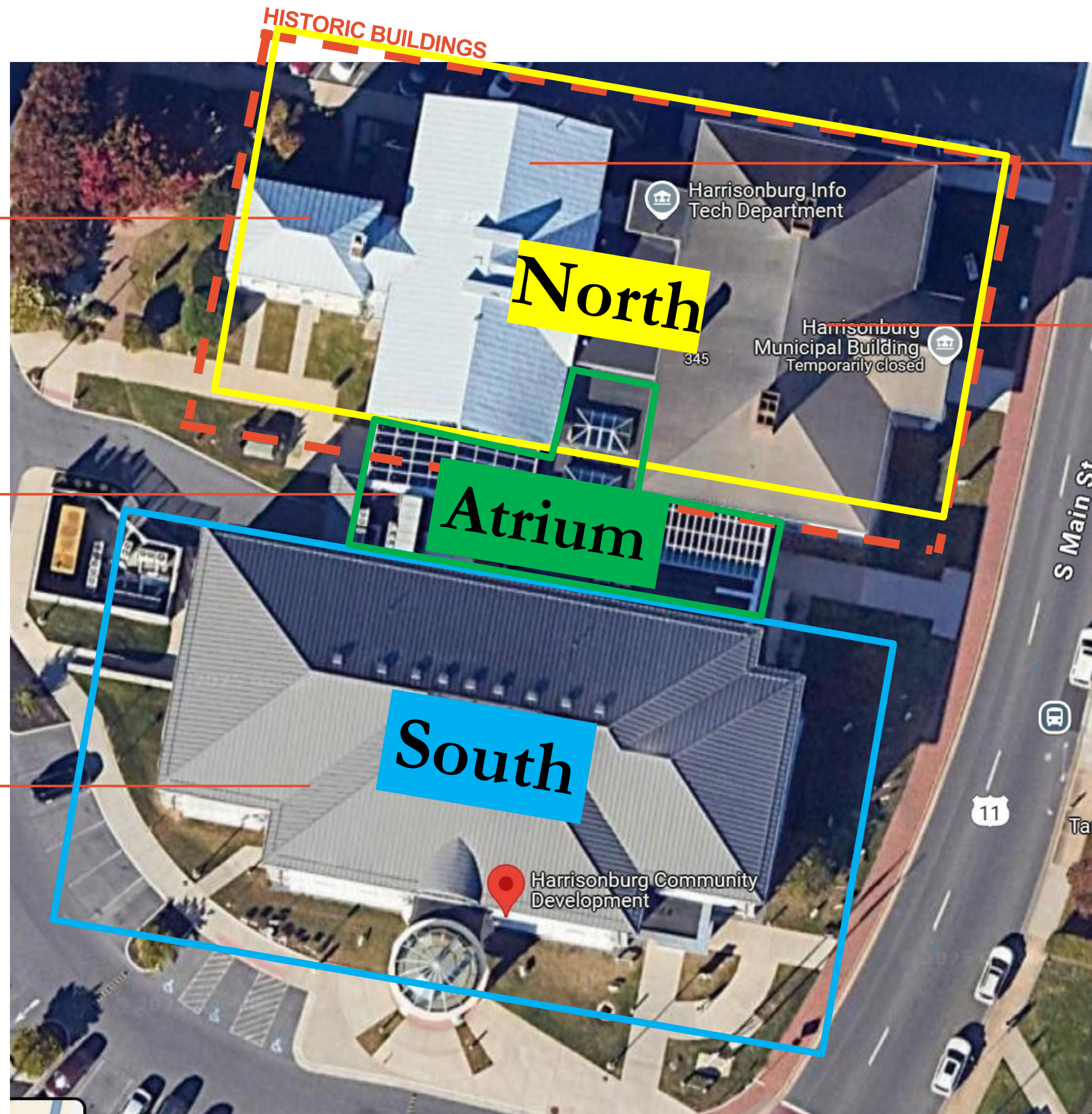
LDDBlueline™

CITY HALL COMPLEX

1901 MUNICIPAL BUILDING

2014 ATRIUM ADDITION

2014 CITY HALL



1879 MUNICIPAL BUILDING

1908 MUNICIPAL BUILDING



PROJECT SCOPE

- 1) Restoration and renovation of the vacant historic old Municipal Building (“City Hall North”)
- 2) Targeted renovations of the 2015 City Hall structure (“City Hall South”) and the Atrium

After completion of the project, the old Municipal Building and the 2014 City Hall will operate jointly as one interconnected City Hall Complex.

Departments/offices located in City Hall:

- *City Attorney*
- *City Clerk*
- *City Manager*
- *Commissioner of the Revenue*
- *Communications and Public Engagement*
- *Community Development*
- *Economic Development*
- *Finance and Purchasing*
- *Human Resources*
- *Information Technology (IT)*
- *Parking Services*
- *Real Estate*
- *Treasurer*
- *Voter Registrar*

**EXISTING
CONDITIONS
*MUNICIPAL BUILDING***

EXTERIOR PHOTOS



1901 / 1879 BUILDING / ATRIUM / CITY HALL



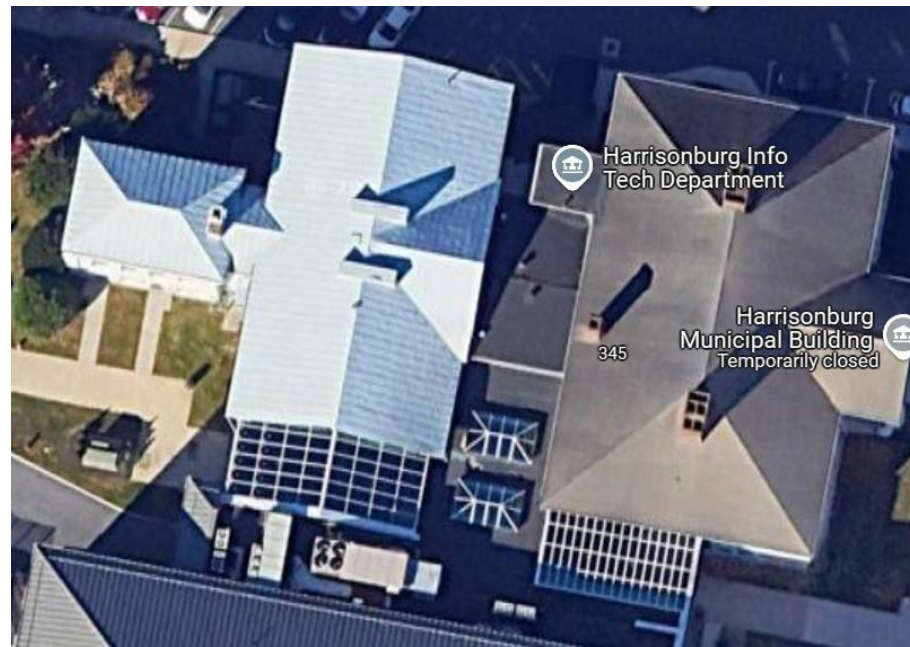
1908 BUILDING



1901

1879

1908



1879 BUILDING



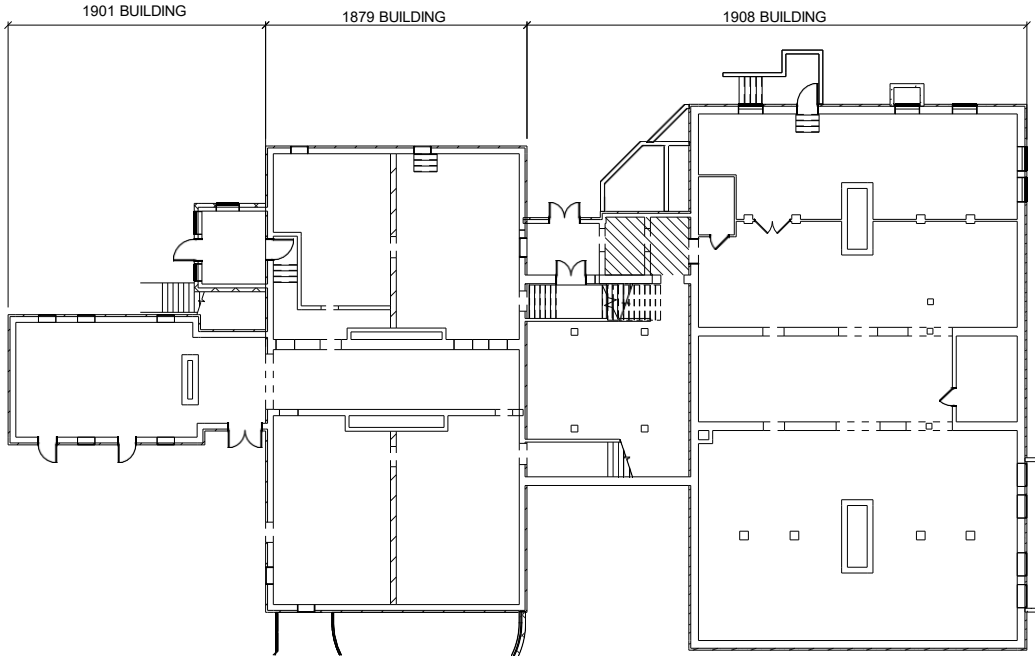
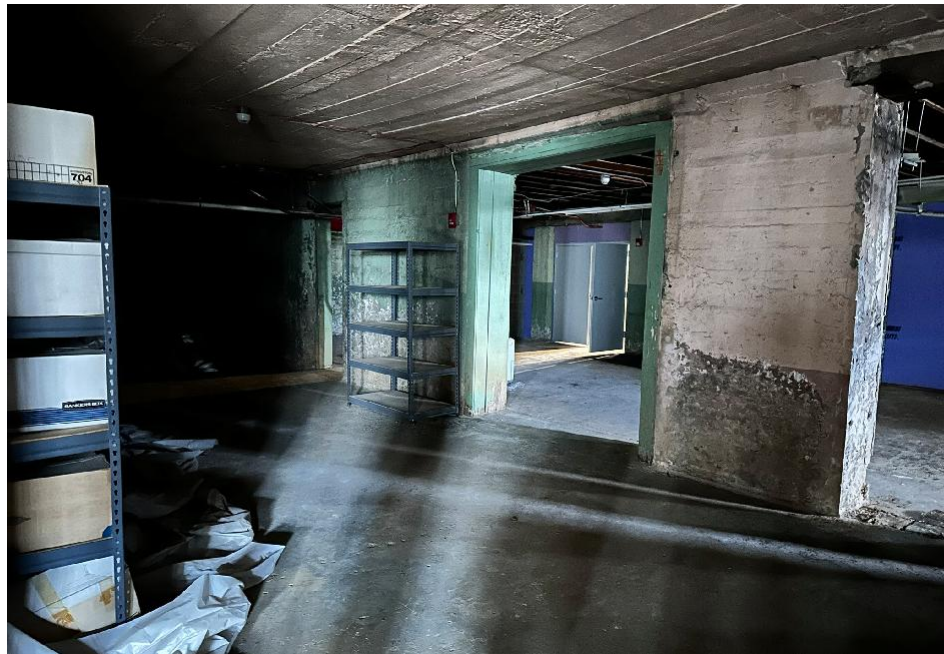
BASEMENT PHOTOS



1879 BUILDING



1879 BUILDING / STAIRS OF 1908 BUILDING



1901 BUILDING



1879 BUILDING



1879 BUILDING



1879 BUILDING



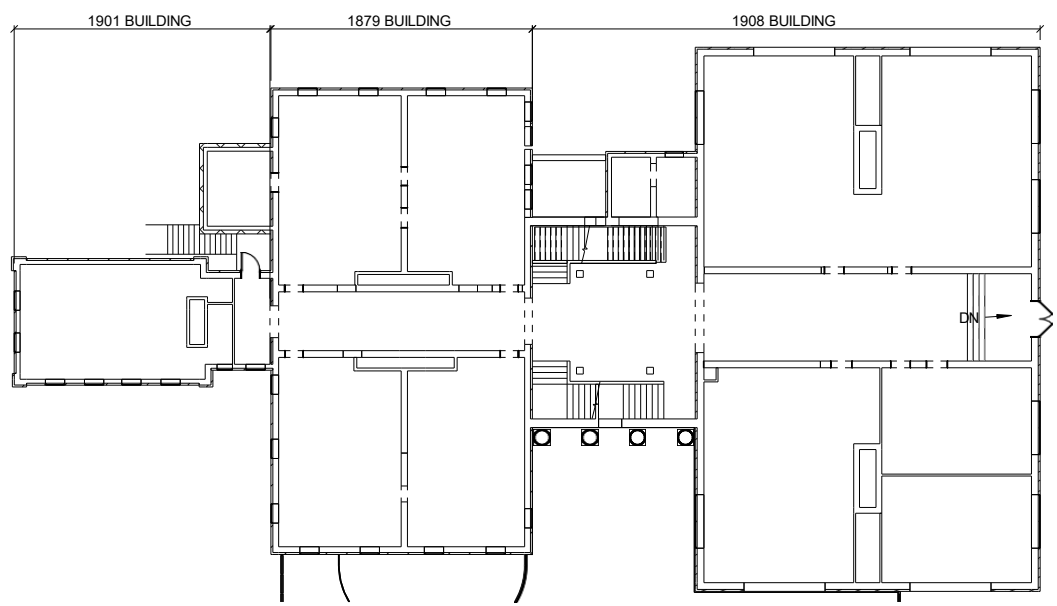
FIRST FLOOR PHOTOS



1901 BUILDING



1908 GRAND STAIR



1908 GRAND HALL



1908 BUILDING



1908 BUILDING - CEILING FIRE DAMAGE



1908 BUILDING - EXTERIOR WALL



1908 BUILDING - WINDOW SILL

SECOND FLOOR PHOTOS



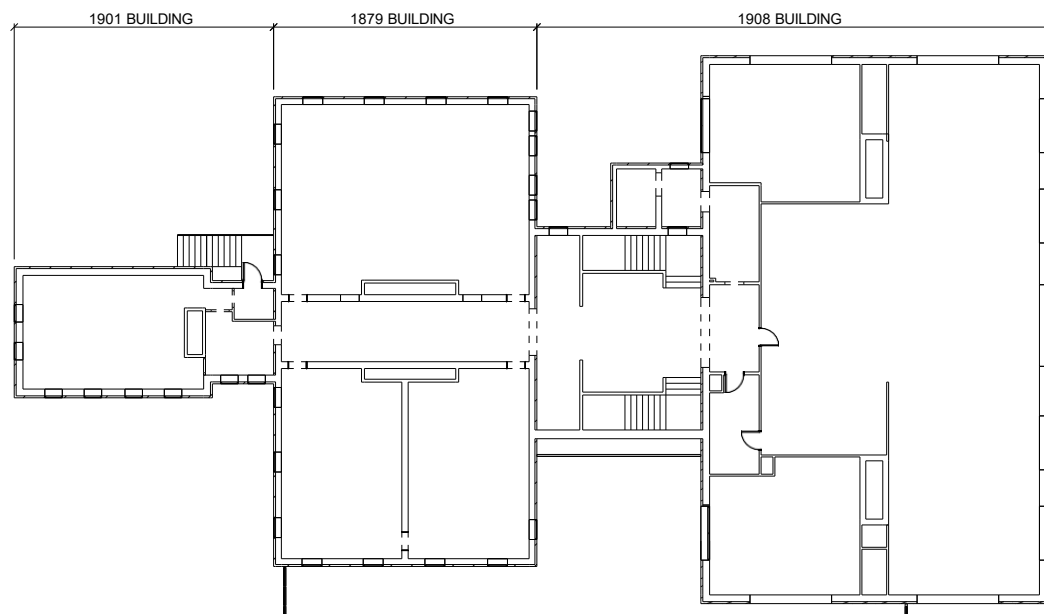
1901 BUILDING



1879 HALL



1879 BUILDING



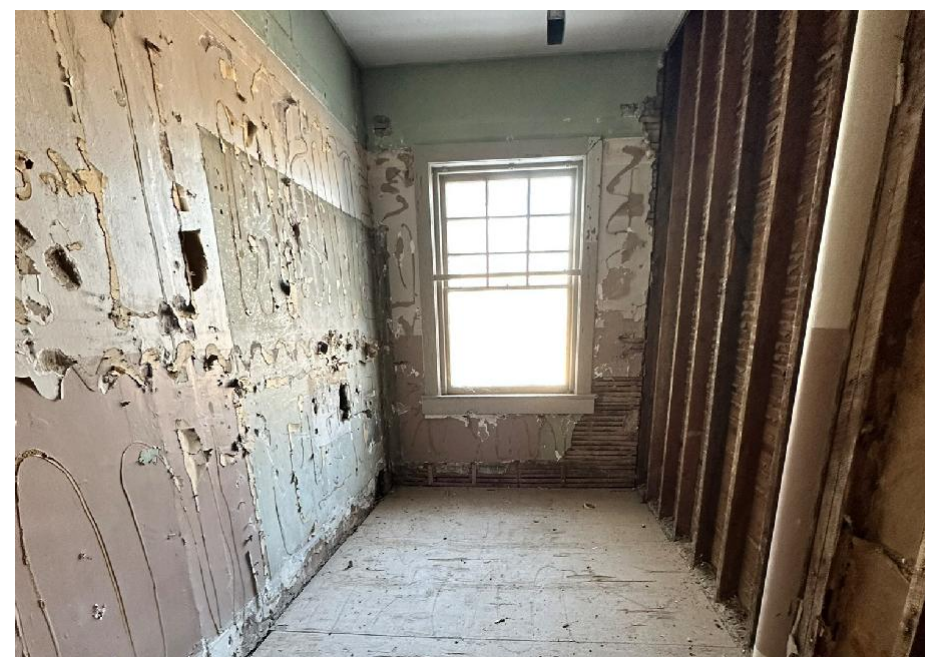
1879 BUILDING



1908 GRAND STAIR



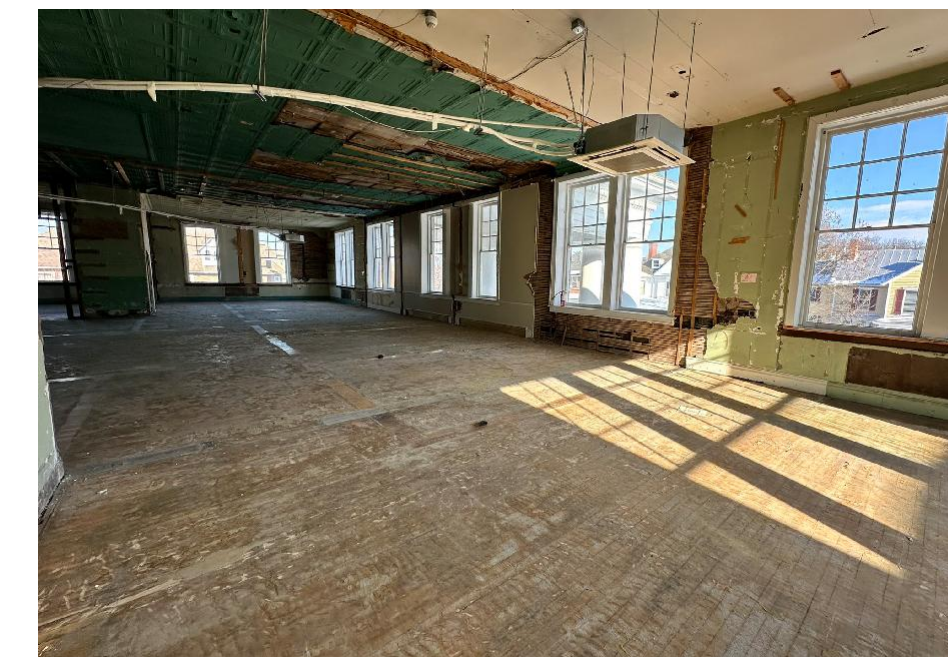
1908 GRAND STAIR / ARCHWAY



1908 BUILDING



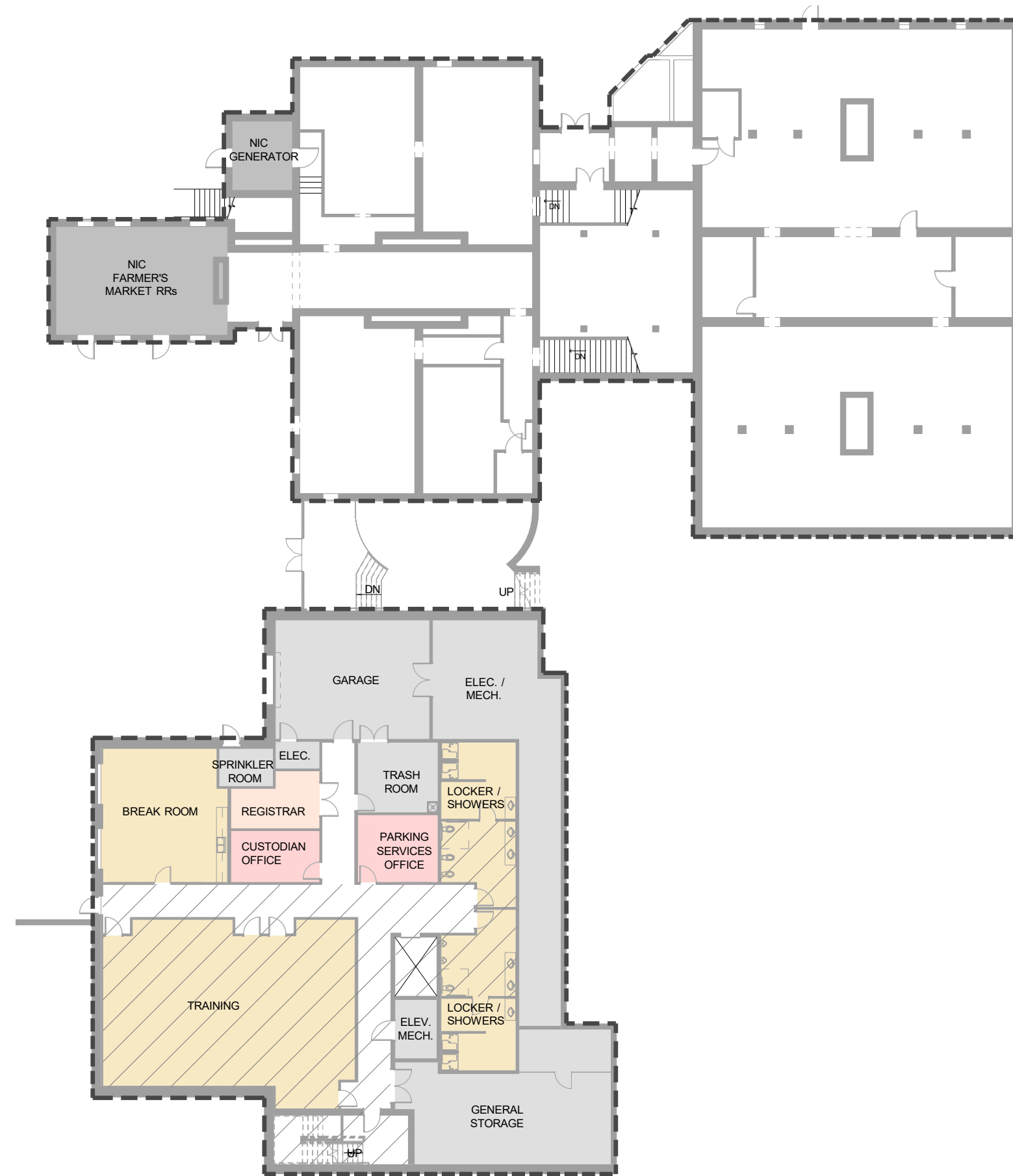
1908 BUILDING





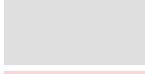
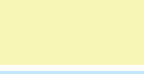

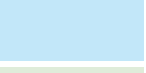

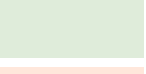






1908 BUILDING

FLOOR PLANS

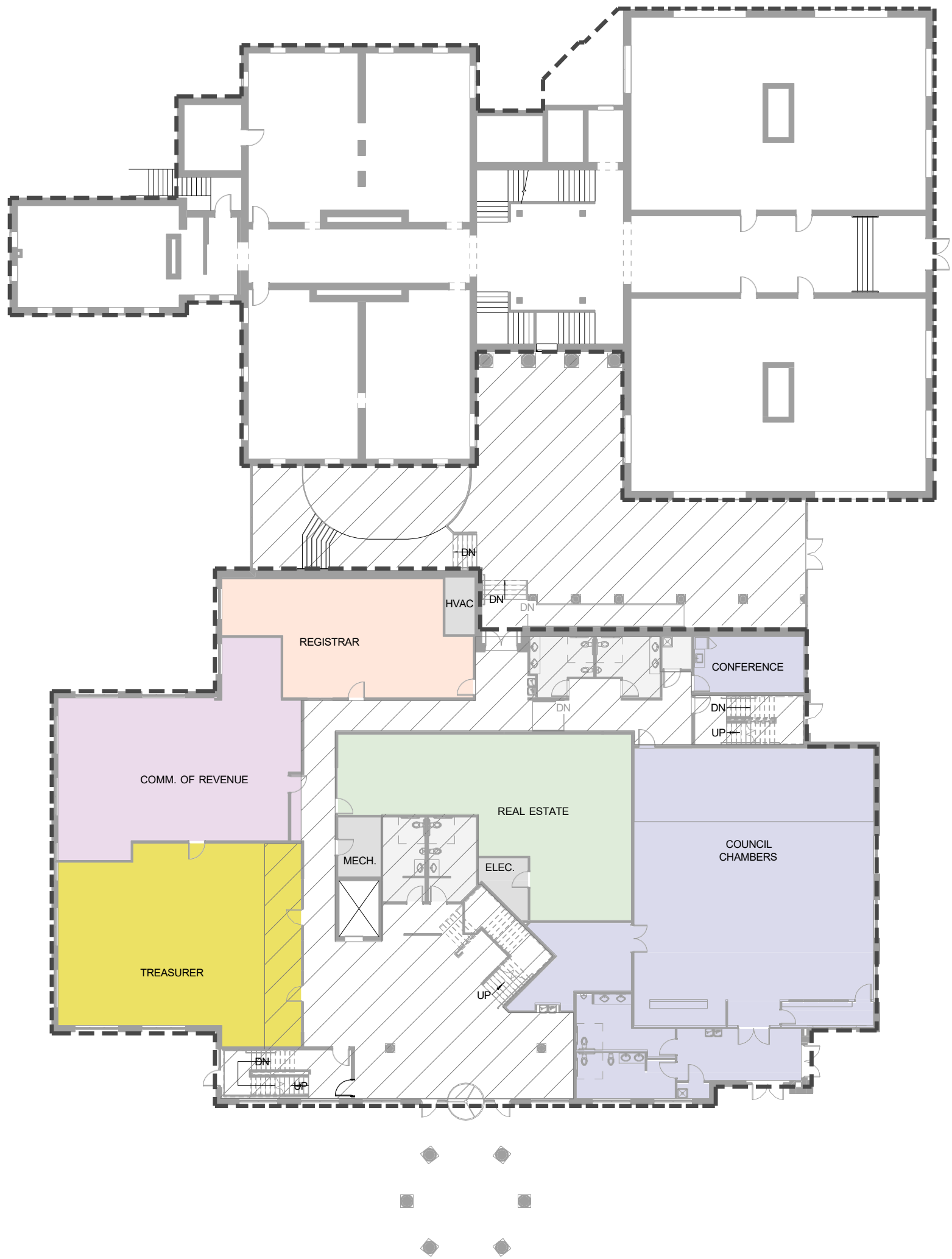
BASEMENT - EXISTING










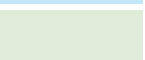

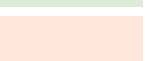
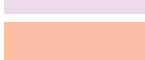



DEPARTMENT COLOR LEGEND

	SHARED DEPARTMENT AMENITY		FINANCE
	STORAGE		HUMAN RESOURCES
	CITY MANAGER		INFORMATION TECHNOLOGY
	COUNCIL CHAMBERS		REAL ESTATE
	COMMISSIONER'S		REGISTRAR
	COMMUNITY DEVELOPMENT		TREASURER
	ECONOMIC DEVELOPMENT		PUBLIC AREAS

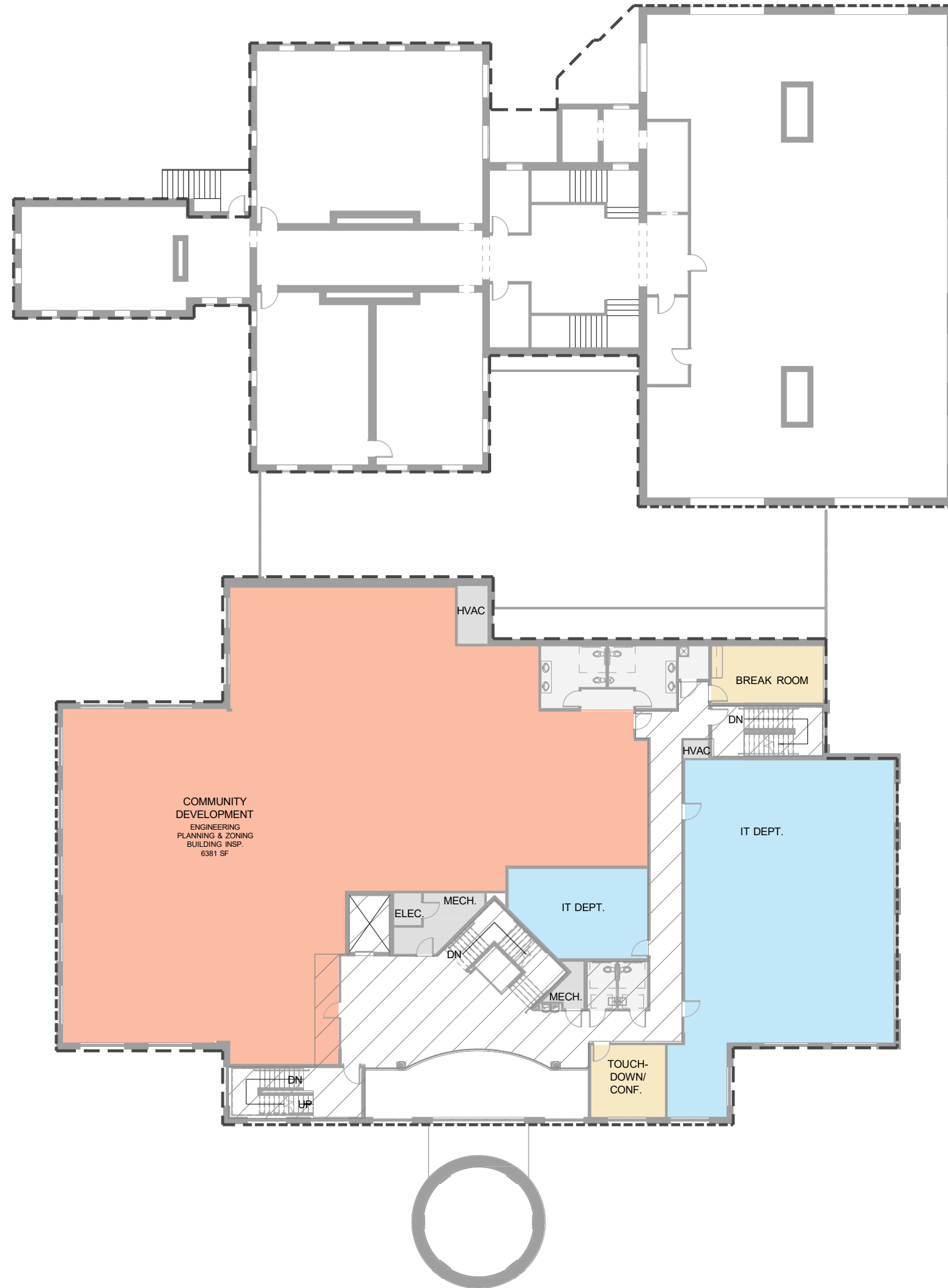
FIRST FLOOR - EXISTING










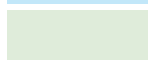

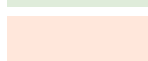
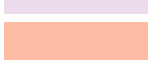



DEPARTMENT COLOR LEGEND

	SHARED DEPARTMENT AMENITY		FINANCE
	STORAGE		HUMAN RESOURCES
	CITY MANAGER		INFORMATION TECHNOLOGY
	COUNCIL CHAMBERS		REAL ESTATE
	COMMISSIONER'S		REGISTRAR
	COMMUNITY DEVELOPMENT		TREASURER
	ECONOMIC DEVELOPMENT		PUBLIC AREAS

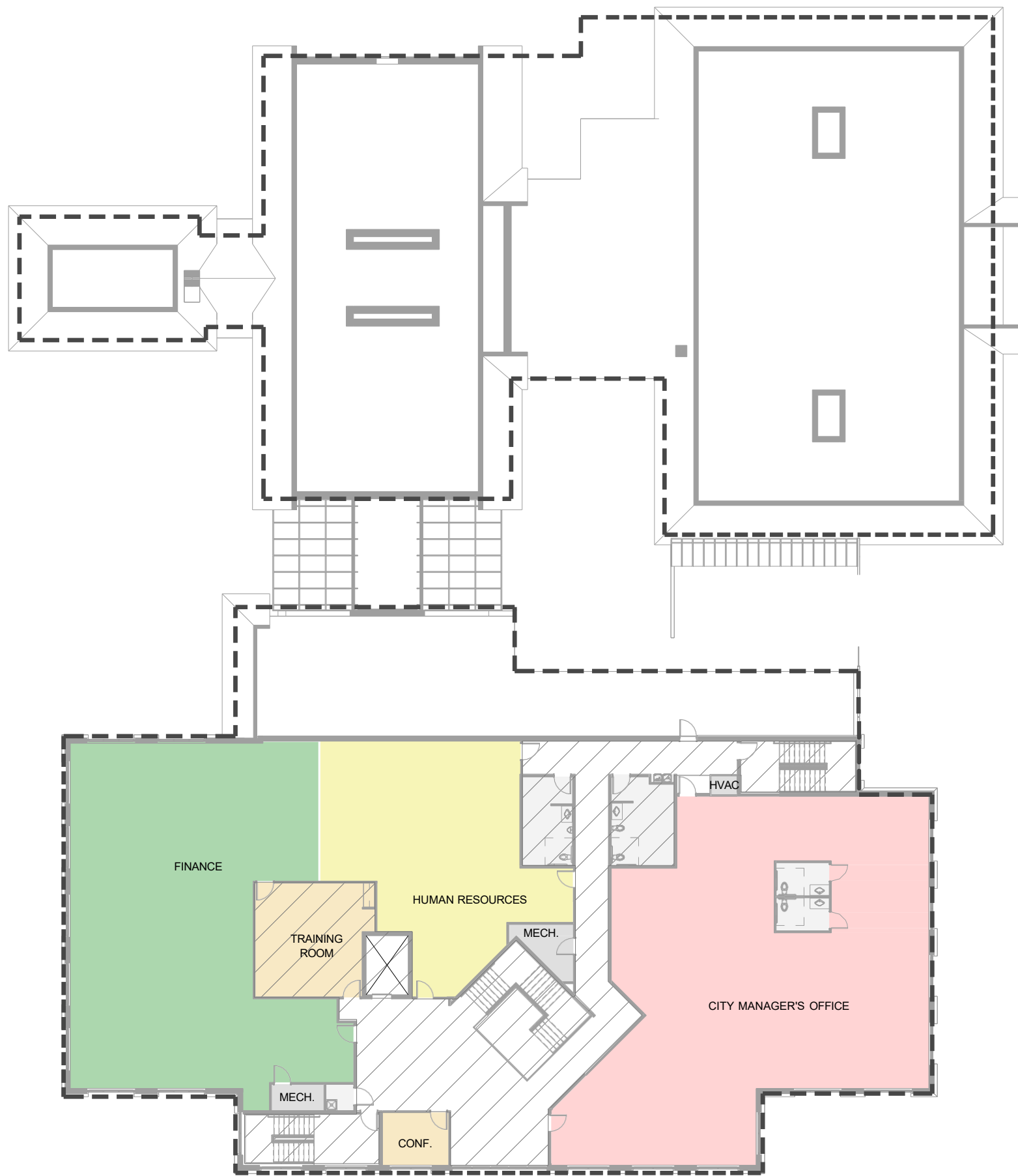
SECOND FLOOR - EXISTING





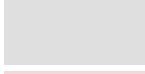
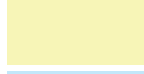

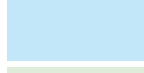

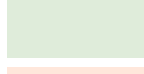






DEPARTMENT COLOR LEGEND

	SHARED DEPARTMENT AMENITY		FINANCE
	STORAGE		HUMAN RESOURCES
	CITY MANAGER		INFORMATION TECHNOLOGY
	COUNCIL CHAMBERS		REAL ESTATE
	COMMISSIONER'S		REGISTRAR
	COMMUNITY DEVELOPMENT		TREASURER
	ECONOMIC DEVELOPMENT		PUBLIC AREAS

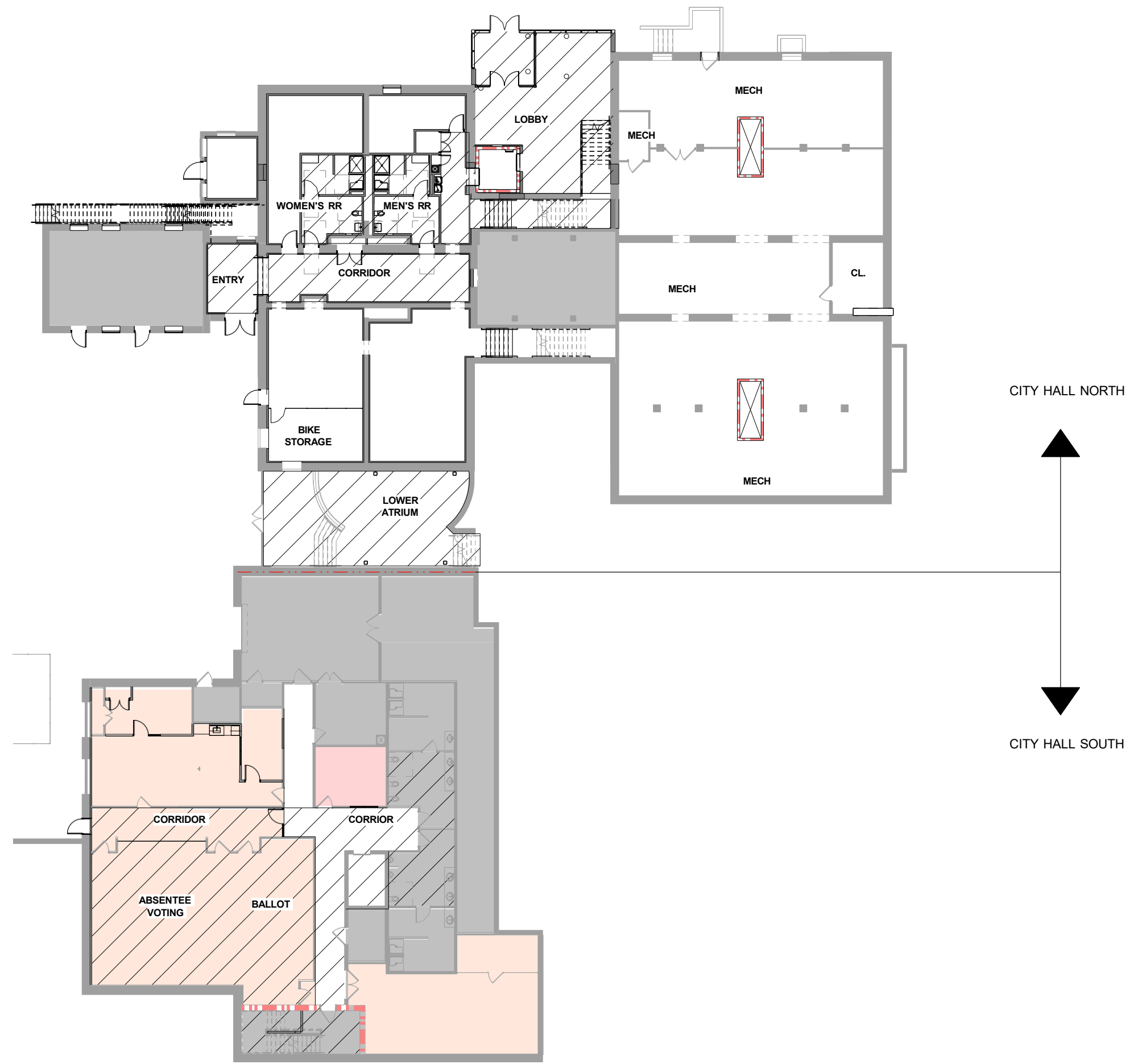
THIRD FLOOR - EXISTING



DEPARTMENT COLOR LEGEND

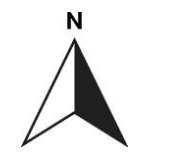
	SHARED DEPARTMENT AMENITY		FINANCE
	STORAGE		HUMAN RESOURCES
	CITY MANAGER		INFORMATION TECHNOLOGY
	COUNCIL CHAMBERS		REAL ESTATE
	COMMISSIONER'S		REGISTRAR
	COMMUNITY DEVELOPMENT		TREASURER
	ECONOMIC DEVELOPMENT		PUBLIC AREAS

BASEMENT - RENOVATION

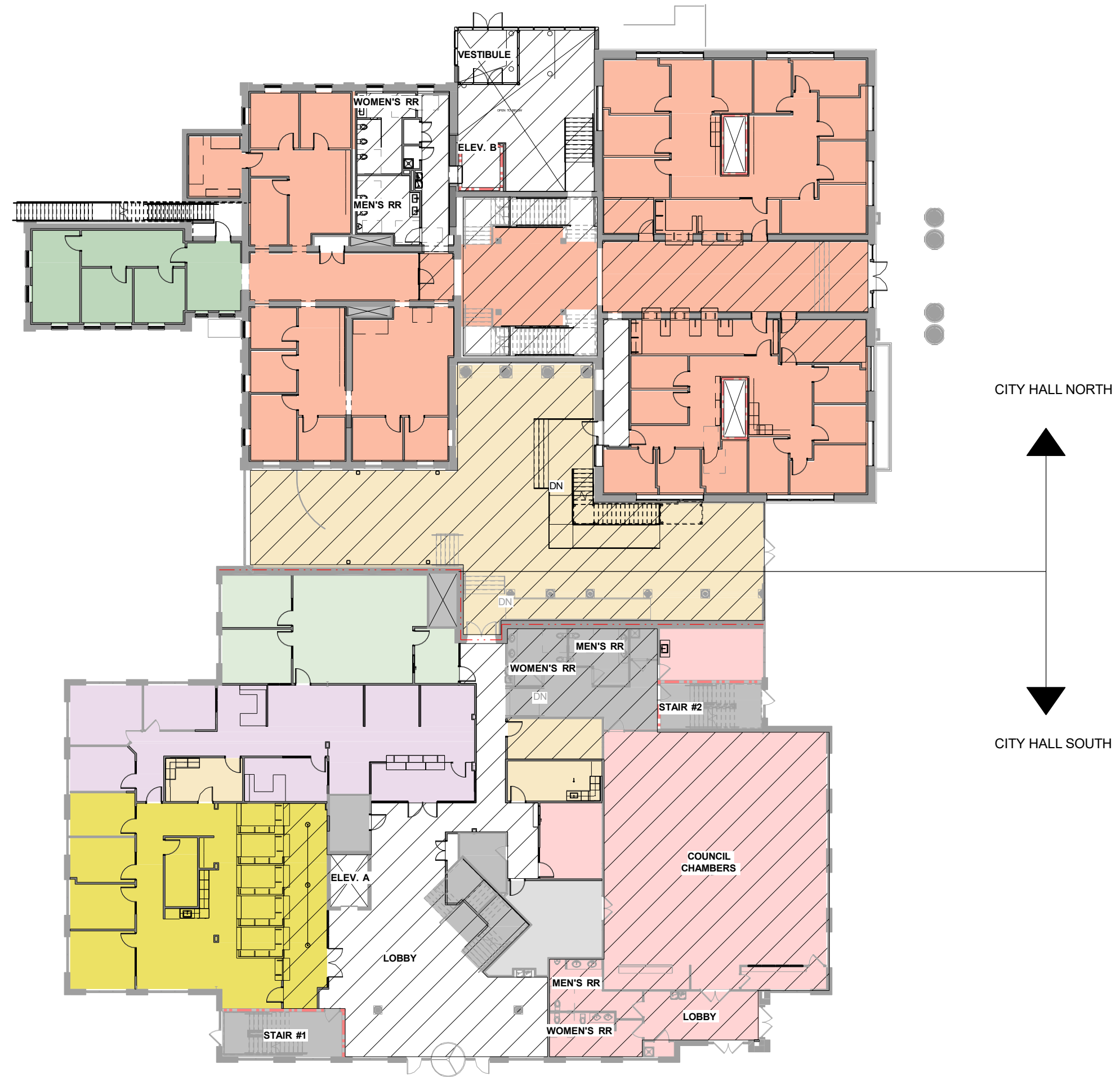


DEPARTMENT COLOR LEGEND

Shared Department Amenity	Community Development
Storage	Human Resources
City Manager	Information Technology
Commissioner's	Real Estate
Finance	Registrar
Economic Development	Treasurer
Growth	Public Areas



FIRST FLOOR - RENOVATION

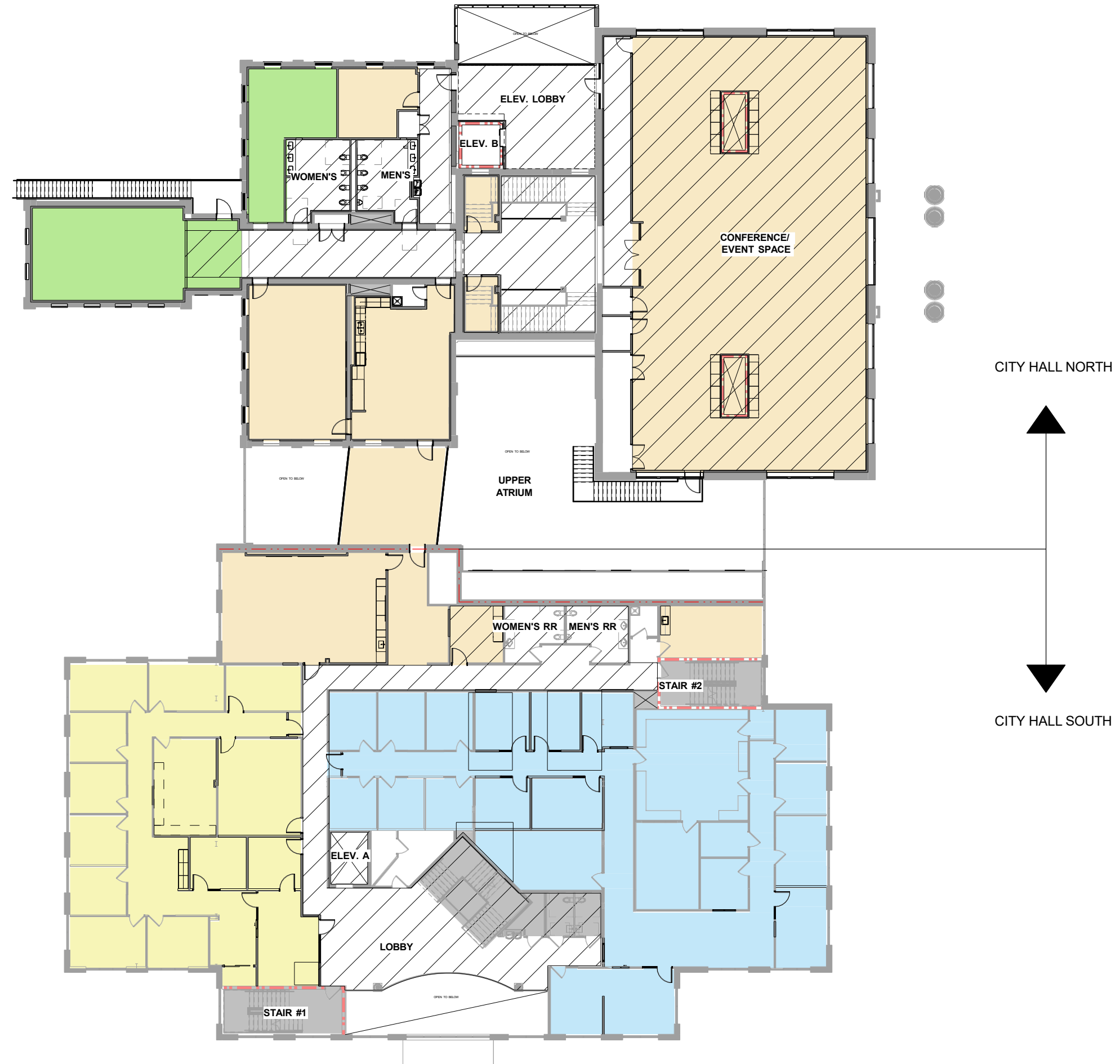


DEPARTMENT COLOR LEGEND

	SHARED DEPARTMENT AMENITY		COMMUNITY DEVELOPMENT
	STORAGE		HUMAN RESOURCES
	CITY MANAGER		INFORMATION TECHNOLOGY
	COMMISSIONER'S		REAL ESTATE
	FINANCE		REGISTRAR
	ECONOMIC DEVELOPMENT		TREASURER
	GROWTH		PUBLIC AREAS

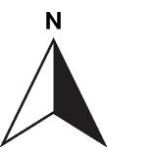


SECOND FLOOR - RENOVATION

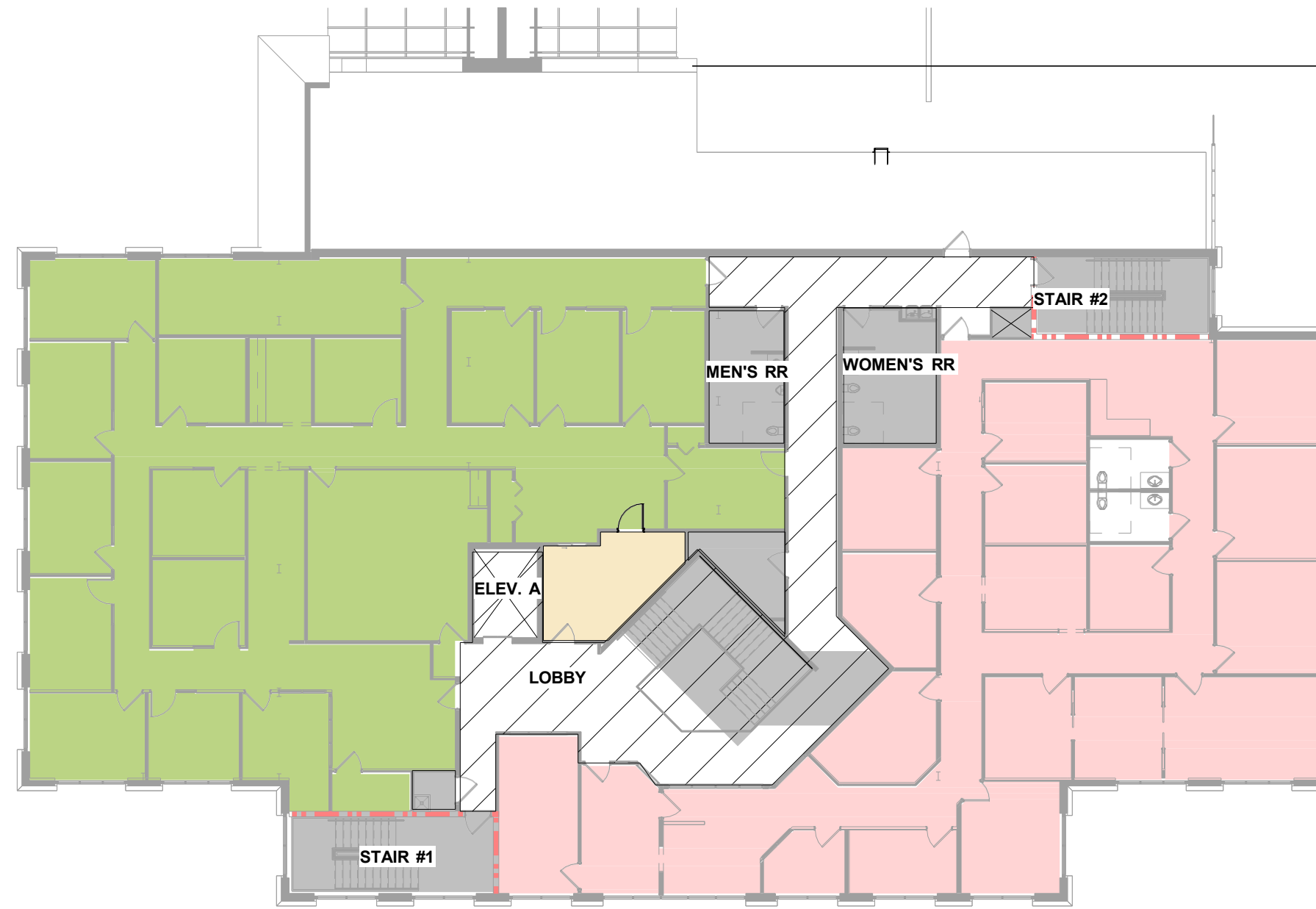


DEPARTMENT COLOR LEGEND

	SHARED DEPARTMENT AMENITY		COMMUNITY DEVELOPMENT
	STORAGE		HUMAN RESOURCES
	CITY MANAGER		INFORMATION TECHNOLOGY
	COMMISSIONER'S		REAL ESTATE
	FINANCE		REGISTRAR
	ECONOMIC DEVELOPMENT		TREASURER
	GROWTH		PUBLIC AREAS



THIRD FLOOR - RENOVATION



CITY HALL SOUTH

DEPARTMENT COLOR LEGEND

	SHARED DEPARTMENT AMENITY		COMMUNITY DEVELOPMENT
	STORAGE		HUMAN RESOURCES
	CITY MANAGER		INFORMATION TECHNOLOGY
	COMMISSIONER'S		REAL ESTATE
	FINANCE		REGISTRAR
	ECONOMIC DEVELOPMENT		TREASURER
	GROWTH		PUBLIC AREAS



PUBLIC ZONE EXPERIENCE

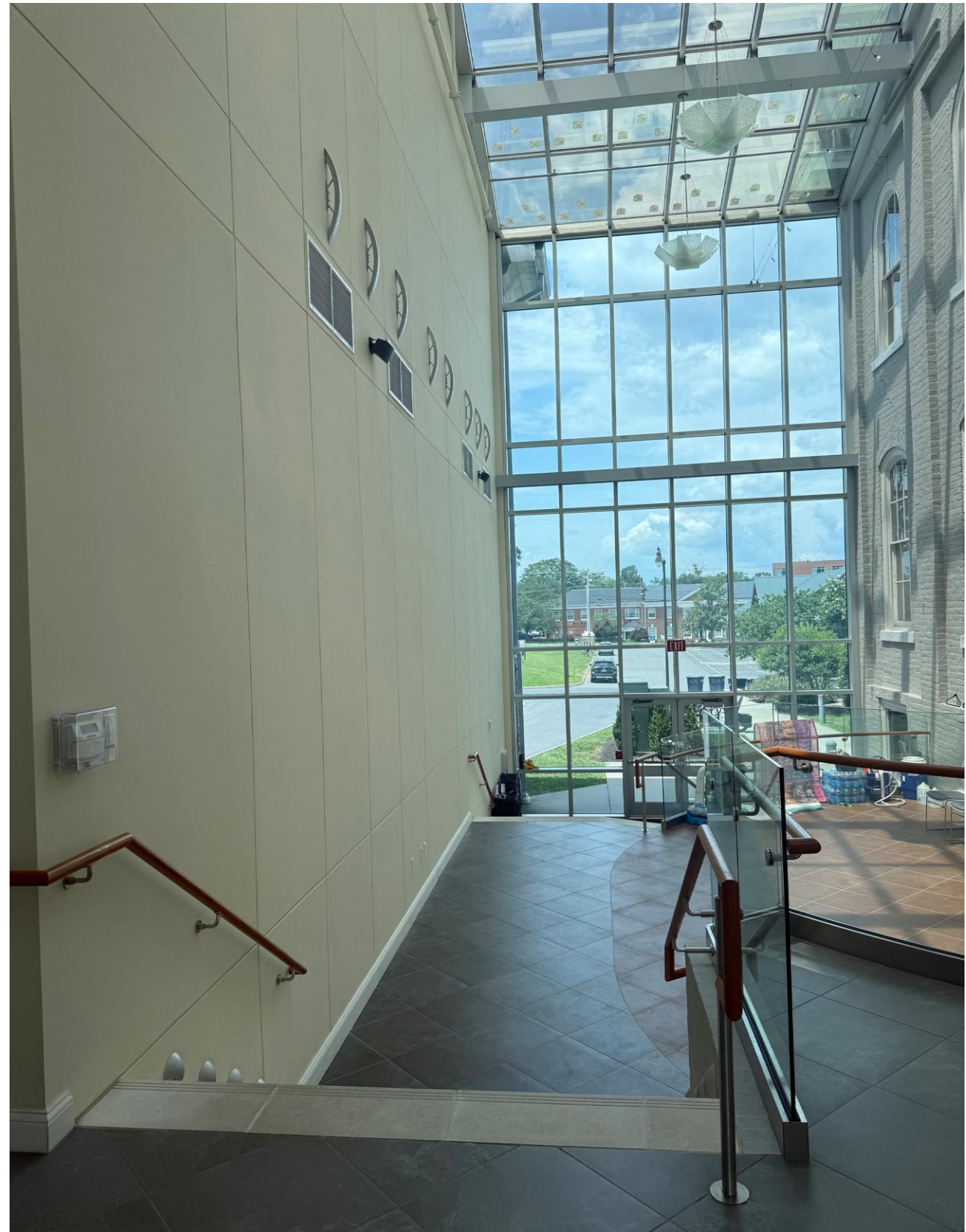
CITY HALL SOUTH LOBBY - EXISTING



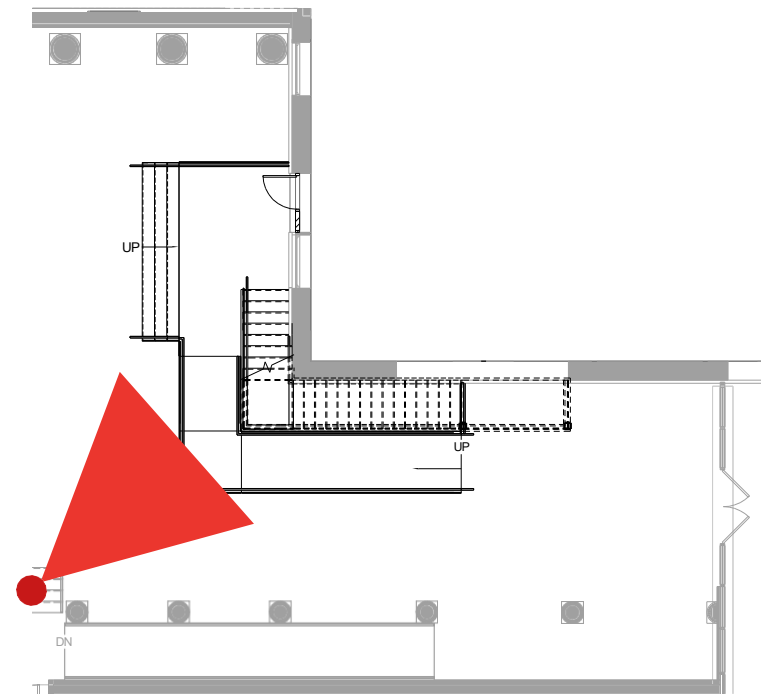
CITY HALL SOUTH LOBBY - RENOVATION



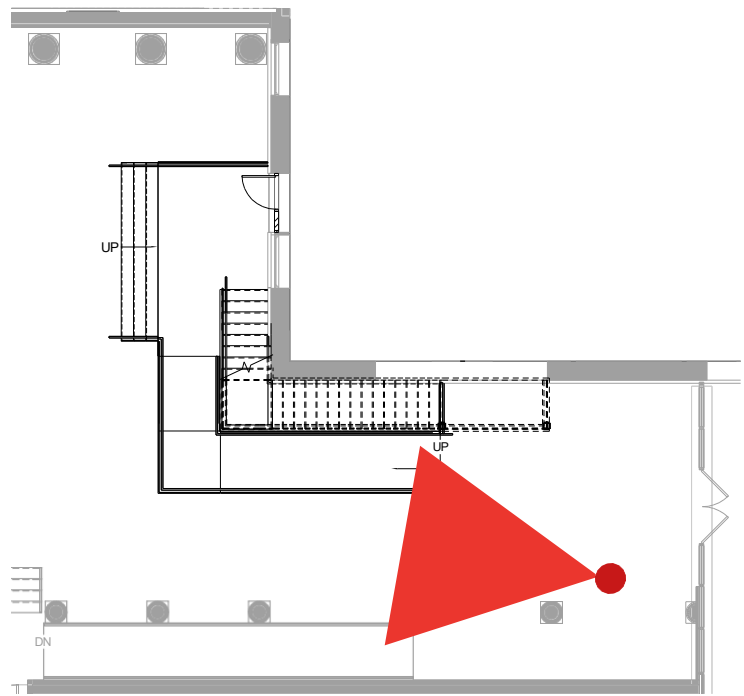
ATRIUM - EXISTING



ATRIUM - RENOVATION



ATRIUM - RENOVATION



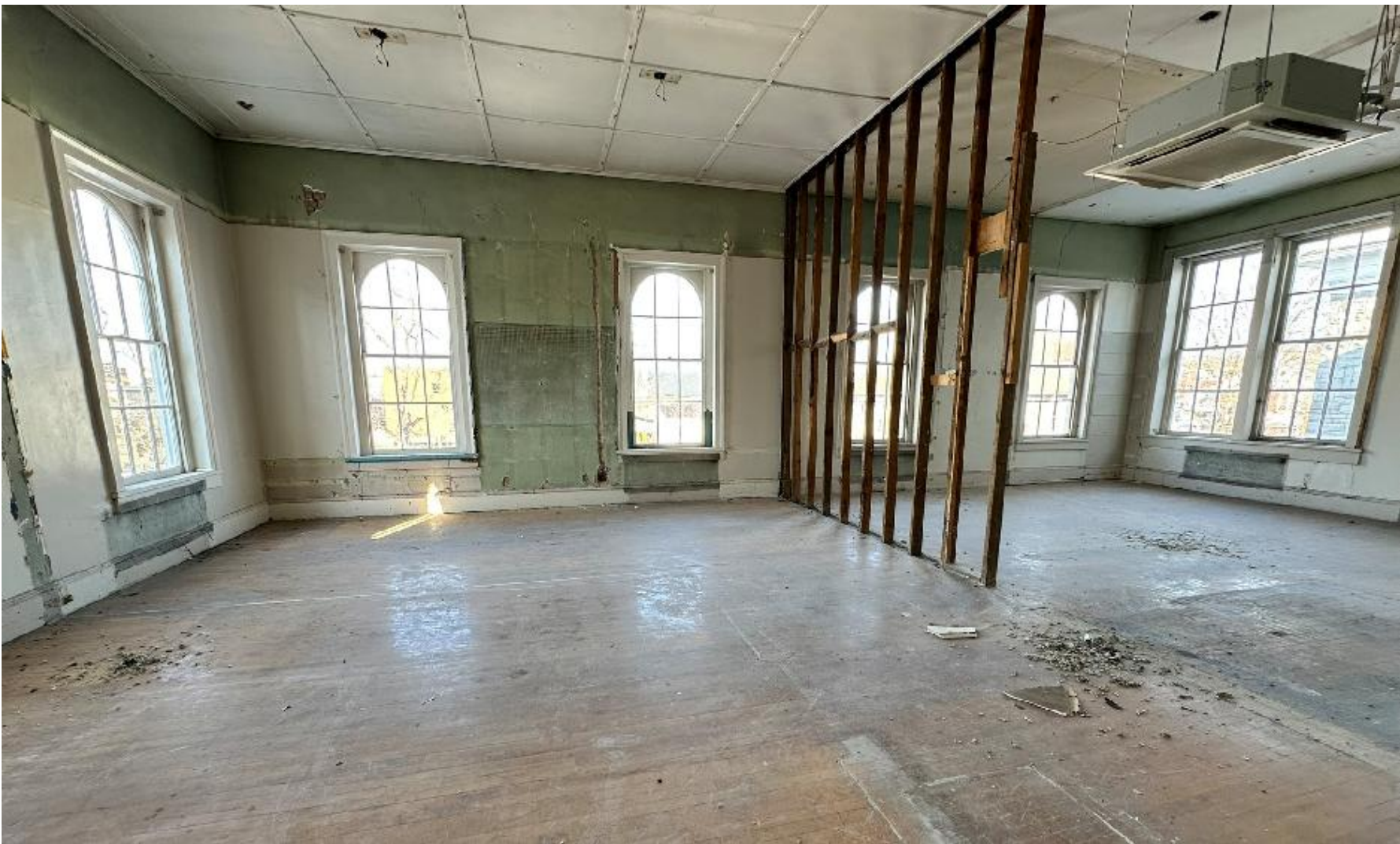
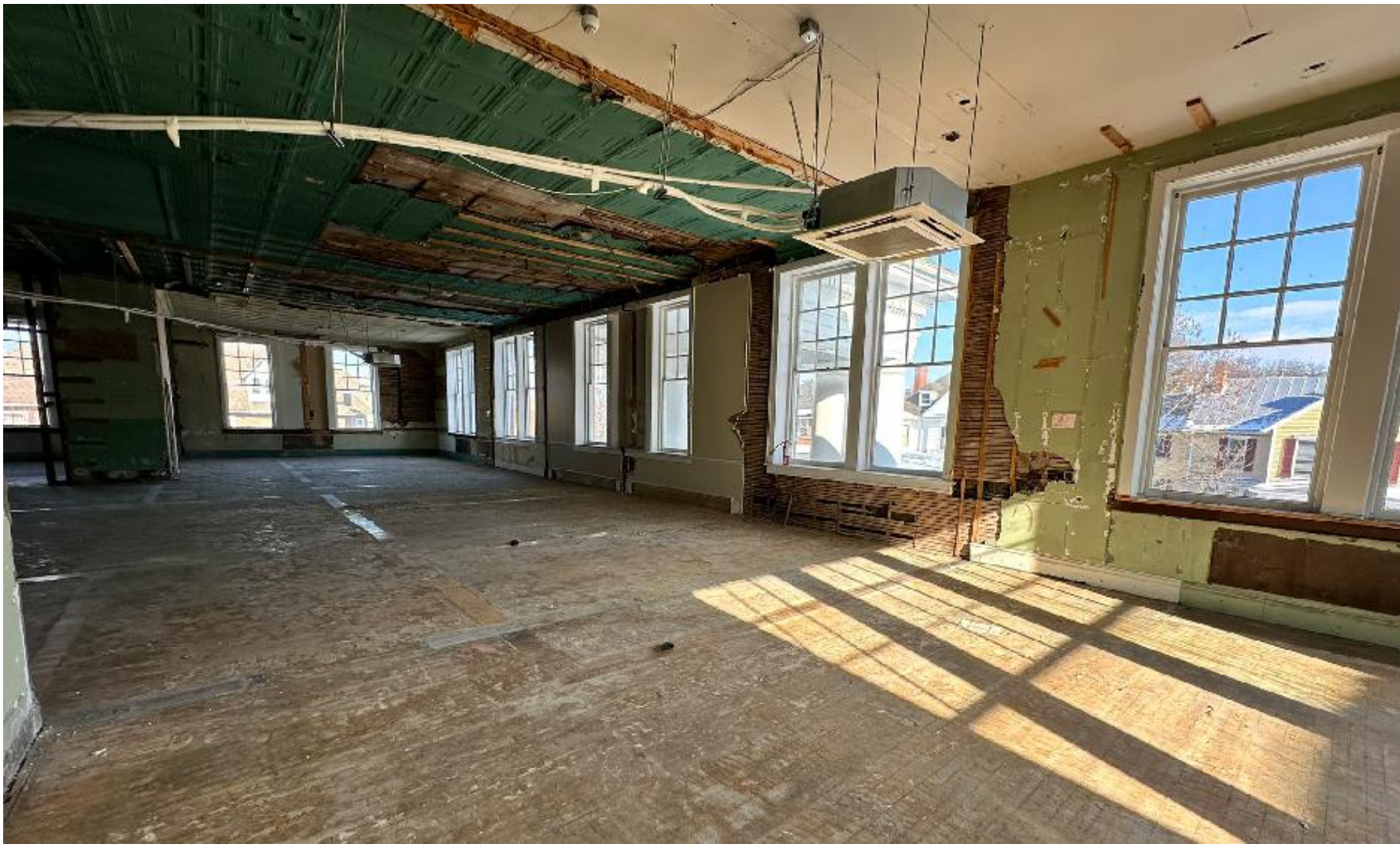
CITY HALL NORTH 1ST FLOOR- EXISTING



CITY HALL NORTH 1ST FLOOR- RENOVATION



CITY HALL NORTH 2ND FLOOR- EXISTING



CITY HALL NORTH 2ND FLOOR- RENOVATION



CITY HALL NORTH ENTRANCE- EXISTING

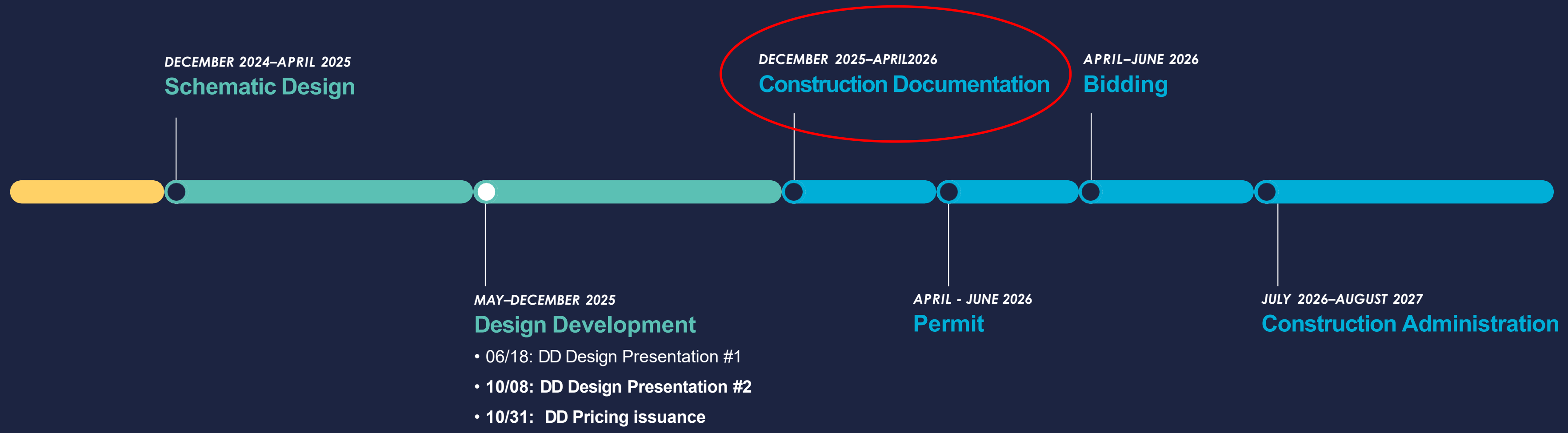


CITY HALL NORTH ENTRANCE- RENOVATION



PROJECT COST AND TIMELINE

PROJECT TIMELINE



PROJECT COST

- A professional construction cost estimating firm developed a cost estimate.
- The total cost estimate is \$25.8 million, including furnishings, fixtures, and other contingencies.
- City staff will be pursuing a bond issuance in Summer 2026 to fund this project.



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-111, **Version:** 1

Subject:

Consider nominations for the Virginia Municipal League (VML) Policy Committees 2026

Presented By: Pamela Ulmer, City Clerk

The Virginia Municipal League (VML) is seeking nominations for the 2026 VML Policy Committee Appointments. For 2025 it was the following: Community and Economic Development - Council Member Robinson; Finance - None; General Laws - Attorney Chris Brown; Human Development & Education - Council Member Alsaadun; and Infrastructure (transportation and environment/natural resource) - Vice Mayor Fleming and Council Member Dent.

At the April 14, 2026 Council meeting it was decided to wait to finalize the nominations until Mayor Reed was able to partake in the discussion.

VML's Policy Committee Process

Each year the Virginia Municipal League convenes policy committees to involve members in the development of policy statements to guide the League staff and members through the coming year.

Policy committees give members an opportunity to hear from subject matter experts on issues of interest and to talk with colleagues from VML's member localities about issues of common concern.

Policy committees also help develop potential positions for inclusion in VML's Legislative Program by looking at issues referred to the committee by the Legislative Committee and providing input to that Committee.

The policy committees meet once during the year, typically in late July. Meetings will be held on Zoom.

FAQs about policy committees

What is the role of the policy committees?

Policy committees receive briefings on select statewide issues, consider additions and updates to the policy statement, and develop legislative recommendations for the Legislative Committee to consider.

How are policy committees appointed?

Policy committee membership consists of elected, appointed officials and senior staff/department heads of full-member local governments. Nomination information is sent in the spring to each locality, and each local government determines which of its officials/staff will be nominated for each of the five policy committees. Each local government may nominate up to two people per policy committee, at least one of whom must be a governing body member.

What are the benefits of serving on a policy committee?

VML policy committees offer members an opportunity to learn about current and emerging statewide issues affecting local governments, to develop through policy statements the broad philosophical framework that guides the league, and to network with local officials with similar policy interests.

How many policy committees are there?

There are five policy committees: 1) community and economic development; 2) finance; 3) general laws; 4) human development and education; and 5) infrastructure (addressing transportation and natural resources issues).

What issues does each policy committee cover?

- **Community & Economic Development:** Authority, administration, and funding of the full range of community and economic development issues, including business development and retention, international competitiveness, infrastructure development and investment, planning, land use and zoning, blight, enterprise zones, housing, workforce development and historic preservation.

- **Finance:** Powers, organization, and administration of local government financing, including taxing authority, debt financing, state aid to local governments and state and federal policies affecting local finance issues.
- **General Laws:** Powers, duties, responsibilities, organization, and administration of local governments, including state-local and interlocal relations, conflicts-of-interest, freedom-of-information, information management, personnel, telecommunications, utilities, and law and courts issues.
- **Human Development and Education:** Management and funding of human services including social services, behavioral health, CSA, juvenile justice, jails, health, and prek-12 public education.
- **Infrastructure:** Development, management, maintenance, and funding of environmental programs including water resources and quality, air quality, and waste management as well as transportation system management and funding.

What is a policy statement?

Each policy committee develops a policy statement that covers issues in its respective area. The policy statement expresses the views of VML's membership on matters of interest to local governments. The statement generally addresses broad, long-term, and philosophical positions. The VML membership approves the policy statements at the business meeting held during the VML annual conference.

How do policy statements differ from VML's legislative program?

Policy statements are general and longer-term in nature. They reflect local governments' positions on a range of issues. The Legislative Program addresses specific issues of an immediate nature. It is limited to legislative positions that VML expects to lobby on during the upcoming legislative session.



BETTER COMMUNITIES THROUGH SOUND GOVERNMENT

VML 2026 Policy Committee Nominations

Instructions:

- **Please send your nominations no later than May 15, 2026.**
- Anyone can complete the form, however the person listed as authorizing the nominations (as indicated in question #1) must be a local government mayor, chair, manager, or administrator.
- You may nominate as many as two (2) people for each policy committee.
- If you have no nominations, leave the fields blank.

* 1. Name and title of person authorizing the nominations (must be a mayor, chair, manager, or administrator)

* 2. Locality

3. If your clerk's office like to be copied on communications going to policy committee members throughout the year, please include the contact person's information below.

Name	<input type="text"/>
Title	<input type="text"/>
Email	<input type="text"/>

Community & Economic Development Committee

4. Nominee #1 - Community & Economic Development

Name	<input type="text"/>
Title	<input type="text"/>
Email	<input type="text"/>

5. Nominee #2 - Community & Economic Development

Name	<input type="text"/>
Title	<input type="text"/>
Email	<input type="text"/>

Finance Committee

6. Nominee #1 - Finance

Name

Title

Email

7. Nominee #2 - Finance

Name

Title

Email

General Laws Committee

8. Nominee #1 - General Laws

Name

Title

Email

9. Nominee #2 - General Laws

Name

Title

Email

Human Development & Education Committee

10. Nominee #1 - Human Development & Education

Name

Title

Email

11. Nominee #2 - Human Development & Education

Name

Title

Email

Infrastructure Committee (environmental/natural resources, transportation)

12. Nominee #1 - Infrastructure

Name

Title

Email

13. Nominee #2 - Infrastructure

Name

Title

Email

Send me a copy of my responses via email

Done

Powered by



Create surveys and forms with ease. [Sign up free.](#)

[Privacy & Cookie Notice](#)

VML 2025 Policy Committee Nominations

Please return this form by May 16 to Keyara Johnson at VML, email: kjohnson@vml.org

Community & Economic Development

Name, Title, Email: Council Member Monica Robinson – Monica.Robinson@harrisonburgva.gov

Name, Title, Email:

Finance

Name, Title, Email: none

Name, Title, Email:

General Laws

Name, Title, Email: Chris Brown, City Attorney – Chris.Brown@harrisonburgva.gov

Name, Title, Email:

Human Development & Education

Name, Title, Email: Council Member Nasser Alsaadun – Nasser.Alsaadun@harrisonburgva.gov

Name, Title, Email:

Infrastructure (covers Transportation and Environment/Natural Resources)

Name, Title, Email: Vice Mayor Dany Fleming – Dany.Fleming@harrisonburgva.gov

Name, Title, Email: Council Member Laura Dent – Laura.Dent@harrisonburgva.gov

Signed: [Signature] Locality: CITY OF HARRISONBURG
(Mayor/Chair, or Manager/Administrator)





City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-039, **Version:** 1

Subject:

EPSAC

Presented By: Pamela Ulmer, City Clerk

The Clerk has received a reappointment application from Mr. Rob Alexander. If appointed he will serve a 2nd term to expire on April 25, 2029. There are also up to four vacancies on the board and all applications of interest are attached.

Application Form

Profile

_____	Rob	_____	Alexander	_____
Prefix	First Name	Middle Initial	Last Name	Suffix

alexanrw@jmu.edu
 Email Address

977 S Dogwood Drive	_____
Home Address	Suite or Apt

Harrisonburg	VA	22801
City	State	Postal Code

How many years have you been a resident of Harrisonburg?

14

Mobile: (303) 818-0418	_____
Primary Phone	Alternate Phone

JMU	Professor
Employer	Job Title

Demographics - (Submission of this information if voluntary and will not subject you to any adverse treatment should you chose to not complete)

Ethnicity

Caucasian/Non-Hispanic

Gender

Male

What is your age?

50+ years old

Are you reapplying for a current position you hold? *

Yes

Which Boards would you like to apply for?

Environmental Performance Standards Committee (EPSAC): On Agenda

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

An effective, healthy local government is only as good as its residents being willing to step up and serve on public boards and commissions to help with transparency, accountability, and to leverage the vast knowledge and skills inherent in the community. I believe strongly in healthy democracy and board service is part of it.

What other interests or concerns do you have regarding the community?

I feel that we can do better at understanding how the environmental concerns described in the EAP link to other complex challenges facing our community, such as housing accessibility and affordability, transportation, and employment/living wage. I think we can be more efficient and effective with our resources to address multiple of these challenges simultaneously, particularly to increase equitable access to a higher quality of life.

What relevant experience or education do you have to this board or commission?

I have served one term on EPSAC with most of that time acting as the Chair. I am interested in continuing that role as we have built a solid momentum. Other relevant service includes being on the Commonwealth of Virginia's Plastic Waste Prevention Advisory Council, giving me experience and knowledge regarding solid waste systems in Virginia. I am also a past member of the International City/County Management Association's Sustainable Communities Advisory Committee, working with city and town managers from across the United States to discuss and address municipal sustainability challenges. I teach undergraduate and graduate courses at JMU in public management and environmental policy.

Please list any past or present community involvement e.g. City Council, Boards and Commissions, Citizen Academy, etc. in Harrisonburg or elsewhere:

I served 9 years on SWAC. I also am a principal with the Institute for Constructive Advocacy and Dialogue (ICAD). ICAD has served as facilitators for both the City of Harrisonburg's most recent Comprehensive Plan revision as well as the City of Harrisonburg's ARPA public input process. Both experiences have provided me with a broader understanding of the needs and perspectives of diverse community groups, organizations, and populations as they may relate to the EAP Focus Areas.

[AlexanderResume.pdf](#)

Upload a Resume

EPSAC Applicants only

Question applies to Environmental Performance Standards Committee (EPSAC)

City Council is seeking EPSAC members to represent broad stakeholder interests within the city. If you will be participating on the EPSAC as a representative of a business, group, or organization, please provide the name of the business, group, or organization and indicate what stakeholder category the group represents. If more than one, please list all. A. Residents, civic leagues, homeowners associations. B. Institutional and tax exempt entities including colleges and churches. C. Business community including residential, commercial and industrial property owners, malls, and business groups. D. Professional engineers, real estate developers, and construction contractors. E. Special interest groups that represent economic development, environmental or outdoor recreation. F. Others, education professionals from the local schools and city staff: PLEASE CHOOSE ONE FROM THE DROP DOWN BOX *

- A: Resident, civic leagues, homeowners associations
- B: Institutional and tax exempt entities including colleges and churches,

Question applies to Environmental Performance Standards Committee (EPSAC)

Name of business, group or organization you would represent?

While not an official representative, I can consider the JMU perspective

Bike/Pedestrian Subcommittee Applicants only

Dr. Rob Alexander

Office: 91 E. Grace St. MSC 7705
James Madison University
Harrisonburg, VA 22807
phone: 540-568-3771

EDUCATION

The Maxwell School, Syracuse University Syracuse, NY	Ph.D., Public Administration	2004 – 2011
School of Public and Environmental Affairs, Indiana University – Bloomington Bloomington, IN	M.P.A., Policy Analysis M.S., Environmental Science	1995 – 1998
Duke University Durham, NC	B.S., Geology	1989 – 1993

RESEARCH INTERESTS

My research focuses upon how individual, organizational, and cultural factors shape complex problem solving as it occurs in collaboration across the public, private, and nonprofit sectors. I integrate systems thinking with a policy tools approach to identify successful pathways for positive environmental and sustainability performance.

ACADEMIC EMPLOYMENT AND POSITIONS

Associate Professor Department of Political Science Masters of Public Administration Program James Madison University Harrisonburg, VA	2011 – Present
Co-Director Institute for Constructive Advocacy and Dialogue (ICAD) James Madison University <i>The mission of ICAD is to inspire dialogue and deliberation that shapes engaged and inclusive communities and informs sound policies through skilled facilitation service, research, and training.</i>	2014 – Present
Coordinator Environmental Studies Minor James Madison University	2017 – Present
Visiting Assistant Professor Department of Science, Technology, Society and Public Policy	2009 – 2011

Rochester Institute of Technology
Rochester, NY

SELECTED ADDITIONAL PROFESSIONAL EXPERIENCES

Wilderness Education Institute Boulder, CO Executive Director, Co-Founder	1997-2004
Full Circle Institute , Minneapolis, MN Program Director	1998-2000

PROFESSIONAL AFFILIATIONS

Association for Environmental Studies and Sciences (AESS), Membership Committee
Network of Schools of Public Policy, Affairs, and Administration (NASPAA)
International City/County Management Association (ICMA)

SELECTED PUBLIC SERVICE

Member, Stormwater Advisory Committee (SWAC), City of Harrisonburg (2014-present)
Election Official, City of Harrisonburg (2016-2021)
Member, Commonwealth of Virginia Plastic Waste Prevention Advisory Council (2020-present)



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-112, **Version:** 1

Subject:

Harrisonburg Redevelopment and Housing Authority (HRHA)

Presented By: Pamela Ulmer, City Clerk

The HRHA currently has one vacancy, as Mr. Nickles resigned. This would be for an unexpired term to expire on February 11, 2028. The city clerk has attached one application of interest to serve on this board. The City Clerk has not received any other applications of interest.

Application Form

Profile

_____ Joyce _____ M _____ Sampson-franklin _____
 Prefix First Name Middle Initial Last Name Suffix

_____ myrtlestreet530@gmail.com _____
 Email Address

_____ 530 Myrtle Street _____
 Home Address Suite or Apt

_____ Harrisonburg _____ VA _____ 22802 _____
 City State Postal Code

How many years have you been a resident of Harrisonburg?

_____ 40 _____

_____ Mobile: (434) 941-8558 _____
 Primary Phone Alternate Phone

_____ Merck _____ Operation Manager _____
 Employer Job Title

Demographics - *(Submission of this information if voluntary and will not subject you to any adverse treatment should you chose to not complete)*

Ethnicity

African American

Gender

Female

What is your age?

50+ years old

Are you reapplying for a current position you hold? *

No

Which Boards would you like to apply for?

_____ Harrisonburg Redevelopment and Housing Authority (HRHA): Eligible _____

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

I am interested in serving on the Harrisonburg Redevelopment and Housing Authority because safe, stable housing is the foundation of a healthy community. I know firsthand because I grew up living in housing redevelopment as a kid. That experience has showed me how deeply housing decisions impact families , stability, and opportunity. This aligns with my core values on helping others by service my community, especially low-income families and women. I would bring a community -centered perspective , strong listening skills ,and a strong commitment to fairness and transparency. I'd be honored to help contribute to solutions that support dignity and long- term stability for the community of Harrisonburg.

What other interests or concerns do you have regarding the community?

I'm concerned about the growing number of people experiencing homelessness in Harrisonburg. I believe this reflects a deeper issues like the lack of affordable housing, limited access to support services and rising living cost. As the city continues to grow. It's important to make sure longtime residents aren't pushed out and there is enough safe, affordable options for families. I also have a deep interest in healthy lifestyle. expanding job opportunities that pay a living wage especially for young people and low-income residents, this could strengthen the local economy.

What relevant experience or education do you have to this board or commission?

I graduated from Radford University with a degree in Political Science, and I bring over 40 years of experience in management and working with people. My career has given me a 360-degree view of supply chain, distribution, retail and logistics management, which means I understand how complex systems work and how to make them run efficiently while keeping people's needs in mind. I am also the founder of Just One Women's Circle which has strengthened my skills in community building, leadership, and supporting others. Together, these experiences give me a practical, people-focused perspectives that I can bring to the board.

Please list any past or present community involvement e.g. City Council, Boards and Commissions, Citizen Academy, etc. in Harrisonburg or elsewhere:

No past or current involvement at this time

[Joyce_Sampson-Franklin_Resume.docx](#)

Upload a Resume

EPSAC Applicants only

Bike/Pedestrian Subcommittee Applicants only

Joyce S. Franklin
345 Smoketree Lane
Cell 434-941-8558
Myrtlestreet530@gmail.com

Objective:

To obtain a challenging position with a dynamic company that will allow me to contribute to company growth and make significant contributions to bottom line results.

Areas of Expertise:

- Customer focused strategic thinking, timely decisions, effective team builder
- Highly organized with ability to prioritize, delegate, and direct wide range of work assignments
- Proficient in Oracle, Microsoft Office
- Extensive experience in managing inventory for national retail store
- Proven track record in customer service and direct sales
- Understands and follows policies, works with integrity

Professional Experience:

Operation Manager

Merck, Elkton, VA 2020-Present

- Manage union operator's performance to ensure completion of assignments
- Lead start up meeting and communicated daily goals
- Ensure training, time and attendance is completed
- Focus on safety/ work with Maintenance to resolve issues
- Communicate staffing need with manager
- Review SOP and batch sheet for accuracy and ensure correction are completed timely
- Keeping track of schedule to ensure on time delivery to production area
- Building partnership with union

Operation Manager

J. Crew, Lynchburg, VA 2019- 2020

- Monitor staff levels to ensure flow of merchandise through the DC
- Coordinate the daily processing of departments under direct reports
- Assist in budget development
- Manage communication with traffic, planning, distribution, merchandising, and production
- Monitor budget and payroll
- Handle associate relations
- Identify coach, train, and promote associate supervisors and managerial potential
- Contribute cost saving ideas on continuous basis

Sales Specialist

Coach, Charlottesville, VA 2017- 2018

- Develop product knowledge and stay aware of current collections.
- Achieve goals through sales strategies and clienteling.
- Building relationships with new and existing customers.
- Always maintain merchandise standards and build brand awareness
- Assisting team with sales support when needed and establishing relationship with customers

Supply Chain Leader: Processing /Packaging /Staffing

Frito-Lay, Lynchburg, VA. 2015- 2019

- Lead team of operators to ensure quality, performance, cost service and safety.

- Implement new or improve supply chain process.
- Motivate team members to achieve performance targets.
- Administer/ensure quality procedures are followed.
- Leading the waste reduction team.
- Awarded Resource of the period 4 times.
- Conduct phone screens and interviewing qualified team members.
- Lead staffing specialist to ensure the responsibility for staffing.
- Partner with HR to hire talents for Packing and Warehouse team.
- Working/ meeting with HR to discuss staffing needs.
- Support new team members with LMS system.
- Manage the flow of goods from raw material to final product.
- Ensure plant is making enough products to meet customer demand.

Operational Supervisor / Quality Supervisor
Marshalls, Bridgewater, Va. 2013-2015

- Lead, direct, train, and manage performance of merchandise controllers and quality control.
- Oversee and manage daily responsibilities relating to Distribution Center.
- Ensure all inventory is properly documented and accounted for.
- Increase speed to market to meet customer needs and drive profitable sales.
- Ensure quality standards are being met according to company policy.
- Communicate with senior management to provide input on needs to the DC.
- Train new employees and ensure they understand work processes.
- Create and ensure a safe working environment.
- Focus on process to achieve KPI goals.
- Meet production plans and improve flow of goods in key business areas to maximize sales.
- Leading manager meeting to drive customers sales.
- Train distribution staff on the store procedures

Merchandise Manager
T.J Maxx, Lynchburg, Va. 1998-2013

- District/Regional trainer — merchandise, sales, customer service, auditor, and operations.
- Coached training and development staff and conducted ongoing follow up to ensure optimum customer service.
- Worked to resolve issues with store employees and customers.
- Monitored and evaluated staff productivity to ensure sales goals met.
- Inspired co-workers with organization’s vision and culture.
- Utilized team-building strategies including coaching and constructive feedback.
- Continuously worked to build T.J. Maxx into a more profitable, higher-volume store.
- Conducted management training in merchandising and monitored visual standards of store merchandise and displays.
- Leading store visits and walk through for leadership.
- Staying up to date on Partnered with Loss Prevention on any concerns
- Work with team members to ensure products are given effective promotional attention.

Operational Manager
T.J Maxx, Lynchburg, Va. 1998-2013

- Developed and evaluated associates’ work schedules, incorporating payroll guidelines.
- Managed/provided ongoing supervision regarding the completion of Human Resources requirements.
- Managed time and attendance reporting and ensured payroll completed.
- Conducted performance appraisals and ongoing counseling.
- Led recruiting, interviewing, hiring, and development training of new hires.
- Experience in leading new store openings training
- Conducted layaway, human resources, and store audits.

Education

Radford University, Radford, Va.
B.S., Political Science

Dear name of hiring official:

I am interested in exploring a challenging position within your prestigious company. My enclosed resume details my experience in sales and customer service.

As my resume indicates, I have attained extensive knowledge in a professional business setting. I also have comprehensive experience in a people-oriented environment. I have acquired more than 10 years of professional experience involving cross-functional coordination and resolution of complex quality and technical issues with little supervision and worked my way into management. I have excellent interpersonal skills and communications skills along with the ability to multitask and support direction of business systems.

I am confident I can prove myself as a significant asset. While my resume is as comprehensive as possible it can in no way convey my full level of experience. For this reason, I would welcome the opportunity to interview with you, to further discuss how my background may be of value in your department and company. Your consideration and time are appreciated. I look forward to meeting with you soon.

Best Regards,

Joyce S. Franklin

References:

Chrissy Brooks
3100 Brookshire Drive
Harrisonburg, Virginia 22801
540-560-5155
Email: Brookschrissy@gmail.com

Cindy Barlow
2713 Lazenbury Road
Bedford Virginia 24523
540-797-2105
Email: cynthiabarlow21557@yahoo.com

Tim Blassingame
465 Cherokee Drive
Christiansburg, Virginia 24073
Email: TimB@vawd.uscourts.gov



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-129, **Version:** 1

Subject:

Closed Session as authorized by the Virginia Freedom of Information Act, Virginia Code Section 2.2-3711(A), under:

Subsection 7 for consultation with legal counsel and staff regarding actual or probable litigation where such consultation in open session would adversely affect the negotiating or litigating posture of City Council.

Presented By: Chris Brown, City Attorney