



City of Harrisonburg

409 S. Main Street
Harrisonburg, VA 22801

Meeting Agenda - Final City Council

Tuesday, July 14, 2026

7:00 PM

Council Chambers

1. Roll Call

- 1.a. Authorize electronic participation

2. Moment of Silence

3. Pledge of Allegiance

4. Special Recognition

- 4.a. Presentation of the World Refugee Day proclamation to Church World Services

Attachments: [Executed Proclamation](#)

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 June 23, 2026 City Council Meeting

Attachments: [Minutes](#)

- 5.b. Consider the special event application request for the annual Race to Beat Breast Cancer 5k Run/Walk on Saturday, October 24, 2026.

Attachments: [Memorandum](#)
 [Special Event Application](#)
 [Event Map](#)

- 5.c. Consider the special event application request for HDR's Skeleton Festival on October 24, 2026 from 1-5pm.

Attachments: [Memorandum](#)
 [Special Event Application](#)

6. Public Hearings

- 6.a. Consider a request from Sean Ryan and Lisa Lopez-Ryan for a special use permit to allow short-term rental at 453 West Water Street

Attachments: [Memorandum](#)
[Extract from Planning Commission](#)
[Site Maps](#)
[Application & supporting documents](#)
[PC Memorandum](#)
[Notice of Public Hearing](#)
[Surrounding Property Owners Notice](#)
[Presentation](#)

- 6.b. Consider a request from Honest Meats LLC for a special use permit to allow a meat processing and storage facility at 256 Charles Street

Attachments: [Memorandum](#)
[Extract from Planning Commission](#)
[Site Maps](#)
[Application and Supporting Documents](#)
[Public Comment](#)
[PC Memorandum](#)
[Notice of Public Hearing](#)
[Surrounding Property Owners Notice](#)
[Presentation](#)

7. Regular Items

- 7.a. Presentation of the Board of Zoning Appeals' 2024 and 2025 Annual Reports

Attachments: [Memorandum](#)
[Extract from Board of Zoning Appeals](#)
[2024 and 2025 BZA Annual Summary](#)
[Presentation](#)

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

Visit <http://www.harrisonburgva.gov/boards> to see current and upcoming vacancies.

9.a. Harrisonburg Rockingham Regional Sewer Authority

Attachments: [Brad Chewning - reappointment](#)
[Matthew Light - reappointment](#)
[HRRSA letter 2026](#)
[HRRSA By-Laws](#)

10. Closed Session

Consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel.

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

Interpretation Services

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 26-259, **Version:** 1



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-256, **Version:** 1

Subject:

Presentation of the World Refugee Day proclamation to Church World Services

Presented By: Deanna Reed, Mayor

The original Proclamation was read in to record on June 9, 2026. The Mayor wishes to present the proclamation directly to Church World Services.



World Refugee Day June 20, 2026

WHEREAS, World Refugee Day is an annual commemoration adopted by the United Nations to honor the courage, resilience, and contributions of refugees and to raise awareness of their rights, needs, and dreams; and

WHEREAS, forced displacement remains one of the great moral and humanitarian challenges of our time, with an estimated 117.3 million people worldwide forcibly displaced as of mid-2025 due to persecution, conflict, violence, and human rights violations; and

WHEREAS, refugees are people who have fled their countries because of a well-founded fear of persecution on account of race, religion, nationality, political opinion, or membership in a particular social group, and who cannot safely return home; and

WHEREAS, refugee resettlement is a life-saving protection pathway for people who cannot return home and cannot safely remain in the country to which they first fled, and those admitted to the United States have historically undergone extensive security vetting, medical screening, and legal review; and

WHEREAS, communities across the United States are marking World Refugee Day at a time of heightened fear and uncertainty for many immigrant and refugee families, as federal refugee admissions have been suspended, refugee processing has been disrupted, humanitarian parole pathways have been terminated or narrowed, Temporary Protected Status has been revoked or placed at risk for multiple populations, and federal immigration enforcement has intensified; and

WHEREAS, in moments such as these, local communities have a special responsibility to uphold the values of dignity, due process, neighborliness, and welcome, and to reject fear, scapegoating, and dehumanization of people seeking safety; and

WHEREAS, the City of Harrisonburg is a welcoming community that celebrates the growing diversity of its residents and recognizes that refugees, immigrants, and other newcomers strengthen the cultural, civic, and economic life of our city; and

WHEREAS, Harrisonburg is home to refugees and immigrants from many parts of the world, including families who have rebuilt their lives here after fleeing war, persecution, and instability, and whose presence continues to enrich our schools, neighborhoods, workplaces, houses of worship, and civic life; and

WHEREAS, the residents of the City of Harrisonburg aspire to live up to our highest values of acceptance, equality, and shared humanity by treating newcomers with decency and respect and by helping build a community where all people can live in safety and hope.

NOW, THEREFORE, I, MAYOR DEANNA R. REED, CITY OF HARRISONBURG, do hereby proclaim June 20, 2026, as World Refugee Day, and I encourage all residents to recognize the strength and contributions of refugees, to stand in solidarity with families seeking safety and belonging, and to renew our commitment to being a welcoming city for all.

GIVEN under my hand this 9 day of June, 2026.

BY: Deanna R. Reed
Deanna R. Reed, Mayor

ATTEST: Pamela Ulmer
Pamela Ulmer, City Clerk



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-236, **Version:** 1

Subject:
Minutes from the June 23, 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, June 23, 2026

7:00 PM

Council Chambers

1. Roll Call

Present: 3 - Mayor Deanna R. Reed, Vice-Mayor Dany Fleming and Council Member Nasser Alsaadun

Absent: 2 - Council Member Laura Dent and Council Member Monica Robinson

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

2. Moment of Silence

Mayor offered a moment of silence.

3. Pledge of Allegiance

Mayor Reed led the 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)

A motion was made by Vice Mayor Fleming , seconded by Council Member Alsaadun, to accept the consent agenda as presented. The motion carried with a recorded roll call vote as follows:

Yes: 3 - Mayor Reed, Vice-Mayor Fleming and Council Member Alsaadun

No: 0

Absent: 2 - Council Member Dent and Council Member Robinson

5.a. Minutes from the June 9, 2026 City Council meeting

These minutes were approved on the consent agenda

5.b. Consider a request from Robin L. Lake to rezone 850 Canterbury Court

This rezoning request was approved on second reading

5.c. Consider approving an ordinance amendment to Section 7-4-1(a)(1)(a), 7-4-1(a)(1)(b), 7-4-1(a)(2)(a), 7-4-1(a)(2)(b), 7-4-1(a)(3), 7-4-1(a)(4), 7-4-1(b)(1)(a), 7-4-1(b)(1)

(b),7-4-1(b)(2)(a), 7-4-1(b)(2)(b), 7-4-1(b)(3) of the Harrisonburg City Code increasing water, sewer/authority, and a seasonal tiered rate structure.

This ordinance amendment was approved on second reading

- 5.d.** Consider amending and re-enacting Section 10-4-19 - Erosion Control and Stormwater Management Fees of the Code of Ordinances, Harrisonburg, Virginia

This ordinance amendment was approved on second reading

- 5.e.** Consider adopting an Ordinance amendment Section 6-5-4(c) - Stormwater Utility Fee, of the Code of Ordinances, City of Harrisonburg, VA

This ordinance amendment was approved on second reading

- 5.f.** Consider the special event application request for the Block Party in the Burg on Saturday, August 29, 2026.

This special event application was approved on the consent agenda

- 5.g.** Consider the special event application request for the African American Festival on Saturday, September 12, 2026.

This special event application was approved on the consent agenda

- 5.h.** Consider the special event application request for Eastern Mennonite University's Royals Go Downtown on Thursday, September 24, 2026, from 5-8pm.

This special event application was approved on the consent agenda

- 5.i.** Consider the special event application request for Eastern Mennonite University's Homecoming & Family Weekend celebration on Saturday, October 10, 2026.

This special event application was approved on the consent agenda

- 5.j.** Consider a supplemental appropriation for the General Fund

This supplemental appropriation was approved on second reading

- 5.k.** Consider a supplemental appropriation for the General Fund and General Capital Projects Fund

This Supplemental Appropriation was approved on the Consent Agenda.

6. Public Hearings

7. Regular Items

- 7.a.** Blue Ridge Community College annual update

Dr. John Downey, president, Blue Ridge Community College (BRCC), provided an update on BRCC. He stated BRCC transforms the lives of the students they serve

and in turn supports the economic development of the city and the region by developing the workforce of the valley. He reviewed the following:

- Percentage of Fall 2025 residents attending BRCC;
- Partnership with Harrisonburg City Public Schools;
- the upcoming 2026 inaugural class of the BRCC Career Academy;

Packets were provided to City Council which included the Annual Report, Fast Fact Sheet, and Community Link Newsletter.

He thanked the city staff for their support and partnership.

Dr. Downey spoke on BRCC's relationship with James Madison University (JMU).

Council thanked Dr. Downey for his leadership at BRCC. Discussion took place regarding workforce changes, specific employment demands, and the work BRCC does to help immigrants/refugees with credential certifications.

This Presentation was received and filed.

7.b. Consider adoption of the 2026 Central Shenandoah Hazard Mitigation Plan

Jamison Ryder, acting deputy emergency coordinator, Harrisonburg Fire Department (HFD), presented the 2026 Central Shenandoah Hazard Mitigation Plan. He review the following:

- What and why the plan exists;
- Risks that are driving this plan;
- how the Plan reduces risk;
- the Plan identified 21 action items for the city;
- Key focus areas;
- What adoption of the plan enables;

Discussion took place regarding how the Plan provides access to funding if needed in case of emergencies.

A motion was made by Vice Mayor Fleming, seconded by Council Member Alsaadun, to adopt the resolution approving the 2026 CSHMP. The motion carried with a roll call vote as follows:

Yes: 3 - Mayor Reed, Vice-Mayor Fleming and Council Member Alsaadun

No: 0

Absent: 2 - Council Member Dent and Council Member Robinson

7.c. Presentation on the Communications and Public Engagement Plan for the Zoning Ordinance Update Project

Michael Parks, director of Communications and Public Engagement, presented information regarding the Zoning Ordinance Update Project's community strategy.

He reviewed the following:

- Goals of the outreach;
- Strategies;
- Tactics and Activities;

Discussion took place on the strategy to meet people where they are at for outreach; messaging tactics; the importance of including our residents; translations available; help from community organizations and community leaders; procedure of input received by the community during the outreach meetings; and other engagement tools;

This Presentation was received and filed.

7.d. Presentation on a new City of Harrisonburg-James Madison University Working Group

Brian Vandenberg, assistant to city manager, presented an update on one of Council's priorities: A Thriving Educational Epicenter.

He reviewed the following:

- Council's priority;
- The creation of a working group of city staff, JMU staff, residents, and students;
- The purposes of the group;
- Next steps;

Discussion took place regarding the appointment of the members, noting Council will not be appointing members for this group; outreach to residents for interest to be on the working group; diversity of residents in the group; and selection process;

This Report was received and filed.

8. Supplementals

9. Other Matters

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

Panayotis "Poti" Giannakouros, spoke on the recent candidate forum and early voting.

Bucky Berry spoke on the new Harrisonburg Fire Department ladder truck

9.b. City Council and Staff

Council Member Alsaadun stated he was traveling overseas;

Vice Mayor Fleming spoke on a recent Bridge of Hope meeting; and an upcoming VML meeting which will have a presentation from the Joint Legislative Audit and Review Commission (JLARC).

Mayor Reed spoke on a previous City/EMU Liaison meeting; the new EMU President, Rev. Dr. Shannon Dycus; a recent visit to Lorton, VA to witness a bill signing; a speaking engagement at Hampden-Sydney College; and the recent Juneteenth NAACP event.

Ande Banks, city manager, reminded everyone of the 24th Annual Pizza Night / Smoke Detector event on July 8, 2026 from 4pm to 8pm.

NEW ITEMS:

Consider a request from Marilyn S. Pendlebury to rezone 1340 South Main Street

Wesley Russ, deputy city attorney, stated the rezoning application for the Link development has been referred back to the Planning Commission due to changes in the proffers offered by the developer. Since City Council took action at the June 9, 2026 meeting to table this item and two special user permit requests for this development until tonight, it is required that City Council now vote to refer back to Planning Commission.

A motion was made by Vice Mayor Fleming, seconded by Council Member Alsaadun, to refer this rezoning request back to Planning Commission. The motion carried with a unanimous voice vote.

Consider a request from Marilyn S. Pendlebury for a special use permit at 1340 South Main Street (to allow multifamily buildings with more than 12 units)

see notes under ID 26-153

A motion was made by Vice Mayor Fleming, seconded by Council Member Alsaadun, to refer this special use permit request back to Planning Commission. The motion carried with a unanimous voice vote.

Consider a request from Marilyn S. Pendlebury for a special use permit at 1340 South Main Street (to allow retail, offices, restaurants, etc.)

see notes under ID 26-153

A motion was made by Vice Mayor Fleming, seconded by Council Member Alsaadun, to refer this special use permit request back to Planning Commission. The motion carried with a unanimous voice vote.

10. Boards and Commissions

10.a. Community Services Board

A motion was made by Vice Mayor Fleming, seconded by Council Member Alsaadun, to appoint Kelley Crouse to the Community Services Board to a first full term to expire on July 28, 2030. The motion carried with a unanimous voice vote.

11. Closed Session

12. Adjournment

At 8:15 p.m., there being no further business and on motion adopted, the meeting was adjourned.

CITY CLERK

MAYOR



Legislation Text

File #: ID 26-234, **Version:** 1

Subject:

Consider the special event application request for the annual Race to Beat Breast Cancer 5k Run/Walk on Saturday, October 24, 2026.

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

Background: The Race to Beat Breast Cancer 5k Run/Walk is an annual event that takes place in and around Westover Park. It serves as a fundraiser for the RMH Foundation. The event organizer has requested the street closures on South Dogwood Drive.

This application was reviewed and approved by the Special Events Committee on May 7, 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 (street closures, no parking signage, digital message boards)
- HPD Support (off-duty officers)
- P&R Support (event logistics)



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: 6/26/26
RE: Race to Beat Breast Cancer 5k

Summary: Consider the special event application request for the annual Race to Beat Breast Cancer 5k Run/Walk on Saturday, October 24, 2026.

Background: The Race to Beat Breast Cancer 5k Run/Walk is an annual event that takes place in and around Westover Park. It serves as a fundraiser for the RMH Foundation. The event organizer has requested the street closures on South Dogwood Drive.

This application was reviewed and approved by the Special Events Committee on May 7, 2026.

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Key Issues:

- PW Support (street closures, no parking signage, digital message boards)
- HPD Support (off-duty officers)
- P&R Support (event logistics)



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: _____

Event Name: _____

Date of Event: _____ --- 24 _____

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

E-mail Address: _____

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

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:

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

Event Hours:

Set-up Start Time: _____ Event Start & End Times: _____ Clean-up End Time: _____

How many participants and spectators do you anticipate? _____

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

**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? _____
- Where do you plan on placing them? _____
- When are they scheduled to be dropped off? _____ Picked up? _____

**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: _____

**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*:

**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: _____

- *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: Matthew C Little Cell Number: _____

- 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 <small>From Venue</small>	ACTION	RESPONSIBILITY
WEATHER ANTICIPATED 48 HOURS	ADVISORY	N/A	COMMUNICATION WITH HPR EVENTS MANAGER AND EVENT ORGANIZER. MONITOR FORECAST. REVIEW INCLEMENT WEATHER AND EVACUATION PLANS WITH YOUR TEAM.	EVENT ORGANIZER
WEATHER ANTICIPATED 24 HOURS	ADVISORY	ANTICIPATED WITHIN 200 MILES	COMMUNICATION WITH HPR 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 HPR EVENTS MANAGER AND EVENT ORGANIZER. POSSIBLE ON-SITE MEETING. ENSURE TEAM IS ON STANDBY TO IMPLEMENT INCLEMENT 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 HPR 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 INCLEMENT 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 HPR EVENTS MANAGER AND EVENT ORGANIZER. IMPLEMENT INCLEMENT 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 HPR 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: Matthew C Little

Date: _____

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:	Event Role:
Event Name:	
Event date(s) and time(s):	
Event Location:	Expected Peak Attendance:

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		
Secondary		
Tertiary		

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

Share in person prior to event	Email to staff, volunteers, and vendors prior to event
Present to vendors/volunteers at check-in	Other – Specify:

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

--

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

Email	Text message
Website updates	Press Release
Variable message signs	Social Media – Specify:
Other - Specify	

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

Phone Call	Walkie Talkie
Announcements through event sound system	Messaging on screens
In-person messengers	Text message/Messaging app – Specify:
Other - Specify	

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

Text messages or Alerts	Website updates
Announcements through event sound system	Messaging on screens
In-person messengers	Social media live updates – Specify:
Other - Specify	

Event Weather

Who will monitor the weather before and during the event?

Name:	Title/Role:

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

National Weather Service website: https://www.weather.gov/lwx/	Other weather website – Specify:
Phone App- Specify:	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)

Sustained winds of ____ MPH	Winds Gusts of ____ MPH
Tornado Watch	Tornado Warning
Forecasted Heavy Rain	Active Heavy Rain
Forecasted hail	Active hail
Forecasted heavy snow	Active heavy snow
Forecasted thunder and lightning	Active lightning within ____ miles
Temperature under ____ degrees	Temperature over ____ degrees
Icy roadways	Other - Specify

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

Buildings/business within special event space – Specify	
Buildings/business near special event space - Specify	
Other structures within or near special event space - Specify	
Personal vehicles	Event vehicles
Other - Specify	
Building and/or business owners listed are aware of your intention to utilize locations as an emergency shelter. <u>**Required</u>	
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)

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

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

Website updates	Email
Text message/alerts	Press outreach
Social media - Specify	Other - Specify

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

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

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

Hand warmers available	Free hot beverages
Warming tent/location	Staged vehicles for warming
Signage warning of low temperatures	Extra medical personnel on site
Adjusting event timeline	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)

Entertainment will temporarily stop	Staff/volunteers will clear immediate area
Staff/volunteers will call 911	On site medical personnel will be alerted via:
Other - Specify	

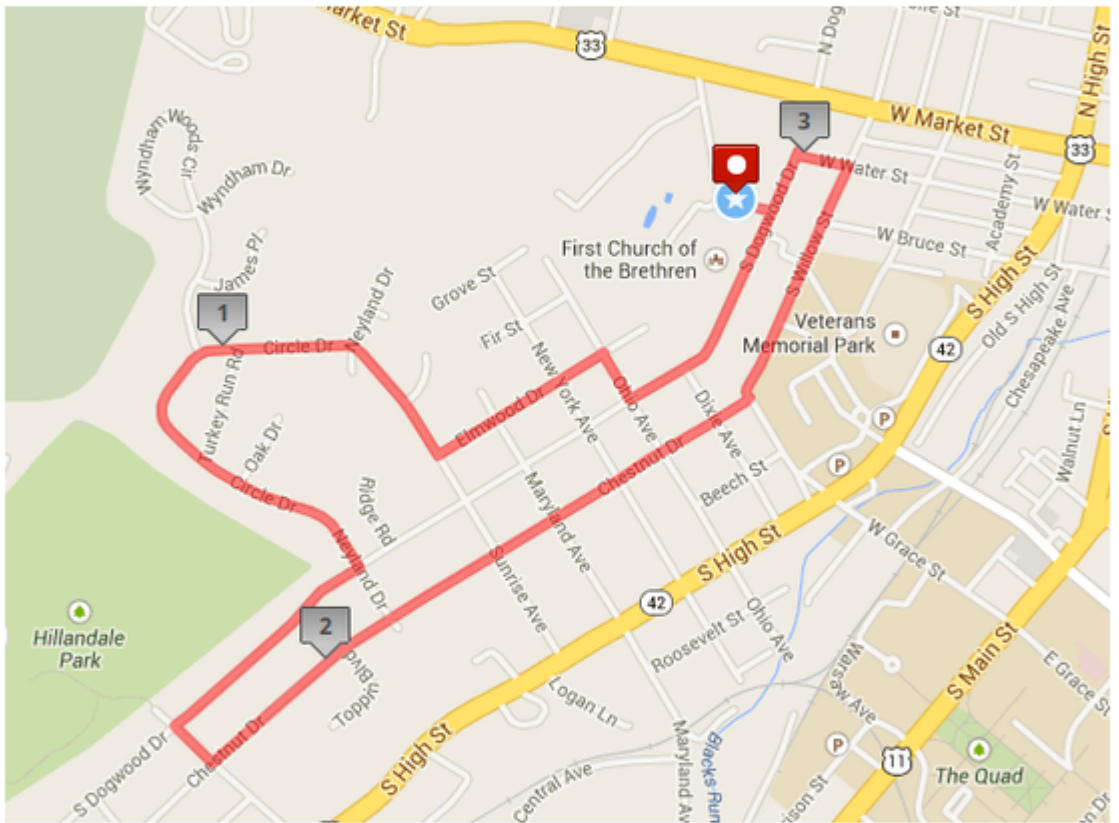
Safety & Security

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

21+ wristbands	Limited drink tickets
Limit drinks per I.D. at point of sale	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:

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)





Legislation Text

File #: ID 26-235, **Version:** 1

Subject:

Consider the special event application request for HDR's Skeleton Festival on October 24, 2026 from 1-5pm.

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

Background: Skeleton Festival is a pre-Halloween, free community festival that includes trick-or-treating at downtown businesses, costume contests, and activities held throughout downtown and on Court Square. The sip & stroll license will be in effect for adults 21+.

This application was reviewed and approved by the Special Events Committee on May 7, 2026.

The total cost of this event is estimated to be around \$15,000. The event organizer is responsible for payment of applicable charges.

Key Issues:

- PW Support (street closures, message boards, roll off container)
- HPD Support (off-duty officers)



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: 6/26/26
RE: HDR's Skeleton Festival

Summary: Consider the special event application request for HDR's Skeleton Festival on October 24, 2026 from 1-5pm.

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- PW Support (street closures, message boards, roll off container)
- HPD Support (off-duty officers)



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: _____

Event Name: _____

Date of Event: _____

Daytime Phone: 540-432-8921 Cell Phone: 540-424-8011
(*Required for day-of event)

E-mail Address: _____

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

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 **potentially Liberty Park, if Friendly City Pride Market goes well during Best.Weekend.Ever.*
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:

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

Event Hours:

Set-up Start Time: _____ Event Start & End Times: _____ Clean-up End Time: _____

How many participants and spectators do you anticipate? _____

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

**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 ***Sip & Stroll ABC license**

- 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? _____
- Where do you plan on placing them? _____
- When are they scheduled to be dropped off? _____ Picked up? _____

**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: _____

**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*:

**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: _____

- *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: _____ Cell Number: _____

- 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 <small>From Venue</small>	ACTION	RESPONSIBILITY
WEATHER ANTICIPATED 48 HOURS	ADVISORY	N/A	COMMUNICATION WITH HPR EVENTS MANAGER AND EVENT ORGANIZER. MONITOR FORECAST. REVIEW INCLEMENT WEATHER AND EVACUATION PLANS WITH YOUR TEAM.	EVENT ORGANIZER
WEATHER ANTICIPATED 24 HOURS	ADVISORY	ANTICIPATED WITHIN 200 MILES	COMMUNICATION WITH HPR 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 HPR EVENTS MANAGER AND EVENT ORGANIZER. POSSIBLE ON-SITE MEETING. ENSURE TEAM IS ON STANDBY TO IMPLEMENT INCLEMENT 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 HPR 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 INCLEMENT 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 HPR EVENTS MANAGER AND EVENT ORGANIZER. IMPLEMENT INCLEMENT 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 HPR 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: Jennifer Bayes

Date: _____

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:	Event Role:
Event Name:	
Event date(s) and time(s):	
Event Location:	Expected Peak Attendance:

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		
Secondary		
Tertiary		

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

Share in person prior to event	Email to staff, volunteers, and vendors prior to event
Present to vendors/volunteers at check-in	Other – Specify:

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

--

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

Email	Text message
Website updates	Press Release
Variable message signs	Social Media – Specify:
Other - Specify	

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

Phone Call	Walkie Talkie
Announcements through event sound system	Messaging on screens
In-person messengers	Text message/Messaging app – Specify:
Other - Specify	

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

Text messages or Alerts	Website updates
Announcements through event sound system	Messaging on screens
In-person messengers	Social media live updates – Specify:
Other - Specify	

Event Weather

Who will monitor the weather before and during the event?

Name:	Title/Role:

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

National Weather Service website: https://www.weather.gov/lwx/	Other weather website – Specify:
Phone App- Specify:	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)

Sustained winds of ____ MPH	Winds Gusts of ____ MPH
Tornado Watch	Tornado Warning
Forecasted Heavy Rain	Active Heavy Rain
Forecasted hail	Active hail
Forecasted heavy snow	Active heavy snow
Forecasted thunder and lightning	Active lightning within ____ miles
Temperature under ____ degrees	Temperature over ____ degrees
Icy roadways	Other - Specify

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

Buildings/business within special event space – Specify	
Buildings/business near special event space - Specify	
Other structures within or near special event space - Specify	
Personal vehicles	Event vehicles
Other - Specify	
Building and/or business owners listed are aware of your intention to utilize locations as an emergency shelter. <u>**Required</u>	
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 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 checked="" type="checkbox"/> Small items placed in bin or other storage
<input checked="" 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 @downtownharrisonburg on 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 checked="" type="checkbox"/> Other - Specify Bike Team (if forecast necessitates)

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 checked="" 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 type="checkbox"/> Staff/volunteers will clear immediate area
<input type="checkbox"/> Staff/volunteers will call 911	<input checked="" type="checkbox"/> On site medical personnel will be alerted via: phone call to HPD Supervisor or radio (if provided)
<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:

HDR info booth on Court Square (Jennifer will notify on-site, HPD Supervisor immediately)

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)



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-210, **Version:** 1

Subject:

Consider a request from Sean Ryan and Lisa Lopez-Ryan for a special use permit to allow short-term rental at 453 West Water Street

Presented By: Thanh Dang, Deputy Director of Community Development

A request from Sean Ryan and Lisa Lopez-Ryan for a special use permit per Section 10-3-40 (8) of the Zoning Ordinance to allow a short-term rental in the R-2, Residential District. The +/- 10,297-square foot property is addressed as 453 West Water Street and is identified as tax map parcel 36-S-12.



July 14, 2026 City Council Meeting

Title

Consider a request for a Special Use Permit at 453 West Water Street — Planning Commission and Thanh Dang, Community Development

Summary

Project name	N/A
Address/Location	453 West Water Street
Tax Map Parcels	36-S-12
Total Land Area	+/- 10,297 square feet
Property Owner	Sean Ryan and Lisa Lopez-Ryan
Owner's Representative	N/A
Present Zoning	R-2, Residential District
Special Use Permit Request	To allow a short-term rental per Section 10-3-40(8)
Planning Commission	June 10, 2026 (Public Hearing)
City Council	July 14, 2026 (Public Hearing)

Recommendation

Option 1. Staff and Planning Commission (5-0) recommend approval of the special use permit request with the suggested conditions.

Context & Analysis

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

Site: Duplex dwelling, zoned R-2

North: Across West Water Street, duplex and single-family detached dwellings, zoned R-2

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

South: Across alley, single-family detached dwellings, zoned R-2

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

The applicant is requesting a special use permit (SUP) per Section 10-3-40(8) to allow a short-term rental (STR) in the R-2, Residential District. The +/- 10,297-square foot property is addressed as 453 West Water Street and is identified as tax map parcel 36-S-12. If approved, the applicant plans to operate a short-term rental on the property.

In 2019, the City adopted regulations associated with short-term transient lodging, commonly referred to as Airbnb's. These regulations were amended in September 2020 to create the by right "homestay" use. To operate a homestay, the property must be the operator's primary residence, may host up to four guests, may operate up to 90 nights per calendar year, and guests must stay within the main dwelling unit (as opposed to staying in a separate building on the property). If the operator wants to operate outside of what is permitted by right as a homestay, they must apply for an SUP to operate an STR.

On the property is a duplex (two connected dwellings) and an accessory structure. The property owner has stated that they will be the STR operator and will reside in one of the dwellings. They will operate the STR in the accessory structure on the property, offer two accommodation spaces, and host no more than four (4) guests at one time. One off-street parking space is required for each dwelling and for each accommodation space, for a total of four (4) off-street parking spaces. The driveway can accommodate the required spaces.

As explained within the submitted application materials, the applicant would operate the STR in the existing accessory structure (formerly a detached garage) that was renovated without required permits, prior to the applicant's ownership of the property. The applicant is in the process of applying for a building permit to bring the accessory structure into compliance and to obtain a certificate of occupancy. The applicant has been informed that a certificate of occupancy is required prior to beginning STR operations.

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 proposed SUP does not add additional dwelling units or increase density.

Transportation and Traffic

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

Public Water and Sanitary Sewer

Staff has no concerns with the requested special use permit regarding water and sewer matters.

Housing

The City's Comprehensive Housing Assessment and Market Study (Housing Study) places the subject property within Market Type D, which notes that "[m]arket 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.

Public Schools

If the special use permit is approved, no additional dwelling units would be added to the property; therefore, the student generation is zero.

Conclusion

After review of this request, staff believes it shares similar characteristics to other applications for STRs that have received approval. Staff recommends approval of the SUP with the following conditions:

1. All STR accommodations shall be within the accessory structure (detached garage) described in the application.
2. There shall be no more than 2 STR guestrooms or accommodation spaces.
3. The number of STR guests at one time shall be limited to four.
4. Minimum off-street parking spaces do not need to be delineated and can be accommodated utilizing the driveway or other areas on the property.
5. Prior to operation, the operator shall submit to City staff a completed Short-Term Rental Pre-Operation Form. Furthermore, the operator shall maintain compliance with the items identified in the Pre-Operation Form when short-term rental guests are present.
6. If in the opinion of Planning Commission or City Council, the short-term rental becomes a nuisance, the special use permit can be recalled for further review, which could lead to the need for additional conditions, restrictions, or the revocation of the permit.

Options

1. Approve the special use permit request with the suggested conditions.
2. Approve the special use permit request as submitted by the applicant.
3. Approve the special use permit with other conditions(s).
4. Deny the special use permit.

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

July 1, 2026

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

SUBJECT: *Consider a request from Sean Ryan and Lisa Lopez-Ryan for a special use permit to allow short-term rental at 453 West Water Street*

**EXTRACT FROM THE DRAFT MINUTES OF HARRISONBURG PLANNING
COMMISSION MEETING HELD ON: June 10, 2026**

Vice Chair Porter read the request and asked staff to review.

Ms. Soffel said the applicant is requesting a special use permit (SUP) per Section 10-3-40(8) to allow a short-term rental (STR) in the R-2, Residential District. The +/- 10,297-square foot property is addressed as 453 West Water Street and is identified as tax map parcel 36-S-12. If approved, the applicant plans to operate a short-term rental on the property.

In 2019, the City adopted regulations associated with short-term transient lodging, commonly referred to as Airbnb's. These regulations were amended in September 2020 to create the by right "homestay" use. To operate a homestay, the property must be the operator's primary residence, may host up to four guests, may operate up to 90 nights per calendar year, and guests must stay within the main dwelling unit (as opposed to staying in a separate building on the property). If the operator wants to operate outside of what is permitted by right as a homestay, they must apply for an SUP to operate an STR.

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As explained within the submitted application materials, the applicant would operate the STR in the existing accessory structure (formerly a detached garage) that was renovated without required permits, prior to the applicant's ownership of the property. The applicant is in the process of applying for a building permit to bring the accessory structure into compliance and to obtain a

certificate of occupancy. The applicant has been informed that a certificate of occupancy is required prior to beginning STR operations.

Land Use

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

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After review of this request, staff believes it shares similar characteristics to other applications for STRs that have received approval. Staff recommends approval of the SUP with the following conditions:

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3. The number of STR guests at one time shall be limited to four.
4. Minimum off-street parking spaces do not need to be delineated and can be accommodated utilizing the driveway or other areas on the property.

5. Prior to operation, the operator shall submit to City staff a completed Short-Term Rental Pre-Operation Form. Furthermore, the operator shall maintain compliance with the items identified in the Pre-Operation Form when short-term rental guests are present.
6. If in the opinion of Planning Commission or City Council, the short-term rental becomes a nuisance, the special use permit can be recalled for further review, which could lead to the need for additional conditions, restrictions, or the revocation of the permit.

Ms. Soffel asked if there were any questions for staff.

Councilmember Dent said I think it said that they had two sinks, a kitchen and a bathroom, I did not see anything about the kitchenette and the whole debate about stoves.

Ms. Soffel said there is no stove or oven which is the thing that would make it a kitchen.

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

Lisa Lopez-Ryan, the applicant, came forward to speak to the request. She said I have been here for almost a year now. The dwelling that we are looking at seems perfect for something like an Airbnb. I am currently working for a bed and breakfast here in Harrisonburg and I talk to a lot of people traveling through and traveling to Harrisonburg. It just seems like a good thing to do for the City. Any questions for me?

Councilmember Dent said I believe that staff said that this short-term rental was set up before you bought the property.

Ms. Lopez-Ryan said the detached garage is roughly 500 square feet. Part of it was finished and turned into what they called a media room. It has AC and heat, floors, walls, lighting. At the time there is no record of what they did to it but since it is already partially finished, we decided to do the whole thing and use all 500 square feet of it for this short-term rental.

Vice Chair Porter asked if there were any more questions for the applicant. 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.

Commissioner Kettler said to the degree there is sometimes a concern with a short-term rental getting rid of existing housing stock, I do not think that applies to this particular unit.

Councilmember Dent said it is not officially a dwelling unit, it is an accessory structure.

Commissioner Kettler said motion to approve the special use permit with the suggested conditions.

Councilmember Dent seconded the motion.

Vice Chair Porter called for a roll call vote.

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

The motion to recommend approval of the special use permit request passed (5-0). The recommendation will move forward to City Council on July 14, 2026.

City of Harrisonburg

Special Use Permit
10-3-40(8)

Short Term Rental
453 West Water Street
Tax Map Parcel: 36-S-12
+/- 10,297-square feet

Zoning



City of Harrisonburg

Special Use Permit
10-3-40(8)
Short Term Rental
453 West Water Street
Tax Map Parcel: 36-S-12
+/- 10,297-square feet

(Future) Land Use Guide



City of Harrisonburg

Special Use Permit
10-3-40(8)
Short Term Rental
453 West Water Street
Tax Map Parcel: 36-S-12
+/- 10,297-square feet





CITY OF HARRISONBURG
COMMUNITY
DEVELOPMENT

Special Use Permit Application

www.harrisonburgva.gov/zoning

PROPERTY INFORMATION

453 W WATER ST. Property Address 36512 Tax Map 10,277 Total Land Area acres or sq.ft. (circle)

Existing Zoning Classification: R2

Special Use being requested: SHORT TERM RENTAL SECTION 10-3-40 (8)
~~SHORT TERM RENTAL SECTION 10-3-40 (8)~~

PROPERTY OWNER INFORMATION

LISA LOPEZ-RYAN Property Owner Name
453 W WATER ST. Street Address
Harrisonburg VA 22801 City State Zip

[Redacted] Telephone
[Redacted] E-Mail

OWNER'S REPRESENTATIVE INFORMATION

Owner's Representative
Street Address
City State Zip

Telephone
E-Mail

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.

[Signature] DATE 5-5-26

PROPERTY OWNER

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

5/05/26 Date Application and Fee Received
Julie Kline Received By

Total Fees Due: \$ 455.00
Application Fee: \$425.00 + \$30.00 per acre

PAID - CK 038

May 5, 2026

To: Planning and Zoning Division
Re: Special Use Permit

To whom it may concern:

My name is Lisa Lopez-Ryan, and I own the residence at 453 W Water St., purchased in July of 2025. Since becoming a resident of Harrisonburg, and currently working in the hospitality business, I have observed the ongoing need for accommodations for travelers going through Harrisonburg, or visitors coming to Harrisonburg for various reasons; many visiting their kids at JMU.

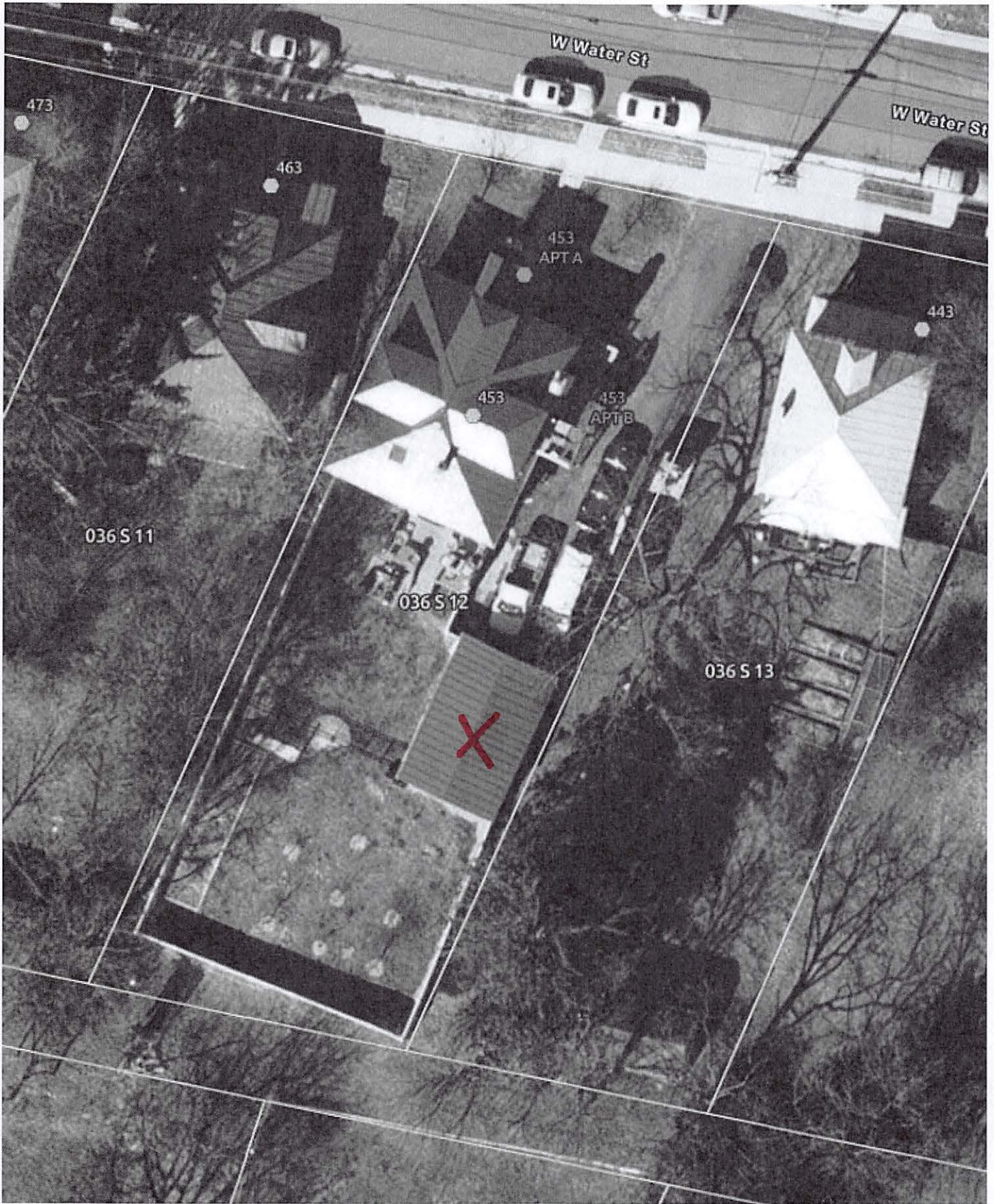
Our property has a detached garage which was converted to an accommodation space before we took ownership. We thought this would be a perfect space for a short-term rental, and hope to construct a proper dwelling for this space, which is why we are seeking a Special Use Permit.

The accommodation space of approximately 400 sq. ft., would be a studio space with a bathroom, shower, and two sinks (one in the bathroom, and one in the main living space). Lodging would be for two people, and they would have access to street or driveway parking. I will be the full-time operator of the rental.

Thank you for your consideration.

Lisa Lopez-Ryan
453 W Water St.
Harrisonburg, VA 22801





• **SHORT TERM RENTAL**



June 10, 2026 Planning Commission Meeting

Title

Consider a request for a Special Use Permit at 453 West Water Street — Nyrma Soffel, Community Development

Summary

Project name	N/A
Address/Location	453 West Water Street
Tax Map Parcels	36-S-12
Total Land Area	+/- 10,297 square feet
Property Owner	Sean Ryan and Lisa Lopez-Ryan
Owner's Representative	N/A
Present Zoning	R-2, Residential District
Special Use Permit Request	To allow a short-term rental per Section 10-3-40(8)
Planning Commission	June 10, 2026 (Public Hearing)
City Council	Anticipated July 14, 2026 (Public Hearing)

Recommendation

Option 1. Recommend approval of the special use permit request with the suggested conditions.

Context & Analysis

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

Site: Duplex dwelling, zoned R-2

North: Across West Water Street, duplex and single-family detached dwellings, zoned R-2

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

South: Across alley, single-family detached dwellings, zoned R-2

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

The applicant is requesting a special use permit (SUP) per Section 10-3-40(8) to allow a short-term rental (STR) in the R-2, Residential District. The +/- 10,297-square foot property is addressed as 453 West Water Street and is identified as tax map parcel 36-S-12. If approved, the applicant plans to operate a short-term rental on the property.

In 2019, the City adopted regulations associated with short-term transient lodging, commonly referred to as Airbnb's. These regulations were amended in September 2020 to create the by right

“homestay” use. To operate a homestay, the property must be the operator’s primary residence, may host up to four guests, may operate up to 90 nights per calendar year, and guests must stay within the main dwelling unit (as opposed to staying in a separate building on the property). If the operator wants to operate outside of what is permitted by right as a homestay, they must apply for an SUP to operate an STR.

On the property is a duplex (two connected dwellings) and an accessory structure. The property owner has stated that they will be the STR operator and will reside in one of the dwellings. They will operate the STR in the accessory structure on the property, offer two accommodation spaces, and host no more than four (4) guests at one time. One off-street parking space is required for each dwelling and for each accommodation space, for a total of four (4) off-street parking spaces. The driveway can accommodate the required spaces.

As explained within the submitted application materials, the applicant would operate the STR in the existing accessory structure (formerly a detached garage) that was renovated without required permits, prior to the applicant’s ownership of the property. The applicant is in the process of applying for a building permit to bring the accessory structure into compliance and to obtain a certificate of occupancy. The applicant has been informed that a certificate of occupancy is required prior to beginning STR operations.

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 proposed SUP does not add additional dwelling units or increase density.

Transportation and Traffic

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

Public Water and Sanitary Sewer

Staff has no concerns with the requested special use permit regarding water and sewer matters.

Housing

The City’s Comprehensive Housing Assessment and Market Study (Housing Study) places the subject property within Market Type D, which notes that “[m]arket 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.

Public Schools

If the special use permit is approved, no additional dwelling units would be added to the property; therefore, the student generation is zero.

Conclusion

After review of this request, staff believes it shares similar characteristics to other applications for STRs that have received approval. Staff recommends approval of the SUP with the following conditions:

1. All STR accommodations shall be within the accessory structure (detached garage) described in the application.
2. There shall be no more than 2 STR guestrooms or accommodation spaces.
3. The number of STR guests at one time shall be limited to four.
4. Minimum off-street parking spaces do not need to be delineated and can be accommodated utilizing the driveway or other areas on the property.
5. Prior to operation, the operator shall submit to City staff a completed Short-Term Rental Pre-Operation Form. Furthermore, the operator shall maintain compliance with the items identified in the Pre-Operation Form when short-term rental guests are present.
6. If in the opinion of Planning Commission or City Council, the short-term rental becomes a nuisance, the special use permit can be recalled for further review, which could lead to the need for additional conditions, restrictions, or the revocation of the permit.

Options

1. Recommend approval of the special use permit request with the suggested conditions.
2. Recommend approval of the special use permit request as submitted by the applicant.
3. Recommend approval of the special use permit with other conditions(s).
4. Recommend denial of the special use permit.

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, July 14, 2026, at 7:00 p.m., to consider the following:

Special Use Permit – 453 West Water Street (To allow short-term rental in R-2)

A request from Sean Ryan and Lisa Lopez-Ryan for a special use permit per Section 10-3-40 (8) of the Zoning Ordinance to allow a short-term rental in the R-2, Residential District. The +/- 10,297-square foot property is addressed as 453 West Water Street and is identified as tax map parcel 36-S-12.

Special Use Permit – 256 Charles Street (To allow meat processing and storage facility in M-1)

A request from Honest Meats LLC for a special use permit per Section 10-3-97 (18) of the Zoning Ordinance to allow a meat processing and storage facility in the M-1, General Industrial District. The +/- 1.5-acre property is addressed as 256 Charles Street and is identified as tax map parcel 45-A-3.

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, July 1, 2026

Wednesday, July 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, July 14, 2026, at 7:00 p.m., or as soon as the agenda permits, to consider the following:

Special Use Permit – 453 West Water Street (To allow short-term rental in R-2)

A request from Sean Ryan and Lisa Lopez-Ryan for a special use permit per Section 10-3-40 (8) of the Zoning Ordinance to allow a short-term rental in the R-2, Residential District. The +/- 10,297-square foot property is addressed as 453 West Water Street and is identified as tax map parcel 36-S-12.

Special Use Permit – 256 Charles Street (To allow meat processing and storage facility in M-1)

A request from Honest Meats LLC for a special use permit per Section 10-3-97 (18) of the Zoning Ordinance to allow a meat processing and storage facility in the M-1, General Industrial District. The +/- 1.5-acre property is addressed as 256 Charles Street and is identified as tax map parcel 45-A-3.

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 23 day of June, 2026



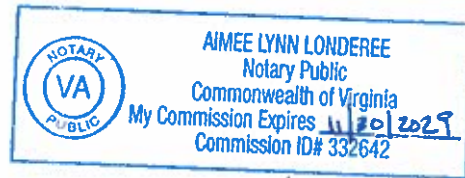
City Clerk

Subscribed and sworn to before me this 23rd day of June 2026 a Notary Public in and for the Commonwealth of Virginia.



Notary

My commission expires 11/30/2029



GCS OF VIRGINIA A LLC
162 CHARLES ST
HARRISONBURG VA 228024610

HONEST MEATS LLC
256 CHARLES ST
HARRISONBURG VA 22802

RAWLEY ENTERPRISES LC
4703 SPRING CREEK RD
BRIDGEWATER VA 22812

ROCKINGHAM CO SCHOOL BOARD
20 E GAY ST
HARRISONBURG VA 22801

SMALL VICTORIES LLC
631 WOODLAND DR
LURAY VA 22835

Charles st

Nicolas Lopez-Flores
760 Stone Springs Road
Harrisonburg, VA 22801

Nicolas Lopez-Flores
760 Stone Springs Road
Harrisonburg, VA 22801

L & L INVESTMENTS L L C
46 MARTIN LUTHER KING JR WAY
HARRISONBURG VA 22801

SNYDER KENNETH R DEBORAH
1895 PEAR ST
HARRISONBURG VA 22801

BAKER AMELIA L
412 W BRUCE ST
HARRISONBURG VA 22801

M & M RENTALS OF VA LLC
518 E MARKET ST
HARRISONBURG VA 22801

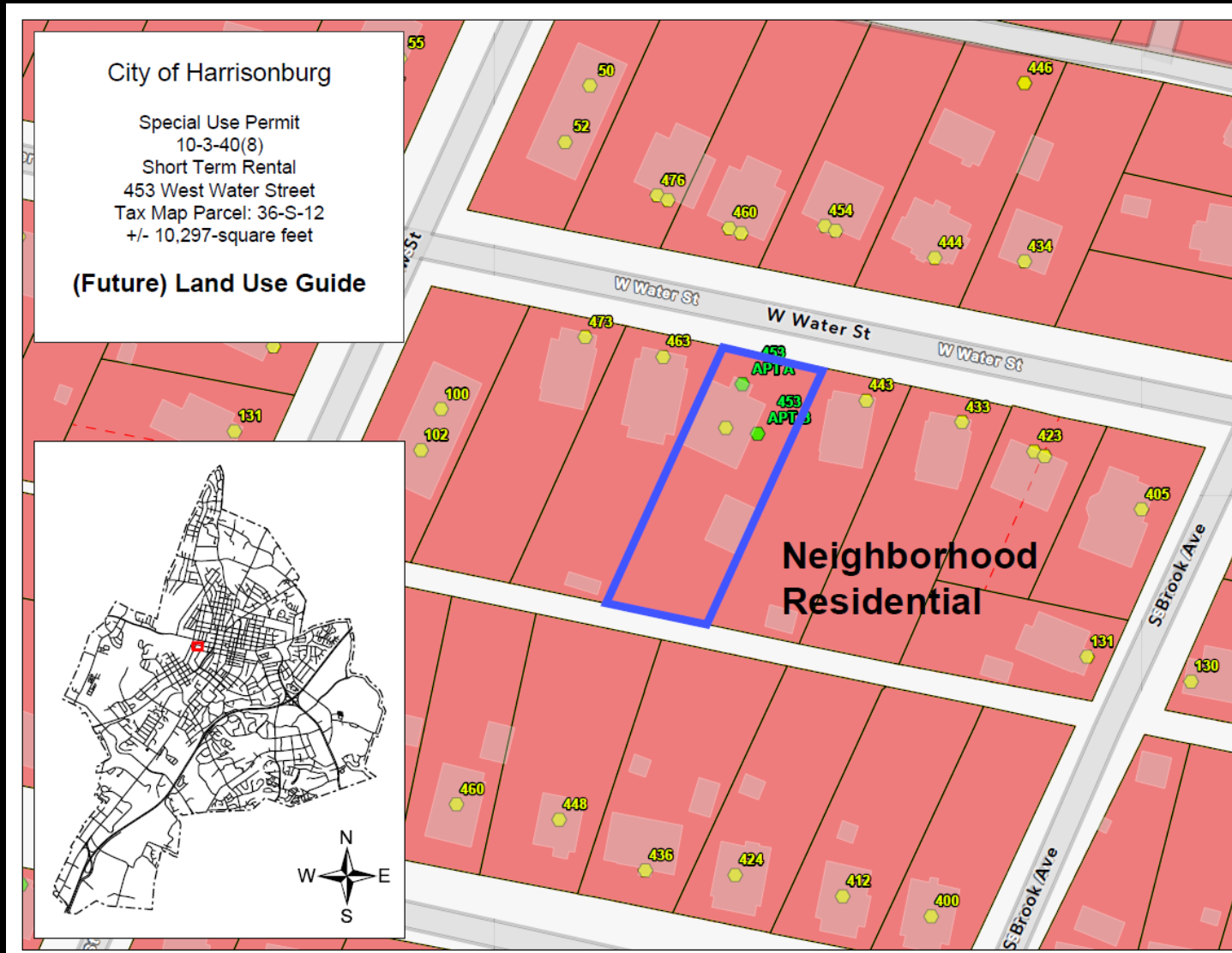
BERNARD S KARR
463 WEST WATER ST
HARRISONBURG VA 22801

SEAN RYAN & LISA LOPEZ-RYAN
453 W WATER ST
HARRISONBURG VA 22801

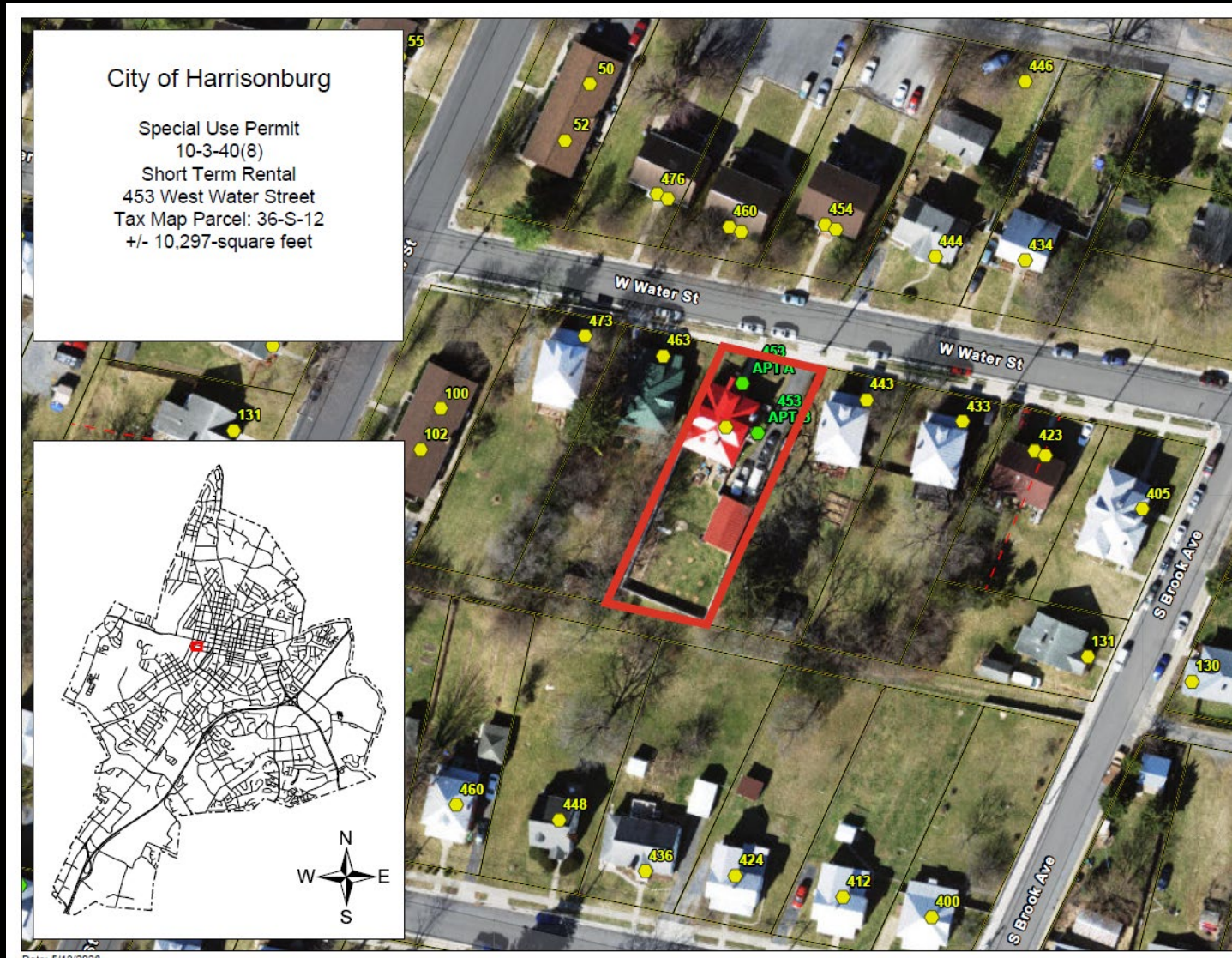
KATHLYN MILLER & JOEL MILLER
443 W WATER ST
HARRISONBURG VA 22801

Water St

Special Use Permit – 453 West Water Street



Special Use Permit – 453 West Water Street



By Right Homestay	Short-term rental by Special Use Permit (STR by SUP)
The property must be operator's primary residence.	The property must be operator's primary residence.
May operate up to 90 nights per calendar year.	No limit on number of nights that the STR can operate per year unless conditioned by SUP.
Maximum of 4 guests.	No maximum number of guests unless conditioned by SUP.
Allowed only in principal dwellings.	Allowed in principal dwellings or accessory buildings unless a restriction is conditioned by SUP.
No off-street parking requirements.	One off-street parking space for each accommodation space, unless conditioned otherwise.





Suggested SUP Conditions

1. All STR accommodations shall be within the accessory dwelling structure (detached garage) described in the application.
2. There shall be no more than 2 STR guestrooms or accommodation spaces.
3. The number of STR guests at one time shall be limited to four.
4. Minimum off-street parking spaces do not need to be delineated and can be accommodated utilizing the driveway or other areas on the property.

Suggested SUP Conditions

5. Prior to operation, the operator shall submit to City staff a completed Short-Term Rental Pre-Operation Form. Furthermore, the operator shall maintain compliance with the items identified in the Pre-Operation Form when short-term rental guests are present.
6. If in the opinion of Planning Commission or City Council, the short-term rental becomes a nuisance, the special use permit can be recalled for further review, which could lead to the need for additional conditions, restrictions, or the revocation of the permit.

Recommendation

Staff recommends approval of the SUP request with the suggested conditions.



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-211, **Version:** 1

Subject:

Consider a request from Honest Meats LLC for a special use permit to allow a meat processing and storage facility at 256 Charles Street

Presented By: Thanh Dang, Deputy of Community Development

A request from Honest Meats LLC for a special use permit per Section 10-3-97 (18) of the Zoning Ordinance to allow a meat processing and storage facility in the M-1, General Industrial District. The +/- 1.5-acre property is addressed as 256 Charles Street and is identified as tax map parcel 45-A-3.



July 14, 2026 City Council Meeting

Title

Consider a request for a Special Use Permit at 256 Charles Street — Planning Commission and Thanh Dang, Community Development

Summary

Project name	N/A
Address/Location	256 Charles Street
Tax Map Parcels	45-A-3
Total Land Area	+/- 1.5 acres
Property Owner	Honest Meats LLC
Owner’s Representative	Clark & Bradshaw PC
Present Zoning	M-1, General Industrial District
Special Use Permit Request	To allow a meat processing and storage facility per Section 10-3-97(18)
Planning Commission	June 10, 2026 (Public Hearing)
City Council	July 14, 2026 (Public Hearing)

Recommendation

Option 1. Staff and Planning Commission (5-0) recommend approval of the special use permit request as submitted by the applicant.

Context & Analysis

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

- Site: T&E Meats, zoned M-1
- North: Rockingham County Public Schools bus garage, zoned M-1
- East: Industrial uses, zoned M-1
- South: Across Charles Street, vacant land, zoned M-1
- West: Rockingham County Public Schools bus garage and industrial uses, zoned M-1

The applicant is requesting a special use permit (SUP) to allow a meat processing and storage facility in the M-1, General Industrial District. The +/- 1.5-acre property is addressed as 256 Charles Street and is identified as tax map parcel 45-A-3. If approved, the applicant plans to continue operating the currently nonconforming meat processing and storage facility.

T&E Meats currently operates on this property, where a portion of their use is a nonconforming meat processing facility (slaughterhouse) for domesticated livestock. As part of the meat processing facility, the livestock is processed onsite to produce fresh meat or value-added cured, cooked, or smoked products and then shipped to other markets or facilities. The remainder of the facility includes storage of processed products.

In 2025, the applicant expressed interest in finding a way to permit the slaughterhouse use in the M-1 General Industrial District to remove the nonconforming status, provide a route for future improvements, and to avoid the restrictions of Article E, Nonconforming Structures and Uses.

On February 10, 2026, City Council approved a Zoning Ordinance (ZO) amendment to add a new definition for “meat processing and storage facility” and to allow such facilities by SUP in the M-1 General Industrial District. If the applicant’s request for an SUP to operate a meat processing and storage facility is granted, the currently nonconforming use would become conforming under the ZO. While the applicant has stated that they do not intend to expand operations at this time, conformance with the ZO means that the applicant could expand in the future, so long as they comply with applicable codes and standards.

Special Use Permit Conditions

The applicant has offered the following self-imposed SUP conditions:

1. Semi-opaque fencing along the rear property lines and portions of the side property lines surrounding the livestock barn structure and livestock unloading area shall be provided and maintained with a 6- foot tall, semi-opaque screen consistent with existing installed screening in the screening area shown in orange on the attached Figure 1. Any torn or damaged screening will be repaired or replaced and maintained on the property. The screened perimeter area would be expanded should the outdoor livestock unloading, movement and penning area described below in condition 2 be expanded.
2. No outdoor, open-air livestock pens will be maintained or placed on the property. Livestock penned in the current livestock unloading barn will not be stored on site for more than 48 hours absent a regulatory order delaying operations. All livestock unloading, movement and penning area(s) shall be located behind or to the side of the principal building in the area shown in purple hashing on the attached Figure 1.
3. Within six (6) months of Special Use Permit approval, the applicant will delineate required parking spaces on the property per City Zoning and DCSM requirements.
4. A grease trap will be permitted and installed at the property within six (6) months after Special Use Permit approval with design and specifications subject to approval by City Public Utilities Department.

Conditions #1 and #2 require livestock to be kept within screened, designated areas, in a manner that would not be readily visible from outside the property. Condition #3 requires the delineation of required parking spaces. Condition #4 addresses a concern from Harrisonburg Public Utilities regarding discharge to the City’s sanitary sewer system by requiring the installation of a grease trap.

Land Use

The Comprehensive Plan designates this site as Commercial and states:

Commercial uses include retail, office, professional service functions, restaurants, and lodging uses. Commercial areas should offer connecting streets, biking and walking facilities, and public transit services. Interparcel access and connections are essential to maintaining traffic safety and flow along arterials. Parking should be located to the sides or rear of buildings.

The SUP would not change the property's existing industrial use and therefore would not advance the Commercial land use designation; however, approval would make a long-standing nonconforming use conforming under the ZO.

Transportation and Traffic

The Determination of Need for a Traffic Impact Analysis (TIA) form ("TIA determination form") for the proposed SUP is attached. The TIA determination form indicated that the project would not generate 100 or more new peak hour trips, which is the threshold for staff to require a TIA. Therefore, a TIA was not required for the SUP request.

Public Water and Sanitary Sewer

With condition #4 requiring a grease trap, staff has no concerns with the requested special use permit regarding water and sewer matters.

Conclusion

Approval of the SUP would allow the existing use to become conforming under the ZO, and the proposed conditions address concerns regarding screening, livestock areas, parking, and the installation of a grease trap. Staff recommends approval of the SUP with conditions, as submitted by the applicant.

Options

1. Approve the special use permit request as submitted by the applicant.
2. Approve the special use permit with other conditions(s).
3. Deny the special use permit.

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

July 1, 2026

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

SUBJECT: Consider a request from Honest Meats LLC for a special use permit to allow a meat processing and storage facility at 256 Charles Street

**EXTRACT FROM THE DRAFT MINUTES OF HARRISONBURG PLANNING
COMMISSION MEETING HELD ON: June 10, 2026**

Vice Chair Porter read the request and asked staff to review.

Ms. Soffel said the applicant is requesting a special use permit (SUP) to allow a meat processing and storage facility in the M-1, General Industrial District. The +/- 1.5-acre property is addressed as 256 Charles Street and is identified as tax map parcel 45-A-3. If approved, the applicant plans to continue operating the currently nonconforming meat processing and storage facility.

T&E Meats currently operates on this property, where a portion of their use is a nonconforming meat processing facility (slaughterhouse) for domesticated livestock. As part of the meat processing facility, the livestock is processed onsite to produce fresh meat or value-added cured, cooked, or smoked products and then shipped to other markets or facilities. The remainder of the facility includes storage of processed products.

In 2025, the applicant expressed interest in finding a way to permit the slaughterhouse use in the M-1 General Industrial District to remove the nonconforming status, provide a route for future improvements, and to avoid the restrictions of Article E, Nonconforming Structures and Uses.

On February 10, 2026, City Council approved a Zoning Ordinance (ZO) amendment to add a new definition for “meat processing and storage facility” and to allow such facilities by SUP in the M-1 General Industrial District. If the applicant’s request for an SUP to operate a meat processing and storage facility is granted, the currently nonconforming use would become conforming under the ZO. While the applicant has stated that they do not intend to expand operations at this time, conformance with the ZO means that the applicant could expand in the future, so long as they comply with applicable codes and standards.

Special Use Permit Conditions

The applicant has offered the following self-imposed SUP conditions:

1. Semi-opaque fencing along the rear property lines and portions of the side property lines surrounding the livestock barn structure and livestock unloading area shall be provided and maintained with a 6- foot tall, semi-opaque screen consistent with existing installed screening in the screening area shown in orange on the attached Figure 1. Any torn or damaged screening will be repaired or replaced and maintained on the property. The screened perimeter area would be expanded should the outdoor livestock unloading, movement and penning area described below in condition 2 be expanded.
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3. Within six (6) months of Special Use Permit approval, the applicant will delineate required parking spaces on the property per City Zoning and DCSM requirements.
4. A grease trap will be permitted and installed at the property within six (6) months after Special Use Permit approval with design and specifications subject to approval by City Public Utilities Department.

Conditions #1 and #2 require livestock to be kept within screened, designated areas, in a manner that would not be readily visible from outside the property. Condition #3 requires the delineation of required parking spaces. Condition #4 addresses a concern from Harrisonburg Public Utilities regarding discharge to the City's sanitary sewer system by requiring the installation of a grease trap.

Land Use

The Comprehensive Plan designates this site as Commercial and states:

Commercial uses include retail, office, professional service functions, restaurants, and lodging uses. Commercial areas should offer connecting streets, biking and walking facilities, and public transit services. Interparcel access and connections are essential to maintaining traffic safety and flow along arterials. Parking should be located to the sides or rear of buildings.

The SUP would not change the property's existing industrial use and therefore would not advance the Commercial land use designation; however, approval would make a long-standing nonconforming use conforming under the ZO.

Transportation and Traffic

The Determination of Need for a Traffic Impact Analysis (TIA) form ("TIA determination form") for the proposed SUP is attached. The TIA determination form indicated that the project would not generate 100 or more new peak hour trips, which is the threshold for staff to require a TIA. Therefore, a TIA was not required for the SUP request.

Public Water and Sanitary Sewer

With condition #4 requiring a grease trap, staff has no concerns with the requested special use permit regarding water and sewer matters.

Conclusion

Approval of the SUP would allow the existing use to become conforming under the ZO, and the proposed conditions address concerns regarding screening, livestock areas, parking, and the installation of a grease trap. Staff recommends approval of the SUP with conditions, as submitted by the applicant.

Commissioner Jezior said the facility there right now is being used to house the livestock as they are going into the slaughterhouse. Would it be under the same use?

Ms. Soffel said very temporarily. The livestock is delivered and I believed the applicant said a maximum of 48 hours in the processing of the livestock.

Councilmember Dent said I am remembering, when we passed this as City Council, the definition of livestock. Am I remembering correctly that we also defined poultry at the same time to make sure there is a distinction?

Ms. Soffel said I believe with adding the definition for the meat processing then it raised the question about the poultry processing and we did not want to risk it being interpreted as not allowed.

Commissioner Seitz said I did have one clarifying question on the Figure One Diagram provided where the screening is shown in orange. That is existing screening that will be maintained, correct?

Ms. Soffel said correct.

Commissioner Seitz said there is no screening being added.

Ms. Soffel said not at this time.

Councilmember Dent said when I went over there today, I was looking at the blue hatched area identified as “animal unloading/movement and pinning area” and sure enough there were trucks backing up and a pen that encloses all of the animals. It is already there.

Vice Chair asked if there were any more questions for staff. Hearing none, he invited the applicant or applicant’s representative to speak to their request.

Todd Rhea, the applicant’s representative, came forward to speak to the request. He said Ms. Soffel gave a great summary of the history of this request primarily to move a grandfathered nonconforming use into conforming status that helps with things from financing to insurance and related activities. The meat processing operations have been ongoing at this site for almost 90 years beginning in the 1930s. This is not a new operation and this request merely gives permission for

what has gone on there historically. It is in an industrial district. Industrial uses primarily surround it. There have been no histories of complaints with the operations there. Staff has been really good to work with Honest Meats, Mr. Russ, Ms. Soffel and Mr. Blanks, to address concerns and technical considerations as we worked through the process to number one, amend the City's ordinance to allow us to make this request and then to make the request for what we believe are appropriate conditions. Mr. Heavener is here. He runs the operations. They process a little less than 100 animals a month, so it is not a super intensive operation. They serve almost exclusively local organic farmers here in the Shenandoah Valley. It is a valuable business use in the City of Harrisonburg. We will respectfully request the Commission recommend approval to Council for the permit as requested with conditions.

Vice Chair Porter asked if there were any questions for the applicant's representative. Hearing none, he opened the public hearing and asked if there was 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 Jezior said I think my main concern with this one is that as our residential district expands into this space how is that going to conflict in the future if this is approved and there is an option to expand in the future? There is just more potential for conflict moving forward. They have been there for a very long time so it is an interesting situation to be in as the City turns to expand in this space and potentially have houses across the street in the future. That is my biggest concern with this.

Commissioner Kettler made a motion to recommend approval of the special use permit request as submitted by the applicant.

Commissioner Seitz seconded the motion.

Vice Chair Porter called for a roll call vote.

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

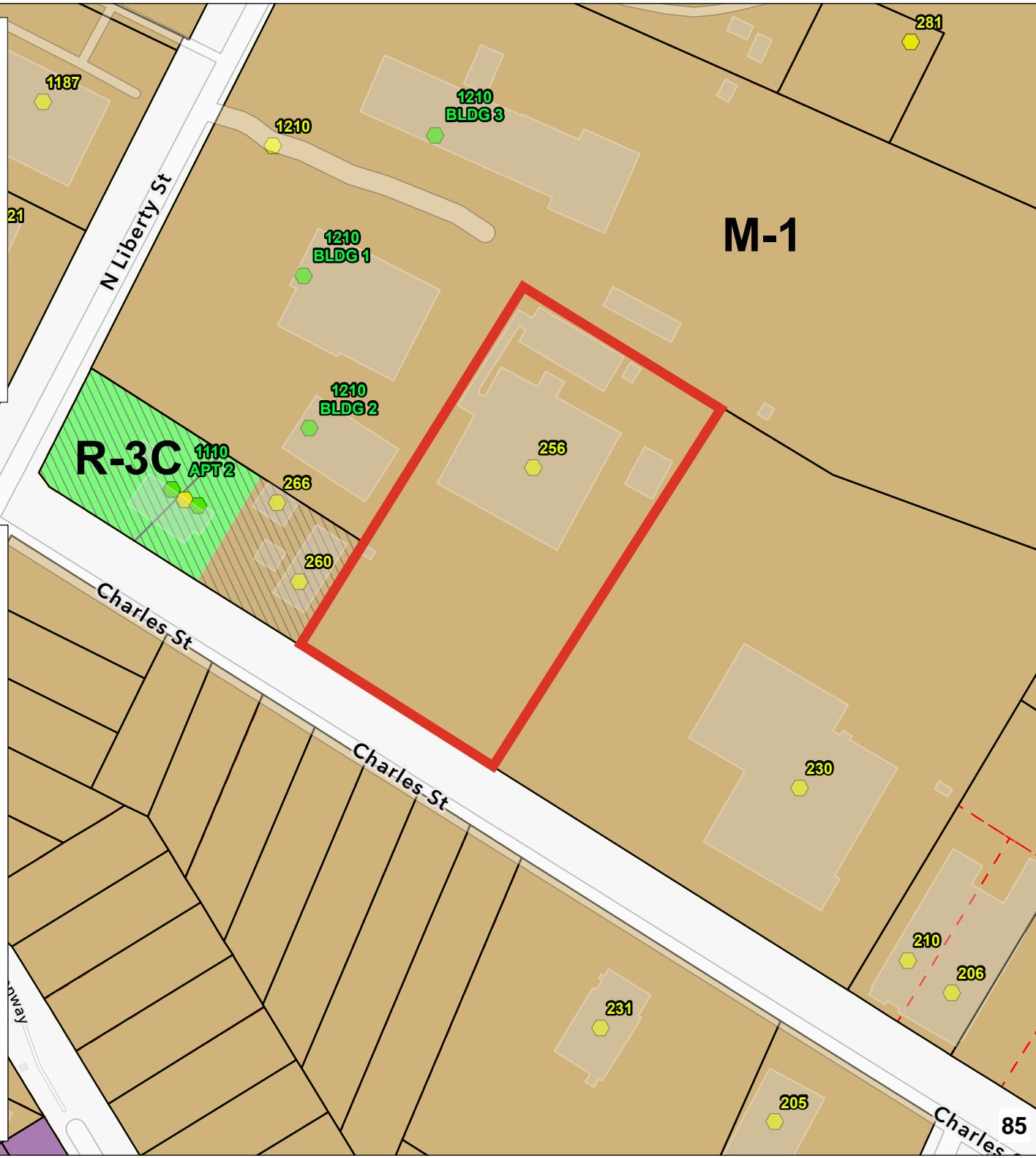
The motion to recommend approval of the special use permit request passed (5-0). The recommendation will move forward to City Council on July 14, 2026.

At this time the Commission took a 5-minute recess.

City of Harrisonburg

Special Use Permit
Meat Processing and Storage
256 Charles Street
Tax Map Parcel # 45-A-3
+/- 1.5-acres

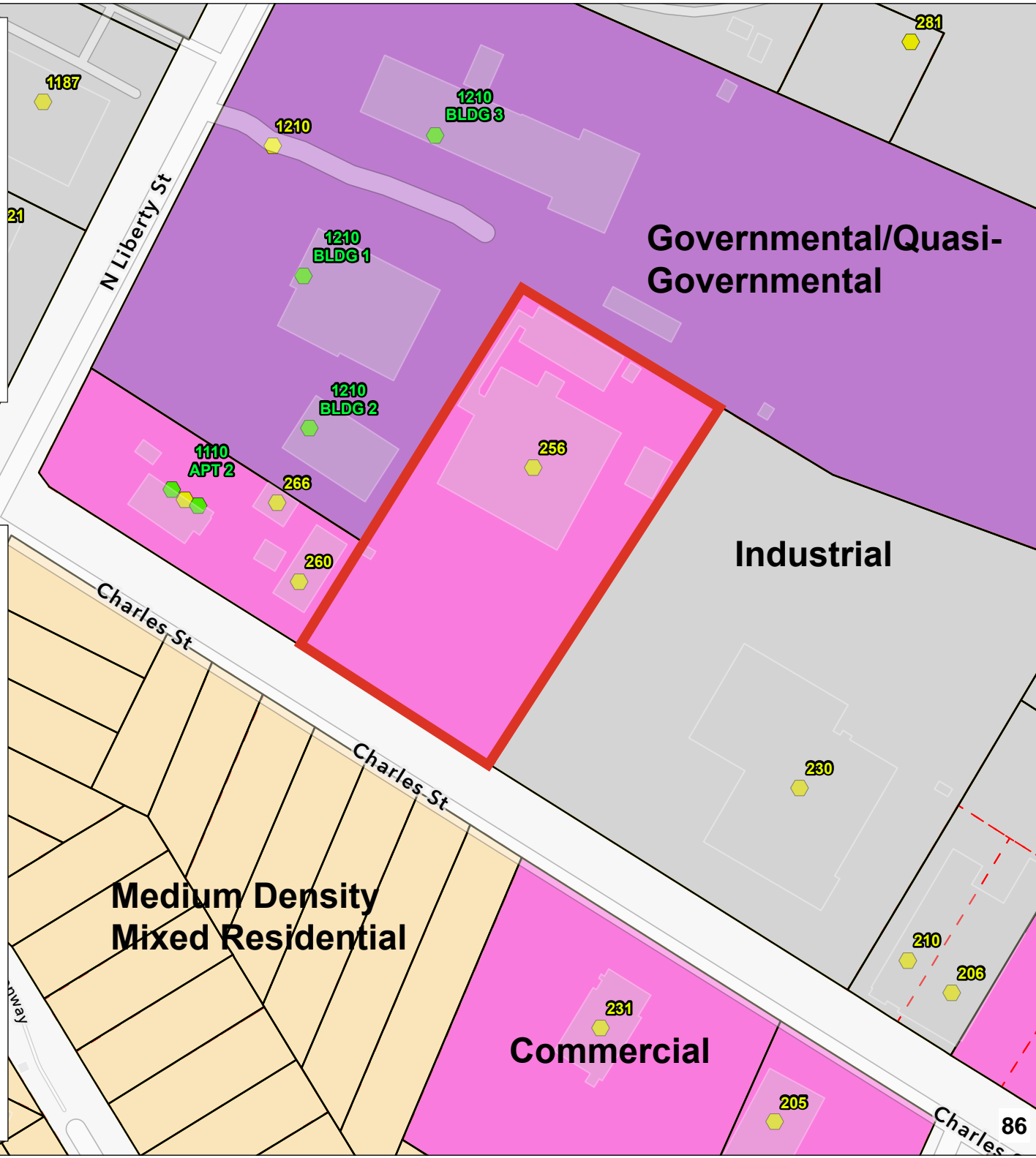
Zoning



City of Harrisonburg

Special Use Permit
Meat Processing and Storage
256 Charles Street
Tax Map Parcel # 45-A-3
+/- 1.5-acres

(Future) Land Use Guide



City of Harrisonburg

Special Use Permit
Meat Processing and Storage
256 Charles Street
Tax Map Parcel # 45-A-3
+/- 1.5-acres





**CITY OF HARRISONBURG
COMMUNITY
DEVELOPMENT**

Special Use Permit Application

www.harrisonburgva.gov/zoning

PROPERTY INFORMATION

256 Charles Street, Harrisonburg, VA 22802 45-(A)-3 1.501 (acres) or sq. ft. (circle)

Property Address Tax Map Total Land Area

Existing Zoning Classification: M-1

Special Use being requested: Meat Processing and Storage Facility under City Ordinance Section 10-3-97(18)

with conditions attached hereto as EXHIBIT A.

PROPERTY OWNER INFORMATION

Honest Meats LLC [Redacted] Telephone

Property Owner Name [Redacted]

256 Charles Street [Redacted] E-Mail

Street Address

Harrisonburg VA 22802

City State Zip

OWNER'S REPRESENTATIVE INFORMATION

Clark & Bradshaw, PC / Todd C. Rhea [Redacted] Telephone

Owner's Representative [Redacted]

92 N. Liberty Street [Redacted] E-Mail

Street Address

Harrisonburg VA 22802

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.

[Signature] 5/7/26

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

5/7/26 Total Fees Due: \$ 485

Date Application and Fee Received Application Fee: \$425.00 + \$30.00 per acre

[Signature]

Received By

CLARK & BRADSHAW, P.C.

ATTORNEYS AND COUNSELORS AT LAW

TODD C. RHEA
MATTHEW C. SUNDERLIN
BRADLEY J. MOYERS
QUINTON B. CALLAHAN
KAREN L. ROWELL
KATHERINE M. MANN
KEVIN M. WHEELER

92 North Liberty Street
Harrisonburg, Virginia 22802
Post Office Box 71
Harrisonburg, Virginia 22803-0071
Telephone: [REDACTED] Facsimile: [REDACTED]
Web Site: www.clark-bradshaw.com
Email: [REDACTED]

AMY L. RUSH, C.P.A.
(NOT AN ATTORNEY)

May 6, 2026

Via Hand Delivery:

Adam Fletcher, Director
City of Harrisonburg Department of Community Development
409 S. Main Street
Harrisonburg, VA 22801

Re: Honest Meats, LLC – Special Use Permit Application for a Meat Processing and Storage Facility use at property located at 256 Charles Street, Harrisonburg, VA 22802, Tax Map Reference: 045-A-3

Dear Mr. Fletcher:

On behalf of my client, Honest Meats, LLC, I am submitting this letter with supporting reasons for seeking a Special Use Permit on the subject parcel of real estate along Charles Street in Harrisonburg. Please find enclosed a Special Use Permit Application seeking approval under the newly defined special use category in the City’s M-1 General Industrial District Ordinance Section 10-3-97(18) to permit use of the parcel for a “Meat Processing and Storage Facility”.

The parcel in question contains a current and historical meat processing business located in the City’s M-1 Zoning District. Meat Processing and Storage Facility operations have operated on the subject property for over eighty years, and the use requested is consistent with current and ongoing operations at the facility. There is a USDA inspection office staffed on the property which regulates the operation under federal food processing guidelines. Four Special Use conditions are submitted along with the application to alleviate concerns over future outdoor animal storage at the site, upgraded commercial entrance and installation of a grease trap at the facility. Historically, live animals are stored at the site for less than 24 hours in an enclosed structure before entering the building for processing. If granted, the Special Use Permit would allow the Applicant to convert a grandfathered non-conforming use to a permitted Special Use. Notably, the facility processes animals almost exclusively from local farmers and many of the supplying farms use sustainable farming practices. In the recent past, the City has participated actively in assisting the owner in obtaining grants for meat processing operations at the site and it provides great value for independent, organic Valley farmers for processing local

livestock who would otherwise need to ship their animals long distances for alternative processing sites.

Thank you for your positive consideration of this Special Use Permit request by Staff. We have submitted a site or property map in the form of a draft survey showing subject property with existing permanent structures and site layout along with the required TIA determination form. The application also contains Special Use Permit request offered conditions after consultation with City Staff.

We appreciate the City's positive consideration of this request.

Sincerely,



Todd C. Rhea

cc: Honest Meats, LLC

EXHIBIT A

Special Use Conditions

- 1. Semi-opaque fencing along the rear property lines and portions of the side property lines surrounding the livestock barn structure and livestock unloading area shall be provided and maintained with a 6- foot tall, semi-opaque screen consistent with existing installed screening in the screening area shown in orange on the attached Figure 1. Any torn or damaged screening will be repaired or replaced and maintained on the property. The screened perimeter area would be expanded should the outdoor livestock unloading, movement and penning area described below in condition 2 be expanded.**
- 2. No outdoor, open-air livestock pens will be maintained or placed on the property. Livestock penned in the current livestock unloading barn will not be stored on site for more than 48 hours absent a regulatory order delaying operations. All livestock unloading, movement and penning area(s) shall be located behind or to the side of the principal building in the area shown in purple hashing on the attached Figure 1.**
- 3. Within six (6) months of Special Use Permit approval, the applicant will delineate required parking spaces on the property per City Zoning and DCSM requirements.**
- 4. A grease trap will be permitted and installed at the property within six (6) months after Special Use Permit approval with design and specifications subject to approval by City Public Utilities Department.**

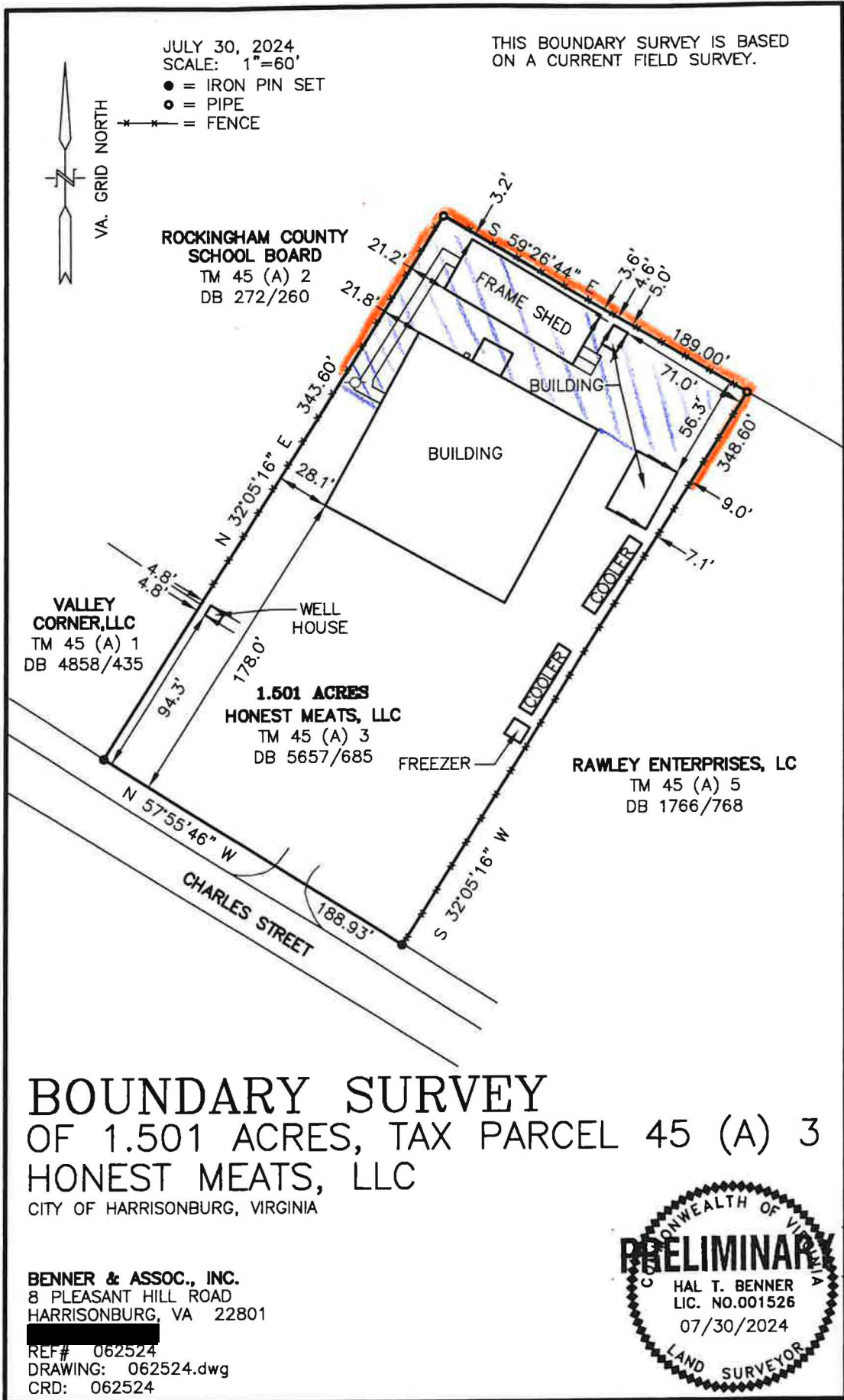
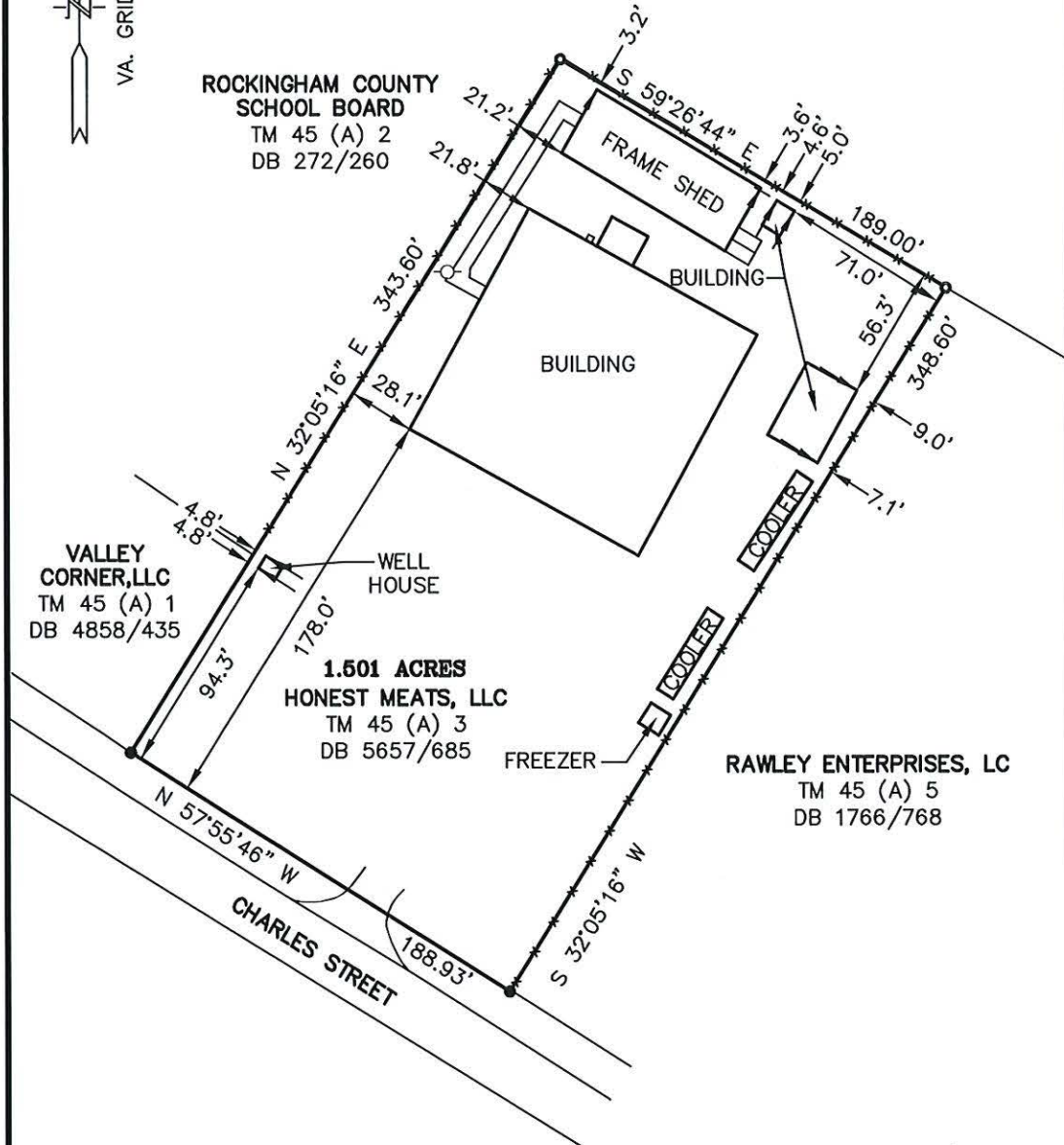
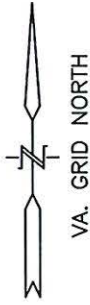


FIGURE 1

JULY 30, 2024
SCALE: 1"=60'

THIS BOUNDARY SURVEY IS BASED
ON A CURRENT FIELD SURVEY.

- = IRON PIN SET
- = PIPE
- *— = FENCE



BOUNDARY SURVEY
OF 1.501 ACRES, TAX PARCEL 45 (A) 3
HONEST MEATS, LLC
CITY OF HARRISONBURG, VIRGINIA

BENNER & ASSOC., INC.
8 PLEASANT HILL ROAD
HARRISONBURG, VA 22801
REF# 062524
DRAWING: 062524.dwg
CRD: 062524





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:	Todd C. Rhea, Clark & Bradshaw, PC		
Telephone:	[REDACTED]		
E-mail:	[REDACTED]		
Owner Name:	Honest Meats, LLC		
Telephone:	[REDACTED]		
E-mail:	[REDACTED]		
Project Information			
Project Name:	Honest Meats Special Use Permit Application		
Project Address:	256 Charles Street		
TM #:	45-A-3		
Existing Land Use(s):	Industrial Zone Historical Meat Processing and Storage Operation		
Proposed Land Use(s): (if applicable)	NA		
Submission Type:	Comprehensive Site Plan <input type="radio"/>	Special Use Permit <input checked="" type="radio"/>	Rezoning <input 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)	Site survey attached. Historical meat processing and storage operation which has operated for over 80 years as a grandfathered non-conforming use seeking to be granted Special Use permit approval for existing operations at M-1 zoned property		
Peak Hour Trip Generation (from row 15 on the second page)			
AM Peak Hour Trips:	0		
PM Peak Hour Trips:	0		

(reserved for City staff)

TIA required? Yes _____ No

Comments:

Accepted by: Zenith Mason

Date: 04/23/2026

Peak Hour Trip Generation by Land Use

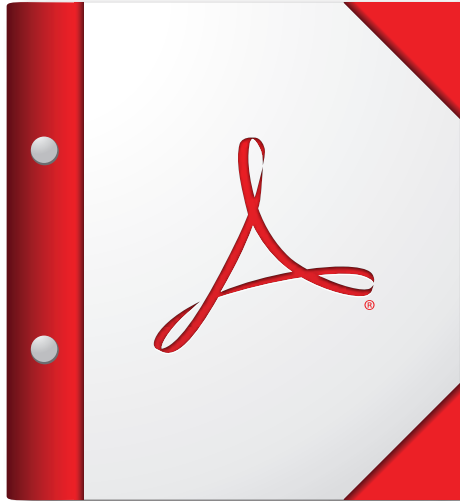
Row	ITE Land Use		ITE Land Use Code	Unit	Quantity	AM Peak Hour of Adjacent Street Traffic	PM Peak Hour of Adjacent Street Traffic
1	Proposed #1	General Light Industrial	110	Employees	25	13	14
2	Proposed #2						
3	Proposed #3						
4	Proposed #4						
5	Proposed #5						
6	Proposed #6						
7	Total New Trips					13	14
8	Existing #1	General Light Industrial	110	Employees	25	13	14
9	Existing #2						
10	Existing #3						
11	Existing #4						
12	Existing #5						
13	Existing #6						
14	Total Existing Trips					13	14
15	Final Total (Total New – Total Existing)					0	0

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



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Acrobat X or Adobe Reader X, or later.**

[Get Adobe Reader Now!](#)



June 10, 2026 Planning Commission Meeting

Title

Consider a request for a Special Use Permit at 256 Charles Street — Nyrma Soffel, Community Development

Summary

Project name	N/A
Address/Location	256 Charles Street
Tax Map Parcels	45-A-3
Total Land Area	+/- 1.5 acres
Property Owner	Honest Meats LLC
Owner’s Representative	Clark & Bradshaw PC
Present Zoning	M-1, General Industrial District
Special Use Permit Request	To allow a meat processing and storage facility per Section 10-3-97(18)
Planning Commission	June 10, 2026 (Public Hearing)
City Council	Anticipated July 14, 2026 (Public Hearing)

Recommendation

Option 1. Recommend approval of the special use permit request as submitted by the applicant.

Context & Analysis

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

- Site: T&E Meats, zoned M-1
- North: Rockingham County Public Schools bus garage, zoned M-1
- East: Industrial uses, zoned M-1
- South: Across Charles Street, vacant land, zoned M-1
- West: Rockingham County Public Schools bus garage and industrial uses, zoned M-1

The applicant is requesting a special use permit (SUP) to allow a meat processing and storage facility in the M-1, General Industrial District. The +/- 1.5-acre property is addressed as 256 Charles Street and is identified as tax map parcel 45-A-3. If approved, the applicant plans to continue operating the currently nonconforming meat processing and storage facility.

T&E Meats currently operates on this property, where a portion of their use is a nonconforming meat processing facility (slaughterhouse) for domesticated livestock. As part of the meat

processing facility, the livestock is processed onsite to produce fresh meat or value-added cured, cooked, or smoked products and then shipped to other markets or facilities. The remainder of the facility includes storage of processed products.

In 2025, the applicant expressed interest in finding a way to permit the slaughterhouse use in the M-1 General Industrial District to remove the nonconforming status, provide a route for future improvements, and to avoid the restrictions of Article E, Nonconforming Structures and Uses.

On February 10, 2026, City Council approved a Zoning Ordinance (ZO) amendment to add a new definition for “meat processing and storage facility” and to allow such facilities by SUP in the M-1 General Industrial District. If the applicant’s request for an SUP to operate a meat processing and storage facility is granted, the currently nonconforming use would become conforming under the ZO. While the applicant has stated that they do not intend to expand operations at this time, conformance with the ZO means that the applicant could expand in the future, so long as they comply with applicable codes and standards.

Special Use Permit Conditions

The applicant has offered the following self-imposed SUP conditions:

1. Semi-opaque fencing along the rear property lines and portions of the side property lines surrounding the livestock barn structure and livestock unloading area shall be provided and maintained with a 6- foot tall, semi-opaque screen consistent with existing installed screening in the screening area shown in orange on the attached Figure 1. Any torn or damaged screening will be repaired or replaced and maintained on the property. The screened perimeter area would be expanded should the outdoor livestock unloading, movement and penning area described below in condition 2 be expanded.
2. No outdoor, open-air livestock pens will be maintained or placed on the property. Livestock penned in the current livestock unloading barn will not be stored on site for more than 48 hours absent a regulatory order delaying operations. All livestock unloading, movement and penning area(s) shall be located behind or to the side of the principal building in the area shown in purple hashing on the attached Figure 1.
3. Within six (6) months of Special Use Permit approval, the applicant will delineate required parking spaces on the property per City Zoning and DCSM requirements.
4. A grease trap will be permitted and installed at the property within six (6) months after Special Use Permit approval with design and specifications subject to approval by City Public Utilities Department.

Conditions #1 and #2 require livestock to be kept within screened, designated areas, in a manner that would not be readily visible from outside the property. Condition #3 requires the delineation of required parking spaces. Condition #4 addresses a concern from Harrisonburg Public Utilities regarding discharge to the City’s sanitary sewer system by requiring the installation of a grease trap.

Land Use

The Comprehensive Plan designates this site as Commercial and states:

Commercial uses include retail, office, professional service functions, restaurants, and lodging uses. Commercial areas should offer connecting streets, biking and walking facilities, and public transit services. Interparcel access and connections are essential to maintaining traffic safety and flow along arterials. Parking should be located to the sides or rear of buildings.

The SUP would not change the property's existing industrial use and therefore would not advance the Commercial land use designation; however, approval would make a long-standing nonconforming use conforming under the ZO.

Transportation and Traffic

The Determination of Need for a Traffic Impact Analysis (TIA) form ("TIA determination form") for the proposed SUP is attached. The TIA determination form indicated that the project would not generate 100 or more new peak hour trips, which is the threshold for staff to require a TIA. Therefore, a TIA was not required for the SUP request.

Public Water and Sanitary Sewer

With condition #4 requiring a grease trap, staff has no concerns with the requested special use permit regarding water and sewer matters.

Conclusion

Approval of the SUP would allow the existing use to become conforming under the ZO, and the proposed conditions address concerns regarding screening, livestock areas, parking, and the installation of a grease trap. Staff recommends approval of the SUP with conditions, as submitted by the applicant.

Options

1. Recommend approval of the special use permit request as submitted by the applicant.
2. Recommend approval of the special use permit with other conditions(s).
3. Recommend denial of the special use permit.

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, July 14, 2026, at 7:00 p.m., to consider the following:

Special Use Permit – 453 West Water Street (To allow short-term rental in R-2)

A request from Sean Ryan and Lisa Lopez-Ryan for a special use permit per Section 10-3-40 (8) of the Zoning Ordinance to allow a short-term rental in the R-2, Residential District. The +/- 10,297-square foot property is addressed as 453 West Water Street and is identified as tax map parcel 36-S-12.

Special Use Permit – 256 Charles Street (To allow meat processing and storage facility in M-1)

A request from Honest Meats LLC for a special use permit per Section 10-3-97 (18) of the Zoning Ordinance to allow a meat processing and storage facility in the M-1, General Industrial District. The +/- 1.5-acre property is addressed as 256 Charles Street and is identified as tax map parcel 45-A-3.

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, July 1, 2026

Wednesday, July 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, July 14, 2026, at 7:00 p.m., or as soon as the agenda permits, to consider the following:

Special Use Permit – 453 West Water Street (To allow short-term rental in R-2)

A request from Sean Ryan and Lisa Lopez-Ryan for a special use permit per Section 10-3-40 (8) of the Zoning Ordinance to allow a short-term rental in the R-2, Residential District. The +/- 10,297-square foot property is addressed as 453 West Water Street and is identified as tax map parcel 36-S-12.

Special Use Permit – 256 Charles Street (To allow meat processing and storage facility in M-1)

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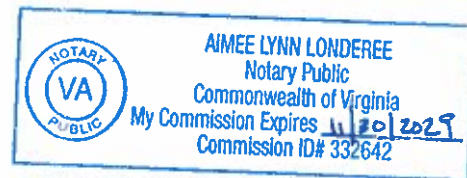
Given under my hand this 23 day of June, 2026

City Clerk

Subscribed and sworn to before me this 23rd day of June 2026 a Notary Public in and for the Commonwealth of Virginia.

Notary

My commission expires 11/30/2029



GCS OF VIRGINIA A LLC
162 CHARLES ST
HARRISONBURG VA 228024610

HONEST MEATS LLC
256 CHARLES ST
HARRISONBURG VA 22802

RAWLEY ENTERPRISES LC
4703 SPRING CREEK RD
BRIDGEWATER VA 22812

ROCKINGHAM CO SCHOOL BOARD
20 E GAY ST
HARRISONBURG VA 22801

SMALL VICTORIES LLC
631 WOODLAND DR
LURAY VA 22835

Charles st

Nicolas Lopez-Flores
760 Stone Springs Road
Harrisonburg, Va 22801

Nicolas Lopez-Flores
760 Stone Springs Road
Harrisonburg, VA 22801

L & L INVESTMENTS L L C
46 MARTIN LUTHER KING JR WAY
HARRISONBURG VA 22801

SNYDER KENNETH R DEBORAH
1895 PEAR ST
HARRISONBURG VA 22801

BAKER AMELIA L
412 W BRUCE ST
HARRISONBURG VA 22801

M & M RENTALS OF VA LLC
518 E MARKET ST
HARRISONBURG VA 22801

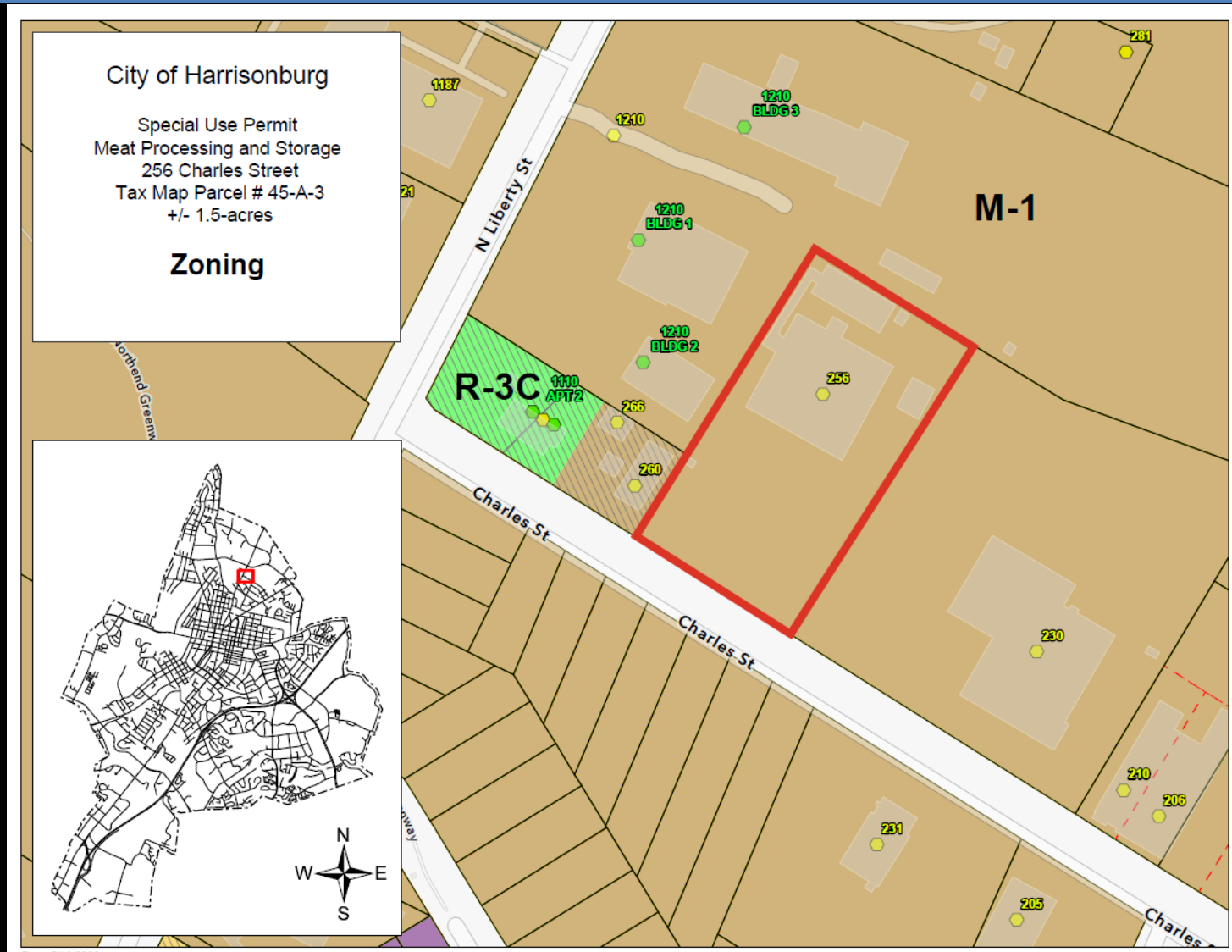
BERNARD S KARR
463 WEST WATER ST
HARRISONBURG VA 22801

SEAN RYAN & LISA LOPEZ-RYAN
453 W WATER ST
HARRISONBURG VA 22801

KATHLYN MILLER & JOEL MILLER
443 W WATER ST
HARRISONBURG VA 22801

Water St

Special Use Permit – 256 Charles Street

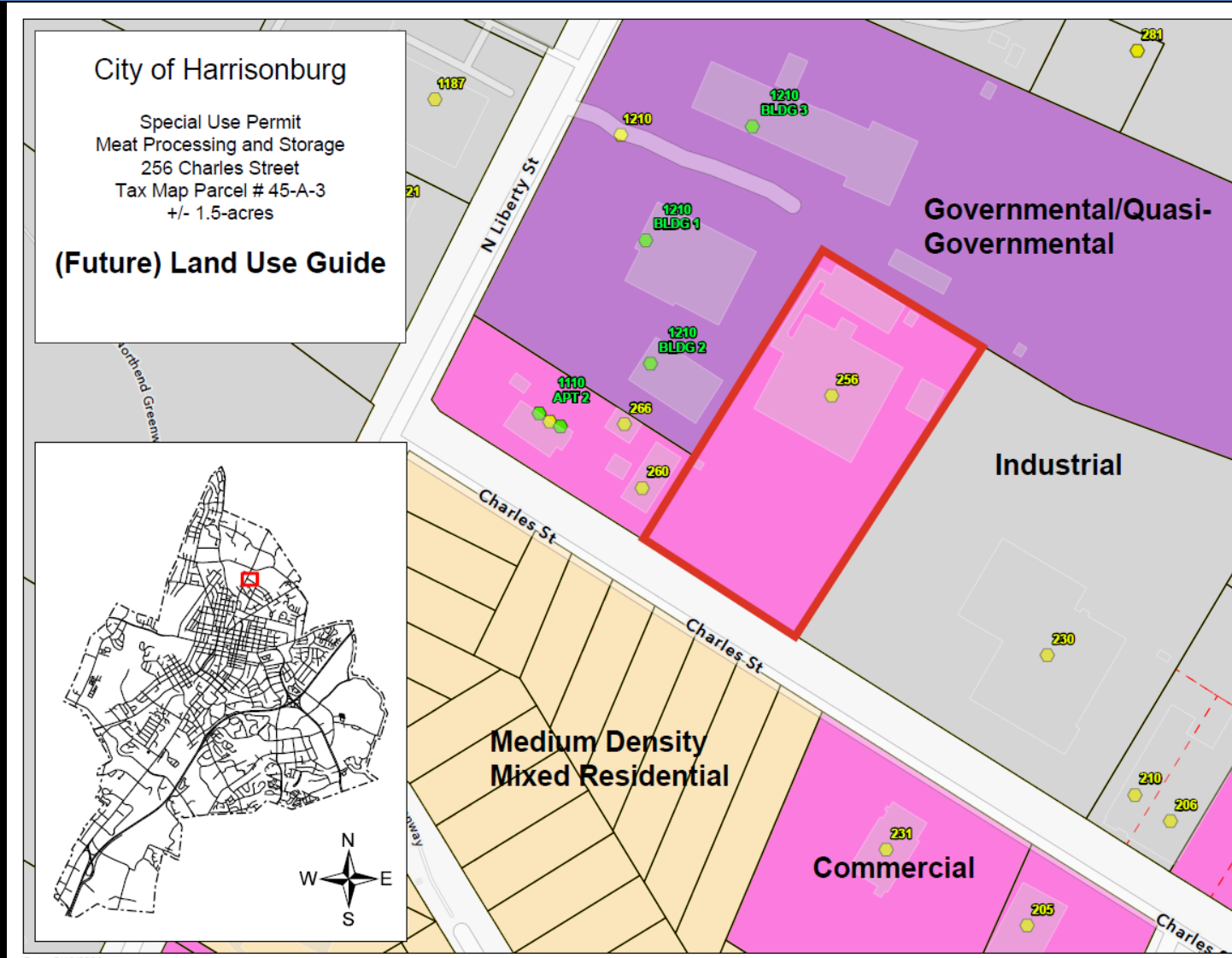


City of Harrisonburg
Special Use Permit
Meat Processing and Storage
256 Charles Street
Tax Map Parcel # 45-A-3
+/- 1.5-acres
Zoning

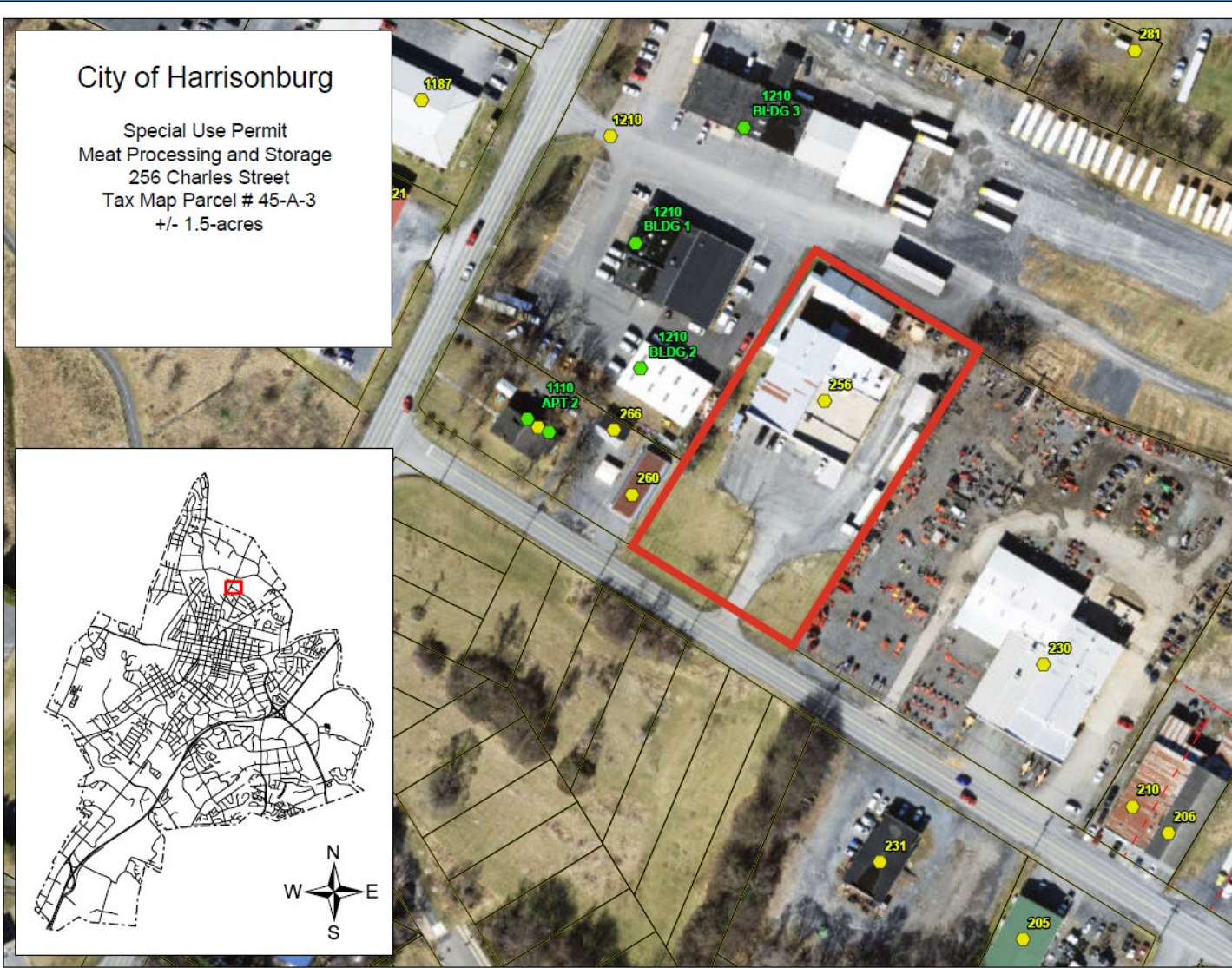




Special Use Permit – 256 Charles Street



Special Use Permit – 256 Charles Street



City of Harrisonburg
Special Use Permit
Meat Processing and Storage
256 Charles Street
Tax Map Parcel # 45-A-3
+/- 1.5-acres

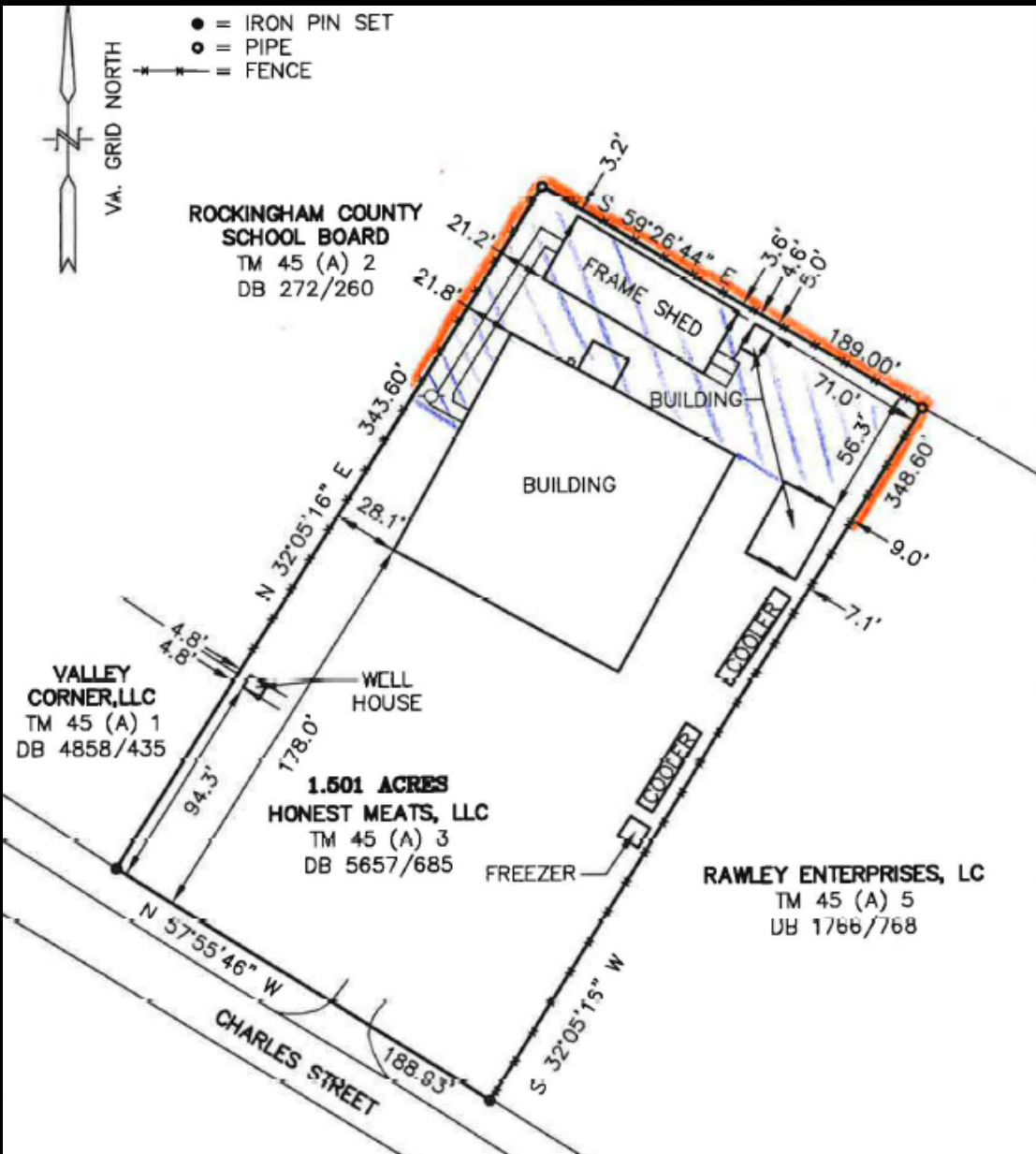



Meat Processing and Storage Facility

- In February 2026, City Council approved a Zoning Ordinance Amendment:
 - New definition for “meat processing and storage facility”
 - Added such facilities by SUP in the M-1

SUP Conditions (Summary)

1. Fencing and screening along the property lines surrounding the livestock barn and unloading area.
2. No outdoor, open-air livestock pens, and ensuring livestock movement and penned areas are located behind or to the side of the principal building.
3. Delineate required parking spaces.
4. Installations of a grease trap subject to Department of Public Utilities approval.



 semi-opaque
 fencing screen
 (Condition #1)


 animal
 unloading, movement
 and penning area
 (Condition #2)



FIGURE 1

Recommendation

Staff recommends approval of the SUP request with conditions, as submitted by the applicant.



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-255, **Version:** 1

Subject:

Presentation of the Board of Zoning Appeals' 2024 and 2025 Annual Reports

Presented By: Thanh Dang, Deputy Director of Community Development

The Board of Zoning Appeals (BZA) must make an annual report to the City Council concerning its activity throughout the year as per Section 10-3-134 of the City Code.



July 14, 2026 City Council Meeting

Title

Receive the Board of Zoning Appeals' 2024 and 2025 Annual Reports — Thanh Dang, Community Development

Summary

The Board of Zoning Appeals (BZA) must make an annual report to the City Council concerning its activity throughout the year as per Section 10-3-134 of the City Code. On June 1, 2026, the BZA moved forward the 2024 and 2025 BZA Annual Reports to City Council with a vote of 4-0.

Attachments

- Board of Zoning Appeals meeting extract
- Board of Zoning Appeals' 2024 and 2025 Annual Reports



CITY OF HARRISONBURG COMMUNITY DEVELOPMENT

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

July 2, 2026

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

SUBJECT: *BZA 2024 & 2025 Annual Reports*

**EXTRACT FROM THE DRAFT MINUTES OF HARRISONBURG BOARD OF ZONING
APPEALS MEETING HELD ON:** June 1, 2026

The first item of new business is the Board of Zoning Appeals annual report for 2024 and 2025.

Mr. Blanks: Normally you would see this once a year but since the Board did not meet in 2025 we are combining the years 2024 and 2025 together. The City Code does require that we do an annual report of the activities of the Board of Zoning Appeals. Just some quick key takeaways from it is the Board did see a significant change in membership throughout 2024 and 2025. There were various appointments and resignations. They are summarized on the first two sheets that give you the membership for 2024 when people resigned and the membership for 2025 and when they resigned or were appointed. The Board currently has one vacant seat, four of the five seats are filled. There was one request before the Board of Zoning Appeals in 2024 and that was an appeal of a decision by the Zoning Administrator which was denied 3-2 and was reflected in the minutes that you guys just approved. There were no request before the Board in 2025, the Board did not meet. That is all there is for the annual report. We are looking that the Board approve a motion to forward the annual summary for 2024 and 2025 to City Council for their review.

Chair Phillipi: Any questions for staff on this? We are looking for a motion on forwarding along the report to City Council.

Mr. Blanks: I will say there are some example motions on the screen to help you guys along if you need them. We typically will do this for anything that requires a motion.

Chair Phillipi: We are looking for a motion to approve the Board of Zoning Appeals annual report for 2024 and 2025 and forward the report to City Council.

Mr. Holsinger: So moved.

Mr. Alexander: Second.

Chair Phillipi: All in favor of the motion to approve the report and forward it to City Council please say “aye.” All opposed say “nay.”

BE IT, THEREFORE, RESOLVED: The Board unanimously approved the 2024 and 2025 Board of Zoning Appeals Annual Reports.

Summary of the
Board of Zoning Appeals'
2024 and 2025 activities
as required by
Section 10-3-134
of the City Code



2024

BOARD OF ZONING APPEALS
MEMBERSHIP

Matthew Phillippi
Chair

Thomas Jenkins
Vice-Chair
Term Expired: March 2024

Adriel Byrd
Planning Commission Representative
Resigned November 2024

Morgan Maskell
Appointed: February 2024

Stan Holland
Resigned: December 2024

Jeffrey Holsinger

2025

BOARD OF ZONING APPEALS
MEMBERSHIP

Matthew Phillippi

Chair

Valerie Washington

Planning Commission Representative

Appointed: Jan 2025

Resigned: July 2025

Morgan Maskell

Resigned: July 2025

Jeffrey Holsinger

Shannon Porter

Planning Commission Representative

Appointed August 2025

Todd Alexander

Appointed October 2025

Requests Before the Board: 2024

Address	Applicant	Request	BZA Action	Date
813 Chicago Avenue	Lock-Minn Holdings LLC	Appeal of an administrative decision regarding a violation of proffers associated with the 2013 rezoning of the subject property.	Denied the appeal (3-2)	5/6/2024

Requests Before the Board: 2025

No requests were heard. The Board did not meet in 2025.



Board of Zoning Appeals – 2024 and 2025 Annual Reports

- Matthew Phillipi (Chair)
- Shannon Porter (Vice-Chair and Planning Commission Representative)
- Todd Alexander
- Jeffrey Holsinger
- 1 vacancy

Requests Before the Board: 2024

Address	Applicant	Request	BZA Action	Date
813 Chicago Avenue	Lock-Minn Holdings LLC	Appeal of an administrative decision regarding a violation of proffers associated with the 2013 rezoning of the subject property.	Denied the appeal (3-2)	5/6/2024

Requests Before the Board: 2025

No requests were heard. The Board did not meet in 2025.



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-258, **Version:** 1

Subject:

Harrisonburg Rockingham Regional Sewer Authority

Presented By: Pamela Ulmer, City Clerk

Four members of the board have terms due to expire July 14, 2022. HRRSA is requesting council approval to renew all members to a term to expire July 14, 2026. The City Clerk received reappointment applications from Mr. Chewning and Mr. Light, which are attached, and requesting council to reappoint Mr. Chewning, Mr. Light, Mr. Mike Collins and Mr. Ande Banks with no alternate at this time.

Application Form

Profile

Mr. R. Bradley Chewning
 Prefix First Name Middle Initial Last Name Suffix

rbchewning@gmail.com
 Email Address

1832 College Avenue
 Home Address Suite or Apt

Harrisonburg VA 22801
 City State Postal Code

How many years have you been a resident of Harrisonburg?

53

Home: (540) 434-3913 Mobile: (540) 435-4809
 Primary Phone Alternate Phone

Retired Retired
 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?

Harrisonburg-Rockingham Regional Sewer Authority (HRRSA): Submitted

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

My training and job experience is an engineer who specialized in water and wastewater treatment. This gives me an understanding of the complex treatment process involved at HRRSA. I have served on the HRRSA Board for 16 years and seeking a reappointment. During that time I have served as both the Chairman, Vice-Chairman and Secretary-Treasurer. I have a great deal to offer HRRSA as a representative of Harrisonburg.

What other interests or concerns do you have regarding the community?

Economic Development for the betterment of the City and residents. Education

What relevant experience or education do you have to this board or commission?

BS & MS in Civil Engineering with a focus on water and wastewater treatments. Career spent in working to improve our environment.

Please list any past or present community involvement e.g. City Council, Boards and Commissions, Citizen Academy, etc. in Harrisonburg or elsewhere:

Chairman of the Economic Development Authority Citizen Academy Police Academy Previous member of local Salvation Army Advisory Board Over the years, asked to serve on various committees for Harrisonburg School Board, JMU, Blue Ridge CC, and Massanutten Regional Library Past President of Greater Madison

Upload a Resume

EPSAC Applicants only

Bike/Pedestrian Subcommittee Applicants only

Application Form

Profile

Mr. Matthew W. Light
 Prefix First Name Middle Initial Last Name Suffix

milight@botkinrose.com
 Email Address

95 East Grattan Street
 Home Address Suite or Apt

Harrisonburg VA 22801
 City State Postal Code

How many years have you been a resident of Harrisonburg?

19

Home: (540) 819-2793 Business: (540) 437-0019
 Primary Phone Alternate Phone

BotkinRose PLC Attorney
 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

None Selected

Gender

None Selected

What is your age?

40-50 years old

Are you reapplying for a current position you hold? *

Yes

Which Boards would you like to apply for?

Harrisonburg-Rockingham Regional Sewer Authority (HRRSA): Submitted

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

Serving on HRRSA previously has been enriching for me. Utility infrastructure is a core function of local government. If the toilets don't flush, it affects everyone. I'm proud that HRRSA is run both efficiently and in a manner that demonstrates good stewardship of our environment. Moreover, especially in this last term, we have confronted the issue of how to make sure local significant industrial users are complying appropriately with HRRSA's rules. These are difficult questions of judgment, because it is critical to care for the North River by discharging cleanly from the plant, while still preserving the jobs that help our community thrive economically. We have balanced these issues well to this point, but I'm sure we can always improve, and I'm hopeful that I'll be able to continue my service.

What other interests or concerns do you have regarding the community?

I have practiced law here for many years. I have interacted with and represented important local businesses and institutions. I am on the Board of Directors of the Community Foundation of Harrisonburg and Rockingham County, where I serve on the public outreach committee and help educate the community about the important work that the Community Foundation and other local charities accomplish in Harrisonburg. I'm also interested in continued downtown improvement; as a resident of downtown, I'm pleased with where it's heading but hope we can continue to provide parks, find ways to preserve Black's Run, and support small downtown businesses.

What relevant experience or education do you have to this board or commission?

As both a business attorney and a local government attorney, I bring a good practical perspective to HRRSA (a local government body) and its business operations. I can analyze risk well, formulate options, and make a decision. I know where HRRSA can be aggressive, and where it needs to treat carefully. I serve on HRRSA's personnel committee and can provide input on employment questions.

Please list any past or present community involvement e.g. City Council, Boards and Commissions, Citizen Academy, etc. in Harrisonburg or elsewhere:

HRRSA Director since roughly 2012; Massanutten Regional Library Trustee 2017-2023. Previous Director of the Shenandoah Valley Technology Council. Director, Community Foundation of Harrisonburg and Rockingham County, 2025-present. Town Attorney, Town of Broadway, 2017-2025. General counsel to Valley Community Services Board, Fishersville, Virginia, 2021-present

[MWL_Resume_-_CV.doc](#)

Upload a Resume

EPSAC Applicants only

Bike/Pedestrian Subcommittee Applicants only

Matthew W. Light
95 East Grattan Street
Harrisonburg, Virginia 22801
540-437-0019 (work)
mlight@botkinrose.com

EXPERIENCE

BotkinRose PLC, Harrisonburg, VA

December 2015 – Present

Practice focuses on estate planning and administration, real estate (especially complex title issues), municipal law, general business services, tax law, and tax-exempt finance. Commissioner in Chancery, Rockingham County Circuit Court, 2018-present. Town Attorney for the Town of Broadway, Virginia, July 2017-December 2025. General counsel to Valley Community Services Board, Fishersville, Virginia, 2021-present.

Wharton, Aldhizer & Weaver PLC, Harrisonburg, VA

September 2002 – December 2015

Similar practice areas to those at BotkinRose. Appeared before Virginia Supreme Court. Lead counsel in complex partition suits. Assistant Town Attorney for the Town of Broadway, Virginia, from 2007-2015.

Adjunct Professor, Washington and Lee University School of Law, Lexington, VA

January 2012 – Present

Currently teaching Decedents' Estates and Trusts (i.e., Wills). Previously professor of annual two-week intensive practicum course for 3Ls on commercial transactions.

Judicial Clerk, Hon. James C. Turk, United States District Judge, Roanoke, VA

August 2001 – August 2002

Produced first drafts of legal opinions and provided general assistance to United States District Judge.

EDUCATION

Washington and Lee University, Lexington, VA — J.D. *magna cum laude*, 2001

Graduated in top five percent (5%) of class.

1999-2000: Staff Editor at *Washington and Lee Law Review*. Burks Scholar, 2000-01.

Publication: "Who's the Boss? Statutory Damage Caps, Courts, and State Constitutional Law", 57 WASH. & LEE LAW REV. 315 (2001).

Drew University, Madison, NJ – B.A. *summa cum laude*, 1998

Double Major: Latin & Greek and Political Science.

LICENSES/AFFILIATIONS

Virginia State Bar, 2002.

Director, Harrisonburg-Rockingham Regional Sewer Authority, 2012-present (Chairman, 2018-2020, 2023-2025; present Vice-Chairman).

Trustee, Massanutten Regional Library, 2017-2023

Director, The Community Foundation of Harrisonburg and Rockingham County, 2025-present

INTERESTS

Fenton Art Glass collecting and sales; vinyl records; major league baseball (Nationals).



HRRRSA

www.hrrsa.org

P.O. Box 8
856 North River Road
Mt. Crawford, VA 22841
PH(540) 434-1053 • FX(540) 434-5160

MEMBERS

Bridgewater · Dayton · Harrisonburg
Mt. Crawford · Rockingham Co.

July 7, 2026

Ms. Deanna R. Reed, Mayor
City of Harrisonburg
409 S. Main Street
Harrisonburg, VA 22801

RE: Harrisonburg-Rockingham Regional
Sewer Authority Appointments

Dear Ms. Reed:

The terms of office for the current appointed members and alternate members from your jurisdiction expire on July 14, 2026. Member and alternate member terms are for four (4) year periods, and all members and alternate members of the Authority are eligible for reappointment.

The current members and alternate member from Harrisonburg are:

<u>Members</u>		<u>Alternate Member</u>
R. Bradley Chewning	Ande Banks	Amy E. Snider
A. Mike Collins	Matthew W. Light	

I have enclosed an excerpt from HRRSA's By-Laws that is relative to member and alternate member appointments.

Please notify me of any formal action taken by your jurisdiction regarding these appointments.

Sincerely,

Amanda L. Berry
Office Manager

Enclosure

cc w/enclosure: A. Banks, City Manager, A. E. Snider, Deputy City Manager, A. M. Collins, Director of Public Utilities, M. W. Light, and R. B. Chewning,

BY-LAWS
HARRISONBURG-ROCKINGHAM REGIONAL
SEWER AUTHORITY

Adopted February 2, 1981

B Y - L A W S
O F
HARRISONBURG-ROCKINGHAM REGIONAL SEWER AUTHORITY

ARTICLE I

General Purposes

The purposes for which this Authority is formed and the powers which it may exercise are set forth in the Articles of Incorporation of the Authority.

ARTICLE II

Name and Location

Section 1: The name of this Authority is HARRISONBURG-ROCKINGHAM REGIONAL SEWER AUTHORITY.

Section 2: The principal office shall be located approximately 1 mile east of Mt. Crawford, in Rockingham County, Virginia.

ARTICLE III

Seal

Section 1: The seal shall have inscribed thereon the name of the Authority and the year of its organization (1970).

Section 2: The secretary shall have custody of the seal.

Section 3: The seal may be used by causing it or a facsimile thereof to be impressed or affixed or reproduced or otherwise.

ARTICLE IV

Members

Section 1: There shall be eight members of the Authority, four appointed

by the governing body of the City of Harrisonburg, Virginia, and one by the governing bodies of each of the following political subdivisions: Rockingham County, Town of Bridgewater, Town of Dayton, and Town of Mt. Crawford. Each member of the Authority shall serve for four years. Each governing body shall have the right to select an alternate for each member appointed by it. The term of each alternate shall be the same as the term of the member for whom each serves as alternate. The alternate's term shall not expire because of the member's death, disqualification or resignation. If a member is not present at a meeting of the Authority, the alternate for that member shall have all the voting and other rights of a member and shall be counted for purposes of determining a quorum at any meeting of the Authority. The governing body shall notify the Authority in writing of members and/or alternates elected by that body and no member or alternate may act prior to receipt by the Authority of such notice.

Section 2: The successor of each member shall be appointed by the governing body of his respective political subdivision for a term of four years and until his successors shall have been duly appointed and qualified, except that any person appointed to fill a vacancy shall serve only the unexpired term of office. Any member of the Authority shall be eligible for reappointment.

Section 3: The members of the Authority shall have an annual meeting just preceding the regular meeting held in the month of September of each year.

Section 4. The regular monthly meetings of the members of the Authority shall be held on the first Monday of each month at 3:00 p.m. at the offices of the Authority or at such date, time and place as may be designated by the Authority from time to time.

Section 5: Special meetings of the members may be held upon the call of a majority of the members of the Authority, or by call of the Chairman. Notice

of any meeting not held at a time fixed by a resolution of the Authority shall be given to each member at least 24 hours before the meeting at his residence or business address or by delivering such notice to him or by telephoning or telegraphing it to him at least 24 hours before the meeting. Any such notice shall contain the time and place of the meeting but need not contain the purpose of any meeting. Meetings may be held without notice if all of the members are present or those not present waive notice before or after the meeting.

Section 6: A majority of the members shall constitute a quorum at any meeting of the members. The voting powers of the members shall be equal and each member shall have one vote.

Section 7: In the event of a tie vote, the issue under determination shall be submitted to the governing bodies of the political subdivisions making up the Authority. In such event and on such deadlock issue, each governing body shall have one vote and the said vote of the governing bodies shall be final on the question.

Section 8: The order of business at the regular meeting and so far as practical at all other meetings shall be:

1. Calling to order and proof of quorum.
2. Proof of notice of meeting.
3. Reading and action of any unapproved minutes.
4. Reports of officers and committees.
5. Unfinished business.
6. New business.
7. Adjournment.

BY-LAWS
HARRISONBURG-ROCKINGHAM REGIONAL
SEWER AUTHORITY

Adopted February 2, 1981

B Y - L A W S
O F
HARRISONBURG-ROCKINGHAM REGIONAL SEWER AUTHORITY

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