City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Meeting Agenda - Final

Planning Commission

Wednesday, October 14, 2026 | **6:00 PM** | **Council Chambers**

1. Call To Order

2. Roll Call/Determination of Quorum

3. Approval of Minutes

3.a. Minutes from the September 9, 2026 Planning Commission Meeting

Attachments: Minutes

3.b. Minutes from the September 15, 2026 Planning Commission Meeting

Attachments: Minutes

4. New Business - Public Hearings

4.a. Consider a request to amend the Zoning Ordinance to amend the definition of "shopping center" and to provide a parking calculation for shopping centers

Attachments: PC Memorandum

Current Ordinance Reflecting Recommended Amendments

5. New Business - Other Items

5.a. Consider a request from Trenton Inc. and Bernard LC for variations/exceptions from the Subdivision Ordinance related to public street design standards at South Main Street, South Liberty Street, and future Paul Street extended (The Lindsey)

Attachments: Site Maps

PC Memorandum

Applicant's Supporting Documents

5.b. Discuss draft amendments to the Planning Commission Bylaws

Attachments: PC Memorandum

Current Planning Commission Bylaws Reflecting Recommended Amendments

7. Public Comment

8. Report of Secretary & Committees

8.a. Rockingham County Planning Commission Liaison Report

8.b. City Council Report

9. Other Matters

9.a. Review Summary of next month's applications (Note: Next meeting will be on Thursday, November 12, 2026)

10. Adjourment

NOTE TO THE PUBLIC

Staff will be available at 4:00 p.m. on the Tuesday before the next Planning Commission meeting for those interested in going on a field trip to view the sites on the next agenda.

INTERPRETATION SERVICES

Language interpretation service in Spanish, Arabic and Kurdish is available for Planning Commission 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 de la Comisión de Planificación. 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

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 Planning Commission 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

Legislation Text

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MINUTES OF HARRISONBURG PLANNING COMMISSION

September 9, 2026

The Harrisonburg Planning Commission held its regular meeting on Wednesday, September 9, 2026, at 6:00 p.m. in the City Council Chambers, 409 South Main Street.

Members present: Richard Baugh, Chair; Shannon Porter, Vice Chair; KC Kettler; Rob Jezior; and Laura Dent, Councilmember. Members absent: Heja Alsindi and Randy Seitz.

Also present: Thanh Dang, Deputy Director of Community Development; Nyrma Soffel, Planner; Meg Rupkey, Planner; and Wesley Russ, Deputy City Attorney.

Chair Baugh asked if there were any corrections, comments or a motion regarding the August 12, 2026. Planning Commission minutes.

Commissioner Porter moved to approve the minutes.

Commissioner Kettler seconded the motion.

The motion to approve the August 12, 2026, Planning Commission minutes passed (5-0).

Chair Baugh asked if there were any corrections, comments or a motion regarding the August 18, 2026. Planning Commission minutes.

Ms. Dang said for the August 18 meeting, I would like to request one amendment to the draft minutes, which is a change in the heading date in two locations to reflect that it is August 18 instead of July 21, which is incorrect.

Commissioner Kettler moved to approve the minutes with the amendments as presented by staff.

Commissioner Jezior seconded the motion.

The motion to approve the August 12, 2026, Planning Commission minutes passed (5-0).

New Business – Public Hearings

Consider a request from Eastern Mennonite School to approve the required number of off-street parking spaces

Consider a request from Eastern Mennonite School to amend the master plan at 701 and 801 Parkwood Drive and 1251 Virginia Avenue

Chair Baugh read the requests and asked staff to review.

Ms. Rupkey said Eastern Mennonite School (EMS) is requesting approval of the proposed number of minimum off-street parking spaces relating to school uses and to amend the master plan for a +/- 26.3-acre property zoned R-3/I-1 and B-2/I-1. The property is addressed as 701 and 801 Parkwood Drive and 1251 Virginia Avenue and is identified as tax map parcel 47-N-7.

EMS's first I-1, Institutional Overlay District (I-1) Master Plan was approved in September 2002. The master plan provided for the planned development of the campus, including building expansions, parking areas, and athletic fields. It also approved limited relief from zoning requirements for a baseball dugout along Mount Clinton Pike that encroached five feet into the required 30-foot setback and for required parking separation along the western property line adjoining Eastern Mennonite University.

In 2016, EMS, Virginia Mennonite Missions, and Mennomedia, Inc. requested an amendment to the 2002 Master Plan and an expansion of the I-1 overlay to include three additional parcels totaling +/- 2.08 acres. The amendment supported conversion of the former Mennomedia office building at 1251 Virginia Avenue to the elementary school and established a campus with zero-foot setbacks from internal property lines and a 10-foot perimeter building setback. In 2019, a plat was recorded to vacate the internal property lines and dedicate public right-of-way along Parkwood Road creating the lot as it is today.

Land Use
The Comprehensive Plan designates this site as Institutional and Limited Commercial and states:

> Institutional
>
> These areas are planned for development by certain institutional uses, like private colleges and universities, hospitals, and retirement communities that operate on large land areas and may function in a campus-like environment.
>
> Limited Commercial
>
> These areas are suitable for commercial and professional office development but in a less intensive approach than the Commercial designation. These areas need careful controls to ensure compatibility with adjacent land uses. The maintenance of functional and aesthetic integrity should be emphasized in review of applications for development and redevelopment and should address such matters as: control of access; landscaping and buffering; parking; setback; signage; and building mass, height, and orientation. It is important that development within Limited Commercial areas does not incrementally increase in intensity to become similar to the Commercial designation. Efforts should be made to maintain the intent as described above.

Updated 2026 Master Plan Narrative and Map

If approved, the proposed 2026 Master Plan will supersede the previously approved EMS Master Plan to reflect the current single-parcel campus and to allow additional campus buildings, site improvements, and parking modifications, which are described in the master plan narrative and illustrated in the map.

The proposed plan maintains the minimum 10-foot setback along the exterior campus boundary that was established through the 2016 Master Plan amendment. This flexibility is intended to accommodate the existing dugout and the proposed athletic concessions building.

Minimum Off-Street Parking Requirements

EMS is requesting an expansion in parking areas for the EMS campus. Zoning Ordinance Section 10-3-25 (12) specifies the minimum off-street parking requirements for "Elementary schools, junior or senior high schools, or equivalent facilities" and states:

> Proposed off-street parking spaces shall be programmed by the applicable school authorities as necessary to meet state standards for use and consideration of site locations, then submitted to the planning commission for comprehensive site plan review.

The applicant used the Virginia Department of Education's Guidelines for School Facilities in Virginia's Public Schools (2021) to calculate the needs of the EMS campus. These guidelines recommend enough parking for staff, an additional 10 to 20 percent of spaces for visitors, and student parking equal to one-third of enrollment. Based on Virginia Department of Education guidance and using a 10 percent visitor rate, the applicant calculates a need for 200 spaces for staff, visitors, and students. The applicant is requesting Planning Commission's approval that the minimum number off-street parking spaces for school uses for this site be set at 200.

Master Plan Parking, Landscaping, and Access

In addition to the parking required for school uses, EMS proposes 235 additional spaces to accommodate recurring church services, athletic events, and special events. The master plan proposes a maximum of 435 off-street parking spaces campus-wide, including the minimum 200 spaces required for school uses.

The proposed parking lot landscaping modification would allow required landscaping islands to be located either within a parking lot or within 15 feet of the parking lot. This approach would still require parking lot landscaping within the campus while providing flexibility for the proposed parking configuration and drive aisle patterns. At this time the parking lots are not in final design, thus the applicant would like to keep the flexibility for the whole site to have the option to deviate from ZO Sections 10-3-30.1 (5) and (6) of the Zoning Ordinance and has indicated that all parking areas have the ability to deviate from the landscaping requirement and may be provide landscaping within 15-feet of the parking lot if Sections 10-3-30.1 (5) and (6) in the areas shown on the Master Plan Map.

The applicant is additionally requesting to deviate from ZO Section 10-3-25 (4) a. The deviation would allow a reduction in the required five-foot separation between nonresidential parking and adjoining residential property and allow the parking area to exceed 50 percent of the area between the building setback and public street frontage.

The 2026 Master Plan narrative also identifies existing and future access agreements with adjacent properties. The master plan narrative identifies an existing private access easement serving Virginia Mennonite Missions/Anabaptist Mission Partners (VMM/AMP) from Virginia Avenue to their property, proposes that EMS obtain an easement to address an existing access encroachment onto the VMM/AMP property, and provides a location for a future access easement to Parkwood Drive from 1194 Park Road and/or a shared-parking agreement with Eastern Mennonite University upon EMU's request.

Master Plan Open Space

The 2026 Master Plan Map identifies reserved open space along the drainage channel in the east-southeast portion of the site. In the previous version of the master plan map, the property had identified the athletic fields as open space. While these fields provide additional open areas and educational/recreational space on campus, they are considered developed and cannot be considered open spaces in the context of a master plan.

Transportation and Traffic

A traffic impact analysis (TIA) was not required for the requested rezoning/master plan amendment.

The Master Plan Map shows a future vehicular access drive to Mount Clinton Pike that would provide an additional connection to the campus and access to Parking Lot 3. As shown on the Master Plan Map, the driveway connecting to Mount Clinton Pike does not meet access management requirements. Staff has requested that the proposed access align with the existing driveway across Mount Clinton Pike used by Christian Light Publications. The applicant has indicated with a notation on the Master Plan Map that the final design and location of the Mount Clinton Pike entrance would be determined at a later date and would be subject to applicable City approval.

Public Water and Sanitary Sewer

Staff has no concerns with the requested rezoning/master plan amendment regarding water and sanitary sewer matters.

Conclusion

The applicant is requesting approval of the minimum off-street parking plan for the school use per Zoning Ordinance Section 10-3-25 (12). Based on the *Guidelines for School Facilities in Virginia's Public Schools (2021)*, the applicant identifies a need for 200 parking spaces to serve school staff, visitors, and students. Staff recommends approval of a required minimum 200 off-street parking spaces for the school use.

The applicant is also requesting approval of the 2026 Master Plan amendment, which reflects current single-parcel configuration and guides future development, including additional educational and support buildings, athletic facilities, parking modifications, and circulation improvements. The proposed uses are consistent with the purpose of the I-1 district and the Comprehensive Plan's institutional designation. Staff recommends approval of the Master Plan amendment.

Chair Baugh asked if there any questions for staff.

Vice Chair Porter said I have one question about the potential access from the EMU [Eastern Mennonite University] property. Are those athletic fields that are adjacent to the property?

Ms. Rupkey said there is an existing athletic field along this side.

Ms. Dang said Ms. Rupkey, I have a question. On the other slide that shows EMU, you are showing where a connection could be made. That is not the location of the future easement, which is yet to be determined. Is that correct?

Ms. Rupkey said correct. Thank you for clarifying. It is a potential location of how it could be accomplished, not the final location.

Chair Baugh said we will now invite the applicant representative to come forward.

Gil Colman, Colman Engineering, and Paul Leaman, Head of School for Eastern Mennonite School came forward. Mr. Colman said good evening, Chair Baugh, Commissioners, and Councilmember. Thank you for reviewing this application for us and considering the master plan amendment and parking requirements. We are here in case you have any questions. Everything staff presented reflects our interests.

Vice Chair Porter said I have a question about the request to relax the landscaping requirements within the actual parking [lot], and also relaxing the five-foot [parking lot] setbacks with the residential areas. What is the rationale for that, and what is the impact on your neighbors?

Mr. Colman said that is interesting because the setback we have is, I forget, five feet or a 10-foot setback. It is really more a consideration for the future, where we have one of the parking lots right adjacent to EMU that could be an issue. For the most part, that is not an issue for us because we are already more than 10 feet back in most of the parking situations. It is really more in one area that could be an issue. The consideration is to have a separation and buffer between parking and adjacent properties. Especially in this case, it is talking about residential property, to make sure there are no car lights and things like that impacting a residential neighborhood and residential use. But there is no residential use right now surrounding EMS.

Vice Chair Porter said can we bring the map up really fast? I want you to point out where that would be the case.

Mr. Colman said [referring to the campus map] on the left side, that is just a narrow part where that could be an issue. That is the only place right now that could be an issue. There is not really another place right now. That is right adjacent to the athletic fields for EMU. One of the things that could be put in there is a fence, for example. A fence satisfies that requirement. I do [unintelligible] in terms of blocking light or anything like that, but it satisfies the requirement.

Vice Chair Porter said if there were a larger residential neighborhood around this, I might have a different feeling.

Mr. Colman said that is right, there is none.

Mr. Leaman said EMU is considered residential. I am not sure what would be considered on the other side of Parkwood Drive; there are some houses, but that is across the street. There on the left of the diagram, where there is just the little green strip before EMU's property begins, there is a pretty large green buffer between that boundary and EMU's turf soccer field. The City also put in, very close to that boundary, the generators to save on electric demand. They are not shown [on the campus map] because they are on EMU's property, but they are probably right around that boundary line as well.

Vice Chair Porter said I know there is a close association between the school and the university. Would you be effectively offering up your parking for potential athletic venues at EMU as well?

Mr. Leaman said yes, it happens a lot.

Mr. Colman said there is a lot of collaboration between the entities there, which makes sense. It is a good way to use that parking lot as they put in more parking lots. It works out pretty well.

Mr. Leaman said I was thinking where you were talking about the setback being limited, it was along Parkwood Drive because of the added width there and making that closer to Parkwood Drive. It is pretty much a culverted area.

Mr. Colman said the requirement is 50 percent of that space, and we are not even there. We will be all right with that. The offset of landscaping, which was the second part of your question, is also to allow placement of landscaping other than within the islands. In this case, even in our plan, we are showing landscaping within the islands. I feel like if that is doable, we will do it. Otherwise, we are reserving the opportunity to put landscaping around the edges. Another point to make is that most of this parking is already there. From the standpoint of redeveloping that parking, because it is existing parking, we do not have to comply with parking landscape requirements in that case. If it is new parking or new areas, then we do. That does not mean that we will not

necessarily add more islands. In fact, this shows some more islands where there are none right now. That may occur that way or not. Right now, we are reserving the option of having landscaping surrounding the parking area. It is within a limited space, within 15 feet of that area. We are probably going to stay within that space anyway. There is already some landscaping that is compliant with that.

Commissioner Jezior said based on the tables, you are really only adding 25 parking spaces, correct? It is just allocating 200 for the school specifically.

Mr. Colman said yes. The parking spaces are added because of some displacement of the bus parking, which right now is occurring on the tennis courts. We hope to clean up all of that and arrange it a little better. We have an area that was already impervious or semi-impervious, and we are working with that. We are going to use that for parking and move the buses to the side where they can be more easily accessed and not in front of these buildings.

Councilmember Dent said it seems to me that since it is already zoned R-3 and B-2 with institutional overlay, the setbacks normally associated with residential, even though it is zoned residential, would not really apply. Is that correct?

Mr. Colman said that is correct. We have a 10-foot setback throughout the property. That is the setback. That was also by master plan. We did that a couple of iterations ago, and we are maintaining that.

Commissioner Kettler said I have a question on the calculation for the parking spots. Can you go back to that slide? I am not terribly familiar with these guidelines. I was wondering, are these guidelines that are generally brought up by the state that you ought to follow, or are there other calculations that work here?

Mr. Colman said I am not as familiar with them either. That is something that staff made us aware of. In the past, we had discussed certain numbers that EMS was comfortable with, saying this is the number of parking spaces we need, and that is what we were going with. Staff pointed out during this time that the requirements are in the ordinance to follow the guidelines of Virginia public schools. I do not know if it is guidance or a firm requirement, but that is what we utilized for it. We certainly have more parking than what we need.

Mr. Leaman said we certainly have ample parking. Often, we share our parking lots with VMRC [Virginia Mennonite Retirement Community] and with EMU.

Commissioner Kettler said part of what I am thinking is that it seems like the guidelines suggest that every single staff member drives a single-occupancy vehicle.

Ms. Dang said these are recommendations from the Virginia Department of Education. They are not requirements, and our ordinance does not require it. Staff has used this to help guide us in the absence of other guidance or available standards.

Commissioner Kettler said is there a way to approve this with the option of them making less parking if they so desire?

Ms. Dang said I suppose you could recommend less.

Commissioner Kettler said to be clear about my thinking, I do not want to delay this anymore or deny it in any fashion. I am wondering whether there might be a way to provide some flexibility for the applicant.

Ms. Dang said we were comfortable with what they are comfortable accepting with the 200, because they are proposing to provide 435 total spaces on the property. We thought the requirement is only 200, which is less than half of what they are going to provide. Meaning they do not have to construct the other 235 if they choose not to. The master plan is only going to require the 200.

Commissioner Kettler said I was not clear on that, so I appreciate that.

Mr. Colman said I do not know how many students drive either. Maybe the students pick up some of those spaces.

Councilmember Dent said I found it interesting that one-third of the enrollment is for student parking. They are middle and high school, and elementary school. Only the high school students would actually drive. Is the high school included in this map as well?

Mr. Leaman said yes.

Councilmember Dent said they would be the only ones actually driving, the high school students.

Mr. Leaman said I do not think we would have close to 200 cars parked on campus every day. However, there are events that fill the parking.

Vice Chair Porter said how often would you get up to 435?

Mr. Leaman said I would say rarely. What happens is particular event spaces will be too small. If we are playing a local public school, the gym lot is not quite adequate, so it spills out front. If we have a large event in the auditorium, that spills over to the dining-area parking. People just need to walk farther, which is what happens now.

Vice Chair Porter said you host a couple of churches on-site for the weekends as well. I have seen those parking lots pretty full.

Mr. Leaman said yes.

Commissioner Kettler said it sounds like some of the uses we are talking about, gym uses, general school uses, and church uses, would tend to be at different times depending on the event. Is that fair?

Mr. Colman said they are, but they tend to fill whichever parking lot they are utilizing. I have seen all the parking full sometimes, but it is very rare to have everything full.

Vice Chair Porter said I wanted to ask a quick question about changing the circulation pattern for pickup and drop-off.

Mr. Leaman said there would be a limited amount of parking at the very front of the school for guests. We have a lot of visitors and guests. We are an enrollment-based school. We want families to come visit, and it is disappointing when they cannot park in the front and have to find their way to the front entrance by parking at the gym or the dining hall. Parking is not exciting money for donors to give toward, so I am not promising parking will be a high priority because we do meet our general needs with parking. Long term, we would love to have much more parking in the front. That would allow a connection without going out on Parkwood Drive from the gym parking lot to the dining hall parking lot, with angular parking that would designate the direction of traffic flow. Sometimes we have people going backwards in our current circular drive because parking is parallel. It is hard to know which way to go if you are a guest and not familiar with the campus.

Vice Chair Porter said you would make it one way?

Mr. Leaman said it would be one way.

Vice Chair Porter said is there any eventual desire to try to connect the elementary school in a way where you can actually drive from one side to the other? My concern is that there is a lot of congestion on Route 42, particularly early in the morning and in the afternoon for pickup. I would be concerned about traffic trying to leave the campus through the elementary school. I was curious whether there would be any attempt to try to do that.

Mr. Leaman said topography really does not allow for that, which is why we have forced parents of elementary students to park in the gym parking lot. There is very limited parking on the elementary side, really only for handicap accessibility or elderly individuals. We like kids to walk, so we are good with the footbridge.

Commissioner Kettler said it looks on Google maps like there is about five spaces...

Mr. Leaman said for special events we partner with Virginia Mennonite Missions with that parking lot pretty regularly.

Mr. Colman said one of the plans for the loop behind the school was also to provide a queueing line for the elementary school. That is part of it, to try to get traffic in there instead of anybody going out to Route 42. This is concentrating everything in two entrances. Right now, there are four entrances. We will limit it to two, although it will be three with a double entrance on the west side. We are trying to minimize that because of traffic conflicts. Better circulation works for everybody coming in and out. I have had a child there before, and I know how it is. People trying to get in and out makes it a little difficult.

Councilmember Dent said it all seems really complicated for something that ought to be fairly simple.

Mr. Colman said I think those are good questions.

Councilmember Dent said you know what you are doing, so it sounds like you have planned it well.

Chair Baugh asked if there were any questions for the applicant's representative. Hearing none, he asked if there was anyone in the room or on the phone wishing to speak to the request.

Ron March said good evening, members of the Commission. I am the owner of Sit Means Sit in Harrisonburg. We are a dog training franchise. I have been working with the City zoning staff for—

Chair Baugh said this is to speak on the matter that was just presented.

Mr. March said oh, sorry. I am sorry.

Chair Baugh said we will get to other public comments at the end of the meeting. For anybody who wishes to comment on the proposed master plan amendments for Eastern Mennonite School and the parking issue.

Chair Baugh closed the public hearing and opened the matter for discussion.

Vice Chair Porter said I guess my question is, do we take these separately or together?

Commissioner Baugh said any objection to taking them together?

Commissioners said no.

Commissioner Kettler said unless somebody wants to vote on them separately, I do not. The only thing I am thinking is that since we recently had a work session in large part on parking and this kind of issue, I am thinking again about why this is before Planning Commission. I am struggling

to think of a reason why I would ever vote no for something like this. I think that is something to consider in the zoning reform process.

Councilmember Dent said I had a similar question. Why do we even need to go through this?

Commissioner Kettler said it says in the ordinance that it requires it.

Councilmember Dent said there ought to be some way of streamlining it. You can do what you want with your parking. I do not know.

Chair Baugh said staff, do you want to speak to that?

Ms. Dang said we have proposed some amendments. At the last work session, we were seeking your input on what those numbers and values should be. What we have proposed is that for public schools, kindergarten through 12th grade, it would be determined based on the public school entity. For private schools, we would consider their parking with their special exception review and consider a parking plan at that time. I am going off memory. I do not know that we have resolved the colleges and universities question.

Mr. Russ said correct, we have not resolved that part yet, but we are still working through it [for private colleges and universities].

Chair Baugh said it is not rocket science. Under the existing ordinance, we have a master plan, and if you are going to change it, you have to come tell us. Hopefully, this will be part of looking at streamlining things that look like they could be handled administratively. We cannot do that tonight.

Vice Chair Porter said I move that we approve the request from Eastern Mennonite School to approve the required number of off-street parking spaces and also approve its request to amend the master plan at 701 and 801 Parkwood Drive and at 1251 Virginia Avenue.

Commissioner Jezior said second.

Chair Baugh called for a roll call vote.

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

The motion to recommend approval of the required number of off-street parking spaces and the master plan amendment for Eastern Mennonite School passed (5-0). The recommendation will move forward to City Council on October 13, 2026.

Consider a request to amend the Zoning Ordinance to allow placement of qualifying manufactured homes where single-family dwellings are permitted

Chair Baugh read the request and asked staff to review.

Ms. Soffel said in 2026, the General Assembly of Virginia enacted SB346/HB655 (https://lis.virginia.gov/bill-details/20261/SB346), which amended Sections 15.2-2247 and 15.2-2290 of the Code of Virginia and became effective July 1, 2026. As amended, Section 15.2-2290 requires localities to allow the placement of qualifying manufactured homes in all zoning districts where site-built housing is permitted and prohibits localities from treating manufactured homes differently or more restrictive than a single-family site-built dwelling in the same zoning district. If approved, the proposed Zoning Ordinance (ZO) amendment will bring the ZO into compliance with Code of Virginia Section 15.2-2290 by amending the definition of "Dwelling, single-family" as follows:

> *Dwelling, single-family:* A building occupied by or designed for occupancy by one (1) family or occupancy as described by the specific zoning district. This use includes a manufactured home, provided the manufactured home is (i) converted to real property in accordance with Virginia Code § 46.2-653.1, (ii) constructed so that the certificate of occupancy is issued within five years following the date of manufacture listed on the home's data plate, and (iii) placed on individual lots.

State requirements for converting a manufactured home to real property involve removing mobility equipment, attaching the unit to real property, surrendering the title to the Virginia Department of Motor Vehicles, and filing an affidavit of affixation with the local circuit court. Permits and inspections are required for the permanent foundation, installation, and utility connections. Conversion to real property will also require coordination with the City's Real Estate Office and the Building Inspections Division.

No amendment is required to comply with the changes to Section 15.2-2247.

Staff recommends approval of the ZO amendment.

Councilmember Dent said I do not remember exactly where this came from, whether it was federal, state, or just technology advancements. As I recall, manufactured homes are approved or beginning to be made without the chassis or any other mobility equipment, so they are designed to be

permanently installed on a foundation. In any case, it either has to be removed, or it does not have it in the first place, right?

Ms. Soffel said the chassis would remain. It is just the mobility equipment that would be removed.

Councilmember Dent said some of them in the future will not even have a chassis for mobility purposes.

Ms. Soffel said the state definition and our definition include that chassis. The federal changes that occurred still have not gone through the rulemaking process. From what I understand of the rule HUD [US Department of Housing & Urban Development] put out, there are some manufactured homes that are two stories, and the second story would not be required to have a chassis. The first story still would. It is still in rulemaking and in flux.

Councilmember Dent said I think that is where I was thinking of it, the new Road to Home federal legislation.

Ms. Soffel said this Zoning Ordinance amendment brings us into compliance with the State requirements.

Councilmember Dent said which means we do not really have an option to pass it.

Commissioner Jezior said that was my question.

Chair Baugh said no, you do not have to do it. You will just be bound by it even though you did not agree.

Ms. Soffel said it reduces confusion.

Chair Baugh asked if there were any more questions for staff. 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 I am excited for the possibilities of lowering housing costs. Also, we have to.

Vice Chair Porter said I think this is a recognition that manufactured housing quality has improved significantly. Some of the standards these homes are being held to now are extremely high. I think it is a wise choice on behalf of the legislature to make this opportunity available for people and eliminate some of these barriers to folks being able to live in these types of homes.

Commissioner Kettler said when more of these get built, people will probably have no idea that they are manufactured.

Chair Baugh said there was a time when people thought it was an issue.

Councilmember Dent said yes. I am glad it is becoming a nonissue.

Commissioner Kettler said motion to recommend approval of the Zoning Ordinance amendment as presented by staff.

Councilmember Dent seconded the motion.

Chair Baugh called for a roll call vote.

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

The motion to recommend approval of the Zoning Ordinance amendment passed (5-0). The recommendation will move forward to City Council on October 13, 2026.

Consider a request to amend the Zoning Ordinance to reduce the minimum lot width for single-family detached dwellings in R-8

Chair Baugh read the request and asked staff to review.

Ms. Soffel said in 2026, the General Assembly of Virginia enacted HB 1212 (https://lis.virginia.gov/bill-details/20261/HB1212), which amended the Code of Virginia by adding Section 15.2-2286.2. The new section requires localities with populations of 50,000 or more to adopt and maintain at least one zoning district classification that permits a single-family dwelling on a lot with a minimum lot area not exceeding 3,000 square feet and a minimum lot width not exceeding 30 feet. The amendment became effective on July 1, 2026. If approved, the proposed Zoning Ordinance (ZO) amendment will bring the ZO into compliance with Code of Virginia Section 15.2-2286.2 by having one zoning district classification satisfy the lot area and lot width requirement.

The R-8 district currently requires a minimum lot area of 2,800 square feet, which is below the 3,000-square-foot threshold established by the new state requirement. However, the minimum lot width is 35 feet, which exceeds the maximum width threshold established by the new state requirement. The proposed amendment would amend ZO Section 10-3-59.5, Area and dimensional regulations, to reduce the minimum lot width for a single-family detached dwelling from 35 feet to 30 feet to comply with the new state requirement. All other requirements within ZO Section 10-3-59.5 would remain the same.

Staff recommends approval of the ZO amendment.

Councilmember Dent said again, we do not have to, but we are bound by it.

Chair Baugh said we might as well. If somebody wants to do one at 30 [feet of lot width], we have to approve it. We cannot say it is a violation of the ordinance.

Vice Chair Porter said I am going to ask staff whether this is something you generally support. It is a small change, but it is an important change. I am curious whether you would have any concerns with this change.

Ms. Soffel said there are some concerns with driveways.

Councilmember Dent said I was wondering about that. Does that mean they might not have room for a driveway, or however the layout might work?

Ms. Dang said if they build it where it is 30 feet of lot width, that means there are a lot more driveways serving each of the single-family homes. Correct me if I am wrong, Mr. Russ, but your findings are that this is a lot-width number that is uncommon in the state, if it exists at all.

Mr. Russ said virtually every urban area, for their by-right districts rather than a district you would have to rezone to, has 50- or 60-foot-wide lots as relatively standard. Charlottesville is the only one with something smaller, at 40 feet, and then us. Most urban areas have by-right districts around 50 feet, and then you rezone and address things like driveways in the process.

Vice Chair Porter said I find it interesting that communities with fewer than 50,000 citizens are exempted from this or not included in this change. I do not understand the rationale, and you may not be able to explain it either.

Ms. Dang said I do not either.

Chair Baugh said it captures us because we are more than 50,000. We are right around there, and I have not looked at it lately. Charlottesville and Danville are the two [localities] around our size, but less. Everybody else is either considerably more or considerably less. My sense is that it is driven by more urban jurisdictions. You can make an argument that it would not be the end of the world for Harrisonburg, and 35 feet would probably be okay as well. Please feel free to lobby your local representatives in Richmond to amend this if you think that is appropriate. We have what we have. Particularly in Richmond, I know of some infill projects where they may be 30 feet. They have managed to get some infill in older areas with narrow, townhouse-type structures. Somebody obviously thought it was a good idea.

Vice Chair Porter said fair enough.

Chair Baugh asked if there were any more questions for staff. Hearing none, he 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 Kettler said at a certain point, I wonder how meaningful reducing the minimum lot width, or having a minimum lot width, is for small-lot single-family home developments, because the effective limit there is really side setbacks. Even if you have a side setback of five feet, you have a house that is 20 feet wide, and not much smaller, you can make it narrow at that point. The driveway point is well taken. In the zoning reform process, there will probably need to be more discussion about what functional changes might be needed. I am thinking particularly about the townhouse regulations. In terms of this change, once again, we have to, so it makes very little difference.

Councilmember Dent said especially since R-8 is designed to be higher density, right? Duplexes by right, am I remembering that right?

Ms. Dang said you can apply [for a special use permit] to have townhomes.

Councilmember Dent said townhomes, right. Obviously, the minimum would be wider than that. Are there minimums for a duplex side-by-side or a townhome?

Ms. Dang said minimum lot area dimensions and lot-width dimensions.

Councilmember Dent said this is strictly for single-family, with a minimum of 30 feet?

Ms. Dang said that is correct.

Vice Chair Porter said do we know how many potential infill lots in our community might be affected by this and might make it easier for someone to build? Do we have a sense? I do not know if there is an answer. It is probably a very involved question, but I would be curious to find out whether it actually affects anything.

Mr. Russ said in the R-8 district, there are only a handful of lots in that zoning district right now. Very few are a string of R-8 properties where you would be able to go from five lots to six, or something. In practice, I do not know that there is really anything that gets squeezed out of this.

Councilmember Dent said are there areas zoned R-8? I have only seen it as a spot rezoning if somebody wants a porch or whatever.

Ms. Dang said that is correct. That is how properties become zoned R-8. When we created the R-8 district, we did not, on the City's initiative, preemptively rezone properties R-8. People have had to come through a rezoning process to become R-8.

Vice Chair Porter said can I ask what that looks like in the proposed rewrite? I know that might be getting a little ahead, but what would that zone be called?

Ms. Dang said it would be the Urban Neighborhood District.

Mr. Russ said that would impact more properties. Some are older, nonconforming properties that are already fairly close, and some may be a little wider.

Vice Chair Porter said I am not sure how impactful this ends up being, but I appreciate the mindset of our legislature attempting to make it easier to build in general. Particularly with the accessory dwelling unit change, I appreciate the fact that there is some attempt to simplify the process, make it a little more accessible, and make it easier to build. Even though this is nibbling around the edges, it widens the strike zone ever so slightly. I appreciate it.

Chair Baugh said I cannot help but think this is targeted toward something that does not really apply to us in our current configuration. I go back to places I know of where this has come up in Richmond, where you have older residential and narrow lots with zero setbacks. Somebody wants to do this, and when it is a special use permit item, you get a lot of objection because people have decided they do not want another house in the neighborhood. When you are sitting there thinking they want to build one in there, why not let them? I cannot help but think that those types of things are the driver here. When we ask where our section of old, zero-setback residential is where this would apply, the answer is that we do not have it.

Commissioner Kettler said I agree with you, Vice Chair Porter. In terms of the general direction the General Assembly has taken with respect to some land-use options and increasing housing options, these seem like relatively modest changes, keeping in mind that a wide variety of localities are affected. I think they are modest steps in the right direction.

Vice Chair Porter said that is the thing about being a Dillon Rule state. When they are making these things, they have to apply everywhere. Although, in this case, it is cities that are over 50,000 people.

Councilmember Dent said there was the case where we considered it overreach, involving the proposed legislation that said you must be able to build by-right multifamily in all commercial districts, and whatever variations there were. We said, wait a minute, that would negate what we do in Planning Commission and zoning. In general, we want to preserve local authority. However, I appreciate the State making these efforts to make it easier to build housing.

Chair Baugh said for what it is worth, I just checked. Charlottesville and Danville do not make the cut. It is us, and then after us, it is Lynchburg.

Commissioner Kettler aid Danville's population has actually decreased considerably over the last 30 years.

Councilmember Dent said and Charlottesville is smaller than us. That was a surprise to me.

Chair Baugh said City limit, probably.

Commissioner Kettler said motion to recommend approval of the Zoning Ordinance amendment as presented by staff.

Vice Chair Porter said second.

Chair Baugh called for a roll call vote.

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

The motion to recommend approval of the zoning ordinance amendment passed (5-0). The recommendation will move forward to City Council on October 13, 2026.

New Business – Other

Consider requests to initiate Zoning Ordinance amendments related to refuse collection facilities

Chair Baugh read the request and asked staff to review.

Ms. Dang said staff request Planning Commission initiate consideration of Zoning Ordinance amendments related to Refuse Collection Facilities, Article T. – Modifications and Adjustments – Section 10-3-110, General modifications – To amend subsection (h) to expand the screening and location requirements of private refuse collection facilities to include public refuse collection facilities that are not associated with single-family detached and duplex dwellings.

The intent is to complement upcoming amendments to Title 6 – Public Works – Article C. Solid Waste Collection and Removal – Section 6-2-38 Refuse disposal for multifamily projects. The amendments to Section 6-2-38 would allow the City to provide toter-based service for multifamily developments of 6-11 units.

Chair Baugh asked if there any questions for staff.

Commissioner Jezior said would this be changing it from one large dumpster to individual cans at each unit?

Ms. Dang said yes. When somebody has to provide private collection service, they could provide private toter service, but we usually see dumpsters. There have been a few developments that have proposed private toter service. Generally, instead of the dumpster, as you described, we would have a collection of City toters on the property. When it comes to trash collection day, residents would have to pull their toter cans to the public street because City sanitation crews do not enter onto private property to do the collection.

Vice Chair Porter said that was going to be my question. If a private street had been created for the development, would you come onto that street?

Ms. Dang said we would not.

Vice Chair Porter said it is not a question, but it is a statement. My day job is with Habitat for Humanity, and we will be building a lot of these types of smaller developments. This is a wonderful thing; to provide some flexibility and allow people to have this option. A lot of times when we are developing, we want to sell all these properties off. We do not want to have an HOA or some other overlay to handle things like trash collection. This allows people to effectively access City services and pay the fees. I think it is an outstanding change. Thank you for considering it.

Commissioner Kettler said I am going to go ahead and make the motion now if no one else has anything they want to say. I move that the Planning Commission initiate consideration of Zoning Ordinance amendments to the City of Harrisonburg Zoning Ordinance to amend provisions related to refuse collection facilities. The Planning Commission finds that such amendments are required by the public necessity, convenience, general welfare, and good zoning practice, and hereby directs staff to prepare appropriate draft ordinances for public hearings and recommendations in accordance with Section 15.2-2286 of the Code of Virginia.

Commissioner Jezior said second.

Chair Baugh asked if there was any further discussion and then called for a roll call vote.

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

The motion to initiate the zoning ordinance amendment passed (5-0).

Consider appointing Nyrma Soffel as Planning Commission's Deputy Secretary

Chair Baugh read the request and asked staff to review.

Ms. Dang said as you all are aware, the bylaws state that the secretary would serve at the request of the Commission and that they be elected every January. Currently, Ms. Montigney is the person who was appointed by the Planning Commission in January, and she has been absent for the past few meetings. Until she returns, we would like to ask that you appoint Ms. Soffel to be the Deputy Secretary.

Chair Baugh said is there a motion to that vote?

Commissioner Kettler said I so move.

Vice Chair Porter said second.

Chair Baugh called for a voice vote. All in favor, say aye.

Commissioners said aye.

Chair Baugh said any opposed?

There was no opposition.

Discuss future amendments to Planning Commission bylaws

Chair Baugh read the request and asked staff to review.

Ms. Dang said staff have proposals for several amendments to the Planning Commission Bylaws and will introduce them at Planning Commission's September 9, 2026 meeting. Please review the current Bylaws in advance of that meeting so that the Commission may discuss proposed changes. Commissioners may also recommend additional changes.

Section 11-1 of the bylaws states:

> These Bylaws may be amended by a majority vote of the entire membership after twenty-eight days prior notice to the Commission members.

To comply with this notice requirement, staff propose presenting draft amendments to the Commission at its October 14, 2026, meeting. The Commission could then consider adoption of the amendments at its November 12, 2026, meeting.

Ms. Dang said what I would like to propose is an amendment to Section 4.4-1, related to the item that you all just voted on about the secretary. I would like to amend it so that it would state that the Director of Community Development would designate an employee of the City of Harrisonburg to serve as secretary. That would address any future turnover or absences that we might have. We would amend Section 4.2 to make it all work together as well. Is there any other section that you all would like to consider [amending]? I could give you all another week or so to think about it and get back to us if anything comes up.

Chair Baugh said okay. I do not think anybody has anything burning right now. Certainly, over the next week or so, if it comes to mind, let staff know.

Ms. Dang said then we will bring the amendments back to you at the next meeting.

Public Comment

Chair Baugh invited anybody to come forward who wants to speak on a matter not on the agenda.

Ron March, owner of Sit Means Sit, came forward and said I apologize for interrupting earlier. We are a dog training business. I have been trying to find a location to conduct on-site, facility-style dog training, which is a little different than what most people know as dog training, since December. Unfortunately, the M-1 zoning has not worked out too well for me. What I wanted to bring to you today is that I believe I have run into an issue that the current ordinance did not anticipate. Currently, the City classifies paid dog training in the same category as kennel operations. I do not operate a kennel. I do not operate a daycare. We do not house dogs overnight. That puts me in a tough place. Dogs come to me in the morning, usually around 9:00 a.m., and then go home to their family in the evening after I provide training to the family as well. Generally, I am asking the Council to consider whether this low-impact use should continue to be governed under a high-volume use like kennels. For comparison, B-2 already permits a lot of animal-related businesses, including veterinarians and groomers. Retail stores have training right within the retail store, which would be a much higher volume than a situation like mine or a similar business. Puppy sales are also allowed, which is pretty high volume for things you might consider waste, et cetera. Ultimately, what I am asking of the group today is to consider separating professional dog training without boarding from kennel use. I would like to seek this Commission's feedback and permission to work with the zoning team to create a draft amendment regarding what animal services would be considered.

Vice Chair Porter said I had a question of staff related to exactly the point that was brought up. For example, I believe PetSmart has a training facility right within its store. I do not have the zoning map in front of me, but what is the zoning for that facility, and how is that different from what he is proposing?

Ms. Dang said B-2. The principal use of PetSmart would be a pet store or a retail use. I know they have accessory uses in there. I was not aware of the dog training, but I suppose we would treat that as an accessory use to the retail use. I am not sure, actually.

Vice Chair Porter said I think this would probably be even lower. [To Mr. March] How many dogs would you be working with on a given day?

Mr. March said if I live my wildest dream, or anybody with a similar business, I might have 10 dogs in a facility. That would mean I would need four to five trainers, so they are supervised the entire time. It is not like a daycare where we have one person managing 10 dogs. We are high-end obedience and high-distraction obedience. Most of our time is spent in public spaces because that is where dogs have the most distraction, but the facility is very useful for dogs that are aggressive or very timid, so that we can get them in a great place before we bring them back out into our community.

Vice Chair Porter said how would the dogs be held during the day if you are not working with them directly? [unintelligible]

Mr. March said no. Dogs cannot work constantly for eight hours. We have to give them breaks, hydration, et cetera. We would use kennels, not like a boarding facility, but like the kennels you have in the back of your vehicle. We use [unintelligible] kennels in our case, which are high-impact molded kennels. We are there with them, keeping them quiet, because noise control is part of the training.

Chair Baugh said your request is specific because the issue is running into M-1.

Mr. March said yes. I can go into M-1, but the challenge is that the spaces are very large. For a small business like me, it is high cost. To be frank, the language in the leases is very predatory for a small business. I think if you are a large business, you can handle some of the risk that is there. Working with my real estate broker, there has never been a good fit over the last nine months. Currently, I have taken on a B-2 space as an office space, but the ideal outcome for me would be in a smaller space, like B-2, for the bigger picture.

Councilmember Dent said did you say that veterinarians and such are allowed in B-2?

Mr. March said yes. Animal services that are defined as veterinarians, groomers, companion pet sales, and a couple of other things.

Councilmember Dent said maybe a solution would be to add to that list something like a non-boarding training, or whatever you might describe.

Mr. March said that is what I would suggest.

Chair Baugh said all right. I think we get what you wanted to hear. Let us go ahead and complete the public comment period. Maybe we will circle back to this one that you are interested in. Thank you. The public comment period remains open if anybody else wants to come forward. Otherwise, I will be looking in the back to see whether anybody has phoned in. I am getting a signal that no one has phoned in, so we will close the public comment. Now, before we move on, let us see if we want to talk a little bit about Mr. March's request. Mechanically, we are back to the thing where we need staff to recommend maybe taking some action to invite staff to work on an ordinance. I think that would be the most direct way to do this procedurally. Does that sound right?

Ms. Dang said my recommendation would be to allow us to explore this, as we have been doing. Mr. March has been working with one of our colleagues, Ms. Bright, on this matter. She shared with us their discussions and what his hope is. The team working on the Zoning Ordinance update has been talking about all the animal-related uses and how to make that fit in the ordinance. I would like to continue exploring it through that means. The other option you have is you could direct us to work it into the current ordinance, but that will take some time as well.

Chair Baugh said is everybody okay with that? We have the sense that we would like staff to continue to work on it with an eye toward bringing some sort of proposal forward.

Ms. Dang said ultimately, we would come back to you with a proposal to officially move forward with an ordinance amendment through the list of uses and the Zoning Ordinance update, in conjunction with that project.

Councilmember Dent said preferably, to me at least, in the shorter term, not waiting until phase two, months or a year from now...

Ms. Dang said yes.

Vice Chair Porter said again, to provide the potential applicant the opportunity to move forward with his business. Is it reasonable to ask whether this is something that Mr. Blanks can look at to see if other communities might have already addressed this issue or provide us with some boilerplate language to follow?

Ms. Dang said that is Mr. Blanks' work with Mr. Russ and me through the Zoning Ordinance update project.

Commissioner Kettler said this appears to be a somewhat unique example, but I think it relates back to the broader point of use restrictions being overly restrictive compared to what they probably ought to be. Other examples that we have seen in previous work sessions have been at-home, by-right, commercial uses. I think this is in keeping with the general direction that I would like to see.

Vice Chair Porter said sometimes, when I read these things, it almost seems like it would be better to say what we will not allow as opposed to listing all of the things that are permissible by right. Sometimes it is a significant list. This is something that falls in a gray area and clearly probably should be permissible with a lot of these other types of businesses that are already allowable. It is just how zoning is done, but it is unfortunate that it is limiting this gentleman's ability to run his business.

Report of Secretary & Committees

Rockingham County Planning Commission Liaison Report

Commissioner Kettler reported on the September 1, 2026, Rockingham County Planning Commission meeting. The following items were on the agenda, and all were recommended for approval:

- Request from Cobblers Valley Development Inc. to amend approximately 11 acres of an existing R-5 (Planned Neighborhood) Master Plan. The property is located west of Wingtip Way (Rt 849), adjoining Cobblers Valley Subdivision.
- Request from Paul Duane Johnson requests to rezone 1.738 acres from R-2 (Medium Density Residential) to PSF (Planned Single Family).
- Request from Lee Sonifrank to rezone 19.518 acres from R-3 (General Residential) to A-2C (General Agricultural with Conditions).
- Staff generated ordinance amendment to sections 17-201 Definitions, 17-607 Supplemental standards for certain land uses, and table 17-606 Land Use and Zoning Table to create a definition, land use permissions, and supplemental standards for the use 'Biomass conversion facility, small scale', and to modify the land use permissions and supplemental standards for the use 'Biomass conversion facility'.

City Council Report

Councilmember Dent reported on the August 25, 2026 City Council Meeting. The following items were on the agenda:

- Consider a request from Trenton Inc. and Bernard LC to rezone 435, 445, 457, 473, 483 & 495 South Main Street and 282, 288, 294 & 298 South Liberty Street (The Lindsey Apartments) - Approved (3-0)

At June 9, 2026 City Council Meeting:

- Consider a request from Caitlin Denbigh for a special use permit at 387 Monticello Avenue – Approved
- Consider a request from VG Harrisonburg Storage LLC for a special use permit at 291 West Wolfe Street and 336 West Market Street - Approved

- Consider a request to amend the Comprehensive Plan to incorporate the Northeast Neighborhood Small Area Plan – Approved
- Consider a request to amend the Zoning Ordinance to create a new term and definition for "poultry hatchery" - Approved
- Consider a request from Jose Antonio Lopez Montiel for a variance from the Subdivision Ordinance at 704 North Liberty Street - Denied

Councilmember Dent said the request for a variance on North Liberty Street was interesting because of the big debate about the sidewalk that we got into. As I recall, the recommendation to approve the request came from Planning Commission at four to two. In Council, it flipped the other way and went with staff's recommendation to deny at four to one. I was the one who voted not to deny it, just not to be changing my vote from what I came to in Planning Commission. There was an understanding of the issue. It is just a matter of where we draw the line if we do not go by the letter of the law.

Vice Chair Porter said I have a question about that. I was disappointed that Council went the direction it did, obviously, because I was a heavy proponent for the variance. I still believe the ordinance is written, Section 10-2-61, paragraph C, regarding this issue with sidewalks and having an adjoining sidewalk and what have you. I would like to see that ordinance looked at simply because the discussion we had was about the cost of those infrastructure improvements on a large project versus a small project. I really feel, in this circumstance, that this particular property is not, under the way it is written, necessarily a hardship due to topographical or unusual conditions. You are not going to meet that standard in this case. I understand why our two lawyers voted in favor of denying the variance. But I think that ordinance is a blunt instrument. I think there needs to be some delineation between the size of the development. Where we draw that line is up for debate. I would ask, I do not know what the process is to get that reconsidered or looked at by staff to make a recommendation, but I really feel that a small development, one or two homes being subdivided within an infill neighborhood, has the cost of putting in a sidewalk placed on a small developer in a way that is disproportionate compared to a developer who can spread that cost out over more units. I feel like there should be some sort of delineation between small developments and larger developments. I know staff was very much in support of denying the variance, but I felt the ordinance as written is not nimble enough to allow for anything other than what is currently written, which is pretty much that if you subdivide and there is an adjoining sidewalk, you are stuck with the infrastructure. I do not know what that process is. I do not know if that is a motion we would have to make, and it would certainly need to be a lot cleaner than what I have just presented. But what is the process of looking at that? I think Commissioner Seitz felt fairly similar to me on this when we discussed it. I think it is worthy of more discussion. I was hoping Council would debate it a little more along those lines than they did. I think Vice Mayor Fleming nibbled around it, but never really got to the meat of that issue. I do think it is something worthy of looking at.

Ms. Dang said at this point in time, the process is that you all could request staff to look at it and evaluate it. We can come back with a recommendation.

Councilmember Dent said do we want to do that?

Vice Chair Porter said is that possible for us to do? Do we need to submit some sort of request to allow you to work with it, or do we need to provide you more guidance?

Ms. Dang said you can provide us with as much guidance as you would like to. We will do the work that we usually do, which is to evaluate and coordinate with other City departments. Admittedly, it will not be a quick turnaround if you are expecting something to be presented in the next month or two. It will take some time for us to evaluate. I do not know at this time what our recommendation will be, because I am already seeing some challenges. But I am going to try to keep an open mind as we explore and consider it.

Vice Chair Porter said I understand. Council was concerned about opening Pandora's box as it related to everybody getting a variance because of the precedent. But it seems to me that we should be able to delineate this a little more. I felt that if there was ever a point where a variance should have been allowed, it was because this was a smaller development. I think it is worth looking at and seeing if there is value in it. I reject the notion that somehow, we are going to complete our sidewalks along Liberty by doing this piecemeal, waiting for people to subdivide and put this infrastructure in place. I feel like we are putting that developer through something in terms of cost that is not going to produce much public good. That was my other concern. I understand the reasons why we ended up where we are, but I think it is worth looking at.

Ms. Dang said we can look into it. Once we come back to you all, I am trying to think through this because we do not usually go through this type of process. I expect that if there is an ordinance amendment to be considered, it would be presented as a request for you all to initiate. Let us think about this more so that we know what we are asking. If we come back and recommend that you initiate something, we know what we are considering.

Vice Chair Porter said is it clear what I am asking for? I am basically saying, let us delineate whether it is worth making an exemption for a certain development size and, if so, where that line would fall.

Ms. Dang said that is where I think it is going to be challenging, figuring out what that line is and what size development.

Mr. Russ said realistically, it will be calling other communities and asking what they do. I know there are certainly some communities that, for a duplex, would not require sidewalks to be installed. With the ADU [accessory dwelling unit] legislation, that was one of the things the state included. You cannot try to require improvements like sidewalks when someone wants to convert their

single-family home into a single-family home with an ADU. We could take that a step further and say that if it is an existing lot intended for a single-family home, and all you are doing is subdividing to make it a duplex, then you do not have to install sidewalks. You could set the bar very low, just moving it one step beyond what we currently do rather than undertaking a full evaluation, if that were something.

Vice Chair Porter said this is a very unique circumstance. I do not know if there are a lot of infill lots in the area with a sidewalk on one side. It is just something to consider. Again, it did not sit right with me. I feel like it is worth creating better public policy by potentially looking at an exemption.

Commissioner Kettler said speaking for myself, I voted against the variance, but I am very interested in that policy discussion as well. As you suggested, my decision had more to do with following the guidelines as they are currently set, but it is not necessarily opposition to reevaluating those guidelines themselves. I think what Mr. Russ just highlighted, in terms of conversions and duplexes, is a good example of that. I think that might be a good example where it makes sense to consider it. If we can get some right-of-way where there is an existing right-of-way, that is a different matter. If someone is trying to convert a single-family home into a duplex, I do not want to add additional costs like that. Certainly not if they are subdividing and hoping to sell one part of it and increase housing stock that way as well. The only other thing I would add is, in terms of infrastructure costs, as we move into the broader zoning reform process, I mentioned a few months ago the townhouse regulations. I really like those regulations in that they allow for an alley in the back, require an alley in the back for rear parking, and do not require other additional parking beyond that. It neatly deals with parking in relation to increased density, but also increases the walkability of the space by allowing trees where there otherwise would just be parking lots or driveways. But it is also increasing infrastructure costs. I think evaluating different ways to encourage more housing and lower costs more broadly while still meeting the needs that we have is important. I do not think we are going to solve that anytime soon.

Vice Chair Porter said in this particular case, is it simply just making a request, or do I need to make a motion?

Chair Baugh said as long as everybody is satisfied and staff is good to move forward, that is fine.

Vice Chair Porter said I am perfectly fine with that. I did not know. This is more about protocol or procedure than anything else.

Ms. Dang said let me recap and see what, as far as procedure goes, you all agree to, and if Mr. Russ agrees with this: the Planning Commission is asking staff to explore this topic. Staff will come back at some point in the future with a recommendation, whether it is to amend or not amend. If we have a recommendation to amend the ordinance, then that would be when you would make the motion to initiate the amendment. We will work on the amendment at that point in time. I feel

like we need to explore this topic a little more to see what options there are and what the thresholds may or may not be before we can put together what that ordinance might look like.

Vice Chair Porter said I appreciate you taking it on. I know it is putting more on your already full plate. Again, it is something we may look at down the road. We may not ever have a case come before us again like that, but I think it is a worthwhile thing to consider. Thank you. I appreciate that.

Councilmember Dent said several things that some of us had put on the agenda included passenger rail. Thank you, Commissioner Kettler, for presenting in Mr. Morey's absence. That was from Blue Ridge Rail, which Commissioner Kettler and I are both on the steering committee for, to submit a comment to the Department of Rail and Public Transit, DRPT [Department of Rail & Public Transportation], to provide passenger rail service to Harrisonburg. Those comments were due September 30. In response to the presentation, City Council agreed to direct the City Attorney to come up with a letter or a resolution to vote on at the next meeting in September and send in time to DRPT. That was a good two-step process that we had time to do.

Councilmember Dent shared updates on additional items on the Council agenda.

Other Matters

Chair Baugh said does anybody have anything before we ask staff to tell us about next month?

Commissioner Kettler said briefly, two things. First, I want to echo what Councilmember Dent was saying about bringing passenger rail back to Harrisonburg. In addition to City Council's support, as of right now, there are also 680 comments in favor going to DRPT. You can learn more at blueridgerail.org, or just ask me.

Vice Chair Porter said I did not get to watch your presentation, but when did we stop having passenger rail, and why?

Commissioner Kettler said I believe it was 1946, but it was sometime in the 1940s. I do not remember why.

Chair Baugh said the rail system here is awkwardly laid out, and that is a big piece of it. It was compounded by major rail regulation in the 1980s, when abandonments went from being hard things that needed substantial justification to asking why we were bothering the railroads if they said they did not need a line. We are an example of one of them. There used to be rail access to Harrisonburg from the north. They abandoned some little, tiny segment, presumably for no reason other than [unintelligible]... Because the poultry industry still needs a lot of feed, that meant the only way to get here directly was that the line runs up basically Page Valley. You have to go to Elkton and get a train that just comes to Harrisonburg. If it went north, it cannot move very far

because it eventually dead ends. You can go south and connect to CSX at Staunton. In between is a short line, the Shenandoah Valley Railroad, which I helped form many years ago. When Norfolk Southern abandoned that line, we got a little private short line. The short version is that the poultry industry and local poultry groups still need that railroad. It is essentially owned by them. At the time, they said it was the only time they had ever had a joint venture. The economics were such that, even though it was more expensive to bring grain in using the two railroads through Staunton, they understood that once that option went away and they were totally captive shippers on Norfolk Southern, then guess what was going to happen to the rates. Because of the way the lines are set up, it is challenging to figure out how to get in and out of Harrisonburg with other places. The lines go through Staunton, and they go through Elkton. We are sort of the end of the line, really. Certainly, from Norfolk Southern's standpoint, which serves Harrisonburg, we are the end of the earth. They come to Harrisonburg, and then they basically stop.

Commissioner Kettler said in terms of the basics, the reason this is happening right now is that they need comments by September 30 as part of their four-year plan. We can do it now, or we can do it four years from now. Doing it now is generally better. The approach right now is route-neutral, which means south through Staunton or east through Elkton. Part of the rationale is that if you ask for a particular route or a particular kind of service, they can just say no. If you ask for a study to evaluate options and so forth, then they may have to do a study. That is the first step to actually getting the thing done.

Councilmember Dent said they being the General Assembly, directing DRPT to do a study? Is that how it works next?

Commissioner Kettler said Gabriel [Morey] is really the best person to ask about that, but in general, yes, that is my understanding. Thank goodness for him. He was raised in Harrisonburg, and he is a project manager at DC Metro. This would not be happening without him.

Councilmember Dent said it is a long-term vision anyway. It may happen five, ten, or 20 years from now, or not. But it will not happen if we do not ask for it.

Commissioner Kettler said exactly.

Chair Baugh said presumably, Staunton is on Amtrak, but then you have the Shenandoah Valley Railroad in there. You have a little short line between Norfolk Southern and CSX connections.

Commission Kettler said the state has been making a lot of investments in right-of-way, which really improves travel time. The only other thing I wanted to mention is that I would like, not necessarily today, some kind of update on what is going on with the housing fund. Is that next month, or [unintelligible]?

Ms. Dang said we will talk to our Housing Coordinator to see when a good time for some discussion is. I know that has been on her mind, but I do not know about the timing, so I will ask.

Councilmember Dent said I do not remember exactly where it is, but I believe there is a study in the [unintelligible] and then the consultant.

Vice Chair Porter said that was my understanding that there was another...

Councilmember Dent said we need to know the legalities, the constraints, the financing, and this and that. It is not just, voilà, poof, housing fund, which would have been nice over these past few years if we could have done it. But we are working on it slowly but surely. That is the gist of it.

Review Summary of next month's applications

Ms. Dang reviewed the items anticipated for the October 14 agenda:

1. Subdivision Ordinance Variations & Exception – The Lindsey
2. Zoning Ordinance Amendment – Shopping Center Parking

The meeting adjourned at 7:47 p.m.

_____ _____

Richard Baugh, Chair Nyrma Soffel, Deputy Secretary

Legislation Text

File #: ID 26-370, **Version:** 1

MINUTES OF HARRISONBURG PLANNING COMMISSION

September 15, 2026

The Harrisonburg Planning Commission held a work session for the Zoning Ordinance Update Project on Tuesday, September 25 2026, at 6:00 p.m. in Room 011 at City Hall, 409 South Main Street.

Members present: Richard Baugh, Chair; Shannon Porter, Vice-Chair; Laura Dent, Councilmember; KC Kettler; and Randy Seitz. Rob Jezior attended virtually. Members absent: Heja Alsindi.

Also present: Adam Fletcher, Director of Community Development; Thanh Dang, Deputy Director of Community Development; Wesley Russ, Deputy City Attorney; Tyler Blanks, Zoning Administrator; Nyrma Soffel, Planner; and Meg Rupkey, Planner.

Commissioner Jezior requested remote participation from a private location in Scranton, Pennsylvania, due to travel. The Commission's remote-participation policy requirements had been met, including a physical quorum at the primary meeting location and arrangements for Commissioner Jezior's participation to be heard publicly.

Upon a motion by Commissioner Porter, seconded by Councilmember Dent, the Commission unanimously approved Commissioner Jezior's remote participation.

New Business

Brief Reflections on Prior Work Sessions

Staff provided an opportunity for Commissioners to raise questions or comments regarding materials and discussions from the prior two work sessions, including the zoning map. Commissioners did not raise additional questions or comments at that time.

Review Zoning District Names

- Staff stated that the recommended zoning district names included in the agenda memorandum had not changed since the prior meeting.
- Included in the agenda was feedback provided by the Harrisonburg-Rockingham Association of Realtors after outreach by Commissioner Sietz. The Realtors Association feedback emphasized that district names communicate the general character and development pattern of an area to residents, prospective buyers, and property owners.
- Commissioners discussed the proposed names for the three residential districts: Suburban Neighborhood, Flexible Neighborhood, and Urban Neighborhood.

- Commissioners discussed changing Flexible Neighborhood to General Neighborhood.
- Commissioners discussed the distinction between attached dwellings, duplexes, and townhouses. “Single-family attached” dwelling is effectively a duplex where the two units are separated by a lot line. Staff explained that a duplex without separate lots would be called a duplex, and a structure containing more than two attached units on individual lots would be considered a townhouse.
- Staff and Commissioners discussed the proposed Garden Community district. Staff stated that the district was initially contemplated for existing garden-style apartment complexes, such as Sunchase and Arcadia. The proposed regulations are still under development and staff is considering where more traditional urban-form multifamily buildings, including larger buildings with internal corridors and elevators, should be accommodated. Such development may be more appropriate in the proposed Mixed-Use Urban Village district or in the Auto-Urban Commercial district through a special exception for multifamily development.
- Commissioners discussed whether garden-style apartment development should be characterized as high density. One Commissioner stated that garden-style apartments and attached residential forms should not necessarily be considered high density because their form and intensity differ from larger urban apartment buildings.
- Commissioners discussed the proposed Attached Community district intent statement. A Commissioner noted that the phrase “higher density” could be unclear when read outside the sequence of district descriptions. Commissioners discussed removing the words “higher density” from the Attached Community district intent statement. Commissioners discussed whether the term “multifamily” should be used in district names or intent statements. Commissioners noted that “apartment” may provide a clearer description for the district intended to accommodate garden-style apartment communities.
- Commissioners discussed the distinction between Mixed Use Downtown and Mixed Use Urban Village. Staff explained that Mixed-Use Urban Village was being considered for mixed-use areas outside the downtown area.
- Staff summarized the outcome of discussion as follows:
    - Change Flexible Neighborhood to General Neighborhood.
    - Change Garden Community to Apartment Community.
    - Remove the words “higher density” from the Attached Community district’ intent statement.
    - Review the applicable intent statements for clarity.

Review portions of draft Zoning Ordinance text

- Staff explained that the proposed ordinance establishes three primary review tracks:
    - Site plan review: would apply to development activity requiring engineering review and would address infrastructure, public improvements, and zoning compliance as applicable.
    - Building permit review: would apply where a site plan is not required and would continue to address applicable building and zoning requirements.
    - Zoning permit review: would provide a standalone review process when neither a site plan nor a building permit is required but zoning compliance must still be verified.
- Staff explained that the proposed zoning permit would address activities such as placement of small accessory structures, such as a small utility shed, that may not require a building permit but must comply with zoning requirements, such as setbacks. A Commissioner raised concerns about the additional time, cost, and administrative burden that a zoning permit could create for residents undertaking minor improvements, such as installing a utility shed or low fence. Staff responded that the process would likely rely on existing surveys or plats when available. A property owner could identify the proposed improvement on a survey or other document showing property boundaries, allowing staff to review compliance without requiring a new survey in every case.
- Staff stated that floodplain compliance is a significant reason for requiring review of certain small structures because FEMA requirements make it important for the City to know whether improvements are proposed within a floodplain.
- Staff and Commissioners discussed the benefit of conducting compliance review before construction rather than responding to complaints after an improvement has been installed. Post-construction complaints can require property owners to incur greater costs if a structure must be moved or modified after it is found to violate a setback or other zoning requirement. It was noted that although the additional process could be burdensome, proactive review may reduce neighbor disputes and provide greater certainty as development becomes denser.
- Staff stated that the proposed ordinance presumes that a site plan is required unless an activity is specifically exempt. Proposed site plan exemptions include construction of a single-family detached dwelling or duplex on an existing lot, additions to a single-family dwelling or duplex, and interior renovations that do not increase floor area. Staff noted that subdivision requirements, including required sidewalk connections and other public improvements, would continue to apply when an existing lot is subdivided, even if subsequent construction is exempt from site plan review.

- Staff explained proposed changes related to plats, surveys, foundation-location surveys, and certificates of occupancy. Staff stated that Harrisonburg currently requires certified location information less frequently than many other jurisdictions. Hand-drawn sketches would continue to be accepted for residential additions and accessory structures when sufficient certified survey or plat information is available. In cases where no survey exists, obtaining one may become part of the permitting process.

- Staff and Commissioners discussed proposed procedures for revisions to proffers following Planning Commission consideration of a rezoning application. Staff explained that the current process is unclear regarding who determines whether amended proffers require additional public hearings after Planning Commission review and before City Council action. Under the proposed process, the Planning Commission would hold its public hearing and make a recommendation based on the proffers submitted at that time. An applicant could submit amended proffers until publication of the notice for the City Council public hearing. Those amended proffers would be included in the City Council agenda materials and available for public review. After publication of the City Council public hearing notice, City Council could consider further proffer amendments until the public hearing closes. City Council could determine whether a revised proffer materially affects the overall proposal and whether an additional public hearing is warranted.

- Staff explained that the draft zoning map does not recommend broadly upzoning properties solely to increase development potential. Staff stated that retaining a rezoning process for certain properties preserves the City's opportunity to seek mitigation for development impacts through proffers.

- Commissioners discussed the relationship between the Future Land Use Guide, zoning designations, infrastructure capacity, and development approvals. Staff explained that the Future Land Use Guide is intended to plan for long-term growth and does not necessarily mean that all land identified for a future use should immediately be rezoned to match that designation. Staff noted that proactively rezoning all properties designated for higher-density or mixed-use development could create challenges where water, sewer, transportation, or other infrastructure capacity is insufficient. Commissioners referenced areas planned for higher density and expressed concern that immediate broad rezoning could allow development to proceed without project-specific infrastructure improvements or proffers. A Commissioner noted that some development impacts may exceed the ability of an individual developer to address through a single project and may require broader planning, regional coordination, and public investment. Commissioners discussed balancing the need to facilitate housing development with the need to protect community character, manage infrastructure impacts, and provide a predictable development-review process.

- Commissioners discussed existing nonconforming properties and whether the zoning update should address longstanding conditions that do not conform to current zoning standards. Staff identified the West Washington Street area as an example where existing single-family and duplex residences are located in the M-1, General Industrial District. Staff stated that the draft zoning map recommends assigning those properties to a residential district so that the residential uses would become conforming to use and owners could make improvements without being constrained by industrial zoning.

- A Commission asked if a map identifying all nonconforming properties could be made available. Staff explained that nonconformity determinations are made based on available records at a specific point in time and that an overlay identifying all nonconforming properties would require the City to make and maintain individual determinations for each property. Staff noted that a structure's nonconforming setback condition is generally stable because the structure does not move, while a nonconforming use may be lost if the use is discontinued for a specified period.

- Staff noted that the proposed ordinance retains existing tools and modifications that can help owners of properties with dimensional constraints, although those tools may not resolve every nonconforming condition.

- Staff reviewed a proposed process to allow amendments to approved proffers without requiring new Planning Commission and City Council public hearings in limited circumstances. The current proffer amendment process can require a new application, staff review, Planning Commission public hearing, and City Council public hearing, potentially resulting in a 90- to 120-day process. The extended amendment process can lead applicants to submit less detailed or less binding proffers in order to preserve flexibility for future design adjustments. Staff expressed concern that this can create uncertainty about what is being approved and may result in public perceptions that a later development proposal differs materially from the plan presented during the rezoning process. State law allows a zoning ordinance to authorize a governing body, at its discretion, to waive public hearings for proffer amendments when the amendment does not change the approved use or density. The proposed process would still require notice to adjacent property owners and advertisement, allowing the public to contact City Council regarding the proposed amendment. City Council would retain discretion to deny a waiver and require the normal public-hearing process. The process is intended primarily for later changes by an owner or developer whose proposal substantially complies with the approved development but requires adjustments, such as rearranging buildings, without changing the approved use or density.

- Staff reviewed proposed provisions related to corner lots and setback reductions. The provision is intended to preserve a usable building area on narrow corner lots. It does not necessarily make a lot unbuildable without the reduction, but it may otherwise result in a

substantially narrower structure. In unusual circumstances, a property owner may seek a variance through the Board of Zoning Appeals if strict application of the ordinance creates a qualifying hardship.

- Staff reviewed provisions allowing setback reductions based on existing development patterns. One provision allows a property owner to use the average setback of the two nearest structures on either side of the property. Another provision allows a property owner to use the average setback of structures along the block. These provisions may allow additions, covered porches, or similar improvements to align more closely with the established streetscape when nearby buildings are located closer to the street than current setback requirements permit. The usefulness of these provisions is highly site-specific and may not resolve every dimensional constraint or existing nonconforming condition. A Commissioner suggested that staff evaluate whether a median, rather than an average, would be more appropriate for determining setback reductions in some circumstances.
- A Commissioner raised a question regarding Section 10-3-63.B, which limits certain architectural projections into a required setback to 2 feet, 8 inches. The Commissioner stated that the existing 2-foot, 8-inch limit may be too restrictive for a roof or canopy covering an existing front stoop and suggested increasing the allowable projection to 3 feet or 3 feet, 4 inches. The Commissioner stated that a modest increase could provide meaningful flexibility for residents seeking to cover front entrances without enclosing additional building area. Staff noted that the draft zoning districts generally reduce certain front setbacks from 30 feet to 20 feet or more, which may address some of the concern by providing more space for entrance features. Commissioners discussed the need to balance reasonable property-owner flexibility with consistent application of zoning standards and protection of the public interest. Staff will evaluate the proposed increase to the 2-foot, 8-inch projection allowance and to consult Building Inspections staff regarding any applicable fire-spread or building-code considerations.
- A Commissioner asked whether additional decisions could be handled administratively rather than requiring Planning Commission action. Staff agreed that some matters may be appropriate for administrative review, citing prior discussion of townhome development standards as examples where the revised ordinance may reduce the need for variations or exceptions.
- Staff and Commissioners discussed the potential to streamline review by reducing the number of bodies required to act on certain technical matters while retaining an appeal or decision-making process where appropriate. Staff stated that the City is undertaking a separate, parallel process to update the DCSM. Public Works is advancing related work on a bicycle and pedestrian plan update, a Safe Routes to School plan, and a Complete Streets design guide. Information developed through those efforts will inform future DCSM updates, including transportation-related standards in Chapter 3.

Next Steps

- The Commission will not hold another work session in October.
- Staff is working to finalize dates for public open-house sessions in late October. At least two open-house sessions are anticipated. A public-comment period will follow the public-engagement sessions.
- The Commission will reconvene for an additional work session after the public-engagement and public-comment period.
- A Commissioner asked about submitting a list of City departments, agencies, and related organizations that could provide information to the Commission during future planning discussions. Staff confirmed receipt of an earlier list and stated that staff had developed preliminary ideas for presentations to the Planning Commission in 2027 after completion of the current zoning ordinance update process.

Adjournment

The meeting adjourned at 8:12 pm.

Richard Baugh, Chair	Nyrma Soffel, Deputy Secretary

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Legislation Text

File #: ORD 26-025, **Version:** 2

Subject:
Consider a request to amend the Zoning Ordinance to amend the definition of “shopping center” and to provide a parking calculation for shopping centers
Presented By: Nyrma Soffel, Department of Community Development
A request to amend the Zoning Ordinance to amend the definition of “shopping center” in Section 10-2-24 and to add “shopping centers” to Section 10-3-25 (17) to provide a parking calculation for shopping centers. The intent is to codify a standing interpretation for the application of Sections 10-3-25 and 10-3-27 to developments that qualify as a shopping center.

CITY OF HARRISONBURG

October 14, 2026 Planning Commission Meeting

Title
Consider a request to amend the Zoning Ordinance to amend the definition of "shopping center" and to provide a parking calculation for shopping centers — Nyrma Soffel, Community Development

Summary

Zoning Ordinance	Amend Sections 10-3-24 and 10-3-25(17)
Purpose	To revise the definition of "shopping center" and add "shopping center" to the parking regulations
Ordinance Initiation	By Planning Commission on April 8, 2026
Planning Commission	October 14, 2026 (Public Hearing)
City Council	Anticipated November 10, 2026 (First Reading/Public Hearing) Anticipated November 24, 2026 (Second Reading)

Recommendation
Option 1. Recommend approval of the Zoning Ordinance amendment.

Context & Analysis
The proposed Zoning Ordinance (ZO) amendment would amend the definition of "shopping center" in Section 10-3-24 and add "shopping centers" to Section 10-3-25 (17). The intent is to codify a standing interpretation for applying the minimum off-street parking regulations for retail establishments to developments that qualify as a shopping center.

The ZO currently defines a shopping center as follows:

> Commercial development of more than one (1) retail sales or service establishment on a single parcel of common ownership attached by common walls or if located in separate buildings are interconnected by walkways and/or access ways, providing common parking facilities for all establishments, having multiple tenancy of a single or several large common structures, and otherwise present the appearance of one continuous commercial area.

The proposed amendment would revise the definition of "shopping center" to clarify the types of businesses allowed within a shopping center and establish a minimum combined floor area of at least 10,000 square feet. The definition of shopping center is proposed to be amended as follows:

Shopping center: ~~Commercial~~ A development of more than one (1) ~~retail sales or service establishment~~ mercantile establishment; personal service establishment; restaurant; office; place of assembly for the purpose of entertainment or education; or house of worship. The uses must be located on a single parcel of common ownership attached by common walls, or if located in separate buildings, are interconnected by walkways, ~~and/or~~ access ways, or both, providing common parking facilities for all establishments, having multiple tenancy of a single or several large common structures, having a combined floor area of at least 10,000 square feet, and otherwise present the appearance of one continuous commercial area.

The ZO does not currently include a minimum parking requirement for shopping centers. When the uses of a proposed shopping center are unknown at the time of site plan or building permit review, staff has applied the parking requirement for retail stores, sales rooms, and similar mercantile establishments when the shopping center has a combined floor area of at least 10,000 square feet. When the proposed uses are known, parking has been calculated based on the parking requirements for the individual uses. In addition, because uses within a shopping center may change over time, calculating parking based on individual uses could require parking to be recalculated when a new business occupies a tenant space under staff interpretation of the existing definition.

All of the existing developments currently identified as shopping centers have a combined total floor area of more than 10,000 square feet. Existing shopping centers include uses such as, but are not limited to, restaurants, offices, and houses of worship, not just retail sales or service establishments. Although the minimum floor area and range of uses were not included in ZO, staff has consistently applied the shopping center interpretation to these developments. The proposed amendment would codify this longstanding practice without expanding the types of developments currently identified as shopping centers or changing applicable parking ratios.

The proposed amendment would also add the use of "shopping centers" to Section 10-3-25(17), which establishes the parking calculation for retail stores, sales rooms and similar mercantile establishments, as follows:

(17) Retail stores, sales rooms and similar mercantile establishments, shopping centers, and tobacco, smoke, or vape shops (applicable where no other specific retail standard is set forth): If ten thousand (10,000) square feet or less of gross floor area, one (1) parking space for each two hundred (200) square feet of gross floor area; if over ten thousand (10,000) square feet of gross floor area, one (1) parking space for each two hundred and fifty (250) square feet of gross floor area.

Developments that meet the definition of "shopping center" would have a parking calculation based on one (1) parking space for each 250 square feet of gross floor area.

The amendment would establish a consistent parking calculation for shopping centers and allow changes in tenancy within an existing shopping center without requiring parking to be recalculated.

If a shopping center is redeveloped in a manner that no longer meets the definition of a shopping center, the associated parking requirements would be calculated at the time of redevelopment.

Staff recommends approval of the ZO amendment.

Options

1. Recommend approval of the Zoning Ordinance amendments.
2. Recommend approval of the Zoning Ordinance amendments with modifications.
3. Recommend denial of the Zoning Ordinance amendments.

Attachments

- Current Ordinance Reflecting Recommended Amendments

ORDINANCE AMENDING AND RE-ENACTING MULTIPLE SECTIONS OF TITLE 10 – PLANNING AND DEVELOPMENT, CHAPTER 3. – ZONING, THE CODE OF ORDINANCES CITY OF HARRISONBURG, VIRGINIA

Be it ordained by the Council of the City of Harrisonburg, Virginia:

Section 10-3-24. – Definitions.
Amend the definition of "shopping center" as shown:

> ***Shopping center:*** ~~Commercial~~ A development of more than one (1) ~~retail sales or service establishment~~ mercantile establishment; personal service establishment; restaurant; office; place of assembly for the purpose of entertainment or education; or house of worship. The uses must be located on a single parcel of common ownership attached by common walls, or if located in separate buildings, are interconnected by walkways, ~~and/or~~ access ways, or both, providing common parking facilities for all establishments, having multiple tenancy of a single or several large common structures, having a combined floor area of at least 10,000 square feet, and otherwise present the appearance of one continuous commercial area.

Section 10-3-90. – Off-street vehicle parking regulations.
Amend subsection (17) as shown:

> (17) Retail stores, sales rooms and similar mercantile establishments, shopping centers, and tobacco, smoke, or vape shops (applicable where no other specific retail standard is set forth): If ten thousand (10,000) square feet or less of gross floor area, one (1) parking space for each two hundred (200) square feet of gross floor area; if over ten thousand (10,000) square feet of gross floor area, one (1) parking space for each two hundred and fifty (250) square feet of gross floor area.

The remainder of each Section is reaffirmed and reenacted in its entirety, except as hereby modified.

This ordinance shall be effective from the _____ day of _____, 2026. Adopted and approved this _____ day of _____, 2026.

_____
MAYOR

ATTESTE:

_____
CITY CLERK

Legislation Text

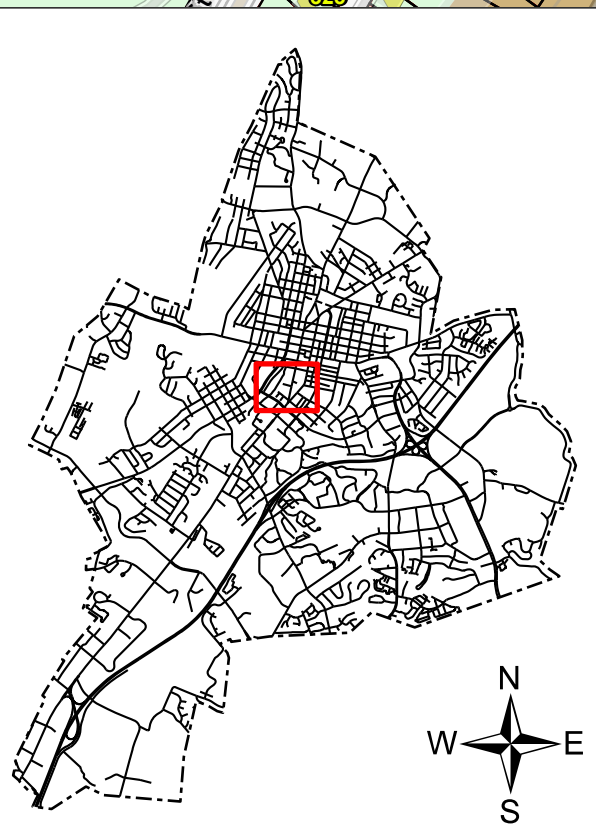
File #: ID 26-367, **Version:** 1

Subject:
Consider a request from Trenton Inc. and Bernard LC for variations/exceptions from the Subdivision Ordinance related to public street design standards at South Main Street, South Liberty Street, and future Paul Street extended (The Lindsey)
Presented By: Meg Rupkey, Department of Community Development
A request from Trenton Inc. and Bernard LC for variations/exceptions from the Subdivision Ordinance related to public street design standards. The property is addressed as 435, 445, 457, 473, 483 & 495 South Main Street and 282, 288, 294 & 298 South Liberty Street and is identified as tax map parcels 25-J-2, 3, 4, 5, 6, 7, 15, 16, 17 and 18.

CITY OF HARRISONBURG

Variation or Exception
435, 445, 457, 473, 483 &
495 South Main Street and
282, 288, 294 & 298
South Liberty St
Tax Map Parcels:
25-J-2, 3, 4, 5, 6, 7,
15, 16, 17 and 18
+/- 2.75-acres

ZONING



Date: 9/10/2026

CITY OF HARRISONBURG

Variation or Exception
435, 445, 457, 473, 483 &
495 South Main Street and
282, 288, 294 & 298
South Liberty St
Tax Map Parcels:
25-J-2, 3, 4, 5, 6, 7,
15, 16, 17 and 18
+/- 2.75-acres

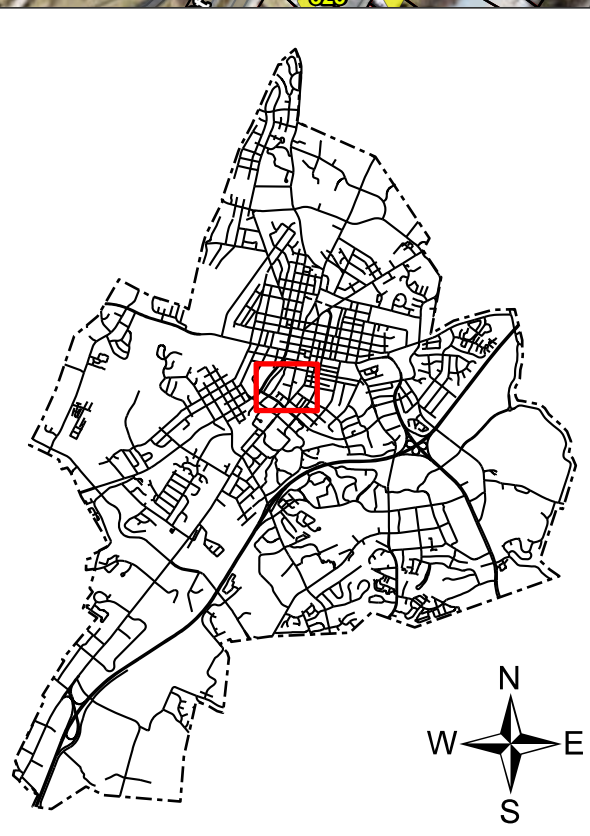
(FUTURE) LAND USE GUIDE



Date: 9/10/2026

CITY OF HARRISONBURG

Variation or Exception
435, 445, 457, 473, 483 &
495 South Main Street and
282, 288, 294 & 298
South Liberty St
Tax Map Parcels:
25-J-2, 3, 4, 5, 6, 7,
15, 16, 17 and 18
+/- 2.75-acres



Date: 9/10/2026

CITY OF HARRISONBURG

October 14, 2026 Planning Commission Meeting

Title

Consider a request for variations/exceptions from the Subdivision Ordinance related to public street design standards at South Main Street, South Liberty Street, and future Paul Street extended (The Lindsey) — Meg Rupkey, Community Development

Summary

Project name	The Lindsey / Paul Street Extension
Address/Location	435, 445, 457, 473, 483 & 495 South Main Street and 282, 288, 294 & 298 South Liberty Street
Tax Map Parcels	25-J-2, 3, 4, 5, 6, 7, 15, 16, 17 and 18
Total Land Area	+/- 2.75-acres
Property Owner	Trenton Inc. and Bernard L C
Owner's Representatives	Timberwolf Capital Partners LLC and Clark and Bradshaw PC
Subdivision Ordinance and Design and Construction Standards Manual Variations and Exceptions Requests	• Subdivision Ordinance Section 10-2-41(a) – Street Design Standards shall conform to the standards and specifications outlined in the DCSM • DCSM Section 3.6.1.4 – Street Intersection Curb Radius • DCSM Sections 3.1.8.1 and 3.1.8.2 — Access management and entrance spacing. • DCSM Section 3.6.4.1 – Typical Street Sections • DCSM Appendix F – Typical Street Cross Sections • DCSM 3.10.2.3 - Entrance spacing from intersection curb returns
Planning Commission	October 14, 2026
City Council	Anticipated November 10, 2026

Recommendation

Option 1. Recommend approval of the variations and exceptions as requested.

Context & Analysis

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

Site: Lindsey Funeral Home, zoned B-1C

North: City Hall, Turner Pavilion, parking lots, zoned B-1

East: Across South Main Street, commercial properties, zoned B-1C and B-2C

South: Harrisonburg Baptist Church, zoned R-3

West: Across South Liberty Street, residential uses, zoned R-3

The property at 435, 445, 457, 473, 483, and 495 South Main Street and 282, 288, 294, and 298 South Liberty Street consists of approximately 2.75 acres. The property was rezoned to B-1C, Central Business District Conditional, on September 22, 2026, to allow a four-story multi-family building consisting of up to 180 dwelling units, between 2,500 to 5,000 square feet of non-residential space, and a five-level parking garage consisting of a minimum of 320 off-street parking spaces.

Requested Variations and Exceptions
The applicant proposes to extend Paul Street between South Main Street and South Liberty Street. The extension is intended to continue the existing Paul Street alignment, improve connectivity within the downtown street network, and provide pedestrian and vehicular circulation associated with the adjacent development. As presented, the new Paul Street extension would require variations and exceptions to the Subdivision Ordinance (SO) and Design and Construction Standards Manual (DCSM).

South Main Street and South Liberty Street are one-way streets classified as Minor Arterials. The proposed Paul Street extension would be a two-way street connecting the two one-way minor arterial streets. The applicant states that the existing Paul Street alignment, established property boundaries, adjoining development, and the surrounding downtown street network create the circumstances necessitating variations and exceptions to the following SO and DCSM sections:

- SO Section 10-2-41(a) – Street Design Standards
- DCSM Section 3.6.1.4 – Street Intersection Curb Radius
- DCSM Sections 3.1.8.1 and 3.1.8.2 — Access management and entrance spacing
- DCSM Section 3.6.4.1 – Typical Street Sections
- DCSM Section 3.10.2.3 — Entrance spacing from intersection curb returns
- DCSM Appendix F – Typical Street Cross Sections

Street and Right-of-Way Width Request
The applicant requests a variation or exception from SO Section 10-2-41(a), DCSM Section 3.6.4.1, and DCSM Appendix F to permit a 24-foot-wide street within a 44-foot-wide public right-of-way, rather than the standard 34-foot-wide street within a 50-foot-wide public right-of-way. Street width is measured curb face to curb face.

The applicant states that the reduced street and right-of-way dimensions are necessary to continue the existing Paul Street alignment within the existing property boundaries. The proposed 24-foot street section would provide two 12-foot travel lanes. No on-street parking is proposed along the extension, however, a pull off area is proposed for deliveries and ride share. The 44-foot public

right-of-way would be widened to 48.5 feet at the planned pull off to accommodate required sidewalk elements on both sides of the extension.

The applicant has confirmed that the proposed street design will be compliant with applicable VDOT Secondary Street Acceptance Requirements (SSAR). The applicant notes that narrow street sections are common in downtown Harrisonburg and that the proposed section is designed for the anticipated operational context.

Intersection Curb Radii Request

The applicant is requesting a variation and exception from SO Section 10-2-41(a) and DCSM Section 3.6.1.4 to permit 12.5-foot intersection curb radii, where a 25-foot minimum radius is required per the DCSM.

The applicant states that reducing the curb radii to 12.5 feet is appropriate at this location because the smaller radii would support slower turning speeds and shorter pedestrian crossing distances at the new intersections. Since South Main Street and South Liberty Street are one-way streets, the intersection movements are constrained primarily to left turns between the arterial streets and the proposed two-way Paul Street extension, reducing the need for larger radii associated with conventional right-turn movements. The applicant also notes that curb radii on the existing Paul Street leg opposite South Main Street are approximately 10 feet. Staff is comfortable with the reduced radii of 12.5 feet.

Access Management

The applicant requests variations or exceptions from SO Section 10-2-41(a), DCSM Sections 3.1.8.1 and 3.1.8.2, and DCSM Section 3.10.2.3 for the following items:

- To allow one parking-deck entrance on South Liberty Street and one parking-deck entrance on South Main Street. The DCSM restricts direct arterial access when reasonable access can be provided from a lower-classification street.
- To allow reduced entrance spacing for the proposed parking-deck entrances. The requested spacing is 95 feet between the proposed South Liberty Street garage entrance and Lewis Street; and 40 feet between the proposed South Main Street garage entrance and existing Atlantic Union Bank entrance. The applicable minimum spacing is 355 feet for Type 3 access classifications per access management standards (VDOT Road Design Manual, Appendix F). Three-leg unsignalized accesses on two-lane roads where turning movements are not restricted are considered by to be a Type 3 access.
- To allow reduced spacing between the proposed Paul Street intersection and the existing Harrisonburg Baptist Church parking-lot entrance along South Liberty Street. The requested spacing is approximately 55 feet on South Liberty Street, rather than 355 feet that is required for Type 3 access. Note that the proposed intersection at Paul Street and South Main Street would form the fourth leg of an existing intersection, which is allowable

by VDOT's access management standards and therefore does not require a variation or exception for entrance spacing and access management standards.

- If Harrisonburg Baptist Church elects to relocate its parking-lot entrances to the Paul Street extension as shown on the Concept Plan, the applicant is requesting a reduction from the required 125 feet distance between an intersection and an entrance to a minimum of 25 feet. Note that there is not a minimum distance required between entrances on a local street.

The applicant states that directing all parking-deck traffic to Paul Street would conflict with the proffered Concept Plan and the accepted traffic impact analysis. The applicant further states that concentrating parking-deck traffic on Paul Street could increase conflicts near the planned rideshare/drop-off area and pedestrian facilities, and increase traffic volumes on the Paul Street extension. Providing separate garage entrances on South Main Street and South Liberty Street would distribute site traffic between the two arterial frontages.

The applicant also states that the existing City Hall entrance, the existing Harrisonburg Baptist Church entrances, and the Paul Street extension constrain the site's ability to meet standard entrance- and intersection-spacing requirements based on existing conditions. The applicant notes that closely spaced entrances and intersections are common in downtown Harrisonburg.

Conclusion
Staff supports the requested variations and exceptions as presented by the applicant in their exhibits identified as Figures 1 and 2. These variations and exceptions would allow for the extension of Paul Street to continue within the established street alignment and would be similar to other locations in the downtown street network. The reduced curb radii, narrower street and right-of-way widths, and modified access arrangement are appropriate given the existing operation of the adjoining streets.

The final street design and any necessary transportation improvements would be reviewed through the City's engineering and construction plan review processes.

Options
1. Recommend approval of the variations or exceptions as requested.
2. Recommend denial of the request.

Attachments
- Site maps
- Applicant's supporting documents

The Lindsey Properties & Paul Street Extension

Request for Variations or Exceptions

October 5, 2026

City of Harrisonburg
Department of Community Development
473 South Main Street
Harrisonburg, Virginia 22801

RE: Paul Street Extension
Property: 473 S. Main Street, Harrisonburg, VA 22801
Tax Map Parcels: 025 J 2, 3, 4, 5, 6, 7, 15, 16, 17, 18 ("Property")

On behalf of TCP Link Harrisonburg LLC ("Applicant") and Trenton, Inc. and Bernard. LC (collectively "Owner"), we respectfully request approval of the following variations or exceptions pursuant to Section 10-2-2(a) of the City of Harrisonburg Subdivision Ordinance. The requests relate to the design and construction of the Paul Street extension to be installed under approved rezoning proffers for "The Lindsey" (the "Project"), a mixed-use development located between S Liberty Street and S Main.

Principal to the requested variations or exceptions is the existing location and geometry of Paul Street in relation to the Property. Strict application of design standards required by City Code and the City's Design and Construction Standards Manual (DCSM) would result in a mis-aligned roadway segment that would introduce greater turning movement conflicts with reduced efficiencies. The requested variations or exceptions address these site-specific conditions while still meeting minimum industry standards that fit well within the direct context of the existing Downtown Harrisonburg ("Downtown") street network, and are in full compliance with the Project's proffered Concept Plan submitted as part of the approved rezoning request.

1. Street and Right-of-Way Widths

We request variations/exceptions from Subdivision Ordinance Section 10-2-41(a), DCSM Section 3.6.4.1, and DCSM Appendix F, Typical Street Cross Sections, to permit a 24-foot-wide street within a 44-foot-wide right-of-way ("R/W") in lieu of the standard 34-foot-wide street within a 50-foot-wide R/W. Note that street widths referenced here are measured curb face to curb face.

The proposed roadway extension's corridor is constrained by both the existing Paul Street alignment and the adjoining Harrisonburg Baptist Church (HBC) property. Providing the standard street and R/W width minimums within the Property would force an offset in Paul Street centerline approaches to S Main Street, which is highly undesirable due to the permitted through movements; that is, forcing an offset through movement from Paul Street crossing S Main Street introduces a greater potential for accidents and injury. The requested 24-foot-wide roadway section allows for 12-foot-wide lanes, which is greater than the VDOT minimum standard of 10-foot-wide lanes for urban local street classification (GS-8). Street widths of this size are common throughout downtown Harrisonburg (Wolfe, Elizabeth, and Rock Streets, to name but a few) and thus will not feel out of place or character at this location. On-street parking will not be allowed in this reduced with, making the size appropriate and comfortable for users.

The reduced street width fits comfortably within a reduced R/W width of 44 feet, while still accommodating the required sidewalk elements, which are to be provided on both sides of the new roadway extension. Pedestrian movements will thus remain unhampered by the requested variances/exceptions, but rather are benefited through the reduction in travel distance when crossing the street.

2. Intersection Curb Radius

We request variations/exceptions from Subdivision Ordinance Section 10-2-41(a) and DCSM Section 3.6.1.4 to permit 12.5-foot curb radii, rather than the standard 25-foot minimum, at the four proposed curb returns where the Paul Street extension intersects S Main Street and S Liberty Street.

As stated above, the existing Paul Street centerline and HBC property boundary constrain the location and alignment of the proposed roadway extension. Similarly to wider R/W, utilization of standard curb returns would force greater separation between the street and the property line in order to fit within the Property's frontage, thereby creating a lateral offset between sections of Paul Street across S Main Street. Again, lateral offsets between opposing intersections are detrimental to safety, and should thus be avoided. The proposed reduction in radii, rather, allows the extension to follow the established street alignment within the available Property boundaries, and thus creates safer crossing of S Main Street.

Section 5.3.5 of AASHTO's Policy on Geometric Design of Highways and Streets ("AASHTO") states that, "the radius of the curb return should be no greater than that needed to accommodate the design turning radius," but "should be at least 5 ft" for urban local roadways, the appropriate classification for this Paul Street extension. Here, as all turning movements onto and from the Paul Street extension are left-turn movements due to the one-way nature of both S Liberty Street and S Main Street, the curb return can be of smaller radius and still accommodate vehicles quite well. Please refer to the attached Turning Movement Analysis provided as Figure 1.

The reduced curb radii are further appropriate to the downtown setting because they encourage slower turning movements and shorten pedestrian crossings compared with larger curb returns. Note that the curb return radii on the existing leg of Paul Street opposite S Main Street are approximately 10 ft, despite accommodating right-turn movements in both directions. A vast majority of intersections within Downtown employ radii of similar dimensions, and thus the requested variance/exception fits well within this context.

3. Access Management

3A. Access to Minor Arterials

We request variations/exceptions from Subdivision Ordinance Section 10-2-41(a) and DCSM Section 3.1.8.2 to permit one garage entrance on S Liberty Street and one on S Main Street. This request seeks relief from the restriction on direct arterial access where reasonable access can be provided from a lower-class roadway.

The parking deck is located north of the proposed building and connects to the arterial frontages through the access locations shown on the proffered Concept Plan. Directing all garage traffic to Paul Street would not only be in conflict with the Concept Plan and the approved TIA, but would have the undesirable effect of concentrating garage traffic near the rideshare / drop-off area, sidewalk, and potentially relocated church accesses. Further, given public concerns over increased traffic on Paul St, directing all site traffic to the roadway extension would be imprudent. The proposed entrance locations provide better direct-distribution of site-generated traffic onto the two arterial frontages and other downstream arterials.

3B. Entrance Spacing – Garage Entrances

We request variations/exceptions from DCSM Section 3.1.8.1, which states that access management on arterial roadways shall follow the guidelines presented in the Virginia Department of Transportation (VDOT) Road Design Manual, Appendix F, which requires 335-foot spacing for Type 3 Entrances (full access / directional crossover) per its Table 2-2. Requested minimum spacing is provided in the table below, which is consistent with the proffered Concept Plan.

Entrance and reference point	Required	Requested
S Liberty garage entrance to Lewis Street	355 feet	90 feet
S Main garage entrance to Union First National Bank Entrance	355 feet	40 feet

The existing City Hall entrance and the Paul Street connection constrain the South Main garage entrance from both directions; with only ~450 ft between those points of access, any new service cannot possibly meet the minimum standard. Similar distances are found along the Property's S Liberty St frontage, creating the same condition.

From a contextual standpoint, the minimum standards are rarely achieved anywhere within Downtown. Instead, close aggregation of entrances is quite common, and the provisions of the Project exceed most existing applications. VDOT specifically allows for waivers to their minimum spacing standards when projects are located within "older, established business corridor(s)" where existing spacing is noncompliant. Reason being that motorists are already accustomed to turning motorists throughout the corridor, and thus greater spacing has a reduced benefit to safety. The proposed conditions associated with the Project are deemed to meet this established criteria well, and believed to yield favorable and safe conditions.

3C. Entrance Spacing – Existing Church Entrances on S Liberty Street

We request variations/exceptions from DCSM Section 3.1.8.1 (again, pertaining to minimum entrance spacing on minor arterials) to permit the proposed location of the Paul St extension in relation to the existing Liberty Street entrance to the Harrisonburg Baptist Church (HBC) parking lot. As the entrance also qualifies as Type 3, the min spacing required by VDOT's Appendix F is 355 feet.

Existing HBC entrance	Required	Requested
S Liberty Street	355 feet	55 feet

The church entrance and parking-lot circulation are existing conditions. Extending Paul Street along its established alignment introduces intersections close to those entrances. While the rezoning's proffered conditions require the Project to accommodate relocation of the church's parking lot entrances onto Paul Street upon HBC's request, there is no obligation for HBC to make such a request. Should the HBC parking lot entrances remain as they are today, this waiver / exception is necessary for the construction of Paul Street's extension in compliance with the proffered Concept Plan.

As stated previously, the existing context of Downtown is such that close proximity of entrances and intersections is quite common. Given the nature of the HBC land use, traffic to/from the HBC parking lot is sporadic in nature and primarily not during peak hours. Per the reviewed and accepted TIA, traffic on the Paul Street extension is also relatively low. As such, conflicts between the Paul Street extension and

the HBC parking lot turning movements are few, and the proposed configuration is expected to operate both safely and efficiently.

3D. Entrance Spacing - Relocated Church Entrances on Paul Street (Extended)

We further request variations/exceptions from DCSM Section 3.10.2.3 to permit the relocation of the HBC parking lot entrances onto the Paul Street extension, upon HBC's election to do so within the terms of the Project's proffered conditions. This section requires that entrances be spaced with a minimum of 125 feet between intersection curb returns and the entrance curb return; as depicted in the proffered Concept Plan, we request an allowable reduction to 25 feet minimum for this application.

Shorter distances are required here to permit optimal traffic flow within the HBC's parking lot. As the relocation of parking lot entrances is only to occur upon the request of HBC, but would create reduced points of conflict within both the S Main Street and S Liberty Street corridors (including the forthcoming S Liberty Street cycle track), creating optimal efficiency within the impacted parking lot is highly desirable.

Again, due to the sporadic usage of the HBC parking lot and relatively low traffic volumes projected for the Paul Street extension, along with the close-proximity occurrence throughout Downtown, this proposed condition is expected to operate both safely and efficiently.

Granting the requested variations/exceptions would allow the Paul Street extension to be constructed in a manner that respects existing property boundaries while improving the overall street network. The proposed design would provide a direct continuation of Paul Street, improve circulation between South Main Street and South Liberty Street, support pedestrian connectivity, reduce access conflicts along the existing streets, and provide a context-sensitive street design appropriate for the downtown environment that is fully compliant with the proffered Concept Plan that is part of the approved rezoning request for the Property.

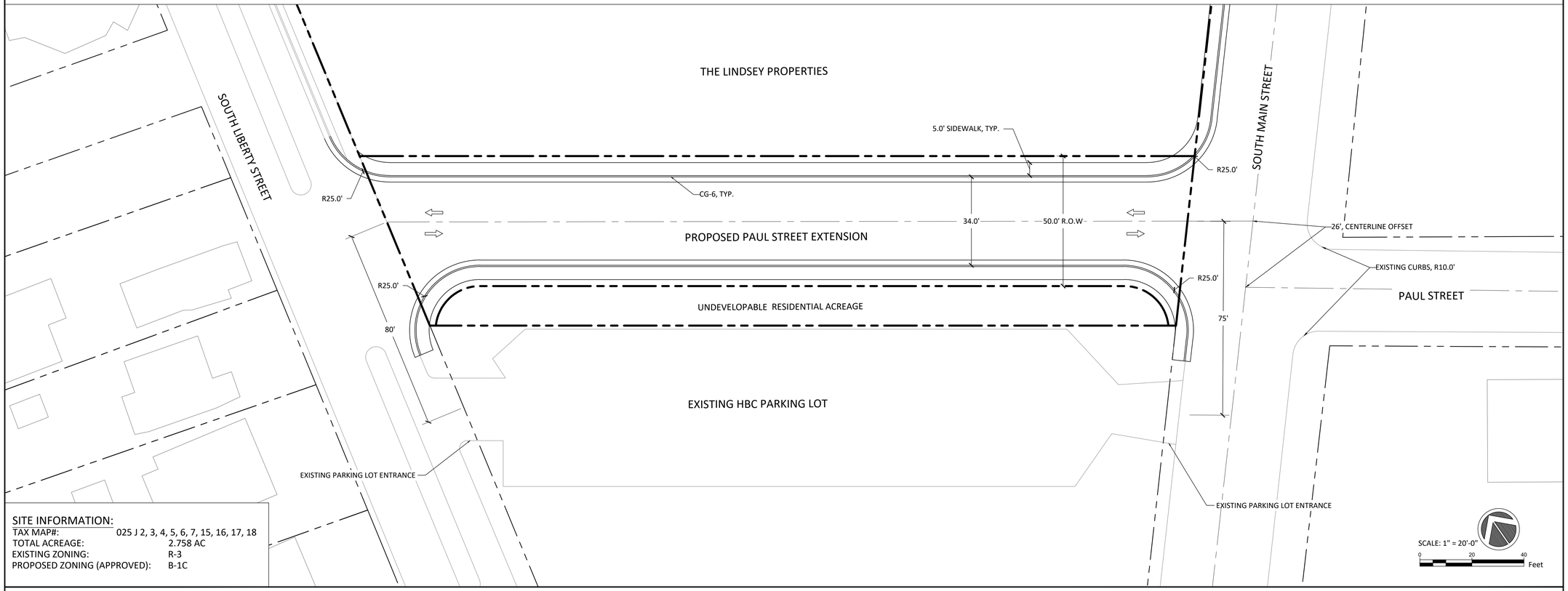
Sincerely,

Owen Piao

Owen Piao
Land Planner
Monteverde Engineering & Design Studio, PLC

Attachments, as noted

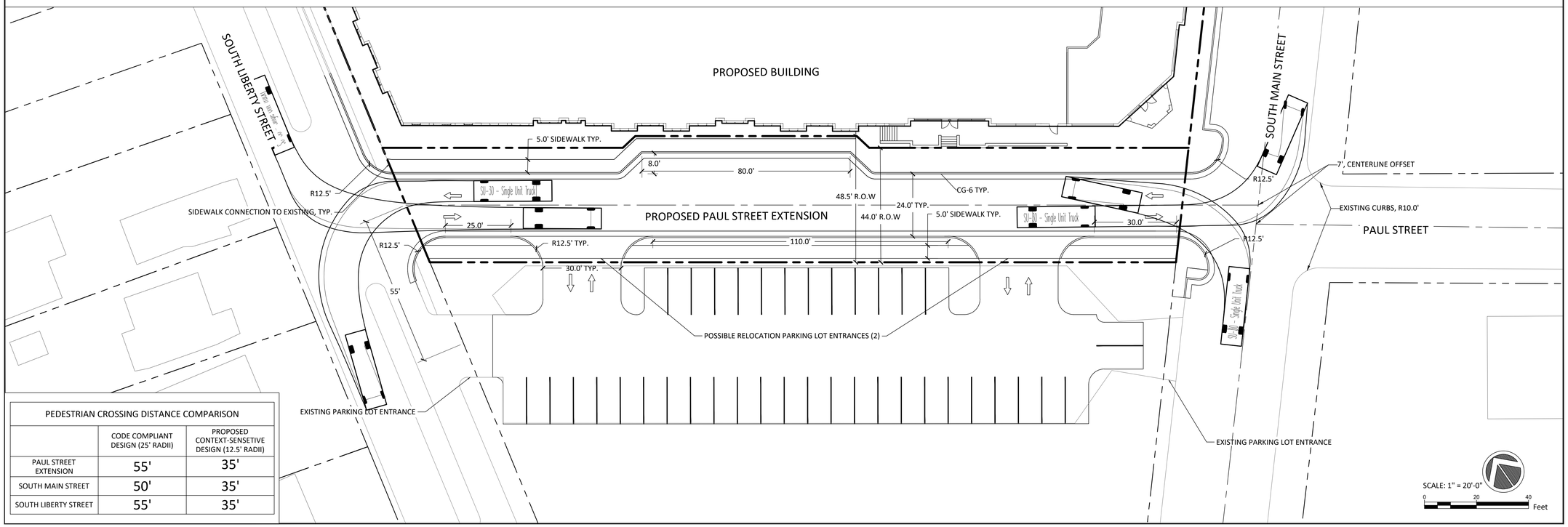
CODE COMPLIANT DESIGN



SITE INFORMATION:

TAX MAP#:	025 J 2, 3, 4, 5, 6, 7, 15, 16, 17, 18
TOTAL ACREAGE:	2.758 AC
EXISTING ZONING:	R-3
PROPOSED ZONING (APPROVED):	B-1C

PROPOSED CONTEXT-SENSITIVE DESIGN



PEDESTRIAN CROSSING DISTANCE COMPARISON		
	CODE COMPLIANT DESIGN (25' RADII)	PROPOSED CONTEXT-SENSETIVE DESIGN (12.5' RADII)
PAUL STREET EXTENSION	55'	35'
SOUTH MAIN STREET	50'	35'
SOUTH LIBERTY STREET	55'	35'

Monteverde
Engineering & Design Studio
250 E. Elizabeth St, Suite 114 • Harrisonburg, VA 22802
540.228.0202 | www.monteverdedesigns.com

PLAN OF DEVELOPMENT

LINDSEY PROPERTIES

473 S. MAIN STREET, HARRISONBURG, VA 22801

Revisions:

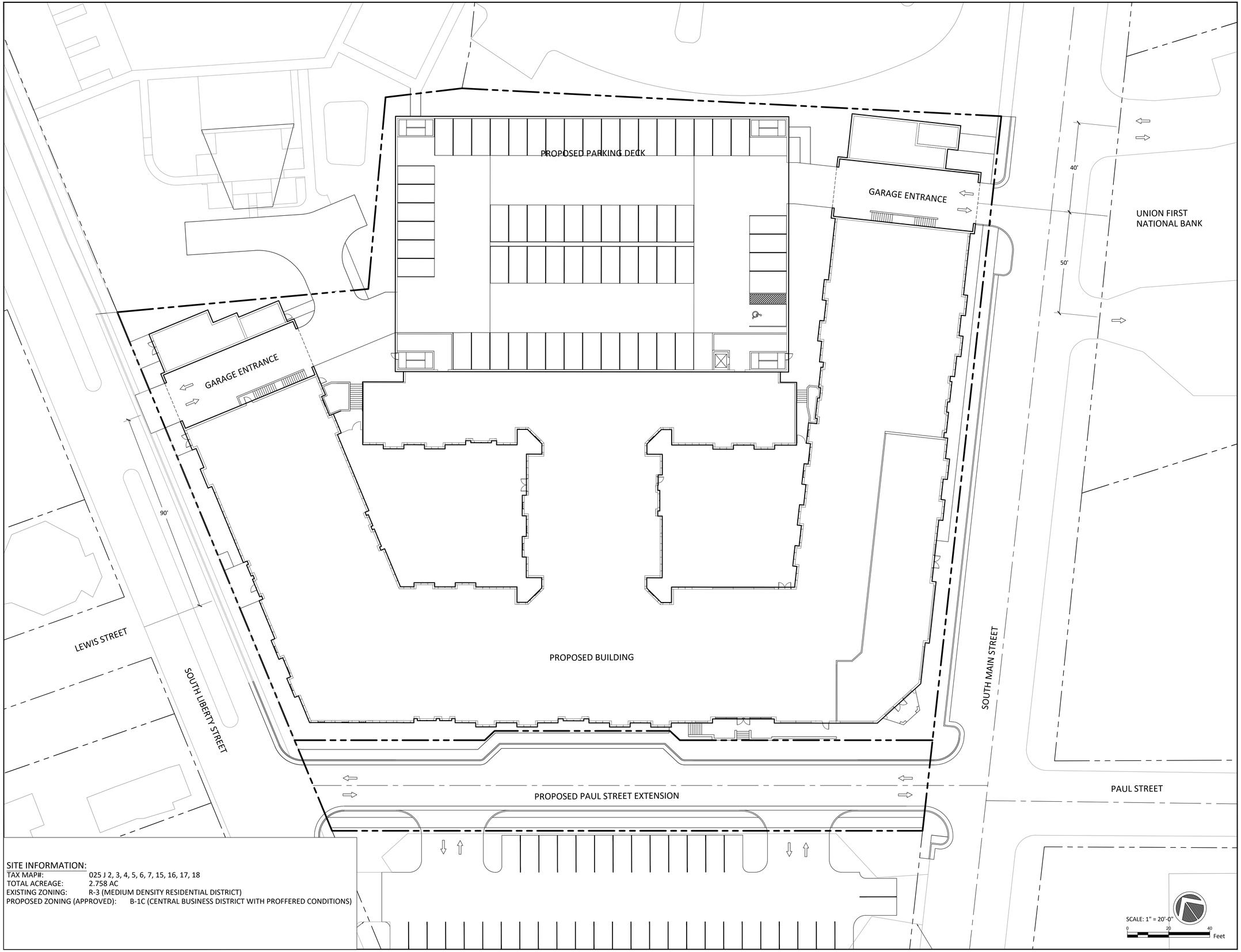
No.	Description	Date

PRELIMINARY ISSUE
NOT FOR CONSTRUCTION

PAUL STREET EXTENSION EXHIBIT

Project number:	24024C
Date:	OCT 08, 2026
Drawn by:	OP
Checked by:	OP

FIGURE 1



SITE INFORMATION:

TAX MAP#:	025 J 2, 3, 4, 5, 6, 7, 15, 16, 17, 18
TOTAL ACREAGE:	2.758 AC
EXISTING ZONING:	R-3 (MEDIUM DENSITY RESIDENTIAL DISTRICT)
PROPOSED ZONING (APPROVED):	B-1C (CENTRAL BUSINESS DISTRICT WITH PROFFERED CONDITIONS)

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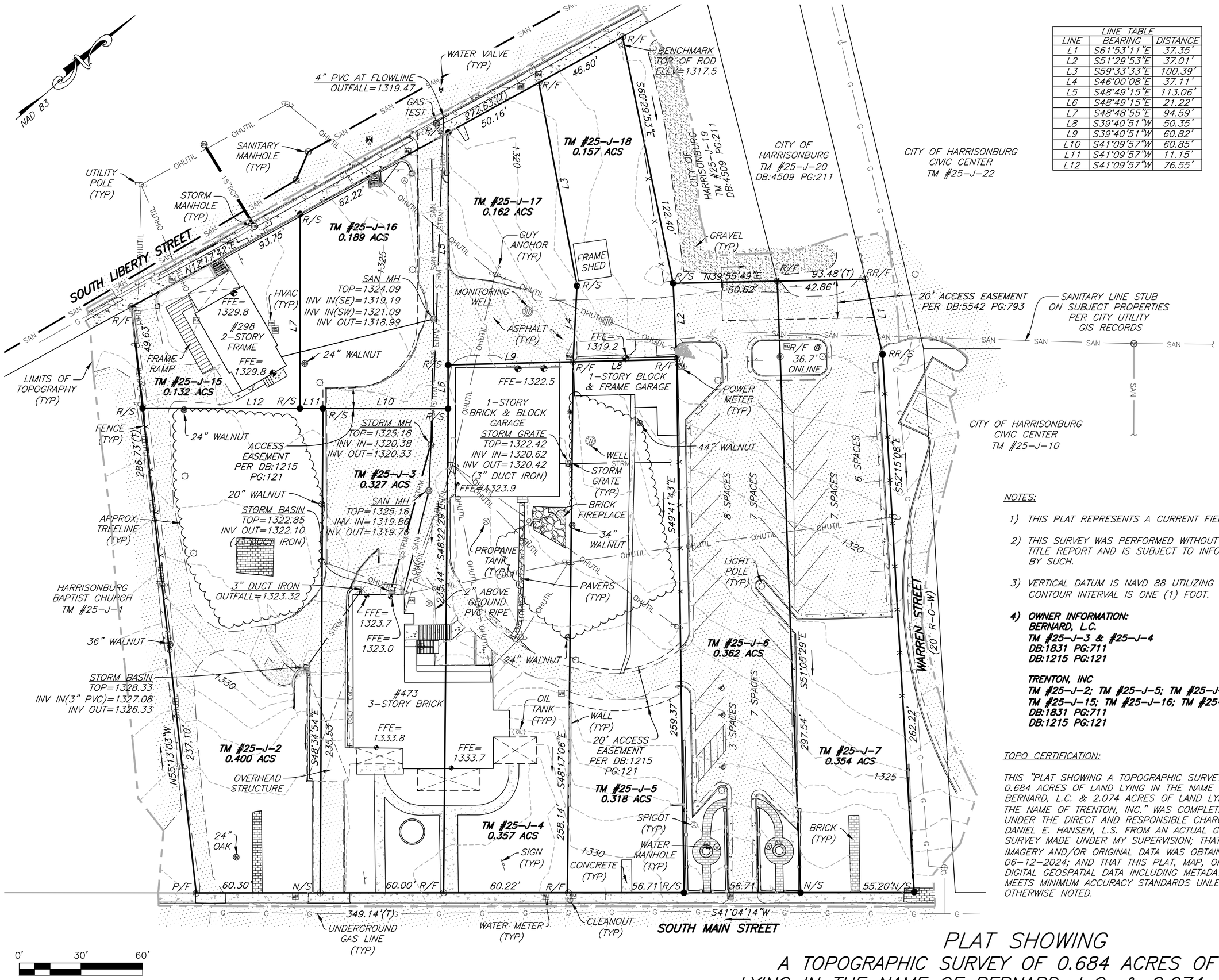
FIGURE 2



LINE TABLE		
LINE	BEARING	DISTANCE
L1	S61°53'11"E	37.35'
L2	S51°29'53"E	37.01'
L3	S59°33'33"E	100.39'
L4	S46°00'08"E	37.11'
L5	S48°49'15"E	113.06'
L6	S48°49'15"E	21.22'
L7	S48°48'55"E	94.59'
L8	S39°40'51"W	50.35'
L9	S39°40'51"W	60.82'
L10	S41°09'57"W	60.85'
L11	S41°09'57"W	11.15'
L12	S41°09'57"W	76.55'

LEGEND

- N/S NAIL SET
- P/F PIPE FOUND
- R/F ROD FOUND
- R/S ROD SET
- RR/F RAILROAD SPIKE FOUND
- CLEAN OUT
- FINISHED FLOOR ELEVATION
- GAS TEST
- GUY ANCHOR
- HVAC
- UTILITY POLE
- OIL TANK
- POWER METER
- PROPANE TANK
- SANITARY MANHOLE
- SIGN
- SPIGOT
- STORM GRATE
- STORM MANHOLE
- TREE
- UTILITY POLE
- WATER MANHOLE
- WATER METER
- WATER VALVE
- WELL

NOTES:

1) THIS PLAT REPRESENTS A CURRENT FIELD SURVEY.

2) THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND IS SUBJECT TO INFORMATION DISCLOSED BY SUCH.

3) VERTICAL DATUM IS NAVD 88 UTILIZING RTK GPS EQUIPMENT. CONTOUR INTERVAL IS ONE (1) FOOT.

4) **OWNER INFORMATION:**
BERNARD, L.C.
TM #25-J-3 & #25-J-4
DB:1831 PG:711
DB:1215 PG:121

TRENTON, INC
TM #25-J-2; TM #25-J-5; TM #25-J-6; TM #25-J-7; TM #25-J-15; TM #25-J-16; TM #25-J-17; TM #25-J-18
DB:1831 PG:711
DB:1215 PG:121

TOPO CERTIFICATION:

THIS "PLAT SHOWING A TOPOGRAPHIC SURVEY OF 0.684 ACRES OF LAND LYING IN THE NAME OF BERNARD, L.C. & 2.074 ACRES OF LAND LYING IN THE NAME OF TRENTON, INC." WAS COMPLETED UNDER THE DIRECT AND RESPONSIBLE CHARGE OF DANIEL E. HANSEN, L.S. FROM AN ACTUAL GROUND SURVEY MADE UNDER MY SUPERVISION; THAT THE IMAGERY AND/OR ORIGINAL DATA WAS OBTAINED ON 06-12-2024; AND THAT THIS PLAT, MAP, OR DIGITAL GEOSPATIAL DATA INCLUDING METADATA MEETS MINIMUM ACCURACY STANDARDS UNLESS OTHERWISE NOTED.

COMMONWEALTH OF VIRGINIA
Daniel E. Hansen
Lic. No. 3217
07-11-2024
LAND SURVEYOR

PLAT SHOWING
A TOPOGRAPHIC SURVEY OF 0.684 ACRES OF LAND LYING IN THE NAME OF BERNARD, L.C. & 2.074 ACRES OF LAND LYING IN THE NAME OF TRENTON, INC.

CITY OF HARRISONBURG, VIRGINIA

REV: 07-11-2024
DATE: 06-14-2024
SCALE: 1" = 30'
JOB: 35240021.00
DRAWN BY: BSR

PLANNERS / ARCHITECTS / ENGINEERS / SURVEYORS
ROANOKE / RICHMOND / NEW RIVER VALLEY / SHENANDOAH VALLEY
104 Industry Way, Suite 102 / Staunton, Virginia 24401 / Phone (540) 248-3220 / www.balzer.cc
BALZER & ASSOCIATES

Legislation Text

File #: ID 26-372, **Version:** 1

Subject:
Discuss draft amendments to the Planning Commission Bylaws
Presented By: Thanh Dang, Department of Community Development

CITY OF HARRISONBURG

October 14, 2026 Planning Commission Meeting

Title
Discuss draft amendments to the Planning Commission Bylaws – Thanh Dang, Department of Community Development

Summary
Staff have proposed several amendments to the Planning Commission Bylaws:

- Within Article IV, currently, the Planning Commission appoints the secretary to the Commission. Historically, a member of city staff has served as secretary. The proposed amendments would give authority to the Director of Community Development to designate an employee of the City of Harrisonburg as secretary.
- Within Article X. Section 10-4, the proposed amendments reflect the current practice for public hearings.

Section 11-1 of the Bylaws states:

> These Bylaws may be amended by a majority vote of the entire membership after twenty-eight days prior notice to the Commission members.

The Commission could consider adopting the amendments at its Thursday, November 12, 2026, meeting.

Attachments
- Current Planning Commission Bylaws Reflecting Recommended Amendments

CITY OF HARRISONBURG, VA

PLANNING COMMISSION BYLAWS

Amended _____, 2026

Article I. *Authorization*

1-1. This Planning Commission is established in conformance with a resolution adopted by the City Council of Harrisonburg, Virginia on March 1,1938 and in accord with the provisions of Chapter 22, Title 15.2 of the Code of Virginia.

1-2. The official title of this body shall be the Harrisonburg Planning Commission, hereinafter referred to as the "Commission."

Article II. *Purpose*

2-1. The primary purpose of the Commission is to serve in an advisory capacity to the City Council, by preparing and recommending plans, ordinances, capital improvements programs, Comprehensive Plan updates, and other documents to the City Council for its consideration. The Commission may request input from the public to help in its advisory capacity.

Article III. *Membership*

3-1. The Commission shall consist of 7 members appointed by the City Council. All shall be residents of the City of Harrisonburg and qualified by knowledge and experience to make decisions on questions of growth and development. At least half of the members shall own real property in Harrisonburg. One member may be a member of the City Council and one member may be a member of the administrative branch of the Harrisonburg government.

3-2. The terms of office for the City Council member and the administrative member shall be coextensive with their terms of office, or until the City Council appoints their replacement. The terms of the other original members shall be for one, two, three, and four years. Subsequent members shall be appointed for terms of four years. The City Council, at its discretion, may establish different terms of office for initial and subsequent appointments including terms of office concurrent with those of the City Council.

3-3. Vacancies shall be filled by appointment made by the City Council.

3-4. Members of the Commission shall be eligible for reappointment for one term.

3-5. Members of the Commission may be removed by the City Council for malfeasance in office.

3-6. Terms of Commission members shall expire immediately before the beginning of the regular meeting at which their successors' terms of office begin.

3-7. The City Council may provide for the payment of expenses incurred by Commission members in the performance of their official duties and compensation for services.

3-8. Commission members shall attend the Virginia Certified Planning Commissioner Program, sponsored by Virginia Commonwealth University's Land Use Education Program, within one year of appointment to Planning Commission.

3-9. Commissioners are to use the American Planning Association's "Ethical Principles in Planning" document as a guide to ethical conduct and shall acknowledge a pledge to adhere to the ethical principles explained in the document at the beginning of each year.

Article IV. *Selection and Designation of Officers*

4-1. Officers of the Commission shall consist of a chair, vice-chair, and secretary.

4-2. The chair and vice-chair shall be elected by the membership.
Nomination of chair and vice-chair shall be made from the floor at the January meeting each year. Election of chair and vice-chair shall follow immediately. A candidate receiving a majority vote of the entire membership shall be declared elected.

4-3. Terms of chair and vice-chair shall be for one year or until a successor takes office.

4-4. Vacancies for chair and vice-chair shall be filled for an unexpired term by a majority vote of the Commission.

4-5. The Director of Community Development shall designate an employee of the City of Harrisonburg as secretary.

Article V. *Duties of Officers*

5-1. The chair shall:

5-1.1. Preside at meetings.

5-1-2. Appoint committees.

5-1-3. Rule on procedural questions (subject to reversal by a two-thirds majority vote of the members present).

5-1-4. Report official communications at the next regular Commission meeting.

5-1-5. Certify official documents involving the authority of the Commission.

5-1-6. Remain a voting member of the Commission.

5-1-7. Carry out other duties as assigned by the Commission.

5-2. The vice-chair shall:

5-2-1. Assume the full powers of the chair in the absence or inability of the chair to act.

5-3. The secretary shall:

5-3-1. Record attendance at all meetings.

5-3-2. Record the minutes of the Commission meetings.

5-4. The secretary or staff shall:

5-4-1. Notify members of all meetings.

5-4-2. Maintain a file of all official Commission records and reports.

5-4-3. Certify records and reports of the Commission.

5-4-4. Give notice and be responsible for publishing public notices of all Commission public hearings and public meetings.

5-4-5. Attend to the correspondence for the execution of the duties and functions of the Commission.

Article VI. *Committees*

6-1. Special committees may be appointed by the chair for purposes and terms approved by the Commission.

6-2. The chair shall be an ex-officio member of every committee.

Article VII. *Meetings*

7-1. Regular meetings of the Commission shall be held on the 2nd Wednesday, and the 3rd Tuesday, of each month at 6:00 P.M. However, the Commission can start the meeting at an alternate time so long as the proper public notices are made. When a meeting date falls on a legal holiday, or is cancelled due to inclement weather, the meeting shall be held on the subsequent regular meeting date unless the Commission selects an alternate day.

7-2. At the first regular meeting of each month, the Commission shall receive a summary of any new applications and determine whether any such applications shall be heard at the second regular meeting of the subsequent month. In the event that no application, program, or business is scheduled to be heard at the second regular meeting of any month, such meeting shall be deemed cancelled.

7-3. Special meetings may be called by the chair or by two members upon written request to the secretary or city staff. Staff shall give notice to all members, at least five days before a special meeting, stating the time, place, and purpose of the meeting.

7-4. All meetings of the Commission shall be open to the public, except for those meetings which may be closed to the public under the provisions of the Virginia Freedom of Information Act, code of Virginia (1950), as amended, Section 2.1-340 through Section 2.1-346.1.

7.5 Participation in meetings through electronic communications.

a. Any Commissioner who is unable to attend a regular or special meeting in person due to (i) an emergency or a personal matter, or (ii) a temporary or permanent disability or other medical condition, may participate in the meeting through electronic communication from a remote location that may not be open to the public, subject to the following:
    i. A quorum of the Commission is physically assembled at the central meeting location.
    ii. The member notifies the chair on or before the day of the meeting that he or she is unable to attend (i) due to an emergency or personal matter identified with specificity, or (ii) due to a temporary or permanent disability or other medical condition that prevents the member's physical appearance. A member shall participate in a remote meeting due to an emergency or personal matter at no more than two meetings in each calendar year.
    iii. The Commission records in its minutes the (i) specific nature of the emergency or personal matter or the fact of the disability or medical condition, and (ii) the remote location from which the member is participating.
    iv. The Commission arranges for the voice of the absent member to be heard by all persons in attendance at the central meeting location.
b. The Commission by motion shall vote to approve or disapprove the member's electronic participation. If the absent member's remote participation is disapproved because such participation would violate the above, such disapproval shall be recorded in the minutes.

Article VIII. *Voting*

8-1. A majority of the members shall constitute a quorum.

8-2. No action of the Commission shall be valid unless authorized by a majority vote of those participating and voting.

Article IX. *Order of Business*

9-1. The order of business for a regular meeting shall include:

1. Call To Order
2. Roll Call/Determination of Quorum
3. Approval of Minutes
4. New Business –Public Hearings
5. New Business – Other Items
6. Unfinished Business
7. Public Comment
8. Report of Secretary and Committees
9. Other Matters
10. Adjournment

9-2. Parliamentary procedure in Commission meetings shall be guided by the latest edition of Robert's Rules of Order as necessary.

9-3. The Commission shall keep minutes of each meeting, and these minutes shall become a public record.

9-4. When appropriate the Chair will ask for any disclosures or recusals from Commissioners.

Article X. *Public Hearings*

10-1. In addition to those required by law, the Commission may hold public hearings on any matter, which it deems to be in the public interest.

10-2. Notice of public hearing shall be advertised as required by Section 15.2-2204 of the Code of Virginia.

10-3. Cases shall be heard in the order, in which they appear on the agenda, except a case may be advanced for hearing by order of the Commission upon good cause shown.

10-4. At the hearing, the order shall be as follows:

10-4.1. Presentation of case and explanation and/or report by staff.
10-4.2. Statement of applicant
10-4.3. Open public hearing
10-4.4. Statements of other persons in favor, opposed, or otherwise
10-4.5. Close public hearing
10-4.6. Questions from the Commission, and applicant and/or staff's response and clarification

10-5. The Chair may prescribe a reasonable time limit for each side to present its case. To maintain orderly procedure, each side shall proceed without interruption by the

other. Cross-examination will not be permitted, but questions may be directed to the Chair who may allow limited questioning. The name and address of each person speaking shall be requested and the response shall be recorded in the minutes.

Article XI. *Amendments*

11-1. These Bylaws may be amended by a majority vote of the entire membership after twenty-eight days prior notice to the Commission members.

Adopted December 15, 1993
Amended February 14, 2001
Amended January 12, 2005
Amended May 9, 2018
Amended August 11, 2021
Amended June 8, 2022
Amended _____, 2026