



City of Harrisonburg

409 S. Main Street
Harrisonburg, VA 22801

Meeting Agenda - Final City Council

Tuesday, October 27, 2026

7:00 PM

Council Chambers

1. Roll Call
2. Moment of Silence
3. Pledge of Allegiance
4. Special Recognition
5. Consent Agenda (any item placed on the consent agenda shall be removed and taken up as a separate matter, if so requested by any member of Council, otherwise all items will be voted on with one (1) motion)
 - 5.a. Minutes from the October 13, 2026 City Council meeting

Attachments: [minutes](#)
 - 5.b. Consider the special event application request for the Veterans Parade on Sunday, November 8, 2026.

Attachments: [Memorandum](#)
 [Special Event Application](#)
 - 5.c. Consider the special event application request for HDR's Winter Wonderfest & Harrisonburg's Holiday Parade on Saturday, December 5, 2026.

Attachments: [Memorandum](#)
 [Special Event Application](#)
 - 5.d. Consider the special event application request for the Rocktown Turkey Trot on Thursday, November 26, 2026.

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

- 5.e. Consider a request to amend the definition of “Dwelling, single-family” within the Zoning Ordinance to include qualifying manufactured homes

Attachments: [Memorandum](#)
[Extract from Planning Commission](#)
[Current Ordinance Reflecting Recommended Amendments](#)
[PC Memorandum](#)
[Public Hearing Notice](#)
[Presentation](#)

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

Attachments: [Memorandum](#)
[Extract from Planning Commission](#)
[Site Map](#)
[Applicant's supporting documentation](#)
[PC Memorandum](#)
[Notice of Public Hearing](#)
[Surrounding property owners notice](#)
[Presentation](#)

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

Attachments: [Memorandum](#)
[Extract from Planning Commission](#)
[Current Ordinance Reflecting Recommended Amendments](#)
[PC Memorandum](#)
[Public Hearing Notice](#)
[Presentation](#)

6. Public Hearings

7. Regular Items

- 7.a. Letter opposing the U.S. Department of Commerce’s proposal to alter the demographic questions and residence criteria for the Decennial Census

Attachments: [City Comment on Census Proposed Rule v.2](#)

- 7.b. Consider adopting the 2027 Legislative Agenda

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

8. Other Matters

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

8.b. City Council and Staff

9. Boards and Commissions

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

9.a. Harrisonburg Electric Commission (HEC)

Attachments: [Craig Anders](#)
 [Edward Yoder](#)
 [Aaron Ludwig](#)
 [Letter from HEC](#)

10. Closed Session

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

11. Adjournment

NOTE TO THE PUBLIC:

Residents/Media will be able to attend the meeting.

The Public can also view the meeting live on:

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

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

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

Residents also may provide comment prior to the meeting by visiting this page:
www.harrisonburgva.gov/agenda-comments

Interpretation Services

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

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



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-383, **Version:** 1

Subject:

Minutes from the October 13, 2026 City Council meeting

Presented By: Pamela Ulmer, City Clerk



City of Harrisonburg

409 S. Main Street
Harrisonburg, VA 22801

Meeting Minutes - Draft City Council

Tuesday, October 13, 2026

7:00 PM

Council Chambers

1. Roll Call

A motion was made by Vice Mayor Fleming, seconded by Council Member Dent, to appoint Council Member Robinson as voting delegate and Council Member Alsaadun as alternate voting delegate for the NLC City Summit business meeting.

2. Moment of Silence

3. Pledge of Allegiance

4. Special Recognition

4.a. Proclamation recognizing October 23, 2026 as National Lights On Afterschool Day

Mayor Reed invited all in attendance from the Boys and Girls Club, On The Road Collaborative, the Gus Bus and the Girls Scouts. to the front as she read the proclamation recognizing October 22nd, 2026 as National Lights On After School.

This Proclamation was read into the record.

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

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

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

No: 0

5.a. Minutes from the September 22, 2206 City Council meeting.

These minutes were approved on the consent agenda

5.b. Consider a supplemental appropriation for an Opioid Abatement Authority (OAA) grant

This supplemental was approved on second reading.

5.c. Consider adopting an ordinance granting a Lease of Certain Real Property of the City

This ordinance was approved on second reading

- 5.d. Consider approving the enactment of an Ordinance Prohibiting Procurement or Use of Automatic License Plate Recognition Systems by City

This ordinance was approved on second reading

6. Public Hearings

- 6.a. Consider a request to amend the definition of “Dwelling, single-family” within the Zoning Ordinance to include qualifying manufactured homes

Adam Fletcher, Director of Community Development, presented a proposed Zoning Ordinance amendment required by a Virginia Code change effective July 1, 2026 that mandates localities allow qualifying manufactured homes by right wherever single-family detached dwellings are permitted. The amendment would revise the definition of “single-family dwelling” to permit manufactured homes on individual lots when they are converted to real property under applicable Virginia law, receive a certificate of occupancy within five years of manufacture, and are placed on a permanent foundation with wheels, axles, and other mobile components removed. Mr. Fletcher stated that owners would need City permits and court-filed affidavits confirming the conversion, and staff is coordinating with the Commissioner of the Revenue to establish the process.

He stated staff and the Planning Commission (5-0), recommended approval.

During questions, Mr. Fletcher said he believed the property must be owned rather than rented but would verify the state-code requirement, and he could not comment on possible future federal changes concerning chassis-free manufactured homes

At 7:17 p.m., Mayor Reed closed the regular session and called the first public hearing to order. A notice appeared in the Daily News-Record on Wednesday, September 30, 2026, and Wednesday, October 7, 2026

Panayotis “Poti” Giannakouros spoke on his support of the state-mandated change, criticized Dillon’s Rule, and urged Council to represent the public rather than concentrated private interests.

At 7:19 p.m., Mayor Reed closed the public hearing and the regular session reconvened.

Council Member Dent stated this is a case where the state helped by removing the need for a local debate. She stated we are bound by the state law whether we amend our ordinance or not. Council Member Robinson stated that by updating our ordinance it lessens the chance of confusion for residents who read the state law and wonder whether it applies locally.

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

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

No: 0

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

Adam Fletcher, Director of Community Development, stated that House Bill 1212 of the 2026 General Assembly amended Virginia Code Section 15.2-2286.2. The amendment requires localities with a population of 50,000 or more, including Harrisonburg, to adopt and maintain at least one zoning district that permits a single-family dwelling on a lot with a minimum area not exceeding 3,000 square feet and a width no greater than 30 feet. He said the R-8 district already allows a single lot of 2,800 square feet, so no change was needed for lot area. The lot width in R-8 for single-family detached dwellings must be reduced from 35 feet to 30 feet to comply.

He stated staff and the Planning Commission (5-0) recommended approval.

At 7:21 p.m., Mayor Reed closed the regular session and called the second public hearing to order. A notice appeared in the Daily News-Record on Wednesday, September 30, 2026, and Wednesday, October 7, 2026

Panayotis "Poti" Giannakouros stated he agreed with Council Members Robinson and Dent that the state's action was helpful, and referenced Planning Commission discussion about setbacks, including concerns that minimum setbacks on narrow lots could leave little buildable area and a suggestion to consider zero setbacks as used in Richmond. He argued that setbacks have historically been associated with exclusionary zoning and redlining, stated that fire-safety concerns can be addressed through modern building codes rather than zoning,

At 7:25 p.m., Mayor Reed closed the public hearing and the regular session reconvened.

Council discussed that Harrisonburg is currently subject to the state law's 50,000-population threshold but should adopt the change regardless of future census counts, and staff confirmed that the required ordinance update may establish a smaller-lot residential district similar to R-8, which has historically been used only for spot-zoning requests involving reduced setbacks or increased density.

A motion was made by Council Member Dent, seconded by Council Member Alsaadun, that this Zoning Ordinance amendment be approved. The motion carried with a recorded roll

call vote taken as follows:

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

No: 0

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

Adam Fletcher, Director of Community Development, presented a request to amend the Master Plan of Eastern Mennonite School campus. He reviewed the property, the surrounding zoning districts, the property zoning, and noted it occupies an entire block between Parkwood Drive and Mount Clinton Pike.

Mr. Fletcher explained that a master plan under the institutional overlay allows reduced setbacks and deviations from parking and parking lot landscaping regulations. He said the overlay gives property owners additional flexibility rather than additional restrictions.

He described the plan's history and stated the school now seeks to maintain the 10-foot perimeter setback. He stated the 2026 amendments show planned additions, including additions to the elementary school and a concession and band stand building at the athletic complex. It also cleans up easements with Eastern Mennonite University and the Virginia Mennonite Missions property. He reviewed the deviations requested and the additional parking requests

He stated staff and Planning Commission (5-0) recommended approval.

Council Member Dent asked whether the master plan was the City's plan with the overlay on it. Mr. Fletcher said the master plan is the applicants, and the institutional overlay provides additional permissions, and the owner must have the master plan approved to receive that flexibility. Council Member Dent and Mayor Reed noted that the topic had been discussed previously.

At 7:21 p.m., Mayor Reed closed the regular session and called the third public hearing to order. A notice appeared in the Daily News-Record on Wednesday, September 30, 2026, and Wednesday, October 7, 2026

Panayotis "Poti" Giannakouros urged Council to defer the zoning decision until completion of the zoning rewrite and Comprehensive Plan update, incorporate the applicant's expertise and meaningful neighborhood engagement, reconsider zoning from first principles-including landscaping, ecology, and natural-context considerations-and noted support for the "people's comp plan" process and public-sector collective bargaining.

At 7:25 p.m., Mayor Reed closed the public hearing and the regular session reconvened.

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

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

No: 0

7. Regular Items

- 7.a.** Consider Adopting a Resolution Dedicating a New Section of University Boulevard as a Public Street and Renaming a Section of University Boulevard to Driver Drive, a Section of Forest Hill Road to University Boulevard and Convocation Service Drive to Driver Drive.

Tom Hartman, Director of Public Works, presented a resolution that would change road names in the area of the University Boulevard realignment project, which is nearing completion. The resolution does four things:

- It names the new portion of University Boulevard, from Oak Hill to the connection with old University, as University Boulevard, effective immediately.
- It renames Forest Hill Road between Oak Hill and Port Republic Road as University Boulevard. University Boulevard would then run from Port Republic Road to East Market Street. This change would take effect January 1, 2027 because five properties in the segment must change addresses.
- It renames the old University Boulevard segment that remains open as Driver Drive.
- It renames Convocation Services Drive, west of the Convocation Center, as Driver Drive

Mr. Hartman stated staff has already drafted letters to affected property owners and had coordinated with utility companies, the post office, and the Emergency Communications Center. GIS had prepared the new address numbers, and affected JMU properties had been notified. Staff would begin communication with property owners upon approval, allowing about two and a half months before the January 1 change.

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

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

No: 0

- 7.b.** Introduction to the New Safe Streets Harrisonburg Planning Efforts

Jakob ZumFelde, planning manager, Public Works, introduced Safe Streets Harrisonburg, a planning effort funded by the federal Safe Streets and Roads for All grant program. The program was established through the bipartisan infrastructure law and aims to prevent deaths and serious injuries on roads. The grant is for planning only, with no construction or street changes. The effort comprises four plans:

- A Roadway Safety Action Plan.
- A Complete Streets Design Guide.
- An update of the Bicycle and Pedestrian Plan.
- A Safe Routes to School Plan.

He provided a timeline of public engagement, evaluating community, consultant and staff input, and then final adoption by Council.

Discussion took place regarding this plan and overlapping efforts with the Neighborhood Traffic Calming program and concerns about federal transportation funding.

This Report was received and filed.

7.c. Presentation on Draft 2027 Legislative Agenda

Brian Vandenberg, assistant to the City Manager, presented a draft legislative agenda for Council feedback. He stated the draft agenda follows the July 28, 2026 overview of the legislative affairs program, it will be provided to the City's state delegation. He reviewed the recommended policy principals, legislative priorities, and budget requests.

Mr. Vandenberg said the next steps were to receive Council feedback, finalize the agenda for adoption, and deliver it to the City's delegate, state senator, and relevant committee members.

Discussion took place regarding process of submitting feedback, timeline for the finalize agenda, and including the Harrisonburg City Public Schools legislative agenda. Ande Banks, city manager, stated Council could also adopt the National League of Cities, Virginia First Cities, and Virginia Municipal League agendas. Council Member Robinson noted that the National League of Cities agenda would not be adopted until its November conference. She said the budget requests would be helpful, because many cities seek carve-outs in the state budget.

This Report was referred.to the City Manager's Office

7.d. Consider adopting a resolution requesting the Harrisonburg Planning Commission to consider and make recommendations concerning proposed amendments to the Harrisonburg Zoning Ordinance, and any necessary and correlating amendments, to provide appropriate local zoning and land use requirements for businesses licensed by the Virginia Cannabis Control Authority

Chris Brown, Attorney Brown presented a resolution that has been driven by the recently enacted Virginia Cannabis Control Act, which creates a state-regulated retail

marijuana marketplace. The Act creates eight classifications of businesses, from cultivation through retail sales. He stated localities cannot prohibit these businesses but may regulate them through zoning. Local options include deciding what can go where, whether a use requires a special use permit or is permitted by right, minimum distances from schools, hospitals, and other institutions, and spacing between facilities.

Mr. Brown identified several key dates, and noted the City wanted its ordinance in place before February 1, 2027, so that businesses would not be grandfathered under state regulations only. He noted that a business tax may come before Council separately and that the Commissioner of the Revenue was preparing analysis. He said the resolution only directs the Planning Commission and staff to prepare an ordinance and bring it back to Council.

Discussion took place on the cannabis law, consideration for a question-and-answer resource for residents and following up with the Cannabis Control Authority for any education campaign.

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

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

No: 0

7.e. Proposed Residence Criteria and Proposed Regulations for Demographic Questions as Part of the 2030 Decennial Census

Ande Banks, city manager, stated that Council members had asked for discussion of changes proposed by the current federal administration to residence criteria and demographic questions for the 2030 census.

Council Member Dent reviewed the National League of Cities position on the proposals, including the following:

- Legal status. Possible exclusion of non-citizens and green card holders, and a possible question about legal or citizenship status that has never been on the form.
- Residence. A narrower definition of "usual residence" limited to a January 3 to April 1 window, which the Council Member said could skew counts and affect migrant workers.
- Administrative records. Heavier reliance on tax, immigration, and other government records instead of repeated in-person follow-up, which could miss renters, part-time workers, students, and young children.
- Demographic questions. Elimination of race and ethnicity questions, a ban on sexual orientation questions, and most other demographic questions becoming optional. The Council Member said communities rely on this data to track equitable service delivery, target economic development, and meet federal reporting requirements.

Vice Mayor Fleming stated the Census Bureau was accepting comments until November 2 and that Council needed to act by its next meeting.

Further discussion took place regarding the undercounted in 2020, how the census counts affect federal funding allocation, including transportation and school lunch programs, how the current proposal was designed to remove people from the count, the Local Update of Census Addresses (LUCA) program, which lets cities verify their addresses, and the urgency of this matter.

Mayor Reed said that Council members were in agreement and no vote was needed. She asked staff to proceed. City Manager Banks said staff would prepare a draft letter for the next Council meeting for approval and submission before the deadline.

This Report was referred to the City Manager's Office

- 7.f. Appoint one delegate and one alternate for the NLC Annual Business meeting at the NLC City Summit in Nashville, TN on Friday, November 20, 2026 from 2:30 pm to 4:30 pm.

A motion was made by Vice Mayor Fleming, seconded by Council Member Dent, to appoint Council Member Robinson as the voting delegate and Council Member Alsaadun as alternate for the NLC City Summit Business Meeting. The motion carried with a unanimous voice vote.

8. Other Matters

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

Michael Holman, of Blue Ridge Drive, spoke on the high cost of living and the lack of jobs that pay well and treat workers with dignity. He state he works for Harrisonburg Public Transportation, he is concerned how many coworkers work 50 to 60 hours per week and hold second jobs, drivers must hold a commercial driver's license (CDL) but are not paid like skilled workers but many new hires quit after earning a CDL because they can earn more for other companies. He stated that he and his coworkers have been organizing and asked Council to follow Charlottesville and other Virginia cities in granting the right to collectively bargain.

Matthew Ray, lead steward for the Amalgamated Transit Union, said Charlottesville's City Council gave transit workers a collective bargaining ordinance two years ago. He acknowledged that bargaining costs the city more but said retention has improved in Charlottesville. He said the Governor vetoed a state collective bargaining bill that he believed would return. He urged Council to act first and avoid being told by Richmond what to do.

Victor Sukuk, thanked Council for all of their contributions to the city, and said he is a paratransit driver. He said the department has 10 to 12 drivers who handle about 200 to 250 calls and provide about 250 rides daily to people who cannot drive because of

physical limitations. He said City drivers contribute to street safety and asked Council to retain these workers in the community.

8.b. City Council and Staff

Council Member Alsaadun spoke on the recent Community Partners luncheon for the Eastern Mennonite University president and his attendance to the Hunt Institute.

Council Member Dent spoke on several conferences and events she attended including the New York Climate Week, ICLEI (International Council for Local Environmental Initiatives) the Virginia Clean Energy Summit, and a private trip to Stockholm. She stated she attended the recent Virginia Municipal League conference and noted that a data centers section was added to the legislative agenda under the Infrastructure, Transportation and Environmental Quality committee.

Council Member Robinson spoke on her participation in the Bike, Walk and Roll to School, a recent NAACP meeting, and the EMU Community Partners Appreciation Lunch, a recent NLC REAL council meeting, a Mennonite Central Committee presentation, and a "Roots Run Deep" event in Lexington with a ShenValley Conservancy She encouraged residents to record their families' oral histories.

Vice Mayor Dent reported on the Virginia Municipal League conference, his election to the VML Transportation board representing the Staunton District, a recent Virginia First Cities legislative meeting, and recent speaking engagements of Governor Spanberger and Senator Kaine.

Mayor Reed spoke on the recent Eastern Mennonite University homecoming and inauguration and congratulated Dr. Shannon Dykes on her inauguration as the 10th president of EMU. She described Dr. Dykes as the first Black woman to serve as president of a Mennonite university in the United States.

City Manager Banks reported that he, Mr. Vandenberg, and Ms. Snyder will be attending the International City/County Management Association (IMCA) annual conference.

9. Closed Session

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

Subsection 3 for a discussion of the acquisition of real estate for a public purpose where the discussion in an open session would adversely affect the bargaining position or negotiating position of the public body, and

Subsection 8 for consultation with legal counsel on specific legal matters requiring the provision of legal advice by such counsel.

@ 9:16 pm

ld DF

Council Member Dent moved to go into closed session under Virginia Code Section 2.2-3711(A), subsection 3, for discussion of the acquisition of real estate for a public purpose, and subsection 8, for consultation with legal counsel on specific legal matters requiring the provision of legal advice by such counsel. The motion was seconded by Vice Mayor Fleming. The motion carried with a roll call vote as follows:

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

No: 0

10. Adjournment

At 10:24p.m. the closed session ended and the regular session reconvened. City Attorney Brown read the following statement, which was agreed to with a unanimous recorded vote of Council: I hereby certify that to the best of my knowledge (1) only public business matters lawfully exempted from open meeting requirements under Chapter 37 of Title 2.2 of the Code, of Virginia, 1950, as amended, and (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting by the City Council.

At 10:24 p.m., there being no further business and on motion adopted, the meeting was adjourned.

CITY CLERK

MAYOR

Artificial intelligence (AI), including ClerkMinutes and GovAI, may have been used to assist in preparing this content. All content has been reviewed and approved through human oversight.



Legislation Text

File #: ID 26-352, **Version:** 1

Subject:

Consider the special event application request for the Veterans Parade on Sunday, November 8, 2026.

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

Background: The Veterans Parade is an annual event organized by HDR, in partnership with the City of Harrisonburg. The parade begins at the Rockingham County Administration Center, travels south on Main St, and ends at the City Hall parking lot.

This application was reviewed and approved by the Special Events Committee on August 20, 2026.

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

Key Issues:

- PW Support (street & parking lot closures, message boards)
- HPD Support (off-duty officers)
- HFD Support (engine & Tower 1)
- COI and endorsement to be submitted prior to the event



CITY OF HARRISONBURG
**PARKS &
RECREATION**

901 CHICAGO AVENUE, HARRISONBURG, VA 22802

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

TO: Ande Banks, City Manager
FROM: Matt Little, Recreation and Events Manager, Parks & Recreation
DATE: 9/23/26
RE: HDR's Veterans Parade

Summary: Consider the special event application request for the Veterans Parade on Sunday, November 8, 2026.

Background: The Veterans Parade is an annual event organized by HDR, in partnership with the City of Harrisonburg. The parade begins at the Rockingham County Administration Center, travels south on Main St, and ends at the City Hall parking lot.

This application was reviewed and approved by the Special Events Committee on August 20, 2026.

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

Key Issues:

- PW Support (street & parking lot closures, message boards)
- HPD Support (off-duty officers)
- HFD Support (engine & Tower 1)
- COI and endorsement to be submitted prior to the event



City of Harrisonburg Special Event Application

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

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

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

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

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

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

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

Section 1: Applicant Contact Information and Event Location

Organization/Applicant Name:	Harrisonburg Downtown Renaissance		
Event Name:	Veteran's Parade/Celebration		
Date of Event:	11/8/2026 (Sunday)		
Daytime Phone:	540-432-8921	Cell Phone: (*Required for day-of event)	540-424-8011
E-mail Address:	jennifer.bayes@harrisonburgva.gov		
Mailing Address:	217 S Liberty St, #204, Harrisonburg, VA 22801		

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

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

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

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

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

☐ **City Park Reservation**

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

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

Section 2: Event Information and Required Permits

Please describe the purpose of the event:

Annual Veteran's Parade with the goal of honoring and thanking local veteran groups and individuals. Produced in partnership with the City of Harrisonburg.

Is this an annual event? ☒ Yes ☐ No If so, how many years has it been held? 20th year

Event Hours:

Set-up Start Time: 1 PM Event Start & End Times: 3-3:30 PM Clean-up End Time: 4:30 PM

How many participants and spectators do you anticipate? 400-500

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

HDR's all-business directory and press release list

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

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

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

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

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

Will alcohol be served*? ☐ Yes ☒ No

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

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

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

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

- How many portable restrooms do you plan on having? 2
- Where do you plan on placing them? near staging area
- When are they scheduled to be dropped off? 11/6/26 Picked up? 11/9/26

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

Do you need access to water? ☐ Yes ☒ No

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

Do you need access to electricity? ☐ Yes ☒ No

List planned activities, vendors, entertainment that require electricity:

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

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

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

If yes, please list them:

Jimmy Madison's lot and any other parking within street closure

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

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

If yes, describe: some portion of Main Street/Court Square

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

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

HDR will handle trash at staging area. Request street sweeper for parade route

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

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

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

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

Required Permits (Check all that apply):

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

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

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

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

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

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

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

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

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

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

Section 3: Public Safety

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

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

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

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

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

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

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

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

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

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

Are you hiring a security firm**? ☐ Yes ☒ No

If yes, provide the following information:

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

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

RATES:

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

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

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

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

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

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

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

Section 4: Required Documents

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

☐ Map with requested street closures and/or parking lots highlighted

☐ Diagram of event, including location of activities, food and/or vendors, generators, entrances/exits, ABC zones, etc.

A sample vendor communication plan will be shared for those events having vendors. This will include a sample parking pass and instructions regarding arrival time/location and departure time/location based on road closure setups.

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

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

☐ attached ☒ will be submitted before the event

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

☐ attached ☒ will be submitted before the event

* A copy of the COI and Endorsement(s) must be submitted to the City Department of Finance at

larry.propst@harrisonburgva.gov no later than 30 days prior to your event. For information, contact Larry Propst, Director of Finance, 540-432-7750 or larry.propst@harrisonburgva.gov.

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

☐ attached ☐ will be submitted before the event ☒ not needed

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

☐ attached ☐ will be submitted before the event ☒ not needed

*Contact VA ABC for information 804.213.4400

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

☐ attached ☒ will be submitted before the event ☐ not needed

Section 5: Run/ Walk Courses

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

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

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

Section 6: Emergency Management / Weather Planning

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

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

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

Name: Jennifer Bayes Cell Number: 540-424-8011

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

Name: _____ Cell Number: _____

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

Special Events Severe Weather Trigger Chart

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

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

Special Event Rules & Regulations

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

Cancellation Notice

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

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

Revocation of Special Event Application Approval

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

CERTIFICATION AND ACKNOWLEDGMENT OF APPLICANT

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

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

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

Signature of Applicant: Jennifer Bayes Date: 5/5/2026

Comments:

Emergency Action Plan

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

Name of person filling out form: Jennifer Bayes	Event Role:
Event Name: Veteran's Celebration/Parade	
Event date(s) and time(s): 11/8/26 from 3-3:30pm	
Event Location: Downtown Harrisonburg	Expected Peak Attendance: 450

Event Communications

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

	Name	Phone:
Primary	Jennifer Bayes	540-424-8011
Secondary	Andrea Dono	703-731-5821
Tertiary		

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

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

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

HDR tent or command post (if on-site)

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

☒ Email	☐ Text message
☒ Website updates	☒ Press Release
☐ Variable message signs	☒ Social Media – Specify: @downtownharrisonburg on Facebook & Instagram
☐ Other - Specify	

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

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

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

☐ Text messages or Alerts	☐ Website updates
☐ Announcements through event sound system	☐ Messaging on screens
☒ In-person messengers	☒ Social media live updates – Specify: @downtownharrisonburg on Facebook & Instagram
☐ Other - Specify	

Event Weather

Who will monitor the weather before and during the event?

Name:	Title/Role:
Jamison Ryder	Office of Emergency Mgmt.

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

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

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

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

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

☒ Buildings/business within special event space – Specify Open businesses	
☐ Buildings/business near special event space - Specify	
☒ Other structures within or near special event space - Specify Water & Elizabeth Street Parking Decks	
☒ Personal vehicles	☐ Event vehicles
☐ Other - Specify	
☐ Building and/or business owners listed are aware of your intention to utilize locations as an emergency shelter. <u>**Required</u>	
Name	Phone:

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

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

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

☐ Website updates	☒ Email
☐ Text message/alerts	☐ Press outreach
☒ Social media - Specify @downtownharrisonburg on Facebook & Instagram	☐ Other - Specify

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

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

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

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

Medical

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

☐ Entertainment will temporarily stop	☐ Staff/volunteers will clear immediate area
☒ Staff/volunteers will call 911	☒ On site medical personnel will be alerted via: on-site HPD officers alerted immediately via call
☐ Other - Specify	

Safety & Security

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

☐ 21+ wristbands	☐ Limited drink tickets
☐ Limit drinks per I.D. at point of sale	☐ Other - Specify

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

HDR Staff will stay with individual under our HDR tents while contacting on-site HPD Supervising Officer
--

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



Legislation Text

File #: ID 26-354, **Version:** 1

Subject:

Consider the special event application request for HDR's Winter Wonderfest & Harrisonburg's Holiday Parade on Saturday, December 5, 2026.

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

Background: Winter Wonderfest will be a holiday celebration featuring the annual cookie tour, shopping, visits with Santa, carriage rides. The Sip & Stroll ABC permit will be in effect for participating restaurants. It will also include the Arc's Santa Run and Parks & Recreation's Holiday Parade at the conclusion of the evening.

This application was reviewed and approved by the Special Events Committee on August 20, 2026.

The total cost of this event is estimated to be \$20,000. The event organizers are responsible for payments to HPD off-duty officers.

Key Issues:

- PW Support (street closures, message boards)
- HPD Support (off-duty officers)
- HFD Support (Command Post)
- P&R Support (Holiday Parade logistics)



CITY OF HARRISONBURG
**PARKS &
RECREATION**

901 CHICAGO AVENUE, HARRISONBURG, VA 22802

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

TO: Ande Banks, City Manager
FROM: Matt Little, Recreation and Events Manager, Parks & Recreation
DATE: 9/23/26
RE: HDR's Winter Wonderfest & Harrisonburg's Holiday Parade

Summary: Consider the special event application request for HDR's Winter Wonderfest & Harrisonburg's Holiday Parade on Saturday, December 5, 2026.

Background: Winter Wonderfest will be a holiday celebration featuring the annual cookie tour, shopping, visits with Santa, carriage rides. The Sip & Stroll ABC permit will be in effect for participating restaurants. It will also include the Arc's Santa Run and Parks & Recreation's Holiday Parade at the conclusion of the evening.

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- HPD Support (off-duty officers)
- HFD Support (Command Post)
- P&R Support (Holiday Parade logistics)



City of Harrisonburg Special Event Application

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

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

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

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

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

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

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

Section 1: Applicant Contact Information and Event Location

Organization/Applicant Name:	Harrisonburg Downtown Renaissance		
Event Name:	Winter Wonderfest		
Date of Event:	December 5, 2026		
Daytime Phone:	540-432-8921	Cell Phone: (*Required for day-of event)	540-424-8011
E-mail Address:	jennifer.bayes@harrisonburgva.gov		
Mailing Address:	217 S Liberty St, #204, Harrisonburg, VA 22801		

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

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

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

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

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

☒ **City Park Reservation** *Liberty Park (for Pride Market) and Denton Park

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

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

Section 2: Event Information and Required Permits

Please describe the purpose of the event:

Downtown-wide, holiday-themed festival with Sip & Stroll, horse & carriage rides, Cookie Tour, Liberty St. Grinch Activities, Friendly City Pride Market (Liberty Park lot), vendors, visits with Santa, Gingerbread House competition at Nest Realty, and the promotion of shopping local for the holidays.

Is this an annual event? ☒ Yes ☐ No If so, how many years has it been held? 9th year

Event Hours:

Set-up Start Time: 9:30 AM Event Start & End Times: 1:00 - 5:30 PM Clean-up End Time: 7:00 PM

How many participants and spectators do you anticipate? 8,000

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

HDR's all-business directory and press release list

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

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

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

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

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

Will alcohol be served*? ☒ Yes ☐ No **Sip & Stroll license*

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

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

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

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

- How many portable restrooms do you plan on having? 3 standard and 2 ADA
- Where do you plan on placing them? 30 minute spots across from Broad Porch
- When are they scheduled to be dropped off? Fri., 12/4 Picked up? Mon., 12/7

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

Do you need access to water? ☐ Yes ☒ No

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

Do you need access to electricity? ☒ Yes ☐ No

List planned activities, vendors, entertainment that require electricity:

Court square, Liberty Park, and Denton Park

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

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

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

If yes, please list them:

Liberty Park lot, Ruby's Arcade city permitted spots, Jimmy Madison's lot, 30 minute spots (2) across from Broad Porch (on Friday, 12/4), and parking within Downtown Event Closure

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

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

If yes, describe: Downtown/parade closure

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

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

Container in HEC lot. HDR will rent UTV for contracted Parks & Rec. staff to use

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

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

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

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

Required Permits (Check all that apply):

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

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

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

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

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

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

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

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

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

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

Section 3: Public Safety

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

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

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

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

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

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

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

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

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

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

Are you hiring a security firm**? ☐ Yes ☒ No

If yes, provide the following information:

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

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

RATES:

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

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

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

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

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

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

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

Section 4: Required Documents

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

☒ Map with requested street closures and/or parking lots highlighted

☒ Diagram of event, including location of activities, food and/or vendors, generators, entrances/exits, ABC zones, etc.

A sample vendor communication plan will be shared for those events having vendors. This will include a sample parking pass and instructions regarding arrival time/location and departure time/location based on road closure setups.

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

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

☒ attached ☐ will be submitted before the event

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

☒ attached ☐ will be submitted before the event

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

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

☒ attached ☐ will be submitted before the event ☐ not needed

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

☐ attached ☒ will be submitted before the event ☐ not needed

*Contact VA ABC for information 804.213.4400

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

☐ attached ☒ will be submitted before the event ☐ not needed

Section 5: Run/ Walk Courses

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

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

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

Section 6: Emergency Management / Weather Planning

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

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

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

Name: Jennifer Bayes Cell Number: 540-424-8011

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

Name: _____ Cell Number: _____

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

Special Events Severe Weather Trigger Chart

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

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

Special Event Rules & Regulations

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

Cancellation Notice

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

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

Revocation of Special Event Application Approval

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

CERTIFICATION AND ACKNOWLEDGMENT OF APPLICANT

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

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

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

Signature of Applicant: _____ Date: 4/1/2026

Comments:

Emergency Action Plan

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

Name of person filling out form: Jennifer Bayes	Event Role: Director of Events
Event Name: Winter Wonderfest	
Event date(s) and time(s): 12/5/2026 from 1-5:30PM	
Event Location: Downtown	Expected Peak Attendance: 8000

Event Communications

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

	Name	Phone:
Primary	Jennifer Bayes	540-424-8011
Secondary	Andrea Dono	703-731-5821
Tertiary	Emily Winter	757-355-4000

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

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

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

HDR info booth (located on the south side of Court Square by PCB)

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

☒ Email	☐ Text message
☒ Website updates	☒ Press Release
☐ Variable message signs	☒ Social Media – Specify: @downtownharrisonburg on Facebook & Instagram
☐ Other - Specify	

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

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

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

☐ Text messages or Alerts	☐ Website updates
☒ Announcements through event sound system	☐ Messaging on screens
☐ In-person messengers	☒ Social media live updates – Specify: @downtownharrisonburg on Facebook & Instagram
☐ Other - Specify	

Event Weather

Who will monitor the weather before and during the event?

Name:	Title/Role:
Jamison Ryder	Office of Emergency Mgmt.

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

☒ National Weather Service website: https://www.weather.gov/lwx/	☐ Other weather website – Specify:
☒ Phone App- Specify: WeatherBug & Weather Channel	☒ Other – Specify: Harrisonburg Weather Alert texts

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

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

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

☒ Buildings/business within special event space – Specify open downtown businesses, parking garages, and personal vehicles	
☐ Buildings/business near special event space - Specify	
☐ Other structures within or near special event space - Specify	
☒ Personal vehicles	☐ Event vehicles
☐ Other - Specify	
☒ Building and/or business owners listed are aware of your intention to utilize locations as an emergency shelter. <u>**Required</u>	
Name HDR Downtown Business Directory	Phone: N/A - contacted via email

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

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

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

☒ Website updates	☒ Email
☐ Text message/alerts	☐ Press outreach
☒ Social media - Specify @downtownharrisonburg on Facebook & Instagram	☐ Other - Specify

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

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

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

☒ Hand warmers available	☐ Free hot beverages
☐ Warming tent/location	☐ Staged vehicles for warming
☐ Signage warning of low temperatures	☐ Extra medical personnel on site
☐ Adjusting event timeline	☒ Other - Specify Bike Team (if forecast necessitates)

Medical

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

☐ Entertainment will temporarily stop	☐ Staff/volunteers will clear immediate area
☐ Staff/volunteers will call 911	☒ On site medical personnel will be alerted via: phone call to HPD supervising officer
☐ Other - Specify	

Safety & Security

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

☒ 21+ wristbands	☐ Limited drink tickets
☐ Limit drinks per I.D. at point of sale	☐ Other - Specify

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

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

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



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-353, **Version:** 1

Subject:

Consider the special event application request for the Rocktown Turkey Trot on Thursday, November 26, 2026.

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

Background: This is the 14th Annual Rocktown Turkey Trot in downtown Harrisonburg. It is a four-mile race on Thanksgiving morning for families and their guests in the Shenandoah Valley.

This application was reviewed and approved by the Special Events Committee on August 20, 2026.

The total cost of this event is estimated to be around \$16,000. The event organizer is responsible for payments to HPD off-duty officers and PW charges.

Key Issues:

- PW Support (street closures, message boards)
- HPD Support (off-duty officers)
- FD Support (EMS Bike team)



CITY OF HARRISONBURG
**PARKS &
RECREATION**

901 CHICAGO AVENUE, HARRISONBURG, VA 22802

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

TO: Ande Banks, City Manager
FROM: Matt Little, Recreation and Events Manager, Parks & Recreation
DATE: 9/23/26
RE: VA Momentum's Rocktown Turkey Trot

Summary: Consider the special event application request for the Rocktown Turkey Trot on Thursday, November 26, 2026.

Background: This is the 14th Annual Rocktown Turkey Trot in downtown Harrisonburg. It is a four-mile race on Thanksgiving morning for families and their guests in the Shenandoah Valley.

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Key Issues:

- PW Support (street closures, message boards)
- HPD Support (off-duty officers)
- FD Support (EMS Bike team)



City of Harrisonburg Special Event Application

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

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

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

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

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

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

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

Section 1: Applicant Contact Information and Event Location

Organization/Applicant Name: VA Momentum / Kevin Gibson

Event Name: Rocktown Turkey Trot

Date of Event: Nov. 22, 2026

Daytime Phone: 157-478-0495 Cell Phone: Same
(*Required for day-of event)

E-mail Address: Kevin@vamomentum.com

Mailing Address: 1040 Topper Blvd. Harrisonburg, VA 22801

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

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

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

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

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

☐ City Park Reservation

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

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

Section 2: Event Information and Required Permits

Please describe the purpose of the event:

The Turkey Trot is an annual tradition to bring the community together on Thanksgiving morning. Blue Ridge Area Food Bank is the charity partner.

Is this an annual event? ☒ Yes ☐ No If so, how many years has it been held? 13

Event Hours:

Set-up Start Time: 6 AM Event Start & End Times: 8 AM - 11 AM Clean-up End Time: 11 AM

How many participants and spectators do you anticipate? 2,000

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

All nearby residents, churches and businesses will be notified via press release.

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

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

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

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

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

Will alcohol be served*? ☐ Yes ☒ No

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

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

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

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

- How many portable restrooms do you plan on having? 8
- Where do you plan on placing them? Hardesty Higgins House parking area sidewalk
- When are they scheduled to be dropped off? Nov. 25 Picked up? Nov. 27

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

Do you need access to water? ☐ Yes ☒ No

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

Do you need access to electricity? ☐ Yes ☒ No

List planned activities, vendors, entertainment that require electricity:

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

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

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

If yes, please list them:

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

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

If yes, describe: current route determined in 2024 in partnership
with special events team. Route is attached.

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

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

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

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

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

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

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

Required Permits (Check all that apply):

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

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

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

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

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

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

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

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

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

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

Section 3: Public Safety

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

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

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

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

Will you provide additional traffic marshals? ☒ Yes ☐ No If yes, how many: 11

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

Last year's marshal / HPD placements attached.
Would you like to request the use of reflective vests? (A limited number are available) ☐ Yes ☒ No

If yes, how many: _____

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

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

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

Are you hiring a security firm**? ☐ Yes ☒ No

If yes, provide the following information:

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

• Security Company Name: _____

• Number of Security Personnel Hired: _____

• Security Company Contact Name: _____

Cell Phone: _____

- Describe plan for crowd management and safety:

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

RATES:

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

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

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

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

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

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

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

Section 4: Required Documents

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

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

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

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

☐ attached ☒ will be submitted before the event

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

☐ attached ☒ will be submitted before the event

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

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

☐ attached ☐ will be submitted before the event ☒ not needed

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

☐ attached ☐ will be submitted before the event ☒ not needed

*Contact VA ABC for information 804.213.4400

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

☐ attached ☐ will be submitted before the event ☒ not needed

Section 5: Run/ Walk Courses

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

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

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

Section 6: Emergency Management / Weather Planning

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

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

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

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

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

Name: _____ Cell Number: _____

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

Special Events Severe Weather Trigger Chart

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

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

Special Event Rules & Regulations

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

Cancellation Notice

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

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

Revocation of Special Event Application Approval

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

CERTIFICATION AND ACKNOWLEDGMENT OF APPLICANT

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

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

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

Signature of Applicant: _____

Date: _____

Comments: _____

Thanks!

Emergency Action Plan

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

Name of person filling out form:	Event Role:
Event Name:	
Event date(s) and time(s):	
Event Location:	Expected Peak Attendance:

Event Communications

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

	Name	Phone:
Primary		
Secondary		
Tertiary		

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

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

Emergency Action Plan

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

Name of person filling out form: <i>Kevin Gibson</i>	Event Role: <i>Event Manager</i>
Event Name: <i>Rocktown Turkey Trot</i>	
Event date(s) and time(s): <i>Nov. ~~21, 2025~~ 26, 2026</i>	
Event Location: <i>Downtown</i>	Expected Peak Attendance: <i>2,000</i>

Event Communications

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

	Name	Phone
Primary	<i>Kevin Gibson</i>	<i>757-478-0495</i>
Secondary	<i>Alan Maynard</i>	<i>614-560-4055</i>
Tertiary	<i>Lizzy Natrello</i>	<i>610-509-5665</i>

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

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

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

In front of Massanutten Regional Library

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

☒ Email	☒ Text message
☐ Website updates	☐ Press Release
☐ Variable message signs	☒ Social Media – Specify: Facebook & Instagram
☒ Other - Specify Massanutten Park	

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

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

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

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

Event Weather

Who will monitor the weather before and during the event?

Name:	Title/Role:
Kern Gibson	Event Manager

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

☒ National Weather Service website: https://www.weather.gov/lwx/	☒ Other weather website - Specify: weather bug app
☒ Phone App- Specify: weather bug	☐ Other - Specify:

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

☐ Sustained winds of ____ MPH	☐ Winds Gusts of ____ MPH
☐ Tornado Watch	☐ Tornado Warning
☐ Forecasted Heavy Rain	☐ Active Heavy Rain
☐ Forecasted hail	☐ Active hail
☐ Forecasted heavy snow	☐ Active heavy snow
☐ Forecasted thunder and lightning	☐ Active lightning within ____ miles
☒ Temperature under ~~20~~ degrees	☐ Temperature over ____ degrees
☐ Icy roadways	☐ Other - Specify

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

☐ Buildings/business within special event space - Specify	
☐ Buildings/business near special event space - Specify	
☐ Other structures within or near special event space - Specify	
☒ Personal vehicles	☐ Event vehicles
☐ Other - Specify	
☐ Building and/or business owners listed are aware of your intention to utilize locations as an emergency shelter. **Required	
Name	Phone:

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

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

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

☐ Website updates	☒ Email
☒ Text message/alerts	☐ Press outreach
☒ Social media - Specify Facebook & Instagram	☐ Other - Specify

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

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

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

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

Medical

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

☐ Entertainment will temporarily stop	☒ Staff/volunteers will clear immediate area
☒ Staff/volunteers will call 911	☒ On site medical personnel will be alerted via: 911, as directed by HFD
☒ Other - Specify On staff EMT response, AED on at start/finish at all times	

Safety & Security

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

☐ 21+ wristbands	☐ Limited drink tickets
☐ Limit drinks per I.D. at point of sale	☐ Other - Specify

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

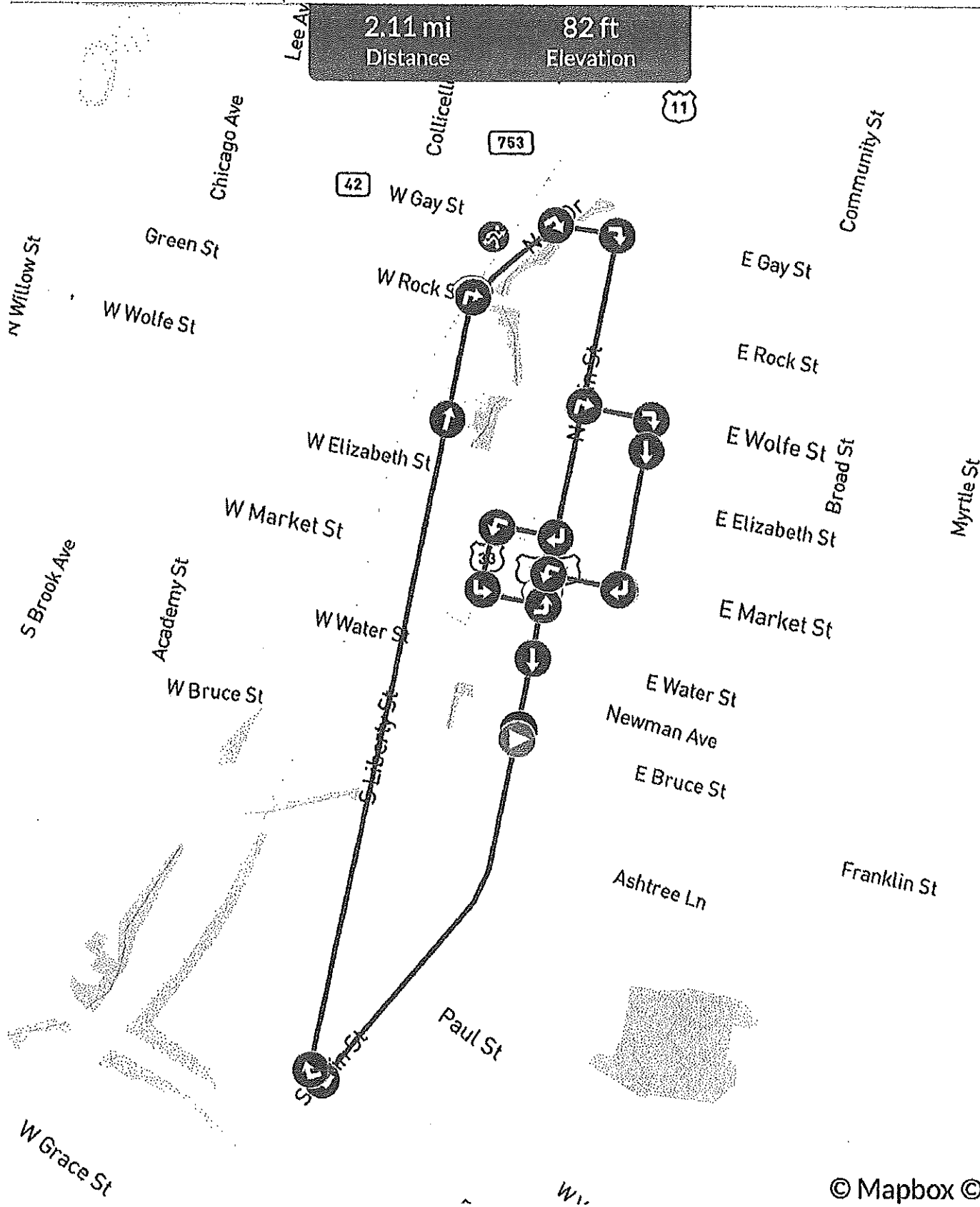
VA Momentum tent in front of Massanutten Regional Library.
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1. If a child or other vulnerable person is reported lost, contact the Harrisonburg Police Department (911) immediately.
2. If a parent or guardian of a lost child/vulnerable person cannot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

Turkey Trot Route

2.11 mi
Distance

82 ft
Elevation



© Mapbox ©

1. Lt. Miller	L8	IC / Command Post (540-478-4086)
2. Argiro	T62	E Gay St / N Main St
3. Volunteer Micaela McMullan		N Main / E Rock St
4. Volunteer Shay Kelley		N Main / E Wolfe
5. Kline	T63	E Wolfe St / N Federal St
6. Volunteer Kurt Holsopple		N Main / E Elizabeth
7. Aux. Austin	SET3	E. Elizabeth St / N Federal St
8. Klotz	B81	E Market St / N Federal St
9. Volunteer Sasha Griffith		S Main St / E Market St
10. Volunteer Jerry Alley		S Main / E Water
11. Volunteer Christy Bradburn		S Main St / Newman Ave.
12. Terrell	SR92	S Main / E Bruce
13. Volunteer Teri Jones		S Main / Franklin
14. Volunteer Noreen Jones		S Main / Ash Tree Lane and City Hall north entrance
15. Stunda	D42	S Main / Campbell
16. Volunteer Rick Casteneda		S Main St / Paul St
17. Sgt. Fowler	Admin 20	S Main & S liberty St/ Grattan St
18. Volunteer Brian Koerner		S Liberty / Lewis
19. G. Bechtel	AC1	S Liberty St / Municipal lot
20. Curry	452	S Liberty and Bruce St
21. Volunteer John Shaak		S Liberty / W Water
22. Deeds	T61	S Liberty St / W Market St
23. Leeper	161	S Liberty St / W Elizabeth St
24. Aux. Drugo	509	S Liberty St / W Wolfe St
25. Castellano	527	S Liberty St / W Rock St
26. Copeland	172	Noll Dr / W Gay St



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ORD 26-020, **Version:** 1

Subject:

Consider a request to amend the definition of "Dwelling, single-family" within the Zoning Ordinance to include qualifying manufactured homes

Presented By: Adam Fletcher, Department of Community Development

A request to amend the definition of "Dwelling, single-family" within Zoning Ordinance Section 10-3-24 to include qualifying manufactured homes. Under the proposed amendment, a manufactured home would be allowed in zoning districts where single-family dwellings are permitted, provided that the manufactured home is (i) converted to real property in accordance with §46.2-653.1 of the Code of Virginia, (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. This amendment brings the Zoning Ordinance into compliance with § 15.2-2290 of the Code of Virginia, as amended by HB655 and SB364 and effective July 1, 2026.



October 13, 2026 City Council Meeting

Title

Consider a request to amend the Zoning Ordinance to allow placement of qualifying manufactured homes where single-family dwellings are permitted — Planning Commission and Adam Fletcher, Community Development

Summary

Zoning Ordinance Sections	Amend Section 10-3-24
Purpose	To amend the definition of “Dwelling, single-family” to include qualifying manufactured homes
Planning Commission	September 9, 2026 (Public Hearing)
City Council	October 13, 2026 (First Reading/Public Hearing) Anticipated October 27, 2026 (Second Reading)

Recommendation

Option 1. Staff and Planning Commission (5-0) recommend approval of the Zoning Ordinance amendment.

Context & Analysis

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.

Options

1. Approve the Zoning Ordinance amendment.
2. Approve the Zoning Ordinance amendment with modifications.
3. Deny the Zoning Ordinance amendment.

Attachments

- Extract from Planning Commission
- Current Ordinance Reflecting Recommended Amendments



CITY OF HARRISONBURG COMMUNITY DEVELOPMENT

409 SOUTH MAIN STREET, HARRISONBURG, VA 22801

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

October 5, 2026

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

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

**EXTRACT FROM THE DRAFT MINUTES OF HARRISONBURG PLANNING
COMMISSION MEETING HELD ON: September 9, 2026**

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.

AI, specifically ClerkMinutes and GovAI, was used to assist in the development of this content. All content has been reviewed and approved by human oversight.

**ORDINANCE AMENDING AND RE-ENACTING SECTION 10-3-24 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:

That Section 10-3-24. Definitions shall be amended by adding “manufactured home” as shown:

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.

The remainder of Section 10-3-24 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



September 9, 2026 Planning Commission Meeting

Title

Consider a request to amend the Zoning Ordinance to allow placement of qualifying manufactured homes where single-family dwellings are permitted — Nyrra Soffel, Community Development

Summary

Zoning Ordinance Sections	Amend Section 10-3-24
Purpose	To amend the definition of “Dwelling, single-family” to include qualifying manufactured homes
Applicant	City of Harrisonburg
Planning Commission	September 9, 2026 (Public Hearing)
City Council	Anticipated October 13, 2026 (First Reading/Public Hearing) Anticipated October 27, 2026 (Second Reading)

Recommendation

Option 1. Recommend approval of the Zoning Ordinance amendment.

Context & Analysis

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.

Options

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

Attachments

- Current Ordinance Reflecting Recommended Amendments

NOTICE OF PUBLIC HEARING

The Harrisonburg City Council will hold public hearings in the City Council Chambers, 409 South Main Street, Harrisonburg, VA on Tuesday, October 13, 2026, at 7:00 p.m., to consider the following:

Rezoning – Eastern Mennonite School (Master Plan Amendment)

A request from Eastern Mennonite School to amend the master plan for a +/- 26.3-acre property zoned R-3, Medium Density Residential with I-1, Institutional Overlay, and B-2, General Business District with I-1, Institutional Overlay. The property is addressed as 701 and 801 Parkwood Drive and 1251 Virginia Avenue and is identified as tax map parcel 47-N-7.

Zoning Ordinance Amendment – Manufactured Housing

A request to amend the definition of “Dwelling, single-family” within Zoning Ordinance Section 10-3-24 to include qualifying manufactured homes. Under the proposed amendment, a manufactured home would be allowed in zoning districts where single-family dwellings are permitted, provided that the manufactured home is (i) converted to real property in accordance with §46.2-653.1 of the Code of Virginia, (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. This amendment brings the Zoning Ordinance into compliance with § 15.2-2290 of the Code of Virginia, as amended by HB655 and SB364 and effective July 1, 2026.

Zoning Ordinance Amendment – Minimum Lot Width in R-8

A request to amend the Zoning Ordinance to reduce the minimum lot width for single-family detached dwellings in the R-8, Small Lot Residential District from 35-feet to 30-feet. The amendment brings the Zoning Ordinance into compliance with § 15.2-2286.2 of the Code of Virginia, which became effective July 1, 2026, and requires localities with a population of 50,000 or more to adopt at least one zoning one zoning district that permits single-family dwellings on lots with a minimum lot area not exceeding 3,000 square feet and a minimum lot width not exceeding 30 feet.

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

Publication dates:

Wednesday, September 30, 2026

Wednesday, October 7, 2026

Zoning Ordinance Amendment – Manufactured Homes



VIRGINIA ACTS OF ASSEMBLY - 2026 SESSION

CHAPTER 20

An Act to amend and reenact §§ 15.2-2247 and 15.2-2290 of the Code of Virginia, relating to zoning; manufactured housing.

Zoning Ordinance Amendment – Manufactured Homes



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.

Recommendation

Staff and Planning Commission (5-0) recommends approval of the Zoning Ordinance Amendment.



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-322, **Version:** 1

Subject:

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

Presented By: Adam Fletcher, Department of Community Development

A request from Eastern Mennonite School to amend the master plan for a +/- 26.3-acre property zoned R-3, Medium Density Residential with I-1, Institutional Overlay, and B-2, General Business District with I-1, Institutional Overlay. The property is addressed as 701 and 801 Parkwood Drive and 1251 Virginia Avenue and is identified as tax map parcel 47-N-7.



CITY OF HARRISONBURG COMMUNITY DEVELOPMENT

409 SOUTH MAIN STREET, HARRISONBURG, VA 22801

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

October 5, 2026

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

SUBJECT:

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

**EXTRACT FROM THE DRAFT MINUTES OF HARRISONBURG PLANNING
COMMISSION MEETING HELD ON: September 9, 2026**

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

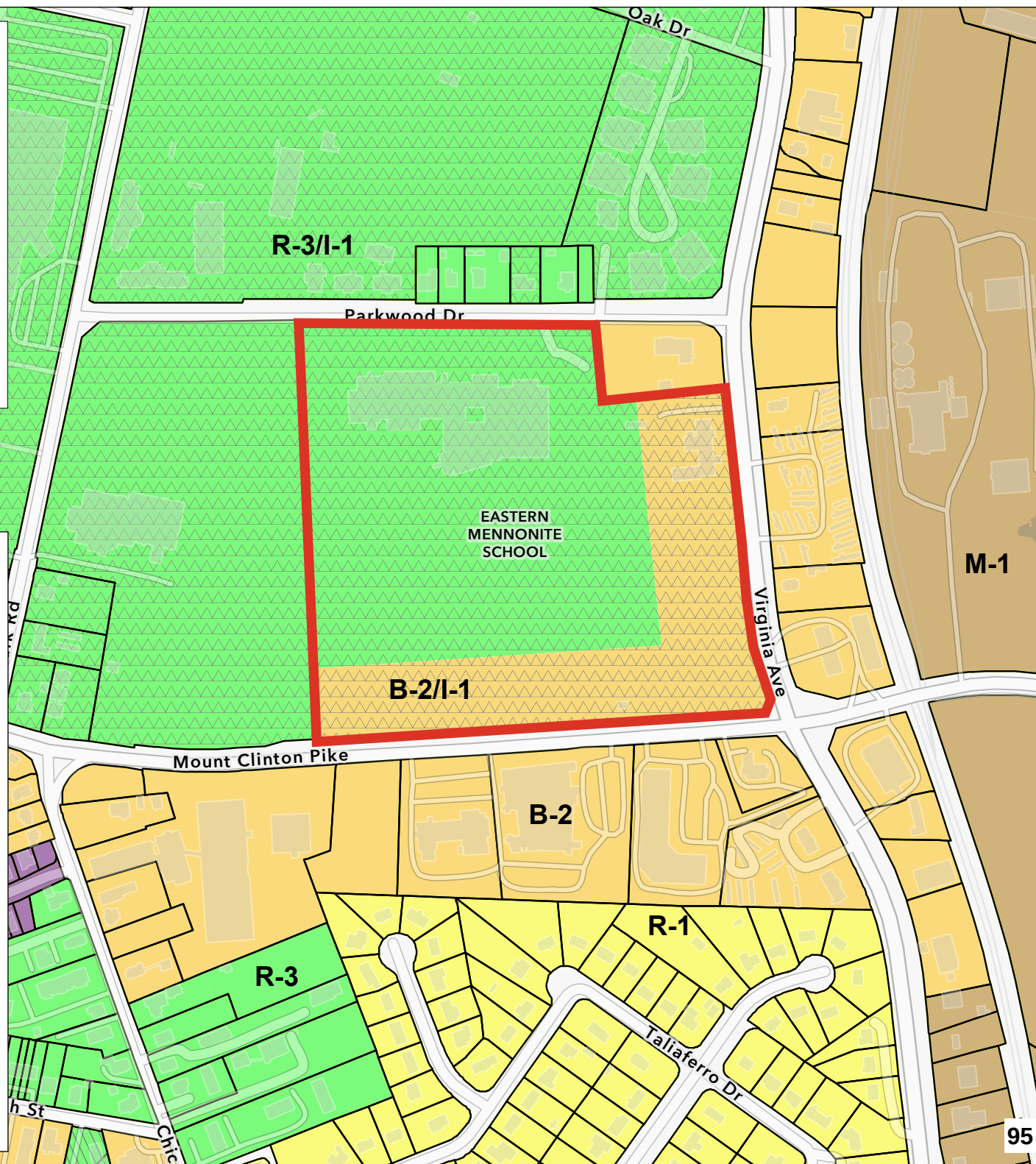
The motion to recommend approval of the required number of off-street parking spaces and the master plan amendment for Eastern Mennonite School passed (5-0). The recommendation will move forward to City Council on October 13, 2026.

AI, specifically ClerkMinutes and GovAI, was used to assist in the development of this content. All content has been reviewed and approved by human oversight.

CITY OF HARRISONBURG

Rezoning
Master Plan Amendment
Eastern Mennonite School
Tax Map Parcel: 47-N-7
+/- 26.3-acres

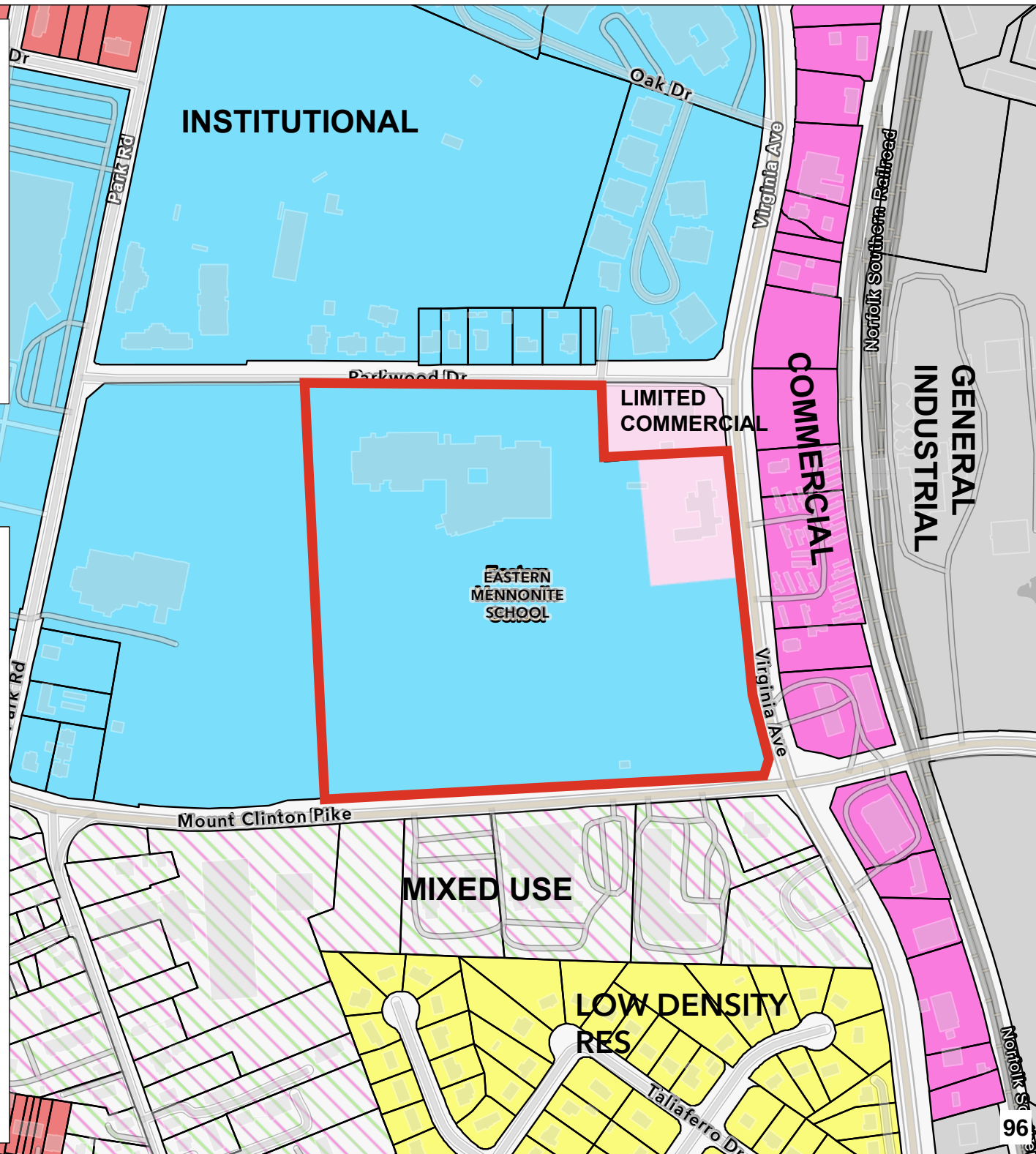
ZONING



CITY OF HARRISONBURG

Rezoning
Master Plan Amendment
Eastern Mennonite School
Tax Map Parcel: 47-N-7
+/- 26.3-acres

(FUTURE) LAND USE GUIDE



CITY OF HARRISONBURG

Rezoning
Master Plan Amendment
Eastern Mennonite School
Tax Map Parcel: 47-N-7
+/- 26.3-acres



August 28, 2026

Meg Rupkey, CZO
Department of Community Development
409 South Main Street
Harrisonburg, VA 22801

RE: Eastern Mennonite School Master Plan 2026

Meg,

We're writing to request approval of the attached Eastern Mennonite School Master Plan. The purpose of this plan is to include a few proposed buildings that Eastern Mennonite School (EMS) would like to construct in the near future. In order to avoid confusion and having multiple plans to refer to, this plan will become the institutional master plan and supersedes previous plans.

The proposed buildings include:

- Services Center Building
- Gym Building
- 3-Story Elementary School Building Expansion
- Entrance Canopy
- Athletic Concessions Building

In addition to the buildings, there is also a proposed basketball court and minor reconfiguration of some parking and drives.

To satisfy the Section 10-3-25(12) requirement for Planning Commission approval of off-street parking for schools, a *Request for Planning Commission Approval of Off-Street Parking Space Requirement for Eastern Mennonite School* letter is attached.

Let us know if you have any questions or concerns.

Best Regards,



Gil Colman, PE
Owner & President

August 28, 2026

City of Harrisonburg Planning Commission
409 S Main Street
Harrisonburg, VA 22801

RE: Request for Planning Commission Approval of Off-Street Parking Space Requirement for Eastern Mennonite School

Members of the Planning Commission,

In connection with the Eastern Mennonite School (EMS) Master Plan update, EMS requests Planning Commission approval of the proposed off-street parking supply pursuant to Section 10-3-25(12) of the Harrisonburg Zoning Ordinance.

The *Guidelines for School Facilities in Virginia's Public Schools (2021)* recommend parking for staff, an additional 10 to 20 percent for visitors, and student parking equal to one-third of enrollment. Applying the 10 percent visitor rate to EMS results in the following:

Category	Basis	Calculation	Spaces
Staff	One space per staff member	71	71
Visitors	10% of staff parking	$0.10 \times 71 = 7.1$	8
Students	One-third of enrollment	$362 \div 3 = 120.67$	121
Total Required			200

In addition to the 200 required parking spaces, EMS parking facilities include 235 additional parking spaces to satisfy the needs of the various church groups meeting on site as well as sporting and special events.

Best Regards,



Gil Colman, PE
Owner & President

Eastern Mennonite School

Master Plan Narrative

August 2026

As described in the Harrisonburg, Virginia Code of Ordinances, Article S, Section 10-3-102 of the I-1 Institutional Overlay District Regulations: *Uses permitted by this overlay district are in addition to any use permitted by right in the underlying zoning classification. Dimensional and density regulations provided herein are intended to supplement those permitted in the underlying zoning classification, not to be more restrictive than those of the underlying zoning classification. When requirements of the underlying zoning classification and the overlay appear to be in conflict, the least restrictive shall apply.*

This Master Plan Narrative follows the guidelines of Section 10-3-106, Items 1-4 and is illustrated in the attached layout, “Eastern Mennonite School Campus Map 2026.”

Item 1:

The boundaries of the area involved and the ownership of properties contained therein, as well as all existing public streets and alleys within and adjacent to the site.

The Eastern Mennonite School (EMS) campus is composed of a single 26.301-acre lot located at 801 Parkwood Drive (TM# 47-N-7) and owned by Eastern Mennonite School. The campus is zoned R-3, with B-2 along the south and east boundaries. The entire campus is covered by an I-1 institutional overlay.

The EMS campus is bounded by Eastern Mennonite University to the west, Virginia Mennonite Missions (Anabaptist Mission Partners) to the northeast, and by three public streets: Parkwood Drive to the north; Virginia Avenue (Rt. 42) to the east; and Mt. Clinton Pike to the south.

Item 2:

The location and use of all existing buildings on the site, as well as the approximate location, height, dimensions and general use of all proposed buildings or major additions to existing buildings.

The EMS campus is currently composed of two buildings: the Middle and High School Building (west campus) and the Elementary School Building (east campus).

EMS facilities also host three church congregations each week: on Sunday mornings Aletheia uses the auditorium, Shalom Mennonite Church uses the Dining Hall, and Mosaic of Grace uses the Commons. These congregations also use various classroom spaces for Sunday school purposes, etc.

EMS proposes to construct the following buildings or additions, as illustrated in the attached layout, “Eastern Mennonite School Campus Map 2026.”

Name	Location	Use	Dimensions	Height
Proposed Services Center	South of Parking Lot 4	Vehicle Maintenance, Equipment Storage, and Disaster Relief Operations	Approx. 72' x 84'	Approx. 22'
Proposed Gym Building	South of Parking Lot 4	Recreation	Approx. 100' x 65'	Approx. 30'
Proposed 3-Story Elementary School Expansion	South of Elementary School Building	Academic	Approx. 80' x 40'	3 stories (to match existing structure)
Proposed Athletic Concessions Building	West of Parking Lot 3	Recreation	Approx. 44' x 30'	Approx. 14'
Proposed Entrance Canopy	East of Middle and High School Building	Covered Entrance	Approx. 24' x 12'	Approx. 12'

All proposed buildings shall meet the height regulations of the underlying zoning district or I-1 overlay district.

A 10-foot building setback shall be applied to the entire outside boundary of the campus to allow for maximum flexibility for the proposed structures as well as for future building expansions and additions.

Although it is not a building or a building addition, a proposed full-court basketball court is also included in this Master Plan, to be located southwest of the Elementary School Building.

Item 3:

The location of all existing parking facilities and the approximate location of all proposed parking facilities, including the approximate number of parking spaces at each location and all existing and proposed means of vehicular access to parking areas and to public streets and alleys. Any proposed changes to public streets and alleys within and adjacent to the site shall also be shown on the plan.

According to the *Guidelines for School Facilities in Virginia's Public Schools (2021)* prepared by the Virginia Department of Education (DOE), "Adequate parking for staff and an additional 10 percent to 20 percent parking space [sic] for visitors should be provided. Student parking to accommodate one-third of the student enrollment should be provided."

Applying these guidelines to EMS at the 10 percent visitor rate:

Category	Basis	Calculation	Spaces
Staff	One space per staff member	71	71
Visitors	10% of staff parking	$0.10 \times 71 = 7.1$	8
Students	One-third of enrollment	$362 \div 3 = 120.67$	121
Total Required			200

In addition to the 200 required parking spaces, EMS parking facilities include 235 additional parking spaces to satisfy the needs of the various church groups (per Item 2) meeting on site as well as sporting and special events.

To satisfy the Section 10-3-25(12) requirement for Planning Commission approval of off-street parking for schools, a Request for Planning Commission Approval of Off-Street Parking Space Requirement for Eastern Mennonite School letter has been included as part of the Master Plan submittal.

EMS plans to reconfigure its existing parking lots and drives, creating a defined traffic pattern, including a one-way drive to the south of the current Middle and High School building that will facilitate traffic flow around the campus and also serve as the Elementary School's queueing lane for student pick up and drop off, as illustrated in the attached layout, "Eastern Mennonite School Campus Map 2026."

Name	Location	Access Via	Current # of Spaces*	Proposed # of Spaces
Front Lot (Parking Lot 1)	In the front of the Middle and High School building	Parkwood Drive	28 (2 ADA)	39 (2 ADA)
Dining Hall Lot (Parking Lot 2)	Northwest of the Middle and High School building	Parkwood Drive	69	69
Auditorium Lot (Parking Lot 3)	Southwest of the Middle and High School building	Parkwood Drive, passing through Parking Lot 2 and via the future Mt. Clinton Pike access drive	200 (8 ADA)	195 (8 ADA)
Gym Lot (Parking Lot 4)	East of the Middle and High School building	Parkwood Drive	84 (4 ADA)	96 (4 ADA)
Bus Parking Lot (Parking Lot 5)	Southeast of the Middle and High School building	Parkwood Drive, passing through Parking Lot 4	23 (11 Bus Spaces)	31 (6 Bus Spaces)
Small Elementary School Lot (Parking Lot 6)	North of the Elementary School building	Rt. 42 - Virginia Avenue	6 (2 ADA)	5 (2 ADA)
TOTAL			410 (16 ADA)	435 (16 ADA)

* Refers to the number of spaces in the approved 2016 Master Plan.

All new parking areas shall meet the regulations of the underlying zoning district or I-1 overlay district, except as listed below:

- Section 10-3-30.1 of the Zoning Ordinance shall apply with exceptions to 10-3-30.1 (5) and (6). Landscaping islands (i.e., trees and shrubs) that are required by Sections 10-3-30.1 (5) and (6), may be planted either internal to the parking lot or within 15 feet of the parking lot.
- Section 10-3-25.4 of the Zoning Ordinance shall apply with exceptions to 10-3-25.4 (a). The required five-foot landscaped or screened separation between EMS parking and adjoining residential property (EMU, which is zoned R-3/I-1) shall not apply.

Access Easements

- **Virginia Mennonite Missions (Anabaptist Mission Partners):** An existing 3,187-sf private access easement through EMS property provides Virginia Mennonite Missions (Anabaptist Mission Partners) with access to their property from Rt. 42 – Virginia Avenue.
- **Virginia Mennonite Missions (Anabaptist Mission Partners):** EMS will obtain a private access easement from VMM/AMP to allow for the existing drive that encroaches on the southwest corner of the VMM/AMP property.
- **Eastern Mennonite University:** An access easement and/or shared use parking agreement will be provided for Eastern Mennonite University, upon their request, to allow access to their parking lot, located adjacent to the west of the EMS property (i.e., the easement will be generally located in the northwest corner of the EMS property.)

Item 4:

The general use of major existing and proposed open spaces within the site and specific features of the plan such as screening, buffering or retention of natural areas, which are intended to enhance compatibility with adjacent and nearby properties.

EMS has a reserved open space in the east-southeast portion of the property, along the existing drainage channel. And, although it does not qualify as “open space,” a large portion of the EMS property is occupied by athletic fields and related educational spaces.

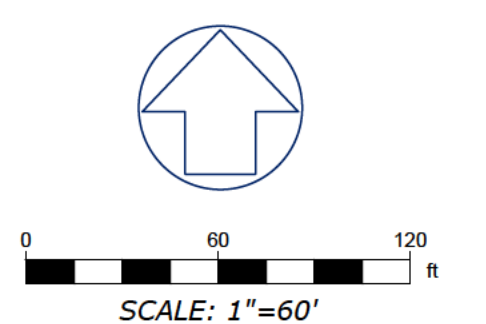
**Eastern
Mennonite
School**

PARKING INFORMATION	
PARKING LOT	SPACES
LOT 1	39 (2 ADA)
LOT 2	69
LOT 3	195 (8 ADA)
LOT 4	96 (4 ADA)
LOT 5	31 (6 BUS SPACES)
LOT 6	5 (2 ADA)
TOTAL	435 (16 ADA)



LEGEND

	EXISTING BUILDING
	PROPOSED BUILDING
	EXISTING PARKING
	PROPOSED PARKING
	EXISTING VEGETATION
	PROPOSED PARKING LANDSCAPED AREAS





City of Harrisonburg, VA
Department of Public Works

**Determination of Need for a
Traffic Impact Analysis (TIA)**
www.harrisonburgva.gov/traffic-impact-analysis

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

Contact Information				
Consultant Name:	Colman Engineering			
Telephone:	[REDACTED]			
E-mail:	[REDACTED]			
Owner Name:	Eastern Mennonite School			
Telephone:	[REDACTED]			
E-mail:	[REDACTED]			
Project Information				
Project Name:	Eastern Mennonite School Master Plan Update			
Project Address: TM #:	801 Parkwood Drive 47-N-7			
Existing Land Use(s):	R-3 with I-1 Institutional Overlay			
Proposed Land Use(s): (if applicable)	No change			
Submission Type:	Comprehensive Site Plan ☐	Special Use Permit ☐	Rezoning ☒	Preliminary Plat ☐
Project Description: (Include site plan or preliminary sketch and additional details on land use, acreage, access to site, etc)	EMS will be adding several proposed structures to its master plan, including: Proposed Services Center Building; Proposed Gym Building; Proposed 3-Story Elementary School Building Expansion; Proposed Entrance Canopy; Proposed Basketball Court; and a Proposed Athletic Concessions Building.			
Peak Hour Trip Generation (from row 15 on the second page)				
AM Peak Hour Trips:	44			
PM Peak Hour Trips:	22			

(reserved for City staff)

TIA required? Yes _____ No ☒

Comments:

Total livable area for the school is expected to raise by approx. 12%. For trip generation purposes, 12% was added to the the existing student enrollment / population.

Accepted by: Terethy Mason

Date: 08/04/2026

Peak Hour Trip Generation by Land Use

Row	ITE Land Use		ITE Land Use Code	Unit	Quantity	AM Peak Hour of Adjacent Street Traffic	PM Peak Hour of Adjacent Street Traffic
1	Proposed #1	Private School (K-12)	532	Student	409	311	78
2	Proposed #2	Office	712	1000 Sq Ft	6	10	13
3	Proposed #3						
4	Proposed #4						
5	Proposed #5						
6	Proposed #6						
7	Total New Trips					321	91
8	Existing #1	Private School (K-12)	532	Student	365	277	69
9	Existing #2						
10	Existing #3						
11	Existing #4						
12	Existing #5						
13	Existing #6						
14	Total Existing Trips					277	69
15	Final Total (Total New – Total Existing)					44	22

Instructions

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

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

Revised Date: December 2019



September 9, 2026 Planning Commission Meeting

Title

Consider requests to (1) approve required number of off-street parking spaces relating to school uses and (2) rezone (master plan amendment) 701 and 801 Parkwood Drive and 1251 Virginia Avenue (Eastern Mennonite School) — Meg Rupkey, Community Development

Summary

Project name	Eastern Mennonite School
Address/Location	701 and 801 Parkwood Drive and 1251 Virginia Avenue
Tax Map Parcels	47-N-7
Total Land Area	+/- 26.30 acres
Property Owner	Eastern Mennonite School
Owner's Representative	Colman Engineering
Present Zoning	R-3/I-1, Medium Density Residential District with an Institutional Overlay and B-2/I-1, General Business District with an Institutional Overlay
Proposed Zoning	R-3/I-1 and B-2/I-1 (Master Plan Amendment)
Planning Commission	September 9, 2026 (Public Hearing)
City Council	Anticipated October 13, 2026 (First Reading/Public Hearing) Anticipated October 27 (Second Reading)

Recommendation

Option 1. Recommend approval of (1) the proposed number of minimum off-street parking spaces relating to school uses and (2) the rezoning/master plan amendment for Eastern Mennonite School.

Context & Analysis

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

Site: Eastern Mennonite School, zoned R-3/I-1 and B-2/I-1

North: Across Parkwood Drive, Eastern Mennonite University, zoned R-3/I-1 and single-family dwellings, zoned R-3

East: Across Virginia Avenue, non-conforming manufactured home park, non-conforming dwellings and commercial uses, zoned B-2

South: Across Mount Clinton Pike, commercial uses, zoned B-2

West: Eastern Mennonite University, zoned R-3/I-1

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)¹ 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

¹ “School Buildings Guidelines,” <https://www.doe.virginia.gov/programs-services/school-operations-support-services/facility-construction-maintenance/school-building-regulations-guidelines>

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.

Options

1. Recommend approval of (1) the proposed number of minimum off-street parking spaces relating to the school uses and (2) the rezoning/master plan amendment for Eastern Mennonite School.
2. Recommend denial of (1) the proposed number of minimum off-street parking spaces relating to the school uses and (2) the rezoning/master plan amendment for Eastern Mennonite School.

Attachments

- Site maps
- Applicant's supporting documentation

NOTICE OF PUBLIC HEARING

The Harrisonburg City Council will hold public hearings in the City Council Chambers, 409 South Main Street, Harrisonburg, VA on Tuesday, October 13, 2026, at 7:00 p.m., to consider the following:

Rezoning – Eastern Mennonite School (Master Plan Amendment)

A request from Eastern Mennonite School to amend the master plan for a +/- 26.3-acre property zoned R-3, Medium Density Residential with I-1, Institutional Overlay, and B-2, General Business District with I-1, Institutional Overlay. The property is addressed as 701 and 801 Parkwood Drive and 1251 Virginia Avenue and is identified as tax map parcel 47-N-7.

Zoning Ordinance Amendment – Manufactured Housing

A request to amend the definition of “Dwelling, single-family” within Zoning Ordinance Section 10-3-24 to include qualifying manufactured homes. Under the proposed amendment, a manufactured home would be allowed in zoning districts where single-family dwellings are permitted, provided that the manufactured home is (i) converted to real property in accordance with §46.2-653.1 of the Code of Virginia, (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. This amendment brings the Zoning Ordinance into compliance with § 15.2-2290 of the Code of Virginia, as amended by HB655 and SB364 and effective July 1, 2026.

Zoning Ordinance Amendment – Minimum Lot Width in R-8

A request to amend the Zoning Ordinance to reduce the minimum lot width for single-family detached dwellings in the R-8, Small Lot Residential District from 35-feet to 30-feet. The amendment brings the Zoning Ordinance into compliance with § 15.2-2286.2 of the Code of Virginia, which became effective July 1, 2026, and requires localities with a population of 50,000 or more to adopt at least one zoning one zoning district that permits single-family dwellings on lots with a minimum lot area not exceeding 3,000 square feet and a minimum lot width not exceeding 30 feet.

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

Publication dates:

Wednesday, September 30, 2026

Wednesday, October 7, 2026

STATE OF VIRGINIA
CITY OF HARRISONBURG, to with:

I, Pamela Ulmer, city clerk, certify that the Harrisonburg City Council will be addressed on Tuesday, October 13, 2026, at 7:00 p.m., or as soon as the agenda permits, to consider the following:

Rezoning – Eastern Mennonite School (Master Plan Amendment)

A request from Eastern Mennonite School to amend the master plan for a +/- 26.3-acre property zoned R-3, Medium Density Residential with I-1, Institutional Overlay, and B-2, General Business District with I-1, Institutional Overlay. The property is addressed as 701 and 801 Parkwood Drive and 1251 Virginia Avenue and is identified as tax map parcel 47-N-7.

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Zoning Ordinance Amendment – Minimum Lot Width in R-8

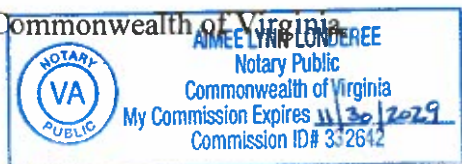
A request to amend the Zoning Ordinance to reduce the minimum lot width for single-family detached dwellings in the R-8, Small Lot Residential District from 35-feet to 30-feet. The amendment brings the Zoning Ordinance into compliance with § 15.2-2286.2 of the Code of Virginia, which became effective July 1, 2026, and requires localities with a population of 50,000 or more to adopt at least one zoning one zoning district that permits single-family dwellings on lots with a minimum lot area not exceeding 3,000 square feet and a minimum lot width not exceeding 30 feet.

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Given under my hand this 16 day of September, 2026


 City Clerk

Subscribed and sworn to before me this 16th day of September, 2026 a Notary Public in and for the Commonwealth of Virginia




 Notary

My commission expires 11/30/2029

CHRISTIAN LIGHT PUBLICATIONS
INC
1051 MT CLINTON PIKE
HARRISONBURG VA 22802

611 MT CLINTON LLC
611 MOUNT CLINTON PIKE
HARRISONBURG VA 22802

CABALLERO BORIS R NORA C
1877 PARK RD
HARRISONBURG VA 22802

HARRISONBURG VIRGINIA AVENUE
STATION LLC
PO BOX 8
MT JACKSON VA 22842

VIRGINIA MENNONITE HOME
1501 VIRGINIA AVE
HARRISONBURG VA 22802

AMY L RUSH
780 PARKWOOD DR
HARRISONBURG VA 22802

HARRISONBURG GIFT & THRIFT
SHOP INC
731 MT CLINTON PIKE
HARRISONBURG VA 22802

EASTERN MENNONITE SCHOOL
801 PARKWOOD DR
HARRISONBURG VA 22802

PARK HOMES LLC
1290 VIRGINIA AVE
HARRISONBURG VA 22802

BALDAUF DAVID H TRUSTEE
570 DELAWARE AVE
BUFFALO NY 14202-1206

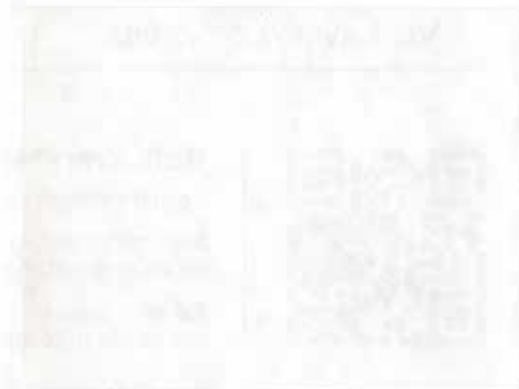
EASTERN MENNONITE UNIVERSITY
1200 PARK RD
HARRISONBURG VA 22802

PARK VILLAGE INC
1501 VIRGINIA AVE
HARRISONBURG VA 22802

625 MOUNT CLINTON PIKE
1009 DUKE ST
ALEXANDRIA VA 22314

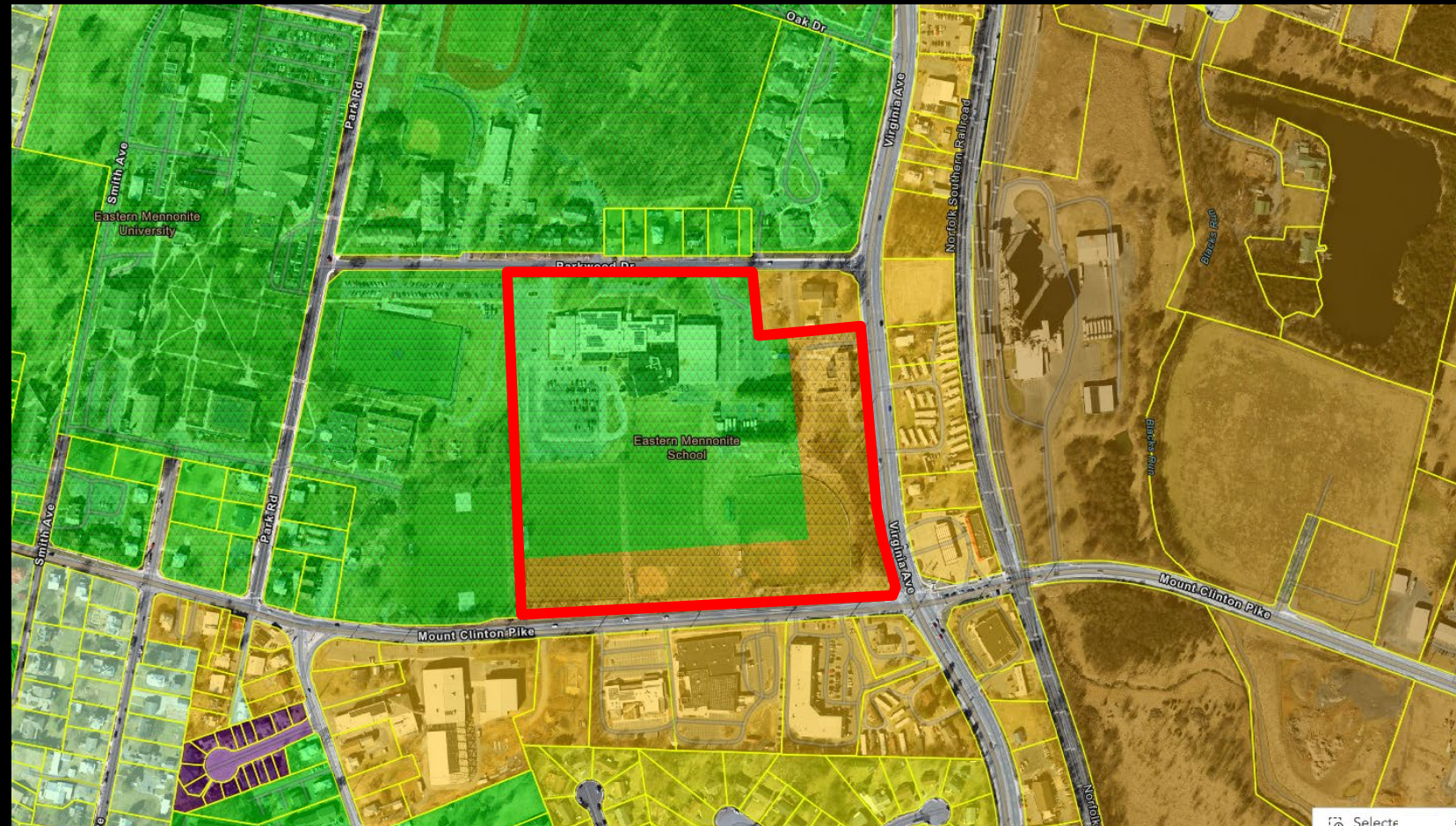
VIRGINIA MENNONITE MISSIONS
601 PARKWOOD DR
HARRISONBURG VA 22802

MAINALI & GILL PROPERTIES LLC
3050 VERA VISTA PATH
ROCKINGHAM VA 22801

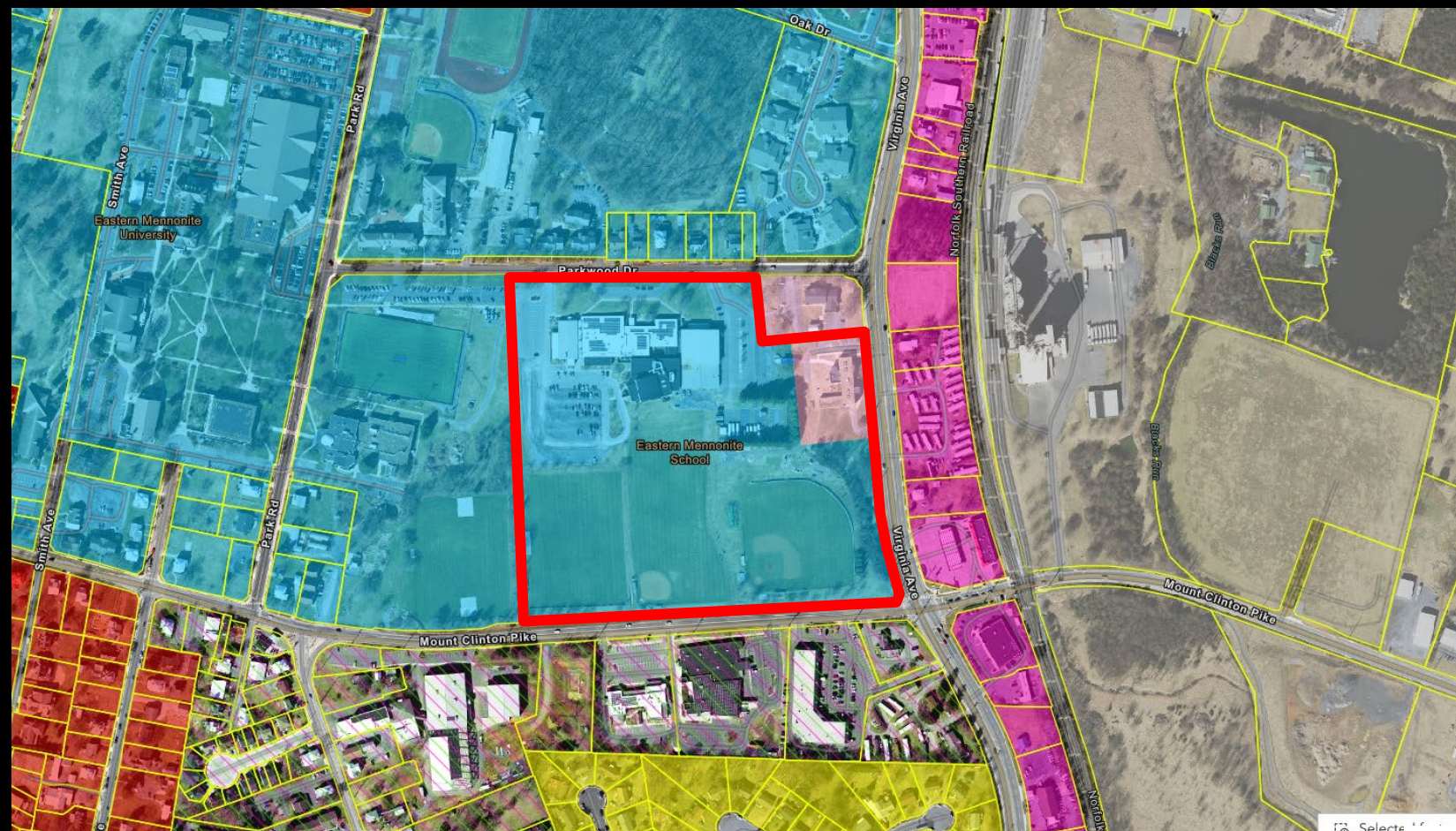
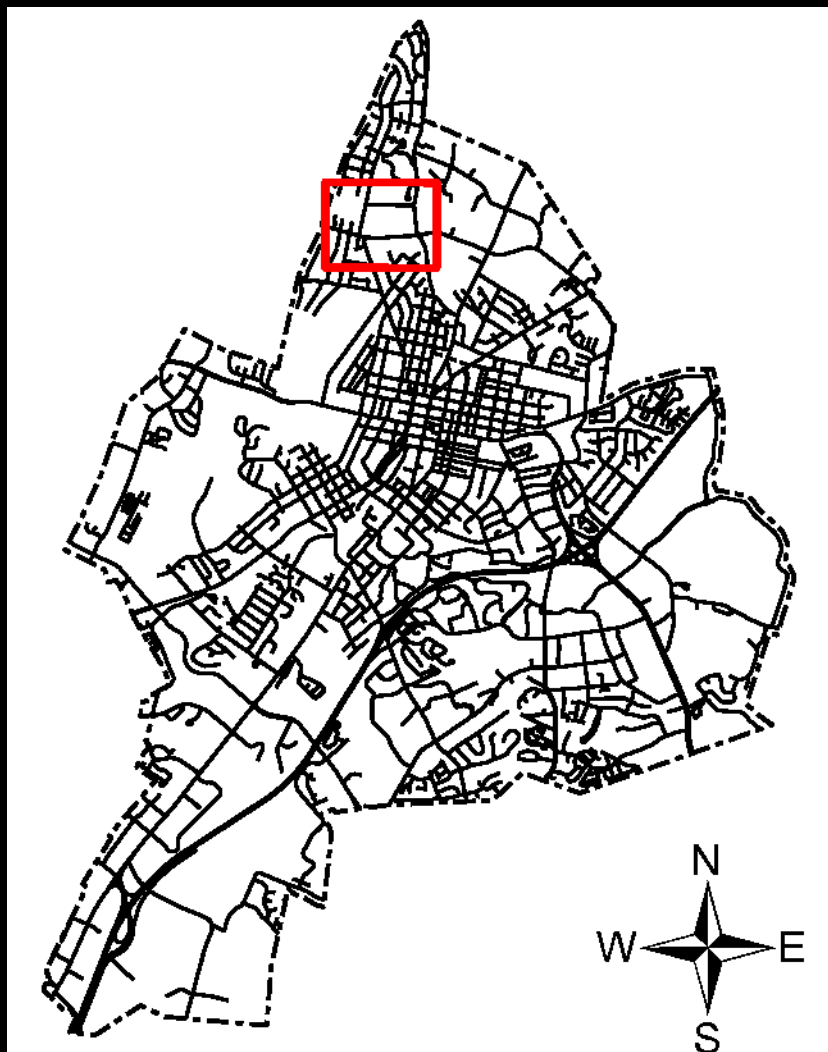


PARK VILLAGE INC
1491 VIRGINIA AVE
HARRISONBURG VA 22802

Rezoning (Master Plan Amendment) Eastern Mennonite School (EMS)



Rezoning (Master Plan Amendment) Eastern Mennonite School (EMS)



Rezoning (Master Plan Amendment) Eastern Mennonite School (EMS)





2002 — Initial Master Plan

- Campus expansion, parking, athletic fields, and limited zoning relief approved.

2016 — Amendment & Expansion

- I-1 overlay expanded by 2.08 acres; former Mennomedia building converted for elementary school use.

2026 — Today's Request

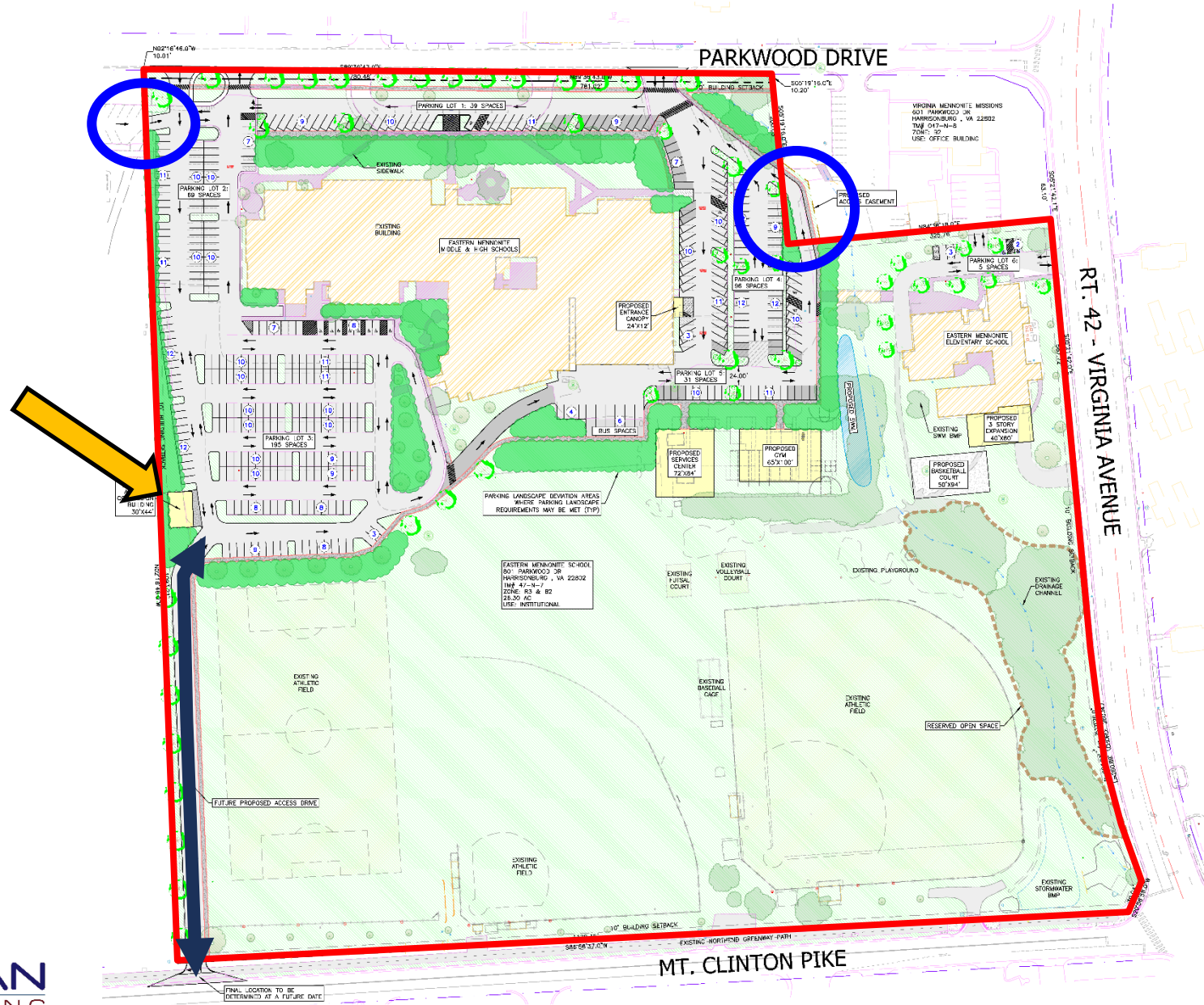
- Will supersede the previously approved EMS Master Plan to reflect the current single-parcel campus and to allow additional campus buildings, site improvements, and parking modification

EASTERN MENNONITE SCHOOL CAMPUS MAP 2026



- LEGEND
- EXISTING BUILDING
 - PROPOSED BUILDING
 - EXISTING PARKING
 - PROPOSED PARKING
 - EXISTING VEGETATION
 - PROPOSED PARKING LOT 1 & 2 (CAPPED AREAS)

PARKING INFORMATION	
PARKING LOT	SPACES
LOT 1	39 (2 ADA)
LOT 2	69
LOT 3	195 (8 ADA)
LOT 4	96 (4 ADA)
LOT 5	31 (6 BUS SPACES)
LOT 6	5 (2 ADA)
TOTAL	435 (16 ADA)



Parking Lot Deviations

- Deviate from the following regulations:
 - 10-3-25.4 (a):
 - Requests flexibility from the required five-foot separation between nonresidential parking and adjoining residential property.
 - Allows parking to occupy more than 50% of the area between the building setback and public street frontage.
 - 10-3-30.1 (5) and (6):
 - Allows required landscaping islands within parking areas or within 15 feet of a parking lot.
 - Provides flexibility for final parking-lot design and drive aisle configurations while maintaining on-site landscaping.

Recommendation

Staff and Planning Commission (5-0) recommends approval of the Master Plan Amendment request.



Legislation Text

File #: ORD 26-021, **Version:** 1

Subject:

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

Presented By: Adam Fletcher, Department of Community Development

A request to amend the Zoning Ordinance to reduce the minimum lot width for single-family detached dwellings in the R-8, Small Lot Residential District from 35-feet to 30-feet. The amendment brings the Zoning Ordinance into compliance with § 15.2-2286.2 of the Code of Virginia, which became effective July 1, 2026, and requires localities with a population of 50,000 or more to adopt at least one zoning district that permits single-family dwellings on lots with a minimum lot area not exceeding 3,000 square feet and a minimum lot width not exceeding 30 feet.



October 13, 2026 City Council Meeting

Title

Consider a request to amend the Zoning Ordinance to reduce the minimum lot width for single-family detached dwellings in R-8 — Planning Commission and Adam, Fletcher, Community Development

Summary

Zoning Ordinance Sections	Amend Ordinance Section 10-3-59.5
Purpose	To reduce the minimum lot width for single-family detached dwellings in the R-8, Small Lot Residential District from 35 feet to 30 feet
Planning Commission	September 9, 2026 (Public Hearing)
City Council	October 13, 2026 (First Reading/Public Hearing) Anticipated October 27, 2026 (Second Reading)

Recommendation

Option 1. Staff and Planning Commission (5-0) recommend approval of the Zoning Ordinance amendment.

Context & Analysis

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.

Options

1. Approve the Zoning Ordinance amendment.
2. Approve the Zoning Ordinance amendment with modifications.
3. Deny the Zoning Ordinance amendment.

Attachments

- Extract from Planning Commission
- Current Ordinance Reflecting Recommended Amendments



CITY OF HARRISONBURG COMMUNITY DEVELOPMENT

409 SOUTH MAIN STREET, HARRISONBURG, VA 22801

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

October 5, 2026

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

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

**EXTRACT FROM THE DRAFT MINUTES OF HARRISONBURG PLANNING
COMMISSION MEETING HELD ON:** September 9, 2026

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.

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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.

AI, specifically ClerkMinutes and GovAI, was used to assist in the development of this content. All content has been reviewed and approved by human oversight.

**ORDINANCE AMENDING AND RE-ENACTING TITLE 10 –
PLANNING AND DEVELOPMENT, CHAPTER 3. – ZONING,
ARTICLE E. NONCONFORMING STRUCTURES AND USES
CITY OF HARRISONBURG, VIRGINIA**

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

That Section 10-3-59.5. Area and dimensional regulations shall be amended as shown:

Table 1. Area and Dimensional Regulations

	MINIMUM FEET					MAXIMUM	
Lot Area Sq. Ft.	*Lot Width	Lot Depth	Front Yard	**Side Yard	Rear Yard	Stories	Height
Single-Family Detached: 2,800	~~35~~ 30	60	10	See Table 2	15	3	40
Duplex: 1,800/unit	25/unit	60	10	See Table 2	15	3	40
Townhouse: 1,800/unit	18	60	10	10	20	3	40
Other Uses: 6,000	60	100	10	10	25	3	40

*Measured at the point of required front setback line.

The remainder of Section 10-3-59.5 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



September 9, 2026 Planning Commission Meeting

Title

Consider a request to amend the Zoning Ordinance to reduce the minimum lot width for single-family detached dwellings in R-8 — Nyrma Soffel, Community Development

Summary

Zoning Ordinance Sections	Amend Ordinance Section 10-3-59.5
Purpose	To reduce the minimum lot width for single-family detached dwellings in the R-8, Small Lot Residential District from 35 feet to 30 feet
Applicant	City of Harrisonburg
Planning Commission	September 9, 2026 (Public Hearing)
City Council	Anticipated October 13, 2026 (First Reading/Public Hearing) Anticipated October 27, 2026 (Second Reading)

Recommendation

Option 1. Recommend approval of the Zoning Ordinance amendment.

Context & Analysis

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.

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Staff recommends approval of the ZO amendment.

Options

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

Attachments

- Current Ordinance Reflecting Recommended Amendments

NOTICE OF PUBLIC HEARING

The Harrisonburg City Council will hold public hearings in the City Council Chambers, 409 South Main Street, Harrisonburg, VA on Tuesday, October 13, 2026, at 7:00 p.m., to consider the following:

Rezoning – Eastern Mennonite School (Master Plan Amendment)

A request from Eastern Mennonite School to amend the master plan for a +/- 26.3-acre property zoned R-3, Medium Density Residential with I-1, Institutional Overlay, and B-2, General Business District with I-1, Institutional Overlay. The property is addressed as 701 and 801 Parkwood Drive and 1251 Virginia Avenue and is identified as tax map parcel 47-N-7.

Zoning Ordinance Amendment – Manufactured Housing

A request to amend the definition of “Dwelling, single-family” within Zoning Ordinance Section 10-3-24 to include qualifying manufactured homes. Under the proposed amendment, a manufactured home would be allowed in zoning districts where single-family dwellings are permitted, provided that the manufactured home is (i) converted to real property in accordance with §46.2-653.1 of the Code of Virginia, (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. This amendment brings the Zoning Ordinance into compliance with § 15.2-2290 of the Code of Virginia, as amended by HB655 and SB364 and effective July 1, 2026.

Zoning Ordinance Amendment – Minimum Lot Width in R-8

A request to amend the Zoning Ordinance to reduce the minimum lot width for single-family detached dwellings in the R-8, Small Lot Residential District from 35-feet to 30-feet. The amendment brings the Zoning Ordinance into compliance with § 15.2-2286.2 of the Code of Virginia, which became effective July 1, 2026, and requires localities with a population of 50,000 or more to adopt at least one zoning one zoning district that permits single-family dwellings on lots with a minimum lot area not exceeding 3,000 square feet and a minimum lot width not exceeding 30 feet.

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

Publication dates:

Wednesday, September 30, 2026

Wednesday, October 7, 2026

Zoning Ordinance Amendment

R-8 Lot Width



VIRGINIA ACTS OF ASSEMBLY - 2026 SESSION

CHAPTER 751

An Act to amend the Code of Virginia by adding a section numbered 15.2-2286.2, relating to small lot residential zoning district.

Zoning Ordinance Amendment

R-8 Lot Width



	MINIMUM FEET				
Lot Area Sq. Ft.	*Lot Width	Lot Depth	Front Yard	Side Yard	Rear Yard
Single-Family Detached: 2,800	~~35~~ <u>30</u>	60	10	See Table 2	15

Recommendation

Staff and Planning Commission (5-0) recommends approval of the Zoning Ordinance Amendment.



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-378, **Version:** 1

Subject:

Letter opposing the U.S. Department of Commerce's proposal to alter the demographic questions and residence criteria for the Decennial Census

Presented By: Ande Banks, City Manager



CITY OF HARRISONBURG CITY MANAGER

409 SOUTH MAIN STREET, HARRISONBURG, VA 22801
OFFICE (540) 432-7701 • FAX (540) 432-7778

October 27, 2026

George Cook, Director
U.S. Census Bureau
4600 Silver Hill Road
Washington, DC 20233

RE: Comments on Proposed Residence Criteria and Proposed Regulations for Demographic Questions for the Decennial Census, Docket No. 260903-0005; RIN 0607-AA75

Dear Director Cook,

The City of Harrisonburg respectfully opposes the U.S. Department of Commerce's proposal to alter the demographic questions and residence criteria for the Decennial Census. These proposed changes will categorically exclude a significant share of our City population. Harrisonburg is home to two Universities and has been a refugee resettlement community since 1988. Our local employers and Universities sponsor many individuals on H-1B, H-2B, and student visas. We are highly concerned about the impact of an undercount of our population on Federal funding allocations to our locality. Nearly all local government services cannot be restricted to only serve those with U.S. Citizenship or lawful permanent residency, making it critical for Federal grants to local governments to be based on our actual population.

Federal agencies use Decennial Census data to determine allocations and eligibility for many Federal grant opportunities. By U.S. Census Bureau's own accounting in June 2023, 353 assistance listings used Decennial Census Programs data in whole or in part to distribute more than \$2.8 trillion in funds during fiscal year 2021.¹ The City's eligibility for grants or the value of these grants may decline as a result of an undercount of our true population. Some Federal funding opportunities commonly accessed by the City include: Assistance to Firefighters Grant, Edward Byrne Memorial Justice Assistance Grant Program, Community Development Block Grant, Federal Transit Formula Grants, and Federal Transit Capital Investment Grants. Other agencies significantly supported through local taxpayer funding that could see impacts to their federal funding include the Harrisonburg City Public Schools and the Harrisonburg-Rockingham Department of Social Services.

The Federal government's counting of our entire City population is essential to ensure Census-data based funding opportunities acknowledge that all residents, regardless of residency status, are served by City services. We strongly encourage the U.S. Census Bureau to not enact the rule change as proposed.

Sincerely,

Ande Banks
City Manager

¹ <https://www.census.gov/library/working-papers/2023/dec/census-data-federal-funds.html>



City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-380, **Version:** 1

Subject:

Consider adopting the 2027 Legislative Agenda

Presented By: Brian Vandenberg

At the July 28 City Council meeting, staff presented an overview of the City's legislative affairs program. Part of this included a timeline for adopting a legislative agenda outlining Council's priorities for the upcoming session of the General Assembly. Staff worked internally and in coordination with respective state associations to put together a draft agenda which Council received at the October 13 meeting. Council provided feedback that has been incorporated into the final 2027 Legislative Agenda and is ready for Council adoption.



October 13, 2026 City Council Meeting

Title

Legislative Agenda Draft—Brian Vandenberg, City Manager's Office

Summary

At the July 28 City Council meeting, staff presented an overview of the City's legislative affairs program. Part of this included a timeline for adopting a legislative agenda outlining Council's priorities for the upcoming session of the General Assembly. Staff worked internally and in coordination with respective state associations to put together a draft agenda which Council received at the October 13 meeting. Council provided feedback that has been incorporated into the final 2027 Legislative Agenda and is ready for Council adoption.

Recommendation

Option 1. Adopt the 2027 Legislative Agenda

Fiscal Impact

N/A

Context & Analysis

At the July 28 City Council meeting, staff presented an overview of the City's legislative affairs program. Part of this included a timeline for adopting a legislative agenda outlining Council's priorities for the upcoming session of the General Assembly. Staff worked internally and in coordination with respective state associations to put together a draft agenda which Council received at the October 13 meeting. Council provided feedback that has been incorporated into the final 2027 Legislative Agenda and is ready for Council adoption.

A legislative agenda is a document comprised of priorities for elected leaders to focus on in the lawmaking process. In this case, the legislative agenda in question will be coming from City Council and is intended for the City's state delegation and members of committees relevant to the priorities laid out within the agenda.

There is not a one-size-fits-all design for legislative agendas but they do typically have some of the same elements, including policy principles, legislative priorities, and budget requests. Policy

principles are statements that explain governing philosophies or themes underscored throughout the legislative priorities. These are included to provide legislators with a high-level understanding of community desires so that they can know generally how to vote on legislation that may not be included in the list of priorities. Legislative priorities are key pieces of legislation a locality may want supported, opposed, or created. These priorities will include explanations for why they are important and should be advocated for. Budget requests are for specific programs or projects the City would like to be included as part of the state budget for which there is currently insufficient funding for.

Text to be incorporated into the final legislative agenda is found below. These summaries will be expanded upon prior to the final publishing of the agenda if supported by Council.

Policy Principles

Protect Local Authority

Virginia is a culturally, economically, and geographically diverse state. State policy should preserve local autonomy so cities, counties, and towns can respond to resident needs in ways that are relevant and cost-efficient. The City supports legislation that enables, rather than unnecessarily requires or prohibits, local action. Protecting local authority over revenue, land use, and other core functions is essential for effective governance.

Fund State Mandates

When the Commonwealth determines it is necessary to require localities to take on a new governmental function, it should provide sustainable funding to implement it. Any new unfunded or underfunded mandate constrains local budgets and makes providing essential services and advancing community priorities more challenging. State policy should fully account for costs related to implementation and ongoing operations.

Legislative Priorities

Public Sector Collective Bargaining

The City is in favor of maintaining the current status on collective bargaining by retaining local governing bodies' authority over establishing collective bargaining units. If the State mandates collective bargaining, the City calls for protecting local governing approval over agreements with a budget impact, and for the State to fund administration and arbitration costs related to collective bargaining.

Revisit "Housing Near Jobs"

The City is in favor of preserving local authority over zoning, including decisions of where and at what density housing may be constructed. Due to geographical and market constraints, if housing growth targets are established by the state, the City is in favor of combining independent cities with their directly adjacent counties to meet a shared growth target. The City is in favor of the State providing grants or additional funding to localities to further their own affordable and workforce housing initiatives.

Support the Urban Public-Private Partnership Redevelopment Fund

On the books since 2000, the Urban Public-Private Partnership Redevelopment Fund is supposed to address the scarcity and costs of developable land in urban areas with grants and loans to local governments for site preparation and redevelopment. In order to promote small business growth, this resource should be funded, and the criteria defining the non-monetary contribution match should be expansive to consider land, waived fees, and other incentives and in-kind contributions.

Assistance to Local Police Departments (HB 599)

Almost 70 percent of Virginians live in communities served by police departments. The State created a program of financial assistance to local police departments (HB 599) when it imposed an annexation moratorium on cities more than 30 years ago. It has increasingly de-emphasized this funding obligation as a priority but has never compromised on the annexation moratorium. The City calls for the state to honor its commitment to local governments and public safety by funding the program as stipulated in the Code of Virginia.

Children's Services Funding

Local governments administer the Children's Services Act (CSA) program on behalf of the state, and local governments share in the funding responsibilities with the state. Local governments have consistently supported efforts to contain costs for the program, particularly the private day special education program. The City opposes the capping of state funding responsibility for this and any other component of the CSA program, which shifts the funding burden for mandated services onto local governments.

English Learner Education

Harrisonburg City Public Schools has one of the highest rates of English Learners in the Commonwealth. The City supports increased state funding for English Learner education that reflects the full cost of required instructional staffing, assessment, interpretation, translation, family engagement, and student-support services. Any expansion of state-required English Learner staffing standards or service requirements should be accompanied by sufficient, recurring state funding to cover the full local cost of compliance.

Maintenance Payment Impacts from Roadway Reconfigurations

Revise Code of Virginia 33.2-319 (D)(i) so the last word reads “more” instead of “less”. This change would allow the City to continue completing roadway reconfigurations without impact to the maintenance payments that are essential for keeping up the transportation infrastructure in the City. Without this change, or a similar revision to this code section, the City will need to make difficult choices going forward regarding whether to continue making low-cost safety changes or to forego such changes to keep the current level of maintenance payments.

Virginia Fire Program Fund Distribution

The City supports increasing the funding source for aid to localities from the current 1% to 2% on fire-related insurance policies. Virginia’s fire services are severely underfunded, and the current distribution formula disparately impacts smaller rural communities that paradoxically need more support than larger more populated jurisdictions. The City supports the legislature maintaining the current funding to larger jurisdictions using the current formula and concurrently directing additional funding to augment those communities receiving the current minimum level of funding.

Maintain ASAP Funding at the State

The Code of Virginia requires that individuals convicted of DUI enroll in, and successfully complete, an alcohol safety action program. The financial sustainability of the program, originally intended to be funded with client fee revenues, remains an open question. The Commonwealth should provide appropriate funding from its own resources and not shift responsibility for program administration without oversight to localities for this state-mandated program.

Data Center Accountability

The City supports the provisions of Executive Order 22 related to data center accountability. While the City has taken steps to curtail by-right zoning for data centers, the executive order would quickly benefit localities across the Commonwealth that are struggling with outdated zoning ordinances they cannot change with existing applications, and would improve water quality, electric rates, and noise pollution for all Virginians.

Budget Requests

Allocate funding to the City to implement a childcare facilities expansion grant program

Through community input, the City invested in expanding childcare capacity with federal ARPA dollars, adding approximately 200 seats at a cost of around \$3,000 each. With funding from the state, the City can replicate the success of the previous grant program and expand childcare access, routinely one of the highest priorities for residents. **\$1,000,000**

Allocate funding to the City to construct a 5,000,000-gallon water storage tank

In 2025, Harrisonburg was the 2nd fastest growing municipality in Virginia. As the City grows, so does the demand for water. In times of drought or when there are strains on the Water Treatment Plant, stored water can greatly reduce the impact felt by residents and businesses and can protect critical infrastructure. A 5,000,000-gallon tank will support City growth as its long-term water projects come online over the next two decades. **\$5,000,000**

Allocate funding to the City to mitigate flooding

The City has plans to improve overburdened stormwater infrastructure in the Northeast neighborhood that results in flooding for many residents. The City has secured \$1.75 million dollars from FEMA to carry out the first phase of this project but will need to identify other funding sources to complete it in its entirety. State funding will significantly improve the quality of life and property values of this historically underserved neighborhood. **\$5,000,000**

Increase funding to the Virginia Homeless Solutions Program

Cities that predominantly invest in services for unhoused individuals subsidize the cost for surrounding jurisdictions of caring for this vulnerable population. Since opening the Navigation Center, Harrisonburg's unsheltered population has significantly fallen while the percentage of individuals coming from outside of the City to receive services has risen. By increasing funding to the Homeless Solutions Program, Harrisonburg will be able to better serve its residents while the region will have access to more resources to support their homeless residents. **Increase**

Options

1. Adopt the 2027 Legislative Agenda
2. Provide alternative direction

2027 Legislative Agenda



Policy Principles



Protect Local Authority

Virginia is a culturally, economically, and geographically diverse state. State policy should preserve local autonomy so cities, counties, and towns can respond to resident needs in ways that are relevant and cost-efficient. The City supports legislation that enables, rather than unnecessarily requires or prohibits, local action. Protecting local authority over revenue, land use, and other core functions is essential for effective governance.



Fund State Mandates

When the Commonwealth determines it is necessary to require localities to take on a new governmental function, it should provide sustainable funding to implement it. Any new unfunded or underfunded mandate constrains local budgets and makes providing essential services and advancing community priorities more challenging. State policy should fully account for costs related to implementation and ongoing operations.



Legislative Priorities



Public Sector Collective Bargaining

The City is in favor of maintaining the current status on collective bargaining by retaining local governing bodies' authority over establishing collective bargaining units.

Revisit “Housing Near Jobs”

Due to geographical and market constraints, if housing growth targets are established by the state, the City is in favor of combining independent cities with their directly adjacent counties to meet a shared growth target.



Urban Public-Private Partnership Redevelopment Fund

This resource should be funded, and the criteria defining non-monetary contribution match should be expansive to consider land, waived fees, and other incentives and in-kind contributions.

Assistance to Local Police Departments

The City calls for the state to honor its commitment to local governments and public safety by fully funding the HB599 program as stipulated in the Code of Virginia.



Children's Services Funding

The City opposes the capping of state funding responsibility for private day special education and any other component of the CSA program, which shifts the funding burden for mandated services onto local governments.

Maintenance Payment Impacts from Roadway Reconfigurations

A minor code revision would allow the City to continue completing roadway reconfigurations without impact to the maintenance payments that are essential for keeping up the transportation infrastructure in the City.



Virginia Fire Program Fund Distribution

The City supports maintaining the current funding to larger jurisdictions and concurrently directing additional funding to communities receiving the current minimum level of funding.

VASAP Funding

The Commonwealth should provide appropriate funding from its own resources and not shift responsibility for program administration and funding to localities for this state-mandated program.



English Learner Education

The City supports increased state funding for English Learner education that reflects the full cost of required instructional staffing, assessment, interpretation, translation, family engagement, and student-support services.

Data Center Accountability

The City supports the provisions of Executive Order 22 related to data center accountability.



Budget Requests



Budget Requests

- Childcare Facilities Expansion Grant Program
- Water Storage Tank
- Stormwater Infrastructure
- Virginia Homeless Solutions Program



Recommended Action

Option 1. Adopt the 2027 Legislative Agenda





City of Harrisonburg

City Hall
409 South Main Street
Harrisonburg, VA 22801

Legislation Text

File #: ID 26-379, **Version:** 1

Subject:

Harrisonburg Electric Commission (HEC)

Presented By: Pamela Ulmer, City Clerk

Mr. Hershberger's term is due to expire on January 1, 2027, and is no longer interested in continuing to serve on the board. HEC has provided three applications for Council to review to fill the vacancy beginning January 1, 2027. The city clerk has received a letter of recommendation from HEC and all applications are attached.

Application Form

Profile

	Craig		Anders	
Prefix	First Name	Middle Initial	Last Name	Suffix

craig.anders@cottonwood.com

Email Address

1230 Moffett Terrace		
Home Address	Suite or Apt	
Harrisonburg	VA	22801
City	State	Postal Code

How many years have you been a resident of Harrisonburg?

8

Home: (540) 383-6054	
Primary Phone	Alternate Phone
Cottonwood Commercial	Commercial Real Estate Agent
Employer	Job Title

Demographics - (Submission of this information if voluntary and will not subject you to any adverse treatment should you chose to not complete)

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Male

What is your age?

☒ 18-30 years old

Are you reapplying for a current position you hold? *

☒ No

Which Boards would you like to apply for?

Harrisonburg Electric Commission (HEC): Submitted

Interests & Experiences

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

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

Being in commercial real estate, utilities are a necessity in my business. Watching JMU and others build out the city and being able to not be a roadblock for a development but an asset.

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

Fiduciary duty to customers is huge priority for me but how do we stay ahead of growth and not behind it.

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

Understanding where the market demands are and trending.

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

I am on Mercy House Board, Community Services Board, and Your Economic Success Board.

Upload a Resume

EPSAC Applicants only

Bike/Pedestrian Subcommittee Applicants only

Application Form

Profile

Edward

T

Yoder

Prefix

First Name

Middle Initial

Last Name

Suffix

eyoder@pbmares.com

Email Address

1361 S Dogwood Drive

Home Address

Suite or Apt

Harrisonburg

VA

22801

City

State

Postal Code

How many years have you been a resident of Harrisonburg?

24

Mobile: (540) 421-7372

Primary Phone

Alternate Phone

PBMares

Partner

Employer

Job Title

Demographics - (Submission of this information if voluntary and will not subject you to any adverse treatment should you chose to not complete)

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Male

What is your age?

☒ 50+ years old

Are you reapplying for a current position you hold? *

☒ No

Which Boards would you like to apply for?

Harrisonburg Electric Commission (HEC): Submitted

Interests & Experiences

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

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

HEC is a well-run organization that provides a necessary service and utility to our community. I would like to serve on the board of commissioners to ensure that we have affordable and reliable utility service for our City for years to come. I respect the other members of the Board of Commissioners and think this would be a reputable organization to align myself with. As a CPA with PBMares, serving with HEC would provide me additional exposure for my own brand and image.

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

I think Harrisonburg is a wonderful community. I want to give back to the community through service. Hopefully we can keep this a safe and affordable community to live in.

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

I'm a CPA and have worked in public accounting for my entire 28 year career.

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

I'm a Rotarian with the Rockingham Rotary Club. I've served in various leadership positions of my Rotary Club. I'm the Board Chair for Park View Federal Credit Union. I serve on the Finance Committee for the Shenandoah Valley Bach Festival. I serve as the Treasurer of Park View Mennonite Church. I have previously served on the Boards of Massanutten Regional Library, Central Valley Habitat for Humanity, Harrisonburg Gift & Thrift, Valley Baseball League, Harrisonburg and Rockingham County Crime Solvers, and Shenandoah Valley Childrens Choir.

[Edward_Yoder_Resume.pdf](#)

Upload a Resume

EPSAC Applicants only

Bike/Pedestrian Subcommittee Applicants only

Edward T. Yoder, CPA

1361 S Dogwood Dr • Harrisonburg, VA 22801 • 540-421-7372 • eyoder@pbmares.com

Objective

Industrious, results-oriented individual volunteering for the Harrisonburg Electric Commission Board of Commissioners.

Professional Strengths

Hardworking CPA with twenty-eight years of experience with tax planning and tax compliance. Comprehensive knowledge of generally accepted accounting principals and auditing standards. In-depth knowledge of accounting and financial management. Skilled in preparing, interpreting, and presenting financial statements and reports. Strong organizational skills capable of managing multiple tasks and priorities. Detail oriented with the ability to work under pressure and meet strict deadlines.

Education

Certified Public Accountant, *Florida 7/2001, Virginia 12/2002*

Master of Accountancy in Taxation, *University of South Florida, Tampa, 8/2001*

Bachelor of Science in Accounting, *Goshen College, Indiana, 5/1998*

Associates of Arts, *Hesston College, Kansas, 5/1995*

Experience

PBMARES, LLP — HARRISONBURG, VA

Tax Partner, 10/2005 to Present

Hired as a Staff Accountant promoted to Senior, 7/2006. Elevated to Supervisor 7/2008 then Manager 7/2012 promoted to Partner 1/2019. Heavily involved in both the tax and audit areas, including the following responsibilities:

- Oversee the work of senior staff on tax engagements and review work papers
- Provide compilation and review financial statement services for various companies
- Collaborate on client projected financial statements and personal financial statements for lenders
- Tax preparation of consolidated companies with multi-state apportionments, complicated individual returns with multiple states, and partnership returns with specific allocations
- Provide LIFO calculations for client year end inventory adjustments

MARTIN BEACHY & AREHART, PLLC — HARRISONBURG, VA

Accountant, 9/2002 to 9/2005

Prepared individual, corporate, partnership and exempt organization tax returns. Assisted on audits of a retirement community and a local government planning and development council.

EATON HONICK PELLEGRINO & MCFARLAND, PA — SARASOTA, FL

Accountant, 9/1998 to 7/2002

Intern, 1/1998 to 4/1998

Prepared individual, corporate, partnership (including Family Limited Partnerships returns for high-net worth individuals), trust, estate, and gift tax returns. Assisted on audits of common realty associations, a retirement community high-rise, a software company, and a real estate development company.



Application Form

Profile

Prefix	Aaron	Middle Initial	Ludwig	Suffix
	First Name		Last Name	

aaron@jackbrownsjoint.com

Email Address

660 Ohio Ave	
Home Address	Suite or Apt

HARRISONBURG	VA	22801
City	State	Postal Code

How many years have you been a resident of Harrisonburg?

7 years

Mobile: (540) 607-6097	
Primary Phone	Alternate Phone

Jack Browns/Billy jacks	Owner
Employer	Job Title

Demographics - (Submission of this information if voluntary and will not subject you to any adverse treatment should you chose to not complete)

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Male

What is your age?

☒ 50+ years old

Are you reapplying for a current position you hold? *

☒ No

Which Boards would you like to apply for?

Harrisonburg Electric Commission (HEC): For Review

Interests & Experiences

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

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

I think opportunity would allow me to be further involved in the community and give back in a small way. Additionally, I enjoy working on challenges with a group of people. I would also like to learn more about our city's infrastructure, I find it interesting.

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

I'm excited to see the city taking initiative on projects like the Greenways Trail, the new skate park, and Build Our Park, to name a few. I served on the HDR board for 15 years and enjoyed being part of the events and activities. As our city grows, it's important that we continue to provide great amenities and experiences for the community.

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

I've been starting and growing small businesses in Harrisonburg since 1995, and our current venture has expanded to 20 locations across the Southeast. As the Founder, I collaborate closely with our President and Director of Operations to problem-solve and keep us aligned with our 1, 5, and 10-year goals. With over 500 employees and 60 management positions, I've gained extensive experience in customer care, management, hiring, and leadership. I hope to bring this experience to support the goals of HEC and the City Council.

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

HDR board member for 15 years

Upload a Resume

EPSAC Applicants only

Bike/Pedestrian Subcommittee Applicants only

STAFF

BRIAN D. O'DELL
General Manager
DON M. BOWERS
Controller
JARRETT W. CLEM
Manager of Generation Operations
J. SCOTT DILLARD
Manager of Metering and
Substation Operations
HEATHER J. JOHNSON
Manager of Customer
Services and Data Processing
ZACHARY S. NYCE
Manager of Engineering
CRAIG M. ECKARD
Manager of Construction & Operations

A Powerful Tradition



THE HARRISONBURG ELECTRIC COMMISSION

89 West Bruce Street
Harrisonburg, Virginia 22801-3699
(540) 434-5361 Fax (540) 434-8803

www.harrisonburgelectric.com

COMMISSIONERS

QUINTON B. CALLAHAN
Chair
MICHAEL C. GOCHENOUR
Vice-Chair
GIL COLEMAN
Secretary
ANDREW HERSHBERGER
Treasurer
KEVIN S. COMER

October 20, 2026

COPY

The Honorable Deanna Reed, Mayor
City of Harrisonburg
409 South Main Street
Harrisonburg, VA 22801

Dear Mayor Reed:

The Harrisonburg Electric Commission respectfully submits the following candidates for consideration by the City Council as a member of the Harrisonburg Electric Commission. The new commissioner will be replacing Mr. Andy Hershberger, and beginning a new 3-year term as of January 1, 2027.

- | | | | |
|----|---------------------|----------------------|--------------|
| 1. | Mr. Edward T. Yoder | 1361 S. Dogwood Dr. | 540-434-5975 |
| 2. | Mr. Craig Anders | 1230 Moffett Terrace | 540-383-6054 |
| 3. | Mr. Aaron Ludwig | 660 Ohio Avenue | 540-607-6097 |

Thank you in advance for your help in selecting a replacement for Mr. Hershberger.

Sincerely,

Brian O'Dell
General Manager