

# Town of Strasburg

## **SPECIAL MESSAGE TO THE PUBLIC**

LIMITED IN PERSON ATTENDANCE WILL BE ALLOWED FOR THE SEPTEMBER 7<sup>TH</sup>, 2021 MEETING. PLEASE UTILIZE OUR LIVESTREAM BY ACCESSING THE LINK BELOW

<https://www.strasburgva.com/bc/page/meetings>

To make public comment please submit to:  
[comment@strasburgva.com](mailto:comment@strasburgva.com)  
by 4:00 p.m., Tuesday, September 7<sup>th</sup>, 2021

**Town Council  
Work Session**  
Strasburg Town Hall  
174 W King St  
Strasburg, VA 22657

Tuesday, September 7<sup>th</sup>, 2021  
7 p.m.

### **Town Council Members:**

Brandy Hawkins Boies, Mayor  
Ken Cherrix, Vice Mayor  
Dane Hooser  
John Massoud  
Christie Monahan

Taralyn Nicholson  
Emily Reynolds  
Doreen Ricard  
Paul Weaver

### **Staff Contact:**

J. Waverly Coggsdale, III, Town Manager



# Council Work Session Agenda - Tuesday, September 7<sup>th</sup>, 2021

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*Please, silence all cellular devices. Thanks.*

**\*Town Council Work Sessions are typically used for general discussion on matters pertaining to the Town. Formal actions are taken during Town Council Meetings unless otherwise notified.**

**Call to Order –*Mayor Brandy Boies***

**Citizen Comments on non-agenda items**

**Introduction and Recognition of Visitors and Guests**

**Action Item(s):**

**1.) Approval of Minutes**

*Description: Minutes of the August 16<sup>th</sup>, 2021, Town Council Work Sessions*

*Staff Contact: Amy Keller, Clerk of Council*

**Discussion Item(s):**

**1.) Woodson Fundraiser Special Event Permit**

*Description: Special events with an anticipated attendance of 250+ people must have Town Council approval.*

*Staff Contact: Lee Pambid, Planning and Zoning Administrator*

*Support Materials: Staff Report, Special Event Permit Application*

**2.) Shenandoah County Industrial Development Authority (IDA)**

*Description: Presentation by the Shenandoah County IDA on the Shenandoah Business Park and economic development efforts.*

*Staff Contact: Waverly Coggsdale, Town Manager*

*Support Materials: Staff Report*

**Old or unfinished business:**

**1.) Update on Borden Mowery Drive**

*Description: Briefing on financing for the Borden Mowery Road and Waterline Extension project.*

*Staff Contact: Waverly Coggsdale, Town Manager*

*Support Materials: Staff Report*

**New business:**

**Adjournment**

**MINUTES OF THE STRASBURG TOWN COUNCIL WORK SESSION HELD ON MONDAY, AUGUST 16<sup>th</sup>, 2021 AT 7 P.M. IN THE COUNCIL CHAMBERS OF THE STRASBURG TOWN HALL.**

**COUNCIL MEMBERS PRESENT:** Mayor Boies, Vice Mayor Cherrix, and Council Members Hooser, Massoud, Monahan, Nicholson, Reynolds, Ricard, and Weaver.

Mayor Boies called the Work Session to order.

- **Introduction and welcome to J. Waverly Coggsdale, III, Town Manager for the Town of Strasburg.**

Mayor Boies said that today was **Town Manager Coggsdale's** first day, and it was a busy day. He has 28 years of experience in local government. He was in town for the Front Porch Friday last week and met many people. He has already purchased tickets to all the Strasburg High School's athletic events.

**Town Manager Coggsdale** thanked **Mayor Boies** and the Council for the trust they have place in him as the town manager for Strasburg. He said we have an outstanding staff, and he looks forward to working with both the Council and staff.

**Public Hearing:**

- 1.) **Public informational hearing regarding changing the Election of Council members from May to November pursuant to actions by the Virginia General Assembly as set forth in the Code of Virginia, Section 15.1-1400, which mandates said changes.**

**Director of Public Works McKinley** said this is the second of reading of a resolution authorizing the adoption of an ordinance to establish the election of Town Councilors and Mayor at the November General Election.

**The Public Hearing opened at 7:04, and with no speakers the public hearing closed at 7:05 p.m.**

**Citizen comments on non-agenda items:**

**Action Item:**

- 1.) **Approval of Minutes**

**The minutes of the July 19<sup>th</sup>, 2021, Town Council Work Session were approved as presented.**

**Discussion Item:**

- **Ashleigh Kimmons, Chairperson of the Architectural Review Board, to give a yearly update of the ARB activities**

**Chairperson Kimmons** said he appreciated the opportunity to speak before Council. The ARB has had several meetings this year and has approved several modifications to buildings in the historic district. He expressed his appreciation to **P&Z Administrator Pambid** for his work with the ARB.

**Chairperson Kimmons** continued by saying there were two member of the Board who would be up for reappointment this year, **Board Member Michael Redden** and **Board Member James Massey**. It was noted by staff that **Board Member Massey** had been reappointed for another four-year term in December 2020 and **Clerk of Council Keller** was tasked with checking on this to be sure as **Chairperson Kimmons** was thinking it was to just fill out his term. **Council Member Massoud** said he moved out of town and there had been a discussion on having more people step up, but he thought he was re-appointed.

**Council Member Massoud** thinks we should be bringing new people into the fold and while **Mr. Massey** is a treasure trove of experience, the fact of the matter is that other people are qualified, too. Nobody wants to lose **Mr. Massey** or **Mr. Redden**, but nothing stays with a person forever. the way to get more people is to ask more people to get involved.

**Chairperson Kimmons** said this is why he is coming before Council now as it seems as though the end of the year comes, and we realize there are appointments that need to be filled. We now have several months to put out a call for applications.

**Vice Mayor Cherrix** said much of the previous discussion had been that we need to get the appointments/vacancies out there sooner rather than later. We need to be more proactive.

**Mayor Boies** said she thought the decision had been made to start the process in the Finance and Personnel Committee and **Council Member Nicholson** said it will be added to the agenda.

**Council Member Massoud** said it was brought to his attention that there were some Board Members who were verbally abusing citizens and he asked if this was still happening. **Chairperson Kimmons** said several years ago, there were some comments made that were not always most kind and could have been taken the wrong way, but this has not happened for the past few years.

**Mayor Boies** said reappointments will be taken to the Finance and Personnel Committee.

#### Old or Unfinished Business:

- **Appointments to Boards and Commissions**

**P&Z Administrator Pambid** said we try to send the Boards and Commissions to trainings, at the Town's expense. He tries to impress upon the people that training is important. There is a statewide training program for Board of Zoning Appeals members and Planning Commission members. There is money to send members to these training. It is a correspondence course where you read, do homework, and turn it in and if your answers are good enough, you are certified. You can then come back and do a master's program.

The ARB does not have sponsored trainings such as these, but the Virginia Department of Historic Resources does have trainings that pertain to this field and staff is constantly looking for additional opportunities. **P&Z Administrator Pambid, Chairperson Kimmons, and Vice Chairperson Wheeler** were scheduled to attend a DHR training, but it was cancelled due to the pandemic.

**P&Z Administrator Pambid** said there is also the Maintenance Board Code of Appeals, but a decision needs to be made by Council to decide if this Board should be dissolved. No one on staff has the qualifications to do the work required to have this Board.

If citizens are interested in serving on any committee, they should contact **Mayor Boies** or **Council Member Nicholson**.

**Mayor Boies** said **Vince Poling**, Chair of the Shenandoah County IDA, wants to meet with Council to have a dialogue on our business park and our vision on how it aligns with the County's vision. This meeting might take place at the first Work Session in September.

#### New Business:

**Council Member Nicholson** asked if there would be a way to review the *Town Vision* with **Town Manager Coggsdale**. **Vice Mayor Cherrix** thinks it would be beneficial to review the Master Park Plan, Camoin Plan, and the 2025 Plan. It was thought this could be done in committee meetings.

**Council Member Nicholson** said we could take the project's list, and each give a synopsis of what is being worked on. She would like to get the working relationship going with the new Town Manager.

**Mayor Boies** said she would like to see a lot of this done by committee. She will be working on a draft on how to do this. This might be a good time to schedule the Fall Retreat.

The United Way Day of Caring is on Wednesday, September 15. A project idea list is being worked on.

**Clerk of Council Keller** stated she had reviewed the minutes from the December 8, 2020, Town Council meeting and **Mr. Massey** had in fact been reappointed to another four-year term (term ending December 31, 2024) at that time. **Vice Mayor Cherrix** said that since the response has not been that great in the past, it might be easier to fill positions one at a time instead of multiple.

**Council Member Massoud** said the problem people will have is that when you have someone like Mr. Massey who has many years of experience, they will see that and be intimidated. **Council Member Nicholson** said **Mr. Massey** not only has experience on the ARB, but he has several PhD's that we need on the Board, and he has written several books. This was the reason we asked him to stay on the ARB.

**Mayor Boies** said there is much she has to learn about the ARB. We could have 20 people apply, and only one would be appointed, but we could use the others in another way. We are always looking for more people to get involved.

The Planning Commission will meet on August 24<sup>th</sup> and the ARB on August 26<sup>th</sup>; both meetings are at 7 p.m.

**Being no further business, the work session adjourned at 7:29 p.m.**



## Memorandum

To: Strasburg Town Council  
From: Leander N. "Lee" Pambid, Planning and Zoning Administrator  
Date: Thursday, September 2, 2021  
Re: Special Event Review- "Fighting with David" Fundraiser

### Request and Background

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Kent Cammack has applied for a special event permit for a private event, and because the expected attendance exceeds 250, the permit requires a Town Council review per UDO Section 6.13.2.D. Please also note that this private event proposes a partial closure of a collector street<sup>1</sup>, 2 blocks of Holliday between Queen and Washington not including King (US Route 11). Below is a summary of the event:

1. Event is composed of multiple activities:
  - Car show, Jeep caravan, food tent, awards
2. No alternative date provided
3. 500+ expected attendees
4. No alcohol, fireworks, or inflatables. 1 tent for food sales.
5. Sound/ Noise:
  - Sound system used between 2 and 5:30pm
  - Quiet hours not affected
6. Pre- or post- run events: N/A
7. Parking:
  - Downtown parking lot, church parking lot, and on-street parking
8. Requests included for Town resources and/ or use of Town property:
  - Police- Traffic control requested
  - DPW- 16 cones
  - Community Development- None
9. Street closure of Holliday requested. Decision is pending a Council review.
10. \$15 permit fee still needed
11. Insurance- Town property not being used.

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<sup>1</sup> **Collector streets** bring together traffic from smaller local streets and feed this traffic onto the arterial system. Collector streets are generally used for shorter trips than arterials and provide access to local commercial and industrial areas. Queen Street, Washington Street, Capon Street, Holliday Street, and Ash Street are classified as collector roads within Strasburg. (Page 27, Strasburg 2018 Comprehensive Plan)



### Agency Review Comments

Agency (Contact)	Response date	Notes
Town DPW (McKinley)	9/2	Public Works offers no objections.
Town Police (Sager/ Ford/ Magdinec)	9/1	We have no concerns from the police department and will staff appropriately to ensure the safety of the event and guest.
Town Planning (Pambid)		Pending Town Council decision. The staff has requested a map/ plan of the event as well as evidence that the adjacent residents and businesses have been contacted about the event and agree with the street closure.
Town Finance (Stroop)	9/2	Everything is okay on my end.
Town Community Development (Hilton)	9/2	Recommends approval
County Fire/EMS (D. Ferguson)	9/2	I have no concerns at this time. Thanks for including us in this review.
County Building Inspections (T. Ferguson)	9/2	No issues with Building Inspections. Reminder though – Inflatables do require permits and inspections.
State Health/ VDH (Fishel)	9/1	The one food stand that has been requested will have food served by The Box Office Brewery and/or The Strasburg Fire Department per the coordinator of this application. Fire Rescue facilities are exempt from the state food regulations during temporary events and Box Office Brewery will fall under their state licensure. If any additional food vendors are included, a temporary food establishment application will need to be submitted to the Health Department 10 days prior to the event. Thank you.
Strasburg Firehouse Co. 51 (C. Ritenour)	9/2	Fire Department does not have any concerns at this time.
Strasburg Rescue Co. 25 (Rothstein)	9/2	OK as long as Washington and King will be open.

### Attachments (2)

1. Applicant's materials (Amendments application with statement)
2. Town of Strasburg aerial

### Staff Contact

Lee Pambid, Planning and Zoning Administrator

Phone: 540-465-9197 x 127

Email: [lpambid@strasburgva.com](mailto:lpambid@strasburgva.com)



## Applicable UDO Sections

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### 6.13 Special Events

#### 6.13.1 Purpose

- A. Provide for the temporary use of land or buildings for special events in a manner consistent with its normal use and beneficial to the general welfare of the public;
- B. Protect nearby property owners, residents and businesses from special events which may be disruptive, obnoxious, unsafe or inappropriate given site conditions, traffic patterns, land use characteristics and the nature of the proposed use;
- C. Preserve the public health, safety and general welfare; and
- D. Provide that all costs associated with fulfilling the requirements of this section shall be the responsibility of the Applicant or landowner requesting the special event.

#### 6.13.2 Guidelines

- A. The guidelines shall ensure that the special event shall not materially endanger the public health and safety, shall be in harmony with the area in which it is located, and shall not unreasonably disrupt or interfere with the flow of traffic or the rights of adjacent or surrounding property owners.
- B. Except as provided in this section, events where the number of expected attendees is less than fifty (50) persons does not need to apply for a permit
- C. Special Events where the number of expected attendees exceed fifty (50) persons but is less than two hundred and fifty (250) persons shall be reviewed by the Zoning Administrator. The Zoning Administrator shall then have the allotted time in accordance with section 2.34.8 to render a decision on the application. A decision to deny a Special Event permit may be appealed to the Town Council.
- D. Permits for Special Events where the number of expected attendees is two hundred and fifty (250) or more persons shall be reviewed by the Town Council. The Town Council shall grant or deny such permit not later than the next scheduled regular Town Council meeting.
- E. Any event that is expected to be in violation of the noise ordinance, or is likely to disrupt pedestrian/vehicular traffic may be subject to these regulations regardless of the expected attendees.
- F. Annually occurring events that have been held continuously for more than five (5) years as of January 1<sup>st</sup> 2016, are excepted from Town Council's review, but are still subject to review by the Zoning Administrator. If the current hosting party changes, if the event is not held for one calendar year, or if the event is found to be in violation, this exception will be voided.
- G. All local or state permits or licenses otherwise required shall be obtained before the special event permit is issued, and the event shall comply with all applicable County and State sales tax and other laws, rules and regulations.



- H. The permit may impose conditions limiting the hours and duration of the event, preventing disruption of adjacent uses, and assuring removal of litter caused by the event at no expense to the Town.
- I. If the permit Applicant requests the Town to provide extraordinary services or equipment or if the Town Manager otherwise determines that extraordinary services or equipment should be provided to protect the public health or safety, the Applicant shall be required to pay to the Town a fee sufficient to reimburse the Town for the costs of these services. This requirement shall not apply if the event has been anticipated in the budget process and sufficient funds have been included in the budget to cover the costs incurred.
- J. Adequate parking and parking areas as determined by the Zoning Administrator. Under no circumstances shall parking be permitted in the public rights-of-way. Parking may be provided off-site with advance written consent of the affected landowner and review and approval by the Zoning Administrator.
- K. All requirements of public safety and health authorities shall be met. These standards include proper food and beverage safety, the provision of an adequate potable water supply and adequate provisions for the disposal of solid waste and wastewater, and planning for the provision of security and emergency medical services.
- L. The site shall be left free of debris, litter or any other unsightly evidence of the use upon completion or removal of the use and shall thereafter be used only in accordance with the applicable provisions of the zoning regulations. All improvements made to the property in conjunction with the special event shall be promptly removed upon the cessation of the event. A cleanup bond may be required.



**Town of Strasburg**  
Planning and Zoning Department  
174 E King Street  
Strasburg VA, 22657  
(540) 465-9197 Fax (540) 465-3252

**RECEIVED**  
AUG 03 2021

**Special Event Permit**  
Revised 12/01/2015

Permit Number: \_\_\_\_\_

*Fighting with David*

Name of Event Fundraiser for David Woodson including Cars for Cures

Location of Event (address or description) Holiday Street, From Washington Street to Queen Street.

Applicant/Contact Name Kent Cammack Event Website Facebook, Fighting with David

Applicant/Contact E-mail BB1GA@Comcast.net Applicant/Contact Phone No. 404-435-9013

Property Owner Name Kent Cammack Owners Phone 404-435-9013

Owner Address 167 South Massanutten Street Expected Attendance (per day) 500

Description of Event (Start/Stop times, activities, etc.) attached additional pages as necessary: Sole purpose of this event is to raise funds for medical expenses for David Woodson who was paralyzed. Car show 2pm-6pm. Jeep Club Caravan 4p.m. Food for Purchase Tent. MC/D.J. Host

**If applicable, attach additional materials:**

- Advertisement materials
- Provision for sanitation facilities/garbage disposal
- Certificate of Liability Insurance naming the Town of Strasburg as certificate holder (for events on Town Property)
- Plan to mitigate pedestrian/vehicular traffic, parking, and/or noise
- Requests for the provision of in-kind services by Town of Strasburg
- Dates of acquisition for other relevant permits (VDOT, ABC, Shenandoah County Building Inspections, etc.)
- Map that displays the layout and location of event

**Property Owner/Authorized Agent Consent:**

By signing below, I certify that the information provided on this application is true and that I am the current property owner of record or an authorized agent. As an authorized agent, I have express permission from the property owner of record to act on their behalf. I hereby acknowledge that the Town of Strasburg shall have the authority to impose such conditions as deemed necessary to request additional information as deemed necessary to serve the public safety, health, interest and welfare. I do also hereby authorize Town of Strasburg staff of official business to enter onto the subject property as necessary to process the application.

Kent Cammack

Property Owner/Authorized Agent Signature

8/02/2021

Date

**Right to Appeal:**

Special Events where the number of expected attendees exceed fifty (50) persons but is less than two hundred and fifty (250) persons shall be reviewed by the Zoning Administrator. The Zoning Administrator shall then have the allotted time in accordance with section 2.34.8 to render a decision on the application. A decision to deny a Special Event permit may be appealed to the Town Council upon written notice to the Town Manager.

<u>Town Staff Only</u>	
Permit Fee: _____	Business License Paid: _____ Taxes Paid: _____
Zoning District: _____	Tax Map #: _____ Floodplain: _____
Acreage: _____	Use Code: _____ Expiration Date: _____
Complete Application: _____	Date: _____
Conditions or Comments:	
_____	
Stamp Final Approval	



Please complete this form with your Special Events application. Please fill in all blanks. If something is not applicable, write "N/A". Special events are regulated by the Strasburg Unified Development Ordinance (UDO), Section 6.13, *Special Events*. A copy of UDO Section 6.13 is attached behind this questionnaire, and by signing, you acknowledge receipt.

Kent Cammack Kent Cammack 8/02/2021  
 Printed Name of Applicant/ Responsible Person Signature of Applicant Date

Fighting With David Fundraiser Holiday Street from Washington to Queen St.  
 Name of Event Address of Proposed Event

BB1GA@Comcast.net 404-435-9013  
 Email address Phone number

Facebook Fighting with David  
 Website Social media

**1. Does the organizer own the site?**

Own  Rent

Note that events on Town Property or rights-of-way (ROW) require a Certificate of Insurance listing the Town of Strasburg as additionally insured.

**2. Event Description**

Please describe the event's purpose and nature, what will happen on site, how much noise, light, traffic and other effects are generated, etc.

Fundraiser for David Woodson (medical expenses), Cars for cures  
Car Show. Food for Purchase, etc. MC/DJ - will host car  
show, raffles, and awards. There will be music, announcements, contests.  
The Jeep Caravan will drive down King Street at 4:00 p.m. They will  
park in the Church parking lots then attend the event.  
 What is the event's alternate or rain date? N/A

How many attendees do you anticipate? 500+  
 Note Section 6.13.2 B, C, and D regarding review process.

- Please provide the event schedule on a separate sheet, to include times for all steps starting with set-up, the event itself, and breakdown and recovery.
- Provide any promotional materials, brochures, flyers, etc.



**3. Food and Entertainment**

Will you have or allow alcohol?  Yes  No

If yes, please describe.

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Food truck(s)?  Yes  No

If yes, please describe. Include number of trucks. Vendors will need a review prior to acceptance.

We will have one Food Tent with 100% of the Sales going toward the Fundraiser.

Live music or sound of any kind, amplified or otherwise?  Yes  No

Noise ordinance and quiet hours apply. (Town Code Chapter 38, Article II)

There will be a DJ/MC making announcements, playing music and giving out awards from 2-5:30 p.m.

Light, laser, drone, or fireworks shows?  Yes  No

First responder review may be required.

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Other structures?  Yes  No

Large tents exceeding 900sf in area, inflatable amusements of any kind, mechanical rides, or generators will need inspections from Shenandoah County Building Inspections.

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**4. Site and Logistics Considerations**

How will parking be handled? Overflow parking will be at the church parking lots along Washington street.

How will trash be handled? We will provide trash receptacles and trash removal.

What Town resources do you request?

Requests are subject to availability and other factors and are not guaranteed.

- Police? Yes, traffic needs for King and Holiday Street.
- Public Works? (Town property only) \_\_\_\_\_
- Cones or barricades? (include # of cones) 16 cones
- Other? \_\_\_\_\_

Do you propose a street or intersection closure of any duration?  Yes  No

If yes, please describe. Does not include running or walking events on Town streets. Additional lead time is needed for VDOT review if you propose closing US Route 11 or State Route 55.

Block off Holiday Street from Washington street to Queen Street, Leaving King Street open.

If your event is stationary, please provide an event layout plan with the following:

- Property lines
- Existing structures
- Proposed tents, tables, vehicles, activities, sports/ games, podiums, stages etc.
- Other assembly areas
- Parking areas
- Fences and barricades, if applicable

If your event is a walk or run, please see also Part 5.



**5. Fill out this section for Walking and Running Events Only**

If this is a walk or running event, what pre- or post event activities are proposed? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you need the Riverwalk gates unlocked?  Yes  No

If so, what time? \_\_\_\_\_

Provide a route map with the following information:

- Directions of travel
- Police or volunteer control points
- Location of cones
- Registration tables or tents, first aid and refreshment stations, presentation podium or stage
- Street closures, how ever short or temporary, including duration
- If the event includes stationary activities or events, See also Part 4.

Fighting with David  
Event Schedule 10/16

Setup 10 - 2 p.m.

- a) Set up Food Tent, Cooking Equipment
- b) Set up DJ area, Electric Sound System)

Car Placements 1-2 p.m.

Cars for Cures Show 2-5 p.m. Awards (Breakdown 5-6 p.m)

- a) Awards 5 p.m.
- b) D.J. / M.C. - Music, Announcements  
50/50 Raffle, Awards.

Jeep Club Caravan down King Street 4 p.m.

- a) Meet on East side of Strasburg at 3:30  
(Suggested meeting place, LSC parking lot)

Travel route will be down King street, turn right on Fort Street, then park in the Church parking lots.

- b) They will then join the Event on foot.

## 6.13 Special Events

### 6.13.1 Purpose

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- C. Preserve the public health, safety and general welfare; and
- D. Provide that all costs associated with fulfilling the requirements of this section shall be the responsibility of the Applicant or landowner requesting the special event.

### 6.13.2 Guidelines

- A. The guidelines shall ensure that the special event shall not materially endanger the public health and safety, shall be in harmony with the area in which it is located, and shall not unreasonably disrupt or interfere with the flow of traffic or the rights of adjacent or surrounding property owners.
- B. Except as provided in this section, events where the number of expected attendees is less than fifty (50) persons does not need to apply for a permit.
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- D. Permits for Special Events where the number of expected attendees is two hundred and fifty (250) or more persons shall be reviewed by the Town Council. The Town Council shall grant or deny such permit not later than the next scheduled regular Town Council meeting.
- E. Any event that is expected to be in violation of the noise ordinance, or is likely to disrupt pedestrian/vehicular traffic may be subject to these regulations regardless of the expected attendees.
- F. Annually occurring events that have been held continuously for more than five (5) years as of January 1<sup>st</sup> 2016, are excepted from Town Council's review, but are still subject to review by the Zoning Administrator. If the current hosting party changes, if the event is not held for one calendar year, or if the event is found to be in violation, this exception will be voided.
- G. All local or state permits or licenses otherwise required shall be obtained before the special event permit is issued, and the event shall comply with all applicable County and State sales tax and other laws, rules and regulations.
- H. The permit may impose conditions limiting the hours and duration of the event, preventing disruption of adjacent uses, and assuring removal of litter caused by the event at no expense to the Town.
- I. If the permit Applicant requests the Town to provide extraordinary services or equipment or if the Town Manager otherwise determines that extraordinary services or equipment should be provided to protect the public health or safety, the Applicant shall be required to pay to the Town a fee sufficient to

reimburse the Town for the costs of these services. This requirement shall not apply if the event has been anticipated in the budget process and sufficient funds have been included in the budget to cover the costs incurred.

- J. Adequate parking and parking areas as determined by the Zoning Administrator. Under no circumstances shall parking be permitted in the public rights-of-way. Parking may be provided off-site with advance written consent of the affected landowner and review and approval by the Zoning Administrator.
- K. All requirements of public safety and health authorities shall be met. These standards include proper food and beverage safety, the provision of an adequate potable water supply and adequate provisions for the disposal of solid waste and wastewater, and planning for the provision of security and emergency medical services.
- L. The site shall be left free of debris, litter or any other unsightly evidence of the use upon completion or removal of the use and shall thereafter be used only in accordance with the applicable provisions of the zoning regulations. All improvements made to the property in conjunction with the special event shall be promptly removed upon the cessation of the event. A cleanup bond may be required.

# FIGHTING WITH DAVID FUNDRAISER



## OCTOBER 15TH

**BOX OFFICE BREWERY  
LIVE MUSIC FUNDRAISER**

**SILENT AUCTION KICKOFF  
CLOSES AT 7PM ON 10/16**

## OCTOBER 16TH

**'CURING FOR CARS' CAR SHOW**

**HOLLIDAY ST. STRASBURG VA: 1-5PM  
HUGE JEEP CLUB DRIVES THROUGH DOWNTOWN 3PM**

ON APRIL 23RD, 2020, DAVE WAS PARALYZED IN A CAR ACCIDENT. HE, AND HIS WIFE SISKA, LIVE IN STRASBURG AND LOVE THIS COMMUNITY. THEY APPRECIATE YOUR CONTINUED SUPPORT! ALL PROCEEDS FROM THIS EVENT WILL GO DIRECTLY TO MEDICAL EXPENSES.



**QUESTIONS? 404.435.9013**



## Memorandum

To: Mayor Boies and Members of Town Council  
From: Waverly Coggsdale, Town Manager  
Date: September 2, 2021  
Re: Northern Shenandoah Business Park/Economic Development Update

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Recently, Shenandoah County Industrial Development Authority (IDA) Chair Poling communicated to Mayor Boies that he would like to provide a presentation to Town Council regarding the Northern Shenandoah Business Park (NSBP) and economic development efforts. This presentation should be beneficial to Town Council, as well as town/county staff regarding the development of a strategic vision for development in the NSBP.

Chairman Poling will be joined by IDA Vice Chair Winkfield and Shenandoah County Economic Development Director Jenna French. While no action on this item is requested, Town Council may want to consider a process regarding establishing a unified strategic vision for the NSBP.



## Memorandum

To: Mayor Boies and Members of Town Council  
From: Waverly Coggsdale, Town Manager  
Date: September 2, 2021  
Re: Borden Mowery Ext./VRA Borrowing Update

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Staff continues to proceed with the Borden Mowery Road and Waterline Extension project. The Town received approval of VDOT Revenue Sharing funds approximately three (3) years ago to assist with the completion of Borden Mowery Drive to intersect Radio Station Road in the Northern Shenandoah Business Park (NSBP). The VDOT funding totals \$1,181,762 of the 2018 estimate of \$2,395,882. Recently, the project engineer provided an updated estimate for the road construction of \$2.55 million, which does not include Right of Way acquisition. In addition, the water line extension is estimated at \$700,000. Staff continues to explore other funding options for the utility portion of this project.

Interest has been previously expressed in being included in the Virginia Resources Authority (VRA) Fall Pooled Financing Program. Staff applied for funding at an amount "not to exceed" \$3.55 million and recently conducted a "due diligence" call with the VRA staff. Based on the Financing Schedule, the Town needs to submit all local approvals by Friday, September 17<sup>th</sup>. Accordingly, staff has scheduled the required public hearing for the Town Council's Regular Meeting on Tuesday, September 14, 2021, at 7:00 p.m. The VRA Financing Schedule is attached.

This is an Informational Only item at this time. The Town Council will need to take action after the September 14<sup>th</sup> public hearing if they wish to proceed with the VRA Fall Pooled Financing Program.

**Virginia Resources Authority**  
**Virginia Pooled Financing Program**  
 Series 2021C (Fall VPFP)  
 as of August 6, 2021

**AUGUST 2021**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**SEPT 2021**

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

**OCT 2021**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**NOV 2021**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

**Working Group**

<u>Role</u>	<u>Entity</u>	<u>Defined</u>
Borrower	Localities	“LOC”
Local Bond Counsel	Local Bond Counsel	“LBC”
Issuer	Virginia Resources Authority	“VRA”
VRA Bond Counsel	McGuireWoods LLP	“BC”
VRA Financial Advisor	Davenport & Company LLC	“FA”

**Financing Schedule**

<u>Date</u>	<u>Activity</u>	<u>Responsible Party</u>
August 6 <sup>th</sup>	<ul style="list-style-type: none"> <li>▪ Applications Due</li> </ul>	<ul style="list-style-type: none"> <li>▪ LOC/VRA</li> </ul>
August 9 <sup>th</sup> – 31 <sup>st</sup>	<ul style="list-style-type: none"> <li>▪ Due diligence conference calls (Borrower returns distribution list to VRA prior to due diligence call)</li> </ul>	<ul style="list-style-type: none"> <li>▪ LOC/LBC/VRA/BC</li> </ul>
August 9 <sup>th</sup> – September 17 <sup>th</sup>	<ul style="list-style-type: none"> <li>▪ Credit analysis / underwriting of borrower funding requests</li> </ul>	<ul style="list-style-type: none"> <li>▪ VRA</li> </ul>
September 13 <sup>th</sup>	<ul style="list-style-type: none"> <li>▪ Borrower provides finalized requested proceeds amount, project budget, and estimated draw schedule to VRA</li> </ul>	<ul style="list-style-type: none"> <li>▪ LOC</li> </ul>
Week of September 13 <sup>th</sup>	<ul style="list-style-type: none"> <li>▪ Distribute 1<sup>st</sup> preliminary local debt service schedules</li> </ul>	<ul style="list-style-type: none"> <li>▪ VRA/FA</li> </ul>
September 17 <sup>th</sup>	<ul style="list-style-type: none"> <li>▪ All local approvals received and filed, including:                             <ul style="list-style-type: none"> <li>✓ Adopted Resolution/Ordinance Authorizing Bond Issue and Execution of Local Bond Sale and Financing Agreement</li> </ul> </li> <li>▪ Localities return executed Local Bond Sale and Financing Agreement to McGuire Woods</li> </ul>	<ul style="list-style-type: none"> <li>▪ LOC/LBC</li> </ul>
Week of October 11 <sup>th</sup>	<ul style="list-style-type: none"> <li>▪ Distribute 2<sup>nd</sup> preliminary local debt service schedules</li> </ul>	<ul style="list-style-type: none"> <li>▪ VRA/FA</li> </ul>

<u>Date</u>	<u>Activity</u>	<u>Responsible Party</u>
October 18 <sup>th</sup>	<ul style="list-style-type: none"> <li>▪ Locality DRAFT documents due:               <ul style="list-style-type: none"> <li>▪ Closing Transcript</li> <li>▪ Closing Certificates</li> <li>▪ Bond Counsel Opinion</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ LBC</li> </ul>
October 27 <sup>th</sup>	<ul style="list-style-type: none"> <li>▪ Tentative Bond Sale Date</li> </ul>	<ul style="list-style-type: none"> <li>▪ VRA/FA</li> </ul>
November 10 <sup>th</sup>	<ul style="list-style-type: none"> <li>▪ Signatures due in escrow to McGuireWoods on all Local Borrower Documents</li> </ul>	<ul style="list-style-type: none"> <li>▪ BC/LBC/LOC</li> </ul>
November 16 <sup>th</sup>	<ul style="list-style-type: none"> <li>▪ Tentative Pre-Closing</li> </ul>	<ul style="list-style-type: none"> <li>▪ All</li> </ul>
November 17 <sup>th</sup>	<ul style="list-style-type: none"> <li>▪ Tentative Closing</li> </ul>	<ul style="list-style-type: none"> <li>▪ All</li> </ul>

**\* All dates are tentative and subject to change by Virginia Resources Authority \***

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