



Mr. Atwood said that he is not in favor of transferring authority from the Board of Zoning Appeals (BZA) to Town Council for the issuance of conditional use permits.

4. Beaty Jackson read a statement from Michael Wright, Backer Ln., stating he is not in favor of transferring authority from the Board of Zoning Appeals (BZA) to Town Council for the issuance of conditional use permits.
5. Sammy Campbell, S. Railroad Ave., said that he is not in favor of transferring authority from the Board of Zoning Appeals (BZA) to Town Council for the issuance of conditional use permits.

(Mr. Hayes arrived)

6. Kevin Forrester, Appalachian Trail Dr., said that he is not in favor of transferring authority from the Board of Zoning Appeals (BZA) to Town Council for the issuance of conditional use permits.

\* Mr. Campbell and Mr. Forrester had both expressed opinions that decisions such as this should be put on a referendum/ballot and voted on by the citizens, so Ms. Phillips explained that according to State rules, this topic would not be allowed a place on a general election referendum/ballot.

7. Kerry Guest, S. Beaverdam Ave., questioned why the Council is considering changing the process if the appeal procedure will remain the same.
8. John Berry, Trestle St., stated it is his understanding that the Council wants this change so that they can deny any CUPs for transient lodging.

Mayor Lamb Closed the Public Hearing and opened up the floor for Planning Commission Discussion and Possible Action.

Jack McCrady stated that around 34% of houses in R1/residential districts are currently used for transient lodging and are vacant (not the homeowners' primary residence), and he can only remember one CUP denial by the BZA, which was due to flood zone regulations.

Elizabeth McCartin explained that the Planning Commission is in support of this change because it would give more visibility to the decisions that are being made, by giving the authority to elected officials, instead of appointed individuals, because the public elects Council Members to make the decisions in their best interest. Also, the decisions would be made during Council Meetings which would make for more transparent transactions, as very few people attend the BZA meetings.

There was further discussion between the Council and Planning Commission members.

➤ Planning Commission Recommendation:

Mr. Bebber made a motion to adopt an ordinance to transfer authority from the Board of Zoning Appeals (BZA) to Town Council for the issuance of conditional use permits (CUPs). This motion was 2<sup>nd</sup>, and passed unanimously.

➤ Town Council Discussion and Possible Action:

There was further discussion amongst the Council members.

Mayor Lamb stated that she is in agreement with the people who just spoke out at the Public Hearing against the proposed transfer of power in issuing CUPs from the BZA to the Town Council.

- Ms. Coleman made a motion to take the Planning Commission recommendation and adopt the proposed amendment to Articles 16 & 18 of the zoning ordinance to transfer authority from the Board of Zoning Appeals (BZA) to Town Council for the issuance of conditional use permits (CUPs) only. Mr. McCrady 2<sup>nd</sup> the motion. Ms. Phillips suggested amending the motion to include mentioning the part of the proposed amendment that changes the notice requirements to that of the State, as well as the reasoning behind the wish to change the authority of who issues CUPs, such as added transparency and that residents elect Council Members to make the decisions in their best interest. Mr. Bell added that the proposed ordinance also includes an increased application fee and timeline for action. Ms. Coleman agreed to those amendments to her initial motion, which passed (4-2, with Mr. Fields and Mr. Jackson opposed).

The adopted ordinance to amend follows:

**TOWN OF DAMASCUS, VIRGINIA**  
**AN ORDINANCE TO AMEND THE DAMASCUS ZONING ORDINANCE**  
**ARTICLES 16 AND 18 CONDITIONAL USE PERMIT PROVISIONS AND NOTICE REQUIREMENTS**

**WHEREAS**, after consideration of the recommendation of the Planning Commission, the Town Council determined to reserve unto itself the authority to grant conditional use permits for the reasons both to increase transparency of process as well as to place the responsibility with the elected members of Town Council pursuant to Virginia Code § 15.2-2286(A)(3) instead of with the appointed members of the Board of Zoning Appeals pursuant to Virginia Code § 15.2-2309(6); and

**WHEREAS**, the Town Council and Planning Commission jointly held a public hearing regarding the proposed adoption of this ordinance at a special called meeting held in the Damascus Town Hall on September 3, 2024, after duly advertising the public hearing in accordance with Virginia Code § 15.2-1427;

**NOW, THEREFORE**, be it hereby **ORDAINED** by the Damascus Town Council after due consideration of the public health, safety, and welfare, that:

1. This ordinance shall be effective immediately upon its adoption.
2. If any provision in this Ordinance is held or made invalid by a court decision, statute or rule, or

shall be otherwise rendered invalid, the remainder of the Town's adopted Ordinances shall not be affected thereby.

3. The Code Editor is authorized to revise section numbering and formatting as needed to maintain consistency with the Town of Damascus Code of Ordinances.
4. The following revisions shall be made with the understanding that underlining indicates new text to be inserted and strikethrough indicates existing text to be deleted.

## APPENDIX A – ZONING

### ARTICLE 16. CONDITIONAL USE PROVISIONS

#### Sec. 16.1. General provisions.

General requirements are hereby established which shall apply to all applications for conditional use permits, and specific standards listed shall apply to the issuance of a conditional use permit as appropriate. The ~~board of zoning appeals~~ town council may impose such other conditions and restrictions as may be necessary to reduce or minimize the injurious effect of the conditional use and ensure compatibility with surrounding property, and the ~~board~~ town council may also establish dates for the expiration of any conditional use permit as a condition of approval.

#### Sec. 16.2. Issuance of conditional use permit.

The ~~board of zoning appeals~~ town council shall hear and decide, in accordance with the provisions of this ordinance, requests for conditional use permits. For the purposes of administration of this ordinance, conditional uses shall be construed as synonymous with special exceptions, as controlled by Code of Virginia, § 15.2 -2310.

#### Sec. 16.3. Application for conditional use permit.

The application for a conditional use permit shall be made by the property owner or his designated agent, and filed in writing with the ~~board of zoning appeals~~ zoning administrator and shall contain information and exhibits as may be required by the ~~board~~ zoning administrator. Not more than ~~60~~ 90 days after filing such applications, a hearing before the town council shall be held on the application. Notice of the hearing shall be in accordance with Code of Virginia, § 15.2 -2204. A fee payable to the town in the amount of \$250 shall be charged to defray costs of review and processing for each application for a conditional use permit, except that the fee shall be waived for any governmental agency. Upon approval by the ~~board~~ town council, the zoning administrator shall issue a use permit to the applicant as specified in article 4.

#### Sec. 16.4. General requirements.

A conditional use permit may be granted provided the ~~board~~ town council finds that the conditional use:

- a. Is designed, located and operated so as the public health, safety and welfare will be protected;
- b. Will not adversely affect other property in the area in which it is located;
- c. Is within the provision of "conditional uses" as set forth in this ordinance; and
- d. Conforms to all applicable provisions of this ordinance for the district in which it is to be located.

#### Sec. 16.5. Specific standards.

In addition to the requirements of the applicable district and the general requirements set forth above, a

conditional use permit may be granted for the following uses when the following conditions are met as part of the condition for issuance of a permit:

#### **16.5-1. Specific conditions for utility facilities.**

- a. All of the bulk regulations of the zoning district shall apply.
- b. The location of the facility shall not materially increase traffic on surrounding streets.
- c. The location of the facility shall not have an adverse effect on surrounding properties.
- d. There shall be provided along the entire site boundaries fencing, screening and landscaping, as appropriate to protect the surrounding area.

#### **16.5-2. Specific conditions for residential unit in C-1 district and C-2 district.**

- a. The location of the facility shall not have an adverse effect on surrounding properties.
- b. There shall be provided along the entire site boundaries fencing, screening and landscaping, as appropriate to protect the enclosed area.

#### **16.5-3. Transient/semi-transient habitation in the R-1, R-2 and R-3 district.**

Transient and semi-transient habitation may be permitted only as a conditional use in accordance with Article 8, Use Regulations.

- a. No adverse effect. The location, site, and design of such facilities shall be in keeping with the character of the surrounding area, and shall not have an adverse effect on properties within the surrounding area. The activity shall not create any additional noise, vibration, dust, fumes, odors, glare, other than those normally expected in a residential district.
- b. Planning commission review. The planning commission shall review and may approve site plans for any new facility to be constructed or any existing facility to be converted for this conditional use prior to the issuance of a conditional use permit.
- c. Of-street parking. One space for each unit in a building serving transient guests.
- d. General conditions. Proposed uses shall conform to the general bulk, yard, and site requirements.

### **Sec. 16.6. Conditional use permit appeals.**

Any person or any agency of the town government may appeal to the circuit court of the county to review the decision of the [board of zoning appeals town council](#) as provided under Code of Virginia, § 15.2 -2314. The court may reverse or affirm, wholly or partly, or may modify the decision brought up for review.

## **ARTICLE 18. BOARD OF ZONING APPEALS**

### **Sec. 18.1. Creation, membership and appointment of the board.**

The board of zoning appeals is hereby established which may be referred to in this ordinance as the "board" or "board of zoning appeals." The board shall have jurisdiction within the corporate limits of the town, and it shall consist of five residents of the town, appointed by the circuit court of the county, and who may be nominated by the town council. Members may be reappointed to succeed themselves.

Members of the board shall hold no other public office in the town except that one may be a member of the planning commission.

#### **Sec. 18.2. Terms of office of board members; vacancies; removals.**

The members of the board shall serve for a five-year term, except that original appointments shall be made for such terms that the term of one member shall expire each year. The secretary of the board shall notify the court at least 30 days in advance of the expiration of any term of office, and shall also notify the court promptly if any vacancy occurs. Appointments to fill vacancies shall be only for the unexpired portion of the term. A member whose term expires shall continue to serve until his successor is appointed and qualified. Any board member may be removed for malfeasance, misfeasance or nonfeasance in office, or for other just cause, by the court which appointed him, after a hearing held after at least 15 days' notice.

#### **Sec. 18.3. Staff of board and compensation of board members.**

Within the limits of funds apportioned by the town council, the board may employ or contract for secretaries, clerks, legal counsel, consultants and other technical and clerical services. Members of the board may receive such compensation as may be authorized by the town council.

#### **Sec. 18.4. Powers of the board.**

The board is hereby vested with the powers to:

- a. Hear and decide appeals from any order, requirement, decision or determination made by an administrative officer in carrying out the administration or enforcement of the ordinance;
- b. Hear and act upon application for variances in accordance with this article to alleviate hardships by virtue of the inability of the landowner to comply strictly with the provisions of this ordinance by reason of unique shape, topography or physical features of the lot;
- c. Hear and decide appeals from the decision of the zoning administrator;
- d. Hear and decide applications for interpretation of the district map where there is any certainty as to the location of a district boundary;
- ~~e. Hear and decide applications for conditional use permits and special exceptions in the manner and subject to the standard set out in article 17;~~
- e. Hear and decide all other matters referred to it on which it is required to act under this ordinance;
- f. Within ~~is its~~ budget appropriation and other funds at its disposal, enter into contracts for such services as it may require.

\* Cross reference— Boards, committees and commissions, § 2-241 et seq.

#### **Sec. 18.5. Election of officers.**

The board shall elect for its members its own chairman, vice-chairman and secretary who shall service for one year and may upon election serve succeeding terms.

## Sec. 18.6. Stay of proceedings.

An appeal shall stay all proceedings in furtherance of the action appealed from, unless the zoning administrator certifies to the board, after such notice of appeal shall have been filed, that by reason of facts stated in the certificate such stay would cause imminent threat to life or property. In such instance, the proceedings shall not be stayed otherwise than by a restraining order, which may be granted by the board or by a court of record on application and on notice to the zoning administrator and for good cause shown.

## Sec. 18.7. Rules and proceedings of the board.

The board shall also adopt rules for the conduct of its meetings. Such rules shall at the minimum require that:

- a. The presence of a majority of all members of the board shall constitute a quorum.
- b. No action shall be taken by the board on any case application for variance until after a public hearing and notice thereof. Notice of such hearing public hearing on an application for variance shall be published twice in some newspaper published or having general circulation in the locality, with the first notice appearing no more than 28 days before and the second notice appearing no less than seven days before the date of the meeting referenced in the notice once a week for two successive weeks in a local newspaper of general circulation, not less than six days nor more than 21 days after the second advertisement appears. The notice of application for a variance shall specify the time and place of hearing at which persons affected may appear and present their views. A written notice of the hearing of the an appeal shall be sent by mail to the applicant and all directly affected property owners at least ten days before the hearing of the appeal. The notice to the appellant shall be sent by registered mail.
- c. Appeals to the board may be taken by any person aggrieved or by an officer, department, board or bureau of the locality affected by any decision of the zoning administrator or from any order requirement, decision or determination made by any other administrative officer in the administration or enforcement of this article, or any modification of zoning requirements pursuant to § 15.2-2286. Such appeal shall be taken within 30 days after the decision action appealed from by filing with the zoning administrator and with the board a notice of appeal specifying the grounds thereof. The zoning administrator shall then transmit to the planning commission and to the board all the papers constituting the record upon which the action was taken.
- d. The board shall fix a reasonable time for hearing the application or appeal, give public notice thereof as well as notify interested parties and decide the same within 60 90 days.
- e. The board may reverse or affirm, wholly or partly, or may modify an order, requirement, decision or determination appealed from. The concurring vote of three members shall be necessary to reverse any order, requirement, decision or determination of an administrative officer or to decide in favor of the applicant on any matter upon which it is required to pass under the ordinance or to affect any variance from the ordinance.
- f. The board shall keep minutes of its proceedings and other official actions which shall be filed in the office of the board and shall be public records. The chairman of the board or, in his absence, the vice-chairman may administer oaths and compel.

- g. The board may call upon another officer or agency of the town for information in the performance of its duties, and it shall be the duty of such other agencies to render the information to the board as may be reasonably required.
- h. Any office, agency or department of the town or other aggrieved party may appeal any decision of the board to the circuit court of the county as provided for in Code of Virginia, § 15.2-2314.
- i. In decisions on variance ~~or conditional use~~, the board shall indicate the specific section of this ordinance under which the variance ~~or conditional use~~ is being considered, and shall state its findings beyond such generalities as "in the interest of public health, safety and general welfare."  
  
The board shall state clearly the specific conditions imposed in granting the variance ~~ordinance or conditional use permit~~. For variance cases pertaining to hardship, the board shall specifically identify the hardship warranting such action by the board.
- j. At the public hearing ~~of the case~~ before the board, the appellant shall appear in his own behalf or be represented by counsel or agent. If represented by legal counsel, the appellant shall notify the board ~~of such representation~~ no less than 30 days prior to the established meeting date. The appellant's side of the case shall be heard first and those in objection shall follow. To maintain orderly procedure, each side shall proceed without interruption from the other.
- k. The town planning commission shall be permitted to submit an advisory opinion on any matter before the board, and such opinion shall be made part of the record of the public hearing. The zoning administrator shall provide to the planning commission a copy of all applications for variance and appeal that are filed for hearing before the board of zoning appeals.

**Sec. 18.8. Procedure for ~~permitted Conditional Uses, Applications to the Board of Zoning Appeals, Variances, Special Exemptions, and questions of map interpretations.~~**

	Applicant submits application and plans, <u>if applicable</u> , to zoning administrator.
APPLICANT Application	
	Zoning administrator refers applicant's <del>case application and plans, if applicable,</del> to board of zoning appeals <u>and provides a copy to the application to the planning commission.</u>
ZONING ADMINISTRATOR Case	
	Board of zoning appeals publishes notice of public hearing, holds a public hearing, and decides the applicant's case.
BOARD OF ZONING	



Case _____	
	Zoning administrator takes appropriate action (see sections 4.7 and 5.4).
ZONING ADMINISTRATOR	

At a special called joint meeting held on September 3, 2024, of the Planning Commission and Town Council, after public hearing and receiving the recommendation of the Commission, the Council took the following action.

On motion of Ms. Coleman, seconded by Mr. McCrady, the Council voted to adopt the proposed ordinance to amend the Damascus Zoning Ordinance Articles 16 and 18 Conditional Use Permit Provisions and Notice Requirements as follows:

VOTE:

Katie Lamb, Mayor	No Vote		
Jack McCrady, Vice-Mayor	Aye	Tommy Hayes	Aye
Susan Coleman	Aye	Beaty Jackson	Nay
Charles Fields	Nay	Robert Kemmerlin	Aye

**ADOPTED**, the 3<sup>rd</sup> day of September 2024.

- Adjourn - Planning Commission

Mr. Bebbler asked for a motion to adjourn the Planning Commission meeting, which was made, 2<sup>nd</sup>, and passed unanimously.

- Recess– Town Council (5 minutes)

## 7:00pm Regular Called Council Meeting

7:00pm: Mayor Lamb reconvened the meeting and led the Pledge of Allegiance; Ms. Coleman gave the invocation.

### Public Hearing #2

The Town Council of the Town of Damascus, Virginia will conduct a public hearing regarding a proposed rezoning to amend the Zoning Map of the Town of Damascus, Virginia to rezone the property at 609 Orchard Hill Rd. (tax map ID #172B3-A-71D, 172B3-A-71B, 172B3-A-71) from Residential to General Commercial. The proposed zoning map amendment from R-1 to C-2 would allow for higher density development and flexible commercial use.

- It was the consensus of the Council to table the proposed rezoning request, as the entire zoning map will soon be under review. The property owner is in agreeance.

Mayor Lamb asked for approval of the August 5, 2024, Regular Called Council Meeting Minutes.

- Ms. Coleman made a motion to approve the August 5, 2024 Minutes, with the Mayor's comment under the Planning Commission report stricken. Mr. Kemmerlin 2<sup>nd</sup> the motion, which passed (6-0).

Mayor Lamb asked for approval of the August 12, 2024, Special Called Council Meeting Minutes, as presented.

- Mr. McCrady made a motion to approve the Minutes, as presented. Mr. Jackson 2<sup>nd</sup> the motion, which passed (5-0-1, with Mr. Fields abstaining).

Mayor Lamb asked for approval of the agenda, as presented.

- Mr. McCrady made a motion to approve the agenda as presented. Mr. Jackson 2<sup>nd</sup> the motion, which passed (6-0).

## Committee Reports

### Budget, Finance, and Administration:

Town Treasurer, Shawna Cook, submitted the following report for the previous month:

***Real Estate & Personal Property Taxes:*** *The collection rate for 2024 first half Real Estate is at 75.63% and 2023 Personal Property is at 76.02%. Please note that as of August 27, 2024, not all payments were posted in Accufund due to the penalty calculation issue.*

***Meals & Lodging Tax:*** *\$20,007.65 in Meal Taxes and \$16,714.37 in Lodging Taxes were collected for August 2024.*

*\*All balance information below is correct as of 8/27/24:*

<i>Town of Damascus Virginia Investment Pool (VIP)</i>	<i>Account Balance</i>	<i>FYTD Income</i>	<i>Inception Date</i>
<i>RESERVE FUND</i>	<i>\$59,836.65</i>	<i>\$502.56</i>	<i>08/11/2017</i>
<i>EARMARK POLICE VEHICLE</i>	<i>\$507.37</i>	<i>\$4.10</i>	<i>04/04/2018</i>
<i>SEWER FUND CD</i>	<i>\$29,087.47</i>	<i>\$244.33</i>	<i>11/26/2018</i>
<i>ANTHEM RECOVERY</i>	<i>\$48,614.10</i>	<i>\$408.27</i>	<i>12/21/2018</i>
<i>ADDITIONAL WORKING CAPITAL</i>	<i>\$205,217.89</i>	<i>\$1,723.55</i>	<i>08/08/2019</i>
<i>TRAIL DAYS RESERVE</i>	<i>\$8,249.12</i>	<i>\$69.30</i>	<i>05/14/2020</i>
<i>TOD ARPA 2021</i>	<i>\$577,871.89</i>	<i>\$5,003.24</i>	<i>06/29/2021</i>
<i>VIP Stable NAV Liquidity Pool</i>	<i>\$929,384.49</i>	<i>\$7,955.35</i>	

*Balances shown below are from online banking:*

*Bank of Damascus:*

*General Fund: \$247,290.74*

*CDBG ARC Downtown: \$478.70*

*CDBG Program Income: \$13,548.82*

*ARPA: \$76.00*

*Total: \$261,394.26*

**Announcements:**

*No new announcements.*

**Streets, Lights and Maintenance:**

Mr. McCrady thanked Mr. Kemmerlin for his assistance with Public Works, and getting Trestle 16 lit again. He also reported that the department has been busy with tree trimming, removal, hauling brush, mowing, weed trimming, Creeper Trail maintenance, repairing water leaks, removing an old section of sidewalk at the Town park, widening a ditch and cleaning a drain on 2<sup>nd</sup> St., moving boulders, servicing a tractor and a mower. Mr. McCrady thanked Mr. Bell for assisting with the Public Works department as well.

Also, a Council Poll was conducted Aug. 21<sup>s</sup> for the hiring of Nick Span, who has been interviewed by Ms. Coleman and Mr. Kemmerlin, as a part-time Public Works employee, up to 30 hours per week, and at a starting salary of \$16 per hour. The Council approved (5-1, with Mr. Fields opposed).

**Parks and Recreation:**

Mr. Jackson reported the pool was shut down this week after a pretty good season. We will be looking for a new pool manager for next season, as the current one has found full-time employment and will not be available. Pickle ball is really picking up, so it may be time to really think about where we could put in a court that is the Town's (not just the Baptist Church parking lot), and we are ready for all of the bikers to come in the Fall.

Seat vacancy – due to the fact that Bryan Bryant is waiting to be sworn in as a member of the BZA. Once she is appointed, she will not be able to serve on the Parks & Rec Commission.

**Planning Commission:**

Mr. Bell reported that the Planning Commission would like the Town Council to consider reevaluating the entire zoning map.

**Police and Fire Advisory:**

Chief Turner presented the following report for the previous month:

**Operations:** *August 2024, Damascus Officers had 136 calls for service. We have taken 18*

investigative reports and made 13 arrests. We had 4 reportable accidents. Arrests are as follows: Warrant Service 10, Driving Suspended or Revoked 2 and Trespass 1.

**Traffic Enforcement Activities:** We issued 32 citations along with 26 warnings. The Speeding violations were 25 mph zone 7, 35 mph zone 11, Expired Tags 1, Drive Suspended 3, Reckless driving 1, Fail to Obey Hwy Sign 2, No Insurance 1, Forge/Altered Tags 1, Fail to Obtain Va Reg 1, No License 1 Expired Inspection 1, Defective Exhaust 1 and Expired Tags 1.

**Speeding complaint areas include:** Laurel Ave

**Special Report:** We had one of our speed signs that had an issue, and it had to be sent off for repairs, I got it back on August 24, 2024, and once it was charged the sign was placed out on N Beaver Dam Ave. This sign logged from Aug 24th through 31<sup>st</sup> 26,765 vehicles. The Douglas Dr sign logged down for the month of August 156,789 vehicles. This is a total of 183,554 vehicles that came into the Town of Damascus in August.

**Special Notes:**

The LPR Camera system is in the works to be placed, I got the invoice and turned it in to get that paid and once its paid then I will submit the reimbursement to VSP. The total will be \$10,450.00 not \$10,300.00. I got the invoice and there was a \$150.00 charge for professional services. I am waiting for Flock to get back with me on the installation of the system.

**Police Vehicles:** Nothing new currently.

**Auxiliary:** Nothing new currently.

**Accidents Successfully Exported To TREDIS**

**Damascus Police Department  
(08/01/2024 - 08/31/2024)**

<b>Submission Date:</b>	<b>Accident Number:</b>	<b>TREDS Number:</b>	<b>Resubmission?</b>
08/20/2024 - 22:00	24-00011	242335322	No
08/20/2024 - 22:00	24-00010	242335321	No
08/20/2024 - 22:00	24-00009	242335320	No
08/20/2024 - 22:00	24-00008	242335319	No

**Total Successful Exports: 4**

**Total Accidents Successfully Exported: 4**

## Arrest Race/Sex Totals by Offense

Damascus Police Department

(08/01/2024 - 08/31/2024)

Primary Offense:	Asian/				Asian/				Juvn.:	Adult:	Resd.:	NonRes.:	Arrests:
	White Male:	Black Male:	Indian Male:	Pac. Isl. Male:	White Female:	Black Female:	Indian Female:	Pac. Isl. Female:					
90J - Trespass of Real Property	1	0	0	0	0	0	0	0	0	1	1	0	1
18.2-456 - Capias: Attachment of the Body	2	0	0	0	0	0	0	0	0	2	1	1	2
46.2-301 - Drive Suspended or Revoked	2	0	0	0	0	0	0	0	0	2	1	1	2
90Z - All Other Offenses	3	0	0	0	5	0	0	0	0	8	2	6	8
<b>Totals:</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>5</b>	<b>8</b>	<b>13</b>

## Citation Totals by Charge

Damascus Police Department

(08/01/2024 - 08/31/2024)

Charge:	Number of Charges:
18.2-119 - Trespassing	1
46.2-1049 - DEFECTIVE EXHAUST	1
46.2-1158 - EXPIRED STATE STATE INSPECTION	1
46.2-300 - NO DRIVERS LICENSE	1
46.2-301 - REVOKED/SUSPENDED	3
46.2-600 - fail to obtain registration	1
46.2-613 - Expired thirty day tag / Improper Registration	1
46.2-707 - DRIVING WITHOUT INSURANCE	1
46.2-722 - FORGED/ALTERED LISENCE PLATE	1
46.2-802 - FAIL TO DRIVE RIGHT OF HIGHWAY	1
46.2-821 - FAILURE TO STOP AT A STOP SIGN	1
46.2-852 - reckless driving	1
46.2-874 - SPEEDING 25 MPH ZONE	7
46.2-875 - SPEEDING 35 MPH ZONE	11
<b>Total:</b>	<b>32</b>

## Incident Case Status Totals by Offense

Damascus Police Department

(08/01/2024 - 08/31/2024)

Offense:	Active:	Active		Inactive WOF:	Closed Service:	Closed Except.:	Closed Arrest:	Adult Arrest:	Juvenile Arrest:	Adu./Juv. Arrest:	Unfd.:	Rptd.:	Actual:
		TOT O/A:	Inactive:										
18.2-456 - Capias: Attachment of the Body	0	0	0	0	0	0	1	1	0	0	0	1	1
220 - Burglary/Breaking & Entering	1	0	0	0	0	0	0	0	0	0	0	1	1
23C - Shoplifting	2	0	0	0	0	0	0	0	0	0	0	2	2
240 - Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	1	1
46.2-301 - Drive Suspended or Revoked	0	0	0	0	0	0	2	1	0	0	0	2	2
90J - Trespass of Real Property	0	0	0	0	0	1	0	1	0	0	0	1	1
90Z - All Other Offenses	2	0	0	0	0	0	8	8	0	0	0	10	10
<b>Totals:</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>11</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>18</b>

## Damascus Volunteer Fire Department

Chief Turner presented the following report for the previous month's activities:

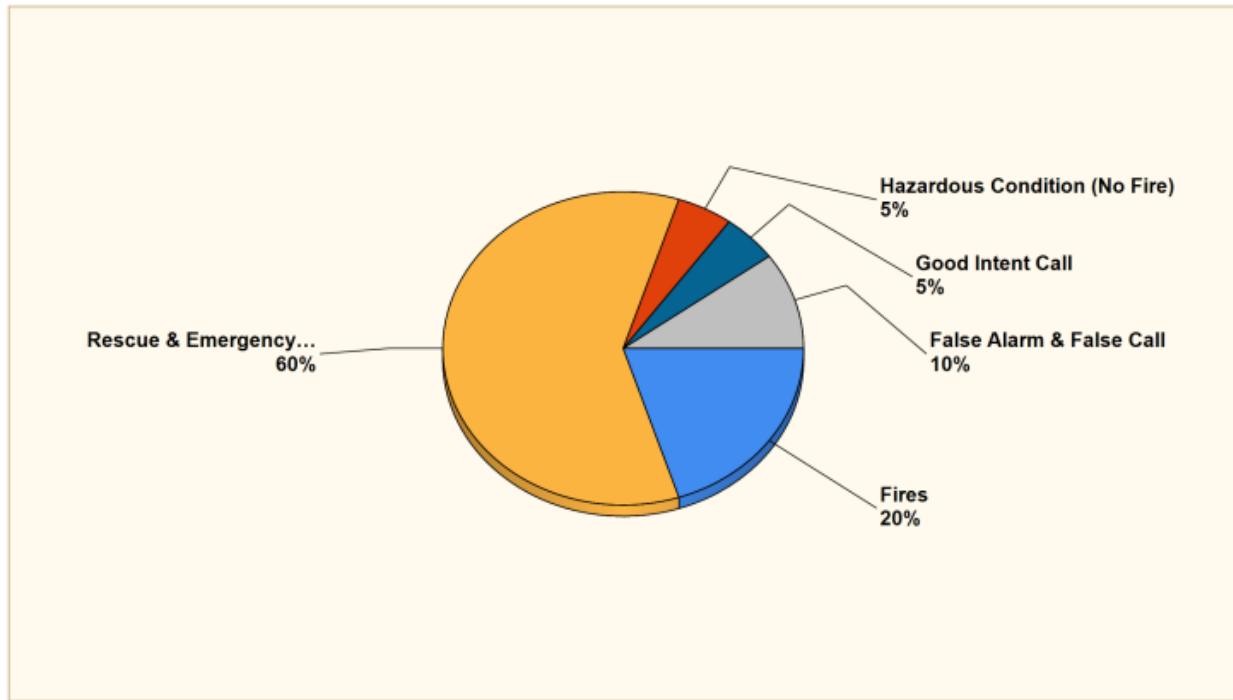
# Damascus Fire Department

Damascus, VA

This report was generated on 9/3/2024 9:27:39 AM

## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 08/01/2024 | End Date: 08/31/2024

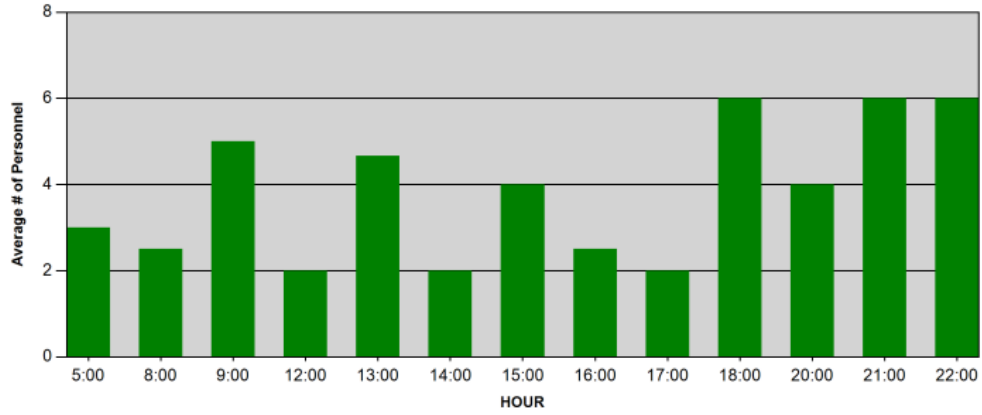


MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	20%
Rescue & Emergency Medical Service	12	60%
Hazardous Condition (No Fire)	1	5%
Good Intent Call	1	5%
False Alarm & False Call	2	10%
<b>TOTAL</b>	<b>20</b>	<b>100%</b>

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	10%
142 - Brush or brush-and-grass mixture fire	2	10%
311 - Medical assist, assist EMS crew	3	15%
324 - Motor vehicle accident with no injuries.	6	30%
341 - Search for person on land	3	15%
442 - Overheated motor	1	5%
611 - Dispatched & cancelled en route	1	5%
700 - False alarm or false call, other	1	5%
746 - Carbon monoxide detector activation, no CO	1	5%
<b>TOTAL INCIDENTS:</b>	<b>20</b>	<b>100%</b>

**Average Number of Responding Personnel per Hour for Date Range**

Start Date: 08/01/2024 | End Date: 08/31/2024



HOUR	AVG. # PERSONNEL
05:00 - 05:59	3.00
08:00 - 08:59	2.50
09:00 - 09:59	5.00
12:00 - 12:59	2.00
13:00 - 13:59	4.67
14:00 - 14:59	2.00
15:00 - 15:59	4.00
16:00 - 16:59	2.50
17:00 - 17:59	2.00
18:00 - 18:59	6.00
20:00 - 20:59	4.00
21:00 - 21:59	6.00
22:00 - 22:59	6.00

**Incident Statistics**

Zone(s): All Zones | Start Date: 08/01/2024 | End Date: 08/31/2024

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		12	
FIRE		8	
<b>TOTAL</b>		<b>20</b>	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
<b>TOTAL</b>			
PRE-INCIDENT VALUE		LOSSES	
<b>\$0.00</b>		<b>\$0.00</b>	
CO CHECKS			
746 - Carbon monoxide detector activation, no CO		1	
<b>TOTAL</b>		<b>1</b>	
MUTUAL AID			
Aid Type	Total		
Aid Given	1		
OVERLAPPING CALLS			
# OVERLAPPING	% OVERLAPPING		
4	20		
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1400	0:14:21	0:18:53	
<b>AVERAGE FOR ALL CALLS</b>		<b>0:15:48</b>	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1400	0:03:35	0:10:58	
<b>AVERAGE FOR ALL CALLS</b>		<b>0:05:54</b>	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Damascus Fire Department		83:14	

**Incident Type and Street Name for Date Range**

Incident Status: Reviewed | Start Date: 08/01/2024 | End Date: 08/31/2024

Incident Date	Address	Incident Type
08/01/2024	Chestnut Mountain RD, Damascus, VA 24236	Motor vehicle accident with no injuries.
08/02/2024	Osceola RD, Abingdon, VA 24210	Carbon monoxide detector activation, no CO
08/03/2024	S Shady AVE, Damascus, VA 24236	Dispatched & cancelled en route
08/05/2024	taylors valley, Damascus, VA 24236	Brush or brush-and-grass mixture fire
08/06/2024	Creeper TRL, Damascus, VA 24236	Search for person on land
08/09/2024	Jeb Stuart HWY, Damascus, VA 24236	Motor vehicle accident with no injuries.
08/10/2024	Virginia Creeper, Damascus, VA 24236	Search for person on land
08/10/2024	Jeb Stuart HWY, Damascus, VA 24236	Motor vehicle accident with no injuries.
08/11/2024	Klondyke RD, Damascus, VA 24236	Motor vehicle accident with no injuries.
08/13/2024	702 N Beaver Dam RD, Damascus, VA 24236	Overheated motor
08/15/2024	Monroe RD, Damascus, VA 24236	Brush or brush-and-grass mixture fire
08/15/2024	Creeper TRL, Damascus, VA 24236	Search for person on land
08/16/2024	Government RD, Damascus, VA 24236	False alarm or false call, other
08/17/2024	Creeper Trail, Taylors Valley, VA 24236	Medical assist, assist EMS crew
08/18/2024	Creeper Trail, Damascus, VA 24236	Medical assist, assist EMS crew
08/19/2024	Curtis LN, Glade Spring, VA 24340	Building fire
08/22/2024	South Shady AVE, Damascus, VA 24236	Motor vehicle accident with no injuries.
08/24/2024	N Bone Hollow RD, Damascus, VA 24236	Building fire
08/29/2024	Virginia Creeper, Damascus, VA 24236	Medical assist, assist EMS crew
08/30/2024	Rhea Valley RD, Meadowview (RR name Meadow View), VA 24361	Motor vehicle accident with no injuries.
		<b>Total incidents: 20</b>

**Personnel Hours for Incidents for Date Range (Not Payroll Related)**

Start Date: 08/01/2024 | End Date: 08/31/2024

PERSONNEL	TIME SPENT ON INCIDENTS (Hours:Minutes Dispatched to Cleared Scene)
Campbell, Dalton	8:06
Doss, Brady	2:31
Hicks, Emilee	3:39
Hicks, Mindi	4:20
Hicks, Noah	10:09
Johnson, Michael	22:24
Jones, Dave	15:09
Norris, Ralph	1:49
Phipps, Jennifer	8:58
Reedy, Tony Mitchell	1:49
Richey, Jordan	12:07
Turner, Kermit	14:27
Turner, Walter B	18:00
Widener, Alex	3:52
Widener, Candace	5:02
<b>Total:</b>	<b>132:24</b>



**Response Percentage per Station per Personnel for Incident Types for Personnel**

Personnel: All Personnel | Incident Type(s): All Incident Types | Start Date: 08/01/2024 | End Date: 08/31/2024

Personnel	Calls Attended	% of Calls for Selected Incident Types
<b>Station: Station 1400</b>		
Campbell, Dalton	9	45.0%
Davenport, Adam	5	25.0%
Doss, Brady	1	5.0%
Greer, Jesse	1	5.0%
Hicks, Emilee	3	15.0%
Hicks, Mindi	3	15.0%
Hicks, Noah	8	40.0%
Johnson, Michael	19	95.0%
Jones, Andrew	1	5.0%
Jones, Dave	6	30.0%
Justice, Jason	2	10.0%
Norris, Ralph	2	10.0%
Phipps, Jennifer	9	45.0%
Reedy, Tony Mitchell	1	5.0%
Richey, Jordan	13	65.0%
Turner, Kermit	11	55.0%
Turner, Walter B	15	75.0%
Widener, Alex	5	25.0%
Widener, Anthony	1	5.0%
Widener, Candace	7	35.0%
<b>Total Incidents for Station Station 1400</b>	<b>20</b>	

**Total Incidents for all Stations 20**

### Special Committees

Nothing at this time.

### Citizens Comments

Citizens Comments were heard from the following people:

1. Sammy Campbell, S. Railroad Ave., wanted to convey to the Council some ideas that have been brought to his attention, such as looking into using some of the ARPA funds to do some refurbishment on Backer Park.

### Manager's Report

Chris Bell presented the following Manager's Report:

#### *Creeper Trail*

- *Trestle Approaches: USFS has completed repair work on a majority of the trestles approaches, including Trestles 16 & 17 here in town, minimizing rescue calls.*
- *Trestle 16: The USFS to make some additional repairs in the next 30 days on the loose decking along Trestle 16.*

- Trestles 30 & 31: USFS is still awaiting on final engineering plans & drawings before awarding contract, but it still targeting repairs with a completion date of Spring 2025.
- Creeper Trail Forum: Damascus had great representation at the Creeper Trail forum hosted by the Wellspring Foundation and emphasized the importance of the Creeper to the local Damascus economy.

### **DOF Urban & Community Forestry**

- RFQ for the removal of the rest of the trees (approximately 105) is in process with quotes due 9/13/2024. Eight interested parties to date.

### **Miscellaneous**

- IT: Higher Ground has completed firewall replacement and antivirus installation. Police Department laptops upgraded with VPN for RMS remote access and offsite backup of PD server. Roof tower installation to commence this week with wireless bridges, followed by bathroom access controls and cameras. New phone & voicemail system to be implemented mid-September.
- Engineering: Physical survey was completed for Legion St. sidewalk/parking/drainage project and Topo Survey is 90% complete. Preliminary plans/conceptual drawings expected 9/23/24. PER for stormwater along downtown corridor to begin October/November. Walked the streambank stabilization with engineering last week but still in early development.
- Laurel Creek Park/Town Park: Staining and painting of Town Park gazebo and Laurel Creek park and bathroom completed. Working on material estimates for deck replacement at Town Park gazebo. Also, at the wish of Town Council exploring the rough cost to resurface asphalt in front of gazebo and obtain an estimate to resurface Extract St.
- Recodification: Editing is underway, but not completed. Proof to be sent this month according to CivicPlus.
- Gap Analysis + Feasibility Study: The Wellspring Foundation grant for \$20,000 was formally awarded. Request for Proposal has been posted with a Sept. 27<sup>th</sup> deadline. The formation of a committee to review proposals will be required this month.
- Laurel Creek Trail: DBD Planning to complete drawings this month for N. & S. Reynolds St. reverting back to parallel parking and submit to VDOT.
- Painting/sealing: Awaiting contractor schedule to complete striping along Laurel Ave.
- Damascus Middle School: Preliminary discussion with Principal Matlock and the gifted student coordinator, Ms. Mosey on engaging their gifted students on town related issue(s) and how to connect their education to a real world application and benefit the community.
- Town Map: Post an incident on the south side of town along Shady Ave., surveyor discovered error made in a survey from the 1980's and misrepresentation of outer town limits. Awaiting a new survey and map to correct town/county records.

## Code Enforcement:

Mayor Lamb presented the following activity report for August from the Town's Code Enforcement Officer, Marty Berry:

*Visits and Contacts: 7*

*Zoning: 4*

*Business License: 0*

*Lodging: 6*

*Meals: 2*

*Complaints and Investigations: 7*

*Assist P D: 2*

## Legal Matters

Nothing at this time.

## Old Business

- Board of Zoning Appeals – Seek appointment to fill the seat vacated by Doug Carpenter
  - Mr. McCrady made a motion to appoint Tom Davenport to the Board of Zoning Appeals, 2nd by Susan Coleman. The motion passed (5-1, with Mr. Fields opposed).

## New Business

- The Crooked Road, Board of Directors Appointment, Mr. Bell explained:



### The Crooked Road: Virginia's Heritage Music Trail

One Heartwood Circle  
Abingdon, VA 24210

[www.thecrookedroad.org](http://www.thecrookedroad.org)

(276) 492-2409  
[info@thecrookedroad.org](mailto:info@thecrookedroad.org)

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8/27/24

Dear sir or madam,

I am writing to request that the Town of Damascus appoint a representative to The Crooked Road Board of Directors for a term of four years beginning in the fall of 2024. This appointee preferably should also serve as your community's DMO, tourism or recreational director. Meetings are held bi-annually and the representation would greatly enhance not only our organization, but the partnership we have with town of Damascus.

Please let me know if you have any questions. The date of the next Board of Directors meeting is October 23, 2024 at 1:00 pm. The location is TBA.

Thank you,

Tyler Hughes  
Executive Director

- Mr. McCrady made a motion to appoint the Town's Recreation Program Director, Julie Kroll, to the Crooked Road Board of Directors, as requested. Ms. Coleman 2<sup>nd</sup> the motion, which passed (6-0).

➤ Blue Ridge Snorkel Trail, Mr. Bell explained:

*The new Blue Ridge Snorkel Trail is working on expanding into Virginia and they've reached out to us to add Damascus as the first site in the state. (Link in email) More info on the Blue Ridge Snorkel Trail here.*

*They have designated ten river snorkeling sites in North Carolina in 2023 and have several more sites in the works for both NC and VA. I've met with Mike Smith of the Virginia Chapter of the Native Fish Coalition and they would like to sponsor the signage so it would be at no cost to the town.*

*I am also working on updates to the six-panel kiosk at the Town Park (separately from this). We could use one of these panels for the snorkel trail information so we won't need to add a new large sign to the park. Also, the snorkel trail signs for new sites are already getting a design update - our sign will not look like the ones pictured on the website.*

*By adding the Laurel Creek confluence in Damascus to the Blue Ridge Snorkel Trail, we can reach a new audience and gain promotion through a regional initiative. The Blue Ridge Snorkel Trail has a website and plans to create a brochure and video series.*

*On-site, their ask is for a sign panel in the Town Park kiosk, plus two small 'snorkel site' signs - one at the north end of the Town Park and one at Creekside Park (paid for by Native Fish Coalition).*

*We plan to have this ready for review at the next Town Council meeting. Please let me know if you have any questions or would like to learn more. Thanks!*

*Julie Kroll*

*Recreation Program Director*

- Ms. Coleman made a motion to add the Laurel Creek confluence as a site on the Blue Ridge Snorkel Trail and allow for signage at the Town Park and Creekside Park sponsored by the Virginia Chapter of the Native Fish Coalition. Mr. Jackson 2<sup>nd</sup> the motion, which passed (6-0).

## Consent Agenda

- Mr. McCrady made a motion to pay the bills for invoices exceeding \$2,500, 2<sup>nd</sup> by Mr. Kemmerlin. The motion passed (6-0).
- Ms. Coleman made a motion to pay the bills presented as well as the standard and/or recurring bills that will come in before the next Council meeting. Mr. Kemmerlin 2<sup>nd</sup> the motion, which passed (6-0).

## Mayor & Council Members Reports

Mayor Lamb received an email from a volunteer coordinator of a new initiative launched by EO for a year-round workforce exploration center to be utilized by students K-12 across SWVA. The organization is looking for volunteers.

Mr. Kemmerlin is looking into options for getting Trestle 17 lit again.

Mr. McCrady stated that the trestles are owned by the US Parks Service, but if anyone notices loose planks or other dangers, please let him or Chris know and they can get maintenance to address it; and there was an article in the Bristol paper today about the sanctuary program that is going into the former Presbyterian Church building on W. Laurel Ave., and he has some concerns about the program.

The Mayor agreed to ask Linda Austin, Hands & Feet Ministries, to come give an update on the sanctuary rehabilitation program at the October Council Meeting.

## Announcements

### UPCOMING EVENTS & OTHER ANNOUNCEMENTS:

- Farmers Market is open on Saturdays 9am-noon
- Sept 7<sup>th</sup> – 'Fire by Night' event in the town park, 7-9pm
- The Town Council and Planning Commission of the Town of Damascus, Virginia will conduct a joint public hearing at 6:00 PM on Monday, September 9<sup>th</sup>, 2024 regarding a proposed amendment to Article 8 and Sections 15.5, 15.9, & 16.5-3 of the zoning ordinance to prohibit transient & semi-transient lodging in R-1, R-2, R-3 and Industrial zones within the town limits.
- Sept. 24<sup>th</sup> – Candidates Forum at Holston High School, hosted by the League of Women voters of Washington County
- *For information on upcoming events, go to our website [visitdamascus.org](https://visitdamascus.org). For citizen info go to [damascus.org](https://damascus.org), and don't forget our social media presence on **Facebook** and **Instagram**!*
- Mr. McCrady made a motion to adjourn, 2<sup>nd</sup> by Mr. Jackson. The motion passed (6-0).

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Katie Lamb, Mayor

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Tuesday Pope, Clerk