

DRAFT AGENDA

March 2, 2026

6pm Regular Called Council Meeting
Damascus Town Hall

- **CALL TO ORDER & WELCOME**

1. PLEDGE OF ALLEGIANCE AND INVOCATION

2. APPROVAL OF MINUTES : February 9, 2026, Regular Council Meeting

3. AGENDA APPROVAL

4. COMMITTEE REPORTS

i. Budget, Finance and Administration – Jeff Buckley

- Treasurer’s Report submitted by Shawna Cook
- Health Insurance Renewal for 2026-27
- Budget Workshops on March 10th and 24th at 3:30pm

ii. Streets, Lights and Maintenance – Derwin Creech

iii. Parks and Recreation – Buddy Albro / Hunter Faust

- Marketing Plan Adoption 26-28 – Julie Kroll
- Website Registration – Julie Kroll
- Pool Fee Increase 2026

iv. Planning Commission - Chris Bell

- Zoning update recommendation: minimum site size and PUD district

v. Police and Fire Advisory – Sammy Campbell

- DPD Monthly Report – Chief Turner
- DVFD Monthly Report – Chief Turner

vi. Code Enforcement Officer’s Report submitted by Marty Berry

vii. Special Committees

- Community Events & Economic Engagement Coordinator – K.T. Martin

5. CITIZENS COMMENTS

** Citizens wishing to address the Council are asked to sign in on the Public Participation Register provided at the podium, and if participating electronically please clearly state your name and address for the record.*

6. MANAGER'S REPORT – Chris Bell

7. LEGAL MATTERS

At the appropriate time, motion to Recess into Closed Session for Discussion and Consideration of Public Works Personnel Matters, per VA Code Section 2.2-3711 (A)(1).

8. UNFINISHED BUSINESS

9. NEW BUSINESS

- Ordinance Modifications, First Reading, Council Review/Discussion (2nd reading and Council action at the April 6th Council meeting):
 - a. Clarification of definition & requirements of Music Entertainment Festival
 - b. Addition of definition & requirements for Special Events (i.e. Dashing thru Damascus, Festival of Miles, C-TREC, etc. type of non-town sponsored events)
 - c. Update of property tax due dates to align with Washington County
 - d. Removal of meal and lodging tax discount to eliminate confusion and miscalculations
 - e. Refund authority for Treasurer as previously approved by Council
 - f. Clarification and addition of peddler definitions including mobile food vendors and qualifying events
 - g. Update of business fees to separate mobile food establishments from peddlers and a special events peddlers fee

10. CONSENT AGENDA

- Consideration of invoices exceeding \$2,500
- Invoices - 'Pay the Bills' presented, as well as the standard and/or recurring bills that will come in before the next Regular Called Council Meeting

11. MAYOR & COUNCIL MEMBERS REPORTS

- Katie Lamb
- Buddy Albro
- Jeff Buckley
- Sam Campbell
- Derwin Creech
- Hunter Faust

➤ Charles Fields

12. UPCOMING EVENTS & OTHER ANNOUNCEMENTS

- * For information on upcoming events, go to our website visitdamascus.org. For citizen info go to damascus.org, and don't forget our social media presence on **Facebook** and **Instagram**!

13. Motion to

- *RECESS INTO CLOSED SESSION FOR ITEMS LISTED UNDER LEGAL MATTERS*
 - *RETURN TO OPEN SESSION*

 - *CERTIFY (individually): We Certify that only public business matters lawfully exempted from open meeting requirements and only such matters identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting.*
- ADJOURN (include time)