

## Memorandum

May 16, 2019

**To:** Finance Committee  
Ordinance Committee

**From:** Kim Fravel, Town Clerk

**Cc:** Mayor & Town Council; Angela K. Clem, Town Manager; Mandy R. Belyea, Deputy Town Manager; Lemuel Hancock, Urban Designer | Neighborhood Planner; Administration; Media

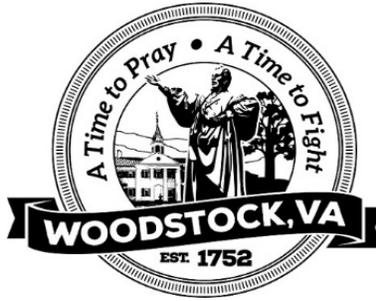
**Re:** Committee Meetings – 21 May 2019

The purpose of this memorandum is to notify you of the following committee meetings (to be held on **Tuesday, May 21, 2019, beginning at 5:30 pm** in the Planning Commission Room of the Municipal Office. Agenda topic(s) include:

Meeting/Topic	Date/Time
Finance Committee Meeting: <ul style="list-style-type: none"> <li>• Recommendation for resolutions pertaining to budget amendments</li> <li>• Recommendation pertaining to write-offs of personal property and utility accounts in accordance with State Law</li> <li>• Recommendation pertaining to the adoption of a Federal Awards Administration Policy in accordance with the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Awards</li> </ul>	<p style="text-align: center;"><i>21 May 2019 at 5:30 pm</i></p>
Ordinance Committee Meeting: <ul style="list-style-type: none"> <li>• Discussion pertaining to Section 90-189(2), 90-1, 90-380, and 90-382</li> </ul>	<p style="text-align: center;"><i>Immediately following the Finance Committee Meeting</i></p>

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| <ul style="list-style-type: none"><li>• <i>Discussion pertaining to Multi-Family Stacked Townhouse Design Guidelines</i></li></ul> |  |
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If you should have any questions or concerns, please contact me at the Municipal Office.



## RESOLUTION

### GENERAL FUND

#### ***Revenues:***

Enhancement Sales (Branding Merchandise) (10-3160-0095)	\$10,000.00
VDOT Snow Removal Contract (10-3170-0124)	\$16,236.00
Miscellaneous Receipts (Sale of Equipment) (10-3170-0120)	<u>\$12,000.00</u>
<b>Total Revenue Increase:</b>	<b>\$38,236.00</b>

#### ***Expenditures:***

CED Materials & Supplies (10-4420-5100)	\$10,000.00
Capital Outlay (Machinery & Equipment) (10-4910-6100)	\$16,236.00
DPW Repairs & Maintenance (10-4350-3210)	<u>\$12,000.00</u>
<b>Total Expenditure Increase:</b>	<b>\$38,236.00</b>

BE IT RESOLVED by the Town Council of Woodstock, Virginia, that the budget for the fiscal year 2018-2019 be, and hereby is, amended, and the Council does hereby make an appropriation of the funds as set forth herein for the fiscal year 2018-2019.

Adopted this 4th day of June 2019.

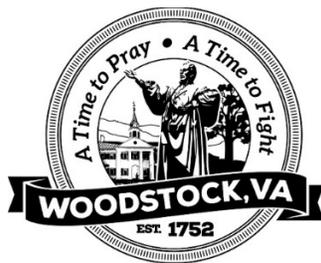
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Mayor

ATTEST:

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Clerk



## Memorandum

To: Mandy Belyea, Deputy Town Manager

From: John O'Neill

Date: April 30, 2019

**Subject: Finance Committee Meeting Business – Write-Offs of Uncollected Personal Property Taxes and Utility Accounts**

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State Law requires that personal property tax amounts remaining due after five years be written off. In other words, we should be writing off balances that remain due from 2013. A summary of the uncollected personal property taxes is provided in the table below: In addition, there are real estate taxes from 2013 in the amount of \$900.33 that remain unpaid; however, the statute of limitations on real estate taxes is twenty years.

Also, there are a small number of utility accounts every year that prove to be uncollectible for a variety of reasons. Again the data is summarized below:

	Taxes	% Original Levy	Utility Accounts	% Annual Billings
2013	\$5,425.51	0.49%	\$9,217.39	0.27%

For a historical perspective, I have listed below the amounts written off in previous years.

FY2019	2013	\$5,425.51	\$9,217.39
FY2018	2012	4,880.97	7,230.18
FY2017	2011	4,896.66	3,550.10
FY2016	2010	5,603.50	6,650.57
FY2015	2009	5,525.25	4,065.14
FY2015	2008	5,835.53	4,030.22
FY2014	2007	6,736.42	4,337.79
FY2013	2006	3,353.71	2,190.61
FY2012	2005	4,072.91	1,109.42

# ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

## Uniform Guidance Sample Policies/Procedures

As you are likely aware, in 2014 the Office of Management and Budget (OMB) issued new guidance on Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards. The new Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Financial Awards (The “Super Circular”, or “Uniform Guidance”) requires some major policy reforms which are required to be implemented by all entities receiving federal funding effective January 1, 2018 for entities with a December 31 fiscal year end and July 1, 2018 for entities with a June 30<sup>th</sup> fiscal year end. These policy reforms should be implemented as soon as possible in order to avoid noncompliance with the terms and conditions of current federal awards and the direct and material compliance requirements for federal awards. The following sections of the Uniform Guidance require nonfederal entities that receive federal awards to establish written policies, procedures, or standards of conduct:

- Conflict of Interest (§200.112)
- Financial Management (§200.302)
- Payment (§200.305)
- General Procurement Standards (§200.318)
- Competition (§200.319)
- Methods of Procurement to be Followed (§200.320)
- Compensation – Personal Services (§200.430)
- Compensation – Fringe Benefits (§200.431)
- Relocation Costs of Employees (§200.464)
- Travel Costs (§200.474)

In order to ensure that your policies and procedures meet these new requirements, we recommend that you review the new requirements in detail and revise your current policies, as necessary. We have prepared policy templates that can be customized to the needs of your Governmental Agency or Nonprofit Organization. We have included a template for federal awards administration and a separate template for a conflict of interest policy. Many entities have already implemented a conflict of interest policy, so we’ve specifically identified the portions of the template policy that address requirements of the Uniform Guidance with red font, and a reference to the Uniform Guidance code section that is applicable is included. Please review the attached policy templates and feel free to contact us if we can provide further assistance as you implement these new policies and procedural requirements as specified by of the Uniform Guidance.

Attachments:

Template Federal Awards Administration Policy  
Template Conflict of Interest Policy

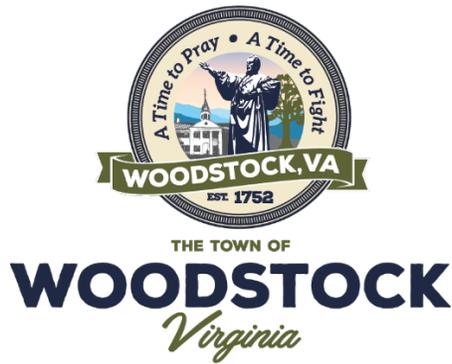
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**Town of Woodstock**  
**Federal Awards Administration Policy**

Grant Administration

The Town of Woodstock does not have a centralized grants department, therefore it is the responsibility of each department obtaining a grant to care for and be familiar with all grant documents and requirements. If a grant is Federal, the department should immediately notify the Finance Director for inclusion in the Town of Woodstock's Single Audit. For the purpose of this policy "Program Director" applies to the individual within a given department who will be responsible for the grant.

1. Grant Development, Application, and Approval –

- a. Legislative Approval – The point at which legislative approval is required is determined by the requirements of the grant program. If the grant must be submitted by "an individual authorized by the legislative body", then Town Council approval is required prior to submitting the application. If such legislative approval is not specifically required by the written terms of the grant, then the department head may, at his or her discretion, approve grant applications. In this case, a copy of the application shall be sent to the Town Manager's office. If an award is given, a copy of the agreement shall also be furnished to the Town Manager's office. Electronic copies are preferable.
- b. Matching Funds – Grants that require cash local matches must be coordinated through the Town Manager's office. At a minimum, funds must be identified within the existing budget to provide the match, or a budget adjustment will be required. Depending on the nature of the grant, there may also be some policy implications that will bear discussion. (For example, will the grant establish a level of service that cannot be sustained once the grant funds are depleted?)
- c. Grant Budgets – Most grants require the submission of an expenditure budget. The department head should review this portion of the grant request prior to submission. The Finance Director will need to be contacted regarding personnel projections.

2. Grant Program Implementation –

- a. Notification and Acceptance of an Award – Official notification of a grant award is typically sent by a funding agency to the program director and/or other official designated in the original grant proposal. However, the authorization to actually spend grant funds is derived from the Town Council through the approval of a grant budget. This is done with the adoption of the Government-wide operating budget, as the grant budget is a component of such.
- b. Establishment of Accounts – The department that obtained the grant will provide the Town Manager's/Finance office with information needed to establish revenue and expense accounts for the project. Ordinarily, this information will include a copy of a summary of the project and a copy of the full project budget.

- c. Purchasing Guidelines – All other Town of Woodstock purchasing and procurement guidelines apply to the expenditure of grant funds. The use of grant funds does not exempt any purchase from normal purchasing requirements. All typical paperwork and bidding requirements apply. All normal staff approvals apply. When in doubt, the Program Director should contact the Town Manager's/Finance office for further assistance.

3. Financial and Budgetary Compliance –

- a. Monitoring Grant Funds – Departments may use some internal mechanism (such as a spreadsheet) to monitor grant revenues, expenditures, and budgetary compliance, however all such financial information will also be maintained in the Town of Woodstock's finance software at some level. The finance software is considered to be the Town's "official" accounting system. Ultimately, the information in this system is what will be audited and used to report to governing boards, not information obtained from offline spreadsheets. Program Directors are strongly encouraged to use inquiries and reports generated directly from the finance software to aid in grant tracking. If any "off-system" accounting records are maintained, it is the responsibility of the Program Director to ensure that the program's internal records agree to the Town's accounting system.
- b. Fiscal Years – Occasionally, the fiscal year for the granting agency will not coincide with the Town's fiscal year. This may require adjustments to the internal budget accounts and interim financial reports as well as special handling during fiscal year-end close. It is the responsibility of the department head to oversee grant budgets within his/her department and to bring such discrepancies to the attention of the Town Manager's office at the time the grant accounts are established.
- c. Grant Budgets – When the accounting structure for a grant is designed, it will include the budget that was prepared when the grant application was submitted. The terms of each specific grant will dictate whether any budget transfers between budgeted line items will be permitted. In no case will the Program Director be authorized to exceed the total budget authority provided by the grant.

If grant funds have not been totally expended by fiscal year-end, it is the responsibility of the Program Director to notify the Finance Director that budget funds need to be carried forward to the new fiscal year, and to confirm the amounts of such carry-forwards. This can be done during the Town of Woodstock's normal annual budgeting process. Carry-forwards of grant funds will be subjected to maximum allowable amounts/percentages based on the grant award agreement and/or the Uniform Guidance compliance supplement.

- d. Capital Assets – The Town of Woodstock is responsible for maintaining an inventory of assets purchased with grant monies. The Town is accountable for them and must make them physically available for inspection during any audit. The Finance Director must be notified immediately of any sale of these assets.

Customarily, the proceeds of the sale can only be used on the grant program that purchased them. In most cases, specific governing regulations can be found in the original grant.

The individual department overseeing the grant will coordinate this requirement. All transactions that involve the acquisition or disposal of grant funded fixed assets must be immediately brought to the attention of the Finance Director.

#### 4. Record Keeping –

- a. Audit Workpapers – The Town of Woodstock’s external auditors audit all grants at the end of each fiscal year. The department who obtained the grant will prepare the required audit workpapers. These will then need to be sent to the Finance Director within a reasonable time following year end.
- b. Record Keeping Requirements – Grant record keeping requirements may vary substantially from one granting agency to another. Consequently, a clear understanding of these grant requirements at the beginning of the grant process is vital. The Program Director within a department applying for a grant will maintain copies of all grant draw requests, and approved grant agreements (including budgets). Records shall be retained for a minimum of 5 years from the date on which the final Financial Status Report is submitted, or as otherwise specified in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit, or cognizant agency for indirect costs.

### **Uniform Guidance Compliance Supplement - General Information**

**Town Council Policies.** The Town Council has adopted various financial policies independent of those now required for federal awards under the Uniform Guidance. These policies may be incorporated into this document by reference. All of the established Council policies also apply to federal grants where appropriate. These policies include:

- Small Purchasing/Procurement Policy
- Budgetary Policies
- Conflict of Interest Policies

### **Uniform Guidance Compliance Supplement - Activities Allowed/Unallowed and Allowable Costs/Cost Principles**

The requirements for allowable costs/cost principles are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, the Town of Woodstock has implemented the following policies and procedures:

1. All grant expenditures will be in compliance with the Uniform Guidance, State law, Town Government policy, and the provisions of the grant award agreement will also be considered in determining allowability. Grant funds will only be used for expenditures that are considered reasonable and necessary for the administration of the program.
2. Grant expenditures will be approved by the department head/program director when the bill or invoice is received. The terms and conditions of the Federal Award will be considered when approving. The approval will be evidenced by the department head’s

initials on the original bill or invoice. Accounts payable disbursements will not be processed for payment until necessary approval has been obtained.

3. Payroll costs will be documented in accordance with the Uniform Guidance. Specifically, compensation for personal services will be will be handled as set out in §200.430 and compensation for fringe benefits will follow §200.431 of the Uniform Guidance.
4. An indirect cost rate will only be charged to the grant to the extent that it was specifically approved through the grant budget/agreement.

Part 200 examines the allowability of 55 specific cost items (commonly referred to as Selected Items of Cost) at 2.CFR 200.420-200.475. These cost items are listed in the chart below along with the citation where it is discussed whether the item is allowable. Town of Woodstock personnel responsible for spending federal grant funds and for determining allowability must be familiar with the Part 200 selected items of cost section. The Town of Woodstock must follow these rules when charging these specific expenditures to a federal grant. When applicable, staff must check costs against the selected items of cost requirements to ensure the cost is allowable.

The selected item of cost addressed in Part 200 includes the following (in alphabetical order):

<b>Item of Cost</b>	<b>Citation of Allowability Rule</b>
Advertising and public relations costs	2 CFR § 200.421
Advisory councils	2 CFR § 200.422
Alcoholic beverages	2 CFR § 200.423
Alumni/ae activities	2 CFR § 200.424
Audit services	2 CFR § 200.425
Bad debts	2 CFR § 200.426
Bonding costs	2 CFR § 200.427
Collection of improper payments	2 CFR § 200.428
Commencement and convocation costs	2 CFR § 200.429
Compensation – personal services	2 CFR § 200.430
Compensation – fringe benefits	2 CFR § 200.431
Conferences	2 CFR § 200.432
Contingency provisions	2 CFR § 200.433
Contributions and donations	2 CFR § 200.434
Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements	2 CFR § 200.435
Depreciation	2 CFR § 200.436
Employee health and welfare costs	2 CFR § 200.437
Entertainment costs	2 CFR § 200.438
Equipment and other capital expenditures	2 CFR § 200.439
Exchange rates	2 CFR § 200.440
Fines, penalties, damages and other settlements	2 CFR § 200.441
Fund raising and investment management costs	2 CFR § 200.442
Gains and losses on disposition of depreciable assets	2 CFR § 200.443
General costs of government	2 CFR § 200.444

<b>Item of Cost</b>	<b>Citation of Allowability Rule</b>
Goods and services for personal use	2 CFR § 200.445
Idle facilities and idle capacity	2 CFR § 200.446
Insurance and indemnification	2 CFR § 200.447
Intellectual property	2 CFR § 200.448
Interest	2 CFR § 200.449
Lobbying	2 CFR § 200.450
Losses on other awards or contracts	2 CFR § 200.451
Maintenance and repair costs	2 CFR § 200.452
Materials and supplies costs, including costs of computing devices	2 CFR § 200.453
Memberships, subscriptions, and professional activity costs	2 CFR § 200.454
Organization costs	2 CFR § 200.455
Participant support costs	2 CFR § 200.456
Plant and security costs	2 CFR § 200.457
Pre-award costs	2 CFR § 200.458
Professional services costs	2 CFR § 200.459
Proposal costs	2 CFR § 200.460
Publication and printing costs	2 CFR § 200.461
Rearrangement and reconversion costs	2 CFR § 200.462
Recruiting costs	2 CFR § 200.463
Relocation costs of employees	2 CFR § 200.464
Rental costs of real property and equipment	2 CFR § 200.465
Scholarships and student aid costs	2 CFR § 200.466
Selling and marketing costs	2 CFR § 200.467
Specialized service facilities	2 CFR § 200.468
Student activity costs	2 CFR § 200.469
Taxes (including Value Added Tax)	2 CFR § 200.470
Termination costs	2 CFR § 200.471
Training and education costs	2 CFR § 200.472
Transportation costs	2 CFR § 200.473
Travel costs	2 CFR § 200.474
Trustees	2 CFR § 200.475

### **Uniform Guidance Compliance Supplement - Cash Management**

Source of Governing Requirements – The requirements for cash management are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, the Town of Woodstock has implemented the following policies and procedures:

1. Most of the Town's grants are awarded on a reimbursement basis. As such, program costs will be expended and disbursed prior to requesting reimbursement from the grantor agency. If Federal grant funds are received first, care will be taken in order to minimize the time elapsing between receipt of Federal funds and disbursement to contractors/employees/subrecipients according to §200.302 (6) of the Uniform Guidance.

2. Cash draws will be initiated by the Program Director who will determine the appropriate draw amount. Documentation of how this amount was determined will be retained. Payments and travel costs will be handled in a manner consistent with the Town's existing Accounts Payable policies and in accordance with §200.305 (payments) and §200.474 (travel costs) of the Uniform Guidance.
3. The physical draw of cash will be processed in the Town's finance software, or through the means prescribed by the grant agreement for other awards.
4. Supporting documentation or a copy of the cash draw paperwork will be filed along with the approved paperwork described above and retained for audit purposes.

### **Uniform Guidance Compliance Supplement - Eligibility**

Source of Governing Requirements – The requirements for eligibility are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

**Additional Policies and Procedures.** The following policies and procedures will also be applied:

1. Federal grants will only benefit those individuals and/or groups of participants that are deemed to be eligible.
2. Initial eligibility determinations will be made by the Program Director based on the grant award/contract. Sufficient documentation to support these determinations will be retained and made available to administration, auditors, and pass-through or grantor agencies, upon request. It is the department's responsibility to maintain complete, accurate, and organized records to support eligibility determinations.

### **Uniform Guidance Compliance Supplement - Equipment and Real Property Management**

Source of Governing Requirements – The requirements for equipment are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

**Additional Policies and Procedures.** The following policies and procedures will also be applied:

In order to ensure compliance with these requirements, the Town of Woodstock has implemented the following policies and procedures:

1. All equipment will be used in the program for which it was acquired or, when appropriate, other Federal programs.
2. When required, purchases of equipment will be pre-approved by the grantor or pass-through agency. The Program Director will be responsible for ensuring that equipment purchases have been previously approved, if required, and will retain evidence of this approval.
3. Property/Equipment records will be maintained, a physical inventory shall be taken every two years, and an appropriate system shall be used to safeguard assets.
4. When assets with a current per unit fair market value of \$5,000 or more are no longer needed for a Federal program, a request for written guidance shall be made from the

grantor agency as to what to do with the property/equipment prior to sale or relocation. The Town of Woodstock shall abide with the requirements set out in §200.311 and §200.313 of the Uniform Guidance in this regard. If a sale will take place, proper procedures shall be used to provide for competition to the extent practical and result in the highest possible return.

### **Uniform Guidance Compliance Supplement - Matching, Level of Effort, and Earmarking**

Source of Governing Requirements – The requirements for matching are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award. The requirements for level of effort and earmarking are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

The Town of Woodstock defines “matching”, “level of effort”, and “earmarking” consistent with the definitions of the Uniform Guidance Compliance Supplement:

Matching or cost sharing includes requirements to provide contributions (usually non- Federal) or a specified amount or percentage of match Federal awards. Matching may be in the form of allowable costs incurred or in-kind contributions (including third-party in-kind contributions).

Level of effort includes requirements for (a) a specified level of service to be provided from period to period, (b) a specified level of expenditures from non-Federal or Federal sources for specified activities to be maintained from period to period, and (c) Federal funds to supplement and not supplant non-Federal funding of services.

Earmarking includes requirements that specify the minimum and/or maximum amount of percentage of the program’s funding that must/may be used for specified activities, including funds provided to subrecipients. Earmarking may also be specified in relation to the types of participants covered.

In order to ensure compliance with these requirements, the Town of Woodstock has implemented the following policies and procedures:

1. Compliance with matching, level of effort, and earmarking requirements will be the responsibility of Program Director/Finance Director.
2. Adequate documentation will be maintained to support compliance with matching, level of effort, and earmarking requirements. Such information will be made available to administration, auditors, and pass-through or grantor agencies, as requested.

### **Uniform Guidance Compliance Supplement - Period of Performance**

Source of Governing Requirements – The requirements for period of performance of Federal funds are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, the Town of Woodstock has implemented the following policies and procedures:

1. Costs will be charged to an award only if the obligation was incurred during the funding period (unless pre-approved by the Federal awarding agency or pass-through grantor agency).

2. All obligations will be liquidated no later than 90 days after the end of the funding period (or as specified by program legislation).
3. Compliance with period of performance requirements will initially be assigned to the Program Director. All AP disbursements are subject to the review and approval of accounts payable staff and the Finance Director as part of the payment process.

### **Uniform Guidance Compliance Supplement - Procurement, Suspension and Debarment**

Source of Governing Requirements – The requirements for procurement are contained in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

The requirements for suspension and debarment are contained OMB guidance in 2 CFR part 180, which implements Executive Orders 12549 and 12689, Debarment and Suspension; Federal agency regulations in 2 CFR implementing the OMB guidance; the Uniform Guidance; program legislation; Federal awarding agency regulations; and the terms and conditions of the award.

In order to ensure compliance with these requirements, the Town of Woodstock has implemented the following policies and procedures:

1. Purchasing and procurement related to Federal grants will be subject to the general policies and procedures of the Town of Woodstock, and to the provisions of the uniform guidance as detailed below. (See the Town of Woodstock procurement policy.)
2. Contract files will document the significant history of the procurement, including the rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis of contract price.
3. Procurement will provide for full and open competition.
4. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents can neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. If the financial interest is not substantial or the gift is an unsolicited item of nominal value, no further action will be taken. However, disciplinary actions will be applied for violations of such standards otherwise.
5. The Town of Woodstock will avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. The Town will also analyze other means, as described in §200.318 of the Uniform Guidance, in order to ensure appropriate and economic acquisitions.
6. The Town of Woodstock is prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred.

“Covered transactions” include those procurement contracts for goods and services awarded under a nonprocurement transaction (i.e., grant or cooperative agreement) that are expected to equal or exceed \$20,000 or meet certain other specified criteria. All nonprocurement transactions (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions.

7. The Town of Woodstock will include a suspension/debarment clause in all written contracts in which the vendor/contractor will certify that it is not suspended or debarred. The contract will also contain language requiring the vendor/contractor to notify the Town immediately upon becoming suspended or debarred. This will serve as adequate documentation as long as the contract remains in effect.

The Program Director or designee will be responsible for running a year-to-date transaction report from the Town’s accounting system. Any vendor with accumulated transactions equaling or exceeding \$20,000 that is not subject to a written contract including a suspension/debarment clause or for which a signed statement or suspension or debarment is not on file will be subject to additional procedures. The Program Director or designee will check the Excluded Parties List System (EPLS), <https://www.sam.gov/portal/public/SAM/> maintained by the General Services Administration (GSA) for the vendor name. A potential match will be followed-up on immediately. Each vendor searched on EPLS will be initialed on the vendor transaction report and the report will be signed and dated on the first or last page. The vendor transaction report will be retained as evidence of the control.

8. If a vendor is found to be suspended or debarred, the Town will immediately cease to do business with this vendor.
9. Executed contracts and signed quarterly vendor transaction history reports will be retained and filed by the Program Director.
10. When a request for purchase of equipment, supplies, or services for a federal program has been submitted the procurement method to be used will be determined based on the total cost of the purchase as further outlined below. This procedure outlines how the cost thresholds for determining when the quote or formal bidding procedures that are required by state law must be modified when making purchases for federally funded purposes to which the Uniform Grant Guidance regulations apply.

A. Micro-purchases not requiring quotes or bidding (up to \$3,500)

For purposes of this procedure, **micro-purchase** means a purchase of equipment, supplies, or services for use in federally funded programs using simplified acquisition procedures, the aggregate amount of which does not exceed a base amount of \$3,500. The micro-purchase dollar threshold is adjusted periodically by the federal government, and the threshold most recently published and published in the Federal Register shall apply if other than \$3,500.

The micro-purchase method is used in order to expedite the completion of its lowest dollar small purchase transactions and minimize the associated administrative burden and cost. Procurement by micro-purchase is the acquisition of equipment, supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold.

To the extent practicable, the Town of Woodstock distributes micro-purchases equitably among qualified suppliers when the same or materially interchangeable products are identified and such suppliers offer effectively equivalent rates, prices and other terms.

Micro-purchases may be awarded without soliciting competitive quotations if the Town of Woodstock considers the price to be reasonable. Evidence will be maintained of this reasonableness in the records of all micro-purchases. Reasonable means that sound business practices were followed and the purchase is comparable to market prices for the geographic area. Such determinations of reasonableness may include comparison of the price to previous purchases of the same item or comparison of the price of items similar to the item being purchased.

Even if the cost of a purchase qualifies it as a micro-purchase, bidding or small purchase procedures may be used optionally when those procedures may result in cost savings.

B. Small Purchase Procedures (Between \$3,500 and \$50,000)

For purposes of this procedure, **small purchase procedures** are those relatively simple and informal procurement methods for securing equipment, services, or supplies that cost more than the amount qualifying as micro-purchase and do not exceed \$50,000. Small purchase procedures cannot be used for purchases of equipment or supplies for construction, repair or maintenance services costing over \$50,000 because the Town of Woodstock purchasing policy requires formal competitive bidding at that level of cost.

If small purchase procedures are used, written or telephonic price or rate quotations are obtained from at least three (3) qualified sources and records of quotes are maintained.

C. Publicly Solicited Sealed Competitive Bids (Purchase exceeds \$50,000)

For purchases of equipment or supplies, or of services for construction, maintenance or repairs of facilities, sealed competitive bids are publicly solicited and awarded to the lowest responsive and responsible bidder as provided in the Town of Woodstock's procurement policy.

D. Competitive Proposals (Purchase exceeds \$30,000)

For purchases of qualifications based procurement of architectural/engineering professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. If this method is used, the following requirements apply:

1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
2. Proposals must be solicited from an adequate number of qualified sources; and
3. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

#### E. Noncompetitive Proposals (Sole Source)

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source; or
  2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or
  3. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
  4. After solicitation of a number of sources, competition is determined inadequate.
11. The Town of Woodstock must use the micro-purchase and small purchase methods only for procurements that meet the applicable criteria under 2 CFR sections 200.320(a) and (b). Under the micro-purchase method, the aggregate dollar amount does not exceed \$3,500. Small purchase procedures must be used for purchases that exceed the micro-purchase amount but do not exceed the simplified acquisition threshold of \$150,000. Micro-purchases may be awarded without soliciting competitive quotations if the Town of Woodstock considers the price to be reasonable (2 CFR section 200.320(a)). If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources (2 CFR section 200.320(b)).

#### **Uniform Guidance Compliance Supplement - Program Income**

Source of Governing Requirements – The requirements for program income are found in the Uniform Guidance, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, the Town of Woodstock has implemented the following policies and procedures:

1. Program income will include (but will not be limited to): income from fees for services performed, the use or rental of real or personal property acquired with grant funds, the sale of commodities or items fabricated under a grant agreement, and payments of principal and interest on loans made with grant funds. It will not include interest on grant funds unless otherwise provided in the Federal awarding agency regulations or terms and conditions of the award.
2. The Town of Woodstock will allow program income to be used in one of three methods:
  - a. Deducted from outlays
  - b. Added to the project budget
  - c. Used to meet matching requirements

Absent specific guidance in the Federal awarding agency regulations or the terms and conditions of the award, program income shall be deducted from program outlays.

3. Program income, when applicable, will be accounted for as a revenue source in the same program code as the Federal grant.

## **Uniform Guidance Compliance Supplement - Reporting**

Source of Governing Requirements – Reporting requirements are contained in the following documents:

Uniform Guidance, Performance reporting, 2 CFR section 215, Performance reporting, 2 CFR section 215.51, program legislation, ARRA (and the previously listed OMB documents and future additional OMB guidance documents that may be issued), the Transparency Act, implementing requirements in 2 CFR part 170 and the FAR, and previously listed OMB guidance documents, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, the Town of Woodstock has implemented the following policies and procedures:

1. Reports will be submitted in the required frequency and within the required deadlines.
2. Reports will be completed using the standard forms (as applicable) and method of delivery (i.e., e-mail, grantor website, postal service, etc.).
3. Regardless of the method of report delivery, a copy of the submitted report will be retained along with any documentation necessary to support the data in the report. The report will evidence the date of submission in order to document compliance with timeliness requirements. This may be done either physically or electronically.
4. Financial reports will always be prepared based on the general ledger using the required basis of accounting (i.e., cash or accrual). In cases where financial data is tracked outside of the accounting system (such as in spreadsheets or paper ledgers), this information will be reconciled to the general ledger prior to report submission.
5. Any report with financial-related data will either be prepared or reviewed by the Program Director and will have the appropriate review based on specific grant guidelines.
6. Preparation of reports will be the responsibility of Program Director. All reports (whether financial, performance, or special) must be reviewed and approved (as applicable) prior to submission. This will be evidenced by either physical signatures or electronic timestamps of approval.
7. Copies of submitted reports with preparer and reviewer signatures and data will be filed with supporting documentation and any follow-up correspondence from the grantor or pass-through agency. Copies of all such reports will be made available to administration, auditors, and pass-through or grantor agencies, as requested.

## **Uniform Guidance Compliance Supplement – Subrecipient Monitoring**

Source of Governing Requirements – The requirements for subrecipient monitoring are contained in 31 USC 7502(f)(2)(B) (Single Audit Act Amendments of 1996 (Pub. L. No. 104-156)), Uniform Guidance, program legislation, 2 CFR parts 25 and 170, and 48 CFR parts 4, 42, and 52 Federal awarding agency regulations, and the terms and conditions of the award.

The Town of Woodstock will review and oversee subrecipient activity and obtain a copy of their single audit. Additionally the Town will evaluate the subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate monitoring procedures as required by the Uniform Guidance Title 2 CFR 200.331. Other oversight processes and procedures will be established on a case

by case basis, dependent on grant requirements and the level of activity of the subrecipient.

### **Uniform Guidance Compliance Supplement - Special Tests and Provisions**

Source of Governing Requirements – The laws, regulations, and the provisions of contract or grant agreements pertaining to the program

**Additional Policies and Procedures.** The following policies and procedures will also be applied:

In order to ensure compliance with these requirements, the Town of Woodstock has implemented the following policies and procedures:

The Program Director will be assigned the responsibility for identifying compliance requirements for special tests and provisions, determining approved methods for compliance, and retaining any necessary documentation.

### **Uniform Guidance– Federal Program Travel Costs**

The Town of Woodstock shall reimburse administrative, professional, and support employees, and officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

For the purposes of this policy, **travel costs** shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business as a federal grant recipient.

Employees shall comply with the applicable Town policies and administrative regulations established for reimbursement of travel and other expenses.

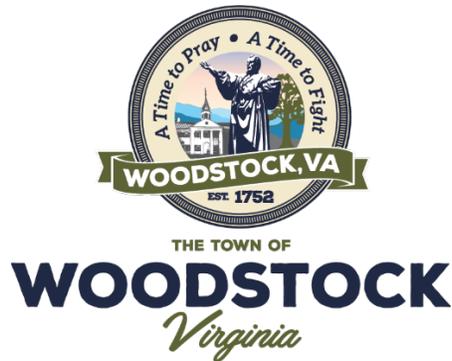
The validity of payments for travel costs for all employees shall be determined by the Program Director and Finance Director.

Travel costs shall be reimbursed on a mileage basis for travel using an employee's personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the Town of Woodstock's non-federally funded activities, and in accordance with the Town's travel reimbursement policies and administrative regulations.

Mileage reimbursements shall be at the rate approved by Administration for other Town travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by Administration.

If travel reimbursement costs are charged directly to a federal award, documentation must be maintained that justifies that (1) participation of the individual is necessary to the federal award, and (2) the costs are reasonable and consistent with the Town of Woodstock's established policy.

*Policy effective date: June 4, 2019*



## Town of Woodstock Conflicts of Interest Policy

This policy shall affirm standards of conduct established to ensure that Town of Woodstock elected members and employees avoid potential and actual conflicts of interest, as well as the perception of a conflict of interest.

### Key Terms/Definitions

**Confidential information** shall mean information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.

**Conflict** or **Conflict of interest** shall mean use by a Board member or employee of the authority of his/her office or employment, or any confidential information received through his/her holding public office or employment, for the private pecuniary benefit of him/herself, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the Board member or employee, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated.

**De minimis economic impact** shall mean an economic consequence which has an insignificant effect.

**Financial interest** shall mean any financial interest in a legal entity engaged in business for profit which comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.

**Honorarium** shall mean payment made in recognition of published works, appearances, speeches and presentations, and which is not intended as consideration for the value of such services which are nonpublic occupational or professional in nature. The term does not include tokens presented or provided which are of de minimis economic impact.

**Immediate family** shall mean a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister.

**Business partner** shall mean a person who, along with another person, plays a significant role in owning, managing, or creating a company in which both individuals have a financial interest in the company.

Each elected official and employee shall be responsible to maintain standards of conduct that avoid conflicts of interest. The Board prohibits members of the Board and employees from engaging in conduct that constitutes a conflict of interest as outlined in this policy.

All elected officials and employees shall be provided with a copy of this policy and acknowledge in writing that they have been made aware of it. Additional training shall be provided to designated individuals.

#### Disclosure of Financial Interests

No elected or appointed official shall be allowed to take the oath of office or enter or continue upon his/her duties, nor shall s/he receive compensation from public funds, unless s/he has filed a statement of financial interests as required law.

#### Standards of Conduct

Specifically addressing the requirements of 2CFO Sec. 200.318, the Town of Woodstock maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees and elected officials engaged in the selection, award, and administration of contracts.

No employee or elected official may participate in the selection, award, or administration of a contract supported by a federal, state, or local award if s/he has a real or apparent conflict of interest as defined above, as well as any other circumstance in which the employee, elected official, any member of his/her immediate family, his/her business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The Town of Woodstock shall not enter into any contract with an elected official or employee, or his/her spouse or child, or any business in which the person or his/her spouse or child is associated valued at \$500 or more, nor in which the person or spouse or child or business with which associated is a subcontractor unless the Town Council has determined it is in the best interests of the Town of Woodstock to do so, and the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the elected official or employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.

When advertised formal bidding is not required or used, an open and public process shall include at a minimum:

1. Public notice of the intent to contract for goods or services;
2. A reasonable amount of time for potential contractors to consider whether to offer quotes; and
3. Post-award public disclosure of who made bids or quotes and who was chosen.

Any elected official or employee who in the discharge of his/her official duties would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his/her interest as a public record.

No public official or public employee shall accept an honorarium.

Elected officials and employees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Gifts of a nominal value may be accepted in accordance with Town policy.

### Improper Influence

No person shall offer or give to an elected official, employee, or nominee or candidate for the Council, or a member of his/her immediate family or a business with which s/he is associated, anything of monetary value, including a gift, loan, political contribution, reward, or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the elected official, employee, or nominee or candidate for the office would be influenced thereby.

No elected official, employee, or nominee, or candidate for the Council shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward, or promise of future employment, based on any understanding of that elected official, employee or nominee or candidate that the vote, official action or judgment of the elected official, employee, or nominee or candidate for the Council would be influenced thereby.

### Organizational Conflicts

Specifically addressing the requirements of 2CFO Sec. 200.318, organizational conflicts of interest may exist when due to the Town of Woodstock's relationship with a subsidiary, affiliated, or parent organization that is a candidate for award of a contract in connection with federally funded activities, the Town may be unable or appear to be unable to be impartial in conducting a procurement action involving a related organization.

In the event of a potential organizational conflict, the potential conflict shall be reviewed by the Town Manager or designee to determine whether it is likely that the Town of Woodstock would be unable or appear to be unable to be impartial in making the award. If such a likelihood exists, this shall not disqualify the related organization; however, the following measures shall be applied:

1. The organizational relationship shall be disclosed as part of any notices to potential contractors;
2. Any Town of Woodstock employees or officials directly involved in the activities of the related organization are excluded from the selection and award process;
3. A competitive bid, quote or other basis of valuation is considered; and
4. The Town Council has determined that contracting with the related organization is in the best interests of the program involved.

### Reporting

Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the Town Manager. If the Town Manager is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Mayor.

Any perceived conflict of interest of a Town Council member that is detected or suspected by any employee or third party shall be reported to the Mayor. If the Mayor is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Town Manager, who shall report the incident to the solicitor.

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest.

### Investigation

Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this policy has occurred, the violation shall be reported to the federal awarding agency in accordance with that agency's policies.

### Disciplinary Actions

If an investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the Town of Woodstock shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Woodstock staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.

Violations of this policy may result in disciplinary action up to and including discharge, fines and possible imprisonment. Disciplinary actions shall be consistent with Council policies, procedures, applicable collective bargaining agreements and state and federal laws.

*Policy effective date: June 4, 2019*

## AN ORDINANCE TO AMEND CHAPTER 90 OF THE CODE OF THE TOWN OF WOODSTOCK, VIRGINIA:

**BE IT ORDAINED** by the Council of the Town of Woodstock, Virginia, that Chapter 90, Article III of the Code of the Town of Woodstock, Virginia, be amended as follows:

### ARTICLE I – IN GENERAL

#### Section 90-1. Definitions.

*Dwelling* means any structure which is designed for residential purposes, except hotels, boardinghouses, lodginghouses, tourist cabins, motels, mobile homes, trailers and tourist homes.

- (1) *Single-family detached dwelling* means a building arranged, designed or intended for occupancy exclusively by one family, such building being surrounded by open space on all four sides within the same lot.
- (2) *Two-family dwelling* means a building arranged, designed and intended for occupancy by two families living independently of each other and doing their own cooking therein, one unit being above the other or alongside (having one wall in common), or two dwelling units on the same floor in one building.
- (3) *Two-family (duplex) dwelling* means a semidetached dwelling and being one of two buildings, arranged or designed as dwellings located alongside the other on abutting walls without openings and with each building having a separate lot with minimum dimensions as required by district regulations in this chapter.
- (4) *Multifamily dwelling* means a structure arranged or designed to be occupied by more than two families, living independently of each other and doing their own cooking and having their own sanitary facilities.
  - a. *Townhouse* means a building consisting of dwelling units arranged, designed, intended for and occupied exclusively by one family, such building consisting of one of a group of not less than three nor more than eight attached dwelling units with a semidetached dwelling unit on each end thereof being included within the aforesaid minimum and maximum numbers; each dwelling unit shall be separated by an unpierced partition and contain at least two and not more than three stories.
  - b. *Apartment house* means a building used or intended to be used as a dwelling by more than two families, living independently of each other and doing their cooking therein. For the purposes of this chapter, the term "apartment" shall not be construed to mean a garden apartment. Apartments are permitted by right in R-3 and B-1 districts and in accordance with other provisions of this chapter.
  - c. *Garden apartment or condominium* means a multifamily structure, not exceeding three stories in height, containing not less than three nor more than eight separate dwelling units, on a minimum parcel of two acres, having yards in common and which may also have other joint facilities and services in common. For the purposes of this chapter, the term "garden apartment" shall not be construed to mean an apartment house. Garden apartments and condominiums shall only be permitted as developments by a special permit in R-3 districts and must also meet other provisions of this chapter. This shall not include interval ownership or time-sharing arrangements.
  - d. **Multi-Family Stacked (MFST): Commonly referred to as “stacked townhomes”, “one-over-twos”, and “two-over-twos.” A grouping of dwelling units where each unit within the grouping has its own ground floor entrance or shares a ground floor entrance with only an adjacent unit. At least one dwelling unit within the grouping contains 2 or more stories and is situated over or under another dwelling unit. Stacked Townhome means a building consisting of dwelling units arranged, designed, intended for and occupied exclusively by one family, such building consisting of one of a group of not less than three nor more than sixteen attached dwelling units; each dwelling unit shall be separated by an unpierced partition.**

- (5) *Courtyard home* means a single-family detached dwelling, on its own lot, located in a grouping of at least four such units, intended to be used as a residence for small families who do not desire the maintenance associated with large lots. Courtyard home developments shall include provisions for an owners association or organization to provide maintenance and ownership of common areas and open space areas.

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Mayor

ATTEST:

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Clerk

**AN ORDINANCE TO AMEND CHAPTER 90 OF THE CODE OF THE TOWN OF WOODSTOCK, VIRGINIA:**

**BE IT ORDAINED** by the Council of the Town of Woodstock, Virginia, that Chapter 90, Article III of the Code of the Town of Woodstock, Virginia, be amended as follows:

**ARTICLE I – IN GENERAL**

Section 90-380. Townhouses **and Multi-Family Stacked (MFST)**.

**If there is a conflict in the multi-family stacked and Townhouse regulations, the zoning administrator may determine the most applicable statute.** The following regulations shall apply to stacked townhouses in addition to Section 90-380 Townhouse regulations:

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Mayor

ATTEST:

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Clerk

**BE IT ORDAINED** by the Council of the Town of Woodstock, Virginia, that Chapter 90, Article III of the Code of the Town of Woodstock, Virginia, be amended as follows:

**ARTICLE I – IN GENERAL**

Sec. 90-382. - Development plan.

- (a) Required. Prior to the issuance of a special permit, ten copies of a development plan shall be submitted to the zoning administrator for review by the administrator, planning commission and town council.
- (b) Contents. The development plan shall contain the following data, together with supplementary data for a particular development, as reasonably deemed necessary by the planning commission or town council:
  - (1) Development site information.
    - a. A vicinity map at a scale of not less than one inch to equal 2,000 feet.
    - b. A title insurance policy or attorney's certificate showing the owners of the subject property, marketable title to the subject property in such owners, the source of the applicant's title or interest in the subject property and the place of record of the latest instrument in the chain of title for each parcel constituting the tract.
    - c. The total area of the tract.
    - d. The abutting street names, widths and route numbers.
    - e. The owners, zoning districts and uses of each adjoining tract.
    - f. A topographic map with minimum contour intervals and scale acceptable to the administrator.
  - (2) Development design information.
    - a. A concept plan, illustrating the location and functional relationship between all proposed land uses.
    - b. Land use plans, showing the location and arrangement of all proposed land uses, including the height and number of floors of all buildings, both above and below finished grade; the building setbacks and yard areas from the development boundaries and adjacent streets, roads, alleys and ways; the proposed traffic circulation pattern, including the location and width of all streets, driveways, walkways and entrances to parking areas; all off-street parking and loading areas; all proposed open space areas, including common open space, dedicated open space and developed recreational open space; the approximate location of existing and proposed utility systems of sanitary sewer, storm sewer, water, electric, telephone and gas lines, along with any necessary easements.
    - c. A plan or statement showing the location and design of all screening and indicating the type and height of such screening.
    - d. Statements or plans relating to all covenants, restrictions and conditions pertaining to the use, maintenance and operation of common spaces, and the percentage of the tract to be used as open space.
    - e. A statement in tabular form of the anticipated commercial gross floor area.
    - f. When the development is to be constructed in stages or units, a sequence of development schedule, showing the order of construction of each principal functional element of such stages or units, the approximate completion date for each stage or unit and a cost estimate of all improvements within each stage or unit.
    - g. A plan or report indicating the extent, timing and estimated cost of all offsite improvements, such as road, sewer and drainage facilities, necessary to construct the proposed development, which plan or report shall relate to the sequence of development schedule if the development is to be constructed in stages or units.
    - h. Where required by the planning commission or town council, a fiscal impact analysis, listing town revenue generated by the project and town expenditures resulting from the construction of the project.

i. Where a Multi-Family Stacked development is proposed, the Multi-Family Stacked Design Guidelines must be followed.

(Code 1968, § 29-81)

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Mayor

ATTEST:

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Clerk

**AN ORDINANCE TO AMEND CHAPTER 90 OF THE CODE OF THE TOWN OF WOODSTOCK, VIRGINIA:**

**BE IT ORDAINED** by the Council of the Town of Woodstock, Virginia, that Chapter 90, Article III of the Code of the Town of Woodstock, Virginia, be amended as follows:

**ARTICLE III – DISTRICT REGULATIONS**

**DIVISION 5. – B-1 CENTRAL BUSINESS DISTRICT**

Section 90-189. Uses Permitted by special permit.

The following use shall be permitted by special permit in the B-1 central business district:

- (1) Commercial parking facilities, pursuant to section 90-391.
- **(2) Single-family detached dwellings; At no time shall the percentage of Single-family detached dwellings used buildings in the district exceed 25 % of the total main buildings, without the prior approval of the Town Council.**

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

# Multi Family Stacked Design Guidelines

- Introduction
  - Evolution of the townhouse
- Multi-Family Stacked Design Elements
  - Architecture and building massing
  - Articulate Facades
  - Landscaping and street trees
  - Front Yard Areas
  - Bicycle and Pedestrian circulation
  - Open space and recreation

## Introduction

### Evolution of the townhouse

Townhouses, especially in suburban settings, are typically limited to between 3 and 8 units in a building row whereas rowhomes can sometimes extend across entire city blocks without a break in the façade. Most townhouses are individually owned, and the property can either be limited to just the home itself where the lawn area is owned and maintained by a homeowners' association (similar to a condominium form of ownership), or the property could also include the lawn area belonging to that lot. Even when lotted into private lots, homeowners' associations often have responsibility for landscaping the public and private lawn areas to ensure uniform maintenance. Newer townhouse developments favor unlotted housing units while some older townhouse communities give homeowners full responsibility for the maintenance of their lots. In the suburbs, townhouse communities have acquired a recognizable design style that blends features original to the urban setting with traditional single-family detached residential developments. In early townhouse communities, parking was often established in common parking lots near each unit. Later townhouse developments incorporated separated blocks of detached garages or carports that homeowners could also purchase. By the 1990s, it became common to provide separate driveways for each unit and increasingly almost all developments included an attached one- or two-car garage. The inclusion of attached garages has also meant that many new townhouses have increased in height from 2 stories to 3 stories.

Traditionally, these homes were derived from the term "townhouse" is derived from the style of attached housing units maintained by members of the upper class in eighteenth-century London. It showed the difference between family's country house and their 'town' house. Townhouse development in Woodstock developed with more grand thoughts than the existing conditions presented. Proposed developments in the late 1990s and 2000s were downgraded in size, scale, and materials due to the 2008 recession. As this shift takes place to 'stacked townhomes' in proposed developments, Woodstock wishes to ensure quality development is constructed within our community.

Our 2017 Strategic Plan lays out the need for increased diversity in housing stock and that is the reason for this document. As more development begins in Town and a focus on increased density, this is our first attempt at developing housing design guidelines.

## Multifamily Stacked Design Elements

The following section describes common design elements in for proposed Multi-Family Stacked communities in the Town of Woodstock. Though townhouse (and stacked townhouse) communities may be different, each of the design elements are integral to the overall site design. The reader will come away with a thorough understanding of how design trends, zoning requirements, and site-specific considerations influence the final housing product, overall site design, and general feel of the community. While we find street pattern, garages and driveways, and parking important, the following elements and their impacts on the appearance and function of the development are reviewed:

- Architecture and building massing
  - Articulate Facades
  - Architectural Design Standards
- Landscaping and street trees
  - Front yard areas
- Pedestrian circulation
- Open space and recreation

### **Architecture and building massing**

Townhouse developments can take on many architectural forms and vary based on the topography of the site, targeted buyer preferences, parking requirements, and the surrounding community. Well-articulated buildings provide visual interest and definition that lends cadence to the streetscape. Most townhouses have relatively flat façades with some minor articulation between the units to define each individual home, such as a staggered building façade. Articulation within the building façade—meaning variation in the look and structure often achieved through the inclusion of porches, porticos, balconies, bay windows, roof lines, and building material type—is important in townhouse buildings because of the dominant width of the façade. Older townhouses without attached garages are typically 2-stories high while townhouses with attached garages are often 2.5 to 3 stories high. Building materials are typically brick, siding, masonry, or a combination. With variation of the building materials and color, further delineation of each unit can be achieved. Common in townhouse units with attached garages is a prominent garage that protrudes beyond the front door in the building façade. Front doors are either recessed into the façade or may have a small porch or portico to provide shelter from the elements. This design is largely due to the dimensions of the interior floor plan and prevents the creation of a long narrow hallway. It is also common to see front doors located on the side of the house for end units. Municipal zoning ordinances typically permit a density of 5 to 8 dwelling units per acre for townhouse development, and anywhere from 4 to 8 units in a row per building. Longer rows of townhouse units require a greater diversity in building articulation to reduce the monotonous look of too many units attached in a row.

### **Articulate facades.**

The overall architecture of a development can be a determining factor in creating a desirable townhouse development. Townhouse buildings are large structures with long façades and significant building massing comprised of 3 to 8 units in a row, per front. Multi-

family stacked will have two ‘fronts’ given the design. These structures can feel imposing if careful consideration is not taken to create a well-articulated façade with visual interest and architectural details. Architectural concepts can be viewed at three levels: the individual dwelling unit, the townhouse building, and the community.

*Individual Units.* Architectural articulation creates visual interest through a combination of architectural features. It is important not to create a cluttered façade by adding too many conflicting architectural details. By utilizing a combination of building materials, colors, and other façade features, townhouse units can appear as unique homes within a cohesive whole.

Townhouse units with rear-loaded garages have greater flexibility to include architectural features oriented toward a pedestrian-friendly streetscape. Prominent front doors and porches draw greater attention to the house as a home and invite community interaction.

*Building Row.* Even though it is important for each unit to appear as an individual house, it is also important that all attached units form a cohesive building. As the number of units in a row increases and the building becomes longer, the need for a variety of architectural features increases. A 2- to 4-foot offset in the façade every 2 units (or about 40 feet) helps break up the visual monotony of long buildings. Zoning ordinances should take care to be flexible with these types of requirements. In some cases, strict architectural standards in zoning ordinances can make it harder for an architect to design a great looking, unique product. It is recommended that all development proposals include elevation sketches to show how the developer proposes to accomplish the effect of breaking up long façades. Elevations are also useful to demonstrate how the architecture of the proposed development will blend in with or be complementary to the existing community, especially important in infill development scenarios.

*Community* At the community level, potential home buyers can benefit from being able to choose from a mix of housing units within the same development. Diverse housing types within a development create a more visually interesting community and provide different products to suit diverse housing needs. Housing mix types can include single-family detached and multifamily units in addition to townhouses—or a mix of different types of townhouses within a development, such as mixing stacked townhouses with side-by side townhouses, or having a mix of townhouses with front-loaded and rear-loaded garages. It is important to be flexible with mixing requirements within a development since not all developments will be suitable for certain mix percentages. A good rule of thumb is that any development over 50 housing units should have at least two types of units; any development over 100 should have three and so on. This gives the developer greater flexibility to create a well-designed community and provides additional housing choices for future home buyers.

## Architectural design standards

- Require a mix of unit types in developments over 50 units. The best townhouse community is not just townhouses!
- Limit building rows to no more than 8 units to reduce the visual impact of a long and imposing façade.
- Require 2- to 4-foot front façade offsets every other unit.
- Require a mix of building materials, window treatments, and protrusions to enhance flat façades.
- Require building elevation sketches with all land development submissions



## **Landscape and Street Trees**

Front yard landscaping is often limited in townhouse developments to accommodate utilities and driveways. Alleys, roadways, yards, and shared open space areas all benefit from being planted with appropriately sized and spaced street trees and other landscaping. Careful consideration should be given to how the development will age over time and how landscaping will fill out into the planting area. Developments with well-designed street trees will ultimately have a continuous tree canopy along the length of the street. Good landscaping creates a more aesthetically pleasing neighborhood, provides cooling shade for pedestrians, homes, and parked cars, improves air quality, and captures stormwater runoff to reduce flooding and trap pollutants. Street trees are often missing from front yard areas because of the limitations imposed by garage and driveway placement, front yard setbacks, and roadway configurations. Where street trees are located in the front yard area, they are often spaced too far apart to establish a uniform overhead tree canopy. It is recommended that street trees be spaced 30–35 feet on center to establish a sufficient tree canopy to

provide shading for homes and sidewalks. Alternatively, the creation of a tree lawn would also serve to establish an overhead tree canopy. This is only possible where driveways do not occupy the entire building frontage. It is important to pick a hardy species that will grow well in a limited amount of space. It is equally important to choose a canopy tree that will provide a dense canopy once the tree is fully mature. While street trees need to be sufficiently close to the roadway and sidewalks, canopy trees should be used in front and rear yard areas and in alleys to beautify the streetscape and provide privacy. Alleys with very little greenery can appear very stark and inhospitable because of the amount of impervious surface. Landscaping helps to soften the appearance of alleys both at alley entrances and between the housing units. Landscaping in the rear of homes with front-loaded driveways is also important for shading and privacy.

### **Front yard areas**

The front yard area of any development defines the overall aesthetic and feel of the community. Front yard design is dependent upon the placement and width of driveways, the overall size and architecture of the townhouse building, the internal road network, pedestrian amenities, and landscaping. Front yard setbacks, referring to the area between the front edge of the sidewalk to the front façade, typically range from 18 to 25 feet to accommodate driveways and sidewalks, although the setback can be greater for end units along curved roadways. Townhouses without front yard driveways typically have shorter setbacks of 10 to 15 feet. These developments are also more likely to have porches, enhanced landscaping, and street trees in front of the home, which create shade and beautify the front façades. Utility lines are located in green strips between driveways, limiting landscaping options. Front porches enhance pedestrian friendly front yards. Driveway widths greatly impact front yard design. Double wide driveways often take up most, if not all of the available space in the front yard, effectively limiting landscaping and street trees. Some green space can be included between driveways in the form of a grass or gravel strip, but are often used for the location of underground utilities. Utility companies prefer the utility lines run underneath grass strips rather paved driveways for ease of future maintenance and repair. Utility providers also require isolation distances between trees and larger shrubs and utility lines to prevent root damage and limit access impediments, thus restricting tree placement where utilities are located. Single-car-width driveways, especially when paired together, can create larger combined front yards where utilities and landscaping can be co-located. Where sidewalks are included in the development, they are always located in the front yard. Most municipalities require sidewalk widths of at least 5 feet. Sidewalks may either be adjacent to the curb line or be separated from the roadway by a verge. Street trees or other vegetation may be located in the verge depending on driveway widths and utility location.

### **Create a connected system of sidewalks and trails**

All developments should provide a complete pedestrian circulation system to provide access within the entire development as well as to other destinations outside of the development. This system should include sidewalks, street crossings, and trails. Please reference and include where appropriate the Town of Woodstock Bicycle and Pedestrian Master Plan.

## **Create recreational opportunities**

Open space and recreational opportunities are important aspects to building a desirable community and should be incorporated into every townhouse development where feasible. Because private yard space is limited, residents need areas for movement, play, and outdoor recreation. Usable open space provides safe places for recreation and communal gathering space for all residents. Most zoning codes already require a percentage of open space in townhouse developments to be set aside as “passive” open space but may not specifically require certain site amenities such as centrally located playgrounds or picnic spaces that create a more “active” use, often designated as “neighborhood open space.” Passive open space areas are often laid out in such a way that makes their use inefficient and inaccessible for residents when open space is only provided around the perimeter of housing units and/or oriented toward the rear of homes. This space often becomes appropriated as “private” backyard space. Residents may feel uncomfortable using the space or be unaware it is public space. These kinds of open spaces could be activated by creating clearly visible public access features such as a trail network with signage that would provide a more defined and accessible use of the space. The percentage of open space defined as neighborhood open space should increase as the density of the townhouse development increases. As density increases, the total amount of open space also increases. As a result, a mix of housing units, including stacked townhouses and multifamily units, might need to be incorporated into the townhouse development to achieve the density and still provide an adequate amount of open space. Infill developments with limited to no neighborhood open space should connect to nearby community parks and green spaces to provide recreational opportunities for residents.

### Recommended open space standards

- 50% of total open space areas should be located in neighborhood open spaces that are at least 15,000 square feet in size and centrally located.
- Orient housing units to face neighborhood open space or central greens.
- Maximize the recreation and aesthetic value of open spaces by locating them centrally whenever feasible. The size and location of the central greens are dependent upon the size and topography of the parcel.
- Consider scattering smaller neighborhood open spaces, gathering areas, or “pocket parks” throughout a development as resting places, playgrounds, and picnic areas.

**AN ORDINANCE TO AMEND CHAPTER 90 OF THE CODE OF THE TOWN OF WOODSTOCK, VIRGINIA:**

**BE IT ORDAINED** by the Council of the Town of Woodstock, Virginia, that Chapter 90, Article III of the Code of the Town of Woodstock, Virginia, be amended as follows:

**ARTICLE III – DISTRICT REGULATIONS**

**DIVISION 5. – B-1 CENTRAL BUSINESS DISTRICT**

Section 90-189. Uses Permitted by special permit.

The following use shall be permitted by special permit in the B-1 central business district:

- (1) Commercial parking facilities, pursuant to section 90-391.
- **(2) Single-family detached dwellings; at no time shall the percentage of Single-family detached dwellings in the district exceed 25 % of the total main buildings, without the prior approval of the Town Council.**

Adopted this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk