



# City of Petersburg Virginia

www.petersburgva.gov

## Special Regular City Council Meeting

**July 21, 2020  
Live Stream  
12:00 PM**

### City Council

Samuel Parham, Mayor – Ward 3  
John A. Hart, Sr., Vice-Mayor – Ward 7  
Treska Wilson-Smith, Councilor – Ward 1  
Darrin Hill, Councilor – Ward 2  
Charlie Cuthbert, Councilor – Ward 4  
W. Howard Myers, Councilor – Ward 5  
Annette Smith-Lee, Councilor – Ward 6

### City Manager

Aretha R. Ferrell-Benavides

- 
1. **Roll Call**
  2. **Prayer**
  3. **Closed Session**
  4. **Moment of Silence**
  5. **Pledge of Allegiance**
  6. **Determination of the Presence of a Quorum**
  7. **Proclamations/Recognitions**
  8. **Reports/responses to previous public information period**
  9. **Communication/Special Reports**
    - a. City Manager's Report
    - b. COVID-19 Update
  10. **Consent Agenda (to include minutes of previous meetings):**
    - a. A request to Schedule a Public Hearing to consider the rezoning of the property at 607 High Street, Tax Parcel 010-170017, formerly the site of the High Street United Methodist Church, from R-3, Two-Family Residence district to PUD, Planned Unit Development.
    - b. ABC License for property at 2328 E. Washington Street (Stop & Go Store LLC)
    - c. City Council Meeting Minutes of February 18, 2020 (Closed session); April 14, 2020 (Closed session); April 14, 2020 (Special City Council Meeting); April 28, 2020 (Closed session), and April 28, 2020 (Special City Council Meeting).
  11. **Official Public Hearings**
    - a. Public Hearing on an Ordinance to Amend Division 2 of chapter 78 of the Petersburg Code of Ordinances and Section 78-106 of the City Code in Order to Change the Name of "Lee Memorial Park" to "Petersburg Memorial Park"

- b. A public hearing for an ordinance to amend and re-adopt provisions of Chapter 30 of the Petersburg City Code pertaining to cemeteries and the re-establishment of the Perpetual Care Fund Committee through the adoption of Section 30-2.
- c. A Public Hearing and consideration of an amendment to the Comprehensive Plan, Transportation Element, to add the Bike and Pedestrian Section.
- d. A public hearing to authorize the acceptance of an interest in real property located at 137 South Sycamore Street (McKenney Library)

**12. Public Information Period**

**A public information period, limited in time to 30 minutes, shall be part of an Order of Business at each regular council meeting. Each speaker shall be a resident or business owner of the City and shall be limited to three minutes. No speaker will be permitted to speak on any item scheduled for consideration on the regular docket of the meeting at which the speaker is to speak. The order of speakers, limited by the 30-minute time period, shall be determined as follows:**

- a. **First, in chronological order of the notice, persons who have notified the Clerk no later than 12:00 noon of the day of the meeting,**
- b. **Second, in chronological order of their sign up, persons who have signed a sign-up sheet placed by the Clerk in the rear of the meeting room prior to the meeting removed from consent agenda**

**13. Business or reports from the Mayor or other Members of City Council**

**14. Items removed from Consent Agenda**

**15. Unfinished Business**

- a. Report to the City Council from the Planning Commission regarding the Proposal to Purchase vacant properties for residential development submitted by PB Petersburg Owner LLC.
- b. Resolution to approve development agreement for Virginia Avenue School Property.

**16. New Business**

- a. Consideration of an Appropriation of the Edward Byrne JAG Grant - \$26,753.00
- b. Virginia Foundation for Healthy Youth Grant - \$30,000.00
- c. Consideration of a Resolution to support two (2) Virginia Department of Transportation (VDOT) Smart Scale funding applications for trail projects.
- d. Consideration of a Resolution to accept a gift from the Friends of the Lower Appomattox River (FOLAR) that includes a paved section of the Appomattox River Trail (ART) from University Boulevard, West to the Battersea Bridges.
- e. Consideration of a Resolution to Adopt the Petersburg Area Transit Public Transportation Agency Safety Plan.
- f. Consideration of reappointment/s to the Appomattox River Water Authority (ARWA) Board.
- g. Consideration of reappointment/s to the South Central Wastewater Treatment Authority Board.

**17. City Manager's Agenda**

- 18. Business or reports from the Clerk**
- 19. Business or reports from the City Attorney**
- 20. Adjournment**



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** July 21, 2020  
**TO:** The Honorable Mayor and Members of City Council  
**THROUGH:**  
**FROM:**  
**RE:** City Manager's Report

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**PURPOSE:**

**REASON:**

**RECOMMENDATION:**

**BACKGROUND:**

**COST TO CITY:**

**BUDGETED ITEM:**

**REVENUE TO CITY:**

**CITY COUNCIL HEARING DATE:**

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:**

**AFFECTED AGENCIES:**

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:**

**REQUIRED CHANGES TO WORK PROGRAMS:**

**ATTACHMENTS:**

1. City Managers report 7.21.2020



# City of Petersburg

Office of the City Manager  
135 North Union Street  
Petersburg, Virginia 23803

(804) 733-2301

## MEMORANDUM

Date: July 21, 2020  
To: Honorable Mayor and Members of City Council  
From: Aretha R. Ferrell-Benavides, City Manager  
Subject: **City Manager's Report – July 21, 2020**

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### Public Safety

- The City has one fire fighter who is currently on military deployment.
- The team conducting the assessment for Petersburg Bureau of Police to potentially become an Accredited Law Enforcement Agency was in town on Tuesday (7/14) – Thursday (7/16).
- Operation No Guns, Safe Streets 2020: 248 illegal guns removed to date.

### Tax Sale Updates

- TACS
  - No date scheduled.
  - # Accounts Unknown.
- Jason Dunn
  - **Tentative Date: September 2020.**
  - Awaiting confirmation and 100% payment from most recent auction.
  - Provided update on current properties and litigation proceedings.
  - Confirming # of accounts.
- Sands Anderson
  - No date scheduled.
  - Holds approximately 125 accounts.
- Rahman Group
  - No date scheduled.
  - Holds approximately 150-200 accounts.

### Project Updates

#### St. Andrews Bridge

The existing Saint Andrew St. Bridge carries traffic over Lieutenant Run and was closed in 2007 due to its poor condition. The project will replace the existing bridge with a new structure. Bids

were opened on June 26. The lowest bid was submitted by Franco’s Liberty Bridge - \$1,440,882.26. Timmons Group estimated the cost at \$850,053. Requests were sent to RKK and MBP to submit two cost proposals for construction engineering and inspection services of bridge and roadway construction, and utility line relocations. Received proposal from MBP totaling \$288,499.96, received proposal from RKK totaling \$316,919.90. Purchase requisition prepared to obtain PO for MBP. The Utilities and Capital Projects Department will consult with our contractor Timmons Group to review, assess qualifications of bidders. This information will be used to make a final recommendation for award and check references. This process will take approximately 10 calendar days. The Utilities and Capital Projects department will then return the recommendation of award to Budget and Procurement department which should take approximately 10 calendar days (approximately July 16, 2020). The Budget and Procurement department will send a Memorandum of Intent to Award/Award Summary to City Manager (approximately July 17, 2020.) The Budget and Procurement department will then post an Intent to Award and mails contract to contractor (approximately July 24, 2020.) Construction should begin by mid-August 2020 and be completed by August 2021. Below is an estimated total construction cost:

Construction Bid Sub-Total:	\$ 850,053
Construction Contingency (15%):	\$ 127,508
Construction Engineering & Inspection (15%):	\$ 288,500
<hr/>	
Total Construction (Rounded):	\$1,266,061

The City anticipates total funding for the bridge replacement and inspection services to be \$1.266 mil. Funding for all work will be from the VDOT Urban Maintenance Funds through the Street Operations Division budget.

**Southside Depot & Southside Depot Central Pavilion**

Enteros is currently working on the Construction and Bid Documents for the project. They have come in 6 times to work on the site. This should be concluded approximately 2-3 months after abatement is done. A meeting was held with DHR on December 18, 2019, on site, to gather responses to questions that must be addressed. These questions were needed to complete the construction documents. As per VDOT instructions, the City will close out the project and UPC. A new one will be created for the project to be concluded and funds can also be requested for. The Civil War Trust has made a commitment of \$100,000 and the full amount has been received. The abatement has been advertised. 3 bids came in and it was awarded to WACO. A clarification meeting was held on March 10th, 2020. WACO stood by their numbers and signed the clarification document. A Notice to Proceed meeting was held on Friday, June 26, 2020. The signed Notice to Proceed Agreements were submitted back to the City as of Monday, July 13, 2020. The Contractor began work on the said date as well.

**COVID-19 Updates**

- Except for Billing and Collections and the Commissioner of the Revenue Office, all City facilities remain closed to the public to limit potential exposure and spread of COVID-19.
- Facial coverings are required to enter the Fiscal Management Building.
- The Office of Billing and Collections is open M-F, 9:00am – 4:30pm.

- **NOTICE:** The Office of Billing and Collections will be closed on Thursday, July 16; Friday, July 17; and Friday, July 31 for in-service training. The Commissioner of the Revenue Office will be closed to the public on those dates. Payment options will still be available through the drop box and the online portal.
- City employees are working normal business hours from 8:30am – 5:00pm. Employees are available by phone and email during business hours. There is a department directory available at [www.petersburgva.gov](http://www.petersburgva.gov).
- The Petersburg Public Library is offering drive thru service M-F, from 10am-2pm. Drive thru service is available for printing, faxing, notary, copying, and pickup/drop off of items placed on hold. More information is available at [www.petersburgva.gov](http://www.petersburgva.gov).
- The Crater Health District is offering COVID-19 testing in Petersburg on Mondays, Wednesdays, and Thursdays.
- Testing is available during the following times:  
 Mondays: 10am – 12pm  
 Location: Central Virginia Health Services (321C Poplar Drive)  
  
 Wednesdays: 6:00pm – 7:30pm  
 Location: Pathways (1200 W. Washington Street)  
  
 Thursdays: 1:30pm – 3:30pm  
 Location: Central Virginia Health Services (321C Poplar Drive)
- Pre-screening is still required prior to testing. For pre-screening, call 804-863-1652 – Option 1. Testing is for individuals age 5 years and older who have one or more COVID-19 symptoms.
- CVHS will bill for testing if someone has insurance. However, no additional cost will be incurred that is not covered by insurance. If someone does not have insurance, they can receive a test at no cost. Testing at Pathways is at no cost to anyone.
- The City continues to maintain a complete and updated COVID-19 Resource and Update page available at [www.petersburgva.gov](http://www.petersburgva.gov).



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** July 21, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:**

**FROM:**

**RE:** COVID-19 Update

**PURPOSE:**

**REASON:**

**RECOMMENDATION:**

**BACKGROUND:**

**COST TO CITY:**

**BUDGETED ITEM:**

**REVENUE TO CITY:**

**CITY COUNCIL HEARING DATE:**

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:**

**AFFECTED AGENCIES:**

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:**

**REQUIRED CHANGES TO WORK PROGRAMS:**

**ATTACHMENTS:** None



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** July 21, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Aretha Ferrell-Benavides, City Manager  
Lionel Lyons, Deputy City Manager of Development

**FROM:** Reginald Tabor

**RE:** **A request to Schedule a Public Hearing to consider the rezoning of the property at 607 High Street, Tax Parcel 010-170017, formerly the site of the High Street United Methodist Church, from R-3, Two-Family Residence district to PUD, Planned Unit Development.**

**PURPOSE:** To schedule a public hearing to consider the rezoning of the property at 607 High Street.

**REASON:** Rezoning of property requires a Public Hearing and approval by the City Council.

**RECOMMENDATION:** It is recommended that the City Council schedules a public hearing and considers approval of the rezoning of the property at 607 High Street from R-3 to PUD.

**BACKGROUND:** The City of Petersburg received a request from SC Maplewood Ave, LLC (Mark Baker) to rezone the site of the former High Street United Methodist Church, from R-3 to PUD, to permit a mixed-use development that would include multi-family residential and commercial uses.

As required, signs were posted June 17, 2020, ads were submitted June 17, 2020 and June 24, 2020, and 27 Adjacent Property Notifications were sent June 24, 2020.

The Planning Commission held a public hearing and considered the petition during their July 1, 2020 meeting.

During the public hearing both comments in favor of and in opposition to the proposed rezoning were heard.

The Planning Commission voted to recommend City Council approval of the rezoning request with staff recommendations and the condition that an on-site management office be maintained.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** Revenue from New Development

**CITY COUNCIL HEARING DATE:**

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** N/A

**AFFECTED AGENCIES:** Department of Planning and Community Development, City Assessor

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** N/A

**REQUIRED CHANGES TO WORK PROGRAMS:** N/A

**ATTACHMENTS:**

1. 0701\_2020ProposedRezoning607HighSt
2. 0624\_2020PlanningCommissionRezonongReport607HighSt
3. 0624\_2020HistoricLandmarkCard607HighSt

# City Council Public Hearing

Proposed Rezoning

607 High Street

20-REZ-PUD-01

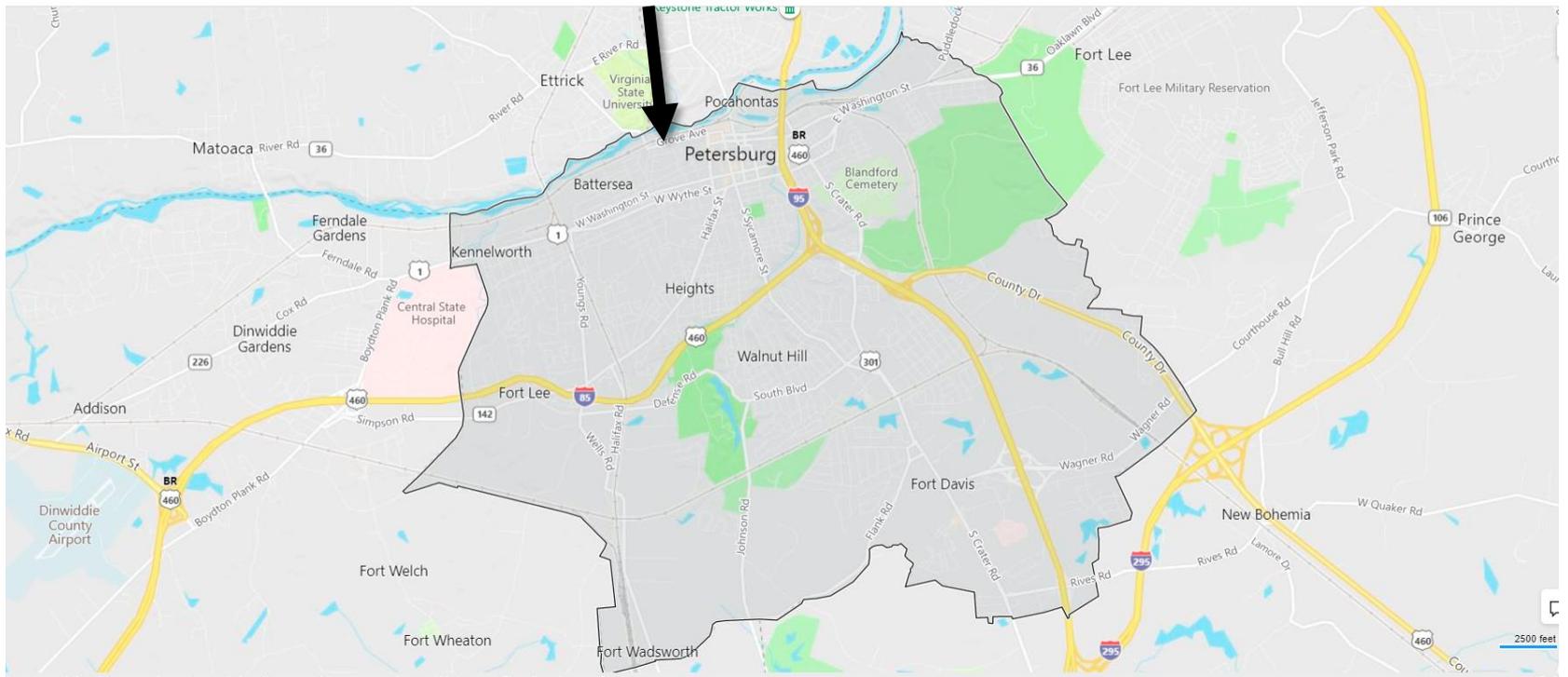
# City Council Public Hearing

Request from SC Maplewood Ave, LLC (Mark Baker)

- To rezone the site of the former High Street United Methodist Church, to permit a mixed-use development that would include multi-family residential and commercial uses.
- As required:
  - Signs were posted June 17, 2020
  - Ads were submitted June 17, 2020 and June 24, 2020
  - 27 Adjacent Property Notifications were sent June 24, 2020

<b>607 High Street</b>	<b>T.P. 010-170017</b>	
From: R-3, Two-Family Residence district	To: PUD, Planned Unit Development	1.091 Acres

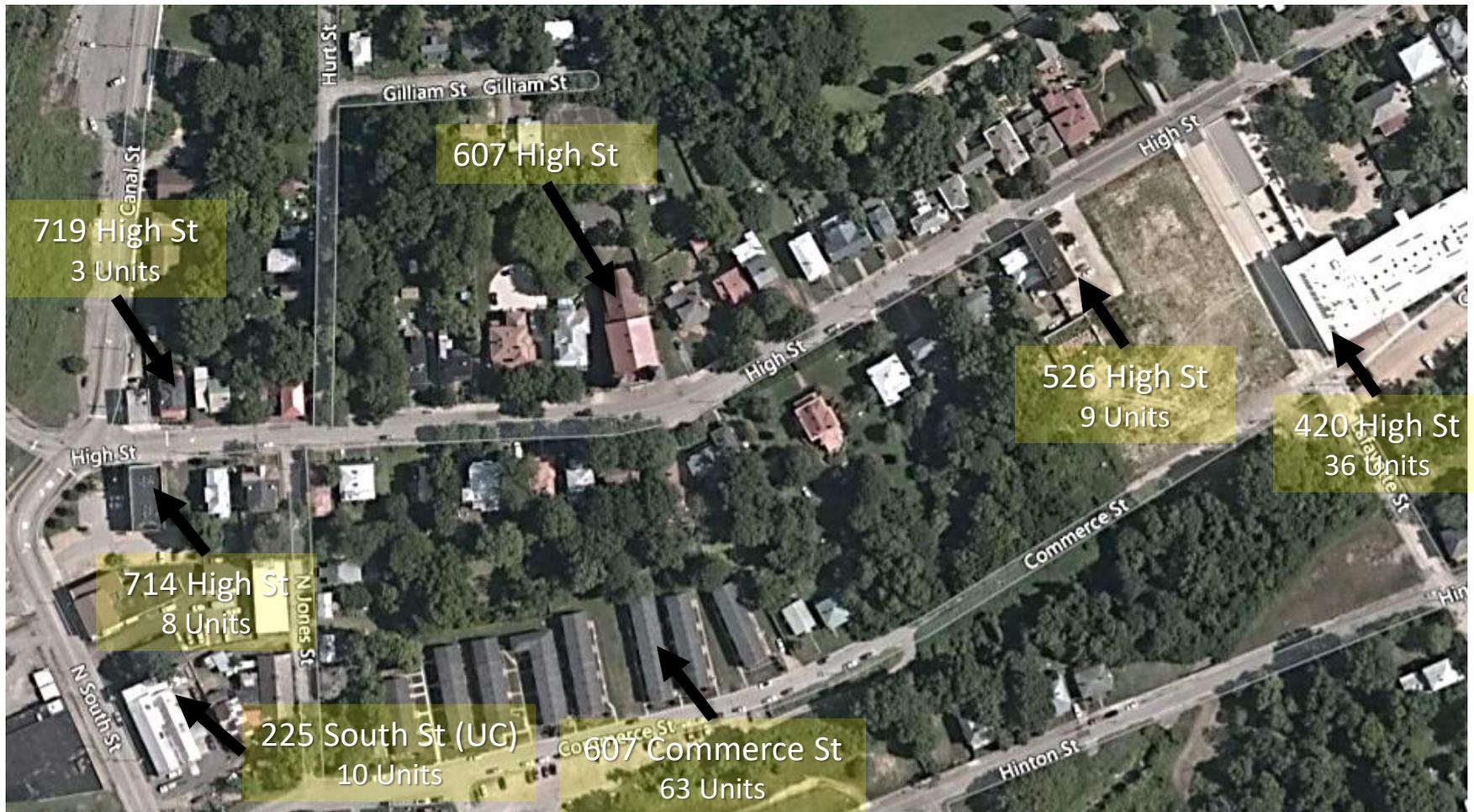
# Parcel Locations



# Parcel Location



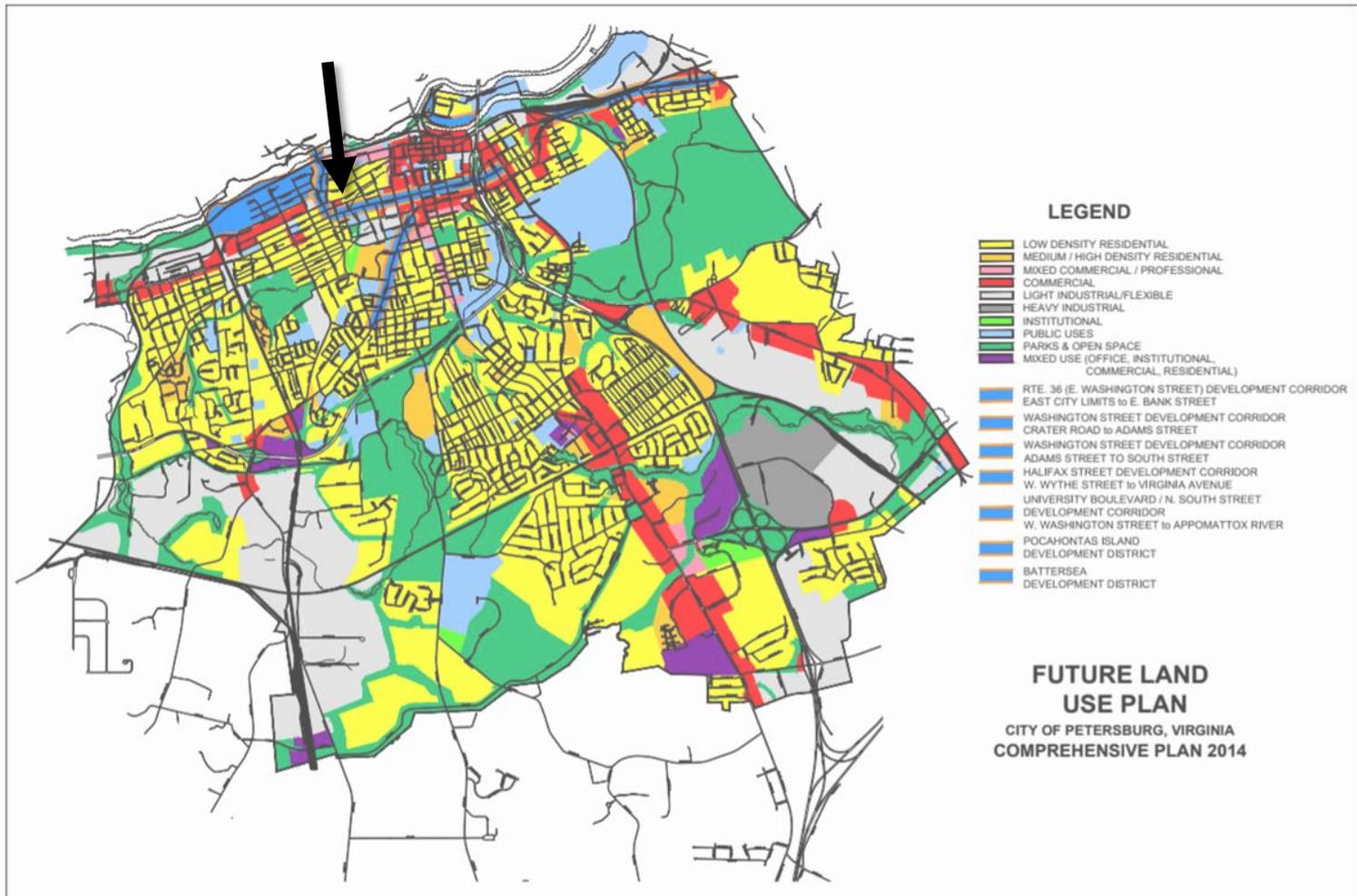
# Multi-Family Developments in the Vicinity of 607 High Street



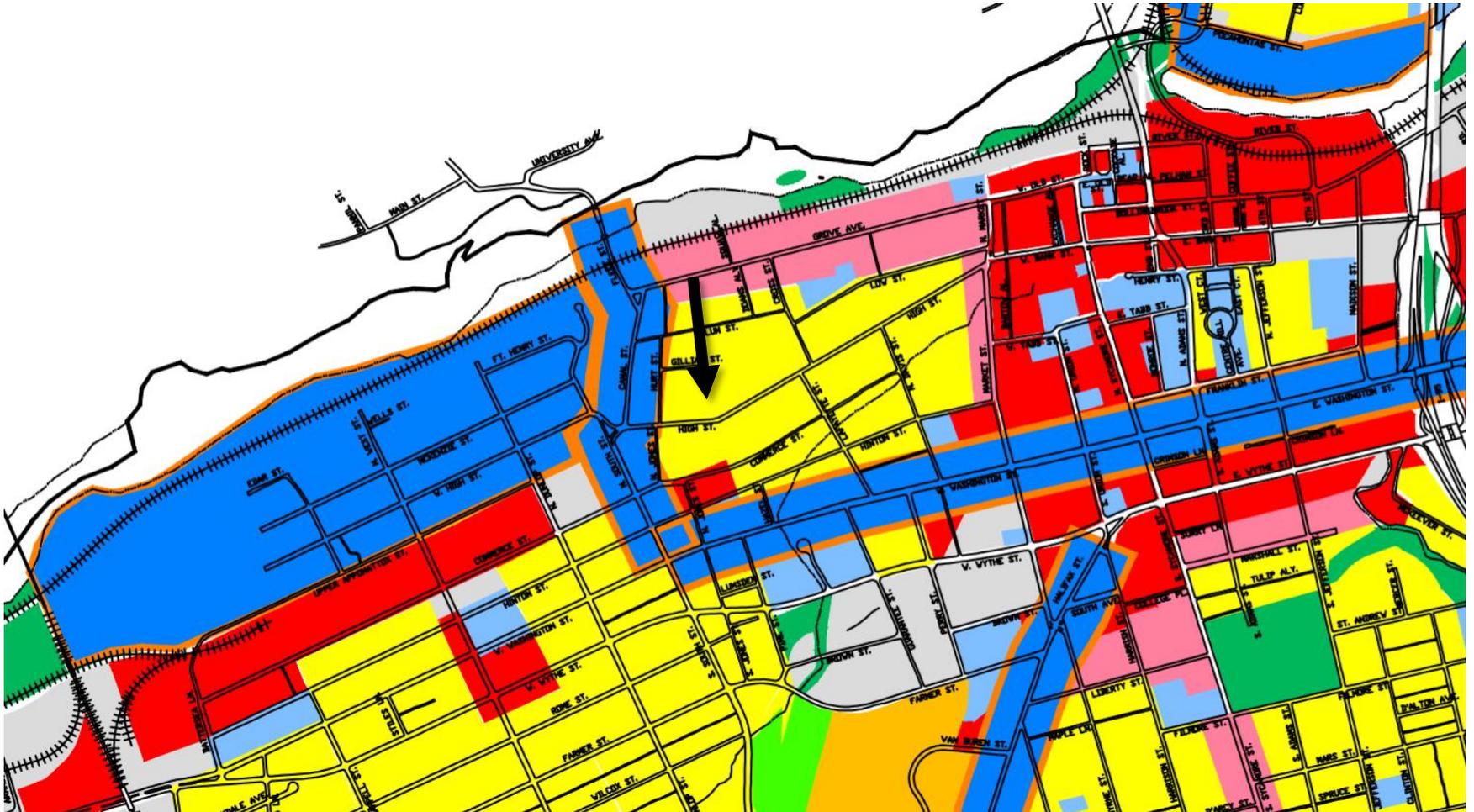
# Zoning of Multi-Family Developments in the Vicinity of 607 High Street



# Comprehensive Plan Future Land Use Plan



# Comprehensive Plan Future Land - Residential



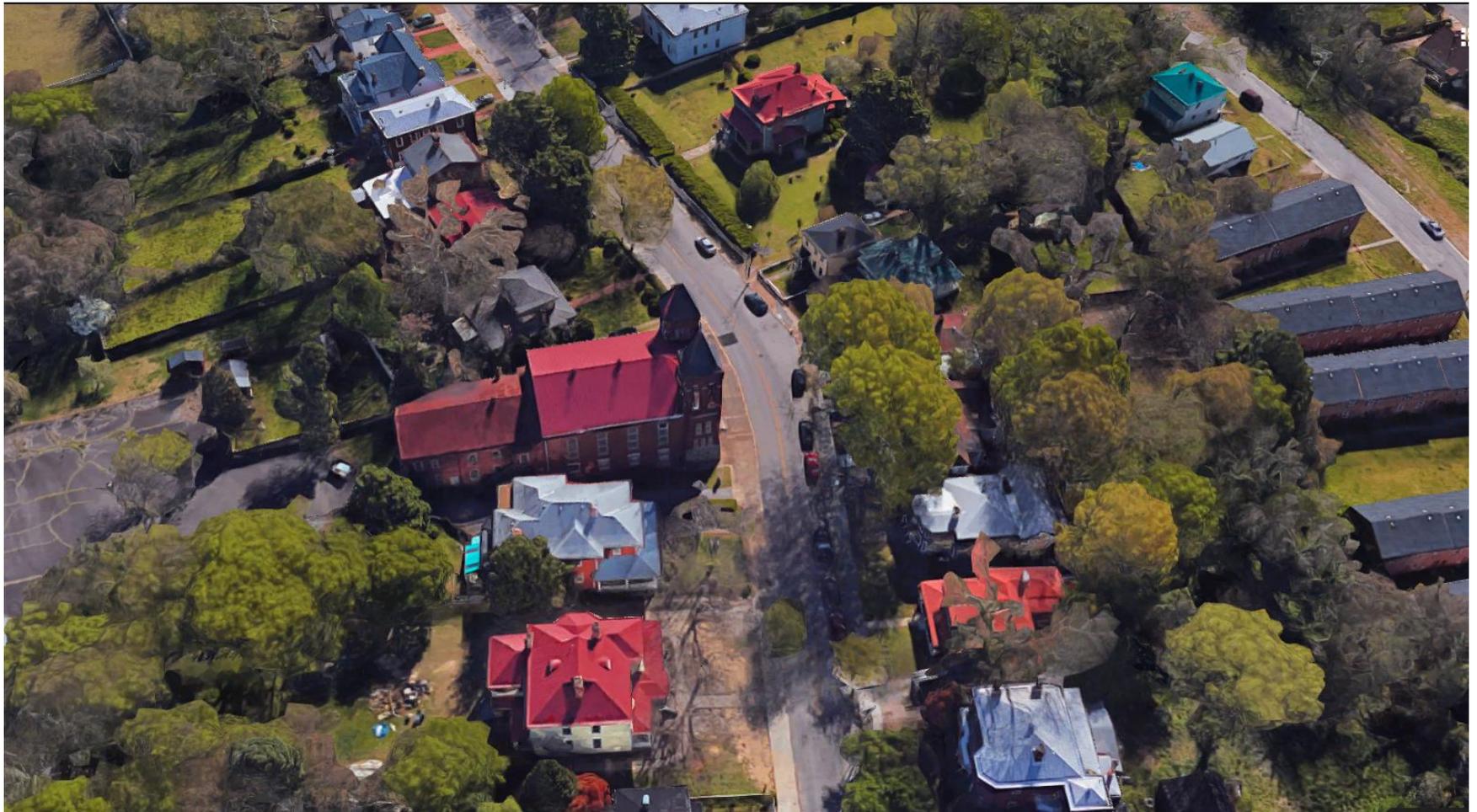
# Aerial looking West



# Aerial looking North



# Aerial looking East



# Aerial looking South



Google

# Aerial looking South



# High Street Looking West



# High Street Looking East



# High Street West Side of Building



# High Street East Side of Building



## REZONING REPORT SUMMARY

**TO:** Chairman Alexander and Members of the Petersburg Planning Commission  
**FROM:** Reginald Tabor, Interim Planning Director and Sandra A Robinson, Zoning Administrator  
**SUBJECT:** Case 20-REZ-02  
Tax Map Parcel 010-170017  
607 High Street, Petersburg, VA. 23803

A petition by SC Maplewood Ave, LLC (Mark Baker) to rezone 607 High Street, T.P. # 010-170017, formerly the High Street United Methodist Church, from R-3, Two-Family Residence District to PUD, Planned Unit Development District. The rezoning is requested to permit a mixed-use development that would include multifamily residential and light intensity commercial uses.

**APPLICANT:** SC Maplewood Ave, LLC (Mark Baker-Presenter)

**DATE:** Delivery to the Planning Department on May 26, 2020 for consideration during the July 1, 2020 meeting of the Planning Commission.

### I. APPLICANT'S PROPOSAL

Mr. Mark Baker of Baker Development Resources, Richmond, VA., submitted the petition on behalf of SC Maplewood, LLC. The applicant proposes the conversion of an existing two-story brick & granite church structure located at 607 High Street (formerly the High Street Methodist Church), a 1.091 acre parcel approximately 28,991.79 square feet of lot area. The parcel has a street frontage of 110.93 and rear yard of 66.06 feet. There is a long extended paved driveway on the West side of the church structure which enters into the rear of the asphalt, off-street parking lot with approximately 25+ spaces. The parking lot is screened by a privacy fence on the East, a mature, vegetative, tree lined buffer along the rear, North boundary of the parcel and a fence along the West side of the property. The property is currently zoned R-3, Two Family Residence District and owned by 607 High St LLC, Richmond, VA 23219.

It is the request of the applicant/developer to convert or reuse (repurpose) the existing structure to accommodate up to 24 dwelling units and a commercial use.

Occupancy of the building has not been achievable under the existing zoning regulations and prolonged vacancy has made it a challenge to maintain the structure and puts it at further risk of deterioration.

The conversion of the building for up to 24 dwelling units is proposed to be completed in two phases. The first phase would include the conversion of the rear addition and the ground floor area for use as 10 to 14 dwelling units and the use of the original church sanctuary as an event space, yoga studio, church or other activities. Phase II would entail the completion of the final dwelling/apartment unit count.

## II. CHARACTER OF THE AREA

The parcels in the vicinity of this parcel adjacent to the North are zoned R-3, Two-Family Residential, MXD-1, Mixed Use District and MXD-2 along Grove Avenue, M-1, Light Industrial District along Hinton, Commerce, Lafayette, Davis, and N. South Streets. The properties located along the South side are zoned R-3, Two-Family Residence and PUD, Planned Unit Development Districts. There are approximately 6 Multi-family developments in the immediate vicinity of the property for rezoning. Those apartments are as follows: 1) The High Street Lofts units – Phase II; 2) High Street Lofts units– Phase IV, 3) High Street Lofts units – “Old Town 2 RA LP”; 4) Old Town 2 RA LP (Retail/Residential) Charlottes; 5) Commerce Street Apts; 6) Lundsford Holdings LLC; and 7) DF Lundsford Construction LLC. The number of units in each complex varies from 5 and above. Each of the properties with the exception of Commerce Street required a rezoning action and were rezoned to a PUD. There are clusters of homes in the area still being used as single-family and two-family residences (duplex) as well as apartments. (See Site Plan, depicting Zoning Information.) There are scattered B-2, General Commercial District designations at the corner of High Street & University Boulevard.

The subject property is currently vacant. The church is of historical significance to the City of Petersburg and is located in a Local Historic District as well as considered contributing to the Virginia Landmarks Register and National Register Districts.

The site is currently served by water and sewer, and there is no indication that development permitted under the proposed rezoning would overburden existing facilities.

The subject property is located close to Virginia State University Gateway which sits atop a rolling landscape just north of the Appomattox River and near several professional, business and retail establishments. The property is centrally located to all major thoroughfares including Fort Lee, Army base.

The City's Current Comprehensive Plan, updated in 2014 Future Land Use Plan. The City has rezoned several properties in the area for the repurposing or reuse of structures such as medium and high density residential. The development of these structures has added

to the quality of the rental housing stock in the City and the revitalization and redevelopment of underutilized lots and buildings.

### III. ZONING ORDINANCE

Article 26. "PUD" Planned Unit Development District of the Zoning Ordinance offers developers the opportunity to overcome traditional zoning limitations, and is intended to encourage innovative design approaches to large-scale subdivisions or development. The purpose of this article is to establish procedures and standards for planned unit developments in order to achieve the following objectives:

- 1) Promote the use of land planning and design techniques that will result in the efficient, economical, and convenient arrangement of differing land uses, including residential and commercial, and supporting infrastructure;
- 2) Encourage flexibility in design to retain natural features, including but not limited to floodplains, steep slopes and unique geological formations as well as historical and archeological areas;
- 3) Provide the reservation of land for the public or private community facilities, including open space for scenic and recreational use; and
- 4) Encourage the creation of a variety of residential uses and compatible neighborhood arrangements that give the home occupant greater choice in the selection of types of environment and housing units.

### IV. FINDINGS

The proposed rezoning will not impact the public welfare of either the neighborhood or the City as the proposed reuse of the property for the conversion to up to 24 dwelling units is a reasonable density and provides for density that are compatible with other uses in the area/neighborhood.

Off-street parking is provided on the current property for each of the proposed uses minimizing significant impacts related to traffic or parking in the neighborhood.

The proposed rezoning and reuse of the structure would prevent any further deterioration of a historically significant structure and removes the potential for the unoccupied building to be placed on the city's "Blight List."

The request will provide for new, unique and desirable market rate housing options to the City of Petersburg and help to support a range of housing options in the neighborhood.

The proposed Phase I use of the sanctuary with as event space, yoga studio, or potential church would serve the community and provide access for the public to enjoy the historically significant building.

The request is driven by the need to rehabilitate and reuse an existing structure located in an R-3, Two-Family Residence District. The PUD district has been designated to provide

for flexibility in the redevelopment of historically significant buildings that could not otherwise be achieved under the constraints of existing traditional zoning classifications. The rezoning of the property would allow the building to be repurposed in a way that acknowledges its historical significance which is otherwise prohibited by the current zoning classification.

## V. RECOMMENDED CONDITIONS

Staff recommends that the Planning Commission approves the rezoning request with the following conditions:

- 1) That the design of the proposed redevelopment of the existing structure located at 607 High Street substantially conform to the submitted preliminary site plan, which will be reviewed through the City's Site Plan Review process;
- 2) That the applicant agrees, in writing to maintain appropriate landscaping around the parking lot and at the entrance of the building along High Street.
- 3) That the applicant employs landscaping measures to maximize coverage and reduce any potential visual impacts;
- 4) That the applicant will comply with all signage criteria as outlined in Article 21, Sign Regulations of the Zoning Ordinance and understands that any/all signage must be reviewed by the Architectural Review Board (ARB) prior to erection or placement. All exterior alterations and changes must also be reviewed and approved by the ARB after submitted application is reviewed by the City of Petersburg's Preservation Planner.
- 5) That the applicant agrees to maintain the parking lot in a manner which will minimize its aesthetic and visual impact. That applicants shall ensure that the parking lot regardless of the number of spaces, must have individual spaces marked.
- 6) Each parking space is properly delineated with paint or plastic stripping which shall provide a permanent delineation between spaces. Spaces should be arranged so that any maneuvering directly incidental to entering or leaving a parking space shall not be on any public street, alley or walkway. \*\* Preservation Planner should be notified of any materials used to change parking surface and coloring. Parking requirements: Church or civic associations – One (1) space for every four (4) seats; Multi-family – One (1) space per each one-bedroom unit Two (2) spaces per every two (2) or more bedroom units; Yoga studio – One (1) space for every 200 square feet of floor space.
- 7) That no advertising or other signs be placed on the building without the review and approval of the ARB;

## VI. EXHIBITS

- Tax Parcel Map Extract

- Zoning Map Extract
- Applicants Petition
- Public Notification Information
- Applicant Exhibits

CASE NUMBER 2020 RD2 02

Applicant: Mark Baker

Baker Development Resources

1519 Summit Avenue, Suite 102  
Richmond, Virginia 23230

**PETITION FOR REZONING OR SPECIAL USE PERMIT**

**RETURN TO: DEPARTMENT OF PLANNING (CITY HALL, THIRD FLOOR, ROOM 304) WITH THE FILING FEE: \$1,500 (CHECK/MONEY ORDER/CASH) AT THE TIME OF SUBMITTAL**

**A. Property Information**

1. SC Maplewood Ave, LLC c/o Parmeet Soin, do hereby petition to rezone the following described properties from zoning district R-3 Two-Family Residence District to zoning district PUD District to permit the redevelopment of a existing building in two phases with up to 24 dwelling units, with phase one including use of the main sanctuary within the building as an event space, yoga studio, church or similar use.

2. **Legal Description:** (Use attachment if necessary) - **Identify proposed Use**  
Conversion of the existing building on the site for use as up to 24 dwelling units, to be completed in two phases. The first phase would include the conversion of a rear addition and ground floor area for use as 10 to 14 dwelling units and the use of the original church sanctuary as an event space, yoga studio, church or similar use. The second phase would include the conversion of the sanctuary for use as dwellings with the final dwelling unit count being 24.

3. Tax Parcel Identification Number(s):	Map	Block	Lot
	Parcel ID	010-170017	

4. **Current Street Address(es): - (if assigned)** 607 High Street, Petersburg, VA 23803

5. **Approximate Area:** 28991.79 sq. ft. 0.6656 acres

6. **Public Street Frontage** High Street: 110.93 ft. Gilliam Street: 66.06 ft.

7. **A boundary plat of this property outlining the area to be rezoned shall be attached to this petition.**

8. **The following deed restrictions may affect the use of this property:**  
There are no applicable deed restrictions to our knowledge.

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**9. Brief:**

Said deed restrictions will expire on : Not applicable

**B. JUSTIFICATION FOR REZONING**

- 1. The proposed change in zoning is necessary for the preservation and enjoyment of a substantial property right because: (A detailed statement of reasons why the proposed rezoning should be granted).**

The former church building on the property is historically significant, having been built circa 1844, and is a part of the neighborhood fabric. Occupancy of the building has not been achievable under the limitations of the current zoning. Prolonged vacancy challenges building upkeep and puts this community asset at risk of further deterioration. Consistent with the PUD regulations, this request would allow for the imaginative and respectful reuse of the building thereby preserving the building and providing for its future ongoing maintenance.

- 2. The material impact of the proposed rezoning will not be detrimental to the public welfare of the City nor to adjacent property owner(s) or properties located within the nearby vicinity because: (Specify reasons to substantiate this statement).**

The proposed zoning change and use will not impact the public welfare of either the City or nearby neighborhoods.

The proposed dwellings represent a reasonable density and provide for a use that is compatible with other uses in the vicinity. Parking meeting normal zoning requirements would be provided on site for the dwellings within an existing parking area and access would continue as it was historically provided, thereby preventing any detrimental impacts related to parking or traffic.

- 3. The proposed rezoning will be advantageous to the City and benefit the welfare of the general public because: (Specify reasons to substantiate this statement).**

The proposed rehabilitation will remove the potential for the unoccupied building to become a blighting influence in the neighborhood while providing an asset for the community. The request will provide for new, unique, and desirable market rate housing options to the City and will help support a range of housing options in the neighborhood. The proposed Phase I use of the sanctuary with a use such as an event space, yoga studio, or church would serve the community and provide access for the public to enjoy this significant building.

- 4. The proposed rezoning is necessary because suitable property for the proposed use is not presently situated within required existing zoning districts. (Specify reasons for this determination).**

This request is driven by the need to rehabilitate an existing building in an R-3 Two-Family Residential District.

As applied in this vicinity in the past, the PUD district has been used to provide for flexibility in the redevelopment of historically significant buildings that could not otherwise be achieved under the constraints of existing

traditional zoning classifications. The rezoning would allow the building to repurposed in a way that  
acknowledges its historical significance and which would otherwise be prohibited by the current zoning.

**C. CERTIFICATION:**

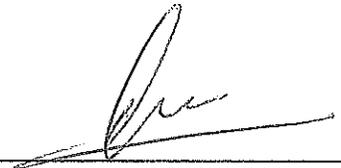
The undersigned applicant certifies that: (He) (She):

\_\_\_\_\_ (a) Is the owner or lessee or agent specified in writing, for

X (b) Possesses a proprietary interest in: (contract or option agreement)

the property(ies) identified within this PETITION FOR REZONING; and that the foregoing answer and statements herein contained and all other information herewith submitted are in all respects true and correct to the best of (his) (her) knowledge and belief.

**APPROVED**

Signed: 

Mailing Address: 3420 Pump Road, #148

Henrico, VA 23233

\_\_\_\_\_  
City Attorney

Phone Number: (804)867-8565

**TO BE FILED IN TRIPLICATE (3-SETS) IN THE PLANNING DEPARTMENT, CITY HALL**

**ACTION RECORD**

Date Filed (with Planning Department) 5-18-2020

Date of Planning Commission Public Hearing 6-3-2020

Planning Commission Action(s) \_\_\_\_\_

Date of City Council Hearing: \_\_\_\_\_

City Council Action(s): \_\_\_\_\_

SC MAPLEWOOD AVENUE, LLC  
c/o PARMEET SOIN  
DEVELOPER: MARK BAKER  
T. P. 010170017  
2020 REZ-02 (REZONE: R-3 TO PUD)

607 HIGH STREET  
PETERSBURG, VA 23803

MARK BAKER  
BAKER DEVELOPMENT RESOURCES  
1519 SUMMIT AVENUE, SUITE 102  
RICHMOND, VIRGINIA 23230

SC MAPLEWOOD AVENUE, LLC  
c/o PARMEET SOIN  
3420 PUMP ROAD, #148  
HENRICO, VA 23233

Robert E. & Cynthia Jenkins  
561 High Street  
Petersburg, VA 23803

Judson Leach  
557 High Street  
Petersburg, VA 23803

Thomas B. & Brenda K. Redfern, III  
P. O. Box 2525  
Petersburg, VA 23803

Occupant  
625 High St.  
Petersburg, VA 23803

Darren A. & Cathy White  
625 High St.  
Petersburg, VA 23803

Decole Properties  
7708 Tanner Robert Ct.  
Springfield, VA 22153

Occupant  
624 Gilliam St.  
Petersburg, VA 23803

Kevin Allen Desmond  
7708 Tanner Robert Ct.  
Springfield, VA 22153

Occupant  
618 High St.  
Petersburg, VA 23803

Charles W. & Mary Virginia Sheltman  
5504 Oakdell Ct.  
Richmond, VA 23237

SC MAPLEWOOD AVENUE, LLC  
c/o PARMEET SOIN  
DEVELOPER: MARK BAKER  
T. P. 010170017  
2020 REZ-02 (REZONE: R-3 TO PUD)

607 HIGH STREET  
PETERSBURG, VA 23803

Occupant  
618 High St.  
Petersburg, VA 23803

Gianna Grier  
c/o Mvmt Mtg, LLC  
P. O. Box 10610  
Virginia Beach, VA 23450

Occupant  
614 High St.  
Petersburg, VA 23803

Patrick A. Hagerich  
602 High St.  
Petersburg, VA 23803

William Lee Gipson  
558 High St.  
Petersburg, VA 23803

Occupant  
558-568 High St.  
Petersburg, VA 23803

Risha L. Stebbins  
610 High St.  
Petersburg, VA 23803

Vickie L. McCall  
604 High St.  
Petersburg, VA 23803

Labrador Properties, LLC  
G. E. Matthews  
2425 Boulevard #6  
Colonial Heights, VA 23834

Occupant  
615 Gilliam St.  
Petersburg, VA 23803

Plum Street Partners, LLC  
230 E. Bank St.  
Petersburg, VA 23803

Occupant  
601 Gilliam St.  
Petersburg, VA 23803

SC MAPLEWOOD AVENUE, LLC  
c/o PARMEET SOIN  
DEVELOPER: MARK BAKER  
T. P. 010170017  
2020 REZ-02 (REZONE: R-3 TO PUD)

607 HIGH STREET  
PETERSBURG, VA 23803

Occupant  
617 Gilliam St.  
Petersburg, VA 23803

PC MEETING DATE: July 1, 2020 @ 6:00 P.M.  
APPLICANT: SC Maplewood Avenue, LLC  
c/o Parmeet Soin (Mark Baker, Applicant)  
2020 REZ-02  
USE: Rezone: "R-3" - (Two-Family Residential District)  
to "PUD" (Planned Unit Development)  
T. P. 010-170017

Mark Baker, Applicant  
Baker Development Resources  
1519 Summit Avenue, Suite 102  
Richmond, VA 23230



Card 1 of 1

Location 607 HIGH ST	Property Account Number	Parcel ID 010-170017
		Old Parcel ID --

Current Property Mailing Address

Owner 607 HIGH ST LLC	City RICHMOND
Address 116 E FRANKLIN ST	State VA
	Zip 23219-2118
	Zoning R-3

Current Property Sales Information

Sale Date 12/20/2004	Legal Reference 2004-5688
Sale Price 40,000	Grantor(Seller)

Current Property Assessment

Year 2020	<u>Card 1 Value</u>
	Building Value 12,500
	Xtra Features Value 0
Land Area 0.828 acres	Land Value 53,200
	Total Value 65,700

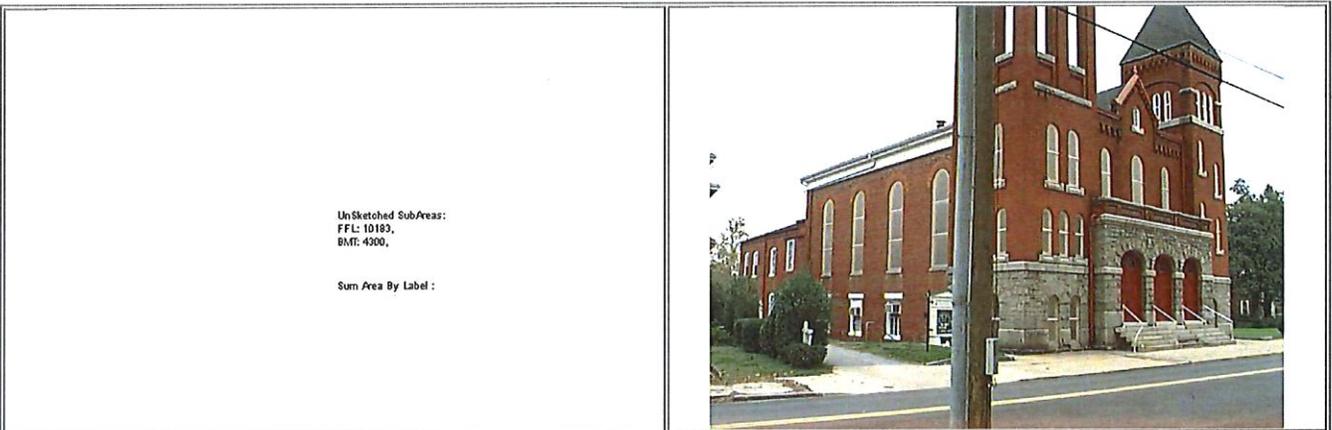
Narrative Description

This property contains **0.828 acres** of land mainly classified as **Urban Res** with a(n) **2STORY** style building, built about **1844** , having **N/A** exterior and **METAL** roof cover, with **1** unit(s), **0** total room(s), **0** total bedroom(s), **2** total bath(s), **0** total half bath(s), **0** total 3/4 bath(s).

Legal Description

PARCEL B 0.665 ACRES

Property Images



# Property Record Card - Petersburg, VA

## General Property Data

Parcel ID **010-200013** Account Number **High Street Lofts - Phase II**  
Prior Parcel ID **--**  
Property Owner **HIGH STREET LOFTS LLC** Property Location **422 HIGH ST**  
Mailing Address **116 E FRANKLIN ST.** Property Use **Other Multi**  
City **RICHMOND** Most Recent Sale Date **2/13/2006**  
Mailing State **VA** Zip **23219** Legal Reference **2006-721**  
Parcel Zoning **PUD** Grantor  
Sale Price **0**  
Land Area **acres**

## Current Property Assessment

Card 1 Value Building Value **2,963,200** Xtra Features Value **0** Land Value **10,300** Total Value **2,973,500**

## Building Description

Building Style <b>NONE</b>	Foundation Type	Flooring Type <b>CARPET</b>
# of Living Units <b>0</b>	Frame Type	Basement Floor <b>N/A</b>
Year Built <b>N/A</b>	Roof Structure	Heating Type <b>NONE</b>
Building Grade <b>EXCELLENT</b>	Roof Cover	Heating Fuel <b>N/A</b>
Building Condition <b>N/A</b>	Siding	Air Conditioning
Finished Area (SF)	Interior Walls <b>N/A</b>	# of Bsmt Garages <b>0</b>
Number Rooms <b>0</b>	# of Bedrooms <b>0</b>	# of Full Baths
# of 3/4 Baths	# of 1/2 Baths	# of Other Fixtures

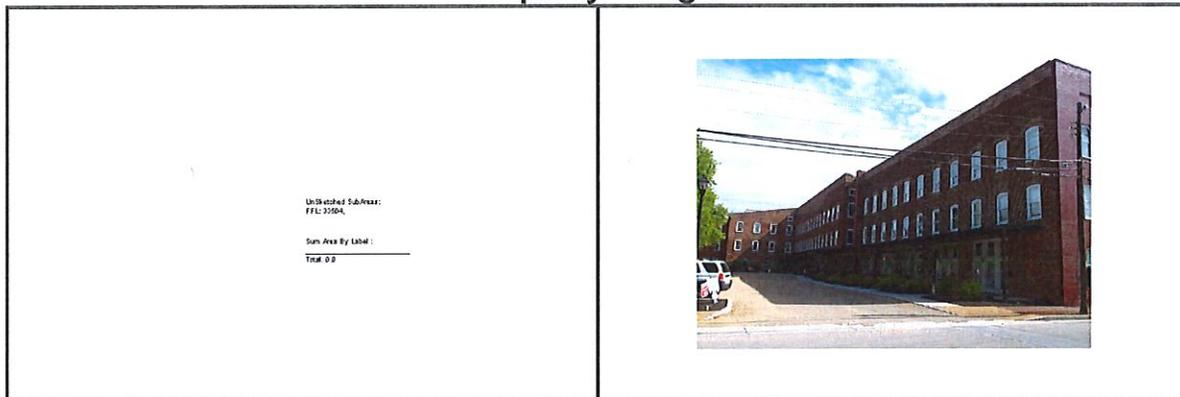
## Legal Description

FORMER CONDOMINIUM - PARCEL A-2A .20 ACRES

## Narrative Description of Property

This property contains acres of land mainly classified as Other Multi with a(n) NONE style building, built about N/A , having exterior and roof cover, with 0 unit(s), 0 room(s), 0 bedroom(s), bath(s), half bath(s).

## Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

## Property Record Card - Petersburg, VA

### General Property Data

Parcel ID <b>010-180800</b>	Account Number <b>High St. Lofts Phase IV</b>
Prior Parcel ID <b>40000 -691000-690000</b>	Property Location <b>526 HIGH ST</b>
Property Owner <b>HIGH STREET LOFTS LLC</b>	Property Use <b>21/More</b>
Mailing Address <b>116 E FRANKLIN ST</b>	Most Recent Sale Date <b>1/2/2013</b>
City <b>RICHMOND</b>	Legal Reference <b>2013-19</b>
Mailing State <b>VA</b> Zip <b>23219</b>	Grantor
ParcelZoning <b>M-1</b>	Sale Price <b>0</b>
	Land Area <b>acres</b>

### Current Property Assessment

Card 1 Value Building Value <b>691,000</b>	Xtra Features Value <b>0</b>	Land Value <b>10,000</b>	Total Value <b>701,000</b>
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### Building Description

Building Style <b>3STORY</b>	Foundation Type	Flooring Type <b>CARPET</b>
# of Living Units <b>0</b>	Frame Type	Basement Floor <b>N/A</b>
Year Built <b>N/A</b>	Roof Structure	Heating Type <b>N/A</b>
Building Grade <b>EXCELLENT</b>	Roof Cover	Heating Fuel <b>N/A</b>
Building Condition <b>N/A</b>	Siding	Air Conditioning
Finished Area (SF)	Interior Walls <b>N/A</b>	# of Bsmt Garages <b>0</b>
Number Rooms <b>0</b>	# of Bedrooms <b>0</b>	# of Full Baths
# of 3/4 Baths	# of 1/2 Baths	# of Other Fixtures

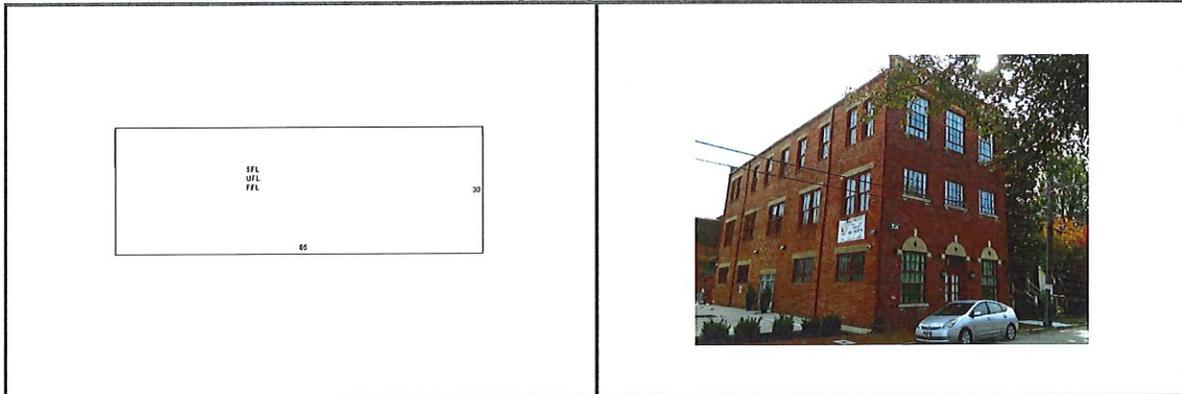
### Legal Description

PARCEL A-10.126 ACRES

### Narrative Description of Property

This property contains acres of land mainly classified as 21/More with a(n) 3STORY style building, built about N/A , having exterior and roof cover, with 0 unit(s), 0 room(s), 0 bedroom(s), bath(s), half bath(s).

### Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

## Property Record Card - Petersburg, VA

### General Property Data

Parcel ID <b>023-020004</b>	Account Number <b>714 High St. Lofts</b>
Prior Parcel ID <b>--</b>	Property Location <b>714 HIGH ST</b>
Property Owner <b>OLD TOWN 2 RA LP</b>	Property Use <b>5-20 Units</b>
Mailing Address <b>927 HULL ST</b>	Most Recent Sale Date <b>12/3/2012</b>
<b>UNKNOWN</b>	Legal Reference <b>2012-2876</b>
City <b>RICHMOND</b>	Grantor <b>CANTERBURY ENTERPRISES LLC</b>
Mailing State <b>VA</b> Zip <b>23224</b>	Sale Price <b>90,000</b>
ParcelZoning <b>B-2</b>	Land Area <b>acres</b>

### Current Property Assessment

Card 1 Value Building Value <b>625,800</b>	Xtra Features Value <b>0</b>	Land Value <b>49,200</b>	Total Value <b>675,000</b>
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### Building Description

Building Style <b>Retail/Apts</b>	Foundation Type	Flooring Type <b>CARPET</b>
# of Living Units <b>0</b>	Frame Type	Basement Floor <b>N/A</b>
Year Built <b>N/A</b>	Roof Structure	Heating Type <b>N/A</b>
Building Grade <b>AVERAGE</b>	Roof Cover <b>BUILTUP</b>	Heating Fuel <b>N/A</b>
Building Condition <b>N/A</b>	Siding	Air Conditioning
Finished Area (SF)	Interior Walls <b>N/A</b>	# of Bsmt Garages <b>0</b>
Number Rooms <b>8</b>	# of Bedrooms <b>8</b>	# of Full Baths
# of 3/4 Baths	# of 1/2 Baths	# of Other Fixtures

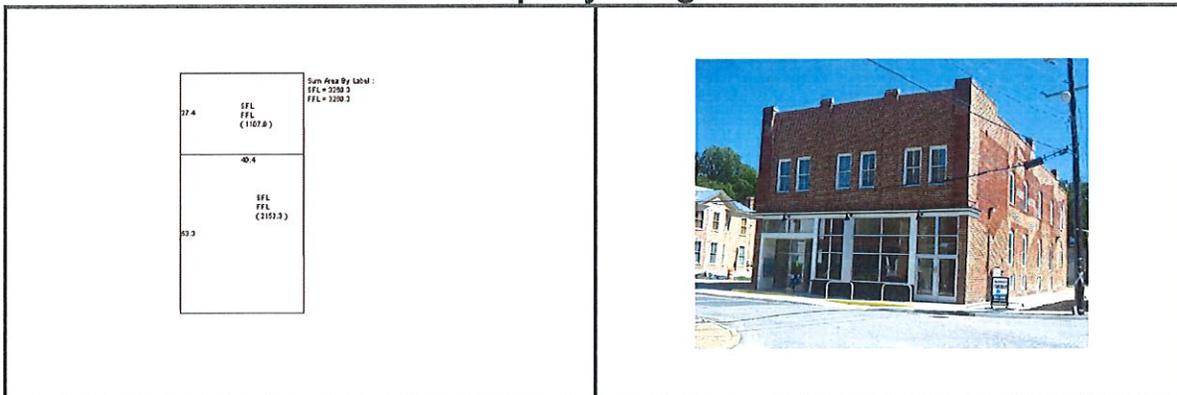
### Legal Description

LOT 1 BLK AP W SMITH PROP PLAT (1939)

### Narrative Description of Property

This property contains acres of land mainly classified as 5-20 Units with a(n) Retail/Apts style building, built about N/A , having exterior and BUILTUP roof cover, with 0 unit(s), 8 room(s), 8 bedroom(s), bath(s), half bath(s).

### Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

# Property Record Card - Petersburg, VA

## General Property Data

Parcel ID <b>010-150016</b>	Account Number
Prior Parcel ID <b>--</b>	Property Location <b>719 HIGH ST</b>
Property Owner <b>OLD TOWN 2 RA LP</b>	Property Use <b>Retail-Res</b>
Mailing Address <b>927 HULL ST</b>	Most Recent Sale Date <b>12/3/2012</b>
<b>UNKNOWN</b>	Legal Reference <b>2012-2877</b>
City <b>RICHMOND</b>	Grantor <b>OLD MANCHESTER PLAZA III</b>
Mailing State <b>VA</b> Zip <b>23224</b>	Sale Price <b>55,000</b>
ParcelZoning <b>R-3</b>	Land Area <b>acres</b>

## Current Property Assessment

Card 1 Value Building Value <b>170,100</b>	Xtra Features Value <b>0</b>	Land Value <b>22,600</b>	Total Value <b>192,700</b>
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## Building Description

Building Style <b>Retail/Apts</b>	Foundation Type	Flooring Type <b>CARPET</b>
# of Living Units <b>0</b>	Frame Type	Basement Floor <b>N/A</b>
Year Built <b>N/A</b>	Roof Structure	Heating Type <b>WOOD</b>
Building Grade <b>FAIR</b>	Roof Cover <b>METAL</b>	Heating Fuel <b>N/A</b>
Building Condition <b>N/A</b>	Siding	Air Conditioning
Finished Area (SF)	Interior Walls <b>N/A</b>	# of Bsmt Garages <b>0</b>
Number Rooms <b>0</b>	# of Bedrooms <b>0</b>	# of Full Baths
# of 3/4 Baths	# of 1/2 Baths	# of Other Fixtures

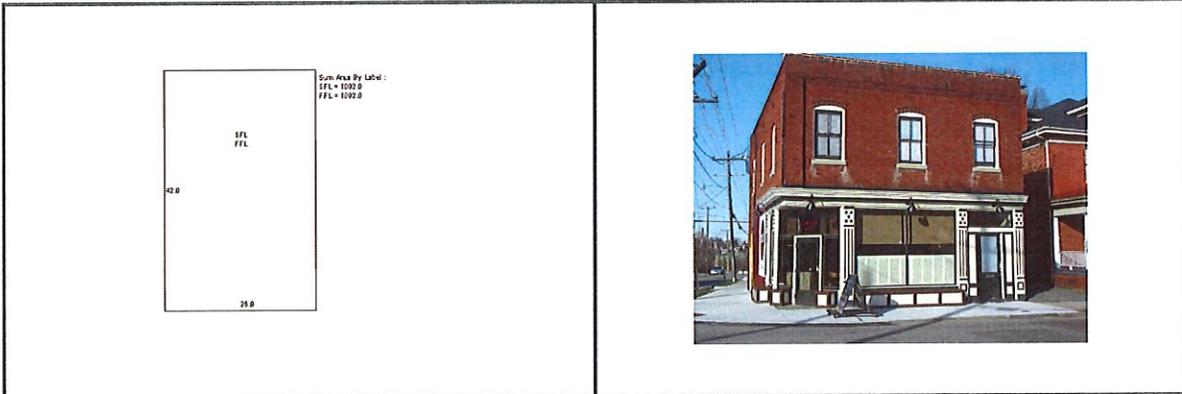
## Legal Description

28.93 x 123.70

## Narrative Description of Property

This property contains acres of land mainly classified as Retail-Res with a(n) Retail/Apts style building, built about N/A , having exterior and METAL roof cover, with 0 unit(s), 0 room(s), 0 bedroom(s), bath(s), half bath(s).

## Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

# Property Record Card - Petersburg, VA

## General Property Data

Parcel ID **023-020002** Account Number **Former Southern Hardware**  
Prior Parcel ID **--**  
Property Owner **LUNSFORD HOLDINGS LLC** Property Location **225 SOUTH ST**  
Mailing Address **4017 BIRCHETT PLACE** Property Use **Multi-Retail**  
City **PRINCE GEORGE** Most Recent Sale Date **4/22/2019**  
Mailing State **VA** Zip **23875** Legal Reference **2019-0991**  
Parcel Zoning **B-2** Grantor **DF LUNSFORD CONSTRUCTION LLC,**  
Sale Price **0**  
Land Area **acres**

## Current Property Assessment

Card 1 Value Building Value **165,000** Xtra Features Value **0** Land Value **30,000** Total Value **195,000**

## Building Description

Building Style <b>Multi Retail</b>	Foundation Type	Flooring Type <b>CARPET</b>
# of Living Units <b>0</b>	Frame Type	Basement Floor <b>N/A</b>
Year Built <b>N/A</b>	Roof Structure	Heating Type <b>NONE</b>
Building Grade <b>AVERAGE</b>	Roof Cover <b>BUILTUP</b>	Heating Fuel <b>N/A</b>
Building Condition <b>N/A</b>	Siding	Air Conditioning
Finished Area (SF)	Interior Walls <b>N/A</b>	# of Bsmt Garages <b>0</b>
Number Rooms <b>0</b>	# of Bedrooms <b>0</b>	# of Full Baths
# of 3/4 Baths	# of 1/2 Baths	# of Other Fixtures

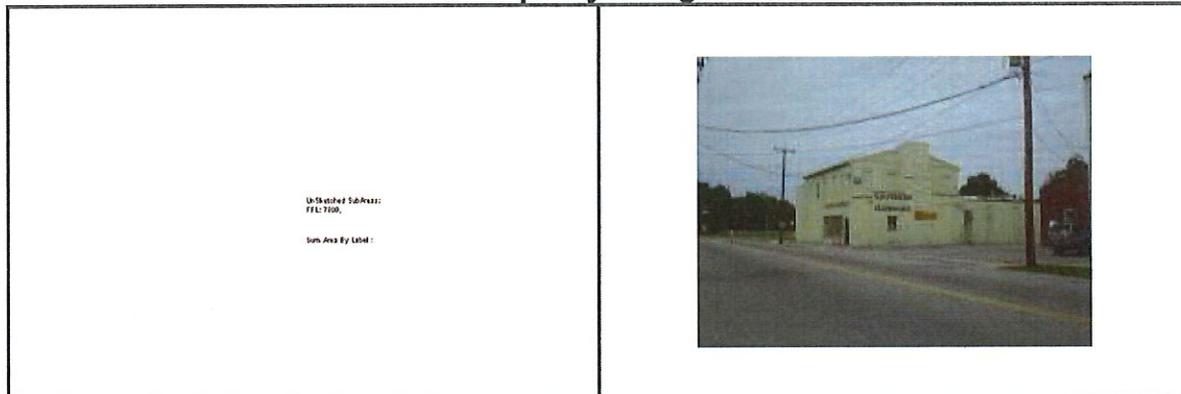
## Legal Description

105.2-61.7X169.6-133.8

## Narrative Description of Property

This property contains acres of land mainly classified as Multi-Retail with a(n) Multi Retail style building, built about N/A , having exterior and BUILTUP roof cover, with 0 unit(s), 0 room(s), 0 bedroom(s), bath(s), half bath(s).

## Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

## Property Record Card - Petersburg, VA

### General Property Data

Parcel ID <b>023-020800</b>	Account Number
Prior Parcel ID <b>--</b>	
Property Owner <b>DF LUNSFORD CONSTRUCTION LLC</b>	Property Location <b>217-221 SOUTH ST</b>
Mailing Address <b>4017 BIRCHETT PLACE</b>	Property Use <b>Warehouse</b>
City <b>PRINCE GEORGE</b>	Most Recent Sale Date <b>9/15/2016</b>
Mailing State <b>VA</b> Zip <b>23875</b>	Legal Reference <b>2016-2196</b>
Parcel Zoning <b>M-1</b>	Grantor <b>SMITHTIMOTHY C</b>
	Sale Price <b>122,900</b>
	Land Area <b>acres</b>

### Current Property Assessment

Card 1 Value Building Value <b>241,500</b>	Xtra Features Value <b>0</b>	Land Value <b>28,500</b>	Total Value <b>270,000</b>
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### Building Description

Building Style <b>Multi Wrehse</b>	Foundation Type	Flooring Type <b>CARPET</b>
# of Living Units <b>0</b>	Frame Type	Basement Floor <b>N/A</b>
Year Built <b>1895</b>	Roof Structure	Heating Type <b>NONE</b>
Building Grade <b>AVERAGE</b>	Roof Cover <b>BUILTUP</b>	Heating Fuel <b>N/A</b>
Building Condition <b>N/A</b>	Siding	Air Conditioning
Finished Area (SF)	Interior Walls <b>N/A</b>	# of Bsmt Garages <b>0</b>
Number Rooms <b>0</b>	# of Bedrooms <b>0</b>	# of Full Baths
# of 3/4 Baths	# of 1/2 Baths	# of Other Fixtures

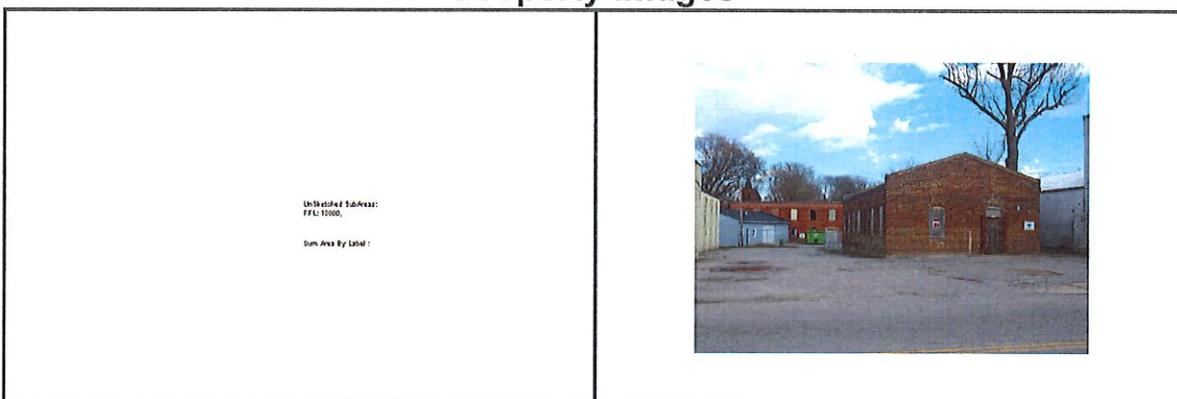
### Legal Description

45.12 FEET

### Narrative Description of Property

This property contains acres of land mainly classified as Warehouse with a(n) Multi Wrehse style building, built about 1895 , having exterior and BUILTUP roof cover, with 0 unit(s), 0 room(s), 0 bedroom(s), bath(s), half bath(s).

### Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

# Property Record Card - Petersburg, VA

## General Property Data

Parcel ID <b>010-170005</b>	Account Number
Prior Parcel ID <b>--</b>	Property Location <b>517 HIGH ST</b>
Property Owner <b>PRADIA MITCHELL P. PERITA A</b>	Property Use <b>Urban Res</b>
Mailing Address <b>517 HIGH ST</b>	Most Recent Sale Date <b>2/25/2003</b>
City <b>PETERSBURG</b>	Legal Reference <b>2003-730</b>
Mailing State <b>VA</b> Zip <b>23803</b>	Grantor
ParcelZoning <b>R-3</b>	Sale Price <b>279,000</b>
	Land Area <b>acres</b>

## Current Property Assessment

Card 1 Value Building Value <b>250,400</b>	Xtra Features Value <b>0</b>	Land Value <b>33,700</b>	Total Value <b>284,100</b>
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## Building Description

Building Style <b>2STORY</b>	Foundation Type	Flooring Type <b>CARPET</b>
# of Living Units <b>1</b>	Frame Type	Basement Floor <b>N/A</b>
Year Built <b>1894</b>	Roof Structure	Heating Type <b>HEATPUM</b>
Building Grade <b>GOOD</b>	Roof Cover <b>METAL</b>	Heating Fuel <b>N/A</b>
Building Condition <b>N/A</b>	Siding	Air Conditioning
Finished Area (SF)	Interior Walls <b>DRYWALL</b>	# of Bsmt Garages <b>0</b>
Number Rooms <b>0</b>	# of Bedrooms <b>0</b>	# of Full Baths
# of 3/4 Baths	# of 1/2 Baths	# of Other Fixtures

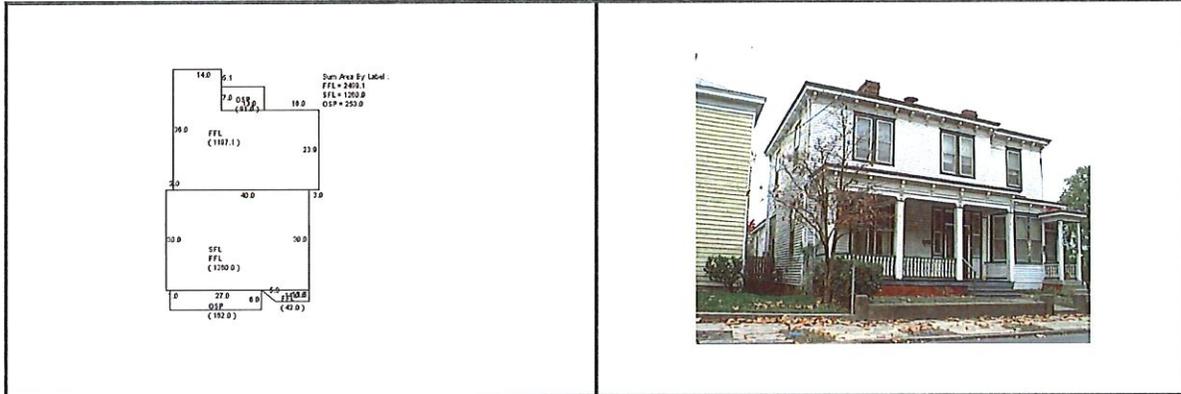
## Legal Description

113.72 x 150

## Narrative Description of Property

This property contains acres of land mainly classified as Urban Res with a(n) 2STORY style building, built about 1894 , having exterior and METAL roof cover, with 1 unit(s), 0 room(s), 0 bedroom(s), bath(s), half bath(s).

## Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

## ARTICLE 26. "PUD" PLANNED UNIT DEVELOPMENT DISTRICT\*

### Section 1. Purpose.

The regulations set forth in this article or set forth elsewhere in this ordinance when referred to in this article are the regulations for the Planned Unit Development District. Single-use zoning often has tended to constrain imaginative design for new community projects. The Planned Unit Development District, by offering developers the opportunity to overcome traditional zoning limitations, is intended to encourage innovative design approaches to large-scale subdivisions and commercial development. The purpose of this article is to establish procedures and standards for planned unit developments in order to achieve the following objectives:

- (1) Promote the use of land planning and design techniques that will result in the efficient, economical, and convenient arrangement of differing land uses, including residential and commercial, and their supporting infrastructure;
  - (2) Encourage flexibility in design to retain natural land features, including but not limited to floodplains, steep slopes and unique geological formations as well as historical and archeological areas;
  - (3) Provide the reservation of land for public or private community facilities, including open space for scenic and recreational use; and
  - (4) Encourage the creation of a variety of residential uses and compatible neighborhood arrangements that give the home occupant greater choice in the selection of types of environment and housing units.
- (Ord. No. 89-103, 10-3-89)

### Section 2. Definition.

A *planned unit development* is herein defined as a complete development scheme. This scheme should include development programs and plans for all land and structural improvements within the planned area and should be in accord with the comprehensive plan and other such guidelines and objective as may be established by the city council. Such development may be permitted on tracts of at least ten (10) acres which are under unified ownership or control.

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\*Editor's note – Ord. No. 89-103, adopted October 3, 1989, amended Art. 26, § § 1-6, to read as herein set out with similar provisions in §§ 1-9; § 3 of said former Art. 26 was amended by Ord. No. 85-105, adopted Oct. 1, 1985; the remaining sections (1 and 2, and 4-6) bore no history notes.

Notwithstanding the provisions of this section, an application for a planned unit development on a tract of land less than ten (10) acres may be filed, and a public hearing shall be held thereon as hereinafter provided, but no recommendation for approval of such an application shall be given by the planning commission unless the commission shall find, upon a showing by the land-owner, that the minimum number of acres required should be waived because a planned unit development is in the public interest and that one or more of the following conditions exist:

- (1) Because of unusual features of the property itself or of the neighborhood in which it is located, a substantial deviation from the regulations otherwise applicable is necessary or appropriate in order to conserve a physical or topographic feature of importance to the city;
- (2) The property or its neighborhood possesses an historical character, that is of importance to the community, which will be preserved and protected by a planned unit development; or
- (3) The property is adjacent to or across the street from property which has been developed or redeveloped under the Planned Unit Development District, and a planned unit development will contribute to the maintenance of the amenities and values of the neighboring property.

(Ord. No. 89-103, 10-3-89)

### **Section 3. Application.**

In areas where a planned unit development is contemplated, the owner or owners shall file an application for inclusion of the area within a PUD zone. Such applications should be filed with the planning commission accompanied by a fee as established by the city council. Such applications shall be accepted for consideration under the following conditions:

- (1) The area proposed shall be in unified ownership or control and the application filed jointly by all of the owners of the properties included in the plan;
- (2) The plan should consider and work toward the implementation of the purposes of the planned unit development zoning district established in this article.

(Ord. No. 89-103, 10-3-89)

### **Section 4. Data to accompany application.**

Together with the application for zoning reclassification of the area and evidence of unified control of the proposed development unit, the following information shall be submitted in triplicate:

- (1) A map or maps showing the proposed development in relation to its surrounding area depicting relative size and location of streets, utilities, schools and commercial facilities expected to serve the area;
- (2) A summary and report covering soil conditions, drainage, topography, location and character of surface water and other such information as may be required to determine if the site is suitable for unit development without hazards to occupants or adjoining properties;
- (3) An overall preliminary development plan which shall show:
  - a. Proposed major vehicular and pedestrian circulation systems;
  - b. Proposed land uses of each lot or tract within the development;
  - c. Proposed reservations for parks, parkways, playgrounds, school sites and other community facilities, including open spaces;
  - d. Relationship to existing land uses in the surrounding areas;
  - e. Proposed landscaping which shall be intended to provide shading, screening, erosion and sedimentation control and a sense of privacy and separation between uses;
  - f. Proposed numbers and size of parking spaces, parking lot surfaces and landscaping of parking lots as required by article 19 of the zoning ordinance; and
  - g. Proposed locations and dimensions of commercial signage.
- (4) A development schedule of the project if planned in stages.

All maps should be four-hundred-foot scale or less to the inch. Illustrations at this stage may be in generalized form; nothing herein contained shall be deemed to forbid or discourage informal consultations between the developer and the staff of the planning department prior to the filing of an application provided that no statement or representation by a member of the staff shall be binding upon the planning commission or city council. (Ord. No. 89-103, 10-3-89)

Supp. No. 8

**Section 5. Planning commission consideration.**

Upon receipt of an application for a planned unit development meeting the foregoing requirements, the planning commission shall take the same under consideration after review and recommendations by other city departments. The commission shall consider the general plan of the development using as its guide the comprehensive plan, zoning ordinance and other such guides and objectives as established by city council.

Upon review of the tentative plan, the commission shall advertise the proposed planned unit development for public hearing in accordance with the provisions of article 28 of the zoning ordinance.

The commission may recommend approval of the final plan as submitted or, before taking action, may recommend that the applicant modify, alter adjust or amend the plan.

The planning commission may designate divisible geographic sections of the entire parcel to be developed as a planned unit development and shall, in such case, specify reasonable periods within which development of each such section must be commenced and may permit in each section deviations from the number of dwelling units per acre established for the entire planned unit development provided such deviation shall be adjusted for in other sections of the development so that the number of dwelling units per acre authorized for the entire planned unit development is not affected. The period of the entire development and the commencement date for each section thereof may be modified from time to time by the planning commission upon the showing of good cause by the developer. The developer shall make such easements, covenants and other arrangements as may be determined by the planning commission to be reasonably required to assure performance in accordance with the plan and to protect the public interest in the event of abandonment of said plan before completion. (Ord. No. 89-103, 10-3-89)

Supp. No. 8

**Section 6. Final consideration.**

The planned unit proposal shall be presented to the city council in accordance with article 28 of the zoning ordinance. If the planned unit development is approved by the city council, the developer before beginning development shall submit final plans phase by phase to the city planning department for staff review and approval. Department approval shall be based on substantial compliance with the comprehensive plan, guides, objective and other such standards as may be established by city council. No building permits or certificates of occupancy shall be issued until final approval of the development plans is given by the department of planning. No structure or use other than those indicated on final approval plans shall be permitted. (Ord. No. 89-103, 10-3-89)

**Section 7. Amendment.**

An approved plan of development for a planned unit development may be amended in concept or in minor details by application by the owner, owners or an authorized representative of same:

- (1) Where the proposed change is not clearly in keeping with the concept of the plan of development as approved by city council, such change or amendment shall be approved only in the manner of approval of the original plan of development. Any changes to housing type, density, allowed land uses, open space area, type of community facilities, method of management of common land and facilities, location of any of the elements or overall design layout shall be considered to be changes in concept.
- (2) Where the proposed change is one of minor detail, the planning director may approve an amendment to the plan of development, upon being presented a written request clearly stating the nature and reason for the proposed change, including any necessary graphic representations. Changes in the location or design of structures, but not number and height, street utilities, parking, community facilities and landscaping shall be considered to be changes of minor detail. (Ord. No. 89-103, 10-3-89)

Supp. No. 8

**Section 8. Abandonment.**

A development plan or section thereof, after being given final approval, shall be declared abandoned after the applicant or his successors notify the city council in writing of said abandonment or in the event the applicant or his successors fail to commence the planned unit development within two (2) years after final approval has been granted. The applicant or his successor, however, may be granted by city council upon recommendation by the planning commission a single extension of two (2) year in which to commence construction provided the applicant or his successor submits a written request and demonstrates good cause for such extension. Upon termination of an approved plan of development, the remaining undeveloped property shall automatically revert to the original zoning, and the planning commission shall determine if the zoning classification of the developed portion of the planned unit development shall be revised to reflect any changes brought by the proposed development. (Ord. No. 89-103, 10-3-89)

**Section 9. Exemption of currently approved PUD.**

This ordinance shall become effective immediately provided, however, that any currently approved planned unit developed shall be governed by the terms of the city's planned unit development ordinance in effect prior to the passage of this article. (Ord. No. 89-103, 10-3-89)

**ARTICLE 26A. CONDITIONAL ZONING****Section 1. Declaration of policy.**

It is the policy of the city in accordance with the provisions of Article 2 to provide for the orderly development of land, for all purposes, through zoning and other land development regulation. Frequently, where competing and incompatible uses conflict, traditional zoning methods and procedures are inadequate. In these cases, more flexible and adaptable zoning methods are needed to permit differing land uses, and at the same time to recognize effects of change. It is the purpose of this article to provide a more flexible and adaptable zoning method to cope with situations found in such zones through conditional zoning, whereby a zoning reclassification may be allowed subject to certain conditions proffered by the zoning applicant for the protection of the community that are not generally applicable to land similarly

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**Section 2. Conditions as part of rezoning or amendment to zoning map.**

Any applicant may proffer in writing any reasonable conditions, prior to a public hearing before the city council, in addition to the regulations provided for within the rezoning district by this chapter, as part of a rezoning or amendment to the zoning map; provided that:

- (1) The rezoning itself must give rise for the need for the conditions;
- (2) Such conditions shall have a reasonable relation to the rezoning;
- (3) Such conditions shall not include a cash contribution to the city;
- (4) Such conditions shall not include mandatory dedication of real or personal property for open space, parks, schools, fire departments or other public facilities not otherwise provided for;
- (5) Such conditions shall no include payment for or construction of off-site improvements except those provided for in City Codes;
- (6) No conditions shall be proffered that are not related to the physical development or physical operation of the property; and
- (7) All such conditions shall be in conformity with the general plan as defined in proffers.

A draft of all of the applicant's proffers shall be submitted as part of the application in a format established by the zoning administrator. The city council reserves the right to reject or amend any proffer prior to making a decision on the map amendment to the zoning ordinance.

Prior to final action by the city council, the proffers shall be completed and signed by the applicant and shall be binding on the applicant once the application is approved. (Ord. No. 86-90, § 2, 10-7-86)

### **Section 3. Enforcement and guarantees.**

The zoning administrator shall be vested with all necessary authority on behalf of the city council to administer and enforce conditions attached to a rezoning or amendment to the zoning map, including:

- (1) The ordering in writing of the remedy of any noncompliance with such conditions;
- (2) The bringing of legal action to ensure compliance with such conditions, including injunction, abatement or other appropriate action or proceeding; and
- (3) Requiring a guarantee, satisfactory to the city council, in an amount sufficient for and conditioned upon the construction of any physical improvements required by the conditions, or a contract for the construction of such improvements and the contractor's guarantee, in like amount and so conditioned, which guarantee shall be reduced or released by the city, upon the submission of satisfactory evidence that construction of such improvements and the contractor's guarantee, in like amount and so conditioned, which guarantee may be reduced or released by the city, upon the submission of satisfactory evidence that construction of such improvements has been completed in whole or in part.

Failure to meet all conditions shall constitute cause to deny the issuance of any of the required use, occupancy or building permits. (Ord. No. 86-90, § 2, 10-7-86)

**Section 4. Zoning map to show conditions; conditional zoning index.**

The zoning map shall show by an appropriate symbol, the existence of conditions attaching to the zoning on the map. The zoning administrator shall keep and make available for public inspection a conditional zoning index. The index shall provide ready access to the ordinance creating conditions, in addition to the regulations provided for in a particular zoning district or zone. (Ord. No. 86-90, § 2, 10-7-86)

**Section 5. Petition for review of decision.**

Any zoning applicant who is aggrieved by the decision of the zoning administrator pursuant to the provisions of Article 27 may petition the board of zoning appeals for the review of the decision of the zoning administrator. (Ord. No. 86-90, § 2, 10-7-86)

**Section 6. Amendments and variations of conditions.**

There shall be no amendment or variation of conditions created pursuant to the provisions of Article 26A until after a public hearing before the city council advertised pursuant to the provisions of Article 28. (Ord. No. 86-90, § 2, 10-7-86)



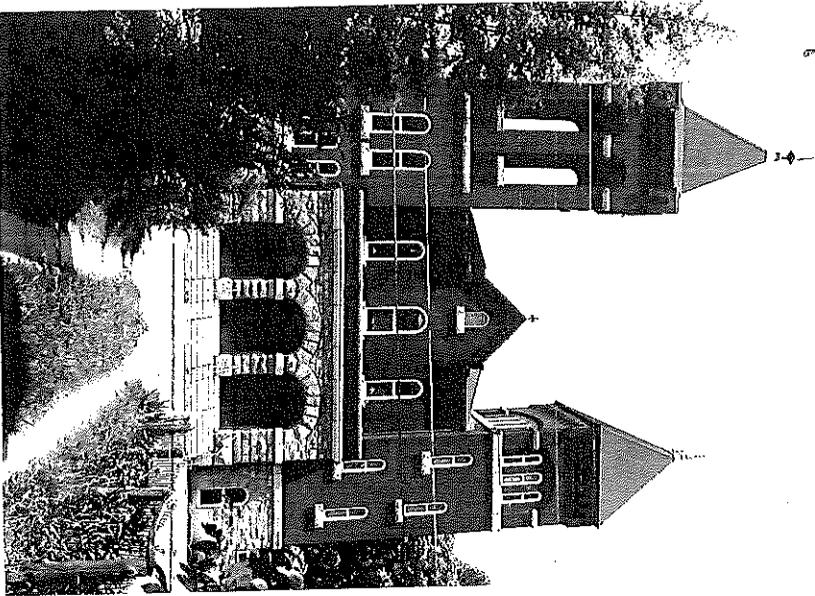
HISTORIC LANDMARKS COMMISSION  
ARCHITECTURAL-HISTORIC INVENTORY CARD

LOCATION AND OWNERSHIP

County Petersburg, Va.  
City or Town Petersburg, Va.  
Name of Structure High Street Methodist Church  
Street Address High Street Methodist Church  
Present Owner \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Original Owner \_\_\_\_\_  
CLASSIFICATION  
District \_\_\_\_\_ Site \_\_\_\_\_ Building X Object \_\_\_\_\_  
ARCHITECT OR BUILDER \_\_\_\_\_  
DATE OF CONSTRUCTION rear-1844, front remodeled 1897  
SOURCE OF DATE \_\_\_\_\_  
PRESENT USE Church  
ORIGINAL USE Church  
ACCESSIBLE TO PUBLIC? No  
ARCHITECTURAL STYLE/PERIOD Late Romanesque Revival  
PHYSICAL DESCRIPTION  
Facade Materials ( Street Facade )  
WOOD: Clapboards \_\_\_\_\_ Shingle \_\_\_\_\_ Other \_\_\_\_\_  
MASONRY: Brick X Stone X Concrete \_\_\_\_\_  
NUMBER OF STORIES 2  
SIGNIFICANT INTERIOR DETAILS

SIGNIFICANT OUTBUILDINGS, IF ANY

Type \_\_\_\_\_  
Condition \_\_\_\_\_  
PHYSICAL CONDITION  
Structure X Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_  
Grounds \_\_\_\_\_ X \_\_\_\_\_  
Neighborhood \_\_\_\_\_



LEGAL DESCRIPTION

Assessor's Book \_\_\_\_\_  
Assessor's Plat \_\_\_\_\_  
Block and Lot Number Alt. 29 - # 20  
Land Tax Assessment \_\_\_\_\_  
Building Improvement \_\_\_\_\_  
Total Assessment \_\_\_\_\_  
LOCATION OF LAST RECORDED DEED

APPROXIMATE LOT SIZE \_\_\_\_\_ X \_\_\_\_\_ or \_\_\_\_\_ Acres  
PROPERTY CURRENTLY ZONED R-3  
REPRESENTATION IN OTHER SURVEYS \_\_\_\_\_

ARCHITECTURAL SIGNIFICANCE (including interiors)

1. Outstanding X 3. Notable \_\_\_\_\_  
2. Excellent \_\_\_\_\_ 4. Worthiness of Mention \_\_\_\_\_

IMPORTANCE TO NEIGHBORHOOD

Great X Moderate \_\_\_\_\_ Minor \_\_\_\_\_

INCIDENCE IN AREA

Unique X Rare \_\_\_\_\_ Frequent \_\_\_\_\_

ALTERATION OF ORIGINAL DESIGN

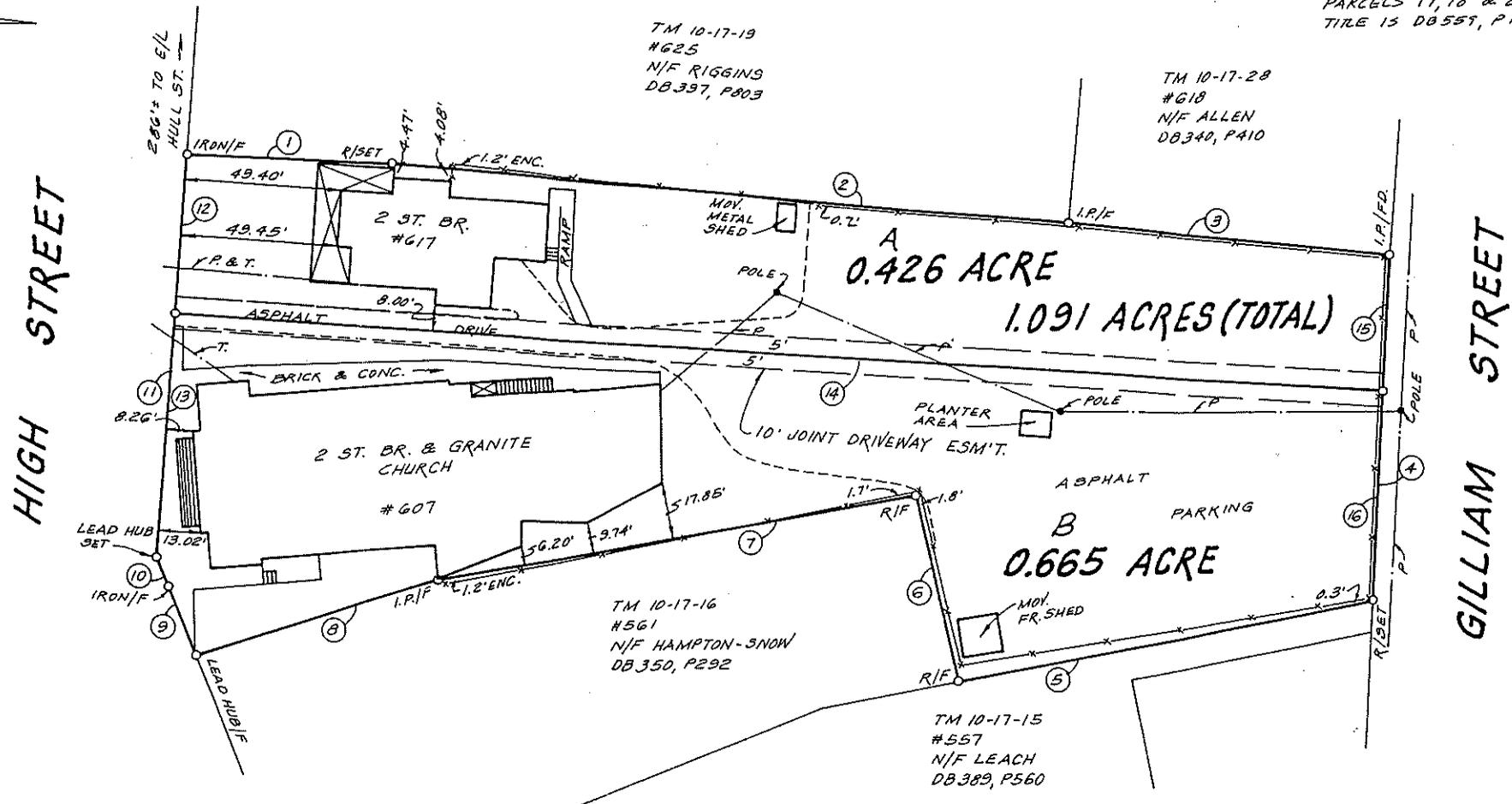
None \_\_\_\_\_ Moderate \_\_\_\_\_ Considerable X

EXPLANATORY NOTES:

2 story church building. Romanesque Revival front added in 1897. Symmetrical composition, two asymmetrically designed towers. Fine example of Romanesque Revival Architecture; beautiful stained glass windows.

Date 7/12/74 Filed By \_\_\_\_\_

NOTE: PROPERTY CONSISTS OF TM 10-17 PARCELS 17, 18 & 29. SOURCE OF TITLE IS DB557, P149.



NO.	BEARING	DISTANCE
1	N2°08'00"E	65.00'
2	N4°55'19"E	213.43'
3	N5°49'00"E	102.00'
4	S87°17'06"E	109.47'
5	S11°09'10"E	132.45'
6	S77°20'10"W	60.50'
7	S10°13'04"E	153.13'
8	S17°40'51"E	79.48'
9	S67°42'17"W	23.47'
10	S67°42'17"W	10.02'
11	N86°12'00"W	127.61'
12	N86°12'00"W	50.17'
13	N86°12'00"W	77.44'
14	N3°40'00"E	381.12'
15	S87°17'06"E	43.41'
16	S87°17'06"E	66.06'



This is to certify that on 9-9-97 I made an accurate survey of the premises shown hereon and that there are no easements or encroachments visible on the ground other than those shown hereon.

*Michael E. Bristow*

IMPROVEMENT ON  
607 & 617 HIGH ST.  
IN THE CITY OF PETERSBURG, VA.

I, Michael E. Bristow, do certify

this property is Not (zone c) in a H.U.D. defined flood hazard area.  
Michael E. Bristow, C.L.S.

The Survey is subject to any easement of record and other pertinent facts which a title search might disclose.

**HARVEY L. PARKS, INC.**  
LAND SURVEYORS  
4508 W. HUNDRED RD.  
CHESTER, VA.  
748-8641 748-0515

DATE: 9-9-97 SCALE: 1" = 40'  
DRAWN BY: M.E.B. & T.L.G.  
CHECKED BY: M.E.B.  
F.BK. 342 PG. 20



574657



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** July 21, 2020  
**TO:** The Honorable Mayor and Members of City Council  
**THROUGH:**  
**FROM:**  
**RE:** ABC License for property at 2328 E. Washington Street (Stop & Go Store LLC)

---

**PURPOSE:**

**REASON:**

**RECOMMENDATION:**

**BACKGROUND:**

**COST TO CITY:**

**BUDGETED ITEM:**

**REVENUE TO CITY:**

**CITY COUNCIL HEARING DATE:** 7/21/2020

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:**

**AFFECTED AGENCIES:**

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:**

**REQUIRED CHANGES TO WORK PROGRAMS:**

**ATTACHMENTS:**

1. Stop & Go Notification

Virginia Alcoholic Beverage Control Authority

Chief Executive Officer  
Travis G. Hill



Chair  
Maria J. K. Everett

Vice Chair  
Beth G. Hungate-Noland

Board of Directors  
William D. Euille  
Gregory F. Holland  
Mark E. Rubin

July 9, 2020

To Whom It May Concern:

This is to inform you that a retail application has been received from an establishment that is located in your city/county. The following is the basic information pertaining to the application:

License Number: 753355  
Company Name: Stop & Go Store LLC  
Trade Name: Stop & Go  
Address, City, State & Zip Code: 2328 E. Washington St. Petersburg, VA 23803-3775  
Type of Establishment: Convenience Store  
Type of License Applied For: Wine and Beer off Premises  
Date of Receipt: July 6, 2020

You are receiving this email notification per Code §4.1-230-B, which states:

“Except for applicants for wine shipper’s, beer shipper’s, wine and beer shipper’s licenses, and delivery permits, the Board shall notify the local governing body of each license application through the county or city attorney or the chief law-enforcement officer of the locality. Local governing bodies shall submit objections to the granting of a license within 30 days of the filing of the application.”

Please feel free to contact our office at (804) 213-4584 if you have any questions, need any further information or wish to file any objections against the above listed application. Please be sure to reference the license number listed above.

Thank you,

**Brian P. Glass**  
Licensing Technician  
804-213-4584  
[brian.glass@abc.virginia.gov](mailto:brian.glass@abc.virginia.gov)





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** July 21, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:**

**FROM:**

**RE:** City Council Meeting Minutes of February 18, 2020 (Closed session); April 14, 2020 (Closed session); April 14, 2020 (Special City Council Meeting); April 28, 2020 (Closed session), and April 28, 2020 (Special City Council Meeting).

**PURPOSE:**

**REASON:**

**RECOMMENDATION:**

**BACKGROUND:**

**COST TO CITY:**

**BUDGETED ITEM:**

**REVENUE TO CITY:**

**CITY COUNCIL HEARING DATE:**

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:**

**AFFECTED AGENCIES:**

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:**

**REQUIRED CHANGES TO WORK PROGRAMS:**

**ATTACHMENTS:**

1. April 14, 2020 Closed Session Meeting Minutes
2. April 14, 2020 Special Regular City Council Meeting Minutes

3. April 28, 2020 Closed Session Meeting Minutes
4. April 28, 2020 Special Regular City Council Meeting Minutes
5. February 18, 2020 Closed Session Meeting Minutes

The Special Called Closed Session Meeting of the Petersburg City Council was held on Tuesday, April 14, 2020, on live stream. Mayor Parham called the Special Called Closed Session Meeting to order at 11:00a.m.

1. **ROLL CALL:**

Present:

Council Member Charles H. Cuthbert, Jr  
Council Member Treska Wilson-Smith  
Council Member Annette Smith-Lee  
Council Member Darrin Hill  
Council Member W. Howard Myers  
Mayor Samuel Parham

Absent: Vice Mayor John A. Hart (arrived during closed session)

Present from City Administration:

City Attorney Anthony Williams  
City Manager Aretha R. Ferrell-Benavides  
Clerk of Council Nykesha D. Jackson

2. **CLOSED SESSION:**

- a. The purpose of this meeting is to convene in the closed session pursuant to §2.2-3711(A)(7) of the Code of Virginia for the purpose of receiving legal advice and status update from the City Attorney and legal consultation regarding the subject of specific legal matters requiring the provision of legal advice by the City Attorney and matters of actual or probable litigation specifically including but not limited to matters requiring legal advice by the City Attorney.

Council Member Myers moved that the City Council go into closed session for the purposes noted by Mayor Parham. The motion was seconded by Council Member Hill. There was no discussion on the motion, which was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Wilson-Smith, Myers, Smith-Lee, Hill, and Parham; Absent: Hart

City Council entered closed session at 11:05 a.m.

**CERTIFICATION:**

Mr. Williams stated, "The Mayor would entertain a motion to conclude the closed session called this evening to certify in accordance with §2.2-3712 that the Code of Virginia that to the best of each members knowledge that only public business matter lawfully exempted from the opening meeting requirements were discussed and that only such public business matters were identified in the motion by which the closed meeting was convened, heard, discussed or considered. If any member believes that there was a departure from the foregoing requirements should so state prior to the vote indicating the substance for departure that in his or her judgment has taken place. This requires a roll call vote Mr. Mayor."

Council Member Myers made a motion to return City Council into open session and certify the purposes of the closed session. The motion was seconded by Council Member Wilson-Smith. There was no discussion on the motion.

The motion was approved on roll call vote.

\*Audio available upon request.

On roll call vote, voting yes: Cuthbert, Wilson-Smith, Myers, Smith-Lee, Hill, Hart, and Parham

- 20-R-13      A RESOLUTION CERTIFYING, AS REQUIRED BY THE CODE OF VIRGINIA, SECTION 2.2-3712, THAT TO THE BEST OF EACH MEMBER’S KNOWLEDGE, ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS OF VIRGINIA LAW WERE DISCUSSED IN THE CLOSED SESSION, AND ONLY SUCH PUBLIC BUSINESS MATTERS AS WERE IDENTIFIED IN THE MOTION CONVENING THE CLOSED SESSION WERE HEARD, DISCUSSED, OR CONSIDERED.**

City Council returned to opened session at 12:04 p.m.

**3.      ADJOURNMENT:**

City Council adjourned at 12:07 p.m.

\_\_\_\_\_  
Clerk of City Council

APPROVED:

\_\_\_\_\_  
Mayor

DRAFT

\*Audio available upon request.

The regular meeting of the Petersburg City Council was held on Tuesday, April 14, 2020, in live stream. Mayor Parham called the meeting to order at 6:43p.m.

**1. ROLL CALL:**

Present:

Council Member Charles H. Cuthbert, Jr.  
Council Member Annette Smith-Lee  
Council Member Treska Wilson-Smith  
Council Member W. Howard Myers  
Council Member Darrin Hill  
Vice Mayor John A. Hart, Sr  
Mayor Samuel Parham

Absent: None

Present from City Administration:

City Manager Aretha R. Ferrell-Benavides  
City Attorney Anthony C. Williams  
Clerk of Council Nykeshia D. Jackson

**2. PRAYER:**

Mayor Parham stated, "Councilman Hill will lead us in our opening prayer."

Council Member Hill led the council meeting in prayer.

**3. CLOSED SESSION:**

\*No items for a closed session.

**4. MOMENT OF SILENCE:**

Mayor Parham led the meeting into the moment of silence.

**5. PLEDGE OF ALLEGIANCE:**

Mayor Parham led council and the citizens in the pledge of allegiance.

**6. DETERMINATION OF THE PRESENCE OF A QUORUM:**

A quorum was determined with the presence of all City Council Members except for Vice Mayor Hart.

**7. PROCLAMATIONS/RECOGNITIONS/PRESENTATION OF CEREMONIAL PROCLAMATIONS:**

a. Proclamation for National Purchasing Month.

Mayor Parham read the proclamation out loud.

**8. REPORTS/RESPONSES TO PREVIOUS PUBLIC INFORMATION PERIOD:**

\*Audio available upon request.

Folakemi Osoba, Public Information Period, read comments and responses from previous public information at the February 4, 2020, regular council meeting.

Mrs. Osoba stated that she is still going over the questions from the previous meeting and that she will have all answers at the next April meeting.

**9. COMMUNICATIONS/SPECIAL REPORTS:**

- a. Update to the Compensation Schedule – Kimberly Robinson, HR Director

Mayor Parham stated, “This will be done with the budget presentation.”

- b. Update on the Coronavirus – Aretha Ferrell-Benavides

Mrs. Benavides stated, “We have been dealing with this from an operational standpoint. We started off with our City facilities being closed to the public. Ultimately, we moved into a full quarantine for two weeks after the Governor issued his shutdown. That not only allowed for the disinfecting and also to allow for us to make sure that we are protecting our employees first. We have been operating with essential staff only for about four weeks now. On the other side of this, we have worked on it with our community affairs working as our lead and focusing on our senior programs ensuring that our seniors are being taken care of and we are also working closely with our school district. On the other side we have our public safety managing director, Chief Kenneth Miller, working on it from an enforcement team as well. I will give you an update on that. The Governor issued an order and the City Attorney rules on it and put a shelter in place.”

Darnetta Tyus, Deputy City Manager, stated, “We are working with all of our sister agencies in making sure that we are doing this in completing and coordinating messaging and outreach as we can.”

Council Member Wilson-Smith asked, “Residence who have no water on, how are we addressing that? Are we addressing that and what are we going to do?”

Mrs. Benavides stated, “Currently, we have been working with individuals. If anyone contacts our office regarding their water service, what we are doing is that our Billing and Collection Office is trying to work with them to establish a payment plan. What we are doing is that we have not disconnected any water in the past two months that is currently connected. Individuals water that is off, if they contact the Billing and Collections Office, they will work with them on a payment plan. If there are children in the house, then they still need to contact us. We can connect them with Social Service for financial assistance. For others that have disconnected water, they have not made payments in over two years. So, we have not cut off water in the last two months.”

Council Member Wilson-Smith stated, “I knew we had not cut water off. But there were people who did not have water where we had cut off. I am not advocating that we go turn on people water but at the same time we are in a crisis. And people do not have water in their house. We are already in a crisis with Petersburg being the unhealthiest City in the state. The crisis is now worse because of the Coronavirus. We are telling people to wash their hands but without water that is almost impossible. And if we pay attention to other pandemics. Water was essential and doing away with filth and being clean is essential. But people without water in their house and homes cannot do this. And in addition, with the schools being closed these homes now have the children they are and the kids do not have the availability of washing their hands or flushing the toilets. Which makes us even worse than we were at first. So, my question is what we are going to do about that other than having them to come in and make payment arrangements. That was already an option and that did not happen. So, how do we address it now that it is more critical?”

\*Audio available upon request.

Mayor Parham stated, "Councilwoman Wilson-Smith, at this time we have Darnetta Tyus here from Social Services that will have the water department make every type of adjustment that is necessary if they have trouble with water. We cannot run a gambit of running and opening up everyone's account. A lot of people are not living in these homes. So, we have to do it by a case by case."

Ms. Tyus stated, "Mr. Mayor there is a resource out there that helps residents. The United Way has set up the 2-1-1 System, which actually does have the capability of servicing residents when it goes past what Social Services can do. So, they do offer meal assistance and things like that at the 2-1-1, which is hosted by United Way."

Council Member Wilson-Smith asked, "Have we already informed these people about the 2-1-1? Have you put that out there at all?"

Ms. Tyus stated, "Yes. We are promoting 2-1-1 on all of our communications."

Council Member Wilson-Smith stated, "I get the communications and I send them out to everybody. But I have not seen that at all about the 2-1-1 availability. And it's a rule with Social Services, if the parents don't have water in the house why are the children still there?"

Ms. Tyus stated, "We are not suggesting that we know that there are Social Services folks that this has happened to."

Council Member Wilson-Smith stated, "No, I am not saying that you are. What I am asking is the same thing that I have been asking month after month. When we turn someone's water off are we following the rules with the Social Services Department that says that the children cannot stay within that home. That is the first thing that I am asking. The second thing is that the people that do not have water whose water was already turned off are we reaching out to them to offer them something or some type of assistance so that they can wash their hands."

Mrs. Benavides stated, "We have hundreds of accounts that have been cut off. In many cases they have reestablished accounts. So, there is all sorts of technical things. However, what we will place on our website is that if anyone water has been cutoff then they can contact our office and if they can prove that there are children in their house then we will work with Social Services on this. But we are working on a backlog of cutoffs. As I say that we have hundreds of people that have been cutoff. In many cases they have established accounts in other names and there are all sorts of other technical problems with it. However, what we will place on our websites is that if anyone's water has been cut off that they contact our office. If they can prove that there are children in the house and their water has been cut off we will work with Social Services on this. But we are working on a backlog of cut offs. And as I say that we have hundreds of people who have been cut off. In many cases, people establish accounts in other names. In most cases, if their water is cutoff and they owe over \$2,000. We will continue to work with our citizens who contact our offices and we will put it on our website who to contact."

Council Member Wilson-Smith stated, "My question was that with the City of Petersburg already being one of the most unhealthiest City's in the state and now we are further unhealthy with the coronavirus. If people do not have water how are they going to combat this coronavirus. We are shooting ourselves in the foot because we are more worried about the money that is old as opposed to us making health a priority. That is the first question. The second question is of the individuals in Petersburg who have the coronavirus who have tested positive or who has expired from this virus. How are we letting other people know who may have been exposed to these people? What is the protocol so that the people that have been around them are aware of what has gone on?"

\*Audio available upon request.

Ms. Tyus stated, "So, the health department is managing and actively conducting all of the contact. So, anybody who has been not affected or anyone that has expired associated with that. I take that back the Department of Health is doing contact research on everybody who has tested positive. Not only do they have team, but we have also signed an agreement where all of the jurisdictions will provide assistance. Any person who has tested positive they have form that they fill out and it identifies all of the people that they may have come in contact with two weeks prior to the time they showed their first signs. The Health Department is managing their process, and everybody is participating in the process of reaching out to everybody to make sure that we are communicating. They are communicating with employers and they are communicating with just anybody that they come in contact with. The process is actively working."

Vice Mayor Hart stated, "I am just wondering what is the involvement of Dr. Hart."

Ms. Tyus stated, "Dr. Hart has been extremely active in this. We have an outstanding team call with him every week. I have been on the phone with this morning. We are talking constantly through this process."

Council Member Smith-Lee stated, "So, with the school system, have we correlated with the superintendent and also the school board in reference to how are the kids in Petersburg going to get the materials that they need for their education. I saw Richmond on TV and heard on the radio that Richmond has provided their kids with Chromebooks. So, I was just wondering what is the status of our children here in the City of Petersburg. Not only that I also heard and understand that Bill Gates and his wife are giving grants to City's that needs the help without a whole lot of criteria. I am just wondering have we checked into some of these agencies or groups that are trying to help with the kids who are not in school."

Dr. Pitre-Martin, Superintendent of Petersburg Public Schools, stated, "Good afternoon everyone. So, absolutely. We have been handing out hotspots since March 16<sup>th</sup>. So, the biggest issue for our students here in Petersburg is the lack of broadband internet access. And today we have handed out over 411 hotspots. We will be continuing that process this week and into the coming weeks. Today, we have Chromebook distribution at Blandford Academy and tomorrow we have Chromebook distribution at the high school. And that will process will continue as well. We will be working with the Cameron Foundation because they are willing to do an emergency grant with us to get some additional hotspots in place. But I must tell you that the hotspots are not the most effective way to address broadband internet. So, I have been in discussion with Ms. Tyus about what it would like to do Wi-Fi Citywide. I don't know if this going to be a permanent being state for us. Because we don't know if the pandemic will stop spreading. And so, with that being said we have to think about this long term and being able to get internet access to our students. We have been handing out hotspots since March 16<sup>th</sup> to make sure that this was happening, and the Chromebook's have followed suit. We continue to have Chromebooks. If you have not taken a lot at our website. It does have an education resource page for home use. So, it is by grade level and by criteria. Other things that are happening statewide is that PBS, starting yesterday begin teaching kindergarten through third grade courses in the afternoon. And then our middle school and secondary choices science and mathematics also started yesterday. And then the week of April 27<sup>th</sup> we will advance placement week. So, all of our students with advance placement courses will be able to use that week as prep week because we are still going to be giving advancement testing placement as well. Also, the State has given us the free use of virtual Virginia on June 30<sup>th</sup>. So, we will be using that tool for those students who are failing the opportunity to make up work that is needed to pass. We are also working with learning kits to be mailed directly from the vendor to their homes. But that is finance dependent. We have to make sure that we have the dollars to make that happen. That is our current plan as we know it today. But then July 6<sup>th</sup> – July 30<sup>th</sup>, if the pandemic slows done the spread and we are allowed to go back to some normalcy then we plan to have a summer learning opportunity for any of our students who want to attend. But this summer learning opportunity will be to recover instruction on July 6<sup>th</sup> and July 30<sup>th</sup>. And then as part of the 2020 school year we are revising the content standard that were not taught as of March 13<sup>th</sup> will be linked in the first few weeks of school. Currently, we have 21% that we have not made contact with. But we continue that communication peak working on the continuity in learning and working on summer school and moving into

\*Audio available upon request.

the 2021 school year.”

Council Member Wilson-Smith stated, “Dr. Pitre-Martin, do you need any volunteers to help? And we will talk about that offline. And do you need any volunteers to deliver the lunches to the kids? Or do we have to go through some type of formal training?”

Mrs. Pitre-Martin stated, “Yes, you would have to go through significant training because US Department of Agricultural does require that anyone that is distributing, and handling food does go through some training. But I have to tell you that staff is doing a phenomenal job. And so, right now we do not need any additional folks to help us in that process. I will tell you though with fingers crossed and with working with the department of education and the Department of Social Services, we are hoping to also be able to hand out EBT cards as we move forward. So, that will be an additional benefit as for a family currently on free or reduced lunch. So, that is something that we are looking forward too in partnership with our current meal distribution.”

Council Member Smith-Lee stated, “Thank you so much.”

Chief Kenneth Miller provided a brief update.

Key points:

- The City has 19 citizens that have been impacted by the COVID-19 and at this time they have no information on any of the 19 passing from the virus.
- They are active with their mobile command vehicle that is parked outside the safety building.
- They face a challenge of safety equipment especially with people going in the jail. They are still practicing the washing of hands and social distancing.

There was discussion among City Council and staff.

c. Budget Presentation by City Manager

Mrs. Benavides presented a PowerPoint presentation on the budget.

Key points:

- Presented City Council with a balanced budget.
- Working on healthcare plans and cost.
- The budget was created with a drastic approach to address the economic downfall.
- The budget serves as a mental plan for the City and a communication tool on what the organization plans to do with the resources.
- Healthcare cost was big out and the current City’s healthcare had the best package with a 10% reduction in cost.

Robert Floyd, Director of Budget and Procurement, gave additional information from the PowerPoint presentation.

There was discussion among City Council and staff.

## **10. APPROVAL OF CONSENT AGENDA (to include minutes of previous meeting/s)**

- a. Minutes of the Regular City Council Meeting of February 18, 2020
- b. A request to schedule a public hearing to consider an ordinance granting the City Manager the authority to sign a Deed of Easement on City owned land located at 1976 Defense Road.

\*Audio available upon request.

- (Suggested date April 28, 2020)
- c. A request to schedule a public hearing on authorizing Dinwiddie Country Water Authority (DCWA) to provide water within the City for fire protection at the Dominion Energy Locks Yard. (Suggested date April 28, 2020)
  - d. A request to schedule a public hearing on request of Nick Walker of Roslyn Farm Corporation to rezone 2045 Squirrel Level Road, T.P. 070-050002 and a portion (16.67 acres) of 2100 Defense Road, T.P. 070-050001, from the A (Agricultural) and R-1 (Single Family Residence) districts to the M-2 (Heavy Industrial) district to attract an industrial user. (Suggested date April 28, 2020)
  - e. ABC Application for Family Dollar Stores of Virginia Inc, located at 1847 Boydton Road.
  - f. ABC Application for La Cabana Restaurant LLC, located at 1600 E. Washington Street.
  - g. ABC Application for Misa Tsai, located at 133 N. Sycamore Street.
  - h. A request to schedule a public hearing on an amendment to the Tourism and Economic Development sections of the City of Petersburg Comprehensive Plan. (Suggested date April 28, 2020)
  - i. A request to reschedule a public hearing on an ordinance authorizing the sale of 1203 West Washington Street. (Suggested date April 28, 2020)
  - j. A request to reschedule a public hearing for an ordinance authorizing the sale of 857 E. Bank Street. (Suggested date April 28, 2020)
  - k. A request to schedule a public hearing for the Fiscal Year 2020-2021 Operating Budget. (Suggested date April 28, 2020)
  - l. A request to reschedule a public hearing to consider an ordinance authorizing the sale of 1000 Diamond Street. (Suggested date April 28, 2020)
  - m. A request to reschedule a public hearing to consider an ordinance authorizing the sale of 101 N. Boulevard; 105 North Carolina Ave; 300 St. John St; 52 North Carolina Ave; 246 St. Luke St; 115 Jolly Alley; 522 Hinton St; 500 St. John St; 612 Pegram St; 151 St. Mark St; 709 Ann St; 735 Halifax St; 334 Harrison St; 803 Jones St S; 604 Shore St; 425 West St S; 715 West St S; 449 Harding St; 517 St. Matthew St; 980 Sycamore St S; 716 Harding St; 708-10 Kirkham St; 724 Harding St; 249 North Carolina Ave; 808 Halifax St; 811 Halifax St; 839-41 Jones St S; 716 Kirkham St; 742 Mount Airy St; 829 Jones St S; 742 Blick St; 627 Harding St; 516 Hinton St; 804 Jones St S; 135 Kentucky Ave; 230 Kentucky Ave Rear; 712-14 Kirkham St; 436 Byrne St; 809 Jones St S; 408 Shore St; 415 St. Matthew St; 1004 Farmer St; 852 Rome St; 328 Shore St; 322 Shore St; 204 Kentucky Ave; 521 St Mark St; 725 Sterling St; 731 West St S; 919 Wythe St W; 1022 High Pearl St; 202 Kentucky Ave; 151 Virginia Ave and 539 Washington St W. (Suggested date April 28, 2020)
  - n. A request to schedule a public hearing on the proposed real property tax increase. (Suggested date April 28, 2020)

Council Member Myers made a motion to approve the consent agenda and to schedule the public hearing for April 28, 2020, and move items I, J, L and M to Section 14, "Items Removed from Consent Agenda." The motion was seconded by Council Member Hill. There was discussion on the motion. The motion was approved on roll call. On roll call vote, voting yes: Cuthbert, Wilson-Smith, Myers, Smith-Lee, Hill and Parham; Absent: Hart

#### **11. OFFICIAL PUBLIC HEARINGS:**

There were no public hearings.

- 12. PUBLIC INFORMATION PERIOD:** A public information period, limited in time to 30 minutes, shall be part of an Order of Business at each regular council meeting. Each speaker shall be a resident or business owner of the City and shall be limited to three minutes. No speaker will be permitted to speak on any item scheduled for consideration on the regular docket of the meeting at which the speaker is to

\*Audio available upon request.

speak. The order of speakers, limited by the 30-minute time period, shall be determined as follows:

- a) First, in chronological order of the notice, persons who have notified the Clerk no later than 12:00 noon of the day of the meeting,
- b) Second, in chronological order of their sign up, persons who have signed a sign-up sheet placed by the Clerk in the rear of the meeting room prior to the meeting.

Ron Moore, 307 N. Boulevard, stated that he has issues with the construction and property located at 101 N. Boulevard. He stated that property is only so big and that construction on this property would cause problems for his property and in the area.

Eddie Placeres, 341 N. Boulevard, stated that he is against the construction at property located at 101N. Boulevard. He stated that he is opposed to the project and selling of the property.

Sara Melissa Witiak, 22 Centre Hill Court, stated that there is a big issue of blighted property in the City of Petersburg that needs to be looked at.

Ms. Motley, 409 Walnut Boulevard, stated that the City has a large budget for such a small populated City. She also stated that she had concerns about children being taken out of homes during the pandemic distress.

### **13. BUSINESS OR REPORTS FOR/FROM THE MAYOR OR COUNCIL MEMBERS:**

Council Member Wilson-Smith asked who made the arrangement of the meeting and elected it to be at noon.

Mayor Parham stated that being that there is a high peak after 6pm of people being online that during 12noon would be a better time to hold a virtual meeting.

Council Member Smith-Lee stated that people do not know how serious Coronavirus Pandemic is. She stated that information needs to be given out to the community so that people are aware of what is going on.

Council Member Myers stated that he wishes everyone well. He stated that he wanted to thank the City Manager and Mayor on all that they are doing during this pandemic and for the citizens to hang in there. He stated that everyone is in their thoughts and spirit.

Council Member Cuthbert thanked Vice Mayor Hart for being able to attend the meeting today. He also thanked the City Manager for the dry run yesterday and that they had a great time.

Council Member Hill thanked the City Manager and her team for all that they are doing during this pandemic. He stated that he wanted to ensure that the citizens are staying home. He thanked the City Manager and her team for the grass cutting and picking up of trash. He also brought attention on the late-night meetings and being able to come together with more people in attendance with live streaming.

### **14. ITEMS REMOVED FROM CONSENT AGENDA:**

- a. A request to reschedule a public hearing on an ordinance authorizing the sale of 1203 West Washington Street. (Suggested date April 28, 2020)
- b. A request to reschedule a public hearing for an ordinance authorizing the sale of 857 E. Bank Street. (Suggested date April 28, 2020)
- c. A request to reschedule a public hearing to consider an ordinance authorizing the sale of 1000

\*Audio available upon request.

Diamond Street. (Suggested date April 28, 2020)

- d. A request to reschedule a public hearing to consider an ordinance authorizing the sale of 101 N. Boulevard; 105 North Carolina Ave; 300 St. John St; 52 North Carolina Ave; 246 St. Luke St; 115 Jolly Alley; 522 Hinton St; 500 St. John St; 612 Pegram St; 151 St. Mark St; 709 Ann St; 735 Halifax St; 334 Harrison St; 803 Jones St S; 604 Shore St; 425 West St S; 715 West St S; 449 Harding St; 517 St. Matthew St; 980 Sycamore St S; 716 Harding St; 708-10 Kirkham St; 724 Harding St; 249 North Carolina Ave; 808 Halifax St; 811 Halifax St; 839-41 Jones St S; 716 Kirkham St; 742 Mount Airy St; 829 Jones St S; 742 Blick St; 627 Harding St; 516 Hinton St; 804 Jones St S; 135 Kentucky Ave; 230 Kentucky Ave Rear; 712-14 Kirkham St; 436 Byrne St; 809 Jones St S; 408 Shore St; 415 St. Matthew St; 1004 Farmer St; 852 Rome St; 328 Shore St; 322 Shore St; 204 Kentucky Ave; 521 St Mark St; 725 Sterling St; 731 West St S; 919 Wythe St W; 1022 High Pearl St; 202 Kentucky Ave; 151 Virginia Ave and 539 Washington St W. (Suggested date April 28, 2020)

Council Member Cuthbert stated the matters of items 10i,10j,10l and 10m are not urgent matters and that they should wait until everyone is able to attend the meetings in public before disposing of the properties. He stated that right now it is difficult to organize people and there are issues with the virtual meetings. He stated that some people are not able to see the virtual meetings because they do not have the internet. He stated that they should not do public hearings until they are in a non-virtual setting.

Council Member Cuthbert made a motion to table the scheduling of public hearing for items 14a-d that were removed from the consent agenda until the City is in a non-virtual setting. The motion was seconded by Council Member Wilson-Smith. There was discussion on the motion.

Council Member Myers made a motion to remove 101 N. Boulevard from the list of properties and to schedule the items of 14a-d for the April 28, 2020, City Council Meeting. The motion was seconded by Council Member Wilson-Smith. There was discussion on the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Wilson-Smith, Myers, Smith-Lee, Hill and Parham; Absent: Hart

## 15. **UNFINISHED BUSINESS:**

- a. Consideration of a request of Equity Plus, LLC to rezone the property from A (Agricultural) District to a PUD (Planned Unit Development) District to allow a residential subdivision of 168 single family dwellings. The property address is 2557 North Stedman Drive, T.P. 036-09-0001. (Public Comments took place on February 4, 2020. This is just for action and discussion from City Council.)

**BACKGROUND:** The Zoning Ordinance requires that City Council must take action once a recommendation is forwarded from the Planning Commission. The residential property is zoned Agricultural and must be rezoned to allow the residential development. The rezoning would facilitate the construction of 166 single family residential units for rent on separate lots. The applicant will apply to the Planning Commission for the subdivision review and ultimately approval. The developer has met with the community, neighbors and the schools to amend the proposal taking into account feedback provided during the two public hearings held by the Planning Commission.

This request has changed over time based on the number of meetings that have been held with the various stakeholders. The proposed development is not available to be a rent to own development of all 166 units. The tenant can own after 15 years with equity used to reduce the sell price at the end of the rental period.

\*Audio available upon request.

**RECOMMENDATION:** The Planning Commission sends forth a recommendation of denial. Staff recommends that City Council take action on this matter with a vote to deny or approve the request.

There was discussion among City Council Members.

Council Member Myers made a motion to table until the second meeting in May. The motion was seconded by Council Member Smith-Lee. There was discussion on the motion.

Council Member Myers amended his motion to table until the second meeting in May and to add public comments based on changes to the information. The motion was seconded by Council Member Wilson-Smith. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Wilson-Smith, Myers, Smith-Lee, Hill and Parham; Absent: Hart

**16. NEW BUSINESS:**

- a. Consideration of a proposed resolution granting the City Manager authority for the administrative acceptance of real property conveyance related to utility easements, rights-of-way and dedications.

**BACKGROUND:** The City receives numerous conveyances of real property, for little or nominal consideration, in the form of easements, public right-of-way, and dedications. These conveyances are critical to the City's maintenance and ownership of public utilities and roads obtained through the site plan and subdivision plan process.

Currently, the City does not have a means of administratively accepting these real property conveyances. With authorization given to the City Manager, the City will be able to expeditiously execute conveyances of nominal value related to the development process.

**RECOMMENDATION:** Recommend City Council approve the attached resolution granting the City Manager the authority to accept less than fee simple conveyances of real property on behalf of the City of Petersburg.

There was discussion among City Council and staff.

Council Member Myers made a motion to approve attached resolution granting the City Manager the authority to accept less than fee simple conveyances of real property on behalf of the City of Petersburg. The motion was seconded by Council Member Wilson-Smith.

There was discussion on the motion.

Council Member Cuthbert made a substitute motion that the proposed resolution be amended so that paragraph 1 reads as follows: "The City Manager hereby is authorized to accept conveyances on behalf of the locality of utility easements, rights-of-way and dedication to the City. The motion was seconded by Council Member Wilson-Smith. There was discussion on the motion.

Council Member Myers made a substitute motion to go back to the original language so that they can continue to move forward in the development of the parcels in the City of Petersburg. The motion was seconded by Council Member Hill. There was discussion on the motion.

Substitute motion from Council Member Myers removed off the floor and vote for first substitute motion

\*Audio available upon request.

is in place.

Council Member Cuthbert made a substitute motion that the proposed resolution be amended so that paragraph 1 reads as follows: "The City Manager hereby is authorized to accept conveyances on behalf of the locality of utility easements, rights-of-way and dedication to the City. The motion was seconded by Council Member Wilson-Smith. The motion was not approved on roll call vote. On roll call vote, voting yes: Cuthbert and Wilson-Smith; Voting No: Myers, Smith-Lee, Hill and Parham; Absent: Hart

The original motion made by Council Member Myers goes on the floor.

Council Member Myers made a motion to approve attached resolution granting the City Manager the authority to accept less than fee simple conveyances of real property on behalf of the City of Petersburg. The motion was seconded by Council Member Wilson-Smith. The motion was approved on roll call vote. On roll call vote, voting yes: Myers, Smith-Lee, Hill and Parham; Voting No: Cuthbert and Wilson-Smith; Absent: Hart

**20-R-14      A RESOLUTION AUTHORIZING THE CITY MANAGER AUTHORITY TO ACCEPT LESS THAN FEE SIMPLE CONVEYANCES OF REAL PROPERTY ON BEHALF OF THE CITY OF PETERSBURG,**

b.      Consideration of Honorary Street Name Designations

**BACKGROUND:**      Since the adoption of the ordinance, staff has received seven applicants for honorary street designations.

**RECOMMENDATION:**      Based on the adopted ordinance with what was approved by council on January 21<sup>st</sup> it is my recommendation the adoption of seven (7) of the attached resolutions for honorary street designations, to honor the following individuals for their contributions and cultural significance to the City of Petersburg: Moses Malone, Hermanze and Germaine Fautleroy, Co. Howard Baugh, Sussi R.C. Byrd, Victoria Gray Adams, Udine Smith Moore and Dr. Margaret Crowder.

There was discussion among City Council and staff.

Council Member Wilson-Smith made a motion to adopt the resolution of seven honorary street name designation, to honor the following individuals for their contributions and cultural significance to the City of Petersburg: Moses Malone, Hermanze and Germaine Fautleroy, Co. Howard Baugh, Sussi R.C. Byrd, Victoria Gray Adams, Udine Smith Moore and Dr. Margaret Crowder.

Council Member Myers made a substitute motion to list Moses Malone on St. Matthews Street as one of the first honorary signs and then move forward at another meeting to make considerations on other areas. The motion was seconded by Council Member Hill. There were discussions on the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Wilson-Smith, Myers, Smith-Lee, Hill and Parham; Absent: Hart

Mayor Parham opened the floor for public comments.

Seeing no hands, public comments were closed.

**20-R-15      A RESOLUTION FOR THE CITY OF PETERSBURG TO CONFER A HONORARY STREET NAME DESIGNATION FOR MOSES MALONE.**

c.      Consideration of a motion to direct the City Attorney to file a petition for a special election for the

\*Audio available upon request.

Commonwealth Attorney.

**BACKGROUND:** On March 4, 2020, Petersburg Commonwealth’s Attorney, Cheryl Wilson and her Chief Deputy Kenneth Blaylock announced in the Progress Index newspaper their pending judicial appointments effective July 1, 2020 and December 1, 2020 respectively. Pursuant to Section 24.2-228.1 of the Code of Virginia, the City must file a Petition to the Circuit Court to schedule a Special Election to fill the vacancy. In accordance with this statute, Wilson’s Chief Deputy or Assistant who is qualified to vote and hold the office will be vested with authority of the Office during the pendency of the Special Election. The City Attorney has been in consultation with the Voter Registrar who has indicated that it would be most appropriate to hold the Special Election in conjunction with the upcoming Regular Election on November 3, 2020.

**RECOMMENDATION:** Approve Motion.

Council Member Hill made a motion to approve the motion directing the City Attorney to file a petition for a special election for the Commonwealth Attorney. The motion was seconded by Council Member Myers. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Wilson-Smith, Myers, Smith-Lee, Hill and Parham; Absent: Hart

**17. CITY MANAGER’S AGENDA:**

Mrs. Benavides stated that she would like to remind everyone that the budget calendar is in the packet regarding the upcoming budget meetings for city council.

**18. BUSINESS OR REPORTS FROM THE CLERK:**

\*No items for this portion of the agenda.

**19. BUSINESS OR REPORTS FROM CITY ATTORNEY:**

\*No items for this portion of the agenda.

**20. ADJOURNMENT:**

City Council adjourned at 3:56 p.m.

\_\_\_\_\_  
Clerk of City Council

APPROVED:  
\_\_\_\_\_  
Mayor

\*Audio available upon request.

The Special Called Closed Session Meeting of the Petersburg City Council was held on Tuesday, April 28, 2020, on live stream. Mayor Parham called the Special Called Closed Session Meeting to order at 11:00a.m.

**1. ROLL CALL:**

Present:

Council Member Charles H. Cuthbert, Jr  
Council Member Treska Wilson-Smith  
Council Member Annette Smith-Lee  
Council Member Darrin Hill  
Council Member W. Howard Myers  
Mayor Samuel Parham

Absent: Vice Mayor John A. Hart (arrived during closed session)

Present from City Administration:

City Attorney Anthony Williams  
City Manager Aretha R. Ferrell-Benavides  
Clerk of Council Nykesha D. Jackson

**2. CLOSED SESSION:**

- a. The purpose of this meeting is to convene in the closed session pursuant to §2.2-3711(A)(7) of the Code of Virginia for the purpose of receiving legal advice and status update from the City Attorney and legal consultation regarding the subject of specific legal matters requiring the provision of legal advice by the City Attorney and matters of actual or probable litigation specifically including but not limited to matters requiring legal advice by the City Attorney; and pursuant to §2.2-3711(A)(1) of the Code of Virginia for the purpose of discussion pertaining to performance, assignment, and appointment of specific public employees of the City of Petersburg specifically including but not limited to the subject of performance, assignment, and appointment specific public employees of the City of Petersburg.

Council Member Hill moved that the City Council go into closed session for the purposes noted by Mayor Parham. The motion was seconded by Council Member Cuthbert. There was no discussion on the motion, which was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Wilson-Smith, Myers, Smith-Lee, Hill, and Parham; Absent: Hart

City Council entered closed session at 11:05 a.m.

**CERTIFICATION:**

Mr. Williams stated, "The Mayor would entertain a motion to conclude the closed session called this evening to certify in accordance with §2.2-3712 that the Code of Virginia that to the best of each members knowledge that only public business matter lawfully exempted from the opening meeting requirements were discussed and that only such public business matters were identified in the motion by which the closed meeting was convened, heard, discussed or considered. If any member believes that there was a departure from the foregoing requirements should so state prior to the vote indicating the substance for departure that in his or her judgment has taken place. This requires a roll call vote Mr. Mayor."

Council Member Cuthbert made a motion to return City Council into open session and certify the purposes of the closed session. The motion was seconded by Council Member Hill. There was no discussion

\*Audio available upon request.

on the motion.

The motion was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Wilson-Smith, Myers, Smith-Lee, Hart, and Parham; Absent: Hill

**20-R-16 A RESOLUTION CERTIFYING, AS REQUIRED BY THE CODE OF VIRGINIA, SECTION 2.2-3712, THAT TO THE BEST OF EACH MEMBER’S KNOWLEDGE, ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS OF VIRGINIA LAW WERE DISCUSSED IN THE CLOSED SESSION, AND ONLY SUCH PUBLIC BUSINESS MATTERS AS WERE IDENTIFIED IN THE MOTION CONVENING THE CLOSED SESSION WERE HEARD, DISCUSSED, OR CONSIDERED.**

City Council returned to opened session at 12:18 p.m.

**3. ADJOURNMENT:**

City Council adjourned at 12:18 p.m.

\_\_\_\_\_  
Clerk of City Council

APPROVED:

\_\_\_\_\_  
Mayor

DRAFT

\*Audio available upon request.

The special regular meeting of the Petersburg City Council was held on Tuesday, April 28, 2020, on live stream. Mayor Parham called the meeting to order at 12:18p.m.

1. **ROLL CALL:**

Present:

Council Member Charles H. Cuthbert, Jr.  
Council Member Annette Smith-Lee  
Council Member Treska Wilson-Smith  
Council Member W. Howard Myers  
Council Member Darrin Hill  
Vice Mayor A. Hart, Sr.  
Mayor Samuel Parham

Absent: Council Member Darrin Hill (arrived after roll call)

Present from City Administration:

City Manager Aretha R. Ferrell-Benavides  
City Attorney Anthony C. Williams  
Clerk of Council Nykesha D. Jackson

2. **PRAYER:**

Mayor Parham stated, "Councilman Hill will lead us in our opening prayer."

Council Member Hill led the council meeting in prayer.

3. **CLOSED SESSION:**

\*No items for a closed session.

4. **MOMENT OF SILENCE:**

Council Member Myers led the meeting into the moment of silence.

5. **PLEDGE OF ALLEGIANCE:**

Council Member Myers led council and the citizens in the pledge of allegiance.

6. **DETERMINATION OF THE PRESENCE OF A QUORUM:**

A quorum was determined with the presence of all City Council Members.

Mayor Parham stated, "Good Afternoon Everyone. I know we are still adjusting to the current setup for City Council meetings, but I want to ensure we continue to insert our Positive Petersburg moment. Today I want to recognize and congratulate Southside Virginia Emergency Crew on their 75<sup>th</sup> anniversary this May. Our community truly appreciates the Southside Virginia Emergency Crew and their continuous commitment to the City of Petersburg since 1945. The Southside Virginia Emergency Crew answers thousands of calls for service each year and they have accumulated more than a million-man hours serving the City of Petersburg and surrounding communities. Please join me in a round of applause for the Southside Virginia Emergency Crew celebrating 75 years next month."

\*Audio available upon request.

**7. PROCLAMATIONS/RECOGNITIONS/PRESENTATION OF CEREMONIAL PROCLAMATIONS:**

\*No items for this portion of the agenda.

Mayor Parham stated, "We are going to move on to our Positive Petersburg Story. I know we're still adjusting to the current setup for City Council meetings, but I want to ensure we continue to insert our Positive Petersburg moment. Today I want to recognize and congratulate Southside Virginia Emergency Crew on their 75<sup>th</sup> anniversary this May. Our community truly appreciates the Southside Virginia Emergency Crew and their continuous commitment to the City of Petersburg since 1945. The Southside Virginia Emergency Crew answers thousands of calls for service each year and they've accumulated more than a million-man hours serving the City of Petersburg and surrounding communities. Please join me in a round of applause for the Southside Virginia Emergency Crew celebrating 75 years next month.

**8. REPORTS/RESPONSES TO PREVIOUS PUBLIC INFORMATION PERIOD:**

Folakemi Osoba, Public Information Period, read comments and responses from previous public information at the April 28, 2020, regular council meeting.

1. What is Petersburg's population size?

Answer: According to the Weldon Cooper Center for Public Service Demographics Research Group, the population size for Petersburg as of July 1, 2019, is 31,340.

2. Why does Petersburg not recognize the Personal Property Taxes 100% service connection for disabled veterans?

Answer: This was changed in the City Code for the City of Petersburg and not all localities in the Commonwealth of Virginia honor this exemption for personal property.

**9. COMMUNICATIONS/SPECIAL REPORTS:**

- a. City Manager Report – Aretha R. Ferrell-Benavides, City Manager (Paper Handout)

Mrs. Benavides stated, "During this time we will wait to do our report under the financial update."

- b. A presentation on the proposed allocation of funding for the CDBG program years of 2020-2021 and the Fiscal Year of 2021.

Michelle Peters, Director of Planning and Community Development gave a PowerPoint presentation on the proposed allocation of funding for the CDBG program years of 2020-2021 and the Fiscal Year of 2021.

Key points:

- 1<sup>st</sup> priority - City projects that support of the City's Revitalization Strategy for the stabilization and/or enhancement of its residential and commercial environments and may encourage further investment by others.
- 2<sup>nd</sup> priority – Public facilities that support the City's Revitalization Strategy for the stabilization. These may include facilities owned by private not for profit agencies open to the public. These may include recreation centers, tennis courts, ball fields, museums, theaters, health clinics and others.
- 3<sup>rd</sup> priority – Planning activities of a general planning nature which is not directly related to a project, such as a playground, recreation center or any capital project. This category would include strategic planning, preparation of a comprehensive plan, revitalization plans and others. Project related planning is eligible as a project cost but must be specific such as planning for the

\*Audio available upon request.

development of a playground or neighborhood center.

- 4<sup>th</sup> priority – Public services which may include City or private non-profit services to low- and moderate-income persons or families. These may include services for the elderly, youth, the homeless and others. This category is subject to the HUD 15% cap.

c. Financial Update

Mrs. Benavides gave a presentation of the City's Finances.

Key points

- When COVID-19 hit it was realized that the budget needed to be looked at again.
- COVID-19 has not only affected the City but the entire country.
- There is some CDBG funding that will be coming in to assist with COVID-19.
- There is transit funding so that the City can continue transportation in the City. There is also the potential for health and human services funding and many of the stimulus money that may be focused for the City.
- The City is looking at federal and state policy changes.
- With federal there is some delayed income tax.
- We are looking at limited staff due to health issues and childcare.

Robert Floyd, Budget and Procurement Director, gave a briefing on the City's finances.

Key points:

- The City's original budget was \$76.1 million in revenue and expenditures. Based on the analysis today the revenue will be about \$72 million, and expenditures will be \$71.2 million. There is over an \$800,000 revenue surplus. This is based on the COVID-19 issue that is worldwide.

Mrs. Benavides added to the presentation.

- Nothing is currently official at this time.
- There is currently nonessential hiring freeze has been created and is in place.
- There is a potential reduction in force and lay-offs, potential furloughs and also the discussion of early retirement incentives.
- The other area that was looked at was non-personnel expenditures. This would include travel and training and policy adjustments.
- There are 52 employees with over 20 years of service.

Chief Mark Milazzo gave presentation briefing for the Fire Department.

Key points:

- Currently, Station 4 is closed. It may be cost effective to build a prefab fire station.
- Station 4 was closed for financial constraints that is going to take to remediate the problems. Other factors were the study that was done back in 2016 and based on the recommendation of the FY2017 program to eliminate the gap.
- There was discussion that the property can be sold, and the proceeds go to building a new station and be an EMS component. The impact would be on the response time.

Tangela Innis, Director of Public Works and Public Utilities, presented information on statistics and recommendations.

\*Audio available upon request.

## Key points:

- The City has approximately 12,850 active property addresses.
- There are approximately 539 stormwater accounts.
- From July 1, 2019, to January 31, 2020, the City suspended approximately 731 individual accounts. Since then the City has not initiated or executed and disconnection of services.
- The City has approximately 320 customers who has reconnected services by making payments of delinquent balances. There are 147 customers who started new service at that same address that was once suspended.
- There are 264 property addresses that do not have a record of reconnection or establishing new services.
- The City's FY20 Utility Fund is budgeted at \$14,722,754.
- The City has over 3,210 delinquent accounts that are over 90 days past due that are equal to approximately \$3,249,791.
- The Department of Social Services does not provide assistance as it relates to water service. However, their assistance programs are with heating and cooling.
- Billing and Collections would generate a report in BAI of delinquent accounts due to nonpayment and/or broken payment agreements.

City Council Meeting recessed at 1:00pm due to hackers on live stream.

Meeting started back at 2:11pm.

Mrs. Innis stated, "So, where we left off at was that as a standing practice with the Department of Social Services does not provide assistance as it relates to water service. However, their assistance programs are with heating and cooling. Billing and Collections would generate a report in BAI of delinquent accounts due to nonpayment and/or broken payment agreements. Billing and Collections would then generate a work order to have services disconnected and our financial management system will be changed from active to inactive. Public Utilities Department will receive the work order from billing and collections and then the customer will be disconnected. Our process for reconnecting services is as follows:

- Billing and Collections would receive a request to reactive services for the customer.
- Customer would pay all delinquent balances and pay a new deposit to have the services reconnected.
- Billing and Collections would then generate a work order to reconnect and the account status would be changed from inactive to active.
- The public utilities office would then receive the work order and then the customer would be reconnected."

Mrs. Innis stated, "The following statements would be our recommendation for the council to consider. We would ask the City Council to temporarily suspend Code Section 114.50 of City Code and adopt an ordinance. This ordinance will allow the City to establish and implement a process to reestablish services for customers who were previously suspended to remain in effect until the dissolution of the executive order by Governor Northam. The next recommendation we recommend that City Council approve one of the following: (1) 50% of the delinquent amount paid in a payment agreement must be signed when the request to reconnect services has been requested, (2) 75% of the outstanding amount must be paid within six months in addition to the current utility bill and the final option would be, (3) 0% paid down if you reconnect all of the services for delinquent accounts without deposit or reconnection fees, services reconnected with no payment agreement for the past due amount. The City would be reconnecting services for accounts with delinquent balances with no option to collect any delinquent balances. If this option is chosen numerous customers could decide to not make payments for services. Although highly unlikely this is an option that must be explored. It could result in a collapse of our utility fund as the City would not be allowed to disconnect for any nonpayment. To work in

\*Audio available upon request.

collaboration with the state corporate commission, the City will work with the customers that are disconnected to be reconnected and offer payment plans and waive reconnection fees. Our proposed plan would be that we implement and send out a public notification of the delinquent reconnection plan and establish a customer connect line email address that would be managed by City personnel in the City Hall Annex building. The customer connect line and email will occur for a two-week period beginning May 4<sup>th</sup> and ending May 15<sup>th</sup>, from the hours of 9:30am to 3:30pm. Customers will contact the City who do not have water services. The customers information will be verified, and payments terms will be established, and guidelines will be provided to the customer as what are the next steps of the process. Finally, the utility staffing will determine the need to install a meter or reconnect services.”

Mrs. Benavides gave an overview of the financial update on the City.

Mrs. Benavides stated, “Mayor and Council, what we need from you. Two things have happened today. We have talked about our budget reduction plan and how we address our budget shortfalls. Some discussion has taken place. As we mentioned earlier, we have moved forward with a spending freeze. So, that has actually taken place. So, one of things that we have done is that we have identified some individuals for reduction and force. What we are recommending and want council support for are the following:

- Our instituted hiring freeze.
- Our reduction in force.
- Looked at consolidation of positions.
- Looked at supplies, travel and trading and have filed lined those budgets into the spending freeze.
- Talked about the collection schedule.”

Mrs. Benavides stated, “What we would like to be able to bring back to council is a proposal to adjust the collection the collection schedule for the City of Petersburg. The last and final item based on our discussion, is as we look at the cost of early retirement, part of that is based on the high cost that is associated with vacation payment. One of the concepts that we would like to bring back to council is for the City of Petersburg from a long term standpoint to look at instituting universal leads with merging both sick leave and annual leave into one leave categories. That would allow us a little bit better and we would also look at policies on an annual basis that the City may consider not caring over leave, however paying individuals out at the end of the fiscal year. So, those would be the policies that we would bring back to council discussion as part of this plan at our next council meeting.”

There was discussion among City Council and staff.

Council Member Wilson-Smith made a motion to reschedule the meeting.

Mayor Parham stated, “We have a lot of public hearings that were advertised. I would ask that the council members come to transit and hope to get something accomplished.”

Council Member Wilson-Smith stated, “I cannot hear or understand you.”

Mayor Parham stated, “I would like if council could take a recess for an hour so that we can reconvene at transit and space out six feet apart like in the first emergency meeting that was planned. And we will get all of council here and prepare a place by 4:00pm today. We have public hearings on the budget that were advertised, and we can take the call ins from the public. I have all of the presenters here at transit as well and can have council here in person. The public was notified today, and they can call in and we can provide the information and the agenda is online.”

City Council recessed at 3:12pm and meet at transit station by 4:00pm.

\*Audio available upon request.

Mayor Parham stated, "We took an hour recess and we are about to get back to the meeting. And we were in the financial update and we had discussion. I would like to amend the agenda to add in a closed session right now. And I would entertain a motion."

Council Member Myers made a motion to amend and add a closed session to the agenda. The motion was seconded by Council member Smith-Lee.

Mayor Parham stated, "This is a motion for discussion pertaining to evaluation and performance of specific public officers."

The motion was approved on roll call. On roll call vote, voting yes: Cuthbert, Wilson-Smith, Myers, Smith-Lee, Hart and Parham; Absent: Hill

Mayor Parham stated he would entertain a motion to convene in the closed session pursuant to §2.2-3711(A)(1) of the Code of Virginia for the purpose of discussion pertaining to performance and evaluation appointment of specific public employees of the City of Petersburg specifically including but not limited to the subject of performance, assignment, and appointment specific public employees of the City of Petersburg.

Vice Mayor Hart moved that the City Council go into closed session for the purposes noted by Mayor Parham. The motion was seconded by Council Member Smith-Lee. There was no discussion on the motion, which was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Wilson-Smith, Myers, Smith-Lee, Hart, and Parham; Absent: Hill

City Council entered closed session at 4:11 p.m.

**CERTIFICATION:**

Mr. Williams stated, "The Mayor would entertain a motion to conclude the closed session called this evening to certify in accordance with §2.2-3712 that the Code of Virginia that to the best of each members knowledge that only public business matter lawfully exempted from the opening meeting requirements were discussed and that only such public business matters were identified in the motion by which the closed meeting was convened, heard, discussed or considered. If any member believes that there was a departure from the foregoing requirements should so state prior to the vote indicating the substance for departure that in his or her judgment has taken place. This requires a roll call vote Mr. Mayor."

Council Member Myers made a motion to return City Council into open session and certify the purposes of the closed session. The motion was seconded by Council Member Cuthbert. There was no discussion on the motion.

The motion was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Myers, Smith-Lee, Hill, Hart, and Parham; Absent: Wilson-Smith

**20-R-17 A RESOLUTION CERTIFYING, AS REQUIRED BY THE CODE OF VIRGINIA, SECTION 2.2-3712, THAT TO THE BEST OF EACH MEMBER'S KNOWLEDGE, ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS OF VIRGINIA LAW WERE DISCUSSED IN THE CLOSED SESSION, AND ONLY SUCH PUBLIC BUSINESS MATTERS AS WERE IDENTIFIED IN THE MOTION CONVENING THE CLOSED SESSION WERE HEARD, DISCUSSED, OR CONSIDERED.**

\*Audio available upon request.

City Council returned to opened session at 5:29 p.m.

Mrs. Benavides stated, "I think the last area that we were on was the fire update. The fire department is here and if you would they have been waiting to speak with you and give their presentation. If we would allow them to just give their presentation to run through it."

Mark Milazzo, Fire Department, gave a presentation and update on the fire department with a PowerPoint presentation.

Key points:

- \$26,000 was spent to remove the mold.
- \$17,000 was spent yearly on utilities.
- There is an unknown amount spent to repair building.
- There have been numerous building additions in the past decades. There has been four times that the building has been added on.
- Station 4 is currently closed and is still being evaluated.
- Station 4 was closed for financial constraints for remediation.
- The property could possibly be sold, and proceeds would go to building a new station.
- Johnson Road station is the newest station and they services the schools, senior facilities and the Walnut Hill area.

There was discussion among City Council Members and staff.

Financial Update from City Manager:

Key Points:

- Non-essential Hiring Freeze
- Reduction in Force (Layoffs)
- Furloughs
- Consolidation of positions/functions
- Early Retirement Incentives
- Spending Freeze on all non-essential expenditures
- Policy adjustment regarding leave time and collection schedule

Mayor Parham stated, "I think the wording that the City Manager wants is 'I need a motion to approve the plan for budget cutting including moving forward with hiring freeze, layoffs and moving forward with consolidation and merger of functions.'"

Mrs. Benavides stated, "And non-essential spending freeze."

Mayor Parham stated, "And lastly the non-essential spending freeze. We need a motion on the floor so that the City Manager can move forward."

Vice Mayor Hart made the motion to approve the plan from the City Manager for budget cutting which includes hiring freeze, layoffs, consolidation and merger of functions, and non-essential spending freeze. The motion was seconded by Council Member Myers. The motion was approved on roll call. On roll call vote, voting yes: Cuthbert, Myers, Smith-Lee, Hill, Hart and Parham; Absent: Wilson-Smith

Mrs. Benavides stated, "I would like to recommend that the City move to universal league. The second part is I would like for us moving forward on how we can lower that threshold of carryover. And also, in some

\*Audio available upon request.

cities that I have been in offering annual payout. What those programs do is eliminate leave. Many people realize that I have sick leave and I cannot take it with me. So, if I am going to retire, and I will use someone I know before they retired from City government. They went and had surgery and after they had surgery, they took off a month or two of their time because they were on family medical leave. One of the things that we find is when we move to universal league, which is a term that is used often, it changes that scenario. The other part is if I have been here 30 years and I have 1,000 to 2,000 hours of leave, I may have not earned that leave at the salary that I am at now. But I am paying that leave out at a much higher salary. The reason people move to this and do an annual payout is because it then gives you that carryout. You will have some carryover but not at the large levels in which we do now. Right now, in some cases you can carry 240 hours of leave and it is unlimited sick leave. The last part of that is as we look at that range it is a lot. And what happen when we had our 10% reduction there was a large exiting and we once again saw this same scenario affect us. So, what I would like to do is to bring back to council at our next council meeting a policy change. And it will have a process for those who accumulated, they have a right to that time, and you have a right to let them have that time of how we end our leave time and protect the City in the future. I just need a consensus that that is something that you want back for questions.”

There was discussion among City Council and staff.

**10. APPROVAL OF CONSENT AGENDA (to include minutes of previous meeting/s)**

- a. A request to schedule a public hearing for an amendment to the Tourism and Economic Development sections of the City of Petersburg Comprehensive Plan.
- b. A request for a public hearing be scheduled for the proposed uses of Community Development Block Grant (CDBG) funds for the program year 2020-2021.
- c. Minutes of March 31, 2020, Special City Council Meeting.

There was some discussion by the City Attorney regarding item 10a, which the item states May 12<sup>th</sup> and it should be May 19, 2020.

Council Member Myers made a motion to approve the consent agenda and to schedule the public hearings for May 19, 2020. The motion was seconded by Council Member Smith-Lee. The motion was approved on roll call. On roll call vote, voting yes: Cuthbert, Myers, Smith-Lee, Hill, Hart and Parham; Absent: Wilson-Smith

**11. OFFICIAL PUBLIC HEARINGS:**

- a. A public hearing on a proposed ordinance granting the City Manager the authority to sign a Deed of Easement on City owned land located at 1976 Defense Road.

**BACKGROUND:** There is a small strip of land which is owned by the City of Petersburg that runs parallel between the property owned by Bernard G. Kirkpatrick and Defense Road. The driveway belonging to 1976 Defense Road crosses over a portion of that strip of land owned by the City of Petersburg and the driveway is the only means of ingress/egress for the property to Defense Road.

The existing driveway has been in its current location for over 40 years and request is now being made for the granting of an easement for the land that is crosses over so that the driveway can remain in its current location and continue to serve as the means of ingress/egress for the property to Defense Road.

**RECOMMENDATION:** For City Council to approve the ordinance and grant the City Manager the authority to sign a Deed of Easement on City property at 1976 Defense Road.

\*Audio available upon request.

Council Member Hill made a motion to approve the ordinance and grant the City Manager the authority to sign a Deed of Easement on City property at 1976 Defense Road. The motion was seconded by Council Member Smith-Lee.

Mayor Parham opened the floor for public comments.

Seeing no hands, Mayor Parham closed the public comments.

The motion was approved on roll call. On roll call vote, voting yes: Cuthbert, Myers, Smith-Lee, Hill, Hart and Parham; Absent: Wilson-Smith

**20-ORD-13 AN ORDINANCE TO AUTHORIZE AN EASEMENT FOR AN EXISTING DRIVEWAY AT 1976 DEFENSE ROAD.**

- b. A public hearing on authorizing Dinwiddie County Water Authority (DCWA) to provide water within the City for fire protection at the Dominion Energy Locks Yard.

**BACKGROUND:** The Dominion Energy Locks is an approved Site Plan (18SP-10), covering site improvement, extension of public utilities, and building construction for a warehouse facility. The property is on land owned by Dominion Energy within the City and contiguous with their project in Dinwiddie County along W. Washington Street. During the fire suppression system design, it was identified by Dominion's consultant that the proposed supply from the Petersburg would be inadequate to address their needs. This stems from the fact that the site is relatively isolated from the rest of the City's water system and exists at the terminus of a single 8" waterline across Rohoic Creek.

Dominion has extended significant (DCWA) water infrastructure adjacent to, and west of, the site in order to supply their newly constructed facility just to the west of Petersburg and within Dinwiddie County. The DCWA water system has the ability to meet the fire protection requirements of the Locks Yard where it extended to the subject site.

Dominion has proposed extending existing DCWA waterlines across the City's boundary to provide onsite water infrastructure to include fire hydrants and fire lines to the buildings. The facility will remain a domestic water (and sewer) customer of the City.

An amendment to the approved site plan will be submitted to the City for formal review through the standard development review process.

**RECOMMENDATION:** City Council to approve the ordinance authorizing Dinwiddie County Water Authority (DCWA) to provide water within the City for fire protection at the Dominion Energy Locks Yard.

Mayor Parham opened the floor for public comments.

Seeing no hands, Mayor Parham closed the public comments.

Vice Mayor Hart made a motion to approve the ordinance authorizing Dinwiddie County Water Authority (DCWA) to provide water within the City for fire protection at the Dominion Energy Locks Yard. The motion was seconded by Council Member Smith-Lee. The motion was approved on roll call. On roll call vote, voting yes: Cuthbert, Myers, Smith-Lee, Hill, Hart and Parham; Absent: Wilson-Smith

**20-ORD-14 AN ORDINANCE TO AUTHORIZE DINWIDDIE COUNTY WATER AUTHORITY (DCWA) TO PROVIDE WATER WITHIN THE CITY FOR FIRE PROTECTION AT THE DOMINION**

\*Audio available upon request.

**ENERGY LOCKS YARD.**

- c. A public hearing on an ordinance authorizing the sale of 1203 West Washington Street.

**BACKGROUND:** The City has received a proposal from Ms. Katherine Patterson to purchase the following City-owned property:

Parcel ID	Premise	Street	Proposed Use
024-220019	1203	W Washington Street	Single Family Home

Ms. Katherine Patterson proposes to develop the property as an owner-occupied single-family residence.

The parcel is located in a residential neighborhood and the building on the parcel has been vacant for several years. The building is a former single-family residence. The site includes a .144-acre parcel with a building that is 1,544 sf. Potential benefits include, a revitalized vacant residential building, increased value of the property, and revenue from a City-owned property back on the tax roll.

The assessed value of the property is \$32,700.00. the offer price is \$20,000, and the proposed private investment is \$35,000.

In accordance with applicable legal requirements. A public hearing is required prior to approving and authorizing the sale of City-owned property.

During the April 14, 2020 City Council meeting the City Council scheduled a public hearing to consider this item on April 28, 2020.

**RECOMMENDATION:** It is recommended that City Council hold a public hearing and consider the adoption of an ordinance approving and authorizing the City Manager to execute a purchase agreement and proceed with the sale of City-owned property in accordance with the applicable legal requirements.

Mayor Parham opened the floor for public comments.

Seeing no hands, Mayor Parham closed the public comments.

Vice Mayor Hill made a motion to approve the ordinance authorizing Dinwiddie County Water Authority (DCWA) to provide water within the City for fire protection at the Dominion Energy Locks Yard. The motion was seconded by Council Member Vice Mayor Hart. The motion was approved on roll call. On roll call vote, voting yes: Cuthbert, Myers, Smith-Lee, Hill, Hart and Parham; Absent: Wilson-Smith

**20-ORD-15 AN ORDINANCE TO APPROVE AND AUTHORIZE THE CITY MANAGER TO EXECUTE A PURCHASE AGREEMENT AND PROCEED WITH THE SALE OF CITY-OWNED PROPERTY IN ACCORDANCE WITH THE APPLICABLE LEGAL REQUIREMENTS OF PROPERTY LOCATED AT 1203 WEST WASHINGTON STREET.**

- d. A public hearing on an ordinance authorizing the sale of 857 E. Bank Street.

**BACKGROUND:** The City has received a proposal from Ms. Katherine Patterson to purchase the following City-owned property:

Parcel ID	Premise	Street	Proposed Use
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\*Audio available upon request.

012-070015	857	E Bank Street	Single Family Home
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Optimal Capital Resource, LLC proposes to develop the property as an owner-occupied single-family residence.

The parcel is located in a residential neighborhood and the parcel has been vacant for several years. The site includes a 0.124-acre parcel. Potential benefits include a revitalized vacant residential lot, increased value of the property, and revenue from a City-owned property back on the tax roll.

The assessed value of the property is \$10,700.00. The offer price is \$1,000, and the proposed private investment is \$140,000.

In accordance with the applicable legal requirements, a public hearing is required prior to approving and authorizing the sale of City-owned property. During the February 18, 2020, City Council meeting, the City Council scheduled a public hearing to consider this item on March 3, 2020. During the April 14, 2020, City Council meeting the City Council scheduled a public hearing to consider this item on April 28, 2020.

**RECOMMENDATION:** It is recommended that City Council hold a public hearing on April 28, 2020, and subsequently considers adoption of an ordinance approving and authorizing the City Manager to execute a purchase agreement and proceed with the sale of City owned property in accordance with applicable legal requirements.

Council Member Myers made a motion adopt an ordinance approving and authorizing the City Manager to execute a purchase agreement and proceed with the sale of City owned property in accordance with applicable legal requirements of property at 857 E. Bank Street.

Mayor Parham opened the floor for public comments.

Seeing no hands, Mayor Parham closed the public comments.

The motion was approved on roll call. On roll call vote, voting yes: Cuthbert, Myers, Smith-Lee, Hill, Hart and Parham; Absent: Wilson-Smith

**20-ORD-16 AN ORDINANCE TO APPROVE AND AUTHORIZE THE CITY MANAGER TO EXECUTE A PURCHASE AGREEMENT AND PROCEED WITH THE SALE OF CITY-OWNED PROPERTY IN ACCORDANCE WITH THE APPLICABLE LEGAL REQUIREMENTS OF PROPERTY LOCATED AT 857 E. BANK STREET.**

e. A public hearing for the Fiscal Year 2020-2021 Operating Budget.

**BACKGROUND:** This proposed budget amends the General fund, special Revenue Funds, and Enterprise Funds. The Special Revenue Fund amendments include the Community Development Block Grant Fund, Grants Fund, and Street Funds, the Stormwater Fund and the Transit Fund. The Enterprise Funds amendment includes the utilities fund and the Gold Course Fund. Below is a list of proposed budget amounts in each fund.

Fund	Proposed Operating Budget
General Fund	\$73,338,140
Grants Fund	\$785,302
Streets Fund	\$5,981,699
CDBG Fund	\$1,592,032

\*Audio available upon request.

Stormwater Fund	\$1,460,249
Transit Fund	\$4,843,163
Utilities Fund	\$15,119,619
Golf Course Fund	\$1,204,850

**RECOMMENDATION:** Hold a public hearing on April 28, 2020, for citizen comments.

Robert Floyd, Director of Budget and Procurement, gave a brief overview of the operating budget.

Mayor Parham opened the floor for public comments.

Barb Rudolph, 1675 Mt. Vernon Street, stated, "I just heard Mr. Floyd say something about he was going through the budget calendar and he mentioned the 12<sup>th</sup> of May for a second reading. But I do not know if he said public hearing. That is what is on the copy that is in the agenda packet. So, I am hoping that there will be a public hearing since this one, through no fault of anyone, did not allow the citizens to see the charts that were being presented and discussed by Mr. Floyd. And I would like an opportunity to see those and have perhaps a chance for the public to talk that's not seven hours into the meeting. Also, I do not think that April 31<sup>st</sup> is a date. So, may be check that. My bigger over biting question, we also talked today, and again without a lot of authority for the public to see it about the fiscal year 2020 or the current year reduction that is being taken. I think it would be important to know how are the deductions being implemented in the fourth quarter of the fiscal year 2020. How does that tie in with the budget plan of fiscal year 2021? Which is the topic of this public hearing. This would be helpful for council and the citizens if the City can come back with both of those and show the plans that go for each year showing how you transition from this year into next year. Because of the challenge of reduced revenues which I recognize are tough. And I am sympathetic with the job that all of you have to do. But I think I am seeing the big picture all at once and knowing what the council priorities are and it would have this make a lot more sense. Thank you."

Marcus Squired, 1701 Monticello Street, stated, "My comments are regarding the Southside Depot. Is the City going to update the billing and collections software? Is the City still going to follow through with pre-submitted sponsored grants? Is the City going to address top heavy budget? Is the City going to follow through with the blight survey? Has the City looked at possibly using a different scale? The cost was stated that it was going to go up dramatically. The FEMA Grant would help rebuild the fire stations. Those are all of my comments at this time. Thank you."

Seeing no further hands, Mayor Parham closed public hearing.

Mayor Parham stated, "Information provided on the 2020-2021 Operating Budget is currently on the City's website. And that information on tonight's budget was first presented at the previous council meeting where it was uploaded and available for all public to access. Thank you and we will move right along.

There was discussion among City Council and staff.

f. A public hearing to consider an ordinance authorizing the sale of 1000 Diamond Street.

**BACKGROUND:** The City has received a proposal from PB Petersburg Owner LLC to purchase the following City-owned property:

Parcel ID	Premise	Street	Proposed Use
044-080006	1000	Diamond Street	Mixed Use

PB Petersburg Owner LLC proposes to develop the property to include a community Space and 50

\*Audio available upon request.

one-and-two-bedroom apartments. Residential units will be prioritized for seniors and veterans and there will also be set aside ground floor space for community uses. Proposed outdoor playgrounds/gazebo will be open for community use as well.

The assessed value of the property is \$5,168,100.00. The offer price is \$10, and the proposed private investment is \$6,000,000. Proposed financing includes Owner Equity (11%), Tax Credit Equity (43%), Bank Debt (46%).

They are currently proposing 25 1-bedroom units and 25 2-bedroom units but will need to confirm once an architect has provided a report. The first-floor gym and office area would be community space available to non-residents.

Development would have to comply with the zoning of the parcel. The current zoning is R-2. A change in zoning would be required to permit the proposed use.

In accordance with applicable legal requirement. A public hearing is required prior to approving and authorizing the sale of City-owned property.

During the February 4, 2020, City Council meeting, the City Council approved the consent agenda item to schedule a public hearing on February 18, 2020, regarding a proposal to purchase and develop City-owned property at 1000 Diamond Street, and consideration of an ordinance authorizing the City Manager to execute a purchase agreement toward the sale of the City-owned property. The item was not heard on February 18, 2020. During the April 14, 2020, City Council Meeting, the City Council subsequently scheduled a public hearing to be held on April 28, 2020.

**RECOMMENDATION:** To hold a public hearing and consider an ordinance that authorizes the City Manager to execute a Purchase Agreement and proceed with the sale of City-owned property in accordance with applicable legal requirements.

Council Member Myers made a motion adopt an ordinance approving and authorizing the City Manager to execute a purchase agreement and proceed with the sale of City owned property in accordance with applicable legal requirements of property at 857 E. Bank Street.

There was discussion among City Council Members.

Mayor Parham opened the floor for public comments.

Sarah Davis, 501 St. Mathews Street, stated, "I am in support of these developers coming here to Petersburg and especially up to The Heights. Because I do not want to wake up one morning to find out that building is on fire. So, I would hope that you would do diligence to the property. And you have a good evening."

There was discussion from the developers and partners of the project at 1000 Diamond Street.

Seeing no further hands, Mayor Parham closed the public comments.

Council Member Cuthbert made a motion that City Council sell 1000 Diamond Street to PB Petersburg Owner LLC for \$10 provided that by an agreement binding on all future owners that provisions: 1) Occupancy is limited to senior citizens and veterans; 2) All apartments will be one bedroom apartments; 3) the promises made by PB Petersburg Owners LLC in agenda item 11f are kept and 4) the owner of the property pays the City at least \$70,000 or the amount of real estate taxes billed, whichever is greater. There was discussion on the motion.

\*Audio available upon request.

Council Member Cuthbert restated motion.

Council Member Cuthbert made a motion that City Council sell 1000 Diamond Street to PB Petersburg Owner LLC for \$10 provided that by an agreement binding on all future owners that provisions: 1)Occupancy is limited to senior citizens and veterans; 2) No more than half of the apartments will be two bedrooms and rest one bedroom; 3) the promises made by PB Petersburg Owners LLC in agenda item 11f are kept and 4) the owner will accept the current assessment for the next three years. The motion was seconded by Council Member Smith-Lee. The motion was approved on roll call. On roll call vote, voting yes: Cuthbert, Myers, Smith-Lee, Hill, Hart and Parham; Absent: Wilson-Smith

**20-ORD-17 AN ORDINANCE TO APPROVE AND AUTHORIZE THE CITY MANAGER TO 1000 DIAMOND STREET TO PB PETERSBURG OWNER LLC FOR \$10 PROVIDED THAT BY AN AGREEMENT BINDING ON ALL FUTURE OWNERS THAT PROVISIONS: 1)OCCUPANCY IS LIMITED TO SENIOR CITIZENS AND VETERANS; 2) NO MORE THAN HALF OF THE APARTMENTS WILL BE TWO BEDROOMS AND REST ONE BEDROOM; 3) THE PROMISES MADE BY PB PETERSBURG OWNERS LLC IN AGENDA ITEM 11F ARE KEPT AND 4) THE OWNER WILL ACCEPT THE CURRENT ASSESSMENT FOR THE NEXT THREE YEARS.**

- g. A public hearing to consider an ordinance authorizing the sale of North Carolina Ave; 246 St. Luke St; 115 Jolly Alley; 522 Hinton St; 500 St. John St; 612 Pegram St; 151 St. Mark St; 709 Ann St; 735 Halifax St; 334 Harrison St; 803 Jones St S; 604 Shore St; 425 West St S; 715 West St S; 449 Harding St; 517 St. Matthew St; 980 Sycamore St S; 716 Harding St; 708-10 Kirkham St; 724 Harding St; 249 North Carolina Ave; 808 Halifax St; 811 Halifax St; 839-41 Jones St S; 716 Kirkham St; 742 Mount Airy St; 829 Jones St S; 742 Blick St; 627 Harding St; 516 Hinton St; 804 Jones St S; 135 Kentucky Ave; 230 Kentucky Ave Rear; 712-14 Kirkham St; 436 Byrne St; 809 Jones St S; 408 Shore St; 415 St. Matthew St; 1004 Farmer St; 852 Rome St; 328 Shore St; 322 Shore St; 204 Kentucky Ave; 521 St Mark St; 725 Sterling St; 731 West St S; 919 Wythe St W; 202 Kentucky Ave; 151 Virginia Ave and 539 Washington St W.

**BACKGROUND:** The City has received a proposal from PB Petersburg Owner LLC to purchase the following City-owned property:

	Parcel ID	Premise	Street	Total Assessed Value	Land Area (ac)	Zoning	Home estimate
1	044-200001	52	North Carolina Av	\$9,800	2.15	R-2	3
2	044-210001	246	St Luke St	\$8,400	1.84	R-2	6
3	023-110001	522	Hinton St	\$38,400	1.07	R-3	1
4	044-280002	500	St John St	\$1,900	0.79	R-2	2
5	030-090003	612	Pegram St	\$14,400	0.43	R-3	2
6	044-090016	151	St Mark St	\$34,100	0.39	R-2	2
7	030-180009	709	Ann St	\$25,800	0.31	R-3	2

\*Audio available upon request.

8	030-200011	735	Halifax St	\$17,400	0.31	R-3	2
9	022-350010	334	Harrison St	\$6,900	0.29	R-5	1
10	030-200018	803	Jones St S	\$18,100	0.29	R-3	1
11	030-250003	604	Shore St	\$17,300	0.27	R-2	1
12	029-150006	425	West St S	\$15,700	0.27	R-3	1
13	030-090035	715	West St S	\$10,300	0.24	R-3	1
14	031-040057	449	Harding St	\$6,300	0.23	R-3	1
15	030-260005	517	St Matthew St	\$9,400	0.23	R-2	1
16	031-310011	980	Sycamore St S	\$10,900	0.23	R-2	1
17	031-250012	716	Harding St	\$7,400	0.22	R-3	1
18	045-380033	708-10	Kirkham St	\$6,800	0.22	R-2	1
19	031-250014	724	Harding St	\$9,600	0.21	R-3	1
20	044-110020	249	North Carolina Av	\$6,600	0.21	R-2	1
21	030-250011	808	Halifax St	\$10,400	0.2	R-2	1
22	030-240007	811	Halifax St	\$8,000	0.2	R-3	1
23	045-060002	839-41	Jones St S	\$11,800	0.2	R-3	1
24	045-380031	716	Kirkham St	\$6,300	0.2	R-2	1
25	030-220012	742	Mount Airy St	\$7,800	0.2	R-3	1
26	030-240011	829	Jones St S	\$11,129	0.19	R-3	1
27	031-230009	742	Blick St	\$9,000	0.18	R-3	1
28	031-200046	627	Harding St	\$9,000	0.18	R-3	1
29	023-110002	516	Hinton St	\$16,500	0.18	R-3	1
30	030-230012	804	Jones St S	\$7,400	0.17	R-3	1
31	031-200028	135	Kentucky Ave	\$11,000	0.17	R-3	1
32	031-260022	230	Kentucky Ave Rea	\$2,800	0.16	R-3	1
33	045-	712-14	Kirkham St	\$5,000	0.16	R-2	1

\*Audio available upon request.

	380032						
34	031-040003	436	Byrne St	\$4,500	0.15	R-3	1
35	030-240014	809	Jones St S	\$10,100	0.15	R-3	1
36	031-390005	408	Shore St	\$6,900	0.15	R-2	1
37	031-390009	415	St Matthew St	\$11,800	0.15	R-2	1
38	030-040002	1004	Farmer St	\$6,500	0.14	R-3	1
39	023-400025	852	Rome St	\$7,400	0.14	R-3	1
40	031-380003	328	Shore St	\$6,600	0.14	R-2	1
41	031-380004	322	Shore St	\$6,000	0.13	R-2	1
42	031-260036	204	Kentucky Ave	\$5,400	0.12	R-3	1
43	044-050011	521	St Mark St	\$5,000	0.12	R-2	1
44	031-250024	725	Sterling St	\$2,800	0.12	R-3	1
45	030-090029	731	West St S	\$3,000	0.12	R-3	1
46	024-270022	919	Wythe St W	\$6,300	0.12	R-3	1
47	031-260037	202	Kentucky Ave	\$4,500	0.11	R-3	1
48	031-320023	151	Virginia Ave	\$6,900	0.11	R-2	1
49	023-110025	539	Washington St W	\$16,600	0.11	R-3	1
			Assessed value:	\$501,929	37.2		<b>61</b>
			PCPS MOU:	\$600,000			

PB Petersburg Owner LLC proposes to develop the property as infill development of single-family homes. Homes will be lease to purchase.

The parcels are located in residential neighborhoods and they include vacant lots and one parcel with an existing structure. The parcels total 37.20 acres and the single-family structure totals 1,216 sf. Potential benefits include, infill development, population growth, increased tax base, and future homeownership.

The total assessed value of the property is \$623,029. The offer price is \$540.00, and the proposed private investment is \$12,000,000.

Development would have to comply with the zoning of each parcel, and related height, area and bulk requirements. In accordance with applicable legal requirements, A public hearing is required prior to approving and authorizing the sale of City-owned property.

\*Audio available upon request.

The proposed financing is defined in the following table:

<b>Funding Sources</b>	<b>Total</b>	<b>Per Unit (88 Units)</b>
Bank Debt	\$ 11,619,659	\$ 84,200
Tax Credit Equity	\$ 10,802,697	\$ 78,280
Developer Equity	\$ 2,761,720	\$ 20,012
	\$ 25,184,076	\$ 182,492
<b>Funding Uses</b>		
Construction Costs	\$ 15,650,775	\$ 113,411
Soft Costs (Design/Permits/Etc.)	\$ 2,340,575	\$ 16,961
School Construction Impact Fee	\$ 1,130,000	\$ 8,188
Financing Costs	\$ 5,368,758	\$ 38,904
Reserves	\$ 693,968	\$ 5,029
	\$ 25,184,076	\$ 182,493

During the February 4, 2020 City Council meeting, the City Council approved the consent agenda item to schedule a public hearing on February 18, 2020 regarding a Proposal to Purchase and Develop 54 City-owned properties. The item was not heard on February 18, 2020. During the April 14, 2020 City Council Meeting, the City Council scheduled a public hearing to be held on April 28, 2020.

**RECOMMENDATION:** It is recommended that the City Council hold a public hearing on April 28, 2020, and subsequently considers adoption of an ordinance approving and authorizing the City Manager to execute a purchase agreement and proceed with the sale of City-owned property in accordance with applicable legal requirements.

Mayor Parham opened the floor for public comments.

Ron Moore, 307 N. Boulevard, stated, "Thank you all for putting in the amount of time that you have been putting in today and going on after 8:00pm and starting at 12:00noon. I know that is a tremendous sacrifice. Thank you for each of you all persistence and going through the meeting is admirable. I would also like to thank the City Manager and Deputy City Manager Lyons for visiting our home and our neighbors and discussing the removal of 101 N. Boulevard. We were gracious that you all did that. Thank you for your commitment to the community. I would like to continue the same conversations that we are having for North Boulevard since it is basically a ravine. The questions is on whether 980 Sycamore is another ravine that is really not developable. So, that is my main question. Is 980 a ravine and if it is it should be kept as a green space? So, we believe that it would be the same issue of 980. We were hoping that the City can clarify 980 and what is going to go on 980. From what I am seeing on the map is that it appears to be another ravine. So, if you can clarify that it would be great. And we appreciate all of you all commitment and thank you for your time."

Tom Heinemann, partner of PB Petersburg, stated, "Just wanted to provide a little more color on the proposal. It is about 49 or 50 lots. We, after this vote if it goes well, we would do the further due diligence at this point. We think that we can get about 50 to 60 homes and it would-be single-family homes. If there are larger lots we would be exploring doing a townhouse if the zoning is there. For the most part, it would-be single-family homes. If we can we will set aside about 10 lots for sale and homeownership. Again, like with Virginia Avenue School we will have an MOU with the school system providing about \$10,000 per certificate of occupancy. The assessed value is about \$500,000. The MOU would provide up to about \$600,000 to the school system. Again, that is to assist with any school impact. I think that is about it and I would be happy to take any questions. We will do our due diligence on the property and we are going to purchase those that have ravines. And this a process that we will go through with the City as we look at what we can and cannot do

\*Audio available upon request.

based on the physical geography of the lots. And we look forward to questions as they come up.”

Marcus Squires, 1701 Monticello Street, stated, “I am calling in regard to 980 S. Sycamore Street. That property is the ravine for Lieutenants Run. I am not sure how that property would be developed. And that is my comment. Thank you.”

Taylor Moore, 307 N. Boulevard, stated, “I just want to express my appreciation and gratitude to you all for carrying on. A lot of admiration for what you are doing through this long process. I would also like to thank the developers for being on the call and being available to answer questions. I do have a question specifically for the developers. My first question is for the proposed homes that will be built. So, I am sure it will be the typical lease period is for lease to own property and whether 15 years is in line with the lease standard. Or tenants have less or more than 15 years in that sort of agreement. And then my other question is, for the type of homes that is to be built, what is the actual longevity of the homes and how long will they actually last. If the homes are to only last for 30 years then we have this lease to own that take places in 15 years then they can own it in 30 years or possible less if they make additional payments on their principle. How long are these homes projected to last? That is all that I have. Thank you.”

Mr. Heinemann stated, “So, the lease to own is 15 years. This will be using a unique take on the low-income tax credit. There is a 15-year minimum that we have to keep in compliance for affordability purpose. The lease to purchase would apply to anybody who is leasing at that time. But what we would do is set the lease with a purchase price as soon as the home goes into service. So, that can be as low as within a couple of years between 120 with the 15 years is up. The price that we set is just nearly covering the cost of the financing and some of the basic equity that we have made. The other piece is the quality of the home. We will be building to very high building standards. Because they are Li-Tech finance they have to meet a 40-year mortgage admiration mortgage quality criteria that VHDA steps out. And on top of that the home will qualify for 30-year fixed rate conventional mortgage financing. The homes will basically have a sticker in them saying that they meet high quality criteria that when the appraisers come in year 15, they can see the build quality. I think that there is not much of a concern. These homes would be built just like any home on the market. What we are also doing is setting aside 10 lots to test the market to see if there can be homeownership first. And we will see where that goes first. Thank you.”

Seeing no further hands, Mayor Parham closed the public comments.

There was discussion among City Council and the developers.

Council Member Cuthbert made a motion that this matter be moved to the Planning Commission for its study and recommendation to City Council, specifically, City Council ask the Planning Commission to recommend action for council to take after the Planning Commission has explored all aspects for this proposed sale deemed relevant by the Planning Commission. Including but not limited to: 1) What is the developer promising to do and how can these promises be made and enforceable by the City; 2) The likely fair market value of the houses when construction is completed and when the houses are 15 years old; 3) Whether the developer will be obligated to accept Section 8 housing vouchers as rent payments; 4) The likely cost of additional municipal services such as public school education and the amount of likely additional revenue such as real estate taxes if the lots are developed as proposed; and 5) Whether it would be the City’s advantage to offer these lots for sale by issuing a request for proposal open to all interested potential purchasers. The motion was seconded by Council Member Hill. The motion was approved on roll call. On roll call vote, voting yes: Cuthbert, Myers, Smith-Lee, Hill and Parham; Absent: Wilson-Smith and Hart

h. A public hearing on the proposed real property tax increase.

**BACKGROUND:** The City Assessor’s Office reassessed the real estate property within the City of

\*Audio available upon request.

Petersburg. Since the reassessment produced an increase of greater than 1%, a hearing is being conducted in concert with the budget hearing. The new assessments go into effect July 1, 2020. The percentage increase is since the July 1, 2019 assessments. The budget incorporates the impact of the assessment. Any need for continuance of the hearing will be determined by the City Attorney.

**RECOMMENDATION:** To hold a public hearing on April 28, 2020.

Mrs. Benavides stated, "Mayor and Council, as part of our budget planning process, Mr. Gordineer, has been able to go through and look through our assessments. He mentioned in a meeting that he has done a reassessment and the assessment of value has increased. The overall assessed amount for the City of Petersburg has increased. In fact, it has increased to three or four percent. However, the state law requires that you take where you have an increase in over one percent in the amount that you are going to collect. So, not increasing the actual tax rate but the amount collected increases by one percent. We are required to hold a public hearing to get feedback from the residents. And I will ask the attorney if I have missed anything in what I have stated."

Mr. Williams stated, "That is correct. Your tax revenue is a product of your assessed value and your rate. And you can either choose to equalize it to one percent. And if you don't then you have to do a public hearing on the amount."

Mrs. Benavides stated, "So, the property tax rate is remaining the same. But because the value has increased, the amount that we have collected exceeds one percent. So, therefore you must have a public hearing, if you want to allow your assessed value to exceed one percent."

Mayor Parham opened the floor for public comments.

Seeing no hands, Mayor Parham closed the public comments.

There was discussion among City Council and staff.

Mayor Parham stated that they will call Mrs. Peters back in for the report on CDBG.

Mrs. Peters gave a short summary on the ending of the PowerPoint.

There was discussion among City Council and staff.

**12. PUBLIC INFORMATION PERIOD:** A public information period, limited in time to 30 minutes, shall be part of an Order of Business at each regular council meeting. Each speaker shall be a resident or business owner of the City and shall be limited to three minutes. No speaker will be permitted to speak on any item scheduled for consideration on the regular docket of the meeting at which the speaker is to speak. The order of speakers, limited by the 30-minute time period, shall be determined as follows:

- a) First, in chronological order of the notice, persons who have notified the Clerk no later than 12:00 noon of the day of the meeting,
- b) Second, in chronological order of their sign up, persons who have signed a sign-up sheet placed by the Clerk in the rear of the meeting room prior to the meeting.

\*There were no public information comments.

**13. BUSINESS OR REPORTS FOR/FROM THE MAYOR OR COUNCIL MEMBERS:**

\*Audio available upon request.

\*There were no reports from the Mayor and City Council Members.

**14. ITEMS REMOVED FROM CONSENT AGENDA:**

\*No items for this portion of the agenda.

**15. UNFINISHED BUSINESS:**

\*No items for this portion of the agenda.

**16. NEW BUSINESS:**

a. Consideration of re/appointment(s) to the Planning Commission.

**BACKGROUND:** The Planning Commission consists of 4 at-large and 7 members appointed by City Council.

The duties of the board include, but are not limited to, the following: promote the orderly development of the City and its environs; serves primarily in an advisory capacity to the City Council in matters pertaining to land use, future development, and capital improvements.

**RECOMMENDATION:** Recommend Council make re/appointments to the Planning Commission.

There was discussion among City Council Members.

Council Member Myers made a motion to appoint Michael Edwards (at-large) to the Planning Commission. The motion was seconded by Council Member Hill. The motion was approved on roll call vote. On roll call vote, voting yes: Myers, Smith-Lee, Hill and Parham; Absent: Cuthbert, Wilson-Smith and Hart

**20-R-18 A RESOLUTION APPOINTING MICHAEL EDWARDS (AT-LARGE) TO THE PLANNING COMMISSION.**

Council Member Myers made a motion to appoint Michael Edwards (at-large) to the Planning Commission. The motion was seconded by Council Member Hill. The motion was approved on roll call vote. On roll call vote, voting yes: Myers, Smith-Lee, Hill and Parham; Absent: Cuthbert, Wilson-Smith and Hart

**20-R-19 A RESOLUTION APPOINTING MICHAEL EDWARDS (AT-LARGE) TO THE PLANNING COMMISSION.**

Mayor Parham made a motion to appoint Ronald Moore (at-large) to the Planning Commission. The motion was seconded by Council Member Hill. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Myers, Smith-Lee, Hill and Parham; Absent: Wilson-Smith and Hart

**20-R-20 A RESOLUTION APPOINTING RONALD MOORE (AT-LARGE) TO THE PLANNING COMMISSION.**

There was discussion among City Council Members.

Council Member Cuthbert made a motion to appoint Marie Vargo (Ward 4) to the Planning Commission. The motion was seconded by Council Member Hill. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Myers, Smith-Lee, Hill and Parham; Absent: Wilson-Smith and Hart

\*Audio available upon request.

**20-R-21 A RESOLUTION APPOINTING MARIE VARGO (WARD 4) TO THE PLANNING COMMISSION.**

- b. Consideration of re/appointment(s) to the Petersburg Redevelopment and Housing Authority.

**BACKGROUND:** The Petersburg Redevelopment and Housing Authority (PRHA) Board consists of seven (7) members who are appointed by City Council to serve four-year, staggered terms. PRHA was created to study blighted areas within the City and to recommend programs for the improvement of such areas; to provide quality housing for low-income families at rents within their ability to pay; and to serve as the duly designated agent of the City to contract with federal agencies for financial assistance in order to undertake urban redevelopment and low-rent housing programs approved by City Council.

**RECOMMENDATION:** Recommends Council make re/appointments to the Petersburg Redevelopment and Housing Authority.

Council Member Myers made a motion to table action on this item until the next regular council meeting. The motion was seconded by Council Member Smith-Lee. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Myers, Smith-Lee, Hill and Parham; Absent: Wilson-Smith and Hart

**17. CITY MANAGER’S AGENDA:**

Mrs. Benavides stated, “Just a reminder of council meeting on May 5<sup>th</sup>, May 12<sup>th</sup> and May 19<sup>th</sup>.”

**18. BUSINESS OR REPORTS FROM THE CLERK:**

\*No items for this portion of the agenda.

**19. BUSINESS OR REPORTS FROM CITY ATTORNEY:**

\*No items for this portion of the agenda.

**20. ADJOURNMENT:**

City Council adjourned at 9:06 p.m.

\_\_\_\_\_  
Clerk of City Council

APPROVED:  
\_\_\_\_\_  
Mayor

\*Audio available upon request.

The Special Called Closed Session Meeting of the Petersburg City Council was held on Tuesday, February 18, 2020, at the Union Train Station. Mayor Parham called the Special Called Closed Session Meeting to order at 6:00p.m.

1. **ROLL CALL:**

Present:

Council Member Charles H. Cuthbert, Jr  
Council Member Annette Smith-Lee  
Council Member Darrin Hill  
Council Member W. Howard Myers  
Mayor Samuel Parham

Absent: Council Member Treska Wilson- Smith (arrived at 6:18pm)  
Vice Mayor John A. Hart

Present from City Administration:

City Attorney Anthony Williams  
City Manager Aretha R. Ferrell-Benavides  
Clerk of Council Nykesha D. Jackson

2. **CLOSED SESSION:**

- a. The purpose of this meeting is to convene in the closed session pursuant to §2.2-3711(A)(7) of the Code of Virginia for the purpose of receiving legal advice and status update from the City Attorney and legal consultation regarding the subject of specific legal matters requiring the provision of legal advice by the City Attorney and matters of actual or probable litigation specifically including but not limited to matters requiring legal advice by the City Attorney.

Council Member Hill moved that the City Council go into closed session for the purposes noted by Mayor Parham. The motion was seconded by Council Member Myers. There was no discussion on the motion, which was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Myers, Smith-Lee, Hill, and Parham; Absent: Wilson-Smith and Hart

City Council entered closed session at 6:04 p.m.

**CERTIFICATION:**

Mr. Williams stated, "The Mayor would entertain a motion to conclude the closed session called this evening to certify in accordance with §2.2-3712 that the Code of Virginia that to the best of each members knowledge that only public business matter lawfully exempted from the opening meeting requirements were discussed and that only such public business matters were identified in the motion by which the closed meeting was convened, heard, discussed or considered. If any member believes that there was a departure from the foregoing requirements should so state prior to the vote indicating the substance for departure that in his or her judgment has taken place. This requires a roll call vote Mr. Mayor."

Council Member Hill made a motion to return City Council into open session and certify the purposes of the closed session. The motion was seconded by Council Member Myers. There was no discussion on the motion.

\*Audio available upon request.

The motion was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Wilson-Smith, Myers, Smith-Lee, Hill, and Parham; Absent: Hart

**20-R-10      A RESOLUTION CERTIFYING, AS REQUIRED BY THE CODE OF VIRGINIA, SECTION 2.2-3712, THAT TO THE BEST OF EACH MEMBER’S KNOWLEDGE, ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS OF VIRGINIA LAW WERE DISCUSSED IN THE CLOSED SESSION, AND ONLY SUCH PUBLIC BUSINESS MATTERS AS WERE IDENTIFIED IN THE MOTION CONVENING THE CLOSED SESSION WERE HEARD, DISCUSSED, OR CONSIDERED.**

City Council returned to opened session at 6:42pm.

**3.      ADJOURNMENT:**

City Council adjourned at 6:43 p.m.

\_\_\_\_\_  
Clerk of City Council

APPROVED:

\_\_\_\_\_  
Mayor

\*Audio available upon request.



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** July 21, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Anthony Williams, City Attorney

**FROM:** Mayor Samuel Parham

**RE:** **Public Hearing on an Ordinance to Amend Division 2 of chapter 78 of the Petersburg Code of Ordinances and Section 78-106 of the City Code in Order to Change the Name of "Lee Memorial Park" to "Petersburg Memorial Park"**

**PURPOSE:** To amend the City Code to facilitate the renaming of "Lee Memorial Park" to "Petersburg Memorial Park."

**REASON:** A request came from the Mayor for Council to consider the renaming of "Lee Memorial Park" to "Petersburg Memorial Park."

**RECOMMENDATION:** Adopt the Ordinance.

**BACKGROUND:** The Mayor has requested that Council consider renaming "Lee Memorial Park" to "Petersburg Memorial Park."

**COST TO CITY:** UNK

**BUDGETED ITEM:** No.

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 8/4/2020

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** N/A

**AFFECTED AGENCIES:**

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** Amends Division 2 of Chapter 78 of the Petersburg City Code and Section 78-106 of the City Code.

**REQUIRED CHANGES TO WORK PROGRAMS:** N/A

**ATTACHMENTS:**

1. lee memorial parkrev

**AN ORDINANCE TO AMEND DIVISION 2 OF CHAPTER 78 OF THE PETERSBURG CITY CODE AND SECTION 78-106 OF THE CITY CODE IN ORDER TO CHANGE THE NAME OF LEE MEMORIAL PARK TO “PETERSBURG MEMORIAL PARK”**

WHEREAS, the City of Petersburg owns and operates a public park that was once known as “the watershed or the Willcox Dam reservoir tract” which is comprised of *“all that portion of such tract included in the territory annexed to the city as provided in ordinance of annexation approved September 12, 1921, with the exception, however, of such property as has been sold or shall hereafter be sold by the city”* hereinafter referred to as “the Park” and

WHEREAS, the City assigned the name of the Park under Division 2 of Chapter 78 of the Petersburg City Code, specifically Section 78-106 of the City Code to be “Lee Memorial Park” and was noted to have been dedicated for use as a city park “and to the memory of General Robert E. Lee, as a testimonial to his defense of the city in the siege of 1864-65, and his greatness as a soldier and his nobility as a man” and

WHEREAS, it is the belief of Council that this name is no longer reflective of the sentiments of the populace of the City of Petersburg, and that changing the name of the park to “PETERSBURG MEMORIAL PARK” will be in furtherance of the interests of the City and its citizens.

NOW therefore be it ORDAINED that Division 2 of Chapter 78 of the Petersburg City Code and Section 78-106 of the City Code are hereby amended and re-adopted as follows:

**DIVISION 2. - ~~LEE MEMORIAL~~ PETERSBURG MEMORIAL PARK**

**Sec. 78-106. - Establishment of ~~Lee Memorial Petersburg Memorial~~ Park; preservation.**

- (a) There shall be established in the property of the city heretofore known as the watershed or the Willcox Dam reservoir tract a park, to comprise all that portion of such tract included in the territory annexed to the city as provided in ordinance of annexation approved September 12, 1921, with the exception, however, of such property as has been sold or shall hereafter be sold by the city.
- (b) The park established by this section shall be dedicated to the use of the people of the city as a park ~~and to the memory of General Robert E. Lee, as a testimonial to his defense of the city in the siege of 1864-65, and to his greatness as a soldier and his nobility as a man.~~ The park shall be known as Lee Memorial Petersburg Memorial Park.
- (c) In making improvements in ~~Lee Memorial Petersburg Memorial~~ Park, special care shall be taken to preserve the forts, entrenchments and other fortifications erected on the park property and under the direction of General Lee, as a memorial to him and to the soldiers who served under him. historical aspects and facilities at the Park.



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** July 21, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Aretha Ferrell-Benavides, City Manager

**FROM:** Wayne Crocker

**RE:** **A public hearing for an ordinance to amend and re-adopt provisions of Chapter 30 of the Petersburg City Code pertaining to cemeteries and the re-establishment of the Perpetual Care Fund Committee through the adoption of Section 30-2.**

**PURPOSE:** To amend the Petersburg Code of Ordinances to include Section 30-2.

**REASON:** To re-establish a board consistent with the former Article VII Sections 13-83 et. seq. to act in the capacity of the former “Sinking Fund Commissioners” to oversee the allocation, maintenance, and disbursement of the funds.

**RECOMMENDATION:** To schedule a public hearing for the July 21, 2020.

**BACKGROUND:** A perpetual care fund was previously established by the City of Petersburg, Virginia between years 1951 and 1963 for Blandford Cemetery and in furtherance thereof, City Council had previously adopted ordinances in Article VII Sections 13-83 et. seq. to create and operate a board known as the “Sinking Fund Commissioners” to manage and authorize the use and release of said funds for Cemetery maintenance.

**COST TO CITY:** None

**BUDGETED ITEM:** No

**REVENUE TO CITY:** Unknown

**CITY COUNCIL HEARING DATE:**

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** None

**AFFECTED AGENCIES:** Cemetery Office Operations

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** Petersburg City Code, Section 30

**REQUIRED CHANGES TO WORK PROGRAMS:** None

**ATTACHMENTS:**

1. Cemetery Ordinance-finalx(2)

**AN ORDINANCE TO AMEND AND RE-ADOPT PROVISIONS OF CHAPTER 30 OF THE PETERSBURG CITY CODE PERTAINING TO CEMETERIES AND THE RE-ESTABLISHMENT OF THE PERPETUAL CARE FUND COMMITTEE THROUGH THE ADOPTION OF SECTION 30-2**

WHEREAS, §15.2-1121 of the Code of Virginia authorizes localities to own, operate, and maintain municipal cemeteries within their respective jurisdictions; and

WHEREAS, the City owns, operates, and maintains two municipal cemeteries in the City of Petersburg – Blandford Cemetery and Peoples Memorial Cemetery; and

WHEREAS, §54.1-2316 of the Code of Virginia provides that it shall be unlawful to sell or offer for sale in the Commonwealth any grave or entombment right in a cemetery and represent that such will be perpetually cared for unless adequate provision for the perpetually cared for including but not limited to the establishment of a perpetual care fund in a Virginia trust company or trust subsidiary or a federally insured bank or savings institution doing business in the Commonwealth; and

WHEREAS, this fund is perpetuated by certain fees which are affixed at the time of purchase of burial plots, said amounts being thereafter deposited into the fund for future use in the perpetual care of the respective burial plots; and

WHEREAS, when the City acquired Peoples Memorial Cemetery, the cemetery was full and no burial plots have been sold by the City for this cemetery nor have any perpetual care funds been collected by the City with respect to this cemetery; and

WHEREAS, a perpetual care fund was previously established by the City of Petersburg, Virginia between years 1951 and 1963 for Blandford Cemetery and in furtherance thereof, City Council had previously adopted ordinances in Article VII Sections 13-83 *et. seq.* to create and operate a board known as the “Sinking Fund Commissioners” to manage and authorize the use and release of said funds for Cemetery maintenance; and

WHEREAS, on December 31, 2011, City Council repealed Article VII Sections 13-83 *et. seq.* effectively disbanding the “Sinking Fund Commissioners”; and

WHEREAS, since disbanding the “Sinking Fund Commissioners” the City has and continues to use its General Funds to cover the costs of maintenance for the cemeteries; and

WHEREAS, the funds remaining in the perpetual care fund account(s) have not been used since disbanding the “Sinking Fund Commissioners”; and

WHEREAS, the City Attorney has contacted the Virginia Cemetery Board and confirmed that the City is exempt from the Code of Virginia cemetery licensure requirements and regulation pursuant to §54.1-2312(a) including but not limited to the requirement for state approval of such board appointments; and

WHEREAS, it is the wish of Council to re-establish a board consistent with the former Article VII Sections 13-83 *et. seq.* to act in the capacity of the former “Sinking Fund Commissioners” to oversee the allocation, maintenance, and disbursement of the funds.

NOW therefore be it ORDAINED that the Petersburg Code of Ordinances is hereby amended and re-adopted to include Section 30-2 as follows:

**Sec 30-2. Perpetual Care Fund.**

- (a) A perpetual care fund is continued for the care of the Blandford Cemetery.
- (b) No lot or grave space shall be sold without the purchase of perpetual care in an amount set by City Council sufficient in amount to maintain the lot or grave space on the interest received from such principal perpetual care amount.
- (c) Such sums received for perpetual care shall be deposited in the depository accounts of the City as designated for perpetual care for the Blandford Cemetery.
- (d) To this fund shall be added any contributions or grants which may be received and designated for the purpose of augmenting the fund.
- (e) Any contribution or grant which shall be received for this fund shall be added to the fund established in this section and invested in accordance with subsection (c) of this section.
- (f) The City Council shall constitute trustees of the perpetual care fund so established and, as such, shall have full power to invest and reinvest such funds, in accordance with Code of Virginia, 2.2-4600 *et seq.*
- (g) Unless otherwise designated by Council, the City Treasurer shall be the custodian of the perpetual care fund, but shall not have the authority to invest, reinvest, or move said funds without the consent and under the direction of City Council. The Treasurer shall maintain said funds only in accounts authorized by City Council in accordance with the provisions of Section 3:13 of the City Charter and shall allow such officers designated by Council full access to review all balances and other account information associated with said fund.
- (h) All interest from the perpetual care fund shall be placed into the general fund operating account for use in the **operating**, maintenance and upkeep of Blandford Cemetery.



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** July 21, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Aretha Ferrell-Benavides, City Manager  
Lionel Lyons, Deputy City Manager of Development

**FROM:** Reginald Tabor

**RE:** **A Public Hearing and consideration of an amendment to the Comprehensive Plan, Transportation Element, to add the Bike and Pedestrian Section.**

**PURPOSE:** To hold a Public Hearing and to consider an amendment to the Comprehensive Plan, Transportation Element, to add the Bike and Pedestrian Section.

**REASON:** The Code of Virginia requires a Public Hearing and City Council approval of amendments to the City's Comprehensive Plan.

**RECOMMENDATION:** It is recommended that the City Council schedules a public hearing and considers adoption of the amendment to the Comprehensive Plan, Transportation Element, Bike and Pedestrian Section.

**BACKGROUND:** Sports Backers, a nonprofit organization that pursues a goal to transform greater Richmond into the most physically active community in the nation by leading the area in embracing and celebrating an active lifestyle, applied for and received a grant from the Cameron Foundation to develop a Bike/Walk plan for the City of Petersburg.

The Plan was developed over a period of more than one-year. In addition to Sports Backers, Plan development participants included the City of Petersburg Department of Planning, Friends of the Lower Appomattox River (FOLAR), the Petersburg Department of Health and the Crater Planning District. Public engagement occurred and input was received during several public events including a Bike/Walk Talk, the Donamatrix Day, and the Comprehensive Plan Kick Off event. Public input is included in the Plan document.

The developed Plan includes health impact information, Pedestrian and Bicycle Networks, related local and regional Trail efforts, recommended facility types (Buffered Bike Lanes, Bike Walk Streets, Standard bike Lanes, etc.), maintenance, funding opportunities and Implementation.

The Plan was considered by the City of Petersburg Planning Commission during their March 3, 2020 meeting, and they unanimously approved a motion to recommend that the City Council approves the Plan. If approved, the Plan will become the Bike and Pedestrian section of the Transportation Element in the City's

Comprehensive Plan.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 7/21/2020

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** Virginia Department of Transportation (VDOT), Commonwealth Transportation Board, Crater Planning District

**AFFECTED AGENCIES:** Friends of the Lower Appomattox River (FOLAR)

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** N/A

**REQUIRED CHANGES TO WORK PROGRAMS:** N/A

**ATTACHMENTS:**

1. 0204\_2020PetersburgBikeWalkRecommendations
2. 0708\_2020PburgActiveTransportationSectionUpdate
3. 2019SurveyReportBikingandWalking
4. 0721\_2020OrdinanceRECompPlanAmendment

# Transportation

## Overview

The transportation plan is intended to complement the Land Use Plan. The City of Petersburg envisions a vibrant, connected community, and recognizes that transportation impacts quality of life, economic development, and the environment. A well-designed and maintained transportation system that provides for a variety of transportation modes – like walking, biking, transit, driving, and future options – is vital to the city’s health. Active transportation, such as walking and biking, have been found to have a direct and specific relation to the health of residents by providing an opportunity for regular physical activity. Benefits of regular physical activity include decreased body fat levels, prevention or management of disease, and reduced levels of stress. The City prioritizes increasing comfortable and reliable access to resources, jobs, homes, schools, parks, local businesses and other destinations as part of providing a safe, equitable, affordable, and accessible transportation network. Research has found that properties with access to a transportation network that includes biking and walking increases property values leading to increased economic performance.

The following principles are intended to guide transportation (and Land Use) decisions to benefit the residents and visitors of Petersburg:

- **Prioritize people in establishing and maintaining an interconnected multi-modal transportation system.**
- **Preserve and support land use plans.**
- **Improve community health and reduce traffic congestion through walking and biking infrastructure and transit improvements.**

## Street Classifications

The City of Petersburg’s streets are divided into five categories based on the character of service they are intended to provide and how they are currently designed:

- **Local Street:** provides direct access to adjacent land uses and does not carry through-movement traffic. High pedestrian and biking volume is anticipated.
- **Collectors:** gathers and funnels traffic from local roads to arterials. Collectors often serve large residential and shopping areas. Pedestrian, bicycle, transit, and vehicular activity is anticipated.
- **Minor Arterials:** interconnect larger arterials while carrying moderate trip travel at higher speeds than Collectors. Pedestrian and bicycle activity may be expected and will necessitate a higher level of design to ensure safety and comfort.
- **Principal Arterials:** provide a high degree of vehicular mobility for shorter distances of travel through urban centers and rural areas.
- **Interstate Highways:** designed to be fully access controlled, while serving the highest vehicular traffic volumes traveling long distances. Freight activity expected. Pedestrian and bicycle access is prohibited.

## ##. Complete Streets

The City of Petersburg is committed to the improvement of transportation equity, enhancements to the built environment, and safe, affordable, and reliable transportation options, as defined by the National Complete Streets Coalition. Petersburg recognizes that four of its seven wards are home to its most vulnerable populations, such as seniors, children, the homeless, persons with disabilities and mental health challenges, veterans, and persons formerly incarcerated, and therefore should focus its transportation efforts on completing its transportation network for all users using a “Complete Streets” concept.

Complete Streets are streets that benefit and work for everyone. They are designed to enable safe and efficient access for pedestrians, bicyclists, transit users, and motorists at the same time and within the same right of way. A complete street may include sidewalks, bike facilities, transit lanes, frequent and safe crossing opportunities, median islands, accessible pedestrian signals, curb extensions, narrower travel lanes, roundabouts, and more. A complete street’s design is not prescriptive, but instead is determined within the context of a street’s function, location, and any historic designation.

As Petersburg continues to grow, redevelop, and repair its streets, it should ensure all new construction, rehabilitation, reconstruction, retrofit, repair, resurfacing, repaving, restriping, rehabilitation, and all other operations related activities consider the needs of all users of all abilities. The City will prioritize its neighborhoods and portions of the built environment with aging infrastructure, and those suffering from long-term deferred maintenance.

The City recognizes the many benefits that can come from having a more complete transportation network, and from designing space to encourage pedestrian and bicycle travel. Active transportation modes like walking and biking can produce a number of positive effects for Petersburg, including:

- Reducing traffic
- Increasing visits to local businesses
- Cleaner air/environment
- Conserving energy
- Promoting physical and mental health
- Reducing chronic disease illness, such as diabetes and hypertension
- Increased social interactions and improved sense of community

#### **Policy Recommendation**

Adopt the draft Petersburg Complete Streets Policy developed in partnership with the National Complete Streets Coalition.

### **##. Pedestrian and Bikeways Network**

Developing a safe, comfortable, and connected network for walking and biking is a vital part of moving Petersburg forward as a thriving, healthy, desirable place to live, work, shop, and play. More broadly, these facilities are economic development tools that attract new business, provide tourism destinations for visitors and active transportation to Petersburg's many historical sites, and assist in the physical and mental well-being of residents. The pedestrian and bikeways network will be a combination of both traditional roadways as well as trail systems linking people to destinations and recreation.

Community outreach concerning current resident walking/biking activity and challenges to increasing walking/biking was done in collaboration with the Crater Health District, Crater Planning District Commission, Bike Walk RVA, and Friends of the Lower Appomattox River, generating 190 in-person and online survey responses. Eighty percent (80%) of those surveyed said they would like to walk and bike more frequently than the currently do. When asked what makes walking and biking challenging in Petersburg, 57.8% said unsafe roads, 46.5% said lack of connected biking and walking routes, and 43% said lack of bike lanes, signage, bike racks. A majority, 64.7%, indicated that they would be more likely to ride a bike if protected spaces to ride were available, and 87.7% desired to see a network of safe biking and walking infrastructure that connects destinations in Petersburg and protects people biking and walking from vehicular traffic.

This section provides general guidance for the location and design for bicycle and pedestrian facilities. A bikeway facility is defined as an improvement designed to provide for bicycle travel, whether on a road, shared-use path, trail, or other approved facility.

#### **Pedestrian Facilities**

Pedestrian facilities provide for the safe and comfortable movement of people walking and using wheelchairs. As Petersburg's streets are periodically updated and rebuilt, sidewalks with ADA-accessible ramps, paved shared-use paths (see Bicycle Facilities), or painted walking lanes should be used to ensure safe pedestrian movement. Accompanying roadway features like high visibility crosswalks, pedestrian signals (automatic or with push buttons set at a height accessible to wheelchair users, with audio for visually impaired, and timed to allow crossing by slower or low-mobility pedestrians), shortened crossing distances, and protected crossing islands should be considered

when planning for comfortable pedestrian movement. Tree canopy along pedestrian facilities is important in order to provide shade and increase pedestrian activity.

New pedestrian facilities should be prioritized in neighborhoods connecting to local schools, observed areas of pedestrian activity where there currently are no facilities (i.e. “goat paths” or “desired paths” where grass has eroded from repeated walking activity), accessible to business and services, and new development.

### **Bicycle Facilities**

Following the NACTO Urban Bikeway Design Guide, determining what kind of bicycle facility is most appropriate for a given space largely depends on street speed and vehicular traffic volume. A facility can be chosen based on existing conditions, or shifting those conditions (e.g. road diet to reduce speed/bring into alignment with posted speed limit) to allow for a particular facility. In general, as street speed and traffic volume increase, more protection and separation of bicycles from vehicles is needed. The FWHA Small Towns and Rural Multimodal Networks Guide may also be used when planning for more rural sectors of the city.

The following typical bicycle facility types, listed from least to most protection and separation, demonstrate what may be used, though they do not prohibit the City from seeking permission for an infrastructure experiment as needed.

Shared Lane Marking (Sharrow): marking to indicate a shared travel lane for people riding bikes and driving vehicles that also provides directional guidance.

Neighborhood Byway/Neighborhood Greenway/Bike Walk Street/Bike Boulevard: a neighborhood street optimized for the convenience and comfort of people walking and riding bicycles. Bike-walk streets are built to slow vehicle speeds and to discourage cut-through vehicle traffic from outside the neighborhood.

Standard Bike Lane: a dedicated lane for people riding bikes separated from motor vehicle traffic.

Buffered Bike Lane: a bike lane with additional space between people riding bikes and motor vehicle traffic identified by a wide, painted area.

Contra-Flow Bike Lane: a bike lane on a one-way street that proceeds in the opposite direction of vehicle traffic.

Protected Bike Lane (Cycle Track): a buffered bike lane that also has a physical barrier such as posts, curbs, or parked vehicles between the bike lane and vehicle travel lane. Protected bike lanes may be one-way or two-way, and may be at street level, at sidewalk level, or at an intermediate level.

Shared Use Path / Multi-Use Path: a separated shared-use/multi-use path for people riding bikes, walking, using a wheelchair, and many other non-motorized ways of traveling. Typical facilities are paved asphalt or concrete.

The following pictures are examples of the previously mentioned bicycle facility types. All photos were taken in the Greater Richmond Region.



(Shared Lane Marking / Sharrow)



(Standard Bike Lane)



(Buffered Bike Lane)



(Contra-Flow Bike Lane)



(Bike Walk Street)



(One-Way Protected Bike Lane)



(Two-Way Protected Bike Lane)



(Shared-Use/Multi-Use Path)



(Shared-Use/Multi-Use Path)

In addition to dedicated facility types shown above, intersection treatments (such as painted bike boxes, pedestrian signals, protected crossings, and green pavement striping) should be considered to ensure navigating by bike is safe and intuitive and brings awareness to motorists. Bike parking installation should focus first on key destinations, including the library and other city buildings, transit station, schools, grocery stores, parks, and commercial hubs.

### Regional Trail Efforts

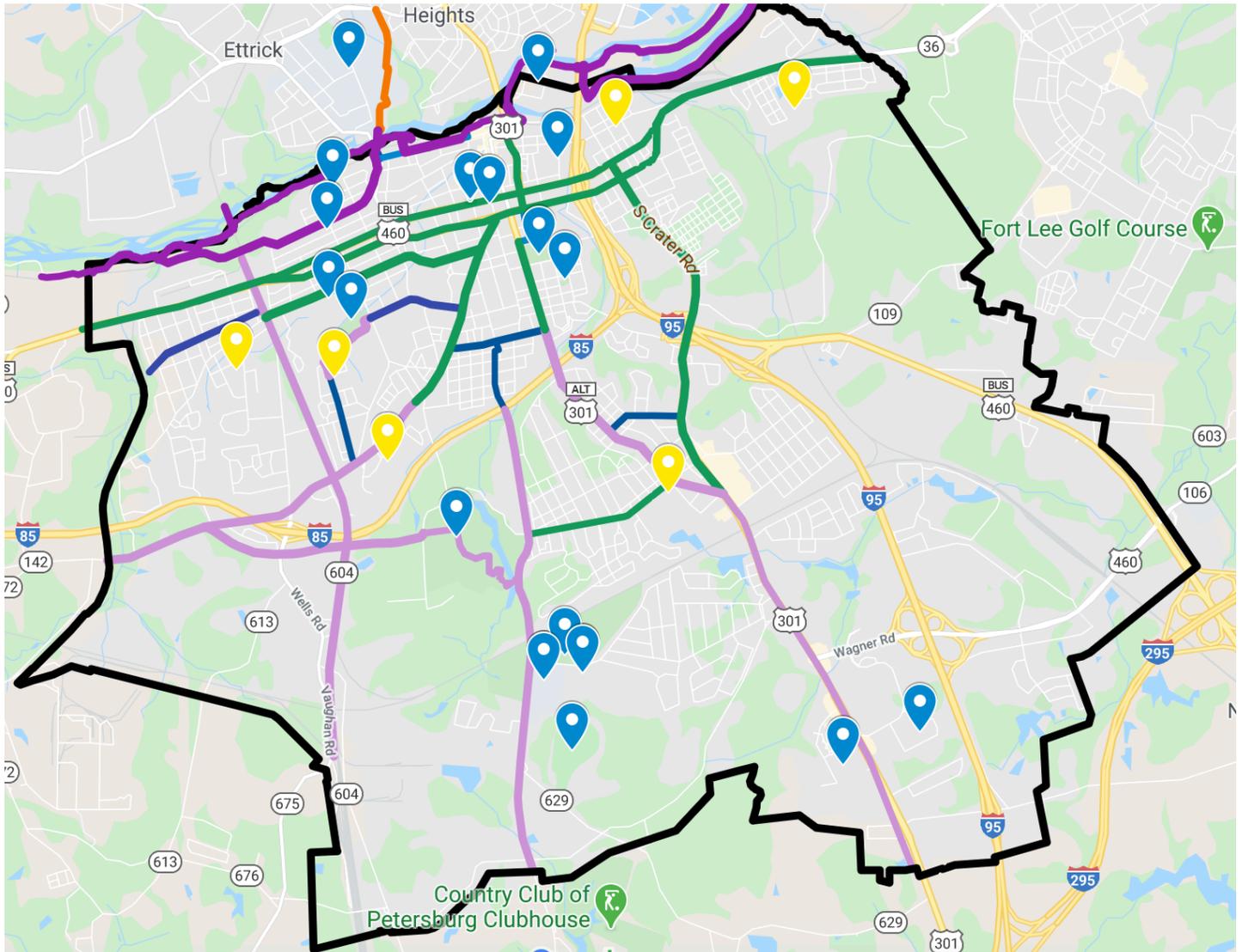
There are a number of regional trail efforts that are proposed and/or planned to travel through or connect with Petersburg, including the [Appomattox River Trail](#), [Ashland to Petersburg Trail](#), and [Dinwiddie County trails](#). Connecting a Petersburg bicycle network with regional trails enhances residents' and visitors' transportation and recreation options and moves the City forward as a historical place to visit with multiple transportation options.

## Bicycle Network Chart

The recommended network below was developed with the primary goal of safely and comfortably connecting people to key destinations identified from community feedback and observable desired paths. The following chart and map provide details on facility type and priority for recommended segments of the Petersburg Bicycle Network.

Facility	Recommended Facility Type	Endpoints	Miles	Implementation
Adams St	Buffered Bike Lane	River St, Wythe St	0.52	Medium term
Adams St	Bike Walk Street	Wythe St, Tulip Alley	0.18	Short term
Augusta Ave	Shared-Use Path	S West St, Shields St	0.31	Medium term
Boydton Plank Rd	Shared-Use Path	City limits, Defense Rd	0.29	Medium term
Claremont St	Bike Walk Street	S Crater Rd, Sycamore St	0.44	Short term
Defense Rd	Shared-Use Path	Boydton Plank Rd, Banister Rd/Lee Memorial Park Trailhead	1.34	Long term
Farmer St/Dupuy Rd	Standard Bike Lane	Halifax St, Youngs Rd	1.34	Short term
Ferndale Ave	Bike Walk Street	Youngs Rd, City limits	0.72	Short term
Grove Ave	Bike Walk Street	Canal St, S Sycamore St	0.65	Medium term
Halifax St	Standard Bike Lane	Harrison St, Hilton Pl	1.17	Short term
Halifax St/Boydton Plank Rd	Shared-Use Path	Defense Rd, Hilton Pl	1.50	Long term
Halifax Rd	Shared-Use Path (rails with trails)	Boydton Plank Rd, Defense Rd	0.40	Medium term
High Pearl St	Bike Walk Street	Shore St, Johnson Rd	0.44	Short term
Johnson Rd	Shared-Use Path	Richmond Petersburg Tnpk, City limits	2.76	Long term
Lee Ave	Bike Walk Street	Halifax St, S West St	0.57	Short term
Lee Memorial Park Trail	Shared-Use Path	Johnson Rd, Banister Rd	0.89	Short term
N Market St	Bike Walk Street	Pike St, W Old St	0.04	Short term
Patterson St	Bike Walk Street	Carver St, Halifax St	0.55	Short term
S Crater Rd	Standard Bike Lane	Washington S, S Sycamore St	2.19	Short term
S Crater Rd	Shared-Use Path (on-street)	S Sycamore St, City limits	2.13	Long term
Shore St	Bike Walk Street	S Sycamore St, Halifax Rd	0.56	Medium term
South Blvd	Standard Bike Lane	Johnson Rd, S Sycamore St	0.92	Short term
Squirrel Level Rd	Shared-Use Path	Defense Rd, Rail line	1.01	Medium term
Sycamore St	Shared-Use Path	Shore St, S Crater Rd	1.46	Long term
Sycamore St	Standard Bike Lane	Tulip Alley, Shore St	0.54	Short term
Tulip Alley	Bike Walk Street	S Sycamore St, S Adams St	0.06	Short term
University Blvd	Bike Walk Street	Appomattox River Trail, Grove Ave	0.10	Short term
Washington St	Protected Bike Lane	Atlantic St, City limit	5.0	Long term
Wythe St	Protected Bike Lane	City limits	5.0	Long term
Youngs Rd/Rails with Trails Path	Shared-Use Path (adjacent to railroad)	Appomattox River Trail, Collier Yard	3.0	Long term
Appomattox River Trail - western section	Shared-Use Path	City/Dinwiddie County line, University Blvd	1.9	Medium term

Appomattox River Trail - off road	Shared-Use Path	Rohoic Creek, Upper Appomattox St	0.7	Long term
Appomattox River Trail - Upper Appomattox St	Shared-Use Path	West edge of Upper Appomattox St, N Dunlop St	0.5	Long term
Appomattox River Trail - Old Rail Alignment	Shared-Use Path	N Dunlop St, Patton Park	0.4	Long term
Appomattox River Trail / Ashland to Petersburg Trail Bridge	Bicycle and Pedestrian Bridge	Virginia State University, Patton Park		Medium term
Appomattox River Trail / Ashland to Petersburg Trail section	Promenade under Train Trestles	South bank of Appomattox River, canal in Patton Park	0.03	Medium term
Appomattox River Trail - Patton Park	Shared-Use Path	University Blvd, Squaw Alley	0.25	Short term
Appomattox River Trail - Squaw Alley	New Sidewalk	Patton Park, Grove Ave	0.05	Short term
Appomattox River Trail - Grove Ave	Improved Sidewalk	Squaw Alley to Peter Jones Trading Post site	0.3	Short term
Appomattox River Trail - through Old Towne	Shared-Use Path	Peter Jones Trading Post, River Rd	0.3	Short term
Appomattox River Trail - River Rd	Wide Sidewalk	Martin Luther King, Jr. Bridge, 3rd St	0.08	Short term
Appomattox River Trail - Joseph Jenkins Parkway	Existing Sidewalk	3rd St to abandoned railroad tracks just past Martin Luther King, Jr. bridge ramp	0.2	Short term
Appomattox River Trail - Pocahontas Island Tracks	Shared-Use Path	Joseph Jenkins Pkwy, old parking lot	0.2	Short term
Appomattox River Trail - Pocahontas Island Riverfront	Shared-Use Path	Old parking lot, I-95	0.4	Short term
Appomattox River Trail - Petersburg to Colonial Heights Bridge	Bicycle and Pedestrian Bridge	Pocahontas Island, CHARTS overlook		Medium term
Appomattox River Trail - Eastern Section	Shared-Use Path	I-95, Petersburg/Prince George County line	1.5	long term



### Funding and Maintenance

The proposed 42-89-mile network will consist of various facility types ranging from on-road bicycle lanes to paved shared-use paths. The cost is dependent upon many factors that include, but are not limited to, facility type, topography, environmental impacts, right-of-way and/or easement acquisition, utility relocation and construction.

Funding for this network will be a part of the annual budget process which is a public process and community input should determine, in large part, the funding ability for this network in consideration of other community needs.

Potential sources of funding to implement the network may include:

- Capital Improvement Program
- Grants
- Bond Referendums
- Public-Private Partnerships
- Fundraising Events
- VDOT Revenue Sharing
- Congestion Mitigation Air Quality (CMAQ – Federal)
- Transportation Alternative Projects (Federal)

Other alternative funding options, such as user fees or donations may be considered to pay for construction and maintenance of the network.

Maintenance of the network will depend upon the location of the facility. Facilities on City-owned right-of-way will be maintained by the City of Petersburg. The Parks and Leisure Services Department will be responsible for the maintenance of facilities traversing a local park.

**Policy Recommendations**

Amend Section 110-356 (Ordinance No. 02-29, 5-21-2002) of the Code of the City of Petersburg entitled “Riding of bicycles on sidewalks prohibited.” Riding a bicycle on a sidewalk is allowable in many localities across the Commonwealth of Virginia and is expressly allowed under state law. In areas of the City where bicycle facilities are not provided and street speeds are too high to be comfortable for people biking to share a travel lane, using the sidewalk can provide a safer option until facilities are provided. While on sidewalks and shared-use paths, bicyclists must always yield the right of way to pedestrians and give an audible signal before passing a pedestrian.

Develop an ordinance requiring pedestrian walkways be maintained during street closures due to construction.

DRAFT



Comprehensive Plan Update  
Transportation Chapter - Active Transportation Section

Louise Lockett Gordon  
Director of Bike Walk RVA  
Sports Backers

# Transportation Chapter's Purpose

*The City of Petersburg envisions a vibrant, connected community, and recognizes that transportation impacts quality of life, economic development, and the environment. A well-designed and maintained transportation system that provides for a variety of transportation modes – like walking, biking, transit, driving, and future options – is vital to the city's health.*

# Active Transportation Section

Benefits of a robust Active Transportation network:



Improved community health



Increased economic performance



Protection of most vulnerable roadway users



Adds to an equitable transportation network



Improved environmental quality



Competitiveness in funding applications

# Collaborative Team



Louise Lockett Gordon  
ShaCoria Shelton



Michelle Peters  
Reginald Tabor



Heather Barrar



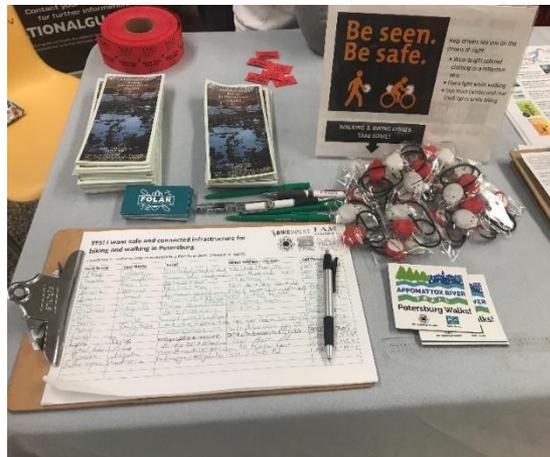
Tiffany Carter



Jay Ruffa  
Ron Svejkovsky

# Outreach

- Black History Month Celebration
- Donamatrix Day
- FOLAR Riverfest
- City Comp Plan Block Party
- Surveys (online and in person)
- Bike Walk Talk – draft network review



# Outreach

## What people want

**80%**

Would like to walk and bike more frequently than currently do

**88%**

Desired to see a network of safe biking/walking infra that connects destinations and protects people from vehicular traffic

## Challenges to walking/biking

**58%**

Unsafe roads

**47%**

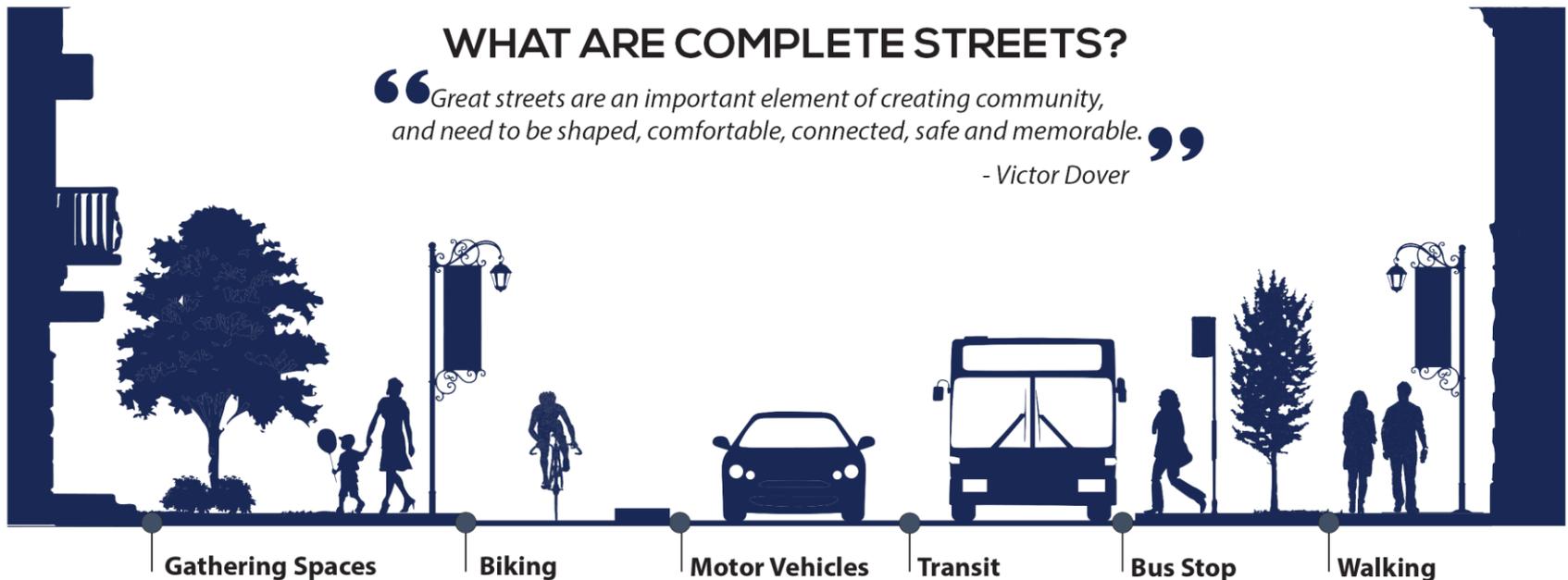
Lack of connected walking/biking routes

**43%**

Lack of bike lanes, signage, bike racks

# Complete Streets

As Petersburg continues to grow, redevelop, and repair its streets, it should ensure all new construction, rehabilitation, reconstruction, retrofit, repair, resurfacing, repaving, restriping, rehabilitation, and all other operations-related activities consider the needs of all users of all abilities.



# Networks: Pedestrian Facilities

Prioritize new sidewalks:

- in neighborhoods connecting to schools
- “desired paths” where grass is eroded from repeated pedestrian activity
- accessible to businesses and services
- new development

# Networks: Pedestrian Facilities

Consider other features for comfortable movement:

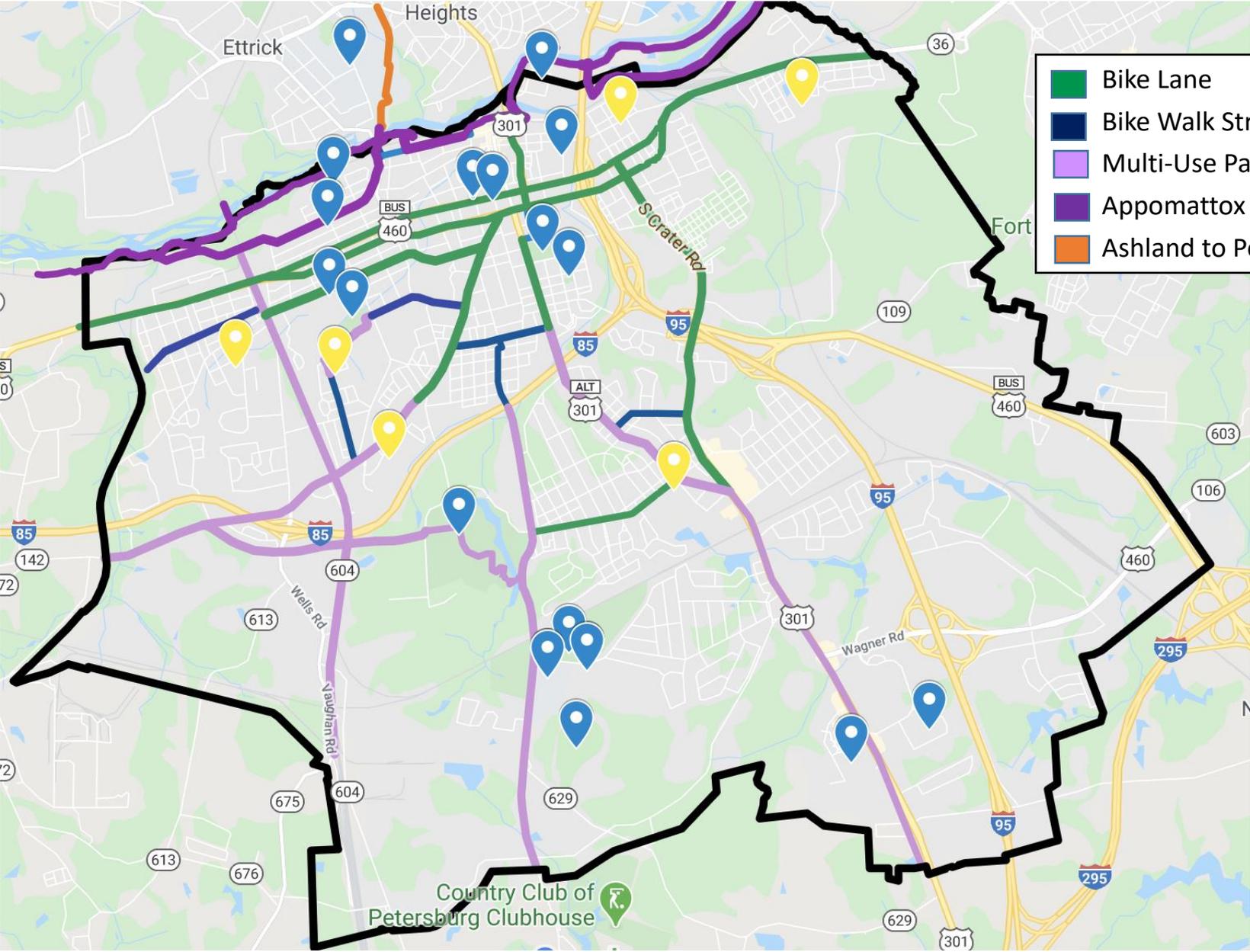
- High visibility crosswalks
- Pedestrian signals
- Shortened crossing distances
- Protected crossing islands should be considered



# Networks: Bicycle Facilities



# Bicycle Network Map



- Bike Lane
- Bike Walk Street
- Multi-Use Path
- Appomattox River Trail
- Ashland to Petersburg Trail

# Policy Recommendations

- Adopt the draft Petersburg Complete Streets Policy developed in partnership with the National Complete Streets Coalition.
- Amend Section 110-356 (Ordinance No. 02-29, 5-21-2002) of the Code of the City of Petersburg entitled “Riding of bicycles on sidewalks prohibited.”
- Develop an ordinance requiring pedestrian walkways be maintained during street closures due to construction.



## BIKING AND WALKING IN PETERSBURG SURVEY

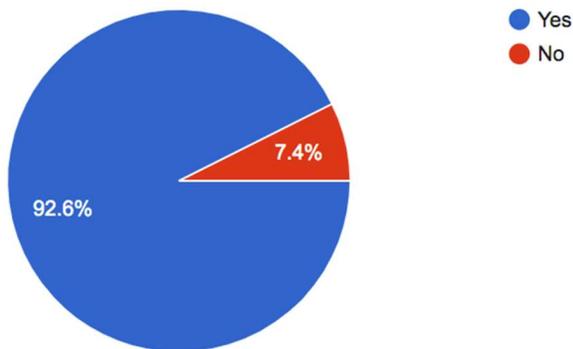
### BACKGROUND

Through support from the Cameron Foundation, the City of Petersburg, Bike Walk RVA, Crater Health District, Friends of the Lower Appomattox River, and Crater District Planning Commission partnered to survey people living, working, and learning in Petersburg about their biking and walking needs and habits to understand who is biking/walking (or not) and why. The survey was distributed online and in person at two community events between March and August 2019, and 190 responses were received. Participant answers were anonymous. Feedback was used to better inform the City's comprehensive plan and improve biking and walking opportunities for residents.

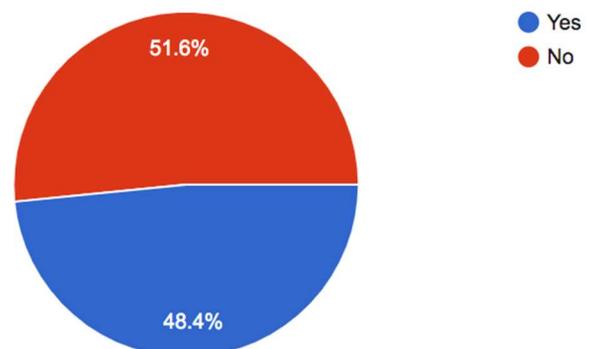
### RESULTS

#### *Current Biking and Walking Habits*

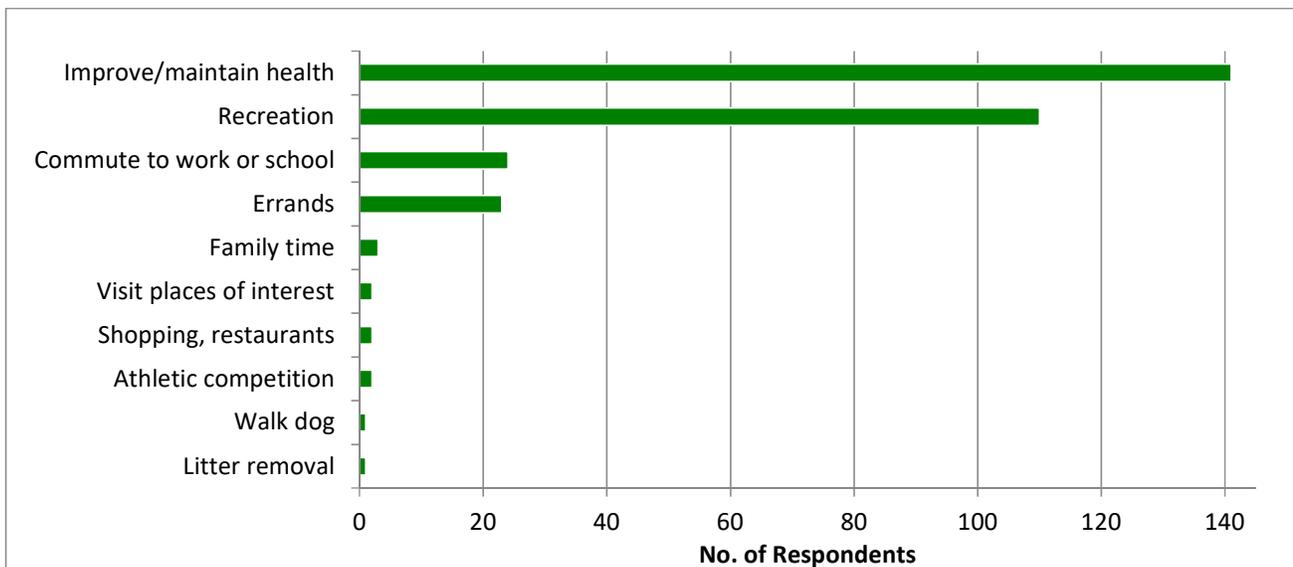
Do you own or have regular access to a car?



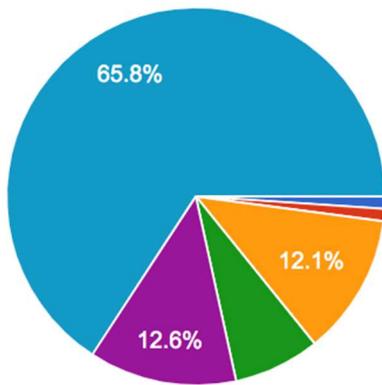
Do you own or have regular access to a bike?



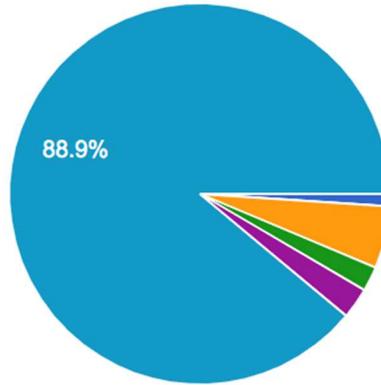
What are the reasons you currently participate in walking or biking? (participants could select more than one)



**How often do you ride a bike for recreation?**

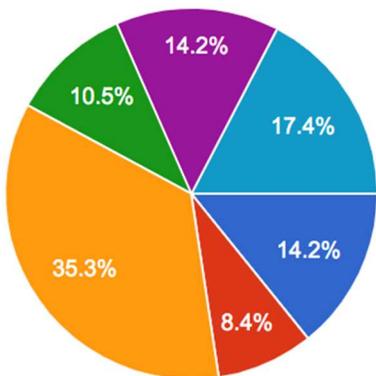


**How often do you ride a bike for transportation?**

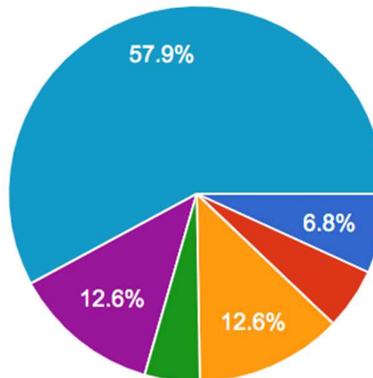


- Several times a day
- Once per day
- A few times per week
- About once per week
- Several times per month
- Almost never

**How often do you walk for recreation?**

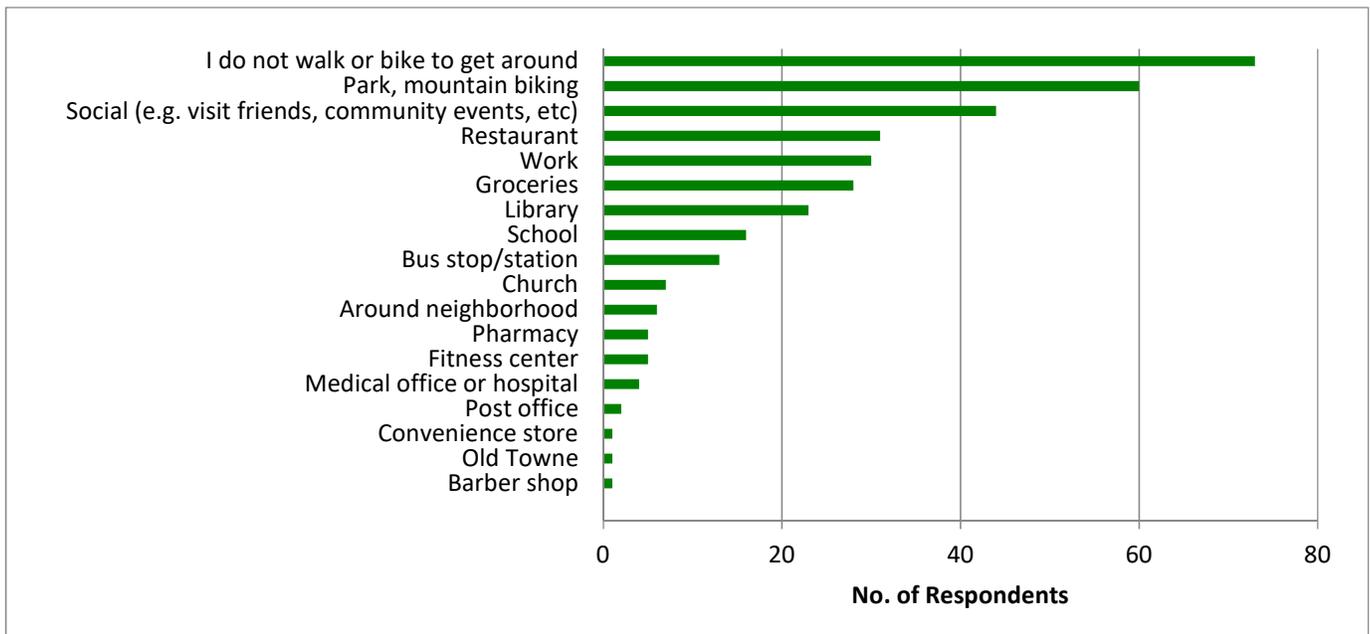


**How often do you walk for transportation?**



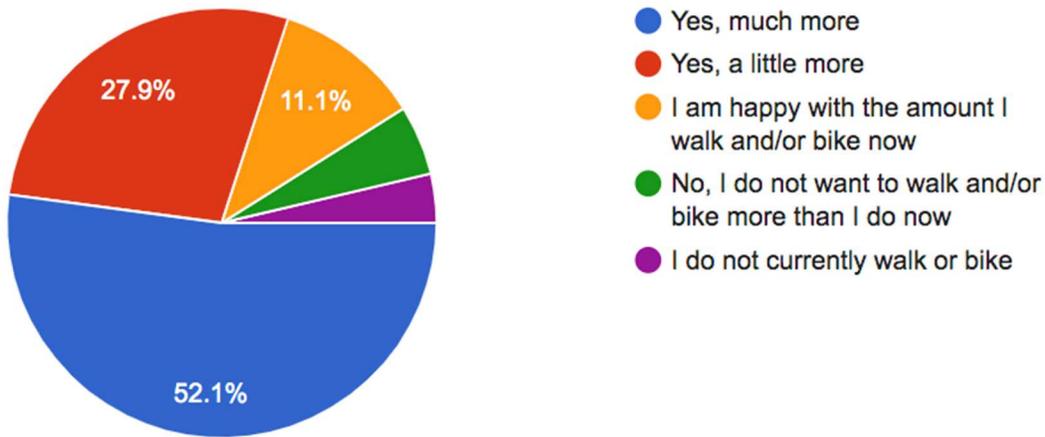
- Several times a day
- Once per day
- A few times per week
- About once per week
- Several times per month
- Almost never

**What are the main places you go when biking or walking for transportation (participants could select more than one)**

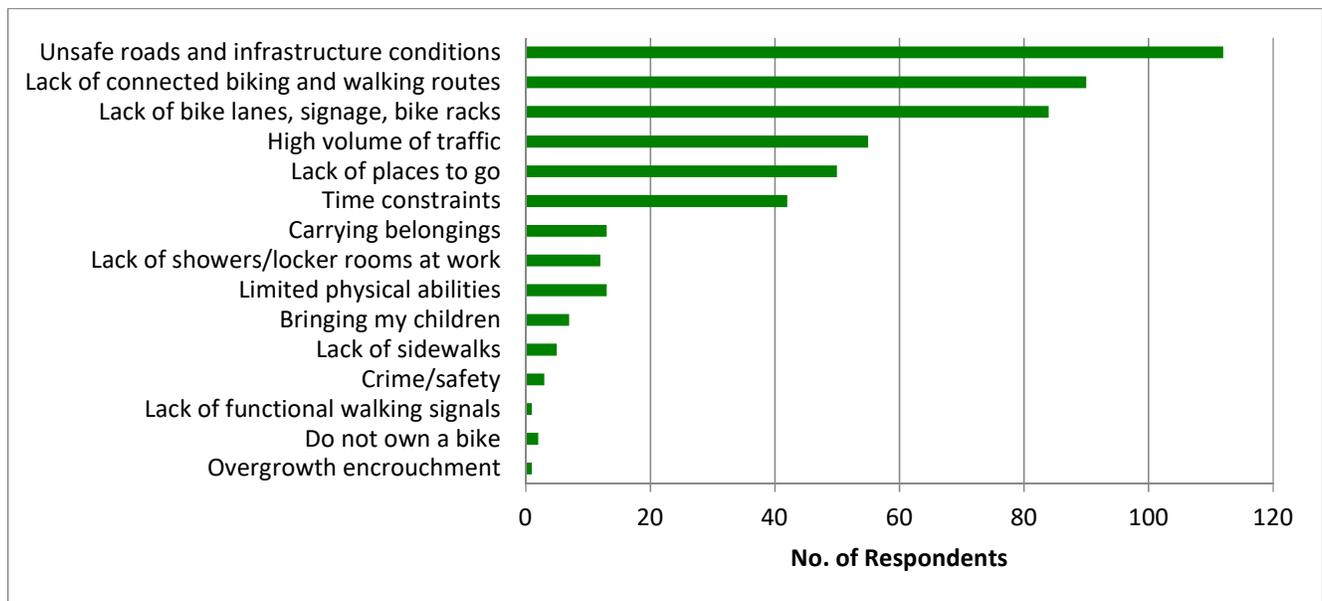


### Biking and Walking Needs

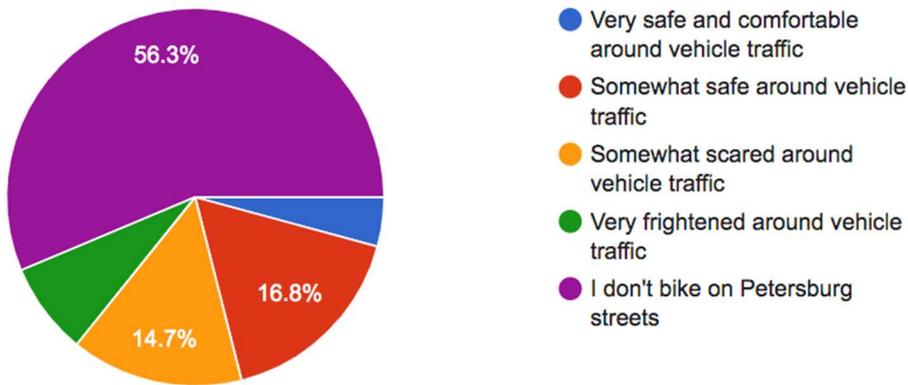
Would you like to walk or bike more frequently than you do now?



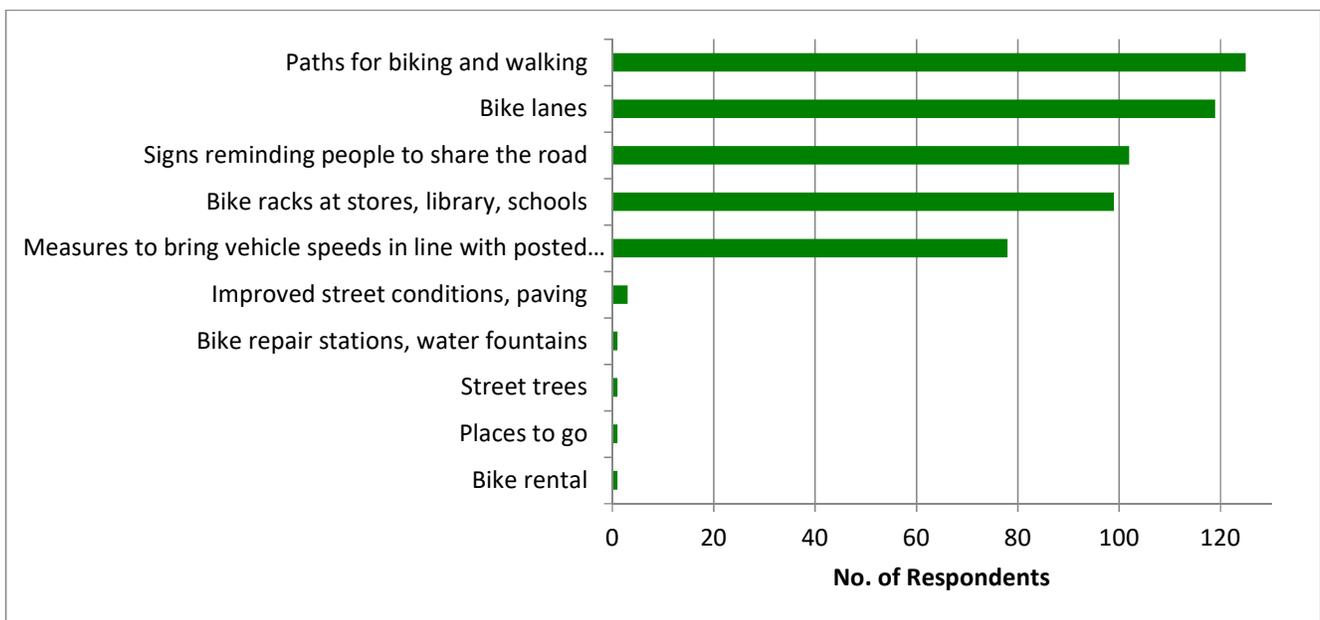
What makes it challenging for you to walk or bike in Petersburg? (participants could select more than one)



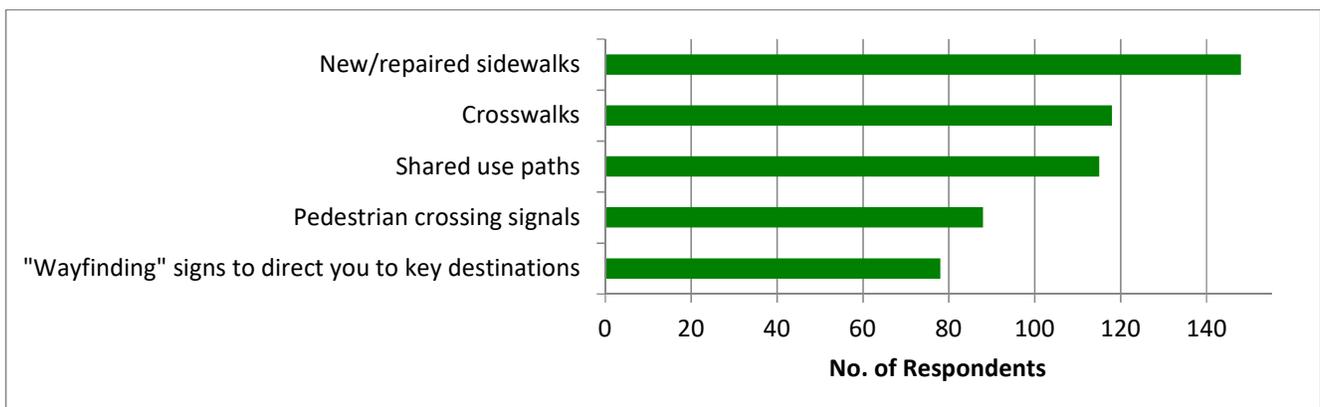
**When you bike on streets in Petersburg, you generally feel**



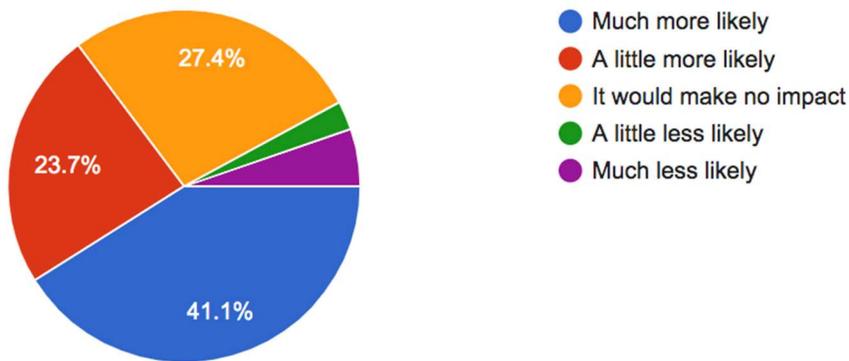
**What improvements would make it easier and safer for you to bike in Petersburg? (participants could select more than one)**



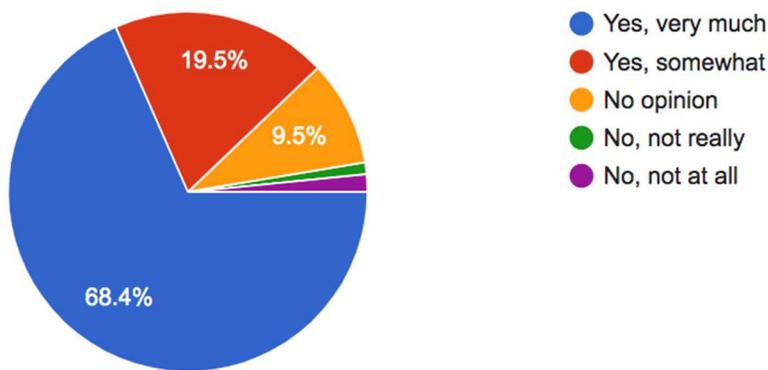
**What improvements would make it easier and safer for you to walk in Petersburg? (participants could select more than one)**



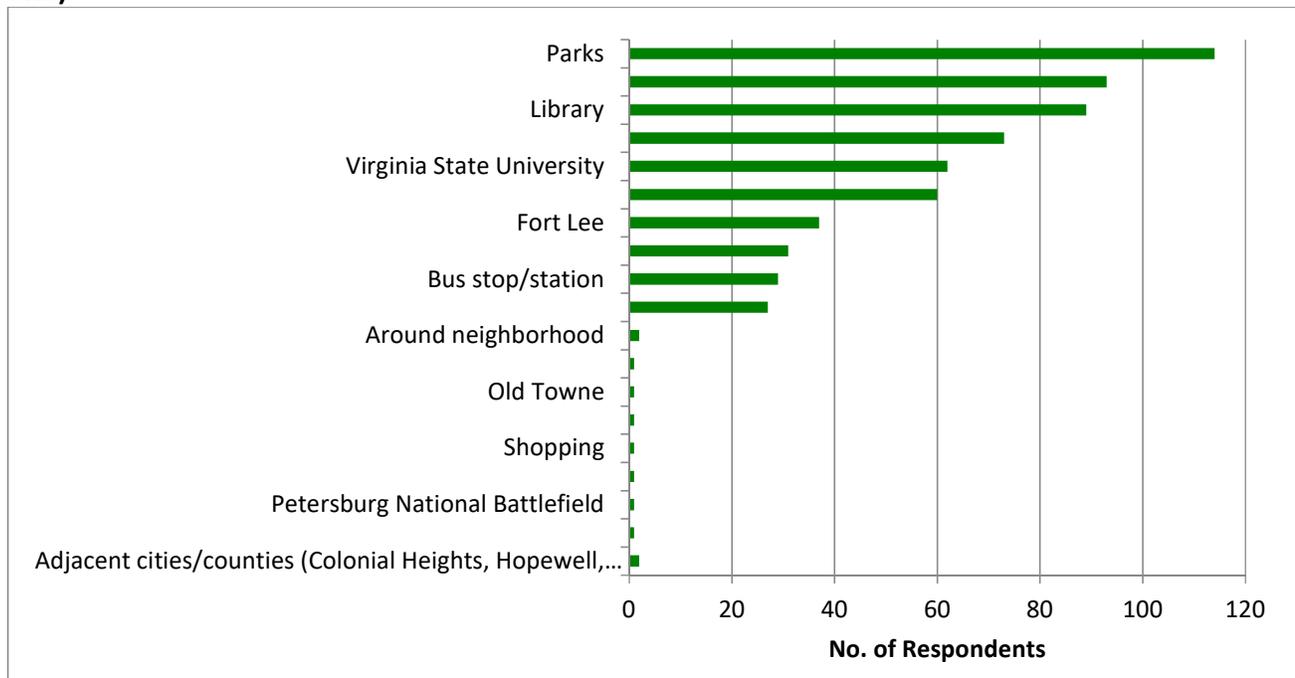
**Would protected spaces to bike make you more or less likely to ride a bike?**



**In general, would you like to see a network of safe biking and walking infrastructure that connects destinations in Petersburg, and protects people walking and biking from vehicle traffic?**



**What destinations would you like to get to by walking or biking? (participants could select more than one)**



## Are there other thoughts you have about biking and walking in Petersburg that you would like to share?

N/A

Unsecured dogs make biking/walking unsafe, in the city but especially the Appomattox River Trail.

Connect the bike path in Colonial Heights through Petersburg and into Dinwiddie, possibly down 460 or route one. Have something like the colonial Trail.

Availability of bikes due to high poverty level.

A long safe trail like the capital trail would be wonderful!!

Please protect us from distracted and unskilled drivers.

Have bikes to rent for groups

I ride a stationary bike at the gym

IT would be more helpful for the community to have that opportunity to have biking/walking safety

Bike rack at local vibe cafe. Walking trail leading to Lee Memorial Park from Old Towne Petersburg

Difficultly getting from Chester/Colonial Heights to Petersburg.

Include our youth by introducing interest of biking/walking in schools

there are not enough lights and too dangerous in the city

Patton Park has tremendous recreational potential, including as a hub for walking/biking on the ART and/or throughout Old Towne Petersburg. Unfortunately, Patton Park is currently in terrible condition making this potential community asset almost unusable and virtually worthless.

Please enforce or introduce ordinances to make property owners trim their bushes/plants along sidewalks. I also see far too many people walking on the streets when there is perfectly good sidewalk available. Perhaps some sort of community wide pedestrian safety awareness program would be largely beneficial.

City council needs to focus on funding the schools and not worry about a bike trail or roadway. Fund the schools!

Lee Park is under utilized and is a wonderful asset to the City and citizens - The City should embrace having a beautiful greenspace and a lake as its centerpiece.

I would love to be a part of this planning. How can I get connected with those working with this?

Nice if improvements are made!!

A park for biking and walking.

Can we increase locations where bikes are sold?

It would bring tourism up and help residents

It is unsafe for most bikers to bike on the streets.

It is a great idea to have these conversations about improving walk + bike access

More pedestrian friendly areas

Sidewalks

More safety

I would like to see Wilcox lake transformed for recreational biking/walking

None of the listed places are close enough to make me want to walk or bike

Mall

So many people lack transportation. So, anything to make walking or biking in Petersburg would be a plus. Let's make a city safer.

I love biking

Paths/areas should be in every district as well as one larger 'facility' like the Petersburg Sports Complex

Improved lighting would also help for walking/biking in the evenings

Petersburg has a long way to go but aiding people in being comfortable in their city would be a great start. I LOVE walking and I'd walk everywhere if I could. In addition getting REAL grocery stores is a MUST! I'm tired of driving an hour to shop for food. Walmart is not a grocery store. Food Lion is tier 4 on the chain list. Improving walking, & Biking would improve everyone's outlook on health and community.

biking needs to be pushed hard for the health of the community.

More walkers than bikers, cater to them.

I live in Petersburg and work at vsu. I walk or bike to work every day. I would like to connect more easily to the capital trail (without a car) and have a grocery store within walking distance. I support this. Should also consider addition of trees along routes to shade, calm traffic.

#### THE BATTLEFIELD PARK NEIGHBORHOOD NEED SIDEWALKS

The City owns most of the land along Lieutenant Run as well as some of the tributaries - Coalter Branch being one. These could be enhanced as linear trails.

Yes, as much as I would like to walk or bike, where exactly would I go?

Please repair the sidewalk system, for a city of this size the network is very impressive, but not maintained.

Keeping the trail near Wilcox lake cleared and safe. Also maybe just improving the sidewalks around Central Park downtown. Model it as a smaller version of New York's Central Park. The space is there just add to it to make it more fun for families. A splash pad for kids/animals isn't expensive or more benches/ a single pavilion. The neighborhoods close to it have lower traffic and great architecture to look at while walking for leisure or exercise.

Safety first

It would be nice to have more safe walking and biking options

Follow the advice of Walkable City. Read, learn, and inwardly digest that book. Walkability and bikability are complex, and there are many factors that make a big difference that are not even hinted at above. But the central one is to do everything in the community's power to reclaim the community from the dominance of automobile traffic. Slow the cars down. One of the best ways is to narrow lanes. Keep Walkable City (the book) always in mind but proceed as much as is humanly possible through engaging the public AS A WHOLE. To do this, engage both the City government in a relationship with Project for Public Spaces in NYC. It will cost money, but it will lead to multiple benefits. Note: streets are public spaces.

Better or additional lighting on city streets.

I would like to see more aggressive efforts to curb the trash visible all over the city to enhance the promotion of more walking and biking. Citizens need to take more pride in the aesthetics of this city

No

Repair damaged streets

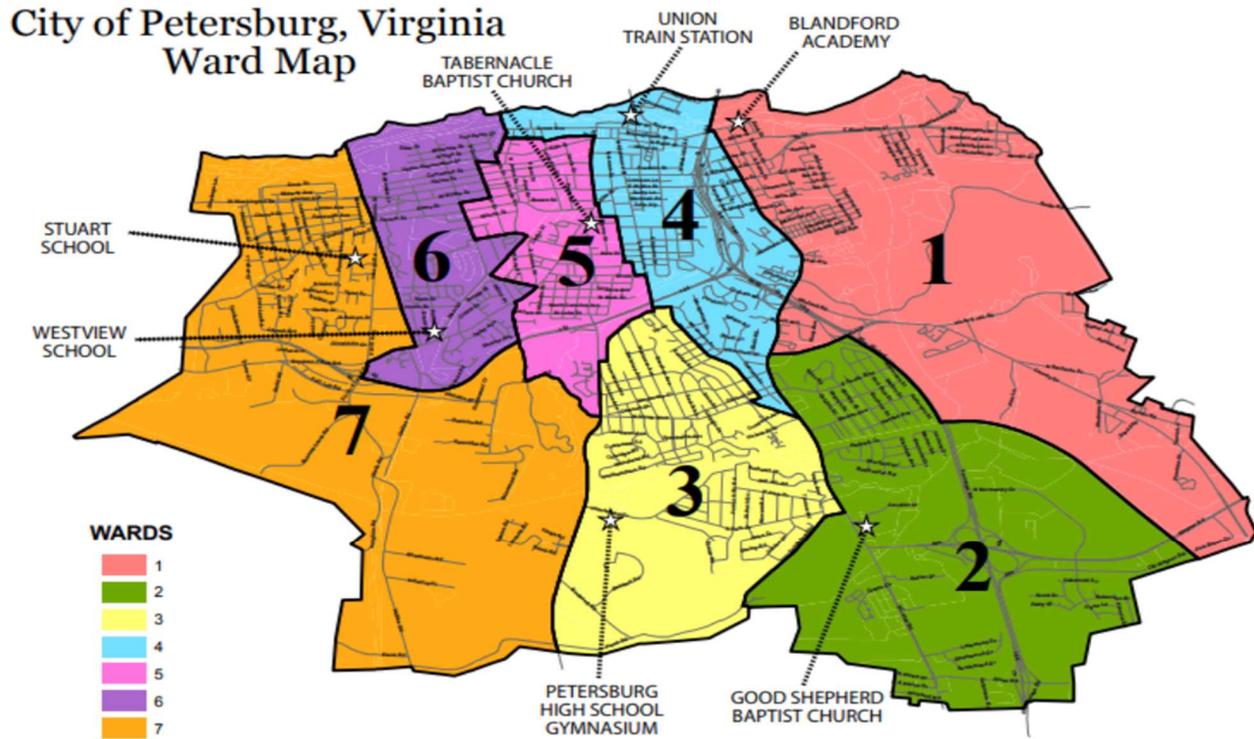
YES ,people should wear white at night or safety vest on the bike and at night when they are walking and be responsible for their safety.

It would be nice to have a safe walking trail in the park. If there is one, it's not advertised.

be able to rent bikes in Old Town with available riding spaces

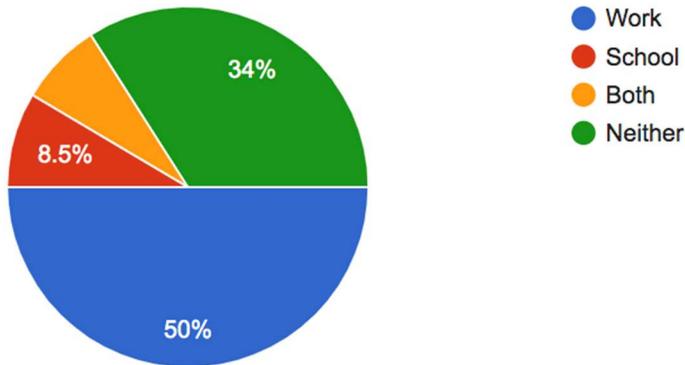
**Demographic Information**

Which Petersburg ward do you live in?



Ward	Percentage (%) of Respondents
Ward 1	4.2%
Ward 2	10.6%
Ward 3	15.9%
Ward 4	9.5%
Ward 5	15.3%
Ward 6	5.3%
Ward 7	5.3%
I do not live in Petersburg	33.9%

**Do you work or go to school in Petersburg?**



**How old are you? (in years)**

Age (years)	No. of Respondents
Less than 10	○ 1
11 – 20	○○○○○○○○○○○○○○○○ 12
21 – 30	○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○ 27
31 – 40	○○ 31
41 – 50	○○ 38
51 – 60	○○ 42
61+	○○ 28

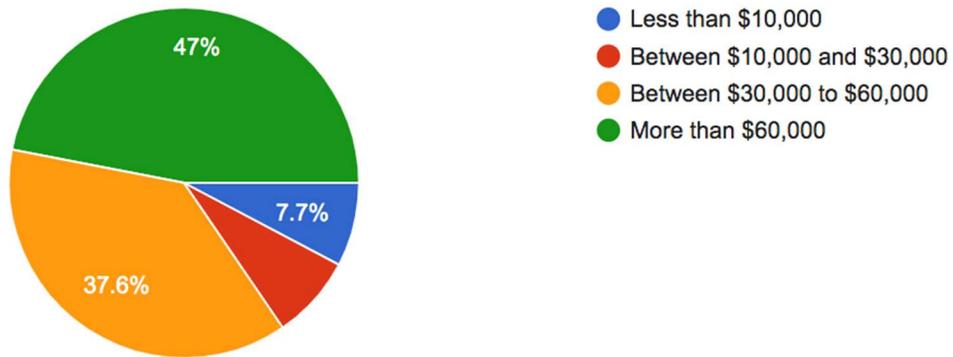
**What is your gender?**

Female: 127 respondents  
 Male: 51 respondents

**What is your ethnicity?**

Ethnicity	No. of Respondents
African American or Black	111
Caucasian or White	44
Hispanic or Latino	2
Multiracial	4
Other	1

### What is your total annual household income?



## **DISCUSSION**

### ***Limitations***

During the five-month period between March and August 2019, partners collected survey responses from 190 people via online messaging and in-person outreach at community events. The two main community outreach events chosen to garner significant feedback (Black History Month Celebration and Donamatrix Day) suffered lower participation than expected due to weather conditions. Though feedback received is fairly consistent with most population assessments of walking/biking needs/wants, additional time to collect a larger survey response would be beneficial.

### ***Demographics***

Overall, survey respondents made between \$30,000 to \$60,000 or more (84.6%), while the median household income in Petersburg, VA is \$33,939. The majority of participants identified as African American or Black, identified as a woman, and closely distributed between 21 – 61+ years of age.

Fifteen and nine-tenths percent (15.9%) resided in Ward 3, 15.3% resided in Ward 5, and 10.6% in Ward 2. Of the Thirty-three percent stated they did not live in the city. However, of the respondents who did not reside in Petersburg, 61% of them stated they worked in Petersburg, and 11% stated they attended school in the city (likely reflective of Virginia State University students).

### ***Current Walking and Biking Behaviors***

Ninety-two percent of participants stated they owned or had regular access to a vehicle, compared to only 48% stating they owned or had regular access to a bike. Current travel for survey participants is largely by car. Biking for recreation or transportation is presently low; however walking for recreation and transportation is observed at higher levels here.

When people are walking or biking, the main reasons are for exercise and recreation. When biking or walking for transportation, social outings and local businesses are largely the places people are traveling to.

### ***Improvement Needs to Increase Biking and Walking***

An overwhelmingly 80% of participants said they would like to walk or bike much more or a little more than the currently do. The top three challenges to walking or biking more in Petersburg were identified as unsafe roads and infrastructure conditions, lack of connected biking and walking routes, and lack of bike lanes, signage, and bike racks.

When asked about specific infrastructure improvements that would make it easier and safer to bike, respondents agreed multi-use paths, bike lanes, signage reminding users to share the road, and traffic calming measures would be beneficial. Regarding specific infrastructure to make it easier and safer to walk, new/repairs sidewalks, crosswalks, multi-use/shared use paths, and pedestrian signals were highly favored.

Overall, 64.8% of participants indicated they would walk and bike more if there were protected spaces to do so, and 87.9% supported a safe biking and walking network that connects people to key destinations and protects them from vehicular traffic.

### ***Larger Context***

Though the majority of participants indicated that they owned or had access to a car, 7% indicated that they did not have access to a vehicle and 12% are walking or biking to work or school. According to the Census Bureau's American Community 2017, 20% of Petersburg residents do not have a vehicle available to them. We expect that the number of people walking and biking to get around is higher than indicated by this small survey pool. Walking and biking are key transportation methods for many residents, therefore ensuring a safe and comfortable network for biking and walking is a public necessity and not just an amenity.

Research has demonstrated that a sedentary lifestyle contributes to increased risk for chronic disease conditions like diabetes and high blood pressure. The City of Petersburg ranks 133 out of 133 on the County Health Rankings. Seventy-nine percent drive alone to work, 27% report a long commute drive alone, 28% report physical inactivity, 43% of adults report obesity, and 26% report poor or fair health. Walking or biking daily, whether for exercise only or daily living trips, improves cardiovascular health, reduces stress and reduces the risk for diabetes. Improving walking and biking connections not only addresses a transportation need, but also provides an opportunity to course-correct Petersburg's community health.

People biking are known make more frequent trips to their local stores. Improving conditions to make biking safer and more attractive as a transportation method can assist in boosting local economy.

Similar to surveys carried out across the country, a lack of safe and comfortable biking and walking infrastructure is the biggest barrier to shifting people out of cars towards active transportation. Safe and comfortable walking and biking here means a preference for facilities separated from vehicle traffic and calming vehicle traffic speed. Though it was not directly asked in the survey, the importance of tree shade was noted to make walking and biking more comfortable, and thus another important component of increasing biking and walking activity.

**AN ORDINANCE OF THE CITY OF PETERSBURG CITY COUNCIL  
AMENDING THE CITY OF PETERSBURG COMPREHENSIVE PLAN TO ADD  
THE ACTIVE TRANSPORTATION/BIKE WALK SECTION OF THE  
TRANSPORTATION ELEMENT**

**WHEREAS**, the Code of Virginia, 15.2-2223. Requires that “The local planning commission shall prepare and recommend a comprehensive plan for the physical development of the territory within its jurisdiction and every governing body shall adopt a comprehensive plan for the territory under its jurisdiction”; and

**WHEREAS**, the Code of Virginia, 15.2-2223, also states that “The comprehensive plan shall be made with the purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the territory which will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity and general welfare of the inhabitants, including the elderly and persons with disabilities”; and

**WHEREAS**, the current City of Petersburg Comprehensive Plan Transportation Plan (Element) does not include an active transportation/bike and walk section; and

**WHEREAS**, to realize a vibrant, connected community, the City recognizes that transportation impacts quality of life, economic development, and the environment, and a well-designed and maintained transportation system that provides for a variety of transportation modes – like walking, biking, transit, driving, and future options – is vital to the city’s health; and

**WHEREAS**, active transportation, such as walking and biking, have been found to have a direct and specific relation to the health of residents by providing an opportunity for regular physical activity, and benefits of regular physical activity include decreased body fat levels, prevention or management of disease, and reduced levels of stress; and

**WHEREAS**, the City prioritizes increasing comfortable and reliable access to resources, jobs, homes, schools, parks, local businesses and other destinations as part of providing a safe, equitable, affordable, and accessible transportation network; and

**WHEREAS**, Bike/Walk RVA/Sports Backers obtained a grant from the Cameron Foundation to complete an Active Transportation/Bike and Walk Plan for the City of Petersburg; and

**WHEREAS**, over a more than 18 month period, a committee that included representatives from Bike Walk RVA, Friends of the Lower Appomattox River (FOLAR), Crater Planning District Commission (CPDC), the Petersburg Health Department and the City of Petersburg drafted an Active Transportation/Bike and Walk Plan for the City of Petersburg; and

**WHEREAS**, the Plan development process included community engagement through surveys and meetings to obtain input on the Plan; and

**WHEREAS**, the City of Petersburg Planning Commission voted on March 3, 2020 to recommend to the City Council approval of the amendments to the Comprehensive Plan to include an active transportation/bike and walk section.

**NOW THEREFORE BE IT ORDAINED**, that the City Council of the City of Petersburg approves an amendment to the City of Petersburg Comprehensive Plan Transportation Plan to include an active transportation/bike and walk section.



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** July 21, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Aretha Ferrell-Benavides, City Manager

**FROM:** Wayne Crocker

**RE:** **A public hearing to authorize the acceptance of an interest in real property located at 137 South Sycamore Street (McKenney Library)**

**PURPOSE:** A public hearing to authorize the acceptance of an interest in real property located at 137 South Sycamore Street (McKenney Library)

**REASON:**

Take action to quiet title on said property to be pursued simultaneously with the efforts of the City’s Administration to secure voluntary quitclaims.

**RECOMMENDATION:** Approve

**BACKGROUND:** The City is the owner of certain property located at 137 South Sycamore Street known and hereinafter referred to as the “McKenney Library” and the deed of conveyance of said property contains certain conditions including but not limited to a reverter or right of reversion upon the occurrence of certain events and it is the wish of the City to take reasonable efforts to clear any potential clouds which may exist concerning the title to said property.

**COST TO CITY:** None

**BUDGETED ITEM:** No

**REVENUE TO CITY:** None

**CITY COUNCIL HEARING DATE:**

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** None

**AFFECTED AGENCIES:** Library

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** None

**REQUIRED CHANGES TO WORK PROGRAMS:** None

**ATTACHMENTS:**

1. Ordiannces Revised 20200622

**AN ORDINANCE TO AUTHORIZE THE ACCEPTANCE OF AN INTEREST IN REAL PROPERTY LOCATED AT 137 SOUTH SYCAMORE STREET (MCKENNEY LIBRARY)**

WHEREAS, the City is the owner of certain property located at 137 South Sycamore Street known and hereinafter referred to as the “McKenney Library”; and

WHEREAS, the deed of conveyance of said property contains certain conditions including but not limited to a reverter or right of reversion upon the occurrence of certain events; and

WHEREAS, it is the wish of the City to take reasonable efforts to clear any potential clouds which may exist concerning the title to said property; and

WHEREAS, City Staff ~~believes~~ seeks to ascertain that the heirs of the original Grantor who may hold such reverter or right of reversion rights will voluntarily release any such rights via Quitclaim Deed to the City at no cost to the City; and

WHEREAS, §15.2-1803 of the Code of Virginia requires that such conveyances of interests in real property be accepted by the locality in order to constitute a valid conveyance; and

WHEREAS, it is the belief of Council that the acceptance of such conveyances would be of benefit to the City.

NOW therefore be it ORDAINED that City Council does hereby direct the City Manager to take all actions necessary to facilitate accept said conveyances and FURTHER does hereby accept said conveyances on behalf of the City of Petersburg; and

BE IT FURTHER ORDAINED that the City Attorney is hereby directed to an action to quiet title on said property to be pursued simultaneously with the efforts of the City’s Administration to secure voluntary quitclaims.



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** July 21, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:**

**FROM:**

**RE:** **Report to the City Council from the Planning Commission regarding the Proposal to Purchase vacant properties for residential development submitted by PB Petersburg Owner LLC.**

**PURPOSE:** In response to a request by the City Council, to provide a report from the Planning Commission regarding questions about the proposed development of vacant residential properties submitted by PB Petersburg Owner LLC.

**REASON:** The City Council requested a report from the Planning Commission prior to taking action on the proposal to purchase vacant residential properties for development.

**RECOMMENDATION:** It is recommended that the City Council accepts this report from the Planning Commission.

**BACKGROUND:** The City Council requested that the Planning Commission consider and report back on five (5) questions regarding a proposal to purchase and develop vacant residential properties.

The questions include:

1. Exactly what is the Developer promising to do and how can these promises be made enforceable by the City.
2. The likely fair market value of the houses when construction is completed and also when the houses are 15 years old.
3. Whether the Developer will be obligated to accept Section 8 housing vouchers as rent payments.
4. The likely cost of additional municipal services (such as public-school education) and the amount of likely additional revenue (such as real estate taxes) if the lots are developed as proposed.
5. Whether it would be to the City's advantage to offer these lots for sale by

issuing a Request for Proposal, open to all interested potential purchasers.

The Planning Commission considered and discussed the questions with the developers during the July 1, 2020 Planning Commission Meeting. Following a presentation by PB Petersburg Owner LLC, the Planning Commissioners asked several questions. Concerns and Questions included:

Concern about the impact of smaller homes on the neighborhood of larger homes, the use of materials such as vinyl siding and PVC railings and whether those types of materials will sustain the value of the homes. The response was that the homes would be constructed to Fannie Mae and Freddie Mac standards to qualify for 30 year loans, and the quality will need to be maintained to attract renters.

Another question was whether the developers would offer home ownership classes so tenants would purchase the homes when they are available for sale. The response was yes, the developers will offer home ownership classes and that requirement could be included in the Development Agreement.

A question was raised regarding the the home value and the purchase price. The developer responded that they are able to offer the homes for purchase at a cost of \$110,000, through amortization, interest and principle payments, as expenses prior to the sale are paid from rent revenue.

A Commissioner stated that the City has previously been burned by developers and that we don't want to get burned again, therefore the project would need to be successful.

A questions was asked about turn around time to clean lots if the purchase is approved. The developer stated that if approved and closed by the first quarter of 2021, the lots would be cleared as the first step. They also stated that a deadline on closing, claw-back provisions and sunset dates could be included in the Development Agreement. Also they stated that they would be expect to be fined if properties are not maintained.

A question was asked about "Coming Soon" signage, and the developers stated that they would be able to install some signage in compliance with City Code.

A Commissioner asked why the developers chose Petersburg? The developers responded that there is untapped potential and the demand for workforce housing in the City is not being met. The culture and History along with it's proximity to the Military base, the Freedom Support Center for Veterans and the developer's personal interest in the Civil War attracted them to Petersburg.

The Planning Commission considered a motion to recommend City Council approval and it was adopted unanimously.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** Potential revenue from the sale and development of the residential properties.

**CITY COUNCIL HEARING DATE:**

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** Virginia Housing Development Authority (VHDA)

**AFFECTED AGENCIES:** City Assessor, Department of Economic Development, Department of Planning and Community Development.

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** N/A

**REQUIRED CHANGES TO WORK PROGRAMS:** N/A

**ATTACHMENTS:**

1. 070120PresentationWard5VacantSites
2. 0721\_2020DevelopmentCommitmentsatGlance
3. 0721\_2020PropertyList
4. 0721\_2020MapProperties

# REDEVELOPMENT OF VACANT WARD 5 PROPERTIES

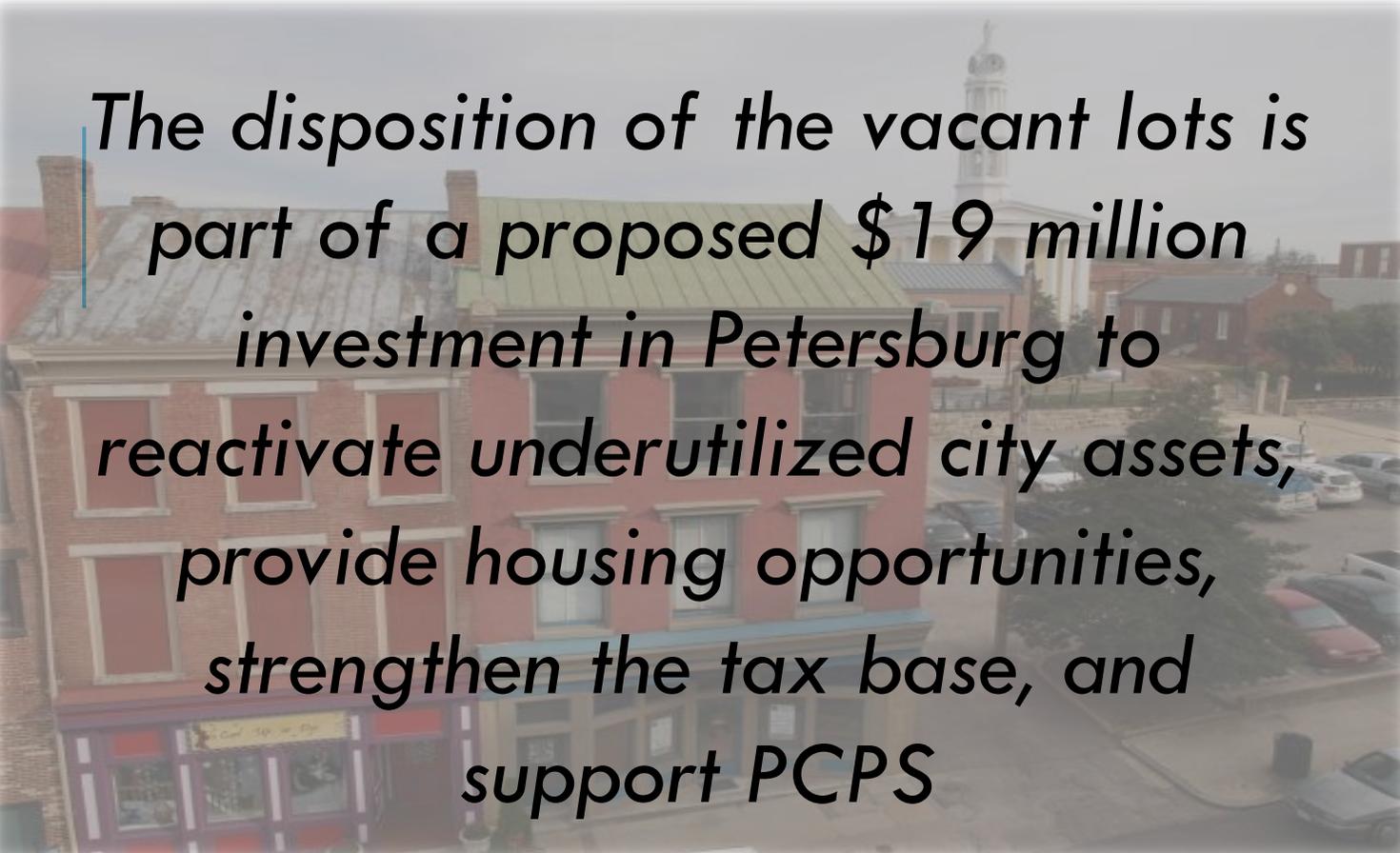
## PETERSBURG, VA

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**Strengthening community for working  
families**

**PB Petersburg Owner LLC**





*The disposition of the vacant lots is part of a proposed \$19 million investment in Petersburg to reactivate underutilized city assets, provide housing opportunities, strengthen the tax base, and support PCPS*

**VIRGINIA AVENUE ELEMENTARY  
SCHOOL AND NEARBY SITES  
REDEVELOPMENT**

**110 Homes:**

- *Virginia Avenue Elementary School:*
  - 50 1BR and 2BR senior/veteran living apartments
  - Community center & recreational amenities
  - Property management offices
- *Nearby Sites*
  - 50 3BR, and 4 BR lease to purchase homes
  - 10 sites reserved for homeownership

**MOU with PCPS: up to \$1.1 million**

# QUESTIONS FOR CONSIDERATION:

1. Exactly what is the Developer promising to do and how can these promises be made enforceable by the City.
2. The likely fair market value of the houses when construction is completed and also when the houses are 15 years old.
3. Whether the Developer will be obligated to accept Section 8 housing vouchers as rent payments.
4. The likely cost of additional municipal services (such as public-school education) and the amount of likely additional revenue (such as real estate taxes) if the lots are developed as proposed.
5. Whether it would be to the City's advantage to offer these lots for sale by issuing a Request for Proposal, open to all interested potential purchasers.

# 1. PROMISES TO THE CITY OF PETERSBURG, VA

1. **Use of High End Factory Built Homes:** All homes will be eligible for conventional mortgage financing and will appraise exactly like site built homes.
2. **10 Lots Set Aside for Purchase and Homeownership.**
3. **Housing Petersburg's Seniors, Working Families, Teachers, First Responders:** Development will be marketed to working families, teachers, and first responders
4. **Establishing a Path to Homeownership:** Residents at year 15 following completion will have the option to purchase their home, generating ~\$2 million in wealth generation for the families in these units.
5. **Improving Schools and Community:** MOU with PCPS would provide up to \$600,000 to PCPS as homes are occupied.

***Provisions Are Enforceable through the Purchase & Sale and Development Agreements Negotiated with the City of Petersburg***



# *PROMISE 1.1* CREATING AN ATTRACTIVE COMMUNITY: Architectural variety

The ward 5 lots will have a variety, 3- and 4-bedroom single family homes

Four different models with distinctive facades and four distinctive exterior colors – red, blue, beige and gray

Every home will have either full or half porches, and some homes will have rear porches

Variety of interior color patterns with high quality solid wood kitchen cabinets



# *PROMISE 1.1...* CREATING AN ATTRACTIVE COMMUNITY: *Build Quality and Durability*

## **Interior:**

- Solid wood kitchen and bathroom cabinets, in two styles
- Coordinating tile and backsplash
- Drywall with tape and texture throughout

All homes will be built to Fannie Mae [MH Advantage](#) and Freddie Mac [Choice](#) Building standards.....



...ensuring homes are eligible for a 30-yr fixed rate mortgage

## **Exterior:**

- Four different models with distinctive facades and exterior colors – red, blue, beige and gray
- Set on masonry foundations
- ENERGY STAR energy efficiency
- 25-year guaranteed roofing shingles
- 10-year guaranteed windows
- 2x6 exterior walls, OSB wrap and durable siding
- 5/12 roof pitch, 6-inch eaves and gutters

# ***PROMISE 1.2: COMMITMENT TO HOMEOWNERSHIP – 10 LOTS WILL BE SET ASIDE FOR SALE***

New homes will be priced at approximately \$188,000

Older homes on the surrounding market sell for between \$72K and \$89K

## **Homes Are Eligible for Fannie / Freddie Conventional Financing**

- Homes will be eligible for [Fannie Mae MH Advantage](#) or [Freddie Mac Choice](#) low down-payment 30 year fixed rate mortgages.
- Borrowers may be eligible to put as little as 3% down towards the purchase of their home.

## **Pricing Assumptions:**

*Total project cost is approximately \$11,000,000 which includes*

- ~ \$6,000,000 for approx. 60 homes.
- ~ \$5,000,000 for other costs including:
  - Site preparation/ Water/ sewer and public utility work
  - Payments to the school system
  - Financing & related costs.
  - Design/permit/insurance/other soft costs



Fannie Mae

Photo courtesy of Palm Harbor Homes

**NEW!** **MH Advantage®**  
Help borrowers get the home features they want at a price they can afford.



Freddie Mac

**CHOICEHome<sup>SM</sup>**  
The Next Generation of Factory-Built Housing

CHOICEHome is our innovative, affordable mortgage initiative, offering financing for a real-property factory-built home that's built to HUD code but with many features of a site-built home.





***PROMISE 1.3:***  
**HOUSING WORKING FAMILIES,  
TEACHERS, FIRST RESPONDERS**

The project will be marketed to working Petersburg families, teachers, first responders and public employees with incomes between \$30K and \$52K.

To ensure viability, this project will use LIHTC financing. This tax credit support is targeted to meet the demand for housing from middle income earners -- working families at 60% of the area's median income.

Federal law requires that these types of developments remain affordable rental for 15-years before the property can be converted to homeownership.

AT YEAR 15, ALL HOMES WILL BE MADE AVAILABLE FOR HOMEOWNERSHIP

# PROMISE 1.4: ESTABLISHING A PATH TO HOMEOWNERSHIP

*EVERY TENANT WILL BE GIVEN THE OPPORTUNITY TO PURCHASE THEIR HOME.*

Lease to purchase modeled after [Cleveland Housing Network Program](#):

Homes Sold: 1,0591

Transition Rate (% taking title): 85-90%

Counseling: 1-5 years



At the end of the 15-year LIHTC compliance period, tenants will have the option to purchase their home for an average price of ~\$110,000. Residents at year 15 should collectively have ~\$2 million in equity when they purchase their units.

- **Home Price Set at Year 1:** Home price will be set at the first lease signing, and will not change over the course of the next fifteen years, regardless of whether the initial tenant moves out.
- **Tenants Are Under No Obligation To Purchase:**
  - Tenants may move at any time in accordance with their lease. No funds would be “lost” if a tenant decides to move or not purchase their home.
  - At year 15, then current residents are under no obligation to purchase and their home will not be put on the market if they choose not to purchase.
- **Low Down Payment Conventional Financing:** Because homes will meet MH Advantage build quality criteria, they will be eligible for conventional FHA and Fannie/Freddie financing.
- **Homebuyers Club and Down Payment Assistance:** PBP will make housing counselors available to help tenants prepare for purchase. PBP will provide assistance to help with down payment and closing costs.



## \$600,000 to support Petersburg City Public Schools



**PETERSBURG CITY  
PUBLIC SCHOOLS**

### How it will work:

PB Petersburg Owner LLC will enter into an MOU with PCPS.

- For each single-family home's certificate of occupancy, \$10,000 will be granted to PCPS.
- At project completion, \$600,000 will be available for capital expenditures approved by the PCPS School Board (*in addition to the \$500,000 generated by the Virginia Ave School Redevelopment*).

***PROMISE 1.5* : IMPROVING SCHOOLS  
AND COMMUNITY**

## 2. THE LIKELY FAIR MARKET VALUE OF THE HOUSES WHEN CONSTRUCTION IS COMPLETED AND, ALSO WHEN THE HOUSES ARE 15 YEARS OLD.

The construction of 60 new homes in Ward 5 will likely spur economic growth driven by new homeowners and residents causing overall property values to improve.

Within 15 years, we expect all property values to increase, with newer homes exhibiting higher rates of appreciation.

*Current market:* According to Realtor.com, nearby homes are on the market for between \$70K and \$90K, well below the cost of development – approx. \$188K per unit.

Fannie & Freddie Appraisal guidelines generally require that properties be appraised against nearby comparable homes.

Because many homes nearby are older and are in varying states of repair, appraisals for new constructed homes may be below the cost to develop.

*Prediction of Property Values 15 years in the future:* Extremely difficult to forecast out for a specific market.

According to the Federal Housing Finance Agency's (FHFA) Home Price Index:

Richmond MSA: 5.7% appreciation over the last four quarters, right in sync with the national average.

Petersburg HPI: FHFA gives the City of Petersburg an HPI score of 306.8 with 1990 = 100, indicating the overall stability of the market.

**If someone were to buy a home for \$188,000 using a 3.5%, 30 year mortgage – the loan would amortize down to ~\$120,000 in year 15.  
Under the lease-purchase model – the homebuyer only pays ~\$110,000**

### 3. WHETHER THE DEVELOPER WILL BE OBLIGATED TO ACCEPT SECTION 8 HOUSING VOUCHERS AS RENT PAYMENTS.

PB Petersburg will comply with all Federal regulations pertaining to fair housing and the use of Housing Choice Vouchers (HCV).

Current regulations and guidelines permit the establishment of waitlists that prioritize first responders, teachers, civil servants, and moderate income working families.

As noted on a previous slide, families must earn between \$30k and \$52K to qualify.

By law, we have to accept HCV tenants as we go through the wait list. To be clear, the voucher covers the difference between what they can afford (30% of income), and the rent charged. Families who receive vouchers are often wage earning families.

#### 4. THE LIKELY COST OF ADDITIONAL MUNICIPAL SERVICES (SUCH AS PUBLIC-SCHOOL EDUCATION) AND THE AMOUNT OF LIKELY ADDITIONAL REVENUE (SUCH AS REAL ESTATE TAXES) IF THE LOTS ARE DEVELOPED AS PROPOSED.

- Per conversations with PCPS: Additional children in the school system do not increase municipal expenditures, as education costs are covered by the State of Virginia by a per pupil funding formula.
- To improve PCPS facilities, PB Petersburg is committing up to \$600,000 towards capital improvements through an MOU with the school system.
- All properties will be returned to the property tax rolls and will generate income for the City (~\$70,000 annually).

## 5. WHETHER IT WOULD BE TO THE CITY'S ADVANTAGE TO OFFER THESE LOTS FOR SALE BY ISSUING A REQUEST FOR PROPOSAL, OPEN TO ALL INTERESTED POTENTIAL PURCHASERS.

- According to Petersburg records, all properties have been owned by the City for more than 10 years.
- During that time, the City had ample opportunity to issue an RFP or to actively market the properties for sale.
- At this point the City could not run a fair RFP closed bid process as our bid is public knowledge.
- According to the City's assessment records, the properties have a \$500,000 valuation. PB Petersburg is committing \$600,000 to PCPS towards capital improvements.

# WARD 5 REDEVELOPMENT INITIATIVE: PB PETERSBURG OWNER LLC IS A PARTNERSHIP OF THREE FIRMS



Avram Fechter, Equity Plus: EquityPlus is a veteran co-owned business, working with investors and project developers to structure, underwrite, close, develop, and manage tax-advantaged development projects across the country. EquityPlus has closed over \$800 million in NMTC/HTC/LIHTC financing.

- Contact: (202)236-4402 [afechter@equityplusllc.com](mailto:afechter@equityplusllc.com)



Matt Summers, President Street Development: President Street Development is a service-disabled veteran owned real estate company focused on developing high-quality neighborhoods in the Mid-Atlantic. President Street Development has projects underway in VA, MD, NC, and SC.

- Contact: (910)964-7947 [Msummers@AMServicesllc.com](mailto:Msummers@AMServicesllc.com)



Tom Heinemann, MH Advisors: MH Advisors developed modernized criteria on the aesthetics, build quality, and energy efficiency of higher-end manufactured homes for clients. MH Advisors is a partner on multiple single-family manufactured home developments in MD and VA.

- Contact: (202)276-0455 [Tom@HeinemannConsulting.com](mailto:Tom@HeinemannConsulting.com)



# PB Petersburg Owner LLC

www.PBPetersburg.com

Equity Plus • President Street Development • MH Advisors

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## **Virginia Ave School and Nearby Lots: Development Commitments at a Glance**

\$19 million investment in Petersburg to : improve community amenities, support seniors, provide housing opportunities for working families, strengthen the tax base, and support Petersburg schools.

### **Virginia Avenue School:**

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Proposed mixed use development comprising of ~50 senior one and two bedroom apartments, community space, recreational amenities with on site property management.

Council approval: 4/28/20

Conditions:

- No challenge to current assessment for 3 years.
- 2BRs not to exceed 50% of units
- Adherence to PB Petersburg April 2020 commitment letter



### **April 2020 commitments:**

- MOU with PCPS: \$250,000 upon closing, \$5,000 per certificate of occupancy issuance. ~ \$500,000.
- Senior Housing: ~ 50 one and two bedroom apartments marketed to seniors. Rents to range between \$700 and \$900.
- Community Space: Developer will spend ~\$900,000 and partner with govt, non profits, and community to maximize community use – which may include the uses of the kitchen and gym areas.
- Historic Preservation: Developer will use Historic Tax Credits to preserve the school’s cultural significance – including preservation of murals and other architectural elements.

### Ward 5 Nearby Lots

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Up to 60 professionally managed rental and for sale single family homes set on 50 vacant lots near the Virginia Avenue Elementary School.

#### Council Hearing April 28- Findings:

- Lot number reduce from 80 to approx. 50 reflecting community concerns on larger lots near 460 / I-85.
- Sent to Planning commission for further consideration on 5 issues:
  - Enforcement of developer commitments
  - Market value of homes today and in 15 yrs
  - Housing Choice Voucher considerations
  - Impact on municipal Services
  - Whether RFP should be considered.
- July 1: Planning Commission unanimous endorsement.



#### Answers to Council questions presented to the Planning Commission:

- Enforcement of Developer Commitments: Commitments will be enforceable through purchase and sale agreements and development agreements with the City of Petersburg.
- Market Value of Homes today and in 15 years:
  - According to [an Urban Institute study](#), factory built homes appreciate at the same rate as site built homes.
  - Federal Housing Finance Agency: Richmond [MSA: 5.7%](#) home price appreciation over the past year. [Petersburg Home Price Index](#) indicates a stable growing market.
  - [Fannie & Freddie](#) guidelines put high end factory built homes on par with site built.
- Housing Choice Voucher Considerations: Developer will follow all Federal regulations regarding Housing Choice Vouchers. Through waitlist process, developer will prioritize working families with incomes between \$32 and \$52K.
- Impact on Municipal Services: Per PCPS, additional students do not increase local expenditures. Developer will commit up to \$600K for school capital improvements. All properties returned to tax rolls ~\$70K in additional property tax revenue.
- RFP Consideration: Properties have been owned by the city 10+ years. PCPS MOU of \$600K exceeds city assessed value of lots \$500K.

#### Developer Commitments:

- Use of High End Factory Built Homes: All homes will be built to [Fannie Mae MH Advantage](#) and [Freddie Mac Choice](#) build quality standards; and will appraise against site built homes.
- Immediate Homeownership: 10 home sites will be set aside for homeownership. Borrowers may qualify for [MH Advantage](#) or [Choice](#) low down payment fixed rate 30 year mortgages.
- Priority for Working Families: Homes will be marketed to working families, military, teachers, and first responders.
- Establishing a Path to Homeownership: Residents at year 15 following completion will have the option to purchase their home at up to 35% below initial development costs.
  - *Planning Commission Request:* Pre purchase housing counseling will be available.
- Improving Schools and Community: MOU with PCPS would provide \$10,000 per certificate of occupancy-- up to \$600,000, for capital improvements.

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<sup>1</sup> Modeled after successful [lease to purchase program in Cleveland](#).

City of Petersburg

Ward 5 Residential Properties Proposed for Purchase and Development

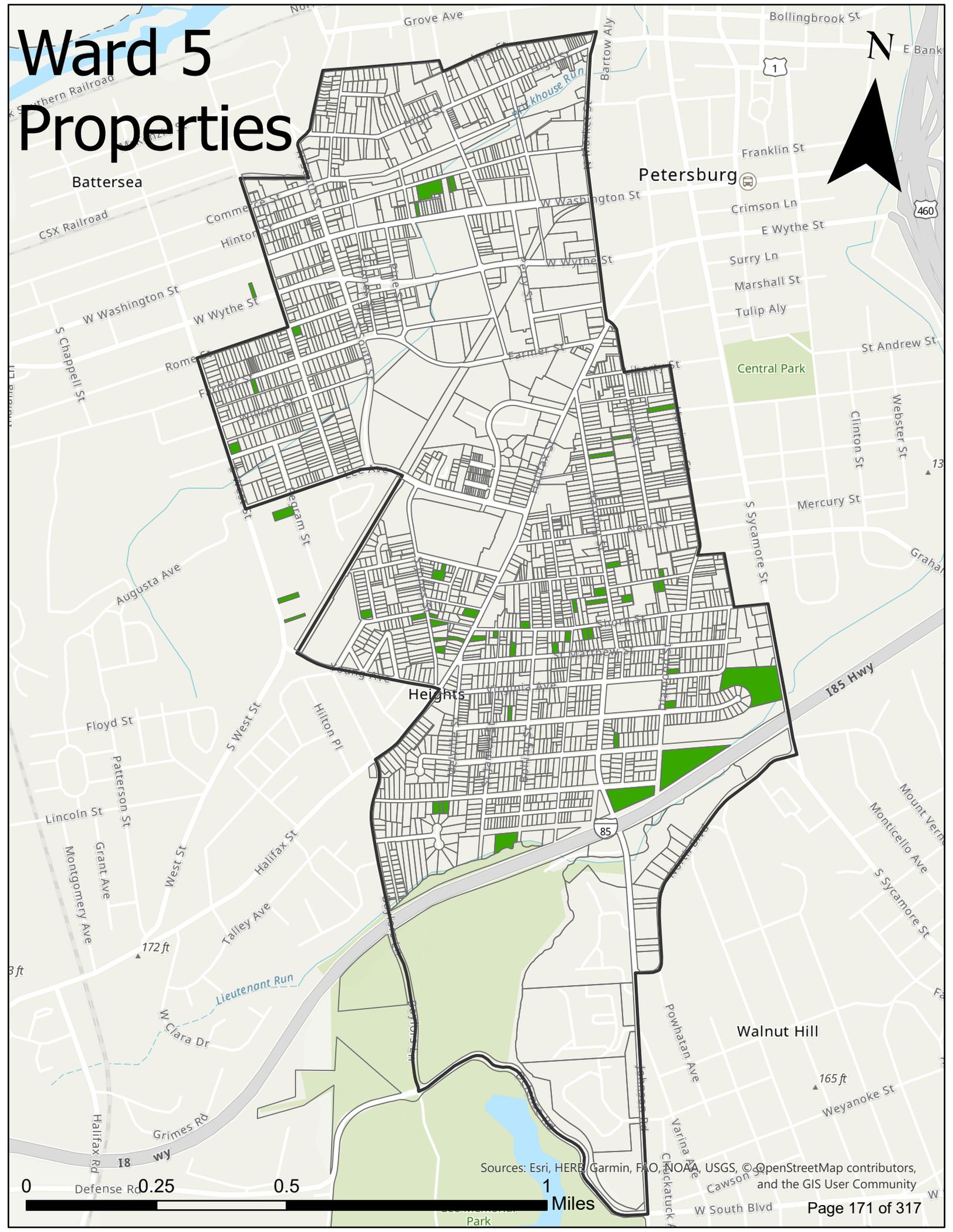
#	Parcel ID	Premise	Street	Total Assessed Value	Land Area (ac)	Zoning	Home Estimate	Year Acquired
1	030-180009	709	Ann St	\$25,800	0.31	R-3	2	2001
2	031-230009	742	Blick St	\$9,000	0.18	R-3	1	2005
3	031-040003	436	Byrne St	\$4,500	0.15	R-3	1	2004
4	030-040002	1004	Farmer St	\$6,500	0.14	R-3	1	2005
5	030-200011	735	Halifax St	\$17,400	0.31	R-3	2	1997
6	030-250011	808	Halifax St	\$10,400	0.2	R-2	1	2003
7	030-240007	811	Halifax St	\$8,000	0.2	R-3	1	2000
8	031-040057	449	Harding St	\$6,300	0.23	R-3	1	2002
9	031-200046	627	Harding St	\$9,000	0.18	R-3	1	2008
10	031-250012	716	Harding St	\$7,400	0.22	R-3	1	1996
11	031-250014	724	Harding St	\$9,600	0.21	R-3	1	2007
12	022-350010	334	Harrison St	\$6,900	0.29	R-5	1	2003
13	023-110002	516	Hinton St	\$16,500	0.18	R-3	1	2012
14	023-110001	522	Hinton St	\$38,400	1.07	R-3	1	1998
15	030-200018	803	Jones St S	\$18,100	0.29	R-3	1	2006
16	030-230012	804	Jones St S	\$7,400	0.17	R-3	1	2003
17	030-240014	809	Jones St S	\$10,100	0.15	R-3	1	2007
18	030-240011	829	Jones St S	\$11,129	0.19	R-3	1	1999
19	045-060002	839-41	Jones St S	\$11,800	0.2	R-3	1	2005
20	031-260022	230	Kentucky Ave Rea	\$2,800	0.16	R-3	1	2006
21	031-200028	135	Kentucky Ave	\$11,000	0.17	R-3	1	2005
22	031-260037	202	Kentucky Ave	\$4,500	0.11	R-3	1	2000
23	031-260036	204	Kentucky Ave	\$5,400	0.12	R-3	1	2004
24	045-380033	708-10	Kirkham St	\$6,800	0.22	R-2	1	2002
25	045-380032	712-14	Kirkham St	\$5,000	0.16	R-2	1	2002
26	045-380031	716	Kirkham St	\$6,300	0.2	R-2	1	2002
27	030-220012	742	Mount Airy St	\$7,800	0.2	R-3	1	1999
28	044-110020	249	North Carolina Av	\$6,600	0.21	R-2	1	2001
29	044-200001	52	North Carolina Av	\$9,800	2.15	R-2	3	1959
30	030-090003	612	Pegram St	\$14,400	0.43	R-3	2	2004
31	023-400025	852	Rome St	\$7,400	0.14	R-3	1	2000
32	031-380004	322	Shore St	\$6,000	0.13	R-2	1	2000
33	031-380003	328	Shore St	\$6,600	0.14	R-2	1	2001
34	031-390005	408	Shore St	\$6,900	0.15	R-2	1	2003
35	030-250003	604	Shore St	\$17,300	0.27	R-2	1	2000
36	044-280002	500	St John St	\$1,900	0.79	R-2	2	2005
37	044-210001	246	St Luke St	\$8,400	1.84	R-2	6	1899
38	044-090016	151	St Mark St	\$34,100	0.39	R-2	2	1987
39	044-050011	521	St Mark St	\$5,000	0.12	R-2	1	2005
40	031-390009	415	St Matthew St	\$11,800	0.15	R-2	1	2009
41	030-260005	517	St Matthew St	\$9,400	0.23	R-2	1	2005
42	031-250024	725	Sterling St	\$2,800	0.12	R-3	1	2001
43	031-310011	980	Sycamore St S	\$10,900	0.23	R-2	1	1899

City of Petersburg

Ward 5 Residential Properties Proposed for Purchase and Development

#	Parcel ID	Premise	Street	Total Assessed Value	Land Area (ac)	Zoning	Home Estimate	Year Acquired
44	031-320023	151	Virginia Ave	\$6,900	0.11	R-2	1	2002
45	023-110025	539	Washington St W	\$16,600	0.11	R-3	1	1997
46	029-150006	425	West St S	\$15,700	0.27	R-3	1	2000
47	030-090035	715	West St S	\$10,300	0.24	R-3	1	2002
48	030-090029	731	West St S	\$3,000	0.12	R-3	1	2011
49	024-270022	919	Wythe St W	\$6,300	0.12	R-3	1	2005
			Assessed value:	\$501,929	37.2		61	
			PCPS MOU:	\$600,000				

# Ward 5 Properties



Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** July 21, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:**

**FROM:** Carthan Currin

**RE:** **Resolution to approve development agreement for Virginia Avenue School Property.**

**PURPOSE:** To approve the development agreement associated with Virginia Avenue School and surrounding properties.

**REASON:** Purchase agreement for the sale of Virginia Avenue School and surrounding properties requires the developer to submit a development agreement which must be approved by City Council.

**RECOMMENDATION:** Approve resolution

**BACKGROUND:** Purchase agreement for the sale of Virginia Avenue School and surrounding properties requires the developer to submit a development agreement which must be approved by City Council.

**COST TO CITY:** 0

**BUDGETED ITEM:** n/a

**REVENUE TO CITY:** unk

**CITY COUNCIL HEARING DATE:**

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** n/a

**AFFECTED AGENCIES:** n/a

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** 20-ORD-17

**REQUIRED CHANGES TO WORK PROGRAMS:** n/a

**ATTACHMENTS:**

1. PB Petersburg - Development Agreement
2. RESOLUTION TO APPROVE DEVELOPMENT

3. Att C Development Agreements 071620

## DEVELOPMENT AGREEMENT

THIS DEVELOPMENT AGREEMENT (this “Agreement”), dated as of July 21, 2020, is made by and between THE CITY OF PETERSBURG, a Virginia municipal corporation (the “City”), and PB PETERSBURG OWNER, LLC, or its assigns, a Virginia limited liability company (the “Developer”).

### Recitals

A. Developer intends to acquire, own, re-develop, construct, lease, manage, and operate (1) the former Virginia Avenue Elementary School building (the “Building”) and related site as affordable apartments and community space described on Exhibit A, and (2) forty-nine (49) residential lots indicated on Exhibit B, to be redeveloped as approximately sixty (60) affordable single-family houses for rent and sale (together, the “Project”). .

B. On April 28, 2020, City Council for the City (“City Council”) approved the sale of the Building and related Property to Developer subject to conditions, one of which was the execution by the Parties of a Development Agreement. On \_\_\_\_\_. 2020, City Council approved the sale of those Lots shown on Exhibit B that had not been previously approved for disposition (the “Lots”).

C. A Purchase and Sale Agreement dated \_\_\_\_\_, 2020 between the Developer and City for the acquisition of all properties constituting the Project (the “Purchase and Sale Agreement”) has been fully executed and was made effective on July 21, 2020.

D. The City requires that a Development Agreement containing certain undertakings regarding the Project be executed prior to Developer taking title to property sold for purposes of redevelopment.

Accordingly, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. All terms and conditions of City Council Ordinance 20-ORD-17 adopted by City Council on April 28, 2020, and City Council Ordinance 20-ORD-\_\_\_\_ adopted on July 21, 2020 (together, the “Ordinances”) are incorporated by reference in this Agreement. With respect to any conflict between the terms of this Agreement and those described in the Ordinances, the provisions of the Ordinances shall supersede.

2. Timeline. Construction on the Project is scheduled to begin not later than December 31, 2021 provided building permits have been issued (“Construction Commencement”). Developer expects that construction will be completed by December 31, 2023 as evidenced by certificates of occupancy for all apartment units in the Building and for the single-family homes.

3. Sources of Funding. The Project costs have been estimated at \$6,000,000 for the School and related facilities, and \$12,000,000 for the Lots upon which houses would be built. Approximately 50% of Project funding will come from equity (cash) from the sale of Federal and State Historic Credits and the sale of low-income housing tax credits (“LIHTC”). The balance will be from Developer cash and long-term debt secured by the Project real estate. The Developer will apply for a construction loan for construction and development costs, and that loan will be curtailed upon receipt of the proceeds from the sale of HTC and LIHTC. The unpaid balance of the construction loan will be the principal amount of the long-term mortgage loan.

4. Covenants, Representations and Warranties of Developer.

Developer covenants, represents and warrants as follows:

(i) Commencement of Construction of the Project will occur not later than December 31, 2021.

(ii) Completion of construction of the Project will occur not later than December 31, 2023.

(iii) Title to the Building and any of the Lots upon which Commencement of Construction has not occurred by December 31, 2021 will be promptly re-conveyed to the City.

(iv) Veterans and senior citizens will be given a priority for leasing apartments in the Building.

(v) Not more than 50% of the apartments in the Building will have two (2) bedrooms and the remaining apartments will have one (1) bedroom.

(vi) Not to challenge the current real estate tax assessment on the Property for three (3) years from the date the Deed or Deeds conveying title to the properties is or are recorded.

(vii) Pay to the Petersburg Public School System for modernization of school facilities a sum equal to \$5,000 for each apartment developed, and \$10,000 for each single-family home developed.

(viii) Undertake to work collaboratively with members of the community to determine the greatest need for recreational amenities and community space to be provided as part of the Project.

(ix) Include in the Project all features highlighted in Developer's presentations to City Council about the Project during the public hearings on April 28, 2020, as

reflected in Developer's PowerPoint slides, letters to Councilmembers and orally as recorded in the minutes of and ordinance adopted at such meetings.

(x) Be in substantial semblance to the details described in Exhibit C as presented to City Council on July 21, 2020.

6. Breach of Covenants, Representations, and Warranties by Developer. If the City believes the Developer has defaulted under any of the terms of this Agreement, City shall give Developer written notice thereof and a 30-day grace period to cure such breach. Should Developer fail to cure any such breach within the grace period, then Developer will execute and deliver to the City a Deed of Confirmation affirming that title to the property that is the subject of such breach has reverted to the City in accordance with the reversion provision contained in the relevant Deed.

42664246\_4

IN WITNESS WHEREOF, the parties have executed this Development Agreement as of the date first written above.

**THE CITY OF PETERSBURG**  
a Virginia municipal corporation

By: \_\_\_\_\_  
Aretha Ferrell-Benavides  
City Manager

**Approved as to form:**

\_\_\_\_\_  
Anthony C. Williams  
City Attorney

**DEVELOPER:**

**PB PETERSBURG OWNER, LLC**  
a Virginia limited liability company

By: \_\_\_\_\_  
Avram Fechter  
Manager

**EXHIBIT A**  
**Description of Property**

All of that certain lot or parcel of land, with all improvements thereon and all appurtenances thereto belonging or in any way appertaining, lying and being in the City of Petersburg, Virginia, bounded on the North by Virginia Avenue, and on the East by Diamond Street, and on the South by St. Mark Street, and on the West by High Pearl Street, and designated on the current land book of the City of Petersburg, Virginia as 1000 Diamond Street.

## EXHIBIT B

	Parcel ID	Premise	Street	Total Assessed Value	Land Area (ac)	Zoning	Home estimate	Year Acquired
1	044-200001	52	North Carolina Av	\$9,800	2.15	R-2	3	1959
2	044-210001	246	St Luke St	\$8,400	1.84	R-2	6	1899?
3	023-110001	522	Hinton St	\$38,400	1.07	R-3	1	1998
4	044-280002	500	St John St	\$1,900	0.79	R-2	2	2005
5	030-090003	612	Pegram St	\$14,400	0.43	R-3	2	2004
6	044-090016	151	St Mark St	\$34,100	0.39	R-2	2	1987
7	030-180009	709	Ann St	\$25,800	0.31	R-3	2	2001
8	030-200011	735	Halifax St	\$17,400	0.31	R-3	2	1997
9	022-350010	334	Harrison St	\$6,900	0.29	R-5	1	2003
10	030-200018	803	Jones St S	\$18,100	0.29	R-3	1	2006
11	030-250003	604	Shore St	\$17,300	0.27	R-2	1	2000
12	029-150006	425	West St S	\$15,700	0.27	R-3	1	2000
13	030-090035	715	West St S	\$10,300	0.24	R-3	1	2002
14	031-040057	449	Harding St	\$6,300	0.23	R-3	1	2002
15	030-260005	517	St Matthew St	\$9,400	0.23	R-2	1	2005
16	031-310011	980	Sycamore St S	\$10,900	0.23	R-2	1	1899?
17	031-250012	716	Harding St	\$7,400	0.22	R-3	1	1996
18	045-380033	708-10	Kirkham St	\$6,800	0.22	R-2	1	2002
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22	030-240007	811	Halifax St	\$8,000	0.2	R-3	1	2000
23	045-060002	839-41	Jones St S	\$11,800	0.2	R-3	1	2005
24	045-380031	716	Kirkham St	\$6,300	0.2	R-2	1	2002
25	030-220012	742	Mount Airy St	\$7,800	0.2	R-3	1	1999
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27	031-230009	742	Blick St	\$9,000	0.18	R-3	1	2005
28	031-200046	627	Harding St	\$9,000	0.18	R-3	1	2008
29	023-110002	516	Hinton St	\$16,500	0.18	R-3	1	2012
30	030-230012	804	Jones St S	\$7,400	0.17	R-3	1	2003
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32	031-260022	230	Kentucky Ave Rea	\$2,800	0.16	R-3	1	2006
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34	031-040003	436	Byrne St	\$4,500	0.15	R-3	1	2004
35	030-240014	809	Jones St S	\$10,100	0.15	R-3	1	2007

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37	031-390009	415	St Matthew St	\$11,800	0.15	R-2	1	2009
38	030-040002	1004	Farmer St	\$6,500	0.14	R-3	1	2005
39	023-400025	852	Rome St	\$7,400	0.14	R-3	1	2000
40	031-380003	328	Shore St	\$6,600	0.14	R-2	1	2001
41	031-380004	322	Shore St	\$6,000	0.13	R-2	1	2000
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43	044-050011	521	St Mark St	\$5,000	0.12	R-2	1	2005
44	031-250024	725	Sterling St	\$2,800	0.12	R-3	1	2001
45	030-090029	731	West St S	\$3,000	0.12	R-3	1	2011
46	024-270022	919	Wythe St W	\$6,300	0.12	R-3	1	2005
47	031-260037	202	Kentucky Ave	\$4,500	0.11	R-3	1	2000
48	031-320023	151	Virginia Ave	\$6,900	0.11	R-2	1	2002
49	023-110025	539	Washington St W	\$16,600	0.11	R-3	1	1997
			Assessed value:	\$501,929	37.2		<b>61</b>	
			PCPS MOU:	\$600,000				

## EXHIBIT C

**RESOLUTION TO APPROVE DEVELOPMENT  
AGREEMENT FOR VIRGINIA AVENUE SCHOOL PROPERTY**

WHEREAS, City Council has previously approved the execution of a Purchase and Sale Agreement to PB Petersburg Owner, LLC, for the property upon which the former Virginia Avenue School is located; and

WHEREAS, City Council has received a report from the Planning Commission regarding the proposal to convey the residential lots located in the vicinity of the property; and

WHEREAS, the Purchase and Sale Agreement requires the developer to present a Development Agreement for approval by City Council which shall include an automatic reversion to the City for the failure to comply with all requirements (including timely completion of the project) which requirement shall be adopted by reference into the Deed of Conveyance, and

WHEREAS, the Developer has presented a Development Agreement to Council for a project encompassing the Virginia Avenue school and residential lots located in the vicinity of the school property and has requested their consideration in this regard.

NOW therefore be it RESOLVED that the Development Agreement is hereby approved.

# PB Petersburg Owner LLC

www.PBPetersburg.com

Equity Plus • President Street Development • MH Advisors

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## **Virginia Ave School and Nearby Lots: Development Agreements**

\$19 million investment in Petersburg to : improve community amenities, support seniors, provide housing opportunities for working families, strengthen the tax base, and support Petersburg schools.

### **Ward 5 Nearby Vacant Lots: Development Agreement**

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PB Petersburg will construct up to 60 homes placed on approximately 50 vacant lots in Ward 5 near the Virginia Avenue elementary school. Approximately 10 home sites will be made for sale immediately, while 50 homes will be rental for at least 15 years with an option to purchase thereafter.

Homes will be a mix of three and four bedroom models, each with a full or half front porch, and some with a rear porch. There will be two models each for three bedroom and four bedroom homes. All will have varied finishes and colors.

Homes will be factory built and adhere [to Fannie Mae MH Advantage](#) and [Freddie Mac Choice](#) build quality standards, ensuring that homes will:

1. will appraise against site built homes<sup>1</sup> and
2. be eligible for [MH Advantage](#) or [Choice](#) low down payment fixed rate 30 year mortgages.

In addition, homes will meet [VHDA build requirements](#).

**Homes will be built to stand as collateral against 1. Conventional 30 year fixed rate mortgages and 2. VHDA backed financing which assumes a 40 year term.** Homes will use the exact same build materials and have the exact same lifespan of site-built homes.

Examples of build quality include:

#### *Design Elements:*

- Steep 5/12 roof pitch
- Front porch and gable-covered side entry
- Solid wood kitchen and bathroom cabinets
- Fiberglass, solid surface, acrylic, composite, porcelain etc. for showers/tubs
- Low set – less than 30 inches above grade.

#### *Build Quality:*

- Meet Energy Star efficiency standards
- 25-year guaranteed roofing shingles
- 10-year guaranteed windows
- Permanent foundations set on masonry wall
- Exterior siding composed of one or more of following—fiber cement board, masonry, stone, stucco, or vinyl siding backed with oriented strand board etc.

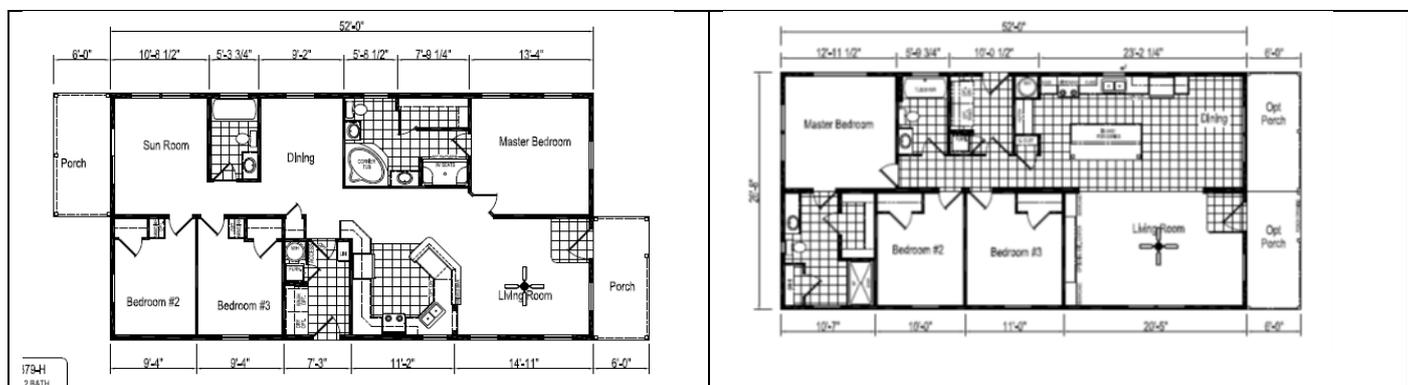
Examples of floor plans and renderings below:

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<sup>1</sup> [Freddie ; Fannie](#)



Examples of Floor Plans:



Additional Developer Commitments:

- **Priority for Working Families:** Homes will be marketed to working families, military, teachers, and first responders.
- **Establishing a Path to Homeownership:** Residents at year 15 following completion will have the option to purchase their home at up to 35% below initial development costs.
  - *Planning Commission Request:* Pre purchase housing counseling will be available.
- **Improving Schools and Community:** MOU with PCPS would provide \$10,000 per certificate of occupancy-- up to \$600,000, for capital improvements.
- **Central Property Management:** Homes will be centrally managed by the on-site property manager at the Virginia Ave. School.
- **Parking and Infrastructure:** PB Petersburg will work with the city on ensuring that homes have driveways and sufficient parking. Will discuss road/ sidewalk improvements on lot frontage as appropriate.

**Virginia Avenue School:**

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PB Petersburg will redevelop the Virginia Avenue School into a multi-use building that will comprise of approximately 50 one- and two-bedroom apartments, 3,000 sq ft of community space, and outdoor recreational amenities, such as turf playing fields, and play grounds.

**Commitments described below are subject to PUD zoning approval, further engineering studies and final architectural renderings.**

Rehabilitation efforts will comply with both [VHDA multifamily construction standards](#) and [historic tax credit requirements](#):

Senior Apartments: Up to 50 apartments, with two-bedroom units not to exceed 50% of the total. Unit sizes:

- 1 BR approx. 450-600 sq ft
- 2 BR approx. 650-850 sq ft
- Rent approx. \$700
- Rent approx. \$900

Utilities will be included in rent. Property management will be on site.

Community Space: Up to 3,000 sq ft will be set aside for community use at a cost of approximately \$900,000 to the developer. The developer will work with the city to determine best use for the space. The space will include:

- Multi-purpose meeting/ event space.
- Renovated industrial kitchen (PB Petersburg will bring existing kitchen back to full use.)

Outdoor amenities: Will include playgrounds, gazebos, and turf playing fields.

Example playground renderings (PB Petersburg is working with [PlayMark](#) for their Hagerstown, MD development)



All outdoor amenities will be made available to the neighboring community.

Historic Preservation: PB Petersburg appreciates the historic and cultural significance of the Virginia Ave. School and will work with the community to try and preserve significant artistic and design elements. This includes the murals found in the main entrance and throughout the building.

**Additional Developer Commitments:**

- MOU with PCPS: \$250,000 upon closing, \$5,000 per certificate of occupancy issuance. ~ \$500,000.
- Property Taxes: No challenge to current assessment for 3 years.
- Parking Infrastructure: Will work with the city to ensure parking is sufficient for buildings' use.





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** July 21, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Aretha Ferrell-Benavides, City Manager

**FROM:** Gregory Geist

**RE:** **Consideration of an Appropriation of the Edward Byrne JAG Grant - \$26,753.00**

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**PURPOSE:** Requesting approval from City Council to accept and appropriate the Edward Byrne JAG Grant in the amount of \$26,753.00 awarded to the Petersburg Bureau of Police from the Department of Justice.

**REASON:** Petersburg Bureau of Police has applied for, and been awarded, grant funding from the Department of Justice. Per City policy, grants must be authorized by City Council prior to acceptance by the agencies.

**RECOMMENDATION:** Recommend that Council accept and appropriate the grant funds to be spent in FY 2020-21.

**BACKGROUND:** The Edward Byrne JAG Grant is an annual grant awarded to Local Police agencies for various enforcement projects. Petersburg has applied for funding and the Department of Justice has accepted the application and awarded funding in the amount of \$26,753.00. There is no local match to these funds.

**COST TO CITY:** \$26,753.00

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** \$26,753.00

**CITY COUNCIL HEARING DATE:** 7/21/2020

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** N/A

**AFFECTED AGENCIES:** Bureau of Police

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** N/A

**REQUIRED CHANGES TO WORK PROGRAMS:** N/A

**ATTACHMENTS:**

1. JAG Grant Acceptance
2. Edward Byrne Ordinance



# Bureau of Justice Assistance

<b>Award Title:</b> Equipment & Technology Upgrades	
<b>Award Description:</b>	
<p>The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and units of local government, including tribes, to support a broad range of criminal justice related activities based on their own state and local needs and conditions. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, including for any one or more of the following purpose areas: 1) law enforcement programs; 2) prosecution and court programs; 3) prevention and education programs; 4) corrections and community corrections programs; 5) drug treatment and enforcement programs; 6) planning, evaluation, and technology improvement programs; 7) crime victim and witness programs (other than compensation); and 8) mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams.</p> <p>This Local JAG award will be used to support criminal justice initiatives that fall under one or more of the allowable program areas above. Any equipment purchases or funded initiatives such as overtime, task forces, drug programs, information sharing, etc. will be aimed at reducing crime and/or enhancing public/officer safety.</p>	
NCA/NCF	
<b>Awardee Name:</b> City of Petersburg	<b>Award Number:</b> 2017-DJ-BX-0716
<b>Solicitation Title:</b> BJA FY 17 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation	<b>Fiscal Year:</b> 2017
<b>Supplement Number:</b> 00	<b>Amount:</b> \$26,753.00
<b>Earmark:</b> No	<b>Recovery Act:</b> No
<b>State/Territory:</b> VA	<b>County:</b> Petersburg
<b>Congressional District:</b> 04	<b>Award Status:</b> Open

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE  
MAKING APPROPRIATIONS FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2020, AND ENDING JUNE 30, 2021  
FOR THE GRANTS FUND.**

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BE IT ORDAINED by the City Council of the City of Petersburg, Virginia:

I. That appropriations for the fiscal year commencing July 1, 2020, in the Grants Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2021.

<b>Previously adopted</b>	<b>\$0.00</b>
ADD:	
3-200-24040-0615-0-209 2017 Edward Byrne Memorial Grant (JAG)	<b><u>\$26,753.00</u></b>
<b>Total Revenues</b>	<b><u>\$26,753.00</u></b>

II. That there shall be appropriated from the resources and revenues of the City of Petersburg for the fiscal year commencing July 1, 2020 and ending June 30, 2021, the following sums for the purposes mentioned:

<b>Previously adopted</b>	<b>\$0.00</b>
ADD:	
4-200-31102-0000-0-302 2017 Edward Byrne Memorial Grant (JAG)	<b><u>\$26,753.00</u></b>
<b>Total Expenses</b>	<b><u>\$26,753.00</u></b>



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** July 21, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Aretha Ferrell-Benavides, City Manager

**FROM:** Wayne Crocker

**RE:** **Virginia Foundation for Healthy Youth Grant - \$30,000.00**

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**PURPOSE:**

To provide funds for to continue to support the Healthy Community Action Team (HCAT).

**REASON:**

The Petersburg HCAT is seeking to continue to increase healthy options in the City of Petersburg to reduce the incidence of childhood obesity. Building on the momentum gained in the previous funding years, the Petersburg HCAT will continue to utilize funds to reduce childhood obesity by accomplishing the following objectives: (1) expand HCAT membership; (2) increase the HCAT's local and social media presence; (3) target over 2400 youth to implement Farm to School (F2S) programming centered around the Harvest of the Month; (4) establish a network of support for urban farmers/community gardeners within Petersburg; (5) increase SNAP participation at River Street Market through marketing and outreach strategies; and (6) support collaborative initiatives the expand healthy food access to healthy food high priority area via the mobile market.

**RECOMMENDATION:** Approve

**BACKGROUND:** This is the third year the City has received a grant from the Virginia Foundation for Healthy Youth. Grants in previous years were utilized to formulate and strengthen a team of stakeholders and experts representing local farmers' markets, gardening, nutrition, education, literacy, and culinary skills. These stakeholders proved capable of leveraging local resources to best fill gaps in services related to access to healthy food.

**COST TO CITY:** None

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** \$30,000.00

**CITY COUNCIL HEARING DATE:** 7/21/2020

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** N/A

**AFFECTED AGENCIES:** Library

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** N/A

**REQUIRED CHANGES TO WORK PROGRAMS:** N/A

**ATTACHMENTS:**

1. Petersburg Healthy Community Action Team (HCAT)Packet June 2020
2. Ordinance VA Fdtn for Healthy Youth-Library(Yr 3)(2)

## Petersburg Healthy Community Action Team (HCAT)

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*CENTRAL REGION - VFHY HCAT RFP #852P021 - Healthy Communities  
Action Team Grants*

### ***Petersburg Public Library***

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Mr. Wayne Crocker  
201 W. Washington Street  
Petersburg, VA 23803

O: (804) 733-2387  
M: 8046917517

### ***Ms. Pat Caulkins***

---

201 W. Washington Street  
Petersburg, VA 23803

pcaulkins@ppls.org  
O: 5406491658

# HCAT RFP 852P021

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## SUMMARY INFORMATION

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### Project Name\*

Name of Project

Petersburg Healthy Community Action Team (HCAT)

### Project Description\*

Briefly describe the proposed HCAT project/activities. This is a *summary* - offerors will provide additional details in other sections of the proposal. Highlight the focus of the project and its major components.

The Petersburg HCAT is seeking to continue to increase healthy options in the City of Petersburg so as to reduce the incidence of childhood obesity. Awarded funds from VFHY for 2018/20 were utilized to form and strengthen a team of stakeholders and experts from related fields (e.g., local farmers' market, gardening, nutrition, education, literacy, and culinary skills) capable of leveraging local resources to best fill gaps in services related to access to healthy food. Building upon this momentum, from 2020- 2023, the Petersburg HCAT will continue to utilize funds to reduce childhood obesity by accomplishing the following objectives: (1) expand HCAT membership (2) increase the HCAT's local and social media presence (3) target over 2400 youth (grades pre-k- 12th grade) in the City of Petersburg in order to implement Farm to School (F2S) programming centered around the Virginia Department of Education's (DOE) Harvest of the Month (HOM) (Year 1 target number) (4) establish a network of support for urban farmers/community gardeners within Petersburg (5) increase SNAP participation at River Street Market through marketing and outreach strategies and (6) support collaborative initiatives that expand healthy food access to healthy food high priority areas via a mobile market (i.e., POP Market- Petersburg Offers Produce).

In accomplishing these objectives, the Petersburg HCAT aims to facilitate both systems and environmental changes in the City of Petersburg. For example, completing activities (3), (4), and (5) should improve the quality of and access to the local food system, while completing activities (4) and (6) should facilitate changes in the community's physical environment.

### Geographic Region\*

Select the Geographic Region where the proposed project(s) will be conducted. VFHY regions are Central, North, Southeast and Southwest. A comprehensive listing of counties and cities and their corresponding region can be found [HERE](#).

Southeast Region

## PROPOSED PROJECT DETAILS

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Instructions with detailed information about responding to VFHY RFP #852P021 can be found in the RFP Instruction Packet available [HERE](#).

### I. OFFEROR'S BACKGROUND & DESCRIPTION

## Offeror's History\*

Provide a brief overview of the proposed Healthy Community Action Team (HCAT) including an overview of partner or umbrella organizations and any previous accomplishments for HCATs already established.

The HCAT has partnered with various organizations detailed under Group Membership to increase healthy options. Of note, partnering with the Petersburg Healthy Options Partnership [PHOPs] has also been vital. Funded by the Centers for Disease Control and Prevention (\$2.5 million grant - \$500,000 per year), PHOPs is a 5-year project that aims to decrease obesity rates among children as well as adults in the city. Uniquely valuable has been the hiring of three Farm to School Program Assistants through PHOPs, thus enabling leadership for HCAT programming. Through these partnerships, the HCAT has “promote[d] efforts to provide fruits and vegetables in a variety of settings, such as farmers’ markets, farm stands, mobile markets, community gardens, and youth-focused gardens.” In its first two building years, the Petersburg HCAT had over 2000 educational encounters with children and their families. Nine additional programs for 2020 were cancelled due to COVID-19.

## Group Membership\*

Identify all partnering organizations, individuals and members of the HCAT and provide a description of their contributions and responsibilities within the scope of the proposed project. A minimum of 5 partners are required. *At least one member of the HCAT must be a community member that will be a recipient of the HCAT's efforts. A Partner Profile Agreement must be included for all HCAT partners, including the community member. Signed Partner Profile Agreements must be uploaded as an attachment in the next field.*

The HCAT will bring together members from 9 organizations: Virginia State University (VSU – Harding Street Urban Agricultural Center, Virginia Cooperative Extension (VCE), Master Gardeners, PHOPs grant), Petersburg Public Library (PPL), Healthy Living and Learning Center (HLLC), Petersburg City Public Schools, River Street Market, YMCA, Crater Health District (WIC & Crater Healthy Start, Loving Steps), Love Locked Down Theater Program/VDH, and Local Vibe Cafe. Two Team members will serve as designated Community Members – a volunteer at the Library with grant and non-profit management experience and the new owner of the urban farm next to Pleasants Lane Elementary. Of note are our unique collaborations with the Petersburg Healthy Options Partnerships (PHOPs) CDC grant and the Greater Richmond Fit4Kids HCAT. The lead agency will be the Petersburg Public Library. The attached Signed Partner Profile Agreements delineate detailed contributions and responsibilities.

## Partner Profile Agreements\*

Upload completed and signed Partner Profile Agreements. Only one file can be uploaded per field. Offerors should include all agreements in one file to upload. Blank Partner Profile Agreement forms can be found [HERE](#).

hcat 20.21 signed ppa file.pdf

## Previous Program Experience\*

Identify and discuss previous efforts and accomplishments of the HCAT or group (if not previously funded as an HCAT) with health initiatives as it relates to the ability of the proposed HCAT to understand and adequately address childhood obesity prevention activities.

Since its inception, the HCAT has successfully implemented several initiatives to improve healthy options in Petersburg. This has included building a cohesive team of diverse stakeholders, conducting focus group interviews with community members & teachers, developing a website and Face Book page, and providing nutritional education. During its first year of strategic planning (2018/19), the HCAT had over 1500 student encounters. In Year Two (2019/20), the HCAT engaged 560 students (grades K-5) in produce tastings at Pleasants Lane Elementary School, as well as 35 students (grades K-5) from the local YMCA After-School Program in a kale cooking demonstration. Partnering with VCE, the HCAT also engaged 11 children and 9 adults in a sweet potato tasting at the Library. Nine additional programs scheduled for the spring of 2020

were cancelled due to COVID-19. Resources, such as children's books and cooking items, have been purchased to support future programming.

The HCAT has also successfully worked to increase healthy options by partnering with and supporting the community's local farmer's market, River Street Market. Principally, the HCAT has used funds to promote the SNAP-match program to EBT recipients to encourage purchasing and consumption of fruits and vegetables. HCAT funds were used to purchase 150 SNAP Match CSA boxes that will both feed families and support River Street Market and local farmers. Bucket Garden events were altered to 75 'Garden to Go' kits, building on the successful Suffolk HCAT work. Leveraging its partnership with PHOPs, the HCAT has also quickly mobilized and coordinated efforts to feed families during the COVID-19 pandemic. Between March 27th and April 10th, almost 1200 pounds of white potatoes donated from a local farmer were chopped and bagged by HCAT and PHOPs team members for distribution at three elementary schools. Such accomplishments speak to this HCAT's ability to continue to improve healthy options in the future.

## II. PROJECT INFORMATION

### Statement of Need\*

Identify and discuss local risk factors associated with childhood obesity for youth in your community and describe the identified need. Offerors should demonstrate an understanding of the diverse nature of their target communities, the identified need(s) and how that relates to the HCAT Response question. Provide specific local statistics supporting the described need for this project.

According to 2020 County Health Rankings data (Robert Wood Johnson Foundation [RWJ]), Petersburg City faces tremendous socio-economic challenges that have led to increased incidence of childhood obesity. Specifically, RWJ ranks Petersburg City 133 out of 133 counties for Health Outcomes, Health Factors, Health Behaviors, and Social & Economic Factors in Virginia. Various risk factors have contributed to these rankings. For example, because African-American and Hispanic children 6 to 11 years old are more likely to be overweight, Petersburg's racial composition is a significant risk factor for childhood obesity. According to the 2016 US Census Bureau, Petersburg has a population of 31,567, with 76.3% Black or African-American and 5.2% Hispanic or Latino. Other risk factors listed by VFHY have also played a role. Adult obesity is 40% compared to 30% in Virginia (Parental Obesity) and low birth-weight is 12% versus 8% in the state (Low Birthweight). The low high school graduation rate (60% vs 86% for the state) also complicates the issue as it leads to low literacy and health literacy. In fact, only 50% of Petersburg reports "Some College" versus 71% for the state (College Education).

Poverty and food insecurity are additional barriers to healthy behaviors that influence childhood obesity rates. In Petersburg, 39% of children live in poverty versus 14% in the state (Higher Income Level). According to the USDA, with only two major chain grocery stores available to its residents, Petersburg is classified as a Food Desert (now referred to as a Healthy Food Priority Area) as well as a Strike Force Zone. 2017 KIDS COUNT data revealed 13.2% of children in Virginia were food insecure, whereas 23.3% of Petersburg children were food insecure. In fact, the United Way 2017-18 Indicators of Community Strength report that Petersburg has the highest rate of food insecurity within the region. In VDH's Health Behavior data, Map 2015, the percentage of adults 18 years and older who consume 5+ Fruits and Vegetables a day is 10% in the Crater Health District vs. 15% for Virginia (Food Choices). Moreover, based on data from the 2015 Virginia Youth Survey (VFHY & VDH), high school youth showed 15.1% of students were overweight and 13% were obese in the state. In the central region, however, 13.0% were overweight and 16.6% were obese.

School closures due to COVID-19 have also increased the need for healthy food options in Petersburg. Because more than 90% of students in the city are eligible for free or reduced breakfast and lunch, there is an acute need to connect Petersburg families to healthy food resources. When asked about assistance for the school system, the Superintendent indicated a need for food donations. To assist with this connection between children and healthy food resources, the Superintendent has offered to promote HCAT programming and community information on the school's website and Face Book page.

## Community Asset Map

Asset mapping can help identify strengths, resources and talents within a community. Asset mapping illustrates community relationships and identifies common priorities. The assets identified should be used when developing the HCAT's approach and response to the described need. Download the Asset Mapping form [HERE](#), complete and upload.

## HCAT Response\*

Describe the overall plan to address the Statement of Need. Examples of activities that may be selected as strategies to respond to the need can be found in the Promising Practices document available [HERE](#). When developing a response, offerors should be inclusive and ensure that representation from the community is included throughout the proposed project. Clearly link the previously described need and community assets with the chosen activity(s) and explain why it is the best approach for the proposed HCAT.

In response to the community's need to reduce childhood obesity, the Petersburg HCAT will employ the Promising Practices strategy of increasing healthy options. This strategy was chosen as the best approach due to the rich agricultural food initiatives already operating throughout the city and schools. From 2020-2023, this HCAT will employ this strategy and leverage community assets to accomplish the proposed grant activities below.

First, by expanding (1) its membership, (2) social media marketing, and local presence, this HCAT aims to avoid duplication of efforts, share lessons learned, and model positive relationship building so as to increase healthy options in the area. Accomplishing these grant activities should also better position the team to collect and maximize local resources and execute other objectives. To address Petersburg's lack of nutritional education, the HCAT will continue its previous work by (3) implementing F2S programming among 2400 youth (grades pre-k- 12th grade) at 5 out of 7 Petersburg City Public Schools (PCPS). This includes partnering with VCE to distribute Garden to Go Kits and HOM books, collaborating with PCPS to align programming with STEM curriculum, and conducting food demonstrations and tastings. COVID-19 plans are being made concurrently. For more details, please see workplan II.

To further increase healthy options, the HCAT also plans to (4) establish a network of support for urban farmers/community gardeners. Working with PHOPs, 6 local minority and female farmers have already been selected to receive support and participate in the first produce market at the Petersburg Public Library. One of the selectees recently purchased farmland adjacent to a local elementary school, with the intention of hosting F2S activities. Through partnerships with Master Gardeners, this HCAT will continue to build and support this growing network of local food sources by such programs as a Master Gardening Help Desk at the Library. (5) Increasing SNAP participation at River Street Market through purchased marketing materials should also encourage healthy choices.

With intentions of inclusivity, the last proposed grant activity is based on recommendations from focus group data collected in year one. These recommendations revealed community support for a mobile market with access points at schools and frequently visited public locations. As a result, the HCAT will partner with PHOPs, VSU's AG Center, and the River Street Market to (6) support a mobile market delivery service of local fresh produce, The POP Market (Petersburg Offers Produce). Specifically, this will be accomplished by marketing SNAP Match and offering educational materials and events at mobile market sites.

Taken together, through meaningful, mutually beneficial partnerships, the Petersburg HCAT plans to improve healthy options by "linking procurement of affordable, healthy food with improving skills in purchasing and preparing food".

## Policy, Systems and/or Environmental Change\*

Indicate category(s) your proposed response addresses. Select all that apply.

Systems  
Environmental Change

## Project Workplan\*

Upload the completed Workplan form. Download the blank form at [HERE](#). Ensure that the Workplan is complete and includes all required information (measurable objectives, timelines, expected outcomes, specific implementation steps and responsible staff) before saving and uploading to the application. This Workplan should provide all the details of the grant implementation strategies. Complete the Workplan for Year One only. To verify the completed form is uploaded, you must first save the document.

hcat 20.21 workplans I & II.pdf

## Sustainability Plan\*

Describe how the offeror will consider and address sustainability for the proposed HCAT and its activities. Sustainability refers to an organization's ability to continue and maintain a program after the grant has ended. For HCATs sustainability also refers to lasting, permanent change as a result of their efforts addressing policy, systems or environmental change. Many factors must be addressed to ensure sustainability - board and staff commitment, programmatic, strategic and resource support. Describe how the project's objectives will be sustained after the grant period.

By expanding the HCAT's membership, more local organizations are establishing working relationships that can last and benefit the city beyond the grant period. For example, the VSU's AG Center, River Street Market, the Petersburg Public Library, and the Healthy Living and Learning Center are all fixtures in the community that are highly recognized and supported. Moreover, each of these organizations are also seeking to enact systems and environmental changes so as to improve the health of Petersburg residents. By partnering with these organizations to implement F2S activities and support the POP mobile market, the HCAT is strengthening the sustainability of its programming and initiatives that can serve the community long-term. Collaborating with VCE & 4H STEM to implement their unique educational programming as well as initiatives from the VDOE also ensures sustainability as each organization has designated resources, consistent funding, and support to conduct activities. Training opportunities are readily accessible and available and VCE agents are already tasked with implementing and evaluating programming that promotes healthy choices and the reduction of childhood obesity.

Working with the STEM Coordinator of PCPS to align programming to improve SOL (Standards of Learning) outcomes, connecting with the Culinary Program at Petersburg High School, and participating in the School Health Advisory Board are other ways in which the HCAT aims to maintain program activities. Through successful implementation, PCPS will be incentivized to commit to and continue initiatives to provide nutritional education and encourage healthy choices among Petersburg youth. Lastly, partnering with PHOPs, whose grant cycle ends in 2023, also ensures additional funds and strategic support are in place to maintain programming beyond the HCAT grant cycle. The valuable free resources of Catchafire will also allow for sustainability.

## Staff & Volunteers\*

List position title, names (if known) and roles of all staff and volunteers that will work on the proposed project and include their individual responsibilities with the grant project. Upload completed Job Descriptions for each position. Job Description Template forms can be found [HERE](#).

job description coordinator 20.23.docx

Funding is being requested for one contracted position and two consultants. The contracted position is for a part-time HCAT Coordinator (currently, Pat Caulkins, RN) who will be responsible for managing the implementation of the grant. The first consultant would be a parent or grandparent. The request is for a stipend to incentivize attendance at HCAT meetings by a community member. Although most members of the HCAT are community members and two members are specifically representing the community, it would be beneficial to have the input of a parent or grandparent. Much energy has gone into identifying and inviting such a team member with little success. Therefore, the HCAT would like to model an organization in Richmond that has had success in offering a stipend for attendance. The second consultant is to fund a Digital Media Specialist to take photographs of events and manage Social Media accounts in conjunction with Catchafire. These positions will be contracted by the City of Petersburg through the Petersburg Public Library and will be directly supervised by Wayne Crocker, PPL Director. Invoicing and financial reporting will be the responsibility of the HCAT Coordinator with assistance provided by designated library staff. HCAT members will aid with strategic planning, evaluation, and sustainability. Partner organizations will carry out obesity prevention activities and events as outlined in the grant work plan and addressed in their individual partner agreements. This involvement will either be done in a work related or volunteer capacity, depending on the team member.

### III. EVALUATION

#### Evaluation Plan\*

A plan for the evaluation of the proposed activities must be included and must provide measurements of expected outcomes as defined in the workplan. Indicate the strategies to be used to evaluate the success of the proposed policy, systems and/or environmental changes. Both qualitative and quantitative measures should be included to provide an overall evaluation of how the HCAT functioned and a summary of the outcomes as they relate to the workplan objectives.

The HCAT Coordinator will be responsible for monitoring the success of the grant project. Outcome indicators will be compiled and reported as required by the grant. HCAT partners will assist with evaluation measures and protocols. The PHOPs evaluator is working closely with the HCAT Coordinator to document the nature of funded program activities, number of staff members involved, and number of participants reached.

Strategies to measure the expected outcomes of expanding the HCAT will include an annual partner survey to gather data of the structure and processes of the organization. The number of meetings, number of participants, minutes, and agendas will also be recorded and reported. All PR materials used to expand the HCAT's social media and local presence will also be documented, and social media analytics will be conducted to determine the number of followers, reach of posts, and number of shares.

Regarding F2S activities, the HCAT Coordinator will work with the PHOPs evaluator to collect data on process outcomes, including the types of event, number of cooking demos/classes or taste tests conducted, number of students and/or families reached, as well as the number of volunteer hours for each partner agency. Child friendly evaluation tools designed for use during 2018/20 programming will be refined as needed to determine improved outcome objectives for experiences such as taste testing. Audience satisfaction forms and pre/post testing will be used as appropriate.

Direct observation and key informant interviews will determine system and environmental changes that may result from the increased presence of the HCAT, the establishment of a strong urban gardener's network, and introduction of The POP Market. Child appropriate Focus Groups with the children enrolled in the YMCA child care program are being planned for 2020/21. The results of all interviews and surveys will be summarized and recorded to improve service delivery of program activities.

## VFHY Statewide Evaluation\*

Funded HCAT's are required to participate in the VFHY Statewide Evaluation process. This evaluation may include an online survey, interviews or other evaluation activities. Indicate your organization's agreement to participate by selecting "Yes".

Yes

## IV. BUDGET

**Offerors are required to calculate their Year One Budget only. Subsequent budgets will be developed and completed at the end of each fiscal year. For planning purposes, provide the HCAT's best estimate of funding needs for years 2 and 3, not to exceed \$30,000 for each year.**

### Funding Request\*

Provide the TOTAL amount you are requesting from VFHY for this grant. Total requests cannot exceed \$90,000 for the three years of the grant project.

\$90,000.00

### First Year Funding\*

Provide the amount requested for funding for Year 1, 2020-2021. Total request for Year One funding cannot exceed \$30,000.

\$30,000.00

### Second Year Funding\*

Provide your best estimate of funding needs for Year 2 of the grant, 2021-2022. Total estimate for Year Two funding cannot exceed \$30,000.

\$30,000.00

### Third Year Funding\*

Provide your best estimate of funding needs for Year 3 of the grant, 2022-2023. Total estimate for Year Three funding cannot exceed \$30,000.

\$30,000.00

### Matching Funds\*

Matching funds are not required. However, all organizations are encouraged to identify matching resources and provide the total amount here.

\$57,300.00

### Budget Form\*

The VFHY Budget Form must be completed and uploaded to the online application. Download the VFHY HCAT Budget Form and, once completed, upload to the application. This is an Excel form which includes separate worksheet tabs for each year of the grant. **ONLY COMPLETE THE YEAR ONE WORKSHEET TAB.** Formulas are included to automatically add the line items. The budget form includes both a line item form and a narrative section to describe and justify all grant expenses. Both sections must be completed.

budget form 20.21 final phops match.xlsx

**V. TERMS AND CONDITIONS**

**Terms and Conditions/Required Statements\***

Enter the name of the Authorized Representative for your organization. By so doing, you certify that the Authorized Representative has downloaded and read the VFHY Terms and Conditions & Required Statements (available [HERE](#)) and, further, that the Authorized Representative agrees to comply with all conditions described and explained. Offeror acknowledges receipt of any addenda issued. This also certifies that, if required, at least one member of the defined HCAT attended a VFHY Pre-Proposal Conference for this RFP.

Wayne Crocker

## File Attachment Summary

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### ***Applicant File Uploads***

- hcat 20.21 signed ppa file.pdf
- hcat 20.21 workplans I & II.pdf
- job description coordinator 20.23.docx
- budget form 20.21 final phops match.xlsx



## PARTNER PROFILE AGREEMENT

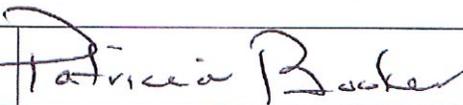
This form must be completed and signed by each HCAT partner.  
Once signed, scan and upload to the online application.

Representative Name	Kayla Barber				
Organization Name (if applicable)	WIC				
Address	Crater Health District 301 Halifax Street Petersburg, VA 23803				
Contact Phone Number	804-862-8913				
Contact Email Address	kayla.barber@vdh.virginia.gov				
Type of Organization (Check primary affiliation)	<input type="checkbox"/>	Education	<input type="checkbox"/>	Youth	
	<input checked="" type="checkbox"/>	Healthcare	<input type="checkbox"/>	Faith	
	<input type="checkbox"/>	Community Member	<input type="checkbox"/>		Other (please describe):
	<input type="checkbox"/>	Business			
	<input type="checkbox"/>	Civic			
How long have you been a member of this HCAT?	1 year				
Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.					
<p>Ms. Barber is the WIC Coordinator. She has worked in the past with similar organizations such as Greater Richmond Fit4Kids and brings much experience and excitement to the HCAT.</p> <p>Ms. Barber will:</p> <ul style="list-style-type: none"> <li>• Serve as a member of the HCAT</li> <li>• Support the HCAT in the community and through WIC</li> <li>• Advise the team on nutritional issues and share her expertise with the organization</li> </ul>					
Signature			Date	5/28/2020	
Printed Name: Kayla Barber					



## PARTNER PROFILE AGREEMENT

This form must be completed and signed by each HCAT partner.  
Once signed, scan and upload to the online application.

Representative Name	Pat Booker			
Organization Name (if applicable)	Master Gardeners, Prince George County Virginia Cooperative Extension			
Address	10809 Burleigh Drive South Prince George, VA 23805			
Contact Phone Number	804-731-1870			
Contact Email Address	bookerhasan@att.net			
Type of Organization (Check primary affiliation)	<input checked="" type="checkbox"/>	Education	<input type="checkbox"/>	Youth
	<input type="checkbox"/>	Healthcare	<input type="checkbox"/>	Faith
	<input type="checkbox"/>	Community Member	<input type="checkbox"/>	
	<input type="checkbox"/>	Business	<input type="checkbox"/>	
	<input type="checkbox"/>	Civic	<input type="checkbox"/>	
How long have you been a member of this HCAT?	2 years			
Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.				
<p>Pat Booker is a Master Gardener interested in bringing healthy produce and agriculture to children in the Petersburg area. She has volunteered in many ways in the community, including creating and maintaining a children's garden at the Petersburg Public Library.</p> <p>Ms. Booker will:</p> <ul style="list-style-type: none"> <li>• Utilize her gardening expertise and passion for improving the health of children to serve on the HCAT</li> <li>• Volunteer to assist with children's programming surrounding gardening and healthy food</li> <li>• Advise the Food Production Workgroup in best practices and look for creative ways to include children and families in learning those practices</li> <li>• Support the HCAT in the community, especially within the Master Gardeners Program</li> </ul>				
Signature			Date	5/28/20
Printed Name: Pat Booker				



## PARTNER PROFILE AGREEMENT

This form must be completed and signed by each HCAT partner.  
Once signed, scan and upload to the online application.

Representative Name	Cheryl Bursch, Market Manager			
Organization Name (if applicable)	River Street Market, LLC (local Farmers Market)			
Address	1944 Berkeley Avenue Petersburg, VA 23805			
Contact Phone Number	804-720-2532			
Contact Email Address	info@riverstreetmarket.com			
Type of Organization (Check primary affiliation)	<input type="checkbox"/>	Education	<input type="checkbox"/>	Youth
	<input type="checkbox"/>	Healthcare	<input type="checkbox"/>	Faith
	<input type="checkbox"/>	Community Member	<input type="checkbox"/> Other (please describe):	
	<input checked="" type="checkbox"/>	Business		
	<input type="checkbox"/>	Civic		
How long have you been a member of this HCAT?	2 years			
Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.				
<p>Ms. Bursch has thirty years of successful sales, marketing, customer service, merchandising, accounting, data processing, and management experience in hospitality, government, retail, and office environments. Currently, as the Market Manager, she is responsible for market operations, promotion, site, vendor and volunteer management. She served as the HCAT Coordinator in 2019.</p> <p>Ms. Bursch will participate in the Petersburg HCAT in the following ways:</p> <ul style="list-style-type: none"> <li>• Attend the HCAT meetings and represent the River Street Market</li> <li>• Assist with strategic planning, including ways to sustain local healthy food initiatives to prevent childhood obesity</li> <li>• Support the work of the HCAT and suggest ways to best collaborate with other organizations and individuals interested in access to health food</li> </ul>				
Signature	<i>Cheryl Bursch</i>		Date	05/26/2020
Printed Name: Cheryl Bursch				



## PARTNER PROFILE AGREEMENT

This form must be completed and signed by each HCAT partner.  
Once signed, scan and upload to the online application.

Representative Name	Sally Camp			
Organization Name (if applicable)	Volunteer, Petersburg Public Library			
Address	201 W. Washington Street Petersburg, VA 23803			
Contact Phone Number	804-767-0420			
Contact Email Address	sallyannecamp1@gmail.com			
Type of Organization (Check primary affiliation)	<input type="checkbox"/>	Education	<input type="checkbox"/>	Youth
	<input type="checkbox"/>	Healthcare	<input type="checkbox"/>	Faith
	<input checked="" type="checkbox"/>	Community Member	<input type="checkbox"/>	Other (please describe):
	<input type="checkbox"/>	Business		
	<input type="checkbox"/>	Civic		
How long have you been a member of this HCAT?	1 year			
Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.				
<p>Ms. Camp is a volunteer at the Petersburg Public Library and an active member of the Petersburg community. She lives in the historic district in downtown Petersburg. Ms. Camp is currently retired and brings great expertise in the areas of grant writing, fund development, non-profit management, legislative outreach, and strategic planning to the HCAT.</p> <p>Ms. Camp will:</p> <ul style="list-style-type: none"> <li>• Serve as a member of the HCAT</li> <li>• Advise the Team specifically pertaining to strategic planning and legislative outreach</li> <li>• Inform the Team about other funding opportunities in the Petersburg/Richmond area</li> <li>• Support the HCAT in the community</li> </ul>				
Signature	<i>Sally Camp</i>		Date	<i>5/26/2020</i>
Printed Name: Sally Camp				



## PARTNER PROFILE AGREEMENT

This form must be completed and signed by each HCAT partner.  
Once signed, scan and upload to the online application.

Representative Name	Sylvia Campbell			
Organization Name (if applicable)	Petersburg Healthy Options Partnerships (PHOPs) Farm to School Program Assistant			
Address	Harding Street Urban AG Center 453 Harding Street Petersburg, VA 23803			
Contact Phone Number	804-295-1806			
Contact Email Address	sylviac20@vt.edu			
Type of Organization (Check primary affiliation)	<input type="checkbox"/>	Education	<input type="checkbox"/>	Youth
	<input type="checkbox"/>	Healthcare	<input type="checkbox"/>	Faith
	<input type="checkbox"/>	Community Member	<input checked="" type="checkbox"/>	Other (please describe):
	<input type="checkbox"/>	Business	CDC grant	
	<input type="checkbox"/>	Civic		
How long have you been a member of this HCAT?	2 months			
Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.				
<p>Ms. Campbell is a Master Gardener, a Master Food Volunteer, and a Licensed Practical Nurse. She has also completed the Virginia State University Urban Agriculture Certificate Program.</p> <p>Ms. Campbell will:</p> <ul style="list-style-type: none"> <li>• Serve as a member of the HCAT</li> <li>• Advise and lead the Food Production Work Group</li> <li>• Support programming and initiatives pertaining to healthy food access</li> <li>• Represent HCAT in the community</li> </ul>				
Signature	<i>Sylvia Campbell</i>		Date	<i>05-21-2020</i>
Printed Name: Sylvia Campbell				



## PARTNER PROFILE AGREEMENT

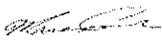
This form must be completed and signed by each HCAT partner.  
Once signed, scan and upload to the online application.

Representative Name	Pat Caulkins, RN				
Organization Name (if applicable)	Healthy Living and Learning Center				
Address	Petersburg Public Library 201 W. Washington Street Petersburg, VA 23803				
Contact Phone Number	540-649-1658				
Contact Email Address	pcaulkins@ppls.org				
Type of Organization (Check primary affiliation)	<input type="checkbox"/>	Education	<input type="checkbox"/>	Youth	
	<input checked="" type="checkbox"/>	Healthcare	<input type="checkbox"/>	Faith	
	<input type="checkbox"/>	Community Member	<input type="checkbox"/>		Other (please describe):
	<input type="checkbox"/>	Business			
	<input type="checkbox"/>	Civic			
How long have you been a member of this HCAT?	2 years				
Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.					
<p>Pat Caulkins is a retired nurse with over 40 years of nursing experience, most of which is in Community Wellness for children. After serving as the Program Coordinator for the Healthy Living and Learning Center, she remained at the Library as a volunteer and now serves as the HCAT Coordinator in her home town of Petersburg.</p> <p>The Healthy Living and Learning Center will:</p> <ul style="list-style-type: none"> <li>• Conduct HCAT programming as outlined in the Work Plan</li> <li>• Assist the fiscal agent for the grant , helping to maintain all records and handle all invoicing</li> <li>• Represent the organization at HCAT meetings</li> </ul>					
Signature	<i>Pat Caulkins, RN</i>	Date	5/26/20		
Signature	<i>Robert Noriega</i>	Date	5/22/2020		
Printed Name: Pat Caulkins /Robert Noriega, HLLC Coordinator					



## PARTNER PROFILE AGREEMENT

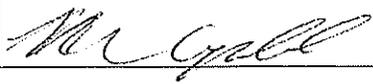
This form must be completed and signed by each HCAT partner.  
Once signed, scan and upload to the online application.

Representative Name	Marcus Comer, PhD			
Organization Name (if applicable)	Harding Street Urban Agricultural Center			
Address	Virginia State University College of Agriculture and Human Ecology P.O. Box 9081 Petersburg, VA 23806			
Contact Phone Number	O - 804-524-5467 C - 804-931-0906			
Contact Email Address	mcomer@vsu.edu			
Type of Organization (Check primary affiliation)	<input checked="" type="checkbox"/>	Education	<input type="checkbox"/>	Youth
	<input type="checkbox"/>	Healthcare	<input type="checkbox"/>	Faith
	<input type="checkbox"/>	Community Member	<input type="checkbox"/> Other (please describe):	
	<input type="checkbox"/>	Business		
	<input type="checkbox"/>	Civic		
How long have you been a member of this HCAT?	2 years			
Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.				
<p>Dr. Marcus Comer is the Extension Specialist for Agriculture and Natural Resources at Virginia State University. He is the Principle Investigator for the Harding Street Urban Agricultural Center, an indoor vertical growing lab of fresh produce and fish.</p> <p>Dr. Comer will:</p> <ul style="list-style-type: none"> <li>• Serve as a member of the HCAT</li> <li>• Participate in the Work Plan as written to help students connect fresh produce from a garden with healthy nutrition</li> <li>• Support the HCAT and its work in the community and within VCE</li> <li>• Share best practices and resources with community/urban gardeners and other community gardening initiatives</li> <li>• Assist with the development of the strategic plan, including ideas for sustainability</li> </ul>				
Signature			Date	6/3/2020
Printed Name: Marcus Comer, PhD				



## PARTNER PROFILE AGREEMENT

This form must be completed and signed by each HCAT partner.  
Once signed, scan and upload to the online application.

Representative Name	Markus Copeland, M.S., NASM CPT; Wellness Director			
Organization Name (if applicable)	Petersburg Family YMCA			
Address	120 N. Madison Street Petersburg, VA 23803			
Contact Phone Number	804-729-4547			
Contact Email Address	copelandm@ymcarichmond.org			
Type of Organization (Check primary affiliation)	<input type="checkbox"/>	Education	<input type="checkbox"/>	Youth
	<input type="checkbox"/>	Healthcare	<input type="checkbox"/>	Faith
	<input type="checkbox"/>	Community Member	<input checked="" type="checkbox"/>	Other (please describe):
	<input type="checkbox"/>	Business	Non-profit	
	<input type="checkbox"/>	Civic		
How long have you been a member of this HCAT?	1 year			
<p>Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.</p> <p>In addition to hosting multiple health and wellness programs within the facility, the Petersburg Family YMCA is also an active participant in the Petersburg Wellness Consortium, the 1000 pound challenge, and multiple other community engagements. Specifically, the YMCA will support the HCAT through collaborative programming both at the main site and with the after-school program held at Walnut Hill Elementary School. Programming will include, but not be limited to, gardening, cooking, taste testing, and nutrition education.</p>				
Signature			Date	5/26/20
Printed Name: Markus Copeland				



## PARTNER PROFILE AGREEMENT

This form must be completed and signed by each HCAT partner.  
Once signed, scan and upload to the online application.

Representative Name	Chef Rommel Gonzalez				
Organization Name (if applicable)	Culinary Instructor Petersburg City Public Schools Career and Technical Education				
Address	Petersburg High School 3101 Johnson Road Petersburg, VA 23805				
Contact Phone Number	W - 804-861-4884; C - 804-484-5052				
Contact Email Address	rogonzalez@petersburg.k12.va.us				
Type of Organization (Check primary affiliation)	<input checked="" type="checkbox"/>	Education	<input type="checkbox"/>	Youth	
	<input type="checkbox"/>	Healthcare	<input type="checkbox"/>	Faith	
	<input type="checkbox"/>	Community Member	<input type="checkbox"/>		Other (please describe):
	<input type="checkbox"/>	Business			
	<input type="checkbox"/>	Civic			
How long have you been a member of this HCAT?	3 months				
Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.					
<p>Chef Gonzalez has culinary experience from around the world, but has found his home at Petersburg High School teaching culinary students. Specifically, Chef Gonzalez will work to support the HCAT through collaborative programming and the exploration of creative ways to involve his students in HCAT taste testing, cooking demonstratives, kitchen gardens, and catering.</p>					
Signature			Date	5/27/20	
Printed Name: Rommel Gonzalez					



## PARTNER PROFILE AGREEMENT

This form must be completed and signed by each HCAT partner.  
Once signed, scan and upload to the online application.

Representative Name	Rosella Humbles, Family Nutrition Program Assistant, SNAP-ED Youth		
Organization Name (if applicable)	Virginia Cooperative Extension		
Address	City of Petersburg Unit Extension Office 3811 Corporate Road Petersburg, VA 23805		
Contact Phone Number	804-733-1880, ext. 3906		
Contact Email Address	rosella@vt.edu		
Type of Organization (Check primary affiliation)	<input checked="" type="checkbox"/>	Education	Youth
	<input type="checkbox"/>	Healthcare	Faith
	<input type="checkbox"/>	Community Member	Other (please describe):
	<input type="checkbox"/>	Business	
	<input type="checkbox"/>	Civic	
How long have you been a member of this HCAT?	2 years		
Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.			
<p>Ms. Humbles brings a wealth of resources and expertise to the HCAT through her work with Virginia Cooperative Extension. She is actively involved in nutrition education within the schools and community and has earned a reputation as a talented, knowledgeable, and dependable educator.</p> <p>Ms. Humbles will:</p> <ul style="list-style-type: none"> <li>• Serve as a member of the HCAT</li> <li>• Assist the Team with nutrition education and taste testing, especially pertaining to resources available through Virginia Cooperative Extension</li> <li>• Support the HCAT within the Petersburg region</li> </ul>			
Signature			Date
			5/22/2020
Printed Name: Rosella Humbles			



## PARTNER PROFILE AGREEMENT

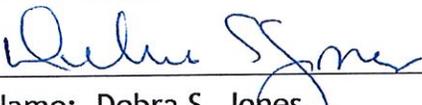
This form must be completed and signed by each HCAT partner.  
Once signed, scan and upload to the online application.

Representative Name	Decardra L. Jackson, Ed.D Coordinator, STEM			
Organization Name (if applicable)	Petersburg City Public Schools			
Address	255 E. South Blvd. Petersburg, VA 23805			
Contact Phone Number	804-732-0510			
Contact Email Address	dejackson@petersburg.k12.va.us			
Type of Organization (Check primary affiliation)	<input checked="" type="checkbox"/>	Education	<input type="checkbox"/>	Youth
	<input type="checkbox"/>	Healthcare	<input type="checkbox"/>	Faith
	<input type="checkbox"/>	Community Member	<input type="checkbox"/>	
	<input type="checkbox"/>	Business	<input type="checkbox"/>	
	<input type="checkbox"/>	Civic	<input type="checkbox"/>	
How long have you been a member of this HCAT?	3 months			
Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.				
<p>Dr. Jackson has been appointed the liaison between the HCAT and the PCPS by the Superintendent, specifically to help align HCAT programming with the STEM curriculum. Dr. Jackson will attend HCAT meetings and will advise the Team on resources, staff contacts within the school system, and possible STEM connections for gardening, nutrition, and cooking experiences.</p>				
Signature	<i>Dr. Pitre-Martin</i>		Date	6-2-2020
Signature	<i>Dr. Jackson</i>		Date	6-2-2020
Printed Name: Decardra L. Jackson, Coordinator STEM; Dr. Pitre-Martin, Superintendent				



## PARTNER PROFILE AGREEMENT

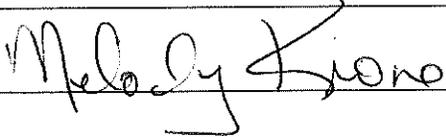
This form must be completed and signed by each HCAT partner.  
Once signed, scan and upload to the online application.

Representative Name	Debra S. Jones, MPH			
Organization Name (if applicable)	Human Health Specialist Virginia Cooperative Extension, Virginia State University			
Address	1 Hayden Drive Petersburg, VA 23806			
Contact Phone Number	804-524-5847			
Contact Email Address	dsjones@vsu.edu			
Type of Organization (Check primary affiliation)	<input checked="" type="checkbox"/>	Education	<input type="checkbox"/>	Youth
	<input type="checkbox"/>	Healthcare	<input type="checkbox"/>	Faith
	<input type="checkbox"/>	Community Member	<input type="checkbox"/> Other (please describe):	
	<input type="checkbox"/>	Business		
	<input type="checkbox"/>	Civic		
How long have you been a member of this HCAT?	2 years			
<p>Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.</p> <p>Ms. Jones brings a wealth of resources and expertise to the HCAT through her work with Virginia Cooperative Extension. She is actively involved in environmental and policy changes to improve the health of the community's nutrition.</p> <p>Ms. Jones will:</p> <ul style="list-style-type: none"> <li>• Serve as a member of the HCAT</li> <li>• Advise the Team on issues pertaining to healthy food access and environmental changes, especially pertaining to resources available through Virginia Cooperative Extension</li> <li>• Support the HCAT within the Petersburg region</li> </ul>				
Signature			Date	
		5-26-20		
Printed Name: Debra S. Jones				



## PARTNER PROFILE AGREEMENT

This form must be completed and signed by each HCAT partner.  
Once signed, scan and upload to the online application.

Representative Name	Melody Krone			
Organization Name (if applicable)	Local Vibe Cafe			
Address	414 N. Market Street Petersburg, VA 23803			
Contact Phone Number	804-405-8140			
Contact Email Address	melodykrone@yahoo.com			
Type of Organization (Check primary affiliation)	<input type="checkbox"/>	Education	<input type="checkbox"/>	Youth
	<input type="checkbox"/>	Healthcare	<input type="checkbox"/>	Faith
	<input type="checkbox"/>	Community Member	<input type="checkbox"/>	Other (please describe):
	<input checked="" type="checkbox"/>	Business		
	<input type="checkbox"/>	Civic		
How long have you been a member of this HCAT?	6 months			
Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.				
<p>Ms. Krone is the co-owner of a local restaurant that focuses on plant based and healthy food.</p> <p>Ms. Krone will:</p> <ul style="list-style-type: none"> <li>• Serve as a member of HCAT</li> <li>• Will advise the Team on issues involving healthy food access from the retail and business perspective</li> <li>• Participate on the Food Education Work Group and assist with taste testing and cooking demonstrations/lessons</li> <li>• Support the community and the HCAT in improving access to healthy food</li> </ul>				
Signature			Date	5-26-20
Printed Name: Melody Krone				



## PARTNER PROFILE AGREEMENT

This form must be completed and signed by each HCAT partner.  
Once signed, scan and upload to the online application.

Representative Name	Morgan Maxwell, PhD, MA			
Organization Name (if applicable)	Project Manager Petersburg Healthy Options Partnerships (PHOPs) CDC Grant			
Address	Wilder Building, Room 105 Virginia State University 1 Hayden Drive Petersburg, VA 23806			
Contact Phone Number	704-493-9007			
Contact Email Address	morganlmaxwell@vt.edu			
Type of Organization (Check primary affiliation)	<input checked="" type="checkbox"/>	Education	<input type="checkbox"/>	Youth
	<input type="checkbox"/>	Healthcare	<input type="checkbox"/>	Faith
	<input type="checkbox"/>	Community Member	<input type="checkbox"/> Other (please describe):	
	<input type="checkbox"/>	Business		
	<input type="checkbox"/>	Civic		
How long have you been a member of this HCAT?	2 years			
Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.				
<p>Dr. Maxwell, a resident of the Petersburg community, is the Project Manager for PHOPs. PHOPs and HCAT share the common mission of improving healthy food access to address obesity. The grant programs actively support the collaborative work, both in programming and in policy and environmental strategies.</p> <p>Dr. Maxwell will:</p> <ul style="list-style-type: none"> <li>• Serve as a member of the HCAT</li> <li>• Identify collaborative strategies to advance healthy food access</li> <li>• Support the work of the HCAT within the Petersburg community</li> <li>• Advocate for participation of youth and community members in all initiatives</li> </ul>				
Signature	<i>Morgan L. Maxwell</i>		Date	5/22/20
Printed Name: Dr. Morgan Maxwell				



## PARTNER PROFILE AGREEMENT

This form must be completed and signed by each HCAT partner.  
Once signed, scan and upload to the online application.

Representative Name	Jennifer Murphy-James			
Organization Name (if applicable)	Crater Healthy Start Loving Steps (CHSLS)			
Address	Crater Health District 301 Halifax Street Petersburg, VA 23803			
Contact Phone Number	804-862-8974			
Contact Email Address	jennifer.murphy-james@vdh.virginia.gov			
Type of Organization (Check primary affiliation)	<input type="checkbox"/>	Education	<input type="checkbox"/>	Youth
	<input type="checkbox"/>	Healthcare	<input type="checkbox"/>	Faith
	<input type="checkbox"/>	Community Member	<input checked="" type="checkbox"/>	Other (please describe):
	<input type="checkbox"/>	Business	Home Visiting Program	
	<input type="checkbox"/>	Civic		
How long have you been a member of this HCAT?	8 months			
Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.				
<p>As a CHW, Ms. Murphy-James will serve as a liaison between HCAT and CHSLS, identifying opportunities for collaboration and sharing information to address childhood obesity. CHSLS home visiting services are provided to pregnant women and teens, parenting women and teens, fathers, infants and toddlers in the cities of Petersburg and Hopewell VA. Participants are screened for nutritional risks and referred to programs/services that support food security. Through community collaborations, participants may receive nutrition education and instruction on food preparation.</p>				
Signature	<i>Jennifer Murphy-James</i>		Date	5/21/2020
Printed Name: Jennifer Murphy-James				



## PARTNER PROFILE AGREEMENT

This form must be completed and signed by each HCAT partner.  
Once signed, scan and upload to the online application.

Representative Name	Jason O'Connor, Two Veterans Farms			
Organization Name (if applicable)	Community Member			
Address	419 Roslyn Avenue Colonial Heights, VA 23834			
Contact Phone Number	501-266-0960			
Contact Email Address	twoveteransfarms@outlook.com			
Type of Organization (Check primary affiliation)	<input type="checkbox"/>	Education	<input type="checkbox"/>	Youth
	<input type="checkbox"/>	Healthcare	<input type="checkbox"/>	Faith
	<input checked="" type="checkbox"/>	Community Member	<input type="checkbox"/>	Other (please describe):
	<input type="checkbox"/>	Business		
	<input type="checkbox"/>	Civic		
How long have you been a member of this HCAT?	New member			
Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.				
<p>Mr. O'Connor is the owner of Two Veterans Farms and has recently purchased the farm land next to Pleasants Lane Elementary School in Petersburg. He will support the HCAT's work to teach children about growing healthy food and gardening by dedicating an area of the farm for education. He will work with the HCAT to develop a program that both addresses the Work Plan objectives and protects his land and business.</p>				
Signature			Date	3/June/2020
Printed Name: Jason O'Connor				



## PARTNER PROFILE AGREEMENT

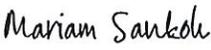
This form must be completed and signed by each HCAT partner.  
Once signed, scan and upload to the online application.

Representative Name	Katie Patton			
Organization Name (if applicable)	Petersburg Healthy Options Partnerships (PHOPs) Farm to School Program Assistant			
Address	Harding Street Urban AG Center 453 Harding Street Petersburg, VA 23803			
Contact Phone Number	314-489-5815			
Contact Email Address	mpatton001@vt.edu			
Type of Organization (Check primary affiliation)	<input type="checkbox"/>	Education	<input type="checkbox"/>	Youth
	<input type="checkbox"/>	Healthcare	<input type="checkbox"/>	Faith
	<input type="checkbox"/>	Community Member	<input checked="" type="checkbox"/>	Other (please describe):
	<input type="checkbox"/>	Business	CDC Grant	
	<input type="checkbox"/>	Civic		
How long have you been a member of this HCAT?	2 months			
Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.				
<p>Ms. Patton brings extensive experience in children's education and nutrition through her work as an elementary school teacher and a farmer.</p> <p>Ms. Patton will:</p> <ul style="list-style-type: none"> <li>• Assist the Coordinator with all programming and initiatives, especially pertaining to gardening and cooking/taste testing</li> <li>• Serve as a member of the HCAT</li> <li>• Advise the Food Education and Food Production Work Groups in planning and programming</li> <li>• Suggest collaborative ideas to improve healthy food access, education, and production</li> <li>• Assist with the pilot of a mobile market through PHOPs</li> </ul>				
Signature			Date	06/04/2020
Printed Name: Katie Patton				



## PARTNER PROFILE AGREEMENT

This form must be completed and signed by each HCAT partner.  
Once signed, scan and upload to the online application.

Representative Name	Mariam Sankoh			
Organization Name (if applicable)	Project Administrator Love Locked Down Theatre Project (LLDTP)/VDH			
Address				
Contact Phone Number				
Contact Email Address	Lldtp2@gmail.com			
Type of Organization (Check primary affiliation)	<input checked="" type="checkbox"/>	Education	<input type="checkbox"/>	Youth
	<input type="checkbox"/>	Healthcare	<input type="checkbox"/>	Faith
	<input type="checkbox"/>	Community Member	<input type="checkbox"/> Other (please describe):	
	<input type="checkbox"/>	Business		
	<input type="checkbox"/>	Civic		
How long have you been a member of this HCAT?	1 year			
Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.				
<p>LLDTP works to use storytelling to build the beloved community, and we love the story of Petersburg as a safe area in the State of Virginia where free black people could live and have formed some of the longest lasting communities in the State. Even, when to do so was made illegal, and even when legal, was made difficult through Jim Crow laws and segregation or natural disasters. We like that the HCAT seeks to improve the life of those living in the region through proper nutrition and education targeting those who are younger and older in age. Ms. Sankoh will attend HCAT meetings and advise the Team on all issues, but particularly those pertaining to community trauma and race related issues.</p>				
Signature	<small>DocuSigned by:</small>  <small>916D03E0222B451</small>		Date	5/26/2020
Printed Name: Mariam Sankoh				



## PARTNER PROFILE AGREEMENT

This form must be completed and signed by each HCAT partner.  
Once signed, scan and upload to the online application.

Representative Name	Ann F. Vargo FCS SNAP-ED Agent			
Organization Name (if applicable)	Virginia Cooperative Extension			
Address	C/O Central Virginia Food Bank 1415 Rhoadmiller Street Richmond, VA 23220			
Contact Phone Number	804-433-2556			
Contact Email Address	avargo@vt.edu			
Type of Organization (Check primary affiliation)	<input checked="" type="checkbox"/>	Education	<input type="checkbox"/>	Youth
	<input type="checkbox"/>	Healthcare	<input type="checkbox"/>	Faith
	<input type="checkbox"/>	Community Member	Other (please describe):	
	<input type="checkbox"/>	Business		
	<input type="checkbox"/>	Civic		
How long have you been a member of this HCAT?	1 year			
Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.				
<p>Ms. Vargo brings a wealth of resources and expertise to the HCAT through her work with Virginia Cooperative Extension. She is actively involved in environmental and policy changes to improve the health of the community's nutrition.</p> <p>Ms. Vargo will:</p> <ul style="list-style-type: none"> <li>• Serve as a member of the HCAT</li> <li>• Advise the Team on issues pertaining to healthy food access and environmental changes, especially pertaining to resources available through Virginia Cooperative Extension</li> <li>• Support the HCAT within the Petersburg region</li> </ul>				
Signature			Date	5/26/2020
Printed Name: Ann Vargo				



## PARTNER PROFILE AGREEMENT

This form must be completed and signed by each HCAT partner.  
Once signed, scan and upload to the online application.

Representative Name	Jameka Williams, <del>Math Specialist</del> <i>Math Coach</i>			
Organization Name (if applicable)	Pleasants Lane Elementary School			
Address	100 Pleasants Lane Petersburg, VA 23803			
Contact Phone Number	804-862-7012 or 804-720-8617			
Contact Email Address	jawilliams@petersburg.k12.va.us			
Type of Organization (Check primary affiliation)	<input checked="" type="checkbox"/>	Education	<input type="checkbox"/>	Youth
	<input type="checkbox"/>	Healthcare	<input type="checkbox"/>	Faith
	<input type="checkbox"/>	Community Member	<input type="checkbox"/>	
	<input type="checkbox"/>	Business	<input type="checkbox"/>	
	<input type="checkbox"/>	Civic		
How long have you been a member of this HCAT?	2 years			
Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.				
<p>The role of Pleasants Lane Elementary School in the HCAT is to provide the students attending our school various opportunities with access and education to healthy eating. During the grant period, the school will assist with coordinating and conducting HCAT work through school administration to develop nutritional, cooking, and gardening programming and experiences.</p>				
Signature	<i>Jameka E. Williams</i>		Date	<i>5-26-20</i>
Printed Name: Jameka E. Williams				



## PARTNER PROFILE AGREEMENT

This form must be completed and signed by each HCAT partner.  
Once signed, scan and upload to the online application.

Representative Name	Mary Dunne Stewart			
Organization Name (if applicable)	Greater Richmond Fit4Kids			
Address	PO Box 1092, Richmond, VA 23218			
Contact Phone Number	804-307-9161			
Contact Email Address	mary@grfit4kids.org			
Type of Organization (Check primary affiliation)	<input type="checkbox"/>	Education	<input type="checkbox"/>	Youth
	<input type="checkbox"/>	Healthcare	<input type="checkbox"/>	Faith
	<input type="checkbox"/>	Community Member	<input checked="" type="checkbox"/>	Other (please describe):
	<input type="checkbox"/>	Business	Non-profit	
	<input type="checkbox"/>	Civic		
How long have you been a member of this HCAT?	Not a member, but a collaborative partner			
Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.				
<p>The Petersburg HCAT and the Greater Richmond Fit4Kids HCAT will collaborate and learn from each other's programs and policy work. Our coalitions will exchange best practices and maintain open communication so that our work does not compete, but jointly addresses identified gaps in services and programming.</p>				
Signature	MD Stewart		Date	May 23, 2020
Printed Name: Mary Dunne Stewart				



## PARTNER PROFILE AGREEMENT

This form must be completed and signed by each HCAT partner.  
Once signed, scan and upload to the online application.

Representative Name	Wayne Crocker, Director			
Organization Name (if applicable)	Petersburg Public Library			
Address	201 W. Washington Street Petersburg, VA 23803			
Contact Phone Number	804-733-2387			
Contact Email Address	wcrocker@ppls.org			
Type of Organization (Check primary affiliation)	<input type="checkbox"/>	Education	<input type="checkbox"/>	Youth
	<input type="checkbox"/>	Healthcare	<input type="checkbox"/>	Faith
	<input type="checkbox"/>	Community Member	<input checked="" type="checkbox"/>	Other (please describe):
	<input type="checkbox"/>	Business	Government Agency	
	<input type="checkbox"/>	Civic		
How long have you been a member of this HCAT?	Authorized Representative - 2 years			
<p>Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.</p> <p>Mr. Crocker is a native of Petersburg and serves as a leader, not only in the Library, but also throughout the City. He has been a strong advocate for the Healthy Living and Learning Center (a partnership among the Library, the Crater Health District, and the VCU Massey Cancer Center) which promotes health literacy through the resources of the Library.</p> <p>Mr. Crocker will:</p> <ul style="list-style-type: none"> <li>• Serve as the Authorized Representative for the HCAT Grant</li> <li>• Supervise the HCAT Coordinator</li> <li>• Utilize the resources of the Library to serve as the fiscal agent for the grant</li> <li>• Connect the HCAT with resources and support its work within the community</li> </ul>				
Signature			Date	5/27/20
Printed Name: Wayne Crocker				

# Healthy Communities Action Team (HCAT) Project Workplan 2020-2021



Separate work plans must be completed for each component activity.  
Select the correct component for this specific work plan.

Component I     
  Component II

Name of HCAT:		Project Goals, Objectives and Strategies			
Petersburg HCAT					
Goal 1:	Strategy Steps	Projected		Responsible Partner/ Organization	Expected Outcomes
		Start Date	End Date		
To prevent and reduce childhood obesity in Virginia.					
Objective 1:	Expanding a Healthy Community Action Team (HCAT) - By June 30, 2021, the HCAT will be strengthened by the addition of at least three new members and the implementation of strategies to retain current members' commitment and participation.	July 2020	August 2020	HCAT Coordinator and Members	At least 2 articles or news stories will be aired or printed in local news
	Contact local legislators to notify of grant funding	July 2020	Jan 2021	HCAT Coordinator and Members	Letter will be sent to all area legislators
	Maintain the position of HCAT Coordinator, transitioning from a provisional employee to a permanent employee for the City	July 2020	June 2021	HCAT Members, Leadership Work Group, Petersburg Public Library (PPL)	HCAT Coordinator hired through the Human Resources procedures of the City of Petersburg
	Identify gaps in representation to the HCAT based on the needs to strengthen Work Groups for expansion and outreach	July 2020	August 2020	HCAT Members, Leadership Work Group	Potential members will be identified from areas such as the City government, PCPS, community, Faith community, Fort Lee Culinary, and DSS SNAP
	Participate in the work of the Petersburg City Public Schools School Health Advisory Board/District Wellness Committee	July 2020	Ongoing	HCAT Coordinator and Members	At least one HCAT representative will be a member of the PCPS School Health Advisory Board/District Wellness Committee
	Complete an MOU with the Petersburg City Public Schools	July 2020	Sept 2020	HCAT Coordinator, PPL	An MOU between the City of Petersburg/Petersburg Public Library (as fiscal agent for the HCAT) and PCPS will be agreed upon and instituted

Strategy Steps	Projected		Responsible Partner/ Organization	Expected Outcomes
	Start Date	End Date		
Explore connections to Fort Lee Culinary Program	August 2020	Oct 2020	HCAT Coordinator, Food Education Work Group	At least 2 HCAT cooking events will feature a chef from the Fort Lee Culinary program
Determine Volunteer Hours requirements for the Urban Agriculture Certificate Program at Virginia State University and identify opportunities to meet those requirements through participation in HCAT planning and programming	August 2020	Oct 2020	Food Production Work Group	A list of HCAT volunteer opportunities will be prepared and shared with the Director and students of the Urban Agriculture Certificate Program. At least 2 students will fulfill volunteer hours through HCAT work
Explore contracting with the Petersburg High School Career and Technology Culinary Program to cater HCAT meetings	July 2020	Ongoing	HCAT Coordinator	A contract will be approved & implemented for catering services with PHS, a local restaurant, or the Library's catering café service
Establish a stipend program to encourage community members to attend HCAT meetings	Sept 2020	Jan 2021	HCAT Coordinator, Leadership Work Group	At least one community member will attend HCAT meetings on a monthly basis to provide guidance
Explore the opportunity to partner with the YMCA after school program to conduct Focus Groups with the enrolled children to determine priorities for the POP Club	Oct 2020	Nov 2020	HCAT Coordinator, Leadership Work Group, YMCA	Focus Group questions will be written and at least 3 sessions will be conducted.
Complete Partner Profile Agreements for at least 3 new members	July 2020	Ongoing	HCAT Coordinator, Leadership Work Group	At least 3 new members will join the HCAT and Partner Profile Agreements will be signed
Orient new members and engage them in the work of a Work Group of their choice	July 2020	Ongoing	HCAT Coordinator & Members	All new members will receive an orientation packet and a personal orientation to the work of the HCAT; new members will choose a Work Group to participate in
Attend the Weight of the State Conference	April 2021	April 2021	HCAT Coordinator & Members	At least 2 members will attend the Weight of the State conference
Evaluate the effectiveness of the HCAT and modify as needed	June 2021	June 2021	HCAT Coordinator & Members; Leadership Work Group	Members will be surveyed as to the effectiveness of the work and adjustments will be made
Evaluate HCAT Coordinator's job performance and renew contract if acceptable	June 2021	June 2021	HCAT Members; Leadership Work Group; PPL	Evaluation of the HCAT Coordinator documented; new annual contract signed
Complete statewide evaluation as required by VFHY	June 2021	June 2021	HCAT Coordinator & Members; Leadership Work Group	Statewide evaluation is completed

Objective 2:	Expanding a Healthy Community Action Team (HCAT) - By June 30, 2021, the HCAT will develop and implement a plan for social media advocacy to encourage the consumption of fresh fruits and vegetables.			Expected Outcomes
Strategy Steps	Projected		Responsible Partner/ Organization	
	Start Date	End Date		
Finalize and implement the Social Media policy	August 2020	September 2020	Food Access Work Group, HCAT Members	Social Media Policy will be developed and implemented
Transfer website management to Catchafire	July 2020	Ongoing	Food Access Work Group	Catchafire will be utilized for website maintenance. HCAT Website will be monitored for needed changes and updates at least monthly
Contract with a Digital Media Specialist to liaison with Catchafire to maintain social media & take pictures; Establish a Social Media team under the Food Access Work Group	Aug 2020	Sept 2020	Leadership Team, Food Access Work Group	At team of at least 2 people will be selected to manage the social media needs of the HCAT along with the contracted Digital Media Specialist
Send events to the website manager to post on the event calendar at least 7-14 days in advance	July 2020	Ongoing	HCAT Coordinator, Food Access Work Group, Social Media team	Events will be posted on the website Event Calendar at least monthly
Post at least 3 times per week on the HCAT Face Book page, sharing with our partnering agencies (PHOPs(CDC grant), River Street Market, and Library) as appropriate	July 2020	Ongoing	HCAT Coordinator, Food Access Work Group, Social Media team	At least 3 posts will be placed on the HCAT Face Book page each week; at least one post will be shared to the VFHY HCAT Face Book page per month
Maintain a current shared file of event photographs	Aug 2020	Ongoing	HCAT members, Catchafire	Pictures from all events will be placed in the shared folder within one week of the event. The website gallery page will be updated monthly
Utilize the services of Catchafire to design an infographic of HCAT data	Sept 2020	Feb 2021	Catchafire, Leadership Work Group, and members	At least one infographic will be designed and shared with the community electronically and in print
Explore opportunities to publicize HCAT events and programming on the City's Cable channel (Comcast Channel 15)	Aug 2020	Ongoing	HCAT Coordinator, Food Access Work Group, Social Media team	At least 2 events will be publicized on Channel 15
Begin the process to establish a youth led Crimson and Gold fruit and vegetable campaign to align with PHS's colors and mascot, the Crimson Wave	March 2021	June 2021	Food Education Work Group	At least one meeting will be held with the PHS Art teacher and the Petersburg Art League to discuss ideas for a fruit and vegetable campaign
Use the number of Face Book and Website hits to evaluate the Social Media work plan and adjust actions appropriately	June 2021	June 2021	HCAT Coordinator, Leadership Work Group, Social Media Team	Number of hits to both the Face Book and website will be documented monthly. The Social Media team will review the work plan to adjust strategies as needed
Explore creative ways to reach community members through such means as texts to parents, Constant Contact, announcements through the City calendar and the Petersburg Wellness Consortium (PWC)	July 2020	June 2021	HCAT Coordinator, Leadership Work Group, Food Access Work Group	Announcements will be shared with the City of Petersburg and the PWC calendars for distribution; at least one creative strategy will be piloted and evaluated for effectiveness

# Healthy Communities Action Team (HCAT) Project Workplan 2020-2021



Separate workplans must be completed for each component activity.  
Select the correct component for this specific workplan.

Component I     
  Component II

<b>Name of HCAT:</b>	Petersburg HCAT				
<b>Project Goals, Objectives and Strategies</b>					
<b>Goal 1:</b>	To prevent and reduce childhood obesity in Virginia.				
<b>Objective 1:</b>	Community Food Access - By June 30, 2021, the HCAT will implement elements of a Farm to School program centered around the Virginia Department of Education's (DOE) Harvest of the Month (HOM).				
<b>Strategy Steps</b>	<b>Projected</b>		<b>Responsible Partner/ Organization</b>	<b>Expected Outcomes</b>	
	<b>Start Date</b>	<b>End Date</b>			
Introduce the POP (Power of Produce) Club as the framework organization for the development of a one year plan for programming and budget	July 2020	Aug 2020	Food Education Work Group	The POP Club name will begin to be used for HCAT events. A one year plan for events will be developed in collaboration with partnering agencies	
Collaborate with the Petersburg City Public Schools to align programming with their STEM Curriculum	July 2020	Ongoing	Food Education Work Group	Monthly meetings will be held with Dr. Jackson, PCPS STEM Coordinator, or her designee, to align HCAT events with PCPS STEM curriculum	
Utilize HOM resource manual developed by the PHOPs (Petersburg Healthy Options Partnerships) Farm to School Program Assistant to schedule events and programs and pilot POP Club events	July 2020	June 2021	Food Education Work Group	Activities and recipes for events will be taken from or included in the HOM resource manual	
Explore purchased STEM curriculum to facilitate implementation of nutrition related programming (Beet Box, LEAP, Jr. Master Gardeners, Kitchen a la Carte, etc.)	July 2020	Sept 2020	Food Education Work Group	STEM Curriculum will be purchased & incorporated into program planning.	
Explore a contract with the Math and Science Innovation Center to provide STEM lessons centered around gardening/nutrition/cooking	March 2021	April 2021	HCAT Coordinator, Food Education Work Group	The current contract between the PPL and the Math and Science Center for robotic programming will be utilized to explore similar STEM HCAT work	

Strategy Steps	Projected		Responsible Partner/ Organization	Expected Outcomes
	Start Date	End Date		
Distribute the Harvest of the Month books purchased for the Public Library (PPL) and elementary schools	Sept 2020	Nov 2020	HCAT Coordinator, Leadership Work Group, PPL	A set of HOM books will be placed at 6 locations reaching a total of 2400 school students and 700 Library customers per day
Distribute My Plate water bottles during Field Day at Pleasants Lane Elementary School	May 2021	June 2021	Food Education Work Group	Water bottles previously purchased will be distributed to all 530 students at Pleasants Lane Elementary during Field Day per request of PCPS
Support Feed More School Markets at Lakemont and Pleasants Lane Elementary Schools with POP Club educational activities	Oct 2020	May 2021	Food Education Work Group	Nutrition education materials will be available to families at least 2 times at Lakemont and 2 times at Pleasants Lane, reaching 40 of families
Support mobile market sites with POP Club educational activities/materials	Aug 2020	Nov 2020	Food Education Work Group	Nutrition education materials will be available at mobile market sites reaching approximately 20 families each time x 2 sites x 2 visits = 80
Conduct 5 Harvest of the Month taste testings (if taste testings are not possible due to COVID-19, programming will be shifted to Kitchen Kits & virtual cooking demonstrations via Virginia Cooperative Extension)	October 2020	June 2021	Food Education Work Group	1 taste testing will be conducted at the PPL reaching 15 children and their family members; 1 will be conducted with the children enrolled in the YMCA after-school program reaching 60 children; 1 will be held at a mobile market site reaching 20 families; 1 will be held at a Feed More School Market reaching 40 families; 1 at PLES lunch reaching 530 children plus adult staff
Evaluate the effectiveness of the taste testing and modify as needed	June 2021	June 2021	HCAT Coordinator, Leadership Work Group	A taste test evaluation tool will be utilized and the results will be documented
Conduct one week long POP Club Cooking Camp	June 2021	June 2021	Food Education Work Group	1 Cooking Camp will be held at the Library reaching 15 elementary age students. Outline and activities will utilize the format of the Cooking Camp held at VSU
Evaluate the effectiveness of the cooking lessons and modify as needed	June 2021	June 2021	HCAT Coordinator, Leadership Work Group	A pre and post survey will be conducted with cooking lesson participants
Collaborate with the AG Center Staff to develop guidelines and activities for a field trip experience to the Harding Street Urban Agriculture Center	Sept 2020	Oct 2020	Food Production Work Group	Planning, evaluation, activities, and safety guidelines will be developed
Collaborate with the AG Center Staff to conduct one field trip	Jan 2021	Mar 2021		At least one field trip will be hosted reaching 15 families. At least 80% of participants will report learning something new pertaining to gardening/nutrition

Strategy Steps	Projected		Responsible Partner/ Organization	Expected Outcomes
	Start Date	End Date		
Explore a collaboration with local organizations to establish a Farmers Market Story Time	Jan 2021	June 2021	Food Education Work Group	Members of at least 3 organizations will participate as readers for the POP Club Farmers Market Story Time. The program will be piloted once a month for April, May, and June at the River Street Market reaching 50 families and at the Library reaching 15 families each time
Explore the possibility of calculating BMI data from height and weight data collected during routine screens at the elementary schools	January 2021	March 2021	HCAT Coordinator, Leadership Work Group	BMI data for elementary age children will be available to guide HCAT decision making and priorities

Objective 2:	Community Food Access - By June 30, 2021, the HCAT will establish a network of urban farmers/community gardeners within Petersburg and create at least 2 measurable ways to support those gardeners in their work.		Responsible Partner/ Organization	Expected Outcomes
	Strategy Steps	Projected		
	Start Date	End Date		
Compose a list of urban farmers/community gardeners in Petersburg	October 2020	December 2020	Food Production Work Group	A list will be composed and shared with the gardeners
Connect to the Urban Ag Certificate program at VSU to identify local graduates	Aug 2020	Nov 2020	Food Production Work Group	Graduates will be emailed/mailed an introductory letter, including ways to meet their required volunteer hours through HCAT work
Utilize the Urban Garden tool kit designed by the PHOPs Farm to School Program Assistant to provide resources to gardeners as needed	August 2020	October 2020	Food Production Work Group	A tool kit will be distributed to gardeners upon request
Pilot a seasonal weekly Urban Gardener or Master Gardener Help Desk at the Petersburg Public Library	February 2021	June 2021	Food Production Work Group	A seasonal weekly Urban Gardener or Master Gardener Help Desk will be piloted at the Healthy Living & Learning Center in the Library reaching 10 participants each session for 4 months totaling 160 participants
Purchase the Junior Master Gardener Curriculum	Aug 2020	Sept 2020	HCAT Coordinator	Curriculum will be purchased
Connect with the 4H STEM Coordinator at VSU to explore ways to collaborate on programming and resources	Sept 2020	Nov 2020	HCAT Coordinator, Food Production Work Group	At least one meeting will be held with the 4H STEM Coordinator at VSU
Develop a gardening programming plan for 2021/22 using the resources from the Junior Master Gardener Curriculum, tool kit, 4H STEM, and PCPS STEM Curriculum	Sept 2020	May 2021	Food Production Work Group	A 2021/22 schedule for gardening programming will be developed, staffed, and equipped in collaboration with partnering agencies
Enhance the Bucket Garden/Garden to Go Kits program to document & improve the experience of families served	May 2021	June 2021	Food Production Work Group	One Bucket Garden or Garden to Go Kit Program will be held at least three sites -PPL (15 families), the Farmers' Market (25 families), and the PCPS (35 families)

**Objective 3: Community Food Access - By June 30, 2021, the River Street Market will see a 15% increase in SNAP participation due to the HCAT's marketing and outreach strategies.**

Strategy Steps	Projected		Responsible Partner/ Organization	Expected Outcomes
	Start Date	End Date		
Identify a contact person from the Department of Social Services to assist with outreach to SNAP recipients	July 2020	August 2020	HCAT Coordinator	At least one DSS employee will assist the HCAT with SNAP outreach
Create a spreadsheet of options for local marketing (such as newspaper, bus, billboards, City's Cable Channel, Face Book ads), including contacts, pricing, and reach	Aug 2020	Sept 2020	HCAT Coordinator, Food Access Work Group	A spreadsheet will be developed and shared for local marketing resources
Develop and implement a local marketing campaign to promote SNAP Match at the River Street Market, POP Mobile Market, and local farmers	July 2020	June 2021	HCAT Coordinator, Food Access Work Group	Marketing materials from SNAP Match will be customized for the Petersburg locality; at least two newspaper ads, at least one month of bus ads, and Face Book ads will be run
Contact the Williamsburg FM to learn about their POP Club Plus program which provides money for SNAP eligible children to shop at FM	Jan 2021	March 2021	HCAT Coordinator, Food Access Work Group	The Williamsburg Farmers Market will share information about their POP Plus Club; one conference call will be held to discuss the program
Assemble a team from within the Food Access Work Group to explore the possibility of implementing a POP Club Plus program for 21/22	Feb 2021	April 2021	HCAT Coordinator, Food Access Work Group	The POP Club Plus team will meet at least 2 times; a verbal and written report will be given to the HCAT Team at their May monthly meeting; the HCAT will decide next steps based on the research and recommendations of the POP Club Plus team

5/20 work plan 20.21 component II

# Job Description

## HCAT Name: Petersburg HCAT

Job Title: Healthy Community Action Team (HCAT) Coordinator	Status: Part-Time: <u>15</u> hours/week Full-time: <u>    </u> hours/week
Employee Name: Pat Caulkins, RN, BSN, MS	Is this a volunteer position? <u>    </u> Yes <u>X</u> No
Location: Petersburg, VA	
Pay Rate: \$20/hour	

**Position Overview:** The HCAT Coordinator will serve as a contracted employee and is responsible for the implementation of the Healthy Community Action Team (HCAT) grant from the Virginia Foundation for Healthy Youth. The position will be under the direct supervision of the Director of the Petersburg Public Library but will work with additional key Team partners to implement obesity prevention events, activities, and other initiatives, as well as purchase materials outlined in the grant work plan and budget. The Coordinator will work closely with the Team on strategic planning and sustainability and is accountable to the Work Plan goals and objectives. The Coordinator is responsible for all reporting requirements of the grant including the maintenance of the grant notebook and the collection and recording of data for program evaluation. In carrying out the duties of this position, the Coordinator must be able to work both independently and as a team member; maintain confidentiality; and exercise sound judgment to implement programs.

### Job Functions (include percentage of time on each function/category)

- Coordinate partner events, meetings, and other activities as outlined in the Work Plan. (25%)
- Collect and record program data and assist with the preparation of reports and evaluations in an accurate, timely manner. (25%)
- Handle purchasing and invoicing. (10%)
- Maintain internal communication through the dissemination of relevant information for trainings, minutes, prevention best-practices, or scheduled events. (20%)
- Maintain external communication by representing the HCAT at community events and incorporating the marketing campaign as per the grant. (20%)

### Requirements (Knowledge, Education & Experience)

Bachelor's Degree in related field from an accredited college or university or 4 years related service required. Experience working with youth in prevention preferred. Required knowledge:

- Inter-agency coordination
- Communication techniques; written, oral and interpersonal
- Program planning, implementation, and evaluation
- Risks associated with obesity
- Youth developmental stages

## **Other Skills/Abilities**

- Proficient in Microsoft Office Suite
- Able to develop and evaluate program goals and objectives
- Manages time efficiently, sets priorities, and handles multiple programs concurrently
- Skilled in community relations
- Comfortable with offering presentations to small and large groups
- Able to problem solve and address routine issues
- Communicates openly and effectively in writing and orally with staff, supervisors, team members and members of the community
- Functions independently and takes initiative, but able to work well as part of a team
- Has a respectful, positive attitude
- Mindful of individual, cultural and ethnic differences
- Open to supervision and willing to change
- Passionate about improving the health of youth and the community
- Able to maintains confidentiality
- Able to lift to 25 pounds

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the HCAT.

## VFHY HCAT PROJECT BUDGET FORM

<b>ORGANIZATION NAME:</b>	Petersburg HCAT
<b>VFHY BUDGET YEAR:</b>	<b>2020-2021</b>

**A. PERSONNEL:** Staff salary & benefits. Cost for the Supervisor's salary of project staff cannot exceed 5% of Supervisor's salary.

Position Title	Annual Salary	Request from VFHY	Match Contributions (If Applicable)	Totals
HCAT Coordinator	\$15,000	\$15,000		\$15,000
HCAT Members' Time			\$12,000	\$12,000
				\$0
				\$0
				\$0
				\$0
Fringe Benefits for Personnel (FICA, Health, etc.) Fringes cannot exceed 30% of the salary amount.	<b>\$1,148</b>	\$1,148		\$1,148
<b>Totals</b>		<b>\$16,148</b>	<b>\$12,000</b>	<b>\$28,148</b>

**NARRATIVE DESCRIPTION FOR SECTION A. PERSONNEL**

Part-time contracted HCAT Coordinator to manage grant work plan and maintain records - 15 hours/week x 50 weeks x \$20/hour = \$15,000; FICA - 7.65% x \$15,000 = \$1,148; Matching - 15 Team members x \$20/hour average salary x 1 hour/week x 40 weeks = \$12,000

**B. CONSULTANTS:** Cost to utilize trainer, artist, evaluators or other contractor(s) for short-term work.

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY	Match Contributions (If Applicable)	Totals
Community Member Stipend	\$15/hour	\$330		\$330
Digital Media Specialist	\$18/hour	\$1,800		\$1,800
Catchafire Website Management	\$100/hour		\$1,200	\$1,200
Catchafire logo & infographics	\$50/hour		\$500	\$500
<b>Totals</b>		<b>\$2,130</b>	<b>\$1,700</b>	<b>\$3,830</b>

**NARRATIVE DESCRIPTION FOR SECTION B. CONSULTANTS**

Stipend for community member attendance at HCAT meetings - 2 hrs/mo x \$15/hr x 11 mos = \$330; Digital Media Specialist to serve as local photographer/liason with Catchafire for Social Media - \$18/hr x 2 hrs/wk x 50 wks = \$1,800; Catchafire Match - \$100/mo for website maintenance x 12 months = \$1,200; Catchafire Match - \$50/hour x 10 hours = \$500 for POP Club logo design & infographics of HCAT data.

**C. TRAVEL:** Cost for project staff's travel to implement projects and attend VFHY trainings.

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY	Match Contributions (If Applicable)	Totals
Travel and lodging (if required) for orientation meeting				\$0
Two nights lodging, travel, parking and meals for VFHY statewide conference for two people total (Spring 2021)	\$151 per diem; .575/mile	\$330		\$330
				\$0
				\$0
<b>Totals</b>		<b>\$330</b>	<b>\$0</b>	<b>\$330</b>

**NARRATIVE DESCRIPTION FOR SECTION C. TRAVEL**

2 people attending Weight of the State conference - .575/mile x 48 miles roundtrip to Richmond = \$27.50 for mileage; \$151 per diem x 2 people = \$302; \$302 + \$27.50 = \$330



**D. RENTAL SPACE/EQUIPMENT:** With clear justification, one computer system with peripherals may be purchased, not to exceed \$1,000. Other equipment MUST be unavailable in the organization, related to the project and clearly justified.

Type of Expense	Request from VFHY	Match Contributions (If Applicable)	Totals
Cell phone for Coordinator/Fresh Food Hotline	\$360		\$360
Facility Space use for office and meetings at Library & Ag Ctr		\$14,260	\$14,260
PHOPs Farm to School Program Assistants		\$16,800	\$16,800
Internet fee for AG Center	\$1,740		\$1,740
<b>Totals</b>	<b>\$2,100</b>	<b>\$31,060</b>	<b>\$33,160</b>

**NARRATIVE DESCRIPTION FOR SECTION D. RENTAL SPACE/EQUIPMENT**

Cell phone - \$30/mo x 12 mo = \$360 (free phone through the City T-Mobile plan); Library match - meeting space - 11 HCAT meetings at 3 hours/each = 33 hours x \$20/hour = \$660; Office space - \$300/mo x 12 mos. = \$3,600; Total Library match \$660 + \$3,600 = \$4,260; Match office space at Harding Street Ag Center for Farm to School Program Assistants that implement HCAT programming - 20 hrs./wk in office time x \$10/hr x 50 weeks = \$10,000; Farm to School Program Assistants time match - 70 hrs/mo x \$20/hr average rate x 12 mos. = \$16,800; Xfinity Business Internet for the AG Center - \$145/month x 12 mos. = \$1,740

**E. MATERIALS:** Educational materials, products, supplies.

Type of Expense	Request from VFHY	Match Contributions/ If Applicable	Totals
Garden to Go Kits		\$825	\$825
Incentives for HCAT members	\$2,970		\$2,970
Taste Testing/Cooking Camp supplies	\$800	\$715	\$1,515
STEM Curriculum	\$1,900	\$10,800	\$12,700
SNAP Match marketing	\$1,175		\$1,175
Office Supplies	\$432		\$432
Field Trip to AG Center		\$200	\$200
<b>Totals</b>	<b>\$7,277</b>	<b>\$12,540</b>	<b>\$19,817</b>

**NARRATIVE DESCRIPTION FOR SECTION E. MATERIALS**

CDC Petersburg Healthy Options Partnerships (PHOPs) Match - Garden to Go Kits - \$11/kit (soil, pot, seeds, watering can, trowel, farmers market bag) x 75 kits = \$825; HCAT incentive dinners - \$18/person x 15 people x 11 meetings = \$2,970; PHOPs Match - Taste testing/cooking - 4 oz. serving cups (2500/case), forks (600/case x 2), napkins (4000/case), trash bags (1000/case x 2), gloves (4 boxes), hand soap x 2, plastic table cloths (10), ziploc bags, dish soap x 2, paper towels (6 rolls) = \$715; \$250 for 15 HCAT logo childrens' aprons + \$550 food and spices for cooking/taste testing = \$800; STEM Curriculum - Kitchen a la Carte curriculum - \$1,000, Dr. Yum Pre-School Curriculum - \$500; Beet Box sample one-month curriculum - \$40; Junior Master Gardener Curriculum - \$356 (Total for STEM - \$1,000 + \$500 + \$40 + \$356 = \$1,896); STEM Curriculum Match - \$10,000 cart purchase by Healthy Living & Learning Center + \$400 free shipping from company = \$10,400 + LEAP curriculum match by Virginia Cooperative Extension \$400 = \$10,800; ; SNAP Match Marketing - \$675 (3 bus ads at \$225/mo) + \$400 (2 newspaper ads at \$200/ea) + FaceBook ads \$100 = \$1,175; Office supplies \$36/mo x 12 mos. = \$432; PHOPs Match Field Trip to AG Center - \$200 for pilot event (\$120 for bee pollinator hotel craft (spray paint, twine, cans, bamboo) + \$50 cooking activity materials to supplement fresh local produce + \$30 for signage for stations)

**F. OTHER COSTS:** Printing, copying, postage

Type of Expense	Request from VFHY	Match Contributions (If Applicable)	Totals
Printing and Copying	\$400		\$400
			\$0
			\$0
			\$0
			\$0
<b>Totals</b>	<b>\$400</b>	<b>\$0</b>	<b>\$400</b>

**NARRATIVE DESCRIPTION FOR SECTION F. OTHER COSTS**

Printing and copying recipes, calendars, evaluation sheets, etc. at .05/page x 8,000 pages = \$400

**G. INDIRECT** Indirect costs cannot exceed 10% of the personnel costs charged to the grant.

Type of Expense	Request from VFHY	Match Contributions (If Applicable)	Totals
Indirect	\$1,615		\$1,615
<b>Totals</b>	<b>\$1,615</b>	<b>\$0</b>	<b>\$1,615</b>

**NARRATIVE DESCRIPTION FOR SECTION G. INDIRECT COSTS**

Indirect costs are requested at 10% of Personnel Costs - \$16,148 x .10 = \$1,614.80

**H. TOTAL BUDGET**

	Amount Requested From VFHY	Match Contributions (If Applicable)	Totals
<b>Total Amount of Funds</b>	<b>\$30,000</b>	<b>\$57,300</b>	<b>\$87,300</b>

## VFHY HCAT PROJECT BUDGET FORM

<b>ORGANIZATION NAME:</b>	
<b>VFHY BUDGET YEAR:</b>	<b>2021-2022</b>

**A. PERSONNEL:** Staff salary & benefits. Cost for the Supervisor's salary of project staff cannot exceed 5% of Supervisor's salary.

Position Title	Annual Salary	Request from VFHY	Match Contributions (If Applicable)	Totals
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Fringe Benefits for Personnel (FICA, Health, etc.) Fringes cannot exceed 30% of the salary amount.				\$0
<b>Totals</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**NARRATIVE DESCRIPTION FOR SECTION A. PERSONNEL**

**B. CONSULTANTS:** Cost to utilize trainer, artist, evaluators or other contractor(s) for short-term work.

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY	Match Contributions (If Applicable)	Totals
				\$0
				\$0
				\$0
				\$0
<b>Totals</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**NARRATIVE DESCRIPTION FOR SECTION B. CONSULTANTS**

**C. TRAVEL:** Cost for project staff's travel to implement projects and attend VFHY trainings.

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY	Match Contributions (If Applicable)	Totals
				\$0
				\$0
				\$0
				\$0
<b>Totals</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**NARRATIVE DESCRIPTION FOR SECTION C. TRAVEL**

**D. RENTAL SPACE/EQUIPMENT:** Equipment MUST be unavailable in the organization, related to the project justified.

Type of Expense	Request from VFHY	Match Contributions (If Applicable)	Totals
			\$0
			\$0
			\$0
			\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**NARRATIVE DESCRIPTION FOR SECTION D. RENTAL SPACE/EQUIPMENT**

**E. MATERIALS:** Educational materials, products, and supplies.

Type of Expense	Request from VFHY	Match Contributions (If Applicable)	Totals
			\$0
			\$0
			\$0

			\$0
			\$0
			\$0
			\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**NARRATIVE DESCRIPTION FOR SECTION E. MATERIALS**

--

**F. OTHER COSTS: Printing, copying, postage, etc.**

<b>Type of Expense</b>	<b>Request from VFHY</b>	<b>Match Contributions (If Applicable)</b>	<b>Totals</b>
			\$0
			\$0
			\$0

			\$0
			\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**NARRATIVE DESCRIPTION FOR SECTION F. OTHER COSTS**

**G. INDIRECT** Indirect costs cannot exceed 10% of the personnel costs charged to the grant.

Type of Expense	Request from VFHY	Match Contributions (If Applicable)	Totals
Indirect Costs			\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**NARRATIVE DESCRIPTION FOR SECTION G. INDIRECT COSTS**

**H. TOTAL BUDGET**

	Amount Requested From VFHY	Match Contributions (If Applicable)	Totals
<b>Total Amount of Funds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## VFHY HCAT PROJECT BUDGET FOR

<b>ORGANIZATION NAME:</b>	
<b>VFHY BUDGET YEAR:</b>	<b>2022-2023</b>

**A. PERSONNEL:** Staff salary & benefits. Cost for the Supervisor's salary of project sta

Position Title	Annual Salary	Request from VFHY
Fringe Benefits for Personnel (FICA, Health, etc.) Fringes cannot exceed 30% of the salary amount.		
<b>Totals</b>		<b>\$0</b>

**NARRATIVE DESCRIPTION FOR SECTION A. PERSONNEL**

**B. CONSULTANTS:** Cost to utilize trainer, artist, evaluators or other contractor(s) for s

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY
<b>Totals</b>		<b>\$0</b>

**NARRATIVE DESCRIPTION FOR SECTION B. CONSULTANTS**

**C. TRAVEL:** Cost for project staff's travel to implement projects and attend VFHY train

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY
Travel and lodging (if required) for orientation meeting		
Two nights lodging, travel, parking and meals for VFHY statewide conference for two people total (Spring 2023)		
<b>Totals</b>		<b>\$0</b>

**NARRATIVE DESCRIPTION FOR SECTION C. TRAVEL**

**D. RENTAL SPACE/EQUIPMENT:** With clear justification, one computer system with p

Type of Expense	Request from VFHY
<b>Totals</b>	<b>\$0</b>

**NARRATIVE DESCRIPTION FOR SECTION D. RENTAL SPACE/EQUIPMENT**

**E. MATERIALS:** Educational materials, products, supplies.

Type of Expense	Request from VFHY

<b>Totals</b>	<b>\$0</b>

**NARRATIVE DESCRIPTION FOR SECTION E. MATERIALS**

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**F. OTHER COSTS: Printing, copying, postage**

Type of Expense	Request from VFHY
<b>Totals</b>	<b>\$0</b>

**NARRATIVE DESCRIPTION FOR SECTION F. OTHER COSTS**

--	--

**G. INDIRECT** Indirect costs cannot exceed 10% of the personnel costs charged to the

Type of Expense	Request from VFHY
<b>Totals</b>	<b>\$0</b>

**NARRATIVE DESCRIPTION FOR SECTION G. INDIRECT COSTS**

--	--

**H. TOTAL BUDGET**

	Amount Requested From VFHY
<b>Total Amount of Funds</b>	<b>\$0</b>



nings.

<b>Match Contributions (If Applicable)</b>	<b>Totals</b>
	\$0
	\$0
	\$0
	\$0
<b>\$0</b>	<b>\$0</b>

peripherals may be purchased, not to exceed

<b>Match Contributions (If Applicable)</b>	<b>Totals</b>
	\$0
	\$0
	\$0
	\$0
<b>\$0</b>	<b>\$0</b>

<b>Match Contributions/ If Applicable</b>	<b>Totals</b>
	\$0
	\$0
	\$0
	\$0
	\$0

	\$0
	\$0
\$0	\$0

Match Contributions (If Applicable)	Totals
	\$0
	\$0
	\$0
	\$0
	\$0
\$0	\$0

grant.

Match Contributions (If Applicable)	Totals
	\$0
\$0	\$0

Match Contributions (If Applicable)	Totals
\$0	\$0

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE  
MAKING APPROPRIATIONS FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2020, AND ENDING JUNE 30, 2021  
FOR THE VIRGINIA FOUNDATION FOR HEALTHY YOUTH GRANT FOR  
PETERSBURG.**

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BE IT ORDAINED by the City Council of the City of Petersburg, Virginia:

I. That appropriations for the fiscal year commencing July 1, 2020, in the Grants Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2021.

<b>Previously adopted</b>	<b>\$0.00</b>
ADD: Virginia Foundation For Healthy Youth	<b>\$30,000.00</b>
<b>Total Revenue</b>	<b><u>\$30,000.00</u></b>

II. That there shall be appropriated from the resources and revenues of the City of Petersburg for the fiscal year commencing July 1, 2020 and ending June 30, 2021, the following sums for the purposes mentioned:

<b>Previously adopted</b>	<b>\$ 0.00</b>
ADD: Virginia Foundation For Healthy Youth	<b>\$30,000.00</b>
<b>Total Expenses</b>	<b><u>\$30,000.00</u></b>



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** July 21, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Aretha Ferrell-Benavides, City Manager  
Lionel Lyons, Deputy City Manager of Development

**FROM:** Reginald Tabor

**RE:** **Consideration of a Resolution to support two (2) Virginia Department of Transportation (VDOT) Smart Scale funding applications for trail projects.**

**PURPOSE:** Consideration of a Resolution to support two Virginia Department of Transportation (VDOT) Smart Scale funding applications for trail projects, 1. Appomattox River trail segments from Squaw Alley to I-95 in the City of Petersburg, and 2. the Crater Planning District Commission (PDC)/Tri-Cities Metropolitan Planning Organization (MPO) Ashland to Petersburg Trail.

**REASON:** To support funding applications for VDOT Smart Scale Projects in Petersburg.

**RECOMMENDATION:** It is recommended that the City Council approves the resolution supporting the Smart Scale applications for the Appomattox River Trail project, and the Ashland to Petersburg Trail.

**BACKGROUND:** The City of Petersburg and the Crater PDC/Tri-Cities MPO, with support from the Friends of the Lower Appomattox River (FOLAR), are currently submitting full applications for funding through VDOT Smart Scale for the two projects.

Smart Scale funds are provided 100%. No match funds are required.

1. Appomattox River Trail from Squaw Alley to I-95

This is a 2.0 mile section of the Appomattox River Trail with an alignment from the Squaw Alley entrance to Patton Park, along Grove Avenue, through historic Old Towne Petersburg continuing to I-95, with a bike-pedestrian bridge terminating at the existing north shore Appomattox River Trail. The funded project would include construction of a shared use path, trailhead, renovation of sidewalk, Union Train Station parking lot, street calming measures, and a new bike/pedestrian bridge.

The funding request is \$6.5 million. The City of Petersburg is the lead applicant and both the City of Colonial Heights and Chesterfield County are the coordinating partner jurisdictions.

2. Ashland-to-Petersburg Trail, River Rd through VSU to Patton Park & ART (Appomattox River Trail).

This project is the southern portion of a multi-use trail that traverses multiple jurisdictions between the City of Petersburg and the Town of Ashland. It includes the section from River Rd through VSU to Patton Park with a connection to the Appomattox River Trail (ART) and it includes three bridges.

The funding request is \$8 million. The Crater Planning District Commission (CPDC)–MPO is the lead applicant and will administer/manage the project if awarded. Additional coordinating partners are VSU, Chesterfield County, the City of Petersburg with Colonial Heights included for the added spur connection.

Following is the Smart Scale Application and Award Schedule

March 2, 2020

Mandatory pre-application intake period opens.

April 3, 2020

Submission deadline for pre-applications. Pre-applications must be submitted by 5 p.m.

April 3 - June 1, 2020

Pre-applications screening review, conducted by VDOT/DRPT staff. At close of pre-application screening, applicants will know which pre-applications can advance. No access to the pre-application OR the full application will be available to the applicants.

June 9, 2020

Full application period opens.

**Aug. 3, 2020**

Submission deadline for full applications. Full applications must be submitted by 5 p.m.

January 2021

Release of project prioritization and base allocation scenario. Presentation to the CTB.

January 2021 - June 2021

CTB member meetings, public meetings, funding scenario review. CTB approves SYIP in June 2021.

Both projects received pre-application screening and are permitted to advance to full application submittal.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** Grant Funding

**CITY COUNCIL HEARING DATE:**

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** Virginia Department of Transportation (VDOT), Commonwealth Transportation Board (CTB)

**AFFECTED AGENCIES:** Crater Planning District Commission (CPDC)/Tri-Cities Metropolitan Planning Organization (MPO), the Friends of the Lower Appomattox River (FOLAR)

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** N/A

**REQUIRED CHANGES TO WORK PROGRAMS:** N/A

**ATTACHMENTS:**

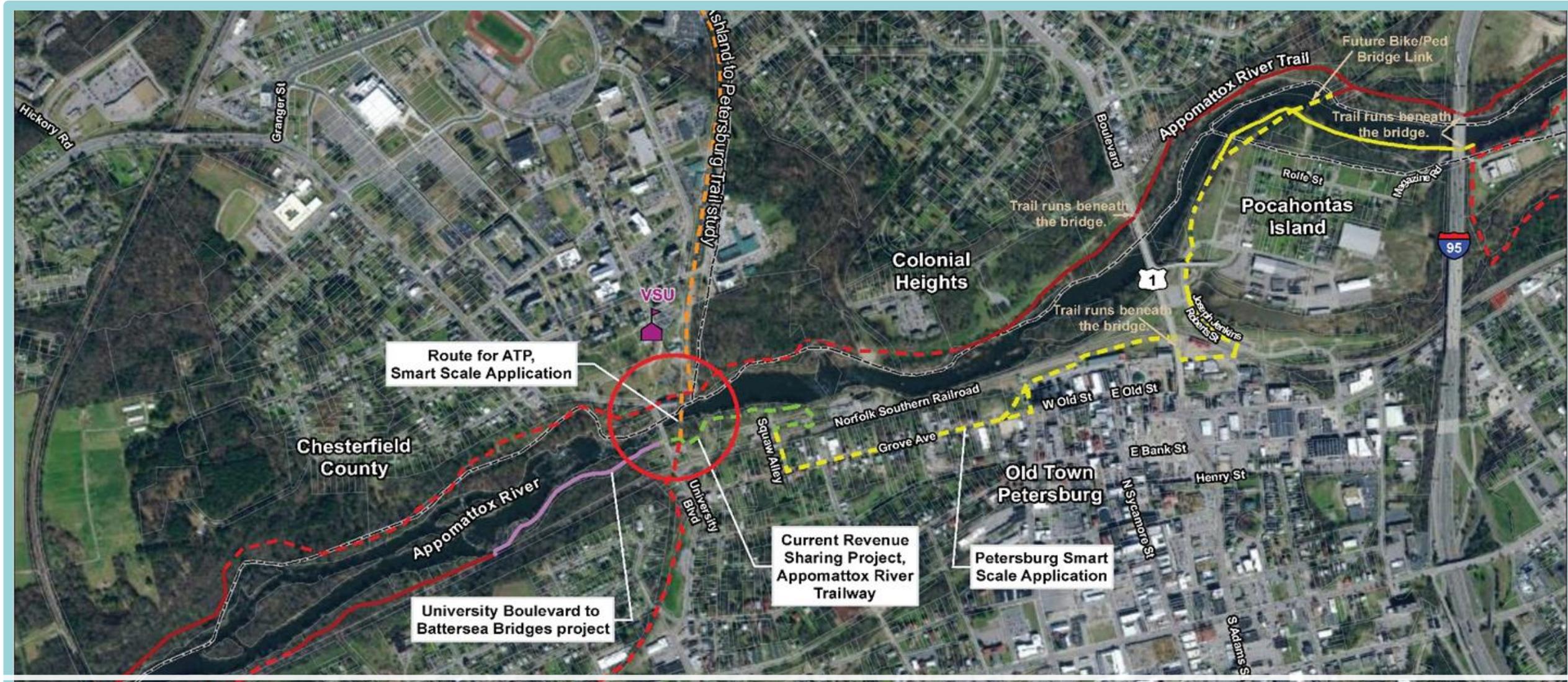
1. 0721\_2020PresentationCouncilMeetingARTSmartScale
2. 2020SketchSmartScaleAppomattoxRiverTrail
3. 2020AtoP\_VDOTStudyProposedRoute
4. 0721\_2020ResolutionSmartScaleProjects



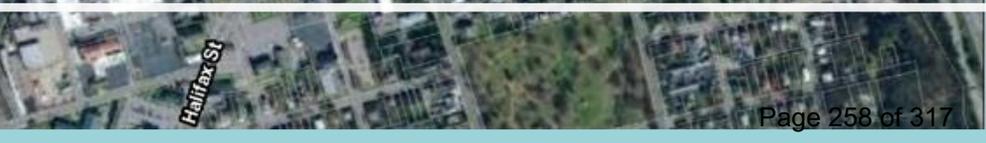
## VDOT Smart Scale Applications:

- 1) PETERSBURG: Appomattox River Trail from Squaw Alley [at Patton Park] to I-95
- 2) Tri-Cities Area MPO: Ashland-to-Petersburg Trail, River Rd through VSU to Patton Park & ART [Appomattox River Trail]

REQUEST FOR RESOLUTION IN SUPPORT OF TWO PROJECTS



# VDOT Smart Scale Applications in the Petersburg Area



# 1) PETERSBURG: Appomattox River Trail from Squaw Alley [at Patton Park] to I-95

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**VDOT Smart Scale Requires NO MATCH Funding from Locality. 100% of funds provided by VDOT.**



**Funding Approved is Amount Appropriated. Estimated Project Application Budget for Petersburg Application is \$6.5 million.**



**Approved Fund Amount Includes All Costs:**

Design, Survey, Engineering, Utilities, Environmental, Plans  
Construction, Oversight, Stormwater, Site Furnishings, Landscaping  
Close-out Testing, Inspection, Contingency



**Funds are available according to phases and schedules.**

Learn if selected in 2021  
Guaranteed funding within 6 years of selection



**Selected projects will coordinate with VDOT on specific programming of funds.**

# 1) Petersburg Project Elements

- 2-mile section of the Appomattox River Trail (Yellow Line): Squaw Alley at Patton Park entrance, along Grove Ave, through historic Old Towne Petersburg continuing to I-95; Bike-ped bridge across the Appomattox River.
- New/Renovation Construction:
  - Shared use path
  - Sidewalk improvements
  - Grove Ave. calming measures
  - Union Train Station parking lot improvement
  - Trailhead-Parking lot under Rt. 301
  - Bike/pedestrian bridge



# Historic Petersburg – University Blvd

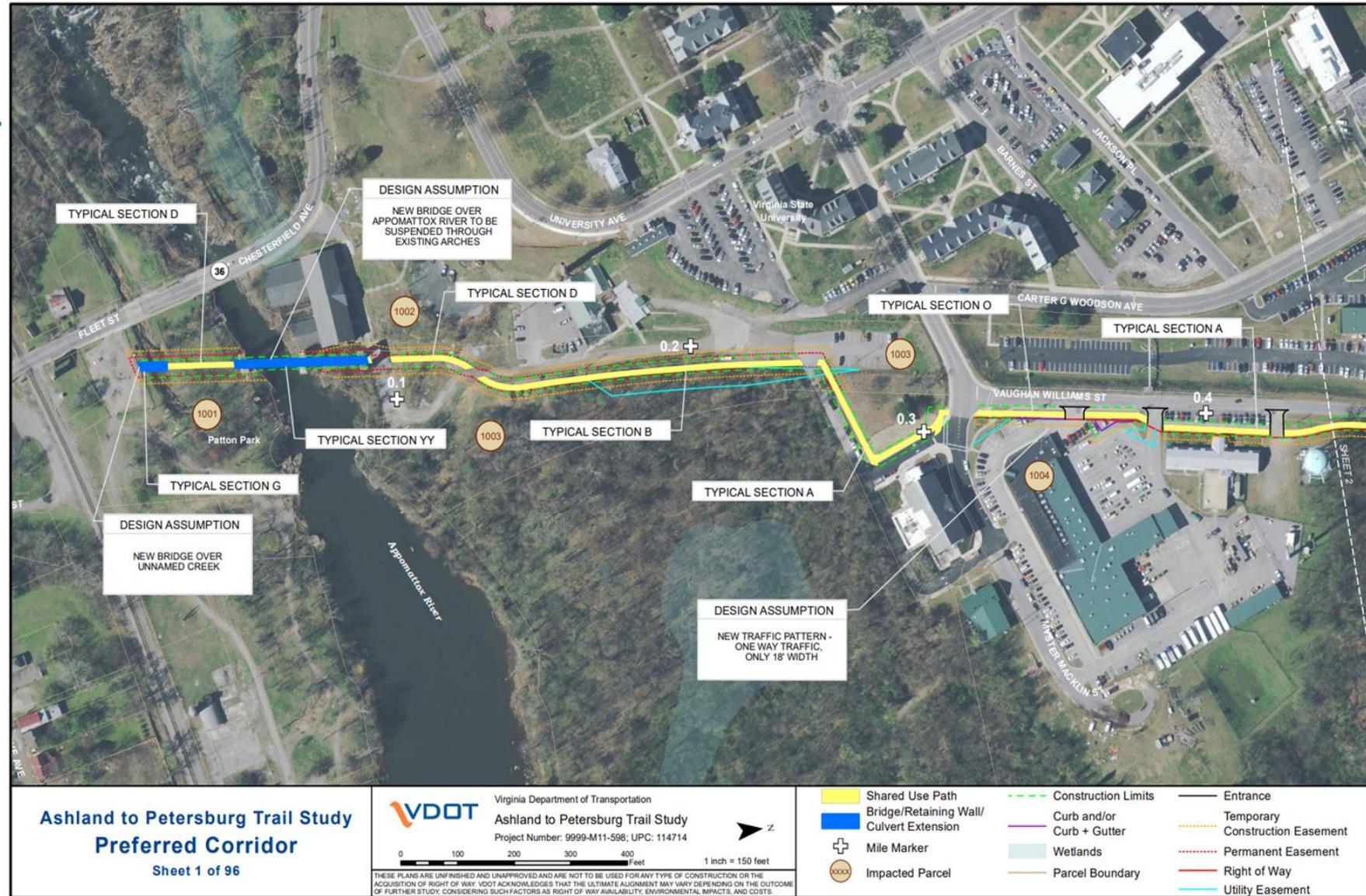


- Ⓜ Emergency and maintenance vehicles
- Ⓝ River Access
- Ⓞ Shade Structure
- Ⓟ Low Fence
- Ⓠ ADA Parking
- Ⓡ Trailhead and Interpretive Plaza
- Ⓢ Restroom/Concession Building
- Ⓣ Pedestrian Bridge
- Ⓤ Demonstration Gardens/ Urban Agriculture
- Ⓥ Vegetative Screening
- Ⓦ Gateway



## 2) Tri-Cities MPO Ashland-to-Petersburg Trail to Patton Park & ART Project Elements

- New Bridge over the Appomattox River
- New Bridge over canal to meet with Appomattox River Trail Way
- New Bridge over creek on VSU campus
- New shared use path through VSU campus



# Pocahontas Island - Colonial Heights



Rendering showing potential pedestrian bridge



# TRAIL Benefits to Petersburg

- CENTRAL INTERSECTION OF REGIONAL TRAILS
  - Petersburg ART Trail (Smart Scale)
  - Ashland to Petersburg Trail – VSU Bridges with spur to future north shore trail (Smart Scale)
  - ART University Blvd. to Battersea Bridges Project (FOLAR)
  - Appomattox River Trail Way Project (Revenue Sharing)
- Tourism Asset – Revenue Generator
- Transportation Alternative
- Environmental Stabilization of Greenway-Blueway
- Safety and Accessibility for Residents & Visitors
- Increases Opportunities for Healthy Activity/Reduces Public Health Costs
- Low Maintenance Cost
- No Development Cost to City (Smart Scale and FOLAR)



# Recommendation

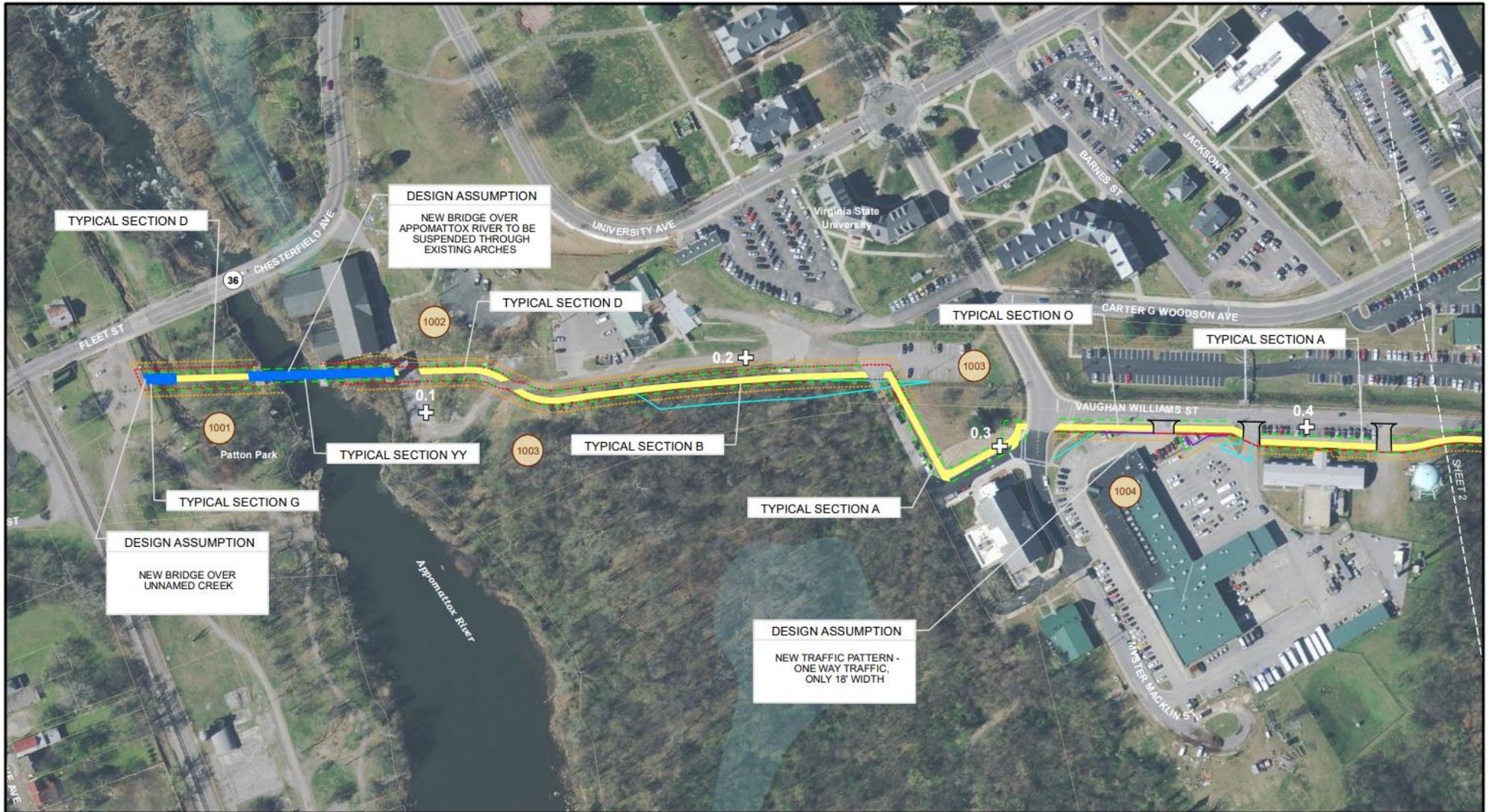
Consider and Approve Resolution of Support of  
Two Smart Scale Applications to VDOT



- Proposed Trail – Proposed Project
- Rehabilitated Trail - Proposed Project
- Proposed Trail – Future Project(s)
- Existing Trail

## Appomattox River Trail from Squaw Alley to I-95

0      0.125      0.25  
Miles  
Page 266 of 266



# Ashland to Petersburg Trail Study Preferred Corridor

Sheet 1 of 96



Virginia Department of Transportation  
 Ashland to Petersburg Trail Study  
 Project Number: 9999-M11-598; UPC: 114714



THESE PLANS ARE UNFINISHED AND UNAPPROVED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION OR THE ACQUISITION OF RIGHT OF WAY. VDOT ACKNOWLEDGES THAT THE ULTIMATE ALIGNMENT MAY VARY DEPENDING ON THE OUTCOME OF FURTHER STUDY, CONSIDERING SUCH FACTORS AS RIGHT OF WAY AVAILABILITY, ENVIRONMENTAL IMPACTS, AND COSTS.

- |   |                              |                                    |
|---|------------------------------|------------------------------------|
| Shared Use Path                             | Construction Limits          | Entrance                           |
| Bridge/Retaining Wall/<br>Culvert Extension | Curb and/or<br>Curb + Gutter | Temporary<br>Construction Easement |
| Mile Marker                                 | Wetlands                     | Permanent Easement                 |
| Impacted Parcel                             | Parcel Boundary              | Right of Way                       |
|   |                              | Utility Easement                   |

A Resolution of the City of Petersburg City Council supporting the Virginia Department of Transportation (VDOT) Smart Scale Applications for two (2) trail projects in and around the City of Petersburg

WHEREAS, the City of Petersburg City Council previously adopted a resolution of support for the Appomattox River Trail (ART) Master Plan, and executed a Memorandum of Understanding between City of Petersburg and Friends of the Lower Appomattox River (FOLAR) to work together on development of the Appomattox River Trail; and

WHEREAS, a part of the ART Master Plan, a VDOT Smart Scale application for funding to support construction of a 2-mile section of the Appomattox River Trail, Squaw Alley at Patton Park entrance, along Grove Ave, through historic Old Towne Petersburg continuing to I-95, and a Bike-ped bridge across the Appomattox River has been pre-screened and approved for full application submittal; and

WHEREAS, the Appomattox River Trail project would include New/Renovation Construction of a shared use path, Sidewalk improvements, Grove Ave. calming measures, Union Train Station parking lot improvement, Trailhead-Parking lot under Rt. 301, Bike/pedestrian bridge; and

WHEREAS, the Project Application Budget for Appomattox River Trail project in Petersburg is \$6.5 million, and the approved funding amount for Smart Scale projects includes all costs; and

WHEREAS, funded VDOT Smart Scale projects require NO MATCH funding from Locality, and they are 100% funded by VDOT; and

WHEREAS, Smart Scale funding awards will be announced in 2021, and awarded funds are guaranteed and available according to phases and schedules within 6 years of selection.

WHEREAS, the second Smart Scale application, is the Tri-Cities MPO Ashland-to-Petersburg Trail to Patton Park & Appomattox River Trail (ART); and

WHEREAS, the project scope includes a New Bridge over the Appomattox River, a New Bridge over canal to meet with Appomattox River Trail Way, a New Bridge over creek on VSU campus, and a New shared use path through VSU campus; and

WHEREAS, benefits of the projects would include, the central intersection of regional trails, Petersburg ART Trail (Smart Scale), Ashland to Petersburg Trail – VSU Bridges with spur to future north shore trail (Smart Scale), ART University Blvd. to Battersea Bridges Project (FOLAR), Appomattox River Trail Way Project (Revenue Sharing); and

WHEREAS, additional benefits would include, new tourism assets, visitor generators and potential revenue from visitors, a new transportation alternative, new environmental stabilization of the greenway-blueway, new safety and accessibility for residents & visitors, increased opportunities for healthy activity/reduces public health costs, low maintenance costs, no development cost to city (Smart Scale and FOLAR).

NOW THEREFORE BE IT RESOLVED THAT, the City of Petersburg supports the VDOT Smart Scale applications for the Appomattox River Trail project and the Ashland to Petersburg Trail.

BE IT FURTHER RESOLVED THAT, the City of Petersburg will provide a copy of this resolution for submittal with the applications.



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** July 21, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Aretha Ferrell-Benavides, City Manager  
Lionel Lyons, Deputy City Manager of Development

**FROM:** Reginald Tabor

**RE:** **Consideration of a Resolution to accept a gift from the Friends of the Lower Appomattox River (FOLAR) that includes a paved section of the Appomattox River Trail (ART) from University Boulevard, West to the Battersea Bridges.**

**PURPOSE:** To approve a gift that includes funded paved section of the Appomattox River Trail (ART) in the City of Petersburg.

**REASON:** Acceptance of funded gifts must be approved by the City Council.

**RECOMMENDATION:**

**BACKGROUND:** Friends of the Lower Appomattox River (FOLAR) proposed to provide 100% of project cost and management that includes 1/3 -mile Paving of Existing Trail from University Blvd to Battersea Bridges, an Entrance-Trailhead improvement. The Project is guided by the Appomattox River Trail Master Plan Resolution of Support previously adopted by the City Council, and the Memorandum of Understanding between City of Petersburg and FOLAR to work together on development of the Trail.

Funding is immediately available that is dedicated to Trail improvements in Petersburg. Project cost is estimated at approximately \$180,000.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:**

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** N/A

**AFFECTED AGENCIES:** Friends of the Lower Appomattox River (FOLAR)

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** The proposed Comprehensive Plan Amendment that includes the Bike/Pedestrian Section of the Transportation Element of the Comprehensive Plan. The proposed resolution regarding Smart Scale applications for the Appomattox River Trail and the Ashland to Petersburg Trail.

**REQUIRED CHANGES TO WORK PROGRAMS:** N/A

**ATTACHMENTS:**

1. 0721\_2020GiftPresentation
2. 0721\_2020UniversityBlvdtoBatterseaBridges
3. 0721\_2020ResolutionFOLARGift



# UPDATE - Appomattox River Trail

Petersburg City Council Meeting

July 21, 2020

Friends of the Lower Appomattox River

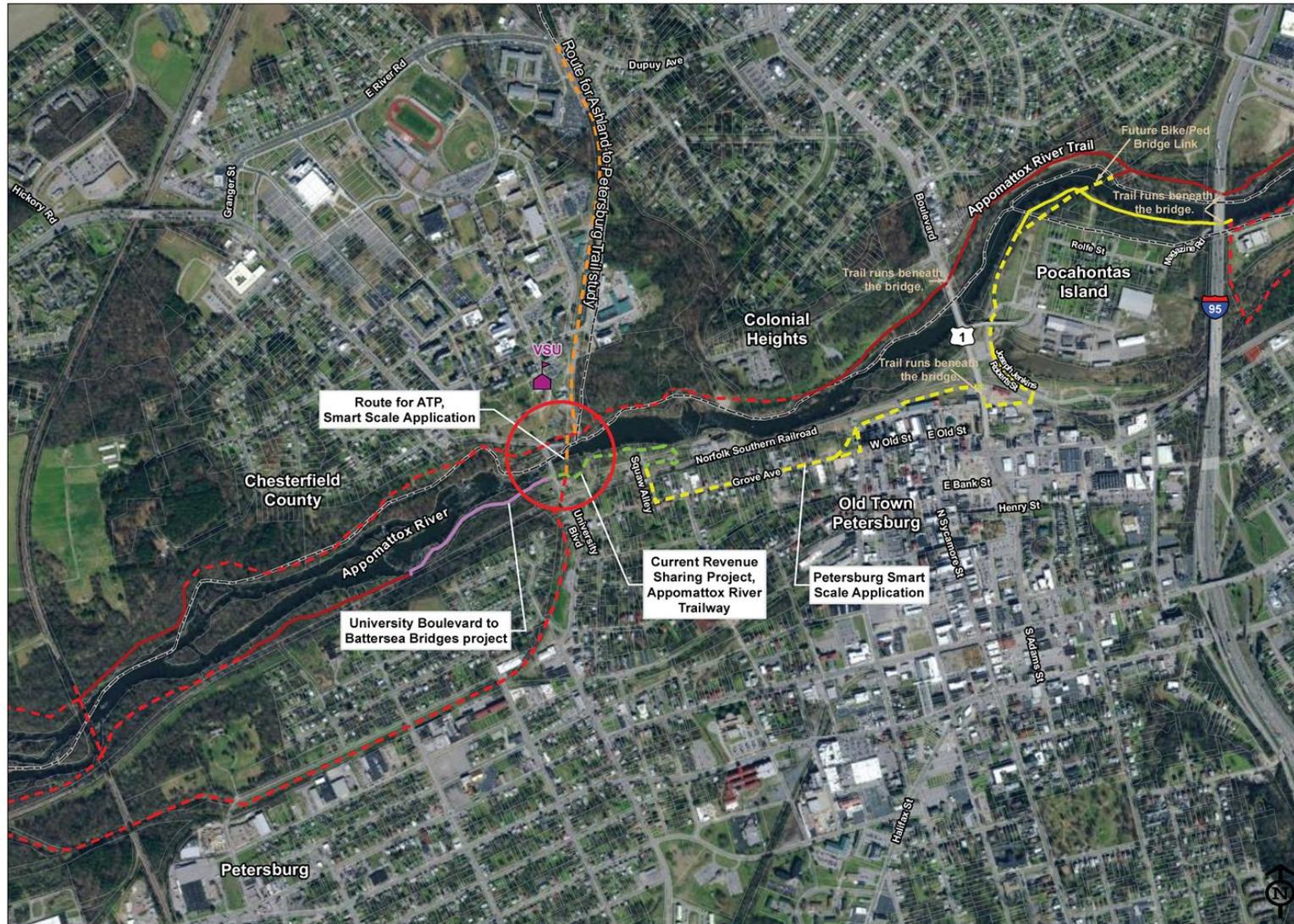
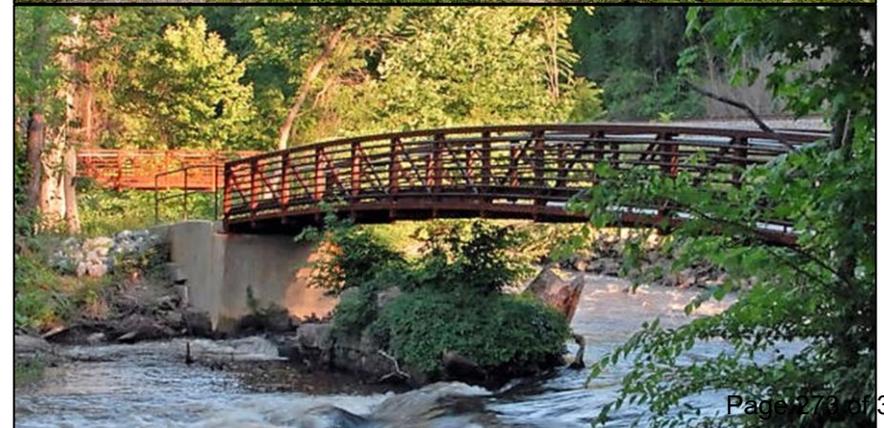
## FOLAR PROJECT in PETERSBURG

- **University Blvd to Battersea Bridges**
  - 1/3 -mile Paving of Existing Trail
  - Entrance-Trailhead improvement
- Project guided by Appomattox River Trail Master Plan **Resolution of Support** and **Memorandum of Understanding** between City of Petersburg and FOLAR to work together on development of the Trail.
- FOLAR providing 100% of project cost and management. Funding is immediately available that is dedicated to Trail improvements in Petersburg. Project cost is estimated at approximately \$180,000.





# UPDATE - Appomattox River Trail PROJECT LOCATION - Existing



- Proposed Trail
- Existing Trail

## Appomattox River Trail Update



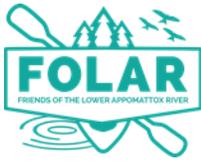


## UPDATE - Appomattox River Trail TIMELINE

- Trail section is well-established and well-used making for a very straightforward design-build project.
- Estimated to take about 6-7 months to complete. Ready to start immediately.
- FOLAR identified properly licensed, bonded, and insured design-build firm through public RFP process. Firm will provide design, engineering, and complete the paving and improvements. Completed project will be properly permitted and inspected.
- City will be involved in the entire design process and FOLAR will take the project through the proper City departmental channels and reviews.



Above: Example Paved Trail



# UPDATE - Appomattox River Trail BENEFITS

- High Visibility Location – Central Regional Intersection
  - VSU Gateway - Patton Park Trailhead
  - VSU Overlook
  - Ashland to Petersburg Trail
  - Pocahontas Island through Old Town section
- Tourism Asset – Revenue Generator
- Transportation Alternative
- Environmental Stabilization of Greenway-Blueway
- Safety and Accessibility for Residents & Visitors
- Increases Opportunities for Healthy Activity/  
Reduces Public Health Costs
- Low Maintenance Cost
- No Development Cost to City





UPDATE - Appomattox River Trail  
Petersburg City Council Meeting  
July 21, 2020  
Friends of the Lower Appomattox River

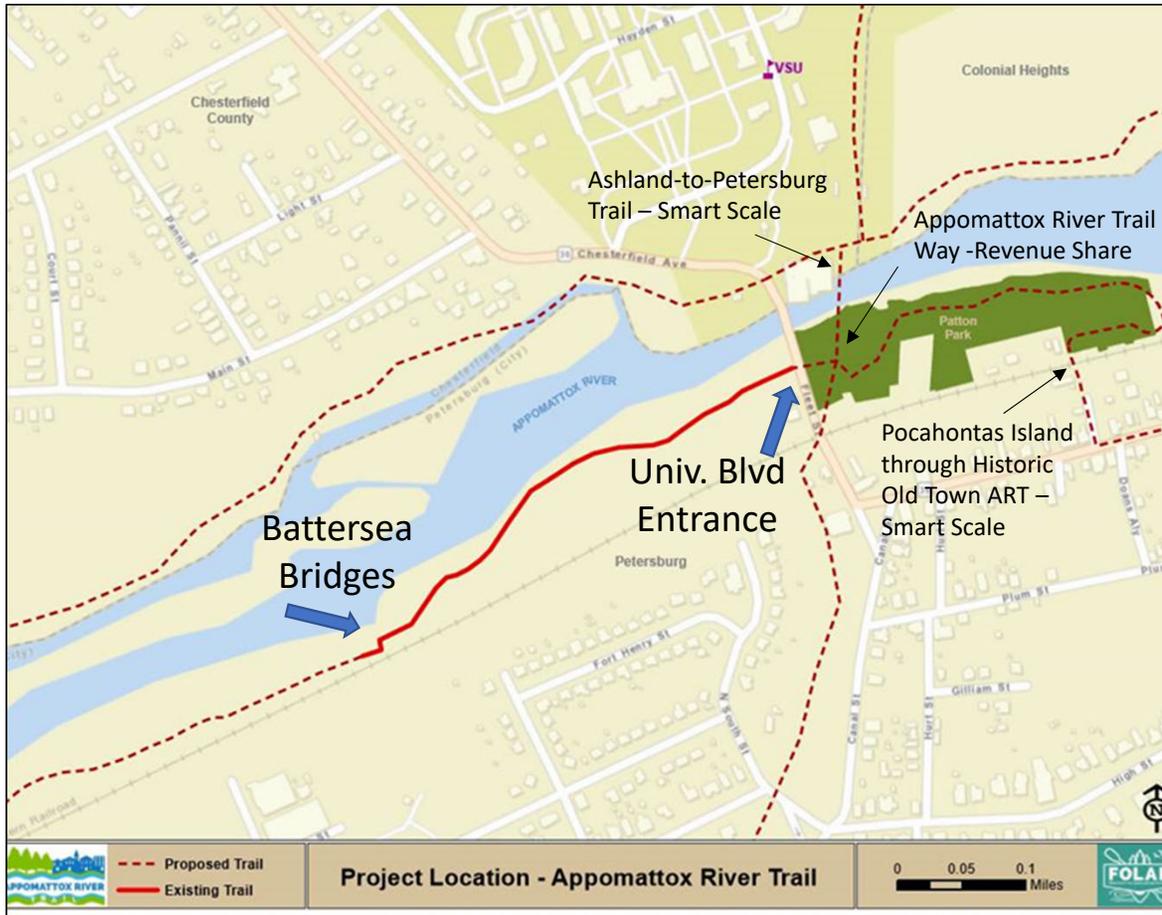
## NEW PROJECT for PETERSBURG

- **University Blvd to Battersea Bridges Improvements**
  - 1/3 mile paving of existing trail
  - Entrance-Trailhead improvement
- Project guided by Appomattox River Trail Master Plan **Resolution of Support** and **Memorandum of Understanding** between City of Petersburg and FOLAR to work together on development of the Trail.
- FOLAR providing all project cost and management. Funding is immediately available that is dedicated to Trail improvements in Petersburg. Project cost is estimated at approximately \$180,000.





# UPDATE - Appomattox River Trail PROJECT LOCATION - Existing





## UPDATE - Appomattox River Trail TIMELINE

- Trail section is well-established and well-used and is a very straightforward design-build project.
- Estimated to take about 6-7 months to complete. Ready to start immediately.
- FOLAR identified properly licensed, bonded, and insured design-build firm through public RFP process. Firm will provide design, engineering, and complete the paving and improvements. Completed project will be properly permitted and inspected.
- City will be involved in the entire design process and FOLAR will take the project through the proper City departmental channels and reviews.



Above: Example Paved Trail



## UPDATE - Appomattox River Trail BENEFITS

- Safety and Accessibility for Residents & Visitors
- High Visibility Location – Central Intersection
  - Patton Park Trailhead
  - VSU Overlook
  - Ashland to Petersburg Trail
  - Pocahontas Island through Old Town section
- Tourism Asset – Revenue Generator
- Low maintenance cost
- No development cost to City



A Resolution of the City of Petersburg City Council accepting a gift from the Friends of the Lower Appomattox River (FOLAR) that includes a paved section of the Appomattox River Trail (ART)

WHEREAS, the City of Petersburg City Council previously adopted a resolution of support for the Appomattox River Trail Master Plan, and executed a Memorandum of Understanding between City of Petersburg and Friends of the Lower Appomattox River (FOLAR) to work together on development of the Appomattox River Trail; and

WHEREAS, as part of the ART Master Plan, FOLAR would like to pave a 1/3 -mile area of the existing Appomattox River Trail in Petersburg from University Boulevard to the Battersea Bridges; and

WHEREAS, the paved section would serve as a Trail entrance-Trailhead improvement at the intersection of the Appomattox River Trail and University Boulevard in the City of Petersburg; and

WHEREAS, FOLAR is providing 100% of project cost and management, and funding is immediately available that is dedicated to Trail improvements in Petersburg at no additional cost to the City of Petersburg; and

WHEREAS, the project cost is estimated at approximately \$180,000.

NOW, THEREFORE BE IT RESOLVED, that the City of Petersburg City Council hereby accepts the gift from FOLAR that includes a paved section of the existing Appomattox River Trail.

BE IT FURTHER RESOLVED, that a copy of this resolution will be provided to FOLAR.



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** July 21, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Lionel Lyons, Deputy City Manager of Development

**FROM:** Charles Koonce

**RE:** **Consideration of a Resolution to Adopt the Petersburg Area Transit Public Transportation Agency Safety Plan.**

**PURPOSE:** To approve the Petersburg Area Transit Public Transportation Agency Safety Plan.

**REASON:** City Council must approve PAT's safety plan prior to it being added to the overall State Safety Plan.

**RECOMMENDATION:** Recommend City Council approve the resolution to adopt the Public Transportation Agency Safety Plan

**BACKGROUND:** The Virginia Statewide Public Transportation Agency Plan (PTASP) for Small Public Transportation Providers is a comprehensive plan outlining the Safety Management Systems (SMS) programs at 15 small transit agencies in the Commonwealth. A small transit agency is defined as a non-rail fixed guideway agency that receives federal financial assistance under 49 U.S.C. 5307 and run 100 or fewer vehicles in total during peak revenue service. This comprehensive plan is required by 49 United States Code 5329 and 49 Code of Federal Regulations (CFR) Part 673. On July 19, 2018, the Federal Transit Administration (FTA) published 49 CFR Part 673, which requires agencies receiving federal assistance under 49 U.S.C. 5307 funding to develop a PTASP. Per 49 CFR Part 673.11(d), States must develop a PTASP for small transit agencies. In Virginia, the Virginia Department of Rail and Public Transportation (DRPT) is the state agency responsible for developing the state-sponsored PTASP for small transit agencies. DRPT is primarily responsible for gathering input from each participating small transit agencies during the development, review, and update of the PTASP. Moving forward, each agency will be responsible for continuing the implementation of its SMS program and other activities described within its respective PTASP sections. The PTASP is laid out to provide general information on each agency, including its overall structure and services; the agency Safety Management Policy; Safety Risk Management program; Safety Assurance program; and Safety Promotion program. Each section of the plan accurately portrays the current services and programs in place at each agency.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** NA

**CITY COUNCIL HEARING DATE:** 7/21/2020

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** Department of Rail and Public Transportation

**AFFECTED AGENCIES:** Petersburg Area Transit

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** N/A

**REQUIRED CHANGES TO WORK PROGRAMS:** N/A

**ATTACHMENTS:**

1. DRPT Statewide PTASP K Petersburg 2020-05-08 (1)
2. Statewide Public Transportation Agency Safety Plan 2020-07-02 Intro
3. Resolution Public Transportation Agency Safety Plan

## APPENDIX K: PETERSBURG AREA TRANSIT

## APPENDIX K: PETERSBURG AREA TRANSIT

### K1 ABOUT PETERSBURG AREA TRANSIT

Petersburg Area Transit (PAT), is a public transportation agency primarily serving the City of Petersburg, the City of Colonial Heights, the City of Hopewell, Dinwiddie County, Prince George County, Ft. Lee, and McGuire Hospital. PAT provides a combination of fixed-route, deviated fixed-route, and paratransit services within .75 miles of a PAT fixed route. PAT provides service from 6:15 a.m. to 6:15 p.m., Monday through Friday, and 7:15 a.m. to 6:15 p.m. on Saturdays. PAT is in the process of undergoing major route reconfigurations for service.

PAT is a department of the City of Petersburg; all staff of PAT are considered City employees. PAT is governed by the Petersburg City Council. The PAT Transit Director is the Accountable Executive, and has the ultimate authority to allocate human and financial resources to address safety issues. The Transit Director reports to the Deputy City Manager of Petersburg. The Transit Director will also act as the interim Chief Safety Officer (CSO). A Safety Director will be hired to assume CSO responsibilities. Within PAT, daily activities are managed by the Deputy Director of Mass Transit, the Operations Manager, the Maintenance Manager, and the Facilities Manager. These activities are supported by the two field supervisors, 20 full time and four part time bus operators, six paratransit operators, four bus mechanics, and four custodians.

#### Petersburg Area Transit Fleet

- 4 - 35-ft. Gillig transit buses
- 2 - 29-ft. Gillig transit buses
- 1 trolley bus
- 3 - Arbox chassis buses
- 4 - Challenger chassis
- 2 - Chevrolet vans
- 5 - Ford vans

PAT is headquartered at 100 West Washington Street, in Petersburg, Virginia; all administrative activities related to agency operations occur at this facility. This facility serves as the transit center, which also hosts external intercity bus routes. Maintenance work is performed out of 309 Fairgrounds Road. PAT operates a variety of transit vehicles, including transit buses, a trolley bus, and vans.

### K2 REVISION HISTORY – PETERSBURG AREA TRANSIT

The following table shows the history of revisions solely for Petersburg Area Transit’s PTASP sections.

Table K-1: Revision Table

Version	Notes
Rev. 0	Initial PTASP developed for all required bus agencies

## APPENDIX K: PETERSBURG AREA TRANSIT

### K3 SAFETY MANAGEMENT POLICY

#### K3.1 SAFETY POLICY STATEMENT

Safety is a core value of Petersburg Area Transit (PAT). PAT is committed to providing safe, reliable transit service to the City of Petersburg, the City of Colonial Heights, the City of Hopewell, Dinwiddie County, Prince George County, Ft. Lee, McGuire Hospital, and surrounding areas. PAT is also committed to developing and implementing the structures, roles and responsibilities, and providing the resources needed to effectively manage safety risk using the principles of Safety Management Systems (SMS).

This Public Transportation Agency Safety Plan (PTASP) is written in accordance with the requirements set forth by 49 CFR Part 673, the National Public Transportation Safety Plan, and the Commonwealth of Virginia. This PTASP defines the authorities and accountabilities and responsibilities, as well as the safety management roles and responsibilities for key PAT staff. All PAT employees are held accountable for the overall safety performance of PAT, and for carrying out their individual safety roles and responsibilities. With the execution of this PTASP, PAT managers and employees are accountable for the delivery of the highest achievable levels of safety performance.

PAT will establish a culture of safety among its managers and employees, such that safety is at the core of all operational and administrative decisions and actions. PAT passengers can count on our organization to provide safe and reliable service. Managers and executives must meet or exceed the minimum thresholds and requirements set forth in all PAT plans, policies, and procedures. PAT will also meet or exceed all local, state, and federal regulations and requirements related to the safety of the transit system. To achieve these safety goals, PAT has established measurable safety performance targets, outlined in this PTASP, in accordance with the National Public Transportation Safety Plan. Using the SMS processes described in this PTASP, PAT will continually measure and assess the achievement of its safety performance targets through its Safety Management Policies, Safety Risk Management processes, Safety Assurance activities, and Safety Promotion, including, but not limited to:

- Ensuring constant communication and awareness of PAT’s safety policies throughout the organization
- Clearly defining the safety roles, responsibilities, and accountabilities of PAT personnel
- Communicating safety policies and safety information throughout the organization
- Identifying, analyzing, and mitigating safety risks
- Measuring and monitoring safety performance
- Providing employees with key safety competencies and training
- Providing all employees with the ability to identify and report safety concerns

As the Director, I am the Accountable Executive and have ultimate authority and responsibility for the safety of PAT. With this plan, all PAT staff are hereby accountable and responsible for the implementation of the all of the SMS activities described herein.

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Transit Director/Accountable Executive

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Date

---

Mayor of Petersburg

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Date

## APPENDIX K: PETERSBURG AREA TRANSIT

### K3.2 SAFETY GOALS, OBJECTIVES, AND TARGETS

PAT has established the following measurable Safety Performance Targets as a benchmark for the overall safety performance of the agency. The activities used to measure the achievement of these targets generally include information collected and provided to the National Transit Database (NTD).

Table K-2: Safety Performance Targets

	Fatalities (total number of reportable fatalities per year)	Fatalities (rate per total vehicle revenue miles by mode)	Injuries (total number of reportable injuries per year)	Injuries (rate per total vehicle revenue miles by mode)	Safety events (total number of safety events per year)	Safety events (rate per total vehicle revenue miles by mode)	Distance between Major Failures	Distance between Minor Failures
<b>Fixed Route</b>	0	0	3	Less than .5 injuries per 100,000 vehicle revenue miles	6	Less than 1 reportable event per 100,000 vehicle revenue miles	10,000 miles	3,200 miles
<b>Paratransit/ Demand Response</b>	0	0	0	Less than .5 injuries per 100,000 vehicle revenue miles	1	Less than 1 reportable event per 100,000 vehicle revenue miles	10,000 miles	3,200 miles

NTD defines the above categories as follows:

#### Reportable Event (Major)

A safety or security event occurring on a transit right-of-way or infrastructure, at a transit revenue facility, or at a transit maintenance facility during a transit-related maintenance activity or involving a transit revenue vehicle that results in one of more of the following conditions:

- A fatality confirmed within 30 days of the event
- An injury requiring immediate medical attention away from the scene for one or more person
- Property damage equal to or exceeding \$25,000
- Collisions involving transit revenue vehicles that require towing away from the scene for a transit roadway vehicle or other non-transit roadway vehicle
- An evacuation for life safety reasons

## APPENDIX K: PETERSBURG AREA TRANSIT

### Non-Major Summary Incident/Event (Minor)

Less severe incidents or events that do not meet the requirements of Reportable Events listed above, such as:

- Other injuries or safety occurrences not otherwise classified
- Fires

### Major Mechanical System Failures

NTD defines these as failures that limit actual vehicle movement or create safety issues, including but not limited to:

- Brakes
- Doors
- Engine cooling systems
- Steering, axles, and suspension

### Minor Mechanical System Failures

Minor failures could include some other mechanical element of a revenue vehicle not caused by a collision, natural disaster, or vandalism, but, because of PAT policy, prevents the revenue vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip even though the vehicle is physically able to continue in revenue service, such as, but not limited to:

- Wheelchair lifts
- Heating, ventilation, and air conditioning (HVAC) systems

PAT may elect to add additional measurable safety performance targets in the future, depending on data trends collected through its Safety Assurance and Safety Risk Management activities. The Transit Director is responsible for ensuring that PAT managers are performing the SMS activities needed to collect and analyze the safety data needed to measure safety performance, and for periodically reporting on the agency's safety performance to the Petersburg City Council. The Transit Director and key PAT executives and managers are responsible for periodically evaluating the safety performance targets and determining whether they require revision, alongside all of the other SMS processes as part of the annual PTASP review and revision process, alongside DRPT.

Working with DRPT, PAT is responsible for annually providing its Safety Performance Targets to the Tri-Cities Area Metropolitan Planning Organization (Tri-Cities MPO) to help aid in the transportation planning process. DRPT will coordinate with the Tri-Cities MPO and PAT in the selection of PAT's safety performance targets.

### K3.3 EMPLOYEE SAFETY REPORTING

PAT employees have several avenues to report any safety concerns or hazards to management. During daily operations, Bus Operators are capable of reporting hazards along the routes to dispatchers/supervisors. PAT management or supervisors will then identify immediate or long-term actions to take in order to mitigate the hazard. Maintenance and custodial staff may also report hazards to management such as the Maintenance Supervisor or the Facilities Manager.

## APPENDIX K: PETERSBURG AREA TRANSIT

The PAT maintenance group also holds toolbox meetings on a weekly-basis to conduct brief training and report safety hazards. At the beginning of shifts bus operators meet with supervisors to discuss any safety concerns, changes to conditions, and alterations to routes.

Verbal notifications as listed above are utilized in addition to the use of reporting mechanisms such as facilities and vehicle preventive maintenance forms and pre-trip inspections performed by bus operators.

PAT management is in the process of implementing a PAT Vehicle Safety Review Board to identify preventable accidents and identify disciplinary actions. This Board is planned to be composed of supervisors, the Safety Coordinator (position vacant at this time) and the Transit Director.

### K3.4 SAFETY POLICY COMMUNICATION

It is the policy of PAT to communicate the safety policies in this PTASP with all affected employees throughout the organization. The Transit Director is responsible for ensuring that PAT safety policies are disseminated through training, formal and informal meetings, and verbal and written communication with employees.

PAT's Safety Policy will be provided to every new employee alongside printed training materials. PAT managers will have access to the complete PAT PTASP in both hard copy and electronically.

PAT safety meetings and leadership meetings include discussion of safety performance objectives, targets, and indicators on a basis identified by the organizers. The Transit Director, with support from management staff, is responsible for compiling data on safety performance, summarizing events including but not limited to collisions and mechanical failures. Once the position is filled, the Safety Coordinator will take over the responsibility for gathering and analyzing safety data.

Supervisors and management staff are responsible for deploying safety-related information to frontline staff through weekly and daily meetings as well as training.

### K3.5 SAFETY ACCOUNTABILITIES AND RESPONSIBILITIES

**Transit Director.** The Transit Director of PAT is the agency's Accountable Executive. The Transit Director is responsible for overseeing the safety program and for maintaining safe working conditions and practices for all PAT personnel. The Transit Director is responsible for ensuring that the SMS is effectively implemented throughout PAT as an organization, and for holding managers and employees accountable for fulfilling their respective safety roles and responsibilities. In accordance with 49 CFR Part 673.23(d), the Transit Director has the authority and responsibility to allocate human and capital resources to address safety risks.

Generally, the Transit Director is responsible for the following specific activities:

- Ensuring PAT meets the requirements set forth by the Petersburg
- Ensuring the development of plans, policies, and procedures throughout the organization that clearly define management and employee safety roles and responsibilities
- Ensuring PAT meets or exceeds minimum local, state, and federal regulatory requirements
- Holding managers and employees accountable for safety performance
- Ensuring compliance with the safety activities described in this PTASP
- Instilling a culture of safety throughout the organization

## APPENDIX K: PETERSBURG AREA TRANSIT

**Deputy Director of Mass Transit.** The Deputy Director coordinates the review of any hazards received by the public or internally from PAT. The Deputy Director works directly with the Transit Director, Operations Manager, the Maintenance Supervisor, and the Facilities Maintenance Manager to oversee PAT's SMS program. The Deputy Director of Mass Transit is also responsible for administering the drug and alcohol testing program at PAT with the vendor.

**Safety Coordinator.** The Safety Coordinator will report directly to the Transit Director, and will serve as PAT's Chief Safety Officer (CSO). The Transit Director will formally designate the Safety Coordinator as the CSO. The CSO will have the authority and responsibility for the day-to-day implementation of PAT's SMS. In this role, the Safety Coordinator will be responsible for coordinating with individuals throughout the to implement and maintain the agency's SMS, including but not limited to the:

- Deputy Director of Mass Transit
- Maintenance Manager
- Facilities Maintenance Manager
- Operations Manager

**The Operations Manager** oversees the transit operations, including all bus operations, dispatch, and supervision functions. The Operations Manager also primarily coordinates training for new employees and the ongoing refresher and remedial training of operation employees. The Operations Manager includes components of SMS requirements in training and updates to operations for frontline employees. All operations employees are responsible for understanding their SMS responsibilities, including Safety Risk Management and Safety Assurance activities.

**Operations Supervisors** are cross-trained to perform both dispatch and street supervision activities. Supervisors are responsible for leading on-scene accident investigation activities and for completing associated investigation reports. Operations Supervisors oversee shift change, conduct fitness-for-duty checks of all Bus Operators, and routinely observe Bus Operators to manage and enforce operating rule compliance and conduct quality assurance checks. As **Dispatchers**, they are responsible for clearly communicating instructions to Bus Operators, in compliance with all applicable PAT rules and procedures. Dispatchers are in direct contact with management, Bus Operators, and local police, fire, and emergency medical services (EMS).

**Bus Operators** are responsible for exercising maximum care and good judgment at all times while driving PAT vehicles, and for following all PAT rules and procedures in the execution of their duties. Operators must maintain and have in their possession a valid Commercial Driver's License (CDL) with air brakes and passenger endorsements while operating PAT vehicles. Specifically, Bus Operator duties include, but are not limited to:

- Performing walk-around inspections prior to vehicle operation
- Adhering to route card directions
- Reporting safety hazards and accidents to dispatch
- Completing and submitting required paperwork and forms
- Attending or reviewing video of safety meetings

**The Maintenance Manager** is responsible for the maintenance and reliability of PAT's fleet, including overseeing mechanics, maintainers, and parts & services staff. Maintenance personnel are responsible for completing required safety training and for fulfilling their delegated safety and SMS responsibilities. Mechanics are responsible for adhering to all maintenance plans and procedures, and for completing inspections and repairs in accordance with established maintenance intervals.

## APPENDIX K: PETERSBURG AREA TRANSIT

**The Facilities Manager** is responsible for the preventive and corrective maintenance of the primary PAT transit facility, which is also shared by other transportation services. The Facilities Manager oversees four **custodians** to perform daily work through the facility. The Facilities Maintenance Manager is responsible for addressing any safety issues or hazards brought to their attention.

**All PAT personnel** are responsible for performing key SMS activities, including, but not limited to, immediately reporting safety hazards to their immediate supervisor, completing all training required for the safe performance of their duties, attending safety meetings as required, and for performing their duties in a safe manner.

### K3.6 SAFETY MEETINGS

PAT currently holds a monthly Safety Meeting for all PAT employees. This is an opportunity for management and the executive team to report on any existing safety matters agency-wide. Frontline employees are also encouraged to report safety hazards during this meeting. In addition to the agency-wide meeting, PAT convenes a Management Committee, which is composed of the Operations Manager, the Maintenance Supervisor, the Deputy Director of Mass Transit, and the Facilities Maintenance Manager. During this meeting, PAT management has the opportunity to review identified safety deficiencies and develop priorities to address hazards. PAT is also in the process of developing a formal Vehicle Safety Review Board, which will be comprised of Supervisors, the Safety Coordinator (in process of hiring), and the Transit General Manager. This Board will review preventable events and potential disciplinary actions.

At the beginning of operating shifts, Operations Supervisors meet with Bus Operators to review any changes to routes, operating changes, or hazards on the road. On a weekly basis, the bus maintenance employees have toolbox discussions to review tasks for the week and any required safety rules. The Facilities group also hold morning meetings to review necessary tasks for the day. Each of these meetings are opportunities for the frontline employees to report any safety hazards or pose questions to supervisory/management staff.

### K3.7 DOCUMENTATION AND RECORDKEEPING

The PAT Professional Driver's Handbook rules are supplementary to the City of Petersburg VA Personnel Policies and Procedures Manual. PAT also employs a Facilities Maintenance Plan, a Hazardous Communications Program, a Maintenance Program, and an Emergency Response Plan that are supplementary to this PTASP.

PAT records developed and maintained by the agency to document the SMS and to measure its effectiveness are described in the Safety Risk Management and Safety Assurance sections below, and generally include hazard reporting, operations rule compliance checks, accident reports, training records, pre-trip inspections, maintenance records and work orders, and drug and alcohol program testing records. At a minimum, PAT retains all records related to the implementation of SMS, such as accident data; quality assurance for a minimum of seven years. All such documentation will be made available upon request to the FTA, DRPT, or any other entities having jurisdiction.

## K4 SAFETY RISK MANAGEMENT

This section of the PTASP establishes formal processes for the identification, analysis, and mitigation of safety hazards. Safety hazards are any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, vehicles, or infrastructure

## APPENDIX K: PETERSBURG AREA TRANSIT

of a public transportation system; or damage to the environment. Generally, the Transit Director and the Operations Manager work together to oversee PAT's Safety Risk Management program throughout the agency.

### K4.1 HAZARD IDENTIFICATION

PAT management and front-line employees identify safety hazards using a variety of methods, including but not necessarily limited to:

- Operator pre-trip inspections
- Operator reports to dispatchers/informal communications
- Informal discussions with supervisor/management from frontline personnel
- Accident investigation reports
- Accident log
- Monthly Safety Meetings
- Vehicle Safety Review Board Meetings
- Toolbox Meetings
- Vehicle Maintenance Inspection Forms
- Facilities Maintenance Inspection Forms/maintenance reports
- Dispatcher daily logs
- Customer service complaints/E-Alert System for hazardous concerns and anonymous reporting
- Monthly Facilities Maintenance Reports

Managers for each respective group are responsible for regularly monitoring these sources of hazard data to determine whether safety hazards require further action or analysis. Through formal meetings or through a documented process, PAT management will work together to review safety data and identify potential trends from information gathered.

As appropriate, PAT will incorporate any relevant outside safety data provided by local, state, and federal oversight and regulatory bodies into the safety risk management process.

### K4.2 HAZARD ANALYSIS AND EVALUATION

PAT analyzes and evaluates potential safety hazards identified through the above-listed information sources using a variety of methods:

- During Safety Meetings, managers and frontline employees have the opportunity to discuss and review safety hazards.
- During Management Committee Meetings, the management and executive team have the opportunity to review identified safety hazards and perform hazard assessments based on the existing hazard review program.
- The Operations Manager and Transit Director work together to review accidents and identify preventability and related hazards that may have contributed to the accident.
- Individual managers of respective groups are responsible for continually monitoring the sources of safety data under their respective authority and responsibility, and for using the principles of Safety Risk Management to help evaluate and prioritize the mitigation of those safety hazards.
- The Operations Manager is responsible for compiling reports on safety performance, including accidents and incidents, with the assistances of the Transit General Manager

## APPENDIX K: PETERSBURG AREA TRANSIT

and the Deputy Director of Mass Transit and disseminating this information to Petersburg management.

- Conduct annual reviews with frontline employees to assess safety performance, rules compliance and follow-up as necessary to address any workplace hazards.

PAT is committed to the analysis and evaluation of hazards for the purpose of prioritizing the management and mitigation of safety risk. PAT management is responsible for receiving and evaluating hazards based on severity and probability through a formal hazard analysis process. PAT will use a hazard assessment process based off of Military Standard 882E to evaluate identified hazards as described in the DRPT PTASP section 3.1: Safety Risk Management Processes. See more detail on the process for rating hazards for all small transit providers covered by the DRPT PTASP in section 3.1 of the Statewide PTASP introduction.

PAT's Transit Director and Operations Manager together are responsible for the review of all unacceptable hazards. Through both the meetings and informal leadership meetings, senior management, including affected department directors, are responsible for overseeing the development and implementation of mitigations for such unacceptable hazards. PAT management has the discretion to prioritize hazards of a lower risk level and determine whether mitigation is needed. All such decisions are documented in meeting video, tracking logs, or other means deemed appropriate by PAT managers for posterity. All such documentation must be preserved for posterity in accordance with PAT's documentation and recordkeeping requirements for SMS-related documentation.

### K4.3 SAFETY RISK MITIGATIONS

PAT's safety risk mitigation strategies include the development of corrective or preventive actions to help reduce the likelihood that safety hazards will reappear in the future. As noted earlier, PAT's Transit Director, Operations Manager, Safety Coordinator (once appointed) and managers are responsible for working together to develop and implement such mitigations. PAT management is responsible for training relevant input and feedback from managers, supervisors, and frontline employees and outside experts as necessary in the creation of mitigations. The primary forum for the formal discussion and documentation of such mitigations will be the safety meetings.

### K4.4 HAZARD TRACKING AND RECORDKEEPING

PAT's Operations Manager and Safety Coordinator (once appointed) are responsible for the documentation, tracking, and monitoring of safety hazards and any associated mitigations or corrective actions. The primary tracking mechanism for hazards and their associated mitigations will be a database that serves as a central repository of information that captures, at a minimum, the following information:

- Date of identification or discovery of the safety hazard
- Source of the information
- Brief description of the hazard
- Potential consequence
- Description of any associated mitigations or corrective actions to address the hazard
- Person(s) responsible for implementation of the mitigation
- Current status

## APPENDIX K: PETERSBURG AREA TRANSIT

This database also captures information related to mitigations developed to address the results of event investigations, inspections, and audits. Operations Manager and Safety Coordinator (once appointed) will be responsible for the regular, ongoing maintenance and update of this spreadsheet. A sample Risk Register for tracking hazards has been included in the DRPT PTASP section 3.2: Safety Risk Register.

PAT management is responsible for regularly reviewing and evaluating the safety mitigations to determine their effectiveness, and to consider alternative approaches as needed.

## APPENDIX K: PETERSBURG AREA TRANSIT

### K5 SAFETY ASSURANCE

#### K5.1 SAFETY PERFORMANCE MONITORING

PAT uses a variety of formal and informal processes to monitor and measure safety performance, both proactively and reactively. Management regularly monitors safety performance through management meetings, safety meetings, investigations, and frequent, ongoing conversations with supervisory and front-line employees. Individual managers are responsible for regularly reviewing and monitoring safety-related information that is produced by their respective departments and employees. As described in the Safety Risk Management section above, department managers are responsible for reviewing safety-related data for potential safety hazards, and for evaluating those hazards to determine whether mitigation is needed. Managers are also responsible for communicating information regarding safety performance with the Transit Director, and other affected departments throughout the agency.

##### K5.1.1 OPERATIONS

Operations Supervisors are responsible for continually evaluating the safety performance of PAT's Bus Operators. Each Bus Operator receives an annual performance review for their safety, attendance, and rules compliance. The Operations Manager and Operations Supervisors also perform unannounced ride-along quality assurance checks using a Rider Evaluation Form with the bus operators through the year. Quality assurance evaluations are performed throughout different parts of shifts from Monday-Saturday.

Any rule violations documented as part of this evaluation or otherwise observed by an operations supervisor, must be documented in the bus operator's file. The Operations Manager, in conjunction with the Transit Director, or their designee, will determine what follow up is needed with individual employees, such as retraining, or whether there are patterns or trends suggesting more systemic safety issues. In such cases, the Operations Manager or their designee may be responsible for evaluating potential alternative mitigations, such as training or re-training, review or update of policies, procedures, or training programs, or addressing physical or operational issues that may be the responsibility of entities outside of PAT, such as property owners and businesses.

As a part of the Safety Risk Management and Assurance program, the Transit Director and the Operations Manager work together to review accidents to assess the preventability of the accidents and identify mitigations or follow-up with bus operators.

Dispatchers are responsible for completing daily logs containing information about unusual occurrences during operations, such as delays or safety events. The Operations Manager or their designee is responsible for the regular review of all daily logs for the purpose of identifying safety hazards and monitoring safety performance. The Deputy Director of Mass Transit also logs and tracks any operational notifications through PAT's E-Alert system and customer service complaints.

Operators are responsible for completing pre-trip inspection forms before beginning their routes, and for ensuring that the completed form is provided to the maintenance group. A Mechanic will then sign off on the form if the vehicle is able to go out for service. See more information under section 5.1.2.

## APPENDIX K: PETERSBURG AREA TRANSIT

### K5.1.2 MAINTENANCE

The Maintenance Supervisor is responsible for the overall maintenance of vehicles and vehicle maintenance equipment. Vehicle pre-trip inspections are performed every time a vehicle goes out for service. A vehicle mechanic is then responsible for checking if any items in the checklist are condemnable and if the vehicle cannot go out for service. Vehicle preventive maintenance is performed every 6000 miles with corresponding inspection sheets. After inspections are performed, if any anomalies or common issues with vehicles are identified, the maintenance group will make a note of the issue for necessary improvements or mitigations. The Maintenance Supervisor or their designee is responsible for communicating any safety hazards identified through the maintenance process to frontline maintenance employees during weekly toolbox meetings, and any formal safety meetings. The vehicle maintenance group is also responsible for regularly reviewing and monitoring PAT maintenance and inspection activities for the purpose of monitoring safety performance and evaluating potential safety hazards. The Maintenance Supervisor and mechanics also review all completed pre-trip inspection forms, inspection checklists completed by the mechanics, and maintenance work orders. PAT vehicle maintenance group utilizes a program called Fleet Maintenance Pro to track maintenance of vehicles and common faults.

The Facilities Manager is responsible for the maintenance of quality of facilities and corresponding equipment. Facilities maintenance is governed by the Facilities Maintenance Plan, which includes detailed descriptions of scheduled maintenance processes; personal protective equipment (PPE); hazardous materials guidance; on-the-job hazards; and the individuals responsible for their performance. The Facilities Manager is responsible for communicating any safety hazards identified through the maintenance process to front-line maintenance employees during morning discussions, and any formal safety meetings. The Hazard Communication Program also provides the policies and procedures for the handling of materials and chemicals at facilities. Generally, facilities inspections full under daily, monthly, and annual inspections. Following these inspections, the facilities maintenance groups develop facilities reports every month. Please see the Facilities Maintenance Plan for further details on the frequency of preventive maintenance. Additionally, an outside contractor to Petersburg performs annual inspections on the three lifts in the transit facility.

### K5.2 OTHER SAFETY PERFORMANCE MONITORING ACTIVITIES AND DATA COLLECTION

PAT administers a United States Department of Transportation (USDOT)-compliant drug and alcohol testing program. PAT utilizes an outside collection vendor to facilitate testing, including post-accident, return-to-duty, and follow-up testing. The City of Petersburg performs the initial medical testing for pre-employment. The Deputy Director of Mass Transit or designee is responsible for randomly selecting and notifying employees of testing and the administration of required drug and alcohol awareness training to covered employees, as well as training in reasonable suspicion to operations supervisors and affected managers. PAT utilizes the Transit and Paratransit Company (TAPTCO) module on testing for training of employees.

The Safety Coordinator, or designee, is responsible of gathering accident data for reporting the National Transit Database (NTD).

### K5.3 PROCESS EVALUATION

The Safety Coordinator or their designee will be responsible for working with individual managers or their designees to ensure that they are regularly evaluating safety performance

## APPENDIX K: PETERSBURG AREA TRANSIT

and the effectiveness of the safety mitigations described above in the Safety Risk Management section. The managers are responsible for evaluating alternative mitigations or approaches in the event that they determine a given mitigation to be ineffective.

The Safety Coordinator or their designee will also be responsible for regularly monitoring the effectiveness of PAT's employee safety reporting program. This includes, but is not necessarily limited to, the effective usage of Pre-Trip inspection, toolbox meetings, and the level of information provided by employees during safety meetings. The Safety Coordinator will, as needed, work with management to evaluate any needed changes to the employee safety reporting program.

### K5.4 EVENT INVESTIGATIONS

PAT investigates all safety events, including accidents, incidents, and occurrences. Accidents are reviewed by the Operations Manager and the Transit Director to ensure investigations are complete and tracked by PAT. As the Safety Coordinator is hired, this person will provide overall support to the accident investigation process. Together, this group will identify the root cause of the accidents. The City Risk Manager will then coordinate with PAT to gather relevant accident data and send information to the insurance provider.

Material resulting from investigations may include, but are not necessarily limited to:

- Accident Investigation Form
- Maintenance Report
- Police Report
- Post-accident summary
- Pictures
- Video footage
- Post-Accident Drug and Alcohol Testing Decision Maker Form

Operations supervisors and the Operations Manager are primarily responsible for the investigation of safety events, and for performing all investigative activities, both at the scene of the event and post-crash. Operations supervisors must all complete relevant accident investigation training in order to be qualified to conduct investigations. Other PAT managers are responsible for participation in the investigation process, as needed and as may be required. The vehicle maintenance group is responsible for evaluating the condition of vehicle maintenance and damage during investigations.

The Operations Manager or their designee is responsible for logging all safety events into a database that includes, but is not limited to, the following information:

- Date of event
- Alcohol Testing
- Description/damage
- Preventability
- Injuries

## APPENDIX K: PETERSBURG AREA TRANSIT

### K6 SAFETY PROMOTION

#### K6.1 SAFETY COMMUNICATION

As discussed earlier in Section 3.4, PAT uses a variety of methods to communicate safety information to ensure that all employees are aware of the Safety Management Policy, as well as the processes, activities, and tools that are relevant to their responsibilities. The agency's safety policies and other information related to employee safety and SMS responsibilities are provided to each PAT employee through policies and procedures. This PTASP and referenced plans, policies, and procedures are available to all affected employees digitally or in hard copy.

Managers, or their designees, are responsible for posting safety-related bulletins and other messages in areas visible to frontline operations and maintenance employees, such as employee break rooms. If necessary, management will ensure that safety-related materials are distributed using When to Work, electronic mail, or directly distributed to individual employees. Management may require employees to acknowledge, in writing, their receipt and understanding of safety-related information.

PAT front-line employees and managers use the safety meetings described in Section 3.6 to discuss hazards and safety performance information. Management uses the safety meetings to discuss hazard and safety risk information relevant to employees' responsibilities, and to explain why safety actions have been taken, or why safety procedures may have been introduced or changed, in response to reports received through the employee safety reporting program.

##### K6.1.1 COMPETENCIES AND TRAINING

PAT has a formal process in place to ensure that employees receive the appropriate competencies and training to safely perform their duties. PAT uses a combination of in-house and vendor-created training materials. The Operations Manager is responsible for overseeing the training of all PAT employees, and for working with outside vendors, as needed, to provide topic-specific training. The Operations Manager also coordinates any necessary retraining for employees following a safety event and ongoing refresher training of transit topics.

All bus operators are trained on vehicle operation using a combination of materials created by TAPTCO and PAT. Operational training consists of classroom time and practical training on the bus routes with supervisors. PAT classroom training for employees includes:

- Federal Regulations
- Hazards Communication
- Drug and Alcohol Awareness
- Farebox Procedures
- Harassment
- Bloodborne Pathogens
- Safety Best Practices
- Introduction to the Bus
- Pre-Trip Inspections
- Mirrors
- Defensive Driving
- Bus Operator Distractions
- Following Distance
- Intersections

## APPENDIX K: PETERSBURG AREA TRANSIT

- Railroad Crossings
- Trail Check Evaluation
- On-Board Operator Evaluation
- Pedestrian Awareness
- Backing Accidents
- Merging, Lane Changing, And Passing
- Special Driving Conditions
- Map/Schedule Reading
- On Road Demonstration
- ADA
- Customer Service
- Conflict Management
- Accident Investigation Procedures

All of the above topics are covered as part of the bus operator training program. The duration of this training program depends upon the proficiency of the student. Classroom training typically lasts for about 120 hours and practical training may tack about a month for fixed routes and a week or more for paratransit training. The Operations Manager also provides monthly ongoing refresher training that covers revolving topics from the TAPTCO training modules. PAT also has ongoing observation of its bus operators through regular observations, ride checks, and refresher training, provided as needed by the Operations Manager. The Operations Manager is responsible for ensuring the completion of all bus operator training in a timely manner, and ensuring that training records are documented.

The Maintenance Supervisor is responsible for ensuring that maintenance employees are sufficiently trained and competent to perform their job duties in a safe manner. Mechanics receive initial training from TAPTCO modules, covering similar items as the operations personnel. PAT utilizes training sheets to begin the process for training mechanics. Training for mechanics covers items such as lock-out/tag-out (LOTO), tire depth, use of maintenance equipment and tools, lift checks, ladder safety, and airbrakes. Mechanics receive informal, on-the-job training from the Maintenance Manager or their designee. If needed, PAT may bring in vendors or original equipment manufacturers to provide specific training. Mechanics are trained based on original equipment manufacturer (OEM) maintenance recommendations for the vehicles. Maintenance employees also receive ongoing monthly refresher training on topics surrounding maintenance requirements and safety.

Management throughout the agency is responsible for regularly reviewing employee training records to ensure their reports have completed required training.

### K6.1.2 TRAINING PROGRAM EVALUATION

The Operations Manager and Maintenance Manager is responsible for periodically analyzing all employee training programs to determine whether changes or updates are necessary. These analyses are intended to ensure that the agency has identified and provided all necessary skills and competencies related to the safe performance of PAT job functions. Changes or updates could include, but are not limited to:

- New training techniques or technology
- Changes based on the results of accident investigations
- Changes based on identified safety hazards or deficiencies
- Changes based on local, state, or federal regulations or guidance



Statewide Public Transportation Agency

# Safety Plan

Virginia Department of Rail and Public Transportation

July 2020



Prepared by: **AECOM** 4840 Cox Road, Glen Allen, VA 23060

In partnership with: Transportation Resource Associates, Inc., 1608 Walnut Street, Suite 1602, Philadelphia, PA 19103

# Statewide Public Transportation Agency Safety Plan

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*Virginia Department of Rail and Public Transportation*

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Glen Allen, VA 23060

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***Date***

## TABLE OF CONTENTS **[TO BE REVISED]**

<b>1# Virginia Statewide Public Transit Agency Safety Plan (PTASP) for Small Public Transportation Providers</b> .....	<b>1#</b>
<b>2# Virginia Department of Rail and Public Transportation (DRPT)</b> .....	<b>2#</b>
<b>3# Background of Safety Management Systems (SMS)</b> .....	<b>2#</b>
3.1# Safety Risk Management.....	3#
3.2# Safety Risk Register .....	6#
<b>4# Safety Performance Targets</b> .....	<b>7#</b>
<b>5# PTASP Control and Update Procedures</b> .....	<b>7#</b>
5.1# PTASP Schedule .....	7#
<b>APPENDIX A: Blacksburg Transit</b> .....	<b>9#</b>
<b>APPENDIX B: Blue Ridge Intercity Express (BRITE) Bus</b> .....	<b>24#</b>
<b>APPENDIX C: City of Bristol, Virginia Transit (Bristol Transit)</b> .....	<b>38#</b>
<b>APPENDIX D: Charlottesville Area Transit (CAT)</b> .....	<b>51#</b>
<b>APPENDIX E: Fredericksburg Regional Transit (FRED)</b> .....	<b>66#</b>
<b>APPENDIX F: Greater Lynchburg Transit Company (GLTC)</b> .....	<b>81#</b>
<b>APPENDIX G: Greater Roanoke Transit Company</b> .....	<b>95#</b>
<b>APPENDIX H: Harrisonburg Department of Public Transportation (HDPT)</b> .....	<b>111#</b>
<b>APPENDIX I: Jaunt</b> .....	<b>127#</b>
<b>APPENDIX J: District Three Governmental Cooperative/Mountain Lynx Transit</b> .....	<b>143#</b>
<b>APPENDIX K: Petersburg Area Transit</b> .....	<b>158#</b>
<b>APPENDIX L: Radford Transit</b> .....	<b>172#</b>
<b>APPENDIX M: Suffolk Transit</b> .....	<b>186#</b>
<b>APPENDIX N: Williamsburg Area transit authority</b> .....	<b>201#</b>
<b>APPENDIX O: Winchester Transit</b> .....	<b>215#</b>

## LIST OF FIGURES

Figure 1: Virginia Statewide PTASP Agencies .....	1#
Figure 2: Safety Management Systems Diagram .....	3#
Figure 3: Example Timeline for an Agency Safety Plan Review .....	7#

## LIST OF TABLES

Table 1: Risk Assessment Matrix for small transit providers .....	3#
Table 2: Severity Categories for hazard assessment .....	4#
Table 3: Likelihood Levels for hazard assessment .....	4#

Table 4: Safety Risk criteria .....	5#
Table A-1: Revision Table.....	9#
Table A-2: Blacksburg Transit Safety Performance Targets.....	11#
Table B-1: Revision Table.....	24#
Table B-2: BRITE Bus Safety Performance Targets.....	26#
Table C-1: Revision Table .....	38#
Table C-2: Bristol Transit Safety Performance Targets for Fixed Routes .....	40#
Table D-1: Revision Table .....	51#
Table D-2: CAT Safety Performance Targets .....	53#
Table E-1: Revision Table.....	66#
Table E-2: FRED Safety Performance Targets.....	68#
Table F-1: Revision Table.....	81#
Table F-2: GLTC Safety Performance Targets .....	83#
Table G-1: Revision Table .....	95#
Table G-2: Valley Metro Safety Performance Targets .....	97#
Table H-1: Revision Table .....	111#
Table H-2: HDPT Safety Performance Targets .....	113#
Table I-1: Revision Table .....	127#
Table I-2: Jaunt Safety Performance Targets .....	129#
Table J-1: Revision Table .....	143#
Table J-2: Mountain Lynx Transit Safety Performance Targets.....	145#
Table K-1: Revision Table.....	158#
Table K-2: Safety Performance Targets .....	160#
Table L-1: Revision Table .....	172#
Table L-2: Safety Performance Targets.....	174#
Table M-1: Revision Table .....	186#
Table M-2: Suffolk Transit Safety Performance Targets.....	188#
Table N-1: Revision Table .....	201#
Table N-2: WATA Safety Performance Targets.....	203#
Table O-1: Revision Table .....	215#
Table O-2: WinTran Safety Performance Targets .....	217#

## ACRONYMS AND ABBREVIATIONS

<b>ADA</b>	Americans with Disability Act
<b>AGM</b>	Assistant General Manager
<b>AIP</b>	Accident Investigation Procedure
<b>ARC</b>	Accident Review Committee
<b>BRITE</b>	Blue Ridge Intercity Transit Express
<b>BT</b>	Blacksburg Transit
<b>BTAC</b>	BRITE Transit Advisory Committee
<b>CA-MPO</b>	Charlottesville/Albemarle Metropolitan Planning Organization
<b>CAT</b>	Charlottesville Area Transit
<b>CDL</b>	Commercial Driver's License
<b>CEO</b>	Chief Executive Officer
<b>CFR</b>	Code of Federal Regulations
<b>COO</b>	Chief Operating Officer
<b>CSO</b>	Chief Safety Officer
<b>CSPDC</b>	Central Shenandoah Planning District Commission
<b>DRPT</b>	Department of Rail and Public Transportation
<b>DTGC</b>	District Three Governmental Cooperative
<b>DVIR</b>	Daily Vehicle Inspection Report
<b>EMS</b>	Emergency Medical Services
<b>EOC</b>	Emergency Operations Center
<b>EPM</b>	Employee Performance Memo
<b>FAMPO</b>	Fredericksburg Area Metropolitan Planning Organization
<b>FTA</b>	Federal Transit Administration
<b>GLTC</b>	Greater Lynchburg Transit Company
<b>GM</b>	General Manager
<b>HDPT</b>	Harrisonburg Department of Public Transportation
<b>HR</b>	Human Resources
<b>HRT</b>	Hampton Roads Transit
<b>ICS</b>	Incident Command System
<b>JMU</b>	James Madison University
<b>KPI</b>	Key Performance Indicator
<b>LOTO</b>	Lock-out/Tag-out
<b>MC</b>	Management Contractor
<b>MPO</b>	Metropolitan Planning Organization
<b>NEO</b>	New Employee Orientation
<b>NIMS</b>	National Incident Management System
<b>NRVCS</b>	New River Valley Community Services
<b>NRVMPO</b>	New River Valley Metropolitan Planning Organization
<b>NTD</b>	National Transit Database
<b>O&amp;M</b>	Operations and Maintenance
<b>OEM</b>	Original Equipment Manufacturer
<b>OJT</b>	On-the-job Training
<b>OSHA</b>	Occupational Safety and Health Administration
<b>PAT</b>	Petersburg Area Transit
<b>PIO</b>	Public Information Officer
<b>PM</b>	Preventive Maintenance
<b>PTASP</b>	Public Transportation Agency Safety Plan
<b>RFP</b>	Request for Proposal

<b>RVARC</b>	Roanoke Valley-Allegheny Regional Commission
<b>SMS</b>	Safety Management System
<b>SOP</b>	Standard Operating Procedure
<b>SRP</b>	Safety Review Panel
<b>SVTMC</b>	Southwestern Virginia Transit Management Company
<b>TAPTCO</b>	Transit and Paratransit Company
<b>TED</b>	Transit Employee Database
<b>TSI</b>	Transportation Safety Institute
<b>USDOT</b>	United States Department of Transportation (
<b>VRE</b>	Virginia Railway Express
<b>VRT</b>	Virginia Regional Transit
<b>WATA</b>	Williamsburg Area Transit Authority
<b>WinFred</b>	Winchester/Frederick County Metropolitan Planning Organization
<b>WinTran</b>	Winchester Transit

## 1 VIRGINIA STATEWIDE PUBLIC TRANSIT AGENCY SAFETY PLAN (PTASP) FOR SMALL PUBLIC TRANSPORTATION PROVIDERS

The Virginia Statewide Public Transportation Agency Plan (PTASP) for Small Public Transportation Providers is a comprehensive plan outlining the Safety Management Systems (SMS) programs at 15 small transit agencies in the Commonwealth. A small transit agency is defined as a non-rail fixed guideway agency that receives federal financial assistance under 49 U.S.C. 5307 and run 100 or fewer vehicles in total during peak revenue service. This comprehensive plan is required by 49 United States Code 5329 and 49 Code of Federal Regulations (CFR) Part 673.

On July 19, 2018, the Federal Transit Administration (FTA) published 49 CFR Part 673, which requires agencies receiving federal assistance under 49 U.S.C. 5307 funding to develop a PTASP. Per 49 CFR Part 673.11(d), States must develop a PTASP for small transit agencies. In Virginia, the Virginia Department of Rail and Public Transportation (DRPT) is the state agency responsible for developing the state-sponsored PTASP for small transit agencies. DRPT is primarily responsible for gathering input from each participating small transit agencies during the development, review, and update of the PTASP. Moving forward, each agency will be responsible for continuing the implementation of its SMS program and other activities described within its respective PTASP sections.

The PTASP is laid out to provide general information on each agency, including its overall structure and services; the agency Safety Management Policy; Safety Risk Management program; Safety Assurance program; and Safety Promotion program. Each section of the plan accurately portrays the current services and programs in place at each agency.



Figure 1: Virginia Statewide PTASP Agencies

The following transit agencies are covered by the Statewide PTASP:

- Blacksburg Transit
- Blue Ridge Intercity Transit Express (BRITE)
- City of Bristol Virginia Transit (Bristol Transit)
- Charlottesville Area Transit (CAT)

- Fredericksburg Regional Transit (FRED Transit)
- Greater Lynchburg Transit Company (GLTC)
- Greater Roanoke Transit Company (Valley Metro)
- City of Harrisonburg Department of Public Transportation (HDPT)
- Jaunt, Inc.
- District Three/Mountain Lynx Transit
- Petersburg Area Transit (PAT)
- Radford Transit
- Suffolk Transit
- Williamsburg Area Transit Authority (WATA)
- Winchester Transit (WinTran)

Each agency PTASP is located in a separate appendix of this document.

## 2 VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION (DRPT)

The mission of DRPT is to facilitate and improve the mobility of the citizens of Virginia and to promote the efficient transport of goods and people in a safe, reliable, and cost-effective manner. To fulfill its mission, DRPT works with various stakeholders including federal, state, regional, and local governments, and private entities. DRPT supports public transportation in the Commonwealth, including the small transit agencies described within this Plan.

## 3 BACKGROUND OF SAFETY MANAGEMENT SYSTEMS (SMS)

Each agency's appendix is organized according to SMS principles in accordance with the requirements of Part 673. SMS is a formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards, and consists of four primary elements:

- **Safety Management Policy:** A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety. The policy must be communicated throughout the organization and endorsed by the agency's Accountable Executive.
- **Safety Risk Management:** A process within a transit agency's PTASP for identifying hazards and analyzing, assessing, and mitigating safety risk.
- **Safety Assurance:** A process within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information. Safety assurance may involve internal auditing; quality assurance; data collection and analysis and accident reviews.
- **Safety Promotion:** A combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system. An agency's safety promotion program could involve outreach such as safety training/educations; risk communication and awareness; and employee reporting and feedback.

The four components of SMS work together in a unified, agency-wide system for management and control of safety hazards.



Figure 2: Safety Management Systems Diagram

### 3.1 Safety Risk Management

Each small transit agencies will implement a safety risk management program that utilizes a hazard analysis and evaluation methodology. Based on FTA recommendations for small transit provider, agencies will use the below hazard evaluation methodology in order to rate the severity and likelihood of identified hazards.

As shown in Table 1 below, overall safety risk is a composite of the severity and likelihood of a given safety hazard. Severity means the anticipated effects of the consequence of a hazard (table 2), should it materialize, considering the worst credible condition. Probability means the likelihood that hazard consequences might occur, considering the worst foreseeable condition (table 3).

Table 1: Risk Assessment Matrix for small transit providers

Risk Assessment Matrix			
Likelihood/Severity	Catastrophic (1)	Serious (2)	Marginal (3)
Frequent (A)	HIGH (1A)	HIGH (2A)	MEDIUM (3A)
Occasional (B)	HIGH (1B)	MEDIUM (2B)	LOW (3B)
Remote (C)	HIGH (1C)	MEDIUM (2C)	LOW (3C)

**Table 2: Severity Categories for hazard assessment**

Severity Categories		
Description	Severity Category	Criteria
Catastrophic	1	Could result in death, permanent total disability, loss exceeding \$250,000, system shutdown lasting 4 or more hours, or irreversible severe environmental damage that violates law or regulation.
Serious	2	Could result in permanent partial disability, injury or occupational illness that may result in hospitalization of at least one person, property damage exceeding \$25K but less than \$250,000, system shutdown lasting between 10 minutes and 4 hours, or reversible environmental damage causing a violation of law or regulation.
Marginal	3	Could result in injury or occupational illness resulting in one or more lost workday(s), property damage up to \$25,000, system shutdown of less than 10 minutes, or mitigatable environmental damage without violation of law or regulation.

**Table 3: Likelihood Levels for hazard assessment**

Likelihood Levels			
Description	Level	Individual item	System or Vehicle Fleet
Frequent	A	Likely to occur often in the life of an item.	Continuously experienced. Potential consequence may occur more than once in 500 operating hours.
Occasional	B	Will occur several times in the life of an item.	Will occur several times. Potential consequence may be experienced once in 500 to 60,000 operating hours.
Remote	C	Unlikely to occur in the life of an item.	Unlikely but possible. Potential consequence may be experienced once in 60,000 to 1,800,000 operating hours.

Based on the combined assessment of severity and likelihood, the resulting hazard rating indicated the overall safety risk: High (Unacceptable – Action Required); Medium (Undesirable – Management Decisions); and Low (Acceptable with Review). See table 4 for the breakdown of safety risks.

**Table 4: Safety Risk criteria**

Safety Risk Index	Criteria by Index
HIGH	<u>Unacceptable – Action Required:</u> Safety risk must be mitigated or eliminated.
MEDIUM	<u>Undesirable – Management Decision:</u> Executive management must decide whether to accept safety risk with monitoring or require additional action.
LOW	<u>Acceptable with Review:</u> Safety risk is acceptable pending management review.

### 3.2 Safety Risk Register

Small public transit agencies will use a risk register similar to the one below. This risk register may evolve overtime to meet each agencies' needs.

Hazard	Hazard Type	Identification Date	Identification Source	Analysis Date	Worst Possible, Worst Credible, or Most Common Potential Consequence	Existing Mitigation(s)	Severity of Consequences
#	#	#	#	#	#	#	#
#	#	#	#	#	#	#	#

Likelihood of Consequences	Safety Risk Index	Further Mitigation Action	Revised Safety Risk Index	Revised Safety Risk Index Date	Department Responsible for Mitigation	Estimated Implementation Date	Contact Person
#	#	#	#	#	#	#	#
#	#	#	#	#	#	#	#

Each of the agencies uses its own Safety Risk Management process, including Hazard Identification, Analysis, and Mitigation. Each agency's process is described in more detail their respective appendices.

## 4 SAFETY PERFORMANCE TARGETS

Each individual small transit agency is responsible for working with its local Metropolitan Planning Organizations (MPO) to ensure performance targets are provided to them to aid in the MPO planning process. In accordance with the 3C agreements DRPT coordinates with the MPOs on a quarterly basis through inter agency coordination meetings where DRPT provides continuing updates on transit related performance measures including PTASP related measures. Transit agencies are encouraged to also coordinate with MPOs through regularly scheduled MPO Technical Committee meetings. Per the National Safety Plan and 49 CFR Part 673.11(a)(3), the safety performance targets include: fatalities, injuries, safety events, and system reliability. See specific targets, by agency under *Safety Goals, Objectives, and Targets* within each agency's section. Based on FTA guidance, each safety performance target has been developed based on actual agency and peer agency statistics. The total number of target events are identified based on a baseline rate, such as one reportable event for every 100,000 vehicle revenue miles. The total targets are derived from historic vehicle revenue miles and the baseline rates. Additionally, each mode has its own set of targets, for example fixed route and demand response have been separated into separate categories. DRPT will work with each agency and their MPO as needed to facilitate this process on an annual basis. Further information on how agency safety performance targets are detailed in the [FTA Safety Performance Targets Guide](#).

## 5 PTASP CONTROL AND UPDATE PROCEDURES

### 5.1 PTASP Schedule

Per 49 CFR Part 673, PTASPs must be updated annually to address any changes in the agency and respective programs. If necessary, the PTASP may also be updated before the annual update. DRPT will coordinate with each agency annually after the initial publication date to gather any changes and updates and compile signatures from each agency's Accountable Executive and the Board, or similar entity, to help facilitate the review and update process.

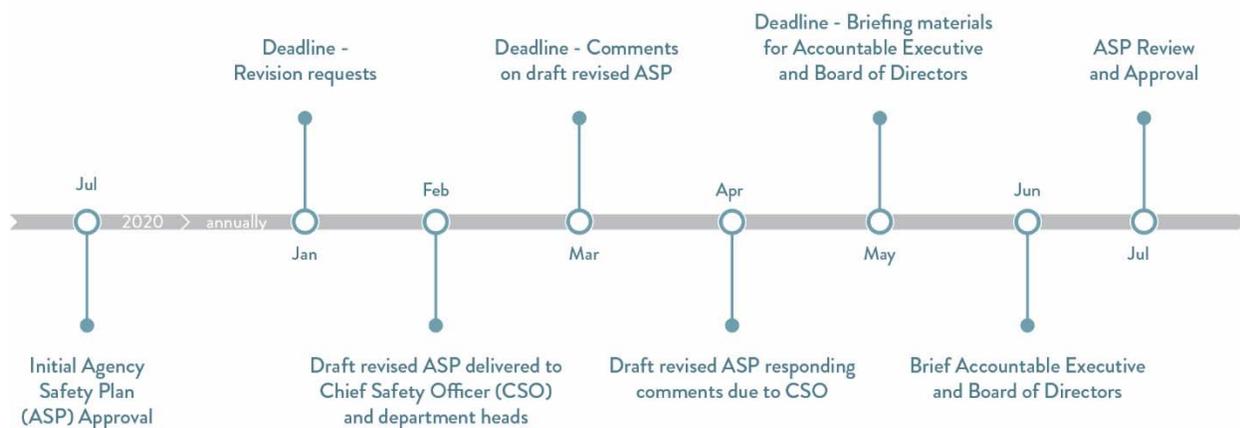


Figure 3: Example Timeline for an Agency Safety Plan Review

**A RESOLUTION TO ADOPT THE PUBLIC  
TRANSPORTATION AGENCY SAFETY PLAN FOR  
PETERSBURG AREA TRANSIT**

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**WHEREAS**, safety is a core value of Petersburg Area Transit (PAT). PAT is committed to providing safe, reliable transit service to the City of Petersburg, the City of Colonial Heights, the City of Hopewell, Dinwiddie County, Prince George County, Ft. Lee, McGuire Hospital, and surrounding areas. PAT is also committed to developing and implementing the structures, roles and responsibilities, and providing the resources needed to effectively manage safety risk using the principles of Safety Management Systems (SMS).

**WHEREAS**, this Public Transportation Agency Safety Plan (PTASP) is written in accordance with the requirements set forth by 49 CFR Part 673, the National Public Transportation Safety Plan, and the Commonwealth of Virginia. This PTASP defines the authorities and accountabilities and responsibilities, as well as the safety management roles and responsibilities for key PAT staff. All PAT employees are held accountable for the overall safety performance of PAT, and for carrying out their individual safety roles and responsibilities. With the execution of this PTASP, PAT managers and employees are accountable for the delivery of the highest achievable levels of safety performance.

**WHEREAS**, PAT will establish a culture of safety among its managers and employees, such that safety is at the core of all operational and administrative decisions and actions. PAT passengers can count on our organization to provide safe and reliable service. Managers and executives must meet or exceed the minimum thresholds and requirements set forth in all PAT plans, policies, and procedures. PAT will also meet or exceed all local, state, and federal regulations and requirements related to the safety of the transit system. To achieve these safety goals, PAT has established measurable safety performance targets, outlined in this PTASP, in accordance with the National Public Transportation Safety Plan. Using the SMS processes described in this PTASP, PAT will continually measure and assess the achievement of its safety performance targets through its Safety Management Policies, Safety Risk Management processes, Safety Assurance activities, and Safety Promotion, including, but not limited to:

- Ensuring constant communication and awareness of PAT’s safety policies throughout the organization
- Clearly defining the safety roles, responsibilities, and accountabilities of PAT personnel
- Communicating safety policies and safety information throughout the organization
- Identifying, analyzing, and mitigating safety risks
- Measuring and monitoring safety performance
- Providing employees with key safety competencies and training
- Providing all employees with the ability to identify and report safety concerns

**NOW, THEREFORE, BE IT RESOLVED**, the Petersburg Area Transit Director, is the Accountable Executive and has ultimate authority and responsibility for the safety of PAT. With this plan, all PAT staff are hereby accountable and responsible for the implementation of the all of the SMS activities described in the plan

**ADOPTED** this \_\_\_\_ day of July 2020.

ATTEST:

CITY OF PETERSBURG CITY COUNCIL

\_\_\_\_\_  
Nykesha Jackson, Clerk

\_\_\_\_\_  
Mayor



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** July 21, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Aretha Ferrell-Benavides, City Manager

**FROM:** Nykesha Jackson

**RE:** **Consideration of reappointment/s to the Appomattox River Water Authority (ARWA) Board.**

**PURPOSE:** To make an appointment to the ARWA Board.

**REASON:** Aretha R. Ferrell-Benavides, City Manager, and Deputy City Manager , Lionel Lyons terms have expired on December 31, 2019.

**RECOMMENDATION:** Recommend City Council reappoint Aretha R. Ferrell-Benavides, City Manager to the Appomattox River Water Authority Board.

**BACKGROUND:** The Appomattox River Water Authority consists of the Cities of Colonial Heights and Petersburg and the Counties of Chesterfield, Dinwiddie, and Prince George. The Authority is responsible for the operation of the Appomattox River Water Treatment plant.

The Authority Board includes one (1) Member and one (1) Alternate Member from each of the political subdivisions. City Council has, as have other as its representatives on the Board and the Director of Public Works as the alternate.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 7/21/2020

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** N/A

**AFFECTED AGENCIES:** N/A

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** N/A

**REQUIRED CHANGES TO WORK PROGRAMS:** N/A

**ATTACHMENTS:**

1. Appomattox River Water Authority Board 2020

	<b>APPOMATTOX RIVER WATER AUTHORITY BOARD</b>		
	Number of Members: 2		
<b>TERM</b>	<b>APPOINTMENT</b>	<b>APPOINTED</b>	<b>NEW APPLICANT</b>
7/18/2017-12/31/2019	Aretha R. Ferrell-Benavides, City Manager	7/18/2017	
7/18/2017-12/31/2019	Lionel Lyons, Deputy City Manager (alternate)	4/17/2018	
	<b>AUTHORITY:</b>		<b>COMPOSITION:</b>
	Virginia Water & Sewer Authorities Act, Section 15.1-1249 of the Code of Virginia; Concurrent Resolutions of the governing bodies of the Cities of Petersburg and Colonial Heights and the counties of Chesterfield, Dinwiddie, and Prince George setting forth the Articles of Incorporation - Resolution #4692 adopted October 4, 1960. Water Authority began furnishing water on January 1, 1968.		One (1) member and one (1) alternate member from each of the political subdivisions participating in the authority.
	<b>MEETINGS:</b>		<b>TERMS:</b>
	May 15, 2014; June 25, 2014; July 24, 2014; September 25, 2014(1:00pm) , 2:00p.m., Authority Office Lake Chesdin		Four (4) years
	<b>STAFF LIAISON:</b>		
	Robert C. Wichser, Executive Director		
	Appomattox River Water Authority		
	21300 Chesdin Road		
	Petersburg, VA 23803		
	(804) 590-1145		



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** July 21, 2020

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Aretha Ferrell-Benavides, City Manager

**FROM:** Nykesha Jackson

**RE:** **Consideration of reappointment/s to the South Central Wastewater Treatment Authority Board.**

**PURPOSE:** To make appointment/s to the South Central Wastewater Treatment Authority Board.

**REASON:** Aretha R. Ferrell-Benavides, City Manager and Deputy City Manager Lionel Lyons term expired on December 31, 2019.

**RECOMMENDATION:** Recommend Council reappoint Aretha R. Ferrell-Benavides and Lionel Lyons to the South Central Wastewater Treatment Authority Board.

**BACKGROUND:** South Central Wastewater Treatment Authority operates the Petersburg Wastewater Plant, which serves the Cities of Colonial Heights and Petersburg along with the Counties of Chesterfield, Dinwiddie and Prince George.

The Authority Board includes one (1) Member and one (1) Alternate Member from each of the political subdivisions. City Council has, as have other member jurisdiction, traditionally appointed the locality's chief administrative officer as its representative on the Board and the Director of Public Works as the alternate.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 7/21/2020

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** N/A

**AFFECTED AGENCIES:**

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:**

**REQUIRED CHANGES TO WORK PROGRAMS:**

**ATTACHMENTS:**

1. South Central Wastewater Treatment Authority 2020

	<b>SOUTH CENTRAL WASTEWATER TREATMENT AUTHORITY</b>		
	Number of members: 2		
<b>TERMS</b>	<b>APPOINTMENTS</b>	<b>APPOINTED</b>	
7/18/2017-12/31/2019	Aretha R. Ferrell-Benavides, City Manager	7/18/2017	
04/17/2018-12/31/2019	Lionel Lyons, Deputy City Manager	4/19/2018	
	<b>AUTHORITY:</b>		<b>COMPOSITION:</b>
	Operates the Petersburg Wastewater Plant, which serves the cities of Colonial Heights and Petersburg along with the counties of Chesterfield, Dinwiddie and Prince George.		One (1) member and one (1) alternate member from each of the political subdivisions participating in the authority.
	<b>MEETING DATE AND TIME:</b>		<b>TERMS:</b>
	Third Wednesday, 2:00pm		Four (4) years
	<b>STAFF LIAISON:</b>		
	William Leary, Director of South Central Wastewater Treatment Plant		
	(804) 861-0111		