



**City of Petersburg  
Virginia**

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**April 2, 2024**

**April 2, 2024  
Petersburg Public Library  
201 West Washington Street  
Petersburg, Virginia 23803  
5:00 PM**

**City Council**

Samuel Parham, Mayor – Ward 3  
Darrin Hill, Vice Mayor – Ward 2  
Marlow Jones, Councilor – Ward 1  
Charles Cuthbert, Jr., Councilor – Ward 4  
W. Howard Myers, Councilor – Ward 5  
Annette Smith-Lee, Councilor - Ward 6  
Arnold Westbrook, Jr., Councilor – Ward 7

**City Administration**

John "March" Altman, Jr. - City Manager  
Anthony Williams - City Attorney

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1. **Roll Call**
  2. **Prayer**
  3. **Pledge of Allegiance**
  4. **Determination of the Presence of a Quorum**
  5. **Public Comments**
  6. **Approval of Consent Agenda (to include minutes of previous meetings):**
    - a. March 19, 2024 - Regular Meeting Minutes - Pages 3-12
    - b. March 19, 2024 - Closed Session Meeting Minutes - Pages 13-15
    - c. March 27, 2024 - Special Meeting Closed Session Minutes - Pages 16-18
    - d. Schedule a Public Hearing for the Consideration of an Ordinance to Amend and Readopt Section 2-108 of the Petersburg City Code Pertaining to Responsibilities of the Clerk with Respect to Published Ordinances - (First Reading) - Pages 19-21
    - e. Schedule a Public Hearing and Consideration of an Ordinance Requested by City Council to Amend and Readopt Article 24 Nonconforming Uses and Article 25 Supplementary Height, Area, and Bulk Regulations, as Set forth in the Zoning Ordinance of the City of Petersburg, to Allow the Rehabilitation and Continuation of Noncomplying Structures as Defined and to Clarify the Allowance of Single-Family Dwellings and Accessory Improvements on Non-Conforming Lots Recorded Prior to Adoption of the Zoning Ordinance (First Reading) - Pages 22-41
    - f. Schedule a Public Hearing to Amend Chapter 106, Taxation, Article III, Real Estate, Division 3, Exemption for Elderly and Disabled (First Reading) - Pages 42-44
    - g. Consideration of a Resolution to Amend and Re-Adopt the City of Petersburg's Purchasing/Procurement Manual - Pages 45-49
    - h. Schedule a Public Hearing for Consideration of an Ordinance to Adopt the Real Property Tax Rate (First Reading) - Pages 50-53
  7. **Special Reports**
    - a. Discussion of the Draft Comprehensive Plan Future Land Use Map Modifications Based on Council Feedback and Request - Pages 54-55

- b. Discussion on the Safe Streets and Roads for All Planning Grant.
- c. Tax Relief for the Elderly and Disabled - Pages 56-69

**8. Monthly Reports**

**9. Finance and Budget Report**

**10. Capital Projects Update**

**11. Utilities**

- a. Public Works Monthly Report - Pages 70-82
- b. Citywide Drainage Study Update - Pages 83-104

**12. Streets**

**13. Facilities**

**14. Economic Development**

- a. Final Report for Upcoming Armed Forces Day - Pages 105-115

**15. City Manager's Agenda**

**16. Business or Reports from the Clerk**

**17. Business or Reports from the City Attorney**

**18. Adjournment**



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** April 2, 2024  
**TO:** The Honorable Mayor and Members of City Council  
**THROUGH:** March Altman, Jr., City Manager  
**FROM:** Tangi Hill  
**RE:** **March 19, 2024 - Regular Meeting Minutes - Pages 3-12**

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**PURPOSE:**

**REASON:** Minutes of the March 19, 2024 - Regular Meeting

**RECOMMENDATION:** To approve minutes with consent agenda.

**BACKGROUND:** See attached information.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 4/2/2024

**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. March 19 2024 Regular Meeting

The regular meeting of the Petersburg City Council was held on Tuesday, March 19, 2024, at the Petersburg Public Library. Mayor Parham called the meeting to order at 5:08 p.m.

1. **ROLL CALL:**

Present:

Council Member Charles Cuthbert, Jr.  
Council Member Marlow Jones  
Council Member Annette Smith-Lee  
Council Member Arnold Westbrook, Jr.  
Council Member W. Howard Myers  
Vice Mayor Darrin Hill  
Mayor Samuel Parham

Absent: None

Present from City Council Administration:

City Manager John March Altman, Jr  
City Attorney Anthony Williams

2. **PRAYER:**

Vice Mayor Hill led the opening prayer.

3. **PLEDGE OF ALLEGIANCE:**

Mayor Parham led the pledge of allegiance.

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

A quorum was determined with the presence of the City Council members.

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

a. Presentation of a proclamation recognizing Dr. Daphne Bazile-Harrison.

Mayor Parham and the council presented Dr. Bazile-Harrison with a proclamation of recognition.

b. Presentation of a proclamation recognizing American Red Cross Month.

Mayor Parham and the Council presented Christy Carneal with a proclamation recognizing the month of March 2024 as American Red Cross Month.

6. **RESPONSES TO PREVIOUS PUBLIC INFORMATION PERIOD:**

Mayor Parham stated that responses are found under council communications.

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

a. Minutes:

-March 5, 2024 – Work Session Meeting Minutes

Vice Mayor Hill made a motion to approve the consent agenda. Council Member Smith-Lee seconded the motion. The motion was approved on roll call. On roll call vote, voting yes:

Cuthbert, Jones, Smith-Lee, Myers, Westbrook, Hill, and Parham; No: N/A; Abstain: N/A.

**8. OFFICIAL PUBLIC HEARINGS:**

Items 13. a. under Unfinished Business and 14.a. under New Business were moved under Item 9 Official Public Hearing a and b, respectively.

- a. A Public Hearing and Consideration of an Ordinance to Amend and Readopt Article 3, Definitions, and Article 19, Off-Street Parking Regulations, to Clarify the Requirement of Driveways for Low-Density Housing at the Request of the Planning Commission

**BACKGROUND:** Though the City ordinance under Article 19, Off-Street Parking Regulations, states that parking spaces are required for residential development, the issue of developers not installing driveways prior to requesting a certificate of occupancy seems to make clarification necessary for compliance.

**RECOMMENDATION:** To approve the ordinance to amend and readopt Article 3, Definitions, and Article 19, Off-Street Parking Regulations, to Clarify the Requirement of Driveways for Low-Density Housing

**24-ORD-7 AN ORDINANCE TO AMEND AND READOPT ARTICLE 3, DEFINITIONS, AND ARTICLE 19, OFF-STREET PARKING REGULATIONS, TO CLARIFY THE REQUIRMENT OF DRIVEWAYS FOR LOW-DENSITY HOUSING AT THE REQUEST OF THE PLANNING COMMISSION.**

Naomi Siodmok, Director of Planning and Community Development, gave a brief overview of the request.

Mayor Parham opened the floor for public comments.

Hearing none, Mayor Parham closed public comments.

There was discussion among the City Council members.

Council Member Myers questioned if the ordinance being considered addressed parking in front of homes and on curbs. He also questioned enforcement. Planning and Community Development Director Siodmok informed the City Council members that an ordinance is in place stating that no person shall park any motor vehicle, trailer, or semitrailer on the front or side yard of any lot improved with a single family or two-family dwelling zoned for residential use except on a lawfully paved surface. It would be a zoning ordinance violation and enforced accordingly.

Council Member Cuthbert questioned the reason that the ordinance was not uploaded into Municode and who is responsible for doing so. City Attorney Williams stated that his office is currently submitting ordinances to Municode, with the exception of zoning ordinances. Zoning ordinances are submitted by the zoning administrator in accordance with the state code that makes them responsible for the interpretation and administration. Further discussion was held among the City Council members.

Council Member Cuthbert made a motion directing the City Attorney to draft an ordinance for consideration of the City Council designating the City Clerk of Council as the person responsible for submitting ordinances to Municode. Council Member Myers seconded the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, Hill, and Parham; No: N/A; Abstain: N/A.

Council Member Jones questioned if the ordinance addressed trailers of semi-trucks and recreational vehicles parked on vacant lots. Vice Mayor Hill noted that staff needs to ensure that no one is parking on City owned property without permission. Planning and Community Development Director Siodmok stated that her department can look into enforcing these matters as well. She added that there is a provision in the City code for removal and disposal of vehicles on property that is not public property.

Vice Mayor Hill made a motion to approve the ordinance to amend and readopt Article 3, Definitions, and Article 19, Off-Street Parking Regulations, to Clarify the Requirement of Driveways for Low-Density Housing. Council Member Jones seconded the motion. The motion was approved on roll call. On roll call vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, Hill, and Parham; No: N/A; Abstain: N/A.

**24-ORD-8 AN ORDINANCE TO AMEND AND READOPT ARTICLE 21, SIGN REGULATIONS, TO REGULATE AND ALLOW FOR SANDWICH BOARD/A-FRAME SIGNS.**

- b. A Public Hearing for the Consideration of an Ordinance to Amend and Readopt Article 3, Definitions, and Article 19, Off-Street Parking Regulations to Clarify the Requirement of Driveways for Low-Density Housing at the Request of the Planning Commission

**BACKGROUND:**

Currently, Chapter 98 (Streets, Sidewalks, and Other Public Spaces) Article II. Section 98-124(a) and Appendix B. Article 21. Section 6.7 prohibit the use of sandwich board signs per the following excerpts:

Sec. 98-124(a): No person shall place, keep or store, or exhibit or display for sale, any goods, wares, or merchandise, or maintain any advertising signs, on the sidewalks of the City.

Section 6. – Prohibited signs: The following signs shall be prohibited in all districts:

6.7. – All portable signs.

The proposed text amendment seeks to allow sandwich board signs with regulations. This proposal has gone through the Planning Commission through a work session as well as for a vote and recommendation for approval.

**RECOMMENDATION:**

Planning Commission recommends approval.

Naomi Siodmok, Director of Planning and Community Development, gave a brief overview of the request.

Mayor Parham opened the floor for public comments.

Lisa Walden, 301 Oak Hill Road, stated that the amendment was a great idea for the City as a whole. She expressed concern regarding who would check to see if current businesses are licensed.

City Manager Altman responded that the zoning staff will enforce the ordinance.

Linwood Christian, 633 W. Washington Street, expressed his agreement with the City Council and hopes that the ordinance is approved. He added that this is one of the issues as to why

businesses do not come to Petersburg.

Seeing no other hands, Mayor Parham closed the public hearing.

There were comments and discussion from the City Council Members.

Council Member Jones expressed his dissatisfaction with the language in the ordinance. He expressed not having the staff to enforce the ordinance. He spoke regarding the danger of having businesses with furniture on sidewalks and broken bricks.

There were additional comments and discussion from the City Council Members.

Vice Mayor Hill made a motion to approve the ordinance to amend and readopt Article 21, Sign Regulations, to Regulate and Allow for Sandwich Board/A-Frame Signs. Council Member Myers seconded the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Smith-Lee, Myers, Westbrook, Hill, and Parham; No: Jones; Abstain: N/A.

Council Member Cuthbert requested that in the future Public Hearing items be listed on the agenda under Public Hearings.

9. **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.

Mayor Parham recognized Ruth Johnson. Ms. Johnson did not appear to speak.

Barbara Rudolph, 1675 Mt. Vernon Street, spoke regarding the STARS project. She noted that it was an interesting presentation, but wished it had been better attended. She asked the City Council to consider adding the STAR Project to an agenda or schedule a special meeting for VDOT to make a presentation and allow the public to provide feedback.

David Batts, 1127 High Pearl Street, spoke regarding draining ditch lines work being done around the City, but not on Wythe, Bollingbrook, Bank, and McKeever Streets. He is concerned that someone will drown. He has spoken with the City Manager regarding his concerns. He discussed with the City Manager regarding the what was left in the creek to his building on Wythe Street when the hotel was demolished. The only street that's cleared from the flooding is Washington Street. He noted that a ditch line was installed at Baileys Lane that he felt is not needed. His concern is that someone will drown and if so, this will come back on the City. He asked that

Linwood Christian, 633 W. Washington Street, spoke regarding the Governor's visit and the citizens were not aware that he was coming to fulfill his election promise by bringing in the Goodr Truck. He wanted to know the schedule and location of the Goodr Truck. He also reminded the City Council of the need for a grocery store. He spoke regarding the Recreation Department making the public aware of summer programs before the youth get out for the summer. He spoke regarding the recreation center on Halifax Street that is in need of repairs and there is no recreation department or anything for their children.

**10. BUSINESS OR REPORTS FROM THE MAYOR OR OTHER MEMBERS OF CITY COUNCIL:**

Council Member Cuthbert shared a photo of 1751 Sherwood, a dilapidated brick home in Walnut Hill, that the City has been dealing with for more than a decade. He noted that he brought it to the council's attention before bringing it to the public. He reported that the City took the property owner to court on January 12<sup>th</sup> and the judge gave the owner 6 months to bring the property to code. He added that the building is salvageable and he will be following up in 6 months. Council Member Cuthbert shared an article that appeared on the front page of The Progress Index on March 15<sup>th</sup> regarding the speed cameras in Richmond. He thanked City Manager Altman and Police Chief Christian for implementing speed cameras in the school zones of Petersburg eight months ago. He reported that he delivered 10 to 12 midday meals through the Meals on Wheels program and expressed his appreciation to those who manage the program. Council Member Cuthbert asked City Manager Altman to bring the City Council and the public up to date on the City's efforts to develop a tree replacement plan. He referenced the trees that were removed on the first block of South Sycamore Street.

City Manager Altman responded to Council Member Cuthbert's request for an update to the street replacement plan. He noted that the trees were removed on South Sycamore Street due to damage being done to some of the businesses. He referenced a grant for the purpose of replacing the trees and bringing a plan back to the City Council at a later date. Planning and Community Development Director Siodmok informed the City Council that the grant was received from the Department of Tree Forestry, which focused on creating a tree ordinance. However, she added the consultants through the Green Infrastructure Center have seen value in helping us with this as well. The tree ordinance will transition into a tree plan, tree maintenance plan, and a tree planting initiative. Staff is waiting on the final approval from the Department of Tree Forestry for the next stages of the grant. The initial scope for Sycamore Street that has been reviewed with general recommendation of the Sky Line Focus tree. Staff wants to have good renderings before presenting to City Council. She noted that in regards to the plan as a whole, it is their goal within a year to bring to City Council the tree and maintenance plans. A year after that, to start implementation of tree planting and working with the community. Council Member Cuthbert asked if staff would prepare to report on the first block of South Sycamore Street for the June 2024 City Council work session. City Manager Altman stated that a report would be made available to the City Council at their first meeting in June 2024. Council Member Cuthbert requested that the minutes reflect that at the City Council's first meeting in June staff will provide a report of the tree plan for the first block of South Sycamore Street.

Council Member Jones addressed concerns spoken regarding the City's Parks and Recreation Director. He stated that the new director has done an exceptional job. He spoke regarding the improvements made to the fields and buildings. Council Member Jones requested that City Manager Altman address the ditch drainage issues on Bollingbrook and Wythe Street. Council Member Jones questioned the use of the \$1,500 permit fee for special use permits. Staff explained that it covers advertising costs for both the Planning Commission and Council and mailing notices to adjoining property owners. It was added that the revenue goes to the general fund to offset those costs.

Council Member Westbrook commended the Parks and Recreation Director Marquis Allen on doing a good job. He concurred with comments made by Council Member Jones regarding the progress Director Allen has made since his employment, including tournaments, various other events, refurbished tennis courts hosted by the City since his hiring. Council Member Westbrook announced that the Recreation Department is now holding registration for the upcoming spring break camp and various spring/summer sports. Council Member Westbrook reminded the public that the grass cutting cycle has begun. He informed the public of his recent trip to London.

Council Member Myers spoke regarding home renovations taken place in the City and the progress made in demolition of dilapidated structures. He invited the public to attend the Egg Drop at the former Peabody Middle School site at 2:30 p.m. on March 31<sup>st</sup>, hosted by Impact Church.

Council Member Smith-Lee announced that the Wards 6 and 7 Joint Meeting will be held at the Cool Spring Elementary School on April 10<sup>th</sup>. She also commended Director Allen on an amazing job and the renovations made to several parks. She closed by praising the elementary school for having the students art work displayed at the Bon Secours Hospital for Black History Month.

Vice Mayor Hill reported that the Ward 2 meeting will be held on April 4<sup>th</sup> at 6:00 pm at the Good Shepherd Church. He invited all to attend, especially those in Ward 2. He noted that there will be representation from the offices of the City Manager, Fire, Police, Zoning, and Public Works. He mentioned that he had the honor of serving meals to the citizens through the Feed More program. He thanked Ms. Eilla Dickerson for joining him. Vice Mayor Hill thanked Mr. Richard Harris and his team in Public Works for his service. He noted that his agreement with Barb Rudolph regarding a Project STARS meeting. He and Council Member Cuthbert had spoken regarding the need of a meeting regarding Project STARS. Vice Mayor Hill informed the public of a potential baseball team coming to the area. He thanked Mr. Jamie Fagan and Mr. Marquis Allen for their work. He closed by encouraging everyone to stay positive.

Mayor Parham reminded everyone of the Don-A-Matrix event in the first weekend of April. The Gala will be held on Friday, April 5<sup>th</sup> at the Petersburg Public Library and the workout on Saturday, April 6<sup>th</sup> at the Petersburg High School. He announced the Petersburg Half Marathon and 5K which will be held on Saturday, April 6<sup>th</sup> as well. Mayor Parham thanked everyone who came out for the Gooder Truck groceries. He stated that it is just the first step of getting another brick-and-mortar grocery in Petersburg. He informed the public that at the Metropolitan Transit and Crater MPO meetings the interest of others of what is being proposed by VDOT in Petersburg. He then yielded the remaining of his time to Council Member Cuthbert and Council Member Jones.

Council Member Cuthbert revisited the STARS Project. He expressed his excitement for what is to come. He informed the public that a special meeting will be scheduled for a presentation regarding the STARS Project.

Council Member Jones provided comments regarding the speed camera. He expressed his mission of serving on the Council.

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

\*There are no items for this portion of the agenda.

**12. FINANCE AND BUDGET REPORT:**

- a. Consideration of an Ordinance Amending the FY24 City General Fund Budget – 2<sup>nd</sup> Reading

City Manager Altman requested that Council table this item be considered at the April 2, 2024 City Council meeting.

The City Council, by consensus, agreed to table the consideration of the ordinance amending the FY24 City General Fund Budget – 2<sup>nd</sup> Reading until the April 2, 2024 City Council meeting.

**13. UNFINISHED BUSINESS:**

- a. Presentation and Update on the 2024 Employee Health Insurance

City Manager Altman reminded the City Council of their request for OneDigital to relook at the plans to include addressing the family plans. He introduced Mr. Ritter Jonas, with OneDigital, to present the update on the 2024 Employee Health Insurance.

Mr. Jonas stated that the City Council asked OneDigital to look at ways that they can change the

contribution schedules and what the City can contribute towards the cost of the renewal. He reminded the City Council The Local Choice renewal came in at a flat renewal with no increase. OneDigital presented the City Council with four different options for their consideration; however, recommended that the City Council select Option B, keeping The Local Choice plan, Key Advantage 500 and Key Advantage 1,000, with a 5-tier rate structure and reduced employee contributions. This will increase the City's contribution to \$429,050 and decrease the employee contribution by \$429,050. Thereby, lowering employee premiums on both plans per tier (employee only, employee and spouse, employee and child, employee and children, and family). He noted that the assumptions were made on enrollment distributions in the 5-tier structure. In addition, material changes to the dependent tier contributions will likely result in a shift out of the employee only tier which would increase overall cost to the City.

There were comments and discussion from the City Council Members.

Vice Mayor Hill asked Mr. Jonas if a Health Savings Account "HSA" could be explored. Mr. Jonas stated that educational sessions are planned for next year to introduce this option to staff. The HSA comes with high deductibles. Staff is exploring rolling it out as a 3<sup>rd</sup> option next year.

Mayor Parham asked City Manager Altman if he could build into next year's budget the cost of all of half the employee contribution. City Manager Altman stated that City Council that the deadline to renew the plan is April 1, 2024.

Vice Mayor Hill made a motion to approve the renewal of Option B, The Local Choice plan, Key Advantages 500 and 1,000 with a 5-tier structure. Council Member Jones seconded the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Smith-Lee, Myers, Westbrook, Hill, and Parham; No: Jones; Abstain: N/A.

#### 14. **NEW BUSINESS:**

##### a. Property Purchase Requirement

Brian Moore, Director of Economic Development, gave a brief overview of the request.

There were comments and discussion from the City Council Members.

City Attorney Williams stated that there has been some discussion over the years about identification of catalyst sites and locations within the City where special consideration is considered because of the nature of the location of the property and the potential for its development. He would encourage City Council to incorporate standard price for most but there are some that require a higher threshold. He added that there maybe some that you would not want to consider a 75% threshold.

Council Member Jones made a motion to approve property purchase requirements setting the threshold at 75% of the assessed property value. Vice Mayor Hill seconded the motion. Council Member Myers made a sub motion to consider the various costs for particular parcels that we get a recommendation from the Economic Development Director based on the proffers. Council Member Jones seconded the sub motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Smith-Lee, Myers, Westbrook, Hill, and Parham; No: Jones; Abstain: N/A.

##### b. Consideration of Appointment(s) to the Planning Commission

Vice Mayor Hill stated that Council Member Jones has approved the appointment of Alvin Cannon to the Planning Commission for Ward 1.

Vice Mayor Hill made a motion to appoint Alvin Cannon to the Planning Commission, representing Ward 1. Council Member Myers seconded the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Smith-Lee, Myers, Westbrook, Hill, and Parham; No: Jones; Abstain: N/A.

c. Lease Payment Distribution/Funds Allocation Process

Brian Moore, Director of Economic Development, gave a brief overview of the request.

He noted that the W9 and documentation of 501c3 status has not been received, but will ensure that they're received before payment is made.

There were comments and discussion from the City Council Members.

Council Member Jones made a motion to approve the funds allocation process for receipt and distribution of funds as written. Council Member Smith-Lee seconded the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Smith-Lee, Myers, Westbrook, Hill, and Parham; No: Jones; Abstain: N/A.

d. Congressional Community Project Funding (CPF) Grant for Ferndale Park Upgrades

Communications Director Joanne Williams presented the Congressional Community Project Funding (CPF) Grant for the Ferndale Park upgrades. She reported that the grant language is standard and a match is required. She noted that in the past, she has been successful in the City receiving a waiver for the grant match. The due date for the grant application is March 28, 2024.

There were comments and discussion from the City Council Members.

Council Member Myers made a motion to authorizing staff to move forward with the submission of the Congressional Community Project Funding (CPF) Grant application and match allocation, with the understanding that the match may be waived. Council Member Westbrook seconded the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Smith-Lee, Myers, Westbrook, Hill, and Parham; No: Jones; Abstain: N/A.

**15. CITY MANAGER'S REPORT AND SPECIAL REPORTS:**

Mr. Altman thanked "Team Petersburg". He praised the Department for the stride taking in making improvements to the City. He spoke regarding the baseball tournament and the potential team coming to Petersburg. City Manager Altman informed the public that the City is actively working on a flood study to address the problem areas, but it will take time. Lieutenant Run contains a great deal of private property and the City does not have the authority to go onto the property and perform work. The day that the demolition fell into the creek DEQ was onsite and instructed the contractor to remove the debris and approved what was done. The railroad company will be an obstacle to address this particular drainage basin, but we have to deal with where it goes which is the old harbor area. Unfortunately, the stormwater has no where to do and it backs up. Conversations continues to be had on how to resolve this matter.

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

Ms. Hill stated that she has no report.

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

Mr. Williams stated that he has no report.

Council Member Jones expressed his appreciation to Mr. Randall Jones for his work to the City.

**18. ADJOURNMENT:**

The City Council adjourned at 7:37 p.m.

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

APPROVED:

\_\_\_\_\_  
Mayor

DRAFT



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** April 2, 2024  
**TO:** The Honorable Mayor and Members of City Council  
**THROUGH:** March Altman, Jr., City Manager  
**FROM:** Tangi Hill  
**RE:** **March 19, 2024 - Closed Session Meeting Minutes - Pages 13-15**

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**PURPOSE:**

**REASON:** Minutes of the March 19, 2024 - Closed Session Meeting

**RECOMMENDATION:** To approve minutes with consent agenda.

**BACKGROUND:** See attached information.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 4/2/2024

**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. March 19, 2024 Closed Session Meeting Minutes

The Closed Session Meeting of the Petersburg City Council was held on Tuesday, March 19, 2024, at the Petersburg Public Library. Mayor Parham called the Closed Session Meeting to order at 7:37 p.m.

**1. ROLL CALL:**

Present:

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

Absent:

Present from City Administration:

City Manager John March Altman, Jr.  
City Attorney Anthony Williams

**2. CLOSED SESSION:**

- a. The purpose of this meeting is 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, assignment, and appointment of specific public employees of the City of Petersburg, specifically including but not limited to discussion of the performance, assignment, and appointment of specific public officer of the City of Petersburg; pursuant to §2.2-3711(A)(7) and (8) 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, specifically including but not limited to discussion of Petersburg Circuit Court Case Numbers CR21000780-00, CR2100078100-00, CR21000819-00, CR210007820-00, CR210007821-00, and CR210007822-00 in relation to a delinquent real property tax case; the requirements of §24.2-509 of the Code of Virginia; the requirements of §58.1-3321 of the Code of Virginia; and other matters requiring the legal advice of the City Attorney; and pursuant to §2.2-3711(A)(3) of the Code of Virginia for the purpose of discussion or consideration of the acquisition of real property for a public purpose and the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically including but not limited to the acquisition and disposition of real property.

Vice Mayor Hill made a motion that the City Council go into closed session for the purposes noted. Council Member Smith-Lee seconded the motion.

On roll call vote, voting yes: Cuthbert, Jones, Myers, Westbrook, Smith-Lee, Hill, and Parham; Absent: N/A

The City Council entered closed session at 7:40 p.m.

**CERTIFICATION:**

Mr. Williams stated, "The Mayor would entertain a motion to conclude the closed session called today 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 state prior to the vote indicating the substance for departure in which he believes has occurred. This requires a roll call vote Mr. Mayor.”

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

The motion was approved on roll call vote.

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

**24-R-15      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 open session at 8:59 pm

**3.      ADJOURNMENT:**

The City Council adjourned at 9:00 p.m.

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

APPROVED:

\_\_\_\_\_  
Mayor



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** April 2, 2024

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

**THROUGH:**

**FROM:**

**RE:** March 27, 2024 - Special Meeting Closed Session Minutes - Pages 16-18

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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. March 27, 2024 Closed Session Meeting Minutes

The Closed Session Meeting of the Petersburg City Council was held on Wednesday, March 27, 2024, at the Petersburg Area Transit. Mayor Parham called the Closed Session Meeting to order at 8:36 a.m.

**1. ROLL CALL:**

Present:

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

Absent:

Council Member Marlow Jones  
Council Member Arnold Westbrook

Present from City Administration:

City Manager John March Altman, Jr.  
City Attorney Anthony Williams

**2. CLOSED SESSION:**

- a. The purpose of this meeting is to convene in the closed session pursuant Va. Code §2.2-3711.(A)(1) for the purpose of discussion, consideration and interviews, performance, assignment, and appointment of specific public employees of the City of Petersburg, specifically including but not limited to consideration, interviews, discussion of the performance, assignment and appointment of the Clerk of Council.

Vice Mayor Hill made a motion that the City Council go into closed session for the purposes noted. Council Member Smith-Lee seconded the motion.

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

The City Council entered closed session at 8:38 a.m.

**CERTIFICATION:**

Mr. Williams stated, "The Mayor would entertain a motion to conclude the closed session called today 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 state prior to the vote indicating the substance for departure in which he believes has occurred. This requires a roll call vote Mr. Mayor."

Vice Mayor Hill made a motion to return the City Council to open session and certify the purposes of the closed session. Council Member Smith-Lee seconded the motion. There was no discussion on the motion.

The motion was approved on roll call vote.

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

**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 open session at 12:44 pm

**3. ADJOURNMENT:**

The City Council adjourned at 12:44 p.m.

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

APPROVED:

\_\_\_\_\_  
Mayor

DRAFT



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** April 2, 2024

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

**THROUGH:**

**FROM:** Anthony Williams

**RE:** **Schedule a Public Hearing for the Consideration of an Ordinance to Amend and Readopt Section 2-108 of the Petersburg City Code Pertaining to Responsibilities of the Clerk with Respect to Published Ordinances - (First Reading) - Pages 19-21**

**PURPOSE:** A request was made at the last Council meeting by Council to have the City Attorney prepare and present an amendment to Ordinance 2-108 to clarify assignment of responsibilities for loading approved Ordinances, amending the published Code of Ordinances and Zoning and Subdivision Ordinances by the Clerk of Council.

**REASON:** A request was made at the last Council Meeting by Council to have the City Attorney prepare and present an amendment to Ordinance 2-108 to clarify assignment of responsibilities for loading approved Ordinances amending the published Code of Ordinances; and Zoning and Subdivision Ordinances by the Clerk of Council.

**RECOMMENDATION:** Schedule a public hearing and second reading on Ordinance for the Regular Council Meeting on April 16, 2024.

**BACKGROUND:** A request was made at the last Council Meeting by Council to have the City Attorney prepare and present an amendment to Ordinance 2-108 to clarify assignment of responsibilities for loading approved Ordinances amending the published Code of Ordinances; and Zoning and Subdivision Ordinances by the Clerk of Council.

**COST TO CITY:**

**BUDGETED ITEM:**

**REVENUE TO CITY:**

**CITY COUNCIL HEARING DATE:** 4/2/2024

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:**

**AFFECTED AGENCIES:**

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:**

**REQUIRED CHANGES TO WORK PROGRAMS:**

**ATTACHMENTS:**

1. ordinance to amend

**ORDINANCE TO AMEND AND RE-ADOPT SECTION 2-108 OF THE PETERSBURG CITY CODE PERTAINING TO RESPONSIBILITIES OF THE CLERK WITH RESPECT TO PUBLISHED ORDINANCES**

WHEREAS, in year 1981, the City adopted Section 2-108 of the City Code regarding the responsibilities of the Clerk to record and index ordinances and furnish copies to city officers; and

WHEREAS, in year 1981, commercial publication options for the Code of Ordinances and Zoning and Subdivision Ordinance did not exist;

WHEREAS, since the adoption of this Ordinance, the City has transitioned to electronic publication of its Code of Ordinances; and Zoning and Subdivision Ordinance using commercial service providers such as Municode; and

WHEREAS, Council wishes to clarify the duties of the Clerk with respect to the publication of such documents by amending Section 2-108 of the City Code.

NOW therefore be it ORDAINED that Section 2-108 of the City Code is hereby amended and re-adopted as follows:

**Sec. 2-108. - Duty to record and index ordinances and furnish copies to city officers.**

The Clerk is responsible for maintaining all official records of City Council. The clerk of the city council shall maintain copies of all adopted ordinances and resolutions and record, in the minute book, the number, title and purpose of all ordinances and resolutions passed by the city council. The clerk shall also furnish to every city officer an attested copy or abstract of any ordinance passed by the city council affecting the duties of such officer. The books containing the proceedings and ordinances shall be accurately indexed and shall be open to the inspection of any citizen of the city. Upon adoption of any ordinance amending the City's published Code of Ordinances, Subdivision and Zoning Ordinance, the Clerk shall be responsible for ensuring that such amendments are promptly incorporated into said published codes.



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** April 2, 2024

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

**THROUGH:** Naomi Siodmok, Director of Planning and Community Development

**FROM:** March Altman, Jr.

**RE:** **Schedule a Public Hearing and Consideration of an Ordinance Requested by City Council to Amend and Readopt Article 24 Nonconforming Uses and Article 25 Supplementary Height, Area, and Bulk Regulations, as Set forth in the Zoning Ordinance of the City of Petersburg, to Allow the Rehabilitation and Continuation of Noncomplying Structures as Defined and to Clarify the Allowance of Single-Family Dwellings and Accessory Improvements on Non-Conforming Lots Recorded Prior to Adoption of the Zoning Ordinance (First Reading) - Pages 22-41**

**PURPOSE:** This text amendment is proposed to support the rehabilitation and continued use of existing structures, both residential and commercial, which were constructed prior to the enactment of the current Zoning Ordinance and do not comply with modern standards.

**REASON:** The City of Petersburg has seen an influx of building permits to renovate existing structures that have been vacant for years and do not conform with the existing zoning designation. Per Article 24, Section 3, *If any nonconforming use is discontinued for a period of two years ... it shall lose its nonconforming status and any further use shall conform to the provisions of the zoning ordinance.* With that, existing duplexes have been required to reduce their density, most often to single family, to be suitable for redevelopment. This has put some renovations completely on hold, which has stifled the removal of blight, and has required duplex structures to become single family homes.

**RECOMMENDATION:** The Planning Commission recommends approval and re-adoption of the text amendment to Article 24. Nonconforming Uses; and Article 25. Supplementary Height, Area, and Bulk Regulations. Schedule a Public Hearing for April 16, 2024.

**BACKGROUND:** In November 2023, Planning Commission recommended approval of a text amendment to allow duplexes, triplexes, quadplexes, and historic commercial structures to be renovated even if nonconforming (e.g. inconsistent with the code in terms of use/lot dimensions) if a certificate of nonconforming use is issued. After consideration by the Council, an alternative amendment was proposed in January 2024. This amendment narrowed the original scope, but still provides a benefit to existing duplexes to support renovation, if the use is permitted in the district, even if the structure is nonconforming. The Planning Commission recommended approval in March 2024.

**COST TO CITY:**

**BUDGETED ITEM:**

**REVENUE TO CITY:**

**CITY COUNCIL HEARING DATE:** 4/2/2024

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:**

**AFFECTED AGENCIES:**

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** This ordinance is a substitute for a previously presented ordinance as discussed in the background information.

**REQUIRED CHANGES TO WORK PROGRAMS:**

**ATTACHMENTS:**

1. 24-ZTA-01 City Council Packet



## City of Petersburg

Department of Planning and Community Development

135 N Union St, Room 304

Petersburg, VA 23803

(804) 733-2308

# MEMORANDUM

**DATE:** April 2024

**TO:** Mayor and Council

**FROM:** Planning Commission

**RE:** 2024-ZTA-01: A Public Hearing and consideration of a resolution presented by City Council to amend and readopt Article 24 Nonconforming Uses and Article 25 Supplementary Height, Area, and Bulk Regulations, as set forth in the Zoning Ordinance of the City of Petersburg, to allow the rehabilitation and continuation of noncomplying structures as defined and to clarify the allowance of single-family dwellings and accessory improvements on non-conforming lots recorded prior to adoption of the Zoning Ordinance.

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**SUMMARY:** This text amendment is proposed to support the rehabilitation and continued use of existing structures, both residential and commercial, which were constructed prior to the enactment of the current Zoning Ordinance and do not comply with modern standards. The proposed amendment would allow existing noncomplying structures to be continued indefinitely and be considered legal structures, with renovation and repair permissible so long as the use of the structure is permitted in the underlying zoning district. For residential non-complying structures, expansion of the structures will be allowed if no use nonconformities or additional units are introduced.

The proposed amendment also includes a minor modification to Article 25 of the Zoning Ordinance, which currently allows for the construction of a single-family dwelling on lots created prior to the application of zoning regulations in cases where those lots do meet current lot width and area requirements. The proposed amendment would clarify that this allowance only applies to lots in zoning districts that allow residential uses and that only single-family dwellings and accessory improvements to the lot are permitted.

**BACKGROUND:** The City of Petersburg has seen an influx of building permits to renovate existing structures that have been vacant for years and do not conform with the existing zoning designation. Per Article 24, Section 3, *If any nonconforming use is discontinued for a period of two years ... it shall lose its nonconforming status and any further use shall conform to the provisions of the zoning ordinance.*

With that, existing duplexes have been required to reduce their density, most often to single-family, to be suitable for redevelopment. This has put some renovations completely on hold, which has stifled the removal of blight, and has required duplex structures to become single-family homes.

There are currently 35 Blighted multi-family homes in the City of Petersburg per the Code Enforcement Blighted Property list, including multiple duplexes, triplexes, and quadplexes. Of these 35 properties, 26 do not meet the minimum lot width requirements of the zoning district in which they are located. An additional 6 properties are non-conforming due to being in a district where duplex, triplex, or quadplexes aren't allowed but would otherwise be conforming if rezoned.

The proposed amendment to Article 24 would result in the following major changes:

1. Noncomplying structures, as defined, would be allowed to remain and be maintained, repaired, and altered so long as the uses within the structures comply with the standards of the underlying zoning district. This would apply to both residential and commercial structures.
2. Noncomplying residential structures that do not comply with lot width, area, or setback requirements of a zoning district may be expanded in size so long as no nonconforming uses are introduced and no new dwelling units are installed.

The modification to Article 25 is provided to clarify that the construction of single-family dwellings on nonconforming lots will not be allowed in districts that do not allow residential uses. The amendment also specifies that only "accessory" improvements are allowed beyond the single-family dwelling.

The amendment as drafted is provided at City Council's direction as an alternative to proposed amendment 2023-ZTA-01, which was recommended for approval by the Planning Commission on November 2, 2023.

**RECOMMENDATION:** Planning Commission recommends approval of the proposed text amendments.

## **ATTACHMENTS**

Presentation

Resolution

Article 24. Nonconforming Uses – Revised.

Article 25. Supplementary Height, Area, and Bulk Regulations – Revised.

CITY COUNCIL

APRIL 2024



**2024-ZTA-01:** A Public Hearing and consideration of a resolution requested by City Council to amend Article 24 Nonconforming Uses and Article 25 Supplementary Height, Area, and Bulk Regulations, as set forth in the Zoning Ordinance of the City of Petersburg, to allow the rehabilitation and continuation of noncomplying structures as defined and to clarify the allowance of single-family dwellings and accessory improvements on non-conforming lots recorded prior to adoption of the Zoning Ordinance.

# Background

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In November 2023, Planning Commission recommended approval of a text amendment to allow duplexes, triplexes, quadplexes, and historic commercial structures to be renovated even if nonconforming (e.g. inconsistent with code in terms of use/lot dimensions) if a certificate of nonconforming use is issued.

After consideration by Council, an alternative amendment was proposed in January 2024. This amendment narrowed the original scope, but still provides a benefit to existing duplexes to support renovation, if the use is permitted in the district, even if the structure is nonconforming.

Planning Commission recommended approval March 2024.

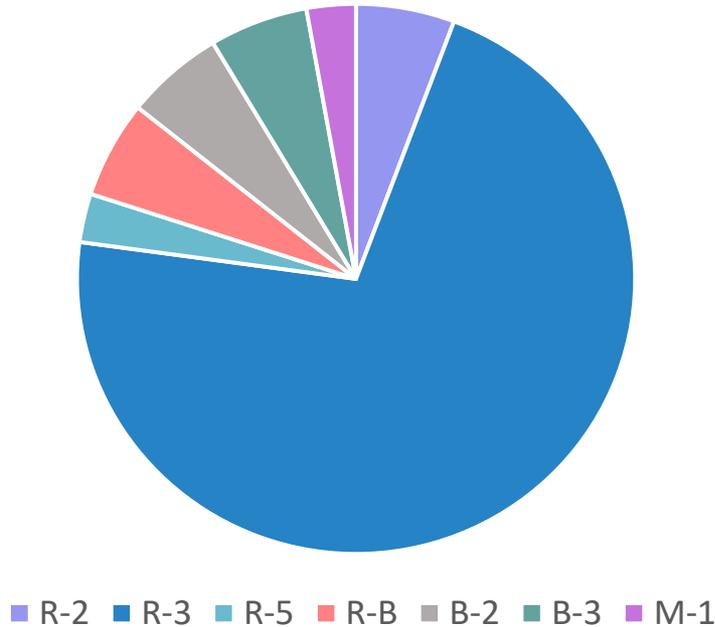
# Request

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- Clarify definitions – noncomplying structure versus nonconforming use.
- Allow the renovation, remodel, and repair of noncomplying structures if the use within the structure complies with the Code.
- Allow expansion of noncomplying structures if no nonconforming uses are introduced.
- Legal nonconforming uses and noncomplying structures shall first be decided by the Zoning Administrator and appealed to the Board of Zoning Appeals.
- Allowance of single-family dwellings and accessory improvements on non-conforming lots.

# Sample of Impacts

Blighted Homes by Zoning District



Staff reviewed the blighted properties list and determined that of the 35 structures identified on that list, 24 of those structures (almost 70 percent), would be helped by this ordinance. A majority are duplexes located within an R-3, Two-Family Residence, District.

# Sample of Impacts (continued)

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Most projects on hold due to the current zoning ordinance can advance via this zoning amendment:

932-934  
Priam  
Street (R-3)



622 – 624  
Independence  
Ave (R-3)



1009 W  
High Street  
(R-3)



1004  
McKenzie  
Street (R-3)



# Recommendation

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Planning Commission recommends approval and readoption of the proposed text amendment to

Article 24. Nonconforming Uses; and

Article 25. Supplementary Height, Area, and Bulk Regulations.

**AN ORDINANCE AMENDING ARTICLE 24 NONCONFORMING USES AND ARTICLE 25 SUPPLEMENTARY HEIGHT, AREA, AND BULK REGULATIONS, AS SET FORTH IN THE ZONING ORDINANCE OF THE CITY OF PETERSBURG, TO ALLOW THE REHABILITATION AND CONTINUATION OF RESIDENTIAL STRUCTURES WITH FOUR UNITS OR LESS AND EXISTING NEIGHBORHOOD COMMERCIAL STRUCTURES WITH A CERTIFICATE OF NONCONFORMING USE AS WELL AS DEVELOPMENT OF NONCONFORMING LOTS.**

WHEREAS, the City of Petersburg Zoning Ordinance includes both Article 24. – Nonconforming Uses and Article 25. - Supplementary Height, Area, And Bulk Regulations; and

WHEREAS, the purpose of these sections are to regulate uses and lots; and

WHEREAS, The City of Petersburg has seen an influx of building permits to renovate existing structures that have been vacant for years and do not conform with the existing zoning designation; and

WHEREAS, the City Council seeks to support the rehabilitation of existing, low-density housing to support affordable housing by design, create housing ownership and rental opportunities, make low-density communities accessible to all, and make building equity accessible; and

WHEREAS, the City Council wishes to support the development of nonconforming lots for all uses to reduce barriers to redevelopment on account of lots being created prior to the establishment of the zoning ordinance; and

WHEREAS, pursuant to the requirements of Title 15.2-2204 of the Code of Virginia, as amended, this public hearing was advertised, in accordance with applicable laws.

**NOW THEREFORE BE IT RESOLVED** that City Council does hereby approve an ordinance amending Article 24. – Nonconforming Uses and Article 25. - Supplementary Height, Area, And Bulk Regulations as indicated as follows:

**PART II - CODE  
APPENDIX B - ZONING  
ARTICLE 24. NONCONFORMING USES**

**ARTICLE 24. *NONCOMPLIANCE AND NONCONFORMITY USES***

**Section 1. Purpose and intent.**

The purpose of this article is to regulate nonconforming uses in a manner consistent with sound planning and zoning principles, and in conformity with state law. The general intent is that over time, nonconforming uses will be discontinued in favor of uses conforming to the zoning ordinance and the zoning map.

**Section 2. Term defined.**

The term "nonconforming use" shall mean any use, lot, building or structure that was lawful on the date of enactment of the zoning ordinance, or amendment thereto, which has been continued although otherwise unlawful by such enactment or amendment. Any use, lot, building, or structure that was lawful on the date of enactment of the zoning ordinance, or amendment thereto, shall remain lawful and shall not be a "nonconforming use."

**Section 3. Termination of nonconforming uses.**

A nonconforming use may continue as it existed when it became nonconforming, provided that it may not be changed, replaced, relocated, expanded in any manner, nor structurally altered, except as provided for in this article.

1. If any nonconforming use is discontinued for a period of two years, or for a period of less than two years if authorized by Virginia law, it shall lose its nonconforming status and any further use shall conform to the provisions of the zoning ordinance.
2. For the purposes of this article, cessation of a nonconforming use for the aforesaid period shall be conclusively presumed to establish discontinuance. The possession of a business license to conduct business upon a property shall not itself constitute proof of business activities on the premises.
3. Operation of only an accessory or incidental use to the principal nonconforming use during the two-year period shall not have the effect of continuing the principal nonconforming use.

**Section 1. - Noncomplying structures. Term defined.**

Noncomplying structure means any building or structure that existed prior to the effective date of any change in the zoning regulations or restrictions, but which thereafter, by reason of such change, is not in compliance with the zoning regulations or restrictions then in effect.

**Section 2 - Noncomplying structures.**

Noncomplying structures shall be permitted to continue indefinitely and shall be considered legal structures, but subject to the following restrictions:

1. Expansion. No noncomplying structure may be physically enlarged or expanded unless, after such enlargement or expansion, it complies with the regulations for the zoning district in which it is located.
2. Repairs and maintenance. A noncomplying structure may be remodeled, renovated, maintained, repaired and altered so long as such work complies with this article and any other applicable controlling law or regulation.
3. Uses in a noncomplying structure shall comply with the use limitations contained in the zoning district in which the nonconforming structure is located or the nonconforming use provisions of this article.

### **Section 3. - Nonconforming uses. Terms defined.**

1. Nonconforming use means any use that lawfully existed prior to the effective date of any change in the zoning regulations or restrictions, but which thereafter, by reason of such change, is not in conformity with the zoning regulations or restrictions then in effect,
2. The provisions of this section, Section 4, and Section 5 of this Article apply only to nonconforming uses, not to structures or to noncompliance that arises from a failure to conform to the provisions of this ordinance relating to height, floor area ratio, density, yard, setback or open space.

### **Section 4. - Continuance of nonconforming uses.**

Any nonconforming use, lawfully existing prior to the effective date of any change in the zoning regulations or restrictions, may be continued as such subject to the provisions of this article, it being the intent of the city to provide for the eventual elimination of all nonconforming uses.

### **Section 5. - Effect of abandonment of nonconforming use for two years.**

In case a nonconforming use shall be abandoned for 2 years, then such nonconforming use shall terminate, and the use of the property shall revert to a conforming use of the zoning district in which it is located.

### **Section 6. Destruction of a nonconforming use building.**

No building which has been damaged, by any cause whatsoever, to the extent of more than fifty (50%) percent of the fair market value of the building immediately prior to damage, shall be restored except in conformity with the regulations of this ordinance, and all rights as a ~~nonconforming use~~ **noncomplying structure** are terminated. If a building is damaged by less than fifty (50%) percent of the fair market value, it may be repaired or reconstructed and used as before the time of damage, provided that such repairs or reconstruction be substantially completed within twelve (12) months of the date of such damage.

### ~~**Section 7. Nonconforming uses not validated.**~~

~~A nonconforming use in violation of a provision of the ordinance which this ordinance amends or repeals shall not be validated by the adoption of this ordinance.~~

### **Section 7. Intermittent use.**

The casual, intermittent, temporary, or illegal use of land or buildings shall not be sufficient to establish the existence of a nonconforming use, and the existence of a nonconforming use on part of a lot or tract shall not be construed to establish a nonconforming use on the entire lot or tract.

### **Section 8. Existence of a nonconforming use or noncomplying structure.**

Whether a **legal** nonconforming use **or a legal noncomplying structure** exists shall be a question of fact and shall be decided by the **Zoning Administrator with appeals to** Board of Zoning Appeals, after public notice and hearing, and in accordance with the rules of the board.

### **Section 9. Permitted changes of nonconforming uses or noncomplying structures.**

A nonconforming use **or noncomplying structures** may be changed, altered, repaired, restored, replaced, relocated, or expanded only in accordance with the provisions of this article and subject to the appropriate approvals (including, among others, verification of the nonconforming use **or noncomplying structure** by the Zoning Administrator, site plan approval, and building permit approval) otherwise required by law.

1. A nonconforming use **or noncomplying structure** may change to a conforming use **or structure**.

~~2. A nonconforming building or structure may be repaired, provided such repair constitutes only routine maintenance necessary to keep the structure in the same general condition it was in when it originally became nonconforming.~~

2. A one-family residential **noncomplying** structure which is ~~nonconforming~~ **noncomplying** with respect to **lot width, rear yard** area or front, rear, or side yard setback requirements, but which otherwise conforms to the use requirements of the district in which it is located, may be expanded **in size** so long as additional **use** nonconformities are not introduced. New or expanded residential accessory uses **and structures** may be permitted subject to the provisions of the zoning ordinance, provided that all new or expanded accessory structures and uses shall meet all current zoning requirements, including height, yard requirements, and setbacks, for the zoning district in which located. In no case shall a ~~nonconforming single-family dwelling~~ **noncomplying structure used for residential purposes** be **physically** modified to accommodate additional dwelling units.

**PART II - CODE**  
**APPENDIX B - ZONING**  
**ARTICLE 25. SUPPLEMENTARY HEIGHT, AREA AND BULK REGULATIONS**

***ARTICLE 25. SUPPLEMENTARY HEIGHT, AREA AND BULK REGULATIONS***

**Section 1. [Purpose.]**

The regulations set forth in this section [article] qualify or supplement the district regulations appearing elsewhere in this ordinance.

**Section 2. Modification of height regulations.**

- (1) The height regulations as prescribed in this ordinance shall not apply to:
  - Belfries;
  - Chimneys;
  - Church spires;
  - Conveyors;
  - Cooling towers;
  - Elevator bulkheads;
  - Fire towers;
  - Flagpoles;
  - Monuments;
  - Ornamental towers and spires;
  - Smokestacks;
  - Stage towers or scenery lofts;
  - Water towers;
  - Tanks.
- (2) Public, semipublic, or public service buildings, hospitals, institutions or schools, when permitted in a district, may be erected to a height not exceeding sixty (60) feet, and churches and temples may be erected to a height not exceeding seventy-five (75) feet, when the required side and rear yards are each increased by at least one foot for each one foot of additional building height above the height regulation for the district in which the building is located.
- (3) Manufacturing buildings located in the "M-2" Heavy Industrial district, on land parcels at or exceeding one hundred fifty (150) acres and used for gravity assisted processing, may erect to a height not exceeding one hundred seventy-five (175) feet, when such buildings are set back from any other contiguous zoning district by at least one foot for each one foot of additional building height above the height regulations for the "M-2" Industrial District.

**Section 3. Modification of area regulations.**

3.1. *Yards generally.*

- (1) Whenever a lot abuts upon a public alley, one-half of the alley width may be considered as a portion of the required yard only.

- (2) Every part of a required yard shall be open to the sky, except as authorized by this article; and ordinary projections of sills, belt courses, window air conditioning units, chimneys, cornices and ornamental features, which may project to a distance not to exceed twenty-four (24) inches into a required yard.
- (3) Within a residence or office-apartment district, the least dimension of a yard upon which the principal entrances or exists of a multiple dwelling face shall be twenty (20) feet.
- (4) Where a lot is used for a commercial or industrial purpose more than one main building may be located on the lot, but only when such buildings conform to all open space requirements around the lot for the district in which the lot is located.
- (5) A bathroom not exceeding fifty (50) square feet in area may be constructed on the rear of an existing dwelling which does not have these sanitary facilities, provided the addition is at least ten (10) feet from the rear lot line and conforms to the side line requirements.
- (6) On residential lots having a width of less than fifty (50) feet ~~and on record prior to November 20, 1947,~~ there shall be a side yard on each side of a building having a width of not less than ten (10) percent of the average width of the lot; provided, however, that such side yard shall not be less than three (3) feet.
- (7) For housing projects involving the construction of several multiple-group dwellings on the same lot or parcel of land, in order to permit a more flexible placing of the buildings on the land and more desirable grouping of open spaces and such accessory facilities as recreation and parking areas, the following yard requirements shall apply:
  - (a) Front, side and rear yard requirements along the boundaries of the lot shall be in accordance with requirements previously established;
  - (b) Within the lot, minimum distances between main buildings, except Residential Town House Districts, shall be as follows:
    1. When buildings are front to front, not less than fifty (50) feet.
    2. When buildings are front to rear, not less than sixty (60) feet.
    3. When buildings are front to side, not less than fifty (50) feet.
    4. When buildings are side to side, rear to side, or rear to rear, not less than twenty (20) feet for one story buildings and not less than thirty (30) feet when one or both of the buildings are more than one story.

3.2. *Accessory buildings and structures.*

- (1) Except as herein provided, no accessory building shall project beyond a required yard line along any street.
- (2) Filling station pumps and pump islands may occupy the required yards; provided, however, that they are not less than fifteen (15) feet from the street lines.
- (3) One directional or name sign or sign advertising products sold on the premises may occupy required yards in a district where such sign is permitted by the use regulations of this ordinance; provided such sign is of not more than thirty (30) square feet in area, does not contain flashing, moving, or intermittent illumination; and provided the requirements of other city ordinances are complied with.
- (4) An ornamental fence or wall not more than three and one-half (3½) feet in height may project into or enclose any required front or side yard to a depth from the street line equal to the required depth of the front yard. Ornamental fences or walls may project into or enclose other required yards, provided such fences and walls do not exceed a height of seven (7) feet.

- (5) Accessory, open and uncovered swimming pools and home barbecue grills may occupy a required rear yard, provided they are not located closer than five (5) feet to the rear lot line not closer than three (3) feet to a side lot line.
- (6) Accessory buildings which are not a part of the main building, although connected by an open breezeway, may be constructed in a rear yard; provided, such accessory building does not occupy more than twenty-five (25) percent of the area of the required rear yard; and provided, it is not located closer than eight (8) feet to the rear lot line nor closer than three (3) feet to a side lot line.

3.3. *Front yards.*

- (1) Where an official line has been established by the adopted major arterial plan, for the future widening or opening of a street upon which a lot abuts, then the depth of a front or side yard shall be measured from such official line to the nearest line of the building.
- (2) On through lots, the required front yard shall be provided on each street.
- (3) Where a lot is located at the intersection of two (2) or more streets, there shall be a front yard of fifteen (15) feet on the side street; provided, however, that the buildable width of a lot of record at the time of passage of this ordinance shall not be reduced to less than thirty-two (32) feet.
- (4) Open unenclosed porches, platforms or paved terraces, open or covered by a roof or canopy, and which do not extend above the level of the first floor of the building, may extend or project into the front yard not more than six (6) feet.
- (5) Where twenty-five (25) percent or more of the street frontage, or where twenty-five (25) percent or more of the street frontage within four hundred (400) feet, of the property in question is improved with buildings that have a front yard (with variation of six (6) feet or less) that is greater or less than the required front yard in the district, no building shall project beyond the average front yard so established; provided, however, that a depth of front yard of more than fifty (50) percent in excess of the depth of the required front yard in the district in which the lot is located shall not be required. Where forty (40) percent or more of the street frontage is improved with buildings that have no front yard, no front yard shall be required for the remainder of the street frontage.
- (6) All buildings hereinafter erected, or structurally altered so as to change the character of use of such building, shall observe the following setback requirements or the setbacks or front yard requirements set forth elsewhere in this ordinance, whichever is greater:
  - (a) Except as otherwise provided below, on Washington Street, the minimum setback shall be forty (40) feet, and on Sycamore Street south of Halifax Street, the minimum setback shall be forty-five (45) feet. (On Crater Road, between Graham Road and South Boulevard, the minimum setback on the west side shall be forty (40) feet and on the east side shall be ninety (90) feet for dwellings and sixty (60) feet for all other buildings.) On all other streets thirty (30) feet in width and less than sixty (60) feet in width the minimum setback shall be thirty (30) feet. The term "center line of the street" as used below, shall mean the center line which existed November 20, 1947.
  - (a-1) The minimum setback along U.S. Rout 301 (South Crater Road) from the Norfolk and Western Railway underpass south of Morton Avenue and to the Prince George County Line shall be one hundred (100) feet. The minimum setback along U.S. Route 460 (County Drive) from the Norfolk and Western Railway overpass, at the old corporate limits, to the Prince George County Line shall be one hundred (100) feet. The minimum setback along State Route 604 (Halifax Road) from its intersection with Boydton Plank Road south to the overpass over Interstate 85 shall be one hundred (100) feet; along the west side of Halifax Road from Interstate 85 south to Vaughan Road the minimum setback shall be one hundred forty-five (145) feet; along Halifax Road from Vaughan Road south to the Dinwiddie County Line the minimum setback shall be one hundred (100) feet. The minimum setback along State Route 142 (Boydton Plank Road) from its intersection with Halifax Road west to the Dinwiddie County Line shall be one hundred (100) feet. The minimum setback along State Route 632 (Wagner Road) from U.S. Route 301 east to U.S.

Route 460 shall be one hundred (100) feet. The minimum setback along State Route 608 (Johnson Road) from the Norfolk and Western Railway overpass, at the old corporate limits, south to the Dinwiddie County Line south of Flank Road shall be one hundred (100) feet. The minimum setback along State Route 109 (Hickory Hill Road) from U.S. 460 east to Fort Lee shall be one hundred (100) feet.

The minimum setback along State Route 629 (Rives Road) from U.S. Route 301 east to the Prince George County Line shall be one hundred (100) feet. The minimum setback along State Route 613 (Squirrel Level Road) from Boydton Plank Road southwest to the Dinwiddie County Line shall be one hundred (100) feet. The minimum setback along Dupuy Road from Spring Street Southwest to Boydton Plank Road shall be eighty (80) feet. The minimum setback along State Route 613 (young's Road) from Brick House Run south to Boydton Plank Road shall be eighty (80) feet. The minimum setback along Flank Road from U.S. Route 301 west to State Route 604(Halifax Road) shall be one hundred fifty (150) feet. The minimum setback along Defense Road from Banister Road west to State Route 142 (Boydton Plank Road) shall be one hundred fifty (150) feet. The term "center line of the street," as used below in subsection (b), when referring to this paragraph shall mean the center line which existed January 1, 1972. Where there are two (2) center lines on a road, the center line referred to is a line running half way between and parallel to the two (2) existing center lines.

- (b) The minimum setback required herein shall be the minimum horizontal distance from the center line of the street to the main building, or any projection thereof. Where an existing building has less setback than provided herein, any building hereafter erected or structurally altered within twenty (20) feet of said existing building may observe the setback line established by the existing building provided that provision be made in the structure for the removal of that portion which extends beyond the setback line established herein, without damage to the balance of the structure, and that the owner of the building to be erected or structurally altered enter into agreement with the City of Petersburg, relieving the city of damage for the removal of that portion of the structure extending beyond the required setback line, when at such time the city acquires title to this portion of the property for street widening.
- (c) No setback of any building shall be required on the south side of East Tabb Street, between North Sycamore Street and Monroe Street.
- (d) Where the minimum setback required herein would require a front yard, the depth of which is greater than ten (10) percent of the average depth of a lot of record prior to November 20, 1947, or require a front yard on the side having the greater, and the front yard is not required by the district regulations, an application for a building permit, conforming to the provisions herein, shall be denied by the building inspector for a period of sixty (60) days. The building inspector shall immediately notify the council of such application for a permit, and unless the building inspector be notified by the clerk of the council within sixty (60) days of date of the application for permit, of the city's intention to purchase the land occupied by the setback required herein, the building inspector shall grant the permit.

#### 3.4. *Side yards.*

- (1) Where dwelling units are erected above business and industrial structures in business and industrial districts, no side yards are required, except such side yard as may be required in the district regulations for a business or industrial building on the side of a lot adjoining a dwelling district.
- (2) For the purpose of the side yard regulations, a two-family dwelling or a multiple dwelling shall be considered as one building occupying one lot.
- (3) The minimum width of side yards for schools, libraries, churches, community houses and other public and semipublic buildings in residence districts shall be twenty-five (25) feet, except where a side yard is adjacent to a business, commercial or industrial district, in which case the width of that yard shall be as required in the chart of article 22, for the district in which e building is located.

- 3.5. *Rear yards.* Open or lattice-enclosed fire escapes, outside stairways and balconies opening upon fire towers, and the ordinary projections of chimneys and flues, may project into the required rear yard for a distance of not more than five (5) feet, but only where the same are so placed as not to obstruct light and ventilation.
- 3.6. *Lot area.* Where an **unimproved lot in a zoning district that allows residential use** was of record prior to the application of zoning regulations and restrictions to the premises, and if such lot does not conform to the requirements of such regulations and restrictions as to the width of lots or lot area per family, the provisions of such lot area per family and lot width regulations and restrictions shall not prevent the owner of such lot from erecting a one-family dwelling or making other **accessory** improvements on the lot; provided such improvements conform in all other respects to the applicable zoning regulations and restrictions. However, this section will not apply if the lot or lots in question were contiguous to another lot or lots of record owned by the same person at the time the more restrictive regulations became in force.



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** April 2, 2024

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

**THROUGH:** March Altman, Jr., City Manager

**FROM:** Brittany Flowers

**RE:** Schedule a Public Hearing to Amend Chapter 106, Taxation, Article III, Real Estate, Division 3, Exemption for Elderly and Disabled (First Reading) - Pages 42-44

**PURPOSE:**

**REASON:**

**RECOMMENDATION:** Schedule a public hearing for April 16, 2024.

**BACKGROUND:**

**COST TO CITY:**

**BUDGETED ITEM:**

**REVENUE TO CITY:**

**CITY COUNCIL HEARING DATE:** 4/2/2024

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:**

**AFFECTED AGENCIES:**

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:**

**REQUIRED CHANGES TO WORK PROGRAMS:**

**ATTACHMENTS:**

1. ORD. 2024-XX - Amending Sec. 106 - Tax Relief for the Elderly

**ORDINANCE 2024-\_\_**

**An Ordinance amending and reenacting Section 106-109, General prerequisites to grant, and Section 106-112, Amount of exemption, of Division 3, Exemption for Elderly and Disabled, of Article III, Real Estate Taxes, of Chapter 106, Taxation, of the Code of the City of Petersburg.**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PETERSBURG** that Section 106-109, General prerequisites to grant, and 106-112, Amount of exemption, of Division 3, Exemption for Elderly and Disabled, of Article III, Real Estate Taxes, of Chapter 106, Taxation, of the Code of the City of Petersburg is amended and reenacted as follows:

**ARTICLE III – REAL ESTATE TAXES**

**DIVISION 3. – EXEMPTION FOR ELDERLY AND DISABLED**

**Sec. 106-109. General prerequisites to grant.**

The exemption provided for in this division shall be granted to persons subject to the following provisions:

- (1) That the title to the property for which the exemption is claimed is held, or partially held, on July 1 of the taxable year, by the person claiming the exemption.
- (2) That the head of the household occupying the dwelling and owning the title, or partial title, thereto is 65 years or older, or is permanently and totally disabled, on June 30 of the year immediately preceding the taxable year.
- (3) That the gross combined income of the owner during the year immediately preceding the taxable year shall be determined by the commissioner of the revenue to be in an amount not to exceed ~~\$35,000.00~~ \$45,000.00. The gross combined income shall include all income from all sources of the owner and of the owner's relatives living in the dwelling for which exemption is claimed; except that the first \$4,000.00 of income of each relative, other than the spouse of the owner, who is living in the dwelling, shall not be included in such total.
- (4) That the total combined financial worth of the owner and of the spouse of the owner, as of May 1 of the year immediately preceding the taxable year, shall be determined by the commissioner of the revenue to be in an amount not to exceed ~~\$70,000.00~~ \$80,000.00. The total financial worth shall include the value of all assets, including the equitable interest, of the owner and the owner's relatives living in the dwelling for which the exemption is claimed but shall not include the fair market value of the dwelling and the land upon which it is situated, not exceeding one acre, for which the exemption is claimed.

(Ord. No. 04-49, 6-15-2004; Ord. No. 08-15, 2-5-2008; Ord. No. 12-83, § 1, 12-18-2012)

**Sec. 106-112. Amount of exemption.**

The person qualifying for and claiming exemption under this division shall be relieved of 100 percent of the real estate tax levied on the qualifying dwelling and land if the combined household income of the owner is \$0 – \$25,000.00 with a maximum tax relief of ~~\$1,200.00~~ \$1,500.00. The person qualifying for and claiming exemption under this division shall be relieved of 50 percent of the real estate tax levied on the qualifying dwelling and land if the combined household income of the owner is \$25,001.00 – ~~\$35,000.00~~ \$45,000.00 with a maximum tax relief of ~~\$1,200.00~~ \$1,500.00.

(Code 1981, § 34-75(a); Ord. No. 12-83, § 1, 12-18-2012)

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In all other respects, the Code of the City of Petersburg shall remain unchanged and be in full force and effect.



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** April 2, 2024

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

**THROUGH:** March Altman, Jr., City Manager

**FROM:** Jerry Byerly

**RE:** **Consideration of a Resolution to Amend and Re-Adopt the City of Petersburg's Purchasing/Procurement Manual - Pages 45-49**

**PURPOSE:** To amend and re-adopt the City of Petersburg's Purchasing/Procurement Manual after changes were made and approved by the City Manager and signed by the City Attorney

**REASON:** To seek approval from Council and inform the public regarding changes that were made to the City of Petersburg's Purchasing/Procurement Manual

**RECOMMENDATION:** Recommend approval of the changes to the City's Purchasing/Procurement Manual

**BACKGROUND:**

**COST TO CITY:** \$0

**BUDGETED ITEM:** No

**REVENUE TO CITY:** \$0

**CITY COUNCIL HEARING DATE:** 4/2/2024

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** NA

**AFFECTED AGENCIES:** All City Departments

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** NA

**REQUIRED CHANGES TO WORK PROGRAMS:** NA

**ATTACHMENTS:**

1. City of Petersburg CMaR Resolution and Purchasing Manual 4.2.24
2. Section II-IV Procurement Manual

**RESOLUTION TO AMEND AND RE-ADOPT  
THE CITY OF PETERSBURG, VA PURCHASING MANUAL**

**WHEREAS**, the City of Petersburg, VA Purchasing Manual ("Manual") delineates not only the requirements of the Virginia Public Procurement Act, but also the methods and procedures that best enable the City to procure the highest quality goods and services at a reasonable cost and in an efficient, fair, and competitive manner; and

**WHEREAS**, the Manual was last amended on March 14, 2024; and

**WHEREAS**, the Council finds it is in the best interests of the City to add chapters regarding design-build and construction management procedures in accordance with the Virginia Public Procurement Act.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Petersburg, VA City Council hereby amends and re-adopts the City of Petersburg's Purchasing Manual by adding Section II-IV, procedures for Design-Build and Construction Management Contracts and renumbering affected sections. The Table of Contents reflects these changes.

I, Tangi Hill, do hereby certify that the foregoing writing is a true and correct copy of a Resolution duly adopted by the City Council of the City of Petersburg, VA by a vote of \_ to \_ , as recorded below, at a meeting held on April 2, 2024.

\_\_\_\_\_  
Clerk, City of Petersburg, VA



## **II-IV DESIGN-BUILD AND CONSTRUCTION MANAGEMENT CONTRACTS**

### **I. INTRODUCTION**

This policy sets forth procedures for procuring goods and services through the competitive negotiation process for the above-referenced services.

### **II. In accordance with Section §2.2-4380, Code of Virginia, and Code of Petersburg as §2-398,**

(a) Pursuant to Code of Virginia, § 2.2-4308, the city is authorized to enter into contracts for construction on a fixed-price or not-to-exceed price design-build or construction management basis in accordance with this section.

(b) Prior to making a determination to use a design-build or construction management contract for a specific construction project, the city shall have in its employ or under contract an architect or professional engineer with professional competence appropriate to the project who will advise the city regarding the use of a design-build or construction management contract for that project and assist the city with the preparation of the request for proposals and the evaluation of proposals submitted by interested offerors in response to the request for proposals for that project.

(c) Prior to issuing a request for proposals for a design-build or construction management contract, the purchasing agent shall make a written determination, to be maintained in the file for the procurement, that:

(1) Explains why a design-build or construction management contract is more advantageous than a competitive sealed bidding contract for the project;

(2) Identifies the specific benefits to the city from using the design-build or construction management contract; and

(3) Finds that competitive sealed bidding is neither practical nor fiscally advantageous to the city for the project.(d)

The selection, evaluation and award of design-build and construction management contracts shall conform to the requirements of this section. Requests for proposals for design-build and construction management contracts shall include and define the criteria of such construction projects in the areas of (i) site plans, (ii) floor plans, (iii) exterior elevations, (iv) basic building envelope materials, (v) fire protection information plans, (vi) structural, mechanical (HVAC) and electrical systems, (vii) special telecommunications and (viii) such other requirements as the using agency determines appropriate for that particular construction project. The procurement of each design-build or construction management contract shall be conducted in two steps. The first step shall consist

of a prequalification. The conduct of the prequalification step shall conform to the requirements of section 2-400. The second step shall consist of a competitive negotiation. The conduct of the competitive negotiation step shall conform to the requirements of section 2-421. For any guaranteed maximum price construction management contract, the contract shall require that (i) not more than ten percent of the construction work (measured by cost of the work) shall be performed by the construction manager with its own forces and (ii) the remaining 90 percent of the construction work shall be performed by subcontractors of the construction manager which the construction manager shall procure by competitive sealed bidding or competitive negotiations.

(e) The purchasing agent shall issue such rules, regulations and operational procedures pursuant to the authority granted to the purchasing agent by section 2-372 of this Code as may be necessary to implement the provisions of this section. Such rules, regulations and operational procedures shall be designed to conform to the requirements of state law and this Code.



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** April 2, 2024

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

**THROUGH:** March Altman, Jr., City Manager

**FROM:** Leon Glaster

**RE:** **Schedule a Public Hearing for Consideration of an Ordinance to Adopt the Real Property Tax Rate (First Reading) - Pages 50-53**

**PURPOSE:** Set a Public Hearing to Adopt the FY25 Tax Rate Ordinance

**REASON:** Adoption of the tax rates to support the Fiscal Year 2024-2025 Operating and Capital Improvement Budgets

**RECOMMENDATION:** Set Public Hearing for April 16, 2024 to receive public comment.

**BACKGROUND:** The adoption of the ordinance establishing the annual tax levy on various classes of real estate and personal property is required of the City Council each year. The ordinance establishes the real property tax rate at \$1.27/\$100 of assessed value. The attached tax rate ordinance proposed no changes to the current tax rate structure established with the adoption of the FY 2023-2024 Operating Budget.

Maintaining the real estate tax rate at \$1.27/\$100 of assessed value represents a proposed increase in real property tax resulting from the increase in the total assessed value of the real property exceeding last year's total assessed value of real property by 14.57 percent, resulting in a lowered tax rate of \$1.12/\$100 to offset the increase in assessed value. Based on the proposed real property tax rate and changes in other revenues, the total budget will exceed last year's by 4.86 percent.

**COST TO CITY:** N/A

**BUDGETED ITEM:**

**REVENUE TO CITY:**

**CITY COUNCIL HEARING DATE:** 4/2/2024

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

**AFFECTED AGENCIES:**

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:**

**REQUIRED CHANGES TO WORK PROGRAMS:**

**ATTACHMENTS:**

1. FY25 Budget - Real Estate Tax Ordinance
2. FY25 Budget - Notice of Real Property Tax Increase

**AN ORDINANCE TO IMPLEMENT THE ANNUAL AMENDMENT TO THE TAX RATE**

**WHEREAS**, the City of Petersburg Code has a codified section that depicts a real property tax for all tracts of land, lots and improvements thereon; and

**WHEREAS**, this aforementioned tax is referenced in Section 106.1 of the Petersburg City Code; and

**WHEREAS**, the City of Petersburg City Council revisits this section of the Petersburg City Code in correlation with reviewing budget options for the impending fiscal year and amends the aforementioned tax rate to accomplish Council's priorities in the City of Petersburg next fiscal year's budget.

**NOW THEREFORE BE IT ORDAINED**, that the adoption of this ordinance shall implement the proposed amendments to change the real estate tax rate to \$1.27 per \$100 of assessed value.

# **CITY OF PETERSBURG**

## **NOTICE OF PROPOSED REAL PROPERTY TAX INCREASE**

The City Council of the City of Petersburg will hold a public hearing on Tuesday, April 16, 2024, at 5:00 PM at the Petersburg Public Library, 201 W. Washington Street, Petersburg, Virginia to receive public comments regarding the proposed FY 2024-2025 Real Property Tax Rate.

The City of Petersburg proposes to increase real property tax levies.

1. **Assessment Increase:** Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by 14.57 percent.
2. **Lowered Rate Necessary to Offset Increased Assessment:** The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$1.12 per \$100 of assessed value. This rate will be known as the "lowered tax rate."
3. **Effective Rate Increase:** The City of Petersburg proposes to adopt a tax rate of \$1.27 per \$100 of assessed value. The difference between the lowered tax rate and the proposed rate would be \$0.15 per \$100, or 13.39 percent. This difference will be known as the "effective tax rate increase."

Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.

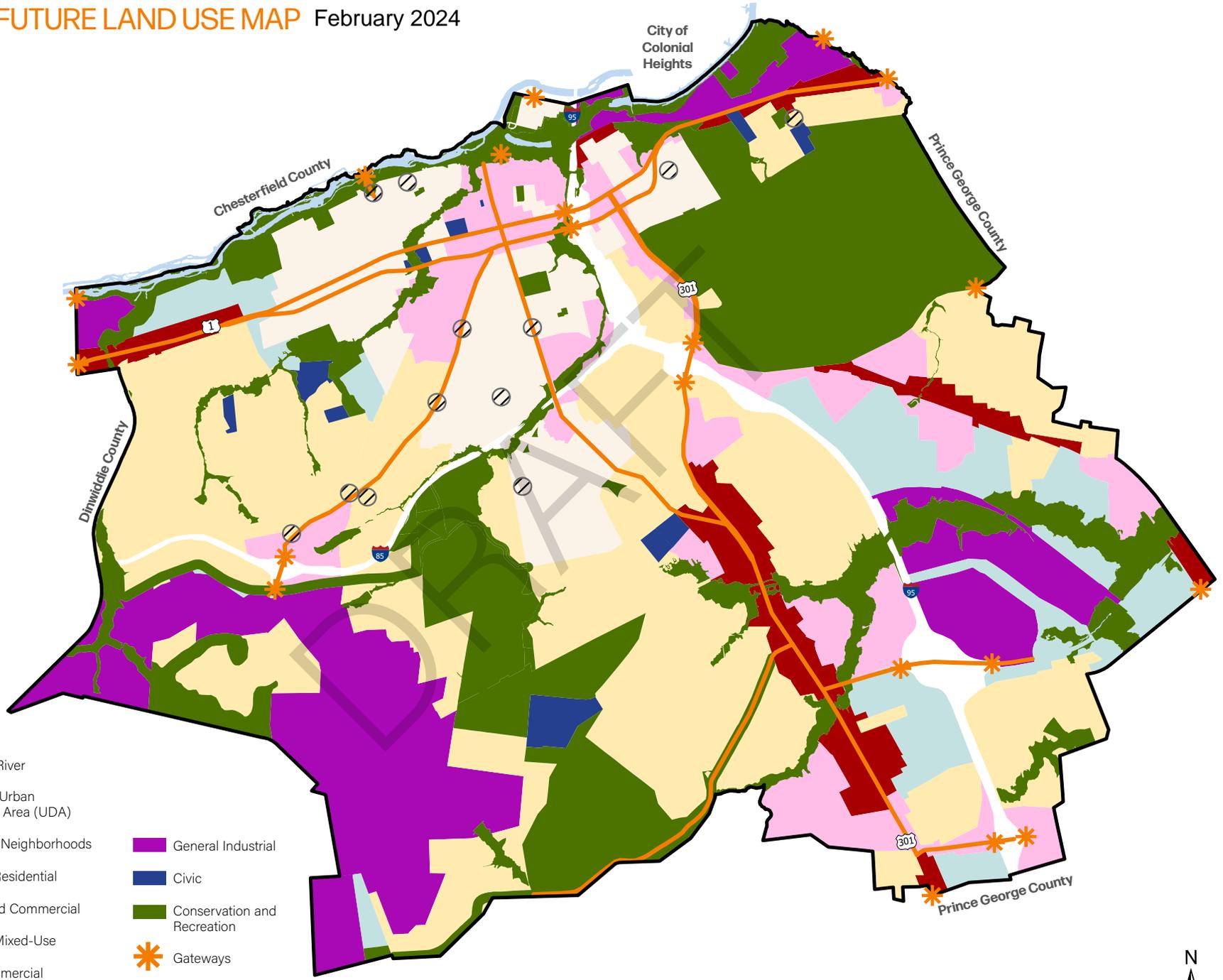
4. **Proposed Total Budget Increase:** Based on the proposed real property tax rate and changes in other revenues, the total budget of the City of Petersburg will exceed last year's by 4.86 percent.

A public hearing on the increase will be held on April 16, 2024 in the Multi-Purpose Room, Petersburg Public Library, 201 W. Washington Street, Petersburg, Virginia

MAP 10.2 | FUTURE LAND USE MAP February 2024

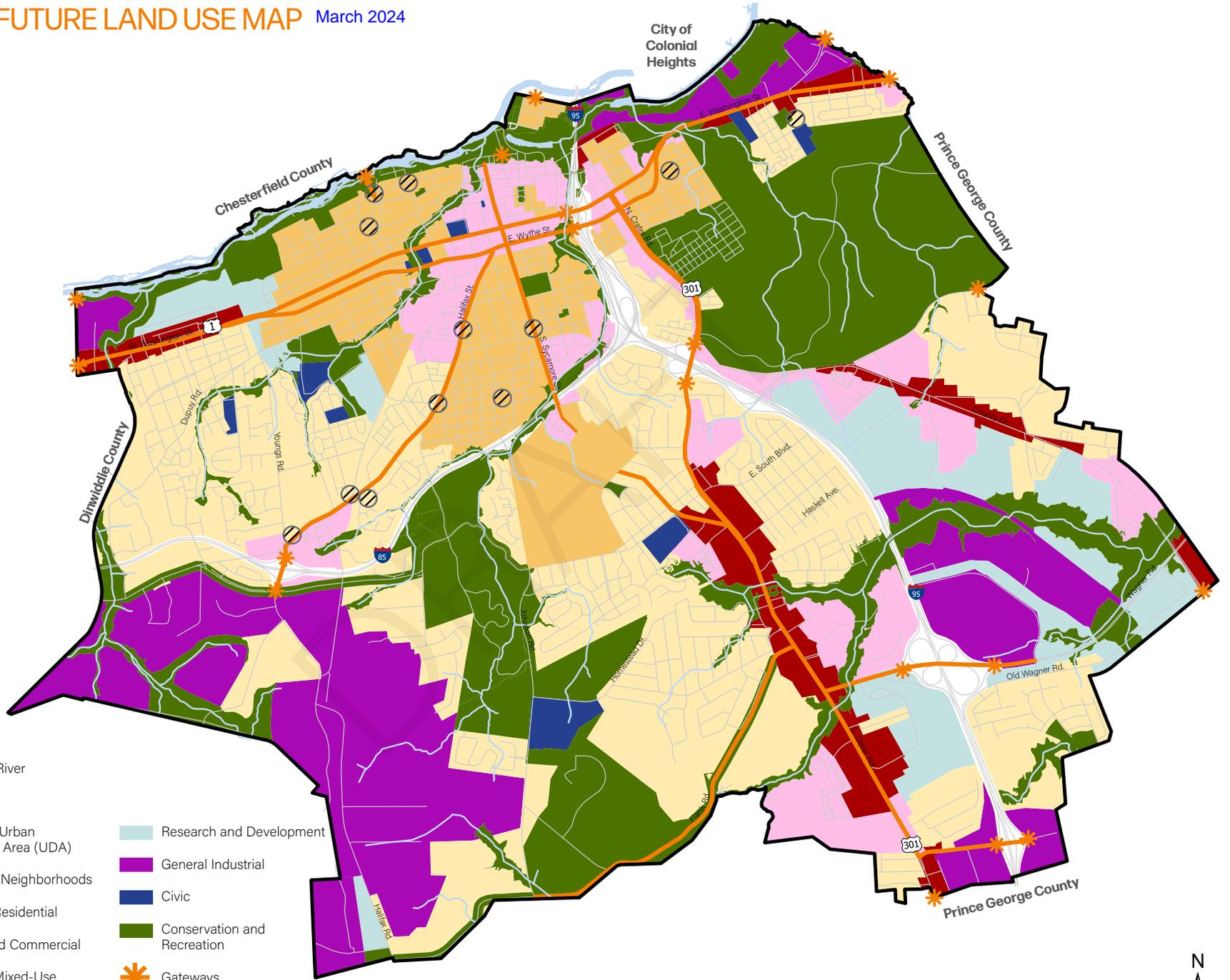
**LEGEND**

-  City Limits
-  Roads
-  Appomattox River
-  South Crater Urban Development Area (UDA)
-  Historic Core Neighborhoods
-  Community Residential
-  Neighborhood Commercial
-  Community Mixed-Use
-  Corridor Commercial
-  Research and Development
-  General Industrial
-  Civic
-  Conservation and Recreation
-  Gateways
-  Corridors



**LEGEND**

-  City Limits
-  Roads
-  Appomattox River
-  Waterways
-  South Crater Urban Development Area (UDA)
-  Historic Core Neighborhoods
-  Community Residential
-  Neighborhood Commercial
-  Community Mixed-Use
-  Corridor Commercial
-  Research and Development
-  General Industrial
-  Civic
-  Conservation and Recreation
-  Gateways
-  Corridors





# TAX RELIEF

For Real Estate: Elderly & Disabled



# PURPOSE

City Council to discuss and improve the increase of the gross income and assets from the current City Codes §106-109 and §106-112



## § 106-109. - General Prerequisites to Grant

The exemption provided for in this division shall be granted to persons subject to the following provisions:

1. That the title to the property for which the exemption is claimed is held, or partially held, on July 1 of the taxable year, by the person claiming the exemption.
2. That the head of the household occupying the dwelling and owning the title, or partial title, thereto is 65 years or older, or is permanently and totally disabled, on June 30 of the year immediately preceding the taxable year.
3. That the gross combined income of the owner during the year immediately preceding the taxable year shall be determined by the commissioner of the revenue to be in an amount not to exceed \$35,000.00. The gross combined income shall include all income from all sources of the owner and of the owner's relatives living in the dwelling for which exemption is claimed; except that the first \$4,000.00 of income of each relative, other than the spouse of the owner, who is living in the dwelling, shall not be included in such total.
4. That the total combined financial worth of the owner and of the spouse of the owner, as of May 1 of the year immediately preceding the taxable year, shall be determined by the commissioner of the revenue to be in an amount not to exceed \$70,000.00. The total financial worth shall include the value of all assets, including the equitable interest, of the owner and the owner's relatives living in the dwelling for which the exemption is claimed but shall not include the fair market value of the dwelling and the land upon which it is situated, not exceeding one acre, for which the exemption is claimed.



## § 106-112. – Amount of Exemption

The exemption provided for in this division shall be granted to persons subject to the following provisions:

The person qualifying for and claiming exemption under this division shall be relieved of 100 percent of the real estate tax levied on the qualifying dwelling and land if the combined household income of the owner is \$0—\$25,000.00 with a maximum tax relief of \$1,200.00. The person qualifying for and claiming exemption under this division shall be relieved of 50 percent of the real estate tax levied on the qualifying dwelling and land if the combined household income of the owner is \$25,001.00—\$35,000.00 with a maximum tax relief of \$1,200.00.

(Code 1981, § 34-75(a); Ord. No. 12-83, § 1, 12-18-2012)



# APPLICATION PROCESS



**City of Petersburg  
Commissioner of the Revenue**

144 N Sycamore St Petersburg, VA 23803  
Phone: (804) 733-2315 • Fax: (804) 508-6948  
Email: bflowers@petersburg-va.org Web: www.petersburg-va.org

**Brittany C. Flowers**  
Commissioner of the  
Revenue

**APPLICATION FOR REAL ESTATE TAX RELIEF FOR THE ELDERLY OR DISABLED**

**\*\* FILE ON OR BEFORE MAY 1, 2023 \*\***

**FAILURE TO SUBMIT A COMPLETED APPLICATION BY DUE DATE WILL DISQUALIFY APPLICANT.**

**IMPORTANT:** Please refer to the requirements on the back of page 4 before filling out this application. **ALL QUESTIONS MUST BE ANSWERED.** All information on this application is confidential and not open to public inspection. For additional information, please call 804-733-2315.

ACCOUNT: \_\_\_\_\_ PARCEL NUMBER (if known): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Applicant (Owner) Name: \_\_\_\_\_

SSN#: \_\_\_\_\_ PHONE#: (\_\_\_\_\_) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Property Address: \_\_\_\_\_, Petersburg, VA 2380 \_\_\_\_\_

Applicant (Property Owner) Check which applies: \_\_\_\_\_ DISABLED \_\_\_\_\_ ELDERLY

List all owners of the property. (Attach additional sheets if necessary).

Spouse/Co-owner: \_\_\_\_\_

SSN#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Co-owner: \_\_\_\_\_

SSN#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_



**INCOME INFORMATION**

Enter the gross **ANNUAL INCOME** before deductions from all sources for the past calendar year. Income will include that of the applicant, spouse, and/or anyone else living in the dwelling. You must provide all financial statements for end of the year showing balance as of **DECEMBER 31, 2022**. If you filed your 2022 Federal Income Taxes, you must provide a copy with this application. Use additional sheets if necessary.

List the name, relationship, age and social security number of all occupants (other than spouse) of the home.

<u>Name(s)</u>	<u>Relationship</u>	<u>Age</u>	<u>Social Security #</u>	<u>Annual Income Amount</u>
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

<u>TOTAL GROSS INCOME (ANNUAL)</u>	<u>APPLICANT</u>	<u>SPOUSE/ CO-OWNER</u>	<u>RELATIVES/OTHER OCCUPANTS LIVING IN THE DWELLING</u>
SALARIES, COMMISSIONS, ETC.	\$ _____	\$ _____	\$ _____
PENSIONS/RETIREMENT	\$ _____	\$ _____	\$ _____
INTEREST/DIVIDENDS	\$ _____	\$ _____	\$ _____
ANNUITIES	\$ _____	\$ _____	\$ _____
VETERANS' BENEFITS	\$ _____	\$ _____	\$ _____
UNEMPLOYMENT	\$ _____	\$ _____	\$ _____
DISABILITY SSI	\$ _____	\$ _____	\$ _____
SOCIAL SECURITY	\$ _____	\$ _____	\$ _____



**ASSETS INFORMATION**

VALUE OF ASSETS AS OF **DECEMBER 31, 2022**

**\*\* Provide financial statements to support all entries below \*\***

	<u>APPLICANT</u>	<u>SPOUSE/ CO-OWNER</u>	<u>RELATIVES/OTHER OCCUPANTS LIVING IN THE DWELLING</u>
Personal Property (Vehicles)	\$ _____	\$ _____	\$ _____
Checking/Money Market	\$ _____	\$ _____	\$ _____
Savings Account	\$ _____	\$ _____	\$ _____
Stocks/Bonds/Mutual Funds	\$ _____	\$ _____	\$ _____
Certificates of Deposit	\$ _____	\$ _____	\$ _____
IRA's/ Annuities	\$ _____	\$ _____	\$ _____
Other Assets	\$ _____	\$ _____	\$ _____
Total Assets	\$ _____	\$ _____	\$ _____
<i>Less – Total Liabilities (Attach Statement)</i>	\$ _____	\$ _____	\$ _____
Total Combined Net Financial Worth	<b>\$</b> _____	<b>\$</b> _____	<b>\$</b> _____

**DO YOU OWN ANY OTHER REAL ESTATE? \_\_\_\_\_ YES \_\_\_\_\_ NO**

If yes, please fully describe accurately the location of all real estate owned by the applicant, spouse, and/or anyone that is living with the applicant. *(Attach additional sheets if necessary)*

<b>Location/Description of Real Estate</b>	<b>Value \$</b>
_____	\$ _____
_____	\$ _____
<b>Totals:</b>	<b>\$</b> _____



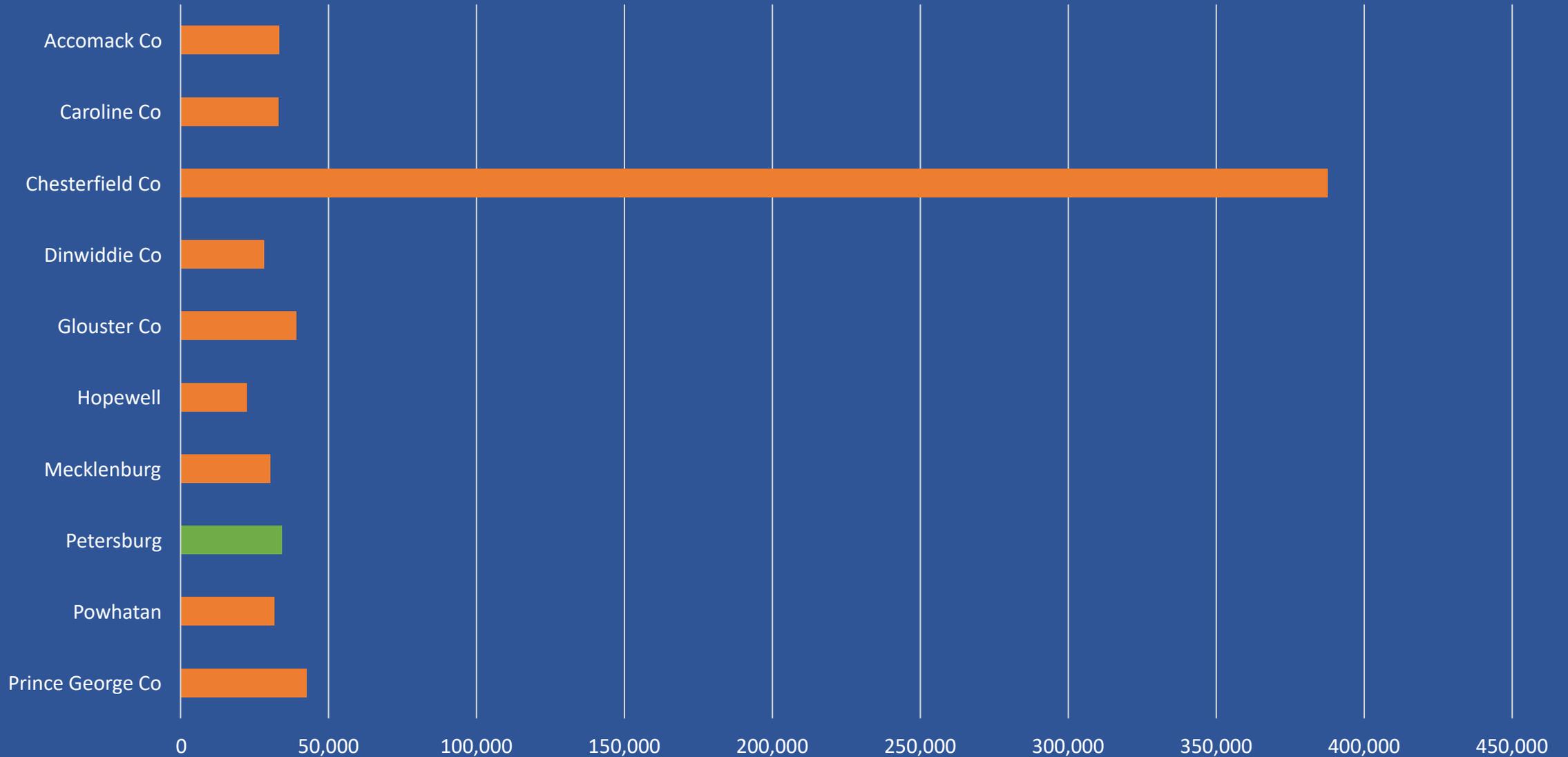
## Real Estate Tax Relief for the Elderly or Disabled

### Requirements for Exemption

- The title of the property for which exemption is claimed must be held or partially held on July 1 of the TAXABLE YEAR by the persons claiming exemption.
- The head of the household occupying the dwelling and owning title, or partial title, must be sixty-five years of age or older on June 30 of the year immediately preceding the taxable year. Such dwelling must be occupied as the sole dwelling of the person or persons not less than sixty-five years of age.
- The gross combined income of the owner during the year immediately preceding the taxable year shall be determined by the Commissioner of the Revenue to be an amount not to exceed \$35,000.00. Gross combined income shall include all income from all sources of the owner and spouse and income in excess of \$4,000.00 of any other person living in the dwelling for which exemption is claimed. "Owner" as used herein, shall also be construed as "Owners". Applicant must provide all financial statements as to proof of income.
- The total combined net financial worth of the owner as of December 31<sup>st</sup> of the year immediately preceding the taxable year shall be determined by the Commissioner of the Revenue to be an amount not to exceed \$70,000.00. Total net financial worth shall include all assets, including equitable interest of the owner of the dwelling for which exemption is claimed and not exceeding one acre, upon which the dwelling is situated. Applicant must provide all financial statements for period ending December 31, 2022. Application will not be approved unless ALL financial statements are provided as required.
- Annually, and not later than May 1 of the Taxable Year, the person or persons claiming an exemption must file a Real Estate Exemption Application with the Commissioner of the Revenue, 144 N Sycamore Street, Petersburg, Virginia 23803.
- Any person who has been granted an exemption is reminded that he/she must report any changes in financial status to the Commissioner of the Revenue at once. (Example of change in status that must be reported: Sale or lease of residence for which exemption is granted, changes in financial worth by such means as gifts, inheritance, insurance proceeds).
- Totally disabled persons must occupy the dwelling and property must be in their name. They must provide a copy of their certification of award from Social Security or notarized statement from (2) different doctors licensed to practice medicine in the State of Virginia, stating they are totally disabled.

YEAR	APPLICATIONS MAILED	APPLICATIONS DENIED	DENIAL REASON
2022	358	19	OVER INCOME
2023	463	3 20	ASSETS > 70,000 OVER INCOME
2024	566 (SET TO BE MAILED)		

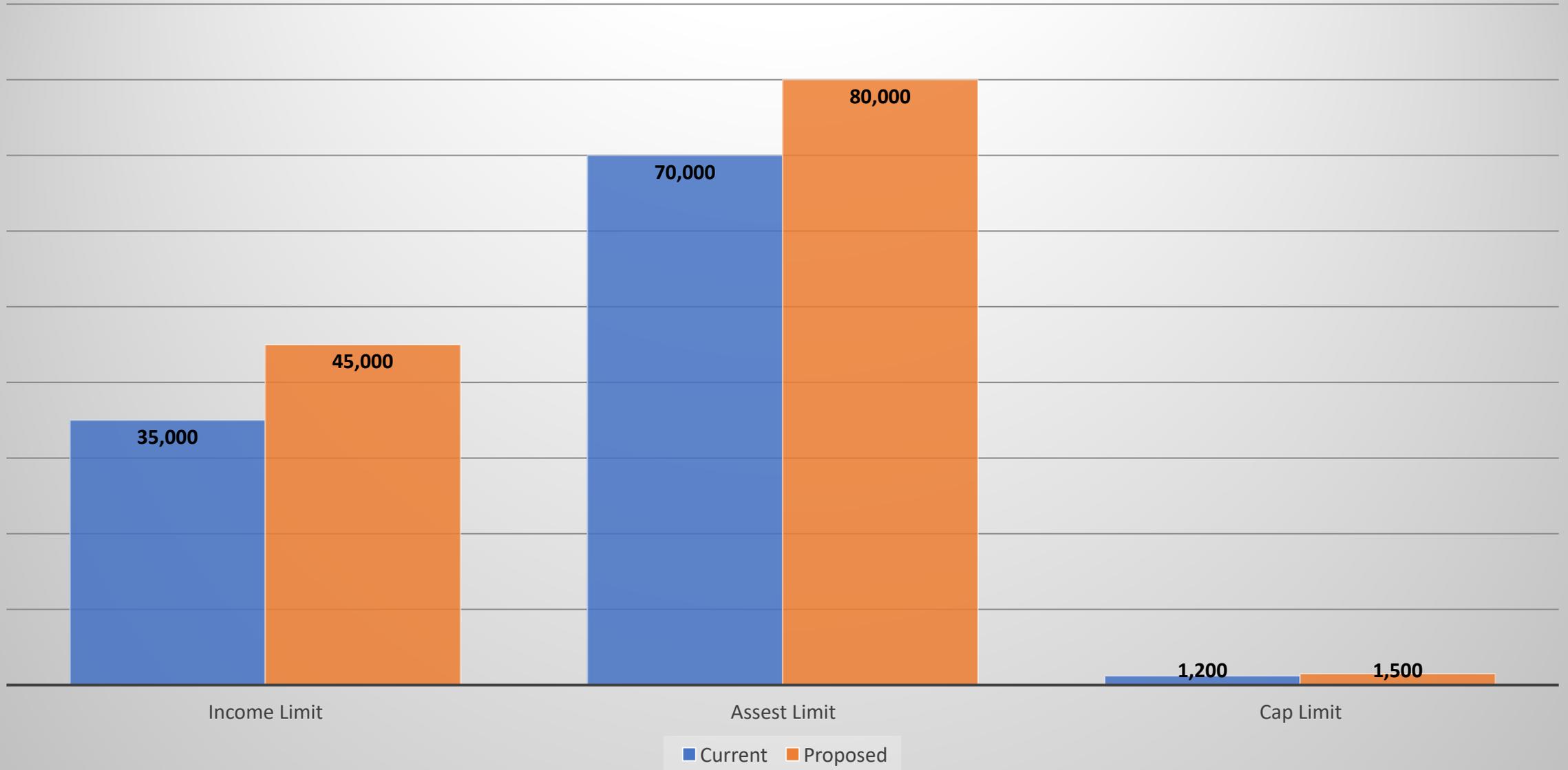
# Population by Locality (as of July 2023)



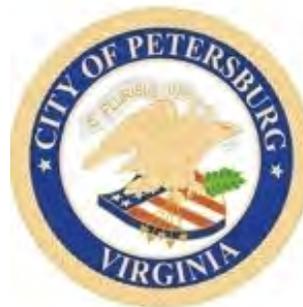
# Current Program Limits by Locality

Location	Income Cap	Assets Cap	Relief Cap
Accomack Co.	28,000	80,000	500.00
Caroline Co.	50,000	100,000	1,000.00
Chesterfield Co.	62,000	392,700	% based on income
Dinwiddie Co.	50,000	100,000	No Cap < 5 acres
Glouster Co.	40,000	100,000	600.00
Hopewell	32,500	100,000	850.00
Mecklenburg Co	N/A	N/A	N/A
Petersburg	35,000	70,000	1,200.00
Powhatan	50,000	200,000	1,600.00
Prince George Co	45,000	120,000	No Cap

## Current & Proposed Program Limits



Thank You!



*Brittany C. Flowers*

Master Commissioner of the Revenue

144 N Sycamore St.

Petersburg VA 23805

Phone 804.733.2317

Mobile 804.324.8016

Fax 804.508.6948

<http://www.petersburg-va.org/135/Commissioner-of-the-Revenue>

# City of Petersburg, Virginia



## Department of Public Works & Utilities

Presenter: Mr. Jerry Byerly, DPW&U Director

# Utilities Division



## Status Update

Work order tracker

Utility Billing	Description	Quantity
Billing	Terminations	139
Billing	New Services	183

Water Meter	Description	Quantity
Service	Removed Meters	76
Service	Re-install Meters	48
Service	Check For Leak	30
Service	Updates	120

Sewer Crew	Description	Quantity
Service	Back Ups	11
Service	Taps	2
Service	Leaks	3

Water Crew	Description	Quantity
Service	Repair Yoke	4
Service	Replace Lead Line	2
Service	Water Main Break	2
Service	Fire Hydrant Repair	2
Service	Water Tap	3

# Street Operations Division



## Status Update – 405 Wythe Street

---

On 01/11/24, Lt. Run Creek in the vicinity of 405 E. Wythe Street was inspected by the General Manager of the Street Operations Division.

1. During the inspection, a blockage was observed in the creek. Due to the size of the blockage and the potential to create a choke point to the downstream flow of water, Street Operations personnel were instructed to remove the blockage from the stream and the work was completed on 01/12/24. No other blockages of the creek were observed between East Wythe Street and the culvert that runs under E. Washington Street.
2. At the time of the site visit, it was also observed that a portion of the creek bank in the vicinity of a sanitary sewer was eroded due to the scouring effect of high-water flow during a heavy rain event. The Utilities Division was notified and responded to the situation. The installation of riprap stone was implemented to stabilize the eroded area and the work was completed on 1/16/24.



## Status Update – Flooding Issues on Lt. Run Creek

---

- E. Wythe Street, E. Bank Street, and Bollingbrook Street – The existing drainage culverts cannot convey the excessive water flow experienced during high rain events.
- The culvert that runs under the railroad just north of Bollingbrook Street is prone to blockage due to the limited size of the culvert. To date, efforts to get the railroad company to upgrade the culvert have not been successful.
- The Lt. Run Creek outflows into the harbor area of the Appomattox River. This outflow is affected by tidal flow and the water level rises and falls with the tides. This outfall area has an excessive build-up of silt and vegetation which when combined with the tidal effect results in an inability for the creek to properly discharge the water from the creek into the river area. During periods of heavy rainfall, this condition is exacerbated.
- The issues of flooding along Lt. Run are complex, multi-layered, and involve much of this creek. There are no simple solutions to resolve all the issues. The complexity of these issues requires engineering analysis to provide designed solutions as an essential step to move forward. Ultimately projects will need to be identified and prioritized for development and then funding must be secured to implement projects along multiple points of this creek.
- The harbor area and diversion channel along the Appomattox River are key drainage outfalls for creeks that flow through the city. Decades of silt and vegetation build-up are contributing to the flooding issues in the low-lying areas in the northern portion of the City. Until the vegetation and silt can be removed, then flooding will continue to be a possibility during periods of heavy rainfall.



## Status Update – Bridge Construction Dates/Litter Crew

---

### Bridge Construction Dates

- Lafayette Street [Circa 1890]
- Oak Hill Road [Circa 1952]
  - 200 Oak Hill Road was built in 1952 and assuming the bridge was there at the time of construction then the structure would be at least 71 years old.

### Dedicated Litter Crew (2 – employees)

- There are 191 center-line miles of roadway in the City for a total of 382 miles of roadway. The Street Operations Division continually maintains a Litter Crew to address litter removal throughout the city and adjusts the size of the crew in response to variations in the amount of litter. Contractor services are also used to address litter control.

# Street Operations Division



## Status Update – Johnson Road Dip

---

- An initial site visit was conducted on 1/17/24 to evaluate the bridge and roadway. The Engineering Construction Manager conducted a follow-up visit to review the latest bridge safety inspection report which indicated that the bridge was rated as being in “Good” condition. The bridge safety report did not cite any major deficiencies. Roadway subsidence issues were identified on each side of the bridge and a remediation plan for the roadway will be implemented in the upcoming months.
- **Right of way Unauthorized Signs** – The placement of unauthorized signs in the Right-of-Way is a City Code Violation. The Neighborhood Services Right-of-Way Manager is responsible for the removal of the signs.

# Street Operations Division



## Status Update – Paving Policy

---

The Street Operations Division's standard operational practice is to conduct roadway maintenance for City streets each year. The selection of the type of maintenance to be performed on the road surfaces is based on the following:

- a. Physical Inspection of Roadways
- b. Condition Assessment of the Roadways
- c. Recommended Treatment for the Roadways
- d. Annual Funding Allocated for Roadways

Each year the Street Operations Division identifies streets that are in the most critical need of maintenance. The type of maintenance ranges from crack and pothole repairs to full-scale resurfacing of the road surface. The streets that need to be repaved are identified, then a cost estimation process is performed for each street. Upon the completion of the cost estimation process, the data is then reviewed and an approved list of streets to be resurfaced is created based upon funding allocated for the fiscal year of operation. The resurfacing maintenance activity is then scheduled and communicated to the contractors.

Streets that are not addressed during the current fiscal year are placed on the deferred maintenance list for upcoming fiscal years.

# Street Operations Division



## Status Update – Paving Policy

---

### Paving Prioritization Criteria

1. Annual input from VDOT (State of Good Repair Inspections)
2. Annual Roadway Evaluation Inspections performed by the Engineering Construction Manager and the Street Operation Division
3. Evaluation Criteria
  - A. ASTM D 6433-07 Standard Practice for Roads
  - B. Traffic volumes and vehicle Classifications
  - C. Critically for ingress and egress of motorists, transporters, and emergency vehicles
  - D. Severity of deterioration
4. Alignment with Programmed Project Activities Impacting the Roadways
5. Input from Citizen, Director DPW&U, CM, and City Council

# Street Operations Division



## Status Update

---

### Cost to pave the Roads

A.	Berkely Manor	\$1,457,000
B.	Seaboard Street	\$ 182,000
C.	Chuckatuck Avenue	<u>\$ 232,000</u>
		<b>Total = \$1,871,000</b>

# Sprinkler & Backflow Preventer Inspections Update



---

## Sprinkler Inspections

Transit Garage	2-23-2022
Library	7-10-2023
Circuit Court	10-29-2021
Transit Bus Station	11-1-2018

## Backflow Preventer

Library	7-12-2023
Transit Bus Station	11-1-2018
Fire Station 2	4-18-2023
Fire Station 4	4-18-2023

All locations are scheduled for an annual inspection in April 2024.

# Fire Station Rehab



## Fire Station # 2

---

- Concrete tear-out and rehab to the apron and bays **Total**      **\$ 160,000**

## Fire Station # 3

- Replace overhead doors and operators      \$ 26,000
  - Remove and repaint ceiling & walls in bays      \$ 35,000
  - Replace flooring      \$ 28,000
  - Tuck-point building front NE corner      \$ 30,000
  - Rebuild/replace door frame      \$ 12,000
  - Pave back driveway/parking lot      \$ 67,000
  - Design and rehab hose tower      \$ 364,000
- Total**      **\$562,000**

## Fire Station # 5

- Bays too short/addition to accommodate longer trucks      \$ 160,000 - \$ 200,000
  - Install concrete apron at driveway entrance      \$ 18,000
- Total**      **\$178,000 – \$218,000**

# Suggested Future Projects



## Estimate of Cost for Peabody Middle School Window Blocking & Roof Tarping

### Window Blocking Cost

Plywood Sheathing ½ inch All Weather = \$13,000  
Self – Tapping Screw Hardware = \$500  
Flat Black Paint = \$1500  
Painting Supplies = \$300 - \$400  
Misc. Expenses, tools, delivery, mobilization, overhead = \$5,000  
Labor to Paint & Installation = \$32,000 - \$40,000  
Delivery, Pick-up, and Rental of 35-foot Platform Scissor Lift = \$1600

**Total Cost = \$58,000**

### Roof Tarping Cost

Materials, Hardware & Lumber= \$8,000  
Labor = \$30,000

**Total Cost = \$38,000**

# City of Petersburg, Virginia



Thank you

Mr. Jerry Byerly

[jbyerly@petersburg-va.org](mailto:jbyerly@petersburg-va.org)

<https://petersburgva.gov/147/Public-Works>



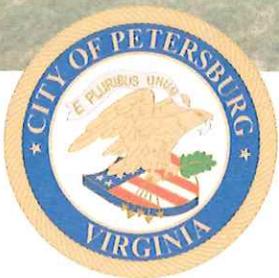
# Petersburg Citywide Drainage Study Update

Tuesday, March 5, 2024

Bioretention Area  
Canal Street

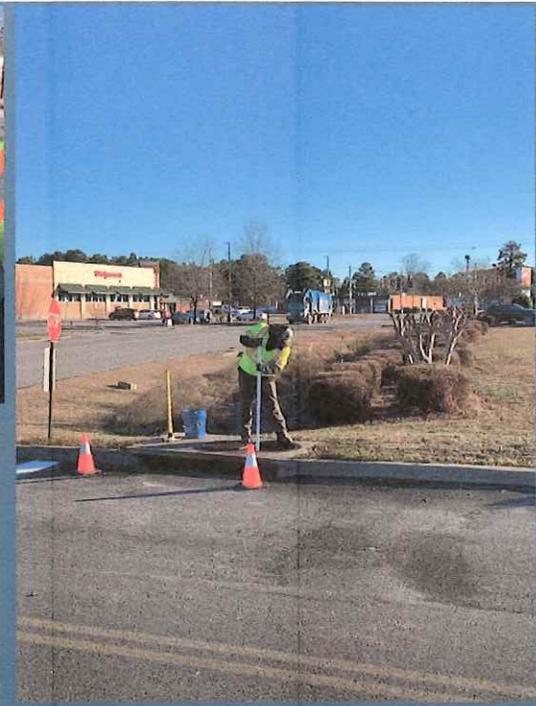
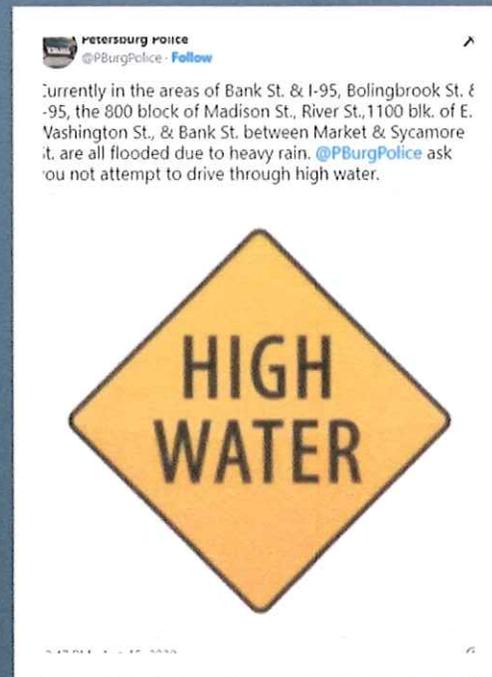
Culvert Replacement Project  
N. Park Drive

SW Improvement Project  
Walnut Blvd



# Presentation Outline

- Overview of Study
- Project Approach
- Progress Updates
- Study Outcomes
- Next Steps
- Questions



# Why Conduct a Drainage Study?

- When it rains, some areas of Petersburg experience localized flooding
- Petersburg was awarded a \$2.2 million grant from the Virginia Community Flood Preparedness Fund to facilitate the study
- Study began in 2023 and will continue through 2024



Petersburg road flooding Bollingbrook Street  
(Photo Courtesy of City of Petersburg)



Petersburg road flooding Bank Street (Photo Courtesy of City of Petersburg)



Virginia Department of Conservation and Recreation  
CONSERVE. PROTECT. ENJOY.

## LOCAL NEWS

# Flash flooding in Petersburg, advisories in effect across central Virginia



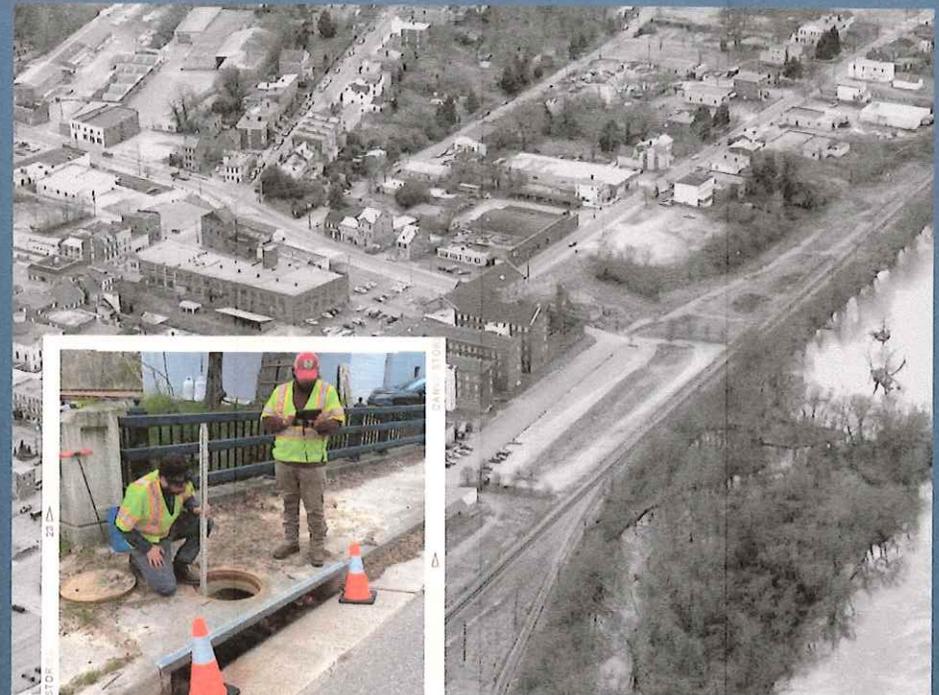
by: **Kassidy Hammond**

Posted: Jun 27, 2022 / 04:38 PM EDT

Updated: Jun 27, 2022 / 05:23 PM EDT

# Citywide Drainage Study Team

- Led by Timmons Group
- Supported by:
  - RK&K
  - James River Association
  - Precision Measurement Inc.
  - H&B Surveying & Mapping, LLC

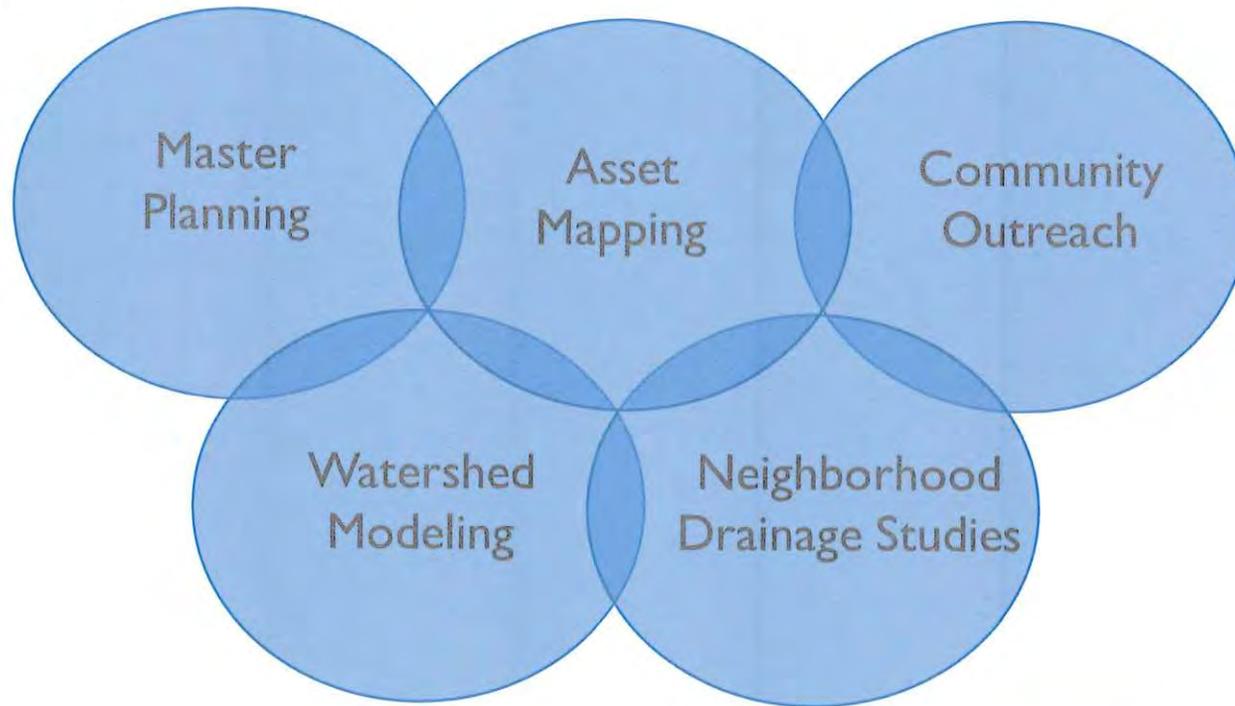


**PETERSBURG**  
**CITYWIDE DRAINAGE STUDY**  
**UNDERWAY!**



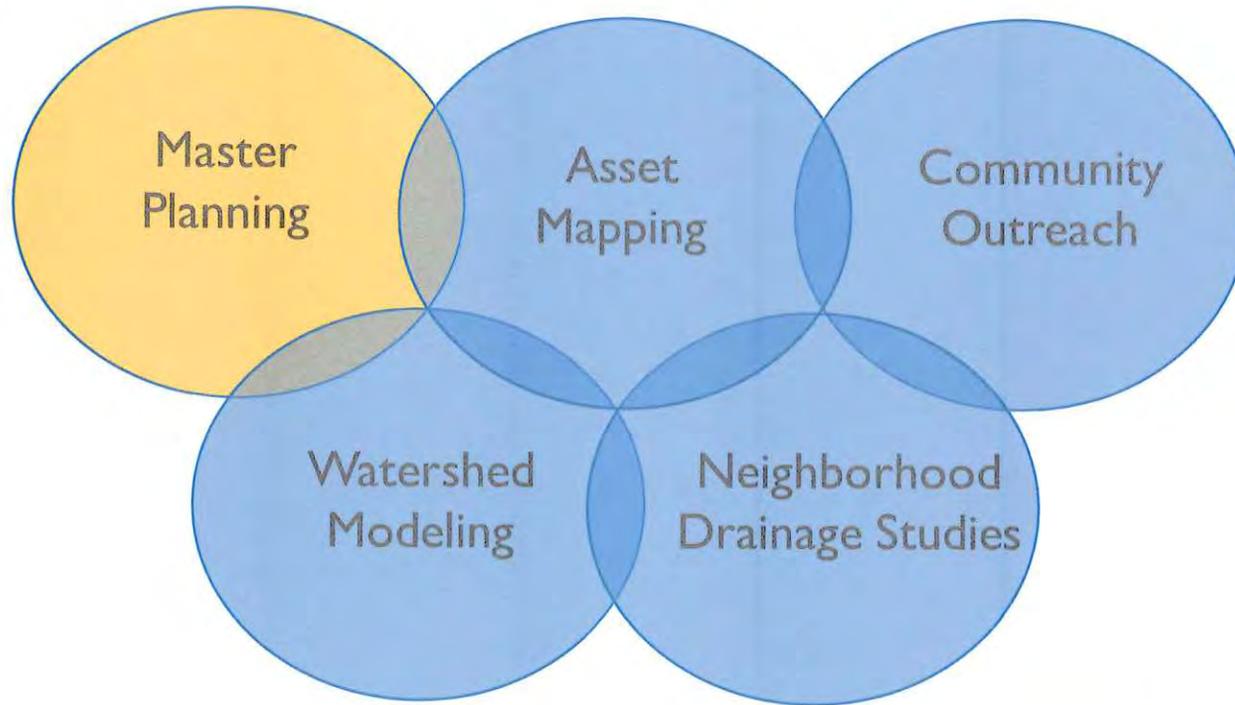
# Citywide Drainage Study

## Project Approach



# Citywide Drainage Study

## Project Approach





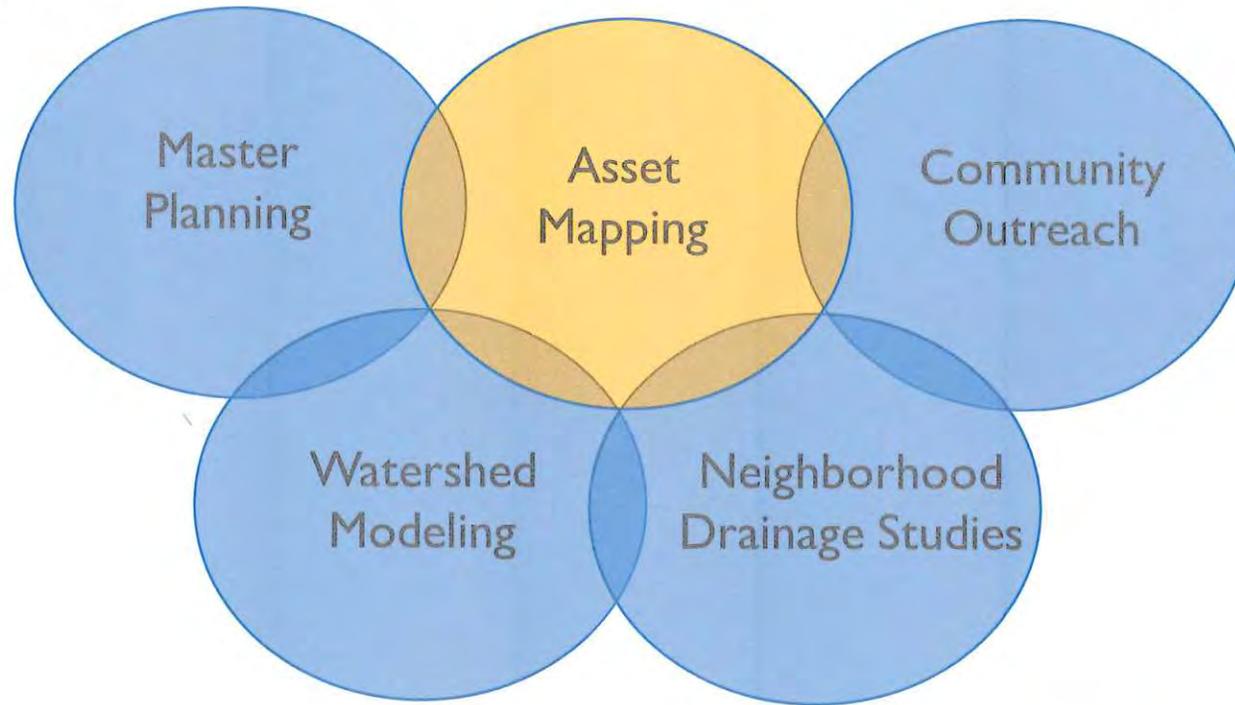
# Project Approach

## Master Planning

- Project Management:
  - QA/QC Plan
  - Regular Coordination with City Staff
- Identify Drainage Problem Areas
  - Study Areas: Desktop Analysis and Field Visits
  - Categorize Areas: Maintenance or CIP
- Develop Prioritization Matrix
- Evaluate Rainfall Data & Hydrographs (Including Climate Change Analysis)

# Citywide Drainage Study

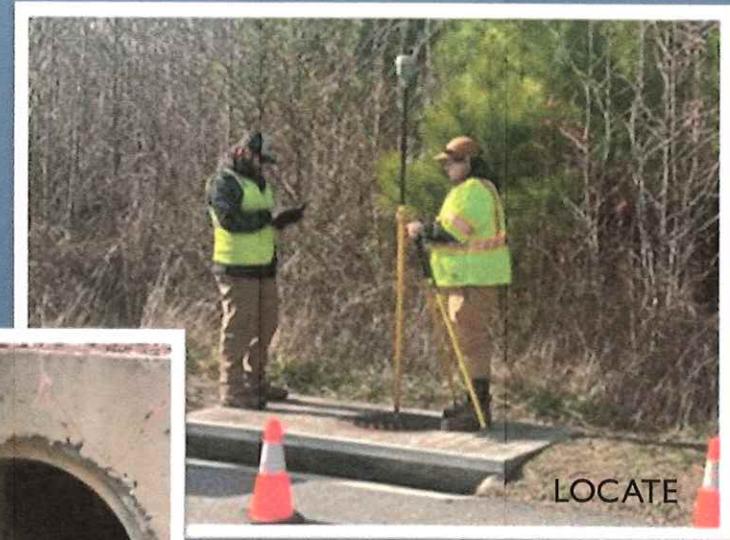
## Project Approach



# Project Approach

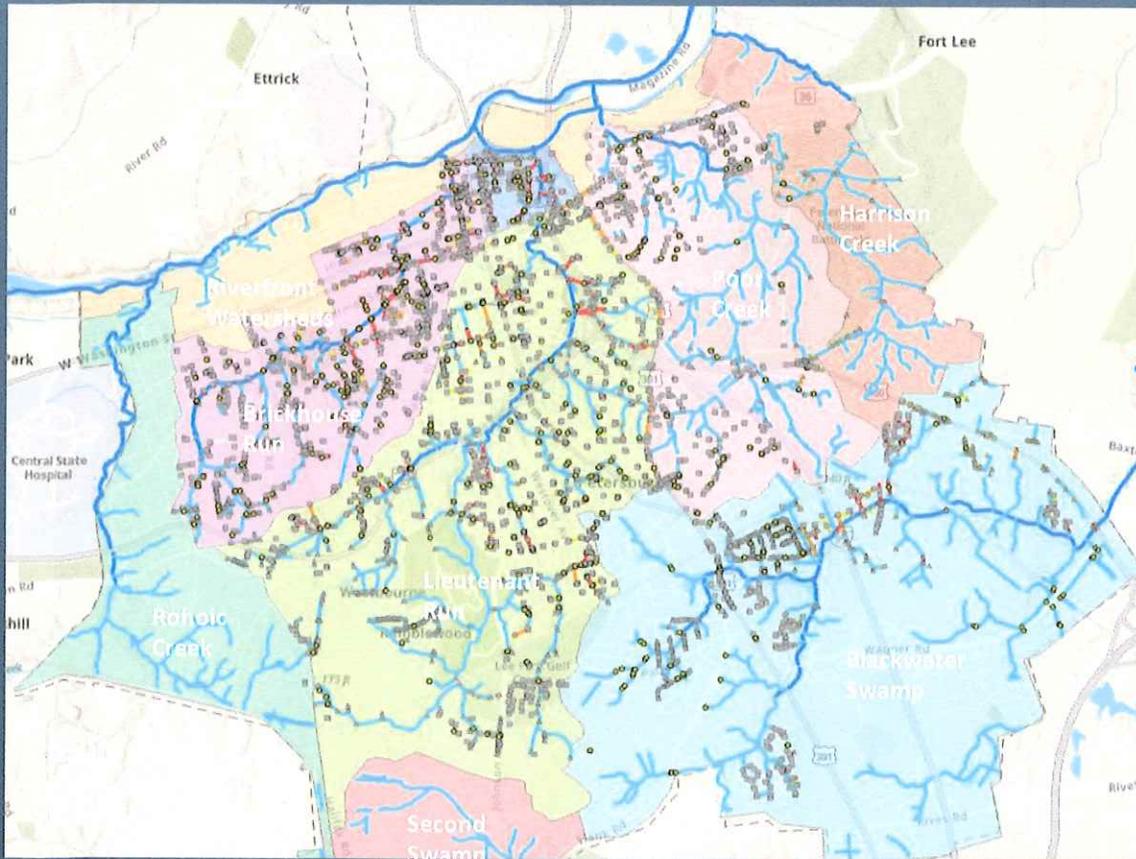
## Asset Mapping

- Map all SW assets
  - Public and private
  - Inlets, MH, pipes, ditches, etc
- Provide system connectivity from inlets all the way to the receiving stream
- Collect key elevations and attributes for each mapped feature
- Budgeted for 10,000 assets



# Project Approach

## Asset Mapping

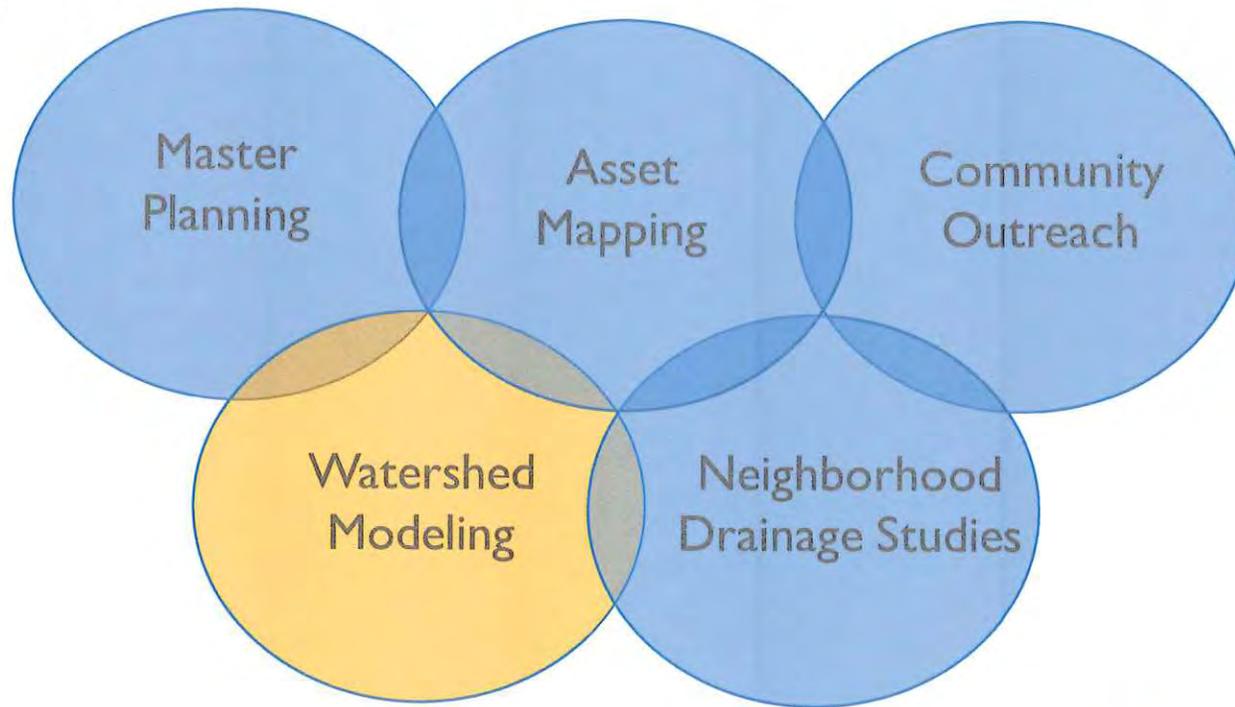


Stormwater Assets Mapped to Date (02/2024)

- Collection on a Watershed Basis (8 total)
- 1<sup>st</sup> Pass: Initial Mapping Effort
  - Complete: Lieutenant Run & Brickhouse Run
  - In Progress: Poor Creek & Blackwater Swamp
- 2<sup>nd</sup> Pass: Structure Recovery & QC
- Projecting over 22,000 stormwater assets

# Citywide Drainage Study

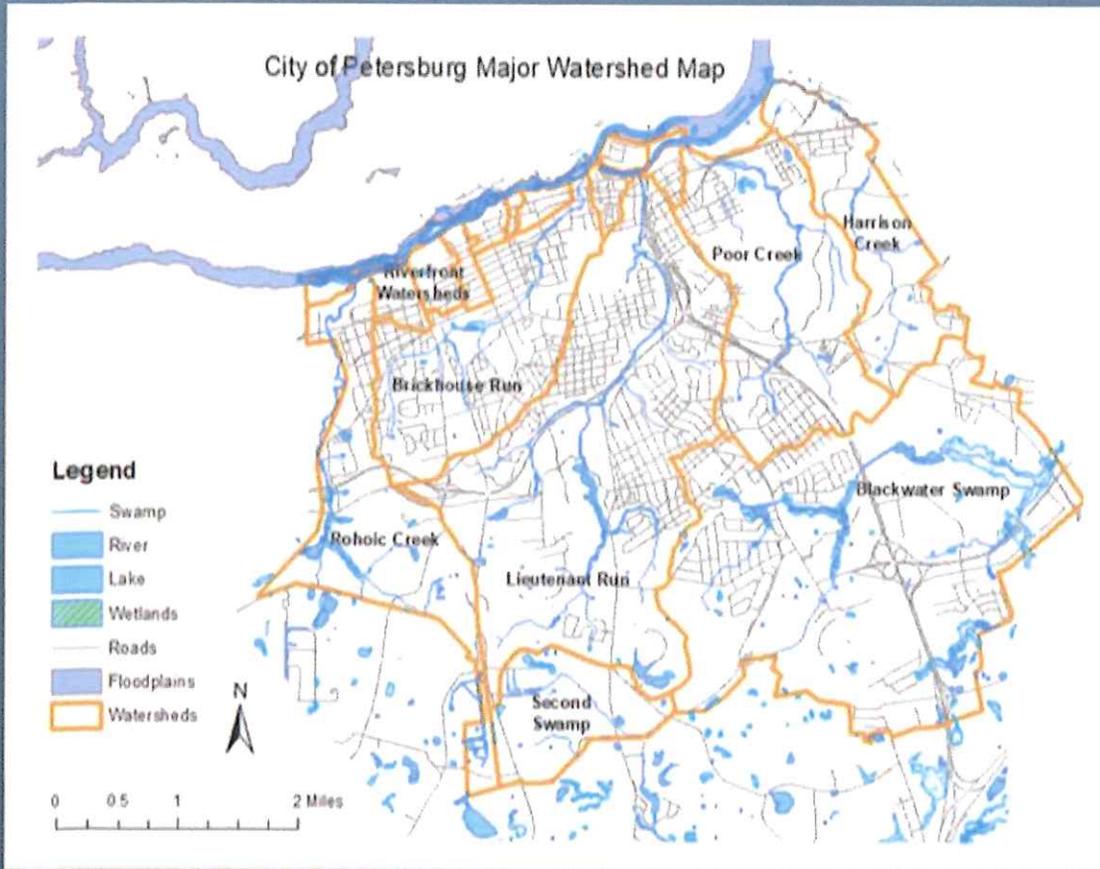
## Project Approach



# Project Approach

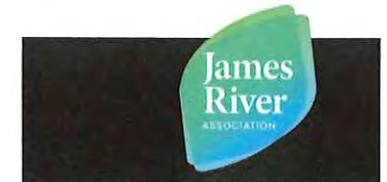
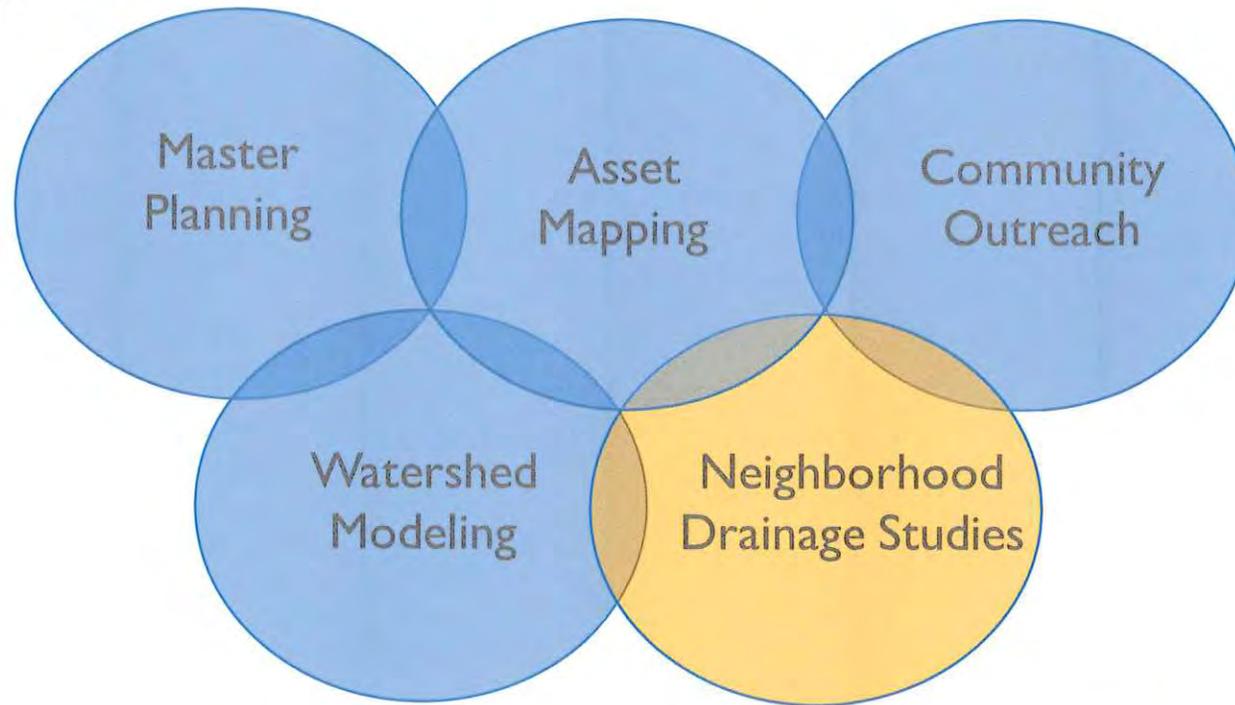
## Watershed Modeling

- “Trunkline” modeling – Includes Outfalls that are 48” Dia. and Greater
- Connects Detailed Neighborhood Drainage Models to Receiving Streams.
  - Critical for Analyzing Potential D/S Impacts of Project Implementation..
- Builds on Recently Completed FEMA Floodplain Mapping
  - Efficiency & Consistency
- Approach Provides Flexibility to Integrate Model Detail in Phases



# Citywide Drainage Study

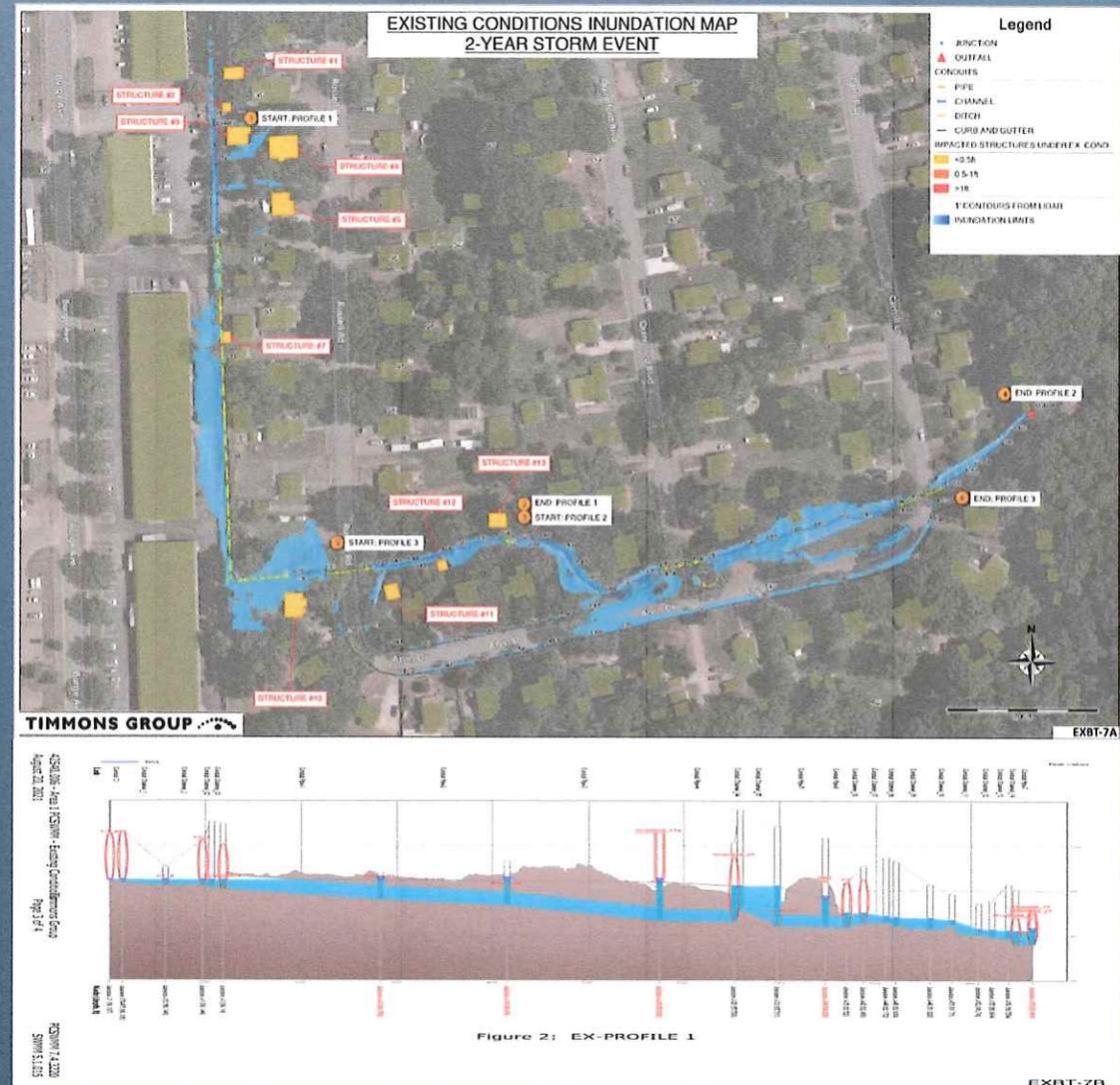
## Project Approach



# Project Approach

## Neighborhood Drainage Studies

- Detailed Evaluation of Neighborhood Drainage Issues
- Prioritized for Study
- Prioritization Considerations Include
  - Flooding Reports
  - City Maintenance Records
  - Critical Infrastructure (Schools, Hospitals, Police, etc)
  - # Properties Impacted
  - Ingress/Egress Considerations
  - Primary Traffic Corridors

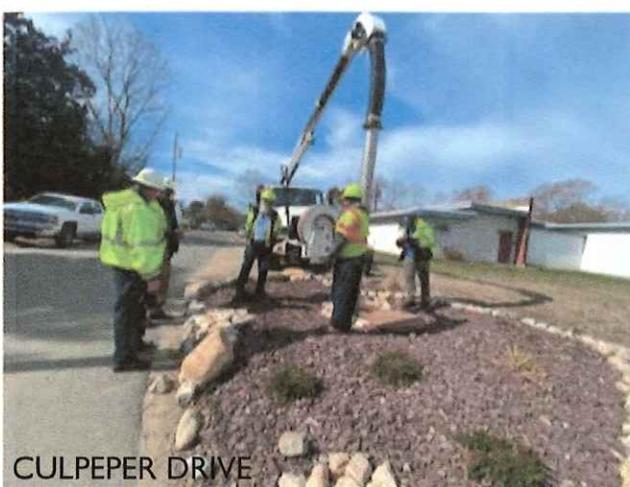


# Project Approach

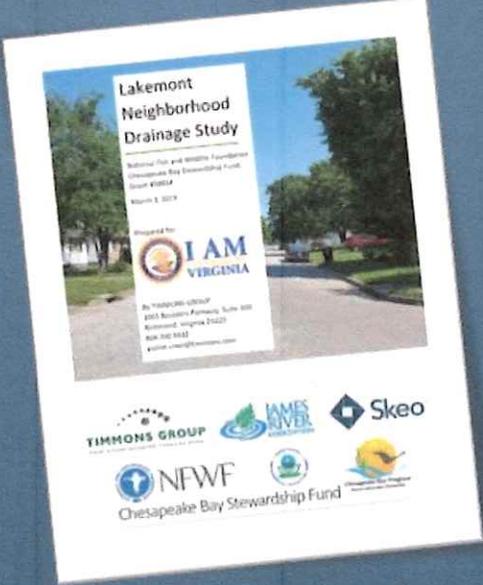
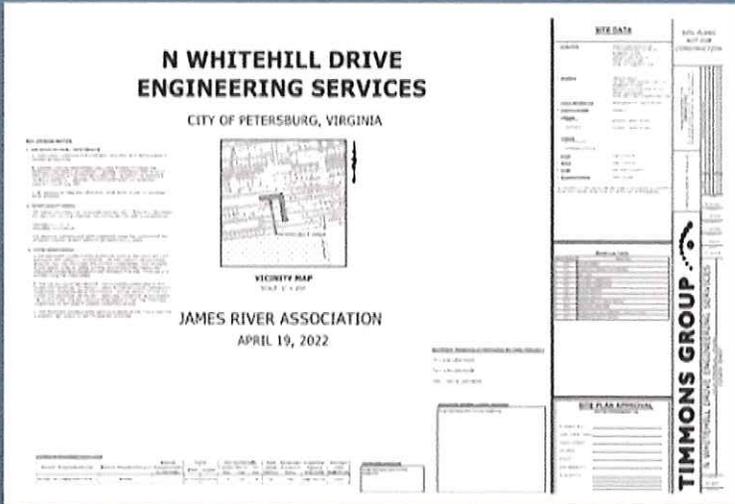
## Neighborhood Drainage Studies



BATTLEFIELD DRAINAGE IMPROVEMENTS



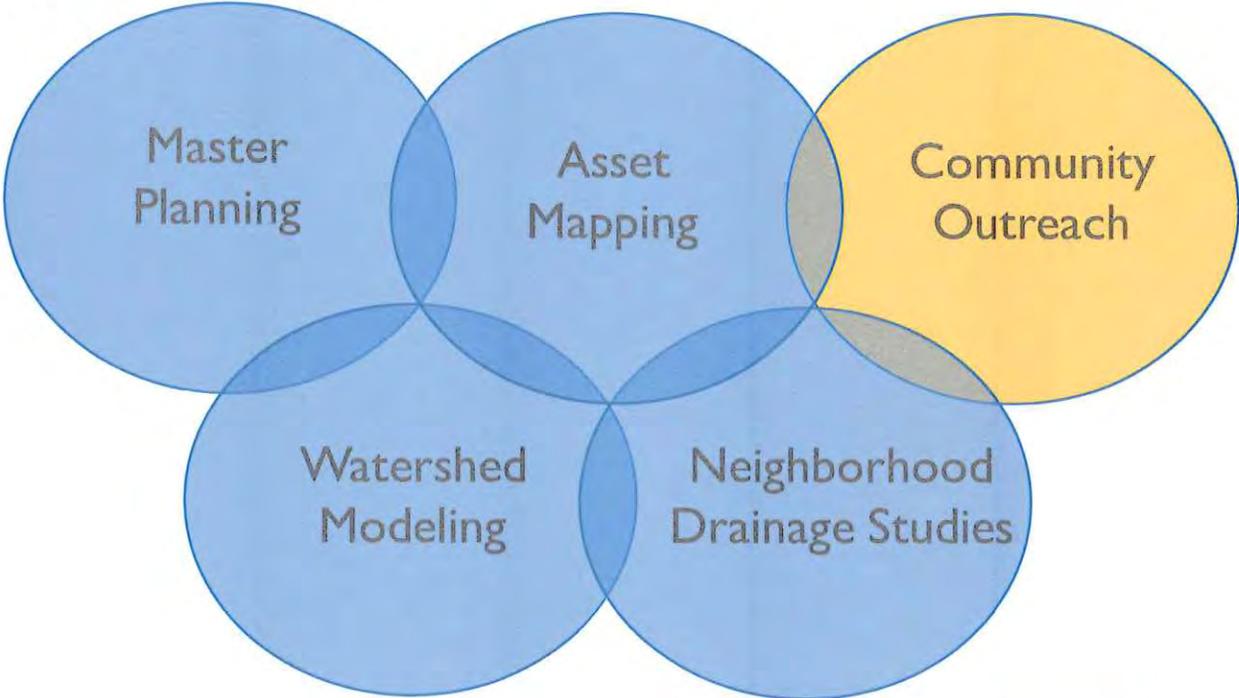
CULPEPER DRIVE



- ❖ Team-Based Strategy for Accelerated Schedule
- ❖ Accelerated Project Identification Suitable for Grant Funding Applications

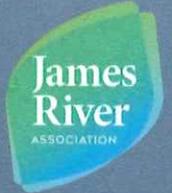
# Citywide Drainage Study

## Project Approach



# Project Approach

## Community Outreach



### Informational Resources:

- Project webpage created
- Informational flier created and distributed
- Press release issued
- Social media content created for communications team
- Included information about the study in quarterly newsletters

### Resident Engagement:

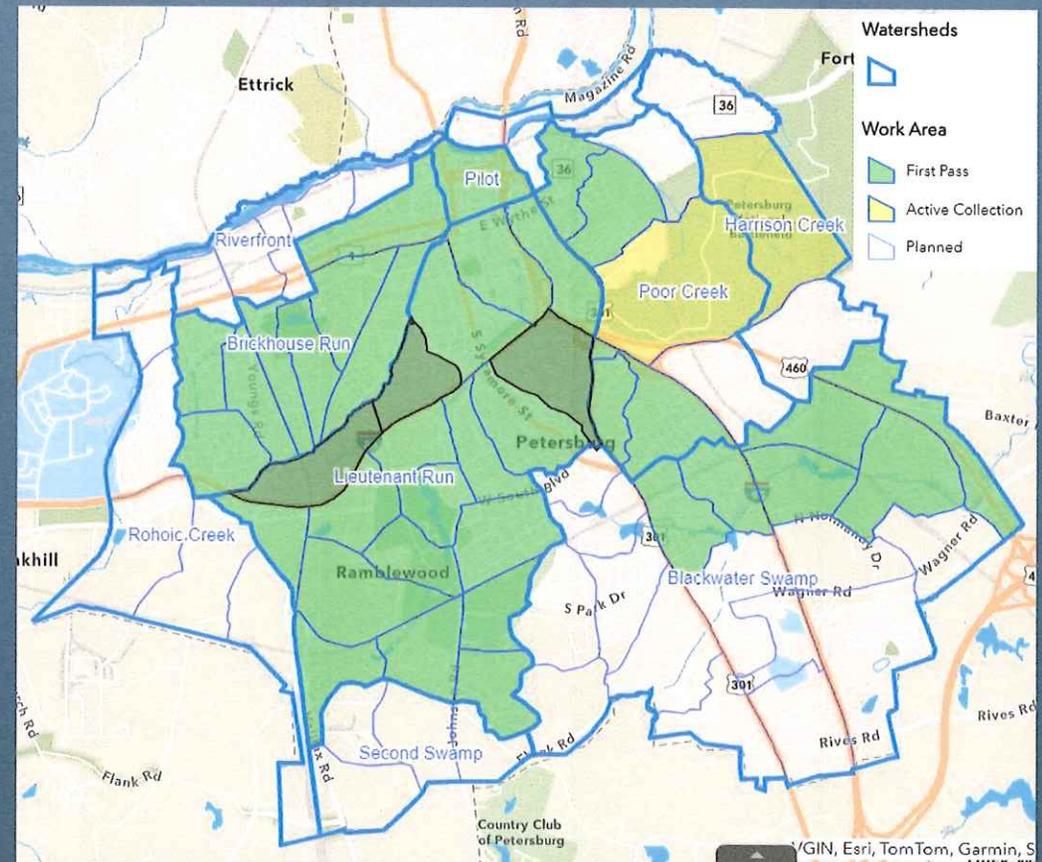
- Documenting drainage issues reported by residents
- Attended Downtown Master Plan Meeting and Ward 4
- Planning to present to Rotary Club of Petersburg in near future



# Progress Updates

## Asset Mapping

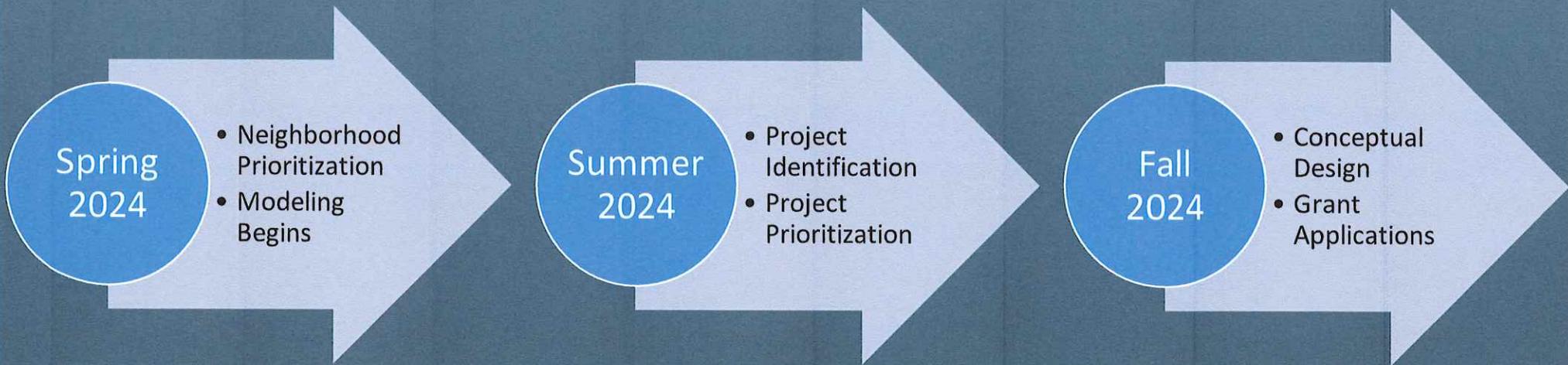
- Budget Reallocation Required to Complete Inventory Efforts
- Anticipate >20,000 assets
- Anticipate 1<sup>st</sup> Pass Completion in Summer 2024.



# Progress Updates

## Projected Schedule

- Neighborhood Prioritization Matrix Underway!
- Brickhouse Run & Lieutenant Run Watersheds Asset Mapping Scheduled for Delivery Next Week.

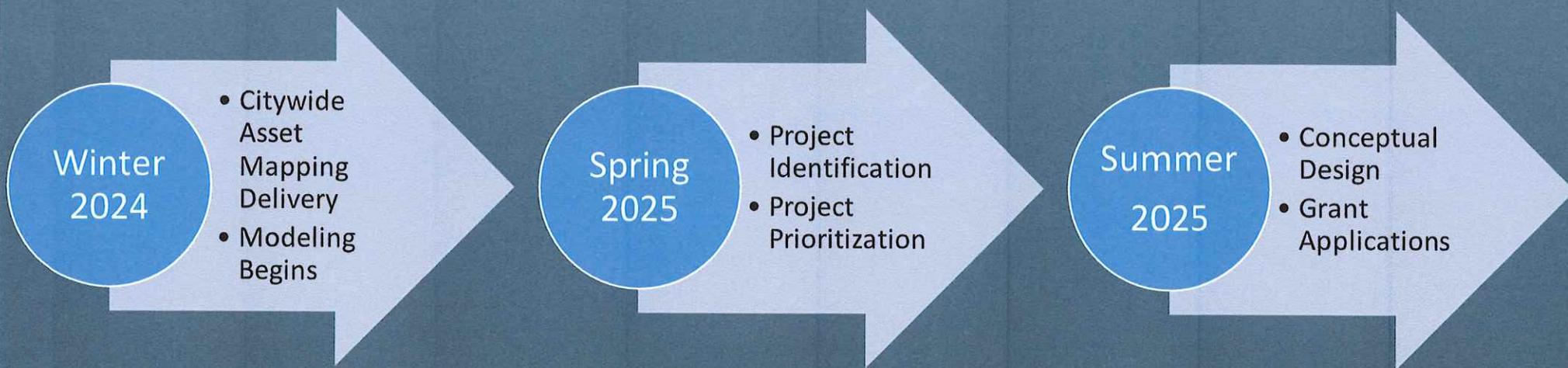


**Brickhouse Run & Lieutenant Run Watersheds**

# Progress Updates

## Projected Schedule

- Neighborhood Prioritization Matrix Underway!
- Brickhouse Run & Lieutenant Run Watersheds Asset Mapping Scheduled for Delivery Next Week.



**Remaining Watersheds**

# Study Outcomes

- **GIS-Based SW Inventory (Survey Grade Accuracy) w/ Associated Attributes & Pictures**
  - Suitable for Hydraulic Modeling
  - Enables Proactive Maintenance
  - Complements Regulatory Initiatives (MS4 Program, etc)
- **Results-Driven Watershed Plans**
  - Watershed Master Plan for Each Major Drainage Area in City
  - Comprehensive Modeling in Priority Neighborhoods.
  - Accelerated Project Identification
  - Comprehensive Project Ranking and Prioritization
  - Readiness to Seek Grant Funding for Implementation



Questions?



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** April 2, 2024  
**TO:** The Honorable Mayor and Members of City Council  
**THROUGH:** March Altman, Jr., City Manager  
**FROM:** Brian Moore  
**RE:** **Final Report for Upcoming Armed Forces Day - Pages 105-115**

---

**PURPOSE:** To provide City Council with a final report of the upcoming Armed Forces Day

**REASON:** To present, to the City of Petersburg, the final report for the upcoming Armed Forces Day.

**RECOMMENDATION:** For the City of Petersburg to accept Economic Development's final submission of the upcoming Armed Forces Day.

**BACKGROUND:** Economic Development has developed and plans to implement an event conducive to the National Armed Forces Day celebration.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 4/2/2024

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

**AFFECTED AGENCIES:** City Manager, Economic Development

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

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

**ATTACHMENTS:**

1. Armed Forces Day 2024

# Petersburg Armed Forces Day May 18, 2024

April 2, 2024

Department of Economic Development



# Petersburg Armed Forces Day Introduction



*The City of Petersburg is proud to host Armed Forces Day*

*Armed Forces Day is a day to pay tribute to men and women who serve the United States' armed forces. Armed Forces Day is also part of Armed Forces Week, which begins on the second Saturday of May.*

The following areas will have event areas:

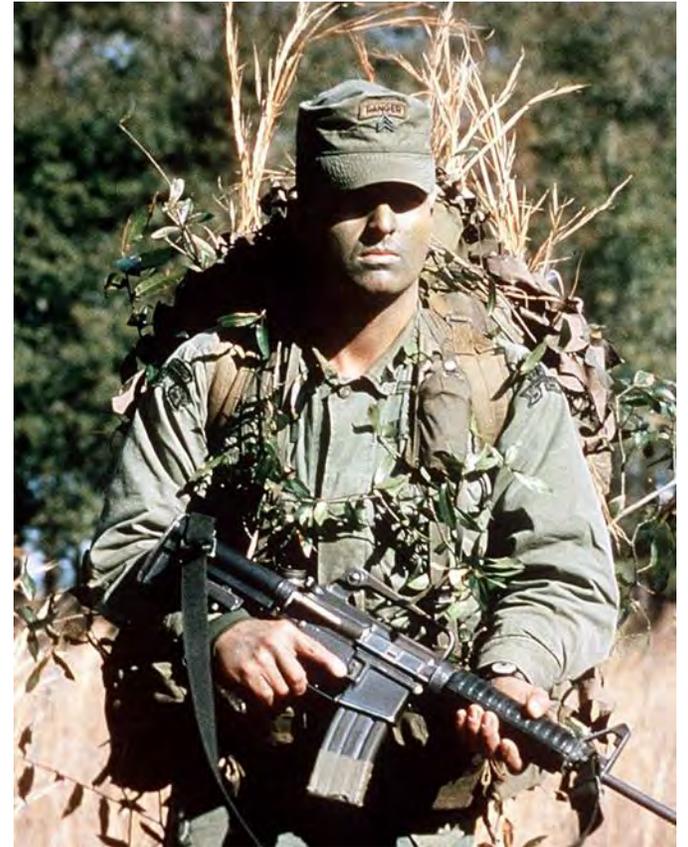
- Bank/Old Street Event Zone(Sycamore Street to Market Street)
- Sycamore Street Event Zone (Bollingbrook down to Old Street)
- Rock Street Event Zone (Between PAAL and Croaker Spot)
- Trapezium Harbor Park Stage Event Zone
- Amphibious Landing Zone



# Petersburg Armed Forces Day Bank Street Event Zone



- **Opening ceremonies at the Siege Museum**
- **National Guard rock climbing wall**
- **US Army Virtual Reality Tractor Trailer**
- **EOD equipment display**
- **Military vehicles**
- **Goodyear Blimp Flyover**



# Petersburg Armed Forces Day Bank Street Event Zone (Cont'd)



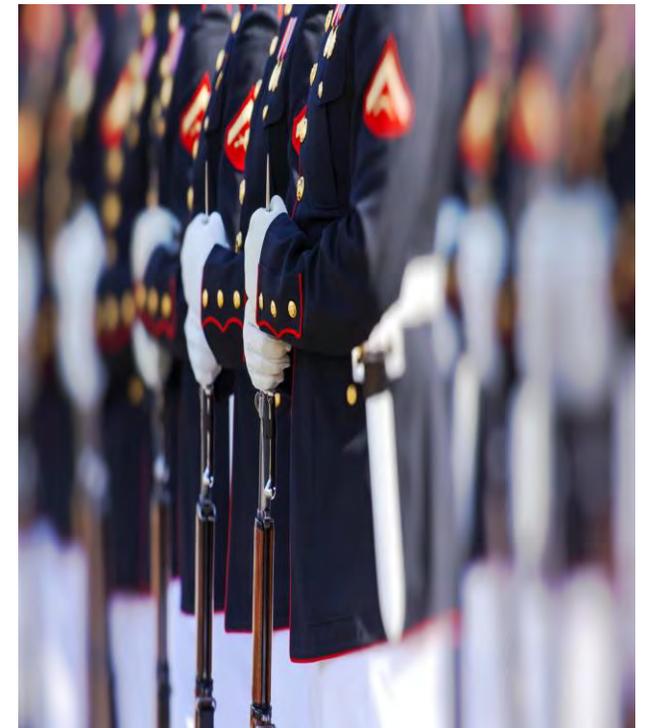
- **Historic “Poker Walk Contest” through the Downtown**
- **USMC Pullup Contest**
- **Recruiters from all service branches**
- **Autograph opportunities with NFL players**
- **Pictures with Miss America**



# Petersburg Armed Forces Day Sycamore Street Event Zone



- **Military exhibits**
- **Outdoor café seating**



# Petersburg Armed Forces Day Rock Street Event Zone



- **PAAL will be open**
- **The PAAL park will be open for picnics**
- **Outdoor art exhibit and vendors**
- **Children's hands-on art opportunities**



# Petersburg Armed Forces Day Trapezium Harbor Park Stage



- **Trapezium Harbor Park Stage will be the debut of the first national musical act playing at the harbor. Our goal will be to have 10,000 fans in Petersburg enjoying the music, festivities, shopping, and the best restaurants in the region!**



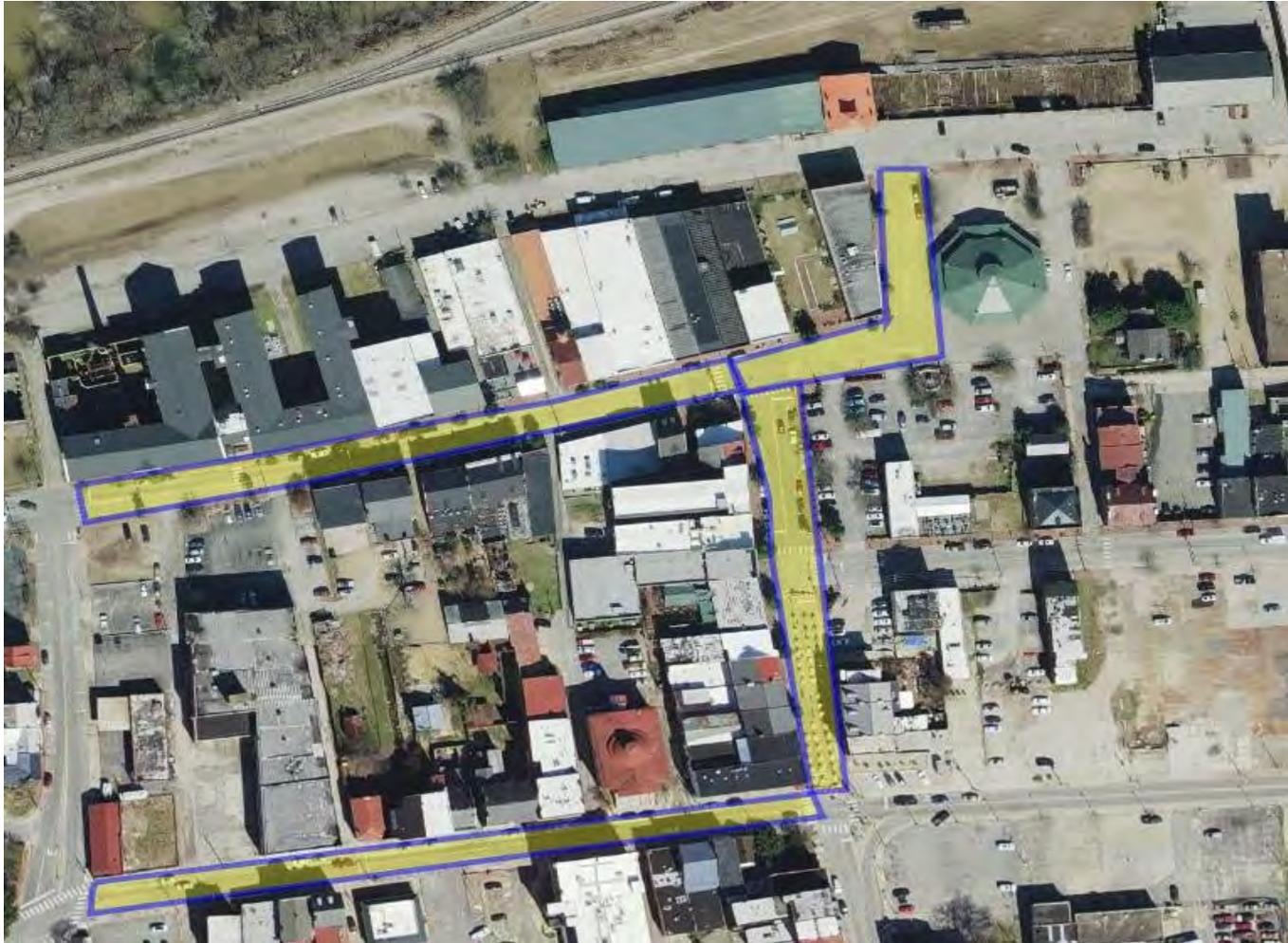
# Petersburg Armed Forces Day West Harbor Landing Zone



- **Will have an amphibious landing force conduct an exercise to deploy on the western side of the island (the former Richard's Wine Cellar, Inc. site).**



# Petersburg Armed Forces Day Road Closures



# Petersburg Armed Forces Day



***Thank you!***