



# City of Petersburg Virginia

www.petersburgva.gov

## April 18, 2023 - Regular City Council Meeting

April 18, 2023  
Petersburg Public Library  
201 West Washington Street  
Petersburg, VA 23803  
5:00 PM

## City Council

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

## City Manager

John March Altman, Jr.

- 
1. **Roll Call**
  2. **Prayer**
  3. **Pledge of Allegiance**
  4. **Determination of the Presence of a Quorum**
  5. **Proclamations/Recognitions/Presentation of Ceremonial Proclamations**
    - a. A presentation from Interface Studio, LLC on the Downtown 2040 Master Plan for Petersburg, VA. **(Page 3)**
  6. **Responses to Previous Public Information Posted**
  7. **Approval of Consent Agenda (to include minutes of previous meetings):**
    - a. Minutes: **(Page 27)**  
-April 4, 2023 - Closed Session Meeting
    - b. A request to schedule a public hearing on the consideration of an appropriation ordinance for grants for Poor Creek Service Area, South Central Wastewater Treatment Plant, Lock's Watermain, & Emergency Public Safety Communications System, Virginia Tourism Corporation Marketing at the May 16, 2023, regular city council meeting. **(Page 31)**
  8. **Official 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 removed from consent agenda**
- 10. Business or reports from the Mayor or other Members of City Council**
- 11. Items removed from Consent Agenda**
- 12. Finance and Budget Report**
- 13. Unfinished Business**
  - a. Consideration of an ordinance to amend and re-adopt the City Code Chapter 98 - Streets, Sidewalks and Other Public Places, to include Section 98-25 - Bollards for Historic Properties. **(Page 34)**
- 14. New Business**
  - a. Consideration of a Resolution Approving the Development Agreement for Development Of 703 Bank Street, 716 Wythe Street, and 801 Bank Street, Petersburg, Virginia Between The City Of Petersburg and New Light, LLC. **(Page 39)**
  - b. Consideration of a Resolution authorizing the City Manager to amend the development agreement between the City of Petersburg and Tri-Cities Habitat for Humanity for the property at 835 Commerce Street. **(Page 61)**
  - c. Consideration of a Resolution affirming the commitment to fund the locality share of projects under agreement with the Virginia Department of Transportation (VDOT) and provide signature authority to the City Manager to execute all agreements and/or addendums for any approved projects with (VDOT). **(Page 88)**
  - d. Consideration of an appropriation ordinance for the Commonwealth of Virginia, Department of Fire Programs Fund - Aid to Localities, Funding Carryover -2nd Reading **(Page 91)**
  - e. Consideration of a resolution approving the submission of the grant application, the Virginia Opioid Abatement Authority Cooperative Agreement and authorize the City Manager to execute all necessary documents on behalf of the City. **(Page 97)**
- 15. City Manager's Report**
- 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 18, 2023

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

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

**FROM:** Brian Moore

**RE:** A presentation from Interface Studio, LLC on the Downtown 2040 Master Plan for Petersburg, VA. (Page 3)

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**PURPOSE:** To provide the City Council with an update of the Downtown 2040 Master Plan implementation.

**REASON:** Interface Studio LLC will provide the City Council with an update for the Downtown 2040 Master Plan.

**RECOMMENDATION:** N/A

**BACKGROUND:** See attached.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 4/18/2023

**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. Petersburg\_CITY COUNCIL\_230418\_Downtown Master Plan Update



# Petersburg

## Downtown Master Plan

Update for City Council

April 18, 2023

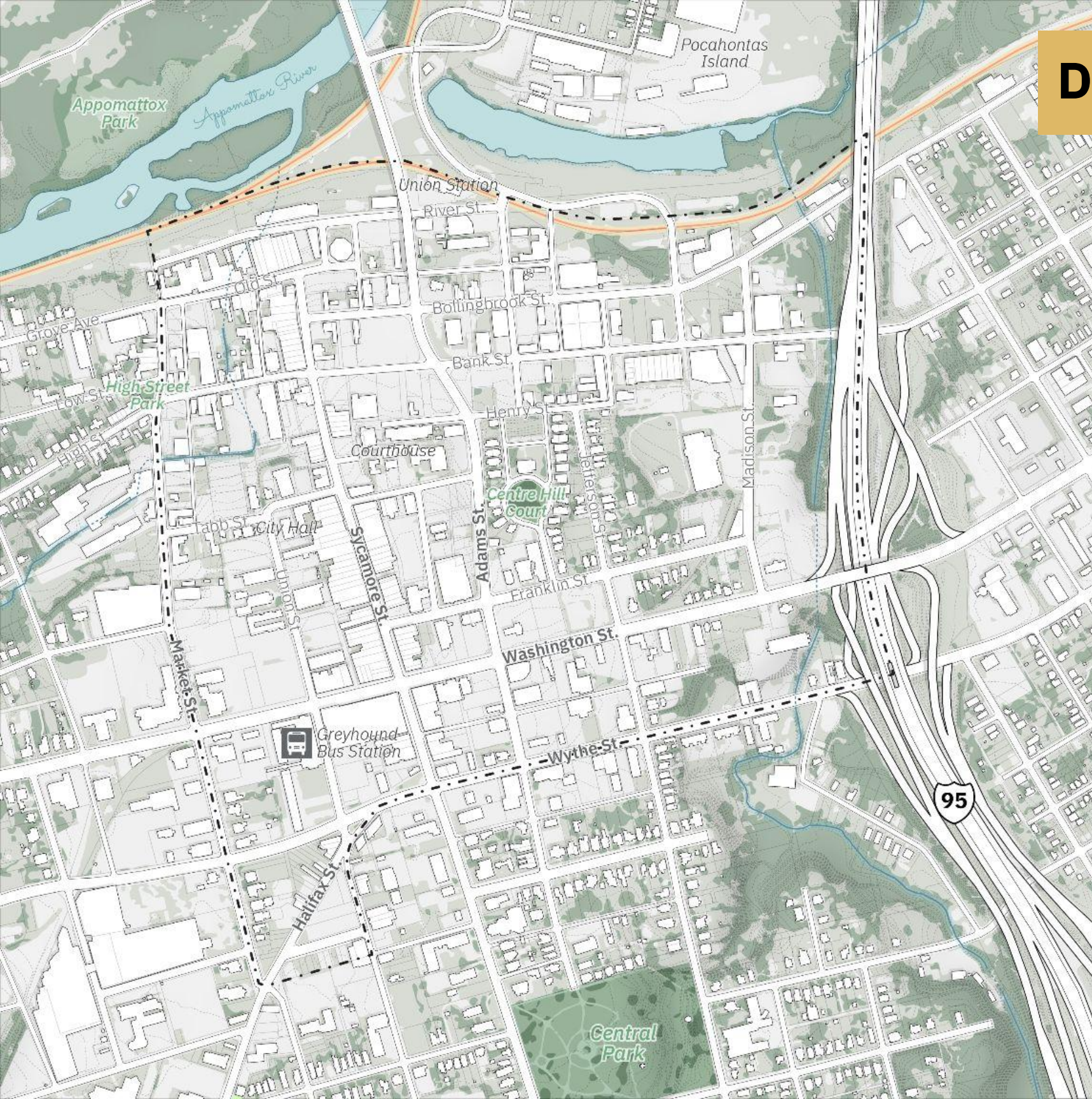


# Project Schedule

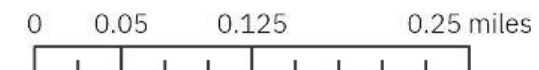




# Downtown Study Area

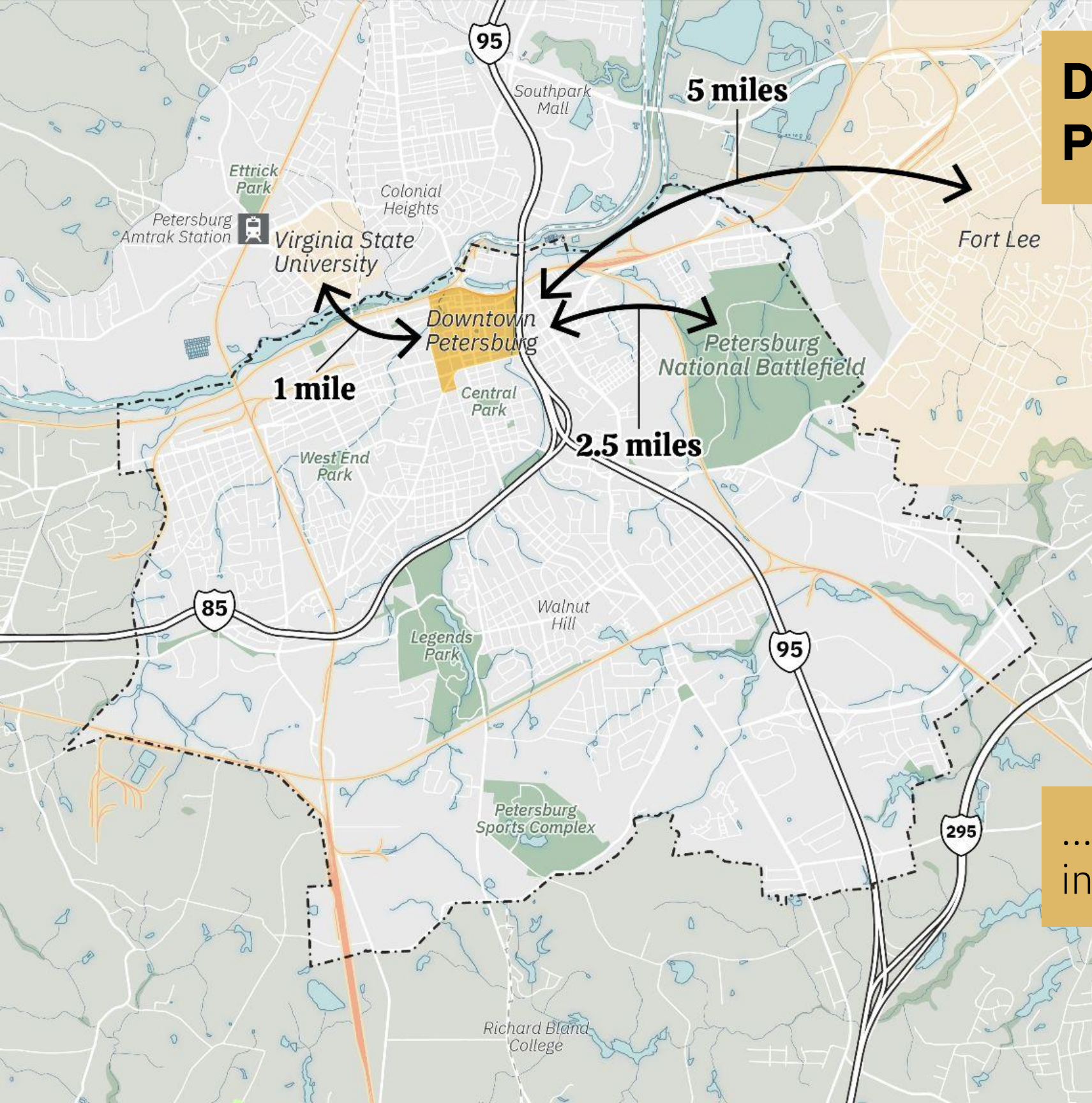


- Study Area Boundary
- Highway
- Rail Line
- Stream
- River
- Park



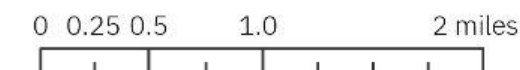


# Downtown is the historic heart of Petersburg...



VSU Student Body: **4,648** (2022)  
Fort Lee Population: **9,874** (2020)

...and is adjacent to major attractions, institutions, and transportation infrastructure.





# Permits - March 2022 to March 2023

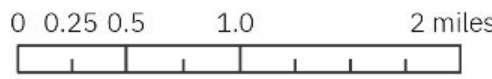
source: City of Petersburg

- Renovation (alteration, renovation, repair)
- New Construction (addition, detached accessory, new construction)

## Scaled Proportionally by Cost of Project

- under \$10K
- \$10K - \$100K
- \$100K - \$500K
- \$500K - \$1M
- \$1M - \$5M
- \$5M+

In Downtown, most of the permit activity has been for building renovations.



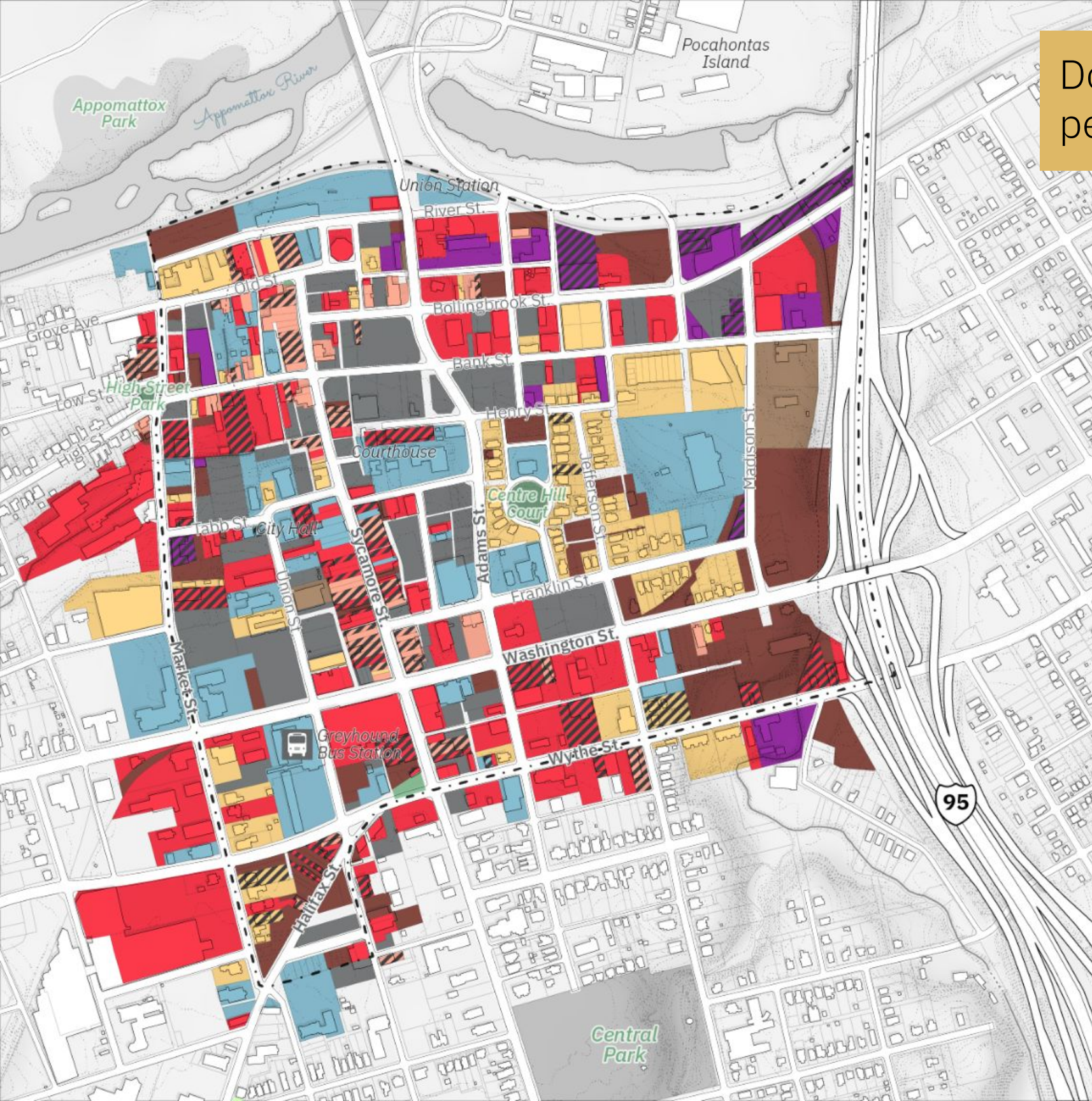


**OLD** buildings are seeing **NEW** uses.

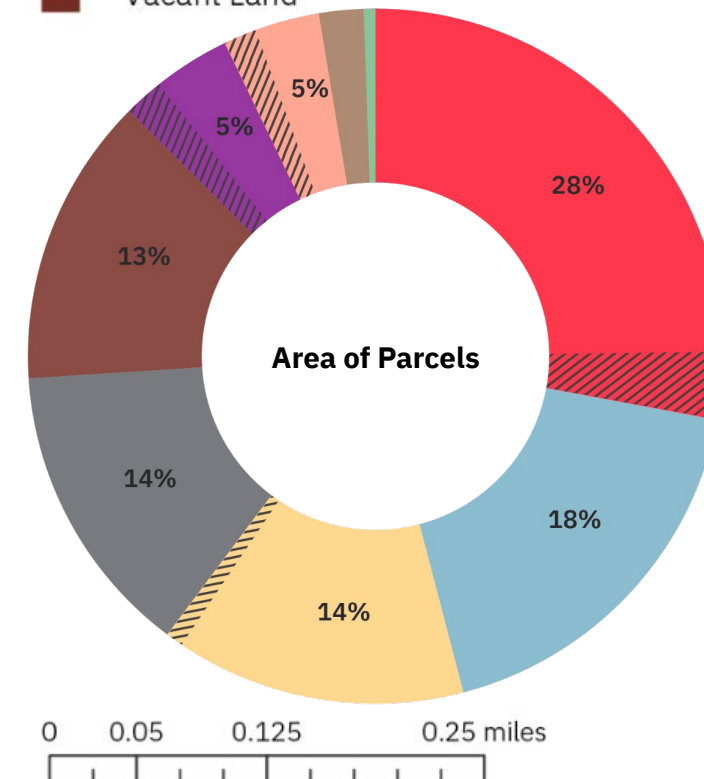




Downtown has a mix of land uses that draw people from a variety of places.



- Residential
- Commercial
- Mixed Use
- Institutional
- Industrial
- Utility
- Park/Open Space
- Parking
- Vacant Building
- Vacant Land



Commercial and Institutional uses make up 50% of Downtown.

Nearly 30% of parcels are vacant or dedicated to surface parking.

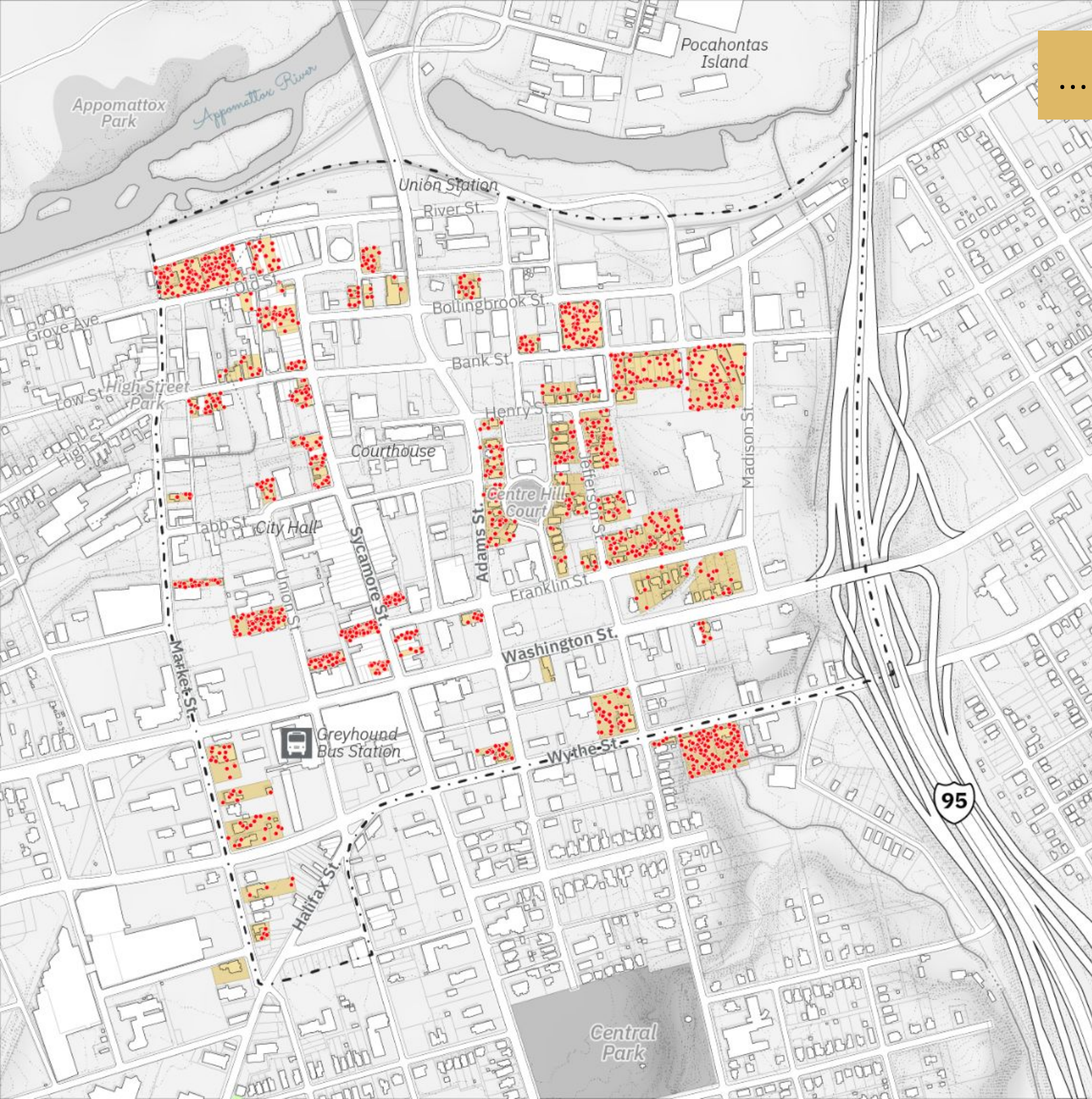


There's a residential population Downtown as well...





... but it is small and scattered.



- Study Area Boundary
- 1 Dot = 1 Person
- Occupied Residential or Mixed-Use Residential Parcels

**Fewer than 2,000 people** live Downtown.

0 0.05 0.125 0.25 miles

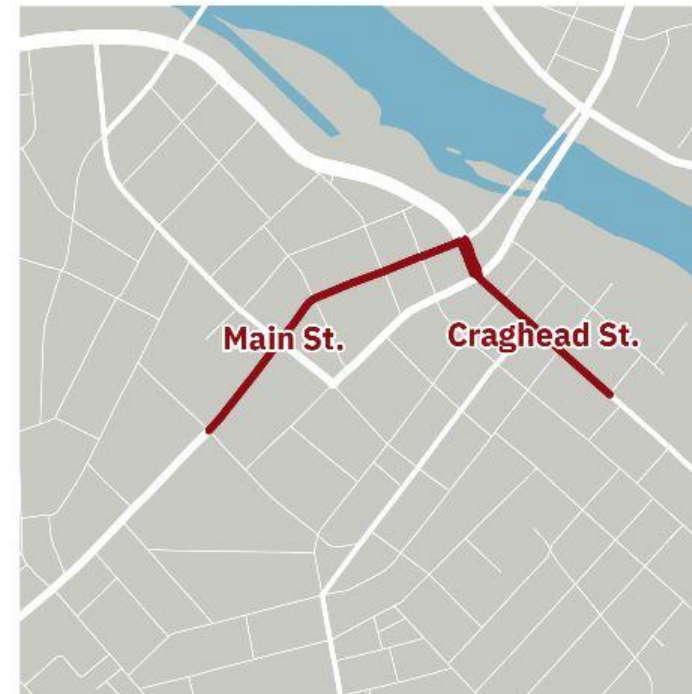


# How Downtown Petersburg compares

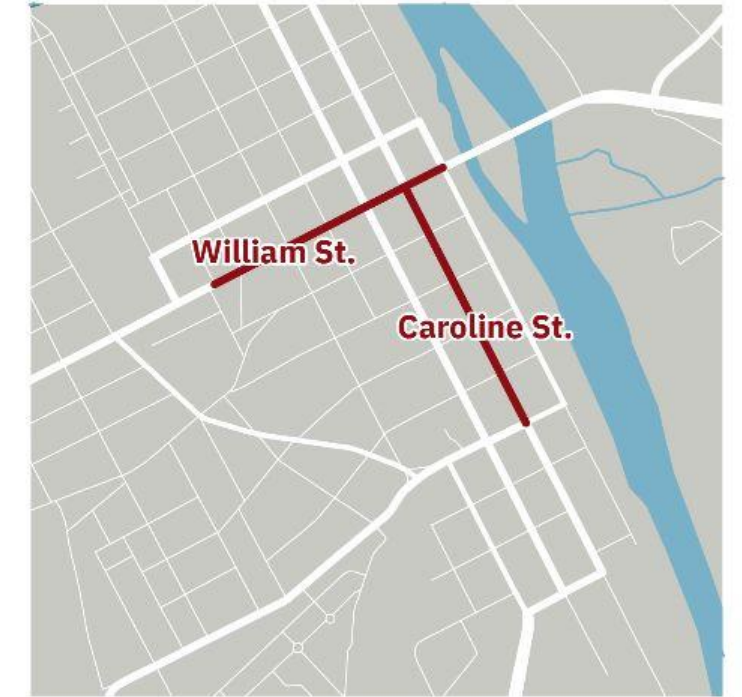
**Charlottesville, VA**



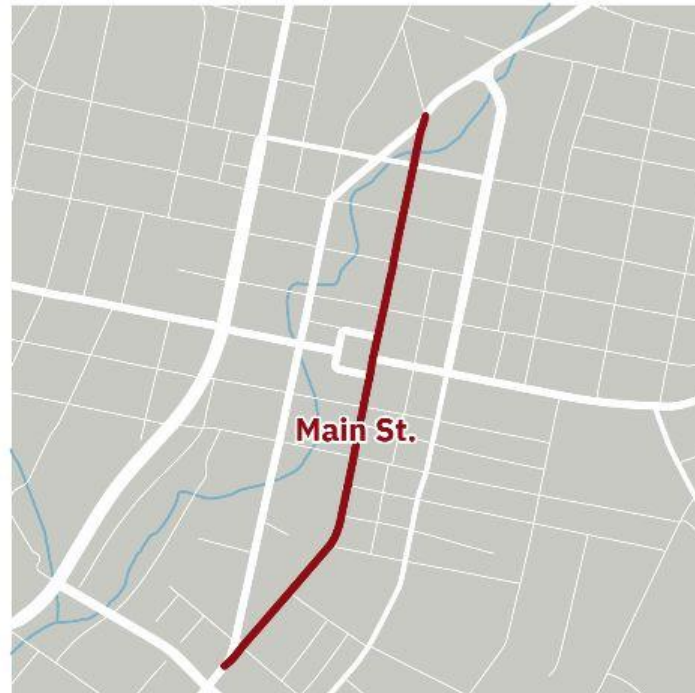
**Danville, VA**



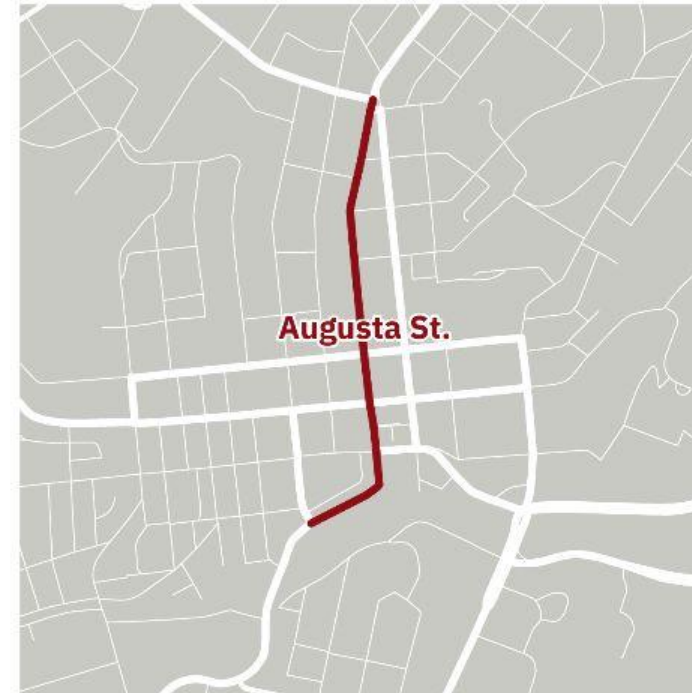
**Fredericksburg, VA**



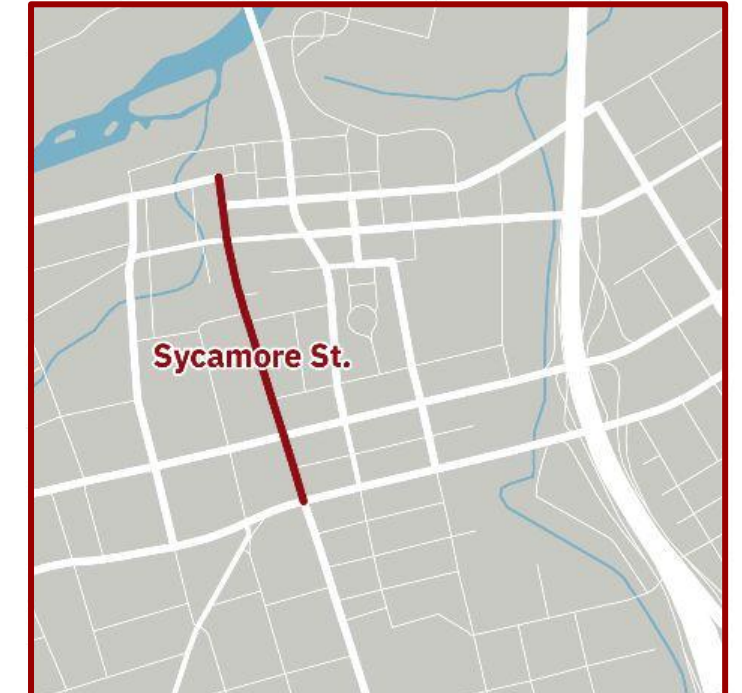
**Harrisonburg, VA**



**Staunton, VA**

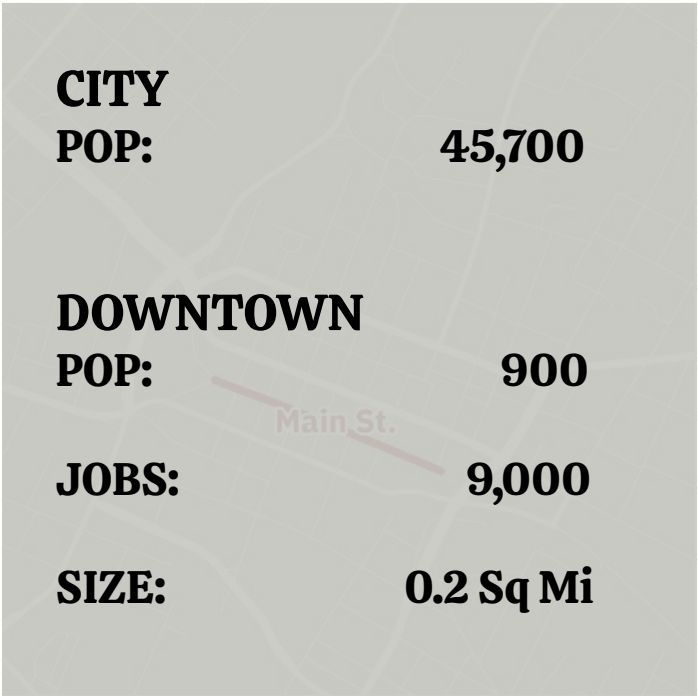


**Petersburg, VA**

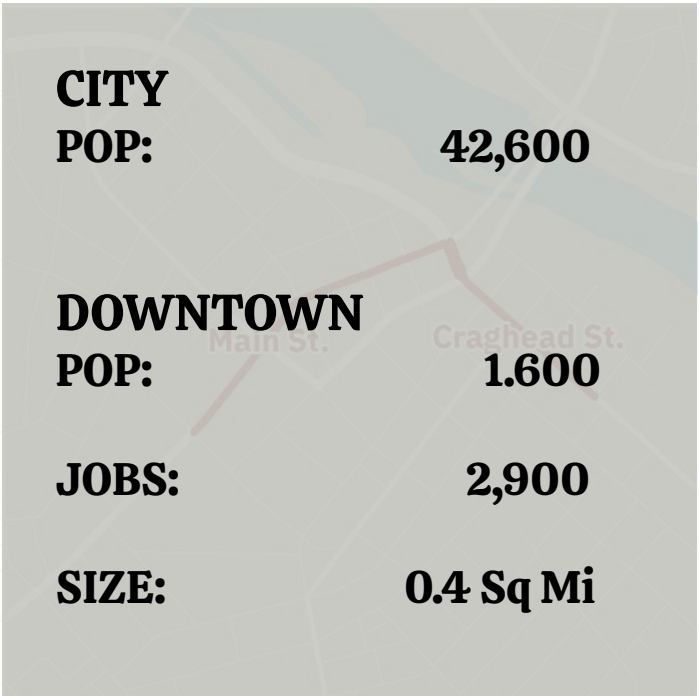


# How Downtown Petersburg compares

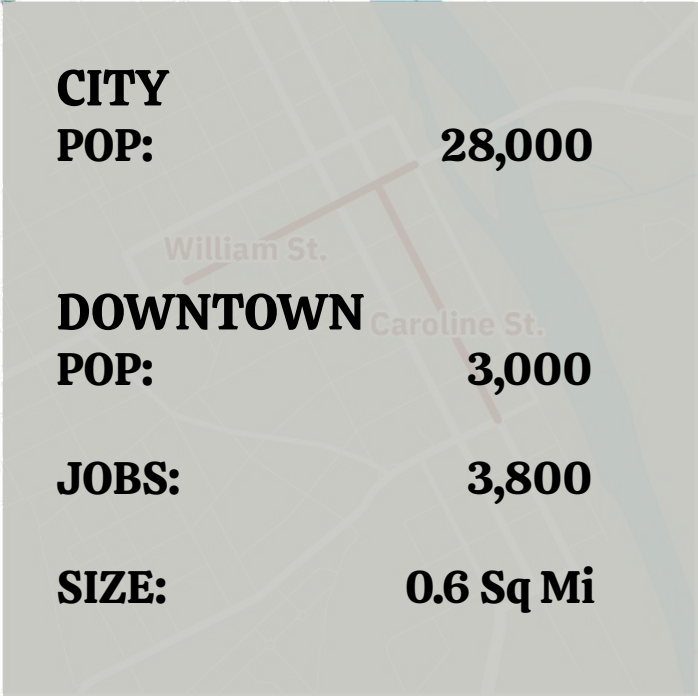
Charlottesville, VA



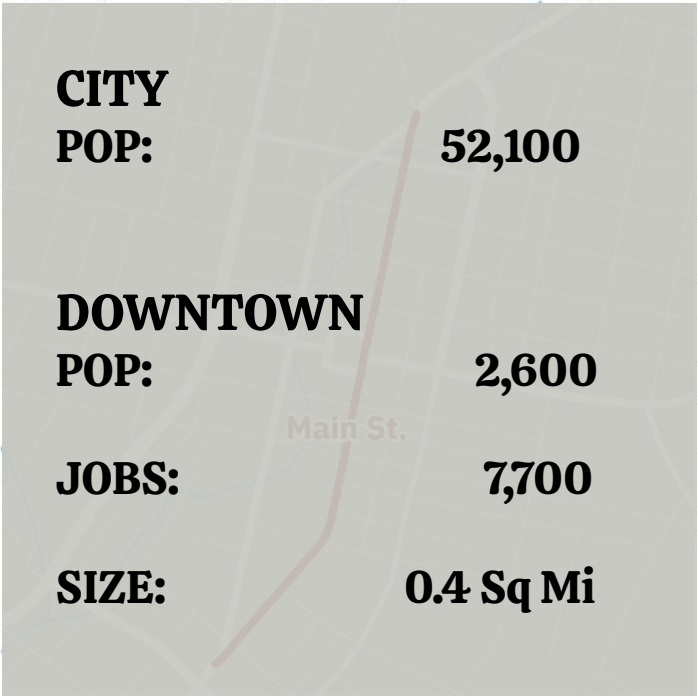
Danville, VA



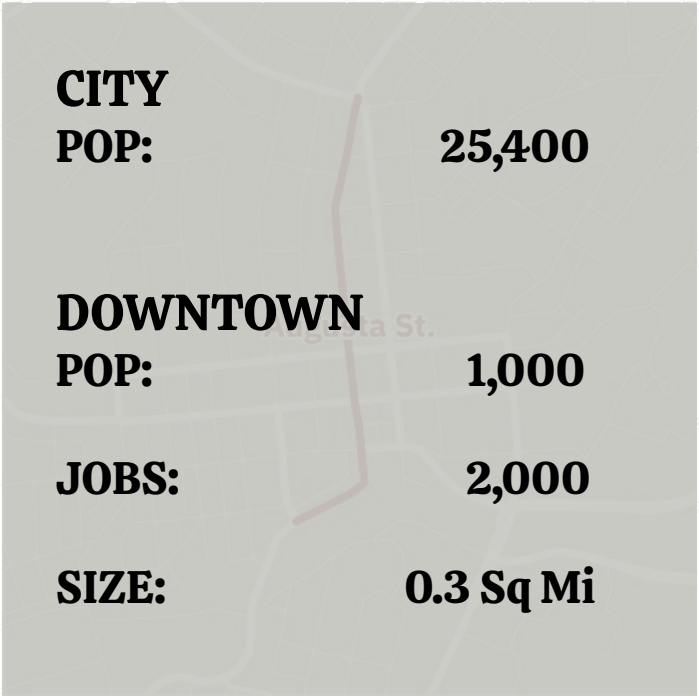
Fredericksburg, VA



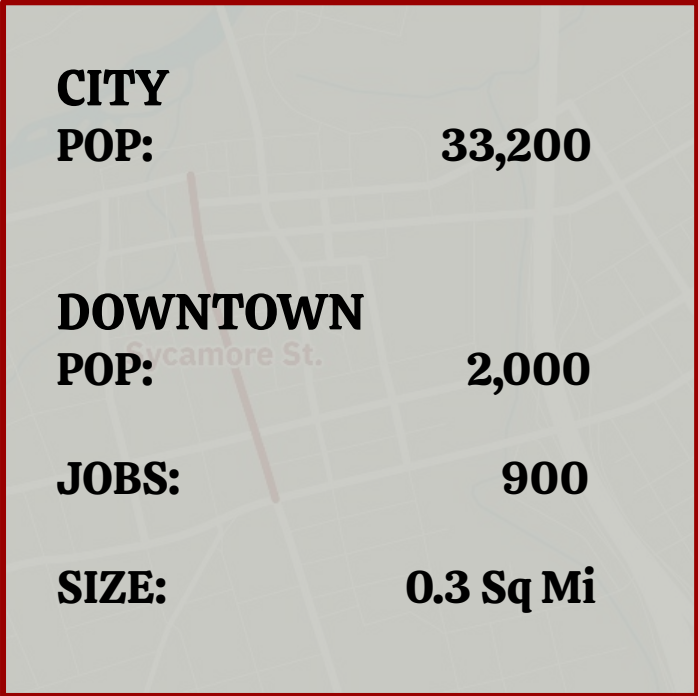
Harrisonburg, VA



Staunton, VA



Petersburg, VA

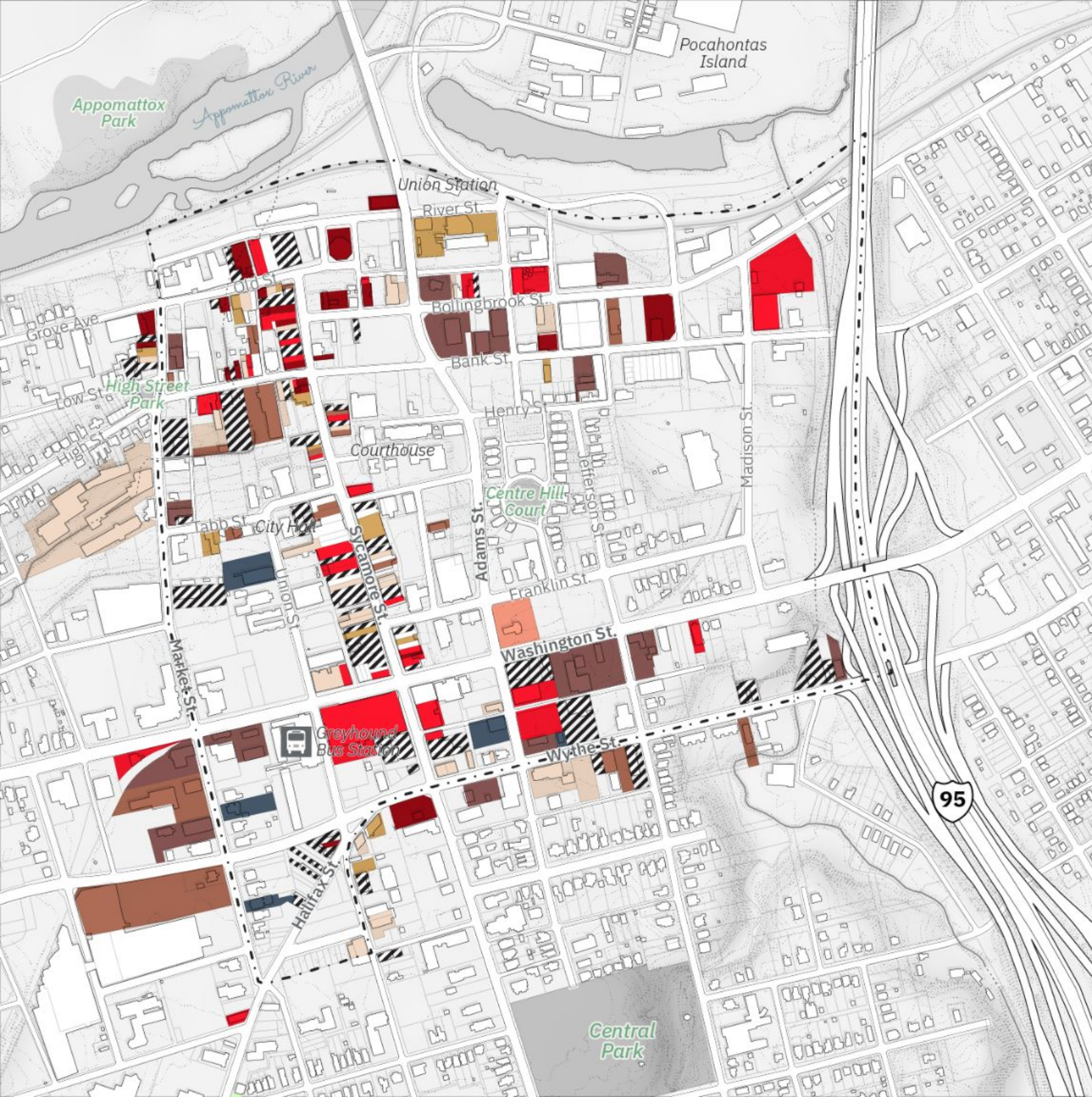




There are great restaurants and stores



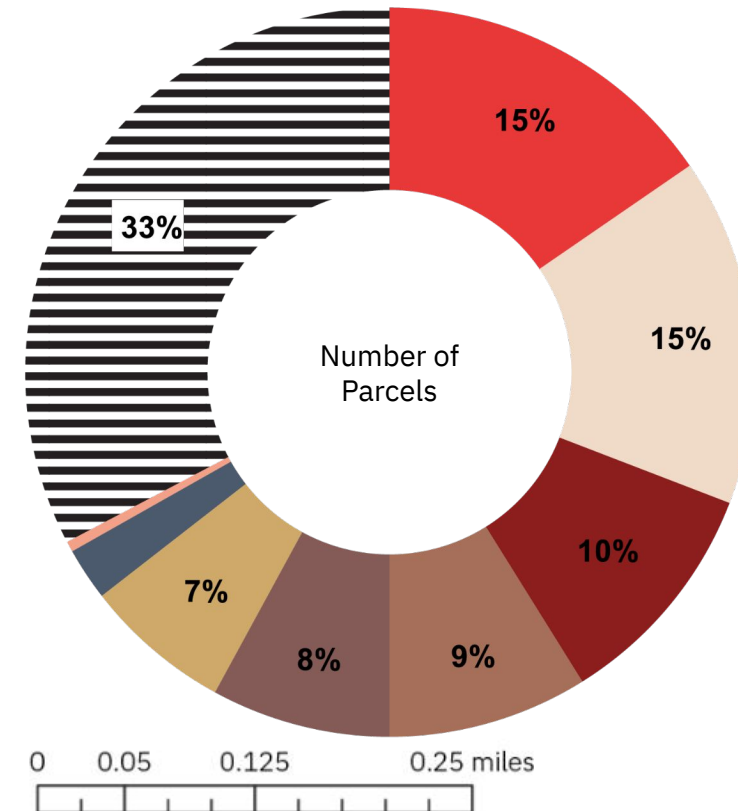




# Commercial Types

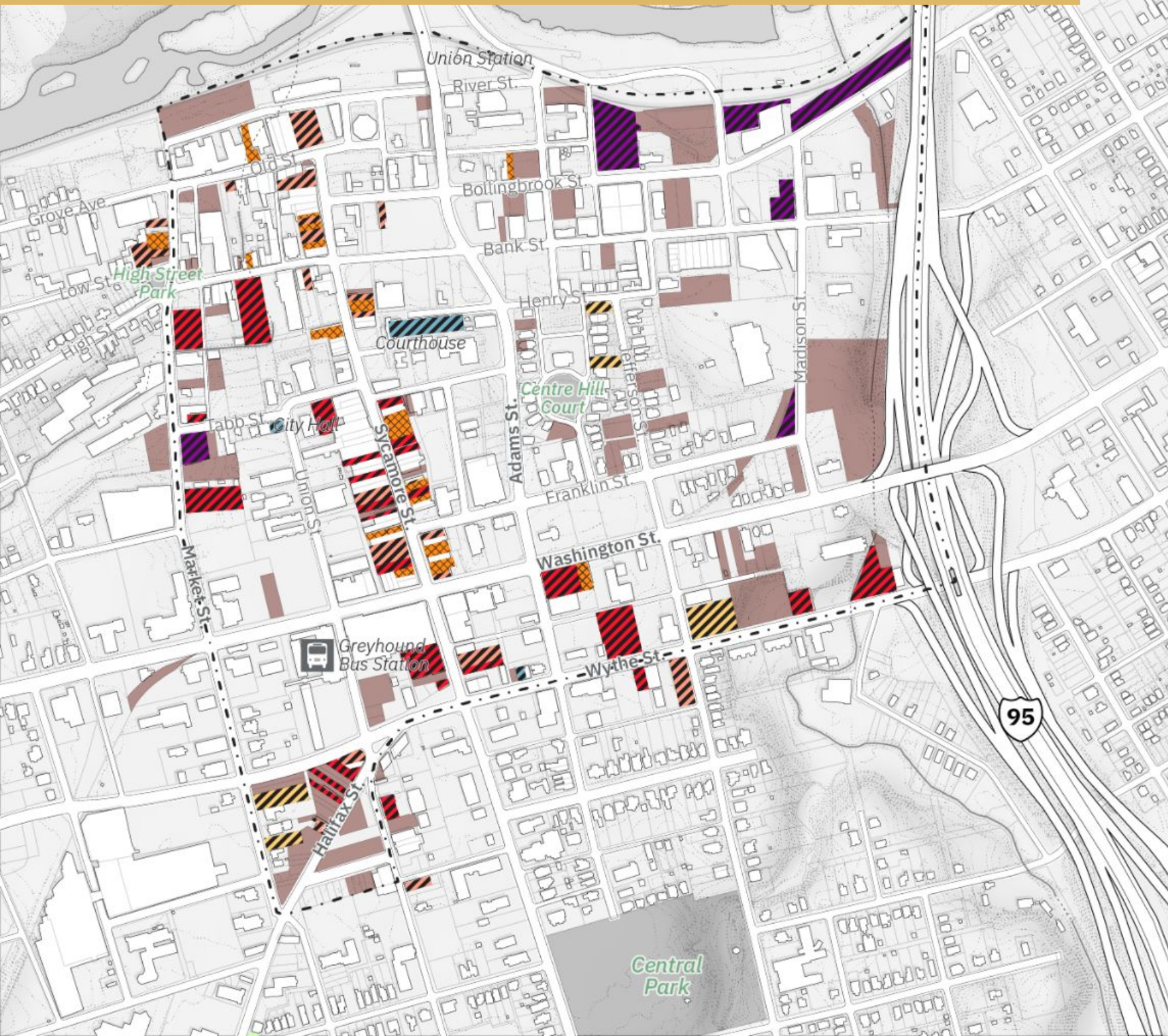
source: Interface Studio field survey

- Bank
- Auto Oriented Business
- Medical
- Office
- Retail
- Restaurant
- Service
- Other
- Vacant Commercial Building





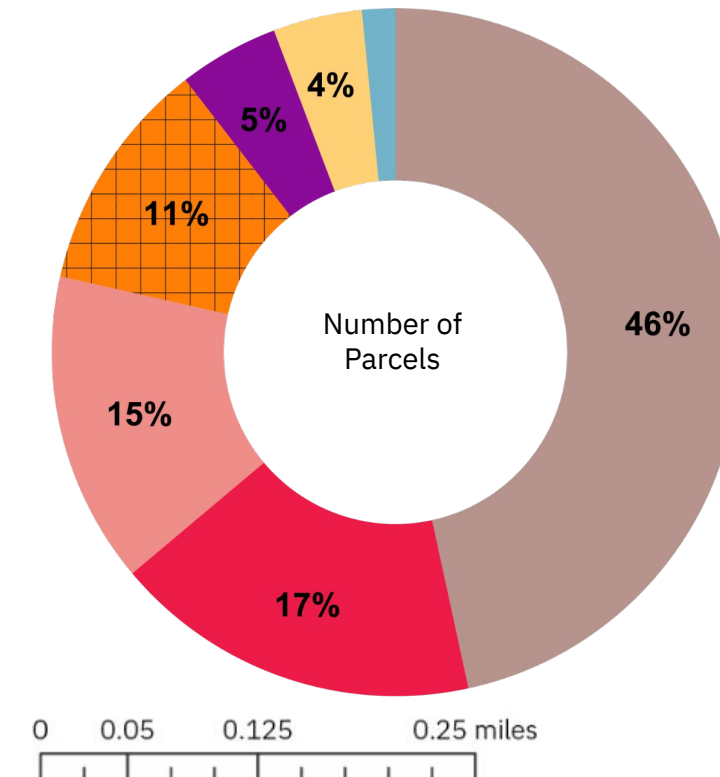
But also a number of vacant buildings



## Vacancy

source: Interface Studio field survey

- Vacant Residential Building
- Vacant Commercial Building
- Vacant Mixed-Use Building
- Vacant Institutional Building
- Vacant Industrial Building
- Partially Vacant Mixed-Use
- Vacant Land





**60%** of developed parcels on Sycamore have a vacant ground floor...



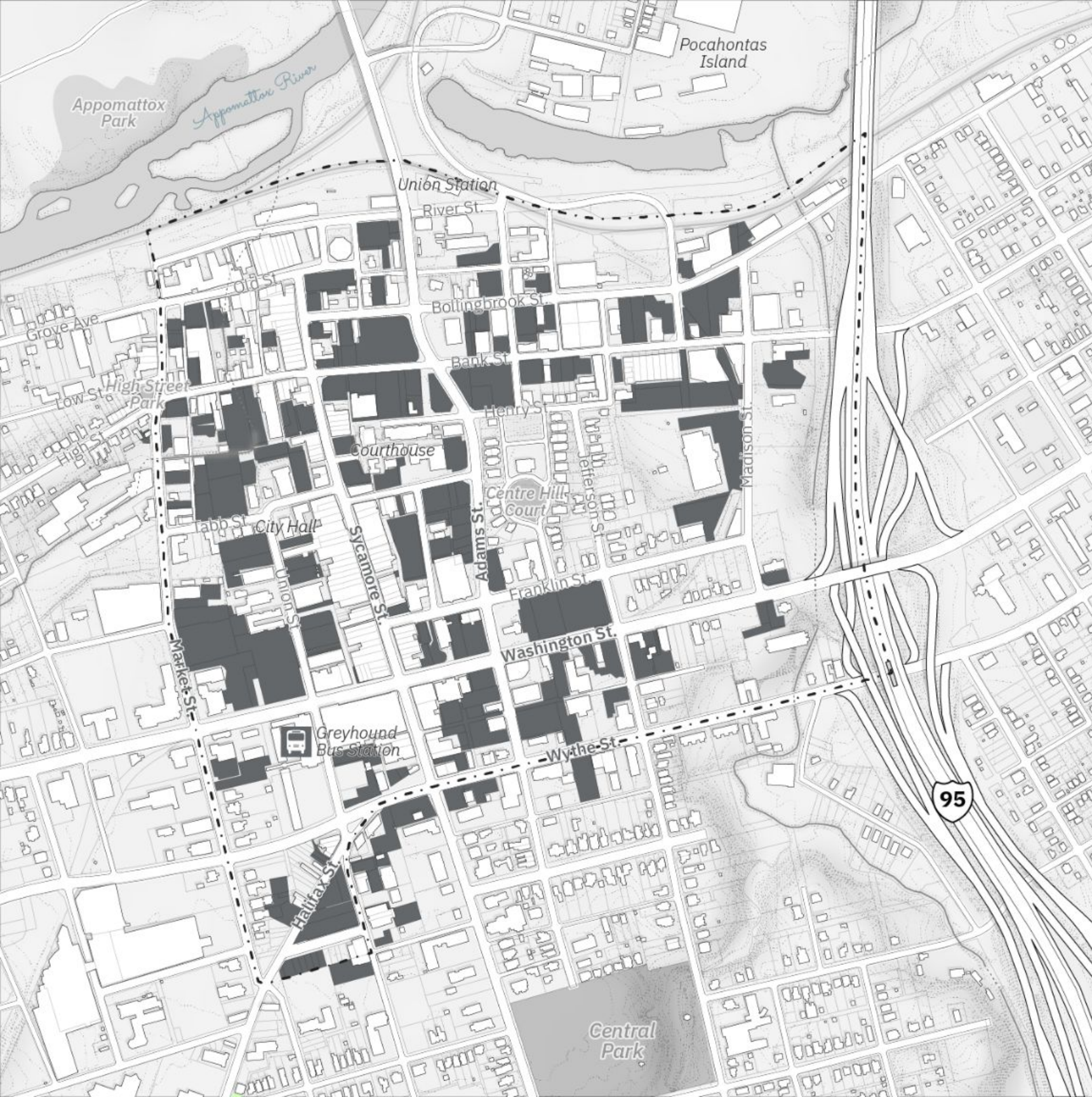
...and many buildings have vacant upper floors too.



Parking lots cover much Downtown...







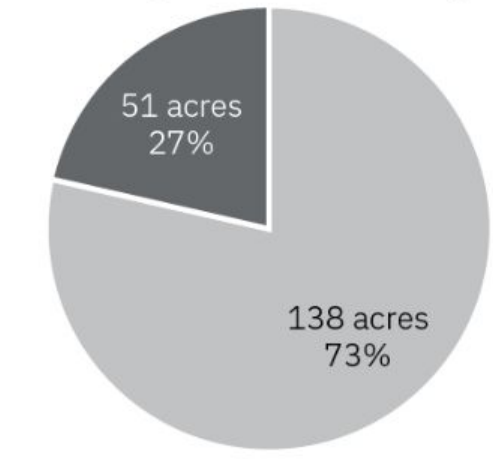
# Surface Parking

source: Interface Studio field survey

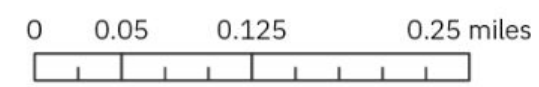
■ Surface Parking

...nearly one-third of  
Downtown, in fact!

Percentage of Area covered by Surface Parking

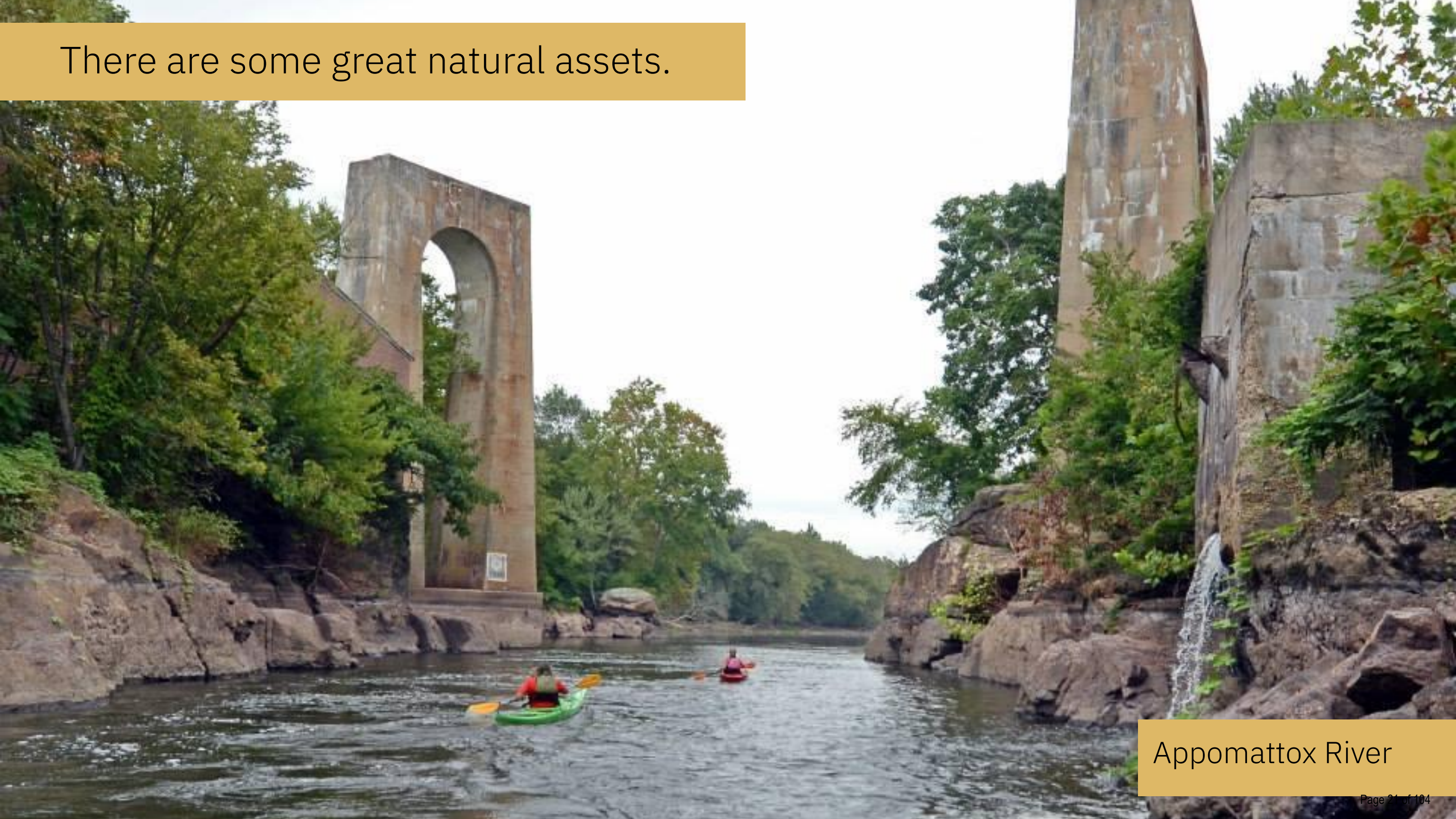


■ Surface Parking  
■ Other Parcel Area





There are some great natural assets.



Appomattox River

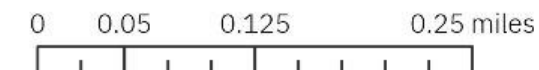


The River can also be a threat to Downtown with recurring flooding.



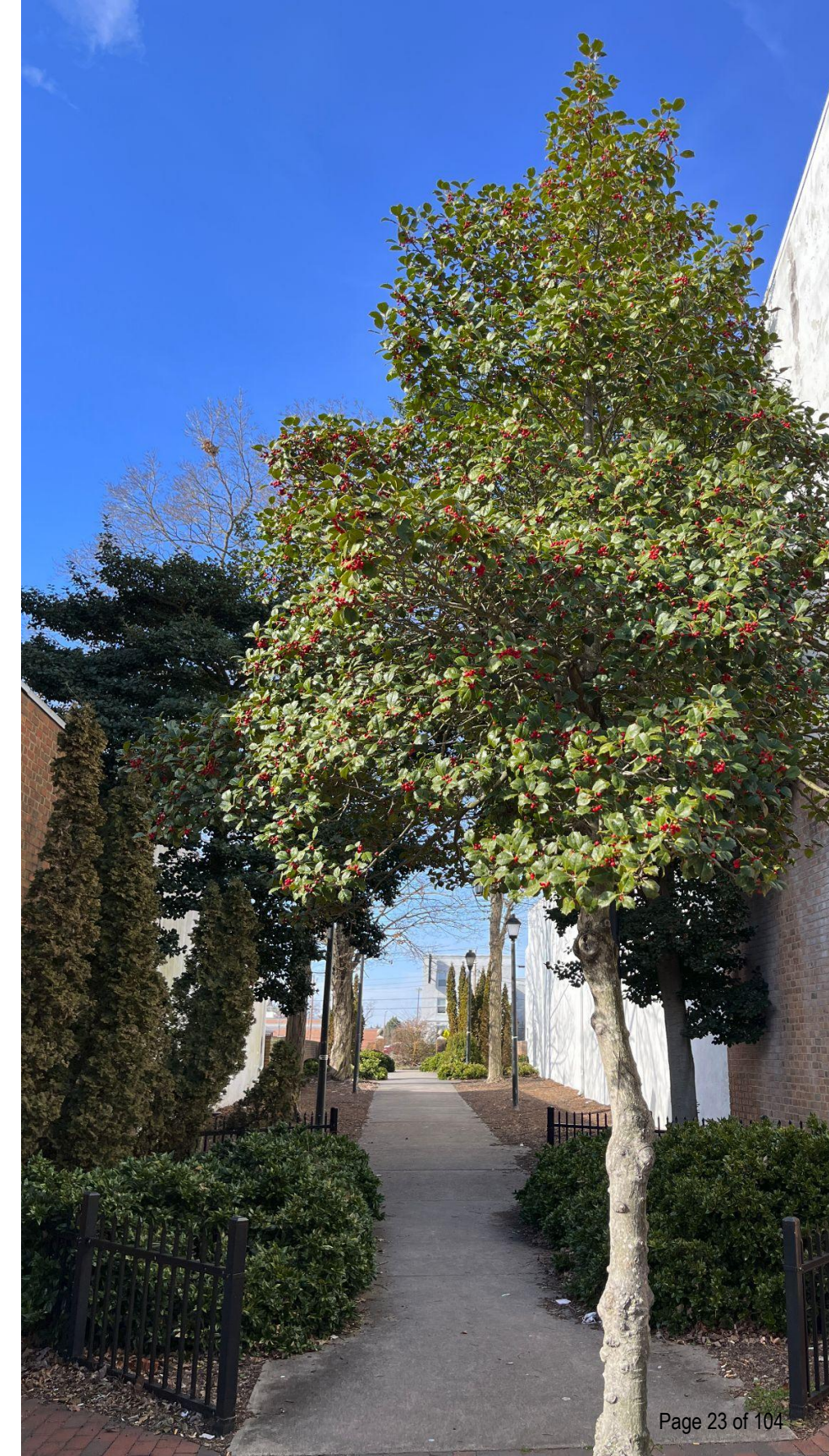
- Stream
- Floodway
- 1% annual chance flood hazard
- 0.2% annual chance flood hazard
- Building touching floodway
- Building touching 1% floodplain
- Building touching 0.2% floodplain

**54** of the **634** Downtown Parcels lie in the floodway



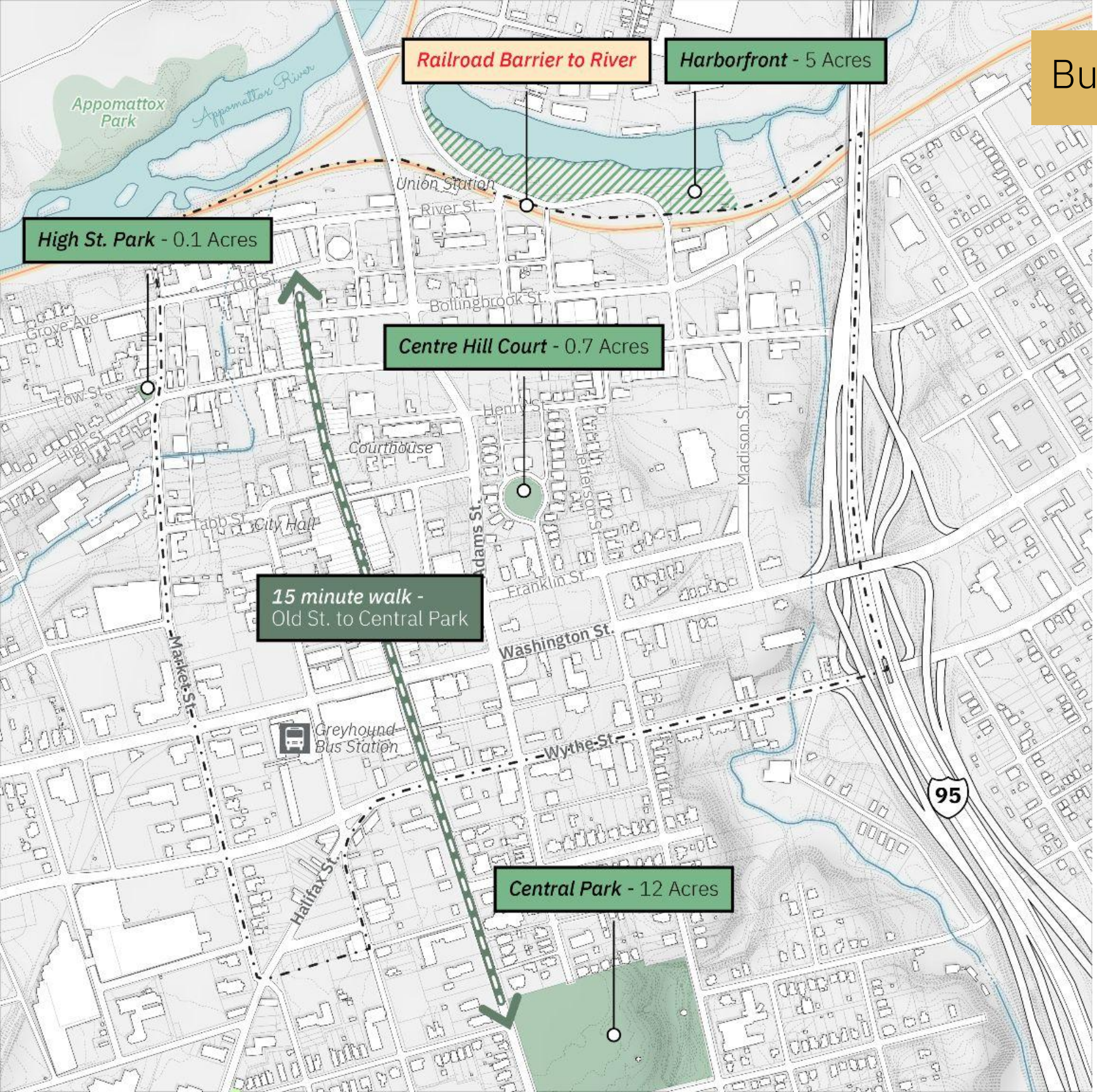


And great hidden places and walkways...

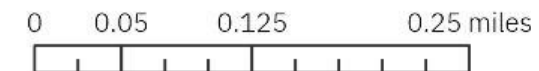




But no central gathering space in Downtown.



- Study Area Boundary
- Highway
- Rail Line
- Stream
- River
- Park





# Next Steps

1. Kick-Off with Downtown Master Plan Advisory Committee  
Wednesday, April 19, 2023
2. Additional Stakeholder Interviews
3. Anticipated Public Event in May



A photograph of a classical building with a tall clock tower, overlaid with the text "THANK YOU!". The building is a two-story structure with a prominent portico supported by white columns. The clock tower rises from the center of the roof, featuring a clock face and a statue on top. The scene is set against a clear blue sky. In the foreground, there are trees, a stone wall, and a paved area with parked cars. The text "THANK YOU!" is written in large, white, serif capital letters across the middle of the image.

# THANK YOU!





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** April 18, 2023  
**TO:** The Honorable Mayor and Members of City Council  
**THROUGH:** March Altman, Jr., City Manager  
**FROM:** Nykesha Lucas  
**RE:** Minutes: (Page 27)  
-April 4, 2023 - Closed Session Meeting

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**PURPOSE:** For informational purposes.

**REASON:** For informational purposes.

**RECOMMENDATION:** Approval of minutes.

**BACKGROUND:** See attached copy of meeting minutes.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 4/18/2023

**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. April 4, 2023 Closed Session Meeting Minutes



The Closed Session Meeting of the Petersburg City Council was held on Tuesday, April 4, 2023, at the Petersburg Public Library. Mayor Parham called the Closed Session Meeting to order at 2:40 p.m.

**1. ROLL CALL:**

Present:

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

Absent: Council Member Marlow Jones (absent during roll call)

Present from City Administration:

Clerk of Council Nykesha D. Lucas  
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) 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 a specific public officer of the City of Petersburg; and under §2.2-3711(A)(29) of the Code of Virginia for the purpose of discussion regarding the subject matter of a public contract involving the expenditure of funds and terms or scope of such contract where discussion in an open session would adversely affect the bargaining or negotiating strategy of the public body, specifically including but not limited to the discussion of the award and terms of public contract. under §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 matters requiring the legal advice of the City Attorney.

Council Member Myers made a motion that the City Council go into closed session for the purposes noted. Council Member Smith-Lee seconded the motion. There was no discussion on the motion, which was approved on roll call vote.

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

The City Council entered closed session at 2:42 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 so state prior to the vote indicating the substance for departure in which he



believes has occurred. This requires a roll call vote Mayor.”

Vice Mayor Hill made a motion to return City Council into open session and certify the purposes of the closed session. Council Member Myers 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, Smith-Lee, Myers, Westbrook, Hill, and Parham

**23-R-29 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.**

The City Council returned to open session at 5:48 p.m.

Mayor Parham stated, “Next, I would entertain a motion to add a motion to approve the healthcare proposal for Local Choice FY24 to tonight’s agenda.”

Vice Mayor Hill made a motion to add a motion to approve the healthcare proposal for Local Choice FY24 to tonight’s agenda. 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, Smith-Lee, Myers, Westbrook, Hill, and Parham

Mayor Parham stated, “Next, I will entertain a motion to approve the healthcare proposal for Local Choice for FY24.”

Council Member Smith-Lee made a motion to approve the healthcare proposal for Local Choice for FY24. Council Member Westbrook 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, Smith-Lee, Myers, Westbrook, Hill, and Parham

Mayor Parham stated, “Next, we will entertain a motion to add the MOU pertaining to the execution of the MOU for the Petersburg Cavaliers to tonight’s agenda.”

Vice Mayor Hill made a motion to add the MOU pertaining to execute the MOU for the Petersburg Cavaliers to tonight’s agenda. 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, Smith-Lee, Myers, Westbrook, Hill, and Parham

Mayor Parham stated, “Next, I will entertain a motion to authorize the City Manager to execute the MOU with the Petersburg Cavaliers.”

Council Member Westbrook made a motion to approve the motion to authorize the City Manager to execute the MOU with the Petersburg Cavaliers. Vice Mayor Hill 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, Smith-Lee, Myers, Westbrook, Hill, and Parham

### **3. ADJOURNMENT:**

City Council adjourned at 5:51 p.m.



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

APPROVED:

\_\_\_\_\_  
Mayor

DRAFT





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** April 18, 2023

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

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

**FROM:** Joanne Williams

**RE:** A request to schedule a public hearing on the consideration of an appropriation ordinance for grants for Poor Creek Service Area, South Central Wastewater Treatment Plant, Lock's Watermain, & Emergency Public Safety Communications System, Virginia Tourism Corporation Marketing at the May 16, 2023, regular city council meeting. (Page 31)

**PURPOSE:** To appropriate the following grants for Poor Creek Service Area upgrades:

Environmental Protection Agency (EPA): \$2,432,000

Build Back Better Economic Development Authority (BBBEDA): \$7,468,487

Virginia Department of Environmental Quality & Virginia Department of Health (DEQ/ VDH): \$29,551,500

Poor Creek Total: \$39,451,987

To appropriate the following grant for Lock's Watermain upgrades:

Department of Housing & Urban Development (HUD): \$3,581,531 Lock's Watermain Total: \$3,581,531

To appropriate the following grant for South Central Wastewater Treatment Plant upgrades:

Virginia Department of Environmental Quality (DEQ) Enhanced Nutrient Removal Certainty (ENRCPP)

Program: \$19,290,000

South Central Total: \$19,290,000

To appropriate the following grant for Emergency Public Safety Communications System upgrades:

Department of Justice COPS grant: \$3,203,026

Emergency Public Safety Communications Total: \$3,203,026

To appropriate the following grant for Tourism Marketing: Virginia Tourism Corporation (VTC) grant:

\$60,000 Virginia Tourism Corporation Marketing Total: \$60,000

Total Amount of Grants for Approval: \$65,586,544

**REASON:** These are the funds awarded to the City of Petersburg and issued by the following agencies:

Environmental Protection Agency (EPA)

Build Back Better Economic Development Authority (BBBEDA)

Virginia Department of Environmental Quality (DEQ)



Virginia Department of Health (VDH)  
Department of Housing & Urban Development (HUD)  
Department of Justice (DOJ)  
Virginia Tourism Corporation (VTC)

**RECOMMENDATION:** Recommend that Council approve the appropriation ordinance for grants as stated above in the total amount of **\$65,586,544**.

**BACKGROUND:** The City of Petersburg has been awarded grants from federal and state agencies for the various projects described above in the total amount of \$65,586,544.

**COST TO CITY:** There is no monetary cost of the City. These are reimbursement grants.

**BUDGETED ITEM:** These items are not a part of the adopted FY23 budget.

**REVENUE TO CITY:** These items are no a part of the adopted FY23 budget.

**CITY COUNCIL HEARING DATE:** 5/16/2023

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

**AFFECTED AGENCIES:** City of Petersburg

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

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

**ATTACHMENTS:**

1. Ordinance Poor Creek



**AN ORDINANCE, AS AMENDED, SAID ORDINANCE  
MAKING APPROPRIATIONS FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2022, AND ENDING JUNE 30, 2023  
FOR THE GRANTS FUND.**

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BE IT ORDAINED by the City Council of the City of Petersburg, Virginia:

I. That appropriations for the fiscal year commencing July 1, 2022, in the Grants Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2023.

|  |                            |
|--|----------------------------|
| <b>Previously adopted</b>  | <b>\$0.00</b>              |
| <b>ADD:</b> Poor Creek, South Central Wastewater, Lock's Watermain,<br>Emergency Public Safety and Tourism Marketing grants: | <b><u>\$65,586,544</u></b> |
| <b>Total Revenues</b>  | <b>\$65,586,544</b>        |

II. That there shall be appropriated from the resources and revenues of the City of Petersburg for the fiscal year commencing July 1, 2022, and ending June 30, 2023, the following sums for the purposes mentioned:

|   |                            |
|---|----------------------------|
| <b>Previously adopted</b>               | <b>\$0.00</b>              |
| <b>ADD:</b> Other Operating Grant Funds | <b><u>\$65,586,544</u></b> |
| <b>Total Expenses</b>                   | <b>\$65,586,544</b>        |





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** April 18, 2023

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

**THROUGH:** March Altman, Jr., City Manager  
Tangela Innis, Deputy City Manager  
Brian Moore, Director of Economic Development

**FROM:** Reginald Tabor

**RE:** **Consideration of an ordinance to amend and re-adopt the City Code Chapter 98 - Streets, Sidewalks and Other Public Places, to include Section 98-25 - Bollards for Historic Properties. (Page 34)**

**PURPOSE:** To consider an ordinance to amend and re-adopt the City Code Chapter 98 - Streets, Sidewalks and Other Public Places, to include Section 98-25 - Bollards for Historic Properties.

**REASON:** To comply with laws and procedures for amending the City Code.

**RECOMMENDATION:** It is recommended that the City Council adopts the ordinance amending the City Code of Ordinances Chapter 98 - Streets, Sidewalks and Other Public Places to add Section 98-25 as written in Exhibit A.

**BACKGROUND:** The City Council previously considered an ordinance to amend the City Code to add provisions that permit and regulate the installation of bollards in local historic districts to protect historic assets including historic fencing. Following deliberations, the City Council directed the City Manager and City Staff to review the ordinance and provide any revisions and recommendations.

Properties located within local historic districts in the City include historic elements that are irreplaceable. Such historic elements and pedestrians are threatened by motor vehicle drivers who may crash into them, causing damage and/or injury. Owners of historic properties have indicated that they would be willing to contribute the cost of bollards for protection of their properties if the City were willing to allow installation of the bollards within the public right of way.

Bollards can be decorative, protective or both. Decorative Bollards would provide no crash protection and would primarily serve an aesthetic purpose and visual cue for drivers further distinguishing the roadway from the pedestrian way. Protective Bollards would provide crash protection, which can be increased based on the speed of vehicles along the roadway. Bollards to protect from speeding vehicles increase in cost as the speed protection rating increases, as the cost of a bollard to protect from autos traveling at 35 mph would be higher in cost than those providing protection from autos traveling at 25 mph. Often, Protective Bollards are installed



without decoration, however, they can be purchased with decorative coverings. Because the bollards would be located within Historic Districts, they would also need to be decorative so as not to detract from the City's historic assets they are protecting.

The ordinance considered would amend the City of Petersburg Code of Ordinances, Chapter 98 - Streets, Sidewalks and Other Public Places, Article I. - In General, to add Section 98-25, to include the following provisions:

1. Within historic districts, at the request and expense of a property owner, and upon a showing of good cause, the City will install stout bollards within the City's right of way to protect Historic Landmarks, Resources and elements that may include the cast-iron fences, granite corner fence posts, buildings, and the property on which they are located, provided the bollards do not unduly interfere with pedestrian or vehicular traffic.
2. The property owner shall obtain a Certificate of Appropriateness (COA) from the Architectural Review Board prior to the approval of the installation of the requested bollards.
3. The location of such bollards shall be determined at the sole discretion of the City, with consideration including but not limited to adequate right of way to accommodate Pedestrians, to accommodate access for Emergency Vehicles, to accommodate signal infrastructure, to accommodate utilities, to accommodate requirements of Americans With Disabilities Act (ADA) requirements, and spacing between bollards to allow for pedestrian and wheelchair access.
4. The cost of such bollards and associated equipment shall be determined at the sole discretion of the City in accordance with all applicable legal requirements and payments by a property owner shall be considered a donation to the City accepted by Council upon receipt of the funds by the City.
5. Costs associated with the repair, maintenance, replacement or removal of installed bollards as required, will be paid by the property owner through an additional donation.
6. The bollards and associated equipment shall be deemed City property in all respects.
7. This process shall be managed by an Administrative Procedure developed by the City Manager.
8. Citizens wishing to participate in this program shall submit their request to the City Manager or his designee in writing, identifying the location where such bollards are being requested.
9. Where possible, bollard installations should be combined with other traffic safety measures to enhance safety, reduce speeding and protect people and property.
10. Bollards should be included in City-wide plans to enhance traffic safety.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 4/18/2023

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

**AFFECTED AGENCIES:** Department of Public Works, Department of Economic Development, Planning and Community Development

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** City Code Article 98.

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

**ATTACHMENTS:**

1. 0321\_2023OrdinanceBollards







AN ORDINANCE TO AMEND AND RE-ADOPT THE CITY CODE TO INCLUDE  
CHAPTER 98 - STREETS, SIDEWALKS AND OTHER PUBLIC PLACES, ARTICLE I. - IN  
GENERAL, SECTION 98-25 – BOLLARDS FOR HISTORIC PROPERTIES

WHEREAS, properties located within the local historic districts in the City include historic elements that are irreplaceable; and

WHEREAS, such historic elements and pedestrians are threatened by motor vehicle drivers who may crash into them causing damage; and

WHEREAS, owners of these historic properties have indicated that they would be willing to contribute the cost of bollards for protection of their properties if the City were willing to allow installation in the public right of way; and

WHEREAS, City Council believes that such a program is in the best interests of the City; and

WHEREAS, such a program is herein described and proposed as Section 98-5 of the City Code.

NOW therefore be it ORDAINED that Chapter 98 - Streets, Sidewalks and Other Public Places, Article I. - In General, Section 98-25 of the City Code is hereby amended to include the following:

Sec. 98-25 – Bollards for Historic Properties

1. Within historic districts, at the request and expense of a property owner, and upon a showing of good cause, the City will install stout bollards within the City's right of way to protect Historic Landmarks, Resources and elements that may include the cast-iron fences, granite corner fence posts, buildings, and the property on which they are located, provided the bollards do not unduly interfere with pedestrian or vehicular traffic.
2. The property owner shall obtain a Certificate of Appropriateness (COA) from the Architectural Review Board prior to the approval of the installation of the requested bollards.
3. The location of such bollards shall be determined at the sole discretion of the City, with consideration including but not limited to adequate right of way to accommodate Pedestrians, adequate right of way to accommodate access for Emergency Vehicles and spacing between bollards to allow for pedestrian and wheelchair access.-
4. The cost of such bollards and associated equipment shall be determined at the sole discretion of the City in accordance with all applicable legal requirements and payments by a property owner shall be considered a donation to the City accepted by Council upon receipt of the funds by the City.
- 4.5. Costs associated with the repair, maintenance, replacement or removal of installed bollards as required, will be paid by the property owner.
- 5.6. The bollards and associated equipment shall be deemed City property in all respects.



~~6.7.~~ This process shall be managed by an Administrative Procedure developed by the City Manager.

8. Citizens wishing to participate in this program shall submit their request to the City Manager or his designee in writing, identifying the location where such bollards are being requested.

9. Where possible, bollard installations should be combined with other traffic safety measures to enhance safety, reduce speeding and protect people and property.

~~7.10.~~ Bollards should be included in City-wide plans to enhance traffic safety.





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** April 18, 2023

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

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

**FROM:** Brian Moore

**RE:** **Consideration of a Resolution Approving the Development Agreement for Development Of 703 Bank Street, 716 Wythe Street, and 801 Bank Street, Petersburg, Virginia Between The City Of Petersburg and New Light, LLC. (Page 39)**

**PURPOSE:** To provide City Council with the details of the Development Agreement for 703 Bank Street, 716 Wythe Street, and 801 Bank Street

**REASON:** This action is necessary to facilitate the process to sell City-owned property at 703 Bank Street, 716 Wythe Street, and 801 Bank Street.

**RECOMMENDATION:** Staff recommend City Council makes a motion to approve the development agreement by resolution.

**BACKGROUND:** The City of Petersburg City Council approved an Ordinance authorizing the City Manager to execute documents related to the sale of city-owned property located at 703 Bank Street, 716 Wythe Street, and 801 Bank Street on February 21, 2023. Following a due diligence period, a Development Agreement has been drafted that requires, in consideration of the City's conveyance of the Property to New Light, LLC shall perform the redevelopment of the Property strictly in compliance with the project summary documents and in accordance with the terms in the Agreement.

The Development Agreement shall be referenced as set forth fully in the deed of conveyance of the Property from the City to New Light, LLC. The deed shall include provisions for the reverter described in the Development Agreement.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** Revenue from the sale of property and associated fees and taxes

**CITY COUNCIL HEARING DATE:** 4/18/2023



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

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

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

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

**ATTACHMENTS:**

1. DevAgreementResolution
2. Development Agreement
3. Development Plan 703 W Bank St, 716 Wythe St & 801 Bank St - New Light LLC (1)
4. Development Agreement Presentation



**A Resolution Approving the Development Agreement for Development Of 703 Bank Street, 716 Wythe Street, and 801 Bank Street, Petersburg Virginia Between the City Of Petersburg and New Light, LLC**

WHEREAS, The City of Petersburg City Council approved an Ordinance authorizing the City Manager to execute documents related to the sale of city-owned property located at 703 Bank Street, 716 Wythe Street, and 801 Bank Street February 21, 2023; and

WHEREAS, following a due diligence period, a Development Agreement has been drafted that requires, in consideration of the City's conveyance of the Property to New Light, LLC shall perform the redevelopment of the Property strictly in compliance with the project summary documents and in accordance with the terms in the Agreement; and

WHEREAS, the deed shall include provisions for the reverter described in the Development Agreement.

NOW therefore be it RESOLVED that the City Council of the City of Petersburg hereby approve the Development Agreement between the City of Petersburg and New Light, LLC; and

Be it further resolved, the City Manager and City Attorney are hereby directed to take all necessary action to facilitate the sale of the subject property consistent with the terms described in the Purchase and Development Agreements.



**DEVELOPMENT AGREEMENT FOR THE DEVELOPMENT OF VACANT  
PROPERTY AT 703 BANK STREET, 801 BANK STREET, AND 716 WYTHE  
STREET PETERSBURG, VIRGINIA 23803 AS RESIDENTIAL DEVELOPMENT**

On this 18th day of April 2023 came the parties, New Light, LLC ("Purchaser"), and the City of Petersburg, VA, a municipal corporation formed and operating under the laws of the Commonwealth of Virginia ("the City"), hereinafter collectively referred to as "the Parties," and did enter into this Development Agreement for the development of vacant property 703 Bank Street; Tax Map Number 012050017; 716 Wythe Street; 801 Bank Street, Tax Map Number 012070031, Petersburg, Virginia 23803 as residential development ("the Agreement") to wit:

**RECITALS**

The Purchaser has presented to Petersburg City Council and the City's Administration "project summary documents" herein attached as (Exhibit A) outlining specific information regarding the project that is the subject of this Agreement, and which documents are hereby incorporated into this Agreement as if set forth fully herein.

The project summary documents describe the intentions of The Purchaser with regard to the purchase and renovate 703 Bank Street as a single family dwelling and rent at market rate; purchase and develop 716 Wythe Street as a 1200-1600 square foot single family dwelling square feet residential dwelling with three bedroom and two bathrooms to sale at market rate; purchase and develop 801 Bank Street as a 1200-1600 square foot single family dwelling square feet residential dwelling with three bedroom and two bathrooms to sale at market rate ("the Property"). The requirements of the project summary documents are deemed by the Parties to supplement but not supplant all requirements described in this Agreement and shall be binding upon The Purchaser with regard to the development of the property.

Upon presentation of these documents to the City by The Purchaser, Petersburg City Council did authorize the sale of the Property to The Purchaser contingent upon the execution of this Development Agreement which shall be referenced in the recorded deed for the property and include a reverter requirement for noncompliance with the terms described herein.

**AGREEMENT**

In consideration of the City's conveyance of the Property to The Purchaser, The Purchaser shall perform the development or the Property strictly in compliance with the project summary documents and in accordance with the following terms:



- A. The Purchaser shall be solely responsible for the development of the Property in accordance with the project summary documents, and shall comply with all Code, Zoning, and other legal requirements associated with the development.
- B. The Purchaser shall be solely responsible for obtaining all applicable permits and inspections required for the development.
- C. The City makes no representations or warranties regarding the property or its development and shall be responsible only for conveyance of the Property as described herein, which is conveyed in "as is" condition with no warranties of title or condition.
- D. The period of time described in the project summary documents, **twenty four (24) months**, during which The Purchaser is required to complete the development of the Property shall be known as the "Development Period."
- E. The Purchaser shall not be permitted to convey the property during the Development Period. Upon completion of the development of the property, The Purchaser shall notify the City who shall determine compliance and upon making such determination, certify in writing completion of the development in accordance with the project summary documents. A copy of said certification shall be provided to The Purchaser. Upon such certification, this Agreement shall cease to be effective and become null and void.
- F. Extensions to the time schedule described in the project summary documents will not be authorized except by the written consent of the City as approved by Petersburg City Council.
- G. The failure of The Purchaser to timely comply with all requirements of the project summary documents shall be considered a material breach of this Agreement.
- H. Upon material breach of this Agreement, the City shall provide The Purchaser with written Notice describing the breach. Upon receipt of written Notice of Breach, The Purchaser shall have thirty days to cure. The failure to cure the material breach within the thirty-day period shall result in default.
- I. All Notices and other correspondence sent pursuant to this Agreement shall be sent to the following persons and addresses:



**To the City:**  
City Manager (with copy to City Attorney)  
135 North Union Street  
Petersburg, VA 23803

Notices may be sent via Hand Delivery, Courier, First Class Mail, Certified Mail, Registered Mail or other similar standard business delivery service and shall be effective upon receipt.

- J. This Agreement shall be referenced as if set forth fully in the deed of conveyance of the Property from the City to The Purchaser and shall run with the land until such time as all requirements are completed. The deed shall include provisions for the reverter described herein.
- K. The "original purchase price" for the Property shall be defined as the amount paid by The Purchaser to the City to facilitate the transfer of the property forty five thousand and one dollar ) \$45,001)
- L. Upon Default by The Purchaser, the City shall retain 100% of the purchase price and shall record the Notice of Default which shall cause the Property to automatically revert to the City.
- M. This Agreement shall be binding upon The Purchaser and successors in interest until such time that the obligations are concluded, and the Agreement is declared to be null and void in accordance with the terms described herein.
- N. This Agreement shall be construed under the laws of the Commonwealth of Virginia. Any dispute arising from the performance or non-performance of any requirement described herein shall be litigated solely in the Circuit Court for the City of Petersburg, Virginia.
- O. If any provision of this document is deemed by a Court to be contrary to applicable law, the remaining terms shall continue in full force and effect.



By signing below, the undersigned parties represent that they have the authority to bind and do hereby bind their respective entity to all terms of this Agreement.

PURCHASER

By: 

Printed name: MOHAMMAD CHAUDHRY

CITY OF PETERSBURG, VIRGINIA

By: \_\_\_\_\_

March Altman, City Manager

Approved as to form:

By: \_\_\_\_\_

Anthony C. Williams, City Attorney



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## New Light LLC

15763 Beau Ridge Dr  
Woodbridge, VA 22193  
703-627-1352

Mar 6, 2023

# Construction Plan

**703 W Bank St**

## Overview

New light LLC will hire a structural engineer to review the leaked roof and all of the framing of the property. Pull all necessary city permits. Install new roof, new plumbing as needed, new electrical as needed.

New HVAC units, mold removal services, drywall replacement as needed, new bathrooms, new kitchens, new doors, new flooring, new windows, new exterior siding as needed.

Landscaping, cutting all tree branches or trees on the property, fixing the driveway for parking

## Cost

We are estimating the cost to rehab the property at \$100,000.

## Estimated Timeline

Starting timeline: Jun 21, 2023

Completion timeline: Jan 20, 2024

Timeline is based on getting permits approved

## Floorplan

NA - we don't have access to the property yet



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## 716 Wythe Street - Residential Lot

### Overview

New light LLC will hire a surveyor to complete a full survey of the lot and accordingly with city guidelines build a two story single family house. We plan on building a 1200-1600 square foot house with a minimum of three bedrooms and two bathrooms. We will provide a detailed architectural drawing of the structure for approval.

### Cost

We are estimating the cost to build a new house is \$175,000

### Timeline

We estimate the project to take 12 months to finish from the start date. Pending approval for city permits and inspections.

Stating timeline: October 2023

Completion timeline: September 2024

### Floorplans



> Color is example





FRONT ELEVATION



REAR ELEVATION

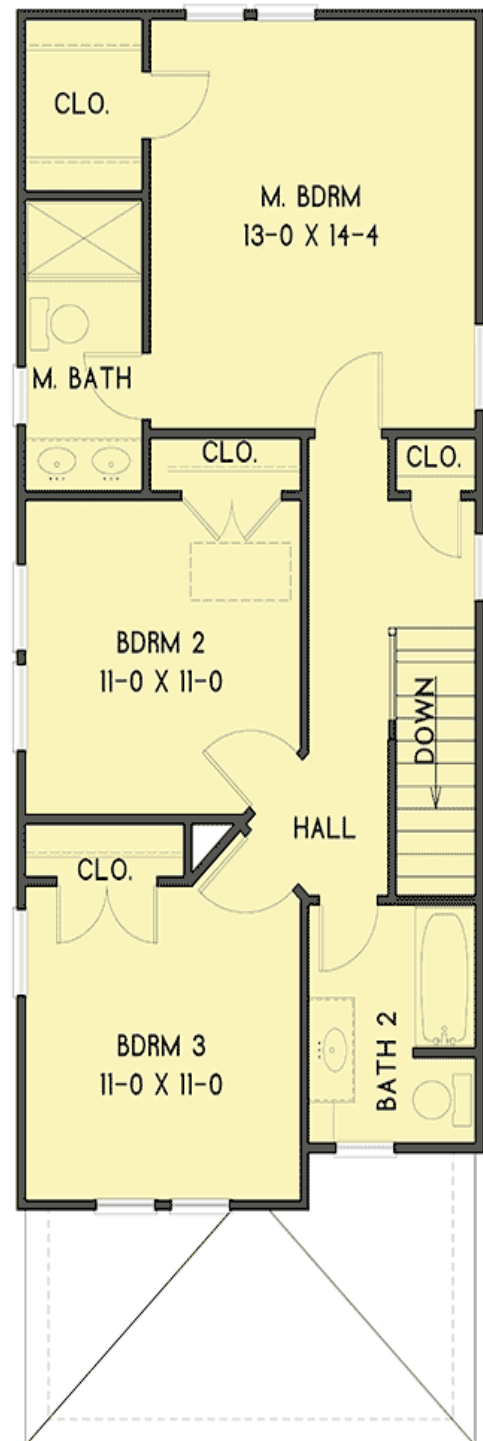
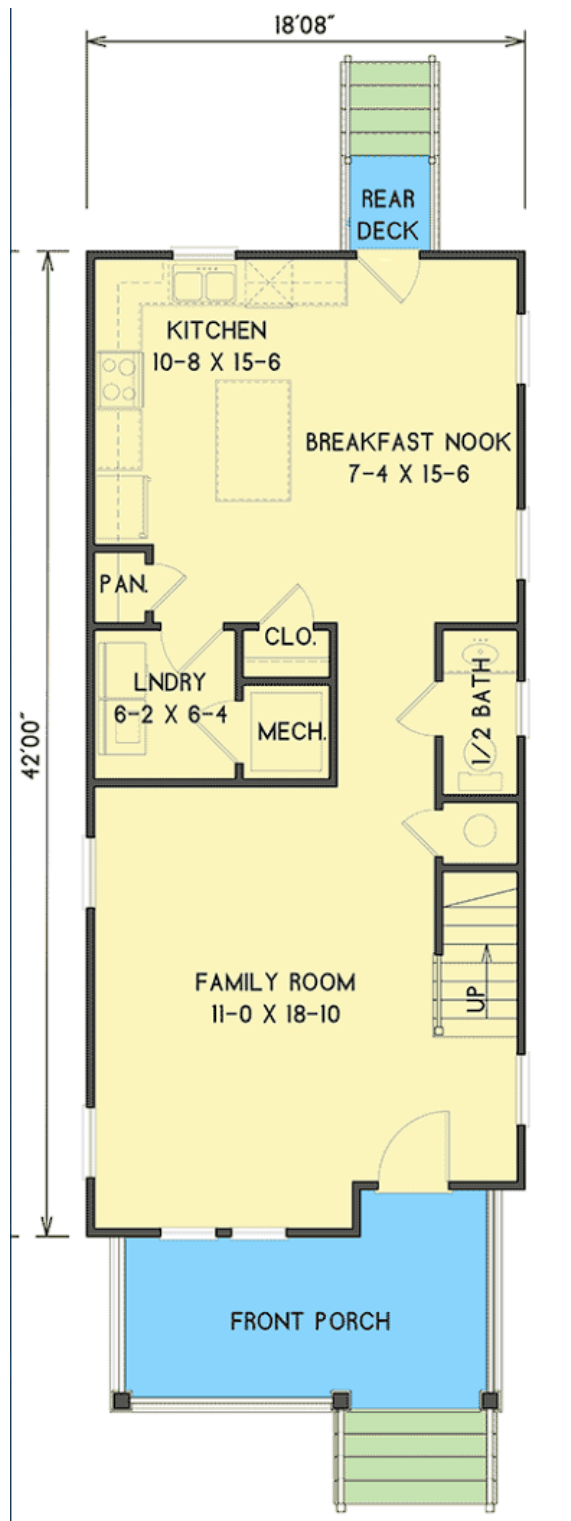


LEFT ELEVATION











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## 801 Bank Street - Residential Lot

### Overview

New light LLC will hire a surveyor to complete a full survey of the lot and accordingly with city guidelines build a two story single family house. We plan on building a 1200-1600 square foot house with a minimum of three bedrooms and two bathrooms. We will provide a detailed architectural drawing of the structure for approval.

### Cost

We are estimating the cost to build a new house is \$175,000

### Estimated Timeline

We estimate the project to take 12 months to finish from the start date. Pending approval for city permits and inspections.

Stating timeline: March 2024

Completion timeline: February 2025

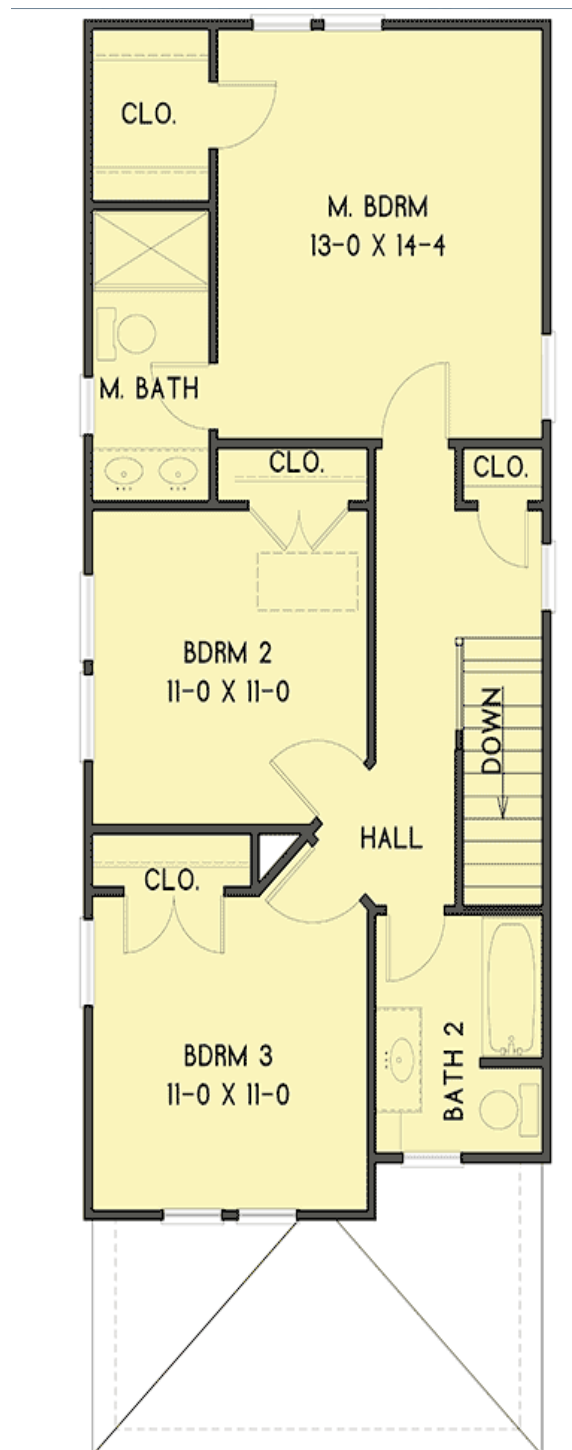
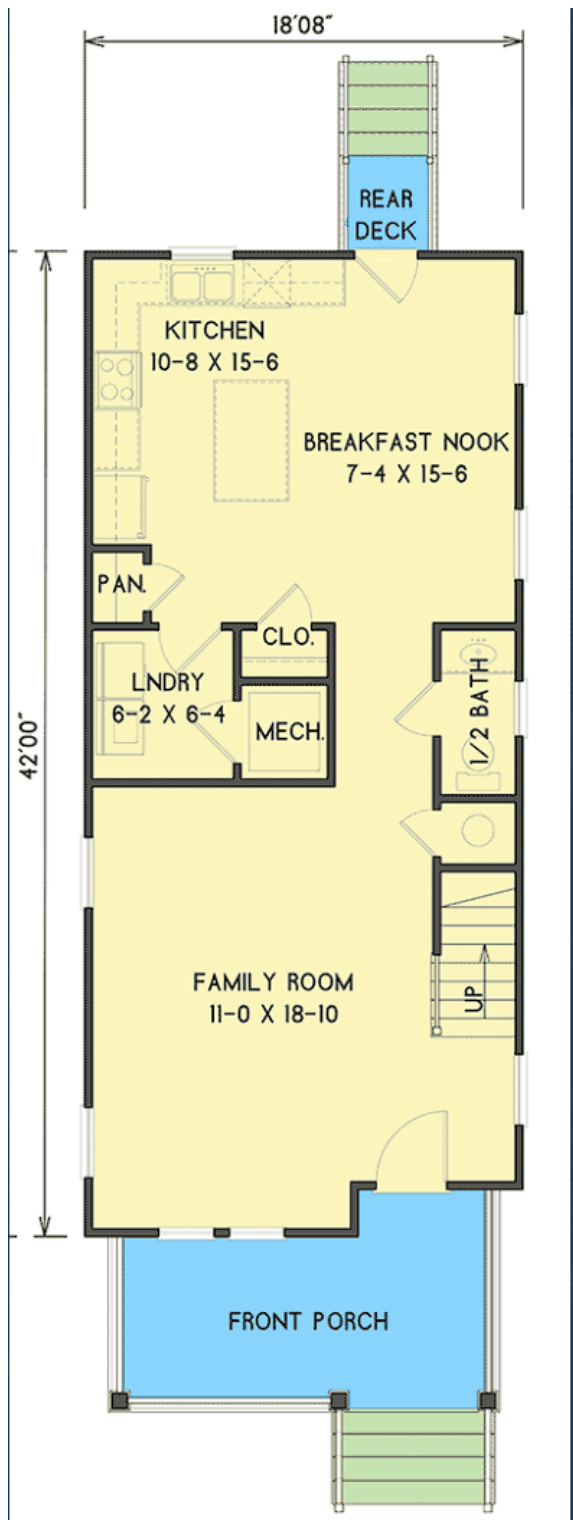
### Floorplans

















# **Presentation for Council**

## **703 Bank Street, 716 Wythe Street, 801 Bank Street**

### **Development Agreement**



**Brian A. Moore**  
**Director of Economic Development, Planning, and Community Development**  
**Petersburg, Virginia**  
**April 18, 2023**



# Introduction

**This presentation will provide information on the development agreement between the City of Petersburg and New Light, LLC for the development of City-owned property located at 703 Bank Street, 716 Wythe Street, 801 Bank Street**

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# Background

## 703 Bank Street



- Zoning – B-2
- Acreage – .054
- Current Use- Vacant Residential Structure
- Proposed Use –renovate existing structure to rent units at market rate
- Assessed Value - \$70,200
- Purchase Price-\$35,100

# Background

## 716 Wythe Street



- Zoning – R-3
- Acreage – .134
- Current Use- Vacant Residential Lot
- Proposed Use –1200-1600 square foot two-story single-family dwelling with a minimum of three bedrooms and two bathrooms
- Assessed Value- \$10,700
- Purchase Price-\$5,350



# Background

## 801 Bank Street



- Zoning – B-2
- Acreage – .1
- Current Use- Vacant Residential Lot
- Proposed Use –1200-1600 square foot two-story single-family dwelling with a minimum of three bedrooms and two bathrooms
- Assessed Value- \$8,400
- Purchase Price-\$4,551

# Summary

- The Department of Economic Development, recommends that the City Council consider the resolution for the development agreement between the City of Petersburg and New Light, LLC for the City-owned property located at 703 Bank Street, 716 Wythe Street, 801 Bank Street.





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** April 18, 2023

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

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

**FROM:** Brian Moore

**RE:** **Consideration of a Resolution authorizing the City Manager to amend the development agreement between the City of Petersburg and Tri-Cities Habitat for Humanity for the property at 835 Commerce Street. (Page 61)**

**PURPOSE:** To provide City Council with the details for the amendment to the development agreement for 835 Commerce Street.

**REASON:** To comply with the City of Petersburg Real Estate Disposition Guidelines adopted by City Council.

**RECOMMENDATION:** Staff recommends City Council make a motion to amend the development agreement by resolution.

**BACKGROUND:** On July 19, 2022, the City of Petersburg entered into a development agreement with Tri-Cities Habitat for Humanity for the development of property located at 835 Commerce Street. The construction timeline was for a period not to exceed six months except by the written consent of the City as approved by Petersburg City Council (letter F). The development schedule calls for the project to be completed within six months after closing on the property. Closing occurred on August 11, 2022, and as of March 29, 2023, a Certificate of Occupancy has not been obtained. Tri-Cities Habitat for Humanity is requesting an extension for a period of six months to commence on April 18, 2023.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 4/18/2023

**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. Habitat- Resolution
2. Signed Agreement Addendum
3. 835 Commerce Street Development Agreement
4. Mail - Cynthia Boone - Outlook- Habitat for Humanity
5. Mail - Cynthia Boone - Outlook



## **Resolution**

### **A Resolution authorizing the City Manager to amend the development agreement between the City of Petersburg and Tri-Cities Habitat for Humanity for the property at 835 Commerce Street**

**WHEREAS;** On July 19, 2022, the City of Petersburg entered into a development agreement with Tri-Cities Habitat for Humanity for the development of property located at 835 Commerce Street; and

**WHEREAS;** The construction timeline was for a period not to exceed six months except by the written consent of the City as approved by Petersburg City Council (letter F); and

**WHEREAS;** The development schedule calls for the project to be completed within six months after closing on the property. Closing occurred on August 11, 2022, and as of March 29, 2023, a Certificate of Occupancy has not been obtained; and

**WHEREAS;** Tri-Cities Habitat for Humanity is requesting an extension for a period of six months to commence on April 18, 2023; and

**NOW THEREFORE BE IT RESOLVED,** that the City Council of the City of Petersburg hereby approves the City Manager to amend the development agreement between the City of Petersburg and Tri-Cities Habitat for Humanity for the property at 835 Commerce Street with the extension of six months with an automatic reversion back to the City if the project is not completed by October 31, 2023.

**FIRST ADDENDUM TO DEVELOPMENT AGREEMENT FOR THE PROPERTY  
LOCATED AT 835 COMMERCE STREET BETWEEN TRI-CITIES HABITAT FOR  
HUMANITY AND THE CITY OF PETERSBURG DATED APRIL 18, 2023.**

WHEREAS, the parties have entered into a Development Agreement for the property located at 835 Commerce Street in the City of Petersburg, Virginia; and

WHEREAS, in accordance with the terms of said Development Agreement, the Agreement may not be amended except by a written addendum signed by all parties.

NOW, therefore the Parties wish to Amend the Development Agreement to add an extension of the development agreement to October 31, 2023, which is hereby incorporated into said Development Agreement as if set forth fully therein as follows:

The Purchaser agrees that the property located at 835 Commerce Street will receive a certificate of occupancy by October 31, 2023. If the Purchaser fail to meet this extension deadline, the property will automatically revert back to the City ownership. This Agreement shall be incorporated into the Deed of conveyance of the Property from the City to The Purchaser and shall run with development agreement.

All other provisions of the Purchase Agreement shall remain in full force and effect.

PURCHASER

By: Kelli M. Parker  
Printed name: Kelli M. Parker

CITY OF PETERSBURG, VIRGINIA

By: \_\_\_\_\_  
City Manager

Approved as to form:

By: \_\_\_\_\_  
Anthony C. Williams, City Attorney



**DEVELOPMENT AGREEMENT FOR THE DEVELOPMENT OF VACANT  
PROPERTY AT 835 COMMERCE STREET, VIRGINIA 23803 AS  
COMMERCIAL DEVELOPMENT**

On this 19th day of July, 2022 came the parties, Tri-cities Habitat for Humanity ("Purchaser"), and the City of Petersburg, VA, a municipal corporation formed and operating under the laws of the Commonwealth of Virginia ("the City"), hereinafter collectively referred to as "the Parties," and did enter into this Development Agreement for the development of 835 Commerce Street 024-130012 ("the Property"), Petersburg, Virginia 23803 as commercial development ("the Agreement") to wit:

**RECITALS**

The Purchaser has presented to Petersburg City Council and the City's Administration "project summary documents" herein attached as (**Exhibit A**) outlining specific information regarding the project that is the subject of this Agreement, and which documents are hereby incorporated into this Agreement as if set forth fully herein.

The project summary documents describe the intentions of The Purchaser with regard to the purchase and development of the Property, the developer plan to renovate the existing structure ("the Property"). The requirements of the project summary documents are deemed by the Parties to supplement but not supplant all requirements described in this Agreement and shall be binding upon The Purchaser with regard to the development of the property.

Upon presentation of these documents to the City by The Purchaser, Petersburg City Council did authorize the sale of the Property to The Purchaser contingent upon the execution of this Development Agreement which shall be referenced in the recorded deed for the property and include a reverter requirement for noncompliance with the terms described herein.

**AGREEMENT**

In consideration of the City's conveyance of the Property to The Purchaser, The Purchaser shall perform the development of the Property strictly in compliance with the project summary documents and in accordance with the following terms:

- A. The Purchaser shall be solely responsible for the development of the Property in accordance with the project summary documents, and shall comply with all Code, Zoning, and other legal requirements associated with the development.

- B. The Purchaser shall be solely responsible for obtaining all applicable permits and inspections required for the development.
- C. The City makes no representations or warranties regarding the property or its development and shall be responsible only for conveyance of the Property as described herein, which is conveyed in "as is" condition with no warranties of title or condition.
- D. The period of time described in the project summary documents (6 months) during which The Purchaser is required to complete the development of the Property shall be known as the "Development Period."
- E. The Purchaser shall not be permitted to convey the property during the Development Period. Upon completion of the development of the property, The Purchaser shall notify the City who shall determine compliance and upon making such determination, certify in writing completion of the development in accordance with the project summary documents. A copy of said certification shall be provided to The Purchaser. Upon such certification, this Agreement shall cease to be effective and become null and void.
- F. Extensions to the time schedule described in the project summary documents will not be authorized except by the written consent of the City as approved by Petersburg City Council.
- G. The failure of The Purchaser to timely comply with all requirements of the project summary documents shall be considered a material breach of this Agreement.
- H. Upon material breach of this Agreement, the City shall provide The Purchaser with written Notice describing the breach. Upon receipt of written Notice of Breach, The Purchaser shall have thirty days to cure. The failure to cure the material breach within the thirty-day period shall result in default.
- I. All Notices and other correspondence sent pursuant to this Agreement shall be sent to the following persons and addresses:

**To the City:**

City Manager (with copy to City Attorney)  
135 North Union Street  
Petersburg, VA 23803

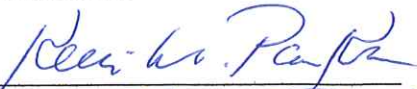


Notices may be sent via Hand Delivery, Courier, First Class Mail, Certified Mail, Registered Mail or other similar standard business delivery service and shall be effective upon receipt.

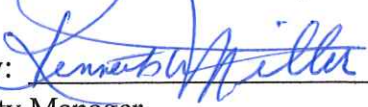
- J. This Agreement shall be referenced as if set forth fully in the deed of conveyance of the Property from the City to The Purchaser and shall run with the land until such time as all requirements are completed. The deed shall include provisions for the reverter described herein.
- K. The "original purchase price" for the Property shall be defined as the amount paid by The Purchaser to the City to facilitate the transfer of the property two hundred twenty thousand (\$220,000).
- L. Upon Default by The Purchaser, the City shall retain 100% of the purchase price and shall record the Notice of Default which shall cause the Property to automatically revert to the City.
- M. This Agreement shall be binding upon The Purchaser and successors in interest until such time that the obligations are concluded, and the Agreement is declared to be null and void in accordance with the terms described herein.
- N. This Agreement shall be construed under the laws of the Commonwealth of Virginia. Any dispute arising from the performance or non-performance of any requirement described herein shall be litigated solely in the Circuit Court for the City of Petersburg, Virginia.
- O. If any provision of this document is deemed by a Court to be contrary to applicable law, the remaining terms shall continue in full force and effect.

By signing below, the undersigned parties represent that they have the authority to bind and do hereby bind their respective entity to all terms of this Agreement.

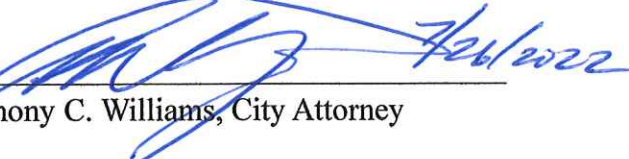
PURCHASER

By:   
Printed name: Kelli Parker

CITY OF PETERSBURG, VIRGINIA

By:   
City Manager

Approved as to form:

By:  Feb 2022  
Anthony C. Williams, City Attorney



**Presentation for Council  
835 Commerce Street  
Development Agreement**

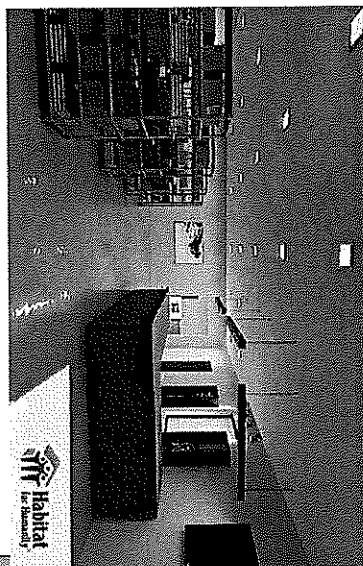
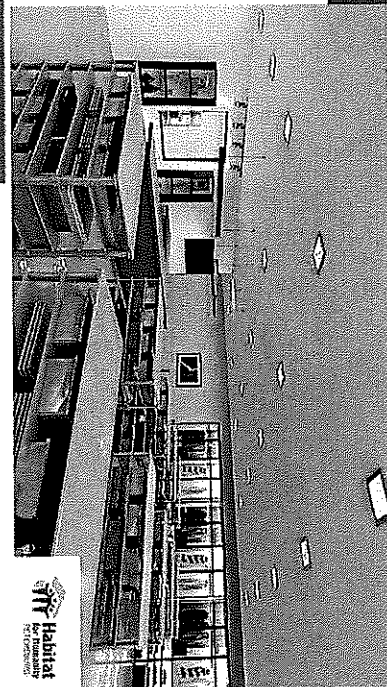
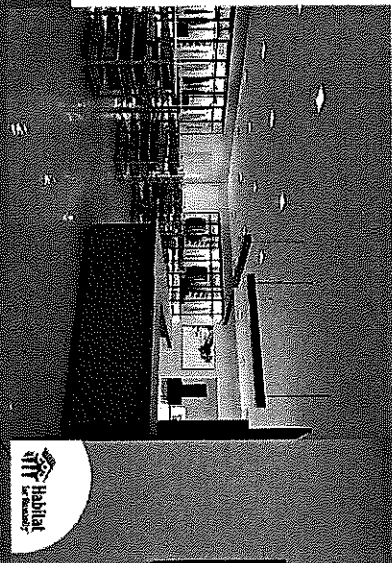
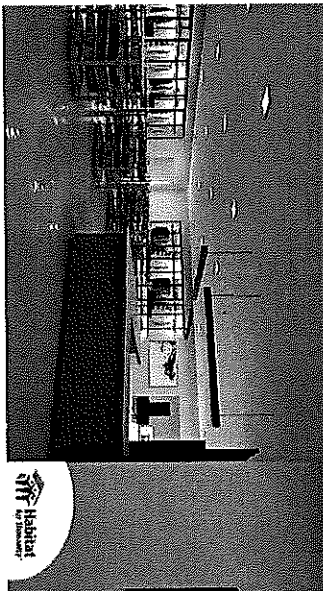
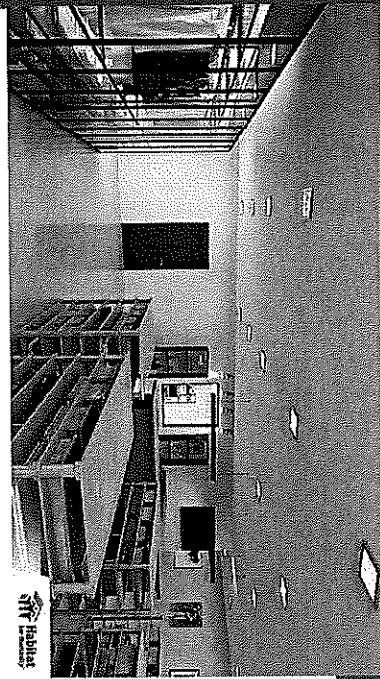


**Brian A. Moore  
Director of Economic Development  
Petersburg, Virginia  
June 21, 2022**

# Introduction

**This presentation will provide information on the development agreement between the City of Petersburg and Tri-Cities Habitat for Humanity, LLC for the renovation of City-owned property located at 835 Commerce Street**









## Individual Volunteer

| Renovation Budget                              |            |                                   |
|--|------------|-----------------------------------|
| Operating Account                              | 255,284.00 | BSV Checking Acct for renovations |
| Acquisition Account                            | 240,000.00 | Wells Fargo Checking Acct         |
| EXPENSES                                       |            |                                   |
| Dem Energy / Elec Contractor labor & materials | 15,000.00  |                                   |
| Plumbing installs and updates                  | 4,900.00   |                                   |
| HVAC Service                                   | 1,900.00   |                                   |
| Security Camera System                         | 6,700.00   |                                   |
| POS System                                     | 5,970.00   |                                   |
| Flooring materials                             | 3,500.00   |                                   |
| Paint materials                                | 2,750.00   |                                   |
| Parking lot resurfaced                         | 9,200.00   |                                   |
| Exterior Bulldozer materials                   | 1,400.00   |                                   |
| ADA Bathroom rails                             | 1,500.00   |                                   |
| Signage & vinyl prints                         | 2,500.00   |                                   |
| Exhaust fans                                   | 575.00     |                                   |
| Fire Extinguishers                             | 2,500.00   |                                   |
| Commercial refrigerators & freezers            | 8,900.00   |                                   |
| Commercial ceiling fans                        | 3,750.00   |                                   |
| LED Lighting fixtures                          | 4,300.00   |                                   |
| Commercial Exterior Roll-up door               | 900.00     |                                   |
| Roofing inspection / repair                    | 700.00     |                                   |
| Exterior door replacement                      | 500.00     |                                   |
| 3 Barnd doors (interior)                       | 800.00     |                                   |
| Gutter system                                  | 1,100.00   |                                   |
| Total Renovation Expenses                      | 80,345.00  |                                   |

\* Volunteers and donated materials not listed

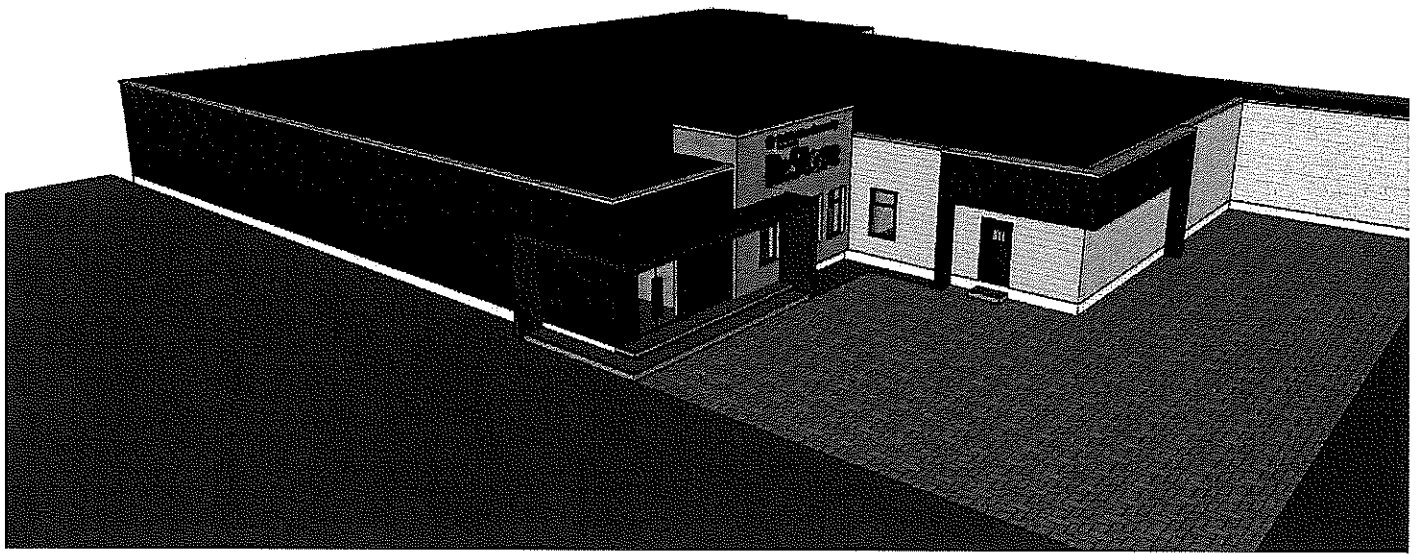


# Summary

- The Department of Economic Development recommends that the City Council considers adoption of a Resolution approving the development agreement for development of 835 Commerce Street Petersburg, Virginia between the city of Petersburg and Tri-Cities Habitat for Humanity











|              |                                       |
|--------------|---------------------------------------|
| PROJECT NAME | Habitat ReStore Expansion             |
| LOCATION     | 835 Commerce St, Petersburg, VA 23803 |

**Tr-Cities Habitat**  
**CLIENT NAME**  
**Kelli Parker**  
**PROJECT MANAGER**

7/25/2020  
DATE  
↑  
PAGE

| WBS | WBS Name                                       | Start Date   | Finish Date | Duration - (# of Business Days) |  |  |  |  |  |  |
|-----|--|--------------|-------------|---------------------------------|--|--|--|--|--|--|
|     |  |              |             |                                 |  |  |  |  |  |  |
| 1   | Construction / Renovation                      | Closing Date | 7/29/2022   |                                 |  |  |  |  |  |  |
| 1.1 | Acquisition / Finalize Permits                 | 8/1/2022     | 8/26/2022   | 20                              |  |  |  |  |  |  |
| 1.2 | Electrical Demo / Relocation                   | 8/1/2022     | 8/26/2022   | 20                              |  |  |  |  |  |  |
| 1.3 | Interior Demolition                            | 8/29/2022    | 9/30/2022   | 24                              |  |  |  |  |  |  |
| 1.4 | Install new electrical sys for future use      |              |             |                                 |  |  |  |  |  |  |
| 2   | Design   |              |             |                                 |  |  |  |  |  |  |
| 2.1 | Plumbing / Electrical / HVAC / Security System | 8/29/2022    | 9/30/2022   | 24                              |  |  |  |  |  |  |
| 2.2 | Interior Framing                               | 10/3/2022    | 10/14/2022  | 11                              |  |  |  |  |  |  |
| 2.3 | Interior Painting                              | 10/17/2022   | 11/30/2022  | 44                              |  |  |  |  |  |  |
| 2.4 | Flooring                                       | 12/1/2022    | 3/31/2022   | 65                              |  |  |  |  |  |  |
| 3   | Exterior Renovation                            |              |             |                                 |  |  |  |  |  |  |
| 3.1 | Roof Inspection / Repair                       | 9/12/2022    | 9/30/2022   | 15                              |  |  |  |  |  |  |
| 3.2 | Build-Outs                                     | 10/17/2022   | 11/30/2022  | 32                              |  |  |  |  |  |  |
| 3.3 | Exterior Painting                              | 10/17/2022   | 11/30/2022  | 32                              |  |  |  |  |  |  |
| 3.4 | Paving of Parking lot                          | 10/3/2022    | 11/30/2022  | 42                              |  |  |  |  |  |  |
| 3.5 | Hardscaping                                    | 3/6/2023     | 3/31/2023   | 25                              |  |  |  |  |  |  |
|     |  |              |             |                                 |  |  |  |  |  |  |
|     |  |              |             |                                 |  |  |  |  |  |  |
|     | 6 Month Timeframe ( 8/1/2022 - 3/31/2023 )     |              |             | 75                              |  |  |  |  |  |  |
| *   | Volunteers                                     |              |             |                                 |  |  |  |  |  |  |
|     | Military Volunteers                            |              |             |                                 |  |  |  |  |  |  |
|     | Fraternities / Sororities                      |              |             |                                 |  |  |  |  |  |  |
|     | Corporate Volunteers                           |              |             |                                 |  |  |  |  |  |  |
|     | Habitat & Habitat Volunteers                   |              |             |                                 |  |  |  |  |  |  |
|     | Individual Volunteers                          |              |             |                                 |  |  |  |  |  |  |





**Tri-Cities Habitat for Humanity  
Proposed Budget July 2018 - June 2019**

**Renovation Budget**

|                    |            |
|--------------------|------------|
| Operating Account  | 255,284.00 |
| Acquistion Account | 240,000.00 |

**EXPENSES**

|  |           |
|--|-----------|
| Dom Energy / Elec Contractor labor & materials | 16,000.00 |
| Plumbing installs and updates                  | 4,900.00  |
| HVAC Service                                   | 1,900.00  |
| Security Camera System                         | 6,700.00  |
| POS System                                     | 5,970.00  |
| Flooring materials                             | 3,500.00  |
| Paint materials                                | 2,750.00  |
| Parking Lot resurfaced                         | 9,200.00  |
| Exterior Buildout materials                    | 1,400.00  |
| ADA Bathroom rails                             | 1,500.00  |
| Signage & vinyl prints                         | 2,500.00  |
| Exhaust fans                                   | 575.00    |
| Fire Extinguishers                             | 2,500.00  |
| Commercial refrigerators & freezers            | 8,900.00  |
| Commercial ceiling fans                        | 3,750.00  |
| LED Lighting fixtures                          | 4,300.00  |
| Commercial Exterior Roll-up door               | 900.00    |
| Roofing inspection / repair                    | 500.00    |
| Exterior door replacement                      | 700.00    |
| 3 Barn doors (Interior)                        | 800.00    |
| Gutter system                                  | 1,100.00  |

|                                  |                  |
|----------------------------------|------------------|
| <b>Total Renovation Expenses</b> | <b>80,345.00</b> |
|----------------------------------|------------------|





## Request renovation extension for 835 Commerce St

Kelli Parker <kparker@tchabitatva.org>

Fri 3/17/2023 11:05 AM

To: Cynthia Boone <cboone@petersburg-va.org>

**CAUTION: External! - Do not open attachments or click links unless you know the content is safe.**

Hello Ms. Cynthia,

Due to the backorder of required equipment, TCH is requesting an extension to complete our renovations.

Here is the renovation update:

1. Dominion Energy removed the power lines from the front corner of the building, but the new transformers were on back order, which delayed the completion of the electrical renovation.

(3) pole towers have been removed from the parking lot. A new transformer pole has been installed on the Dunlop St side of the building. Once the new transformers are installed, an electrical inspection will be performed.

McCray Electric completed its portion of the work. We are waiting for Dominion Energy to complete theirs.

2. All of the interior hardware equipment and obsolete pipes have been removed from the ceiling.
3. A new dock on the Dunlop St side of the building has been installed.
4. The exterior renovation will begin once Dominion Energy completes the electrical relocation.
5. New rollup doors will be installed in April. Waiting to be scheduled.
6. All of the showers from the men's shelter have been demoed and removed.
7. The customer and handicapped bathroom renovations have begun.
8. ITAC Engineering confirmed the roof structure can support the (5) ground AC units currently located on the side and front of the building. Upon city approval, we will schedule moving the units to the roof.

9. Exterior painting will begin the 1<sup>st</sup> week of April.

10. Will provide an update n my next report.

Please let me know if you need further information.

Thank you as always!!

*Kelli Parker ~*

Executive Director

TRI-CITIES HABITAT FOR HUMANITY

829 Commerce Street

Petersburg, VA 23803

Office No: (804) 732 - 5793

Cell Phone: (804) 720 - 5737

Email: [KParker@TCHabitatVA.org](mailto:KParker@TCHabitatVA.org)

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RE: Check in on 835 Commerce Street

Kelli Parker <kparker@tchabitatva.org>

Mon 3/13/2023 10:49 AM

To: Cynthia Boone <cboone@petersburg-va.org>

**CAUTION: External! - Do not open attachments or click links unless you know the content is safe.**

Hello Ms. Cynthia,

So far, the renovations are

1. We began removing all of the equipment and pipes in the ceiling that is no longer in operation. Once completed, we will begin painting the ceilings.
2. We have begun demo-ing the showers from the men's shelter. We await word from Howie Hines regarding how many bathroom stalls are needed to maximize our capacity.
3. We have engaged McCray Electric to perform the electrical renovations to the tune of \$57,000! They will separate the current power from 835 to 829 Commerce St, so each building will run independently.

McCray will also remove all of the antiquated service lines in 835 that date back to the Titmus operation. Much of the equipment is obsolete and in need of a complete renovation.

Once all of the parts come in, that work should begin the 1<sup>st</sup> week of January. Dominion will begin the removal of the exterior poles and lines upon the passed inspection of the interior work.

4. ITAC Engineering is researching the I-beams in the ceiling to determine if they can support the AC units on the roof of the building. Once approved, we will move the ground units to the roof for security purposes, and to allow for the renovation of the front side of the building.
5. Lowes is providing an in-kind grant to supply us with the interior paint. Home Depot is to supply the paint for the exterior of the building.
6. ABC Supply is assisting with the materials for the exterior renovations. Will provide an update n my next report.

Please let me know if you need further information!

Thanks as always!!

*Kelli Parker ~*  
Executive Director

TRI-CITIES HABITAT FOR HUMANITY  
829 Commerce Street  
Petersburg, VA 23803  
Office No: (804) 732 - 5793  
Cell Phone: (804) 720 - 5737  
Email: [KParker@TCHabitatVA.org](mailto:KParker@TCHabitatVA.org)

---

**From:** [Cynthia Boone](#)  
**Sent:** Friday, December 2, 2022 8:55 AM  
**To:** [Kelli Parker](#)  
**Cc:** [Brian Moore](#)  
**Subject:** Re: Check in on 835 Commerce Street

Good morning, Kelli, Hope all is well. Just wanted to check in to see the progress at this site. Can you give us an update.

Thanks

*Cynthia Boone, MBA*

Project Manager  
Department of Economic Development  
City of Petersburg, Virginia  
Office Location:  
30 Franklin Street, 3<sup>rd</sup> Floor  
Petersburg, Virginia 23803

Mailing Address  
135 North Union Street  
Petersburg, VA 23803

Phone: 804-898-3645  
Work Cell: 804-868-0947

*You must be the change you wish to see in the world- Gandhi*



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**From:** Cynthia Boone <cboone@petersburg-va.org>  
**Sent:** Friday, October 14, 2022 4:00 PM  
**To:** Kelli Parker <kparker@tchabitatva.org>  
**Cc:** Brian Moore <bamoore@petersburg-va.org>  
**Subject:** Check in on 835 Commerce Street

Good afternoon, Kelli, Hope all is well. Just wanted to check in to see the progress at this site. Can you give us an update.

Thanks

*Cynthia Boone, MBA*

Project Manager  
Department of Economic Development  
City of Petersburg, Virginia  
30 Franklin Street, 3<sup>rd</sup> Floor  
Petersburg, Virginia 23803  
Phone: 804-898-3645  
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# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** April 18, 2023

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

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

**FROM:** Randall Williams

**RE:** **Consideration of a Resolution affirming the commitment to fund the locality share of projects under agreement with the Virginia Department of Transportation (VDOT) and provide signature authority to the City Manager to execute all agreements and/or addendums for any approved projects with (VDOT). (Page 88)**

**PURPOSE:** To ensure the City's commitment to fund the locality's share of projects under agreement with VDOT and provide signature authority.

**REASON:** To ensure the City's commitment to fund the locality's share of projects under agreement with VDOT and provide signature authority.

**RECOMMENDATION:** The Department of Public Works & Utilities recommends that this resolution be approved.

**BACKGROUND:** The Locally Administered Projects Manual (LAP) provides guidance on project administration for all locally administered projects. The provisions applicable to state funded projects are noted throughout the LAP Manual. The program is administered by the Department of Transportation, in cooperation with the participating localities, under the authority of § 33.2-357 of the Code of Virginia (Appendix A) and the Commonwealth Transportation Board's Revenue Sharing Program Policy (Appendix B). A resolution from the governing body which identifies the allocation request, provides the locality's commitment to fully fund the project(s), and provides signatory authority to an authorized local officer, is also necessary to apply for program funding.

**COST TO CITY: TBD (based on the project(s))**

**BUDGETED ITEM:** Yes (the projects will be)

**REVENUE TO CITY: TBD (based on the project(s))**

**CITY COUNCIL HEARING DATE:** 4/18/2023

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** VDOT



**AFFECTED AGENCIES:** Department of Public Works & Utilities

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

**REQUIRED CHANGES TO WORK PROGRAMS:** NA

**ATTACHMENTS:**

1. VDOT Resolution 4.18.23

**RESOLUTION**  
**AFFIRMING COMMITMENT TO FUND THE LOCALITY SHARE OF PROJECTS**  
**UNDER AGREEMENT WITH THE VIRGINIA DEPARTMENT OF TRANSPORTATION**  
**AND PROVIDE SIGNATURE AUTHORITY**

**WHEREAS**, the (City or County) of Petersburg, Virginia is a recipient of Virginia Department of Transportation funds under various grant programs for transportation-related projects; and

**WHEREAS**, the Virginia Department of Transportation requires each locality, by resolution, to provide assurance of its commitment to funding its local share; and

**THEREFORE, IT IS HEREBY RESOLVED**, by the (City/Town Council or Board of Supervisors) of Petersburg, Virginia hereby commits to fund its local share of preliminary engineering, right-of-way, and construction (as applicable) of the project(s) under agreement with the Virginia Department of Transportation in accordance with the project financial document(s); and

**BE IT FURTHER RESOLVED**, that the (City/Town or County Administrator) and/or his designees is authorized to execute all agreements and/or addendums for any approved projects with the Virginia Department of Transportation.

**In witness whereof, the forgoing was adopted by (City/Town Council or Board of Supervisors) of Petersburg, Virginia on \_\_\_\_\_ (date).**

(locality seal)

\_\_\_\_\_  
Clerk





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** April 18, 2023

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

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

**FROM:** Christopher Magann

**RE:** **Consideration of an appropriation ordinance for the Commonwealth of Virginia, Department of Fire Programs Fund - Aid to Localities, Funding Carryover -2nd Reading (Page 91)**

**PURPOSE:** To carryover unspent funding from Virginia Department of Fire Programs – Aid to Locality for FY 2019 (\$33,405.74) and FY 2020 (\$61,230.75) to the Department of Fire, Rescue and Emergency Services FY 2023 fiscal budget. The Commonwealth of Virginia established an Aid-to-Locality fund for fire departments under the Code of Virginia, Section §38.2-401.

**REASON:** Unspent funds shall remain available to the agency in accordance with Code of Virginia Title §38.2-401, Fire Programs Fund.

**RECOMMENDATION:** Recommend that Council carryover unspent funding from the Virginia Department of Fire Programs – “Aid-to-Localities” in the amount of \$94,636.49 and approve the appropriation ordinance.

**BACKGROUND:** The City of Petersburg receives the Virginia Department of Fire Programs Aid-to-Localities grant annually to assist with specific training and designated firefighting equipment. Any unspent funds provided shall not forfeit to the City or back to the Commonwealth of Virginia. Unspent funds shall remain available to the agency in accordance with Code of Virginia Title §38.2-401, Fire Programs Fund.

**COST TO CITY:** N/A

**BUDGETED ITEM:** GRANT

**REVENUE TO CITY:** \$94,636.49

**CITY COUNCIL HEARING DATE:** 4/18/2023

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** NONE

**AFFECTED AGENCIES:** Department of Fire, Rescue and Emergency Services.

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

**REQUIRED CHANGES TO WORK PROGRAMS: NONE**

**ATTACHMENTS:**

1. Agenda Request - Carryover of funds 2019 2020



**AN ORDINANCE, AS AMENDED, SAID ORDINANCE  
MAKING APPROPRIATIONS FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2022, AND ENDING JUNE 30, 2023  
FOR THE GRANTS FUND.**

---

BE IT ORDAINED by the City Council of the City of Petersburg, Virginia:

I. That appropriations for the fiscal year commencing July 1, 2022, in the Grants Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2023.

|  |                           |
|--|---------------------------|
| <b>Previously adopted</b>  | <b>\$0.00</b>             |
| <b>ADD:</b> Fire Programs – Aid to Localities (ATL)<br>(3-200-024040-0615-0-207) | <b><u>\$94,636.49</u></b> |
| <b>Total Revenues</b>  | <b><u>\$94,636.49</u></b> |

II. That there shall be appropriated from the resources and revenues of the City of Petersburg for the fiscal year commencing July 1, 2021 and ending June 30, 2022, the following sums for the purposes mentioned:

|  |                           |
|--|---------------------------|
| <b>Previously adopted</b>  | <b>\$0.00</b>             |
| <b>ADD:</b> Fire Programs – Aid to Localities (ATL)<br>(4-200-032101-3190-0-207) | <b><u>\$94,636.49</u></b> |
| <b>Total Expenses</b>  | <b><u>\$94,636.49</u></b> |

## § 38.2-401. Fire Programs Fund.

A. 1. There is hereby established in the state treasury a special nonreverting fund to be known as the Fire Programs Fund, hereinafter referred to as "the Fund." The Fund shall be administered by the Department of Fire Programs under policies and definitions established by the Virginia Fire Services Board. All moneys collected pursuant to the assessment made by the Commission pursuant to subdivision 2 of this subsection shall be paid into the state treasury and credited to the Fund. The Fund shall also consist of any moneys appropriated thereto by the General Assembly and any grants or other moneys received by the Virginia Fire Services Board or Department of Fire Programs for the purposes set forth in this section. Any moneys deposited to or remaining in such Fund during or at the end of each fiscal year or biennium, including interest thereon, shall not revert to the general fund but shall remain in the Fund. Interest earned on all moneys in the Fund and interest earned on moneys held by the Commission pursuant to subdivision 2 of this subsection prior to the deposit of such moneys into the Fund, including interest earned on such moneys during any period when the Commission is reconciling payments from insurers, shall remain in or be deposited into the Fund, as the case may be, and be credited to it. Such interest shall be set aside for fire service purposes in accordance with policies developed by the Virginia Fire Services Board. Notwithstanding any other provision of law to the contrary, policies established by the Virginia Fire Services Board for the administration of the Fund, and any grants provided from the Fund, that are not inconsistent with the purposes set out in this section shall be binding upon any locality that accepts such funds or related grants. The Commission shall be reimbursed from the Fund for all expenses necessary for the administration of this section. The balance of moneys in the Fund shall be allocated periodically as provided in this section. Expenditures and disbursements from the Fund shall be made by the State Treasurer on warrants issued by the Comptroller upon written request signed by the Executive Director of the Department of Fire Programs (Director) or his designee.

2. The Commission shall annually assess against all licensed insurance companies doing business in the Commonwealth by writing any type of insurance as defined in §§ 38.2-110, 38.2-111, 38.2-126, 38.2-130 and 38.2-131 and those combination policies as defined in § 38.2-1921 that contain insurance as defined in §§ 38.2-110, 38.2-111 and 38.2-126, an assessment in the amount of one percent of the total direct gross premium income for such insurance. Such assessment shall be apportioned, assessed and paid as prescribed by § 38.2-403. In any year in which a company has no direct gross premium income or in which its direct gross premium income is insufficient to produce at the rate of assessment prescribed by law an amount equal to or in excess of \$100, there shall be so apportioned and assessed against such company a contribution of \$100.

B. After reserving funds for the Fire Services Grant Program and Dry Fire Hydrant Grant Program pursuant to subsection D, 75 percent of the remaining moneys available for allocation from the Fund shall be allocated to the several counties, cities, and towns of the Commonwealth providing fire service operations to be used for the improvement of volunteer and career fire services in each of the receiving localities. Funds allocated to the counties, cities, and towns pursuant to this subsection shall not be used directly or indirectly to supplant or replace any other funds appropriated by the counties, cities, and towns for fire service operations. Such funds shall be used solely for the purposes of (i) training volunteer or career firefighting personnel in each of



the receiving localities; (ii) funding fire prevention and public safety education programs; (iii) constructing, improving, and expanding regional or local fire service training facilities; (iv) purchasing emergency medical care and equipment for fire personnel; (v) payment of personnel costs related to fire and medical training for fire personnel; (vi) purchasing personal protective equipment, vehicles, equipment, and supplies for use in the receiving locality specifically for fire service purposes; or (vii) providing training and education and purchasing products, including personal protective equipment, diesel exhaust removal systems, decontamination equipment, and commercial extractors, that are designed to reduce the incidence of cancer among firefighters. Notwithstanding any other provision of the Code, when localities use such funds to construct, improve, or expand fire service training facilities, fire-related training provided at such training facilities shall be by instructors certified or approved according to policies developed by the Virginia Fire Services Board. Distribution of this 75 percent of the Fund shall be made on the basis of population as provided for in §§ 4.1-116 and 4.1-117; however, no county or city eligible for such funds shall receive less than \$10,000, nor eligible town less than \$4,000. The Virginia Fire Services Board shall be authorized to exceed allocations of \$10,000 for eligible counties and cities and \$4,000 for eligible towns, respectively. Allocations to counties, cities, and towns receiving such allocations shall be fair and equitable as set forth in Board policy. Any increases or decreases in such allocations shall be uniform for all localities. In order to remain eligible for such funds, each receiving locality shall report annually to the Department on the use of the funds allocated to it for the previous year and shall provide a completed Fire Programs Fund Disbursement Agreement form. Each receiving locality shall be responsible for certifying the proper use of the funds. If, at the end of any annual reporting period, a satisfactory report and a completed agreement form have not been submitted by a receiving locality, any funds due to that locality for the next year shall not be retained. Such funds shall be added to the 75 percent of the Fund allocated to the counties, cities, and towns of the Commonwealth for improvement of fire services in localities.

C. The remainder of the moneys available for allocation from the Fund shall be used for (i) the purposes of carrying out the powers and duties assigned to the Department of Fire Programs under Chapter 2 (§ 9.1-200) of Title 9.1, which shall include providing funded training and administrative support services for nonfunded training to localities and (ii) the payment of the compensation and costs of expenses of the members of the Fire Services Board in performing their official duties; however, the Fund shall not be used for salaries or operating expenses associated with the Office of the State Fire Marshal.

D. The Fire Services Grant Program is hereby established and will be used as grants to provide regional fire services training facilities, to finance the Virginia Fire Incident Reporting System and to build or repair live fire training structures as determined by the Virginia Fire Services Board. Beginning January 1, 1996, \$1 million from the assessments made pursuant to this section shall be distributed each year for the Fire Services Grant Program to be used as herein provided, and \$100,000 shall be distributed annually for continuing the statewide Dry Fire Hydrant Grant Program. Moneys allocated pursuant to this subsection shall be used for the purposes stated in this subsection, and for no other purpose. All grants provided from these programs shall be administered by the Department according to the policies established by the Virginia Fire Services Board.

E. Moneys in the Fund shall not be diverted or expended for any purpose not authorized by this section.

F. The Director shall establish written standards for determining the extent to which clients outside the Commonwealth shall be financially responsible for the cost of fire and emergency services training provided by the Department of Fire Programs. Revenues generated by such training shall be retained in the Fire Programs Fund and may be used solely for providing additional funded direct training to members of Virginia's fire and emergency services.

1985, c. 545, § 38.1-44.1; 1986, cc. 60, 562; 1988, c. 336; 1995, cc. 615, 637; 1997, c. 791; 1998, cc. 166, 877; 2000, c. 820; 2001, cc. 397, 413; 2002, c. 389; 2004, c. 164; 2006, cc. 58, 322; 2007, cc. 647, 741; 2018, c. 649; 2019, c. 509.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** April 18, 2023

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

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

**FROM:** March Altman, Jr.

**RE:** **Consideration of a resolution approving the submission of the grant application, the Virginia Opioid Abatement Authority Cooperative Agreement and authorize the City Manager to execute all necessary documents on behalf of the City. (Page 97)**

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**PURPOSE:** For the Virginia Opioid Abatement Authority Cooperative Grant Application.

**REASON:** Seek City Council approval to participate in a regional opioid cooperative grant.

**RECOMMENDATION:** City Council approve the resolution approving the submission of the grant application, the Virginia Opioid Abatement Authority Cooperative Agreement and authorize the City Manager to execute all necessary documents on behalf of the City.

**BACKGROUND:** There are four (4) sources of funding related to the Opioid Abatement Settlement Funds. The first are funds that are dispersed directly to localities. The second source is funds the Opioid Abatement Authority (OAA) is holding for localities. The third source is a cooperative grant program managed by the OAA, and the fourth source is a competitive planning grant process for localities. The OAA has not revealed the amount of funding available for the planning grants.

To be eligible for the cooperative grant program, at least two (2) localities from the same Department of Behavioral Health and Development Services (DBHDS) region. The City of Petersburg is part of the Department of Behavioral Health and Development Services Region 4. The City along with the City of Colonial Heights, Powhatan County and Chesterfield County are applying for a cooperative grant in the amount of \$1,509,746. Chesterfield County is coordinating the cooperative grant application to provide mobile wrap-around treatment and recovery services to the citizens of Petersburg (see attached grant breakdown). The City's portion of the grant will be \$285,815, of which the City will be required to provide a 10% match, or \$28,581. The grant submission deadline is May 5, 2023. The City will need to provide a letter of support for the grant application (see attached). Chesterfield County will serve as the fiscal agent for the grant.

**COST TO CITY:** A 10% match of \$28,581

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 4/18/2023

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** Chesterfield County Board of Supervisors at their April 26, 2023 meeting.

**AFFECTED AGENCIES:** N/A

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

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

**ATTACHMENTS:**

1. Cooperative-Projects-Grant-Awards-Introductory-Letter
2. Opioid Abatement Funding Summary Regional Application.Petersburg.3.13.23
3. 23-R Opioid abatement application



# Virginia Opioid Abatement Authority Grant Awards to Cooperative Projects Involving Multiple Cities and/or Counties

Greetings to all Cities and Counties of the Commonwealth of Virginia. The Virginia Opioid Abatement Authority (“OAA”) is excited to launch its grant awards for cooperative projects involving multiple cities and/or counties from the Opioid Abatement Fund.

The contents of this package are for applying for a distribution from the Opioid Abatement Authority for cooperative projects involving multiple cities and/or counties in compliance with the national settlement agreements, Commonwealth’s memorandum of understanding (“MOU”), and *Code of Virginia* §2.2-2370. Per the MOU, at least two of the participating cities and/or counties must be within the same [Department of Behavioral Health and Developmental Services \(DBHDS\) Regions](#).

This package includes the relevant information for the city or county assigned as the fiscal agent for the cooperative project(s) to apply for the distribution from the OAA including guidance, instructions, the application form, and the terms and conditions.

This application period is open from January 19<sup>th</sup> through May 5<sup>th</sup>, 2023.

OAA awards for cooperative projects will be on a fiscal year basis. Each award will be for one full fiscal year with up to four, one-year renewal options. An application for renewal will be required from the participating partner cities and/or counties and submitted between October 1 and April 1 of each year. After a project has been renewed four times, the cooperating partner cities and/or counties will need to submit a new complete application. The initial cooperative projects will be awarded for Fiscal Year 2024.

Reporting will be on a yearly basis for this first award cycle, due September 1, 2024, on forms prescribed by the OAA.

Grant requests for cooperating partnerships are awarded on a competitive basis. In making decisions about which grants to award, the OAA Board of Directors follows the statutory requirements of §2.2-2370.

Please feel free to contact me with any questions on the application or the award process.

Thanks and Regards,

Cecil “Charlie” Lintecum  
Director of Operations  
804-500-1811  
[clintecum@voaa.us](mailto:clintecum@voaa.us)  
[www.voaa.us](http://www.voaa.us)

| Allowable Funding Area  | What is funded?  | Amount of Funding   | Performance Measure  | Total Funding  |
|---|--|---|--|--|
| Provide comprehensive wrap-around services to individuals with OUD and any co-occurring SUD/MH conditions, including housing, transportation, education, job placement, job training, or childcare.   | <ul style="list-style-type: none"> <li>– Wrap Around Treatment and Recovery Budget</li> </ul>  | <ul style="list-style-type: none"> <li>– \$70,000.00</li> </ul>   | <ul style="list-style-type: none"> <li>– No. of adults connected to housing</li> <li>– No. of adults connected to childcare</li> <li>– No. of adults connected to education or job training</li> <li>– No. of adults connected to a job/employment</li> </ul>  | <ul style="list-style-type: none"> <li>– \$70,000.00</li> </ul>  |
| Funding for media campaigns to prevent opioid use.  | <ul style="list-style-type: none"> <li>– Marketing Campaign/Outreach</li> </ul>  | <ul style="list-style-type: none"> <li>– \$3,000.00</li> </ul>  |  | <ul style="list-style-type: none"> <li>– \$3,000.00</li> </ul>   |
| Support mobile intervention, treatment, and recovery services offered by qualified professionals and service providers-educations peer recovery coaches, for persons with OUD and job/employment SUD/MH conditions and for persons who have | <ul style="list-style-type: none"> <li>– Outreach Coordinator</li> <li>– Peer Recovery Support Staff</li> <li>– Transport Vehicle (1 vehicle)</li> <li>– Wrapping of Transport Vehicle (1 vehicle)</li> <li>– Annual Vehicle Maintenance</li> <li>– Gasoline for Vehicle</li> <li>– Harm Reduction Supplies</li> </ul> | <ul style="list-style-type: none"> <li>– \$52,000.00</li> <li>– \$42,000.00</li> <li>– \$50,000.00</li> <li>– \$8,000.00</li> <li>– \$3,000.00</li> <li>– \$47,815.00</li> <li>– \$10,000.00</li> </ul> | <ul style="list-style-type: none"> <li>– No. of children (up to age 18) completing some form of detox</li> <li>– No. of children (up to age 18) connected to therapeutic counseling services</li> <li>– No. of children (up to age 18) connected to professional mental health care</li> <li>– No. of children (up to age 18) connected to peer supports</li> <li>– No. of individuals diverted from incarceration to treatment</li> </ul> | <ul style="list-style-type: none"> <li>– \$212,815.00</li> </ul> |

|  |  |                  |  |  |
|--|--|------------------|--|--|
| <p>experienced an opioid overdose.<br/>OR<br/>Supporting mobile units that offer or provide referrals to harm reduction services, treatment, recovery supports, health care, or other appropriate services to persons that use opioids or persons with OUD and any co-occurring SUD/MH conditions.</p> |  |                  | <ul style="list-style-type: none"> <li>- No. of individuals diverted from incarceration to housing</li> <li>- No. of adults completing some form of detox</li> <li>- No. of adults connected to therapeutic counseling services</li> <li>- No. of adults connected to professional mental health care</li> <li>- No. of adults connected to peer supports</li> <li>- No. of people engaged during harm prevention outreach efforts</li> <li>- No. of Naloxone kits distributed to at-risk individuals</li> <li>- No. of Fentanyl test kits distributed to at-risk individuals</li> <li>- No. of clean syringe exchanges conducted</li> <li>- Reported No. of overdoses reversed</li> </ul> |  |
| <b>Total</b>   |  | <b>\$285,815</b> |  |  |

5% match = \$14,290

10% match = \$28,581



**A RESOLUTION APPROVING THE  
SUBMISSION OF THE GRANT APPLICATION,  
THE VIRGINIA OPIOID ABATEMENT  
AUTHORITY COOPERATIVE AGREEMENT  
AND AUTHORIZE THE CITY MANAGER TO  
EXECUTE ALL NECESSARY DOCUMENTS ON  
BEHALF OF THE CITY.**

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**WHEREAS**, the mission of the Virginia Opioid Abatement Authority (OAA) is to abate and remediate the opioid epidemic in the Commonwealth of Virginia through financial support in the form of grants, donations, or other assistance; and

**WHEREAS**, the OAA operates a financial assistance program to support certain cooperative partnerships of cities and /or counties in Virginia that implement regional efforts to treat, prevent, and reduce opioid; and

**WHEREAS**, the cities and/or counties listed below have committed to work together to develop and jointly submit an application for regional cooperative partnership funding from the OAA; and

**WHEREAS**, at least two of the cities and/or counties listed below are located within the same region of the Department of Behavioral Health and Developmental Services; and

**WHEREAS**, the cities and/or counties and other organizations listed below agree they will execute a legally binding agreement formalizing the cooperating partnership if the application for financial assistance is approved; and

**WHEREAS**, the cities and/or counties and other organizations listed below agree that Chesterfield County will serve as the fiscal agent for the cooperative partnership if it is awarded; and

**WHEREAS**, the cities and/or counties and other organizations listed below seek a total of \$1,509,746 in grant funding from the OAA for Fiscal Year 2024; and

**WHEREAS,** Chesterfield County has committed to allocate \$79,853 of its Individual Distribution from the OAA to this project for Fiscal Year 2024; and

**WHEREAS,** Powhatan County has committed to allocate \$28,582 of its Individual Distribution from the OAA to this project for Fiscal Year 2024; and

**WHEREAS,** City of Colonial Heights has committed to allocate \$30,400 of its Individual Distribution from the OAA to this project for Fiscal Year 2024; and

**WHEREAS,** City of Petersburg has committed to allocate \$28,581 of its Individual Distribution from the OAA to this project for Fiscal Year 2024; and

**NOW, THEREFORE, BE IT RESOLVED,** the cities and/or counties and other organization listed below hereby authorize Chesterfield County to execute the cooperative partnership grant application to the Virginia Opioid Abatement Authority and to execute all documents in connection therewithin.

| <b>Name of City, County, or Organization</b> | <b>Printed Name of Authorized Signor</b> | <b>Title of Authorized Signor</b> | <b>Signature</b> |
|--|--|-----------------------------------|------------------|
| Chesterfield County                          | Joseph Casey                             | County Administrator              |                  |
| Powhatan County                              | Bret Schardein                           | County Administrator              |                  |
| City of Colonial Heights                     | Doug Smith                               | City Manager                      |                  |
| City of Petersburg                           | John M. Altman, Jr.                      | City Manager                      |                  |

Resolution \_\_\_\_\_

Adopted by the City of Petersburg  
Council of the City of Petersburg on:

\_\_\_\_\_

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