



# City of Petersburg Virginia

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## June 20, 2023 - Regular City Council Meeting

June 20, 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 Administration

John March Altman, Jr. - City Manager  
Anthony Williams - City Attorney  
Nykesha D. Lucas - City Clerk

- 
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. Recognition of Jeremiah Johnson.
    - b. A proclamation designating July 1st, 2023, as Nu Gamma Epsilon Military Sorority, Incorporated Day in the City of Petersburg. **(Page 3)**
    - c. Presentation on ACFR FY22 Overview and Acceptance. **(Page 4)**
  6. **Responses to Previous Public Information Posted**
  7. **Approval of Consent Agenda (to include minutes of previous meetings):**
    - a. Minutes: **(Page 24)**
      - June 6, 2023 - Special City Council Meeting
      - June 6, 2023 - Closed Session Meeting
      - June 6, 2023 - City Council Work Session
  8. **Official Public Hearings**
    - a. A public hearing and consideration of an Ordinance approving a Petition for a Special Use Permit (SUP) for used Auto Sales and Car Rental at 1242 W Washington Street. The property is located in a B-2 General Commercial Zoning District. **(Page 34)**
    - b. A public hearing and consideration of an Ordinance approving a Petition for a Special Use Permit (SUP) for Automotive Repair and Detailing at 1841 Anchor Avenue. The property is located in a M-1 Light Industrial Zoning District. **(Page 38)**
    - c. A public hearing and consideration of an Ordinance approving a Petition for a Special Use Permit (SUP) for a Multi-Family residential development at 712 High Street. The property is located in the B-2 General Commercial Zoning District. **(Page 42)**

- d. A Public Hearing and consideration of a Petition for a Special Use Permit (SUP) for a Car Wash and Automotive Detailing at 1602 W Washington Street. The property is located in the B-2 General Commercial Zoning District. **(Page 46)**
- e. A Public Hearing and consideration of an Ordinance approving a Petition to rezone the property located at 3287 County Drive from B-2 General Commercial Zoning District to M-1 Light Industrial Zoning District. **(Page 50)**
- f. A public hearing on an appeal by Parmeet Soin, applicant of 125 North Market Street, Tax Parcel 011-24-0001, owned by SC Market Street LLC, on the decision of the Architectural Review Board (ARB). The property is located within the Courthouse Local Historic District. **(Page 54)**
- g. A public hearing on June 20, 2023, to receive public comments for the consideration of funding recommendations and availability for the CDBG 2023-2024 Action Plan. **(Page 65)**
- h. Consideration of an ordinance authorizing the City Manager to execute a Pilot Operating Agreement with Bird Rides, Inc. to establish a Stand-up Electric Scooter sharing system within the City of Petersburg - 2nd Reading **(Page 119)**
- i. A public hearing and consideration to adopt the FY 2024 Capital Budget - 2nd Reading **(Page 149)**

**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**

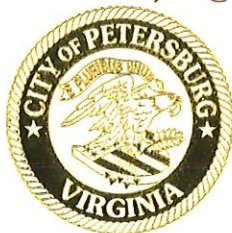
**14. New Business**

**15. City Manager's Report**

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

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

**18. Adjournment**



# Proclamation

**WHEREAS**, Nu Gamma Epsilon Military Sorority, Incorporated was founded on July 1, 2023, in the city of Petersburg, Virginia on the principles of Sisterhood, Service, Charity, Goodwill, and Humanity to Humankind; and

**WHEREAS**, Nu Gamma Epsilon Military Sorority, Incorporated is a non- profit 501(c)3 organization dedicated to promoting the causes of female veterans of the Armed Forces and bringing awareness to the plights of female veterans such as but not limited to homelessness, mental illness, substance abuse, domestic violence and the need for respite care; and

**WHEREAS**, bringing awareness to the plights of female veterans such as but not limited to homelessness, mental illness, substance abuse, domestic violence, and the need for respite care; and

**WHEREAS**, Nu Gamma Epsilon Military Sorority, Incorporated is also committed to organizing and partnering on charitable projects with various veteran shelters, faith-based and veteran organizations, military installations within the community while fostering the spirit of sisterhood, service, charity, goodwill and humanity to humankind; and

**WHEREAS**, Nu Gamma Epsilon Military Sorority, Incorporated provides outreach and community resources to veteran women in need who are unfamiliar with the dynamics of local and state government services; and

**WHEREAS**, Nu Gamma Epsilon Military Sorority, Incorporated assists with obtaining transitional and permanent housing to accommodate the needs of the veteran women and their families; and

**WHEREAS**, Nu Gamma Epsilon Military Sorority, Incorporated Provide stabilization and temporary services for emotional support, behavioral or mental health; and

**WHEREAS**, Nu Gamma Epsilon Military Sorority, Incorporated provides financial support to veteran women in need of housing deposits, household goods, or other necessities.

**NOW, THEREFORE, I, Mayor Samuel Parham**, by virtue of the authority vested in me by the City of Petersburg, do hereby proclaim

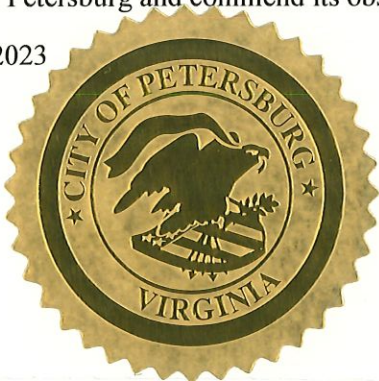
**July 1, 2023**

**as**

**"NU GAMMA EPSILON MILITARY SORORITY, INCORPORATED DAY"**

in the City of Petersburg and commend its observance to all citizens.

Dated: 6/20/2023



  
\_\_\_\_\_  
Mayor, Samuel Parham

ATTEST:

  
\_\_\_\_\_  
Clerk of Council, Nykesha D. Lucas



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** June 20, 2023  
**TO:** The Honorable Mayor and Members of City Council  
**THROUGH:** March Altman, Jr., City Manager  
**FROM:** Stacey Jordan  
**RE:** Presentation on ACFR FY22 Overview and Acceptance. (Page 4)

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**PURPOSE:** Presentation and update.

**REASON:** See attached.

**RECOMMENDATION:** For informational purposes.

**BACKGROUND:** See attached.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 6/20/2023

**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. ACFR slide deck FY22



# 2022 Annual Comprehensive Financial Report (ACFR)

## *City of Petersburg* VIRGINIA

**Presented by:**  
**Department of Finance**





# Agenda

## ☐ Overview

## ☐ Audit Opinion

### **"Highlights"**

## ☐ Basic Financial Statements

- Governmentwide
- Governmental Funds
- Proprietary Funds
- Fiduciary Funds

Fund Financial Statements

## ☐ Notes to the Financial Statements

## ☐ Supplementary Information

## ☐ External Auditor Update



# Overview

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The purpose of today's presentation is to provide City Council an overview of the results pertaining to the preparation and audit of FY 2022 Annual Comprehensive Financial Report (ACFR).

The FY 2022 or fiscal year 2022 ACFR covers the period of July 1, 2021 to June 30, 2022 and represents the financial position and results of the City as of June 30, 2022.



# Audit Opinion

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At the conclusion of the ACFR preparation and audit process, the City's external auditor renders an opinion on the whether the City's financial statements fairly present the results of the City for the period reported.

The types of opinions that can be rendered are as follows:

- Unmodified
- Qualified
- Adverse
- Disclaimer

The last 3 opinions are all considered modified opinions.





# Audit Opinion

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At the conclusion of the 2022 ACFR preparation and audit process, the City's external auditor rendered the following opinion:

	2022	2021	2020	2019
<u>Business Unit</u>	<u>Auditor Opinion</u>	<u>Auditor Opinion</u>	<u>Auditor Opinion</u>	<u>Auditor Opinion</u>
Governmental Activities	Unmodified	Unmodified	Unmodified	Unmodified
Business-Type Activities	Unmodified	Unmodified	Unmodified	Unmodified
Discretely Presented Component Units	Unmodified	Unmodified	Unmodified	Unmodified
General Fund	Unmodified	Unmodified	Unmodified	Unmodified
Capital projects Fund	Unmodified	Unmodified	Unmodified	Unmodified
Public Utility Fund	Unmodified	Unmodified	Unmodified	Unmodified
Mass Transit Fund	Unmodified	Unmodified	Unmodified	Unmodified
Golf Course Fund	Unmodified	Unmodified	Unmodified	Unmodified
Aggregate Remaining Fund Information	Unmodified	Unmodified	Unmodified	Unmodified

The City of Petersburg received an overall Unmodified opinion on the audit of its financial statements for the fourth year in a row.



# Audit Opinion

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## Unmodified Opinion

An unqualified opinion or “clean” opinion is an independent auditor's judgment that the financial statements are fairly and appropriately presented, without any identified exceptions, and in compliance with generally accepted accounting principles (GAAP). An unqualified opinion is the most common type of auditor's opinion. The City received an unmodified opinion on each unit assessed.

## Qualified Opinion

A qualified or modified opinion is where the auditor suggests future amendments or procedures to follow to avoid misstatements in the financial systems and to make the financial statements transparent and clear. None of the areas audited received this opinion.



# Basic Financial Statements

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The ACFR presents up to three (3) different types of financial statements as part of its ***“Basic” Financial Statements***. The types are as follows:

- ☐ Governmentwide
  - ☐ Statement of Net Position
  - ☐ Statement of Activities

## Fund Financial Statements

- ☐ Governmental Funds
  - ☐ Balance Sheet
  - ☐ Statement of Revenues, Expenditures and Changes in Fund Balance
- ☐ Proprietary Funds
  - ☐ Statement of Net Position
  - ☐ Statement of Revenues, Expenses, and Change in Net Position
  - ☐ Statement of Cash Flows
- ☐ Fiduciary Funds (*excluded from highlight*)
  - ☐ Statement of Fiduciary Net Position (Hospital Trust / Agency Fund)  
Funds not available and held in a trust or agent capacity.



# Basic Financial Statements Government-wide

## Statement of Net Position

**Government-wide** includes both the City's Governmental & Business-Type Activities

**Statement of Net Position** (Exhibit 1) is a snapshot of City's assets and liabilities under the accrual basis of accounting at the end of each fiscal year. The Statement of Net Position identifies the type and amounts of assets available to support City operations, how much the City owes to vendors and bond holders, and the City's net position is delineated based upon its availability to be used for future expenditures. This statement is also known as the Balance Sheet (Exhibit 3) for the Governmental Funds. Below is a summary for the Governmental Funds.

Condensed Statement of Net Position

as of June 30, 2022	2022	2021	\$ Change	% Change
Current Assets	95,158,289	72,334,956	22,823,333	32%
Capital Assets	60,229,294	55,508,492	4,720,802	9%
Deferred Outflows - Pension, OPEB, Refunding	12,449,438	11,648,793	800,645	7%
	167,837,021	139,492,241	28,344,780	20%
Current Liabilities	26,786,121	16,690,034	10,096,087	60%
Noncurrent Liabilities	47,038,507	72,475,045	(25,436,538)	-35%
Deferred inflows - Property Tax, OPEB, Pension	22,969,380	2,472,516	20,496,864	829%
	96,794,008	91,637,595	5,156,413	6%
Total Net Position	71,043,013	47,854,646	23,188,367	48%





# Basic Financial Statements Government-wide

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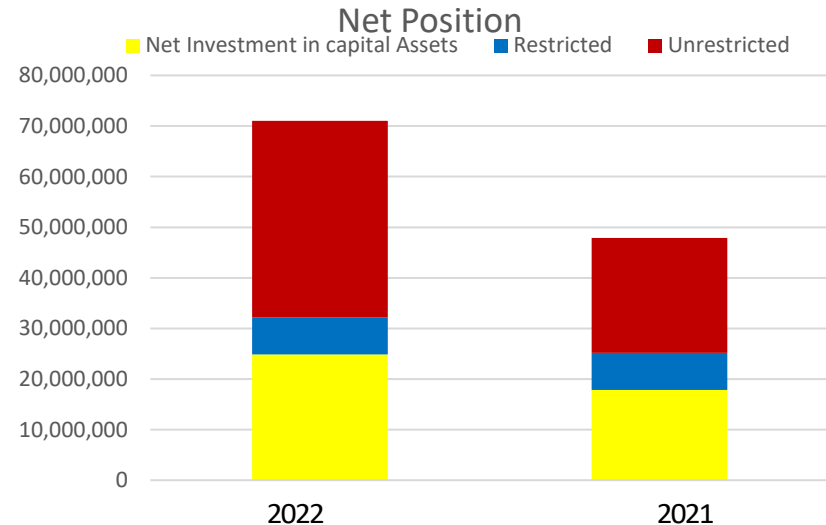
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## Statement of Net Position (continued)

**Net position** is divided into three major categories:

- Net investment in capital assets (property, plant, equipment owed by the City)
- Restricted net assets (nonexpendable and expendable)
- Unrestricted net position (available for use for any lawful purpose)



Total Net Position				
as of June 30, 2022	2022	2021	\$ Change	% Change
Net Investment in capital Assets	24,871,695	17,842,076	7,029,619	39%
Restricted	7,319,665	7,322,643	(2,978)	-0.041%
Unrestricted	38,851,653	22,689,927	16,161,726	71%
<b>Total Net Position</b>	<b>71,043,013</b>	<b>47,854,646</b>	<b>23,188,367</b>	<b>48%</b>



# Basic Financial Statements Government-wide

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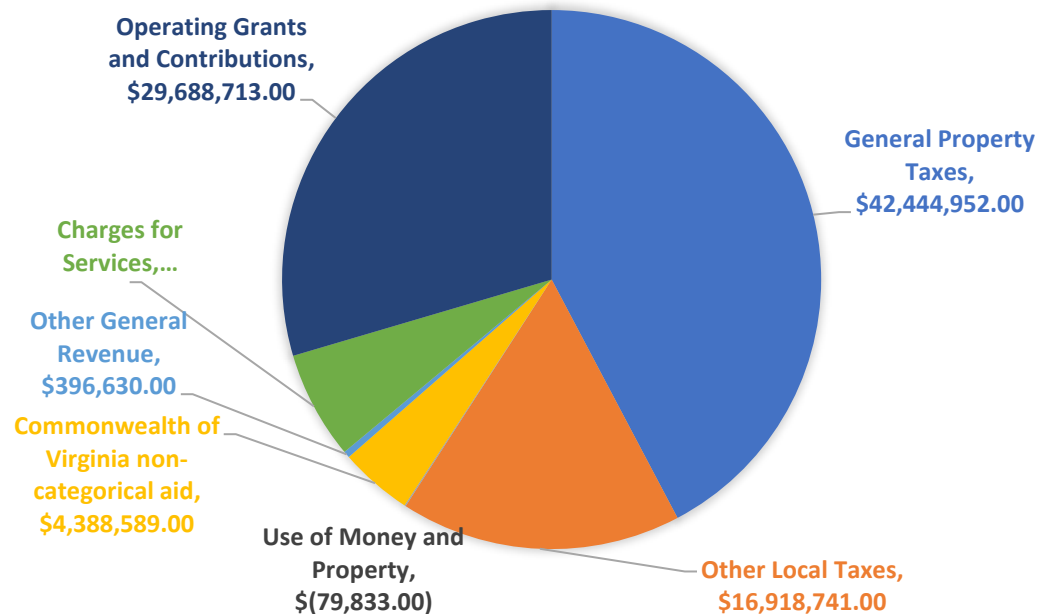
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## Statement of Activities

**Statement of Activities** (Exhibit 2) reflects the City's revenue and expenses for its Governmental and Business-Type Activities. Below is a breakout of the major sources of revenue for the City's Governmental Activities.

### GOVERNMENTAL ACTIVITY REVENUES



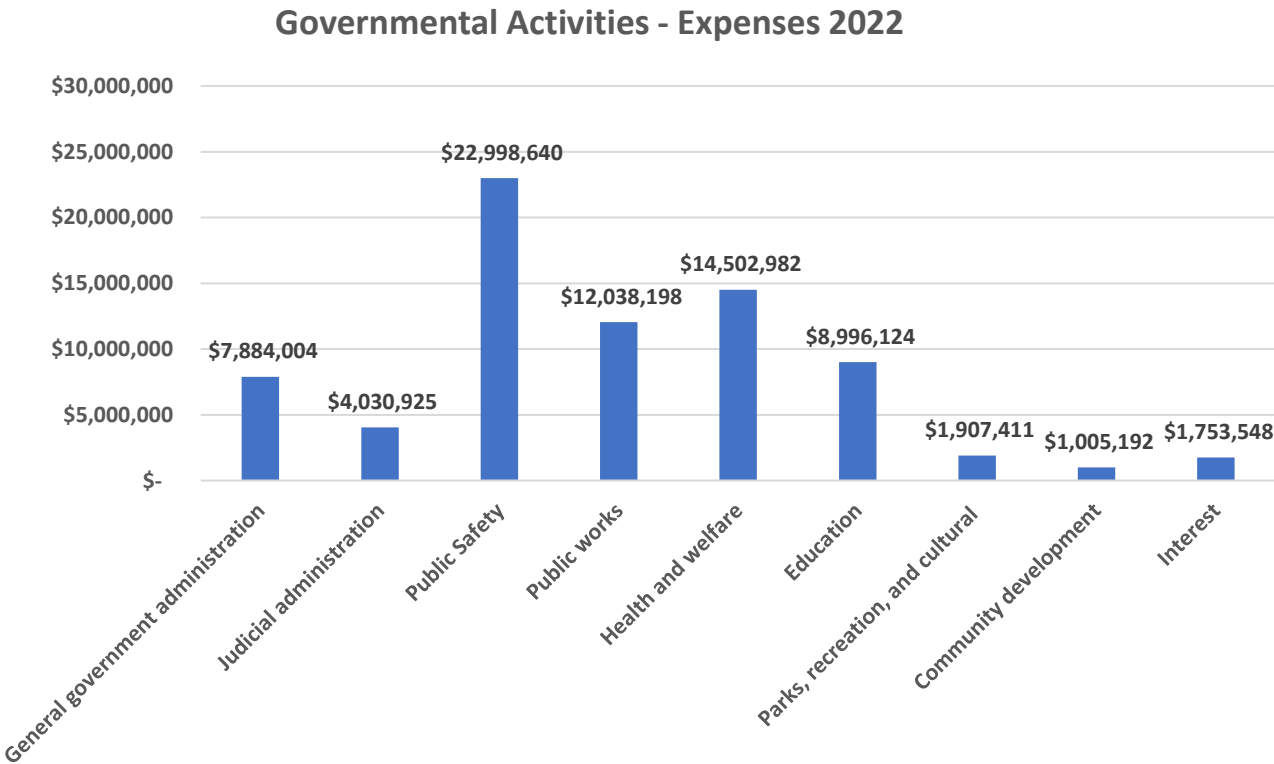


# Basic Financial Statements Government-wide

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## Statement of Activities (continued)

The below reflects the City’s expenses for each of its major functions within its Governmental Activities.





# Basic Financial Statements Governmental Funds

## Balance Sheet

**Governmental Funds** (Exhibit 3) is comprised of three (3) funds/fund groups:

- General Fund Primary or chief operating fund of the City
- Capital Projects Fund Accounts for all of constructions projects for general public improvements excluding those of the business type activities
- Non-Major Funds Comprised of the Special Revenue and Permanent Funds and accounts for and reports on the use of fund in accordance with their specific purposes

Condensed Balance Sheet				
as of June 30, 2022	General Fund	Capital Projects	Non-Major Funds	Total
Assets	69,151,168	7,293,656	24,897,418	101,342,242
Liabilities	12,494,659	3,848,216	13,030,149	29,373,024
Deferred Inflows of Resources	11,212,863			11,212,863
	23,707,522	3,848,216	13,030,149	40,585,887
Fund Balance	45,443,646	3,445,440	11,867,269	60,756,355





# Basic Financial Statements Governmental Funds

## Balance Sheet (continued)

as of June 30, 2022	Total Fund Balance			Total
	General Fund	Capital Projects	Non-Major Funds	
Nonspendable	5,434,863	4,637,613	2,059,019	12,131,495
Restricted	992,504		5,368,231	6,360,735
Committed			4,440,019	4,440,019
Unassigned	<b>39,016,279</b>	(1,192,173)		37,824,106
Total Fund Balance	45,443,646	3,445,440	11,867,269	60,756,355

### Highlight:

The “Unassigned” fund balance for the General Fund increased from \$25,232,435 in FY 2021 to **\$39,016,279** in FY 2022 or by 35.3% and \$13,783,844



# Basic Financial Statements Governmental Funds

## Statement of Revenues, Expenditures, and Changes in Fund Balance

The **Statement of Revenues, Expenditures, and Changes in Fund Balance** (Exhibit 4) shows the City's revenues by source, expenditures categorized by the City's major functions or programs, and other financing sources (uses) and transfers for its Governmental Funds. This statement is also known as the **Statement of Revenues, Expenses, and Changes in Net Position** (Exhibit 7) for Proprietary Funds and the **Statement of Activities** (Exhibit 2) for the Governmentwide financials.

Condensed Statement of Revenue, Expenditures and Change in Fund Balance

as of June 30, 2022	General	Capital Projects	Non-Major Funds	Total
Revenue	82,005,904	4,659,126	12,188,696	98,853,726
Expenditures	65,972,260	5,736,436	11,297,001	83,005,697
Excess (deficiency) of revenue over (under)	<b>16,033,644</b>	(1,077,310)	891,695	15,848,029
Expenditures				
Other Financing Sources (Uses) - Transfers in (Out)	(2,293,363)	(1,010,180)	108,172	(3,195,371)
Payment to Bond Escrow agent, Issuance (Discount) of/on Debt				
Changes in Fund Balance	<b>13,740,281</b>	(2,087,490)	999,867	12,652,658
Fund Balance at the Beginning of Year	31,703,365	5,532,930	10,867,402	48,103,697
Fund Balance at End of Year	45,443,646	3,445,440	11,867,269	60,756,355

### Highlight:

Revenues exceeded Expenditures in the General Fund by **\$16,033,644** or by more than 20%



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## Statement of Revenues, Expenses, and Changes in Net Position

**Proprietary Funds** includes information on the City's Public Utility, Mass Transit and Golf Course operations.

The **Statement of Revenues, Expenses, and Changes in Net Position** (Exhibit 7) shows the City's revenues and expenses categorized between operating, non-operating and other related activities for its Proprietary Funds or Business-Type Activities.

Condensed Statement of Revenue, Expenditures and Change in Net Position

as of June 30, 2022	Public Utility	Mass Transit	Golf Course	Total
Operating Revenues	13,290,955	322,973	1,033,380	14,647,308
Operating Expenses	11,724,514	5,280,861	1,081,792	18,087,167
Operating Income (Loss)	1,566,441	(4,957,888)	(48,412)	(3,439,859)
Non-Operating Revenues (Expenses)				
State/Federal Grants, Interest Income (Expense)	(389,724)	3,850,909	(119,544)	3,341,641
Bond Issuance Costs				
Income (Loss) before contribution and transfers	1,176,717	(1,106,979)	(167,956)	(98,218)
Transfers in	787,733	892,979	279,479	1,960,191
Changes in Net Position	1,964,450	(214,000)	111,523	1,861,973
Fund Balance at Beginning of Year	23,667,598	14,801,437	(2,122,662)	36,346,373
Fund Balance at End of Year	25,632,048	14,587,437	(2,011,139)	38,208,346



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## Statement of Cash Flows



**Statement of Cash Flows** (Exhibit 8) provides information about City's sources (receipts) and uses (payments) of cash during the fiscal year. It classifies sources and uses of cash into four categories, assists in determining whether the City has the ability to generate future net cash flows to meet its obligations as they come due, and assists in determining the need for external financing. Statement of Cash Flows only exists for the Proprietary Funds or the Business-Like Activities.





# Notes to the Financial Statements

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## Long-Term Obligations

Of \$65,767,365 in total obligation or liability (Note 7) , **\$44,954,596** was in General Obligation Bonds backed by the full faith and credit of the City. Of the total obligation or liability, \$4,260,475 was due and payable within one (1) year. The breakdown across Governmental and Business-Type Activities (i.e., Public Utility, Mass Transit, and Golf Course operations) is below.

### Condensed Note 7 - Long term Obligations

as of June 30, 2022	Business-Type Activities				Total
	Governmental	Public Utility	Mass Transit	Golf Course	
<b>General Obligation (GO) Bonds</b>	<b>34,541,705</b>	<b>7,225,659</b>		<b>3,187,232</b>	<b>44,954,596</b>
Stormwater Revenue Bonds	2,471,174				
School Literary Funds Loans					
School Qualified Zone Academy Bonds (QZAB)	1,731,857				
Capital Leases	652,204			110,963	
Notes Payable		3,255,018			
Premium (Discount) on Bonds Payable	694,778	490,177		439,271	
Net Pension Liability	661,871	29,059	41,213	8,045	
Net OPEB Liability	7,965,975	121,511	172,332	33,639	
Compensated Absences	1,701,230	77,642	116,517	38,293	
Total Long Term Obligations	50,420,794	11,199,066	330,062	3,817,443	<b>65,767,365</b>
Short-term Anticipation Notes					
Due within 1 year	3,382,287	661,363	11,652	205,173	<b>4,260,475</b>



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## Budgetary Data

**General Fund Budget and Actual** information (Exhibit 11) is presented for every source of revenue and category of expenditure by major function or program in the General Fund inclusive of Debt Service and Transfers.

## Pension Data

**Net Pension Liability, Employer Contributions, and Other Post Employment Benefits (OPEB)** information is presented in the supplementary information section.

## Combining Statements, Non-Major Funds, Supporting Schedules

This section includes combining statements for non-major funds. Non-major funds include both Special Revenue Funds (SRF) such as federal and state project funds, community development act funds (CDBG) and stormwater funds, as well as, Permanent Funds such as Blandford Cemetery Perpetual Care funds, Clara J. McKenney Memorial funds, and Library Endowment funds. It also includes Agency Funds such as Special Welfare, Jail Inmate, Drug Seizure, and Industrial Development Authority funds. This section also includes Budget and Actual supporting schedules.



# What's Next?

- This concludes the overview, highlights, and operating results of the City's FY 2022 ACFR.

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What's Next?



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** June 20, 2023

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

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

**FROM:** Nykesha Lucas

**RE:** **Minutes: (Page 24)**  
**-June 6, 2023 - Special City Council Meeting**  
**-June 6, 2023 - Closed Session Meeting**  
**-June 6, 2023 - City Council Work Session**

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**PURPOSE:** For information only.

**REASON:** For information only.

**RECOMMENDATION:** For information only.

**BACKGROUND:** See the attached minutes.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 6/20/2023

**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. June 6, 2023 - Special City Council Meeting
2. June 6, 2023 - Work Session city council minutes
3. June 6, 2023 Closed Session Meeting Minutes

The Special Meeting of the Petersburg City Council was held on Tuesday, June 6, 2023, at the Petersburg Public Library. Mayor Parham called the Closed Session Meeting to order at 3:05 p.m.

**1. ROLL CALL:**

Present:

Council Member Charles H. Cuthbert, Jr.  
Council Member W. Howard Myers  
Council Member Arnold Westbrook, Jr.  
Mayor Samuel Parham

Absent: Council Member Marlow Jones  
Council Member Annette Smith-Lee  
Vice Mayor Darrin Hill

Present from City Administration:

Clerk of Council Nykesha D. Lucas  
City Manager John March Altman, Jr.  
City Attorney Anthony Williams

**2. PRESENTATION AND/OR UPDATE:**

a. Presentation on ACFR FY22 Overview and Acceptance.

Mayor Parham stated, "For tonight, we had scheduled the presentation on the audit report. What happened is that the auditors had some unforeseen circumstances that they could not be here tonight. So, we will have to reschedule this report. Mr. Altman, do we have a date on when we want to reschedule this for?"

Mr. Altman stated, "We are going to reschedule this for the meeting on June 20<sup>th</sup>."

Mayor Parham stated, "So, we are going to do the audit report on the 20<sup>th</sup>. Do we need to have a special meeting or move it up early?"

Mr. Altman stated, "No, I believe that it can be part of the regular agenda if you would like. We do not have to have a public hearing. It is just a presentation."

Mayor Parham stated, "Okay. Perfect. So, for the record the meeting will be moved to June 20<sup>th</sup> at 5pm."

**3. ADJOURNMENT:**

The City Council adjourned at 3:07 p.m.

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

APPROVED:

\_\_\_\_\_  
Mayor

\*Audio available upon request.

The work session meeting of the Petersburg City Council was held on Tuesday, June 6, 2023, at the Petersburg Public Library. Mayor Parham called the meeting to order at 5:25 p.m.

**1. ROLL CALL:**

Present:

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

Absent: Vice Mayor Darrin Hill

Present from City Council Administration:

Clerk of City Council Nykesha D. Lucas  
City Manager John March Altman, Jr.  
City Attorney Anthony C. Williams

**2. PRAYER:**

Mayor Parham stated, "Council Member Smith-Lee will lead us in our opening prayer."

Council Member Smith-Lee led the council meeting in prayer.

**3. PLEDGE OF ALLEGIANCE:**

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

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

A quorum is present.

**5. PUBLIC COMMENTS:**

Gary Talley, 2323 Fort Rice, stated that he is currently the chair of the Community Services Board. He stated that they must be familiar with the sinkhole that is in between the buildings and that it is getting worse. He stated that it has been this way for about a year. He stated that he has emailed people to find out what is going on with this problem and that he was given two stories. He stated that he was told that the city has all the permits that are waiting on someone's desk waiting to be approved. He stated that the other story was that they are waiting for permits to be submitted. He asked can someone look into this problem. He stated that if a really bad storm comes it will create a bigger problem. He asked can the meetings start on time. He stated that with the infrastructure list he would like to know what the city is doing with the money pertaining to the projects. He stated that the city has an economic development director but that it looks like there are outside parties being hired to assist with that. He stated that he hopes that this information will be talked about during the meeting.

**6. APPROVAL OF CONSENT AGENDA (TO INCLUDE MINUTES OF PREVIOUS MEETING/S):**

a. Minutes:

-May 16, 2023 – Closed Session Minutes

-May 16, 2023 – Regular City Council Meeting Minutes

b. First reading of an ordinance approving a petition to rezone the property located at 2255



Jamestown Road, from A, Agriculture Zoning District to M-1, Light Industrial Zoning District, and 2262 County Drive, from B-2, General Commercial Zoning District to M-1, Light Industrial Zoning District – 1<sup>st</sup> Reading

- c. Consideration of an ordinance authorizing the City Manager to execute a Pilot Operating Agreement with Bird Rides, Inc to establish a Stand-up Electric Scooter sharing system within the City of Petersburg. – 1<sup>st</sup> Reading
- d. Consideration to adopt the FY 2024 Capital Budget – 1<sup>st</sup> Reading.

Council Member Westbrook made a motion to approve the consent agenda. Council Member Smith-Lee seconded the motion. The motion was approved on roll call. On roll call vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, and Parham; Absent: Hill

## **7. SPECIAL REPORTS:**

- a. Recognition of Blandford Diamonds

Mayor Parham and Council Member Smith-Lee presented six young ladies with certificates of recognition for participating in the Blandford Diamonds. Their names are Gihanna Colson, Ladianna Brown, Jazmyne Elliott, K'Mani Jackson, ChaMari Perry, and Janiya Womack.

- b. Presentation of a Proclamation designating June 19<sup>th</sup> – July 20<sup>th</sup> as Black Future Month.

Mayor Parham read the proclamation aloud.

- c. Presentation of a Proclamation designating June 15, 2023, as World Elder Abuse Awareness Day.

Mayor Parham read the proclamation aloud.

Dr. Harold Sayles, Executive Director of Crater District Area Agency on Aging, accepted the proclamation.

- d. Presentation on Bird Micro-Mobility Electric Scooters.

Reginald Tabor, Planning Manager, Department of Economic Development, Planning and Community Development stated, "Unfortunately, the representative from Bird was not able to attend the meeting tonight. But we do have the presentation document in your packet and the item was approved on the consent agenda for a public hearing on the 20<sup>th</sup>. We ask that the information be provided during the public hearing."

- e. Presentation on Virginia Department of Housing and Community Development (DHCD) Acquire, Renovate, Sell (SRS) Pilot Program.

**BACKGROUND:** The Virginia Department of Housing and Community Development (DHCD) established and administers the Acquire, Renovate Sell (ARS) program to create affordable homeownership opportunities for low- to moderate- income (LMI), first-time homebuyers while allowing providers increased discretion over acquisition type, region, and resale. A goal of ARS is to help transform a street, a neighborhood, a community, and a family.

The program is the result of a partnership between DHCD, the primary administrator, and the Virginia Housing Development Authority (VHDA), the financial backing. Providers will acquire undervalued homes that are assessed below market value using their own lines of credit, renovate using ARS funding and other leveraged sources if necessary, and resell the property at fair market value to a first-time homebuyer who is an individual or family who has not owned AND occupied a primary residence within the last three years. Homebuyers must also meet VHDA

income limits, however, exceptions to the first-time homebuyer definition as well as higher income limits are available for properties located in Areas of Economic Opportunity (Federal Targeted Areas) in accordance with VHDA income and location guidelines. After the sale of the home, the ARS funding is returned, and the provider uses the net proceeds as program income to reinvest in local, affordable housing efforts and cover a portion of administrative costs. The ARS provider network is encouraged to leverage local, state, federal, and private resources during all three stages of their projects to increase the program's overall effectiveness.

Currently, homes being renovated and constructed by Habitat for Humanity and other local entities are being targeted as a pilot project for the program in Petersburg.

**RECOMMENDATION:** For information only.

Reginald Tabor, Planning Manager, Department of Economic Development, Planning and Community Development, gave a brief presentation on the program.

Key points:

- The City Council proclaimed June 2023 as Homeownership month.
- Throughout the month, the city in partnership with others will host events and provide information about resources and services available to prospective homebuyers, realtors, financial institutions, and developers to promote homeownership in Petersburg.
- A Homeownership Fair is scheduled to be held on June 28, 2023, from 4-7pm in the Petersburg Public Library.
- The Virginia Department of Housing and Community Development (DHCD) established and administers the Acquire, Renovate, Sell (ARS) Program.
- The program objective is to create affordable homeownership opportunities for low- to moderate- income (LMI), first-time homebuyers while allowing providers increased discretion over acquisition type, region, and resale.
- A goal of ARS is to help transform a street, a neighborhood, a community, and a family through the program.
- The program is the result of a partnership between DHCD, the primary administrator, and Virginia Housing (VH).

There was discussion among City Council Members and staff.

f. Presentation Petersburg Downtown Master Plan.

Brian Moore, Economic Development Director, gave a brief overview of the plan and activities and introduced the consultant Mindy Watts to provide more information.

Mindy Watts, Principal of Interface Studio, gave a brief presentation on forthcoming activities.

Key points:

- They have done 18 One-on-One interviews.
- 2 Advisory Committee Meetings –(a) Meeting 01: Existing Conditions Analysis, (b) Meeting 02: Economic Analysis
- They have conducted two walking tours downtown.
- There will be a looping presentation on existing conditions in the Downtown on the second floor.
- The event will be on June 7, 2023, 4pm-8pm with a formal presentation at 6pm at the Petersburg Area Art League.

## 8. **MONTHLY REPORTS:**

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

**9. FINANCE AND BUDGET REPORT:**

a. City of Petersburg Financial Policy Update

David Rose and Roland Kooch, Representatives from Davenport, gave a PowerPoint Presentation.

Key points:

- Davenport was tasked with preparing a review of the City's existing financial policy guidelines and providing recommendations on any updates or enhancements that could be made to help further improve the city's financial standing.
- They consider key ratios for a peer group of rated Virginia cities, industry standard benchmarks, and the city's existing and projected debt and fund balance ratios.
- The city's existing financial policies include five major sections: Financial Policy Objectives, Budget Development Policies, Capital Improvement Policies, and Reserve Policies. It was last updated 2021.
- Approximately \$41.0 million of existing tax-supported debt was outstanding as of June 30, 2022.
- The FY2023 for the General Fund debt service budget and transfer to the Golf Fund for debt service totaled \$3,503,647.

There was a discussion between the city council and Davenport.

**10. CAPITAL PROJECTS UPDATE:**

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

**11. UTILITIES:**

a. Presentation of an update from JMT on Poor Creek Project.

Michael P. Luning, Vice President of JMT, gave a briefing.

Key Notes:

- Design is progressing.
- Surveying is nearly completed.
- Geotechnical studies for wastewater force main are completed and scheduled for elevated water tank.
- Thirty percent complete plans due for review near the end of June.
- Design teams committed to compressed schedule. Out for bid in November 2023.
- Prepurchase of material (pipe/tank) with long lead times. No advantage on water main and tank. Sewer force main is to be determined. Continue to monitor supply chain issues, adjust as needed.
- Review progress weekly. Meeting bi-weekly with firms. Emphases on being responsive.
- Preliminary water main route and force main routes are determined.
- Schedule beats funding agency requirements (EDA, DEQ, VDH).

There was a discussion between the City Council and Mr. Luning.

**12. STREETS:**

a. Neighborhoods Traffic Management Program Presentation

Reggie Lantz, General Manager of Street Operations in the Department of Public Works, gave a PowerPoint presentation.

Key points:

- The City of Petersburg's Department of Public Works and Utilities is committed to improving safety of the city's roadway network using various strategies found in the Virginia Department of Transportation Calming Guide for Neighborhood Streets and Manual on Uniform Traffic Control Devices.
- The City of Petersburg will utilize a comprehensive speed management approach to address traffic calming concerns.
- The comprehensive approach will be defined in the approved Petersburg Neighborhood Traffic Management Program.
- Citizens, council members, and city staff will be able to submit Traffic Calming Request through the approved process.
- Each Traffic Calming Request will be taken seriously and will go through the same engineering evaluation process.
- Site visits will be conducted to observe existing conditions, collect geometric data and photo-document the location.
- Crash data as well as any existing traffic speed data and volume data will be reviewed.
- Preliminary assessments may lead to a full engineering evaluation of the Traffic Calming Request.
- Funding will be identified for each approved project before it is programmed for design and construction.

There was discussion among the council members and Mr. Lantz.

Council Member Cuthbert stated that he expects Mr. Lantz to come back at the September meeting to present the Neighborhood Traffic Program to city council and the citizens.

**13. FACILITIES:**

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

**14. ECONOMIC DEVELOPMENT:**

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

**15. CITY MANAGER'S AGENDA:**

\*No items for this portion of the agenda.

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

\*No items for this portion of the agenda.

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

\*No items for this portion of the agenda.

**18. ADJOURNMENT:**

The City Council adjourned at 6:04 p.m.

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

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

Mayor

The Closed Session Meeting of the Petersburg City Council was held on Tuesday, June 6, 2023, at the Petersburg Public Library. Mayor Parham called the Closed Session Meeting to order at 3:30 p.m.

**1. ROLL CALL:**

Present:

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

Absent: Vice Mayor Darrin Hill

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)(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; and under §2.2-3711(A)(3) of the Code of Virginia for the purpose of discussion or consideration of the acquisition of real property for a public purpose or the disposition of publicly held property where the discussion in an open meeting can affect the bargaining position or the negotiating strategy of the public body specifically including but not limited to the acquisition or disposition of real property.

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

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

The City Council entered closed session at 3:31 p.m.

**CERTIFICATION:**

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

Council Member Smith-Lee made a motion to return the City Council into open session and certify the



purposes of the closed session. 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, and Parham; Absent: Hill

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

City Council returned to open session at 5:22pm

Mayor Parham stated that he will entertain a motion to add a motion to authorize the city manager to execute the agreement with The Robert Bobb Group for economic development services.

Council Member Myers made a motion to add a motion to authorize the city manager to execute the agreement with The Robert Bobb Group for economic development services. Council Member Smith-Lee seconded the motion. The motion was approved on voice vote. On voice vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, and Parham; Absent: Hill

Council Member Myers made a motion to authorize the city manager to execute the agreement with The Robert Bobb Group for economic development services. Council Member Westbrook seconded the motion. The motion was approved on voice vote. On voice vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, and Parham; Absent: Hill

Mayor Parham stated that he will entertain a motion to add to the agenda a motion to authorize the city manager to execute a predevelopment agreement for the Peabody School Property.

Council Member Myers made a motion to add a motion to add to the agenda a motion to authorize the city manager to execute a predevelopment agreement for the Peabody School Property. Council Member Westbrook seconded the motion. The motion was approved on voice vote. On voice vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, and Parham; Absent: Hill

Council Member Myers made a motion to authorize the city manager to execute a predevelopment agreement for the Peabody School Property. Council Member Westbrook seconded the motion. The motion was approved on voice vote. On voice vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, and Parham; Absent: Hill

### **3. ADJOURNMENT:**

City Council adjourned at 5:24 p.m.

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

APPROVED:

\_\_\_\_\_  
Mayor



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** June 20, 2023

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

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

**FROM:** Reginald Tabor

**RE:** **A public hearing and consideration of an Ordinance approving a Petition for a Special Use Permit (SUP) for used Auto Sales and Car Rental at 1242 W Washington Street. The property is located in a B-2 General Commercial Zoning District. (Page 34)**

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**PURPOSE:** To consider an ordinance approving the petition for a Special Use Permit (SUP) for used Auto Sales and Car Rental at 1242 W Washington Street. The property is located in a B-2 General Commercial Zoning District.

**REASON:** To comply with policies, procedures and laws regarding Special Use Permits.

**RECOMMENDATION:** It is recommended that the City Council considers approving an ordinance on the petition for a Special Use Permit (SUP) for used Auto Sales and Car Rental at 1242 W Washington Street. The property is located in the B-2 General Commercial Zoning District.

**BACKGROUND:** The City of Petersburg received a petition for a Special Use Permit (SUP) for used Auto Sales and Car Rental at 1242 W Washington Street. The property is located in a B-2 General Commercial Zoning District.

The Planning Commission is scheduled to hold a public hearing and consider a resolution with a recommendation to the City Council regarding the petition on May 4, 2023.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** Revenue from the use of the property.

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

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

**AFFECTED AGENCIES:** City Assessor; Economic Development, Planning and Community Development; Public Works; Neighborhood Services

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** The City Code Appendix B Zoning.

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

**ATTACHMENTS:**

1. 0502\_2023OrdinanceSUP1242WWashingtonSt
2. 0504\_2023AgendaItemSummary1242WWashingtonSUP

**AN ORDINANCE APPROVING A PETITION FOR A SPECIAL USE PERMIT (SUP)  
FOR USED AUTO SALES AND CAR RENTAL AT 1242 W WASHINGTON STREET**

WHEREAS, the City of Petersburg received a Petition for a Special Use Permit (SUP) for used Auto Sales and Car Rental at 1242 W Washington Street, PIN: 024250001; and

WHEREAS, a Special Use Permit is required for the proposed use in accordance with the City Code, Appendix B. Zoning; and

WHEREAS, the property is located in a B-2 General Commercial Zoning District; and

WHEREAS, the purpose of the Special Use Permit is to permit used Auto Sales and Car Rental; and

WHEREAS, the proposed use is permitted in the B-2 district with a Special Use Permit; and

WHEREAS, the current Comprehensive Plan Future Land Use Plan identifies the property as Residential; and

WHEREAS, the Planning Commission is scheduled to consider the petition during the May 4, 2023 meeting, prior to a City Council Public Hearing and consideration of the petition; and




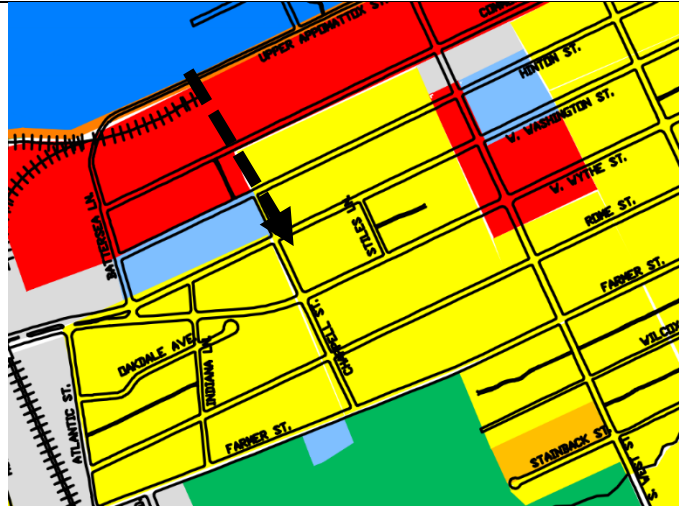
WHEREAS, pursuant to the requirements of Title 15.2-2204 of the Code of Virginia, as amended, this is a public hearing to consider approval of a Petition for a Special Use Permit (SUP) for used Auto Sales and Car Rental at 1242 W Washington Street, PIN: 024250001, and the public hearing was advertised, in accordance with applicable laws.

NOW THEREFORE BE IT ORDAINED that the City Council of the City of Petersburg hereby approves the petition for a Special Use Permit for used Auto Sales and Car Rental at 1242 W Washington Street, PIN: 024250001.



# City of Petersburg Planning Commission Agenda Item

**Case No:** 2023-SUP-02  
**Public Hearing Date:** May 4, 2023  
**Property Address:** 1242 W Washington Street  
**Parcel ID:** 024250001  
**Agent:** Mr. Russell Johnson

Request		Staff Recommendation	
Petition for a Special Use Permit (SUP)		TBD	
Summary of Proposal			
A Petition for a Special Use Permit (SUP) for used Auto Sales and Car Rental at 1242 W Washington Street. The property is located in a B-2 General Commercial Zoning District.			
Parcel ID	Acreage	Current Zoning Designation	
024250001	.202 acres	B-2	General Commercial District
			
Photo		Comprehensive Plan Designation	
		Residential	
			



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** June 20, 2023

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

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

**FROM:** Reginald Tabor

**RE:** **A public hearing and consideration of an Ordinance approving a Petition for a Special Use Permit (SUP) for Automotive Repair and Detailing at 1841 Anchor Avenue. The property is located in a M-1 Light Industrial Zoning District. (Page 38)**

**PURPOSE:** To consider an ordinance approving the petition for a Special Use Permit (SUP) for Automotive Repair and Detailing at 1841 Anchor Avenue. The property is located in a M-1 Light Industrial Zoning District.

**REASON:** To comply with policies, procedures and laws regarding Special Use Permits.

**RECOMMENDATION:** It is recommended that the City Council approves an Ordinance approving a Petition for a Special Use Permit (SUP) for Automotive Repair and Detailing at 1841 Anchor Avenue. The property is located in the M-1 Light Industrial Zoning District.

**BACKGROUND:** The City of Petersburg received a petition for a Special Use Permit (SUP) for Automotive Repair and Detailing at 1841 Anchor Avenue. The property is located in a M-1 Light Industrial Zoning District.

The Planning Commission is scheduled to hold a public hearing and consider a resolution with a recommendation to the City Council regarding the petition on May 4, 2023.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** Revenue from the use of the property.

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

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

**AFFECTED AGENCIES:** City Assessor; Economic Development, Planning and Community Development; Public Works; Neighborhood Services

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** The City Code Appendix B Zoning.



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

**ATTACHMENTS:**

1. 0502\_2023OrdinanceSUP1841AnchorAvenue
2. 0504\_2023AgendaItemSummary1841AnchorAveSUP

**AN ORDINANCE APPROVING A PETITION FOR A SPECIAL USE PERMIT (SUP)  
FOR AUTOMOTIVE REPAIR AND DETAILING AT 1841 ANCHOR AVENUE**

WHEREAS, the City of Petersburg received a Petition for a Special Use Permit (SUP) for Automotive Repair and Detailing at 1841 Anchor Avenue, PIN: 028320007; and

WHEREAS, a Special Use Permit is required for the proposed use in accordance with the City Code, Appendix B. Zoning; and

WHEREAS, the property is located in a M-1 Light Industrial District; and

WHEREAS, the purpose of the Special Use Permit is to permit Automotive Repair and Detailing; and

WHEREAS, the proposed use is permitted in the M-1 district with a Special Use Permit; and

WHEREAS, the current Comprehensive Plan Future Land Use Plan identifies the property as Light Industrial; and

WHEREAS, the Planning Commission is scheduled to consider the petition during the May 4, 2023 meeting, prior to a City Council Public Hearing and consideration of the petition; and


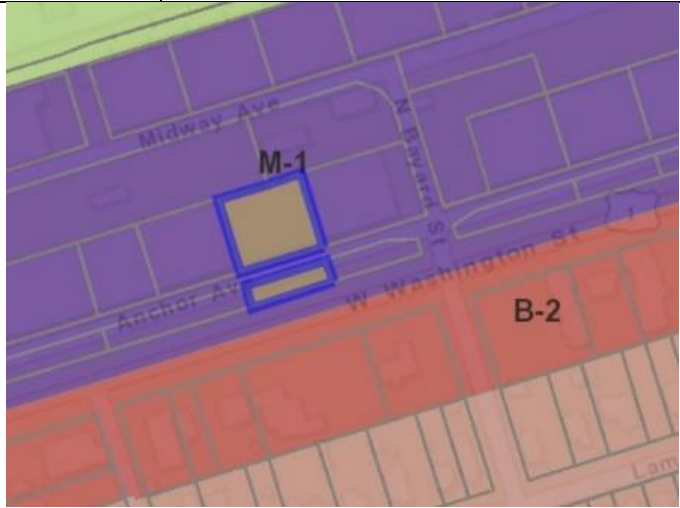


WHEREAS, pursuant to the requirements of Title 15.2-2204 of the Code of Virginia, as amended, this is a public hearing to consider approval of a Petition for a Special Use Permit (SUP) for Automotive Repair and Detailing at 1841 Anchor Avenue, PIN: 028320007, and the public hearing was advertised, in accordance with applicable laws.

NOW THEREFORE BE IT ORDAINED that the City Council of the City of Petersburg hereby approves the petition for a Special Use Permit for Automotive Repair and Detailing at 1841 Anchor Avenue, PIN: 028320007.



# City of Petersburg Planning Commission Agenda Item

**Case No:** 2023-SUP-03  
**Public Hearing Date:** May 4, 2023  
**Property Address:** 1841 Anchor Avenue  
**Parcel ID:** 028320007  
**Agent:** Mr. Devante Thomas

Request		Staff Recommendation	
Petition for a Special Use Permit (SUP)		TBD	
Summary of Proposal			
A Petition for a Special Use Permit (SUP) for Automotive Repair and Detailing at 1841 Anchor Avenue. The property is located in a M-1 Light Industrial Zoning District.			
Parcel ID	Acreage	Current Zoning Designation	
028320007	.202 acres	M-1	Light Industrial District
			
Photo		Comprehensive Plan Designation	
			



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** June 20, 2023

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

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

**FROM:** Reginald Tabor

**RE:** A public hearing and consideration of an Ordinance approving a Petition for a Special Use Permit (SUP) for a Multi-Family residential development at 712 High Street. The property is located in the B-2 General Commercial Zoning District. (Page 42)

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**PURPOSE:** To consider an ordinance approving the petition for a Special Use Permit (SUP) for Multi-Family residential development at 712 High Street. The property is located in a B-2 General Commercial Zoning District.

**REASON:** To comply with policies, procedures and laws regarding Special Use Permits.

**RECOMMENDATION:** It is recommended that the City Council hold a public hearing and consider an Ordinance approving a Petition for a Special Use Permit (SUP) for a Multi-Family development at 712 High Street. The property is located in the B-2 General Commercial Zoning District.

**BACKGROUND:** The City of Petersburg received a petition for a Special Use Permit (SUP) for Multi-Family residential development at 712 High Street. The property is located in a B-2 General Commercial Zoning District.

The Planning Commission is scheduled to hold a public hearing and consider a resolution with a recommendation to the City Council regarding the petition on May 4, 2023.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** Revenue from the development of the property.

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

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

**AFFECTED AGENCIES:** City Assessor; Economic Development, Planning and Community Development; Public Works; Neighborhood Services

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** City Code Appendix B Zoning

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

**ATTACHMENTS:**

1. 0502\_2023OrdinanceSUP712HighStreet
2. 0504\_2023AgendaItemSummary712HighStreetSUP

**AN ORDINANCE APPROVING A PETITION FOR A SPECIAL USE PERMIT (SUP)  
FOR MULTI-FAMILY DEVELOPMENT AT 712 HIGH STREET**

WHEREAS, the City of Petersburg received a Petition for a Special Use Permit (SUP) for Multi-Family development at 712 High Street, PIN: 023020005; and

WHEREAS, a Special Use Permit is required for the proposed use in accordance with the City Code, Appendix B. Zoning; and

WHEREAS, the property is located in a B-2 General Commercial Zoning District; and

WHEREAS, the purpose of the Special Use Permit is to permit Multi-Family development; and

WHEREAS, the proposed use is permitted in the B-2 district with a Special Use Permit; and

WHEREAS, the current Comprehensive Plan Future Land Use Plan identifies the property as University Boulevard Development Corridor; and

WHEREAS, the Planning Commission is scheduled to consider the petition during the May 4, 2023 meeting, prior to a City Council Public Hearing and consideration of the petition; and

WHEREAS, pursuant to the requirements of Title 15.2-2204 of the Code of Virginia, as amended, this is a public hearing to consider approval of a Petition for a Special Use Permit (SUP) for Multi-Family development at 712 High Street, PIN: 023020005, and the public hearing was advertised, in accordance with applicable laws.


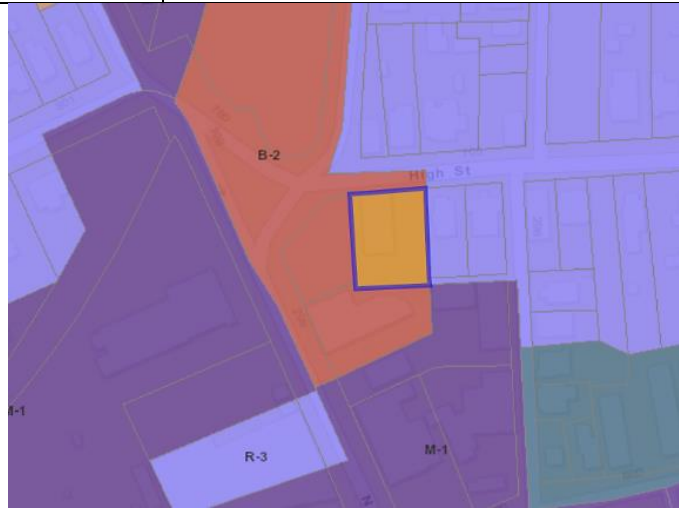

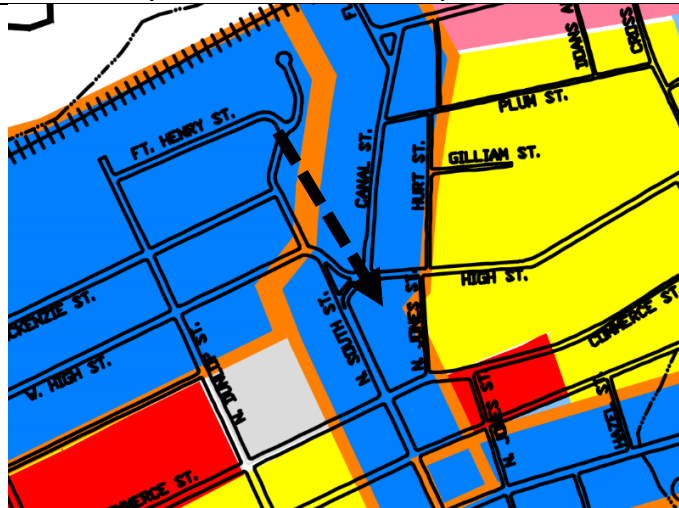
NOW THEREFORE BE IT ORDAINED that the City Council of the City of Petersburg hereby approves the petition for a Special Use Permit for Multi-Family development at 712 High Street, PIN: 023020005.





# City of Petersburg Planning Commission Agenda Item

**Case No:** 2023-SUP-04  
**Public Hearing Date:** May 4, 2023  
**Property Address:** 712 High Street  
**Parcel ID:** 023020005  
**Agent:** Southside Community Development and Housing Corporation (SCDHC)

Request		Staff Recommendation	
Petition for a Special Use Permit (SUP)		TBD	
Summary of Proposal			
A Petition for a Special Use Permit (SUP) for Multi-Family development at 712 High Street. The property is located in a B-2 General Commercial Zoning District.			
Parcel ID	Acreage	Current Zoning Designation	
023020005	.28 acres	B-2	General Commercial District
			
Photo		Comprehensive Plan Designation	
			



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** June 20, 2023

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

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

**FROM:** Reginald Tabor

**RE:** **A Public Hearing and consideration of a Petition for a Special Use Permit (SUP) for a Car Wash and Automotive Detailing at 1602 W Washington Street. The property is located in the B-2 General Commercial Zoning District. (Page 46)**

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**PURPOSE:** To consider an ordinance approving the petition for a Special Use Permit (SUP) for a Car Wash and Automotive Detailing at 1602 W Washington Street. The property is located in a B-2 General Commercial Zoning District.

**REASON:** To comply with policies, procedures and laws regarding Special Use Permits.

**RECOMMENDATION:** It is recommended that the City Council hold a Public Hearing and consider an Ordinance approving a Petition for a Special Use Permit (SUP) for a Car Wash and Automotive Detailing at 1602 W Washington Street. The property is located in a B-2 General Commercial Zoning District.

**BACKGROUND:** The City of Petersburg received a petition for a Special Use Permit (SUP) for a Car Wash and Automotive Detailing at 1602 W Washington Street. The property is located in a B-2 General Commercial Zoning District.

The Planning Commission is scheduled to hold a public hearing and consider a resolution with a recommendation to the City Council regarding the petition on May 4, 2023.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** Revenue from the use of the property

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

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

**AFFECTED AGENCIES:** City Assessor; Economic Development, Planning and Community Development; Public Works; Neighborhood Services

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** The City Code Appendix B Zoning.

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

**ATTACHMENTS:**

1. 0502\_2023OrdinanceSUP1602WWashingtonStreet
2. 0504\_2023AgendaItemSummary1602WWashingtonStSUP

**AN ORDINANCE APPROVING A PETITION FOR A SPECIAL USE PERMIT (SUP)  
FOR CAR WASH AND AUTOMOTIVE DETAILING AT 1602 W WASHINGTON  
STREET**

WHEREAS, the City of Petersburg received a Petition for a Special Use Permit (SUP) for Car Wash and Automotive Detailing at 1602 W Washington Street, PIN: 028040012; and

WHEREAS, a Special Use Permit is required for the proposed use in accordance with the City Code, Appendix B. Zoning; and

WHEREAS, the property is located in a B-2 General Commercial Zoning District; and

WHEREAS, the purpose of the Special Use Permit is to permit a Car Wash and Automotive Detailing use; and

WHEREAS, the proposed use is permitted in the B-2 district with a Special Use Permit; and

WHEREAS, the current Comprehensive Plan Future Land Use Plan identifies the property as Commercial; and

WHEREAS, the Planning Commission is scheduled to consider the petition during the May 4, 2023 meeting, prior to a City Council Public Hearing and consideration of the petition; and

WHEREAS, pursuant to the requirements of Title 15.2-2204 of the Code of Virginia, as amended, this is a public hearing to consider approval of a Petition for a Car Wash and Automotive Detailing use at 1602 W Washington Street, PIN: 028040012, and the public hearing was advertised, in accordance with applicable laws.




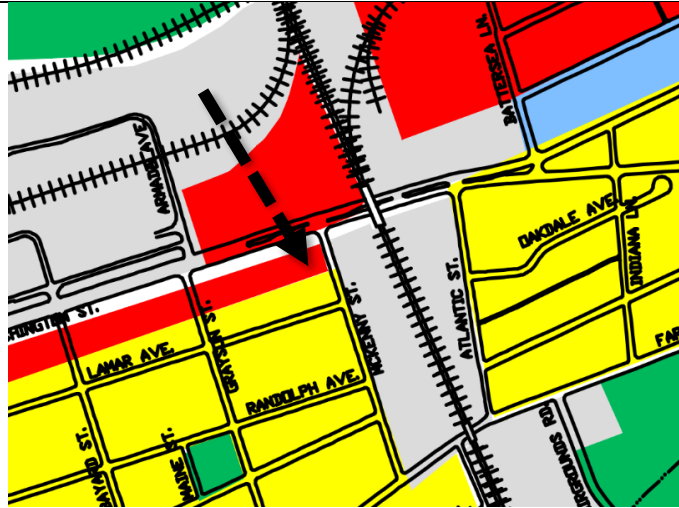
NOW THEREFORE BE IT ORDAINED that the City Council of the City of Petersburg hereby approves the petition for a Special Use Permit for a Car Wash and Automotive Detailing use at 1602 W Washington Street, PIN: 028040012.





# City of Petersburg Planning Commission Agenda Item

**Case No:** 2023-SUP-05  
**Public Hearing Date:** May 4, 2023  
**Property Address:** 1602 W Washington Street  
**Parcel ID:** 028040012  
**Agent:** Mr. Sada Allen

Request		Staff Recommendation	
Petition for a Special Use Permit (SUP)		TBD	
Summary of Proposal			
A Petition for a Special Use Permit (SUP) for Car Wash and Automotive Detailing at 1602 W Washington Street. The property is located in a B-2 General Commercial Zoning District.			
Parcel ID	Acreage	Current Zoning Designation	
028040012	.386 acres	B-2	General Commercial District
			
Photo		Comprehensive Plan Designation	
			



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** June 20, 2023

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

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

**FROM:** Reginald Tabor

**RE:** **A Public Hearing and consideration of an Ordinance approving a Petition to rezone the property located at 3287 County Drive from B-2 General Commercial Zoning District to M-1 Light Industrial Zoning District. (Page 50)**

**PURPOSE:** To consider an ordinance approving the petition to rezone the property located at 3287 County Drive from B-2 General Commercial Zoning District to M-1 Light Industrial Zoning District.

**REASON:** To comply with policies, procedures and laws regarding the rezoning of properties.

**RECOMMENDATION:** It is recommended that the City Council hold a Public Hearing and consider an Ordinance approving a Petition to rezone the property located at 3287 County Drive from B-2 General Commercial Zoning District to M-1 Light Industrial Zoning District.

**BACKGROUND:** The City of Petersburg received a petition to rezone the property located at 3287 County Drive from B-2 General Commercial Zoning District to M-1 Light Industrial Zoning District.

The Planning Commission is scheduled to hold a public hearing and consider a resolution with a recommendation to the City Council regarding the petition on May 4, 2023.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** Revenue from the development of the property.

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

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** Prince George County. The development includes property in both Prince George County and the City of Petersburg.

**AFFECTED AGENCIES:** City Assessor; Economic Development, Planning and Community Development; Public Works; Neighborhood Services

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** The City Code Appendix B. Zoning

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

**ATTACHMENTS:**

1. 0502\_2023OrdinanceRezoning3287CountyDrive
2. 0504\_2023AgendaItemSummary3287CountyDrREZ



**AN ORDINANCE APPROVING A PETITION TO REZONE PROPERTY IN THE CITY OF PETERSBURG, LOCATED AT 3287 COUNTY DRIVE, PIN 061020001, FROM GENERAL COMMERCIAL DISTRICT (B-2) TO LIGHT INDUSTRIAL DISTRICT (M-1).**

WHEREAS, the City of Petersburg received a petition to rezone the property located at 3287 County Drive, PIN 061020001, from General Commercial District (B-2) to Light Industrial District (M-1); and

WHEREAS, the purpose of the rezoning is to permit the construction of buildings for the operation of a light industrial and warehouse uses; and

WHEREAS, the proposed use is permitted in the M-1 district; and

WHEREAS, the current Comprehensive Plan Future Land Use Plan identifies the property as Commercial; and

WHEREAS, the Planning Commission is scheduled to consider the petition during the May 4, 2023 meeting, prior to a City Council Public Hearing and consideration of the petition; and


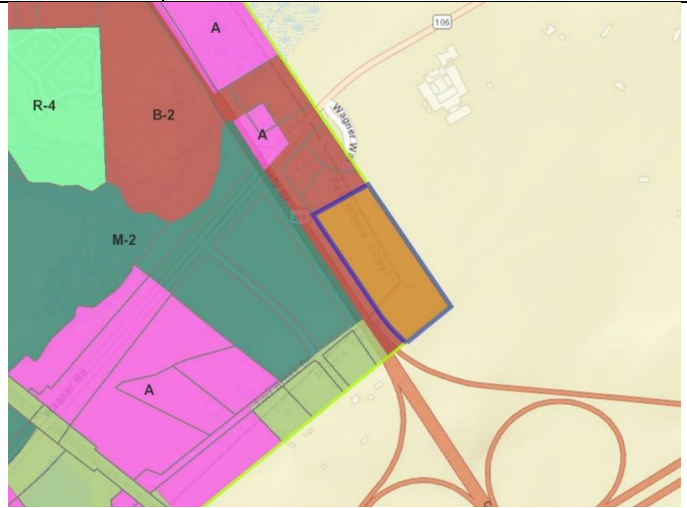


WHEREAS, pursuant to the requirements of Title 15.2-2204 of the Code of Virginia, as amended, this is a public hearing to consider approval of a petition to rezone the property located at 3287 County Drive, and the public hearing was advertised, in accordance with applicable laws.

NOW THEREFORE BE IT ORDAINED that the City Council of the City of Petersburg hereby approves the petition to rezone the property located at 3287 County Drive, PIN 061020001, from General Commercial District (B-2) to Light Industrial District (M-1).



# City of Petersburg Planning Commission Agenda Item

**Case No:** 2023-REZ-04  
**Public Hearing Date:** May 4, 2023  
**Property Address:** 3287 County Drive  
**Parcel ID:** 061020001  
**Agent:**

Request		Staff Recommendation	
Petition to Rezone Property from B-2 to M-1		TBD	
Summary of Proposal			
A Petition to rezone the property located at 3287 County Drive from B-2 General Commercial Zoning District to M-1 Light Industrial Zoning District.			
Parcel ID	Acreage	Current Zoning Designation	
061020001	4.805 acres	B-2	General Commercial District
			
Photo		Comprehensive Plan Designation	
		Commercial 	



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** June 20, 2023

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

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

**FROM:** Kate Sangregorio

**RE:** **A public hearing on an appeal by Parmeet Soin, applicant of 125 North Market Street, Tax Parcel 011-24-0001, owned by SC Market Street LLC, on the decision of the Architectural Review Board (ARB). The property is located within the Courthouse Local Historic District. (Page 54)**

**PURPOSE:** To schedule a public hearing to receive citizen comment on an appeal of the Architectural Review Board's decision for 125 N. Market Street.

**REASON:** City Council is required to conduct a public hearing upon receiving a request from the owner no more than 30 days from the date of the Architectural Review Board (ARB) meeting and make its determination on the appeal.

**RECOMMENDATION:** To hold hearing regarding an appeal from owner of property at 125 N. Market Street and make a determination concerning the appeal per Article 35 Section 13 of the Petersburg Zoning Ordinance.

**BACKGROUND:** Mr. Soin was issued a Notice of Violation of the Zoning Ordinance, Article 35, Section 6: "*Certificate of appropriateness; requirements before issuance of building permit, or commencement of work not requiring a permit;*" and the Code of Virginia § 15.2-2306: "*Preservation of historical sites and architectural areas*", on for making exterior alterations without issuance of a Certificate of Appropriateness (COA). The owner filed an application to the ARB on March 2, 2023, for alterations already made to the property at 125 N. Market Street, specifically the installation of metal plates into a brick exterior wall. The application was heard at the April 12, 2023 ARB meeting and denied as submitted, based on Petersburg's Historic District Design Guidelines Chapter 5, Section B. An appeal of this decision was received by the Clerk of Council on May 11, 2023, requesting that City Council overturn the ARB's denial.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 6/20/2023

**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. Violation\_February 2023\_125 N. Market
2. ARB Packet\_April 2023\_Selected Items
3. Denial Letter - April 2023 - 125 N. Market



# City of Petersburg

Department of Planning and  
Community Development  
135 N. Union Street, Room 304  
Petersburg, Virginia 23803

Kate Sangregorio  
Preservation Planner  
804-733-2314  
ksangregorio@petersburg-va.org

February 27, 2023

SC MARKET ST LLC  
3420 Pump Rd.  
#48  
Henrico, VA 23233

**RE: Notice of Violation: Article 35 Section 6 of the Zoning Ordinance of the City of Petersburg – 125 N. Market Street, Courthouse Historic District**

Dear Property Owner,

Some of the work that has taken place on this property, specifically the installation of metal plates into a brick exterior wall, was performed without issuance of a Certificate of Appropriateness (COA). COAs are required by the City's Zoning Ordinance, Article 35, Section 6: *Certificate of appropriateness; requirements before issuance of building permit, or commencement of work not requiring a permit*; and the Code of Virginia § 15.2-2306: *Preservation of historical sites and architectural areas*.

You were informed in writing via email twice on February 21, 2023, that the proposed temporary patches for unstable bricks would require review and approval by the Architectural Review Board (ARB) before it could be undertaken. You were also informed that applications for the March 8, 2023, ARB meeting were due on February 22, 2023; but did not apply.

You are hereby required to either apply for retroactive COA for this work or remove the metal plates and appropriately repoint the brick within thirty days of receipt of this notice. Appropriate repointing techniques and mortar information was sent via email. I have attached a blank COA application for your convenience, which I may receive by mail or email; there is no fee.

Thank you for your cooperation,

  
Kate Sangregorio  
Preservation Planner



City of Petersburg - Architectural Review Board  
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

Address: \_\_\_\_\_

Historic District: \_\_\_\_\_

☐ Application for COA      ☐ Application for Historic Building Plaque      ☐ Application for Discussion

Applicant: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Firm/Contractor Preparing Plans: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Firm/Contractor to Perform Work: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Project:

☐ Residential

☐ Commercial

Category:

☐ Repair

☐ Renovation, Restoration

☐ Change in materials

☐ Approval of paint colors

☐ Fencing

☐ Signage

☐ Addition

☐ Driveway, sidewalk, parking lots

☐ New construction

☐ Demolition

☐ Plaque

☐ Other: \_\_\_\_\_

Project Description (attached additional sheets as needed):

*Please provide as much information as possible. The Architectural Review Board may deny or table requests that lack sufficient information for review and if you or your representative are not present. Please see Application Guidance and the Historic District Design Guidelines for additional information. The Historic District Guidelines are available for \$25 in the Planning Department.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

FOR OFFICE USE

Date received: \_\_\_\_\_ Agenda date: \_\_\_\_\_

Tax Parcel: \_\_\_\_\_ Zoning: \_\_\_\_\_

Additional permits needed from planning: \_\_\_\_\_





**Agenda**  
**Architectural Review Board**  
**Wednesday, April 12, 2023**  
**Multipurpose Room, Petersburg Public Library**  
**201 W. Washington St.**  
**6:00 p.m.**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Review of Minutes**
4. **Approval of Agenda**
5. **Public Information Period**
6. **Request(s) for Certificate of Appropriateness:**

**Regular Agenda:**

- a) **125 N. Market Street (T.P. 011-24-00001) Courthouse Historic District; Owner: SC Market Street LLC; Applicant: Parmeet Soin**

Install steel plates as patch for loose bricks.

- b) **629 Grove Avenue (T.P. 010-05-0012) Old Towne Historic District; Owner: Marco Thomas; Applicant: Same**

New construction.

- c) **1115-1117 West High Street (T.P. 024-08-0015) Battersea/West High Street Historic District; Owner: Petersburg Revival LLC; Applicant: William Fitzhugh**

Renovation/restoration.

- d) **1016-1018 West High Street (T.P. 024-12-0005) Battersea/West High Street Historic District; Owner: Petersburg Revival LLC; Applicant: William Fitzhugh**

Renovation/restoration.

- e) **514-516 Grove Avenue (T.P. 010-12-0003) Old Towne Historic District; Owner: John and Elise Hogge; Applicant: Same**

Replace wood shingles with asphalt, replace wood siding with hardiplank.

- f) **514-516 Grove Avenue (T.P. 010-12-0003) Old Towne Historic District; Owner: John and Elise Hogge; Applicant: Same**

Construct addition on rear outbuilding.

**g) 36 W. Fillmore Street (T.P. 022-36-0001) Poplar Lawn Historic District; Owner: SP – Thirteen Properties LLC; Applicant: Same**

Return portion of roof to slate or synthetic slate, retain all vinyl windows, install brick wall around rear veranda.

**7. Old Business:**

**8. New Business:**

**Administrative Approvals:**

- a) 137 S. Sycamore Street – in-kind roof replacement**
- b) 33 D’Arcy Street – fencing**

**c) Bollards for Historic Properties**

Review of Council request for citizen funded installation of bollards to protect historic properties.

**9. Work Session:**

**10. Adjournment:**



**6a. 125 N. Market Street**

**Historic District:** Courthouse

**Review Date:** April 12, 2023

**Tax Parcel #:** 011-24-0001

**Applicant:** Parmeet Soin

**City of Petersburg  
Architectural Review Board  
Staff Report**

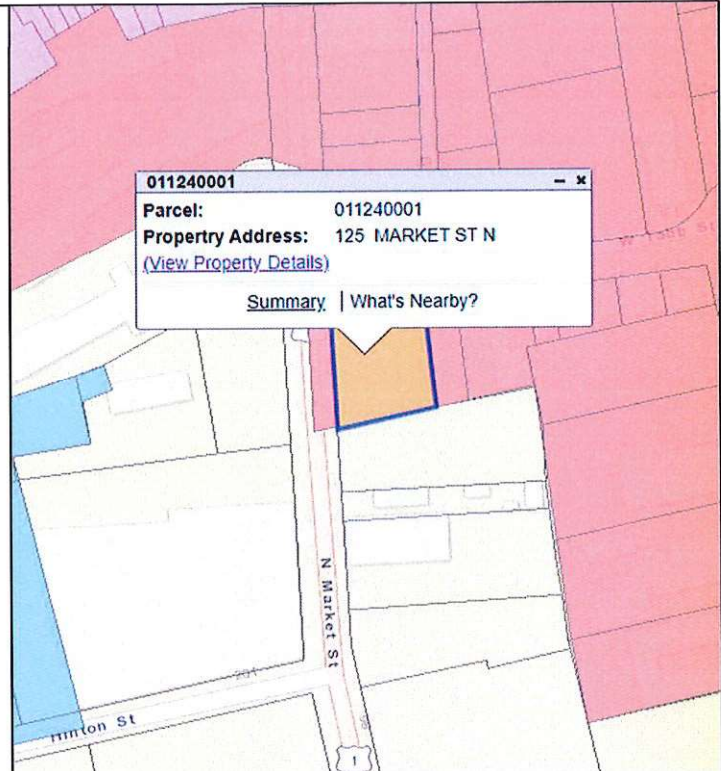


**Project Description:** Install steel plates as patch for lose bricks.

**Applicant proposal:**

The steel plates have already been installed. The applicant has explained that screws are fixed to wooden shims that were placed between the bricks where mortar is missing or compromised.

**Attachments:**



**Staff Recommendation:**

**Denial based on the Design Guidelines Chapter 5 Section B**

It is generally encouraged that when signs or other elements are proposed to be affixed to an exterior brick wall, they are secured to the mortar, not the brick. In these deteriorated areas of wall, there is no viable mortar to screw into. The applicant has placed wooden shims between the bricks and screwed into those, but staff is unsure that these are stable.

Staff would request the steel plates be removed and the mortar be properly repointed based on the National Parks Service guidelines.



City of Petersburg - Architectural Review Board  
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

Address: 125 N Market St., Petersburg, VA 23803

Historic District: \_\_\_\_\_

☒ Application for COA

☐ Application for Historic Building Plaque

☐ Application for Discussion

Applicant: Parmeet Soin

E-Mail: seedcrys@gmail.com

Address: 3420 Pump Rd., #148, Richmond, VA 23803

Phone: 804 867 8565

Owner: SC Market St. LLC

E-Mail: seedcrys@gmail.com

Address: 3420 Pump Rd., #148, Richmond, VA 23803

Phone: 804 867 8565

Firm/Contractor Preparing Plans: N/A

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Firm/Contractor to Perform Work: Owner

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Type of Project:

☐ Residential

☒ Commercial

Category:

☒ Repair

☐ Renovation, Restoration

☐ Change in materials

☐ Approval of paint colors

☐ Fencing

☐ Signage

☐ Addition

☐ Driveway, sidewalk, parking lots

☐ New construction

☐ Demolition

☐ Plaque

☐ Other:

Project Description (attached additional sheets as needed):

*Please provide as much information as possible. The Architectural Review Board may deny or table requests that lack sufficient information for review and if you or your representative are not present. Please see Application Guidance and the Historic District Design Guidelines for additional information. The Historic District Guidelines are available for \$25 in the Planning Department.*

Temporarily repair a few loose bricks by encapsulating the affected area by 4 steel plates anchored into the mortar with woodshims and 1/4" x 3" nails. Care has been taken to not damage any bricks. From materiality perspective, it's a total of 16 nails to affix 4 2'x4' plates, totalling 32 sq. ft., which represents 1/3 of 1 percent (0.33%) of the total surface area on Market St. and Tabb St. sides.

Applicant's Signature

3/6/2023

Date

FOR OFFICE USE

Date received: \_\_\_\_\_

Agenda date: \_\_\_\_\_

Tax Parcel: \_\_\_\_\_

Zoning: \_\_\_\_\_

Additional permits needed from planning: \_\_\_\_\_



# City of Petersburg

Department of Planning and  
Community Development  
135 N. Union Street, Room 304  
Petersburg, Virginia 23803

Kate Sangregorio  
Preservation Planner  
804-733-2314  
ksangregorio@petersburg-va.org

April 13, 2023

SC Market St LLC  
3420 Pump Rd.  
#48  
Henrico, VA 23233

**RE: Certificate of Appropriateness (COA) Application for 125 N. Market Street –  
Courthouse Historic District**

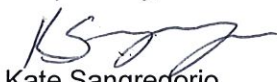
Mr. Soin,

Thank you for your application for a Certificate of Appropriateness for 125 N. Market Street, located in the Courthouse Historic District. Your request was reviewed and denied at our April meeting—Wednesday, April 12, 2023. The Architectural Review Board (ARB) found the steel plates to be inappropriate based on our Historic District Design Guidelines Chapter 5 Section B.

You may appeal this decision to City Council as authorized in the Zoning Ordinance Article 35, Section 13, which is attached. If the decision is not appealed, you are hereby required to remedy the violation by removing the steel plates and appropriately repointing the masonry by using mortar mix guidelines from the National Parks Service.

Your cooperation in this matter is appreciated. Should you have questions or concerns, please feel free to contact this office at (804) 733-2314 or via email at [ksangregorio@petersburg-va.org](mailto:ksangregorio@petersburg-va.org).

Respectfully,

  
Kate Sangregorio  
Secretary to the ARB

cc: Jim Reid, Chief Fire Marshall and Directory of Neighborhood Services  
Bradley Shupp, Property Maintenance Official  
Brian Moore, Director of Economic, Planning, & Community Development

**Section 12. Zoning administrator and building inspector to enforce provisions of this article.**

The zoning administrator and the building inspector shall enforce the provisions of this article.

**Section 13. Appeals from the board to city council.**

Whenever the architectural review board shall, in a final decision, deny an applicant a certificate of appropriateness, the applicant shall have the right to appeal to and be heard before city council, provided he files with the clerk of council, on or before thirty (30) days after the decision of the board, a notice, in writing, of his intention to appeal. Upon receipt of such notice, the clerk of council shall forthwith notify the city manager, who shall schedule a public hearing before city council at a time not to exceed thirty (30) days after receipt by the clerk of such notice.

Opponents to the granting of certificates of appropriateness by the architectural review board, shall have the right to appeal to and be heard before the city council, provided there is filed with the clerk of city council, on or before thirty (30) days after the decision of the board, a written petition indicating the intention to appeal. The same provisions for setting a hearing date as aforesaid shall apply.

On any such appeal, the final decision of the architectural review board shall be stayed, pending the outcome of the appeal before council, except that the filing of the appeal shall not stay the decision of the board if such decision denies the right to raze, move or demolish any historic landmarks, building or structure. The council shall conduct a full and impartial public hearing on the matter before rendering a decision.

The same standards and considerations aforesaid in this article shall be applied by the council as are established for the architectural review board. By majority of those members present and voting, the council may affirm, reverse or modify the decision of the board, in whole or in part. The decision, subject to section 14 of this article, shall be final. If approved, a certificate of appropriateness shall be signed and issued by the clerk of council, and processed in the same manner as if it had been approved by the architectural review board.

Supp. No. 1

**Section 14. Appeal to the circuit court to review decision by the city council.**

Any person or persons jointly or severally aggrieved by any decision of city council as related to this article, or any taxpayer or any officer, department, board or bureau of the city, may present to the circuit court a petition specifying grounds on which aggrieved, within thirty (30) days after the decision is rendered by city council.

Upon the presentation of such petition, the court shall allow a writ or certiorari to review the decision of the city council, and shall prescribe therein the time within which a return thereto must be made.

The filing of said petition shall stay the decision of the city council, pending the outcome of the appeal to the court, except that the filing of such petition shall not stay the decision of city council, if such decision denies the right to raze, move or demolish a historic landmark, building or structure. The court may reverse or modify the decision of the city council, in whole or in part, if it finds upon review, that the decision of city council is contrary to law, or that its decision is arbitrary and constitutes an abuse of discretion; or it may affirm the decision of city council.

**Section 15. Demolition, razing or moving of buildings and structures within a historic area.**

The demolition, razing or moving of any building or structure located within a historic area shall be permitted if, and only if, the owner has secured a certificate of appropriateness. The same procedure, relevant guidelines, and appeals process, shall apply for issuance of certificates of appropriateness for demolition, razing or moving, as apply for the erection, construction, alteration, or restoration of buildings or structures, as set out in this article.

Other factors that may be considered by the architectural review board, when deciding upon applications for demolition, razing or moving of a building or a structure, are its historic significance, architectural value, the structure's contribution to the overall façade or appearance of the historic area, or the physical ability to restore the building or structure, considering its present physical condition.





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** June 20, 2023

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

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

**FROM:** Brian Moore, Vincent Mani, Community Development Block GRant Administrator

**RE:** **A public hearing on June 20, 2023, to receive public comments for the consideration of funding recommendations and availability for the CDBG 2023-2024 Action Plan. (Page 65)**

**PURPOSE:** To receive public comments for the consideration of funding recommendations and availability of funding for the CDBG 2023-2024.

**REASON:** To receive public comments for the consideration of funding recommendations and availability of funding for the CDBG 2023-2024.

**RECOMMENDATION:** To hold public hearing and receive city comments for the consideration of funding recommendations.

**BACKGROUND:** The CDBG 2023-2024 Action Plan will start on July 1, 2023, and ends on June 30, 2024. The estimated amount of funding the City of Petersburg will receive from the U.S. Department of Housing and Urban Development (HUD) for 2023-2024 is \$583,000. Please note that at the time of this notice, the 2023-2024 funding amounts have not yet been issued by HUD. CDBG funds will be used to support the following three activities: Housing Rehabilitation, Public Service, and Public Facilities/ infrastructure, which are described in the 2020-2024 Consolidated Plan. The CDBG 2023-2024 Action Plan draft will be available for public review and comment from May 16, 2023, to June 16, 2023. The draft document will be available electronically on the City of Petersburg website and in the Department of Planning and Community Development., City Hall, 135 N. Union Street, Room 304, Petersburg, Virginia 23803. Members of the public who wish to provide feedback on the draft document, including funding recommendations, may do so at the public hearing or by submitting written comments to Kofi Adih ([kadih1@msn.com](mailto:kadih1@msn.com)). The deadline for receiving written comments on the draft Action Plan and preliminary funding recommendations is June 16, 2023, at 5:00 PM. If you have questions, please email Kofi Adih at [kadih1@msn.com](mailto:kadih1@msn.com).

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 6/20/2023

**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. Draft CDBG Action Plan Recommendations FY 2023 - 2024 (1)
2. CDBG draft Action Plan 2023-24-May-2
3. CDBG Review June 2023 Presentation

#	Grantee	Amount	Comment
	City Admin	\$ 116,000.00	
	City Code enforcement:	\$ 60,000.00	
	City Demo:	\$ 100,000.00	
	City Parks	\$ 178,000.00	
	Rebuilding Together	\$ 50,000.00	already spent some of the funds from last year
	Habitat:	\$ 40,000.00	first year funding
	Go Forward:	\$ 2,800.00	
	River Street Market	\$ 20,000.00	
	Downtown Churches:	\$ 16,200.00	(if for food/not admin)
<b>Total</b>		<b>\$ 583,000.00</b>	
	<b><u>Not Recommended for Funding</u></b>		<b><u>Reason</u></b>
	Hebron	\$ -	No money available
		\$ -	
	Project Homes	\$ -	Has significant amount of money and wants to use money for admin also
	YMCA	\$ -	Still has money from previous years
	Lending Helping Hands	\$ -	does not have DUNS number
	Art League	\$ -	\$156,680 is too much for a non-profit that can sell or use the building for whatever it wants. They can only have a class if they have a safe facility.
	Pretty Purposed:	\$ -	No money available
		\$ -	
	River Street Market	\$ -	No money available
	James House	\$ -	No money available
	Kung Fu temple:	\$ -	We cannot pay someone else to buy property if they are not low/mod. It will be out of our control.
	PAAL	\$ -	I Did not recive Application - VM



## **Executive Summary**

### **AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)**

#### **1. Introduction**

The City of Petersburg is a federal entitlement community under the U.S. Department of Housing and Urban Development (HUD). As a HUD entitlement community, the City is required to prepare Annual Action Plans related to the most recent Five-Year Consolidated Plan (CP) in order to implement any federal programs that fund housing, public service, community development, and economic development within the community. This Action Plan covers the period from FY 2023 (July 1, 2023 through June 30, 2024) and has a CDBG allocation of \$585,507 (this number has not been confirmed by HUD).

This Annual Action Plan (AP) outlines the planning and project requirements for CDBG funds. The primary objective of the CDBG Program is to develop viable urban communities by providing decent housing, a suitable living environment, and economic opportunities, principally for persons of low- and moderate-income levels.

#### **2. Summarize the objectives and outcomes identified in the Plan**

In 2023-2024, the City will continue to achieve goals through the following associated objectives: repair homes through home repair services of subrecipients (Project Homes and Rebuilding Together) to promote neighborhood revitalization; serve individuals through the meals, clothing, and utility assistance programs of Downtown Churches United and Lending Helping Hands; serve youth through the YMCA, Pretty Purposed, and Hebron development programs to support youth and families. We will continue support economic development with funding River Street Market. The City will continue revitalization by funding the City Parks and Rec facilities and Code enforcement (rehab or demolition of dilapidated properties).

#### **3. Evaluation of past performance**

The CDBG program has suffered from volatility in management and oversight since 2021. In 2023 the City finally hired a new CDBG Administrator. The city has experienced severe disinvestment over a long period of time. The City has budgeted funds to support social service providers due to the extreme demand for services. The City has provided support for housing rehab for low- and moderate-income families. Despite new businesses, the City's unemployment level continues to exceed State and National averages. The City is trying to revitalize the City through Code Enforcement and removal of dilapidated properties. The city seeks to promote additional residential and commercial development, private investment, and job creation.

#### **4. Summary of Citizen Participation Process and consultation process**

The city asked service providers for funding request. It received 16 requests and plans to fund 10 service providers including the City Parks & Rec and Code enforcement. The city advertises for a 30-day comment period between May 16, 2023, and June 16, 2023. The City Council holds a public hearing on June 20, 2023, in the City Hall (135 Union Street) for approval of the Action Plan. The city plans to provide Action Plan information through its website and copies will be available by request through email and in the Planning Dept in City Hall for review. The city works as much as possible with a Citizen Advisory Board in developing program recommendations.

#### **5. Summary of public comments**

The city received comments from Advisory Board in several occasions regarding increase in public services and included most of the requests in the Action Plan. The Advisory Board requested funding for Repairs of a building belonging to a non-profit.

#### **6. Summary of comments or views not accepted and the reasons for not accepting them**

The Advisory Board requested funding for Repairs of a building belonging to a non-profit. The city rejected this request since the use of the building could change and ownership of the building could be transferred.

#### **7. Summary**

The Action Plan three overarching objectives guiding proposed activities include:

- Providing Decent Affordable Housing
- Creating Suitable Living Environments
- Creating Economic Opportunities

## PR-05 Lead & Responsible Agencies – 91.200(b)

### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	City of PETERSBURG	Department of Economic Development, Planning, and Community Development

**Table 1 – Responsible Agencies**

### Narrative (optional)

The Department of Economic Development, Planning, and Community Development is responsible for the administration of the City of Petersburg Community Development Block Grant (CDBG) program. The Department is responsible for the five-year Consolidated Plan, Annual Action Plan, and performance report (CAPER). The CDBG Program is implemented through City Departments and subrecipient agreements with non-profit organizations. The CDBG Program is also responsible for the management of the City's information input into the IDIS system and the Department coordinates with the City's Department of Finance for program accounting, drawdowns, reporting, and fiscal management.

### Consolidated Plan Public Contact Information

CDBG Coordinator, Vincent Mani, 30 Franklin St., Petersburg, Virginia, 23803, (804) 605-7910.

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

The City of Petersburg, Virginia is engaged on an ongoing basis in consultation with federal, state, local agencies, Advisory Board, along with private and non-profit service providers related to community development needs assessments, program design and strategy development and implementation to address the diverse needs of the community.

#### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health, and service agencies (91.215(l))**

Petersburg maintains an ongoing consultation and planning process for the determination of needs and exploration of alternative strategies. The planning process begins with Staff maintaining an open-door policy for organizations with an interest in addressing community development needs. They are encouraged to submit applications for funding and Staff provides technical assistance. Staff meets with the Citizen Advisory Board to review applications. CDBG funding recommendations are provide to the City Manager and the City Council for funding allocations. Staff maintains continuous dialogue service providers on an ongoing basis.

#### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The city participates in Crater area Continuum of Care and coordinates its efforts with the CoC. Members of the CoC were consulted during the development of the Con Plan to understand how to best address the needs of homeless persons and persons at risk of homelessness. Through its cooperation with the CoC, the city will seek to identify ways to enhance coordination among the assisted housing providers and governmental health, mental health, and service agencies. The City plans to work with medical organizations in use of CDBG-CV funds.

#### **Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The City does not receive ESG funds.

**2. Describe Agencies, groups, organizations, and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Project Homes
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Elderly Persons Persons with Disabilities Persons with HIV/AIDS
	<b>What section of the Plan was addressed by Consultation?</b>	Funding Housing
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization provided an application that was reviewed.
2	<b>Agency/Group/Organization</b>	Rebuilding Together
	<b>Agency/Group/Organization Type</b>	Rehabilitation Services – Housing Elderly Persons Persons with Disabilities Persons with HIV/AIDS
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment/funding
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization provided application for funding and the application was reviewed.
3-	<b>Agency/Group/Organization</b>	River Street Market
	<b>Agency/Group/Organization Type</b>	Economic / Commercial activity
	<b>What section of the Plan was addressed by Consultation?</b>	Food market in a low-mod area with no supermarket

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency provided application for funding and the application was reviewed.
4	<b>Agency/Group/Organization</b>	Downtown Churches (Hope Center) and Lending Helping Hand
	<b>Agency/Group/Organization Type</b>	Public Services
	<b>What section of the Plan was addressed by Consultation?</b>	Food and other types of services for the homeless and very low-income
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organizations provided an application that was reviewed.
5	<b>Agency/Group/Organization</b>	Hebron Inc. and Pretty Purposed
	<b>Agency/Group/Organization Type</b>	Public Service
	<b>What section of the Plan was addressed by Consultation?</b>	Providing education Service to Youth
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organizations provided application for funding and the application was reviewed.
6-	<b>Agency/Group/Organization</b>	City Parks & Rec
	<b>Agency/Group/Organization Type</b>	Public Facilities
	<b>What section of the Plan was addressed by Consultation?</b>	Providing Rec facility to youth
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency provided application for funding and the application was reviewed.
7-	<b>Agency/Group/Organization</b>	City Code enforcement

	<b>Agency/Group/Organization Type</b>	Housing and revitalization
	<b>What section of the Plan was addressed by Consultation?</b>	Removal of blight and support housing rehab
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency provided application for funding and the application was reviewed.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	Crater Area Consortium on Homelessness	Providing services to homeless
Housing Services	Housing Authority - PRHA	Providing safe housing for elderly

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**



## AP-12 Participation – 91.105, 91.200(c)

### 1. Summary of citizen participation process/Efforts made to broaden citizen participation

#### Summarize citizen participation process and how it impacted goal setting

The Citizen Participation Plan is required of Entitlement jurisdictions participating in the federal CDBG program. The City seeks to encourage the public and interested parties to participate in the development of CDBG plans and to provide the public the opportunity to comment on community development needs and the City's performance, as provided in 24CFR Part 91.105.

#### Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad / 30 days comment period	Minorities Residents of the City				
2	Citizen Advisory Group (CDBG Group)	Minorities Residents of the City	Met for several months and reviewed applications.	Advised the City to fund more Public Services	Advised the City to fund rehabilitation of a building belonging to an Art organization.  The building use and ownership can change	
3	City Council Public meeting	Residents of the City				

Table 4 – Citizen Participation Outreach

## Expected Resources

### AP-15 Expected Resources – 91.220(c) (1,2)

#### Introduction

Petersburg will use its entitlement allocation of \$583,000 for the 2023-2024.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Admin, Housing Repair, Public Facilities, Public Services	583,000	0	0	\$583,000	\$877,000  2021-2022 funds remaining	represents current funding level

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state, and local funds), including a description of how matching requirements will be satisfied**

There are no matching requirements for the CDBG Program. However, the City Public Works funds (federal, state, and local) leverage the CDBG funds.

**If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

**Discussion**

- 1- 801 South Adams St. is a 24-acre land used for economic development.



## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	River Street Market / Food market access	2023	2024	Non-housing/ Economic and Community Development	City Service Area / low- mod	Economic Development	CDBG: \$19,200	Access to fresh food market on weekends where there is no supermarket. Serves City population of 32,000 people and creates one job.
2	Parks & Rec	2023	2024	Non- housing  Public Facility and Infrastructure	City Service Area / low- mod	Public Facility Improvement	CDBG: \$258,000	Access to recreational Public Facility that serves low/mod areas / neighborhoods. Benefit: 32000 Persons
3	Downtown Churches / public service	2023	2024	Non-Housing / Special need /Homeless/ Public service	City Service Area / low- mod	Public Services	CDBG: \$17,000	Public Service other than Low/Moderate Income Housing Benefit: 17000 Persons
4	Lending Helping Hand / Public service	2023	2024	Non-Housing / special need / Homeless/ public service	City Service Area low- mod	Public Services	CDBG: \$10,000	Public service / homeless  Benefit: 2000 Persons

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Code enforcement	2023	2024	Community Development	City Service Area / low-mod	Housing / community development	CDBG: \$5,000	Housing Rehab Benefit: 50 households
6	Demolition / revitalization	2023	2024	Removal of slum and blight	City Service Area / slum	Community development / removal of slum and blight	CDBG: \$95,000	Removal of slum and blight in appropriate areas of the City Benefit: at least 10 units
7	Habitat	2023	2024	Housing Rehab	City Service area / low-mod income housing	Improve housing for low-mod income people	CDBG: \$40,000	Housing Rehab Benefit: at least 4 households
8	Hebron - Public Service for youth	2023	2024	Public service for youth / education	City Service area / low-mod	Improve life for low/mod income families / education	CDBG: \$10,000	Education programs Benefit: at least 100 students
9	Pretty Purposed – public service for youth	2023	2024	Public Service / youth education	City Service area / low-mod	Improve life for low/mod income families	CDBG: \$10,000	Education programs for youth Benefit: at least 100 students
10	Go-forward / public service	2023	2024	Public Service / youth education	City Service area / low-mod	Improve life for low/mod families	CDBG: \$2,800	Education Programs for youth Benefit: at least 40 students

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
11	CDBG Admin	2023	2024				CDBG: 116,000	

### Goal Descriptions

1	Goal Name	River street market /Economic Development
	Goal Description	Commercial activity that helps low/mod families
2	Goal Name	Park & Rec
	Goal Description	Community development facility for youth
3	Goal Name	Downtown Churches, Helping Hand – Public service
	Goal Description	Helping homeless and low-income with food and other social services
4	Goal Name	Hebron, Pretty Purposed – Public service
	Goal Description	Providing educational services to youth
5	Goal name	Code enforcement, demolition, Habitat
	Description	Inspection, slum and blight demolition, housing rehabilitation

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

There are ten projects: four of these are public service projects, one is home repair, one is administrative/planning, one is a public facility project, one is economic development, one is slum removal, and one is revitalization.

#### Projects

#	Project Name
1	City of Petersburg CDBG Program- Administration
2	Downtown Churches – public service – homeless – special need
3	Habitat – Housing rehab
4	Code enforcement / demolition – community development & revitalization
5	Parks & Rec – public facility
6	Hebron – public service for youth
7	Pretty Purposed – public service for youth
8	Lending Helping Hands – Public service – homeless – special need
9	River Street Market – Economic Development
10	Go Forward – Public service for youth

**Table 6 - Project Information**

#### **Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

The priorities were established by the City Council and include 1 housing, 2) public facilities 3) public services. The priorities are designed to support the City's Strategic Plan. The obstacle to addressing underserved needs is the lack of money and lack of economic development in the City.



**AP-38 Project Summary**  
**Project Summary Information**

1	<b>Project Name</b>	City of Petersburg CDBG Program- Administration
	<b>Target Area</b>	City Service Area
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	\$116,000
	<b>Description</b>	Provide administrative support for the City of Petersburg CDBG program
	<b>Target Date</b>	07/01/2023 – 06/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	City of Petersburg Department of Economic Development 30 Franklin Street, Petersburg, VA 23803
	<b>Planned Activities</b>	Administrative support for the city of Petersburg CDBG Program.
2	<b>Project Name</b>	Downtown Churches United, Inc.
	<b>Target Area</b>	City Service Area
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	\$17,000
	<b>Description</b>	Provide meals to low-income individuals/homeless and families and provide meal assistance through a food pantry, and other social services
	<b>Target Date</b>	07/01/2023 – 06/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	17000
	<b>Location Description</b>	City of Petersburg
	<b>Planned Activities</b>	Provide meals to low-income individuals and families and provide meal assistance through a food pantry, and other social services
3	<b>Project Name</b>	Lending Helping Hand
	<b>Target Area</b>	City Service Area
	<b>Goals Supported</b>	Public service for low/mod and homeless
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	\$10,000

	<b>Description</b>	Public Service – supporting for the homeless and very low-income population
	<b>Target Date</b>	07/01/2023 – 06/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2000
	<b>Location Description</b>	City of Petersburg
	<b>Planned Activities</b>	Helping homeless and other very low-income
4	<b>Project Name</b>	River Street Market
	<b>Target Area</b>	City Service Area
	<b>Goals Supported</b>	Economic development
	<b>Needs Addressed</b>	Economic development and providing fresh food in low/mod area of the City
	<b>Funding</b>	\$19,200
	<b>Description</b>	Providing fresh food in low/mod area of the City every weekend.
	<b>Target Date</b>	07/01/2023 – 06/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	32,000 people and one job
	<b>Location Description</b>	City of Petersburg open air market
	<b>Planned Activities</b>	Providing fresh food in low/mod area of the City, where there is no supermarket, every weekend.
5	<b>Project Name</b>	Code enforcement and demolition
	<b>Target Area</b>	City Service Area
	<b>Goals Supported</b>	Housing rehab, slum and blight removal, and community development
	<b>Needs Addressed</b>	Housing rehab, slum and blight removal, and community development
	<b>Funding</b>	\$5000 + \$95000
	<b>Description</b>	Housing rehab and slum removal
	<b>Target Date</b>	07/01/2023 – 06/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	50 code enforcement and 10 properties demolition
	<b>Location Description</b>	City of Petersburg

	<b>Planned Activities</b>	Housing rehab, slum and blight removal, and community development
6	<b>Project Name</b>	City Parks & Rec
	<b>Target Area</b>	City Service Area
	<b>Goals Supported</b>	Public Facility
	<b>Needs Addressed</b>	Public Facility
	<b>Funding</b>	\$258,000
	<b>Description</b>	Reconstruction of number of Recreational facilities
	<b>Target Date</b>	07/01/2023 – 06/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	32000 low-mod households
	<b>Location Description</b>	City of Petersburg
	<b>Planned Activities</b>	Reconstruction of number of Recreational facilities
7	<b>Project Name</b>	Tri-Cities Habitat for Humanity
	<b>Target Area</b>	City Service Area
	<b>Goals Supported</b>	Residential Repairs
	<b>Needs Addressed</b>	Residential Repairs
	<b>Funding</b>	\$40,000
	<b>Description</b>	Provides for repairs to City residents
	<b>Target Date</b>	07/01/2023 – 06/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	4 family
	<b>Location Description</b>	City of Petersburg
	<b>Planned Activities</b>	Repair for low-income households
8	<b>Project Name</b>	Hebron
	<b>Target Area</b>	City Service Area
	<b>Goals Supported</b>	Public Service - Youth
	<b>Needs Addressed</b>	Public Service - Youth
	<b>Funding</b>	\$10,000

	<b>Description</b>	Education services to low-mod youth
	<b>Target Date</b>	07/01/2023 – 06/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	At least 100
	<b>Location Description</b>	City of Petersburg
	<b>Planned Activities</b>	Education services to low-mod youth
	9	
7	<b>Project Name</b>	Pretty Purposed
	<b>Target Area</b>	City Service Area
	<b>Goals Supported</b>	Public Service – Youth
	<b>Needs Addressed</b>	Public Service – Youth
	<b>Funding</b>	\$10,000
	<b>Description</b>	Education services to low-mod youth
	<b>Target Date</b>	07/01/2023 – 06/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	At least 100
	<b>Location Description</b>	<b>City of Petersburg</b>
	<b>Planned Activities</b>	Education services to low-mod youth
10		
	<b>Project Name</b>	Go Forward
	<b>Target Area</b>	City Service Area
	<b>Goals Supported</b>	Public Service – Youth
	<b>Needs Addressed</b>	Public Service – Youth

<b>Funding</b>	\$2,800
<b>Description</b>	Education services to low-mod youth – museum travel
<b>Target Date</b>	07/01/2023 – 06/30/2024
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	At least 40
<b>Location Description</b>	City of Petersburg
<b>Planned Activities</b>	Education services to low-mod youth



## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

All census tracts except for three are low or moderate income. The City in its entirety is eligible on a service area basis. Public improvements are located in low-income block groups. Eligibility for residential repairs is determined on an individual household basis. Public services programs are served on a limited clientele basis. Petersburg's population is 77.8% African American and every census tract and the city in its entirety is an area of minority concentration.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
City Service Area	100

**Table 7 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

Petersburg is a small City of some 32,538 persons and has the lowest household incomes in the area. The entire City is an area of need. The entire City serves as a service area for service programs. The city seeks to support its revitalization strategy through priorities adopted by the City Council. As noted, public improvements are eligible based on block group data. However, only three census tracts, 8110/8111/ and 8112, are middle income. All others are low/moderate income areas. Based on individual household income eligibility, residential rehabilitation can be located anywhere.

### **Discussion**

Most of Petersburg is eligible on an area basis and on a service to low/mod person basis.



## AP-55 Affordable Housing Geographic Distribution – 91.221(G)

### Introduction

The City will use its federal funds to provide affordable housing by providing funds to rehabilitation existing units. The special needs population will be served through public service grants to local service providers. The homeless population will be served through public service grants to local service providers.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	4
Special-Needs	0
Total	4

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	4
Acquisition of Existing Units	0
Total	4

**Table 10 - One Year Goals for Affordable Housing by Support Type**

## AP-60 PUBLIC HOUSING – 91.220(H)

### Introduction

Petersburg Redevelopment and Housing Authority (PRHA) provides 837 vouchers, 548 affordable rental units, and 310 public housing units.

### Actions planned during the next year to address the needs to public housing

PRHA will continue to develop relationship with private sector to develop affordable housing.

### Actions to encourage public housing residents to become more involved in management and participate in homeownership

PRHA has a functioning resident council that participates in meetings and events.

### If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

PRHA provides vouchers, affordable units, and public housing.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

Petersburg is a participant in the Crater Area Coalition on Homelessness (CACH), Continuum of Care. Petersburg has a system in place for the delivery of emergency shelter for women and children, post emergency shelter for women and children and supportive services for men, woman, and children. The Freedom Support Center for Veterans seeks to identify and serve veterans, and their families, in need of housing and services. The city lacks a Single Room Occupancy facility for men and related program and lacks a permanent transitional housing facility for women and children.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

Providing financial assistance through Downtown Churches and Lending Helping Hand.

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

Petersburg participates in the Continuum of Care, which conducts the annual one-time count. in addition, many and diverse agencies identify needs of the homeless and those threatened with homelessness. Petersburg expects to continue to serve some hungry and homeless citizens through Downtown Churches and Lending Helping Hands.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Petersburg has an established Emergency and Transitional Housing program through an Emergency and post shelter program through CARES Inc.

### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Petersburg has a system for delivery of shelter, post shelter, and transitional housing and related services designed to provide emergency shelter to women with children, post emergency shelter to women and children and related program services to address the unique needs of the individuals and family. Service agencies participate in Rapid Rehousing, but also appreciate the need for transitional housing needs. Services designed to prepare the individuals and or family for self-sufficiency are offered by an array of agencies including Social Services, Freedom Support Center for Veterans, HOPE Center,

CARES Inc., Salvation Army, and many others.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

Petersburg has the lowest household incomes in the region. Accordingly, the need for affordable housing is significant. Petersburg long range revitalization strategy is stabilization and enhancement of the residential environment. The City cooperates with Social Services, Freedom Support Center for Veterans, HOPE Center, Lending Helping Hand, CARES Inc., Salvation Army, PRHA, and others.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

Petersburg has not identified public policies that inhibit the provision of affordable housing, to the contrary public policies in the City promote investment, development and safety, health and welfare of its citizens and businesses. Lack of financial resources and economic development is the cause of poverty in the City.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

In the past many localities engaged in strategies to enhance the tax base through such practices as large lot zoning. As examples, rural jurisdictions experienced a migration of lower income families to urban centers in search of work, but the larger lot zoning had the effect of limiting the replacement of affordable housing as the old housing stock was lost. Some localities, experiencing rising costs for infrastructure and schools with housing growth, adopted cash proffers to be paid by the developers to the locality to defray the costs, but increasing housing costs and decreasing affordability. Petersburg has not experienced these impediments.

Petersburg's current zoning ordinance dates to 1971 and offers many opportunities for the development of affordable housing.

There are no requirements that prevent or exclude individuals from building or providing affordable housing. The lot size requirements in the residential zoning district are comparable to that of other localities and is not of a size that makes it impossible for individuals of limited resources to acquire and build upon.

There are no cash proffers required for new construction or rehabilitation projects that provide housing units. The development of housing units is also permitted in many of our commercial zoning districts; which is unique from many other localities where you are restricted to residentially zoned districts or mixed-use zoning districts; however, in the City of Petersburg residential units are permitted in most commercial districts without the necessity of commercial use.

The zoning ordinance in its imposition of requirements does not mandate or control whether the housing units are rental or owner-occupied. In addition, regulations imposed on housing units in the historic district do not impede individuals of limited resources from occupying the units. The zoning ordinance has provisions that allow for protective maintenance of housing that is in a historic district. This section of the ordinance requires that the building inspector and zoning administrator, to the extent that their power permit shall honor requests made. Furthermore, the City of Petersburg does not

require a fee for review and approval of exterior changes to residential units located in a historic district. There is a level of review by an Architectural Review Board (ARB) for any exterior changes or repairs. No review is required by the local ARB for interior alterations. Nonetheless, the approvals granted by the ARB are based on what an applicant is proposing to do. This can vary from in-kind replacement or a change in the material at the request of an applicant.

The City of Petersburg offers a wide variety of housing style and no one residential or commercial district where residential units are permitted dictates a design standard for the units.

The zoning ordinance in the City of Petersburg does not impede affordable housing opportunities in fact it promotes and encourages the development of residential units, by its generic imposition of requirements on these types of developments.

It is Petersburg's goal to have a diverse community with job and housing opportunities for all its residents. This will require a commitment to a balanced revitalization and development strategy. The city enjoys a rich history and architecture. Historic preservation is an integral component of its revitalization strategy. While reinvestment in the city is mandatory for its revitalization, there is a need to seek and maintain a balance in the City's housing planning efforts going forward.

#### **Discussion:**

Petersburg does not believe that it has policies that serve as barriers to affordable housing. The primary barriers to affordable housing include the lack of income by Petersburg residents and the limited resources for housing programs. Petersburg has the lowest household incomes in the surrounding area. Twenty five percent of its 16,325 housing units are vacant. The rental vacancy rate is 33.7%.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

Petersburg has the lowest household incomes of any jurisdiction in the area. There is a need for job opportunities. There is also a need for the rehabilitation of existing housing and new construction. Resources are extremely limited. The city does not have resources for the needs. With up to 4,000 vacant units, the CDBG allocation would provide for the rehabilitation of some twenty homes. Petersburg is not eligible for participation in the HOME Program. The City provides CDBG funds for the repair of some fifteen homes annually. The city is also planning for the construction of new homes for sale and the construction of market rate apartments in the Canal Street corridor. Housing market problems continues to be seen as an impediment to the sale of homes for both the market rate and subsidized markets.

### **Actions planned to address obstacles to meeting underserved needs**

Petersburg is committed to a revitalization effort for the stabilization and enhancement of residential and commercial environments and the promotion of investment and the creation of jobs. As an example, the City has adopted priorities for the use of CDBG funds to support the strategy. These priorities give preference to infrastructure, housing, public facilities, planning, and lastly, public services. The city actively pursues opportunities for funding to support its housing activities, and to attract investors to develop affordable apartments. Through its CDBG investments, it seeks to support private sector investment in housing opportunities. The revitalization efforts seek to promote residential and commercial investments such as apartments and restaurants and to enhance the overall environment as a place to invest, live and work.

### **Actions planned to foster and maintain affordable housing**

Petersburg's revitalization efforts seek the stabilization and enhancement of its residential and commercial environments to promote investment and create jobs. They seek to repair homes owned by low-income individuals and families to stabilize the residential areas and allow the elderly to age in place. It supports mixed income development, including apartments for all market levels, including multi-family apartments for the elderly. They seek to support of its public housing and has supported development of significant numbers of Low-Income Housing Tax Credit apartments.

### **Actions planned to reduce lead-based paint hazards**

Petersburg requires compliance with Lead Based Paint regulations by all its CDBG funded subrecipients.

### **Actions planned to reduce the number of poverty-level families**

Reduction of the number of poverty level families will depend upon the success of the City's economic

development and community revitalization efforts. The City does not have enough resources.

### **Actions planned to develop institutional structure**

Petersburg has an institutional structure for service delivery. The city is currently in the process to designate development partners for its priority activities. It seeks to expand its residential rehabilitation programs and to provide additional homeownership opportunities. It has discussed the need for a Single Room Occupancy (SRO) for men and a permanent transitional housing facility for women and children.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

This is an ongoing and multifaceted process. The city will continue to discuss with its service providers gaps in the service delivery system and unmet needs. It will continue its conversations with housing providers, both public and private, to seek opportunities for coordination and partnership. It will continue its coordination with the Petersburg Redevelopment and Housing Authority and the many housing and development CDCs. The City plans to discuss use of CDBG-CV with local medical services community.

### **Discussion:**

Petersburg actively seeks opportunities to pursue its revitalization goals and objectives. It has defined its highest priorities. It has enlisted the assistance of the U.S. Department of Housing and Community Development in pursuing a dialogue with its many stakeholders for the revitalization of the city.



## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I) (1,2,4)

#### Introduction:

#### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

All of Petersburg funds are allocated to benefit low- and moderate-income families.

# *City of Petersburg*



**Program Overview**

**Community Development Block Grant Advisory Board**

**June 2023**

# Overview



- Introductions
- What is CDBG and CDBGAB?
- What can CDBG funding do?
- Criteria of Funding
- 2022 Subrecipient Overview
- 2023 Subrecipient Overview
- Application Overview
- Goals/ Current Events
- Remarks and Closing

# What is CDBG and CDBGAB?



- The Community Development Block Grant (CDBG) Program provides annual grants on a formula basis to states, cities, and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.
- The CDBG Advisory Board will be responsible for making recommendations to City Council regarding the City's Community Development Block Grant (CDBG) program that includes both social service and non-social service community development activities. By regulation, CDBG funds must be awarded primarily to projects, programs, and services that improve the lives of Petersburg residents.
- Currently CDBG program resides under the Officer of Economic Development Mr. Brian Moore and Mrs. Shalonda Venable-Royster

# What is CDBG and CDBGAB?



## Board Composition

- 1 Member per ward (7 members) with 5 at-large members for a total 12 board members
- Currently 4 members on the board with 3 members appointed by ward and 1 at-large
- 4 At-large seats remain vacant and 3 Ward based seats vacant

# Who is CDBGAB?



Ward	Board Member	Council Member
CDBG Administrator	Vincent Mani	
1		Marlow Jones
2		Darrin Hill
3	Kofi Adih (Chairman)	Sam Parham
4	Shabaka Moore	Charlie Cuthbert
5	Tamika Green	Howard Myers
6		Annette Smith-Lee
7		Arnold Westbrook
At Large	Ethan Calvert	
At Large		
At Large		
At Large		
At Large		

# What can CDBG funding do?



How is CDBG funded two ways:

For municipalities with a population of 50k or more they will receive funds directly from HUD

Municipalities with a population of less than 50k will participate in the State CDBG Program

## Funding Categories

CDBG Economic Development And Entrepreneurship Fund

CDBG Community Improvement Grants

CDBG Construction-Ready Water And Sewer Fund

CDBG Planning Grants

CDBG Urgent Need Fund

# What can CDBG funding do?



## Examples

- Housing Rehabilitation
- Code Enforcement
- Acquisition Of Real Property
- Demolition
- Infrastructure And Public Facility Improvements
- Economic Development
- Services for Low to moderate income population



# What can CDBG funding do?



## CDBG Activities Must:

- Be Eligible Under 24 CFR 570; AND
- Meet One Of Three National Objectives
  1. Provide A Benefit To LMI Persons,
  2. Prevent Or Eliminate Slums/Blight, Or
  3. Meet An Urgent Community Need

\*\* Up 15% of a municipalities' can be allocated for public services

# Criteria of Funding



Funds must be used on these activities but are not limited to:

- Acquisition of real property
- Relocation and demolition
- Rehabilitation of residential and non-residential structures
- Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes
- Public services, within certain limits
- Activities relating to energy conservation and renewable energy resources
- Provision of assistance to nonprofit and profit-motivated businesses to carry out economic development and job creation/retention activities



# 2022 Subrecipient Review

Organization	Point of Contact	Date of Submission	Usage	Amount Requested	Remarks
Downtown Churches United	Scott Fisher	February 11 2022	Operating Cost for public services	\$25,000	Approved by CC
Project Homes Citywide Critical Repair	Matt Morgan	March 7 2022	Rehabilitation of residential and non-residential structures	\$195,000	Approved by CC
YMCA	Jessica Jones	March 2 2022	Public services	\$35,000	Approved by CC
The McKenney Foundation	Wayne Crocker	March 9 2022	Rehabilitation of Real Estate	\$185,172	Approved by CC
Rebuilding Together of Richmond	Malcolm Jones	March 8 2022	Rehabilitation of residential and non-residential structures	\$100,000	Approved by CC
Tri- Cities Habitat for Humanity	Kelli Parker	March 9 2022	Rehabilitation of Real Estate	\$7,500	Approved by CC
				\$547,672	

# 2023 Subrecipient Applicants



Organization	Point of Contact	Date of Submission	Usage	Amount Requested
Downtown Churches United	Scott Fisher	February 11 2023	Operating Cost for public services	\$25,000
Project Homes Citywide Critical Repair	Matt Morgan	March 7 2023	Rehabilitation of residential and non-residential structures	\$113,931
YMCA	Jessica Jones	February 28 2023	Public services	\$35,000
Local Initiatives Support Corporation (LISC)	John Sydnor	February 28 2023	Public Services	\$68,000
Rebuilding Together of Richmond	Malcolm Jones	March 8 2023	Rehabilitation of residential and non-residential structures	\$100,000
Tri- Cities Habitat for Humanity	Kelli Parker	March 9 2023	Rehabilitation of Real Estate	\$7,500
Little Creek Kung Fu	William A. Bechtold	March 4 2023	Acquisition of Real Property Disposition	\$31,000
River Street Market	Richard Cuthbert	March 3 2023	Public Services	\$25,800
Pretty Purpose	Bianca Myrick	March 6 2023	Public Services	\$25,000
Lending Helping Hands	LaVerle Talley	March 15 2023	Public Services	\$29,990
The James House	Chana Amaro	March 14 2023	Public Services	\$15,000

# 2023 Subrecipient Applicants



Organization	Point of Contact	Date of Submission	Usage	Amount Requested
Hebron	Janell Sinclair	February 11 2023	Public services	\$25,000
Petersburg Art League	William Nicolson	March 7 2023	Rehabilitation of residential and non-residential structures	\$195,000
CDBG Administration	City of Petersburg	March 2 2023	Public services	\$35,000
City of Petersburg Code Enforcement	City of Petersburg	March 9 2023	Code Enforcement	\$270,300
City of Petersburg Demolitions	City of Petersburg	March 8 2023	Rehabilitation of residential and non-residential structures	\$150,000
City of Petersburg Parks, Recreation, Special Events and Volunteerism	Marquis Allen	March 9 2023	Public Facilities and Improvements	\$570,988
Go Forward Give Back	Levin Smith	March 9 2023	Public services	\$2,800



# 2023 Subrecipient Recommendations

Organization	Point of Contact	Usage	Amount Requested	Remarks
Downtown Churches United	Scott Fisher	Operating Cost for public services	\$22,000	
Petersburg Area Art League	William Nicolson	Public Facilities and Improvements	\$42,400	
River Street Market	Richard Cuthbert	Public Services	\$13,200	
City of Petersburg Parks, Recreation, Special Events and Volunteerism	Marquis Allen	Public Facilities and Improvements	\$239,107	
CDBG Administration	City of Petersburg	Program Administration	\$116,000	
Tri- Cities Habitat for Humanity	Kelli Parker	Rehabilitation of Real Estate	\$22,000	
Go Forward Give Back	Levin Smith	Public Services	\$2,800	
Pretty Purpose	Bianca Myrick	Public Services	\$9,000	
City of Petersburg Demolitions	City of Petersburg	Rehabilitation of residential and non-residential structures	\$95,000	
Lending Helping Hands	LaVerle Talley	Public Services	\$14,000	
Hebron	Janell Sinclair	Public Services	\$10,000	
			<b><u>\$585,507</u></b>	

# Application Overview



1. **Proposal Description:** provide a clear, concise, specific narrative description of your proposed use of CDBG funds. What will you do? Who will do it? Where will you do it? When will you do it? How will you do it? Who will be served by this project? How much in CDBG funds are you requesting? What are your other resources?
2. **Capacity:** Explain your organization's experience and capacity to undertake the proposed activity. Does your organization have experience with the use of CDBG funds in the past? What was the previous outcome of project implementation? How much do you know about the federal regulations with which you will agree to comply?
3. **National Objective and Category of Eligibility:** provide detailed information regarding the National objective your project will meet, and the Category of Eligibility that describes your project.
4. **Need:** Discuss the need your proposed activity will address. What will be accomplished? How many clients will be served? Describe the program objectives and the anticipated outcomes.
5. **Duration:** What is the duration of your project? Does it require a one-time request, or do you expect to apply for funding in future years?
6. **Project Budget and Funding:** Provide the proposed project itemized budget, showing all sources and uses of funds that includes the requested CDBG funding. (Note: CDBG funding is allocated on a reimbursement basis. Project expenses must be paid then submitted for reimbursement. Funding will cannot exceed an awarded amount.)
7. **Organization Budget and Funding:** Provide the overall organizational budget showing all sources and uses of funds. Identify CDBG funds used over the last five years, by year and corresponding funding amount.

# Application Overview



1. Articles of Incorporation
2. Mission Statement
3. List of membership of Board of Directors
4. IRS Letter of Tax Exemption
5. Latest Financial Audit
6. Form 990 or IRS Tax Statement for previous three years
7. Prior Year Budget
8. Business License, if applicable.



# Goals for CDBGAB PY 24



- Meet with past subrecipients and publish progress of projects
- Add more board members for a fully functioning board
- Connect with other municipalities on best practices
- Attend NCDA National Conference
- Solicit for diverse subrecipient base
- Build standard operating procedures and continuity documents
- Network with the community

# CDBGAB In Action





# Closing Remarks and Questions



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** June 20, 2023

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

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

**FROM:** Reginald Tabor

**RE:** **Consideration of an ordinance authorizing the City Manager to execute a Pilot Operating Agreement with Bird Rides, Inc. to establish a Stand-up Electric Scooter sharing system within the City of Petersburg - 2nd Reading (Page 119)**

**PURPOSE:** To consider an ordinance authorizing the City Manager to execute a Pilot Operating Agreement with Bird Rides, Inc. to establish a Stand-up Electric Scooter sharing system within the City of Petersburg.

**REASON:** To comply with policies, procedures and laws regarding the adoption of ordinances.

**RECOMMENDATION:** It is recommended that the City Council holds a Public Hearing and consideration of an ordinance authorizing the City Manager to execute a Pilot Operating Agreement with Bird Rides, Inc. to establish a Stand-up Electric Scooter sharing system within the City of Petersburg.

**BACKGROUND:** The City of Petersburg received a proposal from Bird Rides, Inc. to operate a Stand-up Electric Scooter sharing system within the City of Petersburg. Bird Rides, Inc. was founded in 2017 and operates in 25 countries and 400 cities. The system works through an online application whereby users sign a user agreement to verify their age is 18 or older, add payments, and complete educational tutorials prior to each ride. The system is dockless and riders have freedom to choose drop off and pick-up locations. Operators locate and retrieve scooters throughout the day. The cost is \$1.00 per minute, with an average cost of \$6.00. Discounts are offered to veterans, senior citizens, healthcare workers, and students with Pell grants.

The purpose is to provide a low-cost transportation alternative, with focus on the first and last mile between a departure location and a destination. Operating zones can be established to limit use within specific target areas. The agreement between the City and Bird includes liability, insurance and indemnification clauses. Each rider must sign an agreement that includes liability and indemnification clauses as well.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:**

**CITY COUNCIL HEARING DATE:** 6/20/2023

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

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

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

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

**ATTACHMENTS:**

1. 0606\_2023OrdinanceREBird
2. 0606\_2023Bird\_Operating\_Agreement\_Petersburg\_VA
3. 0606\_2023PresentationBirdScooters



**AN ORDINANCE AUTHORIZING THE CITY MANAGER TO EXECUTE A PILOT OPERATING AGREEMENT WITH BIRD RIDES, INC. TO ESTABLISH A STAND-UP ELECTRIC SCOOTER SHARING SYSTEM WITHIN THE CITY OF PETERSBURG.**

WHEREAS, the City of Petersburg received a proposal from Bird Rides, Inc. to operate a Stand-up Electric Scooter sharing system within the City of Petersburg; and

WHEREAS, Bird Rides, Inc. was founded in 2017 and operates in 25 Countries and 400 Cities; and

WHEREAS, the system works through an online application whereby users sign a user agreement verify their age is 18 or older, add payments, complete educational tutorials prior to each ride; and

WHEREAS, the system is dockless and riders have freedom to choose drop off and pick-up locations and Operators locate and retrieve scooters throughout the day; and

WHEREAS, the cost is \$1.00 per minute, with an average cost of \$6.00; and

WHEREAS, Discounts are offered to veterans, senior citizens, healthcare workers, and students with Pell grants; and

WHEREAS, the purpose is to provide a low-cost transportation alternative, with focus on the first and last mile between a departure location and a destination; and

WHEREAS, Operating zones can be established to limit use within specific target areas; and

WHEREAS, the agreement between the City and Bird includes, liability, insurance and indemnification clauses; and

WHEREAS, each rider must sign an agreement that includes liability and indemnification clauses as well; and

WHEREAS, pursuant to the requirements of Title 15.2-2204 of the Code of Virginia, as amended, this is a public hearing and consideration of an ordinance authorizing the City Manager to execute a Pilot Operating Agreement between the City of Petersburg and Bird Rides, Inc. to establish a stand-up electric scooter sharing system within the City of Petersburg, and the public hearing was advertised, in accordance with applicable laws.

NOW THEREFORE BE IT ORDAINED, that the City Council of the City of Petersburg hereby authorizes the City Manager to execute a Pilot Operating Agreement between the City of Petersburg and Bird Rides, Inc. to establish a stand-up electric scooter sharing system within the City of Petersburg.

## **PILOT OPERATING AGREEMENT**

This Pilot Operating Agreement (the “Agreement”) is entered into by and between Bird Rides, Inc., located at 8605 Santa Monica Blvd. #20388 West Hollywood, CA 90069 (“Company”), and The City of Petersburg located at 135 N Union Street, Petersburg, VA 23803 (the “City”) as of \_\_\_\_\_, 2023.

### **1. Statement and Purpose**

The purpose of this Agreement is to establish interim rules and regulations governing the pilot operation of a Stand-up Electric Scooter sharing system within the City while this Agreement is in effect (the “Pilot”), and to ensure that the Pilot is consistent with the safety and well-being of bicyclists, pedestrians, and other users of the public rights-of-way.

### **2. Scope**

This Agreement and its terms apply to any proposed deployment of Stand-up Electric Scooter sharing systems within City’s jurisdictional boundaries. This Agreement and the Pilot shall remain in effect for a period of twelve months and shall automatically renew for successive twelve month periods unless either party provides written notice to the other of its intention not to renew at least ninety (90) days prior to the end of the then-current term.

### **3. Procedures**

~~While this Agreement is in effect, Company shall be the sole provider of Stand-up Electric Scooter sharing systems within City’s jurisdictional boundaries for the Pilot, contingent upon compliance with the terms of this Agreement.~~ Upon effectiveness of this Agreement, Company shall provide an affidavit of compliance with the terms of this Agreement and provide appropriate indemnification.

### **4. Operating Regulations**

- a. Company, and/or its service providers, agents or assigns, shall be responsible for operating a Stand-up Electric Scooter program in the City with the below requirements.
- b. “Stand-up Electric Scooter” shall mean a device weighing less than 150 pounds, that (i) has handlebars and an electric motor, (ii) is solely powered by the electric motor and/or human power, and (iii) has a maximum speed of no more than 20 mph on a paved level surface when powered solely by the electric motor.
- c. Except as otherwise provided herein, City shall regulate the operation of Stand-up Electric Scooters in a manner no more restrictive than City’s regulation of bicycles.
- d. Stand-up Electric Scooters are to be ridden on streets, and where available, in bike lanes and bike paths. Stand-up Electric Scooters are to stay to the right of street lanes and to offer the right of

way to bicycles in bike lanes and on bike paths. Users of Stand-up Electric Scooters shall be 18 or older. Users of Stand-up Electric Scooters who violate these provisions may be fined by City consistent with fines for cyclists.

- e. Company shall provide easily visible contact information, including toll-free phone number and/or e-mail address on each Stand-up Electric Scooter for members of the public to make relocation requests or to report other issues with devices.
- f. Hours of operation when Company's Stand-up Electric Scooters will be made available to rent from 5 a.m. to midnight (local time).

## **5. Parking**

- a. Users of Stand-up Electric Scooters shall park devices upright in the furniture zone of the sidewalk, beside a bicycle rack or in another area specifically designated for bicycle parking, or on the street next to an unmarked curb.
- b. Users shall not park Stand-up Electric Scooters in such a manner as to block the pedestrian clear zone area of the sidewalk; any fire hydrant, call box, or other emergency facility; bus bench; or utility pole or box.
- c. Users shall not park Stand-up Electric Scooters in such a manner as to impede or interfere with the reasonable use of any commercial window display or access to or from any building.
- d. Users shall not park Stand-up Electric Scooters in such a manner as to impede or interfere with the reasonable use of any bicycle rack or news rack.
- e. Users may park Stand-up Electric Scooters on blocks without sidewalks only if the travel lane(s) and 6-foot pedestrian clear zone are not impeded.
- f. Users shall not park Stand-up Electric Scooters in the landscape/furniture zone directly adjacent to or within the following areas, such that access is impeded:
  - i. Transit zones, including bus stops, shelters, passenger waiting areas and bus layover and staging zones, except at existing bicycle racks;
  - ii. Loading zones;
  - iii. Disabled parking zone;
  - iv. Street furniture that requires pedestrian access (e.g., benches, parking pay stations, bus shelters, transit information signs, etc.);
  - v. Curb ramps;
  - vi. Entryways; and
  - vii. Driveways.
- g. Users of Stand-up Electric Scooters who violate these provisions may be fined by City consistent with fines for cyclists.
- h. Company may stage its Stand-up Electric Scooters in permitted parking areas as described in this section. To the extent Company desires to stage Stand-up Electric Scooters in areas other than the public right-of-way, Company must first obtain the right to do so from the appropriate City department, property owner, or public agency.



## 6. Operations

- a. Company shall maintain 24-hour customer service for customers to report safety concerns, complaints, or to ask questions. Company shall maintain a multilingual website, call center, and/or mobile app customer interface that is available twenty-four hours a day, seven days a week. The aforementioned shall be compliant with the Americans with Disabilities Act.
- b. In the event a safety or maintenance issue is reported for a specific device, that Stand-up Electric Scooter shall be made unavailable to users and shall be removed within the timeframes provided herein. Any inoperable or unsafe device shall be repaired before it is put back into service.
- c. Company shall respond to reports of incorrectly parked Stand-up Electric Scooters, Stand-up Electric Scooters continuously parked in one location for more than 36 hours, or unsafe/inoperable Stand-up Electric Scooters, by relocating, re-parking, or removing the Stand-up Electric Scooters, as appropriate, within 24 hours of receiving notice that must include the location of the Stand-up Electric Scooter.
- d. Company shall provide notice to all users that:
  - i. Stand-up Electric Scooters are to be ridden on streets, and where available, in bike lanes and bike paths;
  - ii. Stand-up Electric Scooters are to stay to the right of street lanes and to offer the right of way to bicycles on bike lanes and bike paths;
  - iii. Helmets are encouraged for all users;
  - iv. Parking must be done in the designated areas; and
  - v. Riding responsibly is encouraged.
- e. Stand-up Electric Scooter riders are required to take a photo whenever they park their scooter at the end of a ride.
- f. Company shall provide education to Stand-up Electric Scooter riders on the City's existing rules and regulations, safe and courteous riding, and proper parking.

## 7. Data Sharing

City may require Company to provide anonymized fleet and ride activity data for all trips starting or ending within the jurisdiction of City on any vehicle of Company or of any person or company controlled by, controlling, or under common control with Company, provided that, to ensure individual privacy:

- a. such data is provided via an application programming interface, subject to Company's license agreement for such interface, in compliance with a national data format specification such as the Mobility Data Specification;
- b. any such data provided shall be treated as trade secret and proprietary business information, shall not be shared to third parties without Company's consent, and shall not be treated as owned by the local authority; and

- c. such data shall be considered personally identifiable information, and shall under no circumstances be disclosed pursuant to public records requests received by the local authority without prior aggregation or obfuscation to protect individual privacy.

## 8. Indemnification

Company agrees to indemnify, defend and hold harmless City (and City's employees, agents and affiliates) from and against all actions, damages or claims brought against City arising out of Company's negligence or willful misconduct, except that Company's indemnification obligation shall not extend to claims of City's (or City's employees', agents' or affiliates') negligence or willful misconduct. ~~City expressly acknowledges that in no event shall Company be liable for any special, indirect, consequential or punitive damages.~~ Company's indemnification obligations shall survive for a period of one (1) year after expiration of this Agreement. Company shall be released from its indemnification obligations under this section if the loss or damage was caused by the City's negligent construction or maintenance of public infrastructure. City's right to indemnification shall be contingent on City notifying Company promptly following receipt or notice of any claim; Company shall have sole control of any defense; City shall not consent to the entry of a judgment or enter into any settlement without the prior written consent of Company.

## 9. Insurance

Company shall provide City with proof of insurance coverage exclusively for the operation of Stand-up Electric Scooters including: (a) Commercial General Liability insurance coverage with a limit of no less than \$1,000,000.00 each occurrence and \$2,000,000.00 aggregate; (b) Automobile Insurance coverage with a limit of no less than \$1,000,000.00 each occurrence and \$1,000,000.00 aggregate; (c) Umbrella or Excess Liability coverage with a limit of no less than \$5,000,000.00 each occurrence/aggregate; and (d) where Company employs persons within the City, Workers' Compensation coverage of no less than the statutory requirement.

## 10. Miscellaneous

a. All notices and communications to the City from Company shall be made in writing (includes electronic communications) and sent to the address below.

b. In carrying out their responsibilities, the parties shall remain independent contractors, and nothing herein shall be interpreted or intended to create a partnership, joint venture, employment, agency, franchise or other form of agreement or relationship.

c. This agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia.

**City, State**

**Bird Rides, Inc.**

Signed By:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address:

Enforcement

Standard language



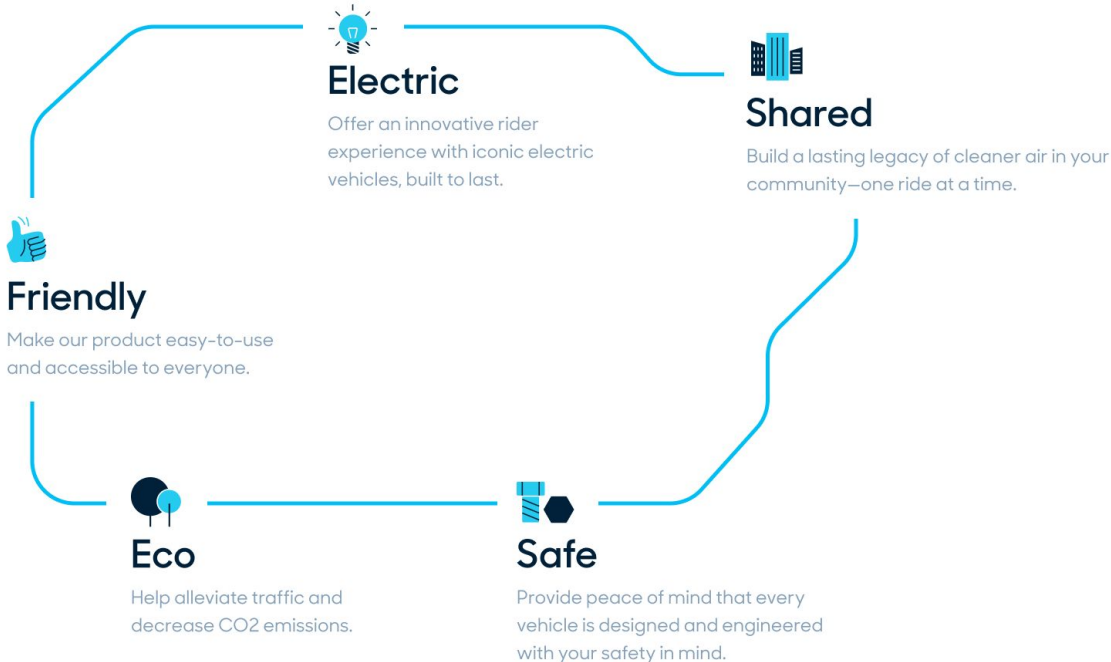
# Hello, Petersburg, VA



May 2023

# What is Bird?

A micromobility company with a focus in shared electric vehicles.





# Bird's Story

**Founded in 2017**, Bird saw instant success as a pioneer in the space.

Today....

**5** Continents.

**25** Countries.

**400+** Cities.

**100M+** Rides.

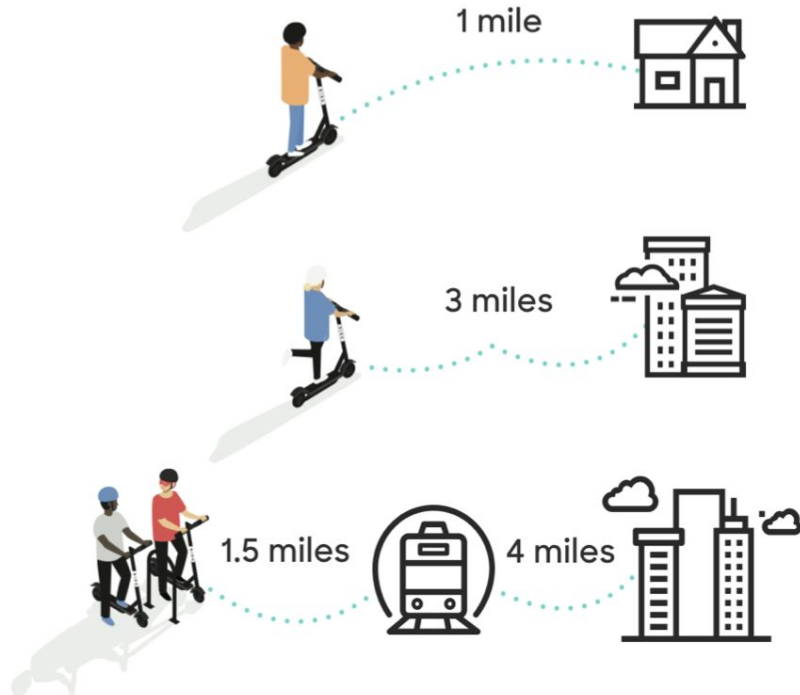
Listed on **NYSE BRDS**

**B I R D**



# First Mile Last Mile

Great solution for quick trips



B I R D

Get to School or Work

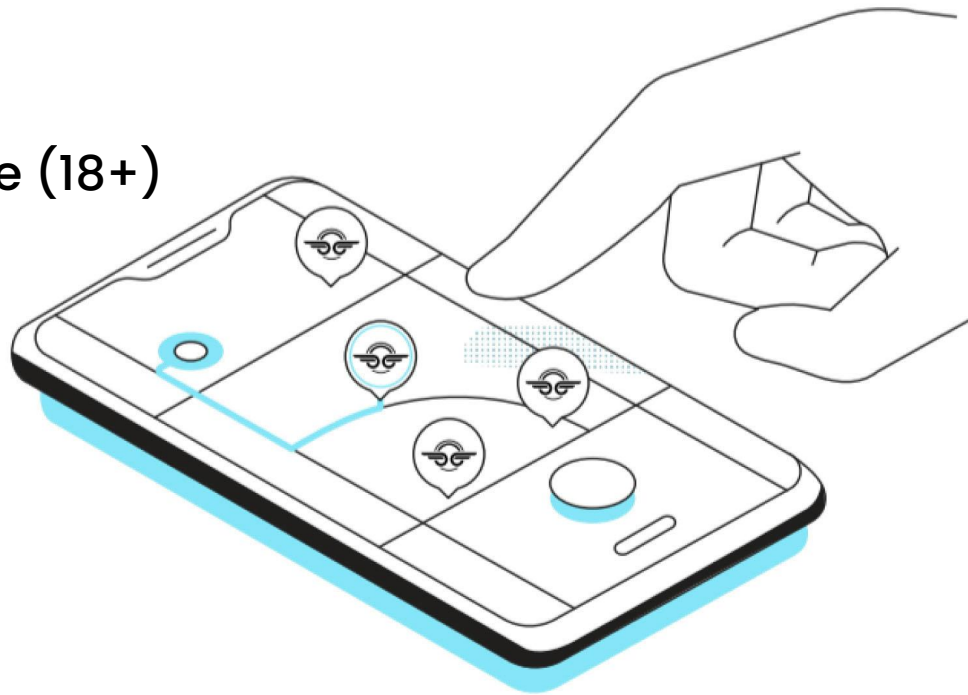
Don't hassle to re-park

Connect to transit or go one way



# How it works

1. Download the Bird app
2. Sign user agreement & verify age (18+)
3. Add payment
4. Complete educational tutorials
5. Enjoy the ride!





# The Dockless Model

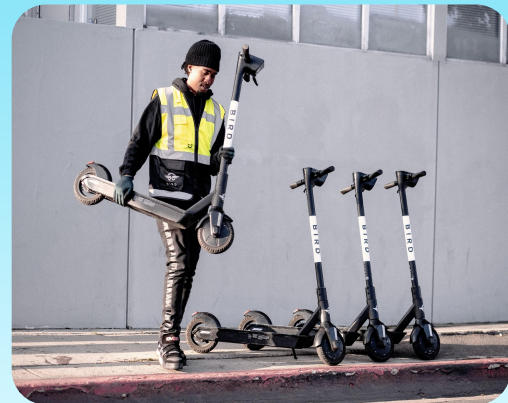
Follow the rules of the road like a bike

Freedom to choose where to pick up and drop off

Available for use within the designated 'operating zone'

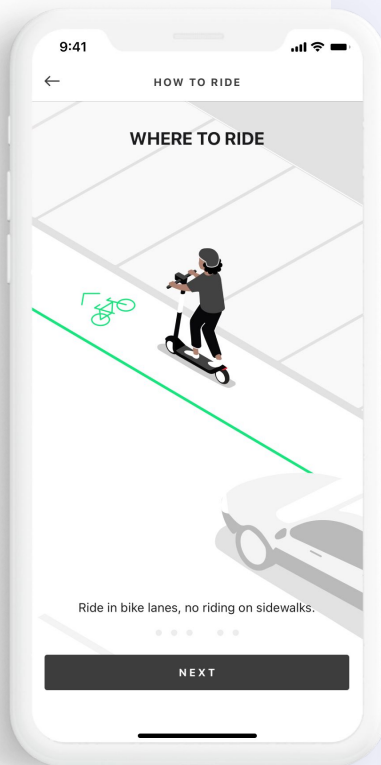
Vehicle waits for next rider or is moved by Bird

**B I R D**

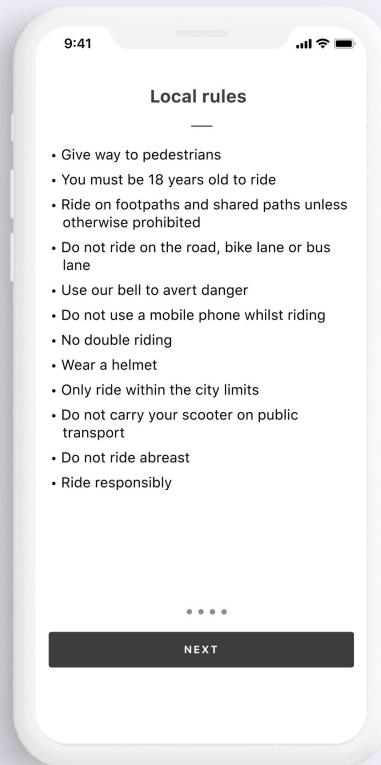


# Safety

All riders are required to review a tutorial on how to ride safely before they can start their ride



Safe Riding Tips



Local Rules

# Local Rules

Local rules are customized for each market including specific information about parking and no-ride zones

# Safe Operations Leadership

Our policies help regulate the usage and access of our vehicles to ensure both riders and members of the community are able to safely and freely move throughout the city.



**Ceasing late night  
operations**



**Responsible  
speed limits**



**Minimum age  
requirements**



**Zero tolerance  
for unsafe  
behavior**

# Bird's multimodal, shared vehicle fleet



**BirdZero**

**BirdOne**

**BirdTwo**

**BirdThree**

**BirdS**

# Pricing

## Standard Pricing

\$1+ a per minute fee. Averaging ~\$6 a ride.

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## Equitable Pricing Options

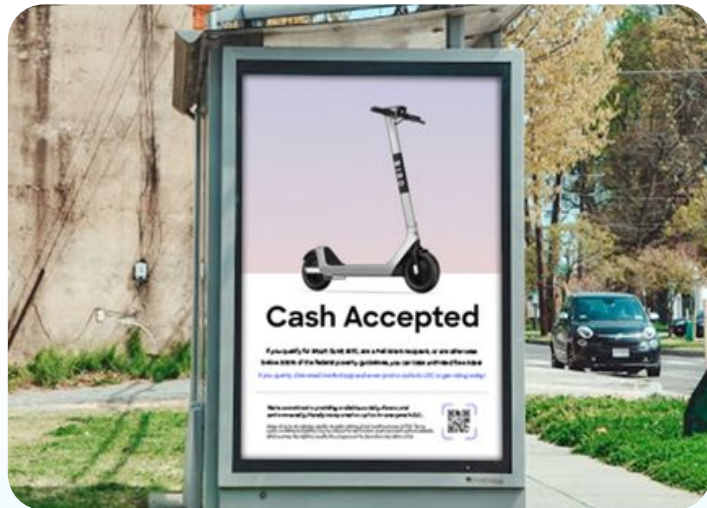
Discounts available to those in government assistance programs, veterans, senior citizens, healthcare workers, students with pell grants, etc.



# Transportation for all: Equity Programs

Bird has launched several programs and features aimed at increasing transportation access in the communities where we operate.

- 1 Text-to-Unlock**  
Riders who don't have access to a smartphone can text Bird directly to begin a ride
- 2 Alternative payment options**  
Bird accepts a range of payment options, prepaid debit cards and cash-to-load payments
- 3 Equity zone pricing**  
Bird automatically applies discounts to rides that begin and end in designated equity zones
- 4 Community pricing**  
Bird offers discounts up to 50% for qualified low-income, veteran, and senior citizen riders



**We offer mobile app and customer support in:** Arabic, Catalan, Chinese, Czech, Danish, Dutch, English, Finnish, French, German, Hebrew, Hungarian, Italian, Japanese, Laotian, Polish, Portuguese, Romanian, Russian, Somali, Spanish, Swedish, Turkish, Ukrainian, Vietnamese



# Significant economic benefits of micromobility



## Supporting Local Businesses

Over 50% of riders report using a Bird to visit a local business, and the majority of those (70%+) said riding a Bird made them more likely to visit that business.<sup>1</sup>



## Job Creation

To manage local operations, Bird partners with full time Fleet Managers, responsible for on-the-ground fleet logistics, care, and community education.



## Expanding Job Access

By doubling or tripling how far people can travel to access public transit, Bird expands job access without lengthening commutes or adding cars to the road.



## Reduction in GHG Emissions

Each Bird 3 prevents an estimated 103kg of greenhouse gas emissions during its lifetime.<sup>2</sup>

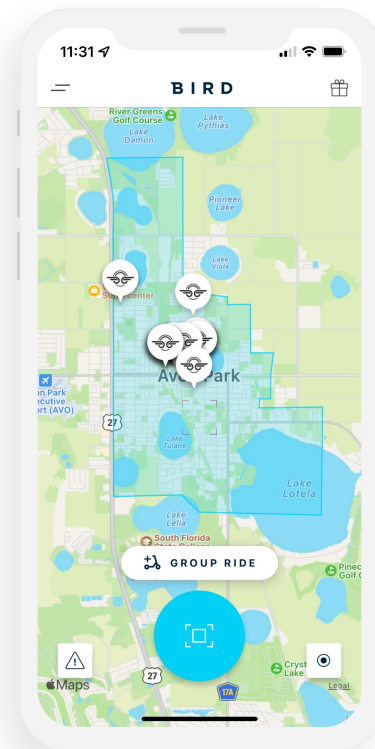
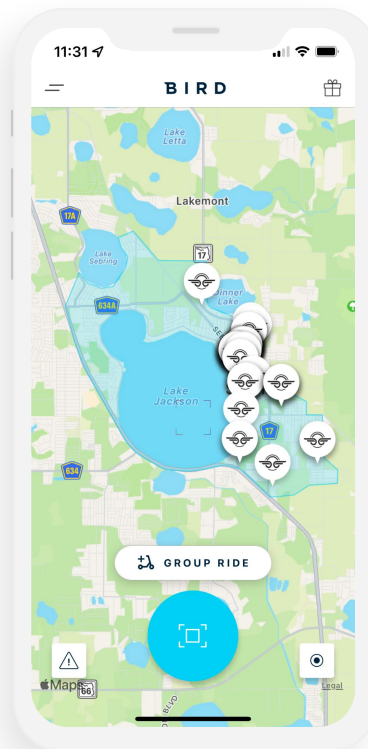


# Operating Zone

Scooters will only be active within the city's boundary (highlighted in blue)

Operating Zone can be tailored based on city design

Vehicles will become inoperable should they leave the zone







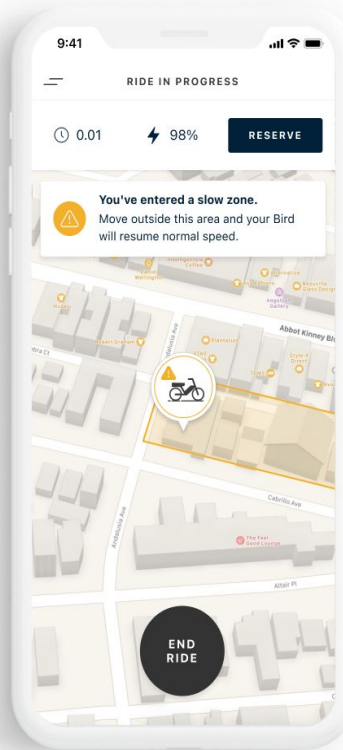
# Geo-Zone Technology

All vehicles are tracked with GPS.

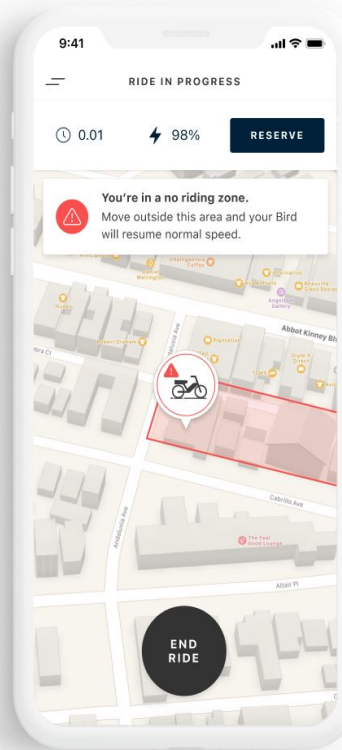
When riders enter a designated geo-zone, vehicles follow set rules.

Vehicles will slow down or stop, and riders are notified by a vehicle sound and an in-app notification.

## Slow Zone



## No-Ride Zone



# Speed Control: How it works

## VLS | Vehicle Location System

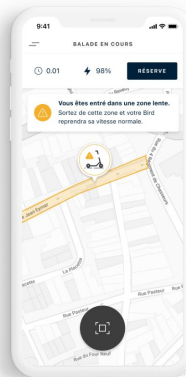
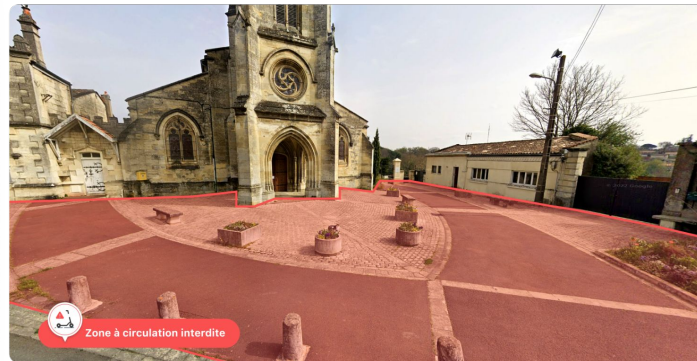
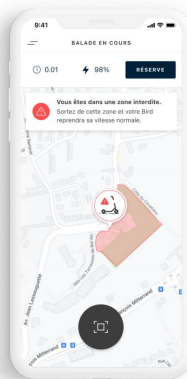
All vehicles are pre-loaded with map data so when a Bird enters a predetermined geospeed zone, the Vehicle Location System (VLS) triggers and the vehicle automatically slows



BirdOS, Bird's proprietary operating system is dynamically preloaded with the local GPS feed as the vehicle travels so there are **no data delays** from having to download geolocation data from the cloud.

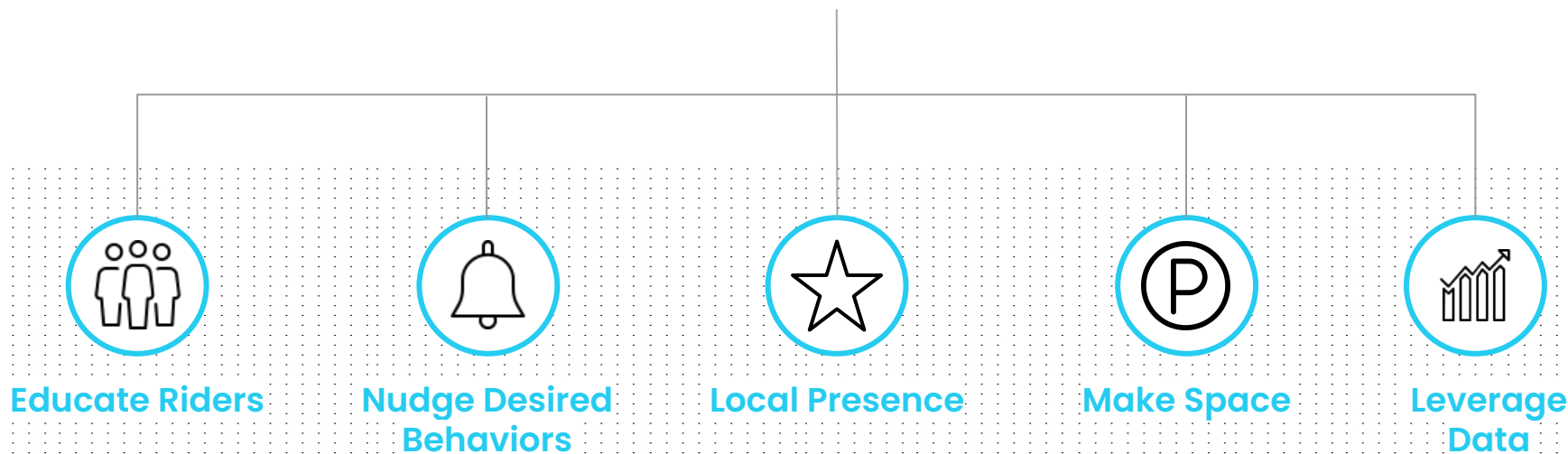


Map data is **cross-checked against current vehicle location** to pinpoint the precise speed limit, no ride zone or other designation (e.g. permitted parking zone) assigned to that location.



# Focus on Reducing Clutter

Bird's future relies on properly integrating dockless micromobility into our communities



# Safety is our top priority.

We are committed to providing safe mobility—as evidenced by our industry-leading safety record.

We hold ourselves to strict safety standards, and develop products and tools that protect riders and non-riders.



After 4 years and millions of rides taken on our shared fleets, we are pleased to report a global injury Incidence rate of 1:50K rides, **less than half the medical incident rate of cars.**

**Bird's safety focus has driven a safety record superior to cars and micromobility competition.**

## Documented Medical Incident Rate <sup>1,2</sup>



**1:50K**



**1:50K**



**1:20K**



**1:10K**

1. Injury incidence rate calculated as the percentage of total trips with incidents or accidents reported which required medical treatment. Documented injury rates for bicycles, automobiles, and motorcycles reflect national averages, whereas Bird's documented injury rate (1:50K) reflects Bird's global average incidence rate. Sources include Bird internal ride data, The U.S. Consumer Product Safety Commission, The U.S. National Highway Traffic Safety Administration, and The U.S. Bureau of Transportation Statistics
- 2.

# Fleet Manager Model

Developed in partnership with cities, our fleet management approach prioritizes compliance and fleet regulation.

## How it works

- We partner with cities directly and are the day-to-day contact
- We thoroughly vet local fleet operators to support logistics on-the-ground
- FMs are given small fleet and then scale up based on compliance metrics and other KPIs
- **Zero debt**, do not need to buy vehicles, no cost to leave the program
- We tightly regulate our fleet operations, and develop features, such as "Ride Ready," to ensure compliance with local regulations



**80% retention rates**  
(v 30-40% for other contractor or hourly models) Many also employ support staff



**Operational experts, experience in vehicle management and logistics**



**Create local businesses opportunities within the community**

# \$1,500+

Average weekly payout<sup>1</sup>

# 900+

Local business partnerships

# 80%

Retention rate at month 6

## Prioritizing Local Economic Impact

Our Fleet Manager operating model drives local economic impact by creating local business partnerships and increasing spending at businesses for each vehicle on the street.

### Our Commitment

- Re-invest in local communities
- Support businesses as they recover
- Provide flexible, self-directed opportunities

# Data Dashboard

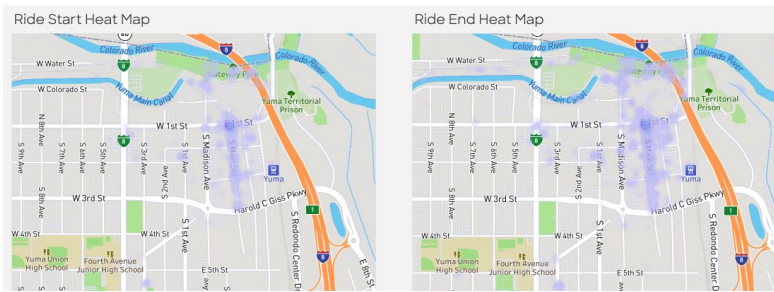
You get access too:

- **Report Summary:**

- Anonymized Rider behaviors such as frequency and length of rides
- Number and length of rides segmented in various dimensions
- Available Birds and number of rides/Bird

- **Map view:** The map will provide a view of the current location of vehicles and nests, with the ability to restrict the view by specific areas

- **Usage heatmaps:** Ride start & end, segmented by various dimensions



# Proposal

- ✓ **No Investment Required**
- ✓ **Dedicated Account Manager**
- ✓ **Data Dashboard provided**
- ✓ **# of Vehicles:** 75 scooters, (means  $\frac{2}{3}$  of fleet on street during peak ridership, others charging at FM location)
- ✓ **Specific operation zone**
- ✓ **Launch Date:** 7/2023
- ✓ **Approval Documentation:** Operating Agreement or MOU





# Let's Ride

Jeremy Lynch  
Sr Account Executive  
[jlynch@Bird.co](mailto:jlynch@Bird.co)





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** June 20, 2023

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

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

**FROM:** Stacey Jordan, Randall Williams

**RE:** A public hearing and consideration to adopt the FY 2024 Capital Budget - 2nd Reading (Page 149)

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**PURPOSE:** To present the City's FY2024 Capital Budget

**REASON:** A Public Hearing and consideration of the FY24 Capital Budget. The plan is a fiscal management tool that is used to plan the timing of and funding of capital improvements over a one- year period. Once approved, the plan is managed throughout the year and updated on an as-needed basis while communicating with the City's management team.

**RECOMMENDATION:** Recommend that Council review and approve the FY24 Capital Budget

**BACKGROUND:** Annually, the city prepares its annual capital budget. This plan is a fiscal management tool that is used to plan the timing of and funding of capital improvements over a one- year period. Once approved, the plan is managed throughout the year and updated on an as-needed basis while communicating with the City's management team. The sources of funding include the Capital Reserve, Virginia Resources Authority (VRA), the Courthouse Reserve Fund, Department of Conservation & Recreation (DCR), ARPA, Economic Development Authority (EDA), Environmental Protection Agency, Department of Environmental Quality (DEQ), Department of Housing & Urban Development (HUD). Also, the city is continuing to seek funding for any current unfunded projects.

**COST TO CITY:**\$71,237,187

**BUDGETED ITEM:**Yes

**REVENUE TO CITY:** \$71,237,187

**CITY COUNCIL HEARING DATE:** 6/20/2023

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

**AFFECTED AGENCIES:** Facility Management, Fire/EMS, IT, Public Works, Street Operations, Stormwater, Water, & Wastewater

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

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

**ATTACHMENTS:**

1. FY24 Capital Budget Ordinance 6.20.23
2. FY24 Capital Budget

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE MAKING APPROPRIATION  
FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2023 AND ENDING JUNE 30,  
2024 IN CAPITAL BUDGET**

---

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

**I.** That appropriations for the fiscal year commencing July 1, 2023, and ending June 30, 2024, are made from the following resources and revenues anticipated for the fiscal year.

**REVENUES:**

Facilities	\$ 7,577,667
Fire/EMS	3,493,049
IT	300,000
Public Works	5,598,000
Street Operations	1,500,000
Stormwater	4,904,036
Water	13,065,327
Wastewater	34,799,108
Transit	587,994
<b>Total</b>	<b><u>\$ 71,961,325</u></b>

It should be noted that funding sources for these FY24 Capital Budget projects are from various sources. They include:

Capital Reserve, Virginia Resources Authority (VRA), Courthouse Reserve Fund, Department of Conservation & Recreation (DCR), ARPA, Economic Development Authority (EDA), Environmental Protection Agency, Department of Environmental Quality (DEQ), Department of Housing & Urban Development (HUD). Also, the city is continuing to seek funding for any current unfunded projects.

**II.** That there shall be appropriated from the resources and revenues of the City of Petersburg for the fiscal year commencing July 1, 2023 and ending June 30, 2024 the following sums for the purpose mentioned.

**EXPENDITURES:**

Facilities	\$ 7,577,667
Fire/EMS	3,493,049
IT	300,000
Public Works	5,598,000
Street Operations	1,500,000
Stormwater	4,904,036
Water	13,065,327
Wastewater	34,799,108
Transit	587,994
<b>Total</b>	<b><u>\$ 71,961,325</u></b>

**III.** That all legal purchase orders outstanding at June 30, 2024, are hereby carried forward and re-appropriated as of July 1, 2024.

**IV.** That all unencumbered balances for the annual appropriation of each of the departments standing on the books of Finance as of June 30, 2024, shall be canceled.

**V.** That this ordinance shall be in force from and after July 1, 2024, and all other ordinances or parts of ordinances in conflict herewith are hereby repealed.

# The Department of Public Works and Utilities

# City of *Petersburg* VIRGINIA

**Proposed FY 2024 Capital Budget**  
**June 20, 2023**

# Proposed FY 2024 Capital Budget



PROJECT	FY 2024	FUNDING SOURCE(S)
<b>FACILITIES</b>		
400 Farmer Street Building (Phases I & 2)	\$ 3,264,433	ARPA
Southside Depot	\$ 2,154,292	ARPA
Animal Shelter Project	\$ 55,318	ARPA
Union Train Station Renovations	\$ 200,000	Pay-Go, Cap Reserve
City & Downtown Master Plan	\$ 162,318	ARPA
Parks & Recreation Rehabilitation	\$ 571,825	ARPA
City Hall/Annex Renovations (Phase I)	\$ 319,481	Pay-Go, Cap Reserve
Roof Replacement (Fiscal Management Building)	\$ 100,000	Pay-Go, Cap Reserve
New District Courthouse Building	\$ 750,000	Courthouse Reserve Fund
<b>FACILITIES SUBTOTAL</b>	<b>\$ 7,577,667</b>	<b>11.2%</b>
<b>Fire/EMS:</b>		
Motorola Radio System Upgrades	\$ 3,203,026	Department of Justice Grant
Replace CAD System (Computer Aided Dispatch)	\$ 290,023	ARPA
<b>FIRE/EMS TOTAL</b>	<b>\$ 3,493,049</b>	<b>5.2%</b>
<b>IT:</b>		
ERP System	\$ 300,000	Pay-Go, Cap Reserve
<b>IT TOTAL</b>	<b>\$ 300,000</b>	<b>0.4%</b>

# Proposed FY 2024 Capital Budget



PROJECT	FY 2024	FUNDING SOURCE(S)
Public Works:		
South Crater Road Traffic Signal Improvements (Phase I)	\$ 1,800,000	Congestion, Mitigation, & Air Quality Grant (CMAQ)(100% reimbursable)
South Sycamore St. Bridge Culvert Rehab (Phase I)	\$ 518,000	State of Good Repair Grant (100% reimbursable)
<b>PUBLIC WORKS TOTAL</b>	<b>\$ 2,318,000</b>	<b>3.4%</b>
Street Operations:		
Annual Paving	\$ 1,500,000	Urban Highway Funds
<b>STREET OPERATIONS TOTAL</b>	<b>\$ 1,500,000</b>	<b>2.2%</b>
Stormwater:		
Citywide Drainage Study	\$ 531,093	DCR Grant
Wilcox Lake Design (CDO in FY23)	\$ 283,289	DCR Grant (\$92138) ARPA (\$141,538) SW (\$49,613)
Slagle/Hare Storm Drain Project (Design)	\$ 150,000	ARPA
Claremont Storm Drain Project	\$ 649,920	ARPA
Battlefield Storm Drain Project (Design)	\$ 56,500	ARPA
N Whitehill Storm Drain Project - Phase 1 (Design) CDO FY23	\$ 46,362	Stormwater (SW) Fund
N Whitehill Storm Drain Project - Phase 1 (Construction)	\$ 145,000	DCR Grant
N Whitehill Storm Drain Project - Phase 2 (Design) CDO FY23	\$ 11,872	SW Fund
Fleets Branch Stream Restoration Project (FY23 \$117k)	\$ 1,333,000	NFWF (\$500,000), SLAF Grant (\$497,523), & ARPA (\$335,477)
Stream Restoration Project "J" (2023 TMDL)	\$ 153,000	SW Fund
2028 TMDL Compliance Projects	\$ 324,000	SW Fund
MS4 Permit Compliance Tasks	\$ 100,000	SW Fund
<b>STORMWATER SUBTOTAL</b>	<b>\$ 3,784,036</b>	<b>5.6%</b>



# Proposed FY 2024 Capital Budget



PROJECT	FY 2024	FY24 FUNDING SOURCE
<b>Water Utility:</b>		
Water Distribution Main Rehabilitation (includes the Prince George Water System Interconnect project)	\$ 500,000	Virginia Resources Authority (VRA) / Water Fund
Water Storage Tanks Rehabilitation ( Mount Vernon & Jamestown)	\$ 600,000	Dept of Environmental Quality (DEQ) (\$500,000) & VRA (\$100,000)
Water Pump Station Rehabilitation & Upgrades (Lock's & Mount Vernon)	\$ 4,281,531	HUD (\$3,581,531) & DEQ (\$700,000)
<b>Water Master Plan Improvements (see below for the components):</b>		
- Water Tank & Water Boosting Pump Station (Design; American Engineering)	\$ 1,221,796	Build Back Better Economic Development Authority (BBBEDA)
- Water Tank (Construction; American Engineering)	\$ 4,800,000	(\$5,737,000) & DEQ (\$1,221,796)
- Water Booster Pumping Station (Construction)	\$ 937,000	
Water Equipment	\$ 225,000	VRA
Lead & Cooper Rule Revisions Related	\$ 500,000	VRA
<b>WATER SUBTOTAL</b>	<b>\$13,065,327</b>	<b>19.3%</b>
<b>Wastewater Utility:</b>		
Conveyance System Rehabilitation (relining)	\$ 750,000	VRA
Sewer Pump Station Rehabilitation	\$ 2,199,722	Unfunded
<b>Sewer Master Plan Improvements (Poor Creek):</b>		
- Pump Station & Force Main (Design)	\$ 1,955,612	
- Pump Station (Construction)	\$ 4,099,400	DEQ (\$28,329,704), EPA (\$2,432,000), & ARPA (\$587,682)
- Force Main (Construction)	\$ 25,294,374	
Sewer Equipment	\$ 500,000	VRA
<b>WASTEWATER SUBTOTAL</b>	<b>\$34,799,108</b>	<b>51.5%</b>
<b>WASTER &amp; WASTEWATER TOTAL</b>	<b>\$47,864,435</b>	<b>70.8%</b>
<b>Transit:</b>		
Property & Facilities - Engineering & Design of Maint Facility	\$ 500,000	FTA; State 68%, Federal 28%, & Local 4%
Vehicle Support Equipment – Radios	\$ 24,138	FTA; State 68%, Federal 28%, & Local 4%
Rehab/Renovation of Administrative Facility	\$ 200,000	FTA; State 68%, Federal 28%, & Local 4%
<b>TRANSIT</b>	<b>\$ 724,138</b>	<b>1.1%</b>
<b>TOTAL</b>	<b>\$67,561,325</b>	<b>100.0%</b>

# Proposed FY 2024 Capital Budget



CURRENT UNFUNDED PROJECTS		
PROJECT	FY 2024	FY24 FUNDING SOURCE
Public Works:		
Oak Hill Road Bridge	\$ 1,780,000	Seeking Build Back Better Funding
Lafayette Street Bridge	\$ 1,500,000	Seeking Build Back Better Funding
Stormwater:		
Wilcox Lake Construction	\$ 1,120,000	Seeking DCR funding
TOTAL UNFUNDED PROJECTS	\$ 4,400,000	
TOTAL FUNDED & UNFUNDED PROJECTS	\$71,961,325	

# Proposed FY 2024 Capital Budget



**QUESTIONS?**