



# City of Petersburg Virginia

www.petersburgva.gov

## September 19, 2023 - Regular City Council

September 19, 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

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1. **Roll Call**
  2. **Prayer**
  3. **Pledge of Allegiance**
  4. **Determination of the Presence of a Quorum**
  5. **Proclamations/Recognitions/Presentation of Ceremonial Proclamations**
    - a. A presentation and update on Virginia Avenue School Project.
    - b. To Present Triad Metals International with the 2023 Industrial Manufacturer of the Year Award (**Page 4**)
  6. **Responses to Previous Public Information Posted**
  7. **Approval of Consent Agenda (to include minutes of previous meetings):**
    - a. Minutes: (**Page 10**)
      - September 5, 2023 - Closed Session Meeting
      - September 5, 2023 - Work Session Meeting
    - b. Consideration of a resolution to apply for \$975,000 of Industrial Revitalization Funds for The Hotel Petersburg Project for the rehabilitation of 20 Tabb Street. - 1st Reading (**Page 22**)
  8. **Official Public Hearings**
    - a. A public hearing and consideration of an Ordinance approving a petition to rezone the property located at 2255 Jamestown Road, from A, Agricultural 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 - 2nd Reading (**Page 24**)
    - b. Consideration of a public hearing and an ordinance to Amend 21-2 of the City Code - Arts Council Terms of Office - 2nd Reading (**Page 117**)
    - c. Consideration of a public hearing to consider a property line adjustment with Tabb Street Development, LLC, and lease back to the City of the property thereby transferred. (**Page 120**)



- d. Consideration of an appropriation ordinance and a public hearing on September 19, 2023 to increase the Urban Highway Maintenance funding for Street Operations in FY24 in the amount of \$1,066,269.33 **(Page 121)**

**9. Public Information Period**

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

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

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

**11. Items removed from Consent Agenda**

**12. Finance and Budget Report**

**13. Unfinished Business**

- a. Consideration of an Ordinance 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 128)**

**14. New Business**

- a. Consideration of appointments to the Central Virginia Waste Management Authority Board. **(Page 193)**
- b. Consideration of appointment/s to the South Central Wastewater Treatment Authority Board. **(Page 197)**
- c. Consideration of an appointment to the Architectural Review Board. **(Page 201)**
- d. Consideration of an appropriation ordinance for the Virginia Foundation for Healthy Youth Grant in the amount of \$194,733 - 2nd Reading **(Page 207)**
- e. Public Hearing and consideration of an ordinance for a Virginia Foundation for Health Youth Grant in the amount of \$199,250 - 2nd Reading **(Page 245)**
- f. Consideration of an appropriation ordinance for Virginia Department of Fire Programs - Aid to Locality, carryover of funds from FY23 to FY 24 budget in the amount of \$21,959.58 - 2nd Reading **(Page 277)**
- g. Consideration of an appropriation ordinance for the Virginia Department of Emergency Management – Radiological Emergency Preparedness Grant, carryover of funds from FY 23 to FY 24 Budget in the amount of \$3,949.98 - 2nd Reading **(Page 280)**
- h. Consideration of an appropriation ordinance for the Virginia Department of Emergency Management – Emergency Management Performance Grant carryover of funds from FY23 to FY24 Budget in the amount of \$1,717.27 - 2nd Reading **(Page 283)**



- i. Consideration of an appropriation ordinance for the Virginia Department of Fire Programs - Aid to Locality FY23 funding allocation in the amount of \$134,237.00 - 2nd Reading (**Page 286**)
- j. Consideration of an appropriation ordinance for the Virginia Department of Emergency Management - Emergency Management Performance Grant in the amount of \$850.44 - 2nd Reading (**Page 289**)
- k. Consideration of an appropriation ordinance to accept and appropriate funding from the Virginia Office of EMS – Rescue Squad Assistance Fund (RSAF) in the amount of \$52,757.10 - 2nd Reading (**Page 292**)

**15. City Manager's Report**

- a. A Communications / Special Report Request to Present The Petersburg Downtown Plan via Interface Studios (**Page 295**)

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

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

**18. Adjournment**





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 19, 2023

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

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

**FROM:** Brian Moore

**RE:** To Present Triad Metals International with the 2023 Industrial Manufacturer of the Year Award (Page 4)

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**PURPOSE:** To Present Triad Metals International with the 2023 Industrial Manufacturer of the Year Award.

**REASON:** To Present Triad Metals International with the 2023 Industrial Manufacturer of the Year Award.

**RECOMMENDATION:**

**BACKGROUND:** Triad Metals International started on two expansion projects. In 2021, the expansion and construction of a new storage facility that has been completed. Next, the 2022 expansion is slated to be completed by the end of September 2023. This expansion spans 28 acres with a 132,000 square foot facility, and an estimated cost of \$12 – 15 million upon completion.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 9/19/2023

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

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

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

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

**ATTACHMENTS:**

1. Triad Metals International v2



# **TRIAD METALS INTERNATIONAL**

2023 Industrial Manufacturer of the Year

City of Petersburg & Southern Virginia Chamber of Commerce  
Business Appreciation Awards



# 2023 AWARD RECIPIENT





# TRIAD METALS' EXPANSION

Triad Metals, a multifaceted company offering an array of products and services Internationally with an emphasis on structural processing, plate processing, and logistical services. The company focuses on the quality delivery of products, services, knowledge, logistics, innovation, and relationships.

With one of the locations situated on Bessemer Road in Petersburg, VA, Triad Metals has completed the purchase of land and construction of the storage facility. The cost of the storage facility at completion was approximately \$600,000.

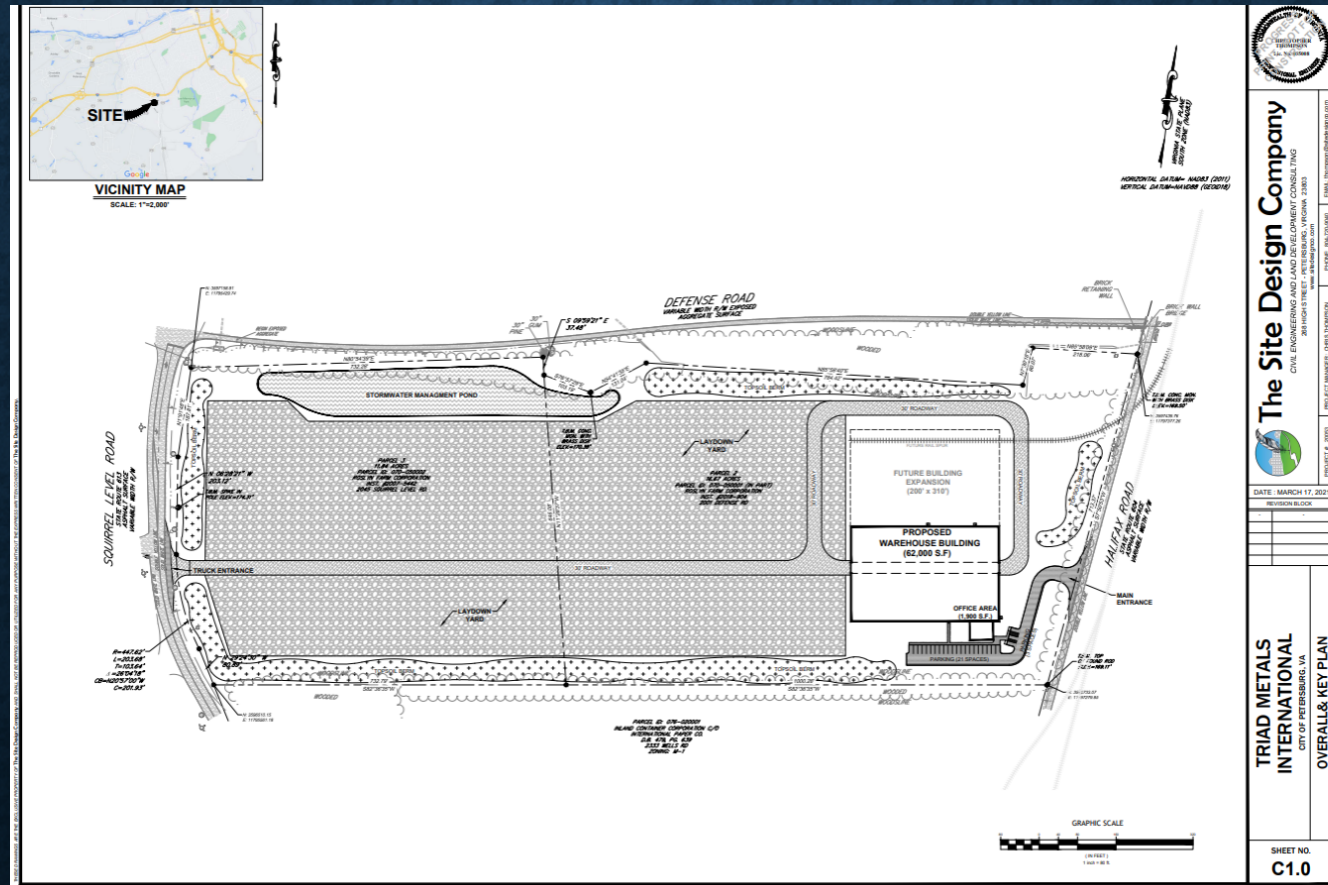


## **MORE ON TRIAD METALS' EXPANSION**

Squirrel Level Road expansion project (started in 2022) is scheduled to be complete by the end of September with limited production being facilitated now; the project spans 28 acres with a 132,000 square foot facility, and an estimated cost of \$12 – 15 million upon completion.



# INITIAL SITE PLAN OF STORAGE FACILITY







# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 19, 2023

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

**THROUGH:**

**FROM:**

**RE:** Minutes: (Page 10)  
-September 5, 2023 - Closed Session Meeting  
-September 5, 2023 - Work Session Meeting

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**PURPOSE:**

**REASON:**

**RECOMMENDATION:**

**BACKGROUND:**

**COST TO CITY:**

**BUDGETED ITEM:**

**REVENUE TO CITY:**

**CITY COUNCIL HEARING DATE:**

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:**

**AFFECTED AGENCIES:**

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:**

**REQUIRED CHANGES TO WORK PROGRAMS:**

**ATTACHMENTS:**

1. September 5, 2023 Closed Session Meeting Minutes
2. September 5, 2023 - Work Session city council minutes



The Closed Session Meeting of the Petersburg City Council was held on Tuesday, September 5, 2023, at the Petersburg Public Library. Mayor Parham called the Closed Session Meeting to order at 2:33 p.m.

**1. ROLL CALL:**

Present:

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

Absent: Council Member Marlow Jones

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)(3) of the Code of Virginia for the purpose of discussion or consideration of the acquisition of real property for a public purpose and the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically including but not limited to the acquisition and disposition of real property and (7) and (8) of the Code of Virginia for the purpose of receiving legal advice and status update from the City Attorney and legal consultation regarding the subject of specific legal matters requiring the provision of legal advice by the city attorney, specifically including but not limited to discussion regarding Code of Virginia 58.1-608.3 and matters requiring legal advice of the City Attorney and under §2.2-3711(A)(29) of the Code of Virginia for the purpose discussion or consideration regarding the subject matter of 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 a public contract.

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

Mayor Parham stated that he would like to add personnel matters to the closed session agenda.

Mayor Parham stated, "I would like to add discussion of the appointment, assignment, or performance of specific public officers, Section 2.2-3711(A)(1) of the Code of Virginia."

Vice Mayor Hill made a motion to amend his previous motion to add discussion of personnel matters. 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, Smith-Lee, Myers, Westbrook, Hill, and Parham; Absent: Jones

The City Council entered closed session at 2:36 p.m.



**CERTIFICATION:**

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

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

The motion was approved on roll call vote.

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

**23-R-52      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 4:32pm

**3.      DISCUSSION/CONSIDERATION:**

- a.      Consideration of a resolution to accept the conveyance of any interest held in Peabody School by Petersburg City Public School Board.

**BACKGROUND:**      Since year 1917, the City acquired parcels of property which were used as public schools and collectively referred to hereafter as the "Peabody Campus" or the "Peabody. Section 22.1-125(A) of the Code of Virginia provides that "The title to all school property, both real and personal, within a school division shall be vested in the School Board, except by mutual consent of the school board of a school division composed solely of part or all of a city and the governing body of the city, the title to property may vest in the city.

On June 20, 2018, the School Board adopted a Resolution declaring Peabody to be surplus property and directing that the Chairman do all things necessary to transfer title to the property to the City of Petersburg. It was and remains the belief of both the City and School Board that the title to Peabody is vested in the City, however, certain third parties have attempted to challenge the validity of the City's title to the property citing §22.1-125(A) of the Code of Virginia as the basis.

In order to provide clarity and ensure no further confusion concerning the ownership of the Peabody campus, this Office recommends the recordation of a Quitclaim Deed conveying any interest the School Board may have in the property to the City.

**RECOMMENDATION:**      Adopt the resolution.

Anthony Williams, City Attorney, gave a brief overview of the request.

Council Member Myers made a motion to approve the resolution. Vice Mayor Hill seconded the motion.



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

**23-R-53      A RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE CONVEYANCE OF A QUITCLAIM DEED FOR PEABODY SCHOOL.**

- b.      Consideration of appointments to the Petersburg Area Arts Council.

**BACKGROUND:**      The members of the PAAC shall be appointed by the city council and shall serve two (2) year terms. Members are eligible for re-appointment and may serve up to three (3) consecutive terms (for a total of six years of service on PAAC.) The first appointments will be staggered with one at-large member appointed for one year and the other at large member appointed for two years. The remaining seven members shall be appointed one for each ward based either upon their residence or business location in the respective ward that they serve.

**RECOMMENDATION:**      Recommend City Council appoint members to the Petersburg Area Arts Council.

Nykesha Lucas, City Clerk, gave a brief overview of the request.

Council Member Myers made a motion to appoint Amber Salter, William Nicholson, Alexander Graham, Kristopher Russell, Tiara Russell, Tamara Tazewell, and TyAsia Williams. Vice Mayor Hill seconded the motion. There was discussion on the motion.

Council Member Cuthbert made a substitute motion to table until September 19<sup>th</sup>, regular council meeting.

Motion dies due to lack of second.

The original motion made by Council Member Myers returned to the floor. The motion was approved on roll call vote. On roll call vote, voting yes: Smith-Lee, Myers, Westbrook, Hill, and Parham; Voting No: Cuthbert; Absent: Jones

**23-R-54      A RESOLUTION TO APPOINT AMBER A. SALTER, WILLIAM D. NICHOLSON, ALEXANDER C. GRAHAM, KRISTOPHER A. RUSSELL, TIARA RUSSELL, TAMARA TAZEWEILL, AND TYASIA T. WILLIAMS.**

- c.      Consideration of a petition for a Special Use Permit (SUP) for a Car Wash and Automotive Detailing at 1602 West 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 a Car Wash and Automotive Detailing at 1602 West 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.

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

Anthony Williams, City Attorney, stated, "The ordinance that is in council packet does not include the conditions that are part of the ordinance. So, in order to consider the conditions a member would have to make



a motion to substitute the ordinance that you have in front of you for the ordinance that is in the packets.”

Vice Mayor Hill made a motion to add the amended ordinance to the packet that includes the conditions with the added condition #11. Council Member Myers seconded the motion. The motion was approved on voice vote. On voice vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, Hill, and Parham

There was discussion among City Council and staff.

Vice Mayor Hill made a motion to adopt the amended ordinance that includes #11. Council Member Smith-Lee seconded the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, Hill, and Parham

**23-ORD-39 AN ORDINANCE APPROVING A PETITION FOR A SPECIAL USE PERMIT (SUP) FOR CAR WASH AND AUTOMOTIVE DETAILING AT 1602 WEST WASHINGTON STREET WITH CONDITIONS.**

**3. ADJOURNMENT:**

The City Council adjourned at 4:56 p.m.

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

APPROVED:

\_\_\_\_\_  
Mayor



The work session meeting of the Petersburg City Council was held on Tuesday, September 5, 2023, at the Petersburg Public Library. Mayor Parham called the meeting to order at 5:00 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.  
Vice Mayor Darrin Hill  
Mayor Samuel Parham

Absent: None

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, "Vice Mayor Hill will lead us in our opening prayer. And let's add a special prayer for the VSU children that we have lost in the last couple of weeks."

Vice Mayor Hill 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:**

Elie Elis, 523 West Washington Street, stated, "I am here to throw a seed. Like in the bible it is going to hit a hard ground. But I want to toss this out because it can happen. I think that we need an indoor-outdoor swimming complex in Petersburg. Maybe towards Colonial Heights. I think that my experience in New Mexico that the oil companies did this for the Native Americans. It can have an indoor Olympic pool to have swim lessons and have a team. It can have a sliding scale price. If you are on EBT it is free. We need a bus to go there so these kids can come to work. I would like a platform dive because that is becoming really popular. It can be rented out for parties and tourism. A swim team is such a valuable and important sport. Unfortunately, 98% of the American swim team association is Caucasian. I really think that we need to offer this opportunity to all the citizens in Petersburg to participate. I guarantee that with our athletic youth that we will have competitive swimmers. I would love to see the Petersburg team compete with RVA. That would be so fun. Kids do get in trouble if they do not have activities. As an artist I am very creative, and I am always coming up with different ideas. I try to share them with Mayor Parham. I think that Petersburg is going to be a great city in the next ten years. Have a nice night. Thank you."



Gary Talley, 2323 Fort Rice Street, stated, "You all saw the paper last Friday, right? This is very concerning. It says that there are over 11 vacancies. Do we have a plan? She just talked about an Olympic pool and that is a good idea. But minus 110 employees that is not going to happen. We need to get full staff. Our water bills are going to be late again. Why? What is the problem here? Do you all agree on what the problem is? What the goal is? Are you all working for the same goal? You discuss that in your closed meetings. Until we all get together, we are not going to get to where we need to be or want to be. Think about this. What is the plan to fill these vacancies?"

Dr. Shaun Smith, 214 North Dunlop Street, stated, "I am owner of Genesis Grand Management here in Petersburg. I am also new to the Petersburg area. Right now, I have a project that I would like to bring to the council's advisement of commercial space for small businesses here in the triangle. I see that the triangle served at one time as the mecca of black businesses. I also want to assist that with having commercial space for small businesses to grow. At this time, my company is working diligently to bring forth things that you guys can see on a physical note versus a verbal so that we all can see this. I have a meeting with the mayor this Thursday that I will provide all this information with."

Barbara Rudolph, 1675 Mt. Vernon Street, stated, "Good to see everyone again. For the Petersburg Arts Council, I had a few comments on that. I addressed an email to most of you about that last week. I did not get any acknowledgement that anyone looked at it. But I will repeat my concerns here. In the previous meeting, that you just ended, you voted on a slate of members to be on that Arts Council. In the agenda package you outlined the membership criteria. There were two at-large members and then seven additional members. One representing each ward. That was a total of nine members. That is what's in the current ordinance. But that is not what you voted on. That is not what the people on that list represent. The ones on the list, there are two people that would be at-large that do not live in Petersburg and then there were four people from Ward 5 and one person from Ward 3. So, that left the other wards unrepresented. Which is not consistent with what it says in the current ordinance nor in the agenda packet that you all just voted on. You have something in tonight's agenda package for the consent agenda to have a public hearing about amending and doing a revised ordinance on the membership of the Petersburg Arts Council. Those criteria would potentially conform to the slate list of members that were voted to approve. But right now, the way I described it to you, you put the cart before the horse. You voted and used something that you have not done yet that is supposed to come up in a public hearing at the next business meeting. I cannot understand why you would not want to do things legally. What is the hurry? Why cannot the ordinance be revised so that the list of criteria for membership can be confirmed."

Mr. Williams stated, "I do not know if Mrs. Rudolph is correct or not but if that is the case and they do not meet the current ordinance criteria then they were not properly appointed and would have to be appointed after the ordinance amendment have been adopted. But I believe what was represented to me when the list was handed out tonight that the people on that current list meets the criteria that is in the current ordinance. Therefore, they are making appointments of what can be made under this current ordinance and waiting until the amendments are made to adopt and appoint the additional members."

Genevieve Lohr, 19 Guarantee Street, stated, "It is great to be talking to you all. It has been a long time coming. But I am glad to be up here. So, Gary and Barbara did have excellent points. I had a bunch of things that I wanted to talk about, but I also know that I have three minutes. So, we are only going to talk about one thing and then I will come back in two weeks and talk about something else. So, tonight I would like to talk a little bit about the weekly crime report that is published every single week by the police department. Now the reason that I think it is important to talk about this is because I have sat here at so many council meetings, and I try very hard to attend every last one of them. Frequently, I am here with one or more of my kids. And I can tell you sometimes it is very interesting. Sometimes we leave these meetings and there are a lot of examples of what not to do. And sometimes that is not the case. But as you all know, because of these meetings my oldest is pursuing a degree in political science. You have motivated him to do something about it. So, hopefully you enjoy that a little bit. The weekly crime reports are published every week. And I do not believe that all of



you read it. I believe that because of some things that have been said during city council meetings. Some of them are about speeding specifically. We have a whole traffic division that is part of the Petersburg Bureau of Police. And last week, our traffic division issued 110 citations. Which I think is quite a bit. I also know that a bunch of them were issued on High Street I believe. But that should make everyone excited, right. So, I think that it is important that we recognize that. Seriously, you all were talking about speeding one day and issuing citations and you had people from the traffic unit sitting in this very room. They are working their butts off. So, I think acknowledging that is fair. The other thing I wanted to mention from the weekly crime report is the number of calls that 9-1-1 is taking. 9-1-1 last week took 2,791 calls. I cannot imagine answering the phone that many times. That is a lot. I think that it is fair to recognize that at every opportunity. And this is just the beginning of this report. Every single week this is published. I think that it is appropriate for all of you to read and for you to know what these numbers look like every single week. Finally, the last thing about speeding. I know that speeding is a big topic. I have heard more about speeding from the city council than I have about other major issues of poverty and health. I think that it is important for you guys to remember that the people who are complaining about speeding are capable of doing so. Because they are not worried about how they are feeding their kids, or how they are getting to work in the morning or if they are living in safe housing. Now those things are there for a lot of reasons and I can go into a whole thing, but I am out of time. So, maybe in October we will do that then. Thank you very much."

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

- a. Minutes:
  - July 26, 2023 – Closed Session Minutes
  - July 26, 2023 – Regular City Council Meeting Minutes
- b. Consideration of an appropriation ordinance for the Virginia Foundation for Healthy Youth Grant – 1<sup>st</sup> Reading
- c. Consideration of an ordinance for Virginia Foundation for Healthy Youth Grant
- d. Consideration of a public hearing and an ordinance to Amend 21-2 of the City Code – Arts Council Terms of Office.
- e. Consideration of a public hearing and an ordinance approving a petition to rezone the property located at 2255 Jamestown Road, From A, Agricultural 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
- f. Consideration of an appropriation ordinance for Virginia Department of Fire Programs – Aid to Locality, carryover of funds from FY23 to FY24 budget in the amount of \$21,959.58 – 1<sup>st</sup> Reading
- g. Consideration of an appropriation ordinance for the Virginia Department of Emergency Management – Radiological Emergency Preparedness Grant, carryover of funds from FY23 to FY24 Budget in the amount of \$3,949.98 – 1<sup>st</sup> Reading
- h. Consideration of an appropriation ordinance for the Virginia Department of Emergency Management – Emergency Management Performance Grant carryover of funds from FY23 to FY24 Budget in the amount of \$1,717.27 – 1<sup>st</sup> Reading
- i. Consideration of an appropriation ordinance for the Virginia Department of Fire Programs – Aid to Locality FY23 funding allocation in the amount of \$134,237 – 1<sup>st</sup> Reading
- j. Consideration of an appropriation ordinance for the Virginia Department of Emergency Management – Emergency Management Performance Grant in the amount of \$52,757.10 – 1<sup>st</sup> Reading
- k. Consideration of an appropriation ordinance to accept and appropriate funding from the Virginia Office of EMS – Rescue Squad Assistance Fund (RSAF) in the amount of \$52,757.10 – 1<sup>st</sup> Reading
- l. Consideration of an adoption of the City of Petersburg, Virginia 2023 Emergency Operations Plan



- m. Consideration of a public hearing to consider a property line adjustment with Tabb Street Development, LLC, and lease back to the City of the property thereby transferred.
- n. Consideration of a public hearing on September 19, 2023, to increase the Urban Highway Maintenance funding for Street operations in FY24 in the amount of \$1,066,269.33.

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

## 7. **SPECIAL REPORTS:**

- a. Presentation and update on the Comprehensive Plan from Naomi Siodmok, Director of Planning and Community Development

Key points:

- A comprehensive plan is a long-range planning document and decision-making guide for the future of the community.
- It is a legally required document by Code of Virginia §15.2-2223.
- The Planning Department is currently working with the Berkley Group to update the plan. There have been community meetings for community input. There are work sessions that are held with the Planning Commission every two months.
- They have eight focus groups and have had 54 participants attend these groups.
- They are looking to have the draft by late September with the Planning Commission. They will come with the City Council and the Planning Commission in November for a combined meeting to discuss this information as well as land use and implementation.
- DRAFT Vision Statement: "Petersburg is a thriving, culturally diverse community where all residents enjoy safe and attractive neighborhoods, economic opportunity, quality education, and celebration of rich history."
- They are working on the economic development, housing & neighborhoods, recreation and tourism, and infrastructure chapters in the comprehensive plan.
- The next work session is September 26<sup>th</sup>.

There was discussion and comments among the city council members and staff.

- b. Proclamation designation the month of September 2023 as Sickle Cell Month in the City of Petersburg.

Mayor Parham presented the proclamation to Quan Muhammad. He stated that Mr. Muhammad just had a wonderful event for sickle at the library recently.

Mr. Muhammad stated that the event is named after a person in Petersburg. He stated that it is stating that they are fighting things every day. He stated that it can be different things and people. He stated that the person was fighting sickle cells, so they focused the event on this disease. He stated that it had no voice, so they brought it out to make sure that people are aware of the disease and everything that is going on with it within the city. He stated that the event was successful and that they look forward to doing these types of events once a month in Petersburg.

There were comments from the city council members.

- c. Presentation of Proclamation proclaiming September 10-16, 2023, as National Assisted Living Week in the City of Petersburg.



Mayor Parham read the proclamation out loud and presented it to Laura Crocker with the Petersburg Home for Ladies.

Ms. Crocker stated that they have had so much support from the Fire Department, Emergency Crew, Police Department, and every department that she has engaged in. She stated that they are currently open and there is no mask requirement. She stated that she thanks the city for their support.

- d. Presentation of VDACS AFID Planning Grant for Mapping Suitability for Urban Agriculture across the City of Petersburg.

John Jones, VCU Assistant Professor for Center of Environmental Studies, gave an overview and update.

Key points:

- He is working on a map to identify ideal locations of urban agriculture in urban spaces.
- Urban farms and gardens can often fall due to improper site selection.
- Using geospatial mapping can take guesswork out of locating ideal locations for urban agriculture and can set future urban farms up for success.
- The framework is called Urban Land Evaluation & Site Assessment.
- Variable related to Agricultural & Natural Resources, Equity & Accessibility, and Heat Island Mitigation are used.
- uLESA is built together in partnership with each local government and their community partners.
- Mapping the areas most suitable for urban agriculture can set urban farms and gardens up for success in the future.
- Locating these areas can allow the City of Petersburg to proactively plan their local food system.

There was discussion and comments from the city council and Mr. Jones.

## 8. **MONTHLY REPORTS:**

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

## 9. **FINANCE AND BUDGET REPORT:**

- a. An update on the Financial Report for City of Petersburg

Mr. Altman stated, "You have in your packet this evening a preliminary unaudited FY23 Year End General Fund Balance Report for your review. It is an informational item at this point. If you have questions, please get them to us so that we can make sure that we answer them. At this point we are looking at a \$3 million dollar transfer to the fund balance for the year. Which is a little less than the previous years, however we did purchase a significant amount of property this year. There will be three million that will go to the fund balance which is still healthy for us as we continue to build that fund balance."

## 10. **CAPITAL PROJECTS UPDATE:**

- a. Presentation and update on Poor Creek Project.

Benjamin Anderson, Project Manager with Johnson, Mirmiran & Thompson, gave an update.

Key points:



- Design is progressing.
- 60% of complete plans reviewed, and comments returned to the design firms.
- 100% plans expected this month.
- Categorical exclusion and environmental assessment on schedule to be granted prior to advertisement.
- Design teams committed to compressed schedule. Out for bid in November 2023, begin construction January and February 2024 and projects complete by fall of 2025.
- Schedule meets funding agency requirements (EDA, EPA, DEQ, VDH)

There was discussion and comments from the city council and Mr. Anderson.

**11. UTILITIES:**

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

**12. STREETS:**

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

**13. FACILITIES:**

Mr. Altman stated, "We just completed the renovation of the General District Court Clerk's Office. It has been long overdue. And we just completed that last week. Just a thank you to Mr. Byerly and his team for that. If you get a chance, go by, and have a look at it."

Mayor Parham stated, "Thank you Mr. Byerly and the team for keeping us going."

**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:**

Vice Mayor Hill stated that Ward 2 will be having a meeting on Thursday, September 21<sup>st</sup> at Good Shepherd Baptist Church at 6pm. He stated that he would like the City Manager, Police Chief, Fire Chief, Department of Recreation, and Economic Development Director to attend the meeting.

The City Council adjourned at 6:11 p.m.

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Clerk of City Council



APPROVED:

\_\_\_\_\_  
Mayor

DRAFT





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 19, 2023

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

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

**FROM:** Jeffrey Sadler

**RE:** Consideration of a resolution to apply for \$975,000 of Industrial Revitalization Funds for The Hotel Petersburg Project for the rehabilitation of 20 Tabb Street. - 1st Reading (Page 22)

---

**PURPOSE:** To approve the resolution to apply for \$975,000 of Industrial Revitalization Funds for The Hotel Petersburg Project.

**REASON:** Approve resolution

**RECOMMENDATION:** To approve the attached resolution on the second reading.

**BACKGROUND:** See attached resolution

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 10/17/2023

**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. IRF Resolution 2023



Be it resolved that, The City of Petersburg, Virginia, wishes to apply for Nine Hundred Seventy-Five Thousand Dollars \$975,000 (amount tentative) of Industrial Revitalization Funds for The Hotel Petersburg Project for the rehabilitation of 20 Tabb Street into a Downtown Boutique Hotel that will serve as an anchor destination in support of ongoing revitalization efforts.

Whereas, more than Fifteen Million Dollars (\$15,000,000) will be expended on construction of this project, as well as more than Two Million Dollars (\$2,000,000) will be spent on Furniture, Fixtures & Equipment (FF&E), it is projected that a minimum of 50 FTE positions will result from the implementation of the project, as well as increased tourism and expenditures at area shops, attractions and restaurants, and an increase in tax revenues associated with these expenditures; and,

Whereas, the more than 15% inflation that has occurred since the first application to the IRF for Six Hundred Thousand Dollars (\$600,000) was made in 2021 and has caused increased costs unforeseen at that time; and,

Whereas, the IRF program, due to an infusion of ARPA funding that is specifically available for hospitality projects such as the Hotel Petersburg Project, has increased their maximum award from the 2021 level of Six Hundred Thousand Dollars (\$600,000) to up to Five Million Dollars (\$5,000,000); therefore,

Be it further resolved that xxxx, City Manager, is hereby authorized to sign and submit appropriate documents for the submittal of this Industrial Revitalization Fund proposal.

Adopted, DATE.

Signed: Attest: xxxx, City Manager

CLERK





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 19, 2023

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

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

**FROM:** Naomi Siodmok

**RE:** **A public hearing and consideration of an Ordinance approving a petition to rezone the property located at 2255 Jamestown Road, from A, Agricultural 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 - 2nd Reading (Page 24)**

**PURPOSE:** To consider an ordinance approving the petition to rezone the property located at 2255 Jamestown Road, from A, Agricultural 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

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

**RECOMMENDATION:** It is recommended that the City Council holds a Public Hearing and considers an Ordinance approving a Petition to rezone the property located at 2255 Jamestown Road, from A, Agricultural 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.

**BACKGROUND:** The City of Petersburg received a Petition to rezone the property located at 2255 Jamestown Road, PIN: 040030005 from A, Agricultural Zoning District to M-1, Light Industrial Zoning District, and 2262 County Drive, PIN: 040030006 from B-2, General Commercial Zoning District to M-1, Light Industrial Zoning District.

The purpose of the rezoning is to permit the construction of buildings for the operation of a light industrial and warehouse uses and the proposed use is permitted in the M-1 district. The current Comprehensive Plan Future Land Use Plan identifies the property as commercial.

The Planning Commission held a Public Hearing and considered a resolution with a recommendation to the City Council regarding the petition during the June 1, 2023 meeting.

During the Public Hearing, the representative from the applicant/Developer spoke

**COST TO CITY:** N/A



**BUDGETED ITEM:** N/A

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

**CITY COUNCIL HEARING DATE:** 9/19/2023

**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. 8a. 2255 Jamestown Road 3287 County Drive - Rezoning
2. 0905\_2023CaseReport2023REZ05\_2255JamestownCOUNCILreduced



CITY COUNCIL  
MEETING

SEPTEMBER  
19, 2023



8a. 2023-REZ-05:  
Petition to rezone  
the property  
located at 2255  
Jamestown Road  
from A to M-1 +  
2262 County Drive  
from B-2 to M-1



# Background

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Petition to rezone the property located at 2255 Jamestown Road from A, Agricultural 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.

The proposed use is a 950,000 square foot warehouse distribution center accompanied by parking and other site related improvements, which are permitted under M-1.



# Background + Public Notice

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This case went back before Planning Commission on August 17th due to a delay in posting signage on the property, which was resolved.

Notices were sent to adjacent property owners, advertisements placed in the paper, and signs were posted on the property regarding the Rezoning consideration.

As heard in the Planning Commission appeal, there is opposition from residents on Poe Lane.



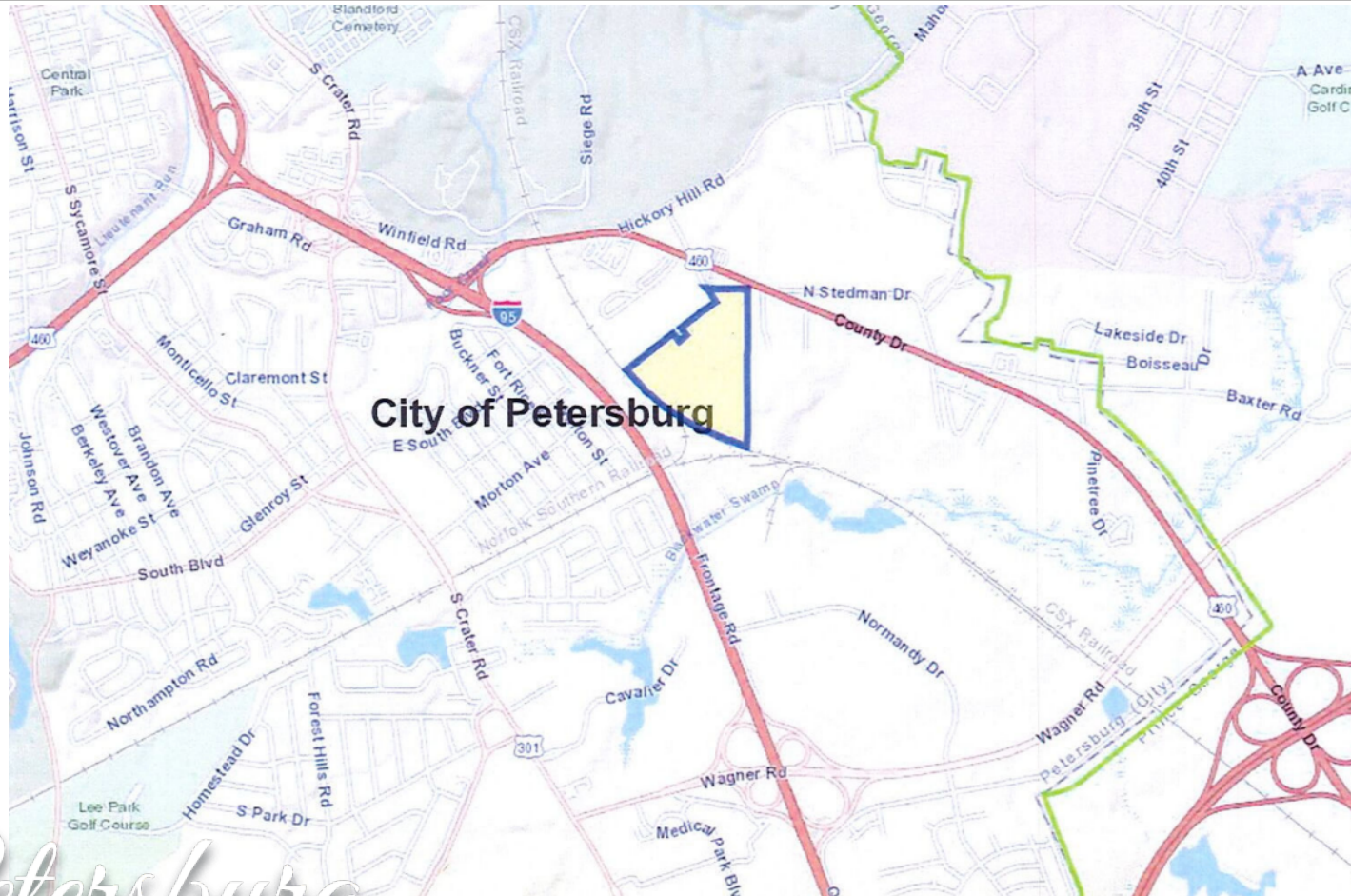
# Property Description

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Parcel ID	Acres	Current Zoning	Proposed Zoning
<b>040030005</b> (2255 Jamestown Rd)	73.87	A, Agricultural	M-1, Light Industrial
<b>040030006</b> (2262 County Dr)	2.27	B-2, General Commercial	M-1, Light Industrial

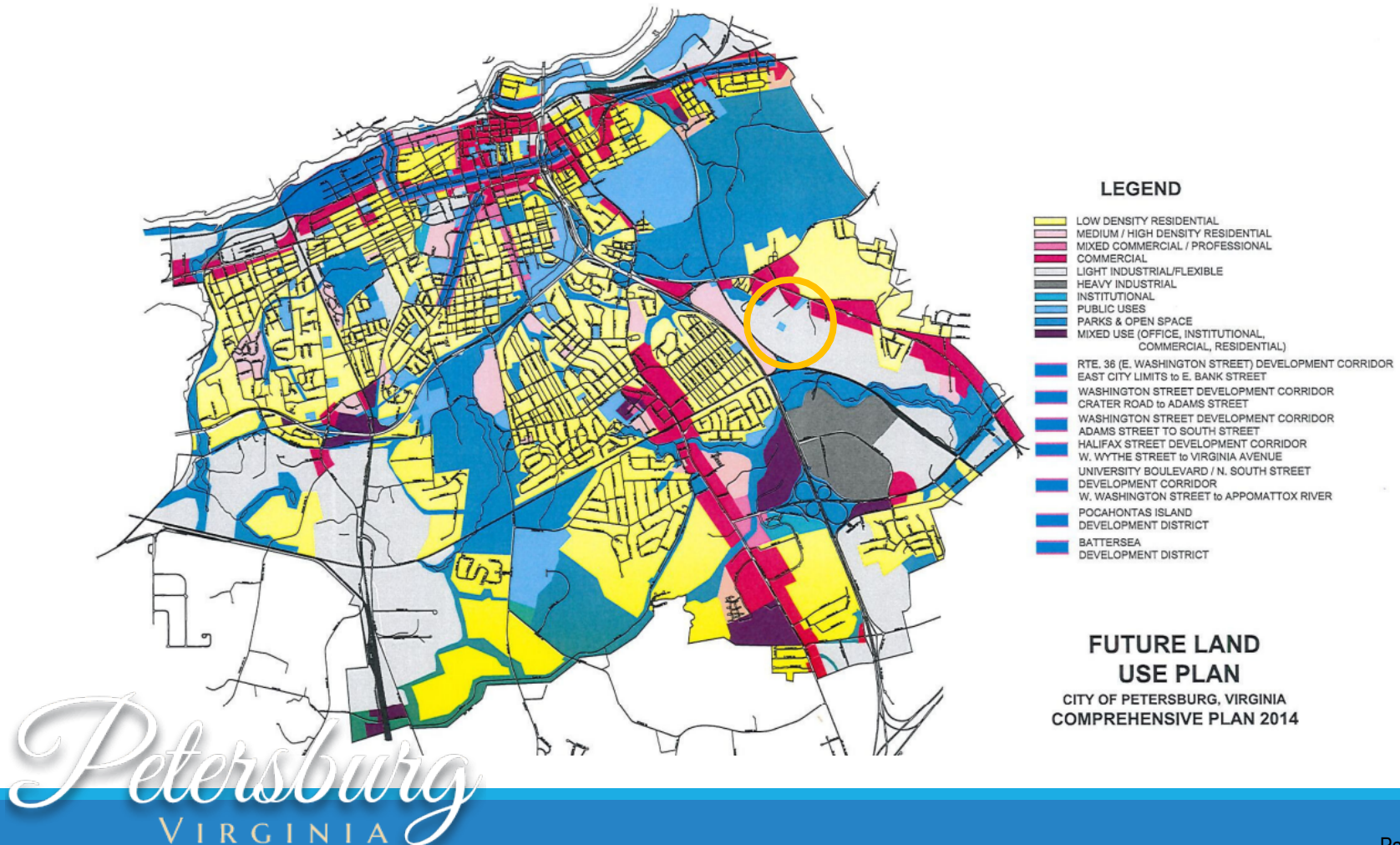


# Parcel Map



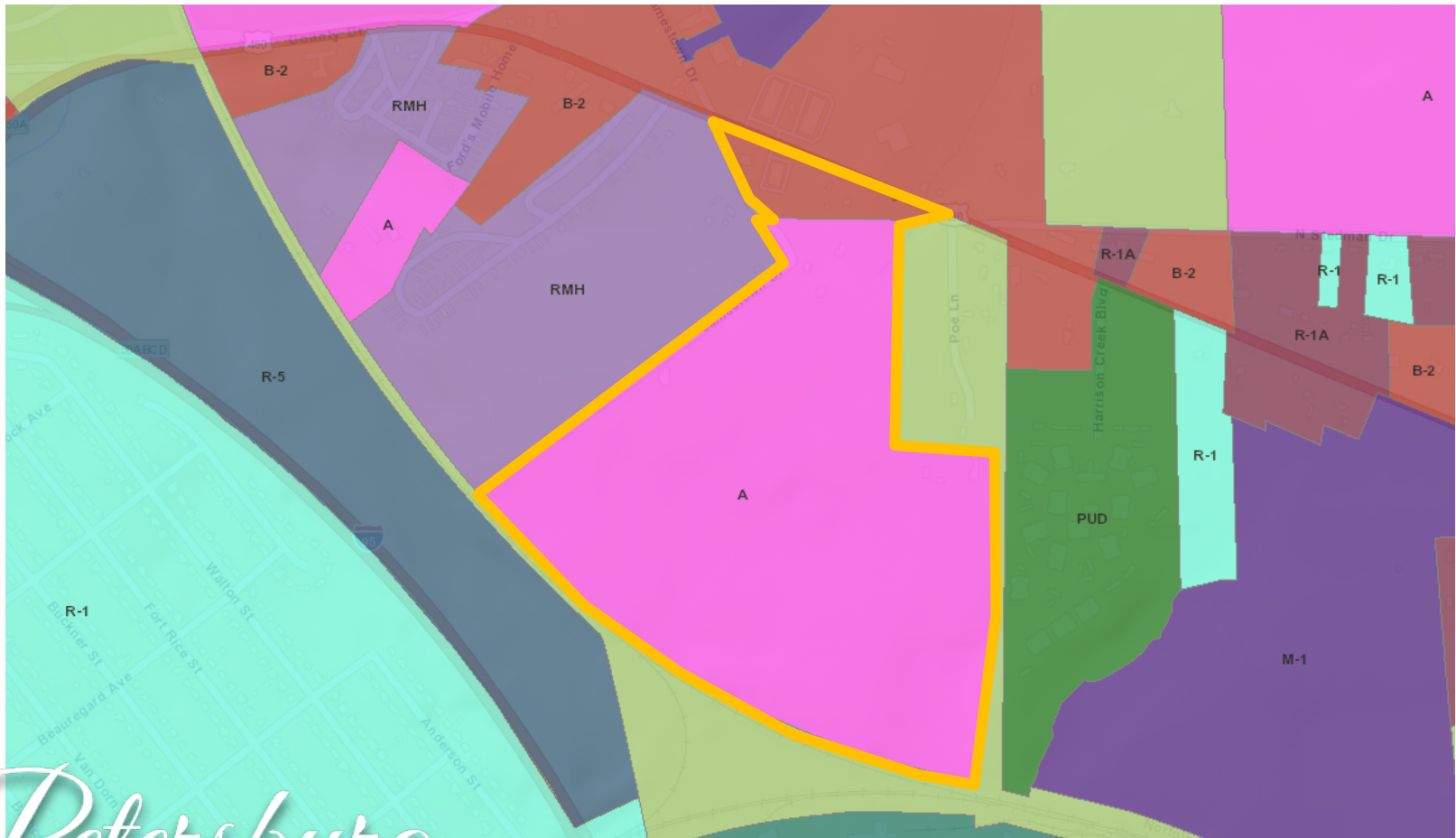


# Comprehensive Plan Future Land Use - Industrial





# Zoning Map: B-2 + M-1

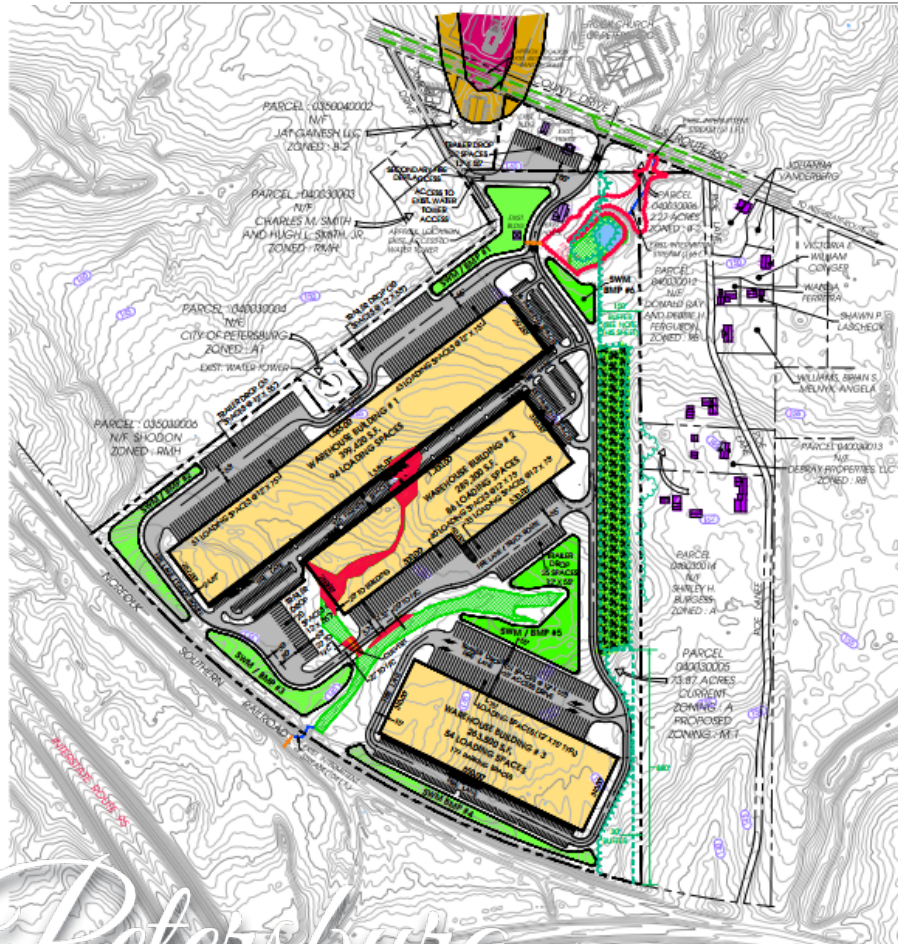




[illegible]



# Site Plan (revised)



- Proposed **up to 150'** buffer adjacent to residential subject to existing landscaping, topography, utility easements, and environmental areas.
- Road separated by the buffer from residential.



# Recommendation

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Staff and Planning Commission recommend approval with the following proffer:

Enhanced Landscape Buffer. A natural and landscaped buffer shall be provided along the eastern boundary line of the Property in the area as generally shown on the conceptual plan entitled “JAMESTOWN DRIVE WAREHOUSES, CITY OF PETERSBURG, VIRGINIA”, prepared by sekivsolutions and dated June 13, 2023. Such buffer shall be planted with such landscaping and be of a width of up to one hundred fifty (150) feet as necessary to provide adequate screening for the existing homes on the properties adjoining such buffer, subject to existing landscaping, topography, utility easements and environmental areas, all as determined at the time of site plan review to create an adequate landscape screen as determined by the Director of Planning. Landscaping within such buffer area shall consist of a combination of deciduous and evergreen trees and plant material.





# City of Petersburg

Department of Planning and  
Community Development  
804-733-2308

135 N. Union Street, Room 304  
Petersburg, Virginia 23803  
srobinson@petersburg-va.org

**TO:** Mayor and Council

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

**SUBJECT:** **Case 2023-REZ-05**  
**2255 Jamestown Road and 2262 County Drive**  
**Tax Parcel: 040030005 and 040030006**

**DATE:** September 19, 2023

A petition from Onward and Upward Land LLC c/o Andrew M. Condlin, Power of Attorney, Roth Jackson Gibbons Condlin, PLC to rezone 2255 Jamestown Road further identified as Tax Parcel # 040030005 and containing approximately 73.87 acres of land which is zoned A, Agricultural District and having no road frontage; and 2262 County Drive further identified as Tax Parcel # 040030006, zoned B-2, General Commercial District, having approximately 2.272 acres of land fronting along the south side of County Drive to M-I, Light Industrial District to permit Industrial Development and Distribution uses. The project covers a total acreage of approximately 76.142 acres. This project is located on the south side of the intersection of U.S. Route 460E (County Dr.) at the unimproved portion of Jamestown Road. This parcel of land has approximately 600' of public road frontage along County Drive. The city's 2014 Comprehensive Plan suggests that the area is suitable for commercial and/or industrial uses.

**DATE:** Delivery to the Planning Department on May 4, 2023, for consideration of the rezoning of properties located at 2255 Jamestown Road and 2262 County Drive. Reconsidered by Planning Commission on August 17, 2023 due to a need to readvertise. Presented to Council on September 19, 2023.

## **I. APPLICANT'S PROPOSAL**

The applicant is requesting to rezone said property, fronting along County Drive (2262 County Drive, a residentially built structure presently utilized as a Barber Shop) from B-2, General Commercial District to M-I, Light Industrial District. The applicant proposes to develop a 950,000 square foot warehouse distribution center accompanied by parking and other site related improvements. Please see the submitted conceptual plan provided by the applicant and titled "sektivolutions" Sheet No CI. Per the site plan, it is the applicants desire to construct in phases three (3) warehouse buildings ranging in size from Warehouse Building #1 – 391,000 sq ft with 96 loading spaces; Warehouse Building # 2 – 308,800 sq ft with 85 loading spaces and lastly, Warehouse Building #3 - 250,660 sq ft, with 54 loading spaces; Although, Article 22. Height, Area, and Bulk Requirements



restrict the height of buildings not to exceed seventy-five (75') feet or six (6) stories. It is further stipulated within Article 17. Light Industrial District Regulations. Section 3. Height, area, and bulk regulations (3) Whenever any building in the M-1, Light Industrial District adjoins or abuts upon a residential district, such building shall not exceed two (2) stories nor thirty-five (35') in height, unless it is setback one foot from all required yard lines for each one foot of additional height above thirty-five (35') feet. The ordinance also stipulates that there shall be a side yard of not less than ten (10') feet in width on the side of a lot adjoining a residential district and a rear yard not less than ten (10') feet in depth on the rear of a lot adjoining a residence district.

The proposed structures would allow usage for wholesale, processing, and warehousing with indoor storage. There is a required One Hundred (100') foot setback measured from the center line of County Drive. Given the sites proximity to I-95, and I-295 corridors the applicant believes this site is ideally suited for distribution uses, which would create hundreds of jobs in the city. The applicant also believes that the request to rezone the subject parcels of land is consistent with the city's future land use goals. There has been no particular user identified or selected and the applicant would like to be prepared and in position to secure an industrial user involved in distribution, processing, production, and warehousing services.

The proposed rezoning designation of M-1, which is the Light Industrial zoning designation would permit a range of light industrial uses, such as light manufacturing, trucking, storage, warehousing, and production operations. Typically, these uses may have a lot of truck and vehicular traffic, however, the subject property will include dedicated access to and from Route 460, which prevents conflicts between vehicles serving the site and other uses in the vicinity. The uses proposed are low-intensity industrial uses and are generally compatible with adjoining, existing uses currently in the area, to include Norfolk Southern Railway, Interstate 95, Route 460 (County Drive) large tracts/parcels of vacant land and a very limited number of residential properties. There are several mobile home parks in the vicinity of the proposed request. Those Mobile Home Parks namely are as follows: Spring Garden Mobile Home Park and Campground, 2178 County Dr, TP# 035030003; Ford's Mobile Home Park, 2122 County Dr, behind Whelan's Garage/Truck/Convenience Store TP# 034030006 and 1.77 acres; at 14.8 acres, Sunset Mobile Home Park, 2120 County Dr. TP# 034030003; 2200 Jamestown Dr, TP# 035030006, Shodon, vacant/heavily wooded parcel of land 30.91 acres zoned Mobile Home Park; 2174 County Dr., Alpha Storage LLC., 5 acres, TP# 035030006. Other uses in the area include the American Inn Hotel, at 2209 County Dr.: The Budget Motor Inn Motel at 2151 Jamestown Dr and the California Inn at 2214 County Dr.

Warehousing, wholesale distribution, fabrication, processing, and manufacturing are uses allowed under the M-1, Light Industrial zoning designation. It should be noted that in some instances, a particular use may be required to be approved for an overlay district classification per Article 23. Supplementary Use Regulations-Special Uses. The proposed use requested, if permitted, will be controlled by zoning conditions and ordinance standards.

The parcel of land located in the rear of 2262 County Dr. and addressed as 2255 Jamestown Dr. is currently entirely wooded. If properly buffered the development of the subject parcel of land should not have any impact on any neighboring residential developments or residentially used properties. The location is excellent for commercial or light industrial activities, as it's near the highway and other commercially related uses. A specific user has not been identified at the time of application submittal.

The applicant is proposing to provide appropriate landscaping and buffering of the project area within the City of Petersburg, Virginia to reduce any potential negative impact to existing residential properties along Poe Lane. The applicant has met with the City's Development Review Team to discuss the regulations as it relates to public utilities, VDOT standards for construction of internal roadways.



This rezoning request would only allow by-right development. If a use is deemed objectionable as defined in the Zoning Ordinance or as determined by the Zoning Administrator that use will require review and approval by the Planning Commission and City Council.

The development of this land would provide opportunities for additional jobs, and taxes for the City of Petersburg.

## **II. CHARACTER OF THE AREA**

The access point of the subject property is immediately adjacent to the California Inn, and the intersection of N. Stedman Dr., Poe Lane, and County Drive. See Sheet CI submitted by the applicant.

It is my understanding that discussions from an engineering standpoint, the subject parcel is anticipated to be served by public utilities (water and sewer) from Poor Creek system.

## **III. PUBLIC INPUT:**

As of the writing of this report, the staff has received support of the request from the Director of Economic Development, Mr. Brian Moore, two telephone inquiries were made from adjoining property owners prior to the receipt of the application for a rezoning petition was received from the applicant(s). These owners were not in support of the request. An appeal to the Planning Commission recommendation made on August 17, 2023 was submitted by Ray Ferguson of Poe Lane with support from Ann and Herman Burgess of Poe Lane.

## **IV. FINDINGS AND STAFF ANALYSIS:**

The City's Comprehensive Plan 2014 designates the area for commercial/light industrial uses. Staff recommends approval of the request to rezone the subject properties, addressed as 2262 County Dr., Tax Parcel # 040030006 from B-2, General Commercial District and 2255 Jamestown Dr., Tax Parcel # 040030005 from A, Agricultural District to M-I, Light Industrial District. The proposed use requested, if permitted, will be controlled by zoning conditions and ordinance standards.

Any land disturbance associated with the project more than 10,000 sq ft will require review and approval by Mr. Darryl Walker, Stormwater Manager, City of Petersburg. Other permits may be required contingent upon the acreage and size of building(s) to be constructed.

See correspondence dated April 5, 2023, and signed by Stig Owens, P.E. sekivsolutions. Traffic Impact Analysis, GOROVE SLAD, dated April 20, 2023; VDOT Commercial Entrance Design information.

Any disturbances to areas designated as wetlands must possibly undergo a review by the Army Corps of Engineers.

The proposed project will require the submission of a site plan and meet all applicable zoning requirements, building and fire code regulations.

If the subject request is approved, the Petersburg Department of Planning and Community Development will work with the applicant(s) to ensure that all building/zoning permit reviews & approvals are granted prior to the authorization of construction of any new structures.

All buffering, landscaping, access, and road improvements to include outdoor lighting will be addressed during the site plan review process with the Development Review Team and staff in the Department of Planning and Community Development. An adequate buffer to block out potentially loud noise, dust, emission of odors, or toxic gases and smoke should be addressed and implemented particularly where construction and use may



impact those residents who reside along Poe Lane. If possible, a natural, mature tree line would be helpful in maintaining a sound barrier from any potential noise or dust from truck or delivery vehicle traffic within the Jamestown Drive Warehouse site. Those homeowners who live near the site will feel more at ease knowing that their property is protected as well as their solitude giving them better peace of mind.

The applicant will review a copy of this case report prior to the meeting date.

The request is in line with the City of Petersburg's Comprehensive Plan and in keeping with the City's Economic goals by promoting economic growth, job creation, and increased tax revenue.

## **V. EXHIBITS**

### **Presentation**

Tax Parcel Map

Land Use and Comprehensive Plan Excerpt

Zoning Map

Public Notice + Petition

Proffer Statement+ Ordinance

Supplemental Information:

- TIA Study BSI – VDOT; RPA

- Public Notification Information

- Letter to Council dated July 10, 2023

- 2023 Planning Commission Resolution



CITY COUNCIL  
MEETING

SEPTEMBER  
19, 2023



2023-REZ-05:  
Petition to rezone  
the property  
located at 2255  
Jamestown Road  
from A to M-1 +  
2262 County Drive  
from B-2 to M-1



# Background

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Petition to rezone the property located at 2255 Jamestown Road from A, Agricultural 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.

The proposed use is a 950,000 square foot warehouse distribution center accompanied by parking and other site related improvements, which are permitted under M-1.



# Background + Public Notice

---

This case went back before Planning Commission on August 17th due to a delay in posting signage on the property, which was resolved.

Notices were sent to adjacent property owners, advertisements placed in the paper, and signs were posted on the property regarding the Rezoning consideration.

As heard in the Planning Commission appeal, there is opposition from residents on Poe Lane.



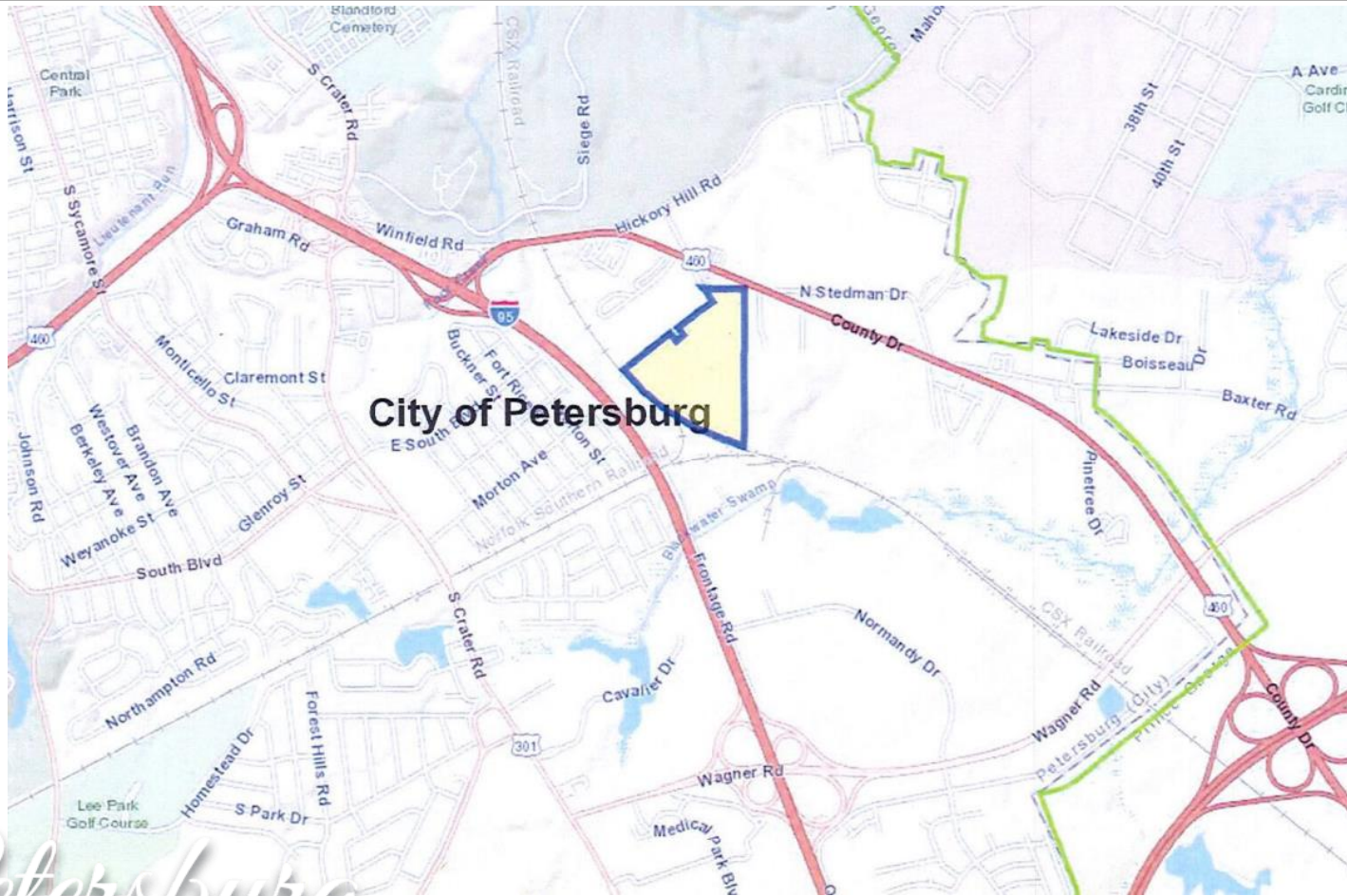
# Property Description

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Parcel ID	Acres	Current Zoning	Proposed Zoning
<b>040030005</b> (2255 Jamestown Rd)	73.87	A, Agricultural	M-1, Light Industrial
<b>040030006</b> (2262 County Dr)	2.27	B-2, General Commercial	M-1, Light Industrial

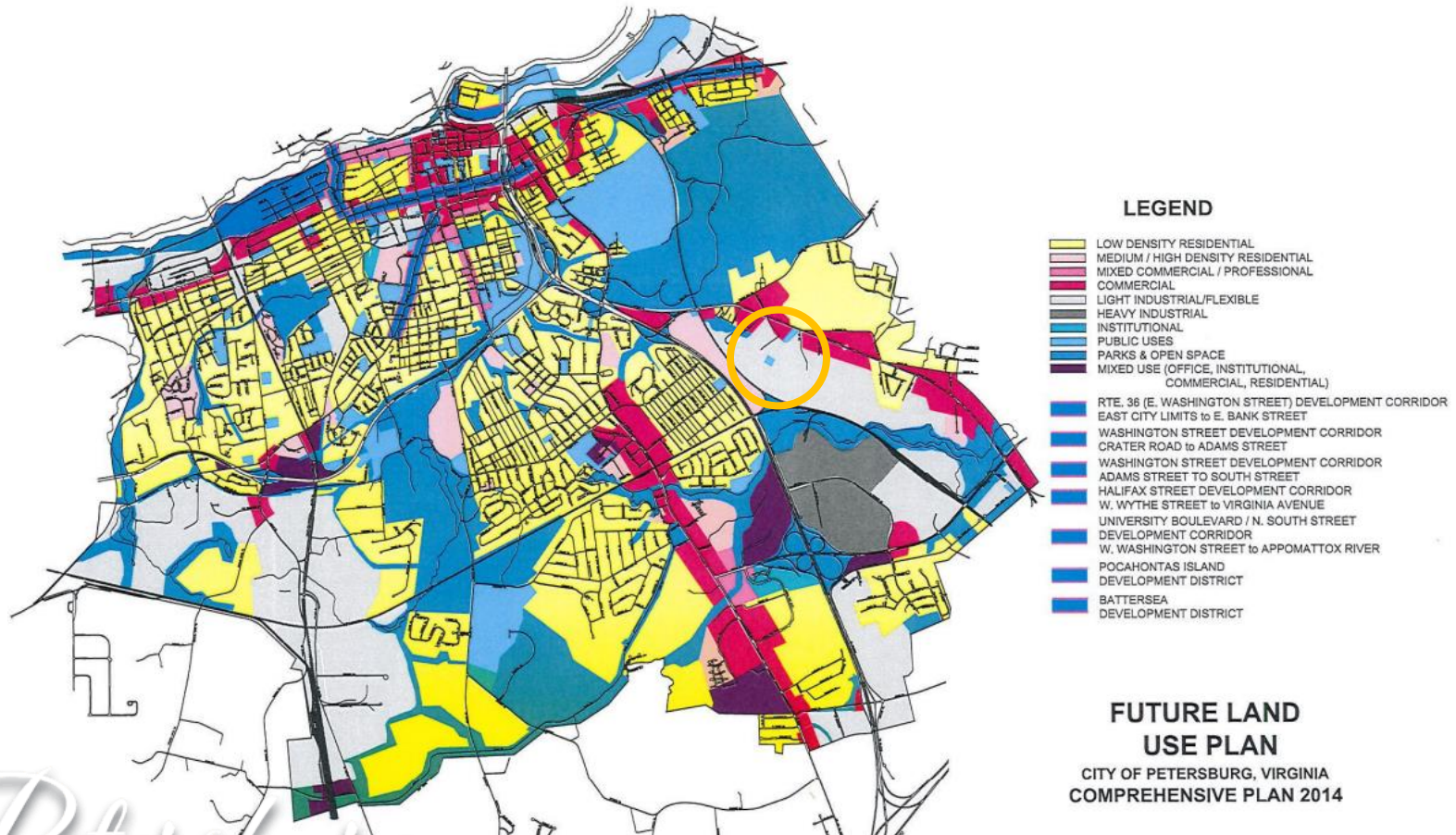


# Parcel Map



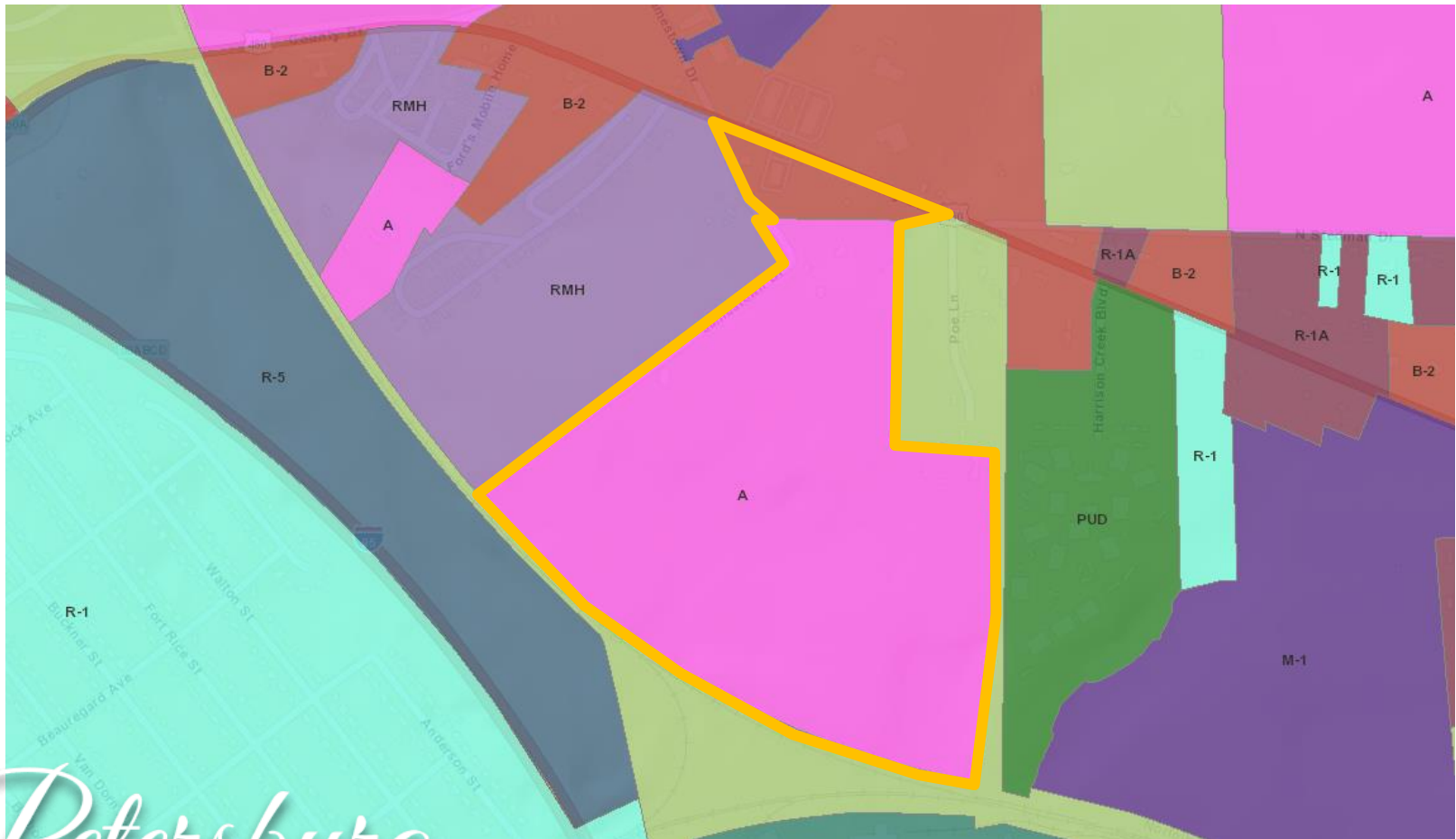


# Comprehensive Plan Future Land Use - Industrial



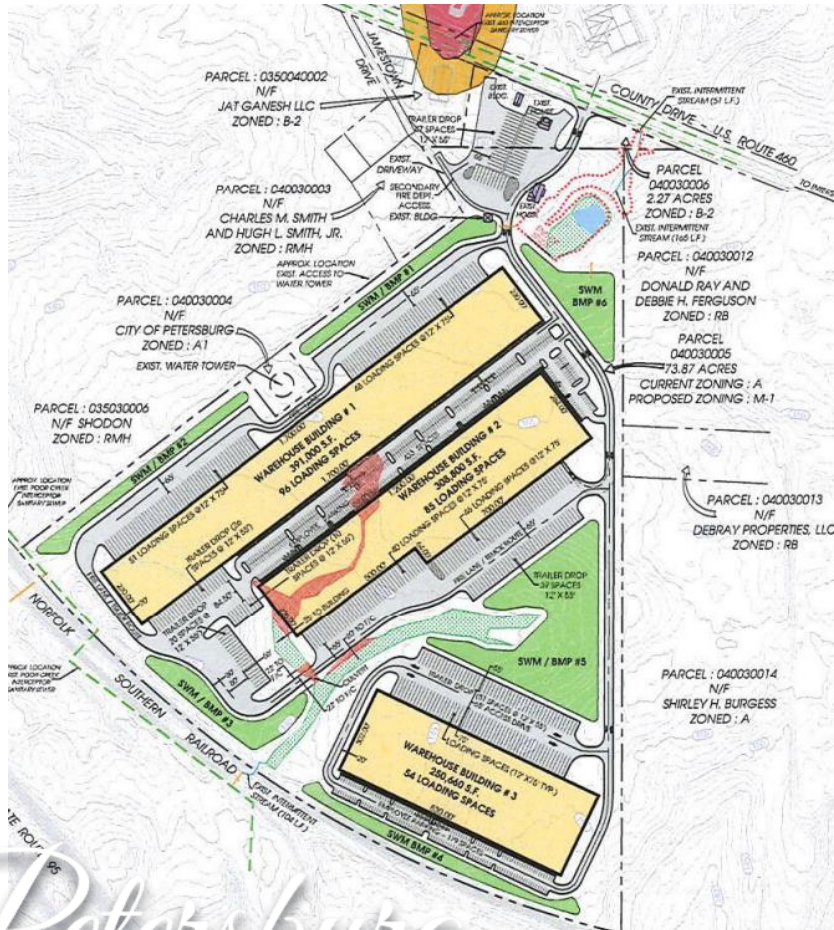


# Zoning Map: B-2 + M-1





# Site Plan (original)





# Site Plan (revised)



- Proposed **up to 150'** buffer adjacent to residential subject to existing landscaping, topography, utility easements, and environmental areas.
- Road separated by the buffer from residential.



# Recommendation

---

Staff and Planning Commission recommend approval with the following proffer:

Enhanced Landscape Buffer. A natural and landscaped buffer shall be provided along the eastern boundary line of the Property in the area as generally shown on the conceptual plan entitled “JAMESTOWN DRIVE WAREHOUSES, CITY OF PETERSBURG, VIRGINIA”, prepared by sekivsolutions and dated June 13, 2023. Such buffer shall be planted with such landscaping and be of a width of up to one hundred fifty (150) feet as necessary to provide adequate screening for the existing homes on the properties adjoining such buffer, subject to existing landscaping, topography, utility easements and environmental areas, all as determined at the time of site plan review to create an adequate landscape screen as determined by the Director of Planning. Landscaping within such buffer area shall consist of a combination of deciduous and evergreen trees and plant material.



# Petersburg, Virginia

Parcel: 040030006

## Summary

Owner Name	ARAKAWA WOODROW L TAE C	National Historic District:	
Owner Mailing Address	2709 OXFORD DR SUTHERLAND, VA 23885	Enterprise Zone:	
Property Use	410	Opportunity Zone:	51730811200
State Class:	4 Commercial and Industrial	VA Senate District:	16
Zoning:	B-2	Va House District:	63
Property Address	2262 COUNTY DR Petersburg, VA	Congressional District:	4
Legal Acreage:	2.272	City Ward:	1
Legal Description:	2.272 ACRES	Polling Place:	Blandford Academy
Subdivision:		Primary Service Area:	
Assessment Neighborhood Name:		Census Tract:	8112
Local Historic District:		Elementary School:	Lakemont
		Middle School:	Vernon Johns Middle School
		High School:	Petersburg High School

## Improvements

Finished (Above Grade):	2,195	Shed:	
Basement:		Total Rooms:	
Attached Garage:		Bedrooms:	
Detached Garage:		Full Baths:	1
Enclosed Porch:	45	Half Baths:	
Open Porch:		Foundation:	
Deck/Patio:		Central A/C:	100%

## Ownership History

Previous Owner Name	Sale Date	Sale Price	Doc # or Deed Book/pg
	5/16/2006	\$250,000	2006/2365

## Assessments

Valuation as of	01/01/2018	01/01/2019	01/01/2020	01/01/2021	01/01/2022
Effective for Billing:	07/01/2018	07/01/2019	07/01/2020	07/01/2021	07/01/2022
Reassessment					
Land Value	\$94,600	\$94,600	\$94,600	\$94,600	\$94,600
Improvement Value	\$118,800	\$118,800	\$118,800	\$118,800	\$118,800
Total Value	\$213,400	\$213,400	\$213,400	\$213,400	\$213,400

## Property Tax (Coming Soon)



# Petersburg, Virginia

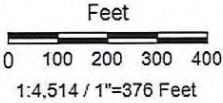
## Legend

- County Boundaries
- Parcels



Parcel #: 040030006

Date: 5/25/2023



*DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and City of Petersburg is not responsible for its accuracy or how current it may be.*



# 2262 County Dr - B-2, General Commercial





# Petersburg, Virginia

Parcel: 040030005

## Summary

Owner Name	CLEMENTS LARRY THOMAS THACKSTON MARY C	National Historic District:	
Owner Mailing Address	401 RIVERS BEND CT CHESTER, VA 23836	Enterprise Zone:	
Property Use	501	Opportunity Zone:	51730811200
State Class:	5 Agricultural 20 - 100 acres	VA Senate District:	16
Zoning:	A	Va House District:	63
Property Address	2255 JAMESTOWN DR Petersburg, VA	Congressional District:	4
Legal Acreage:	73.87	City Ward:	1
Legal Description:	73.87 ACRES	Polling Place:	Blandford Academy
Subdivision:		Primary Service Area:	G
Assessment Neighborhood Name:		Census Tract:	8112
Local Historic District:		Elementary School:	Lakemont
		Middle School:	Vernon Johns Middle School
		High School:	Petersburg High School

## Improvements

Finished (Above Grade):	1,740	Shed:	
Basement:		Total Rooms:	6
Attached Garage:		Bedrooms:	3
Detached Garage:		Full Baths:	1
Enclosed Porch:	360	Half Baths:	1
Open Porch:		Foundation:	
Deck/Patio:		Central A/C:	0%

## Ownership History

Previous Owner Name	Sale Date	Sale Price	Doc # or Deed Book/pg
2255 JAMESTOWN DRIVE LLC,	11/8/2017	\$0	2017/0086
CLEMENTSELIZABETH H & LARRY T	10/13/2016	\$0	2016/2585
	12:00:00 AM	\$0	644/702

## Assessments

Valuation as of	01/01/2018	01/01/2019	01/01/2020	01/01/2021	01/01/2022
Effective for Billing:	07/01/2018	07/01/2019	07/01/2020	07/01/2021	07/01/2022
Reassessment					
Land Value	\$429,600	\$429,600	\$429,600	\$429,600	\$429,600
Improvement Value	\$108,900	\$108,900	\$108,900	\$108,900	\$108,900
Total Value	\$538,500	\$538,500	\$538,500	\$538,500	\$538,500

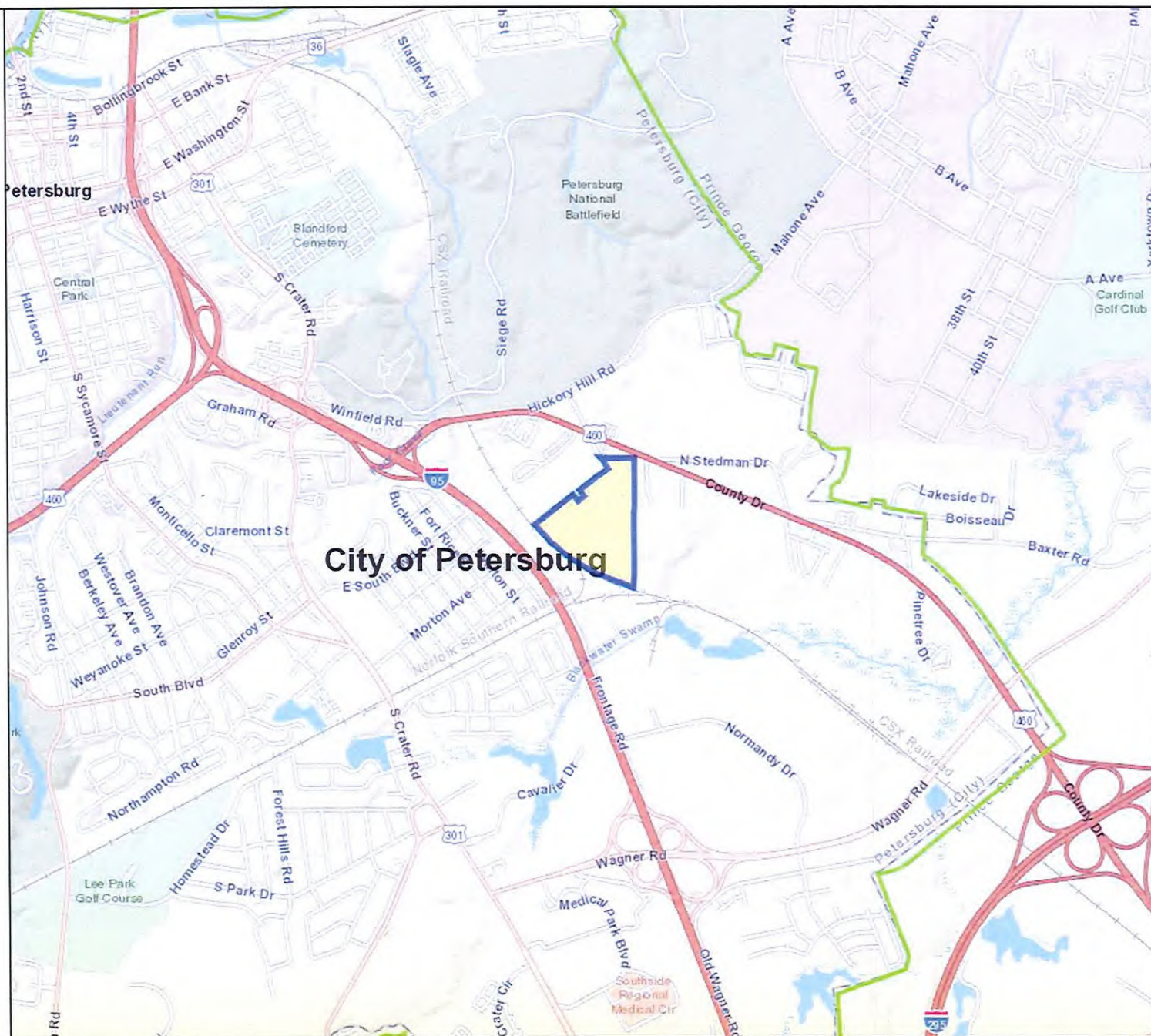
## Property Tax (Coming Soon)



# Petersburg, Virginia

## Legend

□ County Boundaries



Parcel #: 040030005

Date: 5/25/2023

Feet  
0 800 1600 2400 3200  
1:36,112 / 1"=3,009 Feet

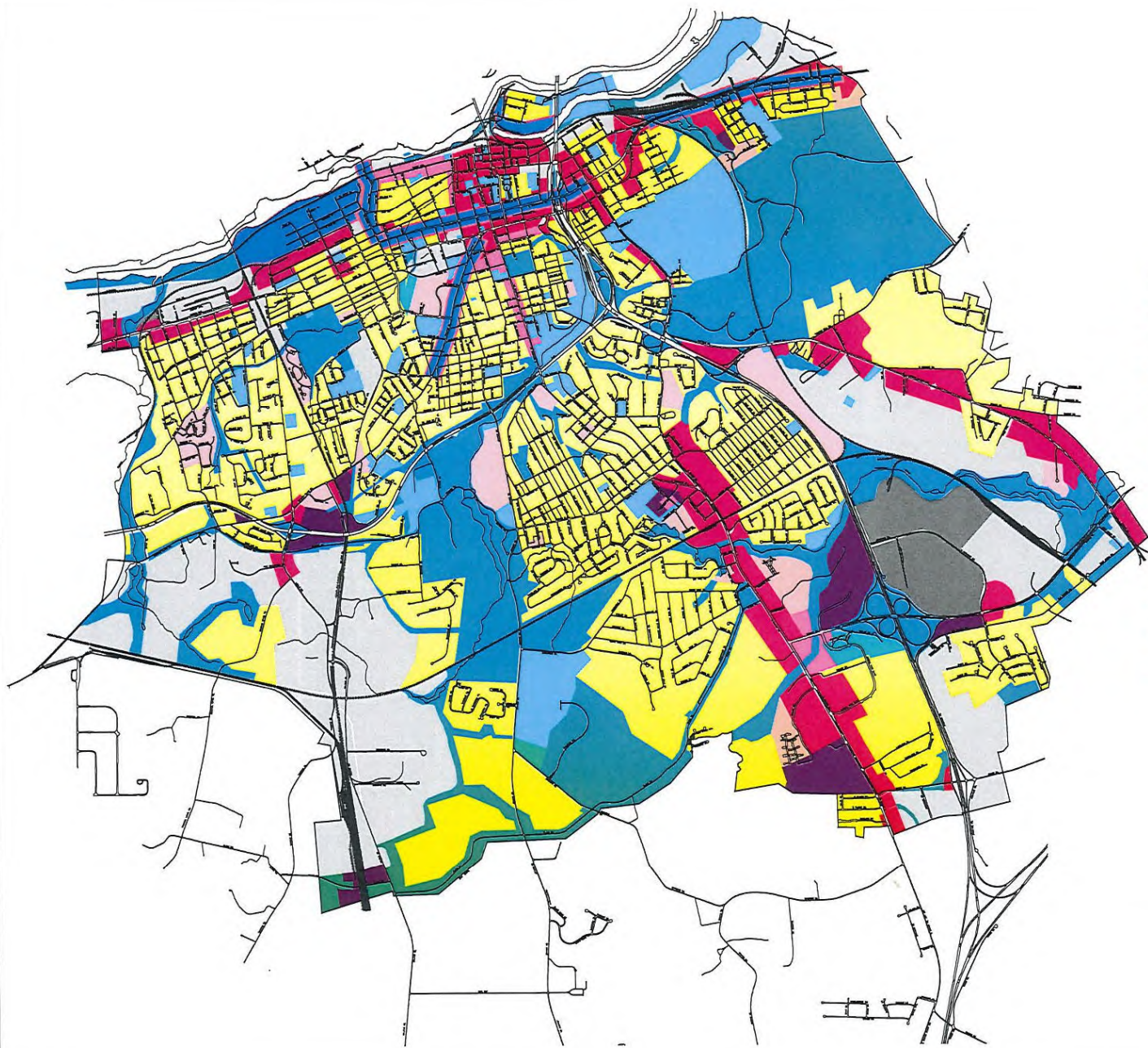
*DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and City of Petersburg is not responsible for its accuracy or how current it may be.*



# 2255 Jamestown Dr - Agricultural District







## LEGEND

- LOW DENSITY RESIDENTIAL
- MEDIUM / HIGH DENSITY RESIDENTIAL
- MIXED COMMERCIAL / PROFESSIONAL
- COMMERCIAL
- LIGHT INDUSTRIAL/FLEXIBLE
- HEAVY INDUSTRIAL
- INSTITUTIONAL
- PUBLIC USES
- PARKS & OPEN SPACE
- MIXED USE (OFFICE, INSTITUTIONAL, COMMERCIAL, RESIDENTIAL)
- RTE. 36 (E. WASHINGTON STREET) DEVELOPMENT CORRIDOR  
EAST CITY LIMITS to E. BANK STREET
- WASHINGTON STREET DEVELOPMENT CORRIDOR  
CRATER ROAD to ADAMS STREET
- WASHINGTON STREET DEVELOPMENT CORRIDOR  
ADAMS STREET to SOUTH STREET
- HALIFAX STREET DEVELOPMENT CORRIDOR  
W. WYTHE STREET to VIRGINIA AVENUE
- UNIVERSITY BOULEVARD / N. SOUTH STREET  
DEVELOPMENT CORRIDOR  
W. WASHINGTON STREET to APPOMATTOX RIVER
- POCAHONTAS ISLAND  
DEVELOPMENT DISTRICT
- BATTERSEA  
DEVELOPMENT DISTRICT

## FUTURE LAND USE PLAN

CITY OF PETERSBURG, VIRGINIA  
COMPREHENSIVE PLAN 2014





## Goals and Objectives

### Issues, Policy Goals, Objectives

The purpose of the Comprehensive Plan is to set the relevant policies which will help carry out Vision of the City. The intent of the Plan and its recommendations is to improve and protect the health, safety, and welfare of the citizens of Petersburg.

#### Issues

Issues identified through background reports, public input and consultation with community stakeholders are the foundation for formulating policy goals and objectives. It is important to note the identified issues are usually connected to other issues, and solutions may require a comprehensive approach which incorporates innovative and out of the box initiatives. Housing issues may be influenced by the economy while the economy is affected by land use and transportation.

#### Policy Goals

A policy sets forth the principles and values which will guide the actions to be taken by the City of Petersburg to solve identified public issues. In this document policies were formulated through input from the public and community stakeholders.

#### Objectives

Objectives are intended to be the beginning steps to overcome identified issues, and the means to carrying out adopted policies. Objectives are measureable tasks for which specific city departments and managers are responsible and held accountable.

### Housing Issues

- Older city neighborhoods have a concentration of deteriorating, vacant, and blighted housing.
- Renovated or new affordable, safe housing is in short supply.
- Homeownership rates are low.  
Renters currently have a greater Housing Cost Burden than home owners.
- The City of Petersburg owns a lot of property that is currently vacant land. Reinvestment in housing is not targeted or done at a scale large enough to impact the neighborhoods in decline.
- Historic Districts have a high concentration of blighted and derelict properties.
- Historic Property Owners doing work without the appropriate approvals.

### Housing Policies

**Policy Goal I:** Encourage the renovation or new construction of housing in older neighborhoods in a manner which provides a critical mass to investment and revitalization efforts.

**Objective 1:** Partner with the PRHA or a non-profit CDC to aggressively target priority revitalization and redevelopment efforts.

“Housing Cost Burden” is a standard HUD formula that calculates household income to housing costs. Generally, households who are paying greater than 30% of their income on housing are seen as “burdened” by those costs.





**Policy Goal II:** Act as an equal partner in public/private ventures to revitalize historic, older and downtown neighborhoods and improve the housing stock.

**Objective 1:** Review and identify city-owned properties for redevelopment opportunities in partnership with nonprofit housing agencies and developers.

**Objective 2:** Prioritize infrastructure improvements and CDBG funds to maximize the impact of redevelopment efforts with non-profit housing partners and developers.

**Objective 3:** Utilize local community plans, such as the Battersea Quality of Life Plan, as a guide for City revitalization in neighborhoods identified in the future land use plan.

**Policy Goal III:** Promote a variety of affordable housing types to meet the needs of owners and renters of varying levels of income through partnerships with nonprofits and developers.

**Objective 1:** Prioritize revitalization activities and efforts according to the Comprehensive Plan.

**Objective 2:** Update and take to Planning Commission and Council for action a revised zoning ordinance which includes policies toward allowing for diversity in neighborhood, design standards and varied housing types, and increased densities.

**Policy Goal IV:** Continue to do an inventory in all the Historic Districts to understand where the most critical need exist.

**Objective 1:** Procure the services of Preservation Virginia to complete an inventory for the remaining historic districts not inventoried.

**Objective 2:** Create a Community Land Trust with the assistance of LISC using the Detroit Model. This

**Objective 3:** Continue to seek out educational and financing opportunities for residents owning homes in a historic district or potential homeowners in a historic district.

## Land Use & Transportation Issues

- Vibrant/alternative land uses are needed at Gateways and main neighborhood entrance corridors to improve the city's image.
- Large industrial parcels are not available for the expansion or relocation of manufacturing to Petersburg.
- Land Use and zoning are inconsistent in certain areas of the city.
- Contiguous parcels are not readily available for redevelopment and investment in new/renovated housing.
- No policies or master plan exists for parking in Old Towne and the Central Business District.
- Infrastructure improvements for cars, pedestrians, and bikes are needed in historic neighborhoods as well as new growth areas.
- Public Transit has limited hours and service to/from neighborhoods to regional employment centers.
- Directional sign improvements are needed along entrance corridors and interstates.
- Congestion/lack of road interconnectivity on South Crater Road around the new Southside Regional Medical Center





## Land Use & Transportation Policies

**Policy Goal I:** Promote redevelopment of gateway corridors to have a vibrant mixed-use component.

**Objective 1:** Include in the Zoning Ordinance overlay district guidelines for the Halifax Corridor, Route 36 Corridor, West Washington Street Corridor, University Boulevard Corridor, Commerce Street Corridor and Gateways.

**Policy Goal II:** Promote redevelopment of blighted areas comprehensively through both the Petersburg Housing Authority and the Industrial Development Authority.

**Objective 1:** Overhaul the zoning ordinance to coincide with the Land Use Plan and allow for by-right mixed-use developments on an urban/pedestrian scale incorporating transit oriented and new urbanism principles and design standards.

**Objective 2:** Create an urban design ordinance using the R/UDAT Plan as the guide and tie it to the City's zoning ordinance

**Objective 3:** Coordinate with public works infrastructure and utility improvements based on revitalization and redevelopment initiatives.

**Objective 4:** Continue to utilize CDBG resources within a land use and transportation framework that creates collaboration between City departments and primary stakeholders.

**Policy Goal III:** Promote an efficient, well-marked, and convenient parking network in the central business district and Old Town without compromising aesthetics but accommodating pedestrian and multi-modal transit activity.

**Objective 1:** Undertake a master plan and management effort for parking in the Central Business District.

**Objective 2:** Study the benefit and cost versus expense of maintaining parking meters or a pay parking system.

**Objective 3:** Consider a private/public initiative to construct a parking deck in a strategic location convenient to businesses, entertainment and recreational uses.

**Policy Goal IV:** Provide efficient, frequent, reliable transit service to employment centers.

**Objective 1:** Continue to study and identify route and service improvements to better connect Petersburg residents with employment centers throughout the region.

**Objective 2:** Continue to seek grants to offset the expansion of service cost.

**Policy V:** Promote interconnected pedestrian and road network to reduce "bottle-neck" congestion on major thoroughfares.

**Objective 1:** Identify roadway connections to improve the street grid to reduce "bottle-neck" congestion, such as on South Crater Road and Exit 52.

**Objective 2:** Install traffic lights at the appropriate intersections to manage the traffic flow during peak hours.

## Economic Issues

- A disproportionate number of residents of Petersburg residents go to other localities to shop.
- Petersburg must continue to capitalize on partnerships, such as Fort Lee.





- Petersburg has a shortage of available, marketable industrial land above 50 acres.
- Challenges with the public schools and perception of high crime make attracting investors and developers problematic.
- Perception of the City from current residents.

## Economic Policies

**Policy Goal I:** Assess the skills needed for the industries the City is working to attract, as well as the industries that are currently in the City.

**Objective I:** Build and strengthen partnerships with regional and local organizations to create meaningful workforce development programs.

**Objective 2:** Design training programs that meet the future and current employer's needs.

**Policy Goal II:** Build partnerships with private sector players, regional and community stakeholder groups to capitalize on significant development opportunities.

**Objective 1:** Continue to work with Virginia's Gateway Region to promote the City's many assets to potential investors.

**Objective 2:** Continue hosting the Executive Roundtable Discussions; expand to include institutions of higher learning and private schools as well as smaller family owned businesses.

**Objective 3:** Review and become familiar with the Strategic Economic Development Plan.

**Objective 4:** Continue to promote the Vision of the City.

**Objective 5:** Create a Vision for the Office of Economic Development.

**Objective 6:** Continue to build significant partnerships with regional agencies such as the Virginia Gateway Region, Ft. Lee and the Cameron Foundation and City businesses.

**Objective 7:** Educate City leaders and staff on redevelopment projects eligible for New Market Tax Credit, and other federal, state and local incentives (see incentives in Appendices).

**Objective 8:** Leverage CDBG monies and stakeholder efforts in specified revitalization areas as identified in the Future Land Use Map.

**Objective 9:** Creatively capitalize on development opportunities at the old hospital site, Titmus and Roper Brothers.

**Policy Goal III:** Promote the assembly of smaller tracts of land through the IDA to create marketable industrial or technology development sites.

**Objective 1:** Work closely with the Assessor's Office and the Office of Planning and Community Development to assemble contiguous parcels of underutilized land for large marketable industrial or development sites.

**Policy Goal IV:** Consider the benefit of expanding the Enterprise Zones to other districts and areas of the City.

**Objective 1:** Apply for an expansion of our current Enterprise Zones and consider adding two additional zones.

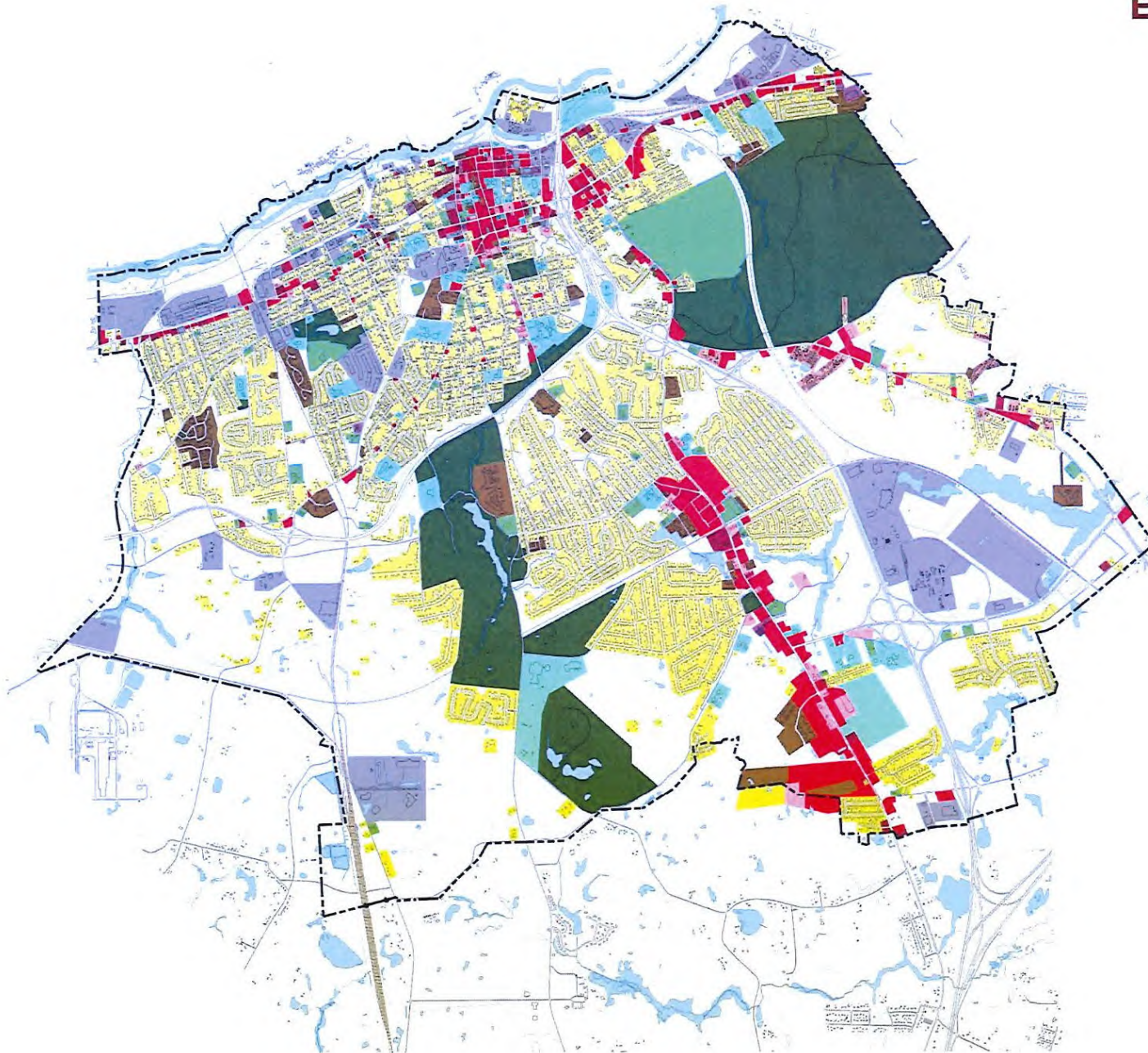
**Objective 2:** Create a Business Improvement District for Downtown

**Policy Goal V:** Increase revenue by working with the Planning Department to permit nightclubs and other cultural and





## EXISTING LAND USE COMPREHENSIVE PLAN City of Petersburg, Virginia



### LEGEND

#### Land Use Classifications

##### Residential

- SINGLE FAMILY
- MOBILE HOME
- MULTI-FAMILY

##### Commercial

- RETAIL & SERVICE
- GENERAL COMMERCIAL
- BUSINESS / PROFESSIONAL SERVICE

##### Industrial

- INDUSTRIAL
- WAREHOUSING

##### Public & Semi-Public

- COMMUNITY FACILITIES
- PLACES OF WORSHIP, CEMETERIES
- LODGES
- PARKS & RECREATION

- VACANT



MAY 20, 2008  
K.W. Poore and Associates, Inc.  
Community Development Consultants





# City of Petersburg

Department of Planning and  
Community Development  
804-733-2308

135 N. Union Street, Room 304  
Petersburg, Virginia 23803  
srobinson@petersburg-va.org

## Public Notice

Notice is hereby given to all interested persons, that the City of Petersburg Planning Commission will hold a Public Hearing on Thursday, June 1, 2023, beginning at 6:30pm., at the Petersburg Public Library, Multi-Purpose Room, 201 W Washington Street, Petersburg, Virginia, 23803 to hear the following case:

2023-REZ-05: A public Hearing and consideration of a resolution recommending approval of a Petition to rezone the property located at 2255 Jamestown Drive and 2262 County Drive from B-2, General Commercial District and A, Agricultural District to M-1, Light Industrial District to allow for the development of a warehouse distribution center with parking and related site improvements.

Information and related material concerning the Public Hearing items may be examined on the Planning Commission Website: <http://www.petersburgva.gov/119/Planning-Commission>, or by contacting the Department of Economic Development, Planning and Community Development at (804)-733-2308.

All interested persons shall have the opportunity to be heard at said public hearing.

Should you have any questions or need additional information, please contact the Department of Economic Development, Planning and Community Development by postal mail sent to 135 N Union Street, Petersburg, VA. 23803, via telephone at 804-733-2308, or via email at [pcd@petersburg-va.org](mailto:pcd@petersburg-va.org).

Reginald Tabor, Planning Manager

Department of Economic Development, Planning and Community Development



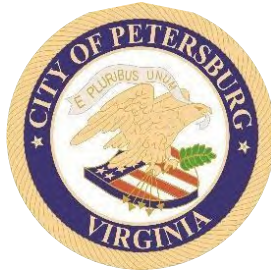


**Public Notice**  
City of Petersburg  
Planning Commission  
Petersburg Public Library  
201 W Washington Street  
Petersburg, VA 23803  
Thursday, August 17, 2023  
6:30 p.m.

If you would like to make a comment during the public comment period, please mail your comments in writing to the Department of Planning and Community Development, 135 N Union Street, Petersburg, VA 23803 or email them to [pcd@petersburg-va.org](mailto:pcd@petersburg-va.org).

Should you have questions or concerns, please contact the Department of Planning and Community Development at (804) 733-2308, or via email at [pcd@petersburg-va.org](mailto:pcd@petersburg-va.org).





**City of Petersburg**  
**Planning Commission Meeting Agenda**  
**Thursday, August 17, 2023**  
**6:30 p.m.**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Hearings

2023-REZ-05: A Public Hearing and consideration of a resolution recommending approval of a Petition to rezone the property located at 2255 Jamestown Road from A, Agricultural 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.

5. Old Business
6. New Business
7. Announcements
8. Adjournment



## PETITION FOR REZONING OR SPECIAL USE PERMIT

RETURN TO: DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT  
(CITY HALL, THIRD FLOOR, ROOM 304)  
FILING FEE: \$1,500 (CHECK OR MONEY ORDER) AT THE TIME OF SUBMITTAL

**CASE NUMBER:** 2023-KEZ-05

**APPLICANT:** Onward and Upward Land LLC c/o Andrew M. Condlin - Roth Jackson Gibbons Condlin, PLC

**ADDRESS:** 1519 Summit Avenue, Suite 102

Richmond, Virginia 23230

I, Andrew M. Condlin, by Power of Attorney hereby petition to rezone the following described properties  
from zoning district B-2 and A to zoning district M-1

**A. DESCRIPTION OF PROPOSED USE: (ATTACH ADDITIONAL DOCUMENTS IF NECESSARY)**

Applicant proposes the development of approximately 950,000 square feet of warehouse distribution uses, together with accompanying parking and related site improvements, all as generally shown on the accompanying conceptual plan.

## B. PROPERTY INFORMATION

- 1. Tax Parcel Identification Number(s):**

Tax Parcel 040030005 - 2255 Jamestown Road and Tax Parcel 040030006 - 2262 County Drive

- 2. Current Street Address(es) if assigned:**

2255 Jamestown Road and 2262 County Drive

- 3. Approximate Area:**

sq. ft.

76.142 acres      acres

- #### 4. Public Street Frontage:

approximately 600 ft.

- 5. A boundary plat of this property outlining the area to be rezoned must be attached to this petition.**

- 6. The following deed restrictions may affect the use of this property:**

N/A

- 7. Brief:**

**Said deed restrictions will expire on:**

N/A



**C. JUSTIFICATION FOR REZONING**

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

Given the City's urbanization, agricultural uses are no longer desirable within the City limits, and there are very few remaining sites suitable for light industrial uses. Given the site's close proximity to I-95, the applicant believes this site is ideally suited for distribution uses, which would create hundreds of jobs in the City. Furthermore, the City has already expressed a desire for light industrial uses at this site, as indicated in its 2014 Comprehensive Plan. The applicant therefore believes this rezoning is entirely consistent with the City's future land use goals.

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

The subject property will include dedicated access to/from Route 460, which prevents conflicts between vehicles serving the site and other uses in the vicinity. The low-intensity industrial uses proposed are generally compatible with adjoining uses, which include the Norfolk Southern Railway, Interstate 95, Route 460, large tracts of vacant land and a very limited number of residential properties

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

The proposed development will align the property with the City's future land use designation of "light industrial" as indicated in the 2014 Comprehensive Plan. By promoting economic growth, job creation, and increased tax revenue for the City. The requested rezoning also supports the City's economic goals, as indicated on page 99 of the 2014 Comprehensive Plan.

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

Few, if any, undeveloped parcels larger than 70 acres are suitable for light industrial uses within the City limits. In order to achieve the City's economic objectives and future land use goals (as reflected in the 2014 Comprehensive Plan), rezoning of underused agricultural parcels is required.



**D. CERTIFICATION:**

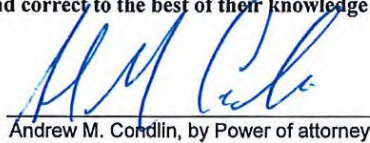
The undersigned applicant certifies that they:

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

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

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

Signed:



Andrew M. Condlin, by Power of attorney

Mailing Address:

Roth Jackson Gibbons Condlin, PLC  
1519 Summit Avenue, Suite 102  
Richmond, Virginia 23230

Phone Number:

(804) 977-3373

Email Address:

acondlin@rothjackson.com

APPROVED

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

TO BE FILED IN THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

**ACTION RECORD**

Date Filed (with Planning Department):

5-4-2023

Date of Planning Commission Public Hearing:

Planning Commission Action(s):

Date of City Council Hearing:

City Council Action(s):



PETITION FOR ZONING CHANGE

Property Owner(s): Adjacent to Affected Property

NAME(S)

Address(es)

See the attached adjacent neighbor list



Onward and Upward Land, LLC  
Petersburg Land Use  
Adjacent Neighbor List

[illegible]



**SPECIAL LIMITED POWER OF ATTORNEY  
LAND USE APPLICATIONS**

**KNOW ALL MEN BY THESE PRESENTS**, that **Alexander E. Snowden** authorized on behalf of **ONWARD AND UPWARD LAND, LLC**, has made, constituted and appointed, and by these presents do hereby make, constitute and appoint **ANDREW M. CONDLIN** or **KIMBERLY M. LACY**, either of whom may act, our true and lawful attorney-in-fact ("the Attorney"), to act as our true and lawful attorney-in-fact in our name, place and stead with such full power and authority we would have, if acting personally, to file all such applications required by the City of Petersburg, Virginia (the "City"), with respect to that certain real property located in the City, commonly known as 2262 County Drive, containing approximately +/- 2.272 acres, and designated in the Real Estate Assessment Records of the County as Tax Parcel 040030006 (the "Property"), including, but not limited to, an application to rezone the Property and to submit and amend proffers. Our said Attorney is also authorized and directed to sign, seal, acknowledge and deliver all such documentation and consents as required for the Rezoning Application, and to do, execute and perform all and every other act or acts, thing or things in law needful and necessary to be done as required for the Rezoning Application and related to the Property, as fully as we might or could do if acting personally.

The undersigned hereby confirm all lawful acts done by the Attorney pursuant to this Special Limited Power of Attorney. We further declare that as against ourselves or persons claiming under us, everything which the Attorney shall do pursuant to this Special Limited Power of Attorney shall be valid and binding in favor of any person or entity claiming the benefit hereof who has not received actual written notice that this Special Limited Power of Attorney has been revoked.

{01561307;v1}



This authorization shall continue until it is otherwise rescinded or modified.

WITNESS the following signatures and seals this 30th day of August, 2023.

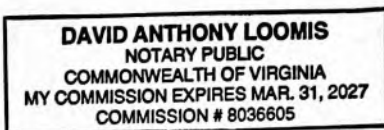
*Alexander Snowden* <sup>DL AES</sup> (SEAL)  
ONWARD AND UPWARD LAND, LLC

By: Alexander Snowden

Its: Manager

COMMONWEALTH OF VIRGINIA  
CITY/COUNTY OF Charlottesville, to-wit:

The foregoing instrument was acknowledged before me in my jurisdiction aforesaid by  
Alexander Snowden, as Manager <sup>AES</sup> of ONWARD AND UPWARD  
LAND, LLC, on behalf of the company, on this 30 day of August, 2023.



David Anthony Loomis  
Notary Public  
My Commission expires: 03/31/2027  
My Registration No.: 8036605



**SPECIAL LIMITED POWER OF ATTORNEY  
LAND USE APPLICATIONS**

**KNOW ALL MEN BY THESE PRESENTS**, that **MARY C. THACKSTON** authorized on behalf of **LARRY THOMAS CLEMENTS AND MARY C. THACKSTON and 2255 JAMESTOWN DRIVE, LLC** has made, constituted and appointed, and by these presents do hereby make, constitute and appoint **ANDREW M. CONDLIN** or **KIMBERLY M. LACY**, either of whom may act, our true and lawful attorney-in-fact ("Attorney"), to act as our true and lawful attorney-in-fact in our name, place and stead with such full power and authority we would have, if acting personally, to file all such applications required by the City of Petersburg, Virginia (the "City"), with respect to that certain real property currently under contract the undersigned, such real estate being located in the City, commonly known as situated along Jamestown Drive, containing approximately +/-73.87 acres, and designated in the Real Estate Assessment Records of the County as Tax Parcel 040030005 (the "Property"), including, but not limited to, an application to rezone the Property and to submit and amend proffers. Our said Attorney is also authorized and directed to sign, seal, acknowledge and deliver all such documentation and consents as required for the rezoning Application, and to do, execute and perform all and every other act or acts, thing or things in law needful and necessary to be done as required for the City of Petersburg Application and related to the Property, as fully as we might or could do if acting personally.

The undersigned hereby confirm all lawful acts done by our Attorney pursuant to this Special Limited Power of Attorney. We further declare that as against ourselves or persons claiming under us, everything which our Attorney shall do pursuant to this Special Limited Power of Attorney shall be valid and binding in favor of any person or entity claiming the benefit hereof who

(01520680)v1)



has not received actual written notice that this Special Limited Power of Attorney has been revoked.

This authorization shall continue until it is otherwise rescinded or modified.

WITNESS the following signatures and seals this 18 day of April, 2023.

Mary C. Thackston (SEAL)  
MARY C. THACKSTON, Individually

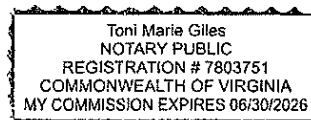
2255 JAMESTOWN DRIVE, LLC

Mary C. Thackston (SEAL)  
BY: MARY C. THACKSTON, Member

COMMONWEALTH OF VIRGINIA  
CITY/COUNTY OF Chesterfield, to-wit:

The foregoing instrument was acknowledged before me in my jurisdiction aforesaid by Mary  
C. Thackston, individually and as a member of 2255 JAMESTOWN DRIVE, LLC, on this 18 day  
of April, 2023.

Toni Marie Giles  
Notary Public  
My Commission expires: 6-30-2026  
My Registration No.: 7803751



[01520680/v1]



**SPECIAL LIMITED POWER OF ATTORNEY  
LAND USE APPLICATIONS**

**KNOW ALL MEN BY THESE PRESENTS**, that **LARRY THOMAS CLEMENTS** authorized on behalf of **LARRY THOMAS CLEMENTS AND MARY C. THACKSTON and 2255 JAMESTOWN DRIVE, LLC** has made, constituted and appointed, and by these presents do hereby make, constitute and appoint **ANDREW M. CONDLIN** or **KIMBERLY M. LACY**, either of whom may act, our true and lawful attorney-in-fact ("Attorney"), to act as our true and lawful attorney-in-fact in our name, place and stead with such full power and authority we would have, if acting personally, to file all such applications required by the City of Petersburg, Virginia (the "City"), with respect to that certain real property currently under contract the undersigned, such real estate being located in the City, commonly known as situated along Jamestown Drive, containing approximately +/-73.87 acres, and designated in the Real Estate Assessment Records of the County as Tax Parcel 040030005 (the "Property"), including, but not limited to, an application to rezone the Property and to submit and amend proffers. Our said Attorney is also authorized and directed to sign, seal, acknowledge and deliver all such documentation and consents as required for the rezoning Application, and to do, execute and perform all and every other act or acts, thing or things in law needful and necessary to be done as required for the City of Petersburg Application and related to the Property, as fully as we might or could do if acting personally.

The undersigned hereby confirm all lawful acts done by our Attorney pursuant to this Special Limited Power of Attorney. We further declare that as against ourselves or persons claiming under us, everything which our Attorney shall do pursuant to this Special Limited Power of Attorney shall be valid and binding in favor of any person or entity claiming the benefit hereof who has not received actual written notice that this Special Limited Power of Attorney has been revoked.

This authorization shall continue until it is otherwise rescinded or modified.

WITNESS the following signatures and seals this 18<sup>th</sup> day of April, 2023.

(01520672/v1)



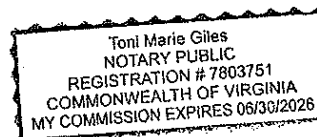
Larry Thomas Clements (SEAL)  
LARRY THOMAS CLEMENTS, Individually

2255 JAMESTOWN DRIVE, LLC  
Larry Thomas Clements (SEAL)  
BY: LARRY THOMAS CLEMENTS, MEMBER

COMMONWEALTH OF VIRGINIA  
CITY/COUNTY OF Chesterfield, to-wit:

The foregoing instrument was acknowledged before me in my jurisdiction aforesaid by Larry Thomas Clements, individually and as a member of 2255 JAMESTOWN DRIVE, LLC, on this 18 day of April, 2023.

Toni Marie Giles  
Notary Public  
My Commission expires: 6-30-2026  
My Registration No.: 7803751



{01520672/v1}



# SPECIAL LIMITED POWER OF ATTORNEY/LAND USE APPLICATIONS

PIN: 040-030006

Prepared By:  
THOMAS P CHEELEY, ESQ.  
VSB #16680  
2314 Boulevard  
Colonial Heights, Virginia 23834

**KNOW ALL MEN BY THESE PRESENTS**, that we, the undersigned, both jointly and individually have made, constitutes and appointed, and by these presents do hereby make, constitute and appoint ANDREW M. CONDLIN and/or KIMBERLY M. LACY, either of whom may act, our true and lawful Agents to act as our true and lawful attorney-in-fact, in name, place and stead with full power and authority we would have, if acting personally, to file any and all applications required by the City of Petersburg, Virginia (the "City"), with respect to that certain real property currently under contract with the undersigned as Sellers and Onward and Upward Land LLC, as Purchasers, with such land being located in the City of Petersburg, Virginia, commonly known as situated along County Drive, and containing approximately 2.272 +/- acres, and designated in the Real Estate Assessment Records of the City as Tax Parcel 040-030006 (the "Property"), including, but not limited to, an application to rezone the property and to submit and amend proffers; *however subject to*.

AGENTS SHALL NOT INCUR ANY COSTS, FEES, PROFFERS, OR ANY OTHER EXPENSES IN WHICH THE PRINCIPALS HEREIN SHALL BEAR OR BE REQUIRED TO REIMBURSE, OTHERWISE THE PRINCIPALS SHALL BE ENTITLED TO VOID THIS POWER OF ATTORNEY *AB INITIO*. AGENTS SHALL REIMBURSE AND/OR INDEMNIFY THE PRINCIPALS FOR ANY AND ALL EXPENSES THAT MAY ARISE ON ACCOUNT OF THEIR ACTIONS TAKEN BY VIRTUE OF THIS POWER OF ATTORNEY. REGARDLESS OF WHETHER THE REZONING REQUEST IS SUCCESSFUL OR NOT OR WHETHER THE CONTINGENT CONTRACT IS CONSUMMATED INTO A SETTLEMENT OR NOT, THE AGENTS HEREIN PERSONALLY OR THE PURCHASER AS THEIR PRINCIPAL OR EMPLOYER SHALL ASSUME AND BEAR RESPONSIBILITY FOR ALL COSTS AND DAMAGES.

The appointed Agents herein are authorized and directed to sign, seal, acknowledge and deliver all such documentation and consents as required for the rezoning Application, and to do, execute and perform all and every other act or acts, thing or things in law needful and necessary to be done as required for the City of Petersburg Application as related to the property, as fully as we might or could do if acting personally.

Page 1 of 2



The undersigned further confirm all lawful acts done by our Agents pursuant to this Special Limited Power of Attorney. We further declare that as against ourselves or persons claiming under us, everything which our Agent shall do pursuant to this Special Limited Power of Attorney shall be valid and binding in favor of any person or entity claiming the benefit hereof who has not received actual written notice that this Special Limited Power of Attorney has been revoked.

This express authorization shall continue until 12:01 P.M. on December 15, 2023 unless it is otherwise modified or rescinded by a written document recorded in the Circuit Court Clerk's Office of the City of Petersburg, Virginia.

WITNESS the following signatures and seals:

 (SEAL)  
WOODROW ARAKAWA

 (SEAL)  
TAE C. ARAKAWA

COMMONWEALTH OF VIRGINIA  
CITY OF COLONIAL HEIGHTS, to-wit::

The foregoing Instrument was acknowledged before me on this 24th day of April, 2023, by  
WOODROW ARAKAWA and TAE C. ARAKAWA.

  
Notary Public

My Commission expires: April 30, 2023  
Notary Registration No: 198664.





**AN ORDINANCE APPROVING A PETITION TO REZONE THE PROPERTY LOCATED AT 2255 JAMESTOWN ROAD FROM A, AGRICULTURAL 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 WITH THE REFERENCED PROFFER.**

WHEREAS, the City of Petersburg received a Petition to rezone the property located at 2255 Jamestown Road, PIN: 040030005 from A, Agricultural Zoning District to M-1, Light Industrial Zoning District, and 2262 County Drive, PIN: 040030006 from B-2, General Commercial Zoning District to M-1, Light Industrial Zoning District; 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 Light Industrial/Flexible; and

WHEREAS, the Planning Commission has considered the petition during the August 17, 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 and consideration of a petition to rezone the property located at 2255 Jamestown Road and 2262 County Drive, and the public hearing was advertised, in accordance with applicable laws.

WHEREAS, a proffer was presented as outlined in the Attachment A, Proffer Statement for 2023-REZ-05, to ensure a buffer of up to 150 feet, subject to engineering, is provided.

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Petersburg that the petition to rezone the property located at 2255 Jamestown Road, PIN: 040030005 from A, Agricultural Zoning District to M-1, Light Industrial Zoning District, and 2262 County Drive, PIN: 040030006 from B-2, General Commercial Zoning District to M-1, Light Industrial Zoning District is hereby approved with the attached proffer.



**ATTACHMENT A: PROFFER STATEMENT FOR 2023-REZ-05**

**A Petition to rezone the property located at 2255 Jamestown Road from A, Agricultural, 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.**

Date of Proffer: August 30, 2023

Project Name: Jamestown Drive Warehouses 2023-REZ-05

Owner: Onward and Upward Land, LLC, Larry Thomas Clements, Mary C. Thackston, and 2255 Jamestown Drive, LLC

Existing Zoning: A (Agricultural) and B-2 (General Commercial)

Zoning Requested: M-1 (Light Industrial)

Acreage of Parcel(s): 76.142 acres

Voting District(s): 1

Tax Map #(s): 040030005 (2255 Jamestown Road) and 040030006 (2262 County Drive)

Exhibit(s)/Reference(s): Concept Plan referenced below

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The Term "Owner" as referenced within this document shall include within its meaning the owner, or owners, of record of the Property, or properties, and their successors in interest.

The Owner hereby voluntarily proffers the conditions listed herein which shall be applied to the above-referenced property owned by Onward and Upward Land, LLC, Larry Thomas Clements, Mary C. Thackston, and 2255 Jamestown Drive, LLC, provided that the City of Petersburg City Council accepts these proffers and approves the rezoning of the land to the M-1 district.

Enhanced Landscape Buffer. A natural and landscaped buffer shall be provided along the eastern boundary line of the Property in the area as generally shown on the conceptual plan entitled "JAMESTOWN DRIVE WAREHOUSES, CITY OF PETERSBURG, VIRGINIA", prepared by sekivsolutions and dated June 13, 2023. Such buffer shall be planted with such landscaping and be of a width of up to one hundred fifty (150) feet, or such lesser width as necessary to provide adequate visual screening upon the maturity of the landscape elements for the existing homes on the properties adjoining such buffer, subject to existing landscaping, topography, utility easements and environmental areas, all as determined at the time of site plan review to create an adequate landscape screen. Landscaping within such buffer area shall consist of a combination of existing and new deciduous and evergreen trees and plant material.



The undersigned Owner hereby proffers that the use and development of the Property shall be in conformance with the proffers and conditions herein above. This document shall supersede all other agreements, proffers or conditions that may be found to be in conflict. The Owner agrees that all proffers shall be binding to the property, which means the proffers shall be transferred to all future property successors of the land.

Andrew M. Cordlin, by Power of Attorney

  
Signature

8/30/23  
Date

Agreed and Accepted: The City of Petersburg, Virginia City Council

By \_\_\_\_\_, Mayor

Signature

Date



March 23, 2023

Stig Owens  
Sekiv Solutions

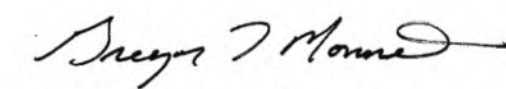
Re: Wetland Delineation and RPA Determination  
2255 Jamestown Dr and 2262 County Drive  
Petersburg, VA

Dear Mr. Owens:

Enviro-Utilities, Inc. (EU) evaluated the above property to conduct a wetland delineation and Resource Protection Area (RPA) determination study on the referenced property. Wetlands were delineated utilizing the Routine Determination Method as outlined in the 1987 Corps of Engineers Wetland Delineation Manual. Any connected or contiguous streams (Waters of the US) were evaluated for perennality using the North Carolina DEQ Stream Identification Method. Forested wetlands were observed on the property and were flagged in the field and GPS located. The wetland locations are shown on the attached map. The streams which were downstream of the wetlands on the property scored as intermittent, therefore, these waters and associated wetlands do not have an associated RPA buffer. The stream scoring results are attached

We have enclosed RPAD supporting documentation and maps. If you have any further questions on this matter, please don't hesitate to contact us.

Sincerely,



Gregory Monnett, PhD, LPSS  
Professional Licensed Soil Scientist #308

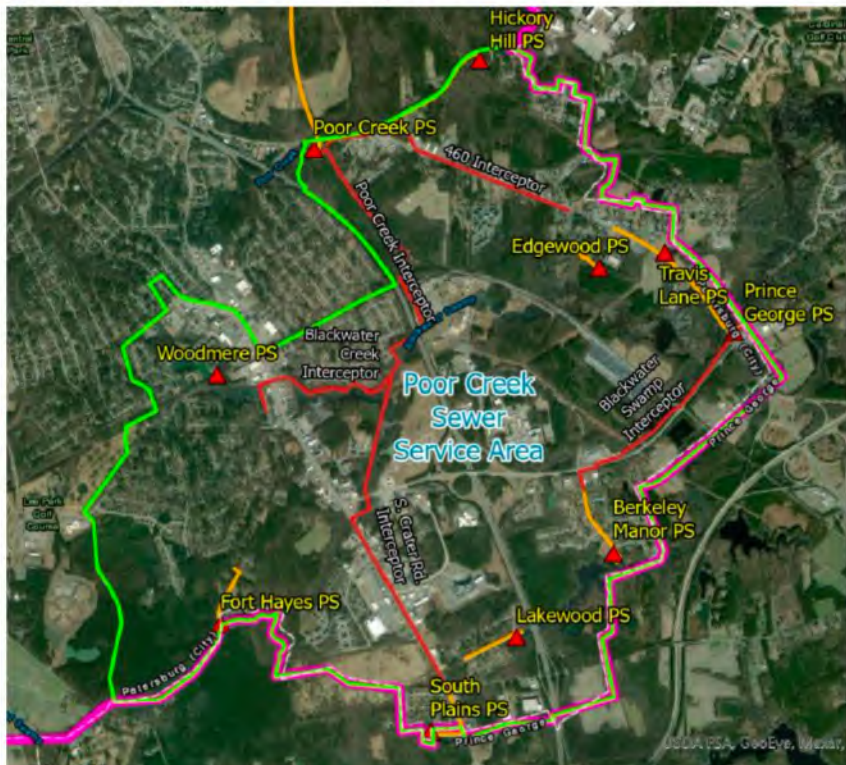
1 RPA DETERMINATION LETTER

NOT TO SCALE



Poor Creek Sewer Service Area

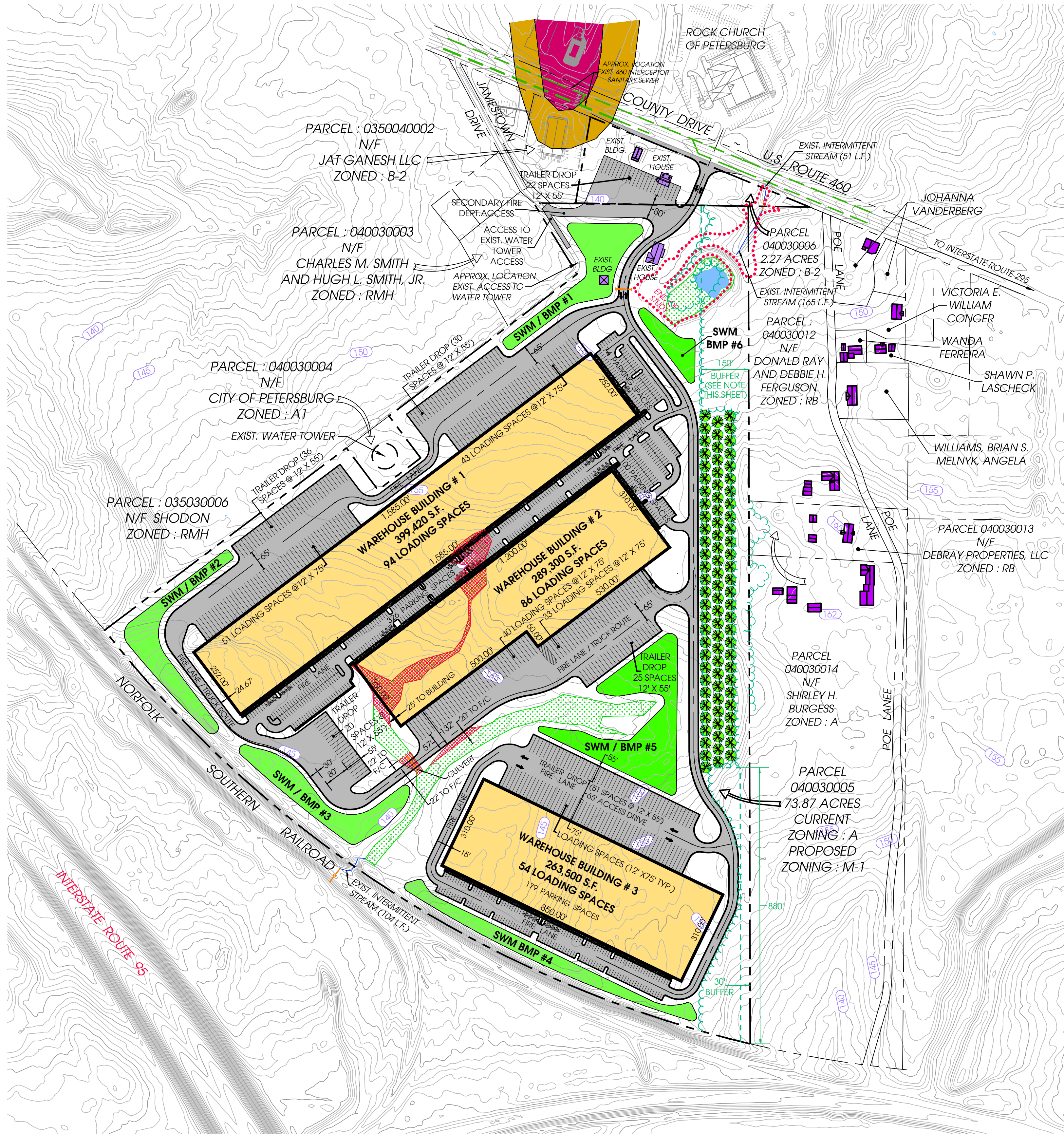
Pump Stations and Sewer Interceptors



6.9 Miles (36,000+ feet) of  
Gravity Interceptor Lines  
(18" Pipes and larger)

2 EXISTING SANITARY SEWER MAP

NOT TO SCALE

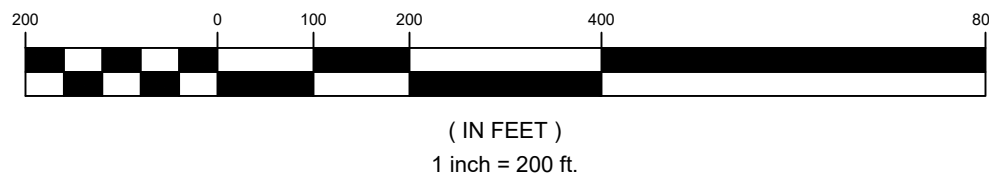


NOTE :  
BUFFER TO BE UP TO A 150 FOOT BUFFER, AS REQUIRED TO  
PROVIDE ADEQUATE SCREENING, SUBJECT TO EXISTING  
LANDSCAPING, TOPOGRAPHY, UTILITY EASEMENTS AND  
ENVIRONMENTAL AREAS.

LEGEND

- DENOTES APPROXIMATE LOCATION OF EXISTING PALUSTRINE FORESTED WETLANDS (TOTAL AREA = 123,437 S.F. OR 2.83 ACRES)
- DENOTES APPROXIMATE LOCATION OF IMPACTED EXISTING PALUSTRINE FORESTED WETLANDS (IMPACTED AREA = 43,032 S.F. OR 0.988 ACRES)
- DENOTES APPROXIMATE LOCATION EXISTING INTERMITTENT STREAM
- DENOTES APPROXIMATE LOCATION EXISTING RESOURCE MANAGEMENT AREA (RMA)
- DENOTES APPROXIMATE LOCATION EXISTING RESOURCE PROTECTION AREA (RPA)
- DENOTES TRUCK ROUTE THRU SITE
- DENOTES ASSUMED EXISTING STORM DRAINAGE CULVERT COLLECTING DRAINAGE FROM THIS SITE
- DENOTES APPROXIMATE LOCATION PROPOSED DRAINAGE CULVERT
- DENOTES APPROXIMATE LIMITS OF EXISTING 100 YEAR FLOOD PLAIN
- DENOTES LIMITS OF PROPOSED BUFFER
- DENOTES LIMITS OF CLEARING AND/OR EXISTING TREE LINE
- DENOTES PROPOSED EVERGREEN TREE PLANTINGS

GRAPHIC SCALE



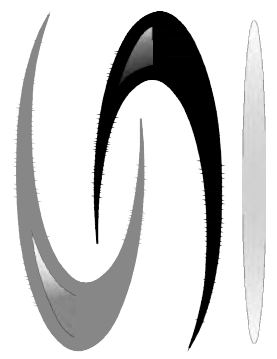
Section 3. - Height, area and bulk regulations.

Height, area and bulk requirements shall be as set forth in the chart of article 22, and in addition the following regulations shall apply:

- (1) There shall be a side yard not less than ten (10) feet in width on the side of a lot adjoining a residence district;
- (2) There shall be a rear yard not less than ten (10) feet in depth on the rear of a lot adjoining a residence district;
- (3) Whenever any building in the "M-1" Light Industrial District adjoins or abuts upon a residential district, such building shall not exceed two (2) stories nor thirty-five (35) feet in height, unless it is set back one foot from all required yard lines for each one foot of additional height above thirty-five feet.

3 ORDINANCE ~ ARTICLE 17 ~ SECTION 3

NOT TO SCALE



DATE : JUNE 13, 2023

REVISION BLOCK	
DATE	DESCRIPTION

ONWARD & UPWARD LAND, LLC  
240 W. MAIN STREET SUITE 100  
CHARLOTTESVILLE, VIRGINIA 22902

JAMESTOWN  
DRIVE  
WAREHOUSES  
CITY OF  
PETERSBURG  
VIRGINIA

REZONING  
APPLICATION  
CONCEPT PLAN

SHEET NO.

C1



Mr. Darryl E. Walker  
Stormwater Program Manager  
Office of Development and Operations  
1340 East Washington Street  
Petersburg, VA 23803  
Direct Telephone: 804.733.2357  
Office Telephone: 804.733.2353

April 5, 2023

Re: **Jamestown Drive Warehouses - RPA Determination Approval**  
2255 Jamestown Drive & 2262 County Drive - City of Petersburg, VA

Dear Mr. Walker:

As you are aware, Greg Monnett of **Enviro-Utilities** performed a wetlands and Waters of the U.S. delineation for the proposed project located at the above referenced location (see exhibit below). In conjunction with this effort, **Enviro-Utilities** also performed a Resource Protection Area Determination (RPAD) and submitted this report to you for review and approval on March 28, 2023. In this report, it is stated that .... **"Enviro-Utilities, Inc. (EU) evaluated the above property to conduct a wetland delineation and Resource Protection Area (RPA) determination study on the referenced property. Wetlands were delineated utilizing the Routine Determination Method as outlined in the 1987 Corps of Engineers Wetland Delineation Manual. Any connected or contiguous streams (Waters of the US) were evaluated for perennality using the North Carolina DEQ Stream Identification Method. Forested wetlands were observed on the property and were flagged in the field and GPS located. The wetland locations are shown on the attached map. The streams which were downstream of the wetlands on the property scored as intermittent, therefore, these waters and associated wetlands do not have an associated RPA buffer."**

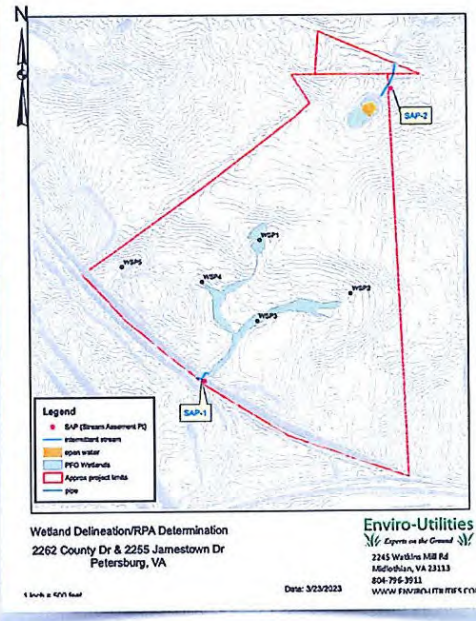
In an email back to Greg Monnett on March 28, 2023, you stated that you **"typically do not review site-specific RPA determinations submitted apart from the development plan submittals during the site plan review process. I will review the report upon the initial submittal of the proposed site plan and provide any comments I have at that time (along with the site plan comments from that initial submittal)."**

In other jurisdictions, we routinely have RPAD's reviewed and approved prior to the development of the site plans. In fact, because it is such a vital component to the overall planning and site plan development process, it is preferred to have this approval prior to the preparation of the site plans such that no time is wasted speculating on the limits of the RPA. Therefore, we respectfully request that the RPAD be reviewed and evaluated during the rezoning process for these properties such that the site plans can be developed with more certainty relative to constraints of the existing conditions. Thus, we have included this letter as part of the formal rezoning application.

Thank you for your consideration, and we hope to hear from you soon on this issue.



Stig Owens, P.E.  
sektivolutions



Sektiv Solutions, LLC | 14207 Pond Chase Place, Midlothian, VA | Phone: 804.938.8864 | Email: sowens@sektivolutions.com



March 23, 2023

Stig Owens  
Sekiv Solutions

Re: Wetland Delineation and RPA Determination  
2355 Jamestown Dr and 2362 County Drive  
Petersburg, VA

Dear Mr. Owens:

Enviro-Utilities, Inc. (EUI) evaluated the above property to conduct a wetland delineation and Resource Protection Area (RPA) determination study on the referenced property. Wetlands were delineated utilizing the Routine Determination Method as outlined in the 1987 Corps of Engineers Wetland Delineation Manual. Any connected or contiguous streams (Waters of the US) were evaluated for perenniality using the North Carolina DQ Stream Identification Method. Forested wetlands were observed on the property and were flagged in the field and GPS located. The wetland locations are shown on the attached map. The streams which were downstream of the wetlands on the property scored as intermittent, therefore, these waters and associated wetlands do not have an associated RPA buffer. The stream scoring results are attached.

We have enclosed RPAD supporting documentation and maps. If you have any further questions on this matter, please don't hesitate to contact us.

Sincerely,

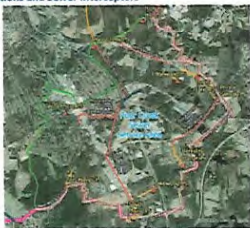
*Gregory Mannett*  
Gregory Mannett, PhD, LPSS  
Professional Licensed Soil Scientist #108

**1 RPA DETERMINATION LETTER**  
NOT TO SCALE



Poor Creek Sewer Service Area

Pump Stations and Sewer Interceptors



6.9 Miles (16,000+ feet) of  
Gravity Interceptor Lines  
(3" Pipe and larger)

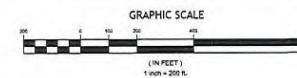
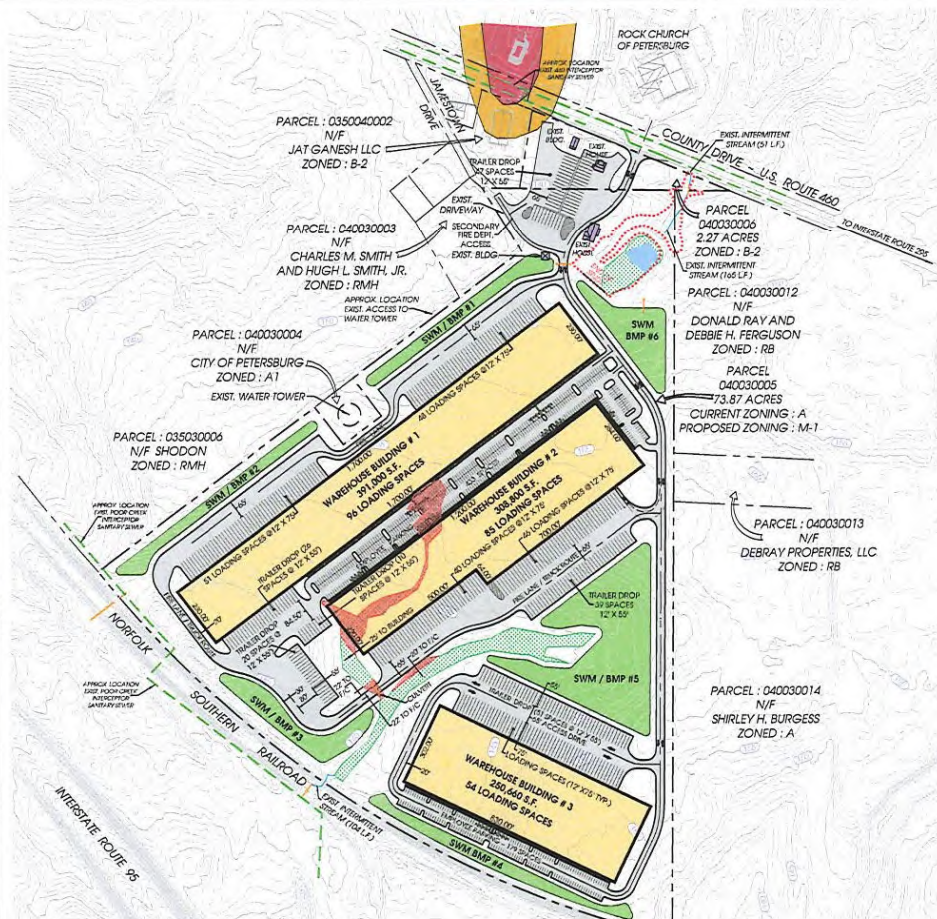
**2 EXISTING SANITARY SEWER MAP**  
NOT TO SCALE

**Section 3 - Height, area and bulk regulations.**

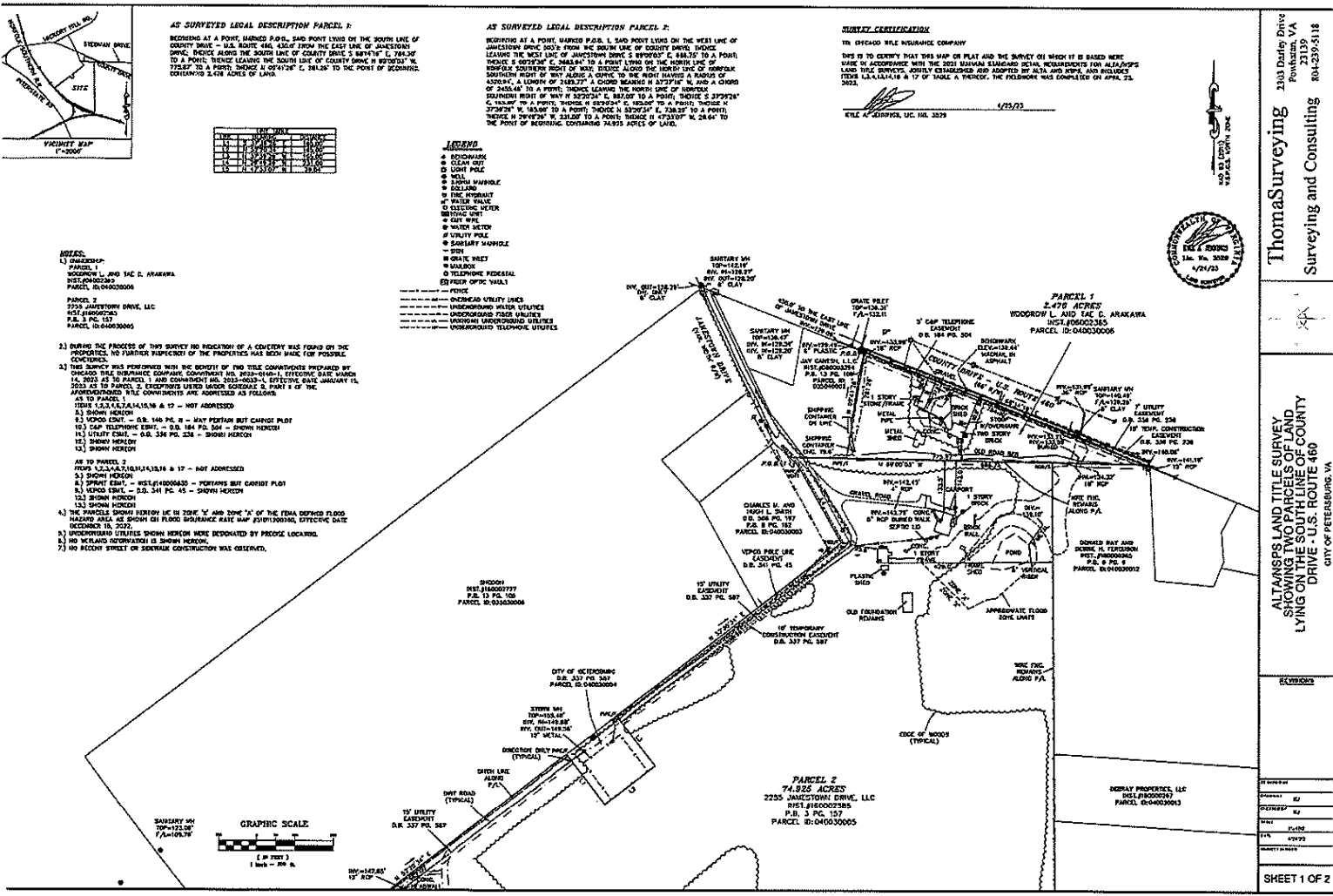
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**3 ORDINANCE - ARTICLE 17 - SECTION 3**  
NOT TO SCALE







ThomasSurveying  
2303 Darby Drive  
Petersburg, VA 23103  
804-239-5118  
Surveying and Consulting

ATLANTIS LAND TITLE SURVEY  
SHOWING TWO PARCELS OF LAND  
LYING ON THE SOUTH LINE OF COUNTY  
DRIVE - U.S. ROUTE 460  
CITY OF PETERSBURG, VA

DATE: 4/25/23

BY: [Signature]

FOR: [Signature]

PROJECT: 2255 JAMESTOWN DRIVE, LLC  
PARCEL ID: 040030005

SHEET 1 OF 2

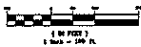




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T/A=108.39'

GRAPHIC SCALE



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12' ROP

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D.B. 322 PG. 587  
PARCEL ID:040030004

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WV. C=148.86'  
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DIRECTION ONLY P.A.  
(TYPICAL)

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EASEMENT  
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WV. C=148.86'  
12' WICAL

DIRECTION ONLY P.A.  
(TYPICAL)

DITCH LINE  
ALONG P.A.

12' UTILITY  
EASEMENT  
D.B. 257 PG. 587

ENC-147.52'

12' ROP

ENC-143.66'

30' WICAL

ENC-143.66'

30' WICAL

ENC-143.66'

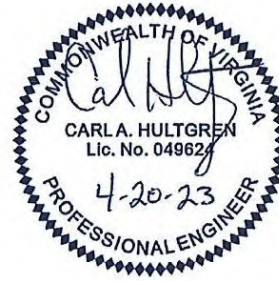
30' WICAL



## TRAFFIC IMPACT ANALYSIS

To: Reginald Tabor  
Bill Riggleman  
Cc: Alexander Snowdon  
Stig Owens, P.E.  
From: Carl Hultgren, P.E., PTOE  
Date: April 20, 2023  
Subject: Jamestown Commerce Park – Traffic Impact Analysis

City of Petersburg  
City of Petersburg  
Harrow Management, LLC  
Sekiv Solutions



### Introduction

Harrow Management, LLC is proposing to construct a commerce park on the south side of U.S. 460 (County Drive) east of Jamestown Drive. The development plan includes up to 970,000 square feet (s.f.) of industrial / warehouse / distribution center space. The access plan includes one right in / right out driveway on County Drive, and one secondary fire department access from Jamestown Drive. If approved, the development is assumed to be in operation by 2025. All assumptions are based on the scoping meeting with the City on February 16.

### Scope of the Analysis

The objective of this analysis is to evaluate turn lane warrants at the proposed site driveway on County Drive. Figure 1 shows the site location and study intersection and the preliminary site plan is shown in Figure 2.

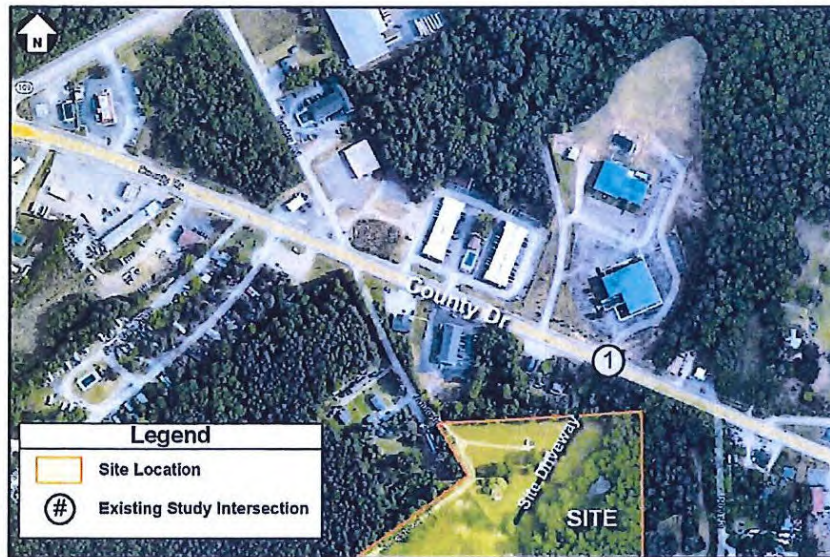


Figure 1: Site Location and Study Intersection



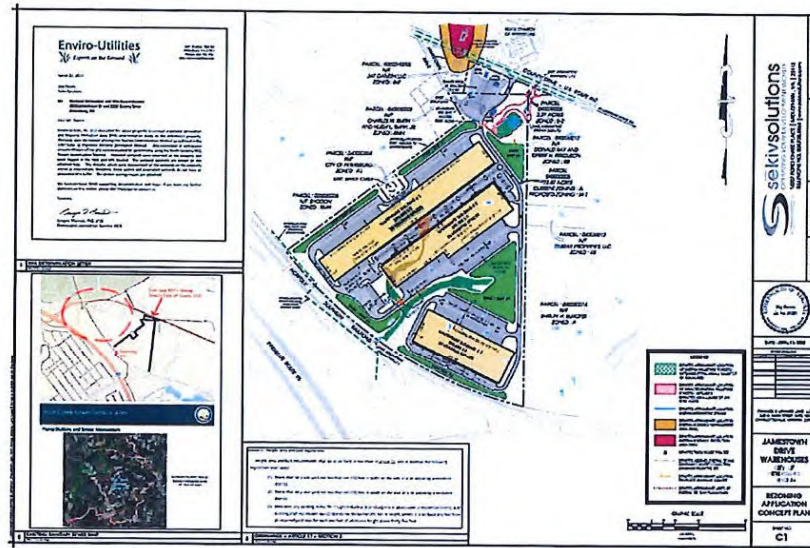


Figure 2: Preliminary Site Plan

### Existing Conditions

County Drive is a four-lane undivided Principal Arterial with a posted speed limit of 35 mph and a 2021 average daily traffic (ADT) volume of 10,000 vehicles per day (vpd).

A 12-hour (7:00 AM – 7:00 PM) turning movement traffic count was conducted at the intersection of County Drive at Church Driveway / Barber Shop Driveway on March 7 by Burns Services, Inc. The AM peak hour occurred from 7:15 – 8:15 AM and the PM peak hour occurred from 4:45 – 5:45 PM. The count data is included in the Appendix and the existing 2023 traffic volumes are shown in Figure 3.

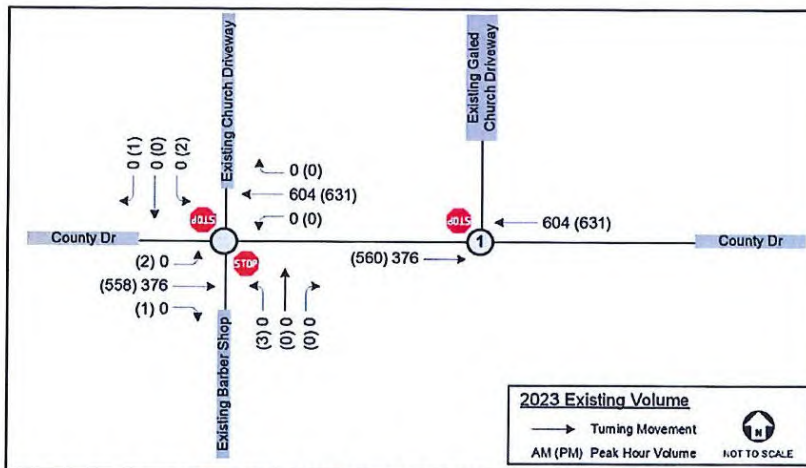


Figure 3: Existing 2023 AM and PM Peak Hour Traffic Volumes



## No-Build Conditions

### Approved Developments

Based on our TIA scope meeting, we understand that there are no nearby approved developments that will impact the site driveway.

### No-Build 2025 Traffic Volumes

The existing traffic volumes were increased by an annual growth rate of 1.0% for two years to estimate the No-Build 2025 traffic volumes, which are shown in Figure 4.

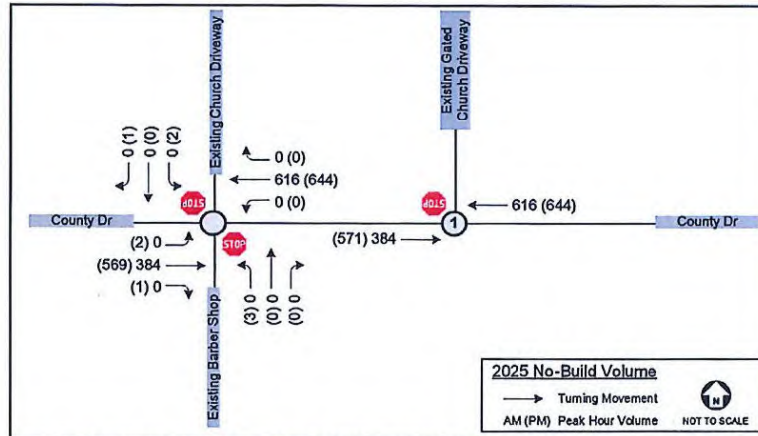


Figure 4: No-Build 2025 AM and PM Peak Hour Traffic Volumes

## Build Conditions

### Site Generated Trips

Table 1 shows the trip potential of the proposed commerce park based on the 11<sup>th</sup> Edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual.

Table 1: ITE Trip Generation – Typical Weekday – 11<sup>th</sup> Edition

Land Use (ITE Land Use Code)	Size	Average Daily Traffic (vpd)		AM Peak Hour (vph)		PM Peak Hour (vph)	
		Enter	Exit	Enter	Exit	Enter	Exit
High-Cube Transload and Short-Term Storage Warehouse (154)	260,000 SF	182	182	16	5	7	19
High-Cube Fulfillment Center Warehouse (Non-Sort) (155)	710,000 SF	643	643	86	21	44	70
<b>Total</b>	<b>970,000 SF</b>	<b>825</b>	<b>825</b>	<b>102</b>	<b>26</b>	<b>51</b>	<b>89</b>
80% Passenger Cars		660	660	82	21	41	71
20% Trucks		165	165	20	5	10	18



### Site Trip Distribution

The following site trip distribution was based on input from the City during the scoping meeting:

Inbound trips:

- 65% from the west on County Drive
- 35% from the east on County Drive

Outbound trips:

- 100% to the east on County Drive

The site trip distribution and assignment are shown in Figure 5 and Figure 6, respectively.

### Build (2025) Traffic Volumes

The build traffic volumes were estimated by adding the no-build traffic volumes (Figure 4) and the site trip assignment (Figure 6). Figure 7 shows the build 2025 peak hour traffic volumes.

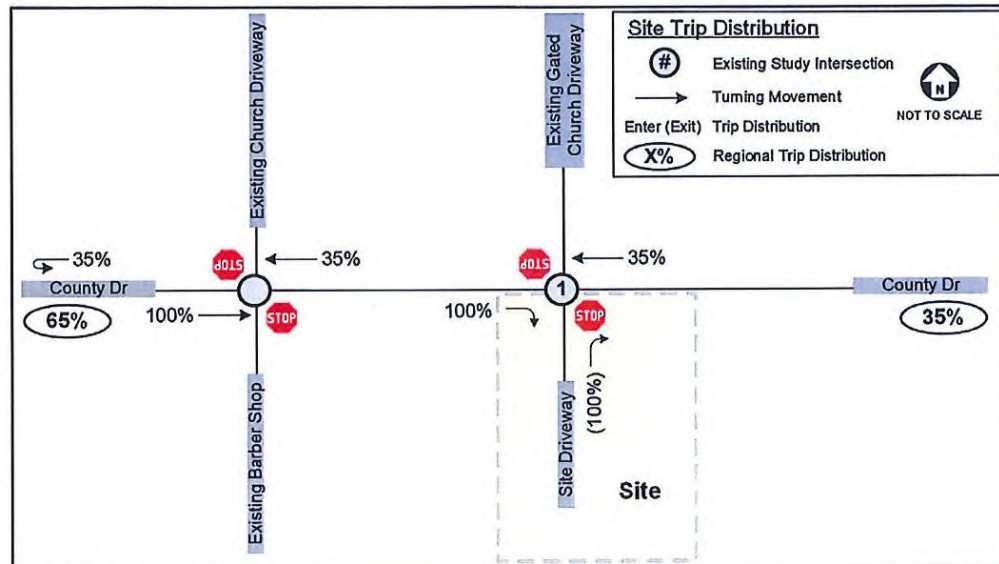
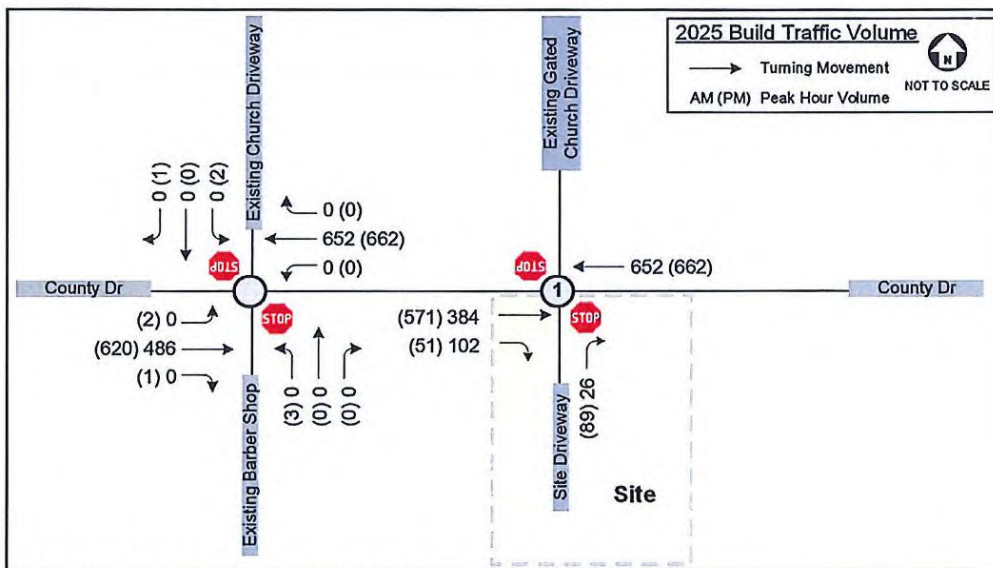
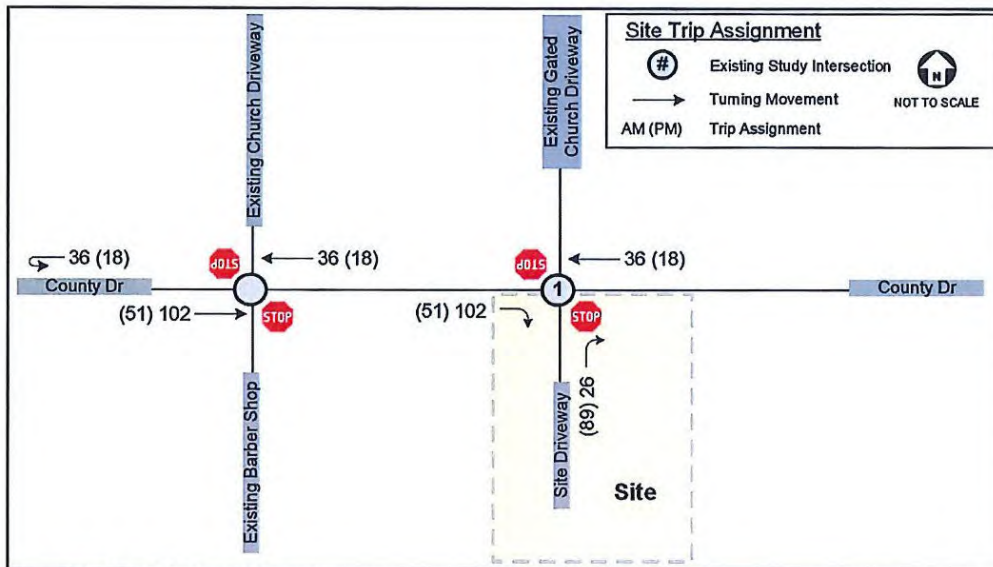


Figure 5: Site Trip Distribution







## Turn Lane Warrant Analysis

The need for an eastbound right-turn lane was evaluated at the site driveway under build 2025 conditions. The VDOT turn lane warrant graphs are included in the Appendix.

**Table 2: Right-Turn Lane Warrant Analysis**

Intersection	Approach Volume	Right Turn Volume	Minimum Right Turn Taper Threshold	Minimum Right Turn Full Lane Threshold	Treatment
County Drive at Site Driveway (AM)	486	102	21	55	Full-width Lane and Taper Required
County Drive at Site Driveway (PM)	622	51	20	40	Full-width Lane and Taper Required

## Capacity Analysis

Capacity analysis was performed at the study intersection during the weekday AM and PM peak hours under the build analysis scenario. Synchro, Version 11 was used to analyze the study intersection based on the Highway Capacity Manual (HCM) methodology and includes level of service (LOS), delay, and queue lengths for the turning movements analyzed. SimTraffic queues were based on the maximum of an average of 10 microsimulation runs. The queueing analysis results are summarized in the table below and the Synchro / SimTraffic output reports are included in the appendix.

For unsignalized intersections, the average delays for the minor street movements are described as short delays (less than 25 seconds), moderate delays (between 25 and 50 seconds), and long delays (greater than 50 seconds). It is common for side street movements to experience long delays during the peak hours at intersections with major thoroughfares.

**Table 3: Level-of-Service Summary for County Drive at Church Driveway / Site Driveway**

Condition	Lane Group	Lane Storage (ft.)	AM Peak Hour			PM Peak Hour		
			LOS	Delay (sec)	Queue (ft.)	LOS	Delay (sec)	Queue (ft.)
Build (2025) Conditions	EBT	-	-	-	-	-	-	-
	EBR	200	-	-	-	-	-	-
	WBT	-	-	-	-	-	-	-
	NBR	-	B	10.0	3	B	11.7	13

Under build conditions, the minor street right-turn movement is anticipated to operate with short delays during the AM and PM peak hours with the following configuration:

- Construct the site driveway with one ingress lane and one egress lane
- Construct an eastbound right turn lane on County Drive with 200 feet of storage and 150 feet of taper

## Access Management

Access Management regulations were evaluated for the proposed site driveway on County Drive based on VDOT's Road Design Manual Appendix F. County Drive is classified as a Principal Arterial with a posted speed limit of 35 mph therefore, VDOT requires at least 305 feet of spacing. The proposed driveway is 465 feet east of the California Inn driveway and 390 feet west of Poe Lane, so an Access Management Exception (AME) is not required.



## Conclusions

Based on the results of the analysis, the site driveway is expected to operate with short delays and queues under build 2025 conditions with the following configuration:

- Construct the site driveway with one ingress lane and one egress lane
- Construct an eastbound right turn lane on County Drive with 200 feet of storage and 150 feet of taper

The recommended lane configuration can be seen in Figure 8

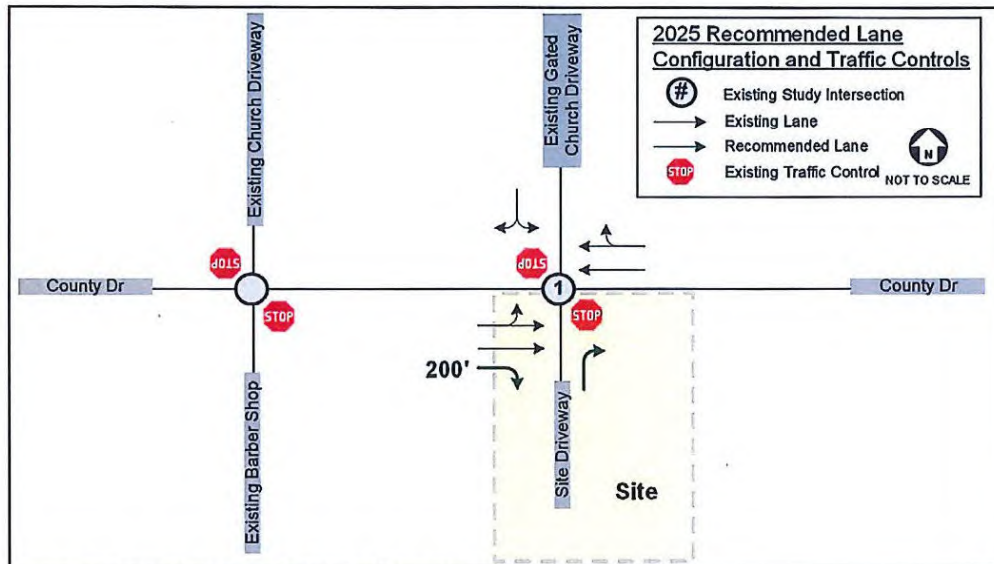


Figure 8: Build 2025 Recommended Lane Configuration



Direct Dial: 804.420.6458  
sgraham@williamsmullen.com

July 10, 2023

The Honorable Members of City Council  
135 N. Union Street  
Petersburg, VA 23803

**Re: Rezoning Application 2023-REZ-05 to Rezone  
2255 Jamestown Road (Currently Zoned A, Agricultural District)  
and 2262 Country Drive (Currently Zoned B-2, General Commercial  
District) to M-1, Light Industrial District**

Members of the City Council,

I write today to encourage your support for rezoning application 2023-REZ-05, which requests the rezoning of 2255 Jamestown Drive and 2262 County Drive to M-1.

The applicant's proposed development offers an extraordinary economic development opportunity for the City, which will benefit both its economy and, most importantly, its citizens for decades to come.

Moreover, due to the property's unique physical features and site design, it can support over 650 new jobs and \$1 million per year in annual property tax revenue, all with minimal impact on surrounding citizens. Stated simply, the cost-benefit tradeoff of this project is extremely favorable for the City, as detailed thoroughly below.

I thank you for your consideration of this issue, and I ask that you support the application.

## **Summary**

### **1. Consistency with the Comprehensive Plan**

- The comprehensive plan has specifically designated this property for future light industrial use, and the rezoning application is exactly consistent with that designation.
- The City has asked for light industrial use at this site, and that is precisely what the applicant is asking to provide.
- The comprehensive plan was approved after rigorous analysis of each parcel's highest and best use, and with an eye toward achieving the City's land use and economic development goals.
- If the City hopes to achieve those land use and economic development goals, it is inevitable that this site must be repurposed to light industrial use.



**2. Planning Department Has Recommended in Favor of Rezoning**

- After thorough study and discussion with the applicant, the Department of Planning and Community Development (the “Planning Department”) unambiguously recommended in favor of this rezoning.
- The Planning Department specifically noted the site’s suitability to the applicant’s proposed use, the proposal’s consistency with the comprehensive plan, the site’s minimal disturbance to surrounding properties, and its enormous economic development potential for the City.
- The Planning Department’s report recommending the rezoning is attached as Exhibit A for further review.

**3. Petersburg Economic Development Authority and Virginia Gateway Region Have Both Recommended in Favor of Rezoning**

- Consistent with the Planning Department’s recommendation, the Petersburg Economic Development Authority and Virginia Gateway Region also recommended in favor of rezoning.
- This recommendation (detailed in the attached Exhibit A) was based on the site’s potential to:
  - a. Create over 650 jobs in the City,
  - b. Pay residents approximately \$34 million per year in newly created salaries, which those residents can then reinvest in the local community,
  - c. Attract national-caliber employers to invest in the City, and
  - d. Bolster the City’s tax base by creating over \$1 million per year in additional property tax revenue.
- As this data clearly reflects, this development would offer substantial economic benefits to the City itself, and to the hundreds of citizens employed there.
- Accordingly, the applicant’s proposal is both extremely supportive of the City’s economic development goals, and entirely consistent with the future land use designation of this site.

**4. Scarcity of Economic Development Sites**

- Given the City’s small land area, and significant existing development, very few remaining sites are large enough to support sizable corporate investment.
- There are even fewer such sites well suited to e-commerce and logistics uses (which require close highway proximity and frontage on major roads).
- Given the scarcity of land suitable for large corporate investment, this rezoning offers an extremely rare opportunity for the City to attract a substantial, institutional-grade employment center inside the City limits.



**5. Current Land Use is Undesirable**

- The property in question is currently used as a farm, which is an extremely under-productive use of the City's scarce developable land.
- While rural land is well suited to farming, large properties within the City limits should be used for more productive purposes, and in ways that create jobs and income for its citizens.

**6. Alternative Uses Are Unfeasible**

- This land is located in the Poor Creek Sewer Service Area, which suffers from extremely limited water and sewer capacity.
- Accordingly, water-intensive uses in this area are unfeasible due to limited utility capacity, which makes any reasonably dense residential use impossible.
- Accordingly, if this rezoning application is rejected, it is extremely unlikely that this property could be developed for any other commercially viable purpose.
- On the contrary, the applicant's proposed light industrial use is the single lightest user of water and sewer capacity of any potential use of this site (see the "Density Matrix" attached as Exhibit B, and a summary of its findings, attached as Exhibit C).
- Accordingly, light industrial is both an extremely attractive use of this site from a utility capacity perspective, and likely the only feasible use for which this property could be developed.

**7. Light Industrial Offers the Least Traffic of Any Potential Use**

- The applicant's traffic study verifies that the proposed light industrial use would generate significantly less traffic than any potential alternative use.
- Accordingly, if opponents express concerns about traffic, they should actually find light industrial use extremely attractive relative to any potential residential use.
- In addition to generating the lowest possible traffic count, this site is exclusively accessible from major arterial roads, such that none of its vehicles will ever travel through residential neighborhoods.
- Moreover, applicant purposefully elected a "right-in, right-out" ingress/egress configuration, so that vehicles will never cross County Drive to either enter or exit the site, and can do so seamlessly without creating any meaningful traffic interruptions.
- This was a very intentional choice, and a concerted effort to minimize any traffic impact.
- In summary, not only does applicant's proposal offer the single lowest traffic count of any potential use for the site, it also configures traffic flow in a uniquely seamless manner that eliminates the risk of congestion.
- See the attached Exhibits B and C ("Density Matrix" and accompanying summary letter) for details.
- Also attached (as Exhibit D) is an analysis by Gorove Slade (Virginia's leading traffic engineers), confirming that the proposed development would have extremely minimal traffic effects on either PAT transit buses, or school buses using County Drive.



## 8. Minimal Residential Impact

- First, the site is surrounded on three sides by (i) railroad tracks and dense woods, (ii) a 30-acre densely wooded parcel, and (iii) Route 460 (a major arterial road).
- Accordingly, the property creates zero disturbance to residents on three of its four sides.
- On the fourth side, the property is adjoined by two single family homes (on Poe Lane).
- In response to the Planning Commission's concerns about noise on Poe Lane from the proposed development, the applicant has offered either:
  - a. To plant a 150-foot tree buffer on its eastern boundary adjoining Poe Lane (in an area otherwise used for the proposed development), or preferably
  - b. To pay the Poe Lane neighbors an ample budget to plant a tree buffer on their properties (at applicant's expense).
- Under either of the above options, the contemplated buffer (notably half the length of a football field) will shield the two Poe Lane homes from any views of the site, and will dramatically dampen any sound.
- Accordingly, this tree buffer will allow all four sides of the property to be shielded from residential homes, thereby allowing it to be built without any meaningful negative impact on surrounding properties.

### Mitigation Option 1 (Buffer on Applicant's Site)

- This proposed option would entail the applicant planting a 150-foot buffer of dense evergreen trees along the boundary line of the development site, bordering the two Poe Lane homes.
- Please see the attached Exhibits E and F, for a conceptual plan showing this newly added buffer, along with a cross-section demonstrating the buffer's total visual screening of the site.
- This significant concession by the applicant would cost them over \$1 million (in both lost square footage value and tree planting costs).
- More importantly, this option would destroy over \$3.5 million worth of developable space on the subject property, which would reduce city-taxable property value and, most negatively, eliminate approximately 33 jobs that the site could otherwise offer to citizens of the city.
- As the applicant aims to create as many jobs as possible for the city's residents, we believe that the greatest total benefits to those citizens could be achieved by planting the buffer on the neighboring properties (as described below).

### Mitigation Option 2 (Buffer on Neighbors' Site)

- As a potential alternative, the applicant would gladly offer to work with the two adjoining landowners to provide an appropriate budget for the planning of trees on their own parcels, at the applicant's sole expense.
- Both of the Poe Lane properties have large, cleared fields bordering the proposed development site, and could thus accommodate this buffer area easily.
- By paying for this tree buffer on the neighboring parcels, the applicant could achieve the same buffering effect for the benefit of those neighbors, but without destroying \$3.5 million of taxable value, and depriving 33 Petersburg residents of new jobs.



**9. Private Interests Should Not Block Public Benefits**

- Long before the Planning Commission hearing, the applicant proactively offered to buy the two Poe Lane homes at their full market value, so that those homeowners would not experience any disturbance or financial impact from the development of this site.
- Both of those homeowners summarily rejected the applicant's full-price purchase offers, and instead elected to oppose the creation of 650+ jobs and \$34 million in salaries payable to their fellow Petersburg residents.
- In offering over \$1 million in potential mitigation costs, the applicant has expressed its willingness to incur significant expense and effort to mitigate any concerns about noise or views from the two Poe Lane homes, while preserving as many of the site's 650 jobs as possible.

**Conclusion**

The applicant's proposed rezoning is:

1. Perfectly consistent with the City's comprehensive plan,
2. Highly supportive of the City's economic development goals,
3. A unique opportunity to attract large-scale investment and over 650 jobs inside the City limits,
4. From an engineering perspective, the only feasible use of this utility-constrained property,
5. Among alternative potential uses, the single least impactful option from a traffic perspective, and
6. Minimally impactful to any residential properties, and with highly mitigated impacts on the only two affected homes.

For these many reasons, we ask that the City Council vote in favor of the proposed rezoning to M-1 use, and thank the members for their thoughtful consideration of these issues.

Very truly yours,

Alexander C. Graham, Jr.

cc: Reginald R. Tabor  
Director, Department of Planning and Community Development



**Exhibit A**

**Rezoning Report of the Department of Planning and Community Development**





# City of Petersburg

Department of Planning and  
Community Development  
804-733-2308

135 N. Union Street, Room 304  
Petersburg, Virginia 23803  
srobinson@petersburg-va.org

**TO:** Chairman Alexander and Members of the Petersburg Planning Commission

**FROM:** Reginald Tabor, Planning Manager  
Sandra A Robinson, Zoning Administrator

**SUBJECT:** Case 2023-REZ-05  
2255 Jamestown Road and 2262 County Drive  
Tax Parcel: 040030005 and 040030006

**DATE:** May 25, 2023

A petition from Onward and Upward Land LLC c/o Andrew M. Condlin, Power of Attorney, Roth Jackson Gibbons Condlin, PLC to rezone 2255 Jamestown Road further identified as Tax Parcel # 040030005 and containing approximately 73.87 acres of land which is zoned A, Agricultural District and having no road frontage; and 2262 County Drive further identified as Tax Parcel # 040030006, zoned B-2, General Commercial District, having approximately 2.272 acres of land fronting along the south side of County Drive to M-1, Light Industrial District to permit Industrial Development and Distribution uses. The project covers a total acreage of approximately 76.142 acres. This project is located on the south side of the intersection of U.S. Route 460E (County Dr.) at the unimproved portion of Jamestown Road. This parcel of land has approximately 600' of public road frontage along County Drive. The city's 2014 Comprehensive Plan suggests that the area is suitable for commercial and/or industrial uses.

**DATE:** Delivery to the Planning Department on May 4, 2023, for consideration of the rezoning of properties located at 2255 Jamestown Road and 2262 County Drive.

## **I. APPLICANT'S PROPOSAL**

The applicant is requesting to rezone said property, fronting along County Drive (2262 County Drive, a residentially built structure presently utilized as a Barber Shop) from B-2, General Commercial District to M-1, Light Industrial District. The applicant proposes to develop a 950,000 square foot warehouse distribution center accompanied by parking and other site related improvements. Please see the submitted conceptual plan provided by the applicant and titled "sekivolutions" Sheet No C1. Per the site plan, it is the applicants desire to construct in phases three (3) warehouse buildings ranging in size from Warehouse Building #1 – 391,000 sq ft with 96 loading spaces; Warehouse Building # 2 – 308,800 sq ft with 85 loading spaces and lastly, Warehouse Building #3 - 250,660 sq ft, with 54 loading spaces; Although, Article 22. Height, Area, and Bulk Requirements



restrict the height of buildings not to exceed seventy-five (75') feet or six (6) stories. It is further stipulated within Article 17. Light Industrial District Regulations. Section 3. Height, area, and bulk regulations (3) Whenever any building in the M-1, Light Industrial District adjoins or abuts upon a residential district, such building shall not exceed two (2) stories nor thirty-five (35') in height, unless it is setback one foot from all required yard lines for each one foot of additional height above thirty-five (35') feet. The ordinance also stipulates that there shall be a side yard of not less than ten (10') feet in width on the side of a lot adjoining a residential district and a rear yard not less than ten (10') feet in depth on the rear of a lot adjoining a residence district.

The proposed structures would allow usage for wholesale, processing, and warehousing with indoor storage. There is a required One Hundred (100') foot setback measured from the center line of County Drive. Given the sites proximity to I-95, and I-295 corridors the applicant believes this site is ideally suited for distribution uses, which would create hundreds of jobs in the city. The applicant also believes that the request to rezone the subject parcels of land is consistent with the city's future land use goals. There has been no particular user identified or selected and the applicant would like to be prepared and in position to secure an industrial user involved in distribution, processing, production, and warehousing services.

The proposed rezoning designation of M-1, which is the Light Industrial zoning designation would permit a range of light industrial uses, such as light manufacturing, trucking, storage, warehousing, and production operations. Typically, these uses may have a lot of truck and vehicular traffic, however, the subject property will include dedicated access to and from Route 460, which prevents conflicts between vehicles serving the site and other uses in the vicinity. The uses proposed are low-intensity industrial uses and are generally compatible with adjoining, existing uses currently in the area, to include Norfolk Southern Railway, Interstate 95, Route 460 (County Drive) large tracts/parcels of vacant land and a very limited number of residential properties. There are several mobile home parks in the vicinity of the proposed request. Those Mobile Home Parks namely are as follows: Spring Garden Mobile Home Park and Campground, 2178 County Dr, TP# 035030003; Ford's Mobile Home Park, 2122 County Dr, behind Whelan's Garage/Truck/Convenience Store TP# 034030006 and 1.77 acres; at 14.8 acres, Sunset Mobile Home Park, 2120 County Dr. TP# 034030003; 2200 Jamestown Dr, TP# 035030006, Shodon, vacant/heavily wooded parcel of land 30.91 acres zoned Mobile Home Park; 2174 County Dr., Alpha Storage LLC., 5 acres, TP# 035030006. Other uses in the area include the American Inn Hotel, at 2209 County Dr.: The Budget Motor Inn Motel at 2151 Jamestown Dr and the California Inn at 2214 County Dr.

Warehousing, wholesale distribution, fabrication, processing, and manufacturing are uses allowed under the M-1, Light Industrial zoning designation. It should be noted that in some instances, a particular use may be required to be approved for an overlay district classification per Article 23. Supplementary Use Regulations-Special Uses. The proposed use requested, if permitted, will be controlled by zoning conditions and ordinance standards.

The parcel of land located in the rear of 2262 County Dr. and addressed as 2255 Jamestown Dr. is currently entirely wooded. If properly buffered the development of the subject parcel of land should not have any impact on any neighboring residential developments or residentially used properties. The location is excellent for commercial or light industrial activities, as it's near the highway and other commercially related uses. A specific user has not been identified at the time of application submittal.

The applicant is proposing to provide appropriate landscaping and buffering of the project area within the City of Petersburg, Virginia to reduce any potential negative impact to existing residential properties along Poe Lane. The applicant has met with the City's Development Review Team to discuss the regulations as it relates to public utilities, VDOT standards for construction of internal roadways.



This rezoning request would only allow by-right development. If a use is deemed objectionable as defined in the Zoning Ordinance or as determined by the Zoning Administrator that use will require review and approval by the Planning Commission and City Council.

The development of this land would provide opportunities for additional jobs, and taxes for the City of Petersburg.

## **II. CHARACTER OF THE AREA**

The access point of the subject property is immediately adjacent to the California Inn, and the intersection of N. Stedman Dr., Poe Lane, and County Drive. See Sheet C1 submitted by the applicant.

It is my understanding that discussions from an engineering standpoint, the subject parcel is anticipated to be served by public utilities (water and sewer) from Poor Creek system.

## **III. PUBLIC INPUT:**

As of the writing of this report, the staff has received support of the request from the Director of Economic Development, Mr. Brian Moore, two telephone inquiries were made from adjoining property owners prior to the receipt of the application for a rezoning petition was received from the applicant(s). These owners were not in support of the request.

## **IV. FINDINGS AND STAFF ANALYSIS:**

The City's Comprehensive Plan 2014 designates the area for commercial/light industrial uses. Staff recommends approval of the request to rezone the subject properties, addressed as 2262 County Dr., Tax Parcel # 040030006 from B-2, General Commercial District and 2255 Jamestown Dr., Tax Parcel # 040030005 from A, Agricultural District to M-1, Light Industrial District. The proposed use requested, if permitted, will be controlled by zoning conditions and ordinance standards.

Any land disturbance associated with the project more than 10,000 sq ft will require review and approval by Mr. Darryl Walker, Stormwater Manager, City of Petersburg. Other permits may be required contingent upon the acreage and size of building(s) to be constructed.

See correspondence dated April 5, 2023, and signed by Stig Owens, P.E. sekivsolutions. Traffic Impact Analysis, GOROVE SLAD, dated April 20, 2023; VDOT Commercial Entrance Design information.

Any disturbances to areas designated as wetlands must possibly undergo a review by the Army Corps of Engineers.

The proposed project will require the submission of a site plan and meet all applicable zoning requirements, building and fire code regulations.

If the subject request is approved, the Petersburg Department of Planning and Community Development will work with the applicant(s) to ensure that all building/zoning permit reviews & approvals are granted prior to the authorization of construction of any new structures.

All buffering, landscaping, access, and road improvements to include outdoor lighting will be addressed during the site plan review process with the Development Review Team and staff in the Department of Planning and Community Development. An adequate buffer to block out potentially loud noise, dust, emission of odors, or toxic gases and smoke should be addressed and implemented particularly where construction and use may



impact those residents who reside along Poe Lane. If possible, a natural, mature tree line would be helpful in maintaining a sound barrier from any potential noise or dust from truck or delivery vehicle traffic within the Jamestown Drive Warehouse site. Those homeowners who live near the site will feel more at ease knowing that their property is protected as well as their solitude giving them better peace of mind.

The applicant will review a copy of this case report prior to the meeting date.

The request is in line with the City of Petersburg's Comprehensive Plan and in keeping with the City's Economic goals by promoting economic growth, job creation, and increased tax revenue.

## **V. EXHIBITS**

Tax Parcel Map Extract

Zoning Map Extract

Applicants Petition

Supplemental Information:

TIA Study BSI – VDOT; RPA Approval.

Public Notification Information



**Exhibit B**

**Density Matrix (Traffic Counts and Water/Sewer Usage)**



ZONING DISTRICT	MINIMUM LOT AREA OR TOTAL BUILDING AREA (SF)	AREA OF THE TWO SUBJECT PARCELS (ACRES)	APPROXIMATE AREA DEVOTED TO SWM, FLOOD PLAIN & WETLANDS (ACRES)	NET ACREAGE	NO. OF LOTS CONCEPTUALLY PROPOSED WITH TWO POINTS OF ACCESS	NET DENSITY (UNITS PER NET ACRE)	RATIO OF OTHER RESIDENTIAL USES, MIN. LOT AREA TO R-1 MIN. LOT AREA	LAYOUT EFFICIENCY FACTOR (BASED ON 123 LOTS ON THE PARCELS UNDER R-1A (15,000 SF MIN. LOT AREA))	NUMBER OF FAMILY DWELLINGS PERMITTED ON LOT	POSSIBLE NUMBER OF LOTS OR UNITS	OVERALL GROSS DENSITY (UNITS PER ACRE)	AVERAGE DAILY TRIP GENERATION (VPD/UNIT OR VPD/PER 1,000 SF)	AVERAGE DAILY TRAFFIC (TRIPS/DAY)	SANITARY SEWAGE FLOW PROJECTIONS (GPD/UNIT OR GPD/SF)	AVERAGE DAILY SEWAGE FLOW (GPD)	AVERAGE DAILY FLOW GPD/PERSON OR GPD/EMPLOYEE
WAREHOUSES (NEW LAYOUT WITH BUFFER)	952,220	77.401	11.23	66.171	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1.70	1,619	0.03	28,567	8.8
R-1 Single-Family Residence District	8,000	77.401	11.23	66.171	205	3.10	1.00	N/A	1	205	2.6	9.43	1,933	350	71,750	100
R-2 Single-Family Residence District	5,000	77.401	11.23	66.171	-	-	1.60	0.88	1	289	3.7	9.43	2,722	350	101,024	100
RMH Residential Mobile Homes District	5,000	77.401	11.23	66.171	-	-	1.60	0.88	1	289	3.7	9.43	2,722	300	86,592	100
R-3 Two-Family Residence District (1 Family)	5,000	77.401	11.23	66.171	-	-	1.60	0.88	1	289	3.7	9.43	2,722	350	101,024	100
R-3 Two-Family Residence District (2 Family)	6,000	77.401	11.23	66.171	-	-	1.33	0.88	2	481	6.2	9.43	4,536	350	168,373	100
R-4 Multiple Dwelling District (3+ Family)	8,000	77.401	11.23	66.171	-	-	-	-	-	1,084	14.0	7.20	7,802	325	382,176	100
R-5 Multiple Dwelling District	8,000	77.401	11.23	66.171	-	-	-	-	-	1,084	14.0	7.20	7,802	325	382,176	100
RTH Residential Townhouse District	-	77.401	11.23	66.171	-	-	-	-	-	929	12.0	6.74	6,260	350	325,084	100

Published: May 2020  
Revised:

I-2-7

Chesterfield County WSSP  
Fourth Edition

Where site determinations can be made, sewage flows may be determined by using the following design information:

Discharge Facility	Design Units	Flow gpd
Residential Units		
(a) Single Family Units Includes Townhouses, Individual House Trailers, etc	3.5 people/dwelling	350
(b) Apartments and Condominiums	4 people/3 bedroom apt. 3 people/2 bedroom apt. 2 people/1 bedroom apt.	350 300 200
Manufactured Home Parks at 3 persons/trailer	per manufactured home	300



## DESIGN GUIDELINES FOR WASTEWATER FACILITIES

MARYLAND DEPARTMENT OF THE ENVIRONMENT  
ENGINEERING AND CAPITAL PROJECTS PROGRAM

Table II - Guiding Factors for Flow Projection Related with Commercial Establishments, Public Service Buildings, or Dwelling Units

Office Buildings	Gross Sq. Ft. x 0.09 = gpd
Medical Office Buildings	Gross Sq. Ft. x 0.62 = gpd
Warehouses	Gross Sq. Ft. x 0.03 = gpd
Retail Stores	Gross Sq. Ft. x 0.05 = gpd
Supermarkets	Gross Sq. Ft. x 0.20 = gpd
Drug Stores	Gross Sq. Ft. x 0.13 = gpd
Beauty Salons	Gross Sq. Ft. x 0.35 = gpd
Barber Shops	Gross Sq. Ft. x 0.20 = gpd
Department Store with Lunch Counter	Gross Sq. Ft. x 0.08 = gpd
Department Store without Lunch Counter	Gross Sq. Ft. x 0.04 = gpd
Banks	Gross Sq. Ft. x 0.04 = gpd
Service Stations	Gross Sq. Ft. x 0.18 = gpd
Laundries & Cleaners	Gross Sq. Ft. x 0.31 = gpd
Laundromats	Gross Sq. Ft. x 3.68 = gpd
Car Wash without Wastewater Recirculation Equipment	Gross Sq. Ft. x 4.90 = gpd
Hotels	Gross Sq. Ft. x 0.25 = gpd
Motels	Gross Sq. Ft. x 0.23 = gpd
Dry Goods Stores	Gross Sq. Ft. x 0.05 = gpd
Shopping Centers	Gross Sq. Ft. x 0.18 = gpd



**Exhibit C**  
**Summary of Density Matrix Findings**



June 7, 2023

**Re: Jamestown Drive Warehouses - City of Petersburg, VA**  
**Warehouse vs. Residential Matrix**

**sēkiv**solutions has completed an analysis of average daily traffic and sewage flow projections between the proposed warehouse use and potential residential uses for the two parcels (equating to 77.401 acres) along U.S. Route 460 near the intersection of Jamestown Drive (see attached spreadsheet).

Based on various residential uses outlined in the City of Petersburg's Zoning Ordinance and established design criteria for the number of trips per day per use and average daily sewage flow projections, the attached matrix reveals that the proposed warehouse use **yields the least number of vehicle Trips Per Day (1,619 trips per day compared to a range of 1,933 to 6,260 trips per day for Zoning Districts R-1 through R-5, as well as the RTH Residential District).**

The analysis also reveals that the proposed warehouse use **projects the least Average Daily Sewage Flow with a result of 28,567 GPD compared to a range of 71,750 GPD to 325,084 GPD for Zoning Districts R-1 through R-5, as well as the RTH Residential District).**

This information is based on the preparation of a conceptual level R-1 subdivision plan (that is shown in the attached spreadsheet) and adjusting for increases in potential density for Zoning Districts R-2 through R-5, as well as RTH Residential District.

Sincerely,



**sēkiv**solutions  
Stig Owens, P.E.





**Exhibit D**

**Gorove Slade Analysis of Minimal Bus Interference**



## TRAFFIC IMPACT ANALYSIS SUPPLEMENT

To: Reginald Tabor City of Petersburg  
Bill Riggleman City of Petersburg  
Cc: Stig Owens, P.E. Sekiv Solutions  
From: Carl Hultgren, P.E., PTOE  
Date: June 26, 2023  
Subject: **Jamestown Commerce Park**  
Traffic Impact Analysis Supplement



### Introduction

Onward and Upward Land, LLC is proposing to construct a commerce park on the south side of U.S. 460 (County Drive) east of Jamestown Drive. The development plan includes up to 970,000 square feet (s.f.) of industrial / warehouse / distribution center space. The access plan includes one right in / right out driveway on County Drive, and one secondary fire department access from Jamestown Drive. If approved, the development is assumed to be in operation by 2025.

During the Planning Commission hearing, one resident expressed concern about the traffic generated by this project potentially interfering with bus traffic and bus stops on County Drive. The purpose of this memo is to provide supplemental information about the volume of bus traffic on County Drive.

We performed a 13-hour (6:00 AM to 7:00 PM) traffic count on County Drive at the proposed site driveway location on March 7. Table 1 provides a summary of the number of total vehicles, school buses and Petersburg Area Transit (PAT) buses observed during that count. The bus traffic volumes are enclosed for reference.

**Table 1: Two-Way Traffic Volumes on U.S. 460 (County Drive)**

Vehicle Type	13-hour Total (6:00 AM to 7:00 PM)
Total Vehicles	10,460
School Buses	33 (1 every 24 minutes)
PAT Buses	37 (1 every 21 minutes)
<b>Total Bus Percentage</b>	<b>0.7%</b>

School buses represent approximately 0.3% of the traffic volume on County Drive, and there are no school bus stops in close proximity to the property frontage. PAT operates one bus route on County Drive with one-hour headways. The nearest stop to the west is at Hardee's, which is approximately 0.3 miles away. The nearest stop to the east is at Pinetree Drive, which is approximately 1.3 miles to the east.



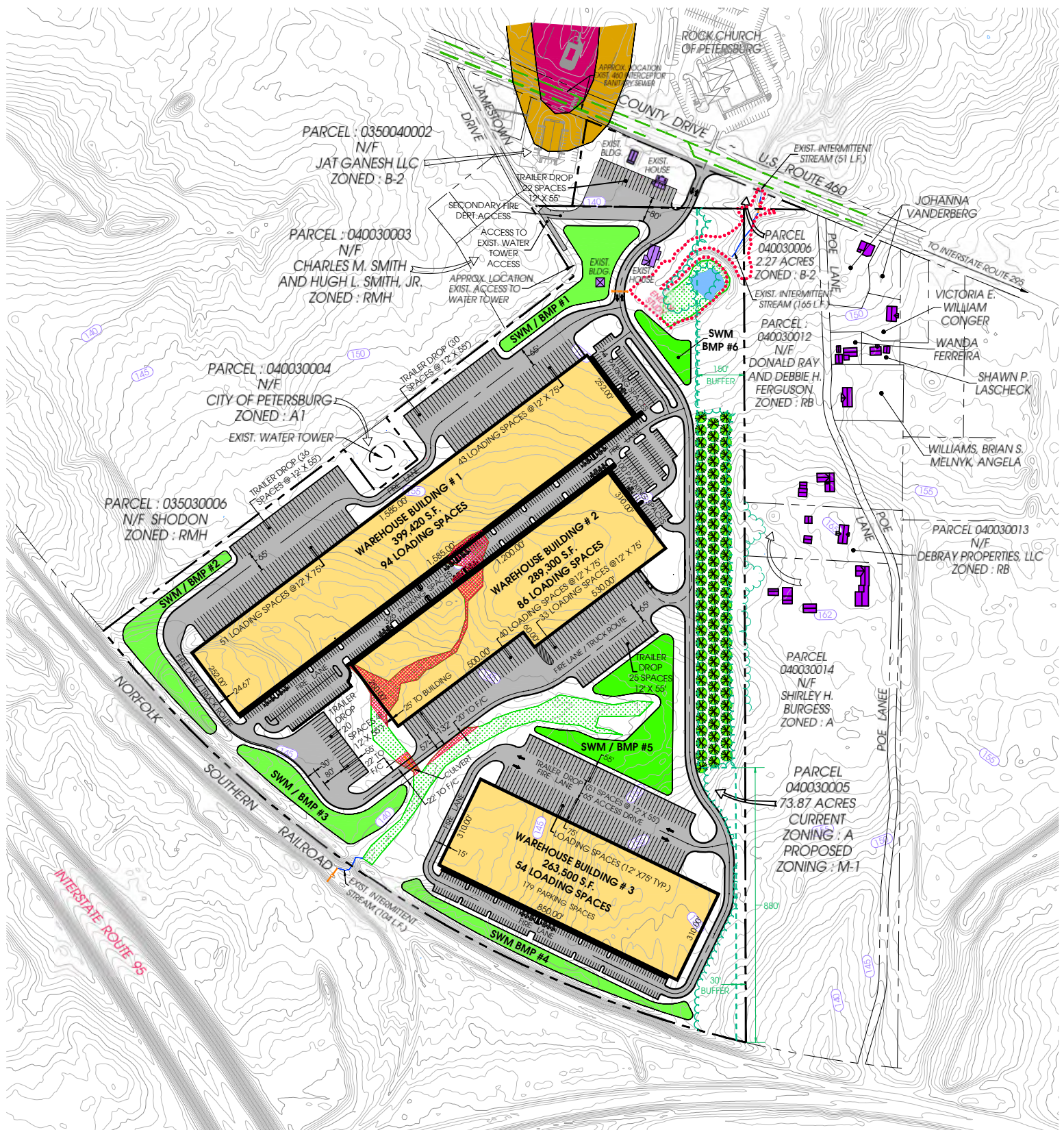
Following is a summary of conclusions related to bus traffic on County Drive:

- The traffic generated by the Jamestown Commerce Park will not interfere with school buses or PAT bus operations. The applicant is also proposing to build an eastbound right-turn lane on County Drive into the site, which will completely separate site traffic from the existing traffic flow on County Drive.
- Note that there are many distribution centers and industrial sites on the County Drive corridor, so this project will not create an unusual condition on the surrounding roadway network.
- County Drive is posted 35 mph, which is slow enough for school bus and PAT stops, which reduces risk of interference between trucks and buses.
- School buses only operate in the morning and mid-afternoon to transport students, so there is a very limited amount of time when they would be in the vicinity of trucks turning in and out of the Jamestown Commerce Park.
- Trucks entering and exiting the Jamestown Commerce Park will either be decelerating to enter the site, or turning right out and merging onto County Drive eastbound. Therefore, trucks will be traveling below the posted speed limit of 35 mph along the property frontage.
- County Drive is a flat, tangent roadway, so drivers entering and exiting the proposed site driveway will have plenty of sight distance in both directions. There is no risk of blind spots when vehicles are either entering or exiting the proposed driveway.



**Exhibit E**  
**Updated Conceptual Plan (Including Tree Buffer)**



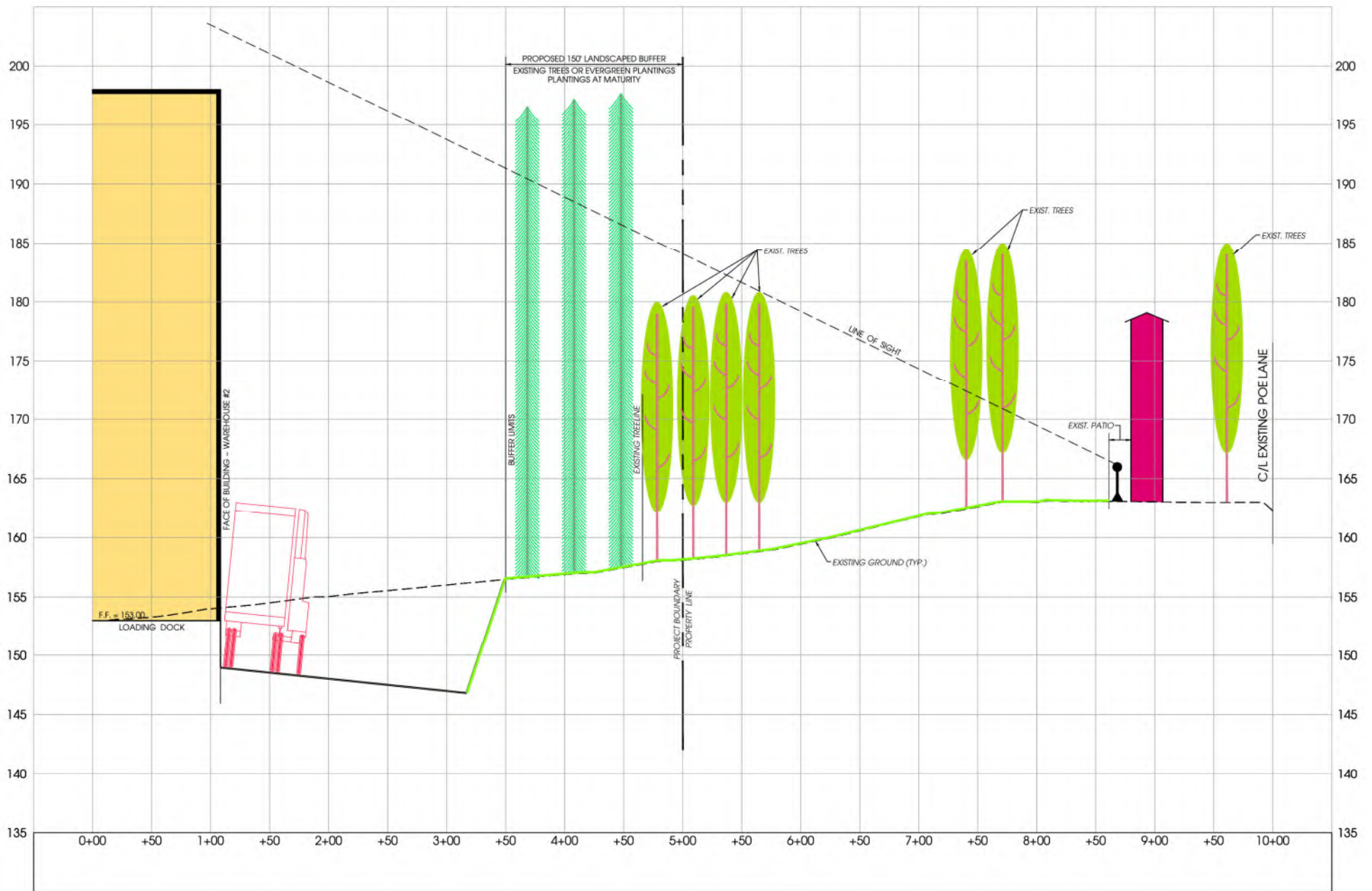




**Exhibit F**

**Cross Section of Tree Buffer (Total Visual Screening)**







**A RESOLUTION RECOMMENDING APPROVAL OF A PETITION TO REZONE THE PROPERTY LOCATED AT 2255 JAMESTOWN ROAD FROM A, AGRICULTURAL 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 WITH THE REFERENCED PROFFER.**

WHEREAS, the City of Petersburg received a Petition to rezone the property located at 2255 Jamestown Road, PIN: 040030005 from A, Agricultural Zoning District to M-1, Light Industrial Zoning District, and 2262 County Drive, PIN: 040030006 from B-2, General Commercial Zoning District to M-1, Light Industrial Zoning District; 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 Light Industrial/Flexible; and

WHEREAS, the Planning Commission is considered the petition during a August 17th Special Called 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, a public hearing was held to consider a petition to rezone the property located at 2255 Jamestown Road and 2262 County Drive, and the public hearing was advertised, in accordance with applicable laws; and

WHEREAS, a proffer was presented as outlined in the Attachment A, Proffer Statement for 2023-REZ-05, to ensure the site plan presented is similar to what will be realized to include the proposed buffer and relocation of the roadway.

NOW THEREFORE BE IT RESOLVED that the Planning Commission of the City of Petersburg with the attached proffer hereby recommends approval of the petition to rezone the property located at 2255 Jamestown Road, PIN: 040030005 from A, Agricultural Zoning District to M-1, Light Industrial Zoning District, and 2262 County Drive, PIN: 040030006 from B-2, General Commercial Zoning District to M-1, Light Industrial Zoning District



**ATTACHMENT A: PROFFER STATEMENT FOR 2023-REZ-05**

**A Petition to rezone the property located at 2255 Jamestown Road from A, Agricultural, 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.**

Date of Proffer: August 30, 2023

Project Name: Onward and Upward 2023-REZ-05

Owner: Onward and Upward Land, LLC, Larry Thomas Clements, Mary C. Thackston, and 2255 Jamestown Drive, LLC

Existing Zoning: A (Agricultural) and B-2 (General Commercial)\_

Zoning Requested: M-1 (Light Industrial)

Acreage of Parcel(s): 76.142 acres

Voting District(s): 1

Tax Map #(s): 040030005 (2255 Jamestown Road) and 040030006 (2262 County Drive)

Exhibit(s)/Reference(s): Concept Plan referenced below

---

The Term "Owner" as referenced within this document shall include within its meaning the owner, or owners, of record of the Property, or properties, and their successors in interest.

The Owner hereby voluntarily proffers the conditions listed herein which shall be applied to the above-referenced property owned by Onward and Upward Land, LLC, Larry Thomas Clements, Mary C. Thackston, and 2255 Jamestown Drive, LLC, provided that the City of Petersburg City Council accepts these proffers and approves the rezoning of the land to the M-1 district.

Enhanced Landscape Buffer. A natural and landscaped buffer shall be provided along the eastern boundary line of the Property in the area as generally shown on the conceptual plan entitled \_\_\_\_\_, prepared by \_\_\_\_\_ and dated \_\_\_\_\_. Such buffer shall be planted with such landscaping and be of a width of up to one hundred fifty (150) feet as necessary to provide adequate screening for the existing homes on the properties adjoining such buffer, subject to existing landscaping, topography, utility easements and environmental areas, all as determined at the time of site plan review to create an adequate landscape screen as determined by the Director of Planning. Landscaping within such buffer area shall consist of a combination of deciduous and evergreen trees and plant material.



The undersigned Owner hereby proffers that the use and development of the Property shall be in conformance with the proffers and conditions herein above. This document shall supersede all other agreements, proffers or conditions that may be found to be in conflict. The Owner agrees that all proffers shall be binding to the property, which means the proffers shall be transferred to all future property successors of the land.

Owner \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Agreed and Accepted: The City of Petersburg, Virginia City Council

By \_\_\_\_\_, Mayor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 19, 2023

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

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

**FROM:** Anthony Williams

**RE:** **Consideration of a public hearing and an ordinance to Amend 21-2 of the City Code - Arts Council Terms of Office - 2nd Reading (Page 117)**

---

**PURPOSE:** Councilman Myers, as patron of the Ordinance creating the Arts Council has requested that proposed revisions as depicted in the attached Ordinance be incorporated into Section 21-2 pertaining to terms of office for Arts Council board members.

**REASON:** Councilman Myers, as patron of the Ordinance creating the Arts Council has requested that proposed revisions as depicted in the attached Ordinance be incorporated into Section 21-2 pertaining to terms of office for Arts Council board members.

**RECOMMENDATION:** Adopt Ordinance on Second Reading after public hearing on September 19, 2023.

**BACKGROUND:** Councilman Myers, as patron of the Ordinance creating the Arts Council has requested that proposed revisions as depicted in the attached Ordinance be incorporated into Section 21-2 pertaining to terms of office for Arts Council board members.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 9/19/2023

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

**AFFECTED AGENCIES:** N/A

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** Amends previously adopted Ordinance for Section 21-2 of the City Code.

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



**ATTACHMENTS:**

1. DRAFT PAAC Ordinance



## **ORDINANCE TO AMEND AND RE-ADOPT SECTION 21-2 PERTAINING TO TERMS OF THE ARTS COUNCIL**

WHEREAS, City Council has previously adopted Chapter 21 of the Petersburg City Code pertaining to the Arts Council; and

WHEREAS, the terms of office are set forth under Section 21-2 of the City Code; and

WHEREAS, it is the belief of Council that the Arts Council will function more effectively with additional members and the removal of ward restrictions on service.

NOW therefore be it ORDAINED that Section 21-2 of the Petersburg City Code is hereby amended and re-adopted as follows:

### **Sec. 21-2 Terms of Office: Filling Vacancies in Office.**

The members of the PAAC shall be appointed by the city council and shall serve two (2) year terms. Members are eligible for re-appointment and may serve up to three (3) consecutive terms (for a total of six years of service on PAAC). The first appointments will be staggered with ~~one~~ five at-large members appointed for one year and the ~~other at-large member~~ remaining six members appointed for two years. ~~The remaining seven members shall be appointed one for each ward based either upon their residence or business location in the respective ward that they serve.~~ The public art council members must be residents of the city or represent a business or an arts non-profit located in the city of Petersburg. The public art council shall consist of ~~nine~~ eleven (911) members and be composed of the following representatives: at least three (3) practicing artists, at least two (2) members belonging to an arts or culture organization, at least two (2) members associated with design and historical architecture, and the remaining members shall be citizens of, property owners, government or school officials, or business owners in the City of Petersburg. No member who has served three complete terms shall be eligible for reappointment until after a lapse of an intervening period of one year.





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 19, 2023

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

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

**FROM:**

**RE:** Consideration of a public hearing to consider a property line adjustment with Tabb Street Development, LLC, and lease back to the City of the property thereby transferred. (Page 120)

---

**PURPOSE:** To schedule a public hearing.

**REASON:**

**RECOMMENDATION:** To schedule a public hearing.

**BACKGROUND:** Additional information will be forthcoming.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 9/19/2023

**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:** None





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 19, 2023

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

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

**FROM:** Randall Williams

**RE:** **Consideration of an appropriation ordinance and a public hearing on September 19, 2023 to increase the Urban Highway Maintenance funding for Street Operations in FY24 in the amount of \$1,066,269.33 (Page 121)**

---

**PURPOSE:** To hold a public hearing prior to City Council's consideration of an ordinance approving the \$1,066,269.33 increase in Urban Highway Maintenance funding.

**REASON:** In accordance with Section 33.2-319 of the Code of Virginia, the payment rates per lane mile for street payments have been updated for FY24.

**RECOMMENDATION:** The Department of Public Works recommends that City Council approves the increase of Urban Highway Maintenance funding in the amount of \$1,066,269.33.

**BACKGROUND:** In accordance with Section 33.2-319 of the Code of Virginia, the payment rates per lane mile for street payments have been updated every FY. These payments are approved by the Commonwealth Transportation Board (CTB) and are made at the end of each quarter of the FY by Electronic Data Interface (EDI). The City of Petersburg receives this information every year after the FY budget has already been approved and adopted by City Council. The Department of Public Works & Utilities then presents the amount of increase or decrease to be approved by City Council which increases or decreases the approved & adopted budget.

**COST TO CITY:** \$1,066,269.33 (additional expenditures)

**BUDGETED ITEM:** Y (the item was budgeted but not the increase)

**REVENUE TO CITY:** \$1,066,269.33 (additional revenue)

**CITY COUNCIL HEARING DATE:** 9/5/2023

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** NA

**AFFECTED AGENCIES:** Street Operations



**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** Addition to Street Operations FY24 operating budget

**REQUIRED CHANGES TO WORK PROGRAMS:** NA

**ATTACHMENTS:**

1. FY24 Urban Highway Maint Payment Increase Ordinance
2. FY24 Street Payment Rates
3. FY24 Overweight Permit Fee Revenue



**AN ORDINANCE, AS AMENDED, SAID ORDINANCE  
MAKING APPROPRIATIONS FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2023, AND ENDING JUNE 30, 2024  
FOR THE SPECIAL REVENUE STREET OPERATIONS FUND.**

---

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

I. That appropriations for the fiscal year commencing July 1, 2023, in the General Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2024.

<b>Previously adopted (FY24 Budget)</b>	<b>\$ 6,756,606.00</b>
---	------------------------

ADD:

FY 2023-2024 increase by the Commonwealth Transportation Board (CTB) Urban Maintenance Highway (3-204-024040-0615)	1,061,613.20
---	--------------

FY 2023-2024 Overweight Permit Fees (3-204-024040-0615)	<u>4,656.13</u>
---	-----------------

<b>Total Revenues</b>	<b><u>\$ 7,822,875.33</u></b>
-----------------------	-------------------------------

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

<b>Previously adopted (FY23 Budget)</b>	<b>\$ 6,756,606.00</b>
---	------------------------

ADD:

Urban Maintenance Highway Expenditures	1,061,613.20
--	--------------

Overweight Permit Fees	<u>4,656.13</u>
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<b>Total Expenses</b>	<b><u>\$ 7,822,875.33</u></b>
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# COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
1401 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219-2000

**Stephen C. Brich, P.E.**  
Commissioner

July 1, 2023

To: Cities and Towns in the Urban System

Subject: Street Payments to Cities and Certain Towns under Section 33.2-319 of the Code of Virginia

In accordance with Section 33.2-319 of the *Code of Virginia*, the payment rates per lane mile for street payments have been updated for fiscal year 2024 as follows:

Principal/Minor Arterial Roads \$28,317.05 per lane mile

Collector/Local Streets \$16,625.86 per lane mile

These rates will be applied to eligible lane mileage for each classification as of July 1, 2023. The attached inventory and mileage summary reflects any approved adjustments in lane mileage that your municipality submitted to the Department during the past year. While we have made every effort to ensure the accuracy of the inventory, we recommend that you check for omissions and errors, etc., and advise this office of any changes needed.

Payments have been approved by the Commonwealth Transportation Board and will be made at the end of each quarter of the fiscal year by Electronic Data Interface (EDI).

Equipment rental rates can be found via the Blue Book, or rates through FEMA for declared emergencies only. The Rental Rate Blue Book can be found on the Equipment Watch webpage at <http://www.equipmentwatch.com/marketing/product/331/rental-rate-blue-book-equipment-costs>. For emergencies, the FEMA Equipment Rates can be found at (<http://www.fema.gov/government/grant/pa/eqrates.shtm>). The cost of the Rental Rate Blue Book purchase can be paid for utilizing maintenance funds.



Cities and Towns in the Urban System  
July 1, 2023  
Page 2

If you have questions or need additional information, please do not hesitate to contact me at (804) 225-4466. Thank you for your continued partnership.

Sincerely,

John Leonard  
Urban Programs Manager  
Local Assistance Division

Enclosure

Cc: District Administrators  
Residency Administrators



VIRGINIA DEPARTMENT OF TRANSPORTATION  
URBAN MAINTENANCE INVENTORY  
LOCAL ASSISTANCE DIVISION

SUMMARY REPORT

DATE: 7/7/2023

TIME: 9:08:52AM

( 123 ) City of Petersburg ( 19 ) Crater ( 04 ) Richmond

MILEAGE SUMMARY

STATE  
FUNCTIONAL  
CLASSIFICATION

LENGTH

PEAK HOUR  
MOVING  
LANE MILES

Arterial - Principal	( ARP )	17.00	59.56
Arterial - Minor	( ARM )	20.49	45.51
Collector	( COS )	22.45	44.91
Local	( LOS )	124.80	246.38
<b>TOTAL</b>		<b>184.74</b>	<b>396.36</b>

STATE ARTERIALS		37.49	105.07
COLLECTOR and LOCAL		147.25	291.29
<b>TOTAL</b>		<b>184.74</b>	<b>396.36</b>





## COMMONWEALTH of VIRGINIA

### DEPARTMENT OF TRANSPORTATION

1401 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219-2000

**Stephen C. Brich, P.E.**  
Commissioner

July 1, 2023

Ms. Aretha Ferrell-Benavides  
City Engineer  
103 W Tabb Street  
Petersburg, Virginia 23803

Re: Overweight Permit Fee Revenue Payments FY24

Dear Ms. Ferrell-Benavides:

As you are aware, the 2012 General Assembly amended sections 46.2-1140.1, 46.2-1143, 46.2-1148 and 46.2-1149.1 authorizing the Commonwealth Transportation Board (CTB) to distribute overweight permit fee revenue on the basis of lane mileage to localities eligible for maintenance payments.

The CTB was authorized to begin making such payments for FY14. Your total supplemental payment for fiscal year 2024 will be \$4,656.13. These funds will be added to your maintenance payments and will be provided to you in equal quarterly payments beginning in September.

If you have any questions or need additional information, please contact me at (804) 225-4466.

Sincerely,

John Leonard  
Urban Programs Manager  
Local Assistance Division





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 19, 2023

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

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

**FROM:** Naomi Siodmok

**RE:** **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 128)**

**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 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.

The public hearing was held on July 26, 2023, at the Regular City Council Meeting. Council asked to defer until September 19, 2023 as staff worked with Prince George regarding next steps with collaboration, permitting, and revenue.

Staff asks that this item be deferred until Prince George completes their Comprehensive Plan Amendment to accommodate the project.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

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



**CITY COUNCIL HEARING DATE:** 9/19/2023

**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. 2023-REZ-04 Packet
2. 2023-REZ-04 Presentation Only





# City of Petersburg

Department of Planning and  
Community Development  
804-733-2308

135 N. Union Street, Room 304  
Petersburg, Virginia 23803  
srobinson@petersburg-va.org

**TO:** Mayor and Council

**FROM:** Naomi Siodmok, Director of Planning and Community Development  
Sandra A Robinson, Zoning Administrator

**DATE:** September 19, 2023

**SUBJECT:** Case 2023-REZ-04  
3287 County Drive  
Tax Parcel: 061020001

A petition from Lingerfelt Development LLC, owner Diamond Park, LLC., represented by Andrew M. Condlin, Roth Jackson Gibbons Condlin, PLC to rezone 3287 County Drive further identified as T.P. # 061020001, approximately 4.805 acres from the B-2(c), General Commercial District to M-I, Light Industrial District to permit Industrial Development and Distribution uses. The property is located on the southeast side of the intersection of U.S. Route 460E (County Dr.) and State Route 106 (Courthouse Road). The subject property was rezoned from "A", Agricultural District to the present B-2(c) General Commercial District Designation on May 8, 1990, Ord. 90-65. The current Comprehensive Plan 2000 suggests that the area is suitable for commercial/industrial uses.

**DATE:** Delivery to the Planning Department initially in October 2022, for consideration in conjunction with a rezoning application submittal to the Prince George County Planning Commission that was later changed to a Special Exception Application January 27, 2023, to be heard by the Prince George County Planning Commission on Thursday, April 26, 2023. The Prince George County zoning ordinance lacked a definition for what constituted "wholesale and processing" and "warehousing" and added a definition to restrict fulfillment centers. The Prince George Co Comprehensive Plan's Future Land Use designation for the subject site is for commercial land uses and a map amendment is in process.

## **I. APPLICANT'S PROPOSAL**

The applicant is requesting an amendment to the previously approved conditional rezoning of vacant land which took place in May of 1990. The change is because of the applicant's desire to construct a speculative commercial structure to allow usage for wholesale, processing, and warehousing with indoor storage. The B-2(c) classification does not permit the operation of such uses therefore, the applicant is pursuing to rezone the



property. Currently, no user has been selected and the applicant would like to be prepared and in position to secure an industrial user involved in distribution, processing, production, and warehousing services.

The proposed rezoning designation M-1, which is the Light Industrial zoning designation would permit a range of light industrial uses, such as light manufacturing, trucking, storage, warehousing, and production operations. Typically, these types of uses have a lot of truck and vehicular traffic. The traffic can range depending on the extent of the use. It is also reasonable to expect congestion during shift changes and during the day with deliveries. The subject parcel is located off US 460 E (County Dr) and State Route 106 (Courthouse Rd) within and on the south side of the property along County Dr. towards the I-295 Ramp. See conceptual site plan renderings. The subject property is currently zoned B-2 (c), General Commercial District with conditions regarding use. Uses not permitted are as follows: used vehicle sales, vehicle rebuilding or body shops or repainting facilities or shops, used tire sales, towing lots, salvage dealers, or vehicle service operations which employ any form of outside storage of materials, equipment, and inoperable motor vehicles. In addition, Hotels, Motels, and motor hotels containing forty-five (45) or more units only. Childcare centers. Restaurants, service stations and other commercial venues. It should be noted that several of the above-mentioned uses would require the issuance of a Special Use Permit per Article 23. Supplementary Use Regulations – Special Uses Enumerated. Uses deemed permitted under the approved classification are printing, publishing, and engraving establishments, bottling works, dyeing and cleaning works or laundry, plumbing and heating shop, painting shop, upholstering shop, not involving furniture manufacturing; but no manufacturing; appliance repairs; and general service and repair establishments similar in character to those listed in this item; provided, that no outside storage of materials and equipment is permitted; and further provided, that no use permitted in this item shall occupy more than six thousand (6,000) square feet of floor area. Warehousing, wholesale distribution, fabrication, processing, and manufacturing are uses allowed under the M-1, Light Industrial zoning designations. It should be noted that in some instances, a particular use may be required to be approved for an overlay district classification per Article 23. Supplementary Use Regulations-Special Uses. The proposed use requested, if permitted, will be controlled by zoning conditions and ordinance standards.

The parcel is currently entirely wooded. The parcel is located between I-295, along County Dr. and Courthouse Rd with no impact on any neighboring residential developments or properties and allows interstate access. The location is excellent for commercial or light industrial activities, as it's near the highway and other industrial uses. A specific user has not been identified at the time of application submittal.

The applicant is proposing to provide appropriate landscaping and buffering of the project area within the City of Petersburg, Virginia to reduce any potential negative impact at Wagner Way, Courthouse Road and along County Drive. The applicant has met with the City's Development Review Team to discuss the regulations as it relates to public utilities, VDOT correspondence and Chesapeake Bay Regulations.

This rezoning request would only allow by-right development. If a use is deemed objectionable as defined in the Zoning Ordinance or as determined by the Zoning Administrator that use will require review and approval by the Planning Commission and City Council.

The development of this land would provide opportunities for additional jobs, and taxes for the City of Petersburg.

## **II. CHARACTER OF THE AREA**

The subject property is immediately adjacent to the McDonalds fast-food restaurant and a convenience store/gas station (Miller Mart/BP station) which are located within the City of Petersburg, Virginia. Tractor Supply Company and Walton Elementary School are to the north. According to the site plan the section of



property located within the city limits will be located along County Drive (US 460 E) south of Wagner Way encompassing an area designated as a wetland, three (3) trucking lanes, and the corner of the proposed 480,000 square foot warehouse building/fulfillment center.

It is my understanding that both jurisdictions have discussed and determined that from an engineering standpoint, the subject parcel would be best served with utilities (water and sewer) through Prince George's system.

### **III. PUBLIC INPUT:**

As of the writing of this report, the staff has received an email in support of the request from the Director of Economic Development, Mr. Brian Moore, no telephone calls, or letters have been received in support or in opposition to the request.

### **IV. FINDINGS AND STAFF ANALYSIS:**

The City's Comprehensive Plan 2000 designates the area for commercial/Light Industrial uses. Staff recommends approval of the request to the subject property, Tax Parcel # 061020001 from B-2 (c) General Commercial District with conditions to M-I, Light Industrial District. The proposed use requested, if permitted, will be controlled by zoning conditions and ordinance standards.

Any land disturbance associated with the project more than 10,000 sq ft will require review and approval by Mr. Darryl Walker, Stormwater Manager, City of Petersburg. Other permits may be required contingent upon acreage/size of building.

Any disturbances to areas designated as wetlands must possibly undergo a review by the Army Corps of Engineers.

The proposed project will require the submission of a site plan and meet all applicable zoning requirements and regulations.

If the subject request is approved, the Petersburg Department of Planning and Community Development will work with the Prince George County Planning Department to ensure that all building/zoning permit reviews & approvals are granted prior to the construction of any new structures.

All buffering, landscaping, access and road improvements to include outdoor lighting will be addressed during the site plan review process with the Development Review Team and if need be, representatives of Prince George County.

Staff recommends that this case be deferred until approval by the Prince George County Board of Supervisors is granted.



## V. Exhibits

Presentation

Ordinance

Resolution

Tax Parcel Map

Zoning Map

Comments

Applicant's Petition

TIA-VDOT Correspondence to Prince George Co



CITY COUNCIL  
MEETING

SEPTEMBER  
19, 2023



# Item 13a.

## Petition for a Zoning Amendment 3287 County Drive from B-2 to M-1 Proposed Industrial Development



# Background

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

The proposed use is warehouse space for distribution businesses.



# Background (continued)

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The parcel is in both Petersburg and Prince George County and is owned by the same owner.

The property in Prince George County is significantly larger and would be the primary site for the development and the property in Petersburg would be used primarily for parking and access.

Adjacent uses are Commercial to the North and vacant wooded property to the West. I-295 is to the South and the vacant property in Prince George is to the East.



# Background (continued)

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At the July 2023 Council meeting, staff was tasked with coordinating with Prince George to discuss financial benefits to Petersburg and was made aware that this project has yet to be entitled.

Prince George is working with the applicant on a Comprehensive Plan amendment prior to this project being able to advance.



# Public Notice

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Notices were sent to adjacent property owners and signs were posted on the property regarding the Rezoning consideration.

No concerns were received.



# Property Description

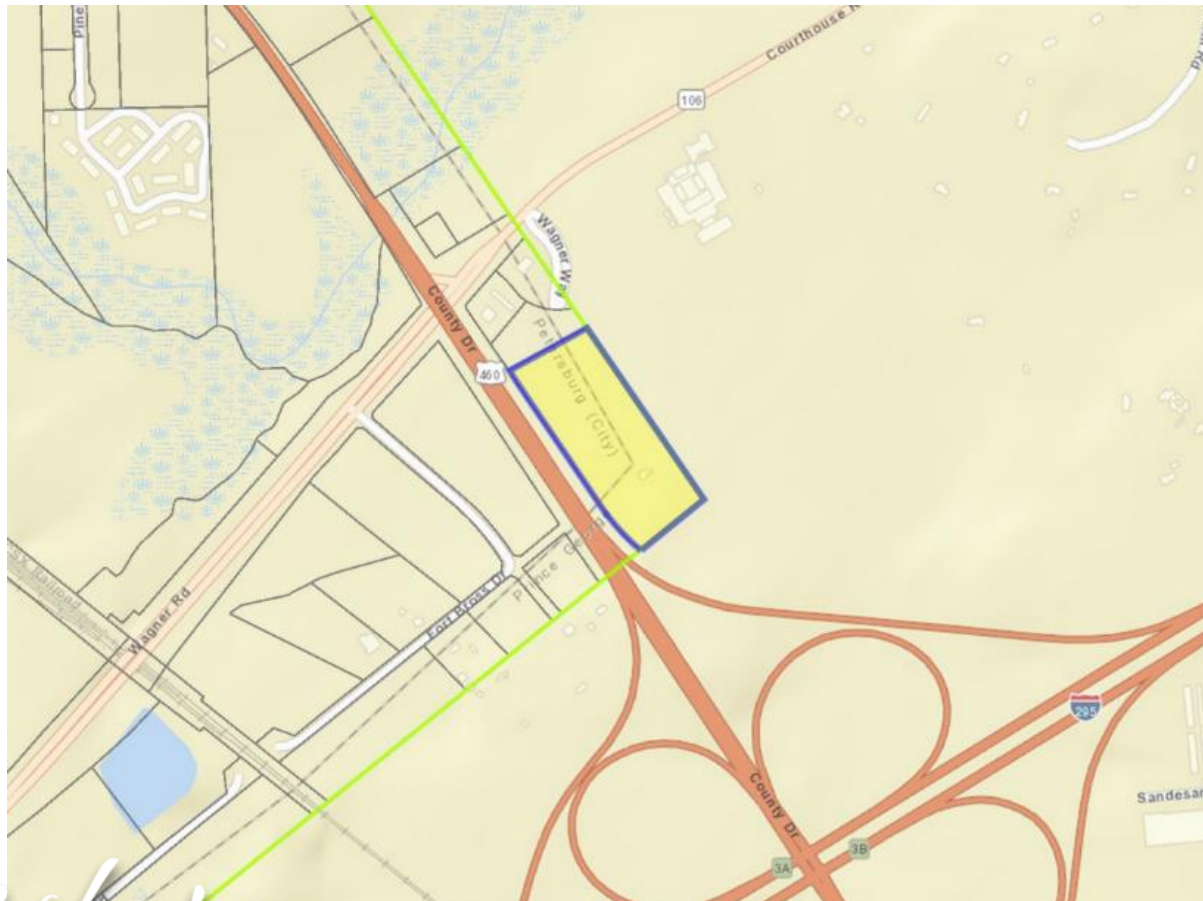
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Parcel ID	Acreage	Current Zoning Designation	
061020001	4.8 acres	B-2	General Commercial District



# Parcel Map

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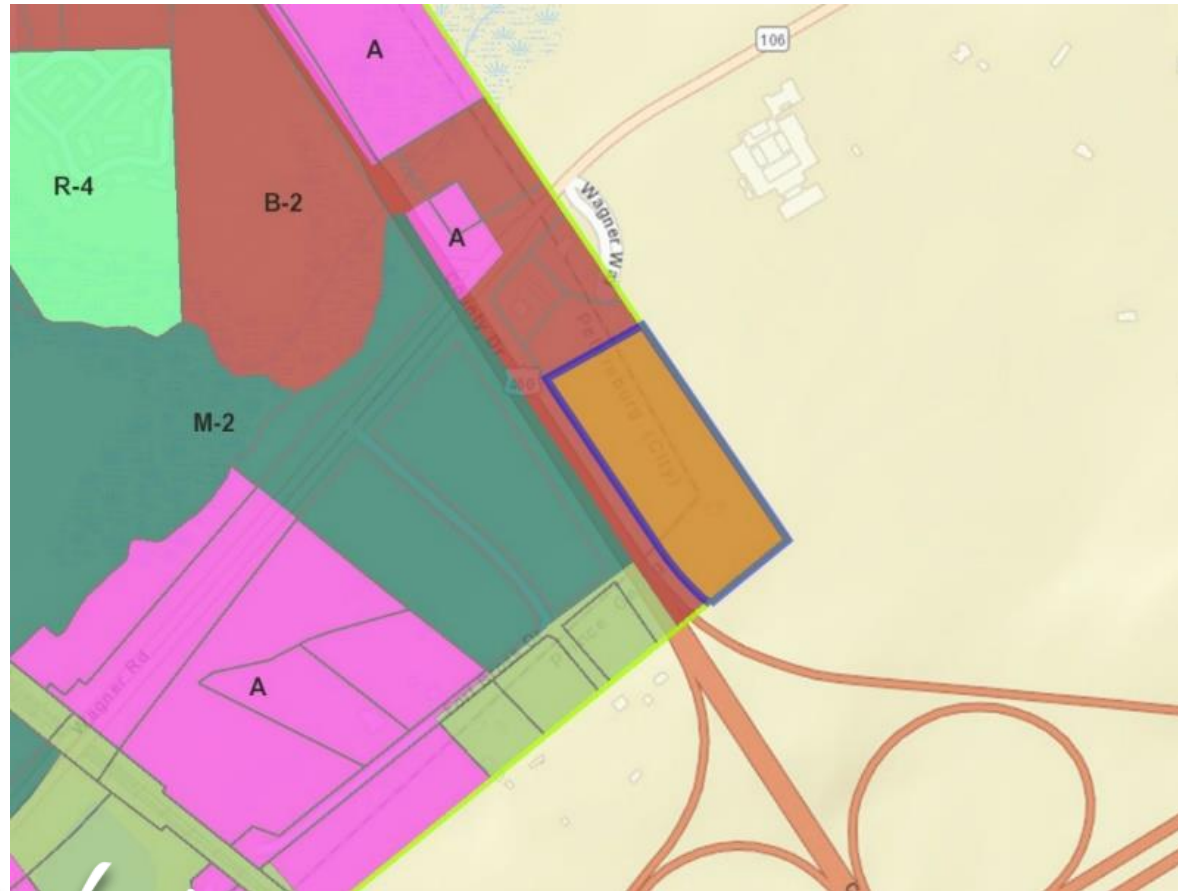




# Zoning Map

## B-2 General Commercial District

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# Comprehensive Plan Map

## Future Land Use - Commercial

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# Aerial Photo of the parcel

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# Aerial View

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# Recommendation

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The Planning Commission considered the item during the June 1, 2023 meeting and recommended approval.

Staff recommends deferral of this project until Prince George entitles the project.



**AN ORDINANCE RECOMMENDING APPROVAL OF 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 considered the petition during the May 4, 2023 meeting, prior to a City Council Public Hearing and consideration of the petition and recommended approval; 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 recommending 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 RESOLVED that the City Council of the City of Petersburg hereby recommends approval of 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).



**A RESOLUTION RECOMMENDING APPROVAL OF 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 recommending 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 RESOLVED that the Planning Commission of the City of Petersburg hereby recommends approval of 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).



# Petersburg, Virginia

Parcel: 061020001

## Summary

Owner Name	DIAMOND PARK LLC	National Historic District:	
Owner Mailing Address	8901 BROOK RD GLEN ALLEN, VA 23060	Enterprise Zone:	
Property Use	400	Opportunity Zone:	51730811200
State Class:	4 Commercial and Industrial	VA Senate District:	16
Zoning:	B-2	Va House District:	63
Property Address	3287 COUNTY DR Petersburg, VA	Congressional District:	4
Legal Acreage:	4.805	City Ward:	1
Legal Description:	PART OF TRACTS A & B 4.8052 ACRES	Polling Place:	Blandford Academy
Subdivision:		Primary Service Area:	W-S
Assessment Neighborhood Name:		Census Tract:	8112
Local Historic District:		Elementary School:	Lakemont
		Middle School:	Vernon Johns Middle School
		High School:	Petersburg High School

## Improvements

Finished (Above Grade):		Shed:	
Basement:		Total Rooms:	
Attached Garage:		Bedrooms:	
Detached Garage:		Full Baths:	
Enclosed Porch:		Half Baths:	
Open Porch:		Foundation:	
Deck/Patio:		Central A/C:	0%

## Ownership History

Previous Owner Name	Sale Date	Sale Price	Doc # or Deed Book/pg
	2/15/2008	\$3,900,000	2008/711

## Assessments

Valuation as of	01/01/2018	01/01/2019	01/01/2020	01/01/2021	01/01/2022
Effective for Billing:	07/01/2018	07/01/2019	07/01/2020	07/01/2021	07/01/2022
Reassessment					
Land Value	\$561,000	\$561,000	\$561,000	\$561,000	\$561,000
Improvement Value	\$	\$	\$	\$	\$
Total Value	\$561,000	\$561,000	\$561,000	\$561,000	\$561,000

## Property Tax (Coming Soon)

DISCLAIMER: This data is provided without warranty of any kind, either expressed or implied, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Any person, firm or corporation which uses this map or any of the enclosed information assumes all risk for the inaccuracy thereof, as County of Petersburg expressly disclaims any liability for loss or damage arising from the use of said information by any third party.



# Petersburg, Virginia

## Legend

- County Boundaries
- Parcels



Parcel #: 061020001

Date: 5/31/2022

Feet  
0 200 400 600 800  
1:9,028 / 1"=752 Feet

*DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and City of Petersburg is not responsible for its accuracy or how current it may be.*

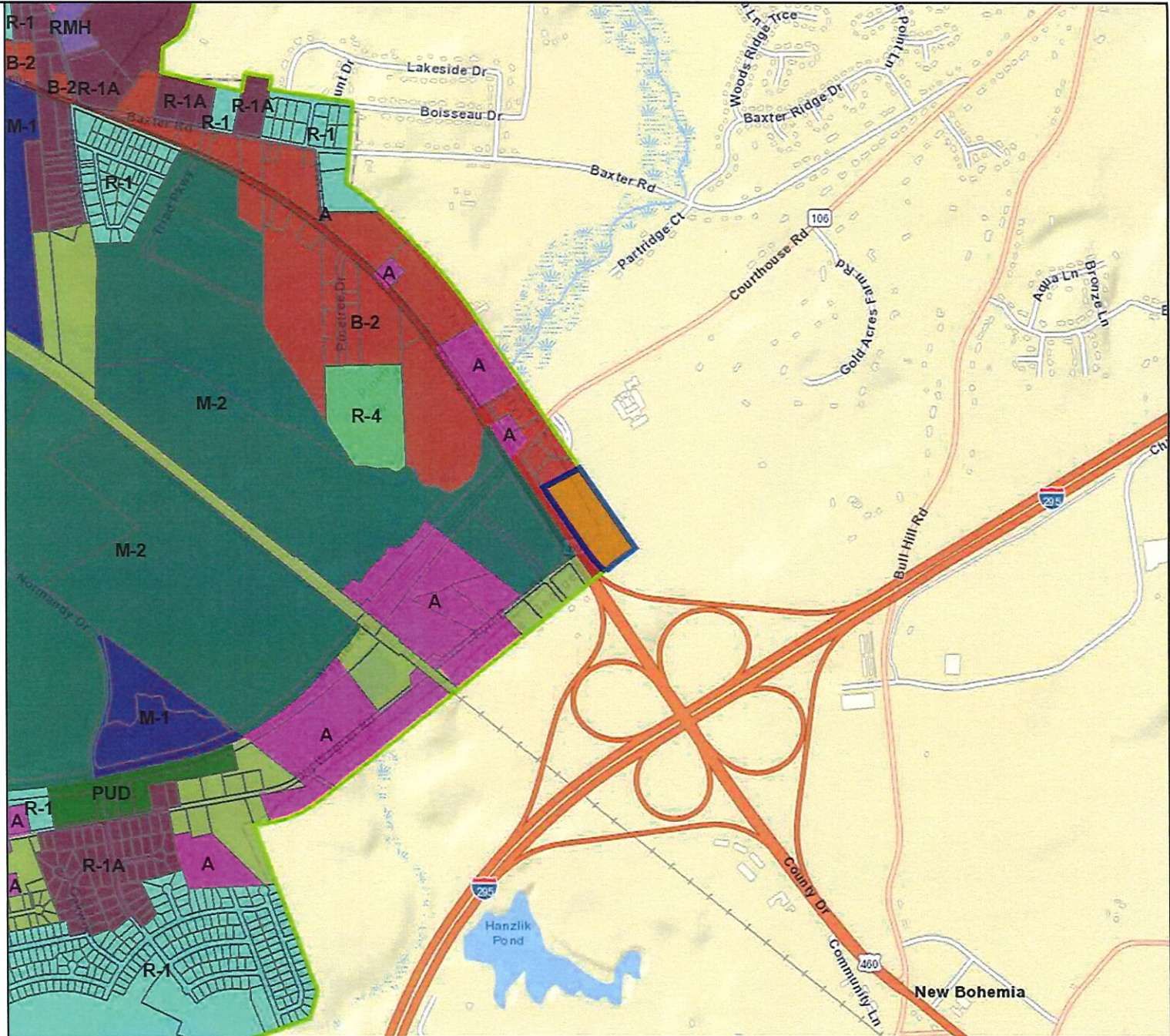


# Petersburg, Virginia

## Legend

- County Boundaries
- Parcels
- Zoning

- A
- B-1
- B-2
- B-3
- M-1
- M-2
- MXD1
- MXD2
- PUD
- R-1
- R-1A
- R-2
- R-3
- R-4
- R-5
- R-6
- RB
- RMH
- RTH



**Parcel #: 061020001**

**Date: 5/1/2023**

*DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and City of Petersburg is not responsible for its accuracy or how current it may be.*

Feet  
0 500 1000 1500 2000  
1:18,056 / 1"=1,505 Feet



**RE: Upcoming Rezoning - 3287 County Drive TP# 061020001 Diamond Park, LLC**

Brian Moore <bamoore@petersburg-va.org>

Thu 4/20/2023 1:43 PM

To: Sandra Robinson <srobinson@petersburg-va.org>

Good afternoon,

I am in support of this project. No further comments.

Thank you,

**From:** Sandra Robinson <srobinson@petersburg-va.org>

**Sent:** Thursday, April 20, 2023 1:30 PM

**To:** Darryl Walker <dwalker@petersburg-va.org>; Randall Williams <rkwilliams@petersburg-va.org>; Richard Harris <rharris@petersburg-va.org>; Earle Greaves <egreaves@petersburg-va.org>

**Cc:** Jim Reid <jreid@petersburg-va.org>; John Hines <jhines@petersburg-va.org>; Travis C. Christian <tchristian@petersburg-va.org>; Brian Moore <bamoore@petersburg-va.org>

**Subject:** Upcoming Rezoning - 3287 County Drive TP# 061020001 Diamond Park, LLC

Good morning, Darryl and other City Staff,

Can you please provide me with any comments that you may have regarding the proposed rezoning request for the above-referenced property. As mentioned on the zoom call which several did not attend the City of Petersburg Planning Commission will hear and review the proposal at its May 4th, 2023, meeting at 6:30pm in the Multipurpose Room of the Petersburg Public Library, located at 201 W. Washington Street, Petersburg, VA 23803.

I have attached a copy of the site plan for the proposed rezoning. This request involves the construction of a spec base light manufacturing warehousing facility. The tenant is unknown at this time. Only a corner of the proposed structure will be based within the City of Petersburg, city limits and will include a parking area and drive lanes. The Prince George County Planning Commission will review a request for a Special Exception on April 27, 2023, for the part of the land located within the county.

It should be noted that if you have no comments/input please indicate that to acknowledge your review and familiarity with the proposal.

Thanking you in advance for your assistance in the handling of this matter. Have a wonderful weekend!

Cordially,

Sandra A Robinson

Zoning Administrator

Planning/Community Development

Phone 804-733-2309

Cell 804-481-0800



# **PETITION FOR REZONING OR SPECIAL USE PERMIT**

RETURN TO: DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT  
(CITY HALL, THIRD FLOOR, ROOM 304)  
FILING FEE: \$1,500 (CHECK OR MONEY ORDER) AT THE TIME OF SUBMITTAL

CASE NUMBER: \_\_\_\_\_

APPLICANT: Lingerfelt Development, LLC by Andrew M. Condlin- Roth Jackson Gibbons  
Condlin, PLC  
ADDRESS: 1519 Summit Avenue, Suite 102  
Richmond, Virginia 23230

Andrew M. Condlin, by Power of

I, Attorney \_\_\_\_\_ hereby petition to rezone the following described properties  
from zoning district B-2 to zoning district M-2

**A. DESCRIPTION OF PROPOSED USE: (ATTACH ADDITIONAL DOCUMENTS IF NECESSARY)**

The applicant proposes to rezone and use the property for industrial use. A majority of the overall project is located in the County of Prince George, Virginia. A rezoning application has also been submitted to the County for a request to rezone to industrial. A proposed conceptual plan is attached.

**B. PROPERTY INFORMATION**

1. Tax Parcel Identification Number(s):

061020001

2. Current Street Address(es) if assigned:

3287 County Drive Petersburg Virginia

3. Approximate Area:

sq. ft. 4.805 acres

4. Public Street Frontage:

ft.

5. A boundary plat of this property outlining the area to be rezoned must be attached to this petition.

6. The following deed restrictions may affect the use of this property:

None



**7. Brief:**

Said deed restrictions will expire on: \_\_\_\_\_

**C. JUSTIFICATION FOR REZONING**

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

Please see attached Applicant's Statement.

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

A majority of the project is located in the County of Prince George, Virginia. No utility service is needed from the City nor will the project have an impact on other services provided by the City.

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

The proposed project will provide employment opportunities for the surrounding area, including the City, as well as economic development growth for small to mid-size businesses. Further, the improvements located on the property will increase the tax base in the City.

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

Please see attached Applicant's Statement.

**D. CERTIFICATION:**

The undersigned applicant certifies that they:

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

\_\_\_\_X\_\_\_\_ (b) possess a proprietary interest in (contract or option agreement)

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



## **Applicant's Statement**

### **Benefits of Industrial Development in General**

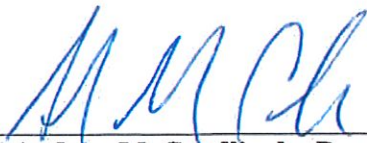
- The background of the request is the market demand for industrial and flex space and in particular what the market describes as speculative (spec) industrial space.
- The region's industrial market continues to push to record levels in nearly all aspects.
- Demand for spec industrial space in particular is higher than ever in the region despite shrinking availability among existing product.
- Over 8 million square feet (MSF) is expected to deliver to the region within the year, with 70%, or 5.6 million SF, already leased.
- Overall industrial market rental rates closed at \$6.72 per-square-foot, and vacancy fell to 2.1%.
- High bay product over 100,000 square feet was the most sought-after property class of the quarter with an availability rate of 1.7%, or a 79-basis point decrease quarter-over-quarter.
- The region continued to attract new business as major players announced large leases. AutoZone, TemperPack, and Thermo Fisher all signed leases greater than 100,000 square feet, despite facing space limitations and record high asking rates.
- Lingerfelt Development (the Applicant) has 1.3 MSF of industrial under construction or under contract and, excluding Wagner Way, another 4.5 MSF of industrial in the development pipeline. All of its development is spec industrial development.
  - On its two existing construction projects, Lingerfelt expects to be fully leased prior to receiving its certificate of occupancy.

### **Benefits of Spec Industrial Development Applicable to Subject Site**

- Its specific location positions the City of Petersburg well.
- The region continues to need new supply of industrial space in the 100,000-500,000 square feet range in order to keep up with existing growth and new-to-market growth.
- Given the leasing velocity seen by the Applicant in its current construction projects, and the fact that 70% of the region's 8 million square feet currently under development is pre-leased, a speculative project like this in Prince George County and Petersburg positions the region very well comparatively against its peer localities to take advantage of the continued industrial growth along the I-95 corridor.
- It is anticipated that this development would be either distribution (70-75% probability) or light manufacturing (25-30% probability) and is likely to have 600+ jobs associated with its end user.



**Signed:**



**Mailing Address:**

Andrew M. Condlin, by Power of Attorney  
1519 Summit Avenue, Suite 102  
Richmond, Virginia 23230

**Phone Number:**

(804) 977-3373

**Email Address:**

acondlin@rothjackson.com

**APPROVED**

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

**TO BE FILED IN THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT**

**ACTION RECORD**

**Date Filed (with Planning Department):**

\_\_\_\_\_

**Date of Planning Commission Public Hearing:**

\_\_\_\_\_

**Planning Commission Action(s):**

\_\_\_\_\_

**Date of City Council Hearing:**

\_\_\_\_\_

**City Council Action(s):**

\_\_\_\_\_

**PETITION FOR ZONING CHANGE**

**Property Owner(s): Adjacent to Affected Property**

**NAME(S)**

**Address(es)**

**PLEASE SEE THE ATTACHED LIST**

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



Lingerfelt Development, LLC  
Petersburg/Prince George  
Adjacent Neighbor List

[illegible]



## Legal Descriptions

### Point 1:

RECOMMEND of a point on the western boundary of the right of way line of County Drive (U.S. Route 460), said point being 344.17 feet south of the point of intersection of the western boundary of the right of way line of Courthouse Road (U.S. Route 103) and the western boundary of the right of way line of County Drive, thence bearing the western boundary of the right of way line of County Drive and proceeding in a northerly direction the following six (6) courses and distances:

- 1) N 52°43'47" E 250.00 feet to a point;
- 2) Thence N 70°22'30" E 32.57 feet to a point;
- 3) Thence along a curve to the left having a radius of 548.81 feet, a delta angle of 15°31'16" and an arc length of 146.28 feet to a point;
- 4) Thence S 34°15'11" E 42.94 feet to a point;
- 5) Thence along a curve to the left having a radius of 628.00 feet, a delta angle of 28°03'21" and an arc length of 455.48 feet to a point;
- 6) Thence S 37°39'54" W 315.30 feet to a point on the western boundary of the right of way line of County Drive.

Thence proceeding along the eastern boundary of the right of way line of County Drive in a northerly direction the following three (3) courses and distances:

- 1) Along a curve to the right having a radius of 871.74 feet, a delta angle of 18°28'17" and an arc length of 279.50 feet to a point;
- 2) Thence N 30°18'20" E 375.83 feet to a point;
- 3) Thence N 34°11'20" W 315.87 feet to a point, said point being the Point and Place of Beginning, containing 6.111 Acres, more or less.

### Point 2:

RECOMMEND of a point on the southern boundary of the right of way line of Courthouse Road (U.S. Route 103), said point being 476.42 feet east of the point of intersection of the eastern boundary of the right of way line of County Drive (U.S. Route 460), thence proceeding along the southern boundary of the right of way line of Courthouse Road in a northerly direction along a curve to the right having a radius of 1562.02 feet, a delta angle of 2°42'35" and an arc length of 150.17 feet to a point;

Thence having the southern boundary of the right of way line and proceeding in a northerly direction the following eight (8) courses and distances:

- 1) S 48°37'48" E 142.85 feet to a point;
- 2) Thence along a curve to the right having a radius of 293.84 feet, a delta angle of 80°24'30" and an arc length of 308.84 feet to a point;
- 3) Thence S 79°22'58" E 111.50 feet to a point;
- 4) Thence N 38°05'54" E 386.82 feet to a point;
- 5) Thence S 37°12'57" E 491.80 feet to a point;
- 6) Thence N 38°14'24" E 614.34 feet to a point;
- 7) Thence S 30°25'58" E 1541.24 feet to a point;
- 8) Thence S 17°37'27" W 645.29 feet to a point on the northern boundary of the right of way line of the I-265 Exit Ramp.

Thence proceeding along the northern boundary of the right of way line of the I-265 Exit Ramp in a northerly direction the following two (2) courses and distances:

- 1) N 88°05'33" W 235.85 feet to a point;
- 2) Thence along a curve to the right having a radius of 871.74 feet, a delta angle of 34°32'27" and an arc length of 581.47 feet to a point;

Thence having the northern boundary of the right of way line of the I-265 Exit Ramp and proceeding in a northerly direction the following seven (7) courses and distances:

- 1) N 37°39'54" E 315.30 feet to a point;
- 2) Thence along a curve to the right having a radius of 628.00 feet, a delta angle of 28°03'21" and an arc length of 455.48 feet to a point;
- 3) Thence N 34°15'11" E 42.94 feet to a point;
- 4) Thence along a curve to the left having a radius of 548.81 feet, a delta angle of 15°31'16" and an arc length of 146.28 feet to a point;
- 5) Thence along a curve to the right having a radius of 548.81 feet, a delta angle of 28°30'20" and an arc length of 361.51 feet to a point;
- 6) Thence along a curve to the left having a radius of 871.74 feet, a delta angle of 80°24'30" and an arc length of 279.50 feet to a point;
- 7) Thence N 48°37'48" W 345.35 feet to a point, said point being the Point and Place of Beginning, containing 64.833 Acres, more or less.

RECORD part of the property conveyed to Diamond Park, LLC, a Virginia limited liability company, by deed from Roy E. Lewis and Helen Y. Lewis, husband and wife, dated February 11, 2008, and recorded February 15, 2008, in the Clerk's Office, Circuit Court, Prince George County, Virginia, as instrument No. 08050006; and also recorded in the Clerk's Office, Circuit Court, City of Petersburg, Virginia, as instrument 08050007.

## Old Republic Title Insurance Company Schedule B - Commitment No. 21021101

(Referenced by corresponding number in Commitment)

- 1) Easement granted to American Telephone and Telegraph Company of Virginia by instrument dated February 11, 1908, and recorded April 15, 1908, in Deed Book 45, page 212 (Prince George).  
Says or may not affect, exact location could not be determined.
- 2) Easement granted to American Telephone and Telegraph Company of Virginia by instrument dated February 11, 1908, and recorded April 15, 1908, in Deed Book 45, page 469 (Prince George).  
Says or may not affect, exact location could not be determined.
- 3) Easement granted to Commonwealth Natural Gas Corporation by instrument dated October 25, 1930, and recorded November 1, 1930, in Deed Book 143, page 12 (Prince George).  
Says or may not affect, exact location could not be determined. Instrument to be determined in future.
- 4) Easement granted to The Chesapeake and Potomac Telephone Company of Virginia by instrument dated May 24, 1985, and recorded June 18, 1985, in Deed Book 194, page 886, and plat recorded in Plat Book 15, page 132 (Prince George).  
Says or may not affect, exact location could not be determined.
- 5) Easement granted to The Chesapeake and Potomac Telephone Company of Virginia by instrument dated May 24, 1985, and recorded June 18, 1985, in Deed Book 194, page 886, and plat recorded in Plat Book 15, page 132 (Prince George).  
Says or may not affect, exact location could not be determined. No evidence of easement when as depicted on plat.
- 6) Intentionally deleted.
- 7) Intentionally deleted.
- 8) Undisturbed easement established by Certificate of Title C-31179 dated October 26, 1981, and recorded January 31, 1982, in Deed Book 202, page 176, and plat recorded in Deed Book 202, page 64-67 (Prince George). January 21, 1982, in Deed Book 421, page 703, and plat recorded in Deed Book 421, page 250-253 (Petersburg).  
Plat and shown herein - Limited access this easement as property line on survey.
- 9) Terms and conditions of deed from Veterans, Inc., by McDonald's Corporation dated October 3, 1981, and recorded October 7, 1981, in Deed Book 343, page 655, (Prince George) and October 4, 1981, in Deed Book 481, page 382, (Petersburg).  
Easements are platted and shown herein.
- 10) Terms, duties, covenants, easements, obligations and prohibitions contained in License/Transfer and Surface Easement Agreement between McDonald's, Inc., and McDonald's Corporation dated September 25, 1987, and recorded October 7, 1987, in Deed Book 343, page 655, (Prince George) and recorded October 4, 1981, in Deed Book 481, page 400 (Petersburg).  
Easements are platted and shown herein.
- 11) Terms, duties, covenants, easements, obligations and prohibitions contained in Easement Agreement between Diamond Park, LLC, and its Development Associates Prince George, LLC, dated February 25, 2012, and recorded February 25, 2012, as instrument 130006944 (Prince George).  
Easements are platted and shown herein.
- 12) Terms, duties, covenants, easements, obligations and prohibitions contained in Easement Agreement between its Development Associates Prince George, LLC, and Diamond Park, LLC, dated February 25, 2012, and recorded February 25, 2012, as instrument 130006944 (Prince George).  
Sign Easement at Wayne Way Access Easement platted and shown herein.
- 13) Easement granted to Virginia Electric and Power Company by instrument dated August 26, 2012, and recorded September 24, 2012, as instrument 130006945.  
Easements are platted and shown herein.
- 14) The following matters shown on plat recorded in Plat Book 5, page 38, (Prince George) and Plat Book 18, page 205 (Petersburg):  
a. City Line (as affected by Plat Book 25, page 20-Prince George)  
b. 40' R/W line along State Rts. 104 and 107 R/W 460  
c. Current City/County Line platted and shown herein  
d. Platted and shown herein.
- 15) The following additional matters shown on plat recorded in Plat Book 25, page 190:  
a. Slough Way (partial), variable width access easement and utility variable with access easement to be recorded by separate instrument.  
b. Various utility utility Wayne Way.  
Easements are platted and shown herein.

## Zoning

Current Zoning:  
Prince George County B-1 (General Business District)  
City of Petersburg B-3 (General Commercial District)

(Prince George) B-1 Suburban:

Front Yard 25 Feet from Street with 50% Right of Way  
Side Yard 10 Feet from Street with 150' Right of Way  
Rear Yard 10 Feet from Street with 150' Right of Way

Maximum Height: 30.00 Feet

(City of Petersburg) B-3 Suburban:

Front Yard 25 Feet from Street with 50% Right of Way  
Side Yard 10 Feet from Street with 150' Right of Way  
Rear Yard 10 Feet from Street with 150' Right of Way

Maximum Height: 45 Feet or 3 Stories

\*ZONING TO BE VERIFIED BY ZONING COMMISSION LETTER

## Existing Parking

No dedicated spaces

For further verification of Zoning Requirements - Contact:

Prince George County Planning and Zoning Division  
9822 Curtis Drive  
Petersburg, VA 23203  
(804) 721-2676

City of Petersburg Planning Department  
125 North Union Street  
Petersburg, VA 23201  
(804) 721-2688

## Flood Certification

I have reviewed the Flood Insurance Rate Map for the City of Petersburg, Virginia, Community Panel #011115-003-C, effective date February 4, 2011, as Prince George County Community Panel #01140C-0125-B, effective date May 18, 2012 and hereby certify to the best of my professional knowledge and belief that the subject property is not located in a Special Flood Hazard Area, nor is it located in Zone X as determined by National Flood Insurance Program, Federal Emergency Management Agency, Department of Housing and Urban Development.

## Surveyor's Certificate

This survey is certified to be prepared for the sole and exclusive benefit of the parties and/or individuals stated herein as of 08/05/2012. It is not to be relied upon by any other party or individual whatsoever.

By: LINDBERT DEVELOPMENT, LLC, a Virginia limited liability company  
For: OLD REPUBLIC TITLE INSURANCE COMPANY

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2011 American Standard Detail Requirements for ALTA/NSPS Land Title Surveys, fully established and adopted by ALTA and NSPS and include items 1-4, 6(a), 7(a), 8, 9, 11, 12, 13, 14, 15, 16, 17, 18 and 19 of these 4 items.  
The following map completed on July 25, 2012.

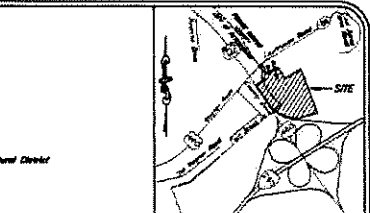
Surveyed by:  
Roy E. Shadrach, L.S. 2274  
Shadrach & Associates, LLC

08/02/2012  
Date



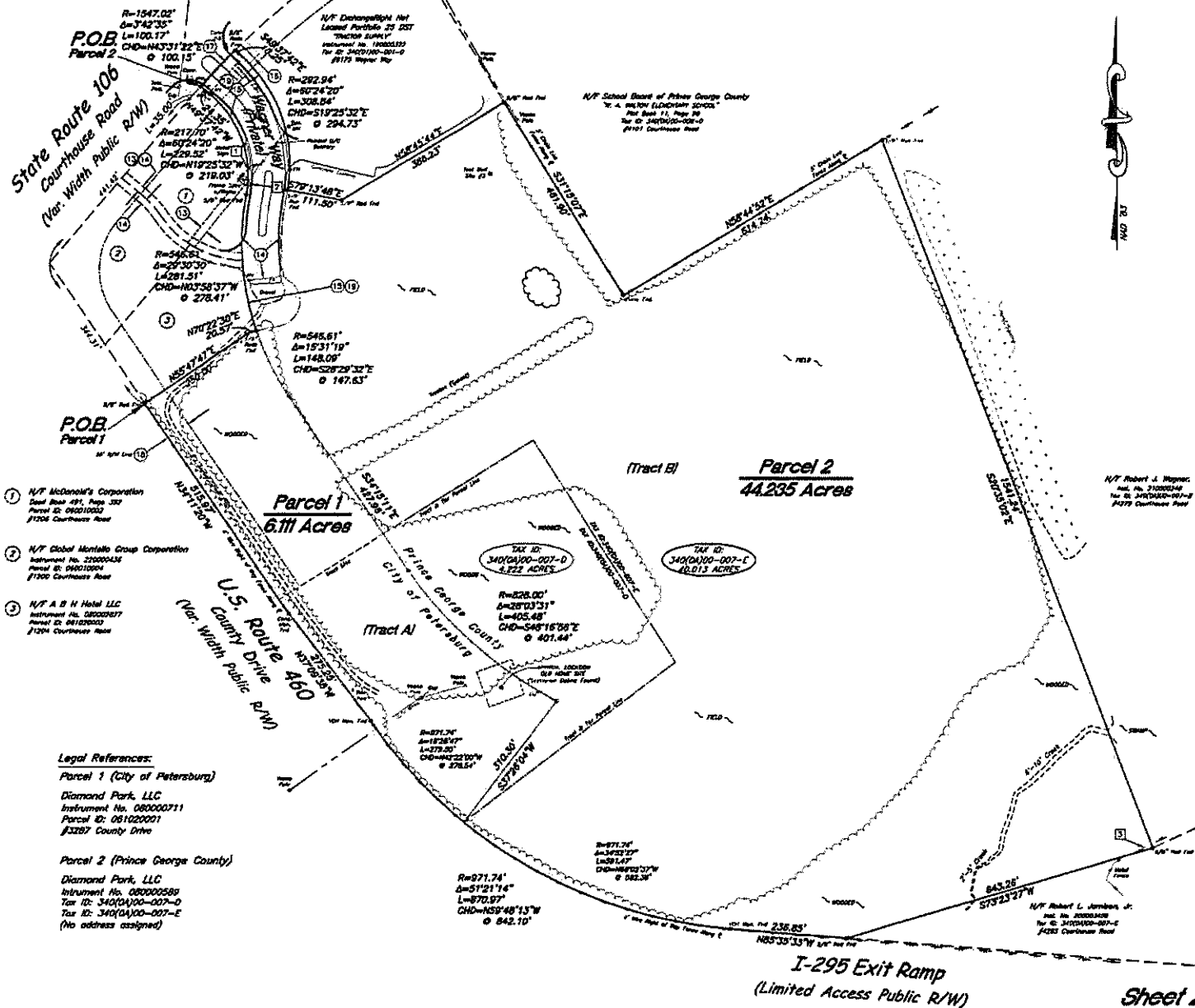
I hereby certify that this boundary survey, to the best of my professional knowledge and belief, is correct and complies with the minimum procedures and standards established by the Virginia State Board of Professional Surveyors, Professional Engineers, Land Surveyors and Certified Landscape Architects.

Sheet 1 of 2



Vicinity Map - Scale: 1"=2000'





#### General Notes

1. This survey plat represents a current and accurate field transit survey of the premises shown herein. Date of field physical survey: July 25, 2022.
2. This survey is of the same property as described in this Report issued by Old Republic Title Insurance Company (Consolidated No. 71221100) with an effective date June 8, 2022, but revised June 26, 2022.
3. Parcel 1 is located entirely in the City of Petersburg. Parcel 2 is located entirely in Prince George County.
4. Parcel 1 is contiguous with Parcel 2.
5. The legal description shown is a mathematically closed figure with no gaps, gaps or overlaps.
6. Courthouse Road, County Drive, Interstate 295 are public roads.
7. There is direct vehicular access to the subject property from Courthouse Road, a publicly dedicated right of way.
8. Clearway utilities are plotted and shown herein. Subsurface utility delineation was not performed.
9. There were no delineated utilities observed on site.
10. There was no evidence of encroachment of the line of the survey.
11. There was no observed evidence of current earth moving, building construction or building additions.
12. Surveyor is not aware of any proposed changes to the street right of way and observed no evidence of future street or adjacent construction or reports.
13. There was no observed evidence of the site use as a solid waste dump, dump or quarry facility.
14. 6-1/2" Iron Rebar or P-10 Rebar set of all corners unless otherwise shown herein.
15. That this site is shown herein was dug by purchaser as part of site investigation.

#### Statement of Encroachments

- 1 Metal Sign encroachment 0.70 feet onto Subject Property
- 2 Frame Shed and Ramp encroachment 6.33 feet onto Subject Property
- 3 Metal Fence encroachment 0.11 feet onto Subject Property

ALTA/NSPS LAND TITLE SURVEY  
SHOWING EXISTING IMPROVEMENTS  
TO TWO PARCELS OF LAND SITUATED ON  
THE NORTH LINE OF U.S. ROUTE 460  
RIVES DISTRICT, PRINCE GEORGE COUNTY  
AND CITY OF PETERSBURG, VIRGINIA

DATE: AUGUST 1, 2022

100 0 100 200 300

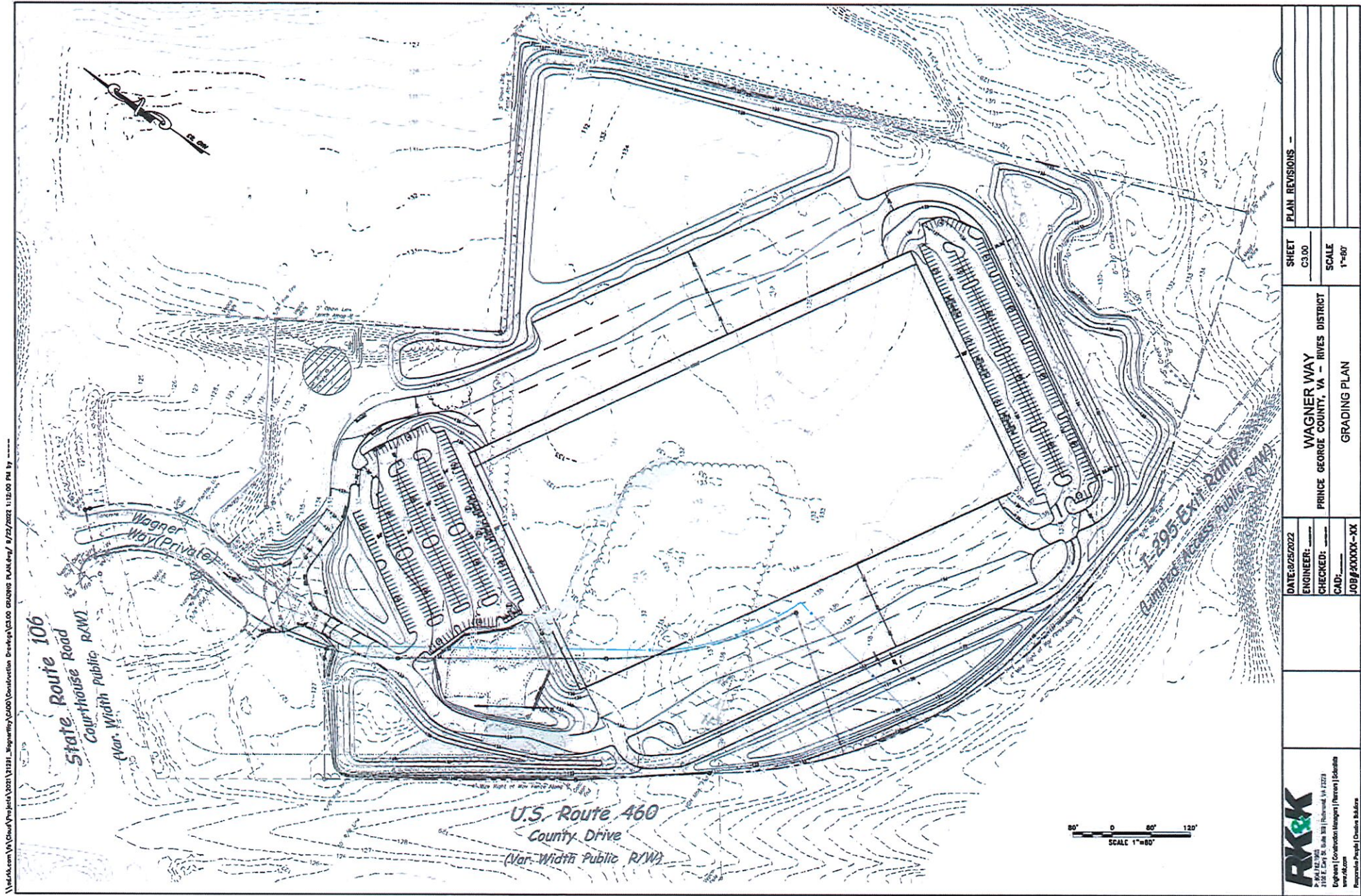
Scale: 1"=100'

**Shadrach & Associates LLC**  
LAND SURVEYING  
1000 RIVINGTON ROAD, SUITE 200, PETERSBURG, VA 23103  
PHONE: (804) 741-1111 FAX: (804) 741-1112

**I-295 Exit Ramp**  
(Limited Access Public R/W)

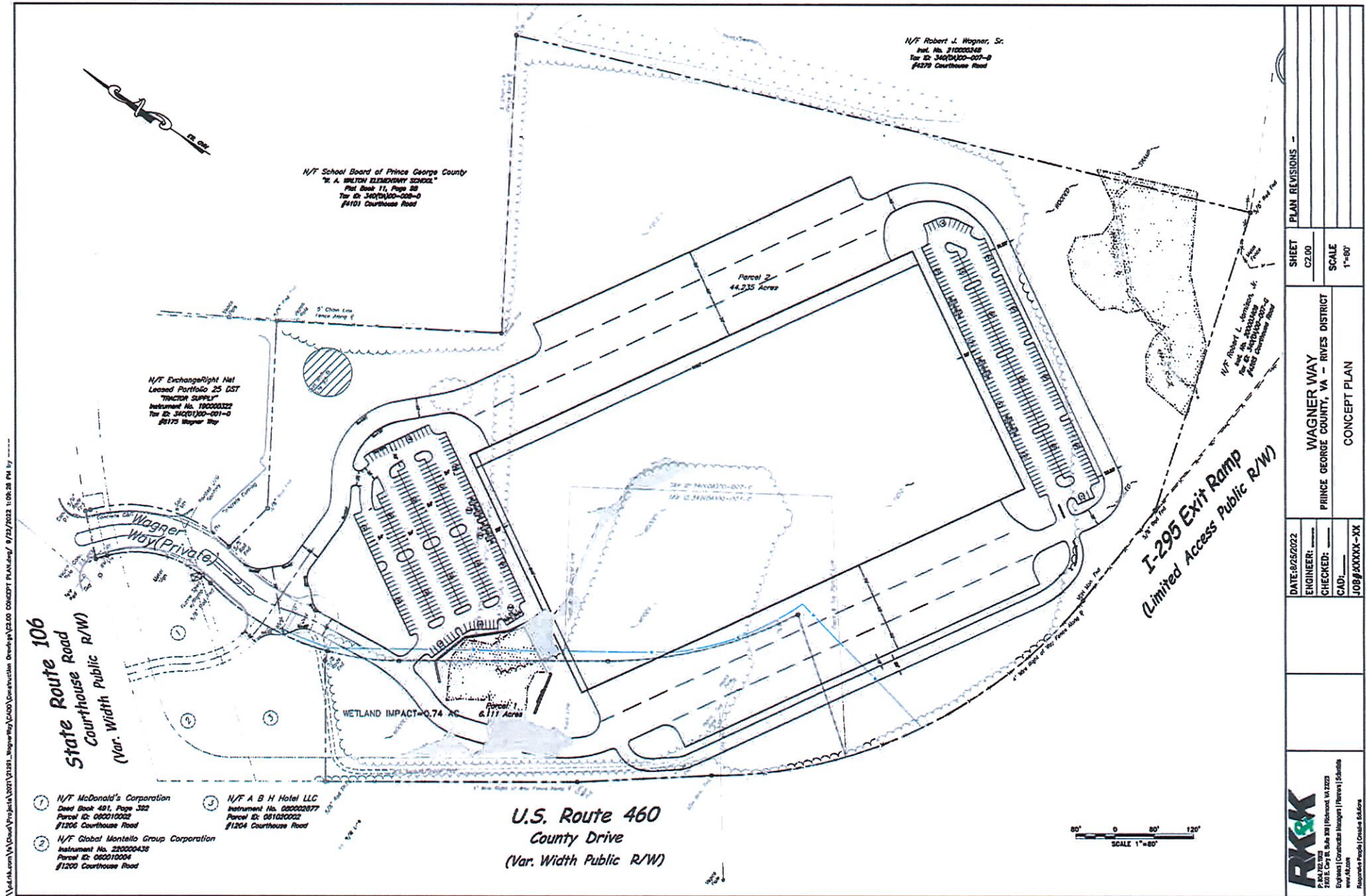
**Sheet 2 of 2**





 <small>           P. 04/14/2021            2105 E. Cary St. Suite 100   Richmond, VA 23223            Engineers   Construction Managers   Planners   Scientists            www.rkandk.com            Registration: Virginia   Certificate: 0000000000         </small>	DATE: 02/25/2022 ENGINEER: _____ CHECKED: _____ CAD: _____ JOB #: 200000-XX	WAGNER WAY PRINCE GEORGE COUNTY, VA - RIVES DISTRICT GRADING PLAN	SHEET C3.00 SCALE 1"=80'	PLAN REVISIONS -





DATE: 02/25/2022		ENGINEER: _____		CHECKED: _____		CAD: _____		JOB# XXXXX-XX	
SHEET		C2.00		SCALE		1"=80'		PLAN REVISIONS -	
WAGNER WAY		PRINCE GEORGE COUNTY, VA - RIVES DISTRICT		CONCEPT PLAN					
AK&K		200 E. Gay St. Suite 100 (Frederick, MD 21701)		Engineers   Construction Managers   Planners   Scientists		www.ak&k.com		Mapmakers People   Creative Solutions	



**SPECIAL LIMITED POWER OF ATTORNEY  
LAND USE APPLICATIONS**

**KNOW ALL MEN BY THESE PRESENTS**, that **DIAMOND PARK, LLC** has made, constituted and appointed, and by these presents do hereby make, constitute and appoint **ANDREW M. CONDLIN OR KIMBERLY M. LACY**, either of whom may act, our true and lawful attorney-in-fact (whether one or more, the "Attorney"), to act as our true and lawful attorney-in-fact in our name, place and stead with such full power and authority we would have, if acting personally, to file all such applications (whether one or more, the "Application") required by the City of Petersburg, Virginia (the "City"), with respect to that certain real property currently owned by the undersigned, such real estate being located in the City, situated along Route 460, containing approximately 6.111 acres, and designated in the Real Estate Assessment Records of the City as Tax Parcel 061020001, including, but not limited to, a pre-application form and application to rezone the properties. Our said Attorney is also authorized and directed to sign, seal, acknowledge and deliver all such documentation and consents as required for the Application, and to do, execute and perform all and every other act or acts, thing or things in law needful and necessary to be done as required for the Application and related to the Property, as fully as we might or could do if acting personally.

The undersigned hereby confirm all lawful acts done by our Attorney pursuant to this Special Limited Power of Attorney. We further declare that as against ourselves or persons claiming under us, everything which our Attorney shall do pursuant to this Special Limited Power of Attorney shall be valid and binding in favor of any person or entity claiming the benefit hereof who has not received actual written notice that this Special Limited Power of Attorney has been revoked.

This authorization shall continue until it is otherwise rescinded or modified.



WITNESS the following signatures and seals this 10<sup>th</sup> day of November, 2022.

**DIAMOND PARK, LLC**



By: *Amratlal R. Patel* (SEAL)  
Name: Amratlal R. Patel  
Its: Member

COMMONWEALTH OF VIRGINIA

CITY/CITY OF Mechanicville to-wit:

The foregoing instrument was acknowledged before me in my jurisdiction aforesaid by

Amratlal R. Patel, as Member of Diamond Park, LLC, on this  
10<sup>th</sup> day of November, 2022.

*Staci Dyan Haynes*

Notary Public

My Commission expires: 5/31/22

My Registration No.: 7811692





City of Petersburg  
Development Review - Meeting Request Form

Consultant: MALACHI MILLS, PE  
Phone Number: 804-240-1488  
Email Address: mmills@rkk.com

Developer: LINGERFELT DEVELOPMENT (John Mason)  
Phone Number: 804-270-0015  
Email Address: j.mason@lingerfelt.co

Site Plan Meeting Type Request (Please Check One):

X

Preliminary Meeting

Site Plan Meeting

Site Information:

Project Name: WAGNER WAY INDUSTRIAL CENTER  
Proposed Use: Warehouse/Distribution/Light Industrial/Manufacture  
Property Zoning: B-2 Zoning Case/Approval Date (if applicable): unknown

Required Information:

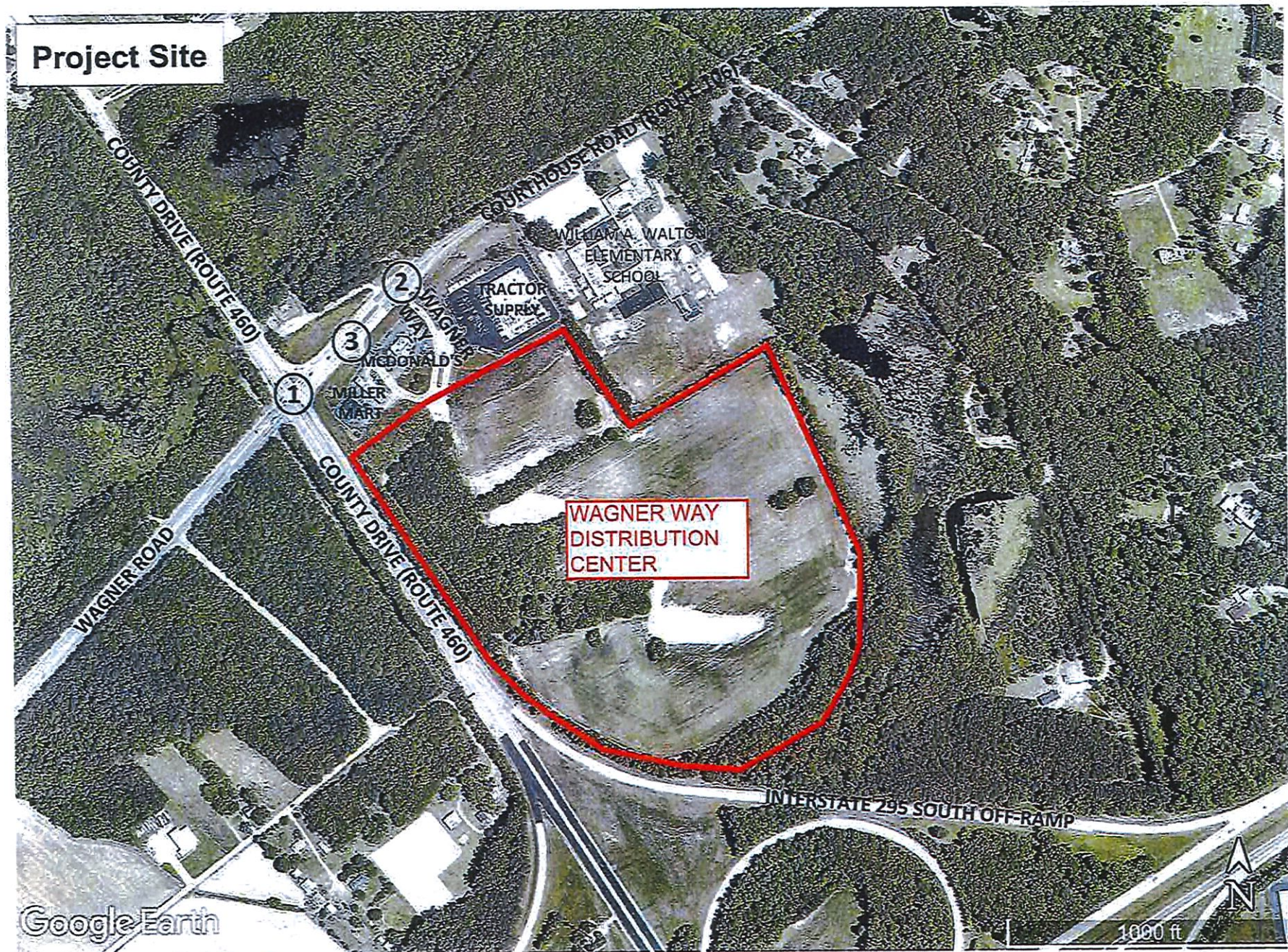
Tax Map Number(s): 06 102 0001  
Site Address (if Assigned): 3287 COUNTY DRIVE  
Name of Property Owner: DIAMOND PARK, LLC  
Address: 8901 Brook Rd Glen Allen, VA 23060  
Phone: 804-347-7189 or 804-426-4800  
Email Address: arpinvestmentsandloans@gmail.com

THE DESIGN CONSULTANT MUST BE PRESENT AT THE SITE PLAN MEETING

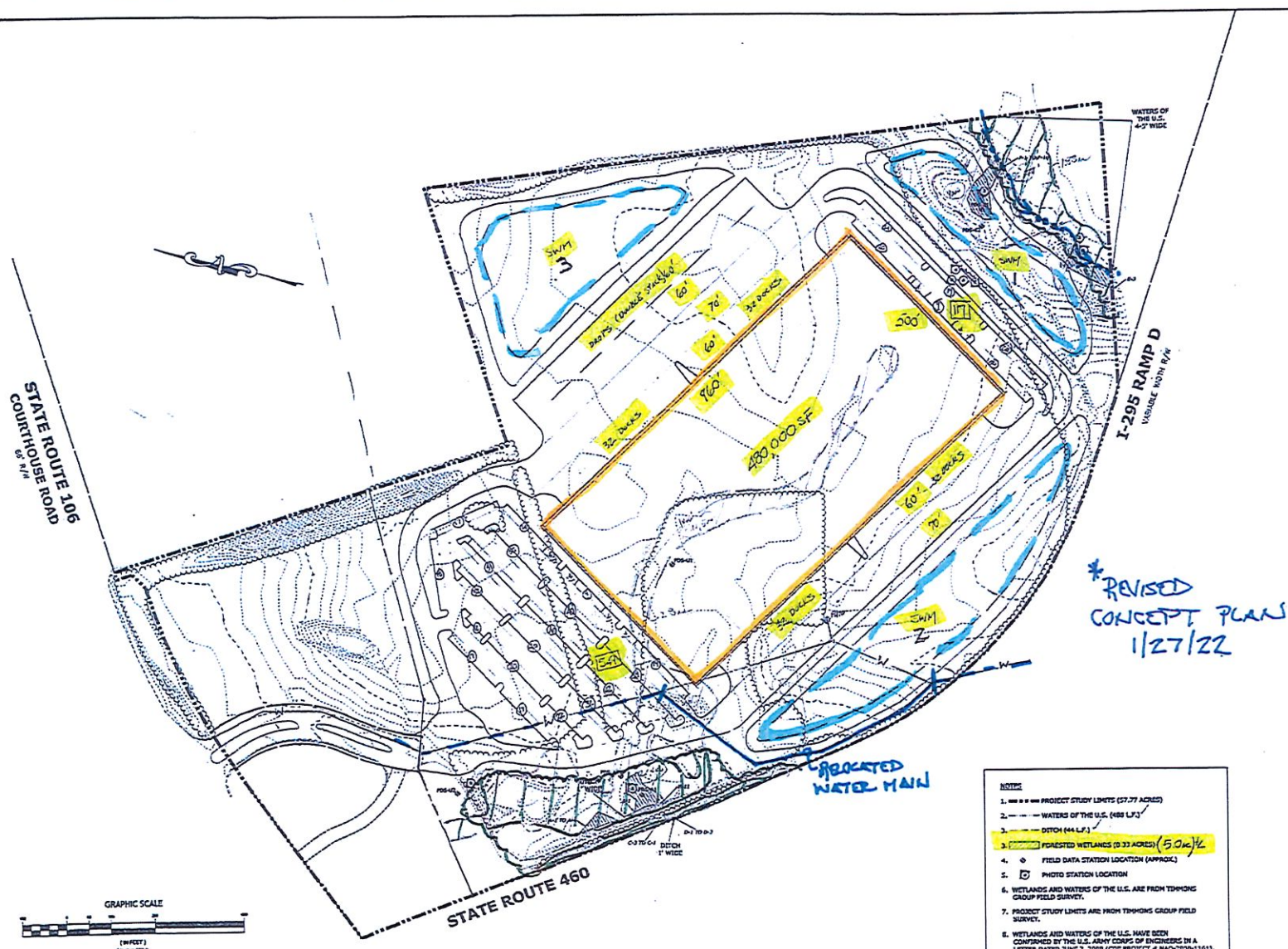
Meeting Date: 3/24 or 3/30 Meeting Time: 9:30-11:30

To request a Development Review Meeting, please complete and submit this form to the Department of Planning and Community Development by postal mail: 135 N Union Street, Petersburg, VA 23803 or email: [pcd@petersburg-va.org](mailto:pcd@petersburg-va.org). Meetings are held every Thursday (except the 3<sup>rd</sup> Thursday of each month) between 9:30 a.m. and 11:30 a.m. If you have preliminary sketches or plans, please provide an electronic copy in an 8 1/2" x 11" pdf format, on or before the Monday prior to your scheduled meeting. Please contact the Department of Planning and Community Development at (804) 733-2308 if you would like additional information. The Department Office hours are: Monday through Friday, except State Holidays, from 8:30 a.m. to 5:00 p.m.









\*REVISED  
CONCEPT PLAN  
1/27/22

- NOTES**
1. --- PROJECT STUDY LIMITS (57.77 ACRES)
  2. --- WATERS OF THE U.S. (488 LF)
  3. --- DITCH (44 LF)
  3. **FORESTED WETLANDS (0.33 ACRES) (50K) 1/2**
  4. ○ FIELD DATA STATION LOCATION (APPROX.)
  5. □ PHOTO STATION LOCATION
  6. WETLANDS AND WATERS OF THE U.S. ARE FROM TISHING GROUP FIELD SURVEY.
  7. PROJECT STUDY LIMITS ARE FROM TISHING GROUP FIELD SURVEY.
  8. WETLANDS AND WATERS OF THE U.S. HAVE BEEN CONFIRMED BY THE U.S. ARMY CORPS OF ENGINEERS IN A LETTER DATED JUNE 7, 2008 (CDE PROJECT # NAD-2008-1161).
- IMPACTS TO 3,25 ACRES WETLANDS  
175 ACRES UNDISTURBED**









## COMMONWEALTH of VIRGINIA

### DEPARTMENT OF TRANSPORTATION

Stephen C. Brich, P.E.  
Commissioner

1401 East Broad Street  
Richmond, Virginia 23219

(804) 786-2701  
Fax: (804) 786-2940

March 16, 2023

Andre M. Greene  
Planner II - Prince George County Community Development  
P.O. Box 68  
Prince George, VA, 23875

**SUBJECT: TIA-23-04 Wagner Way Distribution Center  
SR 106 Courthouse Road and Wagner Way (not state maintained)**

Dear Mr. Greene:

The Virginia Department of Transportation, Southern Region Land Development Office has reviewed the supplemental information dated 3-13-23 received at the Petersburg Residency on 3-14-23 by email in response to VDOT comments issued on 2-24-23. VDOT has reviewed the submitted information and determined that it addresses VDOT's concerns about differing land use codes and whether overall trip generation rates will exceed 5,000 VPD. The information demonstrates that the land use code (LUC) chosen by the applicant generates more traffic than any of the LUCs suggested by VDOT. Accordingly, the original TIA findings are valid that the project will have no adverse impact on the adjacent roadways and VDOT finds the TIA acceptable.

If you have any questions please feel free to contact me at 804-874-9309 or by email,  
[Paul.Hinson@VDOT.Virginia.gov](mailto:Paul.Hinson@VDOT.Virginia.gov)

Sincerely,

A handwritten signature in black ink, appearing to read "Paul F. Hinson".

Paul F. Hinson, P.E.  
Southern Region Land Use Engineer

Cc: Crystal Smith, VDOT  
Dianna Bryant, VDOT  
Todd Cage, VDOT  
Andrew M. Condlin, Agent  
Malachi Mills, P.E., RK&K





## MEMORANDUM

2100 E. Cary Street  
Suite 309  
Richmond, VA 23223  
Phone 804.782.1903  
Fax 804.782.2142  
www.rkk.com

**Date:** March 13, 2023  
**To:** Mr. Paul Hinson, PE, Southern Region Land Use Engineer  
**From:** RK&K  
**RK&K #:** 21291  
**Re:** Supplement to the Traffic Summary (dated 2/3/2022) for Wagner Way Distribution Center, Petersburg, VA / Prince George County, VA

This supplement is in response to the VDOT review/comment letter dated February 24, 2023. "Comment 1" was to evaluate optional land use codes (LUC) that may occupy the proposed facility and determine if the February 3, 2022, traffic summary required trip generation modification.

Our February 2022 traffic summary used LUC 110 "General Light Industrial" for trip generation data. See Table 1 for the comparison with the VDOT suggested LUC 150, 154, and 155. We combined "sort" and "non-sort" facilities for LUC 155 for this comparison. The ITE studies for LUC 155 are limited and for much larger buildings. The comparison table shows that the applicable daily, AM peak, and PM peak trip generation rates for LUC 110 are much higher or generally close to the suggested options.

In conclusion, it appears that LUC 110 is a responsible basis of data for the initial traffic summary study and results.

Table 1

LAND USE:	GENERAL LIGHT INDUSTRIAL			WAREHOUSING			HIGH-CUBE TRANSLOAD AND SHORT-TERM STORAGE WAREHOUSE			HIGH-CUBE FULFILLMENT CENTER WAREHOUSE - AVERAGE SORT/NON-SORT		
LAND USE CODE:	110			150			154			155		
WEEKDAY VEHICLE TRIPS	TOTAL	ENTERING	EXITING	TOTAL	ENTERING	EXITING	TOTAL	ENTERING	EXITING	TOTAL	ENTERING	EXITING
AVERAGE RATE:	2679	1339	1340	941	470	471	770	385	385	2269	1135	1135
FITTED CURVE:	2118	1059	1059	907	454	453	-	-	-	926	463	463
AM PEAK HOUR VEHICLE TRIPS	TOTAL	ENTERING	EXITING	TOTAL	ENTERING	EXITING	TOTAL	ENTERING	EXITING	TOTAL	ENTERING	EXITING
AVERAGE RATE:	407	358	49	94	72	22	44	34	10	281	228	54
FITTED CURVE:	378	332	46	90	69	21	-	-	-	-	-	-
PM PEAK HOUR VEHICLE TRIPS	TOTAL	ENTERING	EXITING	TOTAL	ENTERING	EXITING	TOTAL	ENTERING	EXITING	TOTAL	ENTERING	EXITING
AVERAGE RATE:	358	50	308	99	28	71	55	15	40	374	146	229
FITTED CURVE:	137	19	118	92	26	66	-	-	-	-	-	-

PER ITE'S TRIP GEN MANUAL, 11TH EDITION

AM PEAK HOUR:

PEAK HOUR OF ADJACENT STREET TRAFFIC, ONE HOUR BETWEEN 7 AND 9 A.M.

PM PEAK HOUR:

PEAK HOUR OF ADJACENT STREET TRAFFIC, ONE HOUR BETWEEN 4 AND 6 P.M.





## MEMORANDUM

2100 E. Cary Street  
Suite 309  
Richmond, VA 23223  
Phone 804.782.1903  
Fax 804.782.2142  
www.rkk.com

**Date:** February 3, 2022  
**To:**  
**From:** RK&K  
**RK&K #:** 21291  
**Re:** Wagner Way Distribution Center Traffic Summary, Petersburg, VA / Prince George County, VA

---

This traffic memo summarizes traffic data collection, trip generation, trip distribution, and turn lane warrant analyses for the Wagner Way Distribution Center. The distribution center site is bounded by Wagner Way off Courthouse Road (Route 106) and existing commercial businesses to the north, County Drive (Route 460) to the west, and the Interstate 295 South off-ramp to the south. See Appendix A for an area map.

### INTERSECTION TURNING MOVEMENT COUNTS

RK&K collected intersection turning movement counts at the following three intersections on January 11, 2022 from 4:00-6:00 PM (afternoon peak) and on January 12, 2022 from 7:00-9:00 AM (morning peak).

1. Courthouse Road (Route 106) / Wagner Road and County Drive (Route 460)
2. Courthouse Road (Route 106) and Wagner Way
3. Courthouse Road (Route 106) and the Miller Mart / BP Gas Station and McDonald's Access Road  
Right-in / Right-out

All intersection turning movement count data is attached to this memo and found in Appendix B.

### TRIP GENERATION

The Wagner Way Distribution Center is planned to be 550,000 SF. Trip generation numbers for daily, AM peak and PM peak were calculated from the ITE Trip Generation Manual, 11<sup>th</sup> Edition as follows (*Land Use #110 General Light Industrial*):

Daily	2,118 VPD	(1,059 in / 1,059 out)
AM Peak	378 VPH	(332 in / 46 out)
PM Peak	138 VPH	(19 in / 119 out)



ITE trip generation equations and calculations are attached to this memo and found in Appendix C.

### **TRIP DISTRIBUTION**

For trip distribution, RK&K assumed the following directional splits for the Wagner Way Distribution Center generated trips in both the AM and PM peaks:

- 90% to and from Wagner Way and points west,
  - 35% to and from Wagner Road and points west (including I-95),
  - 35% to and from County Drive / Route 460 and points south (including I-295),
  - 20% to and from County Drive / Route 460 and points north
- and 10% to and from Wagner Way and points east.

Trip distribution figures are attached to this memo and can be found in Appendix D.

### **TURN LANE WARRANT ANALYSES**

RK&K evaluated right and left turn lane warrants with and without the Wagner Way Distribution Center generated traffic. See Appendix E for the turn lane warrant analysis charts. It should be noted that for this high-level traffic analysis evaluation, no reductions were made for internal capture and only the raw calculated trip generation numbers were used.

The following summarizes findings at each of the two studied intersections:

Courthouse Road (Route 106) / Wagner Road and County Drive (Route 460) – The existing intersection is a traffic signal with established turn lanes for all left and right turn movements. Based on evaluations during traffic data collection, the intersection functions adequately during AM and PM peak periods. The three primary inbound movements related to Wagner Way Distribution Center are the Wagner Road eastbound through, the County Drive (Route 460) southbound left, and the County Drive (Route 460) northbound right. The northbound right is approximately 200' of storage with a 200' taper, and the southbound left is approximately 200' of storage with a 200' taper. The three primary outbound movements related to Wagner Way Distribution Center are the Courthouse Road (Route 106) westbound through, left turn and right turn movements. The westbound right is a free-flowing channelized right turn. The westbound left is approximately 150' of storage with a 115' taper.

In terms of vehicles per hour, the distribution center generates 116 VPH for the eastbound through, 116 VPH for the northbound right, 67 VPH for the southbound left, 16 VPH for the westbound left, 16 VPH for the westbound through and 9 VPH for the westbound right, in the AM peak hour. In the PM peak hour, the site generates 7 VPH for the eastbound through, 7 VPH for the northbound right, 3 VPH for the southbound left, 42 VPH for the westbound left, 42 VPH for the westbound through and 23 VPH for the westbound right.



Based on evaluation of turn lane warrants for the northbound right at the intersection, the existing traffic (without Wagner Way Distribution Center) warrants a taper; and the existing + proposed traffic warrants a full width turn lane and taper. The existing intersection has a full width turn lane and taper already with adequate storage and taper distances (200' of storage and 200' of taper) so no additional infrastructure is needed.

Based on evaluation of turn lane warrants for the southbound left at the intersection, the existing traffic (without Wagner Way Distribution Center) warrants a left turn with at least 50' of storage; and the existing + proposed traffic warrants a left turn lane with at least 100' of storage distance. The existing intersection has a full width turn lane and taper already with adequate storage and taper distances (of 200' storage and 200' taper for the southbound left) so no additional infrastructure is needed.

Courthouse Road (Route 106) and Wagner Way – Existing Intersection is unsignalized with established turn lanes for the eastbound right and westbound left from Courthouse Road (Route 106) onto Wagner Way. The right turn lane is approximately 280' of full width turn lane with an 80' taper, beginning at the right-in for the Miller Mart / BP Gas Station and McDonald's access road to the intersection with Wagner Way. The left turn is approximately 100' of storage with a 200' taper. Wagner Way does not currently have separate, designated left and right turn lanes but one wide (~23'-24') travel lane for northbound Wagner Way.

In terms of vehicles per hour, Wagner Way Distribution Center generates 299 VPH for the eastbound right, 33 VPH for the westbound left, 41 VPH for the northbound left and 5 VPH for the northbound right, in the AM peak hour. In the PM peak hour, the distribution center generates 17 VPH for the eastbound right, 2 VPH for the westbound left, 107 VPH for the northbound left and 12 VPH for the northbound right.

Because the eastbound right turn lane is used for traffic turning right at the Miller Mart / BP Gas Station and McDonald's access road and for the traffic turning right at Wagner Way, the right turn lane warrant analysis includes the eastbound right turning traffic volume onto the access road along with the eastbound traffic volume at Wagner Way. Turn lane warrant analysis for the eastbound right at the intersection indicates that the existing traffic (without Wagner Way Distribution Center) warrants a full width turn lane and taper. The existing intersection has a full width right turn lane and taper already with approximately 280' of storage and 80' of taper.

Turn lane warrant analysis for the westbound left at the intersection indicates that neither the existing traffic (without Wagner Way Distribution Center) or the existing + proposed traffic require a turn lane. The existing intersection has a full width left turn lane and taper already with approximately 100' of storage and 200' of taper so no additional infrastructure is needed.

To summarize all the turn lane warrant findings, there are three turn lane warrants that were found:

- With Wagner Way Distribution Center, a full width northbound right turn lane storage and taper at Courthouse Road (Route 106) / Wagner Road and County Drive (Route 460) is required. A full



width right turn lane with approximately 200' of storage and 200' of taper is currently provided; therefore, no additional infrastructure is needed.

- With Wagner Way Distribution Center, a full width southbound left turn lane with at least 100' of storage at Courthouse Road (Route 106) / Wagner Road and County Drive (Route 460) is required. A full width left turn lane with approximately 200' of storage and 200' of taper is currently provided; therefore, no additional infrastructure is needed.
- With and without Wagner Way Distribution Center, a full width eastbound right turn lane storage and taper at Courthouse Road (Route 106) and Wagner Way is required. A full width right turn lane with approximately 280' of storage and 80' of taper is currently provided. This total dimension of storage and taper is 360' and a total storage and taper distance of 400' is preferred. The existing available distance is 40' less than preferred; however, based on visual observations appears to function adequately. RK&K recommends seeking approval to use the existing distances as-is.



AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF PETERSBURG, AS HERETOFORE AMENDED, BY AMENDING THE DISTRICT MAP CONSTITUTING A PART OF SAID ORDINANCE, AS AMENDED, SO AS TO CHANGE CERTAIN PROPERTY FROM "A", AGRICULTURAL DISTRICT, TO "B-2(c)", GENERAL COMMERCIAL DISTRICT WITH CONDITIONS.

---

WHEREAS, there has been presented to the City Council of the City of Petersburg a recommendation by the Planning Commission that the Zoning Ordinance of the City of Petersburg be amended as hereinafter set forth; and

WHEREAS, a public hearing has been held at the meeting pursuant to notice thereof as required by law on the aforesaid amendment to the Zoning Ordinance; and

WHEREAS, City Council is of the opinion that the aforesaid recommendation of the Planning Commission should be adopted.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Petersburg that the Zoning Ordinance of said City, as heretofore amended, be amended further by amending the District Map constituting a part of said Ordinance, as amended, from "A", Agricultural District, to "B-2(c)", General Commercial District with conditions, the following described property:

"that certain parcel of land situated at the southeast side of the intersection of U. S. Route 460E (County Drive) and State Route 106 (Court-house Road), containing approximately fourteen (14) acres of land, currently addressed as 3287 County Drive and further identified as Tax Parcel 060-01-001;"  
061-02-001



The conditions to the use of said property are as follows:

1. The property will be developed generally in accordance with that certain Tentative Plan made by J. K. Timmons & Assoc., P.C., and dated March 15, 1990.

2. The property will be used for substantive taxable improvements and not just for parking lots, landscaped areas or other similar uses which are ancillary to improvements located on adjoining property outside the City of Petersburg.


3. The property will not be used for churches, exhibits by nonprofit organizations (as a principal use), clubs or lodges, auto sales and service, machine sales and service, volunteer fire or rescue squads, circuses, carnivals or similar activities, dance halls, auto repair garages or wrecking services, commercial truck stops or adult book stores.

4. No portable signs will be used on the property.

A COPY, TESTED, Barbara A. Moore  
CLERK OF COUNCIL



Inv. 3560  
Envs Gov SE-23-0022

		<h2 style="text-align: center;">SPECIAL EXCEPTION APPLICATION</h2> <p style="text-align: center;"><b>Department of Community Development and Code Compliance Planning &amp; Zoning Division</b> 6602 Courts Drive, Prince George, VA 23875 (804) 722-8678   <a href="http://www.princegeorgecountyva.gov">www.princegeorgecountyva.gov</a></p>		OFFICE USE ONLY	
				APPLICATION #: <b>SE-23-02</b>	
				DATE SUBMITTED: <b>RECEIVED</b> <b>JAN 27 2023</b>	
<b>APPLICANT FILL-IN ALL BLANKS</b>					
<b>REQUEST</b>	REQUEST: A Special Exception according to Code Section 90-393 for (1) Wholesale and processing and (15) Warehouse with indoor storage				
	REQUEST PROPERTY ADDRESS / LOCATION: Courthouse Road (Route 160) and Route 460				
	REQUEST TAX MAP PIN(S): (List all)  340(OA)00-007-D and 340(OA)00-007-E		AFFECTED ACREAGE (Each parcel): 44.235	ENTIRE PARCEL (Y / N - Each parcel): Y	
	ATTACHMENTS (Check if Attached; * = Required): <input checked="" type="checkbox"/> APPLICANT STATEMENT* (Specify goals, details, etc.) <input type="checkbox"/> COMMUNITY MEETING SUMMARY <input checked="" type="checkbox"/> PROPOSED CONDITIONS <input type="checkbox"/> ADDITIONAL ATTACHMENTS: <input checked="" type="checkbox"/> SITE LAYOUT SKETCH OR CONCEPTUAL SITE PLAN * (Show proposed improvements; Use GIS or Engineer Drawing)				
<b>LEGAL OWNER</b>	NAME(S): Diamond Park, LLC				
	MAILING ADDRESS: (Incl. City, State, Zip): 8907 Brook Road Glen Allen, Virginia 23060				
	E-MAIL:		PHONE:		
<b>APPLICANT CONTACT</b>	NAME(S): If different than owner): Lingerfelt Development, LLC c/o Andrew M. Condlin - Roth Jackson Gibbons Condlin, PLC				
	RELATION TO OWNER: Attorney for the Contract Purchaser				
	MAILING ADDRESS: (Incl. City, State, Zip): 1519 Summit Ave, Suite 102 Richmond, Virginia 23230				
	E-MAIL: acondlin@rothjackson.com tcraddock@rothjackson.com		PHONE: 804-977-3373 or 804-441-8606		
<b>OFFICE USE ONLY (Completed at the time of application)</b>					
ZONING DISTRICT(S): <b>B-1</b>			LAND USE(S) CODE REFERENCE(S):		
<b>PAYMENT</b>	FEE DUE: Special Exception: \$700 Special Exception Home Occ: \$350		FEE PAID:		PAYMENT TYPE: CHECK / CASH / CREDIT / DEBIT
	CHECK # / TRANSACTION #:		DATE RECEIVED:		RECEIVED BY:



# OWNER AFFIDAVIT

The undersigned Property Owner(s) or duly authorized Agent or Representative certifies that this petition and the foregoing answers, statement, and other information herewith submitted are in all respect true and correct to the best of their knowledge and belief.

NAME:

Andrew M. Condlin, by Power of Attorney

NAME:

SIGNED:

*[Signature]*

SIGNED:

\_\_\_\_\_

DATE:

1/26/23

DATE:

\_\_\_\_\_

## NOTARIZATION:

STATE OF VIRGINIA

CITY: *Richmond*  
COUNTY OF: *Richmond*

Subscribed and sworn before me this *26<sup>th</sup>* day of *January*, 20 *23*.

*Tracy Gibrall Craddock*  
Notary Public

My Commission expires: *Nov. 30*, 20 *25*



Tracy Gibrall Craddock  
Commonwealth of Virginia  
Notary Public  
Commission No. 7714399  
My Commission Expires 11/30/2025

AFFIDAVIT





## County of Prince George, Virginia

*"A welcoming community • Embracing its rural character • Focusing on its prosperous future"*

April 12, 2023

### PLANNING COMMISSION - NOTICE OF PUBLIC HEARING

Dear owner, agent or occupant of each parcel that is abutting, immediately across the street or road, or within close proximity of the property affected:

This is notification that the Prince George County Planning Commission will hold a public hearing on **Thursday, April 27, 2023 beginning at 6:30 pm** to consider the following request that involves the Prince George County Zoning Ordinance:

**SPECIAL EXCEPTION SE-23-02:** Request of Lingerfelt Development, LLC, contract purchaser, to permit "Wholesale and processing" and "Warehousing with indoor storage" land uses within a General Commercial (B-1) Zoning District, pursuant to Prince George County Zoning Ordinance Sections 90-393(1) and (15). The purpose of the request is to allow warehouse space to be developed on the property. The subject property is approximately 44.235 acres in size, located on Wagner Way at the intersection of Courthouse Road and Route 460, and is identified as Tax Map Numbers 340(0A)00-007-D and 340(0A)00-007-E. The Prince George County Comprehensive Plan Future Land Use Map indicates the property is planned for "Commercial" land uses.

The public hearing will be held in the Board Room, third floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia 23875, pursuant to §15.2-2204, §15.2-2225, §15.2-2232, and §15.2-2285 of The Code of Virginia (1950, as amended). A copy of the related material may be reviewed or obtained at the Community Development and Code Compliance Department in the County Administration Building between 8:30 a.m.-5:00 p.m., Monday-Friday. All interested persons are invited to participate in the public hearings in person. A live video stream will be available at [https://www.princegeorgecountyva.gov/live\\_stream/](https://www.princegeorgecountyva.gov/live_stream/). Public comments can be submitted prior to 4:30 p.m. on the public hearing date. Public Comment submittal forms and information on accessing this meeting electronically are available at <https://www.princegeorgecountyva.gov>.

You may also contact Planning and Zoning Division at (804)722-8678 or by e-mail at [planning@princegeorgecountyva.gov](mailto:planning@princegeorgecountyva.gov) with any questions prior to the scheduled meeting. We have included a GIS Map showing the general location of the request.

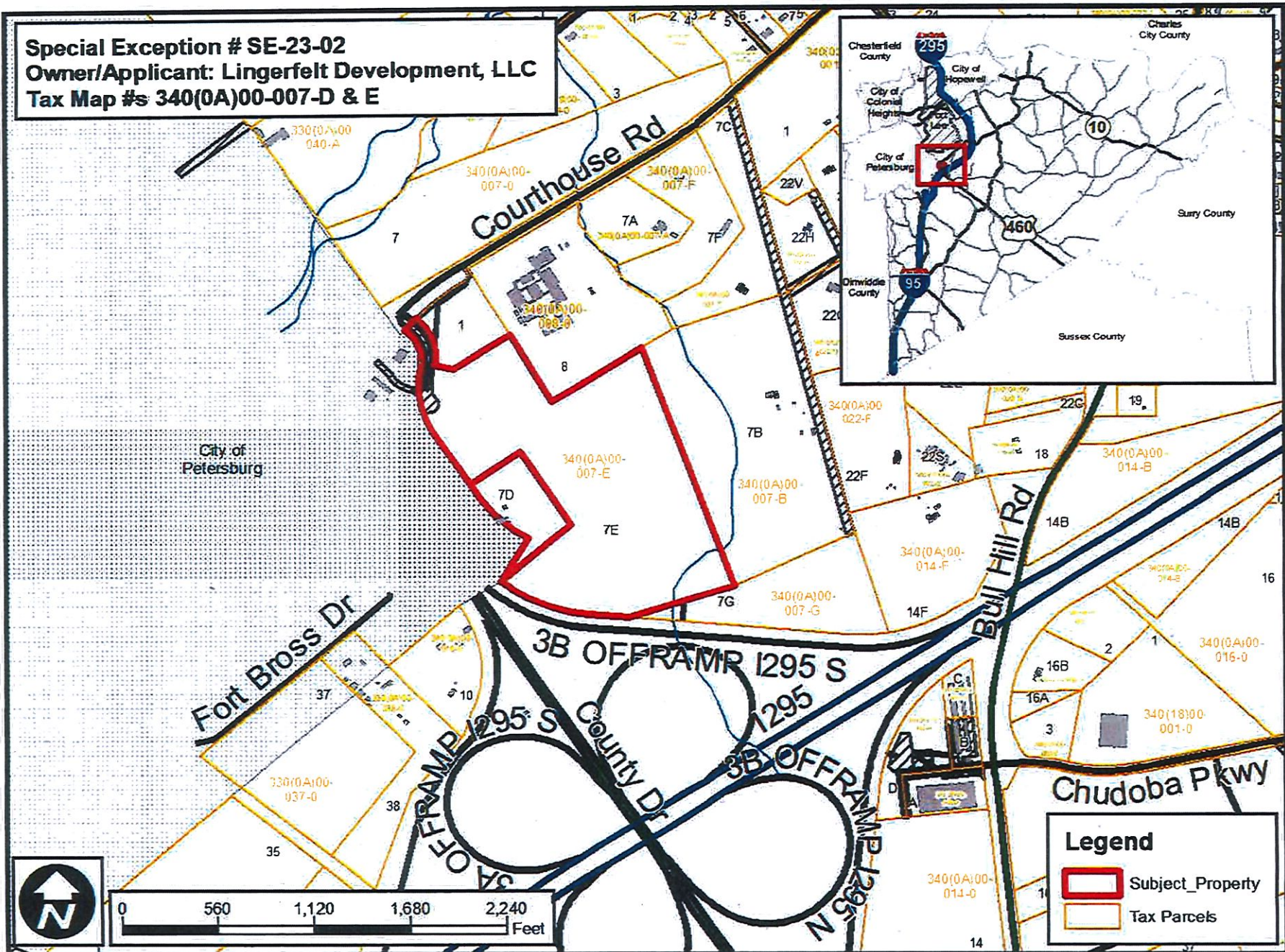
Sincerely,

A handwritten signature in black ink, appearing to read "Andre Greene".

Andre Greene  
Planner II



**Special Exception # SE-23-02**  
**Owner/Applicant: Lingerfelt Development, LLC**  
**Tax Map #s 340(0A)00-007-D & E**





**NOTICE OF PUBLIC HEARINGS  
PRINCE GEORGE COUNTY PLANNING COMMISSION**

The Prince George County Planning Commission will hold public hearings on Thursday, April 27, 2023 beginning at 6:30 p.m. concerning the following requests:

**COMPREHENSIVE PLAN AMENDMENT CPA-23-02:** Request of It's His Land, LLC to amend the Comprehensive Plan Future Land Use Map designation for the property identified as Tax Map 350(0A)00-044-A from "Residential" to "Commercial", in order to support a companion rezoning request for the same property. The property is approximately 14.8 acres in size, and is located on the West side of Prince George Drive at the intersection with West Quaker Rd.

**REZONING RZ-23-02:** Request of It's His Land, LLC to conditionally rezone 14.8 acres from Residential Agricultural (R-A) Zoning District to General Business (B-1) Zoning District. The applicant seeks to develop the property for a mini storage facility, as well as office, retail and potentially restaurant uses. The subject property is identified as Tax Map 350(0A)00-044-A and located on the West side of Prince George Drive at the intersection with West Quaker Rd. The Comprehensive Plan Future Land Use Map indicates the property is planned for "Residential" land uses; however, the applicant has requested to change the Future Land Use designation to "Commercial".

**SPECIAL EXCEPTION SE-23-03:** Request of It's His Land, LLC to permit warehousing with indoor storage within a General Business (B-1) Zoning District, pursuant to Prince George County Zoning Ordinance Section 90-393(15). The purpose of the request is to allow the development of a mini storage (self-storage) facility with outdoor boat/RV storage. The subject property, approximately 14.8 acres in size, is identified as Tax Map 350(0A)00-044-A and is located on the West side of Prince George Drive at the intersection with West Quaker Rd. The Comprehensive Plan Future Land Use Map indicates the property is planned for "Residential" land uses; however, the applicant has requested to change the Future Land Use designation to "Commercial".

**SPECIAL EXCEPTION SE-23-02:** Request of Lingerfelt Development, LLC, contract purchaser, to permit "Wholesale and processing" and "Warehousing with indoor storage" land uses within a General Commercial (B-1) Zoning District, pursuant to Prince George County Zoning Ordinance Sections 90-393(1) and (15). The purpose of the request is to allow warehouse space to be developed on the property. The subject property is approximately 44.235 acres in size, located on Wagner Way at the intersection of Courthouse Road and Route 460, and is identified as Tax Map Numbers 340(0A)00-007-D and 340(0A)00-007-E. The Prince George County Comprehensive Plan Future Land Use Map indicates the property is planned for "Commercial" land uses.

**REZONING RZ-23-03:** Request of Roslyn Farm Corporation to conditionally rezone approximately 159.64 acres from Residential Agricultural (R-A) and Limited Residential (R-2) Zoning Districts to General Industrial (M-2) Zoning District. The purpose of the rezoning is to allow development of the property for industrial uses. The subject property is located on both sides of Rives Road in between the interchanges for Interstate 95 and Interstate 295, and is identified by seven (7) Tax Map Numbers: 330(0A)00-015-0, 016-A, 018-0, 019-0,



020-0, 0-21-0, and 024-A. The overall development plan extends across the County line into the City of Petersburg. The Comprehensive Plan Future Land Use Map indicates the property is planned for “Commercial / Industrial” land uses.

**SPECIAL EXCEPTION SE-23-04:** Request of the County of Prince George to permit “Buildings or uses for local governmental purposes” within a Residential Agricultural (R-A) Zoning District, pursuant to Prince George County Zoning Ordinance Section 90-103(35). The purpose of the request is to allow a convenience center, which is a facility allowing residents and business to drop off solid waste and recyclable materials to be collected and taken away to off-site transfer stations or landfills. The facility would occupy approximately 7 acres of land located on the southeast portion of the subject property. The subject property, approximately 175 acres in total size, is located on the east side of Prince George Drive at the intersection with East Quaker Road, and is identified as Tax Map 350(0A)00-046-0. The Prince George County Comprehensive Plan Future Land Use Map indicates the property is planned for “Public / Semi-Public” land uses.

The public hearings will be held in the Board Room, third floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia 23875, pursuant to §15.2-2204, §15.2-2225, §15.2-2232, and §15.2-2285 of The Code of Virginia (1950, as amended). A copy of the related material may be reviewed or obtained at the Community Development and Code Compliance Department in the County Administration Building between 8:30 a.m.-5:00 p.m., Monday–Friday. All interested persons are invited to participate in the public hearings in person. A live video stream will be available at [https://www.princegeorgecountyva.gov/live\\_stream/](https://www.princegeorgecountyva.gov/live_stream/). Public comments can be submitted prior to 5:00 p.m. on the public hearing date. Public Comment submittal forms and information on accessing this meeting electronically are available at <https://www.princegeorgecountyva.gov>.

Tim Graves  
Planner  
(804)722-8678



CITY COUNCIL  
MEETING

SEPTEMBER  
19, 2023



# Item 13a.

## Petition for a Zoning Amendment 3287 County Drive from B-2 to M-1 Proposed Industrial Development



# Background

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

The proposed use is warehouse space for distribution businesses.



# Background (continued)

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The parcel is in both Petersburg and Prince George County and is owned by the same owner.

The property in Prince George County is significantly larger and would be the primary site for the development and the property in Petersburg would be used primarily for parking and access.

Adjacent uses are Commercial to the North and vacant wooded property to the West. I-295 is to the South and the vacant property in Prince George is to the East.



# Background (continued)

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At the July 2023 Council meeting, staff was tasked with coordinating with Prince George to discuss financial benefits to Petersburg and was made aware that this project has yet to be entitled.

Prince George is working with the applicant on a Comprehensive Plan amendment prior to this project being able to advance.



# Public Notice

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Notices were sent to adjacent property owners and signs were posted on the property regarding the Rezoning consideration.

No concerns were received.



# Property Description

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Parcel ID	Acreage	Current Zoning Designation	
061020001	4.8 acres	B-2	General Commercial District



# Parcel Map

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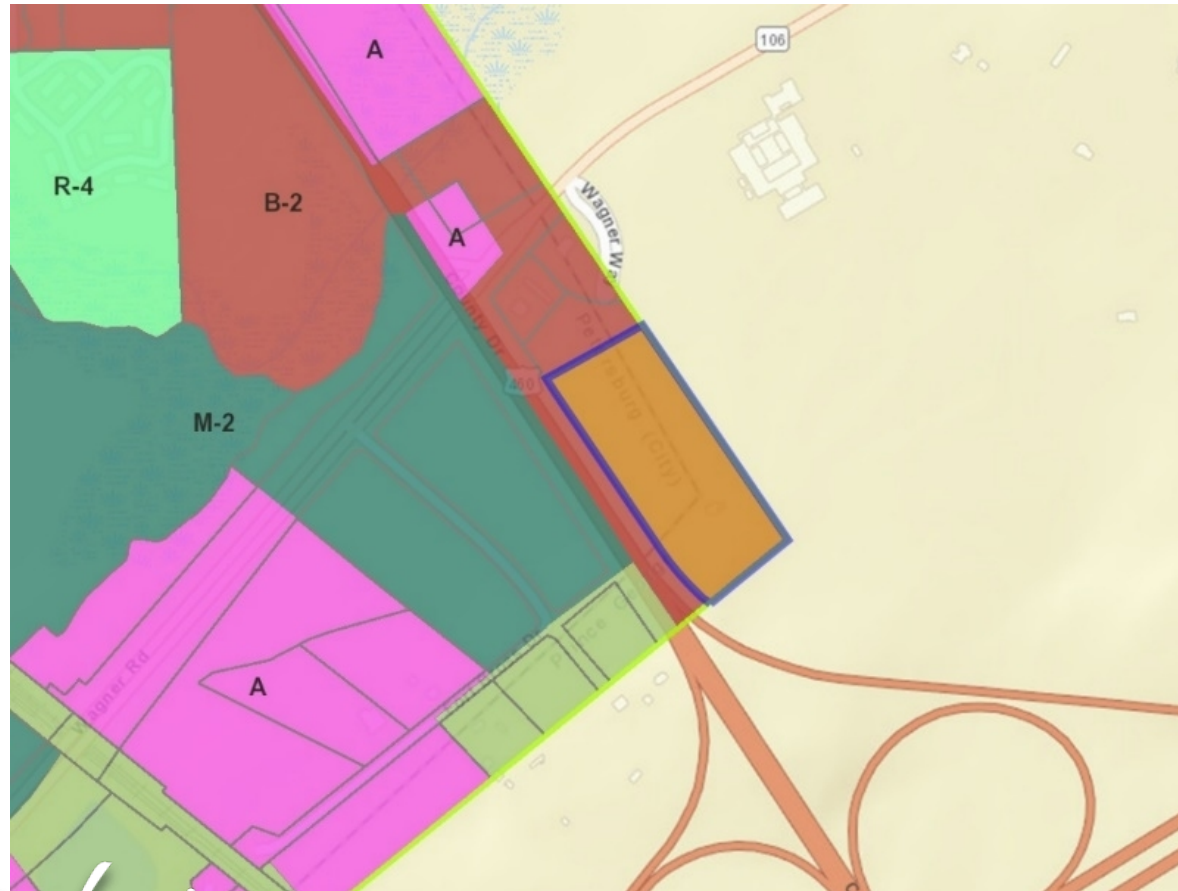




# Zoning Map

## B-2 General Commercial District

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# Comprehensive Plan Map

## Future Land Use - Commercial

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# Aerial Photo of the parcel

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# Aerial View

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# Recommendation

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The Planning Commission considered the item during the June 1, 2023 meeting and recommended approval.

Staff recommends deferral of this project until Prince George entitles the project.





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 19, 2023

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

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

**FROM:** Nykesha Lucas

**RE:** Consideration of appointments to the Central Virginia Waste Management Authority Board. (Page 193)

**PURPOSE:** To make appointments to the Central Virginia Waste Management Authority Board (CVWMA).

**REASON:** Jerry Byerly was named the new Public Works Director in 2023. Mr. Byerly would need to be appointed as primary and Mr. Randall Williams will need to be reappointed as the alternate.

**RECOMMENDATION:** Jerry Byerly and Randall Williams' positions align with the requirements of CVWMA. It is recommended that they be appointed to the Central Virginia Waste Management Authority Board with Mr. Byerly as primary and Mr. Williams as alternate.

**BACKGROUND:** The Central Virginia Waste Management Authority (CVWMA) is a public service authority that implements solid waste management and recycling programs for thirteen local governments. Since its formation in 1990, the CVWMA has endeavored to provide efficient and economical waste management and recycling solutions for its member jurisdictions. The CVWMA's aim is to meet the local governments' waste management and recycling needs, through improving existing services and programs and expanding into new program areas. A board of directors including representatives from each member locality governs the actions of the authorities and daily operations are coordinated by experienced staff.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 9/19/2023

**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. Central Virginia Waste Management Authority 2022
2. appointment to CVWMA 2023 resolution



<b>CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY</b>			
Number of members: 2			
<b>TERMS</b>	<b>APPOINTMENTS</b>	<b>NEW APPLICANTS</b>	
		Appointed:	
04/17/2018-12/31/2022	Paul Johnson, Director of Public Works	6/21/2022	
04/17/2018-12/31/2022	Randall Williams, Director of Utilities	6/21/2022	
	<b>AUTHORITY:</b>	<b>COMPOSITION:</b>	
	Code of Virginia, Chapter 28, Title 15.1, Virginia Water and Sewer Authorities Act; City Council Resolution #90-153 adopted 10/2/90.	Each of the Authority's participating political subdivisions shall be entitled to no less than one (1) and to no more than three (3) members. The number of members from each participating political subdivision shall be as follows:	
		<b>Population Basis:</b>	<b>Members:</b>
		0-50,000	1
		50,001-100,000	2
		100,000 +	3
	<b>MEETING DATE AND TIME</b>		
	Monthly, 3rd Friday, 9:00 a.m. at Central Virginia Waste Management Authority Headquarters		
		<b>TERMS:</b>	
		Four (4) years	
	<b>STAFF LIAISON:</b>		
	Kimberly A. Hynes, Executive Director, CVWMA		
	2100 West Laburnum Avenue, Suite 105	File: Financial Disclosure form	
	Richmond, VA 23227		
	(804) 359-8413		



**A RESOLUTION APPOINTING JERRY BYERLY AS THE  
PRIMARY AND RANDALL WILLIAMS AS THE  
ALTERNATE WITH TERM ENDING DECEMBER 31, 2026,  
TO THE CENTRAL VIRGINIA WASTE MANAGEMENT  
AUTHORITY BOARD.**

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**BE IT RESOLVED**, by the City Council of the City of Petersburg, that it hereby appoints Jerry Byerly as the primary and Randall Williams as the alternate, with a term ending December 31, 2026, to the Central Virginia Waste Management Authority Board.





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 19, 2023

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

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

**FROM:** Nykesha Lucas

**RE:** **Consideration of appointment/s to the South Central Wastewater Treatment Authority Board. (Page 197)**

**PURPOSE:** To make appointment/s to the South Central Wastewater Treatment Authority Board.

**REASON:** There is a vacant position for the alternate member. The city recently appointed a new Public Works Director, Jerry Byerly, that will fill the vacant alternate position.

**RECOMMENDATION:** Recommends that Council appoint Jerry Byerly as an alternate to the South Central Wastewater Treatment Authority Board.

**BACKGROUND:** South Central Wastewater Treatment Authority operates the Petersburg Wastewater Plant, which serves the Cities of Colonial Heights and Petersburg along with the Counties of Chesterfield, Dinwiddie and Prince George.

The Authority Board includes one (1) Member and one (1) Alternate Member from each of the political subdivisions. City Council has, as have other member jurisdiction, traditionally appointed the locality's chief administrative officer as its representative on the Board and the Director of Public Works as the alternate.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 9/19/2023

**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. South Central Wastewater Treatment Authority 2023
2. appointment to South Central Wastewater Treatment Authority 2023 resolution



	<b>SOUTH CENTRAL WASTEWATER TREATMENT AUTHORITY</b>		
	Number of members: 2		
<b>TERMS</b>	<b>APPOINTMENTS</b>	<b>APPOINTED</b>	
4/19/2022-12/31/2024	John March Altman, Jr, City Manager, Primary		
4/22/2022-12/31/2024			
	<b>AUTHORITY:</b>		<b>COMPOSITION:</b>
	Operates the Petersburg Wastewater Plant, which serves the cities of Colonial Heights and Petersburg along with the counties of Chesterfield, Dinwiddie and Prince George.		One (1) member and one (1) alternate member from each of the political subdivisions participating in the authority.
	<b>MEETING DATE AND TIME:</b>		<b>TERMS:</b>
	Third Wednesday, 2:00pm		Four (4) years
	<b>STAFF LIAISON:</b>		
	William Leary, Director of South Central Wastewater Treatment Plant		
	(804) 861-0111		



**A RESOLUTION APPOINTING JERRY BYERLY AS THE  
ALTERNATE WITH TERM ENDING DECEMBER 31, 2024,  
TO THE SOUTH CENTRAL WASTEWATER TREATMENT  
AUTHORITY.**

---

**BE IT RESOLVED**, by the City Council of the City of Petersburg, that it hereby appoints Jerry Byerly as the alternate with a term ending December 31, 2024, to the South Central Wastewater Treatment Authority.





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 19, 2023

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

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

**FROM:** Nykesha Lucas

**RE:** **Consideration of an appointment to the Architectural Review Board. (Page 201)**

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**PURPOSE:** To consider an appointment/s to the Architectural Review Board.

**REASON:** There is currently one vacancy on the board with a term expiring 09/30/2025.

**RECOMMENDATION:** Recommend the Council to make an appointment to the Architectural Review Board.

**BACKGROUND:** The Architectural Review Board consists of 7 members appointed by City Council. The duties of the Board include, but are not limited to the following: administer the provisions of the City Code, Article 35, and preservation of the Historical Areas within the City. In addition to those duties, under the CLG Program the review board shall, at a minimum, perform the following duties: conduct or cause to be conducted a continuing survey of cultural resources in the community, according to guidelines established by the State Historic Preservation Office; act in an advisory role to other officials and departments of local government regarding protection of local cultural resources; disseminate information within the locality on historic preservation issues and concerns; and review all proposed National Register nominations for properties with the boundaries of the locality.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 9/19/2023

**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. ARB (1)
2. res arb



	<b>ARCHITECTURAL REVIEW BOARD</b>		
	Number of members: 7		
<b>TERMS</b>	<b>APPOINTMENTS</b>	<b>NEW APPLICANTS</b>	
05/16/2023-9/30/2025	Louis Malon, 1578 Westover Avenue, Petersburg, VA	Joseph F. Yates, 601 Semmes Avenue, Richmond, VA 23224	
05/16/2023-9/30/2025	Dino Lunsford, 4017 Birchett Place, 23875	Calvin R. Phelps, Jr., 2841 Sherbourne Road, North Chesterfie	
05/16/2023-9/30/2025	William H. Hartsock, 239 High Street, Petersburg, VA 23803		
05/16/2023-9/30/2025	Larry Murphy, 4106 Rockridge Place		
05/16/2023-9/30/2025			
05/16/2023-9/30/2025	Joe Battiston, 18610 Waterford Drive - chair		
05/16/2023-9/30/2025	Celeste Wynn, 319 East Fillmore Street		
	<b>TERMS:</b>		
	*Three year terms		



eld



**A RESOLUTION APPOINTING \_\_\_\_\_ TO THE ARCHITECTURAL  
REVIEW BOARD WITH A TERM ENDING  
SEPTEMBER 30, 2025.**

---

**BE IT RESOLVED**, by the City Council of the City of Petersburg, that it hereby appoints..  
\_\_\_\_\_ to the Architectural Review Board with a term ending  
September 30, 2025.



Resolution \_\_\_\_\_  
Adopted by the City of Petersburg  
Council of the City of Petersburg on:

\_\_\_\_\_

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





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 19, 2023

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

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

**FROM:** Wayne Crocker

**RE:** Consideration of an appropriation ordinance for the Virginia Foundation for Healthy Youth Grant in the amount of \$194,733 - 2nd Reading (Page 207)

---

**PURPOSE:** To provide funds to purchase updated “Al’s Pals: Kids Making Healthy Choices Curriculum Kits”.

**REASON:** The Petersburg Public Library has received a letter of intent to fund a Youth Tobacco Use Prevention grant from the Virginia Foundation for Healthy Youth. This funding will be used to purchase updated “Al’s Pals: Kids Making Healthy Choices Curriculum Kits” for 21 classrooms at Westview Early Childhood Education Center. In Year 1 another Pre-K in Petersburg will also be funded. Year 2 and Year 3 will add two other Pre-K sites for a total of 410 children participating in the program. The curriculum will also be woven into the Petersburg Public Library children’s programming.

**RECOMMENDATION:** Recommend City Council approve

**BACKGROUND:** Al’s Pals is a Social Emotional Learning (SEL) curriculum for preschool that provides young children with the skills to prepare for life’s challenges through interactive lessons, engaging puppets, original music, and impactful approaches. This curriculum has been a long-standing program at Westview Early Childhood Education Center.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** \$194,733.00

**CITY COUNCIL HEARING DATE:** 9/5/2023

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

**AFFECTED AGENCIES:** Library Services

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



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

**ATTACHMENTS:**

1. VFHY Letter to the Petersburg Library (003)
2. Petersburg Al's PalsPacket August 2023
3. Ordinance VA Fdtn for Healthy Youth-Library Al's Pals 2023





Petersburg Public Library  
Wayne M. Crocker  
201 W Washington St,  
Petersburg, VA 23803

July 28, 2023

Dear Mr. Crocker:

The Virginia Foundation for Healthy Youth has received the Petersburg Public Library's preliminary proposal for our Youth Tobacco Use Prevention Petersburg Targeted Grant. This grant totals no more than \$195,000 over three years beginning 7/1/2023 and ending 6/30/2026. We are pleased to inform you that your proposal has been recommended for funding contingent upon:

- Our receipt of a Memorandum of Agreement signed by the Superintendent of Petersburg Public Schools, any participating school principals, and the Petersburg City Manager
- The Petersburg Public Library's completion of minor revisions to their proposal

Please do not hesitate to reach out to me if you have any questions. We look forward to our partnership.

Michael Parsons, MSW  
Director of Programs  
[mparsons@vfhy.org](mailto:mparsons@vfhy.org)  
Virginia Foundation for Healthy Youth (VFHY)



## Petersburg AI's Pals

---

*Petersburg Targeted Grant*

*Petersburg Public Library - Youth Services*

---

***Ms. Pat Caulkins***

---

201 W. Washington Street  
Petersburg, VA 23803

pcaulkins@ppls.org  
O: 5406491658



# Petersburg Targeted Grant

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## ***SUMMARY INFORMATION***

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### **Project Name\***

Select a name to distinguish your program. For example: **Petersburg City Public School's CATCH My Breath Program.**

Petersburg AI's Pals

### **Geographic Region\***

Indicate the VFHY Geographic Region where programs/projects will be conducted. The VFHY regions are Central, North, Southeast and Southwest. A map with the four regions marked can be found [here](#).

Southeast

### **Program Summary\***

Briefly describe your proposal.

If you are applying for Youth Tobacco Use Prevention, include information describing targeted youth, their age, how many will participate, the location(s) in which programming will be delivered, Curriculum Guide program(s) and total budget amount.

If you are applying for Childhood Obesity Prevention, highlight the focus of the project and its major components.

If you are applying for an Equipment Grant, briefly summarize the requested equipment.

Funding will be used to purchase updated AI's Pals: Kids Making Healthy Choices Curriculum Kits for 21 classrooms at Westview Early Childhood Education Center and for another Pre-K (ages 3-5) in Petersburg in Year 1. Years 2 and 3 will add two other Pre-K sites for a total of 410 children participating in the program. The curriculum will also be woven into Petersburg Public Library (lead agency) children's programming. The total budget requested is \$194,733.

### **Targeted Grant Type\***

For which targeted grant are you applying?

Youth Tobacco Use Prevention

## ***PROGRAM INFORMATION***

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### **Staff & Responsibilities\***

List the position, titles, and roles of all staff who will work on the proposed program(s). This list should include fiscal and program coordination staff. Indicate full and/or part-time staff.



Funding is being requested for a Program Coordinator who will work directly with the school staff to implement the curriculum, hold any trainings, and support the classroom teachers at Westview Early Childhood Education Center and will help select a second site for expansion in Year 1. The position will be a full time employee of the Petersburg Public Library (City of Petersburg) and will work in the Youth Services Department supporting the Youth Services Department Director in incorporating Al's Pals concepts into Story Times and in outreach to Pre-schools and Daycares in Petersburg. All grant requirements, including fiscal management, will be fulfilled by the Program Coordinator in conjunction with City/Library staff.

## Memorandums of Agreement (MOA's)

An MOAs with the school system and any other partner organizations must be included. This must be a Memorandum of Agreement rather than letter of support. It must have a current date and specifically outline commitments for the entire three years of the grant period.

MOA Signed.pdf

## Program Fidelity\*

Provide information about the responsible staff who will monitor and ensure that proposed programs are conducted with fidelity and adhere to the requirements of the program developer. Identify and include the fidelity requirements of the selected program and describe how these will be monitored for compliance. Fidelity refers to the extent to which the program's core components are followed as described by the developer.

In order to replicate Al's Pals with fidelity, "complete lessons need to be delivered, in sequence, two per week, by a ... trained classroom teacher". That "teacher (typically the classroom educator), ... needs to spend at least five hours each week with the children receiving the program." There are 46 lessons available with the curriculum with the number of lessons required to achieve fidelity at 35. The Program Coordinator will work closely with a designated school or Pre-K staff person or administrator to insure fidelity. The Program Coordinator will be on site 2 times/week to assist with monitoring of fidelity. Lesson plans will reflect the number of lessons planned and conducted in the classrooms and all classroom educators will receive training. Al's Pals has been a long-standing program at Westview so it will not be a new or an additional program for the educators which will further insure fidelity.

## WORKPLAN

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All submitted proposals must upload a Workplan for each year of the grant.

### Year 1 Workplan\*

workplan year 1. revised 23.24.docx

### Year 2 Workplan\*

workplan year 2 revised 24.25.docx

### Year 3 Workplan\*

workplan year 3. revised 25.26.docx



## ***PROGRAM IMPLEMENTATION MATRIX***

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All submitted proposals must upload a Program Implementation Matrix Form for each year of the grant.

### **Programs\***

Select all *Curriculum Guide* programs that will be conducted through this grant effort.

Al's Pals

### **Year 1 Matrix\***

matrix year one revised.docx

### **Year 2 Matrix\***

matrix year two revised.docx

### **Year 3 Matrix\***

matrix year three revised.docx

### **Total Youth\***

How many total youth do you estimate that you will reach over the entire 3-year grant?

For example, if you plan on reaching 100 youth in year 1, 100 youth in year 2 and 200 youth in year 3, your Total Youth would be 400.

410

### **VFHY Statewide Evaluation\***

Funded organizations are required to participate in the VFHY Statewide Evaluation process. This evaluation may include an online survey and focus groups and/or additional activities. Indicate your organization's agreement to participate by selecting "Yes".

Yes

## ***BUDGET AND BUDGET NARRATIVE***

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### **First Year Funding\***

How much is requested from VFHY for first year funding?

\$90,162.00

### **Second Year Funding\***

How much is requested from VFHY for second year funding?

\$51,657.00



### Third Year Funding\*

How much is requested from VFHY for third year funding?

\$52,914.00

### Total Funding Requested\*

Provide the total amount you are requesting from VFHY for this grant.

To calculate this number simply add together all the three numbers above.

\$194,733.00

### Budget Form

For Youth Tobacco Use Prevention Grants and Childhood Obesity Prevention Grants only. Not for Equipment Grants.

Please complete the VFHY Budget Form and then upload it to the application. Formulas are included to automatically add the line items. The budget form includes both a line item form and a narrative section to describe and justify all grant expenses. Both sections must be completed.

Copy of completed budget. revised (JS.PC).xlsx

## TERMS AND CONDITIONS

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### Terms and Conditions/Required Statements\*

Applicants must enter the name of the organization's Authorized Representative to acknowledge the organization has reviewed and agrees to the Petersburg Targeted Grant Terms and Conditions, including the VFHY Required Statements, and further, that the Authorized Representative agrees to comply with all conditions described and explained. An Authorized Representative might be a Superintendent or Center Director.

Wayne Crocker, Petersburg Public Library Director



## File Attachment Summary

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### *Applicant File Uploads*

- MOA Signed.pdf
- workplan year 1. revised 23.24.docx
- workplan year 2 revised 24.25.docx
- workplan year 3. revised 25.26.docx
- matrix year one revised.docx
- matrix year two revised.docx
- matrix year three revised.docx
- Copy of completed budget. revised (JS.PC).xlsx



**Memorandum of Agreement between  
Petersburg City School Board  
&  
City of Petersburg  
on behalf of its Tobacco Prevention Grant**

Petersburg City School Board ("School Board") and the City of Petersburg/Petersburg Public Library (PPL) on behalf of its Tobacco Prevention Grant received from the Virginia Foundation for Healthy Youth (VFHY) (Individually "Party" and collectively "Parties"), enter into this Memorandum of Agreement (MOA) to implement tobacco prevention initiatives to address mutual goals for Petersburg City Public Schools' students and their families.

School Board will work with representatives from the City of Petersburg to:

- Implement updated tobacco prevention Al's Pals: Making Healthy Choices curriculum at Westview Early Childhood Education Center and assist with the evaluation of the curriculum
- Provide a representative who will:
  - Serve as liaison between PCPS and grant staff;
  - Attend individual and team meetings as appropriate;
  - Assist with adaptation of programs, initiatives, and activities to ensure consistency with School Board's goals, academic priorities, and capacity for implementation;
  - Identify staff to assist with implementation of Al's Pals & related training and activities as appropriate.

City of Petersburg will work with School Board to:

- Implement updated Al's Pals: Making Healthy Choices Curriculum at Westview Early Childhood Education Center
- Consult with School Board liaison to determine which programs, initiatives, and activities will be implemented and to adapt them prior to implementation.
- Establish timeline of activities
- Determine and submit future work plans that involve the PCPS
- Support implementation of programs, initiatives, and activities that are mutually agreed upon through:
  - Support from City of Petersburg grant staff and representatives; and
  - Material and supplies purchased using City of Petersburg Targeted Tobacco Grant funds

The Parties agree as follows:

- This MOA shall be effective from May 1, 2023 through June 30, 2025. This MOA shall be reviewed by the parties annually and may be renewed upon mutual agreement of the parties. Any Party may terminate this MOA by giving the other Parties written notice at least 60 days before the effective date of termination.
- City of Petersburg's employees, agents, and representatives shall abide by School Board Policies, Regulations, and Rules while performing services on school grounds.
- None of the provisions of this MOA are intended to create nor shall be deemed or construed to create any relationship between the Parties other than that of independent entities contracting with each other solely for the purpose of affecting the provisions of this MOA. The Parties' employees, personnel, agents or representatives shall not be construed to be an employee, personnel, agent or representative of the others. The Parties have no express or implied rights, nor authority to assume, or create any obligation, or responsibility on behalf of or in the name of the other Party, except as may otherwise be set forth in this MOA. Each Party shall be responsible for the actions of their respective employees.
- It is specifically understood and agreed that during the term of this MOA City of Petersburg's relationship to the School Board and the City of Petersburg's employees' relationship to the School Board will be that of an independent contractor and that neither this MOA nor the services to be rendered hereunder shall for any purpose whatsoever or in any way or manner create any employer-employee relationship between the Parties. This MOA shall not be construed as a partnership and the School Board shall not be liable for any obligation incurred by City of Petersburg.



- Pursuant to Code of Virginia 22.1-296.11, any person making a materially false statement regarding offenses which are required to be included in the certification referenced above shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. The School Board shall not be liable for materially false statements regarding the certifications required under this MOA.
- In providing services under this MOA, City of Petersburg may have access to identifiable student information that are subject to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, and its implementing regulations, and Virginia state law. Such information is considered confidential and is protected by FERPA. To the extent that City of Petersburg employees have access to "education records" under this MOA, each is deemed a "school official," as each of these terms are defined under FERPA. City of Petersburg agrees that education records will not be used for any purpose other than in the performance of this MOA. Except as required by law, City of Petersburg shall not disclose or share education records with any third party. Any data or material furnished by the School Board to City of Petersburg shall remain the property of the School Board and upon request by the School Board in writing, City of Petersburg shall either return such material promptly to the School Board or certify that such material has been deleted or destroyed.

The Parties shall maintain any and all relevant insurance coverage.

This MOA shall be governed by the laws of the Commonwealth of Virginia.

### Authorized Signatures

#### PCPS Superintendent

Printed Name: Dr. Tamara Sterling, Superintendent

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

Date: 6/27/2023

DocuSigned by:



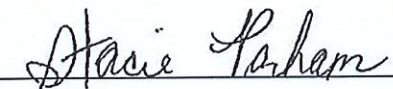
806C31F587A8419...

#### Westview Early Childhood Education Center, Principal

Printed Name: Stacie Parham

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

Date: 6/27/2023

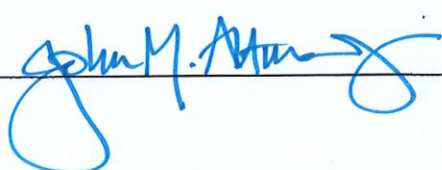


#### CITY OF PETERSBURG, VIRGINIA

Printed Name: John M. Altman, Jr.

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

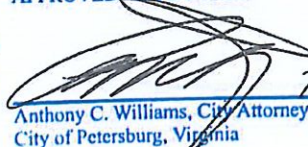
Date: 7.28.23



4/23 MOA targeted tobacco revised



APPROVED AS TO FORM:

  
Anthony C. Williams, City Attorney  
City of Petersburg, Virginia

7/28/2023



# Youth Development Workplan



Name of Organization: Petersburg Public Library Youth Services

☒ YEAR ONE (2023)

☐ YEAR TWO (2023-2024)

☐ YEAR THREE (2024-2025)

Goals, Objectives and Strategies				
<b>Goal</b>	<input checked="" type="checkbox"/> To prevent the use of tobacco, nicotine, or vaping products by youth. <input type="checkbox"/> To provide tobacco, nicotine, or vaping use reduction/cessation programs for youth			
<b>Objective</b>	<i>Applicants must define their own measurable objective(s) in the space below.</i> By June 2024, structures and processes will be in place in order to serve a total of 320 youth at Westview Early Childhood Education Center and another Pre-K in Petersburg through the implementation of the updated AI's Pals Curriculum in the Spring of 2024.			
Strategies/Activities	Anticipated Start	Anticipated Completion	Responsible Staff	Expected Outcomes
Develop job description for the Program Coordinator and advertise for the position through Human Resources for the City of Petersburg	10/1/2023	10/30/2023	Library and Westview staff	A job description will be developed
Assemble hiring team & schedule interviews	10/1/2023	10/30/2023	Library and Westview staff	At least 3 people will be on the hiring team and at least 3 interviews will be scheduled
Conduct interviews & offer the position to the top candidate	11/1/2023	11/30/2023	Library and Westview staff	At least 3 interviews will be conducted and the top candidate will be hired and complete orientation with the City
Establish all accounting processes necessary to coordinate the grant finances with the City of Petersburg	11/1/2023	6/30/2024	Program Coordinator, Library Staff	Accounting and personnel paperwork will be developed or implemented
Set up work space in the Youth Services Department of the Petersburg Public Library (PPL)	11/1/2023	11/30/2023	Program Coordinator, Library Staff	The Program Coordinator will have a designated and stocked work space in the Youth Services Department of PPL



Set up grant notebook	11/1/2023	11/30/2023	Program Coordinator	The grant notebook will be established for record keeping
Establish and maintain regular contact with staff of Westview and other Pre-K to plan for implementation of updated curriculum and training	12/1/2023	6/30/2024	Program Coordinator, Westview Principal and/or designee; Other Pre-K designee	Weekly meetings or email correspondence will take place between the Coordinator and the Westview staff and also with the other Pre-K staff
Request and receive updated quote for AI's Pals curriculum	12/1/2023	12/30/2023	Program Coordinator	The updated quote will be received
Purchase curriculum materials for Westview Early Childhood Education Center and one other Pre-K	12/1/2023	1/31/2024	Program Coordinator	Curriculum will be purchased
Schedule training for curriculum on a date determined by Westview, the other Pre-K, and AI's Pals staff	12/1/2023	6/30/2024	Program Coordinator, Westview staff	Training Day will be held for 42 people; at least 90% of the staff participating will report feeling comfortable with the implementation of the curriculum
Attend the VFHY Champions for Youth Summit	4/24/2024	4/26/2024	Program Coordinator	The Program Coordinator will attend the Champions for Youth Summit
Receive and inventory curriculum; plan distribution in collaboration with Westview and other Pre-K	1/1/2024	2/28/2024	Program Coordinator, Westview staff	The updated curriculum will be received and a plan for distribution will be developed in collaboration with Westview and the other Pre-K
Run copies of handouts for training, families, and children	2/1/2024	6/30/2024	Program Coordinator	Copies will be run and organized for distribution
Prepare for spring implementation of curriculum	1/1/2024	6/30/2024	Program Coordinator, Westview Staff	A written plan and timeline for implementation will be developed
Establish annual job review for Coordinator	6/1/2024	6/30/2024	Program Coordinator, Library Staff	A written job review document will be developed and completed each June
Submit grant requirements	9/1/2023	6/30/2024	Program Coordinator	All grant requirements will be submitted accurately, completely, and on time



Assist the PPL Youth Services Director with Story Times and networking with area Pre K/Day Care sites	11/1/2023	6/30/2024	Program Coordinator, Library Staff	The Youth Services Director and the Program Coordinator will hold weekly meetings; a written schedule for Story Times for 23/24 will be developed
Using the list of Petersburg Pre-K and Daycare Centers developed by the PPL, contact at least 2 sites and select one to implement AI's Pals	12/1/2023	1/31/2024	Program Coordinator, Library Staff	Contact will be made with at least 2 Pre-K sites in Petersburg; 1 site will be selected for AI's Pals implementation



# Youth Development Workplan



Name of Organization: Petersburg Public Library Youth Services

☐ YEAR ONE (2023)

☒ YEAR TWO (2023-2024)

☐ YEAR THREE (2024-2025)

## Goals, Objectives and Strategies

<b>Goal</b>	<input checked="" type="checkbox"/> To prevent the use of tobacco, nicotine, or vaping products by youth. <input type="checkbox"/> To provide tobacco, nicotine, or vaping use reduction/cessation programs for youth			
<b>Objective</b>	<i>Applicants must define their own measurable objective(s) in the space below.</i> By June 2025, we will serve at least 365 pre-school children through the implementation of AI's Pals with 80% of the children completing the program according to fidelity.			
Strategies/Activities	Anticipated Start	Anticipated Completion	Responsible Staff	Expected Outcomes
Continue regular meetings or email contact with Westview and 2 other Pre-K staff pertaining to the AI's Pals curriculum and its implementation	7/1/2024	6/30/2025	Program Coordinator, Westview staff, Pre-K staff	Contact will continue at least weekly between the Coordinator and Westview and Pre-K staff
Coordinate and attend the training day	7/1/2024	8/30/2024	Program Coordinator, Westview Staff, Pre-K staff	The Training Day will be held for 30 people including Westview staff and the Program Coordinator; at least 90% of the staff participating will report feeling comfortable with the implementation of the curriculum
Insure that the participating teachers have access to the curriculum and the materials & handouts they need for implementation	7/1/2024	8/30/2024	Program Coordinator, Westview Staff, Pre-K staff	All participating classroom teachers will be asked if they have the materials needed for implementation; all materials will be in place prior to implementation



Assist with the implementation at Westview and two Petersburg Pre-K schools, evaluate the implementation, and trouble shoot for the staff	8/30/2024	6/30/2025	Program Coordinator, Westview Staff, Pre-K staff	The Program Coordinator will be on site at least 2 times per week to assist with implementation; all 21 classrooms at Westview and 3 classrooms at each of two other Pre-K schools will implement the curriculum; 90% of the school enrollment will complete the program
Continue to run copies of handouts and distribute them to classrooms as needed	8/30/2024	6/30/2025	Program Coordinator	All classroom teachers will have the handouts they need provided to them by the Program Coordinator
Visit Westview and other Pre-K sites at least 2 times per week to assist with implementation, to observe the classrooms, and to establish working relationships with the staff	8/30/2024	6/30/2025	Program Coordinator	The Program Coordinator will be on site at least 2 times per week to observe Al's Pals implementation in the classrooms; all participating classrooms will be visited by the end of the school year
Using the list of Petersburg Pre K/Day Care sites developed by the PPL, contact at least 2 sites to determine interest in Al's Pals	1/10/2025	3/1/2025	Program Coordinator, PPL Youth Services Director	Two Pre K/Day Care sites will be contacted and introduced to the Al's Pals Curriculum
Choose one location to implement Al's Pals in the fall of 2024 & begin regular contact in person and via email	3/1/2025	3/30/2025	Program Coordinator, Staff of new site	One additional Pre K/Day Care location with at least 3 classrooms will be selected to implement Al's Pals; at least weekly contact will be established
Order the curriculum for the new location	3/30/2025	4/30/2025	Program Coordinator	Curriculum will be ordered and payment processed
Establish the training date and prepare for the training	3/30/2025	6/1/2025	Program Coordinator, Westview Staff, Staff of new site, Al's Pals staff	A training date for the summer of 2025 will be scheduled
Consult with the staff of Al's Pals and the Library Youth Services Director to find ways to incorporate Al's Pals concepts into Story Times with additional Pre K/Day cares	7/1/2024	1/30/2025	Program Coordinator, Library Staff, Al's Pals staff	At least 5 ideas to incorporate Al's Pals into Story Time will be developed



Assist the Youth Services Librarian with Story Time and networking with the Pre K/Day Cares in Petersburg	1/30/2025	6/30/2025	Program Coordinator, Library Staff	The Program Coordinator will participate in at least 3 Story Times reaching at least 30 children; Story Time will be presented in at least 3 Pre K/Day Care sites in Petersburg
Attend the VFHY Champions for Youth Summit	4/1/2025	4/30/2025	Program Coordinator	The Program Coordinator will attend the Summit
Maintain the grant notebook and submit all grant documents, including City paperwork, in an accurate and timely manner	7/1/2024	6/30/2025	Program Coordinator, Library Staff	All required paperwork for the VFHY and the City will be completed in an accurate and timely manner
Participate in the annual job performance evaluation for the Coordinator	6/1/2025	6/30/2025	Program Coordinator, Library Staff	The annual job performance evaluation will be held



# Youth Development Workplan



Name of Organization: Petersburg Public Library Youth Services

☐ YEAR ONE (2023)

☐ YEAR TWO (2023-2024)

☒ YEAR THREE (2024-2025)

Goals, Objectives and Strategies				
<b>Goal</b>	<input checked="" type="checkbox"/> To prevent the use of tobacco, nicotine, or vaping products by youth. <input type="checkbox"/> To provide tobacco, nicotine, or vaping use reduction/cessation programs for youth			
<b>Objective</b>	<i>Applicants must define their own measurable objective(s) in the space below.</i> By June 2026, we will serve at least 410 pre-school children at four locations through the implementation of AI's Pals with 80% of the children completing the program according to fidelity.			
Strategies/Activities	Anticipated Start	Anticipated Completion	Responsible Staff	Expected Outcomes
Continue regular meetings or email contact with Westview staff and staff at new site pertaining to the AI's Pals curriculum and its implementation	7/1/2025	6/30/2026	Program Coordinator, Westview staff, Pre-K Staff	Contact will continue at least weekly between the Coordinator and site staff
Coordinate and attend the training day	6/1/2026	6/30/2026	Program Coordinator, Westview staff, Pre-K staff	The Training Day will be held for 27 people including site staff and the Program Coordinator; at least 90% of the staff participating will report feeling comfortable with the implementation of the curriculum
Insure that all the classroom teachers at all sites have access to the curriculum and the materials & handouts they need for implementation	7/1/2025	8/30/2025	Program Coordinator, Westview staff, Pre-K Staff	All participating classroom teachers will be asked if they have the materials needed for implementation; all materials will be in place prior to implementation



Assist with the implementation at all sites, evaluate the implementation, and trouble shoot for the staff	8/30/2025	6/30/2026	Program Coordinator, Westview staff, Pre-K staff	The Program Coordinator will be on site at least 2 times per week to assist with implementation; all classrooms will implement the curriculum; 90% of the school enrollment will complete the program
Continue to run copies of handouts and distribute them to classrooms as needed	8/30/2025	6/30/2026	Program Coordinator	All classroom teachers at both sites will have the handouts they need provided to them by the Program Coordinator
Visit classrooms at least 2 times per week to assist with implementation, to observe the classrooms, and to establish working relationships with the staff	8/30/2025	6/30/2026	Program Coordinator	The Program Coordinator will be on site at least 2 times per week observe Al's Pals implementation in the classrooms; all classrooms will be visited by the end of the school year
Using the list of Petersburg Pre K/Day Care sites developed by the PPL, contact at least 2 sites to determine interest in Al's Pals	1/10/2026	3/30/2026	Program Coordinator, PPL Youth Services Director	Two Pre K/Day Care sites will be contacted and introduced to the Al's Pals Curriculum
Choose one location to implement Al's Pals in the spring of 2025 & begin regular contact in person and via email	3/1/2026	3/30/2026	Program Coordinator, Staff of new site	One additional Pre K/Day Care location with at least 3 classrooms will be selected to implement Al's Pals; at least weekly contact will be established
Order the curriculum for the new location	3/30/2026	4/30/2026	Program Coordinator	Curriculum will be ordered and payment processed
Establish the training date and prepare and hold the training	3/30/2026	6/15/2026	Program Coordinator, Westview Staff, Staff of new site, Al's Pals staff	The Training Day will be held for 30 people including Westview staff, other Pre-K site staff, and the Program Coordinator; at least 90% of the staff participating will report feeling comfortable with the implementation of the curriculum
Consult with the staff of Al's Pals and the Library Youth Services Director to find ways to incorporate Al's Pals concepts into Story Times with additional Pre K/Day cares	7/1/2025	1/30/2026	Program Coordinator, Library Staff, Al's Pals staff	At least 5 new ideas to incorporate Al's Pals into Story Time will be developed



Assist the Youth Services Librarian with Story Time and networking with the Pre K/Day Cares in Petersburg	1/30/2026	6/30/2026	Program Coordinator, Library Staff	The Program Coordinator will participate in at least 3 Story Times reaching at least 30 children; Story Time will be presented in at least 3 Pre K/Day Care sites in Petersburg
Attend the VFHY Champions for Youth Summit	4/1/2026	4/30/2026	Program Coordinator	The Program Coordinator will attend the Summit
Maintain the grant notebook and submit all grant documents, including City paperwork, in an accurate and timely manner	7/1/2025	6/30/2026	Program Coordinator, Library Staff	All required paperwork for the VFHY and the City will be completed in an accurate and timely manner
Participate in the annual job performance evaluation for the Coordinator	6/1/2026	6/30/2026	Program Coordinator, Library Staff	The annual job performance evaluation will be held





# Program Implementation Matrix

Name of Organization: Petersburg Public Library Youth Services

☒ YEAR ONE (2023)

☐ YEAR TWO (2023-2024)

☐ YEAR THREE (2024-2025)

(A) Curriculum Guide Program	(B) Setting	(C) Method of Delivery	(D) Age/Grade of Youth	(E) # of Groups	(F) # of Youth Per Group	(G) Total # of Youth	(H) Sessions Per Group	(I) Session Length	(J) Total # of Implementation Hours*	(K) Session Frequency
Al's Pals	Westview	In Person	Pre-K	21	13	275	46	15 min.	242	2 times/week x 23 weeks
Al's Pals	Pre-K TBD	In Person	Pre-K	3	15	45	46	15 min.	34.5	2 times/week x 23 weeks
Grand Totals						320			276.5	

*Implementation Hours Calculations	
IN PERSON/LIVE	(E) x (H) x (I)
RECORDED BY GRANTEE	(H) x (I)
RECORDED BY DEVELOPER	Enter 0 hours





# Program Implementation Matrix

Name of Organization: Petersburg Public Library Youth Services

☐ YEAR ONE (2023)

☒ YEAR TWO (2023-2024)

☐ YEAR THREE (2024-2025)

(A) Curriculum Guide Program	(B) Setting	(C) Method of Delivery	(D) Age/Grade of Youth	(E) # of Groups	(F) # of Youth Per Group	(G) Total # of Youth	(H) Sessions Per Group	(I) Session Length	(J) Total # of Implementation Hours*	(K) Session Frequency
Al's Pals	Westview	In Person	Pre K	21	13	275	46	15 minutes	242	2 times/week x 23 weeks
Al's Pals	Pre-K TBD	In Person	Pre-K	3	15	45	46	15 minutes	34.5	2 times/week x 23 weeks
Al's Pals	Pre-K TBD	In Person	Pre-K	3	15	45	46	15 minutes	34.5	2 times/week x 23 weeks
Grand Totals						365			311	

*Implementation Hours Calculations	
IN PERSON/LIVE	(E) x (H) x (I)
RECORDED BY GRANTEE	(H) x (I)
RECORDED BY DEVELOPER	Enter 0 hours





# Program Implementation Matrix

Name of Organization: Petersburg Public Library Youth Services

☐ YEAR ONE (2023)

☐ YEAR TWO (2023-2024)

☒ YEAR THREE (2024-2025)

(A) Curriculum Guide Program	(B) Setting	(C) Method of Delivery	(D) Age/Grade of Youth	(E) # of Groups	(F) # of Youth Per Group	(G) Total # of Youth	(H) Sessions Per Group	(I) Session Length	(J) Total # of Implementation Hours*	(K) Session Frequency
Al's Pals	Westview	In Person	Pre K	21	13	275	46	15 minutes	242	2 times/week x 23 weeks
Al's Pals	Pre K TBD	In Person	Pre K	3	15	45	46	15 minutes	34.5	2 times/week x 23 weeks
Al's Pals	Pre-K TBD	In Person	Pre-K	3	15	45	46	15 minutes	34.5	2 times/week x 23 weeks
Al's Pals	Pre-K TBD	In Person	Pre-K	3	15	45	46	15 minutes	34.5	2 times/week x 23 weeks
Grand Totals						410			345.5	

*Implementation Hours Calculations	
IN PERSON/LIVE	(E) x (H) x (I)
RECORDED BY GRANTEE	(H) x (I)



RECORDED BY DEVELOPER      Enter 0 hours



VFHY Budget Form (Year 1)		
ORGANIZATION NAME:	Petersburg Public Library	
FUNDING TYPE:	Petersburg Targeted Grant	
VFHY BUDGET YEAR:	July 2023 - June 2024	
<b>A. PERSONNEL:</b> Staff salary & benefits. A maximum of 5% of a supervisor's salary may be charged to the grant for the supervision of grant-funded staff.		
Position Title	Annual Salary	Request from VFHY
Program Coordinator	\$35,360	\$35,360
Fringe Benefits for Personnel (FICA, Health, etc.) The rate of fringe benefits may not exceed 30% of personnel salaries requested from VFHY.		\$2,705
<b>Totals</b>		<b>\$38,065</b>
<b>NARRATIVE DESCRIPTION FOR SECTION A. PERSONNEL</b>		
Al's Pals Program Coordinator hired to work in the Youth Services Department of the Petersburg Public Library will coordinate the implementation of the curriculum at Westview Early Childhood Education Center and plan for the additional classrooms at another Pre-K site 40 hrs/week x 52 weeks x \$17/hr = \$35,360; FICA - .0765 x \$35,360 = \$2,705; 35,360 + \$2,705 = \$38,065		
<b>B. CONSULTANTS:</b> Cost to utilize trainer, artist, evaluators or other contractor(s) for short-term work.		
Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY
Al's Pal Training Session/Trainer	\$3,495/30 people	\$3,495
Al's Pal Training for additional staff over 30	\$80/ea. additional staff	\$960



Al's Pals Training Session/Trainer	\$3,495/30 people	\$3,495
<b>Totals</b>		<b>\$7,950</b>

#### **NARRATIVE DESCRIPTION FOR SECTION B. CONSULTANTS**

Al's Pals Training for 1 day/30 people maximum = \$3,495; 12 additional people @ \$80 each = \$960; \$3,495 + \$960 = \$4,455

Al's Pals Training for 1 day/30 people maximum (18 new hires at Westview + 6 staff at an additional Pre K site = 27 staff) = \$3,495

#### **C. TRAVEL:** Cost for project staff's travel to implement projects.

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY
Continuing Education Travel Allocation		\$1,000
Local travel reimbursement	65.5 cents/mile	\$190
<b>Totals</b>		<b>\$1,190</b>

#### **NARRATIVE DESCRIPTION FOR SECTION C. TRAVEL**

Continuing Education Travel Allocation = \$1,000;  
travel to implement curriculum at Westview - 3.62 miles round trip from Petersburg Public Library to Westview x 65.5 cents/mile  
x 2 times/week x 40 weeks = \$190



**D. RENTAL SPACE/EQUIPMENT:** With clear justification, one computer system with peripherals may be purchased, not to exceed \$1,000. Other equipment MUST be unavailable in the organization, related to the program and clearly justified.

Type of Expense	Request from VFHY
Totals	\$0

**NARRATIVE DESCRIPTION FOR SECTION D. RENTAL SPACE/EQUIPMENT**

**E. MATERIALS:** Educational materials, products, supplies, incentive items for program or project participants. For Youth Development Applicants, incentive costs cannot exceed \$5.00 per program participant per year. This limit does not apply to Community Innovation.

Type of Expense	Request from VFHY
Al's Pals Curriculum	\$34,100
Al's Pals curriculum for 3 additional Pre K classrooms	\$4,650



<b>Totals</b>	<b>\$38,750</b>
<b>NARRATIVE DESCRIPTION FOR SECTION E. MATERIALS</b>	
<p>\$1,550 x 22 (21 classrooms at Westview and one set for the Petersburg Public Library) = \$34,100 (covers 3 years including updates for the next two years)</p> <p>\$1,550 x 3 classrooms = \$4,650</p>	
<b>F. OTHER COSTS: Printing, copying, postage</b>	
<b>Type of Expense</b>	<b>Request from VFHY</b>
Printing for training	\$50
Printing for training	\$30
Printing for Westview children & families	\$320
<b>Totals</b>	<b>\$400</b>
<b>NARRATIVE DESCRIPTION FOR SECTION F. OTHER COSTS</b>	
<p>42 participants in training x 20 handouts each x .05/handout = \$42</p> <p>27 training participants x 20 handouts each x .05/handout = \$27; 275 students enrolled at Westview - 275 x 18 family letters (4,950) + 275 completion certificates (275) + 8 recognition certificates x 138 students (given upon observation of the teacher)</p>	



$(1,104) = 4,950 + 275 + 1,104 = 6,329$  handouts  $\times .05 = \$316.45$

**G. INDIRECT** Indirect costs cannot exceed 10% of the personnel costs charged to the grant.

Type of Expense	Request from VFHY
Indirect	\$3,807
<b>Totals</b>	<b>\$3,807</b>

**NARRATIVE DESCRIPTION FOR SECTION G. INDIRECT COSTS**

A total of 10% of personnel costs is requested for all general operating expenses - 10% of \$38,065 Personnel Total Request = \$3,807

**H. TOTAL BUDGET**

<b>Total Amount Requested From VFHY</b>	<b>\$90,162</b>
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VFHY Budget Form (Year 2)		
ORGANIZATION NAME:	Petersburg Public Library	
FUNDING TYPE:	Petersburg Targeted Grant	
VFHY BUDGET YEAR:	July 2024 - June 2025	
<b>A. PERSONNEL:</b> Staff salary & benefits. A maximum of 5% of a supervisor's salary may be charged to the grant for the supervision of grant-funded staff.		
Position Title	Annual Salary	Request from VFHY
Program Coordinator	\$35,360	\$35,360
Fringe Benefits for Personnel (FICA, Health, etc.) The rate of fringe benefits may not exceed 30% of personnel salaries requested from VFHY.		\$2,705
<b>Totals</b>		<b>\$38,065</b>
<b>NARRATIVE DESCRIPTION FOR SECTION A. PERSONNEL</b>		
Al's Pals Program Coordinator will coordinate the implementation of the curriculum at Westview Early Childhood Education Center and two other Pre-K/Daycares in Petersburg for 40 hours/week x 52 weeks x \$17/hour = \$35,360; FICA - .0765 x \$35,360 = \$2,705; \$35,360 + \$2,705 = \$38,065		
<b>B. CONSULTANTS:</b> Cost to utilize trainer, artist, evaluators or other contractor(s) for short-term work.		
Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY
Al's Pals Training Session/Trainer	\$3,495/30 people	\$3,495



<b>Totals</b>		<b>\$3,495</b>
<b>NARRATIVE DESCRIPTION FOR SECTION B. CONSULTANTS</b>		
AI's Pals Training for 1 day/30 people maximum (18 new hires at Westview + 6 staff at an additional Pre K site = 27 staff) = \$3,495		
<b>C. TRAVEL: Cost for project staff's travel to implement projects.</b>		
<b>Type of Expense</b>	<b>Rate/ Unit of Reimbursement</b>	<b>Request from VFHY</b>
Continuing Education Travel Allocation		\$1,000
Local travel reimbursement	65.5 cents/mile	\$210
<b>Totals</b>		<b>\$1,210</b>
<b>NARRATIVE DESCRIPTION FOR SECTION C. TRAVEL</b>		
Continuing Education Travel Allocation = \$1,000; travel to implement the curriculum at Westview and two other Pre K/Daycares estimated to be 4 miles x 65.5 cents/mile x 2 times/week x 40 weeks = \$209.60		
<b>D. RENTAL SPACE/EQUIPMENT: With clear justification, one computer system with peripherals may be purchased, not to exceed \$1,000. Other equipment MUST be unavailable in the organization, related to the program and clearly justified.</b>		
<b>Type of Expense</b>	<b>Request from VFHY</b>	



[illegible]



**F. OTHER COSTS: Printing, copying, postage**

Type of Expense	Request from VFHY
Printing for children & families	\$400
Printing for training	\$30
Totals	\$430

**NARRATIVE DESCRIPTION FOR SECTION F. OTHER COSTS**

Family letters, completion & recognition certificates for 275 students enrolled at Westview + 90 children at additional Pre K/Daycare sites = 365 students; 8000 estimated handouts x .05 each = \$400; 30 training participants x 20 handouts each x .05/handout = \$30

**G. INDIRECT Indirect costs cannot exceed 10% of the personnel costs charged to the grant.**

Type of Expense	Request from VFHY
	\$3,807
Totals	\$3,807

**NARRATIVE DESCRIPTION FOR SECTION G. INDIRECT COSTS**

A total of 10% of personnel costs is requested for all general operating expenses - 10% of \$38,065= \$3,807

**H. TOTAL BUDGET**

Total Amount Requested From VFHY	\$51,657
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VFHY Budget Form (Year 3)		
ORGANIZATION NAME:	Petersburg Public Library	
FUNDING TYPE:	Petersburg Targeted Grant	
VFHY BUDGET YEAR:	July 2025 - June 2026	
<b>A. PERSONNEL:</b> Staff salary & benefits. A maximum of 5% of a supervisor's salary may be charged to the grant for the supervision of grant-funded staff.		
Position Title	Annual Salary	Request from VFHY
Program Coordinator	\$36,400	\$36,400
Fringe Benefits for Personnel (FICA, Health, etc.) The rate of fringe benefits may not exceed 30% of personnel salaries requested from VFHY.		\$2,785
<b>Totals</b>		<b>\$39,185</b>
<b>NARRATIVE DESCRIPTION FOR SECTION A. PERSONNEL</b>		
Al's Pals Program Coordinator will coordinate the implementation of the curriculum at Westview Early Childhood Education Center and three other Pre-K/Daycares in Petersburg for 40 hours/week x 52 weeks x \$17.50/hour = \$36,400; FICA - .0765 x \$36,400 = \$2,785; \$36,400 + \$2,785 = \$39,185		
<b>B. CONSULTANTS:</b> Cost to utilize trainer, artist, evaluators or other contractor(s) for short-term work.		
Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY
Al's Pals Training Session/Trainer	\$3,495/30 people	\$3,495



<b>Totals</b>		<b>\$3,495</b>
<b>NARRATIVE DESCRIPTION FOR SECTION B. CONSULTANTS</b>		
AI's Pals Training for 1 day/30 people maximum (18 new hires at Westview + 6 staff at an additional Pre K site = 27 staff) = \$3,495		
<b>C. TRAVEL: Cost for project staff's travel to implement projects.</b>		
<b>Type of Expense</b>	<b>Rate/ Unit of Reimbursement</b>	<b>Request from VFHY</b>
Continuing Education Travel Allocation		\$1,000
Local Travel reimbursement	65.5	\$210
<b>Totals</b>		<b>\$1,210</b>
<b>NARRATIVE DESCRIPTION FOR SECTION C. TRAVEL</b>		
Continuing Education Travel Allocation = \$1,000; travel to implement the curriculum at Westview and three other Pre K/Daycares estimated to be 4 miles x 65.5 cents/mile x 2 times/week x 40 weeks = \$209.60		
<b>D. RENTAL SPACE/EQUIPMENT: With clear justification, one computer system with peripherals may be purchased, not to exceed \$1,000. Other equipment MUST be unavailable in the organization, related to the program and clearly justified.</b>		
<b>Type of Expense</b>	<b>Request from VFHY</b>	



[illegible]



**F. OTHER COSTS: Printing, copying, postage**

Type of Expense	Request from VFHY
Printing for children and families	\$425
Printing for training	\$30
Totals	\$455

**NARRATIVE DESCRIPTION FOR SECTION F. OTHER COSTS**

Family letters, completion & recognition certificates for 275 students enrolled at Westview + 135 children at additional Pre K/Daycare sites = 410 students; 8500 estimated handouts x .05 each = \$425; 30 training participants x 20 handouts each x .05/handout = \$30

**G. INDIRECT** Indirect costs cannot exceed 10% of the personnel costs charged to the grant.

Type of Expense	Request from VFHY
	\$3,919
Totals	\$3,919

**NARRATIVE DESCRIPTION FOR SECTION G. INDIRECT COSTS**

A total of 10% of personnel costs is requested for all general operating expenses - 10% of \$39,185= \$3,918.50

**H. TOTAL BUDGET**

Total Amount Requested From VFHY	\$52,914
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**AN ORDINANCE, AS AMENDED, SAID ORDINANCE  
MAKING APPROPRIATIONS FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2023, AND ENDING JUNE 30, 2024  
FOR THE VIRGINIA FOUNDATION FOR HEALTHY YOUTH GRANT FOR  
PETERSBURG.**

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

I. That appropriations for the fiscal year commencing July 1, 2023, in the Grants Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2024.

<b>Previously adopted</b>	<b>\$0.00</b>
ADD: Virginia Foundation For Healthy Youth	<b>\$194,733.00</b>
Al's Pals: Kids Making Healthy Choices	
<b>Total Revenue</b>	<b><u>\$194,733.00</u></b>

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

<b>Previously adopted</b>	<b>\$ 0.00</b>
ADD: Virginia Foundation For Healthy Youth	<b>\$194,733.00</b>
Al's Pals: Kids Making Healthy Choices	
<b>Total Expenses</b>	<b><u>\$194,733.00</u></b>





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 19, 2023

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

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

**FROM:** Wayne Crocker

**RE:** **Public Hearing and consideration of an ordinance for a Virginia Foundation for Health Youth Grant in the amount of \$199,250 - 2nd Reading (Page 245)**

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**PURPOSE:** To provide funds to support healthy food choices in the home and community.

**REASON:** The Petersburg Public Library has received a letter of intent to fund a Childhood Obesity Prevention grant from the Virginia Foundation for Healthy Youth. This funding will be used to support existing programs with established partners and create new opportunities that increase access to healthy food options to youth. This grant addresses access by identifying ways to address social determinants of health and systemic challenges. It includes environmental changes in the home and community.

**RECOMMENDATION:** Recommend City Council Approval

**BACKGROUND:** Childhood obesity significantly impacts a child's physical and psychological health. Obesity can lead to severe health conditions, including non-insulin-dependent diabetes, cardiovascular problems, bronchial asthma, obstructive sleep apnea (OSA), hypertension, hepatic steatosis, gastroesophageal reflux (GER), and psychosocial issues. The preventive and therapeutic interventions in childhood obesity are crucial in decreasing the burden of health conditions.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** \$199,250.00

**CITY COUNCIL HEARING DATE:** 9/5/2023

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

**AFFECTED AGENCIES:** Library Services

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

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



**ATTACHMENTS:**

1. VFHY Letter to the Petersburg Library for Childhood Obesity Prevention Grant
2. Petersburg Library Foundation Childhood Obesity Prevention Grant
3. Ordinance VA Fdtn for Healthy Youth-Childhood Obesity Prevention 2023





Petersburg Public Library  
Wayne M. Crocker  
201 W Washington St,  
Petersburg, VA 23803

August 23, 2023

Dear Mr. Crocker:

The Virginia Foundation for Healthy Youth has received the Petersburg Public Library's preliminary proposal for our Childhood Obesity Prevention Petersburg Targeted Grant.

This grant totals no more than \$200,000 over three years beginning 7/1/2023 and ending 6/30/2026.

We are pleased to inform you that your proposal has been recommended for funding contingent upon the Petersburg Public Library's completion of minor revisions to their proposal.

Please do not hesitate to reach out to me if you have any questions. We look forward to our partnership.

Michael Parsons, MSW  
Director of Programs  
[mparsons@vfhy.org](mailto:mparsons@vfhy.org)  
Virginia Foundation for Healthy Youth (VFHY)



# Petersburg Library Foundation Nutrition Literacy Program

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## *Petersburg Targeted Grant*

### ***Petersburg Public Library***

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201 W. Washington Street  
Petersburg, VA 23803

O: (804) 733-2387

### ***Fancie Terrell***

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201 W. Washington Street  
Petersburg, VA 23803

fancie@vt.edu  
O: 804-898-8929



# Petersburg Targeted Grant

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## *SUMMARY INFORMATION*

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### **Project Name\***

Select a name to distinguish your program. For example: **Petersburg City Public School's CATCH My Breath Program.**

Petersburg Library Foundation Nutrition Literacy Program

### **Geographic Region\***

Indicate the VFHY Geographic Region where programs/projects will be conducted. The VFHY regions are Central, North, Southeast and Southwest. A map with the four regions marked can be found [here](#).

Southeast

### **Program Summary\***

Briefly describe your proposal.

If you are applying for Youth Tobacco Use Prevention, include information describing targeted youth, their age, how many will participate, the location(s) in which programming will be delivered, Curriculum Guide program(s) and total budget amount.

If you are applying for Childhood Obesity Prevention, highlight the focus of the project and its major components.

If you are applying for an Equipment Grant, briefly summarize the requested equipment.

To support existing programs with established partners and create new opportunities that increase access to healthy food options to youth. This proposal addresses access by identifying ways to address social determinants of health and systemic challenges. It includes environmental changes in the home and community.

To accomplish this we build on existing partnerships, support leadership with resources needed, use lessons learned in previous work and by learning from community.

### **Targeted Grant Type\***

For which targeted grant are you applying?

Child Obesity Prevention (for the Petersburg Library)

## *Childhood Obesity Prevention*

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### **Project Description - Year One\***

Please describe your proposed project and its major components for year one of the grant.



The project is designed to support healthy food choices in the home and community with the following partnerships and programs:

Pod Farms - Women owned, local business focused on developing ways to use hydroponics in the home and other learning and or growing environments. Connecting Petersburg youth and families to access hydroponic growing at home will have a direct impact on food access. 5 families participating in the existing POP Club or Farm 2 School program will be invited to the 6 week training and the grow kit. This program is in partnership with Pod Farms for equipment and training and PPLS (Petersburg Public Library System)

Nutrition literacy with Resist Books- Partnering with local book store, Resist, to develop a nutrition literacy reading program. \$30 gift cards will be available on a first come first serve basis to parents and guardians. Resist books will develop a section in the store for program participants to choose from.

POP Club - Nationally recognized food and nutrition learning program. Support programming with POP Club at River Street Market serving youth aged 4-14. Program provides cooking and nutrition education programs for youth. HCAT will support programming with printing (paid for with indirect funds and library support) HCAT staff will support 2 taste test during the grant year (see workplan for more details)

4-H - Nationally recognized program for youth services. HCAT will support cooking and nutrition literacy programming for youth participating in summer and after school program with funding and will participate in taste testing (see workplan for more details)

## Project Workplan - Year Two\*

Please describe your proposed project and its major components for year two of the grant.

The program is designed to support healthy food choices in the home, classroom and community.

Pod Farms - Connecting Petersburg youth and families to access hydroponic growing at home will have a direct impact on food access. The 5 families that participated in the year one will be invited back to learn how to train others in their network. They will then be supported in providing that training and the new trainee will be provided with a grow kit.

Nutrition literacy with Resist Books- Partnering with local book store, Resist, continue with nutrition literacy reading program. Program participants will earn \$30 gift cards. Resist books will reestablish a section in the store for program participants to choose from.

POP Club - Continuing to support existing programming with POP Club at River Street Market serving youth aged 4-14.

4-H - Continue to support existing programming for summer and after school programs.

## Project Description - Year Three\*

Please describe your proposed project and its major components for year three of the grant.

The program is designed to support healthy food choices in the home and community.

Pod Farms - 5 new families will have the opportunity to complete the at home hydroponic programming  
Farm 2 School field trip - working with partners to identify hands-on learning opportunities to explore food and growing systems.

Nutrition literacy with Resist Books- Partnering with local book store, Resist, to develop a nutrition literacy reading program. Program participants will earn \$30 gift cards. Resist books will develop a section in the store for program participants to choose from.

POP Club - Continuing to support existing programming with POP Club at River Street Market serving youth aged 4-14.

4-H - Continue to support existing programming for summer and after school programs.



## Existing HCAT\*

Describe how your proposed project will support the existing work of the Petersburg HCAT.

This proposal supports our existing HCAT by supporting additional and much needed support for existing staffing. This will allow us to safely expand our reach in the community in a sustainable way. We will also use these funds to continue to support funding to our POP Club program and our Farm 2 School program. Each of the new and existing proposed programs support the HCAT's original mission for increasing youth access to healthy food access including fruits and veggies. In this proposal we consider social and systemic barriers.

## Staff Role Description\*

Describe the position titles, names (if staff are already hired), and roles of all grant-funded staff. Indicate if staff are full time or part time.

HCAT Coordinator, Fancie Terrell - Support HCAT staff, be responsible for regular reporting, lead local HCAT group members, support Farm 2 School coordinator, maintain community partnerships and relationships.

Farm 2 School Coordinator, Marie Southerland - Lead Farm 2 School curriculum building and partnerships, leading Farm 2 School evaluations, leading social media and HCAT newsletter

## Project Workplan - Year One\*

We only need a detailed Workplan for year one of the grant.

Childhood Obesity Prevention Workplan FINAL.docx

## Partner Profile Agreements

Signed PPA 23\_24.pdf

## VFHY Statewide Evaluation\*

Funded HCAT's are required to participate in the VFHY Statewide Evaluation process. This evaluation may include an online survey, interviews or other evaluation activities. Indicate your organization's agreement to participate by selecting "Yes".

Yes

## ***BUDGET AND BUDGET NARRATIVE***

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### First Year Funding\*

How much is requested from VFHY for first year funding?

\$69,750.00

### Second Year Funding\*

How much is requested from VFHY for second year funding?

\$64,750.00



### Third Year Funding\*

How much is requested from VFHY for third year funding?

\$64,750.00

### Total Funding Requested\*

Provide the total amount you are requesting from VFHY for this grant.

To calculate this number simply add together all the three numbers above.

\$199,250.00

### Budget Form

For Youth Tobacco Use Prevention Grants and Childhood Obesity Prevention Grants only. Not for Equipment Grants.

Please complete the VFHY Budget Form and then upload it to the application. Formulas are included to automatically add the line items. The budget form includes both a line item form and a narrative section to describe and justify all grant expenses. Both sections must be completed.

Petersburg HCAT Targeted Grant Budget FINAL.xlsx

## TERMS AND CONDITIONS

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### Terms and Conditions/Required Statements\*

Applicants must enter the name of the organization's Authorized Representative to acknowledge the organization has reviewed and agrees to the Petersburg Targeted Grant Terms and Conditions, including the VFHY Required Statements, and further, that the Authorized Representative agrees to comply with all conditions described and explained. An Authorized Representative might be a Superintendent or Center Director.

Fancie Terrell



## File Attachment Summary

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### *Applicant File Uploads*

- Childhood Obesity Prevention Workplan FINAL.docx
- Signed PPA 23\_24.pdf
- Petersburg HCAT Targeted Grant Budget FINAL.xlsx



## Petersburg Targeted Grant Project Workplan 2023-2024

**HCAT Name:** Petersburg Public Library

**Goal:** To prevent and reduce childhood obesity in Virginia.



<b>Objective 1</b>	Support 5 Petersburg Farm 2 School participants and their families in multi-generational agriculture learning and increasing access to healthy veggies at home with Pod farms hydroponic growing kits. Pod Farms is a locally owned, women owned business focused on making hydroponic growing accessible.			
<b>Behavior</b>	Increase access to healthy fruits and veggies.			
Strategy Steps	Anticipated		Responsible Partner/s	Expected Outcomes
	Start	End		
HCAT staff participates hydroponic grow education. Team will run test pilots for the curriculum to be used for the program	July 1, 2023	August 30, 2023	HCAT Coordinator & POD Farms owner, Toni Sperry	HCAT staff have been introduced to the science and use of hydroponic equipment and have a basic understanding.
Petersburg HCAT collectively determines guidelines for participating families and criteria.	August 1, 2023	September 30, 2023	Petersburg HCAT team	Program participation guidelines are identified and documented during the July and August HCAT meetings.
Submit Monthly Invoice Reimbursement Request	August 2023	June 2024	Admin Coordinator	Invoice Reimbursement Requests are submitted on time.
Submit Quarterly Report to VFHY on grant status	October 2023	June 2024	HCAT Coordinator	Quarterly Reports are submitted on time.
Develop curriculum for families and in school hydroponic grow program	August 1, 2023	September 30, 2023	HCAT Coordinator, Farm 2 School team, POD Farms owner	Curriculum developed for both communities' program as well as curriculum that will be used of the Farm 2 School program
Identify the 7 potential families that will participate in the family learning program. Families will be identified by <ul style="list-style-type: none"> <li>• advertising the opportunity at the Petersburg Library</li> <li>• advertising with city communication (website, newsletters, etc)</li> <li>• with Petersburg City Public schools</li> <li>• with families participating in the POP Club activities</li> </ul>	August 1, 2023	September 30, 2023	HCAT Coordinator, Farm 2 School Lead	5 Petersburg families participate and complete in the hydroponic grow program.



HCAT staff member investing 5 hours weekly to media related work including publishing a quarterly newsletter and regular post with platforms such as Facebook and Instagram. Staff documents events and community programs with photos and video	September 1, 2023	June 30, 2024	Farm 2 School Coordinator; HCAT team	HCAT has quarterly newsletters and documents events and programming with photo and video for post and reporting.
The 5 participating families complete the in person safety training at the Petersburg Public Library	October 2, 2023	October 30, 2023	HCAT Coordinator, Farm 2 School Lead	Identified families complete the in-person training at the Petersburg library.
The 5 families participate in the remaining virtual trainings	October 2, 2023	February 29, 2024	HCAT Coordinator, Farm 2 School Lead	Identified families complete the virtual training sessions
Contractor maintains Learning Garden at Pleasants Lane Elementary School for student and staff access to the garden	July 1, 2023	December 30, 2023	HCAT Coordinator & Landscaping consultant	Learning garden at Pleasants Lane maintained.
Contractor maintains Learning Garden at Pleasants Lane Elementary School for student and staff access to the garden	March 2024	June 2024	HCAT Coordinator & Landscaping consultant	Learning garden at Pleasants Lane maintained.
HCAT team will develop evaluation process that can take place in-person, by phone or email for program feedback. Evaluation will include participants and partners.	March 1, 2024	April 30, 2024	HCAT Coordinator, Farm 2 School Lead	Identified families and other stakeholders complete the evaluations. 30 evaluation will be completed.



<b>Objective 2</b>	<p><i>Build a S.M.A.R.T objective around an activity suggested from the Promising Practices Framework.</i></p> <p>Collaborate with POP (Power of Produce) Club to create programming and initiatives that support nutrition literacy and will support Farm 2 School programming with <b>POP Club</b>. Programs will be measured by pre and post evaluations. Support nutrition education and youth and family engagement with POP (Power of Produce) Club hosted by the River Street Education at the River Street Market.</p> <p>Pop Club is a nation program that offers nutrition education to youth ages 4-14. The program has been operating within the weekly River Street Market with the support of HCAT and other groups since 2019.</p>			
<b>Behavior</b>	Nutrition Education increased			
Strategy Steps	Anticipated		Responsible Partner/s	Expected Outcomes
	Start	End		
Support POP Club activities with curriculum planning and printing needs	July 1, 2023	June 30, 2024	POP Club and HCAT Farm 2 School team	HCAT staff will provide materials for curriculum and printing services when needed.
<p>Will support at least 1 taste test at River Street Market's Pop Club. Engaging up to 15 youth.</p> <p>Will evaluate knowledge and interest in the featured produce along with taste test</p>	September 1, 2023	December 1, 2023	POP Club and HCAT Farm 2 School team	Engage 15 youth in taste testing and evaluation.
<p>Will support at least 1 taste test at River Street Market's Pop Club. Engaging up to 15 youth.</p> <p>Will evaluate knowledge and interest in the featured produce along with taste test.</p>	March 1, 2024	May 30, 2024	POP Club and HCAT Farm 2 School team	Engage 15 youth in taste testing and evaluation.



Objective 3	Build a S.M.A.R.T objective around an activity suggested from the Promising Practices Framework. Collaborate with 4-H to create programming and initiatives that support nutrition literacy and will support Farm 2 School programming. Programs will be measured by pre and post evaluations. HCAT will support 4-H summer and afterschool activities with funds for nutrition based learning and taste testing opportunities. Activities topics centered around building culinary skills and nutrition education.				
Behavior	Access to nutrition education				
Strategy Steps		Anticipated		Responsible Partner/s	Expected Outcomes
		Start	End		
Support 4-H activities with curriculum planning and printing needs		July 1, 2023	June 30, 2024	POP Club and HCAT Farm 2 School team	HCAT staff will provide materials for curriculum and printing services when needed.
HCAT will support at least one taste testing and nutrition based activity with 4-H		March 1 2024	May 1, 2024	POP Club and HCAT Farm 2 School team	10 youth complete taste testing and nutrition based activity
Evaluation activity for participants		May 1, 2024	May 30,2024	POP Club and HCAT Farm 2 School team	10 youth complete evaluation activity



<b>Objective 4</b>	<i>Build a S.M.A.R.T objective around an activity suggested from the Promising Practices Framework.</i> Collaborate with Resist Books to create programming and initiatives that support nutrition literacy and will support Farm 2 School programming. Programs will be measured by pre and post evaluations. Resist Books is a locally owned book store in Petersburg, Va. The owner is an HCAT supporter.			
<b>Behavior</b>	Access to nutrition education			
Strategy Steps	Anticipated		Responsible Partner/s	Expected Outcomes
	Start	End		
Identify parents/guardians with participating youth in the Farm 2 School program or other HCAT related programs	September 1, 2023	October 1, 2023	HCAT Coordinator/ HCAT team	Develop relationships with parent/guardians, Identify those interested in participating in program and possibly HCAT membership or leadership roles.
Resist Books gift card distribution: HCAT team will have gift cards available for pick up at Resist Books and Petersburg Public Library during scheduled pick up times.	November 1, 2023	February 28, 2024	HCAT Coordinator /HCAT team	Identify 50 parent/guardians with youth participating in HCAT related activities to receive \$30 gift card. Track of distribution to conducted by HCAT Coordinator.
Evaluation process: HCAT team will develop evaluation process that can take place in-person, by phone or email for program feedback. Eval will include participants and partners.	March 1, 2024	May 30, 2024	HCAT Coordinator	50 evaluations completed.



<b>Objective 5</b>	<i>Build a S.M.A.R.T objective around an activity suggested from the Promising Practices Framework.</i> HCAT staff uses strategic steps to ensure success of programs and required reporting and evaluations.			
<b>Behavior</b>	Access to nutrition education			
Strategy Steps	Anticipated		Responsible Partner/s	Expected Outcomes
	Start	End		
HCAT staff participates hydroponic grow education. Team will run test pilots for the curriculum to be used for the program	July 1, 2023	August 30, 2023	HCAT Coordinator & POD Farms owner, Toni Sperry	HCAT staff have been introduced to the science and use of hydroponic equipment and have a basic understanding.
HCAT maintains regular quarterly reporting for VFH, monthly reporting to Petersburg Library Director and regular financial documentation reporting to the city of Petersburg and VFHY on a monthly basis.	July 1, 2023	June 30, 2024	HCAT Coordinator, Admin Coordinator	HCAT reports regularly.
Evaluation process: HCAT team will develop evaluation process that can take place in-person, by phone or email for program feedback. Eval will include participants and partners.	March 1, 2024	May 30, 2024	HCAT Coordinator	30 evaluations completed.





## PARTNER PROFILE AGREEMENT

This form must be completed and signed by each HCAT partner.  
Once signed, upload to the online application.

Representative Name	Demetrius Frazier		
Organization Name (if applicable)	Resist Books		
Address	233 N. Sycamore St. Suit B Petersburg, Va		
Contact Phone Number	804-805-8721		
Contact Email Address	demetrius@resistbooksellers.com		
Type of Organization (Check primary affiliation)	Education	Youth	
	Healthcare	Faith	
	Community Member	Other (please describe):	
	<input checked="" type="checkbox"/> Business		
	Civic		
How long have you been a member of this HCAT?			
<p>Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.</p> <ul style="list-style-type: none"> <li>• parents of guardians of Farm 2 School participants will receive a \$30 gift card to purchase books from Resist Books</li> <li>• Collaborative events and programming</li> <li>• Data collection and evaluation support</li> <li>• Technical expertise and knowledge sharing</li> </ul>			
Signature			Date
Aug 18, 2023			
Printed Name	Demetrius Frazier		



## PARTNER PROFILE AGREEMENT

This form must be completed and signed by each HCAT partner.  
Once signed, upload to the online application.

Representative Name	Rosella Humbles		
Organization Name (if applicable)	4-H		
Address	3811 Corporate Rd. Petersburg, Va		
Contact Phone Number	804-733-1880		
Contact Email Address	rosella@vt.edu		
Type of Organization (Check primary affiliation)	Education	<input checked="" type="checkbox"/>	Youth
	Healthcare	<input type="checkbox"/>	Faith
	Community Member	<input type="checkbox"/>	Other (please describe):
	Business	<input type="checkbox"/>	
	Civic	<input type="checkbox"/>	
How long have you been a member of this HCAT?			
<p>Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.</p> <ul style="list-style-type: none"> <li>- Technical expertise and knowledge sharing</li> <li>- Working in collaboration with HCAT to support produce taste testing and cooking experiences for participating youth</li> <li>- Working in collaboration to support youth summer activities for participating youth</li> <li>- Collaborative events and programming</li> <li>- Data collection and evaluation support</li> </ul>			
Signature	<i>Rosella Humbles</i>	Date	08/01/2023
Printed Name: Rosella Hubles			





## PARTNER PROFILE AGREEMENT

This form must be completed and signed by each HCAT partner.  
Once signed, upload to the online application.

Representative Name	Toni Sperry		
Organization Name (if applicable)	Pod Farms		
Address			
Contact Phone Number	(864) 671-0879		
Contact Email Address	toni.sperry@podfarms.com		
Type of Organization (Check primary affiliation)	<input type="checkbox"/>	Education	<input type="checkbox"/> Youth
	<input type="checkbox"/>	Healthcare	<input type="checkbox"/> Faith
	<input type="checkbox"/>	Community Member	<input type="checkbox"/> Other (please describe):
	<input checked="" type="checkbox"/>	Business	
	<input type="checkbox"/>	Civic	
How long have you been a member of this HCAT?			
<p>Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.</p> <ul style="list-style-type: none"> <li>- Support the Family Grows program with group facilitation</li> <li>- Providing equipment needed for Farm 2 School programming and Family Grow program</li> <li>- Provide technical support and expertise for participating family units during the grant period</li> <li>- Supporting HCAT events when possible</li> </ul>			
Signature	<i>Toni L. Sperry</i>		Date
			08/15/2023
Printed Name Toni L. Sperry			



VFHY Budget Form (Year 1)		
ORGANIZATION NAME:	Petersburg Literacy Education Project	
FUNDING TYPE:	Petersburg Targeted Grant	
VFHY BUDGET YEAR:	2023-2024	
A. PERSONNEL: Staff salary & benefits. A maximum of 5% of a supervisor's salary may be charged to the grant for the supervision of grant-funded staff.		
Position Title	Annual Salary	Request from VFHY
Farm 2 School Coordinator -	\$20/hr	\$30,000
HCAT Coordinator -	\$20/hr	\$15,000
Admin Coordinator -	\$20/hr	\$5,000
Fringe Benefits for Personnel (FICA, Health, etc.) The rate of fringe benefits may not exceed 30% of personnel salaries requested from VFHY.		\$3,826
Totals		\$53,826
NARRATIVE DESCRIPTION FOR SECTION A. PERSONNEL		
<p>Farm 2 Coordinator - Duties include but not limited to working in classroom with Farm 2 School participants; leading Farm 2 School curriculum development; point of contact for Farm 2 School activities and relationships. Leading media efforts including social media posting, project photography documentation.</p> <p>30 hours x \$20 / 50 weeks x 7.65% x 30,000 = \$2,295 in Fringe Benefits;</p> <p>Admin Coordinator - Duties including but no limited to: supporting grants budget requirments and reporting deadlines alongside HCAT Coordinator</p> <p>5 hrs/ x \$20/hrs x 50 weeks = \$5000 = \$383 in Fringe beneifits</p> <p>HCAT Coordinator - Managing and maintaining local HCAT; Hosting HCAT meetings; HCAT partner driven program management; managing Farm 2 School program; building Safe Routes to School program; <i>supporting Admin Coordinator</i>; regular reporting to VFHY</p> <p>15/hr x \$20/ 50 weeks = \$15000 x 7.65% = \$1148 in Fringe Benefits</p> <p><b>TOTAL PERSONNEL \$53,826</b></p>		



**B. CONSULTANTS:** Cost to utilize trainer, artist, evaluators or other contractor(s) for short-term work.

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY
Landscaping, Brenden Jackson -	\$20/hour	\$3,700
Toni Sperry, Pod Farms -	\$20/hour	\$300
<b>Totals</b>		<b>\$4,000</b>

**NARRATIVE DESCRIPTION FOR SECTION B. CONSULTANTS**

**Landscaping for Learning Garden at Plesants Lane** - Maintaning Learning Garden at Plesants Lane Elementary for student and staff use during the periods of July 1st - December 30th and March 1st - June 30th  
 5 hrs/ x \$20/hrs x 37 weeks = \$3,700

**Pod Farms Consultant** - Facilitation and tech support for the Farm 2 School and Family Grow progam hydroponic kits and programming.  
 \$20/hour x 15 hours = \$300

**TOTAL CONSULTANTS = \$9,000**

**C. TRAVEL:** Cost for project staff's travel to implement projects.

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY
<b>Totals</b>		

**NARRATIVE DESCRIPTION FOR SECTION C. TRAVEL**

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**D. RENTAL SPACE/EQUIPMENT:** With clear justification, one computer system with peripherals may be purchased, not to exceed \$1,000.

Type of Expense	Request from VFHY
Totals	\$0

**NARRATIVE DESCRIPTION FOR SECTION D. RENTAL SPACE/EQUIPMENT**

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**E. MATERIALS:** Educational materials, products, supplies.

Type of Expense	Request from VFHY
Pod Farms kits and equipment cost	\$1,195
4-H Partnership	\$1,000
Camera	\$500
Book program with Resistance Books	\$1,500
POP Club	\$2,000
	\$6,195



**NARRATIVE DESCRIPTION FOR SECTION E. MATERIALS**

Pod Farms equipment - (individual cost listed)*grow lights - \$57, timers - \$7, pH control kits - \$55, nutrients - \$10, Media \$13, Clay pellets - \$9, seeds - \$13 total kits = \$164 x 5 kits = \$820 + \$75 part replacement cost for each unit = \$375. Total cost = \$1195*

4-H Partnership- Operation and supply cost

Cooking kits - \$50 x 6 = \$300

Gift Cards - \$20 x 10 Parent of participant = \$200

Shopping Vouchers - \$100 x 5 classes = \$500

**F. OTHER COSTS:** Printing, copying, postage

Type of Expense	Request from VFHY
HCAT banner(2) for outdoor events and marketing	\$348
<b>Totals</b>	<b>\$348</b>

**NARRATIVE DESCRIPTION FOR SECTION F. OTHER COSTS**

Banners for outdoor events and marketing \$173 x 2 = \$347

**other cost total = \$347**

**G. INDIRECT** Indirect costs cannot exceed 10% of the personnel costs charged to the grant.

Type of Expense	Request from VFHY
Indirect	\$4,844
<b>Totals</b>	<b>\$4,844</b>

**NARRATIVE DESCRIPTION FOR SECTION G. INDIRECT COSTS****H. TOTAL BUDGET**

<b>Total Amount Requested From VFHY</b>	<b>\$69,213</b>



VFHY Budget Form (Year 2)		
ORGANIZATION NAME:	Petersburg Literacy Education Project	
FUNDING TYPE:	Petersburg Targeted Grant	
VFHY BUDGET YEAR:	2024-2025	
A. PERSONNEL: Staff salary & benefits. A maximum of 5% of a supervisor’s salary may be charged to the grant for the supervision of grant-funded staff.		
Position Title	Annual Salary	Request from VFHY
Fringe Benefits for Personnel (FICA, Health, etc.) The rate of fringe benefits may not exceed 30% of personnel salaries requested from VFHY.		
Totals		\$0
NARRATIVE DESCRIPTION FOR SECTION A. PERSONNEL		
B. CONSULTANTS: Cost to utilize trainer, artist, evaluators or other contractor(s) for short-term work.		
Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY



<b>Totals</b>		<b>\$0</b>
<b>NARRATIVE DESCRIPTION FOR SECTION B. CONSULTANTS</b>		
<b>C. TRAVEL:</b> Cost for project staff's travel to implement projects.		
<b>Type of Expense</b>	<b>Rate/ Unit of Reimbursement</b>	<b>Request from VFHY</b>
<b>Totals</b>		
<b>NARRATIVE DESCRIPTION FOR SECTION C. TRAVEL</b>		
<b>D. RENTAL SPACE/EQUIPMENT:</b> With clear justification, one computer system with peripherals may be purchased, not to exceed \$1,000. Other equipment MUST be unavailable in the organization, related to the project and clearly justified.		
<b>Type of Expense</b>	<b>Request from VFHY</b>	
<b>Totals</b>	<b>\$0</b>	
<b>NARRATIVE DESCRIPTION FOR SECTION D. RENTAL SPACE/EQUIPMENT</b>		



<b>E. MATERIALS:</b> Educational materials, products, supplies.	
<b>Type of Expense</b>	<b>Request from VFHY</b>
	\$0
<b>NARRATIVE DESCRIPTION FOR SECTION E. MATERIALS</b>	
<b>F. OTHER COSTS:</b> Printing, copying, postage	
<b>Type of Expense</b>	<b>Request from VFHY</b>



<b>Totals</b>	<b>\$0</b>
<b>NARRATIVE DESCRIPTION FOR SECTION F. OTHER COSTS</b>	
<b>G. INDIRECT</b> Indirect costs cannot exceed 10% of the personnel costs charged to the grant.	
<b>Type of Expense</b>	<b>Request from VFHY</b>
Indirect	
<b>Totals</b>	<b>\$0</b>
<b>NARRATIVE DESCRIPTION FOR SECTION G. INDIRECT COSTS</b>	
<b>H. TOTAL BUDGET</b>	
<b>Total Amount Requested From VFHY</b>	<b>\$0</b>



VFHY Budget Form (Year 3)		
ORGANIZATION NAME:	Petersburg Literacy Education Project	
FUNDING TYPE:	Petersburg Targeted Grant	
VFHY BUDGET YEAR:	2025-2026	
<b>A. PERSONNEL:</b> Staff salary & benefits. A maximum of 5% of a supervisor's salary may be charged to the grant for the supervision of grant-funded staff.		
Position Title	Annual Salary	Request from VFHY
Fringe Benefits for Personnel (FICA, Health, etc.) The rate of fringe benefits may not exceed 30% of personnel salaries requested from VFHY.		
Totals		\$0
NARRATIVE DESCRIPTION FOR SECTION A. PERSONNEL		
<b>B. CONSULTANTS:</b> Cost to utilize trainer, artist, evaluators or other contractor(s) for short-term work.		
Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY



<b>Totals</b>		<b>\$0</b>
<b>NARRATIVE DESCRIPTION FOR SECTION B. CONSULTANTS</b>		
<b>C. TRAVEL:</b> Cost for project staff's travel to implement projects.		
<b>Type of Expense</b>	<b>Rate/ Unit of Reimbursement</b>	<b>Request from VFHY</b>
<b>Totals</b>		
<b>NARRATIVE DESCRIPTION FOR SECTION C. TRAVEL</b>		
<b>D. RENTAL SPACE/EQUIPMENT:</b> With clear justification, one computer system with peripherals may be purchased, not to exceed \$1,000. Other equipment MUST be unavailable in the organization, related to the project and clearly justified.		
<b>Type of Expense</b>	<b>Request from VFHY</b>	
<b>Totals</b>	<b>\$0</b>	
<b>NARRATIVE DESCRIPTION FOR SECTION D. RENTAL SPACE/EQUIPMENT</b>		



E. MATERIALS: Educational materials, products, supplies.	
Type of Expense	Request from VFHY
	\$0
NARRATIVE DESCRIPTION FOR SECTION E. MATERIALS	
F. OTHER COSTS: Printing, copying, postage	
Type of Expense	Request from VFHY



<b>Totals</b>	<b>\$0</b>
<b>NARRATIVE DESCRIPTION FOR SECTION F. OTHER COSTS</b>	
<b>G. INDIRECT</b> Indirect costs cannot exceed 10% of the personnel costs charged to the grant.	
<b>Type of Expense</b>	<b>Request from VFHY</b>
Indirect	
<b>Totals</b>	<b>\$0</b>
<b>NARRATIVE DESCRIPTION FOR SECTION G. INDIRECT COSTS</b>	
<b>H. TOTAL BUDGET</b>	
<b>Total Amount Requested From VFHY</b>	<b>\$0</b>



**AN ORDINANCE, AS AMENDED, SAID ORDINANCE  
MAKING APPROPRIATIONS FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2023, AND ENDING JUNE 30, 2024  
FOR THE VIRGINIA FOUNDATION FOR HEALTHY YOUTH GRANT FOR  
PETERSBURG.**

---

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

I. That appropriations for the fiscal year commencing July 1, 2023, in the Grants Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2024.

<b>Previously adopted</b>	<b>\$0.00</b>
ADD: Virginia Foundation For Healthy Youth Childhood Obesity Prevention Grant	<b>\$199,250.00</b>
<b>Total Revenue</b>	<b><u>\$199,250.00</u></b>

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

<b>Previously adopted</b>	<b>\$ 0.00</b>
ADD: Virginia Foundation For Healthy Youth Childhood Obesity Prevention Grant	<b>\$199,250.00</b>
<b>Total Expenses</b>	<b><u>\$199,250.00</u></b>





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 19, 2023

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

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

**FROM:** Christopher Magann

**RE:** **Consideration of an appropriation ordinance for Virginia Department of Fire Programs - Aid to Locality, carryover of funds from FY23 to FY 24 budget in the amount of \$21,959.58 - 2nd Reading (Page 277)**

**PURPOSE:** To carry over unspent funding from the Virginia Department of Fire Programs – Aid to Locality for FY 2023 to the Department of Fire, Rescue and Emergency Services FY 2024 fiscal budget in the amount of \$21,959.58.

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

**RECOMMENDATION:** Recommend for the Council to carryover funding from the Virginia Department of Fire Programs – “Aid-to-Localities” in the amount of \$21,959.58 from the Department of Fire, Rescue and Emergency Services FY23 to FY 24 budget.

**BACKGROUND:** The City of Petersburg, Department for Fire, Rescue and Emergency Services receives the Virginia Department of Fire Programs Aid-to-Localities grant annually to assist with specific training and designated firefighting equipment.

**COST TO CITY:** No cost to the City.

**BUDGETED ITEM:** N/A (Grant)

**REVENUE TO CITY:** \$21,959.58

**CITY COUNCIL HEARING DATE:** 9/5/2023

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** None

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

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

**REQUIRED CHANGES TO WORK PROGRAMS:** None



**ATTACHMENTS:**

1. ATL FY 24 Carryover



**AN ORDINANCE, AS AMENDED, SAID ORDINANCE  
MAKING APPROPRIATIONS FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2023, AND ENDING JUNE 30, 2024  
FOR THE GRANTS FUND.**

---

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

I. That appropriations for the fiscal year commencing July 1, 2023, in the Grants Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2024.

<b>Previously adopted</b>	<b>\$0.00</b>
<b>ADD:</b> Fire Programs – Aid to Localities (ATL) (3-200-024040-0615-0-207)	<b><u>\$21,959.58</u></b>
<b>Total Revenues</b>	<b><u>\$21,959.58</u></b>

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

<b>Previously adopted</b>	<b>\$0.00</b>
<b>ADD:</b> Fire Programs – Aid to Localities (ATL) (4-200-032101-3190-0-207)	<b><u>\$21,959.58</u></b>
<b>Total Expenses</b>	<b><u>\$21,959.58</u></b>





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 19, 2023

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

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

**FROM:** Christopher Magann

**RE:** **Consideration of an appropriation ordinance for the Virginia Department of Emergency Management – Radiological Emergency Preparedness Grant, carryover of funds from FY 23 to FY 24 Budget in the amount of \$3,949.98 - 2nd Reading (Page 280)**

**PURPOSE:** To request the Council to approve the carryover of funds from the Virginia Department of Emergency Management – Radiological Emergency Preparedness Grant from FY23 to FY24 budget in the amount of \$3,949.98.

**REASON:** The Radiological Emergency Preparedness Grant (REP) supports efforts in planning and response to hazardous materials and radiological emergencies to develop and maintain a Comprehensive Emergency Management Program.

**RECOMMENDATION:** Recommend that Council approve the carryover of funds from FY23 to FY 24 budget for the Virginia Department of Emergency Management - Radiological Emergency Preparedness Grant in the amount of \$3,949.98.

**BACKGROUND:** The City of Petersburg receives annual funding from the Virginia Department of Emergency Management for enhancement, planning and response to radiological emergencies.

**COST TO CITY:** None

**BUDGETED ITEM:** None.

**REVENUE TO CITY:** \$3,949.98

**CITY COUNCIL HEARING DATE:** 9/5/2023

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** None

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

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



**REQUIRED CHANGES TO WORK PROGRAMS:** None

**ATTACHMENTS:**

1. REP FY 24 Carryover



**AN ORDINANCE, AS AMENDED, SAID ORDINANCE  
MAKING APPROPRIATIONS FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2023, AND ENDING JUNE 30, 2024  
FOR THE GRANTS FUND.**

---

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

I. That appropriations for the fiscal year commencing July 1, 2023, in the Grants Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2024.

<b>Previously adopted</b>	<b>\$0.00</b>
<b>ADD:</b> Radiological Emergency Preparedness Grant (3-200-024040-0615-0-212)	<b><u>\$3,949.98</u></b>
<b>Total Revenues</b>	<b><u>\$3,949.98</u></b>

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

<b>Previously adopted</b>	<b>\$0.00</b>
<b>ADD:</b> Radiological Emergency Preparedness Grant (4-200-032104-3190-0-211)	<b><u>\$3,949.98</u></b>
<b>Total Expenses</b>	<b><u>\$3,949.98</u></b>





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 19, 2023

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

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

**FROM:** Christopher Magann

**RE:** **Consideration of an appropriation ordinance for the Virginia Department of Emergency Management – Emergency Management Performance Grant carryover of funds from FY23 to FY24 Budget in the amount of \$1,717.27 - 2nd Reading (Page 283)**

**PURPOSE:** To request Council to approve the carryover of funds from the Virginia Department of Emergency Management - Emergency Management Performance Grant for FY23 to FY24 budget in the amount of \$1,717.27.

**REASON:** The Emergency Management Performance Grant (EMPG) supports our efforts to develop and maintain a Comprehensive Emergency Management Program.

**RECOMMENDATION:** Recommend that Council approve the carryover of the Virginia Department of Emergency Management EMPG funds in the amount of \$1,717.27.

**BACKGROUND:** The City of Petersburg received annual funding from the Virginia Department of Emergency Management. These funds are used to enhance the Emergency Management and Operations during preparedness, response, mitigation and recovery during significant incidents.

**COST TO CITY:** None

**BUDGETED ITEM:** None

**REVENUE TO CITY:** \$1,717.27

**CITY COUNCIL HEARING DATE:** 9/5/2023

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** None

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

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

**REQUIRED CHANGES TO WORK PROGRAMS:** None



**ATTACHMENTS:**

1. EMPG Ordinance FY24 Carryover



**AN ORDINANCE, AS AMENDED, SAID ORDINANCE  
MAKING APPROPRIATIONS FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2023, AND ENDING JUNE 30, 2024  
FOR THE GRANTS FUND.**

---

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

I. That appropriations for the fiscal year commencing July 1, 2023, in the Grants Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2024.

<b>Previously adopted</b>	<b>\$0.00</b>
<b>ADD:</b> Emergency Management Performance Grant (3-200-024040-0615-0-208)	<b><u>\$1,717.27</u></b>
<b>Total Revenues</b>	<b><u>\$1,717.27</u></b>

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

<b>Previously adopted</b>	<b>\$0.00</b>
<b>ADD:</b> Emergency Management Performance Grant (4-200-032102-3190-0-208)	<b><u>\$1,717.27</u></b>
<b>Total Expenses</b>	<b><u>\$1,717.27</u></b>





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 19, 2023

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

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

**FROM:** Christopher Magann

**RE:** **Consideration of an appropriation ordinance for the Virginia Department of Fire Programs - Aid to Locality FY23 funding allocation in the amount of \$134,237.00 - 2nd Reading (Page 286)**

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**PURPOSE:**

The Commonwealth of Virginia established a fund for fire departments under the Code of Virginia, Section §38.2-401.

**REASON:** The Department of Fire, Rescue and Emergency Services receives annual funding through the Virginia Department of Fire, Programs - Aid to Locality to assist with firefighter training and specialized firefighting equipment.

**RECOMMENDATION:** Recommend the Council approve and appropriate the Virginia Department of Fire Programs - Aid to Locality FY 23 funding in the amount of \$134,237.00.

**BACKGROUND:** The Department of Fire, Rescue and Emergency Services receives the Fire Programs Fund - Aid to Locality Grant annually to assist with firefighter training and the purchase of other specialized firefighting equipment.

**COST TO CITY:** None

**BUDGETED ITEM:** None

**REVENUE TO CITY:** \$134,237.00

**CITY COUNCIL HEARING DATE:** 9/5/2023

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** None

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

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

**REQUIRED CHANGES TO WORK PROGRAMS:** None



**ATTACHMENTS:**

1. ATL FY 24 Funding



**AN ORDINANCE, AS AMENDED, SAID ORDINANCE  
MAKING APPROPRIATIONS FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2023, AND ENDING JUNE 30, 2024  
FOR THE GRANTS FUND.**

---

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

I. That appropriations for the fiscal year commencing July 1, 2023, in the Grants Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2024.

<b>Previously adopted</b>	<b>\$0.00</b>
<b>ADD:</b> Fire Programs – Aid to Localities (ATL) (3-200-024040-0615-0-207)	<b><u>\$134,237.00</u></b>
<b>Total Revenues</b>	<b><u>\$134,237.00</u></b>

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

<b>Previously adopted</b>	<b>\$0.00</b>
<b>ADD:</b> Fire Programs – Aid to Localities (ATL) (4-200-032101-3190-0-207)	<b><u>134,237.00</u></b>
<b>Total Expenses</b>	<b><u>\$134,237.00</u></b>





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 19, 2023

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

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

**FROM:** Christopher Magann

**RE:** **Consideration of an appropriation ordinance for the Virginia Department of Emergency Management - Emergency Management Performance Grant in the amount of \$850.44 - 2nd Reading (Page 289)**

---

**PURPOSE:**

To request the Council to approve appropriate funds from the Virginia Department of Emergency Management - Emergency Management Performance Grant in the amount of \$850.44.

**REASON:**

The Emergency Management Performance Grant (EMPG) supports our efforts to develop and maintain a Comprehensive Emergency Management Program.

**RECOMMENDATION:**

Recommend that Council approve the carryover of the Virginia Department of Emergency Management EMPG in the amount of \$1,717.27.

**BACKGROUND:**

The City of Petersburg received annual funding from the Virginia Department of Emergency Management. These funds are used to enhance the Emergency Management and Operations during preparedness, response, mitigation and recovery during significant incidents.

**COST TO CITY:** None

**BUDGETED ITEM:** None

**REVENUE TO CITY:** \$850.44

**CITY COUNCIL HEARING DATE:** 9/5/2023

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** None

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

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



**REQUIRED CHANGES TO WORK PROGRAMS:** None

**ATTACHMENTS:**

1. EMPG FY24



**AN ORDINANCE, AS AMENDED, SAID ORDINANCE  
MAKING APPROPRIATIONS FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2023, AND ENDING JUNE 30, 2024  
FOR THE GRANTS FUND.**

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<b>Previously adopted</b>	<b>\$0.00</b>
<b>ADD:</b> Emergency Management Performance Grant (3-200-024040-0615-0-208)	<b><u>\$850.44</u></b>
<b>Total Revenues</b>	<b><u>\$850.44</u></b>

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

<b>Previously adopted</b>	<b>\$0.00</b>
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<b>Total Expenses</b>	<b><u>\$850.44</u></b>





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 19, 2023

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

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

**FROM:** Christopher Magann

**RE:** **Consideration of an appropriation ordinance to accept and appropriate funding from the Virginia Office of EMS – Rescue Squad Assistance Fund (RSAF) in the amount of \$52,757.10 - 2nd Reading (Page 292)**

---

**PURPOSE:**

The Commonwealth of Virginia, Office of Emergency Medical Services established a fund for licensed emergency medical services agencies under the Code of Virginia 12VAC5-31-2850 and §44-146.16.

**REASON:** The Virginia Office of Emergency Medical Services is providing 100% reimbursement to the City of Petersburg for purchased computer hardware on apparatus utilized in upgrading electronic patient care reporting.

**RECOMMENDATION:** Recommend that Council accept and appropriate the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) grant in the amount of \$52,757.10 for reimbursement to the fiscal year 2023 budget of the Department of Fire, Rescue, and Emergency Services.

**BACKGROUND:**

The City of Petersburg, Department of Fire, Rescue and Emergency Services may apply for financial assistance through the Virginia Office of EMS for grants to support special projects and initiatives as they determine are applicable. The current grant is a 100% funded reimbursement grant for the acquisition of computer hardware for use in patient care reporting as required by regulations in the Code of Virginia, 12VAC5-31-560.

**COST TO CITY:** None

**BUDGETED ITEM:** None

**REVENUE TO CITY:** \$52,757.10

**CITY COUNCIL HEARING DATE:**

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** None

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



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

**REQUIRED CHANGES TO WORK PROGRAMS:** None

**ATTACHMENTS:**

1. RSAF FY 23 Reimbursement



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

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<b>Previously adopted</b>	<b>\$0.00</b>
---------------------------	---------------

<b>ADD:</b> Virginia Office of EMS – Rescue Squad Assistance Fund (RSAF) (3-200-024040-0615-0-210)	<b><u>\$52,757.10</u></b>
---	---------------------------

<b>Total Revenues</b>	<b><u>\$52,757.10</u></b>
-----------------------	---------------------------

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

<b>Previously adopted</b>	<b>\$0.00</b>
---------------------------	---------------

<b>ADD:</b> Virginia Office of EMS – Rescue Squad Assistance Fund (RSAF) (4-200-32104-3190-0-210)	<b><u>\$52,757.10</u></b>
--	---------------------------

<b>Total Expenses</b>	<b><u>\$52,757.10</u></b>
-----------------------	---------------------------





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 19, 2023

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

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

**FROM:** Brian Moore

**RE:** A Communications / Special Report Request to Present The Petersburg Downtown Plan via Interface Studios (Page 295)

---

**PURPOSE:** To provide City Council with a presentation of the Petersburg Downtown Plan.

**REASON:** To present, to the City of Petersburg, the Downtown Master Plan.

**RECOMMENDATION:** To allow Interface Studio the opportunity to present the City of Petersburg Downtown Plan.

**BACKGROUND:** The City of Petersburg entered into an agreement with Interface Studios to develop a Downtown Master Plan that includes of an Advisory Committee comprised of area Stakeholders and Business Owners in the Downtown area.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 9/19/2023

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

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

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

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

**ATTACHMENTS:**

1. Petersburg\_CITY COUNCIL\_230919\_Downtown Plan Update on Preliminary Strategies
2. Petersburg Downtown Master Plan 09192023



# Petersburg

## Downtown Plan

Update for City Council

September 19, 2023



# Project Schedule





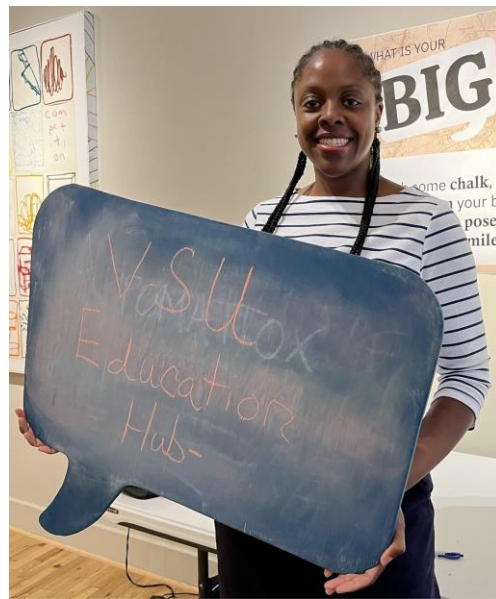
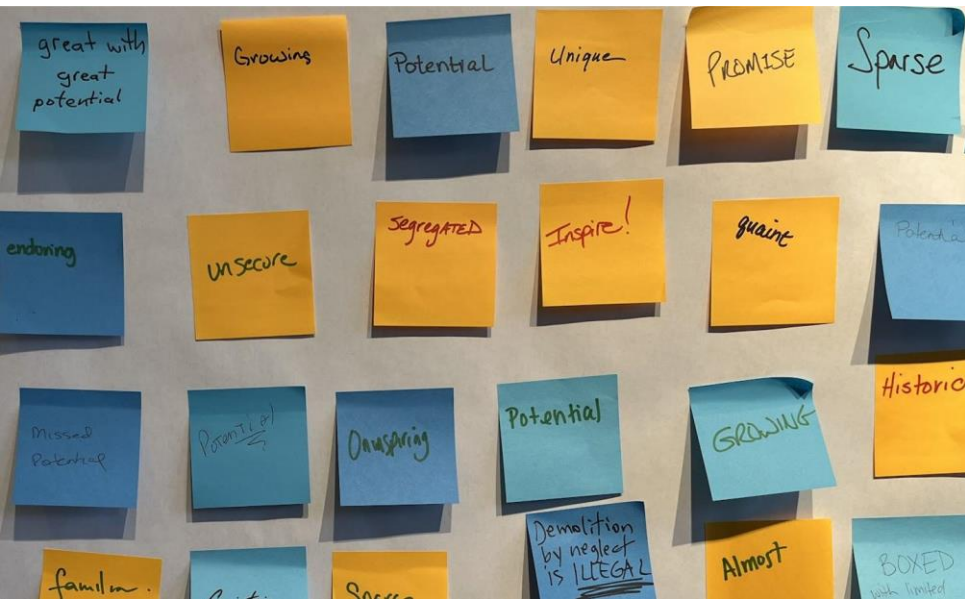
# Since we last presented to City Council:




**Over 100 people came out for the community visioning event in June  
More than 320 people logged in to take the Downtown Survey**



# There was a formal presentation and







# Downtown today

WHAT WOULD IT BE?


write your word on a post-it and place it in the space below

## WHAT WOULD IT BE?

write your word on a post-it and place it in the space below

potential

historic, city, growing, great, sparse, beautiful, missed, leaders, opportunities, restricted, stifled, inspiring, apart, promise, unfulfilled, expanding, uninspiring, familiar, diamond, demolition, unsecure, home, owners, neglect, safe, almost, vision, falling, support, developing, boxed, charming, rough, brick, enduring, quiet, interesting, segregated, business, unique, limited, quaint, incompetence, and welcoming.



# Downtown tomorrow

WHAT WOULD IT BE?

post-it place it in the space below

## WHAT WOULD IT BE?

write your  
word on a  
post-it and  
place it in the  
space below

[illegible]

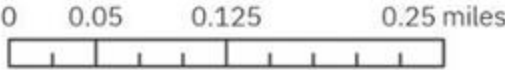
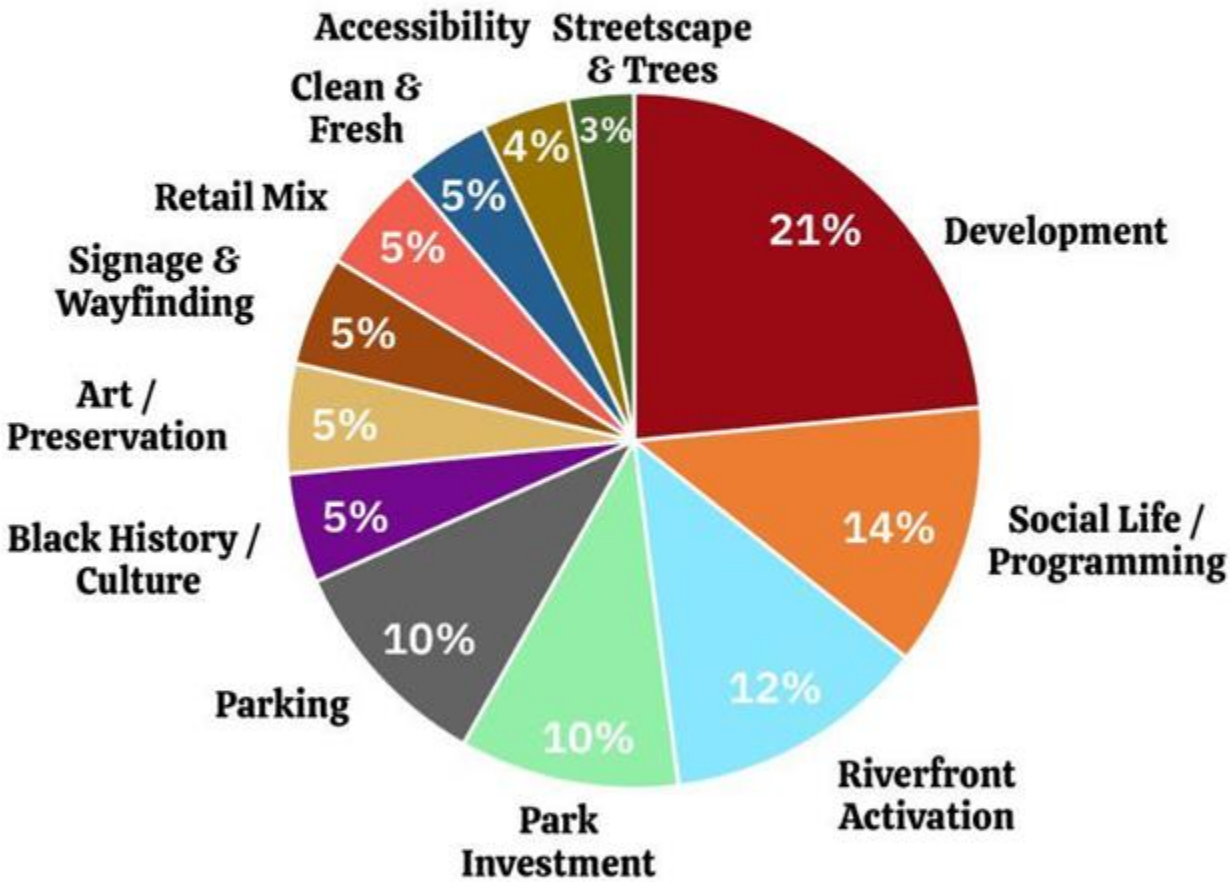
(The bigger the word, the more people said it.)



# Ideas for investment & change

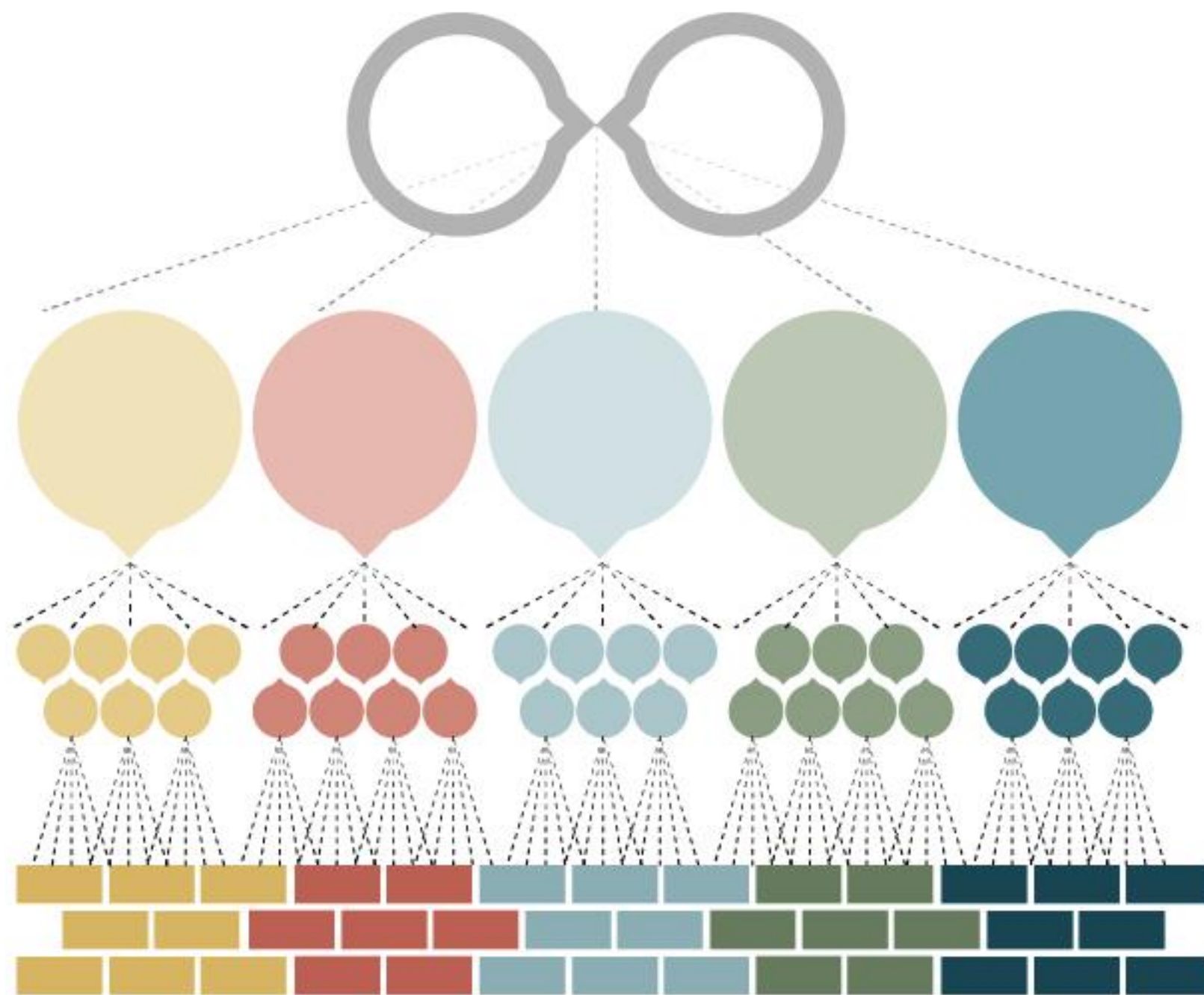


○ An Idea or Insight - color coded by category





# ANATOMY OF A PLAN



## VISION

An overarching statement that paints a picture of where the community wants Downtown to head; often a blend of what's beloved about Downtown now and opportunities for change in keeping with community values

## GOALS

A series of aspirational statements that serve as the organizing framework for the plan

## STRATEGIES

Steps taken to fulfill the goals and make the vision become reality

## ACTIONS

The building blocks: what should be done, where, when, and how to implement the strategies



# A Shared Vision for Downtown, today and in 2040

Downtown is a **thriving** symbol of Petersburg's resurgence, ready to realize its **potential once again**. Downtown is **proud of its history** and its present-day - the **people, local businesses**, and **opportunities** that together create a **hometown feel** with the **diversity of a city**. Downtown is a **place and a community** that is committed to **balancing history** with **growth and change**.

*As a place*, we will continue to preserve Downtown's **charming scale**, its historic **texture** with a **modern twist**, the **intimate pedestrian** experience, and the **unique** collection of **local restaurants and stores** that make Downtown a **destination**. As we re-grow Downtown as a full-service **neighborhood**, we will also grow **greener** and **healthier**.

As a community, we will work to remain a place that is **warm** and welcoming, that celebrates and lifts up our **Black heritage and culture**, with **inclusive** spaces and **events** that draw people from across Petersburg and the region - a regular favorite for residents, **families with young children**, **college students**, service members, tourists and others who spend time in Downtown Petersburg.

(The **bold words** come from the community.)



# 5 Key Goals to Organize the Strategies

## Open for Business

Support and diversify **Downtown's business community**, and restore Downtown's **economic vitality** and **building stock**

## Right at Home

Develop Downtown as a **livable neighborhood** and an **inclusive space**

## Wander and Wonder

Foster lush and lovely **connections** throughout Downtown, to the River, and farther afield that **encourage people to walk, bike, and explore**

## On the Map

Grow Downtown as a **destination** for residents, students, service members, and visitors, and a **place that people know about (and know how to find!)**

## Positioned for Success

Build **capacity for implementation & stewardship** over time



# OPEN FOR BUSINESS

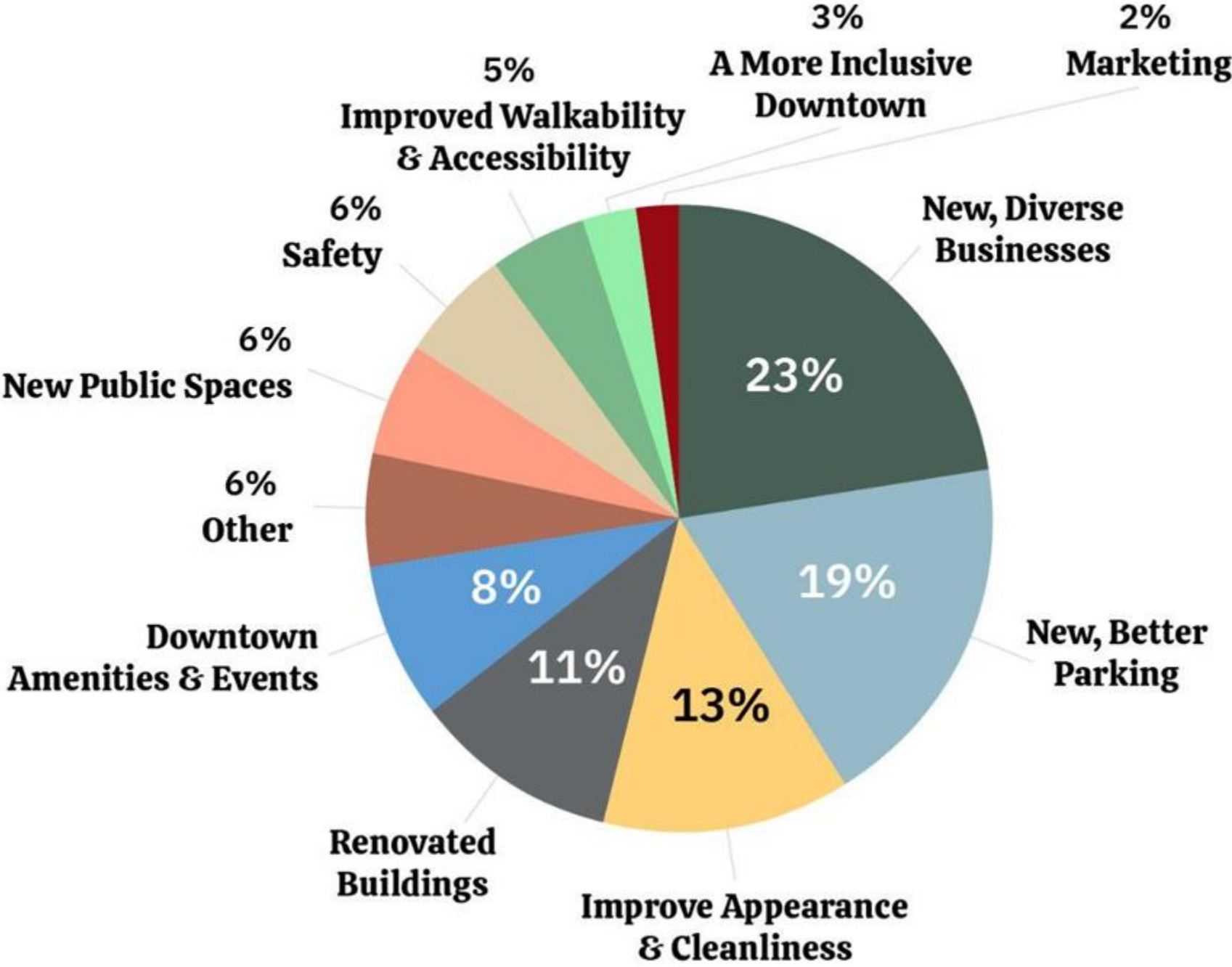
Support and diversify Downtown's business community, and restore  
Downtown's economic vitality and building stock





# Why? Survey Says

If you could change one thing about Downtown, what would it be?



“ Put in businesses that will draw everyone, not just a select group of people.

“ Restore derelict buildings and put them to use. Get more parking.

“ Clean up the litter, create a sign ordinance to take full window cover posters down.



# Strategies to signal Downtown is Open for Business will include:

- **Activate vacant ground floors in existing buildings**
  - Invest in first impressions with facade improvements, both temporary and long-term
  - Sub-divide spaces for success
  - Build a pipeline of new businesses, with an emphasis on Black and Women entrepreneurs
- **Carefully cultivate new commercial development to retain small local businesses**
  - Recruit a small format grocery and/or multi-tenant model



Alakazam Toys  
Heartworn Vintage



Boujie Hippie  
Lineage



Broad Porch Coffee Co.  
Deviant Kreationz



Charles Rose Boutique  
Great.Full Goods





# RIGHT AT HOME

Develop Downtown as a livable neighborhood  
and an inclusive space

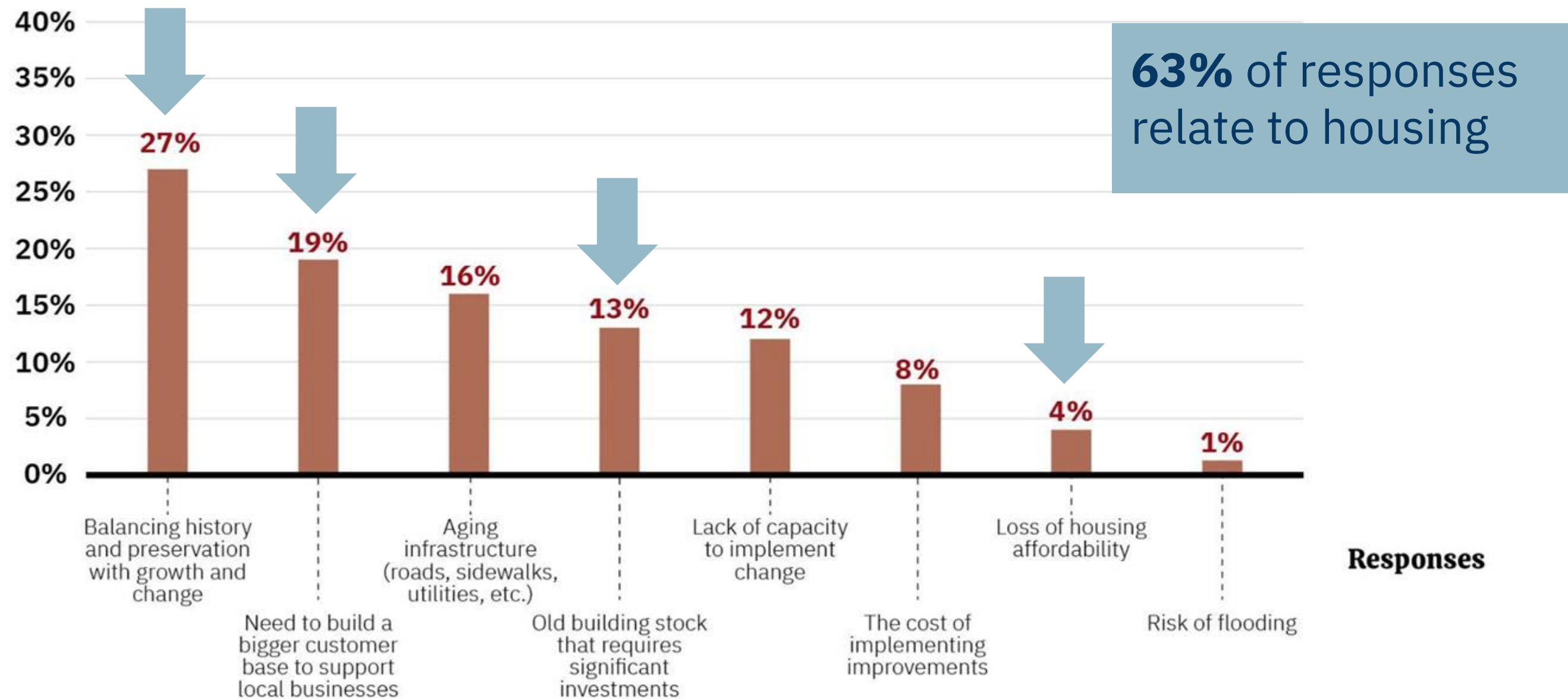
Why?

“People who lived outside Downtown didn't feel welcome historically.”

“There's a subtle racism problem. Many Black residents don't feel comfortable coming Downtown. It's not for people who look like me.”



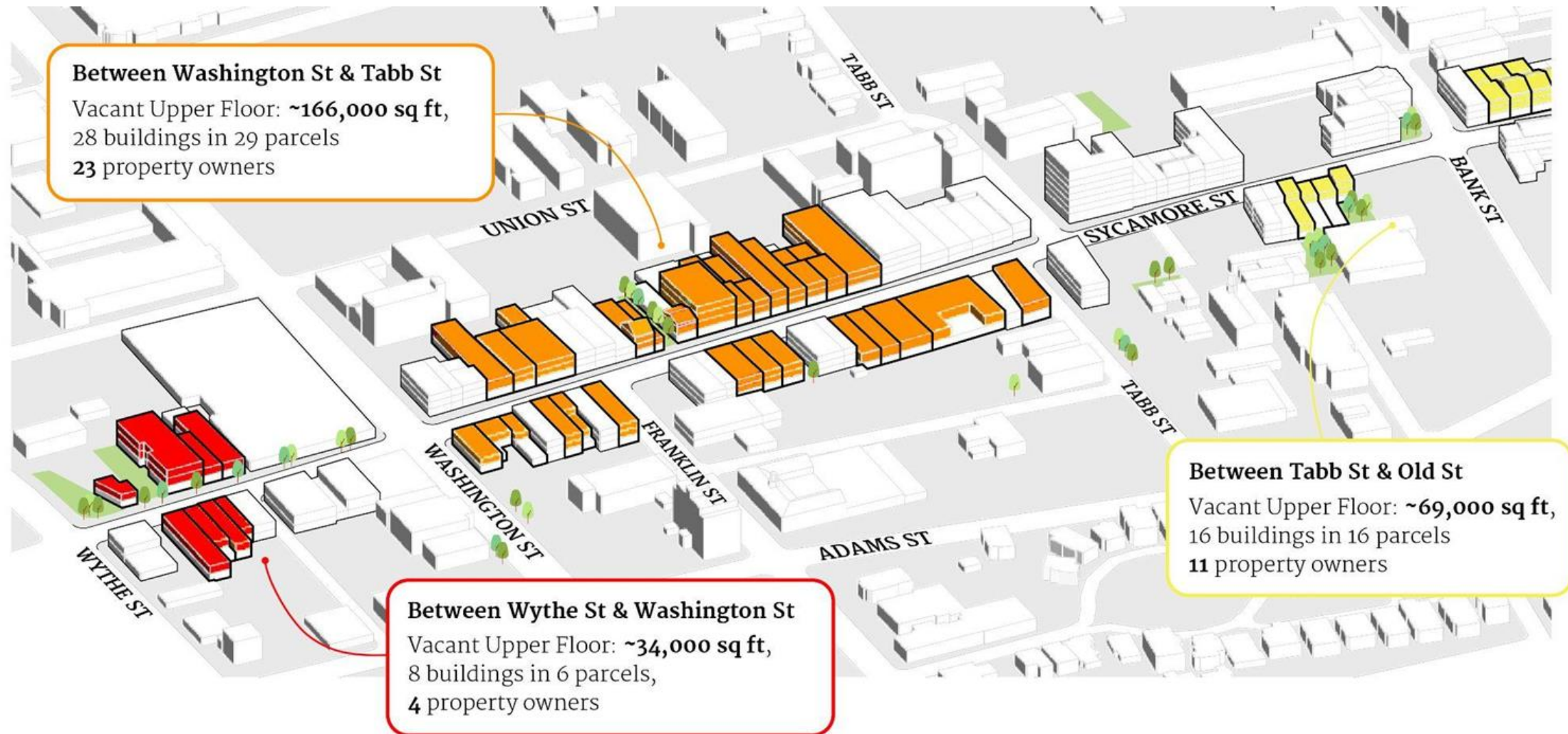
**Why? Survey Says:** When you think about the future of Downtown, what is the biggest issue we need to address?





# Strategies to help people feel **Right at Home** will include:

- **Maintain the residential homes that remain** (Centre Hill, Jefferson, Franklin, etc.)
- **Coordinate to convert the vacant upper floors along Sycamore Street to housing**

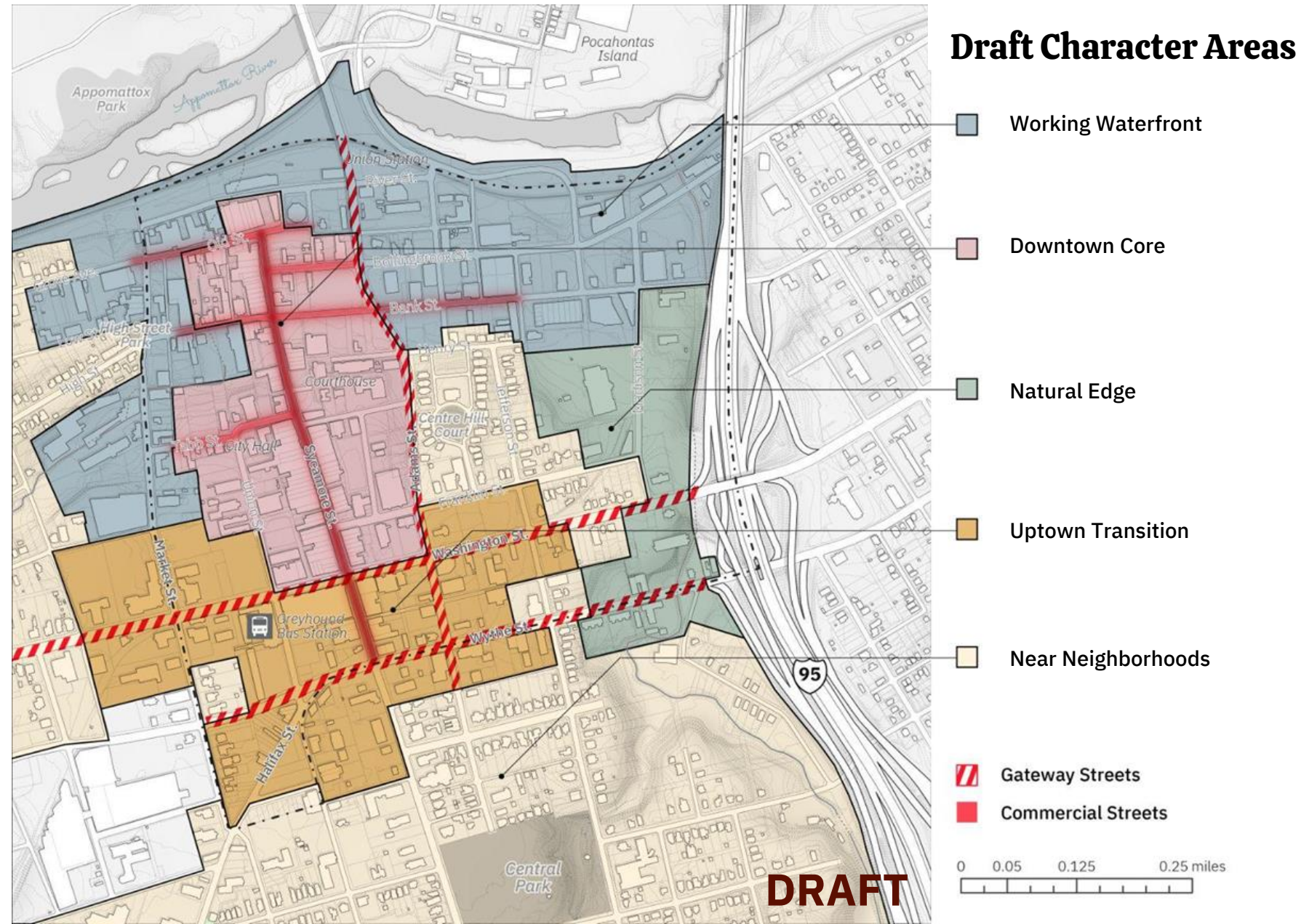


- **Create new housing where possible**
  - Ex. Banks/Adams development, Halifax Triangle area, adaptive reuse of former warehouses



# Strategies to help people feel **Right at Home** will include:

- **Carefully integrate new with old to preserve the historic look and feel** (with a “modern twist”)
  - Adopt design standards for new construction based on existing Character Areas of Downtown





# Strategies to help people feel Right at Home will include:

- **Curate programming designed to draw a wide range of audiences**
  - Focus on encouraging students to explore Downtown, the river, and trail





# WANDER & WONDER

Foster lush and lovely connections throughout Downtown, to the River, and further afield that encourage people to walk, bike, and explore

## Why?

“ More outdoor seating for people to eat outside.

“ More lights and better sidewalks. Infrastructure can bring a place up.

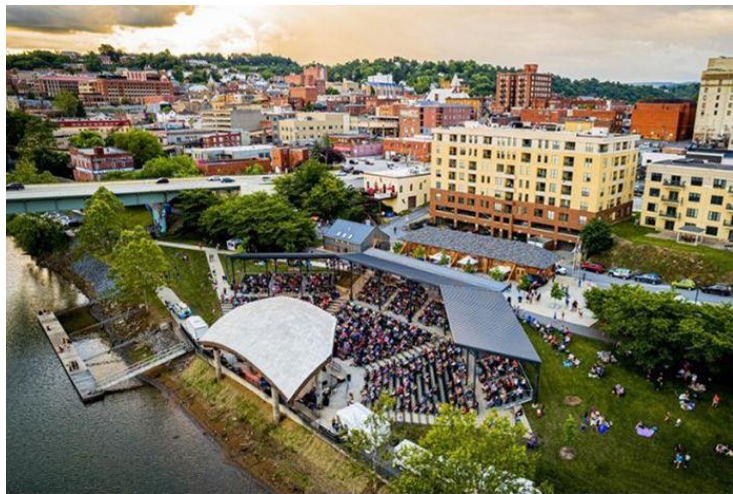
“ We've got a River, but we act like it doesn't exist!



# Strategies to Encourage Folks to Wander and Wonder will include:

- **Design & activate a connected green space between River Street, the trail, and the river**
  - Include destinations (ex. performance space, dog park, playground), trail connections, and formalized parking

**PRECEDENT:** Richmond, VA



**PRECEDENT:** Morgantown, WV

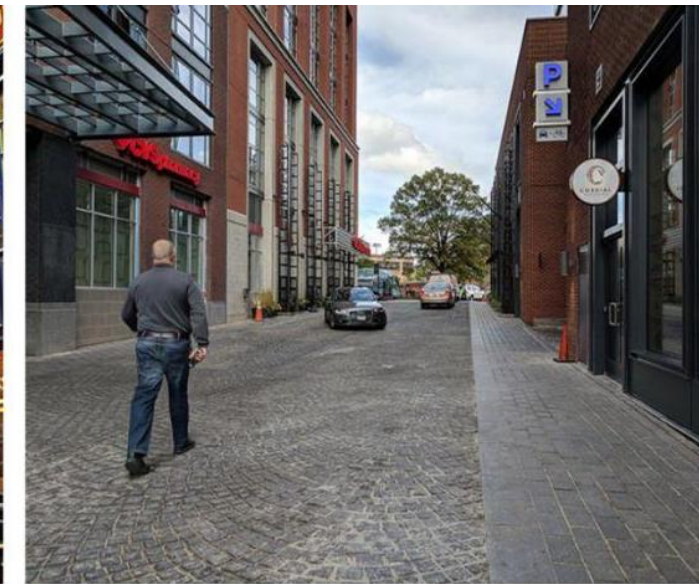
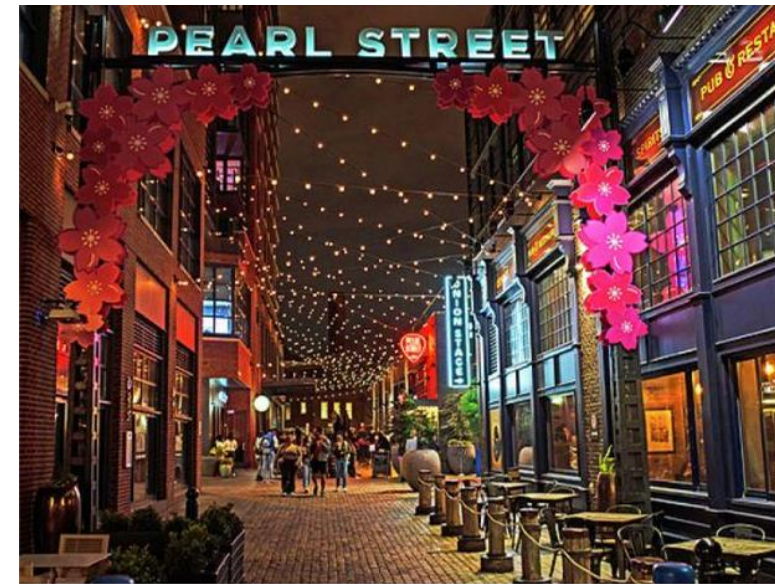


**PRECEDENT:** Lynchburg, VA



# Strategies to Encourage Folks to Wander and Wonder will include:

- **Create a network of small open spaces connected by pedestrian-oriented routes**
  - Build a new public plaza on Sycamore in front of the historic Court House and improve existing alleys



**PRECEDENTS:** Public Plazas

**PRECEDENTS:** Improved Alleys



# Strategies to Encourage Folks to Wander and Wonder will include:

- **Redesign streets as places that connect rather than divide**
  - Narrow the crossing distance with greening and places for people on Washington & Wythe
- **Improve the pedestrian experience in Downtown**
  - Prioritize sidewalk maintenance for safety and accessibility and adopt a more consistent design



**PRECEDENT:** Oklahoma City, OK



**PRECEDENT:** Louisville, KY





# ON THE MAP

Grow Downtown as a destination for residents, students, service members, and visitors, and a place that people know about (and know how to find!)

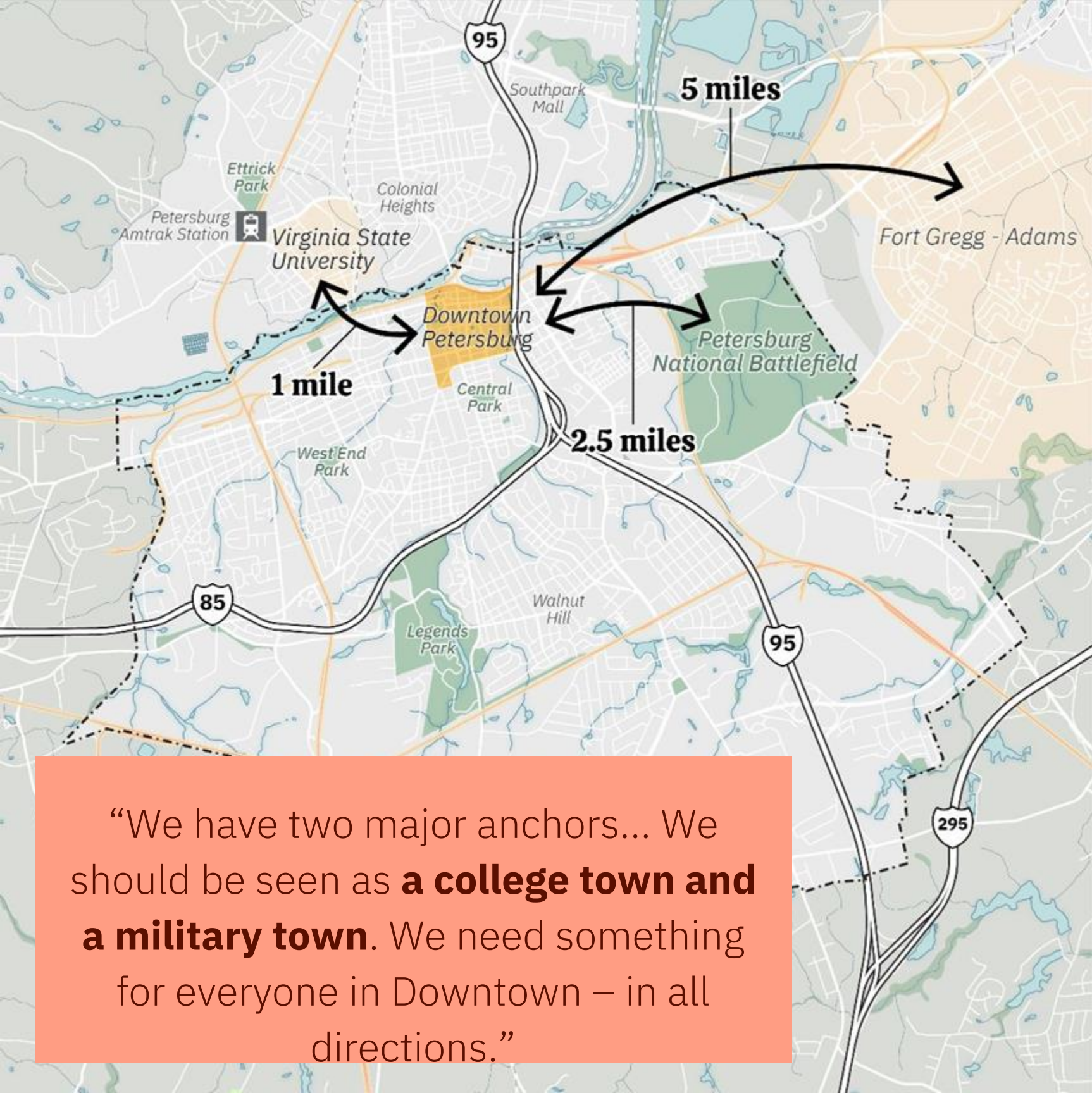
Why?

Cell phone data suggest that Downtown is missing out on a significant portion of the student and soldier markets, and only a small fraction of Battlefield visitors make it to Downtown

“Put in businesses that will draw everyone.  
Not just a select group of people.”



# City of Petersburg



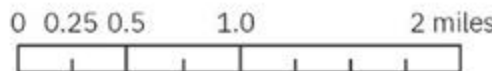
- City of Petersburg Boundary
- County Boundary
- Highway
- Rail Line
- Stream
- River
- Park
- Downtown Study Area

VSU Student Body: **4,648** (2022)

Fort Gregg-Adams Population: **9,874** (2020)

Petersburg National Battlefield: **235,691** (2019)

“We have two major anchors... We should be seen as **a college town and a military town**. We need something for everyone in Downtown – in all directions.”





# Strategies to Put Downtown on the Map will include:

- **Draw more Dollars to Downtown**

- Host regular events that draw people from a variety of backgrounds and interests
- Partner with the National Park Service to draw for visitors from the battlefield

- **Create a stronger presence for VSU in Downtown**

- Encourage the creation of classroom space, student housing, and student projects in Downtown
- Work with businesses to be student friendly and offer a mix of price points

- **Invest in Gateways** along key thoroughfares and at key locations approaching Downtown

- **Increase marketing** and awareness about Downtown businesses and events



# POSITIONED FOR SUCCESS

Build capacity for implementation & stewardship over time

## Why?

“ We need a roadmap,  
followed by execution.

“ It's very important to get things  
going again. Now is the time!



# Strategies to Position Downtown for Success will include:

- **Formalize Main Street Petersburg** with paid staff to support plan implementation
  - Seed a small business support program
  - Design a Downtown Fix-It initiative
  - Grow the calendar of events and ramp up programming
  - Take on student interns
- **Identify resources** to support plan implementation
  - Pursue grant opportunities
  - Secure a new revenue source by reintroducing paid parking and cycling dollars back into Downtown



# Visioning Event

## October 4, 2023

**JOIN US AGAIN** for Part 2 of the discussion to shape the future of Downtown...

**Come out to weigh in on draft recommendations!**

**WHAT:**  
Public Open House #2  
for the Petersburg Downtown Plan

**WHEN:**  
Wednesday, Oct. 4 5:00-8:00pm

**WHERE:**  
Public Library,  
201 W Washington St.  
Petersburg, VA

**FORMAL  
PRESENTATION  
at 6:00pm**

**POPCORN and  
REFRESHMENTS**  
will be available

*new park  
space*

*some of the  
ideas  
identified by  
**YOU***

*more  
events*

*improved  
housing  
options*

Page 322 of 324





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 19, 2023

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

**THROUGH:** March Altman, City Manager

**FROM:** Brian Moore, Director of Economic Development

**RE:** A Communications / Special Report Request to present The Petersburg Downtown Plan via Interface Studios.

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**PURPOSE:** To provide City Council with a presentation of the Petersburg Downtown Plan.

**REASON:** To present, to the City of Petersburg, the Downtown Master Plan.

**RECOMMENDATION:** To allow Interface Studio the opportunity to present the City of Petersburg Downtown Plan.

**BACKGROUND:** The City of Petersburg entered into an agreement with Interface Studio to develop a Downtown Master Plan that includes of an Advisory Committee comprised of area Stakeholders and Business Owners in the Downtown area.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** September 19, 2023

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

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



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

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

**ATTACHMENTS:** Petersburg Downtown Plan presentation

**STAFF:** Economic Development