



CITY COUNCIL AGENDA
June 20, 2016

6:00 p.m. **Closed session as provided by Section 2.2-3712 of the Virginia Code**
Second Floor Conference Room (Boards and Commissions)

7:00 p.m. **Regular Meeting**
Council Chambers

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

AWARDS/RECOGNITIONS League of Women Voters; Medical Directive

ANNOUNCEMENTS

APPOINTMENTS TO BOARDS & COMMISSIONS
CITY MANAGER RESPONSE TO MATTERS BY THE PUBLIC

MATTERS BY THE PUBLIC Public comment provided for up to 12 speakers publicized at noon the day of the meeting (limit 3 minutes per speaker) and for an unlimited number of speakers at the end of the meeting on any item, provided that a public hearing is not planned or has not previously been held on the matter.

1. CONSENT AGENDA* (Items removed from consent agenda will be considered at the end of the regular agenda.)

- a. Minutes for June 6
- b. APPROPRIATION: Victim Witness Assistance Program Grant Increase – \$22,245 (2nd of 2 readings)
- c. APPROPRIATION: Virginia Homelessness Solutions Grant – \$5,887 (2nd of 2 readings)
- d. APPROPRIATION: Local Agency Contributions for Crisis Intervention Training - \$15,000 (2nd of 2 readings)
- e. APPROPRIATION: Albemarle County Reimbursement for the Gordon Avenue Ceiling & Lighting Replacement Project – \$25,000 (2nd of 2 readings)
- f. APPROPRIATION: Housing Opportunities for Persons with AIDS – \$11,485 (2nd of 2 readings)
- g. APPROPRIATION: Sidewalk Improvement Fund Contribution – \$15,344.60 (1st of 2 readings)
- h. APPROPRIATION: Approval and Appropriation of Revised HOME Budget Allocation for FY 2016-2017 (1st of 2 readings)
- i. RESOLUTION: Corrective Action to Support Funding for the Charlottesville Redevelopment and Housing Authority Modernization Coordinator / Maintenance Supervisor (1st of 1 reading)
- j. RESOLUTION: 1000 West Main Street – The Uncommon Comprehensive Signage Plan (1st of 1 reading)
- k. RESOLUTION: Health Department Fiscal Agent (1st of 1 reading)
- l. RESOLUTION: Programmatic Project Administration Agreement Extension/Revenue Sharing (1st of 1 reading)
- m. RESOLUTION: Transfer Funds from Capital Improvement Program Contingency Account to Start Parking Department Account – \$500,000 (1st of 1 reading)
- n. ORDINANCE: Closing Unaccepted Street off Douglas Avenue (2nd of 2 readings)
- o. ORDINANCE: Homeowner Tax Relief Grant (2nd of 2 readings)

2. RESOLUTION* Allocation of Charlottesville Affordable Housing Funds (CAHF) for Virginia Organizing – \$264,484 (1st of 1 reading) – **20 mins**

3. RESOLUTION* Blue Moon Redevelopment Special Use Permit – 600 W. Main St. (1st of 1 reading) – **20 mins**

4. REPORT Social Services Advisory Board Annual Update – **15 mins**

5. RESOLUTION* Calling for Statewide and National Gun Control Legislation and Local Control Over Gun Regulations (1st of 1 reading) – **20 mins**

OTHER BUSINESS
MATTERS BY THE PUBLIC

*ACTION NEEDED

GUIDELINES FOR PUBLIC COMMENT

**We welcome public comment;
it is an important part of our meeting.**

Time is reserved near the beginning and at the end of each regular City Council meeting for Matters by the Public.

Please follow these guidelines for public comment:

- If you are here to speak for a **Public Hearing**, please wait to speak on the matter until the report for that item has been presented and the Public Hearing has been opened.
- Each speaker has **3 minutes** to speak. Please give your name and address before beginning your remarks.
- Please **do not interrupt speakers**, whether or not you agree with them.
- Please **refrain from using obscenities**.
- If you cannot follow these guidelines, you will be escorted from City Council Chambers and not permitted to reenter.

**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



Agenda Date:	June 6, 2016
Action Required:	Approval and Appropriation
Presenter:	Maggie Cullinan, Coordinator Victim and Witness Assistance Program
Staff Contacts:	Maggie Cullinan, Coordinator Victim and Witness Assistance Program Maya Kumazawa, Budget & Management Analyst
Title:	Victim Witness Assistance Program Grant Increase- \$22,245

Background:

The City of Charlottesville, through the Commonwealth's Attorney's Office, has received an increase in the Victim Witness Program Grant from the Virginia Department of Criminal Justice Services in the amount of \$22,245 in Federal Funds. This increase is in addition to the original grant of \$111,226 in Federal Funds, \$37,086 in State Funds, and required local match appropriated on September 8, 2015.

Discussion:

The additional funding is the result of an increase to the Victims of Crime Act Fund from the federal government to the states to disburse. Based on the number of victims we serve and the services this office provides, the Department of Criminal Justice Services has provided an additional \$22,245 for the program to use for the period January 1, 2016 to June 30, 2016. Due to the unexpected nature of the extra money, D.C.J.S. has given programs until September 30, 2016 to spend the funds. The program has budgeted the extra funds for this fiscal year to cover many one-time purchases, such as tablets for staff to use while in court, video conferencing equipment to use to work with our many out of town victims and witnesses (U.V.A. students), uniform/shirts to identify victim witness staff at a crime scene, additional brochures, the purchase of media (radio) time on local stations to reach under-served communities and purchase of a telephone translation service.

Alignment with City Council's Vision and Strategic Plan:

Approval of this agenda item aligns directly with Council's vision for Charlottesville to be America's Healthiest City, a Community of Mutual Respect and a Smart, Citizen-Focused Government. According to the Bureau of Justice Statistics, the total economic loss to crime victims was \$1.19 billion for violent offenses and \$16.2 billion for property crime in 2008. Statistics vary on the amount of intangible losses victims accumulate, such as the effects of the crime on their sense of security, mental health and relationships. The Charlottesville Victim

Witness Assistance Program contributes to the health of the community by connecting crime victims with medical and mental health providers through the Criminal Injury Compensation Fund. The Program helps create a **Community of Mutual Respect** by responding to the needs of crime victims and helps achieve a **Smart, Citizen-Focused Government** by ensuring their rights are recognized throughout the local criminal justice system, including police, prosecution, judges and probation.

In addition, this program aligns with Strategic Plan Goal 2: Be a safe, thriving and beautiful community, Objective 2.4: Ensure families and individuals are safe and stable.

Community Engagement:

The Victim Witness Assistance Program is engaged daily with victims of crime who access services through referrals from police, court services, social services and other allied agencies. Program staff contacts crime victims within 48 hours of their reported victimization. Program staff serves on several coordinating councils, such as the Multi-Disciplinary Team on Child Abuse, the Domestic Violence Coordinating Council, the Sexual Assault Response Team, the Monticello Area Domestic Violence Fatality Review Team and the Charlottesville/Albemarle Evidence Based Decision Making Policy Team. The program regularly provides outreach in the forms of government services day, training and speaking engagements at U.V.A., P.V.C.C. and other allied agencies as requested.

Budgetary Impact:

This has no impact on the General Fund. The funds will be expensed and reimbursed to a Grants Fund. The Victim Witness Assistance Program Grant is renewed annually; the amount of this year's award increase is \$22,245.

Recommendation:

Staff recommends approval and appropriation of grant funds.

Alternatives:

If the increase in grant funds is not appropriated, the additional services to Charlottesville crime victims will not occur.

Attachments:

Appropriation Memorandum

APPROPRIATION

Charlottesville Victim Witness Assistance Program Grant

\$22,245

WHEREAS, The City of Charlottesville, through the Commonwealth Attorney's Office, has received an increase in the Victim Witness Program Grant from the Virginia Department of Criminal Justice Services in the amount of \$22,245; and

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the sum of \$22,245 is hereby appropriated in the following manner:

Revenues

\$ 22,245 Fund: 209 Cost Center: 1414001000 G/L Account: 430120

Expenditures

\$ 22,245 Fund: 209 Cost Center: 1414001000 G/L Account: 599999

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of an additional \$22,245 from the Virginia Department of Criminal Justice Services.

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**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



Agenda Date:	June 6, 2016
Action Required:	Approval and Appropriation
Presenter:	Mike Murphy, Assistant City Manager
Staff Contacts:	Mike Murphy, Assistant City Manager Maya Kumazawa, Budget & Management Analyst
Title:	Virginia Homelessness Solutions Grant (V.H.S.P.) - \$5,887

Background:

The Department of Human Services in coordination with the Thomas Jefferson Area Coalition for the Homeless (T.J.A.C.H.) and the Service Provider Council (S.P.C.) applied for and received \$5,887 in additional funding from the Virginia Department of Housing and Community Development (V.D.H.C.D.) to be used for the Virginia Homelessness Solutions Grant (V.H.S.P.) award. These funds are in addition to the \$458,799 in V.D.H.C.D. funds appropriated for these purposes on August 17, 2015.

Discussion:

The City of Charlottesville has staff from Human Services, Social Services, and Neighborhood Development Services all taking a leadership role in the governance of T.J.A.C.H. The Virginia Homelessness Solutions Grant (V.H.S.P.) is an important resource in our community's efforts to end homelessness. V.H.S.P. provides funding for services to persons experiencing homelessness. The granting agency has approved using the additional grant funding for rapid rehousing the homeless through rent subsidies. Thomas Jefferson Health District is the sub-recipient of funds for Virginia Homelessness Solutions Grant (V.H.S.P.) funds.

Community Engagement:

This grant and plan are the product of extensive engagement of the service provider community for persons experiencing homelessness. This partnership is reflective of the governance model for T.J.A.C.H.

Alignment with City Council's Vision and Strategic Plan:

Opportunities for All. Outcomes will demonstrate a coordinated assessment process, individuals and families linked to housing and other resources, and the length of time homelessness was experienced. This grant also fosters the ideals of Community of Mutual Respect and Economic Sustainability by providing services to vulnerable citizens and promoting self-sufficiency.

Budgetary Impact:

This has no impact on the General Fund. This grant will be entirely State funds. No local match is required. All funds will be distributed to sub-recipients for service provision.

Recommendation:

Staff recommends approval and appropriation of grant funds.

Alternatives:

Council may elect to not accept the funds and the community will not have the capacity to administer the rapid rehousing services to persons experiencing homelessness.

APPROPRIATION
Virginia Homelessness Solutions Grant
\$5,887

WHEREAS, The City of Charlottesville, through the Department of Human Services, has received additional funding for the Virginia Homelessness Solutions Grant from the Virginia Department of Housing and Community Development in the amount of \$5,887;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the sum of \$5,887 is hereby appropriated in the following manner:

Revenues

\$5,887 Fund: 209 IO: 1900251 G/L: 430120 State (Federal Pass-Thru)

Expenditures

\$5,887 Fund: 209 IO: 1900251 G/L: 530550 Contracted Services

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon receipt of \$5,887 in additional funds from the Virginia Department of Housing and Community Development.

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**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



Agenda Date:	June 6, 2016
Action Required:	Approval and Appropriation
Presenter:	Lieutenant David W. Shifflett, Jr., Police Department
Staff Contacts:	Lieutenant David W. Shifflett, Jr., Police Department Thomas Von Hemert, Jefferson Area C.I.T. Coordinator
Title:	Local Agency Contributions for Crisis Intervention Training - \$15,000

Background:

The City of Charlottesville Police Department has received contributions from local agencies to support Crisis Intervention Training (C.I.T.) in the amount of \$15,000. This funding will provide ongoing training, along with mentoring, technical assistance, and consultation, to C.I.T. programs and will be provided in the following manner per fiscal year:

Albemarle County Police Department	\$2,500
City of Charlottesville Police Department	\$2,500
University of Virginia Police Department	\$2,500
Albemarle/Charlottesville Regional Jail	\$2,500
Region Ten	\$2,500
Central Virginia Regional Jail	\$2,500
Total contributions	\$15,000

Additional income may be received from outside jurisdiction agencies who attend training in the Thomas Jefferson Training Area. These are reimbursed through The Department of Criminal Justice Services, at \$500 per person and received on a case by case basis as the training occurs.

Discussion:

The Thomas Jefferson Area Crisis Intervention Program provides regular training courses for Law Enforcement and other agencies, both local and from throughout the state. These week long training sessions for Police Officers, along with other training sessions for security guards, dispatchers, and others are provided regularly over the course of each year led by C.I.T. Coordinator, Thomas von Hemert. This training serves to keep agencies equipped with C.I.T. trained officers in order to better service those in mental crisis. Funding for this training is provided from multiple agencies on a previously agreed upon cost.

Alignment with Council Vision Areas and Strategic Plan:

Appropriation of this item aligns with Council’s visions by providing funding to aid the Thomas Jefferson Crisis Intervention Team Program and the Charlottesville Police Department in delivering optimal C.I.T. services to our City as a Smart, Citizen-Focused Government. It supports our Mission of **providing services that promote exceptional quality of life for all in our community** by providing important quality services to those in need of mental health assistance and safety.

This appropriation also supports **Goal 2** of the Strategic Plan: **Be a safe, equitable, thriving and beautiful community**. The C.I.T. program provides education and training to members of the Community who have frequent interaction with those in need of mental health assistance. These people include but are not limited to, police officers, dispatchers, corrections officers, and fire department personnel. C.I.T. encourages safer and more effective interaction between care providers and those in need, making those interactions and the community more equitable and safer for all. The Jefferson Area C.I.T. program also embraces **Goal 5: Foster Strong Connections** by involving all aspects of the mental health processes and making them more efficient and safer. C.I.T. facilitates and fosters relationships between Region 10, mental health providers, law enforcement, local hospitals, jails, and many others to ensure that those in need of mental health services can obtain them as safely and efficiently as possible. Outcomes for C.I.T. programs can be reported through the number of people who received services related to the program.

Community Engagement:

N/A

Budgetary Impact:

This has no impact on the General Fund. The funds will be expensed and reimbursed to a grants fund and used to operate the program through the Thomas Jefferson Area Crisis Intervention Team.

Recommendation:

Staff recommends approval and appropriation of funds.

Alternatives:

The alternative is to not approve this project to the detriment of increasing much needed mental health programs.

Attachments:

Appropriation

APPROPRIATION

\$15,000

Local Agency Contributions for Crisis Intervention Training

WHEREAS, the City of Charlottesville, through the Thomas Jefferson Crisis Intervention Team and the Charlottesville Police Department, receives from local agencies \$15,000 per fiscal year;

WHEREAS, the City of Charlottesville, through the Thomas Jefferson Crisis Intervention Team and the Charlottesville Police Department, receives from other local agencies, funding to support Crisis Intervention Training programs;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the lump sum of \$15,000, received from local Agencies is hereby appropriated in the following manner:

Revenues: \$15,000

\$15,000 Fund: 209 Cost Center: 3101003000 G/L Account: 434410

Expenditures: \$15,000

\$14,900 Fund: 209 Cost Center: 3101003000 G/L Account: 519999

\$100 Fund 209 Cost Center: 3101003000 G/L Account: 599999

BE IT FURTHER RESOLVED, by the Council of the City of Charlottesville, Virginia, that this appropriation is conditioned upon the receipt of funding by the participating agencies listed above, and will be hereby considered as a continuing appropriation and funds received for this purpose will be immediately available to spend for the C.I.T. program.

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**CITY OF CHARLOTTESVILLE, VIRGINIA.
CITY COUNCIL AGENDA.**



Agenda Date:	June 6, 2016
Action Required:	Approve Appropriation of Reimbursement
Presenter:	Mike Mollica, Division Manager, Facilities Development
Staff Contacts:	Mike Mollica, Division Manager, Facilities Development Ryan Davidson, Senior Budget & Management Analyst, Budget and Performance Management
Title:	Appropriation of Albemarle County Reimbursement for the Gordon Avenue Ceiling & Lighting Replacement Project – \$25,000

Background: The City of Charlottesville Facilities Development Division oversees capital projects for jointly owned buildings with Albemarle County. The City invoices the County on a monthly basis to recover the County’s share of project expenses associated with these joint projects. Under this agreement, the City will receive a reimbursement in the amount of \$25,000 for expenses related to the recently completed Gordon Avenue Library Ceiling & Lighting Replacement Project.

Discussion: Appropriation of these funds is necessary to replenish the Facilities Capital Projects Lump Sum Account (P-00826) for project related expenses.

Alignment with Council Vision Areas and Strategic Plan: This request supports City Council’s “Smart, Citizen-Focused Government “vision. It contributes to Goal 4 of the Strategic Plan, to be a well-managed and successful organization, and objective 4.1, to align resources with the City’s strategic plan.

Community Engagement: N/A

Budgetary Impact: Funds have been expensed from the Facilities Capital Projects Lump Sum Account (P-00826) and the reimbursement is intended to replenish the project budget for the County’s portion of those expenses.

Recommendation: Staff recommends approval and appropriation of the reimbursement funds.

Alternatives: If reimbursement funds are not appropriated, the Facilities Capital Projects Lump Sum Account (P-00826) will reflect a deficient balance.

Attachments: N/A

APPROPRIATION.

Albemarle County Reimbursement for the Gordon Avenue Library Ceiling & Lighting Replacement Project - \$25,000.

WHEREAS, Albemarle County was billed by the City of Charlottesville in the amount of \$25,000.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that \$25,000 from Albemarle County is to be appropriated in the following manner:

Revenues - \$25,000

Fund: 426 Funded Program: CP-015 (P-00826) G/L Account: 432030

Expenditures - \$25,000

Fund: 426 Funded Program: CP-015 (P-00826) G/L Account: 599999

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$25,000, from Albemarle County.

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	June 6, 2016
Action Required:	Approval and Appropriation
Presenter:	Mike Murphy, Assistant City Manager
Staff Contacts:	Mike Murphy, Assistant City Manager Leslie Beauregard, Assistant City Manager
Title:	Housing Opportunities for Persons with Aids (H.O.P.W.A.) - \$11,485

Background:

The Department of Human Services in coordination with the Thomas Jefferson Area Coalition for the Homeless (T.J.A.C.H.) and the Service Provider Council (S.P.C.) applied for and received \$11,485 in additional funding from the Virginia Department of Housing and Community Development (V.D.H.C.D.) to be used for Housing Opportunities for Persons with Aids (H.O.P.W.A.) services. These funds are in addition to the \$190,612 in V.D.H.C.D. funds appropriated for these purposes on August 17, 2015.

Discussion:

The City of Charlottesville has staff from Human Services, Social Services, and Neighborhood Development Services all taking a leadership role in the governance of T.J.A.C.H. The Housing Opportunities for Persons with Aids (H.O.P.W.A.) Grant is an important resource in our community's efforts to end homelessness. H.O.P.W.A. provides funding for services to persons experiencing homelessness. The additional grant funding provides services in the same key areas and proportions as the original award.

- | | |
|-----------------------------------|-------------|
| 1. Tenant-based rental assistance | 52.5% |
| 2. Short-term rent assistance | 18.2% |
| 3. Support Services | 22.3% |
| 4. Administration | <u>7.0%</u> |
| | 100.0% |

Thomas Jefferson Health District is the sub-recipient of funds for Housing Opportunities for Persons with AIDS (H.O.P.W.A.) funds for rental subsidies. Supportive Services will be provided to all recipients of financial subsidies for up to 24 months. The remainder will be used to serve the most vulnerable clients experiencing homelessness based on evidence-based decision-making tools and administrative expenses that occur through these activities.

Community Engagement:

This grant and plan are the product of extensive engagement of the service provider community for persons experiencing homelessness. This partnership is reflective of the new governance model for TJACH and the priority requests of the Interfaith Movement Promoting Action by Congregations Together (I.M.P.A.C.T.).

Alignment with City Council's Vision and Strategic Plan:

This grant advances the City of Charlottesville's Strategic Plan goal #1 of enhancing the self sufficiency of our residents. Specifically, it will facilitate the objective of increasing affordable housing options. This item primarily aligns with Council's vision for Quality Housing Opportunities for All. Outcomes will demonstrate a coordinated assessment process, individuals and families linked to housing and other resources, and the length of time homelessness was experienced. This grant also fosters the ideals of Community of Mutual Respect and Economic Sustainability by providing services to vulnerable citizens and promoting self-sufficiency.

Budgetary Impact:

This grant will be entirely State funds. No local match is required. There is no budget impact for the City of Charlottesville. All funds will be distributed to sub-recipients for service provision.

Recommendation:

Staff recommends approval and appropriation of grant funds.

Alternatives:

Council may elect to not accept the funds and the community will not have the capacity to administer the following services to persons experiencing homelessness: shelter, prevention funds, rapid rehousing, HMIS, and administration.

APPROPRIATION
Virginia Homelessness Solutions Grant
\$11,485

WHEREAS, The City of Charlottesville, through the Department of Human Services, has received additional funding for the Virginia Homelessness Solutions Grant from the Virginia Department of Housing and Community Development in the amount of \$69,368.95;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the sum of \$69,368.95 is hereby appropriated in the following manner:

Revenues

\$11,485 Fund: 209 IO: 1900252 G/L: 430120 State (Federal Pass-Thru)

Expenditures

\$11,485 Fund: 209 IO: 1900252 G/L: 530550 Contracted Services

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon receipt of \$11,485 in additional funds from the Virginia Department of Housing and Community Development.

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CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	June 20, 2016
Action Required:	Approval of Appropriation
Presenter:	Missy Creasy, Assistant NDS Director
Staff Contacts:	Missy Creasy, Assistant NDS Director
Title:	Sidewalk Improvement Fund Contribution – \$15,344.60

Background:

The City is beginning to receive contributions to the sidewalk improvement fund as allowed by code section 34-1124(b). Funds currently received, as well as future funds received need to be appropriated to the sidewalk fund so they can be used for the code mandated purpose.

Discussion:

The following ordinance pertains to the waiver of sidewalks, noted in *Section 34-1124 Vacant lot construction- Required sidewalks, curbs and gutters.*

Section 34-1124(b)

For the protection of pedestrians and to control drainage problems, when not more than two (2) dwelling units are to be constructed upon a previously unimproved lot or parcel, or when any single-family detached dwelling is converted to a two-family dwelling, sidewalk, curb and gutter (collectively, "sidewalk improvements") shall be constructed within public right-of-way dedicated along the adjacent public street frontage for that purpose. No certificate of occupancy shall be issued for the dwelling(s) until the sidewalk improvements have been accepted by the city for maintenance, or an adequate financial guaranty has been furnished to the city conditioned upon completion of the sidewalk improvements within a specific period of time. The requirements of this paragraph shall not apply, if (i) the owner of the lot or parcel obtains a waiver of the required sidewalk improvements from city council, or (ii) the owner of the lot or parcel, at the owner's sole option, elects to contribute funds to a sidewalk improvement fund in an amount equivalent to the cost of dedication of land for and construction of the required sidewalk, curb and gutter.

Applicants may choose to construct the sidewalk, pay into a fund or request a sidewalk waiver. In the case of this appropriation, the City received a contribution to the sidewalk fund in the amount of \$4,918.41 in lieu of construction of a sidewalk at 1651 Mulberry Avenue, \$8,159.39 in lieu of construction of sidewalk at 1501 Rugby Road, and \$2,266.80 in lieu of construction of sidewalk at 106 Kenwood Circle, as allowed by the above code section.

Alignment with City Council’s Vision and Strategic Plan:

The project supports City Council’s “A Connected Community” vision. It contributes to Goal 2 of the Strategic Plan, to be a safe, equitable, thriving and beautiful community, and objective 2.3 Provide reliable and high quality infrastructure.

Community Engagement:

No engagement specific to this application. When the code changes were provided by the state in 2013, the City held a public hearing for review.

Budgetary Impact:

This will allow for a small increase in the funding available for sidewalks when contributions are received.

Recommendation:

Staff recommends appropriation of the funds.

Alternatives:

No alternatives are available unless code changes are made.

Attachments:

Appropriation

APPROPRIATION
Sidewalk Improvement Fund Contribution
\$15,344.60

WHEREAS, the City of Charlottesville received contributions to the sidewalk fund in the amount of \$4,918.41 in lieu of construction of a sidewalk at 1651 Mulberry Avenue, \$8,159.39 in lieu of construction of sidewalk at 1501 Rugby Road, and \$2,266.80 in lieu of construction of sidewalk at 106 Kenwood Circle as allowable per City Code Section 34-1124(b).

WHEREAS, the City anticipates other contributions will be provided in compliance with this code in the future and should be appropriated in this manner

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the current contribution and all future contributions are hereby appropriated in the following manner:

Revenues

\$15,344.60 Fund: 427 WBS: P-00335 G/L: 451020

Expenditure

\$15,344.60 Fund: 427 WBS: P-00335 G/L: 599999

BE IT FURTHER RESOLVED, that future fees and contributions made to this sidewalk fund will be hereby considered a continuing appropriation and immediately available to spend on sidewalk improvements unless further altered by Council.

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**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



Agenda Date:	June 20, 2016
Action Required:	Appropriation and Approval
Presenter:	Tierra Howard, Grants Coordinator, NDS
Staff Contacts:	Tierra Howard, Grants Coordinator, NDS
Title:	Approval and Appropriation of Revised HOME Budget Allocation for FY 2016-2017

Background:

This agenda item includes the revised HOME budget allocation for FY 2016-2017 appropriation for the HOME Investment Partnerships (HOME) funds to be received by the City of Charlottesville from the U.S. Department of Housing and Urban Development (HUD).

Discussion:

On May 16, 2016, City Council approved the appropriation of the City's HOME funds for FY 2016-2017 totaling \$69,849, including \$58,207 of entitlement funds and \$11,642 of City match funds. In addition to the budget, Council also approved any percent changes to the estimated amounts to be applied equally to all programs.

On June 6, 2016, HUD informed the City that the original allocation for the HOME program changed and has been revised. The City's allocation has changed to \$58,520 of entitlement funds and \$14,630 of City match funds for a total of \$73,150. Please note that the match approved in the previous appropriation was calculated incorrectly. Since AHIP/homeowner rehab was the only project proposed under the HOME budget, the total allocation will be applied to the AHIP homeowner rehab project.

Community Engagement:

A public hearing was held for the proposed HOME FY 16-17 budget on May 2, 2016. There were no comments provided by the public. Per the CDBG/HOME Citizen Participation Plan, there are no other community engagement efforts required as a result of the revised allocation.

Alignment with City Council's Vision and Strategic Plan:

Approval of this agenda item aligns directly with Council's vision for Charlottesville to have **Quality Housing Opportunities for All**.

Budgetary Impact: The HOME program requires the City to provide a 20% match. The sum necessary to meet the FY 2016-2017 match is \$14,630, which will need to be appropriated out of the Charlottesville Housing Fund (CP-0084) at a future date.

Recommendation:

Staff recommends approval of the appropriations. Funds will not be available or eligible to be spent until HUD releases funds on July 1, 2016. If the funds are not released on that date, funds included in this budget will not be spent until HUD releases the entitlement.

Alternatives:

No alternatives are proposed.

Attachments:

Appropriation Resolution for HOME funds (Revised)
HUD Allocation Notice 6/6/16
HUD Allocation Notice 2/16/16

**APPROPRIATION OF FUNDS FOR
THE CITY OF CHARLOTTESVILLE'S 2016-2017
HOME FUNDS \$73,150**

WHEREAS, the City of Charlottesville has been advised of the approval by the U.S. Department of Housing and Urban Development of HOME Investment Partnership (HOME) funding for the 2016-2017 fiscal year;

WHEREAS, the region is receiving an award for HOME funds for fiscal year 16-17 of which the City will receive \$58,520 to be expended on affordable housing initiatives such as homeowner rehab and downpayment assistance.

WHEREAS, it is a requirement of this grant that projects funded with HOME initiatives money be matched with local funding in varying degrees;

BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the local match for the above listed programs will be covered by the Charlottesville Housing Fund (account CP-0084) in the amount of \$14,630 to be held in the HOME Match (account P-00507) until needed to match specific expenditures. The resolution for this appropriation will come forward after July 1, 2016. The total of the HUD money, program income, reprogramming, and the local match, equals \$73,150 and will be distributed as shown below.

PROJECTS	Internal Order	HOME EN	% MATCH	MATCH	TOTAL
AHIP, Homeowner Rehabs	1900266	\$58,520	20	\$14,630	\$73,150

Transfer from:

\$14,630 Fund: 426 WBS: CP-084 CAHF G/L: 561425

Transfer to:

\$14,630 Fund: 425 WBS: P-00507 HOME Match G/L: 498010

BE IT FURTHER RESOLVED that this appropriation is conditioned upon the receipt of \$58,520 from the Department of Housing and Urban Development.

The amounts so appropriated as grants to other public agencies and private non-profit, charitable organizations (subrecipients) are for the sole purpose stated. The City Manager is authorized to enter into agreements with those agencies and organizations as he may deem advisable to ensure that the grants are expended for the intended purposes, and in accordance with applicable federal and state laws and regulations; and

The City Manager, the Directors of Finance or Neighborhood Development Services, and staff are authorized to establish administrative procedures and provide for mutual assistance in the execution of the programs.

From: [Meyers, Carolyn](#)
To: [Howard, Tierra](#)
Cc: [Ikefuna, Alexander](#)
Subject: 2016 Action Plan---HOME Revised Amount
Date: Monday, June 06, 2016 9:54:54 AM

Good morning,

We have just been informed that the city's HOME allocation has been revised (again). The new and correct amount is **\$468,166**.

Sorry for any inconvenience, (beyond our control).

So what this means is that you **must** submit a revised SF-424 and make corresponding changes within the Action Plan (AP15 and other such places as may be necessary) to reflect the actual /correct amount for the 2016 HOME program.

Consequently, in order to permit you to make the necessary changes to the Action Plan I will go into IDIS and change the status of the document to.” **Reviewed and waiting for modifications**” so you can make the changes and resubmit.

Sincerely,

Carolyn Meyers
Community Planning & Development Representative
U.S. Department of Housing and Urban Development
Virginia Field Office
600 E. Broad St.
Richmond, VA 23219
Phone: 804.822.4828
Fax: 804.822.4981
Email: Carolyn.Meyers@hud.gov
Web: www.hud.gov/virginia



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

OFFICE OF THE ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

February 16, 2016

The Honorable Satyendra Huja
Mayor of Charlottesville
P.O. Box 911
Charlottesville, VA 22902-5337

Dear Mayor Huja:

I am pleased to inform you of your jurisdiction's Fiscal Year (FY) 2016 allocations for the Office of Community Planning and Development's (CPD) formula programs, which provide funding for housing, community and economic development activities, and assistance for low and moderate-income persons and special populations across the country. President Obama signed Public Law 114-113 on December 18, 2015, which includes FY 2016 funding for these programs. Your jurisdiction's FY 2016 available amounts are:

Community Development Block Grant (CDBG)	\$371,309
HOME Investment Partnerships (HOME)	\$465,662
Housing Opportunities for Persons with AIDS (HOPWA)	\$ 0
Emergency Solutions Grants (ESG)	\$ 0

This letter highlights several important points related to these programs. First, Secretary Julián Castro is committed to making HUD the "Department of Opportunity" and has established a number of initiatives intended to achieve that goal. In 2015, we celebrated the 50th anniversary of the Department's establishment, and these initiatives build on HUD's mission to promote homeownership, support community development, and increase access to affordable housing free from discrimination. The Department is working hard with grantees on these key goals and urges you to review the entire plan at: <http://portal.hud.gov/hudportal/HUD?src=/hudvision>. In an era when the nation's severe shortage of affordable rental housing creates substantial housing instability—contributing to homelessness, family mobility and unequal educational attainment—I am particularly interested in working with grantees to increase affordable housing production through our CPD formula programs.

Second, HUD recommends that grantees effectively plan and implement programs that leverage these critical Federal financial resources to achieve the greatest possible return for the communities and individuals they are intended to assist.

- HUD urges grantees to consider using CDBG funds, to the extent possible, to support investments in predevelopment activities for infrastructure and public facilities activities that can provide multiple benefits for communities.
- HUD has created a Renewable Energy Toolkit specifically tailored to CPD grantees. To the extent that grantees are interested in using funds for renewable energy projects, please feel free to access that toolkit online at www.hudexchange.info.
- If you would like assistance from CPD in redesigning, prioritizing or targeting your programs,

either you or the head of the agency that administers your program may request assistance through your local CPD Director.

Third, CPD is asking grantees to renew their focus on administration and management of these programs as part of an effort to ensure effective use of the funds. Throughout 2016, CPD and HUD's Office of the Inspector General expect to issue a range of guidance that will highlight particular areas where grantees commonly stumble. I urge grantees to actively review their policies and procedures governing these programs and to strengthen management practices, particularly with regard to recordkeeping, in order to avoid problems and risk this vital funding. This focus on administration is particularly critical because the Integrated Disbursement and Information System (IDIS), which is HUD's financial and data system for managing these formula programs, will no longer commit and disburse grant funds on a first-in first-out (FIFO) basis beginning with the FY 2015 grants. All FY 2015 and future grants will be committed and disbursed on a grant specific basis.

The Office of Community Planning and Development is looking forward to working with you to promote simple steps that will enhance the viability and performance of these critical programs and successfully meet the challenges that our communities face. Please contact your local CPD office if you or your staff has any questions or comments.

Sincerely,

A handwritten signature in black ink, appearing to read "Harriet Tregoning", with a stylized flourish at the end.

Harriet Tregoning
Principal Deputy Assistant Secretary

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	June 20, 2016
Action Required:	Approve Resolution
Presenter:	Kathy McHugh, Housing Development Specialist
Staff Contacts:	Kathy McHugh, Housing Development Specialist
Title:	Corrective Action to Support Funding for the Charlottesville Redevelopment and Housing Authority (CRHA) Modernization Coordinator / Maintenance Supervisor as Previously Approved on July 6, 2015

Background:

On July 6, 2015, a request was presented to City Council by Maurice Jones, City Manager, and Connie Dunn, CRHA Executive Director, to ask for approval of \$35,000 per year for a period of three years (beginning in Fiscal Year 2016) to supplement the cost of hiring a Modernization Coordinator. This request for funding was approved, but unfortunately the resolution included only one year of funding rather than three as requested in the Council memo. Specifically, the resolution reflected \$35,000 versus \$105,000 (\$35,000 / year x 3 years) as contemplated in the request for funding.

To date, the City has paid out \$20,416.65 from the initial \$35,000 approved on July 6, 2015 (based on providing payment to CRHA on a cost reimbursement basis); however, to fulfill the commitment made to CRHA, an additional \$70,000 needs to be allocated at this time.

By way of an update regarding the status of funds used to date, it should be noted that CRHA did not initially hire the position of Modernization Coordinator / Maintenance Supervisor until October 4, 2015 and that person left on March 18, 2016; however, CRHA is currently advertising to fill the open position and has been asked to keep Neighborhood Development Services apprised regarding the progress in hiring and to provide quarterly reports in the future, as to the on-going status of this position.

Discussion:

Staff did not realize this error with the original funding resolution until recently when the Modernization Coordinator / Maintenance Supervisor left CRHA; however, full funding of \$105,000 was anticipated to come from the CRHA set aside funds on reserve within the Charlottesville Affordable Housing Fund (CAHF). Accordingly, the funding is available to fulfill the original request.

Alignment with City Council's Vision and Strategic Plan:

Approval of this agenda items aligns indirectly with the City Council Vision for Charlottesville to provide quality housing opportunities for all. The proposed action also aligns with the Strategic Plan Goal 1: Enhance the self-sufficiency of our residents, and Goal 2: Be a safe, equitable, thriving and beautiful community.

Community Engagement:

As stated in the July 6, 2015 staff report presented to City Council previously, the City held several meetings with CRHA staff and public housing residents regarding this position during the two years leading up to that request. There has been no additional community engagement.

Budgetary Impact:

An additional \$70,000 will be required from the CAHF to fulfill the original request for \$105,000. Unused funds remaining at the end of FY 17/18 will be returned to the CAHF, unless an extension is otherwise approved by Council.

Recommendation:

Staff recommends approval of the attached resolution.

Alternatives:

In order to fulfill the original commitment to provide funding for three fiscal years beginning in 2016 and to correct the mistake made with the prior resolution, there are no alternatives other than to approve funding.

Attachments:

Resolution

RESOLUTION

Corrective Action to Support Funding for the Charlottesville Redevelopment and Housing Authority (CRHA) Modernization Coordinator / Maintenance Supervisor as Previously Approved on July 6, 2015
\$70,000

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Charlottesville, Virginia that the sum of \$70,000 be allocated to CRHA from previously appropriated funds in the Charlottesville Affordable Housing Fund in the following manner:

\$70,000

Fund: 426

Project: CP-084

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CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	June 20, 2016
Action Required:	Approve Comprehensive Signage Plan as recommended by the Board of Architectural Review (BAR)
Presenter:	Mary Joy Scala, Preservation & Design Planner, Department of Neighborhood Development Services (NDS)
Staff Contacts:	Mary Joy Scala, Preservation & Design Planner, Department of NDS Alex Ikefuna, Director, NDS
Title:	1000 West Main Street – The Uncommon Comprehensive Signage Plan (CSP)

Background:

For a proposed development subject to site plan review, and for any development that is subject to architectural review, city council may modify sign requirements (number, characteristics and/or locations) by approving a comprehensive signage plan. Current zoning procedure requires the BAR to make a recommendation to City Council for its approval, since it is considered a waiver or modification.

City council may approve a comprehensive signage plan, upon a determination that:

- (1) There is good cause for deviating from a strict application of the zoning ordinance sign regulations, and
- (2) The comprehensive signage plan, as proposed, will serve the public purposes and objectives... at least as well, or better, than the signage that would otherwise be permitted.

Discussion:

The Uncommon at 1000 West Main Street is a new, mixed use building with four retail spaces on the lower floors, and parking garage entrances on Roosevelt Brown Boulevard and 11th Street SW. The BAR, on April 19, 2016, recommended approval of the attached CSP as follows:

Schwartz moved to find that the proposed comprehensive signage plan satisfies the BAR's criteria and is compatible with this property and other properties in the West Main Street ADC District, and that the BAR recommends this application as submitted with the following modifications: the applicant will resubmit the sign concept for the glass on retail spaces, to be administratively approved. Knott seconded. The motion passed (8-0). (The retail space signage plan was administratively approved on May 18.)

Alignment with City Council's Vision and Strategic Plan:

Approval of this agenda item aligns with Council's vision for *Economic Sustainability: The City* has facilitated significant mixed and infill development within the City. It contributes to Goal 2 of the Strategic Plan, to be a safe, equitable, thriving and beautiful community.

Community Engagement:

All abutting owners were notified of the BAR meeting. No comments from the public have been received. No one from the public spoke at the BAR meeting on April 19, 2016.

Budgetary Impact:

This comprehensive signage plan would have no impact on the Budget.

Recommendation:

This plan provides a simple, restrained, and easily understood system of signage for a large site.

Staff recommends approval as submitted, as recommended by the Charlottesville Board of Architectural Review.

Alternatives:

1. City Council may choose to approve the comprehensive signage plan as submitted, or with modifications.
2. City Council may choose to deny the comprehensive signage plan.

Attachments:

1. BAR staff report dated April 19, 2016
2. Comprehensive Signage Plan for 1000 West Main Street

RESOLUTION
APPROVING COMPREHENSIVE SIGNAGE PLAN FOR
THE MIXED-USE BUILDING AT 1000 WEST MAIN STREET
(THE UNCOMMON)

WHEREAS, Campus Investors C'ville W Main LLC, owner of the property at 1000 West Main Street, a mixed-use project known as The Uncommon, has proposed a comprehensive signage plan that deviates from the sign requirements under City Code Sec. 34-1020, *et seq.*; and

WHEREAS, the Board of Architectural Review has recommended approval of the comprehensive signage plan; and

WHEREAS, this Council has reviewed the proposed comprehensive signage plan, and determined there is good cause for deviating from a strict application of the zoning ordinance sign regulations, and the comprehensive signage plan, as proposed, will serve the public purposes and objectives set forth within Sec. 34-1021 of the City Code at least as well, or better, than the signage that would otherwise be permitted; now, therefore,

BE IT RESOLVED by the Council for the City of Charlottesville, Virginia that the comprehensive signage plan for The Uncommon, 1000 West Main Street, as presented to the City Council on June 20, 2016, is hereby approved, in accordance with City Code Section 34-1045.

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**CITY OF CHARLOTTESVILLE
BOARD OF ARCHITECTURAL REVIEW
STAFF REPORT
April 19, 2016**



Comprehensive Signage Plan

BAR 16-04-03

1000 West Main

Tax Parcel 100068000 & 1000700

Campus Investors C'ville 1000 W Main, LLC, Owner/Applicant

Comprehensive signage plan

Background

The property at 1000 West Main Street (formerly 1002-1006 West Main Street) is currently under construction for a six-story, by-right, mixed use building. The zoning was recently changed from West Main South Corridor (WMS) to West Main West (WMW) with ADC historic district overlay.

November 12, 2013 – The Planning Commission had preliminary discussion on the proposed SUP. Campus Acquisitions Holdings, LLC previously requested a special use permit (SUP) for: increased density from 43 units per acre to 188 dwelling units per acre (DUA); and additional building height from 70 feet to 101 feet (plus 16 foot appurtenance) for the new construction of a mixed use building on 1.277 acres.

November 19, 2013 - The BAR made a recommendation on the special use permit, and had a preliminary discussion. The BAR recommended (7-0) that the proposed Special Use Permit will not have an adverse impact on the West Main Street ADC District. The BAR commended the applicant for a very accomplished design. They felt the additional density and height were appropriate; they liked the articulated voids and use of outdoor areas; that the building does not loom over adjacent neighborhoods, it is sufficiently deferential to the Patton House; sympathetic with the hospital district; the direction they are heading with bike and community uses along Roosevelt Brown is fine; the setbacks and stepbacks are a delight to see as a response to context in a formal way; they like the use here of different materials and non-traditional forms; they like the way they started with the site, then moved to the zoning.

January 14, 2014 - The Planning Commission recommended approval with conditions at a joint public hearing.

January 21, 2014 - The BAR had a second preliminary discussion, and continued to be very pleased with the project. Some suggestions were: Bring the terra cotta color down in places; present some alternatives for handling the corner (traffic control elements a problem) working with the W Main Street consultant; retail is wonderful; exterior bike racks should prohibit overnight parking; like moving the bike room toward W Main Street; like recessed balconies.

January 27, 2014 - City Council approved the SUP with conditions.

February 18, 2014 - The BAR approved (8-0-1 with Hogg recused) the massing and site layout.

March 18, 2014 – The BAR approved (5-0) the following details: materials to include recycled cementitious panels, terra cotta, board-formed concrete base, window arrangement and design, lighting as submitted, picket and glass railings, landscaping to be reviewed by email, and conceptually approved per staff comments the comprehensive signage plan for future consideration.

April 25, 2014 – Staff approved landscape plan, except any references to signage, which was not yet approved.

December 16, 2014 - The BAR had a preliminary discussion of a new, reduced height proposal. The BAR liked the new open space /corten steel wall treatment at the railroad end of Roosevelt Brown Blvd; there was disagreement over the new location of the garage entrance but decided the applicant should look into moving it further to the south; the applicant should continue to revise the W. Main Street elevation, which had more energy previously, and the corner as discussed. In general, the BAR was still pleased with the new proposal.

The BAR approved (8-0) the massing and general site layout with the details and next version of drawings to come back to the BAR for final approval.

January 20, 2015

Approved project (7-0) subject to further BAR review of the following:

- Alignment of outdoor seating area final colors for fiber cement
- Cut sheets for storefront windows
- Additional information on rooftop sightlines
- Parking Garage screening
- Railings
- Lighting

July 31, 2015 – Administrative approval of horizontal steel railings in all locations on the podium level and lower (not balconies).

August 18, 2015 - The BAR denied the application to modify from aluminum to vinyl the approved windows at the interior North and West Elevations.as submitted (7-0) because it did not meet the standards and guidelines. On this prominent site the two types of windows with markedly different profiles would both be visible from one point, and the vinyl material is not sustainable.

Application

The applicant is seeking approval of a Comprehensive Signage Plan, including the following; H1-1 and H1-2 and W1: Private parking garage signage on Roosevelt Brown Boulevard (p. 8 and 12). Not lighted.

V1: Parking Vane sign on 11th Street. Internally lit. 3.14 sq ft (p. 6, 7 and 13)

L3: Retail parking sign on 11th Street, push-through lit letters. 4 sq ft. (p. 6, 7, and 13)

M1: Monument (directory) sign, push-through lit letters. 16 sq. ft. ;6 ft high. (p. 4 and 13)

1000: Monument (address) sign. Not lit. (p. 4 and 13)

Res1-5: Window signage – residential and address, not lit (p. 9, 10, 12, 13)

Ret1-6: Window signage – retail – not shown (p. 12,13)

D1: Directory – 46 sq. ft., 8 feet tall (p. 11, 13)

L1: Monument (Uncommon) Halo-lit letters, wall is approx. 80 sq ft; sign area is 11.5 sq ft. (p. 1,3, 13)

L2: Wall sign (Uncommon) Halo-lit letters, sign area is 11.5 sq ft. (p. 2, 3, 13)

Criteria, Standards and Guidelines

Review Criteria Generally

Sec. 34-284(b) of the City Code states that,

In considering a particular application the BAR shall approve the application unless it finds:

(1) That the proposal does not meet specific standards set forth within this division or applicable provisions of the Design Guidelines established by the board pursuant to Sec.34-288(6); and

(2) *The proposal is incompatible with the historic, cultural or architectural character of the district in which the property is located or the protected property that is the subject of the application.*

Pertinent Standards for Review of Construction and Alterations include:

- (1) *Whether the material, texture, color, height, scale, mass and placement of the proposed addition, modification or construction are visually and architecturally compatible with the site and the applicable design control district;*
- (2) *The harmony of the proposed change in terms of overall proportion and the size and placement of entrances, windows, awnings, exterior stairs and signs;*
- (3) *The Secretary of the Interior Standards for Rehabilitation set forth within the Code of Federal Regulations (36 C.F.R. §67.7(b)), as may be relevant;*
- (4) *The effect of the proposed change on the historic district neighborhood;*
- (5) *The impact of the proposed change on other protected features on the property, such as gardens, landscaping, fences, walls and walks;*
- (6) *Whether the proposed method of construction, renovation or restoration could have an adverse impact on the structure or site, or adjacent buildings or structures;*
- (7) *When reviewing any proposed sign as part of an application under consideration, the standards set forth within Article IX, sections 34-1020 et seq. (SIGNS) shall be applied; and*
- (8) *Any applicable provisions of the City's Design Guidelines.*

Pertinent Guidelines for Review of Signs include:

A. Signs

Signs are a vital part of commercial areas. A balance should be struck between the need to call attention to individual businesses and the need for a positive image of the entire district. The character of signs shall be harmonious to the character of the structure on which they are placed. Consider the relationship of surrounding buildings, compatible colors, appropriate materials, the style and size of the lettering and graphics, and the type of lighting. Signs can complement or detract from the character of a building depending on their design, placement, number, and condition. Historically significant signs on buildings should be retained if possible, even if the business is no longer in existence. See the Zoning Ordinance for specific sign regulations in each historic district. The following are recommended guidelines.

1. Types of Signs and Typical Locations

2. Placement

a. Place signs so that they do not obstruct architectural elements and details that define the design of the building.

b. Projecting signs for commercial buildings are limited to one per storefront. They should be no lower than 7 feet from the sidewalk, and no more than 3 feet from the surface of the building. They should not be placed above the second story sill line. For residential buildings, small projecting signs attached to the wall at the first floor or porch column are appropriate.

c. Window signs should be approximately 5.5 feet above the sidewalk at the center point for good pedestrian visibility. Optional locations could include 18 inches from the top or bottom of the display window glass. Window signs are also appropriate on the glazing of doors.

d. Flat wall signs for commercial buildings can be located above the storefront, within the frieze of the cornice, on covered transoms, or on the pier that frames the display windows or generally on flat, unadorned surfaces of the façade or in areas clearly designed as sign locations. Flat wall signs for residential buildings can be appropriate if attached to the wall at the first floor or between porch columns.

e. Awning and canopy signs should be placed on the valance area only. The minimum spacing between the edge of the letter and the top and bottom of the valance should be 1.5 inches.

f. Freestanding signs, in general, are not an appropriate sign type in commercial areas of Downtown and the West Main Street corridor except for use in the front yard of a residence that has been converted to commercial or office use on a site where the building is set back deeply on the lot. In this case, freestanding signs should be no higher than 12 feet.

3. Respect the signs of adjacent businesses.

4. Number of permanent signs

a. The number of signs used should be limited to encourage compatibility with the building and discourage visual clutter.

b. In commercial areas, signs should be limited to two total, which can be different types.

c. A buildings should have only one wall sign per street frontage.

d. In addition to the existing permitted signs, each business in a building with rear entrances may have one small flat mounted sign not to exceed 6 square feet.

5. Size

a. All the signs on a commercial building should not exceed 50 square feet.

b. Average height of letters and symbols should be no more than 12 inches on wall signs, 9 inches on awning and canopy signs, and 6 inches on window signs.

c. Projecting signs should be a maximum of 10 square feet per face.

d. Window signs should obscure no more than 20 percent of the window glass.

e. Flat wall signs should not exceed 18 inches in height and should not extend more than 6 inches from the surface of the building.

6. Design

a. Signs should be designed and executed by sign professionals who are skilled at lettering and surface preparation.

7. Shape

a. Shape of signs for commercial buildings should conform to the area where the sign is to be located.

b. Likewise, a sign can take on the shape of the product of service provided, such as a shoe for a shoe store.

8. Materials

a. Use traditional sign materials, such as wood, glass, gold leaf, raised metal or painted wood letters, and painted wood letters on wood, metal, or glass.

b. Newer products, such as painted MDO may also be used.

c. Do not use shiny plastic products.

d. Window signs should be painted or have decal flat letters and should not be three-dimensional.

9. Color

a. Use colors that complement the materials and color of the building, including accent and trim colors.

b. A maximum of three colors are recommended, although more colors can be appropriate.

10. Illumination

a. Generally, signs should be indirectly lit with a shielded incandescent light source.

b. Internally lit translucent signs are not permitted.

11. Buildings with Multiple Tenants

- a. A comprehensive sign plan should be submitted for multi-tenant buildings.
- b. Upper-floor tenants should be represented at each primary entrance by a flat, wall-mounted directory sign.

12. Other Signs

- a. Banners should be temporary and wall murals should be carefully reviewed for compatibility with district character.

13. Neon Signs

- a. Neon signs are often associated with early- to mid- twentieth century commercial design and are currently prohibited within the historic districts unless mounted inside windows.

14. Halo-lit signs with opaque letters may be appropriate.

15. Sign Maintenance

- a. Signs that are not properly maintained should be removed.
- b. Signs of a business no longer occupying a building or storefront should be removed unless it is historically significant.

West Main Street ADC district special sign regulations include:

In addition to other applicable regulations set forth within this article, the following regulations shall apply to certain signs within the West Main Street Architectural Design Control district (see section 34-272), except as approved with an optional comprehensive sign plan:

- (a) One (1) projecting sign is permitted for each separate storefront fronting on a public right-of-way at ground level. One (1) additional projecting sign may be permitted for a doorway entrance that provides primary access to a business located on an upper floor or basement level.*
- (b) No single sign face of any projecting sign shall have an area greater than ten (10) square feet.*
- (c) Projecting signs shall have a projection of not more than thirty-six (36) inches beyond the facade of the building to which it is attached, except marquees, which shall be subject to regulations as provided in section 34-1038(c).*
- (d) No internally lit signs, except internally lit channel letters, or neon signs shall be permitted.*
- (e) The character of all signs shall be harmonious to the character of the structure on which they are to be placed. Among other things, consideration shall be given to the location of signs on the structure in relation to the surrounding buildings, the use of compatible colors, the use of appropriate materials, the size and style of lettering and graphics, and the type of lighting.*
- (f) Except in the case of new construction, all signs in this district shall be subject to administrative review by the director neighborhood development, with appeals to the board of architectural review. The board of architectural review shall review all signs for new construction.*
- (g) Notwithstanding any contrary provisions of this article, the restoration or reconstruction of an original sign associated with a protected property is permitted, if the establishment identified in the sign is still in operation at that location.*

Zoning Regulations Regarding Comprehensive Signage Plans include:

Sec. 34-1045. - Optional comprehensive signage plan.

- (a) For a proposed development subject to site plan review, and for any development that is subject to architectural review under Article II, Divisions 2, 3, or 5 of this chapter, **city council may modify requirements of this division by approving a comprehensive signage plan** for such development or project.*

*(b) For the purposes of this section, the term "comprehensive signage plan" refers to a written plan detailing the type, quantity, size, shape, color, and location of all signs within the development that is the subject of the plan, **where the number, characteristics and/or locations of one (1) or more signs referenced within the plan do not comply with the requirements of this division.***

(c) City council may approve a comprehensive signage plan, upon a determination that:

(1) There is good cause for deviating from a strict application of the requirements of this division, and

(2) The comprehensive signage plan, as proposed, will serve the public purposes and objectives set forth within section 34-1021 of this division at least as well, or better, than the signage that would otherwise be permitted for the subject development.

Discussion and Recommendations

A Comprehensive Signage Plan is permitted in design control districts, to allow modifications from sign ordinance requirements for good cause, but is not intended to allow excessive signage. The signage is still expected to meet the purposes of the sign ordinance. As future tenants submit sign applications for individual signs, staff will use this plan to determine the number and size of permitted signs.

Previously, a Comprehensive Signage Plan could be approved administratively or by the BAR. Current procedure requires the BAR to make a recommendation on a Comprehensive Signage Plan to City Council. City Council will consider this plan at a later date.

Restrained signage is very important to the character of a historic district. Guidance may be provided by: the ADC district sign guidelines; special zoning sign regulations for the West Main Street ADC district, and the general zoning sign regulations that allow: 75 square feet aggregate area limitation in the West Main Street ADC; two signs per business, commonly a maximum 10 sq. ft. projecting sign, and a wall sign (generally maximum one sq. ft. area per linear foot of building frontage within aggregate limits). No signage may be placed higher than 20 feet, or the second floor sill line, whichever is less. A monument sign may not exceed 24 sq. ft., and 6 feet in height. On West Main Street, internally lit signs are no longer permitted. Channel letters and neon signs are permitted. Internally lit push-through letters have been interpreted as a type of channel letter.

Previously for this site, staff noted that a comprehensive signage plan may be provided in the future, and recommended a monument sign at the intersection with only the name of the building; two additional monument signs (one at each garage entrance); and retail signage contained in a sign band.

In staff opinion, the signage is reasonable except for the directory sign on West Main Street. No other building along West Main has this type of feature. In addition, the site plan was amended in December 2015 to locate an electrical switch box in that location. The proposed lighting on the vane sign on 11th Street needs clarification whether it is internally lit. The tenant signage needs to be confirmed that it is limited to white vinyl window signage. Push-through lighting and halo-lit lighting are appropriate.

Suggested Motions:

Having considered the standards set forth within the City Code, including City Design Guidelines for Signs, I move to find that the proposed comprehensive signage plan satisfies the BAR's criteria and is compatible with this property and other properties in the West Main Street ADC District, and that the BAR recommends this application as submitted (or with the following modifications...).



Sign Application and Permit

Please return to: City of Charlottesville
Department of Neighborhood Development Services
P.O. Box 911, City Hall
Charlottesville, VA 22902
Telephone (434) 970-3182 Fax (434) 970-3359

For directional signs on the Downtown Mall, please include \$125 permit fee per sign. For all other signs, please include \$75 permit fee per sign. For an Optional Comprehensive Sign Package, please include a single fee of \$250.

Project Name/Description 1000 West Main Parcel Number TMP 10-68 & TMP 10-70
Address/Location 1000 West Main Street (100068000)
Owner Name Campus Investors C'ville 1000 W Main, LLC Applicant Name Gropen, Inc.

A. Property Owner Information

Address 130 East Randolph St, Suite 2100 Attn: Ryan Doody
Chicago, IL 60601
Phone Number 312-994-0880
Email rdoodyc@ca-ventures.com

SEE ATTACHED

D. Sign Description

Type: *Freestanding Projecting from wall
Flat against wall *Monument Other
Size: Width * Height * Number of
Faces = Total Sq. Ft.

B. Property Owner Permission

I, the undersigned, owner of the property on which this sign is to be erected, have read this application and hereby give my consent for this sign to be erected on my property/building.

Signed Ryan Doody, OWNER REP.

Max height: Min clearance:
Lighted? (Y/N) Internal External

Make a sketch of your sign on the back of this form, showing what the sign will look like. Include colors, wording, materials, dimensions, and clearances.

C. Applicant's Information

I, the undersigned, agree to abide by all conditions of the City Sign Ordinance and Building Code in the erection of this sign, and understand that my permit can be revoked at any time for just cause.

Signed Lauren Noe

Print Name Lauren Noe
Company Name Gropen, Inc.
Address 1144 East Market Street Cville VA 22902
Phone Number 434-295-1924 x103
Email LNOE@gropen.com

E. Sign Location Information

Street Address 1000 West Main Street
NEW CONSTRUCTION
Is this sign replacing a previous sign, either for your business or a previous business? (Y/N)
If yes, list on the back of this form the signs being replaced and the size of each.
Where on the property is the sign to be located?

Are there other signs on the property? (Y/N)
If yes, list these other signs and their sizes on the back of this form, even if they are not for your business.

**New signs with concrete footings/foundations are required to get a building permit before any concrete placement. Contact NDS at 434-970-3182*

For Office Use Only Sign Permit No.
Tax Map Parcel Zoning
BZA Case No Date
BAR No Date
Conditions of Approval:

Approvals:

Zoning Administrator
Preservation & Design Planner (EC or ADC districts only)
Date:

34-1045 (e) (1): Each application for approval of a comprehensive signage plan shall include a written narrative description of the overall plan, including, without limitation: a tally of the total number of signs included within the coverage of the plan, and a summary of how the applicant believes the comprehensive signage plan will serve the objectives set forth within section 34-1021.

The overall signage strategy was created in response to the complexity of the site that has access (pedestrian and vehicular) from three different streets: West Main Street (WMS), Roosevelt Brown Boulevard (RBB), and 11th Street. The intention is to enhance the overall look of the building and to help guide visitors through this unique and interesting site plan through the use of building-specific branding and way finding elements. Signage will be essential in defining residential versus retail areas and to provide retail tenants with the opportunity to successfully advertise their businesses in a way that will not detract from the overall look of the building.

The signage plan proposes building identification/branding signs at the corner of Roosevelt Brown Boulevard and West Main Street (NE corner) as well as at the SE corner of the property near the hospital entrance road. These locations were selected based on their proximity to the main vehicular and pedestrian circulation routes and the signage will help assure both visitors of the residential community and retail customers that they are in the proper location.

The retail directory monument located along West Main Street will serve as the primary means of building identification and retail way finding along the main entrance for pedestrian traffic coming from UVA. The design is intended to highlight the building fit and finish and to serve as a functional extension of the building and site architecture.

Pin mount lettering will help guide visitors from the 11th St parking lot to the retail area along West Main or to the residential entrance. The lettering incorporates Uncommon branding (font) while serving as a clear way finding tool for visitors.

Parking signage at the 11st St garage entrance is intended to attract visitors and retail patrons, thus the recommended illumination and sign type/mounting techniques. Garage signage along RBB is more basic/informational only (and non-illuminated) as these garage spaces will be for residents only who are more familiar with the space/entrance.

Exterior retail signage is limited to defined zones focused around each tenant's entrance doors and including the central band of window and door glazing. Coverage to be limited to 50% of glazing area and material to be vinyl, colors TBD by tenant. Quantity will be limited to (2) window signs per street frontage per tenant. Door signage will be limited to one door per street frontage per tenant (with the exception of Retail Tenant 017 due to the split entrance). Signage area and quantity limits are provided in more detail on page 9 of this document. The signage zones will provide adequate advertising area for the businesses and offer flexibility of branding design and logo orientation while the defined maximum coverage and quantities will prevent over-signage.

Lighting of all illuminated signage shall be controlled by a time switch and shall be turned off during daytime hours in conjunction with exterior building signage.

SIGN ID	WIDTH (IN)	HEIGHT (IN)	AREA (SQ FT)	TWO-SIDED?	TYPE	ILLUMINATED?
L1	104	16	11.6	NO	WALL, CHANNEL LETTERS	YES, HALO-LIT
L2	104	16	11.6	NO	WALL, CHANNEL LETTERS	YES, HALO-LIT
M1	48	48	16.0	YES	MONUMENT (DIRECTORY)	YES, EDGE LIT PUSH THRU HEADER LETTERS
L3	68.75	8	3.8	NO	WALL, PUSH-THRU LETTERING	YES, FACE LIT LETTERS
V1	24	24	3.1	YES	VANE	YES, FACE LIT (LETTER "P" ONLY)
W1	24	36	6.0	NO	WALL	NO
H1	78	4.5	2.4	NO	HEADACHE BAR	NO
D1	35	10	2.4	NO	WALL DIRECTORY, PIN MOUNT LETTERS	NO
RES1	42	32.5	9.5	NO	WINDOW (VINYL)	NO
RES2	42	32.5	9.5	NO	WINDOW (VINYL)	NO
TOTAL			75.9			



1144 East Market St
 Charlottesville, VA 22902
 (434) 295-1924
 www.gropen.com

CLIENT
CA Student Living
 Travis Gilfix
 312-800-5377
 tgilfix@ca-studentliving.com

PROJECT
 Uncommon Charlottesville
 Exterior Signage

COLORS
 PMS 640 C
 PMS 317 C
 PMS 3945 C
 PMS 1365 C
 White
 Black
 Gray (50%)

FONTS
 Nexa
 Nexa Slab

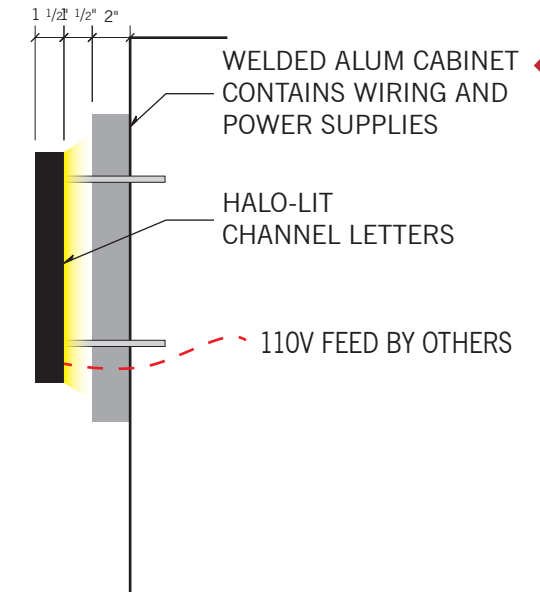
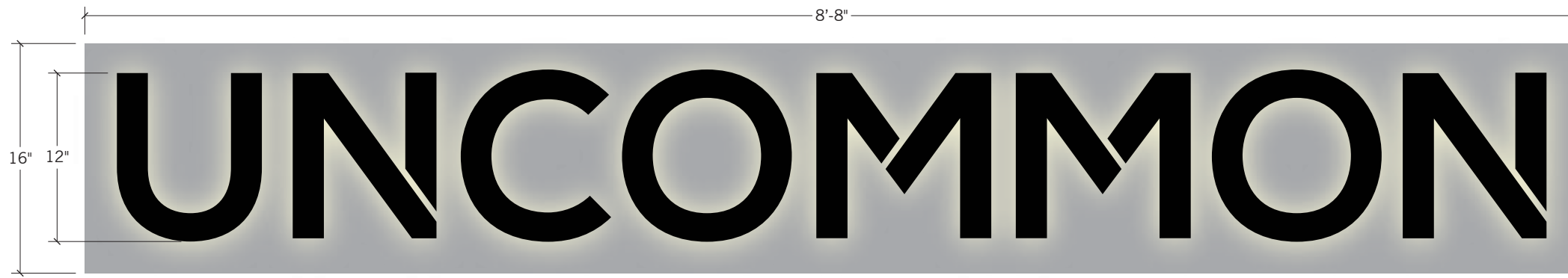
PROJECT LEAD
 T. Ronayne

DRAWN BY
 L. Noe

ORIGINAL ISSUE	PROOF	HOURS
03/04/16	1	8

RE-ISSUE DATES		
03/15/16	2	6
03/22/16	3	3
04/08/16	4	1
04/28/16	5	4
05/12/16	6	2

PAGE NUMBER
 1 of 15



GROPEN
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1 Front/Side Elevation HALO-LIT LETTERING L1
 Scale: 1" = 10" **Quan: (1)**

STAINLESS STEEL CHANNEL LETTERS, 1-1/2" RETURNS
 FACES AND RETURNS PAINTED BLACK, SATIN CLEAR
 REMOVABLE CANS, LED PACKAGE WITH CLEAR LEXAN BACKS
 BLIND STUD MOUNT, 1-1/2" OFFSET, SECURE W/ HILTI 2-PART EPOXY
 WELDED ALUM. CABINET SECURED TO CONCRETE WALL,
 PAINT TO MATCH CONCRETE (POWER SUPPLY SECURED W/IN CABINET)
 110V POWER FEED (BY OTHERS) REQUIRED

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 PMS 640 C
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 PMS 3945 C
 PMS 1365 C
 White
 Black
 Gray (50%)

FONTS
Nexa Bold
Nexa Slab Heavy

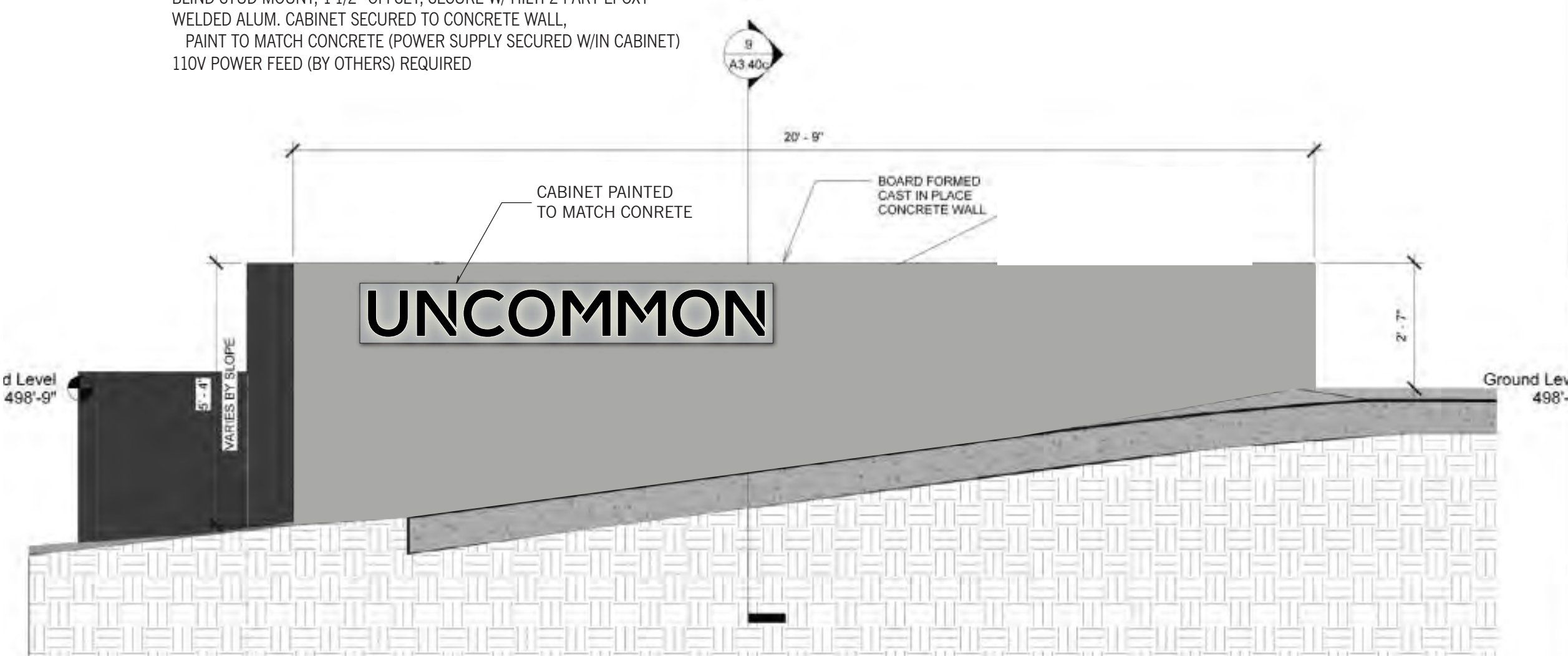
PROJECT LEAD
 T. Ronayne

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ORIGINAL ISSUE	PROOF	HOURS
03/04/16	1	8

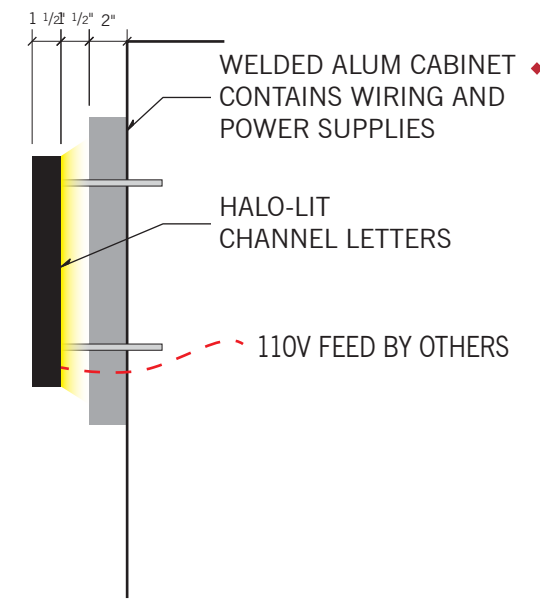
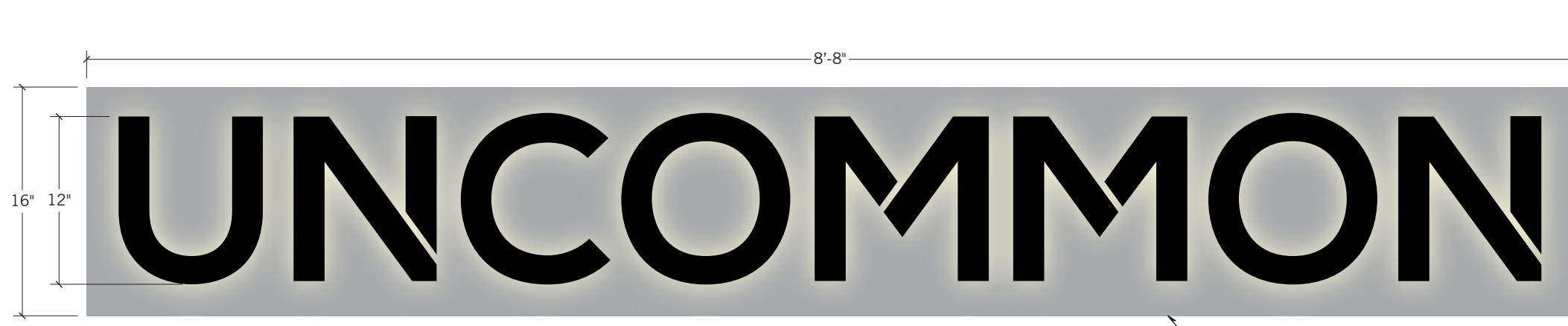
RE-ISSUE DATES	PROOF	HOURS
03/15/16	2	6
03/22/16	3	3
04/08/16	4	1
04/28/16	5	4
05/12/16	6	2

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2 Front Elevation HALO-LIT LETTERING L1
 Dimensions as noted

8 WMS Corner Building Sign Elevation



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1 Front/Side Elevation HALO-LIT LETTERING L2
 Scale: 1" = 10" **Quan: (1)**

STAINLESS STEEL CHANNEL LETTERS, 1-1/2" RETURNS
 FACES AND RETURNS PAINTED BLACK, SATIN CLEAR
 REMOVABLE CANS, LED PACKAGE WITH CLEAR LEXAN BACKS
 BLIND STUD MOUNT, 1-1/2" OFFSET, SECURE W/ HILTI 2-PART EPOXY
 WELDED ALUM. CABINET SECURED TO CONCRETE WALL,
 PAINT TO MATCH CONCRETE (POWER SUPPLY SECURED W/IN CABINET)
 110V POWER FEED (BY OTHERS) REQUIRED

CABINET PAINTED TO MATCH WALL COLOR

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COLORS
 PMS 640 C
 PMS 317 C
 PMS 3945 C
 PMS 1365 C
 White
 Black
 Gray (50%)

FONTS
 Nexa
 Nexa Slab

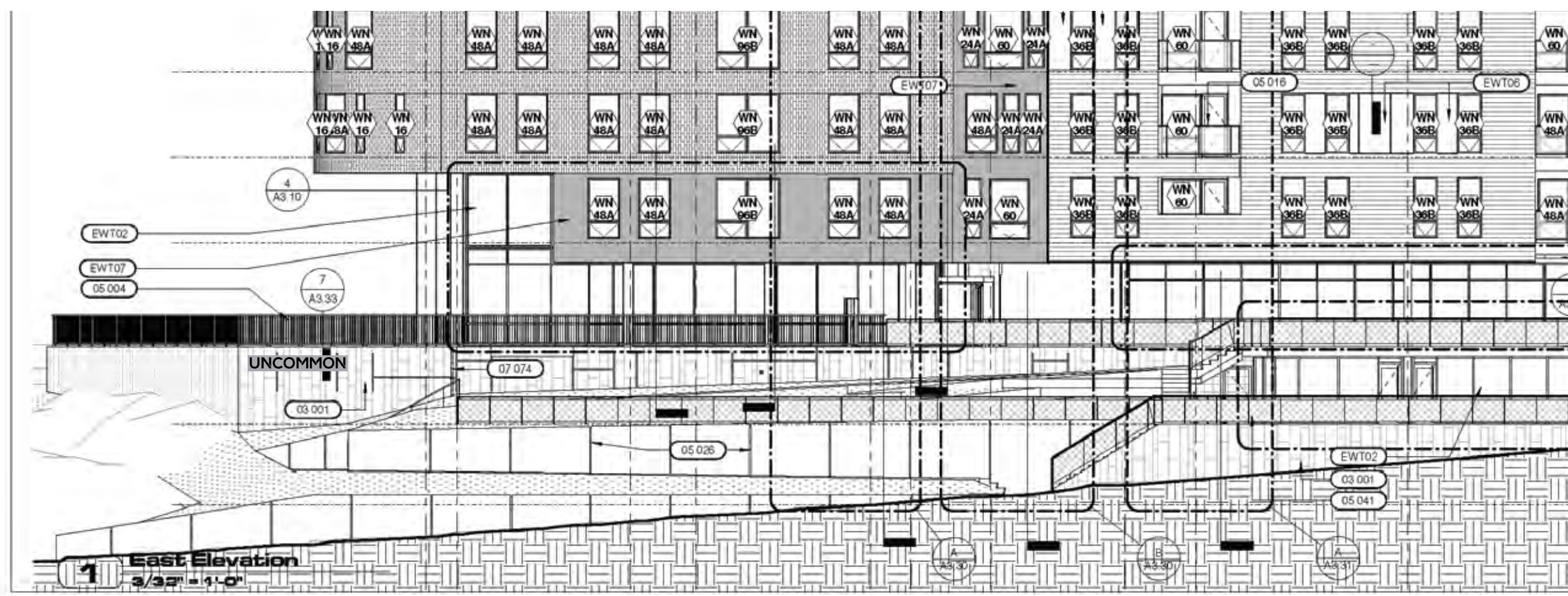
PROJECT LEAD
 T. Ronayne

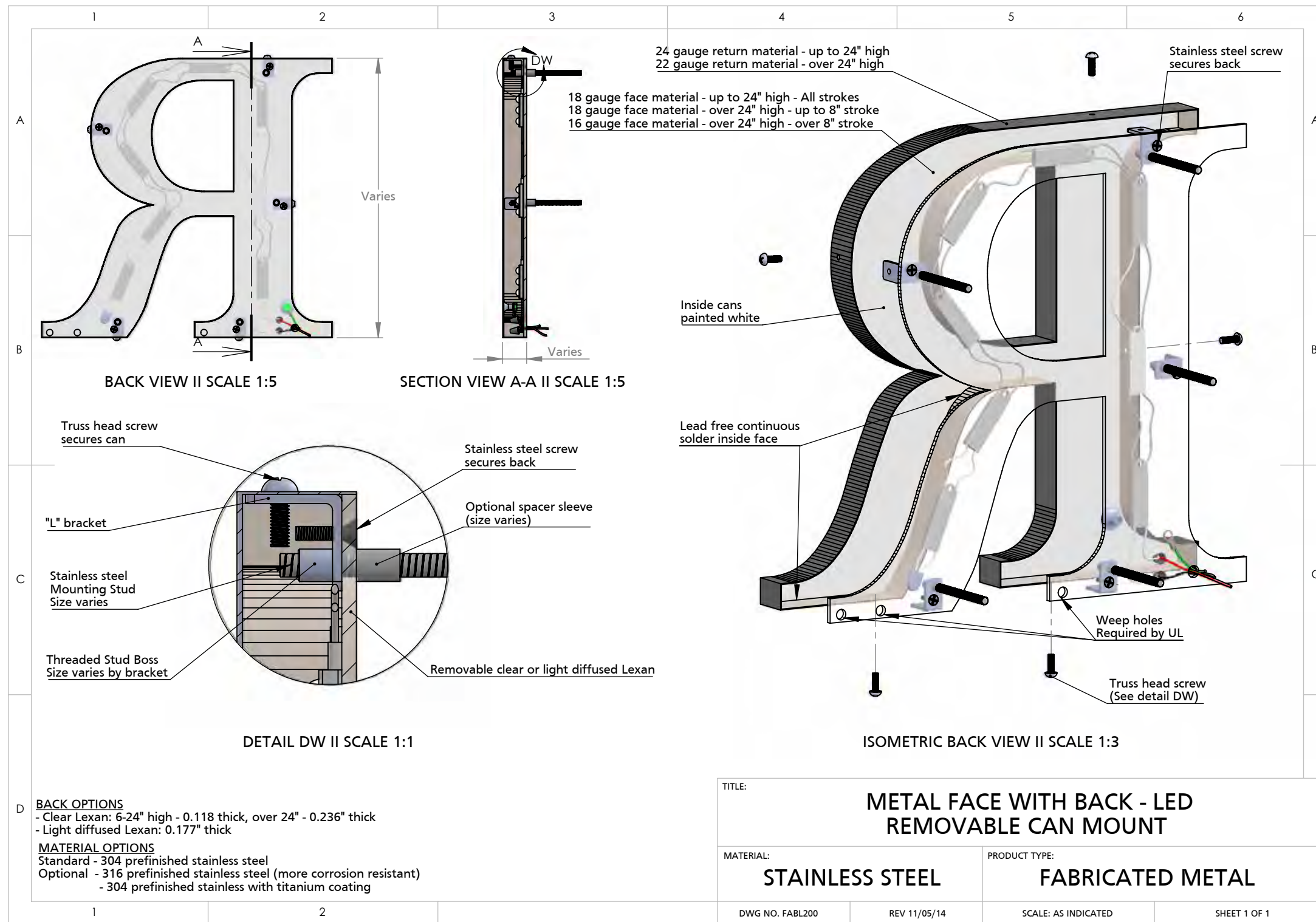
DRAWN BY
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ORIGINAL ISSUE	PROOF	HOURS
03/04/16	1	8

RE-ISSUE DATES	PROOF	HOURS
03/15/16	2	6
03/22/16	3	3
04/08/16	4	1
04/28/16	5	4
05/12/16	6	2

PAGE NUMBER
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 PMS 3945 C
 PMS 1365 C
 White
 Black
 Gray (50%)

FONTS
 Nexa
 Nexa Slab

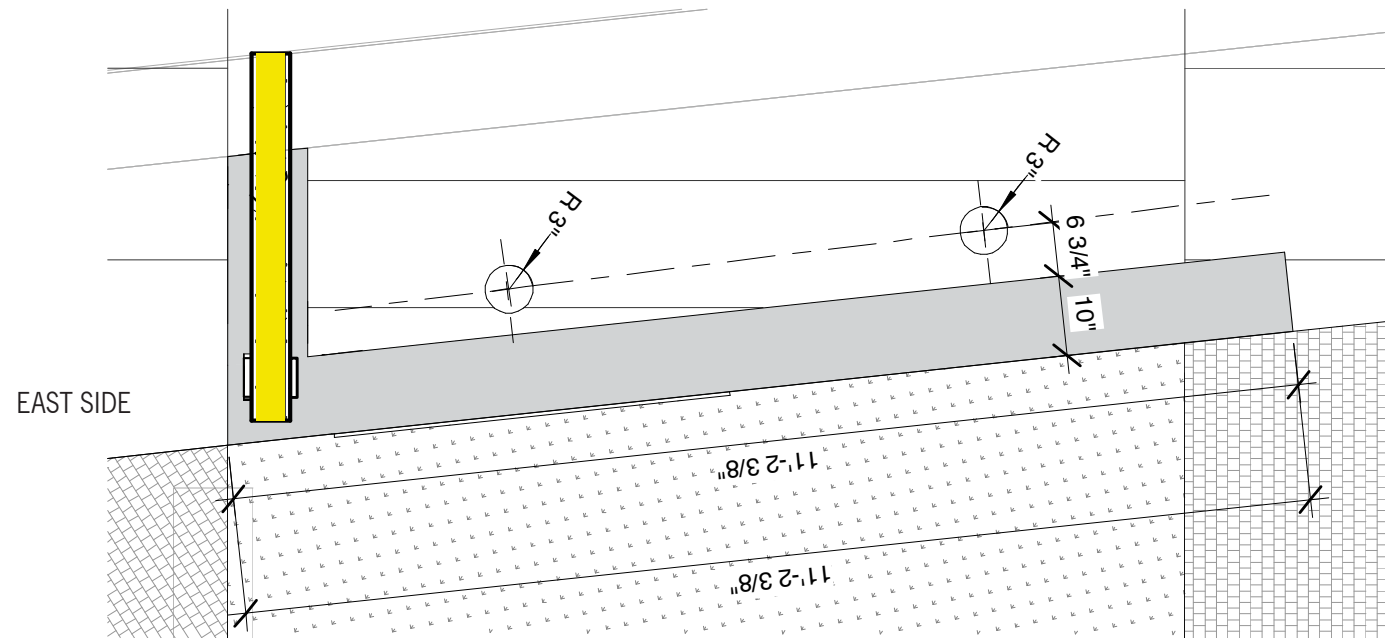
PROJECT LEAD
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ORIGINAL ISSUE	PROOF	HOURS
03/04/16	1	8

RE-ISSUE DATES		
03/15/16	2	6
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2 PLAN, BY OTHERS
Scale: 1/2" = 1'

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COLORS
PMS 640 C
PMS 317 C
PMS 3945 C
PMS 1365 C
White
Black
Gray (50%)

FONTS
Nexa
Nexa Slab

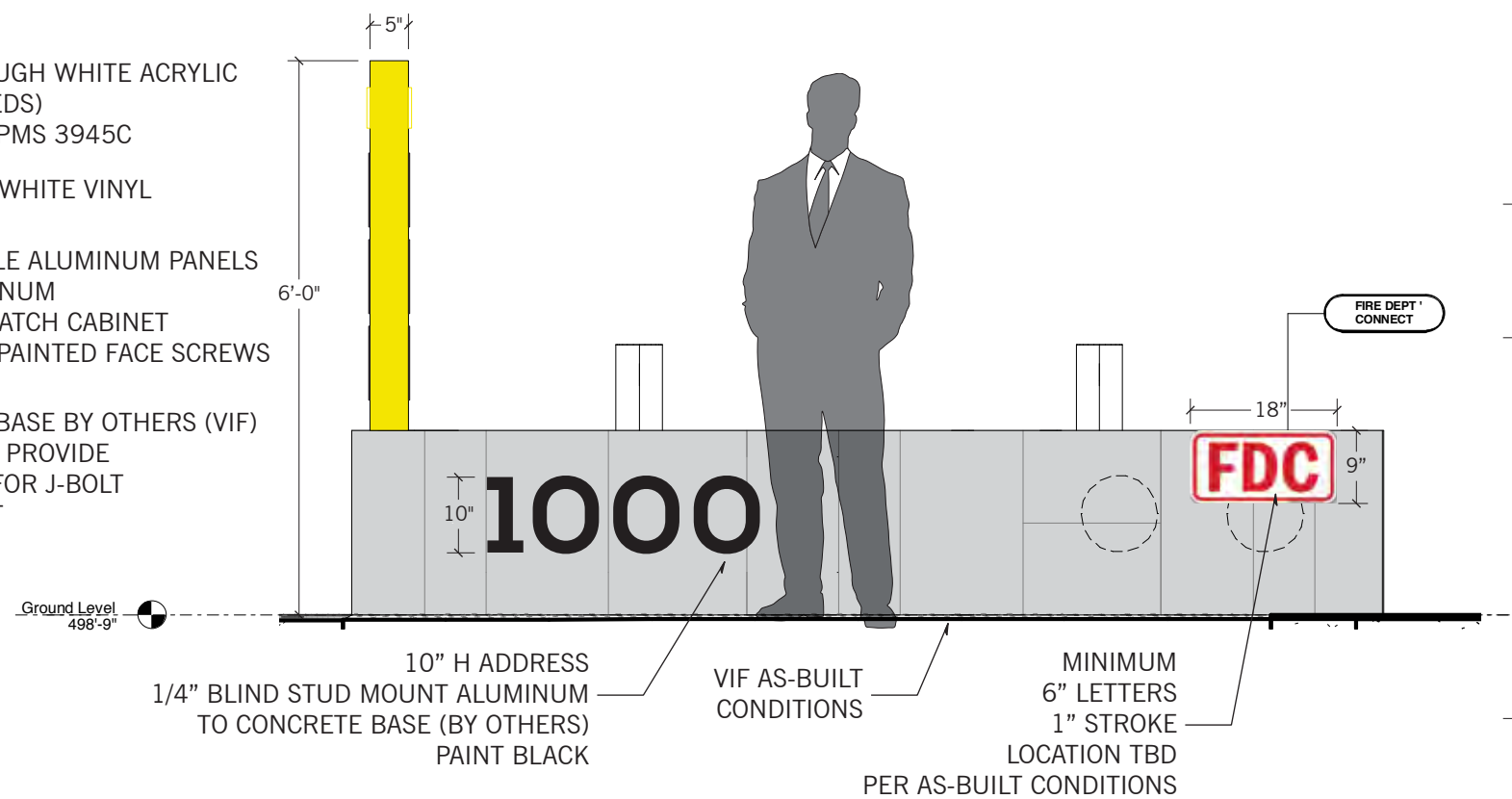
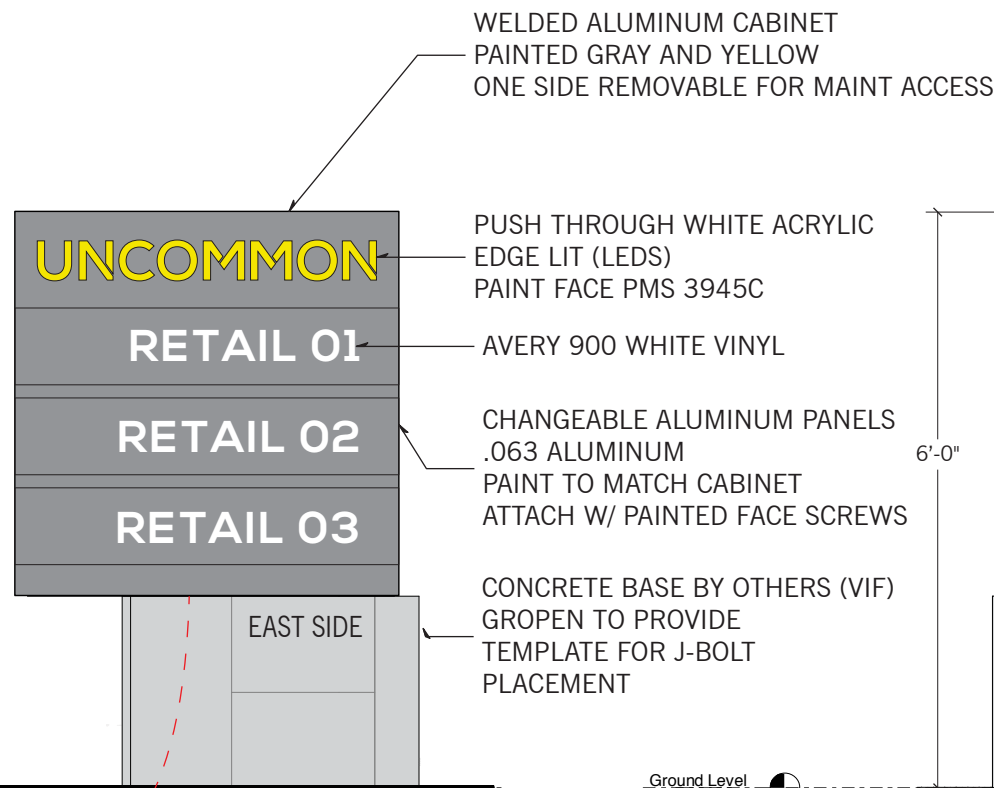
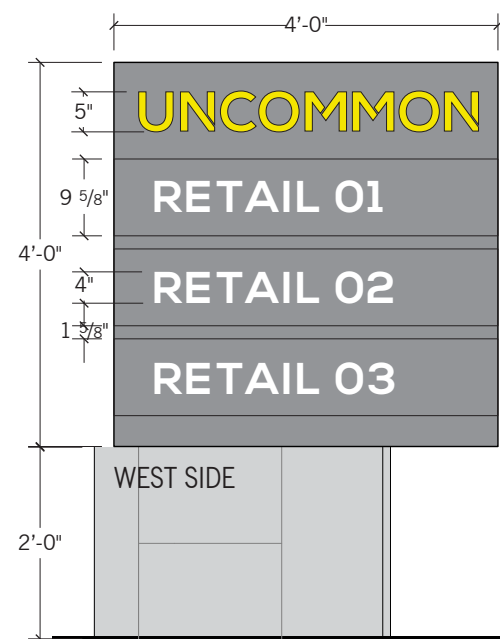
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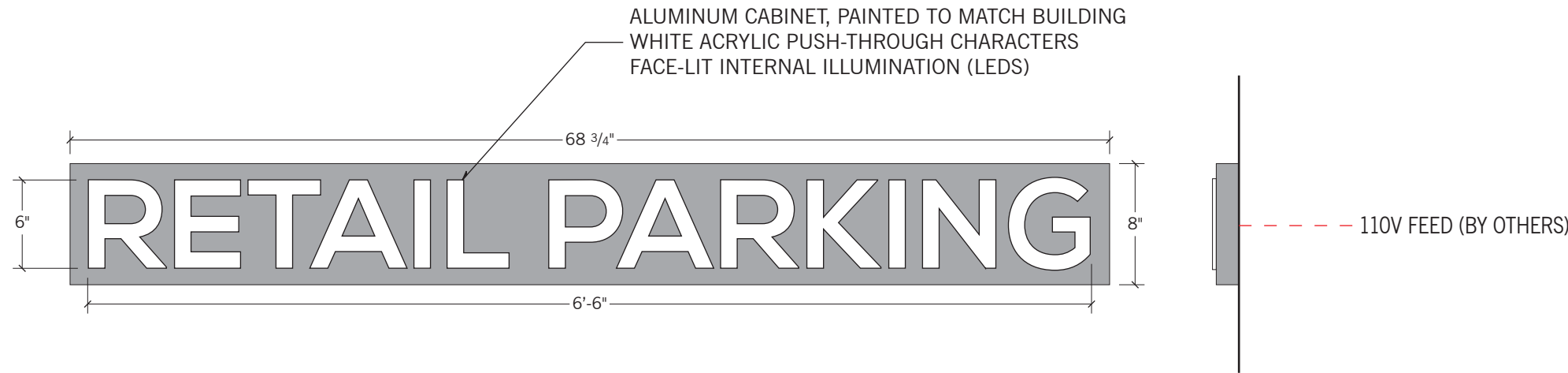
ORIGINAL ISSUE	PROOF	HOURS
03/04/16	1	8

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03/15/16	2	6
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04/28/16	5	4
05/12/16	6	2

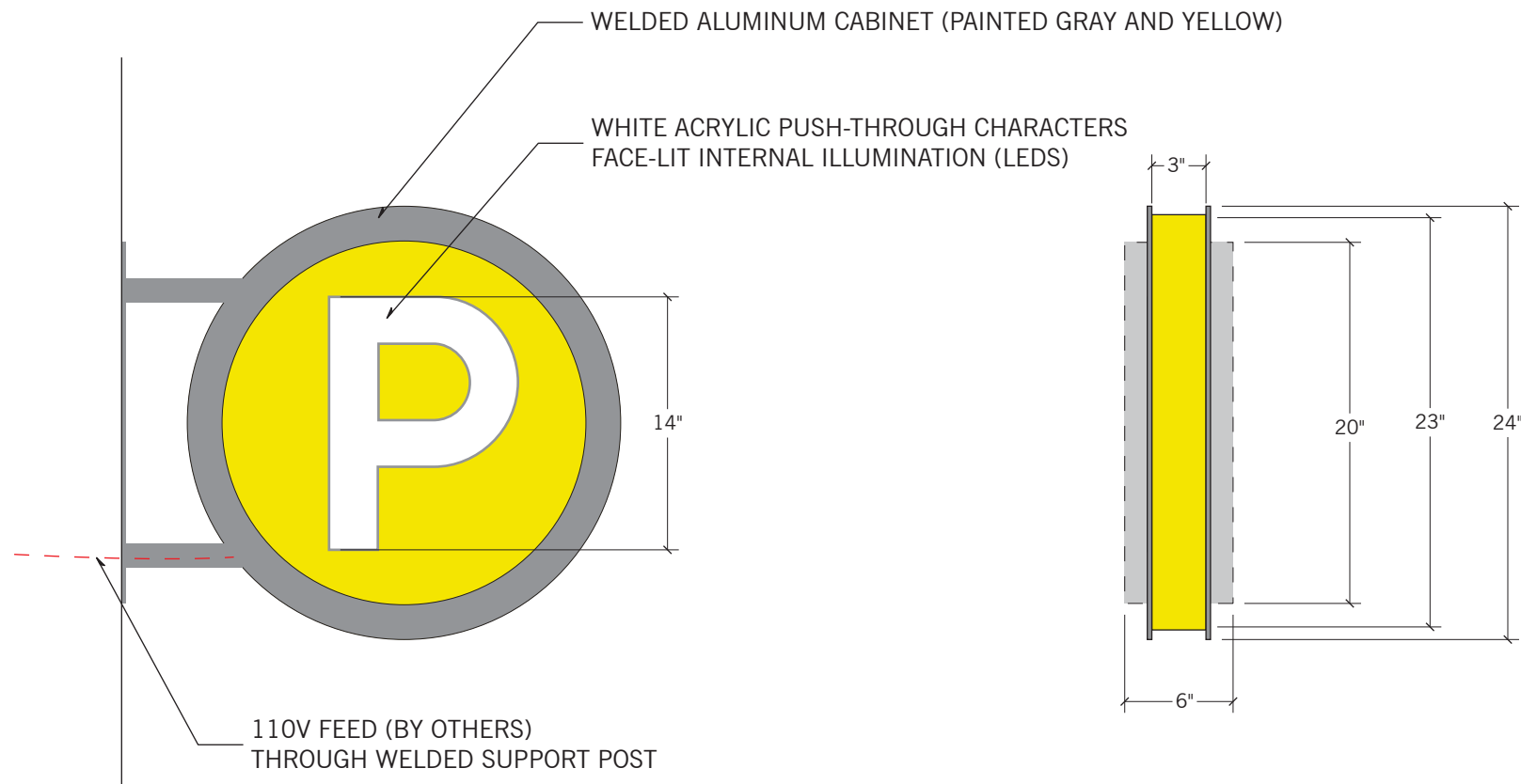
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1 Front Elevation ADDRESS, MONUMENT M1
Scale: 1/2" = 1' Quan: (1) Two-Sided



1 Front/Side Elevation LETTERING L3
 Scale: 1" = 10"



2 Front Elevation: Vane Sign V1
 Scale: 1" = 10" **Quan: (1)** Two-Sided

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COLORS

- PMS 640 C ■
- PMS 317 C ■
- PMS 3945 C ■
- PMS 1365 C ■
- White ■
- Black ■
- Gray (50%) ■

FONTS
 Nexa
 Nexa Slab

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ORIGINAL ISSUE	PROOF	HOURS
03/04/16	1	8

RE-ISSUE DATES	PROOF	HOURS
03/15/16	2	6
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 PMS 640 C
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 White
 Black
 Gray (50%)

FONTS
 Nexa
 Nexa Slab

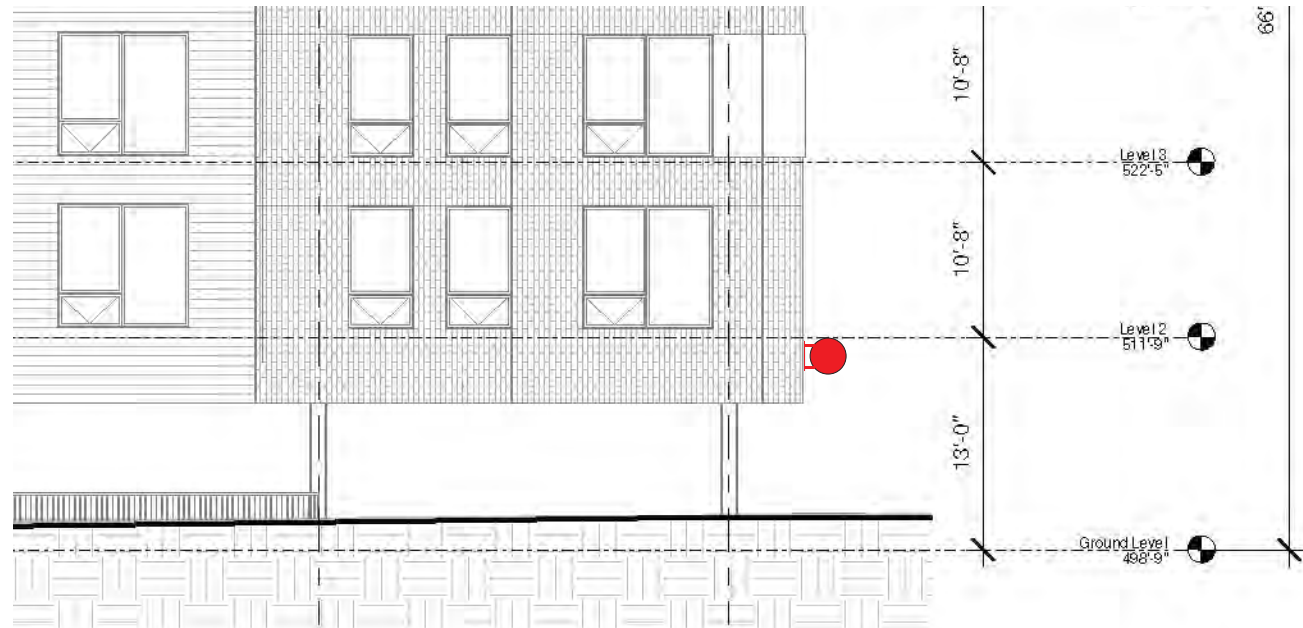
PROJECT LEAD
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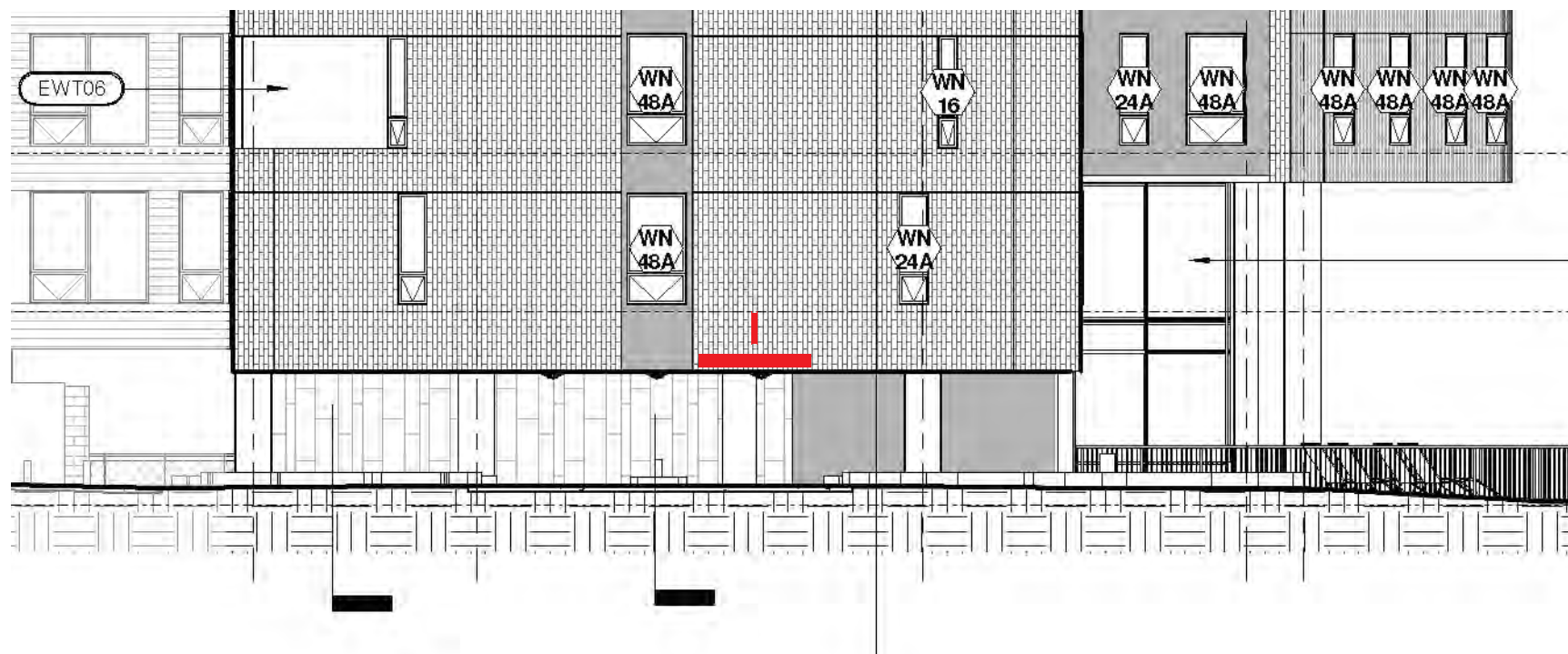
ORIGINAL ISSUE	PROOF	HOURS
03/04/16	1	8

RE-ISSUE DATES	PROOF	HOURS
03/15/16	2	6
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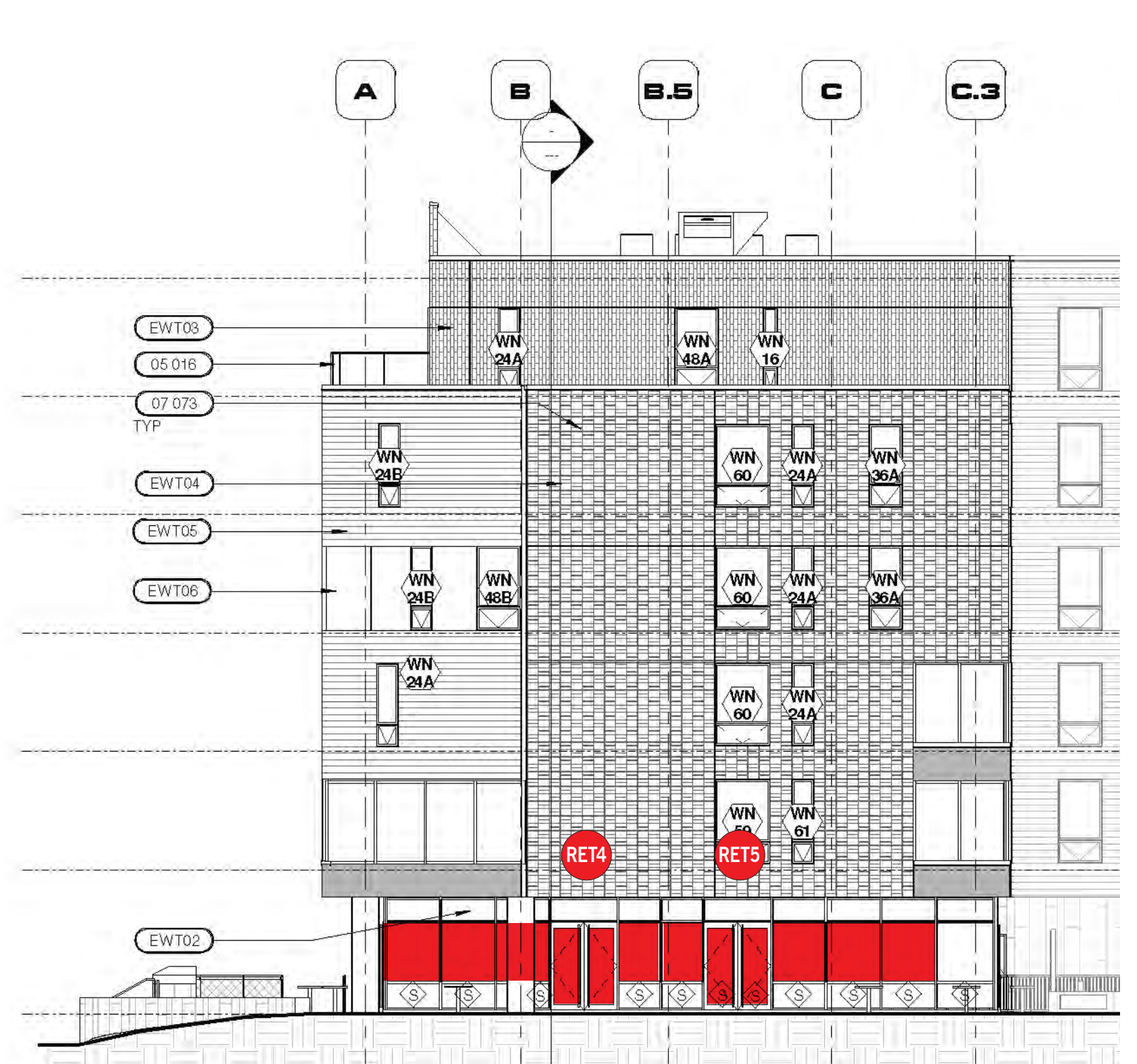
1 Side Elevation VANE: V1
 Scale: 3/32" = 1'-0"



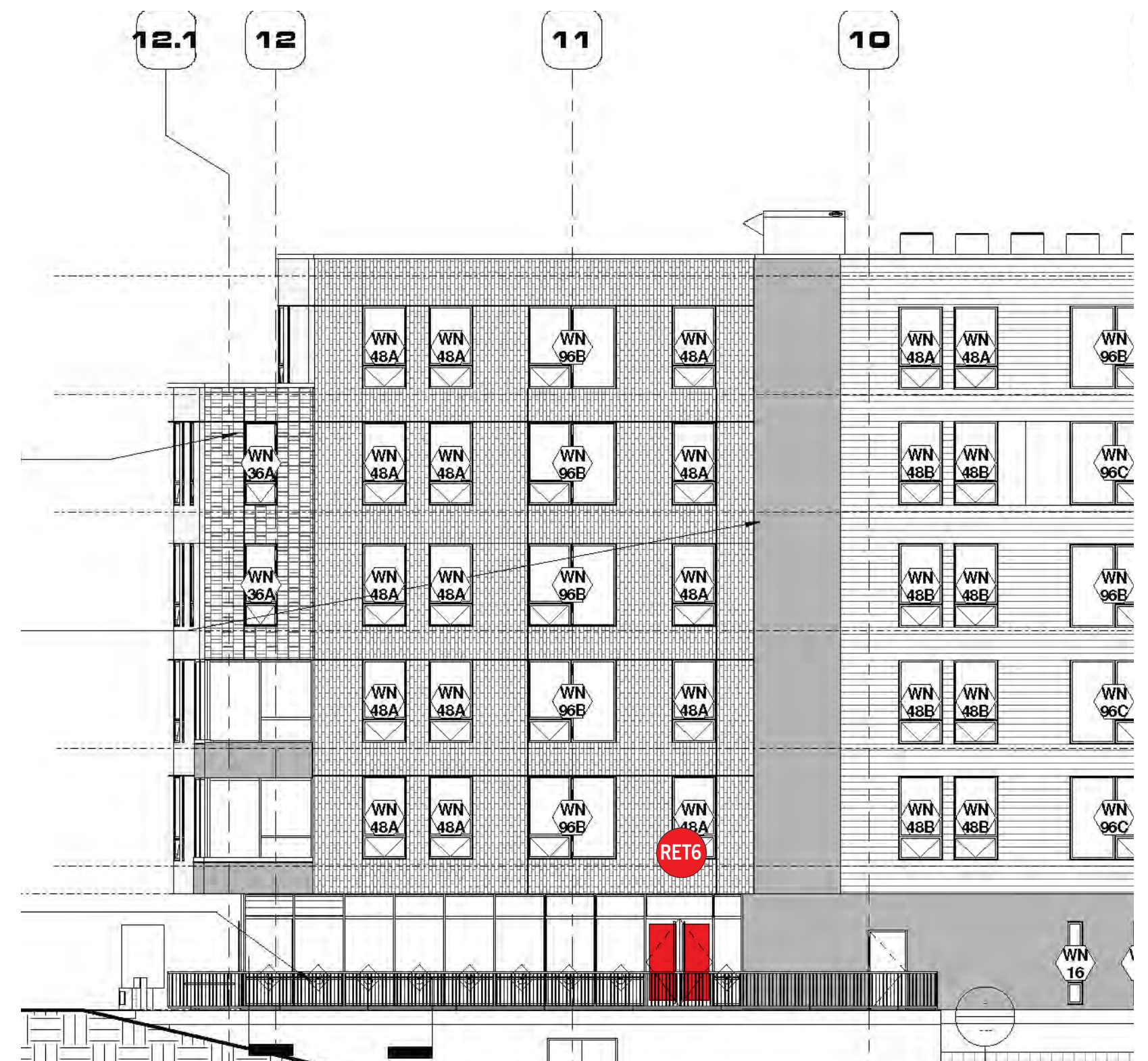
2 Front Elevation LETTERING L3 & VANE: V1
 Scale: 3/32" = 1'-0"



1 East Elevation
 Scale: 3/32" = 1'



2 North Elevation
 Scale: 3/32" = 1'



3 West Elevation
 Scale: 3/32" = 1'

EXTERIOR RETAIL AREA SIGNAGE TO BE WINDOW SIGNAGE LIMITED TO ZONES SHOWN IN RED THIS PAGE

-SEE PAGE 10 FOR MORE INFORMATION
 -SEE FLOOR PLANS (PAGES 14 AND 15) FOR RETAIL TEANT ID #

TENANT	SIGN ZONE	WIDTH (IN)	HEIGHT (IN)	QTY	AREA (SQ FT)	MAX SIGNAGE AREA	MAX NUMBER OF SIGNS
RETAIL 017	RET1-WIN	58	64	4	103	52	2
	RET1-DOOR	29	84	2	34	17	2
RETAIL 01	RET2-WIN	58	64	4	103	52	2
	RET2-DOOR	29	84	2	34	17	1
RETAIL 02	RET3-WIN	58	64	4	103	52	2
	RET3-DOOR	29	84	2	34	17	1
RETAIL 03	RET4-WIN	58	64	4	103	52	2
	RET4-DOOR	29	84	2	34	17	1
RETAIL 03	RET5-WIN	58	64	4	103	52	2
	RET5-DOOR	29	84	2	34	17	1
	RET6-DOOR	29	84	2	34	17	1

LISTED WINDOW SIZES ARE APPROXIMATE

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 Uncommon Charlottesville
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COLORS
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 PMS 317 C
 PMS 3945 C
 PMS 1365 C
 White
 Black
 Gray (50%)

FONTS
 Nexa
 Nexa Slab

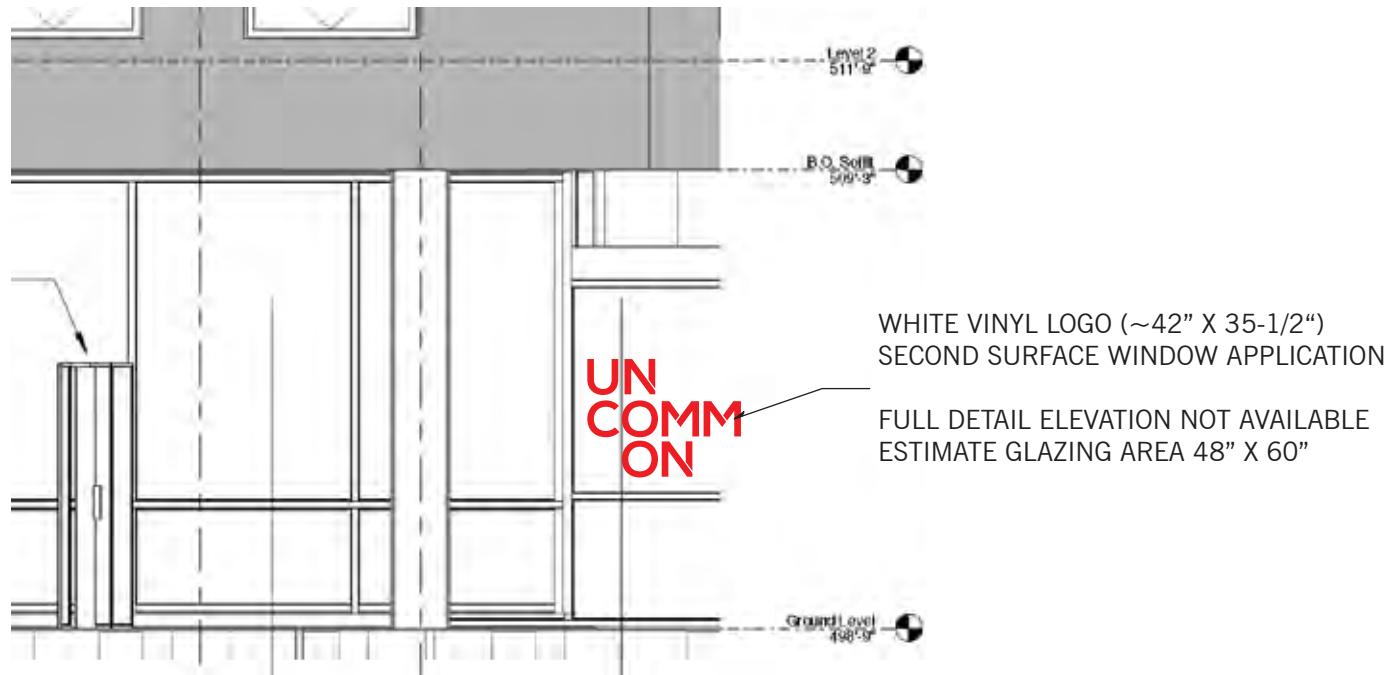
PROJECT LEAD
 T. Ronayne

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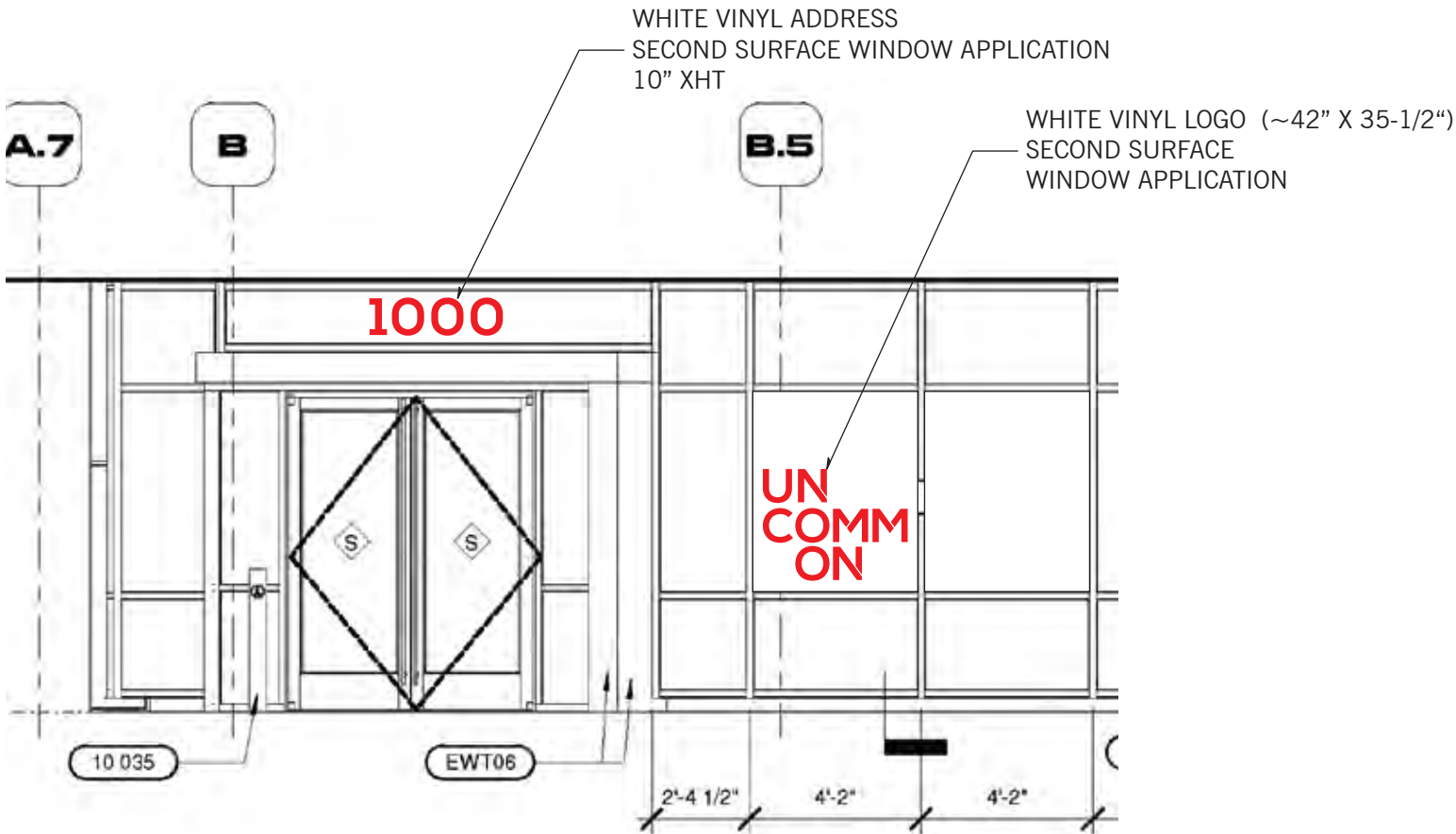
ORIGINAL ISSUE PROOF HOURS
 03/04/16 1 8

RE-ISSUE DATES
 03/15/16 2 6
 03/22/16 3 3
 04/08/16 4 1
 04/28/16 5 4
 05/12/16 6 2

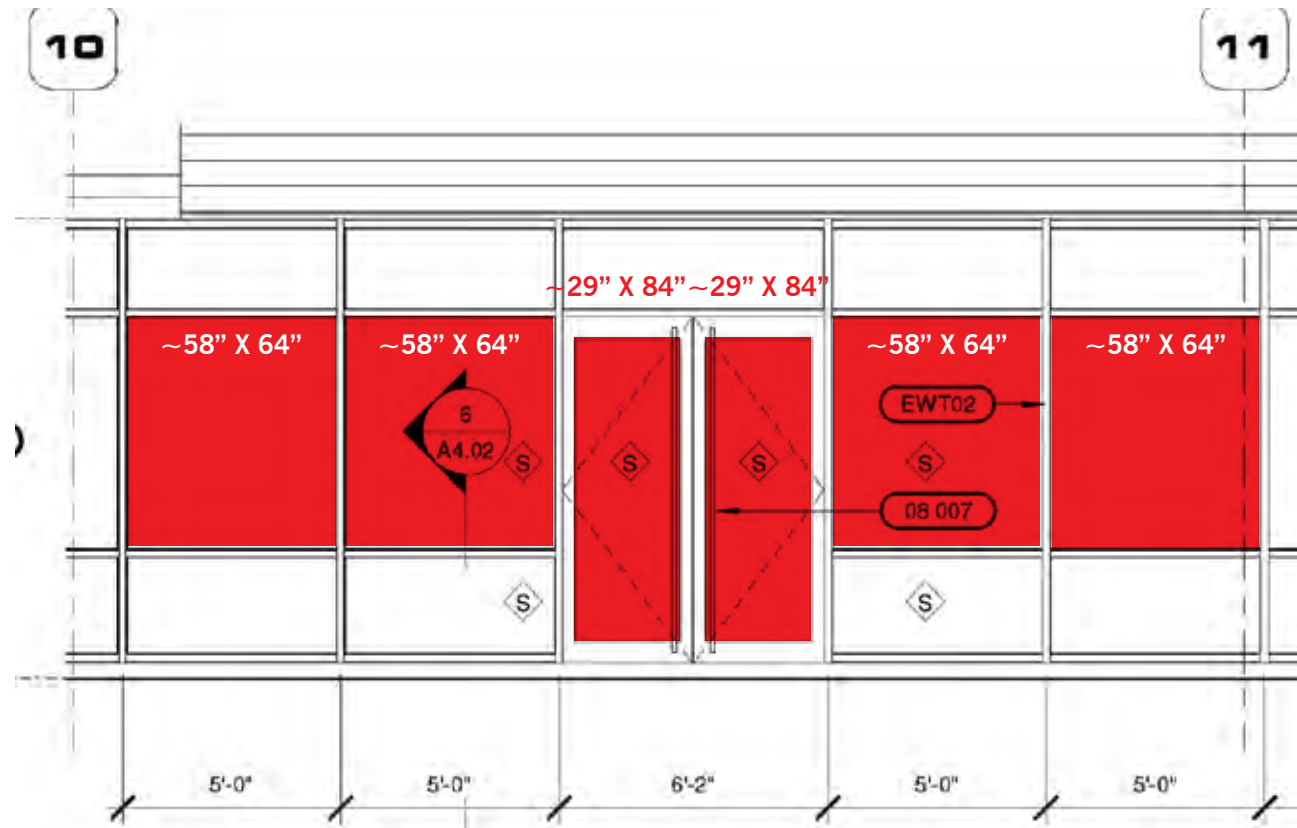
PAGE NUMBER
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1 Front Elevation-Lobby East RES1
 Scale: 1/4" = 1'



2 Front Elevation Lobby Entry ADDRESS & RES2
 Scale: 1/4" = 1'



3 Front Elevation RET3 (TYP.)
 Scale: 1/4" = 1'

TYPICAL CONDITIONS:

EACH RETAIL TENANT TO HAVE (4) PICTURE WINDOWS ADJACENT TO ENTRANCE DOORS AND (2) DOOR WINDOWS PER STREET FRONTAGE FOR EXTERIOR WINDOW SIGNAGE.

PER STREET FRONTAGE:

- MAXIMUM (2) WINDOW SIGNS (NOTE: ONE SIGN MAY SPAN MORE THAN ONE WINDOW)
- MAXIMUM (1) DOOR SIGN LISTING OF HOURS, WEBSITE, AND OTHER SIMILAR INFORMATION INCLUDING A VINYL LOGO IF DESIRED.
- COVERAGE TO BE LIMITED TO LESS THAN 50% GLAZING AREA "RED ZONES"
 RED ZONE=
 ~137 SQ FT/TENANT/ST FRONTAGE,
 MAX TOTAL SIGNAGE PER ZONE=
 ~69 SQ FT/TENANT/ST FRONTAGE
 (52 SQ FT WINDOW, 17 SQ FT DOOR)

-EXTERIOR RETAIL SIGNAGE TO BE VINYL TO GLASS

-PERMIT REQUIRED EXTERIOR RETAIL SIGNS TO BE DESIGNED AND PERMITTED BY RETAIL TENANTS

EXCEPTONS:

- RETAIL TENANT 017 ALLOWED (2) DOOR SIGNS PER A-TYPICAL SPLIT ENTRANCE (MAX AREA STILL 17 SQ FT)
- RETAIL TENANT 02 HAS TWO STREET FRONTAGES W/ ONE SIGNAGE ZONE PER FRONTAGE.
- RETAIL TENANT 03 HAS AN ADDITIONAL ENTRANCE ON THE EAST ELEVATION W/ DOOR SIGN ONLY (ZONE RET6)

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 Uncommon Charlottesville
 Exterior Signage

COLORS
 PMS 640 C
 PMS 317 C
 PMS 3945 C
 PMS 1365 C
 White
 Black
 Gray (50%)

FONTS
 Nexa
 Nexa Slab

PROJECT LEAD
 T. Ronayne

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ORIGINAL ISSUE	PROOF	HOURS
03/04/16	1	8

RE-ISSUE DATES	PROOF	HOURS
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PAGE NUMBER
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1/4" ALUMINUM LETTERING
 BLIND STUD MOUNT
 1/4" OFFSET FROM WALL SURFACE
 CONTRASTING COLOR/MATERIAL WITH WALL SURFACE
 TBD PER AS-BUILT CONDITIONS
 (BLACK, WHITE, 50% BLACK, OR HORIZ BRUSHED ALUM)



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PMS 3945 C	
PMS 1365 C	
White	
Black	
Gray (50%)	

FONTS
 Nexa
 Nexa Slab

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04/28/16	5	4
05/12/16	6	2

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1 Front Elevation Wall Directory D1
 Scale: 1" = 10"



ASIAN EXPRESS AND ARIANA KABOB HOUSE, 909 WEST MAIN



REPUBLIC PLAZA, 853 - 855 WEST MAIN



HABITAT FOR HUMANITY, 919 WEST MAIN



SYCAMORE HOUSE AND KANE FURNITURE, 1108 - 1200 WEST MAIN



UVA | STACY HALL, 1105 WEST MAIN



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White
Black
Gray (50%)

FONTS
Nexa
Nexa Slab

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04/08/16	4	1
04/28/16	5	4
05/12/16	6	2

PAGE NUMBER
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HAMPTON INN, 900 WEST MAIN



UVA | COMMUNITY CREDIT UNION, 1018 WEST MAIN



UVA | PARKING GARAGE, 117 11TH ST SW

EXISTING AREA SIGNAGE, PHOTOS BY MITCHELL/MATTHEWS ARCHITECTS



LOCAL EXAMPLE:
 ALUMINUM CABINET, PUSH THROUGH FACE-LIT ACRYLIC CHARACTERS.
 FABRICATED AND INSTALLED BY GROPEN



LOCAL EXAMPLE:
 ALUMINUM CABINET, PUSH THROUGH EDGE-LIT ACRYLIC CHARACTERS.
 FABRICATED AND INSTALLED BY GROPEN

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 Gray (50%)



FONTS
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 Nexa Slab

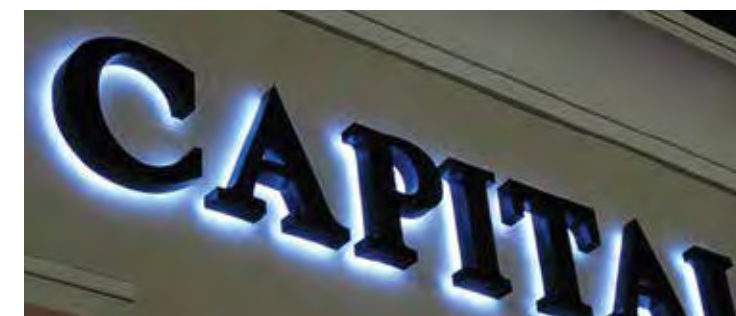
PROJECT LEAD
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EXAMPLES OF HALO-LIT SIGNS
 PHOTOS PROVIDED BY MITCHELL/MATTHEWS ARCHITECTS



W1 PRIVATE PARKING GARAGE SIGNAGE (W=WALL, H=HEADACHE BAR)
RET1 RETAIL SIGN ZONE (WINDOW SIGN)

Keynotes:

09 020	PLYWOOD 8'-0" HIGH AROUND ALL WALLS OF MDF ROOM
08 010	EXTerior OPERABLE LOUVERS WITH BRID SCREEN. RE: MEP DWGS & SPECS
08 011	ROLLING REPERFORATED OVERHEAD DOOR. BASIS OF DESIGN IS DYNAMIC
08 020	"VINTANA" PERFORATED OR SIM. RE: DETAILS & SPECS
09 020	EXTerior BAR GRATING WITH EXHAUST FANS. RE: MEP DWGS & SPECS
09 008	PAINTED PARKING STRIPING. PROVIDE WHEELSTOP WHERE SHOWN ON PLANS. RE: SPECS
09 013	PAINTED PARKING DIRECTION ARROWS. RE: SPECS
10 005	SIGNAGE - INTERIOR WALL MOUNTED
10 022	BIKE REPAIR STAND. BUSH-BERRY FIXIT (POWDER-COAT SILVER, AB KIT #C, WITH PUMP STOP). COORD. ELECTRICAL ROOMS WITH MFR. RECALL DWGS.
10 032	ACCESSIBLE PARKING SPACE AND SIGNAGE. REFER TO SHEET A9.50 FOR ADDITIONAL INFORMATION
10 033	WALL MOUNTED COMPACT PARKING SIGN
10 034	PARKING GARAGE MIRROR
12 004	BIKE RACKS. BASIS-OF-DESIGN IS ADVANTAGE BIKE RACKS & LOCKERS "HiLo" Storage rack. REFER TO SPECS. COORD. LANDSCAPE DWGS.
22 005	GRASS METER. RE: PLUMBING DWGS.
22 011	GAS RISER AND REGULATOR. PROVIDE 2" SLEEVE THROUGH WALL BELOW STOREFRONT FOR GAS PIPES. RE: PLUMBING DWGS.

Drawing Issue	Date
Schematic Design	2014-11-12
Design Development	2015-01-22
Issued for Permit	2015-04-15
Issued for Construction	2015-08-15

1000 West Main Street
 1000 W. Main Street, Charlottesville, VA

Client:
STUDENT LIVING
 Campus Acquisitions Holdings, LLC
 161 N. Clark Suite 2000
 Chicago, IL 60601
 312.994.1874

Landscaper:
Architect:
 Roofmeadow
 7105 Germantown Avenue
 2nd Fl
 Philadelphia, PA 19119

MEP / FP / IT Engineers:
 Environetix Design, Inc.
 One Penn Center
 1617 K Blvd, Suite 1600
 Philadelphia, PA 19103

Structural Engineer:
 O'Donnell & Naccarato
 111 S. Independence Mall East
 Suite 500
 Philadelphia, PA 19106

Vertical Transportation:
 CMH Elevator Consultants & Associates, LLC
 325 N. Second Street
 Suite 1280
 Dallas, TX 75201

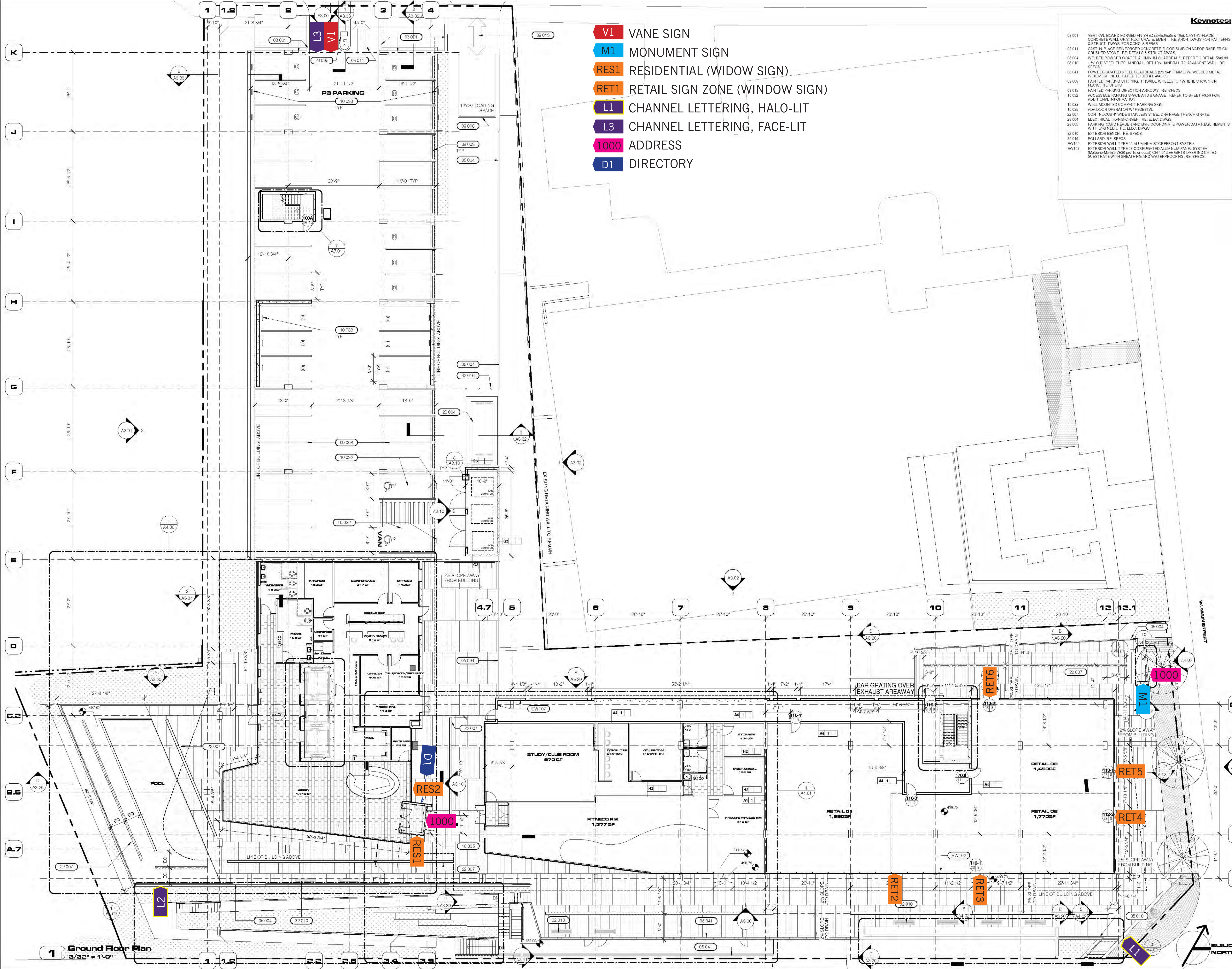
Civil Consultants:
 Terra Engineering and Land Solutions, PC
 2374 Stuarts Draft Highway
 Stuarts Draft, VA 24477

Architect: SCOTT A. ERDY, AIA
 DAVID S. MCHENRY, AIA
emArchitecture
 Erdy McHenry Architecture, LLC
 915 North Orianna Street
 Philadelphia, Pennsylvania 19123
 ph: 215.925.7000 fax: 215.925.1990
 web: http://www.em-arc.com

Parking Level P2

SCALE: 3/32" = 1'-0" DATE: 04/15/15
 DRAWN BY: ARLS PROJECT NO: EM1148.20
 DRAWING NUMBER:

A2.006
 © 2015 Erdy McHenry Architecture, LLC



- V1 VANE SIGN
- M1 MONUMENT SIGN
- RES1 RESIDENTIAL (WIDOW SIGN)
- RET1 RETAIL SIGN ZONE (WINDOW SIGN)
- L1 CHANNEL LETTERING, HALO-LIT
- L3 CHANNEL LETTERING, FACE-LIT
- 1000 ADDRESS
- D1 DIRECTORY

Keynotes:

09.001	VERTICAL BOARD FORMED FINISHED (24x24 @ 8x8 & 10x10) CAST-IN-PLACE CONCRETE WALL OR STRUCTURAL ELEMENT. RE: ARCH DWGS FOR PATTERNS & STRAIGHT DWGS FOR COILING & REBAR.
09.011	CAST-IN-PLACE REINFORCED CONCRETE FLOOR SLAB ON VAPOR BARRIER ON COMBUSTIBLE. RE: DETAIL & STRUCT DWGS.
06.004	WELDED POWDER COATED ALUMINUM GUARDRAILS. REFER TO DETAIL A3.33.
06.010	1 1/2" O.D. STEEL TUBE HANDRAIL. RETURN HANDRAIL TO ADJACENT WALL. RE: SPECS.
06.041	POWDER COATED STEEL SUBRIMALS & 2"x4" FRAME W/ WELDED METAL WIRE MESH INFL. REFER TO DETAIL A3.33.
09.008	PAINTED PARKING STRIPING. PROVIDE WHEELSTOP WHERE SHOWN ON PLANS. RE: SPECS.
09.018	PAINTED PARKING DIRECTION ARROWS. RE: SPECS.
10.002	ACCESSIBLE PARKING SPACE AND DRIVEWAY. REFER TO SHEET A9.50 FOR ADDITIONAL INFORMATION.
10.003	WALL MOUNTED COMBUSTIBLE PARKING SIGN.
10.005	ADA COMPLIANT OPERATOR W/ FEESTAL.
22.007	CONTROLLED 4" WIDE STAINLESS STEEL DRAINAGE TRENCH GRATE.
28.004	ELECTRICAL TRANSFORMER. RE: ELEC DWGS.
28.005	PARKING CARD READER AND BAR COORDINATE POWER/DATA REQUIREMENTS WITH ENGINEER. RE: ELEC DWGS.
32.010	EXTERIOR BENCH. RE: SPECS.
32.014	ISOLAND. RE: SPECS.
EW102	EXTERIOR WALL TYPE 02 ALUMINUM STOREFRONT SYSTEM.
EW107	EXTERIOR WALL TYPE 07 CORRUGATED ALUMINUM PANEL SYSTEM. DIMENSIONED WITH PERMITS AS SHOWN ON PERMITS. SEE DWGS FOR INDICATED SUBSTRATE WITH SHEATHING AND WATERPROOFING. RE: SPECS.

Drawing Issue	Date
Progress Plans	2014-11-08
Schematic Design	2014-11-12
Design Development	2015-01-22
Issued for Permit	2015-04-15
Issued for Construction	2015-06-15

1000 West Main Street
1000 W. Main Street, Charlottesville, VA

Client:
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One Penn Center
1617 K Blvd, Suite 1600
Philadelphia, PA 19103

Structural Engineer:
O'Donnell & Naccarato
111 S. Independence Mall East
Suite 550
Philadelphia, PA 19106

Vertical Transportation:
CMH Elevator Consultants & Associates, LLC
325 N. Second Street
Suite 1280
Dallas, TX 75201

Civil Consultants:
Terra Engineering and Land Solutions, PC
2374 Stuarts Draft Highway
Stuarts Draft, VA 24477

NOTE: M1 TO SHIFT TO THE EAST TO ALLOW FOR 10'X10' DOM. VA POWER EASEMENT

Architect: SCOTT A. EROY, AIA
DAVID S. MCHENRY, AIA
emArchitecture
Erdy McHenry Architecture, LLC
915 North Orianna Street
Philadelphia, Pennsylvania 19123
ph: 215.925.7000 fax: 215.925.1990
web: <http://www.em-arc.com>

Ground Level

SCALE: 3/32" = 1'-0"
DATE: 04/16/15
DRAWN BY: ARLS
PROJECT NO.: EM1148.20
DRAWING NUMBER:

A2.01
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CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	June 20, 2016
Action Required:	Approve Resolution
Presenter:	Leslie Beauregard, Assistant City Manager
Staff Contacts:	Leslie Beauregard, Assistant City Manager Lisa Robertson, Chief Deputy City Attorney
Title:	Memorandum of Understanding between the City of Charlottesville and Albemarle County for Fiscal Agent Services of the Thomas Jefferson Health District Building

Background:

The City of Charlottesville and Albemarle County co-owns the Thomas Jefferson Health Department building on Rose Hill Drive. The County has been serving as the fiscal agent while the City has managed the maintenance and capital type projects for the building. It's been a regular practice that whichever locality actually manages the projects of a jointly owned building, should also serve as fiscal agent, which is a more efficient way of providing these services than having two parties coordinate the efforts. This M.O.U. establishes that the City will become the fiscal agent and will continue to manage the maintenance and capital projects for the health department.

Discussion:

The attached M.O.U. outlines the responsibilities of the City serving as fiscal agent such as the power to enter into contracts, subcontracts, and other agreements, to receive, expend, and distribute rents, fees and funds, to develop and evaluate procedures for financial and property management, and to hire, organize, and train the staff needed to manage the joint property. It also establishes that the County will pay the City an administrative fee for providing these services, which is a common practice for these types of arrangements between the City and County.

Alignment with City Council's Vision and Strategic Plan:

N/A – This is an operational action and does not impact the strategic plan.

Community Engagement:

N/A

Budgetary Impact:

The F.Y. 2017 Adopted budget appropriation already includes a section that takes this new arrangement into account and will allow the County to transfer any fund balances to the City and the State to begin sending rental payments to the City.

Recommendation:

Staff recommends approval of the resolution.

Alternatives:

The alternative is that the County remains the fiscal agent.

Attachments:

N/A

RESOLUTION

BE IT RESOLVED by the Council for the City of Charlottesville, Virginia, that the City Manager is hereby authorized to sign the following document, in form approved by the City Attorney or his designee.

Fiscal Agent Agreement between the City and Albemarle County for fiscal services provided in matters pertaining to the operation and management of the jointly owned Thomas Jefferson Health District building located on Rose Hill Drive, such as the power and responsibility to enter into contracts, subcontracts, and other agreements, to receive, expend, and distribute rents, fees and funds, to develop and evaluate procedures for financial and property management, and to hire, organize, and train the staff needed to manage the joint property.

Memorandum of Understanding (MOU)
Between
City of Charlottesville and County of Albemarle
For
Fiscal Agent Services

This Agreement is entered into by and between the City of Charlottesville, Virginia (“CITY”) and the County of Albemarle, Virginia (“COUNTY”) (together, “Property Owners”), to designate the CITY to act and serve as the Administrative/ Fiscal Agent on behalf of the Property Owners, in matters pertaining to the operation and management of certain real estate jointly owned by the parties.

The real estate that is the subject of this MOU is the property commonly referred to as the Local Health Department Offices, located at 1138 Rose Hill Drive, Charlottesville, Virginia, 22903, consisting of land and improvements identified on City Tax Map 44 as Parcel 302 (“Joint Property”).

A. DESIGNATION OF FISCAL AGENT

1. The Property Owners hereby designate CITY as their Administrative/ Fiscal Agent, and delegate to CITY the power and responsibility to enter into contracts, subcontracts, and other agreements, to receive, expend, and distribute rents, fees and funds, to develop and evaluate procedures for financial and property management, and to hire, organize, and train the staff needed to manage the Joint Property.
2. CITY will be compensated for necessary and reasonable administrative costs for performing the duties of administrative/ fiscal agent, in the amount of two percent (2%) of the COUNTY’s share of adjusted gross rent received for the Joint Property. (“Adjusted Gross Rent” means gross rents, less any property management fee paid to the City for the Joint Property).”

B. FISCAL AGENT’S ADMINISTRATIVE REQUIREMENTS

CITY’s administrative responsibilities are general property management and maintenance of the Joint Property, including but not necessarily limited to the following:

1. CITY, through its City Manager and employees authorized by the City Manager, shall serve as the “person lawfully in charge of” the Joint Property, for purposes of Va. Code 18.2-119.
2. CITY, through its employees, shall serve as property manager for the Joint Property, and shall have authority to perform, contract for and execute or cause to be executed any repairs, maintenance, and other necessary services for the Joint Property, in accordance with an annual budget jointly approved by the Property Owners.
3. CITY and COUNTY shall each retain their individual rights and interests in and to the Lease of the Joint Property to the Health Department.

C. FISCAL AGENT’S REPORTING REQUIREMENT

CITY shall make annual financial reports to the COUNTY each fiscal year regarding the gross rents/ income and costs/ expenses of the Joint Property. These reports shall be made and delivered no later than October 31 to the Albemarle County Executive, at 401 McIntire Road, Charlottesville, Virginia 22902, or to such other recipient and/or address as the COUNTY may specify in writing.

D. OTHER PROVISIONS

1. This Agreement is effective when signed and dated by the duly authorized representatives of the CITY and COUNTY, and performance by each of the parties hereto shall continue from year to year until it is modified or terminated.
2. If either party desires to terminate this Agreement, such party shall give 90 days' advance written notice shall be given to the other.

Owner: County of Albemarle

Owner and Fiscal Agent: City of Charlottesville

By: _____
Signature

By: _____
Signature

Typed Name

Typed Name

Title

Title

Date

Date

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**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



Agenda Date:	June 20,2016
Action Required:	Resolution approving an addendum to Virginia's State-wide Programmatic Project Administration Agreement for Revenue Sharing Projects (PPAA)
Presenter:	Tony Edwards, NDS Manager
Staff Contacts:	Tony Edwards, NDS Manager
Title:	Programmatic Project Administration Agreement Revenue Sharing (3 Year Term Extension)

Background:

The City of Charlottesville and Virginia Department of Transportation (VDOT) have entered into an agreement allowing the City to locally administer certain state funded projects, said agreement being referred to as the state-wide Programmatic Project Administration Agreement for Revenue Sharing projects within the City of Charlottesville funded solely with the revenue sharing funds (hereinafter, said agreement being referred to as the PPAA). The parties agreed that the PPAA would be and remain in effect for a term of three fiscal years (FY2014, FY2015, FY 2016), but the PPAA expressly provided an option allowing the parties to extend the term for an additional three fiscal years (through June 30 , 2019).

Discussion:

The extension of this shared financial agreement between the City of Charlottesville and Virginia Department of Transportation will allow continuation of those current and future projects identified for this state funding source, in accordance with the PPAA. This fund will provide for the preliminary engineering, right of way and construction cost for these projects to be locally administered.

Alignment with City Council's Vision and Strategic Plan:

The agreement supports City Council's "A Connected Community" vision. The City of Charlottesville is part of a comprehensive, regional transportation system that enables citizens of all ages and incomes to easily navigate our community. An efficient and convenient transit system supports mixed use development along our commercial corridors, while bike and pedestrian trail systems, sidewalks, and crosswalks enhance our residential neighborhoods. A regional network of connector roads helps to ensure that residential neighborhood streets remain safe and are not overburdened with cut-through traffic. It also contributes to Goal 2 of the Strategic Plan, to provide reliable and high quality infrastructure, as

well as, ensures that families and individuals are safe and stable. It will also allow engagement in robust and context sensitive urban planning.

Community Engagement:

Since this is an extension of a previously approved state agreement no additional community engagement has been requested at this time.

Budgetary Impact:

Locality funds are matched with state funds for qualifying projects. An annual allocation of funds for this program is designated by the CTB. It is anticipated that at the time the application is submitted the locality has the funding to match its request if approved.

Recommendation:

Staff recommends approval of the time extension to participate in the state funded PPAA program

Alternatives:

If this agreement is not continued the City of Charlottesville will need to provide 100% funding for those priority projects previously identified or future projects that may benefit from such a program.

Attachments:

Resolution and addendum attached

**RESOLUTION
APPROVING AN ADDENDUM TO VIRGINIA'S
STATE-WIDE PROGRAMMATIC PROJECT ADMINISTRATION AGREEMENT FOR
REVENUE SHARING PROJECTS (PPAA)
TO EXTEND THE TERM OF THE PPAA THROUGH FISCAL YEARS FY2017,
FY2018, AND FY2019 FOR PROJECTS WITHIN THE CITY OF CHARLOTTESVILLE**

WHEREAS, the Virginia Department of Transportation (VDOT) and the City of Charlottesville (City) have entered into an agreement allowing the City to locally administer certain state-funded projects, said agreement being referred to as the state-wide Programmatic Project Administration Agreement for Revenue Sharing projects within the City of Charlottesville funded solely with revenue sharing funds (hereinafter, said agreement being referred to as the "PPAA"). The parties agreed that the PPAA would be and remain in effect for a term of three fiscal years (FY2014, FY2015, and FY2016), but the PPAA expressly provided an option allowing the parties to extend the term for an additional three fiscal years (through June 30, 2019); and,

WHEREAS, in order to extend their agreement for three additional fiscal years, in accordance with the PPAA, VDOT requests the City to enter into a written Addendum to the PPAA, and further requests the City of Charlottesville to provide assurance of its commitment to funding its local share for each PPAA Project for fiscal years FY2017, FY2018, FY2019 and to otherwise verify its commitment to meeting its financial obligations under the PPAA for an extended period of time;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that said Council hereby approves the extension of its obligations under the PPAA through the end of FY2019, and in connection with the extension Council hereby commits to fund its local share of preliminary engineering, right-of-way and construction, as applicable, for the project(s) administered under agreement with the Virginia Department of Transportation, in accordance with the PPAA and applicable project financial document(s); and

BE IT FURTHER RESOLVED by Council that the Charlottesville City Manager is hereby authorized to execute an Addendum to the PPAA consistent with this Resolution on behalf of, and as the agent of, the Charlottesville City Council.

This resolution shall be effective upon passage.

READ AND ADOPTED: _____

TESTE: _____
Paige Rice, City Clerk

Approved as to Form:

Office of the City Attorney

**ADDENDUM TO
PROGRAMMATIC PROJECT ADMINISTRATION AGREEMENT
(EXTENSION OF TERM)**

THIS ADDENDUM is made and executed in triplicate this ____ day of _____, 2016, by and between the City of Charlottesville Virginia, hereinafter referred to as the LOCALITY, and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY and the DEPARTMENT entered into a Programmatic Project Administration Agreement for Revenue Sharing Projects on September 9, 2013 (“Agreement”), authorizing the LOCALITY to administer ; and

WHEREAS, said Agreement was effective for a Term of three fiscal years (beginning on July 1, 2013). The Initial Term will expire on June 30, 2016, but it may be extended for an Additional Term of three fiscal years, as provided in Paragraph 1 of said Agreement; and

WHEREAS, the parties to the agreement hereby desire to extend the term of said Agreement for an Additional Term of three fiscal years, beginning July 1, 2016, and it is their intention that this extension be effectuated without changing any of the other terms or conditions of the Agreement;

NOW THEREFORE, in consideration of the mutual premises contained therein and in this Addendum, the parties agree as follows:

The term of said Agreement is extended for one Additional Term of three fiscal years, beginning July 1, 2016 and expiring June 30, 2019. All other terms and conditions of the said Agreement shall be and remain in effect, unchanged, as set forth within said Agreement.

IN WITNESS WHEREOF, each party hereto has caused this Addendum to be executed as of the day, month, and year first herein written. A certified copy of the Resolution authorizing the Charlottesville City Manager to execute this Addendum is attached.

CITY OF CHARLOTTESVILLE, VIRGINIA:

Maurice Jones

Charlottesville City Manager

Title

Date

COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION:

Chief of Policy
Commonwealth of Virginia
Department of Transportation

Date

Signature of Witness

Date



**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**

Agenda Date:	June 20, 2016
Action Required:	Approval of Resolution
Presenter:	Chris Engel, CEcD, Director of Economic Development
Staff Contacts:	Chris Engel, CEcD, Director of Economic Development Chris Cullinan, Director of Finance
Title:	Transfer of Funds from Capital Improvement Program Contingency Account to Start Parking Department Account - \$500,000

Background: At its April 4, 2016 meeting the City Council passed a resolution to initiate the implementation of a parking management plan. The resolution specifically called for the allocation of start-up resources for a parking division and the eventual creation of parking enterprise fund. This agenda item proposes a transfer of \$500,000 from the Capital Improvement Program Contingency Account to provide start-up resources.

Discussion: The establishment of a parking department was a recommendation of each of the last two parking studies in order to more holistically and responsibly manage parking to the benefit of businesses, visitors and residents. The funding will be used for staffing, infrastructure related to the installation of a metering system, feasibility studies of potential new parking facilities and other costs directly related to the establishment of the City's parking department .

These start-up funds will be allocated to a separate parking cost center within the City's General Fund. Any unspent funds in this cost center will be considered a continuing appropriation and will be carried over each year until the funds are either exhausted or transferred to a parking enterprise fund which is expected to eventually be created with the implementation of the parking management plan.

Community Engagement: Significant public engagement occurred during the 2008 and 2015 city parking studies.

Alignment with City Council's Vision and Strategic Plan: Approval of this agenda item aligns with Council's vision for Economic Sustainability and for a Connected Community.

Budgetary Impact: Approval of this item will reduce the amount in Capital Improvement Plan Contingency Account by \$500,000.

Recommendation: Staff recommends approval of the resolution.

Alternatives: Council may choose not to approve the resolution and direct staff to cease working on the parking management implementation plan.

RESOLUTION

**Transfer of Funds from Capital Improvement Program Contingency Account to Start
Parking Operations Fund - \$500,000**

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the following is hereby transferred in the following manner:

Transfer From - \$500,000

Fund: 426

WBS: CP-080

G/L Account: 599999

Transfer To - \$500,000

Fund: 105

Cost Center: 6501001000

G/L Account: 599999

BE IT FURTHER RESOLVED, that funds in the parking fund will hereby be considered a continuing appropriation and shall not expire unless further altered by Council. Any unspent funds will also be available to transfer to a Parking Enterprise Fund that is anticipated to be created in the future.

CITY OF CHARLOTTESVILLE, VIRGINIA CITY COUNCIL AGENDA



Agenda Date: June 6, 2016

Action Required: Yes (First Reading of Ordinance)

Presenter: S. Craig Brown, City Attorney

Staff Contacts: S. Craig Brown, City Attorney

Title: **Closing Portion of Unaccepted Street (5th Street) off Douglas Avenue in Belmont**

Background:

Janice K. Kavanagh, owner of 209 Douglas Avenue, and Five Petals, LLC, owner of 207 Douglas Avenue, have petitioned the City to close an unaccepted right-of-way adjoining these two properties. The subject right-of-way was named 5th Street on a 1906 map of "Haden's Addition", a 26-lot subdivision with Douglas Avenue as the primary street, of record in the Charlottesville Clerk's Office in Deed Book 17, page 53. The map specifies that "*All the streets on said map, with the exception of said Douglas Avenue, are only for the benefit of the owners and occupants of the property abutting on said streets, and may be closed by the mutual consent of the owners and occupants of the property abutting on each of said streets.*" In order to ensure clear title to the right-of-way, the owners are seeking adoption of a formal ordinance by City Council evidencing the vacation of any public interest in the subject right-of-way.

Discussion:

There are no public utilities located in this portion of the 5th Street right-of-way. Closing the subject right-of-way will offer the adjoining property owners clear title to the center line of the closed portion of 5th Street, curing an encroachment problem with a shed, and will not impede or alter access to any other lot owners in the subdivision.

The adopted City Council policy for the closing and vacating of streets and alleys states that City Council should consider the following in making their decision as to whether a particular street should be closed:

1. *Will vacating the street or alley impede any person's access to his property, or otherwise cause irreparable damage to the owner of any lot shown on the original subdivision plat?*

The requested street vacations will not impede access to any parcel, nor result in any parcel becoming "landlocked".

2. *Are there any public utilities located in the area to be vacated?*

There are no public utilities located in the subject right-of-way.

3. *Will vacation of the street or alley result in an adverse impact on traffic on nearby public streets, or result in undesirable circulation conditions for vehicular movements in and through the subdivision?*

Since the 5th Street right-of-way has never been dedicated to the public nor accepted into the City street system for vehicular travel, there will be no adverse impact on traffic as a result of the street vacation.

Community Engagement: A public hearing is being held, and has been advertised as required by law.

Budgetary Impact: None.

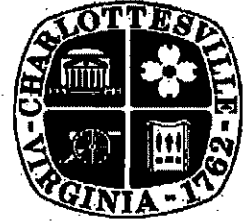
Recommendation: Staff recommends approval of the ordinance.

Attachments: Petition; Exhibit Drawing; Tax Map
Proposed Ordinance to Close the 5th Street Right-of-Way off Douglas Avenue

PETITION TO CLOSE A STREET OR ALLEY

Please Return To: Department of Neighborhood Development Services
PO Box 911, City Hall, Charlottesville, Virginia 22902
Telephone (434) 970-3182 Fax (434) 970-3359

FEE: A filing fee of \$100.00 made payable to the City of Charlottesville.



A. PETITIONER INFORMATION

Petitioner Name: Janice K. Kavanagh and Five Petals, LLC

Petitioner Mailing Address: 209 Douglas Avenue, Charlottesville, VA 22902

Does Petitioner currently own property adjacent to the area requested to be closed? Yes No If no, please explain _____

Petitioner Phone Number(s):

Work: 434-760-0739

Fax _____

Home: 434-760-0739

Email janiceashomes@earthlink.net

B. ADDRESSES OF PROPERTY OWNERS ADJACENT TO THE STREET/ALLEY (use back of form if necessary)

Property Owner Name	Mailing Address	City Tax Map and Parcel #
<u>Janice K. Kavanagh</u>	<u>209 Douglas Ave., Charlottesville, VA 22902</u>	<u>TMP 58-340 (Lot 2, Block 6 Haden's Add.)</u>
<u>Five Petals, LLC</u>	<u>209 Douglas Ave., Charlottesville, VA 22902</u>	<u>TMP 58-339 (Lot 1, Block 6, Haden's Add.)</u>
_____	_____	_____

C. PETITIONER'S REQUEST

1. That, pursuant to the provisions of Section 15.2-2006 of the Code of Virginia (1950), as amended, the said Petitioner(s) apply for the vacating, closing and discontinuance of a certain street or alley, situated in the City of Charlottesville, Virginia, as described below as follows: (Provide name, right-of-way width and length of streets or alleys being closed)
That street identified on subdivision plat recorded in Deed Book 17, page 53 as "5th St." as it runs between Douglas Avenue and Blocks 5 and 6 on said plat.

Vacated street to become part of the adjacent parcels listed above consistent with attached plat prepared by Roubidoux, Gale & Associates, Inc.

2. Confirm that no inconvenience will result to any person by reason of said closing, vacation and discontinuance of the said street or alley. Include details in narrative.
3. That land owners along and adjacent to said street or alley desire and request the street or alley to be closed. Attach letters of approval or signatures of approval from adjacent property owners.
4. Attach a copy of the city real property tax map showing the portion of the street or alley to be vacated with the square footage clearly indicated.
5. Applicant must provide copies of a title search and opinion performed by an attorney or licensed title company of the property in question and the alley to the original dedication of the alley or street. Highlight on the deed when the street or alley was created. The deed information is available at the City Circuit Courthouse (315 E. High Street).
6. Applicant must review the attached closing policy prior to submission of this form and attach a narrative which addresses the objectives outlined in that policy to include specific information as to why an alley closing is being requested.

Respectfully Submitted,

Janice K. Kavanagh (owner of TMP 58-340)

and Christine Louise Kavanagh, sole member of

Five Petals, LLC (owner of TMP 58-339)

Signature of Petitioner(s)

Print

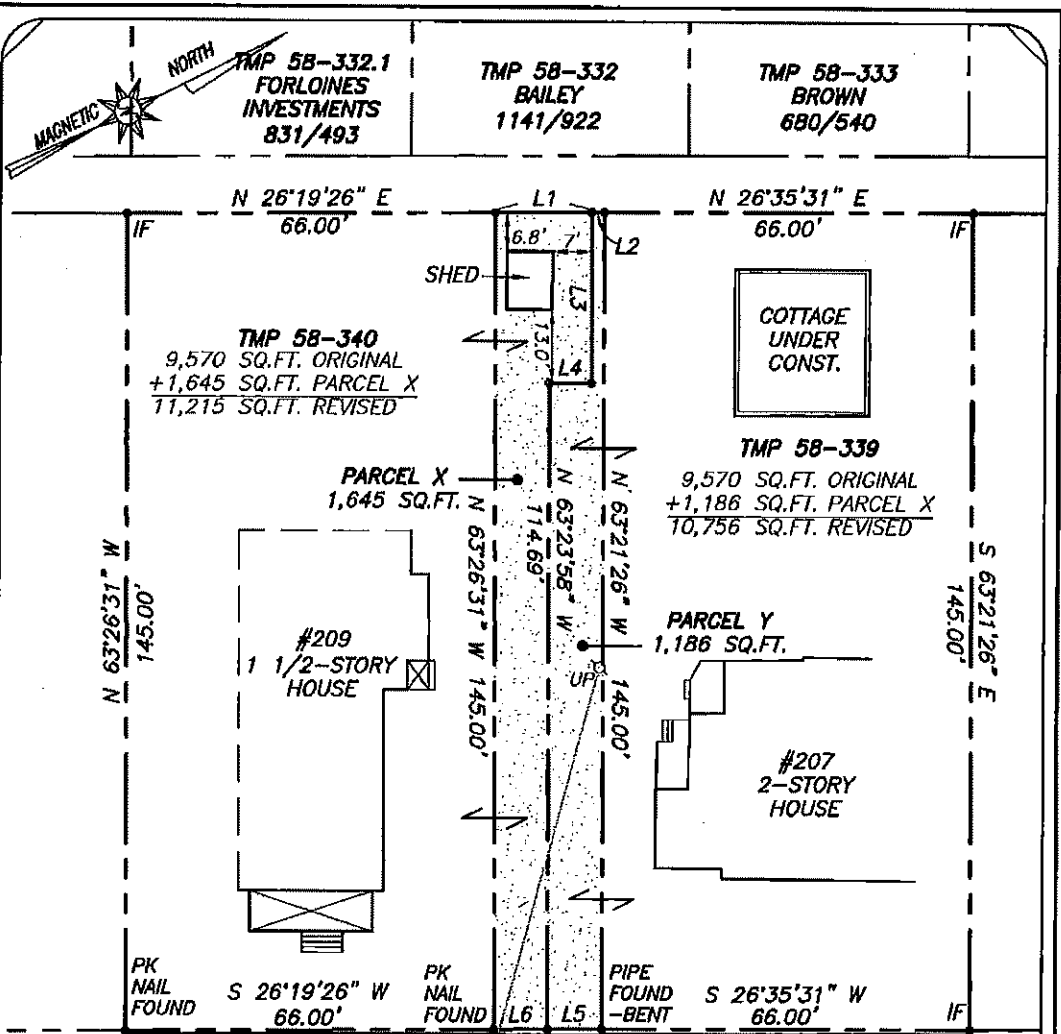
The review process typically takes two months. Following the review, valid applications will be forwarded to a joint Planning Commission and City Council Public Hearing and then to City Council for two readings.

FOR OFFICE USE ONLY (Sign Posting)

I certify that the sign(s) as required by Section 31-271 of the City Code (Zoning Ordinance) as amended has been posted on the following date:

Signature _____

Date Paid: _____ Amt. Paid: _____ Check #: _____ Recorded by: _____



758' +/- TO MONTICELLO RD.

DOUGLAS AVENUE
40' PUBLIC RIGHT-OF-WAY

IF-IRON FOUND
IS-IRON SET
UP-UTILITY POLE

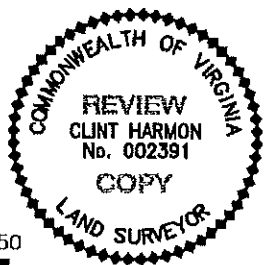
THE PURPOSE OF THIS SURVEY IS TO VACATE AN UN-NAMED ALLEY BETWEEN BLOCKS 5 & 6 OF HADEN'S ADDITION. THE ALLEY IS UNIMPROVED (BEYOND USE AS A DRIVEWAY) AND NOT MAINTAINED BY THE CITY; HOWEVER AT SOME POINT IN TIME A SHED WAS PLACED IN THE ALLEY. IT IS THE DESIRE OF BOTH OWNERS THAT UPON VACATION OF THE ALLEY, THAT IT BE DIVIDED AS SHOWN HEREON SO THAT THE SHED AND SUCH LAND AS MAY BE REQUIRED FOR IT'S QUIET USE BE CONVEYED TO THE #209 DOUGLAS AVENUE PROPERTY.

LINE	BEARING	DISTANCE
L1	N 26°26'40" E	17.40'
L2	N 25°23'08" E	2.24'
L3	S 63°23'58" E	30.31'
L4	S 26°36'02" W	7.58'
L5	S 26°19'04" W	9.71'
L6	S 26°19'26" W	9.71'

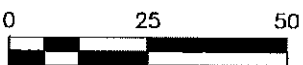
THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT, EASEMENTS OR OTHER ENCUMBRANCES MAY OR MAY NOT EXIST, WHICH ARE NOT SHOWN HEREON.

ALLEY VACATION & BOUNDARY LINE ADJUSTMENT DOUGLAS AVENUE

PARCEL X & PARCEL Y COMPRISE UN-NAMED ALLEY TO BE VACATED



BLOCKS 5 & 6 - HADEN'S ADDITION
CITY OF CHARLOTTESVILLE, VIRGINIA
PREPARED FOR: JANICE KAVANAGH



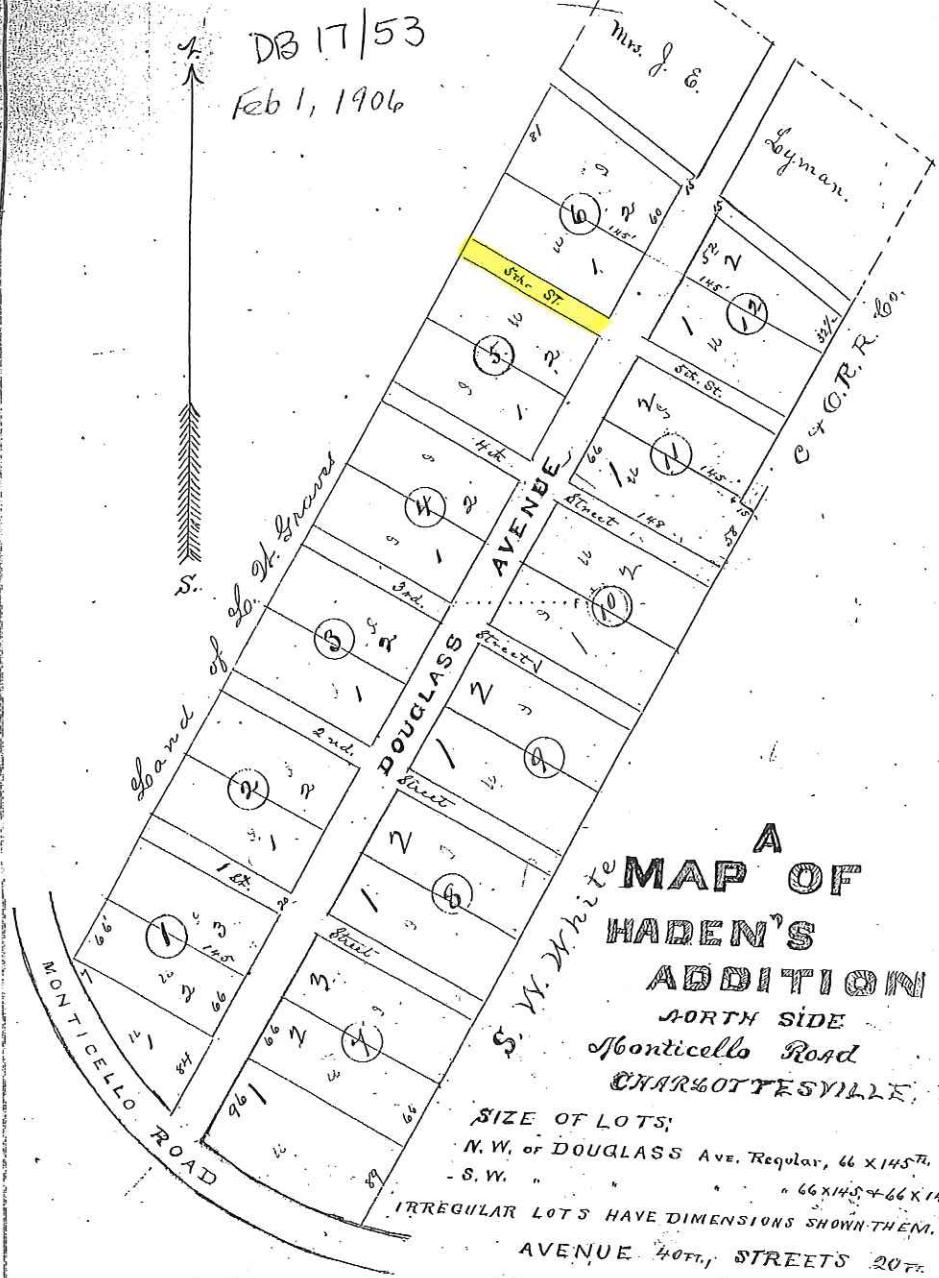
SHEET 2 OF 2

ROUDABUSH, GALE & ASSOCIATES, INC.
ENGINEERS, SURVEYORS AND LAND PLANNERS
A PROFESSIONAL CORPORATION
SERVING VIRGINIA SINCE 1986
914 MONTICELLO ROAD - CHARLOTTESVILLE, VIRGINIA 22902
PHONE 434-677-6206 - FAX 434-296-6220 - EMAIL INFO@ROUDABUSH.COM

AUGUST 31, 2015
SCALE: 1" = 25'
FILE: 7341

E. G. Haden
 Monticello
 and of Dedication
 plat.
 July 1, 50
 Read 1, 23
 Plat. 1, 80
 paid 3, 53
 record to me
 1904
 E. Haden

DB 17/53
 Feb 1, 1906



A
MAP OF
HADEN'S
ADDITION
 NORTH SIDE
 Monticello Road
 CHARLOTTESVILLE, VA.

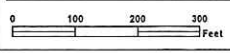
SIZE OF LOTS:
 N. W. of DOUGLASS Ave. Regular, 66 X 145^{ft.}
 S. W. " " " 66 X 145^{ft.} + 66 X 148^{ft.}

IRREGULAR LOTS HAVE DIMENSIONS SHOWN THEM.
 AVENUE 40^{ft.}, STREETS 20^{ft.}

J. R. Ferguson, Deputy,
 for J. T. E. Linnis, S. A. Co.

The plat of Haden's Addition on the North side of Monticello Road, Charlottesville, Virginia, is admitted to record with the understanding that Douglas Avenue is not a public Street, but is to be used as a private street or driveway for the benefit of the abutting property owners on said Douglas Avenue and the occupants of the property on Lyman Street now owned by Mrs. Jane Ellen Lyman, and the right is hereby reserved to the said E. G. Haden and his assignees to sell or dedicate said Douglas Avenue to the City of Charlottesville, so that the said avenue may become a public thoroughfare. All the streets on said map, with the exception of said Douglas Avenue, are only for the benefit of the owners and occupants of the property abutting on said streets and may be closed by the mutual consent of the owners and occupants of the property abutting on each of said streets.

CITY OF CHARLOTTESVILLE



This map is intended for display purposes only. Distances shown are from plats and may not measure accurately. These maps are current as of August 2010.



TAX MAP 58

**AN ORDINANCE
CLOSING, VACATING AND DISCONTINUING A
PORTION OF THE 5TH STREET RIGHT-OF-WAY,
LOCATED OFF DOUGLAS AVENUE IN BELMONT**

WHEREAS, Janice K. Kavanaugh and Five Petals, LLC, owners of properties at 209 and 207 Douglas Avenue, respectively, initiated a petition seeking to close the right of way adjoining their properties named 5th Street, approximately 20 feet wide and 145 feet in length, on a map of Haden's Addition (1906), located off Douglas Avenue in the Belmont neighborhood (hereinafter "Subject Right of Way"); and,

WHEREAS, the Subject Right of Way was platted in 1906 as part of the Haden's Addition Subdivision, but was designated as a private right-of-way to serve the adjoining property owners, and was never accepted by the City as part of the City's public street system; and

WHEREAS, following notice to the public pursuant to Virginia Code §15.2-2272, a public hearing by the City Council was held on June 6, 2016, and comments from City staff and the public were made and heard; and,

WHEREAS, after consideration of the factors set forth within the City Street Closing Policy, adopted by Council on February 7, 2005, this Council finds and determines that the petitioner's request should be granted.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Charlottesville, Virginia that the City hereby closes, vacates and discontinues the Right-of-Way described as follows:

The portion of right-of-way designated as 5th Street (off Douglas Avenue), adjoining City Tax Map Parcels 580339000 and 580340000, shown on a map of Haden's Addition (1906), of record in the Charlottesville Circuit Court Clerk's Office in Deed Book 17, page 53.

BE IT FURTHER ORDAINED that unless an appeal from Council's enactment of this ordinance is made to the Charlottesville Circuit Court within thirty (30) days of the date of adoption, the Clerk of the Council shall send a certified copy of this ordinance to the Clerk of the Circuit Court for recordation in the current street closing book.

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**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



Agenda Date:	June 6, 2016
Action Required:	Approval of Homeowner Tax Relief Grant Program
Presenter:	Todd D. Divers, Commissioner of the Revenue
Staff Contacts:	Todd D. Divers, Commissioner of the Revenue
Title:	Homeowner Tax Relief Grant – 2016

Background:

Attached is an ordinance for Council’s consideration for the Homeowner Tax Relief grant program for Calendar Year 2016, for certain low-and moderate-income homeowners. The program allows the owners of eligible homeowner-occupied properties grant amounts to be applied to real estate taxes due on the property for the second half of calendar year 2016.

Discussion:

Grant amount is tied to the adjusted gross income of the applicant. An applicant with a household income of \$0 - \$25,000 may receive a grant of \$525. An applicant with a household income of \$25,001- \$50,000 may receive a grant amount of \$375.

Alignment with City Council’s Vision and Priority Areas:

This aligns with the City Council’s Vision “...to be flexible and progressive in anticipating and responding to the needs of our citizens.”

Budgetary Impact:

Cost of this program is funded with the annual budget appropriation for Fiscal Year 2017 approved by Council.

Recommendation:

Approve proposed ordinance

AN ORDINANCE TO ESTABLISH A GRANT PROGRAM TO PROMOTE AND PRESERVE HOMEOWNERSHIP BY LOW- AND MODERATE-INCOME PERSONS WITHIN THE CITY OF CHARLOTTESVILLE

WHEREAS, effective July 1, 2006, §50.7 of the Charter of the City of Charlottesville authorizes City Council to make grants and loans of funds to low- or moderate-income persons to aid in the purchase of a dwelling within the City; and

WHEREAS, this City Council desires to offer a monetary grant for Fiscal Year 2017, to aid low- and moderate-income citizens with one of the ongoing expenses associated with the purchase of a dwelling, *i.e.* real estate taxes; and

WHEREAS, public funding is available for the proposed grant;

NOW, THEREFORE, effective July 1, 2016 and for calendar year 2016, the Charlottesville City Council hereby ordains:

Grant—provided.

(a) There is hereby provided to any natural person, at such person's election, a grant in aid of payment of the taxes owed for the taxable year on real property in the city which is owned, in whole or in part, and is occupied by such person as his or her sole dwelling. The grant provided within this section shall be subject to the restrictions, limitations and conditions prescribed herein following.

(b) If, after audit and investigation, the commissioner of revenue determines that an applicant is eligible for a grant, the commissioner of revenue shall so certify to the city treasurer, who shall implement the grant as a prepayment on the applicant's real estate tax bill due on December 5, 2016.

(c) The amount of each grant made pursuant to this ordinance shall be \$525 for taxpayers with a household income of \$0-25,000, and shall be \$375 for taxpayers with a household income from \$25,001-\$50,000, to be applied against the amount of the real estate tax bill due on December 5, 2016.

Definitions.

The following words and phrases shall, for the purposes of this division, have the following respective meanings, except where the context clearly indicates a different meaning:

(1) *Applicant* means any natural person who applies for a grant authorized by this ordinance.

(2) *Dwelling* means a residential building, or portion such building, which is owned, at least in part, by an applicant, which is the sole residence of the applicant and which is a part of the real estate for which a grant is sought pursuant to this ordinance.

(3) *Grant* means a monetary grant in aid of payment of taxes owed for the taxable year, as provided by this ordinance.

(4) *Spouse* means the husband or wife of any applicant who resides in the applicant's dwelling.

(5)*Real estate* means a city tax map parcel containing a dwelling that is the subject of an grant application made pursuant to this ordinance.

(6)*Taxes owed for the current tax year* refers to the amount of real estate taxes levied on the dwelling for the taxable year.

(7)*Taxable year* means the calendar year beginning January 1, 2016.

(8)*Household income* means (i) the adjusted gross income, as shown on the federal income tax return as of December 31 of the calendar year immediately preceding the taxable year, or (ii) for applicants for whom no federal tax return is required to be filed, the income for the calendar year immediately preceding the taxable year: of the applicant, of the applicant's spouse, and of any other person who is an owner of and resides in the applicant's dwelling. The commissioner of revenue shall establish the household income of persons for whom no federal tax return is required through documentation satisfactory for audit purposes.

Eligibility and restrictions, generally.

A grant awarded pursuant to this ordinance shall be subject to the following restrictions and conditions:

(1)The household income of the applicant shall not exceed \$50,000.

(2)The assessed value of the real estate owned by the applicant shall not exceed \$365,000.

(3)The applicant shall own an interest in the real estate that is the subject of the application (either personally or by virtue of the applicant's status as a beneficiary or trustee of a trust of which the real estate is an asset) and the applicant shall not own an interest in any other real estate (either personally or by virtue of the applicant's status as a beneficiary or trustee of a trust of which the real estate is an asset).

(4)As of January 1 of the taxable year and on the date a grant application is submitted, the applicant must occupy the real estate for which the grant is sought as his or her sole residence and must intend to occupy the real estate throughout the remainder of the taxable year. An applicant who is residing in a hospital, nursing home, convalescent home or other facility for physical or mental care shall be deemed to meet this condition so long as the real estate is not being used by or leased to another for consideration.

(5)An applicant for a grant provided under this ordinance shall not participate in the real estate tax exemption or deferral program provided under Chapter 30, Article IV of the City Code (Real Estate Tax Relief for the Elderly and Disabled Persons) for the taxable year, and no grant shall be applied to real estate taxes on property subject to such program.

(6)An applicant for a grant provided under this division shall not be delinquent on any portion of the real estate taxes to which the grant is to be applied.

(7)Only one grant shall be made per household.

Procedure for application.

(a) Between July 1 and September 1 of the taxable year, an applicant for a grant under this ordinance shall file with the commissioner of revenue, in such manner as the commissioner shall prescribe and on forms to be supplied by the city, the following information:

(1) the name of the applicant, the name of the applicant's spouse, and the name of any other person who is an owner of and resides in the dwelling.

(2) the address of the real estate for which the grant is sought;

(3) the household income;

(4) such additional information as the commissioner of revenue reasonably determines to be necessary to determine eligibility for a grant pursuant to this ordinance.

(b) Changes in household income, ownership of property or other eligibility factors occurring after September 1, but before the end of the taxable year, shall not affect a grant once it has been certified by the commissioner of the revenue, in which case such certified grant shall be applied to the subject real estate.

(c) Any person who willfully makes any false statement in applying for a grant under this division shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not less than \$25 nor more than \$500 for each offense.

**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



Agenda Date:	June 20, 2016
Action Required:	Approval of Resolution
Presenter:	Kathy McHugh, Housing Development Specialist
Staff Contacts:	Kathy McHugh, Housing Development Specialist
Title:	Allocation of Charlottesville Affordable Housing Fund (CAHF) for Virginia Organizing - \$264,484

Background:

The City has received a request for CAHF assistance from Virginia Organizing (VO) for \$264,484 to provide funding for the purchase of an existing multi-family property located at 300 Carlton Avenue (a.k.a. Carlton House). This facility will provide 10 affordable efficiency style rental units targeted for leasing to individuals and/or couples at 50% AMI or less. A copy of the application narrative is attached hereto and supporting attachments, while not attached (due to the number and size), have been reviewed by staff to inform their evaluation and recommendation.

For the purpose of providing CAHF funding to a qualified non-profit organization, VO will serve as the grant recipient and owner of the property, as well as a lender into the developer entity (a.k.a. Carlton, LLC) providing a loan of \$270,251 to leverage CAHF funds (completing funding for the purchase price and proposed renovations). The membership of Carlton LLC will include VO, Murray + Co, LLC, and the Building Management Company (BMC). This entity will develop and operate the Carlton House in compliance with City CAHF guidelines (tracking and providing data on tenant income, rental rates, etc...) over the 15 year compliance period.

Discussion:

Staff has thoroughly reviewed this request and worked diligently with the applicant over the past year to ensure that the proposed approach aligns with our funding objectives / criteria / priorities, while providing the City with a viable means to ensure affordability over the 15 year compliance period. To this end, both the applicant and the approach to the project have been revised / refined during this time to address concerns raised by staff relative to meeting the “Objectives for Use of Charlottesville Affordable Housing Fund and Criteria / Priorities for Award of Funds (Housing Policy 1 – adopted by Council on 10/20/14). Staff specifically wanted to ensure that funding was being provided to a viable project as well as an organization with administrative capacity and resources that would enable it to sustain over the term of the City’s deed of trust.

As to oversight of the City’s interest during the 15 year compliance period, the CAHF dollars

will be awarded as a grant to VO; however, a Deed Of Trust (DOT) will be placed on the Carlton House property that requires it to be used as a supported affordable rental property (incorporating rent restrictions as detailed below) over a 15 year period. The DOT will provide for an annual reduction (1/15th of the total) to be forgiven for each year of compliance during the 15 year term; however, for example if they decide to sell the property in 10 years, they would owe the City \$88,161.33 ($\$264,484 - (10 \times \$264,484/15 = \$176,322.67) = \$88,161.33$). If the property is maintained as a supported affordable rental property over the full 15 year compliance period, the DOT would be forgiven at the end of the 15 year term.

In addition, City staff has also reviewed zoning and building code options to support a change in use that would allow up to 20 residents. To this end, the City's Zoning Administrator advises that the property is zoned B-2 and that the proposed use would be classified as a by-right use. Likewise, the City's Building Official has inspected the property and advised of requirements necessary for a change in use to allow the applicant to utilize the property as proposed. Specifically, the current Certificate of Occupancy classifies this building as I-2 (institutional use); however, as proposed, the use would change to R-1 (hotel or motel) and would be subject to the 2012 Virginia Rehabilitation Code, requiring that the follows modifications be made:

- a) New smoke detectors in sleeping rooms and corridors.
- b) Exit signs and emergency egress lighting must operate properly.
- c) Fire alarm: at least one manual fire alarm box is required and this alarm must activate upon sprinkler waterflow. This to be installed in a common area.
- d) Sprinkler system is required and must be maintained. Alarm, supervisory and trouble signals must be automatically transmitted to a 24 hour supervising station.
- e) Fire rated self-closing door to remain installed at top of interior stairs between floors.
- f) Accessibility: at least one accessible building entrance, at least one accessible route from building entrance to primary function area, signage complying with Section 1110 of VA Construction Code, accessible route from accessible parking space to accessible entrance. (A hard surfaced accessible parking area and route to the building will be required.)
- g) Guardrails at front ramp need openings reduced so a 4" object cannot pass.
- h) Building address must be visible from street.
- i) Maximum of two occupants per guestroom.
- j) Non-operating fire alarm devices must be removed.

The applicant understands the need for these modifications and upon funding approval by the City will acquire the property and make these changes promptly to enable the issuance of a new Certificate of Occupancy within 90 -120 days. Moving forward the project will seek to address a need in the City for affordable *boarding house* type rental units, where tenants vary in residency from short to longer terms depending upon their needs.

Although limited to only 10 units, this proposed project will help the City with its goal of increasing supported affordable housing stock to 15%. Specifically, it will create 10 additional supported affordable units that don't currently exist. While the current owner leases 9 units (current office will be converted back into a residential unit) at \$714/month or \$166.60/week, this rent is not considered to be "affordable" at \$52 more than the current HUD Fair Market Rent of \$662 for an efficiency unit. Under the proposed project, the rent would be based on 95% of the HOME Low or High rents (depending upon income level of the tenant) which is consistent with the City's Affordable Dwelling Unit procedures. This would lower current rents to \$628.90 / month, based on rentals to persons at 50% AMI or less (meaning renter income would need to be \$28,000 or less for a single and \$32,000 or less for double occupancy). Even though HOME rents are revised annually and are subject to

change, rents at Carlton House would continue to be subject to this 95% limitation throughout the 15 year compliance period, allowing for rents to be adjusted for market variables.

This proposed project will also leverage other resources to stretch the City's housing investment. Specifically, this project will include a \$270,251 loan from VO to be amortized over a 30 year term with 4.25% interest on the unpaid principal balance. This means that the City will provide 49.5% of the project costs and the applicant will provide the remaining 50.5%.

Given that this is an on-going concern and the proposed renovations can be accomplished in a relatively short period of time, this project ranks high for "readiness" while also filling a need for housing stock that is targeted to very low income persons. Accordingly, this project aligns with multiple objectives of City Housing Policy 1 and is an excellent candidate for use of CAHF assistance.

Alignment with City Council's Vision and Strategic Plan:

Approval of this agenda items aligns directly with the City Council Vision for Charlottesville to provide quality housing opportunities for all. The proposed action also aligns with the Strategic Plan at goal 1.3 which speaks to increasing affordable housing options.

In support of the Council Vision and Strategic Plan, the Comprehensive Plan is also a benchmark by which CAHF proposals are reviewed. Specifically applicants must clearly achieve one or more goals/objectives of the current Comprehensive Plan. To this end, it should also be noted that this proposal also meets a number of goals / objectives of the Comprehensive Plan. These include:

2.1 Preserve and improve the quality and quantity of the existing housing stock through the renovation, rehabilitation and/ or expansion of existing units as a means of enhancing neighborhood stability.

2.5 Promote the use of rapid rehousing and permanent supportive housing options by providing support to programs and organizations serving the homeless and near-homeless populations, as well as those with challenges that would otherwise prevent independent living.*

3.1 Continue to work toward the City's goal of 15% supported affordable housing by 2025.

3.6 Promote housing options to accommodate both renters and owners at all price points, including workforce housing.

4.2 Continue to fund programs that provide assistance to those unable to afford market rate housing options in the City.*

4.3 Promote long-term affordability of units by utilizing industry strategies and mechanisms, including deed restrictions and covenants for their initial sale and later resale and the use of community land trusts.

8.7 Encourage the incorporation of green sustainable principles (e.g. LEED, EarthCraft Virginia, Energy Star, etc.) in all housing development to the maximum extent feasible both as a way to be more sustainable and to lower housing costs.

Community Engagement:

There has not been any specific community engagement or public input on this proposal; however, as noted above this proposal aligns well with the Objectives for Use of Charlottesville Affordable Housing Fund and Criteria / Priorities for Award of Funds (Housing Policy 1 – adopted by Council on 10/20/14) which was developed by the City’s Housing Advisory Committee through an extensive process taking several months, with all meetings open to the public.

Budgetary Impact:

The proposed grant will require \$264,484 in previously appropriated CIP funding from currently unallocated CAHF funds, with a 15 year deed of trust to be recorded against the property. Should the property cease to be used as supported affordable rental housing during the 15 year period, a pro-rata repayment to the City would be required, based on an allowance for an annual reduction of the grant amount (calculated as 1/15th of the total grant).

Recommendation:

The proposed project is targeted toward creation of new supported affordable rental units that would not otherwise exist in the market. The proposed cost of \$26,448 per housing unit is consistent with other investments made with CAHF money and the risk to the City is limited by use of a deed of trust to be secured by the property. Based on these factors and the need to further supported affordable housing, staff believes that this request merits consideration by City Council.

Staff therefore recommends approval of the attached resolution, based on the following conditions:

1. Development of a written grant agreement specifying allowable uses of funds and incorporating reporting and accountability measures per Housing Policy 1, as well as consequences for non-compliance.
2. Receipt of a satisfactory agreement for Carlton. LLC assuring that the funding will be used for purposes of the CAHF.
3. Purchase of the property and modifications to the property within 90 – 120 days as outlined herein to achieve a new certificate of occupancy for a R-1 use.

Alternatives:

Council could elect not to fund this request and/or to reduce funding below the requested funding; however, the project would not be able to move forward and the potential for securing these units (for the next 15 years) would be lost.

Attachments:

Carlton House Application Amended (dated June 1, 2016)
Resolution

**CHARLOTTESVILLE AFFORDABLE HOUSING FUND
CARLTON HOUSE APPLICATION - AMENDED
JUNE 1, 2016**

EXECUTIVE SUMMARY

Carlton House is a 3,724 square foot, multi-family building at 300 Carlton Ave, in the City of Charlottesville. It was built in 1985, as a “Group Care Home” by Winterhaven Assisted Living. Based on updates to the sprinkler and alarm systems, the 10-unit building is approved for 20 persons. Carlton House currently has one unit designated as an office; and nine available for rent on a week-to-week basis. Units consist of a bedroom, bathroom and closet. A shared kitchen, living room is at the end of the hall on each of the two floors. There is a coin-operated laundry on the second floor. The property has a bus stop at the front door, and is eight tenths of a mile from City Hall. Carlton LLC is seeking \$264,484 (or \$26,448 per unit) from the Charlottesville Affordable Housing Fund (CAHF) in order to create short-term, affordable housing for persons meeting the requirements for the fund. In accordance with CAHF guidelines, the units will remain affordable for 15 years.



MISSION

Beneficiaries: The targeted beneficiaries are clients of The Haven and Charlottesville Works Initiative (CWI) as well as existing Carlton House tenants and individuals living in substandard housing. To every extent possible, Charlottesville residents at approximately 50% AMI will be the targeted tenant.

MARKET

Assessment and Appraisal: The 2016 assessment for 300 Carlton Road is \$519,000. The Letter of Intent to purchase Carlton House is based on a purchase price of \$450,000. The current owners are retiring; believe in the Carlton, LLC mission; and agree with the 15-year affordability period under CAHF guidelines. The property has not been appraised. However, since it is a going concern and the purchase price is about 80% of assessment, we believe an appraisal is unnecessary, and that those savings are better used to drive down the development costs to maintain affordability.

Market Demand: A formal market demand study – at ~ \$3,500 – is an unnecessary development expense as well. Both The Haven¹ and Charlottesville Works Initiative, the two primary sources of tenant referrals, have documented significant demand for Carlton House’s 10 units². CWI has documented that there are over 630 families in the Charlottesville-Albemarle area making less

1 The Haven; Owen Brennan email; January 19, 2016

2 [The Haven email, 1/22/16 – “...we currently have 30 people enrolled and a triaged wait list of almost 230 people who rank in various levels of need. . .87 people rank as need[ing] Permanent Supportive Housing and approximately 120 that technically fall into the ideal Rapid Rehousing level of need.

than \$15,000 per year³. Note Attachment C.

PROGRAM

Tenant mix. Under current “House Rules,” single persons occupy Carlton House. No overnight guests are permitted. While we intend to maintain that policy, over time and based on attrition, our aspiration is to convert at least one unit to a 1½-bedrooms for short-term occupancy by a single parent and one child. That said, there are two significant obstacles: first, since the presence of children could upset a relatively fragile social balance in the building – due to the amount of shared space – we must do so sensitively and on a trial basis only. Should that conversion prove socially acceptable and not significantly disrupt the existing stability of the property, it may be possible to convert two units. Second, given that some tenants may have been formerly homeless, mixing them with young families could present a significant risk to the child. The 1½ bedroom option would not occur immediately in any event, but only after the first 12 months of operation, if then. In any case, at this time it will remain aspirational since Carlton House does not accommodate families of any size.

Flexible Workforce and Affordable Housing. The need that Carlton House will fill is a transition-to-work model for those ready to engage in the workforce, and who need temporary housing for the myriad reasons that our neighbors double-up, or live in sub-standard housing. The Haven and CWI client needs are by definition temporary and ad hoc. Carlton House will provide a place for tenants to live during job training and life skill development along the path to self-sufficiency. And, depending on funding, it may be the first step from homelessness for suitable clients of The Haven under the **Rapid Re-Housing Program**⁴. It is important to note that not every Haven client would be suitable for Carlton House, especially those whose score is over eight on the 15 point homeless scale by which The Haven measures their clients. Exhibit M has a letter from The Haven describing their metrics.

Existing tenants: At present, Carlton House tenants are paying an average of \$163 per week for a bedroom and private bath. Most of the rooms are leased on a week-by-week basis. Existing tenants would not necessarily be displaced by the acquisition of Carlton House. Upon funding, Carlton, LLC plans to meet with all existing tenants and outline the new CAHF requirements. We will ask each to re-apply, and, in the process, to disclose his or her income. If the tenant does not agree to either re-apply, or disclose his or her income, the tenant will be given up to 45-days to find other arrangements. If the tenant’s income meets CAHF guidelines as established below, the tenant is welcome to remain with no change in the tenant’s current room location. If the tenant’s income indicates that he or she is paying more than the CAHF guidelines, the rent could be reduced. This of course would create little incentive for the tenant to leave, and that result would stall, for a time, the Carlton House mission to provide temporary housing. Nonetheless, in fairness, priority will be given to existing tenants as long as they meet the income requirements. The objective is to meet the need, but not necessarily to encourage longevity per the discussion below. In any case, all tenants must sign a new rental agreement.

³ Orange Dot Report 2.0; September 23, 2015

⁴ HUD’s [Rapid Re-Housing Brief](#) describes its three core components:

Housing Identification—Services to find community rental housing, which may include co-housing with a friend or family member.

Rent and Move-In Assistance—Helps families to move immediately out of homelessness.

Rapid Re-Housing Case Management and Services—Case management and services help households overcome barriers to acquiring and maintaining permanent housing.

<https://www.hudexchange.info/news/snaps-in-focus-rapid-re-housing-as-a-model-and-best-practice/#sthash.lp4TSLwE.dpuf>

Tenant duration. We prefer for existing week-to-week rental agreements to remain in place, rather than to evict current tenants. The Haven makes rental assistance available for some clients for up to two years. CWI on the other hand, has a need for more short-term residency, currently averaging about 30 days. Sometimes a unit might be needed for as little as two weeks while finishing a job training program, or while waiting for a first pay check.

It remains to be seen whether there is more demand for short- vs. long-term. The needs of The Haven clients and those of CWI clients may conflict. In other words, if a client of The Haven were to live at Carlton House for two years, the maximum for support provided by The Haven, the same unit might have temporarily housed many more CWI clients in the same period, launching them into self-sufficiency. There are currently few vacancies however, so, in consultation with both The Haven and CWI, we propose that the first twelve months under Carlton LLC ownership be a trial period. Should there prove to be a significant need for short-term vs. long-term rooms, we will discuss how best to accommodate that mix. In any case, The Haven will be screening potential clients for short-term stays (an average of 90 days); and both organizations will be notified when any vacancies occur.

RENTS

Efficiency. Under CAHF policies, Carlton LLC agrees to rent to persons making no more than 80% AMI (Area Median Income); and no tenant may pay more than 30% of their income on housing (including utilities). Unfortunately, the 30% of income requirement is not economically viable for Carlton House if the tenant has zero or very little income. Therefore, Carlton House proposes rents that are based on the City's Affordable Dwelling Unit (ADU) Ordinance Standard Operating Procedures (SOP). Specifically, we are proposing HUD "Low" rents⁵, for an "Efficiency" apartment. Furthermore, Carlton House agrees to discount that figure by 5% since the facility does not meet the exact definition of an "efficiency" unit. Should units be expanded in the future (to 1 ½ bedroom, for instance), the appropriate rent will be determined at that time in consultation with the City.

- **Affordability.** Carlton House will create affordability at approximately 45% AMI, or less than \$28,000 for a single person. As noted above, 80% AMI (or about \$44,750) is the maximum income for a one-person household to be eligible for a supported affordable unit in the City of Charlottesville. The ADU SOP reads:

(b)Maximum Monthly Rent.

(i) The maximum monthly rent for a CAU will be established based on the household income level for each Qualified Tenant. If household income is 50% or less of [AMI] for Charlottesville, Virginia... the low HOME rent limits must be used. If household income is between 51% and 80% [AMI] ..., the lesser of the high HOME rent limits, the HUD Fair Market Rent, or 30% of the imputed household income for 80% AMI will apply. ⁶

Should a tenant make between 51 – and 80% AMI, Carlton would apply the same 5% discount to the applicable rents, and thus remain in compliance with the policy.

⁵ https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2016_code/2016summary.odn.

⁶ "Charlottesville ADU Ordinance SOP Regulations (Final as adopted June 15 2015)."

DEVELOPMENT PLAN

Note attachment A for a “Map” of the project. The following are participants in the Carlton House project.

The City of Charlottesville

- Grant provider of \$264,484 (or \$26,448 per unit). Moneys come from the \$1.5M Charlottesville Affordable Housing Fund.
- **15% by 2025 – City housing policy.** Carlton House will add up to 10-units of supported affordable housing to City rolls for 15 years. It will thus contribute to the City’s goal⁷ to make 15% of the city housing stock affordable by the year 2025.

Virginia Organizing

- Member of Carlton, LLC and owner of record of 300 Carlton Ave for the 15 year CAHF compliance period.
- VO’s non-profit status makes it eligible to be the recipient of \$264,484 in Charlottesville Affordable Housing Funds. VO will pass the funds on to Carlton, LLC, of which VO is a member. Those funds in turn will be used to help purchase 300 Carlton Ave or “Carlton House.”
- VO will be the primary lender in the amount of \$270,251.

Carlton, LLC

- Working title for the developer entity, a limited liability corporation. Members include Virginia Organizing; Murray + Co, LLC; and the Building Management Company (BMC).
- Carlton, LLC will develop and operate the facility reporting to the City regarding compliance with CAHF guidelines. Those reports will include annual income data on tenants including rental rates by tenant. Records will be maintained and accessible for annual City staff review.
- The LLC will have a right of first refusal to purchase 300 Carlton Ave (from the owner of record, Virginia Organizing) when the Charlottesville Affordable Housing Fund’s 15-year affordability term expires.

Members:

Murray and Co, LLC. (M+Co) Christopher Murray, its sole member is recently retired as Business Development Director of the Jefferson Area Board for Aging. He developed affordable senior housing for JABA, and most recently was responsible for JABA’s “Timberlake Place” on East Market St in Charlottesville, with 26-affordable and one market-rate apartment. Timberlake Place was the beneficiary of CAHF moneys as well as seven other sources of funding.

Succession: BMC and M+Co, the two members with operational responsibilities, will have mutual rights of first refusal to buy out the other entity should either cease to exist with respect to Carlton LLC. Both entities agree to a) either take on fully the other’s responsibilities; or b) to invite a substitute entity to become a member with the explicit criteria for selection being the invited entity’s ability to take on the requisite responsibilities. Any successor must be mutually acceptable to the remaining members and the City will be notified should any change occur in the membership.

Responsibilities: M+Co will be the co-managing member along with BMC. M+Co

⁷ As stated in the 2010 Charlottesville Affordable Housing Report

will be responsible for developing operational systems, and holding property management accountable for City compliance reports. Reports will include annual data on all rentals including income information and rental rates by tenant. Records will be maintained and provided to the City staff for annual review. The draft operating agreement that outlines the M+Co relationship with Carlton, LLC is in Exhibit K.

Virginia Organizing. VO will be the non-profit owner of record for Carlton House, as well as the primary lender. Founded in 1995, Virginia Organizing is a 501(c)3 nonprofit that “brings people together to address issues that affect the quality of life in their local communities.” The organization’s first statewide campaign focused on the need for more affordable housing in the state of Virginia. VO manages both its own funds, and those of other non-profits. By being able to invest those funds in a below-market rate loan to Carlton House, VO can realize a higher return while simultaneously meeting its own mission. With a statewide presence and 30 years of existence, VO reliability and stability is patent.

Succession. VO will remain a member of the LLC for the duration of the compliance period. Terms are outlined in Exhibit L. Should VO be no longer be able or willing to remain the owner of record, Casa Alma is a smaller non-profit in the neighborhood with intimate knowledge of the project since early 2014. By 2019, Casa Alma would be eligible to step in, as the owner of record should VO no longer be that entity. Should they “inherit” Carlton, it would have to be with City approval since Casa Alma would have to assume the Deed of Trust as well.

Responsibilities: VO will be a limited member of the LLC, and have no operational responsibilities. The operating agreement that outlines the VO relationship with Carlton, LLC is in Exhibit K.

Building Management Company. Currently with eight employees and 150 apartments under their control BMC has developed and redeveloped a variety of multifamily properties, from student housing to traditional apartments. The company has expertise in investment property development, management, construction, leasing, and financing. Their significant property management and development expertise complements that of Murray + Co, whose primary experience lies in the affordable housing area. BMC will monitor ongoing financial viability, and insure best management practices are being carried out at the facility.

Succession. It is important to note that the BMC principals are a generation younger, a factor that would guarantee that the project has another owner able to step into the breach should something happened to Mr. Murray personally. BMC and M+Co have mutual rights of first refusal to buy out the other entity should either cease to exist with respect to Carlton LLC. Both entities agree to a) either take on the other’s responsibilities; or b) to invite another entity to become a member with the explicit criteria being the invited entity’s ability to take on those responsibilities. Any successor must be mutually acceptable to the remaining members and the City will have timely notification of the change in membership.

Responsibilities: BMC will be a limited member of the LLC, and responsible for financial and property management oversight. The operating agreement that outlines the BMC relationship with Carlton, LLC is in Exhibit K.

Note: Although a member of the owner, Carlton, LLC, BMC has a mission as well. They are providing their expertise pro-bono; and their monetary reward will be limited to passive losses for the next 15 years. Cash flow will be used first to

continue the renovations; second, to pay off debt; third for a “scholarship” reserve; and lastly, should there be any, excess revenue will go to other members. By maintaining such a low overhead structure, and using existing community resources – both formal and informal – where possible, Carlton House will be able to fill the well-documented niche for short-term housing, while remaining a financially viable entity.

Home Sweet Home Realty, LLC

- HSH is a BMC protégé. The principal of the firm began her long management career as resident manager of a subsidized complex in Hampton Roads. She will be responsible for day-to-day, functional management of Carlton House, and will be paid a percentage of collected rents. Their fees will come from operating funds in accordance with standard property management practices.

The Haven – Rapid Rehousing and Housing First Model

- Carlton House will be a source of short-term housing for the formerly homeless. The Haven offers case management services for individuals in the Rapid Rehousing Program (RRH); and “light” case management under the “Prevention” Program. It is understood that relatively few potential tenants would come from the RRH program since their “score” would be relatively high, compared to “Prevention” clients. Many are not ready to take on a lease, or to own say, a Habitat home; and they often need a temporary but stable environment to live towards self-sufficiency. Carlton House with its week-to-week rentals and low entry requirements will provide that environment.
- Clients who are referred by The Haven will come with at least “light” case management services provided by The Haven. According to Erin Yates, Housing Coordinator for The Haven, “We currently have two case managers working on housing stabilization case management.”⁸

Charlottesville Works Initiative (CWI)

- CWI is a “Path to Self Sufficiency for Charlottesville's vulnerable residents.” CWI has determined a significant need for “...transitional housing – a stable place where an individual who is in training and in the first few months of a good job can live safely and affordably.”⁹ As mentioned above, we do not know whether there is more demand for short-term stays for CWI clients; or over 90 day stays for The Haven clients. Therefore, we are proposing a 12-month trial period, monitoring the client needs of the two organizations before setting a firm policy. Be that as it may, we would expect CWI clients for a maximum of say 90-days, at which time the tenant would be encouraged to make more permanent housing arrangements.
- **The Pathways Fund.** CWI is fiscal agent for the City of Charlottesville’s \$84,000 Pathways Fund, a short-term, financial buffer for eligible City residents. Pathways Fund “scholarship” moneys may be made available for CWI clients at Carlton House as the need arises.

Casa Alma

- Casa Alma is a Charlottesville-based, all-volunteer, Catholic Worker House; and it is the home of Steve & Laura Brown. At 911 Nassau St, about .4 miles from Carlton House, Casa Alma is the site of a .6-acre urban farm, where the Browns also operate two houses of hospitality for low-income and formerly homeless families. Steve & Laura Brown

⁸ Email; January 22, 2016

⁹ Orange Dot Report 2.0; September 23, 2015

would provide **community support** for Carlton house tenants, by intentionally inviting residents of Carlton House to participate in the nearby Casa Alma community. Laura Brown, MSW, will be a trained provider in the CWI Peer-to-Peer Network. As a result, the Brown family is ideally situated both educationally and geographically to befriend Carlton House residents. As they build their capacity over the next several years, Casa Alma is a potential non-profit partner as mentioned above.

BUDGET

It may be logical for Carlton LLC to have sought a partnership with the Piedmont Housing Alliance (PHA), JABA, or Community Housing Partners (CHP), the “conventional” affordable housing developers in the area. However, JABA is no longer in the business, and PHA is only looking for large-scale projects. Carlton House is too small and has too few units to cover the overhead of CHP. Moreover, the niche for **short-term, transitional housing** that Carlton meets is too specialized for any of the conventional providers such as the above organizations.

- **Acquisition:** Carlton LLC is operating under a Letter of Intent (LOI) to purchase Carlton House, and is preparing a purchase contract for \$450,000. Should the offer be accepted, the acquisition, development and improvements would total \$534,735, and be financed through a \$264,484 (or \$26,448 per unit) CAHF grant; and a \$270,251 performing loan from Virginia Organizing to Carlton, LLC.
- **Renovation and repair:** On March 20, 2015 the property was inspected by Carlisle Home Inspection Services, Inc. We are satisfied that there is no need for major repairs that would have an adverse impact on existing occupants. Roof, gutters, flashing, trim, walkways, steps, drywall, caulking, and plumbing detailed in the report, all can take place with the building fully leased. In order to minimize disruption to current tenants however, we plan to take an incremental approach, with more extensive renovation, where necessary or appropriate in terms of timing, being completed over an 18-month period. More extensive upgrades would take place as natural attrition creates turnover. Any mold found in inspection report will be mitigated.
- **Developer Fee:** There is little incentive for the private sector to develop affordable housing due the extended timeline to obtain public moneys¹⁰; the out of pocket costs; and a multi-year compliance period that keeps valuable land sequestered from the market. Accordingly, VHDA, in both its own loan products and in the LIHTC program permits a developer fee that ranges from 8 – 15%¹¹, with the larger, 15% fee applicable to projects of less than \$1M. Carlton LLC is including \$15,000 or 3% in the proforma.

RENOVATION

Capital Improvements: In the past, the existing owner converted one downstairs unit to an on-site office. We plan to return it to a residence and, after 12 months and if possible, increase the unit size to accommodate a parent and child. (Up to 20 occupants are permitted under the R-1 building permit below.) Other anticipated capital improvements will include new siding; a new roof including solar panels; upgraded kitchen appliances as necessary; replacing common space carpeting; light fixtures and furniture; replacing

¹⁰ M+Co has been actively engaged in the development of Carlton House since September 2014.

¹¹ 2016 LIHTC Manual; page 33.

fixtures in several bathrooms; landscaping to avoid potential drainage issues; and a new solid waste removal solution. All of these improvements are to some extent elective but we are budgeting almost \$12,000 per year in the first five years to perform them. (See attached Budget)

COMPLIANCE

- **Zoning:** 300 Carlton Ave is appropriately zoned for the intended use per the zoning determination letter in Attachment B.
- **Certificate of Occupancy:** Carlton House use can be designated as R-1, and the 2012 VA Rehabilitation Code (Chapter 10) requirements will be met as referenced in Attachment O. Other repair and renovation issues from the housing inspection report will be addressed with immediate priority given to those concerning tenant health and safety.
- **Accessibility.** Carlton House was built in 1985 as a “Group Care Home,” the precursor to the Assisted Living Facility of today. Based on standards of the time it adequately accommodated the elderly and infirm. It later enjoyed a number of years as the John Jayne clinic for head trauma victims. Nonetheless, it does not currently meet, nor *can* it meet, existing ADA standards, which are neither legally required, nor functionally possible, without demolishing the building and starting over. Nonetheless, the units are “visitable” by the City of Charlottesville measure, allowing wheelchair access to each floor and with an approximately 30x48 clear space in each bathroom. As attrition dictates a renovation schedule, we will make every effort to increase accessibility.
- **CAHF reporting.** We welcome a standard form in order to meet the City’s requirements for tenant income information in an annual report. Otherwise, we will develop a reporting template for the city’s approval.

OPERATIONS

- **House Rules.** Existing house rules (see attachment F) and policies will continue with emphasis on single person occupancy.
- **Hard and Soft Property management.** The typical Carlton House tenant could experience some challenges living responsibly in the real world. At the same time, financial viability means efficient property management and positive cash flow. What makes Carlton House unique is recognition of the need to formalize both “soft” and “hard” management criteria for the relatively fragile population that this housing is meant to serve. Accordingly, Home Sweet Home Realty will manage the “hard” side, meeting the functional and fiduciary responsibility to the owner, backed up by BMC. The “soft” side is a partnership with The Haven, whose “light” case management will monitor their client / tenants. CWI referrals will be fully vetted by CWI’s unique Peer-to-Peer network and inherent social support network. (See attachment M)
- **Operations:** Each of the units at Carlton House is currently rented under a one-week rental agreement. (See attachment G). The typical tenant profile is a single adult, living alone in the modestly furnished room. Common spaces include a kitchen and living rooms on each of the two floors as well as a coin-operated washer and dryer on the main level. Current house rules include single person occupancy; no overnight guests; and

adequate cleanliness of units, which are inspected on a regular basis. These rules have been rigorously enforced. As a result of such active management, the current tenant mix is stable.

CONCLUSION

The “2025 Report” set a goal in 2010, that 15% of the City’s housing stock be affordable in 15 years. **In 2014, that percentage was 10.4%; in 2015, it had fallen to 10.1%.** Unfortunately, the identified need is not being filled by other, local, conventional developers such as PHA or CHP. The bottom line is that Carlton House will help meet the need for short-term and temporary housing in the City of Charlottesville, while helping all of us meet the City’s ambitious goal of ***15% Affordable by the Year 2025.***

ATTACHMENTS:

- A. Development Plan
- B. Zoning verification letter
- C. Area Median Income (AMI) discussion
- D. FY 2016 Income Limits Documentation (2)
- E. 2015 Assessment
- F. Existing House Rules
- G. Existing Rental Agreement
- H. Casa Alma Letter
- I. Proforma – P&L; Balance Sheet: Development and Operating Budgets
- J. The Haven – Rapid Rehousing model
- K. Operating Agreement(s): Carlton, LLC.
- L. Loan documents: Virginia Organizing to Carlton, LLC.
- M. Haven re Soft property management and support services – email
- N. Charlottesville Works Initiative and support services – email
- O. Permitting letter

NOTE: Due to the volume of Attachments A – O, these are not included herein; however, staff has reviewed and used this information to inform the recommendation to City Council

RESOLUTION

**Allocation of Charlottesville Affordable Housing Fund (CAHF) for Virginia Organizing
Purchase of Carlton House at 300 Carlton Avenue \$264,484**

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Charlottesville, Virginia that the sum of \$264,484 be allocated from previously appropriated funds in the Charlottesville Affordable Housing Fund to Virginia Organizing for the purpose of purchasing and renovating the Carlton House at 300 Carlton Avenue, conditioned upon issuance of a written grant agreement specifying conditions for funding, receipt of a satisfactory agreement for Carlton, LLC and issuance of a new certificate of occupancy for R-1 use.

Fund: 426

Project: CP-084

G/L Account: 599999

Virginia Organizing

\$264,484

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**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**

Agenda Date:	June 6, 2016
Action Required:	Consideration of a Special Use Permit
Presenter:	Brian Haluska, Principal Planner, Neighborhood Development Services
Staff Contact:	Brian Haluska, Principal Planner, Neighborhood Development Services
Title:	SP16-00003: Blue Moon Redevelopment (510, 512-514, 600 West Main Street)

Background:

Heirloom West Main Development LLC has submitted an application for a special use permit for increased residential density of up to 200 dwelling units per acre. Additionally, the applicant requested a modification of the applicable parking requirements to the building.

Discussion:

The Planning Commission considered this application at their meeting on May 10, 2016. The Commission discussed the parking modification request in detail, as well as the desire of the City to increase the intensity of development along West Main Street while preserving the character of the existing buildings and the surrounding neighborhoods.

The staff report and supporting documentation presented to the Planning Commission can be found at the following link:

<http://www.charlottesville.org/home/showdocument?id=40528>

Citizen Engagement:

The City held a preliminary site plan review conference on January 20, 2016. Several residents of the surrounding neighborhood attended the meeting to review the proposed building.

The applicant held a community meeting on April 26, 2016. Ten residents attended the meeting. The applicant identified the primary concern of the attendees as the parking requirement for the increased residential density.

The Planning Commission held a joint public hearing with City Council on the special use permit application at their meeting on May 10, 2016. Seven members of the public spoke on the matter, and all expressed opposition to the project. The commenters cited the impacts to parking in the area around the project and the accumulated impact to the surrounding residential areas from development on West Main Street.

Alignment with City Council's Vision and Priority Areas:

The City Council Vision of Economic Sustainability states that “The City has facilitated significant mixed and infill development within the City.”

The City Council Vision of Quality Housing Opportunities for All states that “Our neighborhoods retain a core historic fabric while offering housing that is affordable and attainable for people of all income levels, racial backgrounds, life stages, and abilities. Our neighborhoods feature a variety of housing types, including higher density, pedestrian and transit-oriented housing at employment and cultural centers.”

Budgetary Impact:

No direct budgetary impact is anticipated as a direct result of this special use permit.

Recommendation:

The Commission took the following action:

Ms. Keller moved to recommend approval of the proposed special use permit as requested in SP16-00003 subject to the conditions listed in the staff report with the following changes:

1. The parking required be modified to 0.5 parking spaces per residential unit.
2. The maximum residential density on the property will be 180 dwelling units per acre.
3. There shall be a mixture of units with in the building, with no more than 40% studio apartments of no less than 450 square feet in size. The remaining units shall be 1 and 2 bedroom units.
4. There shall be an indoor lobby area and outdoor courtyard provided for the recreational use of the residents.

(A list of all conditions is included in the proposed resolution.)

Mr. Keesecker seconded the motion. The Commission voted 4-3 to recommend approval of the special use permit. Ms. Dowell, Ms. Green and Mr. Clayborne voted against the motion.

On May 17, 2016, the Board of Architectural Review recommended that the proposed special use permit for additional residential density and a reduction in required number of parking spaces for the development of 600 West Main Street will not have an adverse impact on the West Main Street Architectural Design Control (ADC) District, provided the massing and siting as approved by the BAR on February 17, 2016 will not be altered by this special use permit. (Recommendation approved 7-1 with Miller opposed).

Alternatives:

City Council has several alternatives:

- (1) by motion, take action to approve the attached resolution (granting an SUP as recommended by the Planning Commission);
- (2) by motion, request changes to the attached Resolution, and then approve an SUP in accordance with the amended Resolution;
- (3) by motion, defer action on the SUP, or
- (4) by motion, deny the requested SUP.

Attachment:

- (1) Proposed Special Use Permit, containing the conditions recommended for the approval of SP16-00003 by the Planning Commission on May 10, 2016.

**RESOLUTION
APPROVING A SPECIAL USE PERMIT
TO ALLOW HIGH DENSITY RESIDENTIAL DEVELOPMENT
WITH MODIFIED RESIDENTIAL PARKING REQUIREMENTS
FOR PROPERTY LOCATED AT
510, 512-514 AND 600 WEST MAIN STREET**

WHEREAS, Heirloom West Main Development, LLC (“Applicant”) has represented that it is the current owner of three lots, identified on City Tax Map 29 as Parcels 6, 7 and 8 (City Tax Map Identification Nos. (290006000, 290007000 and 290008000) (collectively, the “Subject Property”), and the Applicant proposes to redevelop the Subject Property as and for a proposed mixed use development containing multifamily residential (at a density of more than 43 dwelling units per acre), containing studio, one-bedroom, and two-bedroom units, along with some commercial use(s), together with structured parking located underneath the building(s) (collectively, the “Proposed Development”); and

WHEREAS, the Proposed Development is described within the Applicant’s application materials dated March 21, 2016, submitted in connection with SP16-00003 (collectively, the “Application Materials”), in which the Applicant states that it expects to include within the Proposed Development a number of market-rate (non-student) studio dwelling units, in order to provide a housing option not presently available within the Downtown or West Main Street areas; and

WHEREAS, the Applicant’s request for additional residential density, and for modification (reduction) of the parking standards applicable to the Proposed Development, require approval of a special use permit, pursuant to City Code §§ 34-641 and 34-162(a); and

WHEREAS, the Planning Commission reviewed the Application Materials, and the City’s Staff Report, and following a joint public hearing, duly advertised and conducted by the Planning Commission on May 10, 2016, the Commission voted to recommend that the City Council should approve the requested special use permit, to allow residential density up to 180 dwelling units per acre (DUA) with parking to be provided for the proposed residential dwelling units at a rate of 0.5 space per unit, all subject to certain suitable conditions and safeguards recommended by the Commission; and

WHEREAS, following the joint public hearing, and upon consideration of the Planning Commission’s recommendations as well as the factors set forth within Sec. 34-157 of the City’s Zoning Ordinance, this Council finds and determines that granting the requested special use permit subject to the Planning Commission’s recommended conditions would serve the public necessity, convenience, general welfare or good zoning practice; now, therefore,

BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that, pursuant to City Code §§ 34-641 and 34-162(a), a special use permit is hereby approved and granted to authorize the Proposed Development to be established on the Subject Property, with residential density up to 180 DUA, and with parking provided for the residential component of the Proposed

Development at a rate of 0.5 parking space per dwelling unit, all subject to the following conditions:

1. There shall be a balanced mixture of dwelling units within the Proposed Development. Studio units shall be provided, each to have a size of at least 450 square feet. The studio units may comprise up to 40% of the total dwelling units within the Proposed Development; the remaining units shall be one (1) and two (2) bedroom units.
2. The building proposed to be constructed within the Proposed Development shall contain an indoor lobby area, and an outdoor courtyard provided for the recreational use of the residents.
3. Prior to commencement of any land disturbing activity on the Property, the developer shall hold a meeting with notice to all adjoining property owners to review the proposed location of construction worker parking, plan for temporary pedestrian and vehicular circulation, and hours and overall schedule for construction activities. The city's director of neighborhood development services shall be provided with evidence that such meeting was held, and of the required notices, prior to the issuance of any building or land disturbing permit for the Proposed Development.
4. The developer shall submit a Traffic Control Plan as part of the proposed final site plan, detailing measures proposed to control traffic movement, lane closures, construction entrances, haul routes, idling of construction vehicles and equipment, and the moving and staging of materials to and from, and (if planned, in public rights-of-way adjacent to the site) during the construction process. This Traffic Control Plan shall be amended, as necessary, and submitted along with any application for a building permit or other development permit applications.
5. The developer shall provide the city's director of neighborhood development services and all adjoining property owners with written notice of an individual who will serve as a liaison to the community throughout the duration of construction of the Proposed Development. The name and telephone number, including an emergency contact number, of this individual shall be provided.
6. The developer shall submit a foundation inspection, prior to commencement of construction of the first floor above-grade framing for any building(s). The foundation inspection shall include (i) the building footprint, as depicted within the approved final site plan, (ii) the top-of-slab elevation, and (iii) the first floor elevation. The foundation inspection shall be prepared and sealed by a registered engineer or surveyor, and shall be approved by the zoning administrator prior to the commencement of any construction of the first-floor above-grade framing.
7. Any structural elements that are proposed to extend into the public right-of-way, including, but not necessarily limited to, footings, foundations, tie-backs, etc., must be shown on the proposed final site plan and the property owner shall be required to obtain approval of an encroachment agreement, in a form suitable for recording in the City's land records, and subject to such terms and conditions as may be approved by City Council and the City Attorney. A copy of the recorded instrument shall be submitted to the City along with the first request for a building permit for the development.

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**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



Agenda Date:	June 20, 2016
Action Required:	None - Informational
Presenter:	Rachel Thielmann, Social Services Advisory Board Chair
Staff Contacts:	Diane Kuknyo, Director of the Department of Social Services
Title:	Social Services Advisory Board Annual Report to City Council

Background:

The City of Charlottesville Code Section 25-1(b) (4) requires that the Social Services Advisory Board make an annual report to City Council.

Discussion:

This report highlights the various programs administered by the Department of Social Services and also touches briefly on some upcoming challenges and opportunities.

Alignment with Council Vision Areas and Strategic Plan:

Goal 1: Enhance the self-sufficiency of our residents

- Promote education and training
- Reduce employment barriers
- Enhance financial health

Goal 2: Be a safe, equitable, thriving and beautiful community

- Consider health in all policies and programs
- Ensure families and individuals are safe and stable

Goal 4: Be a well-managed and successful organization

- Recruit and cultivate quality employees
- Continue strategic management efforts

Goal 5: Foster Strong Connections

- Build collaborative partnerships

Community Engagement:

The Department of Social Services' Advisory Board consists of one City Councilor and eight community members appointed by City Council. Monthly meetings are open to the public. Meeting notices are posted on the Department of Social Services' web page and are also posted on the informational bulletin boards in City Hall and City Hall Annex.

Budgetary Impact:

N/A – This is an informational report

Recommendation:

N/A – This is an informational report

Alternatives:

N/A – The annual report is mandated by the City of Charlottesville Code

Attachments:

1. Social Services Advisory Board 2016 Annual Report - PDF
2. PowerPoint Presentation

Charlottesville Department of Social Services Advisory Board

ANNUAL REPORT TO CITY COUNCIL June 2016

The Social Services Advisory Board is pleased to present its 2016 Annual Report to City Council. We appreciate the Council's support for the Charlottesville Department of Social Services' mission.

Our Mission

To join with the community in providing social services that meet essential needs, promote self-sufficiency, and enhance the quality of life for all residents.

Our Vision

We envision a community where the basic needs of individuals and families are met, all vulnerable people are safe, and everyone has the support needed to achieve their potential.



The Department of Social Services provides Benefits and Family Services programs to the citizens of Charlottesville.

Federal and state mandated **Benefits Programs** help low income families and individuals meet basic needs for food, shelter and medical care.

Major programs include but are not limited to:

- Supplemental Nutrition Assistance Program (SNAP)
- Medicaid
- Family Access to Medical Insurance Security (FAMIS)
- Temporary Assistance for Needy Families (TANF)
- Virginia Initiative for Employment not Welfare (VIEW)
- Child Care Assistance

Family Services Programs provide case management services through federal and state mandated programs.

Major programs include but are not limited to:

- Child Protective Services (CPS)
- Foster Care Prevention
- Foster Care
- Adoption
- Adult Protective Services (APS)
- Adult Companion Services

In this year’s report the Advisory Board chose to focus on the Virginia Initiative for Employment not Welfare (VIEW) and Adult Protective Services/Adult Services (APS/AS) programs.

The Virginia Initiative for Employment not Welfare

Temporary Assistance to Needy Families (TANF) provides temporary financial assistance and employment-related services to enable families to achieve economic independence. The Virginia Initiative for Employment not Welfare (VIEW) is the employment services component of the TANF Program. VIEW provides a variety of supportive services to assist with securing employment, including assessments, trainings, job readiness, counseling services, referrals to jobs, child care, assistance with transportation, and job follow-up.

FY 2015 VIEW Statistics	
268	Number of VIEW Participants
\$8.96	Average Hourly Wage for VIEW Participants
72%	Percentage of VIEW participants who were able to retain employment for 3 or more months

113 City residents participated in the VIEW Program during the month of March 2016.

While many VIEW participants are able to get jobs, they often struggle to retain employment.

Challenges for VIEW participants include but are not limited to:

- **Low wages** – \$8.96 per hour was the average earnings for VIEW participants in Charlottesville in fiscal year 2015. **The annual salary for someone working 40 hours a week at \$8.96 per hour would be \$18,636.80.** Additionally, many entry level positions do not offer set, full-time hours causing income to vary month to month.
- **Child care and family obligations** – Most child care providers work traditional hours, Monday-Friday between 6 a.m. and 6 p.m. However, entry level positions often have non-traditional hours with employees required to work nights and weekends.
- **Transportation** – Many VIEW participants do not own a car and therefore rely on other means of transportation such as public transportation, carpooling, and walking. Those who do own cars are often not able to afford insurance and other basic car maintenance expenses. There are also limitations with public transportation on Sundays due to limited or no service for most routes. Additionally, many places of employment are in outlying areas where public transportation is unavailable.
- **Education and training needs** – Low education levels of some VIEW participants hinder their abilities to gain and retain employment and move up career ladders.
- **Health and medical limitations** – Many entry level positions do not offer healthcare coverage or paid time off. Some families fall into the Medicaid coverage gap. They earn too much to qualify for Medicaid coverage, but cannot afford insurance premiums through the Affordable Care Act health insurance marketplace.
- **Criminal Backgrounds** limit the job opportunities for some VIEW participants.

Example of Collaboration – Ms. K. graduated from high school with a learning disability that continued to cause her difficulty on the job and with daily living skills. She initially completed a nurse's aide class, but was not able to pass the exam. Ms. K's VIEW worker added ServSafe skills to her nurse's aide training to increase her options in home health employment. ServSafe is a food and beverage safety training and certificate program administered by the National Restaurant Association. The VIEW worker continued to assist Ms. K. by making sure she completed CPR certification and customer service training. Ms. K's case closed with her working 2 part time jobs in home health. She continued to work with VIEW, the Department for Aging and Rehabilitative Services, and a job coach. Ms. K. found employment in a nursing home where she was able to work her way up from an entry level laundry position to a full time cook position using her ServSafe certification. With the higher wages from the cook position, she was able to quit her other part time jobs. The nursing home is aware that Ms. K. has taken the nurse's aide class and hopes to be able to offer her a nurse's aide position once she obtains her license. She is currently receiving tutoring to help prepare for the exam. Ms. K. continues to reach out to VIEW and other resources in the community for help solving child care and transportation issues.

The VIEW team works closely with many other City departments and partner agencies in the community to help participants find solutions to barriers to employment.

Partners include but are not limited to:

- The Office of Economic Development
- Charlottesville Area Transit
- Utility Billing
- The Virginia Department of Aging and Rehabilitative Services (DARS)
- WorkSource Enterprises
- Workforce Innovation and Opportunity Act (WIOA) Programs
- The Workforce Center – Charlottesville
- Piedmont Housing Alliance
- Jefferson Area Child Health Improvement Program (CHIP)
- The International Rescue Committee (IRC)
- Thomas Jefferson Adult and Career Education (TJ ACE)
- Piedmont Virginia Community College (PVCC)
- The Women’s Initiative
- The Jefferson Area Community Corrections Program
- Charlottesville Albemarle Technical Education Center (CATEC)
- ReadyKids

Success story – Mr. R. arrived in Charlottesville on a Special Immigrant Visa from Afghanistan with his wife and 2 young children in November 2014. He initially worked 2 part-time jobs – at a convenience store during the day making \$8.50/hr. and at a hotel at night making \$9.00/hr. In February 2015, Mr. R. was accepted into a local training program where he became a model student. Shortly after graduation he became employed full-time at a local Information Technology company and has since closed his TANF case. Mr. R. has been employed full-time for almost 1 year.

Adult Protective Services and Adult Services

Adult Protective Services (APS) responds to all reports regarding elderly and disabled adults who are self-neglecting, or who are being neglected, exploited financially, or abused (mentally, physically, and / or sexually). During fiscal year 2015 the department received 328 Adult Protective Services (APS) referrals. Self-neglect continues to be the highest referral category.

Adult Services (AS) serves ongoing clients who receive department funded Medi-Mate, payeeship, and / or Companion Services. Medi-Mate is a 24-hour emergency response system that connects to a subscriber's telephone and automatically calls for help should an emergency arise. Payeeship provides financial management services to clients who are unable to manage their own finances for various reasons. Companion Services are in-home services for those elderly or disabled clients who do not meet the functional / medical needs criteria required for Medicaid-funded services. The department is able to fund 4-6 hours a week of in-home services for these clients. Adult Services also screens clients for Medicaid-funded community-based care, adult day care, nursing home placements, or assisted living facilities. In fiscal year 2015 the department received 144 Adult Services (AS) referrals.

The team also provides ongoing monitoring of adult guardian report clients in the City of Charlottesville. Guardians are appointed by the court to protect an incapacitated person and are required to provide a written report to the department each year. During the past year there were on average 53 adult guardian cases per month. There are currently 62 open guardian report cases. In addition, staff provides professional consultation regarding APS and AS issues with:

- Other staff within the department
- Hospitals
- Police Department
- Fire Department and EMS
- Commonwealth's Attorney Office
- Region Ten
- Nursing homes
- Assisted living facilities
- Blue Ridge PACE – A Program of All-Inclusive Care for the Elderly
- Adult day care centers
- Home health care agencies
- The Salvation Army
- The Haven
- PACEM Shelter (People and Congregations Engaged in Ministry)
- Financial institutions
- Families and friends of clients and the general public

It can be a challenge to provide services to elderly and disabled clients as community resources are limited. Staff values their relationships with community partners and work closely with them for the benefit of shared clients.

Over the past year the adult services team brought the adult guardianship program into full compliance with state policies. The worker assigned to the 62 guardian cases was able to identify and confirm the addresses for all 62, obtain the majority of the court documents relating to the cases, and confirm the current contact information for the legally-appointed guardians. The worker has contacted all of the guardians, and all but four of them now regularly provide annual guardian reports as required by Virginia Code. For the guardians who do not submit the required annual reports as requested, an APS worker conducts a home visit to confirm that the client's safety and care needs are being adequately met by the guardian. The worker assigned to these cases provides consultation to the community and to the agency regarding issues related to guardianship and conservatorship. Guardianship may encompass all aspects of the incapacitated person's life (finance, health, safety, support), while conservatorship is limited to financial affairs.

Another success for the team this year was collaborating on a new system with the Health Department using the Uniform Assessment Instrument (UAI) for screenings. An assessment needs to be completed in order for a client to receive Medicaid-funded home based services, attend PACE or adult day care, or be placed in a nursing home. Each screening needs to be completed within a 30-day window and in close collaboration with a nurse from the Health Department.

Success story – A local nursing home made an APS referral for a 68 year old retired male who was being discharged to an extended stay hotel where he had been living for the past 6 years. He did not have any family or friends that he could live with or who could offer him support. Mr. L. had been hospitalized after falling at the hotel and required nursing home care for recovery and rehabilitation. After completing recovery and rehabilitation Mr. L. refused to go back to the hotel. After meeting with him, the APS worker saw that Mr. S. had a lot of anxiety and fear about living alone and falling again. Mr. S. was not eligible for Medicaid or

auxiliary grants, but the worker found an assisted living facility that fit within his income level. The worker followed up with Mr. S. several weeks later and reported that he is enjoying having a roommate and social interaction with other residents.

OPPORTUNITIES AND CHALLENGES

Supplemental Nutrition Assistance Program Education & Training (SNAP E&T) Pilot

Charlottesville Social Services has been selected to participate in a Virginia Department of Social Services pilot program to deliver training and employment services to Supplemental Nutrition Assistance Program (SNAP) recipients. Virginia is one of 10 states selected to participate in the pilot. The pilot began in April 2016 and will run through December 2018. Social services refers eligible clients to Piedmont Virginia Community College (PVCC) to coordinate employment and training services. SNAP recipients referred will complete a skills assessment, TABE (Test for Adult Basic Education) testing, and an online randomization process for selection into the program. Participants assigned to the Program Services Group will receive customized case management, counseling, and supportive services.

Fostering Futures

A foster care child who turns 18 years of age on or after July 1, 2016 has the option to voluntarily participate in the new Fostering Futures Program. Additionally, any youth who was adopted after 16 years of age and who turns 18 on or after July 1, 2016 may also participate in the program.

Fostering Futures was designed to provide a safety-net for youth aging out of foster care. The requirements of the program are intended to permit flexibility and to afford every youth the opportunity to continue to qualify for assistance. The goal is to support these youth in the critical period between the ages of 18 and 21 to make gains in the areas of education and employment, so that they are better able to be self-sufficient when they exit the program.

The State will be providing a limited amount of additional administrative funding to help implement the Fostering Futures Program. Along with financial and support services, Social Services staff will provide case management including monthly visits with each participant in his or her home. The department is already planning for increased travel expenses as visits may be in state, out of state, even out of the country. Staffing needs are also being evaluated.

Eligibility Systems Modernization

The Virginia Department of Social Services (VDSS) continues its modernization effort in the determination of eligibility for benefits. To date VDSS has launched two components of the technology enhancements, VaCMS (the Virginia Case Management System) and CommonHelp, the web site citizens use to apply for and renew benefits. Across the state the VaCMS software system currently processes Medicaid and Child Care applications and renewals.

Charlottesville Social Services, along with 9 other local social services departments, was chosen as a pilot agency to begin processing SNAP (Supplemental Nutrition Assistance Program) and TANF (Temporary Assistance to Needy Families) applications in VaCMS. The pilot began in April 2016.

Given the difficulties with implementation of the VaCMS software system, the State has authorized a limited amount of additional administrative funding to local agencies.

Additional Administrative Funding

The Department will be submitting an appropriation request to City Council for the additional Federal and State administrative funds allocated to Charlottesville Social Services for the Foster Futures Program and ongoing implementation of VaCMS.

Program Information for FY 2015

According to the U.S. Census Bureau the population estimate for the City of Charlottesville for 2015 was 46,597. In FY 2015 approximately 22% of the city's population received assistance from one or more of the 3 largest benefit programs administered by Social Services (SNAP, Medicaid and TANF).

% of City's Population who received assistance by program	
16%	Supplemental Nutrition Assistance Program (SNAP)
17%	Medicaid
3%	Temporary Assistance for Needy Families (TANF)

Source: Benefit Programs, ADAPT (Warehouse, Client Cross-Program Locality Year Analysis)

Family Services Information	
877	CPS Referrals Received
106	Children Receiving Foster Care Prevention Services
86	Children, ages 0-18, Served in Foster Care Point in time, at June 30th
107	Children Receiving Ongoing Adoption Services

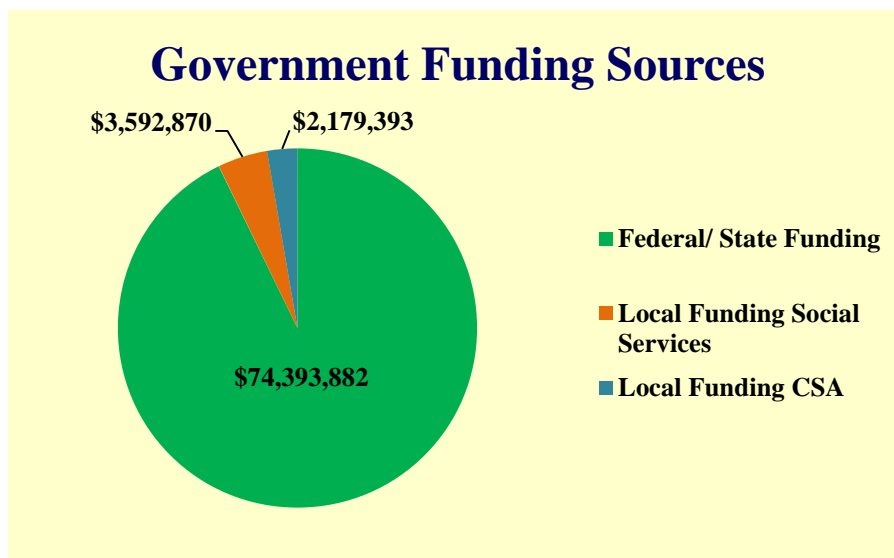
Source: Virginia DSS Division of Family Services, OASIS/VCWOR reports

Economic Impact

Economic Impact - \$74,393,882

Total Federal and State Funding for Fiscal Year 2015 = \$74,393,882. Many of these funds were spent on rent, utilities, payments to medical providers and hospitals, purchases at grocery stores and gas stations, and purchases of clothing and school supplies, thereby increasing the economic impact to the community as the funds recycled through the local economy. The matching local costs for fiscal year 2015 totaled **\$3,592,870** for Social Services and **\$2,179,393** for CSA.

- **\$50,846,026** in Medicaid and Family Access to Medical Insurance Security (FAMIS) payments to providers
- **\$6,783,639** in the Supplemental Nutrition Assistance Program (SNAP)
- **\$5,450,530** in Children’s Services Act (CSA) payments to providers¹
- **\$4,887,218** in Staff, Administrative, and Operations costs
- **\$1,828,648** in Adoption Assistance payments to adoptive parents
- **\$1,276,800** in Title IV-E Foster Care payments to providers
- **\$1,394,022** in Child Care payments to providers
- **\$1,025,694** in Temporary Assistance to Needy Families (TANF)
- **\$287,182** in Low-Income Home Energy Assistance Program (LIHEAP)
- **\$225,651** in Auxiliary Grant payments to providers
- **\$157,945** Other Purchased Services for clients
- **\$90,553** in Central Service Cost Allocation²
- **\$79,007** in Virginia Initiative for Employment not Welfare (VIEW)
- **\$33,389** in Independent Living Services
- **\$20,980** in Refugee Assistance
- **\$6,598** in General Relief



¹ The Children’s Services Act (CSA) enacted in 1993 established a single State pool of funds to purchase services for at-risk youth and their families. Charlottesville Social Services coordinates administration and financial services for the CSA collaborative interagency team of Social Services, City Schools, Region Ten and the Court Services Unit.

² Federal reimbursement for services from other city departments including, but not limited to: City Manager, City Attorney, Human Resources, Facilities Management, City Finance, City Treasurer and Purchasing.

Respectfully submitted by Charlottesville Department of Social Services Advisory Board Members:

- Rachel Thielmann, Chair
- Jean Zearley, Vice Chair
- Christine Gough
- Alana Hill
- Amanda Key
- Michael Signer
- Judith Zeitler

Charlottesville Department of Social Services Advisory Board

Annual Report to City Council
June 2016





Our Mission

To join with the community in providing social services that meet essential needs, promote self-sufficiency, and enhance the quality of life for all residents.

Our Vision

We envision a community where the basic needs of individuals and families are met, all vulnerable people are safe, and everyone has the support needed to achieve their potential.

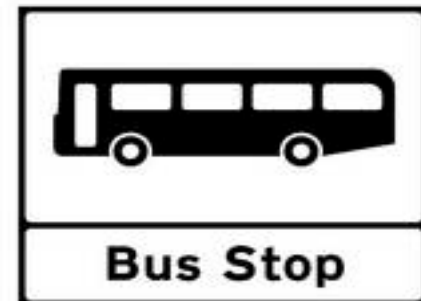
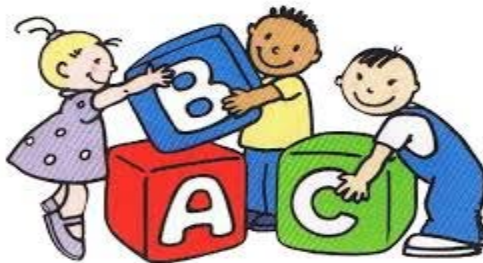


FY2015 VIEW Statistics

268	Number of VIEW Participants
\$8.96	Average Hourly Wage for VIEW Participants
72%	Percentage of VIEW participants who were able to retain employment for 3 or more months

VIEW Challenges

- Low wages
- Child care and family obligations
- Transportation
- Education and training needs
- Health and medical limitations
- Criminal backgrounds



FY2015 Adult Services Statistics

328	Number of Adult Protective Services referrals received
144	Number of Adult Services referrals received
53	Average number of adult guardian cases per month

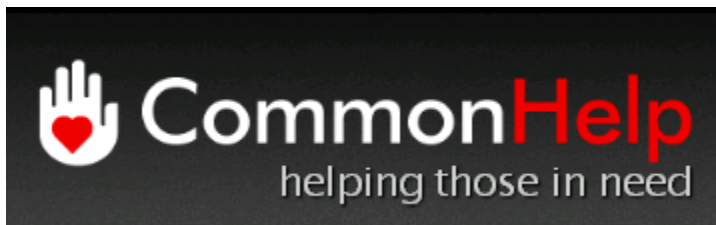
APS Referrals

- Self-neglect
- Neglect by care-givers
- Financial exploitation
- Mental, physical and/or sexual abuse



Opportunities and Challenges

- Supplemental Nutrition Assistance Program Education and Training (SNAP E&T) Pilot
- Fostering Futures
- Eligibility Systems Modernization
- Additional Administrative Funding



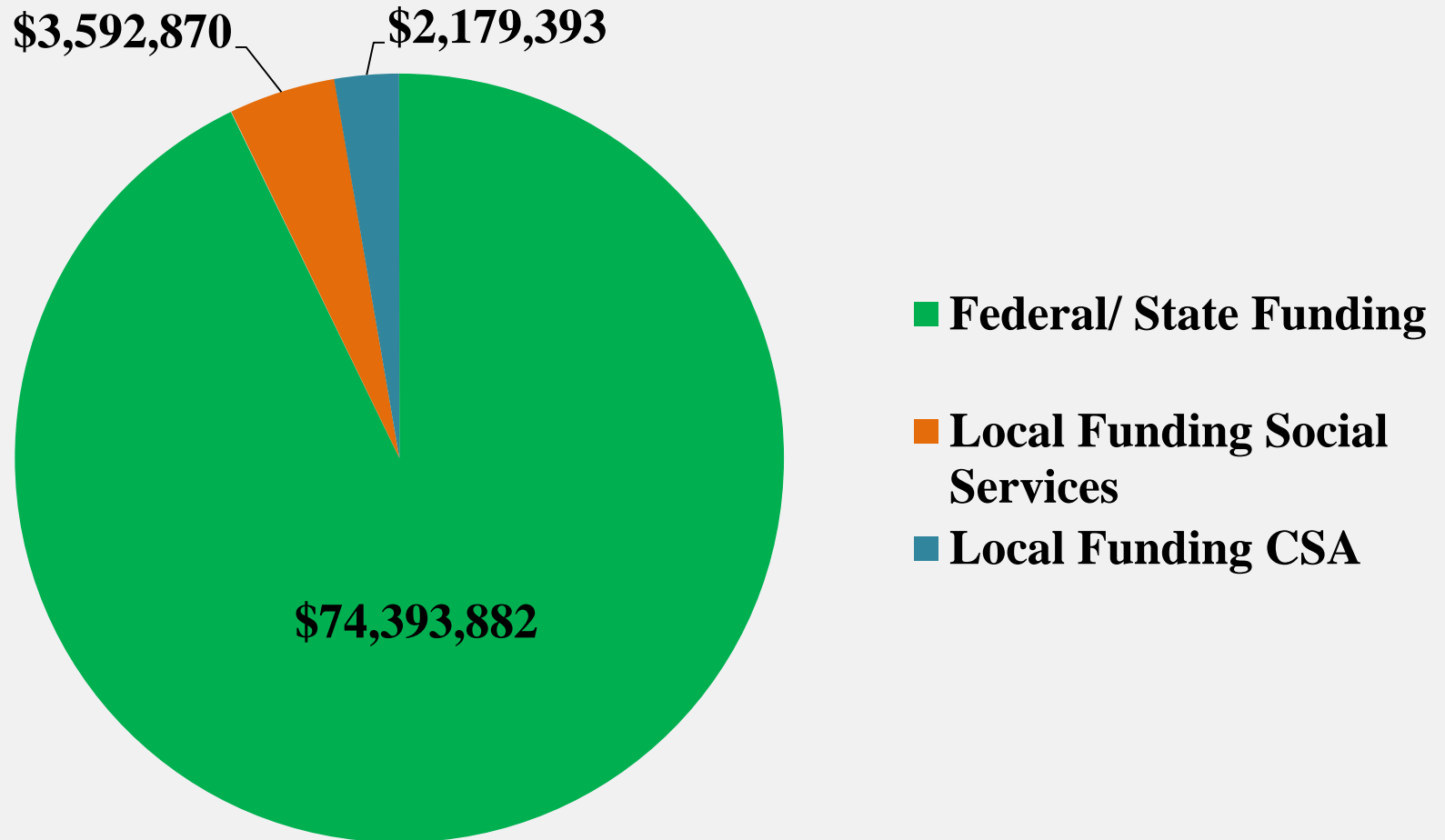
% of City's Population who Received Assistance by Program in FY2015

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Family Services Information for FY2015

877	Child Protective Services referrals received
106	Number of children receiving foster care prevention services
86	Number of children, ages 0-18, served in foster care
107	Number of children receiving ongoing adoption services

Government Funding Sources for FY2015



Questions or Comments?



RESOLUTION
Calling for statewide and national gun control legislation
and for local control over gun regulations

Whereas the Charlottesville community, along with communities around the world, share the sorrow and dismay over the killing of 49 people at the Pulse nightclub in Orlando, Florida, by a lone gunman armed with a pistol and a semi-automatic assault rifle; and

Whereas we grieve with the families and with the wider LGBTQ community that these victims were killed in what they felt to be a place safe from the discrimination and recrimination to which they are subject in the wider community; and

Whereas the shooter in Orlando, despite having a history of committing domestic violence, posting radical terrorist views online, and showing signs of serious mental illness, was able to buy the weapons legally in the weeks before the attack; and

Whereas we recognize that the Second Amendment of the U.S. Constitution guarantees the right of law-abiding Americans to bear arms, but believe there can be reasonable and constitutional limits to that right; and

Whereas this is but the latest and deadliest in a sad and horrific series of attacks in the United States on previously safe places by lone gunmen armed with assault weapons – in schools, churches, mosques, shopping centers and now an LGBTQ nightclub; and

Whereas each attack sees renewed calls from the public for meaningful and constitutional measures to reduce gun violence, each time to be beaten back by special interests;

Now, therefore, be it resolved that the City Council of the City of Charlottesville does hereby demand that our legislators at the state and federal level immediately enact legislation to require comprehensive background checks for all gun purchases and move toward legislation to further prevent gun violence, including by regulating and/or banning the civilian purchase and sale of assault weapons; and

Be it further resolved that the City Council of the City of Charlottesville challenges our sister localities in Virginia and across the country to adopt similar resolutions, in order that our representatives at the state and federal levels understand the urgency of this cause; and

Be it further resolved that the City Council of the City of Charlottesville renews its calls on the Virginia Legislature to enact legislation enabling localities to enact their own weapons controls, as we have previously requested in our legislative agendas of November 8, 2013, and November 16, 2015.

Voted and approved this 20th day of June 2016.