

**CITY COUNCIL AGENDA**  
**Monday, March 16, 2020**



**5:00 p.m.** **Closed session as provided by Sections 2.2-3711 and 2.2-3712 of the Virginia Code**  
*Second Floor Conference Room (Boards and Commissions; Legal consultation)*

**6:30 p.m.** **Regular Meeting - CALL TO ORDER**  
*Council Chamber*

**Pledge of Allegiance**  
**Roll Call**  
**Approval of Agenda**  
**Announcements**  
**Recognitions**  
**Appointments**

~~Festival of the Book Proclamation~~ – EVENT CANCELED  
Boards and Commissions quarterly appointments

**1. Consent Agenda\*** (Items removed from consent agenda will be considered at the end of the regular agenda)

- a. MINUTES: January 28 City/Schools Budget Worksession, March 2 Special and Regular meetings, March 5 Budget Worksession
- b. APPROPRIATION: Skate Park lighting donations - \$47,540 (2<sup>nd</sup> reading)
- c. APPROPRIATION: Transfer from the Historic Resources Committee funds to the examination of possible burials near the Gilmer/Craven/Hotopp Cemetery at Pen Park - \$3,500 (2<sup>nd</sup> reading)
- d. RESOLUTION: Harris Street Apartments special use permit (2<sup>nd</sup> reading)
- e. RESOLUTION: Reallocation for asset management system - \$1,250,367 (1 reading)
- f. RESOLUTION: Landlord Risk Reduction Fund (1 reading)
- g. RESOLUTION: Amendment to Charlottesville Supplemental Rental Assistance Program (CSRAP) Agreement (1 reading)
- h. RESOLUTION: Street name change (Levy/Garrett) (1 reading)
- i. RESOLUTION: Approval to apply for Safe Routes to Schools grant (1 reading)
- j. RESOLUTION: Starr Hill Vision Plan Extension (1 reading)

**CITY MANAGER RESPONSE TO COMMUNITY MATTERS (FROM PREVIOUS MEETINGS)**

**COMMUNITY MATTERS** Public comment for up to 16 speakers (limit 3 minutes per speaker). Pre-registration available for up to 8 spaces; pre-registered speakers announced by Noon the day of the meeting. In-person sign-ups begin at 6:00 p.m. in Council Chamber. Additional public comment period at end of meeting.

**Action Items**

- 2. PUBLIC HEARING:** Proposed Real Estate Tax Rate for FY2021
- 3. PUBLIC HEARING:** City Manager's Proposed Budget for FY2021
- 4. RESOLUTION\*:** ~~Six month pilot travel reversal at Monticello Road (1 reading)~~

**General Business**

**Other Business**

**Matters by the Public**

\*Action Needed

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**CITY COUNCIL/CITY SCHOOL BOARD BUDGET WORKSESSION**

**Tuesday, January 28, 2020**

**Charlottesville-Albemarle Technical Education Center**

**1000 East Rio Road Charlottesville, VA 22901**

**6:00 p.m.**

The Charlottesville City Council met in worksession with the Charlottesville City School Board on January 28, 2020, at the Charlottesville-Albemarle Technical Education Center, 1000 East Rio Road Charlottesville, with the following members present: Mayor Nikuyah Walker, Vice Mayor Sena Magill, Ms. Heather Hill, Mr. Michael Payne and Mr. Lloyd Snook.

School Board Chair, Jennifer McKeever, called the meeting of the Charlottesville City School Board to order at 6:03 p.m.

Mayor Walker called the meeting to order for City Council at 6:03 p.m.

Ms. McKeever made opening remarks detailing the purpose of the meeting and ceded the floor to School Superintendent Dr. Rosa Atkins.

Dr. Atkins provided some background on the collaborative efforts in developing the FY 2021 school budget proposal. Dr. Atkins then ceded the floor to Superintendent of Operations, Kim Powell, to begin the budget presentation. Dr. Atkins continued the presentation.

Ms. McKeever opened the floor for questions.

Discussion ensued among Councilors and School Board members around the following topics: Local Composite Index (LCI) data, Impact Aid, real estate assessments, positions filled with one-time funding, teacher and staff compensation, Schools self-insurance, community volunteers, the orchestra program, vacant positions, self-sustaining after-school programs, building maintenance, non-discretionary contracts, Division Level Literacy Coaches, graduation rates, curriculum, technology, and more.

The meeting adjourned at 7:24 p.m.

BY Order of City Council

BY Maxicelia Robinson, Deputy Clerk of Council

**CHARLOTTESVILLE CITY COUNCIL**  
**SPECIAL MEETING**  
**March 2, 2020**

A special meeting of the Charlottesville City Council was held on Monday, March 2, 2020, at 5:30 p.m. in the City Hall Second Floor Conference Room, City Hall, 605 E. Main Street, Charlottesville, Virginia.

The meeting was called to order at 5:40 p.m. with the following members present: Mayor Nikuyah Walker, Vice Mayor Sena Magill, Ms. Heather Hill, Mr. Michael Payne and Mr. Lloyd Snook.

On motion by Ms. Hill, seconded by Ms. Magill, Council voted 5-0 (Ayes: Hill, Magill, Payne, Snook, Walker. Noes: none) to meet in closed session as authorized by Va. Code Sections 2.2-3711 and 2.2-3712, specifically:

- as authorized by Virginia Code Section 2.2-3711(A)(8) for consultation with legal counsel from the City Attorney's Office concerning the discussion of a contract.

On motion by Ms. Hill, seconded by Ms. Magill, Council certified by the following vote: 5-0 (Ayes: Hill, Magill, Payne, Snook, Walker. Noes: none), that to the best of each Council member's knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the Motion convening the closed session were heard, discussed or considered in the closed session.

The meeting was adjourned at 6:20 p.m.

BY Order of City Council

BY Kyna Thomas, Clerk of Council

**CITY COUNCIL REGULAR MEETING**  
**Monday, March 2, 2020**  
**Council Chamber**  
**6:30 p.m.**

The Charlottesville City Council met in regular session on March 2, 2020, with the following members present: Mayor Nikuyah Walker, Vice Mayor Sena Magill, Ms. Heather Hill, Mr. Michael Payne, and Mr. Lloyd Snook.

Ms. Walker called the meeting to order at 6:31 p.m.

On motion by Hill, seconded by Snook, the meeting agenda was approved unanimously.

**ANNOUNCEMENTS:**

Ms. Hill reminded everyone to vote in the Democratic Presidential Primary on March 3.

**PROCLAMATIONS:**

Ms. Hill read a proclamation designating April 1, 2020, as Census Day.

**CONSENT AGENDA:**

Clerk of Council Kyna Thomas read the following Consent Agenda items into the record:

- a. MINUTES: February 3 Special and Regular meetings, February 6 Budget Worksession, February 11 Special meeting, February 12 meeting with CADRe, February 18 Special and Regular meetings, February 20 Worksession
- b. APPROPRIATION: Edward Byrne Memorial Justice Assistance Grant (JAG) Program Fiscal Year 2019 - \$25,072 (2nd reading)

**APPROPRIATION**

**2019 Edward Byrne Memorial Justice Assistance Grant (JAG) Grant # 2019-DJ-BX-0775**  
**\$25,072**

**WHEREAS**, the City of Charlottesville, through the Police Department, has received the U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance 2019 Edward Byrne Memorial Justice Assistance Grant (JAG) in the amount of \$25,072 to be used for approved law enforcement equipment.

**WHEREAS**, the grant award covers the period from period October 1, 2018 through September 30, 2022;

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$25,072, received from the U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance, is hereby appropriated in the following manner:

**Revenue**

\$ 25,072                      Fund: 211        I/O: 1900348 G/L: 431110 Federal Grants

**Expenditure**

\$ 25,072                      Fund: 211        I/O: 1900348 G/L: 525263 Law Enforcement Supplies

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$25,072 from the U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance.

- c. APPROPRIATION: Byrne/JAG – Youth Engagement Programs Grant- \$99,291 (2nd reading)

**APPROPRIATION**

**Virginia Department of Criminal Justice Assistance Byrne/JAG Grant # 20-A4904AD16  
\$99,291**

**WHEREAS**, the City of Charlottesville, through the Police Department, has received the Virginia Department of Criminal Justice Assistance Byrne/JAG in the amount of \$99,291 to be used for approved youth engagement program expenses.

**WHEREAS**, the grant award covers the period from period January 1, 2020 through June 30, 2021

**Revenue**

\$ 99,291                      Fund: 211        I/O: 1900349                      G/L: 431110 Federal Grants

**Expenditure**

\$ 25,278	Fund: 211	I/O: 1900349	G/L: 519999 Sal to/Fr Oth Trans
\$ 43,687	Fund: 211	I/O: 1900349	G/L: 530010 Professional Services
\$ 18,800	Fund: 211	I/O: 1900349	G/L: 530180 Equipment Rental
\$ 2,500	Fund: 211	I/O: 1900349	G/L: 520010 Office Supplies
\$ 9,026	Fund: 211	I/O: 1900349	G/L: 599999 Lump Sum Approp

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$99,291, received from the Virginia Department of Criminal Justice Assistance Byrne/JAG, is hereby appropriated in the following manner:

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$99,291 from the U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance.

- d. APPROPRIATION: Skate Park lighting donations - \$47,540 (1st of 2 readings)
- e. APPROPRIATION: Transfer from the Historic Resources Committee funds to the examination of possible burials near the Gilmer/Craven/Hotopp Cemetery at Pen Park - \$3,500 (1st of 2 readings)
- f. RESOLUTION: Playground License for Walker Upper Elementary School (1 reading)

**RESOLUTION GRANTING A LICENSE  
TO PLACE PLAYGROUND EQUIPMENT AT  
WALKER UPPER ELEMENTARY SCHOOL**

**WHEREAS**, the City of Charlottesville owns the property designated as City of Charlottesville Tax Map Parcel Number 420001000 (hereinafter “the Property”); and

**WHEREAS**, the Charlottesville City School Board operates Walker Upper Elementary School located on the Property; and

**WHEREAS**, the Charlottesville City School Board intends to accept a donation of playground equipment which will be located on the Property.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that a license is granted to the Charlottesville City School Board to place and affix playground equipment on the Property.

- g. RESOLUTION: Referral of Accessory Dwelling Unit, Middle Density Zoning, and Affordable Dwelling Unit Zoning Text Amendments to Planning Commission (1 reading)

On motion by Ms. Magill, seconded by Mr. Snook, Council voted unanimously to remove this item from the consent agenda for discussion at the end of the regular meeting.

- h. ORDINANCE: Proposed Amendment to City Code Section 15-435 (b) – vehicle immobilization rates (2nd reading)

**AN ORDINANCE AMENDING AND REORDAINING SECTION 15-435 (b), OF  
CHAPTER 15 OF THE CODE OF CHARLOTTESVILLE, 1990, AS AMENDED,  
RELATING TO A CHANGE TO RATES AND CHARGES FOR THE  
IMMOBILIZATION OF VEHICLES UNLAWFULLY PARKED ON PRIVATE  
PROPERTY**

Ms. Walker opened the floor for public comment on the Consent Agenda. No one came forward to speak.

On motion by Ms. Hill, seconded by Mr. Snook, Council by the following vote APPROVED the Consent Agenda, removing item “g” for discussion at the end of the regular meeting: 5-0 (Ayes: Hill, Magill, Payne, Snook, Walker; Noes: None).

## **CITY MANAGER RESPONSE TO COMMUNITY MATTERS (FROM PREVIOUS MEETINGS)**

City Manager Tarron Richardson shared updates for the following items:

1. Regarding a criminal incident on December 28, 2018 on the Downtown Mall, the suspect pled guilty and will be sentenced.
2. Regarding the offer to purchase certain statues in public spaces, the City will wait to see what State legislation is adopted before exploring options.

## **COMMUNITY MATTERS**

Ms. Janette Kawachi ceded her time to Ms. Emily Dreyfus, who spoke on behalf of Charlottesville Low-Income Housing Coalition. She shared information about a jazz concert to benefit the Public Housing Association of Residents. She spoke about the rent relief program, Housing Advisory Committee needs, and the need for diversity on the Steering committee for the Comprehensive Plan, Affordable Housing Strategy and Zoning Ordinance overhaul.

Mr. Jeffrey Jaeger spoke about needed improvements to City facilities, in particular Police facilities with historically unhealthy conditions. He shared photos.

Ms. Elaine Poon with the Legal Aid Justice Center spoke about the community equity budget requests and addressed the housing proposal on the agenda. She shared the importance of the Housing Advisory Committee and asked Council to continue supporting it.

Mr. Cordell Fortune, local business owner, shared information about The Fortune Shop African-American Vendors’ Market being held on March 7 at Carver Recreation Center, and monthly thereafter.

Mr. Garrett Trent ceded his time to Ms. Joy Johnson, who spoke against disbanding the Housing Advisory Committee.

Mr. Don Gathers, City resident, spoke about transparency in how policies are made regarding affordable housing and the Housing Advisory Committee. He spoke in support of additional staffing for firefighters, and about parking permits in various neighborhoods.

Mr. Greg Wright, President of the Charlottesville Professional Firefighters Association, spoke in support of Police Department needs presented, and concerns about staffing needs for the Charlottesville Fire Department.

Mr. Dan Rosensweig, City resident and member of the Housing Advisory Committee, spoke about affordable housing and in support of sending the Incentive Zoning Provisions and Zoning Text Amendments to the Planning Commission and Housing Advisory Commission for



review. He listed several items on the proposal (Agenda Item 1g) and gave reasons for not sending to the Planning Commission.

Officer David Curtis, Patrol Officer for the Charlottesville Police Department, spoke about the loss of staffing and about a dramatic decrease in the receipt of applications for police positions. He also advised that the fleet is insufficient and unreliable.

Officer Grant Davis of Charlottesville Police Department advised that the loss of experienced officers makes the city less safe. He asked for the following incentives for police officers: competitive pay, pay scale in place, take home car program, and improved facilities.

Ms. Katrina Turner, City resident, on behalf of the People's Coalition spoke about the budget requests for the Police Civilian Review Board and the Adult Disproportionate Minority Contact report.

Mr. Andy Soccodato spoke as a City of Charlottesville Firefighter, about the need for additional staffing for the Fire Department, according to national industry standards.

Ms. Marty Bass, City resident, spoke about the Barracks Road – Emmet Street intersection project and shared a list that she created of flaws in the plan, as well as a handout with her suggestions.

Reverend George Gohanna, President of the Rose Hill Neighborhood Association, requested naming the poolhouse at Washington Park after Elizabeth “Ms. Snookie” Harrison, who was a cornerstone of the pool from the 1950s to the 1970s, preserving the history.

Mr. Tom Gallagher, City resident, spoke against the 10-foot proposed mixed-use pathway at Barracks Road, based on lack of enough mixed-use traffic. He advised that an 8-foot path would suffice and save trees.

Mr. Charles Kendig, City resident, spoke about the role of the City Manager and the standards for performance and associated goals. He spoke about the salary study, best practices, budget surplus, and bottom line accountability of the City Manager.

- Ms. Walker advised of an upcoming annual review for the City Manager, and about the use of a Measurements and Solutions Group.

Ms. Walker closed public comment.

The meeting recessed at 7:41 p.m.

The meeting reconvened at 8:05 p.m.

## **2. RESOLUTION\*: Harris Street Apartments special use permit (1<sup>st</sup> of 2 readings)**

Mr. Brian Haluska, Principal Planner for the City of Charlottesville, presented the special use permit request. The Planning Commission recommended approval with no changes to the staff recommendation.

The applicant shared information about the project and the affordable housing component. He requested an allowance of an additional 10 feet in height.

This item was updated to two readings at the request of the mayor.

Councilors made comments and asked clarifying questions.

The item moved forward to the March 16 consent agenda, with dissent from Ms. Walker, and agreement from other councilors.

**3. RESOLUTION: Barracks/Emmet Intersection Improvements as related to for the proposed Barracks Road & Emmet Street Intersection Improvement Smart Scale Project (1 reading)**

Mr. Kyle Kling, Transportation Project Manager with the Department of Public Works, introduced the report and turned over the project presentation to Mr. Brian Copeland of the Timmons Group.

Mr. Copeland shared information about the project scope and schedule, public engagement process, conceptual design, Planning Commission input, and recommendation.

Councilors made comments and asked clarifying questions.

On motion by Ms. Hill, seconded by Ms. Magill, Council by the following vote APPROVED the resolution: 5-0 (Ayes: Hill, Magill, Payne, Snook, Walker; Noes: none).

**RESOLUTION  
FINDING THAT THE PROPOSED BARRACKS/EMMET IMPROVEMENT  
PROJECT IS SUBSTANTIALLY IN ACCORDANCE WITH THE  
CITY'S COMPREHENSIVE PLAN**

**WHEREAS**, on February 11, 2020, after notice given as required by law, the Charlottesville Planning Commission and Charlottesville City Council jointly conducted a public hearing to review the preferred conceptual design of the Barracks/Emmet Improvement Project ("Project") for consistency with the Comprehensive Plan for the City of Charlottesville (2013) ("Comprehensive Plan"); and

**WHEREAS**, on February 11, 2020, the Planning Commission adopted a resolution approving the general or approximate location, character and extent of the Project as being substantially in accord with the Comprehensive Plan; now, therefore,

**BE IT RESOLVED** that, upon consideration of the Planning Commission's recommendation, the City Council hereby concurs with the Planning Commission's approval of the general or approximate location, character and extent of the Project as being substantially in accord with the Comprehensive Plan. Upon the adoption of this Resolution, staff is hereby authorized to proceed with final design of the Project for construction.

#### **4. REPORT: United States Census 2020 oral report**

Ms. Kathy O'Connell, Partnership Specialist with the United States Census Bureau, made a presentation encouraging everyone in Charlottesville to respond to the survey, as the Census will impact services, infrastructure, representation, and funding.

#### **5. REPORT: City Schools Budget Presentation**

Ms. Jennifer McKeever, Charlottesville School Board Chair introduced the report and shared concern over the City Manager's proposed budget. She turned the presentation over to Dr. Rosa Atkins, Schools Superintendent, and Ms. Kim Powell, Assistant Superintendent, who shared an overview of revenues, expenses and recommendations.

Council asked clarifying questions and shared feedback.

Ms. Walker advised of upcoming budget worksessions.

The meeting recessed at 10:04 p.m.

The meeting reconvened at 10:10 p.m.

#### **6. REPORT: City Manager Budget Presentation**

City Manager Tarron Richardson presented the Fiscal Year 2021 budget proposal. He opened the presentation by thanking Budget staff Ryan Davidson and Krisy Hammill for their work over the past few months to put together the budget proposal, and acknowledging the award-winning Budget presentations over the years.

Dr. Richardson shared the following major budget themes for FY 2021:

- Affordable housing
- Race and equity
- Workforce development and economic development
- Safety and security
- Compensation and benefits
- City Schools
- General Fund transfers to debt service and Capital Improvement Program (CIP)
- Service enhancements and efficiencies
- Outside and nonprofit agencies

Council asked clarifying questions and staff noted that upcoming worksessions would address specific areas such as outside agency funding, tax rates, affordable housing, and the Capital Improvement Program, among other topics.

**1.g. RESOLUTION\*: Referral of Accessory Dwelling Unit, Middle Density Zoning, and Affordable Dwelling Unit Zoning Text Amendments to Planning Commission (1 reading)**

This item was pulled from the Consent Agenda for discussion at end of the regular meeting.

Ms. Magill expressed concern about sending the full item to the Planning Commission without further information, as it appears there are three separate items to consider.

Mr. Snook advised that during the 100-day Planning Commission consideration period, Council could actively engage to learn more about the item.

Ms. Walker shared that the process would require Council and the public to be engaged in the process until the item comes back to Council for a decision. She addressed concerns about input from the Housing Advisory Committee.

Mr. Blair addressed the enabling legislation.

Mr. Payne echoed comments made by Ms. Magill.

On motion by Mr. Snook, seconded by Ms. Hill, Council by the following vote APPROVED the resolution, with instruction to be involved with the Planning Commission in meetings and discussions for drafting of the proposal, with expressed opinion from the Housing Advisory Committee: 3-2 (Ayes: Hill, Snook, Walker; Noes: Magill, Payne).

**OTHER BUSINESS**

There were no items.

**MATTERS BY THE PUBLIC**

Ms. Walker opened the floor for public comment.

Ms. Edith Good, resident, asked about funding for subsidized housing scheduled to end in November 2021.

- Mr. John Sales, Housing Coordinator, shared information and advised that he has reached out to administrators for information on how to maintain the affordability.

Ms. Sheila Herlihy shared information about IMPACT (Interfaith Movement Promoting Action by Congregations Together), and a letter sent to City Council earlier in the day. She spoke about funding and investment for affordable housing.

Ms. Joy Johnson spoke about the formation of the Housing Advisory Committee as a policy committee, and guarded against disbanding the group.

Mr. Caitano de Campos Lopes, with the Charlottesville Climate Collaborative, spoke about affordable housing as related to energy costs, and advised that a better transportation system would ultimately help with firefighters.

Mr. Walt Heinecke spoke in support of budget requests from teachers, police and firefighters; however, advised that the City has to weigh budget priorities related to commitments to affordable housing.

The meeting adjourned at 12:11 a.m.

BY Order of City Council

BY Kyna Thomas, Clerk of Council

**CITY COUNCIL BUDGET WORKSESSION**  
**Thursday, March 5, 2020**  
**CITYSPACE**

The Charlottesville City Council met in a worksession on March 5, 2020, at CitySpace, 100 5th St NE, Charlottesville, with the following Councilors present: Mayor Nikuyah Walker, Vice Mayor Sena Magill, Ms. Heather Hill, Mr. Michael Payne and Mr. Lloyd Snook.

Ms. Walker called the meeting to order at 5:06 p.m. and turned the meeting over to Dr. Richardson, who introduced the topic for the meeting: the Fiscal Year 2021 City budget.

Ms. Krisy Hammill and Mr. Ryan Davidson, Senior Budget and Management Analysts, shared information about the Balancing Act tool available to the public on the City website, expenditure drivers for the budget, key decision points for Council to make, revenue drivers, and the remainder of the budget cycle calendar.

The following department directors and leaders answered Councilor questions: Mr. Garland Williams, Charlottesville Area Transit; Mr. Todd Divers, Commissioner of the Revenue; Mr. Chris Engel, Director of Economic Development; Dr. Rosa Atkins, School Superintendent; Ms. Kim Powell, Assistant School Superintendent.

The four decision points Councilors discussed were:

1. Real Estate Tax rate increase: Councilors were not in favor of increasing the rate, acknowledging increases in real estate assessments.
2. City Schools Full Operating Request of \$1.8 Million: Councilors discussed that without raising taxes, the funds would need to come from departmental cuts. Councilors asked staff to provide scenarios for future discussion.
3. Employee Cost of Living Adjustment: Councilors discussed a 2% or 3% increase, but came to no conclusion.
4. Charlottesville Housing Assistance Program (CHAP) adjustments: Councilors came to no conclusion.

Ms. Walker opened the floor for public comment. The following people spoke: Mr. Rory Stolzenberg, Mr. Harold Folley, Mr. Markell Henderson, Ms. Andrea Massey, Ms. Tanesha Hudson, Mr. Walt Heinecke, and Mr. Eric Beale.

Ms. Walker closed public comment.

The meeting adjourned at 8:03 p.m.

BY Order of City Council

BY Kyna Thomas, Clerk of Council

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

<b>Agenda Date:</b>	March 2, 2020
<b>Action Required:</b>	Appropriation of Funds
<b>Presenter:</b>	Vic Garber, Deputy Director, Parks and Recreation
<b>Staff Contacts:</b>	Vic Garber, Deputy Director, Parks and Recreation Riaan Anthony, Parks and Recreation Management Specialist II
<b>Title:</b>	Skate Park Lightning Donations - \$47,540

**Background:**

Following an aggressive community engagement process for a new lit skate park, the conceptual design for the East Side of McIntire Park was approved by City Council in 2015. Available funds for the skate park at that time was less than the lowest competitive bid. Following lengthy negotiations, skate park lighting was removed from project construction, and the park was built. The Charlottesville Skate Park opened to the public March 2018 and is heavily used by skateboarders, bikes and scooters from the city, county, and region.

**Discussion:**

Lighting the skate park is an important investment for the safety of patrons and will allow residents and visitors to maximize daily use of the skate park, after work and school, especially during the fall, winter and spring months. Cost for skate park lighting is approximately \$300,000. \$47,540 has been raised so far through several fundraising events conducted by skate park advocates and staff members. These funds are presently in an CIP account specifically for skate park lightning. BAMA Works has pledged to match the first \$100,000 funds received to help complete the skate park lighting. Future donations received shall be added to this CIP account, and carried over each year until the amount needed to install the lights is reached. Should the full amount necessary to install the lighting not be fully secured, then the donations received for the project will be returned to those individuals or organizations who made the donations.

**Alignment with Council Vision Areas and Strategic Plan:**

This project aligns with City Council's "Green City" vision and contributes to Goal 2 of the Strategic Plan: Be a safe, equitable, thriving and beautiful community, and objective 2.5, to provide natural and historic resources stewardship.; 5.2. Build collaborative partnerships; 5.3. Promote community engagement.



**Community Engagement:**

Extensive community engagement took place as part of the fundraiser for lights.

**Budgetary Impact:**

There is no budgetary impact at this time. Once the estimated amount necessary to complete the project has been received, and the project begins, there may be additional funding necessary to complete the installation of the skate park lighting. At which time additional appropriations/resolutions for funding may come to Council for consideration.

**Recommendation:**

Staff recommends the appropriation of these funds.

**Alternatives:**

N/A

**Attachments:**

Appropriation

**APPROPRIATION**  
**Skate Park Lightning**  
**\$47,540**

**WHEREAS**, the City of Charlottesville, through the through Parks and Recreation, has received donations to offset costs for Skate Park lightning.

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville funding is hereby appropriated in the following manner:

**Revenue**

\$47,540      Fund: 426      WBS-P1034      G/L Account: 451020

**Expenditures**

\$47,540      Fund: 426      WBS-P1034      G/L Account: 599999

**BE IT FURTHER RESOLVED** by the Council of Charlottesville, that any future donations for Skate Park Lighting shall be added to increase the budget of this appropriation. This appropriation shall not be deemed to expire at the end of the fiscal year, but is hereby appropriated in the ensuing fiscal year unless altered by further action of this Council. Should the full amount necessary to install the Skate Park Lighting not be fully secured, then the donations received for the project will be returned to those individuals or organizations who made the donations, in the amount of the original donation.

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CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	March 2, 2020
Action Required:	Approve Appropriation
Presenter:	Jeff Werner, Preservation and Design Planner
Staff Contacts:	Alex Ikefuna, NDS Director Jeff Werner, Preservation and Design Planner
Title:	<b>Transfer from the Historic Resources Committee funds to the examination of possible burials near the Gilmer/Craven/Hotopp Cemetery at Pen Park - \$3,500</b>

**Background:**

On December 2, 2019, City Council approved a resolution to provide \$9,319 in funding previously appropriated to the Small Area Plans project to fund an initial, non-invasive archeological investigation to determine the presence of human graves outside the walls of a cemetery located at Pen Park. On December 16, 2019, Rivanna Archeological Services was contracted by the City to complete that work.

On January 10, 2020, the City's Historic Resources Committee (HRC) instructed staff to allocate \$3,500 from HRC funds as a contribution to this project. This contribution from the HRC funds will reduce the amount of funding necessary from the Small Area Plans project to complete this project.

**Discussion:**

When established in 1998, the Charlottesville Historic Resources Committee—known prior to 2016 as the *Historic Resources Task Force*—was charged with being an advocate for historic preservation; promoting an appreciation of local historic resources, both tangible and intangible; and encouraging and coordinating, with appropriate municipal agencies, civic organizations, institutions and individual scholars, the documentation and interpretation of local history.

Should the planned examination at Pen Park identify forgotten graves, bringing that story to the community will require very careful consideration, interpretation, and presentation. Anticipating that, the HRC recognizes it will have the responsibility of providing to Council recommendations on possible next steps. In addition to expected contribution of intellectual services, the HRC determined it would be appropriate to offer a monetary contribution to the project.

### **Alignment with City Council's Vision and Strategic Plan:**

- Council's *Vision 2025*:
  - Charlottesville cherishes and builds programming around the evolving research and interpretation of our *historic heritage and resources*.
- *City Strategic Plan*:
  - Goal 3.5: Protect historic and cultural resources.
- Additionally, from the recommendations of the BRC on Race, Memorials, & Public Spaces:
  - Highlighting and Linking Historic Places: [...] council provide financial and planning support for historic resource surveys of African American, Native American and local labor neighborhoods and sites, seeking National Register listing and zoning and design guideline protection, where appropriate.

### **Community Engagement:**

This matter was reported in the media and has been discussed openly by City Council and by the HRC; however there has been no community dialogue; primarily because whether or not there are, in fact, graves is unknown. Should heretofore-unknown burials be confirmed, the HRC will then offer to Council recommendations on next steps, including suggestions about community involvement, input, and discussion.

### **Budgetary Impact:**

No new funding is necessary for this project. Funding in the amount of \$3,500 will be transferred from previously appropriated dollars in the Historic Resources Committee fund in the General Fund, to the Small Area Plans project in the Capital Improvement Projects fund.

### **Recommendation:**

Staff recommends that Council approve the resolution authorizing the HRC's \$3,500 contribution and the subsequent reduction to \$5,819 in funding from the Department of Neighborhood Development Services Small Area Plans fund for the initial archeological evaluation.

### **Alternatives:**

Should the HRC contribution not be appropriated, the \$9,319 project cost will remain allocated entirely from the Department of Neighborhood Development Services Small Area Plans fund.

### **Attachments:**

1. Resolution: Approval to transfer \$3,500 from the Historic Resources Committee funds as a contribution to the examination of possible burials near the Gilmer/Craven/Hotopp Cemetery at Pen Park; subsequently reducing to \$5,819 the project funding allocated from the Department of Neighborhood Development Services Small Area Plans fund.
2. December 2, 2019 memo to Council
3. December 2, 2019 resolution adopted by Council

**APPROPRIATION**

**Transfer from the Historic Resources Committee funds to the examination of possible burials near the Gilmer/Craven/Hotopp Cemetery at Pen Park  
\$3,500**

**WHEREAS**, the Historic Resources Committee has instructed staff to transfer funds previously appropriated to the Historic Resource Committee;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Charlottesville, Virginia that the sum of \$3,500 be transferred from the Historic Resources Committee funds as a contribution to the examination of possible burials near the Gilmer/Craven/Hotopp Cemetery at Pen Park;

**Transfer From:**

\$3,500      Fund: 105                      Cost Center: 3901005000      G/L Account: 599999

**Transfer To**

Revenue  
\$3,500      Fund: 426                      Project: P-00819                      G/L Account: 498010

Expense  
\$3,500      Fund: 426                      Project: P-00819                      G/L Account: 599999

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CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	December 2, 2019
Action Required:	Approve Resolution
Presenter:	Jeff Werner, Preservation and Design Planner
Staff Contacts:	Alex Ikefuna, NDS Director Jeff Werner, Preservation and Design Planner
<b>Title:</b>	<b>Approval for usage of Small Area Plan funding for the examination of possible burials near the Gilmer/Craven/Hotopp Cemetery at Pen Park - \$9,319</b>

**Background:**

Staff is seeking City Council approval to use \$9,319 in funding previously appropriated to the Small Area Plans project to fund an initial, non-invasive archeological investigation to determine the presence of human graves outside the walls of a cemetery located at Pen Park. There are no stones or records to indicate these are burials, however a 2003 study of the cemetery completed for the City's Department of Parks and Recreation advised that the visible depressions may indicate graves of persons who had been enslaved at Pen Park. Staff recently consulted with qualified experts who visited the site and it is recommended that the City take steps to determine if these depressions are, in fact, human burials and the extent of any additional burials that may not be evident on the surface. If present, the City would take appropriate steps to keep them from being disturbed.

**Discussion:**

Acquired by the City several decades ago, Pen Park is 280-acre, City park featuring recreational activities including picnic shelters, a playground, tennis courts, and the 18-hole Meadowcreek Golf Course. Approximately 800-feet southeast of the course's Club House is a cemetery of three family plots that have long existed on the property. Within the three plots there are at least 30 known interments, spanning from the late-18th century to the most recent burial in 2008. At the north end, a low brick wall encloses the Gilmer plot; in the center, within a stone wall is the Craven family plot; at the south end, an iron fence borders the Hotopp family plot. (The Gilmers occupied the property, Pen Park, from 1786 to 1812. The Cravens, from 1819 to the mid-1800s. The Hotopps, from 1866 to the early 1900s.)

On August 20, 2019 staff was contacted by a member of the Gilmer family regarding the condition of the cemetery at Pen Park. Not being familiar with this site, staff researched the cemetery and found two qualified reports that suggested the possibility of slave burials outside of the family plots. (See attachments.)



On September 2, 2019 archeologists from Rivanna Archeological Services visited the site and outside the Craven section noticed six to eight depressions aligned east-west. In their professional opinion the depressions were “suspicious” and “worth determining” if they indicate human burials and, if there are graves, determining if there are others, outside the family plots, that are not apparent from the surface evidence. (Among their related work, RAS was involved in the work at Daughters of Zion Cemetery, in 2012 the examination of slave burials at UVA, and in 2016 the evaluation of a slave cemetery in Roanoke.)

#### Recommended Evaluation:

Using Ground Penetrating Radar (GPR), examine an initial *Area of Interest* extending on a 25 foot wide zone surrounding the north, west, and south sides of the cemetery enclosure and extending to a maximum width of 55 feet on the east side of the enclosure. This survey area will be covered as completely as vegetation and other immovable obstructions allow by close-interval (2 – 3 feet) GPR transects oriented parallel to the long axis of the cemetery. GPR data returns recorded digitally during the survey will be examined in both profile and plan view visualizations to enable the detection of GPR “anomalies” potentially consistent with expectations for the geophysical signatures of unmarked grave shafts.

Following the completion of GPR survey and data analysis, archeologist will undertake controlled, shallow excavations that will investigate two or more surface and/or GPR anomalies potentially indicative of unmarked grave shafts. The purpose of the archaeological test excavations is to provide more definitive evidence concerning the presence/absence of unmarked graves outside of the cemetery enclosure and is not intended to provide a full and accurate delineation of the overall extent of unmarked graves. Archaeological excavation will be extend only to a depth sufficient to determine the presence of grave shafts (< 12 inches) and does not intend or anticipate disturbing human remains and/or burial furniture that may be present.

If the examinations indicate burials that extend beyond the initial Area of Interest, additional discussion will be necessary to revise the scope of work and associated costs.

This process can only affirm the location of likely human burials. The grave shafts will not be disturbed nor will any human remains be disinterred. The research proposed here is in full compliance with the standards and guidelines for archaeological investigations established by the Secretary of the Interior (48 FR 44716-44742), and Section 106 of the National Historic Preservation Act (36 CFR Part 800) as well as guidelines for cultural resources surveys promoted by the Virginia Department of Historic Resources (VDHR 2011). (Note: The attached proposal fully explains the regulatory and professional protocols that will be followed.)

Furthermore, this evaluation cannot and will not determine the identity or race of any interred bodies. The available evidence strongly suggests that any graves located here are those of people once enslaved on this property. However, if graves are located, regardless of the race or identity of those interred, they are located on city-owned property and should be treated with respect and steps should be taken to prevent their disturbance.

#### **Alignment with City Council’s Vision and Strategic Plan:**

- Council’s *Vision 2025*:
  - Charlottesville cherishes and builds programming around the evolving research and interpretation of our *historic heritage and resources*.

- *City Strategic Plan:*
  - Goal 3.5: Protect historic and cultural resources.
- Additionally, from the recommendations of the BRC on Race, Memorials, & Public Spaces:
  - Highlighting and Linking Historic Places: [...] council provide financial and planning support for historic resource surveys of African American, Native American and local labor neighborhoods and sites, seeking National Register listing and zoning and design guideline protection, where appropriate.

**Community Engagement:**

This matter was discussed briefly by the Historic Resources Committee, but there has been no community dialogue. Furthermore, the sensitive nature of burials sites requires discretion.

**Budgetary Impact:**

No additional funding will need to be appropriated for this project. Funding for the recommended archeological evaluation will come from previously appropriated Capital Improvement Program funds in the Small Area Plans project.

**Recommendation:**

Staff recommends that Council approve the resolution authorizing the usage of \$9,319 from the Department of Neighborhood Development Services Small Area Plans fund for the initial archeological evaluation; instruct staff to coordinate and monitor that work; update Council on findings; and, should burials be confirmed, request from the Historic Resources Committee recommendations on possible next steps.

**Alternatives:**

Should these funds not be appropriated, there will be no confirmation that there are unmarked graves, possibly of formerly enslaved individuals, outside the established and recorded boundaries of a cemetery located on City property. Without identification and, if necessary, delineation and formal recording, any existing graves will not be protected from later disturbance.

**Attachments:**

1. Resolution
2. Map and photos of site
3. Excerpt from *African-American Cemeteries in Albemarle and Amherst Counties*
4. Excerpt from *Preliminary Site Evaluation, Charlottesville City Cemeteries*, study completed in 2003 by Lynette Strangstad for the Department of Parks and Recreation
5. Rivanna Archaeological Services, LLC proposal, October 28, 2019, *Ground Penetrating Radar Survey and Archaeological Ground-Truthing Excavations at the Pen Park (Gilmer-Craven-Hotopp) Cemetery Charlottesville, Virginia*

**RESOLUTION**

**Approval for usage of Small Area Plans funding for the examination of possible burials  
near the Gilmer/Craven/Hotopp Cemetery at Pen Park  
\$9,319**

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Charlottesville,  
Virginia that the sum of \$9,319 be allocated from previously appropriated funds in the Small  
Area Plans project for an examination of possible burials, believed to be of formerly enslaved  
persons, near the Gilmer/Craven/Hotopp Cemetery at Pen Park.

Fund: 426

Project: P-00819

G/L Account: 530670

Pen Park Cemetery Examination      \$9,319

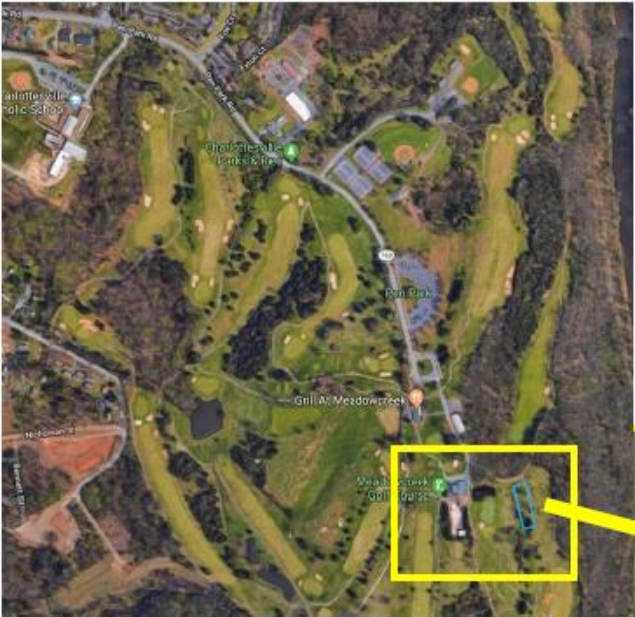
Approved by Council  
December 2, 2019



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Kyna Thomas, CMC  
Clerk of Council

**Gilmer/Craven/Hotopp Cemetery, Pen Park**

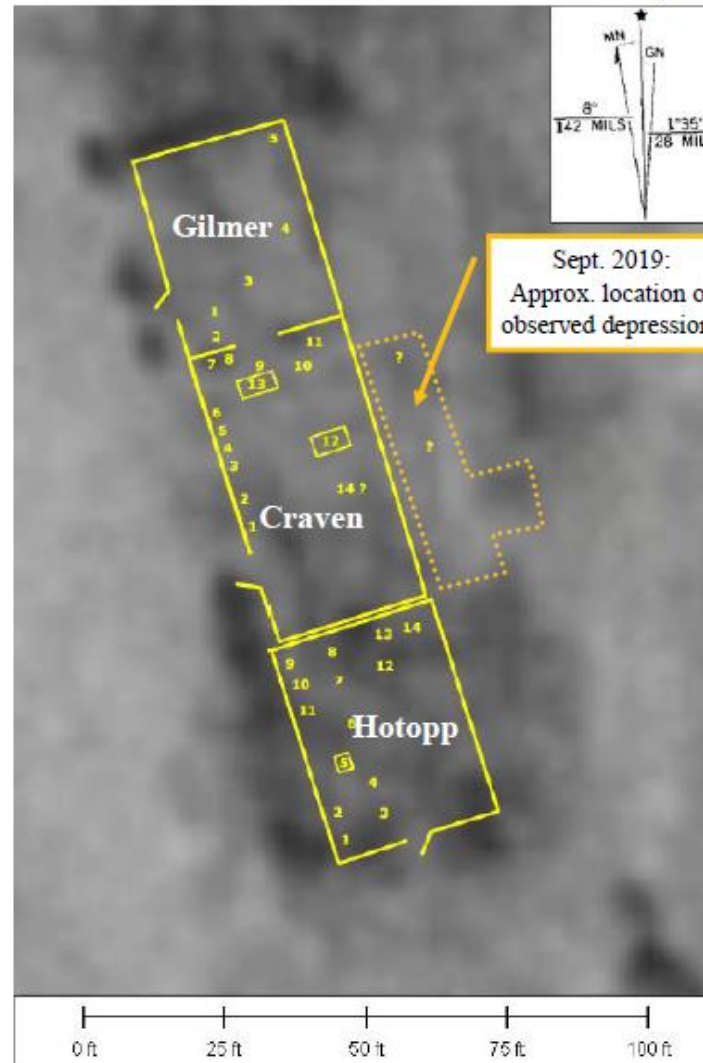


Sept. 2019: Approximate location of observed depressions—east of and outside walls of the Craven section.



Source: Bob Vernon, CVHR

## Burials at Pen Park Cemetery



### Gilmer Cemetery

- 1 Lucy, wife of Dr. George Gilmer; 16 May 1751-22 Apr 1800
- 2 George Gilmer, MD; 19 Jan 1742-29 Nov 1795
- 3 Mildred Gilmer Wirt; 15 Aug 1772-17 Sep 1799
- 4 Francis Walker Gilmer; 9 Oct 1790-25 Feb 1826
- 5 George Gilmer, Jr.; 7 May 1925-18 May 1991

### Craven Cemetery

- 1 Sarah Ann L. Crawford; 29 Nov 1830-22 Feb 1847
- 2 William C. Crawford; 25 Jan 1845-4 Jul 1846
- 3 Dr. William S. Whitehurst; 6 Apr 1823-7 Nov 1844
- 4 Lucretia Whitehurst; d. 25 Feb 1860, aged 65
- 5 Arthur Whitehurst; d. 6 Dec 1857, aged 67
- 6 Sarah Taliaferro Lewis Craven; 26 Dec 1842-25 Jul 1843
- 7 Elizabeth N. Craven; d. 19 Dec 1819, aged 43
- 8 John Alexander Craven; 11 Feb 1839-2 Feb 1840
- 9 unreadable
- 10 Lewellyn Craven; d. 5 Jun 1825, aged 25
- 11 Mary Maria Craven; d. 20 Aug 1817, aged 1 yr 8 mo & 12 da
- 12 George W. Craven; 28 Jan 1815-10 May 1852
- 13 John H. Craven; 19 Mar 1774-7 Feb 1845
- 14 grave depression

### Hotopp Cemetery

- 1 Emma F. Isemann; 26 Sep 1866-4 Apr 1913
- 2 Frederick E. Hotopp; 23 Dec 1881-18 Jan 1907
- 3 Heinrich Adolph Hotopp; 23 Dec 1875-5 Nov 1902
- 4 Emma F. C. Hotopp; 29 Aug 1842-15 Mar 1914
- 5 Wilhelm Friedrich Hotopp; 13 Dec 1832-4 May 1898
- 6 Christine A. Kamlah; 1 Jan 1801-13 Dec 1880
- 7 Agnes, dau of W. & E. Hotopp; 28 Feb 1868-21 Jan 1870
- 8 Johanna A. Hotopp; 26 Mar 1800-19 Jun 1867
- 9 Pauline Agness, dau of W.D. & A.P. Duke; 1 Jul 1906-5 Jan 1907
- 10 footstone, (no headstone?)
- 11 Wm. H. Hotopp; 14 Apr 1863-7 Jan 1927
- 12 Doris L. Hotopp; 13 Apr 1883-6 Sep 1883
- 13 E.L. & H.I. Isemann [twins?]; 11 Jan 1895-12 Jan 1895
- 14 Arthur M. Tessmann, Jr.; 29 Jul 1926-10 Aug 1926

**Gilmer/Craven/Hotopp Cemetery, Pen Park**

**September 6, 2019** (JWerner photos)

Looking west, from outside the family plots, towards the Craven section of cemetery. Yellow lines indicate depressions observed outside of wall.



### **Attachment 3. Excerpt from African-American Cemeteries in Albemarle and Amherst Counties**

From *African-American Cemeteries in Albemarle and Amherst Counties*:

([www2.vcdh.virginia.edu/cem/db/cemetery/details/PPK/](http://www2.vcdh.virginia.edu/cem/db/cemetery/details/PPK/)): “The cemetery is included here because there is an oral tradition that slaves were buried outside of the ‘family plot.’ Moreover, unmarked depressions in association with periwinkle are visible along the outside edge of the metal and stone boundary. Although there is no proof that these mark the burials of enslaved individuals, several of the white families who lived here owned slaves. One ante-bellum burial practice was to bury slaves within or adjacent to white cemeteries.”

### **Attachment 4. Excerpt from Preliminary Site Evaluation, Charlottesville City Cemeteries**

From a 2003 study completed for the City’s Department of Parks and Recreation by Lynette Strangstad: *Preliminary Site Evaluation, Charlottesville City Cemeteries*

“In Addition, numerous apparent grave depressions were noted outside the enclosures of Pen Park. Periwinkle and century plant were also found outside, underscoring the likelihood of multiple burials beyond the enclosures. It is essential that these likely slave graves be included as part of the Pen Park cemetery site.

Dowsing and/or GPR are essential here to determine how many graves are here and where they are located. Once located, graves should be mapped. When true perimeters are established, the entire area must be included as part of the cemetery and effectively set aside from the surrounding golf course. A buffer zone around the graves should be included, both to protect the graves from incursion from the recreational site and also to preserve the site as a burial site. A fence or other enclosure would help to protect this important part of Pen Park.”

**Attachment 5. Rivanna Archaeological Services, LLC proposal, October 28, 2019.**





## Ground Penetrating Radar Survey and Archaeological Ground-Truthing Excavations at the Pen Park (Gilmer-Craven-Hotopp) Cemetery Charlottesville, Virginia

Proposal and Cost Estimate  
October 28, 2019

### Introduction

Rivanna Archaeological Services (RAS) is pleased to submit this proposal and cost estimate to coordinate a short program of ground penetrating radar (GPR) survey coupled with archaeological ground-truthing excavations at the Gilmer-Craven-Hotopp Family Cemetery located within Pen Park in Charlottesville, Virginia. The GPR survey will be conducted on terrain immediately surrounding all sides of the ca. 130-ft by 30-ft cemetery enclosure with a particular focus on the eastern side where surface indications suggest the presence of unmarked burials, possibly of enslaved periods, outside of the walls of the historic burial ground. The total area to be examined by GPR is approximately 12,800 square feet (0.28 acre) (**Figure 1**).



Figure 1: Aerial photograph over Pen Park showing the location of the Gilmer-Craven-Hotopp Family Cemetery and the proposed GPR survey area.

## **Field Research Design**

### *Ground-Penetrating Radar Survey*

The GPR survey, data processing, and analysis will be performed by NAEVA Geophysics (Charlottesville, Virginia) according to the methods, equipment, and standards detailed in their “Proposal for Geophysical Investigation” appended to this document. Briefly, GPR survey as outlined in Figure 1 will focus on a 25-ft-wide zone surrounding the north, west, and south sides of the cemetery enclosure and extending to a maximum width of 55 ft on the east side of the enclosure. This survey area will be covered as completely as vegetation and other immovable obstructions allow by close-interval (2 – 3 ft) GPR transects oriented parallel to the long axis of the cemetery. GPR data returns recorded digitally during the survey will be examined in both profile and plan view visualizations to enable the detection of GPR “anomalies” potentially consistent with expectations for the geophysical signatures of unmarked grave shafts. GPR survey requires that vegetation be mowed/cropped as low as possible at the time of survey and this proposal assumes that the City of Charlottesville will ensure that all turf and other vegetation within the proposed GPR survey area will be mowed no more than one week in advance of the GPR survey.

### *Archaeological Test Excavations*

Following the completion of NAEVA’s GPR survey and data analysis, RAS will undertake controlled, shallow excavations that will investigate two or more surface and/or GPR anomalies potentially indicative of unmarked grave shafts. The purpose of the archaeological test excavations is to provide more definitive evidence concerning the presence/absence of unmarked graves outside of the cemetery enclosure and is not intended to provide a full and accurate delineation of the overall extent of unmarked graves. Archaeological excavation will extend only to a depth sufficient to determine the presence of grave shafts (< 12 inches) and does not intend or anticipate disturbing human remains and/or burial furniture that may be present.

Total excavation area will not exceed 50 square feet and will be comprised of two 3-ft by 8-ft excavation units oriented parallel to the long axis of the cemetery and perpendicular to the presumed prevailing, roughly east-west orientation of inhumations. Excavation will be carried out manually with shovel and trowel and will include screening of all removed soil through ¼-inch wire mesh to ensure recognition and recovery of artifacts that might be present. Excavation will extend only to the upper surface of natural, red clay subsoil—anticipated at a depth of 8 – 10 inches below existing grade—at which point the outlines of back-filled grave shafts, if present, should be recognizable based on differences in soil color, texture, and compaction.

Archaeological excavations will be manually backfilled and compacted upon completion. If grave shafts are encountered during this work, prior to backfilling RAS will cover their upper, exposed surface with permeable landscaping fabric and set temporary stakes marking these feature/s. Turf removed at the onset of excavation will be replaced as possible, however the City of Charlottesville may wish to re-sod or re-seed and straw the areas disturbed by excavation.

### *Protocol for the Inadvertent Discovery of Human Remains*

Although grave shafts not evidenced by surface indications may well be discovered within the work area, given the shallow nature of archaeological excavation proposed in this work plan, RAS does not anticipate that human remains will be encountered or disturbed during field work.

#### **Rivanna Archaeological Services LLC**

410 E. Water Street, Suite 1100, Charlottesville VA 22902  
Tel: 434-293-3108; Fax: 434-293-3183; Email: info@rivarch.com

Furthermore, it is not this project's intent to recover or to relocate human remains interred in or adjacent to the Gilmer-Craven-Hotopp Cemetery at Pen Park. Nevertheless and solely as a precaution against the unlikely event that human remains are encountered, RAS will not initiate any aspect of the cemetery delineation research design described herein until the project has successfully secured a Permit for Archaeological Excavation of Human Remains from the Virginia Department of Historic Resources. Securing this permit in advance of fieldwork ensures that the delineation work plan receives an additional layer of review and oversight while also enabling RAS staff to handle and manage inadvertently encountered human remains in the unlikely event of their discovery.

Should human remains or possible human remains be encountered during field work associated with cemetery delineation, RAS will initiate the following action plan:

- 1) Immediately halt all excavation and other work within 25 feet of the discovered remains, record the location on project maps, record the conditions and items of discovery with photographs and notes, secure all human remains and any associated artifacts within a sealed container, cover the discovery area with plastic sheeting, and mark the perimeter with barricade tape;
- 2) Similarly record, cover, and mark with barricade tape all spoil piles that may contain additional human remains;
- 3) Contact Virginia Department of Historic Resources and City of Charlottesville staff (Neighborhood Development and Parks & Recreation departments) to notify them of the unanticipated discovery of human (or potentially human) remains and to seek guidance on the temporary care of the recovered material; if so directed, contact and/or provide assistance to law enforcement personnel in further securing the location;
- 4) As directed, facilitate examination of all recovered bone by a qualified physical anthropologist and/or a State Medical Examiner;
- 5) If approved by VDHR and other project stakeholders, RAS will initiate controlled, manual cleaning and shallow excavation across the discovery area to delineate potential surviving burial features and to determine whether additional human remains are, or are likely to be, present in near-surface contexts;
- 6) In consultation with VDHR and other project stakeholders, RAS will develop, as directed, a broader work plan that more fully considers further examination of the discovery locale, the temporary treatment of human remains, and that establishes through consultation and deliberation a suitable place and process for the reinternment of inadvertently recovered human remains and associated burial artifacts.

### **Documentary Research**

This project will draw heavily on existing historical studies of the Pen Park estate and associated Gilmer-Craven-Hotopp Family Cemetery, including research already completed by RAS staff in association with other projects. Documentary research is anticipated to concern primarily secondary sources sufficient to provide a general historical context for the cemetery. Limited research into primary sources may be conducted but will not be extensive or exhaustive.

#### **Rivanna Archaeological Services LLC**

410 E. Water Street, Suite 1100, Charlottesville VA 22902  
Tel: 434-293-3108; Fax: 434-293-3183; Email: info@rivarch.com

### **Laboratory Processing, Analysis, and Artifact Curation**

Minimal quantities of artifacts or other objects of enduring material culture are anticipated to be collected during this project. Should marker stones or other significant funerary or memorial objects be encountered during archaeological fieldwork, every effort will be made to leave them in or return them to their original locations. Small artifacts recovered during excavation and screening of surface soils will be returned to RAS's lab in Charlottesville for cleaning, analysis, and cataloging following the completion of fieldwork.

### **Reporting and Project Documentation**

Following completion of fieldwork, Rivanna Archaeological Services will prepare a brief technical report summarizing the history of the Pen Park plantation property, the background and objectives of the current project, and presenting its findings, conclusions, and recommendations regarding future treatment and management of the Gilmer-Craven-Hotopp Family cemetery and immediately surrounding area. The report will be illustrated, as needed, with photographs and scaled drawings. The report will be provided in both printed and bound (one copy) and digital (pdf) format. One printed and bound and one digital copy of the report will also be provided to the Virginia Department of Historic Resources for inclusion in the Department's archives. In addition, a Virginia Department of Historic Resources site form will be completed for the cemetery project using the VDHR's online V-CRIS system.

### **Investigation Standards and Relevant Project Experience**

The research proposed here is in full compliance with the standards and guidelines for archaeological investigations established by the Secretary of the Interior (48 FR 44716-44742), and Section 106 of the National Historic Preservation Act (36 CFR Part 800) as well as guidelines for cultural resources surveys promoted by the Virginia Department of Historic Resources (VDHR 2011). One or more archaeologists meeting or exceeding the Secretary of the Interior's minimum professional requirements and with significant first-hand experience with cemetery delineation will be present at all times during all components of the field research design proposed here, including the initial stage of tree and debris clearing. Past projects undertaken by Rivanna Archaeological Services in which machine-assisted wide-area clearing of surface soils has been employed to identify human burials and delineate cemetery boundaries include the following:

As detailed in the accompanying itemized budget, RAS will coordinate GPR survey, archaeological test excavations, and reporting for a total cost, inclusive of NAEVA's work, of **\$9,319.00**.

#### **Rivanna Archaeological Services LLC**

410 E. Water Street, Suite 1100, Charlottesville VA 22902  
Tel: 434-293-3108; Fax: 434-293-3183; Email: info@rivarch.com

**Ground Penetrating Radar Survey and Archaeological Ground-Truthing Excavations  
at the Gilmer-Craven-Hotopp Cemetery  
Pen Park, Charlottesville, Virginia  
Acceptance of Proposal and Fee**

By my signature below, I accept the scope of work, work schedule, and **\$9,319.00** fee detailed herein for a Ground Penetrating Radar survey, archaeological test excavations, and associated reporting the grounds of Pen Park in Charlottesville, Virginia. I further agree that payment for these services will be made in full to Rivanna Archaeological Services, LLC within 30 days of receipt of invoice. Invoices not paid within 30 days of receipt will be assessed a late payment fee of \$250. Any legal costs and any other expenses that may be incurred by Rivanna Archaeological Services to recover payment for work performed under this agreement will be borne by City of Charlottesville.

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

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

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



**GPR and Archaeological Investigations  
Pen Park  
Charlottesville, Virginia**

Cost Estimate  
October 28, 2019  
submitted to City of Charlottesville

Component	Task	Personnel	Hours	Rate	Cost
<b>RAS Project Planning &amp; Administration</b>					
	Planning & Administration	Project Archaeologist	2	\$75.00	\$150
				<i>subtotal</i>	\$150

**Background Research**

	Document Acquisition & Review	Project Archaeologist	8	\$75.00	\$600
				<i>subtotal</i>	\$600

**RAS Archaeological Fieldwork**

	Unit Excavation (48 sq.ft.)	Project Archaeologist (1)	24	\$75.00	\$1,800
		Field Technician (2)	48	\$36.00	\$1,728
				<i>subtotal</i>	\$3,528

**NAEVA Fieldwork, Data Processing, Reporting**

(proposal attached)

	Travel	two-person crew	1	\$100.00	\$100
	GPR Field Survey	two-person crew	4	\$160.00	\$640
	GPR Equipment Cost		0.5-day	\$600/day	\$300
	GPR Data Processing		4	\$90.00	\$360
	Materials Charge			LS	\$40
	Reporting		2	\$80.00	\$160
				<i>subtotal</i>	\$1,600

**RAS Report Preparation**

	Analysis & Write-up	Project Archaeologist	40	\$75.00	\$3,000
	Graphics	GIS / Graphics Tech.	6	\$61.00	\$366
	VDHR Site Form completion	Project Archaeologist	1	\$75.00	\$75
				<i>subtotal</i>	\$3,441

**Summary of Estimated Costs**

RAS Planning & Coordination	\$150
Background Research	\$600
RAS Fieldwork	\$3,528
NAEVA Fieldwork, Data Processing, Reporting	\$1,600
RAS Report Preparation	\$3,441
<b>TOTAL PROJECT COST</b>	<b>\$9,319</b>

October 24, 2019

Dr. Stephen Thompson  
 Rivanna Archaeological Services, LLC  
 410 E. Water Street, Suite 1100  
 Charlottesville, VA 22902  
 434-293-3108 (office) | 434-981-9466 (mobile)

RE: Proposal for Geophysical Investigation

Dear Dr. Thompson:

NAEVA Geophysics Inc. is pleased to submit for your review the following scope of work associated with a geophysical investigation to be conducted at Pen Park, in Charlottesville, Virginia. The purpose of the survey is to attempt to detect the presence and map the locations of historic burials in the area immediately adjacent to the marked Gilmer-Craven-Hotopp cemetery.

A ground penetrating radar (GPR) survey will be conducted in the area outlined in blue below, covering a total of approximately 0.28 acres. Closely spaced parallel transects will be surveyed across the areas to attempt to image burials in the area of interest.



Proposed GPR Survey Area

GPR  
 MAGNETICS  
 ELECTROMAGNETICS  
 SEISMICS  
 RESISTIVITY  
 UTILITY LOCATION  
 UXO DETECTION  
 BOREHOLE CAMERA  
 STAFF SUPPORT

VIRGINIA  
 P.O. Box 7325  
 Charlottesville  
 Virginia 22906  
 (434) 978-3187  
 (434) 973-9791 Fax

NEW YORK  
 225 N. Route 303, Suite 102  
 Congers, New York 10920  
 (845) 268-1800  
 (845) 268-1802 Fax

The aerial imagery shows the presence of vegetative canopy, precluding the use of Real Time Kinematic (RTK) GPS for data location. NAEVA will use measuring tapes, pin flags and spray paint for ground control, with fiducial marks placed in the data for local coordinates. NAEVA will mark the corners of the surveyed area, however we will not record the locations of the surveyed area using GPS or other methods.

GPR depth penetration is affected by soil type, soil moisture, and the presence of conductive fluids. In general, dry sandy soils offer the best penetration, while wet clay soil permits only very shallow penetration. Residual clay soil developed over Piedmont metamorphic rocks is typically not conducive to deep penetration of GPR signals. Detection of a burial site is dependent on contrasts between the soil and the remains or enclosure, which may be affected by the condition of the materials. Interference from cultural sources such as steel reinforced concrete, underground utilities, power lines, nearby surface metal, tree roots, etc. may degrade the GPR signal.

NAEVA will use a Sensors and Software Noggin Plus GPR system, equipped with a 250 MHz antenna. The Noggin system uses shielded antennas making it well suited for use in urban environments. Data will be stored in the electronics consoles of the instruments for later review and processing.

Below are the estimated costs for this scope of work:

Item	Rate	Cost
1 Hour Travel	\$100/hour	\$ 100.00
4 Hours labor (crew of 2)	\$160/hour	\$ 640.00
1/2 Day GPR	\$300/ half day	\$ 300.00
4 Hours Data Processing	\$90/hour	\$ 360.00
Materials Charge	LS	\$ 40.00
2 Hours Report	\$80/hour	\$ 160.00
<b>TOTAL</b>		<b>\$ 1,600.00</b>

### CONSIDERATIONS

The above estimated cost is based on the information provided; assumes smooth and level ground, sparse vegetation, minimal snow cover, and easy vehicle access. Please also note the following considerations.



### Investigations Using Ground Penetrating Radar (GPR)

- GPR is affected by site conditions such as the building material and moisture content, therefore, the depth of penetration and usefulness of GPR data cannot be known until our arrival on site.
- If NAEVA is awarded this contract and a subcontract with your company is required, please fax a copy of the agreement to:

Mr. John J. Breznick  
NAEVA Geophysics Inc.  
Post Office Box 7325  
Charlottesville, Virginia 22906  
(434) 978-3187 and (434) 973-9791 Fax

Please allow time for contract negotiation.

- The terms and conditions on the reverse side of purchase orders are considered contracts and sufficient time should be allowed for their negotiation.
- No purchase orders which include terms and conditions or subcontracts will be accepted after the fieldwork begins.
- Once fieldwork has commenced, no additional terms or conditions may be appended to this proposal.

### Billing

- This estimate does not include stand-by time, which will be charged at the normal labor rate.
- Payment terms are net 30 days. Late payments are subject to 1.5% monthly fee.
- Unless otherwise notified, this project will be billed on a time and materials basis.

Thank you for the opportunity to submit this proposal. We look forward to working with you soon. Please call me if I may answer any questions.

Best Regards,



Mark Howard  
Senior Geologist/Project Manager  
NAEVA Geophysics, Inc.  
Charlottesville, Virginia

CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	March 16, 2020
Action Required:	Consideration of an application for a Special Use Permit
Presenter:	Brian Haluska, Principal Planner
Staff Contacts:	Brian Haluska, Principal Planner
Title:	<b>SP19-00010 – Harris Street Apartments, Special Use Permit request for a mixed-use building</b>

**Background:**

Chris Virgilio of Cville Business Park, LLC, (owner) has submitted an application seeking approval of a Special Use Permit (SUP) for the property located at 1221, 1223 and 1225 Harris Street with approximately 343 feet of road frontage on Harris Street and approximately 55 feet of road frontage on Allied Street. The proposal requests additional residential density up to 43 dwelling units per acre (DUA), pursuant to City Code Section 34-480, and additional height of 2 stories pursuant to City Code Section 34-457(b)(5)(a).

The applicant's proposal shows a new mixed-use building on a portion of the Subject Property. The property is further identified on City Real Property Tax Map 34 Parcels 90B, 90C, and 90.1 ("Subject Property"). The Subject Property is zoned Industrial Corridor. The site is approximately 2.446 acres or 106,547 square feet.

**Discussion:**

The Planning Commission considered this application at their meeting on February 11, 2020. The discussion centered on the visual impact of the building and whether the project would contribute to the City's housing goals.

The staff report and supporting documentation presented to the Planning Commission can be found starting at page 95 at the following link:

<https://www.charlottesville.org/home/showdocument?id=68607>

At the Council's March 2, 2020 meeting, the applicant agreed to a proposed affordable housing condition and requested that the language contained in condition 1(b) limiting the Building's height to 510 feet above sea level be amended to read "520 feet above sea level." The amendments are now reflected in the SUP's language.

**Alignment with City Council's Vision and Strategic Plan:**

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.”

**Community Engagement:**

Per Sec. 34-41(c)(2), the applicant held a community meeting on January 16, 2020 (a City Planner was unable to attend as a NDS representative). Neighborhood concerns gathered from the community meeting are listed below.

- The height of the building and its overall impact on the surrounding properties.
- The pedestrian realm around the building and its attractiveness.
- The potential rents, impact on affordable housing.
- Parking supply
- Access for modes of transportation other than cars.

The Planning Commission held a joint public hearing with City Council on this matter on February 11, 2020. Several members of the public spoke on the application. While none of the speakers opposed the application, they raised concerns regarding:

- The conversion of industrially zoned land for commercial and residential projects and the resulting lack of space dedicated to industrially zoned uses.
- The increase in demand for alternative modes of transportation on Harris Street because of the increase in residential units along Allied Street.

**Budgetary Impact:**

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

**Recommendation:**

Staff recommends the application be approved.

The Planning Commission voted 7-0 to recommend the application be approved.

**Alternatives:**

City Council has several alternatives:

- (1) by motion, take action to approve the attached Resolution, granting a special use permit as recommended by the Planning Commission;
- (2) by motion(s), modify the language of the attached Resolution, and then by motion approve the amended Resolution;
- (3) by motion, defer action on the SUP, or
- (4) by motion, deny the requested SUP.

**Attachment (1):**

- (1) Resolution for Approval of a Special Use Permit, containing the conditions recommended for the approval of SP19-00010 by the Planning Commission on February 11, 2020.

**RESOLUTION  
APPROVING A SPECIAL USE PERMIT  
FOR PROPERTY LOCATED AT  
1221, 1223 and 1225 HARRIS STREET**

**WHEREAS**, landowner Cville Business Park, LLC is the current owner (“Landowner”) of certain land identified on 2019 City Tax Map 34 as Parcels 90B, 90C, and 90.1 (City Parcel Identification Nos. 340090B00, 340090C00, and 340090100, and current street addresses of 1221, 1223 and 1225, respectively) and having, collectively, an area of approximately 2.446 acres (106,547 square feet) (the “Subject Property”), and

**WHEREAS**, Landowner proposes to redevelop the Subject Property by constructing a mixed use building at a height of up to six (6) stories, containing: retail space on the ground floor facing Allied Street, up to 105 residential dwelling units, and underground parking (the “Project”); and

**WHEREAS**, the Subject Property is located within the Industrial Corridor zoning district;

**WHEREAS**, the Project is described in more detail within the Applicant’s application materials dated submitted in connection with SP19-00010 and a site plan exhibit dated December 16, 2019, as required by City Code §34-158 (collectively, the “Application Materials”); and

**WHEREAS**, the Planning Commission and City Council conducted a joint public hearing, after notice and advertisement as required by law, on February 11, 2020; and

**WHEREAS**, upon consideration of the comments received during the joint public hearing, the information provided by the Landowner within its Application Materials, and the information provided within the Staff Report, the Planning Commission voted to recommend approval of the proposed Special Use Permit for the Project; and

**WHEREAS**, upon consideration of the Planning Commission’s recommendation, the Staff Report, public comments received at the public hearing, 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 proposed Special Use subject to suitable conditions would serve the public necessity, convenience, general welfare or good zoning practice; and

**WHEREAS**, the Applicant voluntarily offered a condition at the City Council’s March 2, 2020 meeting regarding affordable dwelling units as well as units reserved for housing choice voucher holders and that condition is incorporated into the Special Use Permit; now, therefore

**BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that, pursuant to City Code §§ 34-457(b)(5)(a.), 34-458(b), and 34-480, a special use permit is hereby approved and granted to authorize one mixed use building, with a height of up to six (6) stories and containing up to 105 residential dwelling units, within the Subject Property, subject to the following conditions:

1. The specific development being approved by this special use permit (“Project”), as described within the December 16, 2019 site plan exhibit submitted as part of the

Application Materials, as required by City Code §34-158(a)(1), shall have the following minimum attributes/ characteristics:

- a. Not more than one building shall be constructed on the Subject Property (the “Building”). The Building shall be a six-story Mixed Use Building, containing up to 105 residential dwelling units, ground floor commercial floor area, and underground parking.
  - b. The highest point of the Building, as defined within City Code §34-1100(a), shall not exceed an elevation of 520 feet above sea level. Exclusions from measurement of building height shall be those referenced within §34-1101(a).
  - c. The commercial space on the ground floor of the Building shall be designed, occupied and used for retail uses, facing Allied Street. The ground floor area to be used and occupied for retail uses shall be no less than that depicted in the December 16, 2019 site plan exhibit submitted as part of the Application Materials.
  - d. Underground parking shall be provided within a parking garage structure constructed underneath the Building.
  - e. The applicant shall provide a preliminary traffic study of the immediate area surrounding the building, as well as traffic impact on Allied Street, Harris Street and the intersection of Harris Street and McIntire Road. The scope of the traffic study shall be approved by the City Traffic Engineer prior to submission, and must be submitted to the City for review and comment prior to the approval of the final site plan for the project.
2. The Landowner shall provide three one-bedroom and two two-bedroom dwelling units located within the Building shall be affordable dwelling units as defined in Charlottesville City Code Section 34-12(c) for a period of ten years.
  3. During the first two months for which the Building leases dwelling units, the Landowner shall reserve five units for lease by housing choice voucher holders.

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



Agenda Date:	March 16, 2020
Action Required:	Consent Agenda/Resolution
Staff Contacts:	Paul Oberdorfer, Deputy City Manager
Presenter:	Paul Oberdorfer, Deputy City Manager
Title:	<b>Enterprise Land Management (ELM) and Enterprise Asset Management (EAM) System Project Funding Resolution - \$1,250,367</b>

**Background:**

Part of the modernization effort of becoming a “Smart City” includes strategically aligning People, Process, and Technology to manage work more efficiently and effectively. By-products of IT Modernization include real-time access to performance data for informed decision-making, strategic allocation of City resources for service readiness, and the provision of increasingly high levels of customer service to the citizens of Charlottesville. The City has spent the last year preparing for this effort through the “Business Process Mapping Services” Project, which has focused on: 1) the analysis of the current (As-Is) environment [across the departments of NDS, Public Works and Parks & Recreation], 2) creation of optimized future (To-Be) state workflows, including the utilization of newer, more sophisticated, integrated enterprise software systems, and 3) defining requirements (functional, technical, integration, etc.) for the selection of the new ELM and EAM software system. Through the selection and implementation of this integrated enterprise software system (across the same platform), the City will continue positioning itself to become a “Smart City” by operating in a best-of-breed technology environment.

NDS is responsible for overseeing the permitting, private infrastructure, and land management duties for the City of Charlottesville. NDS comprises these functional divisions (6):

1. Building
2. Front Desk
3. Historic
4. Planning
5. Property Maintenance
6. Zoning

NDS is utilizing “Adept” as its commercial and residential permitting system. This “on-premise” system has been in place since August 2008 and has undergone minimal updates since the initial implementation. Under the current electronic permitting system, NDS lacks automated workflows, which cause bottlenecks in the comprehensive development process, as multi-disciplinary plan reviews across functional divisions are inundated with hard copy paper. The lack of citizen self-service capabilities through the system limits the local development community’s ability to engage remotely with the City by applying for permits electronically, tracking plan review progress, and paying associated fees online. NDS is looking to replace their current permitting system with a new GIS-centric, cloud-based ELM system to manage the lifecycle of a building, which includes workflow automation for improving efficiency in process execution, mobility for the workforce to

increase effectiveness in the field, and an interactive portal for electronic plan review, project management, and engagement with the local development community.

The Department of Public Works oversees the work order/asset management duties, managing both natural and built systems, and fostering community health, safety, and sustainability within the City of Charlottesville. The functional divisions (6) of Public Works are:

- |                           |                        |
|---------------------------|------------------------|
| 1. Administration         | 4. Traffic Engineering |
| 2. Facilities Maintenance | 5. Transportation      |
| 3. Public Service         | 6. Engineering         |

The Department of Public Works is utilizing the City’s Enterprise Resource Planning (ERP) software system “SAP” to manage work orders related to asset management. SAP was introduced to the City in 2006 as an “on-premise” enterprise solution. Public Works lacks automated workflows across its functional divisions, as part of the comprehensive process of managing work orders. Also, the lack of GIS integration results in valuable asset-related data not being recorded, and breakdowns in communication within and across divisions during the execution of work orders by field resources. Public Works intends to replace their utilization of the City’s ERP system for work order management with a new GIS-centric, cloud-based EAM system capable of capturing service-related data in a Citywide, geospatial database that interfaces across critical systems, which offers mobility for the workforce, and includes an interactive portal for service request management, project management, and engagement with the local community.

The Department of Parks & Recreation oversees the stewardship of public land and parks, along with providing quality recreational experiences to the City of Charlottesville. The functional areas (10) of Parks & Recreation are:

- |                   |                     |                     |
|-------------------|---------------------|---------------------|
| 1. Administration | 5. Horticulture     | 8. Trails           |
| 2. Aquatics       | 6. Maintenance Shop | 9. Turf Maintenance |
| 3. Construction   | 7. Playgrounds      | 10. Urban Forestry  |
| 4. Custodial      |                     |                     |

The Parks & Recreation is utilizing a customized Work Order Management application, namely the “Parks & Rec Ticket System,” which was developed by the City’s IT Department. Though the “Ticketing System” is functional and heavily relied upon by Parks & Recreation, it provides no formal method for tracking assets, including inventory management. Parks & Recreation intends to replace their ticketing system with a new GIS-centric, cloud-based EAM system capable of capturing service-related data in a Citywide, geospatial database that interfaces across critical systems, which offers mobility for the workforce, and includes an interactive portal for service request management, project management, and engagement with the local community.

### **Discussion:**

The Business Process Mapping Services project team has determined the need to expand the scope of the project beyond NDS. Best-of-breed technology can provide the ability to integrate GIS data utilization by NDS, Public Works, Parks & Recreation, and Utilities. As such, the project is requesting additional funding to advertise Request for Proposals (RFPs) to furnish GIS-centric, Cloud-based SaaS version of ELM and EAM software systems on a single platform, including software and training. The ELM system will allow NDS to manage the lifecycle of



land development and redevelopment, including zoning, property maintenance, building permits, inspections, new construction, occupancy, renovations, and demolition. And the EAM system will be utilized by Public Works, Parks & Recreation, and Utilities for managing work orders in response to service requests for managing City building and infrastructure assets. Assets managed will include natural and built private systems interacting with the right-of-way, along with parks and recreational assets throughout the community.

Substantial gains in productivity, efficiency, accuracy, mobility, capacity, and the ability to make data-driven decisions through implementing the new ELM and EAM systems across NDS, Public Works, and Parks & Recreation should be achieved. The software and systems must integrate with crucial existing enterprise technologies, including the City’s Enterprise Resource Planning system SAP, along with ESRI Geographic Information System (GIS), among others. Multiple data collection points, both fixed and mobile, are envisioned to promote engagement and ease of use among City employees, the development community, and citizens.

**Alignment with City Council’s Vision and Strategic Plan:**

- City Strategic Plan:
  - 3.1 Engage in robust and context sensitive urban planning and implementation
  - 3.2 Provide reliable and high-quality infrastructure
  - 3.5 Protect historic and cultural resources
  - 5.1 Integrate effective business practices and strong fiscal policies
  - 5.3 Provide responsive customer service
  - 5.4 Foster effective community engagement

**Budgetary Impact:**

Based on information provided by Avero Consulting, the consultant engaged to develop the business process mapping and RFP, the total cost of the ELM and EAM is currently projected to be \$2,663,094. NDS, Public Works and Parks and Recreation integration is projected to be \$1,647,056. Utilities integration is projected to be \$925,288 but is planned to happen after the initial deployment. The cost estimate is broken in Exhibit A. In addition, to the project costs itemized here, associated annual operating costs are anticipated to be \$287,163.

<b>Project Total Costs</b>	<b>\$ 2,663,094.00</b>
Less: Costs already incurred	\$ (487,439.41)
Less: Funding from Utilities (to be appropriated at a later date)	\$ (925,288.00)
<b>Additional Funding Needed</b>	<b>\$ 1,250,366.59</b>
<b>Sources Being Requested with this Resolution</b>	
Balance in NDS Project account - Permit Tracking Software (P-00946)	\$ 112,485.59
Requested Transfer from Streets and Sidewalks CIP account (SS-009)	\$ 615,663.00
Requested Transfer from the CIP Contingency (CP-080)	\$ 522,218.00
<b>Total Funding Request</b>	<b>\$ 1,250,366.59</b>

Balance in NDS Project account – Permit Tracking Software (P-00946)

Council approved \$250,000 in FY2018 and \$250,000 in FY2019, as part of the Capital Improvement Program (CIP), to replace the permitting systems in NDS. At the time of this memo, a balance of \$112,485.59 remains in the CIP account P-00946. Funds in this account have been used to pay for much of the costs already incurred which are itemized in the section

below. To streamline processes using best-of-breed technology environments, the original scope of the NDS Permit Tracking Software Project (FY2018/FY2019 P-00946) has expanded to include land use, asset management, and customer relations management utilizing one platform. The change in project scope presented to Council on October 24, 2018, detailed improving areas identified in Novak efficiency studies for NDS, Public Works, Parks & Recreation, and Utilities.

Transfer from Streets and Sidewalks CIP account (SS-009)

On August 19, 2019, the City was awarded funding from the Virginia Department of Transportation Primary Extension Paving grant. Grant funding for resurfacing in FY 2020 resulted in an increased account balance in Streets and Sidewalks project account (SS-009). There are sufficient funds in this account to maintain the current resurfacing schedule and no operational impacts are anticipated with the transfer of these funds to the project. The request is to transfer \$615,663 from Streets and Sidewalks project account and allow it to be used for the ELM and EAM project.

Transfer from the CIP Contingency (CP-080)

\$512,218 represents the balance of the funding need to complete the project. A request is being made to use funds from the CIP contingency fund to make up this difference.

Costs Already Incurred

The following is an itemization of the costs have already been incurred related to the ELM and EAM project:

<b>Incurred Costs</b>	
<b>Item</b>	<b>Cost</b>
AirWatch MDM (IT Administration)	\$ 11,556.00
Avero Advisors Services (BPM & RFP Development)	\$ 416,658.75
Mobile Data Plans	\$ 27,931.46
Hardware (Mobile Devices, Cases etc.)	\$ 31,293.20
<b>Total</b>	<b>\$ 487,439.41</b>

**Recommendation:**

Staff recommends approval of the resolution transferring existing capital funds for the use of the procurement and installation of a new Enterprise Land Management (ELM) & Enterprise Asset Management (EAM) System.

**Alternatives:**

Not approving the transfer of funds for the procurement and installation of a new Enterprise Land Management and Enterprise Asset Management System will result in the loss of opportunity for efficiency gains, prolong the City's dependence on inadequate systems, and create the potential to fall behind peer localities and regional partners.

**Attachments:**

Exhibit A

October 24, 2018, Council Work Session Presentation

August 19, 2019 Appropriation – Primary Extension Paving Funds



**RESOLUTION**

**Enterprise Land Management (ELM) and Enterprise Asset Management (EAM) System  
Project Funding Resolution  
\$1,250,367**

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that funding for the use of the procurement and installation of a new Enterprise Land Management (ELM) & Enterprise Asset Management (EAM) System is hereby transferred in the following manner:

**Transfer From:**

\$615,663	Fund: 426	WBS: SS-009	G/L Account: 599999
\$522,218	Fund: 426	WBS: CP-080	G/L Account: 599999

**Transfer To**

\$1,137,881	Fund: 426	WBS: P-00946	G/L Account: 599999
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**BE FURTHER IT RESOLVED**, that remaining funding (\$112,485.59) in the CIP account (P-00946) originally appropriated for the replacement of the NDS Permitting Software Replacement project will be reprogrammed and used for the procurement and installation of a new Enterprise Land Management (ELM) and Enterprise Asset Management (EAM) System.

**BE FURTHER IT RESOLVED**, this appropriation serves to appropriate the total project costs to implement the full system for use by NDS, Public Works and Parks and Recreation. Project costs relating to any changes in project scope or cost will require further approval from Council. Further, any implementation costs related to Utilities will be presented to Council for approval through a separate appropriation.

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



<b>Agenda Date:</b>	March 16, 2020
<b>Action Required:</b>	Resolution
<b>Staff Contacts:</b>	John Sales, Housing Program Coordinator
<b>Presenter:</b>	John Sales, Housing Program Coordinator
<b>Title:</b>	<b>Charlottesville Landlord Risk Reduction Fund -- Program Description Modification</b>

**Background:**

On June 19, 2017, City Council approved the Housing Advisory Committee's recommendation for the creation of a landlord risk reduction fund for the City of Charlottesville. At that time, Council members instructed City staff to develop an implementation strategy for the fund; that strategy was presented and passed by the Council on November 20, 2017.

**Discussion:**

After the City Council initially passed the implementation plan several stakeholders had concerns with some language that was in the initial program requirements. The HAC Policy Subcommittee began looking at ways to address the concerns at the October 9, 2019 HAC Policy Subcommittee meeting, which was open to the public. During the October 16, 2019 HAC meeting a draft was presented to the HAC which addressed the concerns and created a larger incentive for landlords to rent to voucher holders. The modified program no longer requires landlords to get a judgment against the previous tenant to access the fund, while adding a larger incentive for potential landlords and providing rental tenant education and financial coaching. Under the new program landlords will have the ability to access up to 300% of the contracted rental amount. The funds can be used to cover accrued back rent, late fees and excessive damages.

Locally, the Charlottesville Landlord Risk Reduction Fund (CLRRF) would be used to encourage private market landlords to provide affordable rental units to households participating in one of several rental assistance programs. The goals of the CLRRF, as outlined below, are: to reduce private market landlord concerns regarding rental income loss due to property damage, preserve the number of rental units available in the City to low-income households, and increase the number of City landlords willing to lease affordable rental units to low-income families. While the full program structure is provided as an attachment to this memo, key features of the program include:

1. Assistance will be targeted towards households receiving rental assistance through the following programs:
  - The Housing Choice Voucher Program and Charlottesville Supplemental Rental Assistance Program (CSRAP) as administered by the Charlottesville Redevelopment and Housing Authority;
  - The HUD-VASH voucher program;
  - Rapid Rehousing;
  - Supportive Services for Veteran Families;
  - Permanently Supportive Housing programs;
  - Shelter for Help in Emergency; AND
  - The International Rescue Committee.
2. Assistance will be provided for rental units located within the City of Charlottesville only.
3. A variety of rental unit types (e.g., apartments, condominium, single family detached homes) qualify for assistance; however, assistance cannot be applied to shared housing situations, in which unit tenants rent private bedrooms but share common areas such as kitchens, living and dining areas, bathrooms and outdoor spaces (decks, patios, porches, etc.). This caveat is due to the difficulty of determining responsibility for damages among unrelated persons.
4. Assistance can be used to cover costs of unit repair, and unpaid accrued rent and fees.

As there is no data available to indicate how effective (i.e., how many landlords the CLRRF may encourage to provide affordable housing) landlord risk reduction programs are, staff has structured the fund to operate as a three-year pilot program. The three-year period provides time for the fund administrator (once chosen) to set up the program, market the program to local landlords, and to collect relevant program data. The HAC has set up metrics for scoring the success or failure of the program after the 3-year pilot concludes.

### **Community Engagement:**

- Landlord Outreach Working Group – July 11, 2017
- Housing Advisory Committee – March 15, 2017
- HAC Policy Subcommittee – March 2, 2017
- HAC Policy Subcommittee– October 9, 2019



- Housing Advisory Committee – October 16, 2019
- Housing Advisory Committee – November 20, 2019
- Housing Advisory Committee – January 15, 2020
- HAC Policy Subcommittee – January 30, 2020

**Alignment with City Council Vision and Strategic Plan:**

This program aligns directly with Strategic Plan Goal 1.3: Increase affordable housing options.

**Budgetary Impact:**

The program would use funding previously appropriated to the Charlottesville Affordable Housing Fund (CAHF). This program has no impact on the general fund. It modifies existing the associated program description and implementation plan.

**Recommendation**

Staff recommends City Council approve the programmatic modifications to Charlottesville Landlord Risk Reduction Fund (CLRRF).

**Alternatives:**

City Council could choose to not approve the programmatic modifications to the CLRRF. Or, Council could choose to discontinue funding the program at all, which may impact the City's ability to increase the number of supported affordable housing units within the City of Charlottesville.

**Attachments:**

Resolution

Charlottesville Landlord Risk Reduction Fund (CLRRF) Pilot Program Description

Charlottesville Landlord Risk Reduction Fund (CLRRF) Pilot Program Metrics

## RESOLUTION

### **Modification of the Charlottesville Landlord Risk Reduction Fund (CLRRF)**

**WHEREAS**, on November 20, 2017 the Council of the City of Charlottesville approved the adoption of the Charlottesville Landlord Risk Reduction Fund program pursuant to Charlottesville City Charter section 50.7;

**WHEREAS**, City Council approved \$75,000 in funding from the Charlottesville Affordable Housing Fund to reduce private market landlord concerns regarding rental income loss due to property damage, preserve the number of rental units available in the City to low-income households, and increase the number of City landlords willing to lease affordable rental units to low-income families;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Charlottesville, Virginia that the Charlottesville Landlord Risk Reduction Fund Program Modification is hereby approved.

Approved by City Council  
March 16, 2020

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Clerk of City Council

# Charlottesville Landlord Risk Reduction Fund (CLRRF) Pilot Program Outline & Implementation Strategy

## City of Charlottesville Landlord Risk Reduction Fund

### Program Overview

The City of Charlottesville Landlord Risk Reduction Fund (CLRRF) is designed to provide financial assistance to participants in any of the following rental assistance programs:

- CRHA's Housing Choice Voucher (HCV) program
- HUD-VASH;
- Rapid Rehousing;
- Supportive Services for Veteran Families (SSVF);
- Permanently Supportive Housing;
- Shelter for Help in Emergency;
- International Rescue Committee;
- Charlottesville Supplemental Rental Assistance Program; OR
- PACEM.

The goals of the program are to: (1) increase the number of private market units providing affordable rental housing to low-income households by creating an incentive for private market landlords to rent to tenants using rental assistance programs, (2) increase the number of low-income households who can access private market affordable rental housing by reducing the requirement to provide up-front costs in the form of a security deposit, as well as (3) preserve the current number of affordable rental units available to low-income households in the City of Charlottesville.

### Eligibility Requirements

To be eligible to access the CLRRF, landlords must lease to a tenant through one of the above listed programs, and must agree to use the CLRRF rather than require the tenant to provide a security deposit for a unit located within the City of Charlottesville.

To qualify for access to the CLRRF, a landlord must:

1. Be leasing a rental unit located within the City of Charlottesville.
2. Have agreed in writing to use the CAHM Fund in lieu of a security deposit to cover expenses permitted under §55.1-1226.A. of the Code of Virginia (1950), as amended.
3. Have a fully executed 12-month leasing contract with a new low-income household for the unit for which assistance is being guaranteed.

### Eligible Properties

The CLRRF can be accessed for eligible expenses associated with the following types of rental properties:

- Apartments
- Condominiums
- Townhouses
- Duplexes
- Single Family Detached

The CLRRF funding cannot be used for the following types of rental properties:

- Shared housing, in which unit tenants rent private bedrooms but share common areas such as kitchens, living and dining areas, bathrooms and outdoor spaces (decks, patios, porches, etc.)

## Eligible Payments

1. The CLRRF can be applied to the following expenses:
  1. The payment of accrued rent, including the reasonable charges for late payment of rent specified in the rental agreement;
  2. The payment of the amount of damages that the landlord has suffered by reason of the tenant's noncompliance with § [55.1-1227](#) of the Code of Virginia, less reasonable wear and tear;
  3. Other damages or charges as provided in the rental agreement; or
  4. Actual damages for breach of the rental agreement pursuant to § [55.1-1251](#) of the Code of Virginia.
2. Amount of eligible payments provided by the CLRRF:
  1. Maximum of three months' periodic rent under the rental agreement.
  2. Notwithstanding paragraph 1. above, no more than two month's periodic rent may be used from the CLRRF for the payment of accrued rent.
  3. Payment for qualifying damages (those beyond reasonable wear and tear) shall be made according to the schedule of costs published by the fund administrator. In the event that a type of damage is not included on the schedule of costs, payment will be limited to actual costs of repair.
  4. Payment of the reasonable charges for late payment of rent specified in the rental agreement.

## Program Delivery

- 1) In order to qualify to participate in the CLRRF program, a tenant must:
  1. Receive rental assistance through one of the qualified programs, or a similar program approved by the program administrator;
  2. Complete an approved in-person resident tenant intake and education program prior to signing a lease with a landlord participating in the program.
  3. Complete a move-in inspection as prescribed by the fund administrator, which inspection shall be signed by the tenant, landlord and the fund administrator or its designee.
  4. Elect to:
    - a. Participate in a financial coaching program: OR
    - b. Contribute 10% of one month's rent over a twelve-month period to the CLRRF, which funds will be returned to the tenant at the termination of the rental period after subtracting any amounts needed to cover qualified expenses.
- 2) In order to access funds under the CLRRF program, landlords must:
  1. Rent to a tenant who is receiving rental assistance through one of the qualified programs;
  2. Include in the rental agreement that the landlord will participate in the CLRRF program in lieu of demanding or receiving a security deposit;
  3. Present to the fund administrator a move-out inspection which itemizes the deductions, damages and charges eligible for payment from the CLRRF.
    - a. The landlord shall provide written notice to the tenant of the tenant's right to be present at the landlord's inspection of the dwelling unit for the purpose of determining the amount of security deposit to be returned. Written notice shall also be provided to the fund administrator. If the tenant desires to be present when the landlord makes the inspection, they shall so advise the landlord in writing, who in turn shall notify the tenant and/or fund administrator

- of the date and time of the inspection.
  - b. Any disputes regarding the move-out inspection shall be resolved through third-party mediation.
4. Submit to the fund administrator the following:
    - a. Name of the eligible tenant and the qualified program supporting the tenant
    - b. Address of the rental property
    - c. Copy of the rental agreement
    - d. An accounting of any accrued rent, including the reasonable charges for late payment of rent specified in the rental agreement, when requesting payment for accrued rent.
    - e. When requesting payment for damages:
      - i. The move-in inspection
      - ii. The move-out inspection, as provided in paragraph 3. above.
      - iii. An itemized list of unit repairs
      - iv. An itemized list of materials and labor costs, as well as copies of receipts for materials and labor purchased when damages are of a type not included on the schedule of costs published by the fund administrator.
- 3) Once the fund administrator receives the request for payment:
    1. The fund administrator will review the request for payment within 10 days.
    2. The fund administrator will release payments within 21 days following its review, during which time the fund administrator will:
      - a. Verify tenant information and program enrollment.
      - b. Verify payments requested are for qualifying expenses.
      - c. In the event the request for payment is for qualifying damages, determine the amount of payment according to the schedule of costs published by the fund administrator. In the event a type of damage is not included on the schedule of costs:
        - i. Verify itemized list of repairs, materials and labor costs.
        - ii. Verify copies of receipts have been received.
  - 4) A tenant will be disqualified from further participation in the CLRRF program:
    1. In the event their landlord accesses the CLRRF for accrued rent, including the reasonable charges for late payment of rent specified in the rental agreement;
    2. In the event their landlord accesses the CLRRF for damages exceeding one month's periodic rent or \$1,000, whichever is greater.
    3. In the event the tenant fails to complete financial coaching or contribute to the CLRRF.
  - 5) Participation in this program by landlords or tenants does not constitute a waiver of any otherwise applicable provision of the Virginia Residential Landlord Tenant Act.

**Program  
Implementation:**

Funding Amount: \$75,000 -- \$37,000 for fund capitalization, \$36,000 for fund administration.

- Able to serve between up to 25 tenants.

HAC to develop metrics, to be tracked by the fund administrator, that would demonstrate whether the program is effective.

Administration: Search for a fund administrator through an RFP process.

- Qualifications for fund administrator:
  - Must be an IRS 501(c)(3) designated nonprofit organization.
  - Must have knowledge of, or experience with, rental assistance programs.
  - Knowledge of property management practices preferred.
  - Knowledge of residential property rehabilitation a plus.

Responsibilities of fund administrator:

- Develop a process for determining that a tenant and landlord are eligible to participate in the CLRRF.
- Develop and administer move-in and move-out inspection process, to include attending the move-out inspection.
- Develop and administer an in-person resident tenant intake and education program to be offered to tenants prior to signing a lease with a landlord participating in the program, likely once per month or on demand.
- Develop a process to refer tenants to financial coaching or collect 10% of one month's rent over a twelve-month period to the CLRRF, which funds will be returned to the tenant at the termination of the rental period after subtracting any amounts needed to cover qualified expenses.
- Develop a schedule of costs for damages that are typically paid from security deposits.
- Develop a program for advertising and outreach to qualifying programs and landlords.
- Develop and administer a system of data collection that will determine whether the program is effective.

Pilot Period: Three (3) years from date fund administrator secured. Allows time for:

- Program set up
- Advertising and outreach
- Data collection including:
  - Household demographic data
  - Household income data
  - Most common uses of funds (i.e., accrued rent or types of property damage)
  - Frequency of requests
- Program evaluation by end of year three (3), using the metrics developed by the HAC and collected by the fund administrator

## Charlottesville Landlord Risk Reduction Fund Metrics

Timing	Measurement(s)
At outset of program	<ol style="list-style-type: none"> <li>1. Baseline % of available but not utilized vouchers among the named programs</li> <li>2. % of voucher households who started looking in City but could not find housing in 60 days. This primarily affects CSRAP voucher holders.</li> </ol>
Yearly Review Information	<ol style="list-style-type: none"> <li>1. Number of households served under CLRRF</li> <li>2. Number of households served under CLRRF who have signed leases</li> <li>3. Household income and family sizes of CLRRF participants</li> <li>4. Current total utilization rate among voucher among named programs</li> <li>5. Total of CLRRF funds reserved/remaining</li> <li>6. Average amount of CLRRF fund “committed” per voucher</li> <li>7. Average amount of CLRRF fund spent (if any) per voucher</li> <li>8. Number of families in coaching program vs. number of families choosing to contribute 10% of rent</li> <li>9. Survey responses of “why” households chose coaching program or 10% rent contribution</li> <li>10. How many new landlords who have not previously rented to a voucher participant in the City of Charlottesville signed a lease with a voucher holder?</li> <li>11. Total # of disputes</li> <li>12. Total amount of CLRRF funds paid out</li> <li>13. Average amount of CLRRF fund paid out</li> <li>14. % of funds used for accrued rent vs. % used for property damage</li> <li>15. How many landlords re-rented to a voucher holder after the initial lease ended?</li> <li>16. How many new landlords who have not previously rented to a voucher?</li> <li>17. What is the percentage of the funds utilized go towards back rent and fees?</li> <li>18. What is the percentage of the funds utilized go towards damages to the unit?</li> </ol>

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



<b>Agenda Date:</b>	March 16, 2020
<b>Action Requested:</b>	Resolution
<b>Presenter:</b>	Brenda Kelley, Redevelopment Manager
<b>Staff Contacts:</b>	Dr. Tarron Richardson, City Manager Lisa Robertson, Deputy City Attorney Brenda Kelley, Redevelopment Manager, City Manager's Office John Sales, Housing Program Coordinator
<b>Title:</b>	<b>Second Amended Charlottesville Supplemental Rental Assistance Program (CSRAP) Agreement</b>

**Background:**

On June 19, 2017, City Council approved the Housing Advisory Committee's (HAC) recommendation for the creation of a supplemental rental assistance program for the City of Charlottesville. In October 2017, the City Council approved the Charlottesville Supplemental Rental Assistance Program (CSRAP) and funding for the program. The Grant Agreement between the City and the Charlottesville Redevelopment and Housing Authority (CRHA) was executed in January 2018. The first voucher was issued in April 2018.

On June 17, 2019, City Council approved the First Amendment to the CSRAP Agreement to provide for more efficient management and reporting of the program and, more importantly, to update the program timeframe that covers the funding allocation.

Currently, City Council has approved total funding for this program in the amount of \$2,595,000 (\$900,000 in FY17/18; \$945,000 in FY18/19; \$750,000 in FY19/20). As continued funding is approved through the annual budget process, this Agreement will need to come back before City Council to extend the program prior to its expiration on June 30<sup>th</sup> of each year.

**Discussion:**

The US Department of Housing and Urban Development (HUD), who provides funding to the CRHA and regulates administration of public housing and Housing Choice Vouchers, has been working closely with CRHA staff as to operations, management, and redevelopment. HUD identified a concern that federal dollars were being used to administer a city-funded voucher



program. In order to correct this so that there are no unintended negative impacts or penalties from HUD, it is recommended that a portion of the approved program funding, allocated by the city for this program, also be used to cover administrative costs incurred by CRHA to administer this program. For ease of administration, both for CRHA and City staff, it is recommended that 7.5%, or direct costs if exceeding 7.5%, of the annual program appropriation be reserved for administering the program. CRHA may request these administrative costs on a quarterly basis as they submit draws against the program funding.

### **Alignment with City Council’s Vision and Strategic Plan:**

The provision of vouchers to subsidize low-income housing opportunities supports City Council’s visions of Quality Housing Opportunities for All; A Green City; Community of Mutual Respect; and Smart, Citizen-Focused Government. In addition, this program supports the following:

#### Strategic Plan Goals:

- Goal 1.3: Increase affordable housing options
- Goal 2.3: Improve community health and safety outcomes by connecting residents with effective resources (aligning health care with provision of housing for the elderly and disabled)

#### Comprehensive Plan Goals:

- Goal 3.1: Continue to work toward the City’s goal of 15% supported affordable housing by 2025.
- Goal 5: Support projects and public/private partnerships (i.e., private, non-profits, private developers and governmental agencies) for affordable housing, including workforce housing and mixed-use, and mixed-income developments.
- Goal 5.7: Support housing programs at the local and regional level that encourage mixed-income neighborhoods and discourage the isolation of very low and low income households.
- Goal 7: Offer a range of housing options to meet the needs of Charlottesville’s residents, including those presently underserved, in order to create vibrant residential areas or reinvigorate existing ones.

### **Community Engagement:**

At its February 19<sup>th</sup> meeting, HAC discussed this item. A recommendation was made by HAC for the City Council to approve additional funding be added to the existing program funding in order to cover administrative costs.

### **Budgetary Impact:**

This request does not encumber any additional funding from the City budget. It provides for a portion of the existing program funding to cover costs incurred by CRHA to administer the program.

**Recommendation:**

Staff recommends City Council approve the attached Second Amended CSRAP Agreement.

**Alternatives:**

City Council could choose to not approve the supporting Resolution which may effectively end this program and/or negatively affect the provision of housing assistance currently providing relief for some of our most vulnerable families.

**Attachments:**

Second Amended Charlottesville Supplemental Rental Assistance Program (CSRAP) Agreement  
Resolution

**Second Amended GRANT AGREEMENT**  
**Charlottesville Supplemental Rental Assistance Program**  
**(CSRAP)**

This grant agreement provides the terms and conditions upon which the City of Charlottesville ("City") will provide funding to the Charlottesville Redevelopment and Housing Authority ("CRHA") for the purpose of administering the "Charlottesville Supplemental Rental Assistance Program" ("CSRAP"). The CSRAP represents a partnership between the City of Charlottesville and the Charlottesville Redevelopment and Housing Authority. In order to facilitate expedient housing of those in need and to insure that funding resources are provided directly to housing clients, CRHA has proposed to administer the CSRAP at no cost to the City or the CSRAP. Therefore, the City and CRHA recognize that it is critical that the administrative burden associated with the program be kept to an absolute minimum. Funding approval in the amount of \$900,000 to support CRHA's administration of the CSRAP was provided by City Council on October 16, 2017.

**Section 1.** Time for Performance: July 1, 2019 through June 30, 2020.

**Section 2.** City Funding Amount: \$945,000

**Section 3.** Conditions of City Funding:

**I. PURPOSE OF THE PROGRAM**

- A. The City of Charlottesville has authorized the transfer of up to \$945,000.00 plus carryforward program funding, if any, from Charlottesville Affordable Housing Fund (CAHF) to the Charlottesville Redevelopment and Housing Authority (CRHA) for use within the Fiscal Year ending June 30, 2020, upon the following conditions: (i) the funding shall be used exclusively by CRHA to provide rental assistance subsidies to individuals who are part of Extremely Low-Income to Low-Income Households, defined as those households earning less than 60% of Area Median Income (Area Median Income) as determined by the US Department of Housing and Urban Development annually within the City of Charlottesville, including, but not limited to, those who are homeless, elderly and/or disabled individuals, or those enrolled in a self-sufficiency program; and (ii) the administration of this funding by CRHA shall be in accordance with the terms of this document.
- B. The City is authorized by Va. Code §36-7 to provide money to a housing authority, to enable or assist the authority to carry out its purposes.

**II. FUNDING**

The CSRAP shall be funded through the Charlottesville Affordable Housing Fund (CAHF).

### **III. ADMINISTRATION**

The CSRAP represents a partnership between the City of Charlottesville and the Charlottesville Redevelopment and Housing Authority. In order to facilitate expedient housing of those in need and to insure that funding resources are provided directly to housing clients, CRHA has proposed to administer the CSRAP at no cost to the City or the CSRAP. Therefore, the City and CRHA recognize that it is critical that the administrative burden associated with the program be kept to an absolute minimum. CRHA agrees to administer the CSRAP in a manner similar to the federal Housing Choice Voucher Program (HCVP) rules and regulations, as amended, and the City of Charlottesville's Housing Policy 1, as amended (attached hereto as Appendix A). An exception to the administration of the program will be permitted to allow for single room housing that might not otherwise meet HUD rules and regulations, in limited circumstances.

For purposes of administration of the CSRAP, the term "household" shall mean and include any one (1) or more individual(s) who comprise a single housekeeping unit.

### **IV. ADMISSIONS/PREFERENCES AND THE WAITING LIST**

- A. Eligible Households shall be selected and admitted from the CRHA's existing HCVP waiting list in accordance with the HCVP rules and regulations established by the CRHA for selection and admission for tenant-based housing assistance through the CSRAP unless specified otherwise in this agreement. Only Households with incomes less than 60% AMI shall be issued CSRAP rental assistance subsidies. A Household can apply to participate in the CSRAP Program if individual(s) within the Household live or work within the City of Charlottesville at the time of the application; however, CSRAP rental assistance shall be issued only to subsidize rental payments owed by a Household for rental of a dwelling unit located within the City of Charlottesville, except as per the provision in Section V.B.iii.
- B. The CHRA shall issue the CSRAP rental assistance according to the following priorities:
  - (i) A minimum of fifteen (15) CSRAP rental assistance subsidies will be issued to Households who are homeless. (These recipients may or may not be enrolled in the CRHA HCV waiting list.)
  - (ii) A minimum of forty (40) CSRAP rental assistance subsidies will be issued to Households enrolled in a local self-sufficiency program. (These recipients may or may not be enrolled in the CRHA HCV waiting list.)
  - (iii) The remainder of the CSRAP funded rental assistance subsidies (i.e., those not issued in accordance with Sections IV.B(i) or IV.B(ii), above) shall be issued to HCVP eligible households, if the individual(s) within those Households live or work in the City of Charlottesville, and if the

**City of Charlottesville- Charlottesville Affordable Housing Fund (CAHF)  
Charlottesville Supplemental Rental Assistance Program- City Account P-0952**

Household(s) is or are on the CRHA's HCVP waiting list at the time of the issuance of a CSRAP voucher.

- (iv) In the administration and issuance of CSRAP funded rental assistance subsidies described in Section IV.B(iii) above, CRHA will insure that vouchers will be issued to households with incomes less than 60% AMI.
- C. Households on the CRHA's HCVP waiting list who accept CSRAP voucher(s) shall remain on the HCVP waiting list, and shall retain their ranking on that list. If an individual or household on the HCVP waiting list is selected by CRHA for the HCVP program, CRHA shall offer that Household the opportunity to replace any CSRAP subsidy being received with an HCV.

**V. TENANT-BASED HOUSING ASSISTANCE**

- A. CSRAP rental assistance subsidies shall be administered as tenant-based housing assistance in a manner similar to CRHA's HCVP rules and regulations.
- B. Notwithstanding any CRHA HCVP rule or regulation to the contrary, (see Section V.A, above), the following rules apply specifically to the CSRAP:
- (i) Rental assistance subsidies shall not be eligible for portability as such term is defined and utilized in 24 C.F.R. §§ 982.351 and 982.353, as amended.
  - (ii) Households receiving a CSRAP voucher shall have 60 days to locate, and lease, a rental housing unit within the City of Charlottesville.
  - (iii) Should a Household be unable to locate a rental unit that it can afford (based on the 30% required contribution referenced in subparagraph (iv), following below) within the City of Charlottesville within the initial 60-day CSRAP voucher term, the CRHA may grant one 120-day extension, during which time the recipient household may continue to search for rental housing in the City of Charlottesville or within Albemarle County.
  - (iv) Households receiving a CSRAP voucher shall be required to contribute 30% of the monthly gross income of that Household toward rent each month. The Household's required rent contribution shall be determined at the time the Household is accepted into the CSRAP, and thereafter shall not be increased more than once every 24 months; regardless of whether or not the rent contribution is increased during any 24 month period, CRHA shall continue to verify and keep records as to the Household income, report income to the City, and comply with the requirements within this Grant Agreement.
  - (v) CSRAP rental assistance shall be provided monthly. The monthly housing assistance payment shall be equal to the applicable HCVP payment standard for bedroom size for the Charlottesville area, as established annually by the

Virginia Housing and Development Authority, minus the tenant's portion of the rent.

- (vi) The CRHA shall reexamine the income and family composition of each Household receiving CSRAP rental assistance, at least once every 24 months. Any Household that experiences a decrease in income may request a reexamination and adjustment of the requirement for 30% monthly income participation (see subparagraph (iv), above) at any time.

## **VI. CONTINUING ELIGIBILITY FOR CSRAP FUNDING**

- A. Subject to availability of CSRAP funds and the terms of this Grant Agreement, CSRAP rental assistance may be issued to a Household so long as the Household is in compliance with the CSRAP Program Rules.
- B. CSRAP-assisted Households shall be entitled to the Informal Hearing Procedures for Applicants and Participants of the Housing Choice Voucher and Moderate Rehabilitation Programs as defined by 24 CFR §982.54(d)(12) and (13) as amended, as administered by the CRHA.

## **VII. PROGRAM FUNDING**

- A. The City's Housing Program Coordinator has verified that funding in the amount of \$945,000 is available and has been appropriated by City Council to the CAHF to support the CSRAP. CSRAP will continue so long as funds from the initial funding allocation of \$945,000 plus carryforward program funding, if any, to CAHF for support of the CSRAP remain unencumbered or additional funding has been appropriated by City Council in amounts sufficient to support continuation of the CSRAP in subsequent fiscal year(s).
- B. Each year, in accordance with a schedule established by the City's Budget Director, CRHA shall prepare and submit to the City an estimate of the amount of money needed during the ensuing fiscal year for the CSRAP, based on the Households then participating in the CSRAP at that time, and based on CRHA's estimate of any rent increases for those participating Households, and (at CRHA's option) CRHA's estimates of the cost of any desired expansion of the CSRAP to additional participants during the ensuing fiscal year. CRHA will be afforded at least 30 days within which to prepare and submit such annual funding estimate. This CSRAP Agreement may be renewed for succeeding fiscal years by written agreement of the parties, subject to the availability and appropriation of public funds.
- C. The City shall retain the existing program funding reserve of \$292,500 as a program reserve fund to ensure funding is available to cover any increases in rental assistance payments due to decreases in participant household income or increases in rent. All unused reserve funds shall be carried over in to the next year's program funding total.

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Charlottesville Supplemental Rental Assistance Program- City Account P-0952**

- D. When the unencumbered funding balance within the Initial Operational Allocation reaches an amount equal to approximately one month of maximum program rental expenses (or not to exceed \$80,000), CRHA shall request and the City shall immediately disperse an additional amount equal to approximately three months of maximum rental expenses (or not to exceed \$240,000) to CRHA to provide ongoing support for the program. In so doing, at all times during the term of the CSRAP, CRHA will maintain an unencumbered program Operational Allocation balance of no less than \$80,000 and no more than \$240,000.
- E. CRHA may retain a portion of the program funding to be used for administration of the program. Administrative costs shall be equal to 7.5% of the annual program funding allocated by the City, or direct costs of administering the program if those costs exceed 7.5%. CRHA shall request and the City shall disperse an amount equal to one-fourth of administrative costs submitted with the rental expenses identified in paragraph (D) above, or on a quarterly basis. Administrative costs shall also be included in the Quarterly Report.
- F. Initial Reporting Requirements:
- (i) Upon determining that a Household is eligible to participate in the CSRA Program, CRHA shall transmit to the City's Housing Program Coordinator the following:
    - (a) A copy of the Household's rental assistance subsidy agreement, lease approval form, rent portions notice, rental unit information (including address and monthly rent), unit inspection report, and Household information (including income, size, composition), and
    - (b) A copy of an invoice or other statement of rent from the Household's landlord, identifying the monthly rental amount for that Household, at time of initial lease-up.
- G. Ongoing Reporting Requirements.
- (i) 30 days following the end of each calendar year quarter (specifically: on October 31, January 31, April 30, and July 31 each calendar year), the CRHA will submit to the City of Charlottesville, an itemized Quarterly Report, listing each recipient Household participating in the CSRA Program as of the date of such Report, and specifying the amount of monthly rent required for each Household (both household rent portion and rental assistance amount) for the calendar year quarter next succeeding the date of the Quarterly Report. Each such Quarterly Report shall add up each of the amounts required for the CSRA Program for the upcoming quarter,

**City of Charlottesville- Charlottesville Affordable Housing Fund (CAHF)  
Charlottesville Supplemental Rental Assistance Program- City Account P-0952**

and shall give a total amount necessary to satisfy the Program commitments for that upcoming calendar year quarter.

- H. Each itemized Quarterly Report referenced in Paragraph (G)(i), above, shall be accompanied by the following information (in addition to the information required by paragraph (D), above) and this information shall be presented in an Excel Spreadsheet or other format mutually acceptable to both CRHA and the City's Housing Program Coordinator. Each Quarterly Report shall provide program and household statistics, including but not necessarily limited to:
- Date voucher issued
  - Date voucher extended (if applicable)
  - Date unit leased
  - Name (head of household)
  - Unit Address
  - Total Monthly Rent
  - Amount of Monthly Rental Assistance Provided
  - Household Income
    - %AMI
  - Employment Status
  - Number of Wage Earners
  - Household Composition
    - Number of Adults
    - Number of Children
    - Number of Children Under 5-years
    - Number of Elderly (65 years+)
    - Number of Disabled
    - Race/Ethnicity
  - Compliance with admissions preference priorities as defined in Section IV.B.
  - Administrative costs
- (i) Following the Initial Operational Allocation, no funds will be released to CRHA, unless and until all required reporting pursuant to Section (E), Section (F) and Section (G) have been properly completed and submitted to the Housing Coordinator.
- (ii) The Housing Coordinator shall have 14 days from the date of report submittal to review and certify to CRHA that the reports provided meet the CSRAP reporting standards defined in Section (E), Section (F), & Section (G) above. After 14 days following report submittal (unless otherwise notified), CRHA and the Housing Coordinator will consider all reports submitted to be complete, proper and certified.
- (iii) All reports shall be submitted to the City of Charlottesville's Housing Program Coordinator.



**City of Charlottesville- Charlottesville Affordable Housing Fund (CAHF)  
Charlottesville Supplemental Rental Assistance Program- City Account P-0952**

OFFERED BY: City of Charlottesville

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

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

ACCEPTED BY: Charlottesville Redevelopment and Housing Authority

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

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

**RESOLUTION**  
**APPROVING THE SECOND AMENDED CHARLOTTESVILLE SUPPLEMENTAL**  
**RENTAL ASSISTANCE PROGRAM (CSRAP) AGREEMENT**

**WHEREAS**, on June 19, 2017 the City of Charlottesville approved the creation of a City-funded Supplemental Rental Assistance Program (“CSRAP”), and on May 6, 2019 City Council approved an allocation of \$945,000 from previously-appropriated funds in the Charlottesville Affordable Housing Fund (“CAHF”) to be used for the CSRAP program, which will be administered by CRHA; and

**WHEREAS**, the terms and conditions under which the Charlottesville Redevelopment and Housing Authority (“CRHA”) will administer the CSRAP Program are set forth within a written grant agreement which has been reviewed by City Council this same date;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Charlottesville, Virginia, **THAT**:

1. The CSRAP program shall be administered by CRHA in accordance with the terms and conditions set forth within the Second Amended CSRAP grant agreement, which is hereby approved by this City Council; and
2. The City Manager is authorized to execute the Second Amended CSRAP grant agreement on behalf of the City of Charlottesville and the City Manager and City staff are authorized and directed to apply funding allocated to the CSRAP program in accordance with the terms set out within the CSRAP grant agreement.

Approved by Council  
March 16, 2020

\_\_\_\_\_  
Kyna Thomas  
Clerk of Council

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



<b>Agenda Date:</b>	March 16, 2020
<b>Action Required:</b>	Approval of Resolution
<b>Presenter:</b>	Jeanette Janiczek, UCI Program Manager
<b>Staff Contacts:</b>	Jack Dawson, City Engineer Tony Edwards, Development Services Manager Jeanette Janiczek, UCI Program Manager
<b>Title:</b>	Belmont Bridge Replacement Project – Levy Avenue Street Name Change between 9 <sup>th</sup> /Avon Street and 6 <sup>th</sup> Street SE

**Background:**

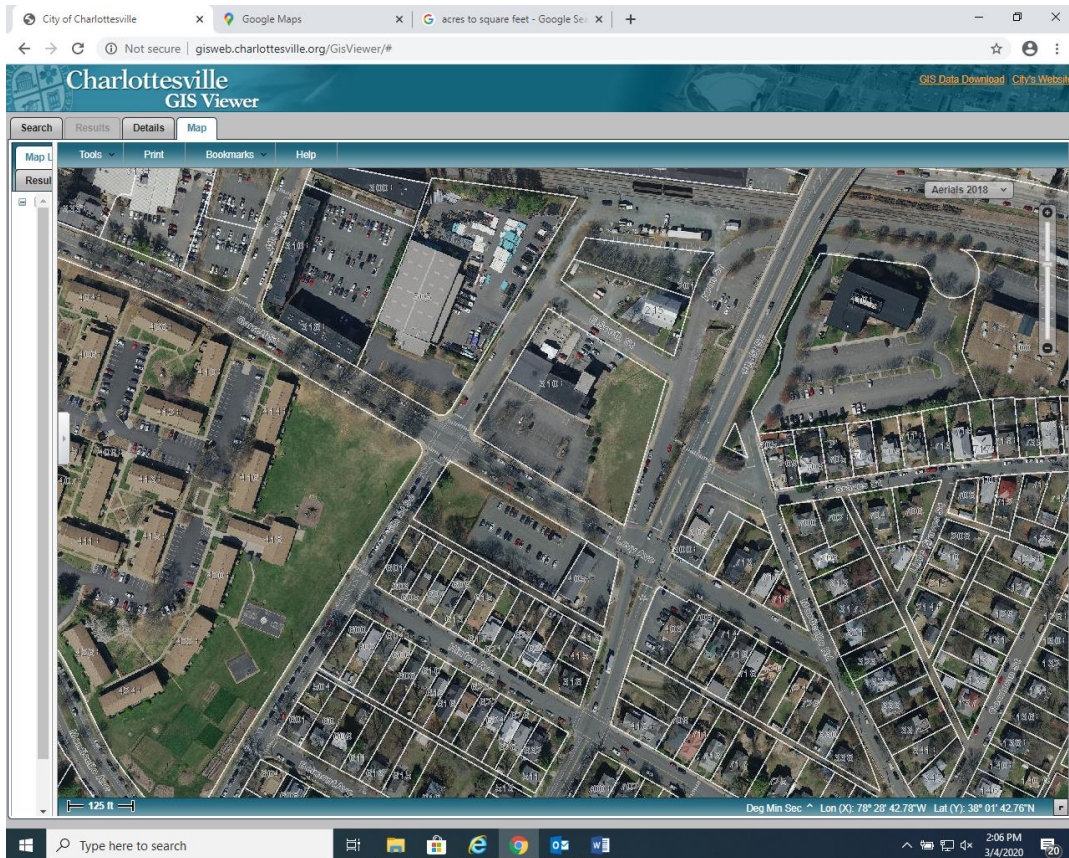
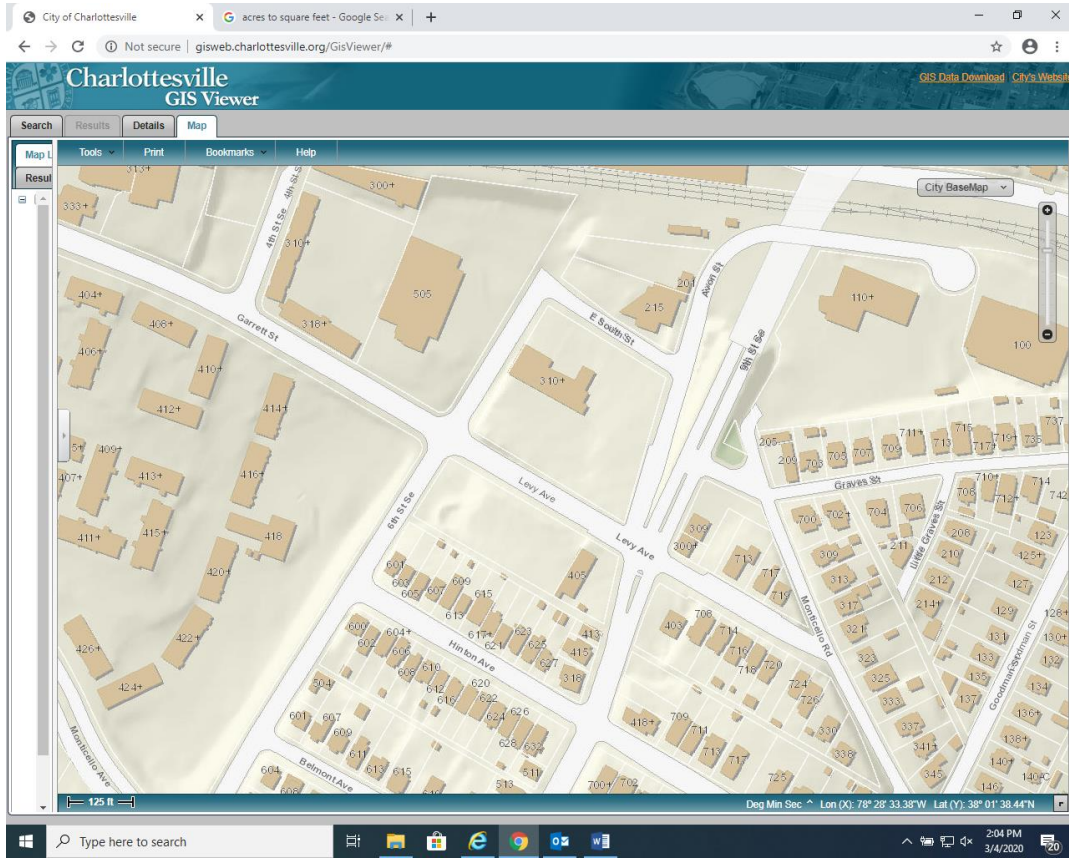
Section 28-4 of the City Code gives City Council sole authority to change street names in the City.

During development of the Belmont Bridge Replacement project, it was noted that Levy Avenue begins at Monticello Road and extends past 9<sup>th</sup>/Avon Street to 6<sup>th</sup> Street SE where it transitions to Garrett Street until it reaches a dead end shortly past Gleason Street.

**Discussion:**

To aid in emergency response, provide better directions for the public and improve addressing, it has been suggested that Levy Avenue should be between Monticello Road and 9<sup>th</sup>/Avon Street with Garrett Street beginning at 9<sup>th</sup>/Avon Street until it terminates into a dead end. 9<sup>th</sup>/Avon Street would serve as the boundary/transition point with new mast arm signs noting the new street names.

Two parcels border this section of Levy Avenue between 9<sup>th</sup>/Avon Street and 6<sup>th</sup> Street SE and both owners support the name change. Each of these lots have either been for sale in recent history or have proposed redevelopment plans. One parcel is addressed as 310 Avon Street and the other parcel containing a parking lot/greenhouse is addressed 405 Levy Avenue. Given the potential for redevelopment and the upcoming Belmont Bridge Replacement project, it seems to be an ideal opportunity to alter/improve the street naming in this area.



**Alignment with City Council’s Vision Areas and Strategic Plan:** Approval of this agenda item upholds the City’s commitment to create “a connected community” by improving a part part of our comprehensive, regional transportation system which enables citizens of all ages and incomes to easily navigate our community. In addition, it would contribute to Goal 2 of the Strategic Plan, a Healthy and Safe City.

**Community Engagement:**

There has been significant engagement for the Belmont Bridge Replacement project through a Steering Committee, project specific public meetings, coordination with City boards/commissions and public surveys. This smaller issue has only been discussed with the owners of two parcels which border the section of Levy Avenue which is being proposed to be renamed Garrett Street.

**Budgetary Impact:**

A new street name sign would need to be installed on the SE corner of Garrett Street/6<sup>th</sup> Street SE for approximately \$60. New mast arm street name signs would be installed with the Belmont Bridge Replacement project at project cost.

**Recommendation:**

Staff recommends renaming the section of Levy Avenue between 9<sup>th</sup>/Avon Street and 6<sup>th</sup> Street SE to Garrett Street.

**Alternatives:**

Retain Levy Avenue as the street name between 9<sup>th</sup>/Avon Street and 6<sup>th</sup> Street SE.

**Attachment:**

Resolution

## **RESOLUTION**

**BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the right of way currently designated as Levy Avenue, located between 9<sup>th</sup>/Avon Street and 6<sup>th</sup> Street SE in the Belmont neighborhood, shall hereinafter be officially named Garrett Street as recommended by staff.

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CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	March 16, 2020
Action Required:	Approve resolution supporting the Safe Routes to School Non-Infrastructure Grant Application
Presenter:	Amanda Poncy, Bicycle and Pedestrian Coordinator
Staff Contacts:	Kyle Rodland, Safe Routes to School Coordinator
Title:	<b>Safe Routes to School Non-Infrastructure Grant Application - \$100,000</b>

**Background:**

In the winter of 2020, the Virginia Department of Transportation (VDOT) announced another year of Safe Routes to School Non-Infrastructure (Activities and Programs) Grants, with applications due by **March 20, 2020**. These grants, for amounts between \$5,000 and \$100,000, can be used to fund **education, encouragement, evaluation** and **enforcement** programs related to Safe Routes to School. The Non-Infrastructure Grant can also be used to fund a SRTS coordinator position. A SRTS Coordinator is a part- or full-time SRTS advocate who works within a school division to promote and facilitate Safe Routes to School activities at a minimum of three schools in the division.

Last year, the city received a non-infrastructure grant in the amount of \$74,500 to fund a full-time coordinator and associated program budget to manage, train, and expand Safe Routes to School programming city-wide. The grant provides a dedicated champion to working within schools to provide education, encouragement and evaluation activities needed to support active transportation for K-8 students.

**Discussion:**

As part of the grant application, the City was required to update the Safe Routes to School (SRTS) Activities and Programs Plan (APP), a written document that outlines a community's intentions for enabling and encouraging students to engage in active transportation (i.e. walking or bicycling) as they travel to and from school. The plan details the number of students living within ¼ to 2 miles of their school and demonstrates the potential benefits that can be accrued from a coordinated SRTS program (nearly 30% of students live within ½ mile of school and nearly 70% live within 1 mile of school). The SRTS APP was originally created through a team-based approach that involved key community stakeholders and members of the public in both identifying key behavior-related to barriers to active transportation and, using the four non-infrastructure related E's (education, encouragement, enforcement and evaluation) to address them.

The City of Charlottesville Safe Routes to School Initiative aims to:

1. Increase the number of students using active transportation to get to & from school, especially among those living within one mile of their school.
2. Reduce the number of injuries suffered by school-aged students walking & biking.
3. Raise awareness of the benefits of active transportation to students, parents, & the community at large.
4. Reduce traffic congestion & greenhouse gas emissions.
5. Promote lifelong healthy habits.

The APP update reflects minimal changes from last year's plan, but emphasizes lessons learned since our Coordinator was hired in October 2016. The following short-term recommendations were developed to enhance the program:

- Institute bike riding, repair, and safety curriculum (Education)
- Develop a division-wide SRTS website, newsletter and social media presence (Education)
- Facilitate biking and walking incentive program (Encouragement)
- Regularly host walk- and bike-to-school days (Encouragement)
- Consistently host annual Bicycle Rodeos (Encouragement)
- Conduct bike safety checks (Enforcement)
- Expand the bike helmet give-away program (Enforcement)
- Administer student travel tallies (Evaluation)
- Monitor school transportation data and keep records of participation in workshops, biking and walking trains, bike rodeos, afterschool clubs, and other events (Evaluation)

The SRTS Activities and Programs Plan will continue to serve as a guiding document to assist in promoting, encouraging, and enabling walking and bicycling to school. The \$100,000 grant request will allow the City to continue to fund a full-time Safe Routes to School Coordinator and the supplies needed to implement the recommendations included in the APP. The grant will fund the coordinator position for 12 months. The grant requires a 20% match (cash or in-kind donations are acceptable). With the \$100,000 grant request this amounts to a \$20,000 match for the city. For the 2018-2019 school year, the program received approximately \$10,000 in local in-kind and we anticipate being able to secure that level of match again. In addition, we have requested \$15,400 in the Public Works Operating Budget to cover benefits for the full-time position. As a reimbursable grant, costs will be incurred by Public Works and reimbursed by VDOT.

### **Alignment with City Council's Vision and Strategic Plan:**

This initiative supports Council's Vision to be a "Connected Community" ("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") and "America's Healthiest City" ("we have a community-wide commitment to personal fitness and wellness, and all residents enjoy our outstanding recreational facilities, walking trails, and safe routes to schools").

In addition, the project contributes to Goals 1 and 3 of the Strategic Plan, to be an inclusive, self sufficient community and a healthy and safe city.

The initiative further implements recommendations within the Comprehensive Plan (2013), Bicycle and Pedestrian Master Plan (2015) and supports the City's Healthy Eating Active Living (HEAL) Resolution.

**Community Engagement:**

This grant application implements one of the programming recommendations included in the Bicycle and Pedestrian Master Plan (adopted 2015), which included significant public involvement. Further, city staff from Neighborhood Development Services worked with staff from the Thomas Jefferson Health District and Charlottesville City Schools (Physical Education and Pupil Transportation) to create a Safe Routes to School Task Force in 2016 that was responsible for outlining elements of a city-wide Safe Routes to School Activities and Programs Plan (APP). The task force included representatives from city schools, community organizations, multiple city departments (NDS, Public Works, Parks and Recreation), as well as health and enforcement disciplines. The APP was developed by the task force with input from parents (via Parent Survey) and further discussed/refined at public meeting in February 2016. The Bicycle and Pedestrian Advisory Committee provided feedback on the updates in Feb. 2019 and 2020.

**Budgetary Impact:**

There is no budgetary impact at this time, as approval of this resolution will allow the City to apply for the grant. If awarded the grant funding a separate memo will come before City Council to officially appropriate the grant funding.

**Recommendation:**

Staff recommends support for the Safe Routes to School Non-Infrastructure grant application.

**Alternatives:**

If grants funds are not received, Safe Routes to School programming will continue in an ad-hoc fashion with assistance from local P.E. teachers, community partners and parent volunteers.

**Attachments:**

Safe Routes to School Activities and Programs Plan

<http://www.charlottesville.org/departments-and-services/departments-h-z/neighborhood-development-services/transportation/bicycle-and-pedestrian/safe-routes-to-school>

A Resolution Supporting Safe Routes to School Projects

RESOLUTION  
Supporting Safe Routes to School (“SRTS”) Projects

WHEREAS, obesity is one of the most serious threats to American public health, ranking third among preventable causes of death in the United States;

WHEREAS, motor vehicle crashes are also a leading cause of death and injury to children;

WHEREAS, between 1969 and 2009 the percentage of children walking and biking to school dramatically declined from 48 percent to 13 percent;

WHEREAS, the Safe Routes to School program, created by Congress in 2005, aimed to increase the number of children engaged in active transportation when traveling to school by funding (1) infrastructure projects, located within two miles of a public school, that directly increase safety and convenience for public school children walking and/or biking to school, and (2) non-infrastructure projects designed to encourage public school children to walk and bicycle to school;

WHEREAS, Safe Routes to School projects are a proven, effective approach to increasing the number of children actively traveling to school by foot or bike;

WHEREAS, Safe Routes to School projects provide important health, safety, and environmental benefits for children, including reducing risk of obesity/chronic disease and pedestrian/bicycle injuries as well as improving air quality;

WHEREAS, the need for Safe Routes to School projects is especially strong in low-income areas, which suffer from a disproportionately high incidence of both childhood obesity/chronic disease and pedestrian and bicycle injuries and often have inferior pedestrian and bicycle infrastructure;

WHEREAS, Safe Routes to School projects make it safer and more convenient for all residents to walk and bike to destinations, further promoting public health;

WHEREAS, a goal of the City of Charlottesville’s current Comprehensive Plan, Bicycle and Pedestrian Master Plan, Complete Streets Resolution and Healthy Eating Active Living Resolution supports active transportation options, which can be met in part by implementation of Safe Routes to School projects;

NOW, THEREFORE, BE IT RESOLVED that the City of Charlottesville affirms its commitment to active transportation and supporting Safe Routes to School infrastructure and non-infrastructure projects.

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



Agenda Date:	March 16, 2020
Action Required:	Resolution Adoption
Presenter:	John Blair, City Attorney
Staff Contacts:	Alex Ikefuna, Neighborhood Development Services Director John Blair, City Attorney
<b>Title:</b>	<b>Starr Hill Vision Plan Extension</b>

**Background:**

On November 4, 2019, the Council received a proposed Starr Hill Neighborhood Community Vision and Small Area Plan from New Hill Development Corporation (hereinafter “Small Area Plan”). On November 18, 2019, the Council adopted a Resolution referring the Small Area Plan to the Planning Commission for a public hearing within one hundred and twenty days.

**Discussion:**

After the Council’s Resolution adoption, the Department of Neighborhood Development Services worked with New Hill Development Corporation (hereinafter “New Hill”) to develop the most beneficial outcome for the City and New Hill. This consultation resulted in the parties mutual agreement to pursue the adoption of a Starr Hill Vision Plan.

The Starr Hill Vision Plan differs from the Small Area Plan because it is not as land use intensive as a Small Area Plan. It will provide a set of principles to guide City decision making in the geographic area, but it will not provide the detailed examination of zoning and land use planning contained in Small Area Plans.

Due to the change from a Small Area Plan to a Vision Plan, the Department of Neighborhood Development Services and New Hill are requesting that the Council adopt a new Resolution providing that the Planning Commission shall conduct a public hearing on the Starr Hill Vision Plan no later than August 31, 2020.

**Budgetary Impact:**

None.

**Alternatives:**

The Council could decline to adopt the Resolution

**Attachment:**

Proposed Resolution

**RESOLUTION TO EXTEND NEW HILL DEVELOPMENT CORPORATION'S  
PLANNING COMMISSION TIMEFRAME**

**WHEREAS**, on November 18, 2019, the Charlottesville City Council approved a Resolution directing the Charlottesville Planning Commission to conduct a public hearing within one hundred and twenty (120) days regarding the addition of New Hill Development Corporation's (hereinafter "New Hill") Starr Hill Small Area Plan to the Charlottesville Comprehensive Plan; and

**WHEREAS**, New Hill worked with the City of Charlottesville's Department of Neighborhood Development Services (hereinafter "NDS") in preparation for the Planning Commission public hearing; and

**WHEREAS**, the collaboration between New Hill and NDS resulted in a mutual decision to present a Starr Hill Vision Plan instead of a Starr Hill Small Area Plan to the Charlottesville Planning Commission; and

**WHEREAS**, this decision to present a vision plan rather than a small area plan will require a new time frame.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that the Planning Commission shall conduct a public hearing on New Hill Development Corporation's proposed Starr Hill Vision Plan by August 31, 2020.

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## PLACEHOLDER

March 16, 2020 Regular Meeting:

Public Hearings: 2. Proposed Real Estate Tax Rate for FY2021

3. City Manager's Proposed Budget for FY2021

**REMOVED** 4. RESOLUTION\*: Six month pilot travel reversal at Monticello Rd