

## Agenda

### PLANNING COMMISSION REGULAR DOCKET TUESDAY, May 14, 2013 – 5:30 P.M. CITY COUNCIL CHAMBERS

I. **PLANNING COMMISSION GATHERING** -- 4:30 P.M. (Held in the NDS Conference Room)  
Commissioners gather to communicate with staff. (4:30-5:30 P.M.)

II. **REGULAR MEETING** -- 5:30 P.M.

A. COMMISSIONERS' REPORTS

B. UNIVERSITY REPORT

C. CHAIR'S REPORT

D. DEPARTMENT OF NDS

E. MATTERS TO BE PRESENTED BY THE PUBLIC NOT ON THE FORMAL  
AGENDA

F. CONSENT AGENDA

(Items removed from the consent agenda will be considered at the end of the regular agenda)

1. Minutes - April 9, 2013 – Pre meeting
2. Minutes – March 26, 2013 – Work Session

G. Meadowcreek Stream Valley Master Plan Report

III. **JOINT PUBLIC HEARINGS (Beginning at 6:00 P.M.)**

I. JOINT PUBLIC HEARINGS

1. **ADA Transition Plan:** The Charlottesville Planning Commission will hold a joint public hearing on the proposed ADA Transition Plan for the City of Charlottesville. The purpose of the ADA Transition Plan is to provide a guide to assure that all City facilities and services are accessible to persons with disabilities. The Plan identifies specific structural and programmatic changes that need to be implemented to assure equitable access for all City citizens and guests. Following the public hearing the Planning Commission may approve, amend and approve or disapprove the proposed ADA Transition Plan. **Report prepared by James Herndon, Planner.**
2. **SP-13-02-05 – (1335 Carlton Ave):** An application for a special use permit to allow for residential use (up to 21 dwelling units per acre) in the Manufacturing – Industrial zoning district at the property located at 1335 Carlton Avenue . The property is further identified on City Real Property Tax Map 56 Parcels 43, 43.1 and 43.2 with frontage on Carlton Avenue. The site is zoned M-I (Manufacturing – Industrial ) and is approximately 4.855 acres or 211,484 square feet. The Land Use Plan generally calls for Industrial. **Report prepared by Brian Haluska, Neighborhood Planner. Presented by Ebony Walden.**
3. **Closing of a portion of Garrett Street:** A petition to close a dead end portion of Garrett Street for a distance of approximately 100 feet long adjacent to 204 Ridge Street including paved and unpaved areas, sidewalk and stairs leading to Ridge Street. The portion of this street is located adjacent to City Real Estate Tax Map 28 Parcel 143. **Report prepared by Willy Thompson, Neighborhood Planner**

**IV. REGULAR AGENDA (continued)**

**J. FUTURE MEETING SCHEDULE**

Date and Time	Type	Items
Tuesday May 28, 2013 – 5:00 PM	Work Session	PUD Ordinance Updates
Tuesday, June 11, 2013 – 4:30 PM	Pre- Meeting	
Tuesday, June 11, 2013 – 5:30 PM	Regular Meeting	Tonsler Park Master Plan Critical Slope Waiver – Seminole Square Expansion, Pepsi Cola Plan Expansion <u>ZTA</u> – Mixed Use requirements for West Main Street Districts <u>Minutes</u> - April 9, 2013 – Regular meeting

**Anticipated Items on Future Agendas**

- LID Guideline Review
- Major Subdivision – Maury Avenue
- Zoning Text Amendment - PUD ordinance updates
- Subdivision – 803 Rugby Road
- Rezoning – Lyman Street
- Meadowbrook Flats 1138 Emmet Street – EC recommendation on SUP, Special Use Permit, Critical Slopes, Entrance Corridor Review

**PLEASE NOTE: THIS AGENDA IS SUBJECT TO CHANGE PRIOR TO THE MEETING.**

**PLEASE NOTE: We are including suggested time frames on Agenda items. These times are subject to change at any time during the meeting.**

**LIST OF SITE PLANS APPROVED ADMINISTRATIVELY  
4/1/2013 TO 4/30/2013**

1. Amendment

1327 Carlton Avenue

**CITY OF CHARLOTTESVILLE  
PLANNING COMMISSION PRE MEETING  
TUESDAY, April 9, 2012 -- 4:30 P.M.  
NDS CONFERENCE ROOM**

**Planning Commissioners present**

Ms. Genevieve Keller  
Mr. Dan Rosensweig  
Mr. Kurt Keesecker  
Mr. John Santoski  
Ms. Natasha Sienitsky  
Mr. Mike Osteen

**Staff Present:**

Ms. Missy Creasy, Planning Manager  
Mr. Willy Thompson, Neighborhood Planner  
Ms. Ebony Walden, Neighborhood Planner  
Mr. Mike Smith, Neighborhood Planner  
Mr. Richard Harris, Deputy City Attorney

The Commission began to gather at 4:30 and was called to order at 4:50pm.

Ms. Keller reviewed the agenda. Questions were addressed on the zoning text request for West Main Street and the review of codes pertaining to parking lots and parking garages.

Mr. Smith noted that a letter of support from the North Downtown Neighborhood had been submitted for the 600 McIntire Road application. He noted the concerns of one of the neighbors. There was further discussion about foliage growth over the sidewalk and traffic concerns in this area. It was noted that the traffic concerns should not be addressed as part of this application, rather as a separate motion to Council.

Mr. Thompson provided a brief overview of how this version of the Stonehenge PUD application is different than the one that came forward in February.

Ms. Creasy provided an overview of the Comprehensive Plan and provided an explanation for the "Next Steps" paragraph. It was determined that following the addition of any comments in the plan this evening that Ms. Keller and Mr. Rosensweig would edit the document one more time prior to it moving to City Council.

The discussion adjourned at 5:23pm.

**Planning Commission Work session**  
**March 26, 2013**  
**Minutes**

**Commissioners Present:**

Ms. Genevieve Keller (Chairperson)  
Mr. Kurt Keesecker  
Mr. Dan Rosensweig  
Ms. Lisa Green

**Staff Present:**

Missy Creasy  
Melissa Thackston  
Willy Thompson  
Brian Haluska  
Michael Smith  
Rich Harris

Ms. Keller convened the Charlottesville Planning Commission meeting at 5:30 pm and turned the meeting over to Ms. Creasy.

Ms. Creasy announced this would be the last work session before the public hearing on the Comprehensive Plan. Staff will be updating the draft plan online and the advertisement went out this morning. There still needs to be a little tweaking to the table of contents and some of the other chapters.

**Community Facilities**

Mr. Rosensweig would like to see smaller equipment used within the fire department.

Ms. Creasy added that the current language would not preclude them from obtaining smaller equipment .

Ms. Keller stated that they could use a smaller equipment if they needed too. She feels like it would be out of the Planning Commission's purview to note size needed since there is no data to back things up. She also suggested that the Commission could ask the fire department to use smaller equipment in smaller areas.

Mr. Santoski feels that we should be concerned about buses too, since they travel more often.

Ms. Creasy suggested that adding the word "investigate" would be better than mandate to section 1.4.

**Housing**

Ms. Thackston discussed the major changes to this section, highlighting goal three.

Mr. Rosensweig asked how long the words "middle class" have been in the vision statement.

Ms. Thackston stated that it was added at the joint meeting with City Council.

Ms. Keller suggested wording to make the vision statement read a little better.

Mr. Rosensweig would like the sentence in 1.3.A. separated from the rest and drafted a separate bullet.

Ms. Thackston suggested that the words “attempt to incorporate affordable housing around the city” should be added to 1.3.B.

Mr. Rosensweig would like the word “impact” taken out of 3.3.A. and the word effect added.

Ms. Keller suggested the same for 3.3.C.

### **Land Use**

Mr. Haluska informed the Planning Commission that there were only a few editing changes from the last draft.

Ms. Keller asked if we should be using the real name of UVA. If we are referring to the Health System then we should use the correct name since they are within the city and not the University.

### **Environment**

Mr. Smith stated that he incorporated Mr. Emory’s comments into objective 4.2. He pointed out the revision to objective 4.1.

### **Transportation**

Mr. Rosensweig noted that shared streets and complete streets are different.

Ms. Green said that they were looking for shared streets since complete streets take up space.

Ms. Keller suggested that the chapter needed a little more organization and a definition of a shared street could be added to section 1.4. She also suggested that maybe Amanda group topics differently so they flow better.

Mr. Santoski asked if living streets were mentioned in the glossary.

Ms. Rosensweig suggested scratching shared and putting living streets in the glossary.

### **Economic Sustainability**

There were no changes

### **Community Characteristics**

Ms. Creasy stated that the VEC report provided important information. She also stated that Ruth Emerick found many other references which have been noted and provided. This chapter has been formatted to match the other chapters.

Mr. Keesecker feels like more could be cut from this chapter. He pointed out there are nine vision statements and there is no data outside of the VEC. He likes the first part which explains what the city is working on. He would like to have a link that would take you to the VEC report. He also feels that data should not be changed, but we need to decide what data to bring to the public’s attention. What is decided

to bring forth should be what you would like the people to know about. He noted that the chapters should be edited to be useful tools or information placed in the back. He would like this chapter be organized based on the other chapters.

Ms. Green feels like this chapter will not be able to resemble other chapters because of the type of material being used. She likes the idea of getting a smaller area view of what is going on in Charlottesville. She noticed that the chapter doesn't talk about the City's parks and trails.

Ms. Creasy stated that this chapter is the snap shot on how our government works.

Mr. Santoski feels that it would have been better to give a snap shot of who Charlottesville is. He would like to see the facts laid out in the beginning.

Mr. Rosensweig feels that with the summary coming first, it is lacking framework. He would like to see the word "little" taken out. He suggested that maybe the public surveys should be used since they tell what the public wants and what is important to the public.

Ms. Keller feels that the executive summary does not function as the framework. She would like this chapter to be more neutral and emphasis put on the other chapters. Ms. Keller feels that the introduction section needs to be there, but she would like to see some things that relate to other chapters. She would like to see mention of the nonprofit organizations that the City is affiliated with.

Ms. Creasy stated that language is being condensed. She gave direction on how we would move forward in completing the chapter.

Ms. Keller suggested taking a look at the Austin, TX plan layout.

Ms. Keller opened up the time for public comment.

Bill Emory, 1604 East Market Street, appreciates all the work everyone has done and the areas that have been added. He would like to see some changes to the beginning of the Woolen Mills section.

The meeting adjourned at 7:27 PM

**CITY OF CHARLOTTESVILLE  
NEIGHBORHOOD DEVELOPMENT SERVICES**



**MEMORANDUM**

To: Charlottesville Planning Commission  
From: Jim Herndon, ADA Coordinator  
Date: April 16, 2013  
Re: ADA Transition Plan Adoption

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**Background and Discussion:**

On March 28, 2013, the City's ADA Advisory Committee approved an update of the ADA Transition Plan for the City of Charlottesville. The Plan provides guidance and a framework for implementation for the City to assure its facilities, programs, and services are accessible to persons with disabilities. It includes historical background on the City's efforts in accessibility, as well as a comprehensive approach to assure accessibility in facilities, programs, communications, employment, emergency preparedness, and transportation. The Committee has been compiling and reviewing the plan update since January 2012.

**Community Engagement:** The ADA Advisory Committee has engaged the local office of independent living, the Independence Resource Center, the local Disability Services Board and a significant number of interested persons from the community.

**Recommendation:** Staff recommends the following:

I recommend approval of the ADA Transition Plan to City Council.

**Attachments:** Plan Background: <http://www.charlottesville.org/index.aspx?page=2410>  
Resolution



**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF CHARLOTTESVILLE  
ADOPTING AN AMERICANS WITH DISABILITIES ACT (ADA)  
TRANSITION PLAN 2013 UPDATE**

**WHEREAS**, the Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities; and

**WHEREAS**, Title II of the ADA requires that municipalities adopt a Transition Plan that documents barriers to accessibility, proposed structural modifications to remove those barriers, and a schedule to complete the modifications; and

**WHEREAS**, the City Council approved on January 5, 1995, adopting an ADA Transition Plan in conformance with Title II requirements; and

**WHEREAS**, the City of Charlottesville has increased the number of facilities and programs since 1995 that are not included under the 1993 Transition Plan; and

**WHEREAS**, ADA design standards have been modified by the Federal government since the adoption of the 1995 Transition Plan, and

**WHEREAS**, the City of Charlottesville remains committed to the ADA and the elimination of barriers to public facilities and programs: and

**WHEREAS**, Staff has prepared an update to the 1995 Transition Plan that reflects current City infrastructure and ADA design standards, referred to as the “ADA Transition Plan.”

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Charlottesville hereby approves the 2013 Americans with Disabilities (ADA) Transition Plan Update.

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_ day of June, 2013.

ATTEST:

\_\_\_\_\_  
City Clerk

# AMERICANS WITH DISABILITIES ACT TRANSITION PLAN

City of Charlottesville  
Virginia



Approved by the ADA Advisory Committee  
March 28, 2013

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## **Definitions**

### **Accessible:**

refers to a site, facility, work environment, service, or program that is easy to approach, enter, operate, participate in, and/or use safely and with dignity by a person with a disability.

### **AMERICANS WITH DISABILITIES ACT (ADA):**

a comprehensive, federal civil rights law that prohibits discrimination on the basis of disabilities in employment, state and local government programs and activities, public accommodations, transportation, and telecommunications.

### **AMERICANS WITH DISABILITIES ACT ACCESSIBILITY GUIDELINES (ADAAG):**

coding and technical requirements to be applied during the design, construction, and alteration of buildings and facilities covered by titles II and III of the ADA to the extent required by regulations issued by Federal agencies, including the Department of Justice and the Department of Transportation.

### **Curb Ramp:**

solid (usually concrete) ramp graded down from the top surface of a sidewalk to the surface of an adjoining street.

### **Disability:**

with respect to an individual: a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

### **Employer:**

a person engaged in an industry affecting commerce who has 15 or more employees for each working day in each of 20 or more calendar weeks in the current or preceding calendar year, and any agent of such person. Exceptions: The term "employer" does not include the United States, a corporation wholly owned by the government of the United States, or an Indian tribe; or a bona fide private membership club (other than a labor organization) that is exempt from taxation under section 501(c) of Title 26 [the Internal Revenue Code of 1986].

### **Impairment:**

term used in the ADA definition of disability. Includes any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine; or any mental or psychological disorder, such as an intellectual disability (formerly termed "mental retardation"), organic brain syndrome, emotional or mental illness, and specific learning disabilities.

### **Reasonable Accommodations:**

under Title I, a modification or adjustment to a job, the work environment, or the way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity. Reasonable accommodation is a key nondiscrimination requirement of the ADA.

**Undue Hardship:**

with respect to complying with Title II or Title III of the ADA, significant difficulty or expense incurred by a covered entity, when considered in light of certain factors. These factors include: the nature and cost of the action; the overall financial resources of the site or sites involved; the number of persons employed at the site; the effect on expenses and resources; legitimate safety requirements necessary for safe operation, including crime prevention measures; or any other impact of the action on the operation of the site; the geographic separateness, and the administrative or fiscal relationship of the site or sites in question to any parent corporation or entity; if applicable, the overall financial resources of any parent corporation or entity; the overall size of the parent corporation or entity with respect to the number of its employees; the number, type, and location of its facilities; and if applicable, the type of operation or operations of any parent corporation or entity, including the composition, structure, and functions of the workforce of the parent corporation or entity.

**Transition Plan:**

refers to a requirement that state and local governments employing 50 or more people create plans detailing structural changes necessary to achieve program accessibility.

**Universal Design:**

the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design.

**Visitability:**

Housing that includes the following three essential features:

- One zero step entrance
- Interior doors, including bathrooms, with 32 inch or more of clear passage space
- At least a half bath (preferably a full bath) on the main floor

## **Chapter 1: Overview and History of Accessibility in Charlottesville**

### **Plan Overview**

The American with Disabilities Act (ADA) is a comprehensive civil rights law for persons with disabilities in both employment and the provision of goods and services. The ADA states that its purpose is to provide a "clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities." Congress emphasized that the ADA seeks to dispel stereotypes and assumptions about disabilities and to assure equality of opportunity, full participation, independent living, and economic self-sufficiency for people with disabilities.

This ADA Facilities Transition Plan Update is being prepared to partially fulfill the requirements set forth in Title II of the Americans with Disabilities Act. The ADA states that a public entity must reasonably modify its policies, practices, or procedures to avoid discrimination against people with disabilities. This report will assist the City of Charlottesville in identifying physical barriers to accessibility and in developing barrier removal solutions that will facilitate the opportunity of access to all individuals.

The City of Charlottesville prepared and adopted a Transition Plan in 1995. This 2013 plan updates the existing 1995 plan by describing the process by which facilities were evaluated for compliance with the ADA; presents the findings of that evaluation; and provides recommendations for facility improvements. This section provides an overview of the requirements for developing the ADA Facilities Transition Plan and outlines the plan development process itself.

The City of Charlottesville has for some time been on the "cutting edge" of accessibility within the state of Virginia. In May 1981, the City of Charlottesville conducted a thorough self-evaluation of its programs and services. The plan and recommendations that resulted from the self-evaluation were submitted to the applicable agencies and were approved. The changes identified in that plan to assure program accessibility have been implemented. These changes were to comply with the 504 Section of the Rehabilitation Act of 1973.

In June 1987, the Charlottesville Transit Authority submitted a transition plan to the Urban Mass Transit Authority, now the Federal Transit Administration, to expand its services to persons with disabilities. That plan was approved and since then services have been expanded to serve a broader spectrum of persons with disabilities within the City.

In April 1989 a self-evaluation was conducted within the city's various departments. As a result, a number of recommendations were formed which improved accessibility to services and programs offered by the city.

In 1990, the city submitted a 504 Plan to the Department of Housing and Urban Development which was approved.

Following the passage of the Americans with Disabilities Act in 1990 by the United States Congress, the City once again saw a need to review its facilities and programs to assure accessibility. Utilizing standards and forms complying with the accessibility guidelines specified through the Act, the City conducted a thorough self-evaluation. A number of goals and objectives were documented in a ADA Transition Plan that was approved by the Charlottesville City Council in January 1995. These items have been satisfactorily addressed since that period.

The ADA Transition Plan that was approved in 1995 also took several other significant steps to assure accessibility and equal opportunity for persons with disabilities. These and other pertinent items will be further addressed and their status will be updated in this update of that plan.

1. An ADA Coordinator for the City was appointed.
2. The City of Charlottesville convened an ADA Advisory Committee.
3. The City of Charlottesville developed an Appeals Procedures for Person with Disabilities when issues of accessibility and equal opportunity arise.
4. The City of Charlottesville solicited comment on this Transition Plan from the public by legal notice dated April 13, 1992.
5. The City of Charlottesville has taken steps to provide equal access to programs by way of qualified interpreters for the hearing impaired and by installation of TDD's within several key departments.
6. The City of Charlottesville had published through an internal electronic mail system the requirements outlined in "Title II Highlights, An Overview of Requirements." This method of dissemination provides these requirements to all department heads, managers and persons who have a chance to deal with the public within City government.
7. In 1995 the City of Charlottesville amended and updated its ADA Transition Plan. The plan was reviewed and approved by the ADA Advisory Committee, the Planning Commission, and finally approved on January 1995 by City Council.

Following the approval of the City's ADA Transition Plan in 1995, significant efforts were taken to address areas that were needed to assure equal access for persons with disabilities. Structural modifications to City structures that provided public access were included in the City's Capital Improvement Program. Additionally, the City examined its policies and procedures to assure that they meet the standards set forth in the Americans with Disabilities Act. Modifications and changes were made to assure equitable access for person with disabilities.

### **Recent Accessibility Efforts**

The Department of Neighborhood Development Services staffs the ADA Advisory Committee, which is comprised of representatives of various City services and functions and with persons with disabilities from the community. The Advisory Committee meets on a quarterly basis to provide technical oversight and networking among City Departments. The Committee also listens to complaints, suggestions, and concerns relating to accessibility within the City of Charlottesville. The 1995 ADA Transition Plan tasked the Committee with hearing appeals related to accessibility. The ADA Advisory Committee has proven to be a very effective tool in providing a forum for accessibility concerns and assuring their resolution.

In 2007 the City of Charlottesville initiated a campaign to ensure that every school in its system was fully accessible. The Facilities Development Division of Public Works surveyed and prioritized areas where barrier removal was necessary. A budget of \$1,200,000 was allocated to accomplish barrier removal in the City's schools. The most critical portion of the work was completed by the end of 2010.



In 2009 the City of Charlottesville began an aggressive program to provide enhanced safety improvements in the Downtown area. Through participation of the Pedestrian Safety Committee, special emphasis was given to pedestrian modifications that assist persons with disabilities. Curb cuts were reconfigured to provide better access into crosswalks and 10 audio signals for the sight impaired were installed at numerous locations. The cost for the enhancements in the downtown area totaled in excess of \$700,000.00.

In August 2010, City staff was provided in-house training on proposed changes to ADAAG. The training also gave technical insight into the Fair Housing Act and Universal Design. Neighborhood Development staff, including planners and inspection personnel, were provided access to a webinar in August 2011 which highlighted the proposed changes to accessibility within the Right of Way.

In November 2011 the City of Charlottesville adopted, as standard operating procedures, standards for construction barriers within the City. The standards are based on requirements from the Manual of Uniform Traffic Control Devices published by the Federal Highway Administration and address construction within the public right of way by City crews and private contractors.

In 2012 Neighborhood Development Services initiated a barrier removal audit of government facilities. Facilities that are accessed by the public were given the highest priority. The audit was completed in 2012, and the data is currently being organized into work packages. Estimates for the work will be developed to provide a basis for requests for funding.

### **City Efforts for Accessibility**

The City of Charlottesville further demonstrates its commitment to equitable access for all citizens by the furtherance of this plan update. The ADA Advisory Committee, with assistance from staff of the Neighborhood Development Services, will examine all City services and publicly accessible facilities through the adoption of this plan. The Goal and Objectives of this plan will be consistent with the regulations and premises set forth by the Americans with Disabilities Act.

Furthermore, the City of Charlottesville pledges to provide reasonable accommodations in order that any citizen, regardless of disability, is afforded equitable access to its facilities, programs, or services.

## **Chapter 2: Mandates and Standards of Accessibility**

### **Mandates of the Transition Plan**

Public agencies, including municipal governments, have various obligations under Title II of the ADA. Title II of the ADA is similar to Section 504 of the Rehabilitation Act of 1973, but differs in that Section 504 applies only to agencies that receive federal financial assistance. The purpose of Section 504 is to ensure that no qualified individual with a disability shall, solely by reason of his or her disability, be discriminated against under any program or activity receiving federal financial assistance. The City of Charlottesville has been subject to and operated under the requirements of Section 504 for many years.

Title II of the ADA mandates that public entities may not require eligibility criteria for participation in programs and activities that would screen persons with disabilities, unless it can be proven that such requirements are necessary for the mandatory provision of the service or program. A public entity must reasonably modify its policies and procedures to avoid discrimination toward disabled residents. However, if the public entity can demonstrate that a modification would fundamentally alter the nature of its service, it would not be required to make that modification. The lone exception to these requirements would be because of undue hardship. “Undue hardship” is defined in the ADA as an “action requiring significant difficulty or expense” when considering the nature and cost of the accommodation in relation to the size, resources, and structure of the specific operation. Undue hardship is determined on a case-by-case basis by the government entity.

The ADA specifically states that the more strict accessibility standards required under either federal, state, or local laws; takes precedence. This intent has particular application with respect to the City’s obligations under the ADA or Section 504.

A public entity is required to designate a person to be responsible for coordinating the implementation of ADA requirements, including the transition plan, and for investigating complaints of alleged noncompliance. The ADA Coordinator and the duties involved are described on page 7 in this transition plan update.

A public entity that employs 50 or more persons is required by the ADA to adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by Title II. The grievance procedures as they relate to the City's public rights-of-way and sidewalks are provided on page 7 of this transition plan update, and these procedures, or other existing procedures currently used by the City, may be used as deemed to be appropriate by the City.

A public agency is required to prepare a transition plan if physical or structural modifications are required to provide access to programs or services. The transition plan is limited to evaluating physical barriers; however, an analysis of the programs and services rendered by the City is also important to determine what physical changes are necessary. The transition plan documents what actions the City has taken or will take to alter its facilities.

Title II of the ADA requires all public entities to review all policies, practices, and procedures governing the administration of their programs, activities, and services. In addition to the self-evaluation, public entities are required to develop an ADA grievance procedure, and designate a person who is responsible for overseeing Title II compliance. If the self-evaluation for programs

reveals the need for structural modifications to achieve program accessibility, the public entity must either provide the program in another location or make the existing facility accessible.

When a public entity determines that structural changes are necessary to provide program access, it is required to prepare a Transition plan detailing the physical steps it will take. This updated Transition Plan, and those documents incorporated by reference, establish the ADA Transition Plan for selected City of Charlottesville facilities.

### **Standards of Accessibility**

Accessibility guidelines identified in this plan use standards set forth in the 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN as published by the U.S. Department of Justice in conjunction with related local, state and federal regulations that govern structural and program accessibility. Where applicable, the City of Charlottesville will also use requirements set forth in the Uniform Federal Accessibility Standards (UFAS). Facility surveys covered in this plan update will utilize the survey forms from Americans with Disabilities Act Accessible Guidelines (ADAAG).

The City of Charlottesville maintains an extensive web site that serves the citizens of the City. The City will utilize Section 508 of the Electronic and Information Technology to determine that its methods of electronic communication conform to accessibility standards.

Standards for City streets and sidewalks shall conform to Virginia Department of Transportation (VDOT) standards.

At this point, the City of Charlottesville will use the Guidelines for Pedestrian Facilities in the Public Right-of-Way published in the Federal Register on July 26, 2011 when it does not conflict with other federal, state or local standards, as the document is still in comment stage until February 2013. The City of Charlottesville uses the standards of the Virginia Department of Transportation in maintaining its streets and sidewalks.

On November 11, 2012, the City of Charlottesville adopted as part of its Standard Operating Procedures “Pedestrian Accessibility in the Public Way During Construction.” The standards in this document utilize guidelines published by the Federal Highway Administration in 2009. The standards provide guidance and technical details on the proper construction and placement of barriers during construction in the public way to assure that persons with disabilities have a safe passage through the work area. City staff and local contractors have been provided the new standards and City construction staff has been trained in the implementation of these standards.

### **ADA Coordinator**

The City’s ADA Coordinator shall be appointed by City Council and will staff the ADA Advisory Committee which is a group comprised of staff members from various City Departments and citizens representing the disabled community. The ADA Coordinator is responsible for coordinating the efforts of the government entity to comply with Title II and investigating any complaints that the entity has violated Title II.

The ADA Advisory Committee is an internally appointed group made up of staff representatives of the various City Departments along with a group of citizens from the community that represents a wide range of interests and disabilities. The committee acts only in an advisory role to the ADA Coordinator.

### **Complaint Resolutions**

The following procedure has been developed to receive complaints that are made by City employees or other members of the community who feel that the City of Charlottesville is not in compliance with the Americans with Disabilities Act in any area of programs, service, or structure.

When a complaint is issued to a department or agency affiliated with the City of Charlottesville, this matter shall be responded to and resolved at the department or agency level, if possible, within 30 days of the complaint. Consultation with the ADA Coordinator shall occur at this point. The ADA Coordinator will document complaints that he becomes aware of and will give a report to the ADA Advisory Committee at its next regular meeting. The report shall include applicable details of the complaint and its resolution. If a resolution of the matter is not forthcoming, the following steps shall be followed:

#### **STEP I**

The person filing the complaint shall submit to the ADA Coordinator written details of the complaint and suggested solutions if available. If assistance is required in submitting this written complaint, appropriate staff shall provide necessary guidance. An acknowledgment of the receipt of the complaint shall be made within fifteen (15) days of its written submission to the ADA Coordinator. This acknowledgment shall be prepared in the appropriate format to effectuate adequate communication. The ADA Coordinator or designee shall review and investigate the complaint and arrange a meeting with the parties involved, if deemed necessary. If at this point the ADA Coordinator deems actions should be taken, necessary steps for compliance will be taken by the City of Charlottesville within a mutually agreed upon time period and in accordance with the Americans with Disabilities Act.

#### **STEP II**

If the complaint or problem is not solved at Step I, a written appeal may be made to the ADA Advisory Committee, which, in an advisory capacity, will hold a hearing with pertinent parties within thirty (30) days of receipt of the written appeal. After necessary hearings and investigations, the ADA Advisory Committee will advise the ADA Coordinator of its findings. The ADA Coordinator will take the Committees' findings and/or interpretation into account, and will consult with the City Manager and City Attorney, in rendering a final decision.

#### **STEP III**

If at this point the problem or complaint is not solved to the satisfaction of those involved, the filer of the original complaint or designee may pursue the remedies of CFR Part 35, Sub-part F, dated July 26, 1991, which entitles the person complaining to contact the Justice Department for appropriate remedies and actions. The text of these federal appeal remedies will be provided to the necessary parties in an acceptable format, if requested.

## **Chapter3: Methodology of Update Procedure**

### **Methodology**

The City of Charlottesville is committed to providing services, facilities and programs in an equitable manner to all of its citizens. It is in that spirit of determination that the City is prepared to reexamine its ADA Transition Plan that was approved in January 1995. Much within the City has changed since that time as technology has greatly advanced, programs have been modified, and facilities have been upgraded or, in some cases, been completely rebuilt.

In determining the best method of updating the document, the ADA Advisory Committee asked staff to prepare an outline of what the contents of the plan would be. Once the scope of work is determined, staff would draft the preliminary chapters with proposed goals and objectives.

The basic premise of the plan is to:

- Provide structure and organization to the City's efforts to comply with the Americans with Disabilities Act by appointing an ADA Coordinator and establishing a Complaint Procedure.
- Provide the City of Charlottesville with the opportunity to document its efforts in the area of accessibility.
- Provide the City of Charlottesville the opportunity to examine its programs and services to make sure that they meet required standards of accessibility.
- Provide the City of Charlottesville the opportunity to survey its accessible facilities to assure that they meet standards of accessibility. This portion of the plan may be the most extensive and provides the City its greatest opportunity to assure equitable access it provided to its publicly accessible buildings and programs.

The ADA Advisory Committee sees the plan as more than just a status report of accessibility within the City. The Plan should provide a blueprint for accessibility in the City for years to come. While physical accessibility and programmatic accessibility are major aspects of the plan and deserve to be major components, it is the Committee's feeling that the plan gives the City the opportunity to promote policies and procedures that are sensitive to principles of accessibility. Policies proposed and

consequently approved within this plan will become part of the City's Standard Operating Procedures and responsible Departments and Divisions will be expected to implement those policies.

### **Update Procedure**

While the initial draft of the plan will be available in May 2012, the internal structure surveys will take place in the latter months of 2012, as staff become available. Once complete, they will be inventoried and included in the final plan, along with an action plan on implementation. The plan will include cost of needed renovations. These barrier removals will be cataloged and prioritized by the ADA Advisory Committee prior to being submitted to be included in the City's Capital Improvements Program.

## **Chapter 4: Streets and Sidewalks**

### **Background**

The City's street and sidewalk network provides the fundamental framework for creating a safe, livable community. Streets connect people to each other and to destinations, foster economic activity and provide public space for human interaction. As a result, streets should be designed for everyone, whether young or old, motorist or bicyclist, walker or wheelchair user, bus rider or shopkeeper. The street network is an effective, flexible framework for building community.

In 2010, City Council adopted a resolution that supports the idea that streets should be designed for all users. The City's Complete Streets Resolution defines complete streets as "roadways that enable safe and convenient access for all users including bicyclists, children, persons with disabilities, motorists, movers of commercial goods, pedestrians, users of public transportation, and seniors." Curb ramps are a small but important part of making sidewalks, street crossings, and the other pedestrian routes that make up the public right-of-way accessible to all. The Complete Streets Resolution is included as part of this plan in the Appendix.

In an effort to comply with the guidelines and standards set out by the ADA, the City of Charlottesville has developed a program where \$100,000 is allocated each year in the CIP for such improvements. This money is used for constructing curb ramps, and other accessible features within the public right of way.

### **Requirements and Design Standards**

Title II of the Americans with Disabilities Act (ADA) requires state and local governments to make pedestrian crossings accessible to people with disabilities by providing curb ramps. This requirement applies if a state or local government has responsibility or authority over highways, streets, roads, pedestrian crossings, or walkways. The City of Charlottesville constructs and maintains its streets and sidewalk network. Consequently, the City is responsible for accessible features required by the Americans with Disabilities Act (ADA) and creating "complete streets" consistent with its policy. The City of Charlottesville is committed to proactively creating a continuous and accessible pedestrian network by installing ADA accessible curb ramps at all street intersections within City limits.

The Americans with Disabilities Act (ADA) requires that new and altered facilities be accessible. Title II of the ADA covers sidewalk and street construction and transit accessibility, referencing the ADA Accessibility Guidelines (ADAAG) or the Uniform Federal Accessibility Standards (UFAS) for new construction and alterations undertaken by or on behalf of a state or local government. The Department of Justice (DOJ) Title II regulation specifically requires that curb ramps be provided when sidewalks or streets are newly constructed or altered.

To allow people with disabilities to cross streets safely, state and local governments must provide curb ramps at pedestrian crossings and at public transportation stops where walkways intersect a curb. To comply with ADA requirements, the curb ramps provided must meet specific standards for width, slope, cross slope, placement, and other features.

The City of Charlottesville has adopted a Standards and Design Manual which provides current standards and specifications for sidewalks and curb ramps built within the City. These standards are used for City construction and maintenance projects as well as private construction projects that fall under the review and inspection of the City of Charlottesville. The City uses current VDOT standards in the design and construction of these accessibility features.

The following design considerations should be incorporated into the existing Design Manual to provide for more “Complete Streets.”

- When marked crosswalks are provided, curb ramps should be located so that they are within the extension of the crosswalk markings.
- Ramps must include a detectable warning surface that complies with the Public Right of Way Access Guidelines.
- The color of warning strips and pedestrian crossings should contrast with surrounding pavement.
- Curb ramps should be in-line with the direction of pedestrian travel to improve wayfinding for visually impaired pedestrians.
- ADA curb cut ramp design must comply with VDOT’s Road Design Manual, Appendix A, Section A-5 and VDOT Publication IIM-LD-55.14

While decorative surfaces provide a pleasing esthetic to historical or culturally significant sites, cobblestones and many other similar tiling methods for a pedestrian route quite often are not designed properly to provide an accessible route. The stones or tiles may, over a period of time, become uneven and become a significant challenge to a wheel chair or a cane user. Interlocking pavers may serve the same esthetic and environmental purpose as the cobblestone, but if designed properly, can provide a fairly smooth surface that is ADA accessible.

The City Engineer should investigate driveway curb cut standards. If a more accessible standard is available, the City should adopt that as its standard.

In future negotiations with utilities and contractors, the City will include verbiage in contracts and agreements that require that any service provided to the City, in the future, shall meet all applicable ADA standards and establish consequences if not met. This includes proper barrier techniques during construction in a pedestrian way.

### **Inventory and Approach to Upgrading Curb Ramps**

The City strives to create a connected network of pedestrian facilities that consist of unobstructed sidewalks, curb ramps, accessible signals and crosswalks. In an effort to assess the accessibility of our pedestrian network, the City undertook an inventory of our curb ramp and crosswalk infrastructure during the summer of 2012 and found that many of the City’s existing curb ramps are old and do not meet current federal guidelines or the guidelines established by the City.

Description	Total Number	Percent
Curb ramp is old and does not meet standards	969	38%
Curb ramp is older. Many, but not all, disabled people can use it.	1029	40%
Curb ramp was recently built and should be usable by most, if not all.	563	22%

As part of the inventory, the City has documented the location of existing curb ramps (or lack thereof) in proximity to downtown and the University Health System, City schools, parks, and employment and service destinations for people with disabilities. There are currently 145 locations where a sidewalk or other pedestrian walkway crosses a curb, but no curb ramp exists. It is important to note that this inventory only addressed the existing type of curb ramp or crosswalk. It did not take into account slope or level landing considerations that are part of the ADA. It is anticipated that these features will be addressed as curb ramp improvements are made. The City will seek funding to assure that the 145 locations identified are corrected within a three year period.

Presently, curb ramps are built or upgraded according to citizen input or proximity to pending construction or other planned pedestrian upgrades. However, there is no system in place where curb ramps are prioritized or categorized.

Each year, the City’s Department of Public Works monitors and evaluates the condition of City streets as part of its routine roadway and sidewalk maintenance program. When streets are constructed or altered, the City will make every effort to upgrade each curb ramp on that street to current VDOT standards and will strive to replace diagonal curb ramps with perpendicular curb ramps where physical conditions allow, lining up within existing pedestrian crossings and pathways. However, when existing streets or sidewalks are altered, there may be space limitations that restrict how much they can be altered to install accessible curb ramps. In these cases, the curb ramps installed must meet the accessibility requirements of the ADA to the maximum extent feasible.

Given both physical limitations in a constrained right of way and funding limitations, the City will prioritize improvements as follows:

1. No existing Curb Ramp with pedestrian crossings and sidewalks providing access to local government facilities, bus stops and other transportation services, public accommodations, business districts, and residential areas. (approximately 145 locations)
2. Older Curb Ramp with or without outdated textured concrete (such as aggregate stone)

Individual requests for curb ramps and other accessible features will continue to be prioritized, but will be evaluated using the same criteria developed for sidewalk prioritization. When



funding and resources available are limited, pedestrian volume and access to public facilities may be considered when evaluating individual requests.

In addition, the City plans to work with those employment and service destinations that serve people with disabilities to better understand the travel patterns of their clients (anticipated summer/fall 2013) to better prioritize accessible pedestrian improvements. This will include a more detailed inventory of accessible signals, sidewalk obstructions, cross walks, trip hazards, and sidewalk gaps on high priority corridors. Upon determining which facilities need to be built or replaced, a reasonable budget and schedule should be established to perform the work.

The City will make every effort to replace as many curb ramps as funds and resources allow during a given year using a combination of the City's CIP, grant funding, private development, and new constructions.

### **Staff and Contractor Training**

Upon the approval of the revised standards and designs in the City's Design Manual, training as needed will be provided to City staff. Additionally, contractors will be apprised of the new standards and will be provided the opportunity for training.

### **Construction within a Pedestrian Way**

All construction within a pedestrian way will abide by the latest standards from the Manual of Uniform Traffic Control Devices (MUTCD). The standards from this manual are set forth in a document called "Pedestrian Accessibility in the Public Way During Construction." Every effort will be made during construction to minimize the disruption to persons with disabilities. It shall be the responsibility of the Department or Division performing or contracting the work within the public way to assure the safe passage of persons through or around the construction zone.

### **Snow Removal**

The City of Charlottesville, when removing snow and ice from the city streets and sidewalks adjacent to city owned properties, will make every effort to provide and maintain adequate access on the sidewalks. Every effort should be made to clear the entire width of the sidewalk. Access to curb ramps at intersections, transit facilities and bus stops, and all other ramp access points should be cleared as soon as possible after a snow event.

In enforcing the City's ordinance on snow removal (Sec 28-26), special care will be given to insure that snow is not deposited in handicapped parking spaces or the access aisles that serve them.

### **Refuse and Recycling Containers**

The Department of Public Works or designated contractor shall make every effort to insure that property owners who deposit trash containers and recycling containers for collection shall do so in a manner than maintains adequate access to sidewalks and curb ramps. Periodic notices should be made using utility bill mailings and the City's web page to reinforce this policy. Future

contracts with refuse and recycling contractors should contain a clause on proper container placement and a provision for consequences for failure to comply.

### **Vegetation Encroaching on Sidewalks**

One of the most prevalent barriers to all pedestrians, and particularly pedestrians with disabilities, is the overgrowth of vegetation along sidewalks. City Code (Sec. 5-149) states that it is unlawful for any hedge, shrub, tree or other vegetation to obstruct or impede persons on a sidewalk. The City of Charlottesville will provide public notice on a regular basis through the City's website and City staff will proactively identify and correct violations. Inspections should include ground vegetation which may grow over the sidewalk and low hanging limbs and shrubbery. A seven foot vertical clearance should be maintained on all spans of a public sidewalk. . The City should include inspections for overgrowth in its neighborhood "sweeps".

### **City Street and Construction Signs**

The City of Charlottesville should strive to place signs in a location and position that is out of the pedestrian way, as much as possible, and the bottom edge should not be lower than the ADA standard (seven feet). Construction signs and other warning signs should be placed outside of the pedestrian walkway. Every effort should be made to keep public pedestrian walkways free of obstructions and hazards

### **Sidewalk Inspections**

The City's Public Works Department assumed responsibility for the biennial (every other year) citywide sidewalk hazard survey in 2011. The initial survey by Public Works staff will be conducted in the spring of 2013, documenting the following conditions in city right of way, city parks, and city schools:

- Vertical separations in sidewalks .5" or greater
- Broken/surface section loss in sidewalks .5" or greater
- Vertical separation, surface section loss, and detectable warning issues on ADA ramps
- Broken/separated sections of curb and gutter
- Broken/separated sections of curb
- Broken/Surface section loss in steps
- Rusted/broken handrails

Information gathered during the survey will be used to create a prioritized work document for city contractors and in-house crews. Public Works staff anticipates completion of this initial survey by the end of April 2013.

### **Utility Poles in City Right of Way**

The ADA Coordinator, in coordination with the City Engineer and City Attorney shall investigate the most expedient manner of removing barriers in pedestrian paths created by utility poles. The remedies may include franchise agreement amendments, a joint effort by the City or other reasonable efforts. Initial analysis may be conducted with GIA and aerial photography.

## **Chapter 5: Facilities**

### **Requirements and Standards**

The City of Charlottesville maintains an existing portfolio of properties and structures. New facilities are planned, designed, and built as needs demand and budgets allow. The City is responsible for accessible features in the buildings and on the sites at all City government buildings, schools, and parks.

The Americans with Disabilities Act (ADA) requires that new and altered facilities be accessible. The Department of Justice (DOJ) Title II Regulation of the ADA requires that all government programs be accessible to everyone. Facilities must be renovated where feasible to accomplish this or programs must be relocated to accessible facilities.

All new facilities are designed and built to incorporate all accessible features required by the most current (2010) version of the Americans with Disabilities Act. Existing facilities are renovated to update those features that are essential to enable the City to provide access to programs to all citizens.

### **Methodology**

The City conducts Facilities Condition Assessments at approximately five year intervals. The assessments may be conducted by contracted inspectors, or they may be self-assessments using City resources. The City uses the assessment reports and companion cost estimates to plan projects in the Capital Improvement Program which is reviewed during the City's annual budget approval process. Approved projects are executed by the City's Facilities Development Division of Public Works.

### **Schools**

ADA deficiencies noted in City schools during inspections conducted in 2005 have been or are being corrected in a coordinated campaign of projects that began in 2007 and are nearing completion.

### **Government Buildings**

Accessibility has been improved by a series of small projects undertaken in the most critical areas of the City's public buildings. A self-assessment that is being conducted by the City in 2012 will provide a comprehensive list of accessibility improvements that remain to be made.

### **Parks**

Accessibility has been improved by projects undertaken in the most critical areas of the City's parks, aquatics, and recreation centers. A self-assessment that is being conducted by the City in 2012 will provide a comprehensive list of accessibility improvements that remain to be made.

**Polling Places**

The City shall assure accessibility of its polling places. The Voter Registrar shall monitor polling place accessibility, making periodic inspections to confirm continued accessibility and compliance with all applicable regulations.

**Facilities Survey**

In the summer and fall of 2012, an intern and graduate student of the University of Virginia conducted a detailed survey of publicly accessible City building and facilities. The survey has been analyzed by Public Works staff and each needed improvement has been assigned a priority. These improvements will be addressed as part of the City's annual Capital Improvement Program according to their priority listing. These items are included as part of this plan as an item in the Appendix.

## **Chapter 6: Parks and Recreation**

### **Classes and Enrichment Programs**

Charlottesville Parks and Recreation offers a variety of recreation classes such as arts, gymnastics, dance, swimming, yoga. The classes are generally by age groups and or ability levels such as beginners, intermediates, etc. Individuals with or without disabilities are welcome to register for the classes as long as they meet any requirements listed. With a child with a developmental disability if it is felt it is in the best interest of the child to be in a younger age class that is allowed. If an individual needs one on one assistance they are allowed to have a family member, facilitator, or volunteer provide that assistance. The Recreation Supervisor will work with the individual or the parent and the instructor before the class begins to make any necessary modification and to help the instructor have a better understanding of the disability. If the parent or individual prefers to try the class one time before paying the fee this is allowed in some situations. The department will make every reasonable effort to help the individual be successful in the class. If an Interpreter or other type of communication device is needed and the Recreation Supervisor has been given reasonable time notice of the need every attempt will be made to meet the need.

### **Therapeutic Recreation Classes and Enrichment Programs**

Charlottesville Parks and Recreation offers several recreation classes each season as well as weekly and monthly programming for individuals with disabilities. These classes and programs are led by staff with experience working with all types of disabilities. The goals of these programs are to encourage independence, improve self-esteem, improve or maintain physical health and teach recreation skills as well as social skills.

Examples of some of these activities are therapeutic water exercise classes, softball, basketball, group exercise, day trips, Supper Clubs, dances, bowling, ceramics, VSA art workshops, safety and social skills classes.

### **Summer Camps**

A variety of Summer Camps are offered by Charlottesville Parks and Recreation. Some examples of these camps are Camp Excel, Pre-Teen Camp, Teen Camp, Gymnastic Camp, Playground Camps, and Dance Camp. These camps run from four days to six weeks at different locations through the city. If an individual needs one on one assistance they are allowed to have a family member, facilitator, or volunteer provide that assistance. The Recreation Supervisor will work with the parent of a child with a disability to guide them in choice of an appropriate camp and then work with the Camp Leaders before the camp begins to make any necessary modification and to help the leaders have a better understanding of the disability.

## **A Five Week Therapeutic Summer**

The camp offered for youth ages 8 to 21 with disabilities who need smaller staff ratio of 1 to 6, smaller group and more structure. A one week Art Camp and one week Outdoor/Environmental Camp are offered to teens ages 13 and up with disabilities as well as a one week Adult Recreation Camp. All the therapeutic Camps have staff who are experienced in Therapeutic Recreation.

## **Special Events**

Special Events such as annual Easter Egg Hunt, December Holiday Santa Craft Party, Downtown Safe Halloween, and Mother Son Dance are held for the public. Reasonable accommodations are made for individuals with disabilities are made as long as at least 48 hours' notice is provided.

## **Therapeutic Special**

Therapeutic Special Events are held around holidays and throughout the year provided by the Therapeutic Recreation Division. Some examples of these are dances, golf clinic, wheelchair basketball tournament, holiday parties and lunches, and annual Independence Resource Center and Therapeutic Recreation Picnic.

## **Event Transportation**

Events are held around holidays and throughout the year provided by the Therapeutic Recreation Division. Some examples of these are dances, golf clinic, wheelchair basketball tournament, holiday parties and lunches, and annual Independence Resource Center and Therapeutic Recreation Picnic.

## **Pool Lifts**

Zero depth entrance and or aquatic wheelchair are available at the outdoor and indoor city pools.

## **Registration**

Trained Front office staff and Therapeutic Recreation staff are available to help Individuals with disabilities register at the Parks and Recreation Office in person or by phone. Virginia Relay communication is used from time to time for registration. Training is being provided to other staff as more recreation sites are made available to accept registration. Fifty Large Print Parks and Recreation brochures are printed each season to make it easier for individuals with visual or developmental challenges to read the brochure. Therapeutic staff is also available if requested to read the brochure to individuals. A Therapeutic Recreation Activities Calendar is printed and mailed to over 400 individuals and agencies serving people with disabilities each month.

## **Scholarships**

Scholarships for most programs are available based on financial need to individuals who live in the city with or without disabilities. Scholarships are handled by the Parks and Recreation Business Office in City Hall Annex.

## **Evaluation and Feedback**

Evaluation and Feedback are encouraged by all Parks and Recreation consumers to help the Department improve their services to all. The Evaluations can be given in written or orally to Parks and recreation staff.

## **Parks and Recreation Facilities**

The Parks Department manages a number of facilities including indoor pools, recreation centers, and outdoor parks. Parks include walkways, play facilities, athletic fields and spectator areas, restroom buildings, concession stands, picnic shelters, spraygrounds, natural areas, and other typical park facilities.

A short-term priority for parks and recreation centers is to ensure all parking spaces are properly signed and demarcated with compliant striped adjacent aisles as well as an accessible route from the parking spot to the park's internal facilities and pathways.

A longer-term goal is provision of more accessible play equipment for children.

### Carver Recreation Center

Carver Recreation Center, located in the Jefferson School City Center, re-opened in January 2013 after extensive renovations. The facility is fully compliant.

### Herman Key Recreation Center

This facility had a major renovation in the 1990's most of the building is accessible except some of the rear storage areas. There may be need for some modifications to handrails, ramps and doorways to improve accessibility.

### Smith Pool and Rec Center

This facility was opened in 2011 and is fully compliant

### Washington Park pool

This facility was renovated in 2012 and is fully compliant

### Onesty Pool (at Meade Park)

This facility was built in 2010 and is fully compliant

### Crow Recreation Center\*\*

\*\*Depending on the YMCA, this facility may be closed in the near future, so any improvements proposed should bear this in mind in terms of cost and useful life of the improvement.

### Azalea Park

The entire park is currently under renovation and will be fully accessible upon its re-opening. Improvements include paved walkways throughout the park and to adjacent neighborhood streets, accessible restrooms, and a number of marked accessible parking spaces with paved access to the park facilities.

### Belmont Park

New curb ramps were built in 2010 to improve access to the park.

### Fifeville Park

This small park has compliant walkways leading to its facilities, but is in need of updates to the markings and signage for the parking space.

### Forest Hills Park

The entire park was renovated in 2010 and is fully compliant.

### Greenbrier Park

This park is a natural area with no facilities. The cross park trail that connects Jamestown Drive to Greenbrier Drive near the elementary school was recently paved to provide a better surface. Due to the topography and property boundary limitations of the park, the upper portion of the trail cannot be brought to a complaint grade. A staircase will help those with some mobility/stability limitations have better access to the park, but will not be compliant for wheelchair users.

A second paved trail access point is proposed for the park that will be at a more accessible grade at the intersection of Brandywine and Greenbrier Drives. There is no current parking for the park, but if parking is created for the park, the ADA space should be provided near the second trail entrance.

### Greenleaf Park

The entry walkway for Greenleaf is providing much better access to the park and connects to the interior walkway. All the park facilities are on top of the hill and are accessible. An accessible parking space is provided.



### Jackson Park

This small urban park has no facilities, and consists only of brick walkways crossing it. Its location Adjacent to the historic Albemarle County Courthouse may or may not limit improvements to the walkways for more compliant surface of the brick walkways. Three corners of the park have ramps providing access to the surrounding sidewalks, but one corner only has a staircase.

### Jordan Park

Has an accessible pathway from the sidewalk on 6th Street to the basketball courts and playground. These are the only facilities in the park.

### Lee Park

This small urban park has no facilities, and consists only of concrete walkways crossing it. Of the five access points from the sidewalk, only one has an accessible ramp providing access to the park, the other four have only staircases.

### McGuffey Park

The entire park was renovated in 2008. There is one fully accessible route into the park on 2nd street, and parking is available at the adjacent McGuffey Art Center.

### McIntire Park

McIntire Park consists of two halves separated by the railroad. On the west side, with the athletic fields, compliant walkways and restroom buildings already exist. The picnic shelters have compliant parking spaces, but are not fully accessible from the rest of the park due to topography challenges. When the YMCA is built in western McIntire, the picnic shelters will be removed and replaced with new shelters in a different area of the park which will be fully accessible. The new paved trail in the western woods of the park is ADA compliant for most of its length, except in areas where topography makes the slope too steep. The eastern side of the park has historically been a golf course with a playground and wading pool. A recently adopted plan will close the golf course and relocate and rebuild the pool and playground into modern and fully accessible systems. An ADA compliant paved trail system will be developed that will connect the two sides of the park as well as connections to adjacent sidewalks and trails.

### Meadow Creek Gardens

There are no facilities at Meadow Creek Gardens. An accessible trail is proposed to run along the sewer line.

### Meadowcreek West

This new parkland is currently under public planning process. Most of the land is natural area in floodplain with steep slopes. A paved accessible trail is proposed to run parallel to the creek through this parkland. Other facilities are begin proposed include a small playground and community garden plots, which can be made accessible at the time of construction.

### Northeast Park

The topography of this park makes full accessibility difficult. A new surface was recently added to the paved trail to provide access to the basketball court and playground. The bridge over the creek is accessible, but the approaches on either side are not. The recent acquisition of the adjacent “Davis Field” parcel offers some room for better access, but the topography of that parcel is similar to the existing park, and may not be fully accessible.

### Pen Park

The curb cuts leading from the parking lot to the golf course were recently installed. The fitness trail pavement was replaced. A new paved accessible trail provides safe access into the park from adjacent areas along Pen Park Road. The paved trail system will eventually connect most facilities in the park to provide much more accessibility.

### Quarry Park

The gravel walkway from the parking lot to the restrooms and ball field is planned to be paved in summer 2013 to provide a more stable surface. At that time, the ADA parking space will be relocated and properly signed and striped to provide compliant access to the new walkway. The new walkway will lead to the bridge over Moore’s Creek, which will be ADA accessible from Quarry Park, but may not have an accessible exit point on the south side of the creek due to severe topography. When the parcel on the south side is redeveloped by UVA, changes to this topography may provide a more accessible connection to the new UVA facilities built at that time.

### Rives Park

Rives Park is undergoing major renovation and will be fully compliant upon re-opening in summer 2013. A new paved loop walk way system will provide access to the entire park and all facilities, as well as to adjacent sidewalks. The new restroom and picnic shelters will also be fully accessible.

### Riverview Park

The paved trail along the river is fully compliant. The park has a new entry sidewalk from Riverside Avenue to connect with adjacent sidewalks. A paved connection from this walkway to the river trail system may be needed for full accessibility.

### Tonsler Park

This park is currently undergoing a public planning process to determine where improvements and changes may be needed. Any new facilities or renovations will be made with full ADA compliance as a goal.

### Washington Park (and pool)

The lower park has accessible routes, but they may sometimes be too soft for use, and may need to be paved to be fully accessible in all weather. The facilities in the upper park are all connected by accessible paths.

The pool and bathhouse have both been recently renovated and have no accessibility issues that we are aware of.

### **Inter-Park Trails**

The parks department manages a growing system of paved and unpaved trails connecting City parks and other destinations. The system is currently being connected with new bridges and trails, all of which are being built to ADA standards. The City is also working on plans to improve signage and other amenities along the trails, such as benches, and will work to ensure these are ADA compliant when they are installed.

With the latest ADA guidelines, the City is responsible for determining which of its trails are not suitable for motorized mobility assistance vehicles. Generally, the paved multi use trails are fully accessible for this use, and the natural surface footpaths are not accessible due to topography, stream crossings (or lack thereof), roots and rocks in the tread area, and soggy or muddy areas. The City will perform more specific analysis on its trails in 2013 and provide the appropriate signage for any trails that do not meet the criteria for this use.

### Rivanna River Trail

This is the most accessible trail in the park system due to its paved surface, width, and generally flat topography.

### Meadow Creek Trail

A combination of narrow natural surface paths and wider paved and/or stone dust trails will be constructed in this corridor.

### Moore's Creek Trail

Nearly all existing trails are soft surfaced nature trail. The City has plans to provide a parallel accessible multi-use trail along the sewer corridor if property owners agree to allow it.

## **Special Programs**

On occasion, the City or one of its affiliates holds special events that block handicapped parking and restrict access to event areas. The City's Traffic Engineer and the ADA Coordinator will investigate how the lost spaces can be replaced, during those periods. Additionally, the Traffic Engineer and the ADA Coordinator will explore the possibility of establishing a drop off for persons with disabilities for those attending. Once a plan for each of these endeavors is established, it will be the responsibility of the ADA Coordinator to see that these plans are implemented within a reasonable amount of time.

The ADA Coordinator and the City's Traffic Engineer should investigate drop-off spaces at appropriate sites at or near the Downtown Mall. Presently there is no plan for the various transportation programs that need to bring persons with disabilities to the Mall.

## **Chapter 7: Communications**

### **Community Participation**

It is the policy of the City of Charlottesville to ensure that communications with participants and members of the public with disabilities are as effective as communications are with others. If requested, the City of Charlottesville will furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, any program, service, or activity conducted by the City. In determining what type of auxiliary aid or service is necessary, the City will give primary consideration to the requests of the individual with disabilities. Requests for aids or services need to be made in a reasonable amount of time prior to a function or event, preferably a period not to exceed two weeks. In the event that sufficient notice for sign interpretive services is not made, every effort should be made to provide the accommodation through captioned video or other accessible means.

When an auxiliary aid or service is requested, the City of Charlottesville will give primary consideration to the choice expressed by the individual with disabilities. The City of Charlottesville will honor the choice unless:

1. it can show that another effective means of communication is available or,
2. it can show that the use of the means chosen would result in a fundamental alteration in the service, program, or activity or,
3. it can show that the use of the means chosen would result in undue financial burden to the City department.

The City agency will consult with the individual with a disability to identify in what ways effective communication can be achieved with the individual in the context of the agency's program, service or activity. The City's ADA Coordinator shall be responsible for the oversight, dissemination, coordination, and enforcement of procedures related to this policy.

In order to assure that the City is prepared to provide these alternate means of communication, this plan proposes that a budget item be established to cover interpreters, conversions to Braille, or other communication devices or methods that may be required to provide equitable participation. The amount allocated and the methods of disbursement should be determined by the Director of Communications in consultation with the ADA Coordinator. The City should investigate a joint effort with UVa and PVCC to develop a pool of qualified sign interpreters.

The City of Charlottesville is a member of the Virginia Relay system and welcomes inquiries from persons with hearing impairments. Callers may dial 7-1-1 for a free and confidential relay to access City services from their TTY, VCO, or other communication device.

A City Council chamber is equipped with an assistive listening device. Additional devices need be added. City courts that use audio systems have assistive listening devices available to the public. The auditorium at Charlottesville High School (MLK Performing Arts Center) has a system for persons with hearing impairments which is old and often in disrepair. City school administration has plans to upgrade the system when an assistive listening system is installed in the upgraded football stadium, this year.

## **Web Access**

The City of Charlottesville has a significant presence on the Internet. The City offers meeting Agendas, Minutes, and community related issues digitally. The City also offers videos and audios of meetings on its web site. The City is dedicated to providing all of its on-line information in an accessible manner.

Technologies change frequently, so the City has made a commitment to adhere to the standards set forth in Section 508 of the US Rehabilitation Act. All new web initiatives that engage outside contractors shall require that software and applications meet these standards.

The Director of Communication shall pursue all measures to assure that the present web site is as accessible as possible. The City has purchased software to assess the accessibility of its web site. The Department of Information Technology will work with the ADA Coordinator to assure that the City's web site and Internet communications are accessible to the various disabilities that citizens may possess.

The City school system shall coordinate with the Director of Communications and the ADA Coordinator to assure that its web site meet Section 508 standards of the US Department of Justice. Communications from the City school system shall be provided in an accessible format and alternative formats of information shall be provided, when requested.

## **Reasonable Accommodation Requests**

Meeting announcements and agendas should provide an opportunity for a person with a disability to request a reasonable accommodation. The contact information should read as follows:

**Persons with Disabilities may request reasonable accommodations by contacting [ada@charlottesville.org](mailto:ada@charlottesville.org) or (434)970-3182**

Printed materials and information included on web site should contain the following note:

**This information will be provided in an accessible format if requested. Call (434) 970-3182 or Department who publishes the information to request assistance.**

## **Chapter 8: Employment**

The City of Charlottesville is dedicated to public programs, activities and services, which are free of discrimination based on disability. The City is committed to providing nondiscrimination based on disability and to comply fully with the letter and spirit of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

During an internal self-evaluation, Human Resources found that while their policies and practices conformed to the standards of the Americans with Disabilities Act, several additional actions could be taken to further enhance the City's commitment to persons with disabilities.

### **Request for Reasonable Accommodation Procedure**

Finalize proposed Request for Reasonable Accommodation Procedure and related forms. The goal of the City's reasonable accommodation procedure is to provide an interactive process to identify mutually agreeable and effective solutions in response to requests for reasonable accommodation by employees and applicants.

### **Training and Communication**

HR will periodically provide training to employees on the ADA and reasonable accommodation procedures. HR will communicate to all employees changes to the nondiscrimination policy and reasonable accommodation procedures through a variety of channels. Each division will develop related ADA training for the service it provides. This may include sensitivity training. Additionally, the ADA Coordinator will assure that each department is aware of the responsibilities and expectations that are outlined in this plan.

### **EEO/Nondiscrimination/Anti-harassment Statement**

Add EEO statement to Charlottesville.org HR Department's web page.

### **Jobs Board**

Update FAQs to include how to request a reasonable accommodation in the hiring process. Add the following to the Jobs Board:

Requests for reasonable accommodation by applicants may be made by submitting a written request to the Human Resources Director at the address below, prior to the job closing date or prior to the event for which an accommodation may be needed:

City of Charlottesville  
Department of Human Resources  
P.O. Box 911  
Charlottesville, Virginia 22902

You may also contact the Human Resources Department at (434) 970-3490 or [HR\\_FEEDBACK@charlottesville.org](mailto:HR_FEEDBACK@charlottesville.org) to begin the request for reasonable accommodation procedure.



## Chapter 9: Emergency Preparedness

### 911 Registration

The City of Charlottesville recognizes that in case of an emergency, persons who have disabilities may be presented with various challenges unique to that segment of population. Working jointly with the Emergency Communication Center, the ADA Advisory Committee proposes to establish a coordinated plan of action in the coming months. While the ECC already has a listing of names and addresses of persons with disabilities, the City will seek to initiate a program to encourage persons with disabilities to participate in a “Special Needs Directory” with the ECC, taking into account privacy and confidentiality concerns.

In the event of an emergency, emergency responders should be provided with the vital information needed to assist persons in the ECC registry. They should also be provided with the additional efforts needed for a rescue or evacuation, as shown below. Some of these include:

<b>Disability and Other Access or Functional Needs</b>	<b>Additional Steps</b>
Visually impaired	May be extremely reluctant to leave familiar surroundings when the request for evacuation comes from a stranger. A guide dog could become confused or disoriented in a disaster. People who are blind or partially sighted may have to depend on others to lead them, as well as their dog, to safety during a disaster.
Hearing impaired	May need to make special arrangements to receive warnings. Coordination with Virginia Relay required.
Mobility impaired	May need special assistance to get to a shelter.
Single working parent	May need help to plan for disasters and emergencies.
Non-English speaking persons	May need assistance planning for and responding to emergencies. Community and cultural groups may be able to help keep people informed.
People without vehicles	May need to make arrangements for transportation.
People with special dietary needs	Should take special precautions to have an adequate emergency food supply with dietary considerations.

People with medical conditions	Should know the location and availability of more than one facility if dependent on a dialysis machine or other life-sustaining equipment or treatment.
People with intellectual disabilities	May need help responding to emergencies and getting to a shelter.
People with dementia	Should be registered in the Alzheimer's Association Safe Return Program.

## **Shelters and Guidelines**

Since the locations of emergency situations could occur in various places, the City should have prepared a list of accessible facilities in strategic areas of the City that may meet the needs of persons with disabilities. Accessibility and their proximity to local hospitals should be used and preferential criteria, as they are chosen. The City should be prepared with alternate transportation for persons who may not have. If advance notice is provided, such as in the case of a hurricane, the ECC should utilize an accessible means of communications. The City should seek coordination with the Virginia Relay Service for persons with hearing impairments. In certain cases, this may require an emergency worker traveling to the person with a disability.

Guidelines for the plan should be developed using the documents “Evacuating Populations with Special Needs” published by the Federal Highway Administration in April 2009. Additional guidance should also be acquired from the source “Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters” published by the Federal Emergency Management Agency in November 2010. Additional guidelines, such as “Preparing for Disaster for People with Disabilities and Special Needs (FEMA)” can also be referenced in the plan of action developed by the ECC and the ADA Coordinator for the City of Charlottesville.

The Emergency Management Coordinator shall continue to work closely with the American Red Cross to assure that all of its emergency shelters are accessible and meet standards set forth in Chapter 7 Addendum 2: of the ADA Best Practices Tool Kit for State and Local Government, <http://www.ada.gov/pcatoolkit/chap7shelterprog.htm>.

## **Training for Emergency**

Emergency service personnel should investigate training to better understand how to assist persons with disabilities during a crisis. A listing of interpreters and other individuals who could assist in communication during an emergency should be compiled and be readily available for use in an emergency.

## **Chapter 10: Housing**

### **City Obligations**

While the Americans with Disabilities Act does not specifically regulate single family housing, the City of Charlottesville is dedicated to the principles and objectives of Universal Design and Visitability. The City will continue to enforce the Fair Housing Act through the site plan review process. Within this process, the site, parking, and access of apartment buildings are reviewed to assure that they meet the Fair Housing Accessibility Guidelines.

The City coordinates the construction of multiple family residences and the facilities that serve the units. In assuring that access to the site is provided, the City coordinates with developers' placements of curb cuts and handicapped parking spaces on the street.

### **Housing Initiatives**

The City of Charlottesville will continue to encourage universal design in housing and recently approved a policy to encourage builders of single and two family homes to provide a degree of visitability to their design. This initiative offers refunds for construction that meet visit-ability or livability guidelines. The City will continue to pursue policies and programs that increase the number of accessible units available to the local real estate market.

### **Design for Life Cville**

The City of Charlottesville should actively promote the City's policy to refund a portion of the building permit for new structures and renovations that meet the criteria for either visit-ability or live-ability. As technology and enabling legislation provide, the City should re-examine and expand this policy to provide a greater incentive for accessible housing within the City of Charlottesville.

### **Future Housing Initiatives**

While the City looks to broaden its efforts to expand the accessible housing stock with local policies and incentives, it will continue to seek enabling legislation from the Virginia General Assembly that will allow a more aggressive program promoting accessibility in one and two family structures. The City will continue to educate local contractors on the advantages of Universal Design and growing concept of "Aging in Place." As the City identifies code or policy modifications that promote accessible housing, modifications will be pursued. Initiatives and programs facilitated by the State of Virginia such as *Virginia Accessible Housing Solutions* (<http://www.elhomes.org/index.html>) and the *Livable Home Tax Credit Program* ([http://www.dhcd.virginia.gov/HousingPreservationRehabilitation/Tax\\_credit\\_program.htm](http://www.dhcd.virginia.gov/HousingPreservationRehabilitation/Tax_credit_program.htm)) need to be promoted and encouraged by the City.

## **Chapter 11: Charlottesville Area Transit (CAT)**

### **System Accessibility**

The City of Charlottesville strives to maintain an accessible transit system. The CAT system also serves the County of Albemarle and provides a valuable service to many area persons who depend on the accessible buses.

Features:

- All passenger CAT buses are equipped with ADA compliant lifts, wheelchair securement and automated bus stop announcements.
- Low floor model buses (no steps to walk up/down when loading/unloading) are being adopted for easier access for passengers.
- All CAT facilities (Downtown Station and Avon St. Facility) are ADA compliant.
- Paratransit service system (curb to curb service) provided for persons unable to use the fixed route system through JAUNT.
- Paratransit service is offered during same hours and in the same area as the fixed route bus service.

### **Future Plans**

- Accessible Website.
- Apps for smart phones.
- Upgraded automated announcement systems on all our buses.
- Possible announcement system for Downtown Transit Station.
- Upgraded telephone bus estimated system.
- Continued training of employees to uphold ADA requirements.

CAT currently meets all ADA requirements. Over the past years, progress has been made to ensure that CAT is fully ADA compliant. All CAT buses as well as the new facilities on Avon St. and the new Downtown Transit Station are ADA compliant. In conjunction with the services provided by JAUNT, the City of Charlottesville is able to satisfy ADA requirements concerning Transit. CAT will make every effort to place all requested bus stops in an accessible location.

Future plans for CAT include projects that are aimed at improving existing systems for ADA requirements and ensuring flexibility to adapt to any changes to the ADA requirements.

### **Accessible Website**

CAT will work with City Information Technology to ensure that CAT's website is accessible to people with all abilities and disabilities. Info on web accessibility can be found on this site. ([http://www.section508.gov/.](http://www.section508.gov/))

## **New Technology for Easier Access**

With improving technology, we are looking into ways to provide easier applications for passengers. An example of this would be development of an application smart phones users can use to easily access info on our routes and service to better guide them on their journey. These apps can be specifically made to be ADA accessible or made to ensure they work with ADA accessible smart phones.

## **Clarification on Definition of Allowed Wheelchair**

The current definition of allowable wheelchair on a bus is outdated. CAT is working to upgrade this definition. Keep close tabs on any development to ensure CAT stays compliant.

## **Chapter 12: JAUNT (Paratransit System)**

The Federal Transit Administration (FTA) requires fixed route transit systems using federal funding to also provide complementary paratransit systems to abide by the Americans with Disabilities Act of 1990 (ADA). Charlottesville Area Transit (CAT) provides fixed-route bus service in the City of Charlottesville and portions of urban Albemarle County. CAT buses are accessible to persons with disabilities and are wheelchair lift-equipped. For persons with disabilities who cannot use CAT for all trips, paratransit service is provided through JAUNT, Inc.

JAUNT is in complete compliance with ADA requirements. Therefore, this is a brief overview of JAUNT standings on the specific regulations.

### **Service Area**

JAUNT's service area is regional. It provides service to the City of Charlottesville and in Albemarle, Fluvanna, Louisa, Nelson, and Buckingham Counties. This is beyond the standard requirements. JAUNT provides service throughout the urban area, rather than just within three-quarters of a mile from CAT routes, with the exception of six holidays, when service is restricted to the three-quarter mile requirement.

### **Response Time**

Reservations are accepted seven days a week during normal business hours of 8:30 am – 4:45 pm. Trips may be scheduled up to two weeks in advance or up until the day before travel is requested. As required by regulations, reservations staff may negotiate pickup times with a passenger up to one hour before or after the requested time.

### **Fares**

Paratransit fares can be no more than twice the full CAT fare and JAUNT fares comply with this regulation. One personal care attendant may ride with the passenger at no cost. Other passengers accompanying the client must pay the paratransit fare.

### **Trip Purpose Restrictions**

JAUNT accepts all requests for service, regardless of the trip purpose.

### **Hours and Days of Service**

JAUNT administrative offices are open Monday – Friday 8:30 am to 5:00 pm. Service days vary by county and service. In Charlottesville and Albemarle we provide service from 6:00 am to 11:45 pm Monday – Saturday and 7:00 am to 10:00 pm on Sunday. This exceeds the ADA service requirement, which is to match fixed route bus service hours.

## **Capacity Constraints**

JAUNT has no restrictions on how many trips a certified individual can make, nor any pattern of denials, excessive trip lengths or untimely pickups. In FY11, there were only seven requests for ADA service that could not be met; thus far in FY12 there have been only two. On-time performance for FY11 was also excellent system-wide, with 100% of passengers arriving at their destinations on time and 90% picked up on-time.

Overall, JAUNT is in compliance with federal ADA regulations and continues to find ways to excel.

## **Target Dates for Goals and Objectives**

The City of Charlottesville will make every effort to adopt the Goals and Objectives listed in this plan. The Goals and Objectives in the plan will be implemented with oversight of the ADA Coordination and input from the ADA Advisory Committee.

Upon approval, the ADA Advisory Committee will establish target dates for implementation. The Committee shall, on an annual basis, review the plan and take steps necessary assure that the these dates are honored and that the full intent of the plan is realized.

## **Funding and Implementation**

Funding sources for the numerous initiatives outlined in this plan need to be identified. When Capital Improvement Program funds are to be used, the scheduling will be based on the priority rating given to items. It will be the responsibility of the City departments who maintain the facilities needing accessibility improvements to assure that these items are included in future CIP requests. The ADA Coordinator will monitor those improvements and ensure that the improvements are made in a timely manner.

## **Regional Cooperation**

The ADA Coordinators of the City, the County of Albemarle, and the University of Virginia shall maintain a consistent and reliable means of communication. Cross jurisdiction notification of training and educational opportunities concerning accessibility issues should be encouraged.



APPENDIX: Accessibility Survey 2012

Facility	Sum of Cost .
<b>Curb Ramp</b>	<b>\$ 10,100 .</b>
<b>Central Library</b>	<b>\$ 2,300 .</b>
5th St NE	\$ 2,000 .
change in level	\$ 2,000 .
8th St NE	\$ 300 .
detectable warning	\$ 300 .
<b>Crow Recreation Center</b>	<b>\$ 2,300 .</b>
detectable warning	\$ 2,300 .
<b>Health Department</b>	<b>\$ 1,200 .</b>
detectable warning	\$ 1,200 .
<b>Jordan Park</b>	<b>\$ 2,000 .</b>
curb ramp (new)	\$ 2,000 .
<b>Public Works Administration</b>	<b>\$ 300 .</b>
detectable warning	\$ 300 .
Washington Park	\$ 2,000 .
curb ramp (new)	\$ 2,000 .
Drinking Fountain	\$ 25,700 .
Central Library	\$ - .
2nd Floor	\$ - .
water arc adjustment	\$ - .
City Hall	\$ 21,000 .
2 ea high-low fountains	\$ 3,000 .
7 ea high-low fountains	\$ 18,000 .
McGuffey Art Center	\$ 4,700 .
Elevator	\$ 21,500 .
City Hall	\$ 9,000 .
South	\$ 9,000 .
control upgrade contract	\$ 9,000 .
City Hall Annex	\$ 5,000 .
control upgrade contract	\$ 5,000 .
Market Street Parking Garage	\$ 7,500 .
control upgrade contract	\$ 7,500 .
McGuffey Art Center	.
Ext Access Route	\$ 13,400 .
City Hall Annex	\$ 100 .
directional signage	\$ 100 .
Crow Recreation Center	\$ 200 .
signage (accessible route)	\$ 200 .
Downtown (Key) Rec Center	\$ 200 .
powered door	\$ 200 .
<b>Facility</b>	<b>Sum of Cost.</b>
Greenleaf Park	.
Historic Society	\$ 7,900 .
back entrance	\$ 700 .
change in level	\$ 500 .
door closer adjustment	\$ - .
powered door	\$ 200 .
curb ramp (new)	\$ 2,000 .
ramp (new) Package Cost	\$ 5,000 .
<b>Facility</b>	<b>Sum of Cost .</b>
signage (accessible route)	\$ 200 .

**APPENDIX: Accessibility Survey 2012**

McGuffey Art Center	\$ 1,000 .
Riverview Park	\$ 2,000 .
walkway	\$ 2,000 .
Washington Park	\$ 2,000 .
walkway	\$ 2,000 .
Parking	\$ 14,900 .
Belmont Park	\$ 500 .
striping (access aisle)	\$ 500 .

<b>Facility</b>	<b>Sum of Cost.</b>
<b>Central Library</b>	<b>\$ 700 .</b>
signage (van accessible space)	\$ 200 .
striping (restripe lot)	\$ 500 .
striping (van accessible space)	\$ - .
<b>City Hall Annex</b>	<b>\$ 950 .</b>
signage (van accessible space)	\$ 200 .
striping (van accessible space)	\$ 750 .
<b>Crow Recreation Center</b>	<b>\$ 1,900 .</b>
signage (accessible parking)	\$ 200 .
signage (van accessible space)	\$ 200 .
striping (relocate space)	\$ 500 .
striping (van accessible space)	\$ 1,000 .
<b>Downtown (Key) Rec Center</b>	<b>\$ 850 .</b>
signage (van accessible space)	\$ 100 .
striping (van accessible space)	\$ 750 .
<b>Fifeville Park</b>	<b>\$ 600 .</b>
signage (accessible parking)	\$ 100 .
striping (access aisle)	\$ 500 .
<b>Forest Hills Park</b>	<b>\$ 1,000 .</b>
striping	\$ 500 .
striping (access aisle)	\$ 500 .
<b>Health Department</b>	<b>\$ 1,150 .</b>
signage (accessible parking)	\$ 400 .
striping (van accessible space)	\$ 750 .

<b>Facility</b>	<b>Sum of Cost.</b>
<b>Historic Society</b>	<b>\$ 1,200 .</b>
signage (van accessible space)	\$ 200 .
striping (restripe lot)	\$ 1,000 .
striping (van accessible space)	\$ - .
<b>Jordan Park</b>	<b>\$ 1,200 .</b>
signage (accessible parking)	\$ 200 .
striping	\$ 500 .
striping (access aisle)	\$ 500 .
<b>Facility</b>	<b>Sum of Cost .</b>
signage (accessible parking)	\$ 200 .
<b>McGuffey Art Center</b>	
<b>McIntire Park West</b>	<b>\$ 500 .</b>
striping (access aisle)	\$ 500 .

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<b>Northeast Park</b>	<b>\$ 1,200 .</b>
signage (accessible parking)	\$ 200 .
striping (access aisle)	\$ 500 .
striping (accessible parking)	\$ 500 .
<b>Public Works Administration</b>	<b>\$ 950 .</b>
signage (van accessible space)	\$ 200 .
striping (access aisle)	\$ - .
striping (restripe lot)	\$ 750 .
striping (van accessible space)	\$ - .
<b>Riverview Park</b>	<b>\$ 500 .</b>
striping (accessible parking)	\$ 500 .

<b>Facility</b>	<b>Sum of Cost</b>
<b>Washington Park</b>	<b>\$ 1,500 .</b>
striping (access aisle)	\$ 500 .
striping (restripe lot)	\$ 1,000 .
<b>Ramp</b>	<b>\$ 10,000 .</b>
<b>Downtown (Key) Rec Center</b>	<b>\$ 8,000 .</b>
ramp (new)	\$ 8,000 .
<b>Health Department</b>	<b>\$ 1,000 .</b>
Entrance 2	\$ 500 .
handrail (ends)	\$ 500 .
Entrance 3	\$ 500 .
handrail (ends)	\$ 500 .
<b>Market Street Parking Garage</b>	<b>\$ 1,000 .</b>
mall side ramp	\$ 1,000 .
handrail (new)	\$ 1,000 .
<b>Toilet Room</b>	<b>\$ 26,300 .</b>
<b>Central Library</b>	<b>\$ 6,800 .</b>
2nd Floor	\$ 3,500 .
grab bar (new)	\$ 300 .
lavatory (new)	\$ 500 .
stall (new)	\$ 1,600 .
toilet (new)	\$ 600 .
urinal (new)	\$ 500 .
ground floor	\$ 3,300 .
grab bar (new)	\$ 300 .
stall (new)	\$ 800 .
toilet (new)	\$ 1,200 .
urinal (new)	\$ 1,000 .

<b>Facility</b>	<b>Sum of Cost</b>
<b>City Hall</b>	<b>\$ 10,400 .</b>
2nd Floor North	\$ 5,200 .
signage (accessible route)	\$ 200 .
2nd Floor South	\$ 2,700 .
grab bar (new)	\$ 600 .

**APPENDIX: Accessibility Survey 2012**

stall (new)	\$ 1,600 .
urinal (new)	\$ 500 .
<b>3rd Floor</b>	<b>\$ 2,500 .</b>
grab bar (new)	\$ 600 .
lavatory (new)	\$ 500 .
mirror (new)	\$ 200 .
toilet (new)	\$ 1,200 .
<b>City Hall Annex</b>	<b>\$ 1,100 .</b>
<b>2nd Floor</b>	<b>\$ 1,100 .</b>
accessory (relocate)	\$ 100 .
urinal (new)	\$ 1,000 .
<b>Crow Recreation Center</b>	<b>\$ 2,100 .</b>
grab bar (new)	\$ 300 .
stall (new)	\$ 800 .
urinal (new)	\$ 1,000 .
<b>Health Department</b>	<b>\$ 700 .</b>
ground floor	\$ 500 .
lavatory (new)	\$ 500 .
upper level	\$ 200 .
mirror (new)	\$ 200 .
<b>Historic Society</b>	<b>\$ 2,500 .</b>
door (replace door)	\$ 1,000 .
grab bar (new)	\$ 300 .
lavatory (new)	\$ 500 .
signage (accessible route)	\$ 100 .
toilet (new)	\$ 600 .
<b>McGuffey Art Center</b>	<b>\$ 2,600 .</b>
<b>Washington Park</b>	<b>\$ 100 .</b>
signage (accessible route)	\$ 100 .
<b>Grand Total</b>	<b>\$ 121,900</b>

**APPENDIX: Summary of Accessibility Survey 2012**

ADA Compliance Assessment Data

Collected: Fall 2012

<b>Type of Facility</b>	<b>Approximate Cost for Improvements</b>
Government Facilities	\$77,400 ,
Joint Facilities	\$13,850 ,
Parks	\$30,650 ,
<i>Grand Total</i>	<i>\$121,900 ,</i>

<b>Type of Improvement</b>	<b>Approximate Cost for Improvements</b>
Curb Ramp	\$10,100,
Drinking Fountain	\$25,700,
Elevator	\$21,500,
Ext Access Route	\$13,400,
Parking	\$14,900,
Ramp	\$10,000,
Telephone	\$0,
Toilet Room	\$26,300,

**APPENDIX: Summary of Accessibility Survey 2012**

<b>Facility Type</b>	<b>Facility Name</b>	<b>Approximate Cost for Improvements</b>
Government Facility	City Hall Annex	\$7,150,
	Historic Society	\$11,600,
	Market Street Parking Garage	\$8,700,
	McGuffey Art Center	\$8,300,
	Public Works Administration	\$1,250,
	Virginia Discovery Museum	\$0,
Joint Facility	Central Library	\$9,800,
	Health Department	\$4,050,
Park	Belmont Park	\$500,
	Crow Recreation Center	\$6,500,
	Downtown (Key) Recreation Center	\$9,050,
	Fifeville Park	\$600,
	Forest Hills Park	\$1,000,
	Greenleaf Park	\$0,
	Jordan Park	\$3,200,
	McIntire Park West	\$500,
	Meade Park	\$0,
	Northeast Park	\$1,200,
	Pen Park	\$0,
	Riverview Park	\$2,500,
	Tonsler Park	\$0,
	Washington Park	\$5,600,

Notes:

- For toilet rooms we could run into new costs if the room itself has to be expanded to create clearances
- If it appears that approval for these improvements is possible, then a more refined scoping and estimating effort is warranted. That effort would incur design costs. This step needs to happen before funding is sought.
- Line items that are questions require further field investigation or reference investigation. Some portion – maybe 25% to 50% of these items could become line items with actual cost.

- The bottom line as it stands now is \$122,000. This could easily double when we add in design costs, estimate variance, the items to be researched, and the potential toilet room expansions.

## Resolution

**WHEREAS**, “Complete Streets” are defined as roadways that enable safe and convenient access for all users, including bicyclists, children, persons with disabilities, motorists, movers of commercial goods, pedestrians, users of public transportation and seniors; and

**WHEREAS**, “Sustainable Complete Streets” are defined as Complete Streets with elements of design, construction and operation that also serve environmental sustainability; and

**WHEREAS**, streets that support and invite multiple uses, including safe, active and ample space for pedestrians, bicycles, and public transportation, are more conducive to the public life and efficient movement of people than streets designed primarily to move automobiles and trucks; and

**WHEREAS**, promoting pedestrian, bicycle and public transportation travel as an alternative to the automobile reduces negative environmental impacts, promotes healthy living, and is less costly to the commuter; and

**WHEREAS**, the full integration of all modes of travel in the design of streets and highways will increase the capacity and efficiency of the road network, reduce traffic congestion by improving mobility options, limit greenhouse gas emissions, and improve the general quality of life; and

**WHEREAS**, many studies show that when roads are better designed for bicycling, walking and transit use, more people do so; and



**WHEREAS**, the design and construction of new roads and facilities should anticipate future demand for biking, walking, and other alternative transportation facilities and not preclude the provision of future improvements; and

**WHEREAS**, Complete Streets are supported by the Institute of Traffic Engineers, and American Planning Association, and many other transportation planning and public health professionals;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Charlottesville hereby establishes and adopts a sustainable Complete Streets Policy whereby all street projects, including design, planning, reconstruction, rehabilitation, maintenance, or operations by the City of Charlottesville shall be designed and executed in a balanced, responsible and equitable way to accommodate and encourage travel by bicyclists, public transportation vehicles and their passengers, and pedestrians of all ages and abilities;

**BE IT FURTHER RESOLVED** that the City shall provide for the needs of drivers, public transportation vehicles and patrons, bicyclists, and pedestrians of all ages and abilities in all planning, programming, design, construction, reconstruction, retrofit, operations, and maintenance activities and products; and

**BE IT FURTHER RESOLVED**, that the City shall view all transportation improvements as opportunities to improve safety, access, and mobility for all travelers in the City and recognizes bicycle, pedestrian and transit modes as integral elements of the transportation system.

**APPENDIX: Useful City Phone Numbers**

**USEFUL CITY PHONE NUMBERS**

Absentee Voting	<b>434-970-3250</b>	Permit and Inspections	<b>434-970-3182</b>
Adopt a Street Litter Program	<b>434-970-3362</b>	Permit Parking Residential	<b>434-970-3146</b>
Adult Recreation Classes	<b>434-970-3572</b>	Permit Parking Commercial	<b>434-970-3182</b>
Animal Control	<b>434-977-9041</b>	Personal Property Assessments	<b>434-970-3160</b>
Architectural Review Board	<b>434-970-3182</b>	Personal Property Filing	<b>434-970-3160</b>
Athletic Programs	<b>434-970-3271</b>	Personal Property Payments	<b>434-970-3146</b>
Band - Municipal	<b>434-295-9850</b>	Picnic Shelter Rentals	<b>434-970-3260</b>
Bicycle Registration	<b>434-970-3240</b>	Planning Commission	<b>434-970-3182</b>
Building Permits	<b>434-970-3182</b>	Playground Maintenance	<b>434-970-3589</b>
Bus Service - Schools	<b>434-970-3532</b>	Plumbing Permits	<b>434-970-3182</b>
Bus Service - CAT	<b>434-970-3649</b>	Public Defender 409 Third St.	<b>434-951-6300</b>
Business & Professional Licenses	<b>434-970-3170</b>	Rain/Snow Softball Line	<b>434-970-3593</b>
Business License Inspector	<b>434-970-3170</b>	Real Estate Tax Payments	<b>434-970-3146</b>
Cemetery Records	<b>434-970-3260</b>	Refuse/Recycling Services	<b>434-970-3830</b>
Child Daycare Assistance	<b>434-970-3400</b>	Registration Voting	<b>434-970-3250</b>
Child Protective Services	<b>434-970-3400</b>	Rent Relief Grant Elderly/Disabled	<b>434-970-3170</b>
City Council Clerk	<b>434-970-3113</b>	Retired Senior Volunteer Program	<b>434-970-3261</b>
City Job Hotline	<b>434-970-3450</b>	Rezoning Applications	<b>434-970-3182</b>
City Market	<b>434-970-3371</b>	Risk Management	<b>434-970-3862</b>
Curb Ramp Request	<b>434-970-3182</b>	School Grounds Maintenance	<b>434-970-3589</b>
Curbside Trash Collection	<b>434-970-3830</b>	Senior Citizens Programs	<b>434-970-3261</b>
Customer Service Water & Gas	<b>434-970-3211</b>	Sidewalks-construction	<b>434-970-3182</b>
Dead Animals in the Street	<b>434-970-3830</b>	Sidewalks-repair	<b>434-970-3830</b>
Dog Licenses	<b>434-970-3146</b>	Sign Permits	<b>434-970-3182</b>
Dog Warden	<b>434-977-9041</b>	Site Plans and Subdivisions	<b>434-970-3182</b>
Downtown Area Development Maps	<b>434-970-3182</b>	Snow Emergency Hotline	<b>434-970-3337</b>
Drainage Concerns	<b>434-970-3307</b>	Snow Removal	<b>434-970-3830</b>
Electrical Permits	<b>434-970-3182</b>	Social Services	<b>434-970-3400</b>
Employment - City	<b>434-970-3450</b>	Soil Erosion Permits	<b>434-970-3182</b>
Employment - City Schools	<b>434-245-2400</b>	SPCA	<b>434-973-5959</b>
Engineering	<b>434-970-3182</b>	Special Events Applications	<b>434-970-3267</b>
Fair Housing Inquiries	<b>434-970-3182</b>	Stray Animals	<b>434-977-9041</b>
Family Group Homes	<b>434-970-3355</b>	Street and Sidewalk Cut Permits	<b>434-970-3361</b>
Financial Assistance Social Services	<b>434-970-3400</b>	Street and Sidewalk Maintenance	<b>434-970-3830</b>
Food Stamps	<b>434-970-3400</b>	Street Banners	<b>434-970-3363</b>
Foster Care	<b>434-970-3400</b>	Street Flooding	<b>434-970-3830</b>
Garbage Collection	<b>434-970-3830</b>	Summer Playgrounds	<b>434-970-3572</b>
Gas New Service & Billing	<b>434-970-3211</b>	Swimming Programs and Classes	<b>434-977-0601</b>
Gas leaks/emergencies	<b>434-293-9164 or 911</b>	Tax Relief Grant Elderly/Disabled	<b>434-970-3170</b>
Handicapped Parking	<b>434-970-3182</b>	Teens GIVE	<b>434-970-3334</b>

## USEFUL CITY PHONE NUMBERS (Continued)

Handicapped Access	<b>434-970-3182</b>
Historic Preservation & Review	<b>434-970-3182</b>
Inspectors	<b>434-970-3182</b>
Job Hotline	<b>434-970-3450</b>
Landscape Maintenance	<b>434-970-3586</b>
Large-Item Collection	<b>434-970-3830</b>
Leaf Collection	<b>434-970-3830</b>
Magistrate - Avon Street Ext.	<b>434-977-0220</b>
Marriage License - 315 E High Street	<b>434-970-3766</b>
Meals Tax Filing	<b>434-970-3170</b>
Mechanical Permits	<b>434-970-3182</b>
Minority Business Assistance	<b>434-970-3117</b>
Municipal Band 1119 5th St. SW	<b>434-295-9850</b>

<b>Therapeutic Recreation Programs</b>	<b>434-970-3264</b>
Traffic Engineering	<b>434-970-3182</b>
Traffic Operations	<b>434-970-3362</b>
Traffic Sign Maintenance	<b>434-970-3362</b>
Traffic Signal Maintenance	<b>434-970-3363</b>
Water/wastewater Service & Billing	<b>434-970-3211</b>
Weed Enforcement Private/City Property	<b>434-970-3182</b>
Youth Recreation Classes	<b>434-970-3572</b>
Zoning Administration	<b>434-970-3182</b>
Zoning Board of Appeals	<b>434-970-3182</b>
Zoning Maps	<b>434-970-3182</b>

## MEMORANDUM

TO: Planning Commission

FROM: Brian Daly, Director

DATE: May 6, 2013

SUBJECT: Meadow Creek Stream Valley Master Plan

After a lengthy and comprehensive community planning process, the Parks and Recreation Advisory Board endorsed the attached Draft Master Plan for the Meadow Creek Stream Valley, including Greenbrier Park and Meadow Creek Gardens. The Advisory Board's action, per the City's Adopted Park Master Planning Process, is to forward to the Planning Commission the Draft Master Plan for the park.

The plan features:

- Preservation of the land as forested natural area
- Improved access into and through the park with a combination of nature trails (RTF) and multi-use trails.
- Addition of trail bridges over Meadow Creek
- Creation of a 9-hole disc golf course in the wooded area of Meadow Creek Gardens
- Continue effort to provide a safe and legal railroad crossing at the east end of Greenbrier Park
- Garden plots, a small playground, and an open field off Michie Drive
- A recommendation to name the new parkland "Meadow Creek Stream Valley"

We request that the Planning Commission review the Draft Master Plan and Report and provide staff with any input and comment prior to the Draft Master Plan being sent to City Council for their deliberation and action.



Dimension, location, and shape of proposed amenities are approximate

# Meadow Creek Stream Valley Master Plan 2013

## Michie Drive Field

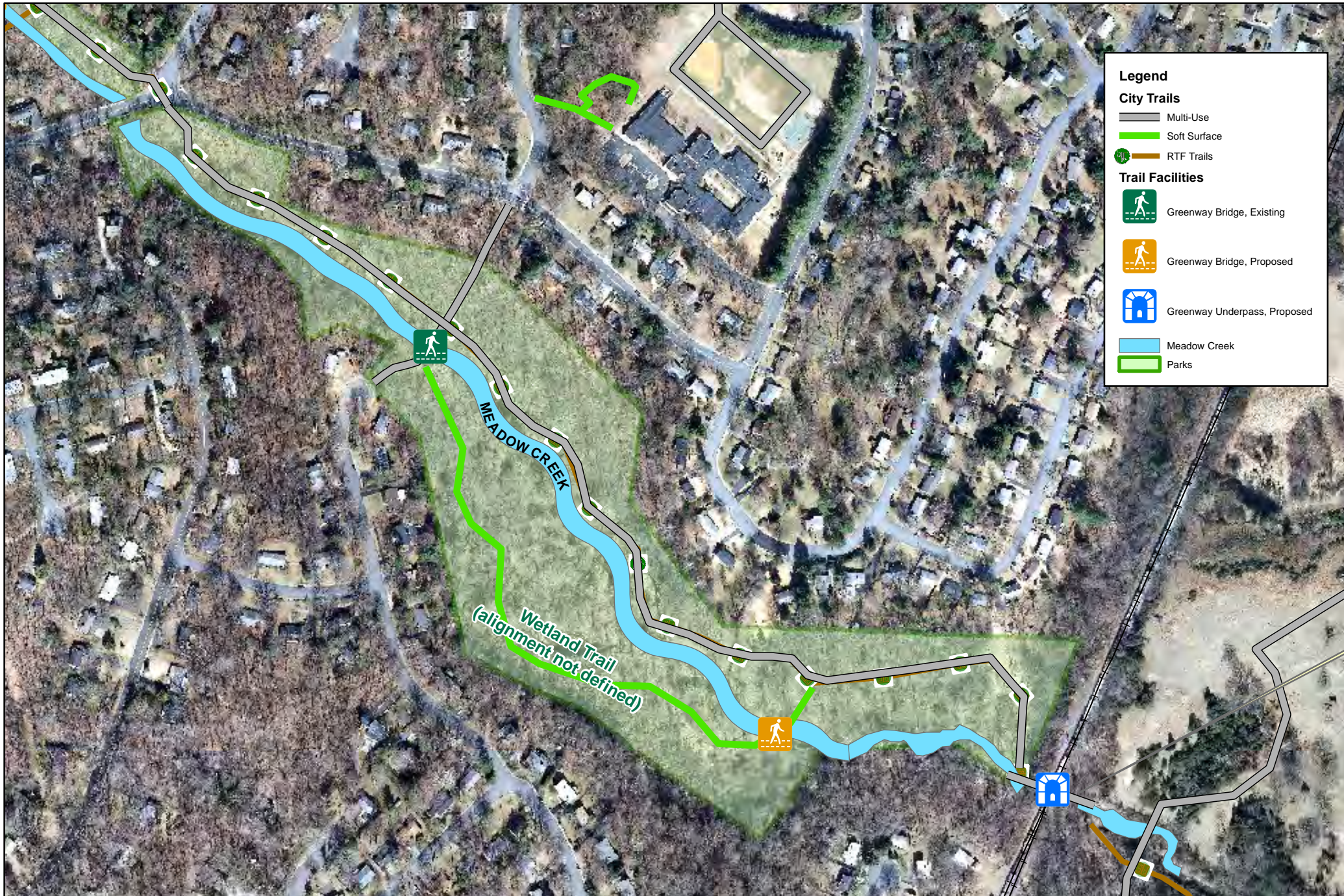
**DRAFT**



Dimension, location, and shape of proposed amenities are approximate

# Meadow Creek Stream Valley Master Plan 2013 Greenbrier Park

**DRAFT**



Dimension, location, and shape of proposed amenities are approximate



# Meadow Creek Stream Valley Master Plan 2013

## Meadow Creek Gardens

**DRAFT**



**Legend**

**City Trails**

- Multi-Use
- Soft Surface
- RTF Trails

**Trail Facilities**

- Greenway Bridge, Existing
- Greenway Bridge, Proposed
- Greenway Underpass, Proposed

Meadow Creek

Parks

Dimension, location, and shape of proposed amenities are approximate



**CITY OF CHARLOTTESVILLE**  
**DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT SERVICES**  
**STAFF REPORT**



**APPLICATION FOR A SPECIAL USE PERMIT**

**PLANNING COMMISSION AND CITY COUNCIL JOINT  
PUBLIC HEARING**

**DATE OF HEARING: May 14<sup>th</sup>, 2013**  
**APPLICATION NUMBER: SP-13-02-05**

**Project Planner:** Brian Haluska, AICP; Neighborhood Planner

**Date of Staff Report:** March 22, 2013

**Applicant:** Scott Collins, Owner's Representative

**Current Property Owner:** Hydro Falls LLC and ADC IV Charlottesville LLC

**Application Information**

**Property Street Addresses:** 1335 Carlton Avenue

**Tax Map/Parcel #:** Tax Map 56, Parcel 43

**Total Square Footage/Acreage Site:** 4.855 acres

**Comprehensive Plan (Land Use Plan) Designation:** Industrial

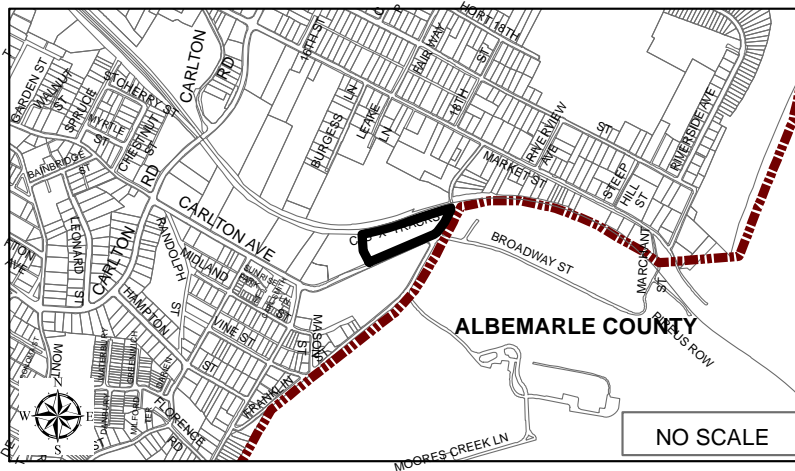
**Current Zoning Classification:** M-I Manufacturing-Industrial

**Tax Status:** The City Treasurer's office indicates that there are no delinquent taxes owed on the subject properties at the time of the writing of this staff report.

**Applicant's Request**

Scott Collins, acting as representative for the owner, is asking for a special use permit for a residential use in the M-I zone at 1335 Carlton Avenue. The property is approved for an adult day care facility, which is currently under construction. This application would allow the applicant to locate up to 102 residential units on the property. The current zoning for the site is M-I, which allows residential uses by special use permit.

## Vicinity Map



## Standard of Review

The Planning Commission must make an advisory recommendation to the City Council concerning approval or disapproval of a special permit or special use permit for the proposed development based upon review of the site plan for the proposed development and upon the criteria set forth. The applicant is proposing no changes to the current site, and therefore is not required to submit a site plan per sections 34-158 and 34-802 of the zoning ordinance.

Section 34-157 of the City Code sets the general standards of issuance for a special use permit.

In considering an application for a special use permit, the city council shall consider the following factors:

- (1) Whether the proposed use or development will be harmonious with existing patterns of use and development within the neighborhood;
- (2) Whether the proposed use or development and associated public facilities will substantially conform to the city's comprehensive plan;
- (3) Whether proposed use or development of any buildings or structures will comply with all applicable building code regulations;
- (4) Whether the proposed use or development will have any potentially adverse impacts on the surrounding neighborhood, or the community in general; and if so, whether there are any reasonable conditions of approval that would satisfactorily mitigate such impacts. Potential adverse impacts to be considered include, but are not necessarily limited to, the following:
  - a) Traffic or parking congestion;
  - b) Noise, lights, dust, odor, fumes, vibration, and other factors which adversely affect the natural environment;

- c) Displacement of existing residents or businesses;
  - d) Discouragement of economic development activities that may provide desirable employment or enlarge the tax base;
  - e) Undue density of population or intensity of use in relation to the community facilities existing or available;
  - f) Reduction in the availability of affordable housing in the neighborhood;
  - g) Impact on school population and facilities;
  - h) Destruction of or encroachment upon conservation or historic districts;
  - i) Conformity with federal, state and local laws, as demonstrated and certified by the applicant; and,
  - j) Massing and scale of project.
- (5) Whether the proposed use or development will be in harmony with the purposes of the specific zoning district in which it will be placed;
- (6) Whether the proposed use or development will meet applicable general and specific standards set forth within the zoning ordinance, subdivision regulations, or other city ordinances or regulations; and
- (7) When the property that is the subject of the application for a special use permit is within a design control district, city council shall refer the application to the BAR or ERB, as may be applicable, for recommendations as to whether the proposed use will have an adverse impact on the district, and for recommendations as to reasonable conditions which, if imposed, that would mitigate any such impacts. The BAR or ERB, as applicable, shall return a written report of its recommendations to the city council.

City Council may grant an applicant a special permit or special use permit, provided that the applicant's request is in harmony with the purposes and standards stated in the zoning ordinance (Sec. 34-157(a)(1)). Council may attach such conditions to its approval, as it deems necessary to bring the plan of development into conformity with the purposes and standards of the comprehensive plan and zoning ordinance.

## **Project Review / Analysis**

### **1. Background**

This is a request for a use not allowed by right in the M-I zoning. Residential development up to 21 dwelling units per acre requires a special use permit in the M-I zone. Applicants can request density above 21 units per acre in connection with a mixed-use project. Prior to 2003, residential development was permitted by-right on the property.

The applicant has submitted a request for residential development up to 21 dwelling units per acre for the entire site. The site includes the adult day care facility currently under construction. Section 34-1126 of the zoning ordinance permits an applicant to count the entire area of a proposed mixed-use development for the purpose of density calculations, even if the residential portion of the development will not be located on a portion of the site.

**2. Proposed Use of the Property**

The proposed use of the property is 102 residential units and an adult day care facility. The adult day care was previously approved and is under construction. The residential units will be apartments.

**3. Impact on the Neighborhood**

**a. Traffic or parking congestion**

- Traffic congestion: As the applicant notes, the development of residential units on the site will change the traffic pattern on the site. Prior to closing, the concrete operation used heavy trucks in their operation, especially early in the morning. A residential development scheme will create more opportunity for mass transit. There is an existing Charlottesville Area Transit stop on Carlton Avenue, across the street from the western boundary of the property.

The site plan indicates that the residential component of the project would generate 558 total trips per weekday according to the 7<sup>th</sup> Edition of the ITE Trip Generation Manual. The morning peak hour would feature 39 trips, 80% of which would be exiting the site. The afternoon peak hour would have 47 trips, with 64% entering the site. This assumes that Parcel A will be senior and/ or disabled housing and Parcel C will be market rate housing. Although the applicant intends to specifically targeting the elderly, they cannot age-restrict the PACE housing on Parcel A. If the entire project were market rate residential, the total trips per day would be closer to 621 for the residential component of this project. The applicant has included an updated and more detailed traffic generation breakdown in their narrative which shows a traffic generation range based on the housing types that potential funding would allow and future market demands.

There are some studies from the late 1980's in Montgomery County, MD included in the 8<sup>th</sup> Edition of the ITE Trip Generation Manual that suggest that with mid-rise apartments (apartments between 3 and 10 stories) the peak hour trip generation is lower – 31 trips in the morning and 40 in the afternoon.

- Parking: Multi-family residential development requires 1 parking space for all 1 and 2 bedroom units and 2 spaces for all 3 and 4 bedroom units. The site plan shows 121 proposed parking spaces to serve the proposed 102 residential

units. The adult day care was approved with 60 parking spaces, while only required to provide 40 spaces.

When finished, there will be a total of 181 parking spaces to serve the 102 residential units and the 20,000 square foot adult day care facility.

- b. Noise, light, dust, odor fumes, vibrations, and other factors which adversely affect the natural environment, including quality of life of the surrounding community.**

This use will have an effect from the standpoint of noise and fumes from the additional automobile traffic generated by the use.

- c. Displacement of existing residents or businesses.**

This use will not displace any existing residents or businesses.

- d. Discouragement of economic development activities that may provide desirable employment or enlarge the tax base.**

The Office of Economic Development continues to express concern over the very limited inventory of land suitable for industrial/manufacturing use in the city. Parcels that transition from industrial uses to other uses are unlikely to return to industrial use. Ultimately this results in further constricting the inventory and impacts the city's ability to have a balanced economy with a range of employment opportunities. While proposed land use changes are a reflection of current market demand, and in many cases may be appropriate, OED staff requests that careful consideration be given to this issue when reviewing requests that limit industrial land availability.

- e. Undue density of population or intensity of use in relation to the community facilities existing of available.**

The special use permit will enable the owner to locate 102 residential units on the property. These units would be new units that are not replacing any existing residential units in the City. The completion and occupation of these units would increase demand on community facilities in the City. Staff believes the impacted community facilities will not be unduly burdened by the increase in population.

The approved PACE Center required an increase in water pressure in order to meet the required fire flow for the building. The project to bring that water pressure to the site is underway, and will serve the residential units as well.

- f. Reduction in the availability of affordable housing which will meet the current and future needs of the city.**

This use will not reduce the availability of affordable housing. Parcel A is proposed to have senior housing. If that comes to fruition, 51% of the tenants would have to be at 40% area median income and also qualify as disabled; the remainder of the tenants would be at 60% area median income.

**g. Impact on school population and facilities.**

This application may increase the number of school age children in the City. The applicant stated in their application that they envision the residential units primarily appealing to an older population due to the proximity to the adjacent adult day care, and the units having a maximum of two bedrooms, but that no age restrictions will be placed on the units.

**h. Destruction of or encroachment upon conservation or historic districts.**

This site is not in a historic district.

**i. Conformity with federal, state and local laws.**

The proposal complies with all federal, state, and local laws to the best of the applicant’s and staff’s knowledge.

**j. Massing and scale of the project.**

M-I zoning permits a maximum building height of 85 feet. The applicant indicates that the new buildings will be 3-4 stories tall.

**4. Zoning History**

In 1949 the property was zoned C Industrial District. In 1958 the property was zoned M-2 Industrial, and was rezoned to M-I in 2003.

**5. Character and Use of Adjacent Properties**

Direction	Use	Zoning
North	Railroad, Self-Storage Facility	M-I
South	Mobile Home Park	PUD, R-2
East	Industrial Development (Albemarle County)	Light Industrial
West	Parking, Warehouse	M-I

**6. Reasonableness/Appropriateness of Current Zoning**

The current M-I zoning is reasonable and appropriate. By-right uses in M-I Industrial include a wide variety of commercial and industrial uses.

**7. Consistency with Comprehensive Plan**

The proposed use is in line with the types of uses envisioned in the Comprehensive Plan for this area.

**Public Comments Received**

Staff has received no input from the public at the time of the drafting of this staff report.

**Staff Recommendation**

The primary issues that stand out for consideration from the standard of review are the parking and traffic generation on the site, and the massing and scale of the project. In evaluating other uses permitted under M-I zoning, staff finds that the residential development would be the most intense in terms of traffic generation. While other permitted uses have other negative impacts, residential use would put the most amount of strain on surrounding roads due to car traffic.

The concern with regards to parking is not whether or not the applicant can meet the required parking numbers, but rather the impact on the availability of on-street parking in the area once the construction of the project is complete.

The massing and scale of the project presents a real concern for staff because of the maximum height permitted in the M-I zone, and the location of the property adjacent to low density residential zoning. Staff proposes a condition that would limit the height of the structures on the property to similar heights of other multi-family projects that have been constructed along the rail corridor between downtown and the Rivanna River to address this concern.

Staff recommends that the application be approved with the following condition:

1. The maximum height of buildings on the property shall not exceed 50 feet.

**Suggested Motions**

1. I move to recommend approval of this application for special use permit in the M-I zone at 1335 Carlton Avenue to permit residential development up to 21 dwelling units per acre with the conditions listed in the staff report.

OR,

2. I move to recommend denial of this application for a special use permit in the M-I zone at 1335 Carlton Avenue.

## 1335 Carlton Avenue – Pace Center Development and Old Allied Concrete Property

Engineer: Collins Engineering

DATE: FEBRUARY 19, 2013

Revised: May 3, 2013

### PROJECT NARRATIVE

**Summary:** This property is located on Carlton Avenue along the railroad tracks between Franklin Street and Nassau Street. This property was the old H.T. Ferron concrete plant, which was owned and operated by Allied Concrete, see Figure 1. The property was recently subdivided into (3) parcels, which are labeled Parcel A, B, and C, as shown in Figure 2. In 2012, a site plan was submitted, reviewed, and approved for the development of the Blue Ridge PACE Center, a 20,000 sf building that includes a medical clinic, offices as well as an Adult Day Activity Center. It is currently under construction on Parcel B and projected to be open in 2013. Parcel A is currently vacant, and the buildings and structures on Parcel C are still actively being used by Allied Concrete for storage of materials and product. The existing zoning on the property is M-1, which is primarily a manufacturing zoning, but it allows residential development up to 21 units an acre with a special use permit. This special use permit request is for a mixed use development with residential units on Parcel A and Parcel C, and commercial development on Parcel B.



Figure 1: Existing Conditions – Allied Concrete Plant



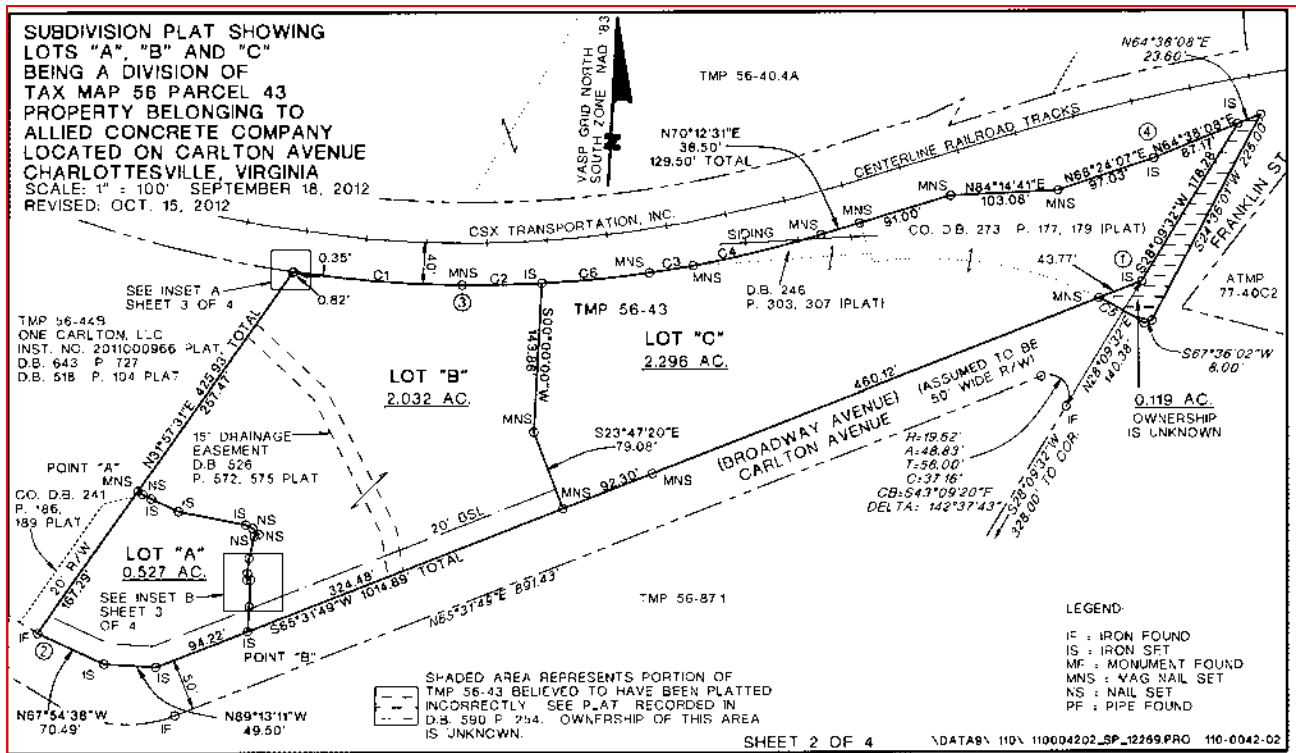


Figure 2: Recently Recorded Subdivision Plat for the property

**Uses:** This property is located within the Belmont-Carlton neighborhood, which is primarily a residential community, with some industrial and commercial property along Carlton Avenue and the Railroad tracks, see Figure 3. Across from this site is an existing trailer park, and along Carlton Avenue exist industrial businesses, residential properties, and properties currently under development for residential uses. The development of this parcel as a mix of commercial and residential uses fits in with the Carlton Avenue neighborhood. Furthermore, this property will help create a walkable streetscape along Carlton Avenue with sidewalks and street trees that may encourage further residential development in the future. The Blue Ridge PACE Center, a joint venture owned by Riverside Health Systems (51%); UVA Medical System (24.5%); and JABA, Inc. (24.5%) now under construction on Parcel B, will remain the commercial use on the property and will be the mixed use component of the Special Use Permit request. It will help to offset the loss of the H.T. Ferron concrete business that closed during the economic downturn. Parcel A and Parcel C are proposed to be residential apartments, as shown in Figure 4. One apartment building is proposed on Parcel A; and (3) buildings are proposed on Parcel C, along with a clubhouse. The redevelopment of this property will help to eliminate the former noise and light spilling from concrete manufacturing, and replace it with a health clinic, adult day care and medical offices serving the PACE Center. The building on Parcel A is anticipated to provide an affordable home for approximately 32-frail elderly and persons with disabilities, who, for the most part, are expected to be clients of the PACE Center next door. Situated less than 100 feet from the PACE Center, terrain permitting, PACE clients are within easy walking distance of their caregivers and adult day care – and that home is close enough for caregivers to make housecalls, a very real benefit for potential shut-ins. PACE Housing, as the 32-unit

building proposed for Parcel A is now called, will be owned by an entity that itself will be owned by a 100% non-profit joint venture of JABA, Inc., and Riverside Health Systems.

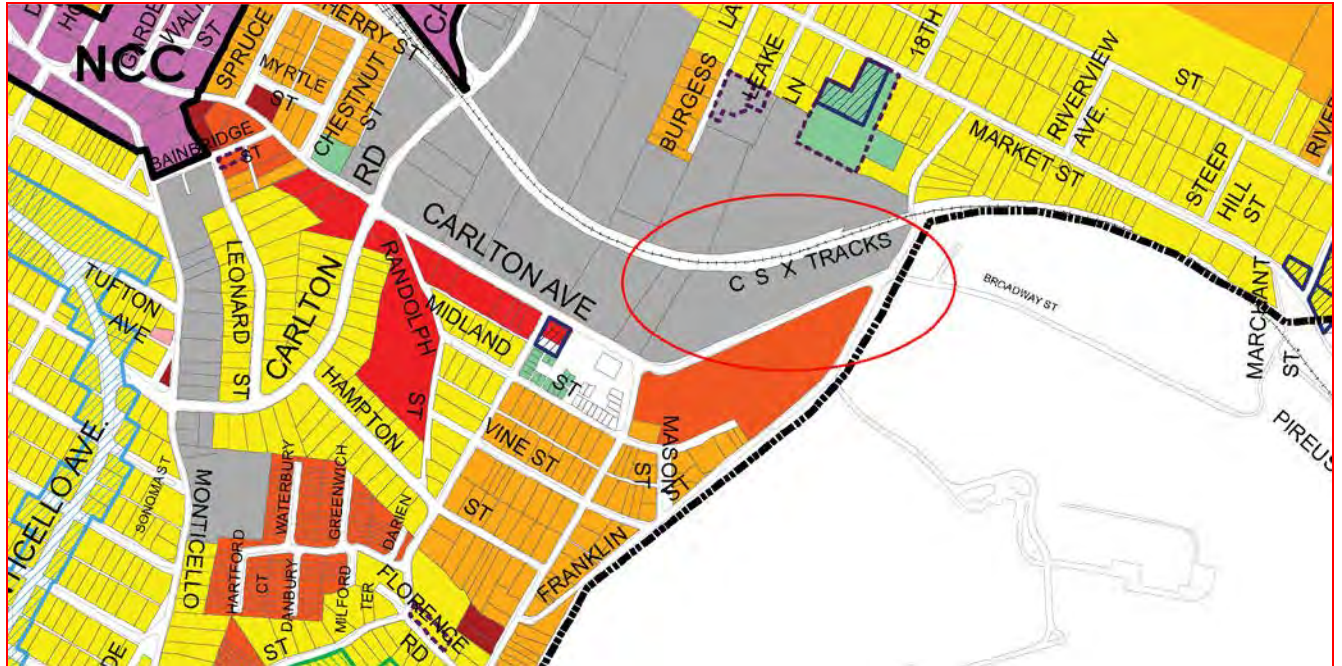


Figure 3: Existing Zoning Map

**Access:** Access to the parcels will come from 4 different entrances on Carlton Avenue. Parcel A will utilize the entrance at the western-most corner of the property. Parcel B has (2) new entrances serving the PACE Center; and Parcel C will access Carlton both through Parcel B, and from a new entrance just west of the Carlton and Franklin Avenue intersection.

Charlottesville Area Transit (CAT) bus stops on Carlton Ave will reduce private, vehicular traffic in the neighborhood, while at the same time helping seniors and lower income residents travel to jobs, grocery shopping and other amenities of the city. Increased residential density in the neighborhood will mean more full seats on every bus, and the PACE Center itself will be under contract with JAUNT to provide all transportation needs for PACE clients. In addition, the conversion of the property from concrete manufacturing to mixed-use development will help reduce the amount of heavy duty commercial activity and early morning truck traffic on the site.

**Stormwater Management (SWM):** The present condition of the site is primarily impervious pavement and concrete slabs, with multiple obsolete structures and buildings. With the development of Parcel B, current stormwater management will capture and treat run-off prior to being released from the site. Parcel A and Parcel C redevelopment will also utilize more effective SWM measures such as rain gardens and collection systems. In short, the mixed use development will mean far less run-off than currently exists, and that water is sure to have fewer contaminants.

**Utilities:** This property will be served by public water and public sewer. The development of Parcel B, the PACE Center, included the construction of 1150 linear feet of offsite sanitary sewer. It also included a contribution to the waterline infrastructure in the neighborhood, bringing a new 8" waterline under the railroad tracks to provide this area with the necessary water pressure for fire flow. That line has improved the water quality of the neighborhood, while adding more rate payers for the newly installed infrastructure

**Affordable Housing:** It is also important to note that the City has a goal of 15% affordable housing by 2025. PACE Housing on Parcel A will represent 32 of the 60-some units needed (per year ) in order to simply break even in the quest of that goal. Towards that end, City Council has awarded JABA a \$500,000 allocation of 2014/15 Charlottesville Housing Funds to support PACE Housing on Parcel A . That award is contingent upon this Special Use Permit being granted, and an allocation of Low Income Housing Tax Credits (LIHTC) being awarded from the non-competitive disabilities pool application in the 2<sup>nd</sup> quarter of 2013. (Should that application be unsuccessful however, another one, this time for competitive LIHTC's will be submitted in March of 2014 under substantially the same criteria.)

**Age Restrictions:** At this time, although JABA will specifically target clients of the PACE program, who indeed are frail elderly, age-restrictions cannot apply to PACE housing on Parcel A. Under an allocation of tax credits in the disabilities pool, 51% of the units are designated for persons with disabilities, and cannot be restricted to persons over age 55. As for Parcel C, the mix of product, use and incomes will have to be determined by a market demand study – a prerequisite for any financing. Since all market studies have a 6-month shelf-life, we can only show intent at this time and hope the study supports that plan at the time the Market Demand Study is generated.

**Development Plan:** See the Carlton Avenue Apartment Preliminary Site plan, which accompanies this Special Use Permit application, for more information on the concept plan for the development.

## General Standards for Issuance of Special Use Permit

The proposed project will be harmonious with current patterns of use and development within the neighborhood, especially in terms of the scale and massing of existing 3 and 4 story buildings. In addition, the proposed residential use of the property is allowed within the M-I district with a special use permit and will also conform to a number of aspects of the city's comprehensive plan. These include the redevelopment of infill sites using sustainable building practices; a walkable mix of uses with a community center that is accessible from the proposed residential units and the existing neighborhood; and the establishment of a transitional buffer from industrial zoning to adjacent low-density residential neighborhoods uses mitigates the current noise, lighting, parking, and traffic from the adjacent industrial land uses.

The following summarizes and addresses the potentially adverse impacts on the surrounding neighborhood with the proposed development and the potential mitigation efforts.

1. Traffic impact – The proposed development will increase traffic and trip generation for the site, but the type of traffic will dramatically change. When the site was in full operation as an industrial facility, there was a lot of truck traffic, especially early in the morning, and heavy commercial traffic during the day. As a mixed use redevelopment, the overall traffic pattern will change. There will be more utilization of Charlottesville Area Transit (CAT) by tenants on Parcel A and continuous sidewalks will enable walkability. Clients of the PACE Center itself will be transported by JAUNT and since the center is contiguous with the Parcel A building, and thus walkable, vehicular traffic would be minimal between the two buildings and in the area. Accordingly private auto use, based on JABA's experience with four similar properties in the area would be significantly lower than non-restricted properties. PACE housing will add 32-units; however, the apartments will be accessible and restricted to low-income persons, persons with disabilities, and the frail elderly by virtue of the Low Income Housing Tax Credit (LIHTC) financing for which the project will be applying. JABA has received a \$500,000 allocation of Charlottesville Housing Funds, contingent upon receiving LIHTC's to purchase and restricting the use to affordable housing. Parcel C is still currently proposed as a 70 unit market rate apartment complex; but should a market study show potential demand, JABA will also apply for financing that would place similar restrictions on Parcel C development. In any case, JABA anticipates that Parcel C development would include a significant portion of both senior-friendly and workforce housing, placing health-care workers within easy walking distance of both jobs at the PACE Center, as well as downtown amenities. Below is a summary of the estimated former traffic counts, based on the ITE Trip Generation Manual, 7<sup>th</sup> edition, of the development parcels when they were operating as the H.T. Ferron concrete plant, which ceased operations in 2011. Also, below is an estimated range of the proposed traffic on the (3) parcels, which is dependent on the build-out, as specified above, using the same ITE Trip Generation Manual, 7<sup>th</sup> edition.

Former Estimated Traffic: Manufacturing Facility with Offices and Retail component

Average Daily Trips: 450 VPD to 500 VPD

AM Peak Rate: 95 VPH

PM Peak Rate: 60 VPH

Proposed Estimated Traffic (Per Parcel)

Parcel A: Residential (Disable/Affordable Housing)

Average Daily Trips: Estimated Range from 88 VPD to 151 VPD

AM Peak Rate: Estimated Range from 8 VPH to 12 VPH

PM Peak Rate: Estimated Range from 12 VPH to 17 VPH

Parcel B: Adult Day Activity / Medical Clinic / Office

Average Daily Trips: 220 VPD

AM Peak Rate: 31 VPH

PM Peak Rate: 30 VPH

Parcel C: Residential (Disable/Affordable/Market Rate Housing)

Average Daily Trips: Estimated Range from 192 VPD to 470 VPD

AM Peak Rate: Estimated Range from 18 VPH to 36 VPH

PM Peak Rate: Estimated Range from 26 VPH to 43 VPH

Proposed Total Estimated Traffic for the Mixed Use Development:

Average Daily Trips: Estimated Range from 500 VPD to 841 VPD

AM Peak Rate: Estimated Range from 57 VPH to 79 VPH

PM Peak Rate: Estimated Range from 68 VPH to 90 VPH

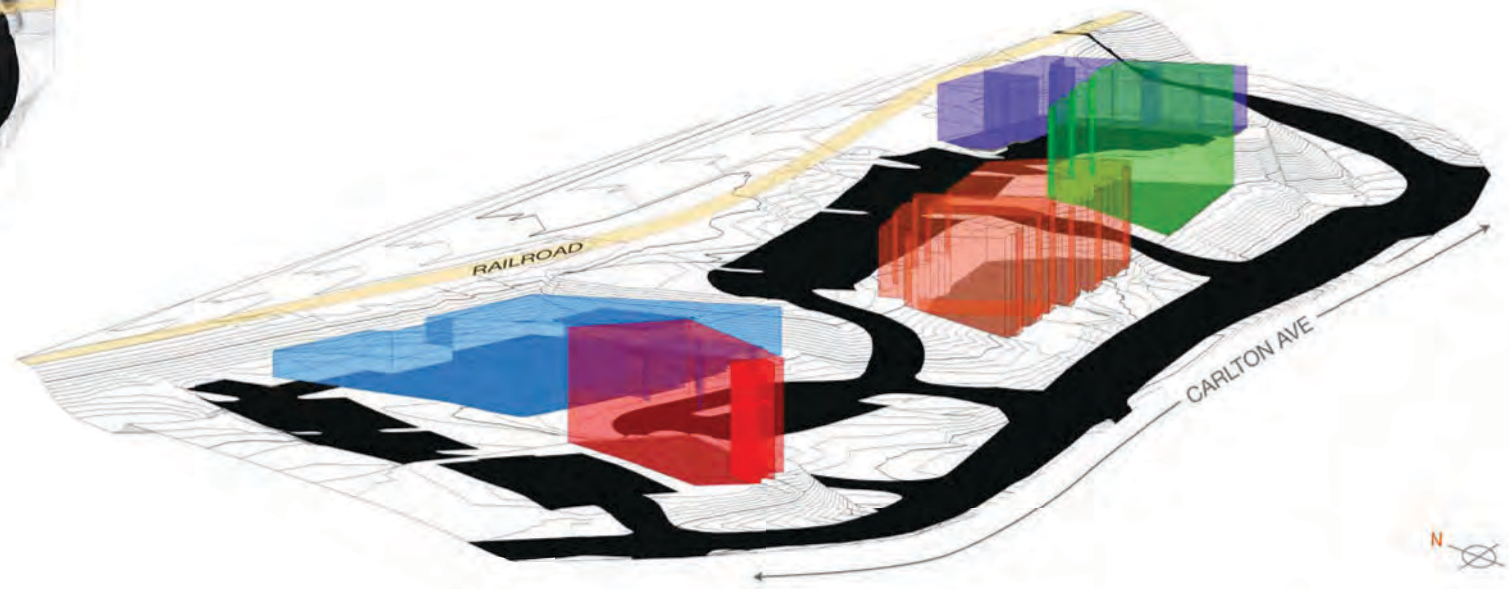
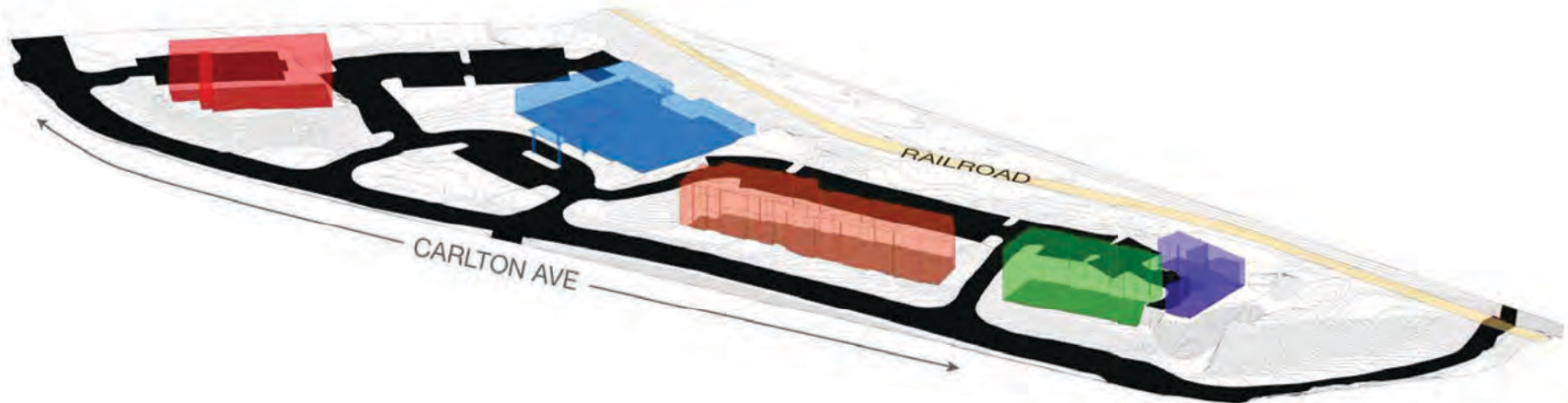
Based on the estimated traffic information above, the proposed mixed use development on the (3) parcels could generate between 500 and 841 VPD. When compared to traffic projections of the former use on the property, the proposed traffic with the redevelopment of the property would be the same as the former traffic (provided that the property is developed as anticipated). The overall peak AM vehicles per hour will decrease with the proposed mixed use development when compared to the traffic projections of the former use on the property, even at the estimated higher ranges of the proposed traffic projections. The overall peak PM traffic counts for the proposed development would be similar to the former projected traffic of the property, if the property is redeveloped as anticipated.

2. Noise, lights, dust control effects on the natural environment – Redevelopment of this site will substantially reduce the noise, lights, and dust control in the area from its current levels. It will also help serve as a buffer for the surrounding community from other industrial uses. The new commercial uses of the Blue Ridge PACE Center will eliminate that industrial impact to the neighborhood, while upgrading light, noise and other environmental impacts to current standards.
3. Displacement of existing residents or businesses – The 20,000 sf Blue Ridge PACE Center, a new commercial use on the site will replace the existing concrete business on the property. There are no existing residential units on the site. The remainder is currently being used on an as needed basis by Allied Concrete, which has other sites in the city to store the material now on Parcel C. This project will be a much needed addition to the stock of affordable, workforce and senior-friendly housing in the Charlottesville community, .
4. Discouragement of economic development – The proposed modification to the parcel with the 20,000 sf commercial building helps displace the economic loss of the site when the H.T. Ferron business closed during the economic downturn. Improving this site will also positively impact surrounding property values, as well as continue to attract more density to downtown making City-supplied services more cost effective, helping for example, to pay for the cost of the water line upgrade, and adding more paying passengers to CAT and JAUNT. Those residents will add to the tax base and their presence will attract additional business to the area as well.

5. Intensity of use in relationship to community facilities – With the decrease in impervious surface area of the site, the redevelopment will decrease the stormwater run-off. In addition, with the proposed rain gardens on the property, it will filter the run-off onsite. Currently, that runoff is being discharged from the site without any detention or treatment.
6. Reduction of available affordable housing – The redevelopment of this site will increase the stock of affordable (and accessible) housing in the City by approximately 32-units. Under current funding guidelines, 51% of the tenants would have to be at 40% ami and also qualify as disabled. As a practical matter, absent PACE clients (to whom JABA will be actively marketing), those persons with disabilities who might have school-age children would certainly be de minimus. The remainder of the tenants would be at 60% ami. While the units on Parcel C are proposed at market rate, should sufficient market demand be determined by a VHDA qualified firm, JABA anticipates that a significant portion of Parcel C housing would include elderly and workforce housing as well. That market study must be conducted within 12 months of the anticipated ground breaking of the property however.
7. Impact on school population – The development of residential units on the site could have an effect on schools. However, since PACE Housing will be restricted to persons with disabilities and frail elderly, the effect on city schools would be minimal. Furthermore, over 75% of the apartments will be one-bedroom units, and the remaining ones will be two-bedrooms. There will be no 3- or 4-bedroom units thus self-limiting the building to smaller families, should any qualify under the income and age restrictions that might apply. This same, self-limiting factor applies to housing on Parcel C as well, where there are no plans to exceed two bedroom units. A market demand study notwithstanding, JABA's experience has shown an overwhelming preference of senior for efficiencies and one-bedroom apartments.
8. Effects on Historic District – The parcel is not located within a Charlottesville Historic district or entrance corridor. It will not have any effects on the historic district area.
9. Conformity with Federal, state, and local laws – The redevelopment will meet all requirements set forth and required by local, state, and federal regulations.
10. Massing and scale of project – The proposed construction and modifications to the building fit with the neighborhood scale and massing of the existing surrounding buildings along Carlton Avenue.

Overall, the re-development of this parcel as a mixed use commercial and residential development meets the general requirements and standards of M-I zoning districts, and is in harmony with other adjacent buildings and properties within the area. The existing zoning allows for this use with a special use permit; the scale and massing on the site is appropriate; the proposed re-development does not appear to have any major additional impacts on the City resources or natural resources; and the proposed use fits well with the surrounding area. Additional information on the proposal can be seen in the concept plan for the development of the property.

Building	Use	Area (SF)	Stories	Height	Units	Unit mix	Parking required	Parking provided	Notes
A	Residential	20,315	4	44'-0"	32	Studios, 1 bedrooms and 2 bedrooms	32	28	LIHTC, Elderly Accessible units. Percentage will meet universal design standards.
B	Adult daycare	20,000		16'-6"					
C.1	Residential	29,500	3	35'-0"	36	Studios, 1 bedrooms and 2 bedrooms	36	36	Combination of LIHTC and Market Rate Units. Percentage will meet Universal Design standards.
C.2	Residential	15,000	4	45'-0"	24	Studios, 1 bedrooms and 2 bedrooms	24	28	Combination of LIHTC and Market Rate Units. Percentage will meet Universal Design standards.
C.3	Residential	7,000	2	24'-0"	10	2 bedroom units	10	10	Combination of LIHTC and Market Rate Units. Percentage will meet Universal Design standards.
		91,815			102		102	102	



# CARLTON AVE APARTMENTS CHARLOTTESVILLE, VA

project #: #Pln  
date: 5/3/13

## MASSING DIAGRAMS

A.1

313 N. Adams Street  
Richmond, VA 23220  
t 804.644.4761  
f 804.644.4763

walterPARKS  
ARCHITECT

**GENERAL NOTES:**

**OWNER:** HYDRO FALLS, LLC ADC IV C'VILLE, LLC  
135 15TH STREET, SUITE B  
RICHMOND, VA 23219

**ARCHITECT:** WALTER PARKS  
313 N. ADAMS STREET  
RICHMOND, VA 23220  
TELEPHONE: (804) 644-4761

**ENGINEER:** COLLINS ENGINEERING  
200 GARRETT STREET, SUITE K  
CHARLOTTESVILLE, VA 22902  
TELEPHONE: (434) 293-3719

**PARCEL:** TWP 56004300, 560043100, & 560043200  
1335 CARLTON AVENUE  
CHARLOTTESVILLE, VA 22902  
D.B. 2D12/PG. 4961,4962

**ZONING:** M-1 (MANUFACTURING-INDUSTRIAL) \*SP UNDER REVIEW TO ALLOW RESIDENTIAL

**EXISTING USE:** INDUSTRIAL FACILITY & COMMERCIAL (ADULT DAY ACTIVITY CENTER)

**PROPOSED USE:** MIXED USE - EXISTING ADULT DAY ACTIVITY CENTER ON PARCEL B  
PARCEL A - 32 ELDERLY LOW INCOME HOUSING TAX CREDIT APARTMENT UNITS  
PARCEL C - 70 MARKET RATE/ELDERLY LIHTC APARTMENT UNITS

**LOCATION OF PROJECT:** 1335 CARLTON AVENUE, CHARLOTTESVILLE, VA 22902

**TOTAL ACREAGE OF SITE:** TOTAL ACREAGE: 4.855 ACRES  
PARCEL A: 0.527 ACRES  
PARCEL B: 2.032 ACRES  
PARCEL C: 2.296 ACRES

**STORMWATER MANAGEMENT:** EXISTING SITE IS PRIMARILY IMPERVIOUS. RAIN GARDENS ARE PROPOSED FOR STORMWATER QUALITY AND DETENTION FOR THE SITE TO PROVIDE WATER QUALITY ON THE SITE AND TO REDUCE THE POST DEVELOPMENT RUNOFF RATES, VOLUMES, AND VELOCITIES FROM THE SITE.

**TOTAL LAND DISTURBANCE:** 4.5 ACRES ± (ECS PLAN AND FINAL SITE PLAN SUBMITTED SEPARATELY).

**SETBACKS:** FRONT: 20' MINIMUM  
SIDE: 0  
REAR: 0

**SITE PHASING:** PHASE I - DEVELOPMENT OF PARCEL B (20,000 SF BLDG)  
PHASE II - DEVELOPMENT OF APARTMENTS ON PARCEL A  
PHASE III - DEVELOPMENT OF APARTMENTS ON PARCEL C.

**FLOODPLAIN:** THERE ARE NO FLOODPLAIN LIMITS WITHIN THE SUBJECT PROPERTY PER FEMA MAP#51003C0289D, PANEL #0289D DATED FEBRUARY 4, 2005.

**STREAM BUFFER:** THE DEVELOPMENT OF THIS PROPERTY DOES NOT IMPACT A STREAM BUFFER, WATERCOURSE, OR FLOODPLAIN ON THE PROPERTY.

**SURVEY:** TOPOGRAPHY AND BOUNDARY OF THE SITE WERE PROVIDED BY TOM LINCOLN ON JULY 13, 2012. A SUBDIVISION PLAT WAS PROVIDED ON SEPTEMBER 18, 2012. TOPO IS FIELD SURVEYED, TOPOGRAPHY SHOWN AT 1' INTERVALS. USGS DATUM IS NAD 83. THE MAXIMUM BUILDING HEIGHT WILL BE 50', PER THIS SITE PLAN APPLICATION AND SPECIAL USE PERMIT.

**UTILITIES:** THE SITE WILL BE SERVED BY PUBLIC WATER AND SEWER.

**CRITICAL SLOPES:** NONE THAT MEET THE CONDITIONS OF THE CITY ORDINANCE SECTION 34-1120.

**ARCAS DEDICATED FOR PUBLIC USE:** CURRENTLY, THERE IS NO LAND ON THIS PROPERTY THAT IS PROPOSED FOR PUBLIC USE.

**SUBJECT PARCEL IMPERVIOUS AREA:**  
PARCEL A: EXISTING: 21,875 SF PROPOSED: 13,950 SF  
PARCEL B: EXISTING: 91,040 SF PROPOSED: 60,985 SF  
PARCEL C: EXISTING: 108,825 SF PROPOSED: 54,450 SF

**WATER DEMANDS/FIRE FLOW:** TWO FIRE HYDRANTS HAVE BEEN ADDED WITH THE DEVELOPMENT OF THESE THREE PARCELS, AND THERE IS ONE EXISTING FIRE HYDRANT WHICH IS LOCATED APPROXIMATELY 150' TO THE EAST OF THE PROPOSED ENTRANCE ON CARLTON AVENUE TO PARCEL B. THE CURRENT FIRE FLOW FOR THE PROPERTY IS 1250 GPM WITH 26 PSI. THE EXTENSION OF THE 12" WATERLINE UNDER THE RAILROAD TRACKS ALONG FRANKLIN STREET WILL PROVIDE THE NECESSARY 1500+ FIRE FLOW TO THE SITE, AS REQUIRED. THIS PROJECT IS ALMOST COMPLETE AND THROUGH JOINT FUNDING BETWEEN THIS DEVELOPMENT AND THE CITY, IT IS BEING INSTALLED THIS YEAR. FINAL FIRE FLOW CALCULATIONS FOR EACH BUILDING WILL BE PROVIDED WITH THE FINAL SITE CONSTRUCTION PLANS.

**SIGNAGE:** SITE SIGNAGE WILL BE PROPOSED IN A SEPARATE APPLICATION.

**INGRESS AND EGRESS:** ACCESS TO PARCEL A WILL BE FROM (1) EXISTING ACCESS LOCATION ON CARLTON AVENUE. ACCESS TO PARCEL B WILL BE FROM (2) ACCESS LOCATIONS, PREVIOUSLY APPROVED. ACCESS TO PARCEL C WILL BE FROM PARCEL B AND FROM (1) NEW/RELOCATED ACCESS POINT ON CARLTON AVENUE. A FINAL LIGHTING PLAN WILL BE PROVIDED WITH THE FINAL SITE PLAN.

**LIGHTING PLAN:** A FINAL LIGHTING PLAN WILL BE PROVIDED WITH THE FINAL SITE PLAN.

**SITE TRIP GENERATION AND LAND USE ITE CODE 7TH EDITION:**

**PARCEL A (SENIOR ADULT HOUSING-ATTACHED: 32 UNITS)**  
AVERAGE DAILY TRIPS: 88 VPD (44 ENTER/44 EXIT)  
AM PEAK RATE: 3 VPH (1 VPH ENTER/2 VPH EXIT)  
PM PEAK RATE: 4 VPH (2 VPH ENTER/2 VPH EXIT)

**PARCEL B (GENERAL OFFICE BUILDING: 20,000 SF)**  
AVERAGE DAILY TRIPS: 220 VPD (110 ENTER/110 EXIT)  
AM PEAK RATE: 31 VPH (27 VPH ENTER/4 VPH EXIT)  
PM PEAK RATE: 30 VPH (5 VPH ENTER/25 VPH EXIT)

**PARCEL C (APARTMENT-MARKET RATE: 70 UNITS)**  
AVERAGE DAILY TRIPS: 470 VPD (235 ENTER/235 EXIT)  
AM PEAK RATE: 36 VPH (7 VPH ENTER/29 VPH EXIT)  
PM PEAK RATE: 43 VPH (28 VPH ENTER/15 VPH EXIT)

**NOTE:** PARCEL C TRAFFIC WOULD BE REDUCED SUBSTANTIALLY IF THIS SECTION ALSO BECOMES SENIOR ADULT HOUSING - WHICH IS THE WAY IT WILL BE MARKETED. IF PARCEL C IS 50% ADULT HOUSING, THE AVERAGE DAILY TRIPS WOULD REDUCE FROM 470 VPD TO 332 VPD, AM PEAK RATE WOULD REDUCE FROM 36 VPH TO 21 VPH, AND PM PEAK RATE WOULD REDUCE FROM 43 VPH TO 26 VPH.

**STREAMS/BUFFERS:** SITE CONTAINS NO EXISTING WATER COURSES, STREAM BUFFERS OR FLOOD PLAINS. THE SITE DOES HAVE AN EXISTING STORM DRAINAGE LINE THROUGH IT WHICH SHALL REMAIN. THIS SITE DRAINS TO THE EXISTING MOORES CREEK STREAM AND WATERSHED.

**EXISTING VEGETATION:** MINIMAL EXISTING TREE COVERAGE, SITE IS PRIMARILY PAVED

**STREAM BUFFER MITIGATION PLAN:** NOT APPLICABLE

**CONSERVATION PLAN:** NOT APPLICABLE

**PAVED PARKING AND CIRCULATION:**

PARCEL A: 7,335 SF (0.16 AC)  
PARCEL B: 32,375 SF (0.74 AC)  
PARCEL C: 28,850 SF (0.66 AC)

**PROPOSED IMPERVIOUS AREA:**  
PARCEL A TOTAL: 13,950 SF (BLDG=6025SF, PKG=7,335SF, S/W=590SF)  
PARCEL B TOTAL: 60,873 SF (BLDG=19,850SF, PKG=32,374, S/W=8,649SF)  
PARCEL C TOTAL: 54,450 SF (BLDG=22,800SF, PKG=28,650SF, S/W=3000SF)

**PARKING REQUIREMENTS:**  
PARCEL A: 1 SPACE/1-2 BEDROOM APARTMENT (32 UNITS TOTAL)  
32 SPACES REQUIRED / 24 SPACES PROVIDED

PARCEL B: 1 SPACE/500 SF GFA (20,000 SF)  
40 SPACES REQUIRED / 60 SPACES PROVIDED (4 ADA INC.)

PARCEL C: 1 SPACE/1-2 BEDROOM APARTMENT (70 UNITS TOTAL)  
70 SPACES REQUIRED / 97 SPACES PROVIDED

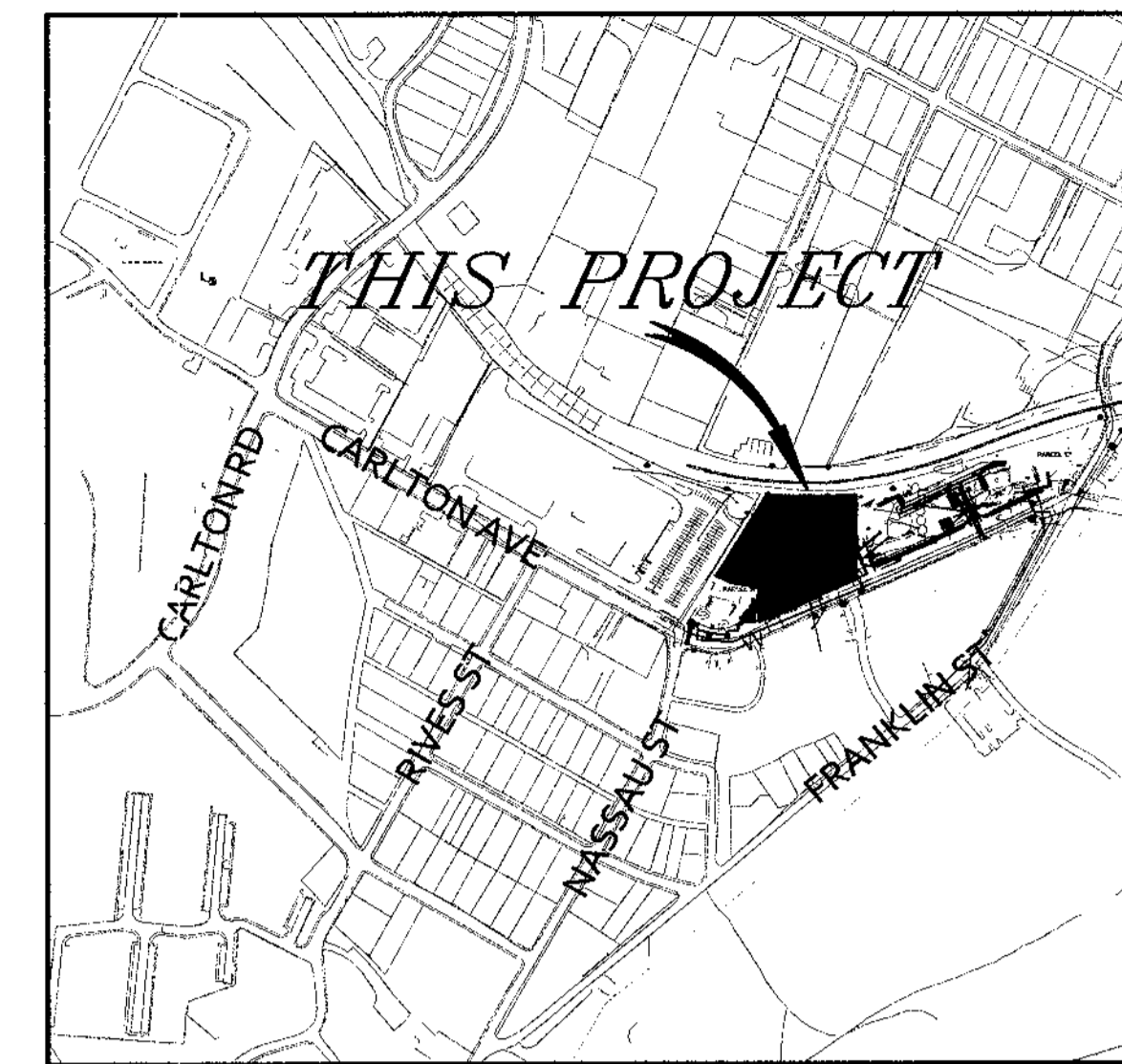
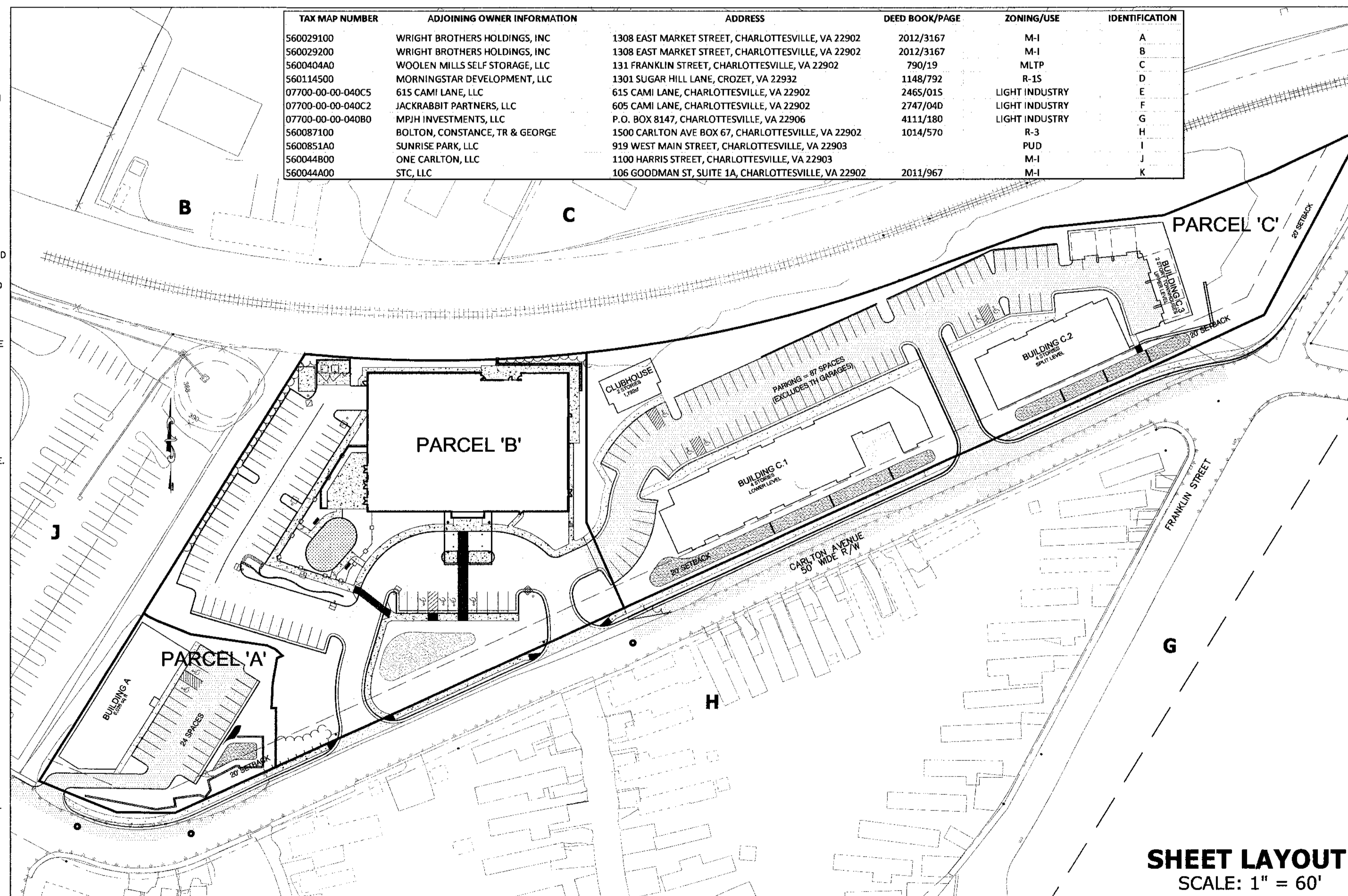
# CARLTON AVE APARTMENTS PARCELS A & C

## PRELIMINARY SITE PLAN CITY OF CHARLOTTESVILLE, VIRGINIA

**ARCHITECT**  
WALTER PARKS  
313 N. ADAMS STREET  
RICHMOND, VA 23220

**CURRENT OWNER**  
HYDRO FALLS, LLC & ADC IV C'VILLE, LLC  
135 15TH STREET, SUITE B  
RICHMOND, VA 23219

**ENGINEER**  
COLLINS ENGINEERING  
200 GARRETT ST, SUITE K  
CHARLOTTESVILLE, VA 22902



**VICINITY MAP**  
SCALE: 1" = 1000'

**LEGEND**

- ROADS**
- EXISTING CULVERT
  - CULVERT
  - DROP INLET & STRUCTURE NO.
  - CURB
  - PROPOSED ASPHALT DRIVEWAY
  - PROPOSED ASPHALT DRIVEWAY COVER
  - PROPOSED BIOFILTER VEGETATION
  - EC-3A DITCH
  - DEPTH OF EC-3A DITCH
  - EC-2 DITCH
  - DEPTH OF EC-2 DITCH
  - EARTH DITCH
  - DRIVEWAY CULVERT
  - BENCH MARK
  - CLEARING LIMITS
  - VDOT STANDARD STOP SIGN
  - EXISTING CONTOUR
  - PROPOSED CONTOUR
  - PROPOSED SPOT ELEVATION  
TBC DENOTES TOP/BACK OF CURB  
T/B DENOTES TOP OF BOX

- NOTES:**
- ALL SIGNAGE AND PAVEMENT MARKINGS SHALL BE CONSISTENT WITH THE MUTCD.
  - IFC 505-THE BUILDING STREET NUMBER TO BE PLAINLY VISIBLE FROM THE STREET FOR EMERGENCY RESPONDERS.
  - IFC 506.1-AN APPROVED KEY BOX SHALL BE MOUNTED TO THE SIDE OF THE FRONT OR MAIN ENTRANCE. THE CHARLOTTESVILLE FIRE DEPARTMENT CARRIES THE KNOX BOX MASTER KEY. A KNOX BOX KEY BOX CAN BE ORDERED BY GOING ONLINE TO WWW.KNOXBOX.COM. THE KNOX BOX ALLOWS ENTRY TO THE BUILDING WITHOUT DAMAGING THE LOCK AND DOOR SYSTEM.
  - FIRE HYDRANTS, FIRE PUMP TEST HEAD, FIRE DEPARTMENT CONNECTIONS OR FIRE SUPPRESSION SYSTEM CONTROL VALVES SHALL REMAIN CLEAR AND UNOBSTRUCTED BY LANDSCAPING, PARKING OR OTHER OBJECTS. THE FIRE MARSHAL'S OFFICE NO LONGER ALLOWS ANY TYPE OF LANDSCAPING TO BE PLACED IN FRONT OF AND WITHIN 5 FEET OF FIRE HYDRANTS, FIRE PUMP TEST HEADERS, FIRE DEPARTMENT CONNECTIONS OR FIRE SUPPRESSION SYSTEM CONTROL VALVES.
  - AN APPROVED WATER SUPPLY FOR FIRE PROTECTION SHALL BE MADE AVAILABLE AS SOON AS COMBUSTIBLE MATERIAL ARRIVES ON THE SITE.
  - ALL PAVEMENT SHALL BE CAPABLE OF SUPPORTING FIRE APPARATUS WEIGHTING 75,000 LBS.
  - IFC 1404.1-SMOKING TO BE ALLOWED IN ONLY DESIGNATED SPACES WITH PROPER RECEPTACLES.
  - IFC 1404.2-WASTE DISPOSAL OF COMBUSTIBLE DEBRIS SHALL BE REMOVED FROM THE BUILDING AT THE END OF EACH WORKDAY.
  - IFC 1410.1-ACCESS TO THE BUILDING DURING DEMOLITION AND CONSTRUCTION SHALL BE MAINTAINED.
  - IFC 1404.6-CUTTING AND WELDING OPERATIONS INVOLVING THE USE OF CUTTING AND WELDING SHALL BE DONE IN ACCORDANCE WITH CHAPTER 26, OF THE INTERNATIONAL FIRE CODE, ADDRESSING WELDING AND HOTWORK OPERATIONS.
  - IFC 1414.1-FIRE EXTINGUISHERS SHALL BE PROVIDED WITH NOT LESS THAN ONE APPROVED PORTABLE FIRE EXTINGUISHER AT EACH STAIRWAY ON ALL FLOOR LEVELS WHERE COMBUSTIBLE MATERIALS HAVE ACCUMULATED.
  - REQUIRED VEHICLE ACCESS FOR FIRE FIGHTING SHALL BE PROVIDED TO ALL CONSTRUCTION OR DEMOLITION SITES. VEHICLE ACCESS SHALL BE PROVIDED TO WITHIN 100 FEET OF TEMPORARY OR PERMANENT FIRE DEPARTMENT CONNECTIONS. VEHICLE ACCESS SHALL BE PROVIDED BY EITHER TEMPORARY OR PERMANENT ROADS, CAPABLE OF SUPPORTING VEHICLE LOADING UNDER ALL WEATHER CONDITIONS. VEHICLE ACCESS SHALL BE MAINTAINED UNTIL PERMANENT FIRE APPARATUS ACCESS ROADS ARE AVAILABLE.
  - OVERHEAD WIRING OR OTHER OBSTRUCTIONS SHALL BE HIGHER THAN 13 FEET 6 INCHES.
  - ALL SIGNS SHALL BE IN ACCORDANCE WITH ARTICLE IX, SECTION 34-1020 CITY CODE.

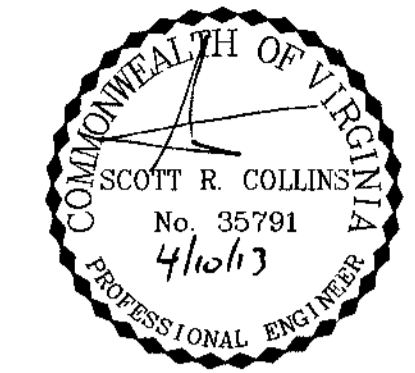
**SHEET LAYOUT**  
SCALE: 1" = 60'

**SHEET INDEX**

TITLE	SHEET
TITLE SHEET	1
EXISTING CONDITIONS	2
SITE & LANDSCAPING PLAN	3
UTILITY & DRAINAGE PLAN	4
STORMWATER MANAGEMENT PLAN	5
NOTES & DETAILS	6
TOTAL SHEETS:	6

**SIGNATURE PANEL**

DIRECTOR, NEIGHBORHOOD DEVELOPMENT



**REVISIONS**

REVISION DESCRIPTION	DATE
INITIAL SUBMITTAL	4/10/13

**COLLINS ENGINEERING**  
200 GARRETT STREET, SUITE K.-CHARLOTTESVILLE, VA 22902-434.293.3719

**CARLTON AVE APARTMENT PRELIMINARY SITE PLAN**

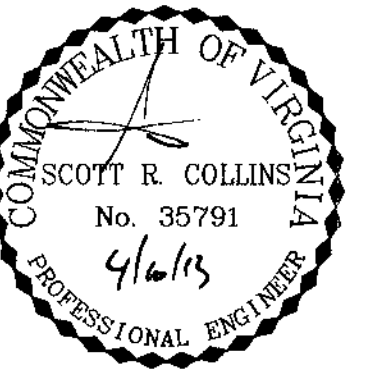
**COVER SHEET**

PROJECT: 122074  
SCALE: 1" = 60'  
SHEET NO.: 1



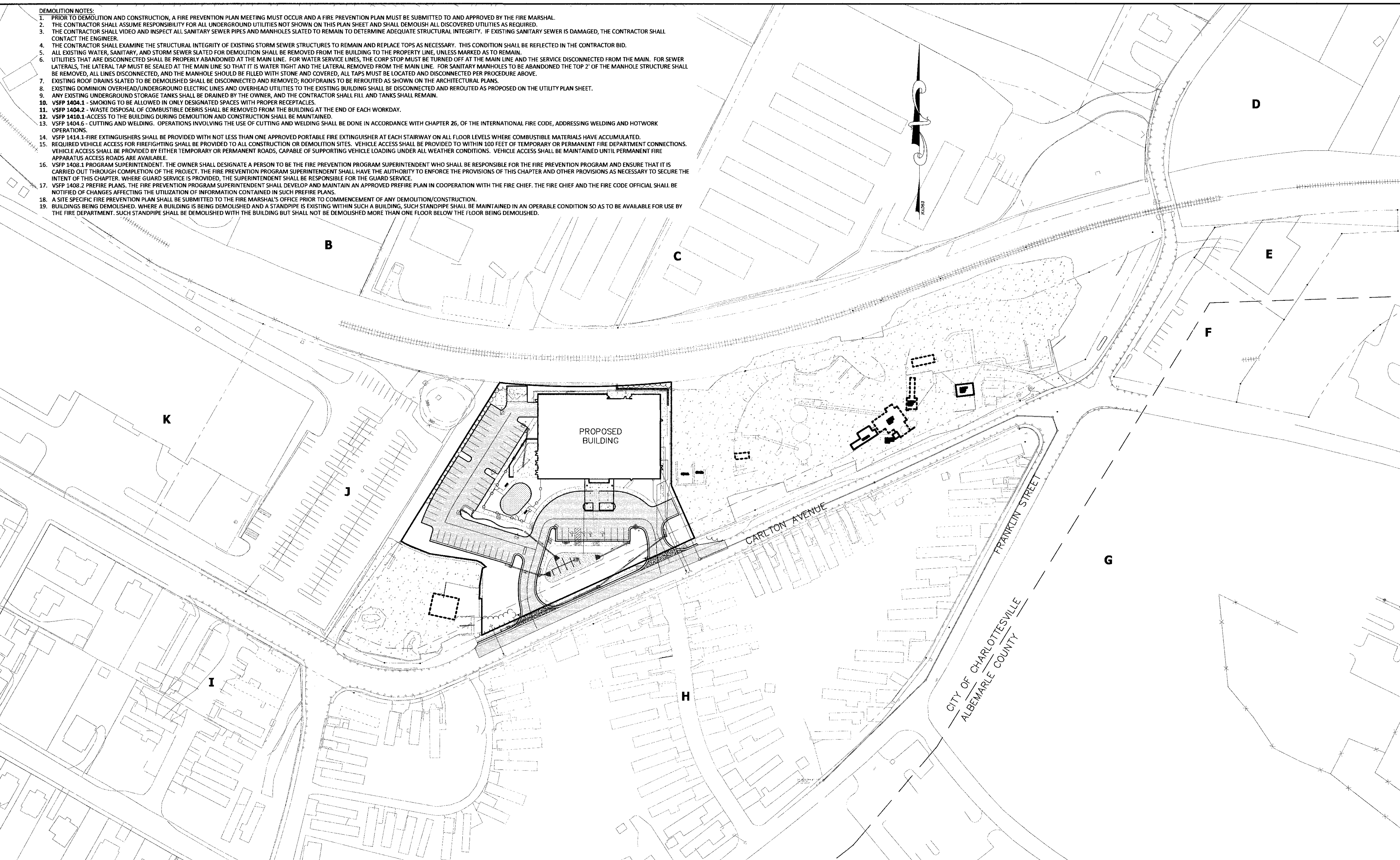
**DEMOLITION NOTES:**

1. PRIOR TO DEMOLITION AND CONSTRUCTION, A FIRE PREVENTION PLAN MEETING MUST OCCUR AND A FIRE PREVENTION PLAN MUST BE SUBMITTED TO AND APPROVED BY THE FIRE MARSHAL.
2. THE CONTRACTOR SHALL ASSUME RESPONSIBILITY FOR ALL UNDERGROUND UTILITIES NOT SHOWN ON THIS PLAN SHEET AND SHALL DEMOLISH ALL DISCOVERED UTILITIES AS REQUIRED.
3. THE CONTRACTOR SHALL VIDEO AND INSPECT ALL SANITARY SEWER PIPES AND MANHOLES SLATED TO REMAIN TO DETERMINE ADEQUATE STRUCTURAL INTEGRITY. IF EXISTING SANITARY SEWER IS DAMAGED, THE CONTRACTOR SHALL CONTACT THE ENGINEER.
4. THE CONTRACTOR SHALL EXAMINE THE STRUCTURAL INTEGRITY OF EXISTING STORM SEWER STRUCTURES TO REMAIN AND REPLACE TOPS AS NECESSARY. THIS CONDITION SHALL BE REFLECTED IN THE CONTRACTOR BID.
5. ALL EXISTING WATER, SANITARY, AND STORM SEWER SLATED FOR DEMOLITION SHALL BE REMOVED FROM THE BUILDING TO THE PROPERTY LINE, UNLESS MARKED AS TO REMAIN.
6. UTILITIES THAT ARE DISCONNECTED SHALL BE PROPERLY ABANDONED AT THE MAIN LINE. FOR WATER SERVICE LINES, THE CORP STOP MUST BE TURNED OFF AT THE MAIN LINE AND THE SERVICE DISCONNECTED FROM THE MAIN. FOR SEWER LATERALS, THE LATERAL TAP MUST BE SEALED AT THE MAIN LINE SO THAT IT IS WATER TIGHT AND THE LATERAL REMOVED FROM THE MAIN LINE. FOR SANITARY MANHOLES TO BE ABANDONED THE TOP 2' OF THE MANHOLE STRUCTURE SHALL BE REMOVED, ALL LINES DISCONNECTED, AND THE MANHOLE SHOULD BE FILLED WITH STONE AND COVERED. ALL TAPS MUST BE LOCATED AND DISCONNECTED PER PROCEDURE ABOVE.
7. EXISTING ROOF DRAINS SLATED TO BE DEMOLISHED SHALL BE DISCONNECTED AND REMOVED; ROOFDRAINS TO BE REROUTED AS SHOWN ON THE ARCHITECTURAL PLANS.
8. EXISTING DOMINION OVERHEAD/UNDERGROUND ELECTRIC LINES AND OVERHEAD UTILITIES TO THE EXISTING BUILDING SHALL BE DISCONNECTED AND REROUTED AS PROPOSED ON THE UTILITY PLAN SHEET.
9. ANY EXISTING UNDERGROUND STORAGE TANKS SHALL BE DRAINED BY THE OWNER, AND THE CONTRACTOR SHALL FILL AND TANKS SHALL REMAIN.
10. VSPF 1404.1 - SMOKING TO BE ALLOWED IN ONLY DESIGNATED SPACES WITH PROPER RECEPTACLES.
11. VSPF 1404.2 - WASTE DISPOSAL OF COMBUSTIBLE DEBRIS SHALL BE REMOVED FROM THE BUILDING AT THE END OF EACH WORKDAY.
12. VSPF 1410.1 - ACCESS TO THE BUILDING DURING DEMOLITION AND CONSTRUCTION SHALL BE MAINTAINED.
13. VSPF 1404.6 - CUTTING AND WELDING. OPERATIONS INVOLVING THE USE OF CUTTING AND WELDING SHALL BE DONE IN ACCORDANCE WITH CHAPTER 26, OF THE INTERNATIONAL FIRE CODE, ADDRESSING WELDING AND HOTWORK OPERATIONS.
14. VSPF 1414.1 - FIRE EXTINGUISHERS SHALL BE PROVIDED WITH NOT LESS THAN ONE APPROVED PORTABLE FIRE EXTINGUISHER AT EACH STAIRWAY ON ALL FLOOR LEVELS WHERE COMBUSTIBLE MATERIALS HAVE ACCUMULATED.
15. REQUIRED VEHICLE ACCESS FOR FIREFIGHTING SHALL BE PROVIDED TO ALL CONSTRUCTION OR DEMOLITION SITES. VEHICLE ACCESS SHALL BE PROVIDED TO WITHIN 100 FEET OF TEMPORARY OR PERMANENT FIRE DEPARTMENT CONNECTIONS. VEHICLE ACCESS SHALL BE PROVIDED BY EITHER TEMPORARY OR PERMANENT ROADS, CAPABLE OF SUPPORTING VEHICLE LOADING UNDER ALL WEATHER CONDITIONS. VEHICLE ACCESS SHALL BE MAINTAINED UNTIL PERMANENT FIRE APPARATUS ACCESS ROADS ARE AVAILABLE.
16. VSPF 1408.1 PROGRAM SUPERINTENDENT. THE OWNER SHALL DESIGNATE A PERSON TO BE THE FIRE PREVENTION PROGRAM SUPERINTENDENT WHO SHALL BE RESPONSIBLE FOR THE FIRE PREVENTION PROGRAM AND ENSURE THAT IT IS CARRIED OUT THROUGH COMPLETION OF THE PROJECT. THE FIRE PREVENTION PROGRAM SUPERINTENDENT SHALL HAVE THE AUTHORITY TO ENFORCE THE PROVISIONS OF THIS CHAPTER AND OTHER PROVISIONS AS NECESSARY TO SECURE THE INTENT OF THIS CHAPTER. WHERE GUARD SERVICE IS PROVIDED, THE SUPERINTENDENT SHALL BE RESPONSIBLE FOR THE GUARD SERVICE.
17. VSPF 1408.2 PREFIRE PLANS. THE FIRE PREVENTION PROGRAM SUPERINTENDENT SHALL DEVELOP AND MAINTAIN AN APPROVED PREFIRE PLAN IN COOPERATION WITH THE FIRE CHIEF. THE FIRE CHIEF AND THE FIRE CODE OFFICIAL SHALL BE NOTIFIED OF CHANGES AFFECTING THE UTILIZATION OF INFORMATION CONTAINED IN SUCH PREFIRE PLANS.
18. A SITE SPECIFIC FIRE PREVENTION PLAN SHALL BE SUBMITTED TO THE FIRE MARSHAL'S OFFICE PRIOR TO COMMENCEMENT OF ANY DEMOLITION/CONSTRUCTION.
19. BUILDINGS BEING DEMOLISHED. WHERE A BUILDING IS BEING DEMOLISHED AND A STANDPIPE IS EXISTING WITHIN SUCH A BUILDING, SUCH STANDPIPE SHALL BE MAINTAINED IN AN OPERABLE CONDITION SO AS TO BE AVAILABLE FOR USE BY THE FIRE DEPARTMENT. SUCH STANDPIPE SHALL BE DEMOLISHED WITH THE BUILDING BUT SHALL NOT BE DEMOLISHED MORE THAN ONE FLOOR BELOW THE FLOOR BEING DEMOLISHED.



**REVISIONS**

REVISION DESCRIPTION	DATE
INITIAL SUBMITTAL	4/10/13



TAX MAP NUMBER	ADJOINING OWNER INFORMATION	ADDRESS	DEED BOOK/PAGE	ZONING/USE	IDENTIFICATION
560029100	WRIGHT BROTHERS HOLDINGS, INC	1308 EAST MARKET STREET, CHARLOTTESVILLE, VA 22902	2012/3167	M-1	A
560029200	WRIGHT BROTHERS HOLDINGS, INC	1308 EAST MARKET STREET, CHARLOTTESVILLE, VA 22902	2012/3167	M-1	B
5600404A0	WOOLEN MILLS SELF STORAGE, LLC	131 FRANKLIN STREET, CHARLOTTESVILLE, VA 22902	790/19	MLTP	C
560114500	MORNINGSTAR DEVELOPMENT, LLC	1301 SUGAR HILL LANE, CROZET, VA 22932	1148/792	R-1S	D
07700-00-00-040C5	615 CAMI LANE, LLC	615 CAMI LANE, CHARLOTTESVILLE, VA 22902	2465/015	LIGHT INDUSTRY	E
07700-00-00-040C2	JACKRABBIT PARTNERS, LLC	605 CAMI LANE, CHARLOTTESVILLE, VA 22902	2747/040	LIGHT INDUSTRY	F
07700-00-00-040B0	MPJH INVESTMENTS, LLC	P. O. BOX 8147, CHARLOTTESVILLE, VA 22906	4111/180	LIGHT INDUSTRY	G
560087100	BOLTON, CONSTANCE, TR & GEORGE	1500 CARLTON AVE BOX 67, CHARLOTTESVILLE, VA 22902	1014/570	R-3	H
5600851A0	SUNRISE PARK, LLC	919 WEST MAIN STREET, CHARLOTTESVILLE, VA 22903		PUD	I
560044800	ONE CARLTON, LLC	1100 HARRIS STREET, CHARLOTTESVILLE, VA 22903		M-1	J
560044A00	STC, LLC	106 GOODMAN ST, SUITE 1A, CHARLOTTESVILLE, VA 22902	2011/967	M-1	K

- NOTES:**
1. NO FLOODPLAIN EXISTS ON THE SUBJECT SITE PER FEMA FLOODPLAIN MAP # 51003C0289D.
  2. NO STREAM BUFFER EXISTS ON THE SUBJECT PROPERTY.
  3. BEFORE BEGINNING SITE WORK, THE CONTRACTOR SHALL INVESTIGATE AND VERIFY THE EXISTENCE AND LOCATION OF UNDERGROUND UTILITIES, MECHANICAL AND ELECTRICAL SYSTEMS, AND OTHER CONSTRUCTION AFFECTING THE WORK. BEFORE CONSTRUCTION THE CONTRACTOR SHALL VERIFY THE LOCATION AND INVERT ELEVATIONS AT POINTS OF CONNECTION OF SANITARY SEWER, STORM SEWER, AND WATER-SERVICE PIPING; UNDERGROUND ELECTRICAL SERVICES, AND OTHER UTILITIES. THE CONTRACTOR SHALL FURNISH LOCATION DATA FOR WORK RELATED TO PROJECT THAT MUST BE PERFORMED BY PUBLIC UTILITIES SERVING THE PROJECT SITE.
  4. ALL WATER AND SANITARY SEWER LATERALS SHALL BE IDENTIFIED BY THE CONTRACTOR AND ABANDONED BACK TO THE MAIN WATER LINE AND SANITARY SEWER LINES. NEW SERVICES SHALL BE INSTALLED FOR THE PROPOSED BUILDINGS.

**COLLINS ENGINEERING**  
 200 GARRETT STREET, SUITE K-CHARLOTTESVILLE, VA 22902 -434.293.3719



**CARLTON AVE APARTMENT PRELIMINARY SITE PLAN**  
 EXISTING CONDITIONS

PROJECT	JOB NO.
	122074
SHEET	SCALE
2	1" = 60'
	SHEET NO.
	2

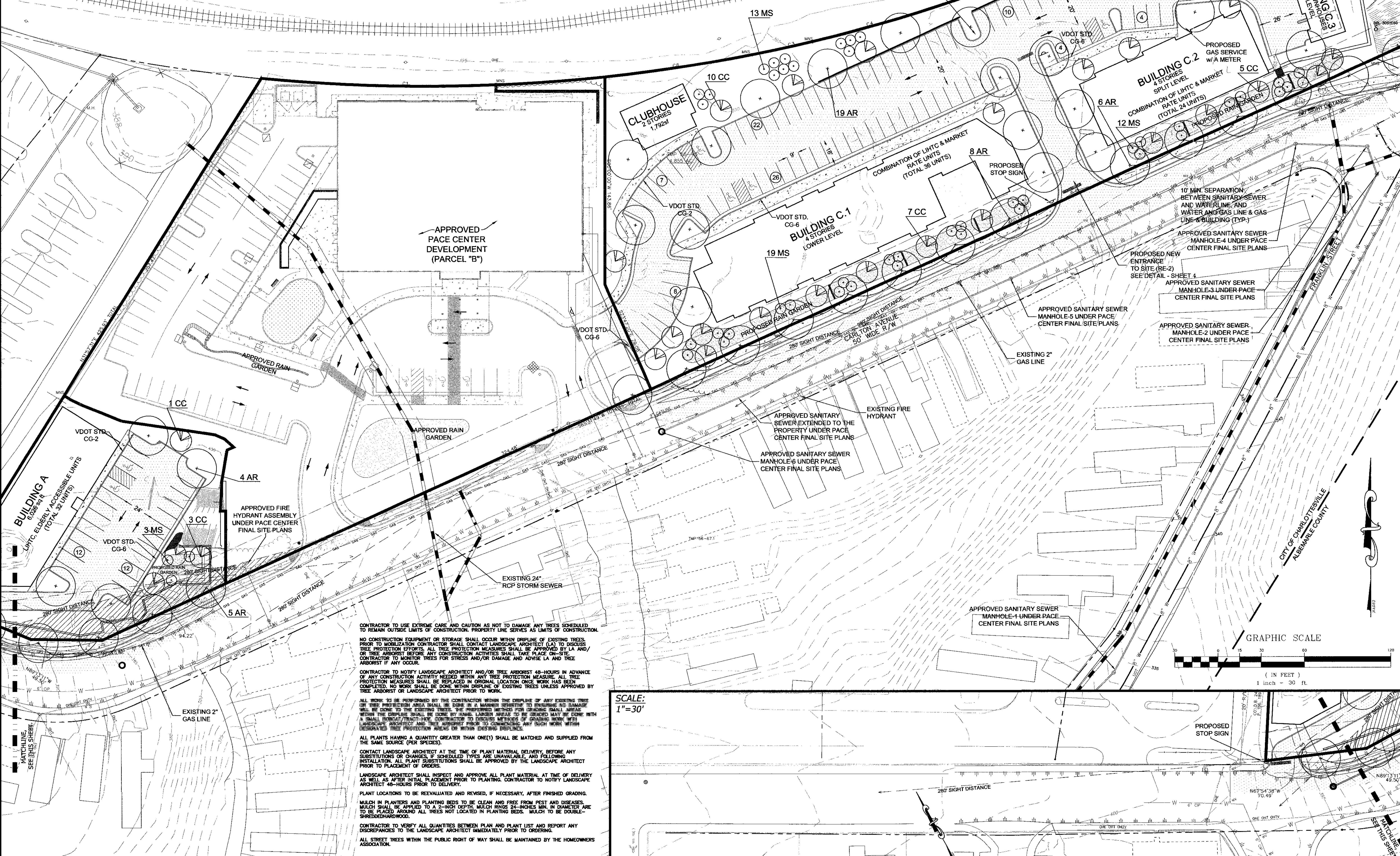
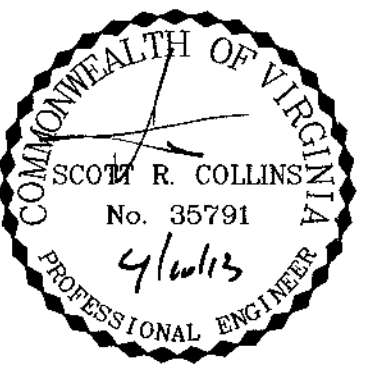
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**GENERAL UTILITY NOTES:**

1. THE MISS UTILITY DESIGN TICKET NUMBER FOR THIS PROJECT WAS PREVIOUSLY PROCESSED WITH THE APPROVED PACE CENTER FINAL SITE PLANS. THE TICKET NUMBERS ARE #01549 B21920 116-00B & #02000 B21920 116-00B FOR FRANKLIN STREET AND #01537 B21920 108-00B & #02003 B21920 108-00B FOR CARLTON AVENUE.
2. BUILDINGS AND WALL FOUNDATIONS SHALL NOT BE CONSTRUCTED WITHIN 10' OF ANY STORM, SANITARY, WATER OR GAS MAIN. THIS INCLUDES ALL STRUCTURES THAT ARE AN INTEGRAL PART OF THE UTILITY SYSTEM.
3. A MINIMUM OF 18" VERTICAL & 10' HORIZONTAL SEPARATION SHALL BE MAINTAINED BETWEEN WATER LINES & SANITARY SEWER. A MINIMUM OF 12" VERTICAL AND 5' HORIZONTAL SHALL BE MAINTAINED BETWEEN PARALLEL SANITARY AND STORM SEWER.
4. ALL STORM SEWER SHALL BE RCP OR HOPE & SHALL HAVE A MINIMUM OF 15" DIAMETER WITH A MINIMUM SLOPE OF 0.50% WITHIN THE RW.
5. MINIMUM DEPTH OF COVER FOR WATER LINES SHALL BE 3'.
6. MINIMUM DEPTH OF COVER FOR STORM SEWER SHALL BE 3'.
7. MINIMUM DEPTH OF COVER FOR SANITARY SEWER SHALL BE 2'.
8. AT ALL UTILITY CROSSINGS A MINIMUM VERTICAL SEPARATION OF 12" SHALL BE MAINTAINED. A MINIMUM VERTICAL SEPARATION OF 18" IS REQUIRED BETWEEN THE BOTTOM OF THE WATER LINE AND THE TOP OF THE SANITARY SEWER LINE.

**PRELIMINARY PLANT SCHEDULE**

SYM	BOTANICAL	COMMON NAME	SIZE	CANOPY (sf)	PARKING LOT		TOTAL SITE	
					QUANTITY	CANOPY COVERAGE (sf)	QUANTITY	CANOPY COVERAGE (sf)
<b>TREES</b>								
AR	ACER RUBRUM	RED MAPLE	2" cal	177	18	3,186	42	7,434
CC	CARPINUS CAROLINIANA	HORNBEAM	6' - 8' HL	129	4	516	26	3,354
MS	MAGNOLIA STELLATA	STAR MAGNOLIA	6' - 7' HL	49	0	0	37	1,813
<b>TOTAL CANOPY</b>						3,702		12,601
<b>REQUIRED SITE COVERAGE (PARCEL A &amp; C):</b>					10% x 122,970 sf = 12,297 sf			
<b>REQUIRED PARKING LOT LANDSCAPING:</b>					5% x 35,985 sf = 1,800 sf			



CONTRACTOR TO USE EXTREME CARE AND CAUTION AS NOT TO DAMAGE ANY TREES SCHEDULED TO REMAIN OUTSIDE LIMITS OF CONSTRUCTION. PROPERTY LINE SERVES AS LIMITS OF CONSTRUCTION.

NO CONSTRUCTION EQUIPMENT OR STORAGE SHALL OCCUR WITHIN DRILLPIE OF EXISTING TREES. PRIOR TO MOBILIZATION CONTRACTOR SHALL CONTACT LANDSCAPE ARCHITECT (LA) TO DISCUSS TREE PROTECTION EFFORTS. ALL TREE PROTECTION MEASURES SHALL TAKE PLACE ON-SITE. CONTRACTOR TO MONITOR TREES FOR STRESS AND/OR DAMAGE AND ADVISE LA AND TREE ARBORIST IF ANY OCCUR.

CONTRACTOR TO NOTIFY LANDSCAPE ARCHITECT AND/OR TREE ARBORIST 48-HOURS IN ADVANCE OF ANY CONSTRUCTION ACTIVITY NEEDED WITHIN ANY TREE PROTECTION MEASURE. ALL TREE PROTECTION MEASURES SHALL BE REPLACED IN ORIGINAL LOCATION ONCE WORK HAS BEEN COMPLETED. NO WORK SHALL BE DONE WITHIN DRILLPIE OF EXISTING TREES UNLESS APPROVED BY TREE ARBORIST OR LANDSCAPE ARCHITECT PRIOR TO WORK.

ALL WORK TO BE PERFORMED BY THE CONTRACTOR WITHIN THE DRILLPIE OF ANY EXISTING TREE OR TREE PROTECTION AREA SHALL BE DONE AS A LABORED EFFORT TO ENSURE NO DAMAGE WILL BE DONE TO THE EXISTING TREES. THE PROPER METHODS FOR DRILLING SHALL BE USED WITHIN THE DRILLPIE SHALL BE DONE BY HAND. LAMBS ARE TO BE DRILLED WITH A SMALL DRILL BIT. THE CONTRACTOR TO CONTACT THE OFFICE OF CHARLOTTE WITH THE LANDSCAPE ARCHITECT AND TREE ARBORIST PRIOR TO COMMENCING ANY WORK WITHIN DRILLPIE OF TREE PROTECTION AREA OR WITHIN DRILLPIE.

ALL PLANTS HAVING A QUANTITY GREATER THAN ONE(1) SHALL BE MATCHED AND SUPPLIED FROM THE SAME SOURCE (PER SPECIES).

CONTACT LANDSCAPE ARCHITECT AT THE TIME OF PLANT MATERIAL DELIVERY. BEFORE ANY SUBSTITUTIONS OR CHANGES IF SCHEDULED TYPES ARE UNAVAILABLE, AND FOLLOWING INSTALLATION. ALL PLANT SUBSTITUTIONS SHALL BE APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO PLACEMENT OF ORDERS.

LANDSCAPE ARCHITECT SHALL INSPECT AND APPROVE ALL PLANT MATERIAL AT TIME OF DELIVERY AS WELL AS AFTER INITIAL PLACEMENT PRIOR TO PLANTING. CONTRACTOR TO NOTIFY LANDSCAPE ARCHITECT 48-HOURS PRIOR TO DELIVERY.

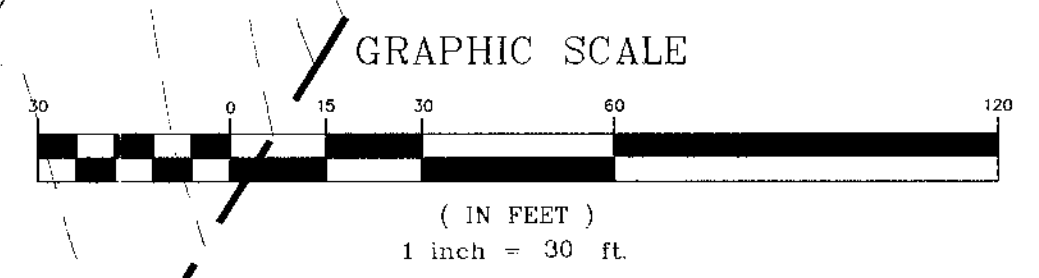
PLANT LOCATIONS TO BE REEVALUATED AND REVISED, IF NECESSARY, AFTER FINISHED GRADING.

MULCH IN PLANTERS AND PLANTING BEDS TO BE CLEAN AND FREE FROM PEST AND DISEASES. MULCH SHALL BE APPLIED TO A MINIMUM DEPTH OF 2-4 INCHES. MULCH IN DIAMETER ARE TO BE PLACED AROUND ALL TREES NOT LOCATED IN PLANTING BEDS. MULCH TO BE DOUBLE-SHREDDED/HARDWOOD.

CONTRACTOR TO VERIFY ALL QUANTITIES BETWEEN PLAN AND PLANT LIST AND REPORT ANY DISCREPANCIES TO THE LANDSCAPE ARCHITECT IMMEDIATELY PRIOR TO ORDERING.

ALL STREET TREES WITHIN THE PUBLIC RIGHT OF WAY SHALL BE MAINTAINED BY THE HOMEOWNERS ASSOCIATION.

SCALE:  
1" = 30'



**REVISIONS**

REVISION DESCRIPTION	DATE
INITIAL SUBMITTAL	4/10/13

**COLLINS ENGINEERING**  
200 GARRETT STREET, SUITE K-CHARLOTTESVILLE, VA 22902-434.293.3719

**CARLTON AVE APARTMENT PRELIMINARY SITE PLAN**  
SITE PLAN AND LANDSCAPING PLAN

PROJECT: 122074  
JOB NO.: 122074  
SCALE: 1" = 30'  
SHEET NO.: 3

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**CITY OF CHARLOTTESVILLE**  
**DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT SERVICES**  
**STAFF REPORT**  
**PLANNING COMMISSION AND CITY COUNCIL JOINT PUBLIC**  
**HEARING**



**CLOSING OF STREET/ALLEY**

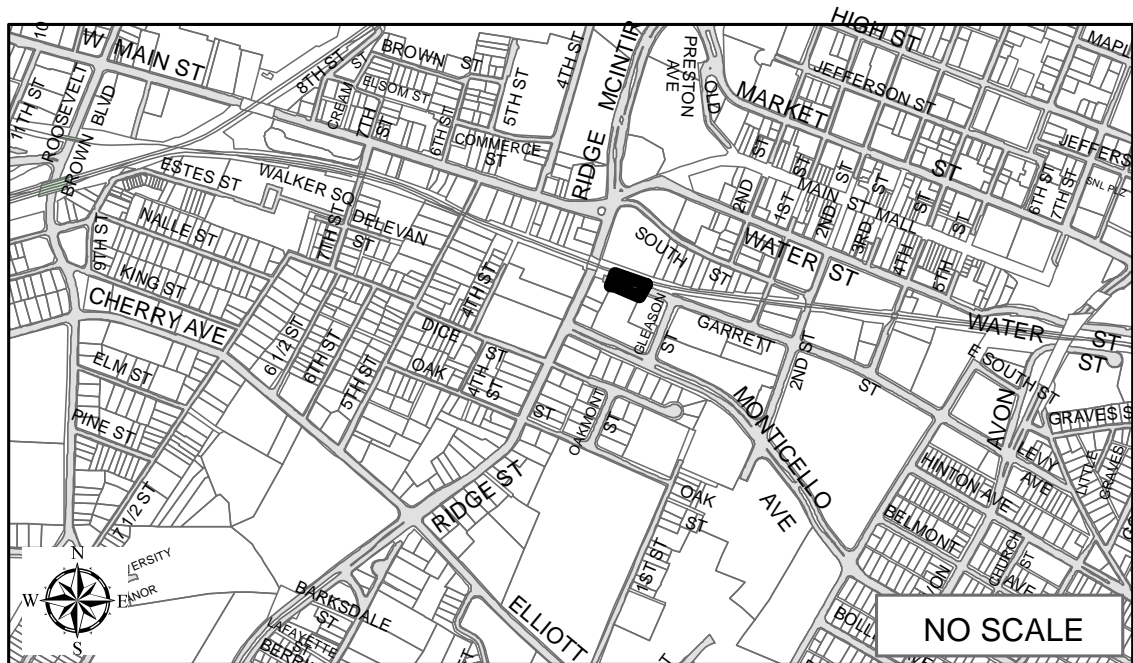
**Author of Staff Report:** Willy Thompson  
**Date of Staff Report:** May 6, 2013  
**Date of Hearing:** May 14, 2013

**Applicant's Name(s):** Leah Watson

**Total Square Footage Proposed To Be Closed:** Approximately 3,400 sq. ft.

**Description of Street or Alley:** Approximately 100 feet long x 34 feet wide area adjoining 204 Ridge Street (City Real Estate Tax Map 28 Parcel 143).

**Vicinity Map**



## **Executive Summary:**

Leah Watson requests that the City of Charlottesville permanently close a 3,820 square foot section of Garrett Street. The street or alley was created prior to 1900. No subdivision plat was found for this portion of Garrett Street. However, the paved portion is currently incorporated into the City's road network for public use and maintenance.

The subject area currently contains a paved portion, landscaping, sidewalk, and steps leading up to Ridge Street. A water and gas line exist within the right-of-way. The applicant is requesting the closure to prevent parking at the end of the paved portion and prevent loitering along and on the steps.

As part of the closure, half of the Garrett Street real estate would be transferred to the Leah Watson and the other half to CSX Railroad with permanent easements reserved for the water and gas lines.

## **Procedural Matters:**

As this particular street is used for public use (*see note at the end of this staff report*) then the **Planning Commission should review this application to determine whether a termination of the public rights within the street or alley: (1) would result in any public inconvenience, impede any person's access to nearby public streets or adversely affect traffic or nearby public streets, and (2) would be substantially in accordance with the City's Comprehensive Plan. Further, where a proposal requests the City to vacate its rights in public property, the Commission should inquire as to what benefit will accrue to the City/public if the request is granted.**

## **Relevant Information:**

1. The City is currently engaged in a small area planning effort (Strategic Investment Area) for the part of the City where the subject area is located and recommendations will be presented to the City in July. An important component of the planning efforts involves improving pedestrian access opportunities.
2. Garrett Street is shown in the transportation section of the Comprehensive Plan as part of the City's roadway and pedestrian network. Staff was unable to identify any specific reference to the area proposed for vacation.
3. The existing steps were installed as part of the 1993 Ridge Street Bridge construction project. These steps are actively used as a pedestrian connection between Ridge Street and Garrett Street.
4. Approximately half of the subject area is improved with a paved surface which can be used for public parking and a turnaround. A sidewalk extends from the paved section to steps that lead up to Ridge Street.
5. A water line and a gas line are located within the subject area. Utility easements would be required if this section is closed.
6. Vacation of this street or alley would not "land lock" or affect any adjacent parcels.

7. According to the City Assessor, the value of the area which is the subject of the application is \$17 per square foot. Therefore, contributory value of the subject area to the applicant is \$28,900.
8. Vacation of this street or alley will not result in additional development rights for the current property owner but would provide the applicant with more side yard, thus potentially allowing for building expansion. The area is in a Historic District and any new development would need BAR approval.

**In rendering its final decision City Council must consider:**

1. *Public Inconvenience:* Council will consider whether vacation of the Subject Area will result in any public inconvenience, or would deprive the City of property planned for future public use.
2. *Harm to Public Interests.* Council will consider whether vacation of the Subject Area will impede access by any person to nearby public streets, or will adversely impact traffic on adjacent public streets.
3. *Accommodation of Existing or Proposed Business.* Where the vacation is proposed to accommodate the expansion or development of an existing or proposed business, Council may condition the vacation upon the commencement of the expansion or development within a specified period of time. *Reference Va. Code §15.2-2006.*
4. *Reservation of Utility Easement(s).* Where existing City utilities or drainage facilities are located within the Subject Area, Council may reserve an easement to itself for those items.
5. *Compensation to the City.* Council may require the fractional portion(s) of the Subject Area to be purchased by abutting property owner(s). The price shall be no greater than: (i) the fair market value of the Subject Area; or (ii) the contributory value of the Subject Area to the abutting property. ***In the alternative***, Council may approve alternate compensation mutually agreeable to it and the applicant. *Reference Va. Code §15.2-2008.*

**Staff Recommendation/Conclusions:**

The City is engaged in a Strategic Investment Area (SIA) study which includes this portion of Garrett Street. Recommendations from this study are tentatively scheduled for presentation in July. Because the Garrett Street connection is important to many people and its implications for future plans are not known, staff recommends the Planning Commission defer action on the request until the SIA process is complete.

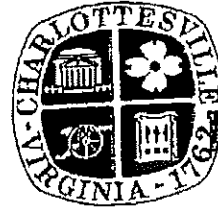
**Suggested Motion(s):**

Public street or alley: “I move to defer the proposed Garrett Street closure request until the City has completed the Strategic Investment Area study.”

PETITION TO CLOSE A STREET OR ALLEY

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

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



RECEIVED

MAR 22 2013

NEIGHBORHOOD DEVELOPMENT SERVICES

A. PETITIONER INFORMATION

Petitioner Name: 281197 LLC (LEAH WATSON, AGENT)

Petitioner Mailing Address: P.O. BOX 2051 CHARLOTTESVILLE, VA 22902

Does Petitioner currently own property adjacent to the area requested to be closed? YES If no, please explain \_\_\_\_\_

Petitioner Phone Number(s):  
Work: 571-276-4379  
Home: \_\_\_\_\_

Fax: \_\_\_\_\_  
Email: 281197-LLC@cox.net

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

Property Owner Name	Mailing Address	City Tax Map and Parcel #
<u>281197 LLC</u>	<u>204 RIDGE ST CHARLOTTESVILLE, VA</u>	<u>PARCEL 280143000</u>
<u>NO OTHERS</u>	_____	_____

C. PETITIONER'S REQUEST

1. That, pursuant to the provisions of Section 15.2-2006 of the Code of Virginia (1950), as amended, the said Petitioner(s) apply for the vacating, closing and discontinuance of a certain street or alley, situated in the City of Charlottesville, Virginia, as described below as follows: (Provide name, right-of-way width and length of streets or alleys being closed) WE PETITION TO CLOSE THE PORTION OF GARRETT ST ADJACENT TO OUR PROPERTY AT 204 RIDGE ST (PARCEL 280143000). APPROXIMATELY 100 FT (INCLUDING THE PAVED DEAD END AND EMPTY LAND)
2. Confirm that no inconvenience will result to any person by reason of said closing, vacation and discontinuance of the said street or alley. Include details in narrative. SEE ATTACHED LETTER
3. That land owners along and adjacent to said street or alley desire and request the street or alley to be closed. Attach letters of approval or signatures of approval from adjacent property owners. NO OTHER OWNERS ALONG/ADJACENT
4. Attach a copy of the city real property tax map showing the portion of the street or alley to be vacated with the square footage clearly indicated.
5. Applicant must provide copies of a title search and opinion performed by an attorney or licensed title company of the property in question and the alley to the original dedication of the alley or street. Highlight on the deed when the street or alley was created. The deed information is available at the City Circuit Courthouse (315 E. High Street).
6. Applicant must review the attached closing policy prior to submission of this form and attach a narrative which addresses the objectives outlined in that policy to include specific information as to why an alley closing is being requested.

Respectfully Submitted,

Leah Watson  
Signature of Petitioner(s) OWNER/AGENT

LEAH WATSON  
Print

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

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

Signature \_\_\_\_\_  
Date Paid: 3/22/13 Amt. Paid: \$ 100<sup>00</sup> Check #: 229 Recorded by: J. Balmore

P13-0049

**RECEIVED**

**MAR 22 2013**

NEIGHBORHOOD DEVELOPMENT SERVICES

March 22, 2013

281197 LLC  
Attention: Leah Watson, Agent  
204 Ridge Street  
Charlottesville, VA 22902

Department of Neighborhood Development Services  
P.O. Box 911  
City Hall  
Charlottesville, VA 22902

To Whom it May Concern,

This letter is written in support of our petition to close the portion of Garrett Street adjacent to our property at 204 Ridge Street, Parcel 280143000.

We have reviewed the Street Closing Policy, Approved by City Council February 7, 2005. We have also consulted with Ms Barbara Ronan in the City Attorney's Office and various members of the staff in the Department of Neighborhood Development Services, to include Ms Donovan Branche, City Traffic Engineer, and Mr. Tony Edwards, City Engineer.

We are asking to close that portion of the dead-end of Garrett Street immediately adjacent to our property, which runs approximately 100 ft, including paved street and an unpaved area, up to where it ends at Ridge Street and the stairs leading to Ridge Street. There are no other properties adjacent that would be impacted by the closure. The opposite side of the street is a fenced area running along the railroad.

We moved into the house in February and are living there while we do repairs and restoration. We have experienced almost daily problems with both vehicles on Garrett Street and people who use the stairs immediately in front of our property. Vehicles continuously park at the dead-end for extended periods, sometimes all day and overnight, in violation of the posted parking restrictions. Vehicles come up Garrett Street at a high speed and, finding the dead end, they then use our driveway and yard to execute U-turns. This often occurs late at night, with their headlights shining directly into our windows.

The noise and distraction of the pedestrian traffic and loitering on the stairs are even more disturbing than the vehicular traffic. People use the stairs from Garrett Street to Ridge Street as a meeting place at all hours of the night. They sit on the steps to talk, play loud music, drink, and for other activities. They stay there for hours, until late at night, often talking so loudly that we can hear them from inside the house even with the windows shut. They throw trash and empty drink containers into our yard. In our first week in the house we had to call the police on three occasions, including one time when an individual came onto our property after midnight, walking right under our window, and then ran off when we confronted them. We expect these disturbances to get worse as the weather improves.

We were not aware of these problems when we purchased the property but in trying to get assistance we have been told by both the police and the previous owner that this has been an ongoing problem

area. The police have said that they will have a patrol come by but they also said there is little they can do to control this situation unless they catch individuals in the commission of a crime. The people on the steps cannot be seen when the police are patrolling in their vehicles from Ridge Street and when the police approach from Garrett Street the people have time to leave, dispose of the alcohol or stop their activities. The police statistics (attached) show a high number of calls for assistance due to crimes and disturbances to our address and the surrounding area that we are requesting to close. The police have advised us to call them every time there is a disturbance. We have been reluctant to do this since it occurs almost every night. We also don't want these people to know that it is us complaining because we are concerned that they will retaliate.

Closure of this portion of Garrett Street, and the sidewalk and stairs to Ridge Street, would provide us with the ability to better control the privacy and security of our property. It would remove a target crime area that is currently a challenge for the police. Since this is not a through street, the closure of this portion of Garrett Street would cause no inconvenience to the public. As reflected in the attached letter from Ms Branche, City Traffic Engineer, her office can support this with no adverse impact on parking. If the stairs were closed, pedestrians would still have access to Ridge Street from either Monticello Avenue or South Street where there are sidewalks and crosswalks. There is no crosswalk at the top of the stairs and no business except the fire department directly across the street. Anyone using the stairs has to go one block in either direction (to Monticello Avenue or South Street) to get to a crosswalk where they can legally cross Ridge Street to any business.

From our conversation with Mr. Edwards, City Engineer, we are aware of the water, sewer and gas lines that run up Garrett Street and know that we would be required to provide the City with easements for those utilities.

We have located a property deed (attached) at the City Circuit Courthouse which refers to Garrett Street and shows that it was platted prior to 1900. We were advised by Ms Ronan in the City Attorney's office that there is no requirement to provide the deed plat information from when Garrett Street was created due the fact that the street was created prior to 1900.

We respectfully submit that our request for street closure and closure of the stairs would improve the public safety, as the current dead-end is used for illegal activities and the loitering and other activities on the stairs present a public disturbance. We appreciate your attention to this matter and hope for your favorable consideration.

Sincerely,



Leah Watson

Enclosures:

Petition to Close a Street or Alley

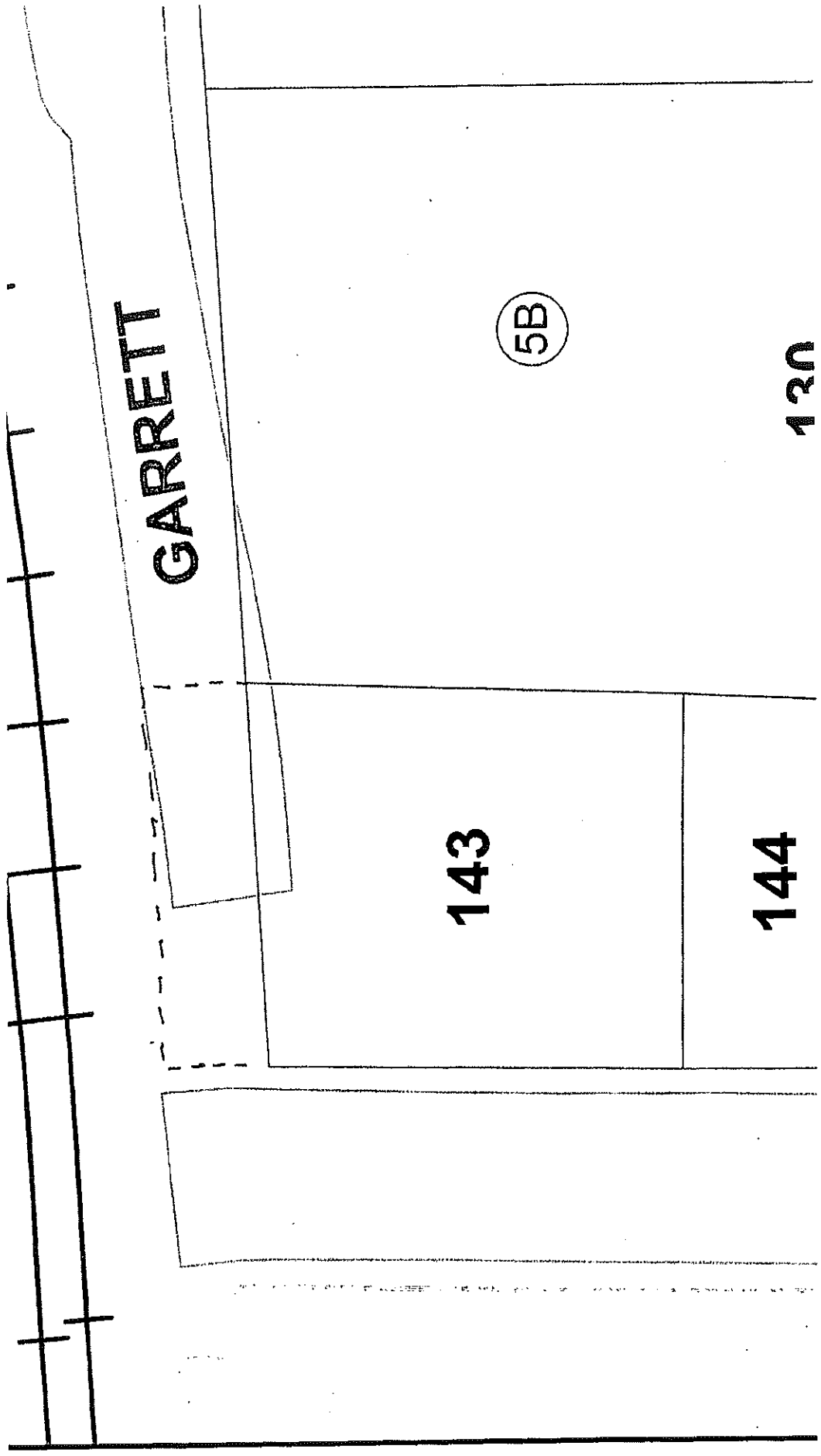
Tax Map showing parcel

Letter of Support, City Traffic Engineer

Charlottesville PD Calls-for-Service (204 Ridge St)

Copy of Deed, June 5, 1900 (Deed Book 10, page 360)





**GARRETT**

**143**

**144**

**5B**

**130**

# Charlottesville Police Department

## Calls-for-Service

2011 and 2012: Calendar Year

2013: Year-to-Date (Jan 1 - Mar 14)

200 blk Ridge St (not including 204)	CY	CY	YTD
Disposition	2011	2012	2013
ALARM - MALFUNCTION		1	
ANIMAL-COMPLAINT	1		
ASSAULT - SIMPLE	5	8	
ASSIST AGENCY-ARREST/WARRANTS/	1		
ASSIST AGENCY-BACKUP/ASSISTANC	11	17	2
ASSIST AGENCY-OTHER	2	4	1
ASSIST CITIZEN/MENTAL/TDO/ECO	5	5	2
ASSIST CITIZEN/MISC	17	14	6
ASSIST CITIZEN/WELFARE CHECK	1	2	1
ASSIST ON PREVIOUSLY REPORT IN	2	4	1
CANCELED	5	5	2
CRI-COMMUNITY RELATIONS INITIA		1	
DISORDERLY CONDUCT	13	10	2
DOA	1	1	
DRIVE UNDER THE INFLUENCE		1	
DRUG/NARCOTIC VIOLATION		1	
DRUNKENESS (DIP)	17	6	
FAMILY OFFENSE NON-VIOLENT	2		
FIRE ALARM-NO FIRE		1	
HANDLED BY CO	1		
LARCENY - POCKET PICKING	1		
LARCENY-ALL OTHER LARCENY		1	
LARCENY-THEFT FR MOTOR VEHICLE		1	
LIQUOR LAW VIOLATIONS		1	
MISC/CRIMINAL	2	1	
MISC/NON-CRIMINAL	7	2	
MISSING PERSON ADULT	3	1	
PHONE CALLS ANNOYING		1	
PHONE CALLS THREAT OBSCENE	1		1
PROPERTY-FOUND/RECOVERED	2	1	1
SUSPICIOUS CIRC/PERSON/VEH	14	11	1
TRAFFIC - ACCIDENT	13	13	1
TRAFFIC STOPS	22	13	3
TRAFFIC-DISABLED VEHICLE	3	6	1
TRAFFIC-HIT AND RUN	1	3	1
TRAFFIC-TRAFFIC HAZARD	2	2	1
TRESPASS ON REAL PROPERTY	5	9	3
VERIFIED, NO REPORT	1		
WARRANT SERVICE/AGENCIES WARR	10	16	1
<b>Grand Total</b>	<b>171</b>	<b>163</b>	<b>31</b>

204 Ridge St	CY	CY	YTD
Disposition	2011	2012	2013
ASSIST CITIZEN/MENTAL/TDO/ECO	1		

ASSIST CITIZEN/MISC		1	1
DISORDERLY CONDUCT		1	
DRUNKENESS (DIP)			1
FRAUD - FALSE PRETENSES	1		
MISC/CRIMINAL			1
MISC/NON-CRIMINAL	1		4
SUSPICIOUS CIRC/PERSON/VEH	1		3
TRAFFIC-TRAFFIC HAZARD		1	
TRESPASS ON REAL PROPERTY		2	
<b>Grand Total</b>	<b>4</b>	<b>5</b>	<b>10</b>

This data was derived from CAD by the Crime Analysis Unit. Please contact [oonnellk@charlottesville.org](mailto:oonnellk@charlottesville.org) regarding any questions.