



**CITY COUNCIL AGENDA**  
**October 20, 2014**

**6:00 p.m. – 7:00 p.m.**

**Closed session as provided by Section 2.2-3712 of the Virginia Code**  
*(Boards and Commissions; Annual performance evaluation of the City Manager.)*

**CALL TO ORDER**  
**PLEDGE OF ALLEGIANCE**  
**ROLL CALL**

*Council Chambers*

**AWARDS/RECOGNITIONS**  
**ANNOUNCEMENTS**

Food Day; Disability Employment Awareness Month; Love Your Melon Day

**MATTERS BY THE PUBLIC**

Public comment will be permitted for the first 12 speakers who sign up in advance of the meeting (limit of 3 minutes per speaker) and at the end of the meeting on any item, provided that a public hearing is not planned or has not previously been held on the matter.

**COUNCIL RESPONSE TO MATTERS BY THE PUBLIC**

**1. CONSENT AGENDA\***

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

a. Minutes for October 6

b. APPROPRIATION:

Reprogramming of \$104,469.45, Appropriation and Allocation of \$750.00 & Future Allocations – Charlottesville Affordable Housing Fund (2<sup>nd</sup> of 2 readings)

c. APPROPRIATION:

2014 Edward Byrne Memorial Justice Assistance Grant – \$27,050 (2<sup>nd</sup> of 2 readings)

d. APPROPRIATION:

FAMIS Case Transfer from State to City of Charlottesville – \$29,051.94 (1<sup>st</sup> of 2 readings)

e. APPROPRIATION:

Additional State Funds to Provide Respite Care to Families Receiving Foster Care Prevention Services – \$7,104 (1<sup>st</sup> of 2 readings)

f. APPROPRIATION:

Charlottesville Area Transit Fund Supplemental Appropriation for F.Y.2015 of Operations & Capital Funding – \$719,604 (1<sup>st</sup> of 2 readings)

g. RESOLUTION:

VDOT Transportation Alternatives Program Grant Application - \$ 450,000 (1<sup>st</sup> of 1 reading)

h. RESOLUTION:

Sidewalk Waiver Request for 1107 Elliott Ave. (1<sup>st</sup> of 1 reading)

i. RESOLUTION:

Energize! Charlottesville and the \$5M GU Energy Prize Competition (1<sup>st</sup> of 1 reading)

j. RESOLUTION:

Acquisition of ~2.438 Acres of Land for Parks/Greenbelt Trails (1<sup>st</sup> of 1 reading)

k. RESOLUTION:

Approval of Housing Policy 1 – Objectives for Use of Charlottesville Affordable Housing Fund and Criteria/Priorities for Award of Funds (1<sup>st</sup> of 1 reading)

l. ORDINANCE:

Abandonment of Sanitary Sewer Easements – Rock Creek Road (2<sup>nd</sup> of 2 readings)

m. ORDINANCE:

Changes to Neighborhood Development Services Fee Schedule (2<sup>nd</sup> of 2 readings)

**2. RESOLUTION\***

City Council Policies & Procedures (1<sup>st</sup> of 1 reading)

**3. REPORT**

City & Thomas Jefferson Planning District Commission (TJPDC) Legislative Packages

**4. REPORT\***

Franklin Street

**5. REPORT\***

Adaptive Signal Project Update

**6. REPORT**

PLACE Design Task Force Annual Report

**7. REPORT**

Civic Engagement Update

**8. REPORT ONLY**

(no verbal presentation)

Solarize Charlottesville Campaign Update Report

**OTHER BUSINESS**  
**MATTERS BY THE PUBLIC**

\*ACTION NEEDED

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



<b>Agenda Date:</b>	October 6, 2014
<b>Action Required:</b>	Adoption of Re-Programming / Appropriation & Allocation
<b>Presenter:</b>	Kathy McHugh, Housing Development Specialist Neighborhood Development Services (NDS)
<b>Staff Contacts:</b>	James E. Tolbert, NDS Director Kathy McHugh, NDS Housing Development Specialist
<b>Title:</b>	<b>Reprogramming of \$104,469.45, Appropriation and Allocation of \$750 &amp; Future Allocations -Charlottesville Affordable Housing Fund</b>

**Background:**

Various funds left over from several older projects that were funded with the Charlottesville Affordable Housing Fund (CAHF) need to be reprogrammed, as the agreements have either expired (with insufficient balances to further program objectives) and/or these funds are no longer needed. The following is a list of funds requiring reprogramming by year, description and amount.

<b>Program Year</b>	<b>Description of Funds</b>	<b>Reprogram for General CAHF Use</b>
08-09	AHIP Rehabilitation / Handicap Accessibility	\$904.16
08-09	PHA Foreclosure Prevention	\$480.08
10-11	Elliott Avenue Site Work	\$23,116.25
11-12	CALM – Planning Grant for 991 5 <sup>th</sup> Street S.W.	\$1,697.75
13-14	Virginia Supportive Housing – Housing Vouchers for the Crossings at 4 <sup>th</sup> & Preston	\$72,879.00
13-14	CHRA Administration - Housing Vouchers for the Crossings at 4 <sup>th</sup> & Preston	\$5,392.21
	<b>TOTAL</b>	<b>\$104,469.45</b>

In addition, the City has received an anonymous private donation of \$750.00. The donor has specifically requested that the funding be placed in the CAHF.

**Discussion:**

Staff has reviewed older agreements and projects funded with CAHF to determine reprogramming needs. Further, the recent donation of funds by an anonymous donor requires allocation into CAHF.

For future instances involving contributions / donations and/or loan repayments that should be allocated into the CAHF (by virtue of a specific request or funds originated from a CAHF loan), such revenue should automatically be appropriated into the CAHF (CP-084) and shall not be deemed to expire until further action by City Council.

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

Approval of this agenda items aligns directly with the City Council Vision for Charlottesville to provide quality housing opportunities for all. Further, objective 4.9 of the Comprehensive Plan states that the City will continue to dedicate funds annually to support strategic initiatives for affordable and mixed use housing and existing housing rehabilitation and repair. The proposed action also aligns with the Strategic Plan at goal 1.3 which speaks to increases affordable housing options. Future increases in supported affordable housing options will be tracked and reported.

### **Community Engagement:**

There has been no specific outreach and/or community engagement for this action as it is not particularly applicable for this action.

### **Budgetary Impact:**

Reprogramming funds will free these up for other affordable housing efforts. The donation of \$750.00 into CAHF will only increase the City's ability to address other housing needs. As to automation of future contributions / donations and/or loan repayments, this housekeeping measure would only enhance the CAHF budget and would eliminate the need to come back to Council to have funds allocated in the future.

### **Recommendation:**

Staff recommends approval of the attached appropriation.

### **Alternatives:**

None, as all funds have either been previously designated for affordable housing and/or have been specifically requested to be placed in CAHF by a private donor. Council could elect not to have future contributions / donations and/or loan repayments allocated into the CAHF; however, given the number of issues that must go before City Council, this would help reduce that burden slightly and funds would not be expended without Council's approval/appropriation.

### **Attachments:**

Appropriation

**APPROPRIATION  
REPROGRAMMING & ALLOCATION OF FUNDS  
CHARLOTTESVILLE AFFORDABLE HOUSING FUND ACCOUNT**

**WHEREAS**, Council has previously approved the appropriation of certain sums to specific projects from the Charlottesville Affordable Housing Fund (CAHF); and

**WHEREAS**, these funds have not been spent and need to be reprogrammed, and therefore,

**BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that prior appropriations made to the following projects are hereby re-programmed / re-appropriated into the CAHF.

<b>Program Year</b>	<b>Description of Funds</b>	<b>Reprogram for General CAHF Use</b>
08-09	AHIP Rehabilitation / Handicap Accessibility	\$904.16
08-09	PHA Foreclosure Prevention	\$480.08
10-11	Elliott Avenue Site Work	\$23,116.25
11-12	CALM – Planning Grant for 991 5 <sup>th</sup> Street S.W.	\$1,697.75
13-14	Virginia Supportive Housing – Housing Vouchers for the Crossings at 4 <sup>th</sup> & Preston	\$72,879.00
13-14	CHRA Administration - Housing Vouchers for the Crossings at 4 <sup>th</sup> & Preston	\$5,392.21
	<b>TOTAL</b>	\$104,469.45

**BE IT FURTHER RESOLVED** by the Council of the City of Charlottesville, Virginia that the anonymous private donation of \$750.00 is appropriated and allocated to the CAHF.

**BE IT FURTHER RESOLVED** by the Council of the City of Charlottesville, Virginia that revenue from future contributions/donations and/or loan repayments should automatically be appropriated into the CAHF (CP-084) and shall not be deemed to expire until further action by City Council.

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CITY OF CHARLOTTESVILLE, VIRGINIA.  
CITY COUNCIL AGENDA.



Agenda Date:	October 6, 2014
Action Required:	Appropriate Grant Funds
Presenter:	Lieutenant C. S. Sandridge, Charlottesville Police Department
Staff Contacts:	Lieutenant C. S. Sandridge, Charlottesville Police Department Leslie Beauregard, Director, Budget and Performance Management
Title:	2014 Edward Byrne Memorial Justice Assistance Grant (J.A.G.) - \$27,050

**Background:** The U.S. Department of Justice, Office of Justice Program's Bureau of Justice Assistance has awarded the City of Charlottesville a 2014 Edward Byrne Memorial Justice Assistance Grant (J.A.G.) in the amount of \$27,050 with no local match required.

**Discussion:** The U.S. Department of Justice (D.O.J.) provides funding for the Edward Byrne Memorial Justice Assistance Grant to assist state and local law enforcement with a broad range of activities. The Charlottesville Police Department will utilize this funding to purchase approved physical fitness equipment.

**Alignment with Council Vision Areas and Strategic Plan:** This funding will support Goal 2 of the Strategic Plan, to be a safe, equitable, thriving, and beautiful community, specifically objective 2.2, to consider health in its policies and programs. The funding will be used to purchase physical fitness equipment for the Police Department. It is beneficial for employees to be in good physical health. Physical fitness cuts down on injuries, aides in reducing stress, and helps to lower health care costs. The challenges faced by those working varied shifts and days off can be offset by having a facility available to them at any hour in an easily accessible location.

**Community Engagement:** N/A

**Budgetary Impact:** The funds will be expensed and reimbursed to a Grants Fund.

**Recommendation:** Staff recommends approval and appropriation of grant funds.

**Alternatives:** The alternative is to not approve this project and not purchase the equipment

**Attachments:** N/A

**APPROPRIATION.**

**2014 Edward Byrne Memorial Justice Assistance Grant (J.A.G.)  
Grant # 2014-DJ-BX-0921.  
\$27,050.**

**WHEREAS**, the City of Charlottesville, through the Police Department, has received the U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance 2014 Edward Byrne Memorial Justice Assistance Grant (J.A.G.) in the amount of \$27,050 to be used for approved law enforcement equipment.

**WHEREAS**, the grant award covers the period from period October 1, 2013 through September 30, 2017

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$27,050, received from the U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance, is hereby appropriated in the following manner:

<b><u>Revenue</u></b>			
\$ 27,050	Fund: 211	I/O: 1900233	G/L: 431110 Federal Grants
<b><u>Expenditure</u></b>			
\$ 27,050	Fund: 211	IO: 1900233	G/L: 520990 Other Supplies

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$27,050 from the U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance.



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



Agenda Date:	October 20, 2014
Action Required:	Approve Appropriation Request
Presenter:	Diane Kuknyo, Director, Department of Social Services
Staff Contacts:	Diane Kuknyo, Director, Department of Social Services Laura Morris, Chief of Administration, Department of Social Services
Title:	<b>F.A.M.I.S. Case Transfer from State to City of Charlottesville Appropriation - \$29,051.94</b>

**Background:**

The department of social services has received \$29,051.94 for F.A.M.I.S. (Family Access to Medical Insurance Security) case transfer. Previously, F.A.M.I.S. cases were administered by the Virginia Department of Social Services; but were transitioned back to the local departments of social services in the last quarter of fiscal year 2014. The department's benefit programs staff added 323 F.A.M.I.S. cases to their ongoing workload.

**Discussion:**

The Department of Social Services plans to use the additional funding to increase a 25-hour per week part-time benefit programs employee to 30-hours per week and pay for overtime needs in the Benefits Division.

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

Approval of this agenda item aligns with Council's vision for the City of Charlottesville to **be a smart, citizen-focused government that works to employ the optimal means of delivering quality services.**

**Community Engagement:**

Department staff work directly with citizens to provide social services, protect vulnerable children and adults, and promote self sufficiency.

**Budgetary Impact:**

This request has no impact on the General Fund. Funds will be appropriated into the Social Services Fund.

**Recommendation:**

Staff recommends approval and appropriation of these funds.

**Alternatives:**

If the funds are not appropriated, the department will be unable to increase staffing hours or provide additional overtime options to staff who are handling the F.A.M.I.S. cases. Funds that are not appropriated will need to be returned to the Virginia Department of Social Services.

**Attachments:**

N/A

**APPROPRIATION.**  
**FAMIS Case Transfer from State to City of Charlottesville Appropriation.**  
**\$29,051.94.**

**WHEREAS,** The Charlottesville Department of Social Services has received additional funding in the amount of \$29,051.94 due to F.A.M.I.S. (Family Access to Medical Insurance Security) cases being returned to the locality.

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$29,051.94 is hereby appropriated in the following manner:

**Revenue – \$29,051.94**

Fund: 212                      Cost Center: 9900000000                      G/L Account: 430080

**Expenditures - \$29,051.94**

Fund: 212	Cost Center: 3301005000	G/L Account: 510060	Amount: \$23,255.94
Fund: 212	Cost Center: 3301009000	G/L Account: 510010	Amount: \$ 5,796.00

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Total: \$29,051.94

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



Agenda Date:	October 20, 2014
Action Required:	Approve Appropriation Request
Presenter:	Diane Kuknyo, Director, Department of Social Services
Staff Contacts:	Diane Kuknyo, Director, Department of Social Services Laura Morris, Chief of Administration, Department of Social Services
Title:	<b>Appropriation of Additional State Funds to Provide Respite Care to Families Receiving Foster Care Prevention Services - \$7,104</b>

**Background:**

The Virginia Department of Social Services designated \$100,000 to be used by local departments of social services to provide respite care for families receiving foster care prevention services. Local departments were required to submit an application to receive funding. After reviewing all applications received, the Charlottesville Department of Social Services was awarded \$7,104 of the available funding.

**Discussion:**

The Department of Social Services plans to use the funding to provide respite care for 8 children currently receiving prevention services who have been identified as high risk for coming into foster care. Respite care provides parents with short-term child care services that offer temporary relief, improve family stability, and reduce the risk of abuse or neglect. Respite can be planned or offered during emergencies or times of crisis.

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

**Community Engagement:**

Department staff work directly with citizens to provide social services, protect vulnerable children and adults, and promote self sufficiency.

**Budgetary Impact:**

This funding request requires a 15.5% local match which works out to \$1,101.12. The

department feels confident that this amount can be covered within its current budget using salary savings from recent vacancies and does not require additional local funding.

**Recommendation:**

Staff recommends approval and appropriation of these funds.

**Alternatives:**

If the funds are not appropriated, the department will be unable to provide respite care to reduce foster care placements and support families that are in crisis. Funds that are not appropriated will need to be returned to the Virginia Department of Social Services.

**Attachments:**

N/A

**APPROPRIATION.**  
**Additional State Funds to Provide Respite Care to Families Receiving Foster Care  
Prevention Services.**  
**\$7,104.**

**WHEREAS**, The Charlottesville Department of Social Services has received funding in the amount of \$7,104 to provide respite care to families receiving foster care prevention services.

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$7,104 is hereby appropriated in the following manner:

**Revenue – \$7,104**

Fund: 212                      Cost Center: 9900000000                      G/L Account: 430080

**Expenditures - \$7,104**

Fund: 212                      Cost Center: 3343004000                      G/L Account: 540060

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



<b>Agenda Date:</b>	October 20, 2014
<b>Action Required:</b>	Appropriation
<b>Presenter:</b>	John Jones, Transit Manager
<b>Staff Contacts:</b>	John Jones, Transit Manager Leslie Beauregard, Director of Budget & Performance Judy Mueller, Public Works Director
<b>Title:</b>	Charlottesville Area Transit Fund Supplemental Appropriation for F.Y.2015 of Operations & Capital Funding - \$719,604

**Background:**

With its April 7, 2014 Resolution Authorizing the Application for State Aid to Public Transportation, City Council authorized the Transit Division (C.A.T.) to provide the local match necessary to apply for Federal and State grants to fund Transit Division expenses, including both Capital and non-Capital projects. At that time, the final federal and state award amounts were not finalized. Now that the final awards have been released, a supplemental appropriation is requested as indicated below:

<b>Transit (C.A.T.) Grants by Type</b>	<b>F.Y.2015 Budgeted</b>	<b>Grants Awarded</b>	<b>Appropriation Request</b>
State Operating Assistance	\$1,353,836	\$1,528,039	\$174,203
Federal Operating Assistance	\$1,881,095	\$1,653,010	(\$228,085)
Federal Job Access – Night Routes	\$0	\$498,795	\$498,795
<b>TOTAL C.A.T. OPERATING ASSISTANCE</b>	<b>\$3,234,931</b>	<b>\$3,679,844</b>	<b>\$444,913</b>
State capital award	\$42,178	\$129,250	\$87,072
Federal capital award	\$952,180	\$646,251	(\$305,929)
Local C.I.P. match P-00334	\$168,710	\$168,710	\$0
<b>TOTAL C.A.T. CAPITAL AWARD</b>	<b>\$1,163,068</b>	<b>\$944,211</b>	<b>(\$218,857)</b>
Para-Transit – passed through to JAUNT	\$0	\$493,548	\$493,548
<b>TOTAL PASS-THROUGH ASSISTANCE</b>	<b>\$0</b>	<b>\$493,548</b>	<b>\$493,548</b>

**Discussion:**

When budgeting for a new fiscal year, estimates are used for the Federal and State Operating and Capital Assistance awards. When final award amounts are released, C.A.T.'s federal and state budget lines must be adjusted to reflect the actual FY2015 Federal and State Operating and Capital awards to C.A.T. F.Y.15 Federal and State Operating Funds will be put towards day to day operations of providing service to C.A.T. Riders. F.Y.15 Federal and State Capital Funds are being used to purchase Portable Lifts for Maintenance Shop needed for bus repairs, Replacement of Mobile

Farebox Equipment and Purchase of Passenger Bus Stop Shelters for C.A.T. passengers. The F.Y.2015 Job Access Reverse Commute Funding reimburses 50% of the cost of night service provided by Charlottesville Area Transit. This request will cover F.Y.2014 and F.Y.2015 Para-Transit Operations Assistance which is passed-through to JAUNT from the F.T.A. These budget adjustments result in a net increase of \$719,604 in the budget for the Transit Fund (C.A.T.).

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

This appropriations request supports City Council's "Green City" vision, "A Connected Community" vision and "Smart, Citizen-Focused Government" vision. It contributes to Goals 1, 2, 4 and 5 of the Strategic Plan. As part of the City's Vision and Goals, Charlottesville Area Transit strives to enhance the self-sufficiency of our residents; be a safe equitable, thriving community; and to carry out the plan of being a well-managed successful organization.

**Community Engagement:**

None

**Budgetary Impact:**

This supplemental appropriation approval will have no impact on the City of Charlottesville Funding Programs as the revenue/expenditures indicated in this request are covered by Federal and State funds.

**Recommendation:**

Approve appropriations.

**Alternatives:**

City Council may choose not to appropriate funds for these Transit Division projects. Without an appropriation these projects will not be implemented and staff will work with the Federal Transit Administration and the Virginia Department of Rail and Public Transportation to de-obligate the grants.

**Attachments:**

None

**APPROPRIATION.**  
**FY 2014 Transit Grants.**  
**\$719,604.**

**WHEREAS**, Federal Operating funds of \$1,653,010 for C.A.T. Operations, \$498,795 for Job Access Reverse Commute and, and State Operating funds of \$1,528,039 have been awarded, yielding a net budget increase of \$445,093 in C.A.T. Operating budget; and

**WHEREAS**, Federal Capital Funds of \$646,251 is less than budgeted and State Capital Funds of \$129,250 is greater than budgeted, resulting in a net C.A.T. Capital budget decrease of \$218,857;

**WHEREAS**, Federal Assistance of \$493,548 for JAUNT Para-transit programs have been awarded to be passed-through to JAUNT; and

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that the following is hereby appropriated in the following manner, contingent upon receipt of the grant funds:

**Revenue (Operating)**

\$174,203	Fund: 245	Cost Center: 2801003000	G/L: 430080 State Assistance
(\$228,085)	Fund: 245	Cost Center: 2801003000	G/L: 431110 Federal Grant
\$498,795	Fund: 245	Cost Center: 2801003000	G/L: 431505 JARC Grant

**Expenditures (Operating)**

\$444,913	Fund: 245	Cost Center: 2801003000	G/L: 519999 Lump Sum
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**Revenue (Capital)**

\$87,072	Fund: 245	Cost Center: 2804001000	G/L: 430110 State Grants
(\$305,929)	Fund: 245	Cost Center: 2804001000	G/L: 431110 Fed Grants

**Expenditures (Capital)**

(\$218,857)	Fund: 245	Cost Center: 2804001000	G/L: 541040 Cap. Direct
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**Revenue**

\$493,548	Fund: 245	Cost Center: 2821002000	G/L: 431010 Fed. Assist.
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**Expenditures**

\$493,548	Fund: 245	Cost Center: 2821002000	G/L: 540365 Pymt to JAUNT
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**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$1,657,289 from the Virginia Department of Rail and Public Transportation and \$3,291,604 from the Federal Transportation Authority.

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



Agenda Date:	October 20, 2014
Action Required:	Approve Resolution in Support of Grant Application
Presenter:	Chris Gensic, Park and Trail Planner, Parks and Recreation
Staff Contacts:	Chris Gensic, Park and Trail Planner, Parks and Recreation
<b>Title:</b>	<b>Virginia Department of Transportation - Transportation Alternatives Program Grant Application - \$350,000</b>

**Background:**

The City of Charlottesville, through Parks and Recreation, is applying for a Virginia Department of Transportation (V.D.O.T.) Transportation Alternatives Program (T.A.P.) grant to construct the final portion of the 250 bypass commuter trail. The total grant application for the project will be in the amount of \$350,000, which includes grant funds in the amount of \$280,000, and a local cash match of \$70,000. The application requires a local government resolution of support and funding match guarantee.

**Discussion:**

The 250 bypass trail is a primary link in the City's proposed trail network, included in the 2003 Bicycle Pedestrian and Greenways Plan as well as the City Comprehensive Plan. This trail will provide bicycle and pedestrian access from Hydraulic Road to the downtown mall via Schenk's Greenway. Funding for the bridge over the railroad tracks has already been secured, the YMCA will build another portion of the trail, and the 250 interchange will provide trail access across the 250 bypass to Schenk's Greenway, which will soon extend to Preston Avenue. This grant will fund construction of the westernmost portion of the trail connecting Meadowbrook Heights Road to Hydraulic Road. At Hydraulic road, the trail will connect to the Meadow Creek Trail systems which will be constructed in 2015.

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

This project supports City Council's "Green City" vision as well as the "Connected Community" vision, and with Goal 2 in the Strategic Plan of being

**Community Engagement:**

This project is included in the 2003 Bicycle Pedestrian and Greenways Plan as well as the Comprehensive Plan, both of which were developed with many public input meetings.

**Budgetary Impact:**

This grant requires a 20% match for construction, and will require regular maintenance through the Parks Department. Construction will reduce the need for mowing, which will save some money. Total local match required is \$70,000 which will be allocated from already appropriated

dollars in the capital improvement program for trails and bicycle infrastructure.

**Recommendation:**

Staff recommends approval of the resolution in support of the grant application.

**Alternatives:**

If grants funds are not pursued, the funding for this section of trail will have to come entirely from local sources.

**Attachments:**

Map of project Area

**RESOLUTION.**  
**Transportation Alternatives Project Endorsement.**

**Whereas**, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the sponsoring local jurisdiction or agency requesting the Virginia Department of Transportation to establish a Transportation Alternatives project in the City of Charlottesville.

**Now**, Therefore, Be It Resolved, that the City of Charlottesville requests the Commonwealth Transportation Board to establish a project for the improvement of (name/description of project).

**Be It Further Resolved**, that the City of Charlottesville hereby agrees to provide a minimum 20 percent matching contribution for this project.

**Be It Further Resolved**, that the City of Charlottesville hereby agrees to enter into a project administration agreement with the Virginia Department of Transportation and provide the necessary oversight to ensure the project is developed in accordance with all state and federal requirements for design, right of way acquisition, and construction of a federally funded transportation project.

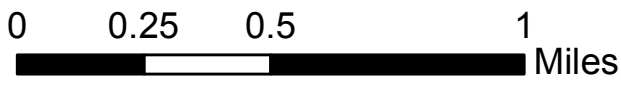
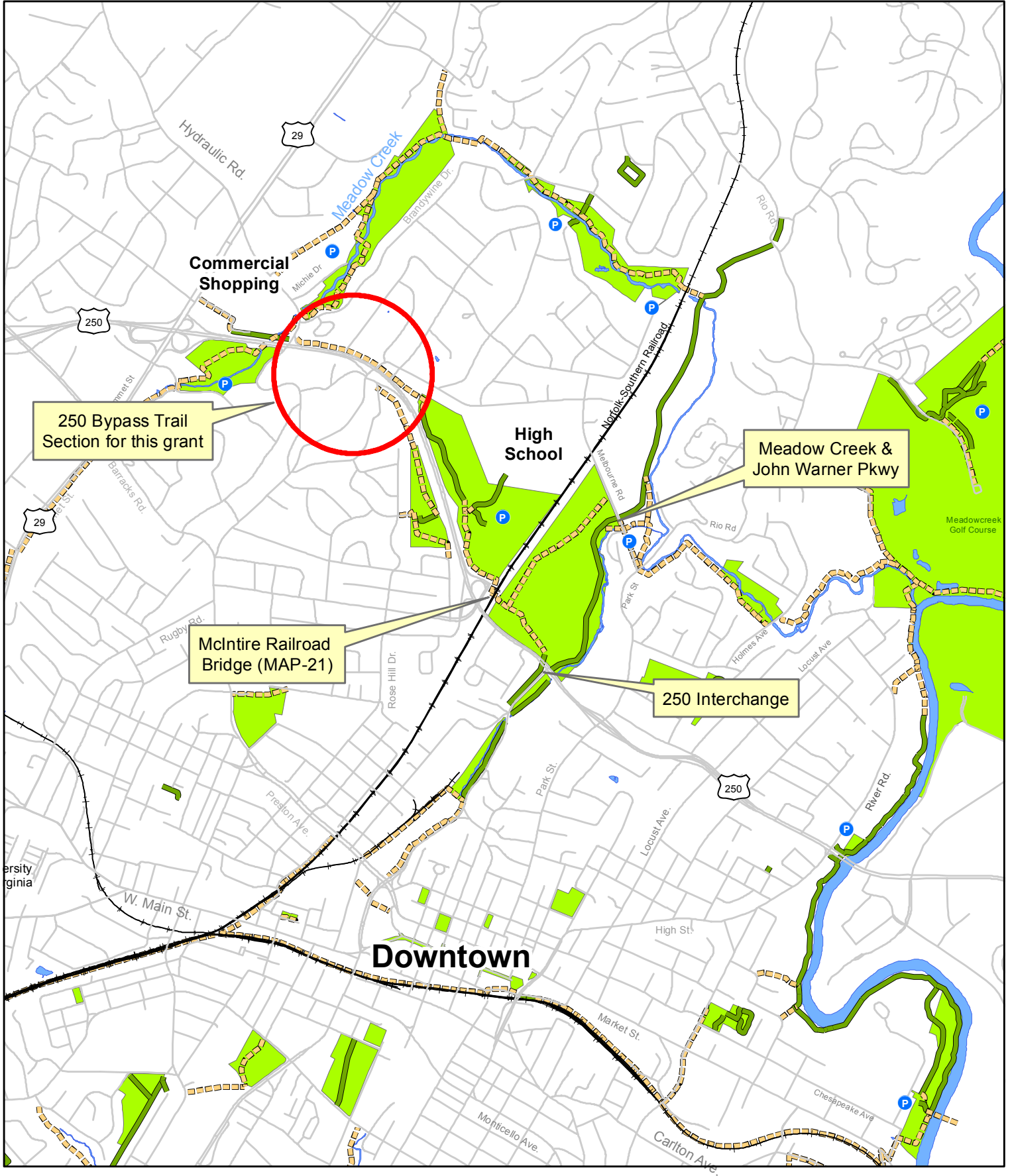
**Be It Further Resolved**, that the City of Charlottesville will be responsible for maintenance and operating costs of any facility constructed with Transportation Alternatives Program funds unless other arrangements have been made with the Department.

**Be It Further Resolved**, that if the City of Charlottesville subsequently elects to cancel this project the City of Charlottesville hereby agrees to reimburse the Virginia Department of Transportation for the total amount of costs expended by the Department through the date the Department is notified of such cancellation. The City of Charlottesville also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_, Virginia

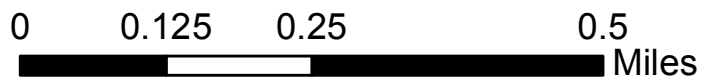
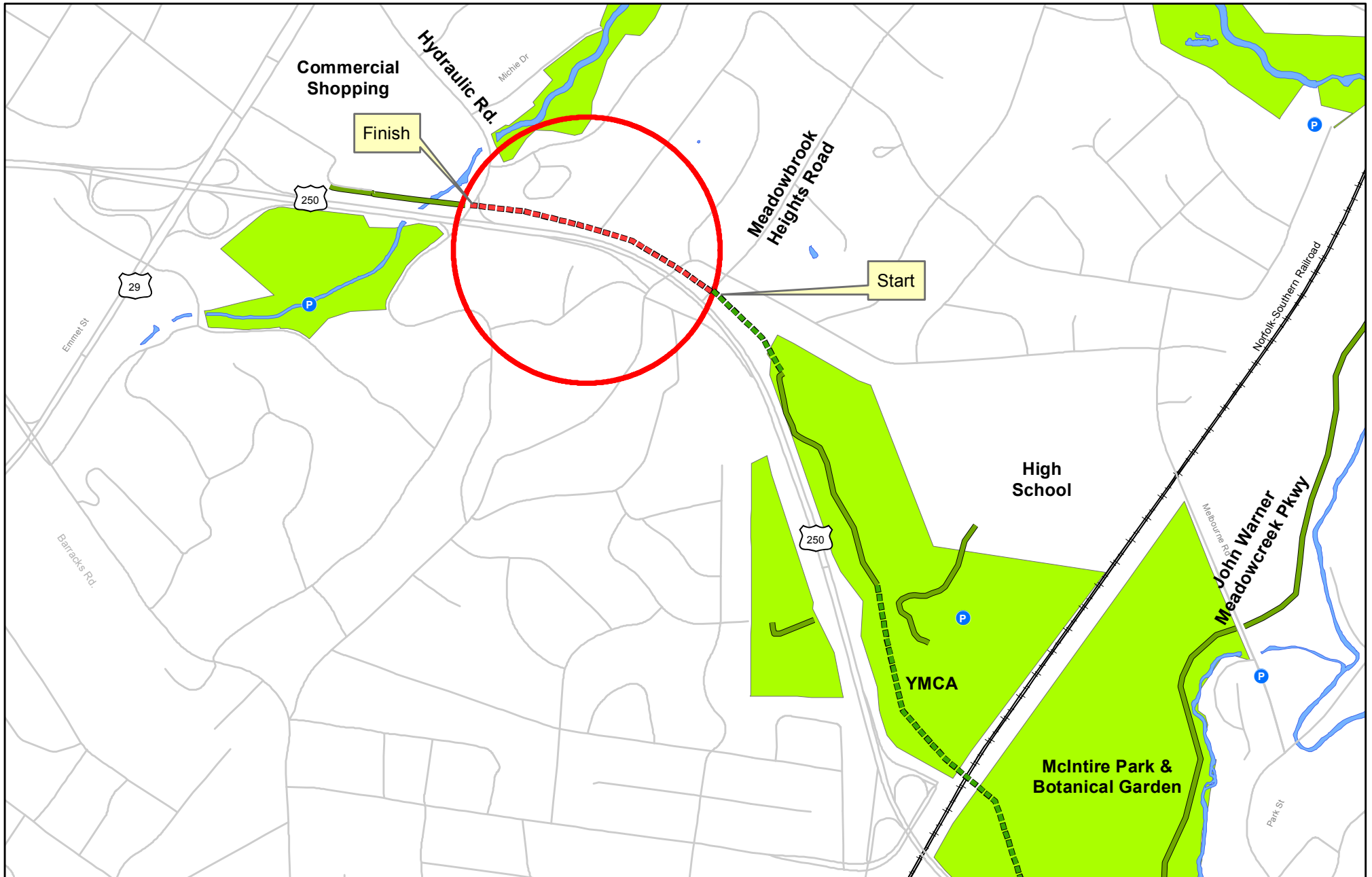
By: \_\_\_\_\_  
Attest

# Route 250 Bypass Commuter Trail Location Map - Overall Network





# Route 250 Bypass Commuter Trail Location Map - Trail Segment



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



<b>Agenda Date:</b>	October 20, 2014
<b>Action Required:</b>	Vote on a request for a sidewalk waiver
<b>Presenter:</b>	Carrie Rainey, Planner, Neighborhood Development Services
<b>Staff Contact:</b>	Carrie Rainey, Planner, Neighborhood Development Services
<b>Title:</b>	<b>Sidewalk Waiver Request for 1107 Elliott Avenue</b>

**Background:**

Tim and Krista Jana have applied for a sidewalk waiver for property located at 1107 Elliott Avenue. The property is a vacant lot, and is zoned for single-family residential development. The applicant is requesting a waiver of the City's requirement for the construction of sidewalk on a previously undeveloped lot.

**Discussion:**

Section 34-1124(b) requires that sidewalk be constructed on "a previously unimproved lot or parcel...unless this requirement is waived by Council."

The justification for a sidewalk waiver from the applicant cites that the lot is a single lot on a block of previously developed lots, that there is no adjacent sidewalk sections, that a complete sidewalk exists on the other side of the street, and that the existing topography would make maintenance difficult.

City staff evaluates sidewalk waiver requests based on factors which include whether any engineering challenges exist that would require an undue financial burden on the applicant as well as increase the cost of the City to maintain the sidewalk in the future (i.e. the need for retaining walls). City engineering staff examined the subject lot and found no topographic challenges that would lead to any undue cost to the applicant. In addition, the City's Bicycle and Pedestrian Coordinator comments on all requests for sidewalk waivers. Elliott Avenue is not on the current sidewalk priority list. There is a complete sidewalk along the other side (south) of Elliott Avenue, and thus installation along the north side is not likely to be a priority in the near future. There are no ADTs (Average Daily Traffic counts) available for this section of Elliott Avenue, but the count between Avon Street and Monticello Avenue is considered low volume at 3,000 (2013 VDOT). The applicant's property is located on the block of Elliott Avenue east of Monticello Avenue that terminates at Monticello Road, and likely has a lower traffic volume.

**Citizen Engagement:**

The applicant has engaged neighbors along the north side of Elliott Avenue in the same block regarding the waiver request. The attachments to this report include the signatures of those who support waiving the sidewalk requirement.

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

The City Council Vision of a Connected Community states that “bike and pedestrian trail systems, sidewalks, and crosswalks enhance our residential neighborhoods.” Requiring that the sidewalk be constructed would be in keeping with the City Council’s vision.

**Alignment with City Council’s Comprehensive Plan:**

The first goal in the Transportation Chapter of the Comprehensive Plan states “Increase safe, convenient and pleasant accommodations for pedestrians, bicyclists and people with disabilities that improve quality of life within the community and within individual neighborhoods.”

The Belmont Neighborhood Plan from 2006 contains the following statements pertaining to pedestrian connections in the neighborhood:

- There needs to be a clear link of centers throughout Belmont via pedestrian, bike and public transit.
- Maintain the lively pedestrian feel and front porch life of the neighborhood.
- Promote safety by design.
- Address accessibility for pedestrians, automobiles, parking within the neighborhood, and getting out of it.
- New development should include better connectivity. Functional signage needed for urban system of pedestrian & bike routes.
- Increase pedestrian and bike connectivity within and outside the neighborhood.
- There is need for good functioning sidewalks on every street-quality and quantity.

**Budgetary Impact:**

This item has a small impact on the budget as a new sidewalk will require City maintenance once completed.

**Recommendation:**

Following a review of the request, staff has made the following findings:

- Elliott Avenue has a complete sidewalk on the other side (south side) of the street that connects Ridge Street to the west with Monticello Road to the east. The applicant’s side (north side) of the street has some sections of sidewalk, the nearest of which is almost half a mile west of the applicant’s property (near Avon Street). That segment of sidewalk continues for less than 150 feet.
- The parcels along Elliott Avenue in the Belmont neighborhood are low-density residential. Few parcels are undeveloped. It is unlikely that other sidewalk sections will be completed in the near to medium term. Therefore, requiring a sidewalk on the applicant’s parcel would create an island piece that may exist as such for a long time.
- Approximately 15 feet of City right-of-way space is available between the parcel and the existing road edge. Therefore, waiving the sidewalk requirement at this time would not preclude the construction of a sidewalk in the future.
- There is no concern from Engineering staff regarding the ability to construct a sidewalk on the property, or with regards to the future maintenance of the sidewalk.

Staff recommends the waiver request be approved.

**Alternatives:**

Council could chose to deny this request and the applicant would be required to install sidewalk in order to develop the lot.

**Suggested Motions:**

- I move to approve this request for a waiver of sidewalk requirements at 1107 Elliott Avenue.
- I move to deny this request for a waiver of sidewalk requirements at 1107 Elliott Avenue.

**Attachments:**

Application

Applicant's Narrative



# WAIVER REQUEST FORM

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

**For a Critical Slopes Waiver Request, please include one of the following application fees: \$75 for single-family or two-family projects; \$500 for all other project types. *\*additional application form required***  
**For all other Waiver Requests, please include one of the following application fees: \$50 for single-family or two-family projects; \$250 for all other project types.**

Project Name/Description Jana New Home Construction Parcel Number 600215100  
 Address/Location 1107 Elliott Ave, Charlottesville VA, 22902  
 Owner Name Timothy D Jana Applicant Name Tim and Krista Jana

Applicant Address: 1105 Elliott Ave, Charlottesville VA, 22902  
 Phone (H) 434-974-7497 (W) 434-227-6631 (F) \_\_\_\_\_  
 Email: TDJANA13@GMAIL.COM


Waiver Requested (review Zoning Ordinance for items required with waiver submissions):

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Sidewalk<br>*Contact Staff for Supplemental Requirements | ___ Drainage/Storm Water Management                              |
| ___ Site Plan Review   | ___ Off-street Parking   |
| ___ Landscape  | ___ Lighting   |
| ___ Setbacks   | ___ Signs  |
| ___ Communication Facilities   | ___ Critical Slopes <i>*additional application form required</i> |
| ___ Stream Buffer Mitigation Plan  | ___ Other  |

RECEIVED  
 SEP 15 2014  
 NEIGHBORHOOD DEVELOPMENT SERVICES

Description of Waiver Requested: We request that the city requirement of a sidewalk in front of new home construction be waived for 1107 Elliott Ave, 22902 (Parcel 600215100).

Reason for Waiver Request: Please see attached letter, letter of neighbor support and photos.

Applicant Signature  Date 9/14/14

Property Owner Signature (if not applicant) \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only:** Date Received: 9/15/2014

Review Required: Administrative \_\_\_\_\_ Planning Commission \_\_\_\_\_ City Council \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Director of NDS \_\_\_\_\_

Comments: \_\_\_\_\_

0114 - 00488

# Timothy and Krista Jana

1105 Elliott Ave • Charlottesville, VA 22902 • Phone: 434-974-7497 • TDJANA13@GMAIL.COM

September 9<sup>th</sup>, 2014

City of Charlottesville  
Attn: Carrie Rainey  
Department of Neighborhood Development Services  
PO Box 911  
City Hall Charlottesville, Virginia 22902

Dear Ms. Rainey and Charlottesville City Council:

Thank you for your consideration of our sidewalk waiver request for 1107 Elliott Ave. We write this letter to provide additional information supporting our request:

- 1) Building a sidewalk in front of 1107 Elliott would represent a "sidewalk to nowhere". The parcel of land on which we are building (1107 Elliott Ave.) is immediately adjacent to our current house (1105 Elliott Ave.), which we plan to keep and rent. The 1107 lot is the last undeveloped lot on our street, the rest of which are single-family units except for one duplex. None of the existing homes on our side of the street (the North side) have sidewalks in front of them, and there is an existing full street-length sidewalk on the South side of the street for pedestrians. Moreover, 1107 is located in the middle of the street. Thus, a sidewalk built in front of 1107 would not connect to any existing sidewalk in either direction. Also, because all lots except 1107 Elliott have existing homes, it is unlikely their owners would build sidewalks on our side of the street. (See photos.)
- 2) Maintaining a sidewalk on the North side of Elliott Ave, between Monticello Rd. and Monticello Ave., would likely be costly for the city. The slope of the hill at the bottom, near Monticello Rd., is very steep, such that the sidewalk on the South side required steps at the bottom. The same, or more, would be true of a sidewalk placed on the North side of the street. The steep topography is likely to limit through connections. In addition, a telephone pole, mature landscaping and a retaining wall on neighbors' property all complicate any future sidewalk construction.
- 3) Our street is not a major pedestrian thoroughfare, nor is it likely to become one given that it is solely residential. Moreover, there is already a sidewalk on the South side of the street to provide pedestrian connectivity.
- 4) A brief stretch of sidewalk in front of only one house on the block would be costly and aesthetically unattractive.
- 5) Our neighbors support our waiver application and have no objections to us not building a sidewalk on the 1107 lot (see attached letter of support).
- 6) Building a sidewalk here would put hundreds of pounds of concrete into the ground, which would likely receive no use and seems inconsistent with Charlottesville's green building and other environmental initiatives.

Please see the attached photos and letter of neighbor support. Thank you for your time and consideration.

Sincerely,

Handwritten signatures of Timothy and Krista Jana. The signature on the left is a stylized 'TJ' and the signature on the right is 'Krista Jana'.

Tim and Krista Jana

Attn: Carrie Rainey, RLA and Charlottesville City Council Members

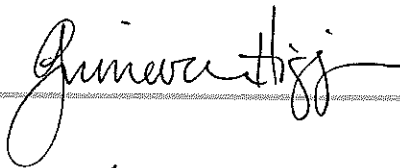
I understand Tim and Krista Jana will be building a new home at 1107 Elliott Ave, 22902. I own a home on the north side of Elliott Ave (the same side of the street as the Janas' new home) between Monticello Rd and Monticello Ave. I support the Janas' application for a sidewalk waiver from the city of Charlottesville; I have no objections to them NOT building a sidewalk in front of their new home.

Printed Name

Signature

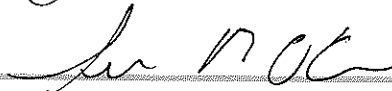
Address

Guinevere Higgins



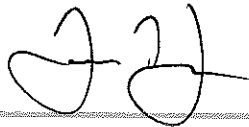
1109 Elliott Ave. Charlottesville, VA 22902

Sean O'Connor



1103 Elliott Ave

Tim Jana



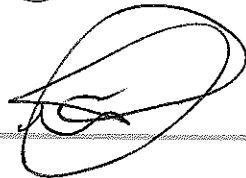
1105 Elliott Ave

Bob Hughes



1113 Elliott Ave  
1115 Elliott Ave  
+ recent lot in between b/h

Mike Davis



1326 Monticello Ave









**RESOLUTION**  
**Approving a Sidewalk Waiver Request**  
**1107 Elliott Avenue**

**WHEREAS**, application has been made for a waiver of the sidewalk requirement set forth within City Code Section 34-1124(b), in relation to proposed development of 1107 Elliott Avenue, where a single family house is planned for construction on an unimproved lot; and

**WHEREAS**, City staff has submitted to Council comments and recommendations regarding the sidewalk waiver request, and Council has reviewed the staff recommendations and the information and materials submitted with the application; now, therefore,

**BE IT RESOLVED** by the Council for the city of Charlottesville, Virginia that the sidewalk waiver request for 1107 Elliott Avenue is hereby approved, upon a finding that the following circumstances create an unusual situation:

1. There is currently an existing sidewalk on the other side of Elliott Avenue, and no sidewalks have been constructed on developed lots on the block where 1107 Elliott Avenue is located; and
2. The traffic volume along this portion of Elliott Avenue, between Monticello Avenue and Monticello Road, is likely to be lower than other sections of Elliott Avenue; and
3. Approximately 15' of City right of way space is available between the road edge and the property line so waiving the sidewalk requirement would not preclude construction of a sidewalk in the future.

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



Agenda Date:	October 20, 2014
Action Required:	Adoption of a Resolution
Presenter:	Susan Elliott, Climate Protection Program Coordinator
Staff Contacts:	Susan Elliott, Climate Protection Program Coordinator Kristel Riddervold, Environmental Sustainability Manager
Title:	<b><i>Energize!Charlottesville</i> and the \$5 Million Georgetown University Energy Prize (GUEP) Competition</b>

**Background:**

The Georgetown University Energy Prize (GUEP) competition has invited the City of Charlottesville to submit a local energy savings plan proposal for consideration at the beginning of November 2014. This invitation follows from the letter of intent signed by the City Manager and submitted by staff in December 2013, the January 2014 Council resolution supporting the City's entry to the competition, and a review of the application staff submitted in June 2014. The efforts necessary to compete in the GUEP align with activities in the City's Climate Protection Program and aim to achieve results identified in the Comprehensive Plan relating to reduction of energy use and its associated greenhouse gas emissions, improvement of building stock, and increased affordability of housing. Further background on the GUEP and its alignment with City goals can be found in the attachments (Attachment A).

Charlottesville is one of 52 communities invited to submit plan proposals (Attachment B). Based on review of the proposals, the GUEP will select communities to invite to compete. The GUEP requires a coordinated, cooperative effort between the municipality, local electricity and gas providers, and the community. As such and in accordance with the Council briefing in March 2014, staff has been coordinating with a host of community partners to develop a core plan concept and strategy, called *Energize!Charlottesville*, to propose to the larger community and Council for comment and review. The full GUEP competition guidelines can be found online at [guep.org](http://guep.org). Pages from the competition guidelines that detail the outline and required elements for local energy plan proposals are attached (Attachment C).

**Discussion:**

The campaign concept and plan has been developed to:

- Support and encourage voluntary actions by our residents, businesses, and organizations
- Reinforce that there are energy savings actions that anyone can take and include strategies of energy conservation, energy efficiency, and onsite renewable energy generation
- Reduce the annual \$50+ million residents and businesses spend on electricity and natural gas
- Address the documented increases of energy use in the residential sector, the sector of greatest increase from 2000-2011 at 13.5%

- Focus on 80% of our residential units (~50% single family; ~30% apartment/multi-family)
- Engage our community's rental population (including the ~9,000 university students living off-grounds in the City), multi-family and single-family property owners, and the building stock for lower income housing, public housing, City schools, and local government
- Increase the affordability of housing by addressing the operational costs
- Improve the quality of our neighborhoods' building stock
- Create a forum for discussion and consideration of needed longer term policies and resources

Our competition game plan is organized into four parts (Attachment D):

1) Power in Knowledge – Increasing Awareness.

This part is focused on developing and delivering an overarching community engagement/education outreach effort. The aim is to be fun, informative, interesting, and motivating. The goal is to make the awareness of energy as ubiquitous as energy use actual is, and to reinforce that everyone can do something, and there are actions that anyone can do. Opportunities will exist to engage a wide number of organizations of all sizes and missions and their membership.

2) Power in Actions – Starting on the Energy Path.

Part 2 is intended to compile and offer actions people can integrate into regular routines and adopt as part of daily life. Strategies will include behavior choices, simple DIY fixes, informational support, and 'next steps' on the path to increasing energy performance. This part is envisioned to be an online toolkit with useful resources compiled and supplied by community partners. Additionally, it will be a vehicle for soliciting suggestions from the community as to what additional resources would be helpful.

3) Power in Investment – Locking-in Ongoing Comfort and Savings.

Part 3 will focus on investments in physical improvements to our community's existing building stock. It will aim to support multiple residential sectors including single family homeowners, multi-family property owners, renters, and affordable & lower income housing. Efforts will be largely developed and delivered by community programs and partners and will include a combination of proven existing efforts, leveraging opportunities to reach greater scale, and exploring strategies for challenging and underserved segments of the building sector (including rental properties and lower income housing).

4) Power in Preparation – Building a Strong Foundation.

This last part is designed to address longer-term policy and financing topics. It will provide the opportunity to consider tools, resources, and information that could aid the City's 20 year energy and emissions reduction goal but require a larger conversation and consensus before pursuing. Four categories of potential topics include:

- Policy & Legislation Advancement
- Increasing Funding & Financing Options
- Institutionalize Successful Internal Practices
- Long Term Community Energy Planning.

Efforts in this area are anticipated to be a focus of city staff along with community partners participating as informational support, subject matter experts and stakeholders.

**Community Engagement:**

As part of the June 2014 application, over 10 organizations and individuals committed support to review and provide direct input on this plan. Collaboration and strategy design discussions have continued since that time. In October 2014, *Energize!Charlottesville* and the GUEP competition were introduced to the broader community via a website ([energizecharlottesville.org](http://energizecharlottesville.org)). Communications from the City and partners, as well as short presentations at community meetings, invited the community to review the content, learn about the competition, and share thoughts and feedback. Along with background information on the competition and some local facts, the website presents the *Energize!Charlottesville* game plan approach and provides an outline of resources and tools intended to be developed throughout the competition period.

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

*Energize!Charlottesville* is an initiative aligned with the 2013 Comprehensive Plan Chapter 4, Goal 5 and 6. Strategies are anticipated to be further developed, expanded, and adjusted in collaboration with community partners as successes are achieved and available resources are attained. It is aligned with City Council's "A Green City" Vision and Goal 2 of the recently adopted Strategic Plan.

**Budgetary Impact:**

A majority of the Climate Protection Program Funds will be directed to support this campaign. In addition, there may be the need or opportunity to fund grant matches and other campaign components. Staff is exploring all options.

**Recommendation:**

Staff recommends City Council adopt the Resolution provided as Attachment D

**Alternatives:**

Suggestions and comments from Council are welcome.

**Attachments:**

- A: Background on GUEP and Alignment with City Goals
- B: Map of GUEP Competitor Communities
- C: GUEP Guidelines, Detailed Outline for Local Energy Savings Program Proposals
- D: Game Plan Graphic
- E: Proposed Resolution

*Note: Due to Attachments B and D being image graphics, they are not being posted on the City website in an accessible format. A screen reader accessible description will be made available within 48 hours on request by calling 434-970-3506 or emailing [energy@charlottesville.org](mailto:energy@charlottesville.org).*

## **Attachment A: Background on the GUEP and Its Alignment with City Goals**

### Background on the GUEP

The Georgetown University Energy Prize Competition (GUEP) is a nationwide competition for small and medium-sized localities designed to spur action on energy saving efforts at a local level through cooperative efforts between communities, local governments, and utilities. The competition period lasts from January 2015 to December 2016. Final reports will be due in 2017. Communities are challenged to propose a local community energy savings plan with strategies aimed to produce incremental reductions in energy consumption and to demonstrate measurable reductions within the municipal and residential sectors during two years of the competition, which starts January 2015. The competition has a \$5 million grand prize to be used to reward the winning community as a whole and support continued efforts regarding the community energy plan. The GUEP competition guidelines can be found online at [guep.org](http://guep.org). Pages from the Guideline that detail the outline for local energy plan proposals are attached (Attachment B).

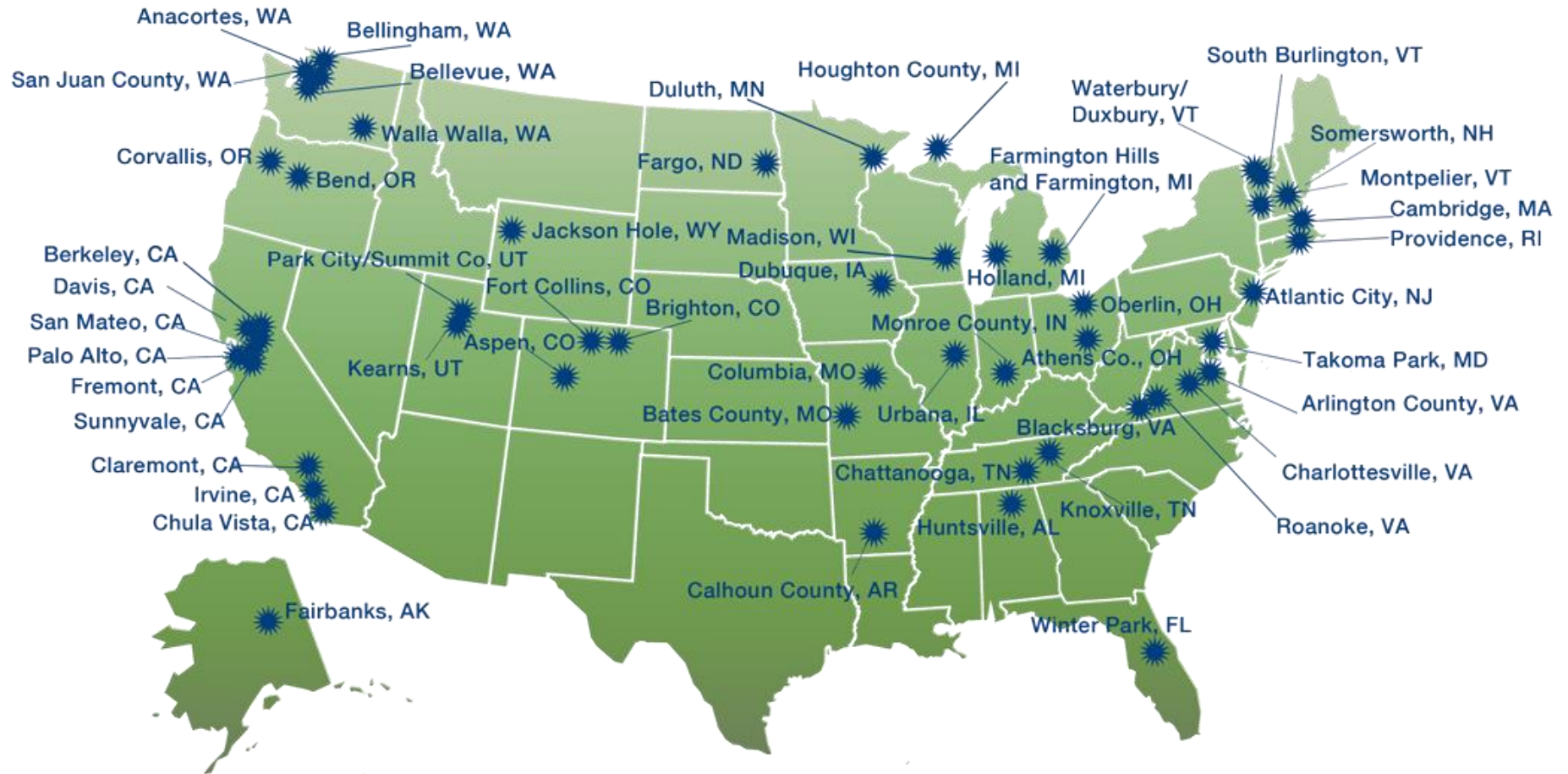
### Background on GUEP and City Goal Alignment

The City has made commitments to reducing its community-wide greenhouse gas emissions, associated with energy use, and has referenced energy efficiency and renewable energy in documents such as City Council's 2025 Vision with a "Green City" component and goals in the 2013 Comprehensive Plan (Chapter 7, Goal 5 and 6). As shown in the 2012 Charlottesville Emissions Report Update ([www.charlottesville.org/emissions](http://www.charlottesville.org/emissions)), however, community-wide emissions and associated energy use increased between 2000-2011. Excluding emissions associated with the University of Virginia, the residential sector showed the largest increases with 15% more emissions and 13.5% greater energy use.

In efforts to address continuing increases in energy use, an approach recommended by the US Department of Energy and implemented in a variety of localities across the country is to undertake a process to create a community energy plan (CEP) or community energy strategic plan (CESP). A CESP includes all sectors of energy use within a community, documents existing efforts, and lists future efforts with prioritization based on each community's goals, resources, and the potential feasibility. CESPs are intended to be living documents, updated periodically and informed by developments in technology, funding opportunities, the community, and the surrounding regulatory framework. The activities required to create a CESP would serve both the GUEP and the City's Climate Protection Program (CPP), and Charlottesville has a strong basis to begin this process drawing on products from the CPP and the Local Climate Action Planning Process (LCAPP, [www.charlottesville.org/lcapp](http://www.charlottesville.org/lcapp)).



# Our Competition



- Brief description, history, and current status of existing community energy-savings programs, if any.
- Description of the process that will be used to develop the energy-savings Program Plan if the Application is accepted. (As part of the planning process, some communities may find it useful to consult the ACEEE [Local Energy Efficiency Self-Scoring Tool](#)<sup>11</sup>.)
- Letters of commitment from municipal leaders, utility officials, and (optionally) other community organizations that will support the effort.
- Combined Communities must also submit the following: (1) Evidence that the communities can work together successfully (ideally by citing previous cooperation); (2) An explanation of how the local governments, utilities, and relevant community organizations will work together on GUEP; and (3) A description of how the purse would be shared or jointly-used, if won.

After a review by the GUEP Team, fifty two credible applications from eligible communities have been selected as Quarterfinalists and invited to compete in Stage 2 by submitting detailed plans.

## **Stage 2 – Quarterfinals (Energy Efficiency Program Plans)**

### **Program Plan**

Quarterfinalists prepare and submit a Program Plan based on the outline provided below. This outline is based in part on the Final Report that communities will submit should they become Finalists, and it's intended to help you prepare an effective and competitive Plan. That said, this outline is not prescriptive. Incentive prizes work in part because they encourage innovation and do not pre-judge how the challenge is best met.

Therefore, while Plans should include all 8 Sections, they are not required to address all of the points or issues mentioned in the outline. Some of these may not be relevant in your community, or to your community's innovative approach. Furthermore, we encourage you to include additional Sections addressing topics that apply to your innovations.

Plans will be submitted in PDF format via the website (<http://www.quep.org/plan-submission> ). Each plan should include a title page, immediately followed by a table of contents with page numbers (ideally, with hyperlinks). Each page should contain the name of the community in the header or footer and a page number consistent with the table of contents. There is no minimum or maximum length for the Plan. We encourage brevity wherever possible, but not at the expense of providing important relevant information.

#### **1. Program Management and Partners – topics for this Section include:**

- Description of Program leadership and management;
- How it will be staffed and funded;
- How the community at large will be engaged and motivated;
- How the local government will be involved, and what commitments they will make;
- Any municipal incentives that are planned via local regulations, zoning, taxation, etc.;

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<sup>11</sup> <http://www.aceee.org/research-report/e13/>

- Involvement of businesses or business-groups (even though their energy use isn't counted);
  - Any benefits and incentives available from local utilities via official Energy Efficiency Programs (which are mandated in many states);
  - Involvement by citizen groups and major landlords;
  - Involvement of other partnering organizations (including letters of commitment, if available);
2. **Energy Savings Plan – topics for this section include:**
- An overall summary of the planned program, including relevant methods and technologies.
  - How the program will reach diverse aspects of the community - geographic, demographic, economic, functional, etc.;
  - How energy retrofits and other capital improvements will be included in the Program. (Diverse retrofit technologies are widely available, but adoption rates historically have been low.) This portion of the Plan should include:
    - Types of retrofits that will be encouraged;
    - Retrofit financing (preferably with no cash from current property owners);
    - Retrofit business resources;
    - Retrofit marketing and sales strategies;
    - Adoption goals.
  - How the Program will target high-return opportunities (if available), for example:
    - Affordable housing; (It has been reported that public housing typically uses almost 40% more energy per square foot than privately-owned housing.<sup>12</sup>)
    - Residential rentals; (Short-term renters have little incentive to invest in retrofits.)
    - Buildings in historic neighborhoods (neighborhoods that have been formally designated as “historic” by the municipality prior to 2014); Many buildings in such neighborhoods are energy inefficient, and historic-preservation restrictions can impede retrofits.
  - How the community will measure and evaluate the success of the Program (including the contribution of retrofits and capital improvements?)
  - Does the Program include long term components that won't affect energy usage during the two years of Stage 3?
3. **Utility Data Reporting – please make sure that this Section does address the following:**
- How will the Program leadership be working with the electric and gas utilities that serve the community?

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<sup>12</sup> <http://www.earthtechling.com/2013/08/energy-efficiency-can-help-affordable-housing/>

- How will the utility identify residential energy consumers in order to aggregate their energy use?
- How have the community and the utilities identified municipal accounts in order to aggregate their energy use?
- A list of the municipal accounts (this list must be updated as appropriate during the competition, with GUEP being informed of all updates).

#### 4. Innovation –

- What's innovative about the Program? Relevant innovations include aspects of the plan that are completely new and different, as well as creative ways of implementing existing approaches. For example, existing approaches for financing energy retrofits have not been very effective, and experts believe that innovative financing could increase adoption rates significantly.

#### 5. Potential for Replication –

- Identify planned resources that could become a model for other communities. Examples include such resources as community-engagement or other systems, websites, documentation, personnel, etc.
- Identify any procedural aspects of the plan may be particularly well-suited for replication in other communities. Examples might include an innovative retrofit program, an innovative partnership between the community and the utilities that serve it.

#### 6. Likely Future Performance -

- Why are the energy-savings that will be achieved under the Program likely to be permanent? And why is the Program likely to yield additional savings, continually, after the competition? Here are some examples of topics that might be relevant:
  - How aspects of the Program could become institutionalized through policies and other means. One source for inspiration is ACEEE's [Local Energy Efficiency Self-Scoring Tool](#). Another source that might be useful is [ISO 50001](#)<sup>13</sup>, a standard that provides organizations with a framework for integrating energy performance into their management practices
  - Plans to “build capacity” to support continued efforts, such as professional development and business development efforts.
- What systems or approaches will be used to collect, manage, manage, and exploit relevant data? One possible example is the increasingly-common use of [Green Button](#)<sup>14</sup>, an industry-led effort to provide electricity customers with easy access to their usage data via a “Green Button” on their utility’s website. Green Button was developed in response to a [White House call-to-action](#)<sup>15</sup>. [Some electric utilities](#) have already adopted or committed to adopting Green Button.<sup>16</sup> For more information about Green Button, see the [NIST Smart Grid Collaboration Wiki](#)<sup>17</sup>. Another example is EPA’s [Portfolio Manager](#)<sup>18</sup> – an online tool for measuring and tracking the energy consumption

<sup>14</sup> <http://www.greenbuttondata.org/>

<sup>15</sup> <http://www.whitehouse.gov/blog/2011/09/15/modeling-green-energy-challenge-after-blue-button>

<sup>16</sup> <http://www.greenbuttondata.org/greenadopt.html>

<sup>17</sup> <http://collaborate.nist.gov/twiki-sgrid/bin/view/SmartGrid/GreenButtonInitiative>

<sup>18</sup> <http://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/use-portfolio-manager>

of a building or portfolio of buildings. For other possible examples, see the Section [“Energy Efficiency Resources for Communities.”](#)

**7. Education –**

- How will the local K-12 school system be involved?
- What community-wide educational programs are planned?

**8. Prize Purse –**

- Briefly describe preliminary ideas for how a prize purse would be used to promote and implement continued energy efficiency measures in a way that benefits the community as a whole, including all demographic and economic sectors. Communities that are selected later as Finalists for Stage 4 will have to include a detailed proposal in their Final Report

For additional details and examples of what might be included in the Program Plan, see the discussion of the Final Report that will be required from communities that advance to Stage 4 – [“Final Judging”](#).

Note that final judging will be based on the information in the Final Report, and not on the extent to which the community stayed with the original Program Plan. Communities are free to deviate from the Program Plan, but should keep GUEP informed about major changes.

**Optional Proposal for Funding**

In addition to their proposed Energy Efficiency Program Plan, communities may submit a proposal to receive seed funding from certain GUEP sponsors and partners. Some communities may be able to obtain seed funding from their local utilities, from local businesses, or from the community itself (e.g., via [Kickstarter](#)).

Currently, there are two specific seed-funding opportunities available to select GUEP communities.

1. Joye Foundation Grants for Great Lakes Communities – These small seed grants (\$5,000 - \$30,000) are available to communities in WI, MN, IL, IN, MI, and OH. To apply for a seed grant, please include a budget and summary of how you would use the funds specifically to advance an innovative and replicable portion of your overall Program Plan.
2. American Public Power Association DEED Grants for Public Utilities – If your community is served by a publicly owned utility that is a member of APPA’s DEED program, you may apply for a seed funding grant to support your GUEP Program Plan<sup>19</sup>.

GUEP sponsors and partners will review the seed funding proposals submitted. The GUEP will coordinate with these partners and sponsors to give priority to a diverse set of communities with high-quality Program Plans that are particularly innovative and replicable (e.g., based on an innovative and replicable approach to retrofit financing). If additional funding opportunities

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<sup>19</sup> <http://www.publicpower.org/Programs/Landing.cfm?ItemNumber=31245&&navItemNumber=37529>

# Game Plan

Energize!  
Charlottesville

1) Power in Knowledge  
*Increasing Awareness*

Broad, Light Touch  
Information Sharing  
Move to Action

2) Power in Actions  
*Starting on the Energy  
Path*

Behavior/Small DIY  
Taking the Next Step  
Resources/Toolkit

3) Power in Investment  
*Locking-in Ongoing  
Comfort*

Physical Improvements  
Programs/Initiatives  
Improving Building  
Stock

4) Power in Preparation  
*Building a Strong  
Foundation*

Financing Options  
Policy Advancement  
Next Steps & Priorities

**RESOLUTION TO SUPPORT THE *Energize!Charlottesville* PLAN PROPOSAL FOR THE GEORGETOWN UNIVERSITY ENERGY PRIZE COMPETITION**

**WHEREAS**, city residents, commercial entities, and organizations spend over \$50 million annually on energy utility bills with approximately half coming from the residential sector; and

**WHEREAS**, a significant portion of household expenses are spent on energy annually, the residential sector saw the largest increase in energy use from 2000-2011 within our community profile, the cost of energy is expected to increase, and Dominion Virginia Power predicts a growing and substantial power gap that must be met by increasing supply or flattening demand increases; and

**WHEREAS**, the City seeks to support its residents and neighborhoods, to encourage ongoing occupancy and rehabilitation of its existing and aging residential building stock, and to increase the affordability of housing in the City; and

**WHEREAS**, the City of Charlottesville has committed to promoting energy efficiency, conservation, and renewable energy programs community-wide and within its own organization; and

**WHEREAS**, addressing energy efficiency and climate change will support a cleaner environment, a more prosperous economy, increased comfort and health in homes, and a higher quality of life; and

**WHEREAS**, goals in Chapters 4, 5, and 7 of the 2013 Comprehensive Plan support effective and innovative energy management, increased energy performance of buildings and sites, and pursuit of cleaner sources of electrical energy in both the community and City buildings and operations; and

**WHEREAS**, the City of Charlottesville supported the Local Climate Action Planning Process (LCAPP) and accepted the LCAPP Report's recommendations, Five-Part Framework, and Action Strategies; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Charlottesville supports the *Energize!Charlottesville* plan proposal for the Georgetown University Energy Prize competition to produce a community energy plan and demonstrate measurable reductions in residential and municipal energy use.

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



Agenda Date:	October 20, 2014
Action Required:	Yes – Resolution to Purchase Property
Presenter:	Brian Daly, Director of Parks & Recreation
Staff Contacts:	Chris Gensic, Trails Planner
<b>Title:</b>	<b>Acquisition of ~2.438 Acres of Land for Parks/Greenbelt Trails</b>

**Background:** Brookmill Homeowners Association has offered to sell the City approximately 2.438 acres of land in Albemarle County, situated along Meadow Creek adjacent to the Meadow Creek Valley Park, a portion of their open space area. The land is proposed to be acquired with an agreed sale price of \$40,000.

**Discussion:** Acquisition of the tract of land will expand the size of Meadow Creek Valley Park, provide a multi-use trail corridor, allow for the construction of two new trail bridges, and enable better management of forest and stream buffers, including potential use for stormwater mitigation measures.

The title search did not reveal any problems and Ms. Kristel Riddervold, Environmental Administrator, has not indicated any environmental concerns.

**Alternatives:** Council can choose not to acquire the land.

**Budgetary Impact:** The City will lose no annual property tax revenue as this land is just outside the City limit in Albemarle County.

**Recommendation:** Approve the Resolution to purchase the land for park land and greenbelt trail expansion.

**Attachments:** Resolution, with Attachment A (Purchase Agreement)

**RESOLUTION**  
APPROVING A PURCHASE OF LAND ADJACENT TO  
MEADOW CREEK VALLEY PARK  
FROM BROOKMILL HOMEOWNERS' ASSOCIATION

**BE IT RESOLVED** by the Council for the City of Charlottesville, Virginia, that the City Attorney is hereby authorized on behalf of the City, to proceed to closing in accordance with the terms and conditions set forth within the Land Purchase Agreement attached as Attachment A to this Resolution, and to accept a deed of conveyance on behalf of the City.

Attachment A

**AGREEMENT  
FOR THE PURCHASE OF LAND**

**THIS AGREEMENT** is made as of the 11<sup>th</sup> day of August, 2014 between **BROOKMILL HOMEOWNERS ASSOCIATION** (hereinafter referred to as "Seller"), and the **CITY OF CHARLOTTEVILLE, VIRGINIA**, a political subdivision of the Commonwealth of Virginia (hereinafter "Purchaser," or "City") whose address is P.O. Box 911, Charlottesville, Virginia 22902.

**WITNESSETH:**

**WHEREAS**, Seller is the fee simple owner of the following described real estate (hereinafter, the "Property"), to wit:

All those certain tracts or parcels of land, with improvements thereon and appurtenances thereto pertaining, lying in the County of Albemarle, designed as Special Lot X1 and Special Lot X2, consisting of approximately 1.846 acres and .598 acres respectively, more or less, and more particularly shown on the attached plat made by Draper Aden Associates, dated June 25, 2013 and revised April 7, 2014 (the "Plat"), being a part of the property acquired by Brookmill, a Condominium, by corrected amendment to declaration of condominium dated August 15, 1990, identified on plats recorded in the land records of the County of Albemarle in Deed Book 1115, Pages 136 through 138; and

**WHEREAS**, Seller agrees to sell and the City agrees to buy the above-described Property;

**NOW, THEREFORE**, in consideration of the premises and the mutual covenants contained herein, Seller and Purchaser do hereby set forth their agreement as follows:

**I. PURCHASE PRICE**

The Purchase Price of the Property is Forty thousand dollars (\$40,000), the balance of which shall be paid to Seller at Closing by City check, or wired funds, after deduction of the following:

- A. Real estate taxes which have accrued and/or are due and owing to the County of Albemarle up to and through the date of Closing, including, without limitation, any deferred taxes, penalties and interests;
- B. Payments which have accrued and/or are due and owing to any third party, in amounts necessary to obtain full satisfaction and release of the lien of any deed(s) of trust and any other liens attached to the Property;
- C. Payment of the recordation taxes applicable to grantors, in the amounts necessary for recordation of the Deed of Conveyance in the land records of the Circuit Court for the County of Albemarle.

**II. TITLE**

At Closing, Seller shall convey to the City good and marketable fee simple title to the Property, by deed of general warranty with English Covenants of title, free of all liens, tenancies, defects and

encumbrances, except as otherwise indicated herein, and subject only to such restrictions and easements as shall then be of record which do not affect the use of the property for the City's intended purposes or render title to the Property unmarketable.

### III. TERMS AND CONDITIONS

- A. Conditions Precedent to Closing. The City's obligation to proceed to Closing under this Agreement is expressly conditioned and made contingent upon all of the following conditions being met prior to the date of Closing:
- 1) City's receipt of the results, satisfactory to it in its sole discretion, of a title examination of the Property, to be performed by City at its own expense; and
  - 2) City's receipt of confirmation from the title insurance company that the Property will be insurable; and
  - 3) City's receipt of the results, satisfactory to it in its sole discretion, of: (a) an environmental review by City staff, and, if desired by the City, a Phase I Environmental Assessment and Report (Phase I Report) for the Property, conducted and prepared by an environmental engineering and inspection company selected by City at City's expense, and (b) such other investigations, assessments, studies, tests, surveys and reports as may be reasonably required by the City or recommended within in the Phase I Report. If desired by the City, the Phase I report may including testing for any underground or aboveground storage tanks located on the Property;

The City and its employees, agents and contractors shall have the right to enter upon the Property for the purpose of conducting the investigations, assessments, studies, tests and surveys specified herein; provided, however, that no such activity undertaken by the City, its employees, agents or contractors shall change the character or topography of the Property, except for minor changes (e.g. the pulling of soil samples; disturbance of vegetation resulting from the driving of motor vehicles over the surface of the Property, etc.). The City shall hold the Seller harmless against any loss or liability to person or property, resulting from the City's entry on the Property and the conduct of such entry.

In the event the results of the City's investigations, assessments, studies, tests, surveys or reports, or any of them, are unsatisfactory to the City, the City may terminate this Agreement by written notice given to the Seller.

- 4) Following Seller's signature of this Purchase Agreement, the Agreement must be submitted by the Purchaser to the Charlottesville City Council for approval and authorization of a City official to execute the Agreement. If City Council does not approve the Agreement, then each of the parties' obligations set forth within this Agreement shall be null and void and each party shall be relieved of any and all obligations to perform under this Agreement.
- 5) The Purchaser's Attorney shall prepare the Deed, in accordance with Section II, above, and shall transmit the deed to the Seller's Attorney at least ten (10) days prior to Closing, for review and approval.

B. Additional Terms and Conditions

- 1) Seller shall be responsible for payment of any and all real estate taxes accrued and/or due on the Property up to and through the date of Closing. Prior to Closing, Seller shall pay all deferred taxes, penalties and interest, outstanding liens, and similar charges, if any, which are owed or outstanding with respect to the Property as of the date of Closing. In the event the Property, or any portion thereof, is taxed under special land use assessment, and this sale results in the disqualification of the Property from eligibility, then the Seller shall pay, when assessed, whether at or after Closing, any rollback taxes assessed.
- 2) Seller shall deliver to the City an affidavit on a form acceptable to the City, signed by Seller, that no labor or materials have been furnished to the Property within the statutory period for the filing of mechanics' or materialmen's liens against the Property, or, if labor or materials have been furnished during the statutory period, that the costs thereof have been paid. Seller shall also deliver to the City certificates confirming release and satisfaction of all outstanding liens, judgments, and other financial encumbrances of the Property.
- 3) Seller shall be responsible for preparing and obtaining: the certificate for non-foreign status and state residency, and the applicable IRS Form 1099, all required affidavits and certificates of satisfaction, and for payment of Seller's attorney fee(s).

Seller shall also be responsible for payment of all recordation taxes applicable to grantors ("Grantor's Tax") as necessary for recordation of the deed of conveyance in the land records of Albemarle County. Except as otherwise agreed herein, all other expenses of or relating to this Agreement and the transactions set forth herein, including, without limitation, title examination costs, environmental investigations and assessments, insurance premiums, recording costs, shall be borne by the City.

- 4) All risk of loss or damage to the Property by fire, windstorm, casualty or other cause is assumed by the Seller until Closing. From the date of Seller's signature of this Agreement Seller shall not commit, or suffer any other person or entity to commit, any waste or damage to the Property or any appurtenances thereto. From the date of Seller's signature of this Agreement, Seller shall not permit the manufacture, use, storage or disposal of any hazardous wastes and/or toxic substances in or upon the Property or any portion thereof, including any adjoining waterways and drainage ditches.
- 5) This Agreement may not be assigned by either Seller or the City, without the advance written consent of the other.
- 6) This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia, without giving effect to any conflict of laws principles thereof.
- 7) Upon signature by Seller, and subsequent signature by a City representative duly authorized by City Council following approval of this Agreement, this Agreement shall be and become binding upon the parties hereto and their respective heirs, personal representatives, successors and assigns.

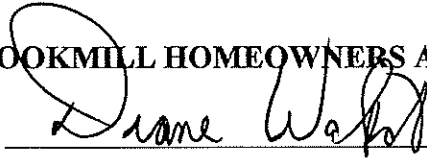
- 8) This Agreement contains the final agreement between the parties hereto, and they shall not be bound by any terms, conditions, oral statements, warranties or representations not contained herein.

**IV. CLOSING**

- (a) Closing will take place in the Office of the City Attorney in City Hall (605 E. Main Street, Charlottesville, Virginia) within thirty (30) days of the date on which the City's authorized representative signs this Agreement, or as soon thereafter as all of the conditions precedent listed in Section III (A) of this agreement have been met to the satisfaction of the City.
- (b) Seller shall deliver possession of the Property to the City at Closing, free and clear of all tenants, leases, and licenses.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed by their duly authorized representatives:

**BROOKMILL HOMEOWNERS ASSOCIATION, Seller**

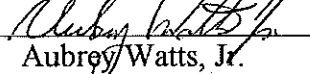
By: 

Title: President

Date: Aug 11, 2014

Brookmill Homeowners Association

**CITY OF CHARLOTTESVILLE, VIRGINIA, Purchaser**


By:   
Aubrey Watts, Jr.

Title: Chief Operating / Financial Officer

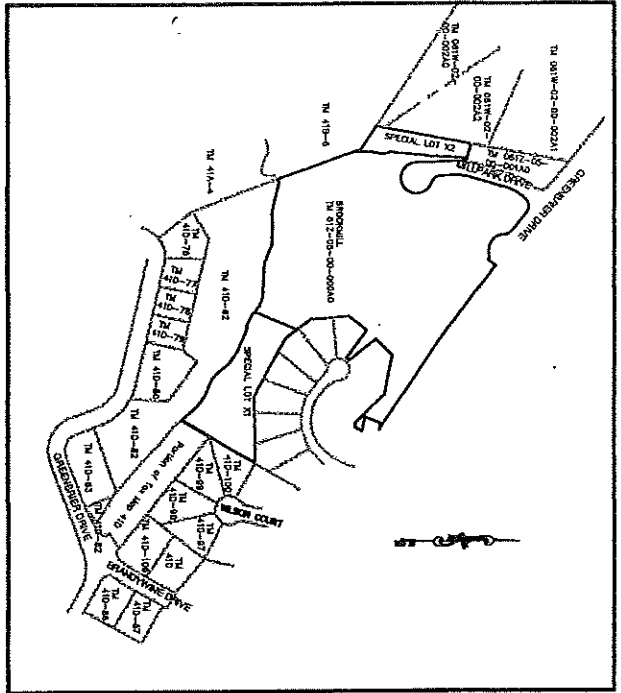
Date: 8/20/14

Approved as to Form:

Funds are Available:

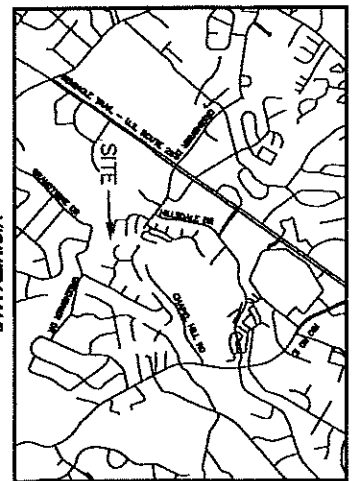
  
City Attorney

 8/15/14  
Director of Finance



PARCEL MAP  
Scale: 1"=300'

- NOTES:**
- 1.) Special Lots X1 and X2 are assigned 0 development rights and may not be further divided. The residue of Brookmill cannot be further divided unless approved by the Albemarle County Planning Commission.
  - 2.) Zoning: Planned Unit Development Setback. Structures located on the perimeter shall conform to setback and yard regulations of the adjoining district.
  - 3.) A portion of the property lies within Flood Zone "A", a FLOOD 100 year flood plain, shown hereon per Albemarle County GIS.
  - 4.) The stream buffers shown hereon shall be managed in accordance with the Albemarle County Water Protection Ordinance.
  - 5.) This property does not lie within an Albemarle County water supply watershed or within an Agricultural-forested district.
  - 7.) Topography data was taken from County GIS and is shown for informational purposes only.
  - 8.) Lots X1 and X2 are Special Lots established solely for the purpose of greenway.
  - 9.) These lots may not have a suitable building site and septic system. No buildings will be constructed.
  - 10.) Lots X1 and X2 will be served by a public water supply or public sewer system.
  - 11.) "AO" denotes deeds recorded in Albemarle County's "CO" denotes deeds recorded in the City of Charlottesville.



VICINITY MAP  
Scale: 1"=2,000'

**AREA SUMMARY**

BROOKMILL CONDOMINIUM 13,370 Acres \*  
 Less Special Lot X1 -1,646 Acres  
 Less Special Lot X2 -592 Acres  
 Residue 10,228 Acres

\*Area shown per unrecorded boundary survey of Kirk Hughes & Associates, entitled "Boundary survey of Brookmill Condominium" and dated February 5, 2013.

**OWNER'S CERTIFICATION:**

The plotting or dedication of the following described land, Special Lots X1 and X2, Brookmill Condominium, is with the free consent and in accordance with the dears of the undersigned owners, proprietors and trustees, if any:

Brookmill Association, Inc. Date  
 1410 Polkin Court, Suite 202  
 Charlottesville, VA 22911

**ACKNOWLEDGMENT OF SIGNATURE:**  
 Signed before me, in my presence, this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Notary Public for the County/City of \_\_\_\_\_  
 My commission expires \_\_\_\_\_

**APPROVED:**

Agent for the Board of Supervisors Date



**Draper Aden Associates**  
 Engineering • Surveying • Environmental Services

Charlottesville, VA  
 700 Harris Street, Suite E  
 Charlottesville, VA 22903  
 434-295-0700 FAX 434-295-2105  
 www.daa.com

Blacksburg, VA  
 Richmond, VA  
 Hampton Roads, VA

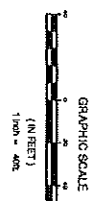
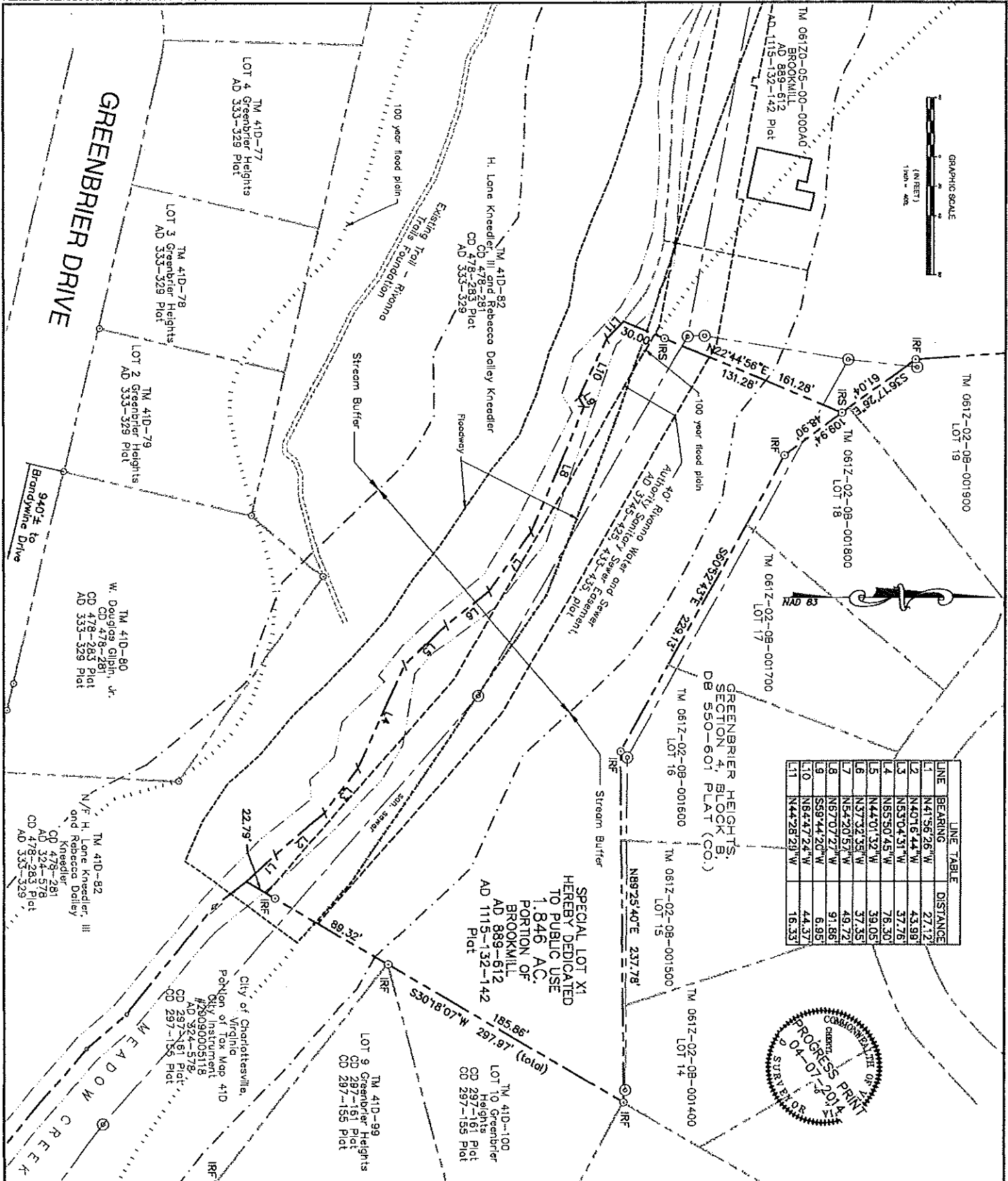
**DIVISION OF SPECIAL LOTS X1 & X2  
 BROOKMILL CONDOMINIUM**

ROMAGESTERIAL DISTRICT, ALBEMARLE COUNTY, VIRGINIA

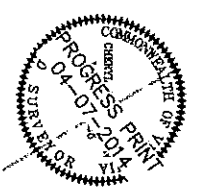
**REVISIONS**

DATE  
 DESCRIPTION

DESIGNED BY:	QAS
DRAWN BY:	NAC
CHECKED BY:	AS SHOWN
DATE:	JUNE 28, 2013
PROJECT NUMBER:	C09241C-03



LINE	BEARING	DISTANCE
1	N41°56'26" W	27.12'
2	N40°16'44" W	43.99'
3	N63°04'51" W	37.76'
4	N85°50'45" W	76.30'
5	N44°01'52" W	39.05'
6	N37°32'55" W	37.35'
7	N54°20'57" W	49.72'
8	N67°07'27" W	91.66'
9	S59°44'20" W	6.95'
10	N64°47'24" W	44.37'
11	N44°28'29" W	16.33'



DESIGNED BY:	GIS
DRAWN BY:	AND
SCALE:	1" = 40'
DATE:	JUNE 23, 2013
PROJECT NUMBER:	C09241C-03
2 OF 3	

**DIVISION OF SPECIAL LOTS X1 & X2**  
**BROOKMILL CONDOMINIUM**  
 RIO MAGESTERIAL DISTRICT, ALBEMARLE COUNTY, VIRGINIA

REVISIONS

DATE

Quantity Comments

**Draper Aden Associates**  
 Engineering • Surveying • Environmental Services

Charlottesville, VA  
 700 Harris Street, Suite E  
 Charlottesville, VA 22903  
 434-295-0700 Fax: 434-295-2105  
 www.daa.com

Blacksburg, VA  
 Richmond, VA  
 Hampton Roads, VA



City of Charlottesville, Virginia  
 Tax Map 41B-2-563  
 Inset 20 410-516 Plat

TM 081W-02-00-002A0  
 PEPSI-COLA BOTTLING CO. AD  
 AD 1134-538 Plat

TM 081W-02-00-002A9  
 JAZZ LIMITED PARTNERSHIP  
 AD 1134-538 Plat

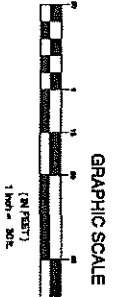
TM 081W-02-00-002A1  
 N/F SENIOR CENTER, INC.  
 AD 1034-1

SPECIAL LOT X2  
 HEREBY DEDICATED TO PUBLIC USE  
 PORTION OF BROOKMILL  
 0.598 AC.  
 AD 889-612  
 AD 1113-132-142 Plat.

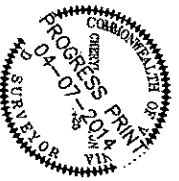
Albemarle County Service Authority  
 Sewer Easement,  
 recorded deed or easement when found.

TM 061Z-05-00-001A0  
 N/F REPUBLIC HOMES, INC.  
 AD 882-629  
 AD 889-625 Plat

TM 061Z0-05-00-000A0  
 BROOKMILL  
 AD 889-612  
 AD 1113-132-142 Plat



LINE	BEARING	DISTANCE
L12	S04°16'55"W	52.48'
L13	S02°30'53"W	75.40'
L14	S09°12'54"W	35.97'
L15	S02°49'33"W	17.70'
L16	S04°42'12"W	45.61'
L17	S06°55'20"W	26.99'
L18	S09°01'58"W	15.28'
L19	S21°56'12"E	16.63'
L20	S03°55'42"E	16.47'
L21	S13°02'25"W	26.72'
L22	S05°09'26"W	38.30'
L23	S01°39'59"E	28.47'



100 year flood plain  
 GREENBRIER DRIVE  
 60' R/W 32' PLAT

DIVISION OF SPECIAL LOTS X1 & X2  
**BROOKMILL CONDOMINIUM**  
 RIO MAGESTERIAL DISTRICT, ALBEMARLE COUNTY, VIRGINIA

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 www.daa.com

Blacksburg, VA  
 Richmond, VA  
 Hampton Roads, VA

3 OF 3

REVISIONS
04/07/2014 Change Comments
DESIGNED BY: CAS
DRAWN BY: MJD
CHECKED BY: MJD
SCALE: 1" = 30'
DATE: JUNE 25, 2013
PROJECT NUMBER: C09241C-03

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



<b>Agenda Date:</b>	October 20, 2014
<b>Action Required:</b>	Adoption of Resolution
<b>Presenter:</b>	Kathy McHugh, Housing Development Specialist Neighborhood Development Services (NDS)
<b>Staff Contacts:</b>	James E. Tolbert, NDS Director Kathy McHugh, NDS Housing Development Specialist
<b>Title:</b>	<b>Approval of Housing Policy 1 – Objectives for Use of Charlottesville Affordable Housing Fund (CAHF) and Criteria/Priorities for Award of Funds</b>

**Background:**

Housing Policy 1 (HP1) was first adopted on November 3, 2008; however, more than five years have passed since the policy was first adopted and the national and local housing markets have undergone significant changes during this time. Accordingly, the City's Housing Advisory Committee (HAC) has identified an update of this housing policy as essential to ensuring that City housing policies are current and relevant to help inform Charlottesville Affordable Housing Fund (CAHF) decisions.

HP1, written to address appropriate usage of the Charlottesville Affordable Housing Fund (CAHF), was initially focused on providing basic information regarding: 1) funding categories, 2) target populations, 3) criteria for review of applications, and 4) a definition of affordability. The proposed revised policy, as attached hereto, has been refined and expounded to include: 1) general / background information about the policy; 2) consideration of other City efforts such as the City Council Vision, 2025 Housing Goal, and the Comprehensive Plan; 3) definitions of pertinent terms, 4) guidelines for use of CAHF; 5) accountability and tracking requirements for rental housing/housing rehabilitation and homeownership as broken out by project and people based supports; and 6) how to apply for CAHF and potential use of funds.

**Discussion:**

There was extensive review and discussion of this proposed policy by the HAC and its Affordable Housing Policy Review, Formulation and Best Practices Sub-Committee (also see information at Community Engagement). The proposed policy has also been previously discussed by City Council at its July 17, 2014 work session on housing.

Specific concerns identified during the City Council work session focused on three main issues: 1) allowance of funding for projects including assistance up to 100% of Area Median Income (AMI); 2) residency preference versus a requirement; and 3) use of funds for predevelopment / soft costs.

To address these issues, City staff proposed various changes, as follows:

1) Under Guidelines for Use of CAHF, reference to 100% AMI was eliminated and instead the text now refers to use of funds in “mixed-income” projects, with a strong preference for applications that benefit the lowest level of AMI. This change allows participation (as Council deems appropriate) in projects that include a mixed-income component, while also preserving the focus of CAHF to the lower income tiers.

2) Under Guidelines for Use of CAHF, reference to resident preference has been modified to state that beneficiaries should **primarily be City residents** and/or be employed in the City. The text also includes a statement that recipients will be required to track and report on previous residency to ensure compliance. This change is a compromise between requiring City residency and use of a more basic preference. Exceptions to preferences have been maintained as originally proposed. These include the homeless, persons who were living in the City during the previous 2 years, and conflicting funding requirements that have no residency preference. A definition of “residency” has also been included in the revised policy, based on the requirements for the SNAP program.

3) Under How to Apply for CAHF & Potential Use of Funds, a note has been added that requires a 50% cost share requirement for any predevelopment effort that is not directed or requested by the City. Also, repayment of funds (if project is deemed infeasible) is not required; however, recipients will be required to share/disclose findings with the City. This change is proposed as it addresses both Council concerns over the need to have a cost share provision and HAC concerns over repayment of CAHF in the event that predevelopment funding results in a determination of project infeasibility.

Other minor changes from the July 17<sup>th</sup> version seen by City Council include: 1) inclusion of a standard for calculation of qualified income to adopt the HUD standard at 24 CFR Part 5; 2) addition of a note that in the case of rental units and compliance with Virginia Code 58.1-3295, that properties financed under specified programs meets our definition of affordable rental (as required to allow affordability to be considered in assessment of real property; 3) addition of a note that new supported affordable units refers to either physically new or newly supported affordable (existing) units; and 4) addition of rehabilitation under accountability measures “CAHF Assistance” for project based rental housing and housing rehabilitation as this was omitted by oversight in the prior version.

Incorporating the above described changes, the HAC voted to recommend the attached proposed policy to City Council for approval. The definition for residency was added after HAC review; however, it was felt by staff that this administrative change was necessary for future implementation purposes.

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

Approval of this agenda items aligns directly with the City Council Vision for Charlottesville to provide quality housing opportunities for all. The proposed action also aligns with the Strategic Plan at goal 1.3 which speaks to increasing affordable housing options. Future increases in supported affordable housing options will be tracked and reported.

### **Community Engagement:**

The Housing Advisory Committee Affordable Housing Policy Review, Formulation and Best

Practices Sub-Committee (the subcommittee) undertook making recommendations to the full HAC regarding potential changes to HP1. The sub-committee met on 11/6/13, 11/20/13, 12/18/13, 4/16/14 and 6/17/14 to work as a group on recommendations and re-drafting the policy. An update was provided to the full HAC for discussion on 1/15/14, 3/19/14, and 7/16/14. City Council discussed the proposed draft of the policy (as discussed with HAC on 7/16/14) at their July 17<sup>th</sup> work session. Some specific issues were raised relative to the Area Median Income level to be used for funding assistance, as well as residency preference and predevelopment costs. The HAC most recently considered the attached version of HP1 at their September 17<sup>th</sup> meeting, with a focus on addressing issues raised by City Council at the work session. The group voted to accept the changes as proposed by City staff and to recommend approval to City Council.

**Budgetary Impact:**

Approval of HP1 has no direct impact on the General Fund or CAHF. Proposed projects are brought to City Council on a case by case basis for review and consideration, based on individual merits. HP1 provides the policy foundation for use of CAHF.

**Recommendation:**

Staff recommends approval of the attached resolution.

**Alternatives:**

City Council could elect to make minor changes or to not adopt the policy and send it back to the HAC for future review and refinement; however, the policy has already undergone an extensive public review process and revisions have been incorporated to address prior Council concerns raised at the July 17, 2014 work session.

**Attachments:**

**Resolution  
Housing Policy 1**

**RESOLUTION**  
**HOUSING POLICY 1 – OBJECTIVES FOR USE OF**  
**CHARLOTTESVILLE AFFORDABLE HOUSING FUND (CAHF)**  
**AND CRITERIA / PRIORITIES FOR AWARD OF FUNDS**

**WHEREAS**, Housing Policy 1 entitled “Objectives for Use of Charlottesville Affordable Housing Fund (CAHF) and Criteria / Priorities for Award of Funds” was previously adopted by City Council on November 3, 2008; and

**WHEREAS**, said policy has been updated to provide direction in the use and award of funding from the Charlottesville Affordable Housing Fund,

**BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that the attached Housing Policy 1 is hereby adopted and immediately effective.

**City of Charlottesville**  
**Objectives for Use of Charlottesville Affordable Housing Fund (CAHF)**  
**and Criteria/Priorities for Award of Funds**  
**Housing Policy 1 – as recommended by HAC on 9/17/14**

**General Information**

There are three housing policies that comprise the recommendations of the Housing Advisory Committee (HAC). Policy 1, written to address appropriate usage of the Charlottesville Affordable Housing Fund (CAHF), was originally adopted by City Council on November 3, 2008, with a focus on the following topics: 1) funding categories, 2) target populations, 3) criteria for review of applications, and 4) affordability definition. The revised policy, as contained herein, has refined the text to include: 1) general information; 2) consideration of other City efforts; 3) definitions of all pertinent terms, 4) guidelines for use of CAHF; 5) accountability and tracking; and 6) how to apply for CAHF and potential use of funds.

Policy 2 involves “Incentives the City can provide to Encourage Development with Affordable Housing Units” and Policy 3 covers “Criteria for Awarding Multi-Family Incentive Funds/Strategic Investment Funds Revolving Loan Fund. Both policies were adopted at the same time as Policy 1, but neither is included herein as these are separate documents.

More than five years have passed since the policy was first adopted and the national and local housing markets have undergone significant changes during this time. Accordingly, the HAC has identified an update of this housing policy as essential to ensuring that City housing policies are current and relevant to help inform CAHF funding decisions.

The City of Charlottesville currently utilizes the annual Capital Improvement Program (CIP) budget process to fund its affordable housing efforts through the CAHF. This process is initiated on an annual basis through the submittal of a request from the City’s Housing Development Specialist (Neighborhood Development Services) to the Budget Office. The amount of the annual request is based on the funding recommendations contained in Table 8 of the report entitled “City of Charlottesville 2025 Goals for Affordable Housing” (2025 Housing Goal - as adopted on February 1, 2010).

In addition to CIP funds, the City also has an Affordable Dwelling Unit ordinance (codified at City Code §34-12) that provides for payments in lieu of providing actual affordable units when rezoning or special use permits of a specified level of density are required. While the City would prefer that developers provide actual units either on or off site, the State enabling legislation for this ordinance is written such that it is unlikely that units will be built, because the CAHF contribution level is generally less expensive and does not require a 30 year compliance period after funds are provided.

Lastly, the final source of CAHF funds is voluntary contributions made through proffers. As the frequency and amounts are highly unpredictable, there is no way to quantify the impact of proffered contributions; however, this is also a source of funds for the CAHF.

This policy is applicable to all funds appropriated into the CAHF, regardless of their source (unless otherwise specified herein or by directive from City Council).

**Consideration of Other City Efforts**

**City Council Vision for Housing:** Quality Housing Opportunities for All - Our neighborhoods retain a core historic fabric while offering housing that is affordable and attainable for people of all income levels, racial backgrounds, life stages, and abilities. Our neighborhoods feature a variety of housing types, including higher density, pedestrian and transit oriented housing at employment and cultural centers. We have revitalized public housing neighborhoods that include a mixture of income and housing types with enhanced community amenities. Our housing stock is connected with recreation facilities, parks, trails, and services.

**Comprehensive Plan:** The current City of Charlottesville Comprehensive Plan (as adopted on August 13, 2013) provides the legal basis for all land use and policy decisions related to housing in the City. The goals and objectives included in the Comprehensive Plan must therefore be taken into consideration with any and all CAHF decisions, realizing that each project will differ and that competing values will have to analyzed on a case by case basis.

**2025 Housing Goal Report:** According to the subject report, the City has adopted the following as its goal for supported affordable housing in the City:

*“Increase the ratio of supported affordable units to 15% of total housing units by 2025.”*

The 2025 report states that CAHF dollars should be leveraged to the maximum extent feasible. Table 8 of the 2025 Housing Goal (which establishes yearly funding levels necessary to reach the 2025 goal) is based on the assumption that the City will contribute 8.4% of the funds needed to preserve or create supported affordable housing, while the remaining 91.6% will be provided by other sources.

### Definitions<sup>1</sup>

**Affordable and/or Affordable Housing<sup>2</sup>:** Housing for occupant(s) at or below 80% of **Area Median Income** who are paying no more than 30 percent of income for Gross Housing Costs, including utilities.<sup>3</sup> Income calculations should be based on 24 CFR Part 5, unless otherwise required by another funder.

**Applicant:** An organization seeking financial assistance from the Charlottesville Affordable Housing Fund.

**Area Median Income (AMI):** Median family income limits as adjusted by the U.S. Department of Housing and Urban Development (HUD) annually by family size.

**Asset-Based Community Development:** A methodology that seeks to identify and use the strengths within communities as a means for sustainable development (i.e., development that meets the needs of the present without compromising the ability of future generations to meet their own needs).

**Beneficiary:** Persons, households or families who benefit from funding received by a **Recipient**.

**Comparable Substitution:** Housing unit committed as a **Supported Affordable Unit** in lieu of another **Supported Affordable Unit** lost due to any event resulting in a loss of **Supported Affordable Unit** status.

**Gross Housing Costs:** For renters, the sum of contract rent and utility costs. For homeowners, the sum of mortgage, utilities, home insurance (including flood if required), private mortgage insurance, property taxes, and home owner association dues.

**Levels of Affordability:** Tiers of Affordable Housing defined in terms of **AMI**. Families earning: between 120 and 80 percent AMI are considered “moderate-income”; between 80 and 50 percent AMI, “low-income”; between 50 and 30 percent AMI, “very low-income” and below 30 percent AMI, “extremely low-income.”

**People-Based Financial Supports:** Funds provided to **Recipients** for use by income qualified beneficiaries that allow them to secure a Supported Affordable Unit (e.g., Housing Choice Vouchers or down payment/mortgage assistance).

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<sup>1</sup> Words and terms included within the definitions section are capitalized throughout this document for ease of reference. Within the definitions section, defined words/terms are also bolded.

<sup>2</sup> The City of Charlottesville has a variety of programs (other than CAHF) that support affordable and Supported Affordable Unit efforts; however, affordable and/or Supported Affordable Unit are defined specifically within each program based on the target Level of Affordability.

<sup>3</sup> In the case of rental units and compliance with Code of VA 58.1-3295, properties financed with 26 USC §42, 26 USC §142(d) 24 CFR §983, 24 CFR §236, 24 CFR §241(f), 24 CFR§221(d)(3) or any successors thereof meet the local definition of affordable rental as noted herein.



**Project-Based Financial Supports:** Funds provided to **Recipients** that produce or rehabilitate a **Supported Affordable Unit** at a specific location to achieve **Levels of Affordability** (e.g., Low Income Housing Tax Credit projects, Project Based Vouchers and land trusts).

**Project-Based Legal Supports:** Legal controls that limit the income of **Beneficiaries**, the amount of rent charged, or resale price of a home (e.g., deed restrictions, regulatory compliance/affordability period, liens, or other).

**Recipient:** An organization receiving financial assistance from the Charlottesville Affordable Housing Fund.<sup>4</sup>

**Residency:** Having a physical presence in the City of Charlottesville, with the intent to remain in the City either temporarily or permanently. Qualification is not based on a length of stay or time requirement.<sup>5</sup>

**Special Needs Population:** Person(s) with a physical or mental impairment that substantially limits one or more major life activities, to include elderly, abused/battered spouses and/or children, children aging out of foster care, homeless persons, and chronic homeless persons.

**Supported Affordable Unit (SAU):** Housing unit that achieves one or more **Levels of Affordability** using various sources of public funding and mechanisms including, but not limited to: HUD, VHDA, the City of Charlottesville, Housing Choice Vouchers (Section 8), and/or deed restrictions. **SAUs** can be rental properties or owner-occupied dwellings. **Levels of Affordability** can be achieved through multiple mechanisms, such as **People-Based Financial Supports, Project-Based Financial Supports** and **Project-Based Legal Supports**, which can be combined.

### **Guidelines for Use of CAHF**

The City's intent for CAHF funding is to: (1) create incentives and opportunities to provide new Supported Affordable Units<sup>6</sup> that would not otherwise exist and (2) to preserve existing Affordable Housing and to help maintain affordable units at a risk of being lost without the provision of such funds. To this end, the City realizes that flexibility is important. The following shall inform the use of limited funding, with respect to both preferences for awarding and general requirements for use of CAHF.

- Preference is for projects that either preserve or provide additional Supported Affordable Units toward the City's 2025 Housing Goal.
- Applicants must clearly achieve one or more goals/objectives of the current Comprehensive Plan (or future updated versions).
- Additional consideration will be given to projects that support the City Council Vision for Housing and achieve objectives/goals of the Strategic Action Team (SAT) Growing Opportunities Report, the Strategic Investment Area (SIA) Report, or various Small Area Plans /other reports as developed by or on behalf of the City of Charlottesville.
- To the maximum extent feasible, CAHF should be paired with other City programs to maximize financial viability of projects. Current programs include: reduced water/sewer connection fee; tax exemptions for housing improvements; free paint program; special tax rate for certain energy efficient buildings; and Design for Life C'ville.

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<sup>4</sup> A Recipient could be a direct Beneficiary in some cases if funding is provided directly. This will only be allowed when provided by the Code of Virginia and incorporated into the City of Charlottesville Code of Ordinances.

<sup>5</sup> Residency definition is based on program requirements for SNAP (i.e., Supplemental Nutritional Assistance Program, a.k.a. food stamps).

<sup>6</sup> New supported affordable refers to either physically new or newly supported affordable (existing) units.

- Efficient use of resources must be considered relative to the amount of CAHF provided. Leverage as provided by the Applicant and CAHF cost per Supported Affordable Unit will be taken into consideration. Priority will be given to those programs / projects that leverage the most funds and require the least subsidy.
- Funding can be used for mixed income Project-Based Financial Supports and People-Based Financial Supports <sup>7</sup>; however, strong preference is for applications that benefit the lowest level of AMI, as defined herein to include extremely low income (30% AMI or less) and very low income (between 50 and 30 percent AMI), and low income (up to 60 percent AMI).
- In order to realize the City's vision of offering housing that is affordable and attainable for people of all income levels, preference is for approaches that address the Levels of Affordability that are in the shortest supply based on the demonstrated need. To the maximum extent feasible, the City should have housing stock sufficient to meet the needs of people across the income spectrum.
- Applicants are encouraged to provide opportunities for meaningful neighborhood participation and use Asset-Based Community Development strategies.
- Applicants must demonstrate their own financial viability as well as the financial feasibility of the project.
- Each project will be evaluated with respect to its readiness to proceed based on status of site control, zoning, financial commitments, construction drawings, and other commonly used indicators, with preference given to those projects most likely to commence in a timely manner or to those projects where CAHF funding will expedite the process.
- Funding requests will be evaluated with respect to the leverage the CAHF investment creates, and/or any proposed legal mechanisms requiring compliance and/or repayments that will be used to achieve continuing Levels of Affordability.
- Project-Based approaches will conform to the City policy for energy efficiency and incorporation of Universal Design features, as adopted on April 21, 2008 (updated on April 21, 2014).
- Funding can only be provided to non-profit organizations which have been designated as such by the U.S. Internal Revenue Service or to the Charlottesville Redevelopment and Housing Authority (CRHA). Only exceptions explicitly allowed by Code of Virginia and incorporated into the City of Charlottesville Code of Ordinances will be otherwise allowed.
- Recipients must be in compliance with all federal, state, and local laws/regulations.
- Beneficiaries of funds should primarily be City residents and/or be employed in the City.<sup>8</sup> Recipients will be required to track and report on previous Residency to ensure compliance.
- CAHF assistance must be used to support projects located within the City limits of Charlottesville, unless approved by City Council.
- Funding will be primarily reserved for access to or the creation, preservation, and development of Supported Affordable Units.

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<sup>7</sup> 100% AMI is defined as the current median family income for a family of four for the City of Charlottesville as adjusted by HUD. Percentage adjustments for family size are 70% for one person, 80% for two persons, 90% for three persons, 108% for five persons, 116% for six persons, 124% for seven person and 132% for eight persons. For each person in excess of eight, the four-person income limit should be multiplied by an additional eight percent (e.g., for 9 persons multiple by 140%). Income limits are rounded to the nearest \$50. This is consistent with the methodology used for calculation of HUD income limits.

<sup>8</sup> Exceptions to preferences are 1) the homeless, 2) persons who lived in the City during the previous 2 years, and 3) conflicting funding requirements that have no Residency preferences.

- Since market forces and demographics are subject to change, CAHF assistance may also be used on a limited basis to explore and encourage new models that are intended to enable affordable and/or Supported Affordable Units in the City.

### **Accountability and Tracking**

#### Assistance for Rental Housing and Housing Rehabilitation

The purpose of CAHF support for rental housing or housing rehabilitation is to increase the availability of Supported Affordable Unit rental options and also to allow qualified owners<sup>9</sup> to make essential repairs to maintain existing Affordable Housing and expand the City’s base of Supported Affordable Units.

#### **Accountability Measures**

Project-Based: Projects should have a supported mechanism in place to ensure affordability. The affordability period will vary depending upon the amount of CAHF assistance provided and the type of project, as shown below.

TYPE OF PROJECT	CAHF ASSISTANCE <sup>10</sup>	AFFORDABILITY PERIOD*
Housing Rehabilitation	<\$5,000 (per unit)	1 year
	\$5,001 - \$10,000	3 years
	\$10,001 - \$ 15,000	5 years
	\$15,001 - \$25,000	10 years
	\$25,001 - \$40,000	15 years
	\$40,001 - \$55,000	20 years
	\$55,001 - \$70,000	25 years
	\$70,001 and over	30 years
Rental Housing*		
	New Construction of Rental Housing	20 years
	Rehabilitation / Refinancing of Rental Housing	15 years

\* Period of Affordability is further subject to Federal and/or other funding requirements. If the period required by other funding is shorter than required by CAHF or if foreclosure or other provisions exclude the use of an affordability period, then CAHF will subordinate accordingly. It will be the responsibility of the Recipient to request subordination. If the period is longer than required by CAHF, then the longer term will be used.  
 \*\*Rental Housing affordability periods are consistent with the HUD HOME program guidelines.

**Affordability Period:** The CAHF Recipient (or current owner should the property sell) of Project-Based Financial Supports for rental housing will be responsible for ensuring the affordability of assisted projects during the required affordability period, as shown in the above table. The affordability period may be reduced by the City for a rental housing project that will significantly increase the number of Supported Affordable Units. In no event shall the affordability period be less than 10 years. Should affordability be lost during this

<sup>9</sup> Qualified owners can refer to either an owner occupied unit where the household meets specified income limits or to owners of rental units where assistance is provided for the benefit of income qualified tenants.

<sup>10</sup> CAHF assistance amounts will be revisited to ensure reasonableness. Housing rehabilitation amounts will be reviewed and updated every 5 years. Changes shall be indexed to annual percentage changes in the Consumer Price Index for Housing in the South Urban Region as published by the Bureau of Labor Statistics, using the month/year of adoption of this policy as a start date. Rental Housing figures will be revised based on changes to the HOME regulations as promulgated by HUD.

period, the Recipient or current owner will be responsible for repayment of funds. . The amount of repayment will be reduced for each year of compliance. The annual reduction will be equal to the amount of assistance divided by the number of years in the affordability period (e.g., \$300,000/20 = \$15,000). For CAHF assistance of \$300,000 for a new construction of rental housing project that remains supported affordable for 10 years, the amount of repayment would be \$150,000. Alternatively, the Owner and/or Recipient may commit comparable other units to be SAUs for the remainder of the term (i.e., Comparable Substitution).

People-Based: The CAHF Recipient of People-Based Financial Supports shall only use funds for income qualified Beneficiaries, as determined and agreed to by the City .

### **CAHF Tracking Measures<sup>11</sup>**

Project-Based: Within 30 days of receiving a certificate of occupancy for the project, the Recipient shall submit to the City an initial report which indicates the address of each Supported Affordable Unit within the project. On June 30 of every year thereafter during the applicable affordability period, the Recipient (or current owner should the property sell) will submit an annual report that indicates the address of all Supported Affordable Units, including those designated as a Comparable Substitution.

People-Based: The CAHF Recipient of People-Based Financial Supports for rentals shall report to the City on an annual basis the addresses of Supported Affordable Units occupied by Beneficiaries who received CAHF support (or support through recycling of CAHF funds).

### **Assistance for Homeownership**

The purpose and intent of CAHF support for projects including supported affordable homeownership is to create opportunities to help bolster the inventory of Supported Affordable Units and/or help low-income residents earn equity.

In reviewing applications for CAHF funds to assist with homeownership, the City will consider, among other factors:

- Applicant's demonstrated history of providing Affordable Housing and/or Supported Affordable units
- Applicant's plan for continuing to provide additional Affordable Housing and Supported Affordable Units in the future
- Any mechanisms for maintaining affordability periods of the unit over time
- Any mechanisms for helping families earn savings through mortgage payments and appreciated value
- Any mechanisms for sharing appreciation upon resale with the non-profit agency
- Any mechanisms for sharing appreciation upon resale with the City
- Any mechanisms for recycling funds back into future Supported Affordable Units via reinvestment, return of funds to the CAHF or to another affordable housing fund (as agreed to by the City)
- Other creative mechanisms that help promote equity earning among low-income homeowners and/or leverage funding for future low-income housing opportunities

### **Accountability Measures**

Project-Based: Funds received by the Recipient upon the sale of a designated Supported Affordable Unit shall be used by the Recipient to create access to additional Supported Affordable Units according to the Recipient's Form 990 or shall be returned to the City as part of an appreciation-sharing agreement, unless otherwise authorized by the City. The Recipient shall notify the City following the sale of a designated

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<sup>11</sup> There is no specified reporting format; therefore, any report providing the requested information may be used as long as the Supported Affordable Units are identified by address.

Supported Affordable Unit and shall designate the fund into which the proceeds (or portion thereof) have been placed.

People-Based: Funds received by the Recipient upon the sale of a designated unit shall be used by the Recipient to create access to additional Supported Affordable Units according to the Recipient's Form 990 or shall be returned to the City as part of an appreciation-sharing agreement, unless otherwise authorized by the City. The Recipient shall notify the City following the sale of a designated unit and shall designate the fund into which the proceeds (or portion thereof) have been placed.

### **CAHF Tracking Measures<sup>12</sup>**

Project-Based: Within 30 days of closing on a Supported Affordable Unit that received Project-Based Financial Supports from CAHF, the Recipient will identify the unit as a Supported Affordable Unit in a notification submitted to the City that contains the address of the designated unit. On June 30 of every year thereafter, the Recipient shall submit a report that indicates the addresses of all Supported Affordable Units, including those that have secured Supported Affordable Unit status from the fund designated by the Recipient to receive proceeds from the sale of another Supported Affordable Unit(s) within the project or that are subject to Project-Based Legal Supports.

People-Based: Within 30 days of closing on a Supported Affordable Unit where the Beneficiary received People-Based Financial Supports from CAHF, the Recipient will identify the unit as a Supported Affordable Unit in a notification submitted to the City that contains the address of the designated unit. On June 30 of every year thereafter, the Recipient will submit a report that indicates the addresses of all Supported Affordable Units, including newly designated units that have secured Supported Affordable Unit status from the fund designated by the Recipient to receive proceeds from the sale of another Supported Affordable Unit(s).

### **How to Apply for CAHF & Potential Use of Funds<sup>13</sup>**

**Applications for CAHF will be accepted on a continual basis, with no set deadline. Applicants are strongly urged to communicate with City staff in advance to discuss their proposed project. If demand for funds exceeds available funds, then Applicants will be advised and preferences contained herein will help determine funding recommendations to City Council. The following is a list of potential uses for the CAHF; however, this list is not meant to be exclusive.**

- Redevelopment of CRHA Properties
- Rental Housing
- Homeownership
- Down Payment & Closing Cost Assistance or Foreclosure Assistance
- Homeowner and/or Rental Rehabilitation
- Loan Program and/or Revolving Loan Fund
- Single Room Occupancy or Boarding House

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<sup>12</sup> There is no specified reporting format; therefore, any report providing the requested information may be used as long as the Supported Affordable Units are identified by address.

<sup>13</sup> All potential uses of funds are subject to the Code of Virginia and the City of Charlottesville Code of Ordinances.

- Energy Efficiency Upgrades
- Rental Subsidies
- Land Acquisition and Assembly in support of Supported Affordable Units and/or mixed income housing
- Land Development in support of Supported Affordable Units and/or mixed income housing
- Predevelopment Expenses when in support of a Supported Affordable Units project (e.g., feasibility analyses, market studies, A&E fees, environmental and/or geotechnical studies, relocation payments, appraisal costs, legal fees, permits, etc.)<sup>14</sup>
- Efforts involving the use of Low Income Housing Tax Credits, shared equity, community land trust and deed restrictions are encouraged to ensure long term affordability
- Initiatives that preserve and/or expand housing opportunities for the Special Needs Population.
- Preservation of existing Affordable Housing to provide Supported Affordable Units
- Other projects as allowable under Virginia Code.

#### Other Uses of CAHF Funds

- Funding exceptions are possible; however, use of funds for programmatic purposes should only be allowed when a determination has been made that 2025 housing goal progress is on track or ahead of schedule. Even in these instances, programmatic uses should be limited to one time expenses that are provided through ADU payments or proffers.
- Funding can be used for data collection to better understand housing issues/needs and to study Affordable Housing stock and Supported Affordable Unit issues as they relate to accomplishment of the 2025 housing goal. Funding should be limited to no more than 10% of the annual amount awarded to CAHF through the CIP process.
- Funding may also be used for administration purposes related to HAC meetings, educational purposes, public outreach, staff training, and other minor expenses related to furthering Supported Affordable Unit efforts. This amount should be limited to 1% of the annual amount appropriated to the CAHF.

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<sup>14</sup> A cost share of 50% will be required for predevelopment initiatives unless these are City directed/requested. Repayment of funds will not be required if a project is deemed infeasible as a result of predevelopment efforts; however, the Recipient will be required to share/disclose all findings with the City.

CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	October 6, 2014
Action Required:	Yes (Public Hearing and First Reading of Ordinance)
Presenter:	Lauren Hildebrand, Director of Utilities, Public Utilities Division
Staff Contacts:	Lauren Hildebrand, Director of Utilities, Public Utilities Division
Title:	<b>Abandonment of Sanitary Sewer Easements - Rock Creek Road Neighborhood</b>

**Background:** In 2011 the City was granted permanent easements for installation of new sanitary sewer lines across multiple properties in the Rock Creek Road neighborhood. The new sewer lines replaced portions of the existing sewer lines, which were covered by easements acquired by the City at various times in the past (1956, 1959, 1970, and 1980). There are twenty (20) properties where portions of the original easements can be abandoned because the new sewer lines follow a different route. Several property owners have requested the release of those portions of the original easement which are no longer necessary.

**Discussion:** Attached are drawings showing the locations of the easements to be abandoned. If approved, the City Attorney's Office will draft quitclaim deeds (substantially the same as the attached sample deed) to release the City's rights in the original sewer easements across these twenty (20) properties. The Public Utilities Division has confirmed that the subject easements are no longer needed, and have provided plats suitable for recordation for each property.

**Community Engagement:** A public hearing is required by law to give the public an opportunity to comment on the proposed conveyance of a property interest. Notice of such public hearing was advertised in the local newspaper at least 7 days in advance of the public hearing. All of the affected property owners have been notified by letter of this public hearing and given an opportunity to offer comments or ask questions about the process.

**Alignment with City Council's Vision and Priority Areas:** Not applicable.

**Budgetary Impact:** None.

**Recommendation:** Approve the ordinance abandoning portions of the existing sewer easements.

**Attachments:** Proposed Ordinance; Drawings; Sample Deed.

**AN ORDINANCE  
AUTHORIZING THE ABANDONMENT OF  
PORTIONS OF SANITARY SEWER EASEMENTS  
GRANTED TO THE CITY IN THE ROCK CREEK ROAD NEIGHBORHOOD**

**WHEREAS**, in 1956, 1959, 1970 and 1980 the City acquired certain permanent easements for installation of sanitary sewer lines across multiple properties along Rock Creek Road and 5<sup>th</sup> Street, S.W., designated on City Real Estate Tax Map 22B as Parcels 302, 303, 336, 337, 338, 339, 340, 341 and 342 and on Tax Map 24 as Parcels 106, 107, 108, 112, 113, 114, 115, 116, 116.1, 117 and 120 (“Subject Properties”); and

**WHEREAS**, in 2011 the City undertook a major sanitary sewer project to replace portions of the existing sewer lines along Rock Creek Road, and acquired permanent easements for the new sewer lines; and

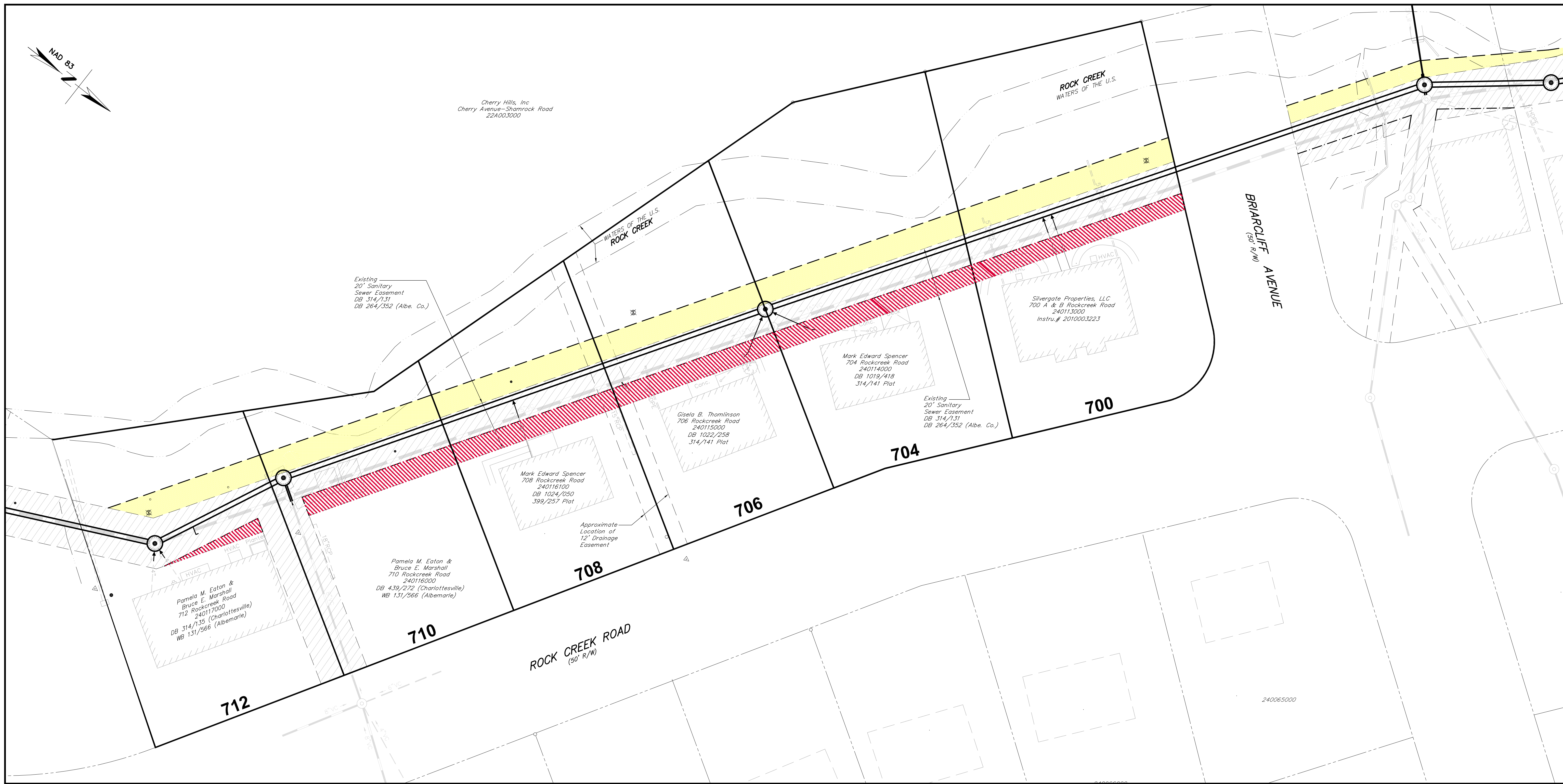
**WHEREAS**, several property owners have requested abandonment of those portions of the original permanent sewer easements which now serve no useful purpose; and

**WHEREAS**, the Director of Public Utilities has reviewed the request and determined that the City no longer has a need for certain portions of the above-described original easements; and

**WHEREAS**, in accordance with Virginia Code Sec. 15.2-1800(B), a public hearing was held to give the public an opportunity to comment on the abandonment of portions of these easements; now, therefore,

**BE IT ORDAINED** by the Council of the City of Charlottesville, Virginia that the Mayor is hereby authorized to execute Quitclaim Deeds, in form approved by the City Attorney, to abandon portions of the original sanitary sewer easements across the Subject Properties acquired by the City that are now unnecessary for the maintenance and repair of the City sanitary sewer system.



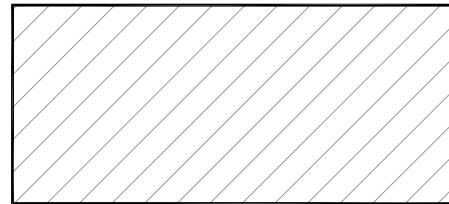
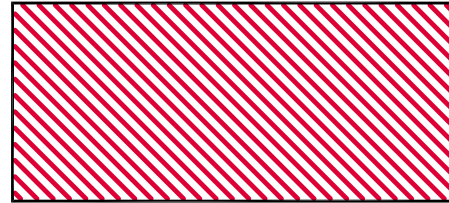



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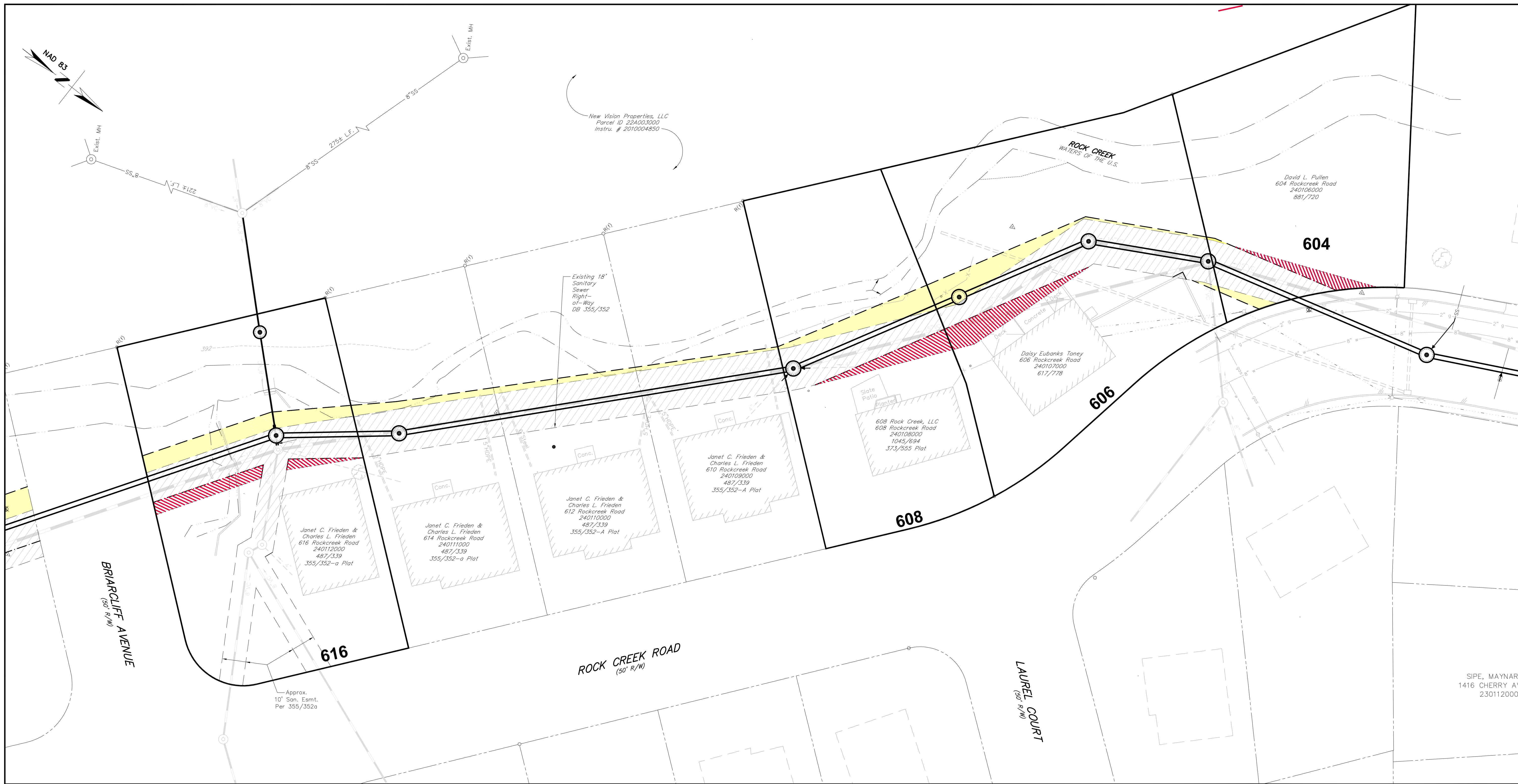
**EASEMENT ABANDONEMENT**  
**VALLEY ROAD COLLECTOR SEWER**  
 CITY OF CHARLOTTESVILLE, VIRGINIA

REVISIONS
DESIGNED BY: MSH
DRAWN BY: HLJ
CHECKED BY: TSC
SCALE: NOT TO SCALE
DATE: MAY 14, 2014
PROJECT NUMBER: C10162C-02
1 OF 2

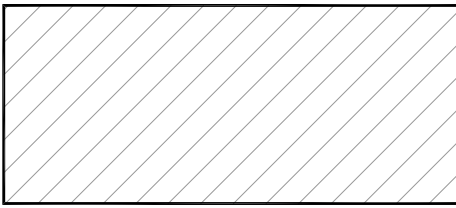
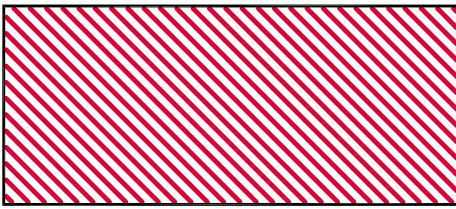
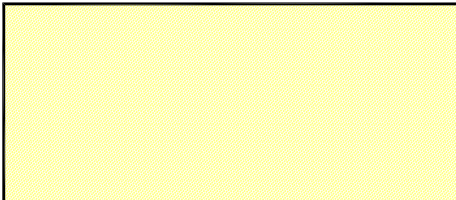
# EXHIBIT SHOWING PORTION(S) OF EXISTING SANITARY SEWER EASEMENT TO BE ABANDONED ACROSS 700, 704, 706, 708, 710 & 712 ROCK CREEK ROAD

-  LIMITS OF EXISTING SANITARY SEWER EASEMENT
-  AREA OF EXISTING EASEMENT TO BE ABANDONED
-  NEW PERMANENT SANITARY SEWER EASEMENT

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**EXHIBIT SHOWING PORTION(S) OF  
EXISTING SANITARY SEWER EASEMENT  
TO BE ABANDONED ACROSS  
604, 606, 608, & 616 ROCK CREEK ROAD**

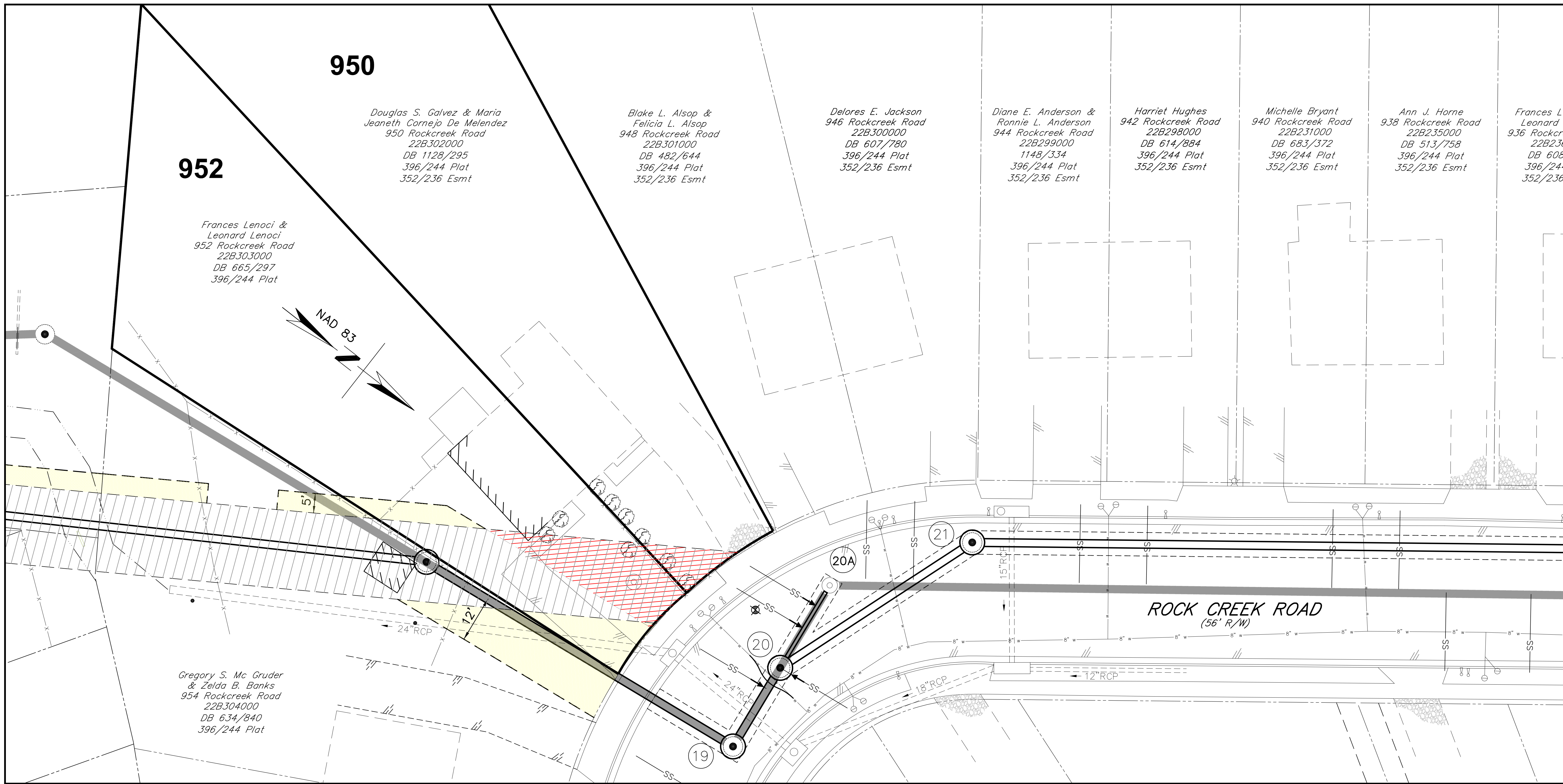
-  LIMITS OF EXISTING SANITARY SEWER EASEMENT
-  AREA OF EXISTING EASEMENT TO BE ABANDONED
-  NEW PERMANENT SANITARY SEWER EASEMENT

**Draper Aden Associates**  
 Engineering • Surveying • Environmental Services  
 Blacksburg, VA  
 Charlottesville, VA  
 Hampton Roads, VA  
 Richmond, VA  
 8090 Villa Park Drive  
 Richmond, VA 23228  
 804-264-2228 Fax: 804-264-8773  
 www.daa.com

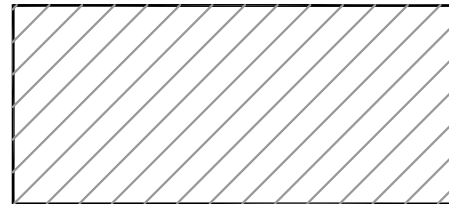
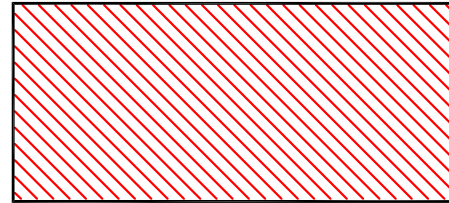

**EASEMENT ABANDONMENT  
VALLEY ROAD COLLECTOR SEWER**  
 CITY OF CHARLOTTESVILLE, VIRGINIA

REVISIONS
DESIGNED BY: MSH
DRAWN BY: HLJ
CHECKED BY: TSC
SCALE: NOT TO SCALE
DATE: MAY 14, 2014
PROJECT NUMBER: C10162C-02
2 OF 2

P:\2014\10162C-02\VALLEY ROAD TRUNK SEWER\DWG\14\_0514\_EASEM\_ABANDONMENT.dwg May 14, 2014 8:43:51 AM



# EXHIBIT SHOWING PORTION(S) OF EXISTING SANITARY SEWER EASEMENT TO BE ABANDONED ACROSS 950 & 952 ROCKCREEK ROAD

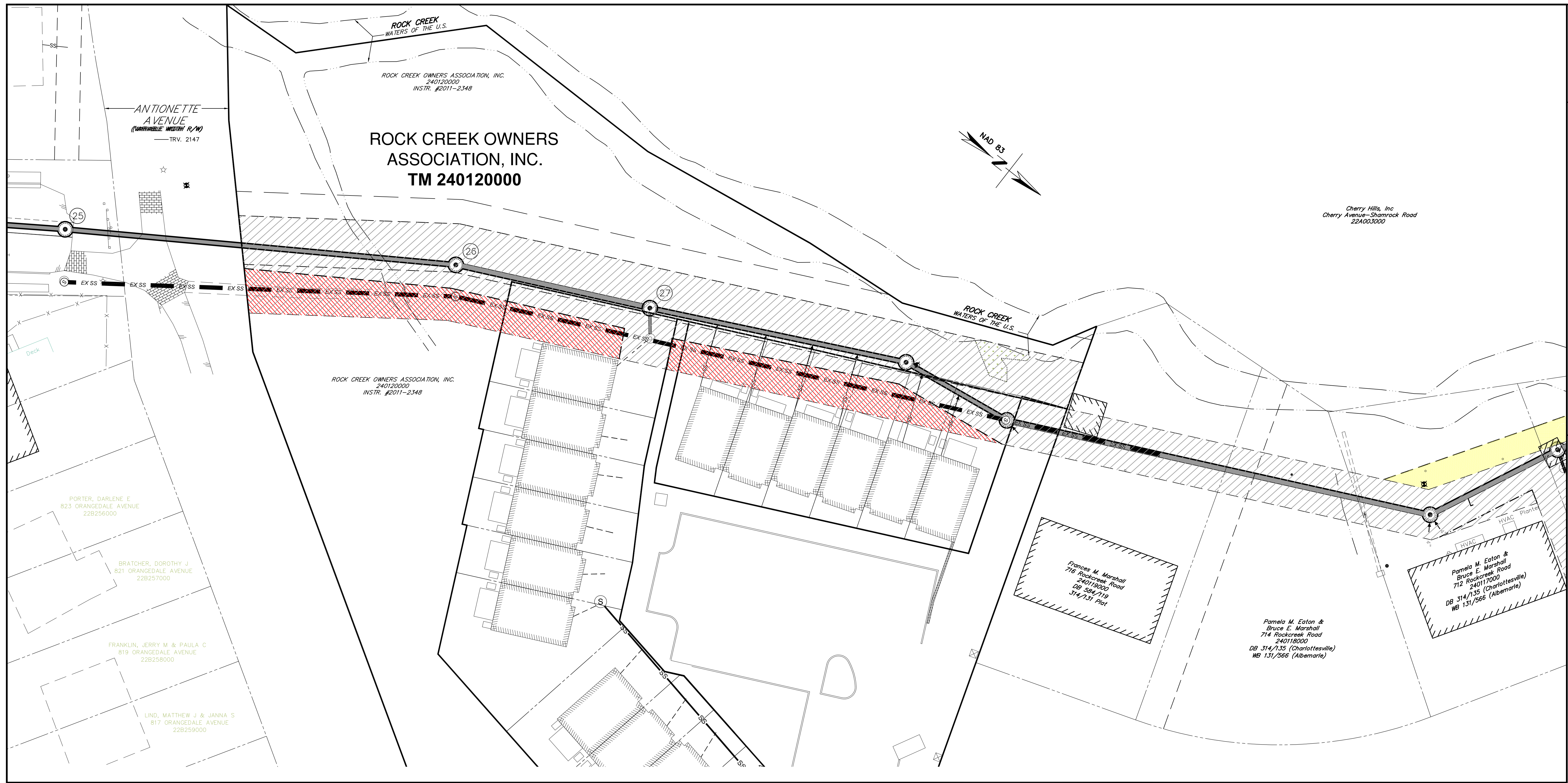
-  LIMITS OF EXISTING SANITARY SEWER EASEMENT
-  AREA OF EXISTING EASEMENT TO BE ABANDONED
-  NEW PERMANENT SANITARY SEWER EASEMENT

**Draper Aden Associates**  
 Engineering • Surveying • Environmental Services  
 Blacksburg, VA  
 8090 Villa Park Drive  
 Charlottesville, VA  
 804-264-2228 Fax: 804-264-9773  
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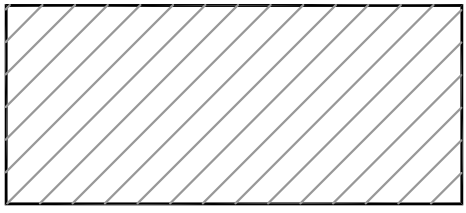
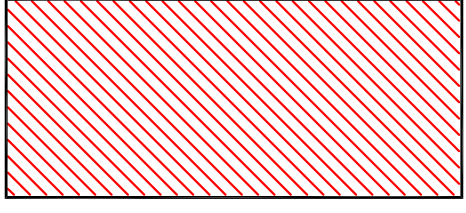
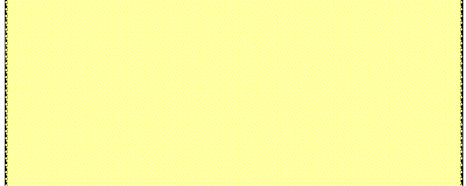
EASEMENT ABANDONEMENT  
**VALLEY ROAD COLLECTOR SEWER**  
 CITY OF CHARLOTTESVILLE, VIRGINIA

DESIGNED BY:	MSH
DRAWN BY:	CAS
CHECKED BY:	
SCALE:	1"=12'
DATE:	SEPT. 25, 2014
PROJECT NUMBER:	C10162C-02
2 OF 3	

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**EXHIBIT SHOWING PORTION(S) OF EXISTING  
SANITARY SEWER EASEMENT TO BE  
ABANDONED ACROSS PROPERTY OF ROCK  
CREEK OWNERS ASSOCIATION, INC.  
TAX PARCEL 240120000**

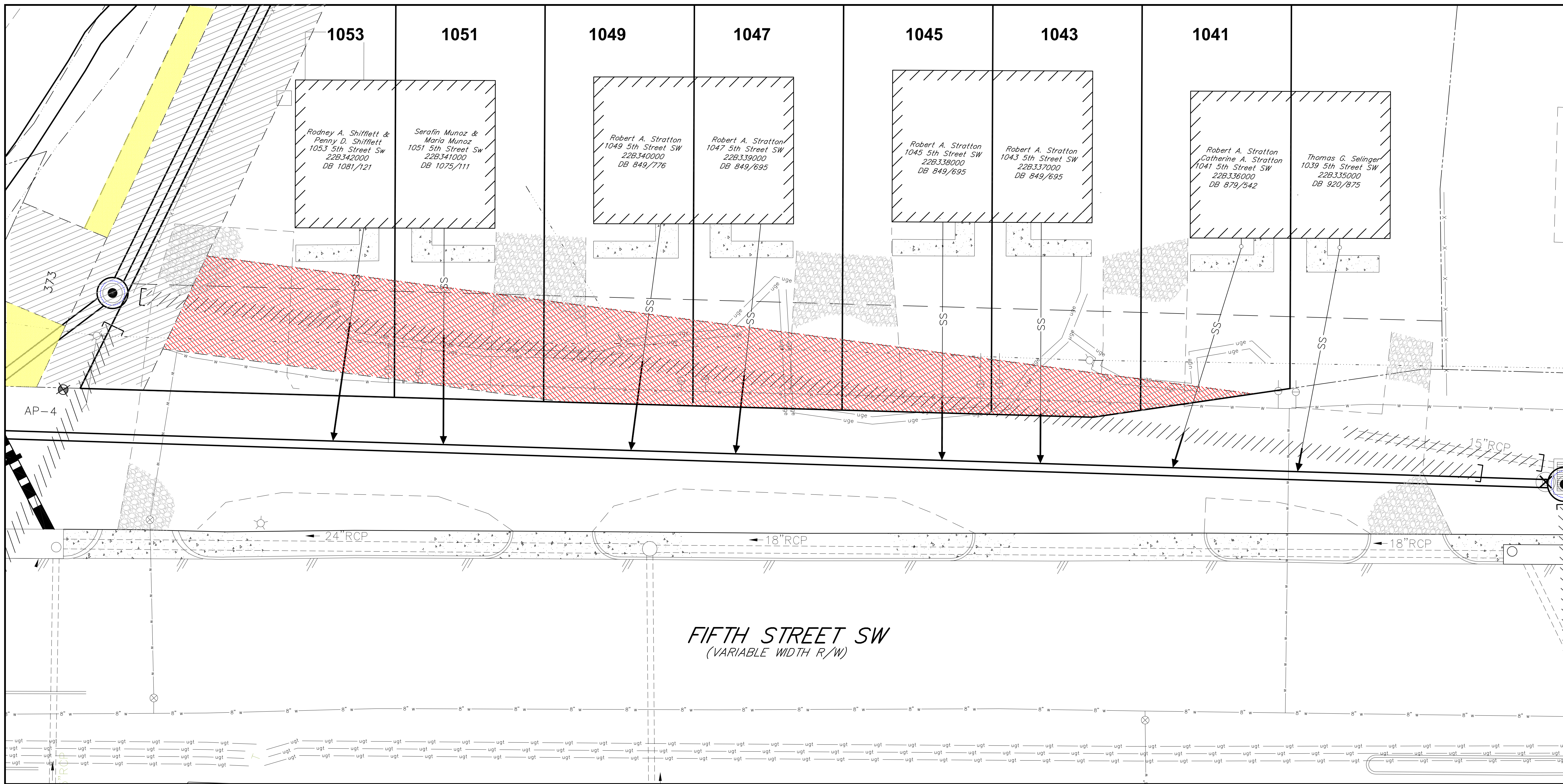
-  LIMITS OF EXISTING SANITARY SEWER EASEMENT
-  AREA OF EXISTING EASEMENT TO BE ABANDONED
-  NEW PERMANENT SANITARY SEWER EASEMENT

**Draper Aden Associates**  
Engineering • Surveying • Environmental Services

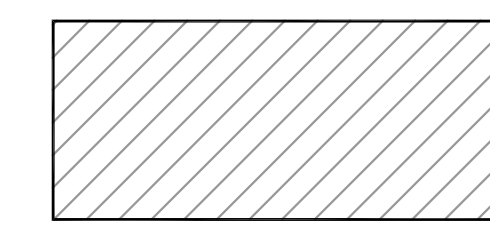
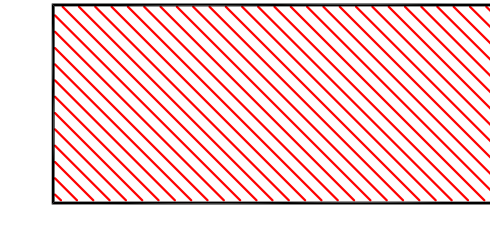
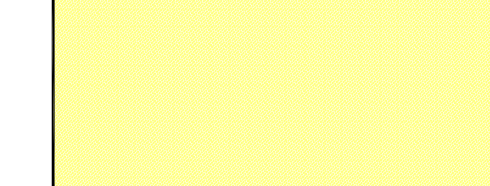
**EASEMENT ABANDONEMENT  
VALLEY ROAD COLLECTOR SEWER**  
CITY OF CHARLOTTESVILLE, VIRGINIA

DESIGNED BY:	MSH
DRAWN BY:	CAS
CHECKED BY:	
SCALE:	1"=20'
DATE:	SEPT. 25, 2014
PROJECT NUMBER:	C10162C-02
<b>3 OF 3</b>	

PROJECT: 11/03/2014 11:58:11 AM 11/03/2014 11:58:11 AM 11/03/2014 11:58:11 AM



# EXHIBIT SHOWING PORTION(S) OF EXISTING SANITARY SEWER EASEMENT TO BE ABANDONED ACROSS 1041, 1043, 1045, 1047, 1049, 1051, & 1053 5TH STREET SW

-  LIMITS OF EXISTING SANITARY SEWER EASEMENT
-  AREA OF EXISTING EASEMENT TO BE ABANDONED
-  NEW PERMANENT SANITARY SEWER EASEMENT

REVISIONS

DESIGNED BY: MSH  
DRAWN BY: CAS  
CHECKED BY:  
SCALE: 1"=10'  
DATE: SEPT. 25, 2014  
PROJECT NUMBER: C10162C-02

Prepared by Charlottesville City Attorney's Office  
S. Craig Brown, Esq. (VSB #19286)  
Tax Map Parcel \_\_\_\_\_

**This deed is exempt from state recordation taxes imposed by Virginia Code §58.1-802 pursuant to Virginia Code §58.1-811(C)(4).**

**THIS QUITCLAIM DEED** made this \_\_\_\_\_ day of \_\_\_\_\_, 2014, from the **CITY OF CHARLOTTESVILLE, VIRGINIA**, a municipal corporation and political subdivision of the Commonwealth of Virginia (hereinafter, the "CITY"), GRANTOR, to \_\_\_\_\_, GRANTEE, whose address is \_\_\_\_\_.

WITNESSETH:

WHEREAS, GRANTEE is the owner of certain real property in the City of Charlottesville, Virginia, designated on City Real Estate Tax Map \_\_\_\_ as Parcel \_\_\_\_ (the "Property"); and

WHEREAS, by Deed of Easement dated \_\_\_\_\_ from GRANTEE to the CITY, of record in the Charlottesville Circuit Court Clerk's Office as Instrument # \_\_\_\_\_, the CITY was conveyed a permanent easement and right of way (the "2011 Sewer Easement") for the construction and maintenance of sanitary sewer facilities across the Property; and

WHEREAS, the Sewer Easement replaced in part an existing sanitary sewer easement acquired by the City by instrument dated \_\_\_\_\_, and shown on the plat dated \_\_\_\_\_ attached to said instrument, the plat being of record in the Albemarle County Circuit Court Clerk's Office in Deed Book \_\_\_\_\_, Page \_\_\_\_\_ (the "Sewer Easement"), and GRANTEE has requested the City to Quitclaim and Release those portions of the Sewer Easement that are no longer necessary for access, maintenance, or repair of the new sanitary sewer facilities; and

WHEREAS, the CITY has agreed to Quitclaim certain portions of the Sewer Easement as requested by GRANTEE, after holding a public hearing, advertised in accordance with Virginia Code Sec. 15.2-1800(B), and adoption of an Ordinance by the Charlottesville City Council on \_\_\_\_\_, 2014.

WITNESSETH:

NOW, THEREFORE, in consideration of the sum of ONE DOLLAR (\$1.00), receipt of which is hereby acknowledged, the CITY does hereby RELEASE and forever QUITCLAIM all its right, title and interest in and to certain portions of the Sewer Easement, as shown on the attached plat dated \_\_\_\_\_ by Draper Aden Associates, acquired by the CITY by recordation of the 19\_\_ plat in the Albemarle County Circuit Court Clerk's Office in Deed Book \_\_\_\_, Page \_\_\_\_.

IN WITNESS WHEREOF, the City of Charlottesville has caused this deed to be executed by its Mayor, pursuant to an Ordinance adopted by City Council on \_\_\_\_\_, 2014.

WITNESS the following signatures and seals:

GRANTOR: **CITY OF CHARLOTTESVILLE, VIRGINIA**

By: \_\_\_\_\_  
Satyendra Singh Huja, Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
S. Craig Brown, City Attorney  
City of Charlottesville, Virginia

COMMONWEALTH OF VIRGINIA  
CITY OF CHARLOTTESVILLE

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2014 by Satyendra Singh Huja, Mayor, on behalf of the City of Charlottesville, Virginia.

\_\_\_\_\_  
NOTARY PUBLIC  
Registration #: \_\_\_\_\_  
My commission expires: \_\_\_\_\_

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



**Agenda Date:** October 6, 2014

**Action Required:** Public Hearing, Adoption of Ordinance

**Presenter:** Jim Tolbert, AICP, Director, NDS

**Staff Contacts:** Jim Tolbert, AICP, Director, NDS  
Lisa Robertson, Deputy City Attorney

**Title:** **Changes to Fee Schedule**

**Background:** Recent changes to the Code of Virginia necessitate changes to our local ordinances that govern the process for submission of site plans and subdivision plats. Effective July 1, 2014, localities cannot require an applicant to go through a preliminary approval process (for developments involving less than 50 lots) unless the applicant specifically requests a preliminary review/approval. Our current ordinances *require* applicants to obtain preliminary approvals for major subdivisions (as defined in our local ordinance) and our fee schedule is set up so that the bulk of the administrative fees are collected at the time of a preliminary application.

We are in the process of drafting the necessary local ordinance amendments; however, in the meantime, we are advising applicants that we will offer a preliminary review/ approval only if specifically requested. If there is no request, a site plan or subdivision submitted for consideration is deemed to be submitted as a proposed final plan. Until we can complete work on revised site plan and subdivision ordinance requirements, we need to clarify that any applicant seeking review of a final site plan must pay application fees in the

same total amounts as always. In addition we want to take this opportunity to adjust the fee for a temporary certificate of occupancy (TCO) to help ensure that a TCO is only used as a last resort.

**Discussion:** As stated above the General Assembly revised the Code of Virginia to allow applicants to move directly with final plan submittal without a preliminary plan, effective July 1, 2014. The description below outlines the process that the City Attorney's Office has recommended we follow until ordinance revisions can be completed.

**PROCEDURES EFFECTIVE JULY 1, 2014  
REVIEW/APPROVAL OF SITE PLANS AND SUBDIVISION  
PLANS/PLATS  
(Until Zoning and Subdivision Ordinances Can be Revised/Updated)**

**For SITE PLANS and SUBDIVISION PLATS:**

**ONE PROCESS:** Application for FINAL approval of a site plan or subdivision plan/plat.

(NO preliminary review, comment, conditional approval), etc.)

**ONE APPLICATION FEE** – Fee for the Preliminary plus Fee for Final (as specified on current fee schedule)

**ONE APPLICATION, combining all of the following**

- All info/data required by City Code for proposed Preliminary Plan/Plat
- All info/data required by City Code for proposed Final Plan/Plat

**“STRAIGHT LINE” REVIEW PROCESS, with END RESULT = EITHER APPROVAL OR DISAPPROVAL**

1. **PC** must APPROVE or DISAPPROVE within 60 days of receipt, per procedure in Va. Code 15.2-2259

A) All **major subdivisions**

- B) All **site plans, per City Code 34-820(d)** (e.g. PUDs, SUPs, etc.)
  - C) Staff may reject and return to application within 10 days of receipt of application, for failure of application to include any required information or submission materials, but NOT for substantive review reasons (must be PC). Rejection should reference “incomplete application”.
  - D) Decision: PC may approve or deny only (Denial must specify list of items to be corrected). If denial, PC should state whether review of revised/resubmitted plats may be administrative.
  - E) NO “approved with conditions” must be denial if plan/plat has any deficiency(ies); **BUT** following a denial:
    - i. NO limit on number of times application may be revised/re-submitted before receiving final approval. **Complete re-review w/45 days of each re-submittal.**
    - ii. NO additional application fee for resubmission with corrections after a denial, if within time period referenced in 34-820(a) (90 days, for site plans) or 29-79(c)(2) (60 days for subdivisions)
2. **Admin. Review, Other Plans: City Agent** must APPROVE or DISAPPROVE **all other plans/plats** within 60 days of receipt, per procedure in Va. Code 15.2-2259. Communications must say “approved” or “disapproved”, with list of “deficiencies” and related Code references (not “comments”). Item 1(D), above, also applies to administrative reviews.

Other New Issues:

- Phasing/development agreements must be negotiated/signed **prior to APPROVAL** (i.e. written agreements stating the milestones at which public improvements will be completed prior to receipt of building permits and/or certificates of occupancy). If no agreement is in place, public improvements must be COMPLETED prior to issuance of any BUILDING PERMIT. All required bonds must be submitted prior to issuance of any permit to commence development activity. Bonded work and development agreements, together, establish the timeline for completion of bonded improvements.

- Design/construction details for Stormwater management plans must be complete **prior to APPROVAL.**
- NO PERMIT(S) authorizing any land disturbance (i.e., **foundation permits, grading permits, building permits, e&s permits, tree removal, etc.**) may be issued unless and until BOTH a site plan/subdivision plan/plat AND a stormwater management plan/e&s plan (SWPPP) have been reviewed, given FINAL APPROVAL, and required public improvements, stormwater and E&S measures have been bonded.

### **OPTIONAL PRELIMINARY REVIEW**

**WHO CAN REQUEST OPTIONAL PRELIMINARY REVIEW?** Any applicant for approval of a MAJOR SITE PLAN, or any application for SITE PLAN approval for which a preliminary review is available under City Code 24-820.

**WHEN DOES AN APPLICANT NEED TO DECIDE?** At the time of application. If the applicant wants to go through the preliminary review process, that decision should be affirmatively stated in writing ON THE FACE OF THE APPLICATION that contains the applicant's signature. It must be the applicant's choice.

**WHAT FEES/PROCEDURES APPLY?** Exactly the same fees and procedures as are currently set forth within Chapters 29 (Subdivisions) and 34 (Zoning/Site Plans) for PRELIMINARY plan submission/review/procedures.

In other words: if an applicant voluntarily requests to go through the Preliminary Review/Approval Process, you may process that application the same way you were doing prior to July 1, 2014.

Other New Issues:

- Phasing/development agreements must be negotiated/signed **prior to FINAL APPROVAL** (i.e., written agreements stating the milestones at which public improvements will be completed prior to receipt of building permits and/or certificates of occupancy). If no agreement is in place, public improvements

must be COMPLETED prior to issuance of any BUILDING PERMIT. All required bonds must be submitted prior to issuance of any permit to commence development activity. Bonded work and development agreements, together, establish the timeline for completion of bonded improvements.

- Design/construction details for Stormwater management plans must be complete **prior to FINAL APPROVAL**. Preliminary site plans and subdivision plans/plats will need to incorporate specific stormwater design details.
- NO PERMITS(S) authorizing any **land disturbance** (i.e., **foundation permits, grading permits, building permits, e&s permits, tree removal, etc.**) may be issued unless and until BOTH a site plan/subdivision plan/plat AND a stormwater management plan/e&s plan (SWPPP) have been reviewed, given **FINAL APPROVAL, and required public improvements, stormwater and E&S measures have been bonded.**

To make this change effectively revenue neutral the following fees are proposed. There are some very slight increases but those are minimal.

Type of Fee	Proposed Fee	Current Fee
Development Plan- Prelim. - Res. Non-Res.	1,300 + 20 per unit 1,000 + 20 sq. ft. per 100 sq. ft.	1,300 + 20 per unit 1,000 + 20 sf per 100 sf
Development Plan – No Prelim- Res Non-Res.	1,800 + 20 per lot 1,200 + 20 sq. ft.	
Development Plan – Final with Prelim. Comm.	750	750
No Comm.	500	450
Development Plan – Mixed Use Prelim.	1,300+ 20 unit + 20 sq. ft. per 100 sq. ft.	n/a
No Prelim.	1,800 + 20 unit + 20 sq. per 100 sq. ft.	
Development Plan Amendment	300	250
Vacation of Recorded Plat	150	100
Min. of Subdivision Plat	250	n/a
Boundary Line Adjustment (no new lots)	100	95

Subdivision Plat if Recorded at Same Time as Development Plan is Reviewed	1,330 + 20 per lot	1,330 + 20 per lot
Temporary Certificate of Occupancy Residential Non-Residential For Landscaping Only Single Family Res.	50 per unit per month 1 per sq. ft. per month 500 per month 250 per unit	All 400 per month

The TCO fee recommendations are proposed to reflect staff concern that our fees are so low for large projects that (a) we are not covering the cost of the staff administrative effort that’s required to review and monitor the project until completion, and (b) after all of the administrative time and effort, the developer’s incentive to complete all aspects of a project before occupancy is non-existent. The current fee of \$400 per month for a temporary occupancy permit is not a disincentive when each residential unit can exceed \$2,500 per month in rent. With 100 units rented, the \$400 is a very low expense on the \$250,000 monthly income. The proposal above will provide a fee that will provide a disincentive to encourage developers to complete projects before occupancy while still allowing for unforeseen circumstances. Because sometime landscaping cannot be completed during the mid-summer or winter months we propose to keep the fee low at \$500. We also propose to reduce the single-family TCO fee to reduce the burden on homeowners and non-profits.

**Community Engagement:** There has been no community engagement on this item.

**Alignment with Council Vision Areas and Strategic Plan:** This proposal aligns with the Council Vision to be a Smart Citizen Focused Government. It does not directly relate to any Strategic Plan goal.

**Budgetary Impact:** The proposal is designed to be revenue neutral.

**Recommendation:** Staff recommends approval of the ordinance.

**Alternative:** Council could consider different fees than the ones proposed.

**AN ORDINANCE  
 APPROVING AND ADOPTING A SCHEDULE OF FEES  
 PURSUANT TO CITY CODE 34-10(a)  
 APPLICABLE TO VARIOUS SERVICES AND FUNCTIONS ADMINISTERED BY THE  
 CITY’S DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT SERVICES,  
 RELATED TO APPLICATIONS, PETITIONS, INSPECTIONS, PERMITS  
 AND APPROVALS REQUIRED BY THE CITY’S ZONING ORDINANCE,  
 SUBDIVISION ORDINANCE, AND BUILDING REGULATIONS.**

**WHEREAS**, §15.2-2241 and §15.2-2286 of the Code of Virginia (1950), as amended, provide for the collection of fees to cover the cost of making inspections, issuing permits, advertising of notices and other expenses incident to the administration of zoning and subdivision ordinances and to the filing or processing of any appeal or amendment thereto; and

**WHEREAS**, the Code of the City of Charlottesville (1990), as amended, provides in various places for City Council’s approval from time to time of a schedule of fees associated with other types of applications, petitions, inspections, permits and approvals administered by the City’s Department of Neighborhood Development Services (“NDS”), pursuant to Va. Code §15.2-2241(A)(9), 15.2-2286(A)(6), §36-105(C)(7) and §36-105(D); and

**WHEREAS**, following advertisement of this change in accordance with the requirements of Virginia Code §15.2-107 this Council has held a public hearing on the proposed NDS fee schedule;

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Charlottesville, Virginia, that the current NDS fee schedule, as supplemented by the attached chart, is hereby approved and adopted, and shall take effect upon the date of enactment.

Type of Fee	Proposed Fee (\$)	Current Fee	Additional Costs / Comments
<b>BUILDING REGS (CHAPTER 5)</b>			
Temporary Certificate of Occupancy			
Residential	\$50/unit per month	All \$400 per month	
Non-Residential	\$1/sq ft per month		
Landscaping Only	\$500 per month		
Single Family Res.	\$250 per unit		
<b>ZONING (CHAPTER 34)</b>			
Development Plan – No Preliminary			
Residential	\$1,800 + \$20 per lot	\$0	New Fee
Non-Residential	\$1,200 + \$20/sq ft		
Development Plan – Final with Preliminary			

Comments	\$750	\$750	
No Comments	\$500	\$450	
Development Plan – Mixed Use			
With Preliminary Plan	\$1,300 + \$20/unit + \$20/sf/100 sf	\$0	New Fee
No Preliminary Plan	\$1,800 + \$20 unit + \$20/sf/100 sf		
Development Plan Amendment	\$300	\$250	
Vacation of Recorded Plat	\$150	\$100	
Minor Subdivision Plat	\$250	\$0	New Fee
Boundary Line Adjustment (no new lots)	\$100	\$95	



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



<b>Agenda Date:</b>	October 20, 2014
<b>Action Required:</b>	Approval of Council Procedures
<b>Presenter:</b>	Maurice Jones, City Manager
<b>Staff Contacts:</b>	Maurice Jones, City Manager
<b>Title:</b>	<b>City Council Policies and Procedures</b>

**Background:**

At their annual retreat on August 29, 2014, the City Council met to discuss the accomplishments of the past year, how they interact with one another and as a team, and the roles and responsibilities of the Council and the City staff. During the retreat, the Council developed a draft of operating guidelines and procedures for consideration this evening.

**Discussion:**

The Council created five subject areas – Effective Policy Making, Council Communications/Citizen Interaction, Effective City Council/Staff Roles, Agenda/Meeting Management, and Role/Operation of Council-Appointed Committees. The associated policies and guidelines listed below were developed by the Council and staff in attendance at the retreat. They are presented for discussion and approval by the Council.

**Effective Policy Making**

1. Council will be provided with good information in a timely fashion in order to enable good decision-making. Good information sharing by staff includes:
  - Recognizing that Councilors often have significant preparation to do, thus facilitating this by presenting information clearly and efficiently
  - Presenting and formatting information so that it facilitates easy comprehension and high quality decision-making (i.e. being concise; using tables or other graphics to illustrate data points; providing summaries, geographic information, or links to supporting information, etc.)

- Providing good policy analysis when appropriate (i.e. pros and cons, alternatives, potential consequences of each alternative, etc.)
  - Providing staff's professional recommendations where appropriate
  - Sharing history, background, best practices, and trend data where appropriate
  - Recognizing that more lead time may be needed when the policy issue is complex
2. Council will take responsibility to prepare for effective policy making by:
    - Reading all material and preparing for the meeting
    - Exercising discretion in asking questions and indicating when questions need to be answered (i.e. asking, "Do I need this information in order to make a decision?")
    - Trying to enable adequate staff preparation and response time
    - Saying in the meeting, "I don't have enough information to make an effective decision" when the situation warrants it
    - Recognizing that many questions from the Council may indicate that the policy decision should be deferred
  3. The successful implementation of Council's policy making will be measured and evaluated through P3 (the City's Performance Management System), reporting on strategic plan progress, and other mechanisms.

### **Council Communication/Citizen Interaction**

1. Individual Councilors will not purport to speak for Council unless it is a decision on which the Council has taken a position. Councilors will avoid making promises regarding what Council or staff members will do to respond to issues and concerns.
2. Councilors will copy all responses to residents to the Mayor and City Manager.
3. Councilors will inform the City Manager when there is a legitimate concern from a citizen or employee, especially a major policy, customer service, or personnel issue, and avoid dealing with the matter alone.

### **Effective Council/Staff Role**

1. When Councilors meet with staff members, they will inform the City Manager.
2. Councilors may ask for clarification from staff members but will avoid giving staff direction or asking for a response that uses considerable staff time.
3. Councilor requests for staff work (i.e. research or analysis) that requires considerable staff effort or time will be requested and supported by a majority of the Council or the City Manager.
4. Councilors will stay at the policy level and avoid over-involvement in the daily operation of government.

5. If a Councilor has concerns with a staff member and his or her job performance, the Councilor will speak to the City Manager in private and allow him to manage the issue.
6. When Councilors hear or have a concern regarding staff performance, they avoid taking a public position on the situation or an individual's competence and ensure that they have all the facts and history on the matter.

### **Agenda/Meeting Management**

1. Councilors will seek to have efficient meetings by:
  - Limiting the number of items on the agenda
  - Putting similar items on the same agenda when possible to avoid duplication of background information
  - Accepting written reports whenever possible (i.e. in cases where items are information only and action is not needed)
  - Limiting the time for outside oral reports and recognizing that Councilor questions will lengthen the presentation time
  - Balancing needs effectively, including recognition that a lengthy discussion of topics in order to inform the public may reduce the time that is needed for effective policy dialogue and decision-making on the issues
  - Taking personal responsibility for not making redundant comments and limiting the time spent on responses
  - Asking the City Manager to provide a written report to the Council at a subsequent meeting on any items to which the Council has asked him to respond (the goal is to implement this process in January of 2015)
2. When Councilors disagree with one another, they will avoid personal attacks and negative characterizations.
3. After Council reaches a consensus or the vote is taken, Councilors will support the decision and avoid undermining the decision or attempting to undo it through subsequent actions.

### **Role/Operation of Council-Appointed Committees**

Two basic types of Council committees include those that are ongoing and those that operate on an *ad hoc* basis (for a limited time to accomplish a specific project).

The Council will appoint and use committees in circumstances such as the following:

1. When it is helpful to call upon people that are in the business who can offer expertise, especially where expertise is lacking (examples: Towing Advisory Board, PLACE, Tree Commission, etc.)

2. When legally required (examples: Planning Commission, Social Services Advisory Board, Community Development and Block Grant program, Rivanna Water and Sewer Authority, Thomas Jefferson Planning District Commission, MPO, etc.)
3. When there are many deep issues to be explored and resolved through information gathering, research, analysis, best practices research, or the provision of recommendations (examples: Water Resources Program, Blue Ribbon Task Force, etc.)
4. When Council wants specific citizen input (examples: West Main Street, Belmont Bridge, etc.)
5. When Council desires to have or support an ongoing collaboration (examples: CAT, TJACH, PACC, etc.)

Questions and role clarification issues that should be addressed before forming a committee in order to avoid challenges include the following:

1. How do we make the committee's work transparent to the public and report on its activities and progress?
2. How do we effectively inform Council of the committee's activities and progress?
3. When there is a Councilor on a committee, what is his or her role?
4. How does the Councilor represent the Council's position when a vote is required? How should the Councilor ensure that he or she knows the direction in which the Council wants to go?
5. How do we balance representation when one Councilor has a very large role on a Committee, thus having the potential for significant influence on policy decisions?
6. How should committees be staffed to ensure that staff resources are used effectively?

The Councilor/Committee role would be most effective if we observe these guidelines:

- Councilors should give a report of the committee work at a regular interval (to begin in February in February of 2015)
- Develop a City website format for Council committee structure that provides consistent information (where appropriate) to include purpose, charge, membership information, contact information, products, agendas, and minutes (recognizing that there are variations in the types of committees and resources that are available to them)
- Ensure that committee websites are up to date (develop a process and procedure)
- When voting, if a Council position is not clear, check in with the Council
- Make it clear to the committee when you cannot speak for the Council
- Make your role as a liaison of the Council clear and ensure that you do not represent your individual viewpoint (though you may have personal expertise in that area)
- Represent the Council on the committee and not your own interests. When expressing a personal opinion, ensure that you qualify it as such.
- The purpose of some of the outside boards is to provide expertise; we will use good judgment in managing their efforts productively

- Committees should be invited to present to Council when the Council would benefit from hearing information directly from them versus the Council liaison
- Council will be mindful of the time that Council committee volunteers provide to the City and treat the members with respect
- Council may revisit issues with any committee that appears to be working ineffectively and may make adjustments as needed
- Avoid making assumptions regarding committee work and enable Councilors to inform and educate regarding their status
- The City Manager may bring committee and staffing-related issues to the Council in order to provide awareness and to effectively manage them

**Community Engagement:**

There has been no direct community engagement on this issue. However some of the guidelines were developed in response to suggestions from members of the public.

**Alignment with City Council's Vision and Priority Areas:**

***Smart, Citizen-Focused Government***

The delivery of quality services is at the heart of Charlottesville's social compact with its citizens. Charlottesville's approach to customer service ensures that we have safe neighborhoods, strong schools, and a clean environment. We continually work to employ the optimal means of delivering services, and our decisions are informed at every stage by effective communication and active citizen involvement. Citizens feel listened to and are easily able to find an appropriate forum to respectfully express their concerns.

**Budgetary Impact:**

None

**Alternatives:**

Council could choose not to adopt the policies and procedures.

**Attachments:**

None

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



Agenda Date:	October 21, 2014
Action Required:	(1) Approval of Legislative Position Statements (2) Designation of a Council Member to Confer with Staff and TJPD Liaison, as necessary, during the 2015 General Ass’y Session
Presenter:	Lisa Robertson, Chief Deputy City Attorney
Staff Contacts:	Kathy McHugh, Housing Coordinator
Title:	<b>Proposed Legislative Position Statements</b>

**Background:**

During each year’s General Assembly Session, the City Attorney’s Office, working in conjunction with TJPD’s legislative liaison, works to provide advocacy on behalf of the City’s interests. Essential to this advocacy is the communication by City Council of general policies and positions, relative to issues anticipated to become topics of discussion within the Session.

**Discussion:**

We have conferred with our TJPD legislative liaison, have considered requests presented by staff, and have considered information provided by professional colleagues and organizations, such as the Virginia Municipal League, in order to ascertain a range of issues and topics that are anticipated to become the subject of proposed legislation, or the state budget, during the upcoming session.

Attached is proposed Resolution, and a draft set of Legislative Position Statements, for your consideration.

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

The proposed Legislative Position Statements support City Council’s “Green City” vision, and they are consistent with Council’s Strategic Plan Goal of being a safe, equitable, thriving, and beautiful community.

**Community Engagement:**

None

### **Budgetary Impact:**

Nothing specific, at this time. The Position Statements relating to State Budget and Local Revenues, Education Funding, Water Quality Funding, Workers' Compensation, and Procurement, each anticipate legislative actions and proposals that could significantly impact the City's budget. During the General Assembly Session, one component of our advocacy efforts will be to notify the city manager, department heads or other key personnel when an opportunity for local comment on budgetary impact presents itself.

### **Recommendation:**

We recommend that Council review the attached Position Statements, advise of any clarifications, changes or refinements desired, and then approve them so that we may begin the process of corresponding with legislators on specific items.

We also recommend that City Council should consider identifying one or two of its members with whom we may correspond, during the General Assembly Session, when a quick response or reaction is necessary to issues or legislation that may not have been foreseen or anticipated.

### **Alternatives:**

None suggested.

### **Attachments:**

- Proposed Resolution
- Proposed Position Statements
- Suggested Anti-Idling Statutory Amendment



**RESOLUTION**  
**STATING THE LEGISLATIVE POSITIONS OF THE COUNCIL OF THE CITY OF**  
**CHARLOTTESVILLE RELATIVE TO MATTERS ANTICIPATED TO BE**  
**CONSIDERED WITHIN THE 2015 SESSION OF THE VIRGINIA GENERAL**  
**ASSEMBLY**

**BE IT RESOLVED**, by the Council of the City of Charlottesville **THAT** the attached Legislative Position Statements are hereby adopted; and

**BE IT FURTHER RESOLVED** that we hereby request the Office of the City Attorney to transmit the approved Legislative Position Statements to the legislators who represent the citizens of Charlottesville, and also to monitor the 2015 General Assembly Session, and to advocate on behalf of the City's interests consistent with the attached Legislative Position Statements.

**DRAFT LEGISLATIVE POSITION STATEMENTS  
FOR THE CHARLOTTESVILLE CITY COUNCIL**

**For Consideration by Council on October 21, 2014**

**Endorsement of TJPD and VML Priority Statements:** As a member of the TJPD and of the Virginia Municipal League, we support the 2014 Legislative Priorities developed by those organizations.

**State budget and local Revenues, generally:** We support actions that would improve the process for evaluating local fiscal impacts of proposed legislation. We oppose actions that would shift the cost(s) of state programs to localities, or that would remove or reduce any existing sources of local funding (e.g., HB599 funding for law enforcement; diversion of fines, fees and forfeitures relating to violations of local ordinances; etc.). Actions that would impose additional administrative burdens on local governments without sufficient financial resources or administrative flexibility will jeopardize the quality of services delivered at the local level, and will ultimately jeopardize the potential success of state programs and initiatives.

**Affordable housing:** We support any legislative action that would allow municipalities greater flexibility in the establishment of local programs, and in the use of public funding, for the promotion and establishment of affordable housing. We seek sponsorship for an amendment to enabling legislation previously granted to the City of Charlottesville in 2008 (Ch. 693), as amended in 2013 (Ch. 527), to allow the greater flexibility to consider proposals by developers for establishment of affordable housing units.

**Education funding:** We oppose any action that would restore across-the-board cuts to Aid to Localities (Local Aid to the Commonwealth). Further, we oppose any changes in methodology and division of financial responsibility which would shift funding responsibility from the state to localities.

**Water quality funding:** the City of Charlottesville, like other localities, faces mounting costs for water quality improvements for urban stormwater management, sewage treatment plants, combined sewer overflows, and sanitary sewer overflows. In response to evolving federal and state legislation, regulations and policies, we urge legislators to provide adequate sources of public funding for required improvements.

**Clean energy initiatives:** The City of Charlottesville is committed to reducing its community-wide greenhouse emissions associated with energy use. Our Comprehensive Plan sets forth goals to support increases in renewable energy, continue improvement of our building stock to become energy efficient, and pursue strategies to reduce greenhouse gas emissions. Increasing the availability of financial resources available to a broader range of community members is one key to our success.

1-*PACE (Property Assessed Clean Energy)* programs, as seen in other states, have the potential to be a strong tool. We support the enactment of enabling legislation that would allow Virginia localities to offer PACE funding for projects that would increase energy efficiency, water use efficiency, or the use of renewable energy in residential and commercial buildings. Any such legislation should authorize local PACE loans to be secured by an assessment (property lien) that would have a priority status equal to a tax assessment, thus senior to a mortgage lien.

2-*NEM (Net-Energy Metering)*: NEM allows municipalities and businesses to supply power to their facilities with on-site solar generation, crediting the customer for the unused portion of their generation. We support legislative and regulatory amendments of existing law, that would: (i) allow local governments to aggregate the electric load of their governmental buildings, facilities and operations for the purpose of NEM, and (ii) raising the NEM limit from the current cap from 500 kW to a new cap of 2,000 kW.

**Local authority to regulate idling of heavy motor vehicles on City streets:** We seek sponsorship of a bill that would authorize certain urban localities within the Commonwealth to adopt ordinances prohibiting the idling of trucks and other motor vehicles in excess of 7,500 pounds (similar to the suggested language attached to this Position Statement). Air pollution is a public health concern; in urban areas particularly, air pollution causes or contributes to the severity of conditions such as respiratory infections, asthma, and emphysema. In addition to health impacts, air pollution in urban areas can adversely affect economic development and can negatively impact citizens' quality of life.

**Internet-based businesses and services:** Internet service businesses may or may not have a physical presence in our locality, and therefore may not be subject to the same laws regarding taxation and licensing as our local "brick and mortar" businesses and may not meet existing public health and safety standards, due to a lack of regulatory oversight. Examples of the latest types of such services include: online hotel registration websites which engage in "**block-purchasing**" of hotel room reservations and then offer such rooms for resale; **Airbnb**, a website for people to rent out lodging, which connects travelers to individuals who rent rooms, houses and apartments; and ride-sharing companies such as **Uber** and **Lyft**, which connect passengers with drivers offering their personal (non-commercial) vehicles for transportation services. We believe that localities should have the authority to create a level playing field for competing services in our local communities; to ensure safety and reliability of service for local citizens who consume these services; and to establish licenses, fees and taxes to facilitate achievement of these purposes. If the state reserves to itself the regulation of certain businesses, the state should ensure that adequate processes and procedures are available at the state level to ensure protection of consumers.

**Workers' compensation medical costs:** As an employer, the City of Charlottesville is liable for the medical, surgical and hospital services that are necessary for the treatment of employees who are injured on the job. Virginia does not limit a provider's charges; however, 44 other states have adopted fee schedules, and 32 of those states (including all of the states which border Virginia). We support the establishment of a statewide fee schedule applicable to medical services provided in workers' compensation cases, to replace the existing prevailing community rate standard. This

would promote a stable, predictable expense outcome in workers' compensation, and make providing workers' compensation coverage more affordable to the City of Charlottesville.

**Procurement:** We oppose any legislative action that would restrict our ability to make local procurement decisions that are best for the citizens we serve. Any erosion of local authority to implement the policies of the Virginia Public Procurement Act, through means tailored at the local level to assure acquisition of the best goods and services at the most competitive rates, is contrary to fiscal responsibility objectives. We oppose any effort to restrict or invalidate our local ordinance establishing a living wage for persons engaged in the performance of certain contract services.

**Easing restrictions on obtaining restricted driver's licenses.** Last year, our Commonwealth's Attorney's office requested support for legislation that would ease requirements for restricted drivers' licenses. We continue to be supportive of legislation that would amend Sec. 46.2-395 of the Virginia Code, to allow restricted licenses to be issued for as long as a court deems appropriate, and to allow courts to issue restricted licenses upon presentation of proof of employment or an *offer of employment* that is made contingent upon the person securing driving privileges.

## Draft

### § 46.2-1224.1. Local ordinances regulating certain parking; penalty.

(a) The governing body of any county having the county manager plan of government may by ordinance prohibit idling the engine of a bus for more than 10 minutes when the bus is parked, left unattended, or is stopped for other than traffic or maintenance reasons. The governing body of any other county, city, or town may by ordinance prohibit idling the engine of a bus for more than 15 minutes when the bus is parked, left unattended, or is stopped for any reason other than traffic, maintenance, or loading or unloading a disabled passenger.

~~Violators of such ordinance shall be subject to a civil penalty not to exceed \$50, the proceeds from which shall be paid into the locality's general fund.~~

The provisions of this ~~section~~ paragraph shall not apply to school buses or public transit buses.

(b) The governing body of any city or county that has a population density of more than 2,000 people per square mile may by ordinance prohibit idling the engine of any motor vehicle having a gross vehicle weight or weight rating in excess of 7,500 pounds, when such motor vehicle is parked or stopped for more than 10 minutes for other than traffic or maintenance reasons. The following motor vehicles shall be exempted from any such ordinance: emergency services vehicles, and utility company, construction and maintenance vehicles, during performance of work that requires the engine to be running in order to perform such work, and any motor vehicle for which the primary source of fuel is natural gas or electricity.

(c) Violators of any ordinance enacted pursuant to the provisions of this section shall be subject to a civil penalty not to exceed \$50, the proceeds from which shall be paid into the locality's general fund.

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October 13, 2014

TO: Members, Charlottesville City Council  
Charlottesville City Manager

FROM: David C. Blount, Legislative Liaison

RE: 2015 TJPDC Legislative Program

Attached is the draft 2015 TJPDC Legislative Program for your review and consideration. As I stated when I appeared before you in August, I will be presenting the program and seeking approval of it at your October 20 meeting. The program's priority positions, as contained in the draft program, are as follows:

- 1) Equalized Revenue Authority
- 2) State Mandates and Funding Obligations
- 3) Public Education Funding
- 4) Transportation Funding and Devolution
- 5) Water Quality
- 6) Land Use and Growth Management

Please also note that there is a new "Legislative Positions and Policy Statements" section that has been added; this section contains a number of positions that in prior years, were primarily noted as areas of continuing concern. The program also has undergone various formatting changes.

A summary of the priority positions will be produced and distributed later for you to use in communicating with your legislators.

I look forward to presenting and discussing the draft program when we meet October 20. Thank you.

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**Recommended Action:** Approve the draft TJPDC legislative program.

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# **2015**

# **Thomas Jefferson Planning District Legislative Program**

**Representing the Local Governments of:**

**Albemarle County  
City of Charlottesville  
Fluvanna County  
Greene County  
Louisa County  
Nelson County**

**October 2014**

**Allen Hale, Chairman  
Chip Boyles, Executive Director  
David Blount, Legislative Liaison**



## **TOP PRIORITY and LEGISLATIVE REQUEST**

### **EQUALIZED REVENUE AUTHORITY**

**The Planning District localities urge the governor and legislature to equalize the revenue-raising authority of counties with that of cities.**

#### **Background:**

Over the years, national economic conditions, increased federal and state requirements, declining aid to localities and increased taxpayer resistance to local levies have challenged local government ability to generate revenues, appropriate funds and set priorities in an attempt to meet the service needs of local citizens. Despite political hurdles, many localities have increased existing taxes and fees, or adopted new ones. Local governments also have taken significant actions to control spending, to include deferring maintenance and capital outlays and reducing their workforces.

#### **Rationale:**

A number of State-level studies, dating back as far as the early 1980's, have noted that the differences between city and county taxing authority exist due to historical distinctions in the levels of services provided, and that they should be eliminated. This distinction has become less prevalent with increased urbanization and suburbanization, as a growing number of counties now provide levels of services similar to cities. In fact, the State requires cities and counties to deliver, to participate in the delivery of or to fund many services in the areas of education, the environment, human services, public safety, courts and judicial administration, and election administration, among others. Levels of funding, the degree of service responsibility and standards related to delivery of such services often are topics of debate between the State and localities.

Virginia's localities utilize a revenue base that relies largely on the real property tax, which of late, is providing a smaller percentage of local resources (due to slow growth or decline in assessments) and which in the future, likely will not grow commensurate with the needs of the locality. Also affecting the real property base is the extent of tax-exempt property (both government and non-government) within local boundaries.

This proposal essentially removes the caps that currently apply to county authority to levy the meals, lodging and amusement taxes, as well as the requirement that meals taxes in counties be subject to approval by referendum. It stands to help diversify and broaden the revenue base of counties by further reducing dependency on the real property taxes. We further believe that, at a minimum, equalizing revenue authority for counties should be on the table as Virginia examines modernizing its tax system to comport with the realities of a global, information-driven economy, which will rely less on federal and other government spending and more on new, private sector business models. State laws, local ordinances, tax structures, and licenses and regulations will have to be re-evaluated and likely re-shaped without sacrificing the overall quality of government services, including education, public health and public safety.

## **OTHER LEGISLATIVE PRIORITIES**

**STATE MANDATES and FUNDING OBLIGATIONS:** The Planning District localities urge the governor and legislature to 1) not impose financial or administrative mandates on localities; 2) not shift costs for state programs to localities; and 3) not further restrict local revenue authority.

Locality budgets continue to be challenged by slowly-recovering local revenues, stagnant state funding and additional requirements. While state general fund appropriations have increased by \$2 billion since FY09, state assistance to local government priorities has been taking a backseat to fast growing state Medicaid and debt service expenditures. As the State faces another budget shortfall in the current biennium, we urge policymakers to preserve existing funding formulas rather than altering them in order to save the state money and/or shift costs to localities. The State should undo the across-the-board reductions in aid-to-localities that are helping to balance the state budget.

We oppose unfunded state and federal mandates and the cost shifting that occurs when the state fails to fund requirements or reduces or eliminates funding for state-supported programs. Doing so strains local ability to craft effective and efficient budgets to deliver services mandated by the state or demanded by residents. The State should examine how services are delivered and paid for in the future as a different economy takes hold in Virginia. Finally, the State should not alter or eliminate the BPOL and Machinery and Tools taxes, or divert Communications Sales and Use Tax Fund revenues intended for localities to other uses. Instead, as stated in our top legislative priority, the legislature should broaden the revenue sources available to localities.

**PUBLIC EDUCATION FUNDING:** The Planning District localities urge the State to fully fund its share of the realistic costs of the Standards of Quality without making policy changes that reduce funding or shift funding responsibility to localities.

The state will spend about \$5.55 billion on public education in FY15, about 32% of its general fund budget. The level of state funding for FY15 represents a \$250 million increase from FY14, though state per pupil expenditures for FY15 of \$5,035 are still well below the FY09 high of \$5,274 per pupil. Meanwhile, local governments boost education funding by spending over \$3.5 billion more per year than required by the state.

Reductions in state public education dollars the last four to five years have been accomplished mainly through policy changes that are decreasing the state's funding obligations moving forward. The State also made policy changes to the Virginia Retirement System (mandatory teacher 5% for 5%) that increased local costs and did nothing to reduce a \$15 billion unfunded teacher pension liability. Education expenditures are expected to continue increasing, as the percentage of at-risk students continues to rise (they have risen from 26% in 2007 to over 33% in 2013) and VRS contribution rates for teachers, which jumped 24% this biennium, experience additional, albeit smaller, hikes in the coming years.

**TRANSPORTATION FUNDING and DEVOLUTION:** The Planning District localities urge the State to find additional revenues for secondary/urban construction and for unpaved roads. We oppose any legislation or regulations that would transfer responsibility to counties for construction, maintenance or operation of current or new secondary roads.

We urge the state to restore formula allocations for secondary/urban construction and for unpaved roads, and we support stable and increasing dollars for cities and towns to maintain their roads. Previous legislative changes (2012) authorize \$500 million off the top for Commonwealth Transportation Board priorities before funds are provided to the construction fund. Accordingly, construction funding for secondary and urban roads, suspended in 2010, has not been restored and will continue to be elusive given recent reductions in revenues. State revenues for the current Six-Year Improvement Program are expected to be down nearly \$500 million from the previous plan, which itself fell by more than \$900 million.

We believe that efficient and effective transportation infrastructure, including the secondary road system, is critical to a healthy economy, job creation, a cleaner environment and public safety. Accordingly, we oppose shifting the responsibility for secondary roads to local entities, which could result in vast differences among existing road systems in different localities, potentially placing the state at a competitive economic disadvantage with other states when considering business and job recruitment, and movement of goods.

**WATER QUALITY: The Planning District localities support the goal of improved water quality, but as we face mounting costs for remedies, we believe major and reliable forms of financial and technical assistance from the federal and state governments is necessary if comprehensive improvement strategies for local and state waters emptying into the Chesapeake Bay are to be effective.**

As local governments are greatly impacted by federal and state initiatives to reduce pollutants into state waters, it is imperative that aggressive state investment in meeting required milestones for reducing Chesapeake Bay pollution to acceptable levels occurs. This investment must take the form of authority, funding and other resources to assure success, and must ensure that cost/benefit analyses are conducted of solutions that generate the greatest pollution reductions per dollar spent. This includes costs associated with stormwater management, for permitted dischargers to upgrade treatment plants and for any retrofitting of developed areas, and to aid farmers with best management practices.

We also believe that implementation of the Nutrient Trading Act to allow exchange of pollution allocations among various point and nonpoint sources should contain such exchanges within a particular watershed, so as to improve the health of local waters.

**LAND USE and GROWTH MANAGEMENT: The Planning District localities encourage the state to provide local governments with additional tools to manage growth, without preempting or circumventing existing authorities.**

In the past, the General Assembly has enacted both mandated and optional land use provisions. Some have been helpful, while others have prescribed one-size-fits-all rules that hamper different local approaches to land use planning. Accordingly, we support local authority to plan and regulate land use and oppose legislation that weakens these key local responsibilities.

Current land use authority often is inadequate to allow local governments to provide for balanced growth in ways that protect and improve quality of life. Therefore, we believe the General Assembly should grant localities additional tools necessary to meet important infrastructure needs. These include the following: 1) impact fee and proffer systems that are workable and meaningful for various parties, without weakening our current proffer authority; 2) impact fee authority for costs for facilities other than roads; 3) authority to enact adequate public facility ordinances for determining whether public facilities associated with new developments are adequate; and 4) state funding and incentives for localities, at their option, to acquire, preserve and maintain open space.

## **LEGISLATIVE POSITIONS and POLICY STATEMENTS**

### **EDUCATION:**

The Planning District's member localities believe that state funding for K-12 education in Virginia should be realistic and recognize actual needs, practices and costs; otherwise, more of the funding burden will fall on local taxpayers.

#### **School Division Finances:**

- The State should not eliminate or decrease funding for benefits for school employees.
- We support establishment of a mechanism for local appeal of the calculated Local Composite Index to the State.
- We believe that unfunded liability associated with the teacher retirement plan should be a shared responsibility of state and local government.

#### **Literary Fund:**

- The State should discontinue seizing dollars from the Literary Fund to help pay for teacher retirement.
- We urge state financial assistance with school construction and renovation needs, including funding for the Literary Loan and interest rate subsidy programs.

### **FINANCE:**

The Planning District's member localities believe the State should refrain from establishing local tax policy at the state level and allow local governments to retain authority over decisions that determine the equity of local taxation policy.

#### **Local revenues:**

The State should not confiscate or redirect local general fund dollars to the state treasury, as was done in 2012 when it directed to the Literary Fund, a portion of fines and fees collected at the local level pursuant to the enforcement of local ordinances.

#### **Fiscal Impacts:**

We support reinstatement of the "first day" introduction requirement for bills with local fiscal impact.

#### **TOT:**

The State should ensure the appropriate collection of transient occupancy taxes from online transactions.

### **TRANSPORTATION:**

The Planning District's member localities recognize that state leaders took a big step in 2013 toward addressing transportation infrastructure needs by approving a transportation funding package that is expected to generate nearly \$800 million per year by 2018, with funding targeted primarily for road maintenance, rail and transit. We urge the State to 1) remain focused on providing sufficient revenues to expand and maintain all modes of our transportation infrastructure; 2) provide more dedicated revenues for transit and rail operations and capital in order to keep pace with growing public needs and expectations; and 3) provide additional authority to establish mechanisms for funding transit and non-transit projects in our region.

### **Transportation and Land Use Planning:**

- We support ongoing state and local efforts to coordinate transportation and land use planning, and urge state and local officials to be mindful of various local and regional plans when conducting corridor or transportation planning within a locality or region.
- While we opposed closing of VDOT's Louisa residency facilities and support its reopening, we also support the option for the locality to purchase the property if available.

### **PUBLIC SAFETY:**

The Planning District's member localities encourage state financial support, cooperation and assistance for law enforcement, emergency medical care, criminal justice activities and fire services responsibilities carried out locally.

#### **Funding:**

- We urge the State to make Compensation Board funding a top priority, fully funding local positions that fall under its purview. It should not increase the local share of funding constitutional offices or divert funding away from them, but increase money needed for their operation.
- We support restoration of state funding responsibility for the Line of Duty Act.
- We urge continued state funding of the HB 599 law enforcement program (in accordance with *Code of Virginia* provisions).
- The State should increase funding to the Virginia Juvenile Community Crime Control Act program, which has cut in half the number of juvenile justice commitments over the past decade.
- We support funding for mental health and substance abuse services at juvenile detention centers.

#### **Jails:**

- The State should continue to allow exemptions from the federal prisoner offset and restore the per diem payment to localities for housing state-responsible prisoners to \$14 per day.
- The State should not shift costs to localities by altering the definition of state-responsible prisoner.

#### **Offender Programs and Services:**

- We support continued state funding of the drug court program and the Offender Reentry and Transition Services (ORTS), Community Corrections and Pretrial Services Acts.
- We support continued state endorsement of the role and authority of pretrial services offices.
- We support authorization for the court to issue restricted driver's licenses to persons denied them because of having outstanding court costs or fees.

### **COMPREHENSIVE SERVICES ACT:**

The Planning District localities urge the State to be partners in containing costs of the Comprehensive Services Act (CSA) and to better balance CSA responsibilities between state and local government. Since the inception of CSA in the early 1990's, there has been pressure to hold down costs, to cap state costs for serving mandated children, to increase local match levels and to make the program more uniform by attempting to control how localities run their programs.

#### **CSA Administration:**

We request increased state dollars for local CSA administrative costs, as localities pay the overwhelming majority of costs to administer this shared program. State dollars for administration have not increased since the late 1990's, while at the same time, administrative costs have jumped due to additional data collection and reporting requirements.

#### **Pool Expenditures:**

- The State should provide full funding of the state pool for CSA, with allocations based on realistic anticipated levels of need.

- The State should establish a cap on local expenditures in order to combat higher local costs for serving mandated children, costs often driven by unanticipated placements in a locality.
- Categories of populations mandated for services should not be expanded unless the State pays all the costs.

**Efficiency:**

- The State should be proactive in making residential facilities and service providers available, especially in rural areas.
- In a further effort to help contain costs and provide some relief to local governments, we recommend that the State establish contracts with CSA providers to provide for a uniform contract management process in order to improve vendor accountability and to control costs.

**ECONOMIC and WORKFORCE DEVELOPMENT:**

The Planning District's member localities recognize economic development and workforce training as essential to the continued viability of the Commonwealth. We support policies and additional state funding that closely link the goals of economic and workforce development and the state's efforts to streamline and integrate workforce activities and revenue sources, and to align workforce supply with anticipated employer demands. We also support state efforts to clearly define responsibilities of state and local governments and emphasize regional cooperation in economic, workforce and tourism development.

**Planning District Commissions:**

- We support increased state funding for regional planning district commissions.
- We encourage opportunities for planning districts to collaborate with state officials and state agencies on regional program and projects, and support funds for the Regional Competitiveness Act to initiate and sustain such efforts.

**Economic Development:**

- We support increased state funding for the Industrial Site Development Fund, the Governor's Opportunity Fund and tourism initiatives that help promote economic development.
- We support legislation that dedicates income and sales tax revenues generated by corporations and limited liability companies within an economic development project to such locality in cases where the locality has expended local funds for such project and state grants funds or incentives were not involved.

**Broadband:**

We encourage continuing state incentives and support for expediting deployment and reducing the cost of broadband technology, particularly in underserved areas.

**Agricultural Products and Enterprises:**

We encourage state and local governments to work together and with other entities to identify, to provide incentives for and to promote local, regional and state agricultural products and rural enterprises, and to encourage opportunities for such products and enterprises through a balanced approach.

**ENVIRONMENTAL QUALITY:**

The Planning District's member localities believe that environmental quality should be funded and promoted through a comprehensive approach, and address air and water quality, solid waste management, land conservation, climate change and land use policies. We are committed to protection and enhancement of the environment and recognize the need to achieve a proper balance between environmental regulation and the socio-economic health of our communities within the constraints of available revenues. Such an approach requires regional cooperation due to the inter-jurisdictional nature of many environmental resources, and adequate state funding to support local and regional efforts.

**Chesapeake Bay Preservation Act:**

We oppose legislation mandating expansion of the Chesapeake Bay Preservation Act's coverage area. Instead, we urge the state to 1) provide legal, financial and technical support to localities that wish to comply with any of the Act's provisions, 2) allow localities to use other practices to improve water quality, and 3) provide funding for other strategies that address point and non-point source pollution.

**Water Supply:**

The State should be a partner and advocate for localities in water supply development and should work with and assist localities in addressing water supply issues, including investing in regional projects.

**Alternate On-Site Sewage Systems:**

We support legislative and regulatory action to 1) ensure operation and maintenance of alternative on-site sewage systems in ways that protect public health and the environment, and 2) increase options for localities to secure owner abatement or correction of system deficiencies.

**Biosolids:**

We support legislation enabling localities, as a part of their zoning ordinances, to designate and/or reasonably restrict the land application of biosolids to specific areas within the locality, based on criteria designed to further protect the public safety and welfare of citizens.

**Program Administration:**

The State should not impose a fee, tax or surcharge on water, sewer, solid waste or other local services to pay for state environmental programs.

**HEALTH and HUMAN SERVICES:**

The Planning District's member localities recognize that special attention must be given to developing circumstances under which people, especially the disabled, the poor, the young and the elderly, can achieve their full potential. Funding reductions to community agencies are especially troublesome, as their activities often end up preventing more costly services later. The delivery of health and human services must be a collaborative effort from federal, state and local agencies.

**Funding:**

- We oppose changes in state funding or policies that increase the local share of costs for human services. We also oppose any shifting of Medicaid matching requirements from the State to localities.
- The State should provide sufficient funding to allow Community Services Boards (CSBs) to meet the challenges of providing a community-based system of care, including maximizing the use of Medicaid funding. We believe children with mental health needs should be treated in the mental health system, where CSBs are the point of entry.
- We support increased investment in the MR waiver program for adults and young people and Medicaid reimbursement for children's dental services.
- We urge full state funding to offset any increased costs to local governments for additional responsibilities for processing applications for the FAMIS program.
- We support sufficient state funding assistance for older residents, to include companion and in-home services, home-delivered meals and transportation.

**Social Services:**

We support the provision of sufficient state funding to match federal dollars for the administration of mandated services within the Department of Social Services, and to meet the staffing standards for local departments to provide services as stipulated in state law. We believe the current funding and program responsibility for TANF employment services should remain within the social services realm.

**Prevention:**

We support continued operation and enhancement of early intervention and prevention programs, including school-based prevention programs. This would include the state's program for at-risk four-year-

olds and the Child Health Partnership and Healthy Families programs, as well as Part C of the Individuals with Disabilities Education Act (infants and toddlers).

**Childcare:**

The legislature should provide full funding to assist low-income working and TANF (and former TANF) families with childcare costs. These dollars help working-class parents pay for supervised day care facilities and support efforts for families to become self-sufficient.

**HOUSING:**

The Planning District's member localities believe that every citizen should have an opportunity to afford decent, safe and sanitary housing. The State and localities should work to expand and preserve the supply and improve the quality of affordable housing for the elderly, disabled, and low- and moderate-income households. Regional planning and solutions should be implemented whenever possible.

**Affordable Housing:**

We support the following: 1) local flexibility in the operation of affordable housing programs and establishment of affordable dwelling unit ordinances; 2) creation of a state housing trust fund; 3) grants and loans to low- or moderate-income persons to aid in purchasing dwellings; and 4) the provision of other funding to encourage affordable housing initiatives.

**Homelessness:**

We support measures to prevent homelessness and to assist the chronic homeless.

**Historic Structures:**

We support incentives that encourage rehabilitation and preservation of historic structures.

**Green Buildings:**

We encourage and support the use of, and request state incentives for using, environmentally friendly (green) building materials and techniques.

**GENERAL GOVERNMENT:**

The Planning District's member localities believe that since so many governmental actions take place at the local level, a strong local government system is essential. Local governments must have the freedom and tools to carry out their responsibilities.

**Local Government Operations:**

- We oppose intrusive legislation involving purchasing procedures; local government authority to establish hours of work, salaries and working conditions for local employees; matters that can be adopted by resolution or ordinance; and procedures for adopting ordinances.
- We support allowing localities to use alternatives to newspapers for publishing various legal advertisements and public notices.
- We oppose attempts to reduce sovereign immunity protections for localities.

**Freedom of Information Act:**

- We request that any changes to the Virginia Freedom of Information Act (FOIA) preserve 1) a local governing body's ability to meet in closed session, 2) the list of records currently exempt from disclosure under FOIA, and 3) provisions concerning creation of customized computer records.
- We support changes to allow local and regional public bodies to conduct electronic meetings as now permitted for state public bodies.

**Quality of Life Issues:**

- We oppose any changes to state law that further weaken a locality's ability to regulate noise or the discharge of firearms.
- We support expanding local authority to regulate smoking in public places.



# CITY OF CHARLOTTESVILLE, VIRGINIA CITY COUNCIL AGENDA



**Agenda Date:** October 20, 2014

**Action Required:** Report to Council

**Presenter:** Jim Tolbert, Director-Neighborhood Development Services  
Donovan Branche, City Traffic Engineer

**Staff Contacts:** Donovan Branche, City Traffic Engineer  
Carrie Rainey, Urban Designer  
Jim Tolbert, Director-Neighborhood Development Services

**Title:** **Franklin Street**

## **Background:**

The Woolen Mills neighborhood made a request to convert a section of Franklin St to one-way in order to facilitate the installation of pedestrian facilities. This request was evaluated on September 18, 2006 and June 15, 2014. Council voted against this change in traffic pattern in 2006 but in 2014 voted to implement a pilot for a partial one-way on Franklin Street between Market and 131 Franklin.

## **Discussion:**

Staff evaluated the option of a partial one-way and found that it creates an unsafe condition. The main safety issue is that a midblock one-way condition means that there will be opposing traffic approaching each other. The condition is exacerbated by the limited visibility under the railroad trestle. Additionally, cars that enter the one-way from the wrong side have to turn around on private property or may continue to go the wrong way to Market Street.

Franklin Street sidewalk is on the sidewalk priority list. Preliminary findings were that installing a sidewalk might be impossible due to a rock wall that is adjacent to the roadway on the west side and utilities on the east side. Because of the safety concerns, a full survey was conducted to locate property lines and utilities. The survey revealed that the rock wall is in the City Right-Of-Way and the Historic Preservation planner has confirmed that the wall is not historic.

Staff met with representatives of the Woolen Mills neighborhood to discuss the safety concerns and the possibility of installing a sidewalk. In addition, staff has spoken with the resident whose property is adjacent to the rock wall and no concern was voiced.

Staff reported to Council on September 15, 2014 that it is possible to install a 5ft sidewalk and keep two-way traffic on Franklin St. Residents of Franklin Street prefer this option, the Fire Department would prefer this option and it also fits with current urban design guidelines regarding network capacity. This option would address the original concern of pedestrian access and connectivity.

At the September 15<sup>th</sup> meeting, Council asked staff to take a look at other alternatives as suggested by traffic consultant Ian Lockwood in some of his conceptual designs. Staff was also approached by a Councilor and asked to consider the construction of a four foot sidewalk adjacent to the wall and a five foot sidewalk south of the wall to tie into the existing sidewalk.

**Budgetary Impact:** The sidewalk is on the Priority List and funds are available in the current budget item. No additional funding is needed.

**Alignment with City Council’s Vision and Priority Areas:**

This item aligns with Council’s priority of a “Smart, Citizen-Focused Government”.

**Community Engagement:** This item was discussed at City Council meetings several times during the public comment period.

**Recommendation:**

Although options are somewhat limited by the narrow right of way, staff sees several alternatives that are possible to satisfy the expressed need of pedestrian safety. Because there is no evidence of speeding (mode speed is 20 mph and 85<sup>th</sup> percentile is 28 mph) and relatively low volumes of traffic, this location does not necessarily call for significant traffic calming expenditures.

Recommended option: 1. Construct a 4 foot sidewalk on the west side of Franklin that does not remove the wall. This will narrow the roadway near Market Street below standards but the low volume of traffic makes this possible. 2. We also propose to upgrade the sidewalk south of the railroad as needed. 3. Monitor speeds and place a pinch point structure if needed between Market Street and Woolen Mills Self Storage.

**Alternative:**

1. Construct a five foot sidewalk, new retaining wall and traffic calming pinch

point.



Photo courtesy of Bill Emory.

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# CITY OF CHARLOTTESVILLE, VIRGINIA CITY COUNCIL AGENDA



<b>Agenda Date:</b>	October 20, 2014
<b>Action Required:</b>	Presentation and Adoption of Resolution
<b>Presenter:</b>	Jim Tolbert, AICP, Director, NDS Jeanie Alexander, PE, EPR
<b>Staff Contacts:</b>	Jim Tolbert, AICP, Director, NDS
<b>Title:</b>	<b>Update on Adaptive Signal Project</b>

**Background:** City Council requested an update on the Adaptive Signal Project during the last discussion and allocation of Revenue Sharing Funds for the project. The City engaged the firm EPR, and specifically former Traffic Engineer, Jeanie Alexander, PE, to help guide us through the process for the Adaptive Signal Project. In working with EPR and VDOT it has become apparent that additional engineering analysis and design is necessary in order to move forward.

**Discussion:** VDOT has initiated a project to install an adaptive traffic control system (InSync) on Route 29 within both the City and Albemarle County. This system will improve traffic flow on Route 29 in the City and County by enabling the two systems to communicate with one another using InSync technology and optimizing the signal operations.

Within the City limits the project will include the following 13 intersections:

- Ivy Road/University Avenue/Emmet Street
- Ivy Road/Rothery Road
- Ivy Road/Alderman Road/Copeley Road
- Massie Road/Emmet Street
- Arlington Boulevard/Emmet Street

- Arlington Boulevard/Milmont Street
- Wise Street/Emmet Street
- Barracks Road/Emmet Street
- Barracks Road/Milmont Street
- Morton Drive/250 Bypass Eastbound Ramp/Emmet Street
- Angus Road/250 Bypass Westbound Ramp/Emmet Street
- Hydraulic Road/Hillsdale Drive
- Hydraulic Road/250 Bypass

In order to implement this system an inventory of each of the existing traffic signals' equipment is needed. Once inventoried, there is a need to develop plans to upgrade the signals as needed to accommodate the adaptive traffic control system.

**Alignment with City Council Vision and Strategic Plan:** This agenda item reports on efforts to implement the City Council Vision to be a Connected Community. It addresses Strategic Plan Initiatives related to increasing multimodal transportation planning.

**Community Engagement:** There has been no specific community engagement on this project. However, this project has been discussed at a number of City Council, MPO, and 29 Solutions meetings.

**Budget Impact:** Council appropriated \$450,000 for this project in FY'2014. To date we have contracted \$10,000 for engineering assistance. At an earlier meeting Council requested a \$1,000,000 Revenue Sharing Grant from VDOT and agreed to provide the additional match funds when needed. The fee for this work will be a not to exceed \$52,000. This can be paid from the available funds for the project.

**Recommendation:** Staff recommends approval of the attached resolution to keep this project moving forward.

**Alternatives:** Council could choose to not move forward with this project.

**Attachments:** EPR Proposal

## RESOLUTION

BE IT RESOLVED by the City Council of the City of Charlottesville that EPR be engaged through the on-call contract assigned to Line and Grade, per the attached Scope of Services to provide design services for the Adaptive Signal Project.

**Scope of Engineering Services  
City of Charlottesville  
Route 29 Adaptive Traffic Control System Inventory and Design  
EPR**

This task order will be completed in accordance with the following scope of Services and the standard provisions of our contract with the City of Charlottesville.

**BACKGROUND / UNDERSTANDING:**

VDOT has initiated a project to install an adaptive traffic control system (InSync) on Route 29 within both the City and Albemarle County. This system will improve traffic flow on Route 29 in the City and County by enabling the two systems to communicate with one another using InSync technology and optimizing the signal operations.

Within the City limits the project will include the following 13 intersections:

- Ivy Road/University Avenue/Emmet Street
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- Massie Road/Emmet Street
- Arlington Boulevard/Emmet Street
- Arlington Boulevard/Milmont Street
- Wise Street/Emmet Street
- Barracks Road/Emmet Street
- Barracks Road/Milmont Street
- Morton Drive/250 Bypass Eastbound Ramp/Emmet Street
- Angus Road/250 Bypass Westbound Ramp/Emmet Street
- Hydraulic Road/Hillsdale Drive
- Hydraulic Road/250 Bypass.

In order to implement this system an inventory of each of the existing traffic signals' equipment is needed. Once inventoried, EPR will develop plans to upgrade the signals as needed to accommodate the adaptive traffic control system.

**TASK DESCRIPTION:**

Based on our previous discussions, it is our understanding that we will be performing the following tasks.

**Task 1 – Inventory**

First, EPR will gather existing plans and information for the intersections listed above including the signal system inventory conducted previously by EPR, information gathered by the City's Public Works staff, Hillsdale/Hydraulic signal plans, Barracks/Emmet plans developed by MMM, and Ivy/Emmet plans created by UVA. This information will serve as the basis for a field review of each intersection.



**Task 2 – Signal Design**

EPR staff will determine what changes are needed to the signals in order to accommodate the InSync adaptive traffic control system. Minimal format construction plans containing these changes will be created. Planimetric survey (i.e. horizontal information only) will not be gathered at this time. Rather, the need for survey will be evaluated individually for each intersection and a separate task order will be prepared for this work.

As part of the InSync analysis process, EPR will also recommend additional improvements to upgrade intersections independent of the adaptive project for the City’s consideration.

**Task 3 – Cost Estimates**

EPR will develop cost estimates for the needed improvements. Two estimates will be developed for each intersection. The first will include the minimum improvements needed to accommodate the InSync adaptive traffic control equipment. The second will include other improvements recommended to upgrade intersections as needed.

**Task 4 – Meeting Attendance**

EPR staff will meet with Rhythm Engineering (and VDOT, if necessary) to review the construction plans and ensure that all items needed to accommodate the InSync adaptive traffic control system are included. This meeting will occur at the City offices and in the field.

**FEE AND SCHEDULE**

EPR will provide the above summarized services at the hourly rates agreed upon within the standard provisions of our contract. The fee is \$52,000 for the signal modification designs (for the 13 intersections) and specifications.

Signed:

Accepted by:

\_\_\_\_\_  
William L. Wuensch, P.E.  
Principal  
EPR

\_\_\_\_\_  
*Aubrey Watts*  
COO/CFO  
City of Charlottesville

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# CITY OF CHARLOTTESVILLE PLACE DESIGN TASK FORCE

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Annual Report to City Council  
Fall 2014

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Place, Livability, and Community Engagement



## Task Force Members 2013-2014

Rachel Lloyd (Preservation), Chair  
Fred Wolf (Architecture), Vice Chair  
Richard Price (Architecture), Secretary  
Andrea Douglas (Arts, served as Chair through 2013)  
Elizabeth Meyer (Landscape Architecture, completed term in August 2014)  
Mark Watson (Development)  
Claudette Grant (Citizen at Large)  
Bill Emory (Tree Commission, completed term in August 2014)  
Tim Mohr (Board of Architectural Review)  
Kathy Galvin (City Council)  
Scott Paisley (Bike/Ped Committee)  
Paul Josey (Tree Commission)  
Genevieve Keller (Planning Commission)

## Purpose and Charge

In the summer of 2012, City Council formed the PLACE Design Task Force to:

- Guide the community in making decisions about place making, livability, and community engagement.
- Act as an advisory body to the Planning Commission and City Council in areas pertaining to urban design and place making.

PLACE's research and review activities focus on the following charges:

1. Advising on the urban design aspects of development projects on publicly owned or financed land and developing design criteria for such projects.
2. Reviewing the design of city capital projects and changes to existing public facilities.
3. Reviewing the proposals for public art.
4. Reviewing the status of landscape improvements and policies including tree cutting, maintenance and planting.

5. To develop best practices for urban design guidelines and their implementation.
6. Review of special projects as requested by City Council or the Planning Commission.
7. Identify the obstacles and recommend incentives for the redevelopment of our growth corridors.
8. Identify best practices for community engagement in planning and design and recommend processes.

*PLACE understands design to be a holistic method of problem-solving and believes that good urban design contributes to safe, welcoming, diverse, functional, attractive, environmentally sustainable, and economically vibrant spaces and systems that reflect the rich natural and historic context of our community.*

## Actions and Accomplishments

After the 2012-2013 program of study and engagement with a variety of urban design projects, PLACE recommended in its last annual report that the City consider the following options to achieve the charges listed above:

- Commit to constant, comprehensive, and collaborative public engagement during major projects. The city should develop its own guidelines for public engagement that are grounded in the specific context and history of our community. It should not rely on the community engagement protocols of outside consultants. *Result: City staff crafting new community engagement policies with PLACE review.*
- Undertake an audit of the city's development framework to ensure that planning goals, policies, codes, and design guidelines are coordinated and clearly communicate the city's desired urban design character and function.

*Result: City staff undertaking comprehensive code audit with PLACE review.*

- Pursue the implementation of small-area plans throughout the city in order to realize a variety of objectives (economic revitalization, safe and healthy environments that respect the area's ecological systems and history, a balance of housing options, and strengthened public schools). *Result: City undertaking West Main project and undertaking preliminary preparations for next small area plan with PLACE support.*
- Assess the need for new planning coordination and design implementation support within the city staff. Consider the creation of a multi-disciplinary team that includes designers, planners, engineers, and economic development specialists who will be poised to strategically support and implement small area plans and/or plans for city-wide systems including street design or green infrastructure. *Result: City hired new urban designer/landscape architect, now serving as the PLACE staff liaison.*
- Develop green infrastructure design guidelines for private and public spaces and refine an ecological network plan for the city. Elicit support and cooperation from specialists and partner groups in our community such as UVA faculty and staff. *Result: Green infrastructure is being addressed through the context sensitive streets resolution and the Streets that Work plan.*
- Consider retaining the consultants for the SIA and West Main projects for implementation of the plans. *Result: Neither of these projects has reached the implementation stage.*

We meet as a group at City Hall on the second Thursday of the month from 12-2pm. PLACE members, NDS staff, other departmental staff,

and members of the public and press usually attend the monthly meetings.

PLACE subcommittees meet on an ad hoc basis throughout the year. PLACE also attended a joint work session with City Council and Planning Commission in November 2013.

PLACE has focused on two related efforts in 2013-2014: review of the City's design and planning processes and frameworks, and review of public infrastructure projects. The latter activity has continued to dominate our time. *PLACE has reviewed 13 separate public infrastructure/urban design projects and proposals in the last year.*

In January 2014, PLACE established new subcommittees to address different aspects of the task force's purpose and charge. These subcommittees included two or more PLACE members and a staff liaison. The subcommittees focused the following topics:

- Belmont Bridge review
- West Main review
- Small Public Projects review
- SIA review
- City Market proposal review
- Code Audit review
- Community Engagement review
- Small Area Planning (in conjunction with Planning Commission members)
- Staff Organization review
- Green Infrastructure/Context Sensitive Streets review

PLACE members assigned to the Belmont Bridge, West Main, and SIA review subcommittee joined the projects' respective steering committees.

In July 2014, PLACE decided that the subcommittee system was not serving its intended purpose to provide the city with comprehensive independent research and review for topics related to place making,

livability, community engagement and other design and planning processes. Therefore, PLACE agreed to re-integrate the subcommittee topics into the monthly meeting agendas for discussion by the full task force, but also to maintain the project-related steering committee and subcommittee assignments. The small area planning subcommittee also continues to meet with its partner group, the planning commission small area planning subcommittee.

The narrative below documents the work undertaken by the task force in 2013-2014. A concise description of our activities and accomplishments is organized according to the eight topics in our Purpose and Charge.

#### **Advising on the urban design aspects of development projects on publicly owned or financed land and developing design criteria for such projects.**

PLACE supported the development of the SIA and West Main projects through membership in the steering committee and advocacy for the principles that guided those designs. Design principles for these projects addressed key issues such as strengthening neighborhood connections, encouraging a mix of land uses, celebrating history, fostering environmental stewardship, and activating public realm spaces.

PLACE provided recommendations for the appropriate design team for the City Market development based on a thorough review of the design proposals. In a memorandum to council, PLACE recommended several design and place-making principles that could guide the design for the market site. These principles were based on City planning documents as well as market development best practices from around the nation.

#### **Reviewing the design of city capital projects and changes to existing public facilities.**

PLACE undertook design review for the following city projects: Cherry Avenue Improvements, Elliot Avenue Improvements, McIntire Railroad Bridge Design, Garrett Street Steps, "Best Buy" Sound Walls design, and Monticello Avenue Improvements. PLACE advocated for enhanced pedestrian and cycling infrastructure improvements, sustainable storm water management, context sensitive design, ecological sensitivity, and neighborhood engagement for these small projects.

PLACE recommended that the City undertake any proposed changes to the Downtown Mall with sensitivity to its significant historic design context.

PLACE assisted the City generate the RFP for McIntire Park East and reviewed proposals for the design project.

#### **Reviewing the proposals for public art.**

PLACE has not been asked to review any proposals for public art, but has supported the identification of public art opportunities in public realm projects like the West Main design.

#### **Reviewing the status of landscape improvements and policies including tree cutting, maintenance and planting.**

PLACE provided tree planting and vegetation management recommendations for urban design projects in the following locations: West Main, SIA, Cherry Avenue, Elliot Avenue, "Best Buy" Sound Walls, Water Street, Monticello Avenue, and Garrett Street. PLACE advocated for the inclusion of large and small native trees on streets and in public lands generally.

PLACE advocated a comprehensive tree management and replacement strategy for the Downtown Mall.

### **To develop best practices for urban design guidelines and their implementation.**

PLACE advocated a comprehensive audit of the City's zoning code and design guidelines and has continued to support the revision of these documents through the review of the proposed West Main urban design guidelines, the City's internal code audit, and the development of the Streets That Work process.

PLACE developed an Urban Design Metrics worksheet that calculates the improvements in public realm design, based on the City's comprehensive planning goals.

### **Review of special projects as requested by City Council or the Planning Commission.**

PLACE reviewed a wide variety of public projects at the request of City Council, including SIA, Belmont Bridge, and West Main. PLACE members were integrated into the steering committees for each of these projects.

PLACE recommended design review criteria for the Belmont Bridge replacement project to City Council in a memorandum.

### **Identify the obstacles and recommend incentives for the redevelopment of our growth corridors.**

PLACE advocated a Belmont Bridge design that maximized developable land for neighborhood growth by recommending a shorter bridge span and new context-sensitive streets that support building and sidewalk construction.

PLACE supported design initiatives that foster smart, mixed use growth of the West Main corridor.

### **Identify best practices for community engagement in planning and design and recommend processes.**

PLACE advocated the City's continued engagement with the SIA steering committee to support the project as it unfolds over time.

PLACE provided review and feedback on the City's evolving community engagement policies based on research of best practices conducted between 2012 and 2014.

PLACE has provided a forum for citizens interested in public realm design within their neighborhoods.

### **Lessons from 2013-2014**

Comprehensive community engagement is not an expendable aspect of pre-project planning and public project review. The City may benefit from early community input on project scoping and goals and should not limit community involvement to design review.

Comprehensive project planning is required to optimize the utility of project reviews from advisory bodies like PLACE. Too often, PLACE and the specific project steering committees it was involved with were engaged late in the project process. This resulted in the advisory bodies having a reactive role to inadequate designs. The City may benefit from requesting expert design review early in the project planning process.

PLACE needs clarification to understand when its recommendations are supporting staff actions and when its recommendations are supporting City Council decisions. PLACE needs to communicate its recommendations to City Council directly in concise memoranda as needed for specific projects.

PLACE needs to clarify its role for the city and for the community. It is not an advocacy group

or a decision-making body. It considers public comments, but is only entitled to make recommendations in an advisory capacity.

## Suggestions for 2014-2015

Pending Council support, PLACE suggests that we pursue our stated charges through the following tasks:

- Undertake a **debrief of the City's typical design project processes through case studies of current local public infrastructure projects** (SIA, the Belmont Bridge Replacement, and West Main). The debrief would examine the City's current practices in community engagement, design sequencing, communication with consultants, and communication with the City's decision-making bodies such as Council in order to identify which processes conform to best management practices and which need improvement.
- Identify a range of appropriate **design assessment processes for public projects so that City Council has the tools it needs to evaluate which plans provide the greatest design value to Charlottesville for every dollar spent.** An appropriate assessment tool may help the city identify the advantages of a specific design, how important the advantages of the design are, and if those advantages are worth their associated cost. The design assessment processes could be coordinated with the city's CIP process.
- Provide **support for scoping and project definition for selected public infrastructure projects** through generating or reviewing RFPs. PLACE would rely on City Council or staff to identify appropriate projects requiring assistance.

- Investigate **policies for the city that create more opportunities for active neighborhood involvement** in the design and planning process for their areas, coordinating through CIP, small-area planning, or other city programs.
- Continue to **provide design review for public projects** selected by City Council or City staff. (PLACE envisions that the growing design capabilities within NDS will diminish the reliance on PLACE for the design review of small projects.)

PLACE encourages clarification from City Council on our ongoing mission and feedback on our work to date.



2013 Comprehensive Plan Vision Statement Goals	Urban Design Metric	Baseline size/quantity	Planned size/quantity		Change (value)	Change (per cent)
<b>Economic Sustainability</b>	Our community has an effective workforce development system that leverages the resources of the University of Virginia, Piedmont Virginia Community College, and our excellent schools to provide ongoing training and educational opportunities to our residents. We have a business-friendly environment in which employers provide well-paying, career-ladder jobs and residents have access to small business opportunities. The Downtown Mall, as the economic hub of the region, features arts and entertainment, shopping, dining, cultural events, and a vibrant City Market. The City has facilitated significant mixed and infill development within the City.					
	Office space (SF)				-	0%
	Job recruitment center (#)				-	0%
	Retail space (SF)				-	0%
	Other commercial space (SF)				-	0%
<b>A Center for Lifelong Learning</b>	In Charlottesville, the strength of our education is measured not by the achievements of our best students, but by the successes of all our students. Here, an affordable, quality education is cherished as a fundamental right, and the community, City schools, Piedmont Virginia Community College and the University of Virginia work together to create an environment in which all students and indeed all citizens have the opportunity to reach their full potential.					
	City school (#)				-	0%
	Other education center (#)				-	0%
<b>Quality Housing Opportunities for All</b>	Our neighborhoods retain a core historic fabric while offering housing that is affordable and attainable for people of all income levels, racial backgrounds, life stages, and abilities. Our neighborhoods feature a variety of housing types, including higher density, pedestrian and transit-oriented housing at employment and cultural centers. We have revitalized public housing neighborhoods that include a mixture of income and housing types with enhanced community amenities. Our housing stock is connected with recreation facilities, parks, trails, and services.					

2013 Comprehensive Plan Vision Statement Goals	Urban Design Metric	Baseline size/quantity	Planned size/quantity		Change (value)	Change (per cent)
	Designated historic houses (#)				-	0%
	Affordable housing (units)				-	0%
	Mid density housing (units)				-	0%
	High density housing (units)				-	0%
	Pedestrian and transit-oriented housing (units)				-	0%
	Public housing (units)				-	0%
	Single family houses (units)				-	0%
	Public community amenities (#)				-	0%
	Total residential (SF)				-	0%
	Recreation facility (#)				-	0%
	Public park (AC)				-	0%
	Other common landscape space (AC)				-	0%
	Services (#)				-	0%
	Proximity to trails (# of trail heads)				-	0%
<b>Cville Arts and Culture</b>	Our community has world-class performing, visual, and literary arts reflective of the unique character, culture, and diversity of Charlottesville. Charlottesville cherishes and builds programming around the evolving research and interpretation of our historic heritage and resources. Through City partnerships and promotion of festivals, venues, and events, all have an opportunity to be a part of this thriving arts, cultural, and entertainment scene.					
	Programmed cultural space (SF)				-	0%

2013 Comprehensive Plan Vision Statement Goals	Urban Design Metric	Baseline size/quantity	Planned size/quantity		Change (value)	Change (per cent)
	Historic neighborhoods (AC)				-	0%
	Historic sites (#)				-	0%
	Special events areas (SF)				-	0%
<b>A Green City</b>	Charlottesville citizens live in a community with a vibrant urban forest, tree-lined streets, and lush green neighborhoods. We have an extensive natural trail system, along with healthy rivers and streams. We have clean air and water, we emphasize recycling and reuse, and we minimize storm-water runoff. Our homes and buildings are sustainably designed and energy efficient.					
	Urban forest in private property (canopy AC)				-	0%
	Urban forest in city property (canopy AC)				-	0%
	Street trees (#)				-	0%
	Trails (LF)				-	0%
	Natural water body (LF)				-	0%
	Public LID rain garden (#)				-	0%
	Public LID bioswale (#)				-	0%
	Recycling facilities (#)				-	0%
	Energy efficient building (#)				-	0%
<b>America's Healthiest City</b>	All residents have access to high-quality health care services. We have a community-wide commitment to personal fitness and wellness, and all residents enjoy our outstanding recreational facilities, walking trails, and safe routes to schools. We have a strong support system in place. Our emergency response system is among the nation's best.					

2013 Comprehensive Plan Vision Statement Goals	Urban Design Metric	Baseline size/quantity	Planned size/quantity		Change (value)	Change (per cent)
	Presence of health care facility (#)				-	0%
	Public rec facilities (playgrounds etc) (#)				-	0%
	Walking trails (LF)				-	0%
	Safe routes to school (LF)				-	0%
	Emergency response facilities (#)				-	0%
<b>A Connected Community</b>	The City of Charlottesville is part of a comprehensive, regional transportation system that enables citizens of all ages and incomes to easily navigate our community. An efficient and convenient transit system supports mixed use development along our commercial corridors, while bike and pedestrian trail systems, sidewalks, and crosswalks enhance our residential neighborhoods. A regional network of connector roads helps to ensure that residential neighborhood streets remain safe and are not overburdened with cut-through traffic.					
	Transit routes (#)				-	0%
	Transit stops (#)				-	0%
	Bike trails (LF)				-	0%
	Ped trails (LF)				-	0%
	Sidewalks (SF)				-	0%
	SUPs (LF)				-	0%
	Designed crosswalks (#)				-	0%
	Local roads (LM)				-	0%
	Connector roads (LM)				-	0%
	Arterial road (LM)				-	0%
	Interstate access (#)				-	0%

2013 Comprehensive Plan Vision Statement Goals	Urban Design Metric	Baseline size/quantity	Planned size/quantity		Change (value)	Change (per cent)
<b>Community of Mutual Respect</b>	In all endeavors, the City of Charlottesville is committed to racial and cultural diversity, inclusion, racial reconciliation, economic justice, and equity. As a result, every citizen is respected. Interactions among city leaders, city employees and the public are respectful, unbiased, and without prejudice.					
	Community-initiated public projects (#)				-	0%
	Diverse community participation process (# of public meetings)				-	0%
	Community-defined design and development goals (#)				-	0%
<b>Smart Citizen-Focused Government</b>	The delivery of quality services is at the heart of Charlottesville's social compact with its citizens. Charlottesville's approach to customer service ensures that we have safe neighborhoods, strong schools, and a clean environment. We continually work to employ the optimal means of delivering services, and our decisions are informed at every stage by effective communication and active citizen involvement. Citizens feel listened to and are easily able to find an appropriate forum to respectfully express their concerns.					
	Neighborhood Association (#)				-	0%
	Business Associations (#)				-	0%
	Access to public forum (#)				-	0%
<b>Other Urban Infrastructure</b>	<b>Metric</b>	<b>Baseline size/quantity</b>	<b>Future size/quantity</b>			
<b>Transportation system</b>						

2013 Comprehensive Plan Vision Statement Goals	Urban Design Metric	Baseline size/quantity	Planned size/quantity		Change (value)	Change (per cent)
	"A" rated road intersections (#)				-	0%
	"B" rated road intersections (#)				-	0%
	"C" rated road intersections (#)				-	0%
	"D" rated road intersections (#)				-	0%
	"F" rated road intersections* (#)				-	0%
	At grade railroad crossings* (#)				-	0%
	Bridges (#)				-	0%
	Pedestrian controlled signals (#)				-	0%
	Roundabouts (#)				-	0%
<b>Lighting</b>						
	Street pedestrian scaled lights (# of blocks)				-	0%
	Street overhead lights* (#)				-	0%
	Blocks with no lights* (#)				-	0%
<b>Parking</b>						
	On street spaces (#)				-	0%
	Public off street surface (#)				-	0%
	Public off street structured (#)				-	0%
<b>Utilities</b>						
	Overhead in ROW* (LF)				-	0%

2013 Comprehensive Plan Vision Statement Goals	Urban Design Metric	Baseline size/quantity	Planned size/quantity		Change (value)	Change (per cent)
	Underground in ROW (LF)				-	0%
Financial	Metric	Baseline quantity	Future quantity			
<b>Annual tax revenue</b>						
	Residential					
	Commercial					
<b>Investment</b>						
	Public					
	Private					
	* = negative metric					
	*** = weighted metric					

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# CITY OF CHARLOTTESVILLE, VIRGINIA CITY COUNCIL AGENDA



**Agenda Date:** October 20, 2014

**Action Required:** N/A

**Presenter:** Miriam Dickler, Director, Office of Communications  
David Ellis, Assistant City Manager

**Staff Contacts:** Miriam Dickler, Director, Office of Communications  
David Ellis, Assistant City Manager

**Title:** **Civic Engagement Update**

**Background:** The City of Charlottesville has a robust history of civic engagement that has evolved over time. As technology continues to evolve it is important that we explore ways of utilizing technology and engage those individuals and families into important community and neighborhood discussions. This agenda item will focus on the utilization of technology to enhance existing tools contained in our community engagement tool box.

**Discussion:**

Currently, staff has been looking at two tools that potentially will enhance our civic engagement processes by utilizing technology; centralized intake and online civic engagement tools. This memorandum will provide Council with our preliminary research and recommendations for next steps.

311 or centralized intake is a trend that continues to gather steam with local governments. In the past jurisdictions with populations above 250,000 were at the forefront of implementing these types of systems. According to Cory Fleming of International City/County Management Association (ICMA), recently there has growing interest in the number of jurisdictions with populations between 45,000 – 100,000 who have contacted ICMA about the feasibility of a 311 or centralized intake system. Typically, there are two models that jurisdictions choose; developing an in house system or purchasing an off the shelf system.

Finding cities comparable in size to the Charlottesville that have existing 311 systems was a challenge. Many of the jurisdictions have a centralized number for citizen concerns, but lack the ability to track those concerns and analyze the data for trends. Mankato, MN is a jurisdiction of comparable demographics and size (A population of just fewer than 40,000 and home to Minnesota State University with an enrollment of 14,000). Mankato, MN is an example of a jurisdiction that built their 311 system in house.

Mankato's 311 system serves as the face of the City and in the majority of cases are the first point of contact for customers, whether it's on the phone, online through live chat, walk-in customer service, or their online customer service system. While the system is "technology based", the importance of exceptional customer service is not lost on the staff. Staff receives ongoing training on best practices in the customer service field and ongoing inter agency trainings occur.

Built with a goal of information sharing and collaboration the system has exceeded all their expectations. The number of service requests handled on a yearly basis continues to increase, while at the same time decreasing the amount of time citizens wait to speak with a CSR. Internally, the number of departments who are choosing to become a part of the 311 system is also increasing, as they recognize that by becoming part of Mankato's 311 it allows them to focus specifically on their core service areas. Mankato currently has a total of 7 FTEs dedicated to the operation of their 311 system.

Mankato's approach of utilizing in house staff to design their 311 system has many benefits. Instead of taking a system off the shelf and making modifications to the system to ensure it will work with existing systems, their staff simply designed a system that took into account all of the existing systems and crafted 311 to meet the City's needs. This allowed the system to be user friendly and contributed to the systems relatively low cost startup cost of less than a \$100,000.

There are a number of off the shelf 311 systems currently being utilized by local governments. The cities of Boston (population of 617,000) and Sacramento (population of 466,000), both utilize Oracle technology for their CRM system, while the City of Chicago (population of 2,700,000) and the District of Columbia (population of 646,000) utilize Motorola. Additional CRM vendors include Langan, and PeopleSoft. The City of Newport News (population of 181,000) is the latest jurisdiction in Virginia to implement a 311 system. The cost of the system was roughly \$600,000 and operational costs of close to \$500,000 a year. Newport News currently has 10 FTEs dedicated to the

operation of their 311 system.

In conclusion, whether a 311 system is developed in house or via a contract with a vendor, there will be significant ongoing costs to ensure the system functions correctly, provides excellent customer service and meets the needs and expectations of the residents of Charlottesville.

Staff is moving forward with Council's direction to implement an on line civic engagement tool. A request for proposal for an on line civic engagement tool is scheduled to be released in early November with a goal of having the tool operational no later than the Spring of 2015.

**Budgetary Impact:** N/A

**Alignment with City Council Vision and Strategic Plan:** Aligns with Council's vision of a Smart, Citizen Focused Government.

**Community Engagement:** N/A

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



Agenda Date:	October 20, 2014
Action Required:	None
Presenter:	Susan Elliott, Climate Protection Program Coordinator
Staff Contacts:	Susan Elliott, Climate Protection Program Coordinator Kristel Riddervold, Environmental Sustainability Manager
<b>Title:</b>	<b>Solarize Charlottesville Campaign – Update Report</b>

**Background:**

The Solarize Charlottesville, sponsored by the Local Energy Alliance Program (LEAP) in partnership with the City of Charlottesville, Albemarle County, and the UVA Community Credit Union, was a grassroots, community-based outreach initiative intended to make solar power for homes easier and more affordable than ever to our local residents. The program offered bulk purchasing discounts and free solar site assessments for “a limited-time only” to Charlottesville and Albemarle residents who signed up during the July 1 – Sept 30, 2014 campaign period.

Solarize Charlottesville was a one-stop-shop for community members to learn more about solar power options for their homes and facilitate the installation and financing of their own project. Two local solar installers, AltEnergy and Sigora Solar, were selected by LEAP through an RFP process and worked together to offer a single product with pricing scaled by solar system size. More information about the Solarize Charlottesville program can be found at [www.solarizecville.org](http://www.solarizecville.org).

**Discussion:**

Solarize Charlottesville saw a significant amount of interest from our community. Several hundred households signed up during the last few days of the campaign and are still being processed. Final numbers will be available at a later date. Below are preliminary results.

As of October 3, 2014:

Solar Site Assessment Sign-Ups:	1,190 (~35% City residents)
Solar Contracts Signed:	53 (~40% City residences)
Aggregated Solar System Size:	289.5 kW (~32%, 92 kW, City residences)
Average System Size:	5.9 kW (4.9 kW for City residences)
Average Payback Period:	10 years (for both City and region)

Community engagement and energy literacy were two other benefits of this program. Of the 1,190 homeowners who took the opportunity to learn about their homes' energy production potential, about 50% also opted to receive a Home Energy Check Up (HECU). A HECU is a one-hour house consult with a LEAP Energy Coach who provides energy-saving direct installations and an individualized assessment of the home's energy efficiency potential and next steps. Additionally, approximately 250 people attended the 7 workshops LEAP offered (4 community workshops and 3 church workshops).

To date, this is the largest increase in solar generated power in the local residential sector that staff is aware of and contributes towards the City's goals to reduce community-wide energy use emissions. When placed in context to other local solar installations, 92 kW represents a significant increase in our local renewable energy generation capacity:

- Main Street Arena – 68 kW  
(funded with assistance through the Clean Energy Commercial Revolving Loan Fund offered by the UVA Community Credit Union in partnership with the City and LEAP).
- City and City School Buildings – 156.6 kW total, [www.charlottesville.org/citysolar](http://www.charlottesville.org/citysolar)
  - Charlottesville High School – 112 kW, installed 2012
  - Facilities Maintenance Building – 21.1 kW, installed 2013
  - Fontaine Fire Station – 17.7 kW, installed 2014
  - ecoREMOD, the Energy House – 5.8 kW, installed 2010

**Community Engagement:**

As referenced in the background and discussion sections above, this was a grassroots, community-based outreach initiative lead by LEAP with significant outreach to the community. Examples include a banner over Market Street, a utility bill insert that included additional information about financial incentives for energy efficiency offered by the City, advertisement via the City website, LEAP and other partner newsletters, and a series of workshops.

**Alignment with City Council's Vision and Priority Areas:**

Solarize Charlottesville is aligned with the 2013 Comprehensive Plan Chapter 4, Goal 5 and 6, City Council's "A *Green City*" Vision, and Goal 2 of the recently adopted Strategic Plan.

**Budgetary Impact:**

All activities were pursued using existing program funds and leveraged outside resources.

**Recommendation:**

This memo is informative in nature and does not require action from Council.

**Alternatives:**

None.

**Attachments:**

None.