



**CITY COUNCIL AGENDA**  
**Tuesday, January 19, 2016**

**5:30 p.m.**

**Closed session as provided by Section 2.2-3712 of the Virginia Code**

*Second Floor Conference Room* (Discussion of candidates for appointment to City boards and commissions; acquisition of a permanent utility easement along McIntire Road; consultation with legal counsel regarding the negotiation of terms and conditions of an agreement for co-located City – County General District Courts; and consultation with legal counsel for legal advice involving options to address blighted or unoccupied commercial properties.)

**7:00 p.m.**

**Regular Meeting**

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

*Council Chambers*

**AWARDS/RECOGNITIONS**  
**ANNOUNCEMENTS**  
**MATTERS BY THE PUBLIC**

Public comment permitted for the first 12 speakers who sign up before the meeting (limit 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. Speaker sign-up opens at 6:30 p.m.

**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 January 4
  - b. APPROPRIATION: Additional Funding for Benefits Programs – \$89,548 (2<sup>nd</sup> of 2 readings)
  - c. APPROPRIATION: Funding for SNAP E&T(Supplemental Nutrition Assistance Program Education & Training) Pilot Program – \$37,581 (2<sup>nd</sup> of 2 readings)
  - d. APPROPRIATION: Local Emergency Management Performance Grant (L.E.M.P.G.) – \$7,500 (1<sup>st</sup> of 2 readings)
  - e. APPROPRIATION: Albemarle County Reimbursement for the Charlottesville Albemarle Technical Education Center (C.A.T.E.C.) Department of Education (D.O.E.) Interior Renovation Project – \$33,162.74 (1<sup>st</sup> of 2 readings)
  - f. APPROPRIATION: Albemarle County Reimbursement for the Health Department Facility Condition Assessment Project – \$5,122 (1<sup>st</sup> of 2 readings)
  - g. RESOLUTION: Support for Enhanced Credentialing Programs in Virginia (1<sup>st</sup> of 1 reading)
- 2. PUBLIC HEARING / ORDINANCE\*** Neighborhood Development Services (NDS) Fee Schedule (1<sup>st</sup> of 2 readings)
- 3. APPROPRIATION\*** National Endowment for the Arts (N.E.A.) Our Town Grant – “Play the City” \$30,000 Match (2<sup>nd</sup> of 2 readings)
- 4. RESOLUTION\*** City of Charlottesville Organizational Efficiency Study Scope of Services Proposal (1<sup>st</sup> of 1 reading)
- 5. REPORT** Housing Advisory Committee (HAC) Housing Report
- 6. REPORT** Streets That Work Update
- 7. REPORT** YMCA Construction Update

**OTHER BUSINESS**  
**MATTERS BY THE PUBLIC**  
**COUNCIL RESPONSE TO MATTERS BY THE PUBLIC**

\*ACTION NEEDED

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

## **GUIDELINES FOR PUBLIC COMMENT**

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

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

**Please follow these guidelines for public comment:**

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

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



Agenda Date:	January 4, 2016
Action Required:	Approve Appropriation
Presenter:	Diane Kuknyo, Director, Department of Social Services
Staff Contacts:	Laura Morris, Chief of Administration, Department of Social Services
<b>Title:</b>	<b>Additional Funding for Benefits Programs - \$89,548</b>

**Background:**

The Virginia Department of Social Services has selected the Charlottesville Department of Social Services to be a pilot agency for the phase 2 implementation of its ongoing modernization effort in the determination of eligibility for benefits. The City is receiving \$89,548 to implement this effort.

**Discussion:**

Currently, the department uses V.a.C.M.S., the Virginia Case Management System, to process Medicaid and Child Care applications and renewals. Phase 2 will add SNAP (Supplemental Nutrition Assistance Program) and TANF (Temporary Assistance for Needy Families) to V.a.C.M.S. In preparation for phase 2, pilot agencies have been asked to convert the final segment of Medicaid applications and renewals to the V.a.C.M.S. system by April 1, 2016. The remaining segment consists of Aged, Blind, and Disabled and Long-Term Care Medicaid recipients.

The department has approximately 1,474 Medicaid cases that will need to be manually entered into the V.a.C.M.S. system by April 1st. The additional Federal and State funding will be used to provide targeted overtime opportunities for Benefits staff to complete the conversion.

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

Approval of this agenda item aligns with the City's Mission to provide services that promote an excellent quality of life for everyone in our community and strategic plan goal 2.4: ensure families and individuals are safe and stable.

**Community Engagement:**

Department staff work directly with citizens to provide social services, protect vulnerable

children and adults, and promote self sufficiency.

**Budgetary Impact:**

Funds have been received and will be appropriated into the Social Services Fund. There are no General Fund dollars required or being requested.

**Recommendation:**

Staff recommends approval and appropriation of these funds.

**Alternatives:**

Funds that are not appropriated will need to be returned to the Virginia Department of Social Services.

**Attachments:**

N/A

**APPROPRIATION**  
**Additional Benefits Programs Funding**  
**\$89,548**

**WHEREAS**, The Charlottesville Department of Social Services has received funding in the amount of \$89,548 to be used for the manual conversion of remaining Medicaid applications and renewals in the V.a.C.M.S. system.

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$89,548 is hereby appropriated in the following manner:

**Revenue – \$89,548**

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

**Expenditures - \$89,548**

Fund: 212                      Cost Center: 3301005000                      G/L Account: 510060

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CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	January 4, 2016
Action Required:	Approve Appropriation
Presenter:	Diane Kuknyo, Director, Department of Social Services
Staff Contacts:	Sue Moffett, Assistant Director, Department of Social Services Laura Morris, Chief of Administration, Department of Social Services
Title:	<b>Funding for SNAP E&amp;T Pilot Program - \$37,581</b>

**Background:**

The Charlottesville Department of Social Services has been selected to participate in a Virginia Department of Social Services pilot program to deliver training and employment services to SNAP E&T (Supplemental Nutrition Assistance Program Education & Training) recipients and will be provided \$37,581 to deliver this program.

**Discussion:**

Local social services agencies in partnership with area community colleges will work with SNAP recipients between the ages of 18 to 49 who have low job skills and those with a high school diploma or G.E.D., but are not college ready. The pilot also provides for the department to hire a 20 hour position to provide professional employment counseling services, needs assessments, vocational evaluations, employment preparation and training.

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

Approval of this agenda item aligns with Council's Vision "A Center for Lifelong Learning," "Economic Sustainability" and the City's Mission to provide services that promote an excellent quality of life for everyone in our community. It contributes to **Goal 1:** Enhance the self-sufficiency of our residents; **objective 1.1:** Promote education and training; **objective 1.2:** Reduce employment barriers; and **objective 1.5:** Improve college/career readiness of students. It also contributes to **Goal 3:** Have a strong diversified economy and **objective 3.1:** Develop a quality workforce.

**Community Engagement:**

Department staff work directly with citizens to provide social services, protect vulnerable

children and adults, and promote self sufficiency.

**Budgetary Impact:**

Funds will be appropriated into the Social Services Fund. There are no General Fund dollars being requested.

**Recommendation:**

Staff recommends approval and appropriation of these funds.

**Alternatives:**

City of Charlottesville SNAP recipients will be unable to participate in the pilot

**Attachments:**

N/A

**APPROPRIATION**  
**Funding for SNAP E&T Pilot Program \$37,581**

**WHEREAS**, The Charlottesville Department of Social Services has received Federal and State funding in the amount of \$37,581 to be used for the SNAP E&T Pilot Project

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$37,581 is hereby appropriated in the following manner:

**Revenue – \$37,581**

Fund: 212                      Cost Center: 3301009000                      G/L Account: 430080

**Expenditures - \$37,581**

Fund: 212	Cost Center: 3301009000	G/L Account: 510010 - \$20,800
Fund: 212	Cost Center: 3301009000	G/L Account: 511010 - \$ 1,591
Fund: 212	Cost Center: 3301009000	G/L Account: 511030 - \$ 159
Fund: 212	Cost Center: 3301009000	G/L Account: 511040 - \$ 3,798
Fund: 212	Cost Center: 3301009000	G/L Account: 599999 - \$11,233

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



Agenda Date:	January 19, 2016
Action Required:	Appropriation
Presenter:	Kirby Felts, Emergency Management Coordinator
Staff Contacts:	Kirby Felts, Emergency Management Coordinator Gail Hassmer, Senior Accountant – Special Revenues Leslie Beauregard, Assistant City Manager
Title:	<b>Local Emergency Management Performance Grant (L.E.M.P.G.) - \$7,500</b>

**Background:**

The Virginia Department of Emergency Management has allocated \$7,500 in 2015 Emergency Management Performance Management Grant (L.E.M.P.G.) funding from the Federal Emergency Management Agency to the City of Charlottesville. The locality share is \$7,500, for a total project of \$15,000.

**Discussion:**

The City of Charlottesville is the grant administrator for this grant, which will be passed to the Office of Emergency Management at the Charlottesville-U.V.A.-Albemarle County Emergency Communications Center. The grant award period is July 1, 2015 to June 30, 2016. The objective of the L.E.M.P.G. is to support local efforts to develop and maintain a Comprehensive Emergency Management Program. The 2015 L.E.M.P.G. funds will be used by the Office of Emergency Management to enhance local capabilities in the areas of planning, training and exercises, and capabilities building for emergency personnel and the whole community.

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

This emergency management program supports City Council’s America’s Healthiest City vision, specifically, “Our emergency response system is among the nation’s best,” as well as Goal 2 of the Strategic Plan, specifically sub-elements 2.1 (Provide an effective and equitable public safety system) and 2.4 (Ensure families and individuals are safe and stable). Maintaining our response and recovery capability is an on-going process that requires regular planning discussions and well as training and exercising with community response partners. Citizen preparedness, including awareness of local hazards and actions they can take to survive and recover from an emergency is a critical part of the local response system.

### **Community Engagement:**

The L.E.M.P.G. engages the community through public outreach efforts led by the Office of Emergency Management. Increasing citizen awareness of hazards and promoting steps individuals can take to prepare for, respond to, and recover from emergency situations is a critical priority for the Office of Emergency Management. Community outreach efforts include presenting on preparedness to community groups and designing and implementing targeted messaging through various media. This funding allows the Assistant Emergency Manager to dedicate additional time in support of this mission.

### **Budgetary Impact:**

This has no impact on the General Fund. The funds will be expended and reimbursed to a Grants fund. The locality match of \$7,500 will be covered with an in-kind match from the Office of Emergency Management budget.

### **Recommendation:**

Staff recommends approval and appropriation of grant funds.

### **Alternatives:**

If grants funds are not appropriated, the Office of Emergency Management will not be able to completely fund the full-time salary for the Assistant Emergency Management Coordinator. A reduction in time for this position will negatively impact the quantity and quality of public outreach on emergency preparedness to community members.

### **Attachments:**

Appropriation

**APPROPRIATION**  
**2015 Local Emergency Management Performance Grant (L.E.M.P.G.)**  
**\$7,500**

**WHEREAS**, the City of Charlottesville has received funds from the Virginia Department of Emergency Management in the amount of \$7,500 in federal pass through funds and \$7,500 in local in-kind match, provided by the Charlottesville-U.V.A.-Albemarle Emergency Communications Center Office of Emergency Management, for a total award of \$15,000; and

**WHEREAS**, the funds will be used to support programs provided by the Office of Emergency Management; and

**WHEREAS**, the grant award covers the period from July 1, 2015 through June 30, 2016;

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$7,500 is hereby appropriated in the following manner:

**Revenue – \$7,500**

\$7,500          Fund: 209          I/O: 1900259          G/L: 430120 State/Fed pass thru

**Expenditures - \$7,500**

\$7,500          Fund: 209          I/O: 1900259          G/L: 510010 Salaries

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$7,500 from the Virginia Department of Emergency Management, and the matching in-kind funds from the Charlottesville-U.V.A.-Albemarle Emergency Communications Center Office of Emergency Management.

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CITY OF CHARLOTTESVILLE, VIRGINIA.  
CITY COUNCIL AGENDA.



Agenda Date:	January 4, 2015
Action Required:	Approve Appropriation of Reimbursement
Presenter:	Mike Mollica, Division Manager, Facilities Development
Staff Contacts:	Mike Mollica, Division Manager, Facilities Development Ryan Davidson, Senior Budget & Management Analyst, Budget and Performance Management
Title:	<b>Appropriation of Albemarle County Reimbursement for the C.A.T.E.C. D.O.E. Interior Renovation Project – \$33,162.74</b>

**Background:** The City of Charlottesville Facilities Development Division oversees capital projects for jointly owned buildings with Albemarle County. The City invoices the County on a monthly basis to recover the County’s share of project expenses associated with these joint projects. Under this agreement, the City recently completed work on the Charlottesville Albemarle Technical Education Center (C.A.T.E.C.) Department of Education (D.O.E.) Interior Renovation Project. Originally, \$57,500 was earmarked as a revenue contribution from Albemarle County for this project in the F.Y. 2014 Capital Improvement Program Budget. The County’s final share of project expenses, however, was \$90,662.74 – a difference of \$33,162.74. The City will receive a final reimbursement from the County in the amount of \$56,575.24 for July and October 2015 project expenses, of which \$33,162.74 needs to be appropriated.

**Discussion:** Appropriation of these funds is necessary to replenish the Facilities Capital Projects Lump Sum Account (P-00785) for project related expenses.

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

**Community Engagement:** N/A

**Budgetary Impact:** Funds have been expensed from the Facilities Capital Projects Lump Sum Account (P-00785) and the reimbursement is intended to replenish the project budget for the County’s portion of those expenses.

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

**Alternatives:** If reimbursement funds are not appropriated, the Facilities Capital Projects Lump Sum Account (P-00785) will reflect a deficient balance.

**APPROPRIATION**

**Albemarle County Reimbursement for the C.A.T.E.C. D.O.E. Interior Renovation Project  
– \$33,162.74**

**WHEREAS**, Albemarle County was billed by the City of Charlottesville in the amount of \$90,662.74 of which \$33,162.74 needs to be appropriated.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that \$33,162.74 from Albemarle County is to be appropriated in the following manner:

**Revenues - \$33,162.74**

Fund: 426                      Funded Program: CP-014 (P-00785)                      G/L Account: 432030

**Expenditures - \$33,162.74**

Fund: 426                      Funded Program: CP-014 (P-00785)                      G/L Account: 599999

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$90,662.74, from Albemarle County.

CITY OF CHARLOTTESVILLE, VIRGINIA.  
CITY COUNCIL AGENDA.



Agenda Date:	January 4, 2016
Action Required:	Approve Appropriation of Reimbursement
Presenter:	Mike Mollica, Division Manager, Facilities Development
Staff Contacts:	Mike Mollica, Division Manager, Facilities Development Ryan Davidson, Senior Budget & Management Analyst, Budget and Performance Management
Title:	<b>Appropriation of Albemarle County Reimbursement for the Health Department Facility Condition Assessment (F.C.A.) Project – \$5,122</b>

**Background:** The City of Charlottesville Facilities Development Division oversees capital projects for jointly owned buildings with Albemarle County. The City invoices the County on a monthly basis to recover the County’s share of project expenses associated with these joint projects. The City will receive a reimbursement in the amount of \$5,122 for the full cost of the recently completed Health Department’s Facility Condition Assessment (F.C.A.) & Americans with Disabilities Act (A.D.A.) Assessment. This reimbursement is to be paid for from the Health Department’s Joint Revenue Account, for which the County is the financial steward.

**Discussion:** Appropriation of these funds is necessary to replenish the Facilities Repair Small Cap Lump Sum Account (FR-001) for project related expenses.

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

**Community Engagement:** N/A

**Budgetary Impact:** Funds have been expensed from the Facilities Repair Small Cap Lump Sum Account (FR-001) and the reimbursement is intended to replenish the project budget for the entire portion of those expenses.

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

**Alternatives:** If reimbursement funds are not appropriated, the Facilities Repair Small Cap Lump Sum Account (FR-001) will reflect a deficient balance.

**Attachments:** N/A

**APPROPRIATION**  
**Albemarle County Reimbursement for the Health Department Facility Condition**  
**Assessment (F.C.A.) Project – \$5,122**

**WHEREAS**, Albemarle County was billed by the City of Charlottesville in the amount of \$5,122.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that \$5,122 from Albemarle County is to be appropriated in the following manner:

**Revenues - \$5,122**

Fund: 107                      Funded Program: FR-001 (P-00885)                      G/L Account: 432030

**Expenditures - \$5,122**

Fund: 107                      Funded Program: FR-001 (P-00885)                      G/L Account: 599999

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$5,122, from Albemarle County.

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



**Agenda Date:** January 19, 2016

**Action Required:** Approve resolution

**Presenter:** Chris Engel, CEcD, Director of Economic Development

**Staff Contacts:** Chris Engel, CEcD, Director of Economic Development

**Title:** **Support for Enhanced Credentialing Programs in Virginia**

**Background & Discussion:** In September 2015, the Chancellor of the Virginia Community College System released a report, “*Workforce Credentials: The Pathway to Virginia’s New Middle Class*,” to the Virginia General Assembly proposing an innovative approach to building Virginia’s existing workforce by establishing an effective performance-based program led by Virginia’s community colleges, to train and prepare an adequate, on-going and growing number of citizens with industry-recognized workforce credentials.

Additional funding in this area would help strengthen local efforts to enhance training and employment opportunities. Specifically the City’s Growing Opportunities (GO) programs, established in 2014, rely heavily on the concept of credentialing. The attached resolution expresses support for the report.

The Charlottesville Regional Chamber of Commerce, representing over 1,200 members, voiced its support, in the form of a resolution, in November of 2015.

**Community Engagement:** The report “*Workforce Credentials: The Pathway to Virginia’s New Middle Class*,” was informed by 1,500 business and community leaders from across Virginia through nearly two dozen town hall meetings.

**Alignment with City Council’s Vision and Strategic Plan:** This agenda item aligns with Council’s vision for Economic Sustainability. It also addresses two goals in the City’s Strategic Plan that were recently adopted by Council: Goal 1: Enhance self-sufficiency of residents, and Goal 3: Have a strong and diversified economy.

**Budgetary Impact:** There is no budget impact or request associated with this update.

**Recommendation:** Approve resolution

**Attachments:** Resolution

## RESOLUTION

### In Support of Enhanced Workforce Credentialing Programs in Virginia

WHEREAS, the City of Charlottesville, founded in 1762 and with a population today of more than 45,000 residents, includes as part of its 2025 Vision commitments to lifelong learning and economic sustainability; and

WHEREAS, the City has made further commitment through its current Strategic Plan to seek ways to enhance the self-sufficiency of residents through education, training and career readiness; and

WHEREAS, the City's innovative Growing Opportunities programs, which directly connect employment and training, rely heavily on the concept of enhanced credentialing; and

WHEREAS, the Chancellor of the Virginia Community College System has assessed the current and future state of the Commonwealth of Virginia's workforce needs and reported the significant misalignment of those needs with the current state of the Commonwealth's workforce training capacities – a large and increasing gap between the needs of enterprise and available training and certification that must be addressed; and

WHEREAS, the Chancellor has presented (September 2015) a powerful report, "*Workforce Credentials: The Pathway to Virginia's New Middle Class*," to the Virginia General Assembly proposing an innovative approach, at reasonable levels of new investment, to building Virginia's existing workforce by establishing a determined, effective performance-based program led by Virginia's community colleges, to train and prepare an adequate, on-going and growing number of our fellow Virginia citizens with industry-recognized workforce credentials; and

WHEREAS, the Virginia Community College System can provide modern workforce educational-industrial credentialing programs aligned with the 21<sup>st</sup> Century global, diverse, competitive and technically skilled workforce;

NOW, THEREFORE, BE IT RESOLVED by the Charlottesville City Council that the City fully supports innovative, reasonable investment by the Commonwealth of Virginia for enhanced industry-recognized workforce credentialing.

Signed and sealed this 19th day of January, 2016.

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A. Michael Signer  
Mayor, City of Charlottesville

CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	January 19, 2016
Action Required:	Approval of Ordinance (1 <sup>st</sup> of 2 readings)
Presenter:	Missy Creasy, AICP, Assistant Director NDS
Staff Contacts:	Missy Creasy, AICP, Assistant Director NDS
<b>Title:</b>	<b>NDS Fee Schedule Proposed Revisions and Readoption</b>

**Background:** Every few years we are committed to reviewing our fee structure to bring them more in line to cover the cost of providing the required service for development as well as addressing regulatory changes. Each year we have been moving a little closer to covering our costs. This review focused mainly on updates for regulatory and clarification reasons. In addition, the Stormwater regulations and Development review fees are proposed to be updated to reflect current practices and regulations. Also, in practice nationwide, jurisdictions review and update their fee schedules every three years. The City has not had a major comprehensive fee schedule review and update since 2006 though reviews of some operations have occurred more recently.

**Discussion:** The following provides the fee changes requested including background and justification for the change.

**Building Permit**

No additional fee is charged until the building permit exceeds \$50,000. This change accounts for a clerical error on the fee schedule.

**Trailer Change out**

A comprehensive permit includes permission for installation of manufactured home and inspection of existing hook-ups to electrical, plumbing, and mechanical systems. We allow this to occur with one building permit rather than 4 different permits.

**Amusement Rides**

When a carnival or fair arrives, inspectors will spend 2-3 days on site assuring safety. These inspections require special training and certification. The Virginia Amusement Device Regulations has provided updated allowances for inspection fees.

### Temporary Office Trailer

Plans for this are reviewed for location, tie-downs and plumbing, if installed. We allow this to occur with one building permit rather than 2 different permits. Clarification is also added that there is a one year maximum for this use.

### Mechanical and Plumbing Permits

New equipment is continually being manufactured and installed and a better valuation on the permit is the base fee plus the building permit value table rate for the add on equipment.

### Fire Protection Fees

Suppression system for a commercial kitchen hood has been separated out from the fire line to building. Fire line to building will now represent those items (sprinkler systems etc.) requiring review and inspection by the Fire Marshal.

### Water Protection Fees

Numerous statewide changes have been made for Stormwater and Erosion and Sediment Control activities for Virginia localities. Staff has proposed clarifications and minimum fee increases to address these changes. We anticipate that over time, additional changes may be requested once longitudinal data is available to allow us to understand the true cost of performing these extensive reviews and inspections.

### Parking Space

This is a recommendation to separate out portable storage container parking space reservation and to reduce the fee for the parking space since there are separate associated fees for the storage container.

### Major Subdivision

Due to changes made by the state legislation, preliminary plats have been made optional. As this is still a valuable review, a lower fee would hopefully assist applicants in considering this option.

### Rezoning

Recent changes make the process for all rezoning applications nearly identical so fees are proposed to be equivalent.

### Special Use Permit

Recent changes make the process for all special use permit applications nearly identical so fees are proposed to be equivalent. In addition, staff proposes to split out SUP applications specific to Family Day Home (6-12 Children) as the current rate is cost prohibitive.

### Site Plan

Changes were made to the fee structure for site plans in October of 2014 to address changes made concerning development review procedures from the state. We have found in practice that this system has been cumbersome and a simplified system charging fees for the preliminary, final and amendments is more user friendly. Since a preliminary plan is now optional, the majority of the fee for site plans will be collected with the final application.

### BAR – Certificate of Appropriateness

This would set fees for demolition of the entire (contributing historic) building and BAR appeals to Council.

### Zoning Compliance Letters

There is a high demand for these letters due to more diligent lending practices. As such, the amount of time and research involved in addressing these requests is extensive due to the historical aspect of research needed and the various formats of the materials. Staff researched other localities and found that a tiered approach has been used in places such as Albemarle and Richmond to differentiate between the types of letters needed and this is being proposed.

### Flood Plain

Adoption of the new ordinance earlier this year to comply with FEMA and DEQ requirements set up different types of reviews which need to take place accounting for additional staff time.

**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 but likely best falls under Goal 4 Be a well-managed and successful organization.

### **Community Engagement:**

There has been no specific community engagement process for this item.

### **Budgetary Impact:**

Limited additional revenue is likely to be generated to further minimize the cost of addressing different services in NDS.

### **Recommendation:**

Staff recommends approval. Additionally, staff recommends that the City consider undertaking a major fee schedule review and update in three years.

### **Alternatives:**

Council could chose to approve any combination of the changes recommended or recommend denial.

### **Attachments:**

- Fee Schedule

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**NDS Fee Schedule (Draft)**

Type of Fee	Current Fee (\$)	Additional Costs/Comments	Proposed Fee (\$)	Approval Dates	Comments on the Changes
<b>BUILDING REGS (CHAPTER 5)</b>					
BLDING., ELECT., MECH., PLUMB., FIRE PROTECTION PERMIT FEES		* In addition to the fees below, a surcharge of 2.00% of the total fee shall be imposed on all permits as required under		June 5, 2006/June 16, 2008	
Certificate of Occupancy not required by USBC Single Family/Other	\$60/\$125			June 5, 2006/June 16, 2008	
Non-refundable Administrative Fee on \$1 to \$2,000 residential additions/renovations/new	\$25	Reviews underway. No inspections scheduled or completed		June 5, 2006/June 16, 2008	
Amendment to Permit Fee on \$1 to \$2,000 residential additions/renovations/new	\$25			June 5, 2006/June 16, 2008	
Non-refundable Administrative Fee on all commercial and residential additions/renovations/new greater than \$2000	\$75	Reviews underway. No inspections scheduled or completed		June 5, 2006/June 16, 2008	
Amendment Fee on all commercial and residential additions/renovations/new greater than \$2000	\$75			June 5, 2006/June 16, 2008	
Building Permit Fee \$ 2,001 to \$50,000	\$64	<del>+\$4/ each additional \$1,000 up to \$50,000</del>		June 5, 2006/June 16, 2008/ 2016	No additional fee is charged until the permit exceeds \$50,000 - This addresses this clerical error on the schedule
Building Permit Fee \$50,001 to \$100,000	\$255	+\$3/ each additional \$1,000 up to \$100,000		June 5, 2006/June 16, 2008	
Building Permit Fee over \$100,000	\$402	+\$3/ each additional \$1,000		June 5, 2006/June 16, 2008	

### NDS Fee Schedule (Draft)

Type of Fee	Current Fee (\$)	Additional Costs/Comments	Proposed Fee (\$)	Approval Dates	Comments on the Changes
Trailer Change-out	\$100		\$150	6/5/2006 /2016	Comprehensive permit includes permission for installation of manufactured home and inspection of existing hook-ups to electrical, plumbing, and mechanical systems. We allow this to occur with one building permit rather than 4 different permits
Tent	\$50			5-Jun-06	
Voided Permit	\$0			5-Jun-06	
Blasting Permit	\$50			5-Jun-06	
Delivery Riser	\$10			5-Jun-06	
Temporary Closure of Tank	\$10			5-Jun-06	
Reinspection for New Construction	\$100			5-Jun-06	
Demolition Sheds over 150 s.f. and 1&2 Family Garages	\$50			June 5, 2006/June 16, 2008	
Demolition 1&2 Family residential	\$150			June 5, 2006/June 16, 2008	
Demolition Commercial	\$250			June 5, 2006/June 16, 2008	
Amusement Rides;		per the Virginia Amusement Device Regulations (VADR) 2012			
Small mechanical ride or inflatable covered by permit (Kiddie Ride) (Previously called Kiddie Ride)	\$25		\$35	June 5, 2006/June 16, 2008 /2016	Change in the VA Amusement Device Regulations (VADR) allowances
Each Circular Ride or Flat Ride less than 20 ft in height	\$25			June 5, 2006/June 16, 2008	
Each Spectacular Ride	\$55	All rides which cannot be inspected as a Circular or Flat Ride as above due to complexity or height	\$75	June 5, 2006/June 16, 2008 /2016	Change in the VADR allowances
Coasters which exceed 30 ft in height	\$150		\$200	June 5, 2006/June 16, 2008 /2016	Change in the VADR allowances
Temporary Office Trailer (1 Year Maximum Use)	\$100		\$150	June 5, 2006/June 16, 2008	Plans reviewed for location and tie-downs and plumbing inspected if installed. We allow this rather than 2 separate permits.
Occupant Load Signs;				16-Jun-08	
Single Exit Required Spaces/All Others	\$50/\$150			16-Jun-08	

**NDS Fee Schedule (Draft)**

Type of Fee	Current Fee (\$)	Additional Costs/Comments	Proposed Fee (\$)	Approval Dates	Comments on the Changes
Replacement Signs on file	\$25	Engineer/Architect calculated occupancy loads under sealed plan review – no fee		16-Jun-08	
Electrical Permit Fees;					
\$1 - \$50 construction value	\$50	Base Fee + \$4/\$50 up to \$300 value		5-Jun-06	
\$51 - \$100 construction value	\$64			5-Jun-06	
\$101 - \$150 construction value	\$68			5-Jun-06	
\$151 - \$200 construction value	\$72			5-Jun-06	
\$201 - \$250 construction value	\$76			5-Jun-06	
\$251 - \$300 construction value	\$80			5-Jun-06	
\$301-\$400 construction value	\$90			5-Jun-06	
\$401-\$500 construction value	\$100			5-Jun-06	
\$501-\$600 construction value	\$125			5-Jun-06	
\$1001-\$2000 construction value	\$140			5-Jun-06	
\$2001-\$3000 construction value	\$155			5-Jun-06	
\$3001-\$4000 construction value	\$175			5-Jun-06	
\$4001-\$5000 construction value	\$200			5-Jun-06	
Electrical Permits over \$5,000 add \$10/1,000	\$200	Add \$10 per each \$1000 value		June 5, 2006/June 16, 2008	
Residential Electrical Repairs less than \$1000	\$50	Flat fee; All residential repairs over \$1000, new construction residential, or commercial work follow other electrical fee scale.		15-Sep-08	
Electric/Plug-In Vehicle Charger	\$50	Flat fee: may only be installed in 1 or 2 family residential dwellings		1-Nov-10	
Mechanical Permit Fees;					
Mechanical Base Fee	\$75			5-Jun-06	
<del>Mechanical Permit each Add-on except those listed below;</del>	<del>\$11</del>			June 5, 2006/June 16, 2008	Remove due to coverage in fee noted below
Furnace (100,001 to 500,000 BTU)	\$31			June 5, 2006/June 16, 2008	
Furnace 500,000 BTU + \$2/100,000	\$26			June 5, 2006/June 16, 2008	
Gas Boiler over 100,000 BTU	\$31			June 5, 2006/June 16, 2008	
\$2/100,000 BTU over 500,000	\$3			June 5, 2006/June 16, 2008	
Condensing Unit \$2 over 5 tons	\$3			June 5, 2006/June 16, 2008	
Rooftop Unit (over 5 tons)	\$31			June 5, 2006/June 16, 2008	

## NDS Fee Schedule (Draft)

Type of Fee	Current Fee (\$)	Additional Costs/Comments	Proposed Fee (\$)	Approval Dates	Comments on the Changes
Air Handler (over 5 tons)	\$31			June 5, 2006/June 16, 2008	
Other Mechanical add on		Charge base fee and use building permit valuation table to determine add on cost. Current schedule has itemized list of fixtures, appliances and materials.	varies		New types of equipment are continually being manufactured and installed.
Plumbing Permit Fees;					
Plumbing Base Fee	\$75			5-Jun-06	
<del>Plumbing Permit each NEW Add-on</del>	<del>\$5-</del>			<del>June 5, 2006/June 16, 2008</del>	Remove due to coverage in fee noted below
Gas Line	\$11			June 5, 2006/June 16, 2008	
Gas Water Heater	\$11			June 5, 2006/June 16, 2008	
Sewer Lateral	\$11			June 5, 2006/June 16, 2008	
Supply Lines	\$11			June 5, 2006/June 16, 2008	
Plumbing Vents	\$11			June 5, 2006/June 16, 2008	
Water Lateral	\$11			June 5, 2006/June 16, 2008	
Waste Line	\$11			June 5, 2006/June 16, 2008	
Backflow Prevention Device	\$11			June 5, 2006/June 16, 2008	
Other Plumbing add on		Charge base fee and use building permit valuation table to determine add on cost. Current schedule has itemized list of fixtures, appliances and materials.	varies		New types of equipment are continually being manufactured and installed.
Fire Protection Permit Fees:					
Fire Protection Permit \$1- \$2,000	\$60			June 5, 2006/June 16, 2008	
Fire Protection Permit \$2,001 to \$50,000	\$64	+ \$4/ each additional \$1,000 up to \$50,000		June 5, 2006/June 16, 2008	
Fire Protection Permit \$50,001 to \$100,000	\$255	+ \$3/ each additional \$1,000 up to \$100,000		June 5, 2006/June 16, 2008	
Fire Protection Permit over \$100,000	\$402	+ \$3/ each additional \$1,000		June 5, 2006/June 16, 2008	
Fire Line to Building	<del>\$50-</del>	Use Fire Protection Permit fee Schedule	varies	6/5/2006 / 2016	Review and inspection by Fire Marshal required.

**NDS Fee Schedule (Draft)**

<b>Type of Fee</b>	<b>Current Fee (\$)</b>	<b>Additional Costs/Comments</b>	<b>Proposed Fee (\$)</b>	<b>Approval Dates</b>	<b>Comments on the Changes</b>
Tank (Removal or Installation)	\$50			5-Jun-06	
Miscellaneous Fee	\$1			5-Jun-06	
Suppression System - <b>Commercial Kitchen Hood</b>	\$50			6/5/2006 / 2016	Clarification
Waived	\$0			5-Jun-06	
Building Code Board of Appeals Application Fee	\$100			16-Aug-10	
Temporary Certificate of Occupancy Fee		Was \$400 per 30 days until 10/20/14. the break down by use is indicated below.		16-Aug-10	
Residential	\$50/unit per month			20-Oct-14	
Non-Residential	\$1/sq ft per month			20-Oct-14	
Landscape Only	\$500 per month			20-Oct-14	
Single Family Res.	\$250 per unit			20-Oct-14	
Working Without a Permit Fee	Permit Fee X 2	Inapplicable to homeowner's primary residence		16-Aug-10	
Revisions to Approved Building Plan Fee	\$30			16-Aug-10	
Code Modification Application Fees:					
Residential Code Modification	\$75			19-Dec-11	
All other Code Modifications	\$150			19-Dec-11	
Special Event Building Inspection Fees:					
Up to 50 Person Occupancy	\$50			19-Dec-11	
51-299 Person Occupancy	\$100			19-Dec-11	
300-500 Person Occupancy	\$200			19-Dec-11	
Over 500 person Occupancy	\$300			19-Dec-11	
Elevator Administrative Fee	\$45			19-Dec-11	
Permit System Maintenance Fees:					
Permits under \$200	\$10			19-Dec-11	
Permits \$200-\$499.99	\$20			19-Dec-11	
Permits \$500-\$1000	\$35			19-Dec-11	
Permits over \$1000	\$50			19-Dec-11	
<b>WATER PROTECTION (CHAPTER 10)</b>					

**NDS Fee Schedule (Draft)**

<b>Type of Fee</b>	<b>Current Fee (\$)</b>	<b>Additional Costs/Comments</b>	<b>Proposed Fee (\$)</b>	<b>Approval Dates</b>	<b>Comments on the Changes</b>
E&S Plan Application fee (for sites with land disturbance equal to or greater than 6000sf)	\$400 + \$125AC		\$500 + \$125AC	6/5/2006 / 2016	An increase is being requested to accommodate the technical complications associated with infill development. "City Sec. 10.10(a)VA Sec. 62.1-44.15:54(J)"
E&S Plan Amendment (for sites with land disturbance equal to or greater than 6000sf)	\$150		\$200	6/5/2006 / 2016	A single E&S Amendment can take several hours to review. All of our certified plan reviewers are licensed engineers that would normally bill at a rate nearing or in excess of \$100/hr."City Sec. 10.10(a)VA Sec. 62.1-44.15:54(J)"
Erosion and Sediment Control Agreement in Lieu of Plan (Single Family Detached)	\$150			5-Jun-06	
Stormwater Management Plan Application Fee (for sites with land disturbance between 6000sf and 1 AC)	\$400	Includes fees for inspections pursuant to City Code 10-58	\$500	6/5/2006/ 2016	An increase is being requested to accommodate the increasingly stringent regulations and technical complications associated with infill development. "City Sec. 10.10(a)VA Sec. 62.1-44.15:28(5)"
Stormwater Management Plan Amendment (for sites with land disturbance between 6000sf and 1 AC)	\$150		\$200	6/5/2006/ 2016	A single SWM Amendment can take several hours to review. All of our certified plan reviewers are licensed engineers that would normally bill at a rate nearing or in excess of \$100/hr."City Sec. 10.10(a)VA Sec. 62.1-44.15:28(5)"

**NDS Fee Schedule (Draft)**

<b>Type of Fee</b>	<b>Current Fee (\$)</b>	<b>Additional Costs/Comments</b>	<b>Proposed Fee (\$)</b>	<b>Approval Dates</b>	<b>Comments on the Changes</b>
Stormwater Management Agreement in Lieu of Plan (Single Family Detached)			\$150	/ 2016	This will mirror the existing fee for an E&S Agreement In Lieu of Plan which is also \$150. Since the new SWM regulations took effect in 2014, the City is now required to obtain an Agreement in Lieu of SWM Plan for certain single family detached residential dwellings. This fee will help cover the administrative cost for processing the application, conducting inspections and enforcing regulations. "City Sec. 10.10(a) VA Sec. 62.1-44.15:28(5)"
Request for Exception to Stormwater Management Plan Requirements	\$100	City Code 10-56		5-Jun-06	
Review of Proposed Public Dedication of Stormwater Management Facilities	\$100			5-Jun-06	
Review of Mitigation Plan for Development within a Stream Buffer	\$150			5-Jun-06	
Approval of a Conservation Plan	\$150	City Code 10-23		5-Jun-06	
Inspection fee following Notice to Comply for E&S and/or SWM	\$100			6/16/2008 / 2016	Clarified that this is an inspection fee and added SWM since new stormwater regulations now require regular SMW inspections as well as E&S.
Inspection fee following Stop Work Order for E&S and/or SWM	\$250			6/16/2008 / 2016	Clarified that this is an inspection fee and added SWM since new stormwater regulations now require regular SMW inspections as well as E&S.
<b>STREETS &amp; SIDEWALKS (CHAPTER 28)</b>					
Temporary Street Closings:				16-Jun-08	
Parking spaces	\$20	Per day, per on-street parking space utilized		June 5, 2006/June 16, 2008	
Portable Storage Container Parking Space	\$10	Per day, per on-street parking space utilized		/ 2016	Recommendation for a lower fee for this specific use of on street parking
Sidewalks	\$10	Per day, per sidewalk utilized		June 5, 2006/June 16, 2008	

**NDS Fee Schedule (Draft)**

<b>Type of Fee</b>	<b>Current Fee (\$)</b>	<b>Additional Costs/Comments</b>	<b>Proposed Fee (\$)</b>	<b>Approval Dates</b>	<b>Comments on the Changes</b>
Right of Way	\$50	Per day, per right of way utilized plus any fee required for the issuance of a permit under the building code to authorize the erection of any temporary structure(s).		June 5, 2006/June 16, 2008	
Vendor Stands:					
Assigned	\$1000/yr \$250/quarter	Varied depending on size and location		June 5, 2006/December 19, 2011/February 3, 2014	
Unassigned	\$800/yr \$200/quarter	Varied depending on size and location		June 5, 2006/December 19, 2011/February 3, 2014	
Payment Terms and Conditions, All Vendor Stands		All fees are non-refundable. If any annual fee is paid in full by January 15th each year, a \$50 discount will be allowed. Any annual fee may be paid in equal quarterly installments due on January 1, April 1, July 1, and October 1. A vendor shall pay only for quarter-year periods used, except a previous quarter payment is due to operate in the 4th quarter		June 5, 2006/February 3, 2014	
Outdoor Café Permits;					
Basic Permit Fee	\$125	Annually. In the event a permit is denied, all but \$25 shall be refunded to the applicant; however, once a permit has been approved, the entire amount of the fee shall be non-refundable.		5-Jun-06	
Additional Fee, Space Rental	\$5	per square foot of assigned space annually		June 5, 2006/February 3, 2014	
Winter Operations Fee		Removed as an option due to changes which allowed furniture to remain on the mall in the winter.		June 5, 2006/February 3, 2014	
Street/Alley Closing	\$100			7-Feb-05	
<b>SUBDIVISIONS (CHAPTER 29)</b>					
Vacation of Recorded Subdivision Plat Fee	\$150			6/5/2006/October 20, 2014	
Survey Layout Services 250 feet	\$100	\$100 for first 250 linear feet + \$10 for each additional 100 feet		June 5, 2006/June 16, 2008	

## NDS Fee Schedule (Draft)

Type of Fee	Current Fee (\$)	Additional Costs/Comments	Proposed Fee (\$)	Approval Dates	Comments on the Changes
Major Subdivision Plat Approvals: Preliminary	<del>\$1,330</del>	Plus \$20 per lot + <del>cost of newspaper notice</del>	\$500	June 5, 2006/June 16, 2008/ 2016	Decrease preliminary fees in acknowledgement that preliminary plats are voluntary. The fees should be broken into two different categories.
Major Subdivision Plat Approvals: Final	\$1,330	Plus \$20 per lot + <del>cost of newspaper notice</del>		June 5, 2006/June 16, 2008	
Amendment of Approved (Unrecorded) Major Subdivision Plat	\$100	Plus \$5 per lot + <del>cost of newspaper notice</del>		16-Jun-08	
Amendment of Approved (Unrecorded) Minor Subdivision Plat	\$100	Plus \$5 per lot		5-Jun-06	
Minor Subdivision Plat	\$250			20-Oct-14	
Boundary Line Adjustment	\$100	No new lots created		June 5, 2006/ Oct 20, 2014	
<b>ZONING (CHAPTER 34)</b>					
Zoning Text Amendment	\$840	\$1.00 per property owner entitled to notice under applicable mailing requirements + cost of newspaper notice		5-Jun-06	
Rezoning – PUD/Other	<del>\$2,000/\$1,500</del>	Mailing costs (\$1.00 per owner notice) + cost of newspaper notice	\$2,000	June 5, 2006/June 16, 2008/ 2016	New code requirements make all Rezoning request processes nearly identical.
<del>Special Permit – Nonresidential/Mixed Use</del>	<del>\$1,500</del>	<del>Mailing costs (\$1.00 per owner notice) + cost of newspaper notice</del>		<del>June 5, 2006/July 1, 2008/January 20, 2009/December 19, 2011</del>	
Special Permit – Residential/Nonresidential/Mixed Use	\$1,800	Mailing costs (\$1.00 per owner notice) + cost of newspaper notice		June 5, 2006/July 1, 2008/January 20, 2009/December 19, 2011 / 2016	SUP applications require the same processes so fees should be the same.
Special Permit - Family Day Home (6-12 Children)	\$500	Mailing costs (\$1.00 per owner notice) + cost of newspaper notice		/ 2016	The current cost for the SUP for this specific use is cost prohibitive and staff recommends this lower fee.
Site Plan – Preliminary Residential	<del>\$1,300</del>	<del>\$20 per dwelling unit</del>	\$500 (Administrative), \$750 (Commission Review)	June 5, 2006/July 1, 2008/January 20, 2009/December 19, 2011/ 2016	The Site Plan fees were set up to charge the most fees at the Preliminary stage. Since this is now optional due to the change in state code, the higher fees need to be charged for the mandatory plan (final site plan) This will reduce the preliminary fee requirement and simplify the calculations for the final plans.

## NDS Fee Schedule (Draft)

Type of Fee	Current Fee (\$)	Additional Costs/Comments	Proposed Fee (\$)	Approval Dates	Comments on the Changes
Site Plan – Preliminary Nonresidential (commercial only)		\$20 per 100 square feet of building area	\$500 (Administrative), \$750 (Commission Review)	June 5, 2006/July 1, 2008/January 20, 2009 / 2016	
<del>Development Plan – No Preliminary – Submission of final only Non – Residential (commercial only)</del>	<del>\$1200 + \$20/sq ft</del>			<del>20-Oct-14</del>	
<del>Development Plan – No Preliminary – Submission of final only Residential</del>	<del>\$1800 + \$20 per lot</del>			<del>20-Oct-14</del>	
<del>Development Plan – Final with Preliminary info (Admin Approval) (Old Site Plan – Final (Admin Approval))</del>	<del>\$500</del>			<del>June 5, 2006/July 1, 2008/January 20, 2009/December 19, 2011/October 20, 2014</del>	
<del>Development Plan – Final with Preliminary info (Commission Review) (Old Site Plan – Final (Commission review))</del>	<del>\$750</del>	<del>Includes mailing costs (\$1.00 per owner-notice) and cost of newspaper notice</del>		<del>June 5, 2006/January 20, 2009/December 19, 2011/October 20, 2014</del>	
<del>Development Plan – Mixed Use – With Preliminary Plan</del>	<del>\$1300+ \$20/unit +\$20/sf/100sf</del>			<del>20-Oct-14</del>	
<del>Development Plan – Mixed Use – No Preliminary Plan</del> <b>Final Site Plan</b>	<del>\$1800+ \$20/unit +\$20/sf/100sf</del>			<del>10/20/2014 / 2016</del>	
<del>Development Plan Amendment Fees (old Site Plan Amendment)</del>	<del>\$300</del>	<del>\$500 if circulation required</del>		<del>June 5, 2006/June 16, 2008/October 20, 2014 / 2016</del>	<del>Rename to match current code</del>
Special Site Plan Application Fees:		For site plans that do not fall into traditional site plan categories			
City Utility Work	\$500			19-Dec-11	
Other Utility Work	\$1,200			19-Dec-11	
Other Utility Work (No Impervious Surface)	\$900	(i.e. Meadowcreek Restoration-type projects)		19-Dec-11	
Provisional Use Permits	\$100			June 5, 2006/June 16, 2008	
Zoning Ordinance Waiver Request				16-Jun-08	
Single or Two Family Residential	\$50			16-Jun-08	
Other	\$250			16-Jun-08	
Critical Slope Waiver				16-Jun-08	
Single or Two Family Residential	\$75			16-Jun-08	
Other	\$500			16-Jun-08	

**NDS Fee Schedule (Draft)**

<b>Type of Fee</b>	<b>Current Fee (\$)</b>	<b>Additional Costs/Comments</b>	<b>Proposed Fee (\$)</b>	<b>Approval Dates</b>	<b>Comments on the Changes</b>
BZA – Appeal/Variance	\$100/\$250	Mailing costs (\$1.00 per owner notice) + cost of newspaper notice		June 5, 2006/June 16, 2008	
BAR Certificate of Appropriateness – New Construction/Other	\$375/\$125	Mailing costs incorporated in fee		June 5, 2006/June 16, 2008/December 19, 2011	
BAR Certificate of Appropriateness - Demolition of entire (contributing historic) building	\$125	currently charge the "other" fee	\$375	/ 2016	Application for COA for demolition of entire buildings require significant research and staff time similar to that of new construction.
BAR Certificate of Appropriateness – Staff/Administrative Approval	\$100			June 5, 2006/June 16, 2008	
BAR Certificate of Appropriateness - Appeals to City Council			\$125	/ 2016	BAR appeals require significant research and staff time.
ERB Certificate of Appropriateness – New Construction/Other	\$375/\$125	Mailing costs incorporated in fee		June 5, 2006/June 16, 2008/December 19, 2011	
ERB Certificate of Appropriateness – Staff/Administrative Approval	\$100			June 5, 2006/June 16, 2008	
Temporary Family Health Care Structure - Temporary Use Permit Fee	\$100	New use mandated by state law		16-Aug-10	
Portable Storage Container Permit	\$25	Free if located on a site for 15 or fewer days		5-Jun-06	
Temporary Use Permit	\$250			5-Jun-06	
Sign Permit	\$75			5-Jun-06	
Application for Approval of a Mall Side Street Sign (Wayfinding)	\$125			5-Jun-06	
Optional Comprehensive Sign Permit	\$250			June 5, 2006/June 16, 2008	
Zoning Compliance Letter - Single and two family	\$50		\$100	6/5/2006 / 2016	Creation of tiers for Zoning letters to better reflect work involved for research and drafting.
Zoning Compliance Letter - Multifamily Residential	\$50		\$150	/ 2016	
Zoning Compliance Letter - Mixed Use/Commercial	\$50		\$250	/ 2016	

**NDS Fee Schedule (Draft)**

<b>Type of Fee</b>	<b>Current Fee (\$)</b>	<b>Additional Costs/Comments</b>	<b>Proposed Fee (\$)</b>	<b>Approval Dates</b>	<b>Comments on the Changes</b>
<p>Flood Plain Development Permit - Letter of Map Amendment (LOMA) Letter of Map Revision (CLOMR, LOMR, CLOMR-F,LOMR-F)</p>			<p align="center">\$300 / \$500</p>	<p align="center">/ 2016</p>	<p>As a participating community of the National Floodplain Insurance Program (NFIP) a development permit is require to ensure that proposed development projects meet the federal requirements of the NFIP and the recently adopted floodplain ordinance in city code Chapter 34, Article II, Division I. This NFIP criteria is set forth within Title 44 Code of Federal Regulations, Subchapter B(Insurance and Hazard Mitigation), including the limitation, Part 60 (Criteria for Land Management and Use) , as defined by 44CFR59 and 44CFR60.3.</p>

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



<b>Agenda Date:</b>	January 19, 2016
<b>Action Required:</b>	Approval of Match Appropriation (2nd reading)
<b>Presenter:</b>	Tierra Howard, Grants Coordinator, Neighborhood Development Services
<b>Staff Contacts:</b>	Tierra Howard, Grants Coordinator, Neighborhood Development Services
<b>Title:</b>	<b>National Endowment for the Arts (N.E.A.) Our Town Grant – “Play the City” - \$30,000 Match</b>

**Background:**

In January 2014, the City of Charlottesville and the Bridge Progressive Arts Initiative along with partners Piedmont Council for the Arts (P.C.A.), the University of Virginia School of Architecture, and other community partners, applied for funding through the National Endowment for the Arts (N.E.A.) “Our Town” grant for a project known as “Play the City”. The N.E.A. “Our Town” grant supports creative placemaking projects that contribute to the livability of communities and place the arts at their core.

The N.E.A. selected the City of Charlottesville as one of 66 2014 Our Town grant winners for “Play the City”. The project received \$50,000 towards the \$200,000 project focused on activating Charlottesville’s Strategic Investment Area (S.I.A.) through a series of workshops, public art installations, and festivals. On January 20<sup>th</sup>, 2015, Council approved the appropriation of the N.E.A. Our Town Grant of \$50,000 in addition to the City’s commitment of a \$30,000 cash match. The match funds are now being requested to complete the project.

**Discussion:**

“Play the City” focuses on engaging those living in the SIA to deeply understand their knowledge about the neighborhood, and then partner artists with the community to produce several artworks that respond to community concerns. For year two of “Play the City,” the Bridge P.A.I. will be utilizing the match funds for two projects:

*Artist in Residence Project - Jennifer Tidwell - NO WAKE* - In the Spring of 2016, Charlottesville-based theater and performance artist Jennifer Hoyt Tidwell will present the play NO WAKE as a series of multimedia public performances, collaborating with local artists and performers. As outlined in attachment two, City match funds totaling \$15,000 will go towards the project.

*Cville Creates Project* - During the fall of 2016, The Bridge P.A.I., U.V.A. Social

Entrepreneurship, Leadership Charlottesville, and partnership groups (neighborhood associations, non-profits, and local government) will begin a community listening and idea gathering campaign to develop a comprehensive list of residents' needs and neighborhood improvements. The Bridge and partners will meet with community groups and residents to engage the entire neighborhood. Once the ideas have been gathered, The Bridge P.A.I. will pair residents with city officials and students in the U.V.A. Batten School for Public Policy to refine these concepts into more comprehensive project proposals noting details, partnerships, and artists/designers necessary to bring the ideas to completion.

Once completed, the concepts will be publicly displayed throughout the community to inform residents and allow time for direct feedback. In April 2017, the completed project proposals will be presented for a public vote by residents within the specified S.I.A. neighborhoods. The projects gaining the most votes will receive funding. Three projects gaining the most votes will receive \$5,000 each in funding and will be implemented in the summer of 2017 with project completion by the end of the year. As outlined in attachment two, City match funds totaling \$15,000 will go towards the three projects.

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

“Play the City” aligns directly with Council’s vision for **C’ville Arts and Culture**. Expected outcomes include improved services provided to Charlottesville residents as well as enhanced local quality of life and creative economic development initiatives. The project also will help realize the following Strategic Plan objectives: *2.6. Engage in robust and context sensitive urban planning; 5.1. Respect and nourish diversity; 5.2. Build collaborative partnerships; and 5.3. Promote community engagement.*

### **Community Engagement:**

A large component of “Play the City” involves engaging with the residents of the S.I.A. area through a series of workshops and resident directed art installations. “Play the City” is the first time that residents not only participate in a planning effort, but also get to see their vision realized and developed into something tangible.

### **Budgetary Impact:**

This will have an impact on the General Fund. The committed \$30,000 match will come from the City-wide Reserve.

### **Recommendation:**

Staff recommends approval and appropriation of the match funds.

### **Alternatives:**

If match funds are not appropriated, the remaining grant funds cannot be released and the project will not be completed to meet grant requirements.

**Attachments:**

Play the City Data Chart – Year One (Attachment 1)

Play the City Report and 2016 Project Details (Attachment 2)

**APPROPRIATION**  
**National Endowment for the Arts Our Town Grant for “Play the City”**  
**\$30,000**

**WHEREAS**, the City of Charlottesville appropriated a \$50,000 Our Town grant from the National Endowment for the Arts to support the implementation of project known as “Play the City” on January 20, 2015,

**WHEREAS**, the appropriation of January 20, 2015 specified the need to appropriate \$30,000 at a later date,

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

**Revenues**

\$30,000	Fund: 211	IO: 1900236	G/L: 498010
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**Expenditures**

\$30,000	Fund: 211	IO: 1900236	G/L: 599999
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**Transfer**

\$30,000	Fund: 105	CC: 1631001000	G/L: 561211
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Project	Objectives	# Events	Community Partners	# Served	Metrics	# Satisfied	Outcomes/Analysis
Push Play	Monthly platform for showing talent/skills of SIA residents	6	30 Local Artists, UVA Food Collaborative, IX Art Park, local vendors	Direct - 40, Indirect - 450	attendees	Did not survey	This is an ideal format for bringing people together and building community especially when organized by local residents. The audience was diverse with a constantly changing group of people. At present we are beginning to discuss ways to continue the project working with Friendship Court Residents, PHA, and IX. One major analysis is that many of the artist express a desire to see more opportunities like this for presenting and showing their work.
Memory Quilt	Used art to express what elementary students value in the community, intergenerational skill exchange	3	60 Clark Elementary Students, 3 teachers, 6 quilters, Paramount, Spudnuts	Direct - 69 Indirect - 220	Surveyed students before and after - asking questions about their knowledge of art, how they identify with their community, identifying as artists. Interviewed teachers and Quilters after the program.	69	This is a primary example of looking at a skill set that is based in SIA and finding ways to share it through intergenerational learning. What we learned from this is that there needs to be more opportunities for these types of exchanges between children and adults where local knowledge is shared and exchanged.
Rhyme & Design	Used students Hip Hop skills to develop branding (logos and taglines) for two businesses in the SIA.	1 week camp +	CIC, City of Promise, 7 local media consultants, two local business owners, 3 artists	Direct - 16 (4 youth, 7 consultants, 2 artists)	Design Skills, Public Speaking Skills, Hip Hop Skills, Overall Satisfaction	On a scale, Students noted some to significant improvement with all the skills that were used in the program. They were more confident with their abilities. Overall, all reported significant satisfaction.	This project was a pilot to show students how their skills (specifically hip hop) can be a tangible job skill. What we learned is that there needs to be more opportunities for students to use their creativity to build job skills that will be important in the 21st c. economy. The other thing that we came to understand is the need for graphic design skills at new local businesses. We are continuing to work with Bernard Hankins to see the program continue and connecting him with other organizations in town to create mentorships.
Waterwise	Researched importance of local watersheds and respond by creating street murals	1 month art/environment camp	Legal Aid Justice Center, 6th St Public Housing Residents, TJ Soil/Water Cons District, City Staff, Local Artists, Center for Urban Habitats	Direct - 15 (10 youth, 1 artist, 4 ecologists.) Indirect - Traffic/Pedestrians/Residents living along Monticello St. 1000+, Presentation at National Conference	Students knowledge of Environment, Students knowledge of art, Overall Satisfaction	Students expressed that they had greater knowledge of their environment - especially animals living in the creek. Their knowledge of art was good. Knowledge of neighborhood was unchanged. Overall all students said they were satisfied with program.	Waterwise is yet to be completed. We have designed the mural and temporarily installed it due to the fact that the selected site is going to under go construction. In the mean time, we are going to be surveying residents to hear their thoughts about the mural and its impact on the neighborhood. The Bridge has continued to work with the kids at 6th St through the Legal Aid Justice Center's youth leadership program.
Seeking the City	Photography camp to explore community through the eyes of students	1 week camp + event + further collaboration	Ashley Florence, Haven, City Park and Rec Staff, City of Promise	Direct - 16 (14 students, 1 City Staff, 2 artists). Indirectly - Video, Presentation at Youthnex, and continuation of project at other locals.	Expression through the arts, knowledge of city, photography skills	Of the students involved, 10 out of 12 said they would take the program again. Most agreed or strongly agreed that they increased their skills and knowledge.	What we learned from Seeking the City is that students can be leaders and with support have a lot to say about their community. At the same time, educational programs need to both provide skill training and modes of expression for youth to have a voice in their community. In the near future we will be distributing the map that they developed for youth throughout the community. In the summer of 2016, we hope to build on the program expanding its scale and impact as a one month program focused on art, design, and civic leadership. At present we are working with the UVA Curry School, the Young Women's Leadership Program, City of Promise, and the City Youth Council to help develop the program.
Art of Hair	Show the skills and knowledge in the neighborhood	2 month exhibition + 4 events	10 barbers or stylists along Garrett St. Photographer Keith Sprouse	Direct - 22 people (artist, barbers/stylist, clients) involved in the creation of the project. 230 visit the exhibition or attend an event over 2 months. Indirect - Cville Article and online engagement	Number of participants. Overall Satisfaction.	All those directly involved reported significant satisfaction.	Much like the Memory Quilt project, this effort focused on highlighting the knowledge and skills that are based in the SIA neighborhood. The program brought a diverse group together to talk and thinking about how hair cutting can be a form of art. It also created new linkages between people that while they work on the same street do not know each other. At present we will be pursuing funding from the Virginia Foundation for the Humanities to support development of a book about the project and expand it in partnership with VFH.
Community Engagement	Listen to Neighborhood	12 events - lemonade stand, door to door, surveys	The Bridge, UVA	Direct - 350+ responses Indirect - 3000+ (all those living in SIA) which we flyer'd multiple times.	Various - refer to poster	Various - refer to poster	There are a multitude of outcomes that came out of our efforts to engage and understand the community. Two primary ones are 1) There needs to be continual efforts to understand and document residents needs/knowledge. 2) We need to find ways to make the information that is gathered to become actionable so that residents feel their voices are being heard.
Concert Series	Music Festival	10	IX, WTJU	14500			
<b>Total</b>				<b>19753</b>			

## Play the City Report and 2016 Project Details

Evaluation process as described in the grant application

With measurements seen as vital, a community survey will identify benchmarks for understanding residents' perspectives and their relationship to the SIA plans. Performance measures will be defined by 1) partnerships established as a result of the project, 2) the number of artists/community collaborations developed, 3) number of participants participating in workshops/events; 4) knowledge of the project via local and state media.

- 1) Partnerships
  - a) Artists - 65
  - b) Organizations - 18
  - c) Businesses - 17
- 2) Artist/Community Collaborations - 38 events, workshops, projects
- 3) Participants - 19753 (all workshops, events, projects)
- 4) Media - 13 (3 - national/international, 10 - local)

**Community Survey** - Due to the fact that we did not have a deep relationship with the community at the outset of the project, we used a multitude of creative community engagement and surveying techniques to understand the neighborhood.

### 2015 Responses

What do you do to be Creative?	What is important about the Neighborhood?	What is a thriving community?
music, art, sound design hair stylist think out loud!!! nature walks music write, dance write, dance, take photos look at colorful things I cook draw music, home studio I make a crafts I make good food rap, write, make beats model put on fashion shows challenge thinking anything! paint write, sing, teach coach lacrosse	diversity and energy walk-ability close to everything safety, sense of community knowing my neighbors food, good food!! the atmosphere and children unity my good friends we have a park quietness, very close knit diversity, positive growth the garden my friends friendship my friends we look after each other's kids	good people, helpful people autonomously interconnected good, fun, happy very family oriented inviting, reciprocity, diverse peaceful, caring, successful working together local commerce financially secure, independent working together a good community kind, working people unity, communication, positivity good, happy people healthy, hard working, kind people helpful people united, peaceful, safe kind, open minded, connected helpful people helpful kind people calm, steady, peaceful

freestyle dream play/make music think of deep ideas		safety, sense of community knowing my neighbors
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**Summaries responses from Lemonade stand**

Residents of the SIA said they'd like to see more cultural and creative events in their neighborhood, as well as green initiatives like recycling bins and anti-litter campaigns, but they don't want redevelopment to change the structure of their community. They're proud of how friendly their neighbors are and how supportive the community is of resident musicians and other artists. Better police relations, more equipment at parks and schools, and assistance for the elderly also came up as desired improvements.

Residents were excited to share what a friendly, quiet neighborhood they live in, with a wonderful park and talented local athletes. They believe in art in all its forms, including movement and dance, murals, and even small expressions like decorating mailboxes! They love getting creative with their families – parents, children, and grandparents alike – by knitting, writing short stories, painting, and designing clothes. They want to see the community improve with better bus service, more jobs, safer streets, more after school activities for kids, and better protection for the environment.

**2016 Efforts**

In upcoming year we are going to develop an SIA wide survey based on an arts based community development project taking outside of Cleveland, OH. We will be using the following format <http://citizenmetrics.com/collinwood>. This will continue to expand on our initial years findings. At the same time, we will complete evaluations for each the individual programs using the evaluation forms we developed as a part of Year 1 efforts. (An example of that form is available below)

**Qualitative vs Quantitative results**

As a part of Play the City we have been using both a quantitative and qualitative approach to assessing the impact of the project. We do this because each type of analysis provides a different perspective on the types of impacts that Play the City can make. In terms of quantitative assessment we are focused on tracking the amount of residents involved, looking for greater participation from a wider demographic. As for the qualitative data, we are trying to assess residents associations and perceptions of the neighborhood. At the same time understand the skills of those living in the SIA. This then was used to influence programs with the Art of Hair exhibition being an example.

**Specific Questions**

**What did the people/children say that they needed, wanted or were concerned about?**

As noted above - residents specific described the following as specific needs in the community.

Better police relations  
More equipment at parks and schools  
Assistance for the elderly  
Better bus service  
Jobs  
Safer streets  
After school activities for kids  
Better protection for the environment

### **What were the overarching goals of Play the City?**

As stated in the initial grant application the goal of Play the City are as follows -

- 1) Build trust and relationships within the community.
- 2) Amplify the voices of and empower SIA residents to take an active role in planned SIA developments.
- 3) Activate public space in ways that are meaningful to residents.
- 4) Bring awareness to resources so that residents can gain greater knowledge of their community.
- 5) Increase access to arts and culture for broader audiences.
- 6) Foster a sense of place and neighborhood identity in concert with SIA residents.

### **What were the results?**

Specific details pertaining to the results of the program are noted both in the attached matrix document and also have been synthesized above based on the evaluation metrics set in the grant.

Responding to the overarching goals of Play the City, it has resulted in the following.

- 1) Development of understanding and relationships across cultural, racial, and economic boundaries.
- 2) It is still working to amplify the voices of residents, which is a primary focus of the second year with the community engagement project.
- 3) Working with residents in the neighborhood associations and public housing we have activated public spaces
- 4) We have highlighted the knowledge and skills of the neighborhood and through our partnerships have created greater access to resources
- 5) The core of the project has been its success with increasing access of the arts.
- 6) What we've learned about the SIA is that there is no unified voice around neighborhood identity. As a part of that we have focused on developing opportunities to bring people together.

### **Did Play the City meet expectations?**

Based on the narrative that was approved and supported (below), Play the City has directly meet the expectations that were set forth. Of note, the primary focus of the project was not to impose a series of projects onto the neighborhood, but find ways to respond to neighborhood needs. The project used a flexible system that did not prescribe what was going to happen, but

listened to what residents wanted. This grass roots process is based on the work of Josh McManus and the Little Things Lab in Chattanooga, TN which focuses on doing small projects that then leads to larger impacts. <https://www.arts.gov/audio/josh-mcmanus>

In the initial year of the project, Play The City will center on a series of public workshops to catalyze and coalesce the SIA community. Focused on creative thinking, leadership development, healthy living, and community organizing, workshops will empower residents and enhance understanding of the area. Working with artists, historians, planners, and cultural geographers, residents will map neighborhood assets, building a robust awareness of the people, resources, and buildings. This will manifest in an oversized map quilt, designed and created with a local quilting group from an SIA-based public housing site and input from neighborhood residents. Using the quilt as a resource, residents will then participate in workshops to increase their hands-on understanding of urban planning and development. Implementing skills learned during community organizing workshops earlier in the project, residents will propose and construct alternative visions for the SIA, making visible their lived experience and engaging with the process to define the future of the neighborhood. Examples of this type of concept might be a urban gardening facility (increasing the impact of a successful community garden program in place within the SIA) that is also the site of a monthly film screening or an adventure playground that also serves as a music venue. Designer/resident collaborations will develop, design, and construct these visions. These will then be presented to local government and the city as a whole through public presentations, billboards, and banners.

Evaluation - Example

Program: Seeking The City

Thanks again for spending the week with us at The Bridge using art and design to engage the city. To help us make this project even better, we'd love to get a little feedback from you. Please answer the questions below.

Scale	strongly disagree	disagree	unsure	agree	strongly agree
Did you have fun this week?					
Do you feel able to express who you are through the arts?					
Did Seeking the City increase your knowledge, skills, and/or abilities?					
Do you see yourself as an artist?					
Do you know more about your city?					

I learned these skills this week - List 2

I will use these skills in the future to . . . .

I learned that Charlottesville . . .

What was most important to you about Seeking the City?

Would you recommend this program to a friend?      Yes      Maybe      No

Should this program continue or should it have been longer?      Yes      Maybe      No

## **2016 Program details with Budgets**

### **CvilleCreates**

#### **Project Proposal**

Charlottesville is a city undergoing significant change as it responds to future development with a desire to retain the historical, cultural, and social characteristics that have long made it unique. At the center of this dilemma is a desire to make sure that the City of Charlottesville becomes the city that residents all know it can become, a beautifully designed city responding to community needs. In response, The Bridge Progressive Arts Initiative has created a community engagement initiative that listens to the needs of local residents, have artists respond with projects that activate neighborhoods, and then allow residents to have a direct voice in deciding which projects get funded through a democratic voting process. The ultimate objective of this project is to use art and culture as a means for creative placemaking that leads to stronger neighborhoods, increased civic engagement, and a vibrant economy.

#### **Project Description**

This project emerges directly from the National Endowment for the Arts-funded Play the City project, a collaboration between The Bridge PAI, Piedmont Council for the Arts, the City of Charlottesville, and local residents. Play the City is focused on using art and culture as a way of magnifying the voices of those living in public and low-income housing in the neighborhood south of downtown Charlottesville; and allowing them to utilize their creativity, skills, and knowledge to define a vision for future urban development.

During the Fall of 2016, The Bridge PAI, UVA Social Entrepreneurship, Leadership Charlottesville, and partnership groups (neighborhood associations, non-profits, and local government) will begin a community listening and idea gathering campaign to develop a comprehensive list of residents' needs and neighborhood improvements. To accomplish this, The Bridge and partners will meet with specific community groups and residents in general to engage the entire neighborhood. Once these ideas have been gathered, The Bridge PAI will create a review team that includes residents and city staff to organize and focus these ideas into brief documents about local needs. Once defined, local/neighborhood artists and designer will be invited to respond to the documents by creating proposals for the neighborhood. Once completed, the proposals will be publicly displayed throughout the community to inform residents and allow time for direct feedback. In April of 2017 the completed proposals would be put forward for a public vote by residents living in the specified SIA neighborhoods. The 3 project gaining the most votes will receive \$5000 in funding and will be implemented in the Summer of 2017 with completion taking place by the end of the year.

The outcome of these efforts could take the form of neighborhood improvements, such as the rehabilitation of the Daughter of Mt. Zion Cemetery, the creation of programs that train youth to use hip hop as a means of developing design-career skills, or the creation of a series of murals that tell the history of the neighborhood. All will come directly from the expressed desires of local residents.

The project will meet the requirements and goals of the "Play the City" (NEA grant) by:

- Engaging residents through workshops and meetings to increase their hands-on understanding of the processes related to urban planning and development, allowing residents to implement skills learned through proposing and constructing alternative visions for the SIA, making visible their lived experience and engaging with the process to define the future of the neighborhood.
- Providing a foundation for innovative arts-related collaborations that will energize the area through art to define a new future and identity for the neighborhood
- Change the nature of discussions through community engagement and public participation
- Develop projects that will encourage a local sense of place and neighborhood identity

## **Outcomes**

1. Increase civic engagement amongst residents within the SIA by engaging neighborhood associations, increasing civic knowledge, leadership development, and encouraging citizens to be involved in decision-making
2. Create stronger relationships between government, community organizations, and residents
3. Develop 3 art projects that will encourage a local sense of place and neighborhood identity
4. Foster innovative collaborations and partnerships
5. Inform City Council and Staff about specific needs in the SIA defined by residents
6. Greater understanding of the skills and knowledge in the SIA

## **Partnerships**

City of Charlottesville

UVA Batten School of Public Policy

Piedmont Council for the Arts

Neighborhood Associations (Belmont, Fifeville, Ridge St.)

Charlottesville Redevelopment and Housing Association

Cville Tomorrow

## Budget - CvilleCreates

Play the City – Year Two

Expenses			Income	
Admin	8000		Grants (ABRT, Kresge)	10000
<b>Project Funds*</b>	<b>15000</b>		<b>Play the City - Committed</b>	<b>15000</b>
Marketing	5000		CACF - Committed	10000
Events/Meetings	2000		Donor	3000
Printing	1500		In-kind - Committed	2000
Supplies	2000			
Documentation	3000			
Interns	2500			
PB Consult Fee	3000			
Total Expenses	45000		Total Income	45000

\*Project funds, supported by the City provided matching grant funding, will go to support the three projects selected by residents for their neighborhood. Each project will receive \$5000 in funds and logistical/organizational support to see it implemented.

## **Public Artist Residency at the Bridge PAI**

Jennifer Tidwell - NO WAKE

September 2015 to September 2016

### **Project Proposal**

The Bridge is Charlottesville's creative hub, supporting art and design initiatives in the community that pushes cultural boundaries and directly impacts Charlottesville. Each year through its Public Artist program, The Bridge supports a local artist to create a work of art that engages the community through its production and presentation. For 2015-2016, The Bridge has selected Charlottesville-based theatre and performance artist Jennifer Hoyt Tidwell. In the spring of 2016, Jennifer will present a monthlong series of free public performances of a piece called NO WAKE at the IX building in downtown Charlottesville. This will consist of 3 public performances per week over 5 weeks. In addition, Jennifer is working with an accomplished team of artists and designers to create workshops that engage middle-school age children throughout the Charlottesville region.

NO WAKE explores the connection between personal and environmental denial, empathy and responsibility. NO WAKE is a light and dark epic concerning a widow whose grief is so enormous that she attempts to abandon her child and ends up causing a storm that tears their house from shore. As they are cast adrift they are faced with a series of challenges in order to survive and break down the walls of isolation between them. The performances will engage themes of responsibility, the paralysis of grief, the extent of denial, the challenge of empathy, and our relationships with the other. The production will encompass physical theater, performance installation, and filmmaking to attract a large, diverse audience to witness the free events.

Tidwell will construct NO WAKE as a collaboration with the local artist and performer communities, specifically PEP (Performers Exchange Project), composer Ted Coffey, artist Allyson Mellberg-Taylor, performer/teacher Sian Richards, screenwriter Martha Mendenhall, theatre artist Thadd McQuade, fight choreographer Marianne Kubik, dance choreographer Dinah Gray, and filmmakers Aaron Farrington and Stephen Thomas. Additionally, Tidwell will facilitate a series of three youth workshops to create props and scenery, allowing local residents to have a role in the project's construction. She will also engage young filmmakers from Light House in documenting and creating fictional films of the event.

## **Project Schedule**

### **Before residency starts (June-August 2015)**

Assembling team of collaborators  
Fundraising

### **September/October/November 2015**

Casting of actors and musicians  
Beginning work with composer & choreographer  
Script adaptation & shooting script  
Pre-production and pre-rehearsal planning

### **November/December/January 2015-2016**

Propmaking workshops at the Bridge  
Work with children in juvenile detention  
Casting call for extras, small crew roles

### **January/February/March 2016**

Rehearsals & documentary shooting

### **March/April/May 2016**

Performances/film production:

### **June/July/August/September 2016**

Post-production editing  
Presentation of very rough edit  
Closing celebration

## **Program Goals**

The Bridge is focused on creating opportunities that enhance the vibrancy of the community by bringing local artists and residents together. We do this because we believe that the arts are an important way to address local needs and celebrate the creative imagination of Charlottesville.

Our primary objective is for the city as a whole to recognize the value and importance of the arts. Whether through a social, economic, or cultural lens, we strive to show how the arts are core to a thriving city. The Public Artist program achieves these goals by placing an artist directly into the community to collaborate with local residents, businesses, and organizations.

At the same time, The Bridge is focused on investing in professional artistic projects. Through Public Artist, we make a significant financial and organizational contribution to seeing a major work of art realized in the city. This provides local artists with a unique opportunity dedicated to supporting their needs.

## Budget

Expenses	Description	Budgeted \$
<b>Personnel</b>		
Public Artist / Director / Artistic Director	Jennifer Tidwell	\$10,000.00
Script Collaboration / Adaptation	Martha Mendenhall	\$2,000.00
Stage Manager & Line Producer	Lisa Eller	\$4,000.00
Lead Filmmaker 1	Aaron Farrington	\$4,000.00
Lead Filmmaker 2	Stephen Thomas	\$4,000.00
Asst. Director / Acting Coach	Sian Richards	\$2,000.00
Wave Bearer Choreographer (children's installation)	Dinah Gray	\$2,000.00
Dance-Fight Choreographer for theatre piece	Marianne Kubik	\$1,000.00
Composer / Recording of music & voiceover	Ted Coffey	\$2,000.00
Costumes	Allyson Mellberg-Taylor	\$2,000.00
Performers (7)		\$14,000.00
Technical Director, lighting design, sound engineer	Thadd	\$3,000.00
<b>Other Expenses</b>		
Materials & Misc	Fabric, hardware, etc.	\$3,000.00
Rehearsal space		InKind
Tent, tables and chair rental		\$5,000.00
Camera equipment rental	Camera(s) and lenses unless able to find for free	\$3,000.00
City licenses/permits/location fees	Serena to coordinate	\$500.00
Insurance rider	Necessary	\$800.00
Food/drink for tech rehearsals	Probably could get donated	\$500.00
Printing (scripts, schedules, contacts) & Supplies	Discounted through ALC?	\$500.00
	<b>Total Expenses</b>	\$63,300.00
<b>Income</b>	<b>Sources</b>	<b>Budgeted</b>

<b>Cash</b>		
Bridge (committed)	Play the City	\$15,000.00
Business Sponsors	Mall, Belmont & West Main Businesses	\$6,500.00
Private Donations (committed)	\$21,000 committed	\$210000
Grants	\$5,000 committed, \$3000 applied	\$8000
Earned Revenue (Ticket sales)	VIP tables/seats	\$12000.00
<b>In Kind</b>		
Rehearsal space	Kay Ferguson /inkind	\$0.00
Performance Venue	lx	\$0.00
	<b>Total Income</b>	<b>\$63,500.00</b>

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CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	January 19, 2016
Action Required:	Provide Direction to Staff
Presenter:	Maurice Jones, City Manager
Staff Contacts:	Maurice Jones, City Manager Leslie Beauregard, Assistant City Manager
Title:	<b>City of Charlottesville Organizational Efficiency Study Scope of Services Proposal</b>

**Background:** During the FY 2016 budget discussions last year, Councilor Galvin presented to Council and staff with a resolution (see Attachment 1) asking the City Manager to undertake an organizational efficiency study following the adoption of the budget. The City Manager then asked staff to research and draft a scope of services (see Attachment 2) that can be considered by Council.

**Discussion:** The attached scope of services takes into account the resolution presented by Councilor Galvin, and adds some other areas that may be of interest to study based on research done by staff on what other efficiency studies produce.

**Alignment with Council Vision Areas and Strategic Plan:** Conducting an efficiency study at this time can certainly impact the City's Strategic Plan, as we look to refresh during calendar year 2016.

**Community Engagement:** There has been no community engagement specifically to date that addresses conducting an organizational efficiency study.

**Budgetary Impact:** The City paid \$30,000 to the Weldon Cooper Center to conduct the efficiency study completed in 2008-2009. At around the same time, the Charlottesville City Schools performed their own study (cost to the schools, \$52K, which is 25% of the actual cost since they implemented a certain percentage of the recommendations. So, had they not implemented the recommendations, the cost would have been \$208K). Albemarle County also conducted a study, for which they paid \$90,000. Staff believes a comprehensive efficiency and effectiveness study would cost a minimum of between \$90,000 to \$100,000. However we will have a more definitive understanding of the costs once the responses to the RFP are opened.

**Recommendation:** Staff is asking for Council to provide some direction about whether to move forward or not and in what capacity if there is a desire to change any elements of the draft scope being presented. Staff recommends a competitive process so that we can see all the options out there regarding who might conduct the study for the City and the range of costs.

Staff does not recommend that this be done in house with City staff given the expertise required in many of these areas, the substantial increased workload that would present to staff, and the desire to have a completely objective outcome upon completion.

**Alternatives:** Council could choose to change the scope of any and all aspects that have been drafted.

**Attachments:**

1. Resolution (4/06/15) to Secure Cost Savings and Increased Efficiencies in Local Government – as presented by Councilor Galvin
2. Draft Presented by City Staff - *City of Charlottesville Organizational Efficiency Study - SCOPE OF SERVICES*

**RESOLUTION**  
**To Secure Cost Savings and Increased Efficiencies in Local Government**

**WHEREAS**, local government must be ever vigilant in its search for management efficiencies and best practices so as to continue to provide excellent services without overly burdening Charlottesville taxpayers; and

**WHEREAS**, recent tax increase(s) to balance the FY 2016 city budget were necessitated by the growing fiscal needs of our City schools; the need to increase our law enforcement presence in our business corridors and our neighborhoods; and the need to invest in our infrastructure and contribute to our debt service payments thereby keeping our AAA bond rating;

**NOW, THEREFORE, BE IT RESOLVED THAT** coincident with the passage of new taxes to balance the FY 2016 City Budget, Charlottesville City Council hereby authorizes the City Manager to undertake a review of the city's: overall management efficiency; real estate assessments and procedures; transient lodging ordinance and parking plan implementation; overall tax revenue trends: and fines and business license collections.

**BE IT FURTHER RESOLVED THAT** the City Manager will complete the review of: government-wide management efficiency; real estate assessments and procedures; transient and parking ordinance implementation; fine and business license collections and meals tax revenue in order to allow ample time to monitor and assess trends and impacts prior to the start of city budget negotiations for FY 2018.

# City of Charlottesville Organizational Efficiency Study

## SCOPE OF SERVICES

The Mayor, City Council, and the City Manager are committed to making every effort to improve the City of Charlottesville's effectiveness and efficiency by identifying and eliminating wasted resources and redundancy without sacrificing City services. Of primary importance is the need to make service delivery more efficient and cost-effective and to ensure that the City is forecasting, assessing and collecting the revenue it should be in order to provide these services by looking at the various processes involved in revenue projection and generation. The City is seeking assistance for a qualified consulting firm to analyze the existing organizational structures and operational efficiencies of all City Departments, propose recommendations to reduce expenditures and to increase effectiveness in staffing levels and service delivery and review and provide recommendations of the City's revenue forecasting, assessment, and collecting procedures and policies.

This RFP is hereby issued to provide a scenario to meet these goals. The selected Consultant(s) will assist the City of Charlottesville in analyzing the operations and current organizational structure of all City Departments and deliver recommendations in which the City can increase departmental efficiency in a cost effective manner. The Consultant(s) shall perform a comprehensive analysis of existing services, operations, organizational structure, and current staffing and a review of and provide recommendations on the City's revenue forecasting, assessment and collecting procedures and policies. Supportive data must accompany all findings with alternatives provided to improve, maintain, or eliminate current levels of service delivery. **The end goal of this effort is to identify those services which are crucial and/or critical and to deliver these identified services in the most cost effective manner possible and to identify ways the City can improve its revenue generating procedures and processes.**

This will include, but may not be limited to:

1. Working with the City Manager's Office to outline the organizational analysis process.
2. Developing a timeline for successful completion of contracted services.
3. Reviewing department service delivery models and recommending alternative models, as appropriate, that will maintain those services identified as crucial while lowering costs. Areas of consideration may be, but are not limited to:
  - Recommending best practices
  - Evaluating services
  - Eliminating services
  - Combining/consolidating services within department divisions or with other service centers within the City's organizational structure
  - Entering into service agreements with other municipalities, agencies, or districts
  - Outsourcing/privatization of services
  - Centralization of services
4. Preparing an analysis of department staffing. Areas of consideration may be, but are not limited to:
  - Staffing and workflow efficiencies and inefficiencies
  - Workload (including staff work related to appointed boards and commissions)
  - Skill levels

- Eliminating, combining or adding positions
  - Evaluation to determine if the departmental manager-to-employee ratio spans of control are cost effective and in line with best practices of the profession
5. Preparing an analysis to determine if Departments employ the latest theories and best practices in organizational structure to determine if restructuring of the Department is required to achieve optimal efficiencies in the most cost-effective manner. Areas of consideration may be, but are not limited to:
    - Combining departments/divisions
    - Establishing appropriate span of control (supervisor/subordinate ratios)
    - Creating most effective and efficient organizational structure
    - Examining multi-departmental/multi-divisional workflow
    - Analyzing flat vs. hierarchal organizational structures
    - Eliminating departmental and divisional silos and redundancies
    - Comparison of current department organizational structures with other appropriate municipalities.
  6. Reviewing the procedures and processes the City employs in order to project, assesses and collect the various revenue sources that come into the City to provide the various services: Areas of consideration may be, but are not limited to:
    - Reviewing the City's short and long term revenue trending methods when the City is making revenue assumptions that fuel the annual budget and future fiscal plans
    - Examining the City's local tax assessment and collecting processes
    - Identification of areas of potential revenue enhancements, including, but not limited to possible fee schedule adjustments (for revenue generating departments and citywide)
    - Recommending alterative revenue scenarios to properly fund City services
  7. Conducting a meeting with the City Manager's office to discuss preliminary findings and sample organizational structures. The goal of this meeting is to identify the organizational structure outline that is the best fit for the City.
  8. If deemed appropriate, based on these findings, recommend changes to the organizational structure of these departments.
  9. The City of Charlottesville is willing to consider alternate approaches and/or elements not listed above. Provide detailed information in your response on any additional recommended approaches and/or elements for organizational analysis in the Technical Response. Pricing correspondence to these recommendations should only be listed in the Cost Proposal, not in the Technical portion of the response.

## **RECOMMENDATIONS**

The written recommendation shall include a list of recommendations that shall be prioritized in order of measured level of importance with clearly defensible justification in support of each recommendation and a cost benefit analysis for any funding required for implementing a particular recommendation. The cost benefit analysis shall also include both short and long term anticipated savings and net savings.

**RESOLUTION**

**City of Charlottesville Organizational Efficiency Study Scope of Services Proposal**

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Charlottesville that City staff may move forward with developing a formal Request for Proposal that would solicit quotes from vendors interested in conducting an organizational efficiency study for the City of Charlottesville.

# CITY OF CHARLOTTESVILLE, VIRGINIA CITY COUNCIL AGENDA



Agenda Date:	January 19, 2016
Action Required:	Presentation of Report
Presenter:	Kathy McHugh, Housing Development Specialist
Staff Contacts:	Kathy McHugh, Housing Development Specialist
Title:	<b>Housing Report</b>

## **Background:**

The charge given to the Housing Advisory Committee (HAC) requires that this group prepare a report on affordable housing efforts.

## **Discussion:**

The attached report has been prepared to provide: 1) an overview of existing housing programs, 2) an update on the status of the 2025 Goals for Affordable Housing Report, 3) an analysis of the 2025 goal as well as challenges to meeting the goal, 4) overview of affordable housing investments and efforts, and 5) opportunities for future efforts.

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

Approval of this agenda item aligns with Council’s vision for Charlottesville to “provide quality housing opportunities for all”. This item also is also aligned with goal number one (objective 1.3) of the strategic plan to “increase affordable housing options”.

## **Community Engagement:**

This report is a required element of the Housing Advisory Committee (HAC) charge. While the HAC has not actively participated in the writing/development of the report, the report is reflective of the activities and policy discussions of the group.

**Budgetary Impact:** None, this is a status report only.

**Recommendation:** Not applicable

## Charlottesville Housing Report for Council - January 19, 2016

### Introduction/Overview

The following report is required by the charge to the City's Housing Advisory Committee (HAC). This document has been prepared to provide: 1) an overview of various City housing programs, 2) an update on the status of the 2025 Goals for Affordable Housing Report, 3) an analysis of the 2025 goal as well as challenges to meeting the goal, 4) overview of affordable housing investments and efforts, and 5) opportunities for future efforts. Information contained herein is provided as a basis for evaluating current affordable housing efforts and to inform policy and funding decisions for the future.

### Overview of Existing Housing Programs

The City of Charlottesville has a variety of existing programs that are geared toward encouraging investment in affordable housing efforts as well as providing direct assistance to homeowners in the form of tax relief/deferral and rent relief for elderly/permanently disabled tenants.

City sponsored programs include the Capital Improvement Program (CIP) funded **Charlottesville Affordable Housing Fund (CAHF)**, as well as Federal programs, such as the **Community Development Block Grant (CDBG)** and **HOME** programs. These funding sources provide direct financial assistance for affordable housing efforts through non-profit partners, with an emphasis on support for construction of new units, housing preservation, and provision of down payment assistance to increase and/or maintain existing supported affordable housing units. CDBG funds can be used to support certain housing activities, but in recent years the City has primarily used these funds to support social programs for low to moderate-income persons as well as limited economic development efforts and targeted neighborhood infrastructure improvements.

In addition, the City also provides assistance directly to homeowners. Specifically, the Charlottesville Housing Affordability Program (**CHAP**) provides for an annual property tax grant (of either \$375 or \$525 during the second half) to qualified owners whose income level (\$50,000 maximum) and assessed property value (\$365,000 and no other real property ownership) do not exceed specified levels. The elderly/permanently disabled cannot utilize CHAP; however, they are eligible to apply separately under **Real Estate Tax Relief for the Elderly or Permanently Disabled** (§30-96). This program examines income, age/disability, and net worth and the amount of relief is dependent upon combined income and net worth (i.e., must be 65 years of age or older, or permanently disabled, and have a yearly income of \$50,000 or less and a net worth of \$125,000 or less). The **Disabled Veterans Real Estate Tax Exemption** also provides for tax exemption provided that the property is owned or jointly owned (with a spouse) by the veteran. It must also be occupied by the veteran as their primary place of residence and the veteran must have a service-connected, permanent / total disability as determined by the U.S. Department of Veterans Affairs. The surviving spouse of an eligible veteran may also qualify, provided the death of the veteran occurs after January 1, 2011, the surviving spouse does not remarry, and the surviving spouse continues to occupy the real estate as his/her primary place of residence.

Tax exemptions are also provided to those that make improvements to their homes. The **Tax Exemptions for Housing Improvements** (§30-155 - §20-160) program provides up to seven years of tax relief on the value of improvements, if such are made to a property 25 years or older with an existing value of less than \$516,200. Improvements must increase the value of the home by at least 15%. Homeowners can also qualify for a one year **Special Tax Rate for Certain Energy-Efficient Buildings** (§30-160.1 – §30-160.11) when they make improvements that exceed the energy efficiency standards prescribed in the Virginia Uniform Statewide Building Code by 30% or any building that (i) meets or exceeds performance standards of the Green Globes Green Building Rating System of the Green Building Initiative, (ii) meets or exceeds performance standards of the Leadership in Energy and Environmental Design (LEED) Green Building Rating System of the U.S. Green Building Council, (iii) meets or exceeds performance standards or guidelines under the Earth Craft House Program, or (iv) is an Energy Star qualified home, the energy efficiency of which meets or exceeds performance guidelines for energy efficiency under the Energy Star program developed by the United States Environmental Protection Agency. Related to this, City Code also provides a **Solar Energy Tax Exemption** (§30-126 – §30-138) for qualified solar facilities and devices.

The **Rent Relief Program for the Elderly or Permanently Disabled** (§30-96 and §25-56) provides grant funding for rental assistance to qualified tenants, based on income, age/disability, and net worth (i.e., must be 65 years of age or older, or permanently disabled, and have a yearly income of \$50,000 or less and a net worth of \$125,000 or less).

The **Reduced Water and Sewer Connection Fees** (§31-102; §31-106.1) lowers the cost of these utility connections when the house is being built either for sale or rent as affordable to families at 80% Area Median Income (AMI) or less. The amount of the reduction is based on the size of the water meter; however, reduced connection fees are available to support single family as well as multi-family residential projects that are built as affordable.

The **Assisted Home Performance with Energy Star** program is offered to City residents through the Local Energy Alliance Program (LEAP). This initiative provides home energy audits and energy retrofits for income qualified homeowners. LEAP works exclusively with the Albemarle Home Improvement Program (AHIP) to provide retrofits.

**Expedited Permitting** for affordable housing is provided through the Affordable Dwelling Unit ordinance at §34-12(f) upon approval of a rezoning or special use permit. In these cases, site plans submitted for review shall be acted upon by the director of Neighborhood Development Services or Planning Commission within twenty-one (21) days after the date such plan was officially submitted. Also, as provided at §34-823(a), in the case of a preliminary site plan application which guarantees that at least fifteen (15) percent of all proposed residential units therein will qualify as affordable housing (defined as units committed for a thirty-year term as affordable to households with incomes at eighty (80) percent or less of the area median income), the timeframe shall be reduced to twenty-one (21) days.

Lastly, through its **Free Paint Program**, the City provides paint, primer, caulk, and painting supplies to income qualified City homeowners (i.e., those at 80% AMI or less) who can least afford to purchase such items to maintain the exterior of their homes. Eligibility is limited to every 5 years. Since the homeowner must provide labor to do the work, various non-profits have been involved with assisting some homeowners; however, there is no formal structure in place to link owners with volunteer painting services. AHIP also uses this program to connect owners with painting supplies, since City rehabilitation funding is reserved for more basic health and safety issues.

The above programs can be used in concert as long as eligibility requirements are met for each. Most all of these programs have income and/or age/disabled status limitations that correlate to the **Area Median Income (AMI)** figures for the current year, as published by the United States Department of Housing and Urban Development (HUD). The most recent figures (as of 3/6/15) are as follows:

% of AMI	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
30%	\$17,700	\$20,200	\$22,750	\$25,250	\$28,410	\$32,570	\$36,730	\$40,890
50%	\$29,450	\$33,650	\$37,850	\$42,050	\$45,450	\$48,800	\$52,150	\$55,550
60%	\$35,340	\$40,380	\$45,420	\$50,460	\$54,540	\$58,560	\$62,580	\$66,660
80%	\$46,100	\$52,650	\$59,250	\$65,800	\$71,100	\$76,350	\$81,600	\$86,900

These figures are based on the estimated Median Family Income for Charlottesville which is \$84,100.

### Update on the Status of the 2025 Goals for Affordable Housing Report

The overarching housing goal for the City, as adopted by City Council on February 1, 2010 (per the City of Charlottesville 2025 Goals for Affordable Housing Report recommendation), is to:

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

Supported affordable units (SAUs) are defined by Housing Policy #1 adopted by City Council on October 20, 2014 as: “A housing unit that achieves one or more **Levels of Affordability**<sup>1</sup> 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**<sup>2</sup>, **Project-Based Financial Supports**<sup>3</sup> and **Project-Based**

<sup>1</sup> **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.”

<sup>2</sup> **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).

<sup>3</sup> **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).

**Legal Supports**<sup>4</sup>, which can be combined.”

The 2025 report initially reported 10.5% supported affordable housing at the time of preparation; however, the reporting methodology was based on point-in-time guesstimates rather than firm numbers. Since the adoption of the original report, the City has attempted to refine these numbers through its P3 effort and by creating an affordable housing database. The following provides a list of previous reports for the 2025 goal, along with an explanation of how the information was obtained / calculated. Note that comparison of these numbers is not advisable due to the variations in methodology used.

Current housing goal information is based on use of the City’s Master Address Table (MAT) and Supported Affordable Housing Database. Moving forward, we hope to continue to use both of these resources as the basis for tracking housing units. While the MAT needs refinement (see note #4 below table), staff believes that this information will only become more reliable over time and that this will provide a better measure of housing units than tax assessor data which: 1) does not reflect the number of units in a mixed use building, 2) assumes the maximum number of units for the use code, 3) does not account for multiple buildings on one parcel, and 4) requires apartments and mobile homes to be tracked separately. As all of these variables must be tracked independent of tax assessor data, there is a much greater chance of introducing error than by using the MAT.

Year/Source	# of Supported Affordable Units	Total Number of Housing Units	% Supported Affordable Units
February 2010 (2025 Goals for Affordable Housing Report) <sup>1</sup>	1,933 (includes 499 vouchers)	18,407	10.5%
March 2012 (Housing Report to City Council) <sup>2</sup>	1,985 (includes 382 vouchers)	19,189	10.3%
Sept 2012 (Housing Advisory Committee Fall Newsletter) <sup>3</sup>	2,050 (includes 386 vouchers)	19,794	10.3%
April 2014 (Housing Report to City Council) <sup>4</sup>	2,021 (includes 413 vouchers)	19,626	10.29%
December 2015 (Housing Report to City Council) <sup>5</sup>	2,006 (includes 393 vouchers)	19,937	10.06%

<sup>1</sup> Affordable units were based on point in time *guesstimate* of number of units by various non-profits as well as current information on housing vouchers, discounting the number of vouchers by 30% to avoid duplication of units that are already captured as supported affordable (e.g., use of a tenant based voucher at Monticello Vista). Total number of units was based on 2007 American Community Survey Data.

<sup>2</sup> Supported affordable units were based on adding new supported affordable units to the number of units used in the 2025 report. Updated information on housing vouchers was also incorporated. Total number of housing units was based on 2010 Census numbers.

<sup>3</sup> Supported affordable units were identified in a City developed database for the first time. Every effort was made to include all sources of information including local housing non-profits and a loan database maintained by the City Attorney’s office that includes units assisted through City funded housing rehabilitation and down payment assistance programs. Information for HUD funded projects as well as the Low Income Housing Tax Credit developments was also utilized. Total units were locally calculated based on 15,115 single family homes listed in the tax assessor’s database, combined with 121 mobile homes and 4,558 apartment units (representing 282 apartment complexes). Voucher information was updated, discounting this number by 30% to avoid duplication, as had been done for both February 2010 and March 2012 figures.

<sup>4</sup> **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).

<sup>4</sup> Supported affordable units were taken from the City's updated database, with every effort taken to eliminate duplications, correct errors and remove units that have expired for the purposes of the designated period of affordability. Voucher information was updated again, but this time City staff utilized a survey of local voucher holders to account for duplicated units. The results of this survey revealed that the actual percentage for duplicated units was 40% (270/683 vouchers) rather of 30% as previously assumed. Total number of housing units has been identified using the Master Address Table (MAT). It should be noted that at that time, the MAT also included 1,091 addresses that were not classified as residential, commercial or institution, corresponding to 342 building which are mostly concentrated in Downtown/North Downtown, the Corner, and two clusters in Belmont. All are either mixed use buildings or have ambiguous commercial use designations from which City staff cannot clearly infer the use type of the address. Accordingly, it should be noted that the number of housing units is likely higher, given that several of the unclassified buildings are known to be mixed use (with a residential component). NDS staff is aware of this issue and will continue to work to reduce the number of unknowns in the MAT to provide a more accurate count.

<sup>5</sup> Supported affordable units were taken from the City's updated database. The database continues to be a work in progress, attempting to get up to date information from local non-profits who provide other supported affordable units without City financial assistance (e.g., Habitat for Humanity provides down payment and mortgage subsidies through the HUD Self Help Homeownership Program - SHOP and Piedmont Housing Alliance -PHA utilizes the VHDA Community Homeownership Revitalization Program - CHRP as well as Community Development Finance Institution - CDFI funding ). The data continues to be refined with attention to removing units that have expired for the purposes of the designated period of affordability, have been paid off and/or deemed to be uncollectable for some reason. Voucher information was updated again, using the survey percentage for duplicated units of 40% as determined in 2014. Total number of housing units has been identified using the City's Master Address Table (MAT).

### **Analysis of the 2025 goal as well as Challenges to Meeting the Goal**

In looking at these numbers, it should be noted that the City has not experienced any major reductions in affordable units since the 2025 report was completed. Specifically, affordable units including Charlottesville Redevelopment and Housing Authority (CRHA) properties, Friendship Court, Hearthwood and Greenstone on 5<sup>th</sup> (formerly Blue Ridge Commons) have all been maintained (as affordable) during this time period. At the same time, the City has added units at the Crossings at Fourth & Preston (Virginia Supportive Housing), Timberlake (JABA), Sunrise (Habitat for Humanity of Greater Charlottesville – Habitat), Belmont Cottages (Habitat), as well as increased supported affordable units through various down payment assistance program and scattered site housing rehab inclusive of the Block by Block program ongoing in the Tenth and Page Neighborhood (AHIP). Projects including affordable housing that are either under development or slated to start soon include a total of 89 new affordable units. These projects include, Burnett Commons Phase 2 – the Woods (on-going Southern Development mixed income development with 7 affordable units out of 48), Burnett Commons Phase 3 – the Park (on-going Habitat and Southern Development mixed income development with 20 affordable units out of 46), and Harmony Ridge at 991 5<sup>th</sup> Street S.W. (not yet started Habitat, Charlottesville Abundant Life Ministries and Piedmont Housing Alliance mixed income development with 8 affordable units out of 12 – 14 units) and Carlton Views (on-going Fountainhead Properties and Piedmont Housing Alliance 54 unit special needs/accessible Low Income Housing Tax Credit project).

As for the larger affordable properties that have continued to maintain their affordable units, only one of these properties has undergone any major work over the past few years. Specifically, Greenstone on 5<sup>th</sup> (formerly Blue Ridge Commons) upgraded all units and constructed a new community center which houses a leasing/management office and approximately 200 s.f. of resident services space for community programs. In addition to physical improvements, Community Housing Partners has also been working with the City to fund enhanced police coverage for this development to address safety and quality of life concerns identified by residents. In combination, these efforts have greatly improved this affordable housing property.

Our affordable housing goal is complicated by a number of factors including (but not limited to) the following:

- The original goal did not take the **lack of and expense of land** into consideration. The lack of availability of land (limited real estate) and the cost of existing land (high prices) are the most common obstacles denoted by the Housing Advisory Committee (HAC).

- The initial report assumed a very high percentage of leverage (91.6% other funds to 8.4% City funds). While these figures are possible with large scale low income housing tax credit projects and even down payment assistance projects, these figures are not possible with housing rehabilitation, rental subsidies and predevelopment projects that leverage much less or no funds in some cases. Accordingly, the **assumed leverage is thought to be artificially high** and this presumption negatively impacts the long range assumptions of the 2025 report and brings into question the proposed outcomes over the 15 year period.
- The current Comprehensive Plan supports incorporating affordable units throughout the City, and achieving a mixture of incomes and uses in as many areas of the City as possible. Although the City will continue to work toward its goal of 15% supported affordable housing by 2025, **integration of units throughout all geographical areas continues to be a challenge**. Prior proposed/funded Low Income Housing Tax Credit (LIHTC) projects have primarily been in areas that contain higher number/percentage of low income persons/households. It is unclear as to what role land availability plays (as sites are also available for market rate purchase and development); however, it should be noted that the Virginia Housing and Development Agency (VHDA), which administers the LIHTC program for the State of Virginia, provides a 30% boost in basis to applicants that choose to locate in a Qualified Census Tract (QCTs) or Difficult to Develop Area (DDAs) as well as 10 extra points for areas that qualify as meeting the VHDA revitalization area definition. The increase in basis is an Internal Revenue Service rule (as the IRS regulates this program) and not one that is controlled by VHDA; however, it certainly impacts decisions about where to locate such projects. As QCTs are already economically distressed (by definition)<sup>5</sup>, the location of additional affordable units would only further concentrate poverty in these areas and create additional challenges to integrating units throughout the City. While mixed income development and redevelopment can help with integration to some extent (by providing market rate units in conjunction with low income units), site constraints and financing are still factors that present logistical challenges.
- By emphasizing a numerical goal, it is **difficult not to further concentrate affordable units**, as larger projects provide the best opportunity to make significant gains toward achieving the goal. In fact, it will be logistically challenging, if not impossible (due to cost and other factors) to achieve 15% supported affordable units without including some larger scale projects. Given limited land (as noted above) and the location of available vacant parcels, the challenges in our City of only 10.4 square miles only intensify - as adaptive reuse, infill and redevelopment projects are generally more expensive and don't always provide the advantages of centralized maintenance and other economies of scale. This noted, infill and redevelopment projects also offer the opportunity to increase overall density (in some cases) which would offset the concentration aspects of the affordable units.
- The number of new supported affordable units (including new units, rehabbed units, down payment assistance, etc...) needs to be equal or greater than 15% of all new construction just to keep pace. Given the recent student housing construction boon, it will be **difficult to maintain current levels and catch up as new units come on line**.
- **Focusing strictly on development of supported affordable housing units rather than assisting people is delicate business** and should be evaluated in light of studies / efforts that have examined poverty and self-sufficiency issues. Housing needs can vary widely, as can ability to pay. Increasing physical stock and/or securing support through a financial mechanism is part of the solution, but not all of it. The City cannot reasonably be expected to totally build its way out of our affordable housing problem and we must look at the

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<sup>5</sup> A Qualified Census Tract (QCT) is a tract with a poverty rate of at least 25% or 50% or more of its households have incomes below 60% of area median income. In Charlottesville 2.01, 2.01 and 6.00 are currently QCTs. A Difficult Development Area (DDA) is an area designated by the HUD Secretary as an area that has high construction, land, and utility costs relative to the area median gross income. In the Charlottesville area, only zip code 22936 is considered a DDA; however, this is outside of the City limits.

situation more holistically, including continuing and possibly expanding efforts to support rental subsidies for rapid rehousing, permanent supportive housing and other efforts targeted at providing housing for low wealth individuals and families.

### Overview of Affordable Housing Investments & Efforts

The following chart provides an overview of housing investments made to date through the Charlottesville Affordable Housing Fund. Since funds carry forward for future use, some fiscal years may show more funds awarded than appropriated; however, projects are shown in the fiscal year approved. Funded projects are broken down by year and include the number of assisted units associated with each effort, if known or applicable. Some projects such as administration related activities or planning/pre-development efforts do not show any units assisted, as these funds are supportive to providing actual units. On-going projects are subject to change based on total assisted units and final expenditures. Current fiscal year projects may not show any beneficiaries because those projects are just getting started in some cases. Lastly, **please note** that units assisted through the AHIP Emergency Repair Program as well as the City's paint program do not typically have an associated affordability mechanism, so these units **are not to be considered** as supported affordable units; however, to correctly reflect units assisted with City funding, these have been included below.

<b>CHARLOTTESVILLE AFFORDABLE HOUSING FUND</b>	<b>Amount</b>	<b>Housing Units Assisted</b>
<b>2007/08</b>		
Dogwood Housing purchase & preservation of affordable rental units (loan not grant)	\$ 850,000.00	57
Piedmont Housing Alliance - Monticello Vista purchase and preservation	\$ 200,000.00	50
CCDC Energy Efficiency Housing Audits	\$ 35,000.00	
Habitat for Humanity (construction of 10 new homes)	\$ 220,000.00	10
Albemarle Housing Improvement Program (AHIP) Housing Rehabilitation Program	\$ 279,000.00	10
Piedmont Housing Alliance - Virnita Court Apartments rental property preservation	\$ 169,000.00	16
Piedmont Housing Alliance Workforce Housing Fund / Downpayment Assistance & Closing Costs	\$ 150,000.00	8
Piedmont Housing Alliance - renovation of historic property at 223 4th Street SW with accessory unit addition	\$ 50,000.00	
JABA Homeshare Study	\$ 15,000.00	
CRHA Strategic Planning for Redevelopment	\$ 210,000.00	
Shelter for Help in Emergency (SHE) rehab of Mitchell House Facility and Rental Subsidy	\$ 35,113.00	
Region 10 –Step Up Pilot Rent Subsidy Initiative for Mentally Impaired / Substance Abuse Individuals	\$ 235,887.00	
Habitat for Humanity Proposals 1 -3	\$ 200,000.00	11
<b>SUBTOTAL</b>	<b>\$ 2,649,000.00</b>	<b>162</b>
<b>2008/09</b>		
Virginia Supportive Housing Single Room Occupancy Development (broken out by pro-rata share of funding. 41 units claimed with funding from 09/10 & 10/11)	\$ 347,000.00	19
AHIP Emergency Housing Rehabilitation	\$ 50,000.00	39
AHIP Small Homeowner Rehab / Handicap Access Program (assisted units are included with the 39 shown under the AHIP Emergency Housing Repair program)	\$ 85,000.00	
AHIP Housing Rehabilitation Program	\$ 30,363.00	2

Piedmont Housing Alliance Foreclosure Prevention Program	\$ 20,000.00	2
Habitat for Humanity LEED Duplex at Paton Street	\$ 144,637.00	2
Habitat for Humanity - ecoMOD #4 Utility Connections (104 Elliott Avenue)	\$ 10,000.00	1
CRHA Master Planning with PHAR	\$ 100,000.00	
608 Ridge Street ecoREMOD House	\$ 100,000.00	1
TJACH Start-up cost related to First Street Church Homeless Shelter (a.k.a. the Haven)	\$ 12,500.00	
Habitat for Humanity Paton Street Neighborhood Infrastructure	\$ 100,000.00	27
Piedmont Housing Alliance Monticello Vista Apartment (acquisition and rehab)	\$ 50,000.00	
Thomas Jefferson Community Land Trust - startup expenses	\$ 15,000.00	
HOME program match	\$ 140,000.00	
Habitat for Humanity - ecoMOD #4 Site Improvements	\$ 25,000.00	
Housing Advisory Committee Related Expenses (e.g., meals)	\$ 1,688.85	
Region 10 - Step Up (Year 2) Rent Subsidy Initiative for Mentally Impaired / Substance Abuse Individuals	\$ 100,000.00	
Habitat for Humanity - ecoMOD 4 Site Work at 104 Elliott Avenue	\$ 26,000.00	
Region 10 –Step Up Pilot Rent Subsidy Initiative for Mentally Impaired / Substance Abuse Individuals	\$ 2,143.00	
Piedmont Housing Alliance Downpayment Assistance Program	\$ 50,000.00	9
Charlottesville Free Paint Program (note funds not used carry forward and units assisted are shown in correct fiscal year)	\$ 25,000.00	16
<b>SUBTOTAL</b>	<b>\$ 1,434,331.85</b>	<b>118</b>
<b>2009/10</b>		
AHIP Housing Rehabilitation Program	\$ 100,000.00	3
Virginia Supportive Housing Single Room Occupancy Development (broken out by pro-rata share of funding. 20 units claimed with funding from 08/09 & 10/11)	\$ 723,000.00	40
PHAR Bama Works Grant Matching Funds	\$ 25,000.00	
LPDA Design Concept for Elliott Avenue	\$ 5,049.00	
Virginia State Neighborhood Conference	\$ 500.00	
HOME extra program match	\$ 31,875.40	
Charlottesville Free Paint Program (assisted units shown by year utilizing remaining funds from prior allocation)	\$ 00000.00	18
<b>SUBTOTAL</b>	<b>\$ 885,424.40</b>	<b>61</b>
<b>2010/11</b>		
HOME Match	\$ 40,000.00	
Elliott Avenue Subdivision Survey - Southside MMM	\$ 3,850.00	
Elliott Avenue Design Charrette	\$ 5,000.00	
AHIP Emergency Housing Repair	\$ 50,000.00	26
Housing Conditions & Land Use Survey	\$ 39,622.93	
ecoREMOD – 608 Ridge Street (includes storm windows & sewer repair)	\$ 138,837.75	
AHIP Housing Rehabilitation	\$ 100,000.00	2
Elliott Avenue Site Work & Environmental Testing Work	\$ 6,140.15	
Habitat for Humanity Sunrise Development (land purchase and	\$ 400,000.00	32

predevelopment expenses for homes at the Sunrise Development)		
ASG Rental Subsidies for Persons with HIV/AIDS	\$ 15,000.00	
PHAR Match for Bama Works Grant	\$ 25,000.00	
PHA Downpayment Assessment Program	\$ 40,000.00	12
Virginia Supportive Housing Single Room Occupancy Development (broken out by pro-rata share of funding. 59 units claimed with funding from 08/09 & 09/10)	\$ 23,560.12	1
Charlottesville Free Paint Program (note funds not used carry forward and units assisted are shown in correct fiscal year)	\$ 15,000.00	35
Administrative & Other Expenses	\$ 44,486.73	
<b>SUBTOTAL</b>	<b>\$ 946,497.68</b>	<b>108</b>
<b>2011/12</b>		
Housing Planner Salary & Benefits - Transfer to General Fund	\$ 89,179.00	
JABA Timberlake Acquisition (initial funding)	\$ 500,000.00	26
Habitat Paton Street Acquisition/Build - Region 10 & Thomas Jefferson Community Land Trust Units	\$ 685,000.00	3
JABA Timberlake Acquisition (supplemental funding)	\$ 117,000.00	
JABA Market Study Sunrise	\$ 10,500.00	
Building Goodness - Assistance with Building Goodness in April Event	\$ 20,000.00	
AHIP Emergency Housing Repair	\$ 50,000.00	29
AHIP Housing Rehabilitation	\$ 120,000.00	6
Habitat and AHIP Build a Block Planning Funds	\$ 35,000.00	
Habitat Down Payment Assistance Program for Sunrise Development (32 affordable units shown with 10/11 land purchase and predevelopment assistance)	\$ 15,000.00	
CALM- Planning Grant for 991 5th Street S.W. (property to be used for Harmony Ridge development)	\$ 11,000.00	
Section 3 Coordinator Salary & Benefits	\$ 25,000.00	
Acquisition of Properties at 8th Street N.W. adjacent to Westhaven through Habitat for Humanity	\$ 140,000.00	
8th Street N.W. adjacent to Westhaven - extra closing costs	\$ 3,000.00	
Motivation Inc Section 3 training	\$ 2,499.00	
Thomas Jefferson Community Land Trust - Cleveland Ave Site Preparation	\$ 5,700.00	2
8th Street N.W. Demolition of Houses at 204 and 210 8th St N.W.	\$ 15,650.00	
Virginia Supportive Housing - Crossings at 4th & Preston Housing Vouchers	\$ 45,500.00	
CRHA Administration - Crossings at 4th & Preston Housing Vouchers	\$ 4,536.76	
Charlottesville Free Paint Program (assisted units shown by year utilizing remaining funds from prior allocation)	\$ 00000.00	48
Administrative Expenses	\$ 25,824.42	
<b>SUBTOTAL</b>	<b>\$ 1,920,389.18</b>	<b>114</b>
<b>2012/13</b>		
Charlottesville Redevelopment and Housing Authority Administrative Support	\$ 100,000.00	
PHAR - Match for Bama Works	\$ 25,000.00	
Virginia Supportive Housing - Crossings at 4th & Preston Housing Vouchers	\$ 156,492.00	

CRHA Administration - Crossings at 4th & Preston Housing Vouchers	\$ 17,617.32	
Promise Neighborhood Architectural Design for 210 8th Street N.W.	\$ 20,000.00	
AHIP Emergency Housing Repair (includes both \$50K and \$100K allocations)	\$ 150,000.00	55
AHIP Housing Rehabilitation	\$ 200,000.00	23
HOME Match	\$ 58,000.00	
Section 3 Coordinator Salary & Benefits	\$ 55,000.00	
Habitat for Humanity Belmont Cottages	\$ 300,000.00	6
AHIP Block By Block Charlottesville (BXBC) Project	\$ 400,000.00	12
MACAA Hope House Program Expenses	\$ 40,000.00	
Charlottesville Free Paint Program (assisted units shown by year utilizing remaining funds from prior allocation)	\$ 00000.00	16
Administrative Expenses	\$ 30,000.00	
<b>SUBTOTAL</b>	<b>\$ 1,552,109.32</b>	<b>112</b>
<b>2013/14</b>		
Virginia Supportive Housing - Crossings at 4th & Preston Housing Vouchers	\$ 87,121.00	
CRHA Administration - Crossings at 4th & Preston Housing Vouchers	\$ 15,416.01	
CRHA Playground Equipment Purchase	\$ 100,000.00	
HOME Match	\$ 16,712.00	
AHIP Housing Rehabilitation (includes two separate \$200K allocations)	\$ 400,000.00	10
AHIP Emergency Housing Repair (includes two separate \$100K allocations)	\$ 200,000.00	49
Building Goodness Foundation - Block by Block Charlottesville (BXBC) Project	\$ 8,500.00	
AHIP Block By Block Charlottesville (BXBC) Project	\$ 550,000.00	9
CALM/Habitat for Humanity/PHA 991 5 <sup>th</sup> Street S.W. Development	\$ 350,000.00	8
HOME Match	\$ 20,000.00	
Charlottesville Free Paint Program (note funds not used carry forward and units assisted are shown in correct fiscal year)	\$ 5,000.00	6
<b>SUBTOTAL</b>	<b>\$ 1,752,749.01</b>	<b>82</b>
<b>2014/15</b>		
Repayment of HOME funds used for 405 Avon St. purchase (CRHA Garage)	\$ 37,425.00	
Rhodeside & Harwell, RCLCO Housing Study	\$ 62,000.00	
CRHA Reserve Account	\$ 264,999.00	
CRHA Modernization Coordinator	\$ 35,000.00	
Virginia Supportive Housing - Rental Assistance for the Crossings	\$ 150,000.00	
TJACH Spring for Housing - Short Term Rental Subsidy for the SURGE	\$ 105,000.00	
AHIP Block by Block Charlottesville (BXBC) Planning Assistance	\$ 22,029.00	
AHIP Emergency Repair Program Assistance	\$ 75,000.00	44
Piedmont Housing Alliance - Carlton Views LIHTC Project Assistance (only half of 54 units claims as additional funds provided in FY 15/16)	\$ 475,000.00	27
Piedmont Housing Alliance - Orangedale & Prospect DPA Program	\$ 181,125.00	
Charlottesville Free Paint Program (assisted units shown by year utilizing remaining funds from prior allocation)	\$ 00000.00	17
Administration 1% Reserve/Set Aside	\$ 18,560.37	

<b>SUBTOTAL</b>	<b>\$ 1,426,138.37</b>	<b>88</b>
<b>2015/16</b>		
Piedmont Housing Alliance - Carlton Views LIHTC Project Assistance (only half of 54 units claims as additional funds provided in FY 14/15)	\$ 475,000.00	27
Habitat for Humanity of Greater Charlottesville - DPA for High/Mixed Income Scattered Site Area	\$ 225,000.00	10
AHIP Scattered Site Rehabilitation	\$ 264,000.00	
AHIP Block by Block Charlottesville (BXBC) 10th & Page Phase 2	\$ 264,000.00	
AHIP BXBC Orangedale & Prospect Phase 1	\$ 462,000.00	
AHIP Emergency Repair Program Assistance	\$ 100,000.00	
Design Develop - ADU Workbook	\$ 4,950.00	
Piedmont Housing Alliance - Friendship Court Pre-development Planning	\$ 350,000.00	
CDBG Repayment to HUD for Disallowed Cost	\$ 4,600.00	
Charlottesville Free Paint Program (assisted units shown by year utilizing remaining funds from prior allocation)	\$ 00000.00	15
Administration 1% Reserve/Set Aside	\$ 19,173.01	
<b>SUBTOTAL</b>	<b>\$ 2,168,723.01</b>	<b>52</b>

The following is a summary of funding allocated by Council to the Affordable Housing Fund. The CIP appropriation amount came through the regular competitive process; however, program income and transfers reflect additional funds such as loan repayments, cash contributions as a result of the affordable dwelling unit ordinance, and the occasional proffer payment. As these “other” sources of funds cannot be readily predicted, these are typically not considered when requesting funds through the CIP process.

Fiscal Year	CIP Appropriation	CIP with Program Income and Transfers <sup>6</sup>
07-08 <sup>7</sup>		\$749,000.00
07-08	\$1,750,000.00	\$1,900,000.00
08-09	\$1,400,000.00	\$1,479,500.00
09-10	\$1,000,000.00	\$1,034,500.00
10-11	\$1,200,000.00	\$1,223,560.12
11-12	\$1,410,000.00	\$1,982,284.51
12-13	\$760,000.00	\$1,521,514.53
13-14	\$1,528,154.00	\$1,663,997.26
14-15	\$1,569,322.00	\$1,856,037.43
15-16	\$1,569,322.00	\$1,917,301.48
<b>Total</b>	<b>\$12,186,798.00</b>	<b>\$15,327,695.33</b>

The City has invested affordable housing fund money into a variety of different efforts over the past eight years with a variety of results. Over time, staff (working in conjunction with the Housing Advisory Committee on project evaluation and review criteria) have attempted to focus funding recommendations for those projects that have the most potential for increasing affordable housing; however, this has been balanced with investments in planning and other associated efforts over this same time period as well. The following summarizes assisted projects by the general “type” of assistance. These generalized categories provide information for City investments over the past eight years; however, there are still some older projects that are on-going, which means that cost per benefit information is subject to change when final beneficiaries have been identified. The amount of leverage is another factor that needs to be considered; however, this data has not been

<sup>6</sup> Not all funds have been obligated.

<sup>7</sup> These funds preceded the formation of the City’s affordable housing fund.

collected in the past, so staff will need to go back to project recipients to try to gather historical information. This noted, staff intends to begin to collect this data to include with the next housing report. It is hope that this type of information will also be helpful in evaluating future projects to inform funding decisions.

<b>Type of Assistance</b>	<b>Investment<sup>8</sup></b>	<b>Number of Units Assisted</b>	<b>Cost Per Benefit (rounded as applicable)</b>
Rental Housing Preserved	\$1,269,000	123	\$10,317
New Single Family Homes	\$1,549,637	32	\$48,426
Down Payment & Closing Cost Assistance and Foreclosure Prevention	\$456,125	31	\$14,714
Owner Housing Preserved/Rehabbed	\$2,476,701	78	\$31,753
Planning or Administration Assistance	\$1,365,109	0	NA
Energy Audits	\$35,000	NA	NA
Rental Subsidy	\$969,826	NA	NA
New Rental Housing	\$1,568,560	87	\$18,029
Emergency Repairs	\$680,000	242	\$2,810
Infrastructure/Demolition & Pre-Development Assistance	\$558,490	38	\$14,697
HOME Match Assistance	\$344,014	NA	NA
Free Paint Program Assistance	\$45,000	156	\$288
Land Purchase	\$1,160,000	58	\$20,000

The following is a list of programs, policies and planning efforts that have been undertaken since the last housing report in April 2014, but are not necessarily reflected in the above list of investments.

- Assistance with transition of CAHF rental support to CRHA HUD project based vouchers for 21 tenants at the Crossings at Fourth & Preston
- Oversight and completion of the City of Promise facility at 708 Page Street (inclusive of prior effort at 210 8<sup>th</sup> Street NW)
- Working with CRHA and the Office of Economic Development to facilitate a loan to repay CDBG funds and allow CRHA to maintain ownership of the garage property at 405 Avon Street
- Update of City Housing Policy #1 (Objectives for Use of Charlottesville Affordable Housing Fund and Criteria/Priorities for Award of Funds)
- Revision of Affordable Dwelling Unit (ADU) Ordinance to expand the definition to facilitate possible commitment of housing units rather than payment into the CAHF
- 608 Ridge Street lease extension (negotiation and Council approval)
- Revision of Affordable Dwelling Unit Ordinance Standard Operating Procedure/Regulations to incorporate new definition and rent calculations
- Revision of Dogwood Housing loan agreement to address rent calculations to bring about project compliance
- Sponsorship & participation in the Homelessness and Housing Symposium working with TJACH held in March 2015
- Staff support for development of a Comprehensive Housing Analysis including consumer research for both employee and affordable surveys
- Assistance with NDS effort related to 610 Ridge Street spot blight determination/stabilization
- Participation in Blue Ridge Apartment Council Affordable Housing Panel discussion

<sup>8</sup> FY 15/16 is excluded since the majority of these funds have not yet been expended at this time.

- Housing Advisory Committee (HAC) support including on-going code audit effort
- 2015 Governor's Housing Award for Best Housing Preservation / Revitalization
- Involvement with Westhaven Community Day and Habitat City Build 2015
- On-going technical assistance for proposed housing efforts
- Technical support to Region 10 for proposed IMPACT project related to a residential treatment facility
- 2015 Virginia Coalition to End Homelessness (VCEH) Housing First award for Spring for Housing effort
- Participation in the 2015 VCEH Conference discussion regarding housing trusts
- Assistance with training and transition of City's Grants and Section 3 Coordinator position
- Participation on CRHA transition team and assistance with reestablishing a CRHA Redevelopment Advisory Committee
- Assistance with development of a workbook for Accessory Apartments/Accessory Dwelling Units
- Participation with PHA redevelopment planning effort for Friendship Court

### **Opportunities for Future Efforts**

*CRHA Redevelopment* - CHRA is currently undergoing a change in the Executive Director position. The City will need to continue to work supportively with CRHA to figure out a way to stabilize operations as well as redevelop public housing sites which would allow for income mixing while taking advantage of existing infrastructure and close proximity to jobs, transit and cultural opportunities. Use of the Charlottesville Development Corporation (CDC) might also facilitate **use of the Public-Private Education Facilities Infrastructure Act** (a.k.a. PPEA) working cooperatively with our Office of Economic Development.<sup>9</sup>

Given the unknowns relative to utilizing CAHF for CRHA redevelopment and operations, there is much uncertainty as to what level of funding may ultimately be needed; however, there is potential that additional funds (above the CIP level) will be available in the near future.

- Should the new student housing development known as "the Standard" proceed to construction, it will trigger the Affordable Dwelling Unit ordinance and potentially either add affordable units and/or contribute to the CAHF (as is required by the ADU ordinance). Either outcome would positively impact the City's affordable housing efforts, providing additional resources to the CAHF and/or units toward our 15% goal.
- The City anticipates \$100,000 from development of the Water Street Promenade.
- The City anticipates \$300,000 from the developer of the Marriott at the corner of West Main/McIntire-Ridge. \$200,000 will be paid at the time of the issuance of the Certificate of Occupancy and a promissory note (payable to the City) will provide the remaining \$100,000 to be paid within one year. These funds must be used for CRHA redevelopment.
- Proposed developments on both East Market Street as well as Market Plaza will trigger the Affordable Dwelling Unit ordinance. Woodard Properties has discussed the potential for providing off-site affordable units to satisfy the East Market Street requirements; however, if this does not come to fruition, at a minimum, both developments will provide additional funds to the CAHF. The dollar amounts will need to be determined once construction plans have been finalized.

*Code Audit* - The HAC subcommittee for the housing code audit has recently completed a list of issues to help foster the City's planned code audit. This list contains items of specific interest to furthering affordable housing efforts. As the City's code audit is currently on hold pending completion of other studies/efforts, HAC subcommittee members have agreed to research specific recommendations and identify suggestions for possible code changes as well as examples from

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<sup>9</sup> Under PPEA, a "qualifying project" means (i) any education facility, including, but not limited to a school building, any functionally related and subordinate facility and land to a school building (including any stadium or other facility primarily used for school events), and any depreciable property provided for use in a school facility that is operated as part of the public school system or as an institution of higher education; (ii) *any building or facility that meets a public purpose and is developed or operated by or for any public entity.*

other communities to help inform a future effort. The housing code audit list is as follows:

1. Limitations on the number of unrelated persons in the zoning ordinance
2. Whether the PUD ordinance is actually providing different results than what by-right zoning would provide and does the existing zoning and subdivision ordinances need to be modified
3. If the PUD ordinance can be changed to explicitly include affordable housing
4. Can the standard of review and objectives be changed to ask for elaboration regarding size/type and price point to get at the affordability issue
5. Tying parking to specific developments, looking at both a minimum and maximum levels of parking, with a possible waiver for affordable units and consideration of potential offsets (bike parking, proximity to transit, etc...)
6. Reduced setbacks for ADUs and looking at the number of unrelated people allowed in ADUs and primary units
7. Examination of opportunities along edge zones where impact to neighborhoods would not be felt as strongly
8. Potential subdivision of larger lots
9. Potential reduction in dimensional lot and road frontage standards in an effort to expand density without changing zoning
10. Potential revisions to the infill SUP process and expansion of the infill SUP zone
11. Consideration of unit lot code model which would provide fee simple lots without road frontage
12. Examining infrastructure requirements, particularly street/road standards

*Housing Study* - Rhodeside and Harwell, utilizing a subcontract arrangement with RCLCO, are in the process of finalizing the City's Comprehensive Housing Analysis and Policy Recommendations. Since this document is still in draft form (working to incorporate both staff and HAC recommendations), no specifics are included herein; however, staff has arranged for RCLCO to present the report and their findings/recommendations at the February 1, 2016, Council meeting. This document will need to be closely evaluated, with a focus on bringing forward recommendations for policy changes and other initiatives over the next year.

### **Conclusion/Summary**

Charlottesville is maintaining the number of affordable units, but not significantly increasing its percentage of affordable housing stock. As new student rental and other housing developments continue to come on line over the next year or so, it will be difficult not to lose ground as large affordable projects are more the exception than the rule and location of such projects is problematic given conflict between Comprehensive Plan goals/objectives and funding streams (e.g., Low Income Housing Tax Credit) that prioritize location of such units in existing low income areas.

It is important to recognize that the 2025 Goals for Affordable Housing Report is focused on achieving a certain percentage of affordable housing units rather than focusing on helping individuals and families actually secure housing. Any goal that is solely focused on physical structures rather than human beings will potentially have negative social repercussions; therefore, due consideration needs to be afforded to reevaluating the goal and/or achieving compliance through incorporation of efforts that consider the variety of individual housing needs. The 2014 revisions to Housing Policy #1 attempted to *move the needle* toward evaluating and tracking project and people based initiatives differently; however, there is still more room for other considerations. As the City looks ahead to refining their approach to affordable housing issues and to implementing Comprehensive Plan goals/objectives, we must be open to creative approaches and to use of the Charlottesville Development Corporation (to provide the City and CRHA with a development arm) to actively participate in efforts that will accomplish our goals.

CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	January 19, 2016
Action Required:	Report
Presenter:	Heather Newmyer, Neighborhood Development Services
Staff Contacts:	Heather Newmyer and Amanda Poncy
<b>Title:</b>	<b>Streets that Work Update</b>

**Background:**

In February 2014, City Council reaffirmed its commitment to creating complete streets for all users and adopted a resolution to consider the context surrounding the streets as part of any future street design process. As part of the resolution, Council directed staff to undertake a **planning process** that reflects the understanding that streets serve a multitude of transportation, economic, social, recreational and ecological needs that must be considered when deciding on the most appropriate design. Council approved approximately \$37,000 to hire Toole Design Group (TDG) to initiate Phase 1 of the project: the initial public/stakeholder engagement, existing conditions review and technical memo. In 2015, Council approved an additional \$95,000 for Toole Design Group to develop the plan and guidelines (including on-going community engagement efforts).

The Streets That Work Initiative is one of the components that form the overall vision for Charlottesville's streets, as shown in the figure below, where the Streets That Work Plan will serve as a central element of the broader initiative.



**Components of the Streets That Work Initiative**

The purpose of this “**Streets that Work**” initiative is to develop a comprehensive street DESIGN GUIDE for Charlottesville that seeks to improve the transportation network for all modes & create vibrant & sustainable public spaces along city streets. The Streets That Work Plan will have two main components:

- 1) A set of design guidelines with representative street cross sections & a toolkit that can be used to apply the guidelines in different contexts.
- 2) An implementation plan, including a review of the current project delivery process & recommended protocols for ensuring multi-modal mobility.

The Streets That Work Plan will focus on the public right of way. However, the plan will inform changes to those elements of the zoning code and other regulatory documents (Standards and Design Manual) that contribute to the experience on the street. Initially, the Code Audit and Streets that Work initiative were on a similar schedule, but the Code Audit was delayed based on recommendation from Council and Planning Commission. Staff will begin regrouping on the Code Audit upon completion of the Streets that Work initiative and with guidance from Council. These linked processes share the same guiding principles to ensure Charlottesville is/has:

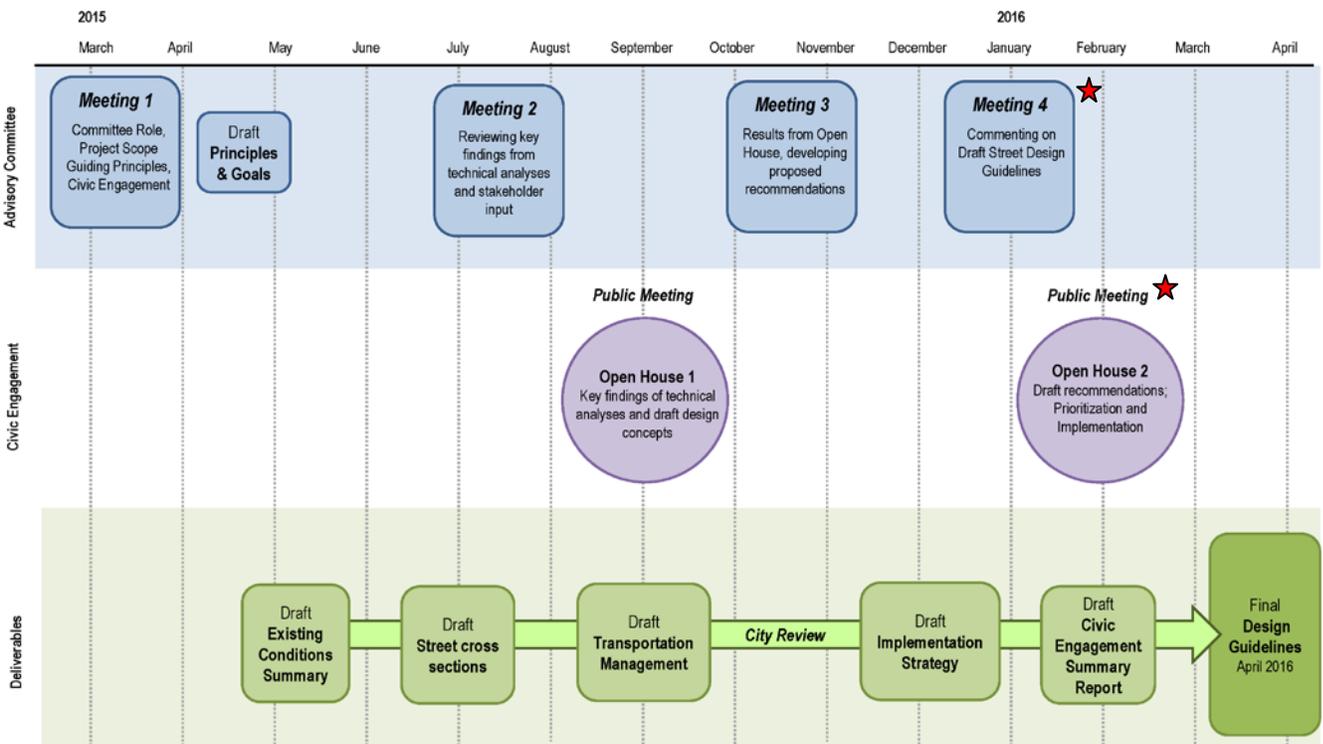
- High Quality Public Space
- Vibrant Places of Commerce
- Safe & Accessible
- Healthy, Green & Sustainable
- Connected & Convenient
- Collaborative
- Policy Driven

More information about the plan can be found at [www.charlottesville.org/streetsthatwork](http://www.charlottesville.org/streetsthatwork)

### **Discussion:**

Since May 2014, the Streets That Work Project Team has worked with the community and the Streets that Work/Code Audit (STWCA) Advisory Committee to incorporate feedback that will inform the resulting recommendations. The following project schedule outlines the community engagement process over the last year and highlights key milestones and deliverables that will comprise the final document. Toole Design Group (TDG) and City staff have worked together to stay on track with the objectives and completion dates shown on the project schedule below.

★ Note: Advisory Committee Meeting #4 and Public Meeting #2 will be scheduled in February and March 2016 respectively.



The STWCA Advisory Committee has conducted Meetings #1-3 as scheduled, with an additional meeting to finalize the Streets That Work Guiding Principles. At the last STWCA Advisory Committee (“Meeting 3”), held on December 2, 2015, TDG presented the latest Draft Streets That Work Guidelines and committee members were given the opportunity to provide feedback on the draft presented. An additional meeting was held on December 2<sup>nd</sup> for TDG and City Staff to discuss overall issues and development of the implementation strategy. On December 9, 2015, NDS hosted an internal follow-up meeting where the Development Review Team (consisting of staff from NDS, Public Works, Public Service, Police, Fire, Parks) vetted design elements specific to each street typology in Charlottesville.

The draft guidelines represent a synthesis of best practices from around the nation including the following key resources:

- NACTO Urban Street Design Manual: provides a national framework of support for innovative street design principles. However, it does not cover green and smart street design.
- Boston Complete Streets Design Guidelines: provides good examples of how to integrate historic context into street design, a possible starting point for a new street classification system, and covers all three areas: multimodal, green and smart.
- Philadelphia Complete Streets Design Handbook: provides a particular focus on implementation, including checklists for project managers to ensure that complete streets elements have been addressed for all projects.
- Los Angeles Model Design Manual for Living Streets: although some aspects of this guide are less relevant given the differences in the character of LA and Charlottesville, this manual is particularly comprehensive and has strong intersection design principles.

- New Haven (CT) Complete Streets Design Manual: includes model content on opportunities and recommended practices for performance measurement related to Complete Streets, as well as strong language on implementation and funding.
- Dallas Complete Streets Design Guidelines: provides an interesting approach to defining minimum lane widths, as well as a unique way of reallocating existing curb to curb space and addressing trade-offs inherent in those decisions.

Overarching comments regarding the latest STW draft from City staff and STWCA Advisory are reflected below:

- In addition to framework streets, guidelines should include local (“non-framework”) streets.
- Recommended the document be condensed and the guidelines specific to street typologies be incorporated in a user-friendly toolbox.
- The plan should first clarify between unconstrained scenarios and retrofit projects where trade-offs will have to be made and then provide some sort of means (i.e. decision tool matrix) to select elements for a given retrofit scenario.

Based on the above list and comments received from the city and staff technical committees, the final Streets that Work document will provide direction in the areas of:

- Street categorization based on location, context, existing and desired use, etc.
- Environmentally-friendly design, and incorporation of technology in street design
- Decision-making processes that acknowledge trade-offs
- Performance standards that measure progress towards Complete Streets principles
- Effective implementation strategies and institutionalization of street design guidelines

#### *Next Steps*

TDG has received City staff/advisory committee comments and is working to incorporate feedback and begin drafting the Implementation chapter of the plan. Specifically, TDG will be working to incorporate a local street typology, revise cross-section drawings to clarify the differences between retrofit and unconstrained scenarios, as well as develop a project prioritization process and resulting list of recommended projects.

Over the next few months, City Staff and TDG are preparing for the final STWCA Advisory Committee meeting (February 2016) and second Streets That Work Open House (March 2016). The spring Open House will feature a demonstration project, the location and type is TBD in consultation with staff and the advisory committee.

Also, NDS staff plans to host a meeting with the Development Review Team for additional review. The purpose of this meeting is to apply the Draft Streets That Work Guidelines during a mock review of a site plan that has already been through the review process. The outcome will be to assess the guidelines and provide feedback to TDG on what worked and if there are opportunities for improvement.

The following chart shows the status of the tasks outlined in the scope of work for Toole Design Group:

<b>Scope</b>	<b>Status</b>
Task 1: Project Kick-off	Completed
Task 2: Existing Document Review/Field Assessment	Completed – see Existing Conditions Report
Task 3: Civic Engagement 3.1: Public Meetings (2 scheduled) 3.2: Technical/Citizen Advisory Committee (4 scheduled) 3.3: Project Website	1 Completed. 1 anticipated Spring 2016 3 Completed. 1 anticipated Spring 2016  Ongoing
Task 4: Draft Plan 4.1: Development of Draft Plan (incl. the following chapters: Principles and Goals, Transportation Management, Street Types, Implementation) 4.2: Street Cross Sections and Toolkit 4.3: Visioning Graphics	Draft Plan available online. Implementation chapter forthcoming.  Draft complete Anticipated Spring 2016
Task 5: Multimodal Plan and Street Design Guidelines 5.1 Final Design Guidelines 5.2 Implementation Plan	Anticipated Spring 2016 Anticipated Spring 2016

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

The Streets That Work project supports City Council’s “Green City” and “Connected Community” vision:

The City Council Vision of a Green City states that “Charlottesville citizens live in a community with a vibrant urban forest, tree-lined streets, and lush green neighborhoods.”

The City Council Vision of a Connected Community states “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.”

The project contributes to Goal 2 of the Strategic Plan, to be a safe, equitable, thriving and beautiful community – namely 2.2 Consider health in all policies and programs; 2.3 Provide reliable and high quality infrastructure; and 2.6. Engage in robust and context sensitive urban planning

Expected outcomes of this project include:

- Provide more comfortable walking and bicycling environments
- Improve safety for non-motorized users
- Publicize the range of options available to better inform tradeoffs
- Encourage context sensitive solutions

- Enable a more proactive design approach
- Develop projects cost effectively that meet the identified purpose and need

### **Community Engagement:**

Charlottesville Neighborhood Development Services has provided various opportunities for the public to engage in the Streets That Work planning process. The process began in May 2014 with a multi-day design workshop to establish a vision for citywide street design guidelines. In November-December 2014, City staff met with individual neighborhoods to capture citizen feedback on street conditions in Charlottesville leading up to a public meeting on December 13th, 2014.

During the summer of 2015, City staff met with local community event leaders and attended the following community events, the 26th Annual African American Cultural Arts Festival, Westhaven Community Day, and Back to School Bash. The goal of attending these events was for Staff to bring information to the public about the Streets That Work planning process, to publicize the upcoming September Open House, as well as provide an opportunity for citizens to comment on what they believed should be prioritized for individual street types throughout Charlottesville. At these events, community members' ideas were captured via interactive games at a Streets That Work informational booth, creating a temporary street mural, and providing feedback on a demonstration project of temporary pedestrian and bicycle improvements.

On September 15, 2015, an Open House was held where citizens, fire department personnel, and city councilors worked together in small groups to prioritize street elements for a typical neighborhood, downtown, and mixed-use street in Charlottesville. Attendees expressed strong desire for wider sidewalks, more street trees, lower neighborhood speed limits reinforced by traffic calming design, and more resources devoted to undergrounding utilities. Meeting materials and a summary of public input can be found online at <http://bit.ly/1NkgPOh>.

Additionally, an advisory committee was appointed by City Council to guide the planning process (see list included in Appendix) and a dedicated website was established to provide updates to the broader community - [www.charlottesville.org/streetsthatwork](http://www.charlottesville.org/streetsthatwork).

### **Budgetary Impact:**

The ultimate success of this initiative will be the degree to which the guidelines are implemented on projects that impact that public right-of-way. This will require the allocation of funding resources. One of the key deliverables is an implementation plan that will include a prioritized list of recommendations that can be implemented with a combination of funding sources in the short and long-term. With a prioritized list of improvements city staff can more proactively and effectively leverage both existing Capital Improvements funds and outside funding sources to implement projects. Additional funding sources could include – HB2 funds, Highway Safety Improvement Project Grant Funds, Revenue Sharing, as well existing Capital Improvement Funds, to name a few.

### **Recommendation:**

Over the next few months, the project team will finalize the draft document, conduct a final public open house and schedule the last advisory committee meeting. Upon completion of these

activities, staff anticipates bringing the plan to City Council for adoption in May/June 2016. Once the Streets That Work Plan is complete, it will help inform changes to those regulations affecting the public right-of-way and private development to allow for more flexibility and innovation when designing streets for all users

**Alternatives:**

There is no alternative at this time.

**Attachments:**

- 1) Latest Draft Streets That Work Guidelines – November 2015:  
<http://www.charlottesville.org/departments-and-services/departments-h-z/neighborhood-development-services/streets-that-work/streets-that-work-plan>
- 2) Guiding Principles
- 3) Streets That Work Advisory Committee, STW Project Team, and Development Review Team List
- 4) Community Engagement Photos

Additional information can be found at [www.charlottesville.org/streetsthatwork](http://www.charlottesville.org/streetsthatwork)

### **Guiding Principles – Streets That Work/Code Audit**

The Code Audit and Streets That Work Plan are designed to ensure that our codes, policies, standards and regulations, and design of the City's public realm, reflect the things we value as a community. Key values articulated are: a Community that is – Green, Walkable, Economically Vital, Beautiful, Diverse, Safe, Multi-Modal, Connected and Affordable. To advance these community goals, we will use the following guiding principles as the reference point for the Code Audit and Streets that Work Plan.

The guiding principles will apply to all aspects of the planning and decision making process and will guide the development of goals and objectives in the plan.

### **Guiding Principles for the Code Audit and Streets that Work Plan**

- 1. High Quality Public Space:** Charlottesville will emphasize innovative and thoughtfully-designed public spaces in public and private developments that reflect the diverse architectural and cultural heritage of surrounding neighborhoods. Streets will be visually attractive, appealing, and inviting.
- 2. Vibrant Places of Commerce:** Charlottesville's commercial streets will facilitate development that encourages economic vitality, social interaction, and visual interest the City.
- 3. Safe and Accessible:** The safety, accessibility, and comfort of pedestrians, bicyclists, and transit users will be prioritized when planning and designing Charlottesville streets.
- 4. Healthy, Green and Sustainable:** Charlottesville will promote health and long-term natural function of the built environment by utilizing sustainable and green design elements in all public and private developments.
- 5. Connected and Convenient:** Charlottesville will be a multi-modal, connected community where an efficient and convenient transit system and well-designed bicycle and pedestrian network will link our overall transportation network so that users can easily travel throughout the city.
- 6. Collaborative:** Planning and designing the public realm, including public streets, will be a collaborative process to ensure decisions made about the city's public streets reflect the public's priorities.
- 7. Policy Driven:** City policies, codes and standards across departments will be revisited to ensure they advance these community goals in the public and private realm.

## Streets that Work Advisory Committee & Project Team List

### Streets that Work/Code Audit Advisory Committee Members

Warren Boeschstein, UVA Architecture Professor Emeritus  
Tobey Bouch, Business Owner  
Hugh Ewing, Real Estate Development, Chief Operating Officer  
Eberhard Jehle, Bicycle and Pedestrian Advocate  
Rachel Lloyd, PLACE Representative  
L.J. Lopez, Real Estate Development, Partner  
Lucas Lyons, CAT Advisory Board Representative  
Dan Rosensweig, Planning Commission Representative  
Carl Schwarz, BAR Representative  
Elizabeth Waters, Tree Commission Representative

### Streets that Work Project Team

Missy Creasy, Assistant Director (NDS)  
Brennen Duncan, Assistant City Engineer (NDS)  
Claudia Elzey, Bicycle and Pedestrian Planning Intern (NDS)  
Christina Fisher, Assistant Traffic Engineer (NDS)  
Heather Newmyer, City Planner (NDS)  
Wendy Phelps, Toole Design Group Transportation Planner  
Amanda Poncy, Bicycle and Pedestrian Coordinator (NDS)  
Carrie Rainey, Urban Designer (NDS)  
Ken Ray, Toole Design Group Project Manager  
Kristel Riddervold, Environmental Sustainability Manager

### Development Review Team

Matthew Alfele, City Planner (NDS)  
Hugh Blake, Civil Engineer (NDS)  
Missy Creasy, Assistant Director (NDS)

Brennen Duncan, Assistant City Engineer (NDS)  
Susan Elliott, Climate Protection Program Coordinator  
Tom Elliott, Building Code Official (NDS)  
Craig Fabio, Assistant Zoning Administrator (NDS)  
Harvey Finkel, Crime Prevention Officer  
Christina Fisher, Assistant Traffic Engineer (NDS)  
David Frazier, VSMP ENS Specialist (NDS)  
Phil Garber, Chief Gas Engineer  
Chris Gensic, Parks and Trails Planner  
Brian Haluska, City Planner (NDS)  
Jim Herndon, Planner and ADA Coordinator (NDS)  
Tim Hughes, Urban Forester  
Juwhan Lee, Assistant Transit Manager  
John Mann, Landscape Manager  
Kathy McHugh, Housing Development Specialist (NDS)  
Jason McIlwee, Civil Engineer  
Camie Mess, Historic Preservation Assistant (NDS)  
Heather Newmyer, City Planner (NDS)  
Amanda Poncy, Bicycle and Pedestrian Coordinator (NDS)  
Carrie Rainey, Urban Designer (NDS)  
Mary Joy Scala, Preservation and Design Planner (NDS)  
William Sclafani, Police Officer  
Martin Silman, Civil Engineer (NDS)  
Lance Stewart, Facilities Maintenance Manager  
Dan Sweet, Stormwater Utilities Manager  
Stephen Walton, Assistant Fire Marshal

# Community Engagement Photos



Open House and Intersection Study, September 2015



Westhaven Community Day, August 2015



African American Cultural Arts Festival, July 2015



Public Meeting, December 2014



Multi-day Design Workshop, May 2014



Contraflow Lane Demonstration Project, 7th Street, August 2015

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



Agenda Date:	January 19, 2016
Action Required:	No
Presenters:	Jessica Maslaney, CEO, Piedmont Family YMCA Kurt Krueger, Board Chair, Piedmont Family YMCA
Staff Contacts:	Maurice Jones, City Manager Brian Daly, Director of Parks and Recreation
<b>Title:</b>	<b>Brooks Family YMCA Construction Update</b>

**Discussion:**

The Piedmont Family YMCA and the City of Charlottesville entered into a lease agreement in January of 2008 that enabled the YMCA to construct a community fitness and recreation center within McIntire Park. The YMCA broke ground on the new building on November 5<sup>th</sup>, 2015, beginning what is expected to be an 18-month construction period.

In an effort to keep the City Council apprised of its progress, representatives from the YMCA have agreed to provide regular reports to the Council this year. Two of those reports will be in person at a regularly scheduled Council meeting (one in January and the other in July). The other two will come in the form of written reports in April and November.

**Budgetary Impact:**

Tonight's report has no budgetary impact on the City. However the City did lease the property to the Piedmont Family YMCA for \$1.00, and also provided \$1,250,000 toward the capital costs of the new facility.

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

***America's Healthiest City***

*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.*

**Community Engagement:**

The City has held a series of public meetings on the YMCA dating back to 2006.

**Attachments:**

Brooks Family YMCA Update Report



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

Brooks Family YMCA  
Report to the  
Charlottesville City Council  
January 19, 2016

On October 30, 2015 the Piedmont Family YMCA closed on financing with Sonabank and secured the final funding needed to start the Brooks Family YMCA at McIntire Park. On November 5<sup>th</sup> a ground breaking was held with over 150 local officials and community supporters in attendance. That evening a diverse group of over 400 parents and children came out to celebrate this long awaited moment and show their support for having a Y in our community.

Following closing of the bank loan the YMCA began collecting pledges that were contingent on obtaining full funding of the project and start of construction. Collection of pledges is on schedule with a majority of them due by December 31, 2015, including the support from both the County of Albemarle and City of Charlottesville. Cashflow for the project is being closely monitored.

A notice to proceed was issued to the Loughridge & Company effective November 2, 2015. We are currently projecting an 18 month construction schedule with substantial completion scheduled for May 1, 2017. As of this report the project remains on schedule. Following substantial completion the YMCA will need time to occupy and prepare to open to their members. An official opening date has not been established at this point.

Major construction activities achieved to date include:

- Fencing and security of the site
- Provisions to re-route both pedestrian and automobile traffic to keep the park open
- Installation of erosion and sediment control measures
- Demolition of shelters, picnic tables, light poles, and trees
- Removal of topsoil and unsuitable soils
- Start of engineered earth fill including preparation of subgrade for the first building foundations
- Relocation of the sanitary sewer and water lines serving existing park facilities

The concrete subcontractor is scheduled to mobilize and start building foundations the first week of January 2016.

The project remains on budget with adequate contingencies to complete the project.

Regular meetings of the project team and the YMCA Facilities Committee are being held to provide the oversight and controls needed to ensure a successful project.

Report submitted by:

Jessica Maslaney  
CEO  
Piedmont Family YMCA

Kurt Krueger  
Board Chair  
Piedmont Family YMCA

Jay Kessler  
Owner's Representative  
Piedmont Family YMCA

**PIEDMONT FAMILY YMCA**

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