



CITY COUNCIL AGENDA
May 2, 2016

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

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

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

AWARDS/RECOGNITIONS Police Week; TomTom & Paul Beyer
ANNOUNCEMENTS

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

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

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

- a. Minutes for April 18
- b. APPROPRIATION: \$200,000 to the Charlottesville Redevelopment & Housing Authority Marriott Proffer/Inn at Vinegar Hill and \$70,000 to the Charlottesville Affordable Housing Fund (2nd of 2 readings)
- c. APPROPRIATION: Charlottesville Affordable Housing Fund for Free Paint Program -- \$15,000 (1st of 2 readings)
- d. APPROPRIATION: Loan Repayment Proceeds from Brown – \$47,481 and Brown – \$879 to the Charlottesville Affordable Housing Fund (1st of 2 readings)
- e. APPROPRIATION: Out-of-School Time Programs grant from the National Recreation and Park Association in Partnership with the Wal-Mart Foundation \$15,000 (1st of 2 readings)
- f. APPROPRIATION: Domestic Violence Services Coordinator Grant - \$47,481 (1st of 2 readings)
- g. APPROPRIATION: CATEC. to the CATEC – IT Network Academy Project - \$47,194 (1st of 2 readings)
- h. APPROPRIATION: Charlottesville City Schools (C.C.S.) to the C.C.S. Enhanced Entrance Security Project - \$50,000 (1st of 2 readings)
- i. APPROPRIATION: Albemarle County Reimbursement for the Gordon Avenue Library Main Level Restroom Renovation (Design Only) Project – \$2,487.50 (1st of 2 readings)
- j. RESOLUTION: Authorization of Amendment to Lease Agreement for 608 Ridge Street (1st of 1 reading)
- k. RESOLUTION: Revisions to Community Policy Management Team Appointments (1st of 1 reading)

2. PUBLIC HEARING / RESOLUTION* Bond Issue – \$22.75 Million (1st of 1 reading) – **10 mins**

3. PUBLIC HEARING / RESOLUTION* Approval of FY 2016-2017 Annual Action Plan (1st of 1 reading) – **15 mins**

4. APPROPRIATIONS* / RESOLUTION* Approval and Appropriation of CDBG & HOME Budget Allocations for FY 2016-2017

- Appropriation of Funds for 2016-17 Community Development Block Grant – \$407,585.44 (1st of 2 readings)
- Appropriation of 2016-17 HOME Funds – \$69,849 (1st of 2 readings)
- Resolution: Reprogramming of Funds for FY 16-17 (1st of 1 reading)

5. PUBLIC HEARING / RESOLUTION* CACVB Lease Renewal (1st of 1 reading) – **10 mins**

**6. PUBLIC HEARING /
ORDINANCE***

Abandonment of Sanitary Sewer and Slope Easements – William Taylor Plaza Project
(1st of 2 readings) – **20 mins**

7. RESOLUTION*

SUP – 750 Hinton Ave. (1st of 1 reading) – **20 mins**

8. REPORT*

BAR Appeal – Denial of Addition at 513 14th Street NW – **20 mins**

9. RESOLUTION*

Blue Ribbon Commission on Race, Monuments and Public Spaces
(1st of 1 reading) – **20 mins**

**OTHER BUSINESS
MATTERS BY THE PUBLIC**

*ACTION NEEDED

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

GUIDELINES FOR PUBLIC COMMENT

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

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

Please follow these guidelines for public comment:

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

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



Agenda Date:	April 18, 2016
Action Required:	Approval of Appropriations
Staff Contacts:	Kathy McHugh, Housing Development Specialist
Presenter:	Kathy McHugh, Housing Development Specialist
Title:	Appropriation of Funds - \$200,000 to the Charlottesville Redevelopment & Housing Authority Marriott Proffer/Inn at Vinegar Hill Fund (P-00904) and \$70,000 to the Charlottesville Affordable Housing Fund (CP-084)

Background:

The City has received funds from two distinct sources that need to be appropriated.

The developer of The Inn at Vinegar Hill, LLC was subject to a proffer dated August 20, 2007, related to the rezoning of the property now associated with the Residence Inn Marriott Hotel at 315 West Main Street. This proffer required that \$300,000 be paid to the Charlottesville Redevelopment and Housing Authority (CRHA) to be used for the redevelopment of the Westhaven Housing Complex or other CRHA housing sites. In conformity with approval from former Neighborhood Development Services (NDS) Director Jim Tolbert dated June 17, 2013, the City has received \$200,000 in cash (by check dated March 1, 2016) and a note for the remaining \$100,000 which will need to be paid within one year (i.e., March 1, 2017). Said proffer is also subject to refund if it has not been expended after five (5) years from the date of receipt. Given that the proffer was made to the City, we will need to work with CRHA to identify an eligible project(s) and expense funds for a redevelopment project(s), as stipulated by the proffer, within five years. For the purposes of tracking \$200,000 received on March 1, 2016, funds will need to be expended by March 1, 2021. The remaining \$100,000 will need to be expended within five years of the date of receipt of those funds.

The City has also received \$70,000 from the Piedmont Housing Alliance (PHA) as a voluntary payment in lieu of providing a mixed use private development incorporating 25% affordable housing as contemplated within the Contact between PHA and City Council for Development at 9th -10th Street dated August 1, 1999. The Contract did not clearly address action or future repayment at the end of the five (5) year development period (ended on December 31, 2004) in the event the development did not progress, and the City's option to purchase expired ninety

days (90) after this development period. However, PHA has offered to donate these funds which represent the profit it will receive from the sale of the land to another developer. Because the Contract did not clearly specify what should happen if PHA did not successfully establish the proposed development following expiration of the initial “development period”, PHA is offering the \$70,000 on a voluntary basis as an expression of appreciation for the original financial assistance from the City providing funds for carrying costs, administrative costs and demolition costs. PHA has indicated that it was unable to identify a private developer to complete the project as contemplated by the 1999 Contract, due to market and financing challenges as well as complications and unforeseen expenses associated with environmental contamination issues.

Discussion:

The proffer payment received from The Inn at Vinegar Hill, LLC will need to be appropriated to the Charlottesville Redevelopment & Housing Authority Marriott Proffer/Inn at Vinegar Hill Fund designated for CRHA redevelopment purposes (i.e., P-00904) and the voluntary cash contribution received from PHA will need to be appropriated to the Charlottesville Affordable Housing Fund (CP-084).

Community Engagement:

There has been no direct community engagement on this issue, as the payment received from The Inn at Vinegar Hill, LLC was made to satisfy the requirements of the August 20, 2007 proffer and the cash contribution received from PHA is being made on a strictly volunteer basis.

Alignment with City Council Vision and Strategic Plan:

Approval of this item aligns with the City Council Vision of ‘Quality Housing for All’ and with the Strategic Plan Goal 1.3 to “Increase affordable housing options.”

Budgetary Impact:

The proffer payment from The Inn at Vinegar Hill, LLC for CRHA redevelopment will not directly impact the City’s budget; however, given the need for redevelopment of public housing properties, these funds will potentially lessen the need for future public assistance from the City. The voluntary contribution from PHA will have a positive impact on the Charlottesville Affordable Housing Fund, but will not directly impact the City’s budget.

Recommendation

Staff recommends approval of the appropriation as outlined herein. Staff further recommends that before allocation / disbursement of proffer funds received from The Inn at Vinegar Hill, LLC that any request for expenditure from CRHA come back to Council for review and approval.

Alternatives:

The funds received from the The Inn at Vinegar Hill, LLC must be expensed for CRHA redevelopment; however, Council could authorize direct disbursement to CRHA, with the understanding that the City would still be obligated to repay these funds if not expensed for an eligible CRHA redevelopment project within five years. Accordingly, to facilitate due diligence and oversight related to this matter, staff believe it would be best for the City to hold the funds pending a request from CRHA for a valid expenditure(s). Upon approval of this appropriation by Council, staff will notify CRHA of the availability of funds and associated restrictions on the use of funds.

As an alternative, Council could appropriate the voluntary contribution from PHA in a different manner, as these funds are not tied to a contractual or other obligation. This noted, the PHA contribution is primarily being offered as a payment in lieu of the affordable housing aspects of the original proposed project and therefore the Charlottesville Affordable Housing Fund appears to be the most appropriate placement.

Attachments: N/A

APPROPRIATION
Charlottesville Redevelopment & Housing Authority
Marriott Proffer / Inn at Vinegar Hill Fund \$200,000
and the
Charlottesville Affordable Housing Fund \$70,000

WHEREAS, the City of Charlottesville has received payment from The Inn at Vinegar Hill, LLC on behalf of 315 West Main Street (\$200,000) as required by the Petition for Rezoning (City Application No ZM-07-08-20) Statement of Final Proffer Conditions for the Ridge/McIntire/West Main Street Rezoning; and

WHEREAS, the City of Charlottesville has received a voluntary contribution from Piedmont Housing Alliance (\$70,000) in lieu of affordable housing as contemplated in the Contact for Development at 9th -10th Street dated August 1, 1999; and

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$200,000 be received as payment from The Inn at Vinegar Hill, LLC and the sum of \$70,000 be received as a contribution from Piedmont Housing Alliance, to be appropriated as follows:

Revenues

\$200,000	Fund: 426	Project: P-00904	G/L Code: 434675
\$70,000	Fund: 426	Project: CP-084	G/L Code: 451020

Expenditures

\$200,000	Fund: 426	Project: P-00904	G/L Code: 599999
\$70,000	Fund: 426	Project: CP-084	G/L Code: 599999

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



Agenda Date:	May 2, 2016
Action Required:	Approval of Resolution
Presenter:	Kathy McHugh, Housing Development Specialist
Staff Contacts:	Kathy McHugh, Housing Development Specialist Tierra Howard, Grants Coordinator
Title:	Allocation of Charlottesville Affordable Housing Fund (CAHF) for Free Paint Program- \$15,000

Background:

The City of Charlottesville's Free Paint Program offers free exterior paint to income eligible City homeowners. In addition, homeowners who rent to an income qualified household are also eligible to receive free paint. The program provides caulk, as well as paint and primer for exterior siding, trim, roof and porch / deck areas. Participants are required to complete the project within 90 days of receiving the paint. City staff verifies that work has been done, allowing additional time on a case by case basis, as warranted. Participants are responsible for providing labor and for purchasing all other supplies, unless the City determines that other "minimal" supplies (brushes, rollers, etc...) are necessary to support completion of the work. Applicants are eligible to receive free paint every three (3) years for their home or portion of the home that has been previously painted through this program. Free paint may also be provided to a non-profit organization if they serve low-income residents or the organization has received City CDBG/HOME/CAHF funding in the past. The City's current vendor for this program is Martin's Hardware.

Since FY 08, the City has provided assistance through the Free Paint program to 102 non-duplicated households. At a combined cost of \$44,709.40, the average cost per house assisted is \$438. There is no deed of trust or promissory note attached to this assistance, as staff time related to document preparation, cost of filing and tracking outweigh the nominal amount being provided. With less than \$500 remaining in the fund, additional funds will need to be approved to continue this program

Discussion:

This program provides a resource for those within the City that cannot otherwise afford expensive paint and supplies to maintain the exterior of their homes. While demand for the program is limited to less than a dozen households per year, the limited investment by the City helps private property owners to maintain their properties and provide a source of funding for those who are cited by City Property Maintenance Inspectors with peeling paint or exposed exterior surfaces.

While limited, at least in part to lack of staff time to promote the program, the Free Paint program is

still a viable tool to support affordable housing efforts in the City and its continuance will provide resources to those who don't have other options for maintaining their homes in compliance with local codes.

Alignment with City Council's Vision and Strategic Plan:

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

Community Engagement:

There has been no specific community engagement related to this request.

Budgetary Impact:

The proposed project will require \$15,000 from currently unallocated CAHF funds.

Recommendation:

Staff recommends approval of the attached resolution.

Alternatives:

Council could deny this request or include specific amendments to program operating guidelines. They could also approve a lesser amount; however, the current request is meant to provide funds for approximately 3 years assuming a continuation of the current averages for use and amount of assistance.

Attachment:

Resolution

RESOLUTION
Charlottesville Affordable Housing Fund Assistance for
City's Free Paint Program
\$15,000

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Charlottesville, Virginia that the sum of \$15,000 be allocated to the City's Free Paint Program from previously appropriated funds in the Charlottesville Affordable Housing Fund in the following manner:

Fund: 426	Project: CP-084	G/L Account: 599999
City's Free Paint Program	\$15,000	

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



Agenda Date:	May 2, 2016
Action Required:	Approval of Appropriation
Staff Contacts:	Kathy McHugh, Housing Development Specialist
Presenter:	Kathy McHugh, Housing Development Specialist
Title:	Appropriation of Funds - \$47,481.26 (William V. Brown Loan Payoff) and \$878.80 (James H. Brown and Dorothy E. Brown Small Repair Loan Partial Payments) to the Charlottesville Affordable Housing Fund (CP-084)

Background:

The City has received funds that need to be appropriated into the Charlottesville Affordable Housing Fund. Specifically, William V. Brown, former owner of 515 11th Street NW, received a substantial housing rehabilitation loan (evidenced by a promissory note and deed of trust dated June 26, 2013 - City Instrument #2013-3243) through the Albemarle Housing Improvement Program (AHIP). Mr. Brown died last year and his heirs have sold the property; however, \$47,481.26 was still owed to the City under our deed of trust.

In addition, the Finance Department advises that there are prior payments received in FY 13/14 from James H. and Dorothy E. Brown (former owners of 708 Concord Avenue) that also need to be appropriated. Specifically, the Brown's received a Small Repair Loan on March 8, 2010 for \$4,056.54 that required payments, but these payments stopped in November 2014. According to Clerk's Office records, James H. Brown died on December 2, 2014 and Dorothy E. Brown died one week later on December 9, 2014. Therefore, the balance due on this loan (\$1,539.74) has been deemed uncollectible. The \$878.80 of payments received, but not previously appropriated, needs to be addressed at this time.

Discussion:

Funds from the William V. Brown loan payoff and funds from the James H. and Dorothy E. Brown loan payments need be appropriated to the Charlottesville Affordable Housing Fund (CP-084), effectively returning these funds to their original source.

Community Engagement:

There has been no direct community engagement on this issue.

Alignment with City Council Vision and Strategic Plan:

Approval of this agenda item aligns indirectly with Council’s vision for Charlottesville to provide *Quality Housing Opportunities for All* and Goal 1, Objective 1.3 of the Strategic Plan to *increase affordable housing options*.

Budgetary Impact:

The funds will be appropriated into the Charlottesville Affordable Housing Fund, which is a part of the City’s Capital Improvement Program Fund.

Recommendation

Staff recommends approval of the appropriation.

Alternatives:

There is no viable alternative for appropriation of the funds, as these funds need to be returned to their original source (Charlottesville Affordable Housing Fund).

Attachments: N/A

APPROPRIATION
Charlottesville Affordable Housing Fund
William V. Brown Deed of Trust Payoff - \$47,481.26
and James H. and Dorothy E. Brown Small Repair Loan Payments - \$878.80
\$48,360.06

WHEREAS, the City of Charlottesville has received funding from the payoff received for the William V. Brown Deed of Trust (\$47,481.26); and

WHEREAS, the City of Charlottesville has received funding from partial loan payments received for the James H. and Dorothy E. Brown Small Repair Loan (\$878.80); and

WHEREAS, funds should be paid into the Charlottesville Affordable Housing Fund; and

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$48,360.06 is appropriated as follows:

Revenues

\$48,360.06 Fund: 426 Project: CP-084 G/L Code: 451160

Expenditures

\$48,360.06 Fund: 426 Project: CP-084 G/L Code: 599999

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



Agenda Date: May 2, 2016

Action Required: Approval and Appropriation

Presenter: Riaan Anthony, Recreation Program Manager

Staff Contacts: Riaan Anthony, Recreation Program Manager
Maya Kumazawa, Budget and Management Analyst

**Title: Out-of-School Time Programs grant from the National Recreation and Park Association in Partnership with the Wal-Mart Foundation
\$15,000**

Background:

The City of Charlottesville, through Parks and Recreation, has received a grant for \$15,000 from the National Recreation and Park Association (N.R.P.A.) and the Wal-Mart Foundation. This funding was awarded to agencies who currently participate in the U.S.D.A. Summer Food Service Program (S.F.S.P.) and the Child and Adult Food Care Program (C.A.C.F.P.). Charlottesville Parks and Recreation currently offers meals to over 1,000 children enrolled in our summer camp and afterschool programs.

Discussion:

The funds will be used to support and enhance our existing participation in the S.F.S.P. and the C.A.C.F.P. by

1. Increasing the number of healthy meals children in low-income communities receive through the Summer Food Service Program (SFSP) and the Child and Adult Care Food Program (CACFP) during out-of-school times;
2. Providing evidence-based, age appropriate nutrition literacy to children that creates behavior change by teaching the importance of healthy eating;
3. Implementing nutrition standards that increase access to healthier foods and support a healthy eating environment;
4. Promoting meal and program efficiencies that will reduce costs, maximize existing resources, decrease food waste, and lead to more sustainable meal programs.

Alignment with City Council’s Vision and Strategic Plan:

Approval of this agenda item aligns directly with Council’s vision for Charlottesville to be America’s Healthiest City and it contributes to Goal 2 of the Strategic Plan: Be a safe, equitable, thriving, and beautiful community. Children will receive nutritious breakfast, lunch and/or dinner, hopefully replacing a meal that did not exist or providing a healthier balanced option for them.

Community Engagement:

N/A

Budgetary Impact:

There is no impact on the General Fund. The funds will be expensed to a Grants Fund.

Recommendation:

Staff recommends approval and appropriation of grant funds.

Alternatives:

If money is not appropriated, we would not be able to increase our enrollment numbers and implement nutrition literacy and physical activity programming.

APPROPRIATION

Out-of-School Time Programs grant from the National Recreation and Park Association in Partnership with the Wal-Mart Foundation \$15,000

WHEREAS, the City of Charlottesville, through Parks and Recreation, has received a grant of \$15,000 from the National Recreation and Parks Association and the Wal-Mart Foundation to support and enhance our participation in the S.F.S.P. and the C.A.C.F.P.

WHEREAS, the grant award covers the period from period March 31, 2016 through May 1, 2018.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$15,000, received from the National Recreation and Park Association and the Wal-Mart Foundation is hereby appropriated in the following manner:

Revenue – \$15,000

Fund: 210 Internal Order: 1900265 G/L Account: 451022 Other Grants

Expenditures - \$15,000

Fund: 210 Internal Order: 1900265 G/L Account: 599999 Lump Sum

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$15,000 from the National Recreation and Park Association and the Wal-Mart Foundation.

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



Agenda Date:	May 2, 2016
Action Required:	Approval and Appropriation
Presenter:	Areshini Pather, Commonwealth Attorney's Office
Staff Contacts:	Areshini Pather, Commonwealth Attorney's Office Maya Kumazawa, Budget and Management Analyst
Title:	Domestic Violence Services Coordinator Grant - \$47,481

Background:

The City of Charlottesville has been awarded \$38,336 from the Department of Criminal Justice Services for the Charlottesville/Albemarle Domestic Violence Community Services Coordinator in the City's Commonwealth's Attorney's Office. There is a local match requirement, which will be met by a combination of \$9,145 cash and \$8,275 in-kind match, for a total of \$17,420 match.

Discussion:

The Domestic Violence Coordinator position assists in the efficient delivery of services and access to the court process for the victims of domestic violence in both Charlottesville and Albemarle County by helping in the preparation of domestic violence cases for prosecution and by assisting victims in obtaining protective orders. The Coordinator serves as a case manager on behalf of victims in relation to their interactions with community agencies that deliver needed services such as shelter, civil legal assistance, and counseling. No other person in local government fills this specific function on behalf of victims of domestic violence.

Alignment with City Council's Vision and Strategic Plan:

Approval of this agenda item aligns directly with Council's vision for Charlottesville to be America's Healthiest City and contributes to their priority to: Provide a comprehensive support system for children.

The program also aligns with Strategic Plan Goal 2: Be a safe, equitable, thriving and beautiful community, Objective 2.4 Ensure families and individuals are safe and stable. The Domestic Violence Coordinator contributes to the health and safety of the community by connecting victims of domestic violence and their children to service providers for emergency shelter, medical and mental health services, housing resources, legal assistance and other services.

Community Engagement:

The Domestic Violence Services Coordinator is a direct service provider and is engaged daily with victims of domestic violence and stalking who access services through referrals from police, court services, social services and other allied agencies. The Coordinator works with over 300 individuals yearly and serves on several coordinating councils: the Albemarle/Charlottesville Domestic Violence Council, the Monticello Area Domestic Violence Fatality Review Team, and the Charlottesville/Albemarle Evidence Based Decision Making Policy Team. The Coordinator has actively been involved in the implementation of the Lethality Assessment Protocol (L.A.P.) used by Charlottesville, Albemarle and University of Virginia Police Departments.

Budgetary Impact:

This grant requires that twenty-five percent of project funds must be provided by cash or in-kind match. The City's Commonwealth Attorney's Office may provide \$3,145 cash match, and an in-kind match of \$4,213 for time donated to the program and office expenses. Albemarle County is to contribute \$6,000 cash as part of their match, and an in-kind match of \$3,000 for time donated to the program. Graduate student and intern hours will provide \$1,062 for time donated to program. The total anticipated cash and in-kind match of \$17,420 is more than sufficient to meet the minimum requirement.

Recommendation:

Staff recommends approval and appropriation of grant funds.

Alternatives:

In the event that the grant is not funded or that the funds are not appropriated, this position will cease to exist, as there are no other funds to support it.

Attachments:

Appropriation

APPROPRIATION

Domestic Violence Services Coordinator Grant

\$47,481

WHEREAS, The City of Charlottesville, through the Commonwealth Attorney’s Office, has received the Domestic Violence Services Coordinator Grant from the Virginia Department of Criminal Justice Services in the amount of \$38,336 in Federal pass-thru funds, Albemarle County is to contribute an additional \$6,000 in local cash match, and the City Commonwealth Attorney’s Office will contribute up to \$3,145 cash match, as needed to meet salary and benefit expenses.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the sum of \$47,481 is hereby appropriated in the following manner:

Revenues

\$38,336	Fund: 209	Cost Center: 1414002000	G/L Account: 430120
\$ 6,000	Fund: 209	Cost Center: 1414002000	G/L Account: 432030
\$ 3,145	Fund: 209	Cost Center: 1414002000	G/L Account: 498010

Expenditures

\$47,481	Fund: 209	Cost Center: 1414002000	G/L Account: 519999
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Transfer

\$ 3,145	Fund: 105	Cost Center: 1401001000	G/L Account: 561209
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BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$38,336 from the Virginia Department of Criminal Justice Services, and \$6,000 from the County of Albemarle, Virginia.

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CITY OF CHARLOTTESVILLE, VIRGINIA.
CITY COUNCIL AGENDA.



Agenda Date:	May 2, 2016
Action Required:	Approve Appropriation of Funds
Presenter:	Mike Mollica, Division Manager, Facilities Development
Staff Contacts:	Mike Mollica, Division Manager, Facilities Development Ryan Davidson, Senior Budget & Management Analyst, Budget and Performance Management
Title:	Appropriation of Funds from C.A.T.E.C. to the C.A.T.E.C. – I.T. Network Academy Project - \$47,194

Background: The City of Charlottesville will receive a check from the Charlottesville Albemarle Technical Education Center (C.A.T.E.C.) in the amount of \$47,194 to be used for construction costs associated with facility renovations to accommodate the upcoming C.A.T.E.C. I.T. Network Academy.

Discussion: The City of Charlottesville Facilities Development Division is overseeing the C.A.T.E.C. – I.T. Network Academy Project. Construction costs were previously estimated at \$201,500. Bids were received in early April, but the low bid exceeded the construction cost estimate. Additionally, C.A.T.E.C. has elected to purchase two Additive Bid Items. C.A.T.E.C. has approved an additional \$47,194 for construction, with the understanding that any remaining funds will be returned to C.A.T.E.C. upon project completion. Appropriation of these funds is critical to move forward with the construction phase of this project – which is to occur over the school’s summer break.

Alignment with Council Vision Areas and Strategic Plan: This project supports City Council’s “Smart, Citizen-Focus 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 City’s strategic plan”.

Community Engagement: N/A

Budgetary Impact: The funds will be appropriated into the C.A.T.E.C. – I.T. Networking Academy Project Account in the Capital Improvement Program Fund (P-00881-09).

Recommendation: Staff recommends approval and appropriation of the funds.

Alternatives: N/A

Attachments: N/A

APPROPRIATION.

**Appropriation of Funds from C.A.T.E.C. to the C.A.T.E.C. – I.T. Networking Academy
Project Account: \$47,194**

WHEREAS, C.A.T.E.C. has made a contribution to the C.A.T.E.C. – I.T. Networking Academy Project in the amount of \$47,194 originating from C.A.T.E.C.'s Fund Balance.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that \$47,194 from C.A.T.E.C. is to be appropriated in the following manner:

Revenues - \$47,194

Fund: 426 Funded Program: CP-016 (P-00881-09) G/L Account: 432900

Expenditures - \$47,194

Fund: 426 Funded Program: CP-016 (P-00881-09) G/L Account: 599999

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$47,194 from C.A.T.E.C.

CITY OF CHARLOTTESVILLE, VIRGINIA.
CITY COUNCIL AGENDA.



Agenda Date:	May 2, 2016
Action Required:	Approve Appropriation of Funds
Presenter:	Mike Mollica, Division Manager, Facilities Development
Staff Contacts:	Mike Mollica, Division Manager, Facilities Development Ryan Davidson, Senior Budget & Management Analyst, Budget and Performance Management
Title:	Appropriation of Funds from Charlottesville City Schools (C.C.S.) to the C.C.S. Enhanced Entrance Security Project - \$50,000

Background: The City of Charlottesville will receive a check from Charlottesville City Schools (C.C.S.) in the amount of \$50,000 for a portion of the expenses associated with the C.C.S. Enhanced Entrance Security Project.

Discussion: The purpose of this project is to add an additional layer of security – access control system(s) – at the main entrance of each of the nine C.C.S. campuses. Project scope is currently under development and will be managed by the Facilities Maintenance Division.

Full funding for this project (anticipated to be approximately \$100,000) is from the School Small Cap Projects Lump Sum Account (SC-003). Appropriation of these funds is necessary to partially reimburse (\$50,000) SC-003 for project related expenses.

Alignment with Council Vision Areas and Strategic Plan: This project supports City Council’s “Smart, Citizen-Focus 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 City’s strategic plan”.

Community Engagement: N/A

Budgetary Impact: The funds will be appropriated into the C.C.S. Enhanced Entrance Security Project in the School Small Cap Projects Lump Sum Account (SC-003).

Recommendation: Staff recommends approval and appropriation of the funds.

Alternatives: N/A

Attachments: N/A

APPROPRIATION.

Appropriation of Funds from Charlottesville City Schools (C.C.S.) to the C.C.S. Enhanced Entrance Security Project - \$50,000

WHEREAS, the Charlottesville City Schools has made a supplemental contribution to the CCS Enhanced Entrance Security Project in the amount of \$50,000.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that \$50,000 from C.C.S. is to be appropriated in the following manner:

Revenues - \$50,000

Fund: 426 Funded Program: SC-003 G/L Account: 432085

Expenditures - \$50,000

Fund: 426 Funded Program: SC-003 G/L Account: 599999

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$50,000, from C.C.S.

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



Agenda Date:	May 2, 2016
Action Required:	Approve Appropriation of Reimbursement
Presenter:	Mike Mollica, Division Manager, Facilities Development
Staff Contacts:	Mike Mollica, Division Manager, Facilities Development Ryan Davidson, Senior Budget & Management Analyst, Budget and Performance Management
Title:	Appropriation of Albemarle County Reimbursement for the Gordon Avenue Library Main Level Restroom Renovation (Design Only) Project – \$2,487.50

Background: The City of Charlottesville Facilities Development Division oversees capital projects for jointly owned buildings with Albemarle County. The City invoices the County on a monthly basis to recover the County’s share of project expenses associated with these joint projects. Under this agreement, the City will receive a reimbursement in the amount of \$2,487.50 for expenses related to the recently completed Gordon Avenue Library Main Level Restroom Renovation (Design Only) project.

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 (P-FR-001) 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 Repair Small Cap Lump Sum Account (FR-001) will reflect a deficient balance.

Attachments: N/A

APPROPRIATION.

Albemarle County Reimbursement for the Gordon Avenue Library Main Level Restroom Renovation (Design Only) Project - \$2,487.50.

WHEREAS, Albemarle County was billed by the City of Charlottesville in the amount of \$2,487.50.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that \$2,487.50 from Albemarle County is to be appropriated in the following manner:

Revenues - \$2,487.50

Fund: 107 Funded Program: FR-001 (P-00866) G/L Account: 432030

Expenditures - \$2,487.50

Fund: 107 Funded Program: FR-001 (P-00866) G/L Account: 599999

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$2,487.50, from Albemarle County.

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



Agenda Date:	May 2, 2016
Action Required:	Approval of Authorization of Amendment to Lease Agreement
Presenter:	Kathy McHugh, Housing Development Specialist
Staff Contacts:	Kathy McHugh, Housing Development Specialist
Title:	Authorization of Amendment to Lease Agreement for 608 Ridge Street

Background:

As previously approved by City Council on December 16, 2013, the main and upper floors of the City owned property known as ecoREMOD (located at 608 Ridge Street) are currently being leased to the Local Energy Alliance Program (LEAP). LEAP also assumed rental of the basement apartment space (as allowed under their lease agreement) in July 2014, when the prior tenant vacated the unit. The current lease was approved by Council on June 1, 2015 and will expire on June 30, 2016; however, LEAP has requested a 12-month time extension (by letter dated March 14, 2016). Council is being asked to consider this request, which was contemplated last year and incorporated into the lease agreement as an option, subject to City (Landlord) discretion.

By way of background information, LEAP is a nonprofit energy services company which helps residents and business owners attain greater energy efficiency. Since LEAP's initial occupation, the property has been used as a library / resource center for information on energy efficiency, as well as office space for staff. LEAP has acted as a steward for this community resource and has hosted numerous meetings for the benefit of the public all while become a community leader on increasing the health, safety and energy efficiency of area homes / businesses.

Discussion:

While the City ultimately intends to sell 608 Ridge Street (608) to recoup funds used from the Charlottesville Affordable Housing Fund for purchase and renovation, we know that the sale will be challenging due to the unique energy efficiency features (having received designation as LEED Platinum) and lack of comparable properties in Charlottesville to establish a fair asking price that is commensurate with the investment that has been made (\$170,000 for purchase, \$335,959 for rehab related expenses, as well as \$264,105 in donated materials and services).

It is noteworthy; however, that nearby construction of new mixed income housing at both Burnett Commons II – The Woods and Burnett Commons III – The Park on Elliott Avenue and planned future

development of William Taylor Plaza (at the corner of Cherry and Ridge) should positively impact the value of 608.

While there is certainly a community benefit derived from supporting LEAP and allowing them to continue to lease 608 at a below market rate rent, ultimately the City needs to make a decision about the future of this City-owned property based on all the factors involved. In the meantime, to avoid disruption to LEAP operations and to ensure that the building does not sit vacant, City Council should consider approval of a one year extension of the LEAP lease, as provided under Section 1 of the current lease.

Community Engagement:

There was a public hearing held for the current lease at the June 1, 2015, Council meeting. The optional one-year extension being requested herein was included in the lease language provided with the Council materials for that hearing / meeting.

Alignment with City Council's Vision and Priority Areas:

This effort would support Council's vision of a Green City and Smart, Citizen-Focused Government.

Budgetary Impact:

The current lease with LEAP is \$1,000/month. The proposed extension would keep this cost the same through June 30, 2017. Both prior and future rental payments help to offset the City's investment in 608 Ridge Street and having a tenant in the property relieves the City of the responsibility for monthly utilities to keep the space conditioned, so that mechanical and plumbing systems are safeguarded.

Recommendation:

Staff recommends approval of the resolution to authorize the extension of the lease to LEAP as outlined herein until June 30, 2017.

Alternatives:

There are alternative actions available to Council, which include but are not limited to: 1) no action, which would require LEAP to move out once the current agreement expires on June 30, 2016; or 2) approval of the lease with different requirements for rent amount / term. It should also be noted that approval of the lease does not preclude the City from attempting to sell the property (subject to City policy regarding the sale of land); however, LEAP would have the right of first refusal which would effectively allow them up to 90 days to relocate if they were to refuse and the City moved ahead to terminate the lease and sell the property.

Attachments:

Resolution to Authorize the Lease of City Owned Land at 608 Ridge Street
Amendment to lease agreement between City and Local Energy Alliance Program (LEAP)

RESOLUTION

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

Amendment to the Lease Agreement dated July 1, 2015 between the City of Charlottesville and The Local Energy Alliance Program, extending the expiration date of the lease to June 30, 2017.

**AMENDMENT TO LEASE AGREEMENT
BETWEEN
CITY OF CHARLOTTESVILLE, VIRGINIA AND
LOCAL ENERGY ALLIANCE PROGRAM (LEAP)**

WHEREAS, by Lease Agreement dated July 1, 2015, the City of Charlottesville agreed to lease the property at 608 Ridge Street to the Local Energy Alliance Program (LEAP), which lease will expire June 30, 2016; and

WHEREAS, Section 1 of the current lease allows the City to grant a one year extension of the lease;

NOW, THEREFORE, the City and LEAP agree to amend the Lease Agreement to extend the lease term to June 30, 2017.

All other terms and conditions and/or provisions shall remain as set forth in the Lease Agreement.

CITY OF CHARLOTTESVILLE

LOCAL ENERGY ALLIANCE PROGRAM

By: _____
Maurice Jones, City Manager

By: _____
Andrew Grigsby, Executive Director

Date of Council Approval: _____, 2016

Approved as to Form:

City Attorney or Designee

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



Agenda Date:	May 2, 2016
Action Required:	Approve Resolution
Presenter:	Leslie Beauregard, Assistant City Manager Mike Murphy, Assistant City Manager
Staff Contacts:	Leslie Beauregard, Assistant City Manager Mike Murphy, Assistant City Manager
Title:	Revisions to Community Policy and Management Team Appointments

Background:

The appointment procedures for the City’s Community Policy and Management Team require revisions. Previously, City Council named specific individuals as representatives of their Community Policy and Management Team pursuant to the Virginia Code, Title 2.2 (Administration of Government), Chapter 52 (Children’s Services Act for At-Risk Youth and Families). However, this process is cumbersome and does not allow for the flexibility to ensure that the members of the team are individuals whose position and title comply with the requirements of the Virginia Code § 2.2-5205.

In order for the City to receive state funding under the Children’s Services Act for At-Risk Youth and Families (“CSA”), Council must establish a Community Policy and Management Team (“CPMT”). The CSA seeks to create a collaborative system of services and funding for at-risk youths and families that is child-centered, family-focused and community-based. Accordingly, a local CPMT ensures that services and funding are appropriate, provided in the least restrictive environment that protects the welfare of children, and that maintains the safety of the public. See Va. Code § 2.2-5200. The CSA should be interpreted and construed so as to provide communities flexibility in the use of funds. Under state law, Council must appoint and approve members to serve on the Charlottesville CPMT in the roles established by the CSA.

Discussion:

State law requires the establishment of a CPMT by every locality utilizing CSA funding. Localities are also responsible for determining the size of the team. However, each locality must appoint the following members:

- One elected or appointed official (or designee) from the governing body;
- A member of the Community Services Board pursuant to Va. Code § 37.2-501;

- A representative from the Juvenile Court Services Unit;
- A representative from the Department of Health;
- A representative from the local department of social services;
- A representative from the local school division;
- A representative from a private provider of child or family services within the locality;
- A parent representative within the locality¹

Localities also have the option of appointing a local government official, a local law-enforcement official, and one or more representatives of other public agencies.

In order for the City to have access to CSA funding, the local CPMT must remain in compliance with the CSA requirements as to composition. The Code states,

Every...city.....shall establish a community policy and management team in order to receive funds pursuant to this chapter. Each such team shall be appointed by the governing body of the participating local political subdivision establishing the team. In making such appointments, the governing body shall ensure that the membership is appropriately balanced among the representatives required to serve on the team in accordance with § 2.2-5205.....The governing bodies of.....(the) city served by the team shall appoint the designated representatives from their localities.²

Therefore the Charlottesville City Council is required to make appointments so that the CPMT membership is appropriately balanced among the representatives required to serve on the team. Adopting a resolution that designates members of the team by their official position rather than naming individuals to these positions will achieve this objective and afford the City the flexibility to stay in compliance with the CSA. The attached resolution appoints members Ex Officio wherever appropriate. Two positions still require appointment by separate resolution of City Council as those are the community representatives and cannot serve in an official capacity.

Alignment with City Council’s Vision and Strategic Plan:

N/A

Community Engagement:

N/A

Budgetary Impact:

N/A

Recommendation:

Approve resolution making revisions to the CPMT appointments as appointment by official position. The City Council must appoint CPMT members designated to serve on behalf of the City. These members have to include a representative from the City, the Charlottesville Department of Social Services, Charlottesville schools, and a parent. City Council must also designate a Community Services Board position, Juvenile Court Services Unit position, and a Department of Health position. Council may also consider whether or not it wants to have

¹ See Va Code § 2.2-5205

² Va. Code § 2.2-5204.

additional representation from a local government official, a local law-enforcement official and/or other public agencies. The attached resolution establishes the CPMT by official position. If Council elected to adopt this resolution the City's CPMT shall stay in compliance with state law unless and until there is any future substantive change to the CSA.

Alternatives:

N/A

Attachments:

N/A

**RESOLUTION TO ESTABLISH DESIGNATED
COMMUNITY POLICY AND MANAGEMENT TEAM POSITIONS**

WHEREAS, pursuant to Virginia Code §§2.2-5204 et seq., the City of Charlottesville must create a Community Policy and Management Team (CPMT); and

WHEREAS, the CPMT shall have the powers and duties as set forth in Chapter 52 (Children's Services Act for At-Risk Youth and Families) of the Virginia Code; and

WHEREAS, Council directs that the CPMT shall be comprised of the following positions and that each individual appointed shall serve in their official capacity:

1. The Assistant City Manager assigned to manage the Charlottesville Department of Social Services; ;
2. A designated official from the City's Community Services Board as determined by the current CSB director;
3. An Official from the Sixteenth District Juvenile Court Services Unit, as designated by that unit's director;
4. The Director of the Thomas Jefferson Health District or their designee;
5. Charlottesville Department of Social Services Director or their designee;
6. Charlottesville City Schools Superintendent or their designee; and
7. The Director of Human Services or their designee; and

WHEREAS, Council directs that the CPMT shall also be comprised of the following positions whose individual representatives shall be appointed by separate resolution:

1. An individual from a City of Charlottesville private organization or association of providers for children's or family services; and
2. An individual parent representative from the Charlottesville community;

WHEREAS, the term of appointment for members holding public positions and serving in their official capacity shall be for so long as they serve in that public position or until replaced by City Council; and

WHEREAS, the term of appointment for the individual t representatives shall be for three (3) years, such term commencing from the date of appointment, or until replaced by City Council; and

WHEREAS, the City CPMT will conduct joint meetings with the County of Albemarle CPMT to ensure continuing efficiency and consistency within the Charlottesville/Albemarle community.

NOW, THEREFORE, BE IT RESOLVED that the Charlottesville City Council hereby establishes a CPMT pursuant to Virginia Code §§2.2-5204 et seq. with all the powers and duties as set forth in Virginia Code §§2.2-5205 and 2.2-5206 consisting of the members identified above for the prescribed terms of service.

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



Agenda Date:	May 2, 2016.
Action Required:	Approve Resolution.
Presenter:	Christopher V. Cullinan, Finance Director.
Staff Contacts:	Christopher V. Cullinan, Finance Director. Khristina S. Hammill, Financial and Debt Manager.
Title:	\$8.25 Million Bond Issue (maximum amount) – New Debt \$14.5 Million Refunding Bond Issue (maximum amount) \$22.75 Million Total.

Background/Discussion:

The City regularly issues bonds as part of its on-going Capital Improvements Program. Capital spending and the related financing is projected for a 5 year period and updated annually.

This bond issue represents part of the funding plan approved by Council for the City’s on-going Capital Improvements Plan. All of the projects to be funded by this bond issue have been previously approved and appropriated by City Council in prior years and/or in the FY16 budget. The proceeds are proposed, but not limited, to be used to fund portions of the following projects:

<u>Projects</u>	<u>Amount</u>
Public Schools	\$ 1,435,491.
Transportation and Access	1,403,290.
Public Safety	4,111,219.
Public Buildings	1,050,000.
Stormwater System Improvements	<u>225,000.</u>
Total	\$ 8,225,000.

These bonds will be repaid over the next 20 years with level annual principal payments. A more detailed discussion of the specific projects to be funded is attached.

City staff along with The Public Financial Management, Inc. (PFM), the City’s financial advisor, is evaluating the different options available for the actual sale. The bonds will be sold either by a public offering through a competitive sale or a negotiated underwriting. The bond market and interest rate environment is being monitored on a daily basis; the exact date of the bond sale is not fixed at this time, but we are anticipating a sale by mid-May. For a competitive bid, the resolution authorizes the City Manager to accept the lowest interest rate bid on the bonds. For a negotiated transaction, the City Manager will be authorized to negotiate with the chosen underwriter the final sale price on the bonds.

In addition, as with each new bond issue, City Staff along with its Financial Advisors will take the opportunity to evaluate and refund bonds previously issued at a higher interest rate with new refunding

bonds issued at a lower interest rate. Market conditions will continue to be monitored until the time of sale. If suitable savings opportunities do not materialize, then only the bonds for the new money will be issued.

City management will be meeting with Moody's and Standard & Poor's this week to discuss the City's financial condition and to obtain ratings on these bonds. City staff anticipates that the City will retain its AAA bond rating, the highest rating given by both ratings agencies.

Community Engagement: The Director of Finance, as per the law has advertised this public hearing in the newspaper and will advertise the sale information in other media outlets prior to the bond sale date.

Alignment with City Council's Vision and Priority Areas: Approval of this agenda item aligns directly with Council's vision for a **Smart Citizen Focused Government and Economic Sustainability.**

Budgetary Impact:

The City continues to manage its debt and to plan its bond issuance in a manner to:

- (1) Provide a stream of funding as it is needed,
- (2) Keep annual debt service costs on a fairly level amount, (i.e., to avoid large spikes in debt service) and
- (3) To maintain and finance its physical facilities and infrastructure in such a manner that future users/beneficiaries will help to pay for them.

This bond issue is part of the City's on-going capital financing plan. The debt service on this issue will be paid from previously appropriated funds in the City's Debt Service Fund. No new appropriation will be required.

Recommendation:

Staff recommends that Council approve the resolution authorizing the City Manager to accept the low bid on the bond sale on behalf of the City for a competitive transaction or negotiate the final price with the chosen underwriter for a negotiated transaction.

Alternatives:

The alternatives to not issuing new debt would be to either use funds on hand (cash) to fund projects or not construct projects. Not refinancing existing debt would result in not realizing savings from lower interest rates.

Attachments:

Descriptions of projects.
Resolution.

PLANNED BOND FUNDED PROJECTS.

The following projects are all part of the City's on-going Capital Improvements Program. This program has been in place for a number of years, and all of the projects included here have been previously appropriated.

1. Public Schools - \$1,435,491 – Normally, City Council approves a lump sum appropriation for the Schools each year, and the Schools in turn decide upon the priority order and specific capital needs to be undertaken. Some of the projects covered by this lump sum include: HVAC component replacements and upgrades in various school buildings.
2. Transportation and Access - \$1,403,290 – These funds will be used for street reconstruction and for the design and construction of new sidewalks.
3. Public Safety - \$4,111,219 – Several public safety projects will be funded with this bond issue including the City's share of the regional Emergency Communications Center CAD system replacement and 800 MHz radio system upgrade. Mobile radios and recorders for the police department will also be funded.
4. Public Buildings - \$1,050,000 – These funds will allow the City to continue to address on-going repairs and maintenance of existing infrastructure as well as the development of new facilities.
5. Stormwater System Improvements - \$225,000 – Stormwater system improvements will be funded by this bond issue. The debt will be repaid using the fee revenue generated by the Stormwater Utility.

RESOLUTION AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION PUBLIC IMPROVEMENT BONDS OF THE CITY OF CHARLOTTESVILLE, VIRGINIA, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$8,250,000, TO FINANCE THE COSTS OF CERTAIN PUBLIC IMPROVEMENT PROJECTS, PROVIDING FOR THE ISSUANCE AND SALE OF GENERAL OBLIGATION REFUNDING BONDS OF THE CITY OF CHARLOTTESVILLE, VIRGINIA, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$14,500,000, PROVIDING FOR THE FORM, DETAILS AND PAYMENT OF SUCH BONDS, AND PROVIDING FOR THE REFUNDING OF CERTAIN OUTSTANDING GENERAL OBLIGATION BONDS OF THE CITY.

WHEREAS, the City Council of the City of Charlottesville, Virginia (the “City”), desires to issue general obligation public improvement bonds (the “New Money Bonds”) to finance the costs of certain public improvements for the City, including (i) transportation and access improvements, including but not limited to constructing, equipping and repairing sidewalks and roads and street reconstruction, (ii) improvements to public buildings, (iii) public school improvements, (iv) public safety improvements, including but not limited to the acquisition, installation and equipping of police radios and improvements and upgrades to the emergency communications CAD system and 800Mhz radio system, and (v) improvements to the City’s stormwater system (collectively, the “Project”);

WHEREAS, the City has previously issued its \$17,985,000 General Obligation Public Improvements Bonds, Series 2011 (the “Series 2011 Bonds”), and its \$12,785,000 General Obligation Public Improvement Bonds, Series 2012A (the “Series 2012A Bonds”);

WHEREAS, the City may effect debt service savings by issuing its general obligation public improvement refunding bonds (the “Refunding Bonds”) to refund all or a portion of the outstanding maturities of the Series 2011 and the Series 2012A Bonds (such refunded maturities or portions thereof shall be referred to herein as the “Refunded Bonds”); and.

WHEREAS, the City’s administration and a representative of Public Financial Management, Inc., the City’s financial advisor (the “Financial Advisor”), have recommended to the City Council that the City issue and sell one or more series of general obligation public improvement and refunding bonds through either (a) a public offering through a competitive sale (a “Competitive Sale”) or (b) a public offering through a negotiated underwriting (a “Negotiated Sale”) (in either of such funding options, the purchaser(s) of the bonds shall be referred to herein as the “Purchaser”);

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHARLOTTESVILLE, VIRGINIA:

1. Authorization and Issuance of Bonds. The City Council finds and determines that it is in the best interest of the City to authorize the issuance and sale of one or more series of New Money Bonds in an aggregate principal amount not to exceed \$8,250,000 and to use the proceeds thereof, together with other funds as may be available, to finance costs of the Project

and to pay costs incurred in connection with issuing such bonds. The City Council further finds and determines that it is in the best interest of the City to provide for the issuance and sale of one or more series of Refunding Bonds, heretofore authorized, in an aggregate principal amount not to exceed \$14,500,000 and to use the proceeds thereof, together with other funds as may be available, to refund all or a portion of the Refunded Bonds and to pay costs incurred in connection with issuing such bonds and refunding the Refunded Bonds.

2. Election to Proceed under the Public Finance Act. In accordance with the authority contained in Section 15.2-2601 of the Code of Virginia of 1950, as amended (the “Virginia Code”), the City Council elects to issue the New Money Bonds and the Refunding Bonds pursuant to the provisions of the Public Finance Act of 1991, Chapter 26 of Title 15.2 of the Virginia Code (the “Public Finance Act”).

3. Bond Details. The New Money Bonds shall be designated “General Obligation Public Improvement Bonds, Series 2016,” or such other designation as may be determined by the City Manager (which term shall include the Chief Operating Officer/Chief Financial Officer). The Refunding Bonds shall be designated “General Obligation Public Improvement Refunding Bonds, Series 2016,” or such other designation as may be determined by the City Manager. The New Money Bonds and the Refunding Bonds may be issued and sold together as one series and designated “General Obligation Public Improvement and Refunding Bonds, Series 2016,” or such other designation as may be determined by the City Manager. Any bonds issued as part of a series of New Money Bonds or Refunding Bonds, or as a combined series, shall be referred to herein as a “Bond” or the “Bonds,” as the case may be.

The Bonds shall be in registered form, shall be dated such date as may be determined by the City Manager, shall be in denominations of \$5,000 and integral multiples thereof and shall be numbered R-1 upward, or such other designation as appropriate. Subject to Section 9, the issuance and sale of any series of Bonds are authorized on terms as shall be satisfactory to the City Manager; provided, however, that the Bonds of such series (a) shall have a “true” or “Canadian” interest cost not to exceed [4.0]% (taking into account any original issue discount or premium), (b) shall be sold to the Purchaser thereof at a price not less than [98.0]% of the principal amount thereof (excluding any original issue discount) and (c) shall mature in years, or be subject to mandatory sinking fund redemption in annual installments, ending no later than December 31, [2036]; provided, however, that any series of Bonds issued to refund the Refunded Bonds shall produce an aggregate net present value debt service savings to the City of at least 3.0% of the principal amount of the particular Refunded Bonds.

Principal of the Bonds shall be payable annually on dates determined by the City Manager. Each Bond of series shall bear interest from its date at such rate as shall be determined at the time of sale, calculated on the basis of a 360-day year of twelve 30-day months, and payable semiannually on dates determined by the City Manager. Principal and premium, if any, shall be payable to the registered owners upon surrender of Bonds as they become due at the office of the Registrar (as hereinafter defined). Interest shall be payable by check or draft mailed to the registered owners at their addresses as they appear on the registration books kept by the Registrar on a date prior to each interest payment date that shall be determined by the City Manager (the “Record Date”); provided, however, that at the request of the registered owner of the Bonds, payment may be made by wire transfer pursuant to the most recent wire instructions

received by the Registrar from such registered owner. Principal, premium, if any, and interest shall be payable in lawful money of the United States of America.

Initially, one Bond certificate for each maturity of the Bonds shall be issued to and registered in the name of The Depository Trust Company, New York, New York (“DTC”), or its nominee. The City has heretofore entered into a Letter of Representations relating to a book-entry system to be maintained by DTC with respect to the Bonds. “Securities Depository” shall mean DTC or any other securities depository for the Bonds appointed pursuant to this Section.

In the event that (a) the Securities Depository determines not to continue to act as the securities depository for the Bonds by giving notice to the Registrar, and the City discharges the Securities Depository of its responsibilities with respect to the Bonds, or (b) the City in its sole discretion determines (i) that beneficial owners of Bonds shall be able to obtain certificated Bonds or (ii) to select a new Securities Depository, then the Director of Finance of the City shall, at the direction of the City, attempt to locate another qualified securities depository to serve as Securities Depository and authenticate and deliver certificated Bonds to the new Securities Depository or its nominee or to the beneficial owners or to the Securities Depository participants on behalf of beneficial owners substantially in the form provided for in Section 6; provided, however, that such form shall provide for interest on the Bonds to be payable (1) from the date of the Bonds if they are authenticated prior to the first interest payment date or (2) otherwise from the interest payment date that is or immediately precedes the date on which the Bonds are authenticated (unless payment of interest thereon is in default, in which case interest on such Bonds shall be payable from the date to which interest has been paid). In delivering certificated Bonds, the Director of Finance of the City shall be entitled to rely on the records of the Securities Depository as to the beneficial owners or the records of the Securities Depository participants acting on behalf of beneficial owners. Such certificated Bonds will then be registrable, transferable and exchangeable as set forth in Section 8.

So long as there is a Securities Depository for the Bonds, (1) it or its nominee shall be the registered owner of the Bonds; (2) notwithstanding anything to the contrary in this Resolution, determinations of persons entitled to payment of principal, premium, if any, and interest, transfers of ownership and exchanges and receipt of notices shall be the responsibility of the Securities Depository and shall be effected pursuant to rules and procedures established by such Securities Depository; (3) the Registrar and the City shall not be responsible or liable for maintaining, supervising or reviewing the records maintained by the Securities Depository, its participants or persons acting through such participants; (4) references in this Resolution to registered owners of the Bonds shall mean such Securities Depository or its nominee and shall not mean the beneficial owners of the Bonds; and (5) in the event of any inconsistency between the provisions of this Resolution and the provisions of the above-referenced Letter of Representations such provisions of the Letter of Representations, except to the extent set forth in this paragraph and the next preceding paragraph, shall control.

4. Redemption Provisions. The Bonds may be subject to redemption prior to maturity at the option of the City on or after dates (if any) determined by the City Manager, in whole or in part at any time, at a redemption price equal to the principal amount of the Bonds, together with any interest accrued to the date fixed for redemption, plus a redemption premium

not to exceed [3.0]% of the principal amount of the Bonds, such redemption premium to be determined by the City Manager.

Any Bonds sold as term bonds may be subject to mandatory sinking fund redemption upon terms determined by the City Manager.

If less than all of the Bonds are called for redemption, the maturities of the Bonds to be redeemed shall be selected by the Director of Finance of the City in such manner as such officer may determine to be in the best interest of the City. If less than all the Bonds of any maturity are called for redemption, the Bonds within such maturity to be redeemed shall be selected by the Securities Depository pursuant to its rules and procedures or, if the book-entry system is discontinued, shall be selected by the Registrar by lot in such manner as the Registrar in its discretion may determine. In either case, (a) the portion of any Bond to be redeemed shall be in the principal amount of \$5,000 or some integral multiple thereof, and (b) in selecting Bonds for redemption, each Bond shall be considered as representing that number of Bonds that is obtained by dividing the principal amount of such Bond by \$5,000. The City shall cause notice of the call for redemption identifying the Bonds or portions thereof to be redeemed to be sent by facsimile or electronic transmission, registered or certified mail or overnight express delivery, not less than 30 nor more than 60 days prior to the redemption date, to the registered owner of the Bonds. The City shall not be responsible for giving notice of redemption to anyone other than DTC or another qualified securities depository then serving or its nominee unless no qualified securities depository is the registered owner of the Bonds. If no qualified securities depository is the registered owner of the Bonds, notice of redemption shall be mailed to the registered owners of the Bonds. If a portion of a Bond is called for redemption, a new Bond in principal amount equal to the unredeemed portion thereof will be issued to the registered owner upon the surrender thereof.

In the case of an optional redemption, the notice may state that (1) it is conditioned upon the deposit of moneys, in an amount equal to the amount necessary to effect the redemption, no later than the redemption date or (2) the City retains the right to rescind such notice on or prior to the scheduled redemption date (in either case, a "Conditional Redemption"), and such notice and optional redemption shall be of no effect if such moneys are not so deposited or if the notice is rescinded as described herein. Any Conditional Redemption may be rescinded at any time. The City shall give prompt notice of such rescission to the affected Bondholders. Any Bonds subject to Conditional Redemption where redemption has been rescinded shall remain outstanding, and the rescission shall not constitute an event of default. Further, in the case of a Conditional Redemption, the failure of the City to make funds available on or before the redemption date shall not constitute an event of default, and the City shall give immediate notice to all organizations registered with the Securities and Exchange Commission ("SEC") as securities depositories or the affected Bondholders that the redemption did not occur and that the Bonds called for redemption and not so paid remain outstanding.

5. Execution and Authentication. The Bonds shall be signed by the manual or facsimile signature of the Mayor, the City's seal shall be affixed thereto or a facsimile thereof printed thereon and shall be attested by the manual or facsimile signature of the Clerk of the City Council; provided, however, that no Bond signed by facsimile signatures shall be valid until it

has been authenticated by the manual signature of an authorized officer or employee of the Registrar and the date of authentication noted thereon.

6. Bond Form. The Bonds shall be in substantially the form of Exhibit A, with such completions, omissions, insertions and changes not inconsistent with this Resolution as may be approved by the officers signing the Bonds, whose approval shall be evidenced conclusively by the execution and delivery of the Bonds.

7. Pledge of Full Faith and Credit. The full faith and credit of the City are irrevocably pledged for the payment of principal of and premium, if any, and interest on the Bonds. Unless other funds are lawfully available and appropriated for timely payment of the Bonds, the City Council shall levy and collect an annual ad valorem tax, over and above all other taxes authorized or limited by law and without limitation as to rate or amount, on all locally taxable property in the City sufficient to pay when due the principal of and premium, if any, and interest on the Bonds.

8. Registration, Transfer and Owners of Bonds. The Director of Finance of the City is hereby appointed paying agent and registrar for the Bonds (the “Registrar”). The City may, in its sole discretion, at any time appoint a qualified bank or trust company as successor paying agent and registrar of the Bonds. The Registrar shall maintain registration books for the registration of the Bonds and transfers thereof. Upon presentation and surrender of any Bonds to the Registrar, or its corporate trust office if the Registrar is a bank or trust company, together with an assignment duly executed by the registered owner or the owner’s duly authorized attorney or legal representative in such form as shall be satisfactory to the Registrar, the City shall execute, and the Registrar shall authenticate, if required by Section 5, and deliver in exchange, a new Bond or Bonds having an equal aggregate principal amount, in authorized denominations, of the same form and maturity, bearing interest at the same rate, and registered in the name(s) as requested by the then registered owner or the owner’s duly authorized attorney or legal representative. Any such exchange shall be at the expense of the City, except that the Registrar may charge the person requesting such exchange the amount of any tax or other governmental charge required to be paid with respect thereto.

The Registrar shall treat the registered owner as the person exclusively entitled to payment of principal, premium, if any, and interest and the exercise of all other rights and powers of the owner, except that interest payments shall be made to the person shown as owner on the registration books on the Record Date.

9. Sale of Bonds. The City Council approves the following terms of the sale of the Bonds. The Bonds shall be sold in one or more series, either through a Competitive Sale, a Negotiated Sale or a combination thereof, as determined by the City Manager to be in the best interest of the City, in a principal amount or principal amounts to be determined by the City Manager, in collaboration with the Financial Advisor, and subject to the limitations set forth in Section 1.

(a) If the City Manager determines that the Bonds (or a portion thereof) shall be sold through a Competitive Sale, the City Manager is authorized, on behalf of the City and in collaboration with the Financial Advisor, to take all proper steps to advertise the Bonds for sale,

to receive public bids and to award the Bonds to the bidder providing the lowest “true” or “Canadian” interest cost, subject to the limitations set forth in Section 3. Following a Competitive Sale, the City Manager shall file a certificate with the City Council setting forth the final terms of the Bonds. The actions of the City Manager in selling the Bonds by Competitive Sale shall be conclusive, and no further action with respect to the sale and issuance of the Bonds shall be necessary on the part of the City Council.

(b) If the City Manager determines that the Bonds (or a portion thereof) shall be sold through a Negotiated Sale, the City Manager is authorized, on behalf of the City and in collaboration with the Financial Advisor, to choose an investment banking firm to serve as underwriter for the Bonds and to execute and deliver to the underwriter, as Purchaser of the Bonds, a bond purchase agreement reflecting the final terms of the Bonds. The bond purchase agreement shall be in a form approved by the City Manager, in collaboration with the City Attorney, the Financial Advisor and the City’s bond counsel. The actions of the City Manager in selling the Bonds by Negotiated Sale shall be conclusive, and no further action with respect to the sale and issuance of the Bonds shall be necessary on the part of the City Council.

(c) Following the determination of which method(s) of sale shall be used, the City Manager is hereby authorized to (i) determine the principal amount of the Bonds, subject to the limitations set forth in Section 1, (ii) determine the interest rates of the Bonds, the maturity schedules of the Bonds, and the price to be paid for the Bonds by the Purchaser, subject to the limitations set forth in Section 3, (iii) determine the redemption provisions of the Bonds, subject to the limitations set forth in Section 4, and (iv) determine the dated date, the principal and interest payment dates and the Record Date of the Bonds, all as the City Manager determines to be in the best interest of the City.

10. Official Statement. The draft Preliminary Official Statement describing the Bonds, copies of which have been made available prior to this meeting, is hereby approved as the Preliminary Official Statement by which the Bonds will be offered for sale to the public; provided that the City Manager, in collaboration with the Financial Advisor, may make such completions, omissions, insertions and changes in the Preliminary Official Statement not inconsistent with this Resolution as the City Manager may consider to be in the best interest of the City. After the Bonds have been sold, the City Manager, in collaboration with the Financial Advisor, shall make such completions, omissions, insertions and changes in the Preliminary Official Statement not inconsistent with this Resolution as are necessary or desirable to complete it as a final Official Statement. The City shall arrange for the delivery to the Purchaser of the Bonds of a reasonable number of printed copies of the final Official Statement, within seven business days after the Bonds have been sold, for delivery to each potential investor requesting a copy of the Official Statement and to each person to whom the Purchaser initially sells Bonds.

11. Official Statement Deemed Final. The City Manager is authorized, on behalf of the City, to deem the Preliminary Official Statement and the Official Statement in final form, each to be final as of its date within the meaning of Rule 15c2-12 (the “Rule”) of the SEC, except for the omission in the Preliminary Official Statement of certain pricing and other information permitted to be omitted pursuant to the Rule. The distribution of the Preliminary Official Statement and the execution and delivery of the Official Statement in final form shall be conclusive evidence that each has been deemed final as of its date by the City, except for the

omission in the Preliminary Official Statement of such pricing and other information permitted to be omitted pursuant to the Rule.

12. Preparation and Delivery of Bonds. After the Bonds have been awarded, the officers of the City are authorized and directed to take all proper steps to have the Bonds prepared and executed in accordance with their terms and to deliver the Bonds to the Purchaser thereof upon payment therefor.

13. Redemption of Refunded Bonds. The City Manager is authorized and directed to determine which of the Series 2011 Bonds and the Series 2012A Bonds, if any, and which maturities of each such series, if any, shall constitute the Refunded Bonds. The Escrow Agreement (as hereinafter defined) shall provide for notice of redemption to be given to the registered owners of the Refunded Bonds in accordance with the resolutions providing for the issuance of the Refunded Bonds.

14. Escrow Deposit Agreement. The City Manager is authorized and directed to execute one or more escrow deposit agreements (each an “Escrow Agreement”) between the City and an escrow agent to be appointed by the City Manager (the “Escrow Agent”) with respect to the Refunded Bonds. The Escrow Agreement shall be in the form approved by the City Manager, in collaboration with the City Attorney and the City’s bond counsel, and shall provide for the deposit and investment of a portion of the Bond proceeds for the defeasance of the Refunded Bonds. The execution of the Escrow Agreement by the City Manager shall constitute conclusive evidence of such official’s approval of the Escrow Agreement. The Escrow Agreement shall provide for the irrevocable deposit of a portion of the Bond proceeds (the “Refunding Portion”) in an escrow fund that shall be sufficient, when invested in noncallable, direct obligations of the United States Government (the “Government Obligations”), to provide for payment of principal of and interest on the Refunded Bonds; provided, however, that such Refunding Portion shall be invested in such manner that none of the Bonds will be “arbitrage bonds” within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended, and regulations issued pursuant thereto (the “Code”). The Escrow Agent is authorized and directed to execute initial and final subscription forms for the purchase of the Government Obligations and such other contracts and agreements necessary to provide for the defeasance of the Refunded Bonds as are approved by the City Manager, in collaboration with the City Attorney and the City’s bond counsel.

15. Deposit of Refunding Bond Proceeds. The City Treasurer is authorized and directed (a) to provide for the delivery of the Refunding Portion to the Escrow Agent for deposit in the escrow fund established by the Escrow Agreement, in an amount that shall be sufficient, together with any other funds deposited with the Escrow Agent and the interest thereon when invested as provided in the Escrow Agreement, (i) to pay when due the interest on the Refunded Bonds to the first respective dates on which they may be redeemed at the option of the City and (ii) to pay upon the earlier of maturity or redemption the principal of the Refunded Bonds and (b) to provide for the deposit of the remaining proceeds of the Bonds in a special account to be used to pay the costs incurred in refunding the Refunded Bonds and the costs of issuing the Bonds. The City Treasurer is further authorized and directed to take all such further action as may be necessary or desirable in connection with the payment and refunding of the Refunded Bonds.

16. Arbitrage Covenants. (a) The City represents that there have not been issued, and covenants that there will not be issued, any obligations that will be treated as part of the same issue of obligations as the Bonds within the meaning of Treasury Regulations Section 1.150-1(c).

(b) The City covenants that it shall not take or omit to take any action the taking or omission of which will cause the Bonds to be “arbitrage bonds” within the meaning of Section 148 of the Code or otherwise cause interest on the Bonds to be includable in the gross income for federal income tax purposes of the registered owners thereof under existing law. Without limiting the generality of the foregoing, the City shall comply with any provision of law that may require the City at any time to rebate to the United States any part of the earnings derived from the investment of the gross proceeds of the Bonds, unless the City receives an opinion of nationally recognized bond counsel that such compliance is not required to prevent interest on the Bonds from being includable in the gross income for federal income tax purposes of the registered owners thereof under existing law. The City shall pay any such required rebate from its legally available funds.

17. Non-Arbitrage Certificate and Elections. Such officers of the City as may be requested by the City’s bond counsel are authorized and directed to execute an appropriate certificate setting forth (a) the expected use and investment of the proceeds of the Bonds in order to show that such expected use and investment will not violate the provisions of Section 148 of the Code and (b) any elections such officers deem desirable regarding rebate of earnings to the United States for purposes of complying with Section 148 of the Code. Such certificate shall be prepared in consultation with the City’s bond counsel, and such elections shall be made after consultation with bond counsel.

18. Limitation on Private Use. The City covenants that it shall not permit the proceeds of the Bonds or the facilities financed or refinanced with the proceeds of the Bonds to be used in any manner that would result in (a) 5% or more of such proceeds or facilities being used in a trade or business carried on by any person other than a governmental unit, as provided in Section 141(b) of the Code, (b) 5% or more of such proceeds or facilities being used with respect to any output facility (other than a facility for the furnishing of water), within the meaning of Section 141(b)(4) of the Code, or (c) 5% or more of such proceeds being used directly or indirectly to make or finance loans to any persons other than a governmental unit, as provided in Section 141(c) of the Code; provided, however, that if the City receives an opinion of nationally recognized bond counsel that any such covenants need not be complied with to prevent the interest on the Bonds from being includable in the gross income for federal income tax purposes of the registered owners thereof under existing law, the City need not comply with such covenants.

19. SNAP Investment Authorization. The City Council has previously received and reviewed the Information Statement (the “Information Statement”), describing the State Non-Arbitrage Program of the Commonwealth of Virginia (“SNAP”) and the Contract Creating the State Non-Arbitrage Program Pool I (the “Contract”), and the City Council hereby authorizes the City Treasurer in his discretion to utilize SNAP in connection with the investment of the portion of the proceeds of the Bonds used to finance the Project. The City Council acknowledges that

the Treasury Board of the Commonwealth of Virginia is not, and shall not be, in any way liable to the City in connection with SNAP, except as otherwise provided in the Contract.

20. Continuing Disclosure Agreement. The Mayor and the City Manager, either of whom may act, are hereby authorized and directed to execute a continuing disclosure agreement (the “Continuing Disclosure Agreement”) setting forth the reports and notices to be filed by the City and containing such covenants as may be necessary to assist the Purchaser of the Bonds in complying with the provisions of the Rule promulgated by the SEC. The Continuing Disclosure Agreement shall be substantially in the form of the City’s prior Continuing Disclosure Agreements, which is hereby approved for purposes of the Bonds; provided that the City Manager, in collaboration with the Financial Advisor, may make such changes in the Continuing Disclosure Agreement not inconsistent with this Resolution as the City Manager may consider to be in the best interest of the City. The execution thereof by such officers shall constitute conclusive evidence of their approval of any such completions, omissions, insertions and changes.

21. Other Actions. All other actions of officers of the City in conformity with the purposes and intent of this Resolution and in furtherance of the issuance and sale of the Bonds are hereby ratified, approved and confirmed. The officers of the City are authorized and directed to execute and deliver all certificates and instruments and to take all such further action as may be considered necessary or desirable in connection with the issuance, sale and delivery of the Bonds.

22. Repeal of Conflicting Resolutions. All resolutions or parts of resolutions in conflict herewith are repealed.

23. Filing With Circuit Court. The Clerk of the City Council, in collaboration with the City Attorney, is authorized and directed to see to the immediate filing of a certified copy of this resolution in the Circuit Court of the City.

24. Effective Date. This Resolution shall take effect immediately.

[FORM OF BOND]

Unless this certificate is presented by an authorized representative of The Depository Trust Company, a New York corporation (“DTC”), to the issuer or its agent for registration of transfer, exchange or payment, and any certificate is registered in the name of Cede & Co., or in such other name as is requested by an authorized representative of DTC (and any payment is made to Cede & Co. or to such other entity as is requested by an authorized representative of DTC), **ANY TRANSFER, PLEDGE OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL** inasmuch as the registered owner hereof, Cede & Co., has an interest herein.

REGISTERED

REGISTERED

No. R-_____

\$_____

UNITED STATES OF AMERICA

COMMONWEALTH OF VIRGINIA

CITY OF CHARLOTTESVILLE

General Obligation [Public Improvement and Refunding Bond]

Series 2016

INTEREST RATE	MATURITY DATE	DATED DATE	CUSIP
_____ %	_____, ____	_____, 2016	_____

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT: _____ DOLLARS

The City of Charlottesville, Virginia (the “City”), for value received, promises to pay, upon surrender hereof to the registered owner hereof, or registered assigns or legal representative, the principal sum stated above on the maturity date stated above, subject to prior redemption as hereinafter provided, and to pay interest hereon from its date semiannually on each _____ and _____, beginning _____, at the annual rate stated above, calculated on the basis of a 360-day year of twelve 30-day months. Principal, premium, if any, and interest are payable in lawful money of the United States of America by the City Treasurer, who has been appointed paying agent and registrar for the bonds, or at such bank or trust company as may be appointed as successor paying agent and registrar by the City (the “Registrar”).

Notwithstanding any other provision hereof, this bond is subject to a book-entry system maintained by The Depository Trust Company (“DTC”), and the payment of principal, premium,

if any, and interest, the providing of notices and other matters shall be made as described in the City's Letter of Representations to DTC.

This bond is one of an issue of \$_____ [General Obligation Public Improvement and Refunding] Bonds, Series 2016, of like date and tenor, except as to number, denomination, rate of interest, privilege of redemption and maturity, and is issued pursuant to the Constitution and statutes of the Commonwealth of Virginia, including the Public Finance Act of 1991. The bonds are being issued pursuant to a resolution adopted by the City Council of the City (the "City Council") on _____, 2016, [to finance certain public improvement projects] [to refund certain of the City's outstanding general obligation bonds].

Bonds maturing on or before _____, 20__, are not subject to redemption prior to maturity. Bonds maturing on or after _____, 20__, are subject to redemption prior to maturity at the option of the City on or after _____, 20__, in whole or in part (in any multiple of \$5,000) at any time, upon payment of the following redemption prices (expressed as a percentage of principal amount of bonds to be redeemed) plus interest accrued and unpaid to the date fixed for redemption:

Period During Which Redeemed (Both Dates Inclusive)	Redemption Price
--	-----------------------------

[Bonds maturing on _____, 20__, are required to be redeemed in part before maturity by the City on _____ in the years and amounts set forth below, at a redemption price equal to the principal amount of the bonds to be redeemed, plus accrued interest to the date fixed for redemption:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount]</u>
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If less than all of the bonds are called for redemption, the bonds to be redeemed shall be selected by the Director of Finance of the City in such manner as such officer may determine to be in the best interest of the City. If less than all of the bonds of any maturity are called for redemption, the bonds within such maturity to be redeemed shall be selected by DTC or any successor securities depository pursuant to its rules and procedures or, if the book-entry system is discontinued, shall be selected by the Registrar by lot in such manner as the Registrar in its discretion may determine. In either case, (a) the portion of any bond to be redeemed shall be in the principal amount of \$5,000 or some integral multiple thereof and (b) in selecting bonds for redemption, each bond shall be considered as representing that number of bonds that is obtained by dividing the principal amount of such bond by \$5,000. The City shall cause notice of the call for redemption identifying the bonds or portions thereof to be redeemed to be sent by facsimile or electronic transmission, registered or certified mail or overnight express delivery, not less than

30 nor more than 60 days prior to the redemption date, to the registered owner hereof. If a portion of this bond is called for redemption, a new bond in principal amount of the unredeemed portion hereof will be issued to the registered owner upon surrender hereof.

The City may give notice of redemption prior to a deposit of redemption moneys if such notice states that the redemption is to be funded with the proceeds of a refunding bond issue and is conditioned on the deposit of such proceeds. Provided that moneys are deposited on or before the redemption date, such notice shall be effective when given. If such proceeds are not available on the redemption date, such bonds will continue to bear interest until paid at the same rate they would have borne had they not been called for redemption. On presentation and surrender of the bonds called for redemption at the place or places of payment, such bonds shall be paid and redeemed.

The full faith and credit of the City are irrevocably pledged for the payment of principal of and premium, if any, and interest on this bond. Unless other funds are lawfully available and appropriated for timely payment of this bond, the City Council shall levy and collect an annual ad valorem tax, over and above all other taxes authorized or limited by law and without limitation as to rate or amount, on all taxable property within the City sufficient to pay when due the principal of and premium, if any, and interest on this bond.

The Registrar shall treat the registered owner of this bond as the person exclusively entitled to payment of principal of and premium, if any, and interest on this bond and the exercise of all others rights and powers of the owner, except that interest payments shall be made to the person shown as the owner on the registration books on the ___ day of the month [preceding] [in which] each interest payment [is due].

All acts, conditions and things required by the Constitution and statutes of the Commonwealth of Virginia to happen, exist or be performed precedent to and in the issuance of this bond have happened, exist and have been performed, and the issue of bonds of which this bond is one, together with all other indebtedness of the City, is within every debt and other limit prescribed by the Constitution and statutes of the Commonwealth of Virginia.

[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, the City of Charlottesville, Virginia, has caused this bond to be to be signed by the Mayor, its seal to be affixed hereto and attested by the Clerk of the City Council, and this bond to be dated the date first above written.

(SEAL)

Mayor, City of Charlottesville, Virginia

(ATTEST)

Clerk of Council,
City of Charlottesville, Virginia

ASSIGNMENT

FOR VALUE RECEIVED the undersigned sell(s), assign(s) and transfer(s) unto

(Please print or type name and address, including postal zip code, of Transferee)

PLEASE INSERT SOCIAL SECURITY OR OTHER
IDENTIFYING NUMBER OF TRANSFEREE:

: :
: :
: :

the within bond and all rights thereunder, hereby irrevocably constituting and appointing

_____,
Attorney, to transfer said bond on the books kept for the registration thereof, with full power of
substitution in the premises.

Dated: _____

Signature Guaranteed

NOTICE: Signature(s) must be guaranteed
by an Eligible Guarantor Institution such
as a Commercial Bank, Trust Company,
Securities Broker/Dealer, Credit Union
or Savings Association who is a member
of a medallion program approved by The
Securities Transfer Association, Inc.

(Signature of Registered Owner)

NOTICE: The signature above must
correspond with the name of the
registered owner as it appears on the
front of this bond in every particular,
without alteration or enlargement or any
change whatsoever.

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CITY OF CHARLOTTESVILLE, VIRGINIA CITY COUNCIL AGENDA

Agenda Date:	May 2, 2016
Action Required:	Public Hearing and Approval
Presenter:	Tierra Howard, Grants Coordinator, NDS
Staff Contacts:	Tierra Howard, Grants Coordinator, NDS
Title:	Approval of FY 2016-2017 Annual Action Plan

Background:

The Consolidated Plan sets forth goals to support our community development needs over a five-year period (2013 – 2018) for low and moderate income individuals in the City and counties that make up the Planning District. The current five year Consolidated Plan was adopted at the May 6, 2013 City Council Meeting.

Discussion:

Each year localities are required to complete an Action Plan that details goals and objectives to be carried out in the upcoming program year. This is the third Action Plan of the 2013-2018 Consolidated Plan. This document also serves as the City's application for Community Development Block Grant (CDBG) funds and the Thomas Jefferson Planning District's application for HOME funds. It is due, in its final form, to HUD on May 15th.

Community Engagement:

On March 8, 2016 the proposed FY 16-17 CDBG and HOME budget came before the Planning Commission for a public hearing. The CDBG and HOME budget/action plan had a public hearing which was held at the Water Street Center of the Thomas Jefferson Planning District Commission on April 7, 2016 and an additional public hearing will be held by Council at the May 2nd meeting.

The Action Plan has been advertised for a thirty-day comment period (March 23rd – April 22nd 2016) before being sent to HUD for approval. The Housing Directors Council had an opportunity to make comments on the Action Plan at their March 15 and April 19, 2016 meetings. Comments received from Housing Directors will be incorporated into the Action Plan. The plan is in draft form pending approval from Council at the May 2nd meeting. Following approval of the Action Plan, data will be entered in the HUD database which will then create a final formatted version of the Action Plan.

The Participation section of the Action Plan summarizes all community engagement efforts, as well as all comment received and incorporated into the plan.

Budgetary Impact:

The HOME program requires the City to provide a 20% match. The sum necessary to meet the FY 2016-2017 match is \$11,641.40, which will need to be appropriated out of the Charlottesville Housing Fund (CP-0084) at a future date. The Action Plan will have no additional budgetary impacts.

Recommendation:

Staff recommends approval of the 2016-2017 Action Plan of the 2013-2018 Consolidated Plan. Funds will not be available or eligible to be spent until HUD releases funds.

Alternatives:

No alternatives are proposed.

Attachments:

2016-2017 Annual Action Plan

RESOLUTION
Approval of FY 2016-2017 Annual Action Plan

BE IT RESOLVED, that the Charlottesville City Council hereby approves the 2016-2017 Action Plan of the 2013-2018 Consolidated Plan as presented at the May 2, 2016, City Council meeting.

**FY 16 - 17
ACTION PLAN
for the
CITY OF CHARLOTTESVILLE
and the
THOMAS JEFFERSON HOME
CONSORTIUM**

Draft for Consideration of Adoption

**Public Hearing and Consideration of Adoption at
Charlottesville City Council
May 2, 2016**



**Consideration of Adoption at the
Thomas Jefferson Planning District Commission
May 5, 2016, 7:00 p.m.**



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I. INTRODUCTION

The Consolidated Plan for 2013-2017 set forth an overall plan to support community development needs, including housing needs, in the Thomas Jefferson Planning District and in the City of Charlottesville. The Action Plan for FY 2016-2017 re-affirms the goals expressed in the region’s Consolidated Plan, which was developed and adopted in May 2013. The Consolidated Plan is a five-year document that guides the specific activities developed annually through the Action Plan. Both the Consolidated Plan and the annual Action Plan guide the use of federal Community Development Block Grant (CDBG) funds received annually by the City of Charlottesville and the federal HOME funds received annually by the Thomas Jefferson HOME Consortium. Consortium members include the City of Charlottesville and the counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson.

The member governments of the Thomas Jefferson Planning District agreed on an equal share basis of HOME funds available to each participating government (with towns included with their respective counties) with the exception of 15% of the total HOME funds, which are reserved for the Community Housing Development Organization (CHDO) set aside. The CHDO funds are rotated among the participating localities. The City of Charlottesville has been designated the lead agency for the HOME Consortium and the Thomas Jefferson Planning District Commission the designated Program Manager for the Consortium.

This Action Plan identifies specific activities to be undertaken with the funds during the program year from July 1, 2016 to June 30, 2017 as a means of fulfilling the goals stated in the Consolidated Plan. The objectives and outcomes of the Annual Action Plan for 2016-2017 are linked to the priority 5-Year Goals for set forth in the Consolidated Plan.

Summary of Local Goals from the 2013 Consolidated Plan and FY 16-17 Measurable Objectives

Note: Unless otherwise designated, the Objective for 2016-2017 activities is “Decent Housing” and the Outcome is “Affordability”

Locality: Albemarle			
Housing or Community Development Need Addressed:	5 Year Broad Goal from Consolidated Plan:	2016 - 2017 1 Year Measurable Objective from Action Plan:	Source of Funds to Achieve Goal:
Risk of homelessness, first-time homebuyers (HB), doubling up	Refine the County’s Affordable Housing Policy to promote creation of affordable units with long-term affordability requirements.	Revise Affordable Housing Policy as required with the passage of SB 549	
Risk of homelessness, doubling up, discrimination	Preserve and expand the supply of affordable rental properties; assist renters through rental assistance programs.	Continue providing rental assistance to approximately 425 households	HUD Housing Choice Vouchers

First-Time Homebuyers, cost-burden	Provide homebuyer assistance and below-market-rate mortgages to 7-10 lower-income homebuyers per year who live and/or work in Albemarle County.	Use proffered funds to support the development of affordable housing with long-term affordability restrictions	
Housing conditions are substandard and not energy efficient.	Provide emergency repairs to 40-50 homes per year		
Lack of Jobs paying sufficient wages, cost-burden, first-time HB, discrimination	Promote job growth by encouraging affordable workforce housing in proximity to employment centers in designated growth areas	Consider the addition of “workforce housing” in revising the Affordable Housing Policy	
Insufficient housing options, homelessness, discrimination	Encourage new housing with supportive services for individuals with physical and/or developmental disabilities.	Support efforts by private-sector in creating housing and services for special needs populations	
Housing conditions are substandard and not energy efficient.	Leverage a variety of funds to rehabilitate 15-25 owner occupied homes per year	Rehabilitate 5 owner-occupied homes	HOME
Multiple Needs	Participate in development of state housing and community development programs and seek funding from federal and state sources.	Apply for CDBG funds for community improvement and redevelopment projects	
Locality: Charlottesville			
Housing or Community Development Need Addressed:	5 Year Broad Goal from Consolidated Plan:	2016 - 2017 1 Year Measurable Objective from Action Plan:	Source of Funds to Achieve Goal:
Lack of Jobs paying sufficient wages	Support programs which increase and improve job opportunities.	Provide assistance to at least 12 qualified businesses and 20 entrepreneurs to launch new micro-enterprises Provide workforce training and support services to 173 adults and 5 youth.	CDBG
Low-income households are at risk of homelessness.	Encourage the retention and provision of new affordable housing within the community.	N/A	N/A

Housing conditions are substandard and not energy efficient.	Provide rehabilitative services to 60 homes that are deemed substandard.	Complete 5 small homeowner rehabs	HOME, City CAHF funds
Housing conditions are substandard and not energy efficient.	Provide emergency repairs to 25-30 homes per year.	N/A	N/A
Multiple Housing Needs	Preserve and increase programs to assist residents with housing needs.	Carry out infrastructure improvements in 10 th and Page priority neighborhood. CP Need-Transportation Access Barriers CP goal- support infrastructure,	CDBG
Risk of homelessness, cost-burdened renters, regional cooperation	Continue partnerships with community entities to establish and maintain rental units for low/moderate income renters.	N/A	N/A
Insufficient housing options, homelessness, discrimination	Continue to support programs which assist special needs groups, including financial assistance for home modifications.	N/A	N/A
First time HB opportunities, housing cost-burden	Enable 7-10 eligible low/moderate income families per year to become homeowners.	N/A	N/A
Homelessness, discrimination, ex-offender re-entry	Facilitate expansion and coordination of rapid-rehousing, permanent supportive housing, and associated services for the homeless population.	N/A	N/A
Risk of homelessness, cost-burdened renters, doubling-up, substandard housing, segregation	Support redevelopment of public and/or other subsidized housing to reintegrate those properties into existing neighborhoods. Where applicable, support resident bill of rights as formally adopted.	N/A	N/A
Risk of homelessness, cost-burdened renters, first-time HB, government regulations	Revise city codes and ordinances to allow innovative housing types	N/A	N/A

Multiple Needs	Encourage increase in financial assistance and support services to low income residents and Section 8 recipients.	N/A	N/A
Locality: Fluvanna			
Housing or Community Development Need Addressed:	5 Year Broad Goal from Consolidated Plan:	2016 - 2017 1 Year Measurable Objective from Action Plan:	Source of Funds to Achieve Goal:
First-time HB	Enable 1-2 eligible families per year to become homeowners.	Build one new residence for first-time homebuyer	HOME F/LHF Funds CHDO Loan
Multiple needs	Promote the use of local funds to achieve housing and community development goals	Monetary assistance to local volunteer organizations for ten housing/community projects	F/LHF Funds
Housing conditions are substandard and not energy efficient.	Rehabilitate 2-3 homes per year that are deemed substandard.	1 homeowner rehab and 25 emergency home repairs	HOME TJPDC HPG State EmHR
Risk of homelessness, housing options	Create new rental units affordable to very-low/low income residents of Fluvanna County or Town of Columbia.	Build one new affordable rental unit for elderly and/or disabled tenant	F/LHF Funds HOME
Locality: Greene			
Housing or Community Development Need Addressed:	5 Year Broad Goal from Consolidated Plan:	2016 - 2017 1 Year Measurable Objective from Action Plan:	Source of Funds to Achieve Goal:
Insufficient transportation infrastructure	Support infrastructure improvements along Route 29 Business Corridor and the Stanardsville area.	Coordinate with Greene Co. for land use planning and transportation as adopted in the Greene Co. Comp. Plan	Private funds
Insufficient housing options, child-care options	Address the needs of the elderly, disabled, victims of domestic violence, and single parents.	Provide Emergency Home Repair/Rehabilitation and accessibility improvements for 10 homes	State EMHP funds, private funds, Rural Development
Housing conditions are substandard and not energy efficient.	Rehabilitate 2-3 substandard homes per year with an emphasis on those lacking complete plumbing.	Rehabilitate 1 unit with emphasis on indoor plumbing, provide well and septic repair assistance	HOME funds, State IPR funds, Program Income
First-time HB	Enable 1-2 eligible families per year to become homeowners.	Assist 1 First Time Homebuyers w/ counseling, Down Payment Assistance	Regional loan Fund, HOME, VHDA, Rural Development, Program Income

Risk of homelessness, cost-burden	Encourage development of 1-2 affordable rental units per year.	Manage 9 affordable rental units – Develop 1 additional affordable rental unit	HOME/CHDO funds, private funds, program income
Locality: Louisa			
Housing or Community Development Need Addressed:	5 Year Broad Goal from Consolidated Plan:	2016 - 2017 1 Year Measurable Objective from Action Plan:	Source of Funds to Achieve Goal:
Housing conditions are substandard and not energy efficient.	Rehabilitate 4-5 homes per year that are deemed substandard.	Rehab two homes that are substandard	HOME TJPDC HPG
Risk of homelessness, cost-burden, doubling up	Create new rental units affordable to very-low/low income residents of Louisa County.	Build one new rental unit for low income residents	HOME TJPDC HPG
Housing conditions are substandard and not energy efficient.	Provide emergency repairs to 5-6 homes per year.	Provide emergency home repairs for fifty homes	HOME F/LHF Funds
First-time HB	Enable 1-2 eligible families per year to become homeowners.	Adopt two eligible families to encourage participation In LCHAP program	State EmHR TJPDC-HPG F/LHF funds
Risk of homelessness, housing options, ex-offender re-entry	Continue operation of transitional home to meet emergency community needs.	Use von Hemert house for emergency needs	Louisa County
Risk of homelessness, cost-burden, first-time HB	Encourage smaller homes to provide greater affordability, either through new construction or conversion of existing units.		
Locality: Nelson			
Housing or Community Development Need Addressed:	5 Year Broad Goal from Consolidated Plan:	2016 - 2017 1 Year Measurable Objective from Action Plan:	Source of Funds to Achieve Goal:
Risk of homelessness, cost burden	Develop 1-2 affordable rental units per year near community services at a scale consistent with the rural character of county.	Develop 1 affordable rental units that are accessible and energy-efficient. Market to people with disabilities	HOME funds, CHDO loan
Housing conditions are substandard and not energy efficient.	Rehabilitate 2-3 substandard owner-occupied homes per year with an emphasis on those without complete indoor plumbing.	Rehab 3 substandard, owner-occupied homes – emphasis on plumbing, accessibility and safety	HOME funds, Program Income, NCCDF funds

First time HB, cost-burden	Assist First Time Homebuyers with an emphasis on those who have received home ownership counseling.	Assist 1 First Time Homebuyer with closing cost and counseling assistance	HOME funds
Regional cooperation	Continue collaborative efforts with other agencies to fund local projects.	Work with HFH, SERCAP and Weatherization on Nelson projects.	HPG, Local funds
Housing options, discrimination	Promote job opportunities and accessible housing for people with disabilities and the elderly.	Advocate for local policies that increase affordability and opportunity	Local funds

II. RESOURCES

A. Federal

Allocations for 2016-2017 (July 1, 2016 to June 30, 2017) consist of Charlottesville's FY 16-17 CDBG Entitlement Grant of \$371,309 and HOME funds for the region of \$465,662.

The breakdown of Consortium funds by locality, and by eligible Community Housing Development Organizations (CHDOs) is as follows:

Administrative Funds: (10%)	\$46,566
HOME Program Funds:	\$419,096
Albemarle:	\$58,207
Charlottesville:	\$58,207
Fluvanna:	\$58,207
Greene:	\$58,207
Louisa:	\$58,207
Nelson:	\$58,207
CHDO Set-Aside (15%)	\$69,854
Total:	\$465,662

The HOME Consortium estimates that it will receive \$55,800 in program income in 2016 - 17. It is anticipated that program income will be used for the following projects:

**2016-2017 HOME Projects
Projected use of Program Income**

Project	Estimated 2016-17 Program Income
Albemarle Rehabilitation	\$1,500
Charlottesville First-time Homebuyers	\$0
Charlottesville Substantial Rehab	\$0
Fluvanna Assistance to First Time Homebuyers	\$2,000
Fluvanna Rehabilitation	\$10,000
Greene First Time Homebuyers	\$2,300
Louisa Rehabilitation	\$24,000
Nelson Assistance to First Time Homebuyers	\$4,000
Nelson Rehabilitation	\$0
Nelson Rental Development	\$12,000
TOTAL	\$55,800

III. DESCRIPTION OF PROJECTS

The following list of proposed projects details the proposed projects to be undertaken using HOME funds beginning in fiscal year 2016-2017 (beginning July 1, 2015). These projects reflect a one-year implementation plan consistent with the five-year goals approved in the 2013 Consolidated Plan, which are included above in the Introduction to this Action Plan.

Albemarle County

- Complete 5 housing rehabilitation projects for low and very low-income homeowners in substandard housing in Albemarle County. Estimated HOME Investment: \$58,207. Estimated Program Income: \$1,500.

Charlottesville

- Rehabilitate 5 owner-occupied homes: Estimated HOME investment: \$58,207. CDBG projects are listed in the attached budget

Fluvanna

- Build one new residence for a first time homebuyer. Estimated HOME Investment: \$20,000. Estimated Program Income: \$2,000.
- Rehabilitate 2 owner occupied homes. Estimated HOME Investment: Program Income: \$10,000.
- Remaining HOME funds used for CHDO Set-aside project

Greene

- Assist 1 First Time Home Buyer completing the First Time Homebuyers Program with closing costs and down payment assistance. Estimated HOME funds: \$6,000. Program Income: \$2,300.
- Rehabilitate 1 home owner-occupied unit: Estimated HOME funds: \$8,000.
- Develop one affordable rental unit. Estimated HOME funds: \$44,207.

Louisa

- Rehabilitate 4 sub-standard owner-occupied houses, including energy efficiency or accessibility modifications. Estimated Program Income: \$24,000.
- Develop one new rental unit: Estimated HOME Investment: \$58,207.

Nelson

- Provide assistance to 1 First Time Home Buyer. Estimated Program Income: \$8,000.
- Rehabilitate or replace 3 substandard owner occupied houses. Estimated HOME Investment: \$20,000.
- Develop one new rental unit: Estimated HOME Investment: \$38,207. Estimated Program Income: \$8,000.

CHDO Set-aside

- Build one new affordable rental unit for elderly and/or disabled tenant in Fluvanna County Set-Aside: \$69,854, Estimated HOME funds: \$38,207.

Annual CHDO set-aside funds are used in just one of the six localities with the CHDO funds rotating through all six localities over a six-year period. This allows for an equal share distribution of CHDO funds and provides sufficient funding for a bigger project in each locality. Funds can be used flexibly (loans, grants, or a combination of the two) at the discretion of the locality and the non-profit. Based on the rotation schedule and project readiness, Fluvanna County has been identified as the locality for the CHDO rotation in 2016-2017.

IV. GEOGRAPHIC DISTRIBUTION

HOME funds will be distributed throughout the entire planning district, which includes the Counties of Albemarle, Greene, Fluvanna, Louisa, and Nelson and the City of Charlottesville. The CHDO project is assigned to localities on a rotating basis, based on an established rotation schedule. Remaining HOME project funds available are allocated to the six localities in equal amounts.

In Charlottesville, the CDBG Priority Neighborhood for FY 16-17 is 10th and Page. Planned projects include pedestrian and accessibility improvements. Public service funds are being targeted within the City of Promise footprint, a subsection of 10th and Page focused on providing cradle to career services, modeled after the Harlem Children's Zone. All other CDBG projects will be focused citywide.

V. HOMELESS AND OTHER SPECIAL NEEDS ACTIVITIES

The annual Homeless Strategy is derived from the revised Community Plan to End Homelessness. While minor revisions were made to the plan in 2012, the Thomas Jefferson Area Coalition for the Homelessness (TJACH) adopted a substantially revised plan on March 25, 2015. The revised plan provides a broad strategic vision for TJACH and the homelessness system of care including specific target reductions in homelessness subpopulations. TJACH's primary mission is to make homelessness rare, brief and nonrecurring in this community. Guiding principles identified in the revised plan include a) focusing on the most vulnerable homeless population, b) adopting and implementing housing first strategies, c) using best practices, d) making decisions based on community-level data, e) advocating for a broad and effective system of care beyond housing and homelessness services, f) increasing housing options for the very poor and people with barriers, and g) providing strong regional leadership.

ONE-YEAR GOALS AND ACTIONS FOR REDUCING AND ENDING HOMELESSNESS

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs:

The Haven operates a low-barrier day shelter open seven days a week as a resource and respite center for people experiencing homelessness. Coordinated assessment is provided every day at The

Haven to assess housing barriers and needs, make appropriate referrals, and connect people to prevention, rapid re-housing and permanent supportive housing resources. A PATH Street Outreach program is well-established in this community, which provides two outreach workers, one at Region Ten (full-time) and the other at On Our Own (32 hours per week). These PATH workers are responsible for conducting outreach on the streets, at soup kitchens, and at campsites where people experiencing homelessness congregate in order to assess and provide resources for people with untreated mental health issues. The PATH program participates in the bi-weekly Community Case Review to accept referrals from partner agencies and conducts weekly outreach at the local low-barrier, day shelter, The Haven. In addition, The Haven supports an outreach worker that specializes on substance abuse assessment and referral, conducting outreach at the day shelter and in public places. TJACH uses the Vulnerability Index Service Provision Decision-Making Tool (VI-SPDAT) to determine eligibility and priority for rapid re-housing resources and a brief pre-screener developed by Andrew Greer and Marybeth Shinn to determine eligibility and priority for prevention resources. In addition, a vulnerability index is used to assess medical vulnerability for prioritized access to permanent supportive housing resources.

Addressing the emergency shelter and transitional housing needs of homeless persons

This community maintains four emergency shelter programs including a high barrier shelter at the Salvation Army, a low barrier seasonal shelter at PACEM, a domestic violence shelter at Shelter for Help in Emergency and a small shelter dedicated to homeless and runaway youth. As documented in the Needs Assessment and Market Analysis, emergency shelters are currently adequately providing for the needs of homeless individuals. However, the number of homeless families is increasing, and the plan calls for increased resources to meet these changing needs. Specifically, these needs could be met by converting existing transitional housing beds to dedicated emergency shelter beds for families and by expanding access to emergency financial assistance programs. In the meantime, this community uses funds from the Virginia Homelessness Solutions Program administered by the Virginia Department of Housing and Community Development to provide emergency hotel/motel vouchers to families experiencing literal homelessness that are unable to access shelter through the Salvation Army. Transitional housing needs will be met predominantly through rapid rehousing programs. The CoC receives funding from the state's Virginia Homelessness Solutions Program grant to support an effective rapid re-housing program, based at The Haven. Support for a Housing Navigator position has been provided by the City of Charlottesville and Albemarle County human services funding process. Two transitional programs are currently in operation, one by the Monticello Area Community Action Agency (MACAA) and the other by the Salvation Army. They are both seeking private funds for ongoing operations. A primary goal of the system of care is to reduce the amount of time individuals and families experience homelessness and stay in shelters. Data is actively collected and reviewed on average lengths of stay in all shelters.

Helping homeless persons make the transition to permanent housing and independent living, and preventing individuals and families who were recently homeless from becoming homeless again

Integrating housing opportunities with ongoing case management support has been identified as a priority for this CoC. Funding support for housing-focused supportive services has been requested from local funders in order to improve this community's capacity to provide housing stabilization services. With the support of a Community Case Review process, we will work to build a pathway from shelters or street to stable housing and build an inventory of participating landlords. A primary goal for the following year is to assess local data to determine a more strategic way to use public resources, integrate a rapid re-housing triage methodology and reduce shelter stays. Early efforts

have yielded a significant increase in the amount of rapid re-housing funding from the state and from local government.

Helping low-income individuals and families avoid becoming homeless

Prevention strategies include interventions immediately prior to homelessness occurring, adequate case management during the transition out of homelessness to prevent relapse, and support during a discharge from institutional housing. The State's Virginia Homelessness Solutions Program has provided funds for homelessness prevention. Local prevention funds prioritize households with a previous experience of homelessness. The Jefferson Area OAR have recently been trained to assist their clients with securing SSI/SSDI support rapidly to have sufficient income to prevent recidivism, and this form of counseling will be practiced over the following year. City of Charlottesville and Albemarle County Departments of Social Services leadership serve on CoC governance and actively work to improve access to mainstream resources for people experiencing housing crisis. To date, the prevention program has served over 127 households with a short-term subsidy to get into or remain in stable housing. 100% of these households have successfully avoided homelessness as a result.

VI. NEEDS OF PUBLIC HOUSING

Introduction

Public housing is owned and operated by the Charlottesville Redevelopment and Housing Authority (CRHA) and all units are contained within the City limits of Charlottesville. This section outlines plans to provide this resource and improve the current stock of housing.

Actions planned during the next year to address the needs of public housing.

The Charlottesville Redevelopment and Housing Authority (CRHA) provides housing and tenant support to the City's lowest income population; however, given dwindling HUD resources, CRHA has been forced to concentrate efforts on landlord / tenant responsibilities, with limited resources for public outreach, advocacy and social supports.

CRHA relies heavily on community partners to provide on-site and other opportunities for youth and adults in public housing. The agency's overall goal with supporting such programs is to facilitate and encourage residents' efforts towards success and independence. CRHA continues to work closely with the Charlottesville Public Housing Association of Residents (PHAR) in their efforts to provide resident outreach, resident leadership development / capacity building, and resident advocacy. CRHA also maintains a website with information about housing authority news of interest, community-wide news, and upcoming job and training opportunities.

CRHA has requested and received funding from the City of Charlottesville Affordable Housing Fund (CAHF) for assistance with operations and redevelopment. At present, the City is providing partial funding for a Maintenance Supervisor & Modernization Coordinator position and the City continues to work with CRHA to help identify the best way to utilize the Charlottesville Development Corporation (CDC) in future redevelopment efforts. The goal of redevelopment is to transform the public housing sites into vital mixed-income and mixed-use (where appropriate) communities to the greatest extent possible, while maintaining a respectful relationship with the surrounding neighborhoods. The City is holding CAHF in reserve pending identification of next steps for redevelopment.

CRHA is currently on-going a transition in its Executive Director (ED) position; however, the CRHA Board is actively pursuing hiring a new ED. During this transition period, CRHA is working with the Alexandria Redevelopment and Housing Authority (ARHA) to help them with operational

efforts. CRHA has also considered having ARHA assist with redevelopment planning; however, these plans have been temporarily placed on hold during this period of transition.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The Charlottesville Redevelopment and Housing Authority (CRHA) is currently examining the potential to sell off its inventory of individual houses to current occupants or other CRHA residents. The City Attorney's Office, working as legal counsel to CRHA, has been examining the implications of the various funding sources that were used to purchase these properties as well as other CRHA real property assets. Dependent upon funding restrictions and implications for the release of the HUD declaration of trust, CRHA would like to potentially sell one or more of these units to facilitate homeownership opportunities while also helping stabilize the organization's financial situation.

CRHA is also working with Habitat for Humanity of Greater Charlottesville to help place public housing residents at Burnet Commons III, The Park. This effort is a public / private venture between the City of Charlottesville, Habitat and Southern Development Group to turn a former City landfill into a mixed income/mixed use development, with 25% of the affordable units targeted toward public housing residents.

VII. BARRIERS TO AFFORDABLE HOUSING

Introduction

This section describes actions planned to remove or ameliorate barriers to affordable housing in the one year period. The one-year actions described in this section are intended to fit within the 5-year strategy to remove or ameliorate barriers to affordable housing.

Planned Actions to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing

There are three actions planned to be completed in the one-year time frame to remove or ameliorate public policies that negatively affect affordable housing: final adoption of revisions to the Albemarle County Housing Policy, continued efforts to promote policies favorable to homesharing, accessory dwelling units as alternatives for affordable rental housing, and working with the Virginia Housing Development Authority (VHDA) to revise policies related to financing for Community Land Trust projects.

Albemarle County's revised Affordable Housing Policy was included in the County's Draft Comprehensive Plan, which is still under review by the County. The updated policy highlights the dispersal of affordable units throughout a development and adherence to the counties design standards for development areas. Adoption of the plan is anticipated by June 30, 2015.

The second action consists of continued work with all localities in the region, to address barriers to homesharing and Accessory Dwelling Units (ADUs) as alternative approaches to providing affordable rental opportunities. This will build on the "Idea Book" showcasing successful or promising approaches to homesharing and ADUs, through work with Planning Commissions across the region.

An additional action is work through the Thomas Jefferson Community Land Trust (TJCLT) to work with the Virginia Housing Development Authority (VHDA) to revise their policies regarding financing of Community Land Trust (CLT) projects. The CLT model homeownership more affordable to the initial buyer, and also ensures that the home will remain affordable for future

buyers. TJCLT homebuyers benefit from a reduced price on the home, with the CLT owning the land, in exchange for a lower share of the appreciation in the home's value at resale. Accessing permanent mortgage financing has been a barrier to expanding this model. Current VHDA policies do not allow mortgages for CLT properties. A change in policy would allow more CLT projects to move forward.

VIII. OTHER ACTIONS

Actions planned to address obstacles to meeting underserved needs

The Housing Choice Voucher Program (formerly Section 8) provides one of the few subsidized housing opportunities in the more rural counties in the Planning District and the number of Housing Choice Vouchers (HCVs) is not sufficient to meet the need. The relative lack of HCVs is compounded by the lack of available rental units. The Consolidated Plan Needs Assessment reported a deficit in the number of rental units available to low and very low income households in the region, as well as a number of renting households spending in excess of 50% of their income on housing. Consultations with social services providers and the aggregated results of the online survey conducted for the Consolidated Plan underscore the finding that a lack of affordable rental housing for very low-income families is needed. This is exactly the target clientele for the HCV, but the number of vouchers available falls far short of the need.

The City and the Consortium will work with the funds received to address the needs of as many individuals as possible. The annual goals to address these underserved needs are contained in this Action Plan.

Actions planned to foster and maintain affordable housing

The provision and retention of affordable housing is a central theme of the Consolidated Plan and this Action Plan. The City of Charlottesville and the HOME Consortium will approach the issue of affordable housing from a variety of pathways, including creation of new affordable units, rehabilitation of substandard homes, providing assistance to renters, and addressing policies that create barriers to affordable housing. A dedicated fund maintained by the City of Charlottesville, the Charlottesville Affordable Housing Fund, is used to preserve existing affordable housing stock, support rental subsidy programs for the extremely poor, and develop new affordable housing units.

Actions planned to reduce lead-based paint hazards

Rehabilitation of existing substandard housing units is a key component of preserving existing affordable housing. Due to the age of the housing stock, particularly in the rural areas where renovations are less likely to have occurred in recent decades, there is a greater likelihood of the existence of lead-based hazards. Special precautions will be taken in homes where young children are present, whether or not the existing structure was built before 1978. Appropriate controls and abatement measures will be utilized in homes built before 1978.

Actions planned to reduce the number of poverty-level families

Many affordable housing and community development activities have the objective of making life easier for poverty-level families, by increasing the quality of their housing and/or neighborhood or reducing the impact of housing on the family budget. An implicit goal of every activity in this plan is to provide a ladder for families to move themselves out of poverty and into financial independence. Of course, this can only happen through a robust job market, with opportunities available to the range of skill sets and educational backgrounds that exist in the region, as well as training programs and mechanisms for linking prospective poverty-level employees with employers. Although the job market is relatively healthy and unemployment is low compared to Virginia and the nation, a significant segment of the population is on the sidelines of the labor force.

Activities utilizing HOME funds will not directly address job provision and training, but locating new housing in high-opportunity areas with ample access to jobs facilitates employment among clients served. Other goals call for the inclusion of support services, including job training, into housing for the homeless. CDBG projects address new business development and workforce development directly.

Finally, the Thomas Jefferson Area Coalition for the Homeless (TJACH) has established a dedicated SSDI Outreach, Access and Recovery (SOAR) program to ensure that people experiencing homelessness and behavioral health disabilities gain access to entitlement benefits which will significantly improve their capacity to obtain and maintain stable housing.

Actions planned to develop institutional structure

The Housing Directors meet regularly to coordinate the housing programs in the region. The TJACH Governance Board and its Service Providers Council meet monthly to address the needs of the homeless and special needs populations. These groups coordinate with local government and work together to provide the best housing strategies for the region's low and moderate in-come residents.

The Thomas Jefferson Planning District Commission (TJPDC), the City of Charlottesville, and Albemarle County completed a three-year Sustainable Communities Regional Planning Grant in early 2014, administered through HUD's Office of Sustainable Housing and Communities. The primary deliverable of this process, known as Many Plans/One Community, was a regional sustainability implementation plan, consisting of the Comprehensive Plans for the City of Charlottesville and Albemarle County, as well as the MPO's Long Range Transportation Plan. Throughout this process, an unprecedented level of planning coordination has taken place and is expected to continue into the future. The City of Charlottesville adopted its Comprehensive Plan in August 2013. The Albemarle County Board of Supervisors is continuing to review their updated Comprehensive Plan. The Long Range Transportation Plan was adopted in May 2014, with a subsequent amendment in November 2014.

Housing, in particular, received significant attention from the Planning Commissions and elected bodies than it has in previous Comprehensive Plans, as a result of this process. In addition to a section on housing in each of the Comprehensive Plans, a Fair Housing and Equity Assessment was developed to supplement the existing Analysis of Impediments to Fair Housing Choice. This assessment engaged decision-makers and the general public with the ongoing disparities that exist within the region. It is the intent of the City of Charlottesville and the HOME Consortium to utilize this growing institutional capacity and leverage it toward meeting the goals of this plan. A table of actions to address impediments to fair housing choice is included in Appendix A.

Actions planned to enhance coordination between public and private housing and social service agencies:

The Housing First approach and Community Case Review process utilized by the Thomas Jefferson Coalition for the Homeless (TJACH) brings housing and social service agencies together to address housing needs and support services. This process is working well and will continue to be refined and strengthened to build relationships and enhance coordination between housing and services. A local Housing & Homelessness Symposium in March 2015 was geared toward to expanding the connection between housing and homelessness programs. In addition, TJACH successfully advocated for the re-instatement of a preference and prioritization of families experiencing homelessness in the application process for public housing subsidized units. The new Housing Navigator has worked to establish organization relationships between the local homeless service providers and a network of private landlords with early success.

TJACH has identified 6 annual outcomes as part of the recently adopted community plan including:

1) Reduce the number of people experiencing homelessness by 20%

Measurement tools: Annual point in time count, HMIS annual homelessness assessment report, number of coordinated assessments conducted in a given period of time

2) Reduce the amount of time people experience homelessness by 20%

Measurement tools: average length of stay- HMIS

3) Increase the number of people exiting homeless service programs to permanent housing by 40%

Measurement tools: agency and community performance data – HMIS

4) Increase the number of people exiting homelessness service programs with improved sources of income by 25%

Measurement tool: annual performance report data - HMIS

5) Decrease the number of people that return to homelessness within 12 months of program exit by 20%

Measurement tool: HMIS service records, new HUD performance measure

6) Increase the number of people that remain in housing for six months or longer to 80% or more

Measurement tool: HMIS annual performance report

IX. CITIZEN PARTICIPATION

Citizen participation was a central component of the Consolidated Plan update, completed in May 2013. This process established the goals and priorities for the Consolidated Plan, which continues to inform the annual Action Plans. For this Action Plan, a draft for public comment was made available on March 23, 2016 for a 30-day public comment period. An advertisement on the availability of the draft and the comment period appeared in the Tuesday, March 22, 2016 issue of the Daily Progress, the newspaper of general circulation in the region. The draft plan for public comment was also distributed by e-mail: Agencies and Organizations - The Charlottesville Health Department of the Thomas Jefferson Health District, United Way, Independence Resource Center, County of Albemarle, Salvation Army, Region Ten Community Services, Monticello Area Community Action Agency, Charlottesville Redevelopment and Housing Authority, Albemarle Housing Improvement Program, Piedmont Housing Alliance, Jefferson Area Board For Aging, County of Albemarle Housing Office, Public Housing Association of Residents, On Our Own-Drop-In Center, and Charlottesville/Albemarle Legal Aid Society; Local Media - The Daily Progress, Fluvanna Review, Greene County Record, The Central Virginia, and Cville Weekly; Neighborhood Associations – Belmont-Carlton, Blue Ridge Commons, Burnett Commons, Fifeville, Forest Hills, Fry's Spring, Greenbrier, Jefferson Park Avenue, Johnson Village, Kellytown, Lewis Mountain, Little High, Locust Grove, Martha Jefferson, Meadows, Meadowbrook Hills/Rugby, North Downtown, Orangedale, Ridge Street, Rose Hill, Starr Hill, University, Venable, Westhaven, Willoughby, Woodhaven, Woolen Mills and 10th and Page.

A public hearing was held at the Thomas Jefferson Planning District Commission's (TJPDC's) regular meeting on April 7, 2016. The draft plan was posted on the TJPDC web site and an article on the availability of the plan was included in TJPDC's March 23, 2016 News Brief, reaching an audience of approximately 1,200 people across the region. The Action Plan was reviewed at the

April 19 meeting of the Regional Housing Directors Council. The City Council held a public hearing and considered adoption on May 2, 2016.

Comments received were:

- From On Our Own: Under the Haven section, add reference to the two PATH workers that work with the Haven - one of them is based at On Our Own and one at Region Ten (from a collaborative partnership that spans over 20 years). This was added to the section on One-Year Goals and Actions for Reducing and Ending Homelessness - Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs:
-
-

The following notice appeared in the Daily Progress on Tuesday, March 22, 2016:

<p style="text-align:center">NOTICE OF PUBLIC HEARING AND PUBLIC COMMENT PERIOD DRAFT YEAR 2016-2017 ACTION PLAN OF THE CONSOLIDATED PLAN FOR THE CITY OF CHARLOTTESVILLE AND THE THOMAS JEFFERSON PLANNING DISTRICT</p> <p style="text-align:center">30-DAY COMMENT PERIOD: March 23 – April 22, 2016 PUBLIC HEARING: APRIL 7, 2016, 7:00 pm at TJPDC’s Water Street Center MAY 2, 2016, 7:00 pm in City Council Chambers</p> <p>Charlottesville and the TJPDC invite all interested citizens to comment on the Draft Year 2016-2017 Action Plan of the Consolidated Plan. The Consolidated Plan and the Action Plan guide the use of federal Community Development Block Grant (CDBG) funds in the City of Charlottesville and federal HOME funds in the Thomas Jefferson Planning District (City of Charlottesville and counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson). Funding levels for the coming year are \$371,309 for CDBG and \$465,662 for HOME. A public hearing will be held in TJPDC’s Water Street Center, 407 E Water St., April 7, 2016 at 7:00 p.m. The City Council will also hold a public hearing on May 2, 2016 at 7:00 p.m. in City Council Chambers, 605 E Main St.</p> <p>The Action Plan is available at http://www.tjpc.org/housing/ or by contacting Tierra Howard, City of Charlottesville, at (434) 970-3093 or Billie Campbell, TJPDC, at (434) 422-4822.</p>

HOME funds will be distributed throughout the entire planning district, which includes the Counties of Albemarle, Greene, Fluvanna, Louisa, and Nelson and the City of Charlottesville. The CHDO project is assigned to localities on a rotating basis, based on an established rotation schedule. Remaining HOME project funds available are allocated to the six localities in equal amounts.

In Charlottesville, the CDBG Priority Neighborhood for FY 16-17 is 10th and Page. Planned projects include pedestrian and accessibility improvements. Public service funds are being targeted within the City of Promise footprint, a subsection of 10th and Page focused on providing cradle to career services, modeled after the Harlem Children’s Zone. All other CDBG projects will be focused citywide.

X. PROGRAM SPECIFIC REQUIREMENTS

A. Community Development Block Grant Program (CDBG)

The activities that will be undertaken with CDBG funds are all described in the Listing of Proposed Projects. Estimated available funding includes:

2016-17 Entitlement	\$371,309.00
Estimated Program Income and Reprogramming	\$36,276.44
TOTAL	\$407,585.44

Other CDBG Requirements

1. The amount of urgent need activities 0

2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. 100.00%

Proposed CDBG Projects

Project	CDBG
PRIORITY NEIGHBORHOOD – 10th and Page – Block by Block Area	\$243,128.44
ECONOMIC DEVELOPMENT	
Community Investment Collaborative Scholarships	\$12,500
Office of Economic Development Small Business Development	\$12,000
Seedplanters Women Entrepreneurship Academy	\$10,000
PUBLIC SERVICES	
OAR Re-entry Program	\$14,856
United Way – Childcare Subsidies	\$14,106
OED – GO Driver Workforce Training	\$12,021
City of Promise – Childcare Access Program	\$9,857
Community Attention - Youth Internship Program	\$4,856
Administration and Planning	\$74,261
City CDBG TOTAL	\$407,585.44

B. HOME Investment Partnership Program (HOME)

Other Types of Investment

The Thomas Jefferson HOME Consortium does not intend to use forms of investment other than those described in 24 CFR 92.205(b).

Resale/Recapture Guidelines

All members (subrecipients) of the Consortium have elected to use recapture provisions. The original homebuyer is permitted to sell the property to any willing buyer during the period of affordability although Consortium subrecipients will be able to recapture the entire amount of the HOME-assistance provided to the original homebuyer that enabled the homebuyer to buy the unit. Recapture provisions are triggered by any transfer of title, either voluntary or involuntary, or if the property is no longer used as the owner’s primary residence during the established HOME *period of affordability*.

The *period of affordability* is based upon the *direct HOME subsidy* provided to the homebuyer that enabled the homebuyer to purchase the unit. Any HOME program income used to provide direct assistance to the homebuyer is included when determining the *period of affordability*. If the total HOME investment in the unit is under \$15,000, the *period of affordability* is 5 years; if the HOME investment is between \$15,000 and \$40,000, the period of affordability is 10 years and if the HOME investment is over \$40,000, the period of affordability is 20 years.

Direct HOME subsidy includes the total HOME investment (including program income) that enabled the homebuyer to purchase the property. This may include down payment assistance, closing costs, or other HOME assistance provided directly to the homebuyer. The amount of recapture is limited to the *net proceeds* available from the sale of the home. *Net proceeds* are defined as the sales price minus superior loan repayment (other than HOME funds) and any closing costs.

Recapture of initial HOME investment shall be secured by note and deed of trust for a term not less than the applicable period of affordability. Consortium subrecipients will also execute a HOME written agreement that accurately reflects the recapture provisions with the homebuyer before or at the time of sale. A clear, detailed written agreement ensures that all parties are aware of the specific HOME requirements applicable to the unit. The written agreement is a legal obligation. The HOME written agreement is a separate legal document from any loan instrument.

Refinancing Existing Debt

The TJ HOME Consortium does not intend to use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds.

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	May 2, 2016
Action Required:	Appropriation and Approval
Presenter:	Tierra Howard, Grants Coordinator, NDS
Staff Contacts:	Tierra Howard, Grants Coordinator, NDS
Title:	Approval and Appropriation of CDBG & HOME Budget Allocations for FY 2016-2017

Background:

This agenda item includes project recommendations, action plan approval, and appropriations for the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) funds to be received by the City of Charlottesville from the U.S. Department of Housing and Urban Development (HUD).

Discussion:

In Fall 2015, the City of Charlottesville advertised a Request for Proposals (RFP) based on the priorities set by Council on September 21, 2015 for Microenterprise Assistance; Workforce Development, Quality Childcare; and Homeownership/Downpayment Assistance. The City received 3 applications totaling \$20,800 for housing projects; 6 applications totaling \$96,500 for public service projects; and 5 applications totaling \$74,000 for economic development projects. A summary of applications received is included in this packet.

In January and February 2016, the CDBG Task Force reviewed and recommended housing and public service projects for funding; the Strategic Action Team on Economic and Workforce Development reviewed and recommended economic development projects for funding. Office of Economic Development applicants recused themselves from the process. The 10th and Page Priority Task Force met over the course of 2014 and made recommendations for neighborhood improvements. Previous prioritized recommendations are currently being carried out. The Task Force will reconvene to discuss additional improvement projects for FY 16-17 and 17-18.

On March 8, 2016, these items came before the Planning Commission and Council for a joint public hearing. The Planning Commission accepted the report and unanimously recommended the proposed budget for approval by City Council. There was not a Council quorum for the public hearing at the meeting, therefore, the public hearing is scheduled to be held on May 2nd.

CDBG and HOME Project Recommendations for FY 16-17: The CDBG program has an estimated \$371,309 for the 2016-2017 program year; the HOME program was expecting to be dramatically cut with the City expecting \$0 for program year 2016-2017, however HOME funding has been restored and the City is expecting to receive an estimate of \$58,207 for the 2016-2017 program year. The CDBG total reflects the \$371,309 entitlement grant, \$6,454.65 in Reprogramming, and \$29,821.79 in previous years' entitlement available after program income has been applied. The HOME total consists of an estimated \$58,207, which is the City's portion of the Consortium's appropriation, in addition to \$11,642 for the City's 20% required match, \$0 in reprogramming and \$0 in program income. Minutes from the meetings are attached which outline the recommendations made. It is important to note that all projects went through an extensive review as a result of an RFP process.

Housing Projects: The CDBG Task Force has recommended housing programs that are consistent with those from prior years. The main areas of focus are based on Consolidated Plan goals related to homeowner rehabilitation.

Projects recommended for funding include:

- AHIP, funds to provide homeowner rehabs

Estimated benefits include 5 homeowner rehabs.

Priority Neighborhood: The FY 2016-2017 Priority Neighborhood is the Block by Block area of 10th and Page. The 10th and Page Priority Neighborhood Task Force has previously recommended several projects to improve the streetscape and pedestrian safety along the 10th Street Corridor and within the 10th & Page Neighborhood. Previous recommendations provided by the Task Force have been prioritized and are currently being carried out in the 10th & Page Neighborhood. The Priority Neighborhood Task Force will reconvene to discuss additional improvement projects for FY 16-17 and FY 17-18.

Economic Development: Council set aside FY 16-17 CDBG funds for Economic Development activities. The Strategic Action Team reviewed proposals for funding.

Projects recommended for funding include:

- Community Investment Collaborative: scholarships to low-income entrepreneurs
- Seedplanters: technical assistance to women entrepreneurs
- Office of Economic Development: small business development

Funds are proposed to be used to provide scholarships, technical assistance, and business support services to an estimate of 12 qualified Charlottesville businesses and at least 20 entrepreneurs hoping to launch their own micro-enterprises.

Public Service Projects: The CDBG Task Force has recommended several public service programs. Programs were evaluated based on Council's priority for workforce development and quality childcare. Programs were also evaluated based upon consistency, need, collaboration, achievability, outcomes, leverage, capacity, experience, and overall impression of the funding proposal. Funding will enable the organizations to provide increased levels of service to the

community.

Projects recommended for funding include:

- City of Promise: Enrolled to Launch - access to quality childcare program
- OAR: Re-entry Services
- Office of Economic Development: GO Driver Workforce Training
- Community Attention: Youth Internship Program
- United Way – Childcare Subsidies

Estimated benefits include helping 5 youth gain workforce readiness skills, helping at least 2 adults with direct employment training, providing childcare subsidies for up to 3 families, providing supportive services around accessing quality childcare for 20 children, and helping 150 recently released offenders will receive supportive services to help reduce recidivism.

Administration and Planning: To pay for the costs of staff working with CDBG projects, citizen participation, and other costs directly related to CDBG funds, \$74,261.80 is budgeted.

Program Income/Reprogramming: For FY 2016-2017, the City has \$27,821.79 in previous CDBG EN that has been made available through the application of received Program Income (PI) to be circulated back into the CDBG budget. The City has \$0 in HOME PI and \$0 in reprogramming to be circulated back into the HOME budget. There are also completed CDBG projects that have remaining funds to be reprogrammed amounting to \$6,454.65 CDBG. These are outlined in the attached materials.

Community Engagement:

A request for proposals was held for housing, economic development, facilities and public service programs. Applications received were reviewed by the CDBG Task Force or SAT. Priority Neighborhood recommendations were made by the 10th and Page CDBG Task Force.

Alignment with City Council's Vision and Strategic Plan:

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

Budgetary Impact: Proposed CDBG projects will be carried out using only the City's CDBG funds. The HOME program requires the City to provide a 20% match. The sum necessary to meet the FY 2016-2017 match is \$11,642, which will need to be appropriated out of the Charlottesville Housing Fund (CP-0084) at a future date.

Recommendation:

Staff recommends approval of the CDBG and HOME projects as well as the reprogramming of funds. Planning Commission recommended approval of the proposed budget with any percent changes to the estimated amounts being applied equally to all programs on March 8, 2016. All Planning Commissioners present at the meeting voted. Staff also recommends approval of the appropriations. Funds will not be available or eligible to be spent until HUD releases funds on July 1, 2016. If the funds are not released on that date, funds included in this budget will not be spent until HUD releases the entitlement.

Alternatives:

No alternatives are proposed.

Attachments:

2016-2017 Proposed CDBG and HOME Budget
Appropriation Resolution for CDBG funds
Appropriation Resolution for HOME funds
Appropriation Resolution for CDBG reprogrammed funds
Summary of RFPs submitted
Minutes from CDBG Task Force meetings

2016-2017 CDBG BUDGET ALLOCATIONS
RECOMMENDED BY CDBG TASK FORCE and SAT: 1/13/16, 1/29/16, 2/9/16, 2/8/16, and 2/11/16
RECOMMENDED BY PLANNING COMMISSION: 3/8/2016
RECOMMENDED BY CITY COUNCIL: 5/2/2016

I.	PRIORITY NEIGHBORHOOD		
	A. 10 th and Page –		\$243,128.44*
II.	ECONOMIC DEVELOPMENT PROJECTS		
	A. Community Investment Collaborative Scholarships	\$ 12,500	
	B. Seedplanters Women Entrepreneur Academy	\$ 10,000	
	C. Office of Economic Development Small Business Development	\$ 12,000	
		ECONOMIC DEVELOPMENT TOTAL: \$34,500	
III.	PUBLIC SERVICE PROJECTS		
	A. OAR – Reentry Services	\$ 14,856	
	B. United Way – Child Care Subsidies	\$ 14,106	
	C. Office Economic Development – GO Driver	\$ 12,021	
	D. City of Promise – Enrolled to Launch Childcare Access Program	\$ 9,857	
	E. Community Attention - Youth Internship Program	\$ 4,856	
		SOCIAL PROGRAMS TOTAL: \$55,696	(15% EN)
IV.	ADMINISTRATION AND PLANNING:		
	A. Admin and Planning	\$74,261	(20% EN)
		GRAND TOTAL: \$407,585.44	
		ESTIMATED NEW ENTITLEMENT AMOUNT: \$371,309	
		ESTIMATED EN AVAILABLE AFTER PI APPLIED: \$29,821.79	
		REPROGRAMMING: \$6,454.65	

* Funding includes program income/reprogrammed funds

2016-2017 HOME BUDGET ALLOCATIONS

A.	AHIP – Homeowner Rehabs	\$69,849*
		GRANDTOTAL: \$69,849
		ENTITLEMENT AMOUNT: \$58,207
		ESTIMATED EN AVAILABLE AFTER PI APPLIED: \$0.00
		REPROGRAMMING: \$0.00
		LOCAL MATCH: \$11,642

* Only Entitlement funds (except Admin and Planning amount) require local match

**APPROPRIATION OF FUNDS FOR
THE CITY OF CHARLOTTESVILLE'S 2016-2017
COMMUNITY DEVELOPMENT BLOCK GRANT - \$407,585.44**

WHEREAS, the City of Charlottesville has been advised of the approval by the U.S. Department of Housing and Urban Development of a Community Development Block Grant (CDBG) for the 2016-2017 fiscal year in the total amount of \$407,585.44 that includes new entitlement from HUD amounting to \$371,309.00, previous entitlement made available through program income of \$29,821.79, and previous entitlement made available through reprogramming of \$6454.65.

WHEREAS, City Council has received recommendations for the expenditure of funds from the CDBG Task Force, the SAT, the 10th and Page Priority Neighborhood Task Force and the City Planning Commission; and has conducted a public hearing thereon as provided by law; now, therefore

BE IT RESOLVED by the City Council of Charlottesville, Virginia, that the sums hereinafter set forth are hereby appropriated from funds received from the aforesaid grant to the following individual expenditure accounts in the Community Development Block Grant Fund for the respective purposes set forth; provided, however, that the City Manager is hereby authorized to transfer funds between and among such individual accounts as circumstances may require, to the extent permitted by applicable federal grant regulations.

PRIORITY NEIGHBORHOOD

10th and Page – Pedestrian safety and accessibility improvements \$243,128.44

ECONOMIC DEVELOPMENT

Community Investment Collaborative Scholarships	\$12,500
Office of Economic Development Small Business Development	\$12,000
Seedplanters Women Entrepreneurship Academy	\$10,000

PUBLIC SERVICE PROGRAMS

OAR Re-entry Services	\$14,856
United Way – Childcare Subsidies	\$14,106
OED GO Driver Workforce Training	\$12,021
City of Promise – Enrolled to Launch Childcare Program	\$9,857
Community Attention – Youth Internship Program	\$4,856

ADMINISTRATION AND PLANNING:

Admin and Planning	\$74,261
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TOTAL	\$407,585.44
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BE IT FURTHER RESOLVED that this appropriation is conditioned upon the receipt of \$371,309 from the Department of Housing and Urban Development.

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

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

**APPROPRIATION OF FUNDS FOR
THE CITY OF CHARLOTTESVILLE'S 2016-2017
HOME FUNDS \$69,849**

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

WHEREAS, the region is receiving an award for HOME funds for fiscal year 16-17 of which the City will receive \$58,207 to be expended on affordable housing initiatives such as homeowner rehab and downpayment assistance.

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

BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the local match for the above listed programs will be covered by the Charlottesville Housing Fund (account CP-0084 in SAP system) in the amount of \$11,642; the resolution for this appropriation with come forward after July 1, 2016. Project totals also include previous entitlement made available through program income of \$0 and previous entitlement made available through reprogramming of \$0. The total of the HUD money, program income, reprogramming, and the local match, equals \$69,849 and will be distributed as shown below.

PROJECTS	HOME EN	% MATCH	MATCH	TOTAL
AHIP, Homeowner Rehabs	\$58,207	20	\$11,642	\$69,849

BE IT FURTHER RESOLVED that this appropriation is conditioned upon the receipt of \$58,207 from the Department of Housing and Urban Development.

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

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

RESOLUTION
AMENDMENT TO COMMUNITY DEVELOPMENT BLOCK GRANT ACCOUNT
Reprogramming of Funds for FY 16-17

WHEREAS, Council has previously approved the appropriation of certain sums of federal grant receipts to specific accounts in the Community Development Block Grant (CDBG) funds; and

WHEREAS, it now appears that these funds have not been spent and need to be reprogrammed, and therefore,

BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that appropriations made to the following expenditure accounts in the CDBG fund are hereby reduced or increased by the respective amounts shown, and the balance accumulated in the Fund as a result of these adjustments is hereby reappropriated to the respective accounts shown as follows:

Program Year	Account Code	Purpose	Proposed Revised Reduction	Proposed Revised Addition	Proposed Revised Appropriation
12-13	P-00001-04-87	Building Goodness	\$1,152.22		
13-14	P-00001-04-91	Building Goodness	\$1,203		
13-14	P-00001-04-93	Better Business Challenge	\$637.62		
13-14	P-00001-02-66	DSS View	\$150.71		
14-15	P-00001-02-67	CALM IDA	\$3,311.10		
16-17	P-00001-04-01	Applied to new programs		\$6454.65	\$6454.65
		TOTALS:	\$6454.65	\$6454.65	\$6454.65

CDBG/HOME RFP SUBMISSIONS - FY 2016-17

Organization, (Program Title)	Applicant	Program Description	Funding Requested
AHIP	Jen Jacobs	Small Homeowner Rehabs	\$105,400
Habitat for Humanity	Dan Rosensweig	Downpayment Assistance	\$105,400
PHA	Karen Reifenberger	Downpayment Assistance	\$40,000

\$250,800

80000 -\$170,800

Organization, (Program Title)	Applicant	Program Description	Funding Requested
City of Promise	Sarad Davenport	Access to Child Care and Preschool Program	\$10,000
Community Attention	Misty Graves	Youth Internship Program	\$10,000
Computers 4 Kids	Kala Somerville	Career Readiness Training	\$8,000
OAR	Pat Smith	Reentry Program	\$20,000
Office of Economic Development	Hollie Lee	GO Driver workforce training	\$20,000
United Way	Barbara Hutchinson	Child Care Scholarships	\$28,500

\$96,500

60000 -\$36,500

Organization, (Program Title)	Applicant	Program Description	Funding Requested
Central Virginia Small Business Development Center	Betty Hodge	Microenterprise Childcare Business Dev. Program	\$45,000
Community Invest. Collaboration	Stephen Davis	Entrepreneurship-training	\$12,500
Virginia Food Works - The Kitchen Network	Allie Hill, Ian P, Susan W.	Microenterprise Commercial Kitchen Space	\$26,000
Office of Economic Development	Jason Ness	ACE program	\$15,500
Seedplanters	Kaye Monroe	DreamBuilders Women Entrepreneurs	\$20,000
			\$74,000
Housing Programs	Social Programs	Economic Development	

125000 \$51,000

CDBG TASK FORCE
Minutes
Neighborhood Development Services Conference Room, City Hall
Wednesday, January 13, 2016
10:00am – 11:30pm

Attendance:

CDBG Task Force Members	Present	Absent
Marnie Allen	X (late, 10:25am)	
Taneaia Dowell	X	
Kathy Johnson Harris		X
Hollie Lee		X
Kelly Logan	X	
Sarah Malpass	X (late, 11:00am)	
Sherry Kraft	X	
Matthew Slatts	X	
Tierra Howard (staff)	X	
Kathy McHugh (staff)	X	
Alex Ikefuna (staff)	X	

The meeting began at 10:05am.

Staff Updates:

The school board representative to replace Jennifer McKeever, Sherry Kraft, was introduced to the members.

There was some discussion relative to having a quorum since a few members were missing. Staff agreed to check the requirements. If a quorum was not reached, staff agreed to send out the group recommendations to missing members to allow them to vote on the recommendations that were made at the meeting.

Final Evaluation Scores and Discussion:

To provide clarification on the evaluation tool, staff mentioned that none of the projects of consideration are classified as a “new service,” therefore they would receive no points in the new service category. Staff reviewed all final scores that were submitted prior to the meeting (including scores from 5 out of 8 members) and provided the mean for each project as follows:

Habitat = 98.7
PHA = 87.8
AHIP = 83.4

In relation to site specific projects, there was a concern over the uncertainty of non-site specific information listed in PHA's application as funding needs to be committed by July 30, 2016. AHIP and Habitat each provided site specific information (AHIP- 4 site specific units, Habitat = 12 site specific units).

Matt stated that there is a total of \$105,400 available and questioned how we decide what to do. He mentioned that PHA would not utilize all of the funds available because they requested \$40,000.

One task force member recalled the previous task force meeting and discussion about wanting to fund one project. Staff stated that to reduce administrative burden on the grantee and the sub-recipients, fully funding one organization would be ideal from that perspective, however to avoid keeping all eggs in one basket, staff suggested that the group may want to consider recommending to fund two organizations. However, staff did mention that it's up to the task force to make recommendations on how many organizations to fund and how much to fund them.

Kathy McHugh questioned issues related to Habitat units and noise compliance with the environmental review since the units would be close to a major road. Tierra stated that noise would not be an issue for the level of review that is required for down payment assistance projects.

Tanea questioned if the Habitat Burnett II closings in February would meet the deadlines. Staff mentioned that Habitat responded to that question and sent a schedule that included other houses that the funds can be used for if the February closings don't meet the deadlines.

Matt questioned how the City can ensure security of long-term affordable housing relative to securing the HOME funds.

Staff provided an explanation of how the city secures/ensures long-term affordable housing through the current HOME policies which outlines a period of affordability relative to the amount of assistance provided, a deed of trust, and promissory note. Staff also explained that if properties are sold prior to the period of affordability, funds come back to the City as program income to be spent on other affordable housing projects. Staff mentioned that Habitat has a right of first refusal.

Kathy provided a description of the down payment assistance models for Habitat and PHA.

Kelly questioned if AHIP could receive funds for rehab even though rehab is not listed as a Council Priority. Staff answered, Yes. Staff noted that "Meeting Council Priorities" is accounted for within the scoring methodology of the evaluation tool, rehab is an eligible activity, and it meets the HUD Consolidated Plan goals.

Matt questioned if it would hurt Habitat if a recommendation is made to not give them the full amount requested. Staff responded, No, as Habitat can scale back outcomes based upon the amount awarded.

Sherry asked how did Habitat scored higher than AHIP when PHA's application was not complete (due to not having site specific information). Tanea mentioned that the reason for AHIP's low score is that in the consistency/meets a council priority section of the evaluation tool, they would have lost at least 15 points. However, they did receive points for being consistent with the Consolidated Plan.

Marnie mentioned that keeping people in units (preserving affordable housing) is also important.

There were some concerns about PHA's ability to expend/commit funds within the deadline due to a number of uncontrollable factors.

Funding Recommendations for Reprogrammed HOME funds of \$105,400:

Staff asked the members if they felt comfortable with voting on funding all three projects (0 votes). Staff asked the members to vote if they wanted to fund two projects (2 votes). Staff asked members to vote if they wanted to fund one project (1 vote). Marnie and Sherry abstained from voting.

Staff asked why everyone did not vote. The group was still uncertain on making a final vote.

Matt questioned how much funding should we expect for HOME funds for FY 16-17 that are separate from the reprogrammed funds. Staff stated that we received about \$60,000 last year and suggested to use that figure when making recommendations for 16-17. Staff mentioned that we may or may not have enough HOME funds allocated to fully fund another project.

Two members stated that they were leaning toward Habitat because of the score and the number of units assisted.

Staff made a call to do a final vote.

- Staff asked those who wish to vote to fund three agencies to raise their hand (0 voted)
- Staff asked those who wish to vote to fund two agencies to raise their hand (0 voted)
- Staff asked those who wish to vote to fund one agency to raise their hand (5 voted)
- Staff asked those who wish to vote to fund PHA to raise their hand (0 voted)
- Staff asked those who wish to vote to fund AHIP to raise their hand (0 voted)
- Staff asked those who wish to vote to fund Habitat to raise their hand (5 voted)

The task force made a majority recommendation to provide \$105,400 of reprogrammed/PI HOME funds to Habitat.

Funding Recommendations and Discussion for FY 16-17 HOME funding (if available):

Matt discussed that he would like to see information on long-term impacts and outcomes of prior investment. Kathy McHugh stated that this is a discussion that would have to happen with the HAC, the Director of Neighborhood Development Services (Alex Ikefuna), and City Council relative to housing policy. Kathy suggested that the task force could write a letter to the HAC as a suggestion to consider.

Staff mentioned that the City could add a request for data on the CDBG/HOME Request for Proposal Application.

Staff mentioned that the City was expecting to receive \$0 in funding, however, due to the HOME Program being restored at the federal level, the City should expect to receive funds. Staff provided a review of the budget allocation from the previous year (15-16) which was a total of \$59,652. Staff suggested using last year's allocation as an estimate of what the City may receive this year. Staff

reviewed the FY 16-17 requests as follows: AHIP requested \$180,000, Habitat requested \$100,000, and PHA requested \$100,000.

Sherry asked if there was any guidance that is provided on ranking. Tierra mentioned that the evaluation/scoring tool in addition to the group discussion is how a recommendation is made.

Sherry also asked if the task force typically provides recommendations for funding less than what is requested. Sarah responded that the task force typically makes a recommendation to fund all agencies.

Staff stated that the task force had a discussion at the previous meeting about wanting to fully fund projects so that agencies can do more with funds in addition to reducing the administrative burden on both the grantee and the sub-recipients.

Staff asked the task force to vote on the number of agencies that the task force would like to recommend to fund. One person abstained from voting.

- Staff asked those who wish to vote to fund three agencies to raise their hand (0 voted)
- Staff asked those who wish to vote to fund two agencies to raise their hand (1 voted)
- Staff asked those who wish to vote to fund one agency to raise their hand (4 voted)

There was still some uncertainty amongst the group on voting.

Marnie asked if there are any issues with the ability of the agencies to spend their funds. Staff stated that PHA has spent the majority of their funds with about \$4,000 left to spend, Habitat has spent all of their funds from FY 15-16 and FY 14-15 (totaling \$65,060), and AHIP has a longer lead time to spend funds, therefore they have remaining balances.

Marnie asked if there is a penalty from HUD if we do not spend the funds. Staff noted that there are different requirements/penalties with CDBG and HOME.

A task force member mentioned that because we expect to have an estimated amount of \$60,000, we can't make a recommendation to full fund a request.

A member asked staff if the agencies have other funding sources to tap into if they aren't funded through HOME. Kathy mentioned that AHIP receives funds through the City's Charlottesville Affordable Housing Fund (CAHF) (as noted on the staff summary sheet that was provided to the members previously). Kathy discussed the Block by Block partnership between AHIP and the City to focus rehab efforts in the 10th & Page and Prospect neighborhoods. Kathy also mentioned that Habitat also has access to the funds and are on the agenda to go to Council in the future to request funds. Kathy mentioned that PHA received funds from the CAHF for pre-planning efforts related to Friendship Court. Kathy did mention that funds that PHA received for Friendship Court pre-planning is a different project which is separate from their homebuyer program (down payment assistance).

Staff made a call to vote on which agency they recommend should get the full estimated amount of funding. One person abstained from voting.

- Staff asked those who wish to vote to fund AHIP raise their hand (5 voted)
- Staff asked those who wish to vote to fund Habitat to raise their hand (0 voted)
- Staff asked those who wish to vote to fund PHA to raise their hand (0 voted)

There was a discussion amongst the group about the vote. The group came to a consensus agreement to fully fund AHIP at \$180,000 should the City get more HOME funding that exceeds the estimated amount of \$60,000. The group also agreed that if the City receives more than \$180,000, then the group can meet again to discuss options for providing additional funding recommendations.

Taneaia mentioned that the group provided a recommendation to fund a mix of projects including Habitat with down payment assistance and AHIP with rehab.

Set Dates for Future Meetings

Staff asked the members to respond as soon as possible to the meeting wizard request that would be distributed in the future. Staff mentioned that the focus of the next meeting would be to provide a recommendation for public services projects. Staff asked everyone to send questions for public service activities.

Public Comment:

No comments were made.

Meeting Adjourned:

The meeting was adjourned at 11:30am.

SAT – CDBG Task Force
 Minutes
 Neighborhood Development Services Conference Room, City Hall
 Friday, January 29, 2016
 1:30pm – 2:30pm

Attendance:

SAT Task Force Members	Present	Absent
Maurice Jones		X
Mike Murphy		X
Gretchen Ellis	X	
Diane Kuknyo	X	
Sue Moffett	X	
Kelly Logan	X	
Chris Engel		X
Hollie Lee		X
Jason Ness		X
Cory Demchak		X
Matthew Murphy		X
Tierra Howard (staff)	X	
Alexander Ikefuna (staff)	X	

The meeting began at 1:30pm.

Staff Updates:

Tierra introduced herself as the City’s new Grants Coordinator and all members present provided introductions. Staff explained that the members within the Office of Economic Development are not participating as they have applied for funds for economic development and they were asked to recuse themselves from the process.

Final Evaluation Scores for Economic Development Projects and Discussion:

Staff explained that all scores were submitted by SAT members and the averages for those scores were calculated. Staff explained that Community Investment Collaborative (CIC) and the Office of Economic Development’s (OED) applications were the top two based upon the scores. Staff also mentioned that the amount of proposed funds set aside for economic development projects is \$45,000.

Group members asked if all of the funds (\$45,000) had to be allocated, staff responded yes. Another group member asked if the group could allocate more funds than what is being requested to an applicant. Staff responded that that’s a question we would have to ask the applicant. Another member stated that they are leery on doing that.

The following comments were made on each application/proposal:

CIC – 91

- CIC is demonstrating strong outcomes
- CIC has moved from an evidence-based approach to a home-grown approach this year because they felt that the evidence-based approach did not meet the needs of those who are not college educated.
- CIC's application was good because it focused on local statistics and not worldwide statistics and they have really worked on securing other funding sources and they are doing the same work as they have done in previous years but are not asking for a lot of CDBG funds.
- CIC's program evolved based on outcomes from each year
- Staff stated that their application was complete and that they received a high score for that category

Office of Economic Development ACE -64

- Staff provided a summary of the comments that were submitted with the evaluations and informed the group of the issue with supplies and equipment being ineligible. Staff mentioned OED had to tweak the 15-16 budget to remove supplies and equipment.
- A question was asked about how the change in supplies and equipment will affect their proposal and staff stated that they only requested \$1,500 to go towards supplies and equipment and that the group can make a recommendation to fund them, however, the group can remove the purchase of equipment and supplies from the recommendation. Another question came up about how the need would be met as far as purchasing computers. Staff responded that through the ACE application process, applicants have been informed that the purchase of equipment and supplies are not allowed and staff is unsure how that need is being met as far as other funding sources. A member mentioned that OED did provide other types of assistance including marketing assistance.
- Staff informed the group that technical assistance, business support services, and education for OED to provide further assistance to the businesses are eligible activities.
- Future applications and information should be quantified as far as outcomes information, information provided is anecdotal.
- It seems questionable to remove equipment from the outcomes. The Small Business Development Center already provides marketing assistance for businesses. The change may make it more difficult for OED to demonstrate quantifiable outcomes.
- A member suggested that OED provide quantifiable results for next year if they choose to apply again to clearly demonstrate outcomes. Staff mentioned that many of the applicants did not provide specific outcome information. A member suggested that technical assistance be provided to all applicants in regards to demonstrating outcomes in the application.
- OED misrepresented the outcomes in the application in comparison to the outcomes information that staff provided for program year 14-15. In OED's response to the SAT's follow-up questions, the provided considerably less outcomes.
- Staff provided an explanation on what the required HUD reporting requirements are for the City in relation to reporting on outcomes. Staff stated that if the group would like the applicants to report specific information that they deem is important for evaluating applications, then that could be included as a request in future applications.
- Why does OED need funds for advertising (\$1,500)? Group recommended that all funds go to the micro-grants to the businesses. A group member mentioned that they can see how OED

might need assistance with marketing but don't feel strongly about funding the request for marketing assistance. Last year's discussion was more favorable when the majority of the funds were going to the businesses.

Seedplanters - 47

- Staff mentioned that the proposed outcomes were not clear
- According to the profit and loss information provided, there was no income in program year 14-15, the program took a loss. When looking at the expenses of the program, did not see any leverage of other funding sources.
- Concerned about the lack of outcome information (jobs retained, income increased, improved self-sufficiency for participants)
- Currently 7 people enrolled in the fiscal year 15-16 cohort
- There were questions about the types of businesses were created
- It was difficult to see how the money was spent as the budget was not sufficient
- Staff mentioned that next year there will be more information about the outcomes and in relation to the amount of funds that went towards each business. A member mentioned that perhaps there is a learning curve for all of the applicants and suggested that maybe the applicants were not given the appropriate guidance on how to report information. Staff mentioned that some changes have already taken place to create a more efficient system for tracking information through a quarterly report form (which is a new form that was created). There was discussion about the difficulty in holding the current applicants to a higher standard of documentation and reporting out. Staff mentioned that the application and evaluation tool will be revised in the future to make expectations more clear. There was discussion about the opportunity of creating an online application process next year.

Central Virginia Small Business Development Center (CVSBDC) - 36

- Application scored the second to the lowest
- Outcomes were unclear, were not clear on how many businesses they were going to provide technical assistance to
- The services appeared to be duplicative. The application did not show that they consulted with ReadyKids.
- A group member stated that data shows that there is no competitiveness amongst child care providers, they see competitiveness among consumers and that it is a sellers' market. CVSBDC make a lot of arguments based on industry data versus providing local data.
- The application appeared to be more about setting up the businesses than providing quality child care.
- Did not see any information about how it the proposal would increase the income of the business/entrepreneur.

Virginia Food Works (VFW) – Kitchen Network - 29

- The proposal is eligible; however, the activity would have to be set up as each business being a separate activity). Currently VFW is requesting funds for operation/administration expenses for the Kitchen Network program as whole (in general) which conflicts with how it is required to be set-up to meet HUD requirements. The project would work for CDBG if the administration time is allocated towards providing the technical assistance to each business. The way in which the proposal sets up the project conflicts with what would be required under CDBG and would need to be re-structured.

- Did not provide information about outcomes and the proposal should be focused on low-moderate income requirements, businesses have to be city residents
- There is clearly a need for the service and the proposal has potential, however, is not as well-thought out as it should be. There is a need as some of the challenges/barriers for the CIC businesses is not being able to find a commercial license business to do the catering
- There is an opportunity to partner with ACE on the technical assistance and businesses support services assistance
- Out of all of the applications, with the exception of CIC, this concept has the largest the opportunity for moving people out of poverty

Funding Recommendations for Economic Development Projects:

- A member asked if the group can give applicants the opportunity to submit a revised application. Another member suggested that it is not fair to do that.
- A member was concerned about making recommendations to allocate funding to sub-par proposals
- The group voted in favor of funding CIC for the full amount requested
- 3 out of 1 voted to fully fund OED, however, there was discussions about setting conditions on the funding
- Seedplanters is serving an underserved population of African-American women in an ongoing cohort with a one on one coaching environment. Another member asked if the model is working it is working and if women are actually starting businesses. Another member responded that the program has been effective and is making a huge difference in the lives of the folks receiving assistance. Entrepreneurship takes time and it takes time to build a business.
- There was discussion about the need for information related to human impacts and outcomes should seed planters get some amount of funding.
- There was discussion about the ABRT process and the need for CDBG to have a mechanism in place to request information more clearly
- Small Business Development Center received no votes to fund
- VFW – there are discrepancies in the way in which the application is written and should be written (operation costs versus focusing on technical assistance and making food space more accessible). The proposal should clearly show how the funds will assist the businesses.
- There was a question in regards to funding. A member asked, how a proposal fits if the lowest scored application gets the most funding. If the group had certain information up front, then they would have scored each proposal differently. There was discussion about wanting to re-score the applications and if it was fair or not.
- There was discussion about the process being flawed and that there was not enough information requested and/or provided.
- The question came up about whether or not the group should request additional information and then vote or just revote – some of the members felt like group had enough information and some members felt like there was not enough information. Staff mentioned that if we want the

applicants to change their proposal, then we would have to allow everyone to do that, we would have to open up negotiations with all applicants. There were concerns about fairness.

- A group member suggested that group come to a consensus on the scoring of applications. A member stated there was a similar process in the previous year for public service applications and they found that it was valuable
- It was suggested that the group score the projects after the discussion as the discussion was very helpful
- The group agreed to set another date to meet again to come to a consensus in scoring each application together and then the group can decide the recommended amounts and make a final recommendation based upon the application, responses to questions, and the information (reports) that were provided by staff on previous year outcomes.

Set Dates for Future Meetings

Staff will coordinate and schedule the next meeting.

Public Comment:

No comments were made.

Meeting Adjourned:

The meeting was adjourned at 3:00pm.

SAT – CDBG Task Force
 Minutes
 Neighborhood Development Services Conference Room, City Hall
 Monday, February 8, 2016
 1:00pm – 2:00pm

Attendance:

SAT Task Force Members	Present	Absent
Maurice Jones		X
Mike Murphy	X	
Gretchen Ellis	X	
Diane Kuknyo		X
Sue Moffett	X	
Kelly Logan	X	
Chris Engel		X
Hollie Lee		X
Jason Ness		X
Cory Demchak		X
Matthew Murphy		X
Tierra Howard (staff)	X	

The meeting began at 1:00pm.

Group Scoring for FY 16-17 Economic Development Proposals:

Staff provided a brief overview of the last meeting and the purpose of group scoring.

In follow-up to the outcomes discussed in the previous meeting, staff showed the members the website from a Seedplanters business that was discussed at the previous meeting.

A member asked if the group had to make a recommendation to expend all of the funds in the economic development category totaling \$45,000. There was concern about allocating the entire \$45,000 based upon the quality of the proposals that were submitted. Staff mentioned that if all funds allocated for economic development projects were not allocated, then the remaining funds would have to go towards the 10th & Page Priority Neighborhood streetscape improvement projects because the public services category has a cap of 15 percent.

Staff discussed the importance of having actual scores so that applicants can identify the strengths and weaknesses within their applications. A member asked what will happen to the scores from the last meeting. Staff mentioned that at the previous meeting the group agreed to regroup and give a group score for each project and that the previous scores would be omitted. Staff mentioned that the

previous scores are recorded in the minutes and that all files related to the task force and SAT meetings are open to the public to review because the recommendations are connected to federal government funds.

The group began the process of scoring each application utilizing the evaluation tool. The final group scores were calculated on an excel datasheet. The scores below are shown in order from highest to lowest scores.

Community Investment Collaborative – 94

- Discussion Points: Consistent with consolidated plan, meets a Council priority, demonstrates need (provided incorrect data in needs statement that is about minority owned businesses, the application stated that half of a percent of businesses are owned by minorities and the correct percentage is 4.5 percent), clearly outlined collaboration efforts, provided a clear timeline, output heavy for outcomes, provided clearly defined outcomes in ABRT application but the same information is not in the CDBG application, leveraged a significant amount.

Office Economic Development ACE – 65

- Discussion Points: remove equipment due to eligibility concerns, consistent with consolidated plan, meets a Council priority, concerns about ability to perform due to shift in program deliverables (not allowing equipment and supplies purchases due to CDBG eligibility requirements), the new model of not allowing equipment to be purchased is not as familiar to ACE which is different than what was allowed in previous years, application is not as strong, question about how outreach is being done, did not provide a clear timetable, the outcomes provided in the application were not consistent with what was reported in the CDBG report in the previous year, in capacity section OED did not provide not provide full resume or detailed list of qualifications as requested in the request for proposal.

Seedplanters - 56

- Discussion Points: Consistent with consolidated plan, meets a Council priority, did not provide a clear timeline, no proposed outcomes, leverage had to be extrapolated from profit/loss form, all leveraged resources are in-kind contributions, no points for leverage if business is taking a loss.

Virginia Food Works – The Kitchen Network – 51

- Discussion Points: Did not provide clear outcomes, concerns over the structure of the proposal, the funding request was to provide funds for overhead costs to run the kitchen network project, however, staff recommended the restructuring of the proposal to utilize CDBG funds for administrative costs to provide technical assistance and business support services to X amount of microenterprises. The application mentioned scholarships but did not provide details on how many scholarships would be provided. Overall, staff recommended that the scope of work needed to be narrowed, there was discussion about if the application could be restructured, scores are based upon applications as submitted, there is a need for the services, however, the

application was not strong, did not attend the mandatory workshop which may have helped their final score, consistent with consolidated plan, meets a Council priority, need was clearly demonstrated in the follow-up materials (survey), provided a clear timeline, leverage not shown in application, capacity not clear, not an overall good proposal but a good concept, should provide feedback so that application can be more competitive next year.

Central Virginia Small Business Development Center – 36

- Discussion Points: Consistent with the consolidated plan, meets (addresses) a Council priority under microenterprise assistance (it does not address the council priority of quality of childcare), data was not strong enough, did not demonstrate collaboration with ReadyKids, did not demonstrate need, it's a seller's market, no competition amongst childcare providers (inaccuracy), listed other collaboration efforts but did not mention ReadyKids, did not provide a clear timeline, did not provide information on outcomes including number of businesses to be assisted, organizational capacity – should be able to carry out program objectives but did not provide information about if CVSBDC has implemented a similar program before, did not provide information about quality of childcare and did not provide local knowledge about the child care scene in Charlottesville which raises questions about organizational capacity, staff asked if assisting businesses was something that the CVSBDC already does, there is a lot of duplication, no prior CDBG experience, as far as completeness there was information missing content wise (for example: outcomes and realistic timetable).

Suggestion: staff should be scoring the past experience category.

Funding Recommendations for Economic Development Projects:

There was discussion about what would happen if all of the economic development funding is not allocated. Staff stated that the remaining funds would go to the 10th & Page Priority Neighborhood streetscape improvement project.

The final recommendations are as follows:

- CIC - \$12,500
- OED ACE - \$12,000 (Task Force wants the allocated amount to go directly towards benefitting the microenterprise businesses, no outreach or equipment)
- Seedplanters - \$10,000
- Leftover funds - \$10,500 to go towards 10th & Page Priority Neighborhood

There was discussion about Seedplanters being the starting point or entry into the ACE or CIC programs and that it serves a different population.

The members provided the following conditions to go with the funding recommendations: ensure that reports provide the following information: number of jobs created, number of jobs retained, and increase in self-sufficiency and/or participants' income (including personal and business). Staff mentioned that this information could be captured on the year-end report.

There was concern about recommending funding for projects that score below a 50 or 70. There was also some concern about the change in OED's model in relation to what was done in the past (purchase of equipment to assist microenterprises). Members stated if there is on-going support and investment in the same microenterprises each year, then staff should be sure to include information about the impact of previous beneficiaries versus new beneficiaries.

The group was also concerned about the scoring process. Next year, staff should be clear on the process and the expectations on the City's side and the applicant's side and to prepare applicants. Staff stated that information specifically requested by the SAT will be included in the next RFP process. Staff aims to have more of a consistent/centralized application process in the future. Staff stated that there are opportunities to provide technical assistance through the workshop and one on one.

Public Comment:

No comments were made.

Meeting Adjourned:

The meeting was adjourned at 2:30pm.

CDBG TASK FORCE
 Minutes
 Neighborhood Development Services Conference Room, City Hall
 Thursday, February 9, 2016
 2:00pm – 3:00pm

Attendance:

CDBG Task Force Members	Present	Absent
Marnie Allen	X	
Taneaia Dowell	X	
Kathy Johnson Harris	X	
Hollie Lee		X
Kelly Logan	X	
Sarah Malpass	X	
Sherry Kraft		X
Matthew Slatts	X	
Tierra Howard (staff)	X	

The meeting began at 2:00pm.

Discussion and Scoring for FY 16-17 Public Services Proposals:

City of Promise - 95

- Discussion Points: Consistent with consolidated plan, meets two Council priorities (quality childcare and workforce development), staff provided clarification about the proposal request in that the project proposes to provide supportive services around accessing quality childcare (for example: access to United Way childcare scholarships), proposes to support the most vulnerable citizens within the community with reaching self-sufficiency, City of Promise is a City supported initiative and it is within the 10th & Page Neighborhood, the proposal demonstrates need, demonstrates collaboration efforts, provided a timeline within the proposal but group wanted to see more detail, reduced score for past performance as spending deadlines and outcomes have not been met to date.

Community Attention - 91

- Marnie recused herself from scoring the community attention project (even though she works in a different department – foster families).
- Discussion Points: consistent with the consolidated plan, meets a Council priority, demonstrates need – mentioned that there is always a waiting list for students to participate, need is demonstrated in the quotes that have been provided from past participants and parents, staff concerns about stipends and food (recommend reducing funding request to remove ineligible activities), did not reach out to the group to ask them to revise their application because other applicants would have to be provided the same opportunity, leverage was not clear due to the outcomes being based upon the number of referrals that they receive, there are other sources of funds identified in the proposal, in-kind/donated contributions from partners, organization is

not profiting from the internship, conversation about the need for the project, evident in the community that it works for the kids in the community, helps to provide children with the essentials, serves a wide variety of disadvantaged youth,

- There was a discussion about mandatory meeting attendance, staff stated that the Task Force can make a consideration for agencies that did not attend the mandatory meeting (Task Force's decision), a suggestion was made to use the mandatory workshop attendance as a tie breaker, there was discussion about requiring agencies to follow rules and guidelines if they want grant funding, staff mentioned that FY 16-17 is the first year that the City held a mandatory workshop and that people may have missed it because of the change, staff suggested that we can add a category on the evaluation tool where workshop attendees can receive points, a member suggested that there should be consequences in the future for not attending mandatory meetings, there is a lot of valuable information that is shared at the workshop and information missed is reflected in the application.

Computers 4 Kids - 71

- Discussion Points: consistent with consolidated plan, concern about meeting a Council priority (unclear if the proposal fit under the workforce development priority), demonstrates need – based upon personal task force member knowledge not based upon application, not clear on detailed timeline, discussion about the entire proposal being unclear, concerns about more than half of the budget being used for staff-time to create content and materials for the program, it appears as though C4K is broadening their scope versus what has been done traditionally in previous years, discussion about C4K expanding their programming, provided too much information in the application, questioned the number of beneficiaries in relation to the amount of funding requested, the proposal seems scattered, stipends and food are ineligible, discussion about timeline and not knowing what the actual funding request was for, it appears as though C4K is having to start from scratch to develop a curriculum, would like to see other funding sources being utilized to develop curriculum and CDBG funds to be used to reach more beneficiaries with the curriculum, there was discussion about it being hard to create a curriculum up-front if the curriculum is based upon what the kids want, concerns about recreating the wheel with the curriculum, discussion about wanting the proposal to focus more on technology versus being scattered, the application was not clear about the connection to technology.

FY 17/18 Evaluation Process - Discussion

- Discussion about next year's application process: next year's process should be more consistent, a discussion needs to happen so that the applicants are clear on what type of information the Task Force is looking for, staff mentioned that the evaluation tool will be improved in the future, there are challenges with the current scoring/evaluation system and it needs to be changed, suggest that applicants submit an entire program budget versus providing a budget specifically for CDBG funds, there are flaws in the current request for proposal and evaluation system, there are challenges with what the Task Force reviews in regards to the application and what the Task Force knows due to having local background knowledge about the particular programs/agencies, there was discussion about applications being assessed based upon what was provided in the application but knowing the needs of the community is also important, there should be a balance between the two.

Set Dates for Future Meetings

The members planned to meet again on February 11, 2016 to finalize the recommendations.

Public Comment:

No comments were made.

Meeting Adjourned:

The meeting was adjourned at 3:30pm.

CDBG TASK FORCE
 Minutes
 City Space
 Thursday, February 11, 2016
 10:30am – 11:45am

Attendance:

CDBG Task Force Members	Present	Absent
Marnie Allen	X	
Taneaia Dowell	X	
Kathy Johnson Harris	X	
Hollie Lee		X
Kelly Logan	X	
Sarah Malpass	X (via teleconference)	
Sherry Kraft	X	
Matthew Slatts		X
Tierra Howard (staff)	X	

The meeting began at 10:30am.

Continuation of Discussion and Scoring for FY 16-17 Public Services Proposals:

United Way - 98

- Discussion Points: why didn't United Way request more funding to serve more beneficiaries, United Way is leveraging other funding sources to help more beneficiaries, discussion about the timeline and how the group interpreted the timeline – timeline is not detailed possibly because it is difficult to project as service is provided on a case-by-case basis per client request, provided sufficient information, consistent with consolidated plan, meets a Council priority, demonstrates need, timetable not as clear, discussions about collaboration with the GO Driver program

OAR - 96

- Discussion Points: there was a question about why the funding for OAR has increased and decreased over the years, Task Force members stated that they were trying to give every agency funding, OAR provided information about the impact in reduction of funding and questioned if it was worth applying for funds if their funding was going to get cut, timeline was limited and not very clear/specific, staff stated that OAR was only agency that has expended their funds and met their outcomes to date, consistent with consolidated plan, meets a Council priority, demonstrates need.

Office of Economic Development GO Driver - 89

- Discussion Points: discussion about the program being a good program in helping people find gainful employment and the program has been effective in targeting the most difficult people to hire, people are staying employed after the program (sustaining employment), higher wage and

benefits for the program, there is positive feedback from participants, there is a direct connection between training and securing employment, even though the proposed number of beneficiaries are low, the impact is to increase the self-sufficiency of the entire family, it is good that they are partnering with United Way to provide childcare, consistent with consolidated plan, meets a Council priority, discussion about demonstrating need, question came up about past performance (staff score) – staff discussed that OED GO CNA to date has not met any outcomes or expended funds to date due to timing (flaw in the system – make it clear to applicants that they need to understand the timeline with scoring, can be included in mandatory workshop), not a new service, did not provide full resume and/or details for qualifications.

Final Recommendations for FY 16-17 Public Services Proposals:

- City of Promise: essential services that meets needs of the underserved with providing supportive services, requested a limited amount of funding in relation to number of beneficiaries therefore recommend that the group fully fund, majority vote to fully fund
- United Way: other sources of funding available to tap into, collaboration with GO participants – discussion about how reducing funding for United Way will affect the GO Driver program, discussion about united way not attending the mandatory workshop –they did submit a waiver to the Director, GO Driver and United Way are connected, the group recommended not to fully fund United Way due to other sources of funding, reduce beneficiaries by half.
- OED GO Driver: Go Driver and United Way are connected, reduce beneficiaries by half, discussion about the strong need for the program and the impact.
- Community Attention: discussion about decreasing the funding due to the request including ineligible activities (food, stipends), discussion about non-attendance at mandatory workshop – (as discussed earlier, the group used the non-attendance factor in consideration as a deal breaker).
- OAR – decided to reduce OAR’s funding since all other projects have been reduced.

Final Recommendations are as follows:

- United Way - \$14,250
- OAR - \$15,000
- OED GO Driver - \$12,164
- City of Promise - \$10,000
- Community Attention – CAYIP - \$5,000 (stipend and food expenses are ineligible)

Public Comment:

No comments were made.

Meeting Adjourned:

The meeting was adjourned at 11:45am.

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



Agenda Date:	May 2, 2016
Action Required:	<i>Approval of Lease of City Property to the Charlottesville Albemarle Convention and Visitors Bureau (CACVB)</i>
Presenter:	John Jones, Transit Manager
Staff Contacts:	John Jones, Mike Mollica, Lance Stewart
Title:	<i>CACVB Lease</i>

Background: Since 2006 the CACVB has leased space at the Downtown Transit Station (DTS) to house its administrative offices and serve as a central point for the dissemination of tourist information to the visitors of the City and County. During that time the CACVB has held three (3) leases for spaces within the DTS and has paid the same monthly lease rate for the three spaces since the inception of those leases in 2006.

Discussion: After ten years we feel it is important to refresh this lease before renewal. This includes consolidating the three (3) previous leases into one document. Further, a check of the commercial lease market indicated that rates should be reviewed. This lease provides a slight increase in the rate per square foot for each leased space and revisions in the square footage for the spaces included in the lease. This lease has been reviewed by the City Attorney, The Director of Facilities Maintenance and the City's Risk Manager.

Alignment with City Council's Vision and Priority Areas:

Approval of this agenda item aligns directly with Council's vision for Charlottesville to have a strong and diversified economy and to foster strong connections by partnering with community organizations to promote arts and culture in the City.

Budgetary Impact:

The proposed lease will positively affect revenues for Charlottesville Area Transit (Rents will increase approximately \$12,000.00 annually).

Recommendation: Staff respectfully recommends that Council approve this lease agreement between the City and CACVB

Alternatives: Cancellation of the current lease at the end of term.

Attachments: Resolution, Lease and Floor Plan

RESOLUTION

APPROVING A LEASE OF CITY PROPERTY TO THE CHARLOTTESVILLE ALBEMARLE CONVENTION AND VISITORS BUREAU

WHEREAS, the Charlottesville Albemarle Convention and Visitors Bureau (CACVB) maintains its offices, and operates a visitor's information center, within certain premises at 610 East Main Street, Charlottesville, Virginia (the Downtown Transit Center building), as the tenant under certain lease agreements with the City of Charlottesville (City), and the term of such lease agreements will expire June 30, 2016; and

WHEREAS, the City and CACVB desire to enter into a new lease agreement for all of the space currently occupied by CACVB, effective July 1, 2016, under the terms and conditions of a proposed Lease presented to and reviewed by this Council in conjunction with its consideration of this Resolution ("Proposed Lease"); now, therefore,

BE IT RESOLVED that City Council does hereby approve the Proposed Lease with CACVB; and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized: (i) to execute a final lease agreement with CACVB, upon terms and conditions consistent with those set forth within the Proposed Lease and approved as to form by the City Attorney's Office, and (ii) to act as the agent of City Council for the administration of the lease with CACVB, and to give such approvals and notices, and to exercise such rights as may be authorized or reserved to the City within such lease agreement.

LEASE

THIS LEASE is made effective **July 1, 2016**, by and between THE CITY OF CHARLOTTESVILLE, VIRGINIA (herein, "City"), and the CHARLOTTESVILLE ALBEMARLE CONVENTION AND VISITORS BUREAU (herein, "Tenant").

For in consideration of the terms, conditions and mutual covenants contained herein, the parties agree as follows:

1. **Lease of Property.** City hereby demises to Tenant, and Tenant hereby leases from City, certain premises within a building located at 610 East Main Street, Charlottesville, Virginia, otherwise known as the "Presidential Plaza Visitor/Transit Center", such premises consisting of three areas within the upper level of the premises. Specifically:

A. Lobby Area	352 Square Feet
B. Office Area	1,750 Square Feet
C. Storage Area	173 Square Feet

The demised premises are generally illustrated within the attached *Exhibit A*, within the areas outlined in yellow (hereafter the foregoing premises are, individually and collectively, referred to as the "Leased Premises"). Each party warrants that it has had adequate opportunity to verify the accuracy of the square footages set forth above, and that the referenced square footages are and shall hereafter be deemed acceptable to both parties as the basis upon which Rent shall be calculated.

Said Leased Premises are demised together with a nonexclusive right to use of all sidewalks, elevators, entrances, hallways, stairs and the other areas within or appurtenant to the building which are designed for common use.

2. **Term.** The initial term of this Lease shall be for a period of three years, commencing on July 1, 2016 ("Commencement Date") and expiring at midnight on June 30, 2019, unless sooner terminated by the City or the Tenant in accordance with the terms and conditions of this lease.
 - (A) This Lease may be renewed by agreement of the parties, for not more than two additional terms of one-year each.
 - (B) If Tenant holds possession of the Leased Premises following the expiration or earlier termination of any term of this Lease, then Tenant shall become a tenant from month-to-month on the terms and conditions of this Lease, and rent shall continue as provided within this Lease.
3. **Rent.** Tenant shall pay to the City as Rent for the Leased Premises the total sum of \$45,122.00 annually ("Rent"), payable in monthly installments of \$3,760.17 each (each, a "Monthly Installment"), without notice or demand therefor. The first Monthly Installment shall be due on the Commencement Date; thereafter, a Monthly Installment shall be due to the City on or before the first day of every calendar month. In the event that a termination of this Lease takes effect on a day other than the last day of a month, that last month's Rent may

be prorated accordingly. Rent is not subject to increase during the term of the Lease. The Rent has been established as follows:

A. Lobby Area	\$8.00 per square foot	\$2,816.00 annually
B. Office Area	\$22.00 per square foot	\$38,500.00 annually
C. Storage Area	\$22.00 per square foot	\$3,806.00 annually

Each Monthly Installment shall be paid to the City without any setoff or deduction whatsoever; provided, however, that the City may, at its sole option, and only by advance written agreement, authorize specific amount(s) to be setoff or deducted from a Monthly Installment.

4. **Security Deposit.** No security deposit shall be required of Tenant.

5. **Use of Premises.**

(A) Tenant represents and warrants that it will utilize the Leased Premises as office space for its operations, and as a visitor information center (inclusive of activities as are reasonably and necessarily incidental thereto, such as dissemination of visitor information and use of designated wall space for promotion and advertising). The Leased Premises shall not be utilized for any other purpose(s) without the advance written permission of the City.

(B) In its use and occupancy of the Leased Premises, Tenant shall comply with (i) applicable laws, ordinances, and regulations (including, without limitation, building and fire codes relating to the use and condition of the Leased Premises), and (ii) Tenant shall also comply with rules that may be established by City.

6. **Maintenance of Leased Premises.**

(A) City shall at its expense provide routine cleaning and janitorial services for the Leased Premises and common areas, and shall be responsible for removal of ice and snow from sidewalks and driveways. City shall maintain all of the common areas in a clean and orderly condition. City shall replace any broken plate glass within the Leased Premises.

(B) Tenant shall keep and maintain the Leased Premises in the condition in which they exist on the Commencement Date, with exception of: reasonable wear and tear, and damage caused by accidental fire or other casualty. Tenant shall be responsible for any maintenance and repair of the Leased Premises necessitated by or attributable to actions of Tenant, its invitees, agents or employees. Tenant shall keep the Leased Premises free of vermin.

7. **Maintenance of Building Systems.** City shall at its expense maintain and keep in good repair (i) the roof and common exterior walls of the building in which the Leased Premises are situated; (ii) common plumbing and permanent electrical wiring serving the Leased Premises; (iii) the building's: heating, cooling and air handling equipment; elevator;

restrooms; and plumbing fixtures. Notwithstanding any other provision of this Lease, the cost of any maintenance, repairs or replacements required as a result of the negligence or willful act of Tenant, its invitees, agents, or employees, shall be borne by Tenant.

8. **Furnishings, Fixtures, Equipment and other Property.**

(A) The Leased Premises contain certain basic furnishings, fixtures, and equipment, as may be reflected on building plans in the possession of the City, and which are available for inspection by Tenant at all regular business hours. Any additional furnishings, fixtures, equipment or other property required by Tenant may be installed by Tenant at Tenant's expense with prior approval of City, which shall not be unreasonably withheld.

(B) All furnishings, fixtures, equipment and other property belonging to the Tenant, located on or about the Leased Premises, shall be there at the sole risk of the Tenant, and the City shall not be liable for the theft or misappropriation thereof, or for any damage or injury thereto, or for damage or injury to the Tenant or any of Tenant's officers, agents, or employees or to other persons or to any property caused by fire, explosion, water, gas, electricity, leaks from the roof or other portion of the building, the bursting or leaking of pipes, plumbing, electrical wiring and equipment or fixtures of any kind, or by any act or neglect of other tenants or occupants of the building, or due to any other cause whatsoever, unless resulting from the willful acts of the City, its employees, agents or representatives for which it/ they may be held responsible under the laws of the Commonwealth of Virginia.

(C) Tenant shall give immediate notice to the City in case of fire or accident within the Leased Premises, or of any defects, damages or injury therein or in any fixtures or equipment provided by City.

9. **Alterations.** Alterations and improvements may be made to the Leased Premises by Tenant, but only with the City's advance written consent. Upon the expiration or earlier termination of this Lease, Tenant's alterations and improvements shall be removed, and the Leased Premises returned to their condition as of the Commencement Date, unless the City agrees otherwise in writing.

10. **Signs.** Tenant shall not display or erect any lettering, sign, advertisement, sales apparatus or other projection in any manner or place such that they are visible from locations exterior to the Leased Premises (excluding interior window and door glass), except with the advance written approval of City.

11. **Taxes.** During the term of this lease, the Tenant shall be responsible for, and shall pay directly to the City of Charlottesville, any real estate taxes and assessments imposed on its share of the leasehold interest. Tenant shall pay its share of personal property and business license taxes imposed by the Commonwealth of Virginia and the City of Charlottesville.

12. **Utilities.** Tenant shall be responsible for telephone, cable television, internet and other communications service/utility charges provided to or utilized by Tenant at the Leased Premises. City shall pay the charges for other utilities provided to the Leased Premises.
13. **Liability Insurance.** Tenant, at its sole cost and expense, shall obtain and keep in force a local government liability insurance policy with a minimum limit of no less than \$1,000,000 per occurrence, throughout the term(s) of this Lease. The policy shall include, without limitation, coverage for bodily injury and property damage to the Leased Premises. This insurance coverage shall be primary with respect to any other insurance maintained by the Tenant or City.
14. **Assignments.** Tenant shall not assign its rights or obligations under this Lease, or sublease the Leased Premises, without the prior written consent of City, which consent shall not be unreasonably withheld.
15. **City's Right of Entry.** City and its agents may enter the Leased Premises at any reasonable time, for the purpose of inspecting the Leased Premises, performing any work which City elects to undertake or is required by this Lease to perform, exhibiting the Leased Premises for sale or lease, and for any other reasonable purposes.
16. **Indemnification.** Tenant shall indemnify City against all liabilities, expenses (including attorney's fees) and losses incurred by City as a result of (A) failure by Tenant to perform any covenant required to be performed by Tenant hereunder; (B) any accident, injury or damage which shall happen in or about the Leased Premises or resulting from the condition, maintenance, or operation of the Leased Premises caused by Tenant; (C) failure to comply with any laws, ordinances, regulations or requirements of any governmental authority; (D) any mechanics' lien or security agreement or other lien filed against the Leased Premises or fixtures and equipment therein belonging to City; and (E) any negligent act or omission of Tenant, its officers, employees, and agents.
17. **Condemnation.**
 - (A) If the whole of the Leased Premises shall be taken, or if substantially all of the leased premises shall be taken so as to render unsuitable for Tenant's business purpose, for any public or any quasi public use under any statute or by right of eminent domain, or by private purchase in lieu thereof, this Lease shall automatically terminate as of the date title is taken. If less than substantially all of the Leased Premises shall be so taken, then City shall at its sole option have the right to terminate this Lease on 30 days' advance notice to Tenant, given within 90 days after the date of such taking. In the event that this Lease shall terminate or be terminated, rent shall be equally adjusted.
 - (B) If any part of the Leased Premises shall be so taken and this Lease shall not terminate or be terminated under the provision if subparagraph (A) above, rent shall be equitably apportioned according to the space so taken, and City shall at its own cost restore the remaining portion of the Leased Premises to the extent necessary to render

them reasonably suitable for Tenant's business purpose, and shall make all repairs to the Leased Premises necessary to make them a complete architectural unit of substantially the same usefulness, design and construction as before the taking, provided the cost of work shall not exceed the proceeds of the condemnation award.

- (C) All compensation awarded or paid upon such a total or partial taking of the Leased Premises shall belong to City without any participation by Tenant. Nothing contained herein, however, shall be construed to preclude Tenant from prosecuting any claim directly against the damage to or cost of removal of for the value of stock trade fixtures, furniture, and other personal property belonging to Tenant; provided, however, that no such claim shall diminish or otherwise adversely affect City's award.

18. **Damage by Fire or other Casualty.** If the Leased Premises shall be rendered untenable by fire or other casualty:

- (A) City may at its sole option terminate this Lease as of the date of such fire or other casualty, upon 30 days' advance written notice to Tenant. In the event of such termination, rent shall be equitably adjusted.
- (B) If the City elects not to terminate this under the provisions of subparagraph (A) above, Tenant's rent shall be equitably apportioned according to any space rendered untenable, and City shall at its own cost restore the Leased Premises to substantially its same condition immediately preceding such loss, provided that the cost of such work shall not exceed the insurance proceeds received by City on account of such loss. If City fails to substantially complete the restoration within 90 days after such fire or other casualty (subject to allowance for delay not the fault of either City or Tenant) then either party may terminate this Lease by giving written notice to the other party within 15 days following the expiration of the 90-day restoration period.

19. **Default; Surrender.**

- (A) Each of the following shall constitute an Event of Default: (i) if the Leased Premises shall be vacated by Tenant prior to the end of the Lease period, or if Tenant is absent from the Leased Premises for more than 10 consecutive days; (ii) if Tenant files a voluntary petition in bankruptcy, or is adjudged bankrupt or insolvent by any federal or state court, or files any petition or answer seeking any reorganization, arrangement, composition, readjustment, liquidation, dissolution or similar relief under any present or future federal or state law or regulation relating to bankruptcy, insolvency or other relief for debtors, or consents to or acquiesces in the appointment of any trustee, receiver or liquidator, or makes any general assignment for the benefit of creditors; (iii) if any monthly installment or rent as herein called for remains overdue and unpaid for 30 days; and (iv) if there shall be a default by Tenant in the performance for any other material provision of this Lease agreement for more than 10 days following written notice thereof from City.

(B) In the event of an Event of Default, City may, at its option, declare this Lease to be terminated and canceled, and may take possession of the Leased Premises. In such case, City may at its option, re-rent the Leased Premises or any part thereof as agent for Tenant, and Tenant shall pay City the difference between the rent herein provided for during the portion of the Lease term remaining at the time of re-possession and the amount, in any, received under such relating for such portion of the Lease term.

(C) Upon the expiration or earlier termination of the initial term of this Lease, or of any renewal term, Tenant shall quit and surrender the Leased Premises to City in good order and condition, ordinary wear and tear excepted. Tenant shall, on or prior to the Expiration Date or earlier termination date, remove all of its property (inclusive of furnishings, fixtures, equipment and all other property). Thereafter, within two weeks of such date, Tenant shall repair all damage to the Leased Premises caused by such removal and make restoration of the Leased Premises in accordance with the terms and conditions of this Lease. Any property of the Tenant that remains on the Premises after the expiration or termination of this Lease may be treated by the City as abandoned property. Any property which is left on the Leased Premises that is worth (collectively) less than two thousand dollars shall be deemed abandoned and may be immediately removed by the City as trash.

20. **Miscellaneous covenants.** Tenant shall faithfully observe and perform the following covenants, in addition to the other terms, conditions and covenants of this Lease:

(A) Tenant shall not do or permit anything to be done in the Leased Premises, or bring or keep anything therein, which will or may: increase the rate of fire insurance of the building of which the Leased Premises are a part, or obstruct or interfere with the rights of any other tenant(s).

(B) Tenant shall not keep any animal(s) in or about the Leased Premises.

(C) Tenant agrees to keep all windows and exterior doors closed in the Leased Premises in order to assure proper functioning of heating and air conditioning systems and to prevent damage to the Leased Premises, and upon failure to do so, agrees to pay for any damage caused thereby.

(D) Tenant shall observe reasonable rules and regulations established from time to time by the City for the promotion of the convenience, safety or welfare of tenants and invitees, after being given notice thereof by the City.

21. **Quiet Enjoyment.** Upon payment by Tenant of all Rent and other sums provided to be paid in this Lease, and the observance and performance of all of the covenants, terms and conditions on Tenant's part to be observed and performed, Tenant shall have the peaceful and quiet use of the Leased Premises, and all rights, servitudes and privileges belonging to, or in any way appertaining thereto, or granted hereby for the terms stated, without hindrance or interruption by City or any other person or persons lawfully claiming by, through or under the City; subject, nevertheless, to the terms and conditions of this Lease.

22. **Notices.** Notices under this Lease shall be in writing, signed by the party giving such notice, and shall be hand-delivered or sent by: (i) United States Mail, or (ii) electronic mail, addressed to a party at its address given below, or to such other address as a party may have furnished to the other by written notice. Any notice sent by U.S. mail shall be deemed to have been given as of the time-said notice is deposited in the United States Mail. The parties' designated representatives and addresses for purposes of notices and communications pertaining to this Lease are as follows:

City: City of Charlottesville- Attention: Transit Division Director
Mail: P.O. Box 911
Delivery: 1545 Avon St. Extended
Charlottesville, Virginia 22902
Email: jonesjo@charlottesville.org

Tenant: Charlottesville Albemarle Convention and Visitor Bureau-Attention: Director
Mail: P.O. Box 178
Delivery: 610 East Main Street
Charlottesville, Virginia 22902
Email: burkhart@charlottesville.org

23. **Governing Law.** This Lease shall be construed under and governed by the laws of the Commonwealth of Virginia.

24. **Exhibits.** The following exhibit(s) are attached and incorporated herein by reference, as if set forth herein verbatim: *Exhibit A* (Floor Plan illustrating general location of leased premises)

WITNESS the following signatures and seals as of the date first above written.

City:
CITY OF CHARLOTTESVILLE, VIRGINIA

BY: _____
Maurice Jones, Its City Manager

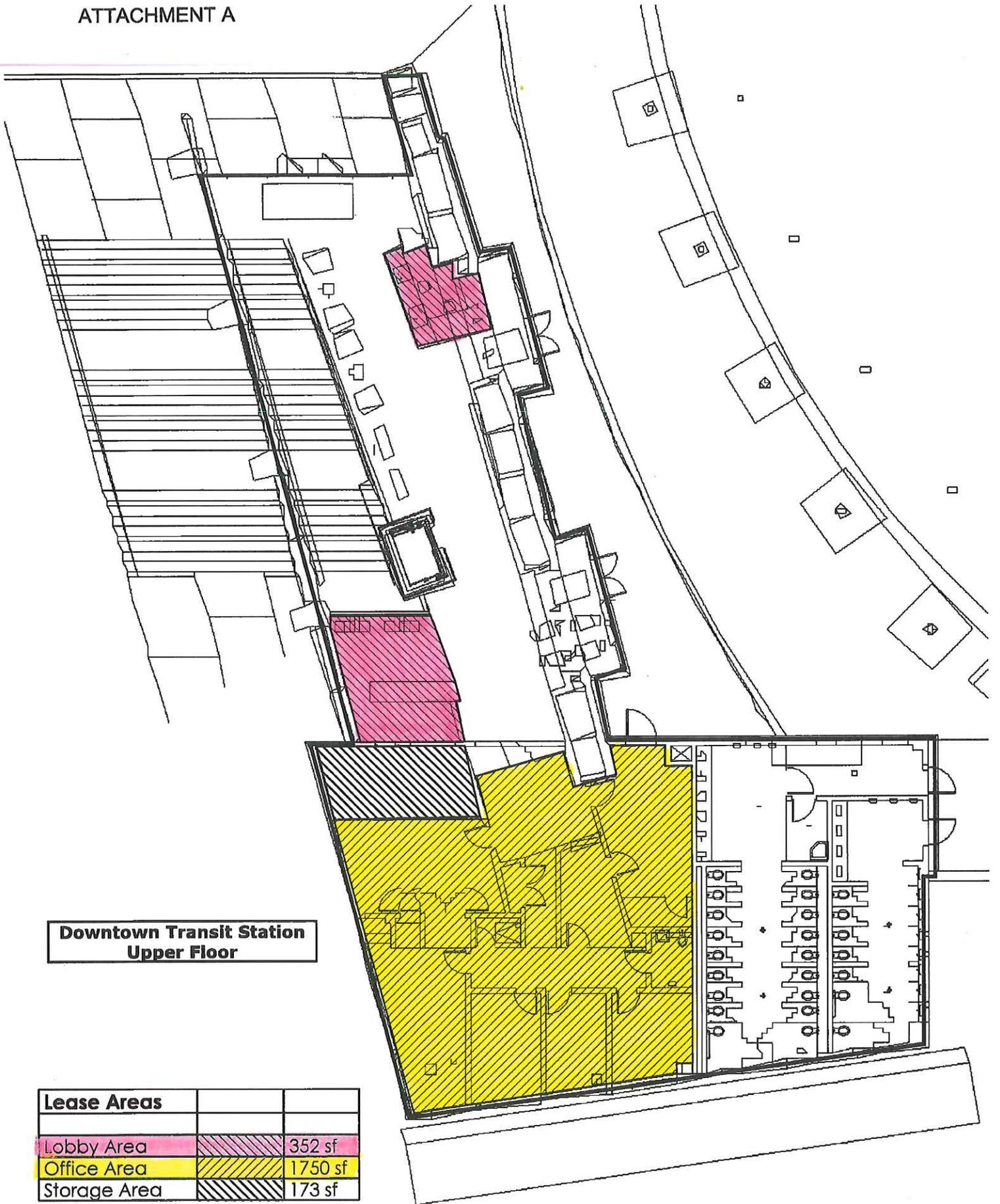
Tenant:
CHARLOTTESVILLE ALBEMARLE CONVENTION AND VISITORS BUREAU

BY: _____

Print Name: _____

Its: _____

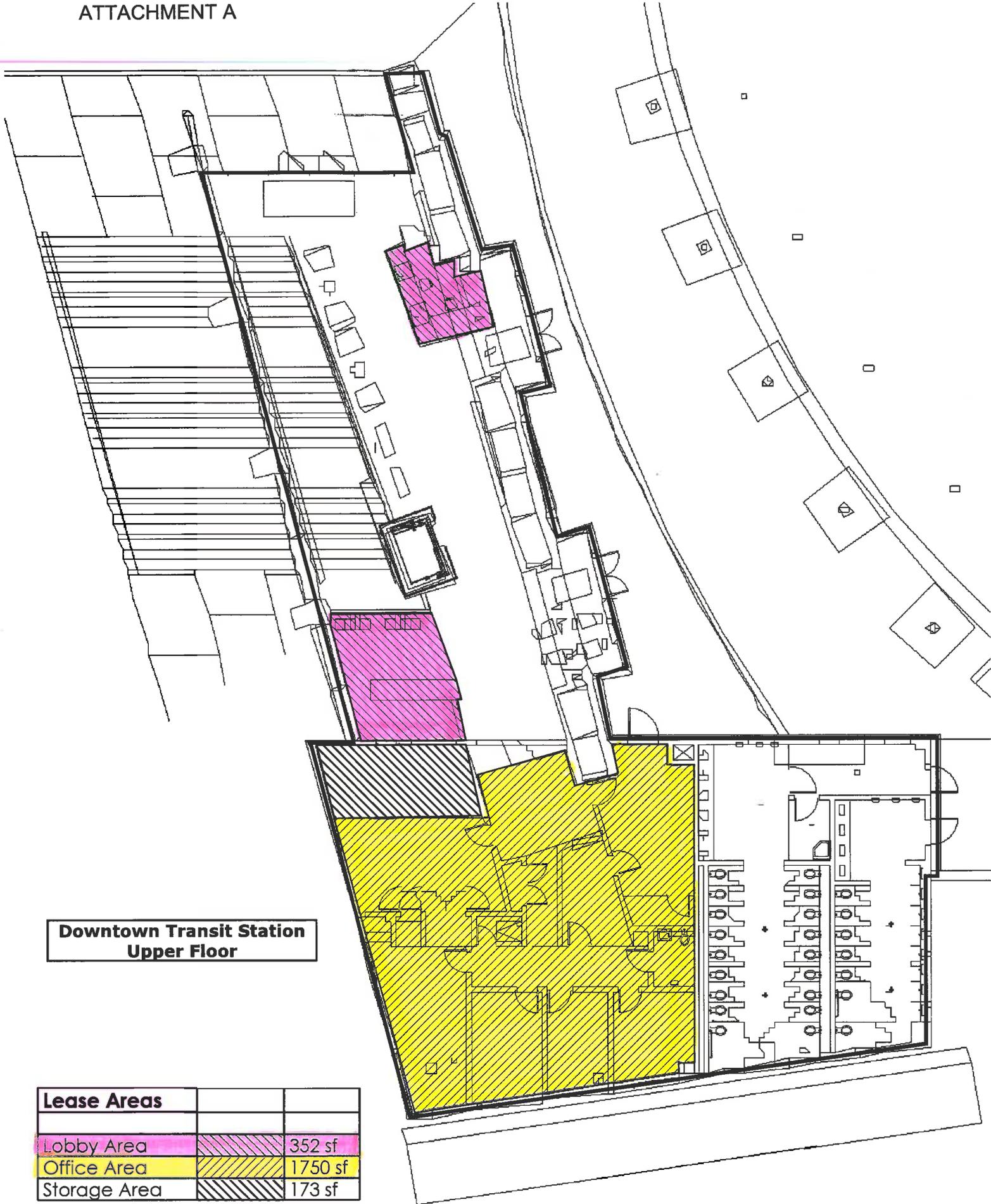
ATTACHMENT A



**Downtown Transit Station
Upper Floor**

Lease Areas		
Lobby Area		352 sf
Office Area		1750 sf
Storage Area		173 sf

ATTACHMENT A



**Downtown Transit Station
Upper Floor**

Lease Areas		
Lobby Area		352 sf
Office Area		1750 sf
Storage Area		173 sf

Please publish on Friday, April 22, 2016

LEGAL NOTICE

On Monday, May 2, 2016, at 7:00 p.m. the Charlottesville City Council will hold a public hearing in the Council Chambers of City Hall, 605 East Main Street, Charlottesville, VA regarding the proposed lease of City-owned property at 610 East Main Street to the Charlottesville Albemarle Convention & Visitors Bureau (CACVB) for use as a downtown visitor's center for tourism, administrative office space for CACVB and as storage space. Any person may appear at the public hearing to express their views on the proposed lease of City-owned property. Copies of the full text of the resolution and the proposed lease agreement are on file with the Clerk of City Council. This ad is published pursuant to Va. Code Sec. 15.2-1800(B).

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



Agenda Date: May 2, 2016

Action Required: Yes (Public Hearing and First Reading of Ordinance)

Presenter: S. Craig Brown, City Attorney

Staff Contacts: Jason McIlwee, P.E., Public Utilities

Title: Abandonment of Sanitary Sewer and Slope Easements – William Taylor Plaza Project

Background: Recently Cherry Avenue Investments, LLC submitted a Boundary Line Adjustment and Easement Plat (the “Plat”) for approval by the City in connection with the development of William Taylor Plaza at the intersection of Cherry Avenue and Ridge Street. On recommendation by the NDS department, the Planning Commission approved the Plat on April 12, 2016, and it was recorded in the Clerk’s Office on April 19th. Several new sanitary sewer easements were created by recordation of the Plat, to replace the existing sewer easement granted to the City in 1948. A slope easement running along Cherry Avenue has also become unnecessary with the new development. Cherry Avenue Investments has requested that the existing sewer and slope easements be abandoned by the City in order to remove any restrictions these easements create as they move forward with construction.

Discussion: Attached is the relevant page of the Plat that shows the locations of the easements to be abandoned (highlighted in yellow). Public Utilities has advised that the sanitary sewer lines are active lines, and must remain in service until the new lines, to be constructed and installed by the developer, are in place and pass inspection by the City. The developer needs the old sewer lines abandoned before construction financing can be obtained. In order to solve the “Catch-22” problem for the developer, it is proposed that Council approve the abandonment of the existing sewer easement with the condition that the Quitclaim Deed will not be recorded until the new sewer lines are installed and pass inspection. This will provide the developer’s lender with the assurance it needs to approve the financing, and protect the City’s interests at the same time.

If approved, the City Attorney’s Office will draft a quitclaim deed (substantially the same as the attached sample deed) to release the City’s rights in the original sewer and slope easements across the William Taylor Plaza property. The Quitclaim Deed will be held in the City Attorney’s Office until the Director of Public Utilities confirms that the new sewer lines are installed and pass inspection.

Community Engagement: A public hearing is required by law to give the public an opportunity to comment on the proposed conveyance of a property interest. Notice of such public hearing was advertised in the local newspaper at least 7 days in advance of the public hearing.

Budgetary Impact: None.

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

Recommendation: Approve the ordinance abandoning the above-described sewer and slope easements.

Attachments: Proposed Ordinance; Plat; Sample Deed.

**AN ORDINANCE
AUTHORIZING THE ABANDONMENT OF
SANITARY SEWER AND SLOPE EASEMENTS
GRANTED TO THE CITY NEAR RIDGE STREET AND CHERRY AVENUE.**

WHEREAS, in 1948 the City acquired certain permanent easements for installation of a sanitary sewer line and construction of slopes across property currently owned by Cherry Avenue Investments, LLC at the intersection of Ridge Street and Cherry Avenue, designated on City Real Estate Tax Map 29 as Parcels 145, 150, 151 and 157 (“Subject Property”); and

WHEREAS, by recordation of a Boundary Line Adjustment and Easement Plat dated January 5, 2016, last revised April 5, 2016, a new easement for the relocated sanitary sewer line was created, and the 1948 slope easement became unnecessary; and

WHEREAS, Cherry Avenue Investments, LLC has requested abandonment of the above-described easements granted to the City in 1948 because they now serve no useful purpose; and

WHEREAS, the City’s Director of Public Utilities has reviewed the request and determined that the City no longer has a need for the above-described slope easement, and has no objection to the release of the 1948 sanitary sewer easement after the new sewer lines are installed and pass inspection; and

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

BE IT ORDAINED by the Council of the City of Charlottesville, Virginia that the Mayor is hereby authorized to execute a Quitclaim Deed, in form approved by the City Attorney, to abandon the above-described 1948 sewer and slope easements; provided, however, that the Quitclaim Deed to abandon the existing sanitary sewer easement shall not be recorded in the Circuit Court Clerk’s Office until the Director of Public Utilities has confirmed to the City Attorney that replacement sewer lines have been installed and passed City inspection.

Prepared by Charlottesville City Attorney's Office
S. Craig Brown, Esq. (VSB #19286)
Tax Map Parcels 29-145, 29-150, 29-151 and 29-157

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

THIS QUITCLAIM DEED made this _____ day of _____, 2016, from the **CITY OF CHARLOTTESVILLE, VIRGINIA**, a municipal corporation and political subdivision of the Commonwealth of Virginia (hereinafter, the "CITY"), GRANTOR, to **CHERRY AVENUE INVESTMENTS, LLC**, GRANTEE, whose address is 170 South Pantops Drive, Charlottesville, Virginia 22911.

WITNESSETH:

WHEREAS, GRANTEE is the owner of certain real property in the City of Charlottesville, Virginia, designated on City Real Estate Tax Map 29 as Parcels 145, 150, 151 and 157 (the "Property"); and

WHEREAS, by recordation of a Boundary Line Adjustment and Easement Plat dated January 5, 2016, last revised April 5, 2016, by Cherry Avenue Investments, LLC, of record in the Charlottesville Circuit Court Clerk's Office as Instrument 2016-00001352, the CITY was conveyed a permanent easement and right of way for the construction, relocation and maintenance of sanitary sewer facilities across the Property (the "2016 Sewer Easement"); and

WHEREAS, the 2016 Sewer Easement replaced in part an existing sanitary sewer easement acquired by the City by deed dated July 22, 1948, and shown on the plat dated June 1948 attached to said instrument, the deed and plat being of record in the Charlottesville Circuit Court Clerk's Office in Deed Book 139, Page 373, and by the same Deed the City was granted the easement and right to create slopes for street construction, shown on the 1948 plat; and

WHEREAS, GRANTEE has requested the City to Quitclaim and Release the sewer and slope easements granted to the City in 1948, as they cross its property and which are no longer necessary for access, maintenance, or repair of the new sanitary sewer facilities; and

WHEREAS, the CITY has agreed to release the 1948 sewer and slope easements as requested by GRANTEE, after holding a public hearing, advertised in accordance with Virginia Code Sec. 15.2-1800(B), and adoption of an Ordinance by the Charlottesville City Council on May 16, 2016.

WITNESSETH:

NOW, THEREFORE, in consideration of the sum of ONE DOLLAR (\$1.00), receipt of which is hereby acknowledged, the CITY does hereby RELEASE and forever QUITCLAIM all its right, title and interest in and to the sanitary sewer and slope easements acquired by the CITY by deed dated July 22, 1948, shown on a plat attached to said instrument at Deed Book 139, page 373, and shown on the attached plat dated _____ by Dominion Engineering.

IN WITNESS WHEREOF, the City of Charlottesville has caused this deed to be executed by its Mayor, pursuant to an Ordinance adopted by City Council on May 16, 2016.

WITNESS the following signatures and seals:

GRANTOR: **CITY OF CHARLOTTESVILLE, VIRGINIA**

By: _____
A. Michael Signer, Mayor

APPROVED AS TO FORM:

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

COMMONWEALTH OF VIRGINIA
CITY OF CHARLOTTESVILLE

The foregoing instrument was acknowledged before me this _____ day of _____, 2016 by A. Michael Signer, Mayor, on behalf of the City of Charlottesville, Virginia.

NOTARY PUBLIC
Registration #: _____
My commission expires: _____

CITY OF CHARLOTTESVILLE, VIRGINIA

CITY COUNCIL AGENDA



Agenda Date:	May 2, 2016
Action Required:	Consideration of a Special Use Permit
Presenter:	Carrie Rainey, City Planner
Staff Contacts:	Carrie Rainey, City Planner
Title:	SP16-00002 - 750 Hinton Avenue - International School of Charlottesville at Hinton Avenue United Methodist Church

Background:

Hinton Avenue United Methodist Church, by Sue Woodson, its Trustee chair has submitted a special use permit (SUP) request to allow elementary education and daycare uses of its property located at 750 Hinton Avenue, identified on City Real Property Tax Map 58 as Parcel 161 (“Subject Property”). The Subject Property has additional street frontage on Church Street and Rialto Street.

No additions to the existing building or additional buildings are proposed. An outdoor fenced play space approximately 50-ft by 50-ft is proposed between the existing building and the existing parking lot.

Discussion:

The Planning Commission discussed this matter at their April 12, 2016 meeting.

The topics of discussion that the Commission focused on were:

- Traffic concerns during drop-off and pick-up activities for the proposed uses.
- Appropriate hours of operation for the proposed uses.
- Pedestrian safety between the Subject Property and the main International School of Charlottesville campus at 830 Monticello Avenue.
- Proper installation and maintenance of the proposed playground equipment.
- Whether existing trash concerns regarding the Subject Property will be multiplied by the proposed uses.

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

The City Council Vision of **A Center for Lifetime Learning** states that “in Charlottesville, the strength of our education is measured not by the achievements of our best students, but by the successes of all our students. Here, an affordable, quality education is cherished as a fundamental right, and the community, City schools, Piedmont Virginia Community College and the University of Virginia work together to create an environment in which all students and indeed all citizens have the opportunity to reach their full potential.”

The project contributes to Goal 1 of the Strategic Plan, **Enhance the self-sufficiency of our residents**, and objective 1.1, to promote education and training. The project contributes to Goal 2 of the Strategic Plan, **Be a safe, equitable, thriving and beautiful community**, and objective 2.6, to engage in robust and context sensitive urban planning. The project contributes to Goal 3, **Have a strong diversified economy**, and objective 3.3, grow and retain viable businesses.

Community Engagement:

The Planning Commission held a joint public hearing with City Council on this matter at their meeting on April 12, 2016.

One member of the public expressed concerns about drop-off and pick-up traffic returning to Hinton Avenue from Rialto Street, the potential traffic increase on Hinton Avenue, existing trash issues on the Subject Property, and the necessity of proper maintenance of the proposed playground equipment.

One member of the public expressed concern with trash issues on the Subject Property, but noted she does not have concerns regarding the impact on traffic from the requested uses, although removing parking on one side of Rialto Street may mitigate concerns. She expressed support for school functions on the Subject Property that would enliven the area.

One member of the public expressed support of the special use permit, noting his children attend the International School of Charlottesville at 830 Monticello Avenue, and drop-off is adequately handled. He noted the parking lot at the Subject Property is sizeable, and while traffic in the area is an issue, he does not believe the hours of operation will exaggerate the traffic issues. He noted the benefit of additional revenue for the Hinton Avenue United Methodist Church, as well additional use of the Subject Property, provided a “win-win.”

Staff attended a community meeting held by representatives of the International School of Charlottesville at the Subject Property on February 23, 2016. Property owners within 500 feet and the Belmont Carlton Neighborhood Association were notified of the meeting per requirements in Section 34-41(c)(2). No noticed recipients attended the meeting.

Included within the application is a statement from Chris Gibson, a neighborhood resident and owner of Gibson’s Grocery on the corner of Avon Street and Hinton Avenue (less than a quarter mile from the subject property): *“I think it’s great because in so many ways it’s complementary to the neighborhood. It puts to good use an underutilized wing of the Methodist Church. It provides an early childhood education option in the neighborhood to complement our elementary school. Over the years, the restaurants have helped to cultivate a thriving night-life; now, this seems like a really nice way to add vibrancy to the day-life. And I think the decision by a reputable, internationally-oriented school to add a campus on this block is yet another encouraging sign of the continued revitalization of our neighborhood.”*

Representatives from the International School of Charlottesville attended a Belmont Carlton Neighborhood Association meeting on April 11, 2016. Subsequent to the meeting, the association, by way of an email from the President as well as statements provided by the President at the public hearing, provided the following statement to the Planning Commission on April 12, 2016:

“After careful consideration by the board and membership, it is our opinion to support the request for the SUP.

We feel that the use is appropriate for the neighborhood and offers an activity in an area that is underutilized most of the day. It also creates a diversification of activities in that area, opposite of restaurants and nightlife. This is a positive move for the neighborhood.

Issues which were brought up at the meeting concerning increased traffic congestion during pickup and drop off times, safety of the children, and the appearance and location of the playground were satisfactorily addressed by the Director and Ms. Hill. Protocols and procedures regarding preferred traffic patterns will be discussed with the parents and plans for the playground will be shared with the BCNA as they are developed.

While staff has suggested drop off could occur on Rialto, we believe that based on neighbor's concerns, this is the more congested street. This should either be stricken from staff's recommendations or revised to prefer use of Hinton, which is much wider, if overflow from the parking lot drop-off procedure does not suffice.

We would also like the city to consider adding a well-marked crosswalk at the intersection of Rialto and Monticello Avenue to aid in safely conveying the children from one site to the other. Pedestrian safety is likely a common concern for all of us.”

Budgetary Impact:

This has no impact on the General Fund.

Recommendation:

The Commission took the following action:

Ms. Green moved to recommend approval of this application for a Special Use Permit in the R-1S zone at 750 Hinton Avenue to permit daycare and elementary school uses with the list of conditions provided in Attachment A. The recommended conditions focus on maximum permitted students, limitations to hours of operation, and procedures for drop-off and pick-up.

Mr. Keesecker seconded the motion. The Commission voted 5-0 to recommend approval of the Special Use Permit.

Alternatives:

City Council has several alternatives:

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

Attachment:

- A. Conditions recommended for the approval of SP16-00002 – 750 Hinton Avenue as provided by the Planning Commission on April 12, 2016
- B. Staff Report dated April 1, 2016 with Application Materials Attached

Conditions Recommended for the Approval of SP16-00002 – 750 Hinton Avenue – International School of Charlottesville at Hinton Avenue United Methodist Church by the Planning Commission on April 12, 2016

1. No more than forty eight (48) students may attend daycare and elementary school at the 750 Hinton Avenue location. An increase in students will require a new special use permit (SUP).
2. The permitted hours of operation for the daycare and elementary school uses are 8:30am until 4:00pm Monday through Friday. An expansion of hours or days of operation will require a new special use permit (SUP).
3. A safety plan for the daycare and elementary school uses must be submitted annually to the Zoning Administrator for approval, and kept on file.
4. The main drop-off and pick-up activities shall occur in the parking area on the Subject Property.
5. A trash removal plan shall be submitted annually along with the safety plan to the Zoning Administrator for approval, and kept on file.
6. Playground equipment shall be installed per manufacturer specifications, and for so long as it remains on the Subject Property, shall be maintained based upon the specifications. The playground equipment shall be located as shown in the location map provided by the applicant (Exhibit C1 as provided by the applicant) shown on the following page.

PRELIMINARY
NOT FOR CONSTRUCTION

PROJECT:
HINTON AVENUE
METHODIST CHURCH
HINTON AVENUE
CHARLOTTESVILLE, VA

JOB NUMBER: 01048

DRAWING:
SITE PLAN

DATE: 11 MAY 2001

DESIGNED BY: []

CHECKED BY: []

SCALE: AS SHOWN

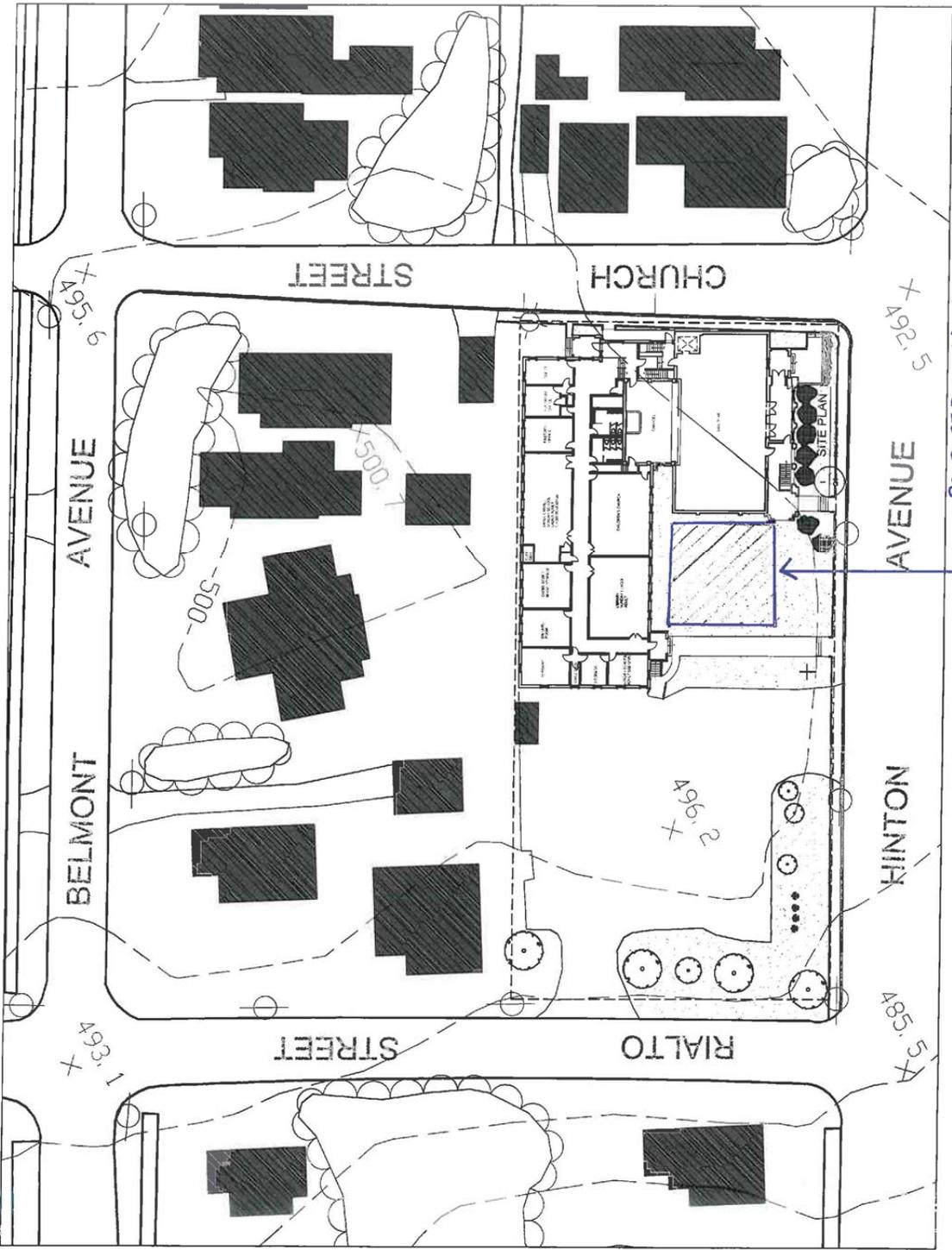
DATE: 11 MAY 2001

bruce r. wardell
architect

118 South Street
Charlottesville
Virginia 22902

phone 804 971 7160
fax 804 971 7166

DATE	11 MAY 2001
SCALE	C1



PROPOSED LOCATION FOR FENCED IN
OUTDOOR PLAY AREA ~50' x 50'

CITY OF CHARLOTTESVILLE
DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT SERVICES
STAFF REPORT



APPLICATION FOR A SPECIAL USE PERMIT

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

DATE OF HEARING: April 12, 2016
APPLICATION NUMBER: SP16-00002

Project Planner: Carrie Rainey
Date of Staff Report: April 1, 2016

Applicant: The International School of Charlottesville (ISC)
Applicants Representative: Eric Anderson
Current Property Owner: Hinton Avenue United Methodist Church (HAUMC)

Application Information

Property Street Address: 750 Hinton Avenue
Tax Map/Parcel #: Tax Map 58, Parcel 161
Total Square Footage/ Acreage Site: 0.76 acres or 33,105 square feet
Comprehensive Plan (Land Use Plan): Low Density Residential
Current Zoning Classification: R-1S Residential
Tax Status: Parcel is up to date on paid taxes

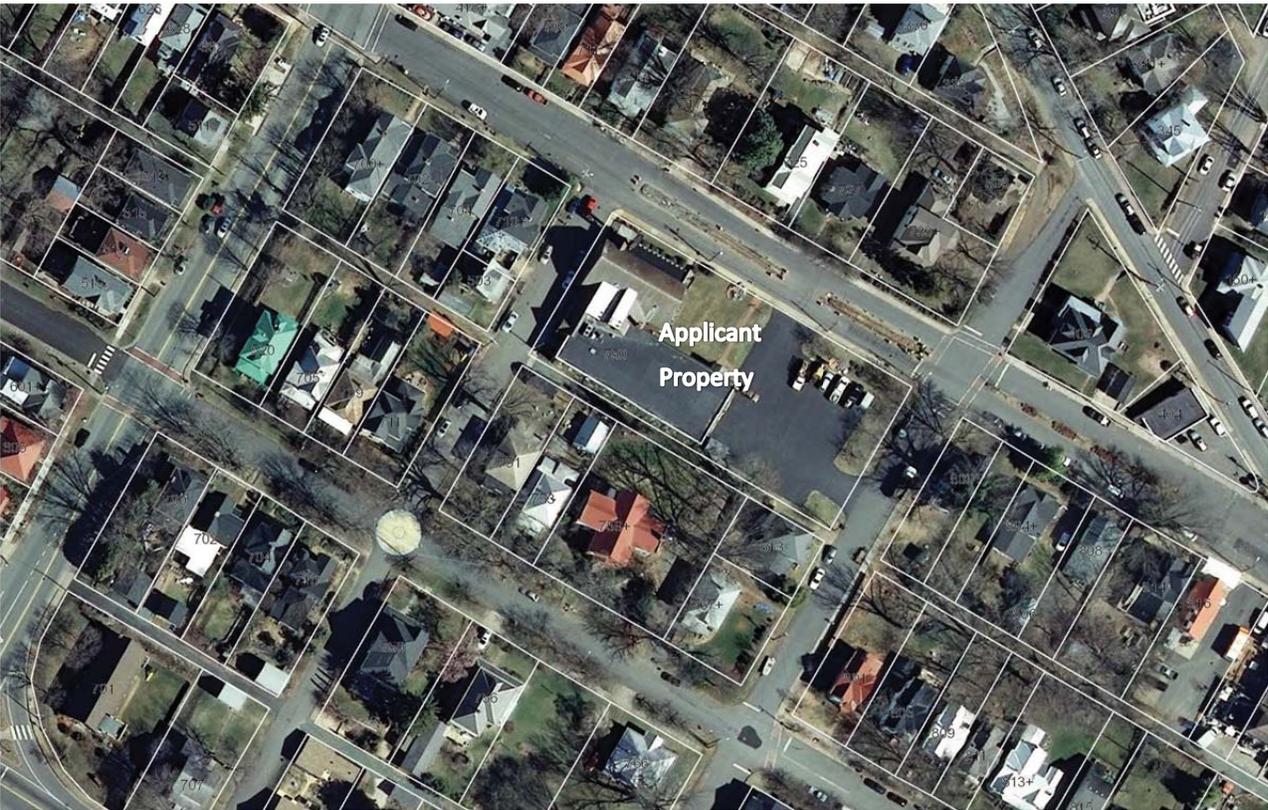
Applicant's Request

The International School of Charlottesville (ISC); acting as representative for the property owner; is requesting a Special Use Permit (SUP) to allow daycare and elementary school uses on the subject property. The current use of the site is a house of worship, which will continue in conjunction with the proposed uses. The property is located at 750 Hinton Avenue, with additional frontage on Church Street and Rialto Street. No additions to the existing building or additional buildings are proposed. An outdoor fenced play space approximately 50-ft by 50-ft is proposed between the existing building and the existing parking lot.

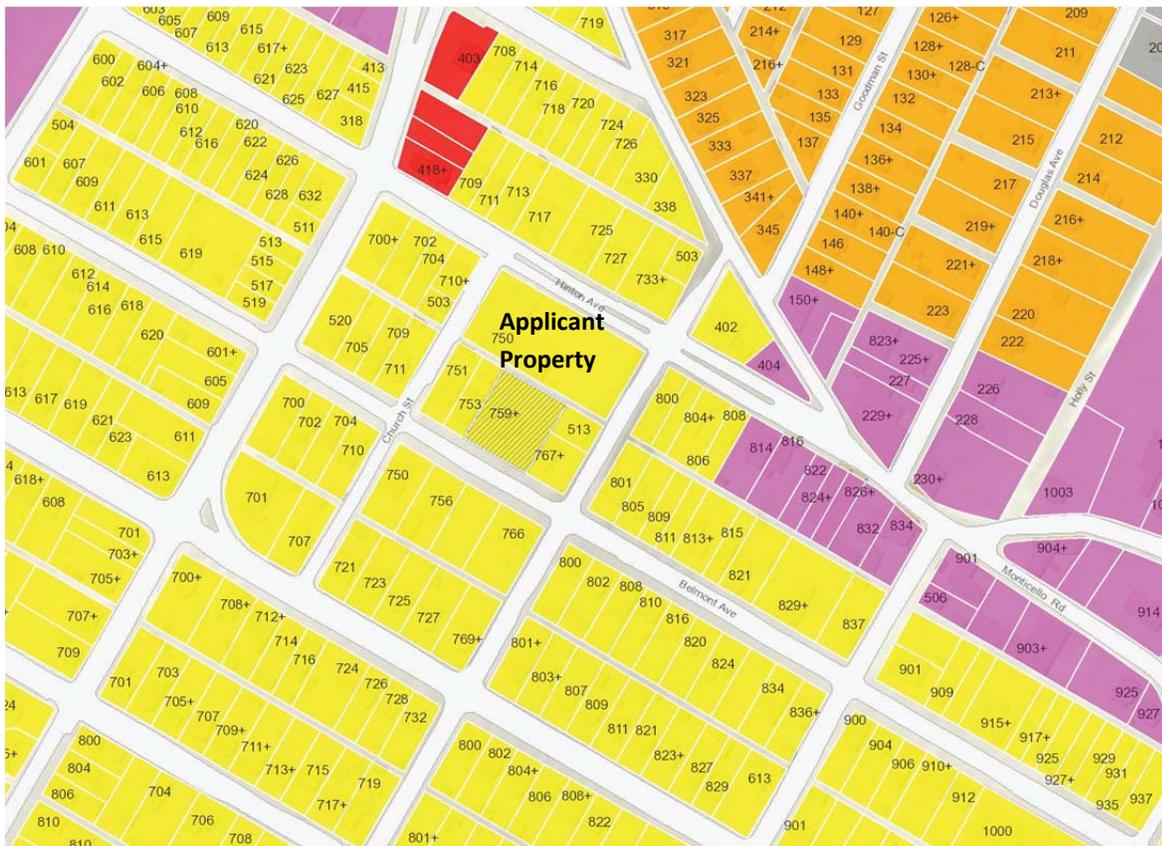
Vicinity Map



Context Map 1



Context Map 2



KEY - Yellow: R1-S, Orange: R-2, Red: B-2, Purple: NCC or DE, Grey: M-I

Standard of Review

The Planning Commission must make an advisory recommendation to the City Council concerning approval or disapproval of a Special Use Permit (SUP) for the proposed development based upon review of the site plan for the proposed development and upon the criteria set forth. The applicant is proposing changes to the current site, and therefore is required to submit a site plan per sections 34-158 and 34-802 of the zoning ordinance.

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

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

- (1) Whether the proposed use or development will be harmonious with existing patterns of use and development within the neighborhood;

- (2) Whether the proposed use or development and associated public facilities will substantially conform to the city's comprehensive plan;
- (3) Whether proposed use or development of any buildings or structures will comply with all applicable building code regulations;
- (4) Whether the proposed use or development will have any potentially adverse impacts on the surrounding neighborhood, or the community in general; and if so, whether there are any reasonable conditions of approval that would satisfactorily mitigate such impacts. Potential adverse impacts to be considered include, but are not necessarily limited to, the following:
 - a) Traffic or parking congestion;
 - b) Noise, lights, dust, odor, fumes, vibration, and other factors which adversely affect the natural environment;
 - c) Displacement of existing residents or businesses;
 - d) Discouragement of economic development activities that may provide desirable employment or enlarge the tax base;
 - e) Undue density of population or intensity of use in relation to the community facilities existing or available;
 - f) Reduction in the availability of affordable housing in the neighborhood;
 - g) Impact on school population and facilities;
 - h) Destruction of or encroachment upon conservation or historic districts;
 - i) Conformity with federal, state and local laws, as demonstrated and certified by the applicant; and,
 - j) Massing and scale of project.
- (5) Whether the proposed use or development will be in harmony with the purposes of the specific zoning district in which it will be placed;
- (6) Whether the proposed use or development will meet applicable general and specific standards set forth within the zoning ordinance, subdivision regulations, or other city ordinances or regulations; and
- (7) When the property that is the subject of the application for a special use permit is within a design control district, city council shall refer the application to the BAR or ERB, as may be applicable, for recommendations as to whether the proposed use will have an adverse impact on the district, and for recommendations as to reasonable conditions which, if imposed, that would mitigate any such impacts. The BAR or ERB, as applicable, shall return a written report of its recommendations to the city council.

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

Project Review / Analysis

1. Background

The applicant has submitted an application requesting approval of a SUP to allow daycare and elementary school uses within the existing building. The current use of the site is a house of worship, which will continue in conjunction with the proposed uses.

2. Proposed Use of the Property

The proposed use of the property is elementary school education and day care with less than 45 students, 5 teachers, and 2 members of administrative staff in 3 classrooms. This location is noted in the application to serve as a satellite location to the main school at 830 Monticello Avenue. The applicant has indicated this satellite location is intended to provide supplemental space during a transitional period while ISC evaluates long term options wherein the entire school could be accommodated.

Current uses associated with the Methodist church (HAUMC) will continue on the property as well. The applicant has noted that primary school functions will remain at the 830 Monticello Avenue location, but that high demand for attendance in the school has prompted an expansion to a second location.

The International School of Charlottesville (ISC) provides early childhood education within a foreign language environment. The school serves children aged 2-6 and has earned accreditation by the National Association for the Education of Young Children.

The owner of the property, Hinton Avenue United Methodist Church Trustees, has indicated in the application (Attachment A) that in addition to religious services, the church holds a weekly Clothing Closet, Sunday Family Kitchen, and provides a collection site for emergency supplies for disaster relief efforts. In addition, several outside groups (including the Boy Scouts and Alcoholics Anonymous) hold meetings during different nights of the week and on Saturdays.

The proposed uses located within the existing building will be limited to existing educational spaces, as shown in Attachment B. Specifically; these spaces include the existing Library/Adult Sunday School room, Children’s Church room, Storage room, Adult Seekers Sunday School Room, and the children’s bathroom. Two additional bathrooms across from the Pastor’s Office will also be used by the proposed school and daycare uses. The applicant has established the Nursery room, Ballard room, and Choir room as overflow areas.

An outdoor fenced play space approximately 50-ft by 50-ft will be installed in existing open space on the property, which is detailed in Item 3-j below.

The primary time of usage will be 9am to 3pm, Monday through Friday. The applicant has indicated drop off and pick up will generally occur for 10 minutes before and after this timeframe. Drop off and pick up will occur in the existing parking lot. In addition, the applicant has indicated to staff that no afterschool or summer camp activities will take place at the 750 Hinton Avenue location.

3. Impact on the Neighborhood

a. Traffic or Parking Congestion

Traffic congestion: The ISC does not provide bussing to students. Students may arrive by private vehicle (including carpools), walking, biking, or mass transit. Ingress and egress to the development would remain on Hinton Avenue and Rialto Street. The surrounding area consists of low density residential properties. A mass transit stop is located approximately 300 feet away at the intersection of Hinton Avenue and Avon Street, as well as several locations less than a half-mile from the subject property.

The applicant has indicated that drop-off activities are expected to be concentrated from 8:45am to 9:00am, and pick-up activities concentrated from 2:45pm-3:00pm. The applicant plans to implement a system wherein students are escorted by a staff member to and from private vehicles in the parking lot and not the street, whenever possible.

Parking: Per Section 34-971(d), a change of use within an existing structure where there is no enlargement of the existing structure does not require additional parking. In addition, Section 34-974(b) allows for parking requirements in cooperative parking arrangements to be partially reduced if the uses do not conflict in time of operation or need for the parking spaces.

Activities related to the ISC will be held primarily between 9am to 3pm Monday through Friday, while activities associated with the HAUMC will be held primarily on weekday evenings and weekends.

While the existing parking lot is currently unmarked, it appears that a minimum of 24 spaces are provided based upon provided area. Day care requires 1 space per every 1.5 employees and elementary schools require one space per classroom. The applicant has indicated three classes will be held with 5 teachers and up to administrative staff positions supporting the classes. 7 staff members would require 5 spaces per the parking standards for a daycare, or 3 classrooms would require 3 spaces for an elementary school. The existing parking lot will provide sufficient parking for the requested uses.

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

This use will have an effect on the surrounding community with increased noise from an outdoor play space proposed on-site and noise and fumes from the additional automobile traffic generated by the use. The primary hours of operation for the school are between 9am and 3pm Monday through Friday; as such, additional noise and fumes generated will be contained within these times.

c. Displacement of existing residents or businesses.

The proposed uses will not require the displacement of existing uses.

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

The parcel is currently zoned R-1S for single-family residential with a current use of house of worship. The proposed uses are commercial activities, with approximately 7 staff positions. This will have no substantial effect on economic development activities.

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

The City's Comprehensive Plan Land Use Map calls for low density residential in this section of the City. However, the proposed use does not have an intensity level that would tax existing available facilities. No housing is proposed for the subject property.

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

The current and proposed uses on the subject property do not include residential uses.

g. Impact on school population and facilities.

The current and proposed uses on the subject property do not include residential uses. In addition, the proposed uses include educational instruction, which may minimally reduce the need for school facilities in the City.

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

This site is not in a historic district. An adjacent property south of the subject property is designated as historic (759 Belmont Avenue), but proposed uses will not encroach upon this property.

i. Conformity with federal, state and local laws.

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

j. Massing and scale of the project.

No additional buildings or ingress/egress is proposed. No removal of trees is proposed. The proposed use includes a separated fenced outdoor play space for the students, the location and exemplary graphics of which are shown in Attachment C. The proposed play space is approximately 50-ft by 50-ft and would be located between the existing building and existing parking lot. The proposed play space is shown as aligned with the front of the existing building, and the applicant has indicated that the play space will include wildflowers, gardens, tree stumps/logs, and a wooden play set.

4. Zoning History

In 1949 the property was zoned A-1 Residence District. In 1958 the property was zoned R-2 Residential District. In 1991 the property was zoned R-1A Residential District. In 2003 the property was zoned R-1S Residential District.

5. Character and Use of Adjacent Properties

Direction	Use	Zoning
North	Single Family House/Multi-family House	R-1S
South	Single Family House/Multi-family House	R-1S, R-1SH
East	Single Family House	R-1S
West	Single Family House	R-1S

6. Reasonableness / Appropriateness of Current Zoning

The current R-1S zoning is reasonable and appropriate. By right uses in R-1S single-family residential include single-family detached homes; limited related to residential uses such as homestay, family day home, and residential treatment facilities; and limited commercial uses such as libraries, houses of worship, and recreational facilities.

7. Below are areas where the development complies with the Comprehensive Plan

a. Land Use

2: Establish a mix of uses within walking distance of residential neighborhoods that will enhance opportunities for small group interaction throughout Charlottesville.

b. Historic Preservation & Urban Design

9: Capture the embodied energy of existing buildings by encouraging the adaptive re-use and more efficient use of existing structures.

Public Comments Received

The applicant held a community meeting on February 23rd, 2016 from 5:30 to 7:00 at the subject property. Property owners within 500 feet and the Belmont Carlton Neighborhood Association were notified of the meeting per requirements in Section 34-41(c)(2). No noticed recipients attended the meeting. Materials available at the community meeting, in addition to the sign in sheet, can be found in Attachment D.

Included within the application is a statement from Chris Gibson, a neighborhood resident and owner of Gibson's Grocery on the corner of Avon Street and Hinton Avenue (less than a quarter mile from the subject property): *"I think it's great because in so many ways it's complementary to the neighborhood. It puts to good use an underutilized wing of the Methodist Church. It provides an early childhood education option in the neighborhood to complement our elementary school. Over the years, the restaurants have helped to cultivate a thriving night-life; now, this seems like a really nice way to add vibrancy to the day-life. And I think the decision by a reputable, internationally-oriented school to add a campus on this block is yet another encouraging sign of the continued revitalization of our neighborhood."*

Staff Recommendation

Staff recommends the Planning Commission focus on potential expansion of the proposed uses and the increased traffic generated during by the requested uses, particularly during morning drop-off and afternoon pick-up.

The applicant has indicated an anticipated 3 classrooms with 45 students, 5 teachers, and up to 2 administrative employees on the subject property. Staff considered these maximums while performing an analysis of the requested SUP. However, there is potential that the ISC may increase in students and classroom needs while determining a future location to house the school on a single property. An increase of students and employees at the subject property may place too great a strain on the surrounding street network and available parking in proximity of the subject property.

The ISC does not provide bussing to students. Students may arrive and depart by a variety of modes, but the Planning Commission may want to consider the possibility that all trips will be taken by private vehicle in order to consider the maximum possible impact. The subject property has an existing parking lot which appears to be capable of handling the majority of drop-off and pick-up activities. In addition, public parallel parking is available in immediate proximity to the subject property on Rialto Street and Church Street. However, Hinton Avenue, to which the existing building is oriented, does not provide on-street parking immediately in front of the subject property. An existing median island on Hinton Avenue limits other vehicles to pass a vehicle stopped on Hinton Avenue to drop-off or pick-up students.

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

1. A maximum of three (3) ISC classrooms with no more than 45 students total are allowed on the subject property. An increase in classrooms and students will require a new SUP.
2. No afterschool or summer camp programs related to the ISC are allowed on the subject property. The addition of these activities will require a new SUP.
3. All drop-off and pick-up activities related to the ISC shall be contained within the private parking lot located on the subject property, or within existing parallel parking spaces on Rialto Street and Church Street. No drop-off and pick-up activities shall take place on Hinton Avenue.

Suggested Motions

1. I move to recommend approval of this application for a Special Use Permit in the R-1S zone at 750 Hinton Avenue to permit elementary school and daycare uses with the following conditions:
 - a. _____
 - b. _____
 - c. _____

OR,

2. I move to recommend denial of this application for a Special Use Permit in the R-1S zone at 750 Hinton Avenue to permit elementary school and daycare uses

Attachments

- A. Application for SUP dated February 16, 2016
- B. Classroom Layout provided February 16, 2016
- C. Playground Layout provided February 16, 2016
- D. Community Meeting Materials provided February 24, 2016



City of Charlottesville

Application Checklist

Project Name: 750 Hinton Avenue

I certify that the following documentation is ATTACHED to this application:

- 34-158(a)(1): a site plan (ref. City Code 34-802(generally); 34-1083(communications facilities))
- 34-158(a)(3): Low-impact development (LID) methods worksheet (required for developments that include non-residential uses, and developments proposing 3 or more SFDs or TFDs)
- 34-158(a)(4): a building massing diagram, and building elevations (required for applications proposing alteration of a building height or footprint, or construction of any new building(s))
- 34-158(a)(5) and 34-12: affordable housing data. (i) how many (if any) existing dwelling units on the property are an "affordable dwelling unit" by the city's definitions? (ii) Will existing affordable units, or equivalent affordable units, remain following the development? (iii) What is the GFA of the project? GFA of residential uses? GFA of non-residential uses?
- 34-157(a)(1) Graphic materials that illustrate the context of the project, and a narrative statement as to compatibility with existing patterns of use and development
- 34-157(a)(2) Narrative statement: applicant's analysis of conformity with the Comprehensive Plan
- 34-157(a)(3) Narrative statement: compliance with applicable USBC provisions
- 34-157(a)(4) Narrative statement identifying and discussing any potential adverse impacts, as well as any measures included within the development plan, to mitigate those impacts
- 34-158(a)(6): other pertinent information (narrative, illustrative, etc.)
- All items noted on the Pre-Application Meeting Verification.

Applicant The International School of Charlottesville

Signature [Signature] Print Eric Anderson Date 2/16/16

By Its: Head of School

(For entities, specify: Officer, Member, Manager, Trustee, etc.)



City of Charlottesville

Application for Special Use Permit

Project Name: 750 Hinton Avenue

Address of Property: 750 Hinton Ave, Charlottesville, VA 22902

Tax Map and Parcel Number(s): 580161000

Current Zoning District Classification: R-1S

Comprehensive Plan Land Use Designation: Low Density Residential

Is this an amendment to an existing SUP? No

If "yes", provide the SUP #: _____

Applicant: The International School of Charlottesville (ISC)

Address: 830 Monticello Avenue, Charlottesville, VA 22902

Phone: 434.984.2174 Email: eanderson@theisc.org

Applicant's Role in the Development (check one): Tenant applying for use

Owner Owner's Agent Designer Contract Purchaser

Owner of Record: Hinton Avenue United Methodist Church (HAUMC)

Address: 750 Hinton Avenue, Charlottesville, VA 22902

Phone: 434.293.7049 Email: rbradenjr@comcast.net (Bob Braden)

Reason for Special Use Permit:

Additional height: _____ feet

Additional residential density: _____ units, or _____ units per acre

Authorize specific land use (identify) elementary education / daycare

Other purpose(s) (specify City Code section): _____

(1) Applicant's and (2) Owner's Signatures

(1) Signature [Signature] Print Eric Anderson Date 2/16/16

Applicant's (Circle One): LLC Member LLC Manager Corporate Officer (specify) _____
Other (specify): Head of School

(2) Signature [Signature] Print Sue A Woodson Date 2/10/16

Owner's (Circle One): LLC Member LLC Manager Corporate Officer (specify) _____
Other (specify): Chair, Trustees HAUMC



City of Charlottesville

Pre-Application Meeting Verification

Project Name: 750 HINTON AVENUE

Pre-Application Meeting Date: 19 JANUARY 2016

Applicant's Representative: WESTUER HILL

Planner: CARRIE RANEY

Other City Officials in Attendance:

N/A

The following items will be required supplemental information for this application and must be submitted with the completed application package:

1. COMMUNITY MEETING - WITHIN 500 FT AND NEIGHBORHOOD ASSOCIATION.

2. _____

3. _____

4. _____

5. _____

Planner Signature: C. Raney

19 JAN 2016



City of Charlottesville

Community Meeting

Project Name: 750 Hinton Avenue

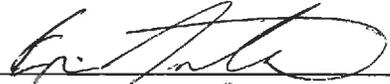
Section 34-41(c)(2) of the Code of the City of Charlottesville (adopted _____, 2015) requires applicants seeking rezonings and special use permits to hold a community meeting. The purpose of a community meeting is to provide citizens an opportunity to receive information about a proposed development, about applicable zoning procedures, about applicable provisions of the comprehensive plan, and to give citizens an opportunity to ask questions. **No application for a rezoning shall be placed on any agenda for a public hearing, until the required community meeting has been held and the director of neighborhood development services determines that the application is ready for final review through the formal public hearing process.**

By signing this document, the applicant acknowledges that it is responsible for the following, in connection to the community meeting required for this project:

1. Following consultation with the city, the applicant will establish a date, time and location for the community meeting. The applicant is responsible for reserving the location, and for all related costs.
2. The applicant will mail, by U.S. mail, first-class, postage pre-paid, a notice of the community meeting to a list of addresses provided by the City. The notice will be mailed at least 14 calendar days prior to the date of the community meeting. The applicant is responsible for the cost of the mailing. At least 7 calendar days prior to the meeting, the applicant will provide the city with an affidavit confirming that the mailing was timely completed.
3. The applicant will attend the community meeting and present the details of the proposed application. If the applicant is a business or other legal entity (as opposed to an individual) then the meeting shall be attended by a corporate officer, an LLC member or manager, or another individual who can speak for the entity that is the applicant. Additionally, the meeting shall be attended by any design professional or consultant who has prepared plans or drawings submitted with the application. The applicant shall be prepared to explain all of the details of the proposed development, and to answer questions from citizens.
4. Depending on the nature and complexity of the application, the City may designate a planner to attend the community meeting. Regardless of whether a planner attends, the City will provide the applicant with guidelines, procedures, materials and recommended topics for the applicant's use in conducting the community meeting.
5. On the date of the meeting, the applicant shall make records of attendance and shall also document that the meeting occurred through photographs, video, or other evidence satisfactory to the City. Records of attendance may include using the mailing list referred to in #1 as a sign-in sheet (requesting attendees to check off their name(s)) and may include a supplemental attendance sheet. The City will provide a format acceptable for use as the supplemental attendance sheet.

Applicant: The International School of Charlottesville

By:

Signature  Print Eric Anderson Date 2/16/16

Its: Head of School (Officer, Member, Trustee, etc.)



City of Charlottesville

Owner's Authorizations

(Not Required)

Right of Entry- Property Owner Permission

I, the undersigned, hereby grant the City of Charlottesville, its employees and officials, the right to enter the property that is the subject of this application, for the purpose of gathering information for the review of this Special Use Permit application.

Owner: Hinton Avenue United Methodist Church Date 2/10/16

By (sign name): Sue Woodson Print Name: Sue A. Woodson

Owner's: LLC Member LLC Manager Corporate Officer (specify): _____

Other (specific): Choir Trustees, HAUMC

Owner's Agent

I, the undersigned, hereby certify that I have authorized the following named individual or entity to serve as my lawful agent, for the purpose of making application for this special use permit, and for all related purposes, including, without limitation: to make decisions and representations that will be binding upon my property and upon me, my successors and assigns.

Name of Individual Agent: _____

Name of Corporate or other legal entity authorized to serve as agent: _____

Owner: _____ Date: _____

By (sign name): _____ Print Name: _____

Circle one:

Owner's: LLC Member LLC Manager Corporate Officer (specify): _____

Other (specific): _____



City of Charlottesville

Disclosure of Equitable Ownership

Section 34-8 of the Code of the City of Charlottesville requires that an applicant for a special use permit make complete disclosure of the equitable ownership ("real parties in interest") of the real estate to be affected. Following below I have provided the names and addresses of each of the real parties in interest, including, without limitation: each stockholder or a corporation; each of the individual officers and directors of a corporation; each of the individual members of an LLC (limited liability companies, professional limited liability companies); the trustees and beneficiaries of a trust, etc. Where multiple corporations, companies or trusts are involved, identify real parties in interest for each entity listed.

Name Sue Woodson Address 105 Gloucester Court, Cville 22901

Name Bob Braden Address 3005 White Oak LN, Cville 22911

Name Irene Dorrier Address 506 2ND St. NE, Cville 22902

Name Marion Ripley Address P.O. Box 31, Howardsville, VA 24562

Attach additional sheets as needed. (1 of 2 pages)

Note: The requirement of listing names of stockholders does not apply to a corporation whose stock is traded on a national or local stock exchange and which corporation has more than five hundred (500) shareholders.

Applicant: The International School of Charlottesville

By:

Signature [Signature] Print Eric Anderson Date 2/16/16

Its: Head of School (Officer, Member, Trustee, etc.)



City of Charlottesville

Disclosure of Equitable Ownership

Section 34-8 of the Code of the City of Charlottesville requires that an applicant for a special use permit make complete disclosure of the equitable ownership "real parties in interest") of the real estate to be affected. Following below I have provided the names and addresses of each of the real parties in interest, including, without limitation: each stockholder or a corporation; each of the individual officers and directors of a corporation; each of the individual members of an LLC (limited liability companies, professional limited liability companies); the trustees and beneficiaries of a trust, etc. Where multiple corporations, companies or trusts are involved, identify real parties in interest for each entity listed.

Name Neil McLaughlin Address 2309 Dellmeade Ln, Cville 22901
Name Saudi Walton Address 1684 Shady Grove Court, Cville 22902
Name Harvey Brown Address 1126 Meriweather St., Cville 22902
Name John Wilkinson Address 1601 Antoinette Ave, Cville 22903

Attach additional sheets as needed. (2 of 2 pages)

Note: The requirement of listing names of stockholders does not apply to a corporation whose stock is traded on a national or local stock exchange and which corporation has more than five hundred (500) shareholders.

Applicant: The International School of Charlottesville

By:

Signature [Signature] Print Eric Anderson Date 2/16/16
Its: Head of School (Officer, Member, Trustee, etc.)



City of Charlottesville

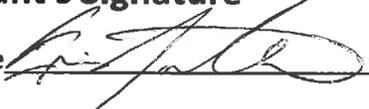
LID Checklist

N/A

Project Name: 750 Hinton Avenue

LID Measure	LID Checklist Points	Points
Compensatory Plantings (see City buffer mitigation manual). 90% of restorable stream buffers restored.	5 points or 1 point for each 18% of the total acreage	
Pervious pavers for parking and driveways with stone reservoir for storage of 0.5 inches of rainfall per impervious drainage area. Surface area must be >1,000 ft. ² or ≥ 50% of the total parking and driveway surface area.	7 points or 1 point for each 7% of parking and driveway surface area.	
Shared parking (must have legally binding agreement) that eliminates >30% of on-site parking required.	5 points or 1 point for each 6% of parking surface eliminated.	
Impervious Disconnection. Follow design manual specifications to ensure adequate capture of roof runoff (e.g. cisterns, dry wells, rain gardens)	8 points	
Bioretention. Percent of site treated must exceed 80%. Biofilter surface area must be ≥ 5% of impervious drainage area.	8 points or 1 point for each 10% of site treated.	
Rain gardens. All lots, rain garden surface area for each lot ≥ 200 ft. ² .	8 points or 1 point for each 10% of lots treated.	
Designed/constructed swales. Percent of site treated must exceed 80%, achieve non-erosive velocities, and able to convey peak discharge from 10 year storm.	8 points or 1 point for each 10% of site treated.	
Manufactured sand filters, filter vaults (must provide filtering rather than just hydrodynamic). Percent of site treated must exceed 80%. Sizing and volume for water quality treatment based on manufacturer's criteria.	8 points or 1 point for each 10% of site treated.	
Green rooftop to treat ≥ 50% of roof area	8 points	
Other LID practices as approved by NDS Engineer.	TBD, not to exceed 8 points	
Off-site contribution to project in City's water quality management plan. This measure to be considered when on site constraints (space, environmentally sensitive areas, hazards) limit application of LID measures. Requires pre-approval by NDS Director.	5 points	
Total Points		N/A

Applicant's Signature

Signature  Print 2/14/16 Date Eric Anderson

**International School of Charlottesville
with Hinton Avenue United Methodist Church
750 Hinton Avenue Special Use Permit Application
Supporting Narratives**

34-158(a)(1): a site plan (ref. City Code 34-802(generally); 34-1083(communications facilities))

Additional parking beyond what is available in the parking lot of the property is not required. No additional ingress/egress are being proposed for the school's use. No removal of trees is proposed. The school is required to provide a separated outdoor play space for students. See attached plan illustrating the approximate location for a ~50x50 foot fenced in play area. The aesthetics for this area include a wooden fence around the perimeter with wildflowers, gardens, tree stumps/logs, and wooden play set. Visuals similar to what the ISC is envisioning are included in Attachments for reference. Communications facilities are not applicable to the scope of this project.

34-158(a)(3): Low-impact development (LID) methods worksheet (required for developments that include non-residential uses, and developments proposing 3 or more SFDs or TFDs)

The scope of this project does not include any new development, therefore the LID methods worksheet is viewed as not applicable by the applicant.

34-158(a)(4): a building massing diagram, and building elevations (required for applications proposing alteration of a building height or footprint, or construction of any new building(s))

The scope of this project does not include any alterations to the building height or footprint, or construction of any new buildings, therefore building massing diagrams and elevations are viewed as not applicable by the applicant.

34-158(a)(5) and 34-12: affordable housing data. (i) how many (if any) existing dwelling units on the property are an "affordable dwelling unit" by the city's definitions? (ii) Will existing affordable units, or equivalent affordable units, remain following the development? (iii) What is the GFA of the project? GFA of residential uses? GFA of non-residential uses?

The scope of this project does not include dwelling units, existing or proposed, therefore affordable housing data are viewed as not applicable by the applicant.

34-157(a)(1) Graphic materials that illustrate the context of the project, and a narrative statement as to compatibility with existing patterns of use and development

International School of Charlottesville (ISC) offers early childhood education within a foreign language environment. Children ages 2-6 are offered a well-rounded, holistic, research-based education, and because the learning takes place in a classroom in which only French or only Spanish is spoken, they

develop proficiency in that foreign language in the process. Along the way, students develop a broader appreciation for diverse cultures, and a worldview predicated upon connecting with people from different backgrounds. In 2005, the ISC's commitment to research-based best practices in early childhood education earned the school accreditation by the National Association for the Education of Young Children (NAEYC); in 2011, the school underwent a comprehensive reaccreditation process based on NAEYC's updated guidelines and standards. The school is one of only a handful of schools in the region to receive this distinction. NAEYC accreditation is not related to language immersion, but rather to promoting and practicing excellence in the education of and care for young students, regardless of the language of instruction.

The ISC, working with the Trustees of the Hinton Avenue United Methodist Church, is seeking a special-use permit at 750 Hinton Avenue (the "Property") to allow for our use of the upper floor of the church's education wing and an existing outdoor open space as an expansion opportunity for the school's early childhood education.

The ISC currently operates out of Belmont Baptist Church, located at 830 Monticello Ave, two blocks south and two blocks east of the Property. While the school plans to maintain the majority of its classrooms at the existing Monticello Ave location, high demand for our unique language-immersion early childhood education programming has prompted us to identify viable short-term solutions that would simultaneously enable us to both accommodate all current families interested in returning for the 2016-2017 school year, and admit a greater percentage of the new families now applying. The Hinton Avenue location is being sought to serve as a supplemental space during a transitional period while we, in parallel, evaluate long-term options that will accommodate the entire school and its anticipated growth.

As early as the 2016-2017 school year, we are looking to house on the Hinton Avenue Property up to three classes (totaling less than 45 students and 5 teachers) and 1-2 members of administrative staff. The primary usage will fall between 9AM and 3PM, Monday through Friday; between those hours, especially in the ten-minute window before and after 9:00 AM and 3:00 PM, parking and drop off/pick-up of children will take place in the Property's existing parking area.

Referencing the first floor plan among the Attachments, the spaces the school is seeking to use include:

- 2 large rooms on the north side (Library/Adult Sunday School and Children's Church)
- 2 small rooms along the east side (Storage and Adult Seekers Sunday School), plus the children's bathroom
- Any one of the three rooms along the south side (Nursery, Ballard, Choir), for overflow.
- The 2 bathrooms across from the Pastor's Office

Within the surrounding four block radius of the Property land uses include: low density residential, mixed use, neighborhood commercial, business/technology, and public/semi-public designations. Existing schools in this radius include the ISC's current facility at Belmont Baptist Church, located at the corner of Monticello Avenue and Meridian Street, and Clark Elementary School.

As described below in the statement from Hinton Avenue United Methodist [under 34-158(a)(6)], the church currently serves the community in a number of ways, including education activities for members of their congregation. We therefore view use of the Property for early childhood education as compatible with existing patterns in the vicinity. We anticipate students and their families being transported in a variety of ways to the Property as they are to our current facility, including by foot, bicycle, and car.

34-157(a)(2) Narrative statement: applicant's analysis of conformity with the Comprehensive Plan

While multiple sections of the comprehensive plan were not viewed as applicable to the scope of this project (including community facilities, environment, housing, transportation, and historic preservation & design), the opening chapter on Land Use reflects a vision that “supports human activities and reflects community values...aims to promote harmonious development and support neighborhoods and places that allow residents to live, work, shop and play in proximity...use patterns will create, preserve, and enhance neighborhood character...integrate a diversity of uses...These interdependent parts will converge to enhance the social, cultural, recreational and economic needs of our City.”

This SUP will allow for the support of activities by our growing school community and allow for a diversity of use for a portion of the Property otherwise fairly idle during the weekday, daytime hours. Says Chris Gibson, long-time resident and owner of Gibson’s Grocery on the corner of Avon Street and Hinton Avenue, “I think it’s great because in so many ways it’s complementary to the neighborhood. It puts to good use an underutilized wing of the Methodist church. It provides an early childhood education option in the neighborhood to complement our elementary school. Over the years, the restaurants have helped cultivate a thriving night-life; now, this seems like a really nice way to add vibrancy to the “day-life.” And I think the decision by a reputable, internationally-oriented school to add a campus on this block is yet another encouraging sign of the continued revitalization of our neighborhood.”

34-157(a)(3) Narrative statement: compliance with applicable USBC provisions

A representative for the ISC has exchanged information with applicable City staff, including a face to face meeting in August 2015 with the Building Code Official (Tom Elliott) to understand the steps needed to evaluate, execute, and gain approval for completed changes that will bring the Property up to code for the proposed usage group. The ISC has engaged a licensed architect to assist with these efforts.

34-157(a)(4) Narrative statement identifying and discussing any potential adverse impacts, as well as any measures included within the development plan, to mitigate those impacts

While we do not anticipate a high volume of car traffic based on the number of students being proposed to occupy this space as well as the multi-modal patterns of our school community, we recognize there will be an increase in traffic when compared to the current state at the Property during the weekdays, specifically in the windows of 8:45-9:00AM and 2:45-3:00PM. The school plans to incorporate a model

where a member of staff will escort students from their cars to the building (and vice versa at the end of the day) using a designated drop off lane. In addition, the school plans to maximize utilization of the existing parking area and communicating to staff and families that parking should take place in the provided lot and not on the street, whenever possible. Cars requiring parking spaces for the duration of the school day will be limited to the few staff that will support these classrooms (given the transient nature of parking for families dropping off or picking up children).

34-158(a)(6): other pertinent information (narrative, illustrative, etc.)

A note from Hinton Avenue United Methodist Church Trustees:

Hinton Avenue United Methodist Church (HAUMC) is pleased to open our doors to the International School of Charlottesville (ISC) to use some of our building space for the purposes of providing foreign language immersion programs for students from preschool up through kindergarten. HAUMC's mission statement is to Seek Christ, Serve Christ, Share Christ in Belmont and Beyond and we believe this partnership is another way of opening up our church doors to others.

Our church currently supports a weekly Clothes Closet, a well-stocked emergency Food Pantry, a Sunday Family Kitchen, a fund to assist with emergency rent, fuel, electricity and other needs, and an on-going relationship with the Clark Elementary School to provide hats, gloves, coats, shoes, and undergarments at Christmas. As members of IMPACT, we work to hear and respond to the needs of our community and work with other communities of faith and local governance to make a positive difference for the people of Charlottesville and Albemarle County. Our church is regularly used as a collection site for emergency supplies for disasters and each year the church works hard to provide various relief kits for the United Methodist Committee on Relief.

Our Clothes Closet runs once a week and is both stocked and staffed by church members and community volunteers. We use unused classrooms and storage spaces to sort and distribute clothing. When people come in to the Clothes Closet, there is a service desk that is staffed by a church member with a computer that can help people print forms or find information on government programs, jobs, housing, or other needs. Our food pantry also provides these individuals with food to take with them. Sunday afternoons are when we provide our Family Kitchen when hot meals are prepared for roughly 20+ people each week. We continue to leverage our building as much as possible to serve others. There are also numerous outside groups who call HAUMC home, including Boy Scouts, AA, NA, AI-Anon who meet on different nights during the week and on some Saturdays.

We believe this is just another opportunity for HAUMC to serve Belmont and the Charlottesville community by sharing space for ISC to offer their educational programs. We are glad we have the space available for ISC to expand as they grow and need additional space for their students.

All items noted on the Pre-Application Meeting Verification.

A Community Meeting, including notification to all property owners within 500 feet of the Property as well as the Neighborhood Association (Belmont-Carlton NA), was noted as required supplemental information for this application. The following has been completed and related documentation included in the Attachments:

1. Tuesday, February 23rd from 5:30-7:00pm at 750 Hinton Avenue was established as the date, time, and location for the community meeting.
2. A list of property owners in the 500-foot radius of the Property was provided by the City and duplicate owners removed.
3. The community meeting notice was finalized on February 2nd and mailed on February 3rd in addition to being distributed electronically to the Belmont-Carlton Neighborhood Association and the Assigned Planner, Carrie Rainey.
4. Confirmation that multiple property owners had received this letter in the mail was made, followed by a signed affidavit with supporting documentation that this had been completed was provided to Ms. Rainey on February 9th.

Documentation to support that the meeting has taken place will be submitted immediately following the scheduled February 23rd date.

750 Hinton Avenue Special Use Permit Application

ATTACHMENTS

BELOW: Visual references for what the ISC is envisioning for the outdoor play area, include:



SHEET C1: Proposed location for fenced in outdoor play area, ~50'x50'

SHEET A2: Area ISC is seeking to use in existing education wing of Hinton Avenue United Methodist Church

COMMUNITY MEETING AFFIDAVIT, LETTER, RECIPIENT PROPERTY OWNERS

PRELIMINARY
NOT FOR CONSTRUCTION

project
HINTON AVENUE
METHODIST CHURCH
HINTON AVENUE
CHARLOTTEVILLE, VA

job number: 01046

drawing:
FIRST FLOOR PLAN

revision:

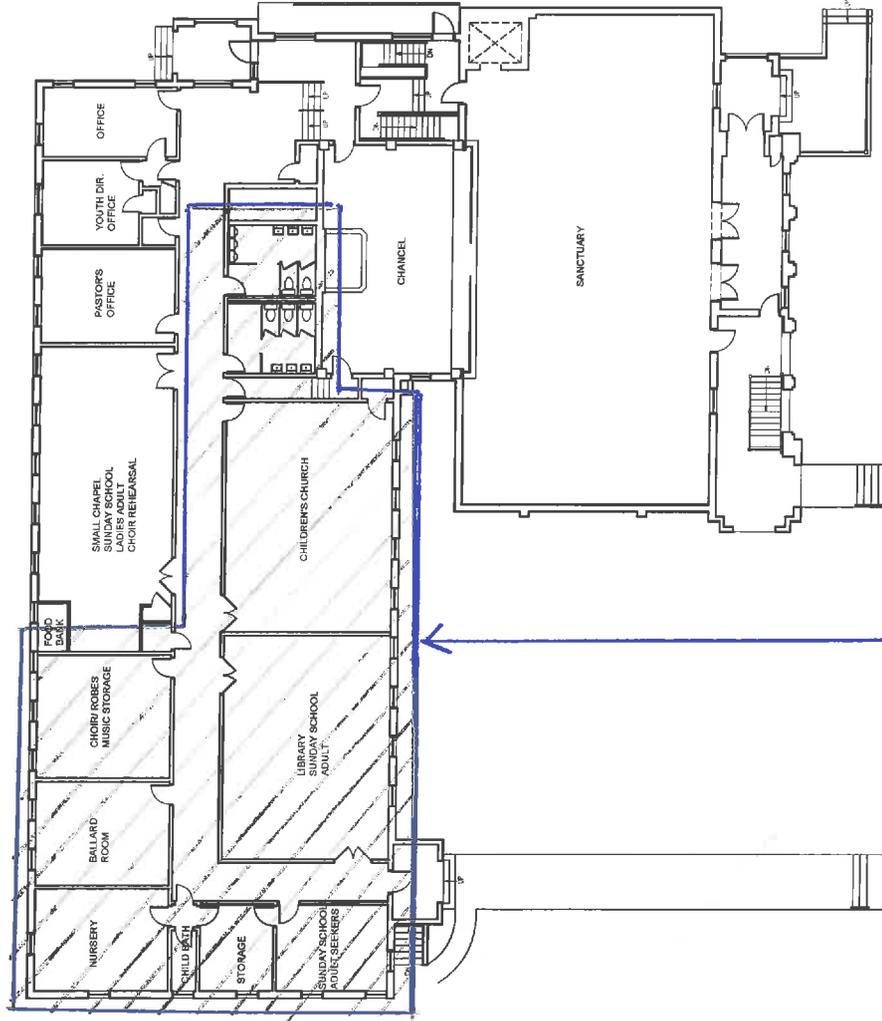
model file: 210470
sheet file: 21046
drawn by:
checked by:
1-G

bruce r. wardell
architect

112 fourth street, ne
charlotteville
virginia 22902
phone 804 971 7180
fax 804 971 7186

approval: _____
date: _____

sheet number
A2



1 FIRST FLOOR PLAN
A2 SCALE: 1/8" = 1'-0"

AREA ISC IS SEEKING
TO USE IN EXISTING
EDUCATION WING

PRELIMINARY
NOT FOR CONSTRUCTION

project:
HINTON AVENUE
METHODIST CHURCH
HINTON AVENUE
CHARLOTTEVILLE, VA

job number: 01046

drawing:
SITE PLAN

revisions:

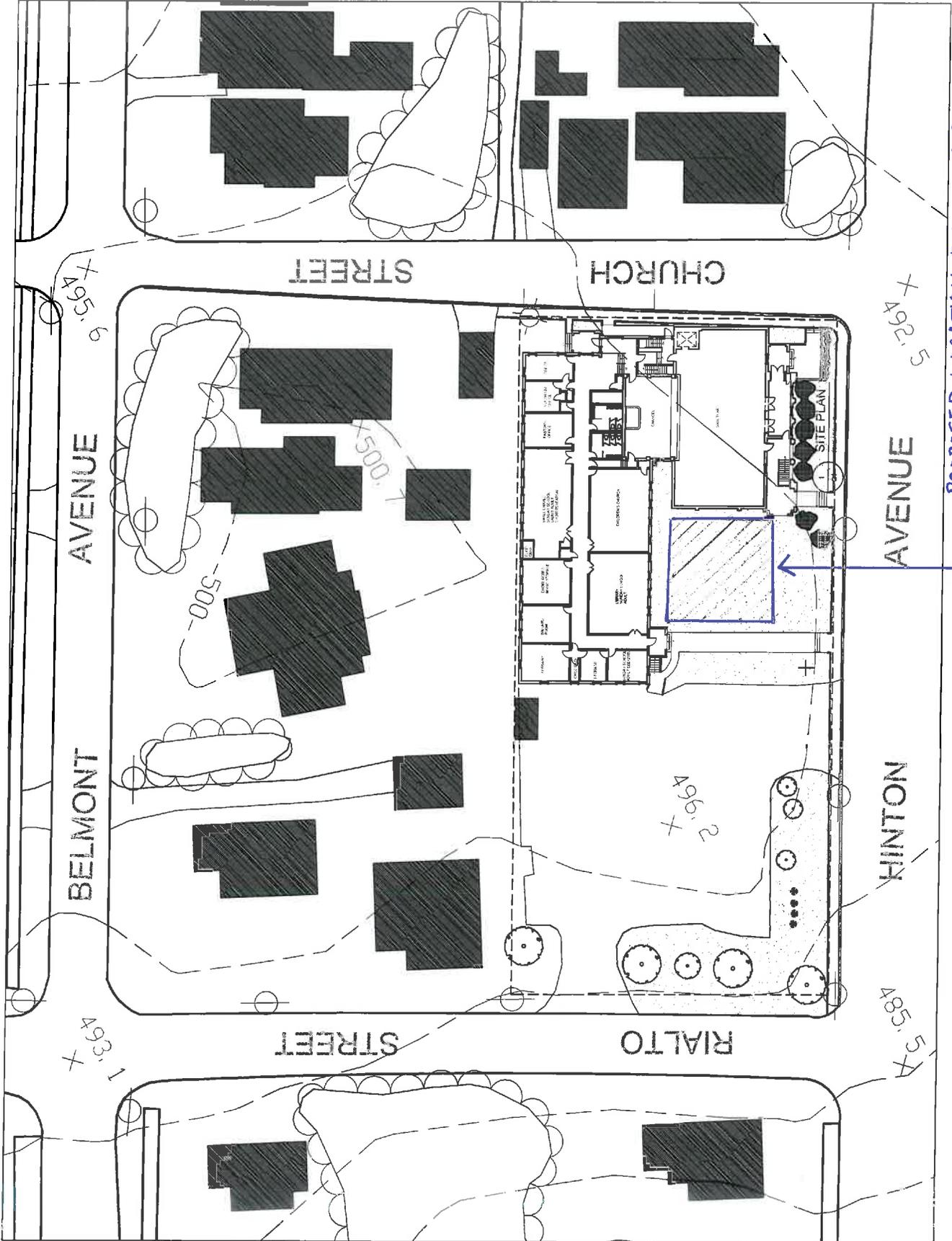
model files: DWG/PDF
sheet file: DWG/CAD
drawn by:
checked by:

bruce r. wordell
architect

112 fourth street ne
charlotteville
virginia 22902
phone 804 871 7180
fax 804 871 7186

approved: _____
date: 11 MAY 2007

sheet number:
C1



PROPOSED LOCATION FOR FENCED IN
OUTDOOR PLAY AREA ~50' x 50'

AFFIDAVIT

Name: Eric Anderson

Occupation: Head of School, International School of Charlottesville

I, Eric Anderson, of Charlottesville, Virginia affirm:

1. That I am the Head of School at the International School of Charlottesville (ISC), located in the City of Charlottesville, Virginia.
2. That on February 4, 2016 the attached mailing was sent by the school to the attached list of property owners, originally provided by Jim Herndon from the City of Charlottesville, for the purpose of communicating a community meeting in regards to a Special Use Permit the ISC is seeking for 750 Hinton Avenue.

I AFFIRM THAT THE ABOVE AND FOREGOING REPRESENTATIONS ARE TRUE AND CORRECT TO THE BEST OF MY INFORMATION, KNOWLEDGE, AND BELIEF.

2/8/16 _____
Date Eric Anderson

COMMONWEALTH OF VIRGINIA
CITY OF CHARLOTTESVILLE

I, the undersigned Notary Public, do hereby affirm that Eric Anderson personally appeared before me on the 8 day of February 2016, and signed the above Affidavit as his free and voluntary act and deed.

Krista S. Farrell
Notary Public



Notary Public, Virginia
Commonwealth at Large
Krista S. Farrell
ID# 352020

My Commission Expires: 9/30/2016



The International School of Charlottesville

2 February 2016

Dear Neighbor,

You are receiving this letter because your residence, business, or organization is located within the vicinity of the Hinton Avenue United Methodist Church at 750 Hinton Avenue (the "Property"), where The International School of Charlottesville (ISC), working with the Trustees of the church, is now applying to the City of Charlottesville for a special-use permit to allow for our use of the Property for early childhood education.

The ISC currently operates out of Belmont Baptist Church, located at 830 Monticello Ave, two blocks south and two blocks east of the Property. While the school plans to maintain the majority of its classrooms at the existing Monticello Ave location, high demand for our unique language-immersion early childhood education programming has prompted us to identify viable short-term solutions that would simultaneously enable us to accommodate all current families interested in returning for the 2016-2017 school year, and to admit a greater percentage of the new families now applying. The Hinton Avenue location is being sought to serve as a supplemental space during a transitional period while we, in parallel, evaluate long-term options that will accommodate the entire school and its anticipated growth.

For the 2016-2017 school year, we are looking to house on the Hinton Avenue Property three classes (totaling approximately 30-45 students and 5 teachers) and 1-2 members of administrative staff. The primary usage will fall between 9AM and 3PM, Monday through Friday; between those hours, especially in the ten-minute window before and after 9:00 AM and 3:00 PM, parking and drop off/pick-up of children will take place in the Property's existing parking area.

We will be holding an informational meeting for any neighbors with questions or concerns, or who may simply want to learn more about the ISC. The details of that meeting are as follows:

Location: Hinton Avenue United Methodist Church
750 Hinton Avenue
Date: Tuesday, February 23rd
Time: 5:30 pm to 7:00pm

There will be no formal presentation at the meeting, but we will be available during the identified hours to speak with attendees and field any questions. If you cannot make it to the informational meeting, but have questions, please contact:

Eric Anderson
ISC, Head of School
eanderson@theisc.org
434.984.2174

OR

Heather Hill
ISC Building Committee
heatherraedanforth@gmail.com
434.825.7374

For roughly the last ten years, the ISC has happily called the Belmont neighborhood our home, and we look forward to this opportunity to extend and broaden this relationship as our school takes this next exciting step in our evolution. We are grateful to the Hinton Avenue United Methodist Church for their receptivity to this arrangement, and look forward to the chance to meet and talk with some of the church's neighbors about the possibility of us joining this part of the neighborhood.

Sincerely,

The International School of Charlottesville
Hinton Avenue United Methodist Church

Property Owner Notification List for International School of Charlottesville Mailing Re. 750 Hinton Avenue Special Use Permit

Duplicate Owners Removed from Original List As Advised by Mr. Herndon, City of Charlottesville

owner_cur	address2	address3	zipcode	propertyad
1	408 MONTICELLO ROAD, LLC	87 TURK MOUNTAIN LN	WAYNESBORO VA 22980	404 MONTICELLO RD
2	820 BELMONT, LLC	904 BELMONT AVE	CHARLOTTESVILLE VA 22902	820 BELMONT AVE
3	829 BELMONT, LLC	4744 SUGAR HOLLOW RD	CROZET VA 22932	829 BELMONT AVE
4	ADAIR-TOTTEFF, STEPHANIE	323 MONTICELLO ROAD	CHARLOTTESVILLE VA 22902	323 MONTICELLO RD
5	ADCOCK, CHARLOTTE FAY	133 GOODMAN STREET	CHARLOTTESVILLE VA 22902	133 GOODMAN ST
6	ALDERFER, S, ETAL, TR C'VILLE MENNONITE CH	701 MONTICELLO AVE	CHARLOTTESVILLE VA 22902	707 MONTICELLO AVE
7	ANDERSON, ANDREA C & ERIC A	711 HINTON AVE	CHARLOTTESVILLE VA 22902	711 HINTON AVE
8	ARCHER, ANDREW D	834 BELMONT AVENUE	CHARLOTTESVILLE VA 22902	834 BELMONT AVE
9	ATKINS, JOSEPH & HEATHER WARREN	756 BELMONT AVENUE	CHARLOTTESVILLE VA 22902	756 BELMONT AVE
10	BAILES, JONATHAN R & MEGAN E	513 AVON ST	CHARLOTTESVILLE VA 22902	513 AVON ST
11	BIASIOLLI, FRANCIS C & ELEANOR T	622 EVERGREEN AVENUE	CHARLOTTESVILLE VA 22902	813 BELMONT AVE
12	BRINNINGTON PROPERTIES, LLC	407 F MONTICELLO ROAD	CHARLOTTESVILLE VA 22902	816 HINTON AVE
13	BUI, KHOA & NGA	713 LEVY AVENUE	CHARLOTTESVILLE VA 22902	713 LEVY AVE
14	BUILDING A BRIDGE	P O BOX 7292	CHARLOTTESVILLE VA 22906	815 BELMONT AVE
15	CAMPBELL, DOUGLAS & TRACEY HOPPER	321 MONTICELLO ROAD	CHARLOTTESVILLE VA 22902	321 MONTICELLO RD
16	CAMPERLENGO, VANESSA A & ANASTASIA T	611 AVON ST	CHARLOTTESVILLE VA 22902	611 AVON ST
17	CASH, CARL	4122 GREEN CREEK ROAD	SCHUYLER VA 22969	517 AVON ST
18	CASSIDY, SHARON & NOELLE;& LS MORRISON	720 LEVY AVENUE	CHARLOTTESVILLE VA 22902	720 LEVY AVE
19	CELENTANO, JOSEPH J	2812 NORTHFIELD ROAD	CHARLOTTESVILLE VA 229011237	816 BELMONT AVE
20	CHANCEY, ANDREW & ELIZABETH SMILEY	837 BELMONT AVENUE	CHARLOTTESVILLE VA 22902	837 BELMONT AVE
21	CH'VILLE RED & HOUSING AUTHORITY - ATTN: RANDY B	P O BOX 1405	CHARLOTTESVILLE VA 22902	405 AVON ST
22	COMMUNITY SERVICES HOUSING INC	1001 E MARKET ST STE 102	CHARLOTTESVILLE VA 22902	190 GOODMAN ST
23	CORCORAN, THEODORE & ELIZABETH SARGENT	1855 WINSTON ROAD	CHARLOTTESVILLE VA 22903	620 HINTON AVE
24	CRENSHAW, THELMA C	1036 LOCUST AVE	CHARLOTTESVILLE VA 22901	725 MONTICELLO AVE
25	DAMIANI, KEITH D & LISA M	801 MONTICELLO AVENUE	CHARLOTTESVILLE VA 22902	801 MONTICELLO AVE
26	DAY, IAN, LILLIAN EWELL & WILLIAM EWELL	814 HINTON AVENUE	CHARLOTTESVILLE VA 22902	814 HINTON AVE
27	DEAN, EDWARD BOYD	613 AVON ST	CHARLOTTESVILLE VA 22902	613 AVON ST
28	DIXON, SHARON D	1000 AVON ST #A	CHARLOTTESVILLE VA 22902	703 HINTON AVE
29	DURHAM, HARRY M II & JUDITH ANN	721 MONTICELLO AVENUE	CHARLOTTESVILLE VA 22902	721 MONTICELLO AVE
30	EASTON, BERNARD E & ALICE S	513 BERWICK COURT	CHARLOTTESVILLE VA 22901	225 DOUGLAS AVE
31	EDWARDS, MARK F & MARY I MICHAUD	726 LEVY AVENUE	CHARLOTTESVILLE VA 22902	726 LEVY AVE
32	EISENBERG, GARY & IRA HELENIUS	711 BELMONT AVE	CHARLOTTESVILLE VA 22902	711 BELMONT AVE
33	ELKINS, DAVID S	604 SPARTANBURG AVE	CAROLINA BEACH NC 28428	313 MONTICELLO RD
34	FARRAR, RONALD J & GLORIA	824 BELMONT AVE	CHARLOTTESVILLE VA 22902	BELMONT AVE
35	FITZGERALD, GARY M & LORI W	1540 AVON STREET EXT	CHARLOTTESVILLE VA 22902	309 AVON ST
36	FLOYD, SAMANTHA B	709 HINTON AVE	CHARLOTTESVILLE VA 22902	709 HINTON AVE
37	FOSTER, JOHN, JR & EILEY PATTERSON	623 HINTON AVENUE	CHARLOTTESVILLE VA 22902	623 HINTON AVE
38	FRANK, KENNETH ET AL TR-CH'VILLE MEN	701 MONTICELLO AVENUE	CHARLOTTESVILLE VA 22902	701 MONTICELLO AVE
39	FREE, LONDON & DANIELLE PETROSKY	615 BELMONT AVE	CHARLOTTESVILLE VA 22902	615 BELMONT AVE
40	FREILICH, TIMOTHY A & LEIGH S	719 LEVY AVE	CHARLOTTESVILLE VA 22902	719 LEVY AVE
41	GARDNER, AMY E	753 BELMONT AVENUE	CHARLOTTESVILLE VA 22902	753 BELMONT AVE
42	GENDROT, CHARLES & KIMBER HAWKEY	709 BELMONT AVENUE	CHARLOTTESVILLE VA 22902	709 BELMONT AVE
43	GRATZ, STEPHEN	330 MONTICELLO RD	CHARLOTTESVILLE VA 22902	330 MONTICELLO RD
44	GRAVES, LEE A	137 GOODMAN STREET	CHARLOTTESVILLE VA 22902	137 GOODMAN ST
45	GREENE, MAX R	802 BELMONT AVENUE	CHARLOTTESVILLE VA 22902	802 BELMONT AVE
46	GREER, ASHA TR-MONTICELLO LD TR	P O BOX 25	BATESVILLE VA 22924	325 MONTICELLO RD
47	HACKETT, JEFFREY C & MARY K HARPER	801 BELMONT AVE	CHARLOTTESVILLE VA 22902	801 BELMONT AVE
48	HALME, ADRIAN J & DINA G	702 BELMONT AVE	CHARLOTTESVILLE VA 22902	702 BELMONT AVE
49	HAMPSON, NANCY JANE	520 AVON ST	CHARLOTTESVILLE VA 22902	520 AVON ST
50	HARLOW, WILLIAM S & KIMMIE D BERKE-	628 HINTON AVENUE	CHARLOTTESVILLE VA 22902	628 HINTON AVE
51	HATCHER, JANET D, TRUSTEE	336 MINOR RIDGE RD	CHARLOTTESVILLE VA 22901	228 DOUGLAS AVE
52	HAWKINS, ROBERT B	515 AVON ST	CHARLOTTESVILLE VA 22902	515 AVON ST
53	HERRING, SYLVESTER L JR & CAROLYN P	810 BELMONT AVENUE	CHARLOTTESVILLE VA 22902	810 BELMONT AVE
54	HILL, MICHAEL W & AMY L	811 MONTICELLO AVENUE	CHARLOTTESVILLE VA 22902	811 MONTICELLO AVE
55	HILTON, WENDY B	341 MONTICELLO RD	CHARLOTTESVILLE VA 22902	341 MONTICELLO RD
56	HINGELEY, JAMES M, JR & RACHEL FLYNN	409 3RD STREET NE	CHARLOTTESVILLE VA 22902	138 GOODMAN ST
57	HINTON 826, LLC	826-B HINTON AVENUE	CHARLOTTESVILLE VA 22902	826 HINTON AVE

58	HINTON AVENUE METHODIST CHURCH	750 HINTON AVENUE	CHARLOTTESVILLE VA	22902	750 HINTON AVE
59	HINTON HOUSE, LLC	1603 GREEN ST	CHARLOTTESVILLE VA	22902	533 RIALTO ST
60	HODGES, JENNIFER L & DEMARIS J	2507 EBONY RD	BALTIMORE MD	21234	621 HINTON AVE
61	HOUSE, TIMOTHY & WENDY PHILLO	337 MONTICELLO ROAD	CHARLOTTESVILLE VA	22902	337 MONTICELLO RD
62	HOUSLEY, EDWARD W	832 MONTICELLO ROAD	CHARLOTTESVILLE VA	22902	832 MONTICELLO RD
63	JACKSON, GILES A & NINA S	716 LEVY AVENUE	CHARLOTTESVILLE VA	22902	716 LEVY AVE
64	JACKSON, GREGORY & NEGAR MAHMOODZADEGAN	1121 LITTLE HIGH ST	CHARLOTTESVILLE VA	22902	219 DOUGLAS AVE
65	JACOBUS, JOEL & CATHERINE WALDEN	622 HINTON AVENUE	CHARLOTTESVILLE VA	22902	622 HINTON AVE
66	JOHNSON, MICHAEL & SUSAN MICHAELS	600 NORTHWOOD AVENUE	CHARLOTTESVILLE VA	22902	511 AVON ST
67	JOHNSON, RUSSELL D	504 WESTMORELAND COURT	CHARLOTTESVILLE VA	22901	403 AVON ST
68	JOHNSON, STEPHEN & ADRIENNE TURNER	135 GOODMAN STREET	CHARLOTTESVILLE VA	22902	135 GOODMAN ST
69	J'SEN, PAULETTE	708 LEVY AVENUE	CHARLOTTESVILLE VA	22902	708 LEVY AVE
70	JUST RIGHT REAL ESTATE DEVELOPMENT INC	415 AVON ST	CHARLOTTESVILLE VA	22902	415 AVON ST
71	KEEVIL, MARY HARRISON	821 MONTICELLO AVE	CHARLOTTESVILLE VA	22902	821 MONTICELLO AVE
72	KENBOB, LLC	227 DOUGLAS AVENUE	CHARLOTTESVILLE VA	22902	227 DOUGLAS AVE
73	KIESSLING, VOLKER G	625 HINTON AVENUE	CHARLOTTESVILLE VA	22902	625 HINTON AVE
74	KINGDON, JAMES R	901 FENDALL TER	CHARLOTTESVILLE VA	22903	345 MONTICELLO RD
75	KOLLMANSPERGER, CHARLES W	767 BELMONT AVENUE	CHARLOTTESVILLE VA	22902	767 BELMONT AVE
76	KROSBY, H PETER, QUINCY & PAIGE	63 OLD SOUTH RD	LITCHFIELD CT	06759	713 HINTON AVE
77	LEWIS, HILLARY M	804 HINTON AVE	CHARLOTTESVILLE VA	22902	804-806 HINTON AVE
78	LIPPMANN, TERRENCE & DEBORAH MCGRADY	704 HINTON AVENUE	CHARLOTTESVILLE VA	22902	704 HINTON AVE
79	LIVERMORE, MICHAEL A & LIA C NORTON	704 BELMONT AVE	CHARLOTTESVILLE VA	22902	704 BELMONT AVE
80	LOGAN, GEORGE W, JR & ASHLEY F	333 MONTICELLO RD	CHARLOTTESVILLE VA	22902	333 MONTICELLO RD
81	LORENZONI, PETER DAVID	717 HINTON AVENUE	CHARLOTTESVILLE VA	22902	717 HINTON AVE
82	LOWERY, BARBARA T	705 BELMONT AVENUE	CHARLOTTESVILLE VA	22902	705 BELMONT AVE
83	MACDONALD, ZANNE	723 MONTICELLO AVE	CHARLOTTESVILLE VA	22902	723 MONTICELLO AVE
84	MARRS, ERNEST J & CAROLYN H	808 HINTON AVENUE	CHARLOTTESVILLE VA	22902	808 HINTON AVE
85	MAWYER, CURTIS M & JOYCE R	717 LEVY AVENUE	CHARLOTTESVILLE VA	22902	717 LEVY AVE
86	MCCAULEY, JACQUELIN F, TRUST	2630 S HAVEN ACRES LANE	CHARLOTTESVILLE VA	22903	807 MONTICELLO AVE
87	MCDANIEL, DAVID A, JR & HOLLY HATCHER	808 BELMONT AVE	CHARLOTTESVILLE VA	22902	808 BELMONT AVE
88	MELTON, BERNARD R	724 LEVY AVENUE	CHARLOTTESVILLE VA	22902	724 LEVY AVE
89	MILBY, JOSEPH T & LINDSAY	1517 E MARKET ST	CHARLOTTESVILLE VA	22902	620 BELMONT AVE
90	MILTON RIDGE PROPERTIES, LLC	1819 MILTON RD	CHARLOTTESVILLE VA	22902	140 GOODMAN ST
91	MONTICELLO MANOR HOUSING, INC	1001 E MARKET ST STE 102	CHARLOTTESVILLE VA	22902	402 MONTICELLO RD
92	MORI, KEN & BETTY JANE	522 RIDGE STREET	CHARLOTTESVILLE VA	22902	216 LITTLE GRAVES ST
93	MORRIS, HOOVER & ROSE S	33 GRAVEL ROAD	DYKE VA	22935	800 HINTON AVE
94	MUNRO, KEVIN W & HANNAH CATHERINE	318 AVON STREET	CHARLOTTESVILLE VA	22902	318 AVON ST
95	MURPHY, GRIER R & KEVIN D	725 HINTON AVE	CHARLOTTESVILLE VA	22902	725 HINTON AVE
96	NICHOLA PROPERTIES, LLC	430 GILLUMS RIDGE RD	CHARLOTTESVILLE VA	22903	626 HINTON AVE
97	OHLMS, PETER B & AMANDA B	809 BELMONT AVE	CHARLOTTESVILLE VA	22902	809 BELMONT AVE
98	O'REILLY, MARGARET J	876 CHAPEL HILL ROAD	CHARLOTTESVILLE VA	22901	146 GOODMAN ST
99	PACE, PHILLIP & AARON EICHORST	750 BELMONT AVENUE	CHARLOTTESVILLE VA	22902	750 BELMONT AVE
100	PAINE, JANET BUNCH	3208 ROLLING RD	HIGHPOINT NC	27265	BELMONT AVE
101	PARSON, MONTE S & MARGARET	702 HINTON AVE	CHARLOTTESVILLE VA	22902	503 CHURCH ST
102	PARSONS, MARGARET	413 AVON STREET	CHARLOTTESVILLE VA	22902	413 AVON ST
103	PAULSON, SCOTT & JOCELYN LEWIS	519 AVON STREET	CHARLOTTESVILLE VA	22902	519 AVON ST
104	PAFF, RAMAN	733 HINTON AVENUE	CHARLOTTESVILLE VA	22902	733 HINTON AVE
105	RASHIDI, AZADEH	361 W 117TH ST APT 2	NEW YORK NY	10026	627 HINTON AVE
106	REED, MICHAEL LEE	5702 KNIGHTSBRIDGE CT APT 208	SPOTSYLVANIA VA	22553	800 BELMONT AVE
107	SATO, TOSHI	202 2ND ST NW	CHARLOTTESVILLE VA	22902	803 MONTICELLO AVE
108	SAUNDERS, HAROLD H	419 4TH STREET NE	CHARLOTTESVILLE VA	22902	136 GOODMAN ST
109	SEITZ, CHRISTOPHER GEORGE	632 HINTON AVENUE	CHARLOTTESVILLE VA	22902	632 HINTON AVE
110	SHIFFLETT, JOYCE PAULETTE LIFE ESTATE	134 GOODMAN STREET	CHARLOTTESVILLE VA	22902	134 GOODMAN ST
111	SMITH, FRANCINE A	619 BELMONT AVENUE	CHARLOTTESVILLE VA	22902	619 BELMONT AVE
112	SMITH, JUSTIN B & MAIRIN B	309 MONTICELLO ROAD	CHARLOTTESVILLE VA	22902	309 MONTICELLO RD
113	SPARTINA, LLC	824 HINTON AVE	CHARLOTTESVILLE VA	22902	824 HINTON AVE
114	SPARTINA, LLC	707 GRAVES ST	CHARLOTTESVILLE VA	22902	421-431 MONTICELLO RD
115	SPRINKLE, LINDA A	605 AVON ST	CHARLOTTESVILLE VA	22902	605 AVON ST
116	STEPPE, GARY C	618 BELMONT AVENUE	CHARLOTTESVILLE VA	22902	618 BELMONT AVE
117	STEVENS, JONATHAN M	809 MONTICELLO AVENUE	CHARLOTTESVILLE VA	22902	809 MONTICELLO AVE
118	STINELY, JANE & MARY KAY KOTELEC	609 AVON STREET	CHARLOTTESVILLE VA	22902	609 AVON ST

119	STREICKER, WILLIAM F	2200 MONUMENT AVE	RICHMOND VA	23220	617 HINTON AVE
120	STRICKLAND, DANIEL & LINDSEY	102 WILLOW DR	VIRGINIA BEACH VA	23451	503 RIALTO ST
121	SUTTLE, A F	317 MONTICELLO RD	CHARLOTTESVILLE VA	22902	317 MONTICELLO RD
122	TAYLOR, KAY M, TRUSTEE	632 DAVIS AVE	CHARLOTTESVILLE VA	22901	700 BELMONT AVE
123	TAYLOR, STUART W	710 HINTON AVE	CHARLOTTESVILLE VA	22902	710 HINTON AVE
124	THOMAS, JOHN P	1706 RUGBY CIRCLE	CHARLOTTESVILLE VA	22903	766 BELMONT AVE
125	TURNER, HEATHER	823 MONTICELLO AVENUE	CHARLOTTESVILLE VA	22902	823 MONTICELLO AVE
126	US BANK NATIONAL ASSOCIATION	1100 VIRGINIA DR	FT WASHINGTON PA	19044	821 BELMONT AVE
127	VIEWMONT ASSOCIATES LLC	P O BOX 1288	CHARLOTTESVILLE VA	22902	759 BELMONT AVE
128	VIOLA, FRANCESCO & CHIARA CANZI	710 BELMONT AVE	CHARLOTTESVILLE VA	22902	710 BELMONT AVE
129	WARINNER, MARY B	4 PEARSE ST/NORTH FREMANTLE	WESTERN AUSTRALIA	6159	338 MONTICELLO RD
130	WEAVER, WILLIAM T	711 GRAVES ST	CHARLOTTESVILLE VA	22902	727 MONTICELLO AVE
131	WESTON, KATHLEEN & GEETA PATEL	714 LEVY AVE	CHARLOTTESVILLE VA	22902	714 LEVY AVE
132	WILLIAMS, JULIA V	751 BELMONT AVENUE	CHARLOTTESVILLE VA	22902	751 BELMONT AVE
133	WOOD PROPERTY INVESTMENTS, LLC	216 HIGHVIEW LN	CHARLOTTESVILLE VA	22901	300 AVON ST
134	WOOD, GEORGE THOMAS JR	718 LEVY AVENUE	CHARLOTTESVILLE VA	22902	718 LEVY AVE
135	WRIGHT, JONATHAN M & EMORY K	821 BELMONT AVENUE	CHARLOTTESVILLE VA	22902	821 BELMONT AVE

International School of Charlottesville
 Application for Special Use Permit - 750 Hinton Avenue
 Community Meeting - Tuesday, February 23rd 2016

Name	Affiliation to Property (neighbor, congregation member, ISC community member, etc)	Email (optional, if desire any follow up information)
1 Heather Hill	ISC Volunteer	heather.roe.dan.forth@gmail.com
2 Eric Anderson	ISC Head of School	anderson@theisc.org
3 Sue Woodson	Member, HAUMC	Sue.Woodson@gmail.com
4 BOB BRADEN	MEMBER, HAUMC	BRADENJRC@COMCAST.NET
5 FRED SCHNEIDER	Member, HAUMC	vedbox22902@gmail.com
6 Shree Dornier	"	"
7		
8		
9		
10		
11		
12		
13		



The **International School**
of **Charlottesville**

COMMUNITY MEETING





The **International School**
of **Charlottesville**

COMMUNITY MEETING





The **International School**
of **Charlottesville**

COMMUNITY MEETING



EAST ENTRANCE

RIALTO

CHURCH

Parking and Drop Off to Take Place within Existing Parking Area

Proposed Location for Outdoor Play Area

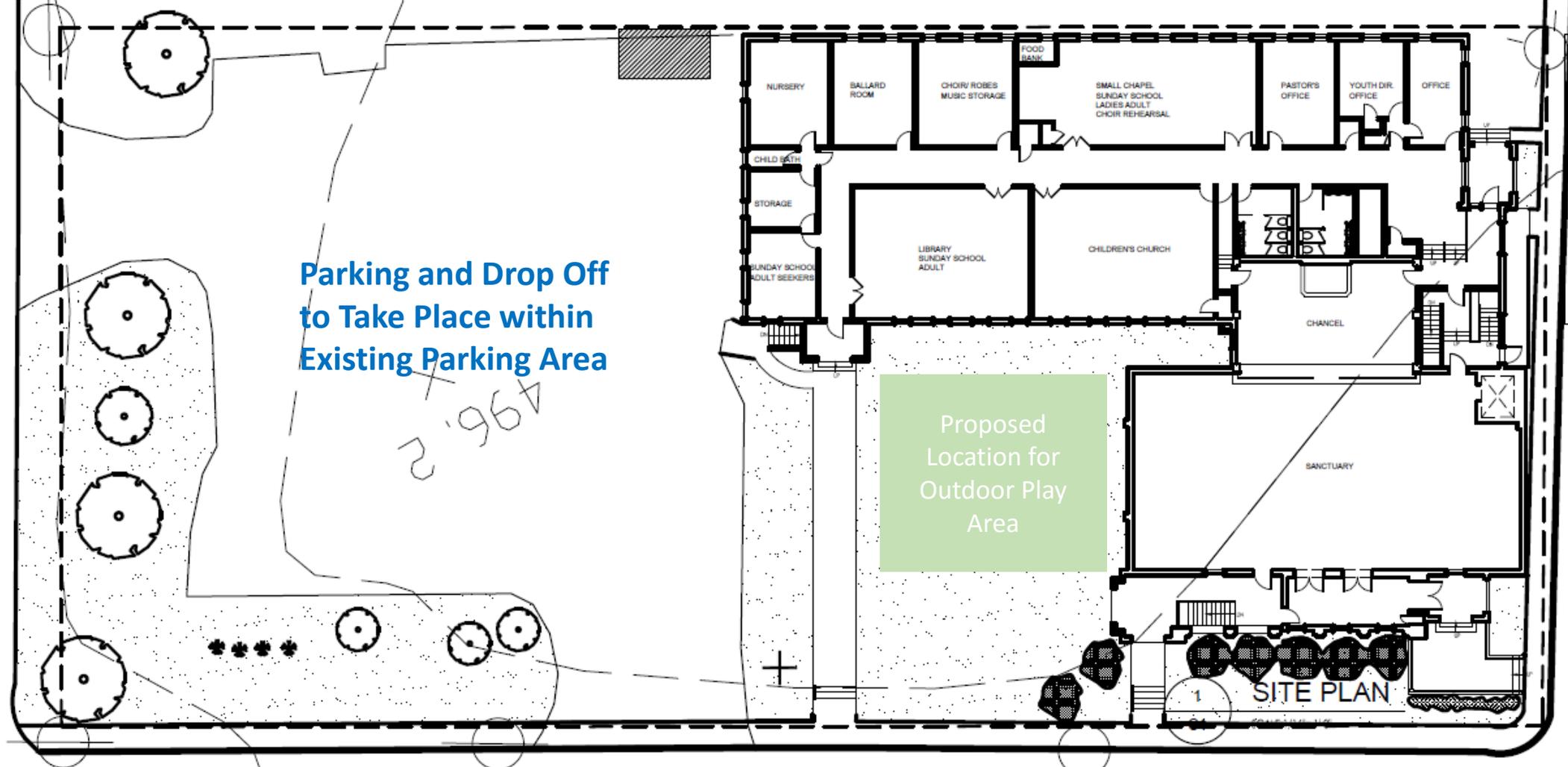
HINTON

AVENUE

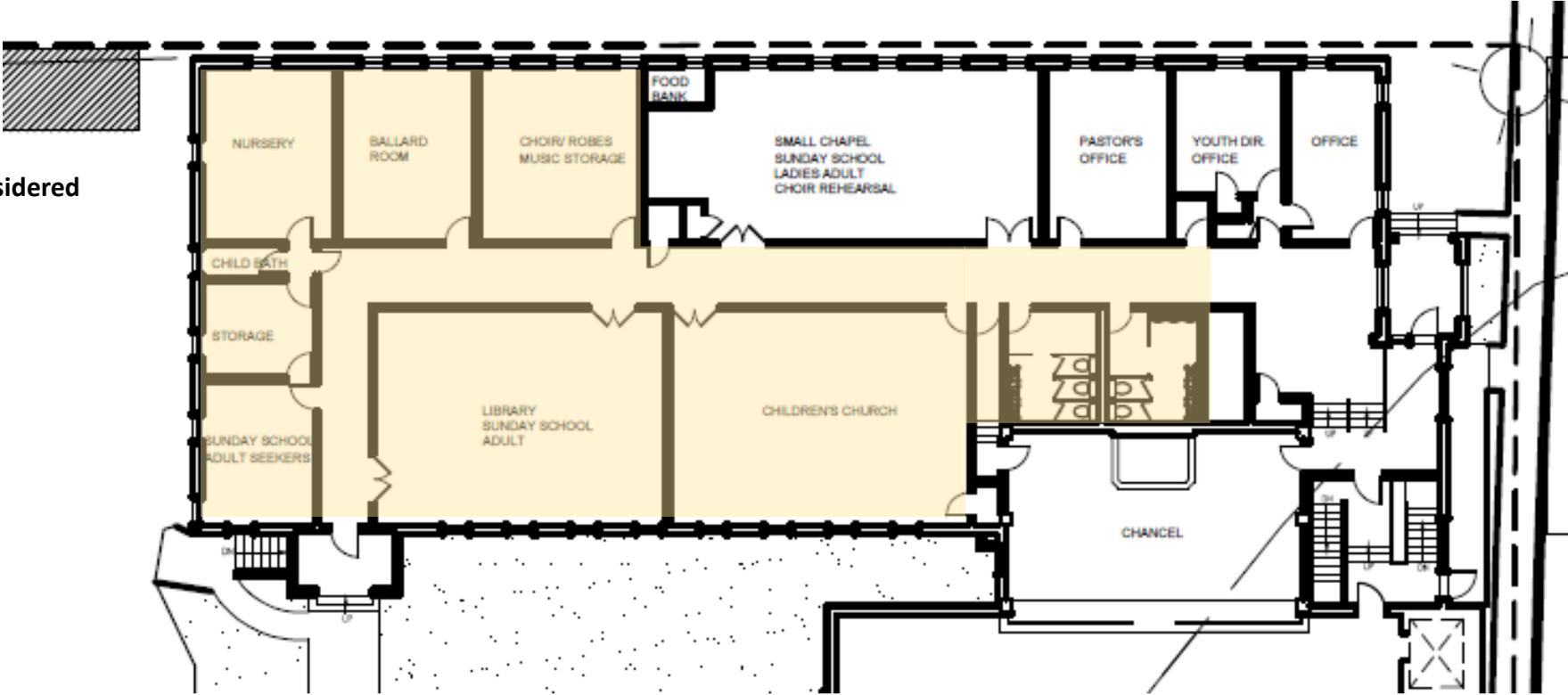
485.5 X

496.2 X

492.5 X



Examples of the Type of Fence and Play Structures/Nature-Scapes Being Considered for Outdoor Play Area



Space being considered for use by ISC

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	May 2, 2016
Action Required:	Make a determination to either uphold or overturn the decision of the Board of Architectural Review (BAR)
Presenter:	Mary Joy Scala, Preservation & Design Planner, Department of Neighborhood Development Services (NDS) Melanie Miller, Chair, BAR
Staff Contacts:	Mary Joy Scala, Preservation & Design Planner, Department of NDS Alex Ikefuna, Director, NDS
Title:	513 14th Street NW - Appeal of Board of Architectural Review (BAR) decision to deny a rear addition

Background:

The format for an appeal of a BAR decision is: (1) staff report; (2) applicants' presentation; and (3) the BAR's position presented by the Chair of the BAR, Ms. Miller.

The zoning ordinance requires that an applicant shall set forth, in writing, the grounds for an appeal, including the procedure(s) or standard(s) alleged to have been violated or misapplied by the BAR....In any appeal the city council shall consult with the BAR and consider the written appeal, the criteria [standards for review] set forth within section 34-276 or 34-278, as applicable, and any other information, factors, or opinions it deems relevant to the application. [ATTACHMENT 1. Criteria]

At their March 15, 2016 meeting, the BAR denied (4-2-1 with Keesecker and Graves opposed, and Balut abstaining) an application to add a rear addition to a circa 1925 contributing structure located in the Rugby Road-University Circle-Venable Neighborhood Architectural Design Control (ADC) district, because it does not satisfy the BAR's criteria and guidelines because of its size, and it is not compatible with this property and other properties in the ADC district. [ATTACHMENT 2 BAR Action Letter and Staff Report] [ATTACHMENT 3. Historic Survey and applicant's photos]

Discussion:

The ADC district criteria states that the BAR shall approve an application unless it finds:

- (1) That the proposal does not meet specific standards[34-276]... or applicable provisions of the design guidelines...and
- (2) The proposal is incompatible with the ... architectural character of the district....

Certain members of the BAR noted that the proposed design of the addition was appropriately

detailed and resolved but that the maximum zoning envelope allowed by zoning was not compatible with the Rugby Road-University Circle-Venable Neighborhood ADC district. Certain members noted the addition tripled the size of the house, that it set a bad precedent, and that none of the other houses in the area had additions like this, and the neighborhood would be drastically changed if every building would be done like this.

Certain members urged the applicant to reconsider the massing of the addition and to resubmit with a smaller footprint (possibly by reducing the footprint by one-third) so it would be compatible with the other structures within the ADC district. The two dissenting BAR members noted the addition was not impactful from the street; and that the original intent of the University Medium Density (UMD) zoning was to encourage density near the University to protect other low density residential areas.

The applicant indicated they were not interested in considering the suggestion to reduce the size, saying the current design was within their zoning rights. Therefore the BAR denied the proposed addition. The applicant stated they were going to appeal to City Council.

Alignment with City Council's Vision and Strategic Plan:

Upholding the BAR's decision aligns with Council's vision for *Charlottesville Arts and Culture*: Charlottesville cherishes and builds programming around the evolving research and interpretation of our historic heritage and resources. It contributes to Goal 2 of the Strategic Plan, to be a safe, equitable, thriving and beautiful community, and objective 2.5, to provide natural and historic resources stewardship.

Community Engagement:

The abutting owners were required to be notified of the application. No public comment has been received.

Budgetary Impact:

None.

Recommendation:

The dwellings along 14th Street NW, many dating to the late 19th and early 20th century, are moderate size homes, some former boarding houses, and apartment buildings that have served the needs of University students, faculty and others for most of the 20th century. A large majority of these residences retain their original design as well as integrity of location and setting.

Staff would note that the UMD zoning was put in place in 2003, at the same time that City Council directed staff to include the 14th and 15th Street area within the area to be surveyed for a historic district to protect the Venable neighborhood. City Council adopted the ADC district in January 2006, despite concerns about possible conflicts with zoning.

The BAR was within their jurisdiction to discuss the overall size and massing of the addition. In staff opinion, the BAR is correct in its finding that the proposed addition does not meet the standards and

guidelines related to size [mass], and that the proposed addition is incompatible with the architectural character of the ADC district. The City Council should uphold the BAR's decision.

Alternatives:

1. City Council may uphold the BAR's decision to deny the proposed addition. In that case, the applicant may choose to make a new application to the BAR with a smaller building footprint.
2. City Council may overturn the BAR's decision regarding size. In that case, Council should stipulate that the applicant shall return to the BAR for approval of unresolved items, which may include a landscape plan, specific window specifications, and eave details.

Note that in either case, in addition to obtaining a certificate of appropriateness, the applicant must also apply for site plan approval.

Attachments:

1. Criteria [Standards for Review] set forth within Zoning Ordinance Section 34-276 and Section 34-278
2. BAR action letter and staff report from March 15, 2016 BAR meeting
3. Historic survey and applicant's photos of front and rear of existing house
4. Applicant's appeal submittal dated March 28, 2016

ATTACHMENT 1

Criteria [Standards for Review] set forth within Zoning Ordinance Section 34-276

Section 34-276. Standards for Review of Construction and Alterations.

The following features and factors shall be considered in determining the appropriateness of proposed construction, reconstruction, alteration or restoration of buildings or structures pursuant to section 34-275 above:

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

Pertinent Design Review Guidelines for Additions and New Construction

P. ADDITIONS

The following factors shall be considered in determining whether or not to permit an addition to a contributing structure or protected property:

(1) Function and Size

- a. Attempt to accommodate needed functions within the existing structure without building an addition.*
- b. Limit the size of the addition so that it does not visually overpower the existing building.*

....

ATTACHMENT 2

BAR action letter and staff report from March 15, 2016 BAR meeting

From: Scala, Mary Joy
Sent: Friday, March 18, 2016 5:27 PM
To: 'Kurt Wassenaar'
Cc: 'Lane Bonner'
Subject: BAR Action- March 15, 2016 - 513 14th Street NW

March 18, 2016

Greg Winkler
200 W 12th Street
Waynesboro, VA 22980

RE: Certificate of Appropriateness Application

BAR 16-03-03
513 14th Street NW
Tax Parcel 020087000
Lane Bonner, Owner/Wassenaar & Wrinkler Architects, Gregory Winkler/Applicant
Two story plus attic addition

Dear Applicant,

The above referenced project was discussed before a meeting of the City of Charlottesville Board of Architectural Review (BAR) on March 15, 2016. The following action was taken:

Mohr moved to find that the proposed addition does not satisfy the BAR's criteria and guidelines, because of its size, and is not compatible with this property and other properties in the Rugby Road-University Circle-Venable Neighborhood ADC district, and that the BAR does not approve the application as submitted. Schwarz seconded. Motion passes (4-2-1, with Keesecker and Graves opposed, and Balut abstained)

In accordance with Charlottesville City Code 34-285(b), this decision may be appealed to the City Council in writing within ten working days of the date of the decision. Written appeals, including the grounds for an appeal, the procedure(s) or standard(s) alleged to have been violated or misapplied by the BAR, and/or any additional information, factors or opinions the applicant deems relevant to the application, should be directed to Paige Barfield, Clerk of the City Council, PO Box 911, Charlottesville, VA 22902.

If you have any questions, please contact me at 434-970-3130 or scala@charlottesville.org.

Sincerely yours,

Mary Joy Scala, AICP
Preservation and Design Planner

Mary Joy Scala, AICP
Preservation and Design Planner
City of Charlottesville
Department of Neighborhood Development Services
City Hall - 610 East Market Street
P.O. Box 911
Charlottesville, VA 22902
Ph 434.970.3130 FAX 434.970.3359
scala@charlottesville.org

**CITY OF CHARLOTTESVILLE
BOARD OF ARCHITECTURAL REVIEW
STAFF REPORT
March 15, 2016**



Certificate of Appropriateness Application

BAR 16-03-03

513 14th Street NW

Tax Parcel 050087000

Lane Bonner, Owner/Wassenaar & Winkler Architects, Gregory Winkler, Applicant

Two story plus attic addition

Background

This property is a contributing structure in the Rugby Road-University Circle-Venable Neighborhood ADC district. (However, 14th Street NW has never been added to the National Register District nearby.) The Colonial Revival house was built ca. 1925. The house is nicely detailed and well-maintained. (historic survey attached)

Application

The proposal is to add a two-story (plus attic) addition to the rear of the existing two-story house. The house has three bedrooms; the proposed addition has three bedrooms each on the first and second floors, and two bedrooms in the attic.

A partially-enclosed, rear two-story porch will be demolished. The proposed addition will encapsulate the rear wall of the house, and is located entirely to the rear, except for a new handicapped ramp proposed on the north side. Parking will be added off a rear alley.

The proposed materials are:

Brick: General Shale Old English Tudor

Dormer siding: Handiplank Cobblestone

Roofing: Englert Hemlock Green

Trim: Benjamin Moore HC-27 Historic Monterey White

The windows in the addition are proposed to match the light pattern of those in the original house (6/1).

Criteria, Standards, and Guidelines

Review Criteria Generally

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

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

- (1) That the proposal does not meet specific standards set forth within this division or applicable provisions of the Design Guidelines established by the board pursuant to Sec.34-288(6); and*
- (2) The proposal is incompatible with the historic, cultural or architectural character of the district in which the property is located or the protected property that is the subject of the application.*

Standards for Considering Demolitions include:

The following factors shall be considered in determining whether or not to permit the moving, removing, encapsulation or demolition, in whole or in part, of a contributing structure or protected property:

- (a) The historic, architectural or cultural significance, if any, of the specific structure or property, including, without limitation:*

- (1) *The age of the structure or property;*
- (2) *Whether it has been designated a National Historic Landmark, listed on the National Register of Historic Places, or listed on the Virginia Landmarks Register;*
- (3) *Whether, and to what extent, the building or structure is associated with an historic person, architect or master craftsman, or with an historic event;*
- (4) *Whether the building or structure, or any of its features, represent an infrequent or the first or last remaining example within the city of a particular architectural style or feature;*
- (5) *Whether the building or structure is of such old or distinctive design, texture or material that it could not be reproduced, or could be reproduced only with great difficulty; and*
- (6) *The degree to which distinguishing characteristics, qualities, features or materials remain;*
- (b) *Whether, and to what extent, a contributing structure is linked, historically or aesthetically, to other buildings or structures within an existing major design control district, or is one of a group of properties within such a district whose concentration or continuity possesses greater significance than many of its component buildings and structures.*
- (c) *The overall condition and structural integrity of the building or structure, as indicated by studies prepared by a qualified professional engineer and provided by the applicant or other information provided to the board;*
- (d) *Whether, and to what extent, the applicant proposes means, methods or plans for moving, removing or demolishing the structure or property that preserves portions, features or materials that are significant to the property's historic, architectural or cultural value; and*
- (e) *Any applicable provisions of the city's Design Guidelines:*
 - 1) *The standards established by the City Code, Section 34-278.*
 - 2) *The public necessity of the proposed demolition.*
 - 3) *The public purpose or interest in land or buildings to be protected.*
 - 4) *Whether or not a relocation of the structure would be a practical and preferable alternative to demolition.*
 - 5) *Whether or not the proposed demolition would adversely or positively affect other historic buildings or the character of the historic district.*
 - 6) *The reason for demolishing the structure and whether or not alternatives exist.*
 - 7) *Whether or not there has been a professional economic and structural feasibility study for rehabilitating or reusing the structure and whether or not its findings support the proposed demolition.*

Standards for Review of Construction and Alterations include:

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

Pertinent Design Review Guidelines for Additions and New Construction

P. ADDITIONS

The following factors shall be considered in determining whether or not to permit an addition to a contributing structure or protected property:

- (1) *Function and Size*

a. Attempt to accommodate needed functions within the existing structure without building an addition.

b. Limit the size of the addition so that it does not visually overpower the existing building.

(2) Location

a. Attempt to locate the addition on rear or side elevations that are not visible from the street.

b. If additional floors are constructed on top of a building, set the addition back from the main façade so that its visual impact is minimized.

c. If the addition is located on a primary elevation facing the street or if a rear addition faces a street, parking area, or an important pedestrian route, the façade of the addition should be treated under the new construction guidelines.

(3) Design

a. New additions should not destroy historic materials that characterize the property.

b. The new work should be differentiated from the old and should be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

(4) Replication of Style

a. A new addition should not be an exact copy of the design of the existing historic building. The design of new additions can be compatible with and respectful of existing buildings without being a mimicry of their original design.

b. If the new addition appears to be part of the existing building, the integrity of the original historic design is compromised and the viewer is confused over what is historic and what is new.

(5) Materials and Features

a. Use materials, windows, doors, architectural detailing, roofs, and colors that are compatible with historic buildings in the district.

(6) Attachment to Existing Building

a. Wherever possible, new additions or alterations to existing buildings should be done in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the buildings would be unimpaired.

b. The new design should not use the same wall plane, roof line, or cornice line of the existing structure.

Discussion and Recommendations

Removal of the rear porch would probably not diminish the character of the historic structure.

The proposed addition is larger than the original building, but is well-located to minimize its visual impact. The addition should not share a roof line with the original building. The BAR will want to approve specific type of new windows for the addition. The BAR may want to see a landscape plan.

Suggested Motions

Having considered the standards set forth within the City Code, including City Design Guidelines for New Construction and Additions, I move to find that the proposed addition satisfies the BAR's criteria and guidelines and is compatible with this property and other properties in the Rugby Road-University Circle-Venable Neighborhood ADC district, and that the BAR approves the application as submitted (or with the following modifications...).

513 14th Street, NW



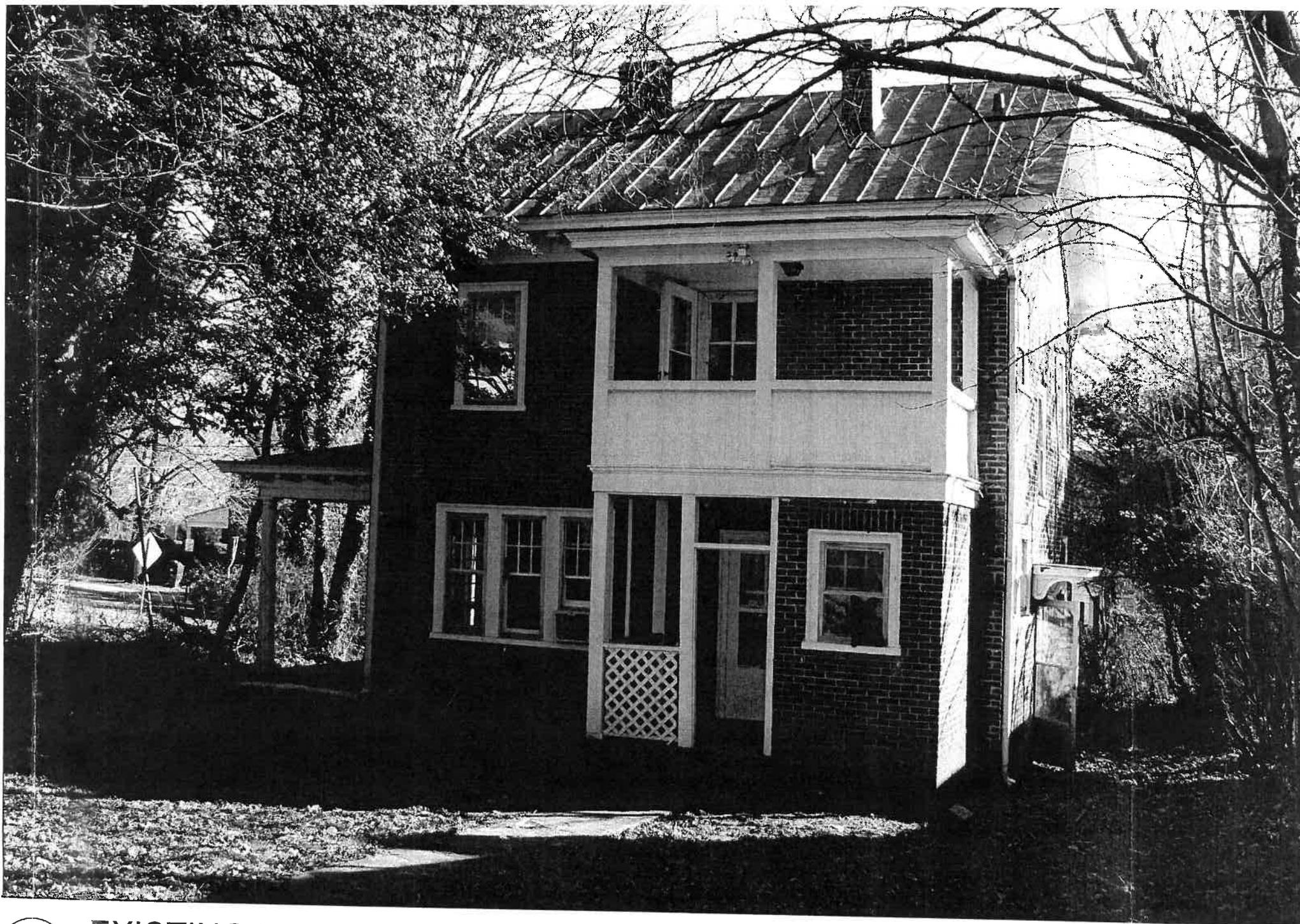
STREET ADDRESS:	513 14th Street, NW
MAP & PARCEL:	5-87
PRESENT ZONING:	UMD
ORIGINAL OWNER:	
ORIGINAL USE:	Residential – single family
PRESENT USE:	Residential – single family
PRESENT OWNER:	Newlen, Charles E.
ADDRESS:22903	910 King Street Charlottesville, Va. 22903
DATE/ PERIOD:	Ca. 1925
STYLE:	Colonial Revival
HEIGHT IN STORIES:	2.0 stories
DIMENSIONS AND LAND AREA:	1,339 sq ft/0.143 acres
SOURCES:	Charlottesville City Records and 2004 Architectural Survey
CONTRIBUTING:	Yes

ARCHITECTURAL DESCRIPTION

This 2-story, 2-bay, side-passage-plan, Colonial Revival-style brick dwelling has the following architectural details: single, paired, and triple 6/1 windows (triple ones are a bay window); standing-seam metal gable roof; central brick chimney; gable-end returns; overhanging eaves; bracketed wood cornice; soldier course of brick above second-story windows; side porch; and 1-bay round-arched entrance porch with Tuscan column supports. This well-preserved dwelling, constructed in the mid-1920s, is a contributing resource in the District. It is very similar to the house next door at #519.



3 EXISTING BUILDING PHOTO
FRONT FROM 14TH ST NW



2

EXISTING BUILDING PHOTO
REAR FROM ALLEY

March 28, 2016

Members of City Council
City of Charlottesville, Virginia
Paige Barfield, Clerk of the City Council
PO Box 911, Charlottesville, VA 22902.

RE: Certificate of Appropriateness Application

BAR 16-03-03

513 14th Street NW

Tax Parcel 020087000

Lane Bonner, Owner/Wassenaar & Wrinkler Architects, Gregory Winkler/Applicant
Two story plus attic addition

Dear Members of City Council,

The above referenced project was discussed before a meeting of the City of Charlottesville Board of Architectural Review (BAR) on March 15, 2016. The following action was taken:

Mohr moved to find that the proposed addition does not satisfy the BAR's criteria and guidelines, because of its size, and is not compatible with this property and other properties in the Rugby Road-University Circle-Venable Neighborhood ADC district, and that the BAR does not approve the application as submitted. Schwarz seconded. Motion passes (4-2-1, with Keesecker and Graves opposed, and Balut abstained)

We believe that the BAR acted in error on this matter as outlined in City of Charlottesville Code Sections 34-283, 34-284, and 34-285 and acted outside of the scope of their review jurisdiction on this application.

Accordingly, and as outlined in City Code section 34-286, we request that this matter be appealed to City Council at its earliest possible agenda opening. Our grounds for appeal are outlined below:

As background to council for our appeal we have included the BAR Staff Report to the BAR as Exhibit 'A' and note that Staff identified no issues with our application with respect to its appropriateness other than a roofline adjustment suggestion which we have agreed to make and this is on the record at the BAR meeting and a request to review window types which again we have no issue with and will comply. We have also included some of the renderings and site plan from our submission as Exhibit 'C' to this appeal.

In reviewing the transcript of the BAR discussions we were unable to identify any issues

with respect to the City design guidelines, the standards of the National Trust or any other architectural details of the proposed design with the exception that some of the members felt it was “too big” on the site. The members acknowledged that the building fell within all of the applicable zoning envelope, setbacks, etc, and met the zoning regulations for this site. There were no issues expressed by the board members with respect to the removal of the small later addition back porch and the board agreed for the most part that the addition would be unseen from the street front of the building. We discussed the massing of the building and its detailing to conform with the general standards of the National Trust for Historic Preservation and although these are not indicated or required in this instance, we felt, and the board seemed to agree, that this was an appropriate and sensitive addition to the building architecturally, with the exception of the sentiments of some members on the building’s size.

In its discussion concerning the feeling by some members that it was “too big” members raised the very general issue that this building created a “case challenge” opportunity to protest, contest, and/or resolve a larger issue between the City of Charlottesville Zoning Code and City master plans with respect to density and the legal zoning of these parcels. The sentiments of members of the BAR that there was too much density allowed in these districts and that the BAR should reflect its objection to the zoning code by denying applications, and this application in particular, which otherwise would meet the architectural and zoning requirements and standards for the design districts but from the boards perspective were too dense irrespective of the zoning code. Thus this is more of an argument between the City’s Board of Architectural Review Board and the City’s Zoning code than with this actual project before the BAR.

Accordingly we ask that City Council approve the project as submitted and with the modification to the roof line requested by staff and the BAR for the following reasons:

1. The Application should be approved on the basis that the BAR has no review scope within the bounds of Code Section 34-276 and objections which relate to conflicts between the sentiments of the BAR members and the legally allowed zoning envelope and regulations for the parcel. The BAR failed to identify any architectural or detail issues of this application within its jurisdiction, other than those minor exceptions and changes agreed to by the applicant, which failed to meet the standards or requirements within its review scope. Indeed the transcript of the members comments supported the fact that that the design submitted was well done and appropriate except for its size although within the allowable zoning envelope.
2. The Application should be approved on the basis that the BAR review and approval process is not the appropriate venue for, or should be the subject of, a protest, contest, or any argument between two City of Charlottesville boards or commissions. While the BAR may logically raise valid concerns about zoning density relative to its review and approval of valid BAR applications, the appropriate point of discussion and resolution of these types of matters falls well outside of Section 34-276 standards which

govern the appropriate or normal approval and review process of the BAR. To deny this application as the direct result of a protest by some members of one City Board to another Commission's and Council's prior actions and City zoning laws is inappropriate, potentially unlawful, and subjects this BAR applicant to unfair damages and costs and delays as well as an inappropriate process by the BAR. Matters of disagreement by the BAR and its members with respect to the City's master plans and zoning ordinance should be resolved by the City Council and the legal system and not under Section 34-276 as being within the boards review scope.

3. Notwithstanding the fact that the applicant has no duty to defend the City's zoning ordinance, or the allowable density or building design envelope under the zoning; we believe that the premise by some BAR members that the district within which this property is included is inherently single family residential in character, is fundamentally incorrect. While it is true that this neighborhood area had once been mostly single family residential and still has many single family home structures, occupancy by single families or that residential character is long past. The neighborhood is now almost entirely moderately dense student housing and support buildings adjunct to the University of Virginia. The district is developing consistent with the current zoning as anticipated by that "by right" zoning. In looking at actual occupancies of the adjacent buildings on the subject block, we were unable to identify even one single family residence structure not occupied by a maximum allowable number of student rooms on that block. The predominant character of the neighborhood is a transitional one from earlier single family houses to multi-tenant housing for students. The current zoning supports this transition of building types and the character which results from this density and the allowable design envelopes. Applicants Exhibit 'B' shows some photographs of buildings in the neighborhood and the multi-tenant character of the area including some adjacent structures which are similar or higher impact than that proposed in this application with respect to the character of the neighborhood.

4. In reviewing the staff comments on the project, there were no objections to the architecture or design of the addition except for those which the applicant has already agreed to modify. Staff did not identify any zoning related issues associated with the design which would be within the BAR's review scope.

5. To the extent that the BAR's objections were related to a precedent of building to the design zoning envelope, it should be noted that the ability of an applicant to build to the design envelope is partially limited by the availability of adjacent parking and is therefore somewhat limiting at the site itself. In this case the applicant owns nearby parcels with available extra parking which under the zoning code allows this owner to develop to the full zoning envelope as is intended by the code. This is not likely to be a case enjoyed by all buildings in the neighborhood and therefore the argument that if this project is approved, each parcel would then be developed to its full zoning envelope is neither likely nor feasible. The zoning code anticipated and allowed for the potential that an owner who was able to provide the needed parking under the code would then

be allowed to build to the other provisions, setbacks and limits of the zoning envelope. As such the concerns of the BAR, to the extent they are valid at all, are already addressed in the logic and intent of the zoning code. To deprive the applicant of this development result would be an unfair, damaging and unintended outcome of both the zoning and the BAR enabling code sections.

In summary we believe that the BAR while well intended, over stepped its scope of review provided in the code and inappropriately denied this application. We ask that Council find that the architectural features and design submitted by the applicant which fits within the allowable zoning envelope and other restrictions and for which the BAR found no deficiencies be approved with the modification agreed upon by the applicant.

Submitted on behalf of the applicant Lane Bonner;

A handwritten signature in black ink, appearing to read 'Kurt Wassenaar', is written over a horizontal line. The signature is stylized and somewhat abstract.

Kurt Wassenaar, Architect
Wassenaar Winkler Architects and Planners PLLC
258 Blue Springs Lane
Charlottesville, Virginia 22903

APPEAL EXHIBIT 'A'

CITY OF CHARLOTTESVILLE BOARD OF ARCHITECTURAL REVIEW STAFF REPORT March 15, 2016



Certificate of Appropriateness Application

BAR 16-03-03

513 14th Street NW

Tax Parcel 050087000

Lane Bonner, Owner/Wassenaar & Winkler Architects, Gregory Winkler, Applicant

Two story plus attic addition

Background

This property is a contributing structure in the Rugby Road-University Circle-Venable Neighborhood ADC district. (However, 14th Street NW has never been added to the National Register District nearby.) The Colonial Revival house was built ca. 1925. The house is nicely detailed and well-maintained. (historic survey attached)

Application

The proposal is to add a two-story (plus attic) addition to the rear of the existing two-story house.

The house has three bedrooms; the proposed addition has three bedrooms each on the first and second floors, and two bedrooms in the attic.

A partially-enclosed, rear two-story porch will be demolished. The proposed addition will encapsulate the rear wall of the house, and is located entirely to the rear, except for a new handicapped ramp proposed on the north side. Parking will be added off a rear alley.

The proposed materials are:

Brick: General Shale Old English Tudor

Dormer siding: Handiplank Cobblestone

Roofing: Englert Hemlock Green

Trim: Benjamin Moore HC-27 Historic Monterey White

The windows in the addition are proposed to match the light pattern of those in the original house (6/1).

Criteria, Standards, and Guidelines

Review Criteria Generally

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

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

- (1) That the proposal does not meet specific standards set forth within this division or applicable provisions of the Design Guidelines established by the board pursuant to Sec.34-288(6); and*
- (2) The proposal is incompatible with the historic, cultural or architectural character of the district in which the property is located or the protected property that is the subject of the application.*

Standards for Considering Demolitions include:

The following factors shall be considered in determining whether or not to permit the moving, removing, encapsulation or demolition, in whole or in part, of a contributing structure or protected property:

(a) The historic, architectural or cultural significance, if any, of the specific structure or property, including, without limitation:

- (1) The age of the structure or property;*
- (2) Whether it has been designated a National Historic Landmark, listed on the National Register of Historic Places, or listed on the Virginia Landmarks Register;*
- (3) Whether, and to what extent, the building or structure is associated with an historic person, architect or master craftsman, or with an historic event;*
- (4) Whether the building or structure, or any of its features, represent an infrequent or the first or last remaining example within the city of a particular architectural style or feature;*
- 5) Whether the building or structure is of such old or distinctive design, texture or material that it could not be reproduced, or could be reproduced only with great difficulty; and*
- (6) The degree to which distinguishing characteristics, qualities, features or materials*

remain;

(b) Whether, and to what extent, a contributing structure is linked, historically or aesthetically, to other buildings or structures within an existing major design control district, or is one of a group of properties within such a district whose concentration or continuity possesses greater significance than many of its component buildings and structures.

(c) The overall condition and structural integrity of the building or structure, as indicated by studies prepared by a qualified professional engineer and provided by the applicant or other information provided to the board;

(d) Whether, and to what extent, the applicant proposes means, methods or plans for moving, removing or demolishing the structure or property that preserves portions, features or materials that are significant to the property's historic, architectural or cultural value; and

(e) Any applicable provisions of the city's Design Guidelines:

- 1) The standards established by the City Code, Section 34-278.*
- 2) The public necessity of the proposed demolition.*
- 3) The public purpose or interest in land or buildings to be protected.*
- 4) Whether or not a relocation of the structure would be a practical and preferable alternative to demolition.*
- 5) Whether or not the proposed demolition would adversely or positively affect other historic buildings or the character of the historic district.*
- 6) The reason for demolishing the structure and whether or not alternatives exist.*
- 7) Whether or not there has been a professional economic and structural feasibility study for rehabilitating or reusing the structure and whether or not its findings support the proposed demolition.*

Standards for Review of Construction and Alterations include:

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

Pertinent Design Review Guidelines for Additions and New Construction

P. ADDITIONS

The following factors shall be considered in determining whether or not to permit an addition to a contributing structure or protected property:

(1) Function and Size

- a. Attempt to accommodate needed functions within the existing structure without building an addition.*
- b. Limit the size of the addition so that it does not visually overpower the existing building.*

(2) Location

- a. Attempt to locate the addition on rear or side elevations that are not visible from the street.*
- b. If additional floors are constructed on top of a building, set the addition back from the main façade so that its visual impact is minimized.*
- c. If the addition is located on a primary elevation facing the street or if a rear addition faces a street, parking area, or an important pedestrian route, the façade of the addition should be treated under the new construction guidelines.*

(3) Design

- a. New additions should not destroy historic materials that characterize the property.*
- b. The new work should be differentiated from the old and should be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.*

(4) Replication of Style

a. A new addition should not be an exact copy of the design of the existing historic building. The design of new additions can be compatible with and respectful of existing buildings without being a mimicry of their original design.

b. If the new addition appears to be part of the existing building, the integrity of the original historic design is compromised and the viewer is confused over what is historic and what is new.

(5) Materials and Features

a. Use materials, windows, doors, architectural detailing, roofs, and colors that are compatible with historic buildings in the district.

(6) Attachment to Existing Building

a. Wherever possible, new additions or alterations to existing buildings should be done in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the buildings would be unimpaired.

b. The new design should not use the same wall plane, roof line, or cornice line of the existing structure.

Discussion and Recommendations

Removal of the rear porch would probably not diminish the character of the historic structure.

The proposed addition is larger than the original building, but is well-located to minimize its visual impact. The addition should not share a roof line with the original building. The BAR will want to approve specific type of new windows for the addition. The BAR may want to see a landscape plan.

Suggested Motions

Having considered the standards set forth within the City Code, including City Design Guidelines for New Construction and Additions, I move to find that the proposed addition satisfies the BAR's criteria and guidelines and is compatible with this property and other properties in the Rugby Road-University Circle-Venable Neighborhood ADC district, and that the BAR approves the application as submitted (or with the following modifications...).

BAR APPEAL EXHBIT 'B'



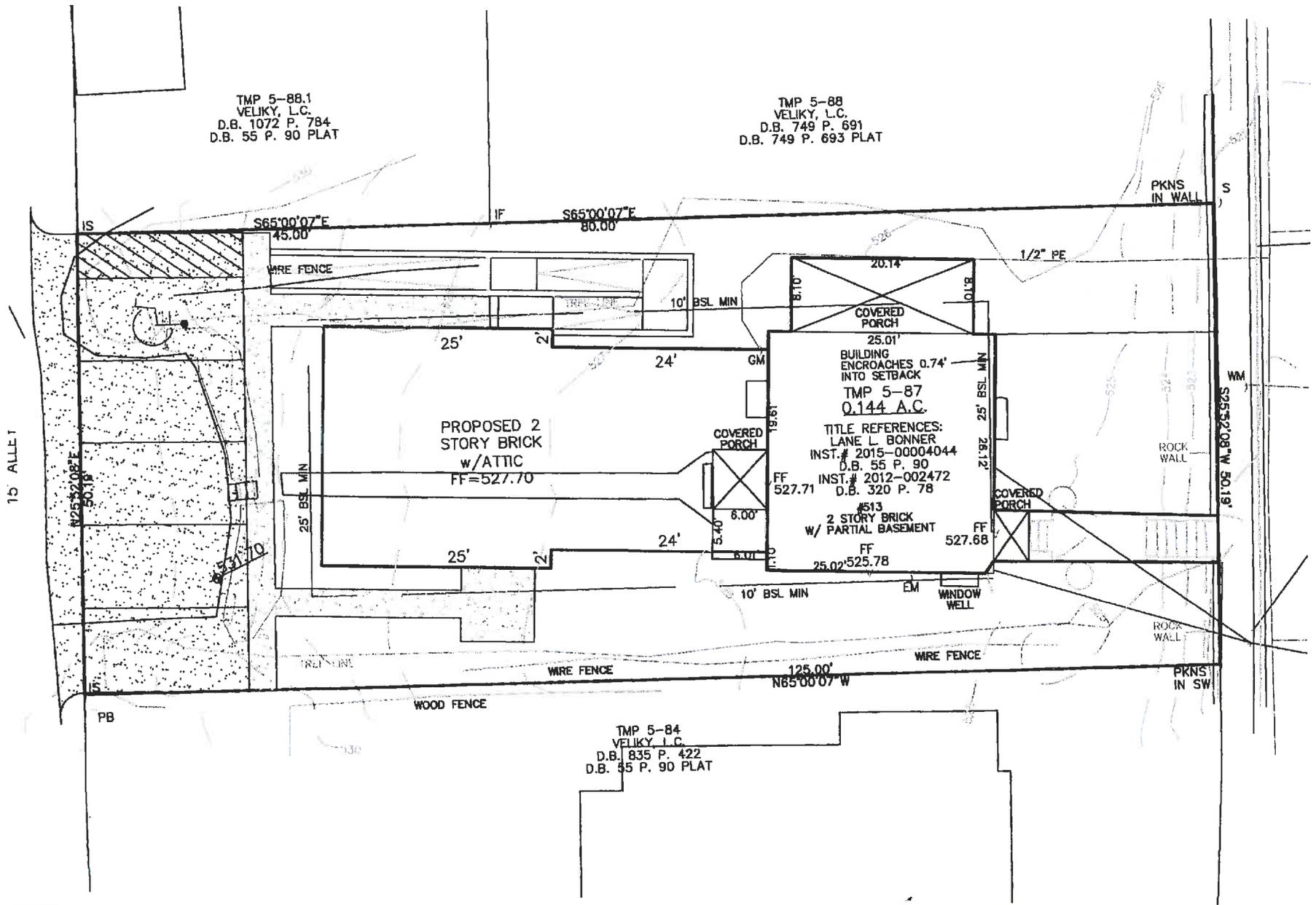


EXHIBIT 'C'

TMP 5-88.1
VELIKY, L.C.
D.B. 1072 P. 784
D.B. 55 P. 90 PLAT

TMP 5-88
VELIKY, L.C.
D.B. 749 P. 691
D.B. 749 P. 693 PLAT

TMP 5-84
VELIKY, L.C.
D.B. 835 P. 422
D.B. 55 P. 90 PLAT



**WASSENAAR
+
WINKLER**
ARCHITECTURE - PLANNING

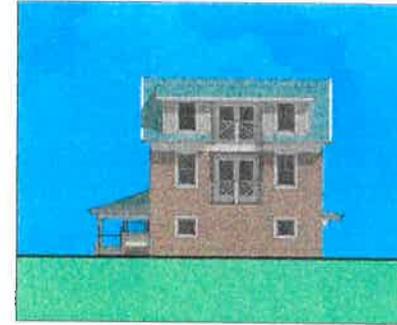
513 14th Street NW
Charlottesville, VA 22903

C1

February 23, 2016



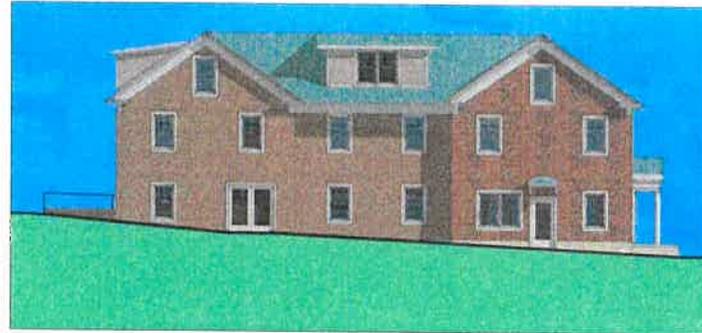
1 SIDE ELEVATION
scale 1/8" = 1'-0"



2 REAR ELEVATION
scale 1/8" = 1'-0"



3 FRONT ELEVATION
scale 3/8" = 1'-0"



4 SIDE ELEVATION
scale 1/8" = 1'-0"

WATERGATE
PLANNING
ARCHITECTURE - PLANNING
595 HANCOCK PK. APT. 14 2292
CHARLOTTE, NC 28204
Tel: 704.341.5577

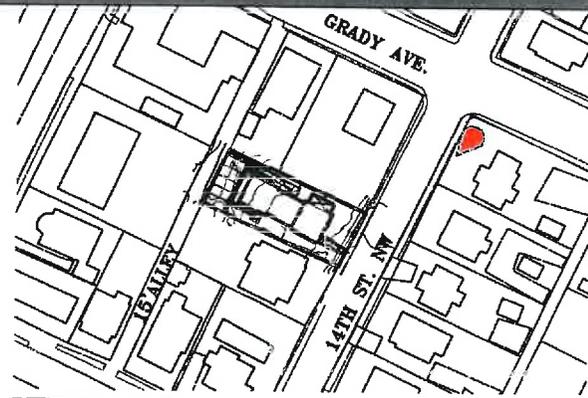
513 14TH STREET NW
CHARLOTTEVILLE, VIRGINIA 22903

A-3

February 23, 2016



PERSPECTIVE - VIEW A



VIEW MAP

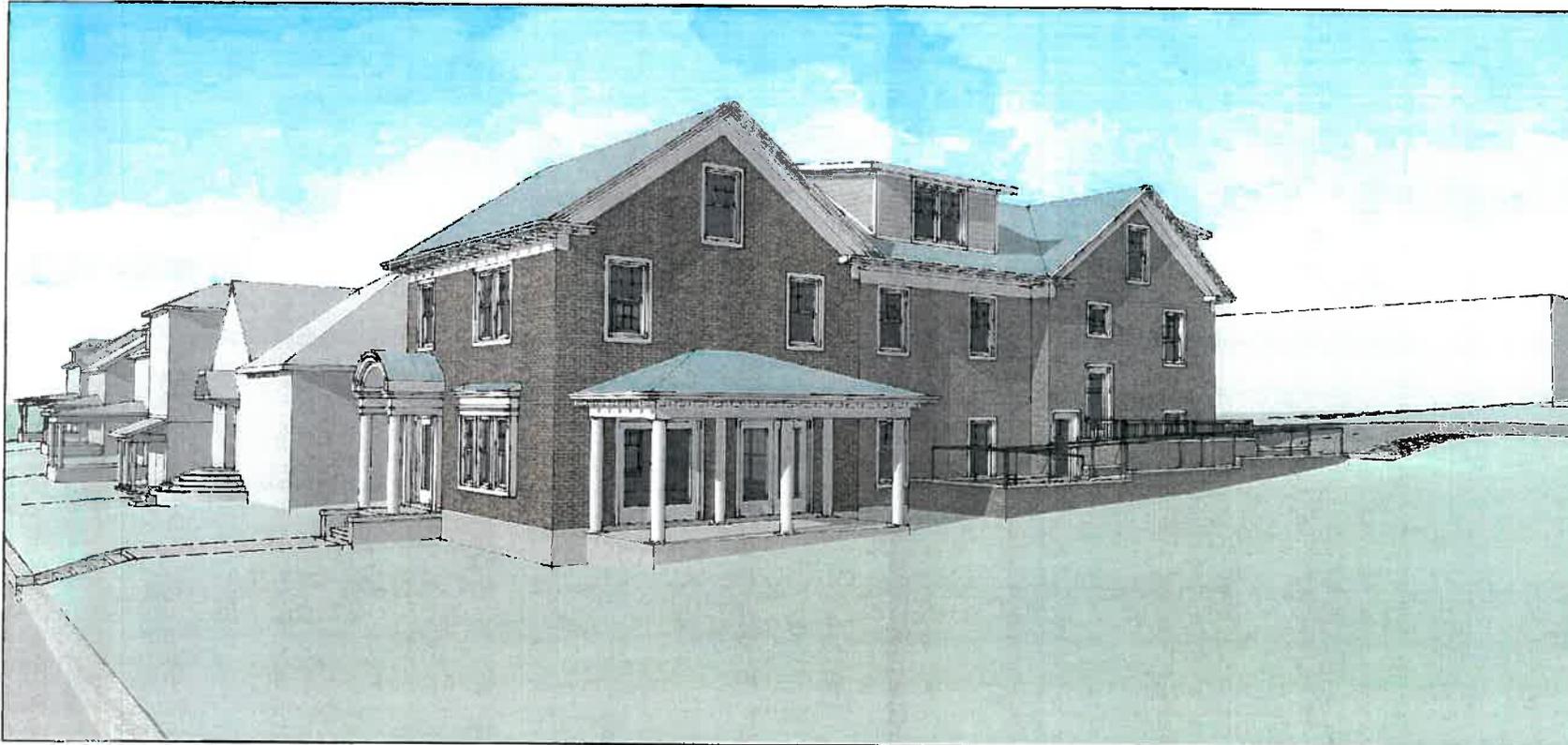
1" = 100'

**WASSENAAR
+ WINKLER**
ARCHITECTURE - PLANNING

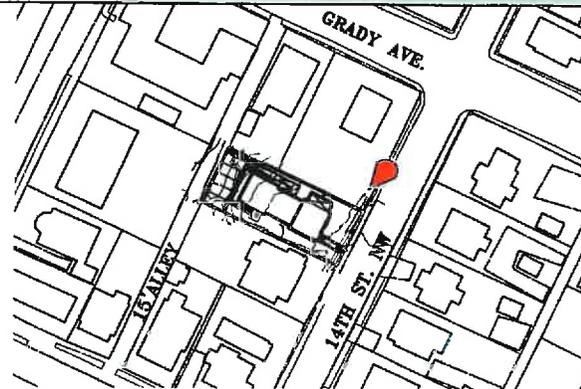
513 14th Street **NW**CEIVED
Charlotteville, VA 22903 2016
MEMBER OF THE ARCHITECTURAL SERVICES

A4

February 23, 2016



PERSPECTIVE - VIEW B



VIEW MAP

1" = 100'

WASSENAAR
+ WINKLER
ARCHITECTURE - PLANNING

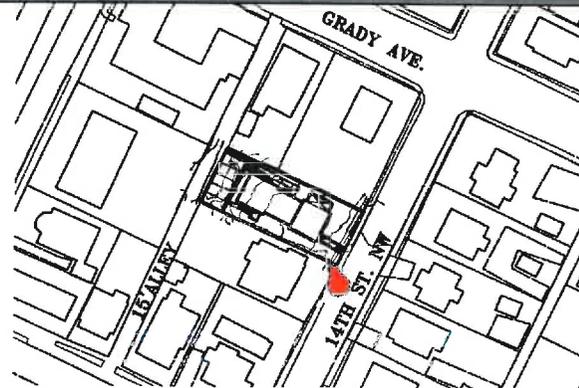
513 14th Street NW
Charlottesville, VA 22903

A5

February 23, 2016



PERSPECTIVE - VIEW C



VIEW MAP

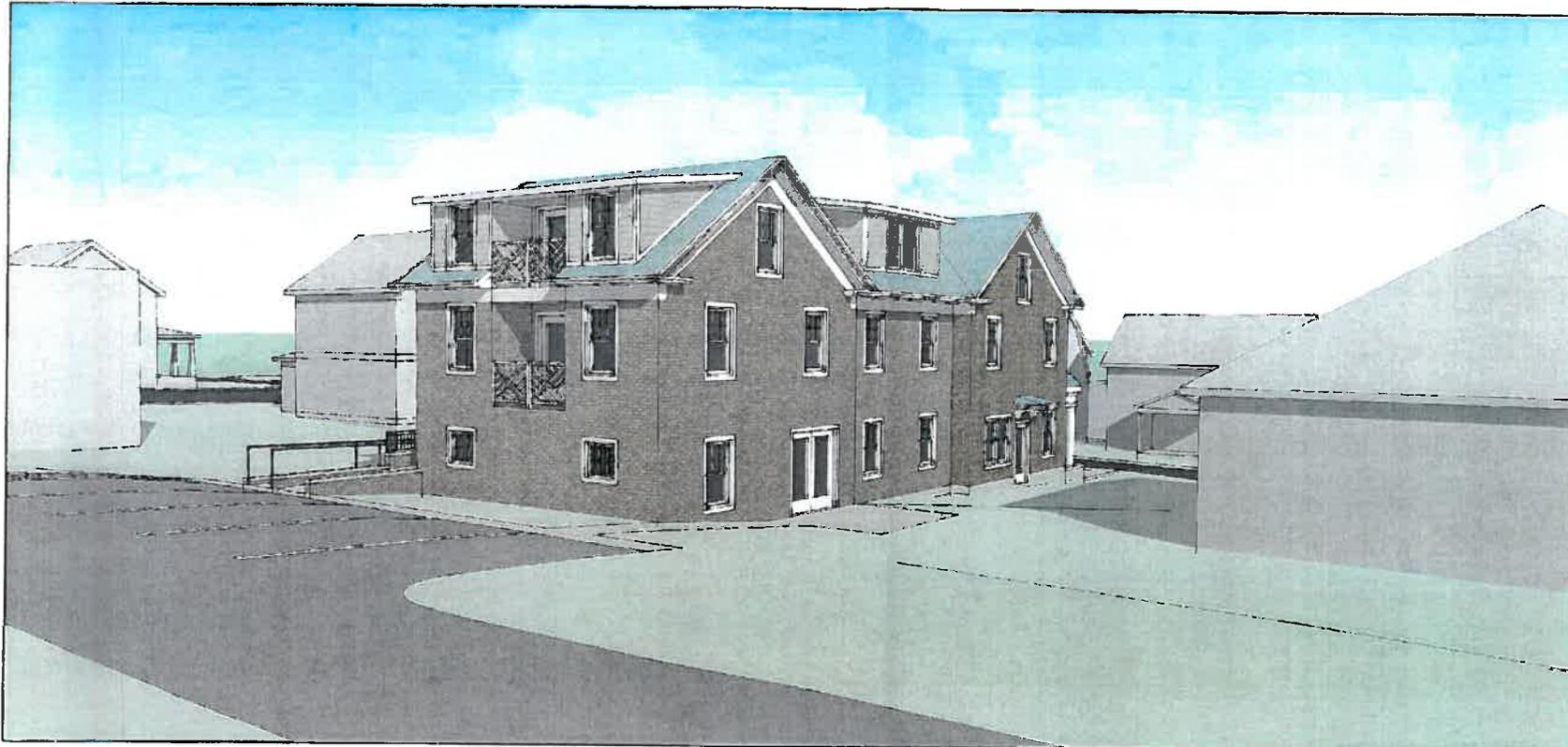
1" = 100'

**WASSENAAR
+ WINKLER**
ARCHITECTURE - PLANNING

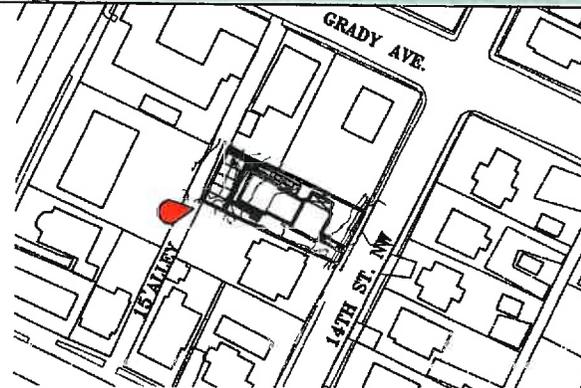
513 14th Street NW
Charlottesville, VA 22903

A6

February 23, 2016



PERSPECTIVE - VIEW D



VIEW MAP

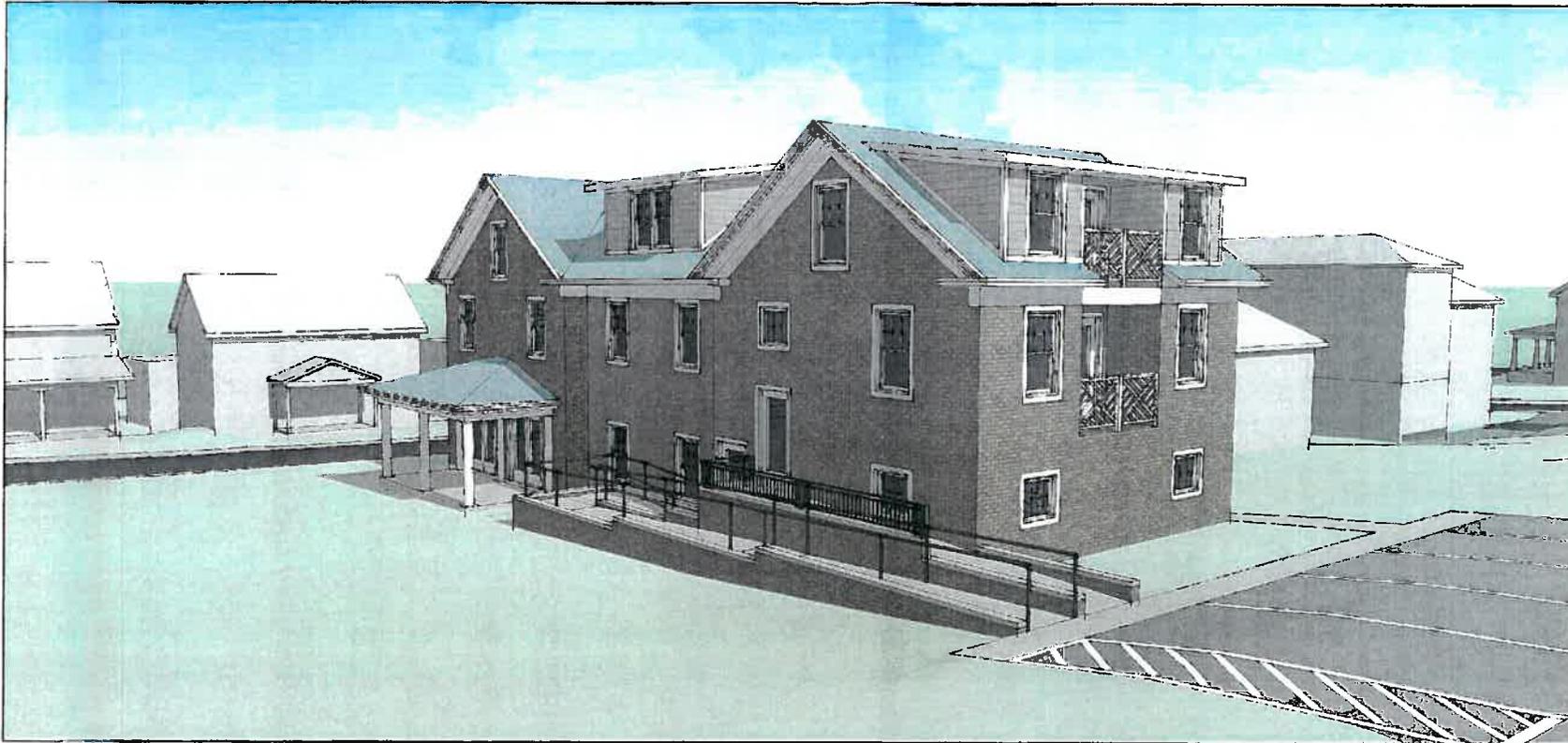
1" = 100'

**WASSENAAR
+ WINKLER**
ARCHITECTURE - PLANNING

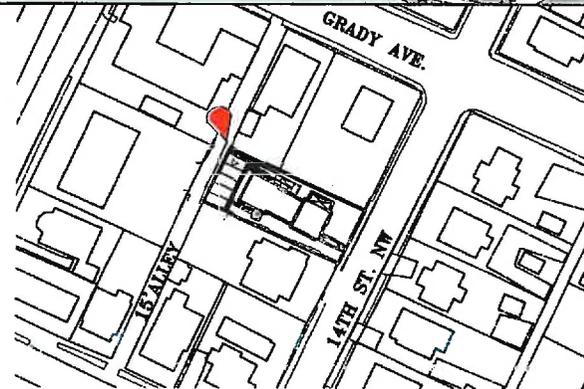
513 14th Street NW
Charlottesville, VA 22903

A7

February 23, 2016



PERSPECTIVE - VIEW E



VIEW MAP

1" = 100'

**WASSENAAR
+ WINKLER**
ARCHITECTURE - PLANNING

513 14th Street NW
Charlottesville, VA 22903

A8

February 23, 2016

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	April 18, 2016 May 2, 2016: RESOLUTION UPDATED per April 28, 2016 Council Work Session
Action Required:	Vote on Resolution
Presenter:	Mike Signer, Mayor
Staff Contacts:	Mike Signer, Mayor Maurice Jones, City Manager
Title:	Blue Ribbon Commission on Race, Memorials and Public Spaces

Background:

Council is discussing creating an ad-hoc blue ribbon commission to address questions that have been raised regarding race, memorials and public spaces in Charlottesville.

Discussion:

The proposed mission for the blue ribbon commission is to provide Council with options for telling the **full story of Charlottesville's history of race relations and for changing the City's narrative through our public spaces.**

The blue ribbon commission would be charged with providing options to Council for specific ways in which our public spaces are used, or could be used, to address race, including:

- Removing, or adding context to, existing Confederate statues
- Augmenting the slave auction block at Court Square
- Completing the Daughters of Zion cemetery
- Providing a further narrative for the Vinegar Hill community
- Highlighting and linking existing historic places, such as the Tonsler House and the Drewary Brown Memorial Bridge
- Designing a new memorial to an African-American civil rights leader (e.g., Julian Bond)
- Additional opportunities within the City to enhance a holistic reflection of our history

Council will explore tasking the blue ribbon commission with the following goals:

- 1) Amply engage with the community through public hearings, forums, etc.

- 2) Evaluate and advise Council on the full range of options within the mission
- 3) Coordinate with the City Attorney's office to provide legal review of options

Council may consider appointing members who meet the following criteria:

- Commitment to the mission
- Open-mindedness
- Respected in their area of expertise or representation
- Principled and collegial
- Diverse and reflective of our community

Council may also provide direction to staff on organizing a work session to discuss scope, staffing, timeline, and other logistical issues related to forming a blue ribbon commission.

Alignment with City Council's Vision and Strategic Plan:

Council's consideration of the blue ribbon commission reflects our vision to be a "Community of Mutual Respect." This also aligns with Strategic Plan Goal 5: *Foster Strong Connections*, and the initiative to respect and nourish diversity.

Community Engagement:

Council has received hundreds of messages from community members and others outside the area. A public hearing on the mission and charge of the blue ribbon commission is planned for this report, with sign-up sheets provided at 6:30 p.m. before the meeting. The blue ribbon commission will also be tasked with ensuring robust community engagement throughout the process of developing recommendations for Council's consideration.

Budgetary Impact:

There may be a very nominal budgetary impact of forming a blue ribbon commission. The impact of the blue ribbon commission's recommendations cannot be known until they have been developed.

RESOLUTION
Blue Ribbon Commission on Race, Memorials and Public Spaces

WHEREAS, Council seeks to address questions that have been raised regarding race, memorials and public spaces in Charlottesville; and

WHEREAS, Council created the Human Rights Commission in 2013 to address issues of discrimination and carry on the work of the Dialogue on Race;

NOW THEREFORE, BE IT RESOLVED, that City Council does hereby authorize the creation of an ad hoc blue ribbon commission on race, memorials and public spaces and tasks the commission with the mission to provide Council with options for telling the full story of Charlottesville's history of race and for changing the City's narrative through our public spaces;

BE IT FURTHER RESOLVED, that the blue ribbon commission shall have nine members to be appointed by Council, including six at-large members and one representative each from the PLACE Design Task Force, Human Rights Commission, and Historic Resources Committee;

BE IT FURTHER RESOLVED, that the blue ribbon commission is charged with providing options to Council for specific ways in which our public spaces are used, or could be used, to address race, including, but not limited to:

- Relocating, or adding context to, existing Confederate statues;
- Augmenting the slave auction block at Court Square;
- Completing the Daughters of Zion cemetery;
- Providing a further narrative for the Vinegar Hill community in conjunction with the ongoing work of the African American Heritage Center;
- Highlighting and linking existing historic places, such as the Tonsler House and the Drewary Brown Memorial Bridge;
- Commissioning a new memorial or memorials to an African-American leader;
- Identifying naming opportunities;
- Identifying additional opportunities within the City to enhance a holistic reflection of our history;

BE IT FURTHER RESOLVED, that the blue ribbon commission is tasked with the following goals:

- 1) Amply engage with the Charlottesville/Albemarle community through public hearings, forums, etc.;
- 2) Evaluate and advise Council on the full range of options within the mission;
- 3) Coordinate with the City Attorney's office to provide full legal review of options;
- 4) Identify and communicate with other efforts underway relating to its mission*;

*including, but not limited to, the Governor's commission, African American Heritage Center, Historic Resources Committee, Human Rights Commission, Drewary Brown Committee, Daughters of Zion, UVA Commission on Slavery, UVA ad Hoc group on the monuments, PLACE, Board of Architectural Review, Parks and Recreation, and University and Community Action for Racial Equity (UCARE).

BE IT FURTHER RESOLVED, that Council shall appoint members to the blue ribbon commission who meet the following criteria:

- Commitment to the mission
- Open-mindedness
- Respected in their area of expertise or representation
- Principled and collegial
- Diverse and reflective of our community
- Strong affiliation with the Charlottesville/Albemarle area;

BE IT FURTHER RESOLVED, that Council charges the blue ribbon commission with providing a written report by no later than November 30, and after robust opportunities to gather public comment, which will advise on costs, revenue, sites and siting, and fundraising, related to the following:

- Recommend to Council how best to complement the previous and ongoing work of the groups identified above in telling the full story of Charlottesville's history of race and changing the City's narrative through our public spaces, either through a policy or a specific plan to implement the recommendations, and determine appropriate locations where memorials may be relocated, if applicable.
- Research, evaluate and advise Council on the full range of options regarding disposition of the two large Confederate monuments in Lee and Jackson Parks, including moving the memorials to a museum or historical site, changing their context to reflect current values, or adding new memorials:
 - Make a recommendation as to the course of action Council should take
 - Estimate the costs involved and any revenue that might be anticipated from such action
 - Develop a fundraising strategy for any relocation effort
- Specify any recommendations involving the erection of additional monuments, memorials or historical markers;

BE IT FURTHER RESOLVED, that Council will reserve \$10,000 from the Council Strategic Initiatives Fund for the operating costs of the blue ribbon commission, with expenditures approved by the City Manager and reported to Council at regular intervals.

Approved by Council
May 2, 2016

Clerk of Council