



**CITY COUNCIL AGENDA**  
**Monday, December 4, 2017**

**4:00 p.m.**

**Special Meeting – CALL TO ORDER**  
*Council Chambers*

**PLEDGE OF ALLEGIANCE**  
**ROLL CALL**

**AWARDS/RECOGNITIONS &  
ANNOUNCEMENTS**

**CITY MANAGER RESPONSE TO MATTERS BY THE PUBLIC**

**MATTERS BY THE PUBLIC**

Public comment is provided for up to 15 speakers at the beginning of the meeting (limit 3 minutes per speaker.) Pre-registration is available for up to 10 spaces, and pre-registered speakers are announced by noon the day of the meeting. The number of speakers is unlimited at the end of the meeting.

- 1. CONSENT AGENDA\*** (Items removed from consent agenda will be considered at the end of the regular agenda.)
- a. Minutes for November 20, 2017
  - b. APPROPRIATION: Additional Funding for Employment not Welfare Program – \$22,881 (2<sup>nd</sup> of 2 readings)
  - c. APPROPRIATION: Check and Connect Student Engagement Continuation Grant – \$110,250 (2<sup>nd</sup> of 2 readings)
  - d. APPROPRIATION: City Schools' Check and Connect Student Engagement Grant – \$50,000 (2<sup>nd</sup> of 2 readings)
  - e. APPROPRIATION: Housing Opportunities for People with AIDS/HIV – \$19,543 (1<sup>st</sup> of 2 readings)
  - f. APPROPRIATION: FY 2018 Transit Grants – \$793,270 (1<sup>st</sup> of 2 readings)
  - g. APPROPRIATION: City Schools Reimbursement for Greenbrier Elementary Modular Classroom Project – \$6,306.28 (1<sup>st</sup> of 2 readings)
  - h. RESOLUTION: Regional Emergency Operations Plan (1<sup>st</sup> of 1 reading)
  - i. RESOLUTION: 604 Cynthianna Avenue Special Use Permit Request (1<sup>st</sup> of 1 reading)
  - j. RESOLUTION: Allocation of Previously Appropriated Community Mental Health & Wellness Coalition Funds to Region Ten – \$41,572.90 (1<sup>st</sup> of 1 reading)
  - k. RESOLUTION: Establishing Citizen Review Board for the Police Department (1<sup>st</sup> of 1 reading)
  - l. ORDINANCE: Abandon Portion of Gas Easement in Dunlora Park Subdivision (2<sup>nd</sup> of 2 readings)
  - m. ORDINANCE: Vacate Sewer Easement at 600 Brandon Ave (UVA) (2<sup>nd</sup> of 2 readings)
  - n. ORDINANCE: Zoning Text Amendments (1<sup>st</sup> of 2 readings)
  - o. APPROPRIATION: 2017 Grand Illumination Sponsorships – \$4,000 (1<sup>st</sup> of 2 readings)
- 2. PUBLIC HEARING/  
APPROPRIATION\*:** Auditor's Presentation and FY 17 Year-End Appropriation (1<sup>st</sup> of 2 readings) – **20 mins**
- 3. RESOLUTION\*:** 201 West Water Street SUP Request (1<sup>st</sup> of 1 reading) – **20 mins**
- 4. RESOLUTION\*:** 517 Park Street SUP Request (1<sup>st</sup> of 1 readings) – **20 mins**

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**6:00 p.m.**

**SCHEDULED RECESS**

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**7:00 p.m.**

**REGULAR MEETING – Call to Order**

**5. PUBLIC HEARING /  
REPORT:**

Independent Review of 2017 Protest Events

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

\*ACTION NEEDED

# GUIDELINES FOR PUBLIC COMMENT

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

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

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

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

CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	November 20, 2017
Action Required:	Approve Appropriation
Presenter:	Diane Kuknyo, Director, Department of Social Services
Staff Contacts:	Kelly Logan, VIEW Supervisor, Department of Social Services Laura Morris, Chief of Administration, Department of Social Services
Title:	<b>Additional Funding for VIEW Program -- \$22,881</b>

**Background:**

The Charlottesville Department of Social Services has received \$22,881 in additional funding from the Virginia Department of Social Services for the Virginia Initiative for Employment not Welfare (VIEW) program.

**Discussion:**

This funding will serve residents of the City of Charlottesville who receive Temporary Assistance for Needy Families (TANF) and are enrolled in Virginia Initiative for Employment not Welfare (VIEW) through the Department of Social Services. The VIEW program serves parents in households with children up to the age of 18. All participants in the VIEW program are considered low-income with annual incomes below 100% of the federal poverty level for single parent households and below 150% of the federal poverty level for two parent households.

The VIEW program provides a variety of supportive services such as job skills training, child care assistance, and transportation to assist participants with becoming self-sufficient through employment.

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

Approval of this agenda item aligns with the City's mission to provide services that promote equity and an excellent quality of life in our community. It is consistent with **Strategic Plan Goal 1: An Inclusive Community of self-sufficient residents, Objective 1.2, Prepare residents for the workforce and 1.4, Enhance financial health of residents.**

**Community Engagement:**

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

**Budgetary Impact:**

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

**Recommendation:**

Staff recommends approval and appropriation of these funds.

**Alternatives:**

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

**Attachments:**

Appropriation

**APPROPRIATION**  
**Additional Funding for Department of Social Services VIEW Program**  
**\$22,881**

**WHEREAS**, the Charlottesville Department of Social Services has received an additional \$22,881 in the Fiscal Year 2018 budget from the Virginia Department of Social Services to be used for clients enrolled in the Virginia Initiative for Employment not Welfare (VIEW) program,

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$22,881 is hereby appropriated in the following manner:

**Revenue – \$22,881**

Fund: 212	Cost Center: 9900000000	G/L Account: 451022	\$22,881
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**Expenditures - \$22,881**

Fund: 212	Cost Center: 3333002000	G/L Account: 540060	\$22,881
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CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	November 20, 2017
Action Required:	Appropriation
Presenter:	Rory Carpenter, Community Attention
Staff Contacts:	Rory Carpenter, Community Attention Kaki Dimock, Director of Human Services
Title:	<b>Check and Connect Student Engagement Continuation Grant - \$110,250</b>

**Background:**

Check and Connect is an evidence-based truancy prevention program funded by a Byrne/Juvenile Assistance Grant from the Virginia Department of Criminal Justice Services (DCJS) and administered by the Human Services Department. The grant provides a comprehensive student engagement intervention for truant youth or youth at risk of truancy who live in the City of Promise footprint and attend Burnley-Moran Elementary and Walker Upper Elementary. The grant period is from October 1, 2017 through June 30, 2018. The total grant is \$55,125 in federal pass through funds, and a required local match of \$55,125 to be provided by the Charlottesville Department Human Services.

**Discussion:**

Truancy is a precursor to delinquent behavior that should be addressed in its early stages to avoid further penetration into the juvenile justice system. Locally, the connection between truancy and delinquency has been documented by the *Juvenile Offender Report* a research report issued by the Charlottesville Department of Human Services that deals with the risk and needs of 985 local juvenile offenders who were placed on probation between 1997 – 2000, 2004 – 2006, and 2011-2012. The average rate of truancy for the juvenile offenders in the study group was 48% per year over a nine year period.

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

The Check and Connect grant aligns with the City of Charlottesville's Strategic Plan – Goal 2: A Healthy and Safe City Objective 2.3: Improve community health and safety outcomes by connecting residents with effective resources.

The Human Service Department's programs provide residential and community based services that prevent delinquency and promote the healthy development of youth. The Check and Connect Program provides comprehensive support services for elementary and upper elementary children experiencing school attendance problems to prevent early school withdrawal and ultimately delinquent behavior by promoting students' engagement with school and learning. Expected outcomes include increased attendance and decreased delinquent behavior during and after program participation.

**Community Engagement:**

The community is engaged through the City of Promise by serving students and families in the Charlottesville school system through the Check and Connect Program and by collaborating with the many different agencies that interface with the program.

**Budgetary Impact:**

This has no impact on the General Fund. The funds will be expensed and reimbursed to a Grants Fund. The terms of the award require a local match of \$55,125 which will be provided by the Charlottesville Department Human Services.

**Recommendation:**

Staff recommends approval and appropriation of grant funds.

**Alternatives:**

If the grant funds are not appropriated, City of Promise would not be able to provide this service to local youth.

**Attachments:**

Appropriation

**APPROPRIATION**  
**Check and Connect Student Engagement Grant**  
**\$110,250**

**WHEREAS**, the City of Charlottesville has been awarded \$55,125 in Federal Funds from the Virginia Department of Juvenile Justice, and \$55,125 in Matching Funds for a total award of \$110,250 for the Check and Connect Student Engagement Program; and

**WHEREAS**, the grant award covers the period from October 1, 2017 through June 30, 2018.

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$110,250 is hereby appropriated in the following manner:

**Revenue – \$110,250**

\$ 55,125	Fund: 209	Cost Center: 3413008000	G/L Account: 430120
\$ 55,125	Fund: 209	Cost Center: 3413008000	G/L Account: 498010

**Expenditures - \$110,250**

\$101,916	Fund: 209	Cost Center: 3413008000	G/L Account: 519999
\$ 8,334	Fund: 209	Cost Center: 3413008000	G/L Account: 599999

**Transfer - \$55,125**

\$ 55,125	Fund: 213	Cost Center: 3413009000	G/L: 561209 Transfers
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**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$55,125 from VA Department of Criminal Justice Services.

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CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	November 20, 2017
Action Required:	Appropriation
Presenter:	Rory Carpenter, Human Services Department
Staff Contacts:	Rory Carpenter, Human Services Department Kaki Dimock, Director of Human Services
<b>Title:</b>	<b>Charlottesville City Schools' Check and Connect Student Engagement Grant - \$50,000</b>

**Background:**

Check and Connect is an evidence-based truancy prevention program funded by a Byrne/Juvenile Assistance Grant from the Virginia Department of Criminal Justice Services (DCJS) and administered by the Human Services Department. The grant provides a comprehensive student engagement intervention for truant youth or youth at risk of truancy in the 8<sup>th</sup> – 10<sup>th</sup> grades in the Charlottesville City School system. The grant period is from October 1, 2017 through September 30, 2018. The total grant is \$45,000 in federal pass through funds, and a required local match of \$7,500 to be provided by the Charlottesville City Schools.

**Discussion:**

Truancy is a precursor to delinquent behavior that should be addressed in its early stages to avoid further penetration into the juvenile justice system. Locally, the connection between truancy and delinquency has been documented by the *Juvenile Offender Report*, a research report developed by the Charlottesville/Albemarle Commission on Children and Families that deals with the risk and needs of 985 local juvenile offenders who were placed on probation between 1997 – 2000, 2004 – 2006, and 2011-2012. The average rate of truancy for the juvenile offenders in the study group was 48% per year over a nine year period.

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

The Check and Connect grant aligns with the City of Charlottesville's Strategic Plan – Goal 2: A Healthy and Safe City Objective 2.3: Improve community health and safety outcomes by connecting residents with effective resources.

The Human Service Department's programs provide residential and community based services that prevent delinquency and promote the healthy development of youth. The Check and Connect Program provides comprehensive support services for 8<sup>th</sup> - 10<sup>th</sup> grade Charlottesville City School

students experiencing school attendance problems to prevent early school withdrawal and ultimately delinquent behavior by promoting students' engagement with school and learning. Expected outcomes include increased attendance and decreased delinquent behavior during and after program participation.

**Community Engagement:**

The community is engaged through the Check and Connect program by serving students and families in the Charlottesville school system and by collaborating with the many different agencies that interface with the program.

**Budgetary Impact:**

There is no impact on the General Fund. The funds will be expensed and reimbursed to a Grants Fund. The terms of the award require a local match of \$7,500 which will be provided by the Charlottesville City Schools confirmed by a Maintenance of Understanding document between the Charlottesville Human Service Department and the Charlottesville City Schools.

**Recommendation:**

Staff recommends approval and appropriation of grant funds.

**Alternatives:**

If the grant funds are not appropriated, the Human Services Department would not be able to provide this service to local youth.

**Attachments:**

Appropriation

**APPROPRIATION**  
**Charlottesville City Schools' Check and Connect Student Engagement Grant**  
**\$50,000**

**WHEREAS**, the City of Charlottesville has been awarded \$42,500 in Federal Funds from the Virginia Department of Criminal Justice Services, and \$7,500 in Matching Funds from the Charlottesville City Schools for a total award of \$50,000 for the Check and Connect Student Engagement Program; and

**WHEREAS**, the grant award covers the period from October 1, 2017 through September 30, 2018.

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$50,000 is hereby appropriated in the following manner:

**Revenue – \$50,000**

\$ 42,500	Fund: 209	Cost Center: 3413013000	G/L Account: 430120
\$ 7,500	Fund: 209	Cost Center: 3413013000	G/L Account: 432030

**Expenditures - \$50,000**

\$45,737	Fund: 209	Cost Center: 3413013000	G/L Account: 519999
\$ 4,263	Fund: 209	Cost Center: 3413013000	G/L Account: 599999

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$45,000 from the Virginia Department of Criminal Justice Services, and \$7,500 from the Charlottesville City Schools.

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CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	November 17, 2017
Action Required:	Approval and Appropriation
Presenter:	Kaki Dimock, Director, Human Services
Staff Contacts:	Kaki Dimock, Director, Human Services
Title:	<b>Housing Opportunities for People with AIDS/H.I.V. (H.O.P.W.A.): \$19,543</b>

**Background:**

The Department of Human Services in coordination with the Thomas Jefferson Area Coalition for the Homeless (T.J.A.C.H.) and the Service Provider Council (S.P.C.), applied for and received a grant from the Virginia Department of Housing and Community Development. The Housing Opportunities for People with AIDS/H.I.V. (H.O.P.W.A.) award is \$19,543 and is intended to serve as a bridge contract to cover expenses related to this program while the Department of Housing & Community Development awaits a renewal contract for the program from Housing and Urban Development (H.U.D.) for Fiscal Year 2018.

**Discussion:**

The City of Charlottesville has staff from Human Services, Social Services, and Neighborhood Development Services all taking a leadership role in the governance of T.J.A.C.H. H.O.P.W.A. is an important resource in our community's efforts to end homelessness. The grant provides services in four key areas.

1. **Tenant-Based Rental Assistance (TBRA):** The Thomas Jefferson Health District (T.J.H.D.) partners with The Haven to provide T.B.R.A. to eligible participants. The T.J.H.D. screens participants for eligibility and inspects the proposed property to ensure that it meets H.U.D. requirements. Upon successful screening, The Haven contacts the landlord to arrange monthly rent payment, similar to rapid re-housing.
2. **Short-term Rental, Mortgage and Utility Assistance:** T.J.H.D. screens eligible participants for short-term assistance including emergency utility payments to avoid shut-off.
3. **Supportive Services:** T.J.H.D. provides supportive services including crisis intervention, case management and service referrals.
4. **Homeless Management Information System(H.M.I.S.):** The City of Charlottesville as the award recipient will ensure that H.M.I.S. data is complete through an agreement with T.J.A.C.H. to have the Executive Director ensure data quality. Our Continuum of

Care(C.O.C.) has a well-populated database for individuals experiencing homelessness. HMIS collaboration provides real-time monitoring of the needs and progress of individuals and households facing homelessness. Collaborative use of H.M.I.S. among T.J.A.C.H. C.o.C. Service Providers expedites communication and reduces the need to interface disparate documentation systems.

5. **Administration:** The City of Charlottesville as the award recipient is eligible for an administrative fee. Staff proposes that we pass these dollars through to T.J.H.D. & The Haven to support the supervision of assigned staff.

### **Community Engagement:**

This grant and plan are the product of extensive engagement of the service provider community for persons experiencing homelessness. This partnership is reflective of the new governance model for T.J.A.C.H. and the priority requests of the Interfaith Movement Promoting Action by Congregations Together (IMPACT).

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

This grant advances the City of Charlottesville's Strategic Plan Goal #1 of enhancing the self sufficiency of our residents. Specifically, it will facilitate the objective of increasing affordable housing options. This item primarily aligns with Council's vision for Quality Housing Opportunities for All. Outcomes will demonstrate a coordinated assessment process, individuals and families linked to housing and other resources, and the length of time homelessness was experienced. This grant also fosters the ideals of Community of Mutual Respect and Economic Sustainability by providing services to vulnerable citizens and promoting self-sufficiency.

### **Budgetary Impact:**

This grant will be entirely State, and Federal pass-through funds. No local match is required. There is no budget impact for the City of Charlottesville. All funds will be distributed to sub-recipients for service provision.

### **Recommendation:**

Staff recommends approval and appropriation of grant funds.

### **Alternatives:**

Council may elect to not accept the funds and the community will not have the capacity to administer the following services to persons experiencing a housing crisis while managing AIDS/H.I.V.: short-term rental assistance, utility assistance, rapid rehousing, H.M.I.S., and administration.

### **Attachments:**

Sub Grant agreement and amendment are attached.

**APPROPRIATION**  
**H.O.P.W.A. Grant \$19,543**

**WHEREAS**, The City of Charlottesville, through the Department of Human Services, has received the H.O.P.W.A. Grant from the Virginia Department of Housing and Community Development in the amount of \$19,543;

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that the sum of \$19,543 is hereby appropriated in the following manner:

**Revenues**

\$19,543      Fund: 209      IO: 1900291 (H.O.P.W.A.)      G/L: 430120 Federal Pass-Thru State

**Expenditures**

\$19,543      Fund: 209      IO: 1900291 (H.O.P.W.A.)      G/L: 530550 Contracted Services

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon receipt of \$19,543 in funds from the Virginia Department of Housing and Community Development.

**SUB-GRANT AGREEMENT  
HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS PROGRAM  
U.S. Department of Housing and Urban Development**

**HOPWA Project 18-B-HW-303  
(July 01, 2017 to December 31, 2017)**

This Sub-grant Agreement is made by and between the **Virginia Department of Housing and Community Development (DHCD)** and the project sponsor, **City of Charlottesville, Virginia (Sub-grantee)**. The Sub-grant, which is the subject of this Agreement, is authorized by the Governor of the Commonwealth under a Grant Agreement, executed by and between the U.S. Department of Housing and Urban Development (HUD), and the State of Virginia, the Recipient.

The Sub-grantee shall operate the project as part of the community's emergency response system to homelessness as described in the 2016-2018 Virginia Homeless Solutions Program (VHSP) application submitted by the lead agency (or designee) of the continuum of care (CoC) or balance of state local planning group (LPG).

The Sub-grant is comprised of an allocation from the United States Department of Housing and Urban Development (HUD) authorized under the Housing Opportunities for Persons With AIDS Grant for federal fiscal year 2016; the federal grant number is VAH16F999 and the Catalog of Federal Domestic Assistance (CFDA) number is 14.241. The Sub-grant is subject to the following terms (as they from time to time may be amended): AIDS Housing Opportunity Act, 42 USC Sec. 12901 et. seq. (the Act); the Housing Opportunities for Persons With AIDS (HOPWA) program rule, 24 CFR 50 and 574 as amended; and the Consolidated Plan rule, 24 CFR 91 as amended; all of which are incorporated herein as part of this Agreement. The Sub-grant is subject to the terms, guidelines and regulations set forth in the 2016-2018 Virginia Homeless Solutions Program Guidelines document including Appendix A – Housing Opportunities for Persons With AIDS (HOPWA) Program Guidelines, any subsequent amendments, the CoC/LPG proposal as amended through negotiations with DHCD, the DHCD approved Sub-grantee budget, which are incorporated by reference as part of this Agreement, the laws of the Commonwealth of Virginia and federal law.

**I. Scope of Services**

The funding provided through this sub-grant must be used to carry out activities as specified in the Virginia Homeless Solutions Program Guidelines 2016-2018, specifically Appendix A – Housing Opportunities for Persons With AIDS (HOPWA) Program Guidelines, and any subsequent amendments to the guidelines. Sub-grantee must adhere to the DHCD approved budget and all specified cost category limits as outlined in the guidelines.

<b>HOPWA Cost Category Limits *</b>	
<b>Cost Category</b>	<b>Limits as Percentage of Total Award</b>
Housing Assistance	At least 65 percent
Supportive Services	35 percent or less
Administration	7 percent or less
Housing Information Services	3 percent or less
<i>* See guidelines for details related to cost categories.</i>	

**I. Conditions**

**A. Service Provision**

Sub-grantee is responsible for coordination of VHSP HOPWA activities with other VHSP HOPWA Sub-grantees and mainstream resources. Sub-grantee must assure non-duplication of services with other VHSP HOPWA Sub-grantees.

**B. Disbursement of Funds**

DHCD agrees to provide \$19,543 to the Sub-grantee to undertake the approved project activities described in the Sub-grantee Virginia Homeless Solutions Program application for the July 1, 2016 through June 30, 2018 program years. The Sub-grantee must submit, for approval by DHCD, a program budget for the 2017-2018 allocation. Funds must be expended per the approved budget. The Sub-grantee agrees to provide HOPWA funds to non-entitlement localities and to coordinate the provision of services with other HOPWA project sponsors.

Funds are disbursed on a reimbursement basis. Sub-grantees must be able to provide documentation that the work, services, or cost occurred within the grant period and the expenses were paid appropriately by the Sub-grantee. Program funds shall be disbursed to the Sub-grantee on a monthly or quarterly reimbursement schedule determined by the Sub-grantee.

The Sub-grantee must request approval from DHCD for all changes which affect the scope of the project, including but not limited to addition or deletion of an activity, location of services, service area, objectives, timing of activity, and expenditures that will exceed the budget cost category.

DHCD reserves the right to de-obligate and reallocate funds at any point during the contract term.

**C. Reporting**

Sub-grantees must submit the following reports:

**Year End Report**

Year end reports must be submitted as instructed by DHCD. No future funds will be disbursed until all required reports for the previous fiscal year are submitted to DHCD.

**D. Continuum of Care Participation**

Sub-grantees must actively participate in the regional Continua of Care or Balance of State local planning groups.

**E. Accounting**

The Sub-grantee must adhere to Generally Accepted Accounting Principles (GAAP). The Sub-grantee shall establish and maintain separate accounts within its existing accounting system or set up accounts independently. The Sub-grantee shall record in its accounting system all grant payments received

pursuant to the grant and all other match funds provided for, accruing to, or otherwise received on account of the grant.

All costs charged to the grant shall be supported by properly executed payrolls, timesheets, contracts, or vouchers evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, contracts, vouchers, or other accounting documents pertaining in whole or in part to the grant shall be clearly identified, readily accessible, and separate and distinct from all other such documents. Such documents shall reside at the offices of the sub-grantee.

**F. DHCD Notification**

Sub-grantee must notify DHCD of any potentially illegal act, such as misuse of grant funds or fair housing violations, immediately upon knowledge of such act. In addition, sub-grantee must notify DHCD should any other local, federal or state agency uncover evidence of any potentially illegal act. Sub-grantee must notify DHCD if there is a change in agency management and/or fiscal personnel. Failure to do so will constitute a finding and may result in repayment of funds by the sub-grantee, the de-obligation of current funding and the preclusion of future funding.

**G. Audit**

All grantees, sub-grantees, CHDOs, and sub-recipients, localities, developers, or any other organizations that receive funding during a specific program year are required to submit one of the following financial documents: Financial Statement\*\*, Reviewed Financial Statement prepared by an independent Certified Public Accountant (CPA), Audited Financial Statement prepared by an independent CPA or an OMB A-133 Audit (Single Audit) prepared by an independent CPA. Please see the table below to determine which document your organization is required to submit.

The threshold requirements outlined below are the minimal standards required by DHCD. We strongly encourage all organizations receiving funds from DHCD to undertake the highest level of financial management review to ensure practices and procedures are fully examined and evaluated.

Threshold Requirement	Document
Total annual expenditures $\leq$ \$100,000 - regardless of source	Financial Statement prepared by organizations**
Total annual expenditure between \$100,001 and \$300,000 - regardless of source	Reviewed Financial Statement prepared by an Independent Certified Public Accountant (CPA)
Total annual expenditures $>$ \$300,000 - regardless of source	Audited Financial Statement prepared by an Independent CPA
Federal expenditures $\geq$ \$750,000	OMB A-133 Audit (Single Audit) prepared by an Independent CPA

\*\*Does not require preparation by a CPA

Entities shall file the required financial document in the Centralized Application and Management System (CAMS) within nine (9) months after the end of their fiscal year or 30 (thirty) days after it has been accepted (Reviewed Financial Statement, Audited Financial Statement, and OMB A-133 Audit only) -whichever comes first.

The full DHCD Audit Policy, including an explanation of the specific document requirements, can be found online at:  
[http://www.dhcd.virginia.gov/images/DHCD/DHCD\\_Audit\\_Policy.pdf](http://www.dhcd.virginia.gov/images/DHCD/DHCD_Audit_Policy.pdf).

**H. Compliance**

Sub-grantees with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues are not eligible to receive allocations. DHCD will work with all interested parties toward the resolution of unresolved matters, where appropriate.

**I. Maintenance of Records**

Records shall be readily accessible to DHCD, appropriate state and federal agencies, and the general public during the course of the grant agreement and shall remain intact and accessible for five years thereafter. The exception is in the event that any litigation claim or audit is started before expiration of the five year period, the records shall be retained until such action is resolved.

**J. Costs Incurred Prior To Grant Agreement Execution**

No costs incurred prior to the start date of the contract period shall be eligible for reimbursement with grant funds, unless incurred costs are authorized in writing by DHCD.

**K. State Not Liable**

The Grantee shall hold harmless the Commonwealth of Virginia, DHCD, its agents and employees from any and all claims and demands based upon or arising out of any action by the Grantee, its employees, agents or contractors.

**L. Expenditure Review**

DHCD will monitor expenditure rates to ensure resources are maximized. Failure to expend funds proportionately throughout the contract period may result in the de-obligation of funds. DHCD reserves the right to de-obligate funds at any time during the contract period and reallocate as deemed appropriate within the CoC/LPG or statewide based on compliance, performance, need and available funding.

**M. Termination, Suspension, Conditions**

This Sub-grantee Agreement shall remain in effect from the date of the signing of the grant agreement until June 30, 2017. Either party shall have the right to cancel this agreement for any reason with a 30 days written notice.

If through any cause, the Sub-grantee fails to comply with the terms, conditions or requirements of the contract documents, DHCD may terminate or suspend this Agreement by giving written notice of the same and specifying the effective date termination or suspension at least five (5) days prior to such action.

In the case of contract violation by the Sub-grantee, DHCD may request that all or some of the grant funds be returned, even if the Sub-grantee has already expended the funds. The Sub-grantee agrees to return such funds as requested by DHCD within 30 days of the written request.

**N. Subsequent Contracts**

The Sub-grantee shall remain fully obligated under the provisions of the Grant Agreement notwithstanding its designation of any subsequent or third parties for the undertaking of all or part of the activities for which the Grant assistance is being provided to the Sub-grantee.

The Sub-grantee agrees to ensure that any contractor or subcontractor who is not the Sub-grantee shall comply with all the lawful requirements of the Sub-grantee necessary to insure that the project for which this assistance is being provided under this Agreement are carried out in accordance with the Sub-Grantee's Assurances and Certifications.

**O. Default**

A default is any unapproved use of grant funds. Upon due notice to the Sub-grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, DHCD may take one or more of the following actions:

- (1) direct the Sub-grantee to submit progress schedules for completing approved activities;
- (2) issue a letter of warning advising the Sub-grantee of the default, establishing a date by which corrective actions must be completed and putting the Sub-grantee on notice that more serious actions will be taken if the default is not corrected or is repeated;
- (3) direct the Sub-grantee to suspend, discontinue or not incur costs for the affected activity;
- (4) require the Sub-grantee to reimburse DHCD for costs inappropriately charged to the program;
- (5) other appropriate action including, but not limited to, any remedial action legally available, such as affirmative litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions and any other available remedies.

No delay or omissions by DHCD in exercising any right or remedy available to it under the Agreement shall impair any such right to remedy or constitute a waiver or acquiescence in any Sub-grantee default.

**P. Conflict of Interest**

Sub-grantees shall ensure that the provision of any type or amount of assistance may not be conditional on an individual's or family's acceptance or occupancy of housing owned by the sub-grantee, a parent organization, or subsidiary. Sub-grantees, parent organizations, or subsidiaries may not administer HOPWA assistance and use the assistance for households residing in units owned by the Sub-grantee, parent organization, or subsidiary.

Individuals (employees, agents, consultants, officers, or elected or appointed officials of the sub-grantee) may not both participate in decision-making related to determining eligibility and receive any financial benefit. This financial benefit

may not be received by the specific individual, any member of his/her immediate family or a business interest. The restriction applies throughout tenure in the position and for a one-year period following tenure.

**Q. Religious Influence**

The Sub-grantee shall perform activities and all financial and stabilization services in a manner that is free from religious influence.

**III. Additional Assurances**

- A. Sub-grantee will give the Virginia Department of Housing and Community Development, the Comptroller, HUD and any other authorized state or federal representatives access to and the right to examine all records, books, papers, or documents related to the Grant.
- B. In accordance with federal law, sub-grantee will provide that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin, in any phases of employment or in any phase of service delivery.

**IV. Additional Certifications:**

The Sub-grantee certifies that it will comply with the following:

- (a) Freedom of Information Act (5 U.S.C 552) and Virginia Freedom of Information Act;
- (b) Virginia Fair Employment Contracting Act;
- (c) Fair Housing Act (42 U.S.C. 3601-20), and implementing measures under:
  - 24 CFR 100 (discriminatory conduct under Fair Housing Act);
  - Executive Order 11063 and regulations at 24 CFR 107 (preventing discrimination on basis of race, color, creed, or national origin);
  - 24 CFR Part 8 (prohibiting discrimination against handicapped individuals);
  - Title VIII of Civil Rights Act of 1968 as amended (prohibiting discrimination based on race, color, national origin, religion, sex, familial status [including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18], and disability)
- (d) Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at:
  - 24 CFR 146 (nondiscrimination on basis of age in HUD programs);
  - Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);

- (e) 24 CFR 574.320 (Federal rent standards for rental assistance, requiring rents to be charged no greater than appropriate Fair Market Rent levels);
- (f) 24 CFR Part 35 (Federal lead-based paint provisions, requiring visual inspections and stabilization of paint before commencement of occupancy);
- (g) Adhere to Executive Orders 11625, 12432, and 12138, that the Sub-grantee must make efforts to encourage participation of minority and women-owned business enterprises in connection with funded activities;
  - Encourage participation of locally-owned enterprises in connection with funded activities;
- (h) Assist in carrying out 24 CFR 58 and 58.5 (National Environmental Policy Act [NEPA] of 1069 and other provisions of federal law)
- (i) McKinney-Vento Homeless Assistance Program Regulations;
- (j) Anti-lobbying Certification;
- (k) Drug Free Workplace.

The Grant Agreement is hereby executed by the parties on the date set forth below their respective signatures as follows:

**Virginia Department of Housing and Community Development**

**Pamela G Kestner**

Digitally signed by Pamela G Kestner  
DN: cn=Pamela G Kestner, o=Department of Housing and Community Development,  
ou=Housing Division, email=Pamela.Kestner@dohdc.org, c=US  
Date: 2017.08.29 16:56:03 -0400

\_\_\_\_\_  
Pamela Kestner, Deputy Director

August 29, 2017

Date

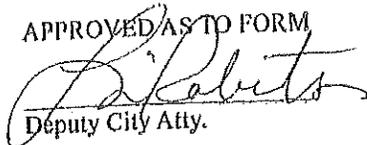
**City of Charlottesville, Virginia**

  
\_\_\_\_\_  
Signature

Michael C. Murphy  
\_\_\_\_\_  
Name (printed or typed)

Assistant City Manager  
\_\_\_\_\_  
Title

9/14/17  
\_\_\_\_\_  
Date

APPROVED AS TO FORM  
  
\_\_\_\_\_  
Deputy City Atty.

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CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



<b>Agenda Date:</b>	December 4, 2017
<b>Action Required:</b>	Approve Supplemental Appropriation of Project Funding for Transit Division
<b>Staff Contact:</b>	John Jones, Transit Director Ryan Davidson, Budget Office
<b>Presenter:</b>	John Jones, Transit Director
<b>Title:</b>	<b>Appropriation of FY 2018 Transit Grants - \$793,270</b>

**Background and Discussion:** With a Resolution Authorizing the Application for State Aid to Public Transportation, City Council authorized the Transit Division to provide the local match necessary to apply for Federal and State grants to fund Transit Division expenses, including both Capital and non-Capital projects. The Capital portion of the application is for the purchase of one (1) 35-ft Replacement Replica Trolley, one (1) <30-foot BOC bus and (1) one support vehicle.

The final Virginia Department of Rail and Public Transportation (DRPT) Operating award is \$241,402 greater than appropriated in the FY2018 budget. The final Federal Transit Administration (FTA) Operating award is \$96,714 less than requested and appropriated in the FY2018 budget. This decrease in FTA Operating funding is due to a mandatory 5% withholding of allocated federal funds for all recipients of Section 5307 operating funds in Virginia until such time a State Safety Oversight Program for the rail operations of the Washington Metropolitan Area Transit Authority is certified by the FTA.

Additionally, the FTA has awarded \$518,766 to JAUNT (after 5% withholding), with the City acting as fiscal agent, which means the federal funds for JAUNT must pass through the City. A supplemental appropriation is requested for project revenues/expenses which include:

<b>Transit Grants by Type</b>	<b>FY 2018 Budget</b>	<b>FY18 Award</b>	<b>Appropriation</b>
State operating assistance	\$1,481,000	\$1,722,402	\$241,402
Federal operating assistance	1,653,010	1,556,296	(96,714)
<b>TOTAL OPERATING AWARD</b>	<b>\$3,134,010</b>	<b>\$3,278,698</b>	<b>\$144,688</b>
<b>TOTAL JAUNT (Pass-through Funds)</b>	<b>\$0</b>	<b>\$518,766</b>	<b>\$518,766</b>
State capital award	\$4,328	\$100,028	\$95,700
Federal capital award	429,640	385,680	(43,960)
Local CIP match P-00334	103,082	156,762	53,680
Proceeds from prior year's asset dispositions	0	24,396	24,396
<b>TOTAL CAPITAL</b>	<b>\$527,432</b>	<b>\$579,172</b>	<b>\$129,816</b>
<b>TOTAL APPROPRIATION REQUEST</b>			<b>\$793,270</b>

**Community Engagement:**

Charlottesville Area Transit utilizes the Metropolitan Planning Organization's Public Participation Plan to fulfill its public engagement requirements. The MPO's PPP includes an opportunity for members of the public to request a public hearing on CAT's Program of Projects. No public hearing was requested.

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

Approval of this agenda item aligns directly with Council's vision for Charlottesville as a *Connected Community*, where the City is part of a comprehensive, transportation system that enables citizens of all ages and incomes to easily navigate our community.

**Budget Impact:**

The City's contribution from general funds and Albemarle County's contribution as already budgeted cover the local match requirement for Operating Assistance. The increase in CIP funding is to align the FY2018 budget in CAT with the FY2018 amount budgeted in P-00334. The proceeds from prior year asset dispositions are held as unearned revenue in CAT's fund, and need to be appropriated in order to spend according to FTA award funding.

The pass through of grant funds for JAUNT has no budget impact.

**Recommendation:** Approve appropriations.

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

**APPROPRIATION**  
**Transit Division Project Funds**  
**\$793,270**

**WHEREAS**, a Federal Operating Grant of \$1,556,296 and State Operating Grant of \$1,722,402 have been awarded to the City of Charlottesville, the combined amounts of operating grants are \$144,688 more than previously budgeted; and

**WHEREAS**, a Federal Grant has been awarded to JAUNT in the amount of \$518,766 and these funds must pass through the City of Charlottesville; and

**WHEREAS**, a State Capital Grant of \$100,028 and a Federal Capital Grant of \$385,680 have been awarded to the City of Charlottesville, the amount of capital local match budget in fund 245 is \$53,680 less than the FY2018 amount in CIP, the FTA directs that \$24,396 of the proceeds from prior year asset dispositions be used for purchasing new assets, resulting in combined addition to the capital budget of \$129,816 more than the amount budgeted; and

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

**Revenue (Operating)**

\$241,402	Fund: 245	Cost Center: 2801003000	G/L: 430080 State Assistance
\$(96,714)	Fund: 245	Cost Center: 2801003000	G/L: 431010 Federal Assistance

**Expenditures (Operating)**

\$144,688	Fund: 245	Cost Center: 2801003000	G/L: 599999 Lump Sum
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**Revenue (JAUNT)**

\$518,766	Fund: 245	Cost Center: 2821002000	G/L: 431010 Fed Assistance
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**Expenditures (JAUNT)**

\$518,766	Fund: 245	Cost Center: 2821002000	G/L: 540365 JAUNT Payment
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**Revenue (Capital)**

\$95,700	Fund: 245	Cost Center: 2804001000	G/L: 430110 St Grants
\$(43,960)	Fund: 245	Cost Center: 2804001000	G/L: 431110 Fed Grants
\$24,396	Fund: 245	Cost Center: 2804001000	G/L: 435990 Warehouse Sales
\$53,680	Fund: 245	Cost Center: 2804001000	G/L: 498010 Transfer from CIP

**Expenditures (Capital)**

\$129,816	Fund: 245	Cost Center: 2804001000	G/L: 541040 Acq. Com-Veh.
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**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$1,822,430 from the Virginia Department of Rail and Public Transportation and \$2,460,742 from the Federal Transit Administration.

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CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	December 4, 2017
Action Required:	Approve Appropriation of Reimbursement
Presenter:	Mike Mollica, Division Manager, Facilities Development
Staff Contacts:	Mike Mollica, Division Manager, Facilities Development Ryan Davidson, Senior Budget & Management Analyst, Budget and Performance Management
Title:	<b>Appropriation of Charlottesville City Schools Reimbursement for the Greenbrier Elementary Modular Classroom Project - \$6,306.28</b>

**Background:** The City of Charlottesville Facilities Development Division oversees capital projects for Charlottesville City Schools (C.C.S.). A modular classroom at Greenbrier Elementary School was installed in late summer. Electrical supplies were purchased by the City for the project, with the understanding that the City would invoice C.C.S. for all expenses. Under this agreement, the City will receive a reimbursement in the amount of \$6,306.28.

**Discussion:** Appropriation of these funds is necessary to replenish the School Small Cap Projects Lump Sum Account (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, and it contributes to Strategic Plan Goal 5: A Well-managed and Responsive Organization.

**Community Engagement:** N/A

**Budgetary Impact:** Funds have been expensed from the School Small Cap Projects Lump Sum Account (SC-003) and the reimbursement is intended to replenish the project budget for C.C.S.' portion of those expenses.

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

**Alternatives:** If reimbursement funds are not appropriated, the School Small Cap Projects Lump Sum Account (SC-003) will reflect a deficient balance.

**Attachments:** Appropriation

**APPROPRIATION**  
**Appropriation of Charlottesville City Schools Reimbursement for the Greenbrier**  
**Elementary Modular Classroom Project - \$6,306.28**

**WHEREAS**, C.C.S. was billed by the City of Charlottesville in the amount of \$6,306.28.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that \$6,306.28 from C.C.S. is to be appropriated in the following manner:

**Revenues - \$6,306.28**

Fund: 426                      Funded Program: SC-003/P-00950-01                      G/L Account: 432085

**Expenditures - \$6,306.28**

Fund: 426                      Funded Program: SC-003/P-00950-01                      G/L Account: 599999

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$6,306.28, from Charlottesville City Schools.

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



Agenda Date:	December 4, 2017
Action Requested:	Resolution of Approval
Presenter:	Allison Farole, Emergency Management Coordinator
Staff Contacts:	Leslie Beauregard, Assistant City Manager
<b>Title:</b>	<b>Regional Emergency Operations Plan (Regional EOP)</b>

**Background:**

The Commonwealth of Virginia Emergency Services and Disaster Laws of 2006 (Code of Virginia, § 44-146.19) requires that local governments develop and maintain a current Emergency Operations Plan (EOP) to be prepared for major emergencies and disasters. Every four years, the local EOP must be updated and re-adopted by the governing body. The Virginia Department of Emergency Management must receive a resolution from the governing body certifying the currency of the EOP as being consistent with this provision of Title 44. The City of Charlottesville Director of Emergency Management is the City Manager. The day-to-day activities of the emergency management program have been delegated to the Emergency Management Coordinator in the Charlottesville-UVA-Albemarle County Emergency Communications Center Office of Emergency Management.

**Discussion:**

The City of Charlottesville, University of Virginia, Albemarle County Regional Emergency Operations Plan (EOP) is a multi-jurisdiction, multidiscipline, all-hazards plan that establishes a single, comprehensive framework for the management of major emergencies and disasters within the region. The plan is implemented when it becomes necessary to mobilize community resources to save lives, and protect property and infrastructure. The Regional EOP incorporates the National Incident Management System (NIMS) as the multi-jurisdictional standard for incident management and reflects other changes resulting from the adoption of the National Response Framework.

The plan outlines the roles and responsibilities assigned to City, County and University departments and agencies for response to disasters and emergencies. The Regional EOP is not intended as a stand-alone document but serves as the overarching strategy that aligns more detailed department and agency plans and operating procedures to meet regional response and recovery needs.

The successful implementation of the plan is contingent upon a collaborative approach between the City, County and University, with a wide range of partner agencies and organizations that provide crucial support during emergency operations. The plan recognizes the significant role these partner agencies and organizations perform during emergencies and disasters and their specific roles and responsibilities are also included in the plan. Separate memoranda of understanding will be established with these organizations.

The Regional EOP consists of the following:

- **Basic Plan**—provides an overview of the management structure, key responsibilities, and emergency assignments during and immediately after an emergency.
- **Appendices**—define the authorities, terms and acronyms used throughout the Regional EOP.
- **Emergency Support Functions Annexes**—outline the scope of responsibilities associated with specific emergency operations functions and describes expected mission execution activities for each emergency phase.
- **Support Annexes**—describe actions to coordinate and execute common emergency management strategies (e.g., information sharing, damage assessment).
- **Incident Annexes**—describe unique considerations for response and recovery from likely regional hazards.

The updated Regional EOP will be reviewed and approved by the Emergency Communications Center (ECC) Management Board in November, 2017.

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

Approval of this agenda item aligns with Council’s vision for Charlottesville to be a **Smart, Citizen-focused Government** that is flexible and progressive in anticipating and responding to the needs of our citizens. To respond effectively to any emergency of a size or complexity beyond routine response systems, it is critical that all City of Charlottesville, University of Virginia, Albemarle County public officials, departments and agencies, non-governmental emergency organizations, and the public understand their roles and responsibilities. The foundation for coordinated response to these emergencies is established through the City of Charlottesville, University of Virginia, Albemarle County Regional Emergency Operations Plan. A planned-for and coordinated response on the part of local officials in support of in-the-field emergency responders can save lives, protect property, and more quickly restore essential services.

#### **Community Engagement:**

The Regional Emergency Operations Plan was reviewed and updated with public engagement. The planning schedule and drafts were shared with the Local Emergency Planning Council meetings. A Plans Review Group, comprising of individuals from all three jurisdictions was developed to help create and finalize the added support and hazard specific annexes.

#### **Budgetary Impact:**

This has no direct impact on the General Fund.

#### **Recommendation:**

Staff recommends adoption of the updated Charlottesville-UVA-Albemarle Regional Emergency Operations Plan.

**Alternatives:**

Without adoption of the revised Regional EOP, the City of Charlottesville will not be in compliance with the Commonwealth of Virginia Emergency Services and Disaster Laws of 2006 (Code of Virginia, § 44-146.19). The City would potentially not be qualified to secure emergency preparedness focused grant funding.

**Attachments:**

Charlottesville-UVA-Albemarle Regional Emergency Operations Plan  
Resolution

RESOLUTION  
Regional Emergency Operations Plan (Regional EOP)

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Charlottesville, Virginia adopts the updated Regional Emergency Operations Plan.

**CITY OF CHARLOTTESVILLE**  
**UNIVERSITY OF VIRGINIA**  
**ALBEMARLE COUNTY**



**REGIONAL**  
**EMERGENCY OPERATIONS PLAN**

**December 2017**

**Version 2.0**

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### Record of Changes

The record of changes to the City of Charlottesville, University of Virginia (UVA) and Albemarle County Regional Emergency Operations Plan will be kept, documented, and distributed by the Office of Emergency Management. The record of changes will include the plan version number, a description of the change, the date of change, and who approved the change. Upon publication, the change will be considered part of the Regional Emergency Operations Plan.

Version	Description of Change	Date	Responsible Party
1.0	Initial publication	October 2013	Kirby Felts
1.1	Update to CICF and DCJS contacts in Appendix E	March 2015	Kirby Felts
2.0	Four year review and update	December 2017	Allison Farole

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## Letter of Promulgation

The City of Charlottesville, University of Virginia and Albemarle County Regional Emergency Operations Plan (EOP) is a multidiscipline, all-hazards plan that establishes a comprehensive framework for the management of major emergencies and disasters within the City, County, and University. The plan is implemented when it becomes necessary to mobilize the resources of the identified departments and agencies to save lives, and protect property and infrastructure. The plan assigns major roles and responsibilities to departments and agencies and requires planning, training, and exercising prior to a real world event to respond effectively. This plan represents a commitment by City, County, and University leadership to work together to prevent and mitigate against, prepare for, respond to and recover from emergencies in our community.

Pursuant to the provisions of Section 44-146.19.E of the Code of the Commonwealth of Virginia the following Regional Emergency Operations Plan for the City of Charlottesville, University of Virginia, and Albemarle County is hereby promulgated.

Approved:

---

Maurice Jones

City Manager



City of Charlottesville

Patrick D. Hogan

Executive Vice President &  
Chief Operating Officer



University of Virginia

Jeffrey Richardson

County Executive



Albemarle County

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## Executive Summary

The City of Charlottesville, University of Virginia, Albemarle County Regional Emergency Operations Plan (Regional EOP) is a multi-jurisdictional, multidiscipline, all-hazards plan that establishes a single, comprehensive framework for the management of major emergencies and disasters within the region. The plan is implemented when it becomes necessary to mobilize community resources to save lives, and protect property and infrastructure. The Regional EOP incorporates the National Incident Management System as the multi-jurisdictional standard for incident management and reflects other changes resulting from the adoption of the National Response Framework.

The plan outlines the roles and responsibilities assigned to City, County and University departments and agencies for response to disasters and emergencies. The Regional EOP is not intended as a stand-alone document but serves as the overarching strategy that aligns more detailed department and agency plans and operating procedures to meet regional response and recovery needs.

The successful implementation of the plan is contingent upon a collaborative approach between the City, County and University, with a wide range of partner agencies and organizations that provide crucial support during emergency operations. The plan recognizes the significant role these partner agencies and organizations perform during emergencies and disasters and their specific roles and responsibilities are also included in the plan. Separate memoranda of understanding will be established with these organizations.

## Plan Format

The Regional EOP consists of the following:

- **Basic Plan**—provides an overview of the management structure, key responsibilities, and emergency assignments during and immediately after an emergency.
- **Appendices**—define the authorities, terms and acronyms used throughout the Regional EOP.
- **Emergency Support Functions Annexes**—outline the scope of responsibilities associated with specific emergency operations functions and describes expected mission execution activities for each emergency phase.
- **Support Annexes**—describe actions to coordinate and execute common emergency management strategies (e.g., information sharing, damage assessment).
- **Incident Annexes**—describe unique considerations for response and recovery from likely regional hazards.

## Plan Maintenance and Distribution

The Emergency Management Coordinator is responsible for developing, maintaining, and distributing the Regional EOP. The plan will be reviewed periodically as required to incorporate new state, federal, and regional guidelines or directives and to address significant operational issues. At a minimum, the plan is significantly updated every four years in accordance with Commonwealth of Virginia requirements.

Changes will include additions of new or supplementary material or deletions of outdated information. No proposed change should contradict or override authorities or other plans contained in statute or regulation. All requests for changes will be submitted to the Emergency Management Coordinator for coordination, approval, and distribution.

Coordinating agencies for the emergency support functions are responsible for maintaining and updating their assigned functional annexes. Annexes should be reviewed annually. Proposed changes or updates to the annexes will be coordinated with all other support agencies prior to submission to the Emergency Management Coordinator.

Any department or agency may propose a change to the Regional EOP and is encouraged to do so. Prior to submitting proposed changes to the Emergency Management Coordinator, the proposing department or agency will obtain the written approval from their agency head.

Every four years, the Emergency Management Coordinator will provide a full copy of the Regional EOP to all City, County and University departments and agencies listed in the plan as a coordinating or cooperating agency, the Virginia Department of Emergency Management, and other partner organizations as necessary. Modifications to the plan outside of the four-year revision required by state code will be communicated through a Notice of Change and revised pages will be provided for replacement within the Regional EOP.

## Notice of Change

Notices of change to the Regional EOP will be prepared and distributed by the Emergency Management Coordinator. The notice of change will include the effective date, the change number, subject, purpose, and action required by the departments and agencies. The notice of change will include revised pages for replacement within the Regional EOP.

Upon publication, the change will be considered a part of the Regional EOP. The Emergency Management Coordinator is responsible for the distribution of the approved notices of changes following the same process as identified above.

# BASIC PLAN

## 1. INTRODUCTION

To respond effectively to any emergency of a size or complexity beyond routine response systems, it is critical that all City of Charlottesville, University of Virginia (UVA), Albemarle County public officials, departments and agencies, non-governmental emergency organizations, and the public understand their roles and responsibilities. These non-routine responsibilities begin as the incident is recognized and response ensues, and become particularly important as command organizes beyond the initial reactive phase of first responders.

The foundation for this coordinated response is established through the City of Charlottesville, University of Virginia, Albemarle County Regional Emergency Operations Plan (Regional EOP). The Regional EOP identifies the departments and agencies that are responsible for providing command and coordination capabilities for large-scale or unusual events, and describes how the multiple command and response components are organized and managed. A planned-for and coordinated response on the part of local officials in support of in-the-field emergency responders can save lives, protect property, and more quickly restore essential services. The "Commonwealth of Virginia Emergency Services and Disaster Laws of 2000" (Code of Virginia, § 44-146.13 to 44-146.29:2) requires that state and local governments develop and maintain current emergency operations plans in order to be prepared for such events.

### 1.1 Purpose

---

The Regional EOP establishes the organizational framework for City, County and University personnel to work together to effectively respond to and recover from all-hazards disasters and emergency situations in a coordinated manner. Key concepts established through the Regional EOP are as follows:

- Systematic organization of interagency efforts to minimize damage, restore impacted areas, and implement programs to mitigate vulnerability to future events
- Proactive identification and deployment of resources in anticipation of or in response to a disaster event
- Coordinated mechanisms for vertical and horizontal coordination, communications and information-sharing in response to threats or incidents
- Establishment of fundamental agreements that are the basis for interagency and intergovernmental planning, training, exercising, assessment and coordination, and information exchange.

The Regional EOP addresses the immediate requirements for an emergency in which normal operations are interrupted and special measures must be taken to:

- Save lives and protect the health and safety of the public, responders, and recovery workers
- Ensure security of the region

- Provide and analyze information to support decision-making and action plans
- Manage City, County and University resources effectively in the emergency response
- Protect and restore critical infrastructure and key resources
- Ensure local government continues to function throughout the incident
- Manage communication regarding emergency response and recovery operations
- Communicate critical information to citizens
- Protect property and mitigate damages and impacts to individuals, communities, and the environment
- Track response resources immediately and throughout response and recovery
- Facilitate recovery of individuals, families, businesses, government, and the environment.

This plan does not supersede or replace the procedures for safety, hazardous materials response, or other procedures that are already in place in the City, County and University. It supplements those procedures with a temporary crisis management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations.

## **1.2 Scope**

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The Regional EOP establishes a method of operation that spans the management of an emergency from initial monitoring through post-disaster response, recovery, and mitigation. The plan also defines mechanisms to aid delivery of immediate assistance as well as assigns specific functions to appropriate departments and organizations. This includes methods to coordinate with the private sector and voluntary organizations active in disasters.

This plan addresses various types of emergencies that are likely to occur and the actions the region will initiate, in coordination with the state and federal governments as appropriate.

This Regional EOP is applicable to all City, County and University departments, agencies, private sector and volunteer organizations that may be requested to provide assistance whether in an actual incident or an imminent threat to the community.

## **1.3 Policies and Authorities**

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Various statutory authorities, regulations and policies provide the basis for actions and activities regarding incident management. Nothing in the Regional EOP alters the existing authorities of City, County and University departments or cooperating agencies. The plan establishes the coordinating structures to integrate the specific regulatory authorities of the spectrum of participating agencies in a collective framework for action to include mitigation, prevention, preparedness, response and recovery. See Appendix A.

## 1.4 Assumptions

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The following planning assumptions outline the assumed operating conditions and provide a foundation for establishing protocols and procedures:

- Emergencies can happen with little to no warning, causing significant loss of life, property damage, environmental and economic impact.
- Some emergencies or disasters will occur with enough warning that appropriate emergency notification will be achieved.
- The City of Charlottesville, University of Virginia, and Albemarle County commit to a regional response strategy for emergency operations for incidents affecting the region and will commit available resources to save lives, stabilize the incident and minimize property damage.
- As a part of their commitment to this plan, coordinating and cooperating departments and agencies will engage in systematic assessments of procedures, resources and training to ensure their continued ability to carry out their responsibilities as outlined in the plan.
- In time of emergency, the department heads and agencies will continue to be responsible for the protection and preservation of records essential for the continuity of government operations. Department and agency heads will establish lists of succession of key emergency personnel.
- In the event of an emergency, the immediate response priority will be saving lives, incident stabilization and property conservation.
- Incidents are typically managed at the lowest possible level of government.
- City, County and University residents, businesses, and industry will be expected to use their own resources and be self-sufficient for at least 72 hours following a significant event.
- The effects of disaster or emergency may extend beyond City, County or University boundaries and many other areas of the Commonwealth may experience casualties, property loss, and disruption of normal life support systems.
- There may be competition among residents and communities for scarce resources and widespread power and communications outages may require the use of alternate methods of providing public information and delivering essential services.
- Communications may be problematic due to demands exceeding capacities.
- Protection and restoration of critical infrastructure and key resources is a priority.
- When local capabilities are overwhelmed or local resources are exhausted, the Commonwealth of Virginia or federal government will be asked to provide assistance.
- Incident Management activities will be initiated and conducted using the principles contained in the National Incident Management System.
- The Regional EOP is the core plan for managing emergencies during regional incidents. Other supplemental agency and interagency plans, such as the University of Virginia Critical Incident Management Plan, provide details on the authorities, response protocols, and technical guidance for responding to and managing specific contingency situations (i.e., hazardous materials spills, wildfires, etc.). In many cases, local agencies

manage incidents under these plans using their own authorities. These supplemental agency or interagency plans may be implemented concurrently with the Regional EOP but are subordinated to the overarching core coordinating structures, processes, and protocols detailed in the Regional EOP.

## 1.5 Levels of Emergency

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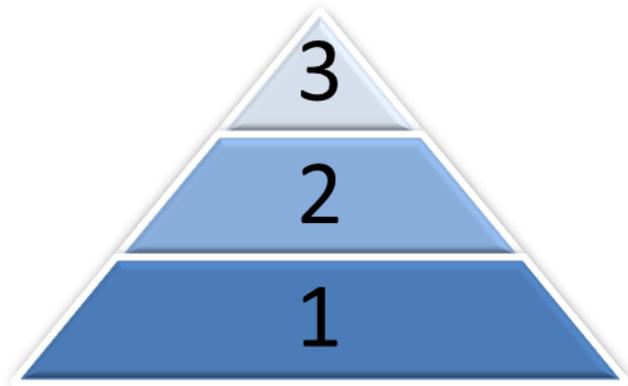
Emergency conditions vary with each incident and activation. As a guide, three levels of emergency (Figure 1) are specified as follows:

**Level 1**—an emergency incident that normal community emergency response resources can handle. While there may be some damage or interruption, the conditions are localized and activation of the EOP is not needed.

**Level 2**—an incident with substantial damages and interruptions to City, County or University operations. A partial or full activation of the EOP is needed. The incident may affect only one regional entity.

**Level 3**—an incident requiring the full activation of the EOP to address immediate emergency response. Emergency conditions are widespread and the City, County and University must be self-sufficient for a period of hours to several days. Requests for assistance from the Commonwealth may be submitted by the Emergency Management Coordinator.

**Figure 1. Emergency Levels**



The designated level for an incident may change as emergency conditions intensify or lessen.

## 1.6 Incident Management

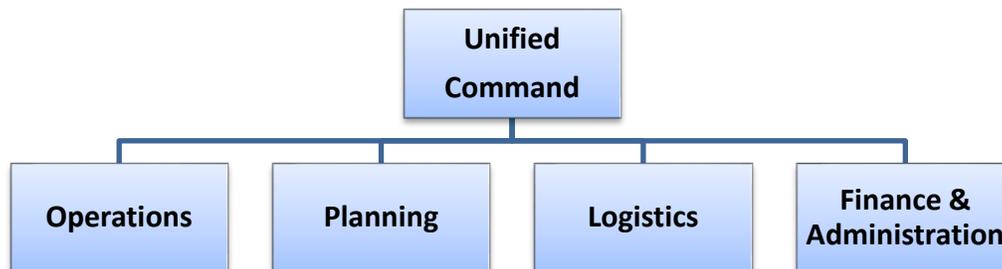
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The Regional EOP uses a multi-agency team approach and operates under a structure based upon the principles of the National Incident Management System (NIMS) to manage, coordinate and direct resources committed to an incident. The Incident Command System, a component of NIMS, is the combination of facilities, equipment, personnel, procedures and communications systems operating within a common organizational structure. The five sections of the organizational structure (Figure 2) are:

- **Unified Command**—responsible for overall management of the incident, including assessment and establishment of incident priorities, assessing resource needs and orders, and coordinating with outside agencies. Public information safety and liaison duties are executed as part of the Command staff.
- **Operations**—responsible for managing tactical operations to reduce immediate hazards, save lives and property, establish situational control, and restore normal operations. The make-up of the Operations section will vary based on incident priorities.

- **Planning**—responsible for collecting, evaluating, and disseminating information about the incident and the status of resources to create a shared understanding of the current situation and prepare alternative strategies to address incident priorities.
- **Logistics**—responsible for providing facilities, services, and materials to support incident response.
- **Finance and Administration**—responsible for all incident costs and financial considerations related to the incident.

**Figure 2. Regional Incident Management Structure**



This management approach divides the incident into manageable tasks, while maintaining a coordinated focus. The size and number of designated positions within each section can be expanded or contracted to meet requirements as an event progresses. This allows for maximum flexibility in meeting the unique requirements of each situation.

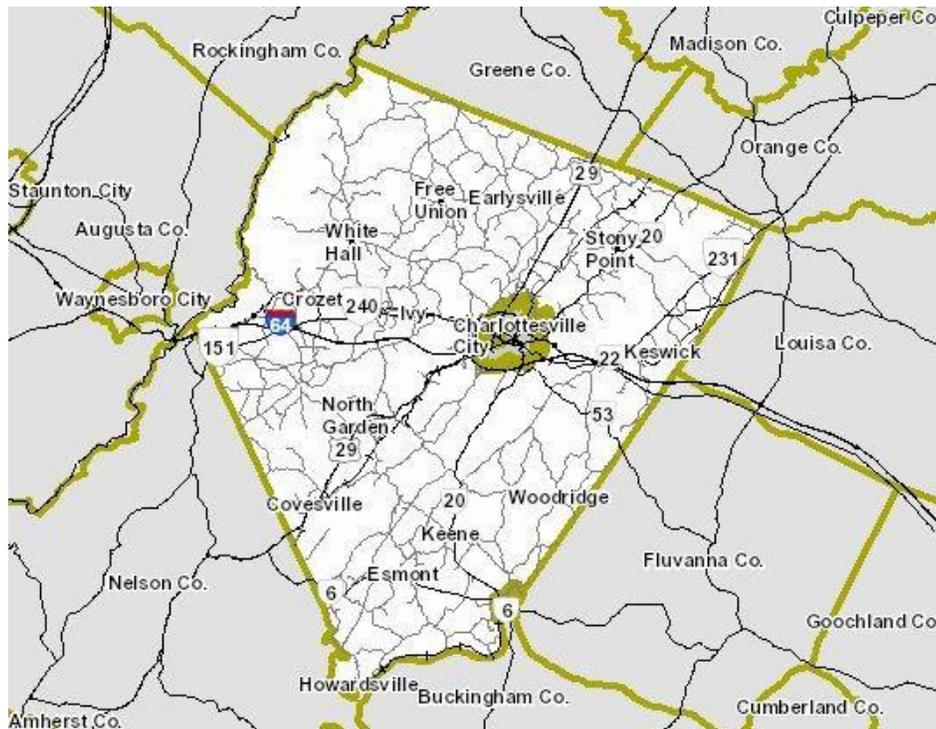
## 2. SITUATION

*The majority of information in this section is excerpted from the 2012 Regional Hazard Mitigation Plan – Thomas Jefferson Planning District. The full reference is available at <http://www.tjpd.org/environment/hazard.asp>.*

### 2.1 Geographic Characteristics

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The Charlottesville-UVA-Albemarle region (Figure 3) is bounded by the Blue Ridge Mountains on the west with ridges and foothills and hollows rolling down to the James River in the east. Areas of relatively flat land are found in larger river valleys and floodplains.

**Figure 3. Albemarle County and Surrounding Region**

Albemarle County is approximately 726 square miles in size, located in the Northern Blue Ridge and Northern Piedmont of Virginia. The City of Charlottesville is located in the heart of Albemarle County, occupying approximately 10.4 square miles. The Grounds of the University of Virginia is in the both the City of Charlottesville and Albemarle County.

## 2.2 Climate

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The area has a moderate climate. Average temperatures are approximately 50 degrees, and range from January lows in the mid 20's to July highs in the high 80's. Annual rainfall averages above 40 inches and is supplemented with approximately 14 inches of snow.

## 2.3 Population

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The 2015 population estimates are 105,051 for Albemarle County, 48,210 for the City of Charlottesville and 21,985 for the student population at the University of Virginia. The City of Charlottesville and the surrounding urban ring in Albemarle County are home to the majority of the region's population, with concentration around the City and Rt. 29N.

## 2.4 Government

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Albemarle County is served locally by a six-member Board of Supervisors, a seven-member elected School Board, and elected Constitutional Officers (Clerk of Circuit Court, Sheriff, and Commonwealth's Attorney). At the state level, the County is a part of the 24th and 25th State Senate Districts and contains portions of the 25th, 57th, 58th, and 59th House of Delegates

Districts. At the Federal level, Albemarle County is served by Virginia's two senators and is in the 5th Congressional District.

Although a separate legal entity, the City of Charlottesville is the county seat of Albemarle County. Charlottesville has a city council and mayor, and residents pay city real estate and personal property taxes rather than county taxes.

The University of Virginia is governed by a Board of Visitors composed of seventeen voting members appointed by the Governor of the Commonwealth of Virginia for terms of four years. The Board of Visitors may appoint for a full-time student at the University of Virginia as a nonvoting member. The Rector and Visitors are responsible for the long-term planning, policies, and budget of the University.

## 2.5 Land Use

The Route 29 corridor and the I-64/250 corridor, otherwise known as Pantops, are the major commercial and industrial areas outside of the City of Charlottesville.

Locality	Total Buildings	Residential Buildings	Non-Residential Buildings	Residential Buildings Built Since 2010
Charlottesville	21,244	19,603	1,641	414
Albemarle	46,883	44,258	2,625	2,136

Although there is limited developable land remaining in the City of Charlottesville, redevelopment and selected small-scale infill has been occurring. Much of this growth occurred around the University of Virginia in the Venable and Jefferson Park Avenue neighborhoods, as well the Belmont and Fifeville neighborhoods. Commercial and office growth has been relatively healthy in downtown Charlottesville and the warehouse district, with few changes elsewhere in the city.

In Albemarle County, the areas of Pantops, Crozet, Hollymead/Forest Lakes, and southwest of Charlottesville down to North Garden have seen considerable residential growth. Albemarle County has strict growth boundaries in place to concentrate new growth around existing commercial centers and preserve the rural countryside. The vast majority of County land is either field or forest, with development occupying the remainder. Crop farming is found in larger scale to the south and east, away from the mountains, where land is flatter. Hay and grains are the majority crops, with some corn and other row crops. Orchards and vineyards are prevalent in the high hills. Livestock fields are also common, for cattle, horses, sheep, and a variety of other animals.

## 2.6 Economic Growth and Development

Reflecting national trends, the greatest increases in jobs have been in the service, retail, and government sectors, while farm and manufacturing jobs have been on the decline. Major employers in the area include Aramark, City and County governments, Consolidated Analysis

Centers Inc., Crutchfield Corporation, Food Lion, GE Fanuc, Lexis Publishing, Martha Jefferson Hospital, Northrup Grumman Corporation, Piedmont Virginia Community College, State Farm, the University of Virginia, US Department of Defense, the Virginia Department of Corrections, and Wal-Mart. The following table shows changes in various non-farm employment sectors from the Bureau of Labor Statistics.

<b>Table 2. Top Industry Sectors</b>			
<b>Rank</b>	<b>Industry Sector</b>	<b>2010 Establishments</b>	<b>2016 Employees</b>
	Total nonfarm industries	6,490	118,400
1	Government	110	37,100
2	Professional and Business	809	15,600
3	Educational and Health	720	15,000
4	Trade, Transport, and Utilities	467	14,500
5	Leisure and Hospitality	834	13,500
6	Mining Logging, and Construction	753	5,800
7	Other (Except Financial and Manufacturing)	117	5,800
8	Financial Activities	750	4,700
9	Manufacturing	193	4,100

Source: *Labor Market Statistics, Quarterly Census of Employment and Wages Program*

Most jobs in the region are located in Charlottesville, along the Route 29 corridor, or in the Pantops area of Albemarle County. Rural employment is distributed more evenly in relation to residential density. The Education and Health Care sectors are the largest in the region, comprising about a third of all employment. The University of Virginia and the UVA Health System are major drivers in the regional economy.

## **2.7 Historical Places**

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Although best known for Thomas Jefferson's Monticello, the region is also home to a number of historical attractions, including:

- Ash Lawn-Highland, home of James Monroe, fifth President of the United States and author of the Monroe Doctrine
- The Albemarle County Court House, built in 1803 and still in use today
- Michie Tavern, a Museum of Historical Tavern Americana
- Montpelier, the lifelong home of President James Madison and a museum property of the National Trust for Historic Preservation
- The University of Virginia Rotunda, Academical Village and Pavilion Gardens.

## **2.8 Critical Infrastructure**

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Government and privately owned infrastructure that are deemed critical do exist in the region. Critical Infrastructure will not be discussed in detail in the EOP for public safety and security reasons.

## 2.9 Hazard Identification and Risk Assessment

The regional hazard identification and risk assessment resulted in a ranked and prioritized evaluation of hazards based on historical and anticipated impact to the region. Hurricane/high wind/windstorms, flooding, and winter storms/weather offer the most significant threats to the area. The following table is a prioritized list of hazards for the region as determined by the Thomas Jefferson Planning District Hazard Mitigation Working Group, relying on national and state-level data as well as local experiences and the results of the prior assessment in 2011.

**Table 3. Prioritized Regional Hazards**

	PROBABILITY 2016	HUMAN IMPACT 2016	PROPERTY IMPACT 2016	BUSINESS IMPACT 2016	RISK 2016
	<i>Likelihood this will occur</i>	<i>Possibility of death or injury</i>	<i>Physical losses and damages</i>	<i>Interruption of services</i>	<i>Relative threat*</i>
EVENT	0 = N/A 1 = Low 2 = Moderate 3 = High		0 = N/A 1 = Low 2 = Moderate 3 = High		0 – 100%
Hurricane/ high wind/ windstorms	3	3	3	3	100%
Flooding	3	1	3	2	67%
Winter storms/ weather	3	1	1	3	56%
Wildfire	2	1	1	1	22%
Lightning	2	1	1	1	22%
Drought / Extreme heat	2	1	1	1	22%
Dam Failure	1	2	2	2	22%
Tornado	1	1	2	2	19%
Earthquake	1	1	2	2	19%
Landslide	1	1	1	1	11%
AVERAGE SCORE	1.19	0.81	1.06	1.13	7%

\* Threat increases with percentage

Risk = Probability * Severity		
Risk	Probability	Severity
0.07	0.40	0.17

## 3. ROLES AND RESPONSIBILITIES

### 3.1 Individuals, Families, and Households

Although not formally part of emergency management operations, individuals, families, and households play an important role in emergency preparedness and response. By reducing hazards in and around their homes, individuals reduce potential emergency response requirements. Individuals, families, and households should also prepare emergency supply kits

and emergency plans so they can take care of themselves and their neighbors for at least 72 hours following a significant event.

Individuals can also contribute to the preparedness and resilience of their households and communities by volunteering with emergency organizations and completing emergency response training courses. Individuals, families, and households should make preparations with family members who have access and functional needs or medical needs. Their plans should also include provisions for their animals, including household pets or service animals. During an actual disaster, emergency, or threat, individuals, households, and families should monitor emergency communications and follow guidance and instructions provided by local authorities.

### **3.2 Communities**

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Communities are groups that share goals, values, and institutions. They are not always bound by geographic boundaries or political divisions. Instead, they may be faith-based organizations, neighborhood partnerships, advocacy groups, academia, social and community groups, and associations. Communities bring people together in different ways for different reasons, and can contribute to preparedness and resilience by sharing information and promoting collective action. Engaging in local emergency planning efforts is important to identifying needs and potential contributions to local planners.

### **3.3 Non-governmental and Volunteer Organizations**

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Non-governmental organizations play vital roles in delivering important services, including core response capabilities. Non-governmental organizations, including racial and ethnic, faith-based, veteran-based, and voluntary and nonprofit organizations, provide sheltering, emergency food supplies, and other essential support services. Non-governmental organizations are inherently independent and committed to specific interests and values, which drive the groups' operational priorities and shape the resources they provide. Non-governmental organizations bolster government efforts and often provide specialized services to the whole community, as well as to certain members of the population including children; individuals with disabilities and others with access and functional needs; those from diverse religious, racial, and ethnic backgrounds; and people with limited English proficiency. Non-governmental organizations are key partners in preparedness activities and response operations.

### **3.4 Private Sector**

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Private sector organizations play key roles before, during, and after incidents. Private sector entities include large, medium, and small businesses; commerce, private cultural and educational institutions; and industry, as well as public/private partnerships that have been established specifically for emergency management purposes. A fundamental responsibility of private sector organizations is to provide for the welfare of their employees in the workplace. In addition, some businesses play an essential role in protecting critical infrastructure systems and implementing plans for the rapid reestablishment of critical infrastructure operations following a disruption. Others are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of the cause. In many cases, private sector organizations have

immediate access to commodities and services that can support incident response. During an incident, key private sector partners have a direct link to emergency management operations.

### **3.5 Local Government**

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At all times in the Regional EOP, reference to any position shall be understood, in the absence of the referenced individual, to include designees.

#### **Jurisdictional Directors of Emergency Management**

The Jurisdictional Directors of Emergency Management are the County Executive and the City Manager. The University Director of Emergency Management is the UVA Executive Vice President and Chief Operating Officer. The Directors direct and control emergency operations in time of emergency and issue directives to other services and organizations concerning disaster preparedness. The Directors of Emergency Management:

- Commit and leverage local resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents involving all hazards including terrorism, natural disasters, accidents, and other contingencies
- Enact emergency powers, dependent upon state and local laws and only as required, to suspend local laws and ordinances, such as to establish a curfew, direct evacuations, and order a quarantine, in coordination with the local health authority
- Provide leadership and play a key role in communicating to the public, and in helping people, businesses, and organizations cope with the consequences of any type of incident within the jurisdiction.

#### **Emergency Management Coordinator**

The day-to-day activities of the emergency management program are delegated to the Emergency Management Coordinator. The City, County, and University share the Coordinator. The Emergency Management Coordinator works with City, County and University leadership to establish unified objectives regarding the region's emergency plans and activities. In addition, the Emergency Management Coordinator:

- Works cooperatively with regional departments and agencies, community organizations, private sector entities, and non-governmental organizations to develop plans that outline the regional strategy for delivering the capabilities most likely required during an incident
- Coordinates the integration of the rights of individuals with disabilities, individuals from racially and ethnically diverse backgrounds, and others with access and functional needs into emergency planning and response
- Manages the Emergency Operations Center during an incident
- Conducts workshops and trainings to build and maintain emergency response capabilities across regional response agencies
- Conducts exercises to assess the capacity and completeness of plans and systems
- Identifies gaps in regional capabilities and works with partners to resolve the gaps

- Develops and executes accessible public awareness and education programs.

### **Departments and Agencies**

City, County and University departments and agencies collaborate with the Emergency Management Coordinator during the development of the regional emergency plans and provide key response resources as part of the Emergency Support Function structure. Participation in the planning process helps to ensure that specific capabilities are integrated into a workable plan to safeguard the community. Departments and agency staff develop, plan, and train on internal policies and procedures to meet response needs safely. They also participate in interagency training and exercises to develop and maintain necessary capabilities.

### **3.6 Commonwealth of Virginia**

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The public safety and welfare of a state's residents are the fundamental responsibilities of every governor. The governor, through the Virginia Department of Emergency Management (VDEM), coordinates state resources and provides the strategic guidance for response to all types of incidents. This includes supporting local governments as needed and coordinating assistance with other states and the federal government. The governor also:

- In accordance with state law, may make, amend, or suspend certain orders or regulations associated with response
- Communicates to the public, in an accessible manner, and helps people, businesses, and organizations cope with the consequences of any type of incident
- Commands the state military forces (National Guard personnel not in federal service and state militias)
- Coordinates assistance from other states through interstate mutual aid and assistance agreements, such as the Emergency Management Assistance Compact
- Requests federal assistance including, if appropriate, a Stafford Act declaration of an emergency or major disaster.

As public institutions of higher education, the University of Virginia and Piedmont Virginia Community College are required to coordinate with local emergency management, as defined by § [44-146.16](#), to ensure integration into the local emergency operations plan. To this end, both institutions maintain collaborative relationships with the Emergency Management Coordinator and share emergency plans accordingly.

### **3.7 Federal Government**

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The federal government maintains a wide range of capabilities and resources to respond to domestic incidents. Federal assistance can be provided to state and local jurisdictions through a number of different mechanisms and authorities. For incidents in which federal assistance is provided under the Stafford Act, the Federal Emergency Management Agency (FEMA) coordinates the assistance. There is significant coordination with VDEM and FEMA to document expenditures for cost recovery. For non-Stafford Act incidents, federal response or assistance

may be led or coordinated by various federal departments and agencies consistent with their authorities.

## 4. CONCEPT OF OPERATIONS

The Regional EOP will be activated to quickly assess and respond to the regional impacts of an incident. Local resources will be fully committed before state or federal assistance is requested. If the incident exceeds the region's emergency response capabilities, assistance will be requested through the Virginia Emergency Operations Center.

### 4.1 Organization

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The City, County and University have adopted the National Incident Management System as the standard for incident management. The regional emergency response organization will implement a unified incident management strategy that aligns Emergency Support Functions within the Incident Command System to manage, coordinate, and direct resources committed to an incident. This structure supports effective coordination across personnel, facilities, equipment, and systems by maintaining a manageable span of control, staffing functional positions only when needed, and ensuring personnel accountability.

#### 4.1.1 *Emergency Operations Center Team*

The Emergency Operations Center Team (EOC Team) is comprised of the Policy Group and the Coordination Group.

**Policy Group**—provides high level direction during an incident, relying on the On-scene Incident Commander(s), the Coordination Group and the functional units to execute the plan. The Policy Group is comprised of senior leadership from the City, County and University, and has the following responsibilities:

- Provide policy decisions and guidance as required by the incident response and recovery actions
- Delegate necessary authorities for incident stabilization and protection of life and property
- Negotiate resolutions to conflicting incident priorities
- Recommend the allocation of resources required to accomplish the incident management priorities
- Ensure coordination with external agencies and resource providers
- Negotiate critical business maintenance and restoration
- Monitor the recovery process to ensure recovery is proceeding according to plan and to provide guidance as needed.

The City, County and University Offices of General Counsel advise the Policy Group as needed.

**Coordination Group**—supports the field response during the implementation of the Regional EOP. The Coordination Group is staffed by personnel representing functional areas of the City, County, and University that are designated as coordinating agencies. Coordination Group members are responsible for ensuring their functional area has standard operating procedures and resources necessary to execute their plan. The Coordination Group is augmented by cooperating agencies from across the region. All coordinating and cooperating agencies must be knowledgeable of overall Regional EOP operations. The composition of the activated Coordination Group may vary depending on the type of emergency.

#### **4.1.2 *On-Scene Incident Commanders***

The Directors of Emergency Management delegate authority to the Fire and Rescue Chiefs and Police Chiefs to appoint on-scene incident commanders and establish standard operating procedures to guide management of emergency operations. Upon arrival at an emergency, the senior official on scene will establish incident command and designate a command post location to manage the emergency. Incidents that begin as a single agency response may evolve into an operation requiring a multi-agency response to meet community needs. On-scene Incident Commanders regularly report information to the Emergency Operations Center. Any on-scene requests for resources are directed through the EOC, once it is activated and operational.

#### **4.1.3 *Emergency Operations Center***

The Emergency Operations Center (EOC) is a facility where City, County and University personnel work collaboratively to establish regional emergency priorities, establish policies, assign resources, and coordinate requests for assistance. On activation of the Regional EOP, the EOC may be partially or fully staffed depending on type and scope of the disaster. Available warning time will be used to implement increased readiness measures, which will insure maximum protection of the population, property, and supplies from the effects of threatened disasters. For smaller incidents, the EOC is located at the Emergency Communications Center on Ivy Road. For larger incidents requiring activation of multiple Emergency Support Functions, the EOC is located in Zehmer Hall at the University of Virginia. The Emergency Operations Center is managed by the regional Emergency Management Coordinator. The Emergency Management Coordinator may request additional staff and support positions as necessary depending upon the nature, scope, and complexity of the incident or the requirements.

Some departments and agencies represented at the EOC will have a department operations center. In these circumstances, the individual at the EOC serves as a liaison to the department operations center. As missions are assigned at the EOC, this information is conveyed to the department operations center for implementation. Department operations centers will coordinate their activities with the EOC, to maintain shared situational awareness and reduce duplication of effort.

## 4.2 Emergency Support Functions

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The Regional EOP organizes the various departments, agencies, and voluntary organizations into 17 Emergency Support Functions to facilitate planning and coordination prior to an incident, achieve an effective emergency response and recovery, and then implement mitigation actions to reduce disaster impacts.

Each Emergency Support Function has assigned coordinating agencies and cooperating agencies. The coordinating agencies are designated because they either have statutory responsibility or the prerequisite expertise and resources due to their programmatic or regulatory responsibilities. The coordinating agency is responsible for leading pre-incident planning and coordination to ensure that all agencies are prepared to provide resources and perform their assigned operational roles. The coordinating agency is responsible for maintaining the functional annex to the EOP, in collaboration with the Emergency Management Coordinator. All coordinating and cooperating agencies are responsible for maintaining standard operating procedures for their assigned responsibilities.

Emergency Support Functions will be activated as needed to support actual or anticipated requirements and coordinating agencies will provide representatives to the EOC upon activation. Within the EOC, the Emergency Support Function representatives are assigned to specific sections in the Coordination Group: Command, Operations, Logistics, Planning, and Finance and Administration Sections:

### **COMMAND**

ESF #15—External Affairs

### **OPERATIONS SECTION**

#### **Public Safety Branch**

ESF #4—Fire Fighting

ESF #9—Search and Rescue

ESF #10—Oil & Hazardous Materials

ESF #13—Public Safety & Security

ESF #16—Military Support

#### **Infrastructure Branch**

ESF #1—Transportation

ESF #2—Communications

ESF #3—Public Works & Engineering

ESF #12—Energy

**Human Services Branch**

ESF #6—Mass Care, Housing, Human Services

ESF #8—Public Health and Medical Services

ESF #11—Resource Protection

ESF #17—Donations and Volunteer Management

**PLANNING SECTION**

ESF #5—Emergency Management

ESF #14—Long Term Recovery & Mitigation

**LOGISTICS SECTION**

ESF #5—Emergency Management

ESF #7—Resource Support

**FINANCE & ADMINISTRATION SECTION**

ESF #5—Emergency Management

Detailed information on each Emergency Support Function is provided in the corresponding Emergency Support Function annexes

### **4.3 Sequence of Actions**

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This section describes incident management actions ranging from initial threat identification and notification, to activation of the Emergency Operations Plan and its Emergency Support Function structure in support of incident response and recovery operations.

#### **4.3.1 Preparedness**

The City, County and University champion a strong commitment to preparedness, focusing on educating community members on mitigation, preparedness, response, and recovery strategies. The Emergency Management Coordinator assesses the region's preparedness for natural, epidemic and terrorist emergencies and then develops and communicates the regional strategies, plans and procedures to address these hazards. Key personnel from across the City, County and University are engaged in planning as well as training and exercising emergency response plans. These efforts are complemented through collaboration with representatives from surrounding jurisdiction and regional, state, and federal agencies on emergency planning.

#### **4.3.2 Incident Recognition**

Local and nongovernmental organizations report threats, incidents, and potential incidents using established communications and reporting channels. The Emergency Management Coordinator is alerted and an immediate incident assessment is conducted to determine the scope and impact of the incident, using information provided by emergency responders, situational awareness tools, and the Emergency Communications Center as appropriate. Based on this assessment, the Emergency Management Coordinator develops a recommendation on how to respond, which could include activating the Regional EOP and mobilizing the Emergency Operations Center Team to handle the crisis situation.

The Emergency Management Coordinator advises the Directors of Emergency Management on the situation and the need to activate the Regional EOP. A local disaster declaration may also be requested, but is not required for activating the EOP. Any Director of Emergency Management can make the determination to activate the Regional EOP to begin the coordination of information-sharing and incident management activities. When at all possible, all three Directors of Emergency Management will be consulted in this decision.

#### **4.3.3 Incident Notification**

Once the decision to mobilize the EOC Team and activate the Regional EOP is made, the Emergency Management Coordinator notifies team members of the activation, provides a brief description of the situation and initial instructions. Notification processes in the event of Regional EOP activation may occur through text message, e-mail, telephone call, in-person notification, or other notification methods. The full extent of the regional communications tools will be used to contact EOC Team members.

The Emergency Management Coordinator will inform community members of emergency incidents using regional communications systems including telephone, email, text messaging, social media and Website postings, as appropriate for the situation. The University of Virginia will use university-specific communication systems to notify students, faculty, staff and visitors. In addition, the Emergency Management Coordinator reports the activation of the EOC and local emergency declaration to the Virginia Emergency Operations Center.

#### **4.3.4 Activation of the Emergency Operations Center**

If the EOC Team is required to convene in person, the Emergency Management Coordinator will activate an Emergency Operations Center. Activities include transporting equipment and supplies to the selected locations, setting up workspaces, computers and telephones, and associated technology support. EOC Team members are expected to sign in and out of the EOC to assist in resource tracking.

The Emergency Management Coordinator will create an incident 'room' in VEOCI, the virtual information management system used to manage information during incidents.

EOC Team members not required to be physically present in the EOC can monitor and contribute information virtually using VEOCI.

The EOC will establish operational periods as a basis for the incident action planning process at the EOC. Typically, the operational periods are 6:00 a.m. to 6:00 p.m. and 6:00 p.m. to 6:00 a.m. during 24-hour operations. The incident action planning process is designed around identifying expected accomplishments over the next operational period. An Incident Action Plan will be produced for each operational period to communicate overall EOC objectives.

The EOC will schedule and conduct an operational period (or shift change) briefing at the beginning of each operational period to ensure EOC staff are briefed on the operational elements of the Incident Action Plan and are aware of the objectives that are expected to be accomplished.

Operations within the EOC will be organized and conducted with established operational procedures, checklists, and job aids.

#### **4.3.5 Response**

Once an incident occurs, priorities shift from prevention, preparedness, and incident mitigation to immediate and short-term response activities to preserve life, property, and the environment.

A local emergency declaration is recommended by the Emergency Management Coordinator to the City Manager and the County Executive. A local declaration is officially declared by the City Manager and/or the County Executive and could be declared in one or both jurisdictions. If an emergency occurs on the Grounds of the University of Virginia the University's Director of Emergency Services (EVP/COO) may request the City or County to declare a local emergency through the Emergency Management Coordinator. Beyond the local declaration to activate the Regional EOP, there are two types of emergency declarations that may apply depending upon the scope and magnitude of the event:

- **Commonwealth Declaration**—a declaration of an emergency by the Governor of Virginia that includes the City, County, and University provides the combined jurisdictions access to the resources and assistance of the departments and agencies of the Commonwealth, including the National Guard, in the event local resources are insufficient to meet the needs. These requests for assistance are coordinated through the Virginia Emergency Operations Center.
- **Federal Declaration**—the Governor of Virginia may request a federal emergency or major disaster declaration. In the event that the City, County and University are declared a federal disaster area, the resources of federal departments and agencies are available to provide resources and assistance to augment those of the City, County, University, and the Commonwealth.

Response actions, managed through the previously defined incident management structure, will be prioritized and swiftly implemented. These actions may include, but are not limited to:

- Immediate law enforcement, fire, and/or emergency medical services
- Evacuations
- Transportation system detours
- Emergency public information
- Rapid needs assessment
- Actions to minimize additional damage
- Urban search and rescue
- Provision of public health and medical services, food, ice, water, and other emergency essentials
- Debris clearance
- Emergency restoration of critical infrastructure
- Control, containment, and removal of environmental contamination
- Protection of responder health and safety.

Response activities will be coordinated and supported by the EOC Team and City, County and University employees associated within the needed Emergency Support Functions. Once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations and, if applicable, hazard mitigation efforts.

#### **4.3.6 Recovery**

Recovery includes short-term and long-term actions taken to return individuals and the region to a state of normalcy. There is no clear line between the response and recovery phases, but rather a transition in focus from providing support for immediate needs to a more deliberative process of sustained program delivery. Recovery activities may include coordination with the state and federal government for administering state and federal assistance. The formal transition from response and recovery will be announced to all departments and agencies using existing notification protocols and procedures.

During the recovery phase, the damage assessment process will be implemented with the goal of determining the extent of damage, recovery activities, relocation needs, and public information needs that are immediately required. If City, County or University operations are disrupted for an extended period, the following guidelines should be followed:

- Continuity Plans will be implemented to facilitate continuation of services at alternate work locations within the City, County and University.

- To the extent possible, normal workflow should be maintained in the alternate location or through teleworking. City, County and University employees may be assigned temporary duties to aid in the recovery, as appropriate.
- The City, County and University will undertake all actions to return to normal operations as soon as feasibly possible. Recovery analysis and planning will focus on:
  - **Economic Recovery.** Gather, share, aggregate, and integrate economic impact data to assess economic issues and identify potential inhibitors to fostering stabilization of the affected communities.
  - **Health and Social Services.** Identify affected populations, groups, and key partners in recovery.
  - **Housing.** Assess preliminary housing impacts and pre- and post-disaster needs, identify available options for temporary housing, and support the local development of the plan for permanent housing.
  - **Infrastructure Systems.** Facilitate the restoration of and sustain essential services (public and private) to maintain community functionality.
  - **Natural and Cultural Resources.** Implement measures to protect and stabilize records and culturally significant documents, objects, and structures.

Disaster recovery operations require coordination at all levels of government.

#### **4.3.7 Mitigation**

The City, County and University will take actions to reduce or eliminate long-term risk to people and property from recognized hazards and their side effects. Mitigation measures will be incorporated in the rebuilding of infrastructure damaged in the event. The regional Hazard Mitigation Plan will be reviewed and updated as necessary, adding mitigation actions that could be of value in preventing similar impacts for a future disaster. The Emergency Management Coordinator will work with the Virginia Department of Emergency Management Mitigation Program to develop mitigation grant projects to address the most at risk areas.

## **5. REQUESTS FOR ASSISTANCE**

All resources of the City, County and University, including people, facilities, and equipment, can be leveraged by the Directors of Emergency Management to respond to an emergency in the region. Additional resources are available should the emergency exceed the region's emergency response capability.

### **5.1 Local**

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Identified response needs will be addressed initially with available City, County, and University resources. If these capabilities are exceeded, outside assistance is available through mutual aid agreements with surrounding Counties and volunteer emergency organizations. Police, fire and medical services maintain mutual aid agreements with surrounding communities. Mutual aid for other support may be requested through the Virginia Statewide Mutual Aid program.

## **5.2 Private Sector**

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The private sector may be contracted to assist in emergency response in the region. This could include private owners of critical infrastructure; a response organization such as private ambulance services and environmental clean-up services; or a regulated or responsible party, who would implement protective actions as requested or required by the City, County, or University.

## **5.3 Non-governmental Organizations**

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Non-governmental organizations (NGOs) are voluntary, faith-based, philanthropic, or community organizations that coordinate and collaborate to help individuals and communities respond to and recover from disasters. NGO support is provided by a range of organizations from small community-based nonprofits to national organizations with extensive experience in disaster response and recovery. NGOs provide targeted services to groups such as children, individuals with disabilities, people with access and functional needs, ethnically and culturally diverse communities, people with limited English proficiency, and animal owners, including household pets and service and assistance animals. Some NGOs are part of Voluntary Organizations Active in Disaster (VOAD) which are responsible for meeting disaster-caused unmet needs of disaster survivors.

## **5.4 State**

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For assistance beyond tactical mutual aid (i.e., that which might be used in everyday incidents), a local emergency must be declared and local resources fully committed with unmet needs before state assistance is requested. However, with the onset of a major incident or event, requests for State assistance may occur prior to experiencing shortages after deployment of all local resources and based on anticipated needs.

Requests for State assistance will be made by the Charlottesville-University-Albemarle Emergency Management Coordinator through the Virginia Emergency Operations Center to the State Coordinator of Emergency Management.

In certain circumstances, if there are victims as a result of the incident or emergency, as defined in §19.0-11.01 of the Code of Virginia, the Emergency Management Coordinator will immediately contact the Virginia Department of Criminal Justice Services (VDCJS) and the Virginia Criminal Injury Compensation (VCICF) Fund to deploy assistance to the region (see Appendix E).

## **5.5 Federal**

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The National Response Framework (NRF), the Robert T. Stafford Disaster Relief and Emergency Assistance Act (1974 as amended April 2007), and other relevant federal statutes determine how the federal government will augment State and local response efforts when authorized. Federal assistance must be requested through the Virginia Department of Emergency Management. Federal regulations require that the request be made after the Commonwealth determines it cannot meet the identified need through statewide resources. The request for

assistance must provide enough detail about the unmet needs so that an accurate evaluation of the appropriate response resources can occur.

## **6. PROCESS IMPROVEMENT**

The constantly changing hazard environment requires a commitment to process improvement. The Regional EOP will rely on the testing of systems and equipment, training of personnel according to recommendations in NIMS, and exercising plans and procedures. Regularly scheduled tests, training, and exercises will improve regional capacity to respond effectively to emergencies.

After-action reviews are essential for identifying issues that need correction or capturing improvised approaches that may be applicable for future incidents. For issues to be addressed there needs to be a process for identification and documentation. The Emergency Management Coordinator will organize after action reviews and provide documentation, dissemination and archiving of findings.

As needed, Coordinating Emergency Support Function agencies will conduct after-action reviews with their cooperating partners to identify ESF-specific issues or concerns. The results of the Emergency Support Function focused review will be provided to the Emergency Management Coordinator for documenting, tracking and incorporation into corrective action processes.

Through a collaborative and objective process with incident management partners, a corrective action plan will be developed that documents areas for improvement and recommended actions to address the problem. Actions will be implemented to address deficiencies identified through the evaluation process.

## Appendix A. Authorities and References

Table 1 outlines significant authorities, guidance and references that influenced the development of the Regional EOP.

<b>Table 1. Authorities, Guidance and References</b>	
<b>Type</b>	<b>Authority/Guidance/Reference</b>
City- UVA- County	University of Virginia Crisis Communications Plan
	University of Virginia Continuity of Operations Plan
	University of Virginia Critical Incident Management Plan
	University of Virginia Information Technology Disaster Recovery Plan
	University of Virginia Pandemic Flu Plan
	University of Virginia Hazard Mitigation Plan
	Regional Hazard Mitigation Plan, 2017
	Charlottesville-UVA-Albemarle Emergency Operations Plan
	Emergency Services Organization Article VIII to the Albemarle County Code (1) Section 2-43 Purpose of Article 4-21-76 (2) Section 2-44 Creation of Office of Emergency Services 5-14-80 (3) Section 2-45 Powers and Duties of Office 4-21-76 (4) Section 2-46 Declaration of Local Emergencies 4-21-76
State	Commonwealth of Virginia Emergency Services and Disaster Law of 2006, as amended
	The Code of Virginia, Title 1 Chapter 23 and Chapter 44
	The Commonwealth of Virginia Emergency Operations Plan, 2012, Updated March 2015
	Executive Order 41
Federal	Robert T. Stafford Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C., Public Law 93-288 as amended by Public Law 100-707
	Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135
	National Planning Frameworks
	Homeland Security Presidential Directive 5— Management of Domestic Incidents
	Homeland Security Presidential Directive 8—National Preparedness
	Emergency Management and Assistance 44 CFR Chapter 1 (October 1, 1992)
	Emergency Planning and Community Right-to-Know Act of 1986 (Public Law 99-499, October 17, 1986), Title III of the Superfund Amendments and Reauthorizations Act (SARA)
	FEMA Comprehensive Preparedness Guide (CPG) 101, version 2.0, November, 2010
	Local and Tribal NIMS Integration: Integrating the National Incident Management System into Local and Tribal Emergency Operations Plans and Standard Operating Procedures, V.1, Department of Homeland Security

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## Appendix B. Succession for Directors of Emergency Management

Continuity of emergency operations is critical to the successful execution of emergency operations. The following lines of succession anticipate the unavailability of the ranking member of the administrative hierarchy. The decision-making authority for each organization or service function is listed in order.

Organization/Function	Line of Succession
<b>Director of Emergency Management</b>	<p><u>City of Charlottesville</u>                      City Manager</p> <ol style="list-style-type: none"> <li>1. Assistant City Manager</li> <li>2. Chief, Fire Department</li> <li>3. Chief, Police Department</li> </ol> <p><u>University of Virginia</u>                      Executive Vice President and Chief Operating Officer</p> <ol style="list-style-type: none"> <li>1. Director of Safety and Emergency Preparedness</li> <li>2. Senior Vice President for Operations</li> </ol> <p><u>County of Albemarle</u>                      County Executive</p> <ol style="list-style-type: none"> <li>1. Deputy County Executive</li> <li>2. Chief, Fire and Rescue</li> <li>3. Chief, Police</li> </ol>
<b>Emergency Management Coordinator</b>	<ol style="list-style-type: none"> <li>1. Assistant Emergency Management Coordinator</li> <li>2. Executive Director, Emergency Communications Center</li> <li>3. Operations Manager, Emergency Communications Center</li> </ol>

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## **Appendix C. Glossary of Terms**

### **Amateur Radio Emergency Service**

A public service organization of licensed amateur radio operators who have voluntarily registered their qualifications and equipment to provide emergency communications for public service events as needed.

### **American Red Cross**

An organization charged by statute and agreements with the responsibility of helping meet the human needs of disaster victims.

### **Comprehensive Resource Management**

Maximizes the use of available resources, consolidates like resources and reduces the communications load on the Incident Command Operation.

### **Coordinating Agency**

The coordinating agency is responsible for leading the planning, training, testing and evaluating efforts for that specific emergency support function.

### **Coordination**

The process of systematically analyzing a situation, developing relevant information, and informing appropriate personnel of viable alternatives for selection of the most effective combination of available resources to meet specific objectives.

### **Cooperating Agency**

The cooperating agency for an emergency support function augments emergency response operations with specialized expertise and resources.

### **Declaration of Emergency**

Whenever, in the opinion of the Governor, the safety and welfare of the people of the state require the exercise of extreme emergency measures due to a threatened or actual disaster, he may declare a state of emergency to exist. (Also see "Local Declaration of Emergency.")

### **Decontamination**

The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the Hazardous Materials (HAZMAT).

### **Emergency/Disaster/Incident**

An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event

that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

**Emergency Alert System**

A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission to operate in a controlled manner to warn and inform the public of needed protective actions in the event of a disaster or emergency situation.

**Emergency Operations Center**

A facility from which government directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

**Emergency Operations Plan**

A document which provides for a preplanned and coordinated response in the event of an emergency or disaster situation.

**Emergency Management**

The preparation for and the carrying out of functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural or manmade disasters. These functions include fire-fighting, police, medical and health, rescue, warning, engineering, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.

**Emergency Support Function**

A function which takes agencies to provide or to coordinate certain resources in response to emergencies or disasters.

**Exercise**

An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties, and demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full scale.

**Evacuation**

Assisting people to move from the path or threat of a disaster to an area of relative safety.

**Federal Disaster Assistance**

Aid to disaster victims and/or state and local governments by federal agencies under provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (PL 93-288).

**National Response Framework**

Establishes a process and structure for the systematic, coordinated, and effective delivery of federal assistance to address the consequences of any major disaster or emergency.

**Geographic Information System**

A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e., data identified according to their locations.

**Hazardous Materials**

Substances or materials which may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials which are solid, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, corrosive materials, and radioactive materials.

**Incident Command System**

A model for disaster response that uses common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span or control, pre-designed facilities, and comprehensive resource management. In ICS there are five functional elements: Command, Operations, Logistics, Planning and Finance/Administration.

**Initial Damage Assessment Report**

A report that provides information regarding overall damage to public and private property, thereby providing a basis for emergency declaration and/or disaster assistance.

**Integrated Communications Plan**

This plan coordinates the use of available communications means and establishes frequency assignments for certain functions.

**JAUNT**

JAUNT, Inc. is a regional transportation system providing service to the citizens of Charlottesville, Albemarle, Fluvanna, Louisa, Nelson, Buckingham and Amherst Counties.

**Local Declaration of Emergency**

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or

hardship. Only the Governor, upon petition of a local governing body, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.

### **Local Emergency Planning Committee**

Appointed representatives of local government, private industry, business, environmental groups, and emergency response organizations responsible for ensuring that the hazardous materials planning requirements of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) are complied with.

### **Mitigation**

Activities that actually eliminate or reduce the chance occurrence or the effects of a disaster. Examples of mitigation measures include, but are not limited to, the development of zoning laws and land use ordinances, State building code provisions, regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes and regulations.

### **Mutual Aid Agreement**

A written agreement between agencies and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and equipment in an emergency situation.

### **National Weather Service**

The federal agency which provides localized weather information to the population, and during a weather-related emergency, to state and local emergency management officials.

### **Preparedness**

The development of plans to ensure the most effective, efficient response to a disaster or emergency. Preparedness activities are designed to help save lives and minimize damage by preparing people to respond appropriately when an emergency is imminent. Preparedness also includes establishing training, exercises and resources necessary to achieve readiness for all hazards, including Weapons of Mass destruction incidents.

### **Presidential Declaration**

A presidential declaration frees up various sources of assistance from the Federal government based on the nature of the request from the governor.

### **Situation Report**

A form which, when completed at the end of each day of local Emergency Operations Center operations, will provide the Director(s) of Emergency Management with an official daily summary of the status of an emergency and of the local emergency response. A copy should be

submitted to the State EOC via fax or submitted through the Virginia Department of Emergency Management website.

**Span of Control**

As defined in the Incident Command System, Span of Control is the number of subordinates one supervisor can manage effectively. Guidelines for the desirable span of control recommend three to seven persons. The optimal number of subordinates is five for one supervisor.

**State of Emergency**

The condition declared by the Governor when, in his judgment, a threatened or actual disaster in any part of the State is of sufficient severity and magnitude to warrant disaster assistance by the State to supplement local efforts to prevent or alleviate loss of life and property damage.

**Unified Command**

Shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency incident. In the event of conflicting priorities or goals, or where resources are scarce, there must be a clear line of authority for decision-making. Agencies contribute to unified command by determining overall goals and objectives, jointly planning for tactical activities, conducting integrated tactical operations and maximizing the use of all assigned resources.

**Voluntary Agency**

Any chartered or otherwise duly recognized tax-exempt local, state, or national organization or group that has provided or may provide needed services to the states, local governments, or individuals in coping with an emergency or a major disaster.

## Appendix D. Acronyms

<b>ARES</b>	Amateur Radio Emergency Service
<b>CERT</b>	Community Emergency Response Team
<b>DHS</b>	Department of Homeland Security
<b>EAS</b>	Emergency Alert System
<b>EOC</b>	Emergency Operations Center
<b>EOP</b>	Emergency Operations Plan
<b>ESF</b>	Emergency Support Function
<b>FEMA</b>	Federal Emergency Management Agency
<b>GIS</b>	Geographic Information System
<b>HAZMAT</b>	Hazardous Materials
<b>ICS</b>	Incident Command System
<b>JIC</b>	Joint Information Center
<b>LEPC</b>	Local Emergency Planning Committee
<b>MOA</b>	Memorandum of Agreement
<b>MOU</b>	Memorandum of Understanding
<b>NGO</b>	Nongovernmental Organization
<b>NIMS</b>	National Incident Management System
<b>NRF</b>	National Response Framework
<b>NWS</b>	National Weather Service
<b>OEM</b>	Office of Emergency Management
<b>PDA</b>	Preliminary Damage Assessment
<b>PIO</b>	Public Information Officer
<b>RACES</b>	Radio Amateur Civil Emergency Services
<b>SAR</b>	Search and Rescue

<b>SITREP</b>	Situation Report
<b>SOP</b>	Standard Operating Procedures
<b>UVA</b>	University of Virginia
<b>VDEM</b>	Virginia Department of Emergency Management
<b>VOAD</b>	Voluntary Organizations Active in Disaster

## **Appendix E. Victims of Crimes in an Emergency**

The 2009 Session of the General Assembly introduced legislation amending Code of Virginia, § 44-146.18, which was signed into law with an effective date of July 1, 2009, which states:

*“The plan shall include, but not be limited to, responsibilities of all local agencies and shall establish a chain of command, and a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in § 19.2-11.01. The Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be the lead coordinating agencies for those individuals determined to be victims, and the plan shall also contain current contact information for both agencies.”*

In the event of an emergency when there are crime victims involved as defined by §19.2-11.01 of the Code of Virginia, Charlottesville-UVA-Albemarle will contact the Virginia Department of Criminal Justice Services (DCJS) and the Virginia Criminal Injuries Contact Fund (VCICF) to deploy. Both entities will serve as the lead for coordinating services and assistance to the victims.

Contact information:

### **Criminal Injury Compensation Fund**

Jack Ritchie, Director, CICF  
Criminal Injuries Compensation Fund (CICF) Department  
Virginia Workers' Compensation Commission  
1000 DMV Drive  
Richmond, VA 23220  
CICF Toll Free: 1-800-552-4007  
Phone: (804) 367-1018  
Email: Jack.Ritchie@cicf.virginia.gov  
804-307-5431 (after hours)

Leigh Snellings  
CICF Asst. Director  
800-552-4007 (normal business hours)  
804-212-4232 (after hours)

**Virginia Department of Criminal Justices Services**

Melissa Roberson  
Training and Critical Incident Response Coordinator  
1100 Bank Street  
Richmond, VA 23219  
Phone: (804) 840-4276  
Fax: (804) 786-3414  
Link: <http://www.dcjs.virginia.gov/research/reportemergency/>

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# **REGIONAL EOP EMERGENCY SUPPORT FUNCTION ANNEXES**

**December 2017**

**Version 2.0**

## Organization of the Emergency Support Function Annexes

The Emergency Support Function (ESF) Annexes are organized by functional area, as listed below. Each ESF identifies Coordinating Agencies and Cooperating Agencies, where the term ‘agency’ is used as a general term to apply to departments, organizations, units, groups and agencies with responsibilities in the ESF. The Coordinating Agencies are designated because they have statutory responsibility or prerequisite expertise and resources due to their programmatic or regulatory responsibilities. The Cooperating Agencies augment emergency response operations with specialized expertise and resources.

Each ESF Annex outlines the mission and scope, policies, and the concept of operations for the function. Specific responsibilities are defined, starting with a table of universal responsibilities for all agencies in the ESF. Unique responsibilities beyond the “All Agencies” responsibilities are then outlined for specific agencies. All Coordinating and Cooperating Agencies are responsible for maintain standard operating procedures for their assigned responsibilities.

ESF #1- Transportation

ESF #2- IT & Communications

ESF #3- Public Works & Engineering

ESF #4- Fire Fighting

ESF #5- Emergency Management

ESF #6- Mass Care, Housing, Human Services

ESF #7- Resource Support

ESF #8- Public Health & Medical Services

ESF #9- Search & Rescue

ESF #10- Oil & Hazardous Materials

ESF #11- Resource Protection

ESF #12- Energy

ESF #13- Public Safety & Security

ESF #14- Long Term Recovery & Mitigation

ESF #15- External Affairs

ESF #16- Military Support

ESF #17- Donations & Volunteer Management

# ESF #1: Transportation

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Coordinating Agencies	Cooperating Agencies
<ul style="list-style-type: none"> <li>• Albemarle County Transportation</li> <li>• Charlottesville Area Transportation</li> <li>• UVA Parking and Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Charlottesville Albemarle Airport</li> <li>• Charlottesville City Pupil Transportation</li> <li>• JAUNT</li> <li>• Local first responder agencies</li> <li>• Virginia Department of Transportation</li> </ul>

## 1. MISSION AND SCOPE

### A. PURPOSE

Coordinate regional transportation resources to respond to an emergency.

### B. SCOPE

Major modes of transportation regionally include Charlottesville Albemarle Airport, Amtrak, Charlottesville Area Transit, Greyhound, JAUNT, University Transit Service and school pupil transportation. This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #1 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in transportation activities required to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Movement of people, resources and domestic pets
- Temporary shelter from elements
- Assessment of impact of emergency situation on transportation infrastructure
- Coordination of resource movement
- Traffic restrictions and transportation safety
- Restoration of transportation services
- Mutual aid and private sector transportation resources

## 2. POLICIES

- All emergency response and recovery operations conducted under ESF #1 will be in accordance with the National Incident Management System (NIMS).
- ESF #1 coordinating and cooperating agencies will actively engage in planning, training, and exercises to ensure an effective operation upon activation.
- ESF #1 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, expansion or improvement of operations and securing of necessary manpower, materials, and services.

- ESF #1 activity will be directed toward satisfying the needs of responding agencies requiring transportation routes to perform their assigned disaster missions.
- ESF #1 will utilize available coordinating and cooperating agency capabilities.
- ESF #1 encompasses the full range of transportation services or resources that may be required to support emergency response operations; and the transport of critical supplies, equipment, and evacuations, including those residents with access and functional needs.
- ESF #1 will serve as the coordination point for information collection regarding the status of transportation infrastructure, services, and restoration operations.
- Documentation will be maintained as appropriate for reimbursement in accordance with Financial Annex to this plan.

### 3. CONCEPT OF OPERATIONS

- The Emergency Management Coordinator monitors incidents and threats to the region and will notify the coordinating agencies of incidents impacting or potentially impacting the transportation systems and infrastructure. The coordinating agencies will contact cooperating agencies and organizations as necessary to collect additional information.
- As an incident or threat escalates, the coordinating agencies will issue notifications to cooperating agencies and agency emergency personnel in accordance with internally established protocols and checklists.
- Upon activation of the EOC, the coordinating agency will provide representation to the EOC to coordinate transportation requirements and issues.
- Once the EOC is activated, all requests for transportation support by other regional departments and agencies will be submitted to the EOC for coordination, validation, and/or action.
- ESF #1 will monitor the status of the regional transportation systems and infrastructure in coordination with regional transportation organizations, and provide updates to EOC Command as requested.
- ESF #1 will provide technical assistance to EOC Command in determining the most viable transportation networks to, from, and within the disaster area, as well as alternate means to move resources within the area affected by the disaster.
- ESF #1 will coordinate with ESF #3 for emergency access debris removal
- ESF #1 will coordinate the activities of the agencies listed above to:
  - Facilitate traffic movement during a large-scale evacuation and re-entry. The following major thoroughfares and streets will be utilized whenever possible:
    - Route 29 North or South
    - Route 20 North or South
    - Route 250 East or West
    - Interstate 64 East or West
  - Provide transportation services and other available resources as needed in support of EOC operations
  - Maintain open communication with cooperating agencies as to the condition of local roads and resources
  - Ensure the restoration and recovery of transportation services after the emergency has abated
- ESF #1 will document costs of operations for the purposes of reimbursement.

- ESF #1 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

#### 4. RESPONSIBILITIES

<b>All Agencies</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures</li> <li>• Train staff for emergency assignments</li> <li>• Participate in planning, training, and exercises</li> <li>• Develop and maintain internal notification roster</li> <li>• Develop and maintain inventory of resources</li> <li>• Assist in resolving ESF #1 after-action issues</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide representative(s) to the EOC when ESF #1 is activated</li> <li>• Provide support and technical assistance for evacuations</li> <li>• Provide resources for movement of regional personnel and resources in support of emergency operations</li> <li>• Maintain public transportation services to the extent possible</li> <li>• Assess damages and track repair/restoration of transportation infrastructure</li> <li>• Maintain a timely information flow to the EOC of all critical information</li> <li>• Maintain records of costs and expenditures</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Provide available transportation assets to support recovery activities</li> <li>• Submit records of costs and expenditures for necessary reimbursement</li> <li>• Assess condition of transportation infrastructure, fleet materials, and vehicles after the emergency has abated</li> <li>• Participate in ESF #1 after-action review</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• As appropriate, identify opportunities to mitigate the impact of future incidents</li> <li>• Implement identified mitigation actions</li> </ul>

<b>Albemarle County Transportation—Charlottesville Area Transportation—UVA Parking and Transportation</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Ensure interoperability is functional between transportation agencies, public safety and the EOC</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Coordinate activities with cooperating agencies</li> <li>• Monitor, coordinate, and provide available transportation assets as needed to meet emergency operational requirements and evacuations</li> <li>• Immediately relay important information to public safety and the EOC</li> <li>• Determine safe and efficient transportation networks to, from, and within the impacted area</li> </ul>

Albemarle County Transportation—Charlottesville Area Transportation—UVA Parking and Transportation	
Phase	Responsibilities
	<ul style="list-style-type: none"> <li>Provide site access, fuel, and maintenance support for emergency transportation</li> </ul>

Charlottesville Albemarle Airport	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>Assess damages and repair/restore the airport infrastructure</li> <li>Provide the EOC with information on the air transportation operations</li> <li>Provide technical assistance in determining the most viable air transportation operations within the disaster area</li> <li>Support the movement of supplies into the area</li> </ul>

Charlottesville City Pupil Transportation	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>Determine the most efficient, viable, and safe transportation networks to, from, and within the disaster area</li> <li>Prioritize and/or allocate resources necessary to maintain and restore the transportation infrastructure and services</li> <li>Make available personnel, equipment and other assets to assist in the restoration of transportation infrastructure</li> <li>Provide damage assessment and frequent updates of transportation infrastructure</li> </ul>
Mitigation	<ul style="list-style-type: none"> <li>Follow-up with Transit Manager and Director of Public Works about effectiveness and any necessary improvements in the event of another emergency</li> </ul>

JAUNT	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>Provide available transportation assets for evacuations, especially supporting persons with access and functional needs</li> </ul>

Local First Responder Agencies	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>Create emergency access, as resources allow</li> <li>Report transportation issues (wash outs, road blocks, etc.) to the EOC</li> </ul>

Local First Responder Agencies	
Phase	Responsibilities
	<ul style="list-style-type: none"> <li>Monitor and coordinate, as needed, the activities of the local/state agencies with transportation-related duties and responsibilities in order to support disaster response operations, and to effectively manage transportation resources across all supporting agencies</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>Monitor and coordinate, as needed, the activities of the local/state agencies with transportation-related duties and responsibilities in order to support disaster recovery operations, and to effectively manage transportation resources across all supporting agencies</li> </ul>

Virginia Department of Transportation	
Phase	Responsibilities
<b>Response</b>	<ul style="list-style-type: none"> <li>Provide City of Charlottesville, UVA and Albemarle County DOT information on the highway and associated ingress and egress routes</li> <li>Provide technical assistance in determining the most viable transportation networks to, from, and within the disaster area</li> <li>Assess damages and repair/restore the highway infrastructure</li> </ul>

## 5. SUPPORTING DOCUMENTS

- Asset Lists
- Personnel Lists
- Contact Lists
- Resource Lists
  - Local charter/taxi organizations
  - Rental car companies
  - Bus organizations
  - Railroad representatives

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# ESF #2: IT & Communications

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## Coordinating Agencies

- Emergency Communications Center

## Cooperating Agencies

- Local First Responder Agencies
- Radio Amateur Civil Emergency Service (RACES/ARES)
- Regional IT & Communications Departments

## 1. MISSION AND SCOPE

### A. PURPOSE

Provide information technology (IT) and communication support for response to and recovery from an incident. For communications regarding public information and media inquiries, refer to ESF #15—External Affairs.

### B. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #2 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in technology and communications support required to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Establishing and maintaining connectivity of Emergency Operations Center
- Collecting, analyzing and distributing information on the impact and status of telecommunications and technology capabilities
- Providing technology support for systems including:
  - Regional public safety/service radio systems
  - 9-1-1 telecommunications systems
  - Regional mass notification systems
  - Regional agencies' telecommunications and IT systems
- Providing communications and technology capability for temporary shelters and other recovery facilities required by the emergency
- Protection, restoration, and sustainment of telecommunications services
- Protection, restoration, and sustainment of information technology services
- Support interoperable emergency communications as specified in the Interoperability Annex to this plan

## 2. POLICIES

- All emergency response and recovery operations conducted under ESF #2 will be in accordance with the National Incident Management System (NIMS).

- ESF #2 coordinating and cooperating agencies will actively engage in planning, training, and exercises to ensure an effective operation upon activation.
- ESF #2 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, expansion or improvement of operations and securing of necessary manpower, materials, and services.
- ESF #2 activities will be directed toward satisfying the needs of responding agencies requiring technology and communications to perform their assigned disaster missions.
- ESF #2 will utilize available coordinating and cooperating agency capabilities.
- ESF #2 will serve as the coordination point for information collection regarding the status of technology and communications infrastructure, services, and restoration operations.
- Documentation will be maintained as appropriate for reimbursement in accordance with Financial Annex to this plan.

### 3. CONCEPT OF OPERATIONS

- The Emergency Management Coordinator monitors incidents and threats to the region and will notify the coordinating agencies of incidents impacting or potentially impacting IT and communications systems and infrastructure. The coordinating agencies will contact cooperating agencies and organizations as necessary to collect additional information.
- As an incident or threat escalates, the coordinating agencies will issue notifications to cooperating agencies in accordance with internally established protocols and checklists.
- Upon activation of the EOC the coordinating agency will provide representation to the EOC to coordinate IT and communication requirements and issues.
- Once the EOC is activated, all requests for IT and communications support by other regional departments and agencies will be submitted to the EOC for coordination, validation, and/or action.
- ESF #2 will facilitate the provision of available communications and IT staff and contract resources, technical assets, and IT capabilities needed to support emergency operations.
- ESF #2 will monitor the status of the communications and IT systems and associated infrastructure and provide updates to the EOC.
- In the event of a large-scale disaster, ESF #2 will prioritize restoration of services based upon the priorities and incident objectives established by the Policy Group at the EOC.
- The coordinating agency will request cooperating agencies provide assets to meet operational requirements. If necessary, mutual aid and private sector resources will be acquired to augment the regional resources through the Logistics Section at the EOC.
- ESF #2 will remain in effect at the EOC until the local emergency declaration is terminated or as otherwise directed.

### 4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures</li> <li>• Train staff for emergency assignments</li> <li>• Participate in planning, training, and exercises</li> </ul>

<b>All Agencies</b>	
<b>Phase</b>	<b>Responsibilities</b>
	<ul style="list-style-type: none"> <li>• Develop and maintain internal notification roster</li> <li>• Develop and maintain inventory of resources</li> <li>• Assist in resolving ESF #2 after-action issues</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide representative(s) to the EOC when ESF #2 is activated</li> <li>• Maintain a timely information flow to the EOC of all critical information</li> <li>• Maintain records of costs and expenditures</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Submit records of costs and expenditures for necessary reimbursement</li> <li>• Participate in ESF #2 after-action review</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• As appropriate, identify opportunities to mitigate the impact of future incidents</li> <li>• Implement identified mitigation actions</li> </ul>

<b>Local First Responder Agencies</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Request support as needed to ensure operational communications</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Request support as needed to ensure operational communications</li> </ul>

<b>Emergency Communications Center</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop ECC continuity of operations (COOP) plan</li> <li>• Develop Disaster Recovery Plan (DRP)</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Coordinate activities with cooperating agencies</li> <li>• Implement ECC COOP plan</li> <li>• Implement ECC DRP</li> <li>• Implement and sustain EOC technology and communications systems</li> <li>• Coordinate with EOC for special responses and other needs as necessary</li> </ul>

RACES/ARES	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Test antenna sites</li> <li>• Develop and maintain supporting plans, procedures</li> </ul>
Response	<ul style="list-style-type: none"> <li>• Provide communications support as directed by Office of Emergency Management</li> <li>• Establish radio communications with VDEM and other agencies as appropriate</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Provide communications support as directed by Office of Emergency Management</li> </ul>

Regional IT & Communications Departments	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Develop and follow COOP and DRP</li> </ul>
Response & Recovery	<ul style="list-style-type: none"> <li>• Coordinate with EOC for special responses and other needs</li> <li>• Support IT network operations</li> </ul>

## 5. SUPPORTING DOCUMENTS

- Tactical Interoperable Communications Plans (TICPs)
- Interoperability Field Operating Guide (IFOG)
- ECC Continuity of Operations Plan
- ECC Disaster Recovery Plan
- ECC CodeRed Operational Policy
- ARES Memorandum of Understanding with the Virginia Department of Emergency Management
- Radio MOUs w/surrounding agencies
- Virginia COMLINC MOU

# ESF #3: Public Works & Engineering

Coordinating Agencies	Cooperating Agencies
<ul style="list-style-type: none"> <li>• Albemarle County Department of Facilities and Environmental Services</li> <li>• Charlottesville Department of Public Works</li> <li>• Charlottesville Department of Utilities</li> <li>• UVA Facilities Management</li> </ul>	<ul style="list-style-type: none"> <li>• Albemarle County Community Development/ Charlottesville Neighborhood Development Services</li> <li>• Albemarle County Service Authority</li> <li>• Charlottesville-Albemarle Health Department</li> <li>• Jurisdictional Parks &amp; Recreation</li> <li>• Local First Responder Agencies</li> <li>• Rivanna Water &amp; Sewer Authority</li> <li>• Rivanna Solid Waste Authority</li> <li>• Virginia Department of Transportation (VDOT)</li> </ul>

## 1. MISSION AND SCOPE

### A. PURPOSE

Provide essential public works and utility services, including those related to potable water, storm-water, wastewater, and solid waste, during and following an emergency or disaster. Provide debris clearance and removal as well as damage assessment operations for government owned infrastructure or State-maintained roadways (VDOT).

### B. SCOPE

This Emergency Support Function (ESF) annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #3 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in public works and engineering activities required to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Collecting, analyzing and distributing information on the impact and status of critical infrastructure and systems, including water distribution, water treatment, wastewater collection, wastewater treatment, regulated dams and vital public facilities.
- Infrastructure and critical facilities protection, damage assessment, emergency repair and restoration.
- Emergency clearance of debris generated during a disaster to include weather events.
- Management of debris removal and disposal.
- Providing engineering services and construction management.

## 2. POLICIES

- All emergency response and recovery operations conducted under ESF #3 will be in accordance with the National Incident Management System (NIMS).
- ESF #3 coordinating and cooperating agencies will actively engage in planning, training, and exercises to ensure an effective operation upon activation.
- ESF #3 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, expansion or improvement of operations and securing of necessary manpower, materials, and services.
- ESF #3 activities will be directed toward satisfying the needs of responding agencies requiring public works and engineering services to perform their assigned disaster missions.
- ESF #3 will utilize available coordinating and cooperating agency capabilities.
- ESF #3 will serve as the coordination point for information collection regarding the status of public infrastructure, services, and restoration operations.
- Documentation will be maintained as appropriate for reimbursement in accordance with Financial Annex to this plan.

## 3. CONCEPT OF OPERATIONS

- The Emergency Management Coordinator monitors incidents and threats to the region and notifies the coordinating agencies of incidents impacting or potentially impacting the region and its infrastructure. The coordinating agencies will contact cooperating agencies and organizations as necessary to collect additional information.
- Upon activation of the EOC, the coordinating agency will provide representation to the EOC to coordinate public works and engineering requirements and issues.
- Once the EOC is activated, all requests for public works, engineering support, and VDOT support will be submitted to the EOC for coordination, validation, prioritization, and action.
- ESF #3 will facilitate the provision of available public works and engineering staff and contract resources, technical assets, and engineering capabilities needed to support emergency operations. VDOT through the Resident Engineer or his representative will determine the availability of State Forces to assist in emergency/disaster relief, in the event of competing State and local requirements.
- Damage to government owned facilities, parks, potable water facilities, wastewater facilities, and storm-water facilities will be assessed by the responsible agencies, and assessment information submitted to the EOC. The coordinating agencies will provide support for this function if required.
- Coordinating agencies will designate a Debris Removal Coordinator who will be responsible for communicating directly with the EOC for deployment of all available regional and contracted private debris removal resources affecting public utilities efforts. In addition, the EOC will coordinate directly with the Resident Engineer or his designee and the Virginia Department of Transportation for removal of debris affecting State-maintained roadways.
- Operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

## 4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures to include a debris management plan</li> <li>• Train staff for emergency assignments</li> <li>• Participate in planning, training, and exercises</li> <li>• Develop and maintain internal notification roster</li> <li>• Develop and maintain inventory of resources</li> <li>• Assist in resolving ESF #3 after-action issues</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide representative(s) to the EOC when ESF #3 is activated</li> <li>• Maintain a timely information flow to the EOC of all critical information</li> <li>• Assist with debris removal</li> <li>• Provide available heavy construction equipment, trucks, operators, and construction supplies</li> <li>• Maintain records of costs and expenditures</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Assist in the distribution of emergency supplies</li> <li>• Implement and assist debris management/removal plan</li> <li>• Provide required damage assessment reporting and records of costs for state or Federal Emergency Management Agency reimbursement requests</li> <li>• Submit records of costs and expenditures for necessary reimbursement</li> <li>• Participate in ESF #3 after-action review</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• As appropriate, identify potential opportunities for mitigating the impacts of future incidents</li> <li>• Participate in the Thomas Jefferson Planning District Commission (TJPDC) development of the Regional Hazard Mitigation Plan</li> <li>• Implement identified mitigation actions</li> </ul>

Albemarle County Facilities and Environmental Services	
Phase	Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain inventory of local government stormwater facilities and dams and provide regular maintenance and inspection</li> <li>• Develop and keep current the Emergency Action Plan for all regulated dams operated by the County</li> <li>• Ensure emergency debris waste pile permitting is in place</li> <li>• Maintain emergency backup power systems at designated critical local government facilities</li> <li>• Ensure support services contracts are in place</li> <li>• Identify need for emergency water supply for those relying on domestic wells as primary water source and have a plan for procuring emergency water supplies</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Coordinate activities with cooperating agencies</li> <li>• Maintain access to critical local government facilities</li> <li>• Manage snow/ice removal at local government facilities</li> </ul>

Albemarle County Facilities and Environmental Services	
Phase	Responsibilities
	<ul style="list-style-type: none"> <li>Inspect storm water facilities for debris, clogged outfalls, and structural failures</li> <li>Implement dam EAP</li> <li>Coordinate emergency repairs to local government facilities</li> <li>Provide emergency water supplies as appropriate</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>Assess damage to local government facilities and infrastructure</li> <li>Coordinate repairs to local government facilities and infrastructure</li> <li>Coordinate with the Department of Parks and Recreation for opening emergency debris waste pile sites if activated</li> </ul>

City of Charlottesville Public Works/ Utilities Department	
Phase	Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>Develop and maintain inventory of local government storm water facilities and provide regular maintenance and inspection</li> <li>Ensure emergency debris waste pile permitting is in place</li> <li>Maintain emergency backup power systems at designated critical local government facilities</li> <li>Ensure support services contracts are in place</li> <li>Identify needs for emergency water supply and have a plan for procuring emergency water supplies</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>Coordinate activities with cooperating agencies</li> <li>Maintain access to critical local government facilities</li> <li>Manage snow/ice removal at local government facilities</li> <li>Inspect storm water facilities for debris</li> <li>Coordinate emergency repairs to local government facilities</li> <li>Provide emergency water supplies as appropriate</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>Assess damage to local government facilities</li> <li>Coordinate repairs to local government facilities</li> <li>Coordinate with the Department of Parks and Recreation for opening emergency debris waste pile sites if activated</li> <li>Assist Albemarle County Service Authority and/or Rivanna Water and Sewer Authority as resources are available and upon request</li> </ul>

UVA Facilities Management	
Phase	Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>Develop and maintain inventory of UVA storm water facilities and provide regular maintenance and inspection</li> <li>Ensure emergency debris waste pile permitting is in place</li> <li>Maintain emergency backup power systems at designated critical facilities</li> <li>Ensure support services contracts are in place</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>Coordinate activities with cooperating agencies</li> </ul>

UVA Facilities Management	
Phase	Responsibilities
	<ul style="list-style-type: none"> <li>Maintain access to critical UVA facilities</li> <li>Manage snow/ice removal at UVA facilities</li> <li>Coordinate emergency repairs to UVA facilities</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>Assess damage to UVA facilities</li> <li>Coordinate repairs to UVA facilities</li> </ul>

Albemarle Community Development—Charlottesville Neighborhood Development Services	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>Assist with damage assessment, as requested</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>Provide technical assistance in documentation of damages</li> <li>Expedite building permit issuance process and the review and approval of site-related construction plans submitted for demolition, rebuilding, or restoration of residential and commercial buildings</li> <li>Administer and enforce existing codes and ordinances, as applicable</li> <li>Make recommendations for mitigating codes or ordinances where applicable</li> <li>Ensure building code enforcement, as appropriate</li> </ul>

Albemarle County Service Authority	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>Identify needs for emergency water supply and have a plan for procuring emergency water supplies</li> <li>Maintain Virginia Water/Wastewater Agency Response Network (WARN) membership</li> </ul>
Response	<ul style="list-style-type: none"> <li>Conduct damage assessment of ACSA water and wastewater facilities</li> <li>Manage restoration of ACSA water distribution and wastewater collection systems</li> <li>Assist with emergency water supply and distribution</li> <li>Coordinate snow, ice, and debris removal from authority facilities</li> <li>Provide emergency water supplies as appropriate</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>Restore ACSA water distribution and wastewater collection systems</li> <li>Assist Rivanna Water and Sewer Authority and/or City of Charlottesville Public Works as resources are available and upon request</li> </ul>

Charlottesville-Albemarle Health Department	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>Provide assistance in the assessment of vector control issues</li> </ul>

Charlottesville-Albemarle Health Department	
Phase	Responsibilities
	<ul style="list-style-type: none"> <li>• Provide guidance in the development and dissemination of public messages for residents and businesses regarding the safe management of debris and proper storage of trash until collection is accomplished</li> <li>• Provide guidance in the development of safety messages for responders and employees responding to support the response to the disaster</li> <li>• Assist in the surveillance for injuries and infectious diseases that may be a consequence of exposure to vectors, chemicals, pathogens or other contaminants in the debris/trash</li> <li>• Assist in the investigation of infectious disease that may be a consequence of exposure to vectors and/or pathogens in debris/trash</li> </ul>

Jurisdictional Parks and Recreation	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Provide regular maintenance of designated dams and other County/City facilities</li> </ul>
Response	<ul style="list-style-type: none"> <li>• Implement dam Emergency Action Plans (EAPs)</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Provide oversight of debris management</li> </ul>

Local First Responder Agencies	
Phase	Responsibilities
Recovery	<ul style="list-style-type: none"> <li>• Assist with road clearance, as available</li> </ul>

Rivanna Water and Sewer Authority	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Develop plans and procedures to provide for continuity of operation during and after an emergency of the community’s public water supplies and the following Authority-owned facilities: water treatment plants, treated water pumping facilities, wastewater pumping facilities, wastewater treatment, and other related infrastructure</li> <li>• Develop, distribute, and update Emergency Action Plans for all dams operated by Authority</li> <li>• Maintain and update preventive maintenance program for Authority-operated facilities</li> <li>• Develop and maintain plans and procedures for damage assessment of Authority owned structures and equipment</li> <li>• Maintain Virginia WARN membership</li> </ul>

<b>Rivanna Water and Sewer Authority</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Inventory status of critical assets at Authority-owned pumping, treatment, and water storage sites, and community water supply reservoirs. Identify status of normal and emergency power supplies. Report critical service interruptions or significant threats to continued operation to coordinating agencies along with needs for EOC assistance</li> <li>• Institute means of event internal communications and communications with other coordinating and cooperative agencies</li> <li>• Assess and estimate repair costs of damages at all Authority facilities; coordinate emergency repairs of critical assets to include labor, materials, equipment, and contract services</li> <li>• Manage emergency water and wastewater shift operating schedules and coordinate logistics for transporting and sustaining critical personnel at needed locations</li> <li>• Provide notices regarding Authority facilities to Virginia Department of Environmental Quality, Virginia Department of Health, and/or Federal Energy Regulatory Commission as required by state and federal operating permits or regulations</li> <li>• Monitor dams operated by Authority; assess emergency condition and activate notification procedures as appropriate</li> <li>• Coordinate snow, ice and debris removal and from Authority facilities.</li> <li>• Identify mutual aid requirements and initiate requests to coordinating agencies and Virginia WARN as appropriate</li> <li>• Maintain diaries of critical decisions and events and records of all costs associated with emergency</li> <li>• Identify needs for emergency supplemental water treatment</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Coordinate repair of non-critical assets at Authority facilities</li> <li>• Assist Albemarle County Service Authority and/or City of Charlottesville Public Works as resources are available and upon request</li> <li>• Reestablish inventory of materials and supplies as appropriate</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• Perform debrief assessment of emergency event, either internally or in coordination with other cooperative agencies, as appropriate</li> </ul>

<b>Rivanna Solid Waste Authority</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Support completion of debris management activities</li> </ul>

<b>Virginia Department of Transportation (VDOT)</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Continue implementation of debris clearance protocols, per direction of Resident Engineer or his designee.</li> </ul>

## **SUPPORTING DOCUMENTS**

- Albemarle County Debris Removal SOP
- Emergency Action Plans for dams operated by the RWSA Dams, County Facilities and Environmental Services, and County Parks & Recreation and any associated documents
- RWSA and ACSA Virginia WARN Agreements
- Albemarle County Parks & Recreation and Facilities and Environmental Services Snow Removal SOP
- UVA Snow and Ice Control Plan
- City of Charlottesville Snow Removal Plan/Manual

# ESF #4: Firefighting

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Coordinating Agencies	Cooperating Agencies
<ul style="list-style-type: none"> <li>• Albemarle County Fire Rescue</li> <li>• Charlottesville Fire Department</li> </ul>	<ul style="list-style-type: none"> <li>• Albemarle County Facilities and Environmental Services</li> <li>• Charlottesville Albemarle Regional Airport Fire/Rescue</li> <li>• Regional Police Departments</li> <li>• UVA Environmental Health &amp; Safety</li> </ul>

## 1. MISSION AND SCOPE

### A. MISSION

This section provides for the coordination of fire, rescue, and emergency medical activities to ensure the safety of life and property within Albemarle County, the University of Virginia, and the City of Charlottesville during emergency situations.

### B. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #4 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in firefighting activities required to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Coordination of fire and rescue resources during disasters and other large-scale emergencies and events
- Augmentation of local fire suppression resources

## 2. POLICIES

- All emergency response and recovery operations conducted under ESF #4 will be in accordance with the National Incident Management System (NIMS).
- ESF #4 coordinating and cooperating agencies will actively engage in planning, training, and exercises to ensure an effective operation upon activation.
- ESF #4 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, expansion or improvement of operations and securing of necessary manpower, materials, and services.
- ESF #4 will utilize available coordinating and cooperating agency capabilities.
- Statewide mutual aid or other outside resources beyond the existing automatic or standing mutual aid agreements already in place, will be requested by ESF #4 through the EOC.
- ESF #4 will establish staging areas and logistical support bases for arriving mutual aid resources in coordination with all first response agencies.

- ESF #4 will serve as the coordination point for information collection regarding the status of firefighting operations.
- ESF #4 will maintain documentation for financial reimbursement in accordance with the Financial Annex to this plan.

### 3. CONCEPT OF OPERATIONS

- The coordinating agencies monitor incidents on a continuous basis and routinely respond to incidents and emergencies. Most incidents will be managed by the on-scene incident commander (IC) who establishes the on-scene incident command post (ICP).
- The incident command post will include a Command and General staff and section positions as appropriate for managing the operations. An Incident Action Plan is developed for each operational period. The ICP will provide situational briefings to department operations centers and to the EOC, if activated.
- In incidents with multi-agency and/or multi-jurisdictional involvement, a unified command will be established.
- Where multiple incident command posts are established, an area command should be established to oversee these multiple incidents and provide coordination support and ensure integration of agency administrator policies and procedures.
- In the event the size, scope, or complexity of the individual event(s) exceeds the capability of the local incident command post(s), an Incident Management Team may be requested to support the Area Command or incident command post(s).
- As an incident or threat escalates or the initial event has resulted in multiple emergencies, coordinating agencies may activate their department operations centers.
- The primary function of the department operations center will be to monitor the situation and ensure that continuity of field operations (other than the incident) and service to the community are maintained.
- Upon activation of the EOC, the coordinating agencies will provide representation to address strategic level fire, rescue, and emergency medical services, requirements, and issues.
- ESF #4 at the EOC will provide direction and guidance to the department operations centers(s), coordinate incident command post requests for support from other regional departments and agencies, and assist with requests for state and/or federal resources through the EOC.
- ESF #4 at the EOC will provide briefings to the policy group on incident operations and agency activities and issues.

### 4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures</li> <li>• Train staff for emergency assignments</li> <li>• Participate in planning, training, and exercises</li> <li>• Develop and maintain internal notification roster</li> <li>• Develop and maintain inventory of resources</li> <li>• Assist in resolving ESF #4 after-action issues</li> </ul>

<b>All Agencies</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide representative(s) to the EOC when ESF #4 is activated</li> <li>• Maintain records of costs and expenditures</li> <li>• Maintain a timely information flow to the EOC of all critical information</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Submit records of costs and expenditures for necessary reimbursement</li> <li>• Participate in ESF #4 after-action review</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• As appropriate, identify potential opportunities for mitigating the impacts of future incidents</li> <li>• Implement identified mitigation actions</li> </ul>

<b>Charlottesville Fire Department—Albemarle County Fire Rescue</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Coordinate activities with cooperating agencies</li> <li>• Establish and operate staging areas as necessary</li> <li>• Coordinate and establish an on-scene Incident Command Post and incident command activities</li> <li>• Provide firefighting, rescue and emergency medical services</li> <li>• Request and manage mutual aid for fire and rescue operations</li> <li>• Coordinate and assist in evacuation operations as necessary</li> <li>• Coordinate and perform search and rescue operations</li> <li>• Coordinate and perform fire prevention and investigation services</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Regulate and supervise burn sites for debris removal</li> </ul>

<b>Albemarle County Facilities and Environmental Services</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Coordinate the use of local government facilities/properties, if needed, for staging areas in support of mutual aid</li> <li>• Provide available resources as requested</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Coordinate the use of local government facilities/properties, if needed, for staging areas in support of mutual aid</li> <li>• Provide available resources as requested</li> <li>• Work with FEMA/VDEM representatives in preparing claims</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• Participate in the Thomas Jefferson Planning District Commission (TJPDC) development of the Regional Hazard Mitigation Plan</li> </ul>

Charlottesville Albemarle Regional Airport Fire/Rescue	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Establish and operate staging areas as necessary</li> <li>• Assist with incident command activities, as requested</li> <li>• Provide firefighting, rescue and emergency medical services</li> <li>• Assist in evacuation operations as necessary</li> <li>• Assist with search and rescue operations</li> <li>• Assist in fire prevention and investigation services</li> </ul>

Regional Police Departments	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Coordinate and manage traffic control</li> <li>• Perform crowd control and site security</li> <li>• Assist with evacuations and search &amp; rescue operations, as necessary</li> </ul>

UVA Environmental Health & Safety	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Provide available resources as requested</li> <li>• Provide UVA facility information</li> <li>• Assist with evacuations and search &amp; rescue operations as necessary</li> </ul>

## 5. SUPPORTING DOCUMENTS

# ESF #5: Emergency Management

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Coordinating Agency	Cooperating Agencies
<ul style="list-style-type: none"> <li>• Office of Emergency Management</li> </ul>	<ul style="list-style-type: none"> <li>• Albemarle County Community Development</li> <li>• Charlottesville Neighborhood Development Services</li> <li>• Community Emergency Response Team</li> <li>• Coordinating Agencies for each ESF</li> <li>• Emergency Communications Center</li> <li>• Jurisdictional/Agency Finance Departments</li> <li>• Jurisdictional/Agency IT &amp; Communications Departments</li> <li>• UVA Facilities Management</li> <li>• UVA Office of Safety and Emergency Preparedness</li> </ul>

## 1. MISSION AND SCOPE

### A. MISSION

Coordinate and support emergency operations from the Emergency Operations Center.

### B. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #5 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in emergency management activities required to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Alert and notification
- Coordination with on-scene incident management efforts
- EOC activation and management
- Planning Section operations
  - Incident action planning
  - Incident information collection, management, and dissemination
- Rapid needs and damage assessment
- Resource needs and requests for assistance
- Finance management
- Liaison with regional, state, and federal partners

## 2. POLICIES

- All emergency response and recovery operations conducted under ESF #5 will be in accordance with the National Incident Management System (NIMS).
- ESF #5 coordinating and cooperating agencies will actively engage in planning, training, and exercises to ensure an effective operation upon activation.
- ESF #5 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, expansion or improvement of operations and securing of necessary manpower, materials, and services.
- ESF #5 activities will be directed toward satisfying the needs of responding agencies requiring emergency management support to perform their assigned disaster missions.
- ESF #5 will utilize available coordinating and cooperating agency capabilities.
- ESF #5 will serve as the coordination point for information collection regarding all response and recovery operations.
- Documentation will be maintained as appropriate for reimbursement in accordance with Financial Annex to this plan.

## 3. CONCEPT OF OPERATIONS

- The Office of Emergency Management monitors incidents and threats to the region through the Emergency Communications Center.
- As an incident or threat escalates, the Office of Emergency Management will issue notifications and alerts to the community and regional response partners in accordance with established protocols.
- The Office of Emergency Management will make information available to persons with special communication needs as compliant with the Americans with Disabilities Act. The Office of Emergency Management will augment staff to enhance monitoring capabilities, ensure timely information is collected and disseminated to key decision-makers, and to prepare for possible partial or full activation of the EOC.
- The Emergency Management Coordinator will brief the Directors of Emergency Services on a regular basis and recommend activation of the EOC based on input from first responder agencies and regional response partners.
- Upon activation, Emergency Management Coordinator assumes responsibility for managing EOC operations. The Emergency Management Coordinator ensures that VDEM is notified of the EOC activation.
- The Emergency Operations Center functions to provide guidance, decision-making support and resources to the emergency support functions; its organizational structure will be based on NIMS and will use the following, based on need:
  - Policy Group
  - EOC Manager
  - Command Staff
  - Operations Section
  - Planning Section
  - Logistics Section
  - Finance and Administration Section

- The Emergency Management Coordinator or designee will establish operational periods as the basis for determining the planning process and situational reporting. The Planning Section will prepare and distribute the EOC meeting schedule on a regular basis and facilitate the planning process and all associated activities.
- To manage their operations, all emergency support functions will collect and process information. The EOC will focus on collecting critical information that is of common value or need to more than one ESF or operational element to create an overall perspective of the incident. ESFs need to provide this critical information using designated EOC information management tools to support the development of action plans, reports, briefings, and displays.
- The Planning section facilitates incident planning at the EOC and publishes the incident action plan (IAP) for each operational period. The IAP provides the objectives to be accomplished for the upcoming operational period.
- The Planning Section will produce situation reports, which will be distributed to EOC staff and on-scene incident command staff.
- The staff of the EOC will support short-term and long-term planning activities. Plans will be short and concise, based on priorities established by the Policy Group. EOC staff will record the activities planned and track their progress. The response priorities for the next operational period will be addressed in the incident action plan.
- As needed, technical specialists (i.e., GIS, meteorologist) will be engaged by ESF #5 to support situational awareness and action planning.
- All incident information released to the public and media will be managed by ESF #15—External Affairs.
- Resource allocation issues identified through ESF operations that cannot be resolved through normal EOC channels will be addressed with Policy Group guidance.
- ESF #5 will engage private sector groups, Volunteer Organizations Active in Disaster, and Citizen Corps volunteers to supplement emergency services, as the situation dictates.
- Resource needs that cannot be met with regional assets or through mutual aid will be submitted to the Commonwealth of Virginia as a formal Request for Assistance by the Emergency Management Coordinator.
- ESF #5 will coordinate rapid needs assessment information collection, management and dissemination to develop situational awareness and incident scope.
- ESF #5 will coordinate damage assessment information collection, management and dissemination with assistance from appropriate city, county, university, private sector, non-governmental organizations and volunteer personnel.
- ESF #5 will maintain documentation of disaster activities and costs for accountability.
- Operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

#### 4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures</li> <li>• Train staff/volunteers for emergency assignments</li> <li>• Participate in planning, training, and exercises</li> </ul>

<b>All Agencies</b>	
<b>Phase</b>	<b>Responsibilities</b>
	<ul style="list-style-type: none"> <li>• Develop and maintain notification roster</li> <li>• Develop and maintain inventory of resources</li> <li>• Assist in resolving ESF after-action issues</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide representative(s) to the EOC when ESF # 5 is activated</li> <li>• Maintain a timely information flow to the EOC of all critical information</li> <li>• Record costs and expenditures</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Submit costs and expenditures for necessary reimbursement</li> <li>• Participate in the ESF #5 after-action review</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• As appropriate, identify opportunities to mitigate the impact of future incidents</li> <li>• Implement identified mitigation actions</li> </ul>

<b>Office of Emergency Management</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Monitor developing situations</li> <li>• Ensure personnel receive training in disaster operations, VEOCI, and the Incident Command System as directed by NIMS</li> <li>• Plan and execute planning, training, and exercises</li> <li>• Maintain contact information, tools and protocols to effectively alert regional partners of potential emergency events and notify EOC members of EOC activation</li> <li>• Provide emergency management leadership to Charlottesville-UVA-Albemarle County departments and agencies</li> <li>• Ensure EOC facility readiness for activation</li> <li>• Maintain the ESF #5 Annex as well as the Basic Plan of the EOP</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Coordinate activities with cooperating agencies</li> <li>• Activate alert and notification systems</li> <li>• Provide technical assistance and administrative support in the preparation of emergency declarations, protective action guidelines and related issues</li> <li>• Serve as primary liaison to VDEM and the Commonwealth EOC</li> <li>• Determine the appropriate level of EOC activation and issue notifications</li> <li>• Staff the Planning Section</li> <li>• Coordinate activities with other responding agencies</li> <li>• Prepare and distribute situation reports for each operational period</li> <li>• Submit situation reports to the Commonwealth EOC</li> <li>• Manage the overall emergency information collection process</li> <li>• Manage EOC operations in accordance with ICS principals</li> <li>• Facilitate the action planning process and publish the EOC action plan for each operational period</li> <li>• Submit Requests for Assistance for unmet needs to the Commonwealth of Virginia Emergency Operations Center.</li> </ul>

Office of Emergency Management	
Phase	Responsibilities
	<ul style="list-style-type: none"> <li>• Coordinate activities to reduce event impact on populations with access and functional needs</li> <li>• Ensure that all required agency forms, reports, and documents are completed prior to demobilization</li> <li>• Deactivate the EOC when appropriate</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Manage the development of the post-disaster recovery plan that will guide the region’s recovery program implementation</li> <li>• Replenish ESF #5 supplies and repair damaged equipment</li> <li>• Ensure ESF agencies provide appropriate records of costs incurred</li> </ul>

Albemarle County Community Development—Charlottesville Neighborhood Development Services—UVA Facilities Management	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Develop supporting plans and procedures for damage assessment</li> </ul>
Response	<ul style="list-style-type: none"> <li>• Provide expertise and resources to conduct local damage assessment</li> <li>• Provide damage assessment information related to commercial and residential structures</li> <li>• Provide technical assistance related to engineering, as requested</li> <li>• Provide GIS technical support to the EOC</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Participate in the development of the post-disaster recovery plan that will guide the region’s recovery program implementation</li> </ul>

Community Emergency Response Team	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Provide volunteer staffing for EOC operations support</li> <li>• Provide volunteer staffing for field operations</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Maintain volunteer staffing for EOC operations support as needed</li> <li>• Maintain volunteer staffing for recovery operations as needed</li> <li>• Demobilize operations</li> </ul>

Coordinating Agencies for each ESF	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Identify personnel to staff the EOC</li> </ul>
Response	<ul style="list-style-type: none"> <li>• Provide rapid needs assessment information to the EOC Planning Section to build the operational view of the impacts from the emergency</li> </ul>

Coordinating Agencies for each ESF	
Phase	Responsibilities
	<ul style="list-style-type: none"> <li>Communicate with the EOC on priorities and resource needs</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>Continue to provide status information to the EOC for situational awareness</li> </ul>

Emergency Communications Center	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>Implement and sustain EOC technology and communications systems</li> <li>Coordinate with EOC for special responses and other needs as necessary</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>Continue to support EOC technology and communications systems</li> </ul>

Jurisdictional/Agency Finance Departments	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>Assist in the provision of training on disaster-related financial management procedures for jurisdictional/agency departments</li> </ul>
Response	<ul style="list-style-type: none"> <li>Provide staffing for the Finance/Administration Section of the EOC</li> <li>Provide staff assistance in documenting emergency-related costs</li> <li>Provide staff assistance in preparing bills and requests for reimbursement</li> <li>Provide funding mechanism to allow for initial response purchases above established procurement card limits be made through the EOC</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>Provide staff assistance in documenting costs</li> <li>Provide staff assistance in preparing bills and requests for reimbursement</li> <li>Provide funding mechanism to reimburse agency-incurred costs during the initial response phase for purchases made through the EOC</li> </ul>

Jurisdictional/Agency IT & Communications Departments	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>Assist in the provision of training on disaster-related IT &amp; communications management procedures for jurisdictional/agency departments</li> </ul>
Response	<ul style="list-style-type: none"> <li>Provide staffing for the set up and sustainment of the EOC IT &amp; communications systems</li> <li>Provide staff assistance in troubleshooting technology problems at the EOC</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>Provide staff assistance in troubleshooting technology problems at the EOC</li> </ul>

UVA Office of Safety and Emergency Preparedness	
Phase	Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Maintain situational awareness of activities across UVA facilities</li> <li>• Maintain situational awareness via liaison with germane federal, state, local and non-governmental organization partners</li> <li>• Develop and conduct training /exercises related to ESF #5 and EOC Operations.</li> <li>• Provide emergency preparedness assessment and guidance to UVA stakeholders.</li> <li>• Develop and maintain the UVA Critical Incident Management Plan (CIMP)</li> <li>• Develop and maintain the UVA Enterprise Continuity of Operations Plan (COOP).</li> <li>• Manage the UVA Alerts system and all attendant notification systems</li> <li>• Conduct planning with appropriate support entities across UVA, to include the Critical Incident Management Team (CIMT)</li> <li>• Operate UVA EOC and ensure facility readiness for activation</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide technical assistance and administrative support in the preparation and processing of emergency declarations, protective action guidelines and related issues</li> <li>• Serve as UVA liaison to the Albemarle County-UVA-Charlottesville EOC and VDEM.</li> <li>• Determine the appropriate level of EOC and CIMT activation and issue notifications</li> <li>• Support staffing of the Planning Section at the EOC</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Manage the development of the UVA post-disaster recovery plan that will guide recovery at the university</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• Provide UVA stakeholders with a central repository for all mitigation-related matters</li> </ul>

## 5. SUPPORTING DOCUMENTS

- Alert and Notification Protocol (in development)
- EOC Reference Guide (in development)
- Rapid Situation Assessment Plan (in development)
- Albemarle County Financial Management Disaster Preparedness Policy

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# ESF #6: Mass Care, Housing & Human Services

Coordinating Agencies	Cooperating Agencies
<ul style="list-style-type: none"> <li>• Albemarle County Department of Social Services</li> <li>• Charlottesville Department of Social Services</li> </ul>	<ul style="list-style-type: none"> <li>• Albemarle County Office of Housing</li> <li>• Albemarle County Parks and Recreation</li> <li>• Albemarle County Public Schools</li> <li>• Albemarle County Sheriff’s Office</li> <li>• Albemarle County Victim Witness Coordinator</li> <li>• American Red Cross</li> <li>• Charlottesville-Albemarle Health Department</li> <li>• Charlottesville Housing Authority</li> <li>• Charlottesville Department of Human Services</li> <li>• Charlottesville Parks and Recreation</li> <li>• Charlottesville Public Schools</li> <li>• Charlottesville Sheriff’s Office</li> <li>• Charlottesville-UVA-Albemarle County Emergency Management</li> <li>• Charlottesville Victim Witness Coordinator</li> <li>• Emergency Medical Services (EMS)</li> <li>• Jefferson Madison Regional Library</li> <li>• Radio Amateur Civil Emergency Service (RACES)</li> <li>• Region 10 Community Services Board</li> <li>• Salvation Army</li> <li>• Sentara Martha Jefferson Hospital</li> <li>• Thomas Jefferson Medical Reserve Corps</li> <li>• Transportation Providers</li> <li>• UVA Department of Athletics/Intramural Recreational Sports</li> <li>• UVA Medical Center</li> <li>• UVA Office of Emergency Preparedness</li> <li>• UVA Police Department</li> </ul>

## 1. MISSION AND SCOPE

### A. MISSION

Provide basic, immediate support to disaster victims in the Charlottesville-UVA-Albemarle region, including shelter, food, and emergency relief supplies and support.

## A. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #6 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in mass care activities required to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Short-term and immediate needs of disaster victims. Recovery and long-term issues will be managed through ESF #14 – Long-term Recovery and Mitigation and ESF #17 – Donations and Volunteer Management.
- The full range of non-medical mass care services:
  - Sheltering
  - Organizing feeding operations
  - Providing emergency relief supplies
  - Providing emergency first aid at designated sites
  - Collecting and providing information on disaster victims to family members
  - Coordinating bulk distribution of emergency relief items
  - Coordinating Reunification efforts between residents inside the impacted area with family, friends, and loved ones both outside and within.
- Coordinating and providing assistance to individuals with functional needs
- Coordinating with ESF #11 to support the welfare of household pets.

## 2. POLICIES

- All emergency response and recovery operations conducted under ESF #6 will be in accordance with the National Incident Management System (NIMS)
- Medical care, nursing facilities, assisted living facilities, mental health and residential facilities including prisons and jails are responsible for developing and implementing emergency preparedness plans for their patients/residents. These plans should include contingencies for shelter in place and evacuation needs
- The coordinating agencies, in conjunction with the Office of Emergency Management, will actively engage the cooperating agencies in planning, training, and exercises to ensure an effective operation upon activation
- ESF #6 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, expansion or improvement of operations and securing of necessary manpower, materials, and services.

- ESF #6 will utilize available coordinating and cooperating agency capabilities.
- ESF #6 will serve as the coordination point for information collection regarding the status of mass care services and operations.
- ESF #6 is responsible for making reasonable accommodations for sheltering of diverse populations, including those with communication or mobility limitations, those with conditions that may require assistance with daily activities but do not require hospital admission or hospital sheltering, those who are transportation dependent and those who present themselves accompanied by pets or service animals
  - ESF #6 will coordinate with ESF #8 for public health and medical support
  - ESF #6 will coordinate with ESF #11 for pet sheltering support
  - ESF #6 will coordinate with ESF #14 for long-term recovery support
  - ESF #6 will coordinate with ESF #17 for donations and volunteer management support
- Staging of facilities and supplies may occur before the incident when the incident is anticipated
- To accommodate persons with special medical needs in the shelter, these individuals must be able to care for themselves or bring a personal caregiver
- Information about persons identified on shelter lists, casualty lists, hospital admission, etc., will be made available to family members to the extent allowable under confidentiality regulations
- ESF #6 will maintain documentation for financial reimbursement.

### **3. CONCEPT OF OPERATIONS**

The Emergency Management Coordinator monitors incidents and threats to the region and will notify the coordinating agencies of incidents impacting or potentially requiring mass care services. The coordinating agencies will contact cooperating agencies and organizations as necessary to collect additional information.

As an incident or threat escalates, the coordinating agencies will issue notifications to cooperating agencies in accordance with internally established protocols and checklists.

Upon activation of the EOC, the coordinating agency will provide representation to the EOC to coordinate mass care requirements and issues. The coordinating agency will request representatives from the other cooperating agencies as needed. In limited circumstances, the emergency management Coordinator may determine that virtual representation is satisfactory.

Once the EOC is activated, all requests for mass care support by other regional departments and agencies will be submitted to the EOC for coordination, validation, and/or action.

In the event of an incident requiring sheltering, the EOC Command group will consult with the appropriate partnering agencies to determine if a shelter is to be opened, select the shelter site(s), and notify the ESF #6 coordinating agencies to initiate activities.

In the event of an incident requiring a Family Assistance Center (FAC), the EOC Command group will consult with the appropriate partnering agencies to determine if a FAC is to be opened, select the location, and notify the ESF #6 coordinating agencies to initiate activities.

ESF #6 will be activated to provide coordination and management for mass care activities dependent upon the expected needs associated with the scope and magnitude of incidents or potential incidents. This includes:

***SHELTERING:***

Charlottesville–UVA-Albemarle will provide sheltering if the need is short term and within its capabilities. The provision of emergency shelter includes the use of:

- Pre-identified shelter sites in existing structures.
- Creation of temporary facilities.
- Use of available hotels/motels
- Similar facilities outside the disaster affected area should further evacuation be necessary.

For mass evacuations directed by state officials, the Virginia Department of Social Services (VDSS) will designate facilities and operate the shelters for people who evacuate out of their home jurisdiction.

***FEEDING:***

The provision for feeding emergency victims may be accomplished through a combination of fixed sites, mobile feeding units, delivery to homes and food distribution.

***EMERGENCY RELIEF SUPPLIES:***

The provision of emergency relief items, limited to urgent needs, are distributed through sites established within the affected area.

***EMERGENCY FIRST AID, TRIAGE AND REFERRAL:***

Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass care facilities and at designated sites. Individuals that have or develop medical needs will be assessed by shelter medical personnel and a determination will be made if it is safe for them to stay in the shelter. If it is not safe, they will be referred to a more appropriate facility. If the incident requires a higher degree of medical care, these operations will be handled in coordination with ESF #8.

Reunification:

***HUMAN SERVICES:***

Following a large-scale or mass-casualty incident family assistance centers may be established to provide support and information to victims and families. Services include disaster welfare inquiries, reunification services, behavioral health, mass fatality issues, conducting investigations with the Office of the Chief Medical Examiner, working with other agencies for financial and other assistance. In certain circumstances, if there are victims as a result of the incident or emergency, as defined in §19.0-11.01 of the Code of Virginia, the Emergency Management Coordinator will immediately contact the Virginia Department of Criminal Justices Services (VDCJS) and the Virginia Criminal Injury Compensation (VCICF) Fund to deploy assistance.

The City of Charlottesville, UVA and Albemarle County maintains a Memorandum of Understanding, with the American Red Cross. The American Red Cross may assist the coordinating agency with short term mass care including sheltering, reunification and feeding options.

The coordinating agency will arrange for staffing and services at shelters and reception centers to meet immediate needs. The determination to open shelters and/or reception centers will be made by the EOC

Command group with input from the Incident Commander/Unified Command and the Emergency Management Coordinator.

The sheltering protocols define the terms, roles, and procedures by which coordinating and cooperating agencies will collaborate when the decision is made to open various facilities such as, evacuation shelters, post-impact shelters, pet-friendly shelters, or family assistance centers.

ESF #6 will collect information on shelter activities, populations, and related information and provide it to the EOC.

ESF #6 will establish and operate feeding sites to serve disaster victims as determined by the EOC Command group.

When directed, ESF #6 will establish and operate a Family Assistance Center to provide assistance to the families of disaster victims.

ESF #6 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

#### 4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures</li> <li>• Train agency staff for emergency assignments</li> <li>• Participate in planning, training, and exercises</li> <li>• Develop and maintain inventory of agency resources</li> <li>• Develop and maintain notification rosters</li> <li>• Assist in resolving ESF #6 after-action issues</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide representative(s) to the EOC when ESF #6 is activated</li> <li>• Maintain a timely information flow to the EOC of all critical information</li> <li>• Maintain records of costs and expenditures</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Submit records of costs and expenditures for necessary reimbursement</li> <li>• Participate in ESF #6 after-action review</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• As appropriate, identify potential opportunities for mitigating the impacts of future incidents</li> <li>• Implement identified mitigation actions</li> </ul>

Charlottesville and Albemarle County Departments of Social Services	
Phase	Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Conduct planning with designated cooperating agencies</li> </ul>

Charlottesville and Albemarle County Departments of Social Services	
Phase	Responsibilities
	<ul style="list-style-type: none"> <li>• Work with the Emergency Management Coordinator to conduct training and exercises</li> <li>• Work with the Red Cross to identify shelter facilities, including type and quantity needed and the maximum capacities for each potential shelter</li> <li>• Ensure protection of ESF #6 vital records</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Coordinate activities with cooperating agencies</li> <li>• Assume the role of coordinator for the Mass Care &amp; Human Services function</li> <li>• Activate cooperating agencies</li> <li>• Coordinate shelter operations</li> <li>• Plan and support meetings with cooperating agencies, and ensure all agencies are informed and involved</li> <li>• Coordinate emergency feeding and relief supply efforts</li> <li>• Coordinate emergency assistance efforts</li> <li>• Ensure responding agencies maintain records of costs and expenditures and send to the Finance/Administration Section Chief</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Coordinate demobilization of mass care and human services facilities, locations, and supplies</li> <li>• Transition on-going individual support activities to ESF #14 for long-term recovery support</li> </ul>

Albemarle County Parks and Recreation	
Phase	Responsibilities
<b>Response</b>	<ul style="list-style-type: none"> <li>• Support shelter set-up, as the situation allows (debris management takes priority)</li> <li>• Provide logistics support (e.g., delivery of supplies, transportation)</li> <li>• Provide recreational supplies and on-site staffing as available</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Support shelter demobilization</li> </ul>

American Red Cross Central Virginia Chapter	
Phase	Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Perform evaluation of shelter facilities for size, capacity, and functional and access needs</li> <li>• Work with the Coordinating Agencies to provide materials to facilitate compliance with functional needs</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Assume control of ESF #6 shelter operations and/or augment shelter staffing, if requested by Social Services, and as resource availability allows; and after 72 hours.</li> <li>• Provide medical personnel at shelters when requested, subject to resource availability</li> </ul>

American Red Cross Central Virginia Chapter	
Phase	Responsibilities
	<ul style="list-style-type: none"> <li>• Provide available people, material and logistics resources in support of community disaster response shelters such as disaster response vehicles, cots, blankets, shelter kits, foods and water supplies</li> <li>• Provide available people, material and logistics resources in support of distribution of emergency relief supplies at designated sites</li> <li>• Share Red Cross generated disaster assessment and client support services statistical information with appropriate government EOC staff</li> <li>• Provide Government Liaison personnel either in the EOC or via telephone/Web when requested</li> <li>• Enlist and coordinate support of Red Cross affiliated Mass Care Partner Agencies</li> <li>• Set up and staff a Family Assistance Center when needed</li> <li>• In coordination with ESF #8, Red Cross will work with Region Ten Community Services Board and/or provide mental health services for disaster victims</li> <li>• Work with partners to coordinate reunification efforts</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Support demobilization efforts</li> </ul>

Charlottesville-Albemarle Health Department	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Provide public health support for sheltering operations at a minimum during day time hours and ensure 24 hours on-call support</li> </ul>

Charlottesville Department of Human Services	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Assess shelterees referred by registration staff to determine the degree of assistance needed</li> <li>• Provide short-term crisis intervention counseling services (for persons experiencing temporary situational mental health-related concerns) and referral for others</li> </ul>

Charlottesville & Albemarle County Public Schools	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Provide facilities and amenities as shelter locations</li> <li>• Provide support for shelter operations                             <ul style="list-style-type: none"> <li>○ Building management</li> <li>○ Internet access stations</li> <li>○ Food service (and staff) as available</li> <li>○ Procurement of food and consumable supplies</li> </ul> </li> </ul>

Charlottesville & Albemarle County Public Schools	
Phase	Responsibilities
	<ul style="list-style-type: none"> <li>○ Building grounds and parking</li> <li>● Provide nurses at shelters when requested</li> <li>● Provide transportation resources when requested</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>● Support shelter demobilization</li> </ul>

Charlottesville & Albemarle Victim Witness	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>● Assist with processing Criminal Injury Compensations Claims</li> <li>● Refer and coordinate local community resources</li> <li>● Assist public information officers in providing information to victims</li> <li>● Communicate to non-local victim survivors the information provided in briefings by the public information officers</li> <li>● Assist with death notifications</li> <li>● Assist with escort to hospitals, morgue, scene when appropriate</li> <li>● Provide immediate crisis counseling as needed</li> </ul>

Charlottesville Parks and Recreation	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>● Coordinate with shelter managers at each primary shelter location to determine what resources might be provided for disaster shelterees, such as:                             <ul style="list-style-type: none"> <li>○ Planning for recreational space set-asides</li> <li>○ Work with school staff to determine what school resources might be on premises that can be used with supervision</li> <li>○ Determining what resources parks and recreation might provide to augment on-site resources</li> </ul> </li> </ul>
Response	<ul style="list-style-type: none"> <li>● Support shelter set-up, as requested</li> <li>● Provide logistics support if available (e.g., delivery of supplies, transportation)</li> <li>● Provide recreational supplies and on-site staffing as available</li> <li>● Provide available facilities for community and short-term emergency use</li> </ul>

Charlottesville-UVA-Albemarle County Office of Emergency Management	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>● Provide coordination, guidance and oversight of the decision-making process mass care operations</li> </ul>

Charlottesville-UVA-Albemarle County Office of Emergency Management	
Phase	Responsibilities
	<ul style="list-style-type: none"> <li>• Work with the ESF #15 to release information to the community on mass care operations</li> <li>• Provide assistance and support for mass care and human services operations</li> </ul>

Charlottesville and Albemarle County Sheriff’s Office—UVA Police Department	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• The sheriff’s offices of Charlottesville and Albemarle and the University of Virginia police department provide security to shelter(s)</li> <li>• Provide security coverage on a 24-hour basis during the time shelters are open</li> <li>• Maintain the safety and security of shelter occupants</li> <li>• Enforce shelter rules</li> </ul>

Emergency Medical Services (EMS)	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Provide emergency medical transport services of shelter occupants and personnel to local and as necessary regional hospitals should any of those individuals require emergency care (Contact with EMS is made through 9-1-1)</li> <li>• Provide for emergency first aid as requested</li> </ul>

Jefferson Madison Regional Library	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Coordinate with ESF #6 lead agency to determine what resources might be provided for disaster victims, such as:                             <ul style="list-style-type: none"> <li>○ Internet access</li> <li>○ Phone charging stations</li> <li>○ Disaster related news and information</li> <li>○ Centralized distribution of donated items</li> <li>○ Planning for recreational space set-asides</li> <li>○ Determining what volunteer resources might be provided to augment on-site staffing capacity during a disaster.</li> </ul> </li> </ul>
Response	<ul style="list-style-type: none"> <li>• Open and staff facilities as requested</li> <li>• Provide logistics support if available (e.g., delivery of supplies, transportation)</li> <li>• Provide recreational supplies and on-site staffing as available</li> <li>• Provide available facilities for community and short-term emergency use</li> </ul>

<b>Sentara Martha Jefferson Hospital</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Be prepared to clinically and logistically support the special medical needs population</li> <li>• Operate as primary receiving facility</li> <li>• Provide medical transport and medical communications support as needed</li> </ul>

<b>RACES</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Support the shelter manager with communication link to the EOC</li> <li>• Prioritize the transmission and reception of messages as radio communications as needed</li> <li>• Coordinate any unusual activity with EOC communications personnel</li> <li>• Establish and maintain a radio connection to the RACES station at the Virginia Department of Emergency Management (VDEM)</li> </ul>

<b>Region 10 Community Services Board</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Assess shelterees referred by registration staff to determine the degree of assistance needed</li> <li>• Provide short-term crisis intervention counseling services (for persons experiencing temporary situational mental health-related concerns) and referral for others</li> </ul>

<b>Salvation Army</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide available people, material and logistics resources in support of community disaster response feeding efforts</li> <li>• Subject to resource availability, provide emergency clothing for shelterees</li> <li>• Provide for basic immediate needs of disaster victims</li> <li>• Provide emergency and financial assistance to disaster victims</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Demobilize feeding operations</li> </ul>

Thomas Jefferson Medical Reserve Corps	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Provide surge volunteers (medical and non-medical) for shelter operations, subject to resource availability</li> <li>• Provide surge volunteers at the assistance centers as resources allow</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Demobilize operations</li> </ul>

Transportation Providers	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Provide transportation to those needing shelter, as needed</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Assist with returning transportation-dependent disaster victims home or to temporary long-term housing at the end of the emergency</li> </ul>

UVA Department of Athletics / Intramural-Recreational Sports	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• <b>Provide access to recreation facilities designated as human shelter locations</b></li> <li>• <b>Provide facilities and amenities as shelter locations</b> <ul style="list-style-type: none"> <li>○ Building management</li> <li>○ Internet access stations for staff, if feasible</li> <li>○ Support food services (and staff) as available</li> <li>○ Procurement of consumable supplies</li> <li>○ Building grounds and parking</li> </ul> </li> <li>• NOTE: If State Managed Shelters are opened, the State Managed Shelter at the University of Virginia Plan will guide operations with the Virginia Department of Social Services(VDSS) operating shelters with support by UVA Department of Athletics/Intermural-Recreational Sports</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• <b>Support shelter demobilization</b></li> </ul>

UVA Medical Center	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Be prepared to clinically and logistically support the special medical needs population</li> <li>• Operate as primary receiving facility</li> <li>• Provide medical transport and medical communications support as needed</li> <li>• Be prepared to deploy Special Event Medical Management support, if available</li> </ul>

UVA Office of Emergency Preparedness	
Phase	Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>Coordinate with the Office of the Dean of Students (ODOS) and all attendant UVA entities (Athletics, Dining Services, Housing, Human Resources, Provost and Student Health) have the appropriate procedures, plans and resources to provide essential services to UVA stakeholders impacted by an incident</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>Coordinate with ODOS and supporting UVA entities to:               <ul style="list-style-type: none"> <li>Evacuate dorms</li> <li>Account for students, faculty and staff</li> <li>Provide emergency housing</li> <li>Care of students, faculty and staff</li> <li>Feed students (faculty and staff if needed)</li> <li>Provide emergency academic assistance</li> </ul> </li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>Coordinate with ODOS and supporting UVA entities to ensure the restoration of any mass care, housing and human services that may have been impacted by an incident</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>Coordinate with all appropriate UVA stakeholders to identify potential vulnerabilities and improve services that may have been disrupted during an incident</li> </ul>

## SUPPORTING DOCUMENTS

- State Managed Shelter at The University of Virginia Plan
- Emergency Shelter Operations Guidebook
- Annex P Thomas Jefferson Health District Shelter Response Plan

# ESF #7: Resource Management

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Coordinating Agencies	Cooperating Agencies
<ul style="list-style-type: none"> <li>• Albemarle Purchasing</li> <li>• Charlottesville Procurement and Risk Management</li> <li>• UVA Procurement and Supplier Diversity Services</li> </ul>	<ul style="list-style-type: none"> <li>• All Charlottesville-UVA-Albemarle departments and agencies engaged in response activities</li> <li>• American Red Cross</li> <li>• Office of Emergency Management</li> <li>• Volunteer Organizations</li> </ul>

## 1. MISSION AND SCOPE

### A. MISSION

Identify, procure, inventory, stage, store, and distribute critical resources and administrative support for the region during an emergency.

### B. SCOPE

This Emergency Support Function (ESF) annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #7 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in resource management required to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Procurement for requirements not specifically identified in other ESFs:
  - Facility space
  - Office equipment and supplies
  - Event life cycle supplies
  - Contracting services
  - Warehousing
  - Resource disposal
- Logistics planning, management, and sustainment
  - Resource identification
  - Staging
  - Resource reception and tracking
  - Financial tracking of resources for reimbursement purposes
  - Demobilization

## 2. POLICIES

- All emergency response and recovery operations conducted under ESF #7 will be in accordance with the National Incident Management Systems (NIMS).

- ESF #7 is not intended to replace or supplant the purchasing authorities of the individual county, city, or University of Virginia departments and agencies. Rather, ESF #7 will provide technical assistance in locating, distributing, and procuring critical resources and supplies through the Logistics Section in the EOC. However, once a SINGLE POINT ORDER decision has been made, all requests for additional resources must be made through the Logistics Section of the EOC.
- ESF #7 will utilize available coordinating and cooperating agency capabilities.
- ESF #7 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, and expansion or improvement of operations.
- ESF #7 will maintain a current and up to date inventory of all supplies currently on hand in order to create a working understanding of what resources will be necessary to procure in the event of an emergency.
- All departments and agencies assigned responsibilities within ESF #7 will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks. Plans and systems to be developed and maintained include, but are not limited to:
  - Resource identification, typing, and inventorying
  - Acquiring and ordering resources
  - Mobilizing and allocating resources
  - Resource recovery and reimbursement
  - Coordinating with non-governmental and private sector organizations for obtaining resources
  - Establishing logistic staging areas for internal and external response personnel, equipment, and supplies
- ESF #7 will maintain a list of anticipated essential material resources and a list of potential suppliers in order to obtain resources more expeditiously during a major disaster or emergency.
- ESF #7 will locate, procure, and distribute resources to support the incident as requested through the Logistics Section of the EOC, and in accordance with the operational priorities established by the EOC Command.
- ESF #7 will coordinate with ESF #17 for effective use of volunteers and donated goods.
- ESF #7 agencies will train personnel, assist in regional planning, and will actively participate in exercises as coordinated by the Office of Emergency Management to ensure effective operations during activation of the EOC.
- ESF #7 will serve as the coordination point for information collection regarding the status of resources.
- Documentation will be maintained as appropriate for reimbursement in accordance with Financial Annex to this plan.

### 3. CONCEPT OF OPERATIONS

- The Emergency Management Coordinator monitors incidents and threats to the region and will notify the coordinating agencies of incidents impacting or potentially impacting the region. The coordinating agencies will contact cooperating agencies and organizations as necessary to collect additional information.
- Upon activation of the EOC and the Logistics Section of the EOC, the coordinating agencies will provide personnel to staff the Logistics Section to assist with resource requirements and procurement support throughout the evolution of emergency operations.

- As additional EOC staffing needs become apparent, other support and partner agencies of ESF #7 may be requested to report to the EOC to further assist in resource support activities.
- The Logistics Section of the EOC will manage all requests for resources and logistical support for the incident, and provide the coordination of specific requirements of ESF #7 action and documentation.
- Resources may be provided upon the request of recognized field command personnel, such as the Incident Commander, EOC General Staff, or upon direction of the EOC Manager.
- Equipment and materials will be obtained from both intra-jurisdictional and inter-jurisdictional inventories. Inter-jurisdictional requests will be submitted and routed through ESF #7 under the Logistics Section. Requests unable to be filled in regional inventories may be procured by ESF #7 from commercial vendors. Coordination for resource allocation will be accomplished within the EOC.
- Coordinating and cooperating agencies will provide available resources based upon the priorities established by EOC Command.
- The Logistics Section will maintain a list of vendors and suppliers of equipment, materials, and services needed during disaster response and recovery operations. The Logistics Section will request cooperating agencies to provide available assets in order to meet operational requirements. If necessary, private sector sources will be acquired to augment the regional resources.
- ESF #7 will conduct all operations in accordance with local, state, and federal laws and regulations.
- All resource expenditures will be submitted to the EOC Finance/Administration Section.
- Operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

#### 4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures</li> <li>• Train staff for emergency assignments</li> <li>• Participate in planning, training, and exercises</li> <li>• Develop and maintain internal notification roster</li> <li>• Develop and maintain inventory of resources</li> <li>• Assist in resolving ESF #7 after-action issues</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide representative(s) to the EOC when ESF #7 is activated</li> <li>• Maintain a timely information flow to the EOC of all critical information</li> <li>• Maintain records of costs and expenditures</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Submit records of costs and expenditures for necessary reimbursement</li> <li>• Participate in ESF #7 after-action reviews</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• As appropriate, identify opportunities to mitigate the impact of future incidents</li> <li>• Implement identified mitigation actions</li> </ul>

Albemarle Purchasing—Charlottesville Procurement and Risk Management—UVA Procurement and Supplier Diversity Services	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Coordinate activities with cooperating agencies</li> <li>• Establish contracts, MOUs, and MAAs with NGOs, private vendors, and government agencies to provide material and financial support during a disaster or emergency</li> <li>• Identify personnel to staff the Logistics Section of the EOC</li> <li>• Develop supporting plans and procedures and maintain Continuity of Operations (COOP) Plans</li> </ul>
Response	<ul style="list-style-type: none"> <li>• Provide personnel to staff the Logistics Section of the EOC</li> <li>• Coordinate procurement services to provide resources as requested by the Incident Commander or EOC</li> <li>• Procure critical resources via the Logistics Section at the EOC</li> <li>• Provide assistance to departments and agencies in locating resource and service providers</li> <li>• Provide technical assistance in purchasing and procurement</li> <li>• Assist in procurement-related contract negotiations and review</li> <li>• Maintain vendor files</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Provide assistance to departments and agencies in locating resource and service providers</li> <li>• Receive, transport, store, and deliver supplies and commodities</li> <li>• Provide technical assistance in purchasing and procurement</li> <li>• Restock commodities and supplies consumed during the emergency response, as necessary</li> <li>• Assist in the recovery and disposal of event-related materials</li> </ul>

All Charlottesville-UVA-Albemarle Departments and Agencies	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Establish contracts, MOUs, and MAAs with NGOs, private vendors, and government agencies to provide material and financial support during a disaster or emergency</li> </ul>
Response	<ul style="list-style-type: none"> <li>• Provide resources as requested by the Incident Commander or EOC</li> <li>• Provide assistance to departments and agencies in locating resource and service providers</li> <li>• Provide personnel to support reception, warehousing, bulk distribution, and other operations as requested by the Logistics Section of the EOC</li> <li>• Provide logistical support for and assist with staging of resources as available</li> </ul>

All Charlottesville-UVA-Albemarle Departments and Agencies	
Phase	Responsibilities
	<ul style="list-style-type: none"> <li>Identify staffing or POCs for various Logistics Sections at the EOC</li> <li>Maintain proper documentation</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>Provide available resources as requested</li> <li>Restock internal inventories, as needed</li> <li>Assist in the recovery, demobilization and disposal of event-related materials</li> </ul>

American Red Cross	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>Establish contracts, MOUs, and MAAs with other NGOs, private vendors, and government agencies to provide material and financial support during a disaster or emergency</li> <li>Develop internal agency plans and procedures</li> </ul>
Response	<ul style="list-style-type: none"> <li>Provide resources as requested by the Incident Commander or EOC Manager</li> <li>Provide assistance to departments and agencies in locating resource and service providers</li> <li>Provide generator support as requested</li> <li>Provide personnel to support Bulk Distribution, Warehousing, FSI, Logistics, and other operations as requested by the Logistics Section of the EOC</li> <li>Provide logistical support for, and assist with staging of resources, as available</li> <li>Identify staffing or POCs for various Logistics Sections at the EOC</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>Provide long-term resources as requested</li> <li>Provide assistance to departments and agencies in locating resource providers, as requested</li> <li>Restock internal inventories as necessary</li> <li>Provide generator support as requested</li> <li>Manage and track requests for outside resources submitted to the EOC</li> </ul>

Office of Emergency Management	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>Coordinate personnel, equipment, supplies and other resources to assist in resource management operations</li> <li>Assist with the development and maintenance of a resource management plan</li> </ul>

Office of Emergency Management	
Phase	Responsibilities
	<ul style="list-style-type: none"> <li>• Submit Requests for Assistance through the Virginia Emergency Operations Center Logistics Section for resources that are beyond the region’s capacity to provide</li> <li>• Provide the ESF #7 coordinating agencies with frequent updates during resource management operations</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Coordinate personnel, equipment, supplies and other resources to assist in resource management operations</li> <li>• Submit Requests for Assistance through the Virginia Emergency Operations Center Logistics Section for resources that are beyond the region’s capacity to provide</li> <li>• Provide the ESF #7 coordinating agencies with frequent updates during resource management operations</li> <li>• Restock commodities and supplies consumed during the emergency response, as necessary</li> <li>• Assist in the recovery and disposal of event-related materials</li> </ul>

Volunteer Organizations	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Provide resources as requested by the Incident Commander or EOC Manager</li> <li>• Provide volunteers to support bulk distribution, warehousing, logistics management, and other operations as requested by the Logistics Section of the EOC</li> <li>• Provide logistical support for, and assist with staging of resources</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Provide available resources as requested</li> <li>• Restock internal inventories, as needed</li> <li>• Assist in the recovery, demobilization and disposal of event-related materials</li> </ul>

## 5. SUPPORTING DOCUMENTS

- Albemarle County Purchasing Manual
- Albemarle County Contracts
- American Red Cross MOUs / MAAs
- American Red Cross Contracts
- American Red Cross Central Virginia Chapter EOP
- City of Charlottesville Emergency Procurement Procedures
- City of Charlottesville Contracts
- UVA Procurement and Supplier Diversity Services MOUs / MAAs
- UVA Procurement and Supplier Diversity Services Contracts

# ESF #8: Public Health & Medical Services

Coordinating Agencies	Cooperating Agencies
<ul style="list-style-type: none"> <li>• Charlottesville-Albemarle Health Department</li> <li>• Sentara Martha Jefferson Hospital</li> <li>• University of Virginia Health System</li> <li>• Regional Emergency Medical Services</li> </ul>	<ul style="list-style-type: none"> <li>• Albemarle County Public Schools</li> <li>• American Red Cross</li> <li>• Charlottesville City Public Schools</li> <li>• Emergency Medical Services</li> <li>• Jurisdictional/Agency Law Enforcement</li> <li>• Office of the Chief Medical Examiner</li> <li>• Region 10 Community Services Board</li> <li>• Regional Healthcare Coordination Center (Northwest Region)</li> <li>• Thomas Jefferson Medical Reserve Corps</li> </ul>

## 1. MISSION AND SCOPE

### A. MISSION

Provide health and medical care services in preparation for, response to, or in the aftermath of an incident.

### B. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #8 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in public health and medical services required to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Medical services
- Disaster behavioral health services and crisis intervention
- Public health services
  - Sanitation and food safety
- Fatality management and mortuary services
- Mass prophylaxis
- Preventing and controlling epidemics

## 2. POLICIES

- All emergency response and recovery operations coordinated by ESF #8 will be conducted in accordance with the National Incident Management System (NIMS).
- The coordinating agencies will actively engage their cooperating agencies in ESF #8-related preparedness activities, such as planning, training, and exercises, to ensure an effective response.

- ESF #8 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, expansion or improvement of operations and securing of necessary manpower, materials, and services.
- All licensed healthcare agencies, including prisons and jails are responsible for developing and implementing preparedness plans to maintain services for their patients and/or residents. These plans should include contingencies for shelter in place and evacuation needs.
- The coordinating agencies will actively engage key non-governmental stakeholders, including the private medical provider community and other partners, including the public, in ESF #8-related preparedness activities as needed.
- ESF #8 will utilize various information sources, including the Virginia Hospital and Healthcare Alerting and Status System (VHASS) , surveillance data, and on-the-ground assessments as needed, to determine the public health and medical impact of a disaster or emergency, and will monitor for incident-related threats to public health.
- ESF #8 is responsible for preparing to provide health and medical care for populations with access and functional needs, including those with communication or mobility limitations, and those who present themselves accompanied by service animals.
- ESF #8 is responsible for coordinating medically managed transportation assets.
- ESF #8 will enhance the common operating picture by providing information to critical recipients, including the EOC and ESF #15, on the public health and medical impact of and response to disasters and emergencies.
- ESF #8 will maintain documentation for financial reimbursement.

### **3. CONCEPT OF OPERATIONS**

- The Emergency Management Coordinator monitors incidents and threats to the region and will notify the coordinating agencies of incidents impacting or potentially impacting public health and medical services.
- The Charlottesville-Albemarle Health Department, Sentara Martha Jefferson Hospital, and the University of Virginia Health System directly monitor emerging infectious diseases and communicable diseases that pose a threat to the community and will notify the Emergency Management Coordinator and cooperating agencies of potential threats to the public health.
- The Coordinating Agencies will notify the Emergency Management Coordinator of potential radiological, biological, or chemical incidents detected by first responders, EMS, or hospital clinicians.
- The University of Virginia Health System, Sentara Martha Jefferson Hospital, and/or Regional Emergency Services will notify the Emergency Management Coordinator of Mass Casualty Incidents.
- Due to the complexity of the region, the Charlottesville-Albemarle Health Department, University of Virginia Health System, and Sentara Martha Jefferson Hospital will work jointly to coordinate ESF #8 activities. The coordinating agencies will contact cooperating agencies and organizations as necessary to collect and disseminate additional information.
- As an incident or threat specific to the public health (i.e. emerging infectious disease, novel strain of influenza, etc.) escalates, the coordinating agencies will convene an ESF #8 Joint Policy and Information Group to develop and issue guidance, protocols, and procedures to cooperating agencies, the EOC, and ESF #15.
- Upon activation of the EOC, the coordinating agency will provide representation to the EOC to coordinate public health and medical services requirements and issues.

- Once the EOC is activated, all requests for public health and medical services support by other regional departments and agencies will be submitted to the EOC for coordination, validation, and/or action.
- The coordinating agencies will interact with the VHASS to obtain information on the status of the healthcare infrastructure and related issues.
- ESF #8 will facilitate the provision of public health and medical services to support emergency operations:
  - Assuring the continuance of medical care services and the availability of medical supplies
  - Providing measures for communicable disease prevention and control (disease surveillance, investigation, containment, and coordination of public messaging)
  - Assessing behavioral health needs following disasters and providing intervention to minimize harmful stress levels for both the general public and responder communities
  - Dispensing of Strategic National Stockpile materials and countermeasures
- Providing public health support to all other ESF groups.
- ESF #8 will provide emergency public health services in accordance with the priorities and objectives of the State Health Commissioner.
- Coordination activities will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

#### 4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures</li> <li>• Train staff and volunteers for emergency assignments</li> <li>• Participate in planning, training, and exercises</li> <li>• Develop and maintain agency internal notification roster</li> <li>• Develop and maintain inventory of agency resources</li> <li>• Assist in resolving ESF #8 after-action issues</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide representative(s) to the EOC when ESF #8 is activated</li> <li>• Maintain a timely information flow to the EOC of all critical information</li> <li>• Maintain records of costs and expenditures</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Submit records of costs and expenditures for necessary reimbursement</li> <li>• Participate in ESF #8 after-action review</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• As appropriate, identify opportunities to mitigate the impact of future incidents</li> <li>• Implement identified mitigation actions</li> </ul>

Charlottesville-Albemarle Health Department	
Phase	Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Establish memorandums of agreement (MOAs) with partners as needed for the distribution of medical countermeasures</li> </ul>

Charlottesville-Albemarle Health Department	
Phase	Responsibilities
	<ul style="list-style-type: none"> <li>• Ensure protection of vital records for continuity of operations</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Coordinate activities with cooperating agencies</li> <li>• Coordinate the distribution of medical countermeasures through established networks (i.e. closed points of dispensing)</li> <li>• Conduct mass prophylaxis operations at points of dispensing and alternative dispensing sites</li> <li>• Coordinate medical resources acquisition and management</li> <li>• Coordinate situational assessment of the healthcare infrastructure, services, and medical needs</li> <li>• In conjunction with the Office of the Chief Medical Examiner, coordinate mass fatality management and mortuary services</li> <li>• Provide emergency public health services</li> <li>• Conduct disease surveillance, investigations, and control</li> <li>• Facilitate access to laboratory services and technical expertise provided by the Division of Laboratory Services (DCLS)</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Monitor for threats to public health identified during damage assessment activities</li> <li>• Provide public health services</li> <li>• Conduct disease surveillance, investigations, and control</li> <li>• Coordinate ongoing situational assessment of the healthcare infrastructure, services, and medical needs</li> </ul>

University of Virginia Health System	
Phase	Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Establish MOAs with partners as needed for the distribution of medical countermeasures</li> <li>• Conduct Hazard Vulnerability Assessments</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Coordinate activities with supporting agencies</li> <li>• Establish and staff University of Virginia Hospital Command Center (HCC)</li> <li>• Coordinate with the Charlottesville-UVA-Albemarle Emergency Communications Center (ECC) to implement the Thomas Jefferson Emergency Medical Services (TJEMS) Council policy to regulate appropriate patients to alternate facilities until further directed</li> <li>• Provide information on the status of the medical infrastructure, facilities, and medical needs</li> <li>• Jointly coordinate with Sentara Martha Jefferson Hospital, the Regional Healthcare Coordination Center (RHCC), and the Charlottesville-UVA-Albemarle ECC for inter-hospital patient movements, transfers, and tracking</li> <li>• Coordinate with the RHCC and the local EOC for equipment and medical supply requests</li> <li>• Jointly with Sentara Martha Jefferson Hospital and Charlottesville-Albemarle Health Department create and disseminate regional medical treatment and infection</li> </ul>

University of Virginia Health System	
Phase	Responsibilities
	<p>control protocols, based on coordinated guidance, when available, from the Virginia Department of Health</p> <ul style="list-style-type: none"> <li>• Jointly with the Charlottesville-Albemarle Health Department and the RHCC coordinate hospital requests for Strategic National Stockpile, Vendor Managed Inventory, and VDH resources</li> <li>• Assist in the coordination of mass fatality management and mortuary services</li> <li>• Assist with disease surveillance</li> <li>• Coordinate with the Thomas Jefferson Medical Reserve Corps Unit to integrate MRC volunteers into Health System response operations</li> </ul>

Sentara Martha Jefferson Hospital	
Phase	Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Establish memorandums of agreement (MOAs) with partners as needed for the distribution of medical countermeasures</li> <li>• Conduct Hazard Vulnerability Assessments</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Coordinate activities with cooperating agencies</li> <li>• Establish and staff Sentara Martha Jefferson Hospital Command Center (HCC)</li> <li>• Coordinate with the Charlottesville-UVA-Albemarle Emergency Communications Center (ECC) to implement the TJEMS policy to receive appropriate patients</li> <li>• Provide information on the status of the medical infrastructure, facilities, and medical needs</li> <li>• Jointly coordinate with the University of Virginia Health System, the Regional Healthcare Coordination Center (RHCC), and the Charlottesville-UVA-Albemarle ECC for inter-hospital patient movements, transfers, and tracking</li> <li>• Coordinate with the RHCC and the local EOC for equipment and medical supply requests</li> <li>• Jointly with University of Virginia Health System and Charlottesville-Albemarle Health Department create and disseminate regional medical treatment and infection control protocols, based on coordinated guidance, when available, from the Virginia Department of Health</li> <li>• Jointly with the Charlottesville-Albemarle Health Department and the RHCC coordinate hospital requests for Strategic National Stockpile, Vendor Managed Inventory, and VDH resources</li> <li>• Assist in the coordination of mass fatality management and mortuary services.</li> <li>• Assist with disease surveillance</li> <li>• Record costs and expenditures and submit to the Finance/Administration Section of the EOC</li> </ul>

Albemarle County Public Schools	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Provide facilities and amenities for Points-of-Dispensing (POD) Operations</li> <li>• Provide support for POD Operations                             <ul style="list-style-type: none"> <li>○ building access and management</li> <li>○ access to tables and chairs</li> <li>○ access to pre-identified rooms/spaces needed for POD Operations</li> <li>○ access to the internet and a fax machine</li> </ul> </li> <li>• Transportation</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Support POD demobilization</li> </ul>

American Red Cross	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Provide mental health services</li> <li>• Provide psychological first aid services</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Provide mental health services</li> <li>• Provide critical incident stress management services</li> </ul>

Charlottesville City Public Schools	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Provide facilities and amenities for Points-of-Dispensing (POD) Operations</li> <li>• Provide support for POD Operations                             <ul style="list-style-type: none"> <li>○ building access and management</li> <li>○ access to tables and chairs</li> <li>○ access to pre-identified rooms/spaces needed for POD Operations</li> <li>○ access to the internet and a fax machine</li> </ul> </li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Support POD demobilization</li> </ul>

Jurisdictional/Agency Law Enforcement	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Provide assistance in victim identification</li> <li>• Coordinate and ensure security at mass dispensing sites</li> <li>• Provide security for the Strategic National Stockpile</li> </ul>

Office of the Chief Medical Examiner	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Coordinate with lead investigating authority to document, collect, and recover the deceased</li> <li>• Assist in technical decontamination of the deceased as required</li> <li>• Determine the nature and extent of injuries</li> <li>• Provide technical assistance in requesting Disaster Mortuary Operation Response Teams (DMORT)</li> <li>• Assist in the transportation, storage, and recovery of forensic and physical evidence</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• As needed provide expert testimony in subsequent legal proceedings</li> </ul>

Region 10 Community Services Board	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Provide mental health services</li> <li>• Provide psychological first aid services</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Provide mental health services</li> <li>• Provide critical incident stress management services</li> </ul>

Regional Emergency Medical Services	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Disseminate list of agency resources</li> </ul>
Response	<ul style="list-style-type: none"> <li>• Provide emergency medical transportation as outlined in the TJEMS Protocol and TJEMS Mass Casualty Incident Plan</li> <li>• Provide emergency medical services/pre-hospital care</li> <li>• Emergent, unstable patient transport from incident scenes is the primary responsibility of jurisdictional emergency medical services.</li> <li>• Inter-facility or routine medically managed transport is the primary responsibility of private ambulance services.</li> </ul>

Regional Healthcare Coordination Center (Northwest Region)	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Provide guidance and assistance to regional hospitals in developing emergency plans</li> </ul>
Response	<ul style="list-style-type: none"> <li>• Coordinate with public health and healthcare agencies for equipment and medical supply requests</li> <li>• Provide information on the status of the medical infrastructure, facilities, and medical needs</li> </ul>

Regional Healthcare Coordination Center (Northwest Region)	
Phase	Responsibilities
	<ul style="list-style-type: none"> <li>• Activate and operate the coordination center based on the agreed upon NW Region Coordination Plan</li> <li>• Coordinate evacuation and/or shelter in place support to long-term care facilities licensed by VDH</li> <li>• Coordinate with EMS and other health providers on patient care capacity</li> <li>• Coordinate with the health department and medical community on community health and medical issues to provide strategies for increasing healthcare system capacity and capability required for the emergency response</li> </ul>

Thomas Jefferson Medical Reserve Corps	
Phase	Responsibilities
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide volunteer staffing for public health and medical services support</li> <li>• Provide volunteer staffing for mass dispensing operations</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Provide volunteer staffing for public health and medical services support</li> <li>• Demobilize operations</li> </ul>

## 5. SUPPORTING DOCUMENTS

- Northwest Region Healthcare Coalition Emergency Coordination Plan
- TJEMS Medical Guidelines
- TJEMS Mass Casualty Incident Plan
- TJHD Emergency Operations Plan to include the Mass Prophylaxis/Strategic National Stockpile Plan; Epidemiology Response Plan; and the Mass Fatality Management Plan
- TJHD/Planning District 10 Disaster Behavioral Health Response Plan
- UVA Health System Emergency Operations Plan – MCI and Surge Operations

# ESF #9: Search & Rescue

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Coordinating Agencies	Cooperating Agencies
<ul style="list-style-type: none"> <li>• Jurisdictional/Agency Police Departments</li> </ul>	<ul style="list-style-type: none"> <li>• Albemarle County Sheriff's Office</li> <li>• Fire and Rescue Departments</li> <li>• Civil Air Patrol</li> </ul>

## 1. MISSION AND SCOPE

### A. MISSION

Provide for coordination and effective use of search and rescue activities to assist people in potential or actual distress.

### B. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #9 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in search and rescue activities required to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Search and rescue operations
- Life-saving assistance

## 2. POLICIES

- All emergency response and recovery operations conducted under ESF# 9 will be in accordance with the National Incident Management System (NIMS) and Incident Command System (ICS).
- All agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks.
- ESF #9 coordinating and cooperating agencies will actively engage in planning, training, and exercises to ensure an effective operation upon activation.
- ESF #9 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, expansion or improvement of operations and securing of necessary manpower, materials, and services.
- ESF #9 will deploy any or all available resources, including trained personnel, facilities and appropriate equipment to locate and render necessary assistance to persons, aircraft and vessels in known jeopardy, or presumed to be in jeopardy.
- The lead agency during operations is dependent on the nature of the mission. For ground search operations, law enforcement is the lead. For collapsed structures, confined space, technical and water rescue, fire and rescue is the lead.

- ESF #9 will utilize available coordinating and cooperating agency capabilities.
- Statewide mutual aid or other outside resources beyond the existing automatic or standing mutual aid agreements already in place will be requested by ESF #9 through the EOC.
- ESF #9 will coordinate incoming mutual aid, state, and federal resources in support of search and rescue operations.
- ESF #9 will establish staging areas and logistical support bases for arriving mutual aid resources in coordination with all first response agencies.
- ESF #9 will serve as the coordination point for information collection regarding the status of search and rescue operations.
- ESF #9 will maintain documentation for financial reimbursement in accordance with the Financial Annex to this plan.

### **3. CONCEPT OF OPERATIONS**

- The coordinating agencies monitor incidents on a continuous basis and routinely respond to incidents and emergencies. Regardless of the cause or size of the incident, search and rescue operations are conducted to affect the rescue and/or recovery of:
  - Overdue, lost, missing, stranded, injured, or trapped persons
  - Overdue, missing, or downed aircraft
  - Overdue, missing, disabled, stranded, or sinking vessels
- Most incidents will be managed by the on-scene incident commander (IC) who establishes the on-scene incident command post (ICP). The incident command post will include a Command and General staff and section positions as appropriate for managing the operations. An Incident Action Plan is developed for each operational period. The ICP will provide situational briefings to department operations centers and to the EOC, if activated.
- In incidents with multi-agency and/or multi-jurisdictional involvement, a unified command will be established.
- Where multiple incident command posts are established, an area command should be established to oversee these multiple incidents and provide coordination support and ensure integration of agency administrator policies and procedures.
- In the event the size, scope, or complexity of the individual event(s) exceeds the capability of the local incident command post(s), an Incident Management Team may be requested to support the Area Command or incident command post(s).
- Upon activation of the EOC, the coordinating agencies will provide representation to address strategic level search and rescue priorities and issues.

## 4. RESPONSIBILITIES

<b>All Agencies</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures</li> <li>• Train staff for emergency assignments</li> <li>• Participate in planning, training, and exercises</li> <li>• Develop and maintain agency notification rosters</li> <li>• Develop and maintain inventory of resources</li> <li>• Assist in resolving ESF #9 after-action issues</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide representative(s) to the EOC when ESF #9 is activated</li> <li>• Maintain a timely information flow to the EOC of all critical information</li> <li>• Maintain records of costs and expenditures</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Submit records of costs and expenditures for necessary reimbursement</li> <li>• Participate in ESF #9 after-action review</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• As appropriate, identify opportunities to mitigate the impact of future incidents</li> <li>• Implement identified mitigation actions</li> </ul>

<b>Jurisdictional/Agency Police Departments</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Coordinate activities with cooperating agencies</li> <li>• Conduct ground search and rescue operations</li> <li>• Assist with water rescue, search and recovery</li> <li>• Provide for site access control</li> <li>• Provide traffic control and management</li> <li>• Provide security for search and rescue sites</li> <li>• Establish and operate staging areas, as necessary</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Provide staffing for on-going search and rescue operations</li> <li>• Demobilize operations</li> <li>• Record costs and expenditures and submit to the Finance/Administration Section of the EOC</li> </ul>

<b>Albemarle County Sheriff's Office</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Conduct wilderness search and rescue operations</li> <li>• Conduct electronic search (personal locating beacon, Project Lifesaver), both air and ground</li> <li>• Conduct urban search and rescue</li> </ul>

Albemarle County Sheriff's Office	
Phase	Responsibilities
	<ul style="list-style-type: none"> <li>• Assist with water rescue, search and recovery</li> <li>• Provide for site access control</li> <li>• Provide traffic control management</li> <li>• Provide security for search and rescue sites</li> <li>• Deploy Mobile Command Post for field operations as needed</li> <li>• Establish and operate staging areas, as necessary</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Provide staffing for on-going search and rescue operations</li> <li>• Demobilize operations</li> </ul>

Fire and Rescue Departments	
Phase	Responsibilities
<b>Response</b>	<ul style="list-style-type: none"> <li>• Conduct confined space search and rescue operations</li> <li>• Conduct collapsed structure search and rescue</li> <li>• Conduct trench search and rescue operations</li> <li>• Conduct water rescue, search and recovery</li> <li>• Assist with ground search and rescue operations</li> <li>• Provide emergency medical services</li> <li>• Establish and operate staging areas, as necessary</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Provide staffing for on-going search and rescue operations</li> <li>• Demobilize operations</li> </ul>

Civil Air Patrol	
Phase	Responsibilities
<b>Response</b>	<ul style="list-style-type: none"> <li>• Conduct airborne search and rescue</li> <li>• Conduct wilderness search and rescue</li> <li>• Conduct electronic search (emergency locating transponder, personal locating beacon, Project Lifesaver), both air and ground</li> <li>• Conduct urban search and rescue</li> <li>• Provide communications capabilities/assets VHF and HF, both air and ground, including airborne radio relay</li> <li>• Provide aerial survey, damage assessment, to include high resolution digital photography and the ability to take local officials aloft for aerial reconnaissance</li> <li>• Provide light air transport/air taxi for human blood or organs, equipment, or passengers, such as search and rescue dog teams</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Provide communications capabilities/assets VHF and HF, both air and ground, including airborne radio relay</li> </ul>

Civil Air Patrol	
Phase	Responsibilities
	<ul style="list-style-type: none"> <li>• Provide aerial survey, damage assessment, to include high resolution digital photography and the ability to take local officials aloft for aerial reconnaissance</li> <li>• Provide light air transport/air taxi for human blood or organs, equipment, or passengers, such as search and rescue dog teams</li> </ul>

## 5. SUPPORTING DOCUMENTS

- Albemarle County Sheriff’s Office MOUs, existing Mutual Aid Agreements
- Albemarle County Sheriff’s Office Search and Rescue Policy and Procedures
- Standardized Local Resource Alerting Procedures

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# ESF #10: Oil & Hazardous Materials

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Coordinating Agencies	Cooperating Agencies
<ul style="list-style-type: none"> <li>• Charlottesville Fire</li> <li>• Albemarle County Fire Rescue</li> </ul>	<ul style="list-style-type: none"> <li>• Albemarle County Department of Facilities and Environmental Services</li> <li>• Albemarle County Service Authority</li> <li>• Charlottesville Public Works/Utilities</li> <li>• Charlottesville-Albemarle Health Department</li> <li>• Jurisdictional/Agency Police Departments</li> <li>• Rivanna Water and Sewer Authority</li> <li>• UVA Environmental Health &amp; Safety</li> </ul>

## 1. MISSION AND SCOPE

### A. MISSION

Respond to oil and hazardous materials incidents through coordinated, multi-agency, multi-governmental response to address threats to the public health and welfare and/or the environment and its living resources.

### B. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #10 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in oil and hazardous materials release activities required to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Hazardous materials emergencies could occur from diverse sources including roadway and rail transportation incidents, aircraft accidents or fixed facility accidents, and intentional or illicit discharges.
- Responding to hazardous materials emergencies that occur with or without warning
- Responding to the incident in the initial phase without assistance from outside the jurisdiction. This includes notification and warning the public, evacuation and sheltering-in-place, immediate first aid and isolation of the scene.
- Ordering the evacuation or sheltering-in-place to protect portions of the City, County or University.
- Evaluating, monitoring, and advising on the potential for short and/or long term health, environmental, and economic effects resulting from the incident.

## 2. POLICIES

- This plan applies to any incident involving any substance identified as an oil or hazardous material particularly those hazardous materials identified in the Title III List of Lists, a consolidated list of chemicals subject to reporting under SARA Title III Section 302, Extremely Hazardous Substances, and Section 313, Toxic Chemicals, and CERCLA, Hazardous Substances.
- This plan applies to all local, state, and federal agencies and private organizations responding to a release or threat of release into the environment of an oil or hazardous material.
- Personnel will be properly trained in hazardous materials response to reduce risk to personnel.
- Emergency response personnel will be knowledgeable in the use of available resources.
- A facility involved in a hazardous materials incident will provide all information on a timely basis as required by SARA, Title III, Section 304.
- Fire Chief or their designee will assume command of all hazardous materials incidents.
- Contractual or mutual aid agreements will be implemented as appropriate.
- Communications will be established with ESF #5 and ESF #15.
- Records of costs and expenditures will be maintained and forwarded to the Finance/Administrative Section.

## 3. CONCEPT OF OPERATIONS

- All emergency response and recovery operations conducted under ESF #10 will be in accordance with the National Incident Management System (NIMS).
- ESF #10 coordinating and cooperating agencies will actively engage in planning, training, and exercises to ensure an effective operation upon activation.
- ESF #10 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, expansion or improvement of operations and securing of necessary manpower, materials, and services.
- ESF #10 will utilize available coordinating and cooperating agency capabilities.
- The level of response required for an incident is determined by:
  - Quantity, quality, and the toxic effects of the material involved in the release
  - Population and/or property threatened
  - Type and availability of protective equipment required for the released material
  - Consequences if no immediate action is taken.
- Depending on the threat posed by the incident, protective measures initiated for the safety of the public could include sheltering-in-place, evacuation and/or isolation of the contaminated environment.
- Coordination of each incident will be through the agencies hazardous materials officials in accordance with applicable policies and procedures.
- Due to the nature of hazardous materials incident, which can change with time, escalating the response or downgrading the response will take place as the situation dictates.
- ESF #10 at the EOC will provide direction and guidance to the field, coordinate incident command post requests for support from other regional agencies, and coordinate requests for state and federal resources through the Logistics Section at the EOC.
- ESF #10 at the EOC will provide briefings to the Policy Group on incident operations and issues.

## 4. RESPONSIBILITIES

<b>All Agencies</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures</li> <li>• Train staff for emergency assignments</li> <li>• Participate in oil and hazardous material response planning, training and exercises</li> <li>• Develop and maintain internal notification rosters</li> <li>• Develop and maintain inventory of resources</li> <li>• Assist in resolving ESF #10 after-action issues</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide representative to the EOC when ESF #10 is activated</li> <li>• Maintain a timely information flow to the EOC of all critical information</li> <li>• Maintain records of costs and expenditures</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Submit records of costs and expenditures for necessary reimbursement</li> <li>• Participate in ESF #10 after-action review</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• As appropriate, identify potential opportunities for reducing the impacts of future incidents</li> <li>• Implement identified mitigation actions</li> </ul>

<b>Fire and Rescue Departments</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Work with the Local Emergency Planning Committee on Hazardous Materials response planning</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Coordinate activities with supporting agencies</li> <li>• Provide for response and containment for oil and hazardous materials incidents</li> <li>• Communicate with potentially responsible parties to understand the hazard</li> <li>• Provide hazard identification</li> <li>• Determine need for evacuations and perform risk analysis</li> <li>• Determine need for reception centers and shelters</li> <li>• Manage decontamination of victims and responders</li> </ul>

<b>Albemarle County Facilities and Environmental Services</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide technical assistance, as related to environmental impacts and storm water management during oil and hazardous material responses</li> <li>• Provide assistance for evaluation and monitoring as related to environmental impacts and storm water management during oil and hazardous material responses</li> </ul>

Albemarle County Facilities and Environmental Services	
Phase	Responsibilities
Recovery	<ul style="list-style-type: none"> <li>• Provide technical assistance as related to environmental impacts and storm water management after oil and hazardous material responses</li> <li>• Provide assistance for evaluation and monitoring as related to environmental impacts and storm water management after oil and hazardous material responses</li> </ul>

Albemarle County Service Authority	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Provide technical assistance, as related to environmental impacts and storm water management during oil and hazardous material responses</li> <li>• Provide assistance for evaluation and monitoring as related to environmental impacts and storm water management during oil and hazardous material responses</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Provide technical assistance as related to environmental impacts and storm water management after oil and hazardous material responses</li> <li>• Provide assistance for evaluation and monitoring as related to environmental impacts and storm water management after oil and hazardous material responses</li> </ul>

Charlottesville-Albemarle Health Department	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Assist in providing guidance regarding the threat to human health posed by the release of the hazardous materials and recommend protective action measures</li> <li>• Assist in coordinating environmental health advisories</li> <li>• Evaluate and assess water and food supplies at incident sites</li> <li>• Assist in the surveillance and investigation for injuries and infectious diseases that may be a consequence of exposure to hazardous materials</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Support community post-incident environmental health risk assessment and development of abatement strategies</li> </ul>

Charlottesville Public Works/Utilities	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Provide technical assistance, as related to storm water management and natural gas events</li> <li>• Provide available construction and heavy equipment as related to storm water management</li> <li>• Provide engineering services</li> <li>• Provide assistance relating to long-term traffic issues</li> </ul>

Charlottesville Public Works/Utilities	
Phase	Responsibilities
	<ul style="list-style-type: none"> <li>• Provide environmental evaluation and monitoring as related to storm water management</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Provide environmental evaluation and monitoring as related to storm water management</li> <li>• Provide technical assistance, as related to storm water management and natural gas events</li> <li>• Provide environmental evaluation and monitoring as related to storm water management</li> <li>• Provide assistance relating to long-term traffic issues</li> </ul>

Jurisdictional/Agency Police Departments	
Phase	Responsibilities
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide support for traffic management</li> <li>• Provide support for evacuations, if required</li> <li>• Provide for site access and control, and security</li> <li>• Deploy Mobile Command Post for field operations when needed</li> <li>• Send agency representative to Unified Command if activated</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Provide for site access and control, and security</li> </ul>

Rivanna Water and Sewer Authority	
Phase	Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop plans and procedures in coordination with City, County and University partners for assisting with hazardous spill adsorption and clean-up within or a threat to water supply reservoirs operated by Authority, to include re-directing water supply operations or providing emergency supplemental or advanced treatment in the event of contamination of a water supply reservoir</li> <li>• Develop plans and procedures in coordination with Thomas Jefferson Health District and Virginia Department of Health for public notifications in the event of hazardous spill in water supply affecting public health</li> <li>• Develop and maintain plans and procedures for damage assessment of Authority owned structures and equipment</li> <li>• Maintain Virginia WARN membership</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Inventory quality status of potentially affected water supply reservoirs or river intake locations operated by Authority. Report critical service interruptions or significant threats to continued operation to coordinating agencies along with needs for EOC assistance</li> <li>• Institute means of event internal communications and communications with other coordinating and cooperative agencies</li> </ul>

<b>Rivanna Water and Sewer Authority</b>	
<b>Phase</b>	<b>Responsibilities</b>
	<ul style="list-style-type: none"> <li>• Assess and estimate costs of clean-up and/or damages at all Authority facilities; coordinate emergency functions necessary to maintain critical treated water supply</li> <li>• Coordinate through coordinating agencies press releases and other public information needed for drinking water, to include emergency conservation measures, boil water notices, or “do not drink” notices</li> <li>• Provide notices regarding Authority facilities to Virginia Department of Health as required by state and federal operating permits or regulations</li> <li>• Identify mutual aid requirements and initiate requests to coordinating agencies and Virginia WARN as appropriate</li> <li>• Maintain diaries of critical decisions and events and records of all costs associated with emergency</li> <li>• Identify needs for emergency water supply or emergency supplemental water treatment in coordination with Albemarle County Service Authority and City of Charlottesville Public Works</li> <li>• Establish laboratory sampling and testing procedures for the event in coordination with the Charlottesville Albemarle Health Department</li> <li>• Operate Moores Creek Laboratory and/or coordinate laboratory evaluation services through the Charlottesville Albemarle Health Department or contracted services as appropriate to maintain assessment of safety of treated water for public health</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Coordinate restoration of normal operation of Authority-operated reservoirs and facilities</li> <li>• Assist Albemarle County Service Authority and/or City of Charlottesville Public Works as resources are available and upon request</li> <li>• Reestablish inventory of materials and supplies as appropriate</li> <li>• Provide required damage assessment reporting and records of costs for state or Federal Emergency Management Agency reimbursement requests</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• Perform debrief assessment of emergency event, either internally or in coordination with other cooperative agencies, as appropriate</li> </ul>

<b>UVA Environmental Health &amp; Safety</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide technical assistance, as related to environmental during oil and hazardous material responses</li> <li>• Provide assistance for evaluation and monitoring as related to environmental impacts during oil and hazardous material responses</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Provide technical assistance, as related to environmental during oil and hazardous material responses</li> <li>• Provide assistance for evaluation and monitoring as related to environmental impacts during oil and hazardous material responses</li> </ul>

## **5. SUPPORTING DOCUMENTS**

- Charlottesville/Albemarle/UVA Emergency Communications Center Hazardous Materials Response Guidelines
- Decontamination Guidelines
- Medical Guidelines
- Hazmat General Guidelines
- Local Emergency Planning Committee (LEPC) Tier II Reports

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# ESF #11: Resource Protection

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Coordinating Agencies	Cooperating Agencies
<ul style="list-style-type: none"> <li>Office of Emergency Management</li> </ul>	<ul style="list-style-type: none"> <li>Albemarle County Facilities and Environmental Services</li> <li>Charlottesville-Albemarle Health Department</li> <li>Charlottesville/Albemarle Parks and Recreation</li> <li>Charlottesville/Albemarle Police Departments (Animal Control)</li> <li>Piedmont Regional Community Animal Response Team</li> <li>Rivanna Water and Sewer Authority</li> <li>UVA Office of the Architect</li> <li>UVA Facilities Management</li> <li>UVA Libraries (University of Virginia Library, Law Library, Health Sciences Library, Darden Library)</li> <li>VA Cooperative Extension</li> </ul>

## 1. MISSION AND SCOPE

### A. MISSION

Protect food safety, natural, agricultural, cultural resources and historic properties and resources. Support the welfare of household pets and livestock during an emergency response or evacuation situation.

### A. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #11 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in resource protection to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Animal welfare
- Food safety and security
- Natural resources preservation
- Cultural resources and historic properties protection and restoration

## 2. POLICIES

- All emergency response and recovery operations conducted under ESF #11 will be in accordance with the National Incident Management System (NIMS).
- ESF #11 coordinating and cooperating agencies will actively engage in planning, training, and exercises to ensure an effective operation upon activation.
- ESF #11 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, expansion or improvement of operations and securing of necessary manpower, materials, and services.
- ESF #11 activity will be directed toward satisfying the preservation of regional resources affected by the disaster.
- ESF #11 will utilize available coordinating and cooperating agency capabilities.
- ESF #11 operations will be in accordance with local, state and federal codes and policies.
- ESF #11 will serve as the coordination point for information collection regarding the status of resource protection and restoration operations.
- Documentation will be maintained as appropriate for reimbursement in accordance with Financial Annex to this plan.

## 3. CONCEPT OF OPERATIONS

- The Emergency Management Coordinator monitors incidents and threats to the region and will contact cooperating agencies and organizations as necessary to collect additional information.
- As an incident or threat escalates, the coordinating agency will issue notifications to cooperating agencies and agency emergency personnel in accordance with internally established protocols and checklists.
- Upon activation of the EOC, the coordinating agency will request representation at the EOC to coordinate resource protection requirements and issues.
- Once the EOC is activated, all requests for resource protection support by other regional departments and agencies will be submitted to the EOC for coordination, validation, and/or action.
- For animal welfare, Animal Control from the Charlottesville and Albemarle County Police Departments and volunteer agencies will support animal sheltering of household pets. Sheltering household pets will be conducted in coordination with ESF #6—Mass Care and Human Services. Service animals will shelter with their handler, as indicated in ESF #6. The VA Cooperative Extension office will provide technical assistance for livestock owners.
- For food safety and security, the Health Department conducts food safety surveillance to identify food emergencies. If a criminal act is suspected, the incident will be referred to the police. Any food safety threats with public health implications will be coordinated with ESF #8—Public Health and Medical Services and relevant state and federal departments and agencies will be engaged. Coordinating and cooperating agencies will work together to ensure that unsafe foods are removed from shelves. Restaurants, wholesale and grocery stores, schools, and other businesses that produce and distribute food or meals will be notified immediately in case of suspicious food outbreaks.
- For natural resource preservation, Charlottesville and Albemarle Departments of Parks and Recreation coordinate activities to preserve natural resources with the support of Albemarle County Facilities and Environmental Services, Rivanna Water and Sewer Authority and VA Cooperative Extension. Efforts will focus on natural heritage resource protection, air and water

quality protection, forest protection, crop and livestock protection and endangered plant, animal and insect species protection.

- For cultural resources and historic properties, the UVA Office of the Architect, UVA Facilities Management, and UVA Libraries coordinate activities to preserve cultural resources and historic properties with the support of various non-profit and community organizations to fulfill salvage needs to preserve historical artifacts and data. Historical structures are subject to special consideration during damage assessment. Guidance and direction will be received from state and federal agencies for the salvage of cultural materials and structural rehabilitation of historic sites during the recovery period.
- ESF #11 will ensure the necessary resources are secured to augment the recovery phase to completion.
- ESF #11 agencies will document costs of operations and submit to the EOC Finance/Administration Section for the purposes of reimbursement.
- ESF #11 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

#### 4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures</li> <li>• Train staff and volunteers for emergency assignments</li> <li>• Participate in planning, training, and exercises</li> <li>• Develop and maintain internal notification roster</li> <li>• Develop and maintain inventory of resources</li> <li>• Assist in resolving ESF #11 after-action issues</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide representative(s) to the EOC when ESF #11 is activated</li> <li>• Maintain a timely information flow to the EOC of all critical information</li> <li>• Maintain records of costs and expenditures</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Provide available assets to support recovery activities</li> <li>• Provide required damage assessment reporting and records of costs for state or Federal Emergency Management Agency reimbursement requests</li> <li>• Submit records of costs and expenditures</li> <li>• Work with FEMA/VDEM representatives in preparing claims</li> <li>• Participate in ESF #11 after-action review</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• As appropriate, identify potential opportunities for mitigating the impacts of future incidents</li> <li>• Implement identified mitigation actions</li> </ul>

Office of Emergency Management	
Phase	Responsibilities
<b>Response</b>	<ul style="list-style-type: none"> <li>• Coordinate activities with cooperating agencies</li> <li>• Establish resource protection priorities</li> </ul>

Office of Emergency Management	
Phase	Responsibilities
	<ul style="list-style-type: none"> <li>Communicate resource needs to the Logistics Section</li> <li>Determine need for emergency resource protection actions, based on input from cooperating agencies</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>Establish resource restoration priorities</li> </ul>

County of Albemarle Department of Facilities and Environmental Services	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>Provide available resources as requested</li> <li>Coordinate emergency repairs to local government facilities</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>Assess damage to local government facilities</li> <li>Coordinate repairs to local government facilities</li> </ul>
Mitigation	<ul style="list-style-type: none"> <li>Participate in the Thomas Jefferson Planning District Commission (TJPDC) development of the Regional Hazard Mitigation Plan</li> </ul>

Charlottesville/Albemarle Health Department	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>Prioritize areas impacted by a disaster for food safety inspections</li> <li>Coordinate and communicate with the Virginia Department of Agriculture and Consumer Services (VDACS) regarding potential public health threats</li> <li>Coordinate with Charlottesville and Albemarle Animal Control regarding animal bites at any DSS run shelters</li> </ul>

Charlottesville/Albemarle Parks and Recreation	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>Coordinate the response, recovery and restoration of parks and natural areas that are affected by a disaster event</li> </ul>

Charlottesville/Albemarle Police Departments (Animal Control)	
Phase	Responsibilities
Response	Coordinate the sheltering of household animals and livestock

Piedmont Regional Community Animal Response Team	
Phase	Responsibilities
Preparedness	Conduct education and training for livestock and small animal protection
Response	Provide volunteers to support the sheltering of household animals and protection of livestock

UVA Facilities Management	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>Provide preservation, technical, and structural management advice to help assess damage to and appropriate treatment to protect, conserve, rehabilitate, restore or mitigate damage to historic resources in the event of an emergency</li> </ul>

UVA Office of the Architect	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>Provide preservation, and technical advice to help assess damage to and appropriate treatment to protect, conserve, rehabilitate, restore or mitigate damage to historic resources in the event of an emergency</li> </ul>

UVA Libraries	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>Provide preservation, technical, and archival management advice to help secure and prevent or minimize loss of resources pertaining to documentary and archival records and historical documents</li> <li>Provide preservation, technical, and archival management advice for stabilization, security, logistics, and contracting for recovery services of damaged resources pertaining to documentary and archival records and historical documents</li> </ul>

Rivanna Water and Sewer Authority	
Phase	Responsibilities
Preparedness	Maintain Virginia WARN membership
Response	<ul style="list-style-type: none"> <li>Inventory quality status of potentially affected water supply reservoirs or river intake locations operated by Authority. Report significant threats to continued operation to coordinating agencies along with needs for EOC assistance</li> <li>Institute means of event internal communications and communications with other coordinating and cooperative agencies</li> <li>Assess and estimate costs of clean-up and/or damages at all Authority facilities; coordinate emergency functions necessary to maintain critical treated water supply</li> </ul>

<b>Rivanna Water and Sewer Authority</b>	
<b>Phase</b>	<b>Responsibilities</b>
	<ul style="list-style-type: none"> <li>• Provide notices regarding Authority facilities to Virginia Department of Health as required by state and federal operating permits or regulations</li> <li>• Identify mutual aid requirements and initiate requests to coordinating agencies and Virginia WARN as appropriate</li> <li>• Maintain logs of critical decisions and events and records of all costs associated with emergency</li> <li>• Identify needs for emergency water supply or emergency supplemental water treatment in coordination with Albemarle County Service Authority and City of Charlottesville Public Works</li> <li>• Establish laboratory sampling and testing procedures for the event in coordination with Albemarle County Fire and Rescue</li> <li>• Operate Moores Creek Laboratory and/or coordinate laboratory evaluation services through regional HazMat team or contracted services as appropriate to maintain assessment of safety of treated water for public health</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Coordinate restoration of normal operation of Authority-operated reservoirs and facilities</li> <li>• Assist Albemarle County Service Authority and/or City of Charlottesville Public Works as resources are available and upon request</li> <li>• Reestablish inventory of materials and supplies as appropriate</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• Update emergency plans and procedures as appropriate</li> </ul>

<b>VA Cooperative Extension</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Conduct education and training for livestock and small animal protection</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Assess agricultural damage, including designating representatives to serve as members of damage assessment teams</li> <li>• Communicate with the agricultural community on protective actions and measures</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Assist in agricultural disaster declaration process</li> </ul>

## 5. SUPPORTING DOCUMENTS

- VA Extension Offices agricultural SOPs
- Standard Agriculture Damage Assessment Forms
- Library-specific Emergency Response Plans
- Environmental Health Response Plan
- Charlottesville-Albemarle Animal Care and Control Plan

# ESF #12: Energy

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## Coordinating Agencies

- UVA Facilities Management
- Albemarle County Service Authority
- Charlottesville Public Works

## 1. MISSION AND SCOPE

### A. PURPOSE

Coordinate the restoration of damaged energy systems and components during an emergency situation.

### B. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #12 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in providing energy to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Collect, evaluate, and share information on the status of energy systems
- Estimate the impact of energy system outages on the community
- Energy industry utilities coordination
- Prioritize facilities and infrastructure so that power may be restored or other energy supplies may be provided
- Provide information concerning the energy restoration process such as:
  - Projected schedules
  - Percent completion of restoration
  - Determine schedule for reopening facilities

## 2. POLICIES

- All emergency response and recovery operations conducted under ESF #12 will be in accordance with the National Incident Management Systems (NIMS).
- ESF #12 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, expansion or improvement of operations and securing of necessary manpower, materials, and services.
- ESF #12 will establish and maintain contacts with appropriate private sector representatives to obtain information on energy facilities and distribution systems and the status of restoration.
- The coordinating agency will identify restoration priorities during the preparedness phase.
- ESF #12 will serve as the coordination point for information collection regarding the status of energy infrastructure, services, and restoration operations.

- Documentation will be maintained as appropriate for reimbursement in accordance with Financial Annex to this plan.

### 3. CONCEPT OF OPERATIONS

- The Emergency Management Coordinator monitors incidents and threats to the region and will notify the coordinating agencies of incidents impacting or potentially impacting the energy systems and infrastructure. The coordinating agencies will contact cooperating agencies and organizations as necessary to collect additional information.
- As an incident or threat escalates, the coordinating agency will issue notifications to affiliated organizations, and agency emergency personnel in accordance with established protocols and checklists.
- Upon activation of the Emergency Operations Center (EOC), the coordinating agency will provide representation to collect information on the status of the energy facilities and distribution systems.
- ESF #12 will establish and maintain contacts with private sector representatives to obtain information on energy facilities and distribution systems and the status of restoration. Private sector partners include:
  - Dominion Power
  - Central Virginia Electric Cooperation
  - Appalachian Power Company
  - Rappahannock Electric Company
  - Fuel suppliers
  - Natural gas suppliers
- The coordinating agency will monitor restoration operations and provide status updates to ESF #5 each operational period.
- The coordinating agency will work with the cooperating agencies to identify restoration priorities based on critical public safety and infrastructure issues. To the extent possible, priority for restoration will be given to hospitals and critical government services.
- The restoration of normal operations of energy facilities and distribution systems is the primary responsibility of the infrastructure owners. However, since restoration of normal operations is critical to the recovery process, ESF #12 through the EOC, may provide assistance as feasible to expedite the restoration process.
- As necessary, ESF #12 may assist in identifying alternate supply sources for fuel to meet emergency needs of county owned assets.
- ESF #12 agencies will document costs of operations and submit to the EOC Finance/Administration Section for the purposes of reimbursement.
- ESF #12 operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

## 4. RESPONSIBILITIES

<b>All Agencies</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures</li> <li>• Train staff for emergency assignments</li> <li>• Participate in planning, training, and exercises</li> <li>• Develop and maintain internal notification roster</li> <li>• Develop and maintain inventory of resources</li> <li>• Assist in resolving ESF #12 after-action issues</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide representative(s) to the EOC when ESF #12 is activated</li> <li>• Maintain a timely information flow to the EOC of all critical information</li> <li>• Maintain records of costs and expenditures</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Provide available assets to support recovery activities</li> <li>• Provide required damage assessment reporting and records of costs for state or Federal Emergency Management Agency reimbursement requests</li> <li>• Submit records of costs and expenditures</li> <li>• Work with FEMA/VDEM representatives in preparing claims</li> <li>• Participate in ESF #12 after-action review</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• As appropriate, identify potential opportunities for mitigating the impacts of future incidents</li> <li>• Implement identified mitigation actions</li> </ul>

<b>UVA Facilities Management</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Coordinate activities with other coordinating agencies</li> <li>• Provide damage assessments, outage information, safe drinking water assessments and estimates for restoration of UVA utilities to the EOC</li> <li>• Recommend utility conservation actions to the EOC, as dictated by the situation</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Deploy UVA Facilities Management Damage Assessment Team to determine possible causes of loss, extent of damage, and plans for recovery</li> </ul>

<b>Albemarle County Service Authority</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Coordinate activities with other coordinating agencies</li> <li>• Collect and distribute information related to energy supply, infrastructure, and restoration</li> <li>• Collect, analyze, and distribute information related to the impact of lost energy supply on safe drinking water</li> </ul>

Albemarle County Service Authority	
Phase	Responsibilities
	<ul style="list-style-type: none"> <li>Collect, analyze, and distribute information related to the impact of lost energy supply on environment due to sewer discharges</li> <li>Maintain information on the status of fuel supplies and distribution</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>Monitor the status of fuel and energy infrastructure restoration</li> </ul>

Charlottesville Public Works	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>Coordinate activities with other coordinating agencies</li> <li>Collect and distribute information related to energy supply, infrastructure, and restoration</li> <li>Maintain information on the status of fuel supplies and distribution</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>Monitor the status of fuel and energy infrastructure restoration</li> </ul>

## 5. SUPPORTING DOCUMENTS

- Warren System
- Partnerships
- SOPs

# ESF #13: Public Safety & Security

## Coordinating Agencies

- University Police Department
- Charlottesville Police Department
- Albemarle County Police Department

## Cooperating Agencies

- Albemarle County Sheriff Department
- Charlottesville Sheriff Department
- Virginia State Police

## 1. MISSION AND SCOPE

### A. MISSION

Integrate regional public safety and security capabilities and resources to support the full range of incident management activities associated with potential or actual incidents.

### B. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #13 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in public safety and security activities required to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Facility and resource security
- Security planning and technical resource assistance
- Public safety and security support
- Support to access, traffic, and crowd control

## 2. POLICIES

- All emergency response and recovery operations conducted under ESF #13 will be in accordance with the National Incident Management System (NIMS).
- This annex does not usurp or override the policies or mutual aid agreements of any local government, private sector law enforcement agency, or federal agency. The mutual aid Agreements between other law enforcement agencies will stand alone on their own merit and agreement.
- ESF #13 agencies will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks.
- ESF #13 coordinating and cooperating agencies will actively engage in planning, training, and exercises to ensure an effective operation upon activation.
- ESF #13 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, expansion or improvement of operations and securing of necessary manpower, materials, and services.

- ESF #13 activity will be directed toward satisfying the needs of responding agencies requiring public safety and security to perform their assigned disaster missions.
- ESF #1 will utilize available coordinating and cooperating agency capabilities.
- The coordinating agencies facilitate coordination among cooperating agencies to ensure that communication and coordination processes are consistent with stated incident management missions and objectives.
- ESF #13 will serve as the coordination point for information collection regarding the status of public safety and security operations.
- Documentation will be maintained as appropriate for reimbursement in accordance with Financial Annex to this plan.

### **3. CONCEPT OF OPERATIONS**

- The coordinating agencies monitor incidents on a continuous basis and routinely respond to incidents and emergencies. Most incidents will be managed by the on-scene incident commander (IC) who establishes the on-scene incident command post.
- The incident command post will include a Command and General staff and section positions as appropriate for managing the operations. An Incident Action Plan is developed for each operational period. The ICP will provide situational briefings to department operations centers and to the EOC, if activated.
- In the event of an emergency or disaster the regional law enforcement agencies will coordinate a unified response utilizing governing agencies procedural policies and the Charlottesville-UVA-Albemarle Emergency Operations Plan.
- Where multiple incidents command posts are established, an area command should be established to oversee these multiple incidents and provide coordination support and ensure integration of agency administrator policies and procedures.
- In the event the size, scope, or complexity of the individual event(s) exceeds the capability of the local incident command post(s), an Incident Management Team may be requested to support the Area Command or incident command post(s).
- As an incident or threat escalates or the initial event has resulted in multiple emergencies, coordinating agencies may activate their department operations centers.
- The primary function of the department operations center will be to monitor the situation and ensure that continuity of field operations (other than the incident) and service to the community are maintained.
- Upon activation of the EOC, the coordinating agencies will provide representation to address strategic level public safety and security requirements, and issues.
- ESF #13 at the EOC will provide direction and guidance to the department operations centers(s), coordinate incident command post requests for support from other regional departments and agencies, and assist with requests for state and/or federal resources through the EOC.
- ESF #4 at the EOC will provide briefings to the policy group on incident operations and agency activities and issues.

## 4. RESPONSIBILITIES

<b>All Agencies</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures</li> <li>• Train staff for emergency assignments</li> <li>• Participate in planning, training, and exercises</li> <li>• Develop and maintain internal notification roster</li> <li>• Develop and maintain inventory of resources</li> <li>• Assist in resolving ESF #13 after-action issues</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide representative to the EOC when ESF #13 is activated</li> <li>• Maintain a timely information flow to the EOC of all critical information</li> <li>• Maintain records of costs and expenditures</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Submit records of costs and expenditures for necessary reimbursement</li> <li>• Participate in ESF#13 after-action review</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• As appropriate, identify potential opportunities for mitigating the impacts of future incidents</li> <li>• Implement identified mitigation actions</li> </ul>

<b>Charlottesville, Albemarle, University Police Departments</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Coordinate activities with cooperating agencies</li> <li>• Request and coordinate cooperative agency response</li> <li>• Conduct public safety and security disaster impact and needs assessment and prioritize ESF#13 operational objectives in alignment with the EOC action plan</li> <li>• Provide site control and security</li> <li>• Provide traffic control and access control</li> <li>• Coordinate security for designated areas</li> <li>• Assist Fire and Rescue departments with evacuations and the coordination of needed equipment to support this effort</li> <li>• Assist in coordinating appropriate citizenry notification along with media response</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Provide traffic control and access control</li> <li>• Coordinate security for designated areas</li> <li>• Ensure damage assessment is conducted and properly documented</li> <li>• Seek reimbursement or other appropriate relief in which the region may be entitled to</li> </ul>

<b>Charlottesville and Albemarle County Sheriff's Office</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide security at shelter facilities</li> </ul>

Charlottesville and Albemarle County Sheriff's Office	
Phase	Responsibilities
	<ul style="list-style-type: none"> <li>Identify shelter locations if the inmates at the Charlottesville-Albemarle regional jail need to be relocated</li> <li>Provide care and security of inmates in detention centers, as well as those to be relocated</li> <li>Support requests for public safety and security that are within the parameters of other operational commitments, existing agreements, protocols, and statutes as far as possible</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>Provide security at shelter facilities</li> <li>Support requests for public safety and security that are within the parameters of other operational commitments, existing agreements, protocols, and statutes as far as possible</li> </ul>

Virginia State Police	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>Provide personnel, equipment, supplies, and other resources needed to assist in public safety and security activities</li> <li>Staff control points and roadblocks to expedite traffic to reception centers and prevent re-entry to evacuated sites</li> <li>Support requests for public safety and security that are within the parameters of other operational commitments, existing agreements, protocols, and statutes as far as possible</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>Support requests for public safety and security that are within the parameters of other operational commitments, existing agreements, protocols, and statutes as far as possible</li> </ul>

## 5. SUPPORTING DOCUMENTS

- Regional MOUs
- Coordinating Agencies Governing Policies and Procedures (to be identified)

# ESF #14: Long Term Recovery & Mitigation

Coordinating Agencies	Cooperating Agencies
<ul style="list-style-type: none"> <li>• Office of Emergency Management</li> </ul>	<ul style="list-style-type: none"> <li>• Albemarle County Community Development</li> <li>• Charlottesville Neighborhood Development Services</li> <li>• Coordinating Agencies for each ESF</li> <li>• Jurisdictional/Agency Finance Departments</li> <li>• Jurisdictional/Agency Risk Management</li> <li>• UVA Facilities Management</li> <li>• Thomas Jefferson Planning District Commission</li> </ul>

## 1. MISSION AND SCOPE

### A. MISSION

Facilitate both short term and long term recovery following a disaster. Recovery efforts focus on how best to restore, redevelop, and revitalize the health, social, economic, natural, and environmental fabric of the community.

### B. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #14 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in long-term recovery and mitigation required to for the Charlottesville-UVA-Albemarle region to recovery from the disaster. Specifically, this ESF addresses:

- Analysis of the incident’s impact on the region
- Coordination of programs to assist in the comprehensive economic, social, and physical recovery and reconstruction of the community
- Analysis and review of mitigation program implementation

## 2. POLICIES

- All emergency response and recovery operations conducted under ESF #14 will be in accordance with the National Incident Management System (NIMS).
- ESF #14 coordinating and cooperating agencies will actively engage in planning, training, and exercises to ensure an effective operation upon activation.

- ESF #14 agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, expansion or improvement of operations and securing of necessary manpower, materials, and services.
- ESF #14 will utilize available coordinating and cooperating agency capabilities.
- ESF #14 encompasses the full range of services or resources to support comprehensive economic, social, and physical recovery and reconstruction for the whole community.
- ESF #14 will serve as the coordination point for information collection regarding the status of recovery and mitigation.
- Documentation will be maintained as appropriate for reimbursement in accordance with Financial Annex to this plan.

### 3. CONCEPT OF OPERATIONS

- The Emergency Management Coordinator monitors incidents and threats to the region and will notify the cooperating agencies of incidents impacting or potentially impacting the region.
- As an incident or threat escalates, the coordinating agencies will issue notifications to cooperating agencies and agency emergency personnel in accordance with internally established protocols and checklists.
- In general, recovery operations begin once conditions in the disaster area stabilize and the immediate danger posed by an event has passed.
- Once the ESF #14 is activated, cooperating agencies will evaluate, with input from regional departments and agencies, the potential long-term recovery issues and plan for action to move the community toward recovery.
- Recovery analysis and planning will focus on:
  - **Economic Recovery.** Gather, share, aggregate, and integrate economic impact data to assess economic issues and identify potential inhibitors to fostering stabilization of the affected communities.
  - **Health and Social Services.** Identify affected populations, groups, and key partners in recovery.
  - **Housing.** Assess preliminary housing impacts and pre- and post-disaster needs, identify available options for temporary housing, and support the local development of the plan for permanent housing.
  - **Infrastructure Systems.** Facilitate the restoration of and sustain essential services (public and private) to maintain community functionality.
  - **Natural and Cultural Resources.** Implement measures to protect and stabilize records and culturally significant documents, objects, and structures.
- Disaster recovery operations require coordination at all levels of government, often supplemented by the efforts of volunteer organizations and private industry, and are conducted in accordance with established plans and procedures for administering disaster-relief programs.
- Close coordination is maintained with regional, state, and federal officials to determine potential needs for support and the most expeditious means for acquiring that support.
- ESF #14 will engage technical specialists to advise on recovery and mitigation strategies and to determine the need to develop and implement community recovery and economic stabilization strategies. Consideration will be given to augmenting or expanding existing programs to meet disaster needs.

- ESF #14 operations will continue until recovery operations transition to Local Disaster Recovery Managers (one identified for each jurisdiction) and a disaster recovery working group tasked with implementing recovery plans and strategies.

#### 4. RESPONSIBILITIES

<b>All Agencies</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures</li> <li>• Train staff for emergency assignments</li> <li>• Participate in planning, training, and exercises</li> <li>• Develop and maintain internal notification roster</li> <li>• Develop and maintain inventory of resources</li> <li>• Assist in resolving ESF #14 after-action issues</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide representative(s) to the EOC when ESF #14 is activated</li> <li>• Maintain a timely information flow to the EOC of all critical information</li> <li>• Maintain records of costs and expenditures</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Submit records of costs and expenditures for necessary reimbursement</li> <li>• Support processing of incident related paperwork in support of cost recovery</li> <li>• Participate in long-term recovery planning activities</li> <li>• Participate in ESF #14 after-action review</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• As appropriate, identify potential opportunities for mitigating the impacts of future incidents</li> <li>• Implement identified mitigation actions</li> </ul>

<b>Office of Emergency Management</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Monitor developing situations</li> <li>• Maintain the ESF #14 Annex of the EOP</li> <li>• Manage the development of the regional Disaster Recovery Framework</li> <li>• Maintain tools and protocols to effectively alert regional partners of potential emergency events and notify EOC members of EOC activation</li> <li>• Provide emergency management leadership to Charlottesville-UVA-Albemarle County departments and agencies</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Coordinate activities with cooperating agencies</li> <li>• Provide emergency management leadership to Charlottesville-UVA-Albemarle County departments and agencies</li> <li>• Serve as primary liaison to VDEM and the Commonwealth EOC</li> <li>• Staff the Planning Section</li> <li>• Manage the overall emergency information collection process</li> <li>• Coordinate activities to reduce event impact on populations with access and functional needs</li> </ul>

Office of Emergency Management	
Phase	Responsibilities
	<ul style="list-style-type: none"> <li>• Ensure that all required agency forms, reports, and documents are completed prior to demobilization</li> <li>• Identify a Local Disaster Recovery Manager (one for each jurisdiction) to serve as the central manager for recovery coordination activities for each jurisdiction</li> <li>• Transition recovery management to the Local Disaster Recovery Managers when appropriate</li> <li>• Deactivate the EOC when appropriate</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Manage the development and implementation of the post-disaster recovery plan to guide the region’s recovery</li> <li>• Ensure ESF agencies provide appropriate records of damages and costs incurred</li> </ul>

Albemarle County Community Development—Charlottesville Neighborhood Development Services—UVA Facilities Management	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Provide expertise and resources to conduct local damage assessment</li> <li>• Provide damage assessment information related to commercial and residential structures</li> <li>• Provide technical assistance related to engineering, as requested</li> <li>• Provide GIS technical support to the EOC</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Participate in the development and implementation of the post-disaster recovery plan to guide the region’s recovery</li> </ul>

Coordinating Agencies for each ESF	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Provide rapid needs assessment information to the EOC Planning Section to build the operational view of the impacts from the emergency</li> <li>• Communicate with the EOC on priorities and resource needs</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Continue to provide status information to the EOC for recovery planning</li> </ul>

Jurisdictional/Agency Finance Departments	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Assist in the provision of training on disaster-related financial management procedures for jurisdictional/agency departments</li> </ul>
Response	<ul style="list-style-type: none"> <li>• Provide support for the Finance/Administration Section of the EOC</li> <li>• Provide staff assistance in documenting emergency-related costs</li> <li>• Provide staff assistance in preparing bills and requests for reimbursement</li> </ul>

Jurisdictional/Agency Finance Departments	
Phase	Responsibilities
	<ul style="list-style-type: none"> <li>• Provide funding mechanism to allow for initial response purchases</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Provide staff assistance in documenting costs</li> <li>• Provide staff assistance in preparing bills and requests for reimbursement</li> <li>• Provide funding mechanism to allow for approved recovery purchases</li> <li>• Provide guidance on financial issues related to recovery efforts</li> </ul>

Jurisdictional/Agency Risk Management	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Provide support to the Planning Section of the EOC</li> <li>• Provide staff assistance in preparing documentation and requests for reimbursement</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Provide staff assistance in documenting costs</li> <li>• Provide staff assistance in preparing bills and requests for reimbursement</li> </ul>

Thomas Jefferson Planning District Commission	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Provide technical assistance to the Planning Section of the EOC</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Facilitate the identification of mitigation actions</li> <li>• Document mitigation actions in the regional Hazard Mitigation Plan</li> </ul>

## 5. SUPPORTING DOCUMENTS

- National Disaster Recovery Framework
- Commonwealth of Virginia Emergency Operations Plan, Support Annex #2 – Recovery Programs
- Regional Natural Hazard Mitigation Plan, Prepared by the Thomas Jefferson Planning District Commission

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# ESF #15: External Affairs

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Coordinating Agencies	Cooperating Agencies
<ul style="list-style-type: none"> <li>• Charlottesville Office of Communications</li> <li>• Albemarle County Communications</li> <li>• UVA Office of University Communications</li> </ul>	<ul style="list-style-type: none"> <li>• Charlottesville-Albemarle Health Department</li> <li>• Charlottesville/Albemarle Public Schools</li> <li>• Fire and Rescue Departments</li> <li>• Jurisdictional/Agency Law Enforcement</li> <li>• Martha Jefferson Hospital</li> <li>• Piedmont Virginia Community College</li> <li>• University of Virginia Health System</li> </ul>

## 1. MISSION AND SCOPE

### A. MISSION

To provide timely and accurate information to the public, the media, the private sector and local elected officials and employees during emergencies and to provide protective action guidance as appropriate to save lives and protect property.

### B. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #15 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in communication activities required to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Emergency public information and protective action guidance
- Community relations
- Media relations
- Government relations (local, state and federal officials)

## 2. POLICIES

- All emergency response and recovery operations conducted under ESF #15 will be in accordance with the National Incident Management System (NIMS).
- When more than two agencies are involved in emergency operations, a Regional Public Information Officer will be designated to coordinate the release of information to the media and public regarding the emergency. Public information communications specialists from departments across the City of Charlottesville, Albemarle County and University of Virginia, as well as other regional entities' public information staff, will support the Regional Public Information Officer. A rotating schedule will be established to ensure appropriate staffing levels. This policy does not prevent Public Safety supervisors from providing basic information after

coordination with ESF #15 nor does it preclude Public Safety and Health Department Public Information Officers (PIOs) or Public Safety Information Officers (PSIOs) from responding to media inquiries at the scene. In the event that an incident commander/official releases time sensitive information at the scene, he or she will ensure that the same information is conveyed to ESF #15.

- It is critical that all points of information release are coordinated to ensure that the public receives accurate, current and consistent information.
- ESF #15 encompasses the full range of external affairs functions including public information, community relations and governmental affairs.
- Public information includes providing incident-related information through agency-specific tools, the media and other sources to individuals, families, businesses and industries directly or indirectly affected by the incident.
- Community relations activities include identifying and communicating with community leaders (i.e., grassroots, political, religious, business, labor and ethnic) and neighborhood advocacy groups to ensure a rapid dissemination of information, identify unmet needs and establish an ongoing dialogue and information exchange.
- Government affairs include establishing contact with elected officials, or their representatives, representing the affected areas to provide information on the incident and the status of response and recovery activities. It also includes coordinating responses to inquiries from elected officials.
- The ESF #15 coordinating agencies and respective public information offices and cooperating agencies will take part in training, planning, and exercises to ensure an effective operation upon activation.
- Public education about disaster preparedness is a critical component of ESF #15 and will be conducted on a year-round basis in conjunction with the ESF coordinating agencies.
- Depending on the situation, ESF #15 may establish a Joint Information Center (JIC) that may include representatives from the coordinating and cooperating agencies as needed. Depending on the nature of the incident, technical experts may be needed from a variety of agencies. ESF #15 will work with the Planning Section at the EOC to identify and secure support from needed subject matter experts.
- A "Virtual JIC" may be implemented to coordinate and share information among the departments and agencies and other cooperating agencies.
- If the EOC is activated on a partial or full basis, a physical JIC will automatically be established in the EOC. It may be activated for EOC monitoring level activities, based upon the decision of the coordinating agencies.
- ESF #15 will utilize all available communication tools during an emergency, including public information/press releases, social media (both agency-specific social media sites and general community emergency sites), the cable television emergency message system, local government television stations, [communityemergency.org](http://communityemergency.org), organizational websites, mass notification system, news conferences, local radio and television, highway advisory radio, community meetings and, if necessary, door-to-door contacts.

- Coordinating agencies will facilitate the process of developing a “common message” and communications strategy to ensure the consistency of information provided to the public, communities and the private sector.
- In the event of a mass fatality incident, ESF #15 will provide support to the Family Assistance Center (FAC) to include family and media briefings, website postings, social media updates and public information outreach and will facilitate communications with family members.

### 3. CONCEPT OF OPERATIONS

- For emergency response operations involving only one or two agencies such as fire and police, the on-scene Incident Commander determines the need for notifications and all public information is coordinated through the coordinating agency’s public information office.
- As an incident or threat escalates to involve more than two agencies or a local emergency is declared, regional PIOs will coordinate all public information in cooperation with incident management and all agencies involved. Prior to (or in the absence of) an activation of the Emergency Operations Center (EOC) coordination of public information will be through the coordinating agencies.
- The coordinating agencies will coordinate and share information with other departments and agencies through established protocols and procedures.
- ESF Coordinating Agencies will notify the ESF #15 cooperating agencies and determine the need to activate a Joint Information Center (JIC). Other Agencies and departments will provide representatives to the JIC as requested. Depending on circumstances, a Virtual JIC may be used instead of or in conjunction with a physical JIC.
- The JIC will operate at the coordination center for all public information activities related to the incident.
- The JIC will continue operations until the EOC is de-activated or as otherwise directed.
- The coordinating agency will ensure that information is posted if the Regional JIC is activated.

### 4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and communicate information on supporting disaster planning and preparedness procedures</li> <li>• Train staff for emergency assignments</li> <li>• Participate in planning, training, and exercises</li> <li>• Develop and maintain agency notification rosters</li> <li>• Develop and maintain inventory of resources</li> <li>• Assist in resolving ESF #15 after-action issues</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide representative(s) to the EOC/JIC when ESF #15 is activated</li> <li>• Maintain a timely information flow to the EOC of all critical information</li> <li>• Maintain records of costs and expenditures</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Submit records of costs and expenditures for necessary reimbursement</li> </ul>

<b>All Agencies</b>	
<b>Phase</b>	<b>Responsibilities</b>
	<ul style="list-style-type: none"> <li>• Participate in ESF #15 after-action review</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• As appropriate, identify opportunities to mitigate the impact of future incidents</li> <li>• Implement identified mitigation actions</li> </ul>

<b>Charlottesville Office of Communications</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Establish internal communication protocols for the City of Charlottesville executive staff and Information Technology to make sure emergency information can be disseminated to public, staff, media and elected officials without incident</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Coordinate activities with cooperating agencies</li> <li>• Conduct press conferences and media briefings as needed</li> <li>• Assist with development and communication of key messages</li> <li>• Provide emergency information to City of Charlottesville employees, the media, the public and elected officials</li> <li>• Coordinate community relations and emergency public information</li> <li>• Coordinate necessary equipment and personnel needs to be ready in case of emergency</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Communicate information on disaster assistance initiatives and programs</li> <li>• Coordinate media briefings and inquiries</li> <li>• Participate in debriefing post event</li> </ul>

<b>Albemarle County Communications</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Establish internal communication protocols for County’s executive staff and Information Technology to make sure emergency information can be disseminated to public, staff, media and elected officials without incident</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Coordinate activities with cooperating agencies</li> <li>• Conduct press conferences and media briefings</li> <li>• Assist with development and communication of key messages</li> <li>• Provide emergency information to County employees, the media, the public and elected officials</li> <li>• Coordinate community relations and emergency public information</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Communicate information on disaster assistance initiatives and programs</li> <li>• Coordinate media briefings and inquiries</li> <li>• Participate in debriefing post event</li> </ul>

UVA Office of University Communications	
Phase	Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>Establish internal communication protocols for the University’s senior leadership</li> <li>Establish protocols for sustaining information technology to make sure emergency information can be disseminated to public, staff, media and elected officials without incident</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>Coordinate activities with cooperating agencies</li> <li>Conduct press conferences and media briefings</li> <li>Assist with development and communication of key messages</li> <li>Provide emergency information to University employees, students, patients, visitors, the media, the public and the Board of Visitors</li> <li>Coordinate community relations and emergency public information</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>Communicate information on disaster assistance initiatives and programs</li> <li>Coordinate media briefings and inquiries</li> <li>Participate in debriefing post event</li> </ul>

Charlottesville/Albemarle Public Schools	
Phase	Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>Identify and publicize resources</li> <li>Collaborate in planning with other agencies</li> <li>Identify strategic goals and opportunities for effective communications</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>Coordinate and provide communications and information to various publics through multiple channels</li> <li>Coordinate or conduct press conferences and briefings, as needed</li> <li>Support JIC operations with partners, as needed</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>Coordinate and communicate information on disaster assistance through multiple channels</li> <li>Respond to press inquiries, conduct briefings</li> <li>Participate in post-operative review</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>Participate in planning, training, and exercises</li> <li>Maintain inventory of publications, agencies, and communication venues</li> <li>Develop and refine supporting plans and procedures</li> </ul>

Fire and Rescue Departments	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Provide regular information updates to the EOC</li> <li>• Coordinate on-scene information releases with the EOC</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Provide regular information updates to the EOC</li> <li>• Coordinate on-scene information releases with the EOC</li> </ul>
Mitigation	<ul style="list-style-type: none"> <li>• Conduct after action reviews and develop plans as appropriate</li> </ul>

Jurisdictional/Agency Law Enforcement	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Assist with information distribution</li> <li>• Provide assistance in developing public information</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Provide assistance in developing public information related to the incident</li> </ul>

Martha Jefferson Hospital	
Phase	Responsibilities
Response	<ul style="list-style-type: none"> <li>• Conduct press conferences and media briefings in conjunction with community partners</li> <li>• Respond to requests for information needed to address media or other public inquires</li> <li>• Provide assistance in developing public information related to health issues and concerns</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Provide assistance in developing public information related to the incident</li> </ul>

Piedmont Virginia Community College	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Establish internal communication protocols for the college’s senior leadership</li> <li>• Establish external communication protocols to make sure emergency information can be disseminated to students, staff, faculty, college board members, and the public without incident</li> </ul>
Response	<ul style="list-style-type: none"> <li>• Assist with development and communication of key messages</li> <li>• Provide emergency information to college employees, students, college board members, and the public</li> <li>• Support JIC operations with partners, as needed</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>• Provide assistance in developing public information related to the incident</li> </ul>

Piedmont Virginia Community College	
Phase	Responsibilities
	<ul style="list-style-type: none"> <li>Support JIC operations with partners, as needed</li> </ul>

Thomas Jefferson Health District	
Phase	Responsibilities
<b>Response</b>	<ul style="list-style-type: none"> <li>Assist with protective guidance information distribution</li> <li>Provide assistance in developing public information related to health issues and concerns</li> <li>Support JIC operations with partners, as needed</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>Provide assistance in developing public information related to the incident</li> <li>Support JIC operations with partners, as needed</li> </ul>

UVA Health System	
Phase	Responsibilities
<b>Response</b>	<ul style="list-style-type: none"> <li>Respond to requests for information needed to address or other public inquiries in accordance with patient privacy laws</li> <li>Provide assistance as needed in developing public information related to health issues or concerns</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>Respond to requests for information needed to address or other public inquiries in accordance with patient privacy laws</li> </ul>

## 5. SUPPORTING DOCUMENTS

- City Schools Closing Procedures Checklist
- TJHD Communications Plan
- UVA Crisis Communications Plan
- Media Lists

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# ESF #16: Military Support

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## Coordinating Agencies

- Office of Emergency Management

## Cooperating Agencies

- ESF agencies receiving military support

## 1. MISSION AND SCOPE

### A. MISSION

Coordinate the request for and integration of military resources in times of emergency

### B. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #16 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in the utilization of military resources to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Identifying and defining military mission requests
- Integrating military resources into response operations

## 2. POLICIES

- All emergency response and recovery operations conducted under ESF #16 will be in accordance with the National Incident Management System (NIMS).
- ESF #16 activities will be focus on satisfying resource requests from responding agencies to assist in execution of assigned disaster missions.
- ESF #16 will serve as the coordination point for information regarding the integration of military assets in regional response and recovery operations.
- Documentation will be maintained as appropriate for reimbursement in accordance with Financial Annex to this plan.

## 3. CONCEPT OF OPERATIONS

- The Office of Emergency Management monitors incidents and threats to the region through the Emergency Communications Center.
- As an incident or threat escalates, the Office of Emergency Management will issue notifications and alerts to the community and regional response partners in accordance with established protocols.
- To manage their operations, all emergency support functions will collect and process information. The EOC will focus on collecting critical information that is of common value or need to more than one ESF or operational element to create an overall perspective of the

incident. ESFs need to provide this critical information which will be used to develop action plans, reports, briefings, and displays.

- Resource allocation issues identified through ESF operations that cannot be resolved through normal EOC channels will be addressed with Policy Group guidance. Resource needs that cannot be met with regional assets or through mutual aid will be submitted to the Commonwealth of Virginia as a formal Request for Assistance by the Emergency Management Coordinator. As appropriate, military resources may be tapped to augment local response capabilities.
- ESF #16 will coordinate with military command on the execution of military missions in support or regional response and recovery operations.
- On completion of specific assistance missions, military forces will be redeployed at the direction of military command.
- ESF #16 will maintain documentation of disaster activities and costs for accountability.
- Operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

#### 4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures</li> <li>• Train staff for emergency assignments</li> <li>• Participate in planning, training, and exercises</li> <li>• Develop and maintain internal notification roster</li> <li>• Develop and maintain inventory of resources</li> <li>• Assist in resolving ESF #16 after-action issues</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide representative(s) to the EOC when ESF #16 is activated</li> <li>• Maintain a timely information flow to the EOC of all critical information</li> <li>• Maintain records of costs and expenditures</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Submit records of costs and expenditures for necessary reimbursement</li> <li>• Participate in ESF #16 after-action review</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• As appropriate, identify potential opportunities for mitigating the impacts of future incidents</li> <li>• Implement identified mitigation actions</li> </ul>

Office of Emergency Management	
Phase	Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Provide emergency management leadership to Charlottesville-UVA-Albemarle County departments and agencies</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Coordinate activities with cooperating agencies</li> <li>• Submit requests for assistance for unmet needs to the Commonwealth of Virginia Emergency Operations Center</li> </ul>

Office of Emergency Management	
Phase	Responsibilities
	<ul style="list-style-type: none"> <li>• Serve as initial liaison to military leadership, then transition liaison role to requesting department/agency</li> <li>• Serve as liaison to VDEM and the Commonwealth EOC</li> <li>• Ensure that all required agency forms, reports, and documents are completed prior to demobilization</li> <li>• Deactivate the EOC when appropriate</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Coordinate activities with other responding agencies</li> <li>• Gather information on unmet needs and define requests for assistance</li> </ul>

ESF Agencies Receiving Military Support	
Phase	Responsibilities
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Identify personnel to staff the EOC</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide rapid needs assessment information to the EOC Planning Section to build the operational view of the impacts from the emergency</li> <li>• Coordinate with military leadership to receive and integrate military support into response operations</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Continue to provide status information to the EOC for situational awareness</li> <li>• Continue to coordinate with military leadership to transition military support into recovery operations</li> <li>• Coordinate with the EOC and military leadership to demobilize military support when appropriate</li> </ul>

## 5. SUPPORTING DOCUMENTS

- National Guard Civil Support Playbook

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# ESF #17: Donations & Volunteer Management

Coordinating Agencies	Cooperating Agencies
<ul style="list-style-type: none"> <li>• United Way – Thomas Jefferson Area</li> <li>• Office of Emergency Management</li> </ul>	<ul style="list-style-type: none"> <li>• Adventist Community Service</li> <li>• American Red Cross</li> <li>• Albemarle-Charlottesville Regional Jail</li> <li>• Citizen Corps Organizations (CERT, MRC, ARES/RACES, etc.)</li> <li>• Madison House</li> <li>• Voluntary Organizations Active in Disaster (VOAD)</li> </ul>

## 1. MISSION AND SCOPE

### A. MISSION

Coordinate the process to effectively use volunteers and donated goods during a disaster or emergency situation.

### B. SCOPE

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF #17 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in the management of donations and volunteers to support disaster response and recovery operations in the Charlottesville-UVA-Albemarle region. Specifically, this ESF addresses:

- Assessing, prioritizing, and coordinating requests for volunteers
- Managing recruitment, reception, and deployment of volunteers
- Manage offers of, reception, and distribution of goods
- Manage offers of, reception, and distribution of financial donations

## 2. POLICIES

- All emergency response and recovery operations conducted under ESF #17 will be in accordance with the National Incident Management System (NIMS).
- ESF #17 agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contract to successfully accomplish their tasks.
- ESF #17 coordinating and cooperating agencies will actively engage in training and exercises both internally and as an ESF to ensure an effective operation upon activation.

- ESF #17 activities will be directed toward satisfying the needs of responding agencies requiring volunteer and donations support to perform their assigned disaster missions.
- Agencies will actively encourage individuals interested in volunteering time and personal skills to affiliate with a recognized VOAD member organization or to participate through the Citizen Corps programs to maximize their involvement in relief activities.
- Donations of cash or requested items to established disaster relief organizations will be encouraged rather than the donation of unsolicited clothing, food or other items.
- ESF #17 will utilize available coordinating and cooperating agency capabilities.

### 3. CONCEPT OF OPERATIONS

- The Emergency Management Coordinator monitors incidents and threats to the region and will notify the coordinating agencies of incidents impacting or potentially impacting the transportation systems and infrastructure. The coordinating agencies will contact cooperating agencies and organizations as necessary to collect additional information.
- As an incident or threat escalates, the coordinating agencies will issue notifications to cooperating agencies and agency emergency personnel in accordance with internally established protocols and checklists.
- Upon activation of the EOC, the coordinating agency will provide representation to the EOC to coordinate volunteer and donations management support.
- Once the EOC is activated, all requests for volunteer support by other regional departments and agencies will be submitted to the EOC for coordination, validation, and/or action.
- ESF #17 will coordinate requests for volunteers and donations from community agencies and other ESFs with calls from the public who wish to volunteer or donate.
- ESF #17 will coordinate with ESF #15—External Affairs to send appropriate information to the public about ongoing efforts to solicit and receive volunteers and in-kind and cash donations.
- ESF #17 will coordinate with ESF #5 to use the community information line (979-INFO) to collect information relevant to volunteer and donations management.
- ESF #17 will ensure the hours volunteered and skills-based volunteering are properly documented and submitted to the EOC.
- ESF #17 will, as needed, establish and manage a volunteer reception center.
- ESF #17 will, as needed, establish and manage an in-kind donation site.
- ESF #17 will, as needed, establish and manage a financial donation site.
- ESF #17 will monitor the status of the volunteer and donation management systems and provide updates to EOC Command as requested.
- ESF #17 will demobilize volunteer and donation management sites and centers in coordination with the EOC.
- ESF #17 agencies will maintain records of relevant costs and expenditures, and forward them to the EOC or applicable agency.

### 4. RESPONSIBILITIES

All Agencies	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>• Develop and maintain supporting plans and procedures</li> </ul>

<b>All Agencies</b>	
<b>Phase</b>	<b>Responsibilities</b>
	<ul style="list-style-type: none"> <li>• Train volunteers and staff for emergency assignments</li> <li>• Participate in planning, training, and exercises</li> <li>• Develop and maintain internal notification roster</li> <li>• Develop and maintain inventory of resources</li> <li>• Assist in resolving ESF #17 after-action issues</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Provide representative(s) to the EOC when ESF #17 is activated</li> <li>• Maintain a timely information flow to the EOC of all critical information</li> <li>• In advance or in the immediate aftermath of a disaster, direct those interested in volunteering to register as a volunteer</li> <li>• Record volunteer hours, costs and expenditures</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Submit records of costs and expenditures for necessary reimbursement</li> <li>• Participate in ESF #17 after-action review</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• As appropriate, identify potential opportunities for mitigating the impacts of future incidents</li> <li>• Implement identified mitigation actions</li> </ul>

<b>United Way-Thomas Jefferson Area</b>	
<b>Phase</b>	<b>Responsibilities</b>
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Identify and advertise emergency volunteer opportunities to assist in volunteer recruitment and skills assessment</li> <li>• Develop a strategy for managing donated goods and unaffiliated volunteers</li> <li>• Establish a waiver of understanding for volunteers</li> <li>• Maintain contact with organizations that provide volunteers</li> <li>• Maintain contact with local and regional organizations that utilize donations and/or volunteers</li> </ul>
<b>Response</b>	<ul style="list-style-type: none"> <li>• Coordinate activities with cooperating agencies</li> <li>• Provide staff (Volunteer Center Director and others as needed) for a Volunteer Reception Center, as needed</li> <li>• Activate and manage the United Way financial system to receive financial donations</li> <li>• Coordinate with ESF #15 to inform the public of needs and processes for soliciting donations and managing spontaneous volunteers</li> <li>• Coordinate offers and needs for volunteers in emergency response</li> <li>• Manage volunteer deployments</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Provide donations management within the community during recovery efforts, as requested by the EOC</li> <li>• Provide continued volunteer management, as needed</li> </ul>

Office of Emergency Management	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>Identify and advertise emergency volunteer opportunities to assist in volunteer recruitment and skills assessment</li> </ul>
Response	<ul style="list-style-type: none"> <li>Coordinate activities with cooperating agencies</li> <li>Utilize the 211 system to make information on volunteer resources available to the community</li> <li>Utilize the 979-INFO line to direct community members to the proper volunteer and donations resources</li> <li>Provide direction and guidance regarding volunteer and donation management</li> <li>Assist with the assessment and prioritization on affected area needs for donations and volunteers</li> <li>Direct the opening of volunteer reception centers if needed</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>Provide available volunteer assets to support recovery activities</li> </ul>

Adventist Community Services	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>Identify and advertise emergency volunteer opportunities to assist in volunteer recruitment and skills assessment</li> <li>Assist with determining potential Collection Center, Warehouse, and Distribution Centers in advance of a disaster</li> </ul>
Response	<ul style="list-style-type: none"> <li>Deploy volunteers to support specific volunteer assignments</li> <li>Organize and lead the donated goods management process (based on warehouse agreement between FEMA and the Adventist Community Services)</li> <li>Provide management guidance to establish Community Collections Centers and/or Emergency Distribution Centers</li> <li>Provide direct management of a Multi-Agency Warehouse, if established</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>Continue with management of Multi-Agency Warehouse, and managerial guidance for Emergency Distribution Centers</li> </ul>

Albemarle-Charlottesville Regional Jail	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>Identify prisoner workforce opportunities to assist in emergency response and recovery</li> </ul>
Response	<ul style="list-style-type: none"> <li>In response to requests from ESF #17, provide available prisoner workforce resources to support response activities</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>Provide available prisoner workforce resources to support recovery activities</li> </ul>

American Red Cross	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>Identify and advertise emergency volunteer opportunities to assist in volunteer recruitment and skills assessment</li> </ul>
Response	<ul style="list-style-type: none"> <li>Deploy volunteers to support specific volunteer assignments</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>Provide available volunteer assets to support recovery activities</li> </ul>

Citizen Corps Organizations (CERT, MRC)	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>Identify and advertise emergency volunteer opportunities to assist in volunteer recruitment and skills assessment</li> </ul>
Response	<ul style="list-style-type: none"> <li>Utilize volunteer deployment process to mobilize volunteers</li> <li>Provide Just-in-time training and Job Action Sheets for volunteers</li> <li>Deploy volunteers to support specific volunteer assignments</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>Provide available volunteer assets to support recovery activities</li> <li>Following demobilization, follow up with deployed volunteers to ensure their safety and well-being</li> <li>Ensure ESF #17 after-action issues are documented</li> </ul>

Madison House	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>Identify and advertise emergency volunteer opportunities to assist in volunteer recruitment and skills assessment</li> </ul>
Response	<ul style="list-style-type: none"> <li>Deploy volunteers to support specific volunteer assignments from ESF #17</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>Provide available volunteer assets to support recovery activities</li> </ul>

Voluntary Organizations Active in Disaster	
Phase	Responsibilities
Preparedness	<ul style="list-style-type: none"> <li>Recruit member organizations and assist them in educating and preparing their respective communities to face and respond to disaster situations</li> </ul>
Response	<ul style="list-style-type: none"> <li>Identify and recruit non-governmental organizational (NGO) resources available to respond to needs identified and responses requested by ESF #17</li> <li>Deploy volunteers to support specific volunteer assignments</li> </ul>
Recovery	<ul style="list-style-type: none"> <li>Identify and recruit NGO resources available for long term assistance following major trauma to the region</li> </ul>

Voluntary Organizations Active in Disaster	
Phase	Responsibilities
Mitigation	<ul style="list-style-type: none"> <li>Assist member organizations and communities to identify and remediate vulnerabilities to potential disaster conditions</li> </ul>

## 5. SUPPORTING DOCUMENTS

- TJMRC Operations Plan
- CERT Field Operating Guide
- ARES District 3 Field Operating Guide
- Code of Virginia Title 44 Chapter 3.2 (44-146.23) – Volunteer Management references



# **REGIONAL EOP SUPPORT ANNEXES**

**December 2017**

**Version 1.0**

## **Organization of the Support Annexes**

The Support Annexes provides a framework through which all agencies and departments will coordinate and execute functions in all incidents. Three Support Annexes are included:

Support Annex #1- Incident Management

Support Annex #2- Damage Assessment

Support Annex #3- Information Sharing

# **Incident Management Support Annex**

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## Introduction

This annex outlines the incident management structure deployed to respond to the emergency incidents in the Charlottesville-UVA-Albemarle County region. The regional incident management strategy is based on the Incident Command System (ICS) and complies with the National Incident Management System (NIMS) and Homeland Security Presidential Directive 5, Management of Domestic Incidents.

ICS provides a core mechanism for coordinated and collaborative incident management, especially complex, multiagency incidents. It permits the combining of agencies into one cohesive team for effective incident operations and should be used for all pre-planned events including field training exercises, public events, planned activities, political forums, and special events. ICS will be used for all unforeseen incidents requiring a response regardless of the size of the incident.

## Planning Assumptions

- During an operational situation that exceeds normal capacity, there is a need for a central collection point at the EOC where situational information and resource requests can be compiled, analyzed, and prioritized.
- EOC activities are not intended to manage incident level operations, but rather to provide overall support and coordination to regional emergency management.
- There is an immediate and continuous need for officials involved in response and recovery efforts to receive information about the developing or ongoing operational situation.
- The Directors of Emergency Management have ultimate responsibility of overall regional management efforts during an operational situation. With support from the Policy Group, the Directors of Emergency Management will issue policy guidance and provide overall supervision of regional operations
- EOC activities may require 24-hour operations.
- During an event, resource management and coordination are initially performed at the agency level. When on-scene resource management has been exhausted, requests are submitted by the agency to the EOC.

## Multiagency Coordination System

Due to our regional emergency response strategy, coordination of activities above the field level (or incident level) is accomplished through a Multiagency Coordination (MAC) System. MAC Systems are a combination of facilities, equipment, personnel, and procedures. Functions of the MAC System include:

- Situation assessment
- Incident Priority Determination
- Critical Resource Acquisition and Allocation

- Policy Support
- Coordination with other MAC Elements
- Coordination with Elected, Appointed, and Senior Officials
- Information Management and Common Operating Picture Maintenance

Within the regional MAC System, a lead agency is designated based on incident type. For some hazards, multiple lead agency possibilities exist, depending on the specific incident circumstances. The lead agency is responsible for establishing a Unified Command during the incident.

<b>Hazard Type</b>	<b>Lead Incident Command Agency(s)</b>
Aircraft Incident	Airport Authority / Fire Department / Police Department
Active Shooter/Active Threat	Police Department/ Fire Department
Building Collapse	Fire Department
Epidemics, Diseases, & Health Threats (Including Food Contamination)	Thomas Jefferson Health District
Explosion	Fire Department / Police Department
Fire	Fire Department
HAZMAT Incidents	Fire Department
Jail (Riot / Hostage)	Albemarle-Charlottesville Regional Jail / Sheriff's Office / Police Department
Mass Gathering/Special Events	Police Department
Missing Person	Sheriff's Office
Natural Hazard Incidents (Earthquake, Flood, Tornado, Hurricanes, Severe Storms, & Winter Storm)	Office of Emergency Management
Pipeline Spill, Fire, or Explosion	Fire Department
Riots, Civil Disturbance, Mass Arrest	Police Department
Terrorism Crisis/Hostage Situation/Barricaded Situation	Police Department
Train Derailment	Fire Department
Water Quality / Containment	Thomas Jefferson Health District / Albemarle County Service Authority/ Charlottesville Public Works/ Rivanna Water and Sewer Authority
Water / Waste Water System Incident	Albemarle County Service Authority / Charlottesville Public Works/Charlottesville Utilities / Rivanna Water and Sewer Authority

Resource Shortage	Office of Emergency Management
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## Response Facilities

### Incident Command Post

An Incident Command Post is the field location at which the primary strategic and tactical level, on-scene incident command functions are performed. The Incident Command Post may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

### Emergency Operations Center

The Emergency Operations Center (EOC) is the entity from which the coordination of information and resources to support incident management at the Incident Command Post (on-scene or field level activities) occurs. Activating the EOC enables the formulation of a 'common operating picture' and ensures regional situational awareness. During an escalating incident, the EOC supports the on-scene response by relieving the burden of external coordination and securing additional resources. EOC core functions include coordination; communications; resource allocation and tracking; and information collection, analysis, and dissemination. An EOC often does not have any direct incident command involvement and is usually located some distance from the incident scene.

The EOC provides a physical location where all departments and agencies involved in an event may co-locate to enable regional emergency management coordination. The mission of the EOC is to:

- Provide a centralized location from which to collect and analyze information, maintain, situational awareness, produce a jurisdiction situation report, and develop an Incident Action Plan.
- Support the Directors of Emergency Management and the Policy Group in the formulation of policy and establishment of priorities
- Provide support and assistance to all agencies, departments, entities, and communities affected by the event
- Coordinate actions necessary to protect the residents and property throughout the region
- Coordinate resources

The EOC is staffed with city, county, and university personnel and is equipped with a variety of systems and tools that aid in data collection and sharing, resource allocation, and other critical functions. The EOC also serves as the Multiagency Coordination Center (MACC), as described in NIMS, thereby ensuring that all response systems are interconnected and complementary rather than duplicative or oppositional.

## Organization of the Emergency Operations Center (EOC)

The EOC is organized as a Multiagency Coordination Center (MACC) and Emergency Support Function (ESF) hybrid.

### EOC Command Staff

The Command Staff consists of the EOC Manager and the Safety, Public Information, and Liaison Officers; the Planning Section, the Logistics Section, and the Finance Section. Each section will have a section chief who performs the following upon arrival to the EOC:

- Obtain an incident briefing
- Establish a working location
- Attend planning meetings
- Complete all necessary EOC forms, reports, and documents
- Assist in the formulation of the incident action plan
- Brief personnel on the incident action plan
- Develop plan for his/her respective section function

### EOC Command/Manager

The EOC Manager develops an organizational structure as soon as possible after EOC activation. The size and complexity of the organizational structure will be determined by the size and nature of the incident. The EOC Manager may designate functional managers responsible for specific tasks.

### Public Information Officer

The Public Information Officer (PIO) role is staffed by public information officers from the city, county, and university. The PIO formulates and releases information about the incident to the news media and other appropriate agencies. The PIO is the point of contact for the media and other governmental agencies that desire information directly from the incident. In addition, the PIO may:

- Establish a single center for incident information. Large-scale incidents may require a Joint Information Center (JIC) be established to better disseminate information to the public and press
- Release jurisdictionally approved information to the news media and post information in accordance with instructions from the Incident Commander
- Update news releases
- Maintain an activity log as necessary
- Facilitates media access to the scene , as soon as practical

**Liaison Officer**

The Liaison Officer is the point of contact for assisting agency representatives (i.e., state agencies, federal agencies, etc.). In addition, the Liaison Officer may:

- Maintain a list of assisting and cooperating agencies and agency representatives
- Assist in establishing and coordinating interagency contracts
- Monitor incident operations to identify current or potential inter-organizational problems

**Planning Section**

The Planning Section Chief is responsible for the collection and evaluation of information about the incident and the status of resources. A major function of the Planning Section Chief is to anticipate future needs for equipment and manpower. In addition, the Planning Section Chief may assemble information on current and alternative strategies, identify needs for special resources, provide periodic predictions on incident potential, ensure that normal information collection and reporting requirements are being met, prepare recommendations for release of resources and compile and display incident status information. In coordination with Unified/Incident Commander, the Planning Section Chief will determine the length of the operational period(s). The Incident Command System provides for the following positions within the Planning Section:

- Situation Unit Leader
- Resources Unit Leader
- Documentation Unit Leader
- Demobilization Unit Leader

**Logistics Section**

The Logistics Section Chief activates and supervises the logistics section and is responsible for providing facilities, services, and materials in support of the incident. The Incident Command System provides for the following positions within the Logistics Section:

- Logistics Support Branch Director
- Ground Support Unit Leader
- Facilities Unit Leader
- Supply Unit Leader
- Logistics Service Branch Director
- Food Unit Leader
- Communications Unit Leader
- Medical Unit Leader
- Security Unit Leader
- EMS Unit Leader

**Finance Section**

The Finance and Administration Section Chief is responsible for the management of all financial and cost analysis aspects of the incident. It is recommended that the person normally responsible for such activities under non-emergency conditions continue to serve in this function. The Incident Command System provides for the following positions within the Finance/Administration Section:

- Time Unit Leader
- Cost Unit Leader
- Compensation/Claims Unit Leader
- Procurement Unit Leader

**Operations Section**

The Operations Section chief is responsible for the management of all operations directly applicable to the primary mission, and the safety and welfare of the personnel working in the Operations Section. The Operations Section Chief activates and supervises operations, organizational elements and staging areas, resources (personnel and equipment) in accordance with the incident action plan. The Operations Section Chief may have a deputy whose responsibilities will be delegated by the Chief.

Depending on the scope and scale of the incident, the Operations Section is divided into Branches:

**Public Safety Branch**

- ESF #4—Fire Fighting
- ESF #9—Search and Rescue
- ESF #10—Oil & Hazardous Materials
- ESF #13—Public Safety and Security

**Infrastructure Branch**

- ESF #1—Transportation
- ESF #2—Communications
- ESF #3—Public Works & Engineering
- ESF #12—Energy

**Human Services Branch**

- ESF #6—Mass Care, Housing, Human Services
- ESF #8—Public Health and Medical Services
- ESF #11—Resource Protection
- ESF #17—Donations and Volunteer Management

## EOC Participants

The following provides an overview of the groups that work with as part of the EOC to maintain regional communication and coordination.

- **Directors of Emergency Management:** As the Directors of Emergency Management are ultimately responsible for Albemarle County, Charlottesville, and University of Virginia emergency management efforts, the EOC will continually update the Directors of Emergency Management will assess event information and make authoritative decisions as necessary to protect life and property within the region.
- **Policy Group:** The Policy Group receives continual situation status updates from EOC Command in order to support the Directors of Emergency Management in the issuance of directives or priorities and to advise the Directors on policy issues that affect the region. The Policy Group maintains communication with elected officials, administrators and executives to keep leadership informed on the incident.
- **Coordination Group:** The Coordination Group is staffed with personnel from supporting ESF agencies. ESFs will be activated according to the functional needs of an event. Coordinating and cooperating ESF agencies will be requested to support EOC operations either by providing EOC staff or by activating an ESF at the department level and maintaining communication with their corresponding EOC representative.
- **Non-Governmental Organizations (NGO) and the Private Sector:** All the organizations within the region that do not have departmental representation at the EOC will communicate with the EOC Human Services Branch. Such organizations may provide information, submit requests, and receive guidance from the EOC.
- **State/Federal:** In the event that State assistance is needed, regional requests will be submitted through the EOC to the Virginia Department of Emergency Management Emergency Operations Center (VEOC). Requests for Federal assistance will also be filtered through the VEOC and submitted to the Federal Government as appropriate.

State or Federal representatives providing assistance to the region will interact with the EOC through a designated EOC Liaison Officer.

## On-scene Incident Management

All incidents, regardless of size or complexity will have an Incident Commander. At a minimum, the Incident Commander will be responsible for the following initial responsibilities:

- Assume an effective command position – visually, authoritatively, and geographically
- Transmit a brief initial radio report to the Emergency Communications Center and other appropriate responding agencies
- Rapidly assess the situation

- Identify contingencies
- Develop the incident action plan that identifies steps to be taken to meet the established goals and objectives and responsible individuals for accomplishing these steps
- Assign and maintain an effective span of control as required
- Activate elements and maintain an effective span of control as required
- Activate elements of the Incident Command System, as needed and appropriate
- Communicate with the Emergency Operations Center

### **Single Agency Command**

When an incident occurs within a single jurisdiction and there is no jurisdictional or functional agency overlap, a single Incident Commander should be designated with overall management responsibility. The Incident Commander should be the senior first-responder to arrive at the scene. The responsible agency may assign a more highly qualified Incident Commander as the incident grows in size and complexity

If the Incident Commander determines that additional support from the other agencies is not required, he or she has the authority to cancel any other support that may have initially been dispatched through the Emergency Communications Center. If the Incident Commander determines that additional support from the other agencies is required, he or she will request that support through the Emergency Communications Center.

### **Unified Command / Multiagency Response**

Unified Command is implemented for incidents involving multiple jurisdictions or agencies, a single jurisdiction with multi-discipline involvement, or multiple jurisdictions with multiagency involvement. Unified Command allows agencies with jurisdictional authority with different legal, geographic, and functional responsibilities to operate effectively together within a common organizational framework. The establishment of a Unified Command will begin with a brief initial meeting of agency leaders. Agencies with functional responsibility for any or all aspects of an incident and agencies that provide specific resource support should participate in the Unified Command structure. Representatives in the Unified Command perform the following responsibilities.

- Determine overall incident strategy and objectives
- Establish a single incident action plan
- Approve, commit, and make optimum use of all resources
- Agree on the designation of the Operations Section Chief

The exact composition of the Unified Command structure will depend on the location(s) of the incident, type of incident and/or which functional agencies are involved in the response. The individuals designated by their jurisdictional authorities must jointly determine objectives, plans and priorities and work together to execute them in a Unified Command.

### **Area Command**

Area Command should be established to oversee the management of the multiple incident or a very large incident being handled by separate ICS organizations, incidents that are not site

specific and when there are a large number of the same types of the incidents in the same area. If incidents under the authority of area common are multi-jurisdictional, a Unified Area Command should be established. Area Command does not have operational responsibilities.

Area Command is responsible for:

- Setting overall agency incident-related priorities
- Allocating critical resources
- Ensuring incidents are managed properly
- Ensuring effective communications
- Ensuring management objectives are met and do not conflict with each other
- Identifying critical resource needs and reporting to the EOC
- Providing personnel accountability and safety

## **Supporting Documents**

- Charlottesville-UVA-Albemarle County EOC Guide (In development)
- Commonwealth of Virginia Incident Command System Job Aid

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# **Damage Assessment Support Annex**

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## Introduction

The Damage Assessment Support Annex establishes common policies and procedures specific to damage assessment. Key responsibilities of damage assessment team members are included in this plan, as well as a strategy for a coordinated system of assessing and reporting damage to public and private property resulting from a disaster or emergency affecting the City of Charlottesville, Albemarle County or the University of Virginia. This annex addresses all activities relating to damage assessment following an incident, including an evaluation (in dollars) of the estimated cost for damages or loss to agriculture, infrastructure, real property and equipment. It provides procedures to estimate the nature and extent of the damage and outlines details of the damage assessment process as required by the Commonwealth for determination of the need to request a Presidential Disaster Declaration as outlined in the Stafford Act.

This annex is not intended to define Standard Operating Procedures (SOP) for any particular agency, but to provide a framework for operations and mutual aid response. Detailed information about the regional damage assessment process and internal coordination efforts is provided. This plan is applicable to departments and agencies that are assisting with the post-event damage assessment as coordinated by the Charlottesville-UVA-Albemarle County Office of Emergency Management.

### Situation

Following any significant disaster or emergency, a multitude of independent damage assessment activities will be conducted by a variety of organizations. Emergency responders, who must focus on saving lives and other emergency tasks, find it difficult to provide damage information and reports. Without solid information as to the nature and extent of the disaster and a description of the affected area, the EOC will have a difficult time providing direction, coordinating response efforts, and beginning the recovery process.

During the recovery phase of a disaster, the City, County and University Damage Assessment Teams (CCUDAT) will conduct a systematic analysis of the nature of the damage to public and private property, which estimates the extent of damage based upon actual observation and inspection. Damage assessment will be performed on an urgent basis to provide an initial estimate of damage. A damage estimate of public and private property is required for the City, County and University to determine actions needed, the establishment of priorities, and the allocation of local government resources, and what, if any, outside assistance will be required.

In addition to local damage assessment, a series of state and federal damage assessment activities will be conducted. Based on the local damage assessment reports, the Governor may request a Presidential declaration of a "major disaster", "major emergency", or a specific federal agency disaster declaration to augment local disaster relief efforts. The President may authorize the utilization of any federal equipment, personnel and other resources.

There are two basic types of disaster relief assistance that may be provided by the federal government following a disaster or emergency:

1. Individual Assistance (IA)
  - a. Temporary housing;
  - b. Individual and family grants (IFG);
  - c. Disaster unemployment assistance;
  - d. Disaster loans to individuals, businesses and farmers;
  - e. Agricultural assistance;
  - f. Legal services to low-income families and individuals;
  - g. Consumer counseling and assistance in obtaining insurance benefits;
  - h. Social security assistance;
  - i. Veteran's assistance; and
  - j. Casualty loss tax assistance.
2. Public Assistance (PA)
  - a. Debris removal;
  - b. Emergency protective measures; and
  - c. Permanent work to repair, restore or replace road systems, water control facilities, public buildings and equipment, public utilities public recreational facilities, etc.

### **Assumptions**

- Fast and accurate damage assessment is vital to effective disaster responses
- Damage will be assessed by pre-arranged teams of local resource personnel
  - An event involving potential damage to the region may involve multiple departments as well as state and federal agencies. A rapid damage assessment will be coordinated by the Incident Commander with the results shared with other departments to support their response activities.
- Depending on the incident, personnel resources may be limited. This process was designed to be easy and quick recognizing that there may be instances when personnel that have had limited prior experience with this type of assessment will be asked to drive the routes.
- Assessments will be conducted within the Incident Command System framework. A chain of command will be established and communicated to all personnel.
- If promptly implemented, this plan can expedite relief and assistance for those adversely affected.
- A catastrophic emergency will require the expenditure of large sums of local funds and may strain the normal resources of any one municipality. Financial operations will be carried out under compressed schedules and intense political pressures, which will require expeditious responses that meet sound financial management and accountability requirements.
  - Determining what resources are needed will vary depending on the type of incident.
  - Efficient and effective mutual aid among various local, county, state, and federal agencies requires the use of the Incident Command System (ICS).
- Damage to the utility system and to the communications systems will hamper the recovery process.
- A major disaster affecting the City, County and University could result in the severance of a main transportation artery resulting in a significant alteration of lifestyle in the community.

- Due to the geography of the Charlottesville-Albemarle region, adequate response and access to public and private property in various locations may be difficult. The rapid damage assessment plan was developed to be flexible and scalable to meet varying needs.
- The length of time available to determine the scope and magnitude of any damage caused by an incident will impact protective actions including timely notification of the public of the incident.

## Definitions

**Initial Damage Assessment (IDA):** Independent County, City, and University review and documentation of the impact and magnitude of a disaster on individuals, families, businesses, and public property. This report needs to be submitted to the Virginia Emergency Operations Center in the required format within 72 hours of disaster impact. The Governor will use this information to determine if a Preliminary Damage Assessment needs to be requested from FEMA in response to outstanding needs.

**Preliminary Damage Assessment (PDA):** A joint venture between FEMA, State and local government to document the impact and magnitude of the disaster on individuals, families, businesses, and public property. The Governor will use the information gathered during the PDA process to determine whether Federal assistance should be requested.

## Concept of Operations

### Organization

The ultimate responsibility of damage assessment lies with the local governing authority. The Charlottesville-UVA-Albemarle Emergency Manager will be responsible for damage assessments, collection of the data and preparation of necessary reports through the functions of ESF 14, Long Term Community Recovery and Mitigation. Damage assessments will be conducted by qualified, trained local teams under the supervision of the City, County building departments and the University Facilities Management Department. The damage assessment teams will be supported by multiple agencies from the City, County and University. If the nature of the incident is such that local resources are incapable of assessing the damage, state assistance will be requested through normal resource request procedures to the VEOC.

### Damage Assessment Phases

#### 1. Initial Damage Assessment

- The Windshield Survey will be done by local first responders driving through all affected areas visually gathering data on the number of dwellings, businesses, public buildings and infrastructure that have been damaged or destroyed.
- ESF-5 will use the windshield survey reports to identify the most critical areas and plan for the detailed survey.
- CCUDAT's will perform this function if the first responder resources are exhausted.

## **2. Damage Assessment**

- The City, County and University Damage Assessment Team (CCUDAT) will be on standby during the disaster and will report to the EOC for their assignments or go directly to pre-designated areas of the region. The damage assessment function is part of Emergency Support Function (ESF) 5 and is located within the Planning Section of the EOC. Specific procedures are located in the CCUDAT SOPs.
- The detailed survey is a walk-through assessment of the damaged areas. Depending on the degree of damage, this assessment can be performed on a local level or in conjunction with the State Assessment Team and FEMA.

## **3. State and Federal Assessment Validation**

- If the area has received a federal declaration, as a part of the public assistance application process, state and federal damage assessment teams will want to identify and validate damaged property and public infrastructure, define the scope of repairs, and determine repair or replacement costs.

# **Action Plan**

## **Mitigation/Prevention**

- Develop public awareness programs from building codes, ordinances, the Office of Emergency Management, and the National Flood Insurance Program;
- Develop a damage assessment training program;
- Develop damage assessment plans, procedures and guidance;
- Designate representatives to lead damage assessment activities within the EOC; and
- Designate damage assessment team members

## **Preparedness**

- Identify resources to support and assist with damage assessment activities;
- Train personnel in damage assessment techniques;
- Review plans, procedures and guidance for damage assessments, damage reporting and accounting; and
- List all critical facilities and all local buildings requiring priority restoration

## **Response**

- Activate the damage assessment staff through the EOC;
- Organize and deploy damage assessment teams or team escorts as necessary;
- Organize collection of data and record keeping at the onset of the event;
- Document all emergency work performed by local resources to include appropriate photographs;
- Compile and disseminate all damage reports for appropriate agencies;
- Determine the state of damaged buildings and place notification/placards as needed; and
- Inform officials of hazardous facilities, bridges, road, etc.

## **Recovery**

- Continue damage assessment surveys as needed;

- Advise on priority repairs and unsafe structures;
- Facilitate the issuance of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings;
- Monitor restoration activities;
- Complete an event review with all responding parties;
- Review damage assessment plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate;
- Review building codes and land use regulations for possible improvements;
- Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies; and
- Assist in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures

## **Support Documents**

- FEMA Public Assistance Guide
- FEMA Public Assistance Policy Digest
- CrisisTrack Users Guide (contract pending)

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# **Information Sharing Support Annex**

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## Introduction

This annex describes the framework for local information sharing with partner agencies and organizations to coordinate on preparing for, responding to, and recovering from emergencies or disasters. The purpose is to support policymaker and responder decision-making with coordinated, consistent, accurate, and timely information, analysis, advice, and technology support.

The Office of Emergency Management is responsible for information sharing and coordinates with regional agencies to prepare for, respond to and recover from emergencies. The office works with local and state government, private sector, and nongovernmental organizations to provide information, analysis and advice, and state-of-the-art technology support.

To support information gathering, processing and dissemination in support of decision-making, the Office of Emergency Management uses an online information management system to support situational awareness. This does not replace in-person, telephone or radio communication. The online tool allows a broader audience to be situationally aware, which supports effective decision making.

ESF agencies will submit 'essential elements of information' on a schedule determined by the Planning Section Chief. At a minimum, it will be at least one hour before the next operating period starts.

## Responsibilities

All response organizations and agencies contribute to situational awareness by sharing information. To deliver on this responsibility, the following responsibilities apply to all regional partners.

### Preparedness

- Develop standard operating procedures for accessing information sharing resources
- Train personnel to use the information sharing resources.
- Determine non-systems based information sharing strategies as a contingency for systems failure.

### Response

- Provide liaison to local Emergency Operations Center, as requested.
- Submit operational information using the information sharing resources identified as supporting the response.

### Recovery

- Continue to share recovery information through the regional information sharing resources until advised by the Office of Emergency Management that it is no longer needed.

**Mitigation**

- Evaluate organizational use of information sharing resources to identify areas for improvement.
- Take action to improve information sharing capabilities.

**Essential Elements of Information**

ESSENTIAL ELEMENT	SPECIFIC INFORMATION DETAILS	LEAD ESF/AGENCY
<b>Roads &amp; Bridges</b>	Characterize impacts to arterial roadways Characterize impacts to interstate List requests for life safety support from other departments and status of those requests Describe initial priorities for repair\restoration\detours plan Number and status of bridge inspection teams List of bridges inspected and status Debris blocking roadways	ESF 01
<b>Shipping / Freight</b>	Impacts to movement of goods and services	ESF 01
<b>Public Transportation</b>	Status of Mass Transit Services Impacts to Services and Facilities <ul style="list-style-type: none"> <li>• CAT</li> <li>• UTS</li> <li>• JAUNT</li> <li>• Greyhound</li> <li>• Taxis &amp; Rideshare Services</li> <li>• Amtrak</li> <li>• Charlottesville-Albemarle Airport</li> <li>• City of Charlottesville Schools</li> <li>• Albemarle County Schools</li> </ul>	ESF 01
<b>Emergency Communications Center</b>	Operational status of personnel and facilities Call volume; Nature/trend of calls, types of concerns	ESF 02

ESSENTIAL ELEMENT	SPECIFIC INFORMATION DETAILS	LEAD ESF/AGENCY
<p><b>Communications Systems</b> <i>Status of communications and radio systems</i></p>	<p>800 MHz - damage, outages and system loading</p> <p>Landline and cell phone system – outage and system overload</p> <p>Network status and connectivity to internet</p> <p>Amateur radio status</p> <p>Development and Implementation of Communication Plans</p>	ESF 02
<p><b>Solid Waste</b> <i>Garbage removal impacts</i></p>	<p>Impacts to waste management, providers and transfer stations</p>	ESF 03
<p><b>Water / Wastewater</b> <i>Impacts to drainage, wastewater, and water systems</i></p>	<p>List requests for life safety support from other departments and status of those requests with emphasis on impacts to firefighting</p> <p>Status water and waste water infrastructure damage\service impacts</p> <p>List known or potential significant hazards from water requiring immediate attention such as dam failure, reservoir or storage tank failure or significant water main rupture</p> <p>Describe area without water or waste water service and number of customers impacted</p> <p>Estimate when and where water and waste water service will be restored</p> <p>Location of flooding caused by broken water mains causing significant impacts</p> <p>Anticipated flood risk\impacts due to predicted weather and damage to storm water system</p> <p>Status of water distribution efforts</p> <p>Any boil water notices or others</p>	ESF 03
<p><b>Incident Command / Unified Command</b></p>	<p>Incident Command Posts established and location</p> <p>Areas of operations</p> <p>Contact Information at Incident Sites</p> <p>IC/UC points of contact</p> <p>Area Operations/Command</p>	ESF 04, ESF 05, ESF 13

ESSENTIAL ELEMENT	SPECIFIC INFORMATION DETAILS	LEAD ESF/AGENCY
<b>Fire</b>	Number of fires and location Number and location of hazardous materials incidents Number of structural collapses Areas under evacuation What are your unmet needs and the urgency of those needs? Are you mobilizing beyond current on-duty personnel? If yes, specify. Are you able to maintain normal service delivery? If not, what has changed?	ESF 04, ESF 09, ESF 10
<b>Injuries &amp; Fatalities</b>	Estimated injured Estimated fatalities Estimated number trapped	ESF 04, ESF 13
<b>Landslides</b>	Location, size, impact, etc. Risk of further movement	ESF 04, ESF 13
<b>Government Facilities</b> <i>Initial status of buildings</i>	Initial assessment of facilities – damaged, habitability, and evacuated Identify significant impacts to operations due to facility damaged	ESF 05
<b>Damage Assessment</b>	Number of available damage assessment teams Estimated time to start building evaluations Buildings already evaluated - report by assessed damage label Schedule of buildings to be evaluated	ESF 05
<b>Planned Events</b> <i>Identify any public or private events occurring</i>	Location Number of people involved Organizer contacts Permit Information	ESF 05
<b>Continuity of Government</b>	Location and status of City Manager, County Administrator, UVA EVP-COO	ESF 05

ESSENTIAL ELEMENT	SPECIFIC INFORMATION DETAILS	LEAD ESF/AGENCY
	Location and status of City Council, Board of Supervisors, and UVA Leadership Team Location and status of City, County and UVA Attorneys	
<b>Weather</b>	Temperature, wind, precipitation, snow fall etc. Potential impacts of weather Short Term Forecast (12 hour) Long Term Forecast (24 hours +)	ESF 05
<b>Human Services</b>	Report damage to food banks and existing shelters Characterize ability to continue providing scheduled outreach and support to clients in the community Housing Authority facilities damaged, evacuated, or anticipate evacuation Status of Shelters Known or planned shelter activations in region Status of shelter supplies and accessibility to those supplies Status of existing Warming and Cooling Shelters Reunification tools (ex. Social Media check-in, Red Cross Check-in)	ESF 06
<b>Educational Disruption</b>	Identify educational providers damaged and/or impacted Identify educational providers closed Services needed for impacted educational providers Estimated return to service	ESF 05, ESF 06
<b>Resources</b> <i>Status of additional resource requests/demands</i>	Known critical resource requests pending Status of fueling stations and fuel suppliers Resource status report from Planning Section Location of, or areas planned for, Staging Areas	ESF 07

ESSENTIAL ELEMENT	SPECIFIC INFORMATION DETAILS	LEAD ESF/AGENCY
	<p>Summarize current local, state, and federal plans to bring resources into region</p> <p>List of buildings, public or private, that responders have utilized for response operations</p>	
<p><b>Healthcare Systems</b> <i>Hospitals, Blood Center, Dialysis Centers, Long Term Care Facilities</i></p>	<p>Report damage significant enough to impair critical operations</p> <p>Any listed facility under immediate threat</p> <p>Operational status; able to provide all critical services or if not, list what services are limited or not available</p> <p>List facilities evacuated or where evacuation is anticipated</p> <p>Report problems with accessibility to facility</p> <p>Characterize patient load at emergency rooms</p> <p>Hospital bed availability</p> <p>Hospital diversion status</p>	<p>ESF 08</p>
<p><b>Public Health</b> <i>Long Term Care Facilities, Hospitals (Regional/State), fatalities</i></p>	<p>Long term care facilities sheltering in place</p> <p>Long term care facilities evacuating</p> <p>Regional and/or state hospital bed availability</p> <p>Incident related fatalities (from OCME)</p> <p>Number of people by zip code utilizing dialysis services, in-home care, and/or electric, durable medical devices</p>	<p>ESF 08</p>
<p><b>Natural Resources</b></p>	<p>Number of agricultural operations with damages</p> <p>Number of livestock killed, injured, at-risk</p> <p>Pet sheltering locations</p> <p>Number of historic properties damaged and extent of damage</p> <p>Damage to cultural resources</p> <p>Concerns for food safety and security</p> <p>Damage to natural resource areas</p>	<p>ESF 11, ESF 08</p>

ESSENTIAL ELEMENT	SPECIFIC INFORMATION DETAILS	LEAD ESF/AGENCY
<p><b>Power / Energy</b> <i>Power outages and locations; electricity, gas, dams, etc.</i></p>	<p>Status of infrastructure damage and capability assessment</p> <p>Describe known power and gas (natural/LPG) outages, reason for outage and number of customers impacted</p> <p>List location and describe severity of pipeline fires (natural gas or other fuel)</p> <p>Impacts to fuel pipelines</p> <p>Estimate when and where power or gas service will be restored</p>	<p>ESF 12</p>
<p><b>Public Safety</b></p>	<p>Number of secured and unsecured areas and locations</p> <p>Areas under evacuation</p> <p>What are your critical unmet needs and the urgency of those needs?</p> <p>Are you mobilizing beyond current on-duty personnel? If yes, specify.</p> <p>Are you able to maintain normal service delivery? If not, what has changed?</p>	<p>ESF 13</p>
<p><b>Business Disruption</b></p>	<p>Number of businesses damaged and/or impacted</p> <p>Impacts to major employers in the City and County</p>	<p>ESF 14</p>
<p><b>Public Information</b></p>	<p>Key public messages</p> <p>Message dissemination details (media types, timing)</p> <p>Regional PIO schedule</p> <p>Schedule and location of news conferences</p> <p>List of blogs, crisis maps and other social media being monitored</p> <p>Status of regional Joint Information System (JIS)</p> <p>Evaluate need/status for regional Joint Information Center (JIC)</p>	<p>ESF 15</p>

## **Supporting Documents**

- EOC Shift Change Protocol (*In Development*)
- Technology Step-down Strategy (*In Development*)
- T-cards



# **REGIONAL EOP HAZARD SPECIFIC ANNEXES**

**December 2017**

**Version 1.0**

## **Organization of the Hazard Specific Annexes**

The Hazard Specific Annexes address incident situations that may require specialized response and recovery procedures. Four Hazard Specific Annexes are included:

Hazard Specific Annex #1- All-Hazards Freight Rail

Hazard Specific Annex #2- Severe Weather

Hazard Specific Annex #3- Special Events

Hazard Specific Annex #4- Active Threat and Terrorism

# **All Hazards Freight Rail Incident Annex**

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## Introduction

During a freight rail incident, effective utilization of resources and implementation of policy can assist community response and recovery efforts in the City of Charlottesville, University of Virginia and Albemarle County region. By establishing operational procedures specific to hazardous material (HazMat) incidents on railways, responders will be able to fulfill their roles and responsibilities in a timely manner, and ultimately, limit the impact and effects of the disaster. This All Hazards Freight Rail Annex includes information about the Region, including coordinating agencies, rail route maps, commodity flows and projections, roles and responsibilities when responding to a freight rail incident with HazMat as well as links to additional resources.

The purpose of this annex is to provide an organizational framework to effectively utilize all available firefighting, HazMat mitigation, search and rescue, and law enforcement resources and personnel within the City, County and University during a major freight rail disaster.

This annex is intended to supplement the Charlottesville-UVA-Albemarle County Emergency Operations Plan (Regional EOP) by establishing policies and procedures specific to hazardous material freight rail incidents. Plans for controlling the dispatch of equipment and manpower, and ensuring effective operations at the scene of an emergency/disaster are included.

The annex is not intended to define Standard Operating Procedures (SOP) for any particular agency, but to provide a framework for operations and mutual aid response. Local officials are in command of disaster operations. Local, county, state, and federal agencies, while under direct supervision of their own superiors, must coordinate their activities with the affected municipality.

## Assumptions

The following list contains assumptions that Charlottesville-UVA-Albemarle County will operate under during a response to a freight rail incident with HazMat on board.

- The Charlottesville-UVA-Albemarle County Emergency Communications Center (ECC), train operator, and/or railroad dispatcher may be the first to be alerted to an impending or actual emergency through their normal communications network.
- Response to a freight rail incident will focus on the preservation of life, property and the environment. An accidental release of hazardous materials during a freight rail incident could pose a threat to the local population, economy, or the environment.
- The rail company should be notified as early as possible, and they will be fully engaged with the response and recovery activities. They'll bring ample resources and personnel to assist the emergency responders as well as to complete their damage assessment and recovery responsibilities.
- Due to the geography of the Charlottesville-UVA-Albemarle region, adequate response and access to rail lines in various locations may be difficult.
- Based on the location and nature of the incident, mass casualty and evacuation procedures may be implemented. Some hazardous materials releases can contaminate and/or injure people,

and result in a mass casualty incident; however preventative measures may be taken to avoid this.

- A major freight rail incident involving HazMat may require the evacuation and/or shelter-in-place of citizens at any location within the Charlottesville-UVA-Albemarle area.
- The length of time available to determine the scope and magnitude of the freight rail incident, the presence of chemicals and/or substances, or potential combination of chemicals and/or substances will impact protective actions including timely notification of the public.
- A freight rail incident can create a situation that strains the normal resources of any one municipality. Determining what resources are needed will vary depending on the type of incident.
  - Efficient and effective mutual aid among various local, county, state, and federal agencies requires the use of a Unified Command System, with appropriate space accommodations, compatible equipment and communications systems.
  - Refer to the Incident Resource Inventory System (IRIS) resource manual to find locally available response equipment.
- The Charlottesville-UVA-Albemarle Office of Emergency Management will notify the Virginia Emergency Operations Center immediately after any train derailment incident.

## Coordinating and Cooperating Agencies

In the event of a major freight rail incident, coordinating and cooperating agencies should be involved with the response, recovery and mitigation.

### Coordinating Agencies

A Coordinating Agency is one that supports the incident management mission by providing the leadership, expertise, and authorities to implement critical and specific aspects of the response. Responsibilities include (but are not limited to): orchestrating a coordinated response, providing staff for operations functions, tasking and managing cooperating agencies, working with private-sector organizations, communicating ongoing activities to organizational elements, planning for short and long-term incident management and maintaining trained personnel to execute their appropriate support responsibilities.

The coordinating agencies for the Charlottesville-UVA-Albemarle County region are listed below.

- Albemarle County Fire Rescue (ACFR)
- Charlottesville Fire Department
- Albemarle County Facilities and Environmental Services

### Cooperating Agencies

A Cooperating Agency is an agency providing assistance to the incident management effort. These agencies have jurisdiction, right by law, or special expertise with respect to any disastrous impact caused by a major incident, in this case – a freight rail incident.

The potential list of cooperating agencies for the Charlottesville-UVA-Albemarle County region includes, but is not limited to, the agencies in table 1 (in alphabetical order).

<b>Table 1: Potential Cooperating Agencies for Charlottesville-UVA-Albemarle</b>	
<b>Local Agencies</b>	<ul style="list-style-type: none"> <li>▪ Albemarle County Department of Social Services</li> <li>▪ Albemarle County Police Department</li> <li>▪ Albemarle County Sheriff’s Office</li> <li>▪ Albemarle County Transportation</li> <li>▪ Albemarle County School System</li> <li>▪ Charlottesville-Albemarle Health Department</li> <li>▪ Charlottesville Area Transportation</li> <li>▪ Charlottesville Department of Social Services</li> <li>▪ Charlottesville Police Department</li> <li>▪ City of Charlottesville Sheriff’s Office</li> <li>▪ Martha Jefferson Hospital</li> <li>▪ Office of Emergency Management</li> <li>▪ University Police Department</li> <li>▪ UVA Medical Center</li> <li>▪ UVA Parking and Transportation</li> <li>▪ Churches</li> <li>▪ Non-Government Organizations (Salvation Army, etc.)</li> </ul>
<b>State Agencies</b>	<ul style="list-style-type: none"> <li>▪ Virginia Department of Emergency Management (VDEM)</li> <li>▪ Virginia Department of Environmental Quality (VDEQ)</li> <li>▪ Virginia Emergency Operations Center (VEOC)</li> <li>▪ Virginia Occupational Safety and Health Administration (VOSHA)</li> <li>▪ Virginia State Police</li> <li>▪ Virginia Department of Forestry</li> <li>▪ Virginia Department of Fire Programs</li> <li>▪ Virginia Department of Game and Inland Fisheries</li> <li>▪ Virginia Department of Transportation</li> </ul>
<b>Federal Agencies</b>	<ul style="list-style-type: none"> <li>▪ Department of Energy (DOE)</li> <li>▪ Department of Homeland Security (DHS)</li> <li>▪ Department of Transportation (DOT)</li> <li>▪ Environmental Protection Agency (EPA)</li> <li>▪ Federal Bureau of Investigation (FBI)</li> <li>▪ Federal Emergency Management Agency (FEMA)</li> <li>▪ Federal Rail Administration (FRA)</li> <li>▪ National Transportation Safety Board (NTSB)</li> <li>▪ Occupational Safety and Health Administration (OSHA)</li> <li>▪ United States Coast Guard (USCG)</li> </ul>
<b>Industry</b>	<ul style="list-style-type: none"> <li>▪ Buckingham Branch</li> <li>▪ CSX Transportation</li> <li>▪ Norfolk Southern</li> </ul>

## Hazardous Materials

A hazardous material (HazMat) is defined as any substance or material could adversely affect the safety of the public, handlers or carriers during transportation. Hazardous Materials are governed by regulation with varying entities having their own relating to their legal jurisdiction. DOT regulates the vessel that the HazMat is transported in, OSHA regulates the training and personal protective equipment of the worker handling the HazMat. EPA regulates the impact of HazMat on the

environment. Lastly, the consensus standards of the National Fire Protection Association (NFPA) consolidates all of these regulations for the authority having jurisdiction as they relate to minimizing the possibility and effects of fire and other risks.

### **Classification of HazMat**

The hazard class is a group of hazardous materials that share dangerous characteristics and is indicated either by its class (or division) number or name and are included on placards for fixed facilities, on intermodal containers, and on shipping papers. *Please see the Emergency Response Guidebook for more information.*

- **Class 1 - Explosives**
  - Division 1.1 Explosives with a mass explosion hazard
  - Division 1.2 Explosives with a projection hazard
  - Division 1.3 Explosives with predominantly a fire hazard
  - Division 1.4 Explosives with no significant blast hazard
  - Division 1.5 Very insensitive explosives with a mass explosion hazard
  - Division 1.6 Extremely insensitive articles
- **Class 2 - Gases**
  - Division 2.1 Flammable gases
  - Division 2.2 Non-flammable, non-toxic gases
  - Division 2.3 Toxic gases
- **Class 3 - Flammable liquids (and Combustible liquids [U.S.]**
- **Class 4 - Flammable solids; Spontaneously combustible materials; and Dangerous when wet materials/Water-reactive substances**
  - Division 4.1 Flammable solids
  - Division 4.2 Spontaneously combustible materials
  - Division 4.3 Water-reactive substances / Dangerous when wet materials
- **Class 5 - Oxidizing substances and Organic peroxides**
  - Division 5.1 Oxidizing substances
  - Division 5.2 Organic peroxides
- **Class 6 – Toxic substances and Infectious substances**
  - Division 6.1 Toxic substances
  - Division 6.2 Infectious substances
- **Class 7 - Radioactive materials**
- **Class 8 - Corrosive substances**
- **Class 9 - Miscellaneous Dangerous Goods / Products, Substances or Organisms**

These designated materials categories are included in the U.S. Department of Transportation ***Emergency Response Guidebook*** located at the EOC and selected emergency response facilities (Police Stations, Fire Stations, etc.) and in PDF form at <http://www.phmsa.dot.gov/>.

## HazMat Teams

HazMat teams are made up of personnel who are specially trained to handle materials that are radioactive, flammable, explosive, corrosive, oxidizing, asphyxiating, biohazardous, toxic, pathogenic, or allergenic.

In the Commonwealth of Virginia, the locality calls the VEOC to make the initial notification that an incident occurred. If HazMats are involved and it is deemed significant enough, which a freight rail incident will be, the area VDEM HazMat Officer will contact the Incident Command to determine the extent of the incident and gather further information. They will dispatch and authorize the appropriate HazMat Team to respond, which will most likely be the Central Shenandoah Valley Regional Response Team.

For a complete listing of regional HazMat Response Teams, please visit VDEM's website:

<http://www.vaemergency.gov/em-community/hazmat/teams>

## Transport of HazMats

Today, larger quantities of hazardous material are being transported by freight rail and stored in almost every urban community and rural area across the United States. Although this Annex focuses on responding to a freight rail HazMat incident, there are five ways to transport HazMats, including:

- Air
- Highway
- Pipeline
- Rail
- Water

*Please refer to the most current Emergency Response Guide (ERG) for more detailed information; however, the sections below contain the minimum information to assist in the first 30 minutes of an incident, sourced directly from the 2016 ERG.*

### **Rail Tank Cars** (page 10-11 of 2016 ERG)

Emergency response personnel must be aware that rail tank cars vary widely in construction, fittings and purpose. Tank cars could transport products that may be solids, liquids or gases. The products may be under pressure. It is essential that products be identified by consulting shipping documents or train consist or contacting dispatch centers before emergency response is initiated.

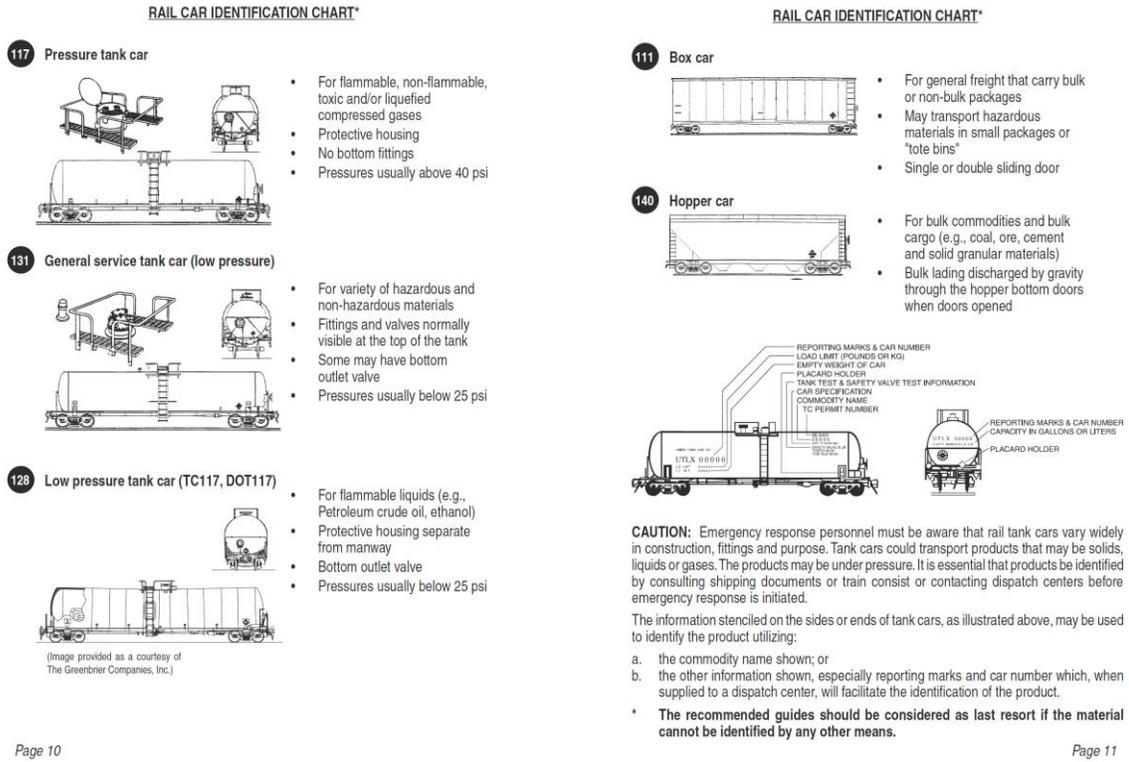


Figure 1: Rail Car Identification Chart

**Placards**

Due to the number of potential combinations of placards, please refer to the most current ERG for the table of placards (which includes references to guides that will assist in responding to a HazMat incident where each specific chemical or substance is present).

**Rail Information and Commodity Flows**

The three rail industry\* operators are Buckingham Branch, CSX Transportation, and Norfolk Southern (see Appendix A for a map showing the rail lines in the region). The list below includes hyperlinks to the maps of the locations of all rail routes that run through Albemarle County and the City of Charlottesville. The rail industry partners also provided their commodity flows for 2015. *Updated Commodity Flows / Density Studies can be requested from the companies at any time by following their existing processes.*

*\*Please note: the rail lines are potential Right of Ways for other utilities (such as communications, pipelines, etc.) and could severely impact services if an incident occurred.*

**Buckingham Branch**

In 2015, the total Hazardous Materials traffic handled by Buckingham Branch Railroad was 70 shipments in Albemarle County. All shipments were for the AmeriGas facility in Keswick, VA.

<b>Table 1: Buckingham Branch 2015 Commodity Flow</b>			
<b>Commodity</b>	<b>Hazard Class</b>	<b>Carloads (2015)</b>	<b>STCC</b>
LIQUIFIED PETROLEUM GAS	2.1	70	4905421, 4905752

### CSX Transportation

The total Hazardous Materials traffic handled by CSX Transportation in Albemarle County for 2015 was 17,747 shipments. This number includes intermodal shipments (trailer or container on flat cars). Intermodal hazardous materials shipments are non-bulk and less than 55 gal/package formats.

An analysis of the density report shows that 25 products accounted for 17,494 carloads for the period. This represents 99% of the total hazardous materials carloads handled. These products include: (in descending order of carloads).

<b>Table 2: CSX Transportation 2015 Commodity Flow</b>		
<b>Commodity</b>	<b>Hazard Class</b>	<b>Carload % of total HazMat</b>
PETROLEUM CRUDE OIL*	3	38.12%
PETROLEUM CRUDE OIL*	3	30.41%
LIQUEFIED PETROLEUM GASES	2.1	8.15%
ALCOHOLS, N.O.S.	3	4.5%
AMMONIA, ANHYDROUS	2.2	4.05%
PROPANE	2.1	3.59%
BUTANE	2.1	2.52%
SULFUR, MOLTEN	9	1.35%
SULFURIC ACID	8	1.18%
SODIUM HYDROXIDE SOLUTION	8	<1%
SODIUM CHLORATE	5.1	<1%
FAK-HAZARDOUS MATERIALS	0	<1%
PHOSPHORIC ACID, LIQUID	8	<1%
ENVIRONMENTALLY HAZARDOUS SUBSTANCES, SOLID, N.O.S.	9	<1%
CHLORINE	2.3	<1%
AMMONIUM NITRATE	5.1	<1%
ALCOHOLIC BEVERAGES	3	<1%
ENVIRONMENTALLY HAZARDOUS SUBSTANCES, LIQUID, N.O.S.	9	<1%
METHANOL	3	<1%
TOLUENE	3	<1%
COMBUSTIBLE LIQUID, N.O.S. CL		<1%
ELEVATED TEMPERATURE LIQUID, N.O.S.	9	<1%
HYDROCHLORIC ACID	8	<1%
CORROSIVE LIQUID, ACIDIC, ORGANIC, N.O.S.	8	<1%
ETHANOL	3	<1%
<b>Total</b>	<b>25</b>	<b>99%</b>

\* In summer 2015, DOT changed the Standard Transportation Commodity Code (STCC) to provide a separate number to track transport of Bakken Crude Oil. The first row lists Bakken Crude Oil transport

on its own for the remainder of 2015 (after this STCC change); the second row refers to all oil transport for the first half of 2015.

### Norfolk Southern

The total Hazardous Materials traffic handled by Norfolk Southern in Albemarle County for 2015 was 22,290 shipments. The top 25 substances are shown in the table below.

Commodity	Hazard Class	Number of Carloads	Carload % of total HazMat
ALCOHOLS, N.O.S.	3	5,071	23%
ELEVATED TEMPERATURE	9	1,168	5%
SULFUR, MOLTEN	9	866	4%
SULFURIC ACID	8	689	3%
CARBON DIOXIDE	2.2	584	3%
VINYL CHLORIDE	2.1	329	1%
HYDROCHLORIC ACID	8	308	1%
PETROLEUM GASES	2.1	247	1%
AMMONIUM NITRATE	5.1	191	<1%
FERRIC CHLORIDE, SOLUTION	8	182	<1%
ENVIRONMENTALLY HAZARDOUS	9	169	<1%
AEROSOLS	2.2	154	<1%
BUTANE	2.1	141	<1%
CORROSIVE LIQUIDS, TOXIC	8	125	<1%
ELEVATED TEMPERATURE	9	112	<1%
SODIUM CHLORATE	5.1	111	<1%
BATTERIES, WET, FILLED	8	86	<1%
ACRYLAMIDE SOLUTION	6.1	83	<1%
BISULFITES, AQUEOUS	8	83	<1%
ACETONE	3	74	<1%
ETHYL ACRYLATE	3	73	<1%
SODIUM HYDROXIDE SOLUTION	8	72	<1%
AEROSOLS	2.1	70	<1%
POLYMERIC BEADS	9	66	<1%
PROPANE	2.1	64	<1%

## Responding to a Freight Rail Incident

This section includes the information and guidance necessary for responding to a freight rail incident involving HazMats. The initial steps for the first hour of the first Operational Period are directly below and additional pages includes roles and responsibilities for specific agencies.

### 1. Safety First

- a. Contact the freight rail carrier, determine if they are aware of an incident, if so gather as much information regarding the incident and request rail traffic be stopped.
- b. Approach the incident scene upwind, uphill and upstream.

- c. Detect the presence of hazardous materials.
- d. Plan for the safety of response personnel and the public. Consider whether evacuation or shelter in place is necessary.
- e. Use PPE with SCBA which matches the hazard and air monitoring equipment.
- f. To establish a safe perimeter around the incident site, reference the U.S. DOT “Emergency Response Guidebook” and expand the perimeter as required.
- g. Employ a defensive strategy until you have the information and resources you need to engage in an offensive strategy.
- h. Locate and make contact with the crew of the train as soon as possible.
- i. Look for markers that indicate that the right-of-way contains buried transmission pipelines or communication conduits.

## **2. Contact the Railroad**

- a. Exchange contact information with railroad.
- b. Confirm whether the railroad is aware of the incident and ask if the rail line is shut down.
- c. Request the train consist from the railroad (they may be able to email this to you).
- d. Provide the location of the Incident Command Post (ICP) and staging area.
- e. Specify public resources/equipment that are on site and/or responding. Communicate any resource needs.
- f. Ask what resources the railroad is mobilizing and when they will arrive.
- g. Advise of any safety and protective measures being arranged (evacuations, traffic control and site access routes/points).

## **3. Isolate the Area and Size-up the Incident**

- a. Size-up the incident.
- b. Look for railroad crossing a mile markers within the immediate area. Markers can also be found near crossings, and in the railroad right-of-way.
- c. Estimate likely harm without intervention.
- d. Secure the site and keep in mind the potential for incident expansion.
- e. Establish Exclusion (Hot), Contamination Reduction (Warm), and Support (Cold) zones.
- f. Establish security around the incident area (including any river traffic if incident occurs near water, especially the James River).
- g. Decide who/what is allowed to be on site and where. Allow railroad personnel immediate access (with proper ID and consideration for everyone’s safety).

## **4. Identify the Product(s) Involved with the Assistance of the Information Obtained from the Train Consist**

- a. Report incident information/situation/location found to railroads;
  - i. Some state emergency response centers who may be able to provide information

- ii. Consult the U. S. DOT **Emergency Response Guidebook** / Contact **CHEMTREC at 800-424-9300**.
- iii. Obtain the train consist and Emergency Response Information paperwork from the train crew.
- iv. Utilize the “ASK RAIL” App and/or CSX’s “Rail Respond” software to access real time train information.

## 5. Prepare and Work the Plan

- a. Develop an initial **Incident Action Plan (IAP)** based on current available information.
  - i. Consider unique hazards such as tunnels and bridges
- b. Choose appropriate response options for the incident
- c. Establish a Unified Command Structure; establish roles, responsibilities and accountabilities.
- d. Identify the appropriate action options to safely handle the incident
- e. After checking with the railroad, consider calling for additional resources;
  - i. ESF #3—Public Works and Engineering agencies (e.g., to provide material for building culvert dams and underflow dams)
  - ii. Regional HAZMAT team (e.g., to facilitate hazard and risk assessment, to provide air monitoring, recon and sampling)
  - iii. Other fire departments (e.g., for mutual aid and back fill)
  - iv. Other law enforcement agencies, (e.g., to establish a perimeter, provide security, traffic control, and assist in evacuations)
- f. Do the best options to safely mitigate the incident.
- g. Continually evaluate the incident progress and make necessary adjustments
- h. Develop a site-safety health plan (as part of the IAP).

## Roles and Responsibilities

A freight rail incident will require a response from various local, county, state, and federal agencies. This section is designed to point out the disaster-specific issues and determine what agency or department is responsible for resolving each issue.

According to FEMA, the following are the three of the four phases of emergency management that should be followed when responding to a freight rail incident:

- **Response** is the immediate actions to save lives, protect property and the environment, and meet basic human needs.
- **Recovery** is the development, coordination, and execution of service- and site-restoration plans; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.
- **Mitigation** is the effort to reduce loss of life and property by lessening the impact of disasters.

The tables on the following pages include more details for Coordinating and Cooperating Agency’s responsibilities during the three phases.

**Fire Departments (ESF #4, 8, 9, 10)**

These include, but are not limited to: Albemarle County Fire Rescue, Charlottesville Fire Department, and Virginia State Regional HazMat Team.

Phase	Responsibilities
Response	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Determine immediate health and/or safety hazards.</li> <li>• Determine local geography and identify any obstacles.</li> <li>• Request activation of other local resources such as activation of the Emergency Operations Center (EOC) as needed.</li> <li>• Without risking exposure, isolate incident area and identify zones of activity; help secure the scene of the incident.</li> <li>• Ensure adequate law enforcement response for traffic and crowd control.</li> <li>• Determine if evacuation of the area is necessary.</li> </ul> <p><b>Incident Command</b>                      The highest ranking member of the first response unit to arrive at the incident assumes command until relieved.</p> <ul style="list-style-type: none"> <li>• The local jurisdictional Fire Department is responsible for establishing the initial Incident Command Post (ICP) to serve as the focal point for coordinating all emergency operations and designating an Incident Commander (IC).</li> <li>• The ICP is established and the IC is designated as soon as possible and the information is distributed to all responders.</li> <li>• Command may be transferred to other agencies (e.g., NTSB) as the scope and phase of the operation changes.</li> <li>• The IC will adjust the management structure to reflect the need and complexity of the incident, in accordance with other annexes. This may include, but is not limited to activating the EOC, establishing Unified Command, and requesting mutual aid support from neighboring jurisdictions.</li> <li>• Establishing Unified Command involving railroad company representatives is required for any rail incident requiring local response.</li> </ul> <p><b>Hazardous Material (refer to ERG)</b></p> <ul style="list-style-type: none"> <li>• Determine if HazMats are present and coordinate with railroad to confirm. Resources: Train Consist List (this should be requested from railroad during initial notification), Shipping Papers, “Ask Rail” or “Rail Respond.”</li> <li>• Provide air monitoring for hazard identification.</li> <li>• Check the weather forecast for the area or request weather updates from dispatch at 15-minute intervals.</li> <li>• Consider the location as a potential crime scene.</li> <li>• Begin evacuation or direct shelter-in-place, as needed. <i>Refer to ERG for initial isolation and protection distances.</i></li> <li>• Establish emergency decontamination area.</li> <li>• Wear turnout gear and SCBA until hazards are identified. Then identify required PPE.</li> <li>• Safely perform firefighting using defensive tactics, rescue, emergency medical, and other critical lifesaving response activities.</li> </ul>

	<ul style="list-style-type: none"> <li>• When necessary according to shipping papers, reportable quantity releases are to be reported to the National Response Center (at 1-800-424-8802).</li> <li>• In serving as IC, continue to supervise, control, and coordinate the response activities, including all personnel and tasks.</li> <li>• Inform EMS, VDEM Hazardous Material Response Team, and Virginia Department of Environmental Quality of contamination hazards.</li> <li>• Maintain complete and accurate documentation of all related costs, actions, and communications.</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Coordinate with railroad for debris and HazMat removal.</li> <li>• Cleanup will be accomplished in conjunction with all applicable local, regional, state, federal and private sector agencies.</li> <li>• Inspect and inventory equipment and vehicles for damages and loss.</li> <li>• Develop cost estimates of equipment and personnel, and identify possible funding sources.</li> <li>• Assess the need for critical incident stress management for personnel.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• Identify lessons learned from the incident, and make changes to response plans where applicable.</li> <li>• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.</li> <li>• Implement identified mitigation actions.</li> </ul>

**Law Enforcement (ESF #13)**

These include, but are not limited to: Albemarle County Police Department, Charlottesville Police Department, UVA Police Department, Scottsville Police Department, and Sheriff’s Offices.

Phase	Responsibilities
<b>Response</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Have a representative present at the ICP.</li> <li>• Stay in contact with the IC throughout the incident and provide assistance as requested.</li> <li>• Help locate and secure the scene of the incident.</li> <li>• Provide traffic and crowd control and incident site security.                             <ul style="list-style-type: none"> <li>○ Secure the scene before engaging in search and rescue.</li> <li>○ Protect the integrity of the scene so as not to hamper the investigation into the cause of the accident.</li> </ul> </li> <li>• Implement evacuation procedures.</li> <li>• Maintain complete and accurate documentation of all related costs, actions, and communications.</li> </ul> <p><b>Hazardous Material (refer to ERG)</b></p> <ul style="list-style-type: none"> <li>• Follow instructions from the ICP and the site safety plan regarding PPE and Decon.</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Assist with citizen re-entry efforts.</li> <li>• Follow and assist with the demobilization plan.</li> <li>• Maintain scene security and conduct traffic control.</li> <li>• Inspect and inventory equipment and vehicles for damages and loss.</li> <li>• Develop cost estimates of equipment and personnel, and identify possible funding sources.</li> <li>• Assess the need for critical incident stress management for personnel.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• Identify lessons learned from the incident, and make changes to response plans where applicable.</li> <li>• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.</li> <li>• Implement identified mitigation actions.</li> </ul>

**Medical Services (ESF #8)**

These includes, but are not limited to: Albemarle County Fire Rescue, UVA Medical Center, Martha Jefferson Hospital, Charlottesville-Albemarle Health Department, Charlottesville-Albemarle Rescue Squad (CARS), Western Albemarle Rescue Squad (WARS).

Phase	Responsibilities
<p><b>Response</b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Coordinate incident response with the IC and provide assistance as requested.</li> <li>• Health Department will assist in providing public health information to responders and to the public through the Public Information Officers (PIOs).</li> <li>• All EMS responders will provide support and coordination for Emergency Medical Services response and transport system.</li> <li>• Office of the Chief Medical Examiner:                             <ul style="list-style-type: none"> <li>○ Oversees removal of any fatalities from the crash site and work closely with the responsible investigative agency.</li> <li>○ Collects, stores, and disposes of all human remains and their personal effects.</li> <li>○ Removes and catalogs all evidence recovered from the deceased.</li> </ul> </li> </ul> <p><b>Hazardous Material (refer to ERG)</b></p> <ul style="list-style-type: none"> <li>• Follow instructions from the ICP and the site safety plan regarding PPE.</li> <li>• Prepare to conduct decontamination procedures as needed.</li> </ul>
<p><b>Recovery</b></p>	<ul style="list-style-type: none"> <li>• Decontaminate resources as needed</li> <li>• Demobilize any excess resources.</li> <li>• Consult with ESF #5 and ESF #14 (Long-Term Community Recovery &amp; Mitigation) regarding recovery strategy.</li> <li>• Develop cost estimates of equipment and personnel, and identify possible funding sources.</li> <li>• Inspect and inventory equipment and vehicles for damages and loss.</li> <li>• Assess the need for critical incident stress management for personnel.</li> </ul>
<p><b>Mitigation</b></p>	<ul style="list-style-type: none"> <li>• Identify lessons learned from the incident, and make changes to response plans where applicable.</li> <li>• Replace damaged or lost equipment and vehicles.</li> <li>• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.</li> <li>• Implement identified mitigation actions.</li> </ul>

**Office of Emergency Management (ESF #5)**

This includes, but is not limited to: Charlottesville-UVA-Albemarle Office of Emergency Management.

Phase	Responsibilities
<b>Response</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Contact industry, state, and federal authorities to notify them as to the extent of the incident.                             <ul style="list-style-type: none"> <li>○ Request industry, state, or federal aid as needed.</li> <li>○ Coordinate state and federal response to the incident.</li> </ul> </li> <li>• Open the EOC, if requested.                             <ul style="list-style-type: none"> <li>○ Provide support to the IC for the following: evacuation, communications, multi-agency coordination, transportation, shelter, materials handling, and other resource needs (i.e., mental health support, public works, etc.).</li> <li>○ Publish information concerning shelters and manage shelter operations.</li> </ul> </li> <li>• Keep the following informed: Emergency Communications Center (ECC) Management Board; County, City, and University Executives; City Council members; Board of Supervisors; and other railroads.</li> <li>• Gather information on the railroad incident for decision-making purposes.</li> <li>• Maintain a map of the affected areas and any other relevant information such as anticipated fire activity, locations of hazardous material spillage, and possible evacuation routes.</li> <li>• Coordinate evacuation efforts.</li> <li>• Enforce fiscal tracking by responding agencies.</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Oversee completion of all activities concerning the incident.</li> <li>• Coordinate critical incident stress management for personnel as needed.</li> <li>• Develop cost estimates of equipment and personnel, and identify possible funding sources.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• Identify lessons learned from the incident, and make changes to response plans where applicable.</li> <li>• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.</li> <li>• Implement identified mitigation actions.</li> </ul>

**External Affairs (ESF #15)**

This includes, but is not limited to: Public Information Officers (PIOs)

Phase	Responsibilities
<b>Response</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• The initial Public Information Officer (PIO), is from the agency in charge of the on-scene response, unless otherwise delegated.</li> <li>• In the event of a regional response to the incident and/or response extending beyond a single day, the position of PIO may rotate based on the capabilities of the responding agencies.</li> <li>• Once appointed, the PIO is responsible for consolidation and distribution of information to the public during the incident, and will clear all press releases through the IC and/or EOC. All approved press releases will be recorded, and a copy of the release will be saved for the disaster records.</li> <li>• During the event, the PIO provides relevant information via radio, TV, internet, and other forms of social media. The public will be reminded to remain calm, stay tuned for more information, and follow the instructions of emergency management personnel.</li> <li>• PIOs from the various disciplines may also participate in a Joint Information Center (JIC), to address the media with a single, coordinated voice.</li> <li>• Special care should be taken to provide the friends and families of victims with information as it becomes available and to assist in protecting them from the press, if required.</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• During the event, the PIO continues to provide relevant information via radio, TV, internet, and other forms of social media.</li> <li>• Information on the status of the recovery efforts, Community Outreach Center availability, clean-up activities and official notifications about the completion of the effort will be disseminated.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• The PIO continues to provide relevant information via radio, TV, internet, and other forms of social media. The public will be reminded to remain calm, stay tuned for more information, and follow the instructions of emergency management personnel.</li> <li>• Identify lessons learned from the incident, and make changes to response plans where applicable.</li> <li>• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.</li> <li>• Implement identified mitigation actions.</li> </ul>

**Emergency Communications Center (ESF #2)**

Phase	Responsibilities
<b>Response</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Dispatch Fire Rescue resources as appropriate and alert local hospitals of possible patients.</li> <li>• Provide support and coordination for Fire Rescue response and transport system.</li> <li>• Establish and maintain contact with the IC and Emergency Operations Center (EOC).</li> <li>• Determine operational capacity of all communications systems available in the City of Charlottesville, Albemarle County, UVA and the region.</li> <li>• Maintain ongoing information exchange with ESF #5 (Emergency Management).</li> <li>• Maintain complete and accurate documentation of all related costs, actions, and communications.</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Consult with ESF #5 and ESF #14 (Long-Term Community Recovery &amp; Mitigation) regarding recovery strategy.</li> <li>• Restore and temporarily repair critical City of Charlottesville, Albemarle County, and UVA communication facilities and systems as needed.</li> <li>• Develop cost estimates of equipment and personnel, and identify possible funding sources.</li> <li>• Inspect and inventory equipment and vehicles for damages and loss.</li> <li>• Assess the need for critical incident stress management for personnel.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• Identify lessons learned from the incident, and make changes to response plans where applicable.</li> <li>• Replace damaged or lost equipment and vehicles.</li> <li>• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.</li> <li>• Implement identified mitigation actions.</li> </ul>

**Transportation Agencies (ESF #1)**

These include, but are not limited to: Albemarle County Transportation, UVA Parking and Transportation, Charlottesville Area Transportation.

Phase	Responsibilities
<b>Response</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Assist the IC as requested.</li> <li>• Be prepared to shut down or isolate public transportation services if they are threatened by the freight rail incident and/or contamination.</li> <li>• Establish and maintain contact with the IC and/or EOC for instructions.</li> <li>• Determine operational capacity of streets, roads, and bridges.</li> <li>• Support traffic control (using barriers, other resources as needed) and maintain traffic routes.</li> <li>• Assist with evacuation as requested</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• If public transportation services were suspended, when deemed safe, lift restrictions and resume normal activities; facilitate traffic movement until normal flow returns.</li> <li>• Consult with ESF #5 and ESF #14 (Long-Term Community Recovery &amp; Mitigation) regarding recovery strategy.</li> <li>• Develop cost estimates of equipment and personnel, and identify possible funding sources.</li> <li>• Inspect and inventory equipment and vehicles for damages and loss.</li> <li>• Assess the need for critical incident stress management for personnel.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• Identify lessons learned from the incident, and make changes to response plans where applicable. Replace damaged or lost equipment and vehicles.</li> <li>• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.</li> <li>• Implement identified mitigation actions.</li> </ul>

**Public Works & Engineering (ESF #3)**

Phase	Responsibilities
<b>Response</b>	<ul style="list-style-type: none"> <li>• General</li> <li>• Assist the IC as requested.</li> <li>• Supply heavy equipment and assist as needed.</li> <li>• Assist with operations by supplying raw materials.</li> <li>• Support traffic control (using barriers, other resources as needed) and maintain traffic routes.</li> <li>• Maintain operational capacity of the Region’s critical infrastructure, including water, sanitary sewer.</li> <li>• Establish and maintain contact with the IC and/or appropriate EOC for instructions.</li> <li>• Maintain complete and accurate documentation of all related costs, actions, and communications.</li> </ul>
<b>Recovery</b>	<ul style="list-style-type: none"> <li>• Consult with ESF #5 and ESF #14 (Long-Term Community Recovery &amp; Mitigation) regarding recovery strategy.</li> <li>• Restore and temporarily repair regional critical infrastructure facilities and systems</li> <li>• Develop cost estimates of equipment and personnel, and identify possible funding sources.</li> <li>• Inspect and inventory equipment and vehicles for damages and loss.</li> <li>• Assess the need for critical incident stress management for personnel.</li> </ul>
<b>Mitigation</b>	<ul style="list-style-type: none"> <li>• Identify lessons learned from the incident, and make changes to response plans where applicable. Replace damaged or lost equipment and vehicles.</li> <li>• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.</li> <li>• Implement identified mitigation actions.</li> </ul>

## Mutual Aid Protocol

The unique nature of rail transportation incidents provides for a different type of cooperation than most local agencies are used to. Federal agencies will conduct a specialized investigation during the incident and oversee incident response as part of the Unified Command.

Throughout Albemarle County, response agencies have existing mutual aid plans and relationships both within the city and county and surrounding jurisdictions. These should be reviewed, updated, and communicated regularly, and included in training requirements.

## Additional Resources

These resources can be used to enhance the Charlottesville-UVA-Albemarle region’s planning, or they can be used on-scene during a freight rail incident.

<b>Resource</b>	<b>Description / Use</b>	<b>Link</b>
Charlottesville-UVA-Albemarle Emergency Operations Plan (EOP)	The Regional EOP is a multi-jurisdictional, multidiscipline, all-hazards plan that establishes a single, comprehensive framework for the management of major emergencies and disasters within the region. The plan is implemented when it becomes necessary to mobilize community resources to save lives, and protect property and infrastructure. The plan outlines the roles and responsibilities assigned to City, County and University departments and agencies for response to disasters and emergencies. The Regional EOP is not intended as a stand-alone document but serves as the overarching strategy that aligns more detailed department and agency plans and operating procedures to meet regional response and recovery needs.	Regional partners have printed copies of the plan and it is available electronically on the VEOCI system.
Emergency Response Guide (ERG)	The ERG provides first responders with a go-to manual to help deal with hazmat transportation accidents during the critical first 30 minutes. The ERG is updated every four years.	<a href="http://www.phmsa.dot.gov/staticfiles/PHMSA/Downloadablefiles/files/hazmat/erg2016.pdf">http://www.phmsa.dot.gov/staticfiles/PHMSA/Downloadablefiles/files/hazmat/erg2016.pdf</a>
CSX Community Awareness Guide	The Community Awareness Emergency Planning Guide has been developed by CSX Transportation to assist local emergency organizations with their efforts to plan for and respond to incidents involving railroad property or equipment.	<a href="http://www.dhsem.wv.gov/SERCTIERII/Pages/revision%20redacted%20version%20community%20awareness%20planning%20guide.pdf">http://www.dhsem.wv.gov/SERCTIERII/Pages/revision%20redacted%20version%20community%20awareness%20planning%20guide.pdf</a>
CSX Emergency Response to Railroad Incidents Course Manual	This document has been prepared to provide emergency responders with information concerning the transportation of hazardous materials by rail.	<a href="http://images.pcmac.org/Uploads/RESA5/RESA5/Divisions/DocumentsCategories/Documents/CSXHM-0002%20Emergency%20Response%20to%20Railr">http://images.pcmac.org/Uploads/RESA5/RESA5/Divisions/DocumentsCategories/Documents/CSXHM-0002%20Emergency%20Response%20to%20Railr</a>

<b>Table 4: Additional Resources</b>		
<b>Resource</b>	<b>Description / Use</b>	<b>Link</b>
		<a href="#">oad%20Incidents%20Self%20Study%20Guide%20%281%29.pdf</a>
CSX Application: Rail Respond	Rail Respond will provide firefighters, police officers and other emergency responders with easy mobile access to critical information that supports safe and accurate response to emergencies, helping to protect both communities and responders themselves. The new program is a collaborative product of the Operation Respond Institute, an industry leader in providing real-time rail information, and CSX’s public safety and technology teams.	<a href="https://www.csxrailrespond.com/rj_crr/">https://www.csxrailrespond.com/rj_crr/</a>
AAR Application: AskRail	The AskRail app is a safety tool that provides first responders immediate access to accurate, timely data about what type of hazardous materials a railcar is carrying so they can make an informed decision about how to respond to a rail emergency. AskRail is a backup resource if information from the train conductor or train consist is not available.	<a href="http://www.askrail.us/">http://www.askrail.us/</a>
Charlottesville CERT Training	CERT is a national program under the Citizens Corps umbrella to prepare you to respond to immediate needs following a major disaster.	<a href="http://www.charlottesvillecert.org/">http://www.charlottesvillecert.org/</a>
Federal Rail Administration (FRA)	The FRA’s mission is to enable the safe, reliable, and efficient movement of people and goods for a strong America, now and in the future. They maintain a map of rail lines throughout the United States and it’s at the link in the column to the right.	<a href="http://fragis.fra.dot.gov/gisfrasafety/">http://fragis.fra.dot.gov/gisfrasafety/</a>
Norfolk Southern Emergency Response Planning Guide	This Guide has been developed to assist local emergency response organizations in their efforts to plan for and respond to railway related incidents or emergencies. It is also designed to be utilized as a reference resource, and hand-out to supplement training programs presented by Norfolk Southern to the emergency response community.	Document available upon request; the Emergency Manager has an electronic copy.



## Appendix B: Railroad Emergency Contact Information

### Buckingham Branch

Main contact information for the Charlottesville Station:

- **Report a Buckingham Branch Railroad Emergency: 1-866-244-4529**
- **Physical & Mailing Address:** 201 Avon Street, Charlottesville, VA 22902
- **Office Phone:** 434-296-7442
- **Office Fax:** 434-296-7452
- **Website:** <http://www.buckinghambranch.com/index.htm>

### CSX Transportation

Main contact information:

- **Report a CSX Railroad Emergency: 1-800-232-0144**
- **Physical & Mailing Address of CSX Headquarters:** 500 Water Street, Jacksonville, FL 32202
- **Office Phone:** 904-359-3200
- **Website:** <https://www.csx.com/>
- **Additional Links of Interest:**
  - Interactive Map: <http://www.csx.com/index.cfm/customers/maps/csx-system-map/>

Virginia State Information: <https://www.csx.com/index.cfm/about-us/state-information/virginia/>

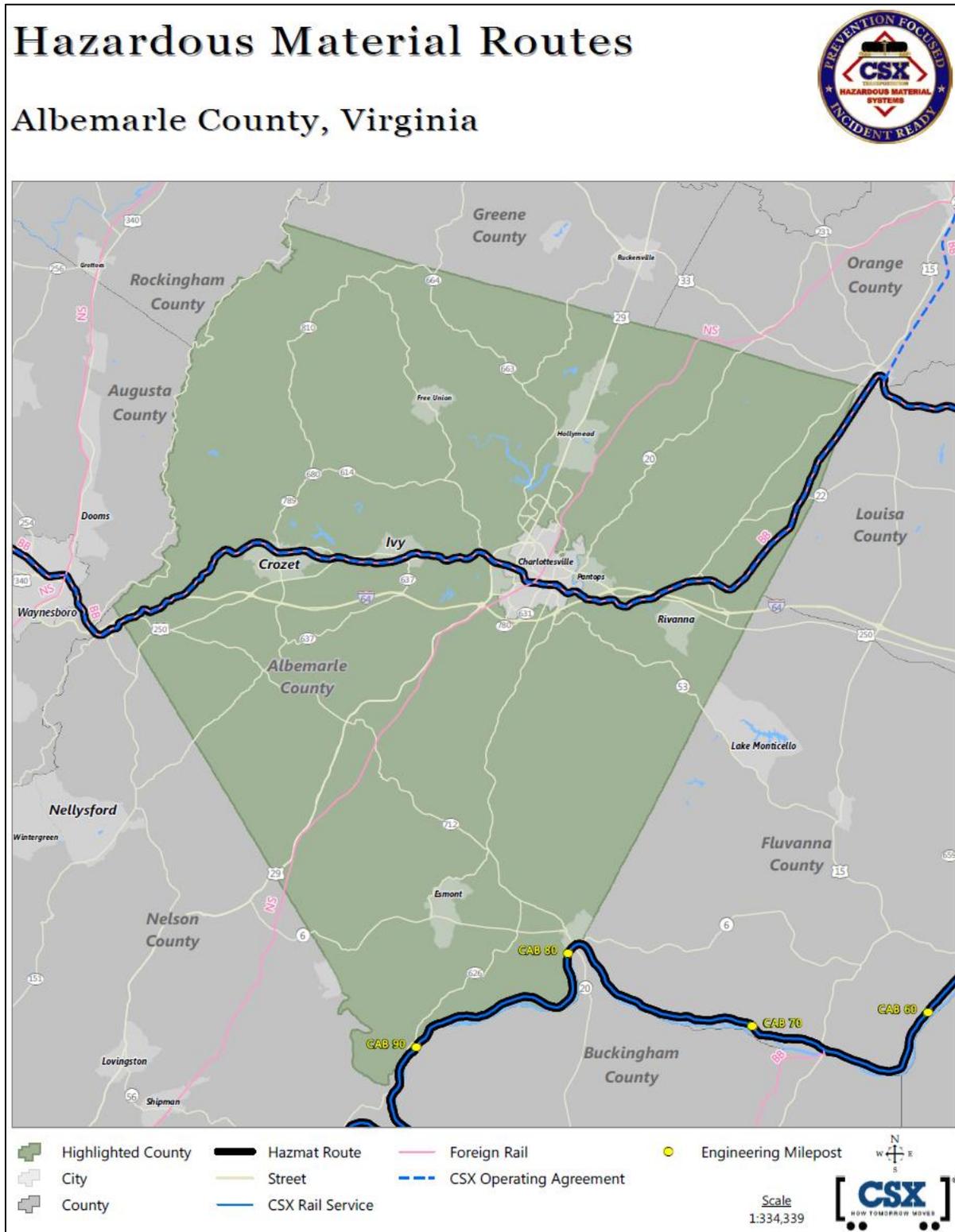
### Norfolk Southern

Main contact information:

- **Report a NS Railroad Emergency: 1-800-453-2530**
- **Physical & Mailing Address:** Three Commercial Place, Norfolk, VA 23510
- **Website:** <http://www.nscorp.com/content/nscorp/en.html>

# Appendix C: CSX Transportation

CSX Transportation submitted this map in March 2016. Please visit this website for a current interactive map: <http://www.csx.com/index.cfm/customers/maps/csx-system-map/>.





### CSX Operations in Virginia

- Operates and maintains more than 2,000 miles of track\*
- Maintains nearly 930 public and private grade crossings
- Handled nearly 1.2 million carloads of freight on the state's rail network
- At the end of 2014, CSX employed nearly 1,200 people
- Throughout 2014, CSX reported more than \$97.1 million in compensation for employees\*\*
- In 2014, CSX invested more than \$59.4 million in its Virginia network. In addition, the company invested nearly \$539 million in freight cars and other rolling assets to serve customers through its rail system.
- CSX carries a variety of commodities important to our economy and way of life, including consumer products, automobiles, food and agriculture products, coal and chemicals. Products shipped within Virginia include containerized consumer goods, coal, petroleum products, aggregates, and export grain and agricultural products.

### CSX Facilities in Virginia

- Rail yards in Clifton Forge, Newport News, Petersburg and Richmond (Acca and Fulton)
- Intermodal terminal in Portsmouth
- TRANSFLO terminals in Fredericksburg, Portsmouth and Richmond
- CSX opened the Kilby siding in Suffolk to support on-dock rail operations at APM Terminals

### Investment Projects

#### National Gateway

- The National Gateway is an approximately \$850 million, multi-state, public-private infrastructure project to improve the flow of freight between the Mid-Atlantic and the Midwest by clearing key freight corridors for double-stack rail service. The National Gateway has received considerable state and federal funding and CSX is investing approximately \$575 million in the project.
- The first phase of the National Gateway, which clears the way for double-stack intermodal service between CSX's existing terminal in Chambersburg, Pa., and its state-of-the-art hub facility in Northwest Ohio, was completed on time and on budget in September 2013. The project is currently in its second phase, which will double-stack clear the CSX corridor between Chambersburg and mid-Atlantic ports.
- The National Gateway network will greatly contribute to and facilitate the anticipated container volume growth at the Port of Virginia.



### CSX and the Virginia Community

- In partnership with state and local economic development agencies, Virginia businesses invested approximately \$18.1 million in new or expanded rail-served facilities on CSX or its connecting regional and short lines in 2014. These investments will generate nearly 20 new jobs at those businesses.
- CSX sponsored a cleanup day in Hampton Roads and more than 60 CSX volunteers participated. Through its partnership with local organizations, CSX brings its emphasis on safety and excellence to directly impact communities across the country.
- In 2014, CSX contributed nearly \$1.2 million to organizations in Virginia, including The Conservation Fund, The Nature Conservancy, Capital Trees, the CIA Officers Memorial Foundation and Virginia Operation Lifesaver.
- In 2014, CSX's Safety Train: Energy Preparedness Program delivered specialized hands-on training about rail car operations and incident response to nearly 190 first responders in Virginia, making a stop in Richmond.

\* Miles of track includes single main track, other main track, yard tracks and sidings as of December 31, 2014.

\*\* This figure includes current and former employees.



Revised on April 15, 2015

# Appendix D: Norfolk Southern



## NORFOLK SOUTHERN IN VIRGINIA

BEHIND EVERY NS TRAIN IS AN EXTENSIVE NETWORK OF TRACK AND TERMINALS, A FLEET OF SOPHISTICATED LOCOMOTIVES AND FREIGHT CARS, AND A TEAM OF DEDICATED EMPLOYEES WHO WORK AROUND THE CLOCK TO PROVIDE SAFE AND RELIABLE RAIL TRANSPORTATION.



**NS OPERATIONS in Virginia**

Map locations: ALEXANDRIA, FRONT ROYAL, MANASSAS, SHENANDOAH, RICHMOND, LYNCHBURG, ROANOKE, CREWE, HOPWELL, PETERSBURG, NORFOLK, SOUTH HAMPTON ROADS, DANVILLE, RADFORD, BRISTOL, NORTON, BRUNDY.

Legend: Auto Distribution Facility, Coal Transloading Terminal, Corporate Headquarters, Intermodal Terminal, Port Served, Rail Yard, Rail-To-Truck Transload Terminal, NS Trackage/Haulage Rights, NS Lines or Local Freight Rights.



**INFRASTRUCTURE in Virginia**    **2,004** Miles of Track (Virginia's Largest Railroad)    **1,270** Bridges    **37** Tunnels

### WHAT NS MOVES BY RAIL IN THE OLD DOMINION

INBOUND			OUTBOUND		
coal	50%	intermodal	17%	metals & construction	14%
agricultural products	12%	other	7%	agricultural products	10%
chemicals	5%	other	6%	intermodal	10%

Based on 2014 tonnage.



**PEOPLE**  
4,700 NS Employees  
3,130 Railroad Retirement Recipients



**PARTNERSHIPS**  
**BUSINESS MAGNET**  
NS helped 6 industries locate or expand in 2014, resulting in: **\$40 MILLION** CUSTOMER INVESTMENT, **130** NEW JOBS

**A PIER WITHOUT PEER**  
Pier 6 at Lambert's Point in Norfolk is the largest and fastest coal transloading facility in the Northern Hemisphere.



**ECONOMIC IMPACT**  
SERVING 475 CUSTOMERS

*pays* **\$383 MILLION** PAYROLL

*invests* **\$150 MILLION** TRACK & FACILITIES

*spends* **\$254 MILLION** PURCHASES & PAYMENTS



**GIVE** **A HELPING HAND \$6.3 MILLION**  
Virginia communities grow stronger through Norfolk Southern Foundation charitable giving.



**CONNECTIONS**  
NS tracks connect with 7 short line railroads.



**PASSENGER RAIL**  
Amtrak operates 4 regularly-scheduled passenger trains over NS tracks.

www.nscorp.com ©2015 Norfolk Southern Corporation. All rights reserved. Based on 2014 data. 10.1215.82811

## Appendix E: Definitions

*This Appendix includes emergency management terms that are commonly used or referred to throughout this All Hazards Freight Rail Annex. Please refer to the Charlottesville-UVA-Albemarle Emergency Operations Plan (EOP) for additional information.*

**ASPHYXIAE:** To kill by depriving a living being oxygenated air.

**BIOHAZARD:** A pathogen (bacteria or virus), especially one used in or produced by biological research that is a hazard to humans or the environment.

**CHEMTREC:** The Chemical Transportation Emergency Center is an off-scene 24-hour emergency information service provided by the Chemical Manufacturers Association. CHEMTREC can supply chemical and safety data as well as contact product manufacturers and shippers for more detailed assistance at the scene of the incident and appropriate follow-up. CHEMTREC: 1-800-424-9300

**COMMAND:** To have authority and control over a group of people.

- Incident Command: A management system designed to enable effective and efficient management of an incident. It is structured to facilitate activities in five major functional areas: Command, Operations, Planning, Logistics, and Finance.
- Incident Command Post: The physical location of the tactical-level on-scene incident command and management organization.
- Unified Command: An authority structure in which the role of incident commander is shared by two or more individuals, each already having authority in a different responding agency. May be needed for incidents involving multiple jurisdictions or agencies.

**COOPERATING AGENCY:** The cooperating agency for an emergency support function augments emergency response operations with specialized expertise and resources.

**COORDINATING AGENCY:** The coordinating agency is responsible for leading the planning, training, testing and evaluating efforts for that specific emergency support function.

**CORROSIVE:** A chemical process causing damage to metal or other materials; acid, base.

**EMERGENCY COMMUNICATIONS CENTER:** The Public Safety Answering Point in Charlottesville-UVA-Albemarle County. It is a centralized location to handle all incoming and outgoing emergency phone calls from citizens, and radio traffic to and from police, EMS, and fire.

**EMERGENCY OPERATIONS CENTER:** A facility from which government directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

**EMERGENCY RESPONSE GUIDEBOOK:** A guide to aid first responders in quickly identifying the specific or generic hazards of the material(s) involved in the incident, and protecting themselves and the general public during the initial phase of the incident. It is not intended to provide information on the

physical or chemical properties of dangerous goods (hazardous materials). The ERG was developed jointly by Transport Canada, the U.S. Department of Transportation, the Secretariat of Transport and Communications of Mexico, and with collaboration of Centro de Informacion Quimica para Emergencias of Argentina

**EMERGENCY SUPPORT FUNCTION:** A grouping of governmental and certain private sector capabilities into an organizational structure to provide support, resources, program implementation, and services that are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following domestic incidents.

**EXPLOSIVE:** An energetic material that contains a great amount of potential energy which, if released suddenly, is usually accompanied by the production of light, heat, sound, and pressure.

**FAK-HAZARDOUS MATERIALS:** "Freight All Kinds" are usually shipped in inter-modals and while classified as hazardous materials they usually fit into the Hazard Class 9 category as consumer commodities ORM-D which would indicate a much lesser hazard should these loads be involved in a transportation accident.

**FLAMMABLE:** A material that is easily burned, and which ignites more readily than other materials.

**HAZARDOUS MATERIAL:** Is any substance or material that could adversely affect the safety of the public, handlers or carriers during transportation.

**INTERMODAL:** A method of freight transportation, with a specific type of container, which can be used in multiple modes of transportation; going from a ship, to a truck, to a train without any handling of the freight itself when changing modes of transportation.

**JOINT INFORMATION CENTER:** A central location that facilitates operation of the JIS by supporting the gathering, verification, coordination, and dissemination of accurate, accessible, and timely information.

**JOINT INFORMATION SYSTEM:** Provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and/or disciplines, including the private sector and NGO's.

**MITIGATION:** The effort to reduce loss of life and property by lessening the impact of disasters.

**MUTUAL AID:** A term used to signify a voluntary reciprocal exchange of resources and services for mutual benefit.

**NATIONAL FIRE PROTECTION ASSOCIATION:** An association that creates and maintains private, copyrighted, standards and codes for usage and adoption by local governments.

**NON-GOVERNMENTAL ORGANIZATION:** Any non-profit, voluntary citizens' group which is organized on a local, national or international level to deliver resources or serve some humanitarian purpose.

**NATIONAL INCIDENT MANAGEMENT SYSTEM:** A standardized approach to incident management developed by the Department of Homeland Security.

**NNOT OTHERWISE SPECIFIED:** Used when a chemical's name does not appear in the U.S. DOT "Hazardous Materials Table".

**OTHER REGULATED MATERIALS FOR DOMESTIC TRANSPORT ONLY:** An identifier for hazardous materials in a limited quantity that presents a limited hazard during transportation due to its form, quantity, and packaging.

**OXIDIZE:** To combine or become combined chemically with oxygen.

**PATHOGENIC:** A medical term that describes viruses, bacteria, and other types of germs that can cause some kind of disease.

**STANDARD OPERATING PROCEDURE:** An established procedure to be followed in carrying out a given operation or in a given situation.

**STANDARD TRANSPORTATION COMMODITY CODE:** A seven-digit numeric code representing commodity groupings. If a commodity has a 49 as the first two numbers, then it is considered to be a hazardous material. The STCC is used by railroads on waybills and other shipping documents.

**TOXIC:** The ability of a substance to cause damage to an organism, its effects are dose dependent

**VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT:** Works with local government, state and federal agencies and voluntary organizations to provide resources and expertise through the four phases of emergency management.

**VIRGINIA EMERGENCY OPERATIONS CENTER:** Serves as the operation center for state efforts before, during and after emergencies and disasters strike or threaten Virginia.

## Appendix F: List of Acronyms

*This Appendix includes emergency management acronyms that are commonly used or referred to throughout this All Hazards Freight Rail Annex. Please refer to the Charlottesville-UVA-Albemarle Emergency Operations Plan (EOP) for additional information.*

Acronym	Meaning
ACFR	Albemarle County Fire Rescue
CARS	Charlottesville Albemarle Rescue Squad
CHEMTREC	Chemical Transportation Emergency Center
DOE	Department of Energy
DHS	Department of Homeland Security
DOT	Department of Transportation
ECC	Emergency Communications Center
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERG	Emergency Response Guidebook
EPA	Environmental Protection Agency
ESF	Emergency Support Functions
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FRA	Federal Rail Administration
HazMat	Hazardous Material
JIC	Joint Information Center
JIS	Joint Information System
NFPA	National Fire Protection Association
NGO	Non-Governmental Organization
NIMS	National Incident Management System
N.O.S.	Not Otherwise Specified
NTSB	National Transportation Safety Board
ORM-D	Other Regulated Materials for Domestic Transport Only
OSHA	Occupational Safety and Health Administration
PSAP	Public Safety Answering Point
PIO	Public Information Officer
PPE	Personal Protective Equipment
SOP	Standard Operating Procedures
STCC	Standard Transportation Commodity Code
UNESCO	United Nations Educational, Scientific, and Cultural Organization
USCG	United States Coast Guard
UVA	University of Virginia
VDEM	Virginia Department of Emergency Management
VDEQ	Virginia Department of Environmental Quality
VEOC	Virginia Emergency Operations Center
VOSHA	Virginia Occupational Safety and Health Administration
WARS	Western Albemarle Rescue Squad

## Appendix G: Incident Action Plan – Crude Oil Rail Incident

This Incident Action Plan (IAP) has been written, and is to be used, in conjunction with the Charlottesville- UVA-Albemarle County Emergency Operations Plan (Regional EOP), and “All Hazards Freight Rail Annex.” It will allow for the initial identification of life safety issues, hazards, fire, runoff, and the overall magnitude of the incident.

This IAP is intended for use during the first hour of operation, starting at time of dispatch.

### Section 1: General Situation Awareness

- There will be a need for specialized outside resources that may not arrive for hours.
- Railroad Safety Procedures:
  - Expect a train or equipment to move on any track from either direction at any time.
  - Watch for movement in both directions before crossing tracks
  - If tracks are clear, walk single file at a right angle to the rails.
  - Trains approach with little or no warning. Stand a minimum of 25 feet away from the tracks if possible, and face the train when rail equipment is passing through.
  - Never stand, walk or sit on railway tracks, between the rails or on the ends of ties.
  - Stay away from track switches since they can be remotely operated.
- Crude Oil Hazard Summary
  - Petroleum crude oil is a light to dark colored liquid hydrocarbon containing flammable gases. The behavior of this product may range from that of gasoline for the lighter (sweet) crude oils to diesel fuel for the heavier (sour) crude oils.
  - **CAS NO. 8002-05-9, UN 1267, DOT Hazard Class 3 Flammable Liquid, Refer to ERG Guide 128** for detailed information.

### Section 2: Initial Operations

- Attempt to identify the precise location of the incident, and communicate to all responding personnel (*See Appendix 1 of this IAP*)
- Isolate and secure the area; if **leaking** initially isolate **150 ft.** in all directions, then evacuate **1,000 ft.** downwind, if **on fire** isolate **½ mile** in all directions and shelter downwind
- Note the time of day/time of year/topography to determine response issues
- Consider the need for additional resources, and call for them:
  - Additional alarms/mutual aid
  - Notify local Emergency Manager, activate the local EOC.
  - Notify the Virginia Emergency Operations Center (VEOC)
  - Identify the need for an Incident Management Team
  - Contact the railroad; either CSX (1-800-232-0144), Norfolk Southern (1-800-453-2530) and/or Buckingham Branch (1-434-296-7442) for assistance, to notify them of the derailment, and request all train traffic be halted. (*See Appendix 2 of this IAP*)
- Contact the Chemical Transportation Emergency Center (CHEMTREC) at 1- 800-424-9300 for assistance (*See Appendix 2 of this IAP*)
- Determine the nearest water supply, and if in a rural area identify the drafting site and dump location and identify the location of rail track access sites
- Establish Command and Accountability System

- Assess the scene –
  - Attempt to identify any life hazards, and provide for IMMEDIATE RESCUE of individuals
  - Attempt to identify the types and numbers of rail cars involved; products, fire, smoke, sounds, placards, types of rail cars, and recover shipping papers
  - Use the specific technologies for rail car information: either Rail Respond for CSX information, or AskRail for Norfolk Southern information.
  - Attempt to identify any exposures involved
- Establish initial control zones:
  - Exclusion (Hot) Zone
  - Support (Cold) Zone
  - Contamination Reduction (Warm) Zone (becomes that once Entry Team goes to work)
- Develop a Site Safety Plan and Evacuation Routes
- Can sources of ignition be removed and/or eliminated?
- Use caution when approaching the scene and positioning apparatus. Implement air monitoring as soon as possible to detect the presence of combustible gases and other contaminants.
- The more volatile materials in crude oil may be present in the air in high concentrations creating an inhalation and flammability hazard. Responders should wear SCBA to avoid potential exposure to vapors and fire.
  - If a sufficient water supply has been established, use water fog spray to cool containers, control vapors, and to protect personnel and exposures. Direct the cooling water to the top of the tank. There is some potential that containers of liquid that are not properly cooled may rupture violently if exposed to fire or excessive heat. And if there is an explosion, realize that shrapnel may travel in any direction and for great distances. The use of unmanned monitors may be necessary.
  - **DO NOT APPLY WATER DIRECTLY INSIDE A TANK CAR.** Apply water from the sides of the tank car and from a safe distance to keep fire exposed containers cool. Use unmanned fire monitors for cooling tank cars when available. Withdraw immediately in case of rising sound from venting pressure relief devices or discoloration of tank.
  - Improper application of fire streams may create a dangerous phenomenon known as a *slop-over*. When the water stream is applied to the hot surface of burning oil, the water is converted into steam causing agitation of the liquid and burning oil. This burning oil then slops over the sides of the tank car. This can occur within 10 minutes of the product becoming involved in fire.
- Incident Command Checklist (*See Appendix 3 of this IAP*)
- If the derailment occurs near water, especially the James River on the southern part of the County, any individuals on the water should be evacuated and the river should be monitored as part of the security perimeter.

### Section 3: Continuing Operations

- Establish and identify an Emergency Decontamination (Decon) site for patients and for responders.
- Identify to all responders the appropriate Personal Protective Clothing (PPE) and if Self Contained Breathing Apparatus (SCBA) will be required.

- Establish staging areas for:
  - Fire/Rescue resources
  - Medical
  - Logistical needs
  - Railroad contractors
- Estimate the potential impact:
  - Has the container been breached? If so, is the product flowing?
  - Where will the container and/or its contents go if released?
  - Why are the container and/or its contents likely to go there?
  - How will the container and/or its contents get there?
  - When will the container and/or its contents get there?
  - What harm will be caused by them getting there?
  - How much material has been released?
  - What is the proximity of the release to:
    - People,
    - Property,
    - Critical systems, and
    - Environment?
  - Is the material on fire? Are other tank cars at risk of becoming involved?
  - Do you have the capability of successfully controlling fire spread, which in some cases may require a minimum of approximately 500 gallons of water per minute per exposed tank car?
  - Are adequate foam supplies and equipment available? (*Foam estimates are included on Appendix 4 & 5 of this IAP*)
  - Have the concentrations of any flammable or toxic vapors present been determined using air monitoring instruments? Are the readings within the appropriate Action Levels? **ACTION LEVELS are below:**
    - % of LEL: < 10%: continue with caution, 10% - 25%: work with caution continue monitoring, >25%: withdraw from the area
    - % Oxygen: Low 19.5% - High 23.5%
    - Carbon Monoxide: 35 Parts per Million (PPM)
    - Hydrogen Sulfide: 10 PPM

### Section 3.1: Derailment with a spill, no fire

- Implement the Emergency Response Plan.
- Notify CSX (1-800-232-0144), Norfolk Southern (1-800-453-2530) and/or Buckingham Branch (1-434-296-7442) and request train consist list. (*See Appendix 1 of this IAP*)
- Notify the VEOC.
- Conduct a hazard/risk assessment to determine the scope and magnitude of the problem.
- Conduct continuous air monitoring as needed.
- Work to ensure confinement operations are started to limit the product migration.
- Request additional foam supplies and equipment, if needed.
- Refer to the ERG for recommended isolation distances. (PHMSA Petroleum Crude Oil REFERENCE – 09/2014)

### Section 3.2: Derailment with fire, crude oil unit train, 1 car on fire, spill contained

- Implement the Emergency Response Plan.
- Notify CSX (1-800-232-0144), Norfolk Southern (1-800-453-2530) and/or Buckingham Branch (1-434-296-7442) and request train consist list. (*See Appendix 1 of this IAP*)
- Notify the VEOC.
- Conduct a hazard/risk assessment to determine the scope and magnitude of the problem.
- Conduct continuous air monitoring as needed.
- Confinement operations (i.e., spill control tactics) are a priority to limit the size and spread of the release – damming and diking may be required to limit the potential for the spill to migrate beyond the immediate area and cause environmental damage.
- Responders will need to refer to the ERG for recommended isolation distances.
- If fire suppression operations are initiated, responders need sufficient foam concentrate supplies, adequate water supply, foam appliances, equipment and properly trained personnel to effectively implement and sustain fire suppression and post-fire suppression operations. Based on NFPA 11, *Standard for Low-Medium-and High-Expansion Foam*:
  - For a spill **greater than one (1) inch in depth**, agencies will need a minimum of approximately **216 gallons of 3% foam concentrate** available for the **first 15 minutes** of the operation based on a **spill area of approximately 3,000 sq. ft.** Then there will be a need to have additional supplies for reapplication of foam to maintain an adequate blanket, and an adequate water supply to enable a continuous application.
- If foam is used, it is not effective on hydrocarbon fuels in motion (three dimensional fires).
- Defensive or non-intervention strategies should be the initial course of action. (PHMSA Petroleum Crude Oil REFERENCE – 09/2014)

### Section 3.3: Derailment with fire, crude oil unit train, multiple car involvement, release, spill, with fire

- Implement the Emergency Response Plan.
- Notify CSX (1-800-232-0144), Norfolk Southern (1-800-453-2530) and/or Buckingham Branch (1-434-296-7442) and request train consist list. (*See Appendix 1 of this IAP*)
- Notify the VEOC.
- Conduct a hazard/risk assessment to determine the scope and magnitude of the problem.
- Conduct continuous air monitoring as needed.
- Confinement operations (i.e., spill control tactics) are a priority to limit the size and spread of the release – damming and diking may be required to limit the potential for the spill to migrate beyond the immediate area and cause environmental damage.
- Responders will need to refer to the ERG for recommended isolation distances.
- If fire suppression operations are initiated, responders need sufficient foam concentrate supplies, adequate water supply, foam appliances, equipment and properly trained personnel to effectively implement and sustain fire suppression and post-fire suppression operations. Based on NFPA 11, *Standard for Low-Medium-and High-Expansion Foam*:
  - For a spill **greater than one (1) inch in depth**, agencies will need a minimum of approximately **216 gallons of 3% foam concentrate** available for the **first 15 minutes** of

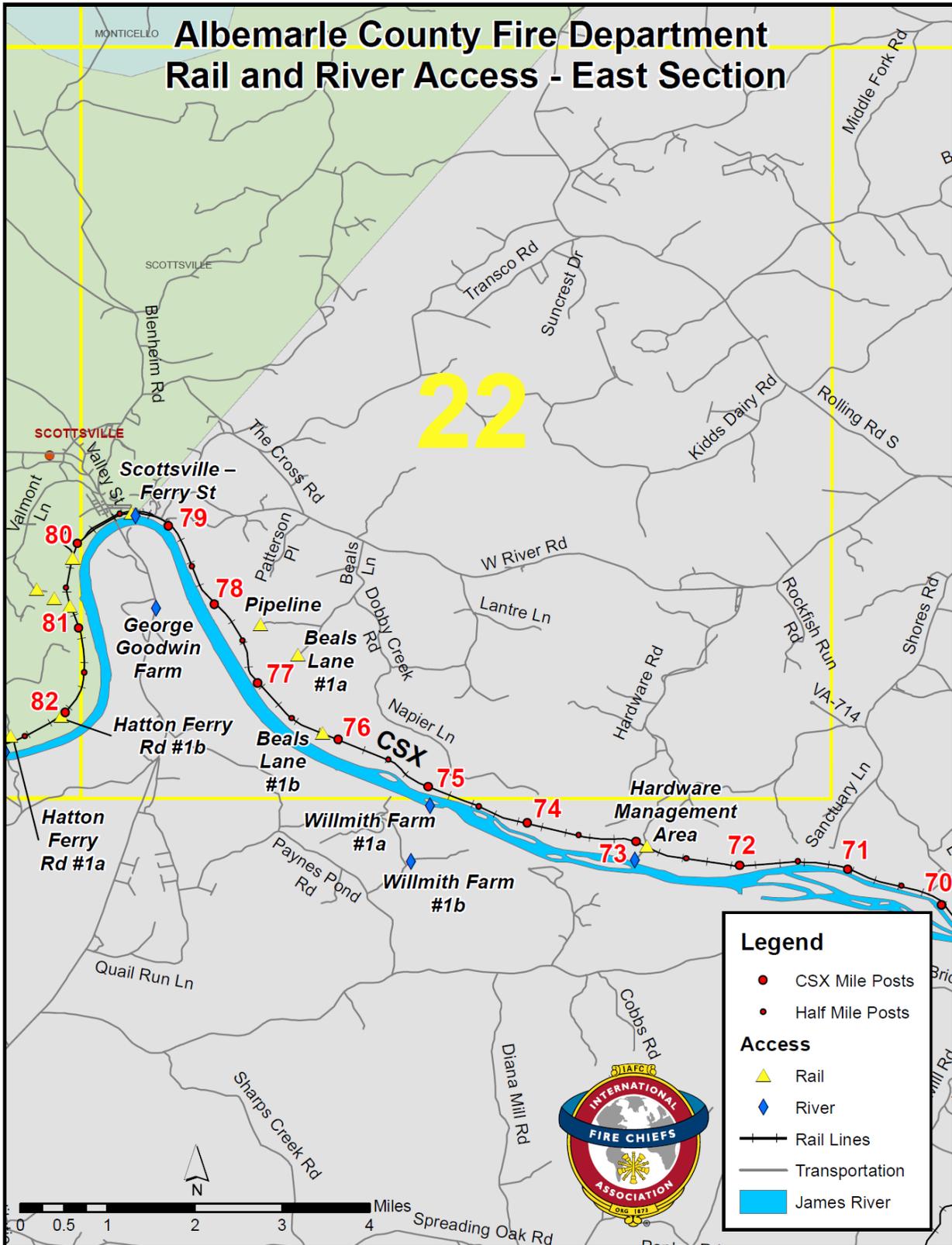
the operation based on a **spill area of approximately 3,000 sq. ft.** Then there will be a need to have additional supplies for reapplication of foam to maintain an adequate blanket, and an adequate water supply to enable a continuous application.

- If foam is used, it is not effective on hydrocarbon fuels in motion (three dimensional fires).
- Defensive or non-intervention strategies should be the initial course of action. (PHMSA Petroleum Crude Oil REFERENCE – 09/2014)

#### **Section 4: Additional ICS Forms that will be required as the operation expands**

- ICS 201 – Incident Briefing
- ICS 202 – Incident Action Plan
- ICS 203 – Organizational Assignment List
- ICS 204 – Assignment List
- ICS 205 – Incident Radio Communications Plan
- ICS 205A – Communications List
- ICS 206 – Medical Plan
- ICS 207 – Incident Organization Chart
- ICS 208 – Safety Message/Plan





## Appendix 2: Railroad/CHEMTREC Information Sheet

When contacting the **railroad**, provide the following information:

- Your name, location, organization name and telephone number
- Location of the incident (provide the railroad with the DOT Crossing Number or the railroad milepost so the specific location can be identified)
- Type and number of containers involved
- Presence of markings, labels, reporting marks or placards on tank car
- Presence of smoke, fire or spill
- Extent of damage
- Topography
- Weather conditions
- If pictures can be taken from a safe position, do so and send to a railroad representative as quickly as possible.
- *Request the Train Consist List.*

When contacting **CHEMTRC**, the list below should be communicated in addition to the list above:

- Dispatch center telephone number, and fax number
- UN/NA Identification Number or STCC number
- Chemical name, product name or trade name
- Carrier name
- Shipper and point of origin
- Consignee and destination
- What actions have been taken
- Number of injuries/exposures
- Is there specific information needed as a priority? (SDS, PPE information, medical assistance, etc.)

## Appendix 3: Incident Command Checklist

### General

- Determine immediate health and/or safety hazards.
- Additional alarms/mutual aid, attempt to identify the precise location of the incident, and communicate to all responding personnel.
- Notify the Virginia Emergency Operations Center (VEOC)
- Notify CSX (1-800-232-0144), Norfolk Southern (1-800-453-2530) and/or Buckingham Branch (1-434-296-7442) and request train consist list. *(See Appendix 1 of this IAP)*
- Identify the need for an Incident Management Team.
- Request activation of other local resources such as activation of the Emergency Operations Center (EOC) as needed.
- Without risking exposure, isolate incident area and identify zones of activity; help secure the scene of the incident.
- Ensure adequate law enforcement response for traffic and crowd control.
- Determine the nearest water supply, and if in a rural area identify the drafting site and dump location and identify the location of rail track access sites.
- Establish Command and Accountability System.

### Hazardous Material (refer to ERG)

- Assess the scene –
  - Attempt to identify the types and numbers of rail cars involved; products, fire, smoke, sounds, placards, types of rail cars, recover Consist or use “Ask Rail/Rail Respond”.
- Attempt to identify any exposures involved
- Coordinate with railroad
- Provide air monitoring for hazard identification.
- Establish initial control zones; if tank car is **leaking** isolate **150 ft.** in all directions –
  - Exclusion (Hot) Zone
  - Support (Cold) Zone
  - Contamination Reduction (Warm) Zone (Becomes that once Entry Team goes to work)
- Determine if evacuation of the area is necessary; if so evacuate **1,000 ft.** downwind, if **on fire** isolate **½ mile** in all directions and shelter downwind. If not direct shelter-in-place
- Identify the need to shut down river traffic
- Check the weather forecast for the area every 15-30 minutes for significant changes.
- Consider the location as a potential crime scene.
- Establish emergency decontamination area; one for patients, one for responders.
- Wear turnout gear and SCBA until hazards are identified. Then identify required personal protective equipment (PPE).
- Establish staging areas for: Fire/Rescue resources, Medical, Logistical needs, and Railroad contractors
- Safely perform firefighting using defensive tactics
- When necessary according to shipping papers, reportable quantity releases are to be reported to the National Response Center (at 1-800-424-8802).

- Inform Emergency Medical Services (EMS), VDEM Hazardous Material Response Team, and Virginia Department of Environmental Quality of contamination hazards.

# **Severe Weather Incident Annex**

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## Introduction

The Charlottesville, UVA, and Albemarle County region is at risk for a number of severe weather incidents. The purpose of the annex is to outline the organization, responsibilities, operational concepts, and procedures specific to response operations of forecasted severe weather emergencies in the City of Charlottesville, University of Virginia, and Albemarle County region. Safety of employees, citizens and visitors along with protection of property is of special emphasis and shall be improved by the use of educational campaigns, planning, warning and evacuation. This annex will be periodically reviewed and updated as necessary.

This annex is applicable to all agencies and personnel that have been assigned responsibilities for severe weather operations by the Emergency Operations Plan (EOP) and further supplements the EOP. This annex will be referred to during all severe weather incidents. A severe weather incident is any weather situation that threatens the safety of the public, threatens or causes disruptions to the locality, or threatens to or causes disruption of government functions. The primary categories of events which will be covered in this annex are:

1. Winter Weather
2. Wind Events
3. Severe Storms
4. Flooding
5. Excessive Heat

## Assumptions

In addition to the assumptions stated in the Regional EOP Basic Plan, Charlottesville-UVA-Albemarle County will operate under the following assumptions during a response to a severe weather incident.

- Severe weather events can occur during any season. While most will have some warning involved, some may develop with little or no warning.
- On occasion, there may be up to several days advanced warning for potentially severe weather. During this time the local area may activate warning systems, mobilize resources, activate the Emergency Operations Center (EOC), and implement evacuations as needed to ensure the safety of local residents, personnel and assets.
- The Governor's orders as they pertain to emergency protective measures including evacuation will be implemented.
- State and Federal assistance will neither be expected nor requested until all local resources and capabilities are known and are anticipated to be insufficient to satisfy emergency needs.
- Advanced preparation by healthcare facilities, businesses and utilities are essential to maintain needed services during response and recovery operations.

- The University utilizes a free emergency notification system called UVA Alerts. All students, faculty, and staff should register for this free service targeted to the University population. This system sends a text and email of any emergency on the University Grounds and proximate areas.
- The Local Emergency Alert System provides phone, text, or email notices of community emergency alerts. Users can choose the type of message they want to receive. Emergency alerts are targeted only to persons in the direct path of severe weather or in the vicinity of an emergent event.
- Depending on the severity of the weather event, population and vehicle evacuation parameters, shelter demand and capacity, traffic volumes and critical roadway segments, and estimated clearance times may all need to be taken into consideration.
- Evacuation routes will be determined by the appropriate emergency management official(s) at the time of the evacuation action decision. The following major thoroughfares and streets will be utilized whenever possible: Route 29 North or South, Route 20 North or South, Route 250 East or West (direct Albemarle).

## Severe Weather Incident Impacts

Severe weather is any dangerous meteorological phenomena that has the potential to cause serious physical damage, disruption of systems, or loss of life. Some events have a substantial warning period before their occurrence, but others do not. It is necessary to be prepared for the full range of potential severe weather phenomena. General impacts from severe weather events include:

- Transportation network damage or interruption
- Damages to utility infrastructure (natural gas, water, and waste water)
- Power outages
- Communication network interruption
- Disruption of public safety services (resource exhaustion)
- Commercial and personal property damage
- Structural damage
- Debris
- Disruption of agriculture and livestock
- Personal injury and death
- Fire/water damage
- Economic impact
- Disruption of health and healthcare services
- Threat to continuity of local government and public education
- Separation of families, reunification needs

## Responding to a Severe Weather Incident

This section includes the information and guidance necessary for responding to a severe weather incident.

An effective response to severe weather is dependent on rapid mobilization and effective use of resources and regional capabilities. The Lead Agency for severe weather events is the Office of Emergency Management. The Office of Emergency Management monitors weather information and National Weather Service forecast discussions. When severe weather is predicted, the office disseminates appropriate weather information to regional emergency management leadership.

For weather events with warning, the Office of Emergency Management will recommend activating the Emergency Operations Center in advance of the storm. Depending on the type of severe weather, certain Emergency Support Functions (ESFs) will be activated and asked to staff the EOC with personnel. Non-activated ESFs may be called upon to provide assistance later, and should maintain situational awareness through virtual monitoring of incident information. Each ESF agency should determine EOC staffing strategies and maintain their appropriate disaster preparedness, response, and recovery program in accordance with emergency duties and responsibilities as assigned in the Regional EOP. Specific expectations are outlined below.

### **Monitoring**

Triggered by National Weather Service advisories and watches for severe weather approaching our area.

- Review and update public messaging, team notification lists, EOC activation procedures, and VEOCI severe weather plan.
- Monitor weather advisories.

### **Emergency Operations**

- **Mobilization Phase**
  - Advise the public about the weather threat.
  - Place EOC team members on standby.
  - Test primary and alternate communications.
  - Identify vehicles and equipment that should be protected or relocated.
  - Alert emergency responders via the ECC.
  - Begin tracking staffing, equipment, and finances
- **Response Phase**
  - Activate the EOC as needed.
  - Provide emergency public information as appropriate.
  - Direct the evacuation of threatened areas as necessary. Coordinate with on-scene commanders in each area. Provide back-up radio communications as needed.
  - Relocate public-owned vehicles and equipment as necessary.
  - Designate, open, and publicize shelter locations as needed.
  - Declare a local emergency as deemed necessary.

- Report situation and support requirements if any to the State EOC. Continue to provide daily status reports throughout the emergency.
- Have the State activate search and rescue teams as needed.
- Direct that utilities be shut off in evacuated areas if necessary.
- Establish traffic control for evacuated areas as needed.
- Direct the testing of drinking water for purity if needed.
- Evaluate the situation and direct protective action as required.
- Declare any damaged areas safe for re-entry after danger has passed.
- Activate ARES/RACES for communication support, as needed
- Activate the CERT volunteer call takers to answer the 979-INFO lines and notify the media that the information hotline is active.
- Activate additional partners to provide support.
- Begin record keeping of all incurred expenses.
- **Recovery Phase**
  - Restore facilities and services.
  - Clear debris and reestablish utilities as conditions allow.
  - Assess damages.
  - Request post-disaster assistance, as appropriate.
  - Provide assistance to disaster victims.

## **Mutual Aid Protocol**

Due to the extensive scope of severe weather emergencies, it may be necessary to enlist mutual aid from surrounding jurisdictions to address a range of situations triggered by the severe weather event. Throughout the region, response agencies have existing mutual aid plans and relationships both within the city and county and surrounding jurisdictions. Additional assistance beyond existing agreements must be requested through the Office of Emergency Management.

## **Special Considerations**

A severe weather incident will require a response from various local agencies and potentially state, and federal agencies. In addition to the standard responsibilities outlined in Emergency Support Function annexes, this section points out unique considerations related to severe weather and resources available to address recognized challenges.

### **Transportation Agencies (ESF #1)**

- Interdependencies with VDOT, University of Virginia Facilities Management and Charlottesville Public Works for road clearance
- Emergency access debris clearance
- Coordination of transportation routes for incoming resources

### **Communications Agencies (ESF #2)**

- Potential communications disruption

- Communications system infrastructure damages
- Radio channels dedicated for response, depending on area command needs
- Cache radios
- Responder Data Services
- Private Sector vendors assisting with response
- No-tech strategy

**Public Works and Engineering (ESF #3)**

- Interdependencies with VDOT, UVA Facilities Management, Albemarle County FES and Charlottesville Public Works and utility companies
- Facility damage assessment needs
- Communication with Utility Companies

**Fire and Rescue Services (ESF #4, #9, #10)**

- Stage equipment and personnel
- Access to resource data

**Emergency Management (ESF #5)**

- VEOCI Severe Weather plan
- Notification responsibilities
- Dedicated incident management teams
- EOC Activation and sustained operations

**Mass Care (ESF #6)**

- Emergency Sheltering
- ADA access needs
- Mass feeding
- Reunification

**Resource Support (ESF #7)**

- Access to Resource information
- Resource owner contacts

**Public Health and Medical (ESF #8)**

- Awareness and Notification
- Medical staffing support for shelters
- Access to information about at-risk populations that rely on electricity-dependent durable medical equipment

**Resource Protection (ESF #11)**

- Historical venue preparedness for weather events with warning
- Livestock preparedness for weather events with warning
- Domestic pet Sheltering needs
- Historical venue damage assessment
- Agricultural damage assessment

### **Energy (ESF #12)**

- Power restoration priorities
- Private sector coordination

### **Public Safety and Security (ESF #13)**

- Emergency shelter staffing needs
- Equipment and resources needed (command post)

### **External Affairs (ESF #15)**

- Joint Information Center

### **Military Support (ESF #16)**

- National guard engagement

### **Donation and Volunteer Management (ESF #17)**

- Integration into incident management

## **Supporting Documents**

The following supporting documents should be referenced for tactical details and implementation procedures:

- Critical facilities lists for power restoration priorities
- Scottsville Flood Evacuation Plan
- National Guard Civil Support Playbook
- City of Charlottesville Debris Management Plan
- Albemarle County Debris Management Standard Operating Procedure
- Regional Water Utility Emergency Operations Plan (in process)
- UVA Inclement Weather Plan

## Appendix A – Severe Weather Background

### Winter Weather Events

- The greatest threat during severe winter weather is icing of surfaces from freezing rain or sleet and snow which melts and refreezes. Freezing rain or melting snow can result in an ice covering on exposed surfaces including buildings, roads, and power lines. Wind speed plays a major role in increasing the severity of an ice storm.
- Ice storms are a fairly common event in the area, with usually one or two a year, and can cause significant property damage and interrupt regular transportation routes.
- Damage can be extensive and pervasive, with ice on roadways and walkways leading to serious traffic wrecks for drivers and fall injuries for pedestrians. Community members with functional and access or special medical needs will face increased challenges from ice and snow events.
- Increasing ice accumulation may result in downed power lines and trees, which result in power outages and blocked roads.
- Even slight accumulations of ice create hazardous driving conditions and can cause significant problems if the precipitation occurs during high traffic periods
- Extreme cold temperatures cause human suffering and agricultural losses, particularly when combined with loss of heat from power or fuel outages. Wind Chill takes into account the increased rate of heat loss from exposed skin caused by the combination of wind with cold temperatures.
- If proper protective measures are not taken, individuals may be at risk of hypothermia, and frost bite.
- Heavy snowfall is another risk of severe winter weather. The build-up of significant amounts of snow and ice adds considerable weight to structures and utility infrastructure that may not be designed to withstand the weight. Winter snowstorms are categorized by the Regional Snowfall Index (RSI) produced by the NOAA National Climatic Data Center. The RSI Category is based on the spatial extent of the storm, the amount of snowfall, and the juxtaposition of these elements with population. Including population information ties the index to societal impacts. The RSI is calculated separately for different areas of the United States to account for regional climatic differences.
- Blizzard conditions are defined as: sustained winds and gusts above 35 miles an hour, and considerable falling and/or blowing snow are expected to last three hours or longer. This creates an especially hazardous environment with low visibility and the potential for damage to trees and structures in the community.
- Heavy snowfall may affect road access, which impacts public safety response and fire hydrant accessibility. This may cause increased demand for services due to people's inability to travel on their own. In addition, this will compound the challenge of transporting and sheltering regional response staff.

## High Wind Events

- According to the National Weather Service, high winds have the potential to occur during strong weather systems, severe thunderstorms, or can flow down a mountain. When winds of 40-50 mph are sustained, isolated wind damage is possible.
- Tornadoes can appear suddenly without warning and can be invisible until dust and debris are picked up or a funnel cloud appears. Most tornadoes in the southeastern United States are relatively weak (F/EF-0 to F/EF-1) and spawned by tropical cyclones (see Appendix B for Fujita Scale of Tornado Strength).
- Derechos are widespread, long-lived wind storms associated with bands of rapidly moving showers or thunderstorms known as bow echoes, squall lines, or quasi-linear convective systems. If the swath of wind damage extends for more than 250 miles, includes wind gusts of at least 58 mph along the majority of its length, and includes several, well-separated 75 mph or greater gusts, then the event may be classified as a derecho.
- Microbursts are localized columns of sinking air (downdrafts) within a thunderstorm and are usually less than or equal to 2.5 miles in diameter. There are two types of microbursts – wet and dry. Wet microbursts are common during the summer season in the Southeastern United States. Wind speeds during a microburst can be greater than 100mph.
- Hurricanes are tropical cyclones in which the maximum sustained surface 74 mph (or 119 km/hr) or more (see Appendix B for Saffir-Simpson Hurricane Severity Scale). Hurricanes are most likely to occur during the June 1-November 30 hurricane season; from mid-August through mid-October is the peak season for major (Category 3, 4, and 5) hurricanes to occur.
- Debris resulting from high winds or snow resulting from storms has the potential to block roads and prohibit effective transportation.
- Damage from a derecho is similar to that of a tornado but typically occurs in one direction along a relatively straight path and is referred to as "straight-line wind damage".
- Microbursts can cause extensive damage at the surface, and in some instances, can be life-threatening.
- During high wind events, high profile vehicles, trees, and utility poles are vulnerable to being blown over. Mobile homes are also particularly susceptible to damage, but all buildings are susceptible to flying debris and roofs being removed.
- In addition to the direct hazard posed to anyone caught below falling lines, damage to overhead electrical lines may also result in long-lasting power outages with the potential to effect large areas.
- Increased fire danger is possible with high wind events if dry fuels, low humidity and high winds coincide. A Fire Weather Watch is issued up to 72 hours before the above conditions are expected to occur and a Red Flag Warning is issued when the conditions above are expected to occur or are occurring within the next 24 hours.

## Severe Storms

- A thunderstorm is a rain shower that includes thunder and lightning. A thunderstorm is classified as “severe” when it contains one or more of the following: hail one inch or greater, winds gusting in excess of 57.5 mph, or a tornado. Thunderstorms are most likely in the spring and summer months and during the afternoon and evening hours, but they can occur year-round and at all hours.
- Lightning is a component of every thunderstorm, and is capable of striking an area within a 10-mile radius from the main thunderstorm.
- Hail is a dangerous potential aspect in thunderstorms. Hailstones have the potential to become as large as baseballs in supercell thunderstorms, but are considered severe when the hailstones reach 1” in diameter.
- Supercells are a less common form of thunderstorm that contain a deep and persistent rotating updraft called a mesocyclone and can potentially last for several hours depending on weather conditions.
- Heavy rain from thunderstorms can cause flash flooding, and high winds can damage homes and blow down trees and utility poles, causing widespread power outages.

## Flooding

- Floods are generally the result of excessive precipitation, and can be classified under two categories:
  - General floods: precipitation over a given river basin for a long period of time. General floods are usually long-term events that may last for several days.
  - Flash floods: heavy localized precipitation in a short time period over a given location. Most flash flooding is caused by slow-moving thunderstorms or by heavy rains associated with hurricanes and tropical storms.
- The severity of a flooding event is determined by the following:
  - a combination of stream and river basin topography and physiography
  - precipitation and weather patterns
  - recent soil moisture condition
  - the degree of vegetative clearing
- The types of general flooding in this region include riverine and urban flooding.
  - Riverine flooding is a function of excessive precipitation levels and water runoff volumes within the watershed of a stream or river.
  - Urban flooding occurs where man-made development has obstructed the natural flow of water and decreased the ability of natural groundcover to absorb and retain surface water runoff.
- During times of heavy rainfall, warnings may be received from the National Weather Service:
  - **Flash Flood Warning:** Take Action! A Flash Flood Warning is issued when a flash flood is imminent or occurring. People in flood prone areas need to move

- immediately to high ground. A flash flood is a sudden violent flood that can take from minutes to hours to develop.
- **Flood Warning:** A Flood Warning is issued when the hazardous weather event is imminent or already happening.
  - **Flood Watch:** A Flood Watch is issued when conditions are favorable for a specific hazardous weather event to occur. It does not mean flooding will occur, but it is possible.
  - **Flood Advisory:** A Flood Advisory is issued when a specific weather event that is forecast to occur may become a nuisance. It may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property.
  - **Areal Flood Warning:** An Areal Flood Warning is normally issued for flooding that develops more gradually, usually from prolonged and persistent moderate to heavy rainfall.
- Areas of Charlottesville along the banks of Meadow Creek, Moore's Creek, and the Rivanna River are subject to flooding due to excessive rainfall.
  - Areas of Albemarle County along the banks of the South Fork of the Rivanna, North Fork of the Rivanna, the James River at Scottsville, the Hardware River, and numerous creeks are subject to flooding due to excessive rainfall.

### **Excessive Heat**

- Excessive heat is a combination of hot temperatures and high humidity that creates a situation in which heat related illnesses are possible.
- The NWS issues Excessive Heat advisories, watches and warnings when excessive heat is expected over a multi-day period.

## Appendix B – Glossary

**Agricultural Drought:** When the amount of moisture in the soil no longer meets the needs of a particular crop.

**Areal Flood Warning:** An Areal Flood Warning is normally issued for flooding that develops more gradually, usually from prolonged and persistent moderate to heavy rainfall.

**Blizzard Watch:** Issued when there is at least a 50% chance for blizzard conditions within the next 36 to 48 hours. Blizzard conditions consist of sustained wind speeds (or gusts) of at least 35 mph, and considerable falling or blowing snow causing a reduction of visibilities to less than 1/4 mile for at least 3 hours.

**Blizzard Warning:** Issued when there is at least an 80% chance that wind and snow will combine to produce blizzard conditions within the next 36 hours. Blizzard conditions consist of sustained wind speeds (or gusts) of at least 35 mph, and considerable falling or blowing snow causing a reduction of visibilities to less than 1/4 mile for at least 3 hours.

**Derecho:** a very long lived and damaging thunderstorm. A storm is classified as a derecho if wind damage swath extends more than 240 miles and has wind gusts of at least 58 mph or greater along most of the length of the storm's path.

**Downbursts:** a common cause of wind damage from a thunderstorm. They can reach over 100 mph and are caused by air being dragged down by precipitation. When the air reaches the ground, it spreads outward across the surface of the land it encounters in a straight line.

**Drought:** a period of abnormally dry weather that persists long enough to produce a serious hydrologic imbalance, causing, for example, crop damage and shortages in the water supply.

**Dust Storm Warning:** A Dust Storm Warning is issued when visibility of 1/2 mile or less due to blowing dust or sand, and wind speeds of 30 miles an hour or more

**Excessive Heat:** A combination of high temperatures (significantly above normal) and high humidity.

**Excessive Heat Outlook:** Excessive heat event in 3-7 days.

**Excessive Heat Warning:** Excessive heat event within 35 hours.

**Excessive Heat Watch:** Excessive heat event in 12-48 hours.

**Fujita Scale (F-Scale):** is a scale for rating tornado intensity, based primarily on the damage tornadoes inflict on human-built structures and vegetation.

Scale	Wind Estimate (MPH)	Typical Damage
F0	< 73	Light damage
F1	73-112	Moderate damage
F2	113-157	Considerable damage
F3	158-206	Severe damage
F4	207-260	Devastating damage
F5	261-318	Incredible damage

**Freezing rain:** Super cooled (below 32 degrees) falling liquid precipitation that freezes on contact with any surface that is below freezing.

**Frost Bite:** An injury cause by freezing body tissue which requires immediate medical attention. Symptoms of frostbite include a white or pale appearance of the skin and a loss of feeling. Extremities such as fingers, toes, ear lobes, and the tip of the nose are most susceptible to frost bite.

**Gale Warning:** Gale Warnings are issued for locations along the water when one or both of the following conditions is expected to begin within 36 hours and is not directly associated with a tropical cyclone: sustained winds of 34 to 47 knots (39 to 55 mph) or frequent gusts (duration of two or more hours) between 34 knots and 47 knots.

**Hail:** Small ice particles and super-cooled water droplets that are lifted into a thunderstorm by its updraft can combine, fall into the downdraft of the storm, and then, if the updraft is strong enough, are recycled back up above the freezing level in the storm. It is the repeating of this process numerous times that allows for hail stones to grow. Once a hail stone is too big for the updraft to hold it up in the storm, it will fall to Earth.

**Heat Index (HI):** a measure of how hot it really feels when the humidity is added to the actual air temperature.

**Heat Wave:** A period of abnormally and uncomfortably hot and unusually humid weather. Typically, a heat wave lasts two or more days.

**High Wind Warning:** Sustained, strong winds with even stronger gusts are happening.

**High Wind Watch:** Sustained, strong winds are possible.

**Hurricane / Typhoon:** A tropical cyclone in which the maximum sustained surface wind (using the U.S. 1-minute average) is 64 kt (74 mph or 119 km/hr) or more. The term hurricane is used for Northern Hemisphere tropical cyclones east of the International Dateline to the Greenwich Meridian. The term typhoon is used for Pacific tropical cyclones north of the Equator west of the International Dateline.

**Hurricane Force Wind Warning:** Hurricane Force Wind Warnings are issued for locations along the water when one or both of the following conditions is expected to begin within 36 hours and not directly associated with a tropical cyclone: sustained winds of 64 knots or greater or frequent gusts (duration of two or more hours) of 64 knots (74 mph) or greater.

**Hurricane Season:** The portion of the year having a relatively high incidence of hurricanes. The hurricane season in the Atlantic, Caribbean, and Gulf of Mexico runs from June 1 to November 30. The hurricane season in the Eastern Pacific basin runs from May 15 to November 30. The hurricane season in the Central Pacific basin runs from June 1 to November 30.

**Hydrological Drought:** When the surface and subsurface water supplies are below normal.

**Hypothermia:** An abnormally low body temperature of less than 95 degrees Fahrenheit which requires immediate medical attentions. Warning symptoms include memory loss, skin discoloration, uncontrollable shivering, exhaustion, disorientation, incoherence, and slurred speech.

**Ice Storm Warning:** Issued when there is at least an 80% chance that freezing rain will result in the accumulation of at least 1/4 inch of ice within the next 24 hours.

**Meteorological Drought:** When an area gets less precipitation than normal. Due to climatic differences, what is considered a drought in one location may not be a drought in another location.

**Microburst:** a localized column of sinking air (downdraft) within a thunderstorm and is usually less than or equal to 2.5 miles in diameter.

**Severe Thunderstorm:** A thunderstorm is classified as "severe" when it contains one or more of the following: hail one inch or greater, winds gusting in excess of 50 knots (57.5 mph), or a tornado.

**Saffir-Simpson Hurricane Wind Scale:** A 1 to 5 rating based on a hurricane's sustained wind speed. This scale estimates potential property damage. Hurricanes reaching Category 3 and higher are considered major hurricanes because of their potential for significant loss of life and damage.

Category	Sustained Winds (MPH)	Typical Damage
1	74-95	Very dangerous winds will produce some damage
2	96-110	Extremely dangerous winds will cause extensive damage
3 (major)	111-129	Devastating damage will occur
4 (major)	130-156	Catastrophic damage will occur
5 (major)	157 >	Catastrophic damage will occur

**Severe Thunderstorm Warning:** A Severe Thunderstorm Warning is issued when severe thunderstorms is happening or is imminent in the warning area. Severe thunderstorms have wind 58 mph or higher and/or hail 1 inch or larger.

**Severe Thunderstorm Watch:** A Severe Thunderstorm Watch is issued when severe thunderstorms are possible in and near the watch area. Winds 58 mph or higher and/or hail 1inch or larger are possible in a severe thunderstorm.

**Socioeconomic drought:** When water supply is unable to meet human and environmental needs it can upset the balance between supply and demand.

**Supercell:** A relatively uncommon but dangerous kind of thunderstorm. Supercells have a high likelihood of producing severe weather, including damaging winds, very large hail, and sometimes weak to violent tornadoes. They contain a deep and persistent rotating updraft called a mesocyclone and can potentially last for several hours depending on weather conditions.

**Thunderstorm:** A rain storm which also has thunder and lightning.

**Wildfire:** A wildfire is an uncontrolled fire that occurs in a wildland area which can cause significant harm. It is often started by negligent human behavior or even by lightning.

**Wind Advisory:** Issued when the following conditions are expected: 1. Sustained winds of 31 to 39 mph for an hour or more. 2. Wind gusts of 46 to 57 mph for any duration.

**Wind Chill Advisory:** Issued up to 36 hours before an event for an 80% or greater chance of wind chill values less than or equal to 5 F but does not reach warning criteria.

**Wind Chill Warning:** Issued up to 36 hours before an event for an 80% or greater chance of wind chill values less than or equal to -10 F.

**Winter Storm Warning:** Issued when there is at least an 80% chance for winter storm conditions occurring within the next 36 hours. Winter storm conditions include an accumulation

of at least a half inch of sleet, and/or a significant accumulation (1/4 inch or more) of ice due to freezing rain, and/or heavy snow accumulation. Snow accumulations must be at least 2 inches within a 12-hour period. A Winter Storm Warning can also be issued at forecaster and emergency management discretion when significant impacts are expected but the snow, sleet, or freezing rain criteria are not necessarily met

**Winter Weather Advisory:** Issued up to 36 hours before an event when there is at least an 80% chance of a winter precipitation event (snow, freezing rain/drizzle, sleet or blowing snow) which causes inconveniences but does not meet warning criteria. Winter Weather Advisories will be analyzed to determine whether the intensity, location, and timing of the forecasted impacts warrant the activation of this plan.

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# **Special Events Incident Annex**

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## Introduction

Throughout the year in the Charlottesville-UVA-Albemarle County region, there are festivals, concerts, visiting dignitaries, sporting events, and many other large and small events that gather – or have the potential to gather – large crowds. A special event is defined as a non-routine activity within a community that brings together a large number of people. Emphasis is not placed on the total number of people attending but rather the impact on the community's ability to respond to a large-scale emergency or disaster, or the exceptional demands that the activity places on response services.

Under normal conditions, these events proceed with few or no problems. To respond effectively to an incident at a special event, whether natural or man-made, additional planning, preparedness, and mitigation efforts are needed to ensure regional public safety and regional response partners can quickly and appropriately engage. This Annex is intended to enable local emergency response and public safety agencies to ensure that adequate measures and systems are in place to prevent, reduce, and provide effective response to any emergency situations that may arise during special events.

## Situation

Throughout the City of Charlottesville, County of Albemarle and the University of Virginia, there are numerous locations that host large community events attracting community members and tourists alike. Broadly speaking, special events include such occurrences as:

- Visiting dignitaries or high-profile social figures
- University events
- Festivals
- Concerts
- Parades
- Holiday festivities and events
- Athletic events
- Elections
- Civic events

## Planning Assumptions

In addition to the planning assumptions stated in the Regional EOP, the following assumptions guide preparedness and response efforts for special events.

- Special events and facilities pose a unique threat within the Charlottesville-UVA-Albemarle region and in some cases may be more susceptible to an emergency.
- Event-specific plans should include public safety considerations, strategies for handling severe weather, and evacuation/shelter-in-place considerations.

- Multi-agency planning groups, including police, fire, rescue, communications, transportation, event sponsors, and others as needed, are most effective in establishing event-specific policies and procedures.
- The majority of special events are planned in advance, but unplanned events like protests can occur and require immediate, coordinate response.
- Overlapping special events and normal response needs create an environment where community response resources are stretched thin and effective response could be a challenge.
- Special event locations vary greatly and offer differing challenges. For example, an urban setting may be reached faster by responders and have infrastructure available to support response activities while a rural location may have a longer response time and minimal infrastructure resources to support response activities.
- Special events held on a recurring basis may require a different level of planning than one-time events.

### **Pre-Event Planning**

Planning for a special event requires collaborative planning and the engagement of a multi-agency team. This may include but is not limited to:

- Event host
- Facility/venue Manager
- Local Government Departments
- Police
- Fire
- Emergency Medical Services
- Emergency Communications
- Emergency Management
- Transportation (local and state)
- Public Health
- Infrastructure Partners

During planning, the following needs should be considered:

- Command Post (location and staffing)
- Containment perimeter
- Access control methods
- Credentialing
- Surveillance points and methods
- Emergency Medical assets
- Methods of ingress/egress for emergency vehicles
- Controlled point of ingress/egress

- Access and Functional Needs considerations
- Sterile areas (high security access controlled space)
- Detainment area and outgoing transportation for arrestees
- Evacuation Strategy
- Shelter options in case of severe weather events
- Weather monitoring
- Environmental Hazards
- Resource Needs (tangible and personnel)
- Resource Limitations
- Traffic Diversion plan
- Communications plan (public and event management)
- Intelligence gathering and dissemination strategy
- Reunification strategy (large scale and individual level , location, communication)

## **Mutual Aid**

Depending on the scope of the emergency and the special event, it may be necessary to enlist mutual aid from surrounding jurisdictions. Regional response agencies have existing mutual aid plans and relationships both within the city and county and surrounding jurisdictions. These should be reviewed, updated, and communicated regularly, and included in training requirements. If state assistance is needed, requests are made by the Office of Emergency Management through the Virginia Emergency Operations Center.

## **Special Considerations**

An incident at a special event will require a response from various local agencies and potentially state, and federal agencies. In addition to the standard responsibilities outlined in Emergency Support Function annexes, this section points out unique considerations related to special events and resources available to address recognized challenges.

### **Transportation Agencies (ESF #1)**

- Interdependencies with VDOT, volunteers, public works (depending on event size)
- Evacuation assets
- Public and private transportation
- Charter buses
- Landing Zones

### **Communications Agencies (ESF #2)**

- Radio channels dedicated for special events – venue based
- Cache radios
- Potential Communications Disruption
- Responder Data Services
- Private Sector vendors assisting with response
- No-tech strategy

**Public Works and Engineering (ESF #3)**

- Interdependencies with VDOT, volunteers, public works (depending on event size)
- Communication with Utility Companies

**Fire and Rescue Services (ESF #4, #9, #10)**

- Stage equipment and personnel
- Access to resource data
- Event specific action plans
- Identify likely hazards specific to venue and population

**Emergency Management (ESF #5)**

- VEOCI Comprehensive Event Dashboard
- Notification responsibilities
- Dedicated incident management teams
- Preparation for EOC Activation

**Mass Care (ESF #6)**

- Reunification and Temporary Emergency Sheltering
- Family Assistance Center
- Unique shelter needs
- ADA access needs

**Resource Support (ESF #7)**

- Access to Resource information
- Resource owner contacts

**Public Health and Medical (ESF #8)**

- Awareness and Notification
- Vendors and Food Safety
- Surveillance and information sharing
- Medical surge

**Resource Protection (ESF #11)**

- Watershed Protection
- Historical venue considerations

**Energy (ESF #12)**

- Unique energy needs based on the event
- Private sector coordination

**Public Safety and Security (ESF #13)**

- Security staffing needs
- Spillover into community
- Community notifications
- Equipment and resources needed

- Activation of additional resources

### **External Affairs (ESF #15)**

- Joint Information Center
- Public Awareness

### **Military Support (ESF #16)**

- National guard engagement

### **Donation and Volunteer Management (ESF #17)**

- Integration into incident management
- Communication

## **Supporting Documents**

The following supporting documents should be referenced for tactical details and implementation procedures:

- TJEMS Mass Casualty Incident Plan
- JPJ Arena/SMG COOP
- SMG Crisis Management Plan
- UVA Athletics Emergency Management Plan
- Event-specific emergency action plans

## Appendix A – Special Event Locations

Jurisdiction	Title of Location	Address	Capacity	Type of Venue
Albemarle	Monticello	931 Thomas Jefferson Pkwy, Charlottesville		Historical venue
Albemarle	Shenandoah National Park	Virginia		Park
Albemarle	Highland	2050 James Monroe Pkwy, Charlottesville		Historical Venue
Albemarle	Spring Valley Orchard	3526 Spring Valley Rd, Afton		Orchard
Albemarle	Chiles Peach Orchard	1351 Greenwood Rd, Crozet		Orchard
Albemarle	Carter Mountain	1435 Carters Mountain Trail, Charlottesville		Orchard
Albemarle	Preddy Creek Trail Park	3690 Burnley Station Road, Charlottesville		Park
Albemarle	Ivy Creek Natural Park	1780 Earlysville Rd, Charlottesville		Park
Albemarle	Chris Greene Lake Park	4748 Chris Greene Lake Rd, Charlottesville		Park
Albemarle	Darden Towe Park	1445 Darden Towe Park, Charlottesville		Park
Albemarle	Dorrier Park	250 Page St, Scottsville		Park
Albemarle	Charlotte Y. Humphris Park	Charlotte Humphris Park, Charlottesville		Park
Albemarle	Mint Springs Valley Park	6659 Mint Springs Park, Crozet		Park
Albemarle	Patricia Ann Byrom Forest Preserve Park	Crozet, Virginia		Park
Albemarle	Simpson Park	2410 Simpson Ln, Esmont		Park
Albemarle	Totier Creek Park	Scottsville, Virginia		Park
Albemarle	Walnut Creek	4250 Walnut Creek Park Road, North Garden		Park
Albemarle	Raged Mountain Natural Area	1730 Reservoir Rd, Charlottesville		Park
Albemarle	Charlottesville Albemarle Airport (CHO)	100 Bowen Loop #200, Charlottesville		Airport
Albemarle	Boar's Head Inn	200 Ednam Drive,	630	Event Space
Charlottesville	Downtown Mall	E Main St, Charlottesville		Public Space
Charlottesville	Sprint Pavilion	700 East Main Street	3,500	Entertainment Venue

<b>Charlottesville</b>	Jefferson Theater	110 East Main Street	750	Entertainment Venue
<b>Charlottesville</b>	Paramount Theater	215 East Main Street	1,100	Entertainment Venue
<b>Charlottesville</b>	IX Art Park	522 2nd Street Southeast		Public Space
<b>Charlottesville</b>	The Corner	1501 University Ave		Public Space
<b>Charlottesville</b>	Rivanna Trails	Rivanna Trail, Charlottesville		Park
<b>Charlottesville</b>	McGuffey Art Center	201 2nd St NW, Charlottesville	500	Museum
<b>UVA</b>	Fralin Art Museum	155 Rugby Road		Museum
<b>UVA</b>	John Paul Jones Arena	295 Massie Rd	14,593	Entertainment Venue
<b>UVA</b>	Scott Stadium	1815 Stadium Rd	61,500	Entertainment Venue
<b>UVA</b>	Rotunda and Lawn	1826 University Ave, Charlottesville		Historical venue/public space
<b>UVA</b>	UVA Health System	1215 Lee St, Charlottesville		Hospital

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# **Active Threat and Terrorism Incident Annex**

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## Introduction

During a terrorism or active threat incident, effective utilization of resources and implementation of policy can assist community response and recovery efforts in the City of Charlottesville, University of Virginia and Albemarle County Region. By establishing operational procedures specific to active shooter incidents in public areas, responders will be able to fulfill their roles and responsibilities in a timely manner, and ultimately, limit the impact and effects of the disaster. This Terrorism Annex includes information about the region, including coordinating agencies, potential targets, and roles and responsibilities when responding to a terrorist incident as well as links to additional resources.

The purpose of this annex is to provide an organizational framework to effectively utilize all available law enforcement, firefighting, and search and rescue resources and personnel within the City, County and University during a terrorist attack.

This annex is intended to supplement the Charlottesville-UVA-Albemarle County Regional Emergency Operations Plan (EOP) by establishing policies and procedures specific to active threats and terrorist attacks. Plans for controlling the dispatch of equipment and manpower, and ensuring effective operations at the scene of an emergency/disaster are included.

This annex is not intended to define Standard Operating Procedures (SOP) for any particular agency, but to provide a framework for operations and mutual aid response. Local officials are in command of disaster operations. Local, county, state, and federal agencies, while under direct supervision of their own superiors, must coordinate their activities with the affected municipality.

## Assumptions

The following list contains assumptions that Charlottesville-UVA-Albemarle County will operate under during a response to an active threat.

- The planning assumptions stated in the Charlottesville-UVA-Albemarle County Regional Emergency Operations Plan also apply to this annex.
- All emergency response and recovery operations will be conducted in accordance with the National Incident Management System, as specified by Homeland Security Presidential Directive – 5 (HSPD-5).
- The coordinating agencies for the Charlottesville-UVA-Albemarle County region for active threat incidents are Albemarle County Police Department, Charlottesville Police Department, and University of Virginia Police Department.
- Depending on scope of the event, state and federal agencies will support the regional response. These agencies include but are not limited to Virginia State Police, Federal Bureau of Investigation, and Department of Homeland Security.

- The Charlottesville-UVA-Albemarle County Emergency Communications Center (ECC), and/or on-site security may be the first to be alerted to an impending or actual emergency through their normal communications network.
- Response to an active threat or terrorist incident will focus on the preservation of life and the elimination of life-threatening persons and situational hazards. Preservation of property and the environment follows in priority.
- An active threat or terrorist incident may require the evacuation and/or shelter-in-place of occupants.
- A mass casualty attack may overwhelm local first responder capabilities.
- Law enforcement cannot immediately determine if an active threat is an act of terrorism. The incident must be investigated to determine if the use of force or violence against persons or property in violation of the criminal laws of the United States is for purposes of intimidation, coercion, or ransom.
- The length of time available to determine the scope and magnitude of the attack, the presence of chemicals, substances and/or objects designed to injure occupants or responders will impact protective actions including timely notification of the public.
- An active threat or terrorist act may or may not result in an identified crime scene. The act(s) could potentially be transportation related or involve fixed sites. Emergency preparedness and planning should include measures for prevention, immediate incident response, and post incident recovery operations.
- An active threat or terrorist attack incident can create a situation that strains the normal resources of any one municipality. Determining what resources are needed will vary depending on the type of incident.
  - Efficient and effective mutual aid among various local, county, state and federal agencies requires the use of a Unified Command System, with appropriate space accommodations, compatible equipment and communications systems.
- The Charlottesville-UVA-Albemarle Office of Emergency Management will notify the Virginia Emergency Operations Center immediately after any terrorist attack incident.
- Presidential Decision Directive 39, the U.S. Policy on Counterterrorism, 1995, designates the FBI as the lead agency for federal domestic terrorism response actions, with assistance furnished by state and local governments as required. If an event is determined to be an act of terrorism, federal resources will be brought to bear in support of operations in the state of Virginia. These may include specialists from Domestic Emergency Support Team, HAZMAT, Joint Terrorism Task Forces, or other fields as required. Their availability will be coordinated by the FBI and the State Emergency Operations Center (State EOC).
- The U.S. Department of Homeland Security will communicate critical information about imminent or elevated terrorist threats by issuing a National Threat Advisory System alert. These alerts provide timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private

sector. These alerts will include a clear statement that there is an imminent threat or an elevated threat.

The mission of this annex is to integrate regional public safety and security capabilities and resources to support the full range of incident management activities associated with active threats, and potential or actual terrorist attacks.

## **Definition of an Active Threat Incident**

The event is described as an emergency situation involving a person or persons who are actively engaged in killing or attempting to kill people in a populated area by acts of either random or systematic violence.

- The overriding objective appears to be that of mass murder, rather than criminal conduct such as robbery, kidnapping, etc.
- Active Threat incidents include any assault with a deadly weapon (guns, knives, vehicles, explosives, etc.) with one objective in mind; causing as many deaths as possible.

## **Characteristics Associated with an Active Threat Suspects**

- Suspects choose populated areas to commit the assaults such as, schools, theaters, churches and shopping malls.
- The suspects usually have some degree of familiarity of the location of the event.
- A variety of weapons are used in different ways.
  - Some suspects engage multiple victims at close range using edged weapons, pistols, shotguns or submachine guns.
  - Some suspects engage victims at longer distances using a rifle, semi-automatic rifle or automatic rifle.
  - Some suspects engage victims using vehicles to run over pedestrians or smash into crowds.
  - Some suspects engage victims and first responders with Improvised Explosive Devices (IED).

## **Characteristics Associated with and Active Threat Incident**

- A considerable amount of time is spent planning to include selecting weapons of choice.
- Focus is on harming anyone whom they come into contact with.
- The assault is generally not focused on one particular victim or group of victims, but rather on “targets of opportunity”.
- Little to no warning is given before the assault begins.
- The assault will continue until the suspect either commits suicide or is neutralized by police.

## Definition of a Terrorism Incident

Terrorism is broadly defined by the Federal Bureau of Investigations (FBI) as “the unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in the furtherance of political or social objectives.”

Terrorists often use threats to generate fear within the general population, discredit the current government’s efforts against terrorism, and spread their ideology. Domestic Terrorism specifically is defined by the Patriot Act as “terroristic acts that:

- Involve acts dangerous to human life that are a violation of the criminal laws of the United States or of any State;
- Appear to be intended –
  - to intimidate or coerce a civilian population;
  - to influence the policy of a government by intimidation or coercion; or
  - to affect the conduct of a government by mass destruction, assassination, or kidnapping; and
- Occur primarily within the territorial jurisdiction of the United States."

Terrorism involves violent acts or acts dangerous to human life that are a violation of the criminal laws of the United States or any state, or that would be a criminal violation if committed within the jurisdiction of the United States or any state. Acts of terrorism are intended to intimidate or coerce a civilian population, influence the policy of a government, or affect the conduct of a government. These acts transcend national boundaries in terms of the means by which they are accomplished, the persons they appear intended to intimidate, or the locale in which perpetrators operate

Examples of terrorism:

- Arson
- Environmental crime
- Industrial sabotage
- Bombings
- Weapons of mass destruction
  - Conventional explosives
  - Secondary devices
  - Low-tech devices
- B-NICE (Biological, Nuclear, Incendiary, Chemical and Explosive)

There may or may not be any warning before an incident occurs. The use of secondary devices may be used in a coordinated attack, could be intended to harm or kill first responders.

## Special Considerations

An active threat or terrorism incident will bring a response from various local agencies, and state and federal agencies. This section is designed to point out the unique considerations related to terrorism and active threats, and resources available to address recognized challenges.

### Transportation Agencies (ESF #1)

- Interdependencies with VDOT, public works
- Evacuation assets
- Public and private transportation
- Landing Zones

### Communications Agencies (ESF #2)

- Communications Plan
- Cache radios
- Potential Communications Disruption
- Responder Data Services
- Private Sector vendors assisting with response
- Amateur Radio
- No-tech strategy

### Public Works and Engineering (ESF #3)

- Interdependencies with VDOT and public works
- Communication with Utility Companies
- Utilities impacted by incident
- Disruption of services to customers

### Fire and Rescue Services (ESF #4, #9, #10)

- Response to and staging of equipment and personnel at incident site
- Access to resource data
- Potential hazardous materials
- Integration and communication with responding agencies

### Emergency Management (ESF #5)

- Preparation of EOC Activation
- Notification responsibilities
- Dedicated incident management teams
- Communication with Virginia Emergency Operations Center (VEOC)

### Mass Care (ESF #6)

- Reunification and Temporary Emergency Sheltering
- Family Assistance Center
- Unique shelter needs

- ADA access needs

### **Resource Support (ESF #7)**

- Access to Resource information
- Resource owner contacts

### **Public Health and Medical (ESF #8)**

- Awareness and Notification
- Surveillance and information sharing
- Medical Countermeasure Dispensing
- Medical Surge

### **Resource Protection (ESF #11)**

- Watershed Protection
- Historical venue considerations
- Agricultural Protection

### **Energy (ESF #12)**

- Unique energy needs or impacts
- Private sector coordination

### **Public Safety and Security (ESF #13)**

- Security staffing needs
- Community notifications
- Equipment and resources needed
- Activation of additional resources

### **External Affairs (ESF #15)**

- Joint Information Center

### **Military Support (ESF #16)**

- National guard engagement

### **Donation and Volunteer Management (ESF #17)**

- Integration into incident management

## **Supporting Documents**

The following supporting documents should be referenced for tactical details and implementation procedures:

## Appendix A – Classification of Terrorism Incidents

There are a wide variety of potential threats to locations within the Charlottesville-UVA-Albemarle area that responding organizations must be prepared to handle. The following are common broad terrorism classifications of events and appropriate response protocol specific to each incident, as available.

### Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area using a firearm. Most active shooters shoot indiscriminately at victims with no pattern. Most incidents only last between 10-15 minutes.

With an active shooter, the most likely method of notification of a problem is calls to the Emergency Communications Center (ECC) from citizens or emergency responders that observed or were affected by the attack. Response begins with police responding to the scene to intercept the shooter. Fire and rescue stage as directed by ECC Communications Officers. The Emergency Management Coordinator (EMC) is notified by the ECC and begins gathering information for decisions about community warning messaging, possible evacuations and shelter-in-place, and EOC activation. The EMC contacts the City Manager, the County Executive and the Executive Vice President of the University, as applicable based on the location of the incident, with recommendations about activating the EOC, opening reunification centers, and request for assistance from outside agencies. A phase one activation of the EOC at the ECC is the most likely initial action with the EMC, law enforcement, fire, rescue, public information officers, communications, public health and medical services, and social services being the most likely initial staffing.

### Weapons of Mass Destruction

Weapons of mass destruction are defined in US law (18 USC §2332a) as:

- Any explosive, incendiary, or poison gas, including the following: a bomb; grenade; rocket having an explosive or incendiary charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; or device similar to any of the previously described devices;
- Any weapons that is designed or intend to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors;
- Any weapon involving a disease organism;
- Any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Weapons of mass destruction are often referred to by the collection of modalities that make up the set of weapons: chemical, biological, radiological, nuclear, and explosive. These are weapons that have a relatively large-scale impact on people, property, and/or infrastructure.

## **Chemical Terrorism**

Chemical terrorism utilizes agents that are intended to kill, seriously injure, or incapacitate people through physiological effects. Persons exposed to chemical terrorist attacks require immediate attention from first responders trained in its special treatment. Methods of dissemination include aerosol devices (munitions, sprayers, aerosol generators,) breaking containers or covert distribution. Chemical warfare agents include nerve or blister agents or forms of industrial chemicals.

There are two categories of chemical agents: persistent and non-persistent. Persistent agents can linger in the air from hours up to weeks. Non-persistent agents evaporate quickly due to their lightness and become ineffective usually within 15 minutes. This period can be extended in small, unventilated areas.

Characteristics of chemical attacks are most often localized outbreaks whose effects become noticeable within minutes. Other indicators include an inexplicable rise in dead or dying animals (commonly insects or birds) and multiple casualties exhibiting similar symptoms, such as nausea, disorientation, difficulty breathing or convulsions. More apparent indicators include widespread odor, oily film and fog. The presence of suspicious spray devices, munitions or packages are also common in chemical attacks. Potential toxic agents used in warfare include:

- Irritants - including teargas and sting gas.
- Vesicants - i.e. mustard gas.
- Toxins - includes cyanide.
- Pulmonary agents - i.e. phosgene.
- Nerve agents - i.e. sarin, tabun, soman, GF, VX

The threat of cross-contamination of victims through contact with liquid agent or residue continues even after the initial agent release. The rapid removal of casualties from the contamination, triage, and decontamination areas is essential to reducing additional agent-related injuries.

Responders should remember that response protocol entails:

- If encountering watering eyes, stinging skin, trouble breathing, strip immediately and wash
- Consider the threat of secondary devices
- Establish a decontamination area for civilian victims and another for technical decontamination of responders, equipment, and evidence collection
- Request communications and dispatch to notify hospitals of mass casualties and the possibility of contaminated victims who have left the scene showing up at their facilities
- Establish accountability of all responders on scene
- Request that a supervisor or senior ranking law enforcement officer report to the command post

- Alert all personnel that the incident is a crime scene and to use caution to preserve suspected evidence, if possible
- Mass decontamination requires large amounts of water
- Containment of contaminated water runoff a priority also

### **Biological Terrorism**

Biological agents are intended to kill, seriously injure, or incapacitate people through physiological effects, often characterized by a delayed response time. The existence of an incubation period, which can last from hours to weeks, delays the diagnosis of such an attack because symptoms are not obvious. Healthcare personnel, such as doctors and nurses, are usually the first to detect a biological attack among humans. Additionally, agriculture and animals can be the target of a biological attack, which can wreak havoc on food supplies and economies.

Unlike chemical agents, biological agents can be transmitted from person to person through a carrier. Symptoms are often inconsistent with natural disease. When responding to a Biological Terrorism Event, it is important to use proper protocol to ensure safety of first responders involved. The following should be remembered:

- Dissemination through aerosol is a common method, where persons are infected through inhalation of particles. Particles can also settle on clothing, equipment and soil, causing secondary contamination. Properly dispose of or thoroughly clean contaminated clothing and equipment after contact with biological particles.
- Biological agents can infect persons through contaminated food and water or through contact with the skin. Contact can be inhibited with protective clothing (Level C) or through mouth and nose-covering masks with high-efficiency particulate air (HEPA) filters
- Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing. Two to three layers of cotton such as a t-shirt, handkerchief or towel. Several layers of tissue or paper towels may help. Wash with soap and water.
- Blood tests are fastest way of determining cause of illness, and thus the onset of a biological attack.

### **Nuclear and Radiological Terrorism**

A nuclear blast is an explosion with intense light and heat, a damaging pressure wave, and widespread radioactive material that can contaminate the air, water, and ground surfaces for miles around. Lethal effects of nuclear blasts include blinding light, radiation in the form of intense heat, and fires. These effects can be felt for hundreds of miles. Radiation is invisible to human senses and detection requires monitoring devices.

When responding to a Nuclear or Radiological Event, it is important to use proper protocol to ensure safety of first responders involved. Use specialized detectors and protective clothing and respiratory equipment when in contact with possible radiation. If possible, use shielding: more of the radiation will be absorbed and you will be exposed to less. The farther away you are from the blast and fallout, the lower your exposure.

### **Incendiary and Explosive Devices**

An improvised explosive device (IED) attack is the use of a “homemade” bomb and/or destructive device to destroy, incapacitate, harass, or distract. Because they are improvised, IEDs can come in many forms, ranging from a small pipe bomb to a sophisticated device capable of causing massive damage and loss of life. Improvised explosive devices can be carried or delivered in a vehicle; carried, placed, or thrown by a person; delivered in a package; or concealed on the roadside.

Improvised incendiary devices (IIDs) typically are less expensive to make than improvised explosive devices but still are capable of creating mass casualties and causing widespread fear and panic. Improvised incendiary devices can be constructed easily from everyday materials available at hardware and grocery stores. Improvised incendiary devices can be used against many types of infrastructure targets; violent extremists have used them successfully in attacks in the United States and overseas.

When responding to a terrorist attack that uses an incendiary or explosive device, it is important to use proper protocol to ensure safety of first responders involved. Remember that:

- Fires may cause secondary explosions
- Intense heat can cause infrastructure damage and collapse as well as falling debris, even in adjacent buildings.
- Some explosive devices are targeted against first and second responders.
- When planning protective measures, remember that incendiaries are generally small, that they ignite rather than explode (often when the target premises are empty) and that there is usually more than one device.

### **Cyber Terrorism**

Cyber Terrorism: the malicious use of electronic information technology to commit or threaten to commit acts dangerous to human life, or against an area’s critical infrastructure in order to intimidate or coerce a government or civilian population to further political or social objectives.

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



Agenda Date:	December 4, 2017
Action Required:	Consideration of a Special Use Permit
Presenter:	Brian Haluska, Principal Planner, Neighborhood Development Services
Staff Contact:	Brian Haluska, Principal Planner, Neighborhood Development Services
<b>Title:</b>	<b><u>604 Cynthianna Avenue SUP Request</u></b>

**Background**

**Applicant Request**

EFB-JSB, Inc has submitted an application for a special use permit on 0.05 acres of property located at 604 Cynthianna Avenue. The special use permit is a request for operation of an outdoor dog run. The plan submitted with the application shows a 2,220 square foot dog run adjacent to the existing business at 601 Concord Avenue.

**Standard of Review**

City Council may grant an applicant a special permit or special use permit, giving consideration to a number of factors set forth within Zoning Ordinance Sec. 34-157 (Attachment 2). If Council finds that a proposed use or development will have potentially adverse impacts, and if Council identifies development conditions that could satisfactorily mitigate such impacts, then Council may set forth reasonable conditions within its SUP approval. Relevant code sections are listed below to assist in Council's determination.

**Relevant Code Sections**

- Zoning Ordinance

**Section 34-440(f) – Industrial Corridor**

The intent of the Industrial Corridor district is to provide areas for light industrial activity that is directed to assembly and technological businesses rather than heavy manufacturing. This district provides opportunities for large scale commercial uses and manufacturing or industrial type uses that are more compatible with the neighborhoods that surround the manufacturing properties. Regulations provide for buffering from

incompatible uses, but encourage these important employment centers to locate within the district.

- 2013 Comprehensive Plan

The 2013 Comprehensive Plan's General Land Use Plan specifies the Subject Property and its surrounding properties as Business and Technology. Business and Technology areas, according to the Comprehensive Plan, "permit small scale offices that cater to start-up businesses and technological development, as well as commercial activity that does not generate the amount of traffic that can be found in more consumer oriented commercial areas."

## **Discussion**

### **Overview of Staff Analysis**

Staff found the proposed use consistent with the current zoning, and recommended that the application be approved with the following conditions:

1. The outdoor dog run shall be closed to canine activity each day from dusk to 8am.
2. The number of dogs within the outdoor dog run shall not exceed 25 dogs from the hours of 5pm to dusk.
3. The number of dogs within the outdoor dog run shall not exceed 50 dogs at any time.
4. The enclosure surrounding the outdoor dog run shall be a slatted fence as described in the applicant's special use permit application, or a similar fence as approved by the City's Department of Neighborhood Development Services.
5. The landscaping shown on the applicant's plan shall be completed and maintained in accordance with the standards that apply to landscape plans in the City's Zoning Ordinance.

*For more detailed discussion on staff's overall analysis on this application, please see Attachment 3.*

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

The City Council Vision of Economic Sustainability states that "We have a business-friendly environment in which employers provide well-paying, career-ladder jobs and residents have access to small business opportunities."

### **Community Engagement**

Per Sec. 34-41(c)(2), the applicant held a community meeting on October 9, 2017

### **Budgetary Impact**

No direct budgetary impact is anticipated.

### **Recommendation**

The Commission took the following action:

Mr. Santoski moved to recommend approval of a special use permit as requested in SP17-00005, subject to conditions, because I find that approval of this request is required for the public necessity, convenience, general welfare or good zoning practice. My motion includes a recommendation for the conditions referenced in the staff report dated November 2, 2017, subject to the following revisions:

Addition of a condition stipulating that the special use permit is an amendment to the existing SUP SP-13-07-18 currently in place on 601 Concord Avenue.

Mr. Clayborne seconded the motion. The Commission voted 6-0 to recommend approval of the Special Use Permit. Ms. Dowell was not present.

### **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**

- (1) Proposed Resolution Approving a Special Use Permit
- (2) Staff Report with Application Materials Attached, November 2, 2017

**RESOLUTION  
AUTHORIZING AN OUTDOOR ANIMAL RUN/ PEN  
AT 604 CYNTHIANNA AVENUE, TO BE USED  
ANCILLARY TO THE EXISTING ANIMAL BOARDING/ GROOMING/ KENNEL  
LOCATED AT 601 CONCORD AVENUE (PAMPERED PETS)**

**WHEREAS**, EFB-JSB, Inc., with authorization from landowner Ronald Lee Rhodes, has submitted an application seeking a special use permit to authorize an outside animal run/ pen to be used ancillary to an existing animal boarding/ grooming/ kennel facility located at 601 Concord Avenue (the proposed “Special Use”); and

**WHEREAS**, the proposed Special Use will be located at 604 Cynthianna Avenue (the “Subject Property”), which is further identified on City Tax Map 35 as Parcel 113 and is located within the City’s Industrial Corridor Commercial zoning district; the area proposed to be subject to the proposed Special Use Permit will be 0.05 acre, or approximately 2,175 square feet; and

**WHEREAS**, previously, on December 2, 2013 City Council granted a special use permit to authorize an animal boarding/ grooming/ kennel at 601 Concord Avenue (City Tax Map 35, Parcel 114), including an outside run or pen located on that same parcel, and the purpose of this proposed Special Use is to expand that existing outside run/ pen by adding additional area located on the Subject Property; and

**WHEREAS**, the proposed Special Use is generally described within written materials submitted in connection with SP17-00005, including: (i) the original application materials dated August 15, 2017, and related narrative; and (ii) a proposed preliminary site plan (collectively, the “Application Materials”); and

**WHEREAS**, the Planning Commission reviewed the Application Materials, and the City’s Staff Report pertaining thereto, and then, following a joint public hearing duly advertised and conducted by the Planning Commission and City Council on November 14, 2017, the Planning Commission voted to recommend that City Council should approve this proposed Special Use; and

**WHEREAS**, upon consideration of the comments received during the joint public hearing, the Planning Commission’s recommendation, and the Staff Report, as well as the factors set forth within Sec. 34-157 of the City’s Zoning Ordinance, this Council finds and determines that granting the proposed Special Use subject to suitable conditions would serve the public necessity, convenience, general welfare or good zoning practice; now, therefore,

**BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that, pursuant to City Code Sec. 34-480, the proposed Special Use is granted, subject to the following conditions:

1. The outdoor run/pen authorized by this special use permit is approved only for use ancillary to the existing outdoor run/ pen that serves the animal boarding/ grooming/

kennel facility located at 601 Concord Avenue (as authorized by the prior December 2, 2013 special use permit for 601 Concord Avenue).

2. The outdoor run/ pen authorized by this special use permit may be used only between 8:00 a.m. and dusk each day and shall be closed to animal activity each day between dusk and 8:00 a.m. the following day.
3. Within the hours of operation authorized by condition #2, above: the number of animals within the outdoor run/ pen authorized by this special use permit shall not exceed 20 between the hours of 5:00 p.m. to dusk each day. The number of animals within the outdoor run/pen shall not exceed 50 between 8:00 a.m. and 5:00 p.m. each day.
4. The outdoor run/ pen authorized by this permit shall have an area that does not exceed 2,200 square feet. This area shall be enclosed by a fence of the same type and materials used to enclose the outdoor run/ pen located on 601 Concord Avenue.
5. The location, type and height of fencing, and the landscaping for the proposed Special Use, shall all be depicted on a final site plan for the proposed Special Use and all shall comply with applicable zoning regulations.

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

**APPLICATION FOR A SPECIAL USE PERMIT  
PLANNING COMMISSION AND CITY COUNCIL JOINT  
PUBLIC HEARING**

**DATE OF MEETING: November 14, 2017  
APPLICATION NUMBER: SP17-00005**

**Project Planner:** Brian Haluska, Principal Planner

**Presenter:** Brian Haluska, Principal Planner

**Date of Staff Report:** September 28, 2017 (Revised November 2, 2017)

**Applicant:** EFB-JSB, Inc.

**Current Property Owner:** Ronald Lee Rhodes

**Application Information**

**Property Tax Map/Parcel # and Street Addresses:** Tax Map 35 Parcel 113 (601 Cynthianna Avenue)

**Total Square Footage/Acreage Site:** 0.05 acres

**Comprehensive Plan (Land Use Plan) Designation:** Business and Technology

**Current Zoning Classification:** IC – Industrial Corridor

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

**Applicant's Request**

EFB-JSB, Inc has submitted an application for a special use permit on 0.05 acres of property located at 604 Cynthianna Avenue. The special use permit is a request for operation of an outdoor dog run. The plan submitted with the application shows a 2,220 square foot dog run adjacent to the existing business at 601 Concord Avenue.

## Vicinity Map



## Background/ Details of Proposal

EFB-JSB, Inc. representing landowner Ronald Lee Rhodes has submitted a special use permit for an outdoor dog run at 604 Cynthianna Avenue. The permit would allow the applicant to operate a 2,220 square foot outdoor dog run on property located at 604 Cynthianna Avenue, adjacent to an existing dog run at 601 Concord Avenue- also known as Pampered Pets - which EFB-JSB, Inc owns.

The applicant proposes that the proposed outdoor dog run at 604 Cynthianna Avenue be subject to the conditions of the special use permit SP-13-07-18 currently in place for 601 Concord Avenue, with some modifications to account for the additional area to be included at the subject property.

## **Land Use and Comprehensive Plan**

### **EXISTING LAND USE; ZONING AND LAND USE HISTORY:**

The property is currently a single family detached residence. The house will remain on the property.

Section 34-440 of the City Code describes the purpose and intent of the Industrial Corridor zoning district:

“The intent of the Industrial Corridor district is to provide areas for light industrial activity that is directed to assembly and technological businesses rather than heavy manufacturing. This district provides opportunities for large scale commercial uses and manufacturing or industrial type uses that are more compatible with the neighborhoods that surround the manufacturing properties. Regulations provide for buffering from incompatible uses, but encourage these important employment centers to locate within the district.”

**Zoning History:** In 1949, the property was zoned **C-Industrial**. From 1958 to 2003 the property was zoned **M-1 Restricted Industrial**. In 2003, the property was zoned **IC Industrial Corridor**.

### **SURROUNDING LAND USES AND ZONING DISTRICTS**

**North:** Immediately north of the property is a self storage facility. Beyond this facility is railroad right-of-way. These properties are zoned Industrial Corridor.

**South:** Immediately south of the property is a single-family residence. Further south are commercial and industrial uses. These properties are zoned Industrial Corridor.

**East:** Immediately adjacent to the east is a small engine repair and sale business. Further east are additional commercial and industrial buildings. These properties are zoned Industrial Corridor.

**West:** Immediately adjacent to the west is a dog care facility. Further west is the railroad right-of-way. These properties are zoned Industrial Corridor.

### **NATURAL RESOURCE AND CULTURAL FEATURES OF SITE:**

The site does not have any notable natural resources.

### **COMPREHENSIVE PLAN ANALYSIS:**

The City Council Vision of “Economic Sustainability” states that “We have a business-friendly environment in which employers provide well-paying, career-ladder jobs and residents have access to small business opportunities.”

Specific line items from the Comprehensive Plan that support the application are as follows:

- Encourage small businesses that enhance existing neighborhoods and employment centers. (Land Use, 2.2)
- Work strategically to continue to develop and implement land use policies and regulations that ensure the availability of sites for businesses to locate and expand. (Economic Sustainability, 2.5)

Specific line items from the Comprehensive Plan that do not support the application are as follows:

- When considering changes to land use regulations, respect nearby residential areas. (Land Use, 2.1)

## **Public and Other Comments Received**

### **PUBLIC COMMENTS**

At the time of the drafting of this report, staff has received one letter in support of the application which is attached.

### **IMPACT ON CITY SERVICES:**

**Public Works (Water and Sewer):** The proposed modifications would not impact the water or sewer service to the proposed building.

**Public Works (Storm Drainage/Sewer):** The proposed structure would not impact storm drainage in and around the site.

## **Staff Analysis and Recommendation**

### **ANALYSIS**

#### **Assessment of the Development as to its relation to public necessity, convenience, general welfare, or GOOD ZONING PRACTICE:**

The proposed special use permit would increase the size of an existing dog run that has operated at its current locations for several years with no major concerns. The increased dog run size is in keeping with the intent of the Industrial Corridor zoning, and the proposed use is appropriately located in this zoning classification.

**Assessment of Specific Potential Impacts of the Proposed Development:**

**1. Massing and scale of the Project, taking into consideration existing conditions and conditions anticipated as a result of approved developments in the vicinity.**

The special use permit would not impact the massing and scale of the property.

**2. Traffic or parking congestion on adjacent streets.**

The proposed special use permit would not impact the traffic or parking of the property.

**3. Noise, lights, dust, odor, vibration**

The primary concern when evaluating the request is the potential for increased noise from the expansion of the dog runs on the property. Section 34-933 of the Zoning Ordinance requires that “All animal shelters, animal boarding/grooming facilities, kennels, and veterinary clinics shall be reasonably soundproofed from neighboring residential and commercial uses.”

This regulation offers an avenue for City staff to require additional soundproofing of the facility if the proposed measures are insufficient without returning to City Council for a revocation of the Special Use Permit.

The applicant has offered to screen the dog run through the installation of a slatted fence, as well as landscaping along the three sides of the dog run not adjacent to the existing building. The landscaping is offered in part to mitigate noise impacts, in addition to visual impacts.

**4. Displacement of existing residents or businesses**

The property subject to the special use permit contains no residential units, and thus this use will not displace any existing residents.

**5. Ability of existing community facilities in the area to handle additional residential density and/or commercial traffic**

The special use permit would not impact the residential density or commercial traffic of the property.

**6. Impact (positive or negative) on availability of affordable housing**

This use will not reduce the availability of affordable housing.

## **RECOMMENDATION**

Staff finds that the use is consistent with the zoning. The expansion of the outdoor dog run is appropriate in the area designated, provided the primary concern with the expansion – noise – can be addressed. Section 34-933 of the zoning ordinance provides a substantial safeguard against noise from the facility.

The dog run on the adjacent property at 601 Concord Avenue was approved subject to a number of conditions listed below. The applicant has requested that this request serve as an amendment to the prior SUP by expanding the area subject to the SUP. The applicant has proposed the following conditions apply to both the subject property and the dog run at 601 Concord Avenue:

1. The outdoor dog run shall be closed to canine activity each day from dusk to 8am.
2. The number of dogs within the outdoor dog run shall not exceed 25 dogs from the hours of 5pm to dusk.
3. The number of dogs within the outdoor dog run shall not exceed 50 dogs at any time.
4. The enclosure surrounding the outdoor dog run shall be a slatted fence as described in the applicant's special use permit application, or a similar fence as approved by the City's Department of Neighborhood Development Services.
5. The landscaping shown on the applicant's plan shall be completed and maintained in accordance with the standards that apply to landscape plans in the City's Zoning Ordinance.

Staff recommends the application be approved with the conditions noted above.

## **Attachments**

1. Copy of City Code Sections **34-157** (General Standards for Issuance) and **34-162** (Exceptions and modifications as conditions of permit)
2. Copy of City Code Section **34-440** (Commercial Districts – Purpose)
3. Suggested Motions
4. Application and Supporting documentation from the Applicant

## Attachment 1

### Sec. 34-157. General standards for issuance.

(a) 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.

(b) Any resolution adopted by city council to grant a special use permit shall set forth any reasonable conditions which apply to the approval.

**Sec. 34-162. Exceptions and modifications as conditions of permit.**

(a) In reviewing an application for a special use permit, the city council may expand, modify, reduce or otherwise grant exceptions to yard regulations, standards for higher density, parking standards, and time limitations, provided:

(1) Such modification or exception will be in harmony with the purposes and intent of this division, the zoning district regulations under which such special use permit is being sought; and

(2) Such modification or exception is necessary or desirable in view of the particular nature, circumstances, location or situation of the proposed use; and

(3) No such modification or exception shall be authorized to allow a use that is not otherwise allowed by this chapter within the zoning district in which the subject property is situated.

(b) The planning commission, in making its recommendations to city council concerning any special use permit application, may include comments or recommendations regarding the advisability or effect of any modifications or exceptions.

(c) The resolution adopted by city council to grant any special use permit shall set forth any such modifications or exceptions which have been approved.

## Attachment 2

### **Sec. 34-440. - Purpose.**

The purpose of the city's commercial districts is to regulate the use of land, buildings, structures and other premises for business uses, in order to encourage economic development activities that are both harmonious with surrounding areas and which provide desirable employment, expand the city's tax base, and provide convenient goods, services and amenities to residents of the city. There are five (5) commercial districts, as follows:

- (a) B-1: The B-1 business district is established to provide for service-type businesses and office uses of a limited size, which are open primarily during daytime hours. The intent of the B-1 regulations is to provide a transitional district between residential areas and other commercial areas of the city. The uses permitted within this district are those which will have only minimal traffic impacts, and only minimal noise, odors, smoke, fumes, fire or explosion hazards, lighting glare, heat or vibration.
- (b) B-2: The B-2 business district is established to provide for commercial uses of limited size, primarily serving neighborhood needs for convenience goods. The intent of the B-2 regulations is to encourage clustering of these neighborhood-serving commercial uses. The uses permitted within this district are those which will generate minimal traffic originating outside the neighborhood areas served, and that will generate minimal noise, odors and fumes, smoke, fire or explosion hazards, lighting glare, heat or vibration.
- (c) B-3: The B-3 business district is to provide for major commercial uses, of a type that is likely to generate significant amounts of traffic from points within as well as external to the surrounding neighborhood, and that may generate moderate noise, odors or fumes, smoke, fumes, fire or explosion hazards, lighting glare, heat or vibration.
- (d) M-I: The M-I district is established to allow areas for light industrial uses that have a minimum of environmental pollution in the form of traffic, noise, odors, smoke and fumes, fire and explosion hazard, glare and heat and vibration.
- (e) Emmet Street Commercial Corridor (ES): The Emmet Street Corridor district is established to allow areas for low-intensity commercial development along Emmet Street adjacent to the Barracks Road shopping center, recognizing the shallow depth of lots in this area. Areas included within this district are those adjacent to or in the immediate vicinity of the eastern side of Emmet Street, from Barracks Road to just south of Massie Road.
- (f) Industrial Corridor (IC): The intent of the Industrial Corridor district is to provide areas for light industrial activity that is directed to assembly and technological businesses rather than heavy manufacturing. This district provides opportunities for large scale commercial uses and manufacturing or industrial type uses that are more compatible with the neighborhoods that surround the manufacturing properties. Regulations provide for buffering from incompatible uses, but encourage these important employment centers to

locate within the district. Within this district frontage along any of the following streets may be subject to special setback regulations:

Primary streets: Allied Street, Concord Avenue, Dale Avenue, Harris Street, Henry Avenue, and River Road.

### **Attachment 3**

#### **Approval without any conditions:**

I move to recommend approval of a special use permit as requested in SP17-00005, because I find that approval of this request is required for the public necessity, convenience, general welfare or good zoning practice.

OR

#### **Approval with conditions:**

I move to recommend approval of a special use permit as requested in SP17-00005, subject to conditions, because I find that approval of this request is required for the public necessity, convenience, general welfare or good zoning practice. My motion includes a recommendation for the conditions referenced in the staff report dated, subject to the following revisions:

*[List desired revisions]*

#### **Denial Options:**

I move to recommend denial of this application for a special use permit;

SP 17-00005



# City of Charlottesville

## Application for Special Use Permit

Project Name: PAMPERED PETS

Address of Property: 604 Cynthianna Avenue

RECEIVED

AUG 15 2017

Tax Map and Parcel Number(s): 35-113

NEIGHBORHOOD DEVELOPMENT SERVICES

Current Zoning District Classification: IC

Comprehensive Plan Land Use Designation: Business & Technology

Is this an amendment to an existing SUP? Yes if "yes", provide the SUP #: SP-13-07-18

87

Applicant EFB-JSB, Inc.

Address: 601 Concord Avenue Charlottesville, VA 22903

Phone: 434-293-7387 Email: \_\_\_\_\_

Applicant Is: (circle one): Owner  Owner's Agent  Contract Purchaser  Other (specify): \_\_\_\_\_

Owner Of Record: Ronald Lee Rhodes

Address: 604 Cynthianna Avenue Charlottesville VA 22903

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Reason for Special Use Permit:

Additional height: \_\_\_\_\_ feet

Additional residential density: \_\_\_\_\_ units, or \_\_\_\_\_ units per acre

Authorize a specific land use (identify): Additional area for dog play yard

Other purpose(s) (specify City Code section): \_\_\_\_\_

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

(1) Signature James L. Brown Print Jim Brown Date 8/15

Applicant's (Circle One):  Corporate Officer (specify) Secretary  LLC Member  LLC Manager  Other (specify): \_\_\_\_\_

(2) Signature \_\_\_\_\_ Print See Limited POA Date \_\_\_\_\_

Owner's (Circle One):  Corporate Officer (specify) \_\_\_\_\_  LLC Member  LLC Manager  Other (specify): \_\_\_\_\_



# City of Charlottesville

## Application Checklist

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.)

Applicant

By:

Signature

*James D. Brown*

Print

Jim Brown

Date

8/15/17

Its:

*Secretary*

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



# City of Charlottesville

## Fee Schedule

Project Name: Pampered Pets

Application Type	Quantity	Fee	Subtotal
Special Use Permit (Residential)		\$1,800	
Special Use Permit (Mixed Use/Non-Residential)		\$1,500	\$1500.00
Mailing Costs per letter		\$1 per letter	
Newspaper Notice		Payment Due Upon Invoice	
<b>TOTAL</b>			

### Office Use Only

Amount Received: 1,500.00 Date Paid 8/15/17 Received By: O. Eubank

Amount Received: \_\_\_\_\_ Date Paid \_\_\_\_\_ Received By: \_\_\_\_\_

Amount Received: \_\_\_\_\_ Date Paid \_\_\_\_\_ Received By: \_\_\_\_\_

Amount Received: \_\_\_\_\_ Date Paid \_\_\_\_\_ Received By: \_\_\_\_\_

**EFB-JSB, Inc. dba Pampered Pets**

**Special Use Permit Application**

Written Narrative

August 15, 2017

EFB-JSB, Inc. dba Pampered Pets ("Pampered Pets"), petitions the Charlottesville City Council for a special use permit ("SUP") to (1) allow an outdoor dog play yard (the "Play Yard") on property abutting Pampered Pet's existing facility located at 601 Concord Avenue and (2) amend the existing SUP conditions governing Pampered Pets' existing outdoor dog play yards to allow a slight increase in the number of dogs permitted in outdoor play yards.

**Applicant**

Pampered Pets has been a member of the Charlottesville Community since the early 1980s. It has been at its current location at 601 Concord Avenue since 1998. It is a pet care facility providing day and overnight lodging services, grooming services and off-leash group play services to dogs and cats. Pampered Pets employs over forty full and part-time employees. Employee ages range from high school students to persons in their 60's. Today, Pampered Pets has one impaired employee working part-time five days a week and has participated in the City of Charlottesville Community Attention Youth Internship Program the past seven years. The owners of EFB-JSB, Inc are residents of the City of Charlottesville.

**Property Information**

The property to be used for the proposed new Play Yard is leased by Pampered Pets from Ronald Lee Rhodes, and is located to the rear of Pampered Pets existing facility as shown on the sketch site plan attached as Exhibit A (the "Plan"). The leased area to be used for the Play Yard is approximately 2, 220 square feet. The dimensions of the proposed Play Yard are slightly smaller, allowing room for screening as shown on the Plan. The leased area is a portion of a lot owned by Mr. Rhodes addressed as 604 Cynthianna Avenue and described in City records as Tax Map Parcel 35-113 (the "Lot"). The Lot, including all of the leased area is zoned IC.

The existing outdoor dog play yards are on land owned by Norfolk & Southern Railroad and leased by EFB-JSB, Inc. A special use permit, SP-13-07-18, was approved in 2013 to permit use of this area for outdoor dog play yards. The amendment to the existing SUP conditions requested would apply to these existing play yards and the proposed new Play Yard.

**Proposed Use**

The Play Yard is to be used for an outdoor dog play yard. Such use is consistent with Pampered Pets existing use of adjoining property as a pet care facility offering lodging, doggie day care and

grooming services with outdoor dog play yards. The proposed use will simply make an additional outdoor dog play yard area available to Pampered Pets. There will not be any material increase in the number of dogs using outdoor yards.

The proposed Play Yard is already enclosed by a six-foot tall, black vinyl-coated chain link fence with and is screened by rows of shrubs. As noted, the Play Yard is located to the rear of the building Pampered Pets occupies and is not visible from Concord Avenue. The Play Yard is set back over 100 feet from Harris Street and is well screened from Harris Street by the screening fence and shrubs.

The applicant requests a slight increase in the number of dogs permitted within the outdoor play yards at the facility from 25 to 50. This increase does not necessarily lead to an increase in the number of dogs on site, but will enable Pampered Pets to provide more exercise and play time for those dogs under its care.

### **Adjacent Properties**

All properties immediately abutting the Play Yard are zoned IC industrial zoning district. The proposed Play Yard is screened from abutting properties by the existing chain-link fence and shrubs. The Play Yard will not significantly change the character of Pampered Pets existing site and operations or have any significant impact on adjacent properties.

### **General Standards for Issuance of an SUP**

Following is a description of how the proposed use meets the general standards for issuance set forth in Section 34-157 of the City of Charlottesville Zoning Ordinance:

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

The Site is located within the IC industrial zoning district. All properties immediately abutting the Site are zoned IC. While two lots north and east of the site presently contain residences, Pampered Pets has, over decades, proven itself to be compatible with these residences and all other adjacent uses in the immediate neighborhood. The proposed Play Yard is screened from abutting properties by a chain-link fence and screening shrubs.

*(2) Whether the proposed use or development and associated public facilities will substantially conform to the city's comprehensive plan;*

The City's Comprehensive Plan designates the Site and the immediate area around it for Industrial uses. Under the existing IC Industrial zoning district, which implements the Comprehensive Plan, animal boarding, grooming and kennels are allowed by right. "Outside runs or pens" are permitted as well with a special use permit. Thus the proposed Play Yard substantially conforms to the Comprehensive Plan.

*(3) Whether proposed use or development of any buildings or structures will comply with all applicable building code regulations;*

Improvements are limited to the chain-link fencing and screening shrubs. There will not be any permanent building structures. Pampered Pets intends to maintain the existing lawn as the Play Yard surface. All improvements will comply with all applicable building code and zoning 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;*

The proposed use will generate no additional traffic or parking needs beyond that currently associated with the operations of Pampered Pets.

*b. Noise, lights, dust, odor, fumes, vibration, and other factors which adversely affect the natural environment;*

Noise: As noted, the proposed Play Yard is shielded from Concord Avenue and neighbors across the tracks to the Southwest by the existing Pampered Pets building. The screening fence and shrubs surrounding the proposed Play Yard screen it from the existing Rhodes residence (see Exhibit A) and Harris Street. The fencing is black vinyl-clad chain link fencing with black slats matching the fencing around previously approved play yards. The shrubs and slated fencing together will serve as a sound buffer.

Today, at any time, there are approximately 25 dogs using the existing outdoor play yards between 8 AM and 5 PM Monday through Friday. With the proposed additional Play Yard and amendment request, that number could increase to no more than 50 dogs. After 5 PM until dusk the outdoor space would be available to members of the Pampered Pets Day Camp but limited to up to 25 dogs. The proposed Play Yard would not be used by more than 40 dogs on a regular basis during weekends from 8 AM to 5 PM.

Lights: Lighting is not contemplated for the proposed Play Yard.

Dust: The intent is to maintain the existing outdoor grass surface. The presence of well-maintained turf will prevent any noticeable amount of dust from being created.

Odor: The Play Yard will be maintained in a sanitary manner. There will be no noticeable odors.

Fumes: No flammable chemicals or other materials will be used or stored within the leased area and no other substances will be present that produce fumes.

Vibration: There will be no equipment within the leased area that generates vibration.

*c. Displacement of existing residents or businesses;*

The proposed use will not displace any existing residences or businesses.

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

The proposed use will not discourage any economic activities but rather strengthen the existing Pampered Pets business.

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

There will be no increase in 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;*

There will be no reduction in availability of affordable housing in the neighborhood.

*g. Impact on school population and facilities;*

There will be no impact on school population and facilities.

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

There will be no destruction of or encroachment upon conservation or historic districts.

*i. Conformity with federal, state and local laws, as demonstrated and certified by the applicant;*

The operation of the Play Yard will be in conformity with federal, state and local laws.

*j. Massing and scale of project.*

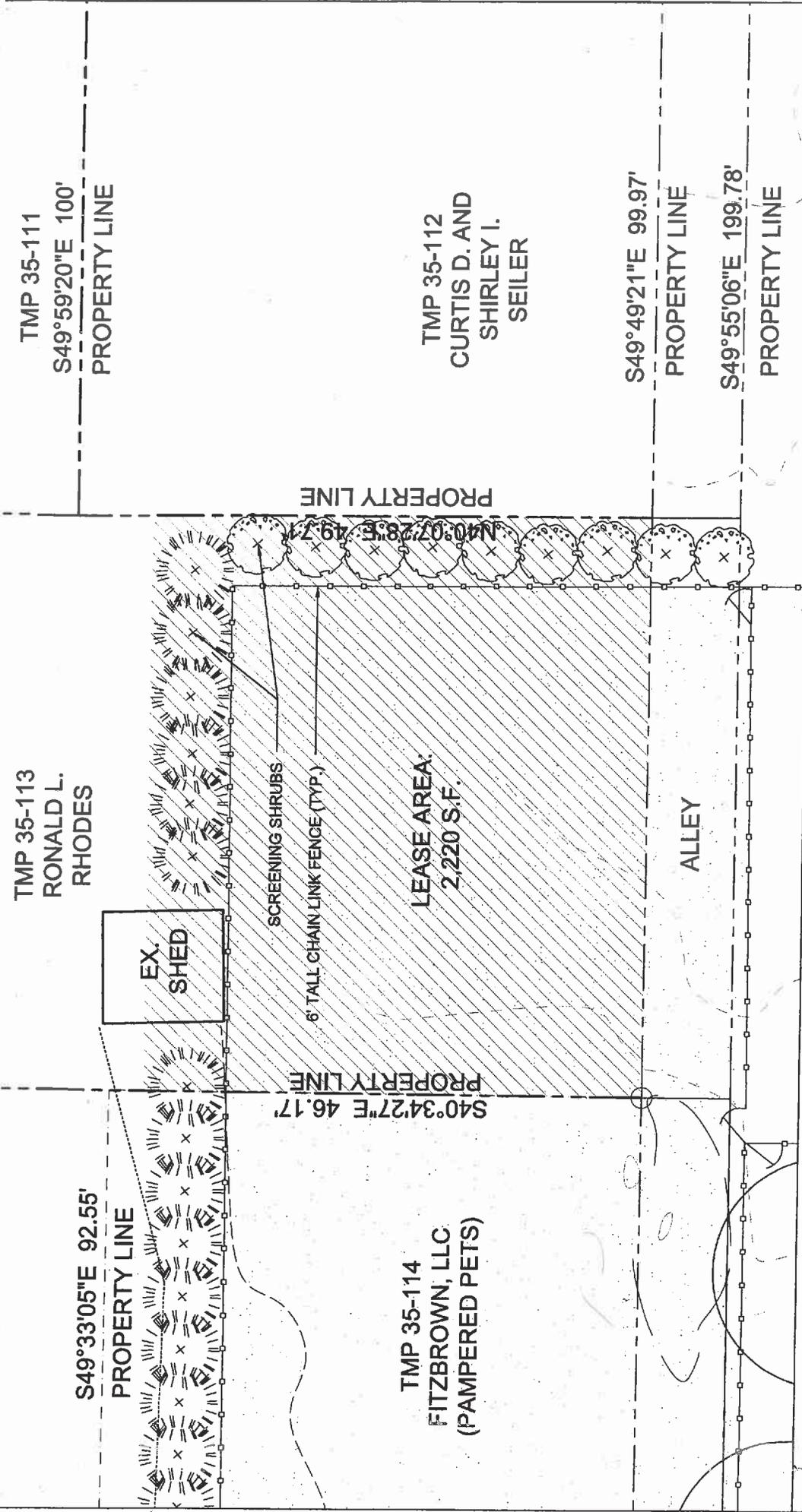
The proposed Play Yard will be a very small addition to the existing Pampered Pets facility and the facility's scale will continue to be compatible with existing uses in the neighborhood.

#### **Attachments to Narrative**

- Sketch Site Plan (Exhibit A);
- General Area Map (Exhibit B); and
- Picture of Proposed Play Yard( Exhibit C ).

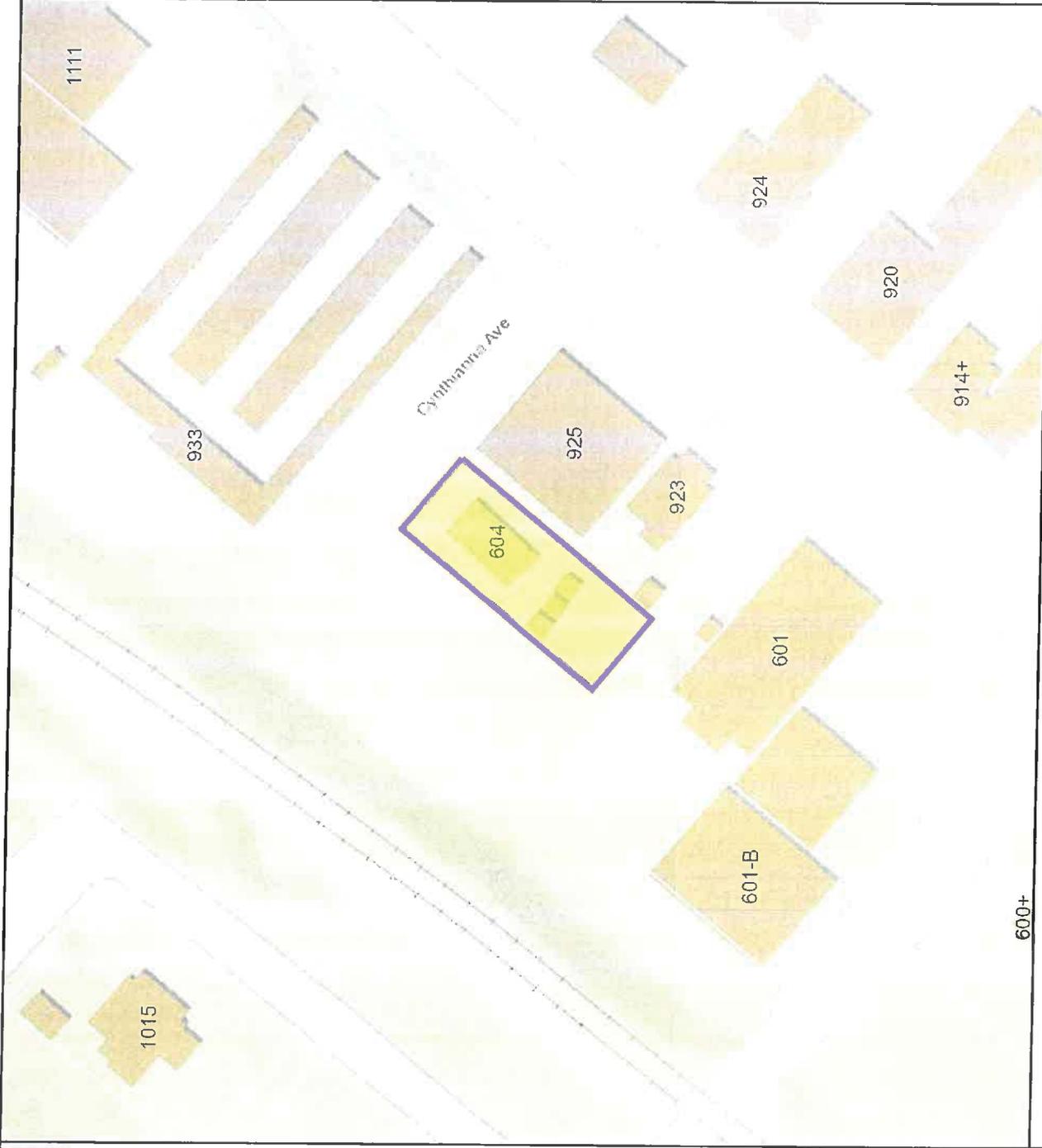
EXHIBIT A

SITE PLAN OF LEASED SPACE OF 604 CYNTHIANA AVE, CHARLOTTESVILLE, VIRGINIA 22903—TMP 35-113 PREPARED  
 JUNE 30, 2014.



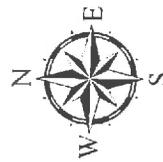
PAMPERED PETS	
DAY CAMP	SITE PLAN
waterstreet	
111 Third Street, SE Charlottesville, VA 22903 TEL: 295.8171	
JUNE 30, 2014	
A	



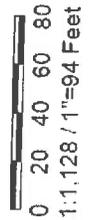


**Legend**

-  Parcels
-  Addresses
-  City Limits



Feet



**Title: Parcels**

**Date: 8/15/2017**

*DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Charlottesville is not responsible for its accuracy or how current it may be.*







# City of Charlottesville

## Owner's Authorizations (Not Required)

### Right of Entry

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: Ronald Lee Rhodes Date 8/16/17  
By (sign name): Ronald L Rhodes Print Name Ronald Lee Rhodes  
Owner's: LLC Member LLC Manager Corporate Officer (specify): \_\_\_\_\_ Other(specify): Individual

### 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: Jim Brown and Maynard Sipe, Esq.  
Name of Corporate or other legal entity authorized to serve as agent: EFB-JSB, Inc.

Owner: Ronald Lee Rhodes Date 8/16/17  
By (sign name): Ronald Lee Rhodes Print Name Ronald Lee Rhodes

Circle one:

Owner's: LLC Member LLC Manager Corporate Officer (specify): \_\_\_\_\_ Other(specify): Individual

September 21, 2017

Mr. Haluska  
City of Charlottesville  
Neighborhood Development Services  
P.O. Box 911, City Hall  
City of Charlottesville 22902

Dear Brian:

I am writing in support of Pampered Pets Special Use Permit. We directly adjoin Pampered Pets and our property adjoins the area to which the Special Use Permit applies. We support Pampered Pets efforts to make the space useable to their operation.

We have been a neighbor to Pampered Pets since the date their buildings were constructed and the recently outdoor yard expansion was pit in. They have taken steps along the way to recognize their neighbors especially their efforts to block the view of their fencing was very kind. We are appreciative of the efforts their staff take to reduce the amount of barking by dogs in their care.

Since the passing of my late husband Pampered Pets has been so kind to mow our lawn and remove snow from our drive, front steps and sidewalks.

I appreciate your time and consideration of this letter of support.

Sincerely,

A handwritten signature in cursive script that reads "Shirley I. Seiler".

Shirley I Seiler

923 Harris Street

Charlottesville VA 22903

CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	December 4, 2017
Action Required:	Approval of Resolution
Presenter:	Kaki Dimock, Director, Human Services
Staff Contacts:	Kaki Dimock, Director, Human Services Mike Murphy, Assistant City Manager
<b>Title:</b>	<b>Allocation of Previously Appropriated Community Mental Health &amp; Wellness Coalition Funds to Region Ten - \$41,572.90</b>

**Background:**

In 2015, in response to the closure of Thrive, the Department of Human Services agreed to serve as the fiscal agent and host for the Community Mental Health and Wellness Coalition while it identified strategic goals and determined a long-term direction. The coalition is a multidisciplinary group composed of over 20 different organizations throughout the region that recognize efforts to improve community behavioral health will be stronger by working together. The coalition's mission is collaborating to promote behavioral health and wellness through planning, advocacy, and access to effective service delivery for our region. The coalition accomplishes this by strengthening service system capacity and coordinating no wrong door to service; using information and advocacy to promote mental health system and wellness; and creating a healthy coalition.

In spring 2017, the coalition steering committee determined that Region Ten would be the best long-term fiscal agent and host for the coalition, based on its regional scope and influence over systemic processes. To that end, the coalition created an agreement with Region Ten to transfer the human resources and financial responsibilities from the city to Region Ten. This request is to transfer the remaining balance of the coalition's funds from the City to Region Ten as the final component of this strategic move. The City remains an active member of the coalition.

**Discussion:**

The City of Charlottesville served as fiscal agent for the coalition for two years. Thrive, as the coalition's initial host, transferred \$42,779.96 to the City at the onset of the agreement between the City and the coalition. In addition, the coalition raised funds to cover its expenses during its tenure with the city. Expenses and revenues to date:

\$42,779.96 Original assets transferred to the City  
+ \$85,000.00 Raised in revenue by coalition  
- \$86,207.06 Expenses of coalition  
\$41,572.90 Net

### **Community Engagement:**

The coalition and the decision to transfer fiscal agency from the city to Region Ten is the product of significant community and stakeholder engagement on the part of the coalition leadership and staff. The coalition's work positively impacts many organizations and individuals in our region.

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

The coalition's activities advances the City of Charlottesville's Strategic Plan goal #2 of maintaining a healthy and safe city. Specifically, it will facilitate the objective of improving community health and safety outcomes by connecting residents with effective resources . Outcomes will include improved coordination between the coalition and local service providers, shared strategic planning, reduced stigma for individuals seeking services, and increased sustainability for the coalition itself.

### **Budgetary Impact:**

This request has limited budget impact for the City. The funds that are to be transferred were previously appropriated in the Human Services budget and were raised by the coalition specifically for coalition activities. Many of the funds awarded to the coalition are restricted and limited to the proposed activities only and are not available for general use.

### **Recommendation:**

Staff recommends approval and transfer of funds.

### **Alternatives:**

Council may elect to not transfer the funds and retain the fiscal agency and primary responsibility for the coalition, against coalition recommendation.

### **Attachments:**

Resolution

## **RESOLUTION**

### **Allocation of Previously Appropriated Community Mental Health & Wellness Coalition Funds to Region Ten \$41,572.90**

**WHEREAS**, in response to the closure of Thrive, the Department of Human Services agreed to temporarily serve as the fiscal agent and host for the Community Mental Health and Wellness Coalition, and

**WHEREAS**, the Community Mental Health and Wellness Coalition steering committee determined that Region Ten would be the best long-term fiscal agent and host for the coalition, based on its regional scope and influence over systemic processes, and

**WHEREAS**, the Community Mental Health and Wellness Coalition created an agreement with Region Ten to transfer the human resources and financial responsibilities from Human Services to Region Ten; therefore;

**NOW, THEREFORE BE IT RESOLVED** that the City Council of Charlottesville Virginia allocates the balance of the Mental Health and Wellness Coalition funding, in the amount of \$41,572.90 to Region Ten.

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



<b>Agenda Date:</b>	December 4, 2017
<b>Action Required:</b>	Vote on resolution
<b>Presenter:</b>	Mike Murphy, Assistant City Manager
<b>Staff Contacts:</b>	Maurice Jones, City Manager Mike Murphy, Assistant City Manager
<b>Title:</b>	<b>Citizen Review Board</b>

**Background:**

At the November 20, 2017 Council meeting, Council considered a report by the Charlottesville Police Citizens Advisory Panel regarding a Citizen Review Board for the City of Charlottesville's Police Department.

Following the report and ensuing discussion, Council built consensus to form an independent Citizen Review Board ("Board"). In order to provide for the Board operating as a truly independent entity, Council supported tasking the initial Board with drafting bylaws and defining their mission.

**Discussion:**

Pursuant to Council's discussion and Councilor Bellamy's motion at the November 20, 2017, Council meeting, staff drafted the attached resolution forming an initial Citizen Review Board for the City of Charlottesville's Police Department. The resolution reflects the intent of Council that the Board shall explore and outline their charge, including the ability to work with local law enforcement to address and investigate community complaints, and shall include a community-focused process that regularly engages all segments of the public, inclusive of the City's minority and low wealth communities.

Council will appoint the initial Board based on an open application process. The initial Board will have seven members, to be appointed to a one-year term by vote of Council, and should include an engaged, diverse selection of members representative of the community on the whole, inclusive of the City's minority and low wealth communities.

Council appointments to the initial Board will be made at the January 2, 2018 Council meeting. The Board will convene public meetings and engage the community for a period of approximately six months, after which they will provide a written report with proposed mission and draft bylaws for Council's consideration, by no later than July 31, 2018.

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

The formation of a Citizen Review Board aligns with several of the [City Council Vision](#) areas, including a Community of Mutual Respect, and a Smart, Citizen-Focused Government. This initiative aligns with the [Strategic Plan](#) Goal 1: An Inclusive, Self-Sufficient Community, and Goal 2: A Healthy and Safe City.

**Budgetary Impact:**

Staff proposes allocating \$2,500 from the Council Strategic Initiatives Fund for the operating costs of the initial Board, including community outreach events, with expenditures approved by the City Manager.

**Attachments:**

Resolution

**RESOLUTION**  
**Police Citizen Review Board**

**WHEREAS**, Council seeks to answer the call for a police citizen review board that places emphasis on independence, accountability, and transparency; and

**WHEREAS**, relationship building, community trust, and citizen engagement are as critical today for police as they have ever been; and

**WHEREAS**, staff believes a structured, independent citizen review of police matters will help build community trust in the work of the Charlottesville Police Department;

**NOW THEREFORE, BE IT RESOLVED**, that City Council does hereby authorize the creation of an initial Police Citizen Review Board (“Board”) and tasks the Board with drafting bylaws, which shall address matters including, but not limited to:

- Defining the Board’s proposed mission;
- Proposing Board membership, including number of members, representation, and membership criteria;
- Researching and incorporating best practices for independent citizen review boards;
- Creating guidelines or an MOU for effectively interacting with the Chief of Police;
- Defining an effective and cooperative structure for Board review of police actions;
- Developing procedures for reviewing police matters, including but not limited to investigative detention reports, use-of-force incidents, and internal affairs appeals;
- Implementing mechanisms for reporting out findings, including a quarterly report delivered to Council;
- Seeking input from the City Attorney, Commonwealth’s Attorney, and the Chief of Police to ensure legal constraints, liability concerns, and privacy issues are properly addressed;
- Providing appropriate Board member training; and
- Recommending level of City staff support for the Board.

**BE IT FURTHER RESOLVED**, that the initial Board shall have seven members to be appointed to a one-year term by vote of Council, which shall include an engaged, diverse selection of members representative of the community on the whole, inclusive of the City’s minority and low wealth communities; and

**BE IT FURTHER RESOLVED**, that the Board will seek community input throughout the process of drafting their mission and bylaws by amply engaging with the Charlottesville community through public hearings, forums, etc.; and

**BE IT FURTHER RESOLVED**, that Council charges the initial Board with providing a written report with proposed mission and draft bylaws for Council’s consideration by no later than July 31, 2018; and

**BE IT FURTHER RESOLVED**, that Council will reserve \$2,500 from the Council Strategic Initiatives Fund for the operating costs of the initial Board, including community outreach events, with expenditures approved by the City Manager; and

**BE IT FURTHER RESOLVED**, that the Charlottesville City Council hereby directs the City

Manager to dissolve the existing Charlottesville Police Citizens Advisory Panel, with appreciation for their service.



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

<b>Agenda Date:</b>	November 20, 2017
<b>Action Required:</b>	Yes (Public Hearing and First Reading of Ordinance)
<b>Presenter:</b>	Lauren Hildebrand, Director, Public Utilities Department
<b>Staff Contacts:</b>	Lauren Hildebrand, Director, Public Utilities Department
<b>Title:</b>	<b>Abandonment of Portion of Gas Easement in Dunlora Park Subdivision</b>

**Background and Discussion:** In July of 2017 the City was granted a permanent easement for the installation of natural gas lines on Varick Street and Marin Court in the Dunlora Park Subdivision in Albemarle County on East Rio Road (Albemarle County Deed Book 4936, Page 102). The easement crosses property owned by Dunlora Investments LLC and they have asked the City to abandon a small portion of the easement because it is being relocated within the subdivision. This portion of the easement was never used for the installation of natural gas lines. The relocated easement has been granted to the City in a separate deed of easement, which has been recorded in the Albemarle County Clerk's Office. The Gas Division has no objection to the abandonment of the portion of the easement shown on the attached plat.

**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.

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

**Budgetary Impact:** None.

**Recommendation:** Approve the ordinance abandoning the referenced portion of the existing gas easement.

**Attachments:** Ordinance; Proposed Deed and Plat.

**AN ORDINANCE  
AUTHORIZING THE ABANDONMENT OF  
A PORTION OF A NATURAL GAS EASEMENT GRANTED TO THE CITY BY  
DUNLORA INVESTMENTS LLC**

**WHEREAS**, Dunlora Investments, LLC is the current owner of property located off East Rio Road (Dunlora Park Subdivision) in the County of Albemarle; and

**WHEREAS**, Dunlora Investments, LLC has requested abandonment of a portion of the permanent natural gas easement granted to the City by deed dated July 6, 2017, of record in the Albemarle County Circuit Court Clerk's Office in Deed Book 4936, page 102, which crosses the above-referenced property; and

**WHEREAS**, the Director of Public Utilities has reviewed the request and determined that the City no longer has a need for the above-described portion of the easement (shown on the attached plat); 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 this easement; now, therefore,

**BE IT ORDAINED** by the Council of the City of Charlottesville, Virginia that the Mayor is hereby authorized to execute a Deed of Abandonment of Easement, in form approved by the City Attorney, to abandon the above-described portion of natural gas easement, as shown on the attached plat dated September 20, 2017, made by the Gas Division of the Public Utilities Department.

*Prepared by Charlottesville City Attorney's Office*

*November 3, 2017*

*Albemarle Tax Map 62F, Parcel A (Charter Oaks Drive, Dunlora Subdivision)*

**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 DEED OF ABANDONMENT OF EASEMENT**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between the **CITY OF CHARLOTTESVILLE, VIRGINIA**, a municipal corporation, Grantor, hereinafter "City", and **DUNLORA INVESTMENTS, LLC**, "Grantee", whose address is 170 South Pantops Drive, Charlottesville, Virginia 22911.

**WITNESSETH:**

THAT FOR AND IN CONSIDERATION of the sum of ONE DOLLAR (\$1.00), cash in hand paid, and other good and valuable consideration, the receipt of which is hereby acknowledged, the City hereby VACATES, ABANDONS, QUITCLAIMS and EXTINGUISHES all right, title and interest to a portion of the natural gas easement located on Varick Street (Dunlora Park Subdivision) in Albemarle County, shown as a cross-hatched area and labeled as "A 10.0' WIDE EASEMENT FOR NATURAL GAS FACILITIES TO BE VACATED" on a plat made by the Gas Division of the Charlottesville Public Utilities Department dated September 20, 2017, attached hereto and made a part hereof. Said easement was granted to the City by deed from Dunlora Investments, LLC, dated July 6, 2017, of record in the Circuit Court Clerk's Office of the County of Albemarle, Virginia in Deed Book 4936, page 102.

WITNESS the following signature and seal.

**CITY OF CHARLOTTESVILLE, VIRGINIA**

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

A Michael Signer

STATE OF VIRGINIA  
City of Charlottesville

The foregoing instrument was acknowledged before me, a Notary Public in and for the aforesaid City and State, by A. Michael Signer, Mayor of the City of Charlottesville, on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

My commission expires: \_\_\_\_\_

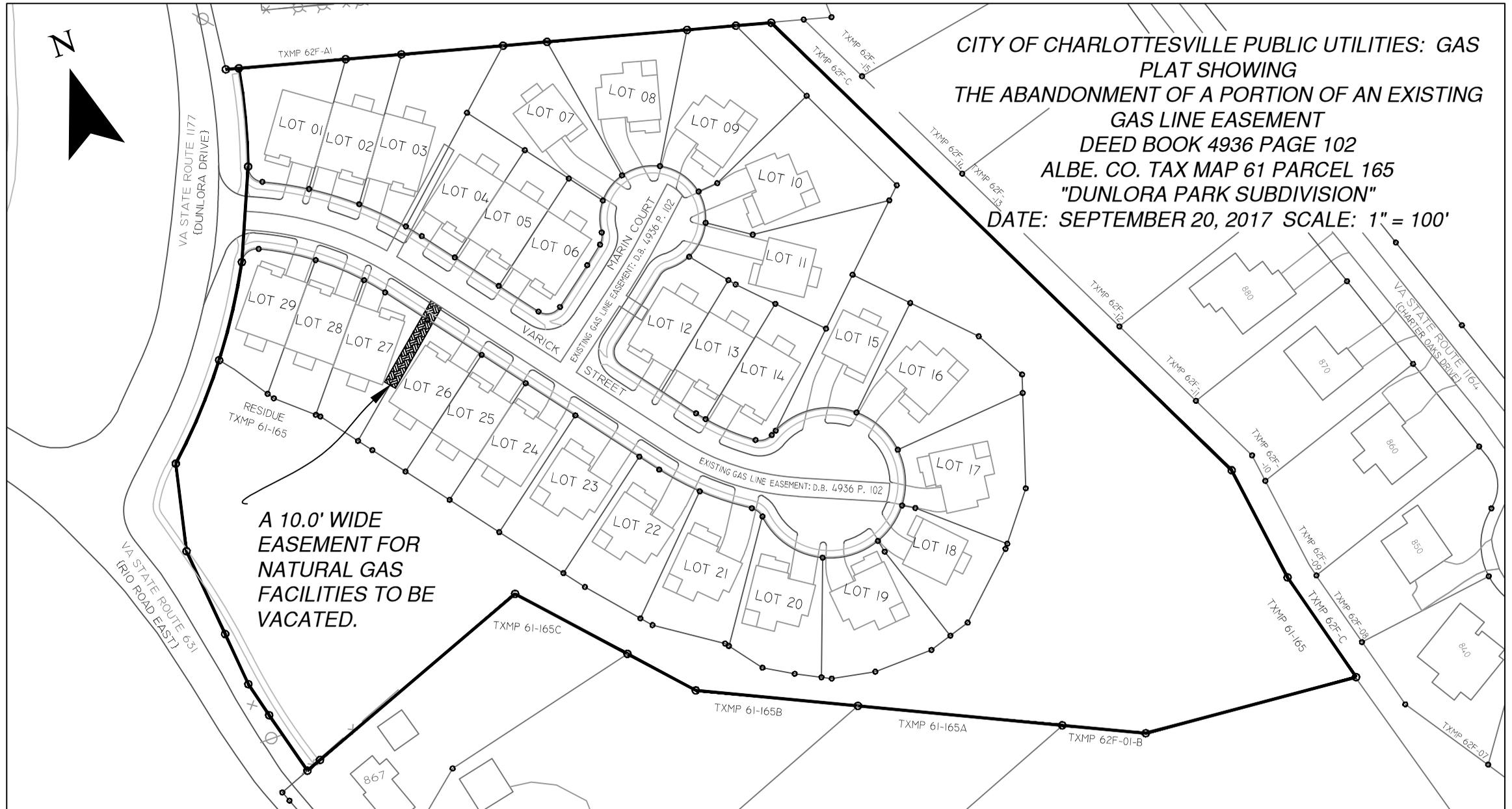
\_\_\_\_\_ Registration #: \_\_\_\_\_

Notary Public



**CITY OF CHARLOTTESVILLE PUBLIC UTILITIES: GAS  
PLAT SHOWING  
THE ABANDONMENT OF A PORTION OF AN EXISTING  
GAS LINE EASEMENT  
DEED BOOK 4936 PAGE 102  
ALBE. CO. TAX MAP 61 PARCEL 165  
"DUNLORA PARK SUBDIVISION"  
DATE: SEPTEMBER 20, 2017 SCALE: 1" = 100'**

**A 10.0' WIDE  
EASEMENT FOR  
NATURAL GAS  
FACILITIES TO BE  
VACATED.**



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CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	November 20, 2017
Action Required:	vote on ordinance
Presenter:	Lisa A. Robertson, Chief Deputy City Attorney
Staff Contacts:	Lauren Hildebrand, Director of Utilities
<b>Title:</b>	<b>Abandonment of Sanitary Sewer Easement – 600 Brandon Avenue</b>

**Background:** The University of Virginia Foundation (“Foundation”) owns property located at 600 Brandon Avenue (the “Property”), which contains several 2-story apartment buildings. As part of a larger Master Plan to begin the site work for redevelopment of an assemblage of parcels as a model, “Green Street Project” including a mix of academic spaces, student wellness facilities and student housing. The Foundation plans to demolish all the existing buildings and structures on the Property and then convey the Property to the Rector and Board of Visitors of the University of Virginia (“UVA”).<sup>1</sup>

When UVA expands its campus, the effect on the City is similar to an annexation: real estate is removed from real estate tax rolls, development of land is no longer subject to City zoning regulations and requirements, and negotiated agreements are sometimes needed in order to work through the impacts of the provision of certain public services relative to the property. These issues will be discussed in more detail in one or more agenda item(s) that will be coming to you at a later date. For purposes of this agenda item, the negotiated joint agreement that touches upon the proposed abandonment is a 1981 Lease, Water and Sewer Agreement (“1981 Agreement”). The 1981 Agreement consolidated eight (8) earlier negotiated agreements between the City and UVA relative to the provision of water and sewer services to UVA (dating back as far as 1891), and included terms for a lease of 5 acres of UVA land to the City (the current term of the lease expires on April 17, 2021).

For decades, UVA has maintained its own private “distribution system”, primarily for water; to a lesser extent, for sewer. As of 1981, the City was supplying water via pipeline to UVA, three different ways: **(i)** City water was to be delivered to two primary service points (one at Observatory Mountain; the other, at the intersection of Massie Road and Emmet Street) for distribution through UVA’s distribution system; **(ii)** City water was to be supplied through UVA’s distribution system to several “accounts” in UVA’s “Piedmont Housing Area” (the 1981 Agreement is silent as to the location(s) at which City water was to be delivered for distribution to these accounts); and **(iii)** water was to be delivered by the City directly to individual UVA-owned properties through the City’s distribution system. For water supplied pursuant to category **(iii)**, UVA is required to pay the City the same retail rate that any other City water customer would pay. Special rates were negotiated between the City and

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<sup>1</sup> The Foundation is subject to real estate taxation as well as to the City’s local ordinances. Once sitework is complete and title to the land is transferred, then UVA will construct a multistory building for upper class student apartments on the Property. UVA-owned real estate (land and improvements) are exempt from City real estate taxation and from local ordinances, because UVA is a state agency.

UVA for water supplied pursuant to categories (i) and (ii).

Significantly: the 1981 Agreement does not discuss or set forth any agreement between the parties as to when, under what circumstances, and under what terms and conditions UVA may extend its then-existing distribution system into areas at which the City's water distribution/ sewerage collection infrastructure is already available to serve new development.

The Property located at 600 Brandon Avenue is currently served by a City-owned sewer line. In 1963 the City acquired a sanitary sewer easement ("Existing Sewer Easement") across the Property (see attached plat with the easement highlighted in yellow). This City line collects sewerage from the existing buildings. See attached ALTA/ NSPS Land Title Survey, area marked "Sewer Line and Easement to be Abandoned." For sewer service provided to the existing buildings, the City has received compensation at its established retail rate.

The Foundation is asking City Council to abandon the existing sewer line, vacate the Existing Sewer Easement, and to allow UVA to construct a new sewer line that would be owned and maintained by UVA. The proposed UVA "lateral" would collect waste from the new student housing building and deliver it into manhole # 19-102A (just shy of the manhole to which waste is currently being delivered by the City-owned line--in effect leaving approximately 50 feet of the existing sewer line that will not be rehabilitated and upgraded to serve the new buildings).

The Foundation's proposed plan also shows additional sewer infrastructure, to facilitate a *future* off-site connection to the sewer line within the next phase of the UVA Green Street Project. See attached Utility Plan, p. C3.06.

Water and sewer service are related. (If you are a City sewer customer, you are always a City water customer). At the Subject Property water service is currently provided by the existing City infrastructure in Brandon Avenue (according to the City's Department of Utilities, this existing water infrastructure is adequate to serve the new student housing buildings). UVA proposes that the new student housing buildings would receive water service through UVA's private distribution system. The Department of Utilities recommends that the City should continue to be the water and sewer service provider to this project.

**Discussion:** The Department of Utilities has noted that, unless and until an update of the 1981 Water and Sewer Agreement is updated to set forth a specific agreement negotiated between the parties as to UVA expansions, the City should not authorize any existing City utility service to be discontinued to a specific property, or to an area of the City, in which City utilities are currently available.

As to the request for abandonment of the sewer line and easement at 600 Brandon Avenue: the Department of Utilities has no objection to this Agenda Item if two conditions are required:

(1) the status quo is maintained and the City continues to be the provider of both water and sewer service for the Subject Property (*subject to any different arrangement reached as part of a new agreement with UVA or an amendment/ renegotiation of the 1981 Agreement*), and

(2) UVA would agree to modify their proposed Utility Plan to rehabilitate the remaining 50 feet of existing City sewer line, by either: constructing a new lateral the entire length of the existing City line, or by rehabilitating the remaining 50 feet of City-owned line, to bring it up to current City standards, and grant the City an easement for the new, rehabilitated line.

Granting the Foundation's request under the above-referenced Conditions would allow the development to proceed in the same manner as any other private development: (i) buildings on the Subject Property would be served by the City's sewer system, through a private lateral connecting the buildings to a City-owned manhole, and (ii) the water service to the buildings would be provided by the City through City-owned distribution system.

If City Council votes to abandon the City-owned sewer line and the related sewer easement, then the City Attorney's Office will draft a Deed of Abandonment of Easement (substantially the same as the attached sample deed) to release the City's rights in the original sewer easement across the Property.

**Community Engagement:** A public hearing is required by law to give the public an opportunity to comment on the proposed disposition of a City-owned interest in real property (in this case, the City's sewer easement). Notice of such public hearing was advertised in the local newspaper at least 7 days in advance of this public hearing.

**Budgetary Impact:** None.

**Alignment with City Council's Vision and Strategic Plan:** Not applicable.

**Recommendation:** Approve the ordinance abandoning the above-described sanitary sewer easement.

**Attachments:** Request Letter from University of Virginia Foundation (with attachments);  
Drawing of New Sewer Lateral Location  
Proposed Ordinance; Plat of 1963 Easement; Proposed Deed

**AN ORDINANCE  
AUTHORIZING THE ABANDONMENT OF  
A SANITARY SEWER EASEMENT  
GRANTED TO THE CITY ACROSS 600 BRANDON AVENUE**

**WHEREAS**, in 1963 the City acquired a permanent easement for installation of a sanitary sewer line across property currently owned by University of Virginia Foundation (“Foundation”) at 600 Brandon Avenue, designated on City Real Estate Tax Map 11 as Parcel 97.1 (“Subject Property”); and

**WHEREAS**, the existing sanitary sewer line only serves the buildings on the Subject Property; and

**WHEREAS**, the Foundation has requested abandonment of the above-described easement granted to the City in 1963, of record in the Charlottesville Circuit Court Clerk’s Office in Deed Book 245, Pages 125-126, because the Foundation plans to construct a new sewer line that would be owned and maintained by the owner of the Subject Property and that will serve as a lateral for conveyance of sewer from buildings located on the Subject Property to a City-owned main; and

**WHEREAS**, the City’s Department of Utilities has reviewed the request and has no objection to its release, upon the condition that the status quo is maintained as to the provision of water and sewer service at the Subject Property (the “Condition”): i.e., the City will remain the sewer service provider for the Subject Property, as well as the water service provider, and the Subject Property shall not be served by a separate sewage collector system, or a water distribution system, owned, maintained and operated by UVA (unless and until the City and UVA specifically agree otherwise in the future, as part of a negotiated water and sewer service agreement); 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: subject to the Condition specified above, as requested by the Department of Utilities, this City Council does hereby abandon the existing City sewer line located on the Subject Property, and that the Mayor is hereby authorized to execute a Deed of Abandonment of Easement, in form approved by the City Attorney, to abandon the sanitary sewer easement acquired by the City in 1963.

Prepared by S. Craig Brown, Esq. (VSB #19286)  
Charlottesville City Attorney's Office  
P.O. Box 911, Charlottesville, Virginia 22902

Tax Map Parcel 110097100 (600 Brandon Ave)

**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 DEED OF ABANDONMENT OF EASEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 2017, from the **CITY OF CHARLOTTESVILLE, VIRGINIA**, a municipal corporation and political subdivision of the Commonwealth of Virginia (hereinafter, the "CITY"), GRANTOR, to **UNIVERSITY OF VIRGINIA FOUNDATION**, GRANTEE, whose address is P.O. Box 400218, Charlottesville, Virginia 22904.

WITNESSETH:

WHEREAS, GRANTEE is the owner of certain real property in the City of Charlottesville, Virginia, addressed as 600 Brandon Avenue, and designated on City Real Estate Tax Map 11 as Parcel 97.1 (the "Property"); and

WHEREAS, by recordation of a deed of easement dated September 9, 1963, of record in the Charlottesville Circuit Court Clerk's Office in Deed Book 245, Pages 125-126, the CITY was conveyed a permanent easement and right of way for the installation and maintenance of sanitary sewer facilities across the Property; and

WHEREAS, GRANTEE has requested the City to abandon and release the above-described sanitary sewer easement granted to the City in 1963, as it is no longer necessary for access, maintenance, or repair of the sanitary sewer facilities; and

WHEREAS, the CITY has agreed to abandon and release the 1963 sewer easement as requested by GRANTEE, after holding a public hearing, advertised in accordance with Virginia Code Sec. 15.2-1800(B), and adoption of an Ordinance by the Charlottesville City Council on \_\_\_\_\_, 2017.

WITNESSETH:

NOW, THEREFORE, in consideration of the sum of ONE DOLLAR (\$1.00), receipt of which is hereby acknowledged, the CITY does hereby VACATE, ABANDON, QUITCLAIM and RELEASE all its right, title and interest in and to the sanitary sewer easement acquired by the CITY by deed dated September 9, 1963, shown on a plat attached to said instrument at Deed Book 245, pages 125-126 in the Charlottesville Circuit Court Clerk's Office.

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 \_\_\_\_\_, 2017.

WITNESS the following signature.

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 \_\_\_\_\_, 2017 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:	December 4, 2017
Action Requested:	Approval of Ordinance First Reading: 12/04/2017
Presenter:	Lisa Robertson, Chief Deputy City Attorney
Staff Contacts:	Lisa Robertson; Missy Creasy
Title:	<b>Zoning Text Amendments</b>

**Background:**

In November 2016 the City Attorney’s Office provided a critique of the current zoning ordinance, indicating numerous difficulties and recommended modifications. Shortly thereafter, City Council adopted a Resolution prescribing a Work Plan for updating both the Comprehensive Plan’s Land Use Plan and the Zoning Ordinance over the course of the succeeding 18 months. Among the various problematic issues to be reviewed sooner rather than later were: measurement of building height by averaging the height of all building walls and then averaging the averages together; resolution of inconsistencies in wording; determination of particularly problematic issues; issues that may not lead to desired outcomes. The three text amendments set forth in the attached Ordinance fall within these categories.

**Discussion:**

The Staff Report and Exhibits, as presented to the Planning Commission (PC) on November 14, 2017, can be found at: <http://www.charlottesville.org/departments-and-services/departments-h-z/neighborhood-development-services/development-ordinances/city-planning-commission/agendas/2017-agenda>

***Clarify streetwall regulations, Downtown zoning district***—(Sec. 34-558(a)), (**Item #1, attached Ordinance**). Recently an applicant’s attorney suggested that streetwall regulations in the Downtown zoning district should not be interpreted as including a building, if any portion of that building’s façade fronts on Water Street. Since many buildings within the district have frontage on Water Street as well as Main Street (the Downtown Mall) and one or more side streets, this interpretation would have rendered the current streetwall regulations meaningless throughout a substantial portion of the district. The amendments recommended by the PC will clarify language and avoid this undesirable outcome.

***Measurement of height***— (§§34-1100 and 34-1200, **Items #2 and #4, attached Ordinance**). The Planning Commission (PC) has recommended a simplification of the methodology for measurement of building height, with the intention of continuing to review the City’s approach to measuring building height, and streetwall height, as the Comp Plan Update progresses. The PC recommendation proposes to delete the problematic “averaging of building walls” approach to determination of

overall building height (in §34-1200) and to return the City to the pre-averaging zoning practice: i.e., measurement of height of buildings, structures and street walls from “grade”<sup>1</sup> to the highest point (similar to how height is determined under the provisions of the USBC).

**Note 1:** also considered by the PC was a proposal formulated by PLACE, which proposed that, if there are multiple building façade segments along a particular street frontage, a measurement of height would be taken at the center of each of the different segments. PLACE also recommended that, if the streetwall of a building consists of only one segment, then the measurement of height would be a single point of measure at the median grade along that façade. The PC felt that this approach has significant potential for providing an alternative methodology for sites with difficult topography; however, it’s a more complicated methodology for which illustrative diagrams have not yet been prepared; a member of the BAR provided comment that there may remain practical issues to be worked through; and the more complicated approach does not work for sites in “non-urban” conditions (buildings set back more than 6-15 feet from a public street). Staff recommends further vetting of the PLACE proposal, to be brought forward in the future with diagrams that could be included in the ordinance, and separate provisions drafted for the non-urban conditions.

**Note 2:** the PC recommendation is similar to the height measurement method adopted for the West Main Street Corridor districts, where building height is to be measured from “grade level” to the highest point and “grade level” is specially defined as the average level of the curb at a building’s primary street frontage. *See, e.g., 34-637* (this definition of “grade” is specific to the WM districts and is *different* than the generally-applicable definition of grade).<sup>2</sup> If a lot has frontage on WM and another primary street, the WM frontage is used to determine building height.

***Expansion of nonconforming structures that are also Individually Protected Properties, or contributing structures within an architectural design control district (Item #3, attached Ordinance)*** —a significant number of nonconforming structures within the City’s design control districts, particularly along West Main Street and the Downtown Mall, are of heights that do not comply with the current mandatory minimums specified within a zoning district. Staff and the BAR agree that it would be beneficial to allow some expansion of these buildings, without requiring them to be modified to comply with minimum building height or min/ max streetwall heights (which would alter the fundamental character of the structure at the street level). This proposed amendment would allow such buildings to be expanded by up to 25% without having to comply with current building height/ streetwall height requirements, subject to approval of a certificate of appropriateness by the Board of Architectural Review.

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

The proposed amendments promote the City’s vision for economic sustainability, by promoting more predictable outcomes arising from administration of the zoning ordinance. The proposed amendments also promote Strategic Plan, Goal 3 (Beautiful Environment) by assuring that individually protected properties, and contributing structures, can be adapted and used for a range of purposes, and by endeavoring to clarify wording in the ordinance, so that zoning administration/

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<sup>1</sup> “Grade” refers to “the average level of the ground adjacent to the exterior walls of the building. In a case where walls are parallel to and not more than 15 feet from a sidewalk, the grade may be measured at the sidewalk.” Z.O. 34-1200.

<sup>2</sup> Id.

interpretation can be guided by clear direction within the wording of the ordinance approved by city council.

**Community Engagement:**

The height measurement discussions have been ongoing for more than a year, during numerous PC work sessions, an extended public comment period. All of the proposed amendments were advertised for, and were the subject of a joint public hearing, completed on November 14, 2017.

**Budgetary Impact:**

None anticipated.

**Recommendations:**

(1) Staff recommends approval of the proposed Ordinance.

(2) Staff also strongly recommends that if, prior to adoption of the proposed Ordinance, a landowner submitted an application seeking approval of (i) a final site plan, (ii) a special use permit (SUP), or (iii) a certificate of appropriateness, utilizing and specifically relying on the multiple-wall-averaging approach to calculating overall building height (as evidenced by building elevations included with the application, depicting the calculation of the averages), and if that application remains under review, then the landowner should not be subject to the amended ordinance. (*See Item #5, attached Ordinance*).

**Alternatives:**

- Council can amend the proposed Ordinance to modify or adjust the wording, as Council sees fit,
- Council may, by motion, decline to approve any or all of the proposed amendments

**Attachments:**

Proposed Ordinance

**AN ORDINANCE**  
**APPROVING AMENDMENTS TO CHAPTER 34 (ZONING) OF THE CODE OF THE CITY OF CHARLOTTESVILLE (1990), AS AMENDED, TO CLARIFY THE STREETWALL REGULATIONS WITHIN THE DOWNTOWN MIXED USE CORRIDOR DISTRICT; TO MODIFY THE REQUIREMENTS APPLICABLE TO EXPANSION OF CERTAIN NONCONFORMING STRUCTURES WHICH ARE INDIVIDUALLY PROTECTED PROPERTIES OR CONTRIBUTING STRUCTURES WITHIN AN HISTORIC DISTRICT; AND TO DELETE PROVISIONS ALLOWING THE DETERMINATION OF BUILDING HEIGHT BY AVERAGING HEIGHT OF BUILDING WALLS**

**WHEREAS**, by motion, the Planning Commission initiated certain amendments to the text of the City’s Zoning Ordinance governing the measurement of building height, the streetwall regulations for the Downtown Mixed Use Corridor district, and the regulations governing expansion of nonconforming structures (“Proposed Zoning Text Amendments”); and

**WHEREAS**, a joint public hearing on the Proposed Zoning Text Amendments was held before the Planning Commission and City Council November 14, 2017, after notice to the public and to adjacent property owners as required by law, and following conclusion of the public hearing the Planning Commission voted to recommend approval of the Proposed Zoning Text Amendments to City Council as being required by the public necessity, convenience, general welfare and good zoning practice; and

**WHEREAS**, after consideration of the Planning Commission’s recommendation and other factors and considerations, this Council is of the opinion that that the Proposed Zoning Text Amendments give reasonable consideration to the purposes listed in Sec. 15.2-2283 of the Code of Virginia (1950), as amended, and this Council hereby finds and determines that: (i) the public necessity, convenience, general welfare and good zoning practice require the Proposed Zoning Text Amendments, and (ii) the Proposed Zoning Text Amendments are consistent with the Comprehensive Plan; now, therefore,

**BE IT ORDAINED** by the Council of the City of Charlottesville, Virginia that Chapter 34 (Zoning) of the Code of the City of Charlottesville (1990), as amended, is hereby amended and reenacted as follows:

***1. The streetwall regulations set forth within Chapter 34 (Zoning), Article VI (Mixed Use Districts), Division 2 (Regulations—Downtown Corridor (“D”)), Section 34-558(a) are amended to read as follows:***

**Sec. 34-558. Streetwall regulations.**

(a) *Stepback requirement.* The minimum height of the streetwall of any building or structure shall be forty (40) feet and the maximum height of the streetwall shall be forty-five (45) feet, containing exactly three (3) interior floors. After forty-five (45) feet, there shall be a minimum stepback of twenty-five (25) feet along the length of the streetwall. However, any streetwall fronting upon a numbered street within this district between Ridge Street and 10<sup>th</sup> Street, East shall, after forty-five (45) feet, be required to have a stepback of five (5) feet. These streetwall/stepback requirements shall not apply to any building façade buildings or structures on along Water Street; if a building has frontage along Water Street and any other street, then only its façade along Water Street is exempt from these requirements.

(b).....

*2. The generally applicable regulations for height set forth within Chapter 34 (Zoning), Article IX (General Regulations), Division 6 (Buildings and Structures—generally), Section 34-1100(a), are amended to read as follows:*

**Sec. 34-1100. – Height—application of district regulations.**

(a) No building or structure, or any portion thereof, shall have a height that is less than a minimum required height<sup>3</sup>, or that exceeds a maximum allowed height, specified within the regulations of the zoning district in which the building or structure is located. The term "height," when applied to a building or structure shall refer to the vertical distance measured perpendicularly from grade level to the highest point on such building or structure. For purposes of measuring building height, the following shall be deemed the highest point of a building: the level of a flat roof; the deck line of a mansard roof; and the average height level between the eaves and ridge, for gable, hip and gambrel roofs.

*3. The regulations restricting nonconforming structures, set forth within Chapter 34 (Zoning), Article IX (General Regulations), Division 8 (Nonconforming Uses, Lots and Structures), Sections 34-1146 and 34-1147 are amended to read as follows:*

**Sec. 34-1146. Nonconforming structures, permitted changes.**

....

(e) A nonconforming structure that is an Individually Protected Property, or a contributing structure within an architectural design control district, may be expanded as set forth within section 34-1147(2).

**Sec. 34-1147. Expansion of nonconforming uses or structures.**

....

(c) Nonconforming structures.

(1)....

(2) Nonconforming structures, other than single-family dwellings. ~~Where the use of a nonconforming structure is permitted by right, or with a special use or provisional use permit, in the zoning district in which the structure is located, then~~ Expansion of a nonconforming structure may be approved provided that: (i) yard, setback, screening and buffering, and height standards applicable to the proposed expansion are met; (ii) all applicable sign regulations are met, and (iii) such expansion does not exceed twenty-five (25) percent of the gross floor area of the existing structure. For any proposed expansion exceeding twenty-five (25) percent of the gross floor area of the existing structure, all development standards applicable to the property as a whole shall be met. If the nonconforming structure to be expanded is also an individually Protected Property, or a contributing structure within an architectural design control district, then that structure

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3 The proposal reviewed by the PC referred to “minimum required *building* height” and to “maximum permitted *building height*”. In this proposed ordinance, the reference has been simplified to “minimum required *height*” and “maximum permitted *height*” to take into account that many districts specify a overall height range for a building as well as a separate height range for a streetwall.

shall not be required to meet any development standard that would require modification of the structure itself, and the city's board of architectural review must approve a certificate of appropriateness for the proposed expansion.

***4. The definitions set forth within Chapter 34 (Zoning), Article X (Definitions) are amended, to delete the entire definition of “building height”—including the related diagram/illustration.***

*Building height* means the vertical distance measured from the level of the grade of the building footprint to the level of the highest point of the structure's roof surface. This distance is calculated by measuring separately the average height of each building wall, then averaging them together. The height is measured to the level of a flat roof, to the deck line of a mansard roof, and to the average height level between the eaves and ridge for gable, hip, or gambrel roofs.

***5. The amendments approved by this ordinance shall take effect upon the date of adoption of this ordinance by City Council (“Effective Date”). Notwithstanding the foregoing a landowner shall not be affected by these amendments, if prior to the Effective Date: (i) the landowner submitted an application seeking approval of a final site plan, a special use permit, or a certificate of appropriateness, (ii) the application materials contained elevations depicting the measurement of the height of a specific building being calculated by measuring separately the average height of each building wall, then averaging them together, and (iii) a decision on the application was pending as of the Effective Date.***

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



<b>Agenda Date:</b>	December 4, 2017
<b>Action Required:</b>	Appropriation of Funds
<b>Presenter:</b>	Miriam Dickler, Director, Communication
<b>Staff Contacts:</b>	Miriam Dickler, Director, Communication Leslie Beauregard, Assistant City Manager
<b>Title:</b>	<b>2017 Grand Illumination Sponsorships - \$4,000</b>

**Background:**

Beginning in 2015, the City of Charlottesville, specifically the Office of Communications, has taken over full responsibility for Grand Illumination. The Office has been coordinating the marketing, performances, activity areas and actual tree lighting for a number of years. We have had some offers of monetary sponsorships to help offset the costs of this event.

**Discussion:**

As Presenting Sponsor, UVA Community Credit Union has committed \$3,500 and as table sponsor, Scott Wagner Chiropractic has committed \$500 to Grand Illumination 2017 to help pay for expenses associated with the event. The event relies largely on community generosity, but some items unavoidably have costs attached. This money will go into a newly formed account specifically earmarked for Grand Illumination; should any money be carried over, it will remain in this dedicated account for use in the next year's event.

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

N/A

**Community Engagement:**

No community engagement occurred with these donations.

**Budgetary Impact:**

There is no fiscal impact.

**Recommendation:**

Staff recommends the appropriation of these funds.

**Alternatives:**

N/A

**Attachments:**

N/A

**APPROPRIATION**  
**Grand Illumination Sponsorship**  
**\$4,000**

**WHEREAS**, the City of Charlottesville, through the Office of Communications, has received donations to sponsor and offset costs for Grand Illumination.

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

**Revenue**

\$4,000      Fund: 105      Internal Order: 2000130      G/L Account: 451020

**Expenditures**

\$4,000      Fund: 105      Internal Order: 2000130      G/L Account: 599999

**BE IT FURTHER RESOLVED**, that any remaining funds will carry over into the following fiscal year and future donations for the purposes of Grand Illumination will be automatically appropriated.

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



Agenda Date: December 4, 2017.

Action Required: Council Appropriations.

Presenter: Christopher Cullinan, Director of Finance.

Staff Contacts: Christopher Cullinan, Director of Finance.  
Leslie Beauregard, Assistant City Manager.

Title: Year End Adjustments- F.Y. 2017 and General Fund Balance  
Transfer.

**Background:**

After the annual financial records audit, City management makes recommendations for one-time appropriations and transfers to other funds, depending on the funds available after closing the fiscal year.

**Discussion:**

For the fiscal year ending June 30, 2017 (fiscal year 2017), the City's General Fund ended with a positive surplus of \$8,941,570 or 5.2% within adopted budget. Revenues performed better than expected while City departments spent less than budgeted. These results and performance are consistent with the City's recent financial performance.

A detailed discussion of revenue and expenditures performance is listed below.

**Revenues**

The fiscal year 2017 actual revenues were \$6,502,691 over budget or 3.8% over the adopted budget. Several of the positive revenue results are indicative of Charlottesville's robust economy. Significant revenue budget variances were as follows:

- **Real Estate Tax** was \$2,478,092 over budget due to assessed values that were higher than originally budgeted primarily for commercial properties.
- **Lodging Taxes** were \$879,882 over budget due to more rooms being constructed and higher room rates and occupancy levels.

- **Meals Tax** was over budget by \$446,648. This revenue source continues to show strong growth.
- **Personal Property Taxes** were \$290,177 over budget primarily due to overall growth being more than anticipated. There have been increases in the total number of vehicles and new purchases.

The City of Charlottesville has a revenue forecasting team that consists of members from Budget, Finance, Treasurer, Commissioner of Revenue, and Economic Development. This team meets on a regular basis to review budget versus actual revenue during the year. The team also monitors and tracks trends to keep management informed as revenue forecasts change.

### **Expenditures:**

Expenditures were under budget by \$2,438,879 or 1.4% of the adopted budget. Significant budget savings were as follows:

- **Parks and Recreation** was under budget by \$631,592 due a variety of factors. There were numerous vacancies across the department resulting from a combination of retirements, departures, and promotions. Contractual tree services were under budget as a result of the Urban Forester position being vacant due to a retirement.
- **Transit** transfer from the General Fund was under budget by \$258,639 as a result of an Assistant Manager/Maintenance position being vacant and lower fuel costs.
- **Community Service Act Local Match** was under budget by \$282,726. The total number of children served in FY2017 compared to FY 2016 increased by 21% (387 compared to 319). However, a majority of the children are being served in the community instead of congregate care. The local match rate for community based services is half the regular match rate. Hence the local expenditures only increased by 7% account for the \$282,000 in savings.
- **Commonwealth Attorney** was under budget by \$281,867 due to position vacancies.
- **Social Services local matching funds** required were \$216,422 less than the amount budgeted largely because of position vacancies within the Social Services department. In FY17 the department had 21 vacancies due to promotion, resignation or retirement.
- **The Charlottesville Albemarle Joint Security Complex** was \$193,504 under budget. Full utilization of the work release and VDOT programs resulted in additional revenues while expenses were less than budgeted due to several vacancies.
- **Citywide Departmental Budget Savings.** City departments continue to do a very good job of monitoring their budgets which resulted in expenditures less than budget. Savings resulted from vacancies, efficiencies, and staff's constant due diligence with city tax dollars. We will be asking City Council to use some of these savings to fund items listed on the resolution and detailed in the attached memo.

### **Resolution/Carryover Request:**

The resolution recommends that \$2,702,444 be approved and carried over in the Fiscal Year 2018 budget.

Attached is Exhibit I which provides a summary of appropriations requested. There is a balance of \$6,239,126 after the recommendations, which the City Manager recommends be placed in the Capital Improvement Program Fund for future programming.

### **Community Engagement:**

A public hearing will be held to discuss these year-end results and accompanying appropriation of carryover funds.

### **Budgetary Impact:**

Policy Recommendation for Fund Balance Excess

- The remaining \$6,239,126 is recommended to be transferred to the Capital Improvement Fund contingency for future or unforeseen capital needs.

This recommendation is in accordance with our financial policy and allows the City to contribute more towards a “pay as you go” (PAYGO i.e. cash) C.I.P. versus issuing bonds. This is something the bond rating agencies track closely and consider a good financial management practice.

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

This resolution serves to close out and summarize the financial results of fiscal year 2017 and as such aligns with Goal 4 of the Strategic Plan, to be a well-managed and successful organization.

### **Recommendation:**

Staff recommend that Council approve the attached resolution.

### **Alternatives:**

Amend the Recommendations.

### **Attachments:**

1. Memo- End of Year Adjustments.
2. FY 2017 Year End Appropriation.

**City of Charlottesville.  
MEMO.**



**To:** Members of City Council.  
**From:** Christopher Cullinan, Director of Finance.  
Leslie Beauregard, Assistant City Manager.  
**Date:** December 4, 2017.  
**Subject:** **F.Y. 2017 End of Year Adjustments.**

In order to close the City's financial records for F.Y. 17 and to finalize the City's annual financial report, we would like to request that Council approve the attached resolution to adjust certain accounts. This is a normal procedure that takes place each year.

Provided below is a brief description of the items contained in the various sections of the appropriation:

- Section I - General Fund.
- Section II - Capital Projects Fund.
- Section III - Facilities Repair Fund.
- Section IV - Grants Funds.
- Section V – Utility Funds.
- Section VI – School Gainsharing.
- Section VII – Parking Enterprise Fund.

Included are names of the department or program, the amount of the adjustment and a brief discussion of the reason(s) for the appropriation.

**I. General Fund.**

(a) Departmental Appropriations – Section 1 (a).

The following appropriations are requests for carryovers of unspent funds and new requests not previously appropriated.

- Community Arts Coordination - \$57,000.  
These unspent funds will be used to fund the coordination of community arts upon future direction of City Council.
- Finance/Assessor - \$5,400.  
These unspent funds will be used to purchase two CoStar Program licenses. This software provides access to a

proprietary data base of real-time commercial real estate transaction data that can be used to more accurately appraise commercial and industrial property values.

- City Attorney - \$21,625.  
These carryover funds will be used to complete the City Code recodification and for record scanning services.
- Circuit Court - \$30,000.  
These carryover grant funds will be used to complete a records preservation project.
- Neighborhood Development Services - \$326,037.  
\$110,037 will be used to facilitate the completion of the review and revision of the City's Standard and Design Manual. These funds are being requested in addition to the \$200,000 previously allocated to this effort (as part of FY 16 year end process). The initial fee estimate from the consultant was approximately \$330,000. Staff negotiated the scope and fee to bring it under \$200,000, but as a result, certain aspects of the manual had to be moved to optional services. These optional services include Construction Details, Specifications and updated Forms/Checklists. This additional funding will provide the funding to complete the Construction Details, Specifications and updated Forms/Checklists, all which are an integral part of the manual, and without them, we will have an incomplete manual. \$16,000 will be used to purchase a pole camera system and \$200,000 will be used to develop a 3-D modeling system that can be used to show existing built conditions, build out at current zoning, and build out at a different proposed zoning scenarios including form-based code.
- Police - \$70,700.  
These unspent funds will be used to purchase officer protective equipment.
- Sheriff - \$15,000.  
These unspent funds will be used to purchase officer protective equipment.
- Parks and Recreation - \$29,000.  
These funds will be used to pay the excess costs for the lease on the parking lot used for the current market location and to

fund the additional seasonal maintenance for the Tonsler Splash Pad. Funding for these two items are not in the current operational budget for FY18 and the expenses are expected to be realized during the current fiscal year.

- Public Works- School Maintenance - \$130,000.  
These funds will be used to replace the out-dated building automations system at Buford Middle School.
- Public Works - Streets - \$300,000.  
These funds will be used to replace the City's salt storage facility.
- Public Works - Traffic - \$70,000.  
These funds will be used to conduct a traffic sign retro-reflectivity study to determine any compliance gaps. There is a legal mandate to identify and replace any signs that are not in compliance.
- Citywide Reserve - \$650,000.  
These funds will be appropriated and available for the City Manager to use to cover unexpected costs that may occur during the year.. \$350,000 of this will fund the August 12<sup>th</sup> review study being completed.
- P3/Strategic Planning - \$9,372.  
These unspent funds will be carried over and used to further the City's strategic planning efforts.
- Land Bank Corporation - \$120,000.  
These funds will be appropriated and available for Council's land bank initiative.
- Council Reserve - \$124,000.  
These funds will provide financial support to fund the Vinegar Hill Monument (an amount not to exceed \$25,000) and also provide funding support for the Incarceration Diversion Opportunities for Low Risk Offenders program (\$99,000). The funding for the Vinegar Hill Monument is contingent upon Council's receipt of documentation that the additional necessary funds for the monument are on hand and will be considered a continuing appropriation that will expire on December 4, 2019 unless further altered by City Council.

- Corporate Training - \$200,000.  
These funds will be used to procure and implement an online employee self-service portal, an open enrollment system and an employee performance evaluation system.
- Toy Lift Donations - \$1,111.  
These funds were received as donations by the City for the annual toy drive and need to be carried and sent to the Toy Lift. Future donations received by the City will hereby be considered a continuing appropriation and payable to the Toy Lift unless amended by City Council.

(b) Additional Transfers and Appropriations – Section 1(b).

The following appropriations are requests for transfers from the General Fund to other funds.

- Transfer to Parking Enterprise Fund - \$52,599.  
The funds were received as parking development fees and will be carried over and appropriated to the Parking Enterprise Fund.
- Transfer to Retirement Fund - \$506,000.  
These funds will be carried over and transferred to the Retirement fund. They represent funds not previously transferred due to position vacancies and are needed to fulfill the City's required annual contribution obligation.
- Transfer to Capital Projects Fund - \$50,000.  
These funds will be used to make improvements to the pedestrian crossing on Water Street at the Downtown Station.
- Transfer to Capital Projects Fund - \$150,000.  
These funds will be used to the purchase of fleet cameras for the Police department.
- Transfer to Capital Projects Fund - \$6,023,726.  
These funds will be transferred to the C.I.P. Contingency fund per the City's financial policy.

## **II. Capital Projects Fund - \$480,000.**

- The sum of \$100,000 received from the schools as F.Y.17 gainsharing funds are appropriated to the Schools Lump Sum project account (SH-018, P-00949).
- The sum of \$180,000 received and held as a maintenance reserve for the Market Street Parking Garage (MSPG) shall be appropriated to the MSPG Equipment account (P-00647).
- The sum of \$50,000 will be used to make improvements to the pedestrian crossing on Water Street at the Downtown Station (SS-010).
- The sum of \$150,000 will be used by the Police department for the purchase of fleet cameras (P-00962).

## **III. Facilities Repair Fund - \$59,242.**

- Courthouse Maintenance (P-00099) - \$26,985 - These unspent restricted court fees will be used for future court repair work or records conversion. The amount will be carried over in the Facilities Repair Fund.
- Courthouse Construction (P-00783) - \$32,257 – These unspent restricted court fees will be used for future renovations or construction projects relating to the courts and will be carried over in the Facilities Repair Fund.

## **IV. Grants Fund - \$75,066.**

These funds were received from outside sources and are being appropriated to be spent by the respective grants:

- \$660 – these funds will be used for additional qualifying State Fire Grant expenditures (1900010).
- \$19,273 – these funds will be used for Crisis Intervention Training mentoring grant from the Virginia Department of Behavioral Health and Development Services (1900225).
- \$41,824 – these funds will be used for Crisis Intervention Training mentoring grant from the Department of Criminal Justice System (1900226).
- \$13,309 - the funds will be used for the operations of the Crisis Intervention Training Program (3101003000).

**V. Utility Funds - \$323,000.**

- \$149,000 will be used to help fund a cost of service study for three City utilities. The study will be funded from unspent carryover funds in the following manner: \$49,000 from Utility Billing, \$25,000 from the Water Fund, \$25,000 from the Wastewater Fund and \$50,000 from the Gas Operations.
- Gas Fund - \$174,000, these unspent carryover funds will be used to fund the cost of repairs to the wash facility and to fund gas line locating services.

**VI. Schools Gainsharing - \$100,000.**

In 1998, the School Board and City Council entered into a gainsharing agreement. This agreement mandates that the first \$100,000 to go to facilities for School Capital Improvement Projects, the next \$100,000 is retained by the Schools in the General Fund and then any amount over \$200,000 will be shared equally (50/50) between the School Board and the City. According to the formula \$100,000 will be contributed to the City's School Lump Sum Project Fund.

**VII. Parking Enterprise Fund - \$52,888.**

\$52,888 received as parking development fees shall be carried over and appropriated into the parking reserve account in the Parking Enterprise fund.

Cc: Craig Brown, City Attorney.

**Exhibit 1**

**Fiscal year End 2017**

Revenue over Budget	6,502,691
Expenditures under Budget	2,438,879
Balance under Budget	<b>8,941,570</b>

**RECOMMENDED APPROPRIATIONS**

Community Arts Coordination Funding	57,000
Finance/Assessor Co-Star Subscription	5,400
City Attorney - City Code Recodification	14,000
City Attorney - Record Scanning Service	7,625
Circuit Court - Library of Virginia Grant	30,000
NDS - Standards and Design Manual	110,037
NDS - 3-D Modeling for Proposed Zoning and Development	200,000
NDS - Pole Camera System	16,000
Police - Protective Equipment	70,700
Sheriff - Protective Equipment	15,000
Parks and Recreation - City Market Lease	19,000
Parks and Recreation - Tonsler Splash Pad	10,000
Public Works - Schools Maintenance -Buford Building Automation System	130,000
Public Works - Streets - Salt Storage Facility	300,000
Public Works - Traffic - Sign Retro-Reflectivity Study	70,000
Citywide Reserve -August 12th Review Funding	350,000
Citywide Reserve	300,000
P3 Strategic Planning	9,372
Land Bank Corporation	120,000
Council Reserve - Vinegar Hill Monument Contingency Grant	25,000
Council Reserve - Incarceration Diversion Opportunities for Low Risk Offenders	99,000
Corporate Training - Employee Self-Service Portal, Electronic Open Enrollment, Performance Evaluation System	200,000
Toy Lift Donations	1,111
Transfer to Parking Fund - Parking Development Contribution Transfer	52,599
Transfer to Retirement Fund	506,000
Transfer to CIP - Water Street Pedestrian Crossing	50,000
Transfer to CIP - Police Fleet Cameras	150,000
	(2,917,844)

**Surplus Fiscal Year End 2017** **\$ 6,023,726**

**Transfer to CIP** **\$ (6,023,726)**

Remaining Surplus 0.00

**Summary of Prior Year Results**

	Revenue	Expenses	Balance Under Budget
Year ended June 30, 2016	\$ 2,924,529	\$ 3,071,050	\$ 5,995,579
Year ended June 30, 2015	1,962,858	2,353,748	4,316,606
Year ended June 30, 2014	1,566,171	1,419,986	2,986,157
Year ended June 30, 2013	691,027	2,506,046	3,197,073
Year ended June 30, 2012	891,240	2,903,832	3,795,072
Year ended June 30, 2011	1,155,727	4,038,399	5,194,126
Year ended June 30, 2010	(1,215,660)	4,829,993	3,614,333

# FY 2017 Year End Appropriation

**BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the actions hereinafter set forth are herein authorized with respect to the accounts of the City listed herein, for the fiscal year ended June 30, 2017. The memo to Council dated December 4, 2017 is hereby made part of this appropriation.

## I. General Fund (105).

(a) Departmental Appropriations.

The following amounts shall be permitted to be carried over and expended in the General Fund's respective cost centers or internal orders in the following fiscal year:

9753019000. Community Arts Coordination.	\$ 57,000.
2041001000. Finance/Assessor.	\$ 5,400.
1701001000. City Attorney.	\$ 21,625.
1101001000. Circuit Court.	\$ 30,000.
3901001000. Neighborhood Development Services.	\$ 326,037.
3101001000. Police Department	\$ 70,700.
1501001000 Sheriff	\$ 15,000.
3691001000. Parks and Recreation.	\$ 29,000.
2422003000. Public Works -School Maintenance.	\$ 130,000.
2443002000. Public Works – Streets	\$ 300,000.
2471001000. Public Works – Traffic.	\$ 70,000.
1631001000. Citywide Reserve.	\$ 650,000.
1601003000. P3/Strategic Planning.	\$ 9,372.
1651001000. Land Bank Corporation.	\$ 120,000.
1011001000. Council Reserve.	\$ 124,000.
2223001000. Corporate Training.	\$ 200,000.
1611001000. Toy Lift Donation – Market Vendors.	\$ 1,111.

Total Section 1 (a). \$ 2,159,245.

(b) Additional Transfers and Appropriations.

9803030000. Transfer to Parking Enterprise Fund.	\$ 52,599.
9803030000. Transfer to Retirement Fund.	\$ 506,000.
9803030000. Transfer to Capital Projects – Water St. Crossing	\$ 50,000.
9803030000. Transfer to Capital Projects Fund – Fleet Cameras	\$ 150,000.
9803030000. Transfer to Capital Projects Contingency Fund.	\$ 6,023,726.

Total Section 1 (b). \$ 6,782,325.

## II. Capital Projects Fund (426).

- The sum of \$100,000 received from the schools as F.Y.17 gainsharing funds be appropriated to the Schools Lump Sum project account (SH-018, P-00949).
- The sum of \$180,000 received and held as a maintenance reserve for the Market Street Parking Garage (MSPG) shall be appropriated to the MSPG Equipment account (P-00647).

- The sum of \$50,000 will be used to make improvements to the pedestrian crossing on Water Street at the Downtown Station (SS-010).
- The sum of \$150,000 will be used by the Police department for the purchase of fleet cameras (P-00962).

### **III. Facilities Repair Fund (107).**

- Courthouse Maintenance (P-00099) - \$26,985 - These unspent restricted court fees will be used for future court repair work or records conversion. The amount will be carried over in the Facilities Repair Fund.
- Courthouse Construction (P-00783) - \$32,257 – These unspent restricted court fees will be used for future renovations or construction projects relating to the courts and will be carried over in the Facilities Repair Fund.

### **IV. Grants Fund (209).**

These funds were received from outside sources and are being appropriated to be spent by the respective grants:

- \$660 – these funds will be used for additional qualifying State Fire Grant expenditures (1900010).
- \$19,273 – these funds will be used for Crisis Intervention Training mentoring grant from the Virginia Department of Behavioral Health and Development Services (1900225).
- \$41,824 – these funds will be used for Crisis Intervention Training mentoring grant from the Department of Criminal Justice System (1900226).
- \$13,309 - the funds will be used for the operations of the Crisis Intervention Training Program (3101003000).

### **V. Utility Funds (611, 621 and 631).**

- \$149,000 will be used to help fund a cost of service study for three City utilities. The study will be funded from unspent carryover funds in the following manner: \$49,000 from Utility Billing, \$25,000 from the Water Fund, \$25,000 from the Wastewater Fund and \$50,000 from the Gas Operations.
- Gas Fund - \$174,000, these unspent carryover funds will be used to fund the cost of repairs to the wash facility and to fund gas line locating services.

**VI. Schools Gainsharing.**

In 1998, the School Board and City Council entered into a gainsharing agreement. This agreement mandates that the first \$100,000 to go to facilities for School Capital Improvement Projects, the next \$100,000 is retained by the Schools in the General Fund and then any amount over \$200,000 will be shared equally (50/50) between the School Board and the City. According to the formula \$100,000 will be contributed to the City's School Lump Sum Project Fund.

**VII. Parking Enterprise Fund (650).**

\$52,888 received as parking development fees shall be carried over and appropriated into the parking reserve account in the Parking Enterprise fund.

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



Agenda Date:	December 4, 2017
Action Required:	Consideration of a Special Use Permit
Presenter:	Brian Haluska, Principal Planner, Neighborhood Development Services
Staff Contact:	Brian Haluska, Principal Planner, Neighborhood Development Services
Title:	<b><u>SP17-00001 – 201 West Water Street SUP Request</u></b>

**Background**

**Applicant Request**

Black Bear Properties, LLC has submitted an application for a special use permit on 0.069 acres of property located at 201 West Water Street. The special use permit is a request for an additional 24.17 feet in height beyond the 70 feet permitted by right and additional residential density above the 43 units per acre permitted by right. The applicant has requested residential density of 101 units per acre, which would increase the maximum number of units on the property from 2 to 7. The plan submitted with the application shows a 95 foot tall mixed-use structure with 7 residential units.

**Standard of Review**

City Council may grant an applicant a special permit or special use permit, giving consideration to a number of factors set forth within Zoning Ordinance Sec. 34-157 (Attachment 1). If Council finds that a proposed use or development will have potentially adverse impacts, and if Council identifies development conditions that could satisfactorily mitigate such impacts, then Council may set forth reasonable conditions within its SUP approval. Relevant code sections are listed below to assist in Council’s determination.

**Relevant Code Sections**

- Zoning Ordinance

**Section 34-551(1) – Mixed use districts – Intent and description**

The intent of the Downtown Corridor district is to provide for a mixture of commercial and residential uses, and encourage such development by right, according to standards

that will ensure harmony with the existing commercial environment in the city's downtown area. Ground-floor uses facing on primary streets should be commercial in nature. The area within this zoning district is the entertainment and employment center of the community and the regulations set forth within this district are designed to provide appropriate and convenient housing for persons who wish to reside in proximity to those activities.

- 2013 Comprehensive Plan

The 2013 Comprehensive Plan's General Land Use Plan specifies the Subject Property and its surrounding properties as Mixed Use. Mixed-Use areas, according to the Comprehensive Plan, "are intended to be zones where the City encourages development of a moderate or high intensity, and where a large variety of uses will be permitted, including many commercial uses, residential uses, and some limited research and manufacturing where appropriate."

## Discussion

### **Overview of Staff Analysis**

The chief concern of staff regarding the request was the visual impact of the added height on the surrounding properties. Staff found that the additional height to be appropriate on the site.

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

1. The design, height, density, and other characteristics of the Development shall remain essentially the same, in all material aspects, as described within the application materials dated June 8, 2017, Board of Architectural Review submission dated July 25, 2017 and the site plan dated September 11, 2017, submitted to the City for and in connection with SP17-00001 ("Application"). Except as the design details of the Development may subsequently be modified to comply with requirements of a certificate of appropriateness issued by the City's BAR, or by any other provision(s) of these SUP Conditions, any substantial change of the Development that is inconsistent with the Application shall require a modification of this SUP.
2. Elimination of the required setback on 2<sup>nd</sup> Street SE.

Staff noted in the presentation to the Commission the concern that the BAR had regarding the ground floor use lacking engagement with the street.

## **Board of Architectural Review**

The Board of Architectural Review considered the Special Use Permit request at their meeting on August 14, 2017, and took the following action:

The BAR recommended (by a 5-1 vote) that the proposed special use permit to allow increased density (from 43 units per acre to 101 units per acre) and additional building height (from 70 feet to 94.17 feet), for the redevelopment of 201 West Water Street into a mixed use development **will not** have an adverse impact on the Downtown ADC District, and the BAR recommends approval of the Special Use Permit, subject to the usual BAR review, and subject to the rooftop appurtenance and balconies meeting current regulations with the following modifications:

- The BAR would like the base details to wrap around the building
- The implication of the high quality of materials
- The BAR would like the applicant to investigate the idea of real windows on the north face
- The BAR does not approve the concept of a full level garage
- The BAR would like to see at least the leading corner of the first floor as a functional commercial space
- Also, the BAR has a concern for public safety with cars backing out into a public street

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

The City Council Vision statement on Economic Sustainability states that “The Downtown Mall, as the economic hub of the region, features arts and entertainment, shopping, dining, cultural events, and a vibrant City Market. The City has facilitated significant mixed and infill development within the City.”

The City Council Vision statement on Quality Housing Opportunities for All states “Our neighborhoods retain a core historic fabric while offering housing that is affordable and attainable for people of all income levels, racial backgrounds, life stages, and abilities. Our neighborhoods feature a variety of housing types, including higher density, pedestrian and transit-oriented housing at employment and cultural centers.”

The City Council Strategic Plan Goal 3.1 is to “Engage in robust and context sensitive urban planning and implementation”.

## **Community Engagement**

The applicant held a community meeting on July 5, 2017. Two members of the public attended.

The Planning Commission and City council held a joint public hearing on this application at the Planning Commission's regular meeting on November 14, 2017. No members of the public spoke at the public hearing.

## **Budgetary Impact**

During the public hearing, the applicant's representative estimated the increase in tax revenue from the proposed project to be roughly \$80,000.

## **Recommendation**

The Planning Commission discussed this application at their meeting on November 14, 2017. The Commissioners questioned the use of the building, and were specifically critical about the design that did not provide for a use that engaged the Water Street or 2<sup>nd</sup> Street frontages. Several Commissioners expressed concern about the design that used the ground floor for an internal parking structure, and linked the applicant's statements about the need for those spaces to the SUP request for additional density.

The Commission took the following action:

Ms. Keller moved to recommend denial of this application for a special use permit.

Mr. Clayborne seconded the motion. The Commission voted 6-0 to recommend denial of the Special Use Permit. Ms. Dowell was not present.

## **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**

- (1) Proposed Resolution Approving a Special Use Permit
- (2) Staff Report with Application Materials Attached, November 2, 2017

**RESOLUTION  
APPROVING A SPECIAL USE PERMIT  
TO AUTHORIZE ADDITIONAL BUILDING HEIGHT AND  
ADDITIONAL RESIDENTIAL DENSITY FOR DEVELOPMENT  
AT 201 WEST WATER STREET**

**WHEREAS**, the owner of certain land (“Landowner”) located at 201 West Water Street, identified on City Tax Map 28 as Parcel 2 and containing approximately 0.069 acre or 30,056.4 square feet (“Subject Property”) has requested special use permit, in order to establish a mixed-use building that is ninety-five (95) feet in height and containing seven (7) dwelling units (101.44 DUA) and a 468 square foot commercial office (the proposed “Special Use”). The Subject Property is within the City’s Downtown Corridor Mixed Use zoning District (“D”), subject to the architectural design control district overlay referenced in City Code 34-272(1); and

**WHEREAS**, the requested Special Use is described within the application materials submitted in connection with application number SP17-00001 and a related submission made to the City’s board of architectural review dated July 25, 2017 (collectively, the “Application Materials”) and the Special Use is allowed within the Downtown Corridor Mixed Use zoning district pursuant to City Code § 34-557 and § 34-560; and

**WHEREAS**, the Planning Commission reviewed the Application Materials and the City’s Staff Report dated November 14, 2017, and then, following a joint public hearing duly advertised and conducted by the Planning Commission and City Council on November 14, 2017, the Planning Commission voted to recommend that City Council should deny the proposed Special Use; and

**WHEREAS**, upon consideration of the comments received during the joint public hearing, the Planning Commission’s recommendation for denial, and the factors set forth within Sec. 34-157 of the City’s Zoning Ordinance, this Council finds and determines that granting the requested Special Use subject to suitable conditions would serve the public necessity, convenience, general welfare or good zoning practice; now, therefore,

**BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that, pursuant to City Code § 34-41, 158 and § 34-480, a special use permit is hereby approved, subject to the following conditions:

1. *Building height*—The mixed-use building to be constructed on the Subject Property pursuant to this permit shall have a minimum height of 45 feet, and a maximum height of 95 feet. Measurement of building height shall be from grade to the highest point of the mixed-use building, as depicted in the preliminary site plan dated September 11, 2017, which was submitted as part of the Application Materials. No building story shall be constructed above the maximum permitted building height of 95 feet. Except as expressly authorized in City Code § 34-1101(a)(1)-(4), as amended, no structure shall be constructed above the maximum permitted building height of 95 feet, unless such structure is constructed above the mixed-use building’s

- flat roof deck, and such structure: (i) complies with the height and area requirements set forth in City Code § 34-1101(a)(2) and (ii) contains no space that is either designed for or can be used as any type of habitable residential space.
2. *Modification of required building setback*—The setback required by City Code 34-558 along the building's frontage on 2<sup>nd</sup> Street, S.E., is hereby modified to zero ("0").
  3. *Density and uses*—The mixed-use building authorized by this permit shall contain no less than 470 square feet of commercial office space and not more than seven (7) dwelling units.
  4. *Final design and site details*—The mixed-use building authorized by this permit shall be designed and configured as represented within the Application Materials, subject to refinements approved by the board of architectural review as part of a certificate of appropriateness and any adjustments required by City staff as part of final site plan approval, as being necessary for compliance with zoning regulations or mandatory engineering and safety requirements.

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

**APPLICATION FOR A SPECIAL USE PERMIT**

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

**DATE OF MEETING: November 14, 2017  
APPLICATION NUMBER: SP17-00001**

**Project Planner:** Brian Haluska, Principal Planner

**Presenter:** Brian Haluska, Principal Planner

**Date of Staff Report:** September 28, 2017 (revised November 2, 2017)

**Applicant:** Black Bear Properties, LLC

**Current Property Owner:** Black Bear Properties, LLC

**Application Information**

**Property Tax Map/Parcel # and Street Addresses:** Tax Map 28 Parcel 2 (201 West Water Street)

**Total Square Footage/Acreage Site:** 0.069 acres

**Comprehensive Plan (Land Use Plan) Designation:** Mixed-Use

**Current Zoning Classification:** Downtown Corridor with Architectural Design Control District and Urban Corridor Parking Zone Overlays

**Tax Status:** The City Treasurer's office confirms that the taxes for the properties were current as of the drafting of this report.

**Applicant's Request**

Black Bear Properties, LLC has submitted an application for a special use permit on 0.069 acres of property located at 201 West Water Street. The special use permit is a request for an additional 24.17 feet in height beyond the 70 feet permitted by right and additional residential density above the 43 units per acre permitted by right. The applicant has requested residential density of 101 units per acre, which would increase the maximum number of units on the property from 2 to 7. The plan submitted with the application shows a 95 foot tall mixed-use structure with 7 residential units.

## Vicinity Map



## Background/ Details of Proposal

Black Bear Properties, LLC has submitted a preliminary site plan for property on property located at 201 West Water Street. The plan proposes the demolition of the existing one-story commercial building on the site, and the construction of an approximately 95 foot tall mixed-use building. The building will have 7 residential units and a 468 square foot commercial office. The plan shows 7 parking spaces under the building accessed off 2<sup>nd</sup> Street SW. The building's proposed height and residential density require a special use permit.

The special use permit is a request for an additional 24.17 feet in height beyond the 70 feet permitted by right and additional residential density above the 43 units per acre permitted by right. The applicant has requested residential density of 101 units per acre.

## **Land Use and Comprehensive Plan**

### **EXISTING LAND USE; ZONING AND LAND USE HISTORY:**

The property is currently a single story vacant retail building.

Section 34-541 of the City Code describes the purpose and intent of the Downtown Corridor zoning district:

“The intent of the Downtown Corridor district is to provide for a mixture of commercial and residential uses, and encourage such development by right, according to standards that will ensure harmony with the existing commercial environment in the city's downtown area. Ground-floor uses facing on primary streets should be commercial in nature. The area within this zoning district is the entertainment and employment center of the community and the regulations set forth within this district are designed to provide appropriate and convenient housing for persons who wish to reside in proximity to those activities.”

**Zoning History:** In 1949, the property was zoned **B-2 Business**. In 1958, the property was zoned **B-3 Business**. In 1976, the property was zoned **B-4 Business**. In 1991, the property was zoned **B-4 Business**. In 2003, the property was rezoned to **Downtown Corridor**.

### **SURROUNDING LAND USES AND ZONING DISTRICTS**

**North:** Immediately north of the property is a movie theater. One block further north is the Downtown Pedestrian Mall. These properties are zoned Downtown Corridor with ADC District Overlay.

**South:** Immediately south of the property is a restaurant. This property is zoned Water Street Corridor with ADC District Overlay. Further south are commercial uses in residentially scaled buildings.

**East:** Immediately adjacent to the east is a mixed-use building zoned Downtown Corridor. Further east are additional mixed-use buildings. These properties are zoned Downtown Corridor with ADC district Overlay.

**West:** Immediately adjacent to the west is a movie theater. Further west is the site of the Charlottesville Technology Center site plan submission. These properties are zoned Downtown Corridor with ADC District Overlay.

### **NATURAL RESOURCE AND CULTURAL FEATURES OF SITE:**

The site does not have any notable natural resources. The site is completely impervious with exception of a small planting bed on the southwest corner of the site.

## COMPREHENSIVE PLAN ANALYSIS:

Specific items from the Comprehensive Plan that support the proposal are as follows:

### Land Use

- Encourage small businesses that enhance existing neighborhoods and employment centers. (Land Use, 2.2)
- Enhance existing neighborhood commercial centers and create opportunities for others in areas where they will enhance adjacent residential area. Provide opportunities for nodes of activity to develop, particularly along mixed-use corridors. (Land Use, 3.2)

### Economic Sustainability

- Encourage the development of the City's key commercial corridors and surrounding sites (such as West Main Street, Preston Avenue and Cherry Avenue). (Economic Sustainability, 3.3)
- Continue to encourage private sector developers to implement plans from the commercial corridor study. (Economic Sustainability, 5.6)
- Evaluate the effects of mixed-use development and changing demographics on the downtown area and continue to support and maintain the Downtown Mall as the economic and cultural hub of the City. (Economic Sustainability, 5.7)

### Historic Preservation and Urban Design

- Facilitate development of nodes of density and vitality in the City's Mixed Use Corridors, and encourage vitality, pedestrian movement, and visual interest throughout the City. (Historic Preservation and Urban Design, 1.3)

## Public and Other Comments Received

### PUBLIC COMMENTS

The City held a preliminary site plan review conference on July 5, 2017. Two members of the public attended along with the applicant.

### COMMENTS/RECOMMENDATIONS OF THE BAR

The Board of Architectural Review considered the Special Use Permit request at their meeting on August 14, 2017, and took the following action:

The BAR recommended (by a 5-1 vote) that the proposed special use permit to allow increased density (from 43 units per acre to 101 units per acre) and additional building height (from 70 feet to 94.17 feet), for the redevelopment of 201 West Water Street into a mixed use development **will not** have an adverse impact on the Downtown ADC District, and the BAR recommends approval of the Special Use Permit, subject to the usual BAR review, and subject to the rooftop appurtenance and balconies meeting current regulations with the following modifications:

- The BAR would like the base details to wrap around the building
- The implication of the high quality of materials
- The BAR would like the applicant to investigate the idea of real windows on the north face
- The BAR does not approve the concept of a full level garage
- The BAR would like to see at least the leading corner of the first floor as a functional commercial space
- Also, the BAR has a concern for public safety with cars backing out into a public street

### **IMPACT ON CITY SERVICES:**

**Public Works (Water and Sewer):** The proposed building will be reviewed by Public Utilities, and any concerns with the impact on City services will be required to be addressed prior to final site plan approval.

**Public Works (Storm Drainage/Sewer):** The proposed structure would not impact storm drainage in and around the site.

### **Staff Analysis and Recommendation**

#### **ANALYSIS**

#### **Assessment of the Development as to its relation to public necessity, convenience, general welfare, or GOOD ZONING PRACTICE:**

The proposed special use permit would increase the allowable height on the site, as well as permit an increased residential density necessary to fill the taller building. The intent of the Downtown Corridor, as noted above is to “to provide appropriate and convenient housing for persons who wish to reside in proximity to those activities [employment and entertainment]”. The increased residential density would increase the number of housing units in the downtown area in keeping with the intent of the zoning district classification.

#### **Assessment of Specific Potential Impacts of the Proposed Development:**

- 1. Massing and scale of the Project, taking into consideration existing conditions and conditions anticipated as a result of approved developments in the vicinity.**

The proposed special use permit would increase the massing and scale of the final structure on the property. The project is located across the street from the Waterhouse project that was built to a similar height, and is also close to the proposed Market Plaza and Charlottesville Technology center projects, which would have similar heights. Other adjacent properties, however, have lower heights such as the three story mixed-use building across 2<sup>nd</sup> Street and the one-story restaurant across Water Street.

**2. Traffic or parking congestion on adjacent streets.**

The proposed special use permit would impact the traffic of the proposed project by increasing the number of trips originating and terminating from the property. The trips calculations, however, are well within acceptable levels for the adjacent streets.

**3. Noise, lights, dust, odor, vibration**

The proposed special use permit would not result in an increase in noise, lights, dust, odor or vibration beyond the by-right structure.

**4. Displacement of existing residents or businesses**

The proposal would not displace any existing residents or businesses, as the property is currently not in use.

**5. Ability of existing community facilities in the area to handle additional residential density and/or commercial traffic**

The proposed special use permit would not create an undue impact on community facilities.

**6. Impact (positive or negative) on availability of affordable housing**

The proposed special use permit would not increase the availability of affordable housing, nor would it remove any existing affordable housing.

**RECOMMENDATION**

Staff finds that the impacts associated with the increased height and density associated with the special use permit request can be accommodated by the site in the building as proposed, and that the additional height will not have an adverse impact on the surrounding properties. Staff recommends that the application be approved with the following condition:

1. The design, height, density, and other characteristics of the Development shall remain essentially the same, in all material aspects, as described within the application materials dated June 8, 2017, Board of Architectural Review submission dated July 25, 2017 and the site plan dated September 11, 2017, submitted to the City for and in connection with SP17-00001 (“Application”). Except as the design details of the Development may subsequently be modified to comply with requirements of a certificate of appropriateness issued by the City’s BAR, or by any other provision(s) of these SUP Conditions, any substantial change of the Development that is inconsistent with the Application shall require a modification of this SUP.
2. Elimination of the required stepback on 2<sup>nd</sup> Street SE.

## **Attachments**

1. Copy of City Code Sections **34-157** (General Standards for Issuance) and **34-162** (Exceptions and modifications as conditions of permit)
2. Copy of City Code Section **34-541** (Mixed-Use Districts – Intent and Description)
3. Suggested Motions and the text of an SUP (Resolution) for your consideration
4. Application and Supporting documentation from the Applicant

# Attachment 1

## **Sec. 34-157. General standards for issuance.**

(a) 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.

(b) Any resolution adopted by city council to grant a special use permit shall set forth any reasonable conditions which apply to the approval.

**Sec. 34-162. Exceptions and modifications as conditions of permit.**

(a) In reviewing an application for a special use permit, the city council may expand, modify, reduce or otherwise grant exceptions to yard regulations, standards for higher density, parking standards, and time limitations, provided:

(1) Such modification or exception will be in harmony with the purposes and intent of this division, the zoning district regulations under which such special use permit is being sought; and

(2) Such modification or exception is necessary or desirable in view of the particular nature, circumstances, location or situation of the proposed use; and

(3) No such modification or exception shall be authorized to allow a use that is not otherwise allowed by this chapter within the zoning district in which the subject property is situated.

(b) The planning commission, in making its recommendations to city council concerning any special use permit application, may include comments or recommendations regarding the advisability or effect of any modifications or exceptions.

(c) The resolution adopted by city council to grant any special use permit shall set forth any such modifications or exceptions which have been approved.

## Attachment 2

### **Sec. 34-541. Mixed use districts—Intent and description.**

- (1) *Downtown Corridor.* The intent of the Downtown Corridor district is to provide for a mixture of commercial and residential uses, and encourage such development by right, according to standards that will ensure harmony with the existing commercial environment in the city's downtown area. Ground-floor uses facing on primary streets should be commercial in nature. The area within this zoning district is the entertainment and employment center of the community and the regulations set forth within this district are designed to provide appropriate and convenient housing for persons who wish to reside in proximity to those activities. Within the Downtown Corridor district the following streets shall have the designations indicated:

*Primary streets:* All streets are primary.

*Linking streets:* None.

- (2) *Downtown Extended Corridor.* Historically, the areas within the Downtown Extended district contained manufacturing uses dependent upon convenient access to railroad transportation. In more recent times, use patterns within this area are similar to those within the Downtown district. The intent of this district is to encourage an inter-related mixture of high-density residential and commercial uses harmonious with the downtown business environment, within developments that facilitate convenient pedestrian and other links to the Downtown area. Within the Downtown Extended district, the following streets shall have the designations indicated:

*Primary streets:* Garrett Street, Monticello Avenue, 6th Street, Market Street, Carlton Road and 10th Street, N.E.

*Linking streets:* Avon Street, Dice Street, 1st Street, 4th Street, Gleason Street, Goodman Street, Oak Street, and Ware Street.

- (3) *North Downtown Corridor.* The Downtown North Corridor district is the historic center of the City of Charlottesville, and contains many historic structures. In more recent years this area has also developed as the heart of the city's legal community, including court buildings and related law and professional offices, and commercial and retail uses supporting those services. Within this area, residential uses have been established both in single-use and in mixed-use structures. Many former single-family dwellings have been converted to office use. The regulations for this district are intended to continue and protect the nature and scale of these existing patterns of development. Within the Downtown North Corridor district, the following streets shall have the designations indicated:

*Primary streets:* 8th Street, N.E. (between High Street and Jefferson Street), 5th Street, N.E., 1st Street, 4th Street, N.E., High Street, Jefferson Street, Market Street, 9th Street, 9th Street, N.E., 2nd Street, N.E., 2nd Street, N.W., 7th Street, N.E., 6th Street, N.E., and 3rd Street, N.E.

*Linking streets:* East Jefferson Street (east of 10th Street, N.E.), 8th Street, 11th Street, N.E., Lexington Street, Locust Street, Maple Street, Sycamore Street.

- (4) *West Main North Corridor.* The West Main North district is established to provide low-intensity mixed-use development at a scale that respects established patterns of commercial and residential development along West Main Street and neighborhoods adjacent to that street. When compared with the area further south along West Main Street, lots within this area are smaller and older, existing buildings (many of them historic in character) have been renovated to accommodate modern commercial uses. Within this district, established buildings are located in close proximity to the street on which they front, and one (1) of the primary goals of this district is to provide a uniform street wall for pedestrian-oriented retail and commercial uses. Within the West Main Street North district, the following streets shall have the designations indicated:

*Primary streets:* 4th Street, 14th Street, 10th Street, Wertland Street, and West Main Street.

*Linking streets:* Cream Street, Commerce Street, 8th Street, Elsom Street, 7th Street, 6th Street, 10½ Street and, 12th Street.

- (5) *West Main South Corridor.* Property on the south side of West Main Street are much deeper, and generally larger in size, than those to the north, and established non-commercial uses typically are separated from adjacent residential neighborhoods by railroad tracks and street rights-of-way. The purpose of this zoning district is to encourage pedestrian-friendly mixed-use development, at an intensity slightly greater than that to the north of West Main. The permitted uses and building heights, those allowed by-right and by special permit, respect the scenic character of the West Main Street corridor. Within the West Main Street South district, the following streets shall have the designations indicated:

*Primary streets:* Jefferson Park Avenue, 9th/10th Connector, Ridge Street, 7th Street, and West Main Street.

*Linking streets:* Dice Street, 11th Street, 5th Street, 4th Street, and 7th Street.

- (6) *Cherry Avenue Corridor.* This zoning classification establishes a district designed to encourage conservation of land resources, minimize automobile travel, and promote employment and retail centers in proximity to residential uses. It permits increased development on busier streets without fostering a strip-commercial appearance. It is anticipated that development will occur in a pattern consisting of ground-floor commercial uses, with offices and residential uses located on upper floors. This district is intended to promote pedestrian-oriented development, with buildings located close to and oriented towards the sidewalk areas along primary street frontages. Within the Cherry Avenue Corridor district the following streets shall have the designations indicated:

*Primary streets:* Cherry Avenue, 9th/10th Connector.

*Linking streets:* 4th St., 5th St., Delevan St., Estes St., Grove St., King St., Nalle St., 9th St., 6th St., 6½ St., 7th St.

- (7) *High Street Corridor.* The areas included within this district represent a section of High Street that has historically developed around medical offices and support services, as well as neighborhood-oriented service businesses such as auto repair shops and restaurants. The regulations within this district encourage a continuation of the scale and existing character of uses established within this district, and are intended to facilitate infill development of similar uses. Within the High Street corridor district the following streets shall have the designations indicated:

*Primary streets:* East High Street and Meade Avenue.

*Linking streets:* 11th Street, Gillespie Avenue, Grace Street, Grove Avenue, Hazel Street, Moore's Street, Orange Street, Riverdale Drive, Stewart Street, Sycamore Street, Ward Avenue, and Willow Street.

- (8) *Neighborhood Commercial Corridor district.* The intent of the Neighborhood Commercial Corridor district is to establish a zoning classification for the Fontaine and Belmont commercial areas that recognize their compact nature, their pedestrian orientation, and the small neighborhood nature of the businesses. This zoning district recognizes the areas as small town center type commercial areas and provides for the ability to develop on small lots with minimal parking dependent upon pedestrian access. The regulations recognize the character of the existing area and respect that they are neighborhood commercial districts located within established residential neighborhoods. Within this district the following streets shall have the designations indicated:

*Primary streets:* Bainbridge St., Carlton Ave., Douglas Ave., Fontaine Ave., Garden St., Goodman St., Hinton Ave., Holly St., Lewis St., Maury Ave., Monticello Rd., and Walnut St.

*Linking streets:* None.

- (9) *Highway Corridor district.* The intent of the Highway Corridor district is to facilitate development of a commercial nature that is more auto oriented than the mixed use and neighborhood commercial corridors. Development in these areas has been traditionally auto driven and the regulations established by this ordinance continue that trend. This district provides for intense commercial development with very limited residential use. It is intended for the areas where the most intense commercial development in Charlottesville occurs. Within this district the following streets shall have the designations indicated:

*Primary streets:* Bent Creek Road, Carlton Rd., Emmet Street, 5th Street, Harris Road, Hydraulic Road, Monticello Ave., and Seminole Trail.

*Linking streets:* Angus Road, East View Street, Holiday Drive, India Road, Keystone Place, Knoll Street, Linden Avenue, Line Drive, Michie Drive, Mountain View Street, Seminole Circle, and Zan Road.

- (10) *Urban Corridor.* The intent of the Urban Corridor district is to continue the close-in urban commercial activity that has been the traditional development patterns in these areas. Development in this district is both pedestrian and auto oriented, but is evolving to more of a pedestrian center development pattern. The regulations provide for both a mixture of uses or single use commercial activities. It encourages parking located behind the structure and development of a scale and character that is respectful to the neighborhoods and university uses adjacent. Within this district the following streets shall have the designations indicated:

*Primary streets:* Barracks Road, Emmet Street, and Ivy Road.

*Linking streets:* Arlington Boulevard, Cedars Court, Copeley Drive, Copeley Road, Earhart Street, Massie Road, Meadowbrook Road, Millmont Street and Morton Drive.

- (11) *Central City Corridor.* The intent of the Central City Corridor district is to facilitate the continued development and redevelopment of the quality medium scale commercial and mixed use projects currently found in those areas. The district allows single use development, but encourages mixed

use projects. The regulations are designed to encourage use of and emphasize proximity to natural features or important view sheds of natural features. Development allowed is of a scale and character that is appropriate given the established development that surrounds the district. Within the Central Corridor district the following streets shall have the designations indicated:

*Primary streets:* East High Street, Harris Street, Long Street, Preston Avenue, Rose Hill Drive, 10th Street, Preston Avenue, and River Road.

*Linking streets:* Albemarle Street, Booker Street, Caroline Avenue, Dale Avenue, 8th Street, Forest Street, 9th Street, and West Street.

- (12) *Water Street Corridor District.* The intent of the Water Street Corridor District is to provide for a mix of commercial, retail and entertainment uses in a way that complements and supports the Downtown Pedestrian Mall area. As the Downtown Pedestrian Mall develops, the natural spillover will be to this area. While not a complete pedestrian zone, it contains many characteristics thereof. Development therefore should blend the pedestrian scale with a slightly more automobile oriented feel to achieve this supportive mixed-use environment.

*Primary streets:* All.

*Linking streets:* None.

- (13) *South Street Corridor District.* Adjacent to the downtown area and wedged against the railroad tracks is a small grouping of large historic homes, many of which have been converted to offices and/or apartments. In order to preserve the rich character and style of these few remaining structures from another era, the South Street Corridor District has been created. This district is intended to preserve the historic pedestrian scale, recognizing the importance of this area to the history of the downtown area.

*Primary streets:* South Street.

*Linking streets:* None.

- (14) *Corner District.* The Corner District is established to provide low-intensity missed-use development to primarily serve the area surrounding the University of Virginia. It encourages development at a scale that respects the established character of the historic commercial area adjacent to the central grounds of the University. Within the district two- and three-story buildings front the streets establishing a pedestrian scale for retail and commercial uses.

*Primary streets:* University Avenue, West Main Street, Wertland Street, Elliewood Avenue 13th Street and 14th Street.

*Linking streets:* Chancellor Street, 12th Street, 12½ Street and 13th Street.

### **Attachment 3**

#### **Approval without any conditions:**

I move to recommend approval of a special use permit as requested in SP17-00001, because I find that approval of this request is required for the public necessity, convenience, general welfare or good zoning practice.

OR

#### **Approval with conditions:**

I move to recommend approval of a special use permit as requested in SP17-00001, subject to conditions, because I find that approval of this request is required for the public necessity, convenience, general welfare or good zoning practice. My motion includes a recommendation for the following conditions:

*[List desired conditions]*

#### **Denial Options:**

I move to recommend denial of this application for a special use permit;



# City of Charlottesville

## Application for Special Use Permit

Project Name: 201 West Water St.

Address of Property: 201 W. Water St.

Tax Map and Parcel Number(s): TM 28 Parcel 2

Current Zoning District Classification: D

Comprehensive Plan Land Use Designation: Mixed Use

Is this an amendment to an existing SUP? No

If "yes", provide the SUP #: \_\_\_\_\_

Applicant: Black Bear Properties, LLC

Address: P.O. Box 5509 Charlottesville, VA 22905

Phone: 434-974-4503 Email: hunter@huntercraigcompany.com

Applicant's Role in the Development (check one):

Owner       Owner's Agent       Designer       Contract Purchaser

Owner of Record: Same as Above

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Reason for Special Use Permit:

- Additional height: 24.17 feet
- Additional residential density: 4 units, or 101 units per acre
- Authorize specific land use (identify) \_\_\_\_\_
- Other purpose(s) (specify City Code section): \_\_\_\_\_

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

(1) Signature Black Bear Properties Print Hunter Craig Date 6.08.17

Applicant's (Circle One): LLC Member LLC Manager Corporate Officer (specify) \_\_\_\_\_

Other (specify): \_\_\_\_\_

(2) Signature Black Bear Properties Print Hunter Craig Date 6.08.17

Owner's (Circle One): LLC Member LLC Manager Corporate Officer (specify) \_\_\_\_\_

Other (specify): \_\_\_\_\_

SP17-00001



# City of Charlottesville

## Pre-Application Meeting Verification

Project Name: 201 W. Water St. (Clock Shop)

Pre-Application Meeting Date: April 5, 2017

Applicant's Representative: Jim Grigg and Clark Gathright

Planner: Brian Haluska

Other City Officials in Attendance:

Mary Joy Scala

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

1. Shade Study

2. Proposed Elevations

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Planner Signature: Brian J. Haluska



# City of Charlottesville

## Application Checklist

Project Name: 201 West Water St.

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

Signature

*Black Beam Renovations LLC*

Print

*Monty Cane*

Date

*6.08.17*

By Its:

*Monty Cane*

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



# City of Charlottesville

## LID Checklist

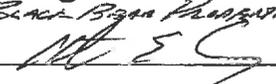
Project Name: 201 West Water St.

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	0
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. <sup>2</sup> or ≥ 50% of the total parking and driveway surface area.	7 points or 1 point for each 7% of parking and driveway surface area.	0
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.	0
Impervious Disconnection. Follow design manual specifications to ensure adequate capture of roof runoff (e.g. cisterns, dry wells, rain gardens)	8 points	0
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.	0
Rain gardens. All lots, rain garden surface area for each lot ≥ 200 ft. <sup>2</sup> .	8 points or 1 point for each 10% of lots treated.	0
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.	0
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.	0
Green rooftop to treat ≥ 50% of roof area	8 points	0
Other LID practices as approved by NDS Engineer.	TBD, not to exceed 8 points	0
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	0
<b>Total Points</b>		<b>0</b>

\* - Total Site Area: 3,000 SF.

### Applicant's Signature

Signature

*Black Sign Penetrates By*  


Print

Hunter Crane

Date

6-08-17



# City of Charlottesville

## Community Meeting

Project Name: 201 West Water St.

Section 34-41(c)(2) of the Code of the City of Charlottesville (adopted October 19, 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: Black Bear Properties

By:

Signature

Print

Sharon Case

Date

6-08-17

Its:

Manager

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

By (sign name): \_\_\_\_\_ Print Name: \_\_\_\_\_

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

Other (specific): \_\_\_\_\_

### 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: Black Bear Properties By \_\_\_\_\_ Date: 6/28/17

By (sign name): [Signature] \_\_\_\_\_ Print Name: Andrew Clark

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 Black Bear Properties, LLC Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Attach additional sheets as needed.

**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:** Black Bear Properties

**By:**

Signature [Signature] Print Monty Lee Date 6-28-17

Its: Manager (Officer, Member, Trustee, etc.)



# City of Charlottesville

## Fee Schedule

Project Name: 201 West Water St.

Application Type	Quantity	Fee	Subtotal
Special Use Permit	1	\$1800	\$1,800
Special Use Permit (Family Day Home for 6-12 Children)		\$500	
Mailing Costs per letter		\$1 per letter	
Newspaper Notice		Payment Due Upon Invoice	
<b>TOTAL</b>			<b>\$1,800</b>

### Office Use Only

Amount Received: 1800 Date Paid 6/12/17 Received By: Deonda Eubanks

Amount Received: \_\_\_\_\_ Date Paid \_\_\_\_\_ Received By: \_\_\_\_\_

Amount Received: \_\_\_\_\_ Date Paid \_\_\_\_\_ Received By: \_\_\_\_\_

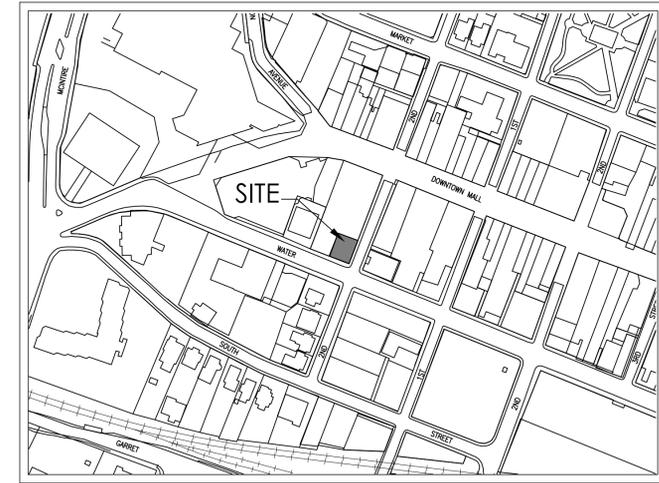
Amount Received: \_\_\_\_\_ Date Paid \_\_\_\_\_ Received By: \_\_\_\_\_

# 201 WEST WATER ST. SITE PLAN

Charlottesville, Virginia



(Concept rendering – Not approved by BAR)



## VICINITY MAP

1" = 200'

Lot Use		Existing		Proposed	
Buildings:	2,814 SF	0.65 AC	93.6%	2,819 SF	0.065 AC 93.8%
Pavement:	0 SF	0.00 AC	0.0%	0 SF	0 AC 0%
Sidewalks:	172 SF	0.04 AC	5.7%	187 SF	0.004 AC 6.2%
Subtotal:	2,986 SF	0.69 AC	99.3%	3,006 SF	0.069 AC 100.0%
Open:	20 SF	0 AC	0.7%	0 SF	0 AC 0%
Total:	3,006 SF	0.069 AC	100.0%	3,006 SF	0.069 AC 100.0%

On-site Disturbed Area – 3,006 sf, E&S plan not required.

Off-site Disturbed Area – Est. 1,350 sf, underground utility work in street, E&S plan not required.

## Site & Utilities Notes

Water: New domestic lateral from Water St. New sprinkler lateral from Water St. Peak Demand: 39 gpm

Sanitary: New lateral to 2nd St. Peak Demand: 39 gpm

Storm: Not required, less than 6,000 s.f. disturbed area.

Trash Removal: Private pick-up.

Electric Service: Ground-mounted transformer in building.

Fireflow – 3,017 gpm @ 20 psi residual.

Water Quality – Not required, less than 6,000 s.f. disturbed area

Site Lighting – No outdoor lighting proposed. Interior parking area shall be provided with 4 ft-c min. lighting.

Landscaping – Green screen

New mechanical equipment to be located on roof.

Trip Generation: per ITE, 8th Ed.

	Multiplier	Peak Hour		Avg. VTPD Weekday
		AM	PM	
(231) Condos	AM 0.44	3.08		
7 Units	PM 0.52		3.64	
	Weekday 5.86			41.02
General Office (710)– 470 S.F.	AM 1.56	0.73		
	PM 1.49		0.70	
	Weekday 11.01			5.17
	Total:	3.81	4.34	46.19

Signage: All traffic signage and pavement markings conform with the MUTCD 2009 Edition.

## Factors for special use permit review

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

The proposed development is consistent in use and in scale with recent developments along Water St. including the West2nd, 218 West Water St, 550 Water St and Lewis & Clark Square.

(2) Whether the proposed use or development and associated public facilities will substantially conform to the city's comprehensive plan;

The proposed development consists of seven unit, with a peak water demand is less than 40 gpm. Each unit will have a designated parking space within the building, thus no on-street or public parking will be impacted.

(3) Whether proposed use or development of any buildings or structures will comply with all applicable building code regulations;

The building design and construction will apply 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;

The development will provide each unit with a designated parking space within the building, thus no on-street or public parking will be impacted. Peak-hour traffic is less than 4 vehicles per hour.

b. Noise, lights, dust, odor, fumes, vibration, and other factors which adversely affect the natural environment;

The development is entirely residential. No adverse effects are anticipated for the surrounding area.

c. Displacement of existing residents or businesses;

The development will replace an existing building, which has been vacant for over a year. No residents or businesses will be displaced.

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

The development will provide additional residences in the Downtown Mall area, increasing opportunities for businesses within walking distance.

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

The development will provide only seven additional residential units in the Downtown Mall area.

f. Reduction in the availability of affordable housing in the neighborhood;

The development will not displace affordable housing.

g. Impact on school population and facilities;

With only seven residential units, it is not anticipated that the development will have an impact on schools.

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

The development received BAR approval for the demolition of the existing building after finding no effect on the historic district.

i. Conformity with federal, state and local laws, as demonstrated and certified by the applicant;

The development will conform to all applicable local, state and federal laws.

j. Massing and scale of project.

Building plans and elevations are included in the site plan package. The scale of the building is consistent with recent projects constructed and approved along Water St.

(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;

The proposed development is consistent in use and in scale with recent developments along Water St. including the West2nd, 218 West Water St, 550 Water St and Lewis & Clark Square.

(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 with the exception of the special-use request for additional height and density, the proposed development will meet the requirements of the Zoning Ordinance and other City regulations.

(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. The project will be submitted to the BAR during the course of site plan and special-use review.

## General Notes

- Site plan prepared by Clark Gathright P.E.,
- Boundary, topography and physical information from site plan by Roger Ray, dated March 21, 2017.  
Miss Utility Ticket No: A707300862-00A
- Topographic benchmark based on assume local datum.
- All work within the City right-of-way will require the following permits:
  - Street cut/ right-of-way disturbance permit provided by Public Works Service Division – telephone number 970-3800.
  - Temporary Street or Sidewalk Closure permit provided by City Traffic Engineer, telephone number 970-3182.
- Prior to and during construction the contractor shall be responsible for obtaining all necessary permits and scheduling and coordinating all necessary inspections. Required inspections are as follows:
  - Water line by Public Works – telephone number 970-3800.
  - Sanitary sewer by Public Utilities – telephone number 970-3800.
  - Roads, sidewalks, storm structures, etc. by City Engineer – telephone number 970-3182.
  - E&S measures by E&S Zoning Administrator – telephone number 970-3182.
- The contractor shall be responsible for contacting the following authorities to schedule on-site inspections of the work at appropriate times prior to and throughout the course of the project.
  - Erosion & Sediment control, E&C Zoning Admin. 970-3182
  - Sanitary Sewer Mains, Public Utilities 970-3800
  - Potable Water Mains, Public Utilities 970-3800
  - Storm Water Structures, City Engineer 970-3182
  - Street Cut, Public Service 970-3800
  - Other Public ROW, City Engineer 970-3182
- There are no watercourses, waterways, wetlands, or other bodies of water adjacent to or on this site.
- The site is not within a 100-year floodplain.
- This project will not be phased.
- No areas will be dedicated or reserved for public use.
- No waivers, variations, or substitution requests are anticipated.

## Project Notes

Owner/Developer:  
Black Bear Properties, LLC  
P.O. Box 5509  
Charlottesville, VA 22905

Tax Map & Parcel: T.M. 28, Parcel 2

Site Area: Project Parcel 3,006 SF (0.069 AC)

Zoning: D (Downtown Corridor)  
Architectural Design Control District  
Urban Corridor Parking Overlay District  
Special Permit required for proposed height  
Special Permit required for proposed density

Existing Conditions & Demolition: See Sheet C-1.0  
The existing 1 story building will be demolished.

Variances, Zoning Proffers, Bonus Factors: None

Building Setbacks:

Front: None

Rear: None

Side: None

Building Stepbacks:

None (Sec. 34-558 (a) – On Water St)

## Proposed Development

Use: Mixed-Use Condominium

Building Height: 93'-4" (101' max. allowable with Special Permit)

Density: 7 residential units, 101 DUA (240 max. allowable with Special Permit)  
17,433 GFA Residential (1,416 sf on Second Floor+6 floors @ 2,523 sf per floor + 879 sf penthouse)  
468 GFA Office Space  
2,570 GFA Parking/Utility

Parking: None Required – Urban Corridor Parking Zone

Provided: On-site: 7 spaces  
Total Provided: 7 spaces

1 ADA space required: 1 provided under building

No on-street parking will be impacted.

4 bike racks provided (1 per 2 units)

SIGNATURE	DRAWING INDEX
<p>_____ DIRECTOR OF NEIGHBORHOOD DEVELOPMENT SERVICES</p>	1 T-1.0 TITLE SHEET
	2 T-1.1 GENERAL NOTES & SPECIFICATIONS
	3 C-1.0 DEMOLITION PLAN & SITE PLAN
	4 C-2.1 SITE DETAILS
	5 C-2.2 SITE DETAILS
	6 C-2.3 SITE DETAILS
	7 A-1.0 FLOOR PLANS
	8 A-1.1 ELEVATIONS
	9 A-1.2 ELEVATIONS
	10 A-1.3 BUILDING SECTIONS
	11 A-1.4 TYPICAL SHELL PLAN
	12 1-1.5 CONCEPT FLOOR PLAN

James P. Grigg, Architect

100 10th St. NE Suite 200

Charlottesville, Virginia 22902

434-971-8848 jgrigg@dgarchs.com



201 W. Water St.  
CHARLOTTESVILLE, VIRGINIA

PRELIMINARY SITE PLAN  
TITLE SHEET

REVISIONS:  
09-11-17

PROJECT #:

DATE:

06.12.17

DRAWING NUMBER:

T-1.0

SHEET 1 OF 12

GENERAL NOTES

Utilities

- Any damage to existing utilities caused by Contractor or its subcontractors shall be Contractor's sole responsibility and repaired at Contractor's expense.
- The contract documents do not guarantee the existence, non-existence or location of utilities. Contractor shall verify the existence and location or the non-existence of utilities. At least 48 hours prior to any excavation or construction, Contractor shall notify MISS UTILITY (1-800-552-7001) and/or the respective utility companies for gas, water, sewer, power, phone and cable. Contractor shall timely arrange to have the various utilities located, and to have them removed or relocated, or to determine the method of protection acceptable to the respective owner, if the method of protection is not otherwise specified. Contractor shall conduct its work in the vicinity of existing utilities in accordance with the respective utility's rules and regulations. Any cost incurred for removing, relocating or protecting utilities shall be borne by Contractor unless indicated otherwise. Contractor shall excavate to locate buried utilities far enough in advance of its work to allow for horizontal and /or vertical adjustments to its work and/or the utilities. No adjustment in compensation or schedule will be allowed for delays resulting from Contractor's failure to contact and coordinate with utilities.
- When the work crosses existing utilities, the existing utilities shall be adequately supported and protected from damage due to the work. All methods for supporting and maintaining the existing utilities shall be approved by the respective utility company and/or the Engineer. Contractor shall exercise care to insure that the grade and alignment of existing utilities are maintained and that no joints or connections are displaced. Backfill shall be carefully placed and compacted to prevent future damage or settlement to existing utilities. Any utilities removed as part of the work, and not indicated to be removed or abandoned, shall be restored using materials and installation equal to the utility's standards.
- Contractor shall notify landowners, tenants and the Engineer prior to the interruption of any services. Service interruptions shall be kept to a minimum. Contractor shall coordinate with the City to locate signal loop detectors and conduits in order to avoid damage to them. Contractor shall reimburse the City for repairing any damage to signal loop detectors and conduits caused by Contractor's failure to so coordinate.
- To the extent possible, all rectangular water meter boxes located in sidewalks shall be replaced with round ones. The adjustment of all manhole tops, water valve boxes, gas valve boxes and water meter boxes shall be the responsibility of Contractor. Costs are to be included under the various unit bid items. No separate payment will be made.
- The Contractor shall notify the City Utilities Division at least two full weeks in advance to arrange gas service line adjustments to be performed by the City.
- All water meter, valves and fire hydrant adjustments/relocations shall be performed by the Contractor.

Earthwork and site conditions

- Except as otherwise shown on the plans, all cuts and fills shall match existing slopes or be no greater than 2:1.
- Unless otherwise noted on the plans or in the specifications, all fill materials shall be compacted to 95% of theoretical maximum density as determined by AASHTO T-99 method A, within plus or minus 2% of optimum moisture, for the full width and depth of the fill.
- All grading and improvements to be confined to the project area unless otherwise indicated.
- All materials and installation details shall conform to the City of Charlottesville Engineering Division standards and all other applicable city ordinances. Any unusual or unanticipated subsurface conditions shall be immediately reported to the Engineer.
- Contractor shall verify all dimensions, elevations and locations prior to beginning work, and immediately notify the Engineer in the event there are any discrepancies between such conditions and those shown on the plans and specifications.
- The quantities indicated for each site are the minimum work to be done at the site. Contractor shall furnish all material and perform all work required for a working installation at the site. Measurement and payment of the work completed shall be per the specifications.
- Offsite fill material quantities indicated on the plans are estimates and are noted for information purposes only. Fill material costs are to be included under the various unit bid items. No separate payment will be made.
- Bench Marks are based on NAVD 88 vertical datum.

Concrete and Asphalt

- All forms shall be inspected by the Engineer before any concrete is placed. The Engineer may require Contractor, at no additional cost, to remove and replace concrete placed prior to or without such inspection.
- All material inside forms shall be clean and free of all rocks and other loose debris. Sub-base material shall be compacted by mechanical means.
- Concrete shall not be placed unless the air temperature is at least 40 degrees Fahrenheit (F) in the shade and rising. Concrete shall not be placed until steel dowels have been installed in existing concrete in accordance with City Standards.
- 1/2" premolded expansion joint material shall be placed at a maximum of 30' intervals on new sidewalk, curb, curb & gutter, at each end of driveway entrances, at each end of handicap ramps, some point on entrance walks and steps adjustments, and along buildings and walls where new concrete sidewalks are placed against them.
- All existing curbs, curb & gutter, sidewalk and steps to be removed shall be taken out to the nearest joint. Demolition and disposal cost to be included in other unit bid items. No separate payment will be made for this work. Any sidewalk and/or curb damage identified in the site vicinity due to project construction activities as determined by City Inspector shall be repaired at the contractor's expense.
- All existing Granite Curb shall remain the property of the City of Charlottesville. It shall be removed and delivered by the contractor to the City's Public Works Complex. Cost to be included under the various unit bid items. No separate payment will be made for this work.
- Street pavement structure and patching shall be extended from the front of new concrete to the existing projection of the sound street edge as directed by the Engineer.
- Driveway adjustments are to be done in gentle transitions rather than abrupt breaks at the back of walks. Gravel driveways above street grade shall be paved for a minimum distance of 20' beyond the back of the sidewalk or curb & gutter apron where applicable.
- Existing asphalt concrete pavement shall be saw cut and removed as per the specifications. Removal shall be done in such a manner as to not tear, bulge or displace adjacent pavement. Edges shall be clean and vertical, all cuts shall be parallel or perpendicular to the direction of traffic.
- Disposal of all excess material is the responsibility of Contractor.

Traffic and Signage

- Contractor shall provide necessary reflectors, barricades, traffic control devices and/or flag persons to insure the safety of its workers and the public in accordance with the VA Work Area Protection Manual.
- Contractor shall maintain safe and passable public access (including pedestrians) to properties and the public right-of-way during construction. Except as approved in advance in writing by the Traffic Engineer, at least one lane of travel, not less than 10 feet wide, shall be maintained at all times through work areas within the public right-of-way. Access for emergency vehicles shall be maintained at all times. Any work within the City right-of-way shall require a Temporary Street Closure Permit. If a sidewalk closure permit is needed, the contractor will be required to provide adequate barriers and pedestrian circulation.
- Except as otherwise authorized in writing by the Traffic Engineer, the work shall be coordinated and performed in a manner so that all existing fire hydrants shall be accessible at all times during the work.
- Contractor shall notify property owner(s) twelve (12) hours in advance of blocking any entrance. No entrance shall be blocked for more than twelve (12) hours in any 24 hour period without approval of the property owner, except where new entrances are constructed.
- Within 24 hours of their removal, Contractor shall replace mailboxes, street signs, traffic signs, and the like that are removed for construction. Permanent or suitable temporary items will be used as the status of work permits. Permanent or temporary stop signs must be in place at all times. Costs should be included under the various unit bid items. No separate payment will be made.
- Contractor shall be responsible for contacting the City Traffic Division 48 hours prior to any concrete pour where traffic and street signs are to be replaced. Upon such notification, the City will provide sign post sleeves, when needed, and identify the location where signs are to be placed.
- All traffic signage and pavement markings shall meet MUTCD specifications.

Lighting

- No outdoor luminaire situated outside of a public right-of-way and within or immediately adjacent to any low density residential district shall be mounted or placed at a location more than twelve (12) feet in height.
- No outdoor luminaire shall be mounted or placed at a location that is more than twenty (20) feet in height.

Miscellaneous

- Contractor shall obtain all necessary permits, inspections, bonds, and other approval related items in accordance with the contract documents, local, state, and federal policies. Contact for City street/sidewalk cut permits, please call (434) 970-3361.
- The contractor will be required to place "Dear Neighbor" door hanger notifications on the front door of all residences affected by the construction and "Sidewalk" Safety signs at each location with working crews. This shall be done prior to any work starting. The notifications and signs shall be furnished and installed by the contractor at a lump sum unit bid cost.

Fire Safety Construction & Demolition Notes:

- VSFPC 310.3; 310.5 – Smoking to be allowed in only designated spaces with proper receptacles. "No Smoking" signs shall be posted at each building site and within each building during construction.
- VSFPC 3304.2 – Waste disposal of combustible debris shall be removed from the building at the end of each workday.
- VSFPC 3304.6 – Cutting and welding. Operations involving the use of cutting and welding shall be done in accordance with Chapter 35,of the Virginia Statewide Fire Prevention Code, addressing welding and hotwork operations.
- VSFPC 3315.1 – Fire extinguishers shall be provided with not less than one approved portable fire extinguisher at each stairway on all floor levels where combustible materials have accumulated.
- VSFPC 3310.1 – Required vehicle access for fire fighting shall be provided to all construction or demolition sites. Vehicle access shall be provided to within 100 feet of temporary or permanent fire department connections. Vehicle access shall be provided by either temporary or permanent roads, capable of supporting vehicle loading under all weather conditions. Vehicle access shall be maintained until permanent fire apparatus access roads are available.
- An approved water supply for fire protection shall be made available as soon as combustible material arrives on the site.
- Fire Safety Notes:
- VSFPC 505.1–The building street number to be plainly visible from the street for emergency responders.
- VSFPC 506.1.2 – An elevator key box will be required
- NFPA 13 sprinkler system and Class I standpipe system required.
- VSFPC 912.2.1 – The fire department connection shall be located on the street side of the structure unless otherwise approved by the fire code official.
- Fire Lines – A permit is required for Fire Line installation. A detailed drawing (2 sets) showing fittings and thrust blocks must be submitted with the permit application. Once installed, the Fire Line requires a visual inspection and a pressure test inspection by the Fire Marshal's office.
- VSFPC 507.5.4 and 912.3 – Fire hydrants, fire pump test header, fire department connections or fire suppression system control valves shall remain clear and unobstructed by landscaping, parking or other objects.
- SFPC 507.5.1.1 – Hydrant for standpipe system – Buildings equipped with a standpipe system installed in accordance with Section 905 shall have a fire hydrant within 100 feet of the fire department connections. The distance shall be permitted to exceed 100 feet where approved by the fire code official. The closest fire hydrant is approximately 174 feet west of this project. Therefore, a fire hydrant will need to be added in front of this building in order to meet this requirement.
- VSFPC 503.2.1 – Overhead wiring or other obstructions shall be higher than 13 feet 6 inches.
- VSFPC 905.3.1 – If the floor level of the highest story is more than 30 feet above the lowest level of fire department vehicle access, then a Class I standpipe system must be installed in addition to the sprinkler system.
- VSFPC 3311.1 – Where a building has been constructed to a height greater than 50 feet or four (4) stories, at least one temporary lighted stairway shall be provided unless one or more of the permanent stairways are erected as the construction progresses.
- VSFPC 3313.1 – Where Required – Buildings four or more stories in height shall be provided with not less than one standpipe for use during construction. Such standpipes shall be installed when the progress of construction is not more than 40 feet in height above the lowest level of fire department access. Such standpipe shall be provided with fire department hose connections at accessible locations adjacent to usable stairs. Such standpipes shall be extended as construction progresses to within one floor of the highest point of construction having secured decking or flooring.

**James P. Grigg, Architect**  
 100 10th St. NE Suite 200  
 Charlottesville, Virginia 22902  
 434-971-8848 jgrigg@jgarchs.com



**201 W. Water St.**  
 CHARLOTTESVILLE, VIRGINIA

GENERAL NOTES & SPECIFICATIONS

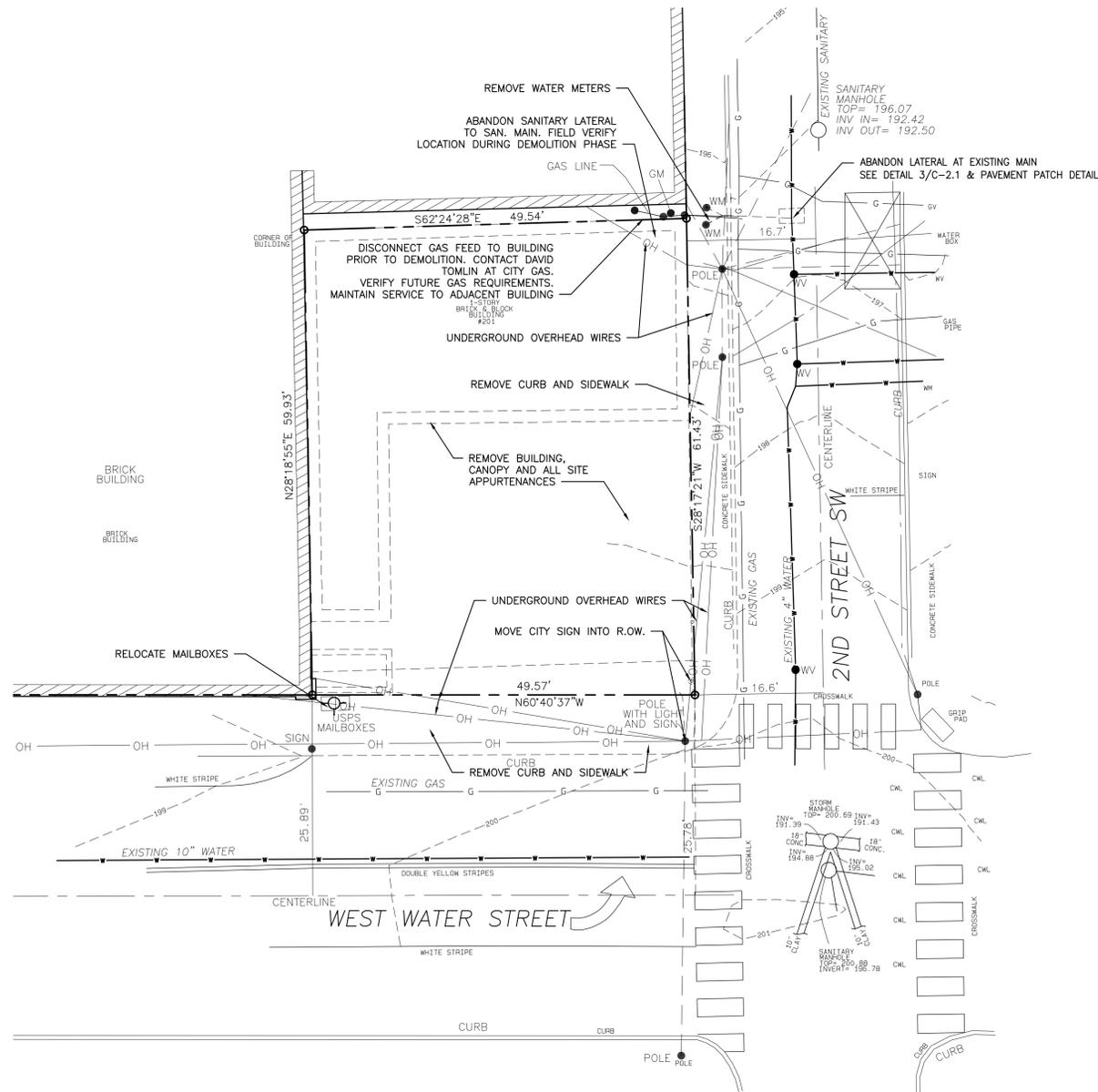
REVISIONS:  
09-11-17

PROJECT #: DATE:  
06.12.17

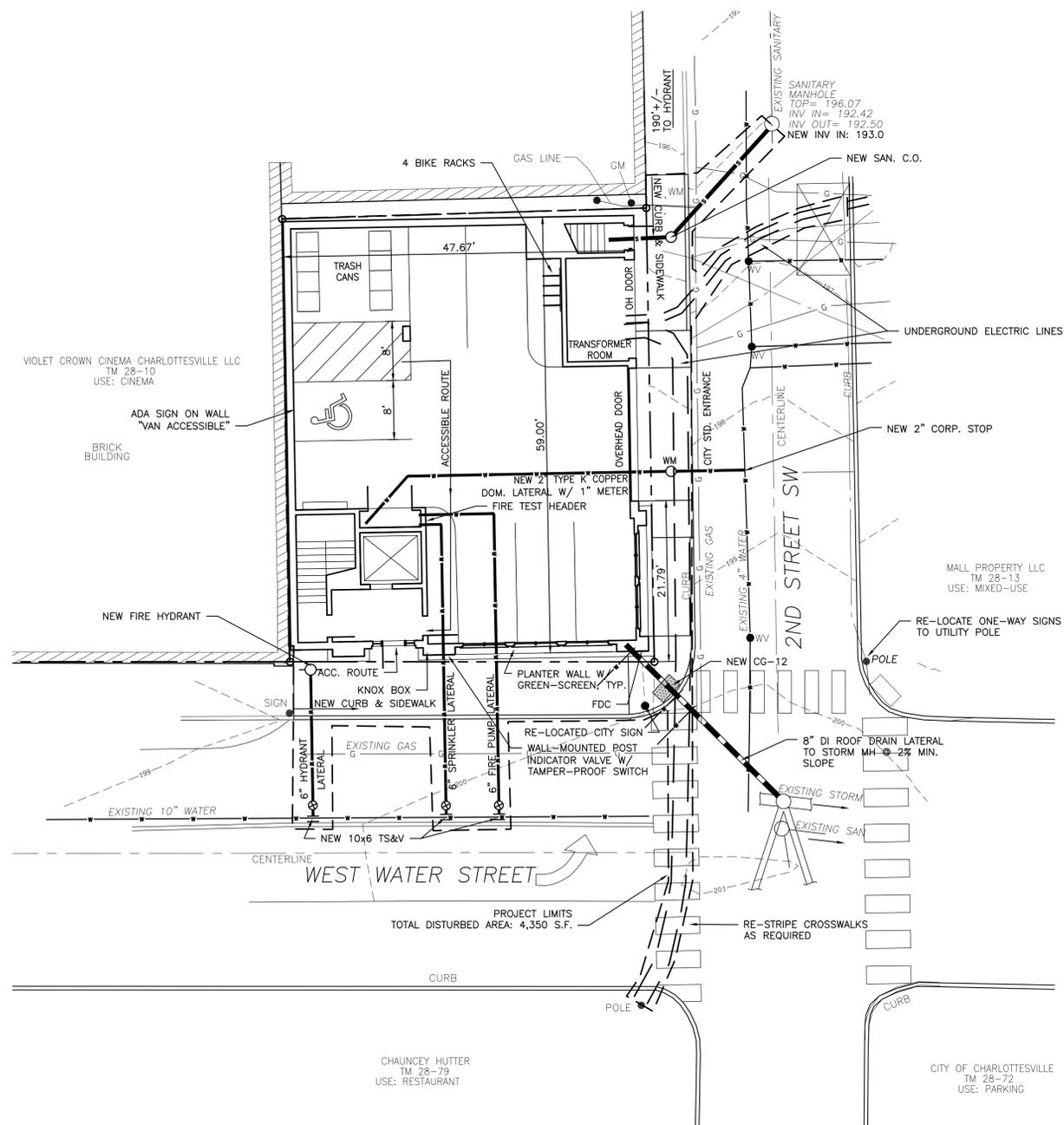
DRAWING NUMBER:

T-1.1

SHEET 2 OF 12



**1 DEMOLITION PLAN**  
 C-1.0 SCALE: 1" = 10'-0"



**2 SITE PLAN**  
 C-1.0 SCALE: 1" = 10'-0"

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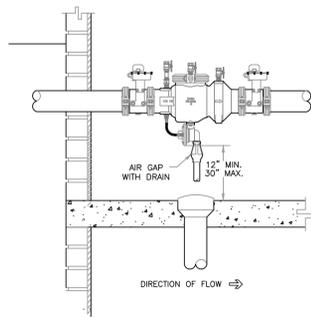
**201 W. Water St.**  
 CHARLOTTESVILLE, VIRGINIA

**BASEMAP & EXISTING CONDITIONS**

REVISIONS:  
 09-11-17

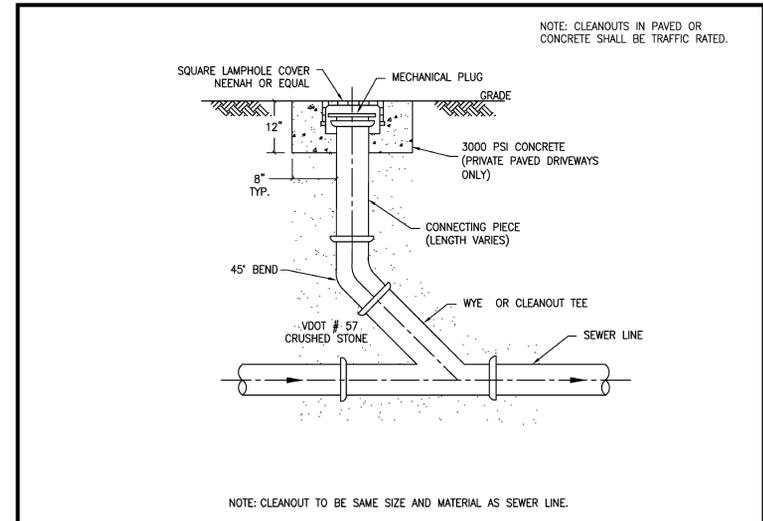
PROJECT # \_\_\_\_\_ DATE:  
 06.12.17

DRAWING NUMBER:  
**C-1.0**  
 SHEET 3 OF 12



**1** BACKFLOW PREVENTER DETAIL  
C-2.1 SCALE: NONE

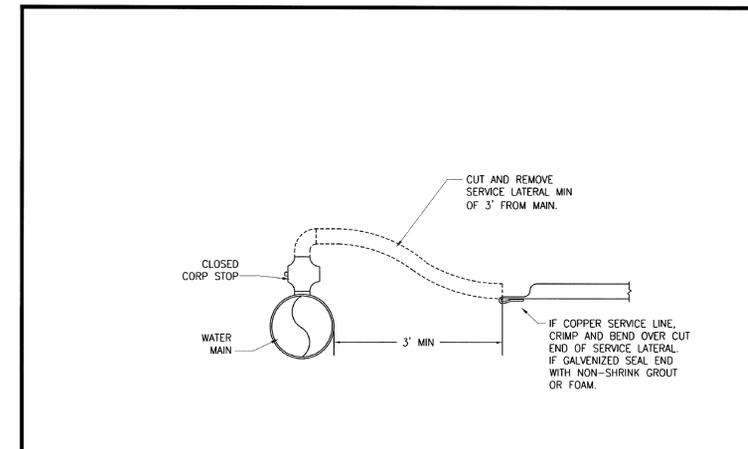
WILKINS 375 OR EQUAL, SIZE AND CONFIGURATION BY PLUMBING CONTRACTOR



**2** CITY CLEAN-OUT DETAIL  
C-2.1 SCALE: NONE

CITY STANDARDS

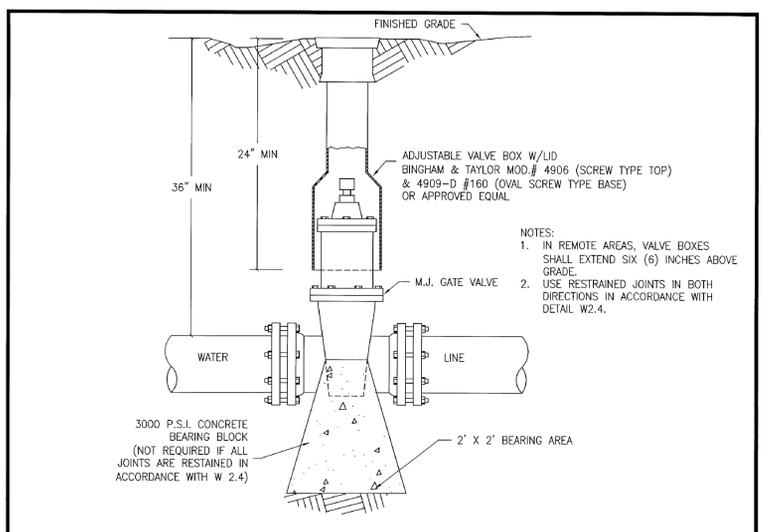
CITY OF CHARLOTTESVILLE	JAN 2011	CITY STANDARDS
		CLEANOUT DETAIL
REVISION	DATE	SCALE: N.T.S. STANDARD NUMBER: WW 5.1



**3** CITY WATER LATERAL ABANDONMENT DETAIL  
C-2.1 SCALE: NONE

CITY STANDARDS

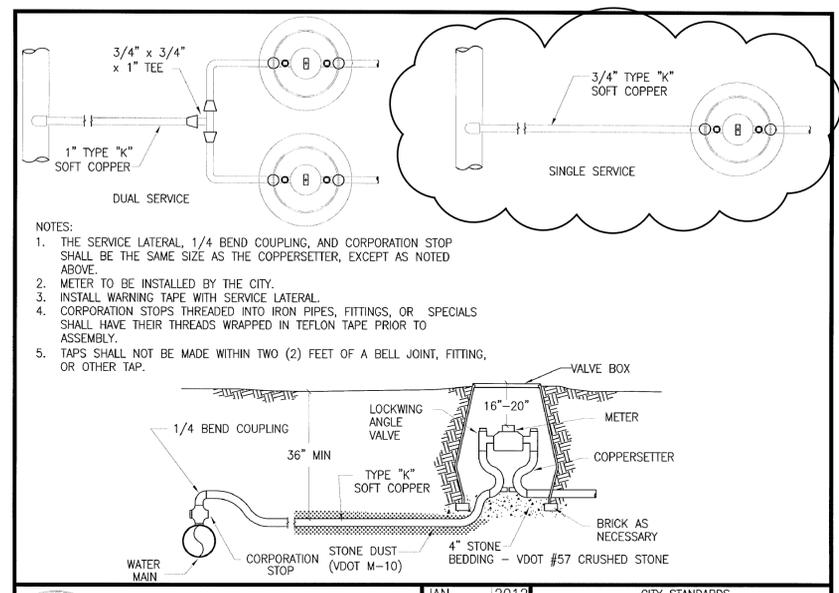
CITY OF CHARLOTTESVILLE	JAN 2012	CITY STANDARDS
		SERVICE LATERAL ABANDONMENT
REVISION	DATE	SCALE: N.T.S. STANDARD NUMBER: W 7.1



**4** CITY GATE VALVE DETAIL  
C-2.1 SCALE: NONE

CITY STANDARDS

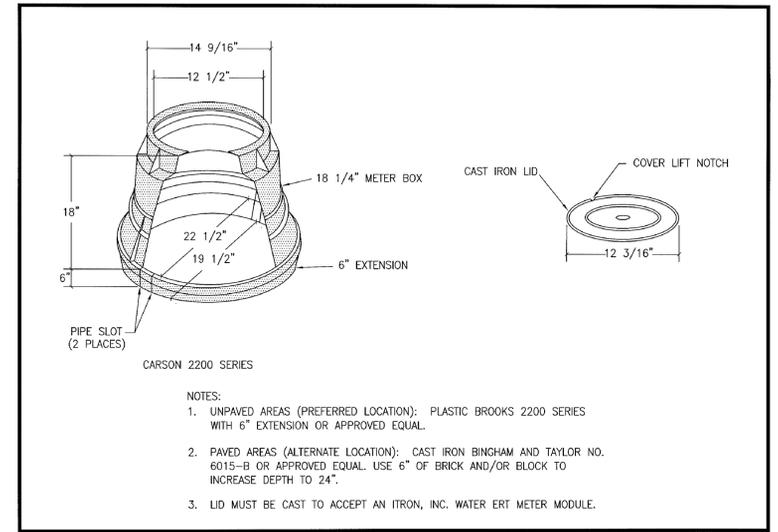
CITY OF CHARLOTTESVILLE	JULY 2011	CITY STANDARDS
		GATE VALVE - TYPICAL
REVISION	DATE	SCALE: N.T.S. STANDARD NUMBER: W 4.0



**5** CITY SERVICE LATERAL DETAIL  
C-2.1 SCALE: NONE

CITY STANDARDS

CITY OF CHARLOTTESVILLE	JAN 2012	CITY STANDARDS
		SERVICE LATERAL - TYPICAL
REVISION	DATE	SCALE: N.T.S. STANDARD NUMBER: W 5.0



**6** CITY WATER LATERAL ABANDONMENT DETAIL  
C-2.1 SCALE: NONE

CITY STANDARDS

CITY OF CHARLOTTESVILLE	JULY 2011	CITY STANDARDS
		METER BOX - 5/8" AND 1" METERS
REVISION	DATE	SCALE: N.T.S. STANDARD NUMBER: W 6.0

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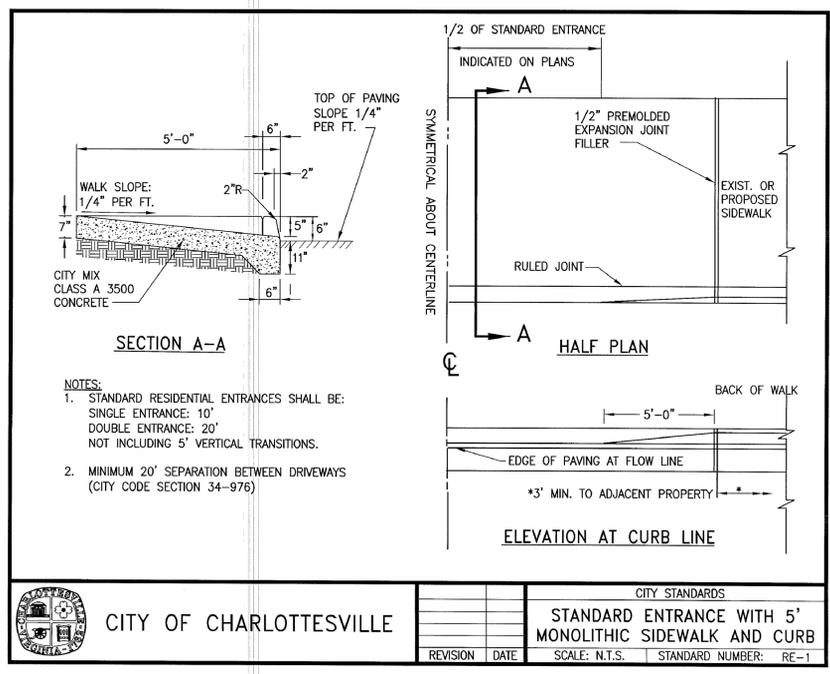
**201 W. Water St.**  
CHARLOTTESVILLE, VIRGINIA

SITE DETAILS

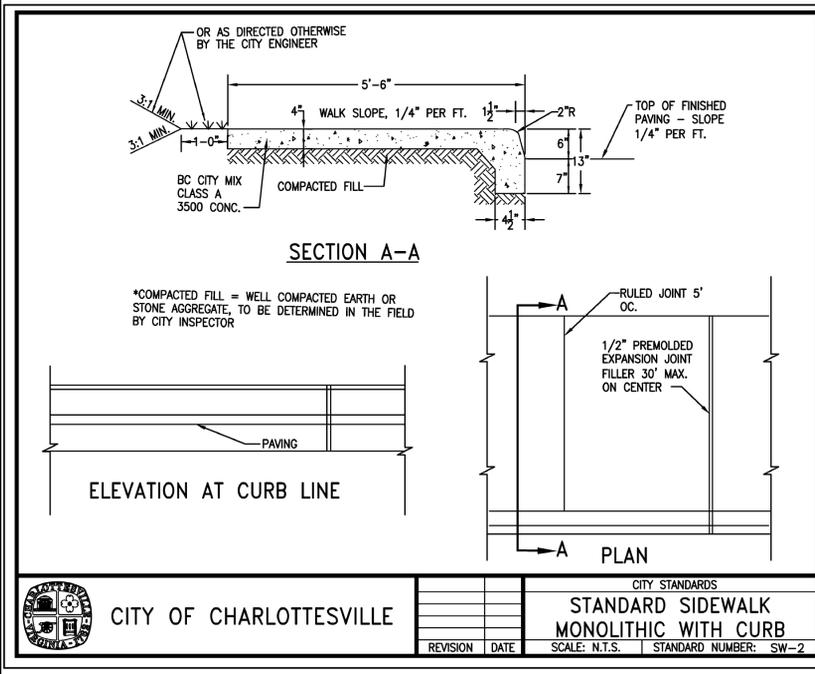
REVISIONS: 09-11-17	DATE: 06.12.17
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PROJECT #:	DATE:
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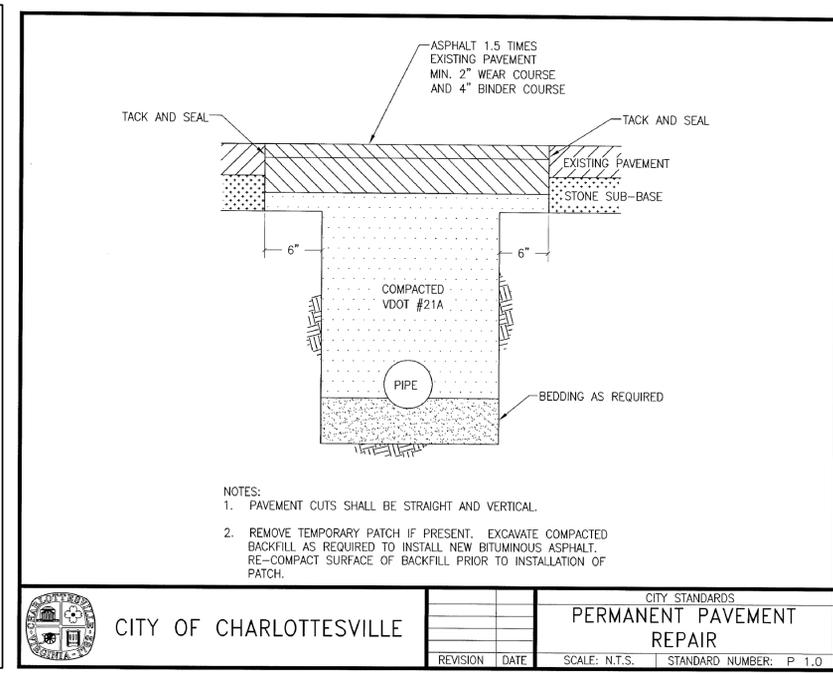
DRAWING NUMBER:  
**C-2.1**  
SHEET 4 OF 12



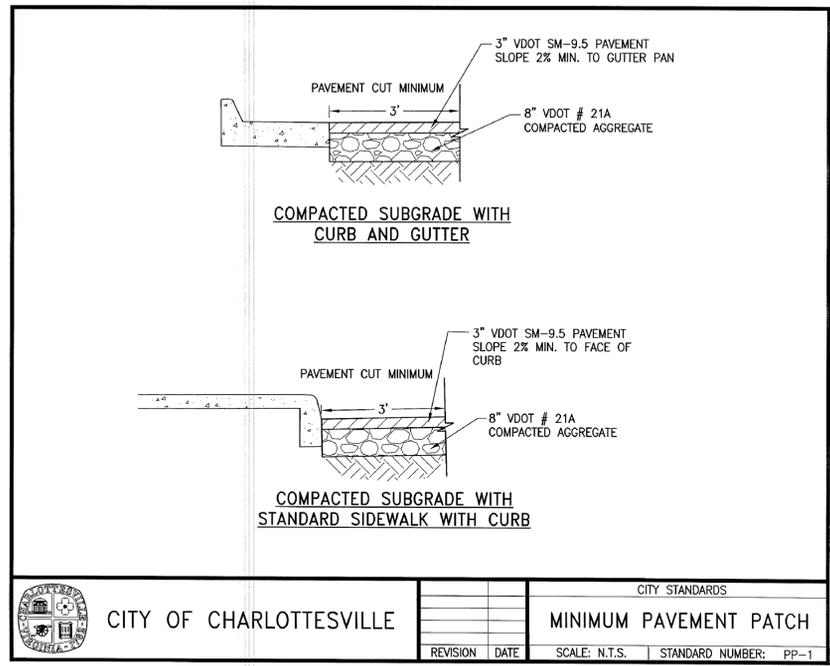
1 CITY STANDARD ENTRANCE DETAIL  
C-2.2 NO SCALE



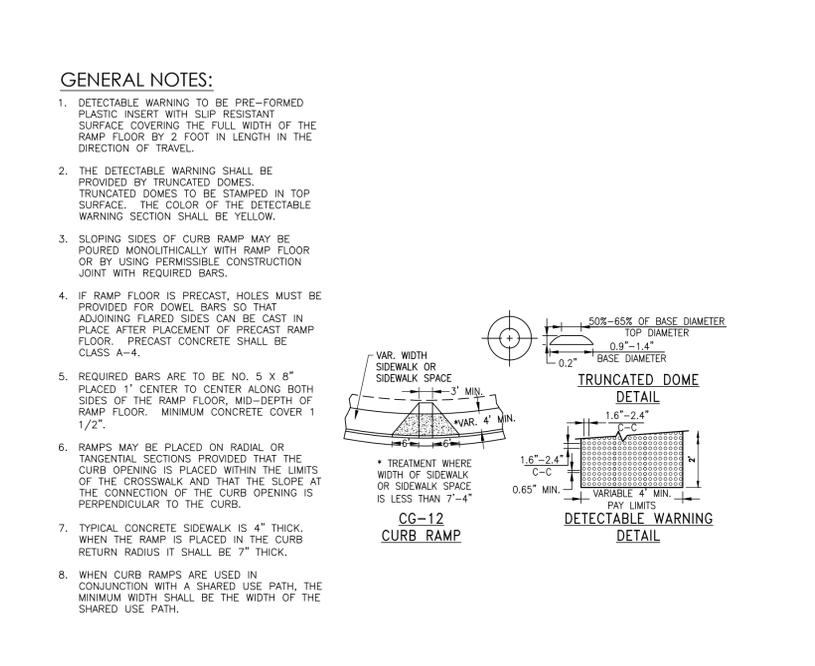
2 CITY STANDARD SIDEWALK DETAIL  
C-2.2 NO SCALE



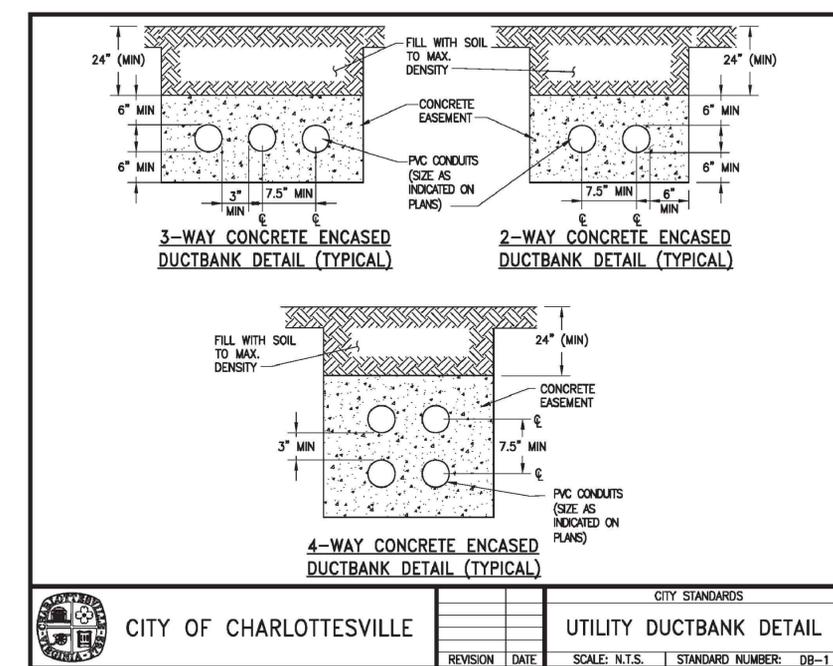
3 CITY TRENCH PATCH DETAIL  
C-2.2 SCALE: NONE



4 CITY PAVEMENT PATCH DETAIL  
C-2.2 SCALE: NONE

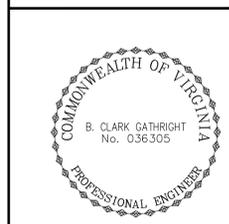


5 CITY CG-12 DETAIL  
C-2.2 SCALE: NONE



6 CITY DUCTBANK DETAIL  
C-2.2 SCALE: NONE

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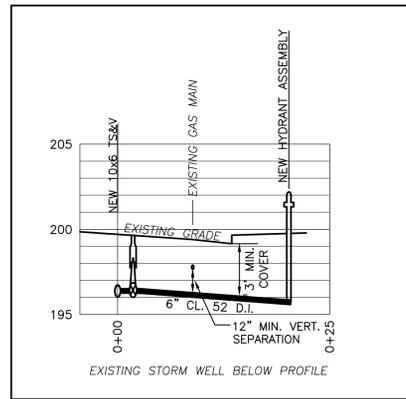
**201 W. Water St.**  
CHARLOTTESVILLE, VIRGINIA

REVISIONS:  
09-11-17

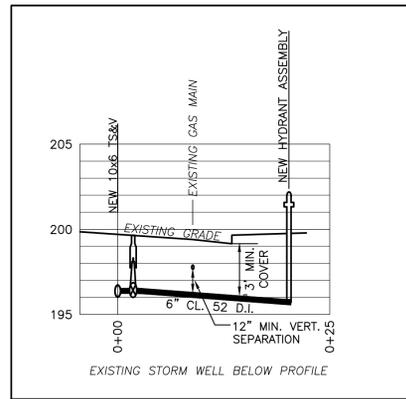
PROJECT #: DATE:  
06.12.17

DRAWING NUMBER:  
**C-2.2**  
SHEET 5 OF 12

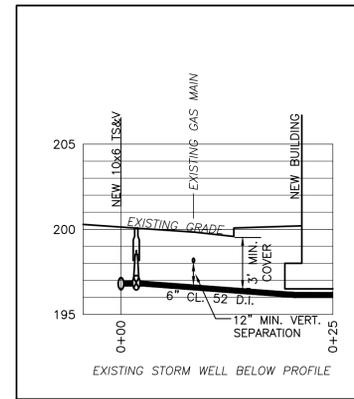
SITE DETAILS



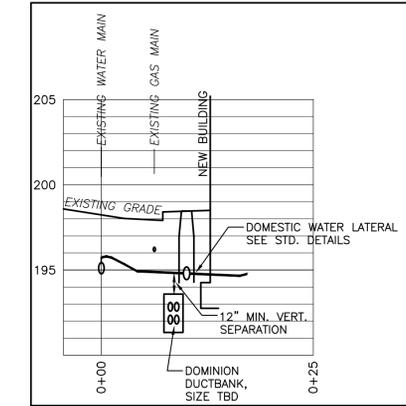
**1 DOMESTIC LATERAL**  
 C-2.3 HORIZ. SCALE: 1" = 10' VERT. SCALE: 1" = 5'



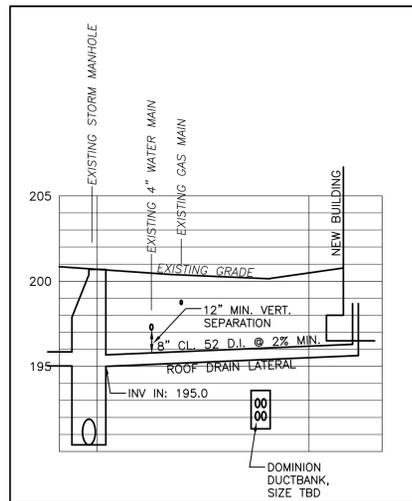
**2 HYDRANT LATERAL**  
 C-2.3 HORIZ. SCALE: 1" = 10' VERT. SCALE: 1" = 5'



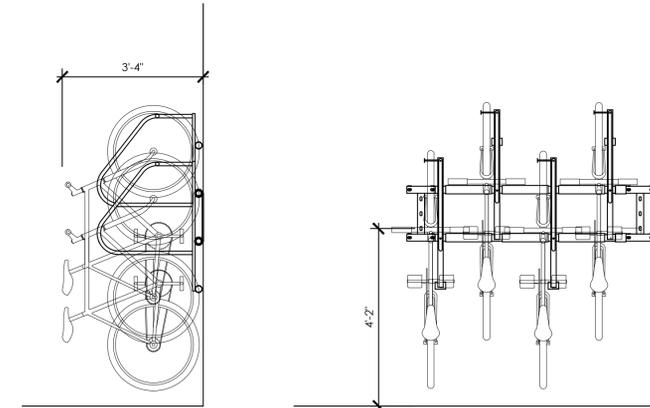
**3 SPRINKLER LATERAL (FIRE PUMP LATERAL SIMILAR)**  
 C-2.3 HORIZ. SCALE: 1" = 10' VERT. SCALE: 1" = 5'



**4 DOMESTIC LATERAL**  
 C-2.3 HORIZ. SCALE: 1" = 10' VERT. SCALE: 1" = 5'



**5 ROOF LATERAL**  
 C-2.3 HORIZ. SCALE: 1" = 10' VERT. SCALE: 1" = 5'



**6 DERO ULTRA SPACE SAVER BIKE RACK DETAILS**  
 C-2.3 SCALE: 1/2" = 1'-0"

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**201 W. Water St.**  
 CHARLOTTESVILLE, VIRGINIA

SITE DETAILS

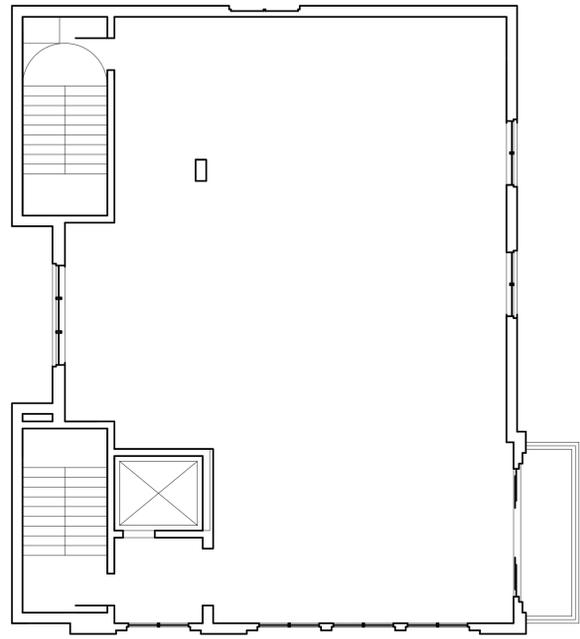
REVISIONS:  
 09-11-17

PROJECT #: DATE:  
 06.12.17

DRAWING NUMBER:

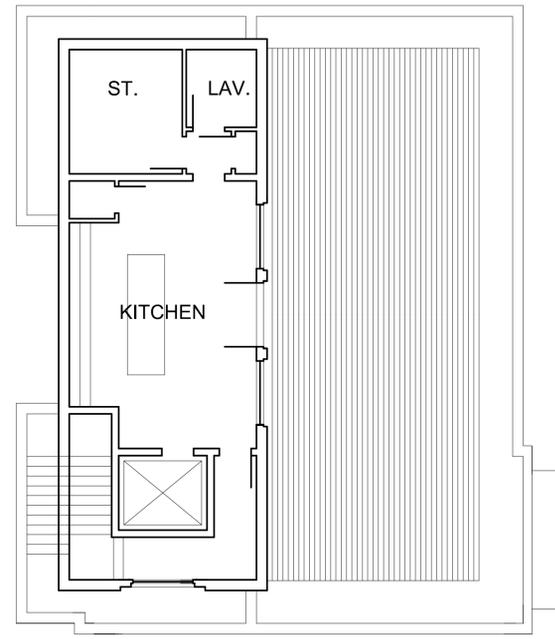
**C-2.3**

SHEET 6 OF 12



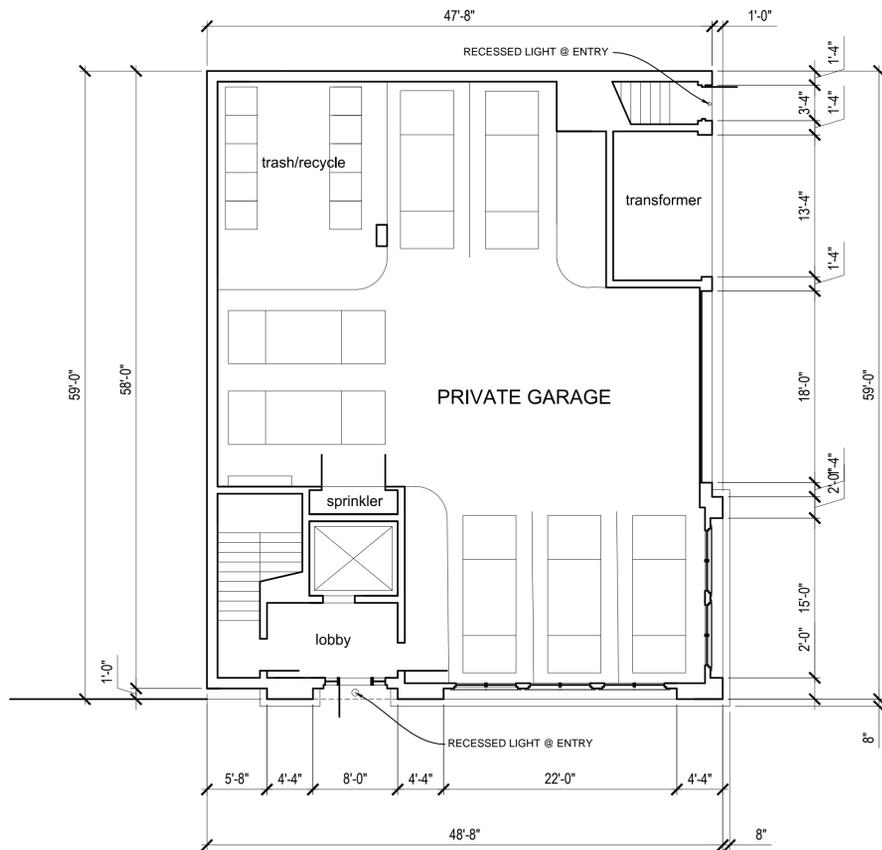
TYPICAL FLOOR PLAN

SCALE 1/8" = 1'-0"



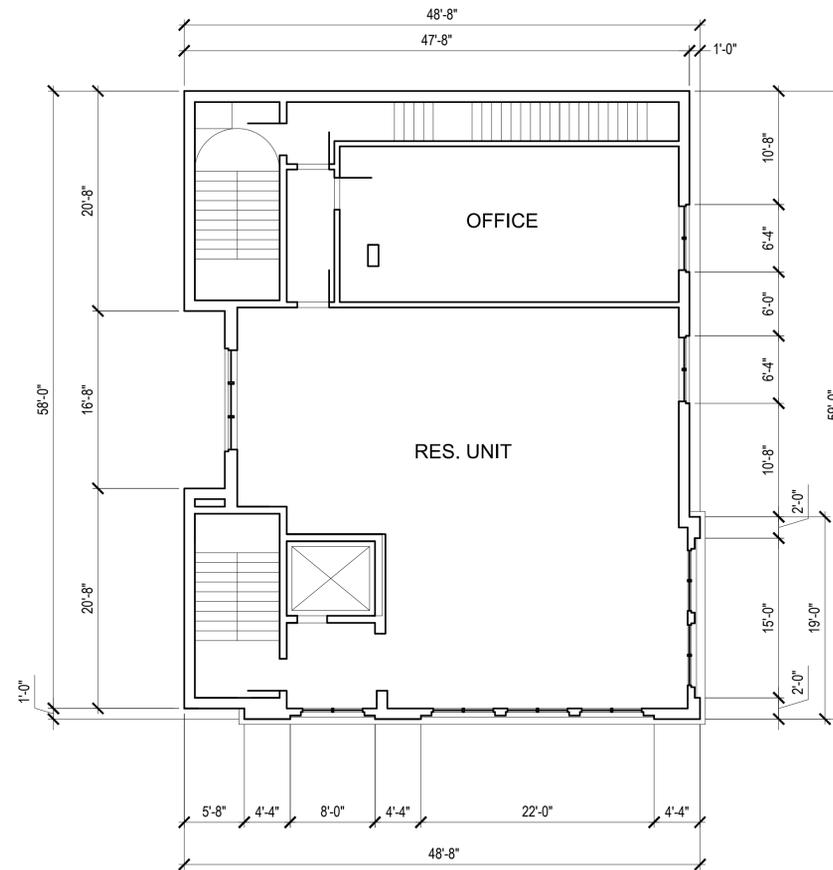
ROOF PLAN

SCALE 1/8" = 1'-0"



GROUND FLOOR PLAN

SCALE 1/8" = 1'-0"



SECOND FLOOR PLAN

SCALE 1/8" = 1'-0"

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**201 W. Water St.**  
 CHARLOTTESVILLE, VIRGINIA

FLOOR PLANS

REVISIONS:  
 09-11-17

PROJECT #:

DATE:

06.12.17

DRAWING NUMBER:

A-1.0

SHEET 7 OF 12

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**201 W. Water St.**  
 CHARLOTTESVILLE, VIRGINIA

ELEVATIONS

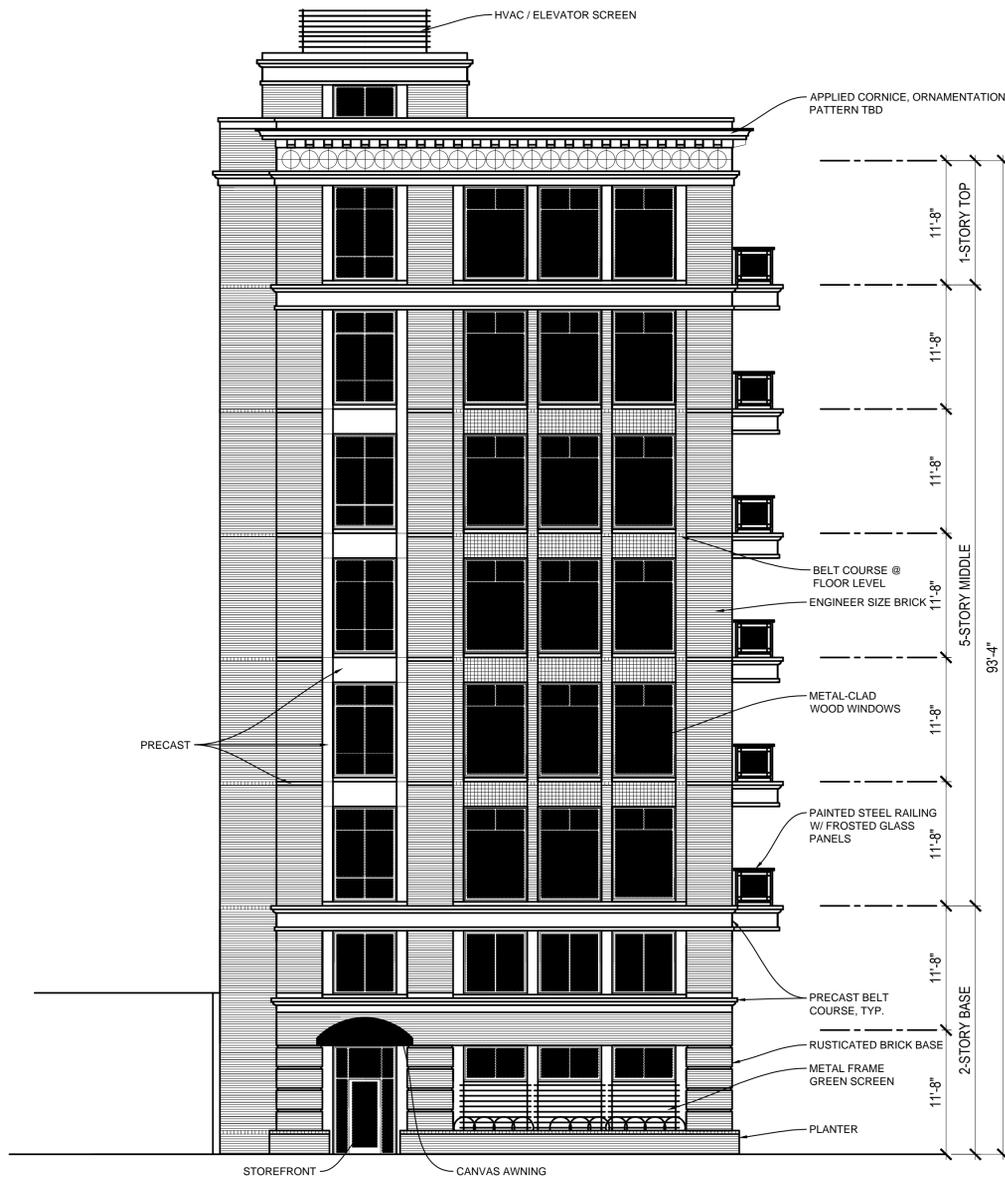
REVISIONS:  
 09-11-17

PROJECT # \_\_\_\_\_ DATE:  
 06.12.17

DRAWING NUMBER:

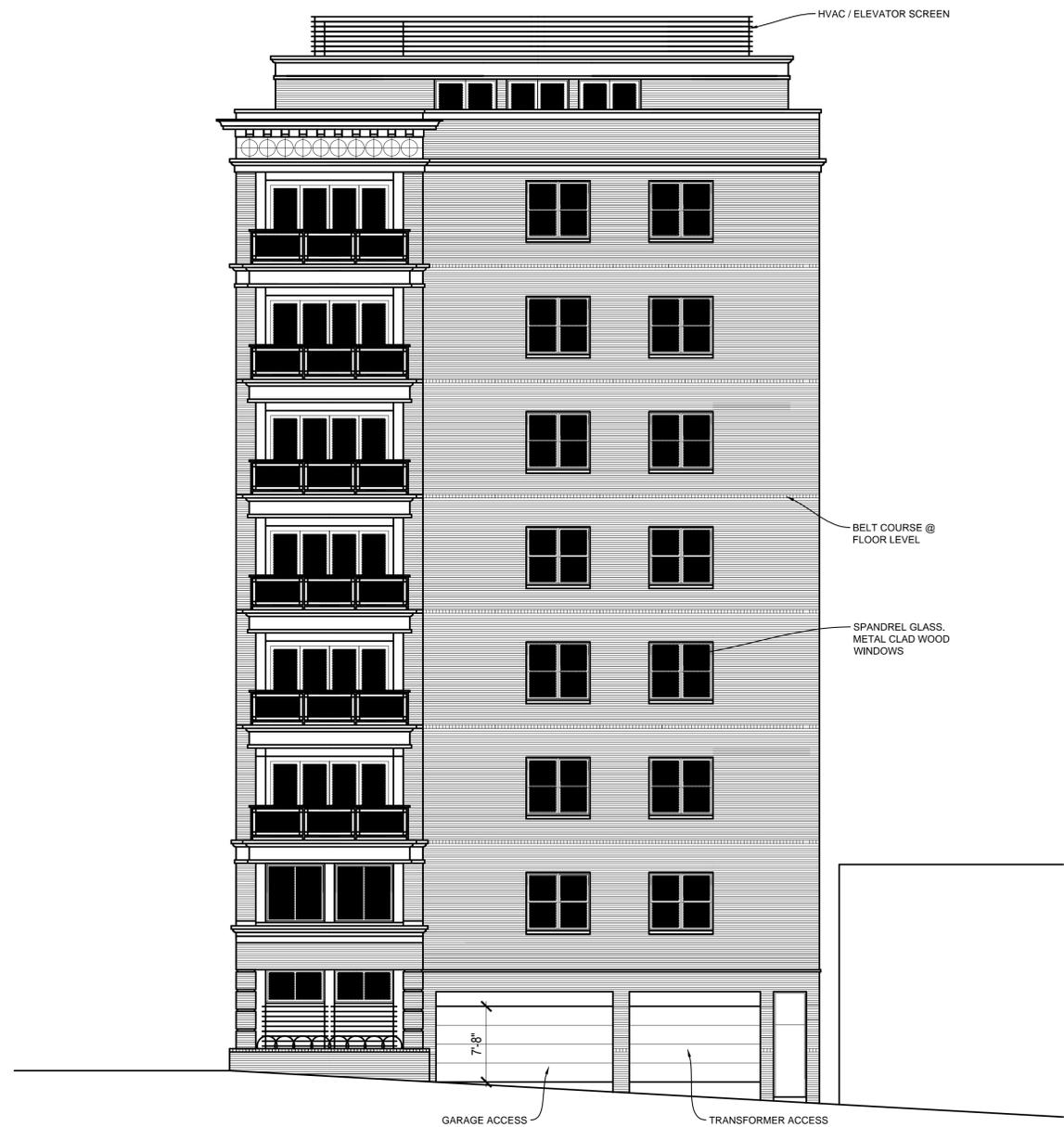
**A-1.1**

SHEET 8 OF 12



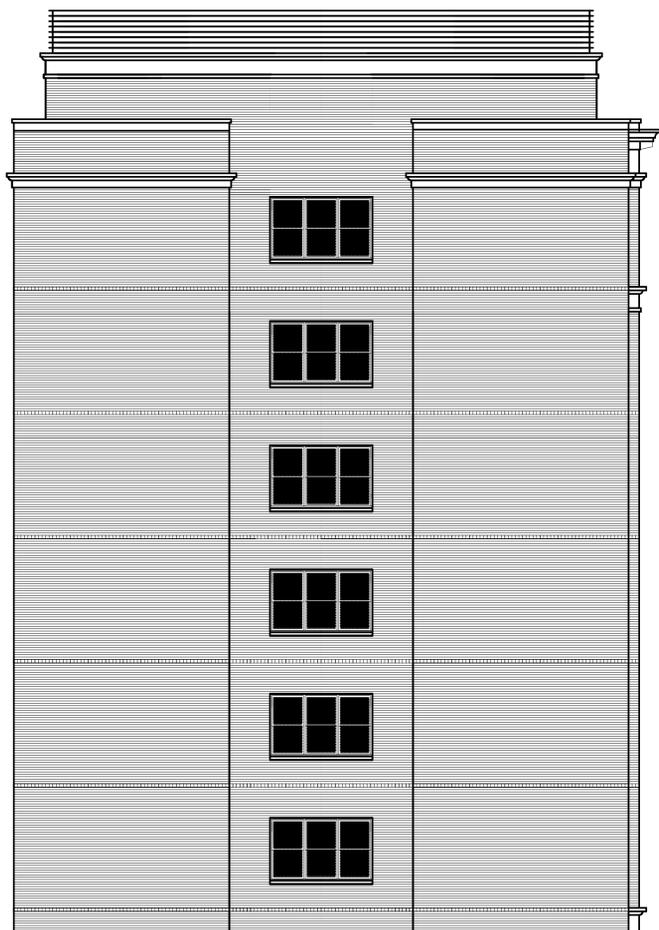
**SOUTH ELEVATION**

SCALE 1/8" = 1'-0"



**EAST ELEVATION**

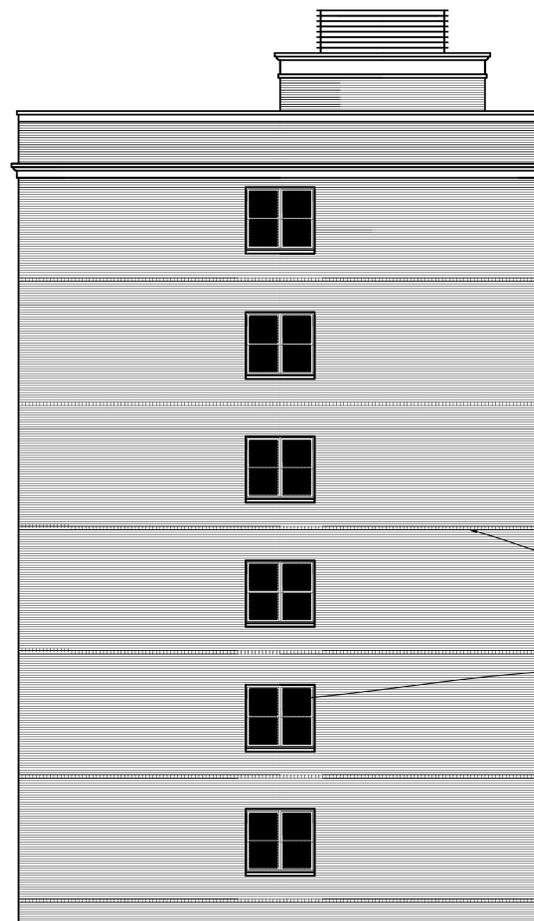
SCALE 1/8" = 1'-0"



THEATER BUILDING

**WEST ELEVATION**

SCALE 1/8" = 1'-0"



THEATER BUILDING

BELT COURSE @ FLOOR LEVEL

SPANDREL GLASS, METAL CLAD WOOD WINDOWS

**NORTH ELEVATION**

SCALE 1/8" = 1'-0"

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**201 W. Water St.**  
 CHARLOTTESVILLE, VIRGINIA

ELEVATIONS

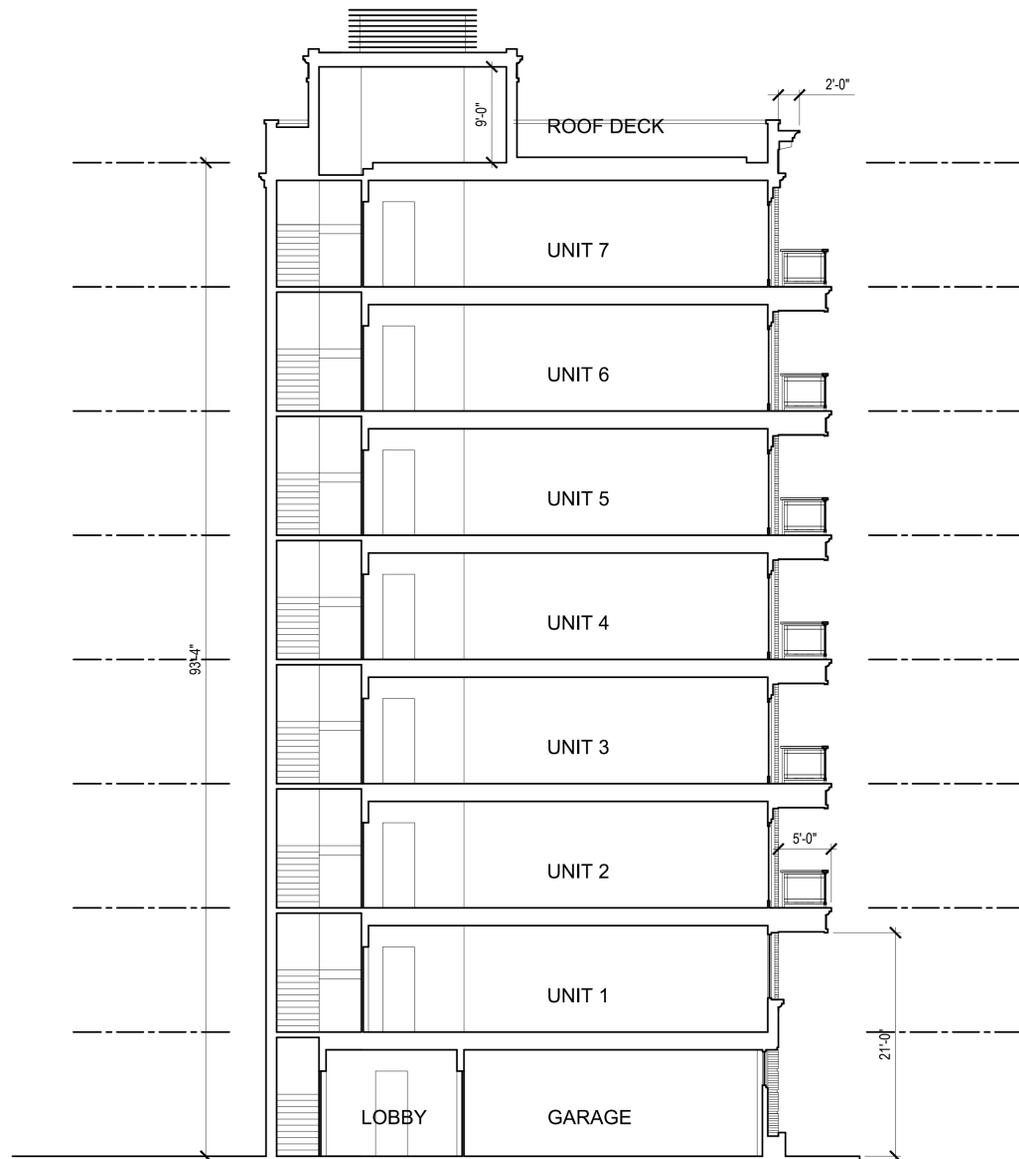
REVISIONS:  
 09-11-17

PROJECT #:  
 DATE: 06.12.17

DRAWING NUMBER:

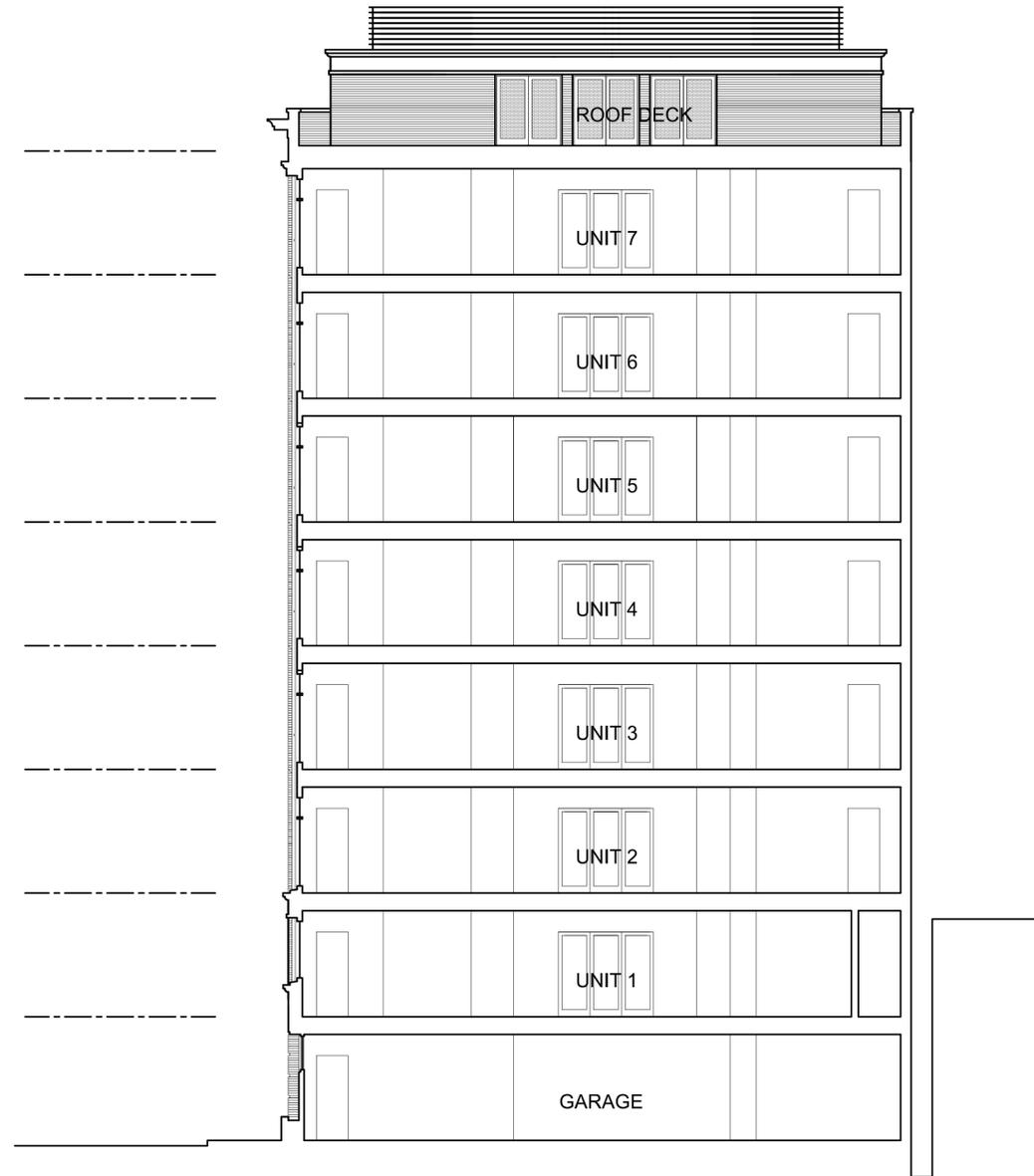
**A-1.2**

SHEET 9 OF 12



**BUILDING SECTION**

SCALE 1/8" = 1'-0"



**BUILDING SECTION**

SCALE 1/8" = 1'-0"

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**201 W. Water St.**  
CHARLOTTESVILLE, VIRGINIA

BUILDING SECTIONS

REVISIONS:  
09-11-17

PROJECT #:

DATE:

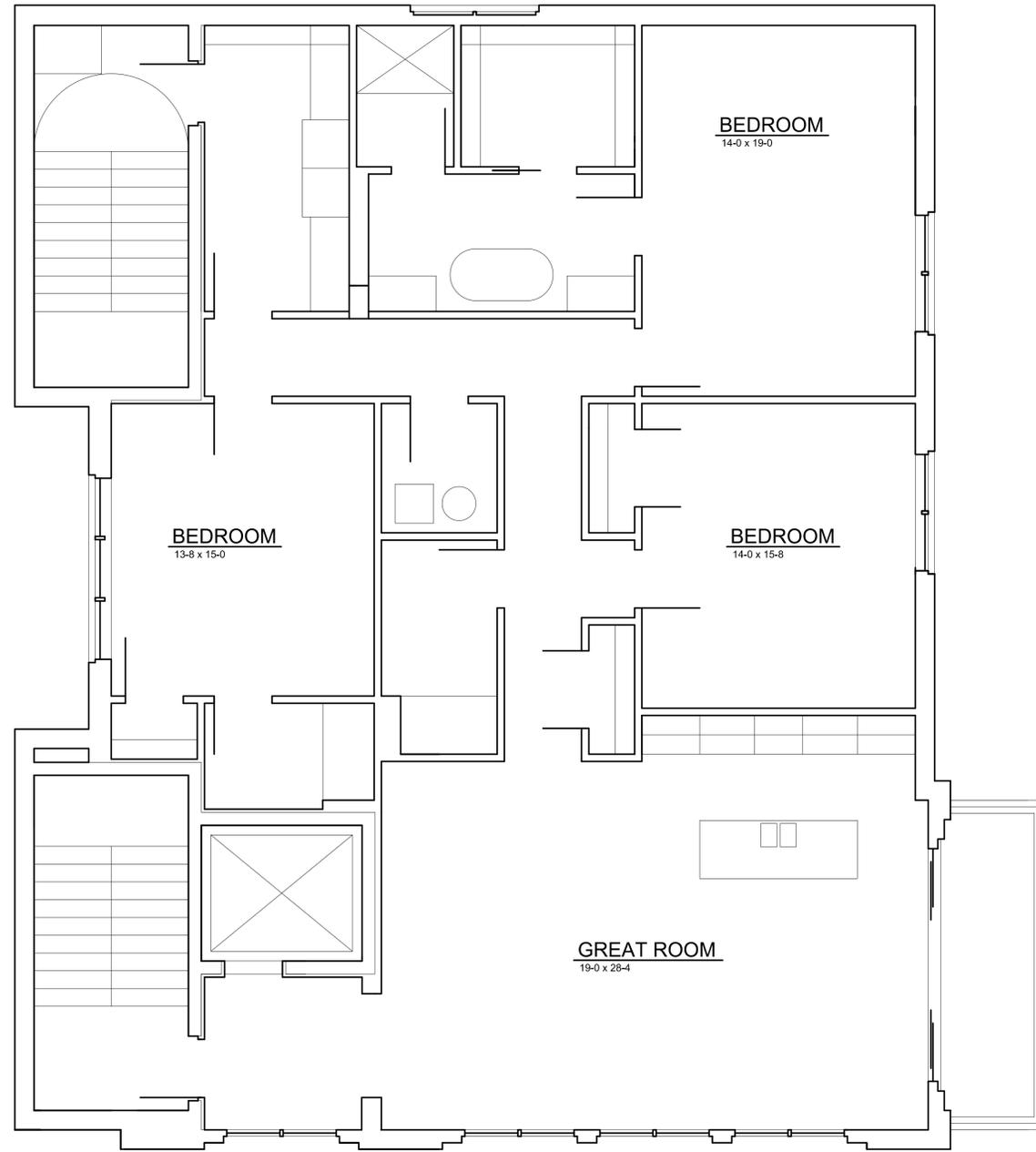
06.12.17

DRAWING NUMBER:

**A-1.3**

SHEET 10 OF 12





**CONCEPT FLOOR PLAN**

SCALE 1/4" = 1'-0"

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**201 W. Water St.**  
 CHARLOTTESVILLE, VIRGINIA

CONCEPT FLOOR PLAN

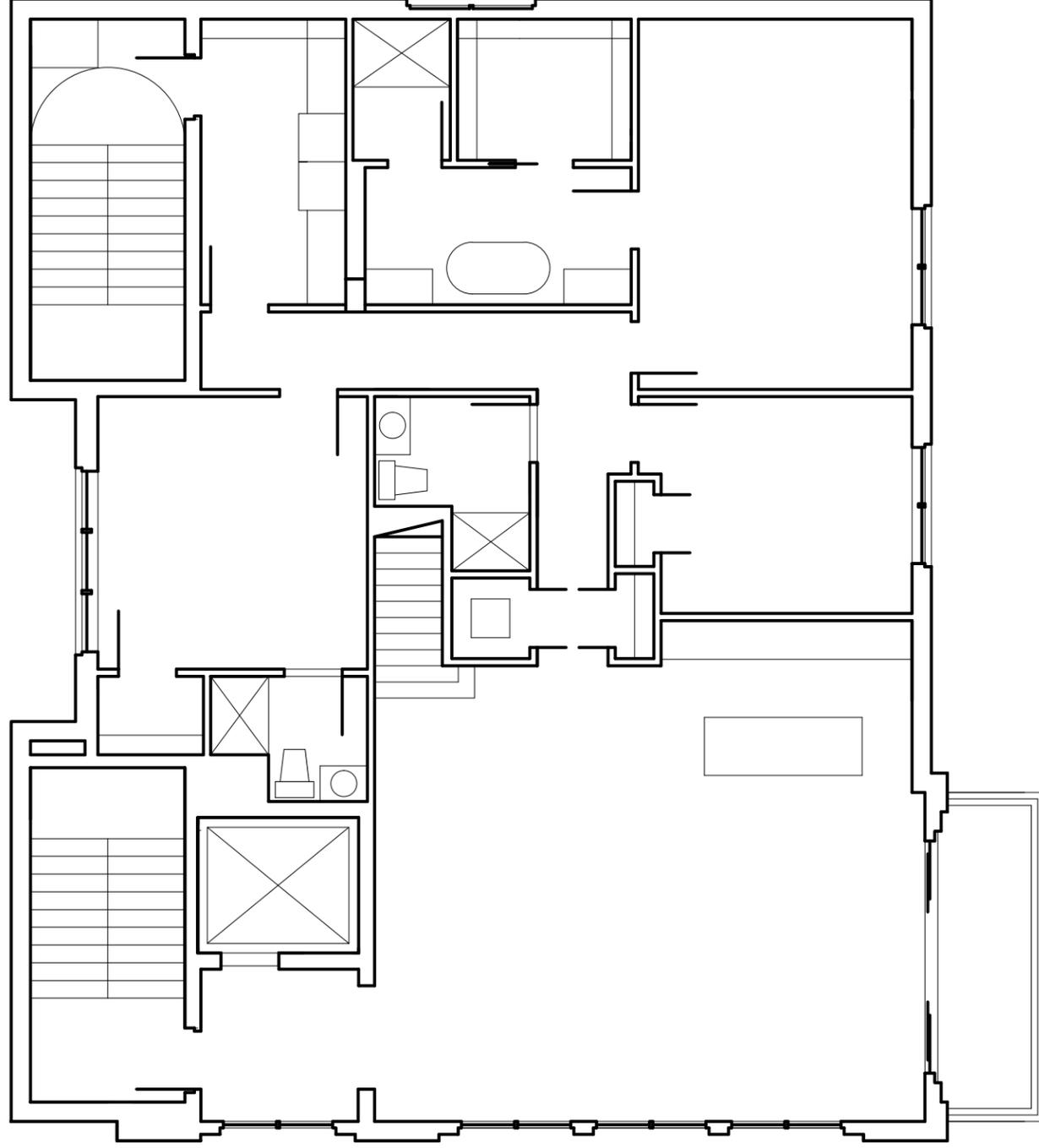
REVISIONS:  
 09-11-17

PROJECT #:  
 DATE: 06.12.17

DRAWING NUMBER:

**A-1.5**

SHEET 12 OF 12



**201 W. Water St.**  
CHARLOTTEVILLE, VIRGINIA

**TOP FLOOR PLAN**

REVISIONS:  
10-19-17

DATE:  
07-25-17

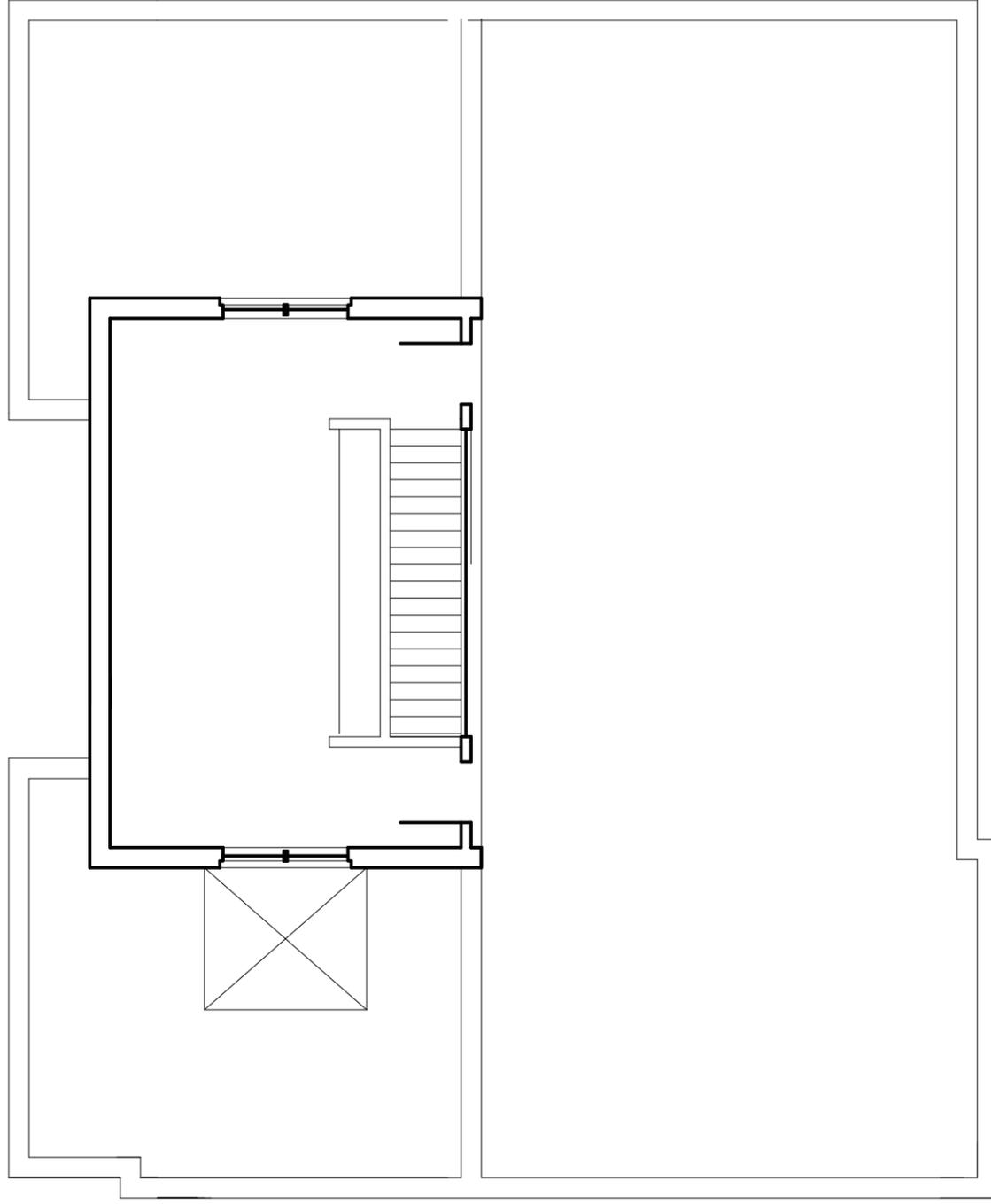
DRAWING NUMBER:

**A-1.2a**

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**201 W. Water St.**  
CHARLOTTESVILLE, VIRGINIA

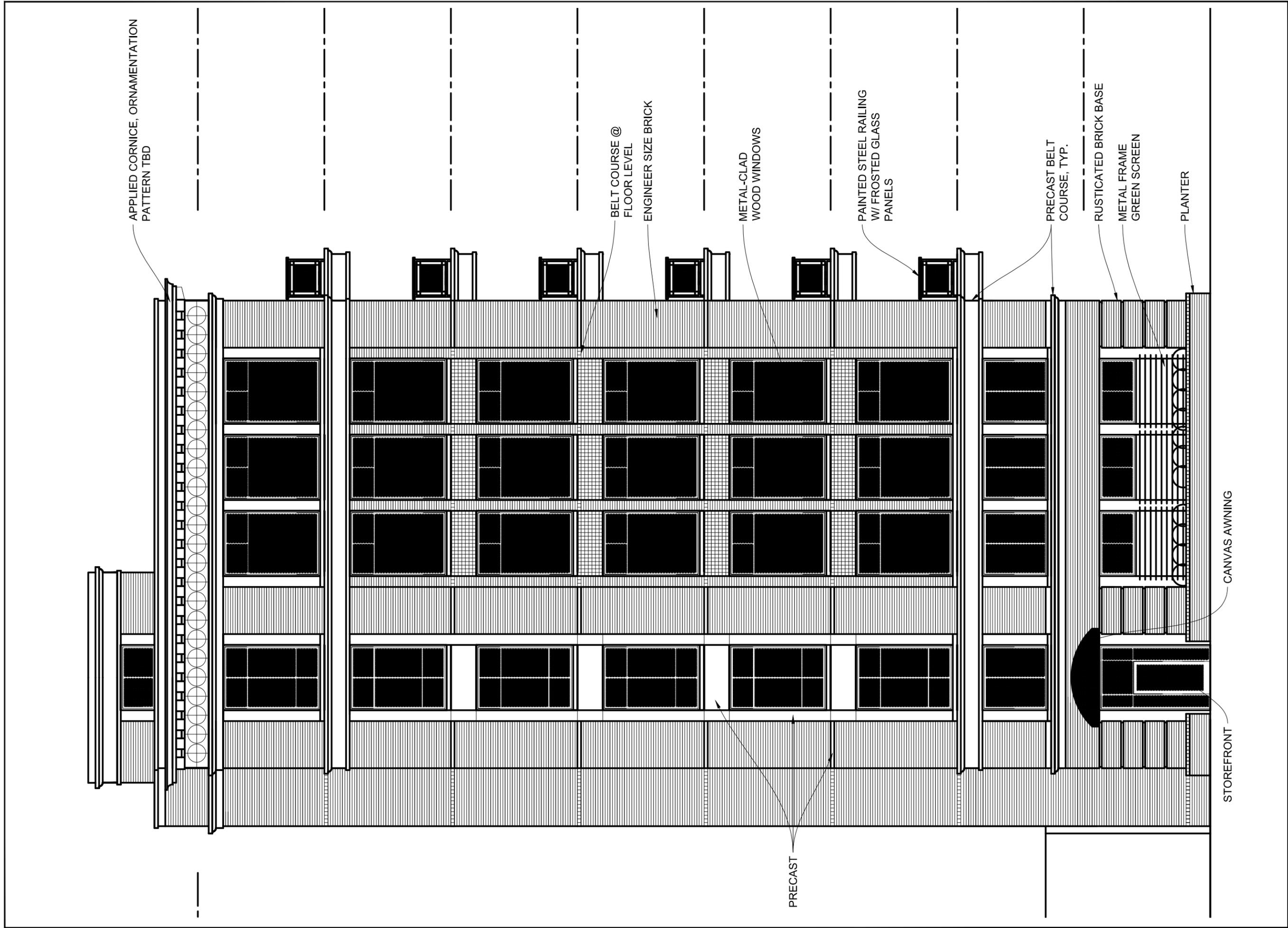
**ROOF PLAN w/ 25% PENTHOUSE**

REVISIONS:  
10-19-17

DATE:  
07-25-17

DRAWING NUMBER:  
**A-1.3a**

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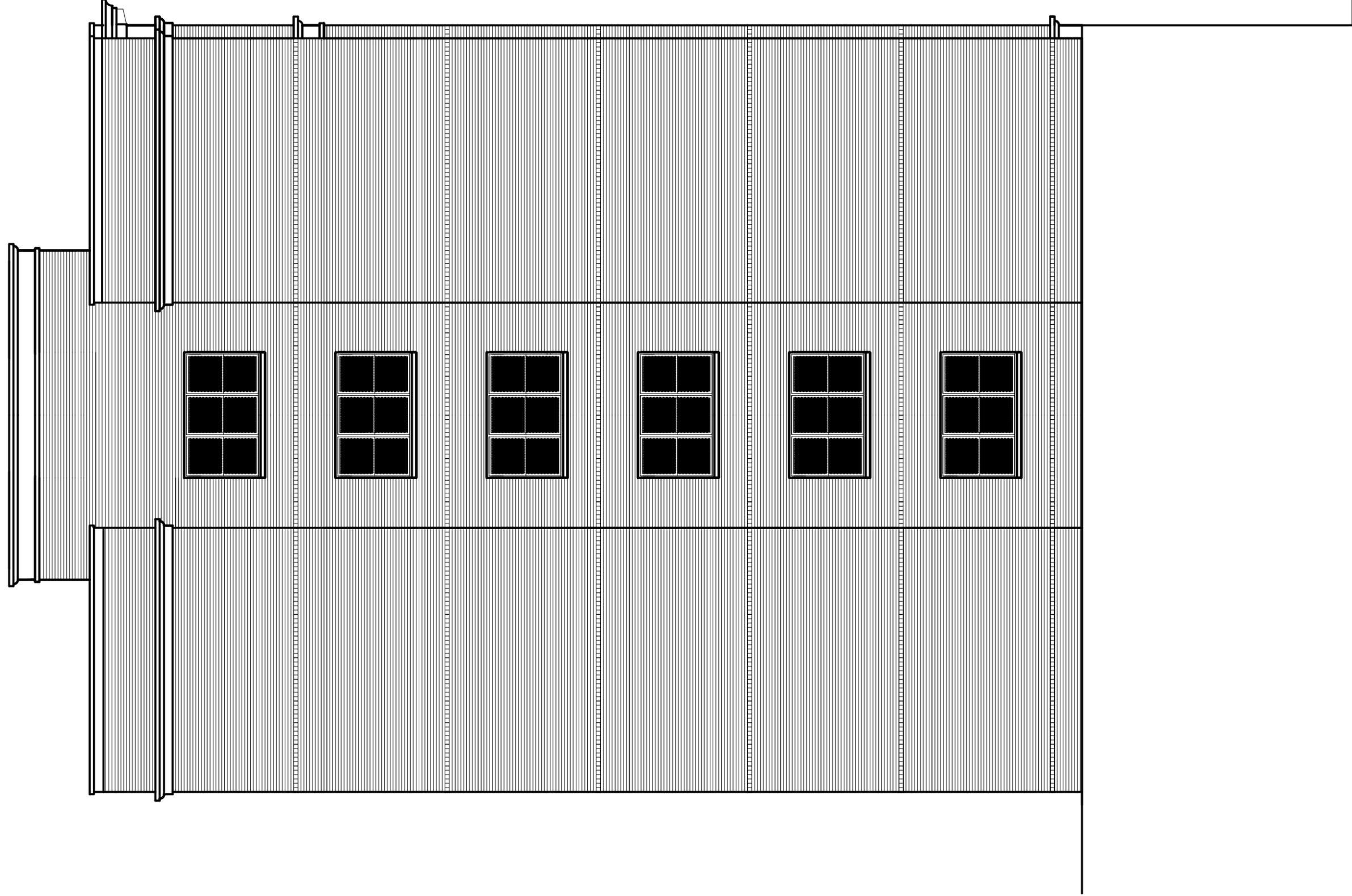
**201 W. Water St.**  
 CHARLOTTESVILLE, VIRGINIA

**SOUTH ELEVATION w/ 25% PENTHOUSE**

REVISIONS:  
 10-19-17

DATE:  
 07-25-17

DRAWING NUMBER:  
**A-1.4a**



**201 W. Water St.**  
CHARLOTTESVILLE, VIRGINIA

**WEST ELEVATION w/ 25% PENTHOUSE**

REVISIONS:  
10-19-17

DATE:  
07-25-17

DRAWING NUMBER:  
**A-1.7a**

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## 201 W. Water St.

### Description:

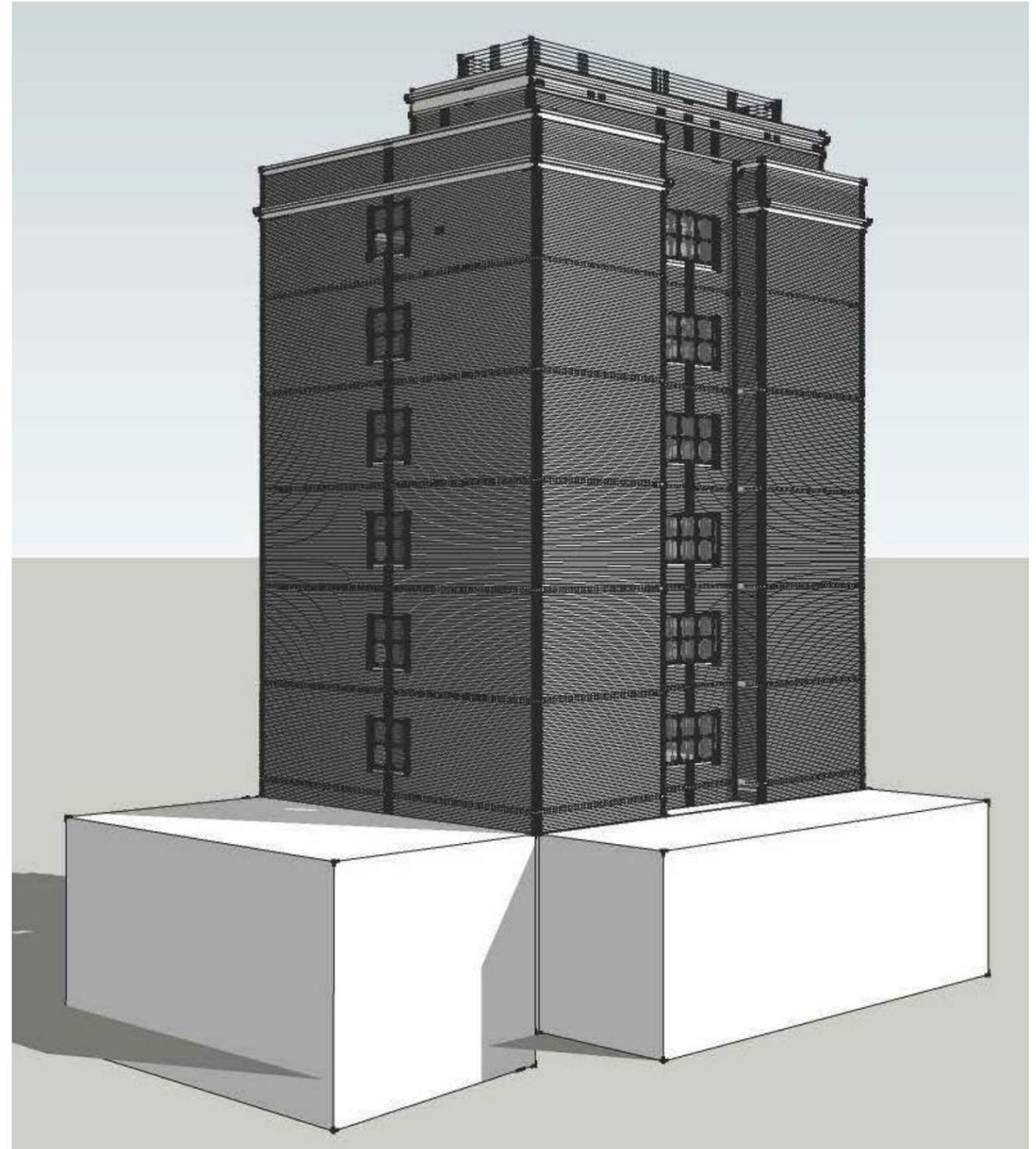
The proposed 201 W. Water St. project is an eight-story, 8-unit mixed use building with parking on the ground level. The second floor will have one residential unit and one office unit. Floors 3-8 will have one unit each. The roof deck is proposed as a common element for the residential units.

- Zoning - D (Downtown Corridor) , in Architectural Design Control and Urban Corridor Parking Overlay Districts.
- Setbacks - There are no setback requirements.
- Stepbacks - Sec. 34-588(a) exempts stepback requirements on Water Street.
- Massing & Footprint - The proposed footprint is 2,825 sq. ft. on a 3,006 sq. ft. parcel. The massing is straight-forward with vertical proportions.
- Width & Height - The building width is 48 ft along Water St. and 59 ft along 2nd St. The height is approximately 94 ft to the roof level.
- Scale - Scale is created with a two-story base, a 5-story middle, and one-story decorative "retro" cornice. The proposed development is consistent in scale with recent developments along Water St, including the West2nd, 218 West Water St, 550 Water St and Lewis & Clark Square.
- Roof - The roof is flat and concealed by a parapet wall which will screen mechanical equipment. The penthouse allows access to the common amenities on the roof via stairs and elevator.
- Orientation - The primary building entrance faces Water St., with vehicular access on 2nd St.
- Windows - Pre-finished metal clad window systems in the sizes and shapes shown on the plans, in a cream color range to match the brick.
- Balconies - Pre-cast concrete with metal railings painted in cream color, with frosted glass panels. The lowest balcony is 21 ft above the sidewalk and extends out 5 ft from the face of building.
- Street-level design - Street-level design includes a rusticated base and a canvas awning at the main entrance on Water St. The shallow planter and "green screen" provide screening for the ground-level parking.
- Foundation & Cornice - The 3-part composition is "contextually modern", with a two-story partially rusticated base, a 5-story middle zone and a one-story top with decorative cornice. Pre-cast concrete accents delineate the base, top and vertical elements above the entrance,





Perspective from Water St & Second St intersection (south)



Perspective from the north



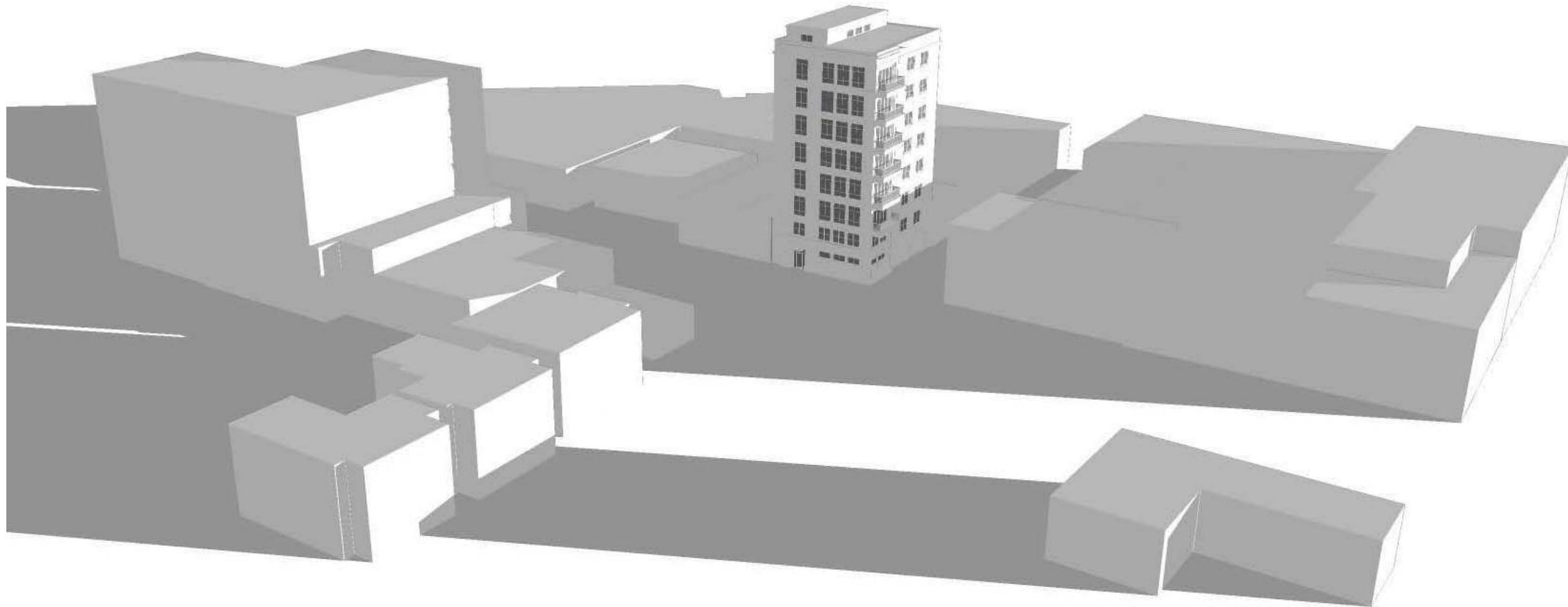
Perspective from the west



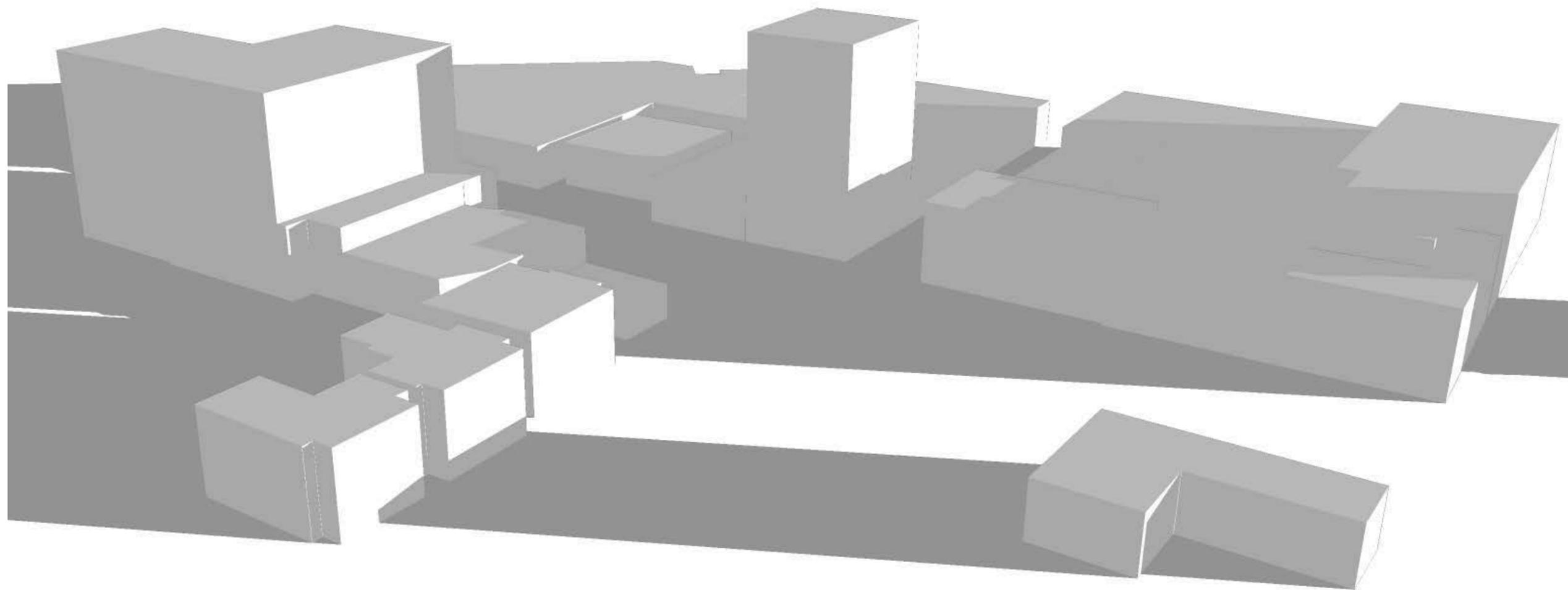
Perspective from the east

**Shadow Study**

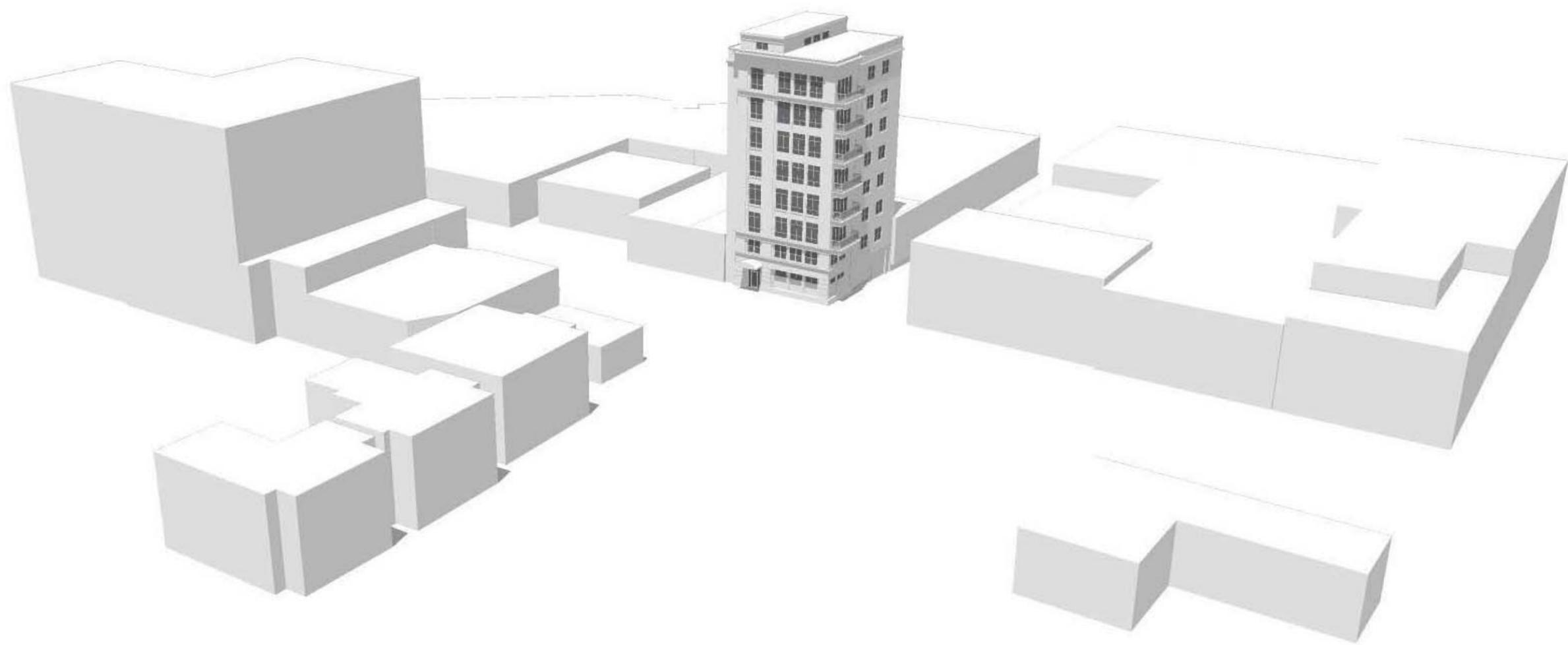
The following images show shadow studies for the building height requested by special use permit and the by-right(70') height. Since the immediately adjacent buildings are only 2 and 3-stories, the difference in height has no net effect.



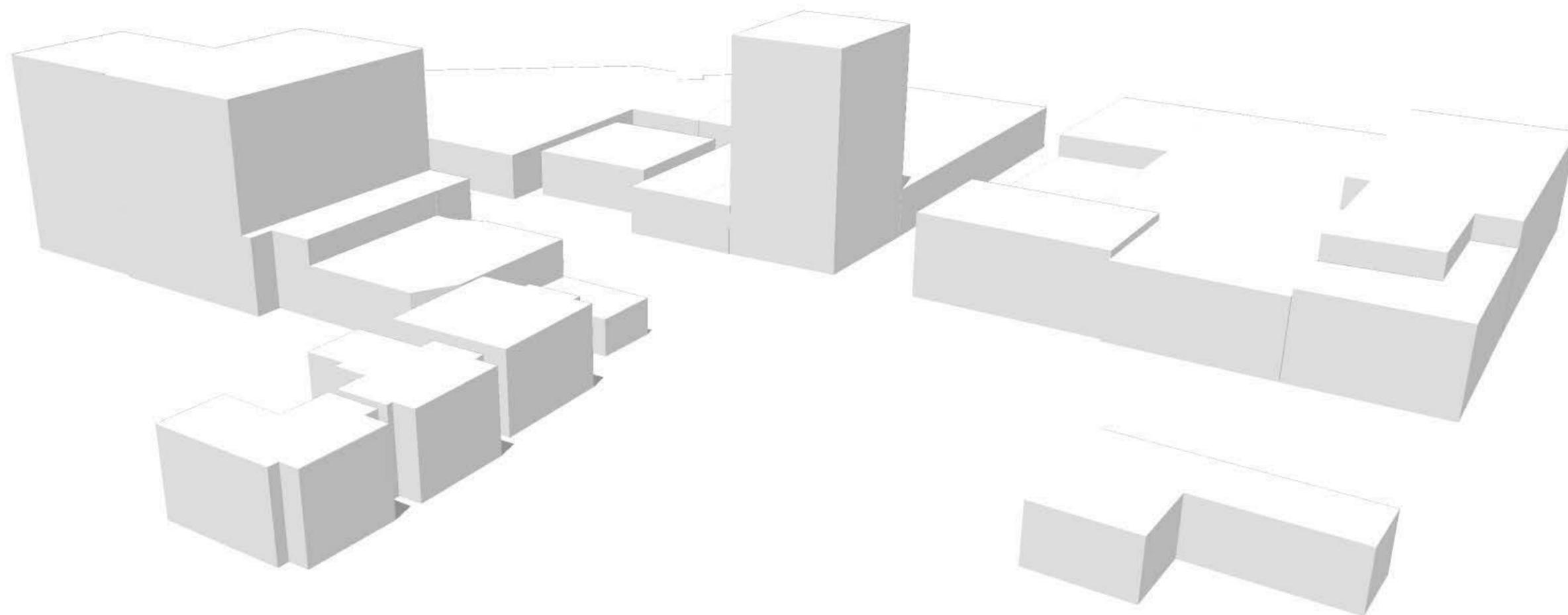
**Spring a.m.**



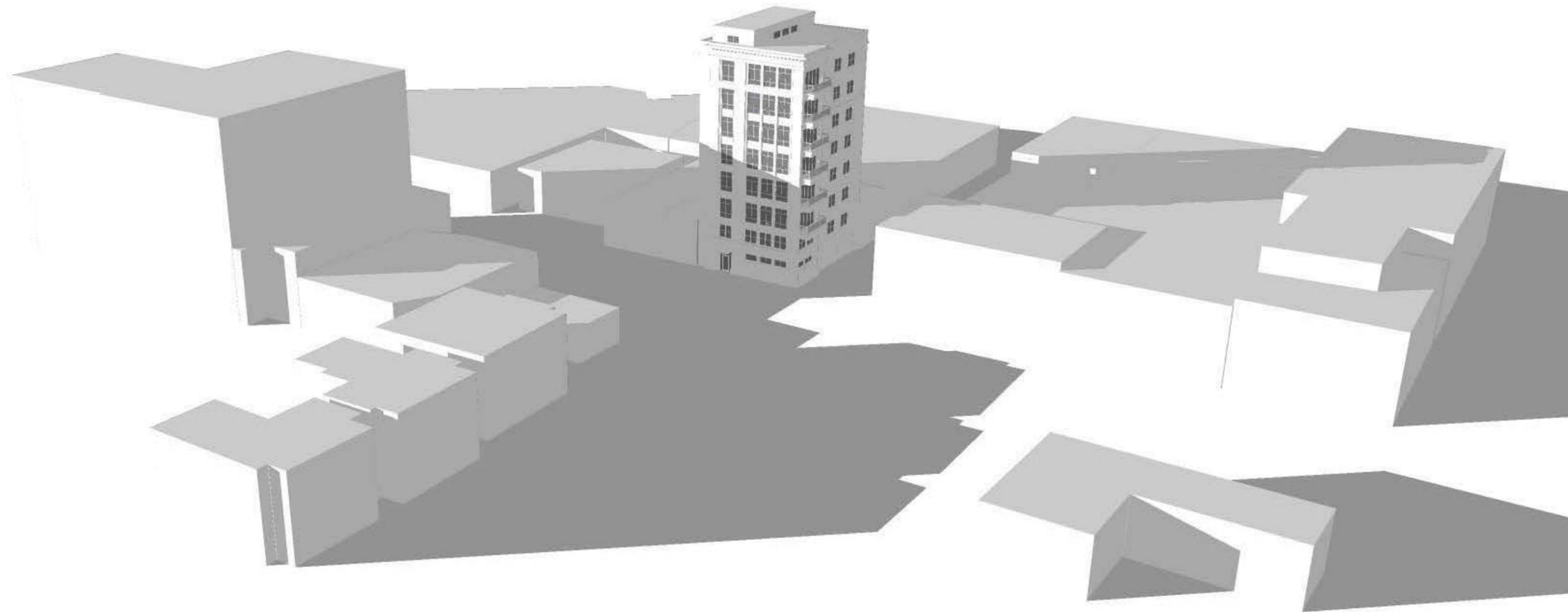
**By Right - Spring a.m.**



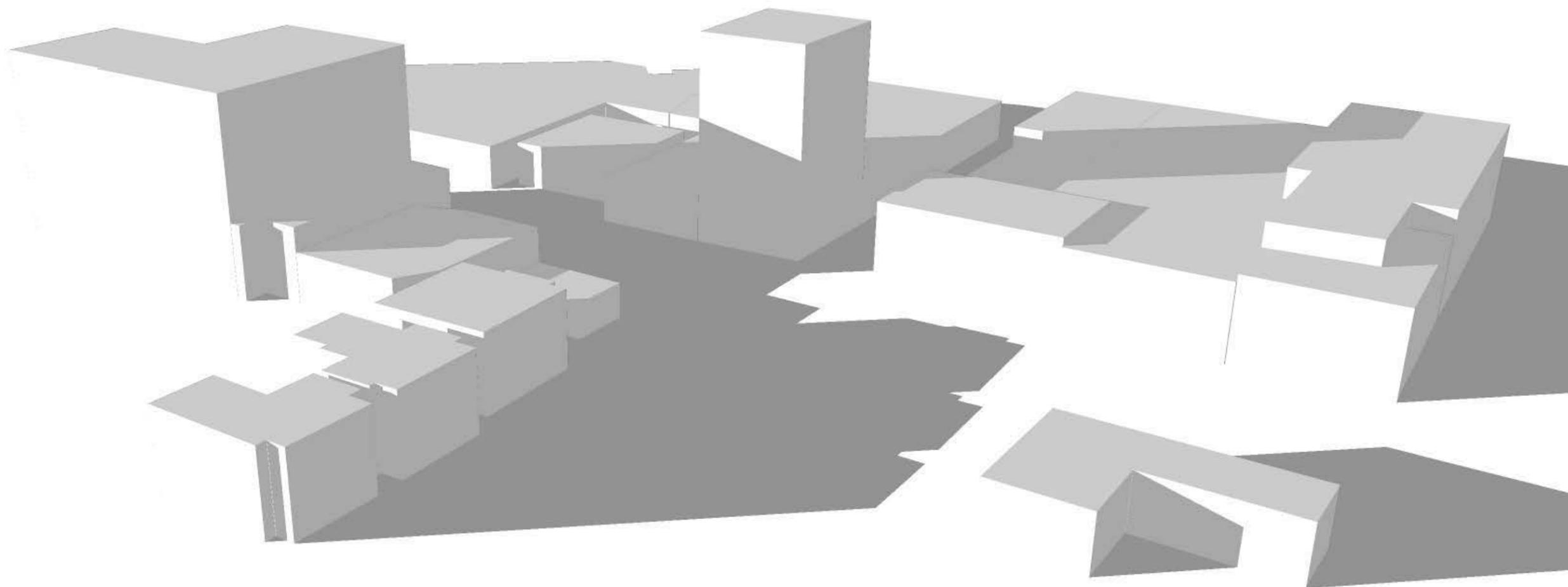
Summer (shadow behind, on theater roof)



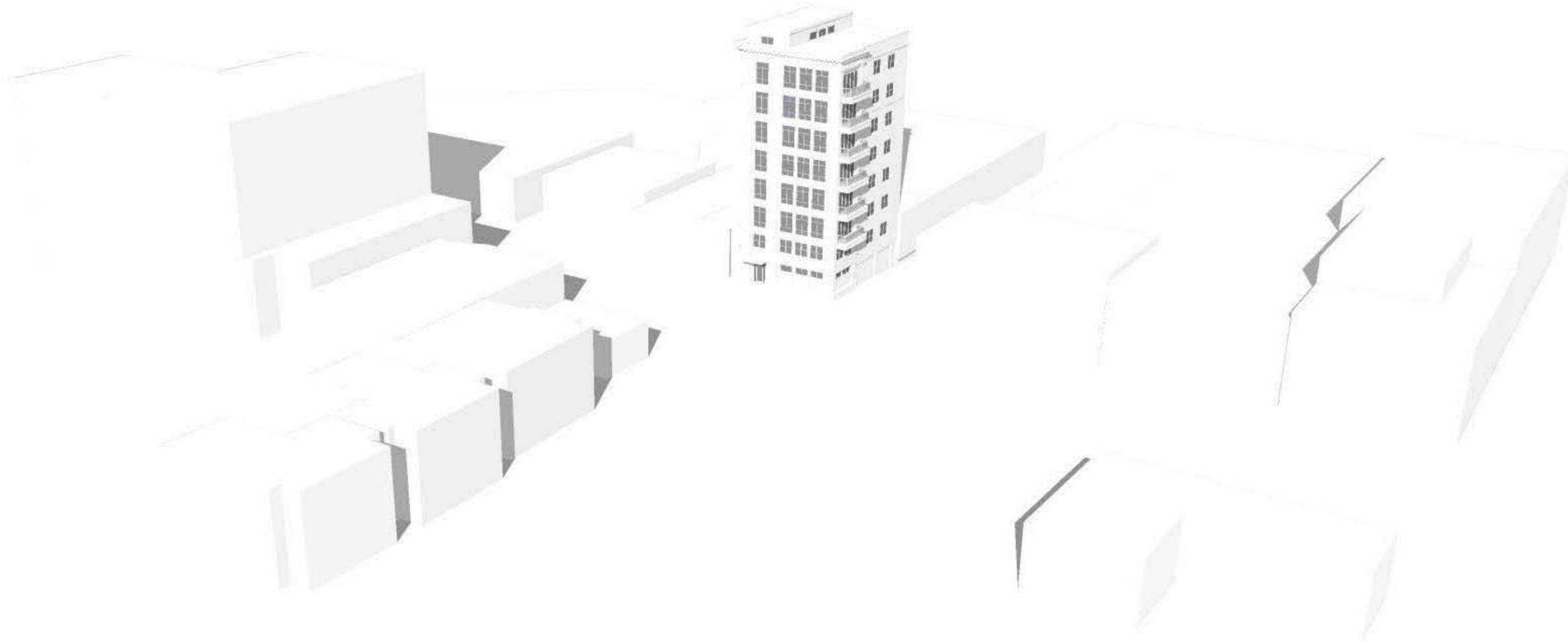
**By Right - Summer**



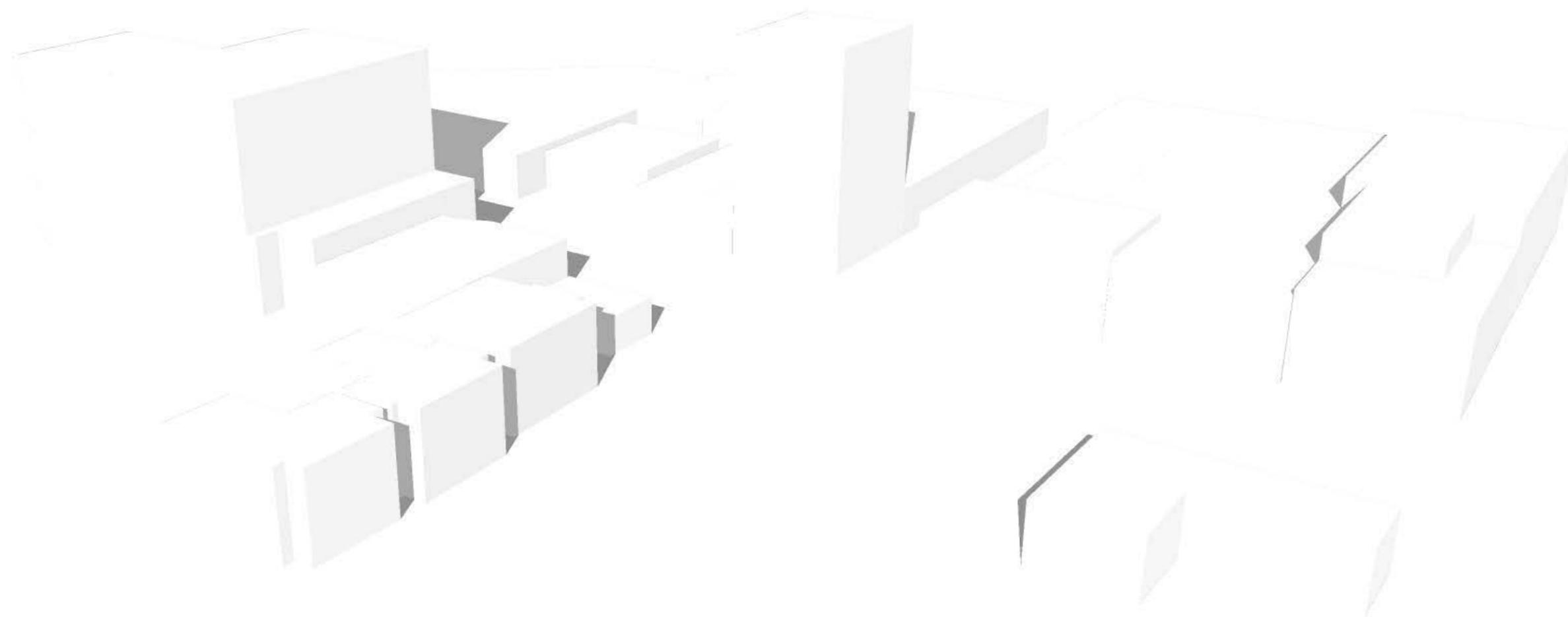
Fall



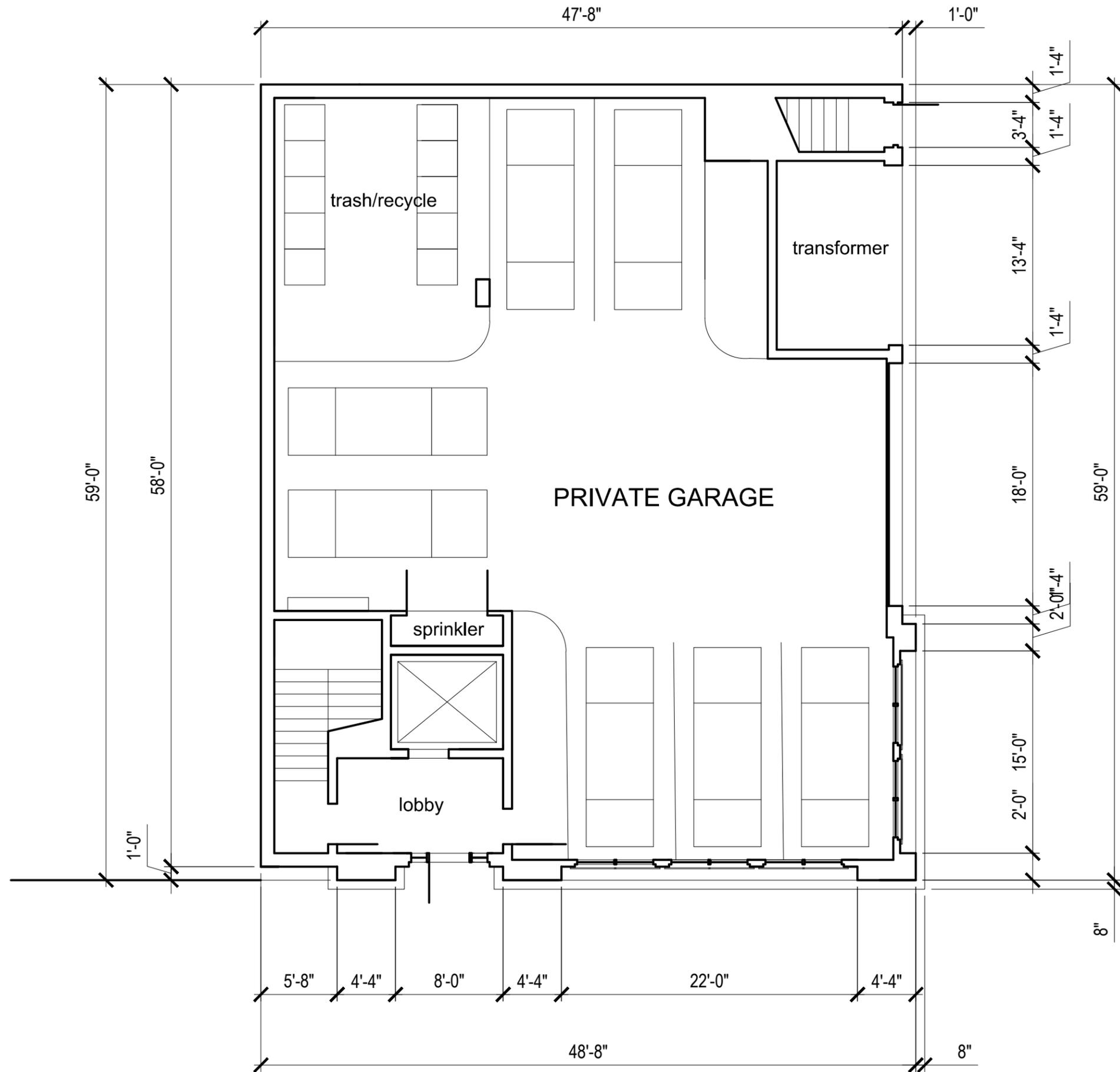
**By Right - Fall**



Winter



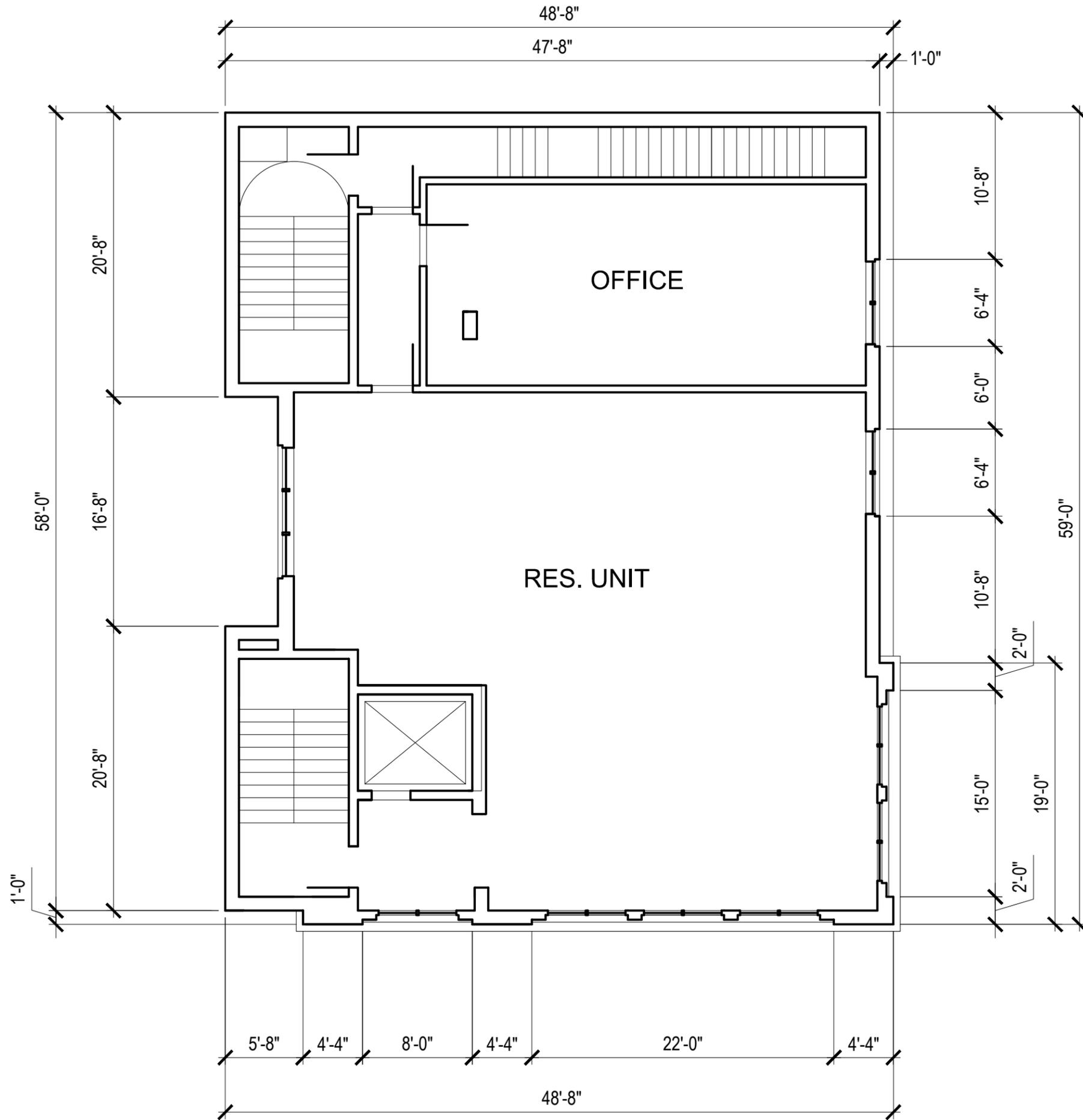
**By Right - Winter**



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**201 W. Water St.**  
 CHARLOTTESVILLE, VIRGINIA  
**GROUND FLOOR PLAN**

REVISIONS:  
 DATE:  
 07-25-17  
 DRAWING NUMBER:  
**A-1.0**



**201 W. Water St.**  
 CHARLOTTEVILLE, VIRGINIA

**SECOND FLOOR PLAN**

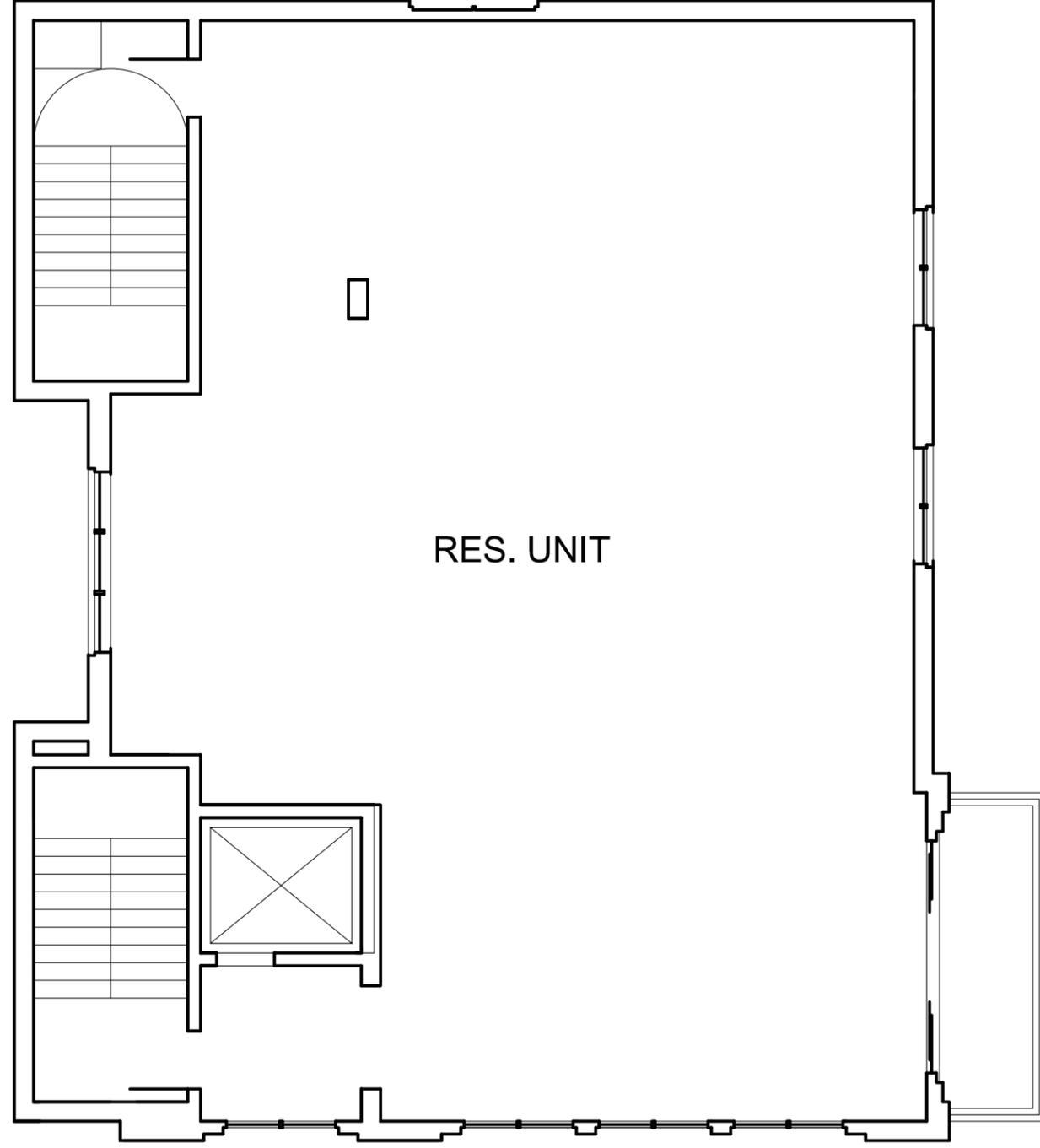
REVISIONS:

DATE:  
 07-25-17

DRAWING NUMBER:

**A-1.1**

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 100 10th St. NE Suite 200  
 Charlottesville, Virginia 22902  
 434-971-8848 jgrigg@dgarchs.com



RES. UNIT

**201 W. Water St.**  
CHARLOTTESVILLE, VIRGINIA

**TYPICAL FLOOR PLAN 3-8**

REVISIONS:

DATE:  
07-25-17

DRAWING NUMBER:

**A-1.2**

**James P. Grigg, Architect**  
100 10th St. NE Suite 200  
Charlottesville, Virginia 22902  
434-971-8848 jgrigg@dgarchs.com



**201 W. Water St.**  
CHARLOTTEVILLE, VIRGINIA

**ROOF PLAN**

REVISIONS:

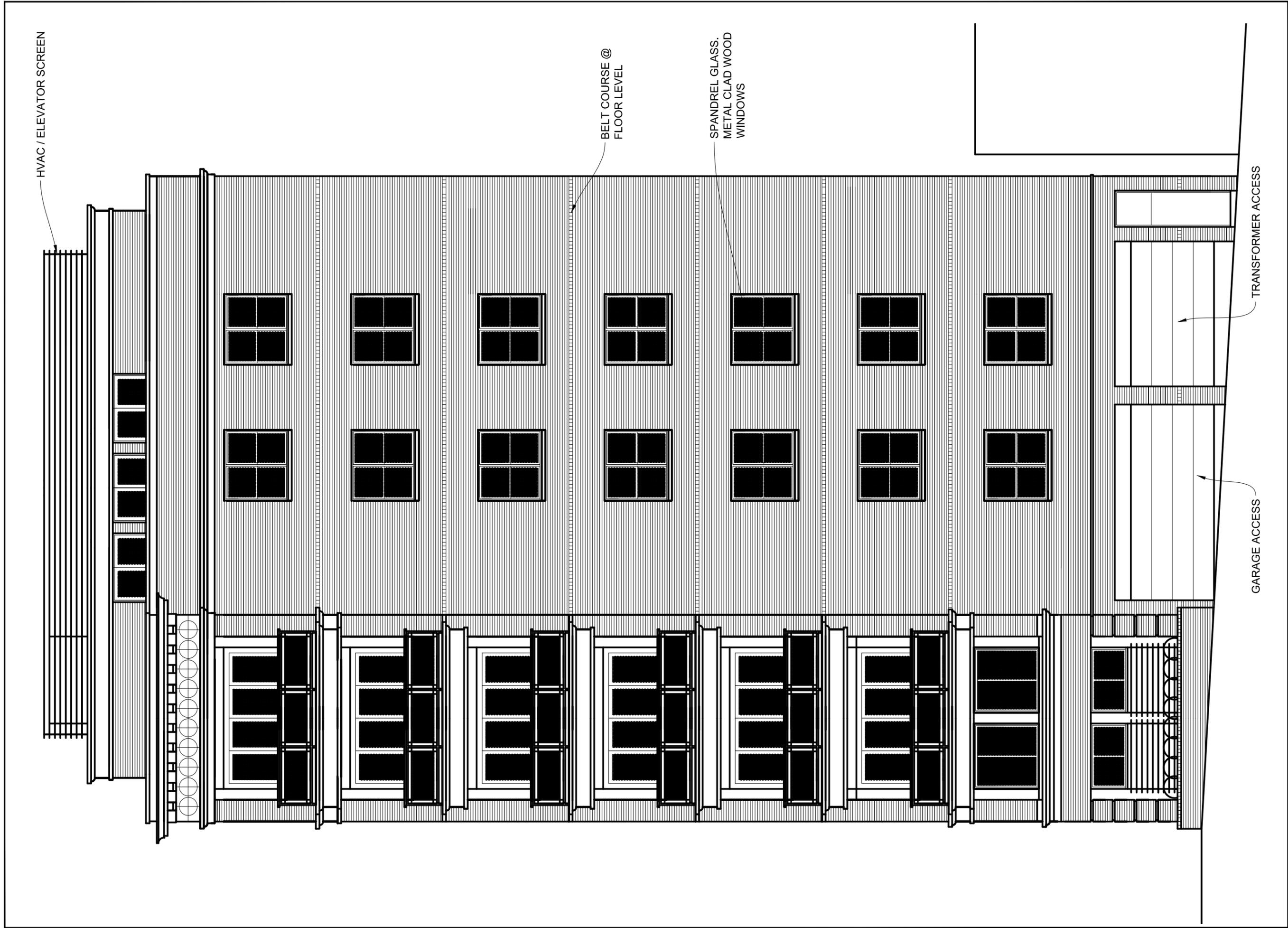
DATE:  
07-25-17

DRAWING NUMBER:

**A-1.3**

**James P. Grigg, Architect**  
100 10th St. NE Suite 200  
Charlottesville, Virginia 22902  
434-971-8848 jgrigg@dgarchs.com





HVAC / ELEVATOR SCREEN

BELT COURSE @ FLOOR LEVEL

SPANDREL GLASS. METAL CLAD WOOD WINDOWS

TRANSFORMER ACCESS

GARAGE ACCESS

**201 W. Water St.**  
 CHARLOTTESVILLE, VIRGINIA

**SECOND ST ELEVATION**

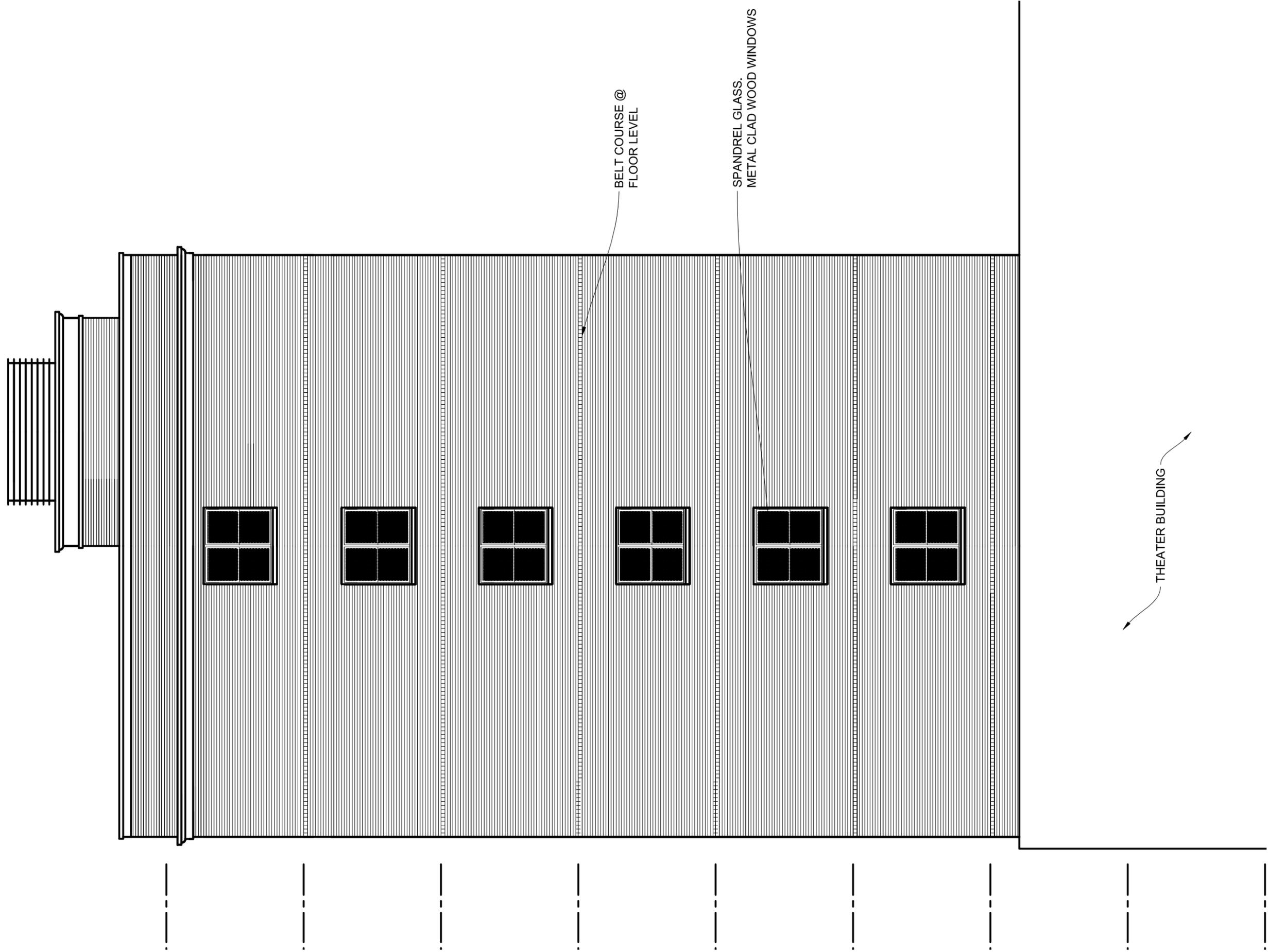
REVISIONS:

DATE:  
 07-25-17

DRAWING NUMBER:

**A-1.5**

**James P. Grigg, Architect**  
 100 10th St. NE Suite 200  
 Charlottesville, Virginia 22902  
 434-971-8848 jgrigg@dgarchs.com



BELT COURSE @  
FLOOR LEVEL

SPANDREL GLASS.  
METAL CLAD WOOD WINDOWS

THEATER BUILDING

**201 W. Water St.**  
CHARLOTTESVILLE, VIRGINIA

**NORTH ELEVATION**

REVISIONS:

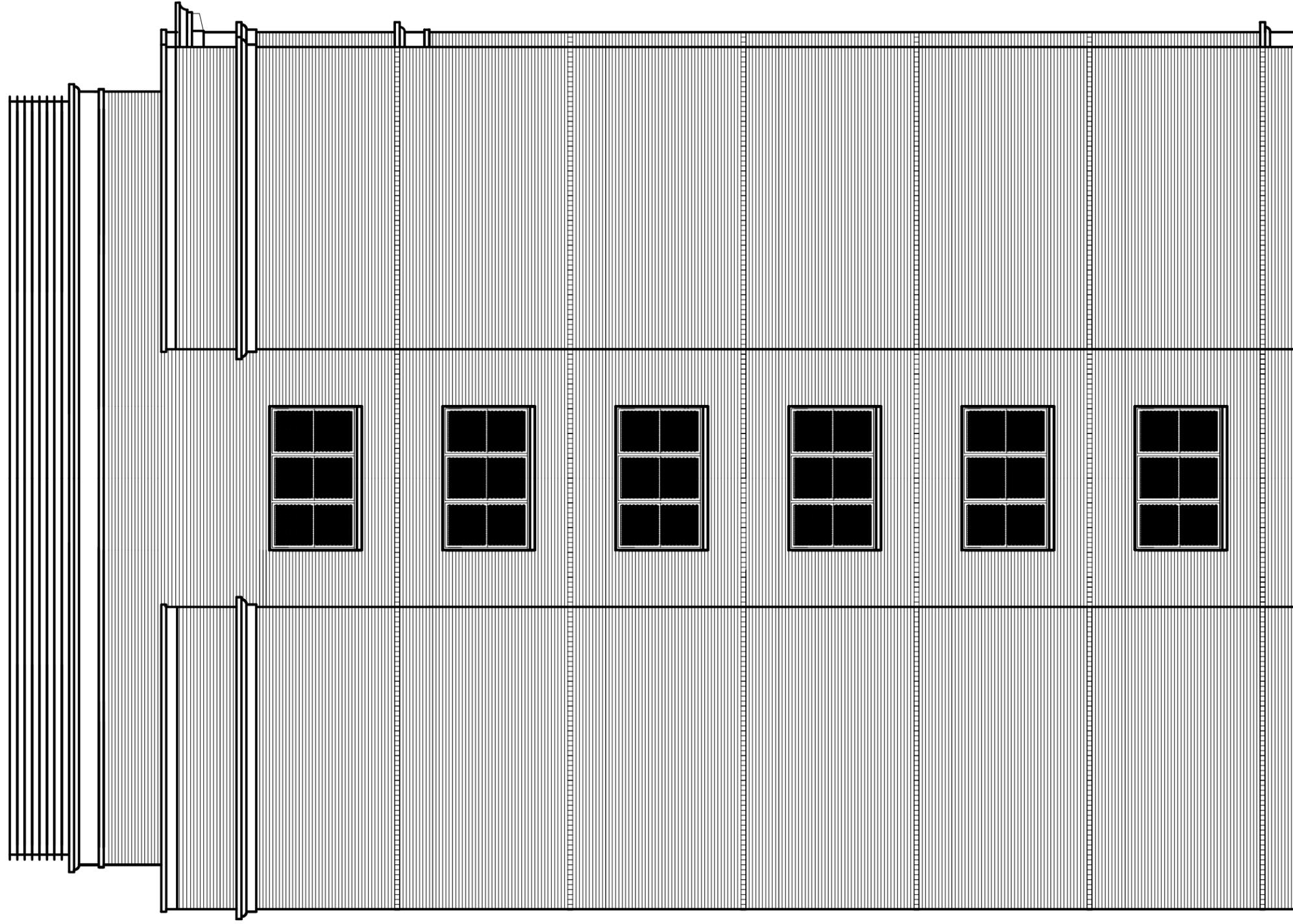
DATE:  
07-25-17

DRAWING NUMBER:

**A-1.6**

**James P. Grigg, Architect**

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434-971-8848 jgrigg@dgarchs.com



THEATER BUILDING

**201 W. Water St.**  
CHARLOTTESVILLE, VIRGINIA

**WEST ELEVATION**

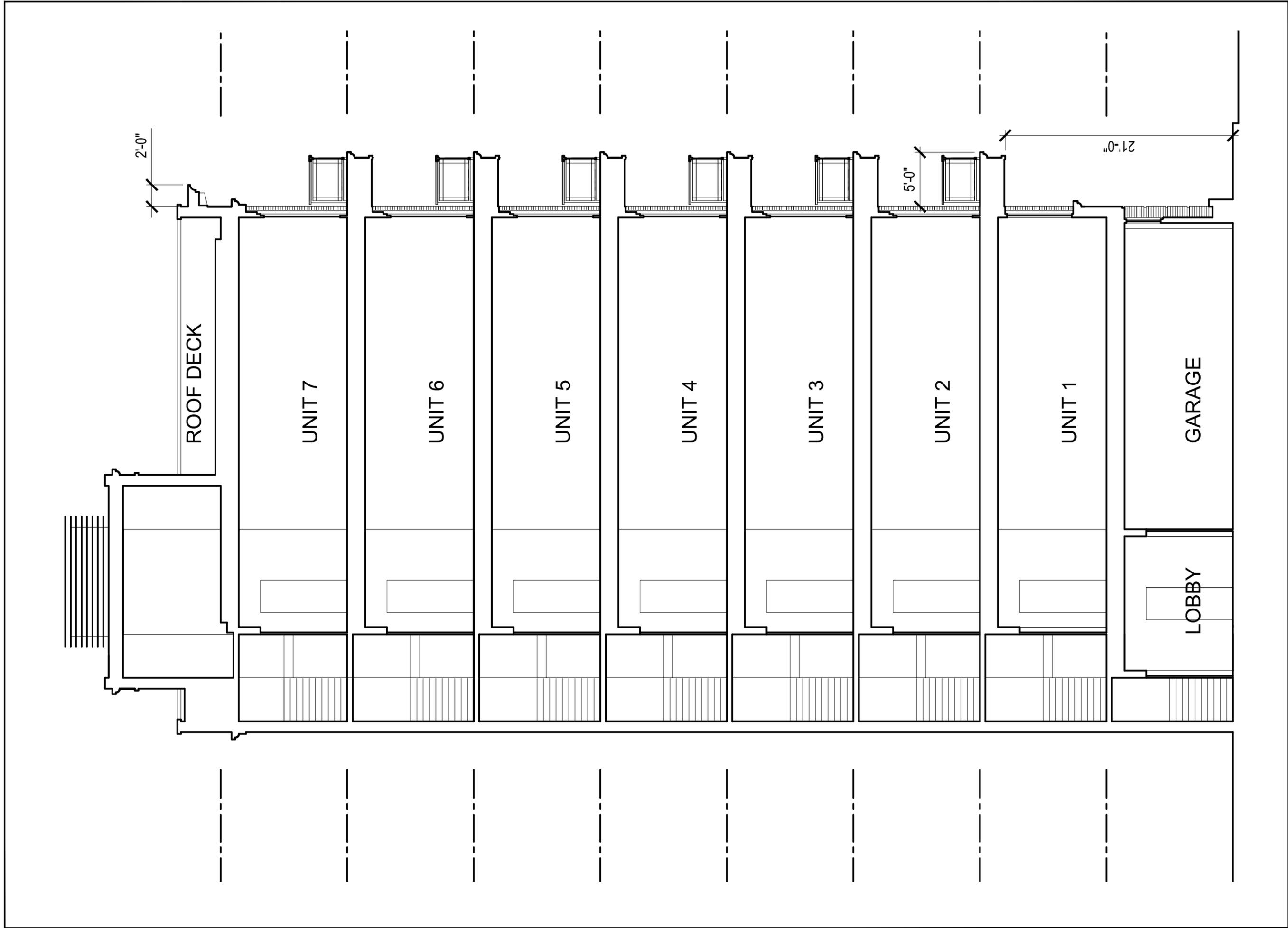
REVISIONS:

DATE:  
07-25-17

DRAWING NUMBER:

**A-1.7**

**James P. Grigg, Architect**  
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**201 W. Water St.**  
 CHARLOTTEVILLE, VIRGINIA

**BUILDING SECTION**

REVISIONS:

DATE:  
 07-25-17

DRAWING NUMBER:

**A-1.8**

**James P. Grigg, Architect**  
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 434-971-8848 jgrigg@dgarchs.com



**201 W. Water St.**  
 CHARLOTTEVILLE, VIRGINIA

**BUILDING SECTION**

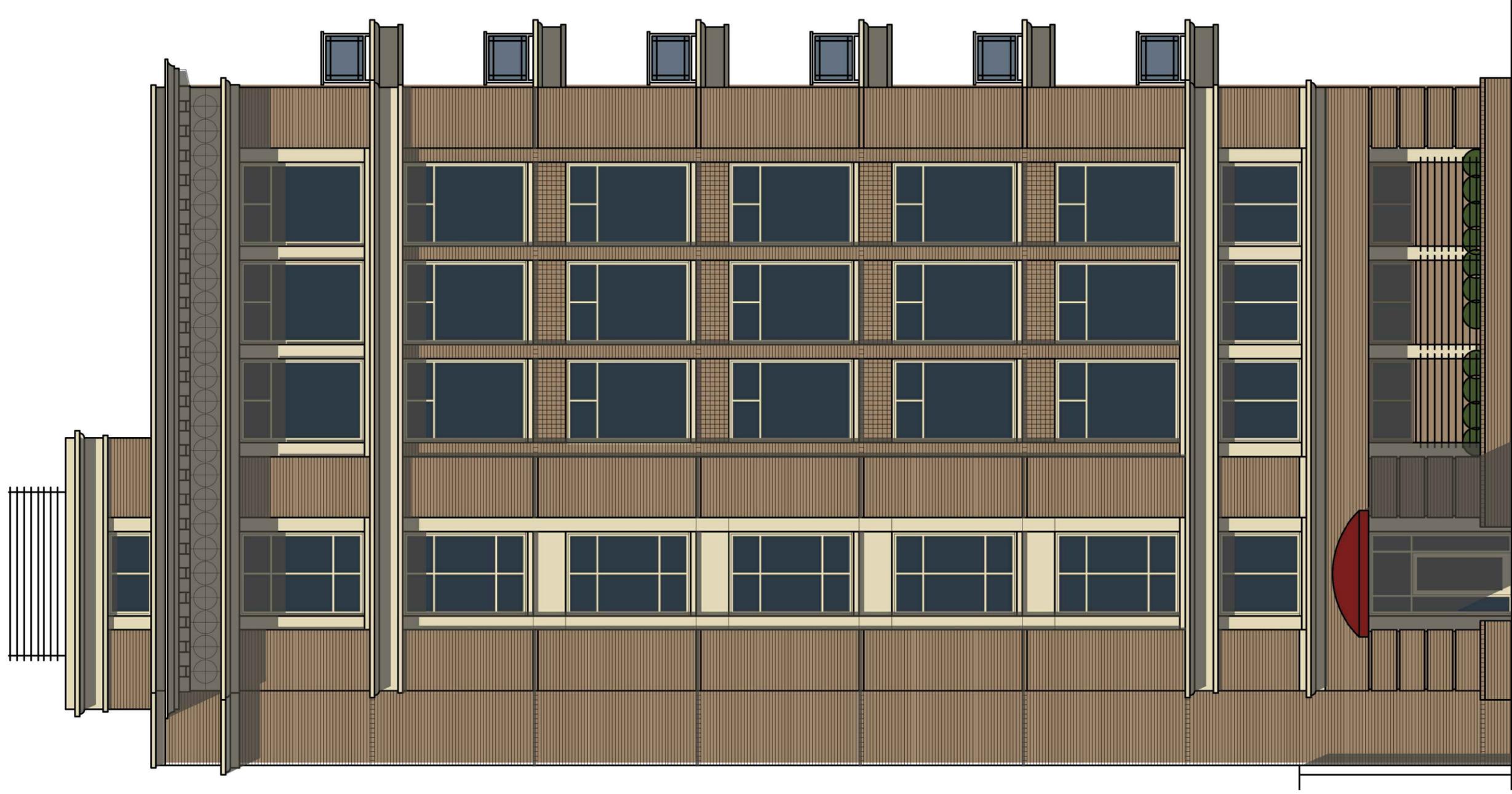
REVISIONS:

DATE:  
 07-25-17

DRAWING NUMBER:

**A-1.9**

**James P. Grigg, Architect**  
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 Charlottesville, Virginia 22902  
 434-971-8848 jgrigg@dgarchs.com



Color Scheme

- Brick - Cream/tan color range
- Mortar - tan
- Pre-cast - cream range
- Awning - Dark red
- Garage door - Cream range

**201 W. Water St.**  
CHARLOTTESVILLE, VIRGINIA

REVISIONS:

DATE:  
07-25-17

DRAWING NUMBER:

**A-1.10**

**James P. Grigg, Architect**

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434-971-8848 jgrigg@dgarchs.com

**COLOR RENDERING**

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



Agenda Date:	December 4, 2017
Action Required:	Consideration of a Special Use Permit
Presenter:	Brian Haluska, Principal Planner, Neighborhood Development Services
Staff Contact:	Brian Haluska, Principal Planner, Neighborhood Development Services
Title:	<b><u>517 Park Street SUP Request</u></b>

**Background**

**Applicant Request**

Kara Gloeckner of Weber Property Management LLC has submitted an application for a special use permit on 0.234 acres of property located at 517 Park Street. The special use permit is a request for a residential treatment facility of up to 12 residents. Residential treatment facilities of 8 or fewer residents are permitted by-right in the R-3 zone.

**Standard of Review**

City Council may grant an applicant a special permit or special use permit, giving consideration to a number of factors set forth within Zoning Ordinance Sec. 34-157 (Attachment 2). If Council finds that a proposed use or development will have potentially adverse impacts, and if Council identifies development conditions that could satisfactorily mitigate such impacts, then Council may set forth reasonable conditions within its SUP approval. Relevant code sections are listed below to assist in Council's determination.

**Relevant Code Sections**

- Zoning Ordinance

**Section 34-350(c) – Multifamily Residential**

The purpose of the multifamily residential zoning district is to provide areas for medium- to high-density residential development. The basic permitted use is medium-density residential development; however, higher density residential development may be permitted where harmonious with surrounding areas. Certain additional uses may be permitted, in cases where the character of the district will not be altered by levels of

traffic, parking, lighting, noise, or other impacts associated with such uses. There are three (3) categories of multifamily residential zoning districts:

1. R-3, consisting of medium-density residential areas in which medium-density residential developments, including multifamily uses, are encouraged;

- 2013 Comprehensive Plan

The 2013 Comprehensive Plan's General Land Use Plan specifies the Subject Property and its surrounding properties as High Density Residential. High Density Residential areas, according to the Comprehensive Plan, "includes all land intended to be occupied by multi-family residential types of housing (townhouses, apartments, condominiums). The density in these areas should be greater than 15 units per acre."

## **Discussion**

### **Overview of Staff Analysis**

The chief concern of staff regarding the request is the potential impact of increased parking demand on the surrounding properties. The applicant indicated that if the application was granted, the number of staff members working on site would be reduced as staff members that are not essential to running the facility at 517 Park Street would be re-located to another site. Staff aimed to memorialize this commitment in the form of a condition.

Staff finds that with the potential reduction to the parking demand, the impacts associated with the special use permit request can be accommodated by the site. Staff recommends that the application be approved with the following conditions:

1. The maximum number of staff members on site shall be limited to 5.

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

The City Council Vision of Economic Sustainability states that "We have a business-friendly environment in which employers provide well-paying, career-ladder jobs and residents have access to small business opportunities."

### **Community Engagement**

The applicant held a community meeting on October 12, 2017. Eight members of the public attended along with roughly 15 staff members of the facility.

City staff has received several items of correspondence from the public regarding this application. The majority of the correspondence received has been in opposition to the special

use permit, citing the impact that the additional occupancy will have on the parking surrounding the property, potential traffic impacts, and increased disruption to the neighborhood from increased calls for service to the Police Department.

The Planning Commission and City council held a joint public hearing on this application at the Planning Commission's regular meeting on November 14, 2017. Members of the public spoke for and against the proposed application. Those speaking in favor cited the work the applicant did in serving at-risk youth was vital to the community, and that the impacts of the proposed SUP could be managed on site. Those speaking in opposition expressed concern that the increase would lead to difficulties with parking on adjacent streets and lots, as well as a detrimental impact on the surrounding residential properties.

### **Budgetary Impact**

An increase the number of residents at the property at 517 Park would potentially lead to an increase in the number of calls for service to the Police Department. The applicant noted that under state regulations, they are required to call the police when a resident does not return to the facility on time, and that these types of calls make up the majority of the calls for service to the facility.

### **Recommendation**

The Commission took the following action:

Ms. Keller moved to recommend denial of this application for a special use permit.

Mr. Clayborne seconded the motion. The Commission voted 6-0 to recommend denial of the Special Use Permit. Ms. Dowell was not present.

### **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**

- (1) Proposed Resolution Approving a Special Use Permit
- (2) Staff Report with Application Materials Attached, November 2, 2017

**RESOLUTION  
APPROVING A SPECIAL USE PERMIT  
TO AUTHORIZE ESTABLISHMENT OF A RESIDENTIAL TREATMENT  
FACILITY FOR UP TO 12 PERSONS  
AT 517 PARK STREET**

**WHEREAS**, the owner of certain land (“Landowner”) located at 517 Park Street, identified on City Tax Map 53 as Parcel 9 and containing approximately 0.234 acre or 10,193 square feet (“Subject Property”) has requested a special use permit, in order to establish a residential treatment facility for up to 12 persons (the proposed “Special Use”), pursuant to City Code § 34-420 and Virginia Code § 15.2-2291. The Subject Property is within the City’s multifamily residential zoning District (“R-3”), subject to an architectural design control district overlay referenced in City Code 34-272; and

**WHEREAS**, the requested Special Use is described within the application materials submitted in connection with application number SP17-00006 (the “Application Materials”) and the Special Use is allowed within the Downtown Corridor Mixed Use zoning district pursuant to City Code § 34-420; and

**WHEREAS**, the Planning Commission reviewed the Application Materials and the City’s Staff Report dated November 14, 2017, and then, following a joint public hearing duly advertised and conducted by the Planning Commission and City Council on November 14, 2017, the Planning Commission voted to recommend that City Council should deny the proposed Special Use; and

**WHEREAS**, upon consideration of the comments received during the joint public hearing, the Planning Commission’s recommendation for denial, and the factors set forth within Sec. 34-157 of the City’s Zoning Ordinance, this Council finds and determines that granting the requested Special Use subject to suitable conditions would serve the public necessity, convenience, general welfare or good zoning practice; now, therefore,

**BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that, pursuant to City Code § 34-420, a special use permit is hereby approved, subject to the following condition: the maximum number of resident counselors and other employees of the treatment facility who may be on-site at any given time shall be five (5).

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

**APPLICATION FOR A SPECIAL USE PERMIT  
PLANNING COMMISSION AND CITY COUNCIL JOINT  
PUBLIC HEARING**

**DATE OF MEETING: November 14, 2017  
APPLICATION NUMBER: SP17-00006**

**Project Planner:** Brian Haluska, Principal Planner

**Presenter:** Brian Haluska, Principal Planner

**Date of Staff Report:** November 2, 2017

**Applicant:** Kara Gloeckner

**Current Property Owner:** Weber Property Management, LLC

**Application Information**

**Property Tax Map/Parcel # and Street Addresses:** Tax Map 53 Parcel 9 (517 Park Street)

**Total Square Footage/Acreage Site:** 0.234 acres

**Comprehensive Plan (Land Use Plan) Designation:** High Density Residential

**Current Zoning Classification:** R-3 Residential with Architectural Design Control District

**Tax Status:** The City Treasurer's office confirms that the taxes for the properties were current as of the drafting of this report.

**Applicant's Request**

Kara Gloeckner of Weber Property Management LLC has submitted an application for a special use permit on 0.234 acres of property located at 517 Park Street. The special use permit is a request for a residential treatment facility of up to 12 residents. Residential treatment facilities of 8 or fewer residents are permitted by-right in the R-3 zone.



in residential capacity will be offset by moving some staff offices off site, thus reducing the amount of traffic to the building.

The applicant previously requested a special use permit for up to 16 residents at the site in 2001. The Planning Commission recommended that the permit be denied, and the applicant withdrew the request prior to the City Council taking action. The minutes from the two Planning Commission hearings on the matter are attached to this report.

## **Land Use and Comprehensive Plan**

### **EXISTING LAND USE; ZONING AND LAND USE HISTORY:**

The property is currently a two story residential treatment facility.

Section 34-350(c) of the City Code describes the purpose and intent of the multifamily residential zoning districts:

“The purpose of the multifamily residential zoning district is to provide areas for medium- to high-density residential development. The basic permitted use is medium-density residential development; however, higher density residential development may be permitted where harmonious with surrounding areas. Certain additional uses may be permitted, in cases where the character of the district will not be altered by levels of traffic, parking, lighting, noise, or other impacts associated with such uses. There are three (3) categories of multifamily residential zoning districts:

(1)R-3, consisting of medium-density residential areas in which medium-density residential developments, including multifamily uses, are encouraged...”

**Zoning History:** In 1929, the property was zoned **A Residential**. 1949, the property was zoned **A Residential**. In 1958, the property was zoned **R-3 Multifamily Residential**.

### **SURROUNDING LAND USES AND ZONING DISTRICTS**

**North:** Immediately north of the property is a multifamily residential structure. Further north are low-density residential properties. These properties are zoned R-3 and R-1S with ADC District Overlay.

**South:** Immediately south of the property is an office building. This property is zoned R-3 Residential with ADC District Overlay. Further south are commercial uses in residentially scaled buildings.

**East:** Immediately adjacent to the east is First Presbyterian Church of Charlottesville. The property is zoned B-1 Business with ADC District Overlay. Further east are low-density residential structure. These properties are zoned R-1S.

**West:** Immediately adjacent to the west is a single-family residence. Further west of the site are other low-density residential structures. These properties are zoned R-3 and R-1S.

## **NATURAL RESOURCE AND CULTURAL FEATURES OF SITE:**

The site does not have any notable natural resources. The majority of the site is completely impervious with exception of the front yard. The applicant is not proposing any changes to the site layout.

## **COMPREHENSIVE PLAN ANALYSIS:**

Specific items from the Comprehensive Plan that support the proposal are as follows:

### **Land Use**

- Encourage small businesses that enhance existing neighborhoods and employment centers. (Land Use, 2.2)

### **Housing**

- Promote the use of rapid rehousing and permanent supportive housing options by providing support to programs and organizations serving the homeless and near-homeless populations, as well as those with challenges that would otherwise prevent independent living. (Housing, 2.5)

Specific items from the Comprehensive Plan that do not support the proposal are as follows:

### **Land Use**

- When considering changes to land use regulations, respect nearby residential areas. (Land Use, 2.1)

## **Public and Other Comments Received**

### **PUBLIC COMMENTS**

The applicant held a community meeting on October 12, 2017. Eight members of the public attended along with roughly 15 staff members of the facility.

City staff has received several items of correspondence from the public regarding this application. The majority of the correspondence received has been in opposition to the special use permit, citing the impact that the additional occupancy will have on the parking surrounding the property, potential traffic impacts, and increased disruption to the neighborhood from increased calls for service to the Police Department.

### **IMPACT ON CITY SERVICES:**

**Public Works (Water and Sewer):** The special use permit would not impact water or sewer service in and around the site.

**Public Works (Storm Drainage/Sewer):** The special use permit would not impact storm drainage in and around the site.

## **Staff Analysis and Recommendation**

### **ANALYSIS**

#### **Assessment of the Development as to its relation to public necessity, convenience, general welfare, or GOOD ZONING PRACTICE:**

The proposed special use permit would increase the overall residential density at the property. Residential treatment facilities, however, fall outside the typical accounting of residential density as well as classification by units per acre. Given the nature of the residential treatment facility use, it should not be evaluated as a multifamily residential development.

As noted above, the R-3 district description in the City Code notes that “Certain additional uses may be permitted, in cases where the character of the district will not be altered by levels of traffic, parking, lighting, noise, or other impacts associated with such uses.”

The R-3 zone is an appropriate location for residential treatment facilities. These uses do tend to have a greater impact on the parking on surrounding streets. The traffic impact of such a facility exceeds that of a typical use in a low-density residential district. Multifamily zoning districts are usually located along major roads that can accommodate these increases.

#### **Assessment of Specific Potential Impacts of the Proposed Development:**

**1. Massing and scale of the Project, taking into consideration existing conditions and conditions anticipated as a result of approved developments in the vicinity.**

The proposed special use permit would not impact the massing and scale of the existing structure.

**2. Traffic or parking congestion on adjacent streets.**

The proposed special use permit would impact the traffic of the proposed project by increasing the number of trips originating and terminating from the property. The trips calculations, however, are well within acceptable levels for the adjacent streets, especially given the traffic impact is dispersed across the business day.

The proposed special use permit would impact the parking congestion on the adjacent streets. Staff has heard numerous concerns from adjacent property owners regarding the impact to parking in the area of the subject property. Several property owners have indicated that vehicles visiting 517 Park Street have parked on adjacent off-street spaces. Additionally, the property is close to many single-family residences, and there is a concern that the available on-street parking that is already in short supply will be further taxed.

The property at 517 Park Street has a total of five spaces in the rear of the building accessed via an alley. The applicant has indicated that they have an additional 4 on-street parking permits. The applicant also has a lease securing four spaces on an adjacent property from 8:00 am to 5:00 pm on Monday through Friday.

**3. Noise, lights, dust, odor, vibration**

The proposed special use permit would not result in an increase in lights, dust, odor or vibration beyond the by-right structure. In 2001, members of the public raised concern about the amount of noise that may result from increasing the residential capacity of the property.

**4. Displacement of existing residents or businesses**

The proposal would not displace any existing residents or businesses.

**5. Ability of existing community facilities in the area to handle additional residential density and/or commercial traffic**

One member of the public noted that because of the nature of the use and the residents of the facility, the location's lack of proximity to a public open space can be seen as a detriment as residents lack available space to decompress.

The public has also raised concerns about the number of calls for service to the police from the property, and if an increase in the residential capacity of the property will increase the number of calls. The police department's crime mapping application does not specify street addresses, but shows 6 incidents that resulted in criminal reports in the 500 block of Park Street over the last 180 days.

**6. Impact (positive or negative) on availability of affordable housing**

The proposed special use permit would not increase the availability of affordable housing, nor would it remove any existing affordable housing.

**RECOMMENDATION**

The chief concern of staff regarding the request is the potential impact of increased parking demand on the surrounding properties. The applicant states in correspondence with staff that a number of factors will lead to less demand on the parking if the SUP is approved. Currently the facility at 517 Park houses 8 residents as well as STARS administrative functions. The administrative staff creates part of the demand for parking, along with the fact that the STARS program brings residents from other homes in the community to the facility at 517 during the day.

The applicant indicates that if the special use permit is approved, the overall number of residents served by the STARS program will be reduced by 4, which will lessen the demand at 517 Park

Street. Additionally, the STARS program intends to move its administrative staff off-site, which will also lessen the demand. The applicant indicates that the current maximum amount of administrative staff on-site during the day is 9 staff members, and if the special use permit is approved, that will be reduced to 4 staff members.

Staff finds that with the potential reduction to the parking demand, the impacts associated with the special use permit request can be accommodated by the site. Staff recommends that the application be approved with the following conditions:

1. The maximum number of staff members on site shall be limited to 5.

## **Attachments**

1. Copy of City Code Sections **34-157** (General Standards for Issuance) and **34-162** (Exceptions and modifications as conditions of permit)
2. Copy of City Code Section **34-541** (Mixed-Use Districts – Intent and Description)
3. Suggested Motions for your consideration
4. Application and Supporting documentation from the Applicant
5. Minutes from November and December 2001 Planning Commission meetings
6. Public Correspondence Received by Staff

## Attachment 1

### **Sec. 34-157. General standards for issuance.**

(a) 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.

(b) Any resolution adopted by city council to grant a special use permit shall set forth any reasonable conditions which apply to the approval.

**Sec. 34-162. Exceptions and modifications as conditions of permit.**

(a) In reviewing an application for a special use permit, the city council may expand, modify, reduce or otherwise grant exceptions to yard regulations, standards for higher density, parking standards, and time limitations, provided:

(1) Such modification or exception will be in harmony with the purposes and intent of this division, the zoning district regulations under which such special use permit is being sought; and

(2) Such modification or exception is necessary or desirable in view of the particular nature, circumstances, location or situation of the proposed use; and

(3) No such modification or exception shall be authorized to allow a use that is not otherwise allowed by this chapter within the zoning district in which the subject property is situated.

(b) The planning commission, in making its recommendations to city council concerning any special use permit application, may include comments or recommendations regarding the advisability or effect of any modifications or exceptions.

(c) The resolution adopted by city council to grant any special use permit shall set forth any such modifications or exceptions which have been approved.

## Attachment 2

### **Sec. 34-350. - Purpose.**

- a) *Single-family (R-1)*. The single-family residential zoning districts are established to provide and protect quiet, low-density residential areas wherein the predominant pattern of residential development is the single-family dwelling. There are four (4) categories of single-family zoning districts:
  1. R-1, consisting of low-density residential areas;
  2. R-1(S) ("small lot"), consisting of low-density residential areas characterized by small-lot development;
  3. R-1U ("university"), consisting of low-density residential areas in the vicinity of the University of Virginia campus; and
  4. R-1U(S) ("university, small lot"), consisting of low-density residential areas in the vicinity of the University of Virginia campus, characterized by small-lot development.
- b) *Two-family (R-2)*. The two-family residential zoning districts are established to enhance the variety of housing opportunities available within certain low-density residential areas of the city, and to provide and protect those areas. There are two (2) categories of R-2 zoning districts:
  1. R-2, consisting of quiet, low-density residential areas in which single-family attached and two-family dwellings are encouraged. Included within this district are certain areas located along the Ridge Street corridor, areas of significant historical importance;
  2. R-2U ("university"), consisting of quiet, low-density residential areas in the vicinity of the University of Virginia campus, in which single-family attached and two-family dwellings are encouraged;
- c) *Multifamily*. The purpose of the multifamily residential zoning district is to provide areas for medium- to high-density residential development. The basic permitted use is medium-density residential development; however, higher density residential development may be permitted where harmonious with surrounding areas. Certain additional uses may be permitted, in cases where the character of the district will not be altered by levels of traffic, parking, lighting, noise, or other impacts associated with such uses. There are three (3) categories of multifamily residential zoning districts:
  1. R-3, consisting of medium-density residential areas in which medium-density residential developments, including multifamily uses, are encouraged;
  2. R-UMD ("university medium density"), consisting of areas in the vicinity of the University of Virginia campus, in which medium-density residential developments, including multifamily uses, are encouraged; and
  3. R-UHD ("university high density"), consisting of areas in the vicinity of the University of Virginia campus, in which high-density residential developments, including multifamily uses, are encouraged.
- d) *McIntire/Fifth Street Residential Corridor*. The purpose of this district is to encourage redevelopment in the form of medium-density multifamily residential uses, in a manner that will complement nearby commercial uses and be consistent with the function of McIntire Road/Fifth Street Extended as a gateway to the city's downtown area.



### **Attachment 3**

#### **Approval without any conditions:**

I move to recommend approval of a special use permit as requested in SP17-00006, because I find that approval of this request is required for the public necessity, convenience, general welfare or good zoning practice.

OR

#### **Approval with conditions:**

I move to recommend approval of a special use permit as requested in SP17-00006, subject to conditions, because I find that approval of this request is required for the public necessity, convenience, general welfare or good zoning practice. My motion includes a recommendation for the following conditions:

1. The maximum number of staff members on site shall be limited to 5.
2. *[additional conditions]*

#### **Denial Options:**

I move to recommend denial of this application for a special use permit;



# City of Charlottesville

## Application for Special Use Permit

Project Name: 517 PARK ST RESIDENT INCREASE

Address of Property: 517 PARK ST., CHARLOTTESVILLE, VA 22902

Tax Map and Parcel Number(s): 53-9

RECEIVED

Current Zoning District Classification: R-3H

SEP 05 2017

Comprehensive Plan Land Use Designation: MIXED-USE

NEIGHBORHOOD DEVELOPMENT SERVICES

Is this an amendment to an existing SUP?     

If "yes", provide the SUP #:     

Applicant: KARA GLOECKNER (517 PARK LLC)

Address: 207 MONTGUE DR. CHARLOTTESVILLE, VA 22902

(LLC)

Phone: 434 760 3236 Email: CSPEAS975 @ GMAIL.COM

Applicant's Role in the Development (check one):

Owner

Owner's Agent

Designer

Contract Purchaser

Owner of Record:     

Address:     

Phone:      Email:     

### Reason for Special Use Permit:

Additional height:      feet

Additional residential density:      units, or      units per acre

Authorize specific land use (identify) MORE THAN 3 RESIDENTS (16)

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

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

(1) Signature Kara Gloeckner Print Kara Gloeckner Date     

Applicant's (Circle One): LLC Member LLC Manager Corporate Officer (specify)     

Other (specify):     

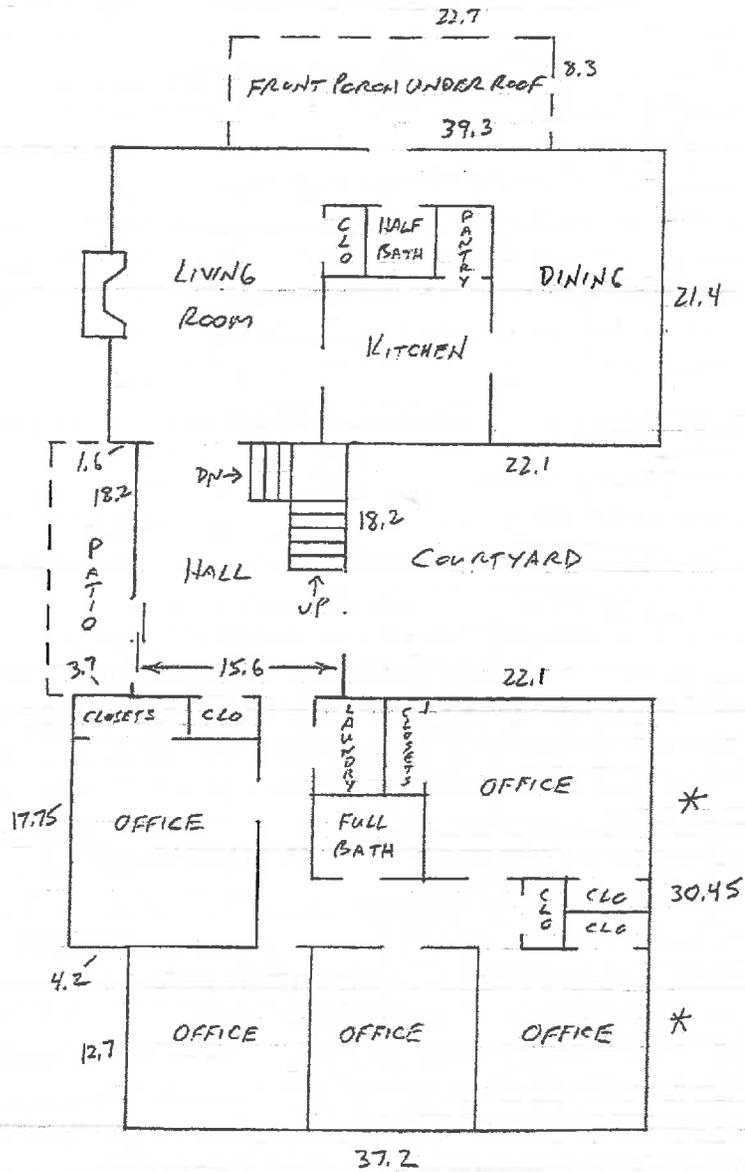
(2) Signature      Print      Date     

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

Other (specify):

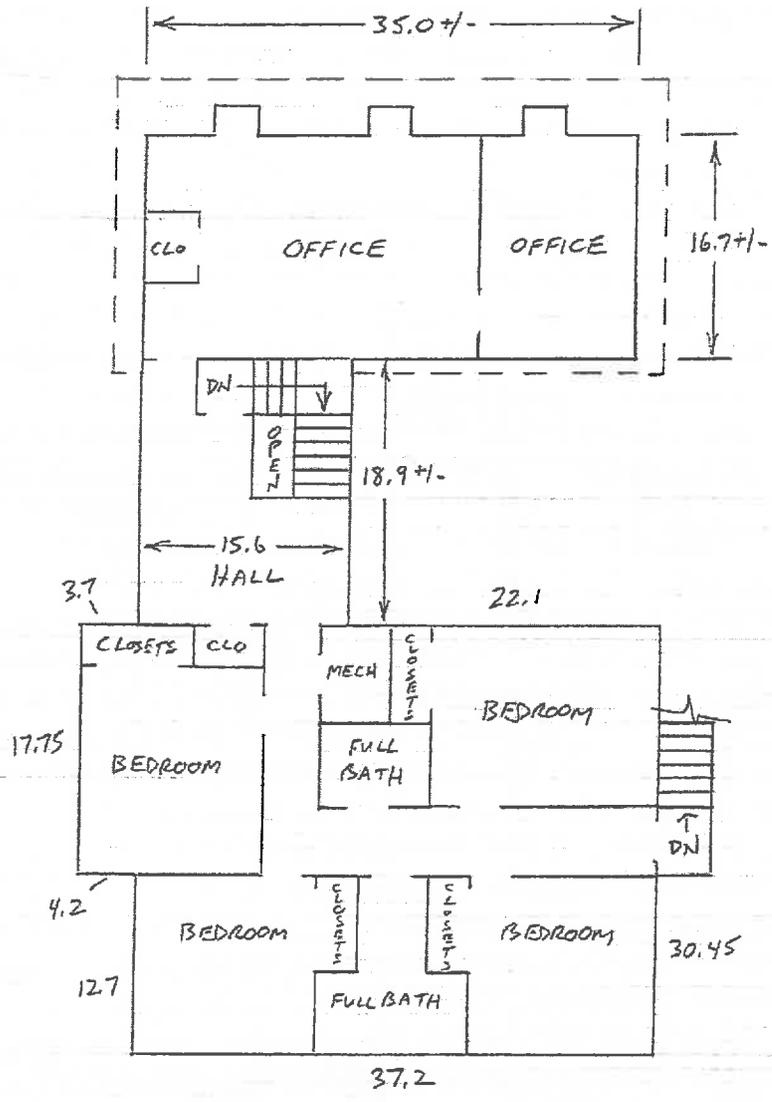
### First Floor Plans

The asterisks mark the location of the exterior stairs to the second floor and the sidewalk to the basement's side door.

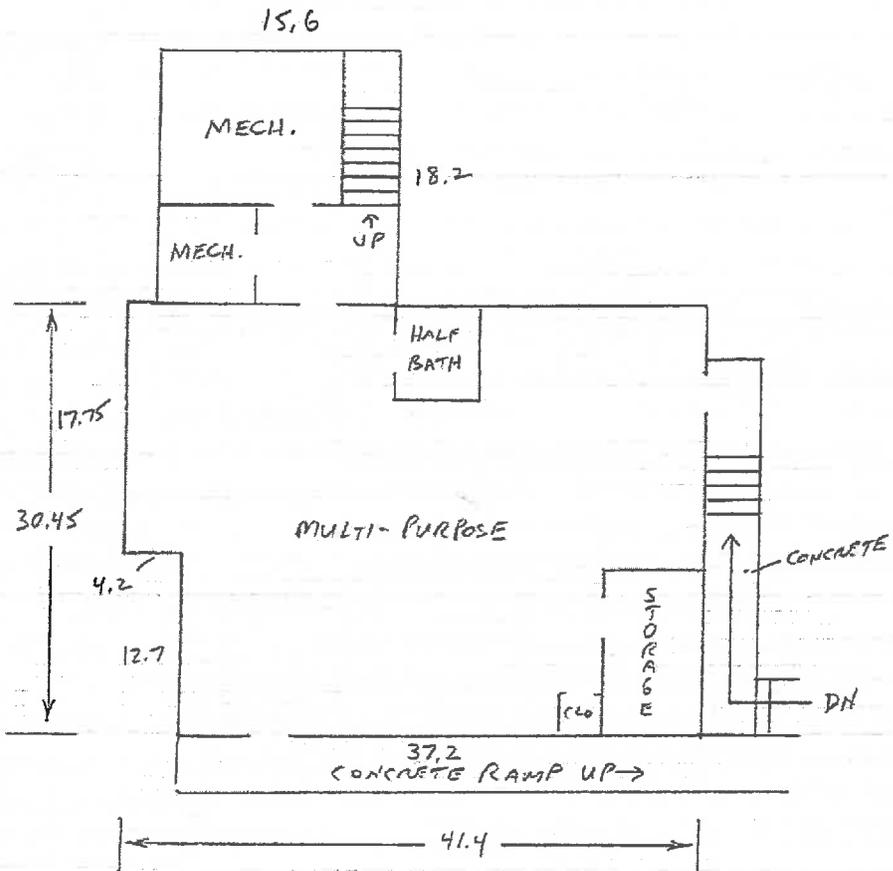


### Second Floor Plans

The dashed lines indicate the footprint of the front wing's first floor.



# Basement Plans





# 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 KARA GLOECKNER Address 207 MONTGUE DR, CHARLOTTESVILLE, VA 22901

Name BRIAN WEBER Address 517 PARK ST, CHARLOTTESVILLE, VA 22902

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Attach additional sheets as needed.

**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:** \_\_\_\_\_

**By:**

Signature Kara Gloeckner Print Kara Gloeckner Date 9/5/17

Its: \_\_\_\_\_ (Officer, Member, Trustee, etc.)

- **# of full-time residents**

The current number of residents in the Park St. group home is 8. Throughout the year, we often have open spaces despite the fact that we have a waiting list. The selection process for admission has lots of elements and is time consuming so census is often 80%. The annual average is 80%. The total maximum number of residents in all of our houses is 32 (16 boys & 16 girls in 4 homes).

- **how many other residents from other properties visit 517 Park during a day and their typical length of stay**

There are three other houses managed within the company and each of those three houses close during school day hours. Most youth attend school within the community but a few may need daily supervision provided during these hours. Two staff are specifically scheduled to navigate these youth. Reasons that a youth might be supervised at Park St. during the day includes illness, partial day education, night school, college, homebound instruction, suspension or participating in meetings with DSS or other team members.

- **how those other residents arrive and depart**

Once the youth attending school leave their homes, the remaining youth are collected by staff in a company vehicle that uses a parking permit to park next to the Park St home on Parkway.

- **how many staff are on duty during the work day and overnight hours**

During the work day from 8 a.m. – 4 p.m., there is one primary staff for girls and one for boys. These two staff park their personal vehicles in the driveways of the other locations and bring a company van to a permitted space on Parkway. There are at least two support staff available during that time to provide transportation to offsite locations such as court, job interviews, medical appointments, therapy, etc. One of these staff park their personal vehicle in the driveway of another location and uses a company vehicle to facilitate transports. This staff parks the company vehicle in our rear parking lot on an infrequent basis, usually an hour a day. During business hours, currently there is a finance manager, the staff supervisor, the Program Director and a Case Manager who park behind Comyn Hall in four leased spaces. The six spaces on the property are usually used by the CAO, the previously mentioned support staff, and visiting professional. One day a week, the maintenance manager will be working on the upkeep of the building and grounds and he will visit daily for an hour or so. Between 8 a.m. – 4 p.m. we have found our parking needs to be sufficiently met by what is available to us. In the past, we rented two additional spots from the church across the street but rarely used these and decided to let the lease run out.

During the hours of 4 p.m. to midnight, there are usually two staff at Park St, supervising children. By 5 pm, most of the administrators are leaving for the day and there is ample open parking behind our building. The street permitted parking is empty and the four adjacent

leased spaces are empty. There are also four free spaces directly in front of the Park St house available to everyone and rarely used by us at any time, even when available.

From midnight until 8 a.m. there is one required staff person who remains awake throughout the night and parks directly behind the building in our parking spaces.

- **The breakdown of staff on site that directly support the operation of 517 Park, versus staff that are devoted to the general operation of STARS.**

8 a.m. to 4 p.m

- 4 staff supervising/supporting children ( 1 who parks on the property and the others who drive company vehicles that park in the permitted spaces on Parkway)
- 2 staff who provide administrative support to youth ( both park at Comyn Hall)
- 3 general operation staff (2 park at Comyn Hall and 1 parks on the property)

4 pm- 12am

- 2 supervising staff (both park on property)

12am - 8

- 2 supervising staff

**if the SUP is approved.**

- **# of full-time residents**

12 girls at Park St. 28 total amongst 3 homes.

- **how many other residents from other properties visit 517 Park during a day and their typical length of stay**

- **how those other residents arrive and depart**

As mentioned, we would be decreasing our total number of girls from 16 to 12 so all of the traffic for our residents would decrease.

- **how many staff are on duty during the work day and overnight hours**

We would be doubling our resident staff from 2-4 during non school and sleeping hours 4-12pm. There are rarely visits during this time and we would be moving 4-6 resident staff to a new office to have space for the additional kids.

- **The breakdown of staff on site that directly support the operation of 517 Park, versus staff that are devoted to the general operation of STARS.**

8 a.m. to 4 p.m

- 4 staff supervising/supporting children ( 1 who parks on the property and the others who drive company vehicles that park in the permitted spaces on Parkway)

4pm - 12am

- 4 supervising staff (will park on property and at Comyn hall)

12am - 8am

- 2 supervising staff (park on property)

## Woodard Properties

224 14<sup>th</sup> Street NW, Charlottesville, VA 22903  
Phone: (434) 971-8860 FAX: (434) 293-2280  
Email: [Info@WoodardProperties.com](mailto:Info@WoodardProperties.com)

### MONTHLY PARKING AGREEMENT

This Parking Agreement, made this 9<sup>th</sup> day of February 2016 is between Comyn Grounds LLC, hereinafter referred to as 'Lessor,' with office located at 224 14<sup>th</sup> Street NW, Charlottesville, VA 22903 (434-971-8860), and STARS (GARRETT WOODARD LLC) jointly and severally, if more than one, hereinafter referred to as "Lessee," whether singular or plural. Woodard Properties is the Agent for Lessor. Lessor and Lessee hereby agree to the following additional terms and conditions:

#### 1. Property, Term and Parking Payments:

The term shall be month-to-month and shall commence on the 9<sup>th</sup> day of February 2016. This Parking Agreement shall terminate when one party gives to the other 30 days written notice of intent to terminate this agreement. Lessor shall provide Lessee with 4 parking permit(s) and permit(s) shall be valid during the following times:

- A.  Monday through Friday, 8am – 5pm (\$60.00 per space/per month).

Lessee also agrees to pay Lessor \$60.00 per month for parking in a space at the lot at 601 Park Street except that the portion of the first month shall be prorated to \$40.00. Payment is due on the first (1<sup>st</sup>) day of each month, payable to Woodard Properties. Cash is not accepted for payment. Fees may apply for credit card transactions or any electronic payment.

#### 2. Conditions:

- a. Permit is only valid for the time period specified above. If the vehicle will be parked in the lot after these hours, Lessee must pay additional fees using the payment system according to the posted instructions and rates.
- b. Permit must be visible at all times. If permit is not properly displayed the vehicle may be towed, without warning, at owner's risk and expense.
- c. Permit is for the assigned vehicle(s) ONLY. It is not transferable without prior approval from Lessor. Lessee must immediately notify Lessor of any change in vehicle information.
- d. In the event of snow, parking will be available after 7:30AM to allow for snow removal. Use of the parking lot when snow and/or ice are present is strictly at the risk of Lessee.
- e. Permit gives Lessee access to park in the lot at 601 Park Street but does not guarantee parking as it is subject to availability.
- f. Permit is not valid to park on any other property owned or managed by Lessor.
- g. Parking and use of the parking lot is strictly at Lessee's own risk including, but not limited to, vehicle and personal safety and security, including when snow and/or ice is present.
- h. Lessee shall be liable for any damages to Lessor's property caused by Lessee or by Lessee's vehicle.
- i. Lessor may change the configuration of the parking area, as Lessor deems necessary.
- j. Lessee acknowledges and understands that Lessor contracts a towing company to patrol the parking lot at 601 Park Street. The towing company will remove any vehicles not displaying a valid parking permit or parking receipt (for after hours parking) at the vehicle owner's risk and expense.

Initials fw

k. Loss of permit will result in a \$20 replacement fee.

**3. Late Payments and NSF Payments:**

In the event that Lessee's full payment is not received in the office of Lessor by 5:00PM on the 5<sup>th</sup> day of each month, Lessee agrees to pay a late fee of \$20 per permit. Lessee also agrees to pay a \$35.00 handling fee for any check returned by the bank for any reason. Lessor reserves the right to require a cashier's check or money order for payment.

**4. Non-Payment:**

If any payment required to be made under this Parking Agreement is unpaid when due, and Lessee fails to make such payment within five (5) days after written notice is served on Lessee notifying Lessee of non-payment and of Lessor's intention to terminate this Parking Agreement if such payment is not paid within the five day period, Lessor may terminate this Parking Agreement and parking permit will immediately become invalid and any vehicle parked in the parking lot displaying such permit may be towed, without warning, at owner's risk and expense.

**5. Lessor's Remedies After Termination:**

If this Parking Agreement is terminated due to a breach or default, Lessor shall have a claim for unpaid parking fees, a termination fee equal to one month's parking fee and a separate claim for actual damages for the breach or default and reasonable attorney's fees as provided by law. Actual damages include collection costs of any kind incurred by Lessor to collect amounts owed by Lessee and interest at 18% on the unpaid balance until paid in full. In the event that Lessor files a warrant for collection of any unpaid amount due under this Parking Agreement, Lessee agrees to pay a processing fee of \$75.00, in addition to court costs and legal fees. In the event the parking permit(s) are not returned to Lessor, Lessee agrees to pay \$200.00 per permit for replacement.

**6. Contact Person:** Lessee hereby appoints BRIAN WEBER as a primary Contact Person for this Parking Agreement. The Contact Person shall be responsible for communicating with all person(s) listed as Lessee and/or Vehicle Owner/Operator as well as distributing any additional copies of this Parking Agreement. Contact Information is as follows:

Work Phone Number: ( 434 ) 970 - 1904

Mobile Phone Number: ( 434 ) 760 - 3259

Email: BWEBER@THESTARSPROGRAM.COM

PMB 338  
Box 338

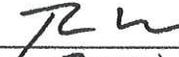
**7. Notices:** All notices to be given with respect to this Parking Agreement shall be in writing. All notices from Lessor to Lessee should be sent to STARS 536 PANTOPS CIR CH-VALENTIA VA 22911 and all notices from Lessee to Lessor should be sent to Woodard Properties, 224 14<sup>th</sup> Street, NW, Charlottesville, VA 22903. Each notice shall be sent by mail or hand delivered to the party to be notified at the address set forth herein or at such other address as either party may from time to time designate in writing. Every notice shall be deemed to have been given the day following the postmark by the United States Postal Service or the day of hand delivery to the Premises. Nothing contained herein shall be construed to preclude personal service of any notice in the manner prescribed for personal service of a summons or other legal process.

All policies, which are or may become in effect governing the operation of the parking facility, apply to all parkers. Prices, terms and policies are subject to change with reasonable notice. Penalties for failure to comply with First & Market Parking regulations include revocation of permit, towing, legal action or other means Lessor deems necessary to enforce its parking policies. Authorized vehicles are registered as follows:

Initials JW

<u>Vehicle and Operator Information for Permit #1:</u>		Permit #: _____
Year: _____	Color: _____	
Make/Model _____	License # & State _____	
Vehicle Owner/Operator: _____		

This Parking Agreement is the only agreement regarding parking between the two parties. If approved by Comyn Grounds, I agree to the terms outlined above:

By:   
 Printed Name: BRIAN WEBER MEMBER  
 Date: 2.8.16

**The undersigned personally unconditionally guarantee the performance by Lessee of all obligations pursuant to this Lease:**

Guarantor:   
 Printed Name: BRIAN WEBER MEMBER  
 Date: 2.8.16

Lessor:  Date: Feb 9, 2014  
 Authorized Agent for Woodard Properties

## Planning Commission Regular Meeting Minutes – November 12, 2001

1. SP--01-10-15: An application for a special permit to use the property at 517 Park Street for a children's group home for up to 16 children. The general uses allowed in the R-3 Residential zoning of the property are for multi-family residential development of up to 21 units per acre by right. This property is further identified on City Real Property Tax Map #53 as Parcel 9, having approximately 70.5 feet of frontage on Park Street, 142 feet of frontage on Parkway Street and containing approximately 10,179 square feet of land, or .23 acres. The general uses called for in the Land Use Plan of the Comprehensive Plan are for multi-family residential at a density range of twelve (12) to eighty-seven (87) units per acre.

Ms. Vest presented the staff report including a history of 517 Park Street. It was constructed in the mid-1980's as a group home for the CAARC; at that time the zoning ordinance did not require a special use permit. The building has been used by the Virginia Institute for Autism. The current applicant is seeking approval to return the building to use as a group home for 16 adolescent females. State law allows up to eight adolescent females to be treated as a single-family residence; anything over eight requires a special permit. The usual special permit criteria were considered including access, circulation, traffic, utilities, natural environment, noise, displacement of current residents, housing and school impact, and historic impact. The site was deemed appropriate for a group home. There is agreement with some of the concerns raised to date.

The noise associated with 16 adolescent girls; however, the home will be subject to the City's noise ordinance as is any residential use. Density in relation to the existing eight bedroom facility meets or exceeds all existing building code standards for that many girls. The building's history shows that it was built for 14 residents, approval is recommended with the stipulation of 14 residents.

Mr. Key called on the applicant to make a statement.

Mr. Brian Weber, representing the STARS program, addressed the concerns. He felt that there would be little noise since most of the girls have jobs. They would not be playing in the yard. They have very little free time and their time is very structured.

He stated that this house was chosen due to its proximity to the skating rink and the recreation center, the bus lines, doctors and therapists. The site was chosen to facilitate the needs of the children. The house has over 6,000 square feet which will allow ample personal space. He closed his remarks by stating that he would like to see approval for 16 residents, but he would accept a decision of 14.

Mr. Key called for comments from the public.

Ms. Kara Gloeckner, of 717 Wolftrap Road, Charlottesville, spoke in favor of the plan. She stated that she and her husband, Brian Weber, had been in this business three years. She had worked in 517 Park Street previously when it was a group home. The home had been designated for 14 residents at that time because one bedroom had been reserved for staff. The proposed group home will have no sleeping staff; staff will remain awake to monitor the adolescents 24 hours a day.

Ms. Yvonne Lavan, of 393 Madison Road, Standardsville, spoke in favor of the home, noting that these were not bad girls. They were girls that have had bad situations and they deserved a good neighborhood.

Mr. Garrett Smith, of 329 Parkway Street, Charlottesville, spoke in opposition of the proposal. He expressed concern over not hearing about the meeting earlier than Sunday. He felt that it was inappropriate not to notice the hearing to neighboring streets. His concerns included the noise issue, the lack of the presence of adults in the facility, the discouragement of economic development activities in the neighborhood, traffic will be increased on side streets, rather than Park Street, due to the location of the site. Mr. Smith stated his belief that the neighborhood is adamantly opposed to this entire process and that the decision is being made without proper neighborhood input.

Ms. Frances Walton, of 532 Park Street, spoke in opposition of the proposal. She felt that the fact that these girls would be involuntary residents of the home, placed there by the courts or Social Services, is a very big factor for consideration. There would be supervision issues for 16 residents. Further concerns included the reported behaviors of residents at similar facilities: sexual activity in the yard, frequent police and rescue squad visits, excessive noise levels, and vandalism. She asked that the CPC specify the rules associated with a special permit if it were granted.

Mr. Barton requested that the Chair give a two-minute notice to the speakers.

Mr. William Walton, of 2114 Ivy Road, a real estate agent for a property in the neighborhood, spoke in opposition of the proposal. He had reviewed police reports on the other residences, which have eight or fewer residents, run by this organization. After pointing out that not every police call results in a report he disclosed a total of 74 reports for three residences: 19 in 26 months, 16 in ten months, and 39 in 19 months.

Mr. David Heilbronner, of 534 Park Street, spoke in opposition of the proposal. He registered concern over lack of notice for meetings held at times when many could not attend. His questions included: How much supervision would be in place? Who is responsible for damage/vandalism to local property? What is the effect on future business and home buyers? Will there be effective enforcement of the noise ordinance?

Ms. Lynn Valentine, of 534 Park Street, spoke in opposition to the number of young women with problems in this area. While there is a need for intermediate places for these people, 16 is too many for any neighborhood.

Ms. Toni Zeller, 1144 Meriwether Street, a STARS employee, spoke in favor of the proposal. The ladies come from all walks of life with a variety of backgrounds.

Ms. Marla Ziegler, of 616 Park Street, agreed with most of what had been said. Density is the issue. Why is there no resident adult? Three employees working eight-hour shifts is problematic.

Ms. Jackie Taylor, of 104 Northwood Circle, representing the North Downtown Residents Association, spoke in opposition to the proposal. Not enough facts have been provided to the residents who should be allowed some input in this matter.

Ms. Carrie Burke, of 614 Park Street, spoke in opposition to the proposal. The neighborhood association needs the proper facts to weigh the matter. The neighborhood supports other group homes in the area and is concerned about the lack of information provided for this home.

Having heard from all who had signed up to speak, Mr. Key asked for further comments from the public.

Mr. Steve Bolton, of 332 Parkway, spoke in opposition of the proposal. He agreed with the concerns over the change of population type. The rules of the house show possible problems.

Having no further public comment, the applicant was recalled to comment further.

Ms. Gloeckner addressed some of the statistical information. Two of the homes mentioned are not theirs. There are no babies in the population, only teen-aged girls. An adult is always present; rotating the staff reenergizes the staff and helps the girls. Part-time staff includes police officers, teachers, nurses and other professionals. As a method of accountability for the adolescents, all police calls are initiated by the home, none have been by neighbors.

Mr. Tolbert addressed the concerns of lack of notice to the surrounding neighborhood. Legally the Planning Commission is required to notice adjacent neighborhoods; all might not have been. A policy adopted previously required notice to Neighborhood

Associations and all property owners within 500 feet; this was done for six property owners. He suggested that the proposal be continued until the December meeting in fairness to all concerned. Mr. Tolbert also apologized to the neighbors and the members of the CPC.

Ms. Johnson-Harris suggested that the applicants speak with the Neighborhood Associations.

Mr. Weber said they had done that in Johnson Village for that group home.

Mr. Key asked if there were a motion for that suggestion.

Ms. Johnson-Harris made the motion to defer until the December 11 meeting with the suggestion that the applicants meet with the Neighborhood Association prior to December 11.

Ms. Lewis seconded the motion.

Mr. Barton asked if deferment meant giving up the question and answer session.

Mr. Tolbert said they would be better off doing that.

Mr. Key confirmed that the motion is to defer until the December meeting with the suggestion that the applicant meet with the Neighborhood Association in the interim before that meeting. With the motion having been made and seconded, Mr. Key asked for any discussion.

Mr. Cox wanted to verify that there would be no questions and answers that evening.

Mr. Key confirmed that there would be no questions during the current meeting.

Mr. Higgins called the roll for the vote. The motion carried unanimously.

Mr. Key apologized to the public on the Commission's behalf.

### **Planning Commission Regular Meeting Minutes – December 10, 2001**

1. SP--01-10-15: An application for a special permit to use the property at 517 Park Street for a group home for up to 16 residents. The general uses allowed in the R-3 Residential zoning of the property are for multi-family residential development of up to 21 units per acre by right. This property is further identified on City Real Property Tax Map #53 as Parcel 9, having approximately 70.5 feet of frontage on Park Street, 142 feet of frontage on Parkway Street and containing approximately 10,179 square feet of land, or .23 acres. The general uses called for in the Land Use Plan of the Comprehensive Plan are for multi-family residential at a density range of twelve (12) to eighty-seven (87) units per acre. This item was deferred from the November 13, 2001 Public Hearing.

Ms. Vest presented the staff report which summarized the history given in the November meeting. The property at 517 Park Street was most recently the Virginia Institute for Autism. When originally built in the early 1980's it was built for between 12 and 14 residents. However, there may have been up to 16 residents at various times. The property is currently zoned R-3. This particular type of group home is licensed under the Virginia Department of Social Services and may have up to eight residents without a special use permit. Park Street includes a variety of zoning including R-3, R-2, R-1A and B-1. Ms. Vest also reiterated the requirements for approval of a special use permit. She then went over the concerns as previously stated in November. The applicant is prepared to add four parking spaces to meet City standards/Codes. The house is subject to the City's noise ordinance. Staff will be present 24 hours a day. The house complies with the Land Use Plan. The applicant is pursuing a shared parking arrangement with the adjacent property owners. The building was designed to house 12 to 14 residents and the public has expressed concerns over a density of 16 residents. In terms of impacting upon schools, the residents will be split between Albemarle County and Charlottesville City schools. The property falls under the review of the Board of Architectural Review. The applicant will comply with all Federal, state and local laws governing operation of a group home. This application was originally scheduled for review at the November 13th meeting. During that Joint Public Hearing, it became apparent that some property owners had not received proper notice so the item was deferred until the December meeting. Approval is recommended of a group home of up to 14 residents subject to the conditional approval of final site plan approval by staff.

Mr. Key called on the applicant to make a statement.

Ms. Carol Gloeckner, of 717 Wolftrap Road, Charlottesville, is part owner of the STARS program with her husband, Brian Webber. They have two other group homes, one in Johnson Village, which houses six girls, and another in the Belmont area, which houses eight girls. They must comply with and be licensed

by the Interdepartmental Office of Regulations for Child Caring Facilities. Working under this office and under the Department of Social Services they face regular inspections as well as surprise inspections. They have had inspections with no violations at the other sites. The property at 517 Park Street has passed an inspection and licensure should be granted by the end of the week for a capacity of eight with a guarantee of approval for whatever capacity is granted by the CPC. They want to use the facility to its full capacity to provide opportunities for the girls. At a meeting with the Neighborhood Association they found friends and support instead of the opposition they expected.

Mr. Key called for comments from the public.

Mr. Brian Webber, of 717 Wolftrap Road, Charlottesville, agrees with the applicant, his wife. After meeting with the Neighborhood Association they decided to meet with the Neighborhood Association on a monthly basis with the availability of meeting more frequently as needed. They want to be good neighbors and work out issues that may arise. The house has eight bedrooms and would accommodate 16 residents. Past use by a different organization was 14 residents and one room for sleep-in staff. Since staff will remain awake, all bedrooms are available for residents.

Ms. Patty Thomas Cato, of 2242 Hansens Mountain Road, Charlottesville. Has served as a CASA, Court Appointed Special Advocate, and as such has worked with abused and neglected children. She knows of the quality of STARS group homes and spoke in favor of the plan and the applicants.

Ms. Diane Ogher Smith, of 329 Parkway, Charlottesville, spoke in opposition of the proposal. The population density seems too high for that location. She believes that there is a great deal of opposition in the neighborhood. Ninety-six residents on eight surrounding streets were polled and 88 people signed a petition in opposition to the special permit. Of the eight non-signers, three had no opinion based on lack of information. Ms. Smith presented the petition to the CPC.

Ms. Barbara Shenfield, of 321 Parkway, spoke in opposition of the proposal after having talked with the director of the ARC of the Piedmont, which had built 517 Park Street for 16 residents and then found it to be too small. Further concerns involved the adverse impact of 16 adolescent girls in a building that had most recently been a day school for 12 residents.

Mr. Kevin Burke, of 614 Park Street, Charlottesville, spoke in opposition of the proposal. He and his wife are not against the facility, but are concerned about the number of residents and the negative impact of STARS facilities with more than eight residents in other neighborhoods. The decision for this site could set a precedent for the City as a whole.

Mr. David RePass, of 227 East Jefferson Street, Charlottesville, spoke in favor of the plan. He had attended the neighborhood meeting skeptical of the home and left the meeting as a supporter. Having toured the property, he urges the CPC to grant the 16 resident request.

Ms. Marla Ziegler, of 616 Park Street, Charlottesville, spoke in opposition of the proposal based on the density. She was not opposed to the home, only to the number of residents.

Ms. Jackie Taylor, of 104 Northwood Circle, Charlottesville, spoke in opposition of the proposal. Area residents with small children have concerns about this proposal. The home is needed, but the numbers will impact the neighborhood with traffic, parking, and the ability of the STARS staff to manage this number of adolescent girls.

Ms. Ashlin Smith, a 41-year resident of 620 Park Street, Charlottesville, spoke in opposition of the proposal. As the grandmother of three grandchildren who also live near the site, she is afraid for Park Street. Her concern is that the problems of the adolescents will require every bit of existing space and more supervision than is provided. While the neighborhood has welcomed group homes, the number of residents is too large.

Ms. Denise Lunsford, of 612 Malcolm Crescent, Charlottesville, spoke in support of the proposal. Residents will be using public transportation. They are required to work 20 hours per week. The girls will be busy with work, school and household chores.

Ms. Lynn Valentine, of 534 Park Street, Charlottesville, spoke in opposition of the proposal. Her concern was over the large number of residents. Sixteen adolescent females will have a negative impact on the neighborhood.

Ms. Toni Zeller, of 1144 Meriwether Street, Charlottesville, and an employee of STARS, spoke in favor of the plan and addressed concerns that had been raised by neighbors of 517 Park Street.

Mr. Stan Tatum, a 20-year resident of 540 Park Street, Charlottesville, spoke in opposition of the proposal. His concern is over the number of residents.

Mr. Bud Treakle, of 611 Park Street, Charlottesville, spoke in opposition of the proposal. As someone who raised three teen-aged boys, his hat is off to anyone attempting to care for eight to 16 teen-aged girls. His biggest concern is with the density of the home.

Having heard from all who had signed up to speak, Mr. Key asked for further comments from the public.

Ms. Jackie Lichtman, of 336 Parkway, Charlottesville, spoke in opposition of the proposal. She is not opposed to a home of eight girls, but she objects to the larger number of residents due in part to the lack of yard space for 517 Park Street.

Ms. Colette Hall, of 101 Robertson Lane, Charlottesville, spoke in opposition of the proposal. Her concern is with the lack of recreational activities for a large number of residents. The primary recreation source is the Downtown Mall which already has too many unsupervised adolescents throughout the day.

Ms. Andrea Reese, a former resident of the Shamrock STARS home, spoke in favor of the proposal. She spoke of the strict schedule which was followed by the residents.

Ms. Jennifer Ferguson, of 721 Cargil Lane, Charlottesville, spoke in opposition of the proposal. While she is not against a group home, she is also concerned with the large number of residents. She suggested

opening the home with eight residents and then, after seeing how it impacts the community, begin to increase the number of residents gradually.

Ms. Elizabeth Cuchar, 528 Valley Road, Charlottesville, wanted clarification on referrals, especially what is "appropriate" and "inappropriate."

Having no further public comment, the applicant was recalled to answer members' questions.

Ms. Lewis verified that this would be the third house for the applicant and inquired about the location of the organization's offices. Ms. Glockner stated that they would be in the 517 Park Street facility. Ms. Lewis further asked about how many employees would man the corporate office there, to which the applicant replied that there are six work stations but not all will be in use at the same time. Ms. Lewis asked how many would be in the house at one time to conduct business.

Ms. Lewis then asked for a description of who the residents would be if the permit were granted. The applicant replied that the majority of the girls are between 15 and 17. Eighty percent would be in high school. Ms. Glockner also explained that there is no "typical" resident.

Ms. Johnson-Harris wondered how many would be from Charlottesville community and the applicant estimated one-fourth.

Mr. Barton asked if that meant the city. Ms. Glockner replied in the affirmative.

Ms. Johnson-Harris requested a break down on City and County schooling. The applicant had no response at this time.

Mr. Tolbert asked about the corporate office being located at 517 Park Street especially as regarded parking spaces since parking spaces had been planned based on resident needs and not employee needs. He stated that additional parking would be needed above and beyond the four planned spaces.

Ms. Lewis wondered if the shared parking proposal had been resolved. Mr. Webber spoke with PHA over shared parking issues, they have spaces available for STARS staff after normal business hours. Ms. Lewis inquired if the agreement was formalized.

Mr. Barton inquired about the size of the other properties owned by the applicants. Mr. Webber stated that the other two are probably smaller than 517 Park Street.

Mr. Barton then asked how the amount of occupants had been decided for the other properties. Ms. Glockner stated by the number and size of the bedrooms.

Mr. Barton then asked about the benefits of increasing the size of the household from eight to 16. While he understood that the house is big enough for more than eight, he wanted to hear about the benefits for the household community. Mr. Webber stated that eight more children would have a place to live.

Ms. Lewis asked if there would be a resident counselor for the home. Ms. Glockner stated that all of the staff are residential counselors. There would be no live-in full time employee.

Ms. Lewis then asked if the applicants had yet closed on the property. The applicants are in a lease/purchase. The lease is a closed contract. However, there is a purchase contract with a spring closing date.

Mr. Caravati asked if they had considered locating elsewhere to be closer to their client base. The applicants had not considered the county because of the availability of public transportation and the proximity of jobs and services.

Mr. Lynch inquired as to how many of the 14 residents at the other two homes are working and how many are in school. Ms. Glockner provided a break down for him. Only three of the 14 are in need of jobs.

Mr. Caravati asked how the girls got around. The applicant stated that they used public transportation.

Mr. Caravati then asked how the proposed residents would get to the County schools and how was City versus County decided. The applicant stated that it is the decision of the social worker as to which school is attended.

Mr. Tolbert asked if there were resident counselors at the other homes. The applicant replied in the negative.

Mr. Wood asked if there would be a problem with truancy and how the girls would get to the County schools. Ms. Glockner replied that there was a County bus stop at the corner of Hedge and Park.

Mr. Barton asked if referrals could be refused. Ms. Glockner answered, "Absolutely." The applicants are not forced to take referrals. The applicant estimated that they turn down five kids for every one they take.

There being no further questions, Mr. Key allowed the applicant to offer some rebuttals to the community concerns.

Ms. Glockner believes that the other homes do not adversely impact their neighborhoods. No neighbor has ever been victimized by a resident. There has never been a violation of the noise ordinance and there are rules governing listening to music – none can be played outside.

Ms. Damon asked if the police ever come with sirens on. Ms. Glockner replied that they never had.

Mr. Webber explained state licensure.

Mr. O'Halloran asked about office staff. Mr. Webber is the only staff person. Everybody else is a residential counselor first. Mr. O'Halloran then asked if the same people did both residential counseling and office work. Ms. Glockner stated again that Brian Webber was the only staff person.

Mr. Barton asked about license requirements regarding the ratio between counseling staff and residents. The applicant replied that during the day it is one to ten, evenings are one to 15. However, the applicants currently do one to four or one to three.

There are also one to one times.

Ms. Damon asked about emergency procedures. The applicant explained that all employees have cell phones, all are trained in crisis management.

Mr. Key inquired about emergency back up. He asked if there was a staff on call other than the two individuals. The applicant stated that, yes, there was an on-call staff every night. In fact, there was an on-call staff member for every hour of the day.

Ms. Lewis inquired of the Neighborhood Development staff and the City Attorney if there was a resident counselor requirement for group homes in the zoning ordinance. Ms. Kelly stated that was an interesting question.

Ms. Lewis stated that this was her neighborhood and thanked STARS for providing program information. She also thanked the neighbors who met with the applicant. In her opinion, the facility is okay for the purpose intended. However, she felt 14 should be the maximum number of residents. She is concerned about the amount of parking available. She expressed the hope that the applicant and the neighbors could become good neighbors.

Ms. Johnson-Harris felt that even though there is a need for these facilities, the staff's recommendation of 14 or less residents would be better. She also expressed a concern over parking needs. A smaller group allows more individual time between staff and residents. She cannot support 16. She would have to go with 14 or less.

Mr. O'Halloran was impressed by the neighborhood coming together. He was persuaded by the neighbors concerns about increased density. He stated he was in favor of doing what current zoning and state law allow and suggest. He suggests going with a group home of eight residents.

Ms. Damon would only support eight to start to see how it worked out in the neighborhood.

Mr. Barton stated he was impressed by the points expressed. The issues concerning him include the fact that the size of the house should not dictate the number of residents. He feels that the house was overbuilt for the lot. He also stated his concern over the inability of the applicant to demonstrate the benefits of having 16 residents as opposed to fewer residents.

Mr. Wood expressed his concern over the amount of supervision of the residents. He also expressed concern over the fear factor of the neighbors. Due to these reasons, he felt that the special use permit should be denied at this time.

Mr. Wood then moved that the request for the special use permit be denied. The motion was seconded by Mr. O'Halloran.

Mr. Key commended both the neighborhood and the applicant for a positive experience and the dialog between them. He then also stated that he felt the home could support 12 adolescents which would provide a ratio of one counselor to three residents.

Ms. Lewis, in further discussion, stated that in addition to the parking and traffic issues, the necessary programming for the residents would impact the neighborhood if there were more than eight residents.

Mr. Key stated that the motion had been made and seconded to deny the special use permit. He then asked for further discussion. Seeing none, he called for the vote.

Mr. Higgins called the vote. After voting had started, Mr. Key brought up the procedural question of whether the special permit which was being voted on was for 14 or 16.

Mr. Tolbert stated that the motion was to deny the special permit as requested. Mr. Key reiterated that the special permit request was for 16 residents. Ms. Kelly clarified the motion and vote. Her understanding was that the motion was to deny the special permit request as applied for by the applicant, which was for 16. That was seconded and was voted on. Ms. Kelly expressed the opinion that it was too late to amend the original motion.

The vote carried six to one with Mr. Key voting against the motion.

Mr. Tolbert clarifies that Board did not deny permit, but rather made a recommendation to City Council to deny which will be taken up at a later meeting, probably January 7th meeting.

#### **April 15, 2002 City Council Minutes**

Mr. Caravati said that the resolution granting a special permit for the STARS group home on Park Street has been withdrawn by the applicant.

Support: (1) April Wimberley

Oppose: (10) Mark Heller (Conditionally), Jim and Eileen Donovan, Barbara Shenefield, Nikuyah Walker, Seth Liskey, Jonathan Hornsby, Jacqueline Lichtman and Russ Linden, Jennifer Ferguson, Andrew Watson

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Attn: **Brian Haluska, Department of Neighborhood Development Services**

City of Charlottesville

Re: **517 Park Street STARS Residential Treatment Facility SUP**

October 3, 2017

Mr. Haluska:

I am owner of **325 Parkway Street**, near 517 Park Street STARS facility SPECIAL USE PERMIT Applicant, since 1994. Hence I can remember when Comyn Hall at 601 Park Street was a nursing home.

Applicant STARS seeks to *increase on site housing* at 517 Park Street to 16 residents (from current 8) by converting current space used for Administrative offices into residential use. In addition, STARS facility will *increase* number of on site staff for support services for these residents, but allegedly *reduce* the number of on site administrative office staff.

I do not object to the Special Use Permit, provided the following significant concerns regarding Parking and Public Safety re: increased Entry / Egress of vehicles / visitors / staff at 517 Park Street driveway(s) on Park Street and Parkway Street are completely addressed by the City of Charlottesville:

1. Entry / and in particular Egress of vehicles to 517 Park Street facility via Park Street driveway and curb cut is a problem. Park Street thru traffic frequently travels at excessive speed at this location. On street parked vehicles on each side of 517 Driveway entrance, especially taller SUV's or vans, and the slope of Park Street plus slight curve at this location *block clear visual sightlines with Park Street thru traffic in both directions of travel. This creates public safety issue*, in particular when vehicles seek to exit STARS 517 Park Street driveway out to Park Street.
2. Encouraging STARS vehicles, busses and vans for residents, staff, and visitors to *increase their use of Parkway Street driveway access as a "solution" is unacceptable* re: access issue above via Park Street. *This non-solution will simply dump increased vehicle entry / exit use and impact on public safety and quality of life onto Parkway Street residential use quiet side street where I and my neighbors live.*
3. Parking. I completely oppose allowing STARS facility to have parking spaces or additional permits to park on Parkway Street, which is Residential Permit parking. STARS Applicant claims arrangements for additional off-street parking spaces contracted with Woodard Properties (Comyn Hall 601 Park Street) and Presbyterian Church across Park street from 517. These leased off-street parking arrangements may change in future, and hence I require / strongly suggest the **SPECIAL USE PERMIT terms be**

***conditional on having these off-street parking spaces. The SUP and City should require that increased number of residents be reduced if additional off-street parking spaces for staff & visitors is reduced in the future, a distinct and unknown factor and possibility.***

**4. The City of Charlottesville should do Park Street "Traffic Study" thru traffic count and speed survey with 2 counting strips a measured distance apart across (a) northbound travel Park Street , and (b) southbound travel Park Street to both count vehicles and determine speed.** If possible, traffic count data acquisition should span at least two week 24/7 period with ability to break this down per hr; one expects Park Street thru traffic vehicle speeds to be higher at times outside of rush hr congestion periods. This traffic analysis would be meaningful for City to actually know *vehicles per day* and *vehicles per hr* on Park Street adjacent to downtown here, and corresponding *vehicle speeds* in each direction (north travel toward 250, south travel toward High Street / downtown).

Mark Heller

(312) 256-7104

Email: volvo122b18 at yahoo.com

Homeowner: 325 Parkway Street adjacent affected property SFH

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I have these concerns:

16 will increase police response significantly.

The folks at Stars gave us a report of 52 police calls in six months.

Six of the cases involved violence.

8 is maybe like an extra large family but 16 cannot in any way be consistent with residential use.

If granted the permit would continue with the property and who knows what the next proposal for tenants/occupants would be?

Young Men with troubles in their teen years?

Young early released convicts?

Homeless or addicted individuals?

What conditions can be applied to the permit?

Young women only?

X number of police incidents of a violent nature and the permit is lost to the original limit of 8?

Probationary granting for a single year for full review.?

I am opposed to the Special Use Permit as currently requested.

We are the owners of 671 Park Lane E in the same neighborhood.

Jim and Eileen Donovan

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Hello Planning Commission

We live in the immediate vicinity of the STARS home on Park Street. They have recently re-applied for permission to expand the occupancy of their already overbuilt group home. We oppose this. The home is already home to more than enough residents, and doubling the occupants can not be in their best interests. STARS currently consumes many local resources, such as police, public schools, parking, and traffic. To double the number of residents would more than double these demands.

Thank you

Barbara Shenefield

Barbara Shenefield

[www.shenefielddesign.com](http://www.shenefielddesign.com)

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Hi All:

It has been brought to my attention that Kara Gloeckner is seeking permission to expand the number of beds that STARS provides. I was an employee for Stars during the late 90's or early 2000's and witnessed many dysfunctional and illegal practices at the administration level. STARS has consistently failed the children in their program and it's employees. My brother was employed at STARS during 2016, and his reports mirror the dysfunction that I witnessed as an employee. I encouraged him to find a new job for a year. He left last summer.

Also, I recently worked with one of four former employees who had a founded neglect charge because of an incident at STARS. All four of DSS's findings of founded ( Level 2 physical neglect charge) were reversed, but not before four employees were victimized by Kara and DSS. Kara deflected administrative shortcomings to her staff. This was a typical practice when I was employed at STARS.

I'm sure you all are aware of the negative press that STARS has received in the past. I encourage you all to prevent the expansion of this program. Was this part of the planning process behind closing the Attention Home?

Blue Skies,

Nikuyah

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From: seth liskey [mailto:sethliskey@gmail.com]

Sent: Sunday, November 05, 2017 9:55 AM

To: Creasy, Missy

Subject: Special Use for 517 Park Street - STARS

Dear Counsel Person,

I wanted to take time to write you about the special use permit requested for STARS/517 Park Street being presented to the council November 14, 2017. I am against the proposal for a multitude of reasons:

- Stars is a for-profit organization. Most of the adolescents serviced by STARS are not from Charlottesville. Local taxpayers are bearing the cost for police services, social services, and education to name a few.
- There have been 51 police calls YTD. This produces concern in the neighborhood for the safety of people and property. It also causes extra traffic on the street, blocks the flow of traffic, and ruins the peacefulness of the community. If STARS cannot handle 8 girls, they should not double the number. It's proven that adding more adolescents to situations like this increases stress, aggression, and other behavioral issues. To think adding 8 girls and one or two additional staff members will improve the current issues is absurd.
- Once a special use permit is granted, it can convey with the property. Ms. Gloeckner threatened to sell the property to the Arc of The Piedmont during the community meeting. She believed we, as a community, would see handicapped adults as a worse scenario than troubled adolescent teens aged 13-22 with histories of substance abuse, sexual offenses, and mental illnesses. If given the permit, 517 Park Street could end up housing 16 of anything... such as adults with the same issues. As a community we fear for our safety and the safety of our children.
- Parking is already an issue. Ms. Gloeckner is trying to convince us that increasing the number of children will help. Between counselors, employees, guests, social service workers, and police we know it will only get worse.

I am writing to you not only as a property owner and tax payer, but as a parent and a concerned member of the community. I am not alone in believing sixteen troubled adolescents shouldn't be placed in such a small space, in a small neighborhood. Ms. Gloeckner may argue she feels this is in the best interest of the adolescents in her care, but she admitted in the community meeting this request has been made because of her separation from her husband. I encourage you to protect the people and properties surrounding 517 Park Street vs. Ms. Gloeckner's profits and leave the limit at eight.

Thank you for your time,

Seth Liskey

534 Park St

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November 13, 2017

Planning Commission

c/o Missy Creasy, Assistant Director

I would like to add my voice to those who feel that it would be harmful to the public welfare if the city allowed the STARS House to increase its number of residents to more than eight. I have two basic concerns:

1. My main concern is for the reduced quality of life of the nearby neighbors. I live two-and-a-half blocks from the house but I have talked to the people who live next door and two doors down. One neighbor reported that the high number of police calls to the STARS House alarmed his young children and created some apprehension in the adults of the neighborhood—a low-level fear in the back of their minds that wasn't there before the house was used for at-risk youth.

I believe that the concerns the nearby neighbors should be the concerns of the whole neighborhood. As you know those concerns include nuisances like litter, noise, and the effects of increased parking and car traffic, sometimes even causing the neighbors to do landscape repair.

2. The community discussion of this zoning-change has brought to light a larger issue of concern, which is the welfare of the girls who currently live in the house. I know that the welfare of the city's youth has been a primary goal of the city for decades. I read the opinion of a Charlottesville High School teacher who said that the STARS girls have experienced a lot of trauma in their lives and that adding more residents would harm them.

I have observed the operation of two transitional houses in Charlottesville, both operated by the Bridge Ministry, which works with drug and alcohol offenders. The ministry has no more than four men living in each of the two houses, with one supervisor at each house. There is no magic number for the ideal density of "at-risk" residents living together, but lower seems to be better. Eight seems high to me, and 16 seems like it would damage the girls and the neighborhood.

Sincerely,

Jonathan Hornsby

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Members of the Planning Commission & City Council

We are writing to you in regard to the STARS house at 517 Park Street. Our family lives behind the house and shares the alley between us. When the STARS group moved into the Park Street house in 2002, they were allowed to have 8 girls but petitioned the Planning Commission to get a special permit

for 14 girls. At that time this petition was denied. Now once again the owner of STARS, is petitioning the Planning Commission to get a special permit to allow 16 girls in the house.

We ask the Planning Commission to maintain the current limit of 8 girls in the STARS house. Our neighbors and we agree that there is a need for a therapeutic group home for girls that need to be in that environment. We have no problem with the STARS house being where it is. Our objection is with increasing the capacity of the STARS house from 8 to 16 girls.

Some of our concerns are listed below:

1. During the day parking is very tight. The STARS parking lot is almost always full with at least 6 spaces. They also have 4 permits to park on the street and they use 5 parking spots in the Comyn Hall parking lot across the street from our house. More girls will require more staff, more social workers, tutors etc. and therefore more cars. We can't imagine how they can accommodate more cars that will be necessary if there are more residents.
2. There is no backyard or sideyard to the STARS house. When the girls hang outside, it is in the parking lot which is really the alley next to our house. The group gathering sometimes leaves litter of cans, cigarette butts, candy wrappers etc. -- Again, if there are more girls living in the house, then more of the girls will need to find space outside and this problem will get worse. It seems obvious that when many people are together in a group home – getting some breathing space outside is necessary.
3. The Charlottesville City of Police report that there have been 41 calls to the STARS house from Jan – Sept 2017. 17 missing/runaway; 5 warrant services, 5 disorderly conduct, 1 drug investigation, 1 suspicious activity and other odds and ends. The requests for police help were made by the staff at the STARS house, not by neighbors. If the staff cannot maintain control for 8 girls how can they manage 16 girls?
4. With 8 bedrooms in the house that means that each bedroom will have 2 troubled girls who may not know each other and will have very little private space. We cannot believe this is what is best to help these girls.
5. The STARS program is a for-profit business. And the girls they take care of are not from Charlottesville, but from other areas around the state. Many of the girls are so troubled that they need to be home schooled and the Charlottesville public schools need to provide tutors. This is a drain on City resources.

We firmly believe that 8 girls is enough in that one house.

Thanks for considering our input.

Jacqueline Lichtman

Russ Linden

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Commissioners and Councilors:

I am a mother, a lawyer, and a resident of the North Downtown neighborhood. I write regarding the Special Use Permit requested by the Structured Therapeutic Adolescent Residential Service (STARS) to increase its capacity from eight to sixteen children. I strongly support the mission of the STARS house and urge you to approve its request. This is particularly important at this moment in Charlottesville's history. Surely, the events of recent months have shown us the results of divisiveness, and the profound need for a compassionate and inclusive community. The STARS request to help additional children is one small way to demonstrate our commitment to those values.

In my consideration of whether to support the STARS expansion I have reviewed publicly available information, including the minutes<sup>1</sup> of the 2001 Planning Commission meeting evaluating a similar previous request by the STARS house; recent police reports detailing the number and nature of calls regarding the home; media reports; and information on the STARS website regarding its staff and programming. Nothing in the public materials I reviewed persuaded me that the addition of eight girls to the home would negatively impact our neighborhood. In fact, I found comforting the following facts, among others: the home is in compliance with all local, state, and federal regulations governing such group homes and is regularly inspected by the Department of Social Services; the house is subject to the city's standard residential noise ordinances; the girls will have little time or opportunity for any offensive behavior impacting the neighborhood, as they will be busy with school, household chores and required program events, and the older girls with part-time jobs; at least one adult will be present with the girls at all times, with additional staff on-call at all times; and staff members of the STARS program include licensed social workers, police officers, teachers, and nurses.

Some of my neighbors have argued against the inclusion of additional girls at the STARS house. They claim it would negatively impact traffic and the availability of parking near the house; that the house unduly drains the city's police and school resources; that property values may be negatively impacted; and that the girls will be noisy or otherwise offensive to the peace of the neighborhood. Respectfully, I believe some of these predicted negative effects are mere annoyances at best, while some are wholly unfounded. For example, as reflected in the 2001 minutes and police reports, most or perhaps all of the calls to police were initiated by the home itself and not by neighbors. The vast majority of the calls to police have been mandated calls regarding children who are late for periodic check-ins; to my knowledge, few calls have required dispatched police officers or have involved violence of any sort.

It also seems highly improbable that the city's absorption of an additional eight children would so significantly impact local services that the rest of us would be negatively affected. Historically, half of the STARS residents have attended city public schools, while the other half attends county schools. With an additional eight residents, *four* would attend Charlottesville schools. This hardly seems an unbearable burden to the public education system. Likewise, the girls' impact on public transportation or other city services would be negligible.

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<sup>1</sup> <http://www.charlottesville.org/departments-and-services/departments-h-z/neighborhood-development-services/development-ordinances/city-planning-commission/minutes/2001-minutes/dec-11>.

As for the claim that the presence of a therapy treatment home for 16 young girls will negatively impact property value, I can only offer that I don't foresee such effects in a neighborhood as desirable as North Downtown. More importantly, I believe that the long-term well-being of dozens of young girls – and the ripple effect their well-being can have on our community – is incalculably more valuable than the risk of some unknown small decrease in property assessments.

Charlottesville is a college town. We are home to over 16,000 undergraduate students, a population not unknown for noise, high-density group housing arrangements, alcohol abuse, public drunkenness, sexual assaults and many other forms of disruptive or even criminal behavior. Yet, we have managed as a city to co-exist with this population and even to celebrate the richness the students add to our community. It doesn't seem credible to me that the North Downtown neighborhood, by contrast, is incapable of co-existing with a group of 16 young women undergoing the difficult work of healing and growth.

I ask the Council to remember its own Vision Statement, declaring Charlottesville a leader in “social and economic justice” and a “united community that treasures diversity.”<sup>2</sup> As a city we promise to offer housing opportunities “for all income levels, racial backgrounds, life stages and abilities” and to provide “a strong support system” for our residents. These are the very services the STARS program provides. I can hardly imagine a simpler case for demonstrating our city's proclaimed values; if some vague fears and suspicions prevent us from helping these girls, the world will conclude our city is progressive in words only and not in deed. And I would have to agree. If we are not willing to help these children, then who is worthy of help? If not these girls, who?

Finally, I note that an inside source conveyed to me that the SUP is all but denied already and that the public process is just a formality. I hope that's not true but if it is – what a *shame*.

Thank you very much for your time and your careful consideration of these issues.

Sincerely,

April Wimberley

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Dear Brian,

I am opposed to the expansion by any number over 8 for the STARS house. I plan to speak at the meeting this week and this is what I will be saying:

As I said at the STARS information meeting in October, I honor the kind of work that is being done at this facility and facilities like this one. It's hard work. Also, I do not mind that STARS is making some decisions based on the need to make a profit. Making a profit is not evil. It's part of the American dream for many people. It can be a positive incentive as long as it's done honestly and lawfully.

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<sup>2</sup> <http://www.charlottesville.org/departments-and-services/departments-a-g/city-council/city-council-vision-statement>.

However, I am still very much opposed to your group home on Park Street expanding beyond the legal limit of 8 girls. I am speaking as a teacher who has taught girls very much like the girls Ms. Gloeckner has taken under her wing and as a parent of teenage girls.

The girls that come to STARS are there because they need lots of help making good decisions. That requires continuous positive role modeling. Typically these girls are making decisions from a base of anxiety, depression, developmental delay, fear, impulsiveness and other afflictions that often lead to misguided and sometimes harmful consequences for themselves and others around them. These girls need more positive influences rather than more like-minded peer influences around--that doesn't seem possible when you increase the number of girls beyond 8. With more girls, there is more negative energy for them to feed off of, more opportunities for poor peer influence and less chance that the positive adult examples will prevail. There is a proven phenomenon called "youth culture" that basically proves that as you increase the number of teens in a group, even if you keep the same teen:adult ratio, the youth culture will overcome the adult influence. The Council for Accreditation also recommends: "for the supervision of children in residential care...there are **no more than** four children per worker during working hours...Smaller ratios are recommended for intensive residential treatment programs and short term diagnostic centers."

The proposed expansion is harmful to a group of girls who need undivided, individualized and committed attention even more than the average teenage girl. For the girls' sake, the STARS house should not be granted a SUP for any more than 8 girls.

I would also like to address the issue of surrounding neighbors. Almost all of the STARS neighbors seem to honor the work being done and the girls who receive the services, but they are also feeling the impact: loud noises, foul language, and frequent police calls. STARS neighbors are concerned--they too want to make a profit--with the property values of their homes. They also want to have a safe community without being woken up by yelling and screaming or police lights at odd hours of the night. It has been said that the majority of police calls are responding to the minor offense that the girls are missing--either because they have left the property without permission or because they have failed to show up and sign in on time. These are poor decisions. Poor decisions usually beget further poor decisions.

Eight is the legal limit for the STARS group home and seems to strike a tenuous balance between STARS and its neighbors. Any number beyond 8 becomes off balance and harms community--not only within the STARS house but also outside the STARS home. For these reasons, I am opposed to an SUP that allows for more than 8 residents to live at the STARS Park Street facility.

Thank you

Jennifer Ferguson

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Brian,

Thanks for hearing my concerns today.

As i mentioned the current parking strain on my property from stars is an issue. I do not see the change of business use as a solution.

Currently they use 3 or more of my spots on a daily basis. It seems increasing any staff or residence will only make the parking worse.

The encroachment of their handicap ramp is a whole other issue that has not been addressed and will not be under the change of use they are submitting.

Thanks

Andrew Watson

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CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



<b>Agenda Date:</b>	December 4, 2017
<b>Action Required:</b>	None
<b>Presenter:</b>	Timothy Heaphy, Partner, Hunton & Williams, LLP
<b>Staff Contacts:</b>	Maurice Jones, City Manager Craig Brown, City Attorney
<b>Title:</b>	<b>Independent Review of 2017 Protest Events</b>

**Background:**

On three separate occasions during the summer of 2017 the City of Charlottesville became a rallying point for white supremacist groups from around the country. They claimed that Charlottesville was chosen because of the City's decision to remove the Robert E. Lee statue from Lee Park.

On May 13<sup>th</sup>, local resident Jason Kessler and Richard Spencer, leader of the National Policy Institute, held protest events in the form of a day time march from McGuffey Park to Jackson Park and a night time, torch-lit event at Emancipation Park (formerly Lee Park.) On July 8<sup>th</sup>, roughly 50 representatives from the Loyal White Knights of the Ku Klux Klan, based out of Pelham, North Carolina, rallied in Jackson Park and were met by over 1,000 counter-protestors. On August 12<sup>th</sup> over 1,000 white supremacists descended upon Charlottesville to attend the Unite the Right Rally at Emancipation Park and were met by an estimated 2,000 plus counter-protesters.

Each event had a traumatic effect on the City culminating in the tragic events of August 12<sup>th</sup> when Ms. Heather Heyer was killed and dozens of others were injured in a terrorist attack on a crowd of bystanders at the corner of 4<sup>th</sup> and Water Streets. Two Virginia State Troopers, Berke M.M. Bates and H. Jay Cullen, also tragically perished when the helicopter they were piloting crashed in Albemarle County on that day.

In the aftermath of these unprecedented events, the City hired Timothy Heaphy, a partner with the law firm of Hunton & Williams and former U.S. Attorney for the Western District of Virginia, to lead a team of professionals to review the events of the summer and to provide recommendations for how the City could improve upon its response for future large-scale events. The team reviewed the preparation for and response to each event by interviewing over 150 people, reviewing hundreds of hours of video including pole cameras, body cameras, footage from Virginia State Police helicopters, and video from social media postings. In addition, thousands of documents were reviewed.

## **Discussion:**

Mr. Heaphy will hold a press event during the week of November 27<sup>th</sup> to present the team's findings, followed by a formal presentation to City Council on December 4<sup>th</sup> at 7:00 p.m. City Councilors will be given the opportunity to ask questions of Mr. Heaphy and his team. In addition, City Manager Maurice Jones will offer an action plan concerning the report's recommendations.

The discussion will be followed by a special public hearing.

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

The Independent Review aligns with several of the City Council Vision areas, including:

### A Community of Mutual Respect

*In all endeavors, the City of Charlottesville is committed to racial and cultural diversity, inclusion, racial reconciliation, economic justice, and equity. As a result, every citizen is respected. Interactions among city leaders, city employees and the public are respectful, unbiased, and without prejudice.*

### Smart, Citizen-Focused Government

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

This initiative aligns with the Strategic Plan Goal 1: An Inclusive, Self-Sufficient Community, and Goal 2: A Healthy and Safe City.

## **Budgetary Impact:**

There is no budgetary impact at this point, but there may be additional expenses associated with the recommendations from the report in the future.