



**CITY COUNCIL AGENDA**  
**Monday, August 21, 2017**

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

**7:00 p.m.** **Regular Meeting - CALL TO ORDER**  
*Council Chambers*

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

**AWARDS/RECOGNITIONS** Women's Equality Day  
**ANNOUNCEMENTS**

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

**BOARDS/COMMISSIONS**  
**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 July 17, 2017
  - b. APPROPRIATION: Funds for the City of Charlottesville's 2017-2018 Community Development Block Grant – \$430,316.31 (2<sup>nd</sup> of 2 readings)
  - c. APPROPRIATION: Funds for the City of Charlottesville's 2017-2018 HOME Funds – \$90,748.69 (2<sup>nd</sup> of 2 readings)
  - d. APPROPRIATION: HOME Investment Partnerships Program – \$3,214.26 (2<sup>nd</sup> of 2 readings)
  - e. APPROPRIATION: Amendment to Community Development Block Grant Account (2<sup>nd</sup> of 2 readings)
  - f. APPROPRIATION: Virginia Department of Social Services (VDSS) Employment for Temporary Aid to Needy Families (TANF) Participants Grant – \$66,667 (1<sup>st</sup> of 2 readings)
  - g. RESOLUTION: Authorizing Execution of a Standard Project Administration Agreement for State-Aid Highway Maintenance Projects (1<sup>st</sup> of 1 reading)
  - h. APPROPRIATION: VDOT Primary Extension Paving Project Funds – \$52,085 (1<sup>st</sup> of 2 readings)
  - i. APPROPRIATION: Substance Abuse and Mental Health Services Administration Drug Treatment Court Grant Award – \$294,140 (1<sup>st</sup> of 2 readings)
  - j. APPROPRIATION: Charlottesville/Albemarle Adult Drug Treatment Court Grant Award – \$205,000 (1<sup>st</sup> of 2 readings)
  - k. RESOLUTION: Supporting Safe Routes to School ("SRTS") Projects (1<sup>st</sup> of 1 reading)
  - l. APPROPRIATION: Safe Routes to School Non-Infrastructure Grant Application – \$59,000 (1<sup>st</sup> of 2 readings)
  - m. APPROPRIATION: Juvenile Accountability Block Grant – One-Time Special Fund Family Check Up and Everyday Parenting Training Grant - \$20,000 (1<sup>st</sup> of 2 readings)
  - n. APPROPRIATION: Greenstone on 5<sup>th</sup> Corporation Sponsorship Agreement for Enhanced Police Coverage – \$82,184 (1<sup>st</sup> of 2 readings)
  - o. APPROPRIATION: Albemarle County Reimbursement for the Central Library Water Infiltration Project – \$22,789.83 (1<sup>st</sup> of 2 readings)
  - p. APPROPRIATION: Emergency Medical Services System Improvement Strategy and Cost Recovery Program (1<sup>st</sup> of 2 readings)
  - q. RESOLUTION: Establish Fee Schedule for Emergency Medical Services Vehicle Transport Services (1<sup>st</sup> of 1 reading)
  - r. RESOLUTION: Transfer Capital Contingency Funds for Purchase of Mobile Data Computers for the Charlottesville-Albemarle Rescue Squad (1<sup>st</sup> of 1 reading)
  - s. ORDINANCE: Urban Archery Ordinance and related revisions (2<sup>nd</sup> of 2 readings)
  - t. ORDINANCE: Closing and Vacating First Street South (2<sup>nd</sup> of 2 readings)
  - u. RESOLUTION: Confirmation of the Declaration of a Local Emergency (1<sup>st</sup> of 1 reading)

**2. ORDINANCE\*:** Woolen Mills Village Historic Conservation District (2<sup>nd</sup> of 2 readings) – **30 min**

3. REPORT: Efficiency Study Priority 1 Recommendations Update – 15 min
4. RESOLUTION\*: Liberation Day (1<sup>st</sup> of 1 reading) – 10 min
5. REPORT: Vinegar Hill Monument – 15 min

OTHER BUSINESS

## GUIDELINES FOR PUBLIC COMMENT

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

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

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

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

CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	July 17, 2017
Action Required:	Appropriation and Approval
Presenter:	Tierra Howard, Grants Coordinator, NDS
Staff Contacts:	Tierra Howard, Grants Coordinator, NDS
<b>Title:</b>	<b>Approval and Appropriation of CDBG &amp; HOME Budget Allocations for FY 2017-2018</b>

**Background:**

This agenda item includes the revised Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) final budget allocation for FY 2017-2018 appropriation for the HOME Investment Partnerships (HOME) funds to be received by the City of Charlottesville from the U.S. Department of Housing and Urban Development (HUD).

**Discussion:**

On May 15, 2017, City Council approved the *estimated* appropriation of the City's CDBG and HOME funds for FY 2017-2018 totaling \$371,309 Entitlement (EN) Grant, and \$42,268.31 in Reprogramming for a total of \$413,577.31. The HOME total consists of an estimated \$58,520 which is the City's portion of the Consortium's appropriation, \$14,630 for the City's 25% required match, \$19,357.13 in HOME EN available after program income (PI) applied, and \$3,214.26 in program income carry forward for a total of \$90,748.69. In addition to the budget, Council also approved any percent changes to the estimated amounts to be applied equally to all programs and no agency's allocation would increase more than their initial funding request.

On June 22, 2017, the City received the official allocation from HUD for the CDBG and HOME programs. The City's allocation has changed to \$388,048 in CDBG entitlement and \$42,268.31 in Reprogramming for a total of \$430,316.31. The HOME total consists of \$57,113.25 in HOME entitlement funds, \$14,278.31 of City match funds, \$19,357.13 in HOME EN available after PI applied, and \$3,214.26 in program income carry forward for a total of \$90,748.69.

**Community Engagement:**

A public hearing was held for the proposed CDBG and HOME FY 17-18 budget on May 1, 2017. There were no comments provided by the public. Per the CDBG/HOME Citizen Participation Plan, there are no other community engagement efforts required as a result of the

revised resolutions.

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

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

**Budgetary Impact:** The HOME program requires the City to provide a 20% match. The sum necessary to meet the FY 2017-2018 match is \$14,278.31, which will need to be appropriated out of the Charlottesville Housing Fund (CP-0084) at a future date.

**Recommendation:**

Staff recommends approval of the appropriations. Funds will not be available or eligible to be spent until HUD releases funds. Funds included in this budget will not be spent until HUD releases the entitlement after the Action Plan is approved.

**Alternatives:**

No alternatives are proposed.

**Attachments:**

- 2017-2018 CDBG and HOME Budget
- Appropriation Resolution for CDBG funds (Revised)
- Appropriation Resolution for HOME funds (Revised)
- Appropriation Resolution for HOME PI funds
- Appropriation Resolution for CDBG reprogrammed funds

**2017-2018 CDBG and HOME BUDGET ALLOCATIONS**  
**RECOMMENDED BY CDBG/HOME TASK FORCE and SAT: 1/10/17, 1/11/17, 1/19/17, and 1/25/17**  
**RECOMMENDED BY PLANNING COMMISSION: 3/1/2017**  
**APPROVED BY CITY COUNCIL: 5/15/2017**

<b>I.</b>	<b>PRIORITY NEIGHBORHOOD</b>		
	A. 10 <sup>th</sup> and Page		<b>\$282,000.31*</b>
<b>II.</b>	<b>ECONOMIC DEVELOPMENT PROJECTS</b>		
	A. Community Investment Collaborative Scholarships		\$12,500
		<b>ECONOMIC DEVELOPMENT TOTAL:</b>	<b>\$12,500</b>
<b>III.</b>	<b>PUBLIC SERVICE PROJECTS</b>		
	A. City of Promise – Enrolled to Launch		\$17,837
	B. OAR – Re-entry Services		\$15,533
	C. United Way – Child Care Subsidies		\$24,837
		<b>SOCIAL PROGRAMS TOTAL:</b>	<b>\$58,207 (15% EN)</b>
<b>IV.</b>	<b>ADMINISTRATION AND PLANNING:</b>		
	A. Admin and Planning		<b>\$77,609 (20% EN)</b>
		<b>GRAND TOTAL:</b>	<b>\$430,316.31</b>
		<b>ESTIMATED NEW ENTITLEMENT AMOUNT:</b>	<b>\$388,048</b>
		<b>REPROGRAMMING:</b>	<b>\$42,268.31</b>

\* Funding includes program income/reprogrammed funds

**2017-2018 HOME BUDGET ALLOCATIONS**

A. Habitat – Down payment Assistance	\$40,000
B. PHA – Down payment Assistance	\$50,748.69*
	<b>TOTAL: \$90,748.69</b>
	<b>ENTITLEMENT AMOUNT: \$57,113.25</b>
	<b>ESTIMATED EN AVAILABLE AFTER PI APPLIED: \$19,357.13</b>
	<b>PI CARRY FORWARD TO BE APPLIED TO PROJECTS: \$3,214.26</b>
	<b>LOCAL MATCH: \$14,278.31</b>

\* Includes estimated EN available after program income applied and program income carry forward

**APPROPRIATION OF FUNDS FOR  
THE CITY OF CHARLOTTESVILLE'S 2017-2018  
COMMUNITY DEVELOPMENT BLOCK GRANT - \$430,316.31**

**WHEREAS**, the City of Charlottesville has been advised of the approval by the U.S. Department of Housing and Urban Development of a Community Development Block Grant (CDBG) for the 2017-2018 fiscal year in the total amount of \$413,577.31 that includes new entitlement from HUD amounting to \$388,048.00, and previous entitlement made available through reprogramming of \$42,268.31.

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

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

**PRIORITY NEIGHBORHOOD**

10<sup>th</sup> and Page – Pedestrian safety and accessibility improvements \$282,000.31

**ECONOMIC DEVELOPMENT**

Community Investment Collaborative Scholarships \$12,500

**PUBLIC SERVICE PROGRAMS**

United Way – Childcare Subsidies \$24,837

City of Promise – Enrolled to Launch Program \$17,837

OAR Re-entry Services \$15,533

**ADMINISTRATION AND PLANNING:**

Admin and Planning \$77,609

**TOTAL \$430,316.31**

**BE IT FURTHER RESOLVED** that this appropriation is conditioned upon the receipt of \$388,048 from the Department of Housing and Urban Development.

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

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

**APPROPRIATION OF FUNDS FOR  
THE CITY OF CHARLOTTESVILLE'S 2017-2018  
HOME FUNDS \$90,748.69**

**WHEREAS**, the City of Charlottesville has been advised of the approval by the U.S. Department of Housing and Urban Development of HOME Investment Partnerships (HOME) funding for the 2017-2018 fiscal year;

**WHEREAS**, the region is receiving an award for HOME funds for fiscal year 17-18 of which the City will receive \$57,113.25 to be expended on affordable housing initiatives such as homeowner rehab and downpayment assistance.

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

**BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that the local match for the above listed programs will be covered by the Charlottesville Housing Fund (account CP-0084 in SAP system) in the amount of \$14,278.31; to be held in P-00507 until applied to individual projects. Project totals also include previous entitlement made available through program income of \$19,357.13. The total of the HUD money, program income, and the local match, equals \$90,748.69 and will be distributed as shown below.

<b>PROJECTS</b>	<b>HOME EN</b>	<b>% MATCH</b>	<b>MATCH</b>	<b>OTHER</b>	<b>TOTAL</b>
Habitat for Humanity, DPA	\$32,000	20 %	\$8,000		\$40,000
PHA, DPA	\$25,113.25	20 %	\$6,278.31	\$19,357.13	\$50,748.69*

\* includes Program Income which does not require local match.

**BE IT FURTHER RESOLVED** that this appropriation is conditioned upon the receipt of \$57,113.25 from the Department of Housing and Urban Development.

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

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

**APPROPRIATION**  
**HOME INVESTMENT PARTNERSHIPS PROGRAM**  
**\$3,214.26**

**WHEREAS**, The City of Charlottesville has received \$3,214.26 from Charlottesville Redevelopment and Housing Authority as repayment for loans made through the HOME Investment Partnerships Program (HOME) program in prior years;

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that the sum of \$3,214.26 is hereby appropriated in the following manner:

**\$3,214.26 Revenue**

Fund: 210    IO: 1900280 HOME PI Carry-forward G/L: 451070 HOME PI

**\$3,214.26 Expenditures**

Fund: 210    IO: 1900280 HOME PI Carry-forward    G/L: 530670 Other Contractual Services



**APPROPRIATION**  
**AMENDMENT TO COMMUNITY DEVELOPMENT BLOCK GRANT ACCOUNT**  
**Reprogramming of Funds for FY 17-18**

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

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

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

<b>Program Year</b>	<b>Account Code</b>	<b>Purpose</b>	<b>Proposed Revised Reduction</b>	<b>Proposed Revised Addition</b>	<b>Proposed Revised Appropriation</b>
14-15	P-00001-05-03	C4K Websites	\$37,340.08		
15-16	P-00001-05-08	Seedplanters	\$150.29		
15-16	P-00001-02-72	City of Promise	\$2,624.77		
15-16	P-00001-05-12	ReadyKids Facility Project	\$1,556.12		
16-17	P-00001-02-79	OED GO Driver	\$597.05		
16-17	P-00001-05-19	Priority Neighborhood		<b>\$42,268.31</b>	<b>\$42,268.31</b>
		<b>TOTALS:</b>	<b>\$42,268.31</b>	<b>\$42,268.31</b>	<b>\$42,268.31</b>

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



Agenda Date:	August 21, 2017
Action Required:	Appropriation of Grant Funds
Presenter:	Hollie Lee, Chief of Workforce Development Strategies
Staff Contacts:	Hollie Lee, Chief of Workforce Development Strategies
Title:	Virginia Department of Social Services (VDSS) Employment for Temporary Aid to Needy Families (TANF) Participants Grant to the Office of Economic Development (OED) for Workforce Development Training Programs & Supportive Services - \$66,667

**Background:**

The City of Charlottesville, through the Office of Economic Development, has received a matching grant up to \$50,000 from the Virginia Department of Social Services in order to provide workforce development training to individuals residing in the City of Charlottesville living at or below 200% poverty. The grant requires a 15 percent match of local dollars, with funding being used for workplace readiness/productivity skills training, specific technical training, and/or supportive services required for employment (e.g., childcare, transportation, rental assistance, etc.). Funds must be expended between July 1, 2017 and June, 30 2018. It is proposed that funding from the Workforce Investment Fund (P-00385) be used to provide the local match up to \$16,667.

**Discussion:**

In July 2013, the City's Strategic Action Team on Workforce Development (SAT) issued a report to City Council entitled, *Growing Opportunity: A Path to Self-Sufficiency*. The report, which was subsequently endorsed by Council, examines the barriers to employment for low-income City residents and makes recommendations on how to address these barriers. One of the recommendations is to "work to ensure that training programs align with the needs of new and existing businesses."

In an effort to make progress towards this recommendation, the SAT has been actively engaged in developing jobs-driven workforce development training programs in partnership with local employers. The flagship program, GO Driver, has been conducted six times and trains City residents to get their Class B Commercial Driver's License and become Relief Transit Bus Operators with Charlottesville Area Transit (CAT) at a rate of \$15.18 per hour. In addition to technical training, GO programs also include assistance with supportive services such as rental assistance, car repair, exam fees, etc. These costs, which average about \$200 per participant, are also included as part of the programming. Other programs, such as GO CNA and/or a GO Skilled Trades Academy, were also recommended for funding through the use of grant funds.

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

This effort supports City Council’s “Economic Sustainability” vision and aligns directly with the SAT’s *Growing Opportunity* report that was approved by City Council in 2013.

It also contributes to the following goals and objectives in the City’s Strategic Plan:

Goal 4: A Strong, Creative and Diversified Economy

- Objective 4.1: Develop a quality workforce

Goal 1: An Inclusive Community of Self-sufficient Residents

- Objective 1.2: Prepare residents for the workforce

It aligns with Chapter 3 on Economic Sustainability in the Comprehensive Plan, and more specifically Goal 6, which focuses on workforce development and being an effective partner in creating a well-prepared and successful workforce.

### **Community Engagement:**

Like practically all of the City’s workforce development efforts, its employment training programs are supported by numerous community agencies and organizations. Examples include: Piedmont Virginia Community College, Piedmont Workforce Network/Goodwill Industries of the Valleys, the Virginia Workforce Center – Charlottesville, Charlottesville Works Initiative, and employer partners. None of the work that is currently being done could be possible without this strong community engagement.

### **Budgetary Impact:**

The required match of \$16,667 will come from already appropriated funds in the Workforce Investment Fund (P-00385).

### **Recommendation:**

Staff recommends approval and appropriation of grant funds.

### **Alternatives:**

If grant funds are not appropriated, more local dollars will have to be used for training or fewer low-income, underemployed City residents will be able to be trained.

### **Attachments:**

- VDSS Subrecipient Agreement
- VDSS Grant Application

**APPROPRIATION**  
**Virginia Department of Social Services (VDSS) Employment for Temporary Aid to Needy Families (TANF) Participants Grant**  
**\$66,667**

**WHEREAS**, the City of Charlottesville has received funds from the Virginia Department of Social Services in the amount of \$50,000 requiring a \$16,667 in local in-kind match provided by the Office of Economic Development through the Workforce Investment Fund; and

**WHEREAS**, the funds will be used to support workforce development training programs provided by the Office of Economic Development; and

**WHEREAS**, the grant award covers the period from June 30, 2017 and July 1, 2018;

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$66,667 is hereby appropriated in the following manner:

**Revenue – \$50,000**

\$50,000	Fund: 209	IO: 1900284	G/L: 430120 State/Fed pass thru
\$50,000	Fund: 209	IO: 1900284	G/L: 498010 Transfers from Other Funds

**Expenditures - \$66,667**

\$66,667	Fund: 209	IO: 1900284	G/L: 599999 Lump Sum
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**Transfer To - \$16,667**

\$16,667	Fund: 245	WBS: P-00385	G/L: 561209 Transfer to State Grants
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**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$50,000 from the Virginia Department of Social Services and the matching in-kind funds from the Office of Economic Development through the Workforce Investment Fund.

**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF SOCIAL SERVICES**

**SUBRECIPIENT AGREEMENT**

Agreement Number: BEN-17-056-01

**THIS AGREEMENT** for a subgrant award is entered into this 1<sup>st</sup> day of July 2017, by City of Charlottesville, Office of Economic Development hereinafter called the "Subrecipient" and Commonwealth of Virginia, Department of Social Services, Division of Benefit Programs called the "VDSS or Grantee."

**WITNESSETH** that the Subrecipient and the VDSS, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

**SCOPE OF AGREEMENT:** The Subrecipient shall provide the services to the VDSS as set forth in the Agreement Documents.

**PERIOD OF PERFORMANCE:** From July 1, 2017 through June 30, 2018.

**COMPENSATION AND METHOD OF PAYMENT:** The Subrecipient shall be paid by the VDSS a maximum reimbursement of \$ 50,000.00 upon submission of itemized invoices as specified in Section X, Payment Terms of the Request for Applications (RFA).

The agreement documents shall consist of:

- (1) This signed form;
- (2) The Request for Application dated April 7, 2017;
- (3) Addendum #1, Dated April 25, 2017, Addendum #2 dated May 12, 2017 and Addendum #3 dated May 17, 2017; and
- (4) The Subrecipient's Application dated May 22, 2017, all of which documents are incorporated herein.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

CITY OF CHARLOTTESVILLE,  
OFFICE OF ECONOMIC DEVELOPMENT

VIRGINIA DEPARTMENT OF SOCIAL SERVICES

BY: \_\_\_\_\_  
(Signature)

BY: \_\_\_\_\_  
(Signature)

NAME: \_\_\_\_\_  
(Print)

NAME: \_\_\_\_\_  
(Print)

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

**Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against an applicant because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment.**

GRANT APPLICATION COVER SHEET

Print Form

Request For Application (RFA) Number: BEN-17-056 Issue Date: April 7, 2017

RFA Title: Employment for TANF Participants

APPLICANT INFORMATION

Organization Legal Name: City of Charlottesville, Office of Economic Development

Organizational DUNS: 074745829

Address: 610 E. Market Street

Charlottesville, VA 22902

Name and contact information of person to be contacted on matters involving this submission:

Prefix: Ms. First Name: Hollie Last Name: Lee

Title: Chief of Workforce Development Strategies Telephone Number: 434-970-3117

Email: leeh@charlottesville.org

Total Funding Amount Requested from Virginia Department of Social Services: 50,000

Match or Cost Share Amount (if applicable) 16,667

Does your organization expect to expend more than \$750,000 in federal funds during your fiscal year?  Yes  No

What time frame is applicant's fiscal year (e.g. Jan. to Dec., July to June, Oct. to Sept.)? July to June

By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also have provided the required assurances \*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. code, title 218, Section 1001)


\*\* This list of certifications and assurances, or an internet site where you may obtain this list, is contained in the Request For Application (RFA).

Authorized Representative:

Prefix: Ms. First Name: Hollie Last Name: Lee

Title: Chief of Workforce Development Strategies Telephone Number: 434-970-3117

Email: leeh@charlottesville.org

Signature of Authorized Representative: 

Date: 05/22/17

**KEY CONTACTS****Project Director:**

Name: Hollie Lee

Title: Chief of Workforce Development

Organizational Name: City of Charlottesville, Office of Economic Development

Address: 610 E. Market Street, Charlottesville, VA 22902

Phone: 434.970.3117

Fax: 434.970.3299

Email: leeh@charlottesville.org

**Fiscal Agent:**

Name: Hollie Lee

Title: Chief of Workforce Development

Organizational Name: City of Charlottesville, Office of Economic Development

Address: 610 E. Market Street, Charlottesville, VA 22902

Phone: 434.970.3117

Fax: 434.970.3299

Email: leeh@charlottesville.org

**Project Coordinator (if applicable and known)**

Name: Cory Demchak

Title: Job Center Coordinator

Organizational Name: City of Charlottesville, Office of Economic Development

Address: 610 E. Market Street, Charlottesville, VA 22902

Phone: 434.970.3957

Fax: 434.970.3299

Email: demchakc@charlottesville.org

**Other (specify role):** Project Support

Name: Matthew Murphy

Title: Community Outreach Specialist

Organizational Name: City of Charlottesville, Office of Economic Development

Address: 610 E. Market Street, Charlottesville, VA 22902

Phone: 434.970.3959

Fax: 434.970.3299

Email: murphyma@charlottesville.org

**Other (specify role):** Project Support

Name: Jason Ness

Title: Business Development Manager

Organizational Name: City of Charlottesville, Office of Economic Development

Address: 610 E. Market Street, Charlottesville, VA 22902

Phone: 434.970.3717

Fax: 434.970.3299

Email: nessj@charlottesville.org



## GROWING OPPORTUNITIES (GO) TRAINING PROGRAMS

## APPLICATION SUMMARY

Purpose

The purpose of the Growing Opportunities (GO) training programs is to provide training to unemployed and underemployed residents of Charlottesville so that they can obtain employment in various industries earning a living wage while working towards self-sufficiency. (Please see enclosed *City of Charlottesville Growing Opportunities Workforce Development Update* pages 6 through 11 for examples of and details regarding GO training programs.)

Community Partners

Community partners will include the Charlottesville Department of Social Services (CDSS) staff that will help to identify and recruit participants to the program. CDSS staff will also assist with case management of their clients and identify potential barriers to employment (e.g. transportation, childcare, housing, etc.) so that the proper services can be implemented.

Piedmont Virginia Community College (PVCC) will provide the customized training that the participants will receive throughout the GO training programs.

Our key employer partners, Charlottesville Area Transit (CAT) and the University of Virginia Health System, will provide tours of their facilities, help participants complete online applications, and engage in mock interviewing. Additionally, employer partners will provide on-the-job training once program participants are hired by providing continued training opportunities that will allow for advancement within their organizations.

Services to be Provided

The GO training programs are generally between five and seven weeks long, depending on the industry, and include industry specific training as well as workplace readiness training, customer service training, and financial literacy.

Other supportive services to be provided on an as needed basis include, but are not limited to: rental assistance, transportation assistance, and childcare assistance.

Projected Number to be Served and Planned Outcomes

The projected number of low-income City residents to be served is 25 individuals. It is anticipated that 22 will complete the GO training curriculum and graduate from the program. It is projected that 20 individuals will obtain employment because one program (GO CNA) requires passing a state licensing exam that has proven difficult for some individuals to pass.

Use of Funds

The use of funds will be for the purpose of paying for training provided by PVCC and for providing supportive services to program participants. Due to the GO programs direct correlation to our office's existing workforce

development efforts, no compensation for staff will be derived from these grant funds and 100% of the requested funds will go to the participants.

## APPLICATION NEED STATEMENT

- i. Charlottesville is an independent city located in the foothills of the Blue Ridge Mountains. Charlottesville was the home of Thomas-Jefferson, the third President of the United States and founder of the University of Virginia. In addition to the University of Virginia, Charlottesville is also home to multiple hospitals, a number of technology companies, and other businesses that hire professionals with advanced degrees and pay their employees handsomely. The median family income in Charlottesville is \$63,937<sup>1</sup> and based on that number one could assume that Charlottesville families are doing fairly well for themselves and living comfortable lives. However, if you look a little closer things are not as good as it seems. Within Charlottesville's ten square miles there are pockets of poverty where 1,800 families are living and earning less than \$35,000 per year and approximately 630 families are earning less than \$15,000 per year.<sup>2</sup> Often times these families are relying on government assistance to pay for even basic necessities not including the additional costs associated with working (e.g. childcare, transportation, etc.). It is clear that there is a very real need in Charlottesville to help these families work toward achieving self-sufficiency through workforce development training in in-demand industries that will lead to jobs that pay a self-sufficient wage.

In SFY 2016, CDSS spent \$962,298 on 1,168 TANF recipients in 377 households in Charlottesville.<sup>3</sup> Although this number has been steadily declining since 2012, we can do better and do more. In July of 2012, Charlottesville City Council recognized the need to learn more about the workforce development challenges facing our community including the challenges faced by people in our community when it comes to obtaining and maintaining employment. Over the course of nine months, twelve City employees from five departments prepared a 115 page report entitled, *Growing Opportunity: A Path to Self-Sufficiency in Charlottesville*.

This report provides an overview of the workforce climate in the city and identifies key agencies involved in workforce development and their services. The second section which comprises the bulk of the report explores employment barriers and their impact on individuals' ability to obtain and maintain jobs. The barriers that were identified include: job creation, basic literacy, education and training, workplace skills, transportation, affordable and accessible childcare, criminal

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United States Census Bureau, American Community Survey (ACS) 2015 <sup>1</sup>

United States Census Bureau, American Community Survey (ACS) 2015, 5 year estimates <sup>2</sup>

Local Department of Social Services Profile Report, SFY 2016, Charlottesville Locality. <sup>3</sup>

background, and housing. For each barrier identified, the report details action items to be implemented to reduce the barrier.

- ii. There is a direct correlation between the needs of the families referenced above and the programs and services our office provides. As a result of the *Growing Opportunity* report, our office has created the Growing Opportunities (GO) training programs. These training programs are jobs based and provide training for a specific job rather than training for the purpose of training. All of the programs train for jobs that are in demand locally and pay a living wage of approximately \$13/hour or more. Past examples of GO training programs that meet the largest demand locally are GO Driver and GO CNA.

GO Driver is a seven week, two hundred (200) hour training program that allows participants to earn a Class B Commercial Driver's License (CDL) and prepares them for a career as a Relief Transit Operator with the Charlottesville Area Transit (CAT) system. Although CAT has been our main employer partner, it is important to recognize that opportunities exist with other local employers including the University of Virginia Transit System (UTS), JAUNT (a local para-transit service), and Pupil Transportation for Charlottesville City Schools and Albemarle County Schools.

GO CNA is a seven week one hundred seventy-six (176) hour training program that prepares participants for a career as a Certified Nursing Assistant with the University of Virginia Health System. It should also be noted that there are other employment opportunities that exist for GO CNA graduates including Martha Jefferson Hospital and various other in-home health care providers and assisted living facilities.

The services proposed in the application include the GO training curriculum (training varies by industry and job) and will be discussed under Project Scope. The programs are generally between five and seven weeks long, depending on the industry, and include industry specific credentials and training as well as workplace readiness training, customer service training, and financial literacy. Participants will also obtain their Career Readiness Certificate (CRC) as part of the program.

Other services to be provided on an as needed basis include, but are not limited to: rental assistance, transportation assistance, assistance paying utility bills, and child care assistance. In the past, these types of services have been crucial in assuring that program participants remain in the program and be successful.

## PROGRAM DESIGN/PROPOSED SERVICES AND IMPLEMENTATION PLAN

- i. The two main training programs that will be offered using the grant funds are GO Driver and GO CNA, as commercial driving and healthcare (respectively) are high demand occupations in the Charlottesville area. Details regarding these two programs are below. Other programs that could potentially be funded using the grant money include, but are not limited to: skilled trades/apprenticeship programs like GO Electric, GO Utilities and the GO Skilled Trades Academy, GO Hospitality, GO Office, GO Tech, GO Solar/Green, etc. Please note that other programs may be developed based on employer need/demand for a critical mass of employees (i.e., five or more program participants).

**GO Driver** will consist of seven weeks of intensive pre-employment training (200 hours), conducted in partnership with Piedmont Virginia Community College (PVCC), whereby participants will earn their Class B Commercial Driver's License and Passenger Service & Safety certification, complete customer service and workplace readiness training, and obtain their Career Readiness Certificates. Throughout the entire training period, City staff will work closely with Charlottesville Area Transit, integrating CAT's management into the interviewing and selection of applications, providing program participants with tours of their facility and buses, assistance with online applications, mock interviewing, and job shadowing.

After successfully completing training, participants will then apply for a Relief Transit Operator position at CAT, which has agreed to flag these individuals' applications for "extra consideration." Although these positions are relief, other past GO Driver graduates currently employed with CAT as Relief Transit Operators have routinely worked between 35-40 hours per week and earn overtime pay for anything beyond 40 hours per week. The rate of pay for Relief Transit Operators is \$15.18 per hour. Once hired, CAT will offer additional on-the-job training relevant to the work that will be performed. *Please see Diagram B for a sequential flow chart of the GO CNA program.*

**Diagram B – GO Driver Program Flow Chart**



**GO CNA** will consist of seven weeks of intensive pre-employment training (176 hours), conducted in partnership with PVCC, whereby participants will earn their

CNA certificates, complete customer service and workplace readiness training, and obtain their Career Readiness Certificates. Throughout the entire training period, City staff will work closely with UVA, integrating the hospital’s Human Resources staff into the program through tours of the facility, assistance with online applications, mock interviewing, and job shadowing.

After successfully completing training, participants will then apply for a full-time with benefits Patient Care Assistant position at UVA, which has agreed to flag these individuals’ applications for “extra consideration.” Once hired, UVA will match each new employee with a UVA Health System employee mentor who will work with his/her mentee on life management skills to ensure job retention. UVA will also offer immediate on-the-job training, which will allow these individuals to advance to a Patient Care Technician (PCT) position within twelve months of employment. This will result in a 6 percent increase in pay (from an average hourly salary of \$12.99 per hour as a PCA to \$13.82 per hour as a PCT) within only one year of employment with the hospital. Additional training will continue to be made available to these individuals by UVA as they progress along the career ladder. *Please see Diagram A for a sequential flow chart of the GO CNA program.*

**Diagram A – GO CNA Program Flow Chart**



- ii. The services offered by the GO training programs are unique in that the training recognizes the local demand from area employers for employees with a particular skillset. Our curriculum was customized based on the needs of these employers with their input and full participation. The participants in these programs enter into a training program with a common goal of obtaining employment with the same employer. As part of a cohort, they form bonds that last well beyond the training period and carry over to their employment. They also form a peer support group and help each other during tough times. An investment of time and resources by the employer partner is also key to the success of the GO training programs and to the program participant obtaining employment.

Some of the additional (as needed supportive services) mentioned earlier included: rental assistance, transportation assistance, assistance paying utility bills, and child care assistance. Over the past two and a half years that the GO programs have been in existence, we have been able to provide these types of assistance, and others, when they were needed most. If it were not for the supportive services our

programs offer, numerous individuals would have had to withdraw from the training program, would not have been successful, and would not currently be employed with a career as a CNA or as a Transit Operator.

Childcare is a barrier to employment and to being able to participate in training. We have coordinated with the Thomas Jefferson Area United Way to allow our program participants to have access to fully subsidized childcare during the length of their training through childcare scholarships. The subsidy gradually steps down once the participant obtains employment so the participant gradually pays more and more of the childcare costs with the goal of the participant being able to pay the full amount when the subsidy ends.

Rental assistance and assistance paying utility bills is another service provided as needed to participants in our programs. Participation in a GO training program is a major time commitment by program participants and often times they are not able to work as much, or at all, during the training period. Because of this, it is important that we are able to provide financial assistance to pay rent and/or utilities as needed. It is important to recognize that this small financial intervention will allow someone to complete training and become self-sufficient.

Although we have been running the GO training programs for two and one half years and have provided supportive services to address a number of challenges, it is nearly impossible to anticipate all challenges that may arise so the ability to respond quickly and to be flexible and adaptive to unplanned emergencies is very important.

- iii. As mentioned in our Memorandum of Agreement with CDSS, our interactions with their existing benefit recipients will include consulting with CDSS staff to identify potential program participants. OED staff and CDSS staff will collaborate to ensure that GO training program participants remain on the right track and potential barriers to successfully completing the program are eliminated through staff assistance and the application of supportive services. We will also work with other workforce development service providers in the community, including the City's own Downtown Job Center, which is operated by the Office of Economic Development, to identify low income City residents (i.e., anyone at or below 200% poverty) for the programs.
- iv. Training will be paid for per unit of service, i.e., the GO training programs are run in cohorts of six to ten students and we pay PVCC to administer the training on a per student basis. The cost per program can fluctuate based on the number of students

enrolled in each session of the training, but generally averages around \$2,000 per participant. The OED will leverage the grant funds using Workforce Innovation and Opportunity Act (WIOA) funding through Goodwill Industries of the Valleys and the Workforce Credential Grant (WCG) and Financial Aid for Noncredit Training leading to Industry Credentials (FANTIC) through the Virginia Community College System.

- v. In the report, *Rethinking Poverty*, the Poverty Reduction Task Force wrote that not only does poverty vary by region across Virginia, but also within localities. This is especially true in Charlottesville where pockets of poverty and surrounded by populations of wealth as shown in the previously mentioned Orange Dot Report. The Poverty Reduction Task Force notes that high-poverty neighborhoods are segregated from the social mainstream which will cause them to have limited opportunities to escape poverty. The *Rethinking Poverty* report included a chart which showed the poverty rate in Virginia by demographic characteristics. The same chart was recreated using information from the U.S. Census Bureau, American Consumer Survey, for people living in Charlottesville to show exactly the population we will be targeting and serving. The poverty rates by demographic characteristics are as follows:

#### Education

- Less than HS graduate 29.1%
- HS degree or equivalency 20.5%
- Some college or Associates degree 17.2%

#### Age

- Under 18 years of age 20.7%
- 18 to 34 years of age 42.6%
- 35-64 years of age 12.3%

#### Marital Status/Children

- Female head of household, with children 35.8%
- Married with children 6.3%

#### Marital Status/Workers

- Female head of household, no workers 63.9%
- Married, no workers 6.4%
- Female Head of household, at least 1 worker 25.9%
- Married, as least 1 worker 7.1%



#### Race

- Asian 47.1% (Charlottesville is home to a branch of the International Refugee Committee which resettles refugees from around the world. A large portion of those resettled in Charlottesville are Asian)
- Black 25.6%
- White 24%

#### Ethnicity

- Hispanic 20.9%
- Non-Hispanic, white 24.4%

#### Disability

- With any disability 35.3%
- No disability 30.7%

From the figures above, the characteristics of the population to be served, and those who are most in need of services, are clear.

- vi. Our enrollment and retention practices include coordinating with CDSS staff to identify potential program participants, word of mouth from past program participants, and community outreach. With almost 100 program graduates and a GO Driver retention rate of 85% over a period of two and a half years, this has proven to work for the City of Charlottesville.

By partnering with CDSS staff we are connecting with professionals who work closely with their clients and know who would make a great program participant, but more importantly they also know who would not make a good program participant or who would be better off waiting until the next cohort is offered.

Word of mouth from past program participants is probably our best strategy for recruiting program participants. With approximately 100 GO training program graduates, they have connections to family, friends, and neighbors and provide an excellent means of program promotion.

Lastly, we use community outreach to recruit program participants. Our staff has gone door-to-door through neighborhoods and public housing projects to speak with potential program participants. Staff has also posted flyers in neighborhood grocery stores, barber shops, and hair salons. Finally, our office and the Downtown

Job Center have a strong social media presence that provides an outreach method that can easily reach thousands of people.

Application for consideration in the GO training program is via a simple paper application as we realize that online applications are potential barriers to having someone apply to the program. OED staff is available to help potential participants with any questions or concerns they may have surrounding the application. In the past, OED staff have helped applicants locate contact information for former employers, obtain information regarding criminal records, and helped applicants obtain their driving records for the GO Driver training program. OED staff is well prepared to help applicants overcome barriers to enrollment.

With regard to potential impairments and barriers to employment, OED staff was instrumental in the preparation of the *Growing Opportunity* report. In that report the following barriers to employment were identified: job creation, basic literacy, workplace skills, transportation, childcare, criminal history, and housing. After the seven barriers were identified, action items were created to reduce and eliminate these barriers to employment. The GO training programs include built in interventions to combat the majority of these barriers.

The barrier of basic literacy is addressed through our partnership with Thomas Jefferson Adult and Career Education (TJACE). Whenever basic literacy is a concern, we partner with TJACE to administer the Test of Adult Basic Education (TABE) and if a program applicant does not test high enough to participate in a GO training program, a referral is made to TJACE for services with the hope that the program candidate will be ready for a program in the future.

The barrier of childcare has been mentioned earlier and is addressed through our partnership with the Thomas Jefferson Area United Way through the use of childcare scholarships which provide fully subsidized childcare during the training program. The subsidy is gradually reduced once employment is obtained.

The barrier of transportation is addressed through our GO Ride program. The GO Ride program provides unlimited use of the Charlottesville Area Transit system to program participants.

The barrier of criminal history is addressed during the training as well. OED staff has spent a considerable amount of time networking with employer partners and

examining their “barrier crimes” in an effort to reduce the stigma attached to a criminal record. The majority of past GO training program participants have had some type of criminal record that has been a barrier to employment for them in the past. OED staff also works closely with program participants to ensure that they accurately understand what is on their criminal record and what is not. Staff also coaches program participants on how to explain their criminal record and how to speak to their positive behaviors and what they have learned from their involvement in the criminal justice system.

vii. The only diagnostic test administered prior to enrollment in the GO training programs is the TABE to assess basic literacy as needed.

viii.

Action Steps	Agency/Individual Responsible	Start Date	End Date
Identify, interview, screen and enroll participants	OED and CDSS Staff	July 2017	July 2017
Training	OED and PVCC Staff	August 2017	September 2017
Begin Employment	OED, CAT	October 2017	N/A
Support Program Participants During and After Training	OED and CDSS Staff	Ongoing	Ongoing
Identify, interview, screen and enroll participants	OED and CDSS Staff	August 2017	August 2017
Training	OED and PVCC Staff	September 2017	October 2017
Begin Employment	OED, UVA Staff	December 2017	N/A
Support Program Participants During and After Training	OED and CDSS Staff	Ongoing	Ongoing
Identify, interview, screen and enroll participants	OED and CDSS Staff	January 2018	January 2018
Training	OED and PVCC Staff	February 2018	March 2018
Begin Employment	OED, CAT or UVA Staff	April 2018	N/A
Support Program Participants During and After Training	OED and CDSS Staff	Ongoing	Ongoing

## OUTCOMES AND BENEFITS EXPECTED

i.

Component	1 <sup>st</sup> Quarter Ending September 30, 2017	2 <sup>nd</sup> Quarter Ending December 31, 2017	3 <sup>rd</sup> Quarter Ending March 31, 2018	4 <sup>th</sup> Quarter Ending June 30, 2018
# Participants		16		9
# Entered Employment		13		7
# Unique Employers		3		3
Average Hourly Starting Wage		\$14.09		\$15.00
# With Benefits		5		2
# Employed Part Time		0		0
# Employed Full Time		13		7
Average Wage Increase		\$4-5		\$4-5
# obtaining wage increase		10		5
# Jobs in a Career Pathway		10		5

ii. Tracking and reporting will be in compliance with specific reporting instructions that per the RFA are to be issued after awards are made. All quarterly reports and the final reports will address the required criteria.

iii. The GO training programs have already lead to reductions in poverty for past program participants and will continue to reduce poverty for future program participants. The starting wage for a Relief Transit Operator with CAT is \$15.18 per hour or \$31,574 per year based on a full-time work schedule. The starting wage for a Certified Nursing Assistant with the University of Virginia Health System is \$13.00 per hour or \$27,040 per year based on a full-time work schedule. Past program participants earning these incomes have been able to afford to move out of public housing and get off of government assistance.

iv. This project aligns with the following long term community goals for reducing poverty, specifically:

OED departmental goals and objectives that align with GO training programs:

- Goal 2.1: Be an effective partner in creating a well-prepared and successful workforce

- Goal 2.2: Serve as a workforce development liaison connecting employers with potential employees

City of Charlottesville strategic plan goals, objectives and initiatives that align with GO training programs:

- Goal 1: Enhance the self-sufficiency of our residents
  - Objective 1.1: Promote education and training
    - Initiative A: Support vocational education workforce development plans
    - Initiative B: Implement Growing Opportunity report recommendations
  - Objective 1.2: Reduce employment barriers
    - Initiative C: Develop work plan for targeted employment strategies
- Goal 3: Have a strong, diversified economy
  - Objective 3.1: Develop a quality workforce
    - Initiative A: Prepare residents for employment in high demand industries through workforce development programs
    - Initiative C: Implement initiatives in Growing Opportunity report

## ORGANIZATIONAL STAFF AND PROVIDER QUALIFICATIONS AND COLLABORATIVE AGREEMENTS

- The OED currently has 7 full-time staff and is therefore able to sustain the workload required for GO training programs due to the programs' direct connection to the office's already existing workforce development related job responsibilities. Additionally, the OED operates the Downtown Job Center, which offers employment services to job seekers as one of its primary functions. ***Because of this capacity, 100 percent of requested funds will go directly to participants for training/education and supportive services.***

### KEY STAFF MEMBERS

Hollie Lee is the Chief of Workforce Development Strategies for the City of Charlottesville and has worked in the Office of Economic Development (OED) for 9 years. She oversees the City's workforce development initiatives, including the Downtown Job Center, the Strategic Action Team on Workforce Development (SAT),

and the Workforce Advisory Council. She was the lead author of the SAT report *Growing Opportunity: A Path to Self-Sufficiency*, which outlines the City's three to five year plans for workforce development efforts/programs. Hollie holds a Master of Public Administration from James Madison University and a Bachelor of Arts in Political Science from Mary Baldwin College.

Cory Demchak is the Manager of the City's Downtown Job Center (DJC), which is part of the OED and an initiative of the *Growing Opportunity* report. Through the DJC, he offers direct employment services to job seekers including: job search assistance, help with online applications, resume writing, and mock interviewing. Additionally, he administers the GO Ride bus pass program and provides staff support for the GO training programs. Prior to joining the OED, Cory worked with the Virginia Department of Corrections as a Probation and Parole Officer for nearly 10 years where he provided case management to ex-offenders. Cory holds a Bachelor of Arts in Criminology from Indiana University of Pennsylvania.

Matthew Murphy is the Outreach Specialist of the City's Downtown Job Center (DJC), which is part of the OED. He offers direct employment services to job seekers including: job search assistance, help with online applications, resume writing, and mock interviewing. Additionally, he provides staff support to the GO training programs and oversees community outreach efforts for recruiting participants for the GO training programs.

#### **SUPPORTING PROGRAM STAFF**

Chris Engel, CEcD

Director of Economic Development, Office of Economic Development  
15 years of experience in economic development  
Bachelor of Arts in Geography from the University of Mary Washington  
Master in Urban Planning from Virginia Commonwealth University

Jason Ness

Business Development Manager, Office of Economic Development  
7 years of experience in economic and workforce development  
Bachelor of Arts in History from the University of Alabama

Kelly Bassett

Administrative Assistant, Office of Economic Development

Bachelor of Arts in Art History from University of Virginia

COLLABORATIVE AGREEMENTS & COMMUNITY PARTNERS & DOCUMENTATION OF SUPPORT

See Attached MOAs.

BUDGET AND BUDGET NARRATIVE

See Attachment F.

ASSURANCES, CERTIFICATIONS AND OTHER REQUIRED FORMS

Grant Application Cover Sheet. See Attachment A.

Employment for TANF Participants Application Information Form. See Attachment B.

Key Contacts. See Attachment C.

Pre-Award Questionnaire. See Attachment G.

FFATA Form. See Attachment H.

SF 424B Form-Assurances – Non-Construction Programs. See Attachment I.

Certification Regarding Lobbying. See Attachment J.

W-9 Request for Taxpayer Identification Number. See Attachment K.

State Corporation Commission Form. See Attachment L.

## Memorandum of Agreement

**Parties:** Charlottesville Office of Economic Development (OED) and the Charlottesville Department of Social Services (CDSS) are entering into a Memorandum of Agreement as defined with the following purposes and mutual expectations.

1. **Purpose and Scope:** The OED and CDSS have mutual interests in implementing a referral system to ensure that CDSS clients are identified and have access to training opportunities through the OED's GO training Programs.

2. **Commitments:**

CDSS

- a. Identify clients that meet the eligibility requirements for the GO training programs.
- b. Refer eligible clients to the GO training programs during period of recruitment.
- c. Notify OED staff of referred clients.
- d. Provide support to DSS clients during training and notify OED staff of any potential problems that could keep DSS clients from being successful in the GO training programs.

OED

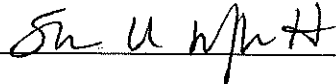
- a. Follow-up with referred DSS clients.
- b. Assist DSS clients with the application process and eligibility screening(s).
- c. Provide pre-employment training to DSS clients through the GO training programs.
- d. Report to CDSS staff any problems with DSS clients as they arise.

3. **Implementation Timeline:**

- a. Service provision will begin on 1 July 2017 and end on 30 June 2018.
- b. The decision to extend the agreement will be based on the future needs of DSS clients and the effectiveness and success of the training.

Charlottesville Department of Social Services

(Name) Susan U Muffett (Title) Assistant Director

(Authorized Signature)  Date 5/22/17

City of Charlottesville Office of Economic Development

(Name) Hollie Lee (Title) Chief of Workforce Development

(Authorized Signature)  Date 05/22/17 *Strates*



**Memorandum of Agreement**

**Parties:** Charlottesville Office of Economic Development (OED) and Piedmont Virginia Community College Workforce Services (PVCC) are entering into a Memorandum of Agreement as defined with the following purposes and mutual expectations.

1. **Purpose and Scope:** The OED and PVCC have mutual interests in City residents receiving training that will prepare them for careers in various high demand industries served by the Growing Opportunities (GO) training programs.
  
2. **Commitments:**  
PVCC
  - a. Provide contracted, customized workforce services training to GO program participants.
  - b. Assist with the identification of and application for grants/funding available to help subsidize the training costs (e.g., Workforce Credential Grant, FANTIC, etc.).OED
  - a. Recruit qualified applicants for the GO programs.
  - b. Contract with PVCC to provide customized training to GO program participants.
  
3. **Implementation Timeline:**
  - a. Service provision will begin on 1 July 2017 and end on 30 June 2018.
  - b. The decision to extend the agreement will be based on the effectiveness and success of the program.

Piedmont Virginia Community College Workforce Services

(Name) Valerie Palamountain (Title) Dean of Workforce Services

(Authorized Signature) *Valerie Palamountain* Date 5/10/17

City of Charlottesville Office of Economic Development

(Name) *Hollie Lee* (Title) *Chief of Workforce Development*

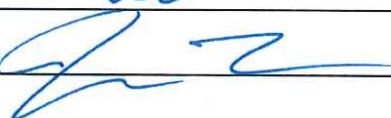
(Authorized Signature) *Hollie Lee* Date *05/22/17* *Strategic*

**Memorandum of Agreement**

**Parties:** Charlottesville Office of Economic Development (OED) and Charlottesville Area Transit (CAT) are entering into a Memorandum of Agreement as defined with the following purposes and mutual expectations.

1. **Purpose and Scope:** The OED and CAT have mutual interests in City residents receiving training that will prepare them for a career as a Relief Transit Operator with CAT.
  
2. **Commitments:**
  - CAT
    - a. Assist with the screening and selection of GO Driver program participants.
    - b. Provide GO Driver program participants with tours of the facility and buses.
    - c. Assist with online applications, mock interviewing, and job shadowing.
    - d. Identify program participants' applications for extra consideration in light of their extensive training.
    - e. Provide additional on-the-job training once hired relevant to the work that will be performed.
  
  - OED
    - a. Include CAT staff in the planning, interview, and selection process.
    - b. Coordinate pre-employment training program for GO Driver participants and incorporate CAT training staff.
    - c. Assist CAT as issues arise once GO Driver participants are employed.
  
3. **Implementation Timeline:**
  - a. Service provision will begin on 1 July 2017 and end on 30 June 2018.
  - b. The decision to extend the agreement will be based on the future needs of TANF recipients and the effectiveness and success of the training.

Charlottesville Area Transit

(Name) JUDYAN LEE (Title) Asst. Transit Manager  
(Authorized Signature)  Date 5/11/2017

City of Charlottesville Office of Economic Development

(Name) Hollie Lee (Title) Chief of Workforce Development  
(Authorized Signature)  Date 05/22/17 *State:*

## BUDGET SUMMARY - DSS FUNDS AND MATCH FUNDS

<b>JGRANTEE NAME</b>	City of Charlottesville Office of Economic Development
<b>Grant Period</b>	June 30, 2017 to July 1, 2018
<b>Contract #</b>	
<b>Attachment #</b>	

BUDGET CATEGORY	TOTAL PROGRAM BUDGET (Including amount from VDSS)	TOTAL <u>VDSS</u> <u>REQUEST</u>	TOTAL MATCH AMOUNT	TOTAL (Match + VDSS Request)
SALARIES		\$0.00	\$44,000.00	\$44,000.00
EMPLOYEE BENEFITS		\$0.00	\$13,464.00	\$13,464.00
RENT		\$0.00	\$0.00	\$0.00
OFFICE & PROGRAM EQUIPMENT		\$50,000.00	\$50,000.00	\$100,000.00
GRANTS		\$0.00	\$0.00	\$0.00
AWARDS		\$0.00	\$0.00	\$0.00
TRAINING/TRANSPORTATION		\$0.00	\$0.00	\$0.00
OTHER		\$0.00	\$0.00	\$0.00
DIRECT COSTS				
<b>Total</b>	\$ -	\$ 50,000.00	\$ 107,464.0000	\$157,464.00
<b>Percentage of Total Program Budget Requested from DSS</b>		0%		

Awarded funds cannot be used to supplant existing funds.

Please enter data into yellow fields only!

# SALARIES

City of Charlottesville Office of Economic Development										
Grant Period: June 30, 2017 to July 1, 2018										
UBGRANTEE NAME:										
Name of Staff (List names of program aff to be funded in whole or part by DSS only)	Title	Total hours per week	# of hours per week spent on this program	# of hours per week spent on this program to be paid by DSS	% of time spent on this program	% of program salary to be paid by DSS	Total Gross Annual Salary	Amount of salary devoted to this program	Amount of salary to be paid by DSS	Column Maximum % of benefit that DSS will pay for this employee
Jillie Lee	Chief of Workforce Development Strategies	40	10	0	25%	0%	\$ 82,000.00	\$ 20,500.00	\$ -	0
Tracy Demchak	Job Center Manager	40	10	0	25%	0%	\$ 52,000.00	\$ 13,000.00	\$ -	0
Matthew Murphy	Community Outreach Specialist	40	10	0	25%	0%	\$ 42,000.00	\$ 10,500.00	\$ -	0
					0%	0%	\$ -	\$ -	\$ -	0
					0%	0%	\$ -	\$ -	\$ -	0
					0%	0%	\$ -	\$ -	\$ -	0
					0%	0%	\$ -	\$ -	\$ -	0
					0%	0%	\$ -	\$ -	\$ -	0
					0%	0%	\$ -	\$ -	\$ -	0
					0%	0%	\$ -	\$ -	\$ -	0
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					0%	0%	\$ -	\$ -	\$ -	0
					0%	0%	\$ -	\$ -	\$ -	0
					0%	0%	\$ -	\$ -	\$ -	0
					0%	0%	\$ -	\$ -	\$ -	0
							\$ 176,000.00	\$ 44,000.00	\$ -	0





**OTHER PROPOSED EXPENSES**

SUBGRANTEE NAME: City of Charlottesville Office of Economic Development  
 Grant Period: June 30, 2017 to July 1, 2018

LINE ITEM	Amount Requested	LINE ITEM	Amount Requested
RENT -- Office	\$ -	SUBAWARDS	
		STAFF TRAVEL & TRAINING	\$ -
		Travel	
OFFICE and PROGRAM EXPENSES	\$50,000.00	Training	
	\$0.00		
	\$0.00	OTHER	\$ -
	\$0.00	Other (Specify)	
	\$0.00	Other (Specify)	
	\$0.00	Other (Specify)	
	\$0.00	Other (Specify)	
	\$36,000.00	Other (Specify)	
	\$14,000.00	Other (Specify)	
		Other (Specify)	
<b>EQUIPMENT</b>	\$ -		
Place each individual equipment purchase over \$5,000 below. Each equipment purchase under \$5,000 should be placed under Supplies above. Place each equipment purchase with a service life of one year or less (no matter the cost) under Supplies as well.			
Equipment Purchase (Specify)			
Equipment Purchase (Specify)			
Equipment Leases (any amount)		Total	\$ 50,000.00

# MATCH

City of Charlottesville Office of Economic Development						
SUBGRANTEE NAME:						
Grant Period:						
June 30, 2017 to July 1, 2018						
BUDGET CATEGORY	BRIEF DESCRIPTION	SOURCE-Supply the original source that is providing the cash or in-kind match.	CASH	IN-KIND VALUE	TOTAL MATCH	
Salaries	Salaries will be paid in full by the City of Charlottesville as part of regular work related duties	City of Charlottesville	\$0.00	\$44,000.00	\$ 44,000.00	
Employee Benefits	Benefits will be covered in full by the City of Charlottesville as part of regular work related duties	City of Charlottesville	\$0.00	\$13,464.00	\$ 13,464.00	
Rent			\$0.00	\$0.00	-	
Office and Program	Training Costs & Supportive Services	City of Charlottesville Workforce Investment Fund	\$50,000.00	\$0.00	\$ 50,000.00	
Equipment			\$0.00	\$0.00	-	
Subcontracting Services			\$0.00	\$0.00	-	
Training & Transportation			\$0.00	\$0.00	-	
Other			\$0.00	\$0.00	-	
<b>Total Amounts Supplied by Match</b>			\$ 50,000.00	\$ 57,464.00	\$ 107,464.00	



**INDIRECT COSTS**

**GRANTEE NAME** City of Charlottesville Office of Economic Development  
**Grant Period:** June 30, 2017 to July 1, 2018

**DE MINIMUS CALCULATION**

<b>DIRECT COSTS</b>	
SALARIES	\$0.00
EMPLOYEE BENEFITS	\$0.00
RENT	\$0.00
OFFICE & PROGRAM EQUIPMENT	\$50,000.00
AWARDS	\$0.00
TRAINING/TRANSPORTATION	\$0.00
OTHER	\$0.00
<b>TOTAL DIRECT COSTS</b>	<b>\$50,000.00</b>
<b>EXCLUDED EXPENSES</b>	
Contracting Expenses >\$25,000	\$0.00
Other Excluded Costs	\$0.00
<b>Total Excluded Costs</b>	<b>\$0.00</b>
<b>Total Direct Costs - Excluded Costs = Base</b>	<b>\$50,000.00</b>
<b>Indirect Costs Percentage Rate</b>	0%
<b>Indirect Costs Percentage Rate = Indirect Costs / Base x 100</b>	<b>\$0.00</b>

## INDIRECT COSTS

**JOBGRANTEE NAME** City of Charlottesville Office of Economic Development  
**Grant Period:** June 30, 2017 to July 1, 2018

### Indirect Costs Calculation with NICRA

Direct Costs	
SALARIES	\$0.00
EMPLOYEE BENEFITS	\$0.00
RENT	\$0.00
OFFICE & PROGRAM EQUIPMENT	\$50,000.00
AWARDS	\$0.00
TRAINING/TRANSPORTATION	\$0.00
OTHER	\$0.00
<b>TOTAL DIRECT COSTS</b>	<b>\$50,000.00</b>

**EXCLUDED EXPENSES**  
 Please enter the total amount of all excluded expenses from direct costs above (according to your NICRA).

Total Direct Costs - Excluded Costs = Base \$50,000.00

Indirect Costs Percentage Rate

Base x Percentage Rate = Indirect Costs \$0.00

Please submit a copy of your NICRA (Negotiated Indirect Cost Rate Agreement) with your application.

# BUDGET NARRATIVE

SUBGRANTEE NAME	City of Charlottesville Office of Economic Development	
Grant Period:	June 30, 2017 to July 1, 2018	
Line Item	Budget Request	Narrative Description
<b>SALARIES</b>	\$0.00	
<b>BENEFITS</b>	\$0.00	
<b>RENT -- Office</b>	\$0.00	
<b>OFFICE and PROGRAM EXPENSES</b>		
Printing	\$0.00	
Postage	\$0.00	
Supplies	\$0.00	
Utilities	\$0.00	
Phone	\$0.00	
Participant Support Costs	\$0.00	
Other Program Expenses (Training Costs - including but not limited to: Other Program Expenses	\$36,000.00	needed by employers; average cost per participant is \$2,000
(Supportive Services - including but not limited to: drug testing, physicals, commercial driver's licensing testing and license fees, testing fees required for credentialing, childcare assistance, rental assistance, transportation assistance, etc.)	\$14,000.00	Supportive Services - including but not limited to: drug testing, physicals, commercial driver's licensing testing and license fees, testing fees required for credentialing, childcare assistance, rental assistance, transportation assistance, etc.; average cost per assistance is \$500
Other Program Expenses (Specify)	\$0.00	
Other Program Expenses (Specify)	\$0.00	
<b>EQUIPMENT</b>		
Equipment Purchase (Specify)	\$0.00	
Equipment Purchase (Specify)	\$0.00	
Equipment Leases (any amount)	\$0.00	
<b>SUBAWARDS</b>		
	\$0.00	
<b>STAFF TRAVEL &amp; TRAINING</b>		
Travel	\$0.00	
Training	\$0.00	
<b>OTHER</b>		
Other (Specify)	\$0.00	
Other (Specify)	\$0.00	
Other (Specify)	\$0.00	

Other (Specify)	\$0.00
Other (Specify)	\$0.00
Other (Specify)	\$0.00
INDIRECT	
<b>Total</b>	<b>\$50,000.00</b>

CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	August 21, 2017
Action Required:	Appropriation of State Funds Adoption of Resolution Authorizing Execution of Agreement
Presenters:	Paul Oberdorfer, Director Public Works
Staff Contacts:	Paul Oberdorfer, Director Public Works
Title:	<b>VDOT Primary Extension Paving Project Funds - \$52,085</b>

**Background:**

Based on a legislative change that was effective July 1, 2014, Virginia Code section 33.1-23.1 (B) authorizes the set-aside of up to \$125,000,000 for the reconstruction of interstate, primary, and primary extension routes. Funding for the reconstruction of primary extensions – routes which are both locally maintained and have a primary route number (e.g. Route 250) – is made available using a competitive application process. Awards are made based on a combination of road condition and traffic volume. Assessment of road condition is performed by the Virginia Department of Transportation (VDOT).

The City of Charlottesville has qualified to receive funds to perform one paving project, requiring a local financial contribution and adoption of a Resolution authorizing the execution of a formal agreement and Appropriation of funds estimated for reimbursement.

**Discussion:**

The scope of the awarded projects includes all work necessary to bring the roadway and curb ramps into compliance with the Americans with Disabilities Act. The project details are listed below:

Route 250 Business Eastbound (Main Street) from West Main Street to Preston Avenue (scope to include the upgrade of 1 curb ramp).

VDOT Reimbursement	\$52,085
<u>Local Share</u>	<u>\$1,611</u>
<b>Total Project Cost</b>	<b>\$53,696</b>

This program is a promising relief for CIP funding sources dedicated to street paving projects which are stretched very thin. Per the recently completed Street Survey, 21% of City streets are eligible for

paving, at an estimated cost of more than \$7.8 million dollars. The high traffic volume of Charlottesville's streets compared to others in the VDOT Culpepper District will continue to make paving projects in Charlottesville very competitive for the duration of this program.

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

This project supports City Council's "Smart, Citizen-Focus Government" vision.

It contributes to Goal 4 of the Strategic Plan, to "be a well-managed and successful organization", and objective 4.1, to "align resources with City's strategic plan".

**Community Engagement:**

N/A

**Budgetary Impact:**

No new local funding will be required. The local contribution will be funded through previously appropriated street paving CIP funds. Appropriation of state funds for these projects will result in an estimated net avoided cost of \$52,085.

**Recommendation:**

Staff recommends approval of the Resolution and Appropriation.

**Alternatives:**

Pay the full cost of these projects.

**Attachments:**

VDOT Standard Project Administration Agreement  
Appropriation

**RESOLUTION  
AUTHORIZING EXECUTION OF A STANDARD PROJECT ADMINISTRATION  
AGREEMENT FOR STATE-AID HIGHWAY MAINTENANCE PROJECTS**

**WHEREAS**, the Virginia Department of Transportation and the City of Charlottesville desire to execute a standard Project Administration Agreement for one state-aided project, referenced as Virginia Department of Transportation Project Number 6250-104-347 (UPC 111325);

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that said Council hereby commits to fund its local share of construction, as applicable, for the Projects administered under agreement with the Virginia Department of Transportation, in accordance with the project financial document(s); and

**BE IT FURTHER RESOLVED**, by said Council that the City Manager is hereby authorized to execute the Project Administration Agreement for the above-referenced projects on behalf of and as the agent of the Charlottesville City Council.

This resolution shall be effective upon passage and shall not be published.

READ AND ADOPTED: \_\_\_\_\_

TESTE: \_\_\_\_\_  
Paige Rice, City Clerk

Approved as to Form:

\_\_\_\_\_  
Chief Deputy City Attorney

**APPROPRIATION**  
**Primary Extension Paving Funds - \$52,085.00**

**WHEREAS**, the Virginia Department of Transportation and the City of Charlottesville desire to execute a standard Project Administration Agreement for two state-aided projects, referenced as Virginia Department of Transportation Project Number 6250-104-347 (UPC 111325);

**WHEREAS**, said agreement requires that the City of Charlottesville complete the aforementioned projects before requesting reimbursement for the non-local share of projects costs;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that the sum of \$52,085.00 is appropriated in the following manner:

**Revenue - \$52,085.00**

Fund: 426      Internal Order: SS-009      G/L Account: 430110

**Expenditures - \$52,085.00**

Fund: 426      Internal Order: SS-009      G/L Account: 599999



**STANDARD PROJECT ADMINISTRATION AGREEMENT**  
**State-aid Projects**

Project Number	UPC	Local Government
6250-104-347	111325	City of Charlottesville

THIS AGREEMENT, made and executed in triplicate this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the City of Charlottesville, Virginia, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY has expressed its desire to administer the work described in Appendix A, and such work for each improvement shown is hereinafter referred to as the Project; and

WHEREAS, the funds shown in Appendix A have been allocated to finance the Project(s) and the funding currently allocated or proposed for the project(s) does not include Federal-aid Highway funds; and

WHEREAS, both parties have concurred in the LOCALITY's administration of the phase(s) of work for the respective Project(s) listed in Appendix A in accordance with applicable federal, state and local laws and regulations.

NOW THEREFORE, in consideration of the mutual premises contained herein, the parties hereto agree as follows:

1. The LOCALITY shall:
  - a. Be responsible for all activities necessary to complete the noted phase(s) of each Project shown in Appendix A, except for activities, decisions, and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties.
  - b. Receive prior written authorization from the DEPARTMENT to proceed with the project.
  - c. Administer the project(s) in accordance with guidelines applicable to Locally Administered Projects as published by the DEPARTMENT.
  - d. Provide certification by a LOCALITY official of compliance with applicable laws and regulations on the **State Certification Form for State Funded Projects** or in another manner as prescribed by the DEPARTMENT.

- e. Maintain accurate and complete records of each Project's development of all expenditures and make such information available for inspection or auditing by the DEPARTMENT. Records and documentation for items for which reimbursement will be requested shall be maintained for not less than three (3) years following acceptance of the final voucher on each Project.
  - f. No more frequently than monthly, submit invoices with supporting documentation to the DEPARTMENT in the form prescribed by the DEPARTMENT. The supporting documentation shall include copies of related vendor invoices paid by the LOCALITY and also include an up-to-date project summary and schedule tracking payment requests and adjustments.
  - g. Reimburse the DEPARTMENT all Project expenses incurred by the DEPARTMENT if due to action or inaction solely by the LOCALITY the project becomes ineligible for state reimbursement, or in the event the reimbursement provisions of Section 33.2-214 or Section 33.2-331 of the Code of Virginia, 1950, as amended, or other applicable provisions of state law or regulations require such reimbursement.
  - h. On Projects that the LOCALITY is providing the required match to state funds, pay the DEPARTMENT the LOCALITY's match for eligible Project expenses incurred by the DEPARTMENT in the performance of activities set forth in paragraph 2.a.
  - i. Administer the Project in accordance with all applicable federal, state, and local laws and regulations. Failure to fulfill legal obligations associated with the project may result in forfeiture of state-aid reimbursements
  - j. If legal services other than that provided by staff counsel are required in connection with condemnation proceedings associated with the acquisition of Right-of-Way, the LOCALITY will consult the DEPARTMENT to obtain an attorney from the list of outside counsel approved by the Office of the Attorney General. Costs associated with outside counsel services shall be reimbursable expenses of the project.
  - k. For Projects on facilities not maintained by the DEPARTMENT, provide, or have others provide, maintenance of the Project upon completion, unless otherwise agreed to by the DEPARTMENT.
2. The DEPARTMENT shall:
- a. Perform any actions and provide any decisions and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties.
  - b. Upon receipt of the LOCALITY's invoices pursuant to paragraph 1.f, reimburse the LOCALITY the cost of eligible Project expenses, as described in Appendix A. Such reimbursements shall be payable by the DEPARTMENT within 30 days of an acceptable submission by the LOCALITY.

- c. If appropriate, submit invoices to the LOCALITY for the LOCALITY's share of eligible project expenses incurred by the DEPARTMENT in the performance of activities pursuant to paragraph 2.a.
  - d. Audit the LOCALITY's Project records and documentation as may be required to verify LOCALITY compliance with applicable laws and regulations.
  - e. Make available to the LOCALITY guidelines to assist the parties in carrying out responsibilities under this Agreement.
3. Appendix A identifies the funding sources for the project, phases of work to be administered by the LOCALITY, and additional project-specific requirements agreed to by the parties. There may be additional elements that, once identified, shall be addressed by the parties hereto in writing, which may require an amendment to this Agreement.
  4. If designated by the DEPARTMENT, the LOCALITY is authorized to act as the DEPARTMENT's agent for the purpose of conducting survey work pursuant to Section 33.2-1011 of the Code of Virginia, 1950, as amended.
  5. Nothing in this Agreement shall obligate the parties hereto to expend or provide any funds in excess of funds agreed upon in this Agreement or as shall have been included in an annual or other lawful appropriation. In the event the cost of a Project is anticipated to exceed the allocation shown for such respective Project on Appendix A, both parties agree to cooperate in providing additional funding for the Project or to terminate the Project before its cost exceeds the allocated amount, however the DEPARTMENT and the LOCALITY shall not be obligated to provide additional funds beyond those appropriated pursuant to an annual or other lawful appropriation.
  6. Nothing in this agreement shall be construed as a waiver of the LOCALITY's or the Commonwealth of Virginia's sovereign immunity.
  7. The Parties mutually agree and acknowledge, in entering this Agreement, that the individuals acting on behalf of the Parties are acting within the scope of their official authority and the Parties agree that neither Party will bring a suit or assert a claim against any official, officer, or employee of either party, in their individual or personal capacity for a breach or violation of the terms of this Agreement or to otherwise enforce the terms and conditions of this Agreement. The foregoing notwithstanding, nothing in this subparagraph shall prevent the enforcement of the terms and conditions of this Agreement by or against either Party in a competent court of law.
  8. The Parties mutually agree that no provision of this Agreement shall create in the public, or in any person or entity other than parties, rights as a third party beneficiary hereunder, or authorize any person or entity, not a party hereto, to maintain any action for, without limitation, personal injury, property damage, breach of contract, or return of money, or property, deposit(s), cancellation or forfeiture of bonds, financial instruments, pursuant to the terms of this of this Agreement or otherwise. Notwithstanding any other provision of

this Agreement to the contrary, unless otherwise provided, the Parties agree that the LOCALITY or the DEPARTMENT shall not be bound by any agreements between the either party and other persons or entities concerning any matter which is the subject of this Agreement, unless and until the LOCALITY or the DEPARTMENT has, in writing, receive a true copy of such agreement(s) and has affirmatively agreed, in writing, to be bound by such Agreement.

9. This agreement may be terminated by either party upon 30 days advance written notice. Eligible Project expenses incurred through the date of termination shall be reimbursed in accordance with paragraphs 1.f, 1.g, and 2.b, subject to the limitations established in this Agreement and Appendix A. Upon termination and unless otherwise agreed to, the DEPARTMENT shall retain ownership of plans, specifications, and right of way for which state funds have been provided, unless all state funds provided for the Project have been reimbursed to the DEPARTMENT by the LOCALITY, in which case the LOCALITY will have ownership of the plans, specifications, and right of way.

THE LOCALITY and DEPARTMENT acknowledge and agree that this Agreement has been prepared jointly by the parties and shall be construed simply and in accordance with its fair meaning and not strictly for or against any party.

THE LOCALITY and the DEPARTMENT further agree that should Federal-aid Highway funds be added to the project, this agreement is no longer applicable and shall be terminated. The LOCALITY and the DEPARTMENT mutually agree that they shall then enter into a Standard Project Administration Agreement for Federal-aid Projects.

THIS AGREEMENT, when properly executed, shall be binding upon both parties, their successors, and assigns.

THIS AGREEMENT may be modified in writing by mutual agreement of both parties.

The remainder of this page is BLANK

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written.

\_\_\_\_\_ OF \_\_\_\_\_, VIRGINIA:

\_\_\_\_\_

\_\_\_\_\_  
Typed or printed name of signatory

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

NOTE: The official signing for the LOCALITY must attach a certified copy of his or her authority to execute this agreement.

**COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION:**

\_\_\_\_\_  
Chief of Policy  
Commonwealth of Virginia  
Department of Transportation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

**Attachment**  
Appendix A

Appendix A

Date: 6/22/2017

Project Number: 6250-104-347 UPC: 111325 CFDA # Locality: City of Charlottesville

Project Location ZIP+4: 22903-5043	Locality DUNS# 074745829	Locality Address (incl ZIP+4): 610 East Market Street Charlottesville, VA 22902-5304
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Project Narrative	
Scope:	Rte. 250 Bus. EB (Main Street) - Primary Extension Pavement Overlay with 1 crosswalk ramp upgrade
From:	West Main Street
To:	Preston Ave.
Locality Project Manager Contact info:	Lance Stewart (434) 970-3665
Department Project Coordinator Contact Info:	Robert Strevell (540) 718-8963

Project Estimates				
	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$0	\$0	\$52,085	\$52,085
Estimated VDOT Project Expenses			\$1,611	\$1,611
Estimated Total Project Costs			\$53,696	\$53,696

Project Cost and Reimbursement						
Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering			0%	\$0	\$0	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
<b>Total PE</b>	\$0			\$0	\$0	\$0
Right of Way & Utilities			0%	\$0	\$0	
				\$0	\$0	
				\$0	\$0	
<b>Total RW</b>	\$0			\$0	\$0	\$0
Construction	\$53,696	CTB Formula Funds	0%	\$0	\$53,696	
			0%	\$0	\$0	
				\$0	\$0	
				\$0	\$0	
<b>Total CN</b>	\$53,696			\$0	\$53,696	\$52,085
<b>Total Estimated Cost</b>	\$53,696			\$0	\$53,696	\$52,085

<b>Total Maximum Reimbursement by VDOT to Locality (Less Local Share)</b>	\$53,696
<b>Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)</b>	\$52,085

Project Financing						
CTB Formula Funds						Aggregate Allocations
\$53,696						\$53,696

Program and Project Specific Funding Requirements		
<ul style="list-style-type: none"> <li>This project shall be administered in accordance with VDOT's Urban Manual</li> <li>This project shall be administered in accordance with VDOT's Locally Administered Projects Manual</li> <li>This project shall meet all applicable ADA requirements</li> <li>The Locality will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the Locality subsequent to project completion without approval of the Department, the locality inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the Department.</li> <li>Funds for this project are not available until July 1, 2017</li> <li>This project must be advertised within six months of award funding or be subject to deallocation</li> <li>This is a limited funds project. The Locality shall be responsible for any additional funding in excess of \$53,696 (if applicable)</li> <li><b>Total project allocations: \$53,696</b></li> </ul>		

\_\_\_\_\_  
Authorized Locality Official and Date

\_\_\_\_\_  
Authorized VDOT Official and Date

\_\_\_\_\_  
Typed or printed name of person signing

\_\_\_\_\_  
Typed or printed name of person signing

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



<b>Agenda Date:</b>	August 21, 2017
<b>Action Required:</b>	Approve and appropriate grant funds
<b>Presenter:</b>	Susan Morrow, Offenders Aid and Restoration
<b>Staff Contact:</b>	Mike Murphy, Assistant City Manager Leslie Beauregard, Assistant City Manager Susan Morrow, Offenders Aid and Restoration
<b>Title:</b>	<b>Substance Abuse and Mental Health Services Administration Drug Treatment Court Grant Award - \$294,140</b>

**Background:**

The City of Charlottesville, on behalf of the Charlottesville/Albemarle Adult Drug Treatment Court, has received a grant from the Substance Abuse and Mental Health Services Administration (hereinafter SAMHSA), a division of the U. S. Department of Health and Human Services, in the amount of \$294,140 for operations of the drug court program, which is operated by Offender Aid and Restoration (O.A.R.).

The City of Charlottesville serves as fiscal agent for the Substance Abuse and Mental Health Services Administration Drug Treatment Court Grant.

**Discussion:**

In its twentieth year of operation, the Charlottesville/Albemarle Adult Drug Treatment Court is a supervised 12 month drug treatment program that serves as an alternative to incarceration for offenders. Drug Court is a specialized docket within the existing structure of the court system given the responsibility to handle cases involving non-violent adult felony offenders who are addicted to drugs. The program uses the power of the court to assist offenders with moderate to severe substance use disorders to achieve recovery through a combined system of intensive supervision, drug testing, substance abuse treatment, and regular court appearances.

The SAMHSA grant will fund enhancements that are intended to close current gaps in the drug court treatment continuum, support consumer specific clinical needs and create a supportive environment that connects participants with a broader, community-based system of services and support, bridging the gap between treatment and recovery communities. All of the new enhancements are evidence based and are expected to improve retention rates and graduation rates while reducing recidivism among drug court participants and graduates.

The total budget for the SAMHSA grant is \$294,140. There is no match.

The current total program budget for the Drug Court is **\$328,361** and includes three funding sources:

Supreme Court of VA - \$205,000

City of Charlottesville: \$70,224, which has already been appropriated

Albemarle County: \$53,137, which has already been appropriated

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

This program supports Goal 2: A Healthy and Safe City, Objective 2.2 Meet the safety needs of victims and reduce the risk of re-occurrence/re-victimization, and Objective 2.3 Improve community health and safety outcomes by connecting residents with effective resources. The drug court is a valuable, less expensive alternative to incarceration for certain substance dependent criminal offenders which utilizes a blend of court-ordered supervision, drug testing, drug and mental health treatment services, court appearances, and behavioral sanctions and incentives to reduce recidivism and drug use among participants beyond what is observed after incarceration alone.

### **Community Engagement:**

The Drug Treatment Court is a direct service provider and is engaged daily with non-violent criminal offenders with drug driven crimes who are at a high level of risk for reoffending due to active addictions and long standing patterns of criminal behavior. By collaborating with the Court system, Region Ten Community Services Board, and the Sheriff's department, the Drug Treatment Court provides these offenders with a highly structured, rigorously supervised system of treatment and criminal case processing that results in a significant reduction in recidivism rates for program participants and graduates. Participants gain access to the Drug Treatment Court through referrals from police, probation, magistrates, defense attorneys and other local stakeholders.

Participants have active criminal cases pending in the Circuit Court. If they successfully complete the program which takes a minimum of 12 months and requires a minimum of 12 months substance free, participants may have their pending charges reduced or dismissed. If participants are unsuccessful and have to be terminated from the program, they return to court to face their original charges. Successful Drug Treatment Court participants return the community's investment in them by maintaining full time, tax



paying employment, providing for and taking care of their children and families including paying off back child support, behaving as good role models in the community, and supporting the recovery community in Charlottesville.

**Budgetary Impact:**

There is no local match required for the SAMHSA grant.

**Recommendation:**

Staff recommends approval and appropriation.

**Attachments:** N/A

**APPROPRIATION**  
**Charlottesville/Albemarle Adult Drug Treatment Court Grant Award**  
**\$294,140**

**WHEREAS**, the Substance Abuse and Mental Health Services Administration, a division of the U. S. Department of Health and Human Services, in the amount of \$294,140 for the Charlottesville/Albemarle Drug Court Treatment Court in order to fund salaries, benefits, and operating expenses; and

**WHEREAS**, the City of Charlottesville serves as the fiscal agent for this grant program; and

**WHEREAS**, the grant award covers the period October 1, 2017 through September 29, 2018.

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$294,140, received as a grant from the Substance Abuse and Mental Health Services Administration, is hereby appropriated in the following manner:

**Revenues**

\$294,140      Fund: 211      Internal Order: 1900283      G/L Account: 431110

**Expenditures**

\$294,140      Fund: 211      Internal Order: 1900283      G/L Account: 530550

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$294,140 from the Substance Abuse and Mental Health Services Administration.

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



<b>Agenda Date:</b>	August 21, 2017
<b>Action Required:</b>	Approve and appropriate grant funds
<b>Presenter:</b>	Susan Morrow, Offenders Aid and Restoration
<b>Staff Contact:</b>	Mike Murphy, Assistant City Manager Leslie Beauregard, Assistant City Manager Susan Morrow, Offender Aid and Restoration
<b>Title:</b>	<b>Charlottesville/Albemarle Adult Drug Treatment Court Grant Award - \$205,000</b>

**Background:**

The City of Charlottesville, on behalf of the Charlottesville/Albemarle Adult Drug Treatment Court, has received the Byrne Grant from the Supreme Court of Virginia in the amount of \$205,000 for operations of the drug court program, which is operated by Offender Aid and Restoration (O.A.R.). The City of Charlottesville serves as fiscal agent for the Drug Court Byrne Grant.

**Discussion:**

In its eighteenth year of operation, the Charlottesville/Albemarle Adult Drug Treatment Court is a supervised 12 month drug treatment program that serves as an alternative to incarceration for offenders. Drug Court is a specialized docket within the existing structure of the court system given the responsibility to handle cases involving non-violent adult felony offenders who are addicted to drugs. The program uses the power of the court to assist non-violent drug offenders to achieve recovery through a combined system of intensive supervision, drug testing, substance abuse treatment, and regular court appearances.

The total program budget is **\$328,361** and includes three funding sources:  
Supreme Court of VA - \$205,000  
City of Charlottesville: \$70,224, which has already been appropriated

Albemarle County: \$53,137, which has already been appropriated

In addition to the above budget and funding sources, a federal grant from the Department of Health and Human Services, Substance Abuse and Mental Health Services Administration has been awarded to the Drug Court. The grant will provide for enhancements to the Drug Court. Activities under the grant are scheduled to begin on October 1, 2017. The approved budget for the grant is \$294,140 for the first year. It is a three year grant. No match is required.

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

This program supports Goal 2: A Healthy and Safe City, Objective 2.2 Meet the safety needs of victims and reduce the risk of re-occurrence/re-victimization, and Objective 2.3 Improve community health and safety outcomes by connecting residents with effective resources. The drug court is a valuable, less expensive alternative to incarceration for certain substance dependent criminal offenders which utilizes a blend of court-ordered supervision, drug testing, drug and mental health treatment services, court appearances, and behavioral sanctions and incentives to reduce recidivism and drug use among participants beyond what is observed after incarceration alone.

### **Community Engagement:**

The Drug Treatment Court is a direct service provider and is engaged daily with non-violent criminal offenders with drug driven crimes who are at a high level of risk for reoffending due to active addictions and long standing patterns of criminal behavior. By collaborating with the Court system, Region Ten Community Services Board, and the Sheriff's department, the Drug Treatment Court provides these offenders with a highly structured, rigorously supervised system of treatment and criminal case processing that results in a significant reduction in recidivism rates for program participants and graduates. Participants gain access to the Drug Treatment Court through referrals from police, probation, magistrates, defense attorneys and other local stakeholders. Participants have active criminal cases pending in the Circuit Court. If they successfully complete the program which takes a minimum of 12 months and requires a minimum of 12 months substance free, participants may have their pending charges reduced or dismissed. If participants are unsuccessful and have to be terminated from the program, they return to court to face their original charges. Successful Drug Treatment Court participants return the community's investment in them by maintaining full time, tax paying employment, providing for and taking care of their children and families including paying off back child support, behaving as good role models in the community, and supporting the recovery community in Charlottesville.

### **Budgetary Impact:**

The City's match for this grant, \$70,224, was appropriated as part of the FY 2018 Council Approved Budget and is part of the City's General Fund contribution to Offender Aid and Restoration.

**Recommendation:**

Staff recommends approval and appropriation.

**Attachments:**

N/A

**APPROPRIATION**  
**Charlottesville/Albemarle Adult Drug Treatment Court Grant Award**  
**\$205,000**

**WHEREAS**, the Supreme Court of Virginia awarded the Byrne Grant in the amount of \$205,000 for the Charlottesville/Albemarle Drug Court Treatment Court in order to fund salaries, benefits, and operating expenses; and

**WHEREAS**, the City of Charlottesville serves as the fiscal agent for this grant program; and

**WHEREAS**, the City of Charlottesville and Albemarle County both have dedicated local matches to this grant, totaling \$123,361; and

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

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$205,000, received as a grant from the Supreme Court of Virginia, is hereby appropriated in the following manner:

**Revenues**

\$205,000      Fund: 209      Internal Order: 1900285      G/L Account: 430120

**Expenditures**

\$205,000      Fund: 209      Internal Order: 1900285      G/L Account: 530550

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$205,000 from the Supreme Court of Virginia.

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



<b>Agenda Date:</b>	August 21, 2017
<b>Action Required:</b>	Request for Appropriation - Safe Routes to School Non-Infrastructure Grant Application
<b>Presenter:</b>	Amanda Poncy, Bicycle and Pedestrian Coordinator
<b>Staff Contacts:</b>	Amanda Poncy, Bicycle and Pedestrian Coordinator; Kyle Rodland, Safe Routes to School Coordinator
<b>Title:</b>	<b>Safe Routes to School Non-Infrastructure Grant Application - \$59,000</b>

**Background:**

Virginia Department of Transportation (VDOT) has awarded the City of Charlottesville with a Safe Routes to School Non-Infrastructure (Activities and Programs) Grant of \$59,000. This grant can be used to fund education, encouragement, evaluation and enforcement programs related to Safe Routes to School. The Non-Infrastructure Grant can also be used to fund a SRTS coordinator. A SRTS Coordinator is a part- or full-time SRTS advocate who works within a school division to promote and facilitate Safe Routes to School activities at a minimum of three schools in the division.

Last year, the city received a non-infrastructure grant in the amount of \$56,000 to fund a part-time coordinator and associated program budget to manage, train, and expand Safe Routes to School programming city-wide. The grant provides a dedicated champion to working within schools to provide education, encouragement and evaluation activities needed to support active transportation for K-8 students.

**Discussion:**

As part of the grant application, the City was required to update the Safe Routes to School (SRTS) Activities and Programs Plan (APP), a written document that outlines a community's intentions for enabling and encouraging students to engage in active transportation (i.e. walking or bicycling) as they travel to and from school. The plan details the number of students living within ¼ to 2 miles of their school and demonstrates the potential benefits that can be accrued from a coordinate SRTS program (nearly 30% of students live within ½ mile of school and nearly 70% live within 1 mile of school). The SRTS APP was originally created through a team-based approach that involved key community stakeholders and members of the public in both identifying key behavior-related to barriers to active transportation and, using the four non-infrastructure related E's (education, encouragement, enforcement and evaluation) to address them.

The APP update reflects minimal changes from last year's plan, but emphasizes lessons learned

since our Coordinator was hired in October 2016.

The SRTS Activities and Programs Plan will continue to serve as a guiding document to assist in promoting, encouraging, and enabling walking and bicycling to school. The \$59,000 grant appropriation will fund a part-time Safe Routes to School Coordinator and the supplies needed to implement the recommendations included in the APP for the 2017-2018 school year. As a reimbursable grant, costs will be incurred by Neighborhood Development Services and reimbursed by VDOT.

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

This initiative supports Council's Vision to be a "Connected Community" ("the City of Charlottesville is part of a comprehensive, regional transportation system that enables citizens of all ages and incomes to easily navigate our community") and "America's Healthiest City" ("we have a community-wide commitment to personal fitness and wellness, and all residents enjoy our outstanding recreational facilities, walking trails, and safe routes to schools").

In addition, the project contributes to Goals 2 and 3 of the Strategic Plan, to be a Healthy and Safe Community and A Beautiful and Sustainable Natural and Built Environment.

The initiative further implements recommendations within the Comprehensive Plan (2013) and supports the City's Healthy Eating Active Living (HEAL) Resolution.



### **Community Engagement:**

This grant application implements one of the programming recommendations included in the Bicycle and Pedestrian Master Plan (adopted 2015), which included significant public involvement. Further, city staff from Neighborhood Development Services worked with staff from the Thomas Jefferson Health District and Charlottesville City Schools (Physical Education and Pupil Transportation) to create a Safe Routes to School Task Force that was responsible for outlining elements of a city-wide Safe Routes to School Activities and Programs Plan (APP). The task force included representatives from city schools, community organizations, multiple city departments (NDS, PW, Parks), as well as health and enforcement disciplines. The APP was developed by the task force with input from parents (via Parent Survey) and further discussed/refined at public meeting in February 2016.

### **Budgetary Impact:**

The grant appropriation will provide funding (100% reimbursable) for both a part-time Safe Routes to School Coordinator and the supporting activities included in the Activities and Programs plan. The grant will fund a position for 12 months with an opportunity to reapply for funding for one additional year. While funding will be provided at 100%, local partners will provide both cash and in-kind donations to demonstrate program sustainability. Future grants could require a 20% match (cash or in-kind donations are acceptable).

### **Recommendation:**

Staff recommends approval and appropriation of the grant funds.

### **Alternatives:**

If grants funds are not appropriated, Safe Routes to School programming will continue in an ad-hoc fashion with assistance from community partners and parent volunteers.

### **Attachments:**

Safe Routes to School Activities and Programs Plan

<http://www.charlottesville.org/departments-and-services/departments-h-z/neighborhood-development-services/transportation/bicycle-and-pedestrian/safe-routes-to-school>

Resolution Supporting Safe Routes to School Projects adopted by City Council on April 3, 2017;

Appropriation

**RESOLUTION**  
**Supporting Safe Routes to School (“SRTS”) Projects**

WHEREAS, obesity is one of the most serious threats to American public health, ranking third among preventable causes of death in the United States;

WHEREAS, motor vehicle crashes are also a leading cause of death and injury to children;

WHEREAS, between 1969 and 2009 the percentage of children walking and biking to school dramatically declined from 48 percent to 13 percent;

WHEREAS, the Safe Routes to School program, created by Congress in 2005, aimed to increase the number of children engaged in active transportation when traveling to school by funding (1) infrastructure projects, located within two miles of a public school, that directly increase safety and convenience for public school children walking and/or biking to school, and (2) non-infrastructure projects designed to encourage public school children to walk and bicycle to school;

WHEREAS, Safe Routes to School projects are a proven, effective approach to increasing the number of children actively traveling to school by foot or bike;

WHEREAS, Safe Routes to School projects provide important health, safety, and environmental benefits for children, including reducing risk of obesity/chronic disease and pedestrian/bicycle injuries as well as improving air quality;

WHEREAS, the need for Safe Routes to School projects is especially strong in low-income areas, which suffer from a disproportionately high incidence of both childhood obesity/chronic disease and pedestrian and bicycle injuries and often have inferior pedestrian and bicycle infrastructure;

WHEREAS, Safe Routes to School projects make it safer and more convenient for all residents to walk and bike to destinations, further promoting public health;

WHEREAS, a goal of the City of Charlottesville’s current Comprehensive Plan, Bicycle and Pedestrian Master Plan, Complete Streets Resolution and Healthy Eating Active Living Resolution supports active transportation options, which can be met in part by implementation of Safe Routes to School projects;

NOW, THEREFORE, BE IT RESOLVED that the City of Charlottesville affirms its commitment to active transportation and supporting Safe Routes to School infrastructure and non-infrastructure projects.

**APPROPRIATION**

Safe Routes to School Program (SRTS) Non-Infrastructure Grants  
**\$59,000**

**WHEREAS**, the Safe Routes to School Program (SRTS) non-infrastructure grant, providing Federal payments for **education, encouragement, evaluation and enforcement** programs to promote safe walking and bicycling to school has been awarded the City of Charlottesville, in the amount of \$59,000;

**WHEREAS**, the SRTS program is a 100% reimbursement program requiring the City to meet all federal guidelines to qualify;

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

**Revenues**

\$59,000	Fund: 209	Cost Center: 3901008000	G/L Account: 430120
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**Expenses**

\$26,000	Fund: 209	Cost Center: 3901008000	G/L Account: 519999
\$33,000	Fund: 209	Cost Center: 3901008000	G/L Account: 599999

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$59,000 from the Virginia Department of Transportation.

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



Agenda Date:	August 21, 2017
Action Required:	Appropriation
Presenter:	Rory Carpenter, Human Services Department
Staff Contacts:	Rory Carpenter, Human Services Department Kaki Dimock, Director of Human Services
Title:	<b>Juvenile Accountability Block Grant – One-Time Special Fund Family Check Up and Everyday Parenting Training Grant - \$20,000</b>

**Background:**

The Charlottesville Department of Human Services has received an \$18,000 Juvenile Accountability Block Grant One-Time Special Fund award from the Virginia Department of Criminal Justice Services with a match of \$2,000 from the Charlottesville Department of Human Services to provide Family Check-Up and Everyday Parenting Program training in Charlottesville in order to develop and provide these programs for families in need of additional parenting support.

**Discussion:**

The Family Check-Up and Everyday Parenting Programs are evidence-based and strengths-based interventions that reduce children’s problem behaviors by improving parenting and family management practices. The Family Check-Up Program integrates assessment with motivation-enhancement strategies to tailor intervention goals to meet the unique needs of each child and family and to increase family engagement. The Everyday Parenting Curriculum is a parent management-training program offered to parents as a follow-up service that can be tailored to meet the specific needs of individual families. The trainings will be provided by the REACH Institute of Arizona State University and will be held in Charlottesville in October.

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

The Family Check-Up and Everyday Parenting Training grant aligns with the City of Charlottesville’s Strategic Plan - Goal 2, Objective 2.3 as follows:

Goal 2: A Healthy and Safe City

Objective 2.3: Improve community health and safety outcomes by connecting residents with effective resources.

**Community Engagement:**

The grant will engage the community by providing parenting training opportunities for Charlottesville families. Partnering with Region Ten will ensure that we reach a broad spectrum of the community.

**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 \$2,000 which will be provided by the Charlottesville Department of Human Services.

**Recommendation:**

Staff recommends approval and appropriation of grant funds.

**Alternatives:**

If the grant funds are not appropriated, the funds would have to be returned and the Family Check Up and Everyday Parenting training would not be provided.

**Attachments:**

Appropriation

**APPROPRIATION**  
**Juvenile Accountability Block Grant – One-Time Special Fund**  
**Family Check Up and Everyday Parenting Training Grant**  
**\$20,000**

**WHEREAS**, the City of Charlottesville has been awarded \$18,000 in Federal Funds from the Virginia Department of Criminal Justice Services, and \$2,000 in Matching Funds from the Charlottesville Department of Human Services for a total award of \$20,000 to provide Family Check Up and Everyday Parenting training; and

**WHEREAS**, the grant award covers the period from July 1, 2017 through October 31, 2017.

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$20,000 is hereby appropriated in the following manner:

**Revenue**

\$ 18,000	Fund: 209	Order: 1900288	G/L Account: 430120
\$ 2,000	Fund: 209	Order: 1900288	G/L Account: 498010

**Expenditures**

\$ 20,000	Fund: 209	Order: 1900288	G/L Account: 599999
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**Transfer**

\$ 2,000	Fund: 213	Cost Center: 3411001000	G/L Account: 561209
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**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$18,000 from the Virginia Department of Criminal Justice Services.

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CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	August 21, 2017
Action Required:	Approve appropriation for sponsorship agreement
Presenter:	Lieutenant T.V. McKean, Police Department
Staff Contacts:	Lieutenant T.V. McKean, Police Department
Title:	<b>Greenstone on 5th Corporation Sponsorship Agreement for Enhanced Police Coverage -- \$82,184</b>

**Background:**

Greenstone on 5th Corporation would like to enter into a Sponsorship Agreement whereby a donation will be made to the Charlottesville Police Department for \$82,184 to support enhanced police coverage within and adjacent to Greenstone on 5th Apartments. This donation will be received in four equal quarterly installments to be received during FY18. The installments will be received at the beginning of the months: July, October, January, and April.

**Discussion:**

Enhanced coverage involves police officers being assigned to public patrol duties in the sponsored coverage area in addition to those officers who could be assigned within normal budgetary constraints. Acceptance of the donation under this arrangement will not require officers to be pulled away from other areas of coverage within the City. Even in these circumstances the Chief will have full authority to deploy the officers elsewhere to meet operational necessities.

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

This agreement supports **Goal 2** of the Strategic Plan: **A Healthy and Safe City**. It provides for extra Police presence in the agreed upon area, increasing visibility and response times.

**Community Engagement:** n/a

**Budgetary Impact:**

This Sponsorship agreement is a donation that will cover all costs associated with the added security, with no cost to the City. The funds will be appropriated to the General Fund.

**Recommendation:**

Staff recommends approval and appropriation funds.

**Alternatives:**

The alternative is not to approve this appropriation, which would result in the inability to provide enhanced coverage to the sponsored coverage area.

**Attachments:** Appropriation

**APPROPRIATION**  
**Greenstone on 5th Sponsorship Agreement for Enhanced Police Coverage**  
**\$82,184**

**WHEREAS**, the City of Charlottesville has entered into an agreement with Greenstone on 5<sup>th</sup> Corporation to fund enhanced police coverage for the area of Greenstone on 5<sup>th</sup> Apartments, including salary, equipment, technology and related administrative expenses associated with provisions of such enhanced coverage.

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$82,184, to be received as a donation from Greenstone on 5<sup>th</sup> Corporation.

**Revenues - \$82,184**

\$82,184	Fund: 105	Internal Order: 2000113	G/L Account: 451999
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**Expenditures - \$82,184**

\$75,197	Fund: 105	Internal Order: 2000113	G/L Account: 510060
\$ 6,987	Fund: 105	Internal Order: 2000113	G/L Account: 599999

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CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	August 21, 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 Albemarle County Reimbursement for the Central Library Water Infiltration Project – \$22,789.83</b>

**Background:** The City of Charlottesville Facilities Development Division oversees capital projects for jointly owned buildings with Albemarle County. The City invoices the County on a monthly basis to recover the County’s share of project expenses associated with these joint projects. Under this agreement, the City will receive reimbursements totaling \$22,789.83 for expenses related to the recently completed Gordon Avenue Library Ceiling & Lighting Replacement Project.

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

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

**Community Engagement:** N/A

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

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

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

**Attachments:** N/A

**APPROPRIATION**  
**Albemarle County Reimbursement for the Gordon Avenue Library Ceiling & Lighting**  
**Replacement Project - \$22,789.83**

**WHEREAS**, Albemarle County was billed by the City of Charlottesville in the amount of \$22,789.83.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that \$22,789.83 from Albemarle County is to be appropriated in the following manner:

**Revenues - \$22,789.83**

Fund: 107                      Funded Program: FR-001 (P-00900)                      G/L Account: 432030

**Expenditures - \$22,789.83**

Fund: 107                      Funded Program: FR-001 (P-00900)                      G/L Account: 599999

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of reimbursement funds from Albemarle County; and that any future capital project reimbursements from Albemarle County to the Facilities Repair Fund (107), above what was originally appropriated, shall automatically appropriate upon receipt of funds.

CITY OF CHARLOTTESVILLE, VIRGINIA.  
CITY COUNCIL AGENDA.



Agenda Date: August 21, 2017

Action Required: Approve the following:

**APPROPRIATION:** Emergency Medical Services System Improvement Strategy and Cost Recovery Program Appropriation (1<sup>st</sup> of 2 readings)

**RESOLUTION:** To Establish Fee Schedule for Emergency Medical Services Vehicle Transport Services (1<sup>st</sup> of 1 reading)

**RESOLUTION:** To Transfer Capital Contingency Funds for Purchase of Mobile Data Computers for the Charlottesville-Albemarle Rescue Squad (1<sup>st</sup> of 1 reading)

Staff Contacts: Andrew Baxter, Fire Chief, Charlottesville Fire Department

**Title: Charlottesville Fire Department and Charlottesville Albemarle Rescue Squad Emergency Medical Services System Improvement Strategy and Cost Recovery Program**

**Background:**

City Staff and leadership from the Charlottesville-Albemarle Rescue Squad (CARS) have recognized the need for a new, strategic approach to the delivery of EMS transport services in the City. Implementation of the Emergency Medical Services System Improvement Strategy (EMS SIS) and Cost Recovery Program will help to ensure the provision of timely, efficient, and effective EMS transport services for the community. Funding for the new strategy will be provided in large part through the implementation of an EMS Cost Recovery Program.

A Work Session on the EMS SIS and Cost Recovery Program was held on June 19, 2017. A Public Hearing was held on July 17, 2017. The actions required tonight consist of the first of two readings on the appropriation of revenues and expenditures required to implement the EMS SIS and Cost Recovery Program and the approval of two resolutions, one to establish the fee schedule for ambulance transport services and the second to fund the purchase of mobile data computers for the CARS.

**Discussion:**

Since 1960, the Charlottesville-Albemarle Rescue Squad (CARS), an all-volunteer, not-for-profit organization, has been the primary provider of EMS transport services in the City. Since 2014, the Charlottesville Fire Department (CFD) has provided staffing support to CARS through a Memorandum of Understanding. This supplemental staffing model has provided some stability to daytime CARS staffing. However, several factors make the current approach less than optimal, including increased call demand, challenges with developing and retaining experienced volunteer EMS Advanced Life Support (ALS) providers, increased costs associated with the delivery of

more complex EMS care, and decreasing community contributions to CARS annual fund drive. Over the course of the last 18 months, City staff and CARS leadership have collaborated to develop a comprehensive strategy that will add needed EMS transport capacity and provide for the more consistent availability of ALS providers at the medic-level. A volunteer-career combination EMS system will provide the needed EMS transport and ALS capacity while leveraging both the continued commitment of CARS volunteers and the consistency in staffing provided by CFD career firefighter-EMT's and firefighter-medics. The focus of the combination EMS transport system will be on the provision of high-performance EMS while ensuring the health and safety of the community and its responders. Funding for the City of Charlottesville Emergency Medical Services System Improvement Strategy will largely be provided through the implementation of an EMS Cost Recovery Program. This strategy will ensure adequate EMS transport capacity in the following ways: supporting three additional full-time sworn firefighter-EMT positions; providing operational funding for the Charlottesville-Albemarle Rescue Squad; and providing for one civilian EMS billing specialist/privacy officer. The following chart provides a combined overview of the projected revenues and expenses for the program for FY18.

**Revenue**

EMS Billing	\$720,000
General Fund Appropriation	<u>32,391</u>

**TOTAL REVENUES \$752,391**

**Expenditures**

Salaries and Benefits	\$388,288
Other Operating Expenses	17,292
Contribution to CARS	<u>346,811</u>

**TOTAL EXPENDITURES \$752,391**

In order to achieve the projected revenue recovery from the EMS Cost Recovery Program, billing rates for ambulance transport services will be set by Council in the form of a resolution. Fees for Emergency Medical Services (EMS) vehicle transport service are proposed at:

For Basic Life Support (BLS) transport services: \$500. BLS is defined as the emergency response and transport of a patient that requires assessment and treatment by a BLS Technician and no Advanced Life Support procedures.

For Advanced Life Support Level 1 (ALS1): \$600. ALS1 is defined as the emergency response and transport of a patient that requires assessment and treatment by an ALS Technician and one or more Advanced Life Support procedures.

For Advanced Life Support Level 2 (ALS2): \$850. ALS2 is defined as the transport of a patient that requires defibrillation, pacing, intubation, or the administration of 3 or more Schedule IV medications.

For Ground Transport Miles (GTM): \$15.00/mile. GTM is defined as the charge per patient transport mile.



Mobile data computers (MDC's) are utilized on ambulances and other EMS vehicles to manage the efficient deployment of resources and to capture data that is required for patient care, quality improvement processes, and cost recovery purposes. MDC's provide a functional, field-based platform for both the New World CAD mobile and Image Trend Elite electronic patient care reporting software suites. New World CAD mobile allows ambulances and other EMS response vehicles to communicate seamlessly with the Emergency Communications Center to receive emergency calls for service based on the real-time location of the unit. This system allows for the closest appropriate unit to be assigned to each emergency incident. The Image Trend Elite software suite supports the collection of required patient care data and is an essential element in EMS system quality improvement efforts and the EMS cost recovery program. MDC's are an essential, foundational component of any sophisticated, data-driven EMS system.

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

The implementation of the EMS System Improvement Strategy supports Goal 2 of the City's Strategic Plan, A Healthy and Safe City; objectives 2.1 & 2.3.

### **Community Engagement:**

CFD and CARS leadership have collaborated for the last 18 months to develop a comprehensive strategy for EMS system improvement. A worksession was held on June 19, 2017 and a public hearing on July 17, 2017 in Council chambers.

### **Budgetary Impact:**

Revenue from the EMS Cost Recovery Program (EMS System Fund) will partially offset expenditures associated with supporting a combination volunteer-career EMS system. Estimated FY18 revenues for the EMS Cost Recovery Program are \$720,000 based on current call volume and area recovery rates and \$32,391 will be funded from the General Fund.

Funding for the Mobile Data Computers (\$60,000) would be transferred from previously appropriated funding in the CIP Contingency account.

### **Recommendation:**

Staff recommends approval of the appropriation for the EMS System Improvement Strategy and Cost Recovery Program, approval of the Resolution to establish a fee schedule for ambulance transport billing, and approval of a resolution to transfer capital contingency funds for the purchase of MDC's for CARS.

### **Alternatives:**

If the funding is not approved, the EMS transport system will not develop in a manner consistent with other services provided by the City.

### **Attachments:**

- EMS System Improvement Strategy Start Up Revenues and Expenditures
- EMS Cost Recovery Program Frequently Asked Questions

**APPROPRIATION.**  
**Charlottesville Emergency Medical Services System Improvement Strategy**  
**\$752,391**

**WHEREAS**, the City of Charlottesville, in collaboration with the Charlottesville Albemarle Rescue Squad (CARS) will implement an Emergency Medical Services System Improvement Strategy; and

**WHEREAS**, a Memorandum of Understanding has been developed between the City of Charlottesville and CARS detailing program responsibilities; and

**WHEREAS**, the City Council of Charlottesville, Virginia will implement an Emergency Medical Services Cost Recovery program to help offset the costs of said strategy;

**BE IT RESOLVED** by the City Council of the City of Charlottesville, Virginia that the sum of \$752,391 is hereby appropriated in the following manner:

**Revenues - EMS Cost Recovery**

\$720,000      Fund: 105      Cost Center: 3201007000

**Expenditures –EMS Operations**

\$752,391      Fund: 105      Cost Center: 3201007000

Salaries and Benefits –            \$388,288  
Other Expenses –                    \$17,292  
City Contribution to CARS –       \$346,811

**RESOLUTION.**  
**Mobile Data Computers for Charlottesville-Albemarle Rescue Squad (CARS)**  
**\$60,000**

**BE IT RESOLVED** by the City Council of the City of Charlottesville, Virginia that the sum of \$60,000 is hereby transferred in the following manner:

**Transfer From**

\$60,000      Fund: 426      WBS Element: CP-080      G/L Code: 599999

**Transfer To**

\$60,000      Fund: 426      WBS Element: P-00936      G/L Code: 599999

**RESOLUTION**  
**ESTABLISHING THE SCHEDULE OF FEES FOR**  
**EMERGENCY MEDICAL SERVICES VEHICLE TRANSPORT SERVICES**

**WHEREAS**, on June 2, 2014, the City Council enacted Sec. 12-43. of the City Code of Ordinances, which requires that reasonable fees shall be charged for services provided by an agency operating emergency services vehicle transports; and

**NOW, THEREFORE, BE IT RESOLVED** that the following EMS vehicle transport service fees are hereby established, effective August 21, 2017, for all EMS vehicle transport services provided in accordance with Sec. 12-43 of the City Code of Ordinances:

1. For Basic Life Support (BLS) transport services: \$500. BLS is defined as the emergency response and transport of a patient that requires assessment and treatment by a BLS Technician and no Advanced Life Support procedures.
2. For Advanced Life Support Level 1 (ALS1): \$600. ALS1 is defined as the emergency response and transport of a patient that requires assessment and treatment by an ALS Technician and one or more Advanced Life Support procedures.
3. For Advanced Life Support Level 2 (ALS2): \$850. ALS2 is defined as the transport of a patient that requires defibrillation, pacing, intubation, or the administration of 3 or more Schedule IV medications.
4. For Ground Transport Miles (GTM): \$15.00/mile. GTM is defined as the charge per patient transport mile.

**BE IT FURTHER RESOLVED THAT** no person shall be denied transport services due to his or her inability to pay.

**EMS Cost Recovery Program  
Start-Up Revenues and Expenditures**

Revenues	<u>FY18</u>	<u>FY19</u>	<u>Notes/Comments</u>
Ambulance Service Billing	\$ 720,000	\$ 1,440,000	FY18 Assumes 6 months of billing revenue collection due to estimated lag time between when service is provided and billing revenue is collected.
<b>REVENUE TOTAL</b>	<b>\$ 720,000</b>	<b>\$ 1,440,000</b>	
Expenditures	<u>FY18</u>	<u>FY19</u>	<u>Notes/Comments</u>
<b>24 Hour CFD Medic Unit</b>			
Salary and Benefits	\$ 208,405	\$ 255,088	Represents cost of 3 new FTE's - FY 18 represents 10 months of expenses. First year of medical supplies and fuel will be absorbed in current CFD operating budget (\$29,025), but need to budget for those costs beginning in year 2
Operational Costs	<u>17,292</u>	<u>49,776</u>	
<b>Sub-Total</b>	<b>\$ 225,697</b>	<b>\$ 304,864</b>	
<b>Peak Activity Unit</b>			
Daytime Overtime Staffing	<u>121,550</u>	<u>148,777</u>	Overtime rates for 1 Firefighter-EMT & 1 Firefighter-Medic (M-F, 7:00-18:00) - FY 18 represents 10 months of expenses.
<b>Sub-Total</b>	<b>\$ 121,550</b>	<b>\$ 148,777</b>	
<b>EMS Billing Specialist</b>			
Salary and Benefits	<u>58,333</u>	<u>70,000</u>	
<b>Sub-Total</b>	<b>\$ 58,333</b>	<b>\$ 70,000</b>	
<b>CARS</b>			
Contribution to CARS	<u>346,811</u>	<u>424,496</u>	FY18 represents <b>10 months</b> of payment and is based on the percentage of the CARS Operating budget that is proportionate to the percentage of CARS calls that are run in the City.
<b>Sub-Total</b>	<b>\$ 346,811</b>	<b>\$ 424,496</b>	
<b>EXPENDITURE TOTAL</b>	<b>\$ 752,391</b>	<b>\$ 948,137</b>	
<b>FUNDING (GAP)/BALANCE</b>			
	<b>\$(32,391)</b>	<b>\$ 491,863</b>	

The FY18 Budget figures represent 10 months of expenses based upon the projected start date for the billing program. The FY19 figures represent 12 months of service.

<b>One-Time/Capital Costs</b>	<b><u>FY18</u></b>	<b><u>FY19</u></b>
Mobile Data Computers	\$ 60,000	Cost to outfit 12 CARS vehicles with same mobile data computers as CFD - necessary for billing and closest unit deployment model and will be funded through CIP Contingency. \$ -



## City of Charlottesville

### Emergency Medical Services (EMS) Cost Recovery Program

#### Frequently Asked Questions

##### I. General Questions

###### **Q: What is the EMS Cost Recovery Program?**

**A:** EMS cost recovery is the process of obtaining financial reimbursement for the cost of providing medically necessary ambulance transportation. The EMS cost recovery program will not and is not designed to cover all EMS system costs but will provide a stable financial foundation. The program will be funded through available reimbursements from Medicare, Medicaid, and private insurance companies. No one will ever be denied service based on their ability to pay or any outstanding bills. ALWAYS call 911 in the event of an emergency; we will ALWAYS be ready to answer your call 24/7/365.

###### **Q: How will this program affect me? Will I get a bill?**

**A:** City residents covered by Medicare, Medicaid, or private insurance will not be billed for any balances due after applicable insurance payments have been collected. City residents without insurance will not be billed at all. Non-City residents will receive a bill for any remaining balance after all insurance reimbursement has been obtained. Non-City residents, in cases of hardship, may apply to the City for a hardship waiver once all applicable insurance payments have been collected. No one will ever be denied emergency service because of the EMS cost recovery program. If a patient calls 911 but is not transported, there is no charge. ALWAYS call 911 in the event of an emergency; we will ALWAYS be ready to answer your call 24/7/365.

###### **Q: Why is the City of Charlottesville engaging in EMS cost recovery?**

**A:** Emergency medical calls account for a large percentage of the total number of emergency services calls in the City. For example, in 2016, there were over 5,000 EMS incidents in the City and 54% of Charlottesville Fire Department responses were for EMS incidents. In the same period, the Charlottesville-Albemarle Rescue Squad transported over 5,000 patients from City



incidents to area hospitals. As the need for emergency medical services continues to grow, the City, like many other localities, is seeking ways to fund these services without relying solely on local tax revenue or donations to local volunteer agencies.

EMS cost recovery permits localities to recover system costs from those individuals who benefit directly from EMS delivery, including non-City residents, with the vast majority of the costs collected from Medicare, Medicaid and insurance companies.

The EMS cost recovery program will be utilized to support the volunteers at the Charlottesville-Albemarle Rescue Squad (CARS), will provide a funding stream to support additional Charlottesville firefighters to staff ambulances in the City, and will support the acquisition and deployment of sophisticated EMS equipment.

**Q: Will the Charlottesville-Albemarle Rescue Squad (CARS) bill for service in the City?**

**A:** Yes. Both CARS and Charlottesville Fire Department staffed ambulances will bill for service as part of the EMS cost recovery program.

**Q: Is the fire department “taking over” the rescue squad?**

**A:** No. The rescue squad will remain a non-profit, volunteer agency but will receive operational funding from revenue generated through the EMS cost recovery program. CARS and the City will continue to closely collaborate to ensure the provision of high-quality emergency medical services in the City.

**Q: How much money will be recovered?**

**A:** The City estimates that between \$1M and \$1.4M will be recovered annually. These funds will be used to support and strengthen the City’s combination volunteer-career EMS system.

**Q: What other localities in this area have EMS cost recovery programs?**

**A:** Nearly 80% of Virginia residents live in localities that bill for EMS transport. Of the 38 independent cities in Virginia, 37 currently have some form of EMS billing in place to recover expenses and offset system costs. Localities in our region including Albemarle, Augusta, Greene, Fluvanna, Louisa, Nelson, Orange, Staunton, Waynesboro, and Rockingham bill for service, as do Richmond, Chesterfield, Hanover, Stafford, and Spotsylvania.





## **II. How Billing Works**

### **Q: How will the billing process work?**

**A:** The City of Charlottesville has contracted with a billing company, Digitech Computer, to administer the EMS billing process. Once patient information is collected, a claim form will be forwarded to the patient's insurance provider, Medicare, or Medicaid.

### **Q: Will City residents be required to pay any co-payment or deductible that may be included in their insurance policy?**

**A:** No. Co-pays and deductibles will be waived for City residents. Taxes paid by City residents are considered co-payments for City residents.

### **Q: Will visitors and non-City residents be charged a co-payment?**

**A:** Yes. Only City residents will have their co-payments and deductibles waived.

### **Q: What are the billing rates for this EMS service?**

**A:** Fees for ambulance transport range from \$500 - \$850 per transport, depending on the level of EMS care required by the patient. Rates are established by City Council.

### **Q: If an ambulance comes to my house but I don't need transport, will I receive a bill?**

**A:** No. Fees are recovered only if a patient is transported.

### **Q: If a fire engine comes to my house to provide EMS care, will I receive a bill?**

**A:** No. EMS first-response will remain a core municipal service provided by the Charlottesville Fire Department. There is no fee for EMS first-response services. Fees are only recovered if a patient is transported in an ambulance to the hospital.

### **Q: Who do I contact with questions about my bill?**

**A:** The City's billing company, Digitech Computer, has customer service representatives to handle your billing and insurance questions at (888) 248-7936.



### III. Ability to Pay

#### **What if I don't have insurance and am unable to pay or have insurance but am unable to pay any balances due?**

The City of Charlottesville EMS cost recovery program includes compassionate billing provisions. If the patient is a City resident, he/she will not be responsible for any balance due once all applicable insurance payments have been collected. If the patient is not a City resident and cannot pay, he/she may request a hardship waiver form and may not have to pay. All patients will be treated and transported regardless of the ability to pay.

#### **If I have an outstanding balance on my insurance, will I be refused ambulance service?**

All patients will be treated and transported, regardless of their ability to pay. This program will not change the ambulance service provided to anyone in the City of Charlottesville, regardless of insurance coverage or any other factor. The City of Charlottesville will not deny service to those with delinquent accounts. Billing does not occur until after service has taken place. Emergency responders who respond to a call will have no knowledge of who has paid and who has not paid.

### IV. Insurance Information

#### **Will my health insurance premiums increase because of this billing?**

Unfortunately, health insurance premiums continue to rise regardless of whether a community decides to bill for EMS transports. Factors including the rise in prescription drug prices, the rising costs of hospitalization, an aging population, and litigation have resulted in escalating healthcare costs. Despite the steep increase in healthcare costs, ambulance transport costs represent less than 1% of health care expenditures. Many other local governments in Virginia have implemented similar EMS cost recovery programs, and they have reported no evidence that EMS billing increases health insurance premiums.



## V. Effects on the Volunteers

### **How does this new program help the volunteers at the Charlottesville-Albemarle Rescue Squad (CARS)?**

The volunteers of the Charlottesville-Albemarle Rescue Squad have faithfully served the citizens of Charlottesville and Albemarle County for almost 60 years. The City is committed to utilizing a significant amount of this revenue source to provide operational funding to CARS. This funding stream will allow our dedicated volunteers to continue to focus on providing top-notch emergency medical care to our community. EMS cost recovery program funds will also help offset the rising costs associated with the provision of EMS services in the City.

### **Will the rescue squad still need our donations?**

Yes. The cost of providing EMS services continues to rise and CARS will still need the public's support.

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



Agenda Date:	July 17, 2017
Action Required:	Ordinance Approval
Presenter:	Mike Murphy, Assistant City Manager
Staff Contacts:	Maurice Jones, City Manager Mike Murphy, Assistant City Manager Andrew Gore, Assistant City Attorney
<b>Title:</b>	<b>Urban Archery Ordinance</b>

**Background:**

On July 18, 2016 Council heard a presentation from Mr. David Kocka with the Virginia Department of Game and Inland Fisheries (DGIF) on urban deer management. On September 19, 2016 City staff reported on a number of deer management strategies, actions taken by a sample of peer localities, discussed their potential application in Charlottesville, and requested guidance from Council. Council expressed a clear desire to manage the local deer population and instructed staff to investigate the strategies of additional localities and return with alternatives to recommend to Council. Staff has focused on five key interventions to manage the local deer population: Education of the Public, Sterilization, Employee Led Culling, Urban Archery, and Professional Sharpshooting Services. On March 20, 2017 Council endorsed urban archery in the City of Charlottesville.

On June 5, 2017, staff presented to Council recommended elements of an ordinance permitting urban archery in the City, after consultation with DGIF, review of ordinances of multiple localities, and review of input from Council. Pursuant to the direction of Council, staff has prepared the attached proposed ordinance for Council consideration.

**Discussion:**

The proposed ordinance authorizes urban archery hunting of deer, pursuant to the enabling legislation of Va. Code § 29.1-528.1 and applicable DGIF regulations. The proposed ordinance permits the hunting of deer by licensed hunters within the City with bows during applicable hunting seasons designated by the Virginia Department of Game and Inland Fisheries. All such hunting activities would be subject to the conditions previously recommended by staff and incorporated into the proposed ordinance at the direction of Council. The violation of any provision of the ordinance would constitute a Class 3 misdemeanor.

Additionally, the ordinance updates the City Code to conform with applicable state law authorizing the adoption of certain prohibitions on the use of bows within the City.

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

This item aligns with Council's vision of a **Smart, Citizen Focused Government** and Strategic Plan Goal #2 to **Be a Safe, Equitable, Beautiful and Thriving Community**.

**Community Engagement:**

This is a frequent topic among some neighborhood associations and at Our Town meetings. A public

hearing was held on September 19<sup>th</sup> to solicit resident input.

**Budgetary Impact:**

No further appropriation of funds is requested at this time.

**Recommendation:**

Staff recommends that Council approve the proposed ordinance. July adoption should allow time for new business processes to be adopted, and eligibility requirements clearly articulated to property owners.

**Alternatives:**

Council may elect to amend the proposed ordinance or alter the schedule for ordinance adoption.

**Attachments:**

Proposed Ordinance

**AN ORDINANCE  
AMENDING AND REORDAINING CHAPTER 33 (WEAPONS) OF THE  
CODE OF THE CITY OF CHARLOTTESVILLE, 1990, AS AMENDED  
RELATING TO URBAN ARCHERY HUNTING.**

**BE IT ORDAINED** by the Council for the City of Charlottesville, Virginia, that Section 33-7 of Chapter 33 of the Charlottesville City Code, 1990, as amended, is hereby amended and reordained, and a new section, Section 33-9, is hereby added to Chapter 33, as follows:

**Sec. 33-7. Discharge of ~~bows and arrows~~, pneumatic guns, etc.**

(a) No person shall discharge ~~arrows, nails or bullets from a bow or cross-bow in or into any street or other public place, or~~ anywhere within the city discharge shot, gravel, bullets or other similar substances from a sling shot or similar implement. ~~This section shall not be construed to prohibit the use of bows and arrows on authorized archery ranges.~~

(b) *Pneumatic guns.*

...

**Sec. 33-9. Discharge of bows and arrows; urban archery hunting.**

(a) For the purposes of this section, "bow" includes all compound bows, crossbows, slingbows, longbows, and recurve bows having a peak draw weight of 10 pounds or more. The term "bow" does not include bows that have a peak draw weight of less than 10 pounds or that are designed or intended to be used principally as toys. The term "arrow" means a shaft-like projectile intended to be shot from a bow.

(b) No person shall discharge an arrow from a bow in a manner that can be reasonably expected to result in the impact of the arrow upon the property of another without permission from the owner or tenant of such property. The discharge of an arrow across or over the boundaries of a property for which no permission has been given by the property owner shall create a rebuttable presumption that the use of the bow was not conducted with reasonable care.

(c) No person shall discharge an arrow from a bow from, over, across or into any street, sidewalk, alley, roadway, public land or public place, or towards any building or dwelling in such a manner that the arrow may strike it.

(d) No person shall hunt with a bow within the City except as authorized in this section.

(e) Deer may be hunted with bows within the City in accordance with this subsection. Any such hunting activity shall be subject to the following conditions:

(1) All hunting and compliance with the provisions of this subsection shall be subject to the supervision of the chief of police;

(2) Hunting is permitted only during applicable hunting seasons designated by the

Virginia Department of Game and Inland Fisheries.

- (3) Hunters must abide by all applicable provisions of state law and state hunting regulations, including but not limited to licensing requirements.
- (4) Hunting with bows is permitted only on residential parcels which consist of one-half (1/2) acre or more, ~~or contiguous parcels which in combination consist of one-half (1/2) acre or more.~~ Hunting with bows is prohibited in all other areas within the City.
- (5) It is unlawful to hunt except from a stand elevated a minimum of ten (10) feet above the ground.
- (6) The property owner must obtain an annual urban archery permit from the police department. The police department shall issue the annual urban archery permit at no cost to the property owner upon application by the property owner meeting all requirements of this section. The property owner shall provide written notice to all occupants of the property before obtaining the permit.
- (7) The hunter must obtain written permission from the property owner before hunting and shall carry a copy of the written permission and a copy of the urban archery hunting permit issued to the property owner at all times while hunting.
- (8) No person shall discharge an arrow from a bow within one-hundred and fifty (150) feet of the property line of any school or city park.
- (9) The hunter is responsible for the appropriate disposition of the deer carcass.
- (10) If a deer which has been shot with an arrow leaves the property on which the hunter has permission to hunt, the hunter shall obtain permission from any property owner over which he or she must travel to pursue or retrieve the deer.
- (11) No person shall hunt deer in the City by use of a dog or dogs.

(f) Any person who violates the provisions of this ordinance shall be guilty of a Class 3 misdemeanor.

**State Law reference**— Code of Virginia § 15.2-916, defining the terms “bow” and “arrow” and authorizing local ordinances prohibiting certain uses thereof; Code of Virginia § 18.2-286, prohibiting the discharge of bows in the road or right-of-way; Code of Virginia § 29.1-528.1 authorizing urban archery hunting.



CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	July 17, 2017
Action Required:	Adoption of Ordinance Vacating First Street
Presenter:	S. Craig Brown, City Attorney
Staff Contacts:	S. Craig Brown; Lisa Robertson, Deputy City Attorney
<b>Title:</b>	<b>Ordinance Proposed for Closing and Vacating First Street, South, Between Water Street and South Street</b>

**Background:**

Market Street Plaza, LLC (“Developer”) has requested that the City Council close a portion of First Street, so that the area can be incorporated into a new mixed use development planned for construction on a site proposed to be sold by the City to the Developer. The street segment proposed to be closed is that portion of First Street, South, located between Water Street and South Street, adjacent to Parcels 62, 69, 71 and 72 on City Real Estate Tax Map 28. The vacation is to facilitate a new development within the area currently part of the street right-of-way and on the adjacent property (previously known as “Market Plaza”, currently being referred to as “West2nd”). The proposed sale of the development site to the Developer has not yet been completed; a closing date has not yet been set.

**Discussion:**

1. Virginia Code §15.2-2006 establishes the procedure to be followed by this request. The City has advertised the proposed street vacation in accordance with the requirements of the statute.
2. If City Council determines that the proposed vacation of a portion of First Street is appropriate and desirable, then it may adopt the attached Ordinance.

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

The proposal to facilitate this development is consistent with the City Council’s vision to provide quality housing opportunities for all, and is also consistent with Strategic Plan Goals of a beautiful and sustainable built environment; a diversified economy; and a healthy and safe city.

**Community Engagement:**

A public hearing has been advertised in accordance with the requirements of Virginia Code § 15.2-2006, and Council must conduct the public hearing prior to making a decision on the proposed ordinance.

**Budgetary Impact:**

This office knows of no budgetary impact associated with this action

**Recommendation:**

If City Council determines that the proposed vacation should be approved, we recommend that the vacation of the street be approved conditionally. We do not recommend that the vacation of this portion of First Street take effect unless and until the Closing of the sale of the development site by the City to the Developer actually takes place.

We have drafted the attached Ordinance to include a condition that the vacation shall not take effect until the Closing of the development site by the City to the Developer has occurred (i.e., the deed of conveyance is filed in the land records of the circuit court) and the ordinance directs the Clerk of Council to provide a certified copy of the approved ordinance of vacation suitable for filing in the Clerk's Office, only upon being instructed to do so by the City Attorney.

**Alternatives:**

City Council may decline to approve the proposed street closing, if it wishes to do so.

**Attachment:**

Proposed Ordinance

**AN ORDINANCE  
CLOSING, VACATING AND DISCONTINUING  
A PORTION OF THE FIRST STREET, SOUTH, RIGHT-OF-WAY**

**WHEREAS**, Market Plaza, LLC, contract purchaser of properties owned by the City, has petitioned the City to close the following described right of way:

A portion of First Street South located between Water Street and South Street, such portion being located adjacent to Parcels 62, 69, 71 and 72 on City Real Estate Tax Map 28 (hereinafter "Subject Right of Way"); and,

**WHEREAS**, owners along the Subject Right of Way to be closed have been duly notified; and,

**WHEREAS**, following notice to the public pursuant to Virginia Code §15.2-2006, a public hearing by the City Council was held on July 17, 2017, and comments from City staff and the public were made and heard; and,

**WHEREAS**, after consideration of the factors set forth within the City Street Closing Policy, adopted by Council on February 7, 2005, this Council finds and determines that the petitioner's request should be granted.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Charlottesville, Virginia that the City hereby closes, vacates and discontinues the Subject Right-of-Way described as follows:

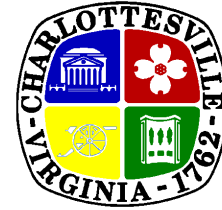
That portion of First Street South located between Water Street and South Street, such portion being located adjacent to Parcels 62, 69, 71 and 72 on City Real Estate Tax Map 28.

**PROVIDED, HOWEVER**, that approval of this Ordinance is conditioned upon the conveyance of certain City-owned properties (City Tax Map 28, Parcels 71, 72, 73, 74 and 75) to Market Plaza, LLC, or its successors in title, and recordation of a deed, in form approved by the City Attorney, and this vacation shall not be effective until (1) the deed of conveyance is recorded, and (2) a certified copy of this Ordinance is filed in the Charlottesville Circuit Court for inclusion in the current street closing book; and

**BE IT FURTHER ORDAINED** that the Clerk of City Council shall not send a certified copy of this Ordinance to the Clerk of the Circuit Court until directed by the City Attorney, and in no event sooner than sixty (60) days of the adoption of this ordinance.

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



<b>Agenda Date:</b>	August 21, 2017
<b>Actions Required:</b>	Yes (One reading Resolution)
<b>Staff Presenter:</b>	Craig Brown, City Attorney
<b>Staff Contacts:</b>	Craig Brown, City Attorney
<b>Re:</b>	<b>Confirmation of the Declaration of a Local Emergency</b>

**Background:**

On Saturday, August 12, 2017 the City Manager, in his capacity as the local Director of Emergency Management for the City of Charlottesville, declared a local emergency due to ongoing civil disobedience and unrest, and the potential for injury to persons and destruction of public and personal property arising from the “Unite the Right” rally held at Emancipation Park. The Declaration was made pursuant to Virginia Code §44-146.21.

**Discussion:**

The Virginia Emergency Services and Disaster Law provides that the declaration of an emergency by the local Director of Emergency Management is subject to confirmation by the local governing body at its next regularly scheduled meeting. Similar confirmations were adopted by City Council following the declaration of a local emergency in response to Hurricane Isabel in September 2003, and following a large snowfall in January 2016. A Resolution confirming the August 12<sup>th</sup> Declaration is attached.

**Community Engagement:**

There has been no community engagement regarding the confirmation of the declaration of a local emergency.

**Budget Impact:**

The proposed confirmation will have no impact on the City budget.

**Recommendation:**

Staff recommends adoption of the attached Resolution.

**Alternatives:**

The City Council's confirmation is required by state law.

**Attachments:**

Proposed Resolution

**A RESOLUTION  
CONFIRMING THE DECLARATION OF A LOCAL EMERGENCY  
IN THE CITY OF CHARLOTTESVILLE ON AUGUST 12, 2017**

**WHEREAS**, on Saturday, August 12, 2017 the Charlottesville City Manager, in his capacity as the local Director of Emergency Management for the City, declared a local emergency pursuant to Virginia Code §44-146.21, due to ongoing civil disobedience and unrest, and the potential for injury to persons and destruction of public and personal property arising from the “Unite the Right” rally held at Emancipation Park; and,

**WHEREAS**, the Virginia Emergency Services and Disaster Law provides that the declaration of an emergency by the local Director of Emergency Management is subject to confirmation by the local governing body at its next regularly scheduled meeting or at a special meeting within 45 days of the declaration, whichever occurs first.

**NOW, THEREFORE, BE IT RESOLVED** by the Council for the City of Charlottesville, Virginia that pursuant to Virginia Code §44-146.21 (A) City Council hereby confirms the Declaration of Local Emergency made on August 12, 2017 by the Charlottesville City Manager, and further declares and confirms that the declared local emergency is no longer in existence.

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CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	July 17, 2017
Action Required:	Approve or deny ordinance for zoning text and zoning map amendments
Presenter:	Mary Joy Scala, Preservation & Design Planner, Neighborhood Development Services (NDS)
Staff Contacts:	Alex Ikefuna, Director, NDS
<b>Title:</b>	<b>Woolen Mills Village Historic Conservation District (1<sup>st</sup> of 2 readings) ZT16-00003 and ZM16-0000A</b>

**Background:**

The Woolen Mills Neighborhood Association (WMNA) originally brought this request to the Planning Commission for its initiation. The proposal would add a historic conservation overlay district to eighty-five parcels currently zoned R-1(S), R-2, PUD, and IPP, located along East Market Street, Chesapeake Street, Leake Lane, 18<sup>th</sup> Street NE, Franklin Street, Steephill Street, and Riverside Avenue (ATTACHMENT 2: Map of proposed historic conservation district and ATTACHMENT 3: Zoning map amendment ZM16-0000A - Tax map parcels to be rezoned). The proposed district includes all the City properties within the boundaries of the Woolen Mills Village National Register district (ATTACHMENT 8: National and Virginia Register historic district survey and map link), plus two additional vacant lots.

City Council is being asked to take action to either approve or deny the overlay district, which was recommended unanimously by the Planning Commission on November 9, 2016 and by the Board of Architectural Review (BAR) on September 20, 2016 (ATTACHMENT 4: Joint public hearing staff report – November 9, 2016 and ATTACHMENT 5: BAR staff report – September 20, 2016).

In December 2016 the WMNA asked that the rezoning be deferred for six months, or until the historic conservation district ordinance and guidelines could be revised for clarity of interpretation. Those revisions were approved by Council in April 2017. However, there continued to be concerns expressed by residents and/or property owners in Woolen Mills neighborhood. Therefore, staff conducted a poll to gauge current interest of *affected property owners* only. The poll letter and the follow-up letter that reported the results of the poll are attached (ATTACHMENT 9: Staff's letters to affected property owners May 19, and June 12, 2017).

## **Discussion:**

The rezoning consists of a zoning text amendment (ATTACHMENT 1: Zoning text amendment ZT16-00003 - actual language); and a zoning map amendment, which would add a historic conservation overlay designation to the eighty-five parcels. In addition, every building in the district would be designated either contributing or non-contributing on the map included in the guidelines (ATTACHMENT 2: Map of proposed historic conservation district). The effect of the proposed overlay district would make certain exterior changes subject to review by the BAR, in summary:

- All *new structures* require design review by the BAR if they require a building permit and unless concealed by the principal structure;
- Certain *fences and walls*;
- An *addition* if:
  - (1) located on a corner or double-frontage lot;
  - (2) located on the front or side of a building;
  - (3) equal to or greater than 50% total gross floor area of the building; OR
  - (4) exceeding the height or width of existing building;
- *Demolition* of all or part of a “contributing” structure if:
  - (1) located in whole or part to the front or side of the building;
  - (2) located on a corner or double-frontage lot; OR
  - (3) equal to or greater than 33% of the total gross floor area of the building.
- *Painting* only previously unpainted brick or other masonry.

The removal or replacement of windows or doors does not require BAR review, provided the size of the opening is not altered.

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

The intent of the *Historic Conservation Overlay District* is to (1) identify and preserve buildings, structures and areas; (2) to protect a neighborhood’s scale and character; and (3) to document and promote an understanding of a neighborhood’s social history.

The proposed rezoning supports City Council’s “C’ville Arts and Culture” vision: *Our community has world-class performing, visual, and literary arts reflective of the unique character, culture, and diversity of Charlottesville. Charlottesville cherishes and builds programming around the evolving research and interpretation of our historic heritage and resources....*

It contributes to Goal 2 of the Strategic Plan: *Be a safe, equitable, thriving, and beautiful community*; and Objective 2.5: *Provide natural and historic resources stewardship.*

## **Community Engagement:**

Community engagement has been extensive:

*February 2016* - Prior to requesting the historic designation, the Woolen Mills Neighborhood

Association (WMNA) engaged in a process to determine support among property owners in the area. They sent a mailing to all property owners in the proposed district; held a community meeting in April 2016, and mailed ballots in May 2016 (ATTACHMENT 6: WMNA rezoning request email and ballots sent to property owners).

*September 20, 2016* - The Board of Architectural Review (BAR) made a unanimous recommendation for approval.

*November 9, 2016* - The Planning Commission held a joint public hearing and made a unanimous recommendation for approval. Staff received thirty written comments from the public: 19 from affected property owners, with 13 in support, 5 opposed, and 1 question; and 11 from persons who are not owners of property within the proposed district, with 9 in support, 1 opposed, and 1 question (ATTACHMENT 7: 2016 letters from the public).

*December 1, 2016* – at the request of John Frazee, Chair of the WMNA, another informational session for the residents was held at Woolen Mills Chapel with staff and BAR and Planning Commission representatives present to take comments and answer questions.

*December 21, 2016* – Frazee requested deferral of Council’s consideration of the proposed district for six months, or until the final revisions to the historic conservation district code were adopted.

*May 11, 2017* - Staff received a petition with 43 signatures asking if NDS could not provide an opt-out option, that the proposed district not be passed (ATTACHMENT 10: Eric Hurt petition).

*May and June 2017*- Staff sent two mailings to all affected property owners, the first to ask their opinion in a poll, and the second to report the poll results and the City Council public hearing date. (ATTACHMENT 9: Staff’s letters to affected property owners May 19, and June 12, 2017).

**Budgetary Impact:**

No impact.

**Recommendation:**

Staff recommends, along with the BAR and the Planning Commission, that City Council should approve the designation, based on the criteria found in Section 34-336(c) of the Zoning Ordinance, of this part of the Woolen Mills Neighborhood as the *Woolen Mills Village Historic Conservation District*, including the proposed district boundary and the map of contributing/non-contributing properties as proposed.

**Alternatives:**

- (1) City Council could choose to approve or deny the proposed historic conservation overlay district designation as proposed; and/or

- (2) City Council could choose to reduce or enlarge the area to be rezoned with the overlay district (an increase in area would require historic survey of additional properties and re-notification).

**Attachments:**

1. Zoning text amendment ZT16-00003 - actual language
2. Map of proposed historic conservation district
3. Zoning map amendment ZM16-0000A - Tax map parcels to be rezoned
4. Joint public hearing staff report – November 9, 2016
5. BAR staff report – September 20, 2016
6. WMNA rezoning request email and ballots sent to property owners
7. 2016 letters from the public
8. National and Virginia Register historic district survey and map link  
<http://www.charlottesville.org/home/showdocument?id=15458>
9. Staff's letters to affected property owners May 19, and June 12, 2017
10. Eric Hurt petition

## ORDINANCE

### AMENDING AND REORDAINING SECTION 34-337 OF CHAPTER 34 (ZONING) OF THE CODE OF THE CITY OF CHARLOTTESVILLE (1990), AS AMENDED, TO AD A NEW ZONING OVERLAY DISTRICT TO BE KNOWN AS THE WOOLEN MILLS VILLAGE HISTORIC CONSERVATION DISTRICT

**WHEREAS**, based on information and surveys provided by neighborhood residents, the City’s Board of Architectural Review (“BAR”) and staff of the City’s Department of Neighborhood Development Services (“NDS”) have recommended that a new historic conservation overlay district should be established, as shown on a map prepared by NDS, dated November 18, 2016, titled “Proposed Woolen Mills Village Historic Conservation District,” (“Proposed District Map”), a copy of which is attached to this Ordinance and incorporated herein by reference; and

**WHEREAS**, the Planning Commission, by motion, initiated the zoning text and zoning map amendments necessary for the establishment of the proposed historic conservation district; and

**WHEREAS**, following a joint public hearing before this Council and the Planning Commission, duly advertised in accordance with law and held on November 9, 2016, the Planning Commission reviewed the information and analysis provided by the BAR and NDS staff relative to the criteria set forth within City Code Sec. 34-36(c), and voted to recommend approval of proposed historic conservation district, accepting a staff recommendation for one parcel owned by a railroad company that includes the Franklin Street railroad overpass to be removed from the originally proposed district map, and the Planning Commission then transmitted its recommendation of approval to City Council along with the Proposed District Map; and

**WHEREAS**, (i) descriptions of the features of each property within the district have been set forth within Architectural and Site Descriptions included with the BAR and NDS staff recommendations, but no designation of any structure as an individually protected property is proposed as part of this zoning action; and (ii) the designation of individual structures within the proposed district as either “contributing” or “noncontributing” is as shown on the Proposed District Map; and

**WHEREAS**, this Council finds and determines that approval of the zoning text and zoning map amendments necessary for the establishment of the proposed historic conservation district will further goals and objectives of the City’s Comprehensive Plan; will serve the interests of the public necessity, convenience, general welfare and good zoning practice; and that the zoning amendments have been designed to give reasonable consideration to protect against destruction of or encroachment upon historic areas within the City; NOW, THEREFORE,

**BE IT ORDAINED** by the Council of the City of Charlottesville, Virginia:

- 1. THAT the Charlottesville City Code (1990), as amended, Chapter 34 (Zoning), Article II (Overlay Districts), Section 34-337 (Conservation Districts) is hereby amended and re-ordained, as follows:**

Sec. 34-337. **Conservation districts.**

The following areas have been determined by city council to meet the criteria for designation as a conservation district, the limits of which are shown on the city’s zoning map:

- (1) The Martha Jefferson Historic Conservation District; ~~and~~
- (2) The Rugby Road Historic Conservation District; and
- (3) The Woolen Mills Village Historic Conservation District.

Within each district designated above, City Council has determined that only certain buildings are considered “contributing structures.” Those contributing structures are identified on a map of each district included within the city’s conservation district design guidelines, copies of which are available within the department of neighborhood development services.

- 2. THAT this City Council concurs with the determinations shown on the Proposed District Map dated November 18, 2016, identifying structures on each parcel within the Rugby Road Historic Conservation District as being “contributing” or “non-contributing”. Such determinations are hereby adopted by City Council as its own, and those properties determined to be “contributing” shall be the properties identified on a map of the district to be included within the city’s conservation district design guidelines, as required by City Code Sec. 34-337. From time to time hereafter, Council may amend these determinations by resolution, in the same manner by which the guidelines may be approved or amended pursuant to City Code Sec. 34-348(2); and further,**
  
- 3. THAT the Zoning Map referenced within City Code Sec. 34-1(1) is hereby amended and re-ordained, and shall be revised to show, within the boundaries depicted within the Proposed District Map dated November 18, 2016, an overlay zoning district to be referenced as The Rugby Road Historic Conservation District established pursuant to City Code Sec. 34-337(2), and this zoning district shall include all of the parcels identified within the boundaries shown on the Proposed District Map, which parcels are additionally described by the following Tax Map Parcel Identification Numbers:**  
  

Tax Map 55A (2017): Parcels 88, 89.1, 89.2, 89.3, 90, 92, 93, 106, 107, 108, 109, 115, 115.1, 115.2, 116, 117, 118, 120, 121, 122, 122.1, 123, 124, 124.1, 125, 128, 130, 130.1, 131, 134, 135, 136, 137, 138, 139, 140, 141, 143, 144, 145, 146, 148, 149, and 150; and

Tax Map 56 (2017): Parcels 40, 40A, 40.1, 40.2, 40.3, 40.4, 40.4AA, 41, 107, 108, 109, 109A, 110, 111, 112, 113, 114, 114.1, 114.2, 114.3, 114.4, 114.5, 115, 115.1, 116, 116.1, 116.2, 117, 118, 119, 119A, 119.1, 119.2, 119.3, 119.4, 120, 121, 122, 123, 123.1, and 124.
  
- 4. THAT the Zoning Administrator is hereby directed to revise the Zoning Map referenced within City Code Sec. 34-1(1) and update it effective as of the date this ordinance is approved, to show the Woolen Mills Village Historic Conservation Overlay District in accordance with the Proposed District Map dated November 18, 2016, which is set forth as follows:**

# Proposed Woolen Mills Village Historic Conservation District

November 18, 2016



## **ATTACHMENTS – Woolen Mills Village Historic Conservation Overlay District**

### **1. Zoning text amendment ZT16-00003 - actual language**

#### **ARTICLE II. OVERLAY DISTRICTS**

Sec. 34-337. Conservation districts.

The following areas have been determined by city council to meet the criteria for designation as a conservation district, the limits of which are shown on the city's zoning map:

- (1) The Martha Jefferson Historic Conservation District; and
- (2) The Rugby Road Historic Conservation District.
- (3) The Woolen Mills Village Historic Conservation District.

Within each district designated above, city council has determined that only certain buildings are considered "contributing structures." Those contributing structures are identified on a map of each district included within the city's conservation district design guidelines, copies of which are available within the department of neighborhood development services.



2. Map of proposed historic conservation district to be added to guidelines

Proposed Woolen Mills Village Historic Conservation District

November 18, 2016



CITY OF CHARLOTTESVILLE  
NEIGHBORHOOD DEVELOPMENT SERVICES

### **3. Zoning map amendment ZM16-0000A - Tax map parcels to be rezoned**

Tax Map 55A, Parcels 88, 89.1, 89.2, 89.3, 90, 92, 93, 106, 107, 108, 109, 115, 115.1, 115.2, 116, 117, 118, 120, 121, 122, 122.1, 123, 124, 124.1, 125, 128, 130, 130.1, 131, 134, 135, 136, 137, 138, 139, 140, 141, 143, 144, 145, 146, 148, 149, 150.

Tax Map 56, Parcels 40, 40A, 40.1, 40.2, 40.3, 40.4, 40.4AA, 41, 107, 108, 109, 109A, 110, 111, 112, 113, 114, 114.1, 114.2, 114.3, 114.4, 114.5, 115, 115.1, 116, 116.1, 116.2, 117, 118, 119, 119A, 119.1, 119.2, 119.3, 119.4, 120, 121, 122, 123, 123.1, 124.

4. Joint public hearing staff report – November 9, 2016

CITY OF CHARLOTTESVILLE  
DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT SERVICES  
STAFF REPORT



APPLICATION FOR REZONING OF PROPERTY

PLANNING COMMISSION AND CITY COUNCIL  
JOINT PUBLIC HEARING

DATE OF HEARING: Wednesday November 9, 2016  
APPLICATION NUMBERS: ZT16-00003 and ZM16-0000A

**Project Planner:** Mary Joy Scala

**Date of Staff Report:** November 9, 2016

**Applicant:** Woolen Mills Neighborhood Association (John Frazee, Chair)

**Current Property Owner:** Multiple

**Application Information**

**Property Street Address:** Multiple addresses on East Market Street, Chesapeake Street, Leake Lane, 18<sup>th</sup> Street NE, Franklin Street, Steephill Street, Riverside Avenue

**Tax Map/Parcel Numbers:** Multiple

Tax Map 28, Parcel 555 (part of RR R/W)

Tax Map 55A, Parcels 88, 89.1, 89.2, 89.3, 90, 92, 93, 106, 107, 108, 109, 115, 115.1, 115.2, 116, 117, 118, 120, 121, 122, 122.1, 123, 124, 124.1, 125, 128, 130, 130.1, 131, 134, 135, 136, 137, 138, 139, 140, 141, 143, 144, 145, 146, 148, 149, 150.

Tax Map 56, Parcels 40, 40A, 40.1, 40.2, 40.3, 40.4, 40.4AA, 41, 107, 108, 109, 109A, 110, 111, 112, 113, 114, 114.1, 114.2, 114.3, 114.4, 114.5, 115, 115.1, 116, 116.1, 116.2, 117, 118, 119, 119A, 119.1, 119.2, 119.3, 119.4, 120, 121, 122, 123, 123.1, 124.

**Total Square Footage/Acreage Site:** Approximately 81 acres

**Comprehensive Plan (Land Use Plan) Designation:** Low Density Residential; Park or Preserved Open Space (Riverview Cemetery)

**Current Zoning Classification:** R-1(S) - Residential Single Family (Small Lot); R-2 - Residential Two Family; PUD – Planned Unit Development; IPP – Individually Protected Property.

**Applicant's Request**

The applicant, Woolen Mills Neighborhood Association, is seeking a rezoning to add a Historic Conservation overlay district to all the City properties that were included within the boundaries of the Woolen Mills Village National Register district (Virginia Landmarks Register 12-17-2009 and National Register of Historic Places 4-12-2010) (Note: The National Register District also included Albemarle County properties at the end of East Market Street). In addition, the neighborhood has proposed, and staff and BAR are recommending, inclusion of two additional currently vacant properties, to insure that any new construction would be compatible with the other properties in the district.

## **Vicinity Map**

(omitted)

## **Standard of Review**

City council may, from time to time, designate properties and areas for inclusion within a *Historic Conservation Overlay District*. Any such designation must follow the process for an amendment to the city's zoning ordinance and zoning map, including a public hearing and notification. City council shall consider the recommendations of the Planning Commission and the Board of Architectural Review (BAR) regarding criteria found in Section 34-336(c) as to the proposed designation.

The Planning Commission must make an advisory recommendation to the City Council. Council may amend the zoning district classification of this property upon finding that the proposed amendment would serve the interests of *“public necessity, convenience, general welfare, or good zoning practice.”* To advise Council as to whether those interests would be served, the Planning Commission should inquire as follows: **(1)** The initial inquiry should be whether the *existing* zoning of the property is reasonable; **(2)** the Commission should then evaluate whether the *proposed* zoning classification is reasonable. One factor relevant to the reasonableness of a particular zoning district classification is whether that classification is consistent with the City's Comprehensive Plan designation for the property. Other relevant factors include: the existing use and character of the subject property and adjacent properties; suitability of the property for various uses; zoning classification(s) of adjacent properties; the intent and purposes of the proposed zoning district classification; trends of growth and change (including, without limitation, recent patterns of development of other circumstances which may have changed since the current zoning classification was originally enacted).

## **Executive Summary**

The applicant, Woolen Mills Neighborhood Association, is seeking a rezoning to add a Historic Conservation overlay district to eighty-six parcels currently zoned R-1(S), R-2, PUD, and IPP Overlay. The underlying zoning would not change. The Planning Commission is being asked to make a recommendation to City Council regarding the proposed designation.

Fifty-two of the seventy-two primary structures, the earliest (Pireus Store) dating from 1847, are proposed to be designated “contributing;” and twenty primary structures are proposed to be designated “non-contributing.” Non-contributing structures include three homes from the 1960’s; three from the 1970’s; two from the 1980’s; five from the 1990’s, including four single family attached; three from the 2000’s; and four from the 2010’s, including three multi-family structures built by JABA behind the Timberlake house. In addition, certain outbuildings and structures are proposed to be designated either “contributing” (including the CSX RR bridge/stone abutments on Franklin Street dated 1878), or “non-contributing.” There are ten vacant parcels included in the district, and also Riverview Cemetery. The cemetery itself and two small structures located there are “contributing.”

The intent of the *Historic Conservation Overlay District* is to (1) identify and preserve buildings, structures and areas; (2) to protect a neighborhood’s scale and character; and (3) to document and promote an understanding of a neighborhood’s social history.

The following is intended to be a summary of the effects of a *historic conservation district*:

- All *new structures* require design review by the BAR.
- An *addition* requires BAR approval if: (1) located on a corner lot; (2) located on the front or side of a building; (3) equal to or greater than 50% total gross floor area of the building; OR (4) exceeding the height or width of existing building.
- *Demolition* of all or part of a “contributing” structure requires BAR approval if:  
 (4) The proposed demolition is located in whole or part to the front or side of the building  
 OR (2) is equal to or greater than 33% of the total gross floor area of the building.

The Woolen Mills Neighborhood Association is the third neighborhood association to request this type of historic designation for a portion of the neighborhood. Martha Jefferson was the first in 2010, followed by Venable Neighborhood Association in 2014.

**Project Review**

**Overall Analysis**

**1. Proposed Use of the Property.**

The proposed use of the properties will not change with the historic district designation. Included within the proposed district boundaries are mostly single family dwellings; including four single-family attached dwellings; four duplexes; three multi-family dwellings; one church; a cemetery; a RR bridge; and ten vacant parcels. The historic designation would require that certain demolitions, new construction and additions would become subject to BAR review.

**2. Zoning History**

The structures in the district were built between 1847- 2010, with most built before 1920. The zoning of the area over the years has remained fairly consistent. On the 1958 zoning map, this area was not yet annexed. Woolen Mills neighborhood east of Leake Lane was annexed in 1963. The 1991 zoning map showed R-1A and R-2 zoning. The 2003 zoning map showed R-1S and R-2 zoning. The four IPP’s were in place by 2003; but the Timberlake PUD was not added until 2010.

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

The character of this section of Woolen Mills is more rural than urban, due to the consistently low density development, front yard setbacks, wooded landscape, and lack of sidewalks. The railroad tracks conceal the view to the south, and the river creates a dead-end, preventing through-traffic on East Market and Chesapeake Streets.

<b>Direction</b>	<b>Use</b>	<b>Zoning</b>
North	Single family residential	R-2; R-1S; PUD
East	Single family residential; park; historic industrial buildings	R-1S; Park Overlay; PUD; County

South	Industrial uses	M-1; County
West	Single Family residential	R-1S

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

The current R-1S, R-2, PUD and IPP zoning is reasonable, appropriate, and consistent with the character of the area. However, some of the adjacent zoning, land uses, and proposed land uses are quite different from single family, and could be perceived as creating pressure to change to the character of the area.

**5. Reasonableness/Appropriateness of Proposed Zoning**

The proposed Historic Conservation overlay district designation is an *overlay* zoning district, meaning it would add preservation and design review regulations, but the current underlying zoning designations would not change. The proposed Historic Conservation overlay district would be reasonable and appropriate as a method to further protect the character and integrity of the area.

**6. Consistency with Comprehensive Plan**

The Comprehensive Plan Land Use Plan for this area recommends Low Density Residential except the Riverview Cemetery is designated for Park or Protected Open Space.

The Historic Preservation and Urban Design Chapter, Goal 6, includes:

*6.1 As requested by specific neighborhoods or when otherwise appropriate, consider additional neighborhoods or areas for designation as local historic districts (either Architectural Design Control Districts or Historic Conservation Districts) based on architectural and historic survey results.*

*6.7 Consider portions of the Woolen Mills neighborhood for Historic Conservation District designation.*

Therefore, the proposed district is consistent with the Comprehensive Plan.

**7. Potential Uses of the Property**

The potential uses of the properties will not change with the historic district designation. The underlying zoning district designations would remain the same.

**Criteria to Establish a Historic Conservation District:**

The following criteria found in Section 34-336(c) shall be addressed by both the Planning Commission and the BAR when making recommendations. Staff’s assessment of the criteria is as follows:

(1) The age of buildings and structures;

**The period of significance is 1847-1962, with the majority of buildings constructed before 1920.**

(2) Whether the buildings, structures and areas are listed on the Virginia Landmarks Register or the National Register of Historic Places, or are eligible to be listed on such registers;

**The entire proposed district, except two vacant parcels, is currently listed on the Virginia Landmarks Register (12-17-2009) and on the National Register of Historic Places (4-12-2010).**

(3) Whether the buildings, structures or areas are of locally important historic, cultural, architectural or archaeological interest;

**The village's domestic buildings showcase a range of architectural styles from Gothic Revival to Craftsman/Bungalow. The resources retain a high degree of integrity and give the historic district the feel of a late-19<sup>th</sup> century industrial village.**

(4) Whether the buildings, structures or areas are associated with an historic person or event or with a renowned architect or master craftsman, or have special public value because of notable features relating to the cultural or artistic heritage of the Charlottesville community;

**The National Register District areas of significance include: Architecture, Industry, and Social History.**

(5) Whether the buildings, structures or areas are part of a geographically definable area within which there exists a significant concentration or continuity of buildings or structures that are linked by past events or, aesthetically, by plan or physical development, or within which there exists a number of buildings or structures separated geographically but linked by association or history; and

**The Woolen Mills Village has been central to the City of Charlottesville's history since the opening of a milling operation there in 1829. As a company mill town, the brick and frame dwellings in a range of styles built during the mid-19<sup>th</sup> century through the early 20<sup>th</sup> century have come to define the village. As a home for generations of families working in the Mills, the village developed into a stable neighborhood and was annexed in 1968.**

(6) Whether the buildings, structures or areas, when viewed together, possess a distinctive character and quality or historic significance.

**The Woolen Mills Village possesses a distinctive character and historic significance. The village displayed many of the features typical of southern mill towns – company-owned housing, a company store, a chapel. The residential portion feels far more rural than the more urban or suburban areas of Charlottesville developed in the same period. The proximity of the river, the railroad and the remaining 20<sup>th</sup> century mill buildings at the end of East Market Street are tangible reminders of the area's industrial beginnings.**

**Public Comments Received:** Sixteen written correspondences were received, and are attached.

**Staff Recommendation:**

On September 20, 2016 the BAR recommended (9-0) that City Council should designate the Woolen Mills Village Historic Conservation District with the boundary and “contributing structures” as recommended by staff; and

The BAR defines the architectural character-defining features of the proposed Woolen Mills Village Historic Conservation District as outlined in the letter dated September 13, 2016 (attachment 4).

[NOTE: Section 34-336 (b) requires that the BAR define character-defining features that would be referenced and reinforced when applying the design guidelines; and Section 34-338 (b) requires that, before an area is designated as a historic conservation district, structures that may qualify for designation as an Individually Protected Property (IPP) shall be identified. However, this petition is for a historic conservation district designation only – no additional IPP’s are being proposed at this time.]

The Planning Commission should recommend, based on the criteria found in Section 34-336(c), that it is appropriate to designate this part of the Woolen Mills Neighborhood as a *Historic Conservation Overlay District*. The BAR and staff recommend that it is appropriate, based on the above criteria.

As part of their motion, the Planning Commission should also confirm the referenced list of parcels within the proposed district boundary, and the contributing/non-contributing properties. The BAR and staff recommend the boundary and the contributing buildings as shown on the attached map, and as submitted by the applicant.

#### **Suggested Motions:**

1. “I move to recommend that City Council approve this petition, including ZT16-00003 and ZM16-0000A, to rezone the properties included on the attached list of parcels, and as shown on the attached map, by adding a *Historic Conservation Overlay District* designation as requested, on the basis that the rezoning would serve the interests of public necessity, convenience, general welfare or good zoning practice, and would meet the historic criteria of Sec 34-336(c). Further, I recommend that the contributing properties are the same as described on the attached map.” (OR)
2. “I move to recommend that City Council deny this petition to rezone properties by adding a *Historic Conservation Overlay District* designation.”

#### **Attachments:**

- ~~1. Zoning text amendment ZT16-00003 – Actual language~~
- ~~2. Zoning map amendment ZM16-0000A – Tax map parcels to be rezoned~~
- ~~3. WMNA list of character defining features dated September 13, 2016~~
- ~~4. Written comments from the public~~
- ~~5. BAR staff report – September 20, 2016~~
- ~~6. WMNA rezoning request email from Bill Emory~~
- ~~7. Historic Survey prepared by Lydia Brandt~~



## 5. BAR staff report – September 20, 2016

### CITY OF CHARLOTTESVILLE BOARD OF ARCHITECTURAL REVIEW STAFF REPORT September 20, 2016



#### **Recommendation**

Establishment of Woolen Mills Village Historic Conservation District  
Woolen Mills Neighborhood Association, Applicant

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#### **Background**

The *historic conservation district* ordinance was adopted on March 16, 2009 to create a second, less stringent type of local (regulatory) historic district that would provide an alternative to the existing *historic preservation and architectural design control (ADC) district*. The intent of a *historic conservation district* is to protect historic buildings from unwarranted demolition, and to require a basic level of design review for new structures and additions.

The first designation of this type was the Martha Jefferson Neighborhood Historic Conservation District, requested by the Martha Jefferson Neighborhood Association (MJNA), approved by City Council in 2010. The Rugby Road Historic Conservation District, requested by the Venable Neighborhood Association in 2014, was the second. Woolen Mills Village would be the third. The City also has eight ADC districts.

July 12, 2016 – the Planning Commission initiated a proposed amendment to the city’s zoning ordinance and map, to wit: amending Article II, Division 5, Section 34-337 to add “Woolen Mills” as a Historic Conservation Overlay District; and amending the city’s zoning map to add Woolen Mills Historic Conservation District as an overlay district zoning designation;”

#### **What it means to be designated as a Historic Conservation District**

The *historic conservation district* designation was originally devised to protect the character and scale of the more modest historic Charlottesville neighborhoods that were facing increased development and tear-downs. The designation requires review by the Board of Architectural Review (BAR) of all new structures, and certain additions and demolitions, *all of which have the potential to change the character of the historic neighborhood*. Otherwise, the intent is to minimize requirements on residents who may want to rehabilitate their homes.

A *historic conservation district* is different from an *ADC district* in three main respects:

- (1) Unlike in an *ADC District*, where review is required of all exterior changes to existing buildings, in a *historic conservation district* BAR approval is only required for certain additions and demolitions;
- (2) The *historic conservation district* guidelines are short and simple; and
- (3) The residents of a *historic conservation district* are asked to help identify neighborhood features to be preserved.

The guidelines and ordinance are attached; the following is intended to be a summary of the effects of a *historic conservation district*:

- All *new structures* require design review by the BAR.

- An *addition* requires BAR approval if: (1) located on a corner lot; (2) located on the front or side of a building; (3) equal to or greater than 50% total gross floor area of the building; OR (4) exceeding the height or width of existing building.
- *Demolition* of all or part of a “contributing” structure requires BAR approval if: (5) The proposed demolition is located in whole or part to the front or side of the building OR (2) is equal to or greater than 33% of the total gross floor area of the building.

In addition,

- Staff would interpret changing siding or roof material that is visible from the public right-of-way to be a demolition requiring BAR approval.
- Removal or replacement of windows and doors within existing openings is not considered a demolition.
- The *historic conservation district* ordinance does not address subdivisions.
- Special use permit applications within the district would require a BAR recommendation.
- The appeals process is the same as for an *ADC District*.

### **Standard of Review**

City Council may, by ordinance, from time to time, designate properties and areas for inclusion within a *historic conservation district*. Any such designation must follow the process for an amendment to the city's zoning ordinance and zoning map, including a public hearing and notification.

Prior to the adoption of any such ordinance, the BAR shall define, taking into consideration information that may be provided by neighborhood residents, the architectural character-defining features of the proposed district. Those features would be referenced and reinforced when applying the district design guidelines.

Before an area is designated as a *historic conservation district*, each structure shall be determined to be either “contributing” or “non-contributing.” Each of the structures that may qualify for designation as an Individually Protected Property (IPP) under Section 34-273 within that area shall be identified.

Prior to the adoption of any such ordinance, City Council shall consider the recommendations of the Planning Commission and the BAR as to the proposed designation.

### **Application**

The boundary of the *historic conservation district*, as proposed by Woolen Mills Neighborhood Association, includes all properties that were included within the boundaries of the Woolen Mills Village National Register district, and that are located within the City. (The National Register District extended into Albemarle County at the end of East Market Street). In addition, staff is recommending inclusion of two additional currently vacant properties, to insure that any new construction would be compatible with the other properties in the district.

There are approximately 80 parcels in the proposed district, most of which (approximately 52) contain “contributing” primary structures. In addition, certain outbuildings would be designated as contributing, as shown on the attached map. There are currently four Individually Protected Properties (IPP) in the area: Timberlake–Branham House, Woolen Mills Chapel, Pireus Store, and House at Pireus. No additional structures are recommended to be designated as an IPP.

The proposed *historic conservation district* designation is an *overlay* zoning district, meaning it would add regulations, but the current underlying zoning designations would not change. All properties in the proposed district are zoned R-1S Residential, except part of Riverview Cemetery is zoned R-2 Residential, and Timberlake Place is zoned PUD (Planned Unit Development).

### **Criteria to Establish a Historic Conservation District**

The following criteria found in Section 34-336(c) shall be addressed by both the Planning Commission and the BAR when making recommendations. Staff's assessment of the criteria is as follows:

- (1) The age of buildings and structures;

**The period of significance is 1847-1962, with the majority of buildings constructed before 1920.**

- (2) Whether the buildings, structures and areas are listed on the Virginia Landmarks Register or the National Register of Historic Places, or are eligible to be listed on such registers;

**The entire proposed district, except two vacant parcels, is currently listed on the Virginia Landmarks Register (12-17-2009) and on the National Register of Historic Places (4-12-2010).**

- (3) Whether the buildings, structures or areas are of locally important historic, cultural, architectural or archaeological interest;

**The village's domestic buildings showcase a range of architectural styles from Gothic Revival to Craftsman/Bungalow. The resources retain a high degree of integrity and give the historic district the feel of a late-19<sup>th</sup> century industrial village.**

- (4) Whether the buildings, structures or areas are associated with an historic person or event or with a renowned architect or master craftsman, or have special public value because of notable features relating to the cultural or artistic heritage of the Charlottesville community;

**The National Register District areas of significance include: Architecture, Industry, and Social History.**

- (5) Whether the buildings, structures or areas are part of a geographically definable area within which there exists a significant concentration or continuity of buildings or structures that are linked by past events or, aesthetically, by plan or physical development, or within which there exists a number of buildings or structures separated geographically but linked by association or history; and

**The Woolen Mills Village has been central to the City of Charlottesville's history since the opening of a milling operation there in 1829. As a company mill town, the brick and frame dwellings in a range of styles built during the mid-19<sup>th</sup> century through the early 20<sup>th</sup> century have come to define the village. As a home for generations of families working in the Mills, the village developed into a stable neighborhood and was annexed in 1968.**

- (6) Whether the buildings, structures or areas, when viewed together, possess a distinctive character and quality or historic significance.

**The Woolen Mills Village possesses a distinctive character and historic significance. The village displayed many of the features typical of southern mill towns – company-owned housing, a company store, a chapel. The residential portion feels far more rural than the more urban or suburban areas of Charlottesville developed in the same period. The proximity of the river, the railroad and the remaining 20<sup>th</sup> century mill buildings at the end of East Market Street are tangible reminders of the area’s industrial beginnings.**

### **Discussion and Recommendations**

1. The BAR should decide, based on the above criteria, whether it is appropriate to designate the Woolen Mills Village as a *historic conservation district*. Staff recommends that it is appropriate based on the criteria.
2. The BAR should confirm the proposed district boundary and the “contributing/non-contributing” properties. Staff recommends the National Register boundary, with the addition of two vacant parcels shown in red on the attached map dated July 2016. (ATTACHMENT #2) Staff recommends “contributing structures” as proposed on National Register map, City portion (ATTACHMENT # 3).
3. The BAR should confirm staff’s recommendation that no additional Individually Protected Properties (IPP) are proposed.
4. The BAR should define, taking into consideration information that has been provided by neighborhood residents, the architectural character-defining features of the proposed conservation district. See September 13, 2016 letter (ATTACHMENT #1)

### **Suggested Motion**

Having considered the criteria set forth within the City Code, I move to recommend that City Council should designate the Woolen Mills Village Historic Conservation District with the boundary and “contributing structures” as recommended by staff; and

The BAR defines the architectural character-defining features of the proposed Woolen Mills Historic Conservation District as follows....

#### **ATTACHMENTS:**

- ~~1. September 13, 2016 letter describing architectural character defining features.~~
- ~~2. Map dated July 2016 showing proposed boundary~~
- ~~3. National Register map showing contributing/noncontributing structures (yellow dots indicate City/County boundary)~~
- ~~4. May 30, 2016 letter from bill Emory requesting district designation with attachments B & C. (Attachment A was emailed)~~
- ~~5. Letters received by citizens~~

## 6. WMNA rezoning request email and ballots sent to property owners

**Scala, Mary Joy**

---

**From:** bill emory <billemory@gmail.com>  
**Sent:** Monday, May 30, 2016 11:59 AM  
**To:** Council  
**Cc:** Planning Commission; Scala, Mary Joy; Rainey, Carrie; wmna-board; Margaret Maliszewski; Lydia Brandt  
**Subject:** Woolen Mills Conservation District petition  
**Attachments:** attachment A.pdf; attachment B.pdf; attachment C.pdf

Memorial Day, May 30, 2016

Dear City Councilors,

The purpose of this letter is to seek your support for establishing a Historic Conservation Overlay District (CV) for a 60 acre portion of the Woolen Mills Neighborhood (that same portion which was listed on the National Register of Historic Places April 12, 2010).

For decades, the Woolen Mills Neighborhood has partnered with the City in an effort to retain the character of our community located in a bend of the Rivanna River at the foot of Monticello Mountain (a world heritage site). The Woolen Mills Village (both in Charlottesville and Albemarle County) contributes significantly to the architectural, archaeological, recreational, residential and historical offerings of our central Virginia region.

In 2006 the Virginia Department of Historic Resources (DHR) recommended that the Woolen Mills neighborhood contained a historic district potentially eligible for listing in the Virginia Landmarks Register (VLR) and the National Register of Historic Places (NRHP). Neighborhood residents initiated a project through DHR with the generous support of the city and county, to pursue an architectural and historic building survey to document properties within the neighborhood that resulted in the listing of the Woolen Mills Village Historic District in the National Register of Historic Places and the Virginia Landmarks Register. The map of the Virginia/Federal historic designated area and the National Parks Service Registration Form are included as Attachment A.

While the historic places designations did provide welcomed recognition of the worthy status of our community, as well as limited tax credits for preservation and restoration of contributing properties, they do not provide a reliable, legal basis for the continued protection of the historic structures and character of the neighborhood. The CV offers a starting point in a progression toward a small area plan to address land use issues for the entire 268 acre Woolen Mills Neighborhood. Additionally, the CV would help to avoid the loss of affordable housing, the loss of historic resources and the out of scale residential development we have seen elsewhere in the City.

### **Community Engagement:**

The Woolen Mills Neighborhood Association meets monthly, the 2nd Monday at 7:00 p.m.. Discussion began at these meetings in September 2013 regarding the possibility of the neighborhood applying for a CV overlay. Minutes of the meetings are posted electronically at the [WMNA webpage](#) and physically at a bulletin Board in Meade Park. Subsequently, the WMNA Board approved a mailing to affected property owners to float a trial balloon about a CV. (February 2016, attachment B).

April 11, 2016. The WMNA hosted a community meeting with NDS Preservation and Design Planner Ms. Mary Joy Scala to educate residents on the pros and cons of a CV and to answer questions. [The audio from this](#)

meeting is posted on the Internet.

May 6, 2016, the WMNA mailed ballots to the 68 owners of the 80 parcels which would be affected by the proposed CV overlay. In the two weeks that followed, 72% (49) of the owners responded. Three voted "no", forty-six voted "yes". (Attachment C)

On the basis of the positive affected property owners response to this initiative the Woolen Mills Neighborhood Association petitions to create the Woolen Mills Village Historic Conservation District and seeks official city action and approval. This letter constitutes that formal application and request.

Best Regards,

Bill Emory (WMNA Board Secretary)  
1604 E Market ST Charlottesville VA 22902

*All cities contain areas, sites, or structures of architectural and/or historical interest or significance. Such structures and areas contribute to the particular uniqueness of each city and form an important part of that city's physical and cultural heritage which, if lost, cannot be replaced. The loss of its heritage deprives the city of its individuality. Unless means can be found to retain important structures and areas in urban areas, our communities face a future of historical and architectural sterility.—Historic Landmark Study, Charlottesville, Virginia, 1976*

p.s.- The petition is for the City portion of the NRHP "Woolen Mills Village" district, site #002-1260.

## Woolen Mills Neighborhood Association

February 13, 2016

Dear xxxx,

One of the pleasures of living in the Woolen Mills Neighborhood is its ambiance, daily being in the presence of the story told by our neighborhood's landscape and architecture.

The City of Charlottesville has a zoning tool available to help protect the unique built fabric of our neighborhood, the "Historic Conservation District" designation. The designation offers protection for the character of neighborhoods through a review process that addresses the construction of new buildings and substantial demolitions to existing houses. Currently, the sections of the city that have Conservation District designation are in the Martha Jefferson and Rugby Road neighborhoods. The Woolen Mills Neighborhood Association Board believes that the Woolen Mills would benefit from the protection offered by the Historic Conservation District designation.

Achieving additional zoning protection and design guideline benefits requires the support of landowners within the proposed Historic Conservation District. You have received this letter because your property is located in the area eligible for additional protection. If residents support the idea of a new Historic Conservation District within the Woolen Mills neighborhood, then the WMNA would request that the City Council establish the district.

This zoning protection can only be acquired if it is supported by affected homeowners. Information about Historic Conservation Districts is available on the WMNA website at:

<http://woolenmillsneighborhood.org/conservation-districts/>

We request that you consider the benefits and responsibilities of property ownership within a Historic Conservation District before we ask you to vote for your preference (pro or con for a Woolen Mills Village Historic Conservation District.) Your opinion counts!

Best regards,

Woolen Mills Neighborhood Association Board

P.S. We will host an informational meeting about this topic on 03/14/16 in the Woolen Mills Chapel from 7:00-9:00 PM. Please feel free to contact Bill Emory, WMNA secretary, with questions about this initiative: [billemary@gmail.com](mailto:billemary@gmail.com) 434-977-1243 804-462-9968

The teardown trend began nationally in 2002. Modest historic houses are scraped off lots and replaced with megamansions.

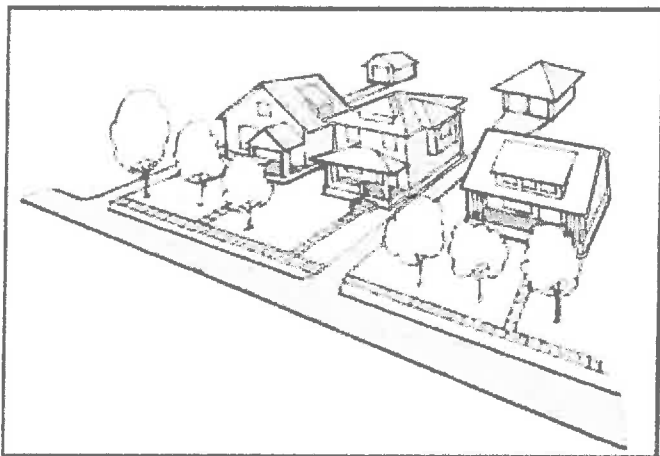
The teardowns cause the loss of historic architecture, but the phenomenon is also about community character, smart growth, affordable housing, environmental sustainability, economic and demographic shifts, and the ever-changing real estate market and housing preferences.

Community economic and social diversity is reduced as new over-scaled houses replace affordable homes.

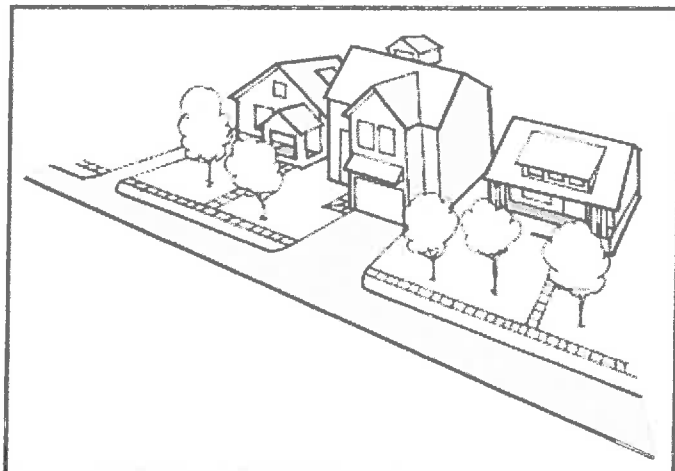
The existing zoning code in the Woolen Mills would allow the juxtaposition above. (to see it live visit Booker Street).



620 and 624 Booker Street, Charlottesville, Virginia



Voting for a Woolen Mills conservation district would discourage this before and after situation.



Lets have a neighborhood conversation, we believe in the necessity of a thorough study and understanding before we invite new rules and regs.

#### FAQS:

Q: Can I repaint my house optic yellow?

A: Yes.

Q: Can I build a modern architecture house on my empty lot?

A: Yes, modern style is encouraged.

Q: Can I replace my windows and doors with energy efficient "modern" windows and doors?

A: Yes

Q: How is this different from an Architectural Design Control (ADC) District?

A: (1) Unlike in an ADC District, where review is required of all exterior changes to existing buildings, in a Historic Conservation District no BAR approval is required for rehabilitations of an existing building, or for smaller additions and demolitions;

(2) The Historic Conservation District guidelines have been greatly condensed and simplified; and

(3) The residents of a Historic Conservation District help identify neighborhood features to be preserved.



## Woolen Mills Neighborhood Association

May 5, 2016

Dear XXXXX,

In February we wrote regarding the possibility of establishing a "Historic Conservation District" zoning overlay within a portion of the Woolen Mills neighborhood.

April 11, Mary Joy Scala, the City's Design and Preservation planner came to the Woolen Mills Chapel where she gave an overview of Conservation Districts and took questions from assembled neighbors.

It is time to vote! Please sign, date and mail the enclosed postcard.

Best regards,

P.S. A recording of Ms. Scala's presentation is available on the Internet.

<http://woolenmillsneighborhood.org/blog/historic-conservation-district-101/>

Unanswered questions? Send them to Ms. Scala [scala@charlottesville.org](mailto:scala@charlottesville.org) or call me.

Bill Emory (WMNA Board secretary)  
1604 E Market Street  
Charlottesville VA 22902  
434-977-1243, 804-462-9968(m)  
[billeemory@gmail.com](mailto:billeemory@gmail.com)

Dear Planning Commissioners, BAR and City Councilors,

As a property owner in the affected area

I support

I do not support

the establishment of a local conservation district overlay for the City portion (60 acres) of the Woolen Mills Village district listed on the National Register of Historic Places in April of 2010.

Name:

Parcel:

Property Address:

Signature and date:

Dear Planning Commissioners, BAR and Council,

As a property owner in the affected area

I support

I do not support

the establishment of a local conservation district overlay for the City portion (60 acres) of the Woolen Mills Village district listed on the National Register of Historic Places in April of 2010.

Name:

Parcel:

Property Address

Signature and date:

Dear Planning Commissioners, BAR and Council,

As a property owner in the affected area

I support

I do not support

the establishment of a local conservation district overlay for the City portion (60 acres) of the Woolen Mills Village district listed on the National Register of Historic Places in April of 2010.

Name:

Parcel:

Property Address:

Signature and date:

Dear Planning Commissioners, BAR and Council,

As a property owner in the affected area

I support

I do not support

the establishment of a local conservation district overlay for the City portion (60 acres) of the Woolen Mills Village district listed on the National Register of Historic Places in April of 2010.

Name:

Parcel:

Property Address:

Signature and date:

parcel #	owner	property address	mailing address	address3	zipcode	response rec'd
55A118000	ACKERMAN, KARL D & JENNIFER G	1611 E MARKET ST	1611 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	1
560123000	ADEBOYE, BOLANLE LABAKE	1810 E MARKET ST	1810 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	1
55A106000	ALEXANDER, JOHN & DIANE OBER, TRUSTEES	210 18TH ST NE	210 18TH ST NE	CHARLOTTESVILLE VA	22902	1
560119100	ALFELE, MATT	1704 E MARKET ST	1704 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	1
55A124100	ALLISON, SUSAN J	1705 E MARKET ST	1705 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	1
560040A00	ANDERSON, JOHN N & ISOLINA G N	102 LEAKE LN	102 LEAKE LANE	CHARLOTTESVILLE VA	22902	1
55A122000	ARTHUR, PATRICK	1619 E MARKET ST	1619 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	1
55A115200	BALTIMORE, DAVID N	1603 E MARKET ST	605 MARSHALL CT	CHARLOTTESVILLE VA	22902	1
55A136000	BONNEY, HOLBROOK & K LEE WILLIS	1719 E MARKET ST	807 DRUID AVE	CHARLOTTESVILLE VA	22902	1
560113000	BURGESS LANE PROPERTIES INC	123 FRANKLIN ST	P O BOX 1054	CHARLOTTESVILLE VA	22902	1
55A116000	BURKE, MARY KATHERINE	1607 E MARKET ST	1607 EAST MARKET ST	CHARLOTTESVILLE VA	22902	1
55A148000	CATLIN, BEVERLY L & DIMITRA A COSTAN	202 RIVERSIDE AVE	202 RIVERSIDE AVENUE	CHARLOTTESVILLE VA	22902	1
560124000	CHESTER, KATHERINE A	1812 E MARKET ST	1812 E MARKET ST	CHARLOTTESVILLE VA	22902	1
560107000	CHILDRESS, CONNOR J M & MARIEL T	1516 E MARKET ST	1516 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	1
560116100	Dee, Catherine Louise	1620 E MARKET ST	50 Pleasant ST	Marblehead MA	1945	1
55A107000	DIVEN, JOHN R	214 18TH ST NE	214 18TH STREET NE	CHARLOTTESVILLE VA	22902	1
560114000	DOMINICK, BETTY JO	1610 E MARKET ST	1610 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	1
560110000	EMORY, WILLIAM H	1604 E MARKET ST	1604 E MARKET ST	CHARLOTTESVILLE VA	22902	1
560111000	EMORY, WILLIAM H	1602 E MARKET ST	1604 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	1
55A149000	FINK, JONATHAN H & ROBYN J	1901 E MARKET ST	1901 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	1
55A150000	FINK, JONATHAN H & ROBYN J	E MARKET ST	1901 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	1
560041000	GARDNER, TAMARA L	106 LEAKE LN	106 LEAKE LANE	CHARLOTTESVILLE VA	22902	1
560114100	GELBURD, GREG S	1612 E MARKET ST	1612 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	1
55A134000	GIANAKOS, BRIDGIT ANN GATLIN	1730 CHESAPEAKE ST	1730 CHESAPEAKE STREET #A	CHARLOTTESVILLE VA	22902	1
55A090000	GIBSON, ROBERT R & SARAH B MCCONNELL	1803 CHESAPEAKE ST	1803 CHESAPEAKE STREET	CHARLOTTESVILLE VA	22902	1
560112000	GODDIN, CHARLES BURR	1606 E MARKET ST	511 MOSELEY DR	CHARLOTTESVILLE VA	22902	1
55A115100	HANES, ROBIN	208 18TH ST NE	1709 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	1
55A130000	HANES, ROBIN M	E MARKET ST	1709 E MARKET ST	CHARLOTTESVILLE VA	22902	1
55A130100	HANES, ROBIN M	1709 E MARKET ST	1709 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	1
55A124000	Hanson, Corrina B	1703 E MARKET ST	1703 E Market ST	CHARLOTTESVILLE VA	22902	1
55A138000	HART, JAMES G	1715 E MARKET ST	1715 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	1
560040000	HURT, FLOYD W, JR, TRUST	1502 E MARKET ST	1213 WHITE HALL ROAD	KESWICK VA	22947	1
560123100	IVEY, JASON A & SACHI O	1808 E MARKET ST	1808 E MARKET ST	CHARLOTTESVILLE VA	22902	1
560119A00	JOHNSON, JUDY MARIE	1702 E MARKET ST	1702 E MARKET ST	CHARLOTTESVILLE VA	22902	1
560119000	JOHNSON, JUDY MARIE	1700 E MARKET ST	1702 E MARKET ST	CHARLOTTESVILLE VA	22902	1
560116200	KERNER, WILLIAM B JR	1620 E MARKET ST	1620 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	1
55A131000	LAMB, DOUGLAS E	1713 E MARKET ST	1713 EAST MARKET ST	CHARLOTTESVILLE VA	22902	1
560121000	LAPE, EMILY E	1718 E MARKET ST	1718 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	1
55A089100	LAWRENCE, FRANCIS M & EDITH C	1729 CHESAPEAKE ST	1729 CHESAPEAKE STREET	CHARLOTTESVILLE VA	22902	1
55A109000	LAWRENCE, FRANCIS MCQ & EDITH CATLIN	1504 CHESAPEAKE ST			22902	1

55A122100	LEWIS, EDWIN D & DONNA M	1617 E MARKET ST	1617 EAST MARKET ST	CHARLOTTESVILLE VA	22902	1
560114500	MORNINGSTAR DEVELOPMENT LLC	FRANKLIN ST	3101 SUGAR HILL LANE	CROZET VA	22932	1
55A121000	OPPENHEIMER, LEMUEL & JENNIFER	1615 E MARKET ST	1615 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	1
560040100	PARMENTER, THOMAS A, JR	1504 E MARKET ST	1504 E MARKET ST	CHARLOTTESVILLE VA	22902	1
55A089200	PARRISH, HELEN P TR-FOR GOR LD TR	1731 CHESAPEAKE ST	1126 DRYDEN LANE	CHARLOTTESVILLE VA	22903	1
560119200	POTHOVEN, GARY K & DANIELLE M RACKE	1706 E MARKET ST	1706 E MARKET ST	CHARLOTTESVILLE VA	22902	1
55A143000	RAIFORD, HARRIET E & GILLIAN G M KYLES	203 RIVERSIDE AVE	203 RIVERSIDE AVENUE	CHARLOTTESVILLE VA	22902	1
55A141000	SCOTT, ADAM & JULIE MCGANNEY	1804 CHESAPEAKE ST	1804 CHESAPEAKE ST	CHARLOTTESVILLE VA	22902	1
55A117000	SCRUGGS, BETTY LOU & LUCIAN R JR	1609 E MARKET ST	1609 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	1
55A135000	SHULLAW, BRIAN C & SARA E	313 STEEPHILL ST	313 STEEPHILL STREET	CHARLOTTESVILLE VA	22902	1
560108000	SYME, PRESTON T JR & MICHELE MARTIN	1600 E MARKET ST	1600 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	1
55A115000	THOMPSON, BENJAMIN J & SUMMERLYN L	1601 E MARKET ST	1601 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	1
55A128000	VAN YAHRES, MICHEL & MARGARET F	1700 CHESAPEAKE ST	1700 CHESAPEAKE ST	CHARLOTTESVILLE VA	22902	1
560040300	VOISINET, ROGER L	1510 E MARKET ST	1907 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	1
55A089300	WANN, BEVERLY JEAN	1733 CHESAPEAKE ST	1733 CHESAPEAKE ST	CHARLOTTESVILLE VA	22902	1
55A144000	WOOLEN MILLS CHAPEL TR	E MARKET ST	1819 EAST MARKET ST	CHARLOTTESVILLE VA	22902	1
55A145000	WOOLEN MILLS CHAPEL TR	E MARKET ST	1819 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	1
55A146000	WOOLEN MILLS CHAPEL TR	1819 E MARKET ST	1819 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	1
560118000	ARNETTE, INOCH	1624 E MARKET ST	1624 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	0
55A125000	BALFREY, DAVID	1707 E MARKET ST	1707 E MARKET ST	CHARLOTTESVILLE VA	22902	0
560119300	C & T RENTALS LLC	1708 E MARKET ST	307 WEST RIO ROAD	CHARLOTTESVILLE VA	22903	0
560114300	FRANKLIN ST, LLC	FRANKLIN ST	1845 JAMES MONROE PKWY	CHARLOTTESVILLE VA	22902	0
560114400	FRANKLIN ST, LLC	FRANKLIN ST	1845 JAMES MONROE PKWY	CHARLOTTESVILLE VA	22902	0
560114200	FRANKLIN ST, LLC	FRANKLIN ST	1845 JAMES MONROE PKWY	CHARLOTTESVILLE VA	22902	0
560115000	GIBSON, NANCY W, TRUST	1614 E MARKET ST	5614 BROWNSVILLE ROAD	CHARLOTTESVILLE VA	22903	0
560115100	GIBSON, NANCY W, TRUST	1616 E MARKET ST	5614 BROWNSVILLE ROAD	CHARLOTTESVILLE VA	22903	0
55A120000	HARGROVE, CHRIS D & PATRICIA E HIDALGO	1613 E MARKET ST	1613 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	0
560040400	JABA TIMBERLAKE PLACE, LLC	1512 E MARKET ST	674 HILLSDALE DR STE 9	CHARLOTTESVILLE VA	22901	0
560109000	JABA TIMBERLAKE PLACE, LLC	1520 E MARKET ST	674 HILLSDALE DR STE 9	CHARLOTTESVILLE VA	22901	0
560120000	LAVEZZO REAL ESTATE, LLC	1712 E MARKET ST	3990 FARRCROFT DR	FAIRFAX VA	22030	0
560040200	PARMENTER, THOMAS A SR & LAURA E	1506 E MARKET ST	1506 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	0
55A093000	PAYNE, WILLIAM E & PATRICIA S	1805 CHESAPEAKE ST	1805 CHESAPEAKE STREET	CHARLOTTESVILLE VA	22902	0
55A088000	RIVERVIEW CEMETERY CORPORATION	1701 CHESAPEAKE ST	1701 CHESAPEAKE STREET	CHARLOTTESVILLE VA	22902	0
55A137000	Sarver, Jonathan R	1717 E MARKET ST	1717 E Market ST	CHARLOTTESVILLE VA	22902	0
55A139000	SCHULTZ, LOUIS & LAURA C COVERT	1809 E MARKET ST	1809 EAST MARKET STREET	CHARLOTTESVILLE VA	22902	0
55A092000	SPENCER, CHARLOTTE C	1803-1/2 CHESAPEAKE ST	1803-1/2 CHESAPEAKE ST	CHARLOTTESVILLE VA	22902	0
55A140000	SPENCER, CLARENCE E JR & VIRGINIA L	1800 CHESAPEAKE ST	1800 CHESAPEAKE STREET	CHARLOTTESVILLE VA	22902	0
560119400	TUCKER, WILLIAM, III	1710 E MARKET ST	307 WEST RIO ROAD	CHARLOTTESVILLE VA	22901	0
55A123000	UMBERGER, BARRY EVERETT & DARA ECHOLS	1701 E MARKET ST	1701 EAST MARKET ST	CHARLOTTESVILLE VA	22902	0
560116000	WELLS FARGO BANK, NA, ETAL	1618 E MARKET ST	Wells Fargo Bank PO Box 13519	Arlington TX	76094	0
560117000	WINTER, MARY P P & JOHN A W	1622 E MARKET ST	1015 DEER RUN DRIVE	EARLYSVILLE VA	22936	0

## 7. 2016 letters from the public

Dear BAR, Planning Commission and City Council,

My name is John Frazee, and I am Chair of the Woolen Mills Neighborhood Association. The WMNA is the applicant in a matter before you this fall, the Woolen Mills Village Conservation District.

On behalf of the neighborhood I'd like to express our deep appreciation for your creation of the "Historic Conservation District" overlay legislation in the Charlottesville Municipal Code. While our neighborhood was recognized by the State and Federal governments in 2010 for the significance of its cultural landscape, we are interested in tools to stave off impulsive demolitions and help encourage quality in new development.

We feel that the landscape and built fabric of the Woolen Mills has much to share with the larger community about what it meant to be a working class Virginian/American in the years of following the Civil War. The Charlottesville Woolen Mills represented an early bloom of industrial activity in the postwar south. Residents of this neighborhood produced a product which earned national accolades for its quality. Uniform cloth produced here was worn by attendees of West Point and Tuskegee University, by Pullman Porters and by the US Navy. Guards at the 1893 World's Columbian Exposition wore cloth woven by the waterpower of the Rivanna River.

The Woolen Mills community, stable and productive for over a century, took a hit with the closure of the mill and subsequent exodus of its young people, in search of work, in the 1960's. But the neighborhood is steadily building back. We are a mixed income neighborhood, we are home to a large section of the City's riverfront, we sit at the base of a world heritage site, walking distance from downtown. We are a tight knit, old growth, humble, vernacular architecture community.

The 60 acre portion of the Woolen Mills under consideration for a zoning overlay was largely built before the advent of automobile in Charlottesville. We hope, through careful planning, to retain our community character and to remain a keystone between downtown and Monticello.

Please support our application for a Historic Conservation District zoning overlay.

Sincerely

John Frazee

**From:** John Diven [mailto:littlediv3@gmail.com]  
**Sent:** Monday, September 12, 2016 8:28 AM  
**To:** Scala, Mary Joy  
**Cc:** Emory, Bill  
**Subject:** The Woolen Mills

Dear BAR, Planning Commission, and Council,

My name is John R. Diven. I have been living at 214 18<sup>th</sup> Street N.E. for the last 14 years. My neighborhood is very important to me. I have raised my two sons here and consider my home in the Woolen Mills as an essential element of the great quality of my life that I have shared with them.

I am writing to secure your support for our application for a Historic Conservation District zoning overlay.

Please help us preserve the character and unique history of our neighborhood.

Thanks for seriously considering this request.

Sincerely,  
J.D.

-----Original Message-----

**From:** Beverly Wann [mailto:bevwann@gmail.com]  
**Sent:** Monday, September 12, 2016 9:17 PM  
**To:** Scala, Mary Joy  
**Subject:** Woolen Mills Neighborhood

Hello. I live on Chesapeake Street in the Woolen Mills neighborhood. I am very much in favor of designating our neighborhood a Historic Conservation District. It contains a unique history related to the river and mill, and has a character not found in any other corner of the City. The designation will ensure careful, thoughtful growth that will preserve the beauty of the past while accommodating the needs of the future.

Thank you, Bev Wann

Robert R. Gibson  
1803 Chesapeake Street  
Charlottesville, Va. 22902  
434-295-4947 bob.gibson@virginia.edu

September 12, 2016

Dear Charlottesville City Council, BAR and Planning Commission,

My name is Bob Gibson, and I am a 34-year resident of the Woolen Mills Neighborhood. I write to support formal city designation of the Woolen Mills Village Conservation District.

I hope that you will support designating the Woolen Mills as a Historic Conservation District. Our historic neighborhood does have a rich history along the Rivanna River. We have great old buildings and sites, including the Woolen Mills Chapel and the scenic Riverview Cemetery.

For too long, the city has turned its back on and neglected the Rivanna, which is the most scenic natural feature of our neighborhood and is only recently being fully recognized as a great community resource. I do hope you will add to the neighborhood's recognition and support the designation of the Woolen Mills Neighborhood. Thank you!

Best,

Bob Gibson  
1803 Chesapeake Street

**From:** Jason Ivey [mailto:jay.ivey@gmail.com]  
**Sent:** Tuesday, September 13, 2016 9:45 AM  
**To:** Scala, Mary Joy  
**Subject:** Woolen Mills Village Historic District

Ms. Scala,

We are writing in response to a letter we received from you dated 9/6/2016 about the Woolen Mills Proposed Historic District. We will be out of town on business and unable to attend the meeting scheduled for 9/20/2016. My wife and I live at 1808 East Market St.

We want our comment to be heard in that we do not want our property to be included in the gerrymandered proposed map of properties of this intrusive "historic" district and disagree with this concept 100%. We believe there are numerous properties within this map that would be better off as vacant land or redeveloped verses the current structures.

We believe this proposal is lacking transparency and looks gerrymandered. This appears to be an intrusion and attempt to stunt the growth and property values of our neighborhood. We support all of the recent additions and improvements we have ongoing in the neighborhood. Where are the results of the vote that was taken on this matter? What were the results? We do not want our property or neighborhood to be constrained by BAR.

We want to know why the property owned by CSX and rented by Buckingham Branch Railroad next door to us has not been included in this rigged map? Please keep us informed as this proposal develops.

Best,

Jason & Sachi Ivey

310.804.2910 (c)  
202.415.1823 (vm)

424.299.0047 (c)

<http://www.imdb.com/name/nm1577677/>

\*\*\* This e-mail is intended for the recipient indicated above. It may be confidential or protected from disclosure. If you have received this e-mail in error, please advise by return e-mail to [jay.ivey@gmail.com](mailto:jay.ivey@gmail.com) and please destroy this e-mail. \*\*\*



-----Original Message-----

From: Alexander, John A. (jaa9n) [mailto:jaa9n@eservices.virginia.edu]

Sent: Wednesday, September 14, 2016 11:01 AM

To: Scala, Mary Joy

Cc: Alexander, John A. (jaa9n)

Subject: Support for Woolen Mills neighborhood as the City's third "Historic Conservation District" (CV)

Dear Ms. Scala,

I strongly support the zoning text amendment to designate sixty acres of the Woolen Mills neighborhood as the City's third "Historic Conservation District" (CV). I have lived in the Woolen Mills Neighborhood since the early 1980s and am an enthusiastic neighbor, active in the neighborhood association. Of the many things I love about the neighborhood, its strong sense of place, which in my opinion has been retained even as it has grown more dense. I also greatly enjoy the sense of vernacular design that emerges in the neighborhood and welcome this CV designation as a way that we might support, nurture and preserve that sense of place as we continue to grow and become more dense.

Best regards,

John

John Alexander

Associate Director, SHANTI

Sciences, Humanities, and Arts

Network of Technological Initiatives

PO Box 400600

Alderman Library, Rm 323

University of Virginia

<http://shanti.virginia.edu/>

ph. 434.243.6619

fx. 434.982.2363

Chair, General Faculty Council

<http://faculty.virginia.edu/jalexander/>

Research:

Reflective Writing and Making Meaning:

<http://bit.ly/MakingMeaningofGettingAway>

Poor People's Campaign Oral History:

<http://bit.ly/ResurrectionCityResearch>

**From:** Katie [mailto:katie@chesterandhound.com]  
**Sent:** Thursday, September 15, 2016 9:45 AM  
**To:** Scala, Mary Joy  
**Subject:** Woolen Mills Neighborhood:, Historic Conservation District

Dear BAR Planning Commission and Council,

I'm writing in support of designating sixty acres of the Woolen Mills neighborhood as Charlottesville's third "Historic Conservation District" (CV).

In the nineteenth century, the Woolen Mills neighborhood area grew up around the Woolen Mills, providing housing for the Mill workers. These are not the grand houses of the Mill owners, but the humble houses of the laborers. That does not make the character and scale of this neighborhood any less worthy of protection.

To preserve only the neighborhoods with clear examples of idolized architectural styles is to partake in revisionist history. Perhaps your dream home looks significantly different than mine, perhaps your lifestyle values different amenities; neither is more valid than the other.

The Woolen Mills is a tightly-woven, mixed- income community with a fierce sense of neighborhood pride. Its character, texture and human scale drew us here and keep us here. We urge you to see its beauty and understand its value through our eyes. Please support designating the Woolen Mills neighborhood as Charlottesville's third "Historic Conservation District".

Best,

Katie Chester

1812 East Market Street

Charlottesville, VA 22902

**From:** Robin Hanes [mailto:marchhanes@gmail.com]  
**Sent:** Thursday, September 15, 2016 8:55 PM  
**To:** Balut, Stephen; Earnst, Emma; Graves, Whit; Keesecker, Kurt - 2nd address; Knott, Laura; Miller, Melanie; Mohr, Tim; Sarafin, Justin; Schwarz, Carl; Planning Commission; Council; Scala, Mary Joy; Mess, Camie  
**Subject:** Woolen Mills Historic Conservation Overlay

Dear BAR, Council and Planning Commission,

I renovated a home built in 1895 in the Woolen Mills. While we redesigned it for comfort and fun, I love being responsible for history. Keeping an old house's bones and cladding is an environmentally sustainable practice. My house has complemented the character of our neighborhood for 120 plus years, a neighborhood full of history and social diversity.

Please help us retain our structure and personality, help us encourage well thought-out future projects. Let us remain a cherished place where a flourishing new generation will want to stay.

Sincerely,

Robin Hanes  
1709 East Market Street  
Charlottesville, Virginia, 22902

**From:** Jim Benedict [mailto:jimbenedict94@gmail.com]  
**Sent:** Saturday, September 17, 2016 11:15 AM  
**To:** Scala, Mary Joy  
**Subject:** writing to you in support of the Woolen Mills Historic application

To whom it may concern.

My wife and Myself - Kate and James Benedict-Burke are residents of the city and Woolen Mills neighborhood and reside at 1607 E market st.

We have lived here 22 years in the city.

Please include our names in support of the Wollen Mills Historic Conservation District.

We strongly support this designation. *A Historic Conservation District is intended to protect the character and scale of a historic neighborhood.*

*Respectfully.*

--

Jim and Kate Benedict-Burke.  
Charlottesville, Va.  
cell 434 249 2158

**From:** bettyontube1 . [mailto:dominickdesigns@gmail.com]  
**Sent:** Thursday, September 22, 2016 9:55 AM  
**To:** Scala, Mary Joy  
**Subject:** Woolen mills preservation

Good morning , I am writing you in support of the proposed tract in the woolen mills for conservation. I moved to my 100 or so year old home on the corner of Franklin in 2003. I have managed to hang in here in spite of so many obstacles but absolutely support this proposal. As a musician and a wedding florist I have met many people and am always warned by the response I get when saying I live in the woolen mills. This community and these homes are a special part of Charlottesville.

I have spent these 13 years raising greenery and flowers for my business Secret Gardens and have no objection to the proposal. You might remember the kiosk days ! Never knew back then what the wedding industry would bring to Charlottesville ,but when I invite a bride here for a consult they are in awe of the charm....Rock walks, old mature trees, an English basement with its original stone floor and claw foot tub...shed with tin roof....still smelled of corn when we bought !!

In case you don't know there's a ghost story about this house in the Charlottesville /albemarle ghost stories paperbacks ..."evil in the English basement " ....an herbalist who lived here in the 70's wrote the piece .....

Thanks for your consideration !

Betty Jo Dominick

**From:** Sara Shullaw [mailto:sara.shullaw@gmail.com]

**Sent:** Thursday, November 03, 2016 8:27 AM

**To:** Scala, Mary Joy; Fenwick, Bob; Galvin, Kathy; Szakos, Kristin; Signer, Michael; Bellamy, Wes; Clayborne, Corey; Dowell, Taneaia; Green, Lisa; Keesecker, Kurt - 2nd address; Keller, Genevieve; Lahendro, Jody; Santoski, John

**Cc:** Emory, Bill

**Subject:** Woolen Mills Historic District Overlay

Dear BAR, Planning Commission, and City Council,

My name is Sara Shullaw. I have been a resident at 313 Steephill St in Woolen Mills for over 8 years. I am writing to ask that you please support our application for a Historic Conservation District overlay.

My husband and I were originally drawn to the Woolen Mills neighborhood because of the character of the historic homes. We were lucky enough to purchase a home built in 1890. There is nothing like an old farmhouse with creaky, beautiful heart pine floors and slightly crooked door frames. We were thrilled to be able to remodel and add on to our home in 2014, updating plumbing, electrical, and insulation, while at the same time keeping in character with the original 1890 farmhouse style. We have so much pride in our home because it is truly unique and combined with other historic homes of the Woolen Mills it tells a story.

It is so important we maintain and appreciate the remaining historic homes in our City, especially those that make up the fabric of a neighborhood like those in Woolen Mills. They provide authenticity for our City and connect us to our history. We hope that the Historic Conservation District Overlay will help us in our effort to maintain the unique character of our neighborhood.

Thank you for your support.

Sincerely,

Sara Shullaw

**From:** Syme, Preston (pts8q) [mailto:pts8q@eservices.virginia.edu]  
**Sent:** Friday, November 04, 2016 7:54 PM  
**To:** Planning Commission  
**Subject:** Woolen Mills Conservation Overlay District

Dear Planning Commission members,

We are writing in support of the proposed Woolen Mills Village Historic Conservation District. We live at 1600 East Market St. Our house is a contributing structure under the proposal. Even before buying our house in 1986, we, like many others, frequented the neighborhood to experience its feeling of space, its rural character and the variety of architectural styles. Thankfully, what first attracted us remains largely true today. It is still a remarkable neighborhood, with a rich history, a charming blend of historic and contemporary housing, and a rural feeling, while being only blocks from the Mall.

In the 30 years we have been here there have been numerous proposals that many felt were threats to what makes our neighborhood so unique. Fortunately the majority of those were deflected, but the process taught us that “progress” is a relentless pressure, and left unchecked has a tendency to compromise what so many of us hold dear. To our mind the Historic Overlay proposal gives us one more way to protect our neighborhood from this pressure.

As property owners we would gladly live with the very minimal requirements this proposal places on us versus living with the fear of something far worse happening without it. JABA voluntarily worked with the BAR in the design of Timberlake Place to make it compatible with the surrounding neighborhood. We can do the same.

In reading the background information about Conservation Districts we were struck by what a perfect fit the proposed Woolen Mills District is. If there was ever a place that matched the intent of enabling language, this is it. We urge you to approve the proposal.

Preston Syme  
Michele Martin  
1600 East Market St.

**From:** Edward Brownfield [mailto:ed.brownfield@gmail.com]  
**Sent:** Tuesday, November 08, 2016 9:39 PM  
**To:** Creasy, Missy; Scala, Mary Joy  
**Cc:** Bill May  
**Subject:** Zoning Text Amendment

Ms. Creasy and Ms. Scala,

I am writing to you concerning the public hearing that is scheduled for Wednesday evening November 9, 2016 concerning zoning amendment ZT17-00003 & ZM16-0000A. This public hearing concerns a proposed amendment making the area that includes a duplex at 1731 Chesapeake St. (Parcel 55A089200) historic. The property at 1731 Chesapeake St. is owned by GOR L/T, of which I am a beneficial owner.

This duplex was built in 1973; it is not historic. I object to it being included in the proposed historic district. In looking at the drawing that was included in the information sent by Missy Creasy, it appears that the first two parcels to the east of the River View Cemetery are omitted from the historic district. I do not think that the duplex at 1731 Chesapeake St. should be included in the historic district either. There are two beneficial owners of GOR L/T, I am one and Bill May is the other owner. I am in Phoenix, AZ and cannot be at the public hearing on November 9th however I want to be on record that I oppose the area being designated as historic, and in particular the property at 1731 being included in a historic district.

If you have questions or need to reach me my cell phone number is 434-981-0045.

Best regards,  
Ed Brownfield

**From:** Bill May [mailto:Bill.May@ERA.com]  
**Sent:** Wednesday, November 09, 2016 4:12 PM  
**To:** ed.brownfield@gmail.com; Creasy, Missy; Scala, Mary Joy  
**Cc:** bill.may@era.com  
**Subject:** RE: Zoning Text Amendment

Ms. Creasy and Ms. Scala,

I oppose the property at 1731 Chesapeake (Parcel 55A089200) being included in a historic district. I own this property with Ed Brownfield.  
The structure is a brick duplex built in 1970's.

*Always there for you...*

**Bill**

**Bill May, Broker**

**ERA Bill May Realty Co.**

Office: 434-978-7355, 1-800-296-3721

Fax: 434-973-0122

[Bill.May@ERA.com](mailto:Bill.May@ERA.com)

[www.BillMayRealty.com](http://www.BillMayRealty.com)

**From:** Peggy Van Yahres  
**Sent:** Wednesday, November 09, 2016 1:06:00 PM  
**To:** Council; Planning Commission  
**Subject:** Woolen Mills Village Historic Conservation District

As a long-time owner of a home in the Woolen Mills, which will be included in this district, my husband, Mike, and I support this Conservation proposal. Thanks  
Peggy and Mike Van Yahres

1700 Chesapeake St  
Charlottesville

**From:** Catherine Dee [mailto:catherine@catherinedee.com]  
**Sent:** Wednesday, November 09, 2016 2:28 PM  
**To:** Scala, Mary Joy  
**Subject:** Map Error/Woolen Mills Village Historic Conservation District

Mary Joy,

I am the owner of an empty lot in the Woolen Mills (Parcel ID 560116100) that is contained within the boundaries of the proposed Woolen Mills Village Historic Conservation District.

When apprised of the conservation district proposal via mail a few weeks ago, I noticed an error on the map with regard to the designation of my own property. I believe (and I am going from memory since I have tried to look at the PDF to verify this and the resolution of the imagery is good sufficient to see the text details) that my lot was labeled as being '1620'. If this is the standing label, it is incorrect and may be something you all should change since 1620 is an adjacent address. My property has no numeric designation in the category of house numerals (for lack of a better way of describing it!).

Not sure if this is helpful but hopefully so. I am being reminded of this issue now as the hearing is this evening.

Would you let me know? No rush.

Thanks,

Catherine Dee  
(434) 984 3358



**From:** Judy marie Johnson [mailto:renaissancewomyn@gmail.com]  
**Sent:** Sunday, November 13, 2016 8:52 AM  
**To:** Scala, Mary Joy  
**Subject:** woolen mills

dear ms scala ..although i voted for the designation,upon further understanding i wish to negate that vote, to withdraw my support for it.. my vote is no, judy marie johnson, owner of 1702 and1700 east market st  
and further you might update the map you are using as i built a cottage on my second lot (1700) over five years ago, and of course have been paying taxes on it as well...can you do that please?? thank you

**From:** Lem Oppenheimer <[lem@easystar.com](mailto:lem@easystar.com)>  
**Subject:** Woolen Mills Historic Overlay - Removal of Support  
**Date:** November 14, 2016 at 9:16:43 AM EST  
**To:** <[council@charlottesville.org](mailto:council@charlottesville.org)>  
**Cc:** 'Jen Oppenheimer' <[jenopp@gmail.com](mailto:jenopp@gmail.com)>  
**Resent-From:** <[council@charlottesville.org](mailto:council@charlottesville.org)>

To the members of City Council,

I understand that the question of creating a historic overlay of Woolen Mills is going before council and may affect our property at 1615 East Market (which is a double lot). Previously in an informal vote within the neighborhood, we had supported this overlay plan, but as we've spoken to more neighbors and looked closer at the ramifications of this, we would like to rescind our support and try to remove our house from the overlay if it does get put through.

Thank you,

Lem Oppenheimer  
Chief Operating Officer / Co-Founder  
Easy Star Records  
434-326-5736  
[lem@easystar.com](mailto:lem@easystar.com)  
[www.easystar.com](http://www.easystar.com)

**B. From persons who are not owners of property within the proposed district**

Katherine E. Slaughter  
1503 Short 18<sup>th</sup> Street  
Charlottesville, Va. 22902  
434-971-5813 [kes1961@ntelos.net](mailto:kes1961@ntelos.net)

September 11, 2016

To: Charlottesville Board of Architectural Review, Charlottesville Planning Commission and Charlottesville City Council\

Re: Conservation District for Woolen Mills Neighborhood

I hope that you will support designating the Woolen Mills as a Historic Conservation District. This neighborhood, of which I am a resident, has such a rich history, and many of the buildings and sites reflect this – including the Rivanna River, Riverview Cemetery and the Woolen Mills Chapel. Many of the homes are also representative of both the managers of the historic Woolen Mills and some of the workers – some of the oldest homes in the Mills are located in the County. Because the area overlaps the city-county line, it would be wonderful if the city and county could discuss their mutual interest in the area.

Beginning in the 1980s, the Virginia Department of Historic Resources as well as the National Register of Historic Places began to recognize the concept of historic resources broadened beyond architecturally significant buildings or buildings of historically famous incidents or people to include representative examples from many historic periods, including industrial plants, worker housing, military buildings, barns, schools, battlefields, roads, bridges, and designed landscapes.

In the Woolen Mills, strong neighborhood support exists for being designated as a Historic Conservation District. In May the WMNA mailed ballots to the 68 owners of the 80 parcels which would be affected by a proposed overlay. In the two weeks that followed, 72% (49) of the owners responded. Three voted “no”, forty-six voted “yes”. (I note that I am not an owner in the affected overlay district).

The 2013 Comprehensive Plan also suggests consideration of portions of the Woolen Mills neighborhood for designation (See Chapter Seven, “Historic Preservation and Urban Design” goal 6.7.)

I hope you will support the designation of the Woolen Mills Neighborhood.

**From:** Carol Hunt [mailto:chunt1@embarqmail.com]  
**Sent:** Tuesday, September 13, 2016 11:22 AM  
**To:** Scala, Mary Joy  
**Subject:** Woolen Mills Historic District becoming Conservation District

Dear Ms. Scala,

I am writing to express my support for the Woolen Mills Historic District becoming a Conservation District. I would like to ask the BAR and the Planning Commission to approve this request on the part of the residents of the historic district. Woolen Mills is a beautiful old neighborhood that is constantly being threatened by redevelopment and light industrial needs. We must do everything we can to preserve its unique character and harmonious architecture. Thank you for anything you can do to facilitate this request.

Sincerely,  
Carol Hunt, Woolen Mills Neighborhood Association Member



School of Visual Art and Design

September 14, 2016

Dear members of the Charlottesville Board of Architectural Review,

I strongly support the recognition of the Woolen Mills Village as a Historic Conservation District in the city of Charlottesville. As the author of the 2010 survey and National Register of Historic Places/Virginia Landmark Register nomination of the neighborhood, I know its vernacular buildings and fascinating stories well. The designation of Historic Conservation District will protect the character and integrity of this place, as central to the early development of Charlottesville as the University of Virginia.

Woolen Mills Village is unique to Charlottesville's built landscape and deserving of this special recognition. Unlike the current Martha Jefferson Historic Conservation District, most of the buildings in the Village are older and humbler. Its designation would be a step forward for the protection of buildings representative of vernacular styles and forms and those associated with the working classes. As a relatively complete village (with church, industrial buildings, a cemetery, and private residences), the Woolen Mills also offers more diversified building types than the current Rugby Road District and a collection of buildings and landscapes that is as interwoven with the fabric of Charlottesville as it is independent of it. In comparison with other late nineteenth-century industrial villages nationwide, the Woolen Mills Village is a superb example.

The Woolen Mills Village retains the physical evidence of multiple generations of families working and living alongside one another, expanding and improving upon their homesteads as they gained status and stability. This is a collection of buildings that people have chosen to care about over several centuries. The current efforts to recognize it signal that love and care for the place has not dissipated. Charlottesville is lucky to have such a neighborhood and such neighbors.

Thank you for considering the Woolen Mills as Charlottesville's next Historic Conservation District.

Sincerely,

Lydia Mattice Brandt, PhD  
Assistant Professor, University of South Carolina

From: **Preservation Piedmont** <preservationpiedmont@gmail.com>

Date: Wed, Sep 14, 2016 at 9:30 AM

Subject: Designation of Woolen Mills Neighborhood

To: Mary Joy Scala <mjscala@gmail.com>, Justin Sarafin City BAR <justin.sarafin@alumni.virginia.edu>, Carl Schwarz City BAR <caschwarz83@gmail.com>, Whit Graves City BAR <Whit@evergreenbuilds.com>, "Chair Melanie Miller City BAR Chair, Historic Resources Committee, Co-Chair" <melanie@houseofmillers.com>, Laura Knott City BAR <lknott@chg-inc.com>, kkeesecker@brw-architects.com, Emma Earnst <earnst.emma@gmail.com>, Stephen Balut <sbalut@hotmail.com>, Tim Mohr City BAR <tmohr@tmdarch.com>

To Chairperson Miller and members of the Charlottesville Architecture Review Board,

Preservation Piedmont, our local historic preservation organization, urges the BAR to support the local designation of the Woolen Mills neighborhood as a Historic Conservation District. Much of this neighborhood is on the Virginia Landmarks Register and the National Register of Historic Places.

Sec. 34-271 (1) of the Zoning Ordinance states that the City seeks to "preserve and protect buildings, structures and properties which serve as important visible reminders of the historic, cultural, and architectural or archaeological heritage of this city...".

Thank you for protecting this important neighborhood.

Jean Hiatt

Preservation Piedmont

Preservation Piedmont | P.O. Box 2803 | Charlottesville, VA | 22902

**From:** Lucia Stanton [mailto:cstanton1811@gmail.com]  
**Sent:** Monday, September 19, 2016 3:08 PM  
**To:** Scala, Mary Joy; Mess, Camie  
**Subject:** BAR meeting and Woolen Mills CV

To members of the:  
Charlottesville Board of Architectural Review  
Charlottesville City Planning Commission  
Charlottesville City Council

I am writing to express my wholehearted support for the Woolen Mills Village Historic Conservation District. This unique and evocative area needs every protective measure available to prevent the loss of its historic features and its distinctive character.

On a personal note, although I live in the county and am not a Woolen Mills resident, I usually take out-of-town visitors to two places, Monticello and the Woolen Mills area. And my grown daughter makes a pilgrimage to the Woolen Mills every time she returns to town. I say this only to stress how special a place it is.

I hope you will support every possible measure to protect this neighborhood, a treasure for us all.

Your sincerely,

Lucia (Cinder) Stanton  
Shannon Senior Historian Emerita (Monticello)  
Coordinator, Central Virginia History Researchers

Dear BAR, Planning Commission and City Council,

My husband and I moved to Charlottesville twenty-five years ago. Over those many years we have experienced some exciting and some unwelcome, drastic changes to the city. Early on we became involved in our neighborhood association and appreciated the sense of community and connection to place that was being nurtured. I am proud that we were instrumental in the designation of the Martha Jefferson Historic District on the Virginia Landmarks Register and the National Register, and that we became the first designated Historic Conservation District in the city.

I am writing to urge you to approve the creation of the Woolen Mills Historic Conservation District. As you know, the guidelines are modest and not onerously restrictive, with the intent to protect the scale and character of the neighborhood. At a time when new development is burgeoning, it is more important than ever to treasure the unique and diverse corners of the city that still reflect its history and character. I believe it is important for city officials to respect the wishes of its residents and the integrity of all the city's neighborhoods.

Please support the application for the Woolen Mills Historic Conservation District zoning overlay.

Sincerely,

Ellen Casey Wagner  
841 Locust Avenue  
Charlottesville, VA 22902

p.s. please note that while I am on the city's Historic Resources Committee and the board of Preservation Piedmont, I am writing to express my personal view as a longtime city resident.

**From:** hevergreen [mailto:hevergreen@cs.com]  
**Sent:** Thursday, October 27, 2016 3:32 PM  
**To:** Scala, Mary Joy  
**Subject:** Letter

Dear Planning Commission and City Council,

I am a newly elected member of the Woolen Mills Neighborhood Association. I am asking that you approve our neighborhood request for Historic Conservation status. While I live in a different part of Woolen Mills from this district, it sets a tone for the whole area. There is a rich history here which deserves some protection. We have an interesting and vibrant mix of housing styles which we wish to maintain.

Cordially,  
Howard Evergreen

**From:** Pete Armetta  
**Sent:** Wednesday, November 09, 2016 4:50:31 PM  
**To:** Planning Commission; Council  
**Subject:** Woolen Mills Village Historic Conservation District

Dear Planning Commissioners and City Councilors.

In the spirit of keeping original neighborhoods intact and development proportionate to their character, I support the designation of the Woolen Mills Village Historic Conservation District. I also encourage its consideration in other downtown-adjacent residential neighborhoods along with form-based code and other tools that will help preserve local landscapes. This added layer of sensitivity is not too restrictive when the trade off is placekeeping, the building of neighborhood identity, and protection of our city's traditional affordable housing stock.

Thank you,

Pete Armetta  
506 Ridge Street



**From:** cindy cartwright  
**Sent:** Wednesday, November 09, 2016 5:49:35 PM  
**To:** Council; Planning Commission  
**Subject:** Woolen Mills Conservation District

Dear Charlottesville Citizens We Entrust,

I am writing in support of adopting a Historic Conservation District overlay in the Woolen Mills. Our neighborhood is certainly eclectic, but it's roots reside in history.

We have no wish to change the patchwork quilt that surrounds us. As former residents of Manhattan, we embrace the diversity that inhabits our neighborhood. We were thrilled to be enjoy the 120th anniversary of our house a few years ago with neighbors.

But when my family had lived in our house for ten years, we became the first family to do so in over 50 years. In the 1950s, our house was flipped into a duplex. Significant features of the house were permanently removed. History was altered in some highly questionable, and terribly energy *inefficient*, ways. Yet; most of the change makers during this time never lived in our house or owned it more than five years.

So, tonight I ask you to vote for thoughtful renovations and thoughtful new construction. Homes should be restored and built. Structures that will sell quickly should be discouraged.

Let's value thoughtful planning and long-term thinking.

Cindy Cartwright  
1404 East Market Street

**From:** Laura Covert [mailto:lcmacb@gmail.com]  
**Sent:** Friday, November 11, 2016 1:33 PM  
**To:** Scala, Mary Joy  
**Subject:** Conservation district question

Greetings Mary Joy. I have a question about the conservation district that is in the works for Woolen Mills. I attended the information session you gave for the neighborhood board and at that time I asked the question as to whether or not out buildings would be required to be reviewed by the BAR. I recall that you said that they would not need to be reviewed, that the conservation district was more concerned with the front of houses and with new houses and tear downs of existing houses.

The wording in the regulations says "all new structures require design review by the BAR." Does this include outbuildings like sheds/coops/garages etc?

Please let me know.

Many thanks  
Laura Covert

**From:** Courtney <[courtney.ringuette@gmail.com](mailto:courtney.ringuette@gmail.com)>  
**Subject: Re: Woolen Mills district changes**  
**Date:** November 14, 2016 at 9:32:03 AM EST  
**To:** <[council@charlottesville.org](mailto:council@charlottesville.org)>  
**Resent-From:** <[council@charlottesville.org](mailto:council@charlottesville.org)>

It has just been brought to my attention that our property is included and we were never sent a ballot on this. This needs to be voted on again in fairness to everyone.  
Please respond.  
Thank you.

On Nov 14, 2016, at 9:28 AM, Courtney <[courtney.ringuette@gmail.com](mailto:courtney.ringuette@gmail.com)> wrote:

Dear Council,  
We would like to notify the council that as property owners in the Woolen Mills, our property being located at 1315 East Market Street, that we are opposed to any change in the districts code and historic status now and in the future. Luckily our house is not affected directly in the current change that is up for approval, however we will not agree to any changes in the status of our property in the future and are against the current change.  
Thank you,  
Courtney and Arthur Heyward  
1315 East Market Street  
22902

**8. National and Virginia Register historic district survey and map link**  
<http://www.charlottesville.org/home/showdocument?id=15458>

**9. Staff's letters to affected property owners May 19, and June 12, 2017**

**CITY OF CHARLOTTESVILLE**  
*"A World Class City"*



**Department of Neighborhood Development Services**

City Hall Post Office Box 911  
Charlottesville, Virginia 22902  
Telephone 434-970-3182  
Fax 434-970-3359  
[www.charlottesville.org](http://www.charlottesville.org)

May 19, 2017

RE: Proposed Woolen Mills Village Historic Conservation District Notification and Poll

Dear Property Owner:

This notification and poll is being sent to you as an affected owner of property located within the proposed Woolen Mills Village Historic Conservation District. There is a map of the proposed district in this mailing. If you own multiple properties in the proposed district, you will receive a letter for each property.

The proposed zoning overlay district was originally proposed by the Woolen Mills Neighborhood Association (WMNA), and was recommended by the Board of Architectural Review on September 20, 2016, and by the Planning Commission on November 9, 2016.

On December 21, 2016 John Frazee, the President of WMNA, requested deferral of City Council's consideration of the proposed district for six months, or until the final revisions to the historic conservation district code were adopted. City Council adopted the code changes on April 17, 2017. (A copy of both the Ordinance and related Design Guidelines are attached for your information.) Therefore, the proposed Woolen Mills Village Historic Conservation District may now be scheduled before City Council for a final decision.

First, we would like to ask for your opinion in a poll, to advise Council how much support the proposed district has among affected property owners. However, this is not a vote. City Council does not make zoning decisions by popular vote. Council's ultimate action will be based on its assessment of whether or not the proposed conservation district will serve public interests, and its decision will be informed by the results of your response to this poll, along with other factors.

To date, some Woolen Mills residents have suggested that the City should consider adopting an "opt-out" provision to be included within the proposed historic district regulations. The City Attorney's Office has advised that opt-out provisions are not within the City's zoning authority conferred by the Virginia General Assembly. According to the City Attorney's Office, opt-out provisions:

- Would likely constitute an unlawful delegation of city council’s legislative zoning powers to private parties;
- Would likely constitute “SPOT ZONING” because the decision as to whether a particular property would be part of, or excluded from, the conservation district would be based purely on the private interests of an individual landowner, rather than the overall welfare of the general public and good zoning practice; and
- Would possibly create grounds for a court to invalidate the entire conservation district ordinance, due to a lack of uniformity—some properties that are “contributing” (based on objective criteria) would be subject to regulation, while other properties that are “contributing” would not.

We are asking that you respond to one question on the enclosed post card: Do you prefer that your property is included in the proposed historic district? If you respond “no,” please give the reason(s) for your response. For your reference, the criteria that are used to determine which properties should be included within a local conservation/ historic district are set forth within the zoning ordinance, *see* City Code sec. 34-336. All comments are welcome.

If you own multiple properties in the proposed district, ***you will receive one post card for each property.*** Please drop the postcard(s) in the mail so that they are postmarked by 5:00 p.m. on Monday, June 5, 2017. Later, you will receive a notice of the tally, and the upcoming City Council public hearing date.

If you should have any questions regarding this mailing, please contact Mary Joy Scala, Preservation and Design Planner at 434-970-3130 or [scala@charlottesville.org](mailto:scala@charlottesville.org)

Sincerely Yours,

Mary Joy Scala  
Preservation and Design Planner

CITY OF CHARLOTTESVILLE  
"A World Class City"



**Department of Neighborhood Development Services**

City Hall Post Office Box 911  
Charlottesville, Virginia 22902  
Telephone 434-970-3182  
Fax 434-970-3359  
www.charlottesville.org

June 12, 2017

RE: Proposed Woolen Mills Village Historic Conservation District - Council Meeting

Dear Property Owner:

This letter is to inform you, as an affected property owner of property located within the proposed Woolen Mills Village Historic Conservation District, of the recent City poll results, and to notify you of the upcoming City Council meeting date when Council will conduct a public hearing on the proposed historic district.

Of the 85 notices we mailed in May, we received back 65 postcards, or 76% of the total.

The results are as follows:

37 postcards were received marked: NO, I prefer that the following property IS NOT included in the Woolen Mills Village Historic Conservation District.

26 postcards were received marked: YES, I prefer that the following property IS included in the Woolen Mills Village Historic Conservation District.

2 postcards were "returned to sender" in original envelopes with no response.

Council's ultimate action will be based on its assessment of whether or not the proposed conservation district will serve public interests, and its decision will be informed by the results of your response to this poll, along with other factors.

City Council will hold a public hearing (and the first of two required readings) at their regular meeting on **Monday, July 17, 2017, starting at 7:00 p.m. in Council Chambers, City Hall, 605 East Main Street, Charlottesville, Virginia.** An agenda will be posted on the City website.

If you should have any questions regarding this mailing, please contact Mary Joy Scala, Preservation and Design Planner at 434-970-3130 or [scala@charlottesville.org](mailto:scala@charlottesville.org)

Sincerely yours,

Mary Joy Scala  
Preservation and Design Planner

## 10. Eric Hurt petition

**From:** ERIC HURT <ehurt@me.com>  
**Sent:** Thursday, May 11, 2017 10:39 AM  
**To:** Council  
**Cc:** wmna-board; Scala, Mary Joy  
**Subject:** UPDATED: Petition from Woolen Mills Neighborhood to City Council  
**Attachments:** WM Petition 5.11.17 Small.pdf

Dear Council Members,

Attached is an updated petition containing signatures of additional residents who are asking that that the NDS and the WMNA provide an opt-out to the proposed Woolen Mills Historic Conservation District.

If the NDS cannot provide an opt-out, these residents are asking that the proposed district not be passed.

We ask that the WMNA swing it's focus away from this divisive issue and put it's energy towards the many things that the entire neighborhood can agree on.

Thank you,  
Eric M. Hurt

On Mar 10, 2017, at 9:57 AM, ERIC HURT <ehurt@me.com> wrote:

Dear City Council Members,

Attached is an updated petition with additional signatures.

Cheers,  
Eric M. Hurt

<WM Petition 3.10.17..pdf>

On Mar 9, 2017, at 9:14 AM, ERIC HURT <ehurt@me.com> wrote:

Dear City Council Members,

Attached you will find a petition asking the City Council not to allow the proposed Woolen Mills Historic Conservation District to be implemented without an opt-out compromise in place for those who do not wish to be included, or those who believe that individuals should have the right not to be included. The petition is signed by the majority of the actual residents of the Woolen Mills Neighborhood currently included in the proposed district map.

The petition states simply that due to financial burdens this proposed district would put on the residents, among other things, this proposed district should not move forward without an opt-out compromise in place, and available for all affected residents. The majority of residents in the proposed district request that the Council

and the WMNA allow the compromise of an opt-out. If an opt-out compromise is not possible, they insist that you do not approve the proposed Woolen Mills Historic Conservation District.

The signatures on this petition were gathered in a house-to-house, and face-to-face method. This was not a mailed "Poll" or decision by a neighborhood association, but instead individual conversations between neighbors. The findings of these conversations were clear and insightful. We found that many residents, who were once in favor of the proposed district, are, after reading the details of the restrictions it would put on their property and the financial burdens it would impose, are now against it. Other residents who are in favor of their own properties being under the district support a compromise and were happy to support this petition. This petition is supported by residents that have lived here 85 years, 45 years, 33 years, 25 years and on down.

We expect to have additional signatures to add to these already collected and will pass them on to the members as they come in. Please honor the wishes majority of residents and see that this proposed district does not pass without an opt-out compromise in place.

Regards,

-Eric M. Hurt

-Jason Ivey

- Lem Oppenheimer

-Barry Umberger  
<PETITION 3.7.17.pdf>



Eric Hurt  
1502 East Market Street  
Charlottesville, VA 22902

Jason Ivey  
1808 East Market Street  
Charlottesville, VA 22902

Dear Mary Joy Scala,

Attached you will find a petition asking the City Council not to allow the proposed Woolen Mills Historic Conservation District to be implemented without an opt-out compromise in place for those who do not wish to be included, or those who believe that individuals should have the right not to be included. The petition is signed by the majority of the actual residents of the Woolen Mills Neighborhood currently included in the proposed district map.

We realize that you are not a council member, but feel it is necessary for you to be aware that the will of the majority of residents do not approve of the proposed district without an opt-out compromise in place.

The petition states simply that due to financial burdens this proposed district would put on the residents, among other things, this proposed district should not move forward without an opt-out compromise in place, and available for all affected residents. The majority of residents in the proposed district request that the Council and the WMNA allow the compromise of an opt-out. If an opt-out compromise is not possible, they insist that you do not approve the proposed Woolen Mills Historic Conservation District.

The signatures on this petition were gathered in a house-to-house, and face-to-face method. This was not a mailed "Poll" or decision by a neighborhood association, but instead individual conversations between neighbors. The findings of these conversations were clear and insightful. We found that many residents, who were once in favor of the proposed district, are, after reading the details of the restrictions it would put on their property and the financial burdens it would impose, are now against it. Other residents who are in favor of their own properties being under the district support a compromise and were happy to support this petition.

We expect to have additional signatures to add to these already collected and will pass them on to you and the council members as they come in. Please honor the wishes majority of residents and see that this proposed district does not pass without an opt-out compromise in place.

Regards,  
-Eric M. Hurt  
-Jason Ivey

WOOLEN MILLS HISTORIC CONSERVATION DISTRICT  
COMPROMISE PETITION

In order to protect neighbors who may not be able to afford approval to alter or build on their Woolen Mills properties I support an Opt-Out compromise to the proposed Historic Conservation District. We ask the City Council not to approve the proposed district without an Opt-Out in place.

Name: Stacey Parmenter

Address: 1504 E Market St. Charlottesville Va 22902

I live within the proposed district: Yes  No

Name: LAURA P CARRISON

Address: 1502 E MARKET ST CHARLOTTA VA 22902

I live within the proposed district: Yes  No  (OWNER)

Name: William Payne 3/6/17

Address: 1805 Chesapeake St

I live within the proposed district: Yes  No

Name: Diane Ober

Address: 210 18<sup>th</sup> St, N. Va. 22901

I live within the proposed district: Yes  No

WOOLEN MILLS HISTORIC CONSERVATION DISTRICT  
COMPROMISE PETITION

In order to protect neighbors who may not be able to afford approval to alter or build on their Woolen Mills properties I support an Opt-Out compromise to the proposed Historic Conservation District. We ask the City Council not to approve the proposed district without an Opt-Out in place.

Name: Connor Childress connor.childress@gmail.com

Address: 1516 E Market St

I live within the proposed district: Yes  No

Name: Nichole Martin

Address: 1600 E Market

I live within the proposed district: Yes  No

Name: BETTY LOU SCRUGGS

Address: 1609 E MARKET ST

I live within the proposed district: Yes  No

Name: Greg Goibard

Address: 1612 E MARKET

I live within the proposed district: Yes  No

85  
Yes  
Resident

WOOLEN MILLS HISTORIC CONSERVATION DISTRICT  
COMPROMISE PETITION

In order to protect neighbors who may not be able to afford approval to alter or build on their Woolen Mills properties I support an Opt-Out compromise to the proposed Historic Conservation District. We ask the City Council not to approve the proposed district without an Opt-Out in place.

Name: Bolanle Adeboye

Address: 1810 East Market Street

I live within the proposed district: Yes  No

Name: JONATHAN SATEER

Address: 1717 E. Market St

I live within the proposed district: Yes  No

Name: JUDY MARE JOHNSON

Address: 1402 east market st

I live within the proposed district: Yes  No

Name: JUDY MARE JOHNSON

Address: 1400 east market

I live within the proposed district: Yes  No

WOOLEN MILLS HISTORIC CONSERVATION DISTRICT  
COMPROMISE PETITION

In order to protect neighbors who may not be able to afford approval to alter or build on their Woolen Mills properties I support an Opt-Out compromise to the proposed Historic Conservation District. We ask the City Council not to approve the proposed district without an Opt-Out in place.

Name: John N Anderson 3-3-17

Address: 102 LENOX Lane Charlotte

I live within the proposed district: Yes  No

Name: Tamara L. Bartlett

Address: 100 Lenox Ln tamara@bartlett.com

I live within the proposed district: Yes  No

Name: Melissa M. Parrish

Address: 1618 E. Market St.

I live within the proposed district: Yes  No

Name: James G. Hart JHART46201@att.com

Address: 1715 E Market St. 3-3-17

I live within the proposed district: Yes  No

WOOLEN MILLS HISTORIC CONSERVATION DISTRICT  
COMPROMISE PETITION

In order to protect neighbors who may not be able to afford approval to alter or build on their Woolen Mills properties I support an Opt-Out compromise to the proposed Historic Conservation District. We ask the City Council not to approve the proposed district without an Opt-Out in place.

Name: Gillian Kyles + Harriet Raiford

Address: 203 Riverside Avenue

I live within the proposed district: Yes  No

Name: James R Spence

Address: 1503 1/2 Chesapeake St

I live within the proposed district: Yes  No

Name: Bev Wann B/Wann

Address: 1735 Chesapeake St 3/5/10

I live within the proposed district: Yes  No

Name: Roger Vossmeit Rog & Vossmeit

Address: 1317 + 1510 + 1907 E. Market 3/5/17

I live within the proposed district: Yes  No

WOOLEN MILLS HISTORIC CONSERVATION DISTRICT  
COMPROMISE PETITION

In order to protect neighbors who may not be able to afford approval to alter or build on their Woolen Mills properties I support an Opt-Out compromise to the proposed Historic Conservation District. We ask the City Council not to approve the proposed district without an Opt-Out in place.

Name: BARRY UMBERGER

Address: 1701 EAST MARKET

I live within the proposed district: Yes  No

Name: DARA UMBERGER

Address: 1701 EAST MARKET

I live within the proposed district: Yes  No

Name: ED LEWIS

Address: 1617 E MARKET ST.

I live within the proposed district: Yes  No

Name: LEM OPPENHEIMER

Address: 1615 EAST MARKET ST.

I live within the proposed district: Yes  No

WOOLEN MILLS HISTORIC CONSERVATION DISTRICT  
COMPROMISE PETITION

In order to protect neighbors who may not be able to afford approval to alter or build on their Woolen Mills properties I support an Opt-Out compromise to the proposed Historic Conservation District. We ask the City Council not to approve the proposed district without an Opt-Out in place.

Name: Katie + Corrina Hanson 3/2/17

Address: 1703 E Market Street

I live within the proposed district: Yes  No

Name: Nathaniel Galea

Address: 1810 B Market St / Cville VA

I live within the proposed district: Yes  No

Name: ERIC T. ZIMMER

Address: 1510 S. MARKET ST

I live within the proposed district: Yes  No

Name: Thomas R. Montes Jr

Address: 1504 E. Market St Charlottesville

I live within the proposed district: Yes  No



WOOLEN MILLS HISTORIC CONSERVATION DISTRICT  
COMPROMISE PETITION

In order to protect neighbors who may not be able to afford approval to alter or build on their Woolen Mills properties I support an Opt-Out compromise to the proposed Historic Conservation District. We ask the City Council not to approve the proposed district without an Opt-Out in place.

Name: Jeff Gregerson

Address: 1613 E Market St

I live within the proposed district: Yes  No

Name: Jason Tracy

Address: 1808 E Market St

I live within the proposed district: Yes  No

Name: James J. [unclear] 26 Feb 2017

Address: 1603 E Market

I live within the proposed district: Yes  No

Name: [unclear] March 2<sup>nd</sup> 2017

Address: 1619 E. Market St.

I live within the proposed district: Yes  No

verve1900@gmail.com

WOOLEN MILLS HISTORIC CONSERVATION DISTRICT  
COMPROMISE PETITION

In order to protect neighbors who may not be able to afford approval to alter or build on their Woolen Mills properties I support an Opt-Out compromise to the proposed Historic Conservation District. We ask the City Council not to approve the proposed district without an Opt-Out in place.

Name: Will Kerner

Address: 1620 E - Market St.

I live within the proposed district: Yes  No

Name: ~~J. Han~~  
Floyd Han / Eric Han 3/7/17

Address: 1502 E MARKET ST.

I live within the proposed district: Yes  No

Name: Jennifer Tidwell

Address: 1725 Chesapeake St. 3/9/17

I live within the proposed district: Yes  No

Name: Darlene Bunn

Address: 1723 Chesapeake St, Coville, VA 22902

I live within the proposed district: Yes  No

WOOLEN MILLS HISTORIC CONSERVATION DISTRICT  
COMPROMISE PETITION

In order to protect neighbors who may not be able to afford approval to alter or build on their Woolen Mills properties I support an Opt-Out compromise to the proposed Historic Conservation District. We ask the City Council not to approve the proposed districts without an Opt-Out in place.

Name: GOR Land Trust by Ed Brownfield

Address: 1731 Chesapeake St.

I live within the proposed district: Yes  No

I own property within the proposed district

Name: \_\_\_\_\_

Address: \_\_\_\_\_

I live within the proposed district: Yes  No

Name: Sarah McConnell

Address: 1803 Chesapeake Street

I live within the proposed district: Yes  No

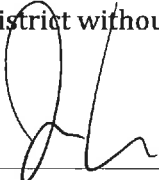
Name: \_\_\_\_\_

Address: \_\_\_\_\_

I live within the proposed district: Yes  No

WOOLEN MILLS HISTORIC CONSERVATION DISTRICT  
COMPROMISE PETITION

In order to protect neighbors who may not be able to afford approval to alter or build on their Woolen Mills properties I support an Opt-Out compromise to the proposed Historic Conservation District. We ask the City Council not to approve the proposed district without an Opt-Out in place.

Name:  **Jonathan Lavezzo**

Address: **1712 east market st**

I live within the proposed district: Yes  No

Name: \_\_\_\_\_

Address: \_\_\_\_\_

I live within the proposed district: Yes  No

Name: \_\_\_\_\_

Address: \_\_\_\_\_

I live within the proposed district: Yes  No

Name: \_\_\_\_\_

Address: \_\_\_\_\_

I live within the proposed district: Yes  No

WOOLEN MILLS HISTORIC CONSERVATION DISTRICT  
COMPROMISE PETITION

In order to protect neighbors who may not be able to afford approval to alter or build on their Woolen Mills properties I support an Opt-Out compromise to the proposed Historic Conservation District. We ask the City Council not to approve the proposed district without an Opt-Out in place.

Name: STEVE RIGGS / SE ✓

Address: 1610 E MARKET ST

I live within the proposed district: Yes  No

Name: Betty J. Dominick

Address: 1610 E Market St

I live within the proposed district: Yes  No

Name: Virginia Spencer

Address: 1800 Chesapeake Street

I live within the proposed district: Yes  No

Name: \_\_\_\_\_

Address: \_\_\_\_\_

I live within the proposed district: Yes  No

WOOLEN MILLS HISTORIC CONSERVATION DISTRICT  
COMPROMISE PETITION

In order to protect neighbors who may not be able to afford approval to alter or build on their Woolen Mills properties I support an Opt-Out compromise to the proposed Historic Conservation District. We ask the City Council not to approve the proposed district without an Opt-Out in place.

Name: Lasz Schultz 

Address: 1809 E. Market St. C'ile 22902

I live within the proposed district: Yes  No

Name: \_\_\_\_\_

Address: \_\_\_\_\_

I live within the proposed district: Yes  No

Name: \_\_\_\_\_

Address: \_\_\_\_\_

I live within the proposed district: Yes  No

Name: \_\_\_\_\_

Address: \_\_\_\_\_

I live within the proposed district: Yes  No

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



Agenda Date:	August 21, 2017
Action Required:	None
Presenter:	Leslie Beauregard, Assistant City Manager
Staff Contacts:	Leslie Beauregard, Assistant City Manager
<b>Title:</b>	<b>City of Charlottesville Organizational Efficiency Study Implementation Progress Report – Priority I Recommendations</b>

**Background:**

In 2016, the City contracted with The Novak Consulting Group to perform an organizational efficiency study. After months of work, a report was provided to City Council and staff that includes recommendations designed to improve the overall effectiveness and efficiency of City services. The recommendations contained in the final report received in January 2017 are based on Novak's analysis of input and information provided by City staff and informed by industry standards and best practices applicable to Charlottesville.

**Discussion:**

Following the presentation of the report, Novak developed a plan to assist the City of Charlottesville with implementation of, or in some cases reconsideration of based on further staff study and input, the recommendations outlined in the Efficiency Study report. The work involved in implementing these recommendations must be integrated into the other work of the City and its departments, with appropriate assignments of responsibility for implementation and with the identification of specific planned completion dates. Recommendations have been categorized into three categories based on these criteria:

Priority 1: Important to accomplish without delay or has significant operational or financial implications.

Priority 2: Second tier of importance to accomplish and/or may involve some complexity or time to complete.

Priority 3: Least urgent to complete and/or may take longer to set up or execute.

The specific plans for implementation and/or further consideration of Priority 1 Recommendations are outlined in a progress report/scorecard that can be accessed by clicking on this link to the City's website: [Priority I Scorecard](#)

Those that are Priority 1 were first recommended as such by Novak and then each recommendation was reviewed further by City staff and was re-prioritized accordingly. The recommendation numbers correspond with the Efficiency Study Report. Updates on the other recommendations will be forthcoming as they are prioritized.

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

Many of these recommendations do align with the City's Strategic Plan and as they are proposed as part of a budget cycle, that alignment will be communicated in any narrative.

**Community Engagement:**

N/A

**Budgetary Impact:**

There have been and will be future budget impacts to implement many of the recommendations. Some of those were addressed as part of the FY 2018 Adopted Budget and more could come forward as proposals in future budget cycles as they are prioritized.

**Recommendation:**

None at this time.

**Alternatives:**

N/A

**Attachments:**

N/A



CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



<b>Agenda Date:</b>	August 21, 2017
<b>Action Required:</b>	Resolution Decision
<b>Presenters:</b>	Mike Murphy, Assistant City Manager
<b>Staff Contacts:</b>	Maurice Jones, City Manager
<b>Title:</b>	<b>Recognition of Liberation Day as a City Holiday</b>

**Background:**

Council created an ad-hoc blue ribbon commission on May 2, 2016 to address the questions and concerns brought before council regarding race, memorials and public spaces in Charlottesville. A number of recommendations were made based on the charge from City Council. One recommendation was the designation of March 3 as either Freedom or Liberation Day.

**Discussion:**

Union forces occupied Charlottesville from March 3-March 6, 1865. Encyclopedia Virginia says of the occupation “In February 1865, Sheridan's men rode south from [Winchester](#) with orders to destroy railroads and possibly take [Lynchburg](#). They arrived in Charlottesville on March 3, and there were met by a delegation of town and university officials, who asked for protection. Union troopers burned a nearby woolen mills but, apart from widespread foraging and some looting, left the town and college intact. In the meantime, many of the area's [African Americans](#), including at least one [enslaved directly](#) by the University of Virginia, used the Union occupation to [escape their enslavement](#).” UVA magazine reported in 2015 “Wherever Union troops went, large numbers of African Americans escaped to freedom. Scholars have called this phenomenon “self-emancipation,” while Gallagher, for one, has emphasized the importance of the Union army in making such escapes even possible.” (Dr. Gary Gallagher spoke to the Blue Ribbon Commission to provide historical context for their work.)

Vice Mayor Bellamy read a proclamation into the record on February 6, 2017. This item returns to Council so that a vote may be recorded to document the decision that Liberation Day will be recognized by the City of Charlottesville in future years.

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

The blue ribbon commission reflects the City’s vision to be a “Community of Mutual Respect.” This also aligns with Strategic Plan Goal 5: *Foster Strong Connections*, and the initiative to respect and nourish diversity.

**Budgetary Impact**

No budgetary impact has been discussed at this time. If Council sponsored events to commemorate Liberation Day, or created an additional holiday for City of Charlottesville employees, additional funding would be required from the City Council Strategic Initiatives account.

**Recommendation:**

Staff recommends approval of the resolution without creating an additional City of Charlottesville Holiday where offices would be closed.

**Alternatives:**

Council may elect to not pass a resolution at this time. Council may choose to appropriate funds for a celebration of Liberation day on March 3, 2018. Council may elect to consider the creation of an additional City of Charlottesville holiday where offices would be closed.

**Attachments:**

Resolution

## RESOLUTION

WHEREAS more than half of the population of Charlottesville and of Albemarle County at the time of the Civil War was enslaved; and

WHEREAS this historical fact remained little-known until the recent salutary work of the Charlottesville Blue Ribbon Commission on Race, Monuments, and Public Spaces, which promoted public knowledge of this important aspect of the history of our City and county; and

WHEREAS the City of Charlottesville endeavors to “change the narrative on race” by recognizing and celebrating African American history as an important constituent of the City’s collective history; and

WHEREAS 14,000 members of our community, having struggled for generations in bondage, began to be freed on March the 3<sup>rd</sup>, 1865, owing to the arrival of Union forces under the command of Generals Custer and Sheridan, who enforced the 1863 Emancipation Proclamation; and

WHEREAS the values of freedom and justice are universal, and are thus rightly celebrated by everyone;

NOW, THEREFORE, BE IT RESOLVED, by declaration of the Charlottesville City Council, that March the 3<sup>rd</sup> shall henceforth be officially recognized by the City, and celebrated as “Liberation Day.”

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CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



<b>Agenda Date:</b>	August 21, 2017
<b>Action Required:</b>	Direction from Council
<b>Presenters:</b>	Mike Murphy, Assistant City Manager
<b>Staff Contacts:</b>	Maurice Jones, City Manager
<b>Title:</b>	<b>Vinegar Hill Monument funding consideration</b>

**Background:**

Council created an ad-hoc blue ribbon commission on May 2, 2016 to address the questions and concerns brought before council regarding race, memorials and public spaces in Charlottesville. A number of recommendations were made based on the charge from City Council. One recommendation was that City Council provide financial assistance for the fabrication and installation of the Vinegar Hill Monument, as designed.

**Discussion:**

The Vinegar Hill Monument has been designed by internationally-recognized artist, Melvin Edwards. Efforts to raise the approximately \$300,000 have experienced little success. When the monument was initially proposed there was an expectation that the project would be funded through private donations and grants. The monument has been planned for the grounds of the Jefferson School. There have been some recent discussions that ask whether the creation of a Vinegar Hill Park on the Downtown Mall would include a monument as a public art element. Planning is underway for Vinegar Hill Park and the area is slated for significant commercial development project. Staff does not feel engagement and planning have advanced to a stage where we can comment on a Downtown Mall location of the monument.

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

The blue ribbon commission reflects the City's vision to be a "Community of Mutual Respect." This also aligns with Strategic Plan Goal 5: *Foster Strong Connections*, and the initiative to respect and nourish diversity.

**Budgetary Impact**

Budget impact will be determined by the Council direction and/or action.

**Recommendation:**

Staff requests Council direction on whether any further action or funding consideration is required.

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