

Director of Media

## SUFFOLK CITY COUNCIL

MEETING OF SEPTEMBER 16, 2020



### WORK SESSION

Begins at 4:30 P.M.

### REGULAR SESSION

Begins at 6:00 P.M.

**SUFFOLK CITY COUNCIL  
WORK SESSION  
September 16, 2020  
4:30 p.m.  
City Council Chamber**

1. Plan of Finance Update – VRA Refunding Opportunities
- 2.\* Appointments

\* Proposed Items for Closed Session

**AGENDA: September 16, 2020, Work Session**

**ITEM: Plan of Finance Update – VRA Refunding Opportunities**

Davenport & Company, the City's financial advisor, will provide City Council with information on VRA refunding opportunities.

**SUFFOLK CITY COUNCIL AGENDA**  
**September 16, 2020**  
**6:00 p.m.**  
**City Council Chamber**

1. **Call to Order**
2. **Nonsectarian Invocation**
3. **Approval of the Minutes**
4. **Special Presentation – COVID-19 Update**
5. **Removal of Items from the Consent Agenda and Adoption of the Agenda**
6. **Agenda Speakers**
7. **Consent Agenda** – An ordinance to accept and appropriate a 2020 Port Security Grant from the United States Department of Homeland Security for the Suffolk Police Department
8. **Consent Agenda** – An ordinance to accept and appropriate funds from the Obici Healthcare Foundation in support of the City of Suffolk’s COVID-19 response
9. **Consent Agenda** – An ordinance to accept and appropriate funds from the Virginia Department of Motor Vehicles Highway Safety Grant Program for the Suffolk Police Department
10. **Consent Agenda** – An ordinance to accept and appropriate funds from the Obici Healthcare Foundation in support of the Suffolk EDA COVID-19 Small Business Grant Program
11. **Consent Agenda** – An ordinance to amend and re-ordain the adopted FY 2020-2021 Fee Schedule for the City of Suffolk, Virginia to defer rate increases for metered and not metered water and sewer usage and meter service charges until January 1, 2021
12. **Public Hearings**
13. **Ordinance** – An ordinance to rezone and amend the official zoning map of the City of Suffolk in order to amend the previously approved proffered conditions of the Hallstead Reserve residential development for property located at 2575 and 2665 Pruden Boulevard, Zoning Map 25, Parcels 56 and 56B; RZN2020-006 (Conditional)

14. **Resolutions**
15. **Staff Report** – Broadband Initiative Update
16. **Motion** – A motion to schedule a City Council Work Session, for Wednesday, October 7, 2020, at 4:00 p.m., unless cancelled
17. **Non-Agenda Speakers**
18. **New Business**
19. **Announcements and Comments**
20. **Adjournment**

Regular Meeting of the Suffolk City Council was held in the City Council Chamber, 442 West Washington Street, on Wednesday, June 17, 2020, at 7:00 p.m.

**PRESENT**

Council Members -

Linda T. Johnson, Mayor, presiding

Leroy Bennett, Vice Mayor

Michael D. Duman

Roger W. Fawcett

Donald Z. Goldberg

Timothy J. Johnson

Curtis R. Milteer, Sr.

Lue R. Ward, Jr.

Patrick G. Roberts, City Manager

Helivi L. Holland, City Attorney

Tracey L. Sanford, Deputy City Clerk

**ABSENT**

None

**CALL TO ORDER/INVOCATION/PLEDGE OF ALLEGIANCE**

Mayor Johnson called the meeting to order. Council Member Milteer offered the Invocation and led the Pledge of Allegiance.

Deputy City Clerk Sanford called the roll, and all members of City Council were in attendance.

**APPROVAL OF THE MINUTES**

Council Member Fawcett, on a motion seconded by Vice Mayor Bennett, moved to approve the minutes from the March 4, 2020, Work Session and Regular Meeting, as presented, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, T. Johnson, Milteer and Ward	7
NAYS:	None	0
ABSTAIN:	Council Member Goldberg	1

**SPECIAL PRESENTATIONS**

There were no items under this portion of the agenda.

**REMOVAL OF ITEMS FROM THE CONSENT AGENDA AND ADOPTION OF THE AGENDA**

Mayor Johnson advised that a motion was in order at this time to adopt the agenda, as presented.

Council Member Goldberg, on a motion seconded by Council Member Duman, to adopt the agenda, as presented, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

**AGENDA SPEAKERS**

Kelly Hengler, 9345 Eclipse Drive, representing the Crittenden Eclipse and Hobson Heritage Civic League, was not present when called.

**CONSENT AGENDA**

Deputy City Clerk Sanford presented the following Consent Agenda items:

**Consent Agenda Item #7** - An ordinance to accept and appropriate Walmart Community Grants for the City of Suffolk Sheriff’s Department

**Consent Agenda Item #8** - An ordinance to accept and appropriate funds from the Virginia Land Conservation Foundation for the Blackwater River Project

**Consent Agenda Item #9** - An ordinance to appropriate funds from the Refuse Services Fund Unrestricted Net Position to the Fiscal Year 2019-2020 Refuse Fund Budget in an amount not to exceed \$800,000

**Consent Agenda #10** - An ordinance to amend and re-ordain the adopted Fiscal Year 2020-2021 Fee Schedule for the City of Suffolk, Virginia to continue to temporarily waive the E-Check and Charge Card Convenience fees and Transit fares

Referring to Consent Agenda Items #7 through #10, City Manager Roberts submitted a review of the background information as printed in the official agenda.

Council Member Fawcett, on a motion seconded by Council Member Goldberg, moved to approve the Consent Agenda, as presented, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

**PUBLIC HEARINGS**

**Public Hearing** - An ordinance authorizing the issuance and sale of revenue bonds by the City of Suffolk, Virginia, and establishing the terms, details, and provisions for the payment thereof

Utilizing a PowerPoint presentation, David Rose, Senior Vice President, Davenport and Company, LLC, the City’s financial advisors, provided a summary of the background information as printed in the official agenda.

Hearing no speakers, the public hearing was closed.

Referring to the presentation, Council Member Duman requested clarification about the identity of the City representative listed in the proposed ordinance. Mr. Rose replied that the City representative is City Manager Roberts and explained that the included language is standard.

Referring to the presentation, Council Member Duman asked about the disparity between the interest cost of 3% in the presentation and interest cost not to exceed 5.5% in the proposed ordinance. Mr. Rose said the 5.5% rate is standard language included in the ordinance so the City is still able to borrow, should the market not perform as expected. He added that these decisions are made in consultation with City staff.

Referring to the proposed ordinance, Council Member Duman asked for an explanation of “supplemental interest and other charges” found on page four, paragraph (d). Thomas Bruno, McGuire Woods, the City’s bond counsel, said that supplemental interest is a term of art referring to the Virginia Resource Authority’s pooled program, which protects the Authority should borrowers fail to pay on its obligations and causes the Authority to draw on their reserve funds. Mr. Bruno summarized that supplemental interest does not cost the borrower anything unless it fails to pay.

Referring to the presentation, Mayor Johnson called for clarification about any specific recommendations that the bond rating agencies have provided to the City in order to retain favorable ratings. Mr. Rose said the agencies would like organizations to be structurally sound and not rely on unassigned fund balances. Mr. Rose concluded that the City follows those practices.

Council Member Fawcett, on a motion seconded by Council Member Milteer, moved to approve the resolution, as presented, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

**AN ORDINANCE AUTHORIZING THE ISSUANCE AND SALE OF REVENUE BONDS BY THE CITY OF SUFFOLK, VIRGINIA, AND ESTABLISHING THE TERMS, DETAILS, AND PROVISIONS FOR THE PAYMENT THEREOF**

**Public Hearing** - An ordinance authorizing the conveyance of certain real property known as Tax Map and Parcel 40A\*76

Utilizing a PowerPoint presentation, Public Utilities Director Albert Moor offered a summation of the background information as printed in the official agenda.

J. Witt Harper, Saunders and Ojeda, no address provided, representing the property owner, spoke in support of the proposed ordinance.

Hearing no additional speakers, the public hearing was closed.

Council Member Duman, on a motion seconded by Council Member Johnson, moved to approve the ordinance, as presented, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

**AN ORDINANCE AUTHORIZING THE CONVEYANCE OF CERTAIN REAL PROPERTY KNOWN AS TAX MAP AND PARCEL 40A\*76**

**Public Hearing** – Consideration of an appeal of the decision of the Historic Landmarks Commission in regard to request for Certificate of Appropriateness HLC2019-0038, for property located at 130 Brewer Avenue, Zoning Map 34G17, Block 2, Parcel B\*18\*19\*20

Utilizing a PowerPoint presentation, Planning and Community Development Director David Hainley gave a synopsis of the background information as printed in the official agenda.

Ben Clay, no address given, property owner, spoke in support of the appeal to reverse the Historic Landmarks Commission’s decision.

Hearing no additional speakers, the public hearing was closed.

Referring to the presentation, Council Member Duman called for clarification about the sameness of vinyl clad and vinyl windows. Planning and Community Development Director Hainley said they are not the same product.

Referring to the presentation, Council Member Duman requested an explanation about the difference between vinyl clad and vinyl windows. Planning and Community Development Director Hainley clarified that vinyl clad windows are vinyl over wood, while vinyl windows are composed of that material.

Council Member Duman inquired whether there is a significant difference in the appearance between vinyl clad and vinyl windows. Planning and Community Development Director Hainley replied that there is a difference in dimensions.

Council Member Duman asked whether there is a difference in cost between the two types of windows. Planning and Community Development Director Hainley advised that vinyl clad windows are more expensive than vinyl windows.

Members of City Council opined about requiring vinyl clad versus vinyl windows.

Council Member Johnson requested information about future changes to the requirements in the historic overlay district. Planning and Community Development Director Hainley estimated that a presentation is likely at a work session in August.

Council Member Johnson inquired about the impact of any future regulations on the current application. Planning and Community Development Director Hainley stated that under current Department of Interior standards, the current recommendation of installing two vinyl clad windows on the front and allowing the rest to be vinyl would probably be made the same way.

Council Member Johnson moved allow the applicant to move forward as outlined in the appeal to the Historic Landmarks Commission.

Mayor Johnson explained that a motion to affirm, deny or modify the decision of the Historic Landmarks Commission would be in order.

Council Member Johnson moved to deny the decision of the Historic Landmark Commission.

City Attorney Holland clarified that City Council would need to consider a motion reverse, modify or affirm the decision of the Historic Landmarks Commission.

Council Member Johnson moved to reverse the Historic Landmarks Commission's decision. The motion failed to receive a second.

Referring to the presentation, Council Member Fawcett asked whether the replacement windows would be the same size as the ones currently in place. Mr. Clay affirmed the replacement windows would be the same size as the ones currently in place.

Referring to the presentation, Council Member Fawcett solicited information on the cost difference between vinyl clad and vinyl windows. Mr. Clay estimated that vinyl clad windows are roughly 2.5 times more expensive than vinyl windows.

Council Member Johnson, on a motion seconded by Council Member Fawcett, moved to reverse the decision of the Historic Landmarks Commission.

Council Member Duman opined about the Historic Landmarks Commission's decision to allow vinyl clad windows only around the front façade versus a previous order, which required windows to be replaced on three sides, and asked the applicant whether he would be opposed to installing vinyl clad windows around four sides of the dwelling. Mr. Clay answered that he would be opposed to installing vinyl clad windows throughout the dwelling and explained that the underlying wood is prone to undetected decay.

Mayor Johnson asked about the material under the vinyl clad windows. Mr. Clay said it is composite wood.

Referring to the presentation, Council Member Goldberg solicited information about the smaller windows in the dwelling. Mr. Clay advised that the smaller windows will be retained, and he would match surrounding vinyl trim.

Council Member Ward asked about the number of windows on the structure. Mr. Clay answered there are 48 windows.

Council Member Ward asked about the number of rooms in the structure. Mr. Clay replied there are eight bedrooms, seven common rooms, and four bathrooms.

Council Member Ward inquired whether there are plans to make the dwelling a bed and breakfast. Mr. Clay said there are no plans to make the dwelling a bed and breakfast.

Council Member Johnson, on a motion seconded by Council Member Fawcett, moved to reverse the decision of the Historic Landmarks Commission, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Fawcett, Goldberg, T. Johnson, and Milteer	6
NAYS:	Council Members Duman and Ward	2

**Public Hearing Item #14** - An ordinance vacating and abandoning portions of Maple Street, Appleton Avenue, Walnut Street, and Mulberry Street, otherwise generally identified as being those portion of streets located between Warwick Street and Madison Avenue, East of Factory Street, STV2019-001

City Manager Roberts explained that Public Hearing Item #14 through Public Hearing Item #20 are related, and staff will make combined presentations on these items, although separate public hearings are required.

Utilizing a PowerPoint presentation, Planning and Community Development Director Hainley gave a synopsis of the background information on these related items as printed in the official agenda:

Public Hearing Item #14 - An ordinance vacating and abandoning portions of Maple Street, Appleton Avenue, Walnut Street, and Mulberry Street, otherwise generally identified as being those portion of streets located between Warwick Street and Madison Avenue, East of Factory Street, STV2019-001

Public Hearing Item #15 - An ordinance to authorize a quitclaim deed between the City of Suffolk and Birdco Energy for portions of Maple Street, Appleton Avenue, and Walnut Street, pertaining to Street Vacation Request STV2019-001

Public Hearing Item #16 - An ordinance to authorize a quitclaim deed between the City of Suffolk and Birdsong Corporation for a portion of Mulberry Street pertaining to Street Vacation Request STV2019-001

Hearing no speakers, the public hearing for Public Hearing Item #14 was closed.

**Public Hearing Item #15** - An ordinance to authorize a quitclaim deed between the City of Suffolk and Birdco Energy for portions of Maple Street, Appleton Avenue, and Walnut Street, pertaining to Street Vacation Request STV2019-001

Hearing no speakers, the public hearing for Public Hearing Item #15 was closed.

Council Member Goldberg asked whether City Council should have voted on Public Hearing Item #14 after the previous public hearing. City Attorney Holland advised that the record would be clearer if there were a vote after each public hearing.

Council Member Goldberg, on a motion seconded by Council Member Duman, moved to approve an ordinance vacating and abandoning portions of Maple Street, Appleton Avenue, Walnut Street, and Mulberry Street, otherwise generally identified as being those portion of streets located between Warwick Street and Madison Avenue, East of Factory Street, STV2019-001, as presented, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

**AN ORDINANCE VACATING AND ABANDONING PORTIONS OF MAPLE STREET, APPLETON AVENUE, WALNUT STREET, AND MULBERRY STREET, OTHERWISE GENERALLY IDENTIFIED AS BEING THOSE PORTION OF STREETS LOCATED BETWEEN WARWICK STREET AND MADISON AVENUE, EAST OF FACTORY STREET, STV2019-001**

Council Member Goldberg, on a motion seconded by Vice Mayor Bennett, moved to approve an ordinance to authorize a quitclaim deed between the City of Suffolk and Birdco Energy for portions of Maple Street, Appleton Avenue, and Walnut Street, pertaining to Street Vacation Request STV2019-001, as presented, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

**AN ORDINANCE TO AUTHORIZE A QUITCLAIM DEED BETWEEN THE CITY OF SUFFOLK AND BIRDCO ENERGY FOR PORTIONS OF MAPLE STREET, APPLETON AVENUE, AND WALNUT STREET, PERTAINING TO STREET VACATION REQUEST STV2019-001**

**Public Hearing Item #16** - An ordinance to authorize a quitclaim deed between the City of Suffolk and Birdsong Corporation for a portion of Mulberry Street pertaining to Street Vacation Request STV2019-001

Hearing no speakers, the public hearing for Public Hearing Item #16 was closed.

Council Member Goldberg, on a motion seconded by Council Member Duman, moved to approve an ordinance to authorize a quitclaim deed between the City of Suffolk and Birdsong Corporation for a portion of Mulberry Street pertaining to Street Vacation Request STV2019-001, as presented, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

**AN ORDINANCE TO AUTHORIZE A QUITCLAIM DEED BETWEEN THE CITY OF SUFFOLK AND BIRDSONG CORPORATION FOR A PORTION OF MULBERRY STREET PERTAINING TO STREET VACATION REQUEST STV2019-001**

**Public Hearing Item #17** – An ordinance vacating and abandoning a portion of Mill Street, otherwise generally identified as being that portion of Mill Street located east of County Street and between Van Buren Avenue and Mill Street, STV2019-002

Utilizing a PowerPoint presentation, Planning and Community Development Director Hainley gave a synopsis of the background information on these related items as printed in the official agenda:

Public Hearing Item #17 - An ordinance vacating and abandoning a portion of Mill Street, otherwise generally identified as being that portion of Mill Street located east of County Street and between Van Buren Avenue and Mill Street, STV2019-002

Public Hearing Item #18 - An ordinance to authorize a quitclaim deed between the City of Suffolk and Birdsong Corporation for a portion of Mill Street pertaining to Street Vacation Request STV2019-002

Hearing no speakers, the public hearing for Public Hearing Item #17 was closed.

Council Member Fawcett, on a motion seconded by Council Member Goldberg, moved to approve an ordinance vacating and abandoning a portion of Mill Street, otherwise generally identified as being that portion of Mill Street located east of County Street and between Van Buren Avenue and Mill Street, STV2019-002, as presented, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

**AN ORDINANCE VACATING AND ABANDONING A PORTION OF MILL STREET, OTHERWISE GENERALLY IDENTIFIED AS BEING THAT PORTION OF MILL STREET LOCATED EAST OF COUNTY STREET AND BETWEEN VAN BUREN AVENUE AND MILL STREET, STV2019-002**

**Public Hearing Item #18** – An ordinance to authorize a quitclaim deed between the City of Suffolk and Birdsong Corporation for a portion of Mill Street pertaining to Street Vacation Request STV2019-002

Hearing no speakers, the public hearing for Public Hearing Item #18 was closed.

Council Member Goldberg, on a motion seconded by Vice Mayor Bennett, moved to approve an ordinance to authorize a quitclaim deed between the City of Suffolk and Birdsong Corporation for a portion of Mill Street pertaining to Street Vacation Request STV2019-002, as presented, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

**AN ORDINANCE TO AUTHORIZE A QUITCLAIM DEED BETWEEN THE CITY OF SUFFOLK AND BIRDSONG CORPORATION FOR A PORTION OF MILL STREET PERTAINING TO STREET VACATION REQUEST STV2019-002**

**Public Hearing Item #19** – An ordinance vacating and abandoning an unnamed alley, otherwise generally identified as being that portion of unnamed alley located north of Warwick Street and between Factory Street and Mulberry Street, STV2019-003

Utilizing a PowerPoint presentation, Planning and Community Development Director Hainley gave a synopsis of the background information on these related items as printed in the official agenda:

Public Hearing Item #19 - An ordinance vacating and abandoning an unnamed alley, otherwise generally identified as being that portion of unnamed alley located north of Warwick Street and between Factory Street and Mulberry Street, STV2019-003

Public Hearing Item #20 - An ordinance to authorize a quitclaim deed between the City of Suffolk and Birdsong Corporation for a portion of an unnamed alley pertaining to Street Vacation Request STV2019-003

Hearing no speakers, the public hearing for Public Hearing Item #19 was closed.

Referring to the presentation, Council Member Milteer asked whether the action will connect the alley with any streets. Planning and Community Development Director answered in the negative. J. Witt Harper, Saunders and Ojeda, PC, clarified that the entire alley will not be blocked, and the adjacent property owner will have access to it.

Council Member Fawcett, on a motion seconded by Council Member Goldberg, moved to approve an ordinance vacating and abandoning an unnamed alley, otherwise generally identified as being that portion of unnamed alley located north of Warwick Street and between Factory Street and Mulberry Street, STV2019-003, as presented, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

**AN ORDINANCE VACATING AND ABANDONING AN UNNAMED ALLEY, OTHERWISE GENERALLY IDENTIFIED AS BEING THAT PORTION OF UNNAMED ALLEY LOCATED NORTH OF WARWICK STREET AND BETWEEN FACTORY STREET AND MULBERRY STREET, STV2019-003**

**Public Hearing Item #20** – An ordinance to authorize a quitclaim deed between the City of Suffolk and Birdsong Corporation for a portion of an unnamed alley pertaining to Street Vacation Request STV2019-003

Hearing no speakers, the public hearing for Public Hearing Item #20 was closed.

Council Member Fawcett, on a motion seconded by Council Member Duman, moved to approve an ordinance to authorize a quitclaim deed between the City of Suffolk and Birdsong Corporation for a portion of an unnamed alley pertaining to Street Vacation Request STV2019-003, as presented, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

**AN ORDINANCE TO AUTHORIZE A QUITCLAIM DEED BETWEEN THE CITY OF SUFFOLK AND BIRDSONG CORPORATION FOR A PORTION OF AN UNNAMED ALLEY PERTAINING TO STREET VACATION REQUEST STV2019-003**

**Public Hearing** – An ordinance to authorize a quitclaim deed between the City of Suffolk and Turlington Properties LLC quitclaiming all rights, title, and interest, if any, the City of Suffolk may possess in an unimproved private 50’ right-of-way, known as Pit Road, and located on the north side of Turlington Road

Utilizing a PowerPoint presentation, Planning and Community Development Director Hainley gave a synopsis of the background information as printed in the official agenda.

J. Witt Harper, no address provided, Saunders and Ojeda, representing Turlington Properties, LLC, spoke in support of the ordinance.

Hearing no additional speakers, the public hearing was closed.

Council Member Goldberg, on a motion seconded by Council Member Johnson, moved to approve the ordinance, as presented.

Referring to the presentation, Council Member Milteer asked whether the residents of Turlington Park were notified of this matter. Planning and Community Development Director Hainley replied in the affirmative and reported that there were no objections.

Referring to the presentation, Council Member Goldberg clarified that the property will return to the City as a street. Planning and Community Development Director responded in the affirmative.

Council Member Goldberg, on a motion seconded by Council Member Johnson, moved to approve the ordinance, as presented, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

**AN ORDINANCE TO AUTHORIZE A QUITCLAIM DEED BETWEEN THE CITY OF SUFFOLK AND TURLINGTON PROPERTIES LLC QUITCLAIMING ALL RIGHTS, TITLE, AND INTEREST, IF ANY, THE CITY OF SUFFOLK MAY POSSESS IN AN UNIMPROVED PRIVATE 50’ RIGHT-OF-WAY, KNOWN AS PIT ROAD, AND LOCATED ON THE NORTH SIDE OF TURLINGTON ROAD**

**ORDINANCES**

**Ordinance** – An ordinance authorizing the City Manager to accept a Deed Open-Space Easement over the common passive open-space within Phase 1 of the Cluster Subdivision Plat The Preserve at Lake Meade, Tax Map 26, Parcel 69\*69A\*PT34\*6; FSB2020-00003

Deputy City Manager D. Scott Mills provided a report of the background information as printed in the official agenda.

Vice Mayor Bennett, on a motion seconded by Council Member Duman, moved to approve the ordinance, as presented, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

**AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ACCEPT A DEED OPEN-SPACE EASEMENT OVER THE COMMON PASSIVE OPEN-SPACE WITHIN PHASE 1 OF THE CLUSTER SUBDIVISION PLAT THE PRESERVE AT LAKE MEADE, TAX MAP 26, PARCEL 69\*69A\*PT34\*6; FSB2020-00003**

**Ordinance** – An ordinance authorizing the City Manager to accept a Deed Open-Space Easement over the common passive open-space within the Cluster Subdivision Plat of Meadows Landing, Tax Map 43, Parcel 21; FSB2020-00002

Deputy City Manager Mills offered a report of the background information as printed in the official agenda.

Vice Mayor Bennett, on a motion seconded by Council Member Ward, moved to approve the ordinance, as presented, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

**AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ACCEPT A DEED OPEN-SPACE EASEMENT OVER THE COMMON PASSIVE OPEN-SPACE WITHIN THE CLUSTER SUBDIVISION PLAT OF MEADOWS LANDING, TAX MAP 43, PARCEL 21; FSB2020-00002**

**Ordinance** – An ordinance authorizing the City Manager to accept a Deed Open-Space Easement over the common passive open-space within the Cluster Subdivision Plat of Chuckatuck Cove, Tax Map 5, Parcel 3\*OS\*B; FS-2009-09

Deputy City Manager Mills supplied a report of the background information as printed in the official agenda.

Council Member Duman, on a motion seconded by Council Member Fawcett, moved to approve the ordinance, as presented, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

**AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ACCEPT A DEED OPEN-SPACE EASEMENT OVER THE COMMON PASSIVE OPEN-SPACE WITHIN THE CLUSTER SUBDIVISION PLAT OF CHUCKATUCK COVE, TAX MAP 5, PARCEL 3\*OS\*B; FS-2009-09**

**RESOLUTIONS**

**Resolution** – A resolution in support of the redesignation of local workforce developments, the Greater Peninsula Workforce Board and the Hampton Roads Workforce Council, into a new single local workforce development area.

Economic Development Director Kevin Hughes submitted a report of the background information as printed in the official agenda.

Council Member Fawcett, on a motion seconded by Council Member Ward, moved to approve the resolution, as presented, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

**A RESOLUTION IN SUPPORT OF THE REDESIGNATION OF LOCAL WORKFORCE DEVELOPMENTS, THE GREATER PENINSULA WORKFORCE BOARD AND THE HAMPTON ROADS WORKFORCE COUNCIL, INTO A NEW SINGLE LOCAL WORKFORCE DEVELOPMENT AREA.**

**STAFF REPORTS**

**Coronavirus Update** – The City Manager or designee will provide an update related to COVID-19

Utilizing a PowerPoint presentation, Deputy Chief of Technical Services Brian Spicer, Economic Development Director Hughes and City Manager Roberts gave an update on the above referenced item.

**MOTIONS**

**Motion** – A motion to move the start time, for City Council Meetings in July and August 2020, to 6:00 p.m., unless cancelled

City Manager Roberts advised that changing the start time of the meetings will allow City Council to address many issues that have accumulated since the start of the COVID-19 pandemic.

Council Member Fawcett, on a motion seconded by Council Member Johnson, moved to change the start time for City Council meetings in July and August 2020, to 6:00 p.m. unless cancelled, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

**Motion** – A motion to schedule a City Council Work Session for Wednesday, July 1, 2020, at 4:00 p.m., unless cancelled

Council Member Milteer, on a motion seconded by Council Member Goldberg, moved to schedule a Work Session for Wednesday, July 1, 2020, at 4 p.m., unless cancelled, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

**NON-AGENDA SPEAKERS**

Carl Jackson, 106 Rochdale Lane, representing self, opined about the community responses to the death of George Floyd and police accountability.

Anthony Myers, 102 Greenleaf Crescent, representing self, offered comments on firearm legislation enacted by the Commonwealth.

Kelly Hengler, 9345 Eclipse Drive, representing Crittenden-Eclipse-Hobson Heritage Civic League, offered comments about the Chuckatuck Cove easement and response to planning concerns related to aquatic resources.

Catrina Mitchell, 3605 Preakness Circle, representing self, asked for assistance regarding the Pitchkettle Road project as it relates to impacts on her family’s.

**NEW BUSINESS**

There were no items under this portion of the agenda.

**ANNOUNCEMENTS AND COMMENTS**

Mayor Johnson recognized the retirement of Deputy City Manager Mills, who offered brief remarks.

Utilizing a PowerPoint presentation, Media and Community Relations Assistant Director Timothy Kelley reported on the following: upcoming COVID-19 testing sites; the retirement of Deputy City Manager Mills; interim appointment of Major Alfred Chandler as Interim Police Chief, Albert Moor as Interim Deputy City Manager and Paul Retel as Interim Public Utilities Director; and the City's observance of Juneteenth

Council Member Goldberg congratulated Deputy City Manager Mills on his retirement and the interim appointees on new their duties.

Council Member Fawcett said he went to the COVID-19 testing event at Bennett's Creek Park.

Council Member Fawcett congratulated Deputy City Manager Mills on his retirement and the interim appointees on new their duties.

Council Member Milteer congratulated Deputy City Manager Mills on his retirement.

Council Member Milteer opined about the Juneteenth observance and social justice.

Council Member Duman congratulated Deputy City Manager Mills on his retirement and the interim appointees on new their duties.

Council Member Duman offered remarks about the social justice demonstrations.

Council Member Ward congratulated Deputy City Manager Mills on his retirement and the interim appointees on new their duties.

Council Member Ward reported his attendance at a demonstration for social justice.

Council Member Ward recognized his grandsons' graduations from Nansemond River High School and Kempsville High School.

Council Member Johnson thanked staff for assistance.

Council Member Johnson invited increased community participation in civic affairs.

Council Member Johnson congratulated Deputy City Manager Mills on his retirement and the interim appointees on new their duties.

Vice Mayor Bennett congratulated Deputy City Manager Mills on his retirement and the interim appointees on new their duties.

Vice Mayor Bennett offered comments on the upcoming 5-year anniversary of the shooting at Emanuel African Methodist Episcopal Church in Charleston, South Carolina.

Vice Mayor Bennett offered remarks about the social justice demonstrations.

Vice Mayor Bennett requested the policies of the Suffolk Police Department be disseminated to the public. City Manager Roberts advised that a public education piece could be made available.

Vice Mayor Bennett opined about public vigilance regarding COVID-19.

Mayor Johnson congratulated Deputy City Manager Mills on his retirement and the interim appointees on new their duties.

Mayor Johnson reported that she attended several meetings regarding social justice.

Mayor Johnson also requested information regarding the Suffolk Police Department.

Council Member Fawcett, on a motion seconded by Council Member Ward, moved to adjourn, by the following vote:

AYES:	Mayor L. Johnson, Vice Mayor Bennett, and Council Members Duman, Fawcett, Goldberg, T. Johnson, Milteer and Ward	8
NAYS:	None	0

There being no further business to come before City Council, the regular meeting was adjourned at 9:30 p.m.

Teste: \_\_\_\_\_  
Tracey L. Sanford, CMC, Deputy City Clerk

Approved: \_\_\_\_\_  
Linda T. Johnson, Mayor



**AGENDA: September 16, 2020, Regular Session**

**ITEM: Special Presentation – COVID-19 Update**

The City Manager or designee will provide an update related to COVID-19.

# **Removal of Items from the Consent Agenda and Adoption of the Agenda**

# **Agenda Speakers**

**AGENDA: September 16, 2020, Regular Session**

**ITEM: Consent Agenda** - An ordinance to accept and appropriate a 2020 Port Security Grant from the United States Department of Homeland Security for the Suffolk Police Department

The City has received \$38,080 in funding from the U. S. Department of Homeland Security to enhance resilience and recovery capabilities of the City of Suffolk and the Port of Hampton Roads. The Port Security Grant will be administered by the Suffolk Police Department and be used to improve data capabilities and replace the Automated Information System on the command vehicle, as well as to purchase SONAR software and other Underwater Recovery Team equipment.

Adoption of the attached ordinance is necessary to accept and appropriate these funds to the appropriate line item in the Consolidated Grants Fund budget for Fiscal Year 2020-2021.

**BUDGET IMPACT:**

Adoption of the ordinance will increase the planned revenues and expenditures of the Consolidated Grants Fund budget by \$38,080 for the above-noted purpose and requires \$12,694 in local fund support which is provided for in the FY 2020-2021 Consolidated Grants Fund budget.

**RECOMMENDATION:**

Adopt the attached ordinance

**ATTACHMENTS:**

Ordinance  
Award Letter

ORDINANCE NUMBER \_\_\_\_\_

**AN ORDINANCE TO ACCEPT AND APPROPRIATE A 2020 PORT SECURITY GRANT FROM THE UNITED STATES DEPARTMENT OF HOMELAND SECURITY FOR THE SUFFOLK POLICE DEPARTMENT**

WHEREAS, the City has received funds in the amount of \$38,080 from the United States Department of Homeland Security for the purchase of equipment for the Suffolk Police Department and the Port of Hampton Roads; and,

WHEREAS, the funds received need to be accepted and appropriated to the Consolidated Grants Fund budget for Fiscal Year 2020-2021 to enhance resilience and recovery capabilities of the Suffolk Police Department and the Port of Hampton Roads.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that:

1. The sum of \$38,080 shall be reflected as budgeted in the following account in the Fiscal Year 2020-2021 Consolidated Grants Fund budget:

<u>Revenue</u>		
211-31100-202121_433010	Port Security FDHS EMW2020; 8-23	<u>\$38,080</u>
<u>Expenditure</u>	Port Security FDHS EMW2020; 8-23	
211-31100-202121_58200	Capital Outlay	<u>\$38,080</u>

2. The fund amount totaling \$38,080 is hereby appropriated for use as referenced in this ordinance and the budget approved by Ordinance Number 20-O-028. The City Manager be, and is hereby authorized and directed to do all things necessary to effectuate this action.

3. This ordinance shall be effective upon passage and shall not be published.

READ AND PASSED: \_\_\_\_\_

TESTE: \_\_\_\_\_  
Erika S. Dawley, City Clerk

Approved as to Form:



\_\_\_\_\_  
Helivi L. Holland, City Attorney

U.S. Department of Homeland Security  
Washington, D.C. 20472



Joel Howard  
City of Suffolk  
300 Kings Fork Road  
Suffolk, VA 23434 -

Re: Grant No.EMW-2020-PU-00199

Dear Joel Howard:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2020 Port Security Grant Program has been approved in the amount of \$38,080.00. As a condition of this award, you are required to contribute a cost match in the amount of \$12,694.00 of non-Federal funds, or 25 percent of the total approved project costs of \$50,774.00.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2020 Port Security Grant Program Notice of Funding Opportunity.
- FEMA Preparedness Grants Manual

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

In order to establish acceptance of the award and its terms, please follow these instructions:

Step 1: Please log in to the ND Grants system at <https://portal.fema.gov>.

Step 2: After logging in, you will see the Home page with a Pending Tasks menu. Click on the Pending Tasks menu, select the Application sub-menu, and then click the link for "Award Offer Review" tasks. This link will navigate you to Award Packages that are pending review.

Step 3: Click the Review Award Package icon (wrench) to review the Award Package and accept or decline the award. Please save or print the Award Package for your records.

System for Award Management (SAM): Grant recipients are to keep all of their information up to date in SAM, in particular, your organization's name, address, DUNS number, EIN and banking information. Please ensure that the DUNS number used in SAM is the same one used to apply for all FEMA awards. Future payments will be contingent on the information provided in the SAM; therefore, it is imperative that the information is correct. The System for Award Management is located at <http://www.sam.gov>.

If you have any questions or have updated your information in SAM, please let your Grants Management Specialist (GMS) know as soon as possible. This will help us to make the necessary updates and avoid any interruptions in the payment process.

---

**Obligating Document for Award/Amendment**

1a. AGREEMENT NO. EMW-2020-PU-00199-S01  
 2. AMENDMENT NO. \*\*\*  
 3. RECIPIENT NO. VG0005238  
 4. TYPE OF ACTION AWARD  
 5. CONTROL NO. WX03529N2020T

6. RECIPIENT NAME AND ADDRESS  
 City of Suffolk  
 300 Kings Fork Road  
 Suffolk, VA, 23434 -  
 7. ISSUING FEMA OFFICE AND ADDRESS  
 FEMA-GPD  
 400 C Street, SW, 3rd floor  
 Washington, DC 20472-3645  
 POC: 866-927-5646  
 8. PAYMENT OFFICE AND ADDRESS  
 FEMA Finance Center  
 430 Market Street  
 Winchester, VA 22603

9. NAME OF RECIPIENT PROJECT OFFICER  
 Joel Howard  
 10. NAME OF FEMA PROJECT COORDINATOR  
 Central Scheduling and Information Desk  
 Phone: 800-368-6498  
 Email: Askcsid@dhs.gov

11. EFFECTIVE DATE OF THIS ACTION  
 09/01/2020  
 12. METHOD OF PAYMENT  
 PARS  
 13. ASSISTANCE ARRANGEMENT  
 Cost Reimbursement  
 14. PERFORMANCE PERIOD  
 From: 09/01/2020  
 To: 08/31/2023  
 Budget Period  
 09/01/2020 08/31/2023

**1 5. DESCRIPTION OF ACTION**

a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE)	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMULATIVE NON-FEDERAL COMMITMENT
Port Security Grant Program	97.056	2020-FA-GC01-P410- -4101-D	\$0.00	\$38,080.00	\$38,080.00	See Totals
			\$0.00	\$38,080.00	\$38,080.00	\$12,694.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.

N/A

16 a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

Port Security Grant Program recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)

DATE

18. FEMA SIGNATORY OFFICIAL (Name and Title)

DATE



Fri Aug 28 14:51:14 GMT 2020

SHENAUZ SUBRINA WONG, Assistance Officer

**AGENDA: September 16, 2020, Regular Session**

**ITEM: Consent Agenda** – An ordinance to accept and appropriate funds from the Obici Healthcare Foundation in support of the City of Suffolk’s COVID-19 response

The City of Suffolk has received \$100,000 in grant funds from the Obici Healthcare Foundation’s COVID-19 Response Fund. The funding will be used to provide electric utility bill and gas utility bill assistance to eligible citizens of the City of Suffolk impacted by the coronavirus pandemic.

Adoption of the attached ordinance is necessary to accept and appropriate these funds to the appropriate line item in the Consolidated Grants Fund for Fiscal Year 2020-2021.

**BUDGET IMPACT:**

Adoption of the ordinance will increase the planned revenues and expenditures of the Consolidated Grants Fund by \$100,000 for the above-noted purpose and does not require local fund support.

**RECOMMENDATION:**

Adoption of the attached ordinance

**ATTACHMENTS:**

Ordinance  
Award Letter

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO ACCEPT AND APPROPRIATE FUNDS FROM THE  
OBICI HEALTHCARE FOUNDATION IN SUPPORT OF THE CITY OF  
SUFFOLK'S COVID-19 RESPONSE**

WHEREAS, the City has received funds in the amount of \$100,000 from the Obici Healthcare Foundation in support of the City's COVID-19 Response; and,

WHEREAS, the funds received need to be accepted and appropriated to the Consolidated Grants Fund budget for Fiscal Year 2020-2021 to provide electric utility bill and gas utility bill assistance to eligible citizens of the City of Suffolk impacted by the coronavirus pandemic.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that:

1. The sum of \$100,000 shall be reflected as budgeted in the following accounts in the Fiscal Year 2020-2021 Consolidated Grants Fund budget:

<u>Revenue</u>		
211-53100-202130_418990	OHFCOVIDRESP; 08/21	<u>\$100,000</u>
<u>Expenditure</u>		
211-53100-202130_55701	OHFCOVIDRESP; 08/21 Public Assistance-Utilities	<u>\$100,000</u>

2. The fund amount totaling \$100,000 is hereby appropriated for use as referenced in this Ordinance, and the budget approved by Ordinance Number 20-O-028. The City Manager be, and is hereby authorized and directed to do all things necessary to effectuate this action.

3. This ordinance shall be effective upon passage and shall not be published.

READ AND PASSED: \_\_\_\_\_

TESTE: \_\_\_\_\_  
Erika S. Dawley, City Clerk

Approved as to form:

  
Helivi L. Holland, City Attorney



August 27, 2020

Patrick Roberts  
City Manager  
City of Suffolk (DSS)  
442 Washington Street  
Suffolk, VA 23434

Dear Mr. Roberts,

Obici Healthcare Foundation is pleased to award the City of Suffolk a \$100,000.00 grant for the period of 09/01/2020 through 08/31/2021. These funds are to be used solely for the COVID-19 Response Fund: Counties and Cities project as outlined in your grant proposal.

The grant has been awarded with the understanding, based upon your representations, that City of Suffolk is an organization that is exempt from income tax under Internal Revenue Code 501 (c) 3 and/or is classified as a public charity under Internal Revenue Code 509 (a) (1), (2) or (3).

**Use of Foundation Funds:**

You agree to use our funds exclusively for the project described in the proposal, with the stated results, target population and region of our service area as outlined in your proposal. You further agree not to use the funds to influence legislation, to influence the outcome of any election, or to participate or intervene in any political campaign.

**Reporting and Payment Process:**

A check for 100% of the requested amount will be sent after the contract letter is signed and returned. An email notification will be sent to the contact for this grant 30 days prior to the report due date with a link to the online portal. Reports are due no later than 30 days after the end of the below reporting periods. Grantee agrees to process reporting through the online portal and submit progress reports by the following dates:

<b>Type of Report</b>	<b>Reporting Period</b>	<b>Report Due By</b>
Interim Report 1	September 1, 2020 -- December 31, 2020	January 31, 2021
Interim Report 2	September 1, 2020 – April 30, 2021	May 31, 2021
Final Report	September 1, 2020 – August 31, 2021	September 30, 2021

You may submit a Final Report at any time during the grant period if the awarded funds have been fully expended prior to the grant end date. If funds have been expended prior to the Interim Report date, you may skip the Interim Report submission and submit only a Final Report.

Failure to submit reports by the due date will delay additional grant payments and jeopardize future funding to your organization.

**Expenditures of Grant Funds:**

The approved program cannot be modified from the original proposal without the Foundation's prior written approval. Grant funds are to be used exclusively for the line items listed in the approved budget. The Foundation must approve any budget revisions before funds are spent for purposes other than in the most recently approved budget. To request a change, a budget revision form with a detailed budget narrative must be submitted.

Expenses charged against this grant may not be incurred prior to the date the grant period begins or subsequent to its termination date and may be incurred only as necessary to carry out the purpose(s) and activities of the approved project. Unspent grant funds must be returned to the Foundation within 60 days of the grant's completion date.

**Project Evaluation:**

The Foundation reserves the right to discontinue, modify or withhold any payments that might be due under this grant, to require a refund of any unexpended grant funds, or both, if in the Foundation's judgment:

- Grant funds have been used for purposes other than those approved by the Foundation;
- such action is necessary to comply with the requirements of any law or regulation affecting either your organization's or the Foundation's responsibilities under the grant; or
- the organization's performance under the grant has not been satisfactory. The Foundation in its sole and absolute discretion will determine whether performance has been satisfactory.

The Foundation's judgment on these matters will be final and binding.

Your organization is required to maintain liability insurance coverage for the period of this grant. The Obici Healthcare Foundation reserves the right to audit the financial records and insurance coverage of the grantee organization at reasonable times and upon advance notice. You are also required to maintain financial records for expenditures and receipts relating to this grant and to retain this documentation for a period of two years after the grant's termination date. Your organization is required to permit the Foundation to have reasonable access to this documentation, as well as to any files, records and personnel relating to this grant during the term of the grant and for a period of two years after the grant's termination date for the purpose of program evaluation, verifications and financial audits.

**Public Relations and Communications:**

The Foundation requests that you give recognition for its support whenever appropriate. You also agree to cooperate with Foundation staff regarding request for pictures, photo opportunities or written materials for public relations purposes.

**Terms:**

If you accept the foregoing terms and conditions of the grant, please indicate such acceptance by signing and returning the original letter. The first scheduled grant payment will not be made until this letter of agreement is received by the Foundation. Please retain one of the enclosed copies for your records.

If you have any questions, please call the office at (757) 539-8810. On behalf of the Obici Healthcare Foundation, I congratulate your organization on its selection as a grant recipient and wish you success.

**Special Conditions and Reporting Requirements:**

The Grantee accepts and agrees to comply with the following Special Conditions (if no Special Conditions are imposed so state):

- **SPECIAL CONDITIONS OF APPROVAL:** By executing this grant Agreement, Grantee agrees that funding is solely for program activities as described in the Proposal.
- **PREFUNDING CONDITIONS:** Prior to funding Grantee shall any additional information requested.
- The **INTERIM REPORT** shall contain an accounting of grant fund expenditures through the report date compared to the approved budget, a budget narrative, and a project update that includes the following:

- Have there been any changes to your timeline of providing utility assistance?
- How many households were provided utility assistance?
- What is the average number of residents per household?
- How long have those that were provided with utility assistance been unemployed?
- What is the call rate for utility assistance? Has it increased or decreased?

- The **FINAL REPORT** shall also contain a complete accounting of all grant fund expenditures compared to the approved budget, a budget narrative, and a final project update including the reporting questions listed under Interim Report.

The foregoing conditions are hereby accepted and agreed to as of the date indicated.

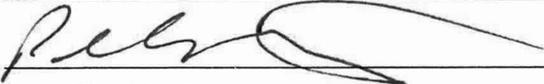
Obici Healthcare Foundation Authorized Signature: Annette Beuchler Digitally signed by Annette Beuchler  
Date: 2020.08.27 09:38:04 -04'00'

Printed Name: Annette Beuchler

Title: President and CEO Date: \_\_\_\_\_

Grantee Organization Name: City of Suffolk

Tax ID: 54-6001636

Authorized Signature: 

Printed Name: Patrick G. Roberts

Title: City Manager Date: 8/31/2020

**AGENDA: September 16, 2020, Regular Session**

**ITEM: Consent Agenda** - An ordinance to accept and appropriate funds from the Virginia Department of Motor Vehicles Highway Safety Grant Program for the Suffolk Police Department

The City has received \$34,570 in funding from the Virginia Department of Motor Vehicles in support of overtime for alcohol traffic enforcement, occupant protection enforcement, training for speeding enforcement and equipment for the Suffolk Police Department.

Adoption of the attached ordinance is necessary to accept and appropriate these funds to the appropriate line item in the Consolidated Grants Fund budget for Fiscal Year 2020-2021.

**BUDGET IMPACT:**

Adoption of the ordinance will increase the planned revenues and expenditures of the Consolidated Grants Fund by \$34,570 for the above-noted purpose and requires \$17,285 in-kind (fuel and maintenance) support which will be provided by the Police Department operating budget.

**RECOMMENDATION:**

Adopt the attached ordinance

**ATTACHMENTS:**

Ordinance  
Award Letter

**ORDINANCE NUMBER \_\_\_\_\_**

**AN ORDINANCE TO ACCEPT AND APPROPRIATE FUNDS FROM THE VIRGINIA DEPARTMENT OF MOTOR VEHICLES HIGHWAY SAFETY GRANT PROGRAM FOR THE SUFFOLK POLICE DEPARTMENT**

WHEREAS, the City has received funds in the amount of \$34,570 from the Virginia Department of Motor Vehicles Highway Safety Grant Program to assist with overtime, training and equipment; and,

WHEREAS, the funds received need to be accepted and appropriated to the Consolidated Grants Fund budget for Fiscal Year 2020-2021 to provide for overtime funding and training to enhance alcohol traffic enforcement, occupant protection enforcement, training for speeding enforcement and equipment for the Suffolk Police Department.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that:

1. The sum of \$34,570 shall be reflected as budgeted in the following accounts in the Fiscal Year 2020-2021 Consolidated Grants Fund budget:

<u>Revenue</u>		
211-31100-202118_433010	DMV/FDOT TrafEnfAlco154AL; 9-21	\$12,092
211-31100-202119_433010	DMV/FDOT SpeedFSC; 9-21	19,244
211-31100-202120_433010	DMV/FDOT OccupProFOP; 9-21	<u>3,234</u>
		<u>\$34,570</u>

<u>Expenditure</u>		
211-31100-202118_51100.04	Salaries and Wages – Overtime	\$10,472
211-31100-202118_55500	Travel & Training	1,620
211-31100-202119_51100.04	Salaries and Wages – Overtime	6,738
211-31100-202119_55500	Training	2,200
211-31100-202119_58200	Capital Outlay	10,306
211-31100-202120_51100.04	Salaries and Wages – Overtime	<u>\$3,234</u>
		<u>\$34,570</u>

2. The fund amount totaling \$34,570 is hereby appropriated for use as referenced in this ordinance and the budget approved by Ordinance Number 20-O-028, as amended. The City Manager be, and is hereby authorized and directed to do all things necessary to effectuate this action.

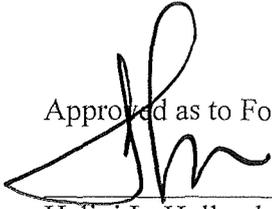
3. This ordinance shall be effective upon passage and shall not be published.

READ AND PASSED: \_\_\_\_\_

TESTE: \_\_\_\_\_

Erika S. Dawley, City Clerk

Approved as to Form:

A handwritten signature in black ink, appearing to be 'HL', written over a horizontal line.

Helivi L. Holland, City Attorney



COMMONWEALTH of VIRGINIA

Department of Motor Vehicles
2300 West Broad Street

Post Office Box 27412
Richmond, VA 23269-0001

Richard D. Holcomb
Commissioner

August 1, 2020

Joel Howard
Administrative Analyst
Suffolk City
111 Henley Place
Suffolk, VA 23434

Dear Joel Howard:

Safety has been and will continue to be a high priority in Virginia's overall transportation system. The Northam administration is committed to ensuring that safety is the highest priority in the development of the Commonwealth's multi-modal transportation system.

I am pleased to inform you that the highway safety project proposal(s) listed below is approved for pass-through grant funding from the National Highway Traffic Safety Administration for Federal Fiscal Year (FFY) 2021.

Table with 3 columns: Project Number, Project Title, Amount Approved. Rows include FSC-2021-51248-21248, FOP-2021-51240-21240, and 154AL-2021-51234-21234.

The availability of funds under this grant is contingent upon two conditions: (1) the project director and the fiscal contact responsible for the financial management of your grant must attend a grantee workshop and (2) the release of federal funds to the Commonwealth. Your assigned project monitor will be contacting you to provide the dates and locations for this mandatory training.

You will receive the Highway Safety Grant Agreement package after the training session. As the recipient of an FFY 2021 grant award, it is important that you read and follow the information, including the Code of Federal Regulations, carefully. If you have any questions regarding the conditions, please contact the project monitor assigned to your grant.

Thank you for your commitment and participation in improving highway safety. We look forward to the positive impact that your project will have on making our roadways safer.

Sincerely,

[Handwritten signature of Richard D. Holcomb]

Richard D. Holcomb

RDH/sm
Project Monitor: Dwight Jenkins

**AGENDA: September 16, 2020, Regular Session**

**ITEM: Consent Agenda** – An ordinance to accept and appropriate funds from the Obici Healthcare Foundation in support of the Suffolk EDA COVID-19 Small Business Grant Program

The City has received \$200,000 in grant funding from the Obici Healthcare Foundation in support of grants for small businesses that have been impacted by the coronavirus pandemic. The program will be administered by the Department of Economic Development through the Economic Development Authority.

Adoption of the attached ordinance is necessary to accept and appropriate these funds to the appropriate line item in the Consolidated Grants Fund budget for Fiscal Year 2020-2021.

**BUDGET IMPACT:**

Adoption of the ordinance will increase the planned revenues and expenditures of the Consolidated Grants Fund budget by \$200,000 and does not require local fund support.

**RECOMMENDATION:**

Adopt the attached ordinance

**ATTACHMENTS:**

Ordinance  
Award Letter

ORDINANCE NUMBER \_\_\_\_\_

**AN ORDINANCE TO ACCEPT AND APPROPRIATE FUNDS FROM THE  
OBICI HEALTHCARE FOUNDATION IN SUPPORT OF THE SUFFOLK  
EDA COVID-19 SMALL BUSINESS GRANT PROGRAM**

WHEREAS, the City has received funds in the amount of \$200,000 from the Obici Healthcare Foundation in support of the Suffolk EDA COVID-19 Small Business Grant Program; and,

WHEREAS, the funds received need to be accepted and appropriated to the Consolidated Grants Fund budget for fiscal year 2020-2021 to assist with grants to small businesses that have been impacted by the coronavirus pandemic.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that:

1. The sum of \$200,000 shall be reflected as budgeted in the following accounts in the Fiscal Year 2020-2021 Consolidated Grants Fund budget:

<u>Revenue</u>		
211-81550-202134_418990	COVID19ResponseFundObiciFnd;8/21	<u>\$200,000</u>
<u>Expenditure</u>	COVID19ResponseFundObiciFnd;8/21	
211-81550-202134_55671	Economic Development Investment Program	<u>\$200,000</u>

2. The fund amount totaling \$200,000 is hereby appropriated for use as referenced in this ordinance and the budget approved by Ordinance Number 20-O-028. The City Manager be, and is hereby authorized and directed to do all things necessary to effectuate this action.

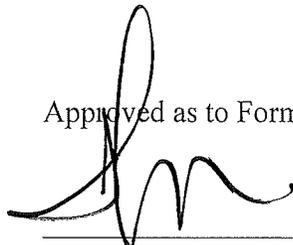
3. This ordinance shall be effective upon passage and shall not be published.

READ AND PASSED: \_\_\_\_\_

TESTE: \_\_\_\_\_

Erika S. Dawley, City Clerk

Approved as to Form:



\_\_\_\_\_  
Helivi L. Holland, City Attorney



August 27, 2020

Patrick Roberts  
City Manager  
City of Suffolk (EDA)  
442 Washington Street  
Suffolk, VA 23434

Dear Mr. Roberts,

Obici Healthcare Foundation is pleased to award the City of Suffolk a \$200,000.00 grant for the period of 09/01/2020 through 08/31/2021. These funds are to be used solely for the COVID-19 Response Fund: Counties and Cities project as outlined in your grant proposal.

The grant has been awarded with the understanding, based upon your representations, that City of Suffolk is an organization that is exempt from income tax under Internal Revenue Code 501 (c) 3 and/or is classified as a public charity under Internal Revenue Code 509 (a) (1), (2) or (3).

**Use of Foundation Funds:**

You agree to use our funds exclusively for the project described in the proposal, with the stated results, target population and region of our service area as outlined in your proposal. You further agree not to use the funds to influence legislation, to influence the outcome of any election, or to participate or intervene in any political campaign.

**Reporting and Payment Process:**

A check for 100% of the requested amount will be sent after the contract letter is signed and returned. An email notification will be sent to the contact for this grant 30 days prior to the report due date with a link to the online portal. Reports are due no later than 30 days after the end of the below reporting periods. Grantee agrees to process reporting through the online portal and submit progress reports by the following dates:

<b>Type of Report</b>	<b>Reporting Period</b>	<b>Report Due By</b>
Interim Report 1	September 1, 2020 – December 31, 2020	January 31, 2021
Interim Report 2	September 1, 2020 – April 30, 2021	May 31, 2021
Final Report	September 1, 2020 – August 31, 2021	September 30, 2021

You may submit a Final Report at any time during the grant period if the awarded funds have been fully expended prior to the grant end date. If funds have been expended prior to the Interim Report date, you may skip the Interim Report submission and submit only a Final Report.

Failure to submit reports by the due date will delay additional grant payments and jeopardize future funding to your organization.

**Expenditures of Grant Funds:**

The approved program cannot be modified from the original proposal without the Foundation's prior written approval. Grant funds are to be used exclusively for the line items listed in the approved budget. The Foundation must approve any budget revisions before funds are spent for purposes other than in the most recently approved budget. To request a change, a budget revision form with a detailed budget narrative must be submitted.

Expenses charged against this grant may not be incurred prior to the date the grant period begins or subsequent to its termination date and may be incurred only as necessary to carry out the purpose(s) and activities of the approved project. Unspent grant funds must be returned to the Foundation within 60 days of the grant's completion date.

**Project Evaluation:**

The Foundation reserves the right to discontinue, modify or withhold any payments that might be due under this grant, to require a refund of any unexpended grant funds, or both, if in the Foundation's judgment:

- Grant funds have been used for purposes other than those approved by the Foundation;
- such action is necessary to comply with the requirements of any law or regulation affecting either your organization's or the Foundation's responsibilities under the grant; or
- the organization's performance under the grant has not been satisfactory. The Foundation in its sole and absolute discretion will determine whether performance has been satisfactory.

The Foundation's judgment on these matters will be final and binding.

Your organization is required to maintain liability insurance coverage for the period of this grant. The Obici Healthcare Foundation reserves the right to audit the financial records and insurance coverage of the grantee organization at reasonable times and upon advance notice. You are also required to maintain financial records for expenditures and receipts relating to this grant and to retain this documentation for a period of two years after the grant's termination date. Your organization is required to permit the Foundation to have reasonable access to this documentation, as well as to any files, records and personnel relating to this grant during the term of the grant and for a period of two years after the grant's termination date for the purpose of program evaluation, verifications and financial audits.

**Public Relations and Communications:**

The Foundation requests that you give recognition for its support whenever appropriate. You also agree to cooperate with Foundation staff regarding request for pictures, photo opportunities or written materials for public relations purposes.

**Terms:**

If you accept the foregoing terms and conditions of the grant, please indicate such acceptance by signing and returning the original letter. The first scheduled grant payment will not be made until this letter of agreement is received by the Foundation. Please retain one of the enclosed copies for your records.

If you have any questions, please call the office at (757) 539-8810. On behalf of the Obici Healthcare Foundation, I congratulate your organization on its selection as a grant recipient and wish you success.

**Special Conditions and Reporting Requirements:**

The Grantee accepts and agrees to comply with the following Special Conditions (if no Special Conditions are imposed so state):

- **SPECIAL CONDITIONS OF APPROVAL:** By executing this grant Agreement, Grantee agrees that funding is solely for program activities as described in the Proposal.
- **PREFUNDING CONDITIONS:** Prior to funding Grantee shall submit any additional information requested.
- The **INTERIM REPORT** shall contain an accounting of grant fund expenditures through the report date compared to the approved budget, a budget narrative, and a project update that includes the following:
  - Have there been any changes to your timeline of providing small business assistance grants?
  - Provide a list of grants detailing the name of the organization, the amount awarded, and whether they were first or second-time applicants (if applicable).
  - What were the differences and similarities in disbursing the funding from Obici Healthcare Foundation and your first round of funding (if applicable)? Examples: longer timeline, more or less requests, etc.
  - Did you set different guidelines for this round of funding? If so, please explain.
- The **FINAL REPORT** shall also contain a complete accounting of all grant fund expenditures compared to the approved budget, a budget narrative, and a final project update including the reporting questions listed under Interim Report.

The foregoing conditions are hereby accepted and agreed to as of the date indicated.

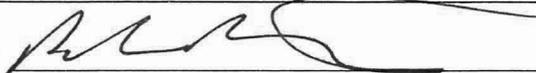
Obici Healthcare Foundation Authorized Signature: Annette Beuchler Digitally signed by Annette Beuchler  
Date: 2020.08.27 09:41:22 -04'00'

Printed Name: Annette Beuchler

Title: President and CEO Date: \_\_\_\_\_

Grantee Organization Name: City of Suffolk

Tax ID: 54-6001636

Authorized Signature: 

Printed Name: Patrick G. Roberts

Title: City Manager Date: 8/31/2020

**AGENDA: September 16, 2020, Regular Session**

**ITEM: Consent Agenda** – An ordinance to amend and re-ordain the adopted FY 2020-2021 Fee Schedule for the City of Suffolk, Virginia to defer rate increases for metered and not metered water and sewer usage and meter service charges until January 1, 2021

Attached for City Council’s consideration is an ordinance to amend and re-ordain the adopted FY 2020-2021 Fee Schedule to defer adopted rate increases for metered and not metered water and sewer usage and meter service charges until January 1, 2021. The ability to defer the rate increases for another 90 days is due to debt service savings realized through the refunding of existing Utility Fund debt.

**RECOMMENDATION:**

Adopt the attached ordinance

**ATTACHMENT:**

Ordinance  
FY 2020-2021 Fee Schedule (Amended)

ORDINANCE NUMBER \_\_\_\_\_

**AN ORDINANCE TO AMEND AND RE-ORDAIN THE ADOPTED FY 2020-2021 FEE SCHEDULE FOR THE CITY OF SUFFOLK, VIRGINIA TO DEFER RATE INCREASES FOR METERED AND NOT METERED WATER AND SEWER USAGE AND METER SERVICE CHARGES UNTIL JANUARY 1, 2021**

WHEREAS, the adopted FY 2020-2021 Fee Schedule for the City of Suffolk, Virginia, provides for an increase in metered and not metered water and sewer usage and meter service charges beginning October 1, 2020; and,

WHEREAS, the Utility Fund has realized savings through the refunding of existing Utility Fund debt; and,

WHEREAS, the Council of the City of Suffolk, Virginia, desires to defer adopted rate increases for metered and not metered water and sewer usage and meter service charges until January 1, 2021.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that the Fee Schedule for the City of Suffolk as adopted by Ordinance Number 20-O-028, is hereby amended and re-ordained to read as attached.

READ AND PASSED: \_\_\_\_\_

TESTE: \_\_\_\_\_  
Erika S. Dawley, City Clerk

Approved as to form:

  
Helivi L. Holland, City Attorney

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>AIRPORT</b>		
Multi Engine T-Hanger (monthly)*	319.00	319.00
Single Engine T-Hanger (monthly)*	249.00	249.00
Large T-Hanger Storage Room (monthly)*	95.00	95.00
Small T-Hanger Storage Room (monthly)*	75.00	75.00
Overnight T-Hanger	35.00	35.00
Overnight Tie Down (waived with fuel fill up)	10.00	10.00
Monthly Single Engine Tie Down*	25.00	25.00
Monthly Multi Engine Tie Down*	25.00	25.00
Jet Starter Service (per hour)	25.00	25.00
Service After Normal Business Hours (call in)*	100.00	100.00
Airport Use Fees	250.00/Day	250.00/Day
Outside Storage Fee	\$2,500.00/mo.	\$2,500.00/mo.
Mark-up on Fuel Sales **	Average for all prices 35% (projected)	Average for all prices 35% (projected)
Tow Tug	35.00	35.00
* Prices consistent with neighboring airports.		
** This amount fluctuates depending on our competition		
<b>ASSESSOR</b>		
Copies (KB System)	.25 black & white; .45 color per copy	.25 black & white; .45 color per copy
Custom query, tape, CD-ROM (material plus programmers time) (per minute)	Cost	Cost
Land Use Revalidation Fee	50.00	50.00
Land Use Application	50.00	50.00
Land Use Application Late Fee	100.00	100.00
Rehabilitated Structure Application Fee	50.00	50.00
<b>CLERK OF THE CIRCUIT COURT</b>		
Commonwealth's Attorney (misdemeanor)	7.50	7.50
Commonwealth's Attorney (felony)	20.00	20.00
Sheriff's Service	12.00	12.00
Transfer of Real Estate (per parcel)	1.00	1.00
City Grantee	1/3 of state	1/3 of state
City Wills and Administration	1/3 of state	1/3 of state
Law Library	4.00	4.00
Grantor (per \$500.00 value)	0.25	0.25
Courthouse Maintenance	2.00	2.00
Jail Admission Fee	25.00	25.00
Courthouse Security Fee	10.00	20.00
Blood Test/DNA	15.00	15.00
Local Interest	varies	varies
Local Fines	varies	varies
Local Jury Fees	\$30/day/juror	\$30/day/juror
Court Appointed Attorney Fees	varies	varies
Miscellaneous - Local Cost (CWP)	35.00	35.00
Electronic Summons Criminal or Traffic Case	5.00	5.00
List of Heirs or Affidavit	25.00	25.00
Local Health Care Fund	25.00	25.00
Transfer/entry fee-Real Estate - Deeds of Partition	1.75	1.75
Document Reproduction Costs	0.50	0.50
<b>COURT SERVICES UNIT</b>		
Parental contribution toward cost of local group home placement	1/2 of child support guidelines amount	1/2 of child support guidelines amount
<b>FIFTH JUDICIAL DISTRICT COMMUNITY CORRECTIONS PROGRAM</b>		
Offenders referred from a court in the Fifth District (Suffolk, Franklin, Isle of Wight, and Southampton)	100.00	100.00
Offenders referred from a court within the Fifth District and can provide documentation showing SSI disability or welfare benefits	25.00	25.00
Offenders transferred out to a CCP in another jurisdiction	25.00	25.00
Offenders transferred into the Fifth District from a CCP in another jurisdiction	100.00	100.00
<b>FINANCE</b>		
Child Support Processing Fees	\$5.00/per Child Support Order (per pay)	\$5.00/per Child Support Order (per pay)
Spousal Support Order Fees	\$5.00/per Support Order (per pay)	\$5.00/per Support Order (per pay)
Garnishment Processing Fees	\$10.00 one time fee per summons	\$10.00 one time fee per summons
Payroll Paycard Replacement Fee	\$3.50 per card for replacement	\$3.50 per card for replacement
Payroll History Report/Check Reprint Processing Fees	\$5.00 per request	N/A
W-2 Re-issuance Processing Fees	\$5.00 per request	N/A
Miscellaneous Bills	One time penalty of 10% up to 10.00	One time penalty of 10% up to 10.00
Miscellaneous Bills	Annual interest of 10%	Annual interest of 10%

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>FIRE &amp; RESCUE</b>		
<b>Fire Prevention Bureau</b>		
<b>Plan Review</b>		
Fire sprinkler system new < 10 w/calcs, or alterations < 10 existing sprinkler heads not located in the most remote area involving new hydraulic calculations	50.00	N/A
5 foot stub-out for fire protection systems submitted separately from complete fire sprinkler or fire main	50.00	N/A
Fire alarm system alterations where the submittal does not require battery calculations, or the removal of any or all components of non-required system	50.00	N/A
Kitchen hood fire suppression systems installation / alteration	50.00	N/A
Fire sprinkler system new installation 11-20 w/calcs, alterations of 11-20 existing sprinkler heads not located in the most remote area involving new hydraulic calculations or removal of any	100.00	N/A
FM 200 clean agent system installation or alteration	100.00	N/A
Fire alarm new installations or alterations that involve ≤ 5 devices, that require battery calculations	100.00	N/A
Spray paint booth installation / alteration	100.00	N/A
Fire sprinkler systems installation or alteration that involve ≥ 21 sprinkler heads	200.00	N/A
Fire alarm systems new installations or alterations ≥ 6 devices, that require battery calculations	200.00	N/A
<b>On-Site Inspection</b>		
Hazardous Materials Response	Responsible Party Billed	Responsible Party Billed
Relocation of up to 20 sprinkler heads	50.00	50.00
Hood/Extinguishing Systems	50.00	50.00
Re-Inspection Fee - All systems failing initial testing shall be charged a re-testing fee. This fee shall include all "no-shows" or cancellations without a 24 hour notice	50.00	50.00
<b>On-Site Inspection</b>		
Hazardous Materials Response	Responsible Party Billed	Responsible Party Billed
Relocation of up to 20 sprinkler heads	50.00	50.00
Hood/Extinguishing Systems	50.00	50.00
Re-Inspection Fee - All systems failing initial testing shall be charged a re-testing fee. This fee shall include all "no-shows" or cancellations without a 24 hour notice	50.00	50.00
<b>Permits</b>		
Fireworks Permit	150.00	150.00
Tent Permit	50.00	50.00
Above/below ground hazmat storage tanks installation ≤ 499 gallons capacity	50.00 (each additional tank 25.00)	50.00 (each additional tank 25.00)
Private hydrant/water line	75.00	75.00
Above/below ground hazmat storage tanks installation 500-2000 gallons capacity, removal of tanks or fill in place any capacity or storage/dispensing system	100.00	100.00
Above/below ground hazmat storage tank installation ≥ 2,001 gallons capacity or hazmat storage/dispensing systems	200.00	200.00
<b>Reports</b>		
Incident or Computer Generated Reports-Residents	No Charge	No Charge
Incident or Computer Generated Reports-Commercial	6.00	6.00
<b>General</b>		
Special inspection fee, after hours, weekends, holidays	40.00 per hour/per person	40.00 per hour/per person
Special event stand-by	25.00 per hour/per person	25.00 per hour/per person
<b>Burn Permit (Requirements must be met)</b>		
Residential	No Charge	No Charge
Commercial	75.00	75.00
<b>Alarm Registration</b>		
False Alarms (within 180 days)		
First False Alarm	No Charge unless malicious act	No Charge unless malicious act
Second False Alarm	50.00	50.00
Third False Alarm	100.00	100.00
Additional False Alarms	200.00	200.00
<b>Emergency Medical Services</b>		
Basic Life Support (BLS)	400.00	400.00
Advanced Life Support Level I (ALS I)	650.00	650.00
Advanced Life Support Level II (ALS II)	800.00	800.00
Loaded Patient Mileage (LPM)	10.00 per mile	10.00 per mile

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>Apparatus Use Fee</b>		
Ambulance	30.00 per hour	30.00 per hour
Command Unit	30.00 per hour	30.00 per hour
Brush Truck	30.00 per hour	30.00 per hour
Tanker	75.00 per hour	75.00 per hour
Engine	75.00 per hour	75.00 per hour
Ladder	125.00 per hour	125.00 per hour
Rescue	125.00 per hour	125.00 per hour
Rehab	50.00 per hour, plus supplies used	50.00 per hour, plus supplies used
Emergency Communication Unit	75.00 per hour	75.00 per hour
<b>Personnel</b>		
Firefighter	25.00 per hour/per person	25.00 per hour/per person
Firefighter/Medic	30.00 per hour/per person	30.00 per hour/per person
Officers (Captains and Lieutenants)	35.00 per hour/per person	35.00 per hour/per person
Command Chiefs	45.00 per hour/per person	45.00 per hour/per person
<b>GENERAL</b>		
Annual Operating Budget	Cost for reproducing	Cost for reproducing
Capital Improvement Budget and Plan	Cost for reproducing	Cost for reproducing
Comprehensive Annual Financial Report	Cost for reproducing	Cost for reproducing
Copies (photo) (black and white) (each)	0.25	0.25
Copies (photo) (color) (each)	0.45	0.45
Printed Materials	Cost	Cost
Vehicle License Fees-Vehicles under 4,000 pounds	26.00	26.00
Vehicle License Fees-Vehicles 4001-10,000 pounds	30.00	30.00
Vehicle License Fees-Vehicles 10,001-25,000 pounds	35.00	35.00
Vehicle License Fees-Vehicles 25,001-40,000 pounds	60.00	60.00
Vehicle License Fees-Vehicles 40,001-55,000 pounds	80.00	80.00
Vehicle License Fees-Vehicles 55,001-70,000 pounds	125.00	125.00
Vehicle License Fees-Vehicles 70,001-99,999 pounds	150.00	150.00
Motorcycle License Fees-Motorcycles 0-99,999 pounds	24.00	24.00
Trailer License Fees-Trailers 0-10,000 pounds	6.00	6.00
Trailer License Fees-Trailers 10,001-99,999 pounds	22.00	22.00
<b>GENERAL DISTRICT COURT</b>		
Fines & Forfeitures	varies	varies
Sheriff's Fees	12.00	12.00
Court Appointed Attorneys	120.00	120.00
Electronic Summons Criminal or Traffic Case	5.00	5.00
Court House Maintenance Fees	10.00	10.00
Jail Admission Fee	25.00	25.00
<b>GEOGRAPHIC INFORMATION SYSTEM</b>		
<b>Digital Map Data</b>		
Topographic Data (File Set)	\$500.00/set or \$100/per layer	\$500.00/set or \$100/per layer
Base Map (File Set)	\$500.00/set or \$100/per layer	\$500.00/set or \$100/per layer
Planimetrics (File Set)	\$500.00/set or \$100/per layer	\$500.00/set or \$100/per layer
Zoning (File Set)	\$500.00/set or \$100/per layer	\$500.00/set or \$100/per layer
8.5" x 11" (ANSI A)	\$3.00	\$3.00
11" x 17" (ANSI B)	\$5.00	\$5.00
17" x 22" (ANSI C)	\$10.00	\$10.00
22" x 34" (ANSI D)	\$10.00	\$10.00
24" x 48" or 24" x 60"	\$12.00	\$12.00
34" x 44" (ANSI E)	\$15.00	\$15.00
36" x 60" or 36" x 72"	\$15.00	\$15.00
Entire City Basemap	\$25.00	\$25.00
Entire City Aerial Image	\$50.00	\$50.00
<b>Specialized Map Services</b>		
Special Map Production Services (Per Hour)	65.00	65.00
Specialized Data Analysis Services (Per Hour)	65.00	65.00
<b>Individual Orthophotography Tiles</b>		
1-5 tiles	100.00/tile	100.00/tile
6 - 10 tiles	50.00/tile	50.00/tile
<b>HUMAN RESOURCES</b>		
COBRA administration	2% of monthly premium	2% of monthly premium
<b>JUVENILE AND DOMESTIC RELATIONS COURT</b>		
Fines and Forfeitures	Varies	Varies
Sheriff's Fees	12.00	12.00
Court Appointed Attorney	120.00	120.00
Courthouse Maintenance	5.00	5.00
Local Interest	Varies	Varies
Jail Admission Fee	25.00	25.00
Courthouse Security Fee	10.00	10.00

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>LIBRARY</b>		
Printer and Photocopier-Black and White (per sheet)	0.20	0.20
Printer and Photocopier-Color (per sheet)	0.40	0.40
Printer (3D)-(per-sheet)	N/A	0.20
Lost Book/Materials	Cost of Book/Material	Cost of Book/Material
Lost/Damaged Barcode, RFID Tag, Case, Cover, Artwork or Spine Label	5.00	5.00
Lost Tape or CD	Cost of Replacement Tape or CD	Cost of Replacement Tape or CD
<b>PARKS AND RECREATION</b>		
<b>Athletic Registration Fees</b>		
Adult Flag Football - Spring & Fall Leagues	320.00	320.00
Adult Kickball	220.00	220.00
Adult Volleyball	200.00	200.00
Adult Softball League		
Men's Division	350.00	350.00
Women's Division	300.00	300.00
Adult Basketball League (per team)	320.00	320.00
Late Fee	15.00	15.00
Youth Basketball (per participant) Novice-Junior	60.00	60.00
Lil' Dribblers	40.00	40.00
Youth Cheerleading	60.00	60.00
Youth Soccer (per participant) Novice-Junior	60.00	60.00
Tiny Kickz	40.00	40.00
<b>Ball Fields (Tournaments)</b>		
Rental of Ball fields with Lights (half day)	60.00	60.00
Rental of Ball fields with Lights (full day)	115.00	115.00
Rental of Ball fields without Lights (half day)	40.00	40.00
Rental of Ball fields without Lights (full day)	65.00	65.00
<b>Facilities and Parks</b>		
<b>Bennett's Creek Park</b>		
Picnic Shelter		
Full Day	75.00	75.00
Wedding (up to 4 hours)	20.00 per hour	20.00 per hour
Stage	300.00 per day	300.00 per day
<b>Constant's Wharf Park and Marina</b>		
Compass Rose/Boardwalk (Weddings Only) Deposit	150.00	150.00
Compass Rose/Boardwalk (Weddings Only) Per Hour	150.00	150.00
Marina Slips		
Daily Rate with Electricity		
0-24 Feet	25.00	25.00
25-34 Feet	35.00	35.00
35-44 Feet	45.00	45.00
45-54 Feet	55.00	55.00
Monthly Rate with Electricity		
0-24 Feet	120.00	120.00
25-34 Feet	140.00	140.00
35-44 Feet	160.00	160.00
45-54 Feet	180.00	180.00
Daily Rate without Electricity		
0-24 Feet	20.00	20.00
25-34 Feet	30.00	30.00
35-44 Feet	40.00	40.00
45-54 Feet	50.00	50.00
Monthly Rate without Electricity		
0-24 Feet	100.00	100.00
25-34 Feet	120.00	120.00
35-44 Feet	140.00	140.00
45-54 Feet	160.00	160.00
<b>Lake Kennedy Park Shelter</b>		
	75.00	75.00
<b>Cypress Park Shelter</b>		
	75.00	75.00
<b>Cypress Park Pool (Rental)</b>		
Deposit	150.00	150.00
2-hour rental	35.00 per hour	35.00 per hour
Group Swim	35.00 per hour	35.00 per hour
<b>Recreation Centers</b>		
<b>Birthdays Parties</b>		
1 to 25 Patrons	35.00 per hour/ 2 hour max	35.00 per hour/ 2 hour max
26 to 50 Patrons	50.00 per hour/ 2 hour max	50.00 per hour/ 2 hour max
51 to 100 Patrons	100.00 per hour/ 2 hour max	100.00 per hour/ 2 hour max

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>Recreation Center Membership</b>		
Membership Fees		
Youth (7-17 years) - Per Year	10.00	10.00
Adults (18 and older) - Per Year	20.00	20.00
Seniors (55 and older) - Per Year	5.00	5.00
Visitor Pass-Youth & Teen	2.00	2.00
Visitor Pass-Adult	5.00	5.00
Visitor Pass-Senior	1.00	1.00
Replacement Card	3.00	3.00
Fitness Room (must have membership ID) - Per Month		
Fitness Room (Seniors) - Per Month	5.00	5.00
Fitness Room (Adults -18 & up) - Per Month	10.00	10.00
Fitness Room (Teens-16 & 17 Yrs Old) - Per Month	7.00	7.00
Unless Otherwise Noted, Non Resident Fees	25% above resident fees	25% above resident fees
<b>Recreation Center Rentals</b>		
Rental hours as follows:		
All Centers - Monday - Friday; 6pm to 8pm		
East Suffolk & Whaleyville; Saturdays- 1pm to 9pm		
Application Processing Fee: East Suffolk & Whaleyville - Non Refundable	25.00	25.00
Gymnasium: Must be out by 8p (minimum 4 hour rental)		
Non-commercial Events		
Hourly Rate	65.00/hr	65.00/hr
Non resident rate	81.25/hr	81.25/hr
Commercial Events (w/fee or admission)		
Hourly Rate	75.00/hr	75.00/hr
Non resident rate	93.75/hr	93.75/hr
Deposit on All Rentals	150.00	150.00
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
Multipurpose Room		
Resident hourly rental rate (minimum 2 hour rental)	25.00 per hour	25.00 per hour
Non-resident hourly rental rate (min 2 hour rental)	35.00 per hour	35.00 per hour
Conference Room		
Resident hourly rental rate (minimum 2 hour rental)	25.00 per hour	25.00 per hour
Non-resident hourly rental rate (min 2 hour rental)	35.00 per hour	35.00 per hour
<b>Lake Meade Park and Tennis Complex</b>		
Picnic Shelter		
Full day	75.00	75.00
Tennis Ball Machine	10.00 per hour	10.00 per hour
Dog Park Membership (Annual Membership)	10.00	10.00
<b>Lone Star Lakes Park</b>		
Wedding (up to 4 hours)	20.00 per hour	20.00 per hour
Canoe Rentals (maximum of 6 canoes available)	25.00 per canoe	25.00 per canoe
<b>Special Event Application Fee</b>		
Non-Profit/For-Profit	50.00	50.00
<b>Planters Club</b>		
Rental Period: 8:00 a.m. to Midnight		
Deposit	150.00	150.00
Application Processing Fee	25.00	25.00
Setup Fees	50.00 per hour (2 hour min/4 hour max)	50.00 per hour (2 hour min/4 hour max)
Resident hourly rental rate (minimum 4-hour rental) Mon - Thurs	125.00 per hour/ Res.	125.00 per hour/ Res.
Non-resident hourly rental rate (minimum 4-hour rental) Mon - Thurs	200.00 per hour/ Non Res.	200.00 per hour/ Non Res.
Resident hourly rental rate (minimum 4-hour rental) Fri - Sun	225.00 per hour/ Res.	225.00 per hour/ Res.
Non-resident hourly rental rate (minimum 4 hour rental) Fri - Sun	300.00 per hour/ Non Res.	300.00 per hour/ Non Res.
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
<b>Suffolk Art Gallery</b>		
Deposit	150.00	150.00
Late fee per 15 mins. for not vacating on time	25.00 per 15 minutes	25.00 per 15 minutes
Non-Commercial events		
Hourly Rate	25.00/hr	25.00/hr
Commercial events		
Hourly Rate	35.00/hr	35.00/hr
<b>Sleepy Hole Park</b>		
Picnic Shelter #1-8 & 10-12 Full Day	75.00	75.00
Picnic Shelter #9 Full Day	125.00	125.00
Wedding (up to 4 hours)	20.00 per hour	20.00 per hour
Picnic Pack	25.00	25.00
Canoe/Kayack Annual Storage Fee	N/A	100.00
<b>Whaleyville Annex</b>		
Application Processing Fee: East Suffolk & Whaleyville - Non Refundable	25.00	25.00
Deposit	150.00	150.00
Resident hourly rental rate (minimum 4-hour rental) Includes Kitchen and use of Ice Machine	50.00 per hour/Res	50.00 per hour/Res
Non-resident hourly rental rate (minimum 4-hour rental)	62.50/hour/Non Res	62.50/hour/Non Res
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
Custodial Fees (all rental facilities)	10.50 to 16.00 per hour	10.50 to 16.00 per hour
Security Services (Suffolk Police Officers)	30.00 per hour per officer	30.00 per hour per officer
Fee Based Activities	As noted in Leisure Guide	As noted in Leisure Guide
Maintenance		
Equipment		
Mobile Bleachers - Per Day	200.00	200.00
Stage - Portable	500.00/per day	300.00/day
Tents - Per Day		
10 x 10	125.00	125.00
20 x 20	200.00	200.00
Tables	6.00	6.00
Folding Chairs (each)	1.00	1.00
Unless Otherwise Noted, Non Resident Fees	25% above resident fees	25% above resident fees
Ground Maintenance		
Grave Space - Single Lot	800.00	800.00
Grave Opening		
over 10 years of age - weekdays	850.00	850.00
over 10 years of age - Saturday	1,050.00	1,050.00
over 10 years of age - Sunday/Holiday	1,050.00	1,050.00
age 1-10 - weekdays	260.00	260.00
age 1-10 - Saturday	680.00	680.00
age 1-10 - Sunday/Holiday	860.00	860.00
infant under 1 - weekdays	140.00	140.00
infant under 1 - Saturday	560.00	560.00
infant under 1 - Sunday/Holiday	800.00	800.00
Cremation (urn burial)	400.00	400.00
Scatter Garden - Scattering of Ashes	100.00	100.00
Scatter Garden - Memorial /Plaque Engraving	225.00	225.00
Funeral after 4:00 pm in addition to above cost	100.00	100.00
* Please see Suffolk Parks & Recreation Connection brochure on the City's website for other events and rates at the following link: <a href="http://www.suffolkva.us/parks/">http://www.suffolkva.us/parks/</a>		
<b>PLANNING AND COMMUNITY DEVELOPMENT</b>		
<b>PLANNING</b>		
Rezoning Requests		
Standard/Conventional Rezoning Request	840.00 plus 42.00 acre	840.00 plus 42.00 acre
Conditional Rezoning Requests	1,050 plus 42.00 acre	1,050 plus 42.00 acre
Amendment to Previously Approved Conditional Rezoning	N/A	1,050 plus 45.00 acre
Conditional Use Permits		
Conditional Use Permits Request	840.00 plus 21.00 acre	840.00 plus 21.00 acre
Admendment to Previously Approved Conditional Use Permit	N/A	840.00 plus 21.00 acre
Comprehensive Plan Amendment	1,050.00	1,050.00
Comprehensive Plan Consistency Review	262.50	262.50
Subdivision Variance Requests	525.00	525.00
Wetlands Board	262.50	262.50
Wetlands Board After the Fact	315.00	315.00
Resource Protection Area/Buffer Area Encroachment Review (Administrative Review)	52.50	52.50
Resource Protection Area/Buffer Area Encroachment Review (Planning Commission Review)	262.50	262.50
Historic and Cultural Review - Additions	157.50	N/A
Historic and Cultural Review - New Construction	157.50	N/A
Certificate of Appropriateness Request (Administrative Review)	36.75	36.75
After the Fact Certificate of Appropriateness Request (HLC Review)	262.50	262.50
After the Fact Certificate of Appropriateness Request (Administrative Review)	73.50	73.50
Certificate of Appropriateness Request (HLC Review)	157.50	157.50
Borrow Pit Fees	105.00	105.00
Per cubic yard removed semi-annually	0.24	0.24
Street Name Change Request	341.25	341.25
Street Abandonment	105.00	105.00
Encroachment Permits	105.00	105.00
Minor Subdivision	315.00	315.00
Family Transfer	315.00	315.00
Subdivision Plat Review		
Preliminary Plat Fee (per lot)	52.50 with 315.00 minimum	52.50 with 315.00 minimum
Amendment to Previously Approved Preliminary Subdivision Plat	N/A	52.50 with 315.00 minimum
Final Plat Fee (per lot)	31.50 with 210.00 minimum	31.50 with 210.00 minimum

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
Subdivision Engineering Plan Review	42.00 per lot with 210.00 minimum	42.00 per lot with 210.00 minimum
Subdivision Engineering Plan Review Revisions	157.50	157.50
Amendment to Previously Approved Engineering Plan	N/A	157.50
Subdivision Determination**	94.50	94.50
Site Plan Review (excludes 1 & 2 family dwelling)	630.00	630.00
plus per acre	63.00	63.00
Site Plan Review - additional revisions (per submittal)	157.50	157.50
Site Plan Waiver Request	52.50	52.50
Maps (each) Printed Map Products	5.25	5.25
Maps-Specialized Map Production Services	52.50 Hour	52.50 Hour
Aerial Photographs		
1" = 1000'	0.26	N/A
1" = 1600" Base map set	52.50	N/A
Unified Development Ordinance	Cost	N/A
Comprehensive Plan	63.00	N/A
Geodetic Control Network Book	26.25	N/A
Geodetic Control Network Book - Supplement	10.50	N/A
Printing Services		
Sheet Size (11-inch x 17-inch or smaller) Black & White	N/A	0.25 per sheet
Sheet Size (11-inch x 17-inch or smaller) Color	N/A	0.50 per sheet
Sheet Size (Larger than 11-inch x 17-inch)	N/A	10.00 per sheet
Wetland Mitigation Fee In-Lieu***	1% over market rate to purchase credits in an approved tidal wetlands bank	1% over market rate to purchase credits in an approved tidal wetlands bank
<b>COMMUNITY DEVELOPMENT</b>		
Minimum	56.00	56.00
State Levy	2.00%	2.00%
Extra Inspection Trips (each)	56.00	56.00
Correction/Amending Permit Fee	53.00	53.00
Extension of Permits	83.00	83.00
Penalty for Working Without Permits		
Construction Cost		
\$1 - 50,000	276.00	276.00
50,001 - 100,000	551.00	551.00
100,001 - 150,000	1,103.00	1,103.00
150,001 - 250,000	2,205.00	2,205.00
250,001 - 750,000	4,410.00	4,410.00
over 750,000	5,513.00	5,513.00
Electrical Permits (new service, temporary service & service changes)		
Minimum	56.00	56.00
State Levy	2.00%	2.00%
Correction/Amending Permit Fee	53.00	53.00
Extension of Permits	83.00	83.00
Extra Inspection Trips (each)	56.00	56.00
Commercial Power Release Inspection	66.00	66.00
1 - 99 amps		
Single Phase Fee (new)	56.00	56.00
Single Phase Fee (change)	56.00	56.00
Three Phase Fee (new)	56.00	56.00
Three Phase Fee (change)	56.00	56.00
100-149		
Single Phase Fee (new)	56.00	56.00
Single Phase Fee (change)	56.00	56.00
Three Phase Fee (new)	78.00	78.00
Three Phase Fee (change)	56.00	56.00
150 - 199 amps		
Single Phase Fee (new)	83.00	83.00
Single Phase Fee (change)	56.00	56.00
Three Phase Fee (new)	116.00	116.00
Three Phase Fee (change)	66.00	66.00
200 - 299 amps		
Single Phase Fee (new)	110.00	110.00
Single Phase Fee (change)	66.00	66.00
Three Phase Fee (new)	154.00	154.00
Three Phase Fee (change)	88.00	88.00
300 - 399 amps		
Single Phase Fee (new)	166.00	166.00
Single Phase Fee (change)	100.00	100.00
Three Phase Fee (new)	232.00	232.00
Three Phase Fee (change)	132.00	132.00
400 - 499 amps		
Single Phase Fee (new)	221.00	221.00
Single Phase Fee (change)	132.00	132.00
Three Phase Fee (new)	309.00	309.00
Three Phase Fee (change)	176.00	176.00

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
500 - 599 amps		
Single Phase Fee (new)	276.00	276.00
Single Phase Fee (change)	166.00	166.00
Three Phase Fee (new)	386.00	386.00
Three Phase Fee (change)	221.00	221.00
600 - 699 amps		
Single Phase Fee (new)	331.00	331.00
Single Phase Fee (change)	198.00	198.00
Three Phase Fee (new)	463.00	463.00
Three Phase Fee (change)	265.00	265.00
700 - 799 amps		
Single Phase Fee (new)	386.00	386.00
Single Phase Fee (change)	232.00	232.00
Three Phase Fee (new)	541.00	541.00
Three Phase Fee (change)	310.00	310.00
800 - 899 amps		
Single Phase Fee (new)	441.00	441.00
Single Phase Fee (change)	265.00	265.00
Three Phase Fee (new)	617.00	617.00
Three Phase Fee (change)	353.00	353.00
900 - 999 amps		
Single Phase Fee (new)	497.00	497.00
Single Phase Fee (change)	298.00	298.00
Three Phase Fee (new)	695.00	695.00
Three Phase Fee (change)	397.00	397.00
1,000 - 1,099 amps		
Single Phase Fee (new)	551.00	551.00
Single Phase Fee (change)	331.00	331.00
Three Phase Fee (new)	772.00	772.00
Three Phase Fee (change)	441.00	441.00
1,100 - 1,199 amps		
Single Phase Fee (new)	607.00	607.00
Single Phase Fee (change)	364.00	364.00
Three Phase Fee (new)	816.00	816.00
Three Phase Fee (change)	463.00	463.00
1200 amps		
Single Phase Fee (new)	662.00	662.00
Single Phase Fee (change)	397.00	397.00
Three Phase Fee (new)	860.00	860.00
Three Phase Fee (change)	485.00	485.00
Over 1,200 amps		
Single Phase Fee (new)	662.00 plus 26 per 50 amps after	662.00 plus 26 per 50 amps after
Single Phase Fee (change)	397.00 plus 16 per 50 amps after	397.00 plus 16 per 50 amps after
Three Phase Fee (new)	860.00 plus 21 per 50 amps after	860.00 plus 21 per 50 amps after
Three Phase Fee (change)	485.00 plus 11 per 50 amps after	485.00 plus 11 per 50 amps after
Electrical Permits (additions and repairs)		
0 - 20 amps (per circuit)	5.00	5.00
24 - 40	6.00	6.00
41 - 60	8.00	8.00
61 - 150	17.00	17.00
over 150 amps	22.00	22.00
Pool Grounding	61.00	61.00
Repair Wiring, Apparatus, Fixtures	56.00	56.00
Fire Prevention Permit		
Minimum	N/A	59.00
State Levy	N/A	2%
Correction/Amending Permit Fee	N/A	56.00
Extension of Permits	N/A	88.00
Extra Inspections Trips (each)	N/A	59.00
Fire Prevention Permit	N/A	59.00 plus .005 of value
Plumbing Permits		
Minimum	56.00	56.00
State Levy	2.00%	2.00%
Correction/Amending Permit Fee	53.00	53.00
Extension of Permits	80.00	80.00
Extra Inspection Trips (each)	56.00	56.00
Each Fixture, Floor Drain, or Trap	8.00	8.00
Each Sewer (sanitary and storm)	8.00	8.00
Each Sewer Replaced or Repaired	39.00	39.00
Each Manhole	8.00	8.00
Each Roof Drain	8.00	8.00
Each Area Drain	8.00	8.00
Each Water Heater	8.00	8.00
Each Water Line (New Residential)	8.00	8.00
Each Water Line (Existing Residential)	39.00	39.00
Each Water Line (Commercial)	110.00	110.00
Each Sewer Line (Commercial)	110.00	110.00

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
Backflow Preventer	8.00	8.00
Mechanical and Gas Permits		
Minimum	56.00	56.00
State Levy	2.00%	2.00%
Correction/Amending Permit Fee	53.00	53.00
Extension of Permits	83.00	83.00
Extra Inspection Trips (each)	56.00	56.00
Mechanical Permit Fees		
Chiller, Cooling Tower, Tank	\$36.00 each	\$36.00 each
AC Equipment, Boiler, Furnace Gas Pack, Forced Air, Misc. Heater, Gas Piping	\$19.00 each	\$19.00 each
Air Handler	\$9.00 each	\$9.00 each
Duct Work, Misc Fan, Range Hood	\$7.00 each	\$7.00 each
Elevator Installation		
\$0-5,000	56.00	56.00
5,001-6,000	61.00	61.00
Above 6,000	56.00 plus \$6.00 per \$1,000 value	56.00 plus \$6.00 per \$1,000 value
Fire Alarm and Fire Suppression		
\$0 - 5,000	56.00	56.00
5,001 - 6,000	59.00	59.00
Above 6,000	\$56 plus \$9.00 per \$1,000	\$56 plus \$9.00 per \$1,000
LPG Tanks and Associated Piping		
0 - 2,000 gallons	56.00	56.00
over 2,000	56.00 plus \$4.00/10,000 gallons	56.00 plus \$4.00/10,000 gallons
Flammable Liquid Tanks and Associated Piping		
0 - 50,000 gallons	56.00	56.00
over 50,000	56.00 plus \$4.00/10,000 gallons	56.00 plus \$4.00/10,000 gallons
Fuel Piping Outlet Each	56.00	56.00
Plan Review		
All Structures - Residential		
0 - 2,499 square feet	83.00	83.00
2,500 - 5,000	110.00	110.00
5,000 - 10,000	138.00	138.00
10,001 - 30,000	193.00	193.00
30,001 - 50,000	276.00	276.00
50,001 - 100,000	331.00	331.00
Above 100,000	386.00	386.00
All Structures - Commercial		
0 - 2,499 square feet	87.00	87.00
2,500 - 5,000	116.00	116.00
5,000 - 10,000	145.00	145.00
10,001 - 30,000	203.00	203.00
30,001 - 50,000	290.00	290.00
50,001 - 100,000	348.00	348.00
Above 100,000	405.00	405.00
Fire Plan Review		
Fire sprinkler system new < 10 w/calcs, or alterations < 10 existing sprinkler heads not located in the most remote area involving new hydraulic calculations	N/A	50.00
5 foot stub-out for fire protection systems submitted separately from complete fire sprinkler or fire main	N/A	50.00
Fire alarm system alterations where the submittal does not require battery calculations, or the removal of any or all components of non-required system	N/A	50.00
Kitchen hood fire suppression systems installation / alteration	N/A	50.00
Fire sprinkler system new installation 11-20 w/calcs, alterations of 11-20 existing sprinkler heads not located in the most remote area involving new hydraulic calculations or removal of any	N/A	100.00
FM 200 clean agent system installation or alteration	N/A	100.00
Fire alarm new installations or alterations that involve ≤ 5 devices, that require battery calculations	N/A	100.00
Spray paint booth installation / alteration	N/A	100.00
Fire sprinkler systems installation or alteration that involve ≥ 21 sprinkler heads	N/A	200.00
Fire alarm systems new installations or alterations ≥ 6 devices, that require battery calculations	N/A	200.00
Moving		
Out of City to In City	579.00	579.00
In City to Out of City	303.00	303.00
Within City	303.00	303.00
Through City	110.00	110.00
Accessory Structures		
0 - 100 square feet	56.00	56.00
101 - 300	56.00	56.00
301 - 600	71.00	71.00

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>Demolition</b>		
One to Two Family Residences	61.00	61.00
Any Residential Accessory Structure	56.00	56.00
<b>All Other Buildings</b>		
0 - 60,000 square feet	110.00	110.00
over 60,000	\$27/15,000 sqft	\$27/15,000 sqft
<b>Sign Fees</b>		
<b>In Addition to Minimum Permit Fee</b>		
1 - 40	56.00	56.00
41 - 80	61.00	61.00
over 80	71.00	71.00
Elevator Compliance Card	56.00	56.00
<b>Amusement Ride Inspection</b>		
Kiddie Ride	16.00	16.00
Major Ride	26.00	26.00
Spectacular Ride	27.00	27.00
Cross Connection Inspection	56.00	56.00
<b>Private Piers, Greenhouses, and Walls</b>		
\$1 - 2,200	56.00	56.00
over 2,200	\$56 plus 0.2% of value	\$56 plus 0.2% of value
<b>Miscellaneous Fees</b>		
Mobile Homes	56.00	56.00
Modular Classroom Units	61.00	61.00
Tents	56.00	56.00
Chimneys	56.00	56.00
Free Standing Fireplaces/Wood Stoves	56.00	56.00
Stationary Fireplaces	56.00	56.00
Swimming Pools		
\$1 - 2,200	56.00	56.00
over 2,200	\$56 plus 0.2% of value	\$56 plus 0.2% of value
<b>Certificate of Occupancy</b>		
Residential	56.00	56.00
Commercial	110.00	110.00
Extension of Residential, Commercial and Temp C.O.		
Temporary	110.00	110.00
Rental	56.00	56.00
Two or More Units (per unit)	34.00	34.00
Reinspection	56.00	56.00
Business License Inspection	110.00	110.00
Board of Building Code Appeal	276.00	276.00
Extension of Permits	83.00	83.00
<b>Tower, Antennas and Like Structures</b>		
\$0 - 4999 value	107.00	107.00
5,000 - 19,999	428.00	428.00
20,000 - 99,999	1,227.00	1,227.00
over 100,000	\$1,227 plus \$4 per \$1,000	\$1,227 plus \$4 per \$1,000
<b>Building Fees</b>		
Residential New Construction	.09/sq.ft.	.09/sq.ft.
Commercial New Construction	.10/sq.ft.	.10/sq.ft.
Correction /Amending Permit Fee	53.00	53.00
Extension of Permits	83.00	83.00
Extra Inspection Trips (each)	56.00	56.00
Additional/Alteration/Repair (Commercial & Residential) based on value of construction		
\$0.00-\$5,000	\$0.013	\$0.013
\$5,001-\$20,000	\$0.009	\$0.009
\$20,001 and above	\$0.007	\$0.007
<b>Zoning Fees</b>		
Minimum	39.00	39.00
State Levy	2.00%	2.00%
Commercial Business Clearance	110.00	110.00
Board of Building Code Appeal	276.00	276.00
Zoning Permits (includes Farm Affidavits)	39.00	39.00
Home Occupation Permits (zoning review)	39.00	39.00
<b>Health Department Evaluation</b>		
New Construction	110.00	110.00
Updates	56.00	56.00
Board of Zoning Appeals	551.00	551.00
Administrative Variance Request	66.00	66.00
<b>Chesapeake Bay Special Exception Request</b>		
Reviewed by Zoning Administrator	56.00	56.00
If Forwarded to Board of Zoning Appeals	331.00	331.00

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
Written Determination by Zoning Administrator	100.00	100.00
Special Entertainment Permit	\$56.00 plus fees for in-kind services such as Police, Fire, Equipment Rental, etc.	N/A
Junkyard Compliance Inspection (yearly)	105.00	105.00
Temporary Use Permit	39.00	39.00
Unified Development Ordinance	Cost	N/A
Temporary Signs	39.00	39.00
Building Permits:		
Permit Issued No Inspections Completed	75%	75%
Foundation Inspection Completed	50%	50%
Framing & Foundation Inspection Completed	25%	25%
Electrical Permits:		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
Mechanical Permits:		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
Gas Permits:		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
Plumbing Permits		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
Small Cell Tower		
Value of \$0-\$4,999	N/A	102.00
\$5,000-\$19,999	N/A	408.00
\$20,000-\$99,999	N/A	1,169.00
Over \$100,000	N/A	1,169.00 plus 4.00 per 1,000
<i>* All refunds subject to \$15.00 processing Fee-no refunds will be issued for amounts less than \$15.00</i>		
<b>POLICE</b>		
Annual Alarm Registration	25.00	25.00
Alarm Registration Renewal	10.00	10.00
Alarm Registration Late Fee (after 30 days)	25.00	25.00
Fee to alarm company for failure to provide alarm user list	25.00 per working day until compliance	25.00 per working day until compliance
Reinstatement fee for failure to provide alarm user list	100.00 + 10.00 per registered user	100.00 + 10.00 per registered user
Late fee for registration renewal (after 30 days)	25.00	25.00
Use of Automatic Dialer	100.00	100.00
Audible Alarm Violation	100.00	100.00
Reinstatement Fee for failure to provide ARM	100.00 + 10.00 per registered user	100.00 + 10.00 per registered user
Failure of alarm company to provide customer False Alarm Prevention checklist	50.00	50.00
Failure of alarm company to provide Alarm Installer checklist	50.00	50.00
Failure of alarm company to provide Alarm Dispatch Records request	50.00	50.00
Security Alarm Company <i>Initial</i> Registration*	100.00	100.00
Late fee for Security Alarm Company registration (after 30 days)	25.00	25.00
Security Alarm Company Registration Renewal less than 50 alarm sites in Suffolk*	100.00	100.00
Security Alarm Company Registration Renewal 51+ alarm sites in Suffolk	100.00	100.00
Reinstatement fee for alarm installation/monitoring company	100.00	100.00
General false alarm fee for second response	50.00	50.00
General false alarm fee for third response	100.00	100.00
General false alarm fee for fourth and subsequent response	150.00	150.00
Robbery/panic false alarm for second response	100.00	100.00
Robbery/panic false alarm for third response	150.00	150.00
Robbery/panic false alarm for fourth and all subsequent response	250.00	250.00
Reinstatement fee to alarm user for suspended alarm registration	50.00	50.00
Late fee for failure to pay false alarm fees after 30 days	25.00	25.00
False Alarm fee for non-registered alarm per response	100.00	100.00
Fee to monitoring co. for calling in on suspended /unregistered alarm site	100.00	100.00
Fee to alarm company for making false statement	100.00	100.00
Fee to alarm company for causing false alarm response per response	75.00	75.00
Fee to monitoring company for failure to verify alarm system signal	100.00	100.00
Fee for appeals per request	25.00	25.00
Local Record Check	10.00	10.00
Accident Report	10.00	10.00
Incident Report	10.00	10.00

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
Fingerprinting	\$10 for first card, and \$5 for additional cards	\$10 for first card, and \$5 for additional cards
Photographs	7.00 or cost whatever is greater	7.00 or cost whatever is greater
Chauffeur's License	20.00	20.00
Solicitation Permit	15.00	15.00
Concealed Weapon Permit	35.00	35.00
Computer Generated Reports	Cost, but not less than 15.00	Cost, but not less than 15.00
Certificate of Public Convenience	\$30.00 plus \$20 for annual inspection or reinspection of each vehicle listed	\$30.00 plus \$20 for annual inspection or reinspection of each vehicle listed
Security Services	Police Officer/\$30 per hour, minimum 2 hours Supervisor/\$35 per hour, minimum	Police Officer/\$30 per hour, minimum 2 hours Supervisor/\$35 per hour, minimum
Reclaim Fee (Animal Shelter and Management)	15.00 per day	15.00 per day
Adoption - Feline Adoption Spayed or Neutered with Vaccines (Animal Shelter)	75.00	75.00
Adoption - Canine Spayed or Neutered with Vaccines (Animal Shelter)	95.00	95.00
Adoption - Animal other than Feline or Canine (Animal Shelter)	25.00	25.00
Dog License Fee - Spayed or Neutered (Animal Shelter)	5.00	5.00
Dog License Fee - Not Spayed or Neutered (Animal Shelter)	10.00	10.00
Dog License Fee - Duplicate	1.00	1.00
Lifetime Dog License Fee - Spayed or Neutered (Animal Shelter)	50.00	50.00
Dangerous Dog Registration Certificate	150.00	150.00
Dangerous Dog Registration Certificate Renewal	85.00	85.00
Kennel License	\$50 per block of 10 dogs	\$50 per block of 10 dogs
Full Scale Accident Diagram	5.00	5.00
Audio Dispatch Tape/CD	15.00	15.00
CAD Report	6.00	6.00
Color Copy	0.50	0.50
Black & White Copy	0.25	0.25
Photographs on CD	15.00	15.00
Video Tape	15.00	15.00
<b>PUBLIC UTILITIES</b>		
Bacteriological Tests (each)	35.00	40.00
Delinquency Fees		
Door tag placement	10.00	10.00
Disconnect/Reconnect of Water Service	25.00	25.00
Meter Removal	50.00	50.00
Finance Charges	1.5 % per month with \$0.50 minimum	1.5 % per month with \$0.50 minimum
Illegal Connect/Reconnection of Water Service	100.00	100.00
Water Conservation Reconnection Fees		
1st Violation	250.00	250.00
Subsequent Violations	500.00	500.00
Water Rate per 100 cubic feet (July 1 - September 30 December 31)	9.71	9.71
Water Rate per 100 cubic feet (October 1 - June 30)	9.71	9.97
WTWA Wholesale Water Rate (per 100 cubic feet)	4.84	4.86
WTWA Fixed Capacity Charge (per month)	199,026.00	200,470.00
WTWA Meter Service Charge (per month)	200.00	200.00
Water Conservation Service Charge Rate	1.25 x Meter Rate	1.25 x Meter Rate
Water Usage Non Metered (per month - 5 ccf) (July 1 - September 30-December 31)	48.55	48.55
Water Usage Non Metered (per month - 5 ccf) (October 1 - June 30)	48.55	49.80
Meter Service Charge (per month) (July 1 - September 30 December 31)		
5/8 and 3/4 inch meter	11.25 (Billed at \$0.370 per day per billing cycle)	11.25 (Billed at \$0.370 per day per billing cycle)
1 inch meter	28.15 (Billed at \$0.925 per day per billing cycle)	28.15 (Billed at \$0.925 per day per billing cycle)
1½ inch meter	56.25 (Billed at \$1.850 per day per billing cycle)	56.25 (Billed at \$1.850 per day per billing cycle)
2 inch meter	90.00 (Billed at \$2.959 per day per billing cycle)	90.00 (Billed at \$2.959 per day per billing cycle)
3 inch meter	168.75 (Billed at \$5.548 per day per billing cycle)	168.75 (Billed at \$5.548 per day per billing cycle)
4 inch meter	286.25 (Billed at \$9.411 per day per billing cycle)	286.25 (Billed at \$9.411 per day per billing cycle)
6 inch meter	562.50 (Billed at \$18.493 per day per billing cycle)	562.50 (Billed at \$18.493 per day per billing cycle)
8 inch meter	900.00 (Billed at \$29.589 per day per billing cycle)	900.00 (Billed at \$29.589 per day per billing cycle)
10 inch meter	1,293.75 (Billed at \$42.534 per day per billing cycle)	1,293.75 (Billed at \$42.534 per day per billing cycle)
Meter Service Charge (per month) (October 1 - June 30)		
5/8 and 3/4 inch meter	11.25 (Billed at \$0.370 per day per billing cycle)	12.75 (Billed at \$0.419 per day per billing cycle)
1 inch meter	28.15 (Billed at \$0.925 per day per billing cycle)	31.90 (Billed at \$1.048 per day per billing cycle)
1½ inch meter	56.25 (Billed at \$1.850 per day per billing cycle)	63.75 (Billed at \$2.096 per day per billing cycle)
2 inch meter	90.00 (Billed at \$2.959 per day per billing cycle)	102.00 (Billed at \$3.353 per day per billing cycle)
3 inch meter	168.75 (Billed at \$5.548 per day per billing cycle)	191.25 (Billed at \$6.288 per day per billing cycle)
4 inch meter	286.25 (Billed at \$9.411 per day per billing cycle)	318.75 (Billed at \$10.480 per day per billing cycle)
6 inch meter	562.50 (Billed at \$18.493 per day per billing cycle)	637.50 (Billed at \$20.959 per day per billing cycle)
8 inch meter	900.00 (Billed at \$29.589 per day per billing cycle)	1020.00 (Billed at \$33.534 per day per billing cycle)
10 inch meter	1,293.75 (Billed at \$42.534 per day per billing cycle)	1,466.25 (Billed at \$48.214 per day per billing cycle)
Water Connection Charge (installed by city)		
5/8 inch & 3/4 inch meter	2,000.00	2,000.00
1 inch meter	2,300.00	2,300.00
1½ inch meter	2,600.00	2,600.00
2 inch meter	3,000.00	3,000.00

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
When the size is above those listed a charge equal to actual cost of installation plus 25%	Actual cost x 1.25	Actual cost x 1.25
Water Connection Charge (installed by developer)	50.00	50.00
Water Availability Charge (residential)		
Single Family	5,520.00	5,520.00
Attached Multi Family (Building with 2 to 4 units) (cost per unit)	4,970.00	4,970.00
Attached Multi Family (Building with 5 to 16 units) (cost per unit)	4,420.00	4,420.00
Attached Multi Family (Building with 17 to 24 units) (cost per unit)	3,865.00	3,865.00
Attached Multi Family (Building 25 + units) (cost per unit)	3,310.00	3,310.00
Mobile Home Park (cost per unit)	3,900.00	3,900.00
Water Availability Charge (commercial)		
5/8 and 3/4 inch meter	5,520.00	5,520.00
1 inch meter	13,520.00	13,520.00
1½ inch meter	26,950.00	26,950.00
2 inch meter	43,120.00	43,120.00
3 inch meter	80,850.00	80,850.00
4 inch meter	134,750.00	134,750.00
6 inch meter	269,500.00	269,500.00
8 inch meter	431,200.00	431,200.00
10 inch meter	619,850.00	619,850.00
Installment Payments		
Down Payment	250.00	250.00
Interest	Equal to prime rate - July 1	Equal to prime rate - July 1
Finance charge	1 1/2 % or \$0.50 minimum per month	1 1/2 % or \$0.50 minimum per month
New Account Setup Charge	10.00	10.00
Fire Hydrant Meter Rental Charge (excludes water usage charge)	300.00	\$100/month
Fire Hydrant Flow Test Fee/Water Model Evaluation	400.00	400.00
Sewer Collection (per 100 cubic feet) (July 1-September-30 December 31)	7.27	7.27
Sewer Collection (per 100 cubic feet) (October 1 - June 30)	7.27	7.54
Sewer Usage Not Metered (per month 5 ccf) (July 1 - Sept-30 - December 31)	36.35	36.35
Sewer Usage Not Metered (per month 5 ccf) (October 1 - January 1 - June 30)	36.35	37.70
Sewer Connection Charge (installed by city)		
4 inch lateral size	1,800.00	1,800.00
6 inch lateral size	3,000.00	3,000.00
Greater than 6 inch	actual cost of installation plus 25%	actual cost of installation plus 25%
Sewer Connection Charge (installed by developer)	50.00	50.00
Sewer Availability Charge (residential)		
Single Family	6,000.00	6,000.00
Attached Multi Family (Building with 2 to 4 units), (cost per unit)	5,400.00	5,400.00
Attached Multi Family (Building with 5 to 16 units), (cost per unit)	4,800.00	4,800.00
Attached Multi Family (Building with 17-24 units), (cost per unit)	4,200.00	4,200.00
Attached Multi Family (Building 25+ units), (cost per unit)	3,600.00	3,600.00
Mobil Home Park (cost per unit)	3,900.00	3,900.00
Sewer Availability Charge (commercial)		
5/8 and 3/4 inch meter	6,000.00	6,000.00
1 inch meter	14,800.00	14,800.00
1½ inch meter	29,500.00	29,500.00
2 inch meter	47,100.00	47,100.00
3 inch meter	88,100.00	88,100.00
4 inch meter	146,800.00	146,800.00
6 inch meter	293,400.00	293,400.00
8 inch meter	469,300.00	469,300.00
10 inch meter	674,600.00	674,600.00
Manual of Cross Connection Policies	20.00	20.00
Plan sheet copies 24" x 36" (per sheet)	2.00	2.00
Copies (black and white (each)	0.20	0.20
Copies (color) (each)	0.35*	0.35*
Engineering Review		
Site Plans Review	\$1,500 Base Fee plus \$1.50/if for every foot of public water & sewer mains beyond the initial 250 if no mains plus pump station review fee	\$1,500 Base Fee plus \$1.50/if for every foot of public water & sewer mains beyond the initial 250 if no mains plus pump station review fee
Engineering Plans Review	\$2,500 Base Fee plus \$.15/if for every foot of public water & sewer mains plus pump station review fee	\$2,500 Base Fee plus \$.15/if for every foot of public water & sewer mains plus pump station review fee
Engineering Plans/Site Plans Amendments	\$500/Submittal	\$500/Submittal
Plats	200.00	200.00
Pump Station Review/Sewer Model Evaluation	\$2,000 per station	\$2,000 per station
Single Family Grinder Pump Review/Inspection	300.00	300.00

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
Engineering Construction Inspection		
Sanitary Sewer Facilities	\$1.50/LF for every foot of public sewer installed	\$1.50/LF for every foot of public sewer installed
Water Transmission/Distribution Facilities	\$1.50/LF for every foot of public sewer installed	\$1.50/LF for every foot of public sewer installed
Site Plan with Public Utilities	\$1,500 plus \$1.50 for every foot of public water or sewer mains installed	\$1,500 plus \$1.50 for every foot of public water or sewer mains installed
Inspection Fee for Overtime Work at Developers Request	At Cost	At Cost
Environmental Incentive - Water		
5/8 and 3/4 inch meter	3,250.00	3,250.00
1 inch meter	8,125.00	8,125.00
1½ inch meter	16,250.00	16,250.00
2 inch meter	26,000.00	26,000.00
3 inch meter	48,750.00	48,750.00
4 inch meter	81,250.00	81,250.00
Environmental Incentive - Sewer		
5/8 and 3/4 inch meter	1,750.00	1,750.00
1 inch meter	4,375.00	4,375.00
1½ inch meter	8,750.00	8,750.00
2 inch meter	14,000.00	14,000.00
3 inch meter	26,250.00	26,250.00
4 inch meter	43,750.00	43,750.00
<b>PUBLIC WORKS</b>		
Traffic Engineering Inspection and Plan Review		
Site Plan:	\$1,000/application	\$1,000/application
Engineering Plans:	\$1,500/application	\$1,500/application
Major Final Subdivision Plats:	\$100/plat	\$100/plat
Traffic Engineering Study Fee	\$100/hr	\$100/hr
Traffic Signal Inspection Fee	\$18,000 per location	\$18,000 per location
Inspection Services	\$70/hr	\$70/hr
Golf Cart Study Fee	\$1,600/application	\$1,600/application
Golf Cart Signs (per location)	\$250 per location	\$250 per location
No Wake Zone Study Fee	N/A	550.00
No Wake Zone Posting	N/A	At Cost
Right-of-Way Encroachment Permit	125.00	125.00
Shared Mobility Device System Application Fee	N/A	>10 Devices \$200 10>50 Devices \$1,500 50< Devices \$5,000 Defined by Permit
Impact Fee	N/A	Defined by Permit
Stormwater and Public Works Engineering		
Storm Water Utility Fee	6.00/mo/ERU	6.00/mo/ERU
Inspection Fee for Engineering Plans	2% of engineers cost estimate plus 2% of E&S bond estimate; \$1,400 minimum	2% of engineers cost estimate plus 2% of E&S bond estimate; \$1,400 minimum
Inspection Fee for Site Plans/E&S Only Plans	\$400/acre;\$1,400 minimum not to exceed \$8,000	\$400/acre;\$1,400 minimum not to exceed \$8,000
Inspection Fee for Overtime Work at Development Request	at cost	At Cost
Stormwater/E & S plan review		
Site Plan Review Fee	Less than-10,000 sf of disturbance - \$460 10,000-0.5 acre of disturbance -\$835 Greater than 0.5 and up to 1.0 acre of disturbance- \$1585 (Plans with disturbance greater than 1.0 acre shall add \$250/additional acre of disturbance or any portion thereof) The following state fees shall be added accordingly ≥1.0-5.0 acres + \$756 >5.0-10.0 acres + \$952 >10.0-50.0 acres + \$1,260 >50.00-100.00 acres + \$1,708 >100.00 acres + \$2,688  Plan Amendment = \$350	Less than-10,000 sf of disturbance - \$460 10,000-0.5 acre of disturbance -\$835 Greater than 0.5 and up to 1.0 acre of disturbance- \$1585 (Plans with disturbance greater than 1.0 acre shall add \$250/additional acre of disturbance or any portion thereof) The following state fees shall be added accordingly ≥1.0-5.0 acres + \$756 >5.0-10.0 acres + \$952 >10.0-50.0 acres + \$1,260 >50.00-100.00 acres + \$1,708 >100.00 acres + \$2,688  Plan Amendment = \$350
Engineering Plan Review Fee	\$1000 + \$1/lf of roadway The following state fees shall be added accordingly ≥1.0-5.0 acres + \$756 >5.0-10.0 acres + \$952 >10.0-50.0 acres + \$1,260 >50.00-100.00 acres + \$1,708 >100.00 acres + \$2,688 Plan Amendments = \$350	\$1000 + \$1/lf of roadway The following state fees shall be added accordingly ≥1.0-5.0 acres + \$756 >5.0-10.0 acres + \$952 >10.0-50.0 acres + \$1,260 >50.00-100.00 acres + \$1,708 >100.00 acres + \$2,688 Plan Amendments = \$350
Modification or Transfer of General Permit/Registration Statement for Discharges of Stormwater from Construction Activities	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-825	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-825
Annual Maintenance fees for General or Individual Permits for Discharges of Stormwater from Construction Activities	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-830	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-830
Minor Subdivision Plan Review Fee	150.00	150.00
Major Subdivision Maintenance Agreement Review Fee	\$750 per plat	\$750 per plat
Single Family E&S Site Plan Review	290.00	290.00
Stormwater Maintenance Agreement Review Fee	150.00	150.00
Storm Sandbags (Suffolk Residents Only)	N/A	3.00
Pro Rata Share Fees		
Chowan Watershed	958/acre	958/acre
Great Dismal Watershed	263/acre	263/acre
James River Watershed	632/acre	632/acre

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
<b>Permits</b>		
Right of Way Permit	125.00	125.00
plus asphalt (per cubic foot)	Cost	Cost
plus concrete (per cubic foot)	Cost	Cost
Driveway Apron (per square foot)	2.50	2.50
Street Name Signs (private - black and yellow)	600.00	600.00
Street Name Signs (public - green and white)	600.00	600.00
<b>Permits (continued)</b>		
Special Permits for Oversized and Overweight Vehicles		
Single-Trip Permit	75.00	75.00
Single-Trip House Move Permit	100.00	100.00
Blanket-Term Permit	300.00	300.00
General Engineering Review	at cost	at cost
In-depth Engineering Review	at cost	at cost
<b>Maps - Printed Map Products</b>		
GIS Tax Map (single map)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Other Map Product (single map)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Generalized City Base Map (single map)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
<b>Maps - Specialized Map Services</b>		
Special Map Production Services (per hour)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Specialized Data Analysis Services (per hour)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
<b>Refuse Collection</b>		
Automated Refuse Container	70.00	70.00
*Refuse and Recycling Service (July 1 - December 31)	21.30/mo/unit	21.30/mo/unit
*Refuse and Recycling Service (January 1 - June 30)	21.30/mo/unit	25.25/mo/unit
<b>Bulk Refuse Service</b>		
1-12 CY bulk collection - before 12 free collections are used	No Charge	No Charge
13-24 CY bulk collection - before 12 free collections are used	47.50	47.50
1-12 CY bulk collection - after 12 free collections	47.50	47.50
13-24 CY bulk collection - after 12 free collections	105.00	105.00
Evictions	170.00	170.00
<b>Bulk Refuse Service - Roll Off</b>		
Weekdays	120.00	120.00
Weekends	170.00	170.00
<i>* Does not include commercial refuse collection</i>		
<b>TRANSIT</b>		
<b>Fares-Regular Bus Service (Not Paratransit)</b>		
Adult - One way (No Transfer)	1.50	1.50 Temporarily Suspended During Pandemic State of Emergency
Adult - All day (Unlimited Transfer)	3.00	3.00 Temporarily Suspended During Pandemic State of Emergency
Adult - Monthly Pass	57.50	57.50 Temporarily Suspended During Pandemic State of Emergency
Student (6-18 yrs) - One way (No Transfer)	1.00	1.00 Temporarily Suspended During Pandemic State of Emergency
Student (6-18 yrs) - All day (Unlimited Transfer)	2.00	2.00 Temporarily Suspended During Pandemic State of Emergency
Student (6-18 yrs) - Monthly Pass	37.50	37.50 Temporarily Suspended During Pandemic State of Emergency
Disabled and/or Senior (55+ yrs) - One way (No Transfer)	0.75	0.75 Temporarily Suspended During Pandemic State of Emergency
Disabled and/or Senior (55+ yrs) - All day (Unlimited Transfer)	1.50	1.50 Temporarily Suspended During Pandemic State of Emergency
Disabled and/or Senior (55+ yrs) - Monthly Pass	27.50	27.50 Temporarily Suspended During Pandemic State of Emergency
Fare - Paratransit - One way (Qualified individuals only)	3.00	3.00 Temporarily Suspended During Pandemic State of Emergency
<b>TOURISM</b>		
<b>Conference Room (9 am to 5 pm)</b>		
Non-Profit (first two hours)	25.00	25.00
Additional Hours	5.00/hour	5.00/hour
For-Profit (first two hours)	75.00	75.00
Additional Hours	15.00/hour	15.00/hour
<b>Multipurpose Room (6 pm to midnight)</b>		
Deposit (non-refundable)	150.00	150.00
Non-Profit Event	50.00/hour	50.00/hour
For-Profit Event	80.00/hour	80.00/hour
<b>Visitor Center Pavilion</b>		
Deposit (non-refundable)	300.00	300.00
Each additional hour (two hour minimum)	100.00/hour	100.00/hour

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2020-2021

Fees	Fiscal Year 2019-2020	Fiscal Year 2020-2021
Farmer's Market Booth Rental (Pavilion)		
Standard Booth	60.00/season	75.00/season
Expanded Booth	100.00/season	125.00/season
Exterior (Uncovered) Space	40.00/season	45.00/season
One-day Vendor Pass	15.00/one day	15.00/one day
Interpreted Bus Tour Historic District		
Adult	8.00	8.00
Senior (60+) and Child (3 to 12), Military	6.00	6.00
Interpreted Bus Tour Great Dismal Swamp		
Adult	10.00	10.00
Senior (60+) and Child (9 to 12), Military	8.00	8.00
Guided Cedar Hill Cemetery Stroll		
Adult	7.00	7.00
Senior (60+) and Child (9 to 12), Military	5.00	5.00
Interpreted Canoe Tour	40.00	40.00
Ghost Walk		
Adult	10.00	10.00
Senior (60+) and Child (9 to 12), Military	8.00	8.00
Guided Nature Walks		
Adult	7.00	7.00
Senior (60+); Child (9-12); Military	5.00	5.00
Nansemond River Kayak Tours	40.00	40.00
Lone Star Lakes Kayak Tours	40.00	40.00
Bennett's Creek Kayak Tours	40.00	40.00
Seaboard Station Railroad Museum		
Guided Museum Tour (12 and older)	2.00/per person	2.00/per person
Guided Museum Tour-Group Rate	1.00/per person	1.00/per person
Family Membership-Unlimited Visits (up to 4 people)	40.00/year	40.00/year
Seaboard Station Birthday Party Rental Package (basic)		
Deposit (non-refundable)	25.00	25.00
Payment Due Day of Party	100.00	100.00
Seaboard Station Birthday Party Rental Package (premier)		
Deposit (non-refundable)	50.00	50.00
Payment Due Day of Party	250.00	250.00
Seaboard Station Railroad Museum After Hours Reception Rental		
Non-profit (first two hours)	75.00	75.00
Additional Hours	25.00/hour	25.00/hour
For-profit (first two hours)	150.00	150.00
Additional Hours	50.00/hour	50.00/hour
Seaboard Station Railroad Museum After Hours Meeting Rental		
Non-profit (first two hours)	25.00	25.00
Additional Hours	5.00/hr	5.00/hr
For-profit (first two hours)	50.00	50.00
Additional Hours	15.00/hour	15.00/hour
Fee Based Activities Not Described	Cost	Cost
Visitor Center Display Case - Limit of 4	\$100/quarter when available	\$100/quarter when available
<b>TREASURER</b>		
Return Check	50.00	50.00
Set Off Debt	30.00	30.00
Distress Collection Fee	30.00	30.00
Copy of Delinquent Report	100.00	100.00
Vehicle Withholding Registration Fee	25.00	25.00
Delinquent Tax Collection (prior to judgment)	30.00	30.00
Delinquent Tax Collection (after judgment)	35.00	35.00
Attorney or Collection Agency Fees	20%	20%
Service Fee for Out-of-City processing (per Defendant)	28.00	28.00
For each additional warrant served	12.00	12.00
Roll Back Tax Interest	10%	10%
Charge Card Convenience Fees		
Visa Debit Cards Only	4.15	0.00
Visa Debit Cards; Mastercard Debit or Credit and AMEX		
\$0.01 to \$144.00	4.15	0.00
\$144.01 and higher	2.89% of payment amount	0.00
Sturgis		
Charge Card Convenience Fees	2.5% of payment amount plus .30 transaction fee	2.5% of payment amount plus .30 transaction fee Temporarily Suspended During Pandemic State of Emergency
E-Check Convenience Fee	\$1.50 per transaction	\$1.50 per transaction Temporarily Suspended During Pandemic State of Emergency

# **Public Hearings**

**AGENDA: September 16, 2020, Regular Session**

**ITEM: Ordinance** – An ordinance to rezone and amend the official zoning map of the City of Suffolk in order to amend the previously approved proffered conditions of the Hallstead Reserve residential development for property located at 2575 and 2665 Pruden Boulevard, Zoning Map 25, Parcels 56 and 56B; RZN2020-006 (Conditional)

Attached for your consideration is an ordinance amending the approved proffered conditions for the Hallstead Reserve residential development. In particular, the applicant is requesting to amend the language in proffer 2 pertaining to the number of bedroom units for the proposed 312 apartment units proposed for the site and eliminate proffer 4 which also makes reference to a proposed bedroom breakdown for provided apartment units. Specifically, the amended proffer would add language that would provide the developer the flexibility to offer more than 100 one-bedroom units, while maintaining the overall proffered maximum of 312 apartments units. Presently, this proffer reads “The site shall be developed for multifamily units only. No more than 414 multifamily units shall be proposed on site. This shall consist of 312 Apartments and 102 4-plex units. The apartments shall consist of 100 1-bedroom units and the remaining 212 shall be 2 or more-bedroom units.” The proposed amended language reads as follows: “The site shall be developed for multifamily units only. No more than 414 multifamily units shall be proposed on site. This shall consist of 312 Apartments and 102 4-plex units. The apartments shall consist of a minimum 100 1-bedroom units and the remaining 212 shall be 2 or more-bedroom units.” As proposed, this does not increase the number of apartments units (312) permitted or the overall number of multifamily units (414) permitted on the site.

In addition to the amended language proposed in proffer number 2, the applicant is also proposing to remove proffer number 4, which is a reinforcement of the language contained within previously approved proffer 2 in regard to the bedroom unit breakdown of the proffered 312 apartment units.

Since approval of the original rezoning request, the two parcels involved have been subdivided, creating one additional parcel. As a result of this subdivision, the parcels have been allocated new tax map parcel numbers. For the purpose of this requested proffer amendment, the scope of the conditional rezoning has not changed. This request is being handled in a manner that updates the existing ordinance which cited the parcel numbers as they existed at that time. With the scope not having changed, and the site limits remaining identical as referenced on the attached Exhibit A, the draft ordinance attached references the tax map parcel numbers as previously approved, as this is an amendment to the existing ordinance.

Staff has reviewed and analyzed the provided proffer amendments and has determined that the intent aligns with the original request. As the overall proffered number of units does not increase (312 apartment units, 102 4-plex units, 414 units total), no additional impacts to public facilities is anticipated. As such, staff recommends **approval** of the amended language and that the proposed proffer be accepted as presented.

In accordance with the Code of Virginia and Section 31-305(b) (3) of the Unified Development Ordinance, where an amendment to proffered conditions is requested by the profferer, and where

such amendment does not affect conditions of use or density, such requests shall be forwarded directly to City Council initially for consideration without a public hearing. Once so amended, the proffered conditions shall continue to be an amendment to the zoning ordinance provisions of the Unified Development Ordinance and may be enforced by the Zoning Administrator pursuant to the applicable provisions of the Code of Virginia (Section 15.2-2200, et. seq.)

**ATTACHMENTS:**

General Location Map  
Zoning/Land Use Map  
Existing Ordinance Number 19-O-080  
Proposed Ordinance  
Exhibit A- Property Map  
Exhibit B – Voluntary Proffer Statement

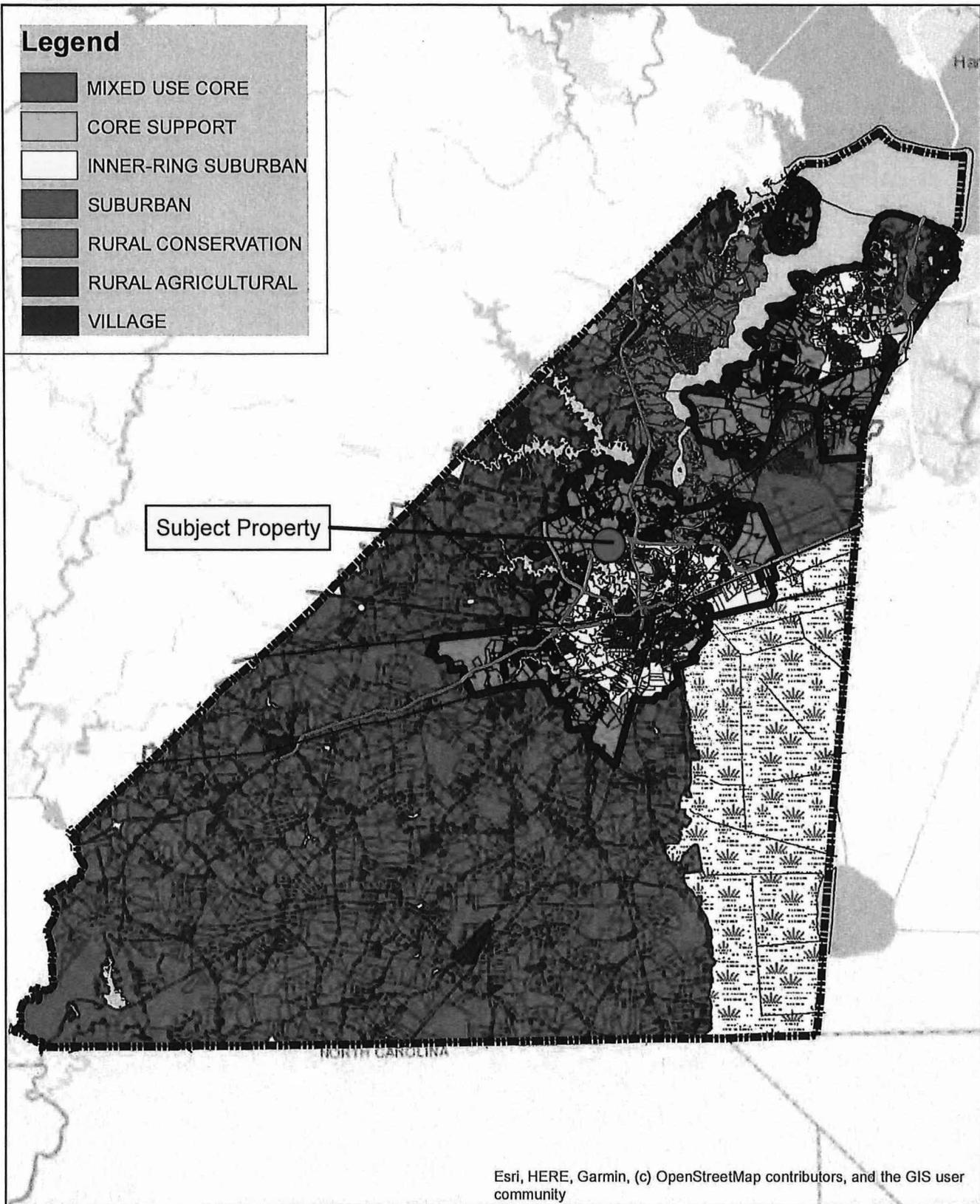


# GENERAL LOCATION MAP

## RZN2020-006

### Legend

-  MIXED USE CORE
-  CORE SUPPORT
-  INNER-RING SUBURBAN
-  SUBURBAN
-  RURAL CONSERVATION
-  RURAL AGRICULTURAL
-  VILLAGE



Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community

User Name: bsmith  
Date: 8/31/2020



# ZONING / LAND USE MAP

## RZN2020-006



User Name: bsmith  
Date: 9/3/2020

**ORDINANCE NUMBER 19-O-080****AN ORDINANCE TO REZONE AND AMEND THE OFFICIAL ZONING MAP OF THE CITY OF SUFFOLK TO CHANGE THE ZONING FROM B-2, GENERAL COMMERCIAL ZONING DISTRICT, TO RU-12, RESIDENTIAL URBAN-12, ZONING DISTRICT, FOR PROPERTY LOCATED AT 2575 AND 2665 PRUDEN BOULEVARD, ZONING MAP 25, PARCELS 56 AND 56B; RZN2018-017 (CONDITIONAL)**

WHEREAS, Melissa Venable, Land Planning Solutions, agent, on behalf of John Napolitano, Napolitano Ventures, LLC, applicant, on behalf of William Walker, Ph.D., property owner, has requested a change in zoning from B-2, General Commercial zoning district, to RU-12, Residential Urban-12 zoning district (Conditional), for property located at 2575 and 2665 Pruden Boulevard, Zoning Map 25, Parcels 56 and 56B, which land is depicted on Exhibit "C"; and

WHEREAS, the proposed rezoning and amendment to the official zoning map have been advertised and reviewed by the Planning Commission in compliance with the requirements of state law; and

WHEREAS, the Planning Commission has made a recommendation as stated in Exhibit "A"; and

WHEREAS, a public hearing before City Council was duly advertised as required by law and held on the 4<sup>th</sup> day of September, 2019, at which public hearing the public was presented with the opportunity to comment on the proposed rezoning.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that:

Section 1. Exhibit "A", "Planning Commission Recommendation", Exhibit "B", "Voluntary Proffer Statement", Exhibit "C", "Property Map", and Exhibit "D" "Hallstead Reserve Rezoning Exhibit", which are attached hereto, are hereby incorporated as part of this ordinance.

Section 2. Findings.

A. Council finds that the proposed rezoning is reasonable, and warranted due to a mistake or change in circumstances affecting the property; and has considered the following factors and finds that the proposed rezoning does not conflict with:

1. the existing use and character of property within the City;
2. the Comprehensive Plan;
3. the suitability of the property for various uses;

4. the trends of growth or change;
5. the current or future requirements of the community as to land for various purposes as determined by population and economic studies and other studies;
6. the transportation requirements of the community;
7. the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services;
8. the conservation of natural resources;
9. the preservation of flood plains;
10. the preservation of agricultural and forestal land;
11. the conservation of properties and their values;
12. the encouragement of the most appropriate use of land throughout the City; and,
13. the expressed purpose of the City's Unified Development Ordinance (UDO) as set out in Section 31-102 of the UDO, as amended, and Section 15.2-2283 of the Code of Virginia, (1950), as amended.

B. The Suffolk City Council makes the following specific findings to the conditions of the rezoning:

1. the proposed rezoning itself gives rise to the need for the proffered conditions;
2. the proffered conditions have a reasonable relationship to the rezoning; and
3. the proffered conditions are in conformity with the 2035 Comprehensive Plan as adopted by City Council on April 1, 2015.

Section 3. Rezoning.

1. The conditions proffered in the attached Exhibit "B" be, and they are hereby, accepted.

2. The property as shown on the attached Exhibit "C" is hereby, conditionally rezoned and the official zoning map be, and it is hereby, amended from B-2, General Commercial Zoning District, to RU-12, Residential Urban-12 Zoning District.
3. The foregoing rezoning and amendment to the official zoning map are expressly made subject to the performance of the conditions hereby proffered and accepted and these conditions shall remain in effect until a subsequent amendment changes the zoning of the property; however, such conditions shall continue if the subsequent amendment is part of a comprehensive implementation of a new or substantially revised zoning ordinance.

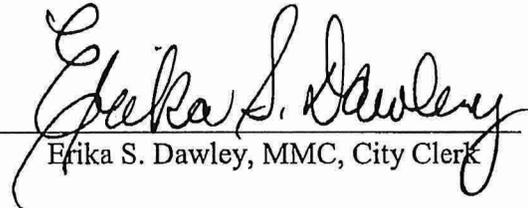
Section 4. Recordation.

A certified copy of this ordinance shall be recorded, by the applicant, in the name of the property owner as grantor in the office of the Clerk of the Circuit Court of the City of Suffolk, Virginia.

This ordinance shall be effective upon passage and shall not be published or codified.

READ AND PASSED: SEPTEMBER 4, 2019

TESTE:

  
Erika S. Dawley, MMC, City Clerk

**A TRUE COPY**

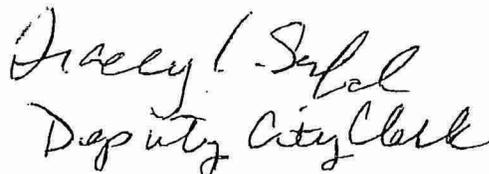
  
Deputy City Clerk

EXHIBIT "A"

RESOLUTION NO. 19-4-2

CITY OF SUFFOLK PLANNING COMMISSION

**A RESOLUTION TO PRESENT A REPORT AND RECOMMENDATION  
TO CITY COUNCIL RELATING TO REZONING REQUEST  
RZN2018-017 (CONDITIONAL)  
TO CHANGE THE ZONING FROM B-2, GENERAL COMMERCIAL ZONING  
DISTRICT, TO RU-12, RESIDENTIAL URBAN-12 ZONING DISTRICT, FOR  
PROPERTY LOCATED AT 2575 AND 2665 PRUDEN BOULEVARD, ZONING MAP 25,  
PARCELS 56 AND 56B**

**WHEREAS**, Melissa Venable, Land Planning Solutions, agent, on behalf of John Napolitano, Napolitano Ventures, LLC, applicant, on behalf of William Walker, Ph.D., property owner, has requested a change in zoning from B-2, General Commercial zoning district, to RU-12, Residential Urban-12 zoning district (Conditional), and

**WHEREAS**, the procedural requirements for the consideration of this request by the Planning Commission have been met.

**NOW, THEREFORE, BE IT RESOLVED** by the Planning Commission of the City of Suffolk, Virginia, that:

Section 1. Findings.

- A. The Suffolk Planning Commission finds that the proposed rezoning is reasonable, and warranted due to a change in circumstances affecting the property, and has considered the following factors and finds that the proposed rezoning does not conflict with:
2. the existing use and character of property within the City;
  3. the Comprehensive Plan;
  4. the suitability of the property for various uses;
  5. the trends of growth or change;
  6. the current or future requirements of the community as to land for various purposes as determined by population and economic studies and other studies;
  7. the transportation requirements of the community;
  8. the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services;
  9. the conservation of natural resources;
  10. the preservation of flood plains;

- 11. the preservation of agricultural and forestal land;
- 12. the conservation of properties and their values;
- 13. the encouragement of the most appropriate use of land throughout the City;
- 14. the expressed purpose of the City's Unified Development Ordinances as set out in Section 31-102 of the Code of the City of Suffolk (1998), as amended, and Section 15.2-2283 of the Code of Virginia, (1950), as amended ("Va. Code").

B. The Suffolk Planning Commission makes the following specific findings to the conditions of the rezoning:

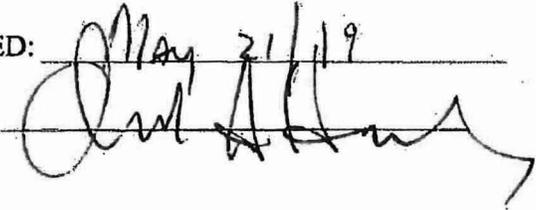
- 1. the proposed rezoning itself gives rise to the need for the proffered conditions;
- 2. the proffered conditions have a reasonable relationship to the rezoning; and
- 3. the proffered conditions are in conformity with the 2035 Comprehensive Plan as adopted by City Council on April 1, 2015.

Section 2. Recommendation to Council

The Planning Commission recommends to City Council that the request, RZN2018-017 (Conditional), be:

- a. Granted as submitted, and the City Council adopt the proposed Ordinance without modification.
- b. Denied, and that Council not adopt the proposed Ordinance.
- c. Granted with the modifications set forth on the attached listing of specific recommendations, and that Council adopt the proposed Ordinance with such modifications.

READ AND PASSED: May 21/19

TESTE: 

**VOLUNTARY PROFFER STATEMENT**

I hereby voluntarily proffer that the development of the property owned by me proposed for reclassification under this application shall be in strict accordance with the conditions set forth below.

The following conditions (add additional sheets if necessary) are voluntarily proffered for the reclassification of property identified as Tax Map Number(s) 25,  
Block Number \_\_\_\_\_, Parcel Number(s) 56 & 56B.

Applicant Signature:  \_\_\_\_\_ Date: 11-2-18  
Property Owner Signature: William Walber \_\_\_\_\_ Date: 11/30/18  
Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Hallstead Reserve**

**Rezoning Proffers**

**Exhibit B**

I hereby voluntarily proffer that the development of the property under contract by Napolitano Ventures, LLC, proposed for reclassification under this application shall be in strict accordance with the conditions set forth below.

The following conditions are voluntarily proffered for the reclassification of property identified as Zoning Map **25**, Parcel, **56 and 56B**.

1. Refer to all improvements recommended within the submitted and approved Traffic Impact Analysis, prepared by McPherson Consulting, dated March 25, 2019.
2. The site shall be developed for multifamily purposes only. No more than 414 multifamily units shall be proposed on site. This shall consist of 312 apartments and 102 4 – plex units. The apartments shall consist of 100 1-bedroom units and the remaining 212 shall be 2 or more-bedroom units.
3. The developer will make a cash contribution to the City of Suffolk to advance capacity for additional students at the elementary school level. This contribution will be based on the number of students generated by the additional number of units shown on the approved development plan under the guidelines outlined in Section 31-601 of the Unified Development Ordinance, as amended, multiplied by \$26,563.67 for each student. This contribution will be made upon issuance of the occupancy permit for each dwelling unit.
4. 312 apartments shall consist of 100 one-bedroom units and 212 2&3-bedroom units
5. The 102 4 – plex units shall be built with master bedrooms on the first floor. A minimum of 50% of these units shall be age restricted to 55 and older in accordance with HUD standards. No more than 20 of the non-age restricted units shall receive an occupancy permit in a single calendar year.
6. A condominium association shall be established for the 102 condominium units proposed. The condominium association shall be responsible for the enforcement of the requirements set forth in proffer 5.

**RECEIVED**

**AUG 26 2019**

**PLANNING**

Napolitano Ventures, LLC

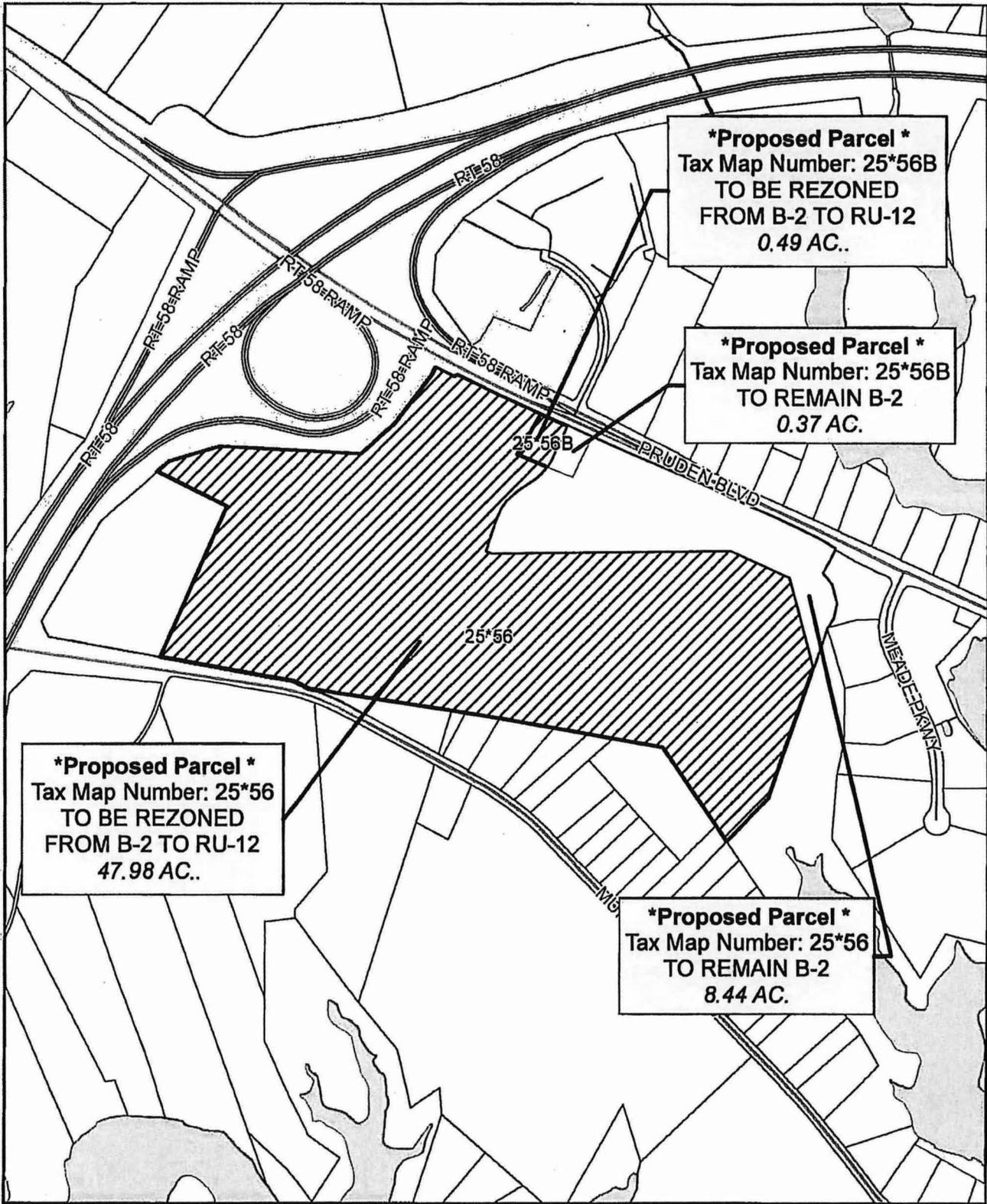
By: \_\_\_\_\_

John Napolitano, Managing Member  
Senior Vice President



# PROPERTY MAP RZN2018-017

EXHIBIT C



User Name: bsmith  
Date: 4/5/2019

Proposed zoning change from B-2, General Commercial District to split parcel zoning of RU-12, Residential Urban and B-2 General Commercial District



ORDINANCE NUMBER \_\_\_\_\_

**AN ORDINANCE TO REZONE AND AMEND THE OFFICIAL ZONING MAP OF THE CITY OF SUFFOLK IN ORDER TO AMEND THE PREVIOUSLY APPROVED PROFFERED CONDITIONS OF THE HALLSTEAD RESERVE RESIDENTIAL DEVELOPMENT FOR PROPERTY LOCATED AT 2575 AND 2665 PRUDEN BOULEVARD, ZONING MAP 25, PARCELS 56 AND 56B; RZN2020-006 (CONDITIONAL)**

WHEREAS, Melissa Venable, Land Planning Solutions, agent, on behalf of Napolitano Ventures, LLC, and Hallstead Land, LLC applicants and property owners, has requested the amendment of the proffered conditions specified in Ordinance Number 19-O-080 and pertaining to rezoning request RZN2018-017 (Conditional) of a certain tract of land situated in the City of Suffolk, Virginia, which land is designated on the Zoning Map of the City of Suffolk, Virginia, as Zoning Map 25, Parcels 56 and 56B, which land is depicted on Exhibit "A"; and,

WHEREAS, the proposed amendments to the proffered conditions is made pursuant to Section 15.2-2302 of the Code of Virginia and Section 31-305(b)(3) of the Unified Development Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that:

Section 1. Exhibits.

Exhibit "A", "Property Map" and Exhibit "B" "Voluntary Proffer Statement", which are attached hereto, are hereby incorporated as part of this ordinance.

Section 2. Findings.

A. Council finds that the proposed rezoning amendment is reasonable and warranted due to a change in circumstances affecting the property, and has considered the following factors and finds that the proposed rezoning amendment does not conflict with:

1. the existing use and character of property within the City;
2. the Comprehensive Plan;
3. the suitability of the property for various uses;
4. the trends of growth or change;
5. the current or future requirements of the community as to land for various purposes as determined by the population and economic studies

and other studies;

6. the transportation requirements of the community;
7. the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services;
8. the conservation of natural resources;
9. the preservation of flood plains;
10. the preservation of agricultural and forestal land;
11. the conservation of properties and their values;
12. the encouragement of the most appropriate use of land throughout the City; and,
13. the expressed purpose of the City's Unified Development Ordinance as set out in Section 31-102 of the Unified Development Ordinance, 1998, as amended, and Section 15.2-2283 of the Code of Virginia, (1950), as amended.

B. The Suffolk City Council makes the following specific findings to the conditions of the rezoning:

1. the proposed rezoning amendment itself gives rise to the need for the proffered conditions;
2. the proffered conditions have a reasonable relationship to the rezoning amendment; and
3. the proffered conditions are in conformity with the 2035 Comprehensive Plan as adopted by City Council on April 1, 2015.

Section 3. Rezoning.

A. The conditions proffered in the attached Exhibit "B", as amended be, and they are hereby, accepted.

Section 4. Recordation.

A certified copy of this ordinance shall be recorded, by the applicant, in the name of the property owner as grantor in the office of the Clerk of Circuit Court of the City of Suffolk, Virginia.

This ordinance shall be effective upon passage and shall not be published or codified.

READ AND PASSED: \_\_\_\_\_

TESTE: \_\_\_\_\_

Erika S. Dawley, City Clerk

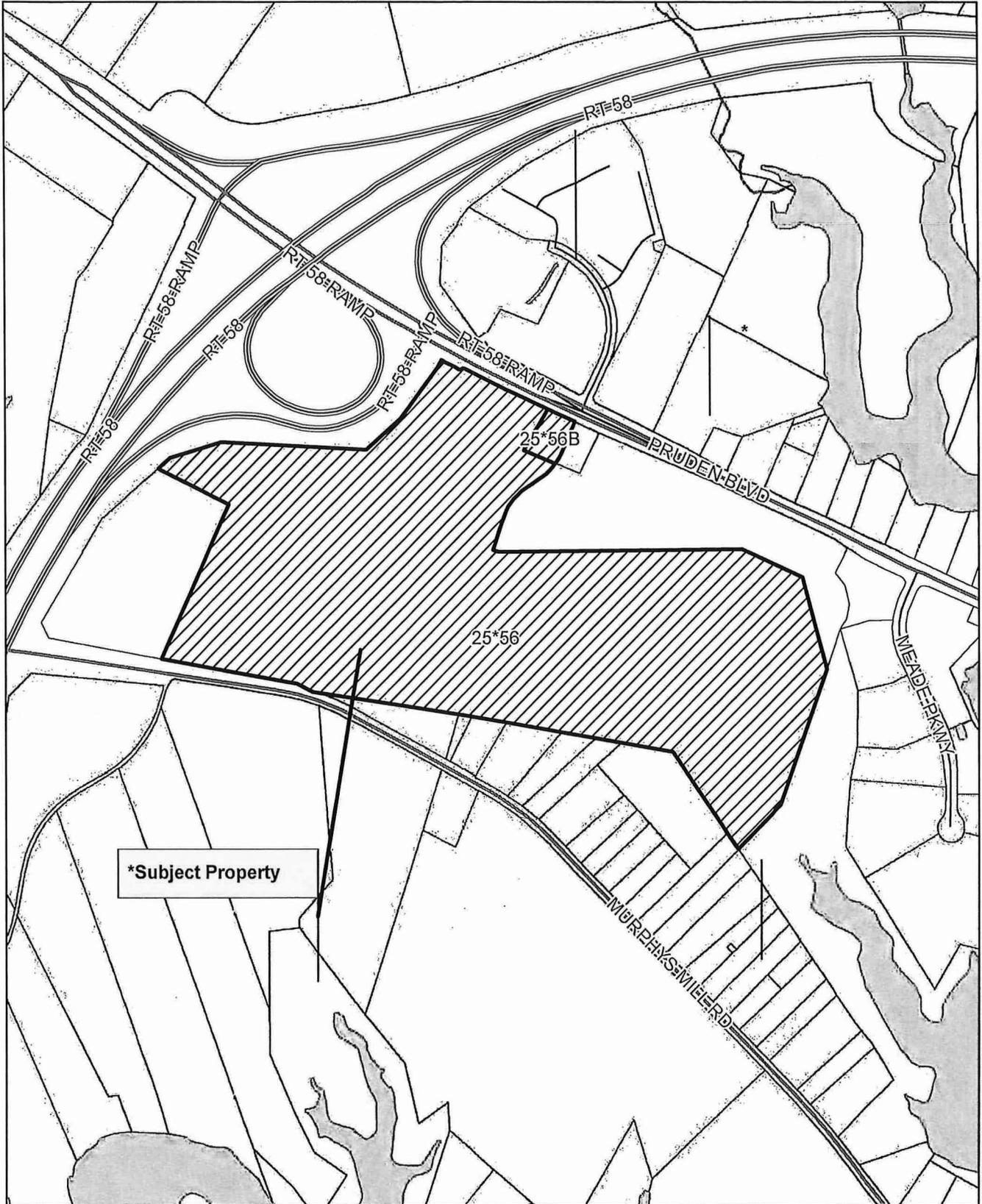
Approved as to Form:

  
Helivi L. Holland, ~~City Attorney~~ Deputy City Attorney



# PROPERTY MAP RZN2020-006

EXHIBIT A



---

**VOLUNTARY PROFFER STATEMENT**

I hereby voluntarily proffer that the development of the property owned by me proposed for reclassification under this application shall be in strict accordance with the conditions set forth below.

The following conditions (add additional sheets if necessary) are voluntarily proffered for the reclassification of property identified as Tax Map Number(s) 25,  
Block Number \_\_\_\_\_, Parcel Number(s) 56 & 56 B.

Applicant Signature:  \_\_\_\_\_  
Property Owner Signature:  \_\_\_\_\_  
Property Owner Signature: \_\_\_\_\_

Date: 9-1-20  
Date: 9-1-20  
Date: \_\_\_\_\_

## Hallstead Reserve

### Rezoning Proffers

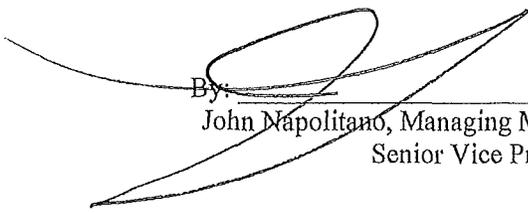
### Exhibit B

I hereby voluntarily proffer that the development of the property owned by Napolitano Ventures, LLC, proposed for reclassification under this application shall be in strict accordance with the conditions set forth below.

The following conditions are voluntarily proffered for the reclassification of property identified as Zoning Map 25, Parcel, 56 and 56B.

1. Refer to all improvements recommended within the submitted and approved Traffic Impact Analysis, prepared by McPherson Consulting, dated March 25, 2019.
2. The site shall be developed for multifamily purposes only. No more than 414 multifamily units shall be proposed on site. This shall consist of 312 Apartments and 102 4-plex units. The apartments shall consist of a minimum 100 1-bedroom units and the remaining ~~212~~ shall be 2 or more-bedroom units.
3. The developer will make a cash contribution to the City of Suffolk to advance capacity for additional students at the elementary school level. This contribution will be based on the number of students generated by the additional number of units shown on the approved development plan under the guidelines outlined in Section 31-601 of the Unified Development Ordinance, as amended, multiplied by \$26,563.67 for each student. This contribution will be made upon issuance of the occupancy permit for each dwelling unit.
4. ~~312 apartments shall consist of 100 one bedroom units and 212 2&3 bedroom units.~~
5. The 102 4-plex units shall be built with master bedrooms on the first floor. A minimum of 50% of these units shall be age restricted to 55 and older in accordance with the HUD Standards. No more than 20 of the non-age restricted units shall receive an occupancy permit in a single calendar year.
6. A condominium association shall be established for the 102 condominium units proposed. The condominium association shall be responsible for the enforcement of the requirements set forth in proffer 5.

Napolitano Ventures, LLC

By:   
John Napolitano, Managing Member  
Senior Vice President

# **Resolutions**

**AGENDA: September 16, 2020, Regular Session**

**ITEM: Staff Report – Broadband Initiative Update**

Ken Beam - Director of Information Technology, and Regina Chandler - Assistant Director of Information Technology, will provide City Council with an update related to a variety of Broadband Initiatives currently in progress.

**A motion to schedule a City Council  
Work Session, for Wednesday,  
October 7, 2020, at 4 p.m., unless  
cancelled**

## **Non-Agenda Speakers**

# **New Business**

# **Announcements and Comments**