

Director of Media and Community  
Relations

**SUFFOLK CITY COUNCIL**  
**MEETING OF MARCH 5, 2014**



**WORK SESSION**

**Begins at 5:00 p.m.**

**REGULAR SESSION**

**Begins at 7:00 p.m.**

**SUFFOLK CITY COUNCIL  
WORK SESSION**  
March 5, 2014  
5:00 p.m.  
City Council Chamber

1. Suffolk Restaurant Week
- 2.\* Appointments
- 3.\* City of Suffolk Boards, Commissions, Authorities and Committees
- 4.\* General Report for City Council

\* Proposed Items for Closed Session

**AGENDA: March 5, 2014, Work Session**

**ITEM: Suffolk Restaurant Week**

The City of Suffolk is pleased to announce the Spring 2014 edition of Suffolk Restaurant Week, a premier culinary showcase slated for March 15<sup>th</sup> – 22<sup>nd</sup>. Suffolk Restaurant Week is a bi-annual marketing initiative, by the City of Suffolk's Division of Tourism, to promote the scale and variety of Suffolk restaurant experiences to locals and visitors. The aim is to build awareness of Suffolk's many dining establishments, as well as to stimulate business and revenue. Restaurants participating in this culinary showcase receive regional exposure through a marketing and public relations campaign coordinated by the Tourism office. For more details, visit [www.Suffolk-Fun.com/RestaurantWeek](http://www.Suffolk-Fun.com/RestaurantWeek).

## SUFFOLK CITY COUNCIL AGENDA

March 5, 2014

7:00 p.m.

City Council Chamber

1. **Call to Order**
2. **Nonsectarian Invocation**
3. **Approval of the Minutes**
4. **Special Presentation** – Presentation of a proclamation to the Girl Scout Council of Colonial Coast in recognition of “Girl Scout Week”
5. **Removal of Items from the Consent Agenda and Adoption of the Agenda**
6. **Agenda Speakers**
7. **Consent Agenda**
8. **Public Hearing** – An ordinance authorizing the acquisition of real property in fee simple for right of way and temporary and permanent easements, either by agreement or condemnation, for the Main Street Sidewalk Phase 2 Project
9. **Public Hearing** – An ordinance authorizing the acquisition of real property in fee simple for right of way and temporary and permanent easements, either by agreement or condemnation, for the Bridge Road and Bennett’s Pasture Road Intersection Improvements Project
10. **Public Hearing** – An ordinance authorizing the acquisition of real property in fee simple for right of way and temporary and permanent easements, either by agreement or condemnation, for the Bridge Road and Lee Farm Lane Intersection Improvements Project
11. **Public Hearing** – An ordinance authorizing the acquisition of real property in fee simple for right of way and temporary and permanent easements, either by agreement or condemnation, for the Route 337/Nansemond Parkway Widening Phase II Project
12. **Public Hearing** – Consideration of an appeal of the Historic Landmarks Commission’s decision to deny a request for a Certificate of Appropriateness for the after-the-fact replacement of windows and associated trim on a residential structure located at 212 Pearl Street; Zoning Map 34G18, Block A, Parcel 164; HC2013-029

- 13. Ordinances**
- 14. Resolutions**
- 15. Staff Reports**
- 16. Motion** – A motion to schedule a Work Session for March 19, 2014, at 4:00 p.m., unless cancelled
- 17. Non-Agenda Speakers**
- 18. New Business**
- 19. Announcements and Comments**
- 20. Adjournment**

Work Session of the Suffolk City Council was held in the City Council Chamber on Wednesday, February 5, 2014, at 4:00 p.m.

**PRESENT**

Council Members -

Linda T. Johnson, Mayor, presiding

Charles F. Brown, Vice Mayor

Michael D. Duman

Roger W. Fawcett

Jeffrey L. Gardy

Curtis R. Milteer, Sr.

Charles D. Parr, Sr.

Lue Ward, Jr.

Selena Cuffee-Glenn, City Manager

Helivi L. Holland, City Attorney

Erika S. Dawley, City Clerk

**ABSENT**

None

**FISCAL YEAR 2015-2024 CAPITAL IMPROVEMENTS PLAN**

Utilizing a PowerPoint presentation, Finance Director Lenora Reid gave a report on the above referenced item. Parks and Recreation Director Lakita Frazier, Economic Development Director Kevin Hughes, Capital Programs and Buildings Director Gerry Jones, Fire Chief Cedric Scott, Deputy City Manager Patrick Roberts, Planning and Community Development Director D. Scott Mills, Public Works Director Eric Nielsen and Public Utilities Director Albert Moor provided supplementary information.

Referring to the presentation, Council Member Parr asked for the amount of funding in the first year of the proposed Fiscal Year 2015-2024 Capital Improvement Plan that will be funded as PAYGO. Finance Director Reid advised that about 3% or \$6,000,000 would be PAYGO projects.

Referring to the presentation, Council Member Parr inquired about the timeline for the construction of the infrastructure of the proposed multiple campus public schools project. Deputy City Manager Roberts explained the roads and the right-of-way will at least be identified and future needs will be addressed as required.

Referring to the presentation, Council Member Parr queried about the methodology used to determine the size of any new school. Deputy City Manager Roberts reported that the Commonwealth of Virginia sets the guidelines regarding the number of acres and the square footage required for a new school.

Referring to the presentation, Council Member Parr solicited information about the responsible party for building the proposed new middle school. Deputy City Manager Roberts replied that decision has not been made.

Referring to the presentation, Council Member Parr asked about the methodology used to determine the cost of the proposed new middle school. Deputy City Manager Roberts said staff from the City and Suffolk Public Schools worked together to determine the cost of the project.

Referring to the presentation, Council Member Milteer opined about the inclusion of improvements in the Turlington Park and Lake Speight areas in the proposed Fiscal Year 2015-2024 Capital Improvement Plan. Public Utilities Director Moor stated that bids are being taken for construction of Lake Speight and Turlington Park has already been funded and nearing design completion.

Referring to the presentation, Council Member Fawcett requested information about the security at the proposed Bennett's Creek Recreation Center. Parks and Recreation Director Frazier advised that center will have appropriate security in place when it is completed.

Referring to the presentation, Council Member Fawcett asked about the last time that Runway 4/22 at the Suffolk Executive Airport underwent rehabilitation and the timeline for any future rehabilitation. Economic Development Director Hughes replied that the runway was last rehabilitated in 1990 and subsequently extended. He concluded that the Federal Airport Administration has stated the runway can safely function for another five years.

Referring to the presentation, Council Member Fawcett queried about the existence of any significant issues at the Runway 4/22 at the Suffolk Executive Airport. Economic Development Director Hughes indicated that there are currently no serious issues with the runway and the resurfacing proposal is a matter of preventative maintenance.

Referring to the presentation, Council Member Fawcett inquired about the feasibility of building a high school in the future on the same site as the proposed multiple campus public schools project. Deputy City Manager Roberts explained that at this point, there are outstanding questions with the project's overall master plan that must be addressed before that determination could be made.

Referring to the presentation, Council Member Fawcett sought clarification about the proposed rehabilitation of ambulances. Fire Chief Scott confirmed that the proposed Fiscal Year 2015-2024 Capital Improvement Plan includes the rehabilitation of three ambulances.

Referring to the presentation, Council Member Fawcett opined about feasibility of rehabilitating any additional fire equipment. Fire Chief Scott reported that at this point, there are no plans to review additional options, but there are other pieces of equipment that has reached the end of their useful life span.

Referring to the presentation, Council Member Gardy called for clarification about the requirement of a rezoning of the property related to the proposed Kenyon Road Connector. Public Works Director Nielsen replied in the affirmative.

Referring to the presentation, Council Member Gardy asked about the timeline for the rezoning request for the property related to the Kenyon Road Connector to come before City Council for consideration. City Attorney Holland replied the rezoning request would be presented at the February 19<sup>th</sup> City Council meeting.

Referring to the presentation, Council Member Gardy solicited information about the inclusion of the proposed Maple Hills sewer extension in the proposed 2015-2024 Capital Improvements Plan. Public Utilities Director Moor said that extension was included in the plan for about mid-2015.

Referring to the presentation, Council Member Duman asked about the use for the \$250,000 allocated for the proposed Parks Maintenance and Storage Facility in the first year of the proposed 2015-2024 Capital Improvements Plan. Parks and Recreation Director Frazier advised that the funds would be used for architecture and engineering.

Referring to the presentation, Council Member Duman sought clarification about the location of the proposed maintenance facility. Parks and Recreation Director Frazier reported that City-owned property in the Driver area is being considered.

Referring to the presentation, Council Member Duman opined about the proposed Downtown Library project, specifically as it relates to a future partnership with Paul D. Camp Community College. City Manager Cuffee-Glenn explained that the City is moving forward on the new library, however, at this time, Paul D. Camp Community College has not committed to a partnership on the project. She added that the City will continue to work with the college for future opportunities.

Referring to the presentation, Council Member Duman queried about the feasibility of using the proposed hazardous materials management funds in the proposed Fiscal Year 2015-2024 Capital Improvements Plan for mold removal. Deputy City Manager Roberts said that the funds could be used for that purposes.

Referring to the presentation, Council Member Ward solicited information about the inclusion of sidewalk improvements for the Pughsville area in the proposed Fiscal Year 2015-2024 Capital Improvements Plan. Public Works Director Nielsen advised that drainage improvements would be financed through the Stormwater Utility Fund, however, sidewalks would require the identification of an alternate funding source.

## **CLOSED MEETING**

Council Member Duman, on a motion seconded by Council Member Fawcett, moved that City Council convene in a closed meeting for the following purposes, by the following roll call vote:

1. Pursuant to Virginia Code Section 2.2-3711(A)(1), the discussion, consideration, or interviews of prospective candidates for appointment; and the assignment, appointment, and performance of specific appointees of the City, specifically the appointments shown on the attached list; and
2. Pursuant to Virginia Code Section 2.2-3711(A)(1), the assignment, appointment, and performance of specific public officers or appointees of the City, specifically the performance evaluations of the City Manager, City Attorney, City Assessor and City Clerk; and

3. Pursuant to Virginia Code Section 2.2-3711(A)(7), consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel specifically the discussion of legal advice regarding the process for Business, Professional, Occupational License (BPOL) tax exonerations.

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:		0

City Council convened in Closed Meeting at 5:20 p.m. The Closed Meeting concluded at 6:45 p.m.

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

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

Regular Meeting of the Suffolk City Council was held in the City Council Chamber on Wednesday, February 5, 2014, at 7:00 p.m.

**PRESENT**

- Council Members -
- Linda T. Johnson, Mayor, presiding
- Charles F. Brown, Vice Mayor
- Michael D. Duman
- Roger W. Fawcett
- Jeffrey L. Gardy
- Curtis R. Milteer, Sr.
- Charles D. Parr, Sr.
- Lue R. Ward, Jr.

- Selena Cuffee-Glenn, City Manager
- Helivi L. Holland, City Attorney
- Erika S. Dawley, City Clerk

**ABSENT**

None

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

Mayor Johnson called the meeting to order. Vice Mayor Brown offered the Invocation, and Eagle Scout Connor Munn led the Pledge of Allegiance to the Flag.

**FREEDOM OF INFORMATION ACT CERTIFICATION**

City Clerk Dawley presented a resolution certifying the Closed Meeting of February 5, 2014, pursuant to Section 2.2-3712 of the Code of Virginia (1950), as amended.

Mayor Johnson announced that evaluations of only two City Council appointees, the City Assessor and the City Clerk, had been conducted, and the City Attorney and the City Manager would be considered at the next City Council meeting.

Council Member Parr, on a motion seconded by Council Member Duman, moved that the resolution be approved, as presented, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

**A RESOLUTION OF CERTIFICATION OF THE CLOSED MEETING OF FEBRUARY 5, 2014, PURSUANT TO SECTION 2.2-3712 OF THE CODE OF VIRGINIA (1950), AS AMENDED**

**APPROVAL OF THE MINUTES**

Council Member Parr, on a motion seconded by Council Member Gardy, moved to approve the minutes from the December 18, 2013, Work Session and Regular Meeting as presented, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

**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 asked if any members of City Council wished to remove any of the Consent Agenda items for separate action. She also advised that there was an item that needed to be added to the Consent Agenda – a resolution declaring and rescinding a local emergency.

Hearing no requests for removal of any items, Mayor Johnson advised that a motion was in order at this time to adopt the agenda as presented.

Council Member Gardy, on a motion seconded by Council Member Duman, moved to add the above referenced item to the Consent Agenda and adopt the remainder of the agenda as presented, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

**AGENDA SPEAKERS**

There were no speakers under this portion of the agenda.

**CONSENT AGENDA**

City Clerk Dawley presented the following Consent Agenda items:

**Consent Agenda Item #7** - A resolution authorizing the City Manager to amend the Police Specialized Equipment Storage Building Construction Contract

**Consent Agenda Item #8** - A resolution authorizing the City Manager to amend the Nansemond Gardens/Wilroy Acres Water System Upgrade Project Engineering Agreement

**Consent Agenda Item #9** - An ordinance to accept and appropriate funds from the United States Department of Agriculture for the Summer Feeding Program

**Consent Agenda Item #10** - An ordinance to accept and appropriate one-time asset forfeiture funds from the Office of the Attorney General for the Suffolk Police Department

**Consent Agenda Item #11** – A resolution declaring and rescinding a local emergency

Vice Mayor Brown called for an explanation of Consent Agenda Item #9 - an ordinance to accept and appropriate funds from the United States Department of Agriculture for the Summer Feeding Program.

Council Member Duman asked for a report on Consent Agenda Item #7 - a resolution authorizing the City Manager to amend the Police Specialized Equipment Storage Building Construction Contract.

Referring to Consent Agenda Item #7, Capital Program and Buildings Director Gerry Jones supplied a summary of the background information as printed in the official agenda.

Referring to Consent Agenda Item #9, City Manager Cuffee-Glenn provided an overview of the background information as printed in the official agenda.

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

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

**PUBLIC HEARINGS**

There were no items under this portion of the agenda.

**ORDINANCES**

There were no items under this portion of the agenda.

**RESOLUTIONS**

**Resolution** – A resolution authorizing the City Manager to execute a Memorandum of Agreement between the Hampton Roads Sanitation District and the cities of Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg; the Town of Smithfield; and the counties of Gloucester, Isle of Wight, and York; and the James City Service Authority to define the roles, responsibilities, and obligations of the parties related to the Regional Wet Weather Management Plan development, financing and implementation

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

Referring to the presentation, Council Member Fawcett asked whether the proposed resolution could impact the Hampton Roads Sanitation District rates. Public Utilities Director Moor clarified that rates could rise as infrastructure is built. He further explained that a rate increase would be smaller under the terms outlined in the memorandum than it would be should localities undertake the infrastructure improvements individually.

Council Member Fawcett solicited additional information on future Hampton Road Sanitation District rate increases. Public Utilities Director Moor advised that the past couple of years have seen an eight-percent annual increase due to work done to meet the requirements of the Chesapeake Bay Preservation Act.

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

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A MEMORANDUM OF AGREEMENT BETWEEN THE HAMPTON ROADS SANITATION DISTRICT AND THE CITIES OF CHESAPEAKE, HAMPTON, NEWPORT NEWS, NORFOLK, POQUOSON, PORTSMOUTH, SUFFOLK, VIRGINIA BEACH, AND WILLIAMSBURG; THE TOWN OF SMITHFIELD; AND THE COUNTIES OF GLOUCESTER, ISLE OF WIGHT, AND YORK; AND THE JAMES CITY SERVICE AUTHORITY TO DEFINE THE ROLES, RESPONSIBILITIES, AND OBLIGATIONS OF THE PARTIES RELATED TO THE REGIONAL WET WEATHER MANAGEMENT PLAN DEVELOPMENT, FINANCING AND IMPLEMENTATION**

**STAFF REPORTS**

There were no items under this portion of the agenda.

**MOTIONS**

**Motion** - A motion to schedule a public hearing to be held on February 19, 2014, to receive public comment on the proposed Fiscal Year 2015-2024 Capital Improvements Plan

Council Member Duman, on motion seconded by Council Member Parr, moved to schedule a public hearing to be held on February 19, 2014, to receive public comment on the proposed Fiscal Year 2015-2024 Capital Improvements Plan, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

**Motion** - A motion to schedule a Work Session for February 19, 2014, at 4:00 p.m., unless cancelled

Council Member Milteer, on motion seconded by Vice Mayor Brown, moved to schedule a Work Session for February 19, 2014, at 4:00 p.m., unless canceled, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

**NON-AGENDA SPEAKERS**

There were no speakers registered to address City Council.

**NEW BUSINESS**

Mayor Johnson asked City Clerk Dawley if there were any New Business items for consideration. City Clerk Dawley presented the following nominations for City Council’s consideration: Economic Development Authority of the City of Suffolk – James Harold Faulk and Library Board – Sean Bilby and H. Lee Cross IV.

Council Member Parr, on a motion seconded by Council Member Gardy, moved to appoint the above referenced individuals to the aforementioned bodies, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

**ANNOUNCEMENTS AND COMMENTS**

Utilizing PowerPoint presentation, Media and Community Relations Manager Timothy Kelley reported on the following activities: City’s efforts during the recent snowstorm; the Budget and Strategic Planning Department’s receipt of the Distinguished Budget Presentation Award from the Government Finance Office Association; Kids Kingdom Child Development Center ribbon cutting; Exhibit of Excellence: Suffolk Student Art Show; free tax preparation at Workforce Development Center; Friends of the Library Book Sale; the Suffolk Public Library Books and Reading for Kids in Suffolk program; Hootenanny at Lone Star Lakes Park Lodge; the accepting of applications for the Youth Public Safety Academy; the City’s observance of the President’s Day holiday and the City’s webpage to report roadway problem and street light outages.

Council Member Duman advised he attended the following: a meeting of the Greater Oakland/Chuckatuck Civic League; a meeting of the Cedar Point Homeowners Association and the Suffolk Humane Society fundraiser.

Council Member Fawcett announced that he attended the following: the Parks and Recreation Department’s “Thank You Mentor Day” event; the Urban League of Hampton Roads 30<sup>th</sup> Annual Martin Luther King, Jr. Community Leader’s Breakfast and a meeting of the Cedar Point Homeowners Association.

Council Member Fawcett acknowledged all City employees involved in the recent snowstorm.

Council Member Fawcett reported he attend the Suffolk Humane Society fundraiser and the Kids Kingdom Child Development Center ribbon cutting.

Council Member Gardy thanked the Media and Community Relations Department for publicizing the City’s webpage to report roadway problems and street light outages.

Council Member Milteer reported that he went to the Nansemond River and Lakeland High Schools basketball games.

Council Member Milteer opined about the proposed Fiscal Year 2015-2024 Capital Improvements Plan.

Council Member Parr thanked all City employees for their service during the recent snowstorm.

Council Member Ward advised he attend the following events: the Citywide Martin Luther King, Jr. event; the Urban League of Hampton Roads 30<sup>th</sup> Annual Martin Luther King, Jr. Community Leader’s Breakfast and the Suffolk Humane Society fundraiser.

Council Member Ward reported potholes in need of repair on Magnolia Drive.

Vice Mayor Brown acknowledged all City employees who assisted during the recent snowstorm.

Vice Mayor Brown thanked the Public Works Department for attending a meeting of the Lake Kennedy Civic League.

Vice Mayor Brown announced he would be attending the Virginia Municipal League Legislative Day.

Mayor Johnson thanked all City employees for their service during the recent snowstorm.

Mayor Johnson opined about House Bill 1253 about transportation funding and the proposed Fiscal Year 2015-2024 Capital Improvements Plan.

Council Member Gardy, on a motion seconded by Council Member Duman, moved to adjourn, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

There being no further business to come before City Council, the regular meeting was adjourned at 7:59 p.m.

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

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

**AGENDA: March 5, 2014, Regular Session**

**ITEM: Special Presentation** – Presentation of a proclamation to the Girl Scout Council of Colonial Coast in recognition of “Girl Scout Week”

Mayor Johnson will present a proclamation, to the members of the Girl Scout Council of Colonial Coast, in recognition of “Girl Scout Week”.



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

# **Agenda Speakers**

# **Consent Agenda**

**AGENDA: March 5, 2014, Regular Session**

**ITEM: Public Hearing** – An ordinance authorizing the acquisition of real property in fee simple for right of way and temporary and permanent easements, either by agreement or condemnation, for the Main Street Sidewalk Phase 2 Project

This project will provide for a 5-foot concrete sidewalk, extending from the entrance to Wal-Mart to the existing sidewalk located on the AT Associates property. Once completed, this will provide continuous sidewalk along Main Street from Route 10 to Route 13/32.

**RECOMMENDATION:**

Adopt the attached ordinance

**ATTACHMENT:**

Ordinance

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

**AN ORDINANCE AUTHORIZING THE ACQUISITION OF REAL PROPERTY IN FEE SIMPLE FOR RIGHT OF WAY AND TEMPORARY AND PERMANENT EASEMENTS, EITHER BY AGREEMENT OR CONDEMNATION, FOR THE MAIN STREET SIDEWALK PHASE 2 PROJECT**

WHEREAS, on March 5, 2014, the City Council of the City of Suffolk held a public hearing concerning the acquisition of real property in fee simple for right of way and temporary and permanent easements, either by agreement or condemnation, for the Main Street Sidewalk Phase 2 project; and,

WHEREAS, it is the opinion of the City Council of the City of Suffolk, Virginia, that a public necessity exists for the construction of the Main Street Sidewalk Phase 2 Project to improve transportation within the City and for other related public purposes for the preservation of the safety, health, peace, good order, comfort, convenience, and for the welfare of the people in the City of Suffolk.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SUFFOLK, AS FOLLOWS:

1. That the City Council authorizes the acquisition by purchase or condemnation pursuant to Virginia Code Section 15.2-1901, *et. seq.* Title 25.1 of the Code of Virginia (1950), as amended, and City Charter Section 2.05, of all that certain real property (the "Property") in fee simple, and also including temporary and permanent easements, upon which such rights of way or easements shall be located, within the limitations and conditions of the Code of Virginia (1950), as amended, and as shown on the plans (the "Plans") entitled "Main Street Sidewalk Phase 2" (the "Project"), the Plans being on file in the Department of Public Works, Engineering Division, City of Suffolk, Virginia.

2. That the City Manager is hereby authorized to make or cause to be made on behalf of the City of Suffolk, to the extent that funds are available, a reasonable offer to the owners or persons having an interest in said Property, and is further authorized to enter into agreements and do other things as may be necessary to acquire said Property. Further, if efforts to acquire such Property are not successful, the City Attorney is hereby authorized to institute condemnation proceedings to acquire same.

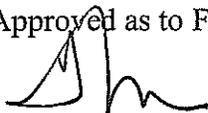
3. This ordinance shall be effective upon passage and shall not be published.

PASSED: \_\_\_\_\_

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

Erika S. Dawley, City Clerk

Approved as to Form:



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

**AGENDA: March 5, 2014, Regular Session**

**ITEM: Public Hearing** – An ordinance authorizing the acquisition of real property in fee simple for right of way and temporary and permanent easements, either by agreement or condemnation, for the Bridge Road and Bennett's Pasture Road Intersection Improvements Project

This project will make improvements to the intersection of Bridge Road and Bennett's Pasture Road. It will include upgrading the existing intersection to address deficiencies and improve turn lane queue. Improvements will include grading, drainage and asphalt installation.

**RECOMMENDATION:**

Adopt the attached ordinance

**ATTACHMENT:**

Ordinance

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

**AN ORDINANCE AUTHORIZING THE ACQUISITION OF REAL PROPERTY IN FEE SIMPLE FOR RIGHT OF WAY AND TEMPORARY AND PERMANENT EASEMENTS, EITHER BY AGREEMENT OR CONDEMNATION, FOR THE BRIDGE ROAD AND BENNETT'S PASTURE ROAD INTERSECTION IMPROVEMENTS PROJECT**

WHEREAS, on March 5, 2014, the City Council of the City of Suffolk held a public hearing concerning the acquisition of real property in fee simple for right of way and temporary and permanent easements, either by agreement or condemnation, for the Bridge Road and Bennett's Pasture Road Intersection Improvements Project; and,

WHEREAS, it is the opinion of the City Council of the City of Suffolk, Virginia, that a public necessity exists for the construction of the Bridge Road and Bennett's Pasture Road Intersection Improvements Project to improve transportation within the City and for other related public purposes for the preservation of the safety, health, peace, good order, comfort, convenience, and for the welfare of the people in the City of Suffolk.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SUFFOLK, AS FOLLOWS:

1. That the City Council authorizes the acquisition by purchase or condemnation pursuant to Virginia Code Section 15.2-1901, *et. seq.* Title 25.1 of the Code of Virginia (1950), as amended, and City Charter Section 2.05 of all that certain real property (the "Property") in fee simple, and also including temporary and permanent easements, upon which such rights of way or easements shall be located, within the limitations and conditions of the Code of Virginia (1950), as amended, and as shown on the plans (the "Plans") entitled "Bridge Road and Bennett's Pasture Road Intersection Improvements" (the "Project"), the Plans being on file in the Department of Public Works, Engineering Division, City of Suffolk, Virginia.

2. That the City Manager is hereby authorized to make or cause to be made on behalf of the City of Suffolk, to the extent that funds are available, a reasonable offer to the owners or persons having an interest in said Property, and is further authorized to enter into agreements and do other things as may be necessary to acquire said Property. Further, if efforts to acquire such Property are not successful, the City Attorney is hereby authorized to institute condemnation proceedings to acquire same.

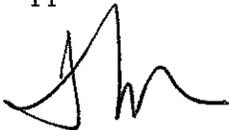
3. This ordinance shall be effective upon passage and shall not be published.

PASSED: \_\_\_\_\_

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

Erika S. Dawley, City Clerk

Approved as to Form:



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

**AGENDA: March 5, 2014, Regular Session**

**ITEM: Public Hearing** – An ordinance authorizing the acquisition of real property in fee simple for right of way and temporary and permanent easements, either by agreement or condemnation, for the Bridge Road and Lee Farm Lane Intersection Improvements Project

This project will make improvements to the intersection of Bridge Road and Lee Farm Lane. It will include upgrading the existing intersection to address deficiencies and improve turn lane queue. Improvements will include grading, drainage and asphalt installation.

**RECOMMENDATION:**

Adopt the attached ordinance

**ATTACHMENT:**

Ordinance

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

**AN ORDINANCE AUTHORIZING THE ACQUISITION OF REAL PROPERTY IN FEE SIMPLE FOR RIGHT OF WAY AND TEMPORARY AND PERMANENT EASEMENTS, EITHER BY AGREEMENT OR CONDEMNATION, FOR THE BRIDGE ROAD AND LEE FARM LANE INTERSECTION IMPROVEMENTS PROJECT**

WHEREAS, on March 5, 2014, the City Council of the City of Suffolk held a public hearing concerning the acquisition of real property in fee simple for right of way and temporary and permanent easements, either by agreement or condemnation, for the Bridge Road and Lee Farm Lane Intersection Improvements Project; and,

WHEREAS, it is the opinion of the City Council of the City of Suffolk, Virginia, that a public necessity exists for the construction of the Bridge Road and Lee Farm Lane Intersection Improvements Project to improve transportation within the City and for other related public purposes for the preservation of the safety, health, peace, good order, comfort, convenience, and for the welfare of the people in the City of Suffolk.

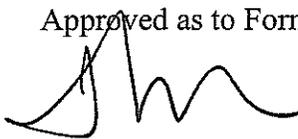
NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SUFFOLK, AS FOLLOWS:

1. That the City Council authorizes the acquisition by purchase or condemnation pursuant to Virginia Code Section 15.2-1901, *et. seq.* Title 25.1 of the Code of Virginia (1950), as amended, and City Charter Section 2.05, of all that certain real property (the "Property") in fee simple, and also including temporary and permanent easements, upon which such rights of way or easements shall be located, within the limitations and conditions of the Code of Virginia (1950), as amended, and as shown on the plans (the "Plans") entitled "Bridge Road and Lee Farm Lane Intersection Improvements" (the "Project"), the Plans being on file in the Department of Public Works, Engineering Division, City of Suffolk, Virginia.
2. That the City Manager is hereby authorized to make or cause to be made on behalf of the City of Suffolk, to the extent that funds are available, a reasonable offer to the owners or persons having an interest in said Property, and is further authorized to enter into agreements and do other things as may be necessary to acquire said Property. Further, if efforts to acquire such Property are not successful, the City Attorney is hereby authorized to institute condemnation proceedings to acquire same.
3. This ordinance shall be effective upon passage and shall not be published.

PASSED: \_\_\_\_\_

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

Approved as to Form:



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

**AGENDA: March 5, 2014, Regular Session**

**ITEM: Public Hearing** – An ordinance authorizing the acquisition of real property in fee simple for right of way and temporary and permanent easements, either by agreement or condemnation, for the Route 337/Nansemond Parkway Widening Phase II Project

This project will include approximately .39 miles of corridor improvements along Nansemond Parkway from Helen Street to the Chesapeake City line to provide for a 4-lane divided roadway with raised median, curb, gutter and stormwater facilities. Improvements will also include a 5-foot sidewalk on the south side and a 10-foot multi-use path on the north side of the roadway. Street lighting and landscaping improvements will also be included in the project.

**RECOMMENDATION:**

Adopt the attached ordinance

**ATTACHMENT:**

Ordinance

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

**AN ORDINANCE AUTHORIZING THE ACQUISITION OF REAL PROPERTY IN FEE SIMPLE FOR RIGHT OF WAY AND TEMPORARY AND PERMANENT EASEMENTS, EITHER BY AGREEMENT OR CONDEMNATION, FOR THE ROUTE 337/NANSEMOND PARKWAY WIDENING PHASE II PROJECT**

WHEREAS, on March 5, 2014, the City Council of the City of Suffolk held a public hearing concerning the acquisition of real property in fee simple for right of way and temporary and permanent easements, either by agreement or condemnation, for the Route 337/Nansemond Parkway Widening Phase II project; and,

WHEREAS, it is the opinion of the City Council of the City of Suffolk, Virginia, that a public necessity exists for the construction of the Route 337/Nansemond Parkway Widening Phase II project to improve transportation within the City and for other related public purposes for the preservation of the safety, health, peace, good order, comfort, convenience, and for the welfare of the people in the City of Suffolk.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SUFFOLK, AS FOLLOWS:

1. That the City Council authorizes the acquisition by purchase or condemnation pursuant to Virginia Code Section 15.2-1901, *et. seq.* Title 25.1 of the Code of Virginia (1950), as amended, and City Charter Section 2.05, of all that certain real property (the "Property") in fee simple, and also including temporary and permanent easements, upon which such rights of way or easements shall be located, within the limitations and conditions of the Code of Virginia (1950), as amended, and as shown on the plans (the "Plans") entitled "City of Suffolk, Virginia Plan and Profile of Proposed State Highway Route 337 (Nansemond Parkway) From: 0.37 Mile E. of Shoulder Hill Road (Rte. 626) To: 0.748 Mile E. of Shoulder Hill Road (Rte. 626)" (the "Project"), the Plans being on file in the Department of Public Works, Engineering Division, City of Suffolk, Virginia.

2. That the City Manager is hereby authorized to make or cause to be made on behalf of the City of Suffolk, to the extent that funds are available, a reasonable offer to the owners or persons having an interest in said Property, and is further authorized to enter into agreements and do other things as may be necessary to acquire said Property. Further, if efforts to acquire such Property are not successful, the City Attorney is hereby authorized to institute condemnation proceedings to acquire same.

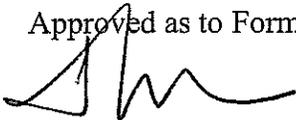
3. This ordinance shall be effective upon passage and shall not be published.

PASSED: \_\_\_\_\_

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

Erika S. Dawley, City Clerk

Approved as to Form:



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

**AGENDA: March 5, 2014 - Regular Session**

**ITEM: Public Hearing** – Consideration of an appeal of the Historic Landmarks Commission’s decision to deny a request for a Certificate of Appropriateness for the after-the-fact replacement of windows and associated trim on a residential structure located at 212 Pearl Street; Zoning Map 34G18, Block A, Parcel 164; HC2013-029.

Attached for your consideration is information pertaining to an appeal of the Historic Landmarks Commission’s decision to deny a request for a Certificate of Appropriateness for the after-the-fact replacement of windows and associated trim on a residential structure located at 212 Pearl Street; Zoning Map 34G18, Block A, Parcel 164; HC2013-029. The subject appeal was submitted by Allyn Brown, Managing Partner, applicant, on behalf of OTL III, LLC, property owner.

In acting on the applicant’s initial request, the Historic Landmarks Commission, at its meeting of November 14, 2013, by a vote of 8 to 0, passed a motion to deny the applicant’s request for a Certificate of Appropriateness for the after-the-fact replacement of windows and associated trim.

This appeal has been made in accordance with Section 31-413(j) of the Unified Development Ordinance which provides for an appeal to City Council of the Historic Landmarks Commission’s decision when such appeal is filed within 30 days of the Commission’s decision.

**ATTACHMENTS:**

- Executive Summary
- Appellant’s Narrative
- Staff Report



# CITY OF SUFFOLK

441 MARKET STREET, POST OFFICE BOX 1858, SUFFOLK, VIRGINIA 23439-1858  
PHONE: (757) 514-4060 FAX: (757) 514-4099

DEPARTMENT OF  
PLANNING & COMMUNITY DEVELOPMENT

*Division of Planning*

## EXECUTIVE SUMMARY

### Introduction:

The following is a summary pertaining to an appeal of the Historic Landmarks Commission's decision to deny a request for a Certificate of Appropriateness for the after-the-fact replacement of windows and associated trim on a residential structure located at 212 Pearl Street; Zoning Map 34G18, Block A, Parcel 164; HC2013-029. This appeal was submitted in accordance with Section 31-413(j) of the Unified Development Ordinance by Allyn Brown, Managing Partner, applicant, on behalf of OTL III, LLC, property owner.

### Historic Significance:

The subject property is a two-story frame dwelling, circa 1890, and is currently configured as a duplex home. The contributing dwelling was constructed in a vernacular architectural style and is located within the Original Suffolk National Register Historic District established in 1987.

Notable features of the dwelling cited in the original property survey and associated nomination for inclusion as a National Register Historic District include: 3-bays (asymmetrical), pyramidal hipped roof with standing seam metal, vernacular porch with turned supports, Italianate cornice brackets, corner returns, and the 6 over 6 windows.

### Background:

On November 14, 2013 the Historic Landmarks Commission denied the property owner's request for a Certificate of Appropriateness for the after-the-fact replacement of a total of eighteen (18) wood windows and associated trim with vinyl windows. This request included the installation of eleven windows that were replaced by the previous owner, plus, an additional seven (7) windows that were replaced by the current owner, all without the benefit of a Certificate of Appropriateness having been issued.<sup>1</sup>

<sup>1</sup> In 2009, a request HC2009-047 was denied by the Historic Landmarks Commission for the after-the-fact approval of eleven (11) replacement windows. Because the applicant did not request to appeal this decision to City Council within the applicable thirty (30) day time period, such request did not comply with the regulatory requirements of the Unified Development Ordinance. Consequently the matter was not considered by City Council.

Subsequently, a Notice of Violation was issued for non-compliance and enforcement actions undertaken. Twice the General District Court levied fines in the amount of \$500 against the property owner for failure to comply. Eventually, further corrective action was deferred pending the change in ownership.

In support of the request for a Certificate of Appropriateness and this subsequent appeal, the applicant has stated that he was not aware of the Historic District Guidelines prior to receiving a Notice of Violation and Stop Work Order on September 19, 2013. He stated he purchased the house a year ago, noting the first floor and front windows had already been replaced by the previous owner. The applicant has stated his goal is to improve the condition of the property so that it may be rented rather than continuing to remain vacant. It was also noted by the applicant that some of the surrounding houses have installed the same or similar all vinyl windows.

In contrast, to date, the applicant has not provided documentation or narrative describing how the Historic Landmarks Commission erred in reaching its decision and the application of the criteria of the Historic Overlay Zoning District ordinance and the associated Historic District Design Guidelines.

#### Review Criteria:

The Historic District Design Guidelines identify windows as a significant architectural component that contribute to the fabric, character and style of buildings and the historic districts in which such buildings are located. Accordingly, the removal and replacement of windows is discouraged.

The Guidelines offer clear directions on the preservation, and if appropriate, the criteria for evaluating the installation of replacement windows. New replacement windows should match the original in appearance, detail, material, profile, and overall size as closely as possible. Inappropriate materials and finishes that radically change the sash, depth of reveal, configuration muntins (divides), the reflective quality or color of the glazing, or the appearance of the frame are not to be utilized. However, recognizing that new replacement windows may be needed, the Historic District Design Guidelines support the use of wood, metal clad, or vinyl clad windows for replacement of deteriorated windows. The use of all vinyl replacement windows is not permitted.

#### Findings:

The all vinyl replacement windows installed in the dwelling have no divisions and do not duplicate the original wood windows in regard to appearance, detail, materials, profile, style and finish. As such, and as noted by the Historic Landmarks Commission, the installed vinyl replacement windows do not meet the standards of the Historic District Design Guidelines. Consequently, by a vote of 8 to 0, the Historic Landmarks Commission passed a motion to deny the applicant's request for a Certificate of Appropriateness for the after-the-fact replacement of windows and associated trim.

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My appeal to the city council in regards to the replacement windows located at 212 Pearl Street:

I feel the historic landmarks commission erred by denying my request to replace 7 windows at this property because 70% of the windows had been replaced by a previous owner. At the time I purchased the property, the 7 windows were in disrepair and gave the property an awkward appearance. Two of the seven windows we replaced were not original to the property and were also unrepairable. My intent was to make the appearance of the property uniform and to match the style of windows used on the majority of the house.

Thank you for your consideration,  
Allyn Brown



# CITY OF SUFFOLK

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441 MARKET STREET, P.O. BOX 1858, SUFFOLK, VIRGINIA 23439-1858  
PHONE: (757) 514-4060 FAX: (757) 514-4099

DEPARTMENT OF  
PLANNING & COMMUNITY DEVELOPMENT

*Division of Planning*

To: Historic Landmarks Commission

From: Thomas Jordan, Planner II

Date: November 14, 2013

Subject: **REQUEST FOR CERTIFICATE OF APPROPRIATENESS HC-2013-29**, submitted by Allyn Brown, Managing Partner, on behalf of OTL III, LLC, property owner, for a change in materials for exterior renovations including painting and the replacement of windows and associated trim for a residential structure located at 212 Pearl Street. The property is further identified as Zoning Map 34G18 Block (A) Parcel(s) 164, Suffolk Voting Borough, and is zoned RM (Residential Medium District), and HC (Historic Conservation Overlay District).

## STAFF REPORT

### Overview of the Subject Property and Surrounding Area

The structure located at 212 Pearl Street is part of the Original Suffolk District (1987). The dwelling is configured as a duplex home. It is a two-story frame dwelling circa 1890. The contributing dwelling was constructed in a vernacular architectural style. Notable features of the dwelling include: 3-bays (asymmetrical), pyramidal hipped roof (standing seam metal), vernacular porch with turned supports, Italianate cornice brackets, corner returns, and the nomination form also noted its 6 over 6 windows.

### Case History

Certificates of Appropriates previously considered for the property include:

- HC2002-32E: Determination that a proposed 20' x 20' dog pin on the rear side of the property was exempt from review since it was not visible from a public street.
- HC2009-47: Request denied for an after-the-fact approval of eleven (11) replacement windows. The property owner requested an appeal however the appeal

request was not forwarded to City Council, since it did not meet the provisions for appeal. The appeal was submitted after the 30 day appeal filing period.

### **Proposed Action**

The applicant is requesting approval for the after-the-fact replacement of a total of 18 (eighteen) wood windows with vinyl windows at 212 Pearl Street. This request includes the installation of eleven windows that were replaced by the previous owner without the benefit of obtaining a Certificate of Appropriateness. As previously noted, an after-the-fact permit request was denied by the Historic Landmarks Commission. The property owner was subsequently taken to court by the City and was fined \$500 twice for non-compliance. Further corrective action was deferred pending the change in ownership. The seven (7) additional windows pertaining to this request were replaced by the current owner with vinyl windows prior to the issuance of a stop work order on September 19, 2013. The applicant has indicated the windows were in poor condition and has provided several pictures of the removed windows.

As part of the overall request the applicant has requested approval to repaint the dwelling to Palace Chambers Yellow (CW313) from the Pratt and Lambert Williamsburg Color Collection. Per the applicable regulations of the design guidelines, these items will be processed administratively.

### **Public Notice**

Public notice of this meeting was published in the newspaper and notices were mailed to adjacent property owners.

### **Applicable Regulations and Analysis**

#### **A. Unified Development Ordinance**

1. Section 31-413(f)(1), Certificate of Appropriateness: Where exterior appearance of any structure as viewed from any street or public way is involved, the Zoning Administrator shall issue no permit for erection, alteration, or improvement unless and until a Certificate of Appropriateness has been issued.
2. Section 31-413(g)(2), General Considerations
  - A. The compatibility with the design, development standards and criteria as included in the City's adopted Historic District Design Guidelines.
  - C. The historical or architectural value and significance of the building, structure or appurtenant element and its relationship to the historic or architectural value of the area in which it is proposed to be located.
  - E. The compatibility of planned improvements and renovations with the architectural and historic quality, character, and scale of the historic buildings in the City of Suffolk.

- b. Section 31-413(g)(7), Approval of Major Action by the HLC: (v) Any alteration to exterior materials or color of materials

B. Suffolk Historic District Design Guidelines

1. Chapter 1, Section E, Categories of Significance with the Historic Conservation Overlay District, Contributing Structures: Historic or non-historic structures contribute to the overall historic character of the historic district through the compatibility of their design, character, scale, material, and detailing. They are not, however, significant enough to be designated as landmarks.
2. Chapter 1, Section F, Goals with the Historic Conservation Overlay District:
  - Continued use of historic buildings
  - Appropriate design of additions and alterations for buildings
3. Chapter 2, Section E, Certificate of Appropriateness: A Certificate of Appropriateness is similar to a building permit in that it is required whenever the exterior appearance of any structure in the Historic Conservation Overlay District, as viewed from any street or public way, is erected, altered, or improved.
4. Chapter 4, Section C, Window Openings: Windows are a major character and style-determining feature of an historic building. It is very important that the windows of an historic building be preserved where possible to maintain their size and details.
5. Chapter 4, Section C.3, Guidelines for Window Preservation:
  - Maintain Original Windows: If repair of an original window is necessary, repair only the deteriorated element to match the original in size, composition, material, dimension, and detail by patching, splicing, consolidating, or otherwise reinforcing the deteriorated section. The removal of historic resources shall be avoided.
  - Avoid Replacing Original Windows: Replace windows only when they are missing or beyond repair. Reconstruction should be based on physical evidence or old photographs, when available. Replacement windows should be designated to match the original in appearance, detail, material, profile, and overall size as closely as possible. Do not use inappropriate materials or finishes that radically change the sash, depth of reveal, muntin configuration, the reflective quality or color of the glazing, or the appearance of the frame.
  - New Window Materials: New windows may be constructed of painted wood, metal clad or vinyl clad. Unfinished or anodized aluminum is not permitted. When evaluating the acceptability of replacement windows, the following criteria shall be used:
    - Kind and texture of materials;

- Architectural and historical compatibility;
- Comparison to original window profile;
- Level of significance of original windows to the architectural style of the building; and
- Material performance and durability.

### **Staff Analysis**

An after-the-fact approval of 18 (eighteen) vinyl replacement windows is requested. Historical photos show that the structure utilized six-over-six (6/6) wooden windows. The Historic District Design Guidelines identify windows as a major character and style-determining feature of a historic building and therefore discourages their replacement. The Guidelines offers clear directions on the preservation of windows and the criteria for evaluating the installation of replacement windows. The Historic District Design Guidelines state the removal of historic resources shall be avoided, therefore the repair or replacement of the deteriorated window section(s) should be the primary objective.

When the replacement of the original window is requested the Historic District Design Guidelines call for a signed statement, with exhibits, from a licensed general contractor stating the condition of the existing windows, ability to be repaired, need for replacement, proposed corrective measures, and options to replacement as required supporting documentation for any application for a Certificate of Appropriateness seeking authorization for the replacement of windows. While photos have been provided of the windows the applicant has not provided an assessment documenting the condition of the previously removed windows thereby establishing the need for replacement.

The replacement vinyl windows installed in the dwelling have no divisions. These windows do not duplicate the original wood windows in regard to materials, profile, or style. The Historic District Design Guidelines support the use of wood, metal clad, or vinyl clad windows for replacement of deteriorated windows. The installed vinyl replacement windows do not meet the Historic District Design Guidelines standards.

Should the Commission determine that window replacement is appropriate, the Guidelines support the use of wood, metal clad or vinyl clad windows. In addition any new replacement windows should match the original in appearance, detail, material, profile, and overall size as closely as possible. Inappropriate materials or finishes that radically change the sash, depth of reveal, muntins configuration, the reflective quality or color of the glazing, or the appearance of the frame shall not be utilized.

### **Summary and Recommendations**

It is staff's position the criteria of Chapter 4, Section C, Window Openings, of the Historic District Design Guidelines have not been met. Based on the above findings-of-fact, staff recommends the following actions with regard to the requests outlined in HC2013-29:

1. Deny the after-the-fact installation of vinyl windows and install replacement windows as directed by the Historic Landmark Commission.

2. No further exterior improvements permitted without the issuance of a Certificate of Appropriateness.
3. All required permits shall be obtained from the Community Development Division.

# HC29-13 Zoning /Land Use Map



**RM**









Front and Side  
View of original windows  
(previously  
Installed)  
Before  
Purchase

RECEIVED

OCT 10 2013

PLANNING



Original Windows



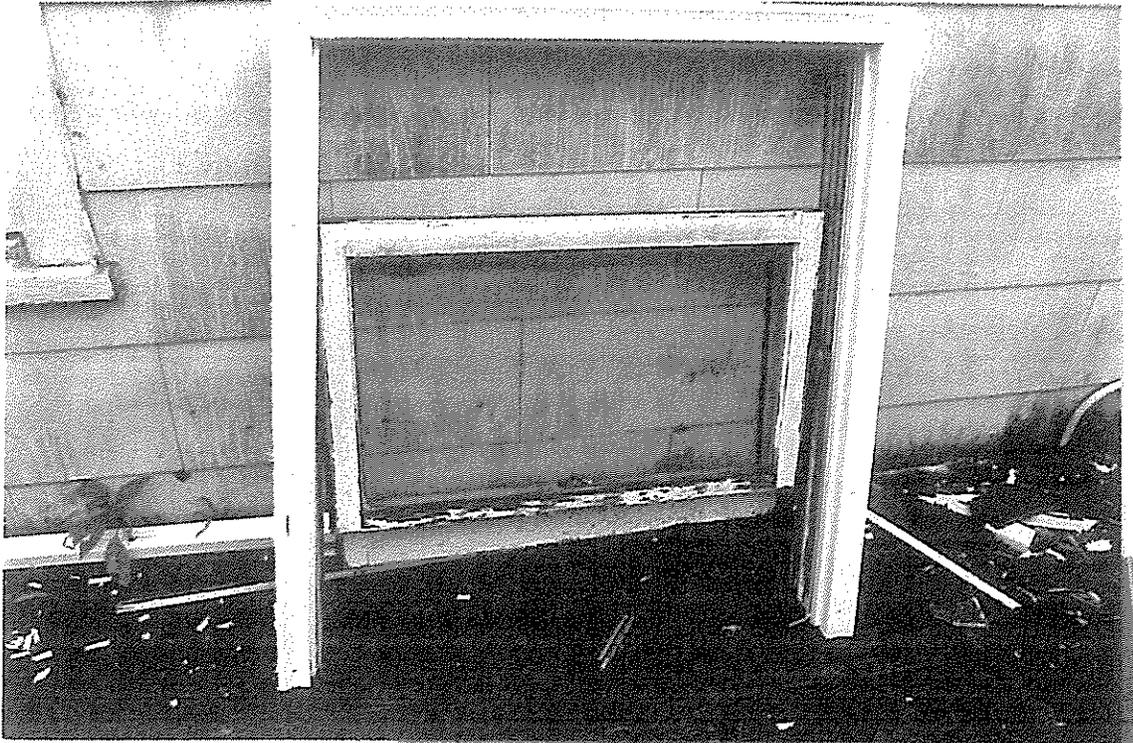
RECEIVED

OCT 10 2013

PLANNING



original windows



RECEIVED

OCT 10 2013

PLANNING

# **Ordinances**

# Resolutions

# **Staff Reports**

## **Motion to Schedule a Work Session**

## **Non-Agenda Speakers**

# **New Business**

## **Announcements and Comments**