

Director of Media

**SUFFOLK CITY COUNCIL  
MEETING OF JULY 1, 2015**



**WORK SESSION**

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

**REGULAR SESSION**

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

**SUFFOLK CITY COUNCIL  
WORK SESSION**

July 1, 2015

5:00 p.m.

City Council Chamber

1. Suffolk Executive Airport Quarterly Report
- 2\* Appointments
- 3.\* General Report for City Council
  - Post 2018 Solid Waste Disposal

\* Proposed Items for Closed Session

**AGENDA:** July1, 2015, Work Session

**ITEM:** Suffolk Executive Airport Quarterly Report

Staff will present the activity of most recently completed quarter at the Suffolk Executive Airport.



**Boards and Commissions Vacancies  
July 1, 2015**

<b>BOARD OR COMMISSION</b>	<b>NAME</b>	<b>TERM EXPIRES</b>	<b>COMMENTS</b>
<b>Fine Arts Commission</b>	Vacant	06-30-15	Vivian May resigned.
	Beatrice Reaves	06-30-15	No response. No attendance.
	John Taylor	06-30-15	Not interested in reappointment.
<b>Historic Landmarks Commission</b>	Edward Lee King	06-30-15	Interested in reappointment.
	Amy L. Elliott	06-30-15	Interested in reappointment.
<b>Human Services Advisory Board</b>	Vacant	06-30-15	Previous member not eligible for reappointment due to term limits.
	Vacant	06-30-15	Previous member not eligible for reappointment due to term limits.
	Vacant	06-30-15	Previous member not eligible for reappointment due to residency.
	Vacant	06-30-15	Previous member not eligible for reappointment due to term limits.
<b>Library Advisory Board</b>	Sue Nichols	06-30-15	Interested in reappointment.
	Randy Brock	06-30-13	
<b>Local Board of Building Code Appeals</b>	Mitchell Wilcox	06-30-14	Interested in reappointment.
	Rebecca Habel	06-30-14	Not interested in reappointment.
	Henry Buck, Jr.	06-30-13	Interested in reappointment.



**Boards and Commissions Vacancies  
July 1, 2015**

<b>BOARD OR COMMISSION</b>	<b>NAME</b>	<b>TERM EXPIRES</b>	<b>COMMENTS</b>
<b>Parks and Recreation Advisory Commission (cont'd)</b>	Ira Steingold	06-30-15	Interested in reappointment.
	Jerry D. Canaday	06-30-15	Not interested in reappointment.
<b>Sister Cities Commission</b>	Monette Robinson Harrell	06-30-15	
<b>Suffolk Clean Community Commission</b>	Susan P. Davis	06-30-15	Interested in reappointment.
	Oulaniece Saunders	06-30-15	Interested in reappointment.
	Arminta Rawls	06-30-15	Not interested in reappointment.
	W. Michael Lane	06-30-15	Interested in reappointment.
<b>Suffolk Clean Community Commission Keep Suffolk Beautiful Executive Board</b>	Hugh Cross	06-30-13	
<b>Western Tidewater Regional Jail Authority</b>	Vacant - Alternate	N/A	Lenora Reid was alternate member.
<b>Wetlands Board</b>	Steven Barnum	12-31-14	Alternate. Interested in reappointment.
	David Thacker Joyner	12-31-14	Alternate. Interested in reappointment.

**SUFFOLK CITY COUNCIL AGENDA**  
**July 1, 2015**  
**7:00 p.m.**  
**City Council Chamber**

1. **Call to Order**
2. **Nonsectarian Invocation**
3. **Approval of the Minutes**
4. **Special Presentations**
5. **Removal of Items from the Consent Agenda and Adoption of the Agenda**
6. **Agenda Speakers**
7. **Consent Agenda** – An ordinance to amend and reordain the adopted FY2015-2016 Fee Schedule for the City of Suffolk, Virginia to decrease the fees for animal adoptions, increase the fee for Blood Test/DNA, and revise the title Whaleyville Community Center to Whaleyville Annex
8. **Consent Agenda** – An ordinance to accept and appropriate the balance of non-expended funds provided to the Suffolk Redevelopment and Housing Authority in support of the implementation of the Fairgrounds Redevelopment and Revitalization project
9. **Public Hearings**
10. **Ordinance** – An ordinance to grant relief from the ten (10) year post conveyance holding period for a parcel of land identified as Zoning Map Parcel 41, Parcel 70A created through a family transfer conveyance in accordance with Section 31-514 of the Unified Development Ordinance
11. **Resolutions**
12. **Staff Reports** – City Manager Search Process
13. **Motion** – A motion to cancel the August 5, 2015 City Council Meeting
14. **Motion** – A motion to schedule a Work Session for July 15, 2015, at 4:00 p.m., unless cancelled
15. **Non-Agenda Speakers**
16. **New Business**
17. **Announcements and Comments**
18. **Adjournment**

Work Session of the Suffolk City Council was held in was held in the City Council Chamber, 442 West Washington Street, on Wednesday, June 17, 2015, 4:00 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. (arrived at 4:05 p.m.)

Patrick G. Roberts, Interim City Manager

Helivi L. Holland, City Attorney

Erika S. Dawley, City Clerk

**ABSENT**

None

**PRESENTATION TO CITY COUNCIL REGARDING LEGISLATIVE CHANGES**

Utilizing a PowerPoint presentation, City Attorney Holland, Assistant City Attorney Solomon Ashby, Assistant City Attorney Karla Williams and Deputy City Attorney William Hutchins gave a report on the above referenced item.

Referring to the presentation, Vice Mayor Bennett asked for clarification about the changes to the State Code already approved by the General Assembly as they relate to the City Code. City Attorney Holland explained that some of the changes made by the General Assembly require amendments to the City Code, while others do not.

Referring to the presentation, Council Member Duman asked about the potential fiscal impact of House Bill 1721, which grants a tax exemption of a dwelling of a surviving spouse of a member of the armed forces killed in action. City Attorney Holland stated that the matter can be researched by the appropriate departments, and the information can be provided to City Council.

Referring to the presentation, Council Member Duman sought clarification about House Bill 1589, specifically the party responsible for the remaining personal property tax beyond the first \$20,000 of personal property tax exemption on each qualifying vehicle leased by an active duty member of the United States military, their spouse or both. Assistant City Attorney Ashby advised that the person leasing the vehicle will be responsible to pay the remaining tangible personal property tax on such a vehicle, and this will apply statewide.

Referring to the presentation, Council Member Duman asked whether existing child day centers and family day homes would need to comply with the changes made by House Bill 1570/Senate Bill 1168, reducing the maximum number of children permitted in an unlicensed family day home from five to four. Deputy City Attorney Hutchins stated that there is no provision for grandfathering any existing facilities at this time; however, the Virginia Department of Social Services is working out the regulations, which necessitates a delay in the legislation’s effective date.

Referring to the presentation, Council Member Duman requested clarification about the need to amend the City’s Unified Development Ordinance to address the changes in House Bill 1570/Senate Bill 1168 regarding child day care centers and family day homes regulations and the City’s ability to grandfather existing facilities. Deputy City Attorney Hutchins replied that the City will have to amend its Unified Development Ordinance, and the City has the latitude to grandfather existing facilities.

**CLOSED MEETING**

City Clerk Dawley presented the following Closed Session motion for City Council’s consideration:

Council Member Fawcett, on a motion seconded by Council Member Duman, 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 assignment, appointment, performance, and salaries of specific appointees of the City, specifically of the City Clerk City Attorney and the City Assessor; and the discussion, consideration, or interviews of prospective candidates for appointment of appointees of the City, specifically the appointments as shown on the attached list for vacancies or term expirations for Community Policy and Management Team, Fine Arts Commission, Historic Landmarks Commission, Human Services Advisory Board, Library Advisory Board, Local Board of Building Code Appeals, Parks and Recreation Advisory Commission, Planning Commission, Sister Cities Commission, Suffolk Clean Community Commission, Suffolk Clean Community Commission Keep Suffolk Beautiful Executive Board, Suffolk Redevelopment and Housing Authority Board of Commissioners, and Wetlands Board, and for the Board of Equalization.

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

City Council convened in Closed Meeting at 4:26 p.m. The Closed Meeting concluded at 6:57 p.m.

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

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

Regular Meeting of the Suffolk City Council was held in the City Council Chamber, 442 West Washington Street, on Wednesday, June 17, 2015, 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, Interim 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. Council Member Milteer offered the Invocation and the Pledge of Allegiance to the Flag.

**FREEDOM OF INFORMATION ACT CERTIFICATION**

City Clerk Dawley presented a resolution certifying the first Closed Meeting of June 17, 2015, pursuant to Section 2.2-3712 of the Code of Virginia (1950), as amended.

Council Member Fawcett, on a motion seconded by Council Member Duman, 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 OF CERTIFICATION OF THE FIRST CLOSED MEETING OF JUNE 17, 2015, PURSUANT TO SECTION 2.2-3712 OF THE CODE OF VIRGINIA (1950), AS AMENDED**

Mayor Johnson announced that the City has earned the AAA bond rating from Fitch Ratings. She introduced David Rose, Senior Vice President, Davenport and Company, the City’s financial advisors, who offered remarks.

**APPROVAL OF THE MINUTES**

Council Member Fawcett, on a motion seconded by Council Member Milteer, moved to approve the minutes from the May 20, 2015, Regular Meeting and the June 3, 2015, Work Session and Regular Meeting, 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

**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 Consent Agenda items for separate action. She also announced that there is a request to amend the agenda to add the following item: Staff Report – Animal Adoption Fees.

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

Council Member Goldberg, on a motion seconded by Vice Mayor Bennett, moved to amend the agenda to add the aforementioned staff report and adopt the remaining 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**

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** – An ordinance to accept and appropriate additional funds from the American Library Association’s Libraries Transforming Communities Grant for the City of Suffolk Public Library

**Consent Agenda Item #8** – A resolution of the City of Suffolk, Virginia certifying its concurrence with the Suffolk City School Board’s election to pay the Virginia Retirement System Board certified rate in the biennium beginning July 1, 2015 in accordance with the appropriation act item 468(H)

**Consent Agenda Item #9** - An ordinance to accept and appropriate funding from the Virginia Department of Aviation for the Suffolk Executive Airport

**Consent Agenda Item #10** - An ordinance to accept and appropriate excess General Fund Revenues received during Fiscal Year 2014-15, not to exceed \$1,300,000, for Fiscal Year 2014-15 approved obligations, building maintenance and generator lease expenses

Council Member Fawcett asked for a report on Consent Agenda Item #10 - an ordinance to accept and appropriate excess General Fund Revenues received during Fiscal Year 2014-15, not to exceed \$1,300,000, for Fiscal Year 2014-15 approved obligations, building maintenance and generator lease expenses.

Council Member Milteer called for a summary of Consent Agenda Item #9 - an ordinance to accept and appropriate funding from the Virginia Department of Aviation for the Suffolk Executive Airport.

Vice Mayor Bennett sought a review of Consent Agenda Item #8 - a resolution of the City of Suffolk, Virginia certifying its concurrence with the Suffolk City School Board’s election to pay the Virginia Retirement System Board certified rate in the biennium beginning July 1, 2015 in accordance with the appropriation act item 468(H).

Referring to Consent Agenda Items #8 and #9, Interim City Manager Roberts submitted a summation of the background information as printed in the official agenda.

Referring to Consent Agenda Item #10, Interim City Manager Roberts provided an overview of the background information as printed in the official agenda utilizing a PowerPoint presentation.

Council Member Fawcett, on a motion seconded by Council Member Duman, 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 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, the City’s financial advisors, submitted 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 sought an explanation regarding the lack of any growth assumption in assessed value until Fiscal Year 2018. Mr. Rose replied that a conservative assumption was used to err on the side of caution based on the current limited growth in assessed value.

Council Member Fawcett, 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 ISSUANCE AND SALE OF BONDS BY THE CITY OF SUFFOLK, VIRGINIA, AND ESTABLISHING THE TERMS, DETAILS, AND PROVISIONS FOR THE PAYMENT THEREOF**

**Public Hearing** – An ordinance to amend Chapter 31, Unified Development Ordinance of the Code of the City of Suffolk Section 31-406, Use Regulations and Table 406-1, Principal Uses Permitted in Zoning Districts Concerning Licensed Limited Distillers as a Permitted Use in the Agricultural Zoning District; Appendix A, Definitions Concerning the Definitions of “Animal Shelter, Private”, “Licensed Limited Distillers”, and “Variance”; Appendix B, Submission Requirements, B-6, Zoning Variance or Appeals Applications – OA4-15

Utilizing a PowerPoint presentation, Acting Planning and Community Development Director Robert Goumas offered a report on the background information as printed in the official agenda.

Hearing no speakers, the public hearing was closed.

Council Member Milteer, 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 TO AMEND CHAPTER 31, UNIFIED DEVELOPMENT ORDINANCE OF THE CODE OF THE CITY OF SUFFOLK SECTION 31-406, USE REGULATIONS AND TABLE 406-1, PRINCIPAL USES PERMITTED IN ZONING DISTRICTS CONCERNING LICENSED LIMITED DISTILLERS AS A PERMITTED USE IN THE AGRICULTURAL ZONING DISTRICT; APPENDIX A, DEFINITIONS CONCERNING THE DEFINITIONS OF “ANIMAL SHELTER, PRIVATE”, “LICENSED LIMITED DISTILLERS”, AND “VARIANCE”; APPENDIX B, SUBMISSION REQUIREMENTS, B-6, ZONING VARIANCE OR APPEALS APPLICATIONS – OA4-15**

**ORDINANCES**

There were no items under this portion of the agenda.

**RESOLUTIONS**

There were no items under this portion of the agenda.

**STAFF REPORTS**

**Staff Report – Animal Adoption Fees**

Utilizing a PowerPoint presentation, Interim City Manager Roberts submitted an overview of the above referenced item.

Council Member Fawcett, on a motion seconded by Council Member Goldberg, moved to place an ordinance on the July 1, 2015, City Council meeting agenda to amend the adoption fees for animals in the Fiscal Year 2015-2016 Fee Schedule back to the fees in the Fiscal Year 2014-2015 Fee Schedule, 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

**MOTIONS**

**Motion** – A motion to schedule a Work Session for July 1, 2015, at 4:00 p.m., unless cancelled

Council Member Duman, on motion seconded by Council Member Fawcett, moved to schedule a Work Session for July 1, 2015, at 4:00 p.m., 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**

There were no speakers under this portion of the agenda.

**NEW BUSINESS**

City Clerk Dawley presented the following boards and commissions for City Council’s consideration: Community Policy and Management Team – Jewel Goodman (parent representative) and Mary Brantley (private provider organization or association of providers representative); Library Advisory Board – Nancy Creekmore and Sharon Slate; Parks and Recreation Advisory Commission – Judson West; Planning Commission – James Vacalis; and Suffolk Redevelopment and Housing Authority Board of Commissioners – M. Caroline Martin and Regina Hall (resident representative).

Council Member Goldberg, on a motion seconded by Council Member Duman, moved to appoint the above referenced individual to the aforementioned bodies, 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

## **ANNOUNCEMENTS AND COMMENTS**

Utilizing PowerPoint presentation, Media and Community Relations Manager Tim Kelley reported on the following: the City's receipt of the overall top fundraising team award from the American Cancer Society for the Relay for Life; a meeting with Mayor Johnson and Rear Admiral Matthew Kohler at the Navy Information Dominance Forces in Harbour View; Tealen Hansen, Finance Department, earned the Virginia Government Finance Officers Certificate; the Senior Citizen Academy Graduation; the Suffolk Police Department's participation in the Virginia Law Enforcement Torch Run for Special Olympics; the TGIF Summer Concert Series; the Suffolk Humane Society Adopt-a-thon; the Hampton Roads Chamber of Commerce's Mingle on Main Street; and the City's severe weather tips and updates webpage.

Council Member Johnson reported he attended a luncheon hosted by the American Association of Retired Persons.

Council Member Milteer opined about the City's receipt of the AAA bond rating from Fitch Ratings.

Council Member Fawcett congratulated Tealen Hansen, Finance Department, on her receipt of the Virginia Government Finance Officers Certificate.

Council Member Fawcett advised he attended the Bennett's Creek Landing Homeowners' Association Annual Meeting.

Council Member Fawcett opined about the visit by the bond rating agencies and the City's receipt of the AAA bond rating from Fitch Ratings.

Council Member Goldberg opined about the visit by the bond rating agencies and the City's receipt of the AAA bond rating from Fitch Ratings.

Council Member Ward advised he attended a party for his great aunt, Gracie Ward Scott, on the occasion of her 100<sup>th</sup> birthday.

Council Member Ward congratulated Finance Director Leonora Reid on her new position with the City of Richmond.

Council Member Ward extended his condolences to Matt Hughes on the loss of his son.

Council Member Duman opined about the visit by the bond rating agencies and the City's receipt of the AAA bond rating from Fitch Ratings.

Vice Mayor Bennett opined about the visit by the bond rating agencies and the City's receipt of the AAA bond rating from Fitch Ratings.

Vice Mayor Bennett reported that there were solicitors on Constance Road and Main Street in the right of way this weekend and called on City Administration to research the City's ordinances governing this activity.

Vice Mayor Bennett asked City Administration to provide information regarding the City's regulations as it relates to charitable cornhole tournaments.

Vice Mayor Bennett advised that the residents of Suffolk Meadows would like a “No Thru Traffic” sign posted during the Shoulders Hill Road water transmission main project.

Vice Mayor Bennett advised that he attended the Senior Citizens Academy Gradation and the United States Cyber Command Distinguished Visitor’s Day Cyber Guard 2015 event.

Mayor Johnson congratulated Tealen Hansen, Finance Department, on her receipt of the Virginia Government Finance Officers Certificate.

Mayor Johnson opined about the visit by the bond rating agencies and the City’s receipt of the AAA bond rating from Fitch Ratings.

Mayor Johnson reported that she attended the United States Cyber Command Distinguished Visitor’s Day Cyber Guard 2015 event.

Mayor Johnson requested that City Council recess for five minutes prior to entering into Closed Session. By unanimous consent, this was approved by City Council.

City Clerk Dawley presented the following Closed Session motion for City Council’s consideration:

Council Member Fawcett, on a motion seconded by Council Member Duman, 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 assignment, appointment, performance, and salaries of specific appointees of the City, specifically of the City Clerk City Attorney and the City Assessor.

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

City Council recessed at 8:11, and City Council convened in Closed Meeting at 8:16 p.m. The Closed Meeting concluded at 8:42 p.m.

**FREEDOM OF INFORMATION ACT CERTIFICATION**

City Clerk Dawley presented a resolution certifying the second Closed Meeting of June 17, 2015, pursuant to Section 2.2-3712 of the Code of Virginia (1950), as amended.

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

**A RESOLUTION OF CERTIFICATION OF THE SECOND CLOSED MEETING OF JUNE 17, 2015, PURSUANT TO SECTION 2.2-3712 OF THE CODE OF VIRGINIA (1950), AS AMENDED**

Council Member Duman, on a motion seconded by Council Member Fawcett, 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 8:43 p.m.

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

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

# **Special Presentations**

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

# **Agenda Speakers**

**AGENDA: July 1, 2015, Regular Session**

**ITEM: Consent Agenda** – An ordinance to amend and reordain the adopted FY2015-2016 Fee Schedule for the City of Suffolk, Virginia to decrease the fees for animal adoptions, increase the fee for Blood Test/DNA, and revise the title Whaleyville Community Center to Whaleyville Annex

Attached for Council's consideration is an ordinance to amend the adopted FY2015-2016 City of Suffolk Fee Schedule to decrease the fees for Adoption of Feline and Canine, to increase the fee for Blood Test/ DNA and to revise the title Whaleyville Community Center to Whaleyville Annex.

The adopted FY2015-2016 fee for Feline Adoption is \$85 and the adopted fee for Canine Adoption is \$105. The proposed amended fee for Feline Adoption is \$75 and the proposed amended fee for Canine Adoption is \$95 which will reduce the fees to match the FY2014-2015 adopted fee schedule.

The Virginia General Assembly passed legislation on March 23, 2105, to amend and reenact Virginia Code §19.2-310.2 relating to the increase of the fee for blood, saliva, or tissue samples required for DNA analysis. The FY 2015-2016 adopted fee for Blood Test/DNA fee is \$12.50 and the new fee passed by the Virginia General Assembly is \$15.00 effective July 1, 2015.

Fees for the Whaleyville Community Center are listed in the adopted FY2015-2016 Fee Schedule. With the opening of the new Whaleyville Community Center, this text amendment is needed to distinguish the old building from the new building. The old building, located on Whaleyville Blvd., has been renamed the Whaleyville Annex. This building is still available for small rentals. Rental for the new Whaleyville Community Center is reflected under the Recreation Center Rentals category of the fee schedule. It is recommended that the text be revised to "Whaleyville Annex".

The fee amendments constitute a budget amendment that does not increase expenditures above one percent. Therefore a public hearing is not required to approve this amendment. (Code of VA 15.2-2507)

The fees for Feline Adoption and Canine Adoption, the fee for Blood Test/DNA and the revised title to Whaleyville Annex are recommended to be amended.

**RECOMMENDATION:**

Approve the attached ordinance

**ATTACHMENTS:**

Ordinance  
Fee Schedule

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

**AN ORDINANCE TO AMEND AND REORDAIN THE ADOPTED FY2015-2016 FEE SCHEDULE FOR THE CITY OF SUFFOLK, VIRGINIA TO DECREASE THE FEES FOR ANIMAL ADOPTIONS, INCREASE THE FEE FOR BLOOD TEST/DNA, AND REVISE THE TITLE WHALEYVILLE COMMUNITY CENTER TO WHALEYVILLE ANNEX**

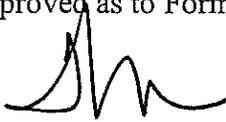
BE IT ORDAINED, by the Council of the City of Suffolk, Virginia:

That the Fee Schedule for the City of Suffolk as adopted by Ordinance Number 15-O-039 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 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
<b>AIRPORT</b>		
Multi Engine T-Hanger (monthly)*	299.00	299.00
Single Engine T-Hanger (monthly)*	229.00	229.00
Large T-Hanger Storage Room (monthly)*	89.00	89.00
Small T-Hanger Storage Room (monthly)*	69.00	69.00
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
Mark-up on Fuel Sales **	Average for all prices 30% (projected)	Average for all prices 27% (projected)
Tow Tug	0.00	35.00
<i>* Prices consistent with neighboring airports.</i>		
<i>** This amount fluctuates depending on our competition</i>		
<b>ASSESSOR</b>		
Copies (KB System)	1.00	1.00
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	10.00
Blood Test/DNA	12.50	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
<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	25.00	25.00
<b>FINANCE</b>		
Child Support Processing Fees	\$5.00/per Child Support Order (per pay)	\$5.00/per Child Support Order (per pay)
Garnishment Processing Fees	\$5.00/per Garnishment Order (per pay)	\$5.00/per Garnishment Order (per pay)
Payroll History Report/Check Reprint Processing Fees	\$5.00 per request	\$5.00 per request
W-2 Re-issuance Processing Fees	\$5.00 per request	\$5.00 per request
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 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
<b>FIRE &amp; RESCUE</b>		
Plans Review	50.00	75.00
On-Site Inspection		
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
Underground Tank Installation and Removal, Aboveground (AST), Underground (UST), Tank Installation and Removal or Fill in Place	50.00 (each additional tank 20.00)	50.00 (each additional tank 20.00)
Fireworks Permit	0.00	150.00
Tent Permit	0.00	25.00
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
Reports		
Incident or Computer Generated Reports	6.00	6.00
General		
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
Burn Permit (Requirements must be met)		
Residential	No Charge	No Charge
Commercial	150.00	150.00
Alarm Registration	25.00 per year	25.00 per year
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
Emergency Medical Services		
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
Apparatus Use Fee		
Ambulance	30.00 per hour	30.00 per hour
Engine	75.00 per hour	75.00 per hour
Ladder	125.00 per hour	125.00 per hour
Re-Hab	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
Personnel		
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
Supervisor	35.00 per hour/per person	35.00 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

CITY OF SUFFOLK  
FEE SCHEDULE  
FISCAL YEAR 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
<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>		
Digital Map Data		
Topographic Data (File Set)	\$500.00/set or \$100/per layer	\$500.00/set or \$100/per layer
Orthophotography (Single Image)	\$7851.00 (High Resolution)/\$3821 (DTM)	\$7851.00 (High Resolution)/\$3821 (DTM)
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
Specialized Map Services		
Special Map Production Services (Per Hour)	65.00	65.00
Specialized Data Analysis Services (Per Hour)	65.00	65.00
Individual Orthophotography Tiles		
1-5 tiles	100.00/tile	100.00/tile
6 - 10 tiles	50.00/tile	50.00/tile
* The Historic Commission decided that those who did the work without prior approval should pay a higher fee.		
** Sub-division fee: Fee is consistent with zoning determination fee.		
*** Funds collected through fee in lieu of mitigation would be pooled together from other various individual projects to allow for larger future wetlands mitigation projects for City/Wetlands board in the watershed.		
<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	2.00	2.00
Local Interest	Varies	Varies
Jail Admission Fee	25.00	25.00
Courthouse Security Fee	10.00	10.00
<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
Lost Card	2.00	2.00
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>		
Athletic Registration Fees		
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
Lil' Kickers	40.00	40.00
Ball Fields (Tournaments)		
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

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
Rental of Ball fields without Lights (full day)	65.00	65.00
<b>Facilities and Parks</b>		
<b><i>Bennett's Creek Park</i></b>		
Picnic Shelter		
Full Day	75.00	75.00
Stage	300.00 per day	300.00 per day
<b><i>Constant's Wharf Park and Marina</i></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	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
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><i>Lake Kennedy Park Shelter</i></b>		
<b><i>Cypress Park Shelter</i></b>		
<b><i>Cypress Park Pool (Rental)</i></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>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
<b><i>Recreation Center Membership</i></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	5.00	5.00
Replacement Card	10.00	10.00
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
Non-Membership Fee	5.00	5.00
<b>Unless Otherwise Noted, Non Resident Fees</b>		
	25% above resident fees	25% above resident fees
<b><i>Recreation Center Rentals</i></b>		
Gymnasium: Must be out by 8p (minimum 4 hour rental)		
Non-commercial Events		
Hourly Rate	65.00/hr	65.00/hr
Commercial Events (w/fee or admission)		
Hourly Rate	75.00/hr	75.00/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><i>Lake Meade Park and Tennis Complex</i></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><i>Lone Star Lakes Park</i></b>		
Canoe Rentals (maximum of 6 canoes available)	25.00 per canoe	25.00 per canoe

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
<b>National Guard Armory</b>		
<i>Rental Period: 8:00 a.m. to midnight</i>		
Deposit	150.00	150.00
<b>Non-Commercial Events</b>		
Resident hourly rental rate (minimum 4-hour rental)	150.00 per hour	150.00 per hour
Non-resident hourly rental rate (minimum 4-hour rental)	200.00 per hour	200.00 per hour
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
<b>Commercial Events</b>		
Resident hourly rental rate (minimum 4-hour rental)	200.00 per hour	200.00 per hour
Non-resident hourly rental rate (minimum 4-hour rental)	300.00 per hour	300.00 per hour
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
<b>Special Event Application Fee</b>		
Non-Profit/For-Profit	50.00	50.00
<b>Planters Club</b>		
<i>Rental Period: 8:00 a.m. to Midnight</i>		
Deposit	150.00	150.00
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
<b>Non-Commercial events</b>		
Hourly Rate	25.00/hr	25.00/hr
<b>Commercial events</b>		
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
Picnic Pack	25.00	25.00
<b>Whaleville Community Center- Whaleville Anex</b>		
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)	70.00 per hour/Non Res	70.00 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>Custodial Fees (all rental facilities)</b>	10.50 to 16.00 per hour	10.50 to 16.00 per hour
<b>Security Services (Suffolk Police Officers)</b>	30.00 per hour per officer	30.00 per hour per officer
<b>Fee Based Activities</b>	As noted in Leisure Guide	As noted in Leisure Guide
<b>Maintenance</b>		
<b>Equipment</b>		
Mobile Bleachers - Per Day	200.00	200.00
<b>Tents - Per Day</b>		
10 x 10	125.00	125.00
20 x 20	200.00	200.00
<b>Platforms - Per Day</b>		
Risers	50.00 ea. per day (up to 6)	50.00 ea. per day (up to 6)
<b>Steps</b>		
4 x 8	25.00	25.00
Tables	6.00	6.00
Folding Chairs (each)	1.00	1.00
<b>Unless Otherwise Noted, Non Resident Fees</b>	25% above resident fees	25% above resident fees
<b>Ground Maintenance</b>		
Grave Space - Single Lot	800.00	800.00
<b>Grave Opening</b>		
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

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
<b>PLANNING AND COMMUNITY DEVELOPMENT</b>		
<i>PLANNING</i>		
Rezoning Requests	800.00 plus 40.00 acre	800.00 plus 40.00 acre
Conditional Rezoning Requests	1,000 plus 40.00 acre	1,000 plus 40.00 acre
Conditional Use Permits	800.00 plus 20.00 acre	800.00 plus 20.00 acre
Comprehensive Plan Amendment	1,000.00	1,000.00
Comprehensive Plan Consistency Review	250.00	250.00
Subdivision Variance Requests	500.00	500.00
Wetlands Board	250.00	250.00
Wetlands Board After the Fact	300.00	300.00
Chesapeake Bay Preservation Area Special Exception Request (Administrative)	50.00	50.00
Chesapeake Bay Preservation Area Special Exception Request (Planning Commission)	250.00	250.00
Historic and Cultural Review - Additions	150.00	150.00
Historic and Cultural Review - New Construction	150.00	150.00
Historic and Cultural Review - Administration	35.00	35.00
Historic and Cultural Review - After the Fact	250.00	250.00
Historic and Cultural Review - Administration After the Fact*	70.00	70.00
Borrow Pit Fees	100.00	100.00
Per cubic yard removed semi-annually	0.23	0.23
Street Name Change Request	325.00	325.00
Street Abandonment	100.00	100.00
Encroachment Permits	100.00	100.00
Minor Subdivision	300.00	300.00
Family Transfer	300.00	300.00
Preliminary Plat Fee (per lot)	50.00 with 300.00 minimum	50.00 with 300.00 minimum
Final Plat Fee (per lot)	30.00 with 200.00 minimum	30.00 with 200.00 minimum
Subdivision Engineering Plan Review	40.00 per lot with 200.00 minimum	40.00 per lot with 200.00 minimum
Subdivision Engineering Plan Review Revisions	150.00	150.00
Subdivision Determination**	90.00	90.00
Site Plan Review (excludes 1 & 2 family dwelling)	600.00	600.00
plus per acre	60.00	60.00
Site Plan Review - additional revisions (per submittal)	150.00	150.00
Site Plan Waiver Request	50.00	50.00
Maps (each) Printed Map Products	5.00	5.00
Maps-Specialized Map Production Services	50.00 Hour	50.00 Hour
Aerial Photographs		
1" = 1000'	0.25	0.25
1" = 1600" Base map set	50.00	50.00
Unified Development Ordinance	Cost	Cost
Comprehensive Plan	60.00	60.00
Geodetic Control Network Book	25.00	25.00
Geodetic Control Network Book - Supplement	10.00	10.00
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	50.00	50.00
State Levy	2.00%	2.00%
Extra Inspection Trips (each)	50.00	50.00
Penalty for Working Without Permits		
Construction Cost		
\$1 - 50,000	250.00	250.00
50,001 - 100,000	500.00	500.00
100,001 - 150,000	1,000.00	1,000.00
150,001 - 250,000	2,000.00	2,000.00
250,001 - 750,000	4,000.00	4,000.00
over 750,000	5,000.00	5,000.00
Electrical Permits (new service, temporary service & service changes)		
Minimum	50.00	50.00
State Levy	2.00%	2.00%
1 - 50 amps		
Single Phase Fee (new)	50.00	50.00
Single Phase Fee (change)	50.00	50.00
Three Phase Fee (new)	50.00	50.00
Three Phase Fee (change)	50.00	50.00
50 - 100 amps		
Single Phase Fee (new)	50.00	50.00
Single Phase Fee (change)	50.00	50.00
Three Phase Fee (new)	70.00	70.00
Three Phase Fee (change)	50.00	50.00
101 - 150 amps		
Single Phase Fee (new)	75.00	75.00
Single Phase Fee (change)	50.00	50.00
Three Phase Fee (new)	105.00	105.00
Three Phase Fee (change)	60.00	60.00

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
151 - 200 amps		
Single Phase Fee (new)	100.00	100.00
Single Phase Fee (change)	60.00	60.00
Three Phase Fee (new)	140.00	140.00
Three Phase Fee (change)	80.00	80.00
201 - 250 amps		
Single Phase Fee (new)	125.00	125.00
Single Phase Fee (change)	75.00	75.00
Three Phase Fee (new)	175.00	175.00
Three Phase Fee (change)	100.00	100.00
251 - 300 amps		
Single Phase Fee (new)	150.00	150.00
Single Phase Fee (change)	90.00	90.00
Three Phase Fee (new)	210.00	210.00
Three Phase Fee (change)	120.00	120.00
301 - 350 amps		
Single Phase Fee (new)	175.00	175.00
Single Phase Fee (change)	105.00	105.00
Three Phase Fee (new)	245.00	245.00
Three Phase Fee (change)	140.00	140.00
351 - 400 amps		
Single Phase Fee (new)	200.00	200.00
Single Phase Fee (change)	120.00	120.00
Three Phase Fee (new)	280.00	280.00
Three Phase Fee (change)	160.00	160.00
401 - 450 amps		
Single Phase Fee (new)	225.00	225.00
Single Phase Fee (change)	135.00	135.00
Three Phase Fee (new)	315.00	315.00
Three Phase Fee (change)	180.00	180.00
451 - 500 amps		
Single Phase Fee (new)	250.00	250.00
Single Phase Fee (change)	150.00	150.00
Three Phase Fee (new)	350.00	350.00
Three Phase Fee (change)	200.00	200.00
501 - 550 amps		
Single Phase Fee (new)	275.00	275.00
Single Phase Fee (change)	165.00	165.00
Three Phase Fee (new)	385.00	385.00
Three Phase Fee (change)	220.00	220.00
551 - 600 amps		
Single Phase Fee (new)	300.00	300.00
Single Phase Fee (change)	180.00	180.00
Three Phase Fee (new)	420.00	420.00
Three Phase Fee (change)	240.00	240.00
601 - 650 amps		
Single Phase Fee (new)	325.00	325.00
Single Phase Fee (change)	195.00	195.00
Three Phase Fee (new)	455.00	455.00
Three Phase Fee (change)	260.00	260.00
651 - 700 amps		
Single Phase Fee (new)	350.00	350.00
Single Phase Fee (change)	210.00	210.00
Three Phase Fee (new)	490.00	490.00
Three Phase Fee (change)	280.00	280.00
701 - 750 amps		
Single Phase Fee (new)	375.00	375.00
Single Phase Fee (change)	225.00	225.00
Three Phase Fee (new)	525.00	525.00
Three Phase Fee (change)	300.00	300.00
751 - 800 amps		
Single Phase Fee (new)	400.00	400.00
Single Phase Fee (change)	240.00	240.00
Three Phase Fee (new)	560.00	560.00
Three Phase Fee (change)	320.00	

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
<b>801 - 850 amps</b>		
Single Phase Fee (new)	425.00	425.00
Single Phase Fee (change)	255.00	255.00
Three Phase Fee (new)	595.00	595.00
Three Phase Fee (change)	340.00	340.00
<b>851 - 900 amps</b>		
Single Phase Fee (new)	450.00	450.00
Single Phase Fee (change)	270.00	270.00
Three Phase Fee (new)	630.00	630.00
Three Phase Fee (change)	360.00	360.00
<b>901 - 950 amps</b>		
Single Phase Fee (new)	475.00	475.00
Single Phase Fee (change)	285.00	285.00
Three Phase Fee (new)	665.00	665.00
Three Phase Fee (change)	380.00	380.00
<b>951 - 1,000 amps</b>		
Single Phase Fee (new)	500.00	500.00
Single Phase Fee (change)	300.00	300.00
Three Phase Fee (new)	700.00	700.00
Three Phase Fee (change)	400.00	400.00
<b>1,001 - 1,050 amps</b>		
Single Phase Fee (new)	525.00	525.00
Single Phase Fee (change)	315.00	315.00
Three Phase Fee (new)	720.00	720.00
Three Phase Fee (change)	410.00	410.00
<b>1,051 - 1,100 amps</b>		
Single Phase Fee (new)	550.00	550.00
Single Phase Fee (change)	330.00	330.00
Three Phase Fee (new)	740.00	740.00
Three Phase Fee (change)	420.00	420.00
<b>1,101 - 1,150 amps</b>		
Single Phase Fee (new)	575.00	575.00
Single Phase Fee (change)	345.00	345.00
Three Phase Fee (new)	760.00	760.00
Three Phase Fee (change)	430.00	430.00
<b>1,151 - 1,200 amps</b>		
Single Phase Fee (new)	600.00	600.00
Single Phase Fee (change)	360.00	360.00
Three Phase Fee (new)	780.00	780.00
Three Phase Fee (change)	440.00	440.00
<b>Over 1,200 amps</b>		
Single Phase Fee (new)	600.00 plus 25 per 50 amps after	600.00 plus 25 per 50 amps after
Single Phase Fee (change)	360 plus 15 per 50 amps after	360 plus 15 per 50 amps after
Three Phase Fee (new)	780.00 plus 20 per 50 amps after	780.00 plus 20 per 50 amps after
Three Phase Fee (change)	440 plus 10 per 50 amps after	440 plus 10 per 50 amps after
<b>Electrical Permits (additions and repairs)</b>		
0 - 30 amps (per circuit)	4.00	4.00
31 - 60	5.00	5.00
61 - 100	7.00	7.00
101 - 200	15.00	15.00
over 200 amps	20.00	20.00
Pool Grounding	55.00	55.00
Repair Wiring, Apparatus, Fixtures	50.00	50.00
<b>Plumbing Permits</b>		
Minimum	50.00	50.00
<b>State Levy</b>	2.00%	2.00%
Each Fixture, Floor Drain, or Trap	7.00	7.00
Each Sewer (sanitary and storm)	7.00	7.00
Each Sewer Replaced or Repaired	35.00	35.00
Each Manhole	7.00	7.00
Each Roof Drain	7.00	7.00
Each Area Drain	7.00	7.00
Each Water Heater	7.00	7.00
Each Water Line (New Residential)	7.00	7.00
Each Water Line (Existing Residential)	35.00	35.00
Each Water Line (Commercial)	100.00	100.00
Each Sewer Line (Commercial)	100.00	100.00

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
Backflow Preventer	7.00	7.00
Mechanical and Gas Permits		
Minimum	50.00	50.00
State Levy	2.00%	2.00%
New Construction for all mechanical apparatus		
\$0 - 3,000	50.00	50.00
3,001 - 4,000	50.00	50.00
4,001 - 5,000	50.00	50.00
5,001 - 6,000	55.00	55.00
continue at \$6.00/\$1,000 value of fraction thereof		
Replacement, Alterations, Repairs and Additions		
\$0 - 4,000	50.00	50.00
4,001 - 5,000	55.00	55.00
5,001 - 6,000	55.00	55.00
continue at \$6.00/\$1000 value of fraction thereof		
LPG Tanks and Associated Piping		
0 - 2,000 gallons	50.00	50.00
over 2,000	50.00 plus \$4.00/10,000 gallons	50.00 plus \$4.00/10,000 gallons
Flammable Liquid Tanks and Associated Piping		
0 - 50,000 gallons	50.00	50.00
over 50,000	50.00 plus \$6.00/25,000 gallons	50.00 plus \$6.00/25,000 gallons
Fuel Piping Outlet Each	50.00	50.00
Plan Review		
All Structures		
0 - 2,499 square feet	75.00	75.00
2,500 - 5,000	100.00	100.00
5,000 - 10,000	125.00	125.00
10,001 - 30,000	175.00	175.00
30,001 - 50,000	250.00	250.00
50,001 - 100,000	300.00	300.00
Above 100,000	350.00	350.00
Moving		
Out of City to In City	525.00	525.00
In City to Out of City	275.00	275.00
Within City	275.00	275.00
Through City	100.00	100.00
Accessory Structures		
0 - 100 square feet	50.00	50.00
101 - 300	50.00	50.00
301 - 600	65.00	65.00
Demolition		
One to Two Family Residences	55.00	55.00
Any Residential Accessory Structure	50.00	50.00
All Other Buildings		
0 - 60,000 square feet	100.00	100.00
over 60,000	\$25/15,000 sq.ft.	\$25/15,000 sq.ft.
Sign Fees		
In Addition to Minimum Permit Fee		
1 - 40	50.00	50.00
41 - 80	55.00	55.00
over 80	65.00	65.00
Elevator Compliance Card	50.00	50.00
Amusement Ride Inspection		
Kiddie Ride	15.00	15.00
Major Ride	25.00	25.00
Spectacular Ride	45.00	45.00
Cross Connection Inspection	50.00	50.00
Private Piers, Greenhouses, and Walls		
\$1 - 2,200	50.00	50.00
over 2,200	\$2.00/\$100 value	\$2.00/\$100 value
Miscellaneous Fees		
Mobile Homes	50.00	50.00
Modular Classroom Units	55.00	55.00
Tents	50.00	50.00
Chimneys	50.00	50.00
Free Standing Fireplaces/Wood Stoves	50.00	50.00
Stationary Fireplaces	50.00	50.00
Temporary Power Release Inspection	60.00	60.00
Temporary Use Permit Fee	35.00	35.00
Swimming Pools		
\$1 - 2,200	50.00	50.00
over 2,200	\$1.00/\$100 value	\$1.00/\$100 value

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
<b>Certificate of Occupancy</b>		
Residential	50.00	50.00
Commercial	100.00	100.00
Extension of Residential, Commercial and Temp C.O.	50.00	50.00
Temporary	100.00	100.00
Rental	50.00	50.00
Two or More Units (per unit)	30.00	30.00
Reinspection	50.00	50.00
Business License Inspection	100.00	100.00
Board of Building Code Appeal	250.00	250.00
Extension of Permits	75.00	75.00
<b>Tower, Antennas and Like Structures</b>		
\$0 - 4999 value	20.00 per \$1,000	20.00 per \$1,000
5,000 - 19,999	100.00 per \$5,000 plus 10.00 per \$1,000	100.00 per \$5,000 plus 10.00 per \$1,000
20,000 - 99,999	250.00 per \$20,000 plus 5.00 per \$1,000	250.00 per \$20,000 plus 5.00 per \$1,000
over 100,000	625.00 per \$100,000 plus 4.00 per \$1,000	625.00 per \$100,000 plus 4.00 per \$1,000
Building Fees (see attached Schedule A)	Schedule A (attached)	Schedule A (attached)
Zoning Permits (includes Farm Affidavits)	35.00	35.00
Home Occupation Permits (zoning review)	35.00*	35.00*
<b>Health Department Evaluation</b>		
New Construction	100.00	100.00
Updates	50.00	50.00
Board of Zoning Appeals	500.00	500.00
Administrative Variance Request	60.00	60.00
<b>Chesapeake Bay Special Exception Request</b>		
Reviewed by Zoning Administrator	50.00	50.00
If Forwarded to Board of Zoning Appeals	300.00	300.00
Written Determination by Zoning Administrator	90.00	90.00
Special Entertainment Permit	\$50.00 plus fees for in-kind services such as Police, Fire, Equipment Rental, etc.	\$50.00 plus fees for in-kind services such as Police, Fire, Equipment Rental, etc.
Junkyard Compliance Inspection (yearly)	100.00	100.00
Unified Development Ordinance	Cost	Cost
Temporary Signs	25.00	25.00
<b>Building Permits:</b>		
Permit Issued No Inspections Completed	75%	75%
Foundation Inspection Completed	50%	50%
Framing & Foundation Inspection Completed	25%	25%
<b>Electrical Permits:</b>		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
<b>Mechanical Permits:</b>		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
<b>Gas Permits:</b>		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
<b>Plumbing Permits</b>		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
* All refunds subject to \$15.00 processing Fee-no refunds will be issued for amounts less than \$15.00		
<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

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
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
<i>unregistered</i> 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	5.00	10.00
Accident Report	7.00	10.00
Incident Report	7.00	10.00
Fingerprinting	5.00 per card	\$10 for first card, and \$5 for additional cards
Photographs	5.00 or cost, whichever is greater	7.00 or cost whatever is greater
Chauffeur's License	20.00	20.00
Solicitation Permit	10.00	15.00
Concealed Weapon Permit	18.00	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	\$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
Full Scale Accident Diagram	5.00	5.00
Audio Dispatch Tape/CD	15.00	15.00
CAD Report	6.00	6.00
Color Copy	0.45	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)	25.00	25.00
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	8.29	8.86
WTWA Wholesale Water Rate (per 100 cubic feet)	4.46	4.67
WTWA Fixed Capacity Charge (per month)	210,993.79	204,959.00
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)	41.45	44.30

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
<b>Meter Service Charge (per month)</b>		
5/8 and 3/4 inch meter	6.40 (Billed at \$0.210 per day per billing cycle)	7.00 (Billed at \$0.230 per day per billing cycle)
1 inch meter	15.95 (Billed at \$0.524 per day per billing cycle)	17.51 (Billed at \$0.576 per day per billing cycle)
1½ inch meter	31.80 (Billed at \$1.046 per day per billing cycle)	35.00 (Billed at \$1.151 per day per billing cycle)
2 inch meter	50.90 (Billed at \$1.673 per day per billing cycle)	56.00 (Billed at \$1.841 per day per billing cycle)
3 inch meter	95.40 (Billed at \$3.136 per day per billing cycle)	105.00 (Billed at \$3.452 per day per billing cycle)
4 inch meter	158.90 (Billed at \$5.224 per day per billing cycle)	175.00 (Billed at \$5.753 per day per billing cycle)
6 inch meter	317.75 (Billed at \$10.447 per day per billing cycle)	350.00 (Billed at \$11.507 per day per billing cycle)
8 inch meter	508.45 (Billed at \$16.716 per day per billing cycle)	560.00 (Billed at \$18.411 per day per billing cycle)
10 inch meter	730.85 (Billed at \$24.028 per day per billing cycle)	805.00 (Billed at \$26.466 per day per billing cycle)
<b>Water Connection Charge (installed by city)</b>		
5/8 inch meter	1,100.00	1,100.00
3/4 inch meter	1,100.00	1,100.00
1 inch meter	1,340.00	1,340.00
1½ inch meter	1,670.00	1,670.00
2 inch meter	1,975.00	1,975.00
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
<b>Water Connection Charge (installed by developer)</b>	50.00	50.00
<b>Water Availability Charge (residential)</b>		
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
Mobil Home Park (cost per unit)	3,310.00	3,310.00
<b>Water Availability Charge (commercial)</b>		
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
<b>Installment Payments</b>		
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 Deposit	300.00	300.00
Fire Hydrant Flow Test Fee/Water Model Evaluation	100.00	250.00
Sewer Collection (per 100 cubic feet)	6.47	6.74
Sewer Usage Not Metered (per month 5 ccf)	32.35	33.70
<b>Sewer Connection Charge (installed by city)</b>		
4 inch lateral size	1,450.00	1,450.00
6 inch lateral size	2,650.00	2,650.00
Greater than 6 inch	actual cost of installation plus 25%	actual cost of installation plus 25%
<b>Sewer Connection Charge (installed by developer)</b>	50.00	50.00
<b>Sewer Availability Charge (residential)</b>		
Single Family	6,000.00	6,000.00
Attached Multi Family (2 to 4 units, per unit)	5,400.00	5,400.00
Attached Multi Family (5 to 16 units, per unit)	4,800.00	4,800.00
Attached Multi Family (17-24 units, per unit)	4,200.00	4,200.00
Attached Multi Family (25+ units, per unit)	3,600.00	3,600.00
Mobil Home Park (cost per unit)	3,900.00	3,900.00
<b>Sewer Availability Charge (commercial)</b>		
5/8 and 3/4 inch meter	6,000.00	6,000.00
3/4 inch meter	N/A	N/A
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

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
Construction Specifications and Standards Manual	25.00	0.00
Sewer Pump Stations Prototype Drawing	150.00	0.00
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*
<b>Engineering Review</b>		
Site Plans Review	\$1,500 Base Fee plus \$1.50/lf 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/lf 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 \$1.15/lf for every foot of public water & sewer mains plus pump station review fee	\$2,500 Base Fee plus \$1.15/lf for every foot of public water & sewer mains plus pump station review fee
Engineering Plans/Site Plans Amendments	\$300/Submittal	\$300/Submittal
Plats	200.00	200.00
Pump Station Review/Sewer Model Evaluation	\$1,500 per station	\$1,500 per station
Single Family Grinder Pump Review/Inspection	300.00	300.00
<b>Engineering Construction Inspection</b>		
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
<b>Environmental Incentive - Water</b>		
5/8 and 3/4 inch meter	3,250.00	3,250.00
3/4 inch meter	N/A	N/A
1 inch meter	8,125.00	8,125.00
1 1/2 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
<b>Environmental Incentive - Sewer</b>		
5/8 and 3/4 inch meter	1,750.00	1,750.00
3/4 inch meter	N/A	N/A
1 inch meter	4,375.00	4,375.00
1 1/2 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
*Reflects additional cost to use color copier.		
Utility fund cost to support debt service - based on rate model. Programmed less from new connections and have to make it up on the rate side. WTWA and Sewer collection similar to water side - balance between less connections has to be made up on rate side. Based on model.		
<b>PUBLIC WORKS</b>		
<b>Traffic Engineering Inspection and Plan Review</b>		
Site Plan:	\$500/application	\$1,000/application
Engineering Plans:	\$1,000/application	\$1,500/application
Major Final Subdivision Plats:	\$100/plat	\$100/plat
Traffic Engineering Study Fee	\$100/hr	\$100/hr
Traffic Signal Inspection Fee	0.00	\$18,000 per location
Inspection Services	0.00	\$70/hr
Golf Cart Study Fee	0.00	\$1,600/application
Golf Cart Signs (per location)	\$250 per location	\$250 per location
Right-of-Way Encroachment Permit	100.00	100.00
<b>Stormwater and Public Works Engineering</b>		
Storm Water Utility Fee	6.00/mo/ERU	6.00/mo/ERU
Stormwater/E & S inspection and review	2% of engineers cost estimate The following state feels 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	2% of engineers cost estimate The following state feels 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
Stormwater Site Plans Inspection	\$1,400 minimum; \$400/acre; not to exceed \$8,000	\$1,400 minimum; \$400/acre; not to exceed \$8,000

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
<b>Stormwater/E &amp; S plan review</b>		
Site Plan:	0-10,000 sf of disturbance - \$460 10,000-0.5 acre of disturbance - \$835 0.5-1.0 acre of disturbance- \$1585 >1.0 acre - +\$250/additional acre of disturbance The following state fees shall be added accordingly >1.0-5.0 acres + \$756 10.0 acres + \$952 50.0 acres + \$1,260 100.00 acres + \$1,708 acres + \$2,688 Stormwater Maintenance Agreement - \$150	0-10,000 sf of disturbance - \$460 10,000-0.5 acre of disturbance - \$835 0.5-1.0 acre of disturbance- \$1585 >1.0 acre - +\$250/additional acre of disturbance The following state fees shall be added accordingly >1.0-5.0 acres + \$756 10.0 acres + \$952 50.0 acres + \$1,260 100.00 acres + \$1,708 acres + \$2,688 Stormwater Maintenance Agreement - \$150
Engineering Plan:	Site Plan Amendment = \$350/submittal \$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/submittal	Site Plan Amendment = \$350/submittal \$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/submittal
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
Plat:	\$750 per plat	\$750 per plat
Single Family E&S Site Plan Review	290.00	209.00
Pro Rata Share Fees		
Chowan Watershed	958/acre	958/acre
Great Dismal Watershed	263/acre	263/acre
James River Watershed	632/acre	632/acre
Permits		
Right of Way Permit	100.00	100.00
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
Permits (continued)		
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
Maps - Printed Map Products		
GIS Tax Map (single map)	5.00	5.00
Other Map Product (single map)	5.00	5.00
Generalized City Base Map (single map)	5.00	5.00
Maps - Specialized Map Services		
Special Map Production Services (per hour)	50.00	50.00
Specialized Data Analysis Services (per hour)	50.00	50.00
Refuse Collection		
Automated Refuse Container	70.00	70.00
*Refuse and Recycling Service	16.50/mo/unit	16.50/mo/unit
Bulk Refuse Service		
1-8 CY bulk collection - after 12 free collections	20.00	20.00
9-16 CY bulk collection	50.00	50.00
Evictions	100.00	100.00
Bulk Refuse Service - Roll Off		
Weekdays	50.00	50.00
Weekends	90.00	90.00
Recycling Carts	0.00	60.00

\* Does not include commercial refuse collection

CITY OF SUFFOLK  
 FEE SCHEDULE  
 FISCAL YEAR 2015-2016

Fees	Fiscal Year 2014-2015	Fiscal Year 2015-2016
<b>TRANSIT</b>		
<b>Faires-Regular Bus Service (Not Paratransit)</b>		
Adult - One way (No Transfer)	0.00	1.50
Adult - All day (Unlimited Transfer)	0.00	3.00
Adult - Monthly Pass	0.00	57.50
Student (6-18 yrs) - One way (No Transfer)	0.00	1.00
Student (6-18 yrs) - All day (Unlimited Transfer)	0.00	2.00
Student (6-18 yrs) - Monthly Pass	0.00	37.50
Disabled and/or Senior (55+ yrs) - One way (No Transfer)	0.00	0.75
Disabled and/or Senior (55+ yrs) - All day (Unlimited Transfer)	0.00	1.50
Disabled and/or Senior (55+ yrs) - Monthly Pass	0.00	27.50
Fare - Paratransit - One way (Qualified individuals only)	0.00	3.00
<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 Pavillion</b>		
Deposit (non-refundable)	300.00	300.00
Each additional hour (two hour minimum)	100.00/hour	100.00/hour
<b>Farmer's Market Booth Rental (Pavilion)</b>		
Standard Booth	50.00/season	60.00/season
Expanded Booth	75.00/season	100.00/season
Exterior (Uncovered) Space	35.00/season	35.00/season
One-day Vendor Pass	15.00/one day	15.00/one day
<b>Interpreted Bus Tour Historic District</b>		
Adult	5.00	5.00
Senior (60+) and Child (3 to 12), Military	3.00	3.00
<b>Interpreted Bus Tour Great Dismal Swamp</b>		
Adult	10.00	10.00
Senior (60+) and Child (9 to 12), Military	8.00	8.00
<b>Guided Cedar Hill Cementary Stroll</b>		
Adult	7.00	7.00
Senior (60+) and Child (9 to 12), Military	5.00	5.00
<b>Interpreted Canoe Tour</b>		
	35.00	35.00
<b>Ghost Walk</b>		
Adult	10.00	10.00
Senior (60+) and Child (9 to 12), Military	8.00	8.00
<b>Guided Nature Walks</b>		
Adult	7.00	7.00
Senior (60+); Child (9-12); Military	5.00	5.00
<b>Nansemond River Canoe Tours</b>		
	35.00	35.00
<b>Fee Based Activities Not Described</b>		
	Cost	Cost
Visitor Center Display Case - Limit of 4	\$100/quarter	\$100/quarter when available
<b>TREASURER</b>		
Return Check	50.00	50.00
Set Off Debt	30.00	30.00
Lien	30.00	30.00
Copy of Delinquent Report	100.00	100.00
Vehicle Block	20.00	20.00
Delinquent Tax Collection (prior to judgment)	30.00	30.00
Delinquent Tax Collection (after judgment)	35.00	35.00
Delinquent Personal Property Collection Fee	30.00	30.00
Attorney or Collection Agency Fees	20%	20%
Vehicle License Registration Late Payment Fee	10.00	10.00
Serving out of town warrants in debt	20.00	20.00
For each additional warrant served	12.00	12.00
BAI.Net Charge Card Convenience Fee	3.0%	3.0%
<b>Charge Card Convenience Fees</b>		
Visa Debit Cards Only	3.95	3.95
Visa Debit Cards; Mastercard Debit or Credit and AMEX		
\$0.01 to \$144.00	3.95	3.95
\$144.01 and higher	2.75% of payment amount	2.75% of payment amount
<b>Sturgis</b>		
	2.2% of payment amount	2.2% of payment amount
Charge Card Convenience Fees	plus .30 transaction fee	plus .30 transaction fee

**AGENDA: July 1, 2015, Regular Session**

**ITEM: Consent Agenda** – An ordinance to accept and appropriate the balance of non-expended funds provided to the Suffolk Redevelopment and Housing Authority in support of the implementation of the Fairgrounds Redevelopment and Revitalization project

Attached for the City Council's consideration is an ordinance to accept and appropriate \$76,217.87 returned to the City by the Suffolk Redevelopment and Housing Authority (SRHA). These monies represent the remaining balance of non-expended funds provided to the SRHA by the City in support of the implementation of the Fairgrounds Redevelopment and Revitalization project. Included among these returned monies is \$10,226.32 in non-expended Section 108 Loan Funds and \$65,991.55 in local funds.

Adoption of the attached ordinance is necessary to accept and appropriate these funds to the appropriate line item in the Capital Projects Fund budget for FY 2015-2016.

**BUDGET IMPACT:**

Adoption of the ordinance will increase the planned revenues and expenditures of the Capital Projects Fund by \$76,217.87 for the above noted purpose.

**RECOMMENDATION:**

Adopt the attached ordinance

**ATTACHMENTS:**

Ordinance  
SRHA Letter

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

**AN ORDINANCE TO ACCEPT AND APPROPRIATE THE BALANCE OF NON-EXPENDED FUNDS PROVIDED TO THE SUFFOLK REDEVELOPMENT AND HOUSING AUTHORITY IN SUPPORT OF THE IMPLEMENTATION OF THE FAIRGROUNDS REDEVELOPMENT AND REVITALIZATION PROJECT**

WHEREAS, the City of Suffolk has initiated the implementation of the Fairgrounds Redevelopment and Revitalization project; and,

WHEREAS, the City Council of the City of Suffolk and the Board of Commissioners of the Suffolk Redevelopment and Housing Authority (SRHA) have entered into a Cooperation Agreement, whereby the SRHA has agreed to provide assistance to the City to implement the Fairgrounds Redevelopment and Revitalization project; and,

WHEREAS, specifically, the SRHA partnered with the City to assist with the acquisition of real property in support of the implementation of the Fairgrounds Redevelopment and Revitalization project; and,

WHEREAS, said assistance was performed by the SRHA in accordance with the adopted Conservation Plan for Hall Place Neighborhood Conservation Project and Redevelopment Plan for the Fairgrounds Redevelopment Project and the Fairgrounds Community; and

WHEREAS, on completion of all agreed to acquisition of real property in support of the implementation of the Fairgrounds Redevelopment and Revitalization project, the SRHA has returned a total of \$76,217.87 in non-expended funds provided to the SRHA by the City for the acquisition of real property in support of the implementation of the Fairgrounds Redevelopment and Revitalization project; and,

WHEREAS, included among these returned funds are \$10,226.32 in non-expended Section 108 Loan Funds and \$65,991.55 in local funds; and,

WHEREAS, the funds received need to be accepted and appropriated to the Capital Projects Fund Budget for Fiscal Year 2015-2016 to assist with the implementation of the Fairgrounds Redevelopment and Revitalization and other neighborhood initiatives projects.

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

1. The sum of \$76,217.87 shall be reflected as budget in the following accounts in the Fiscal Year 2015-2016 Capital Projects Fund budget:

Revenue:

310-41100-2081_461020.125	Fund Balance Surplus-Assigned CDBG Funds	\$10,226.32
310-41100-2081_461020.150	Fund Balance Surplus-Assigned Cash Funds	<u>65,991.55</u>
		<u>\$76,217.87</u>

Expenditures:

310-41100-2081_53853.125	Section 108 Loan CDBG Funds	\$10,226.32
310-41100-2081_53850.150	Construction Contracts Cash Fund Balance	<u>65,991.55</u>
		<u>\$76,217.87</u>

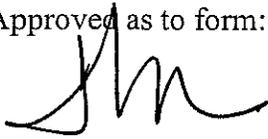
2. The fund amount totaling \$76,217.87 is hereby appropriated for use as referenced in this ordinance and the budget approved by Ordinance Number 15-O-036, as amended. The City Manager be, and is hereby authorized and directed to do all things necessary to effectuate this action.

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:



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

SUFFOLK REDEVELOPMENT AND HOUSING AUTHORITY



RECEIVED

MAY 12 2015

PLANNING

530 East Pinner Street  
Suffolk, VA 23434

Telephone: 757-539-2100

TDD: 757-538-2886

FAX: 757-539-5184

E-mail: [srha@suffolkrha.org](mailto:srha@suffolkrha.org)

May 8, 2015

City of Suffolk  
Department of Planning and Community Development  
ATTN: Mr. Robert Goumas, Assistant Director  
442 W. Washington Street  
Suffolk, Virginia 23434

RE: Check # 050076 Dated May 6, 2015 For \$76,217.87 (Suffolk Fair Grounds Project Leftover Funds) & Fairgrounds Expenditure Reports For April 2015

Dear Mr. Goumas:

Attached, please find the above-referenced items to close the Suffolk Fair Grounds Project. The April expenditure reports serve as the **final** reports. If you have any questions, please contact me at (757) 539-2100. Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Echipare".

Efren S. Echipare  
Finance Manager

Attachments

# SUFFOLK REDEVELOPMENT AND HOUSING AUTHORITY

5/6

Purchase  **Payment Request**

Instructions: 1) Complete top half of this form only. Highlight "Purchase" or "Payment" in heading. Purchase: 2) Forward original to Finance Dept.; retain a copy for your department records. 3) Payment: Forward original and a copy to Finance Dept.

Date: 5/4/15 Program: Fair Grounds Delivery Date: 5/6/15 Deliver to: Efren  
 Requested by: Efren S. Echipare Department Head Tracey C. Snipes *Tracey C. Snipes*  
Signature

Payment made to: #1910 City of Suffolk  
 ATTN: Mr. Robert Goumas, Asst. Director  
 Department of Planning and Community Development  
 442 W. Washington St.  
 Suffolk, VA 23434

RECEIVED  
MAY - 5 2015

Description of Request: Return of leftover funds from the Suffolk Fair Grounds Project to close the project @ 4/30/2015.  
Regular Funding (Non-Sec. 108) \$65,991.55  
Sec. 108 Funding \$10,226.32  
Total: \$76,217.87

### TO BE FILLED OUT BY PERSON REQUESTING PURCHASE/PAYMENT

BUDGET ITEM	<u>26.(See attached.)</u>	PAYMENT REQUEST FOR CONTRACTS	\$
Current Balance	<u>\$ 76,217.87</u>	Original Contract Amount	\$
Total Request	<u>76,217.87</u>	Change Orders	\$
Adjusted Balance	<u>\$ 0.00</u>	Adjusted Contract Amount	\$
26.3500.0001.00	\$19,852.23	Previous Payments	\$
26.3600.0001.00	\$44,446.60	Current Contract Balance	\$
26.3692.0001.00	\$ 1,692.72	Amount of this Request	\$
26.3500.1081.00	\$ 5,296.37	Contract Balance (if approved)	\$
26.3600.1081.00	\$ 4,929.95		
<b>Total</b>	<u>\$76,217.87</u>		

DO NOT WRITE BELOW THIS LINE

PAYMENT

Approved By: Efren S. Echipare Prepared By: \_\_\_\_\_  
 Check Number: \_\_\_\_\_ Date: \_\_\_\_\_

### BIDS

Vendor	Terms	Delivery Date	Quantity	Unit Price	Total Price
1. _____					
2. _____					
3. _____					

Successful Bidder: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Purchase Order # \_\_\_\_\_ Method of Bidding: \_\_\_\_\_  
 Bids Secured By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

# **Public Hearings**

**AGENDA: July 1, 2015, Regular Session**

**ITEM: Ordinance** – An ordinance to grant relief from the ten (10) year post conveyance holding period for a parcel of land identified as Zoning Map 41, Parcel 70A created through a family transfer conveyance in accordance with Section 31-514 of the Unified Development Ordinance

Heather Piland Sherman, the applicant, has applied for relief, due to a change in circumstances, from the ten (10) year post conveyance holding period for a parcel created through a family transfer subdivision conveyance. Code Section 31-514(b)(3) of the Unified Development Ordinance (UDO) stipulates that upon application from a family transfer recipient, if City Council finds that a change in circumstances has occurred that was not anticipated upon receipt of the family transfer parcel and the proposed conveyance must be made to satisfy a financial obligation that was not contemplated at the time of the transfer of the lot through the family transfer provisions and that cannot be satisfied from other assets, City Council may grant relief from the ten (10) year post conveyance holding period.

Ms. Sherman received the current parcel she owns (Zoning Map 41, Parcel 70A) via a family transfer conveyance and family transfer subdivision plat that was approved on October 28, 2008 and recorded on November 18, 2008, and a deed of conveyance that was recorded on November 18, 2008. In that regard, the required ten (10) year post conveyance holding period will expire on November 18, 2018. A letter dated May 5, 2015 from Whitney Saunders (copy attached) addresses the change in circumstances that has caused the need for the requested relief.

Based on the review of the record of the family transfer application, it does not appear that this request is an attempt to circumvent the ordinance requirements. It does appear from the information contained in the letter from Whitney Saunders that a change in circumstance has occurred and staff recommends **approval** of the requested relief.

**ATTACHMENTS:**

- Letter from Whitney Saunders, dated May 5, 2015
- Proposed Ordinance
- Exhibit A – Zoning/Land Use Map
- Deed of Gift – Jethro Piland to Heather Piland Sherman
- Family Transfer Plat – FT32-08

# Saunders & Ojeda, P.C.

Attorneys and Counselors at Law  
705 West Washington Street, Suffolk, Virginia 23434  
(757) 942-7070 • Fax (757) 934-1299  
www.suffolkvalaw.com

RECEIVED

MAY 11 2015

PLANNING

Whitney G. Saunders  
Jeanette L. Ojeda\*  
Martin N. Speroni

\*Admitted in VA and FL

Whitney G. Saunders  
wsaunders@suffolkvalaw.com

May 5, 2015

Scott D. Mills Director  
Planning & Community Development  
442 West Washington St  
Suffolk, VA 23434

## **Re: Parcel 70\*1; Heather Piland Sherman Family Transfer**

Dear Mr. Mills:

Please accept this letter as the request of my client, Heather Piland Sherman, for relief under section 31-514(b) (3) B. of the City of Suffolk Unified Development Ordinance. The pertinent facts which support this request for an exception to the ten year non alienation requirement of the family transfers ordinance are as follows

- (1) Heather Piland Sherman's grandfather, Jethro Haslett Piland, Sr. created a family transfer sub-division plat dated October 6, 2008 which was recorded in the Clerk's Office of the Circuit Court of the City of Suffolk as plat instrument number 20081118000154880.
- (2) Jethro Haslett Piland, Sr. transferred City of Suffolk parcel 70\*1 to his granddaughter, Heather Piland Sherman by Deed of Gift Dated October 30<sup>th</sup>, 2008, recorded November 3, 2008 in the Clerk's office of the Circuit Court of the City of Suffolk as instrument number 2008118000154890.
- (3) By Deed of Gift dated July 12<sup>th</sup>, 2013 Heather Piland Sherman transferred an interest in the subject property to her husband, Jeffery E. Sherman and by this Deed of Gift Heather Piland Sherman and Jeffery E. Sherman became fee simple owners of parcel 70\*1, holding title as tenants by the entireties with the right of survivorship. This Deed of Gift was recorded in the Clerk's office of the Circuit Court of the City of Suffolk on August 5<sup>th</sup>, 2013 and bears instrument number 20130805000165880.
- (4) Heather Piland Sherman and Jeffery E. Sherman entered into a credit line Deed of Trust for construction of a home on parcel 70\*1 by Deed of Trust Dated July 26, 2013 which

Deed of trust secured Farmers Bank in the loan amount of \$150,000 and which Deed of Trust was recorded in the Clerks' Office Of the Circuit Court of the City of Suffolk on August 5<sup>th</sup>, 2013 bearing instrument number 20130805000165890.

(5) Heather Piland Sherman and Jeffery E. Sherman entered into a modification agreement of their credit line deed of trust for construction of their home on parcel 70\*1 on September 13, 2013. The modification agreement increased the loan amount to \$368,000 and was recorded in the Clerk's office of the Circuit Court of the City of Suffolk on September 18th, 2013 and bears instrument number 20130918000199950.

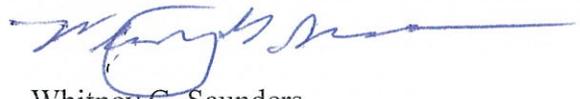
(6) As a result of the funds made available to Heather Piland Sherman and Jeffery E. Sherman the home which they constructed on parcel 70\*1 was completed and they occupied it as their home.

(7) On November 10<sup>th</sup>, 2014 Jeffery Edward Sherman unexpectedly passed away.

(8) As a result of the unexpected death of Jeffery Edward Sherman, Heather Piland Sherman, no longer has the income necessary to service the debt on Parcel 70\*1 incurred to Farmers Bank.

As a result for the death of Jeffery Edward Sherman, a change in circumstances has occurred that was not anticipated upon receipt of the family transfer parcel and a sale of the family transfer parcel is necessary in order to satisfy the financial obligation to Farmers Bank. There are no other family assets which could be used in order to satisfy the debt upon the family transfer parcel. Accordingly, my client, Heather Piland Sherman, requests the Suffolk City Counsel grant an exception to the provisions of the family transfer ordinance and allow sale of parcel 70\*1 prior to expiration of the ten year alienation period. We request that this matter be placed upon the docket of the Suffolk City Counsel at your earliest possible convenience.

Sincerely yours,



Whitney G. Saunders

cc: Heather Piland Sherman

WGS/lgs

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

**AN ORDINANCE TO GRANT RELIEF FROM THE TEN (10) YEAR POST CONVEYANCE HOLDING PERIOD FOR A PARCEL OF LAND IDENTIFIED AS ZONING MAP 41, PARCEL 70A CREATED THROUGH A FAMILY TRANSFER CONVEYANCE IN ACCORDANCE WITH SECTION 31-514 OF THE UNIFIED DEVELOPMENT ORDINANCE**

WHEREAS, Heather Piland Sherman received a parcel of land on October 28, 2008 through a family transfer conveyance in accordance with Section 31-514 of the Unified Development Ordinance; and,

WHEREAS, the property is identified as Zoning Map 41, Parcel 70A, 1332 Lummis Road; and,

WHEREAS, Heather Piland Sherman, applicant, has requested relief from the ten (10) year post conveyance holding period for a parcel received through a family transfer conveyance in accordance with Section 31-514 (b)(3) of the Unified Development Ordinance, due to a change of circumstance.

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

Section 1. Findings.

Council finds that a change in circumstance has occurred that was not anticipated upon receipt of the family transfer parcel and the proposed conveyance must be made to satisfy a financial obligation that was not contemplated at the time of the transfer of the lot through the family transfer provisions and that cannot be satisfied from other assets.

Section 2. Relief Granted.

The ten (10) year post conveyance holding period is hereby released for Zoning Map 41, Parcel 70A.

Section 3. Severability.

It is the intention of the City Council that the provisions, sections, paragraphs, sentences, clauses and phrases of this ordinance are severable; and if any phrase, clause, sentence, paragraph, section and provision of this ordinance hereby adopted shall be declared unconstitutional or otherwise invalid by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, sections and provisions of this ordinance, to the extent that they can be enforced notwithstanding such determination.

Section 4. Recordation.

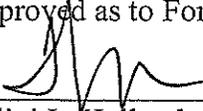
A certified copy of this ordinance shall be recorded, by the applicant, in the name of the property owner as grantor in the office of the Clerk of Circuit Court.

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

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

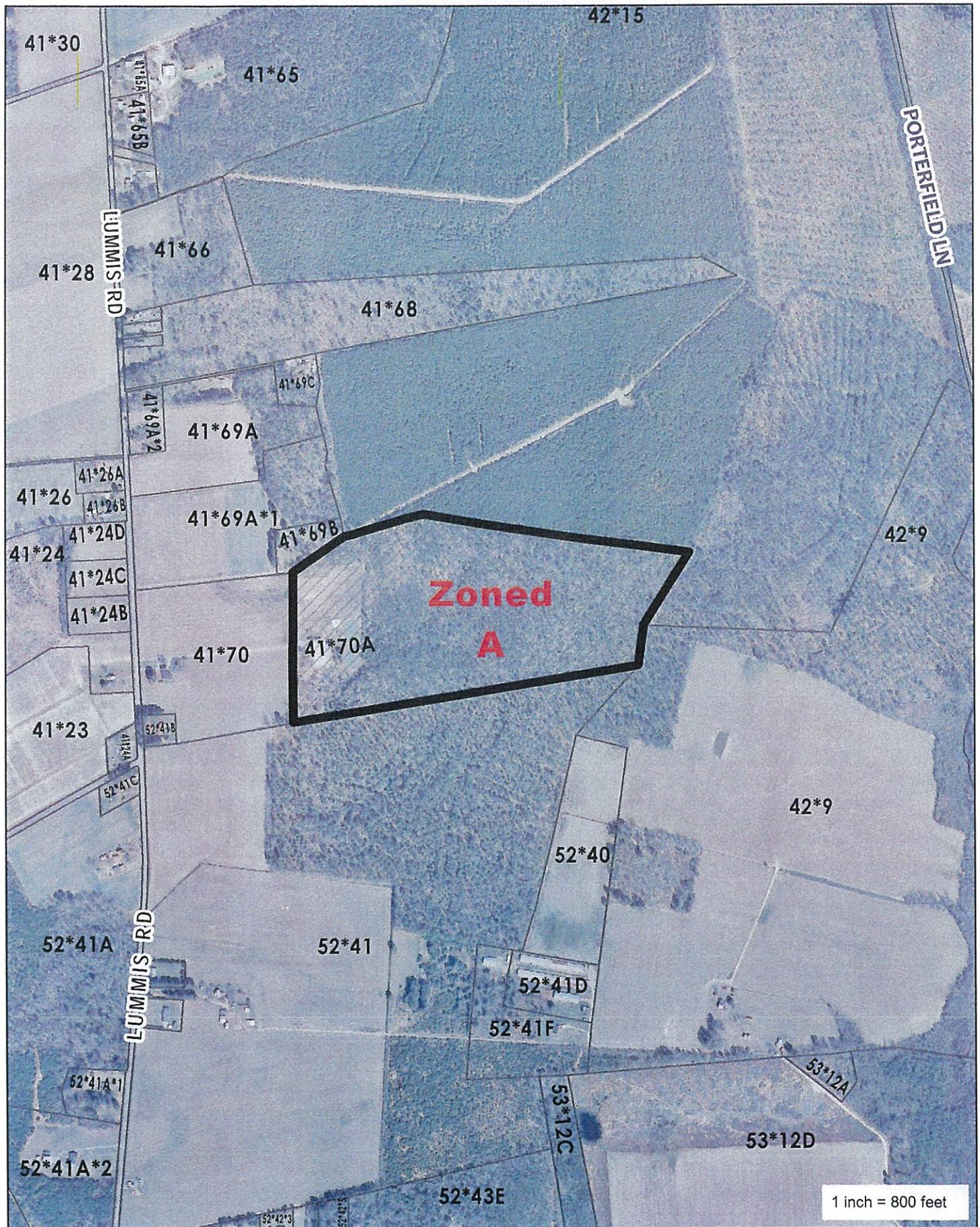
Erika S. Dawley, City Clerk

Approved as to Form:



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

TAX PARCEL 41\*70A ZONING / LAND USE MAP



**JETHRO HASLETT PILAND, SR.,  
Widower**

- TO -

**DEED OF GIFT**

**HEATHER PILAND SHERMAN,  
Married**

**THIS DEED**, Made this 30<sup>th</sup> day of October, 2008 by and between **JETHRO HASLETT PILAND, SR., Widower**, GRANTOR, Party of the first part, and **HEATHER PILAND SHERMAN, Married**, GRANTEE, Party of the second part, whose mailing address is 336 Willard Drive, Chesapeake, Virginia 23322.

**WITNESSETH:** That for and in consideration of the sum of **ONE (\$1.00) DOLLAR**, and the natural love and affection the said party of the first part has for the party of the second part, the party of the first part does hereby grant and convey all their right, title and interest, unto the said party of the second part, **HEATHER PILAND SHERMAN, GRANTEE, WITH GENERAL WARRANTY AND ENGLISH COVENANTS OF TITLE**, the following described property, to-wit:

SEE ATTACHED DESCRIPTION

CONSIDERATION \$0.00  
TAX ID#154000517

DISCLOSURE REQUIRED BY § 17.1-223(B): THE EXISTENCE OF TITLE INSURANCE IS UNKNOWN TO THE PREPARER OF THIS INSTRUMENT.

PREPARED BY AND  
RETURN TO:  
JOHNSON GARDY  
& TEUMER  
∞  
ATTORNEYS AND  
COUNSELORS AT LAW  
3508 ROBS DRIVE  
SUFFOLK, VIRGINIA  
23434

  
20081118000154890 Pg. 2 OF 4  
City of Suffolk  
11/18/2008 01:40:17 PM DG  
W. Randolph Carter, Jr., Clerk

WITNESS the following signatures and seals:

Jethro Haslett Piland Sr. (SEAL)  
JETHRO HASLETT PILAND, SR.

STATE OF VIRGINIA  
CITY OF SUFFOLK, to-wit:

The foregoing document was acknowledged before me this 14 day of November, 2008 by Jethro Haslett Piland, Sr.

Rebecca R. Bourn  
NOTARY PUBLIC

My Commission Expires the 30 day of June, 2010.



Rebecca R. Bourn  
Notary Public  
Commonwealth of Virginia  
No.: 268346  
My Commission Expires 6/30/2010

I was commissioned as  
Rebecca R. Bourn

  
20081118000154890 Ps. 3 OF 4  
City of Suffolk  
11/19/2008 01:40:17 PM DG  
W. Randolph Carter, Jr., Clerk

PREPARED BY AND  
RETURN TO:  
JOHNSON GARDY  
& TEUMER  
∞  
ATTORNEYS AND  
COUNSELORS AT LAW  
3508 ROBS DRIVE  
SUFFOLK, VIRGINIA  
23434

ALL THAT certain lot, piece or parcel of land, with the buildings and improvements thereon, lying, situate and being in City of Suffolk, Virginia, and being known, numbered and designated as Parcel 70\*1 containing 51.088 acres as shown on that certain plat entitled, "FAMILY TRANSFER PLAT SHOWING SUBDIVISION OF PROPERTY OWNED BY JETHRO HASLETT PILAND, SR. HOLY NECK BOROUGH SUFFOLK, VIRGINIA," Scale 1" = 100', dated October 6, 2008 and made by Courtney & Associates, P.C., Surveyors - Right of Way Acquisitions Agents - Planners, Suffolk, Virginia, which said plat is duly recorded in the Clerk's Office of the Circuit Court of the City of Suffolk, Virginia, in Plat Instrument 20081118000154890 and reference to which plat is hereby made for a more particular description of said property.

This conveyance is subject to all easements, conditions, restrictions and reservations of record.

Together with a certain 50' easement for ingress/egress running from Lummis Road to the property herein conveyed as shown on said plat referenced herein.

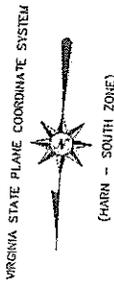
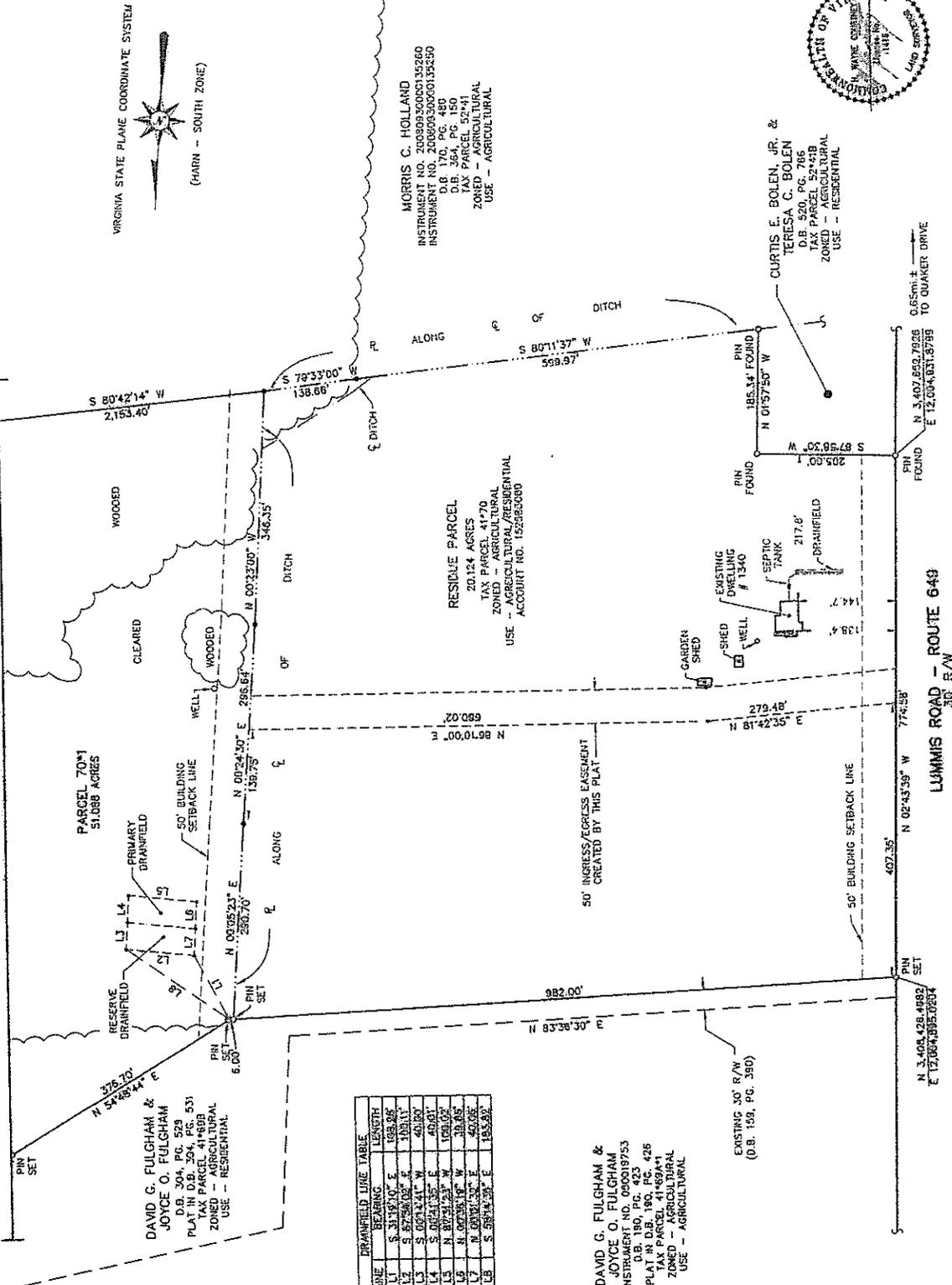


20081118000154890 Pg. 4 OF 4  
City of Suffolk  
11/18/2008 01:40:17 PM DG  
W. Randolph Carter, Jr., Clerk

PREPARED BY AND  
RETURN TO:  
JOHNSON GARDY  
& TEUMER  
∞  
ATTORNEYS AND  
COUNSELORS AT LAW  
3508 ROBS DRIVE  
SUFFOLK, VIRGINIA  
23434



MATCHLINE SEE SHEET THREE



**DRAINAGE LINE TABLE**

LINE	BEARING	LENGTH
L1	S 37°19'40" E	155.242
L2	S 87°58'02" W	103.111
L3	S 00°13'41" W	40.000
L4	S 00°13'35" E	40.000
L5	N 87°52'23" W	103.000
L6	N 00°03'30" E	40.000
L7	N 00°03'30" E	40.000
L8	S 88°12'30" E	155.242

DAVID G. FULGHAM &  
JOYCE O. FULGHAM  
D.B. 304, PG. 423 531  
PLAT IN D.B. 41-688  
TAX PARCEL 41-688  
ZONED - AGRICULTURAL  
USE - RESIDENTIAL

DAVID G. FULGHAM &  
JOYCE O. FULGHAM  
INSTRUMENT NO. 090019753  
D.B. 190, PG. 423  
PLAT IN D.B. 190, PG. 426  
TAX PARCEL 190-426  
ZONED - AGRICULTURAL  
USE - AGRICULTURAL

MORRIS C. HOLLAND  
INSTRUMENT NO. 2009050000135260  
INSTRUMENT NO. 2009050000135450  
D.B. 264, PG. 180  
TAX PARCEL 52-41  
ZONED - AGRICULTURAL  
USE - AGRICULTURAL

RESIDUE PARCEL  
20.124 ACRES  
TAX PARCEL 11-70  
ZONED - AGRICULTURAL  
USE - AGRICULTURAL/RESIDENTIAL  
ACCOUNT NO. 152326000

CURTIS E. BOLEN, JR. &  
TERESA C. BOLEN  
D.B. 820, PG. 785  
TAX PARCEL 52-41B  
ZONED - AGRICULTURAL  
USE - RESIDENTIAL



SCALE: 1" = 100'    OCTOBER 6, 2008  
COURTNEY & ASSOCIATES, P.C.  
SURVEYORS - RIGHT OF WAY ACQUISITION AGENTS - PLANNERS  
SUDDOCK, VIRGINIA    23434  
(757) 539-0056

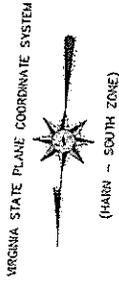


SHEET TWO OF FOUR

6:10877(08)-35(04)(Survey)Revised Plate 08-35-F1.dwg DnsL

FT-6047-ZL-d

MATCHLINE SEE SHEET FOUR



SUSTAINABLE FORESTS L.L.C.,  
A DELAWARE LIMITED LIABILITY COMPANY  
D.B. 697, PG. 798  
D.B. 157, PG. 390 (BACK REFERENCE)  
P.L. 9, PG. 90  
TAX PARCEL 4115  
ZONED - AGRICULTURAL  
USE - FORESTAL

MORRIS C. HOLLAND  
INSTRUMENT NO. 20080930000135260  
INSTRUMENT NO. 20080930000135250  
D.B. 140, PG. 150  
D.B. 140, PG. 150  
TAX PARCEL 52141  
ZONED - AGRICULTURAL  
USE - AGRICULTURAL

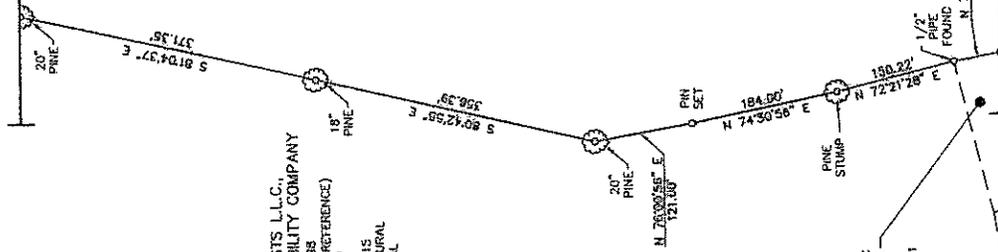
S 80°42'14" W  
2,153.40'

PARCEL 7041  
81,088 ACRES

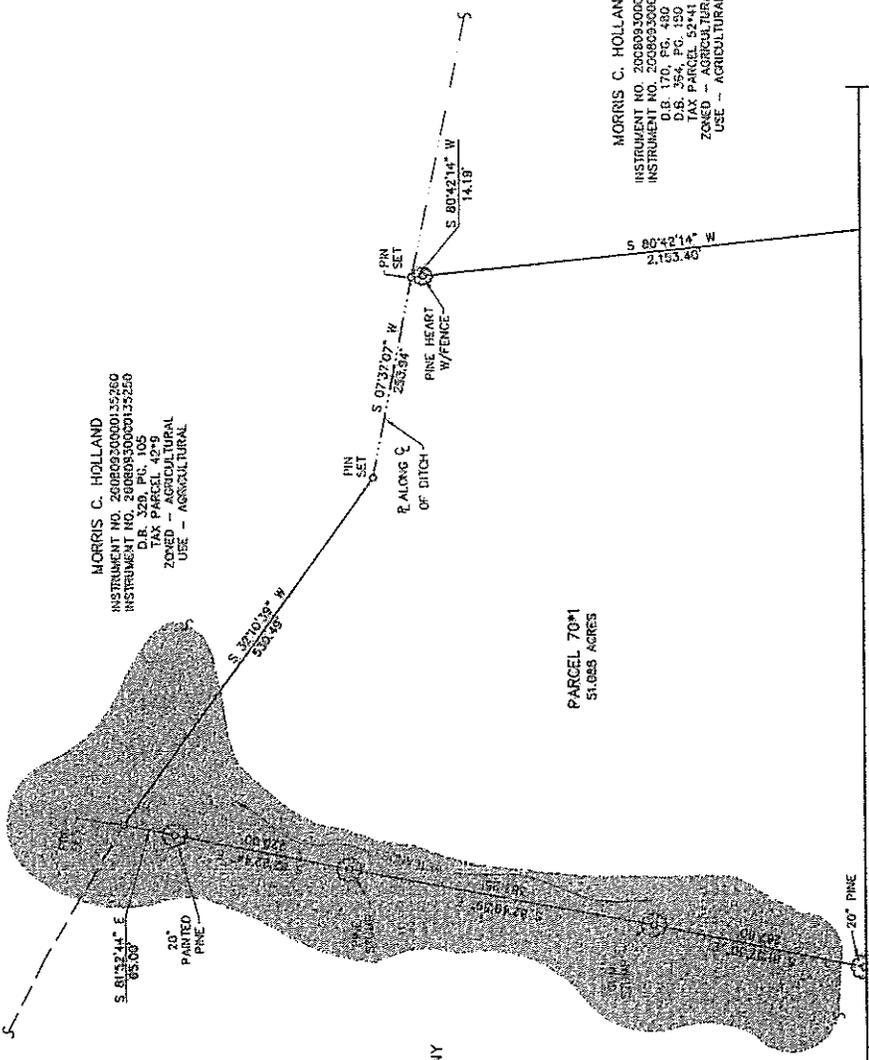


SCALE: 1"=100'    OCTOBER 6, 2008  
COURTNEY & ASSOCIATES, P.C.  
SURVEYORS - RIGHT OF WAY AGENTS - PLANNERS  
SUFFOLK, VIRGINIA  
(757) 539-0036    23434

MATCHLINE SEE SHEET TWO



SHEET THREE OF FOUR



MORRIS C. HOLLAND  
 INSTRUMENT NO. 20080330000135250  
 INSTRUMENT NO. 20080330000135250  
 D.B. 328, PG. 105  
 TAX PARCEL 42\*9  
 ZONED - AGRICULTURAL  
 USE - AGRICULTURAL

MORRIS C. HOLLAND  
 INSTRUMENT NO. 20080330000135250  
 INSTRUMENT NO. 20080330000135250  
 D.B. 170, PG. 480  
 D.B. 354, PG. 130  
 TAX PARCEL 52\*41  
 ZONED - AGRICULTURAL  
 USE - AGRICULTURAL

SUSTAINABLE FORESTS L.L.C.,  
 A DELAWARE LIMITED LIABILITY COMPANY  
 D.B. 687, PG. 798  
 D.B. 157, PG. 390 (BACK REFERENCE)  
 P.B. 6, PG. 90  
 TAX PARCEL 11\*15  
 ZONED - AGRICULTURAL  
 USE - FORESTAL

PARCEL 70\*1  
 51.088 ACRES

MATCHLINE SEE SHEET THREE



SCALE: 1"=100' OCTOBER 6, 2008  
 COURTNEY & ASSOCIATES, P.C.  
 SURVEYORS - RIGHT OF WAY ACQUISITION AGENTS - PLANNERS  
 SUFFOLK, VIRGINIA 23434  
 (757) 539-0036



SHEET FOUR OF FOUR

ACREAGE SUMMARY TABLE

EXISTING ACREAGE OF TAX PARCEL 41*70	=	71.212 ACRES
ADREAGE OF PARCEL 70*1 (CREATED BY THIS PLAT)	=	51.088 ACRES
NEW ACREAGE OF TAX PARCEL 41*70	=	20.124 ACRES
ACREAGE OF CRITICAL AREA LOCATED ON PARCEL 70*1	=	1.253± ACRES

NOTE: WETLANDS SCALED FROM THE NATIONAL WETLANDS INVENTORY MAP.

# **Resolutions**

**AGENDA: July 1, 2015, Regular Session**

**ITEM: Staff Report – City Manager Search Process**

The City's Director of Human Resources, Dr. Nancy Olivo, will brief City Council on the steps the Department of Human Resources can use to perform the search process for City of Suffolk City Manager.

**Motion to Cancel the August 5, 2015  
City Council Meeting**

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

## **Non-Agenda Speakers**

# **New Business**

## **Announcements and Comments**