



# City of Petersburg Virginia

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## City Council Work Session

**November 5, 2025**  
**Petersburg Library**  
**201 W. Washington Street**  
**Petersburg, VA 23803**  
**5:00 PM**

### City Council

Samuel Parham, Mayor – Ward 3  
Darrin Hill, Vice Mayor – Ward 2  
Marlow Jones, Councilor – Ward 1  
Charles Cuthbert, Jr., Councilor – Ward 4  
W. Howard Myers, Councilor – Ward 5  
Annette Smith-Lee, Councilor – Ward 6  
Arnold Westbrook, Jr., Councilor – Ward 7

### City Administration

John "March" Altman, Jr. - City Manager  
Anthony Williams - City Attorney  
Tangi R. Hill - City Clerk

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1. **Roll Call**
  2. **Prayer**
  3. **Pledge of Allegiance**
  4. **Determination of the Presence of a Quorum**
  5. **Proclamations/Recognitions/Presentation of Ceremonial Proclamation**
    - a. Proclamation Honoring Grand Basileus Ricky Lawrence Lewis, and Declaring November 15, 2025, as Grand Basileus Ricky L. Lewis Day – Page 3
  6. **Public Comments**
  7. **Approval of Consent Agenda (to include minutes of previous meetings):**
    - a. Minutes of Previous Meetings: - Pages 4-33
      - August 9-11, 2025, Council Advance
      - September 16, 2025, Closed Session
      - October 7, 2025, Closed Session
      - October 7, 2025, Work Session
      - October 21, 2025, Closed Session
      - October 21, 2025, City Council Meeting
    - b. First Read and Schedule a Public Hearing for Consideration of an Amendment to the FY26 Grants Fund – Pages 34-35
    - c. First Read and Schedule a Public Hearing for Consideration of an Amendment to the FY26 Petersburg City Public Schools Budget – Pages 36-39
    - d. First Read and Schedule a Public Hearing for Consideration of an Ordinance to Amend and Re-Adopt Chapter 106 of the City Code to Include Article XIII - Local Disposable Plastic Bag Tax – Pages 40-44
    - e. First Read and Scheduling of a Public Hearing to Consider Amendment to Ordinance Sections 106-8 and 106-10 Personal Property Tax to Change Due Dates, and Section 110-115 Change the Due Date for Vehicle License Fee – Pages 45-61
    - f. First Read and Schedule a Public Hearing to Vacate an Alley Between 223 and 227 Kentucky Avenue – Pages 62-78

- g. First Read and Schedule a Public Hearing for Carol Williams to Appeal a Decision Made by the Architectural Review Board that an Unapproved Shed in the Front Yard of 214 South Adams Street in the Poplar Lawn Historic District Should Be Removed Until Its Permanent Location is Reviewed and Approved – Pages 79-99
- h. First Read and Schedule a Public Hearing for Carol Williams to Appeal a Decision Made by the Architectural Review Board to Deny the Construction of Stairs and a Walkway for a Subterranean Entrance at 214 S Adams Street in the Poplar Lawn Historic District – Pages 100-117

**8. Special Reports**

**9. Monthly Reports**

**10. Finance and Budget Report**

**11. Capital Projects Update**

**12. Utilities**

**13. Streets**

**14. Facilities**

**15. Economic Development**

**16. City Manager's Agenda**

- a. Increasing the Water and Sewer Fund Accounts Collection Rate
- b. Increasing the Water and Sewer Fund Rates
- c. Transferring the Stormwater Fees to the Real Estate Tax Bills
- d. Downtown Improvements
- e. Governor's State of Emergency and Virginia Emergency Nutrition Assistance (VENA) Initiative and Potential Fiscal Impacts of a Prolonged Federal Shutdown – Pages 118-119

**17. Business or reports from the Clerk**

**18. Business or reports from the City Attorney**

**19. Adjournment**

# Office of the Mayor

# Petersburg



# Virginia

# Proclamation

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## Honoring Grand Basileus Ricky Lawrence Lewis, and Declaring November 15, 2025, as Grand Basileus Ricky L. Lewis Day

**WHEREAS**, Mr. Ricky L. Lewis is the 42nd Grand Basileus of Omega Psi Phi Fraternity, Inc., a distinguished international service-oriented fraternity founded on November 17, 1911, at Howard University, now comprising over 750 chapters and more than 200,000 members worldwide;

**WHEREAS**, Grand Basileus Lewis has provided distinguished leadership and service to the fraternity, its members, and the broader community; to include the Historic City of Petersburg, Virginia; and

**WHEREAS**, Grand Basileus Lewis was initiated into Omega Psi Phi Fraternity, Inc. on September 7, 1981, and has since dedicated over four decades to advancing the fraternity's mission, including serving as the 24th 12th District Representative (1995–1998), the 11th Chairman of the Board of the Omega Life Membership Foundation (2012–2013), and the 35th First Vice Grand Basileus (2018–2022); and Mr. Lewis is recognized among the 100 most influential African Americans globally, exemplifying visionary servant leadership, unwavering commitment, and a legacy of service and friendship; and

**WHEREAS**, Grand Basileus Lewis is the founder and Executive Director of the Youth Leadership Conference and Mentoring Program in Los Angeles (YLC), which has positively impacted the lives of over 8,800 young men over the past 33 years, a testament to his enduring commitment to youth empowerment and mentorship; and

**WHEREAS**, Grand Basileus Lewis embodies the principles of servant leadership, integrity, and humility; consistently placing the needs of Omega, her members, and the communities we serve above his own; and viewing “leadership as a relay—building upon the achievements of predecessors to uplift future generations;” and

**WHEREAS**, Grand Basileus Lewis travels extensively to engage with fraternity members and senior leadership, tirelessly promoting Omega Psi Phi, Fraternity's programs, services, initiatives, and values; Grand Basileus Lewis presided over the 84<sup>th</sup> International Grand Conclave in Tampa FL (2024) with a historic turnout of 8,400 registered attendees, making it the largest in fraternal history; and

**WHEREAS**, Grand Basileus Lewis and his wife actively support the 3rd District of Omega Psi Phi, Fraternity, Inc. encompassing chapters in Washington, D.C. and Virginia, and they faithfully participate in the weekly 3rd District Prayer Call, despite the time difference; as Grand Basileus Lewis currently resides in Los Angeles, CA with his devoted wife, Vicky Lewis, and their two sons: (Bro) Captain Adisa Omari Lewis (United States Army) and Mr. Wyatt Lawrence Lewis; and

**WHEREAS**, the Delta Omega Chapter of Omega Psi Phi Fraternity, Inc. established in Petersburg, VA on December 14, 1923, is honored to host Grand Basileus Lewis and Mrs. Vicky Lewis during its Annual Achievement Week Banquet, celebrating their presence and contributions to the fraternity, Petersburg, VA, and the broader Tri-City Community.

**NOW, THEREFORE**, I, Samuel Parham, Mayor of the City of Petersburg, Virginia, by virtue of the authority vested in me, do hereby proclaim: November 15, 2025 as “Grand Basileus, Ricky L. Lewis Day” in the City of Petersburg, Virginia and encourage all citizens to join in recognizing and celebrating the extraordinary leadership, service, and legacy of Grand Basileus. Ricky Lawrence Lewis.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Petersburg to be affixed this 5th day of November, 2025.

Samuel Parham, Mayor

ATTEST:

Tangi R. Hill, Clerk to the Council

The Petersburg City Council Advance was held on August 9-11, 2025 at the Kingsmill Resort in Williamsburg, Virginia. The Advance was called to order on August 9, 2025 at 2:00 p.m. The meeting was not recorded. No action was taken by Council during the advance.

**1. ADVANCE ATTENDEES ON AUGUST 9, 2025:**

Present from City Council:

Charles Cuthbert, Jr., Councilor – Ward 4  
Marlow Jones, Councilor – Ward 1 (Late)  
W. Howard Myers, Councilor – Ward 5  
Arnold Westbrook, Jr., Councilor – Ward 7  
Annette Smith-Lee, Councilor - Ward 6  
Samuel Parham, Mayor – Ward 3  
Darrin Hill, Vice Mayor – Ward 2

Absent:

Present from City Administration:

City Manager John “March” Altman, Jr.  
Deputy City Manager Kenneth Miller  
City Attorney Anthony C. Williams  
City Clerk Tangi R. Hill  
Police Chief Travis Christian  
Public Relations and Communication Director Joanne Williams

Facilitator:

Jane Dittmar, Virginia Institute of Government, Uva Cooper Center

**DETERMINATION OF THE PRESENCE OF A QUORUM:**

A quorum of the City Council was present.

**ADVANCE SCHEDULE – SATURDAY, AUGUST 9, 2025**

2:00 PM – Call to Order

Mayor Parham opened the session with remarks.

2:15 PM – Opening Exercise

Participants engaged in a warm-up focused on personal purpose and strategic visioning.  
→ Featured activity: “My Why” 60-second elevator speech.

3:00 PM – Visioning Workshop

Small group breakout sessions explored future vision for Petersburg.  
→ Each group reported out key themes and concepts.

3:45 PM – Break

4:00 PM – Rules & Bylaws Workshop

- Briefing on current draft rules and redlines.
- Small group exercises reviewed omissions and additions.
- Groups reported out recommendations for refinement.

5:30 PM – Wrap-Up & Preview of Sunday

Meeting recessed.

## **2. ADVANCE ATTENDEES ON SUNDAY, AUGUST 10, 2025**

Present from City Council:

Charles Cuthbert, Jr., Councilor – Ward 4  
Marlow Jones, Councilor – Ward 1 (Late)  
W. Howard Myers, Councilor – Ward 5  
Arnold Westbrook, Jr., Councilor – Ward 7  
Annette Smith-Lee, Councilor - Ward 6  
Samuel Parham, Mayor – Ward 3  
Darrin Hill, Vice Mayor – Ward 2

Absent:

Present from City Administration:

City Manager John “March” Altman, Jr.  
Deputy City Manager Kenneth Miller  
City Attorney Anthony C. Williams  
City Clerk Tangi R. Hill  
Police Chief Travis Christian  
Public Relations and Communication Director Joanne Williams

Facilitator:

Jane Dittmar, Virginia Institute of Government, Uva Cooper Center

### **DETERMINATION OF THE PRESENCE OF A QUORUM:**

A quorum of the City Council was present.

### **ADVANCE SCHEDULE – SUNDAY, AUGUST 10, 2025**

9:00 AM – Call to Order

Mayor Parham reconvened the Advance.

9:00 AM – Strategic Goal: Economic Development

- Reviewed current goal
- Small group work identified values and gaps.
- Groups reported out and voted on refinements.

11:30 AM – Lunch

12:00 PM – Strategic Goal: Neighborhood Vitality

- Reviewed current goal.
- Small group work and report out.
- Voting on proposed updates.

2:00 PM – Break

2:15 PM – Strategic Goal: Celebrate Petersburg

- Reviewed current goal
- Small group work and report out.
- Voting on proposed updates.

3:30 PM – Strategic Goal: Good Governance

- Reviewed current goal
- Small group work and report out.
- Voting on proposed updates.

4:30 PM – Plan Considerations

- Consensus discussion on structure, reporting, and updating.
- Review by Mayor Parham and City Manager Altman to edit prior to Council presentation

5:00 PM – Wrap-Up & Preview of Monday  
Advance recessed.

**3. ADVANCE ATTENDEES ON AUGUST 11, 2025:**

Present City Council:

Charles Cuthbert, Jr., Councilor – Ward 4  
Marlow Jones, Councilor – Ward 1 (Late)  
W. Howard Myers, Councilor– Ward 5  
Arnold Westbrook, Jr., Councilor – Ward 7  
Annette Smith-Lee, Councilor - Ward 6  
Samuel Parham, Mayor – Ward 3  
Darrin Hill, Vice Mayor – Ward 2

Absent:

Present from City Administration:

City Manager John “March” Altman, Jr.  
Deputy City Manager Kenneth Miller  
City Attorney Anthony C. Williams  
City Clerk Tangi R. Hill

Police Chief Travis Christian  
Public Relations and Communication Director Joanne Williams  
Fire Chief Wayne Hoover  
Interim Chief Financial Officer Leon Glaister  
Budget Manager Garry Cozier

Facilitator:

Jane Dittmar, Virginia Institute of Government, Uva Cooper Center

Davenport Financial:

David Rose, Senior Vice President  
Ben Wilson, Vice President  
Gracie Caplice, Associate Vice President

**DETERMINATION OF THE PRESENCE OF A QUORUM:**

A quorum of the City Council was present.

**ADVANCE SCHEDULE – MONDAY, AUGUST 11, 2025**

9:00 AM – Call to Order

Mayor Parham reconvened the Advance.

Davenport Presentation

→ Presented by David Rose and Ben Wilson

10:30 AM – Break

→ Remarks by Gary Cozier, Budget Manager

10:45 AM – EMS Presentation

→ Presented by Chief Hoover, Fire Chief

12:15 PM – Wrap-Up & Next Steps

**4. ADJOURNMENT**

The City Council Advance adjourned at 12:30 p.m.

The Closed Session Meeting of the Petersburg City Council was held on Tuesday, September 16, 2025, at the Petersburg Public Library. Mayor Parham called the Closed Session Meeting to order at 3:11 p.m. The meeting was not recorded.

**1. ROLL CALL**

Present:

Charles Cuthbert, Jr., Councilor – Ward 4  
W. Howard Myers, Councilor– Ward 5  
Arnold Westbrook, Jr., Councilor – Ward 7  
Annette Smith-Lee, Councilor - Ward 6  
Samuel Parham, Mayor – Ward 3  
Darrin Hill, Vice Mayor – Ward 2

Absent:

Marlow Jones, Councilor – Ward 1 (Late)

Present from City Administration:

City Manager John March Altman, Jr.  
City Attorney Anthony Williams  
City Clerk Tangi Hill

A quorum of the City Council was present.

**2. CLOSED SESSION**

The purpose of this meeting is to convene in the closed session pursuant to:

- a. §2.2-3711(A)(3) of the Code of Virginia for the Purpose of Discussion or Consideration of the Acquisition of Real Property for a Public Purpose and the Disposition of Publicly Held Real Property Where Discussion in an Open Meeting Would Adversely Affect the Bargaining Position or Negotiating Strategy of the Public Body, Specifically Including But Not Limited to the Acquisition and Disposition of Real Property; and
- b. §2.2-3711(A)(7) and (8) of the Code of Virginia for the Purpose of Receiving Legal Advice and Status Update from the City Attorney and Legal Consultation Regarding the Subject of Actual or Probable Litigation and Specific Legal Matters Requiring the Provision of Legal Advice by the City Attorney, Specifically Including But Not Limited to Discussion Regarding the Legal Requirements of 15.2-2261.1 and 2262 of the Code of Virginia; Code of Virginia 15.2-2307; and Specific Provisions of the Resort Casino Host Community Agreement Other Legal Matters Requiring the Advice of the City Attorney.

Vice Mayor Hill made a motion to enter into Closed Session for the purpose stated. Council Member Westbrook seconded the motion.

There was no discussion on the motion. The motion was approved on roll call vote.

On roll call vote, voting Yes: Cuthbert, Myers, Westbrook, Smith-Lee, Hill, and Parham; No: N/A; Abstain: N/A; Absent: Jones.

The Council entered Closed Session at 3:12 p.m.

Council Member Jones arrived.

### **CERTIFICATION**

Mr. Williams stated, "The Mayor would entertain a motion to conclude the closed session called today to certify in accordance with §2.2-3712 that the Code of Virginia that to the best of each members knowledge that only public business matter lawfully exempted from the opening meeting requirements were discussed and that only such public business matters were identified in the motion by which the closed meeting was convened, heard, discussed, or considered. If any member believes that there was a departure from the foregoing requirements should state prior to the vote indicating the substance for departure in which he believes has occurred. This requires a roll call vote Mr. Mayor."

Vice Mayor Hill made a motion to return the City Council to the open session and certify the purposes of the closed session. Council Member Smith-Lee seconded the motion.

There was no discussion on the motion. The motion was approved on a roll call vote.

On a roll call vote, voting Yes: Cuthbert, Jones, Myers, Westbrook, Smith-Lee, Hill, and Parham; No: N/A; Abstain: N/A; Absent: N/A.

#### **2025-RES-041**

**A RESOLUTION CERTIFYING, AS REQUIRED BY THE CODE OF VIRGINIA, SECTION 2.2-3712, THAT TO THE BEST OF EACH MEMBER'S KNOWLEDGE, ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS OF VIRGINIA LAW WERE DISCUSSED IN THE CLOSED SESSION, AND ONLY SUCH PUBLIC BUSINESS MATTERS AS WERE IDENTIFIED IN THE MOTION CONVENING THE CLOSED SESSION WERE HEARD, DISCUSSED, OR CONSIDERED**

The City Council returned to the open session at 5:02 p.m.

Mayor Parham entertained a motion to add to the agenda a motion to direct the City Manager to execute the Resort Casino Host Community Agreement.

Vice Mayor Hill made a motion to add to the agenda a motion to direct the City Manager to execute the Resort Casino Host Community Agreement. Council Member Westbrook seconded the motion.

There was no discussion on the motion. The motion was approved by an affirmative vote of all present.

Mayor Parham entertained a motion to direct the City Manager to execute the Resort Casino Host Community Agreement estoppel.

Vice Mayor Hill made a motion to direct the City Manager to execute the Resort Casino Host Community Agreement estoppel. Council Member Westbrook seconded the motion.

There was no discussion on the motion. The motion was approved by an affirmative vote of all present.

**3. ADJOURNMENT:**

City Council adjourned at 5:03 p.m.

DRAFT

The Closed Session Meeting of the Petersburg City Council was held on Tuesday, October 7, 2025, at the Petersburg Public Library. Mayor Parham called the Closed Session Meeting to order at 3:06 p.m. The meeting link is <https://petersburgva.new.swagit.com/videos/357379>.

**1. ROLL CALL**

Present:

Charles Cuthbert, Jr., Councilor – Ward 4  
W. Howard Myers, Councilor – Ward 5  
Darrin Hill, Vice Mayor– Ward 2  
Samuel Parham, Mayor – Ward 3

Absent:

Marlow Jones, Councilor – Ward 1 (Late)  
Arnold Westbrook, Jr., Councilor – Ward 7 (Late)  
Annette Smith-Lee, Councilor – Ward 6 (Late)

Present from City Administration:

City Manager John March Altman, Jr.  
City Attorney Anthony Williams  
City Clerk Tangi Hill

Council Member Westbrook arrived.

**2. CLOSED SESSION**

The purpose of this meeting is to convene in the closed session pursuant to:

- a. §2.2-3711(A)(3) of the Code of Virginia for the Purpose of Discussion or Consideration of the Acquisition of Real Property for a Public Purpose and the Disposition of Publicly Held Real Property Where Discussion in an Open Meeting Would Adversely Affect the Bargaining Position or Negotiating Strategy of the Public Body, Specifically Including But Not Limited to the Acquisition and Disposition of Real Property; and
- b. §2.2-3711(A)(7) and (8) of the Code of Virginia for the Purpose of Receiving Legal Advice and Status Update from the City Attorney and Legal Consultation Regarding the Subject of Actual or Probable Litigation and Specific Legal Matters Requiring the Provision of Legal Advice by the City Attorney, Specifically Including But Not Limited to Discussion Regarding the Legal Requirements of Section 15.2-2602 *et seq.* in Relation to Hotel Petersburg; 56-575.1 *et seq.* of the Code of Virginia; Section 2-5 of the Petersburg City Code; 15.2-1510.1 of the Code of Virginia; Petersburg Circuit Court Case No.: CL25000745-00; CL25000409-00; and Other Probable Litigation and Legal Matters Requiring the Advice of the City Attorney; and
- c. §2.2-3711(A)(1) of the Code of Virginia for the Purpose of Discussion Pertaining to Performance, Assignment, and Appointment of Specific Public Employees of the City of Petersburg, Specifically Including But Not Limited to Discussion of the

Performance, Assignment, and Appointment of Specific Public Officers of the City of Petersburg

Vice Mayor Hill made a motion to enter into Closed Session for the purpose stated. Council Member Westbrook seconded the motion.

There was no discussion on the motion. The motion was approved on roll call vote.

On roll call vote, voting Yes: Cuthbert, Myers, Westbrook, Hill, and Parham; No: N/A; Abstain: N/A; Absent: Jones and Smith-Lee.

The Council entered Closed Session at 3:08 p.m.

Council Member Smith-Lee arrived.

Council Member Jones arrived.

**CERTIFICATION**

Mr. Williams stated, "The Mayor would entertain a motion to conclude the closed session called today to certify in accordance with §2.2-3712 that the Code of Virginia that to the best of each members knowledge that only public business matter lawfully exempted from the opening meeting requirements were discussed and that only such public business matters were identified in the motion by which the closed meeting was convened, heard, discussed, or considered. If any member believes that there was a departure from the foregoing requirements should state prior to the vote indicating the substance for departure in which he believes has occurred. This requires a roll call vote Mr. Mayor."

Vice Mayor Hill made a motion to return the City Council to the open session and certify the purposes of the closed session. Council Member Westbrook seconded the motion.

There was no discussion on the motion. The motion was approved on a roll call vote.

On a roll call vote, voting Yes: Cuthbert, Jones, Myers, Westbrook, Smith-Lee, Hill, and Parham; No: N/A; Abstain: N/A; Absent: N/A.

**2025-RES-040      A RESOLUTION CERTIFYING, AS REQUIRED BY THE CODE OF VIRGINIA, SECTION 2.2-3712, THAT TO THE BEST OF EACH MEMBER'S KNOWLEDGE, ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS OF VIRGINIA LAW WERE DISCUSSED IN THE CLOSED SESSION, AND ONLY SUCH PUBLIC BUSINESS MATTERS AS WERE IDENTIFIED IN THE MOTION CONVENING THE CLOSED SESSION WERE HEARD, DISCUSSED, OR CONSIDERED**

The City Council returned to the open session at 5:01 p.m.

Mayor Parham entertained a motion to add to the agenda a motion to direct the City Manager and City Attorney to execute the purchase agreement for 235 Medical Park

Boulevard.

Vice Mayor Hill made a motion to add a motion to direct the City Manager and City Attorney to execute the purchase agreement for 235 Medical Park Boulevard. Council Member Westbrook seconded the motion.

All members of Council present voted in the affirmative and none opposed. Motion carried.

Mayor Parham entertained a motion to direct the City Manager and the City Attorney to take all actions necessary to execute the purchase agreement between the City of Petersburg and Petersburg South Associates for the property located at 235 Medical Park Boulevard, Tax Parcel ID Number 08020811.

Vice Mayor Hill made a motion to direct the City Manager and the City Attorney to take all actions necessary to execute the purchase agreement between the City of Petersburg and Petersburg South Associates for the property located at 235 Medical Park Boulevard, Tax Parcel ID Number 08020811. Council Member Smith-Lee seconded the motion.

All members of Council present voted in the affirmative and none opposed. Motion carried.

**3. ADJOURNMENT:**

City Council adjourned at 5:02 p.m.

The Special Meeting of the Petersburg City Council was held on Tuesday, October 7, 2025, at the Petersburg Public Library. Mayor Parham called the meeting to order at 5:02 p.m. The meeting video link is <https://petersburgva.new.swagit.com/videos/357380>.

**1. ROLL CALL – CITY COUNCIL:**

Present:

Charles Cuthbert, Jr., Councilor – Ward 4  
Marlow Jones, Councilor – Ward 1  
W. Howard Myers, Councilor – Ward 5  
Arnold Westbrook, Jr., Councilor – Ward 7  
Annette Smith-Lee, Councilor - Ward 6  
Samuel Parham, Mayor – Ward 3  
Darrin Hill, Vice Mayor – Ward 2

Absent:

Present from City Administration:

City Manager John “March” Altman, Jr.  
City Attorney Anthony C. Williams  
City Clerk Tangi R. Hill

**2. DETERMINATION OF THE PRESENCE OF A QUORUM:**

A quorum of the City Council was present.

**3. OFFICIAL PUBLIC HEARINGS**

- a. A Public Hearing and Consideration of a Resolution to Require the Planning Commission to Report Its Recommendation to Council Before October 21, 2025 Regarding Item 3(A) From the September 2, 2025 Special Meeting Pertaining to the Special Use Permit Application on Behalf of SP-Thirteen Properties, LLC for a Special Use Permit to Operate an Assisted Living Facility at 36 W. Fillmore Street

Mayor Parham introduced the Public Hearing item and recognized City Attorney Williams.

City Attorney Williams stated that at the Council’s last meeting on September 2, 2025 was a joint meeting with the Planning Commission. At that meeting the Planning Commission did not make a recommendation to Council regarding the Special Use Permit. By State Code, they would ordinarily have 100 days to provide their recommendation.

At that meeting, however, the Planning Commission indicated to Council that they would have their response by Council’s next meeting. The Planning Commission was unable to meet on the 2<sup>nd</sup> and at that meeting to ensure that Council did have the Planning Commission’s recommendation by the next meeting, a motion was made by Councilman Myers to hold a Public Hearing to shorten the period of time within which the Planning Commission had, so instead of having 100 days, they would have to provide a response to Council on or before October 21<sup>st</sup>. This would allow Council to proceed to make its determination on that date.

City Attorney Williams recommended that Council, after conducting the Public Hearing, approve the Resolution to Require the Planning Commission to Report Its Recommendation to Council Before October 21, 2025 Regarding Item 3(A) From the September 2, 2025 Special Meeting Pertaining to the Special Use Permit Application on Behalf of SP-Thirteen Properties, LLC for a Special Use Permit to Operate an Assisted Living Facility at 36 W. Fillmore Street. This would therefore require

the Planning Commission to provide its recommendation.

Mayor Parham opened the floor for the public hearing.

Hearing no one, Mayor Parham closed the public hearing.

Council Member Myers made a motion to direct the Clerk to schedule and advertise a public hearing in accordance with Section 15.2-228.5(b) of the Code of Virginia for a special meeting to be held immediately preceding the work session on October 7, 2025, to shorten the 100-day period of time for the Planning Commission to report this item, and to require they report the recommendation to Council on this item on or before the regular business meeting of Council on October 21, 2025, at which time Council will proceed with consideration of the item. Council Member Jones seconded the motion.

There was no discussion on the motion. The motion was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Jones, Myers, Westbrook, Smith-Lee, Hill, Parham; no: N/A; Abstain: N/A.

#### **4. NEW BUSINESS**

- a. Adoption of a Resolution of the City Council of the City of Petersburg, Virginia Committing Support and Fund Match Requirements for a Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund (VBSF) Grant to Demolish Two Downtown Buildings in Support of Economic Development

Council Member Myers made a motion to adopt a Resolution of the City Council of the City of Petersburg, Virginia Committing Support and Fund Match Requirements for a Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund (VBSF) Grant to Demolish Two Downtown Buildings in Support of Economic Development. Vice Mayor Hill seconded the motion.

There was no discussion on the motion. The motion was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Jones, Myers, Westbrook, Smith-Lee, Hill, Parham; no: N/A; Abstain: N/A.

#### **5. ADJOURNMENT**

Mayor Parham made a motion to adjourn. All members of the Council present voted in the affirmative. Meeting adjourned.

The City Council adjourned at 5:08 p.m.

The Closed Session Meeting of the Petersburg City Council was held on Tuesday, October 21, 2025, at the Petersburg Public Library. Vice Mayor Hill called the Closed Session Meeting to order at 3:38 p.m. The meeting link is <https://petersburgva.new.swagit.com/videos/358704>.

**1. ROLL CALL**

Present:

Charles Cuthbert, Jr., Councilor – Ward 4  
Arnold Westbrook, Jr., Councilor – Ward 7  
Annette Smith-Lee, Councilor – Ward 6  
Darrin Hill, Vice Mayor – Ward 2 (Presided)

Absent:

Marlow Jones, Councilor – Ward 1 (Late)  
W. Howard Myers, Councilor – Ward 5  
Samuel Parham, Mayor – Ward 3

Present from City Administration:

City Manager John March Altman, Jr.  
City Attorney Anthony Williams  
City Clerk Tangi Hill

**2. CLOSED SESSION**

The purpose of this meeting is to convene in the closed session pursuant to:

- a. §2.2-3711(A)(3) of the Code of Virginia for the Purpose of Discussion or Consideration of the Acquisition of Real Property for a Public Purpose and the Disposition of Publicly Held Real Property Where Discussion in an Open Meeting Would Adversely Affect the Bargaining Position or Negotiating Strategy of the Public Body, Specifically Including But Not Limited to the Acquisition and Disposition of Real Property; and
- b. §2.2-3711(A)(7) and (8) of the Code of Virginia for the Purpose of Receiving Legal Advice and Status Update from the City Attorney and Legal Consultation Regarding the Subject of Actual or Probable Litigation and Specific Legal Matters Requiring the Provision of Legal Advice by the City Attorney, Specifically Including But Not Limited to Discussion Regarding Petersburg Circuit Court Case No.: CL25000745-00; CL25000409-00; and Other Probable Litigation and Legal Matters Requiring the Advice of the City Attorney

Council Member Smith-Lee made a motion to enter into Closed Session for the purpose stated. Council Member Westbrook seconded the motion.

There was no discussion on the motion. The motion was approved on roll call vote.

On roll call vote, voting Yes: Cuthbert, Westbrook, Smith-Lee, and Hill; No: N/A; Abstain: N/A; Absent: Jones, Myers, and Parham.

The Council entered Closed Session at 3:41 p.m.

Council Member Jones arrived.

**CERTIFICATION**

Mr. Williams stated, "The Vice Mayor would entertain a motion to conclude the closed session called today to certify in accordance with §2.2-3712 that the Code of Virginia that to the best of each members knowledge that only public business matter lawfully exempted from the opening meeting requirements were discussed and that only such public business matters were identified in the motion by which the closed meeting was convened, heard, discussed, or considered. If any member believes that there was a departure from the foregoing requirements should state prior to the vote indicating the substance for departure in which he believes has occurred. This requires a roll call vote Mr. Vice Mayor."

Council Member Cuthbert made a motion to return the City Council to the open session and certify the purposes of the closed session. Council Member Jones seconded the motion.

There was no discussion on the motion. The motion was approved on a roll call vote.

On a roll call vote, voting Yes: Cuthbert, Jones, Westbrook, Smith-Lee, and Hill; No: N/A; Abstain: N/A; Absent: Myers and Parham.

**2025-RES-046**

**A RESOLUTION CERTIFYING, AS REQUIRED BY THE CODE OF VIRGINIA, SECTION 2.2-3712, THAT TO THE BEST OF EACH MEMBER'S KNOWLEDGE, ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS OF VIRGINIA LAW WERE DISCUSSED IN THE CLOSED SESSION, AND ONLY SUCH PUBLIC BUSINESS MATTERS AS WERE IDENTIFIED IN THE MOTION CONVENING THE CLOSED SESSION WERE HEARD, DISCUSSED, OR CONSIDERED**

The City Council returned to the open session at 5:21p.m.

**3. ADJOURNMENT:**

City Council adjourned at 5:21p.m.

The regular meeting of the Petersburg City Council was held on Tuesday, October 21, 2025 at the Petersburg Public Library. Mayor Parham called the meeting to order at 5:00 p.m. The meeting video link is <https://petersburgva.new.swagit.com/videos/358761>

**1. ROLL CALL:**

Present:

Darrin Hill, Vice Mayor – Ward 2 (Presided)  
Marlow Jones, Councilor – Ward 1  
Charles Cuthbert, Jr., Councilor – Ward 4  
Annette Smith-Lee, Councilor - Ward 6  
Arnold Westbrook, Jr., Councilor – Ward 7

Absent:

Samuel Parham, Mayor – Ward 3  
W. Howard Myers, Councilor– Ward 5

Present from City Administration:

City Manager John “March” Altman, Jr.  
City Attorney Anthony C. Williams  
City Clerk Tangi R. Hill

**2. PRAYER:**

Council Member Smith-Lee led the Council meeting in prayer.

**3. PLEDGE OF ALLEGIANCE:**

Vice Mayor Hill led the Council and the citizens in the pledge of allegiance.

**4. DETERMINATION OF THE PRESENCE OF A QUORUM:**

A quorum was present.

**5. PROCLAMATIONS/RECOGNITIONS/PRESENTATION OF CEREMONIAL PROCLAMATIONS**

- a. Honoring the 75th Anniversary of Club 17, Inc.

Vice Mayor Hill presented the Proclamation Honoring the 75th Anniversary of Club 17, Inc.

Bernard Harper, representing Club 17, accepted the proclamation and gave remarks.

- b. Extra Mile Proclamation

Vice Mayor Hill presented the Proclamation recognizing November 1, 2025 as Extra Mile Day.

**6. RESPONSES TO PREVIOUS PUBLIC INFORMATION POSTED**

Council Member Jones made a motion to table Items 9E, 9F, 9G, 9H, 9I, 9J, 9K, and 9L until City Council's second meeting in November. Council Member Westbrook seconded the motion.

On a roll call vote, voting yes: Jones, Westbrook, Smith-Lee, and Hill; no: N/A; Abstain: N/A; Absent: Cuthbert, Myers, Parham.

Council Member Jones made a motion to table Items 14A, 14C, 15A, 15B, 15C, 15D, 15E, 15F, and 15G until City Council's second meeting in November. Council Member Smith-Lee seconded the motion.

On a roll call vote, voting yes: Cuthbert, Jones, Westbrook, Smith-Lee, and Hill; no: N/A; Abstain: N/A; Absent: Myers, Parham.

Vice Mayor Hill clarified that the reason Council was tabling these items was so they could consider them in a more time-efficient manner and so that staff could have more time to review specific details of some items.

## **7. PRESENTATIONS**

### **a. City of Petersburg Strategic Plan 2025-2030 Presentation**

Jane Dittmar, Consultant with the University of Virginia Cooper Center, Virginia Institute of Government, gave a presentation to Council. She provided an overview of the working draft for phase one of the strategic plan development. This was a five-year plan that Council has been working on to reach consensus on their priorities. The guiding principles for the work thus far were to follow a clearly defined process and honor the unique roles in this process of the Council and their professional staff.

Ms. Dittmar explained that the plan's role was to reach consensus on vision, establish goals and objectives, and provide resources to implement the plan. Staff's role will be to develop strategies and tactics, execute the plan, measure progress, and report to Council. The draft title of the plan was "New Petersburg.- Powered by Purpose, Progress, and People." She said that the City's vision statement was developed by combining eight vision statements and incorporating feedback from reinterviewed stakeholders.

Ms. Dittmar said that the draft vision statement was, "We envision a city that honors its rich heritage while moving boldly into the future, where every resident has an opportunity to thrive." She explained that the plan was divided into four strategic pillars: economic vitality, neighborhoods, celebrating Petersburg, and good governance. These pillars were supported by objectives that focus on fostering sustainable growth, investing in safe and connected neighborhoods, and uplifting civic identity through storytelling and public art. The final pillar, good governance, emphasizes accountable leadership and high-quality service delivery.

Ms. Dittmar stated that the next steps involved referring the plan to staff for implementation and returning it to City Council for consideration and adoption, with the option to review and modify it annually or semi-annually. She noted that they put in place a provision to update the plan if a new manager came on board, and also considered black swan events, such as the pandemic and the Great Recession, as potential triggers for an update. In closing, she expressed her gratitude to the Mayor, the City Council, staff, City Manager Altman, and everyone involved, for the opportunity to work together and share their vision for achieving a bright future in Petersburg.

Vice Mayor Hill thanked Ms. Dittmar for all her work so far.

Council Member Jones made a motion to refer this item to staff to work on additional strategies, metrics, milestones and priorities for Council to discuss and consider at a future meeting. Council Member Smith-Lee seconded the motion.

On a roll call vote, voting yes: Cuthbert, Jones, Westbrook, Smith-Lee, and Hill; no: N/A; Abstain: N/A; Absent: Myers, Parham.

**8. APPROVAL OF CONSENT AGENDA (TO INCLUDE MINUTES OF PREVIOUS MEETINGS)**

There were no Consent Agenda items to be approved at this meeting.

**9. OFFICIAL PUBLIC HEARINGS**

a. A Public Hearing for Consideration of an Amendment to the FY26 Grants Fund

Garry Cozier, Budget Manager, provided a brief summary of the item. He explained that the City had been awarded a few grants across different agencies. These include a grant from the Opioid Abatement Authority (OAA) to the Petersburg Community Corrections Department in the amount of \$540,000 and two grants from the Virginia Department of Motor Vehicles (DMV) to the Petersburg Bureau of Police in the amount of \$45,683 and \$121,020, respectively. None of these grants have any match requirements, so the total amount of revenue to the City was \$706,703.

Vice Mayor Hill opened the public hearing. Seeing no speakers, he closed the public hearing and the matter rested with Council.

Council Member Smith-Lee made a motion to adopt the Ordinance to amend the FY26 Grants Fund. Council Member Westbrook seconded the motion.

On a roll call vote, voting yes: Cuthbert, Jones, Westbrook, Smith-Lee, and Hill; no: N/A; Abstain: N/A; Absent: Myers, Parham.

b. A Public Hearing for Consideration of the FY26-FY30 Capital Improvement Plan

Garry Cozier, Budget Manager, provided a brief summary of the item. He reviewed the Capital Improvement Plan (CIP), which established, prioritized, and defined funding for capital projects to improve existing systems and develop new infrastructure and facilities. He clarified that the FY26 CIP would include projects to be funded and started in the next fiscal year, while the outyears of the CIP were more aspirational and subject to change based on changes in funding and priorities. He reported that in the FY26 Capital Budget, they anticipated \$73,565,326 in costs; the total Capital Budget was \$458,420,540. He reviewed the projects planned for FY26 and their associated budgets, managing departments, and funding sources.

Vice Mayor Hill opened the public hearing.

Tina Noren, 120 Leavenworth Street, asked if the costs of bonds would be paid for by the citizens of Petersburg.

March Altman, City Manager, explained that bonds were borrowed funds that the City paid back over a long period of time. The bond was guaranteed by the taxes the City brought in, and with their past bond financing, the City had not needed to raise taxes in order to pay for those bonds. Other methods of funding these capital projects included General Fund revenues, forgivable loans, and grants.

Ms. Noren asked how much of the \$73 million was composed of loans.

Mr. Cozier said that about \$15 million of the \$73 million was made up of bonds and Virginia Resources Authority (VRA) loans.

Barbara Rudolph, 1675 Mount Vernon Street, asked how much they had spent on any of the projects identified in the \$73 million. She noted that there was \$110,000 listed for the Stormwater Fund, but there seemed to be millions of dollars in stormwater projects, so she did not understand the correlation. She said that regarding American Rescue Plan Act (ARPA) funding, she recalled the City

received a little less than \$21 million several years ago, and she was unsure of how that funding had been spent, especially seeing there was \$29 million available in ARPA funds for the listed projects.

City Manager Altman clarified that some projects in the CIP had already been budgeted and appropriated by Council, and some of those had already been completed. With regards to ARPA, they had spent the majority of those funds and had a small amount that still needed to be spent before the deadline.

Mr. Cozier added that the ARPA funds listed in the report were not the City's funds; they were ARPA funds given to a different agency of which the City was a subrecipient. Regarding Ms. Rudolph's question about stormwater, most of the stormwater projects were funded through Community Flood Preparedness Fund (CFPF) grants through the Virginia Department of Conservation and Recreation. He said that the funding line for stormwater was the remainder that needed to be funded outside of the grants.

Johnny Seku, 20 West Old Street, stated that he wanted to address the stormwater funds. He said that he saw there was work being done on Bank Street, but the stormwater runoff went all the way down to Old Street. He asked if there were any plans to address the runoff on Old Street before the existing issues were worsened over time.

City Manager Altman confirmed that some of the listed grant funds were planned to be used to fix the sinkhole and surrounding area on Bank Street. He explained that it would be a multi-phase project to make improvements all the way down to the river, as they could not do the work all at one time.

Damien Wright, 102 South Chapel Street, said that the strategic plan stated that they would invest in safe and connected beautiful neighborhoods, but this was in sharp contrast to the budget, where not even 1% was going toward Parks and Recreation. He asked if there were any plans to budget for new equipment for their parks in FY26, as he had personally experienced the unsafe and aged equipment in his neighborhood park.

City Manager Altman explained that Council had appropriated CDBG funds this year to continue working on improvements in parks. They had another list of projects Parks and Rec was working through in order to address all the parks in the community, but could not do it all at once. It would be a continual process of making these improvements in future years.

Council Member Jones noted that one item that stood out to him in the CIP was the water pump station rehabilitation and upgrades. He said that there had been a persistent problem of grease buildup in their pipes, specifically those of larger apartment complexes in the City, and this caused their water systems to deteriorate and fail prematurely. He suggested that the City could come up with a plan for preventive maintenance to avoid unnecessary costs and encourage responsible behaviors. An alternative measure would be for apartment complex owners to contribute to some of these infrastructure costs.

City Manager Altman replied that staff could absolutely look into developing a program to address that issue. He said that it likely would require an educational component and some type of enforcement in the case of noncompliance.

Council Member Cuthbert asked if, for future CIPs, Council could have a special meeting or work session to review the individual items line by line. He expressed concern that there had not been thorough explanation of each project and how they fit into their priorities. He said that while he was supportive of this CIP as presented, he felt it would be most appropriate if they heard staff's rationale for each recommended item and funding source in the CIP.

City Manager Altman said that he completely understood Council Member Cuthbert's concern. He acknowledged that this year, they were a bit late in the process, but staff wanted to have the five-year

plan in place, which they had not been doing. He agreed that ideally, this would be reviewed as part of their budget process and related discussions, and he confirmed that this was staff's intention moving forward.

Council Member Cuthbert said that he appreciated it very much. He asked if the \$2 million indicated for the animal shelter was inclusive of or in addition to the \$5 million they had budgeted for that project.

City Manager Altman replied that the \$2 million was a portion of that \$5 million budget to be allocated in this fiscal year, not an additional \$2 million.

Council Member Cuthbert asked if the item for a new, large bus to replace an older bus was for a single new bus for \$1.6 million.

Mr. Cozier said that he believed it was for two buses.

City Manager Altman said that he was unsure of which bus would be replaced specifically, but he assumed that whichever bus was in the worst condition would be replaced first.

Council Member Cuthbert requested the breakdown of federal, state, and local funding of that \$1.6 million.

Mr. Cozier answered that the state paid 68%, the federal government paid 28%, and the City was responsible for the remaining 4% of the \$1.6 million.

Council Member Cuthbert said that he looked forward to having more CIP discussions next year.

Council Member Cuthbert made a motion to approve the Capital Improvement Plan as proposed . Council Member Smith-Lee seconded the motion.

On a roll call vote, voting yes: Cuthbert, Jones, Westbrook, Smith-Lee, and Hill; no: N/A; Abstain: N/A; Absent: Myers, Parham.

c. Public Hearing for Consideration of an Ordinance Authorizing the Issuance of General Obligation Bond Anticipation Notes

March Altman, City Manager, introduced the item and provided background information. He stated that representatives from Davenport and Company and Sands Anderson PC were present this evening, as well. He explained that this item was part of Council's development of a multi-year strategic plan of finance supported by equitable and uniform increased utility rates allowing for capital utility improvements. As a part of the development of the Plan of Finance, the City identified approximately \$250 million of general fund capital needs to be funded from a combination of one-time payments from the Cordish Companies and long-term GO bonds.

City Manager Altman stated that prior to the June 17, 2025 meeting, the City identified three projects requiring funding in the near-term totaling approximately \$10-\$12 million, including \$4 million for vehicles and to support a sports training facility. At the City Council Retreat, August 11, 2025, Davenport presented the proposed plan for City Council discussion. Council discussed the proposal with staff and Davenport. At the conclusion of the discussion, Council directed staff to bring the proposed plan of finance for both capital and utility infrastructure improvement along with the supporting utility rate increase to Council for discussion.

City Manager Altman stated that at the September 2, 2025 City Council work session, JMT presented a water/wastewater improvement program that highlighted short- and long-term list of necessary water and sewer upgrade project with an estimated cost of over \$1 billion. At the September 16, 2025 City Council meeting, Davenport presented the plan of finance and next steps for City Council consideration. Council directed staff to move forward with scheduling necessary public hearings for both the capital and utility finance plans.

City Manager Altman said that at the October 7, 2025 Council work session, Jacobs presented the results of the utility rate study to City Council. Deferred water and sewer capital infrastructure investments total approximately \$190 Million. Of this amount, approximately \$130 million is anticipated to be funded with general obligation debt and low-interest state revolving fund loans. The public hearings on the plans of finance and utility rate increases are scheduled for October 21, 2025.

Roland Kooch, Senior Vice President with Davenport and Company, presented the results of the Request for Proposals (RFP) the City had issued to pay for the capital improvement needs as discussed by City Manager Altman. He explained that the City issued an RFP to over 100 banks for two bond anticipation notes (BAN) The first bond anticipation note was for a \$30 million general obligation BAN to fund the general fund capital needs, ultimately to be repaid by Cordish's one-time payments. The second bond anticipation note was \$40 million for a general obligation BAN to fund the utility capital investments, ultimately to be permanently financed with a general obligation bond and repaid by the utility system rates and charges.

Mr. Kooch reported that five strong proposals were received, including an additional public offering by Raymond James, which would require an offering document and bond rating. A comparison of the proposed interest rates and prepayment terms was made, and it was determined that the Truist Bank loan had the lowest interest rate and most flexible repayment terms. He explained that the Truist Bank loan offers a declining prepayment penalty and allows for prepayment up to 10% without any penalty, and provides a fixed rate of 3.49%. In comparison, the Raymond James public sale has an estimated interest rate of 3.54%, which could fluctuate.

Mr. Kooch summarized that Davenport recommended the Truist proposal due to its lowest fixed rate, flexible prepayment terms, and locked-in rate through November 30, 2025. Additionally, the City can invest the proceeds in the Virginia State Non-Arbitrage Program, which yields over 4%, effectively covering the cost of funds before they were fully spent. He recommended Council approve the two resolutions included in their packet for these two bond anticipation notes.

Vice Mayor Hill opened the public hearing.

Barbara Rudolph, 1675 Mount Vernon Street, asked if there was enough funding from Cordish to cover these capital costs. She expressed concern that they had overcommitted funds that they had not yet received.

City Manager Altman acknowledged the concern that they had already spent the funds from the casino, so he wanted to assure everyone that the City was cognizant of that and taking care to only spend it once.

Tina Noren, 120 Leavenworth Street, asked how the payments for the bonds were being allocated.

City Manager Altman replied that the City's budget included a consideration for debt service, so they budgeted for their dept repayment schedule, including bond notes, which they paid on an annual basis.

Ms. Noren asked what the source of money was for paying these bonds.

City Manager Altman explained that in this instance, they had new revenues coming in that would offset the costs of the bonds. He noted that for the utility side of these capital needs, Council would be considering a potential increase in utility rates to assist in paying for those dollars.

Ms. Noren asked if these payments for the bonds were allocated in the current budget.

City Manager Altman clarified that they had allocated funding for up to July 1 of their current fiscal year. This item was setting up a mechanism to borrow money, paying interest of 3.49%, while also investing the remaining dollars to generate a higher return.

Mr. Kooch clarified that there were two notes, the general obligation note and the utility note. The general obligation note has interest expenses that will be covered by interest earnings, and the repayment of the \$30 million is not intended to be permanently financed, but rather will be repaid by the Cordish dollars as they come in. The utility note is designed to be permanently converted to long-term GO bonds for capital investments, which will require rate increases in conjunction with cash and debt to pay for those investments. He added that the City had not done very much investment in these categories over the past decade, so this was their plan for catching up. He explained that for utilities, the rate increase was not only necessary to pay for the costs of infrastructure improvements but also required by VRA in order to qualify for low-interest loans.

Vice Mayor Hill closed the public hearing.

Council Member Smith-Lee made a motion to adopt the Resolutions Authorizing the Issuance of GO Bond Anticipation Notes; the \$30 million General Obligation Bond Anticipation Note Series 2025(A) and the \$40 million General Obligation Bond Anticipation Notes Series 2025(B), accepting Truist Bank's proposed fixed rate of 3.49%. Council Member Westbrook seconded the motion.

On a roll call vote, voting yes: Cuthbert, Jones, Westbrook, Smith-Lee, and Hill; no: N/A; Abstain: N/A; Absent: Myers, Parham.

- d. A Public Hearing for Consideration of an Amendment and Re-Adopt Section 114-136 and Section 114-236 of the City Code Increasing the Public Utility Rates for Water and Sewer Commodity and Capacity Charges

March Altman, City Manager, provided background information on the item. He explained that at the June 17, 2025 City Council meeting, Davenport and Company introduced a plan for a \$30 million line of credit supported by equitable and uniform increased utility rates allowing for capital utility improvements. At the City Council Retreat, August 11, 2025, Davenport presented the proposed plan for City Council discussion. Council discussed the proposal with staff and Davenport. At the conclusion of the discussion, Council directed staff to bring the proposed plan along with the support utility rate increase to Council for discussion.

City Manager Altman stated that at the September 2, 2025 City Council Work Session, JMT presented a water/wastewater improvement program that highlighted short- and long-term list of necessary water and sewer upgrade project with an estimated cost of over \$1 billion. At the September 16, 2025 City Council meeting, Davenport presented the plan of finance and next steps for City Council consideration. Council directed staff to move forward with scheduling necessary public hearings for both the capital and utility finance plans. At the October 7, 2025 City Council work session, Davenport and Jacobs presentation the utility rate study to City Council.

City Manager Altman stated that on May 7, 2019 City Council approved a 12.2% increase in water and sewer rate for FY20 with the intent of approving 12.2% increases in FY21, FY22 and a 4.95% increase in FY23. The planned increases in FY21, FY22 and FY23 were not implemented. Not moving forward with the implementation of the additional rate increases resulted in a shortfall in adequate funding to support the replacement and upgrade of the City aging water and sewer systems. He

explained that Jacobs recommended that the City implement a five-year rate plan, including a 9.5% utility rate increase for FY26, effective January 1, 2026, equivalent to approximately \$7.50 per month for a typical residential bill inclusive of water and sewer, with planned increases for every other year, per the direction of Council. He summarized that staff recommended that Council approve the request as submitted.

Vice Mayor Hill opened the public hearing. Seeing no speakers, Vice Mayor Hill closed the public hearing and the matter rested with Council.

Council Member Jones expressed concern that the issues with their water bills had been longstanding and people continued to be billed incorrectly. He asked what benefits their utility customers could expect with these new increases in bills.

City Manager Altman answered that with the funds made available through the increase, they would be providing a reliable system that they currently lacked because of the age of the system. Additionally, reliability in their infrastructure was essential for economic development in the City.

Council Member Jones said that his main concern was that the City prioritized the installation of new meters, but it resulted in incorrect bills and unnecessary stress on their citizens. He wanted to ensure that there was an urgency in this future work to actually improve the system and eliminate the incorrect bills.

City Manager Altman noted that one of the capital projects included in the CIP was for meter replacement throughout the City, so he could confirm they were working on that.

Vice Mayor Hill agreed that the new meters caused unnecessary chaos on many levels in the City, and they should do everything possible to avoid any similar situations in the future.

Council Member Smith-Lee made a motion to adopt the Ordinance Amending City Code Section 114-136 and Section 114-236, increasing water and sewer rates. Council Member Jones seconded the motion.

On a roll call vote, voting yes: Cuthbert, Jones, Westbrook, Smith-Lee, and Hill; no: N/A; Abstain: N/A; Absent: Myers, Parham.

- e. A Public Hearing for Consideration of an Ordinance Authorizing the City Manager to Execute the Purchase Agreement Between the City of Petersburg and I AM POWER for the Development of City-Owned Properties at 35 and 17 Bank Street, Located in Petersburg, VA

This item was tabled until City Council's November 18, 2025 meeting.

- f. A Public Hearing for Consideration of an Ordinance Authorizing the City Manager to Execute the Purchase Agreement Between the City of Petersburg and ZEBRINA MEADE for the Development of 746 Mount Airy Street, Located in Petersburg, VA

This item was tabled until City Council's November 18, 2025 meeting.

- g. A Public Hearing for Consideration of an Ordinance Authorizing the City Manager to Execute the Purchase Agreement Between the City of Petersburg and K&K BEGINNINGS LLC for the Development of 110 Spruce Street, Located in Petersburg, VA

This item was tabled until City Council's November 18, 2025 meeting.

- h. Public Hearing for Consideration of an Ordinance Authorizing the City Manager to Execute the Purchase Agreement Between the City of Petersburg and SKYE IS THE LIMIT RESIDENTIAL SERVICES LLC for the Development of 137 Franklin Street, Located in Petersburg, VA

This item was tabled until City Council's November 18, 2025 meeting.

- i. A Public Hearing for Consideration of an Ordinance Authorizing the City Manager to Execute the Purchase Agreement Between the City of Petersburg and ENTRUSTED VISIONS, LLC and FETKO PROPERTIES LLC for the Development of 126 Kentucky Avenue, Located in Petersburg, VA

This item was tabled until City Council's November 18, 2025 meeting.

- j. A Public Hearing for Consideration of an Ordinance Authorizing the City Manager to Execute the Purchase Agreements Between the City of Petersburg and ENTRUSTED VISIONS, LLC for the Development of 704 and 706 Wesley Street, Located in Petersburg, VA

This item was tabled until City Council's November 18, 2025 meeting.

- k. A Public Hearing for Consideration of an Ordinance Authorizing the City Manager to Execute the Purchase Agreement Between the City of Petersburg and ANTHONY JACKSON for the Development of 724 Harding Street, Located in Petersburg, VA

This item was tabled until City Council's November 18, 2025 meeting.

- l. Public Hearing for Consideration of an Ordinance Authorizing the City Manager to Execute the Purchase Agreement Between the City of Petersburg and NEW TOWN STATION LLC for the Development of 321 Witten Street, Located in Petersburg, VA

This item was tabled until City Council's November 18, 2025 meeting.

- m. Public Hearing for Consideration of an Amendment to the Community Development Block Grant Program Year 2025 Action Plan for the Purpose of Reallocating COVID Funds to Peoples Advantage Helping Hands

Jared Crews, Interim Director of Planning and Community Development, provided a brief summary of the item. On May 20, 2025, a resolution was passed allocating \$32,090.00 to the Virginia Community Resource Center for the purpose of collaborating with the Crater Area Coalition on Homelessness (CACH). The funds have not been spent to date and must be returned if not used by July 6, 2026. The proposed resolution would reallocate the funding to the Peoples Advantage Helping Hands organization, allowing the funding to be used quickly and effectively to address the urgent nature of the existing needs. Staff recommended that Council adopt the proposed resolution as presented.

Vice Mayor Hill opened the public hearing.

Tina Noren, 120 Leavenworth Street, asked how the funding would be used to meet the original needs it was intended to address.

Shanika McClelland, Executive Director of Peoples Advantage Helping Hands, explained that the funds would be used to keep people in stable housing, such as eviction prevention.

Vice Mayor Hill closed the public hearing.

Council Member Jones asked how people could contact Peoples Advantage in order to access those funds.

Ms. McClelland replied that people could call Peoples Advantage Helping Hands at 804-748-3081 ext. 715. They also worked with community partners who could refer people in need to their program, such as Social Services and CACH.

Council Member Cuthbert asked if Peoples Advantage was a nonprofit organization.

Ms. McClelland confirmed that was correct. She clarified that Peoples Advantage Helping Hands was the nonprofit arm of the Peoples Advantage Credit Union.

Council Member Smith-Lee made a motion to adopt the Resolution to approve the Amendment to the Community Development Block Grant Program Year 2025 Action Plan for the Purpose of Reallocating COVID Funds to Peoples Advantage Helping Hands. Council Member Cuthbert seconded the motion.

On a roll call vote, voting yes: Cuthbert, Jones, Westbrook, Smith-Lee, and Hill; no: N/A; Abstain: N/A; Absent: Myers, Parham.

- n. Public Hearing for Consideration of an Ordinance to Amend and Re-Adopt Chapter 50 – Environment, of the Petersburg City Code to Include Article VI. Tree Protection and Planting

Jared Crews, Interim Director of Planning and Community Development, introduced Janine Lester who began working as the City Arborist in June of this year.

Janine Lester, City Arborist, provided a brief summary of the item. On July 17, 2025, Petersburg City Council adopted the Strategic Tree Canopy Plan, which established the need to adopt a tree ordinance to ensure tree protection and assist in meeting the City's 43 percent canopy coverage goal over the next 20 years. She further reviewed the benefits trees provided to the City and its residents. On September 16, 2025, Council approved an ordinance adopting additional landscaping standards for private development. The proposed ordinance would apply to trees within the public realm. The Crater Planning District Commission had provided a letter of support for this initiative. Staff recommended that Council adopt the amendments and readoption of Chapter 50, to include Article VI Tree Protection and Planting, as proposed.

Vice Mayor Hill opened the public hearing.

Barbara Rudolph, 1675 Mount Vernon Street, expressed her support for the proposed City Code amendments. She noted that one of the provisions was to ensure there was no harm to the critical root zone of trees, and this made her think about some major projects in the City that this may apply to. Furthermore, she felt the provision that there should be no top-cutting of trees was very important, as there had been many past instances where trees had been cut incorrectly. She said that no one should be able to cut the City's trees without first consulting with the City Arborist.

Vice Mayor Hill closed the public hearing.

Council Member Jones expressed his gratitude to Ms. Lester for joining their organization and said that he looked forward to learning from her as they worked toward preserving and improving their trees in the City.

Council Member Westbrook said that he would like for the City Arborist to join his next Ward meeting to discuss tree care and management in the 7th Ward.

Council Member Cuthbert made a motion to adopt the Ordinance to Amend and Re-Adopt Chapter 50 – Environment, of the Petersburg City Code to Include Article VI. Tree Protection and Planting, as proposed. Council Member Smith-Lee seconded the motion.

On a roll call vote, voting yes: Cuthbert, Jones, Westbrook, Smith-Lee, and Hill; no: N/A; Abstain: N/A; Absent: Myers, Parham.

- o. Public Hearing for Consideration of an Ordinance to Request Enactment of the Petersburg Parking Authority Act

Anthony Williams, City Manager, provided a brief summary of the item. Council had requested staff provide some options for addressing parking in the City, which was a growing issue, particularly in the downtown area. One of the options was to create a Petersburg Parking Authority, which would allow for a funding mechanism in order to facilitate the construction of parking garages and run facilities to maintain them. The first step to provide this potential tool was to adopt this ordinance, requesting the General Assembly to pass a bill to be enacted into state law, allowing the City to create the Petersburg Parking Authority.

Vice Mayor Hill opened the public hearing.

Paula Chester, 1013 Oakmont Drive, stated that she noticed last week that between Washington and Sycamore, there were no signs that marked whether or not someone could park on the side of the street. She said that it was confusing because there were many businesses in this area, but the lack of parking signage led people to believe it would be illegal to park in front of the businesses they wished to patron. She requested that Council keep this in mind as they looked to improve parking in the future.

Tina Noren, 120 Leavenworth Street, said that she was unaware that Petersburg did not have a parking authority. She asked if the Parking Authority would be City staff dedicated to running the parking garages and parking lots, or if the intent was to bring meters into the City. She emphasized that she did not want meters into the City, as it would be a deterrent to people traveling around the City.

Vice Mayor Hill stated that the intent was to build a parking deck and ensure there was adequate parking throughout the City; however, it required approval from the General Assembly before the City could develop any type of plan to achieve it. He said that they had not gotten far enough in the process to determine whether it would include meters as part of the structure or not.

Vice Mayor Hill closed the public hearing.

Council Member Cuthbert made a motion to adopt the Ordinance to Request Enactment of the Petersburg Parking Authority Act as proposed. Council Member Jones seconded the motion.

On a roll call vote, voting yes: Cuthbert, Jones, Westbrook, Smith-Lee, and Hill; no: N/A; Abstain: N/A; Absent: Myers, Parham.

**10. PUBLIC INFORMATION PERIOD**

Julian Greene, Co-Chair of the Peabody Academic Learning and Development Center, stated that he was before Council to request the City Manager and Council to expedite a meeting with the Peabody Academic Learning and Development Center in order to move forward with a collaborative initiative they had been working on since 2018. He explained that they were seeking to restore the Peabody Center to its original concept and keep custodial ownership of the building. Furthermore, their architect firm was Perkins & Will, which build the National Museum of African American History in Washington, D.C. He reiterated that his request of Council today was to expeditiously hold a meeting with the Peabody Center in order to reach a conclusion and move forward in their work.

Tina Noren, 120 Leavenworth Street, stated that she was before Council to request that the City repave her street. She expressed concern that the repairs to the street had been haphazard and the current

condition was bad for their cars. There were serious potholes along with a storm drain between 120 and 126 Leavenworth that had been filled with straw, so some work may be underway there, but regardless it needed to be fixed. The drainage directly across from 120 Leavenworth needed to be addressed, as well. She asked what the City was doing in response to the government shutdown and potential loss of federal funding to their local programs. She asked for more information about the indirect cost agreement for the City and how they paid for their overhead costs.

**11. BUSINESS OR REPORTS FROM THE MAYOR OR OTHER MEMBERS OF CITY COUNCIL**

Council Member Westbrook stated that in response to Ms. Noren's request for paving, he would make sure to include Leavenworth Street for paving this year, and he had made note of the drainage issue. He thanked all the staff who had helped put on the Ward meeting last month at Pleasants Lane Elementary School. It was a very informative meeting during which they discussed the potential impacts of the Big Beautiful Bill on the Department of Social Services. He said that their City Manager and staff were working to ensure they identified potential General Fund revenues that could be used to alleviate any losses of federal funding. He stated that Petersburg High School had a great Homecoming celebration last week, and there were lots of other holistic activities in support of their City's youth that he encouraged everyone to support. He reported that they were almost finished with the improvements at Legends Park.

Council Member Westbrook announced that Petersburg High School would be hosting their Speech and Debate Tournament on December 13, 2025, and he invited the public to serve as judges for the important event. He stated that additionally, he wanted to emphasize the importance of supporting the elders of Petersburg, and he was grateful for the existing programs they had for their senior citizens. He asked that everyone take extra care to check in regularly with their elderly family members and neighbors during the winter months. He announced that Trunk or Treat would be held on October 24, 2025 at the Sports Complex. He requested that staff consider hosting a Day of the Dead event for Petersburg's Hispanic community, which he thought would be very successful.

Council Member Westbrook noted that the City had a very quiet, low-crime summer, and he hoped they would continue this trend. He thanked the Police Department for their aggressive efforts to curb violent crime in the City. He said that finally, he urged everyone to please vote in the upcoming election this November. He said that the Virginia Democratic Party was creating a Legislative Advisory Committee for Men and Boys, the first ever in the country. He thanked everyone for expressing their heartfelt condolences regarding the passing of Dr. Duhart, the City's only pediatrician, whose celebration of life was held this past Saturday.

Council Member Smith-Lee reported that on Monday, Petersburg Public Schools held a meeting on strategic planning to receive feedback from the community and parents. She said that she was extremely disappointed that only about 25 people attended the meeting, and she wanted to encourage the community to please get involved and support their children better. She said that on another topic, she was a federal employee and was currently furloughed. She had reached out to Congresswoman Jennifer McClellan, Senator Warner, and Senator Kaine to see how they could maintain Supplemental Nutrition Assistance Program (SNAP) benefits and Medicaid coverage.

Council Member Smith-Lee recited a meditation, encouraging everyone to stand with courage, calmness, and with hearts open as they looked to the future of their children, community, and City. She emphasized that everyone belonged here in Petersburg and they were needed.

Council Member Jones thanked the public for attending tonight's meeting. He stated that all of the people of the City were like seeds in soil, growing upwards through the dirt of the land, eventually breaking through and transforming from a seed into a new being that must experience all the seasons of life. He believed the City was about to reach its breakthrough, and it was because of this that he must warn the public not to fall for fantasy island-type misinformation in the news, or anything else that they did not hear from the City Council directly. He explained that he had recently read an article that shocked him due to the incorrect information in it, and it disappointed him that this was because the information had not been

vetted through the proper channels. He reiterated to the public that the City was prioritizing doing business in a fair and equitable manner and they should not be misled by other narratives.

Council Member Cuthbert said that he wanted to mention some steps toward progress being made, thanks to staff led by Mr. Miller and City Manager Altman. One was the new crosswalk leading to the park near the intersection of Liberty and South Sycamore, which made the neighborhood a bit safer. He said that another improvement was the rumble strips at the intersection of Bollingbrook and North Sycamore, which were installed on a temporary basis to see how they worked out, and if the feedback was positive, they could potentially use them at other intersections throughout the City to improve traffic safety. He said that additionally, they had some new stop signs to slow down irresponsible driving. He thanked staff for all their hard work. He stated that they had been making more progress on replacing street lights throughout the City, with a new protocol in place for the City to make annual surveys and replace burned out bulbs in conjunction with Dominion Power, who owned many of the lights. He was glad that they were making the effort to make their streets and neighborhoods safer and more attractive. He thanked the public for the opportunity to serve them and thanked the Vice Mayor for the opportunity to bring the public up to date on these matters.

Vice Mayor Hill asked City Manager Altman and City Attorney Williams about a potential business in the City that wanted to open up a detailing shop with restrictions. He asked if there was an update as to where they were in that process.

City Manager Altman said that Mr. Phelps brought forth a special use permit request last spring, and Council voted to deny the request, which ended the process for that particular request. He said that if Mr. Phelps wanted to make another request in agreement with conditions, he would need to again file an application with Planning and go through the SUP process with the Planning Commission and City Council, including a public hearing for Council to approve an SUP.

Vice Mayor Hill asked if Council could reconsider the vote they took on the initial application for the SUP, with the understanding that Mr. Phelps would agree to the conditions the City had proposed for the SUP.

City Attorney Williams explained that a motion to reconsider the matter would need to take place at the next business meeting after the original vote, but quite some time had passed since the vote was taken. As the City Manager indicated, Mr. Phelps would need to restart the process.

Vice Mayor Hill expressed concern that the SUP process was expensive for someone to reapply for, so he was wondering if they could expedite it in a flexible way for the applicant. He said that however, he also wanted to preserve the integrity of their planning and zoning processes and treat all applicants as equal.

Vice Mayor Hill announced that he would be holding a Ward meeting in the near future, which he would schedule with the Clerk. He said that he also wanted to have a community business meeting, and he hoped they could schedule that soon. He thanked Council Member Smith-Lee for her recent charity, when she gave free gas cards at their local Wawa to their local federal workers impacted by the federal government shutdown. He expressed his gratitude for her generosity and kindness that she always extended to the community. He said that on another topic, the speed bumps they had recently installed in front of his business had been greatly successful in slowing down cars before the stop sign, and there were some other areas in the City that could benefit from the same type of setup to slow traffic. He announced that Berkley Manor residents would be having a neighborhood meeting on Thursday at 5:30 p.m. in their park for their neighborhood watch.

**12. ITEMS REMOVED FROM CONSENT AGENDA**

There were none.

**13. FINANCE AND BUDGET REPORT**

a. Department of Finance Monthly Update

Garry Cozier, Budget Manager, provided the monthly update. He reported that all of their budget to actuals were on track. In the General Fund overall, 26% had been expended with 25% of the fiscal year completed, and all other department budgets were at or under that amount. He concluded that their finances looked good for this early point in the year. He noted that some expenses were front-loaded and would taper off as the year progressed; there was nothing over budget at this time.

**14. UNFINISHED BUSINESS**

a. Consideration of an Ordinance to Approve an Amendment to the Zoning Ordinance of the City of Petersburg for the Purpose of Updating and Clarifying Sign and Advertising Regulations to Address Ongoing Complaints and Issues Pertaining to Certain Advertising Devices Throughout the City

This item was tabled until City Council's November 18, 2025 meeting.

b. Ordinance to Amend and Re-Adopt Section 22-2 of the Code of Virginia to Include Subsection (F) Authorizing the Appointment of Unarmed Special Conservators of the Peace

Jim Reid, Director of Code Enforcement, provided a brief summary of the item. He explained that Code Enforcement obtained criminal summons from the Magistrate but must call Police and arrange a time to execute criminal summons with the property owner. This has been difficult with high calls for service from the Police Department. With unarmed special conservators of the peace powers, staff will only call Police to stand by for safety reasons and not to execute the summons. Staff recommended adoption of the ordinance to allow code enforcement to operate more efficiently.

City Attorney Williams clarified that this item had already been considered in a public hearing; however, upon discussing it with the Clerk, they determined the ordinance had not been adopted. He explained that staff had already gone through the training, so all they needed was the ordinance to be adopted in order for the Circuit Court to authorize this ability of Code Enforcement staff. He said that this was the final step in the process.

Council Member Jones asked if they could allow for the special conservators of the peace to stay armed and vested for safety reasons.

City Manager Altman said that if that was Council's direction, staff could certainly do that.

Council Member Jones made a motion to amend the ordinance to allow for the special conservators of the peace to stay armed rather than unarmed, and for the records to be submitted to the City Attorney City Manager, and Police Department.

Vice Mayor Hill asked if Council Member Jones would be amenable to approving the ordinance as it was currently written until they could work out some of the specifics with the Police Chief and Department of Criminal Justice Services (DCJS) regarding the regulations of armed special conservators of the peace.

City Manager Altman stated that they could amend the City Code at any point in time, and he agreed it would be valuable to get the information about what process they needed to follow in advance.

Travis Christian, Police Chief, clarified that his main concern was that the budget and regulatory aspect of carrying a firearm and bulletproof vest should be done through the Department of Code Enforcement, not the Police Department.

Vice Mayor Hill noted that there was no second to Council Member Jones' amended motion, so the amended motion died. He asked for a motion on the ordinance as presented.

Council Member Jones made a motion to adopt the Ordinance to Amend and Re-Adopt Section 22-2 of the Code of Virginia to Include Subsection (F) Authorizing the Appointment of Unarmed Special Conservators of the Peace. Council Member Westbrook seconded the motion.

On a roll call vote, voting yes: Cuthbert, Jones, Westbrook, Smith-Lee, and Hill; no: N/A; Abstain: N/A; Absent: Myers, Parham.

- c. Consideration of an Ordinance to Approve a Request by Chris Winslow of Winslow, McCurry & McCormac, PLLC, on Behalf of SP-Thirteen Properties, LLC, for a Special Use Permit to Operate an Assisted Living Facility at 36 West Fillmore Street, Parcel ID 022360001, in the R-B Office-Apartment Zoning District

This item was tabled until City Council's November 18, 2025 meeting.

**15. NEW BUSINESS**

- a. Consideration of a Resolution Authorizing the City Manager to Execute a Development Agreement Between the City of Petersburg and STEPPING STONES PROPERTIES, LLC for the Development of 10 N. Foley Street and 340 Mistletoe Street Located in Petersburg, VA

This item was tabled until City Council's November 18, 2025 meeting.

- b. Consideration of a Resolution Authorizing the City Manager to Execute a Development Agreement Between the City of Petersburg and SQUARE ACRE PROPERTY for the Development of 201 Virginia Avenue, Located in Petersburg, VA

This item was tabled until City Council's November 18, 2025 meeting.

- c. Consideration of a Resolution Authorizing the City Manager to Execute a Development Agreement Between the City of Petersburg and NUWAVE for the Development of 851 E. Bank Street, 1420 Ferndale Ave, 1162 Hinton Street, 417 S. Jefferson Street, 215 S. Jones Street, 921 Priam Street, 1150 Rome Street, 201 Terrace Ave

This item was tabled until City Council's November 18, 2025 meeting.

- d. Consideration of a Resolution Authorizing the City Manager to Execute a Development Agreement Between the City of Petersburg and ANTHONY JACKSON for the Development of 723 Harding Street, Petersburg, VA

This item was tabled until City Council's November 18, 2025 meeting.

- e. Consideration of a Resolution Authorizing the City Manager to Execute a Development Agreement Between the City of Petersburg and UNDERHILL ROW LLC for the Development of a portion of 117 Lafayette Street, Located in Petersburg, VA

This item was tabled until City Council's November 18, 2025 meeting.

- f. Consideration of a Resolution Authorizing the City Manage to Execute a Development Agreement Between the City of Petersburg and DANIEL SMITH REAL ESTATE LLC for the development of 4, 6, 9, and 12 Ross Court, Located in Petersburg, VA

This item was tabled until City Council's November 18, 2025 meeting.

- g. Consideration of a Resolution Authorizing the City Manager to Execute a Development Agreement Between the City of Petersburg and ACUNA PROPERTIES LLC for the Development of 436 Bryne Street, Located in Petersburg, VA

This item was tabled until City Council's November 18, 2025 meeting.

- h. Consideration and Adoption of Resolution Appointing Members to Boards and Commissions

- Crater Youth Care Commission
- Petersburg Redevelopment Housing Authority
- Petersburg Arts Council
- Community Development Block Grant Advisory Board
- Architectural Review Board

This item was tabled until City Council's November 18, 2025 meeting.

**16. CITY MANAGER'S REPORT AND SPECIAL REPORTS**

March Altman, City Manager, thanked Council for taking action on their strategic plan this evening. He stated that staff would now work on creating strategies to execute the plan, then would bring the plan back for adoption by Council. He further thanked them for adoption of the two resolutions for the bond anticipation notes and for the utility rate increases, which were difficult topics but important for them to do in order to move forward with improving services and addressing issues in the community. He stated that he agreed with Vice Mayor Hill that it was important that they meet with local businesses ahead of the casino opening, so he hoped they could make that happen as soon as possible. He reported that he had a call with Dominion today to discuss street light work, so progress would continue in that regard. He stated that they had a few more planned projects for Sycamore Street and additional crosswalk infrastructure. He said that he believed the speed bump was working well, so he looked forward to expanding that throughout the community as they looked toward finding permanent solutions to speeding traffic. He hoped everyone had a great and safe time at Virginia State University's Homecoming this weekend, which he unfortunately would be missing due to his daughter's wedding on Saturday.

**17. BUSINESS OR REPORTS FROM THE CLERK**

Tangi Hill, City Clerk, stated that she had nothing to report this evening.

**18. BUSINESS OR REPORTS FROM THE CITY ATTORNEY**

Anthony Williams, City Attorney, stated that he had nothing to report this evening.

**19. ADJOURNMENT**

Vice Mayor Hill made a motion to adjourn. All members of the Council present voted in the affirmative. Meeting adjourned.

The City Council adjourned at 8:13 p.m.



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** November 5, 2025

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Garry Cozier - Budget Manager

**FROM:** Petersburg Fire Rescue & Emergency Services, Petersburg Bureau of Police

**RE:** **First Read and Schedule a Public Hearing for Consideration of an Amendment to the FY26 Grants Fund**

**PURPOSE:** First Read & to Schedule a Public Hearing for Consideration of an Amendment to the FY26 Grants Fund

**REASON:** First Read & to Schedule a Public Hearing for Consideration of an Amendment to the FY26 Grants Fund

**RECOMMENDATION:** Staff recommends approval of the ordinance.

**BACKGROUND:** Petersburg Fire Rescue & Emergency Services FEMA Assistance to Firefighters Grant \$74,890.91 with \$7,489.09 local match  
Petersburg Bureau of Police Department of Justice COPS Grant \$5,664,825

**COST TO CITY:** 5,747,205

**BUDGETED ITEM:** Grants

**REVENUE TO CITY:** 5,739,715.91

**CITY COUNCIL HEARING DATE:** 11/18/2025

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:**

**AFFECTED AGENCIES:** Petersburg Fire Rescue & Emergency Services, Petersburg Bureau of Police

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:**

**REQUIRED CHANGES TO WORK PROGRAMS:**

**ATTACHMENTS:**

1. Grant Ordinance - AFG.COPS.FY26

**AN ORDINANCE MAKING APPROPRIATIONS FOR THE FISCAL YEAR COMMENCING JULY 1, 2025, AND ENDING JUNE 30, 2026, FOR THE GRANTS FUND**

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

- I. That appropriations for the fiscal year commencing July 1, 2025, in the Grants Fund, are made for the following resources and revenues of the City, for the fiscal year ending June 30, 2026.

<b>Previously adopted Revenues</b>	<b>\$0.00</b>
<b>ADD:</b>	
<b>COPS Grant</b>	<b>\$5,664,825</b>
<b>AFG Grant</b>	<b>\$74,890.91</b>
<b>Total Revenue</b>	<b>\$5,739,715.91</b>

- II. That there shall be appropriated from the resources and revenues of the City of Petersburg for the fiscal year commencing July 1, 2025, and ending June 30, 2026, the following sums for the purposes mentioned:

<b>Previously adopted Expenditures</b>	<b>\$0.00</b>
<b>ADD:</b>	
<b>COPS Grant</b>	<b>\$5,664,825</b>
<b>AFG Grant</b>	<b>\$74,890.91</b>
<b>Total Expense</b>	<b>\$5,739,715.91</b>



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:**

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** John M. Altman Jr., City Manager

**FROM:** Petersburg City Public Schools

**RE:** **A Public Hearing for Consideration of an Amendment to the FY26 Petersburg City Public Schools Budget, in the Amount of \$850,000**

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**PURPOSE:** A Public Hearing for Consideration of an Amendment to the FY26 Petersburg City Public Schools Budget, in the amount of \$850,000

**REASON:** A Public Hearing for Consideration of an Amendment to the FY26 Petersburg City Public Schools Budget, in the amount of \$850,000

**RECOMMENDATION:** Approve Amendment

**BACKGROUND:** Petersburg City Public Schools is making a request for appropriation of supplemental revenue in our FY25-26 budget to advance the preconstruction phase for the Walnut Hill Elementary School and Westview Early Childhood Education Center project.

**COST TO CITY:** \$850,000

**BUDGETED ITEM:** Amendment

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** November 15, 2025

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** N/A

**AFFECTED AGENCIES:** Petersburg City Public Schools

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** N/A

**REQUIRED CHANGES TO WORK PROGRAMS: N/A**

**ATTACHMENTS:**

1. Funds Request Letter
2. Ordinance - PCPS Budget Amendment

**AN ORDINANCE TO AMEND THE FISCAL YEAR 2025-2026 PETERSBURG CITY PUBLIC SCHOOLS OPERATING BUDGET**

---

**WHEREAS**, the City Council of the City of Petersburg adopted the Petersburg City Public Schools FY26 Operating Budget on May 20, 2025; and

**WHEREAS**, the Petersburg Public Schools has received additional revenue from SCAP (School Construction Assistance Program) and PPEA Conceptual and Phase 2 Design Support fees during the fiscal year; and

**WHEREAS**, the proposed amendment of the Petersburg Public Schools Capital Projects Fund (Fund 05) amends the Fund in the amount of \$675,000 for SNAP; and

**WHEREAS**, the proposed amendment of the Petersburg Public Schools Capital Projects Fund (Fund 05) amends the Fund in the amount of \$ 175,000 for Contractor Proposal fees; and

**WHEREAS**, the total proposed amendment of the Petersburg Public Schools FY26 Budget amends the budget in the amount of \$850,000;

**NOW THEREFORE BE IT ORDAINED** that City Council does hereby approve and adopt the Fiscal Year 2026 Petersburg Public Schools budget amendment, and appropriates all funds as set forth in the amendment below:

**SCHOOL FUNDS**

<b>Revenues</b>	<b>Approved Budget</b>	<b>Changes</b>	<b>Amended Budget</b>
From General Sources	\$70,493,540		\$70,493,540
From Grant Sources	\$15,224,787		\$15,224,787
From Food Service Sources	\$3,300,000		\$3,300,000
From Capital Projects Sources	\$0	\$850,000	\$850,000
Total Revenues	\$89,018,327	\$850,000	\$89,868,327
 <b>Appropriations</b>			
Non-Categorical	\$89,018,327	\$850,000	\$89,868,327
Total School Operating Fund	\$89,018,327	\$850,000	\$89,868,327
 <b>Total FY26 School Budget Amendment</b>	 \$89,018,327	 \$850,000	 \$89,868,327



October 1, 2025

**By Hand**

John March Altman, Jr.  
City Manager  
Petersburg City

Samuel Parham  
Mayor  
Petersburg City

**RE: APPROPRIATION**

Dear Mr. Altman, Mayor Parham, and Honorable Members of the Petersburg City Council,

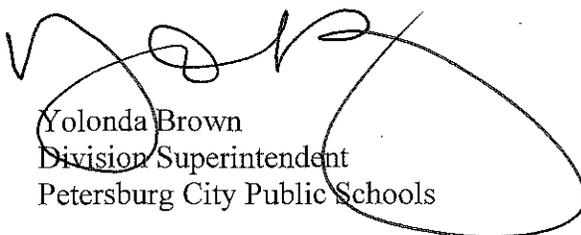
On behalf of the Petersburg City Public Schools Board, I am writing to formally request approval and appropriation of supplemental revenue into our FY2025-2026 budget to advance the pre-construction phase for the Walnut Hill Elementary School and Westview Early Childhood Education Center project. This funding represents a pivotal step in enhancing our city's educational infrastructure and ensuring a strong foundation for our students.

The proposed allocation of \$850,000 in FY26 will support critical pre-construction activities, including schematic design, community engagement initiatives, environmental studies, and permitting. These components are integral to a transparent and compliant process that prioritizes the needs of our community while advancing this essential project. Specifically, \$175,000 is earmarked for PPEA conceptual and Phase 2 design support, encompassing stakeholder coordination and project management tools, while \$675,000 will address owner costs such as environmental and geotechnical studies, inspections, surveying, and permitting fees.

We respectfully urge the City Council to approve this additional budget authority, enabling the Division to proceed with the PPEA conceptual and Phase 2 schematic design negotiations and site preparation efforts. Your support in this matter will ensure the continued progress of this project and reinforce our shared commitment to providing high-quality educational opportunities for the children and families of Petersburg.

Thank you for your collaboration and dedication to the advancement of public education in our community.

Sincerely,



Yolonda Brown  
Division Superintendent  
Petersburg City Public Schools



Kenneth Pritchett  
Chairman  
Petersburg City School Board



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** November 5, 2025

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Garry Cozier - Budget Manager

**FROM:** March Altman, Jr.

**RE:** **First Read and Schedule a Public Hearing for Consideration of an Ordinance to Amend and Re-Adopt Chapter 106 of the City Code to Include Article XIII - Local Disposable Plastic Bag Tax**

**PURPOSE:** Schedule a Public Hearing for Consideration of an Ordinance to Amend and Re-Adopt Chapter 106 of the City Code to Include Article XIII - Local Disposable Plastic Bag Tax

**REASON:** Schedule a Public Hearing for Consideration of an Ordinance to Amend and Re-Adopt Chapter 106 of the City Code to Include Article XIII - Local Disposable Plastic Bag Tax

**RECOMMENDATION:**

**BACKGROUND:** This tax is intended to assist with the reduction of litter on public and private properties, reduce impacts on local streams and by extension, into rivers, bays and oceans, reduce impacts on infrastructure, such as blocked and clogged storm drains, and otherwise lessen the impact on the environment of single-use disposable plastic bags.

**COST TO CITY:**

**BUDGETED ITEM:**

**REVENUE TO CITY:**

**CITY COUNCIL HEARING DATE:** 11/18/2025

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:**

**AFFECTED AGENCIES:**

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:**

**REQUIRED CHANGES TO WORK PROGRAMS:**

**ATTACHMENTS:**

1. petersburg - plastic bag tax.lg

**AN ORDINANCE TO AMEND AND RE-ADOPT CHAPTER 106 OF THE CITY CODE TO INCLUDE ARTICLE XIII – LOCAL DISPOSABLE PLASTIC BAG TAX**

WHEREAS, Section 58.1-1745 *et. seq.*, of the Code of Virginia allows localities to impose a tax on certain disposable plastic bags; and

WHEREAS, this tax is intended to assist with the reduction of litter on public and private properties, reduce impacts on local streams and by extension into rivers, bays and oceans, reduce impacts on infrastructure, such as blocked and clogged storm drains, and otherwise lessen the impact on the environment of single use disposable plastic bags; and

WHEREAS, Chapter 106 of the City Code pertains to the imposition of local taxes; and

WHEREAS, City Council wishes to amend and re-adopt Chapter 106 to include Article XIII to impose a local disposable bag tax.

NOW therefore be it ORDAINED that Chapter 106 of the City Code is hereby amended and re-adopted to include Article XIII pertaining to Local Disposable Plastic Bag Tax as described in the attached (**Exhibit A**); and

BE IT FURTHER ORDAINED that this Ordinance shall become effective on [the first day of the quarter immediately after the 95 day after the City Council approval date of the Ordinance]; and

BE IT FURTHER ORDAINED that within five days of adoption of this Ordinance by Council, the Clerk of Council shall provide the Virginia Tax Commissioner a certified copy of this Ordinance.

EXHIBIT A

## ARTICLE XIII. LOCAL DISPOSABLE PLASTIC BAG TAX

### **Sec. 106-500. Purpose.**

It is the purpose of this article to implement the provisions of Code of Virginia, § 58.1-1745 et seq., permitting the city to impose a tax on certain disposable plastic bags, as provided herein and as governed by applicable law. This tax is intended to assist with the reduction of litter on public and private properties, reduce impacts on local streams and by extension into rivers, bays and oceans, reduce impacts on infrastructure, such as blocked and clogged storm drains, and otherwise lessen the impact on the environment of single use disposable plastic bags.

### **Sec. 106-501. Levy and rate.**

Except as expressly provided herein, there is hereby levied and imposed by the city a tax of \$0.05 for each disposable plastic bag provided to a consumer of tangible personal property by retailers in grocery stores, convenience stores, or drugstores located within the municipal boundaries of the city. The tax shall be applicable and shall be collected whether or not such disposable plastic bag is provided free of charge to the consumer. The tax levied hereby shall be in strict conformance with applicable law, in addition to the provisions of this article, together with guidelines promulgated from time to time by the Virginia Tax Commissioner, to include any definitions and limitations contained therein.

### **Sec. 106-502. Exemptions.**

The tax imposed under this article shall be inapplicable to the following:

- (1) Durable plastic bags with handles that are specifically designed and manufactured for multiple re-use, and that are at least four mils thick;
- (2) Plastic bags that are solely used (and are actually used at the time provided to the consumer) to wrap, contain, or package ice cream, meat, fish, poultry, produce, unwrapped bulk food items, or perishable food items in order to avoid or minimize damage or contamination;
- (3) Plastic bags used to carry dry cleaning or prescription drugs; and
- (4) Multiple plastic bags sold in packages and intended for use as garbage, pet waste, or leaf removal bags.

### **Sec. 106-503. Collection, administration and enforcement; retailer discount.**

- (a) The tax imposed under this article shall be collected by the applicable retailer, along with the purchase price and all other fees and taxes, at the time the consumer pays for such personal property. The state tax commissioner shall then collect, administer and enforce this tax from the retailer in accordance with Virginia law, and shall distribute the net tax revenue (the gross amount of taxes collected hereunder by the retailers, less any applicable retailer discount as set forth in this section, less any direct costs incurred by the department of tax administration in administering, enforcing, and collecting the tax) to the city in accordance with applicable law.

- (b) Every retailer that collects the tax imposed under this article shall be allowed to retain \$0.01 from the tax collected on each disposable plastic bag.
- (d) Any retailer that retains a discount pursuant to the provisions of this section shall account for said discount in the form of a deduction when submitting its tax return and paying the amount due in a timely manner.

**Sec. 106-504. Limitation on use of revenue received from tax.**

All revenue that accrues to the city from the tax imposed by this article shall be appropriated only for one or more of the purposes set forth in Code of Virginia, § 58.1-1745, as the same may be amended.



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** November 5, 2025

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** March Altman, Jr., City Manager

**FROM:** Brittany Flowers

**RE:** **First Read and Scheduling of a Public Hearing to Consider Amendment to Ordinance Sections 106-8 and 106-10 Personal Property Tax to Change Due Dates, and Section 110-115 Change the Due Date for Vehicle License Fee**

**PURPOSE:** To request City Council consideration for a First Read and to schedule a Public Hearing to amend Sections 106-8, 106-10, and 110-155 of the City Code regarding Personal Property Tax. The amendment updates personal property tax due dates to improve accuracy and efficiency in assessment and collection.

**REASON:** The proposed schedule aligns billing with assessment cycles, reduces abatements, and simplifies taxpayer compliance.

**RECOMMENDATION:** Approve amending Sections 106-8, 106-10, and 110-155 to change personal property tax due dates from February 28 and June 10 to June 5 and December 5, respectively.

**BACKGROUND:** Current ordinance requirements include: (1) the Commissioner of the Revenue furnishes personal property assessment lists to the Collector of City Taxes by January 20 and April 30 each year; (2) taxes are presently due February 28 and June 10; (3) the vehicle license fees are presently due June 10. The proposed amendment changes the due dates to June 5 and December 5 to streamline billing, allow time for DMV data synchronization and high-mileage exemption processing, reduce abatements following mid-cycle vehicle sales or transfers, and better align with neighboring localities.

**COST TO CITY:** No additional cost.

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** No change anticipated in annual revenue; improved collection efficiency and accuracy.

**CITY COUNCIL HEARING DATE:** 11/18/2025

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** None.

**AFFECTED AGENCIES:** Commissioner of the Revenue; Treasurer's Office/Collector of City Taxes; Finance Department.

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** Amends City Code Sec. 106-8 (Personal property tax lists; personal property assessments to be furnished to collector of city taxes) and Sec. 106-10 (Proration of personal property tax) to reflect new due dates of June 5 and December 5.

**REQUIRED CHANGES TO WORK PROGRAMS:** Update billing calendar and software; public communication of new due dates.

**ATTACHMENTS:**

1. Sec. 106\_10. Proration of personal property tax.
2. Sec. 110\_154. When tax payable. (1)
3. Change due dates PP

---

**Sec. 106-8. Personal property tax lists; personal property assessments to be furnished to collector of city taxes.**

The commissioner of the revenue shall ascertain and list such personal property and subjects as are taxable by the city, which lists shall be embraced in his annual return. The original of such lists shall be retained by the commissioner of the revenue as long as he shall remain in office and shall then be delivered to his successor. The commissioner of the revenue shall furnish a copy of the personal property assessments to the collector of city taxes by ~~January 20 and~~ April 30 of each year, and in default of his furnishing such copy to the collector of city taxes, as required, he shall pay a fine of \$10.00 per day for every day thereafter until the personal property assessment is furnished.

(Code 1981, § 34-8; Ord. No. 14-83, 9-2-2014; Ord. No. 17-30, 7-11-2017)

**Sec. 106-10. Proration of personal property tax.**

- (a) The tangible personal property tax, at a rate established by the ordinance which annually fixes such rate, shall be levied upon motor vehicles, trailers, semitrailers and boats which have acquired a situs within the city on January 1 of any tax year. The tax shall be due and owed on or before ~~February 28~~ June 5 of each year and ~~June 10~~ December 5 of each year after being billed by the collector of city taxes. Any person failing to pay any taxes on or before the due date shall incur penalties and interest as established in the ordinance which annually fixes the rate for personal property tax.
- (b) When any person acquired a motor vehicle, trailer, semitrailer or boat with situs in the city after January 1 or situs day, the tax shall be assessed for the portion of the tax year during which the new owner owns the motor vehicle, trailer, semitrailer or boat and it has situs in the city.
- (c) When any motor vehicle, trailer, semitrailer or boat loses its situs after January 1 or after the day on which it acquired situs ("situs day"), the tax shall be relieved and the appropriate amount of tax which shall be prorated on a monthly basis, shall be refunded if such tax has already been paid.
- (d) When any person sells or otherwise transfers title to a motor vehicle, trailer, semitrailer or boat with a situs in the city after January 1 or situs day, the tax shall be relieved, prorated on a monthly basis, and the appropriate amount of tax already paid shall be refunded.
- (e) For the purposes of proration under subsections (a) through (d) of this section, a period of more than one-half of a month shall be counted as a full month and a period of less than one-half of a month shall not be counted.
- (f) Any refund shall be made within 30 days of the date the city determines that the tax is properly relieved. At the option of the tax payer, any refund due under subsections (c) and (d) of this section may be credited against the tax due on any motor vehicle, trailer, semitrailer or boat owned by the taxpayer during the same tax year.

(Code 1981, § 34-10; Ord. No. 97-12, § 34-10, 1-21-1997; Ord. No. 14-83, 9-2-2014; Ord. No. 17-16, 4-4-2017; Ord. No. 17-17, 5-2-2017; Ord. No. 17-30, 7-11-2017)

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**Sec. 110-155. Payment of license tax.**

The license tax provided for by this division shall be payable in full for any motor vehicle, trailer or semi-trailer normally garaged in the city on January 1 of any taxable year and for any motor vehicle, trailer or semi-trailer subsequently garaged in the City of Petersburg. Such license tax shall be nonrefundable and shall not be pro-rated. The annual tax license year shall commence on January 1 of each year. The annual tax license fee shall be payable ~~June 10~~ June 5 of every year. The license tax shall be collected as taxes are collected.

(Ord. No. 96-183a, § 16.1-100, 12-6-1996; Ord. No. 18-4, 2-6-2019)

Editor's note(s)—Ord. No. 18-4, adopted Feb. 6, 2019 changed the title of § 110-155 from "Proration of tax" to read as herein set out.



# Recommendation to Change Personal Property Due Dates

PRESENTED TO: CITY COUNCIL OF  
PETERSBURG

PREPARED BY: COMMISSIONER OF THE  
REVENUE'S OFFICE

Personal property is defined as any asset that can be owned and is not permanently attached to land or buildings.



Personal Property is assessed on movable assets such as, cars, trucks, motorcycle, boat/trailers that belong to taxpayers/business owners

SITUS – legal location of where the vehicle is garaged  
(Jan 1<sup>st</sup>)

Weekly DMV download captures updates on taxpayer/business owners that have moved to, within/out, purchased, sold, or traded in

# Background



- PRIOR TO 2014, THE CITY OF PETERSBURG HAD ONE DUE DATE OF JUNE 10TH.



- CURRENTLY, THERE ARE TWO DUE DATES: FEBRUARY 28TH AND JUNE 10TH.



- FEBRUARY BILLING COVERS JANUARY–JUNE; JUNE BILLING COVERS JULY–DECEMBER.



- THE PROPOSED RECOMMENDATION WOULD MOVE TO TWO NEW DUE DATES: JUNE 5TH AND DECEMBER 5TH.

# Locality Due Date Comparison

Prorating Localities	Due Dates
Chesterfield Co.	June 5 <sup>th</sup> Billed for whole year
Dinwiddie Co.	June 5 <sup>th</sup> & Dec 5 <sup>th</sup>
City of Hopewell	February 15 <sup>th</sup> Bill for prior year
Prince George Co.	June 5 <sup>th</sup> Bill for whole year
Portsmouth	June 5 <sup>th</sup> Bill for whole year

Non-Prorating Localities	Due Dates
Colonial Heights	June 5 <sup>th</sup> & Dec 5 <sup>th</sup>
Mecklenburg	Dec 5 <sup>th</sup> & June 5 <sup>th</sup>
Sussex Co.	Dec 5 <sup>th</sup>

Delays from third-party assessment companies returning mass filings.

Two federal holidays in January cause delays.

Weather conditions in January may affect operations.

These factors in past forced the city to use Code of Virginia §58.1-3912 where bills are mailed out 14 days prior to bill being due which is not fair to taxpayers or business owners. In addition, business license is due March 1<sup>st</sup>, per Code of Virginia §58.1-3703.1

# Challenges with Current February Due Date



- Reduces number of abatements for citizens trading or selling vehicles mid-year.



- Allows installment payments prior to due date to reduce penalties and interest.



- Prevents using Code of Virginia §58.1-3912.



- Simplifies billing cycles for taxpayers and businesses.

# Benefits of Proposed Change

# Example Scenario

- ◆ If a taxpayer paid January–June in February but sold a vehicle in April, an abatement would be required. Under the new schedule, the first bill would be due June 5th for January–April, simplifying corrections and payments.

## High Mileage Exemption

In December, forms will be available for a smoother assessment in the following year.

You can also find the forms at

Petersburg Website:  
[Forms | Petersburg, VA - Official Website](#)

# Active-Duty Exemption

An Active-Duty Exemption for vehicle(s) property tax is a benefit available to members of the armed forces who are currently serving on active duty. This exemption allows eligible service members to be relieved from paying personal property taxes on vehicles they own or lease while they are stationed away from their legal residence due to military orders. The purpose of the exemption is to prevent double taxation and recognize the unique circumstances of military service. To qualify, the service member must provide proof of active-duty status—such as military orders or a leave and earnings statement (LES)—and the vehicle(s) must be titled in the service member's name.

This document will also be sent in Dec of every year to our Active-Duty military members for accurate billing and preventing abatements. It will also be a form that active-duty military members will have access to on their own through the city website



# Tangible Personal Property

- ◆ Business, leased equipment, and machinery & tools forms will continue to be due March 31<sup>st</sup>
- ◆ Adjusting due date from June 10<sup>th</sup> to June 5<sup>th</sup>.

# Recommendation Summary



- Change personal property due dates to June 5th and December 5th.



- Vehicle license fees moved from June 10th to December 5th.



- Reduces confusion and improves consistency for taxpayers and business owners.



- Keeps personal and business property cycles aligned.

# Conclusion

**Changing the due dates to June 5th and December 5th creates a smoother and commonsensical billing cycle for both taxpayers and the Commissioner's office.**

**Improves fairness and efficiency.**

**Keeps compliance with state codes.**

**Enhances taxpayer experience.**



*Brittany C. Flowers*  
Comissioner of Revunue  
City of Petersburg

Thank  
you



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** November 5, 2025

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** March Altman, Jr., City Manager

**FROM:** Randall Williams

**RE:** **First Read and Schedule a Public Hearing to Vacate an Alley Between 223 and 227 Kentucky Avenue**

**PURPOSE:** First read and schedule a Public Hearing to vacate an alley between 223 & 227 Kentucky Avenue.

**REASON:** To vacate an alley between 223 & 227 Kentucky Avenue.

**RECOMMENDATION:** The Department of Public Works recommends that this alley be vacated.

**BACKGROUND:** The Department of Public Works & Utilities has been engaged in this process with the applicant & Planning since mid to late August. The city policy for consideration and review of application to vacate street, alley, easement, public way, plat or portion thereof was followed to get us to this point.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 11/5/2025

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** N/A

**AFFECTED AGENCIES:** N/A

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** N/A

**REQUIRED CHANGES TO WORK PROGRAMS:** N/A

**ATTACHMENTS:**

1. Ordinance - Alley Vacation
2. Application To Vacate Alley
3. Vacate Notification Letter
4. Letter to Adjacent Prop Owner

5. Certified Mail to Adjacent Prop Owner
6. Letters from Utilities & Utility Companies
7. Plat Showing 5' Easement

**AN ORDINANCE TO VACATE A PORTION OF  
BLAKES LANE ADJACENT TO 223 KENTUCKY  
AVENUE**

---

**WHEREAS**, the City of Petersburg has received a request to vacate a portion of existing right-of-way on an alley identified as Blakes Lane adjacent to property at 223 Kentucky Avenue, Tax Identification Number 031-00039, as described as shown in the plat from Baseline Land Surveying titled “Preliminary Plat showing Lot 1 on the North Side of Kentucky Avenue, A Boundary Line Adjustment/Lot Line Vacation Between #217, 223 Kentucky Avenue and Vacated Blake’s Lane” dated October 1, 2025, and

~~\_\_\_\_\_WHEREAS~~, the City has no planned use for the subject right-of-way ~~and; and~~  
~~\_\_\_\_\_WHEREAS,~~ the owner of property at 223 Kentucky Avenue has agreed to dedicate a public utility easement over the portion of vacated right-of-way for any future utility expansion; and

**WHEREAS**, State Code requires that before action by the local governing body on an application for the vacation of a public right of way, notice of the intention to vacate the public right-of-way must be published twice in a newspaper having general circulation in the locality. State Code also specifies that the cost of publishing the notice shall be taxed to the applicant; and

**WHEREAS**, a public hearing was duly advertised in the local newspaper, and the City of Petersburg held a public hearing on November 18, 2025, pursuant to notice thereof as required by law.

**NOW, THEREFORE, BE IT ORDAINED**, by the City Council of the City of Petersburg, that it hereby approves the vacation the right-of-way located directly adjacent to 223 Kentucky Avenue as shown on the plat titled Preliminary Plat showing Lot 1 on the North Side

of Kentucky Avenue, A Boundary Line Adjustment/Lot Line Vacation Between #217, 223  
Kentucky Avenue and Vacated Blake's Lane" and dated October 1, 2025.



**CITY OF PETERSBURG**  
**DEPARTMENT OF PUBLIC WORKS – ENGINEERING DIVISION**  
 103 W. TABB STREET, PETERSBURG, VIRGINIA 23803  
 PHONE (804) 733-2355 FAX (804) 732-2030

**APPLICATION TO VACATE A STREET, ALLEY,  
 EASEMENT, PUBLIC WAY, PLAT OR PORTION THEREOF**

The following information must be typed or printed and completed in full. Attach additional information pages where necessary. No application will be considered unless all necessary documents and fees are received by the Engineering Division Office.

1. **IDENTIFICATION OF REQUEST** *(check all that apply)*

Vacation of: ( ) Street () Alley ( ) Easement ( ) Other \_\_\_\_\_

2. **APPLICANT AND AGENT**

a) Name of applicant: Mikeishia Kennedy  
 (If a corporation or private person, represented by an attorney, lines D through F below must be completed.)

b) Mailing Address: PO BOX 2096 Chester, VA 23831

c) Telephone numbers: Home: (804) 301-9507 Office: \_\_\_\_\_

d) Agent's name: \_\_\_\_\_

e) Agent's mailing address: \_\_\_\_\_

f) Agent's telephone number: \_\_\_\_\_

3. **LOCATION OF PROPERTY**

This information must be completed and is available from the Office of the City's Assessor. Attach additional pages where necessary.

a) Ward District: 5

b) Tax Parcel Number: N/A

c) Subdivision name: N/A Section: N/A

Block: N/A Lot: N/A

- d) Subdivision plat by: N/A
- e) Subdivision plat dated: N/A
- f) Plat book: N/A Page: N/A
- g) Street Address: north side of Kentucky Ave (between 223 & 227 Kentucky Ave)
- h) Type of easement (where applicable): N/A
- i) Existing land use(s): unimproved alley
- j) Existing structure: None
- k) Existing zoning: R-3

4. Fully explain the reasons for the request: To meet the minimum lot size and dimensional requirements for construction on 223 Kentucky. At present, the lot does not have sufficient land area to qualify for a building permit under city's zoning.

5. Fully state the proposed use of the land to be vacated:  
The vacated alley will be combined with 223 Kentucky Ave and borderline adjustment with 219 Kentucky Ave. It will increase the overall lot size to build a duplex. This will bring the project into full compliance with zoning and building regulations.

7. Attach signed vacated notification letter or certified letter and return receipt: () yes ( ) no

8. Attach all utility companies letters: () yes ( ) no

9. Six copies of the plat must be submitted with this application.

10. A certified check or money order in the amount of \$600.00 (application fee and the estimated cost of advertising), payable to the Treasurer, City of Petersburg, Virginia must be submitted with this application.

11. When the completed application is received, the applicant will be notified of the date and time at which the City Council will consider the request.

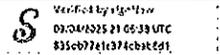
12. Upon approval of this request by the City Council, the City Attorney will revise the agreement or ordinance by incorporating therein any conditions or restrictions requested by the City. The revised document will be returned to the Public Works Engineering Division who shall at the applicants expense, record it in the Clerk's Office of the City Petersburg Circuit Court and notify the applicant of the date of recordation. *(two copies required for recordation)*

**Incomplete applications will delay the scheduling and hearing of requests.**

I/We hereby certify that all of the above statements and the statements contained in all required documents submitted herewith are true:

Date: 09/04/2025

Signature of applicant(s): *Alicia Kennedy*



Signature of Agent: \_\_\_\_\_

Submit this application, fees, and the required documents to:

**Public Works Engineering Division  
103. W. Tabb Street, Petersburg, Virginia 23803  
Phone (804) 733-2355  
Fax (804) 732-2030**

\*

\*



**CITY OF PETERSBURG**  
**DEPARTMENT OF PUBLIC WORKS – ENGINEERING DIVISION**  
 103 W. TABB STREET, PETERSBURG, VIRGINIA 23803  
 PHONE (804) 733-2355 FAX (804) 732-2030

**VACATE NOTIFICATION LETTER**

I/We, Mikeishia Kennedy  
 owner(s) of a parcel/parcels of land known, numbered, and designated as \_\_\_\_\_  
031200039  
 am/are aware of the application filed with City of Petersburg requesting the vacation of  
 alley \_\_\_\_\_  
 adjacent to my/our property.

**I/we, have no objections to this vacation:**

<i>Mikeishia Kennedy</i>	<u>09/04/2025</u>
	DATE

_____ OWNER	_____ DATE
----------------	---------------

**I/we object to this vacation for the following reasons:**

_____ OWNER	_____ DATE
----------------	---------------

_____ OWNER	_____ DATE
----------------	---------------

**Mikeishia Kennedy**  
223 Kentucky Ave  
Petersburg, VA 23803  
(804) 301-9507

**August 6, 2025**

**JWA Almonte Inc**  
15040 NE 7th Ave  
Miami, FL 33161

Dear Property Owner,

My name is Mikeishia Kennedy, and I am the owner of the property located at **223 Kentucky Ave, Petersburg, VA 23803**.

I am in the process of submitting an application to the **City of Petersburg** to request the **vacation of the alley** that runs adjacent to both **223 Kentucky Ave** and **227 Kentucky Ave**. As part of the City's application process, **all adjoining property owners must either sign the enclosed Vacate Notification Letter or be notified via certified mail, with a return receipt included in the application.**

Additionally, please note that **when vacating City parcels, the adjoining parcel at 227 Kentucky Ave is entitled to half of the vacated parcel, as per City of Petersburg policy.**

I kindly ask for your assistance in this process by reviewing the enclosed Vacate Notification Letter and signing where indicated. For your convenience, I have included a stamped, self-addressed return envelope.

If you have any questions that you would like to direct to the City of Petersburg, you may contact the **Department of Public Works – Engineering Division** at **(804) 733-2355**.

Should you have any questions or require additional information, please feel free to contact me directly at **(804) 301-9507**.

Thank you in advance for your time and cooperation.



Sincerely,  
Mikeishia Kennedy

# U.S. Postal Service CERTIFIED MAIL® RECEIPT Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)

Miami FL 33161

Certified Mail Fee \$ **15.30**

Extra Services & Fees (check box, add fee as appropriate)

Return Receipt (hardcopy) \$ **40.00**

Return Receipt (electronic) \$ **40.00**

Certified Mail Restricted Delivery \$ **40.00**

Adult Signature Required \$ **40.00**

Adult Signature Restricted Delivery \$ **40.00**

0831  
14

Postmark  
Here

Postage

\$ **10.72**

Total Postage and Fees

\$ **10.42**

08/07/2025

Sent To **JWA Almonke Inc**

Street and Apt. No., or PO Box No. **15040 NE 7th Ave**

City, State, ZIP+4 **Miami FL 33161**

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

JWA Almonte Inc  
 15040 NE 7th Ave  
 Miami FL 33161



9590 9402 9485 5069 9475 61

2. Article Number (Transfer from service label)

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature

Agent  
 X Juan Almonte

Addressee

B. Received by (Printed Name)

Juan Almonte

C. Date of Delivery

7/11/2020

D. Is delivery address different from item 1?  Yes  
 If YES, enter delivery address below:  No

3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Insured Mail
- Insured Mail Restricted Delivery (Over \$500)
- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

PS Form 3811, July 2020 PSN 7530-02-000-9053

Domestic Return Receipt

USPS TRACKING #



9590 9402 9485 5069 9475 61

United States  
Postal Service

• Sender: Please print your name, address, and ZIP+4® in this box•

Mikeishia Kennedy  
PO Box 2096  
Chester VA 23031

First-Class Mail  
Postage & Fees Paid  
USPS  
Permit No. G-10



-244096



Public Works – Utilities Division  
1340 E. Washington Street  
Petersburg, Virginia 23803  
(804) 300-1087

Peter Eggers  
Utilities Engineer

To: Keishia Kennedy,

Concerning the alley located between 223 Kentucky Ave. and 227 Kentucky Ave. There are no known water or sewer utilities located in the ROW. There are no current plans for use but, retention of the ROW or a utility easement will be necessary to ensure utility access for the properties to the north on the alley.

Thank you,

Peter Eggers

Department of Public Works and Utilities  
Utilities Engineer  
1340 E. Washington Street  
Petersburg, VA 23803  
804-300-1087



Date 9/4/2025

Via Electronic Mail

RE: Acknowledgment of City Alley Vacation

To Whom It May Concern,

Dominion Energy has reviewed the access needs related to the alleyway located off 223 Kentucky Avenue, within the City of Petersburg. Based on the location of existing power facilities and available access routes, there is no anticipated need to use or access this part of the alley. The pole line located at 227 Kentucky Avenue is accessible via Harding Street, as well as through Blake South Lane.

Additionally, Dominion does not have any existing facilities located within the area of the alley. Therefore, an easement will not be required following the vacation.

From a right of way perspective, Dominion Energy has no objection to the vacation of the alleyway near 223 Kentucky Avenue.

We hope this response provides the necessary approval. Please feel free to contact us if you have any questions or need further clarification.

Sincerely,

A handwritten signature in black ink that reads "John Perkins".

John Perkins  
Right of Way Agent  
Dominion Energy

Dominion Energy Virginia  
600 East Canal Street, Richmond VA 23219

Columbia Gas<sup>®</sup>  
of Virginia

*A NiSource Company*  
1809 Coyote Drive  
Chester, Virginia 23836

September 4, 2025

Mikeishia Kennedy  
PO Box 2096  
Chester, VA 23831

**RE: Alley Between 223 and 227 Kentucky Avenue  
Petersburg, Virginia**

Dear Mikeishia,

Columbia Gas of Virginia does not have any existing utilities, nor are there currently any plans to install utilities, in the alley on Kentucky Avenue. Should you need more information, feel free to contact us.

Sincerely,

Christiana Linebrink  
Land Technician  
Columbia Gas of Virginia



Verizon Network Engineering  
3011 Hungary Spring Rd  
Floor 2  
Richmond VA, 23228

September 3rd, 2025

To: Mikeishia Kennedy

Re: Alley between 223 and 227 Kentucky Ave, Petersburg, VA 23803

Mikeishia,

In reference to the above-mentioned alley that is adjacent to 223 Kentucky Ave, Verizon Virginia, LLC, does *not* currently have any facilities to be vacated or planned facilities in the alley right of way. If future service is needed for the properties behind you, we would need an easement from you to serve them.

Sincerely,

A handwritten signature in black ink that reads "Jason D Anderson".

Jason D Anderson  
Engineering Assistant  
Access Engineering & Operations  
Verizon Consumer Group  
O 804 923 1558  
M 804 297 9858



VICINITY MAP N.T.S.

**Owner's Certificate**

We the undersigned owners do consent to the Boundary Line Adjustment/ Plat of the VACATED BLAKES LANE tract of said lots being recorded in Deed Book 110002264, in the Clerk's Office of the Circuit Court, Petersburg, Virginia.

City of Petersburg Date \_\_\_\_\_ Mikeisha Kennedy Date \_\_\_\_\_

**STATE of VIRGINIA**

I, State of Virginia, do hereby certify that \_\_\_\_\_, a Notary Public in and for the \_\_\_\_\_, whose name is \_\_\_\_\_, signed to the Owner's Certificate have acknowledged the same before me in my State aforesaid. Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

My commission expires \_\_\_\_\_ Notary Public \_\_\_\_\_

**STATE of VIRGINIA**

I, State of Virginia, do hereby certify that \_\_\_\_\_, a Notary Public in and for the \_\_\_\_\_, whose name is \_\_\_\_\_, signed to the Owner's Certificate have acknowledged the same before me in my State aforesaid. Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

My commission expires \_\_\_\_\_ Notary Public \_\_\_\_\_

**City Planner's Certificate of Approval**

All applicable requirements of the City of Petersburg Subdivision Ordinance have been compiled with. Approved for recording this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Director of Planning/CD \_\_\_\_\_

**City Engineer's Certificate of Approval**

Examined this date \_\_\_\_\_, 2025 and approved as meeting all Engineering requirements.

City Engineer \_\_\_\_\_



**Source of Title**

LOT A & B The property embraced within the limits of this subdivision was conveyed from Exclusive Gateway Property Management Services, LLC & Mikeisha Kennedy by deed dated February 17, 2014 to Mikeisha Kennedy and recorded as Instrument # 140000370 on February 24, 2014 in the Clerk's Office of the Circuit Court, Petersburg, Virginia.

**Surveyor's Certificate**

This plat represents and is based on a survey made by me or under my direction and supervision. This subdivision is entirely within the lands owned by the subdivider. All monuments shown are in place. All applicable provisions and requirements of the Subdivision Ordinance of the City of Petersburg have been compiled with.

STEPHEN L. BARCENA, L.S.  
Lic. No. 1826

**PRELIMINARY PLAT SHOWING**

**LOT 1 ~ ON THE NORTH SIDE OF KENTUCKY AVENUE**  
A BOUNDARY LINE ADJUSTMENT/ LOT LINE VACATION BETWEEN # 217, 223 KENTUCKY AVENUE AND VACATED BLAKE'S LANE PETERSBURG, VIRGINIA

SHEET 1 OF 1

LAND SURVEYING  
PETERSBURG, VIRGINIA 23803  
PH: 804.520.9189 / FAX: 804.722.2617  
DATE: AUGUST 12, 2025 SCALE: 1" = 30'  
DRAWN BY: SJB  
CHECKED BY: \_\_\_\_\_  
CALC. CHK: SJB  
JOB NO.: 24372  
REV: 10/01/24

**GENERAL NOTES**

- ZONING: R-3 RESIDENTIAL EXISTING
- USE: EX. PUBLIC
- ROADS: EX. ROADSIDE DITCH
- DRAINAGE: EX. PUBLIC
- SEWER: EX. PUBLIC
- WATER: EX. PUBLIC
- MIN. OF LOTS EX./ PROP.: 0.408 ACRES
- AVG. LOT SIZE: 0.408 ACRES
- MAX. LOT SIZE: 0.408 ACRES
- AREA IN STREETS: N/A
- AREA IN LOTS: 0.408 ACRES
- TOTAL AREA: 0.408 ACRES
- TAX PARCEL No.: 031-200033, 031-200039

OWNERS: MIKEISHA KENNEDY PO BOX 2096 CHESTER, VA. 23831

CITY OF PETERSBURG 135 N. UNION ST. PETERSBURG, VA. 23803

AREA SUMMARY: # 219 KENTUCKY AVE. WAS 0.172 ACRES LESS 0.005 ACRES TO # 223 = 0.167 ACRES. # 222 KENTUCKY AVE. WAS 0.219 ACRES ADD 0.020 FROM BLAKES LANE AND .005 ACRES FROM # 219 = 0.241 ACRES



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** November 5, 2025

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Jared Crews, Manager of Planning and Community Development

**FROM:** March Altman, Jr.

**RE:** **First Read and Schedule a Public Hearing for Carol Williams to Appeal a Decision Made by the Architectural Review Board that an Unapproved Shed in the Front Yard of 214 South Adams Street in the Poplar Lawn Historic District Should Be Removed Until Its Permanent Location is Reviewed and Approved**

---

**PURPOSE:** For Carol Harris to appeal a decision made by the Architectural Review Board (ARB) denying the location of a shed and requiring the shed to be removed until/unless an appropriate location is approved. The applicant is seeking to have the shed remain in its current location until spring when an updated request would be brought to the ARB.

**REASON:** For the applicant, Carol Williams, to have an appeal hearing for an Architectural Review Board decision.

**RECOMMENDATION:**

**BACKGROUND:** On August 13, 2025, the ARB reviewed an application for the placement of the shed in the rear yard of the property. Prior to the meeting the shed was installed in the side/front yard along Tulip Alley. The ARB determined the current location of the shed did not comply with the Historic District Guidelines and asked for clarification on where the shed would be located permanently. The case was deferred until September 10, but no additional information was provided and the application was denied. The applicant has indicated she would like the shed to remain where it is at least until spring when she will bring a new application to the ARB.

**COST TO CITY:**

**BUDGETED ITEM:**

**REVENUE TO CITY:**

**CITY COUNCIL HEARING DATE:**

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:**

**AFFECTED AGENCIES:**

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:**

**REQUIRED CHANGES TO WORK PROGRAMS:**

**ATTACHMENTS:**

1. Staff Presentation
2. Denial Letter
3. Appeal Request
4. Staff Report - 214 S Adams shed

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# CITY COUNCIL NOVEMBER 2025

Public hearing for Carol Williams to Appeal a Decision Made by the Architectural Review Board that an Unapproved Shed in the Front Yard of 214 S Adams Street in the Poplar Lawn Historic District should be Removed until its Permanent Location is Reviewed and Approved.



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# REQUEST BEFORE COUNCIL

- Determine if the decision of the Architectural Review Board (ARB) should be reversed or upheld which would require the applicant to remove the shed from the front/side yard of her property.



**LOCATION – 214 S ADAMS STREET**

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# BACKGROUND

- On August 13th, 2025, the Architectural Review Board (ARB) reviewed a Certificate of Appropriateness application to install a prefabricated shed in the rear yard of the property; prior to the meeting, the shed was placed in the yard bordering Tulip Alley, which is considered a front yard and is largely visible from public right-of-way.
- The ARB deferred action on the application and requested additional information from the applicant on the intended location of the shed; application did not include plot plan.
- No additional information was provided, and the ARB denied the request on September 10th due to the current placement of the shed and a lack of clarity on where it would be permanently located; The shed's design and materials were deemed appropriate; however, the location was not, and the Board's decision would mean the shed should be removed unless/until an application is provided and approved for the relocation of the shed.
- The applicant has indicated she would like for the new shed to remain in the front/side yard temporarily with the intent of bringing a new request to the ARB in the spring.



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**CURRENT SHED  
ELEVATION  
PHOTO**

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# VISIBILITY AT INTERSECTION

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# PROPOSED LOCATION PER APPLICATION



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# REASON FOR DENIAL

- The Historic District Design Guidelines – Chapter 8. Outbuildings notes:
- *New outbuildings should be designed to be compatible with the style of the primary building on the site, especially in materials and roof slope.*
- *New outbuildings should be placed to the rear of lots that are large enough to accommodate them.*



# City of Petersburg

Department of Planning and  
Community Development  
135 N. Union Street, Room 304  
Petersburg, Virginia 23803

Soren Granger  
Preservation Planner  
804-933-1436  
[sgranger@petersburg-va.org](mailto:sgranger@petersburg-va.org)

Carol Williams  
214 S Adams St  
Petersburg, VA 23803

## **RE: Certificate of Appropriateness (COA) Application for 214 S Adams St – Poplar Lawn Historic District**

Ms. Williams,

Thank you for your application for a Certificate of Appropriateness for 214 S Adams Street, located in the Poplar Lawn Historic District. Your request was reviewed and denied at our September meeting—Wednesday, September 10th, 2025. The Architectural Review Board (ARB) found the application unacceptable due to lack of details submitted to the Preservation Planner regarding the shed and steps to the crawl space (Chapter 8).

You must submit more measurement details to keep the shed and build the steps or appeal this decision to City Council as authorized in the Zoning Ordinance Article 35, Section 13, which states:

*“Whenever the architectural review board shall, in a final decision, deny an applicant a certificate of appropriateness, the applicant shall have the right to appeal to and be heard before city council, provided he files with the clerk of council, on or before thirty (30) days after the decision of the board, a notice, in writing, of his intention to appeal. Upon receipt of such notice, the clerk of council shall forthwith notify the city manager, who shall schedule a public hearing before city council at a time not to exceed thirty (30) days after receipt by the clerk of such notice. On any such appeal, the final decision of the architectural review board shall be stayed, pending the outcome of the appeal before council, except that the filing of the appeal shall not stay the decision of the board if such decision denies the right to raze, move or demolish*

*any historic landmarks, building or structure. The council shall conduct a full and impartial public hearing on the matter before rendering a decision. The same standards and considerations aforesaid in this article shall be applied by the council as are established for the architectural review board. By majority of those members present and voting, the council may affirm, reverse or modify the decision of the board, in whole or in part. The decision, subject to section 14 of this article, shall be final. If approved, a certificate of appropriateness shall be signed and issued by the clerk of council, and processed in the same manner as if it had been approved by the architectural review board.”*

Failure to appeal the decision within 30 days will result in ratification of the Board’s decision.

Should you have questions or concerns, please feel free to contact this office at (804) 933 – 1436 or via email at [sgranger@petersburg-va.org](mailto:sgranger@petersburg-va.org).

Respectfully,

Soren Granger  
Secretary to the ARB

...Dear Soren, and additional Board Members. Priorly discussed upon my visit to Ms. Granger's office, this is my written notice of my wish to appeal the decision on my shed, and the outdoor subterranean doorway/walkway leading to my basement. I will forward measurements as soon as possible. Due to my own personal medical illnesses and a dying family member, I anticioate the completion of this project in Spring 2026. Thank you, Carol Williams...

**Delivered**

**b. 214 S Adams Street**

**Historic District:** Poplar Lawn

**Review Date:** August 13th, 2025

**Tax Parcel #:** 022250005

**Applicant:** Carol Williams

**City of Petersburg  
Architectural Review Board  
Staff Report**



**Project Description:** New shed

**Applicant proposal:**

- The applicant wishes to place a 12 x 28 shed in the backyard of her property.
- The exterior material is wood siding with a metal roof.

**Attachments:**

Application, photo references



**Staff Recommendation:**

**New shed: Approval based on Design Guidelines Chapter 8 Section G**

The proposed shed is compatible with the house in color and design and the materials are appropriate. The 12 x 28 massing of the shed should also be acceptable with the size of the backyard. Removing the fence is also acceptable as it is not original to the property. Applicant has already placed shed in the side yard; if approved, it should be placed in the back yard.



City of Petersburg - Architectural Review Board  
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

Address: 214 S. Adams St.  
Historic District: Poplar Lawn

Application for COA       Application for Historic Building Plaque       Application for Discussion

Applicant: Carol Mason Williams      E-Mail: carolwilliamsbutter2025@gmail.com  
Address: 214 S. Adams St.      Phone: (434) 906-0498  
Petersburg, Va. 23803

Owner: same as applicant      E-Mail: \_\_\_\_\_  
Address: same      Phone: \_\_\_\_\_

Firm/Contractor Preparing Plans: \_\_\_\_\_      E-Mail: \_\_\_\_\_  
Address: \_\_\_\_\_      Phone: \_\_\_\_\_

Firm/Contractor to Perform Work: \_\_\_\_\_      E-Mail: \_\_\_\_\_  
Address: \_\_\_\_\_      Phone: \_\_\_\_\_

- |   |   |   |
|---|---|---|
| Type of Project:                                | Category:   |   |
| <input checked="" type="checkbox"/> Residential | <input type="checkbox"/> Repair                   | <input type="checkbox"/> Addition                         |
| <input type="checkbox"/> Commercial             | <input type="checkbox"/> Renovation, Restoration  | <input type="checkbox"/> Driveway, sidewalk, parking lots |
|   | <input type="checkbox"/> Change in materials      | <input type="checkbox"/> New construction                 |
|   | <input type="checkbox"/> Approval of paint colors | <input type="checkbox"/> Demolition                       |
|   | <input type="checkbox"/> Fencing                  | <input type="checkbox"/> Plaque                           |
|   | <input type="checkbox"/> Signage                  | <input type="checkbox"/> Other:                           |

Project Description (attached additional sheets as needed):

Please provide as much information as possible. The Architectural Review Board may deny or table requests that lack sufficient information for review and if you or your representative are not present. Please see Application Guidance and the Historic District Design Guidelines for additional information. The Historic District Guidelines are available for \$25 in the Planning Department.

shed to face tulip Alley, built by Hickory Builders.  
part of white fence moved to white fence on street side of house.

Carol Mason Williams  
Applicant's Signature

July 1, 2025  
Date

FOR OFFICE USE	
Date received: _____	Agenda date: _____
Tax Parcel: _____	Zoning: _____
Additional permits needed from planning: _____	

\*A complete application must be received at least 15 days prior to a regular Architectural Review Board meeting to be heard at that meeting.







©GVEMLS



**USED**

6/23/25, 10:41 AM



Price Sheet

A.P. Hill Storage  
North Dinwiddie, Virginia  
AUTHORIZED DEALER  
804-894-8515

**Building Style:** Lofted Barn  
**New/Used:** USED  
**Roof Color:** BLACK  
**Trim Color:** BARN WHITE PAINT

**Size:** 12x28  
**Inventory#:** HDLPH-E41974-1228-052824-5P  
**Wall Color:** CREWEL TAN PAINT

**Options**  
Deluxe Playhouse Package  
Additional Color (Different Door Color)

Cost Each	Qty/Ft	Total Cost
\$1,765.00	1.00	\$1,765.00
\$70.00	1	\$70.00



SCAN THIS QR CODE TO OBTAIN A COPY OF OUR COMPLETE PRICE GUIDE SHOWING ALL OUR BUILDING STYLES AND OPTIONS

**Price Summary**

Total Options Cost	
Building Base Cost	\$1,835.00
Building Cost Including Options	\$9,745.00
Discount	\$11,580.00
<b>TOTAL</b>	\$2,480.00
<b>MONTHLY PAYMENT*</b>	\$9,100.00
36 Months	\$421.30
60 Months	\$337.04

\*Pricing above does not include tax.

\*ESTIMATE ONLY: PLEASE CONTACT YOUR DEALER FOR FINAL PRICING. ALL REQUIRED PACKAGE OPTIONS MAY NOT BE LISTED. PRICES SUBJECT TO CHANGE. ANY SURCHARGE SUBJECT TO CHANGE. TAX NOT INCLUDED. TO GET THE TOTAL COST FOR RENT TO OWN/TOTAL COST OF LEASE, multiply the monthly amount by the total number of months.

\$421.30 x 36 (total number of months) = \$15,166.67. \$337.04 x 60 (total number of months) = \$20,222.22. The advertised transaction is a rental-purchase agreement (rent-to-own agreement, consumer rental-purchase agreement or a lease/lease-purchase agreement, depending on your state). Ownership is optional. You will not own the merchandise until the total amount necessary to acquire ownership is paid in full or you exercise your early purchase option ("EPO"). The total cost is exclusive of sales or applicable taxes, late fees, reinstatement fees, or other fees.

\$2,480.00 Off!

<https://inventorylookup.oldhickorybuildings.com/inventorylookup?dealerid=90629>

**THIS BUILDING IS ON SALE!**







# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** November 5, 2025

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** Jared Crews, Manager of Planning and Community Development

**FROM:** March Altman, Jr.

**RE:** **First Read and Schedule a Public Hearing for Carol Williams to Appeal a Decision Made by the Architectural Review Board to Deny the Construction of Stairs and a Walkway for a Subterranean Entrance at 214 S Adams Street in the Poplar Lawn Historic District**

**PURPOSE:** For Carol Harris to appeal a decision made by the Architectural Review Board (ARB) denying an application for the creation of a walkway with stairs to an existing crawlspace due to lack of information. The applicant is seeking the decision to be reversed.

**REASON:** For the applicant, Carol Williams, to have an appeal hearing for an Architectural Review Board decision.

**RECOMMENDATION:**

**BACKGROUND:** On August 13, 2025, the ARB reviewed an application for the installation of a walkway and stairs to an existing crawlspace entrance on the home. The application was not accompanied by plans or specifications and the ARB deferred action, requesting additional information and plans. No additional information was provided and the application was denied on September 10.

**COST TO CITY:**

**BUDGETED ITEM:**

**REVENUE TO CITY:**

**CITY COUNCIL HEARING DATE:**

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:**

**AFFECTED AGENCIES:**

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:**

**REQUIRED CHANGES TO WORK PROGRAMS:**

**ATTACHMENTS:**

1. Staff Presentation
2. Denial Letter
3. Appeal Request
4. Staff Report - 214 Adams Entranceway

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# CITY COUNCIL NOVEMBER 2025

Public hearing for Carol Williams to Appeal a Decision Made by the Architectural Review Board to Deny the Construction of Stairs and a Walkway for a Subterranean Entrance at 214 S Adams Street in the Poplar Lawn Historic District.



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# REQUEST BEFORE COUNCIL

- Determine if the decision of the Architectural Review Board (ARB) should be reversed or upheld. Reversal of the decision would approve the requested work.



**LOCATION – 214 S ADAMS STREET**

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# BACKGROUND

- On September August 13th, 2025, the Architectural Review Board (ARB) reviewed a Certificate of Appropriateness application to construct a walkway and subterranean entrance to an existing crawlspace on the home.
- The application was deferred based on lack of detail for what was proposed, including materials, design, measurements, and overall scope of work.
- No additional information on the request was provided and the application was denied on September 10<sup>th</sup>, 2025.
- The applicant has requested the decision be overturned because she is currently unable to provide detailed plans for the proposed work.

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# PROPOSED LOCATION



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# PROPOSED LOCATION



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# REASON FOR DENIAL

- Lack of information with application: the application was not accompanied by any plans specifying the scope of work or showing the design of the proposed entranceway. It is unclear what materials would be used and what the work would look like. There is no information demonstrating whether the work as described would impact the historic character of the home visually or potentially damage the structural integrity of the home.



# City of Petersburg

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Community Development  
135 N. Union Street, Room 304  
Petersburg, Virginia 23803

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[sgranger@petersburg-va.org](mailto:sgranger@petersburg-va.org)

Carol Williams  
214 S Adams St  
Petersburg, VA 23803

## **RE: Certificate of Appropriateness (COA) Application for 214 S Adams St – Poplar Lawn Historic District**

Ms. Williams,

Thank you for your application for a Certificate of Appropriateness for 214 S Adams Street, located in the Poplar Lawn Historic District. Your request was reviewed and denied at our September meeting—Wednesday, September 10th, 2025. The Architectural Review Board (ARB) found the application unacceptable due to lack of details submitted to the Preservation Planner regarding the shed and steps to the crawl space (Chapter 8).

You must submit more measurement details to keep the shed and build the steps or appeal this decision to City Council as authorized in the Zoning Ordinance Article 35, Section 13, which states:

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*any historic landmarks, building or structure. The council shall conduct a full and impartial public hearing on the matter before rendering a decision. The same standards and considerations aforesaid in this article shall be applied by the council as are established for the architectural review board. By majority of those members present and voting, the council may affirm, reverse or modify the decision of the board, in whole or in part. The decision, subject to section 14 of this article, shall be final. If approved, a certificate of appropriateness shall be signed and issued by the clerk of council, and processed in the same manner as if it had been approved by the architectural review board.”*

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Should you have questions or concerns, please feel free to contact this office at (804) 933 – 1436 or via email at [sgranger@petersburg-va.org](mailto:sgranger@petersburg-va.org).

Respectfully,

Soren Granger  
Secretary to the ARB

...Dear Soren, and additional Board Members. Priorly discussed upon my visit to Ms. Granger's office, this is my written notice of my wish to appeal the decision on my shed, and the outdoor subterranean doorway/walkway leading to my basement. I will forward measurements as soon as possible. Due to my own personal medical illnesses and a dying family member, I anticioate the completion of this project in Spring 2026. Thank you, Carol Williams...

**Delivered**

**a. 214 S Adams Street**

**Historic District:** Poplar Lawn  
**Review Date:** August 13th, 2025  
**Tax Parcel #:** 022250005

**Applicant:** Carol Williams

**City of Petersburg  
Architectural Review Board  
Staff Report**



**Project Description:** New steps

**Applicant proposal:**

- The applicant wishes to build subterranean cement steps that will lead to the basement/crawl space door.
- Brick walkway

**Attachments:** Application, pictures



**Staff Recommendation:**

**Steps: Defer to the ARB**

This request is not specifically mentioned in the Design Guidelines, so the ARB should discuss. I don't think it will take away from the building's integrity, and will allow ease of access to the crawl space area.



City of Petersburg - Architectural Review Board  
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

Address: 214 S Adams St  
Historic District: Poplar Lawn

Application for COA       Application for Historic Building Plaque       Application for Discussion

Applicant: Carol Mason Williams      E-Mail: Carolwilliamsbutler2025@gmail.com  
Address: 214 S Adams St      Phone: (434) 906-0498

Owner: Petersburg, Va. 23803      E-Mail: —  
Address: same      Phone: —

Firm/Contractor Preparing Plans: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Firm/Contractor to Perform Work: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Project:      Category:       Addition  
 Residential       Repair       Driveway, sidewalk, parking lots  
 Commercial       Renovation, Restoration       New construction  
                                  Change in materials       Demolition  
                                  Approval of paint colors       Plaque  
                                  Fencing       Other: subterranean entrance  
                                  Signage

Project Description (attached additional sheets as needed):  
Please provide as much information as possible. The Architectural Review Board may deny or table requests that lack sufficient information for review and if you or your representative are not present. Please see Application Guidance and the Historic District Design Guidelines for additional information. The Historic District Guidelines are available for \$25 in the Planning Department.

Please see attached images, requesting permission to dig in ground for normal door size. Brick walkway w/ historic bricks.

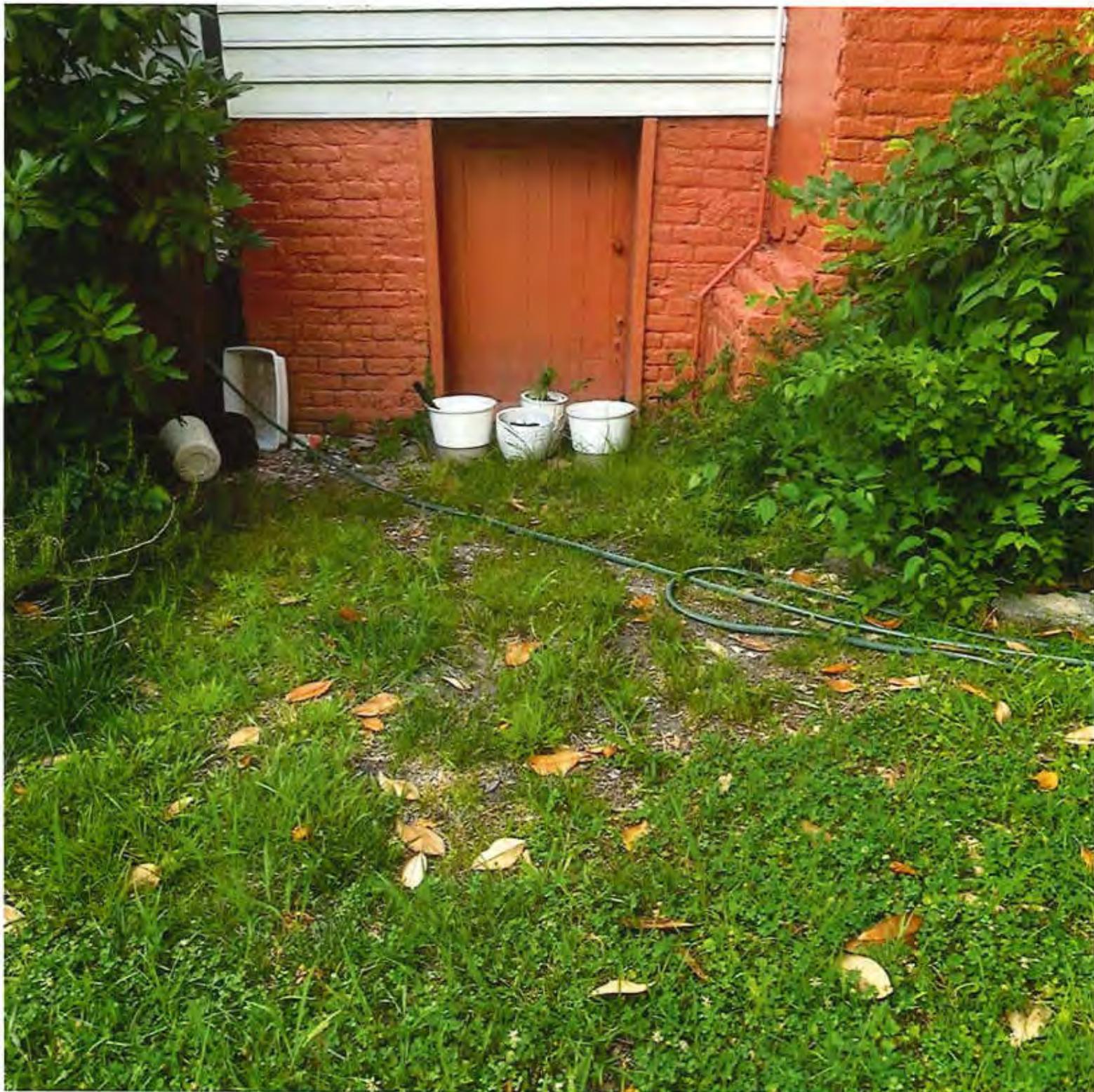
Carol Mason Williams  
Applicant's Signature

July 1, 2025  
Date

FOR OFFICE USE  
Date received: \_\_\_\_\_ Agenda date: \_\_\_\_\_  
Tax Parcel: \_\_\_\_\_ Zoning: \_\_\_\_\_  
Additional permits needed from planning: \_\_\_\_\_

\*A complete application must be received at least 15 days prior to a regular Architectural Review Board meeting to be heard at that meeting.









# City of Petersburg Department of Social Services

*City Council Work Session (November 5, 2025)*

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## **Briefing Summary**

### **Topic: Governor's State of Emergency and Virginia Emergency Nutrition Assistance (VENA) Initiative and Potential Fiscal Impacts of a Prolonged Federal Shutdown**

On October 28, 2025, Governor Glenn Youngkin declared a State of Emergency and announced the creation of the Virginia Emergency Nutrition Assistance (VENA) initiative. VENA is a temporary, state-funded effort designed to provide continued food assistance to Virginia households in the event that the federal government shutdown delays or disrupts SNAP benefits.

Under VENA, eligible households will receive weekly food assistance payments through their existing EBT cards beginning in early November. These state-issued benefits are meant to bridge the gap until the federal government restores funding to SNAP.

The Virginia Department of Social Services (VDSS) has issued implementation guidance to local departments, and Petersburg DSS has been in close coordination to ensure a smooth transition. Current systems remain operational, and all regular benefit processing and customer services continue without disruption other than a suspension of approvals for the upcoming Crisis Assistance program (Heating cost supports) on 11/1.

### **Potential Fiscal and Operational Impacts of a Prolonged Federal Shutdown**

- **Loss of Federal and State Reimbursements:** The City of Petersburg fully funds the DSS operational budget, which is reimbursed monthly at approximately 84.5% (50% federal and 34.5% state). **This reimbursement totals an average of \$843,000 per month for the current fiscal year. A prolonged shutdown would delay or suspend these reimbursements for November expenditures, representing a significant temporary loss of revenue.**
- **Administrative Workload:** Additional workload related to VENA implementation and dual program management (VENA and SNAP).
- **Client and Community Inquiries:** Higher call volumes and walk-ins regarding benefit access and continuity.

Petersburg DSS has briefed the City Manager, Deputy City Manager, Interim City CFO, and City Budget Manager regarding the potential loss of reimbursements, beginning with expense submissions in late December.

City Manager March Altman contacted a representative of the Governor's Office to inquire whether the Governor's emergency declaration could authorize the use of state funds to

cover local department reimbursements for November operations during the shutdown. The inquiry was acknowledged and forwarded to the VDSS Commissioner for review and follow-up.

**Acknowledgment**

The Department thanks City Council for its continued support and partnership. Your commitment allows Petersburg DSS to meet critical needs in our community and remain fully responsive to residents during this period of federal uncertainty.