



# City of Petersburg Virginia

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## Regular City Council Meeting

**March 17, 2026**  
**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 Proclamations**
    - a. Delta Sigma Theta Sorority, Inc., Petersburg Alumnae Chapter, 85th Anniversary of its Charter Day on April 5, 2026 – Page 3
    - b. 2026 National Procurement Month – Page 4
    - c. 2026 National Social Work Month – Page 5
  6. **Responses to Previous Public Information Posted**
  7. **Approval of Consent Agenda (to include minutes of previous meetings):**
    - a. Minutes of Previous Meetings: - Pages 6-17  
- March 3, 2026 Closed Session  
- March 3, 2026 Work Session
    - b. First Read and Schedule a Public Hearing for the Consideration of an Ordinance Authorizing the Vacation of Right-of-Way to Support the Construction of the New Courthouse (Public Hearing to be Held on April 24, 2026) – Pages 18-45
  8. **Official Public Hearings**
    - a. A Public Hearing for Consideration of an Ordinance to Approve a Request by Ibrahim Al Tamimy, on behalf of 601 E Wyth St LLC, for a Special Use Permit to Operate a Stand-Alone Vehicle Repair Shop/Automobile Service Station at 601 East Wythe Street, Parcel ID 012270012, in the B-2, General Commercial Zoning District – Pages 46-82
    - b. A Public Hearing for Consideration of an Amendment to the FY26 Grants Fund Budget – Pages 83-87
    - c. A Public Hearing for Consideration of an Amendment to the FY26 Utilities Fund Budget & FY26 Streets Fund Budget – Pages 88-91

- d. A Public Hearing for Consideration of an Amendment to the Code of Ordinance, Section 106-109, Real Estate Tax, to Change Elderly and Disabled Gross Amount; and Section 106-112, Change the Amount of the Exemption – Pages 92-108

**9. Public Information Period**

**A public information period, limited in time to 30 minutes, shall be part of an Order of Business at each regular council meeting. Each speaker shall be a resident or business owner of the City and shall be limited to three minutes. No speaker will be permitted to speak on any item scheduled for consideration on the regular docket of the meeting at which the speaker is to speak. The order of speakers, limited by the 30-minute time period, shall be determined as follows:**

- a. **First, in chronological order of the notice, persons who have notified the Clerk no later than 12:00 noon of the day of the meeting,**
- b. **Second, in chronological order of their sign up, persons who have signed a sign-up sheet placed by the Clerk in the rear of the meeting room prior to the meeting removed from consent agenda**

**10. Business or reports from the Mayor or other Members of City Council**

**11. Items removed from Consent Agenda**

**12. Finance and Budget Report**

- a. Department of Finance Monthly Update – Pages 109-114

**13. Unfinished Business**

**14. New Business**

- a. Report from Planning Commission on Potential Proactive Rezoning – Pages 115-139
- b. Resolution to Authorize Bona Fide Offer to Purchase 230 Medical Park Blvd. for Police Substation – Pages 140-151
- c. Travel Inn Site Deed Restrictions – Pages 152-165
- d. Presentation and Update on the 2026 Employee Health Insurance – Pages 166-171

**15. City Manager's Report and Special Reports**

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

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

**18. Adjournment**

Petersburg



Virginia

# Proclamation

**WHEREAS**, Delta Sigma Theta Sorority, Incorporated was founded on January 13, 1913, at Howard University by twenty-two visionary college-educated women committed to public service, social justice, and the empowerment of African American communities; and

**WHEREAS**, the Petersburg Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated was chartered eighty-five (85) years ago on April 5, 1941 and has since served as a steadfast pillar of leadership, advocacy, and service to the citizens of Petersburg and the surrounding communities; and

**WHEREAS**, for over eight decades, the Petersburg Alumnae Chapter has demonstrated unwavering commitment to sisterhood, scholarship, service, and social action—uplifting generations through programs that address critical community needs and advance equity, opportunity, and justice; and

**WHEREAS**, the chapter’s service initiatives are guided by Delta Sigma Theta Sorority, Incorporated’s Five-Point Programmatic Thrust, including:

1. Economic Development, promoting financial literacy, entrepreneurship, and economic empowerment; and
2. Educational Development, supporting academic excellence, college readiness, and the awarding of scholarships to deserving students; and
3. International Awareness and Involvement, fostering global engagement and humanitarian outreach; and
4. Physical and Mental Health, addressing health disparities through education, prevention, and wellness initiatives; and
5. Political Awareness and Involvement, encouraging civic engagement, voter education, and advocacy for social justice; and

**WHEREAS**, the Petersburg Alumnae Chapter has provided scholarships, youth mentoring, health education, community outreach, voter engagement efforts, partnerships with local organizations, and advocacy initiatives that have strengthened families, empowered individuals, and improved quality of life throughout the region; and

**WHEREAS**, the chapter’s legacy is defined not only by the programs it has delivered, but by the enduring impact of its members; women of intellect, integrity, and compassion who have dedicated themselves to public service and the advancement of humanity; and

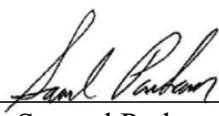
**WHEREAS**, the City of Petersburg proudly recognizes the Petersburg Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated for its historic and continued contributions to the social, educational, economic, and civic well-being of our community.

**NOW, THEREFORE**, I, Samuel Parham, Mayor of the City of Petersburg, Virginia, do hereby proclaim April 5th as

**PETERSBURG ALUMNAE CHAPTER OF DELTA SIGMA THETA SORORITY, INC.  
85TH ANNIVERSARY/CHARTER DAY**

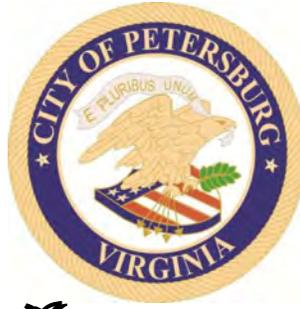
in the City of Petersburg, and commend the chapter for 85 years of sisterhood, scholarship, service, and social action, and extend best wishes for continued success as it carries forward its mission of public service and community uplift for generations to come.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Petersburg, Virginia to be affixed this 17<sup>th</sup> day of March, 2026.

  
\_\_\_\_\_  
Mayor, Samuel Parham

ATTEST:  
  
\_\_\_\_\_  
Clerk of Council, Tangi R. Hill

Petersburg



Virginia

# Proclamation

**WHEREAS**, the public procurement profession plays a significant role in the efficiency and effectiveness of both government and business; and

**WHEREAS**, in addition to the purchase of goods and services, procurement professionals add value to the organization by performing such functions as executing, implementing and administering contracts, developing strategic procurement strategies and cultivating working relationships with suppliers and other departments within the organization; and

**WHEREAS**, public procurement professionals in the City of Petersburg and in other public and private organizations have tremendous influence on the economic conditions in the United States, with accumulative purchasing power running into the billions of dollars; and

**WHEREAS**, the public procurement professionals in the City of Petersburg are committed to providing high-caliber strategic, logistical and operational support of all departments within the City of Petersburg; and

**WHEREAS**, the public procurement professionals in the City of Petersburg recognize, support, and practice the Public Procurement Values and Guiding Principles of Accountability, Ethics, Impartiality, Professionalism, Service, and Transparency, established by NIGP -The Institute for Public Procurement (NIGP) as fundamental tenets of the public procurement profession; and

**WHEREAS**, NIGP has proclaimed the month of March as Procurement Month to further expand the awareness of the procurement professional's role to governmental officials, the general public, business and corporate leaders.

**THEREFORE**, I, Samuel Parham, Mayor of the City of Petersburg, Virginia do hereby proclaim the month of March 2026 as

**PROCUREMENT MONTH**

and March 11, 2026 as

**PROCUREMENT PROFESSIONAL DAY MONTH**

in the City of Petersburg and urge all citizens to join the City of Petersburg in recognizing the role of the purchasing and materials management profession within business, industry and government.

**IN WITNESS THEREOF**, I have hereunto set our hands and caused the Seal of the City of Petersburg to be affixed this the 17<sup>th</sup> day of March, 2026.

Samuel Parham, Mayor

ATTEST:

Tangi R. Hill, Clerk to the Council

Petersburg



Virginia

# Proclamation

**WHEREAS**, for more than a century, the social work profession has been dedicated to its primary mission of improving the wellbeing and helping meet the basic needs of all people, especially the most vulnerable; and

**WHEREAS**, this year’s Social Work Month theme of “Social Workers: Uplift. Defend. Transform.” Embodies the fact that social workers go through years of education and training to learn the skills and expertise to transform their care for others into action; and

**WHEREAS**, social workers have helped people get through personal issues like grief over the death of a loved one, as well as helped communities emotionally and mentally recover from increasingly intense natural disasters such as hurricanes and fires; and

**WHEREAS**, social workers have played a role in establishing a minimum wage, in promoting behavioral health, Social Security, and Medicare, and in working to ensure the equal rights and wellbeing of all people; and

**WHEREAS**, social workers are on the front lines of helping our city, state, and nation solve pressing social problems, including increased need for mental health services, addiction counseling, and economic support; and

**WHEREAS**, social workers are in high demand, with some states reporting shortages in social work staffing; and the Bureau of Labor Statistics predicts that social work will be one of the fastest growing professions in our nation during this decade; and

**WHEREAS**, social workers operate in schools, hospitals, mental health agencies, veteran centers, child welfare agencies, the criminal justice system, and corporations along with federal, state, and local governments and other settings to empower people to live to their fullest potential.

**NOW, THEREFORE**, I, Samuel Parham, Mayor of the City of Petersburg, Virginia, on behalf of the Petersburg City Council and the citizens of Petersburg, do hereby recognize the critical contributions of social workers across our nation and proclaim the month of March 2026 as

## NATIONAL SOCIAL WORK MONTH

We call upon everyone to join us in celebrating and supporting the vital work of Social Workers who uplift, defend, and positively transform our communities each and every day.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Petersburg, Virginia, to be affixed this 17<sup>th</sup> day of March 2026.

  
\_\_\_\_\_  
Mayor, Samuel Parham

ATTEST:

  
\_\_\_\_\_  
Clerk of Council, Tangi R. Hill



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** March 17, 2026

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

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

**FROM:** Tangi Hill

**RE: Minutes of Previous Meetings:**  
 - March 3, 2026 Closed Session  
 - March 3, 2026 Work Session

**PURPOSE:** The purpose of this Agenda Action Form is to support the adoption of the minutes for the March 3, 2026 Closed Session and Work Session Council Meetings as part of the City Council’s Consent Agenda, documenting official actions taken in accordance with applicable law and Council procedures.

**REASON:** The minutes are presented on the Consent Agenda as routine, non-controversial items that require formal approval by City Council to become part of the official record. Placement on the Consent Agenda allows for efficient approval through a single motion, unless a Council member requests removal for separate discussion.

**RECOMMENDATION:** It is recommended that City Council approve the minutes of the March 3, 2026 Closed Session and Work Session Council Meetings as presented as part of the Consent Agenda, confirming that all proceedings and actions were conducted in compliance with the Virginia Freedom of Information Act, the City Charter, and applicable Council rules.

**BACKGROUND:** City Council meetings are conducted in accordance with the City Charter, adopted Council rules, and state law. Closed Sessions are convened only for purposes authorized under the Virginia Freedom of Information Act and require proper certification upon return to open session. The Regular City Council Meeting serves as the official forum for public business and legislative action. A single Agenda Action Form is provided to support the adoption of minutes for both meetings through the Consent Agenda process.

**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. 03032026 Closed Session Minutes
2. Petersburg 03\_03\_26 work session

The Closed Session Meeting of the Petersburg City Council was held on Tuesday, March 3, 2026, at the Petersburg Public Library. Mayor Parham called the Closed Session Meeting to order at 3:05 p.m. The meeting link is <https://petersburgva.new.swagit.com/videos/376902>.

**1. ROLL CALL**

Present:

Charles Cuthbert, Jr., Councilor – Ward 4  
W. Howard Myers, Councilor – Ward 5  
Annette Smith-Lee, Councilor - Ward 6  
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)

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.

**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)(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 Myers 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, Smith-Lee, Hill, and Parham; No: N/A; Abstain: N/A; Absent: Jones and Westbrook.

The Council entered Closed Session at 3:07 p.m.

Council Member Westbrook 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 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.

**2026-RES-011**

**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 5:04 p.m.

2. **ADJOURNMENT:**

City Council adjourned at 5:04 p.m.

The work session of the Petersburg City Council was held on March 3, 2026 at Petersburg Public Library. Samuel Parham called the meeting to order at 5:04 p.m. The meeting video link is <https://petersburgva.new.swagit.com/videos/376903>

**1. ROLL CALL:**

Present:

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

Absent:

Present from City Administration:

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

**2. PRAYER:**

Vice Mayor Hill led the Council meeting in prayer.

**3. PLEDGE OF ALLEGIANCE**

Mayor Parham led the Council and the citizens in the pledge of allegiance.

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

A quorum was present.

**5. PUBLIC COMMENTS**

Cyndi Perkins, 1918 Dodson Road, stated that she was a resident of Ward 7 and a registered nurse (RN) with over 40 years of experience. She said that she understood the City was going all-in on this data center, but she asked them to please listen to the concerns of the residents they represented. She was speaking out tonight to address health concerns related to data centers being located near residential areas. She recognized the City's goal of economic growth, but she wished to put on record her firm opposition to the 125-foot setback currently proposed. She said the Warrenton Group had no tenant and could not verify that the residents' concerns would be mitigated. She asked if a health impact assessment had been completed by the Warrenton Group; this needed to happen before any construction permit was awarded.

Ms. Perkins said that a 125-foot setback was insufficient to protect the health and wellbeing of residents, per industry standards and research. She said that M-1 Light Industrial Zoning District uses must not be injurious to the use and enjoyment of neighboring property, per the City Zoning Ordinance. She stated that the 125 foot buffer was woefully inadequate in terms of auditory and respiratory protection of the neighboring families. She respectfully requests that City Council require the developer to implement a minimum of a 300-foot

setback for mechanical equipment and buildings, and require a binding proffer for sound-dampening walls, not just landscaping, to ensure noise levels did not exceed 45 decibels at the residential property line.

Ajani Sekou, 27 South Sycamore Street, said that he was asking the City Council for help this evening. He said that he could not tolerate the way that Habitat for Humanity was currently being operated in the City. He said that he had personally dedicated 2,000 hours of volunteer service to Habitat when he first came to Petersburg because his family had been an ardent supporter of the organization for many years. He said that he knew that their local Habitat organization had not built a house in over five years; yet, they received \$125,000 from the Community Development Block Grant (CDBG) funding from the City. He said that he knew they were receiving materials and goods from Walmart and Lowe's, but they never reached the showroom floor. He expressed deep concern that people were being under-served and their building was in a degraded, dangerous condition. He requested that Council help and look into this major issue that affected their local residents.

Anna Cordic, 139 Monroe Street, said that she was an attorney at Mr. Hardenbergh's law firm. She stated that she was here to discuss their current parking situation. She said that they were excited for the new courthouse being built across the street; however, they had been paying the City for parking in that lot up until this week. She said that they were asking Council for permission to transfer their parking permits from the previous parking lot and put up private parking signs for their eight spots across the street, where there were currently three-hour parking spots. She said that parking was otherwise difficult to find near their office, so she would appreciate it if the City could work with them to find a solution.

Dr. Rosezelia Weaver-Roy, 2942 Homestead Drive, expressed her gratitude for the uplifting economic enhancement in the City of Petersburg. She saw progress and job availability, construction, large-scale capital investment, and housing, although many of them could not afford it. She stated that regarding the data center, it was intended to provide substantial tax revenue and contribute to the local economy. However, she must express her concern regarding the data center campus being housed in Petersburg, especially in residential and school areas.

Dr. Weaver-Roy stated that Petersburg had a well-known history of being the unhealthiest City in the state of Virginia, and this raised serious questions about whether it was appropriate to have a potentially harmful development such as a data center in an area already struggling with their health outcomes. She requested the Board to please look further into this issue and ensure there were no risks.

Wendy Austin, 544 High Street, said that she was a resident of Ward 5, and she was there this evening to follow up on a couple of emails she had sent. First, she wanted to congratulate the City on the opening and operation of Southside Depot. She also wanted to congratulate them on the bond refinancing, which was an excellent, timely fiscal decision. She said that regarding her follow-ups, she did not want to lose track of the plastic bag tax; she thought it was a great idea and hoped it would return for further consideration. She said that she had sent in some comments about the draft Zoning Ordinance that the Council would be reviewing soon. She said that it was a great document and the consultants had done a wonderful job.

Ms. Austin had particularly noted the data center, which was a speculative industry that was making swift progress in general. She emphasized that zoning was a way to create guardrails for that use as they learned more about it. She said that the developer agreement with the Warrenton Group (TWG) looked solid in her opinion, so they were moving in the right direction. She reiterated that shoring up the Zoning Ordinance to provide the best protection to the community was the best way forward in terms of balancing quality of life with economic development.

Linda Muhammad, Spiritual Advisor and Muslim Chaplain at Virginia State University, introduced herself and said that some of her students would be speaking to Council.

Manadu Saidykhan said that she was a junior computer science major at Virginia State University, and she was also the president of the Muslim Students Association. She said that her colleagues and she would be discussing the issue of busing for jummah prayer, which was a Friday prayer that was particularly important for Muslim men to participate in together at the masjid. She said that the issue they faced was that their school had busing, but the buses did not connect, and the number of connections needed ultimately led people to be late or miss the important prayer time. She said that college students could not always afford to pay for Ubers or coordinate other transportation methods, so they were seeking a solution to this issue.

Jordan Deville said that she was a junior majoring in criminal justice from Prince George County, Maryland, and she was proud to be a third-generation Trojan. She said that her mother and grandmother attended. She said that as a Muslim woman, jummah prayer was an important space for her to connect with other Muslims and engage in fellowship. She said that last year was her first year at VSU, and she soon discovered that commuting to the masjid was extremely costly, with a 15-minute Uber ride costing nearly \$30 each way. She said that this prayer was required for Muslim men, so this became a financial burden. She said that they did have jummah at their school, but that left them disconnected from other Muslims in the greater community. She said that this was an important issue for them.

Isaiah said that as a recent revert, he had been unable to attend jummah services with the community due to the bus structure and because he did not drive. He said that his jummahs had been at school, which were beneficial, but he, as a Muslim man, needed to perform jummah in a community setting with other men of the same faith to experience the full aspects of the faith. He said that this included interacting with individuals from diverse backgrounds and ways of life, which was essential in their religion; it was a mandate. He said that he believed it would be beneficial if they could establish another route, extend the existing route, or find an alternative solution to make jummah accessible to Muslims, especially Muslim men on campus. He said that this would enable them to practice their faith to the fullest extent.

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

a. Minutes of Previous Meetings:

- February 17, 2026 Closed Session Meeting
- February 17, 2026 City Council Meeting

b. First Read and Schedule a Public Hearing for Consideration of an Ordinance to Approve a Request by Ibrahim Al Tamimy, on behalf of 601 E Wyth St LLC, for a Special use Permit to Operate a Stand-Alone Vehicle Repair Shop/Automobile Service Station at 601 East Wythe Street, Parcel ID 012270012, in the B-2, General Commercial Zoning District

c. First Read and Schedule a Public Hearing for Consideration of an Amendment to the FY26 Grants Fund Budget

d. First Read and Schedule a Public Hearing for Consideration of an Amendment to the FY26 Utilities Fund Budget & FY26 Streets Fund Budget

e. First Read and Schedule a Public Hearing for Consideration of an Amendment to the Code of Ordinance, Section 106-109, Real Estate Tax, to Change Elderly and Disabled Gross Amount; and Section 106-112, Change the Amount of the Exemption

Vice Mayor Hill made a motion to approve the Consent Agenda as presented. 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, Parham.; no: N/A; abstain: N/A.

**7. SPECIAL REPORTS**

- a. Tax Relief for Elderly and Disabled Presentation - Brittany Flowers, Master Commissioner of the Revenue

Brittany Flowers, Master Commissioner of the Revenue, provided a brief presentation on the item. She explained that she was present to discuss and improve the increase of the gross income and assets from current City Codes §106-109 and §106-112. She provided the City Code section language for reference. She noted that the application process had not changed. She explained that in 2024, she requested Council to provide an increase to the income limits for the program, and she thanked Council for completing that. She explained that in 2024, they mailed 566 applications and 27 of those were denied due to exceeding the established income amount; in 2025, they mailed 327 applications and denied 29 of those. She noted the sharp decrease in applications between those two years, which may be attributed to the detailed information requested in the applications. She said that people may not want to divulge that much information in order to qualify for the program. She said that as of today, they had 150 new applications to send out in addition to the 298 already, for a total of 448. She said that the applications would be mailed on March 18 and due by May 1.

Ms. Flowers provided data comparing the current program limits in Petersburg and other localities, noting the changes in some localities' programs. She stated that based off of feedback from taxpayers and the information she had received in her office, she was requesting Council to increase the income limit from \$45,000 to \$50,000. Additionally, she requested that for each person in the household, the first \$4,000 to the first \$6,000 of income to be exempted, and in §106-112 for the income of \$0 to the first \$30,000 to have a maximum tax relief of \$1,700. Then, those that could receive 50% relief would be from \$35,001 to \$50,000, still with a maximum tax relief of \$1,700.

Mayor Parham said that he would be interested in seeing the City of Richmond's program numbers.

Ms. Flowers replied yes, she could do that, although they had a much higher population.

Council Member Westbrook asked for information about Bristol, Danville, Portsmouth, and Norfolk, considering they had casinos in their towns.

Ms. Flowers replied that she would find out. She said that she would provide that to Council at their next meeting.

March Altman, City Manager, asked if Ms. Flowers could look into Fredericksburg, as well.

Ms. Flowers said that yes, she would do that. She said that they would have that information at the next Council meeting.

**8. MONTHLY REPORTS**

There were no items under this portion of the agenda.

**9. FINANCE AND BUDGET REPORT**

- a. Department of Finance Monthly Update

Garry Cozier, Budget Manager, provided the Department of Finance Monthly Update. He stated that they had budget to actuals, as well as a Council-requested FY25 Collection Analysis and a FY25 audit finding remediation. He said that as of the end of January, 58% of the year had passed, and they were at 56% of spend. He affirmed that everything was looking good. He said that the same was true for the rest of the funds, which were all tracking well. He explained that they would be amending the Dogwood Fund to correct the discrepancy and account for the revenue on the other side.

Mr. Cozier stated that he would next discuss the FY25 Collection Analysis. He explained that the Budget Manager and Chief Financial Officer review past performance and future projects to estimate the proposed budget amount, then the City Manager approves the budget to be submitted to City Council. He said that it was important to note that these projections are based on their best knowledge at the time. He stated that at the beginning of FY25, they had assessed a value of \$33,712,833 in the budget. They had adopted a rate of \$28,882,796, which was lower than the assessed value due to their historical collection rate. Historically, they had not collected all of the property tax they assessed, but in FY25, they had actually collected \$31,971,395, representing a 94.8% collection rate; this was a very positive outcome.

Mr. Cozier explained that this resulted in a positive variance of \$3,088,599, which was a significant factor in the increase in their Unassigned Fund balance. He said that the remaining significant categories in the budget included personal property tax, machinery and tools tax, local sales and use tax, consumer utility taxes, business license tax, lodging tax, and meals tax. He noted that there were some significant discrepancies in some of the collection percentages, both positive and negative. He stated that moving on to the FY25 Audit findings and remediation, it was worth noting that they had consistently had 11 unresolved audit findings in recent years. In Fiscal Year 25, the Finance Department addressed seven of these findings, leaving four remaining. The FY25 audit noted these four findings, and it was important to note that each finding had a draft policy and procedure in progress that they were working to finalize.

Mr. Cozier reviewed the four findings, and the steps staff was taking to resolve them. The first material weakness in which the City failed to perform monthly reconciliations between the Utility Billing Subsidiary System and the General Ledger. To address this first finding, Customer Care & Collections was coordinating with the CFO's Office to establish a formal monthly reconciliation process; policy and procedures were nearing completion. The second material weakness was that during prior fiscal years, the City was not reconciling the property tax delinquent lists to the taxes receivable accounts as reported in the general ledger monthly or at year-end. To address this second finding, Customer Care & Collections was establishing a formal monthly reconciliation process in conjunction with the Treasurer's Office and implementation of a reconciliation framework to enhance accuracy, minimize year-end adjustments, and strengthen financial controls within the BAI system and across both departments.

Mr. Cozier continued to report that the third material weakness was that the auditor required significant adjustments to the financial statements for compliance with generally accepted accounting principles (GAAP). These adjustments affected various accounts, including receivables, capital assets, debt, revenue, and expenditures. To address this third finding, Accounting staff will record year-end GAAP adjustments and strengthen business processes. The City also hired qualified personnel to enhance internal controls. The Finance Department will assess training needs, implement internal reviews of reconciliations, and aid the Treasurer's Office and Customer Care with revenue and receivables in order to improve financial statement accuracy and minimize future audit adjustments.

Mr. Cozier stated that the fourth material weakness was that the City had not matched the cash amounts reported for each fund with the total cash shown in Fund 999 for several years. To address this fourth finding, the Treasury Department, with assistance from Finance, will introduce an official monthly reconciliation process. This includes completing necessary administrative steps such as preparing a

reconciliation worksheet to display any resolved variances. He reiterated that they had policies and draft status for each of these four findings, working to remove them in time for the FY26 audit.

Vice Mayor Hill asked the City Manager if they were at a point where they could look at lowering the real estate tax rate, or if they needed more numbers to come in first.

City Manager Altman said that they would need to consider the real estate reassessments and the impact those would have on achieving an equalized tax rate. He stated that they would have a public hearing on March 25, and at that time he would present the proposed budget and tax rates, potentially lowering the rate due to the increased assessments. He stated that Ms. Flowers would also present information on the Tax Relief for the Elderly and Disabled, which would further assist that segment of their population.

Council Member Cuthbert said that pages 111 and 114 of the agenda packet referred to their major income streams. He asked for more information regarding the total amount of accounts receivable attributable to past due real estate taxes.

City Manager Altman stated that staff was currently working on compiling that data in addition to the items on page 114 with regard to how much that number was and what the age was. He said that they were preparing that for Council.

Council Member Cuthbert asked if staff could provide that at Council's March 17 meeting.

City Manager Altman replied that they could certainly try.

Council Member Cuthbert emphasized how important it was to collect those past due amounts in order to lessen the burden on the rest of the taxpayers and pay for municipal services.

**10. CAPITAL PROJECTS UPDATE**

There were no items under this portion of the agenda.

**11. UTILITIES**

a. Department of Public Works and Utilities

Randall Williams, Assistant Director of Public Works and Utilities, provided an update to Council. He began with their Utilities Report for January and February. He reported that the City staff successfully completed 88% of the water main breaks, with 21 out of 24 incidents, and the report provided the exact locations and numbers of leaks for both months. Unfortunately, one incident in the industrial tank area and swamp area was not completed due to a major waterline break that affected multiple tanks and levels. He said that Southern Construction completed the repair, collaborating with their neighbors to utilize their drone to assess the damage, and their staff would be using the drone tomorrow to continue this work.

Mr. Williams provided Poor Creek Project updates, including the Elevated Water Tank, Water Main and Booster Station, Poor Creek Force Main, and Poor Creek Pump Station. He provided additional project updates, including the Locks Water Main Replacement Phase I, Wagner Road Water Main Extension, and the Lead Service Line Replacement. He reported that the Oak Hill Road Temporary Bridge was delivered on February 25, 2026 and had a tentative reopening date of March 27, 2026. He also reported on their work with downtown beautification, parking lot improvements, sidewalk safety improvements, and Facilities Management and Grounds Division activities.

Mayor Parham thanked Mr. Williams and his team for their work addressing the many water main breaks they experienced due to the cold temperatures. He said that they did a great job keeping the water flowing. He asked him to work with Mr. Sekou to provide his block with trash can receptacles, as he had requested.

Council Member Cuthbert asked if there was going to be work happening across the street from Wabi-Sabi.

Mr. Williams answered yes; across the street from there would be approximately 75 additional parking spaces. He said that once the weather improved and the temperatures became more suitable, they would begin that work.

Council Member Cuthbert asked whether City Administration had considered electric car charging stations in this context. He said that a logical place to put them would be in front of the Information Center.

City Manager Altman confirmed that yes, they had been thinking about them. He said that he knew they needed to get some installed downtown, and he agreed that Southside Depot may be a good place to start. He said that there were some other parking lots where they should not install any stations due to ongoing construction and repair projects. He said that they were also looking into potential repurpose of a previously purchased but unused charging station and were working with Dominion to identify potential locations for charging stations downtown. He said that staff was aware of the need for residents as well as tourists and visitors in the City.

Mayor Parham asked the City Manager about improving the parking situation for the courthouse while construction was ongoing.

Mr. Williams said that he could speak to that. He said that he had met with the Court Clerks a few days ago and learned that they had found parking between the Sheriff's parking spaces and the Police parking spaces. The Circuit Court could access the parking lot he had previously mentioned in his presentation and there was lighting to be improved along the back street near the jail. He said that he had worked with the Courts staff to ensure they had adequate parking space.

City Manager Altman said that additionally, they would be posting information on the City's website and social media to inform the public of other available parking areas downtown. He said that they were coordinating with their departments to move spaces around and make sure everyone was accounted for.

Vice Mayor Hill asked if City Manager Altman could bring information back to Council on potential opportunities to beautify the triangle area on the avenue, such as a small park.

City Manager Altman replied yes, absolutely.

**12. STREETS**

There were no items under this portion of the agenda.

**13. FACILITIES**

There were no items under this portion of the agenda.

**14. ECONOMIC DEVELOPMENT**

There were no items under this portion of the agenda.

**15. CITY MANAGER'S AGENDA**

City Manager Altman stated that individuals may receive a real estate tax bill that should have been sent to their mortgage company. He said that they had experienced an issue with their third-party biller, resulting in some bills being sent to the wrong parties. In this instance, sometimes bad situations can lead to good outcomes. He explained that what they had found was that this issue had prompted individuals to double-check with their mortgage companies to ensure they were remitting payment. He confirmed the City had sent out a public notice today to let everyone know of the issue and that it was being addressed.

Council Member Jones asked if Mr. Stoke could please introduce himself for the public record.

Jeff Stoke, Deputy City Manager, stated that he welcomed everyone to come visit him at his office at 135 North Union Street, 2nd Floor, in the City Manager's Suite. He said that he was in the midst of getting to know the City and would be touring Ward 1 soon. He said that he had the honor of driving around and learning about the City with the Mayor and Vice Mayor the other day.

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

Tangi Hill, City Clerk, stated that she had no report this evening.

**17. BUSINESS OF REPORTS FROM THE CITY ATTORNEY**

Anthony Williams, City Attorney, stated that he had no report this evening.

**18. 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 6:02 p.m.



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** March 17, 2026  
**TO:** The Honorable Mayor and Members of City Council  
**THROUGH:**  
**FROM:** John M. Altman, Jr., City Manager  
**RE:** **New Courthouse – Right of Way Vacation**

---

**PURPOSE:** Consideration of an ordinance authorizing the vacation of right-of-way to support the construction of the new courthouse

**REASON:** The right-of-way vacation is necessary for the construction of the new courthouse to consolidate the lot.

**RECOMMENDATION:** Schedule Public Hearing and 1<sup>st</sup> Reading of a an ordinance vacating the right-of-way.

**BACKGROUND:** The City of Petersburg is under a court order to provide new court facilities and shall commence construction on or before October 1, 2026. The City has entered a contract with Gilbane to construct the new combined courts facility and appropriated \$82 million to complete the project. The vacation of the right-of-way in the current parking lot allows for the consolidation of the site and for construction to commence.

**COST TO CITY:** n/a

**BUDGETED ITEM:** Council has appropriated \$82 million for the project

**REVENUE TO CITY:**

**CITY COUNCIL HEARING DATE:** April 24, 2026

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** n/a

**AFFECTED AGENCIES:**

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:**

**REQUIRED CHANGES TO WORK PROGRAMS:**

**ATTACHMENTS:**

1. Ordinance to Vacate
2. Deed of Vacation
3. Plat of Right-of-Way to be vacated
4. Vacation Application

Adopted:

**AN ORDINANCE TO VACATE A .210 ACRE (9,152 SQ. FT.) PORTION OF E. TABB STREET AND A .069 ACRE (3,009 SQ. FT) PORTION OF A 10' ALLEY RUNNING BETWEEN MONROE STREET AND NORTH ADAMS STREET AND CONSOLIDATE FIVE (5) PARCELS (011270001; 011270002; 011270003; 011270005; AND 011270015)**

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**WHEREAS**, the City of Petersburg is in the process of constructing a new Court facility (“the Courthouse Project”) which requires the vacation of certain rights of way and consolidation of certain lots and vacated portions into a single lot; and

**WHEREAS**, in furtherance of the Courthouse Project, the City must vacate a .210 Acre (9,152 sq. ft.) portion of E. Tabb Street and a .069 Acre (3,009 sq. ft.) portion of a 10’ alley running between Monroe Street and North Adams Street as depicted in the attached plat prepared by the Timmons Group entitled “Vacation & Consolidation of a 10’ Alley and Part of East Tab Street, Parcel ID 011270001, 011270002, 011270003, 011270005, and 011270015” (hereinafter “the Plat”); and

**WHEREAS**, upon such vacation of said rights of way, the City must combine said parcels and vacated portions into a single lot as depicted on the Plat; and

**WHEREAS**, §15.2-2006 of the Code of Virginia 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 with the first notice appearing no more than 28 days before and the second notice appearing no less than seven days before the hearing. State Code also specifies that the cost of publishing the notice shall be taxed to the applicant (in this case the City); and

**WHEREAS**, a public hearing was duly advertised in the local newspaper, and the City of Petersburg held a public hearing on \_\_\_\_\_, pursuant to notice thereof as required by law; and

**WHEREAS**, at the conclusion of said public hearing, and on application of any person, at the conclusion of the hearing and on application of any person, the governing body may appoint three to five people to view such public right-of-way and report in writing any inconvenience that would result from discontinuing the right-of-way. The governing body may allow the viewers up to fifty dollars each for their services. The sum allowed shall be paid by the person making the application to alter or vacate the public right-of-way; and

**WHEREAS**, [indicate whether a request was made and/or viewers were appointed].

**NOW, THEREFORE, BE IT ORDAINED**, by the City Council of the City of Petersburg, after due consideration of [the viewer's report if one was created], comments from affected landowners and other citizens at the public hearing, and other evidence, that it hereby approves the vacation the right-of-way and consolidation of parcels as depicted in the attached plat entitled Vacation & Consolidation of a 10' Alley and Part of East Tab Street, Parcel ID 011270001, 011270002, 011270003, 011270005, and 011270015 prepared by the Timmons Group, and further authorizes the City Manager and City Attorney to take all actions necessary to effectuate and memorialize said vacation and consolidation including but not limited to the execution and recordation of all necessary documents including but not limited to the attached plat and deed of vacation and consolidation.

Prepared by:  
Anthony C. Williams, City Attorney  
CITY OF PETERSBURG, VIRGINIA  
135 N. Union Street  
Petersburg, VA 23805  
Phone: 804-733-2305  
Email: [awilliams@petersburg-va.org](mailto:awilliams@petersburg-va.org)  
VSB: 45997

Tax Map Parcel: 011270001, 011270002, 011270003, 011270005, and 011270015

**EXEMPT FROM TAXES PURSUANT TO VIRGINIA CODE 58.1-811(A)(3).**

**DEED OF VACATION AND CONSOLIDATION**

THIS DEED OF VACATION AND CONSOLIDATION is made this \_\_\_ day of \_\_\_\_\_, 2026, between THE CITY OF PETERSBURG, VIRGINIA (Landowner, "City," "Grantor"); and THE CITY OF PETERSBURG, VIRGINIA, (Grantee).

**RECITALS:**

A. City is the owner of certain real property conveyed to the City by deed from the United Virginia Bank dated August 27, 1976, and recorded in the Clerk's Office of the City of Petersburg Circuit Court in Deed Book 343, Page 562, having tax map parcel numbers 011270001, 011270002, 011270003, 011270005, and 011270015 abutting public right of way on East Tabb Street at the corner of Monroe Street; and a 10' Alley running between Monroe Street and North Adams Street as depicted in a plat prepared by the Timmons Group entitled "Vacation & Consolidation of a 10' Alley and Part of East Tabb Street Parcel ID 011270001, 011270002, 011270003, 011270005, and 011270015" (hereinafter "the Plat") recorded in the land records as [REDACTED].

B. As part of its new Courthouse Construction Project, the City must VACATE a 0.210 acre (9,152 square feet) portion of E. Tabb Street at the intersection of Monroe Street as well as a 0.069 acre (3,009 square foot) portion of the 10' alley running between Monroe Street and North Adams Street as depicted on the Plat.

C. The vacated portions of E. Tabb Street and the portion of the 10' alley are CONSOLIDATED with tax map parcels 011270001, 011270002, 011270003, 011270005, and 011270015 to form a single 1.187 acre (51,713 square foot) lot as depicted on the Plat.

THIS DEED WITNESSETH THAT for and in consideration of Ten Dollars (\$10.00) cash in hand paid and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Landowner does hereby VACATE the 0.210 acre (9,152

square feet) portion of E. Tabb Street at the intersection of Monroe Street as well as a 0.069 acre (3,009 square foot) portion of the 10' alley running between Monroe Street and North Adams Street and CONSOLIDATE said vacated portions with tax map parcels 011270001, 011270002, 011270003, 011270005, and 011270015 to form a single 1.187 acre (51,713 square foot) lot as depicted on the Plat.

The conveyance described herein was approved by City Council for the City of Petersburg, Virginia, and the City Manager and City Attorney, were authorized to take all actions necessary to effectuate this vacation and consolidation.

WITNESS the following signatures and seals:

CITY OF PETERSBURG, VIRGINIA

By: \_\_\_\_\_  
John M. Altman, Jr., City Manager

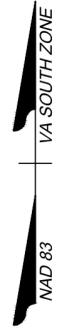
COMMONWEALTH OF VIRGINIA  
CITY/COUNTY OF \_\_\_\_\_, to-wit:

The foregoing instrument was acknowledged on this the \_\_\_\_ day of \_\_\_\_\_, 2026, by \_\_\_\_\_, whose identity has been verified by valid photographic identification, or who have each produced proper identification, on his/her behalf.



\_\_\_\_\_  
Notary  
My Commission expires:    /    /  
Notary ID No.: \_\_\_\_\_

Y:\901171841-PburgGovVacationPitIDWG171841PburgGovComplexRWVACA\_XPCONSOLIDATION.dwg | Plotted on 12/8/2025 12:11 PM | by Joe Wade



**E. TABB STREET**  
VARIABLE WIDTH RIGHT OF WAY  
STATE HIGHWAY PLANS 001-123-FO5

**MONROE STREET**  
40' RIGHT OF WAY  
DB:52 PG:686

**US. ROUTE 1/ US ROUTE 301**  
VARIABLE WIDTH RIGHT OF WAY  
STATE HIGHWAY PLANS 001-123-FO5

**LEGEND**

- ROD FOUND
- ⊙ PIPE FOUND
- PROPERTY CORNER SET
- ▭ R/W VACATION

**ABBREVIATION LEGEND**

- DB DEED BOOK
- PG PAGE
- INST INSTRUMENT
- R/W RIGHT OF WAY
- P PROPERTY LINE
- /F FOUND

LENDING TREE, LLC  
PARCEL ID: 011260007  
INST: 180001245

10' ALLEY  
DB:52 PG:686, DB:83 PG:506

CITY OF PETERSBURG  
PARCEL ID: 011260007  
DB:194 PG:483

CITY OF PETERSBURG  
PARCEL ID: 011270001  
DB:343 PG:562  
0.266 ACRES, 11,574 SQ.FT.

CITY OF PETERSBURG  
PARCEL ID: 011270002  
DB:343 PG:562  
0.142 ACRES, 6,200 SQ.FT.

CITY OF PETERSBURG  
PARCEL ID: 011270003  
DB:343 PG:562  
0.225 ACRES, 9,791 SQ.FT.

CITY OF PETERSBURG  
PARCEL ID: 011270015  
DB:343 PG:562  
0.104 ACRES, 4,522 SQ.FT.

THE MONROE BUILDING, LLC  
PARCEL ID: 011270014  
INST:120001264

135 MONROE, LLC  
PARCEL ID: 011270013  
INST:202103268

CITY OF PETERSBURG  
PARCEL ID: 011270005  
DB:343 PG:562  
0.171 ACRES, 7,465 SQ.FT.

UNITED STATES OF AMERICA  
PARCEL ID: 011270007  
DB:280 PG:493

**OWNER'S CONSENT AND DEDICATION**

THE PLATTING OR DEDICATION OF THE FOLLOWING DESCRIBED LAND VACATION & CONSOLIDATION OF A 10' ALLEY, A PART OF EAST TABB STREET, PARCEL ID 011220006, 011270001, 011270002, 011270003, 011270005 & 011270015 IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRE OF THE UNDERSIGNED OWNERS, PROPRIETORS, AND TRUSTEES, IF ANY.

CITY OF PETERSBURG, REPRESENTATIVE

CITY/COUNTY OF COMMONWEALTH OF VIRGINIA  
THE FORGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS \_\_\_\_ DAY OF \_\_\_\_, 20\_\_ BY \_\_\_\_\_

NOTARY PUBLIC:  
NOTARY REGISTRATION NUMBER: \_\_\_\_\_  
MY COMMISSION EXPIRES: \_\_\_\_\_

PLANNING DIRECTOR/SUBDIVISION AGENT \_\_\_\_\_ DATE \_\_\_\_\_

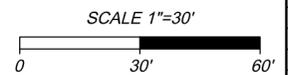
LINE TABLE		
LINE	BEARING	LENGTH
L1	N12°19'25"W	5.80'
L2	S10°31'45"W	43.52'
L3	S47°55'14"E	40.15'
L4	S3°48'38"E	10.13'
L5	S79°03'11"W	10.06'
L6	S4°44'25"E	79.84'
L7	N8°09'30"W	40.12'
L8	N8°09'30"W	10.03'
L9	N77°40'35"E	115.31'
L10	N4°44'25"W	80.09'
L11	N77°41'07"E	95.08'

ACREAGE SUMMARY	
<b>R/W VACATION</b>	
10' ALLEY	0.069 ACRES, 3,009 SQ.FT
PART OF E. TABB STREET	0.210 ACRES, 9,152 SQ.FT
<b>TOTAL</b>	<b>0.279 ACRES, 12,161 SQ.FT</b>
<b>CONSOLIDATION</b>	
PARCEL ID: 011270001	0.266 ACRES, 11,574 SQ.FT.
PARCEL ID: 011270002	0.142 ACRES, 6,200 SQ.FT.
PARCEL ID: 011270003	0.225 ACRES, 9,791 SQ.FT.
PARCEL ID: 011270005	0.171 ACRES, 7,465 SQ.FT.
PARCEL ID: 011270015	0.104 ACRES, 4,522 SQ.FT.
<b>TOTAL</b>	<b>0.908 ACRES, 39,552 SQ.FT.</b>
<b>NEW PARCEL</b>	
<b>TOTAL</b>	<b>1.187 ACRES, 51,713 SQ.FT.</b>

CURVE TABLE						
CURVE	RADIUS	LENGTH	TANGENT	DELTA	CHORD BEARING	CHORD
C1	35.50'	54.64'	34.40'	88°11'27"	N58°21'47"W	49.41'



COMPILED PLAT SHOWING A  
**VACATION & CONSOLIDATION OF  
A 10' ALLEY AND  
PART OF EAST TABB STREET,  
PARCEL ID 011270001, 011270002,  
011270003, 011270005 & 011270015**



Courthouse District	City of Petersburg, VA
Date: December 8, 2025	Scale: 1"=30'
Sheet 1 OF 1	J.N.:71841
Drawn By: J. Wade	Check By: L. Turner

**GENERAL NOTES**

- OWNERS: CITY OF PETERSBURG  
135 N. UNION STREET  
PETERSBURG VA, 23803
- CURRENT PARCELS: 5; PARCEL ID 011270001, 011270002, 011270003, 011270005 & 011270015.
- PROPOSED PARCEL: 1; 1.187 ACRES, 51,713 SQ.FT. (TOTAL)
- THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT, THEREFORE ALL EASEMENTS & ENCUMBRANCES MAY NOT BE SHOWN.
- BASED ON GRAPHIC DETERMINATION THIS PROPERTY IS IN ZONE "X" OF THE HUD DEFINED FLOOD HAZARD AREA AS SHOWN ON F.E.M.A. FLOOD INSURANCE RATE MAP, COMMUNITY PANEL #5101120007 DATED DECEMBER 15, 2025.
- HORIZONTAL DATUM: NAD 83  
DATUM ESTABLISHED BY RTK GPS
- FIELD WORK WAS PERFORMED ON FEBRUARY 21, 24, 25 & 26, 2025, MARCH 4, 6, 10, 14, 27 & 28, 2025 AND AUGUST 8, 2025.
- FIELD WORK COMPLETED AUGUST 8, 2025. ALL PROPERTY CORNERS WILL BE SET BY MAY 8, 2025

**SURVEYOR'S CERTIFICATE**

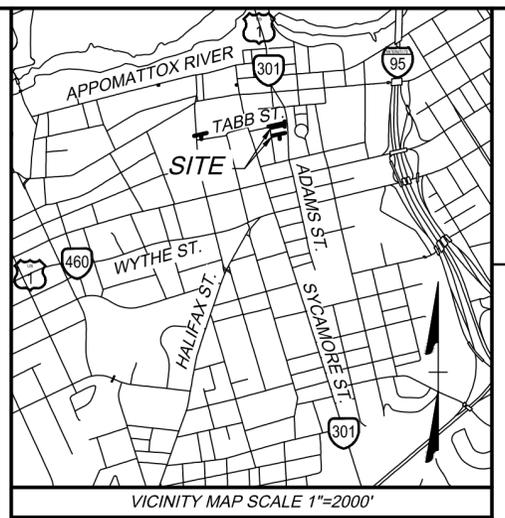
I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL OF THE REQUIREMENTS OF THE CITY COUNCIL AND ORDINANCES OF THE CITY OF PETERSBURG, VIRGINIA, REGARDING THE PLATTING OF SUBDIVISIONS WITHIN THE CITY HAVE BEEN COMPLIED WITH. GIVEN UNDER MY HAND THIS 8TH DAY OF DECEMBER, 2025.

LUKE M. TURNER L.S., NO. 3304

**SOURCE OF TITLE**

PARCEL ID: 011270001, 011270002, 011270003, 011270005, 011270015  
THE PROPERTY EMBRACED WITHIN THE LIMITS OF THIS SUBDIVISION WAS CONVEYED TO THE CITY OF PETERSBURG, VIRGINIA BY DEED DATED AUGUST 27, 1976, AND RECORDED SEPTEMBER 1, 1976 AS DEED BOOK 343 PAGE 562 IN THE CLERK'S OFFICE OF THE CITY OF PETERSBURG, VIRGINIA.

LUKE M. TURNER, L.S., NO. 2531  
DATE: DECEMBER 8, 2025



THIS DRAWING PREPARED AT THE  
CORPORATE OFFICE  
7053 Celebration Park Ave, Suite 300 | Richmond, VA 23225  
TEL: 804.200.6500 FAX: 804.560.1016 www.timmons.com

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**TIMMONS GROUP**



**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: (x) Street (x) Alley ( ) Easement ( ) Other Lot consolidation

2. **APPLICANT AND AGENT**

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

b) Mailing Address: 1408- Roseneath Road Richmond VA 23230

c) Telephone numbers: Home: \_\_\_\_\_ Office: 804.629.5655

d) Agent's name: N/A

e) Agent's mailing address: N/A

f) Agent's telephone number: N/A

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: Courthouse District

b) Tax Parcel Number: 01127001, 01127002, 01127003, 01127005 & 011270015

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

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

d) Subdivision plat by: Timmons Group

e) Subdivision plat dated: 12/1/25

f) Plat book: 343 Page: 562

g) Street Address: 140 N Adams Street

h) Type of easement (where applicable): \_\_\_\_\_

i) Existing land use(s): Road/ Parking Lot

j) Existing structure: N/A

k) Existing zoning: B3

4. Fully explain the reasons for the request: \_\_\_\_\_

Lot consolidation and right of way vacation to support  
new Petersburg Courthouse

5. Fully state the proposed use of the land to be vacated:

The proposed use is for the construction of the new  
Petersburg Courthouse.

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.

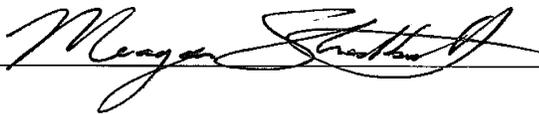
11. When the completed application is received, the applicant will be notified of the date and time at which the City Council will consider the request.

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: 12/2/25

Signature of applicant(s): 

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**

ADJACENT PROPERTY OWNER NOTIFICATION VERIFICATION:

- 1) LIST OF PROPERTIES PROVIDED BY ENGINEERING DIVISION
- 2) USPS CERTIFIED LETTER AND RETURN RECEIPTS
- 3) COPIES OF LETTERS SENT TO PROPERTY OWNERS
- 4) SIGNED VACATE NOTIFICATION LETTER

ADJACENT PROPERTY OWNERS

	PAR_ID	Street Address	Owner	Owner Address	City	State	Zip	Cover Letter	Survey Copy	Vacate Notification Letter
1	011270007	126 N ADAMS ST	UNITED STATES OF AMERICA Attn: Ms. Charlene Parker, Postmaster	126 N ADAMS ST	PETERSBURG	VA	23803	x	x	x
2	011270013	135 MONROE ST	135 MONROE LLC	139 MONROE ST	PETERSBURG	VA	23803	x	x	x
	011270014	139 MONROE ST	THE MONROE BUILDING INC	139 MONROE ST	PETERSBURG	VA	23803	x	x	x
3	011260007	120 MONROE ST	CITY OF PETERSBURG	135 N. Union St	Petersburg	VA	23803	x	x	x
	011220006	27 E TABB ST	CITY OF PETERSBURG Attn: City Manager	135 N. Union St	Petersburg	VA	23803	x	x	x
4	011260006	20 E TABB ST	LENDING TREE LLC	11532 CENTENNIAL RD	PRINCE GEORGE	VA	23875	x	x	x

7022 0410 0000 0894 0456

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**OFFICIAL USE**

Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$

Postmark Here

Postage

\$ **LENDING TREE LLC**

\$ **Total** 11532 CENTENNIAL RD

\$ Prince George, VA 23875

Ser

Street

City, State, ZIP+4

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7022 0410 0000 0894 0449

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**OFFICIAL USE**

Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$

Postmark Here

Postage

\$ **United States of America**

\$ **Total** Attn: Ms. Charlene Parker, Postmaster

\$ 126 N Adams St

Ser Petersburg, VA 23803

Street

City, State, ZIP+4

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7022 0410 0000 0894 0470

**U.S. Postal Service™**  
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**OFFICIAL USE**

Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$

Postmark Here

Postage

\$ **CITY OF PETERSBURG**

\$ **Total P** 135 N. Union St

\$ Petersburg, VA 23803

Ser Attn: City Manager

Street

City, State, ZIP+4

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7022 0410 0000 0894 0463

**U.S. Postal Service™**  
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For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

**OFFICIAL USE**

Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$

Postmark Here

Postage

\$ **135 Monroe LLC**

\$ **Total** THE MONROE BUILDING INC

\$ 139 Monroe St

Ser Petersburg, VA 23803

Street

City, State, ZIP+4

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY	
<ul style="list-style-type: none"> <li>Complete items 1, 2, and 3.</li> <li>Print your name and address on the reverse so that we can return the card to you.</li> <li>Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul>	<p>A. Signature  <input checked="" type="checkbox"/> <i>Charlene Parker</i> <input type="checkbox"/> Agent  <input checked="" type="checkbox"/> Addressee</p>	
<p>1. Article Addressed to:</p> <p>United States of America            Attn: Ms. Charlene Parker, Postmaster            126 N Adams St            Petersburg, VA 23803</p>	<p>B. Received by (Printed Name)  <i>Charlene Parker</i></p>	<p>C. Date of Delivery  <i>10/10/2025</i></p>
<p>2. Article Number (Transfer from service label)            7022 0410 0000 0894 0449</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes            If YES, enter delivery address below: <input type="checkbox"/> No</p>	
<p>3. Service Type</p> <input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery	<input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Priority Mail Express Restricted Delivery <input type="checkbox"/> Signature Confirmation Restricted Delivery	
<p>PS Form 3811, July 2020 PSN 7530-02-000-9053 Domestic Return Receipt</p>		

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY	
<ul style="list-style-type: none"> <li>Complete items 1, 2, and 3.</li> <li>Print your name and address on the reverse so that we can return the card to you.</li> <li>Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul>	<p>A. Signature  <input checked="" type="checkbox"/> <i>Johnny Ingalls</i> <input type="checkbox"/> Agent  <input type="checkbox"/> Addressee</p>	
<p>1. Article Addressed to:</p> <p>LENDING TREE LLC            11532 CENTENNIAL RD            Prince George, VA 23875</p>	<p>B. Received by (Printed Name)  <i>Johnny Ingalls</i></p>	<p>C. Date of Delivery  <i>10/09/2025</i></p>
<p>2. Article Number (Transfer from service label)            7022 0410 0000 0894 0456</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes            If YES, enter delivery address below: <input type="checkbox"/> No</p>	
<p>3. Service Type</p> <input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery	<input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Priority Mail Express Restricted Delivery <input type="checkbox"/> Signature Confirmation Restricted Delivery	
<p>PS Form 3811, July 2020 PSN 7530-02-000-9053 Domestic Return Receipt</p>		

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY	
<ul style="list-style-type: none"> <li>Complete items 1, 2, and 3.</li> <li>Print your name and address on the reverse so that we can return the card to you.</li> <li>Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul>	<p>A. Signature  <input checked="" type="checkbox"/> <i>Alvin C. Nichols</i> <input type="checkbox"/> Agent  <input type="checkbox"/> Addressee</p>	
<p>1. Article Addressed to:</p> <p>CITY OF PETERSBURG            135 N. Union St            Petersburg, VA 23803            Attn: City Manager</p>	<p>B. Received by (Printed Name)  <i>Alvin C. Nichols</i></p>	<p>C. Date of Delivery  <i>10/10/25</i></p>
<p>2. Article Number (Transfer from service label)            7022 0410 0000 0894 0470</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes            If YES, enter delivery address below: <input type="checkbox"/> No</p>	
<p>3. Service Type</p> <input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery	<input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Priority Mail Express Restricted Delivery <input type="checkbox"/> Signature Confirmation Restricted Delivery	
<p>PS Form 3811, July 2020 PSN 7530-02-000-9053 Domestic Return Receipt</p>		



7053 Celebration Park Ave  
Suite 300  
Richmond, VA 23225

[www.timmons.com](http://www.timmons.com)  
**P** 804.200.6500  
**E** [info@timmons.com](mailto:info@timmons.com)

*October 6, 2025*

Ms. Charlene Parker  
United States Postal Service  
126 North Adams Street  
PETERSBURG, VA 23803

**RE:** Request for Street/Alley Vacation Adjacent to Your Property  
**Location:** 126 N Adams Street Petersburg, VA  
**Parcel(s):** 011270014

Dear Adjacent Property Owner,

This letter is to inform you that an application is being prepared for submission to the City of Petersburg to **vacate (close) a portion of the public [street and/or alley]** located adjacent to your property, as shown on the attached sketch. The proposed vacation would remove the public right-of-way designation and may allow the area to be incorporated into adjoining parcels, subject to City approval.

As an owner of property adjacent to the [street/alley] proposed for vacation, your input is important to the review process. The City requires that adjacent property owners be notified and given the opportunity to indicate whether they object or do not object to the proposed vacation.

Your response will be included in the materials submitted to the City Council/Planning Commission for consideration.

Enclosed you will find a **Vacate Notification Response Form**. Please complete, sign, and return this form by October 13, 2025 to: Korinna Garbis Timmons Group 7053 Celebration Park Ave, Suite 300, Richmond VA 23225, or scan and email to [Korinna.Garbis@timmons.com](mailto:Korinna.Garbis@timmons.com).

Feel free to reach out if you have any questions.

Thank you for your consideration,

Korinna Garbis  
*Program Manager*



7053 Celebration Park Ave  
Suite 300  
Richmond, VA 23225

[www.timmons.com](http://www.timmons.com)  
**P** 804.200.6500  
**E** [info@timmons.com](mailto:info@timmons.com)

October 6, 2025

135 MONROE LLC  
139 MONROE ST  
PETERSBURG, VA 23803

**RE:** Request for Street/Alley Vacation Adjacent to Your Property

**Location:** 135 Monroe Street Petersburg, VA

**Parcel(s):** 011270013

Dear Adjacent Property Owner,

This letter is to inform you that an application is being prepared for submission to the City of Petersburg to **vacate (close) a portion of the public [street and/or alley]** located adjacent to your property, as shown on the attached sketch. The proposed vacation would remove the public right-of-way designation and may allow the area to be incorporated into adjoining parcels, subject to City approval.

As an owner of property adjacent to the [street/alley] proposed for vacation, your input is important to the review process. The City requires that adjacent property owners be notified and given the opportunity to indicate whether they object or do not object to the proposed vacation.

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Feel free to reach out if you have any questions.

Thank you for your consideration,

Korinna Garbis  
*Program Manager*



7053 Celebration Park Ave  
Suite 300  
Richmond, VA 23225

[www.timmons.com](http://www.timmons.com)  
**P** 804.200.6500  
**E** [info@timmons.com](mailto:info@timmons.com)

*October 6, 2025*

THE MONROE BUILDING INC  
139 MONROE ST  
PETERSBURG, VA 23803

**RE:** Request for Street/Alley Vacation Adjacent to Your Property  
**Location:** 139 Monroe Street Petersburg, VA  
**Parcel(s):** 011270014

Dear Adjacent Property Owner,

This letter is to inform you that an application is being prepared for submission to the City of Petersburg to **vacate (close) a portion of the public [street and/or alley]** located adjacent to your property, as shown on the attached sketch. The proposed vacation would remove the public right-of-way designation and may allow the area to be incorporated into adjoining parcels, subject to City approval.

As an owner of property adjacent to the [street/alley] proposed for vacation, your input is important to the review process. The City requires that adjacent property owners be notified and given the opportunity to indicate whether they object or do not object to the proposed vacation.

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Feel free to reach out if you have any questions.

Thank you for your consideration,

Korinna Garbis  
*Program Manager*



7053 Celebration Park Ave  
Suite 300  
Richmond, VA 23225

[www.timmons.com](http://www.timmons.com)  
**P** 804.200.6500  
**E** [info@timmons.com](mailto:info@timmons.com)

*October 6, 2025*

CITY OF PETERSBURG  
135 N. Union St  
PETERSBURG, VA 23803

**RE:** Request for Street/Alley Vacation Adjacent to Your Property

**Locations:** 120 Monroe Street Petersburg, VA  
27 E TABB ST

**Parcel(s):** 011260007/ 011220006

Dear Adjacent Property Owner,

This letter is to inform you that an application is being prepared for submission to the City of Petersburg to **vacate (close) a portion of the public [street and/or alley]** located adjacent to your property, as shown on the attached sketch. The proposed vacation would remove the public right-of-way designation and may allow the area to be incorporated into adjoining parcels, subject to City approval.

As an owner of property adjacent to the [street/alley] proposed for vacation, your input is important to the review process. The City requires that adjacent property owners be notified and given the opportunity to indicate whether they object or do not object to the proposed vacation.

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Feel free to reach out if you have any questions.

Thank you for your consideration,

Korinna Garbis  
*Program Manager*



7053 Celebration Park Ave  
Suite 300  
Richmond, VA 23225

[www.timmons.com](http://www.timmons.com)  
**P** 804.200.6500  
**E** [info@timmons.com](mailto:info@timmons.com)

*October 6, 2025*

Lending Tree LLC  
11532 CENTENNIAL RD  
PRINCE GEORGE, VA 23875

**RE:** Request for Street/Alley Vacation Adjacent to Your Property  
**Location:** 20 E TABB ST Petersburg, VA  
**Parcel(s):** 011260006

Dear Adjacent Property Owner,

This letter is to inform you that an application is being prepared for submission to the City of Petersburg to **vacate (close) a portion of the public [street and/or alley]** located adjacent to your property, as shown on the attached sketch. The proposed vacation would remove the public right-of-way designation and may allow the area to be incorporated into adjoining parcels, subject to City approval.

As an owner of property adjacent to the [street/alley] proposed for vacation, your input is important to the review process. The City requires that adjacent property owners be notified and given the opportunity to indicate whether they object or do not object to the proposed vacation.

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Feel free to reach out if you have any questions.

Thank you for your consideration,

Korinna Garbis  
*Program Manager*

SIGNED VACATE NOTIFICATION LETTER FROM ADJACENT PROPERTY OWNER:

CITY OF PETERSBURG



UTILITY LETTERS:

- 1)City of Petersburg
- 2)Columbia Gas
- 3)Comcast
- 4)Domion Energy
- 5)Segra
- 6)Verizon



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

Peter Eggers  
Utilities Engineer

To: Kroinna Garbis - Timmons Group,

Concerning the vacation of ROW on Tabb St. and alleys between Monroe St. and N. Adams St. There are water utilities located in the ROW in Tabb St. There are no current plans for expanded use but, retention of the ROW or a utility easement will be necessary for any public utility assets that are remaining after project completion.

Thank you,

Peter Eggers

A handwritten signature in black ink, appearing to read "Peter Eggers", with a long horizontal line extending to the right.

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



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

**Via Email**

February 24, 2026

Gilbane Building Company  
Attn: Meagan Shadbolt  
1408-B Roseneath Rd.  
Richmond, VA 23230

**RE: City of Petersburg Courthouse – E. Tabb Street**

Dear Ms. Shadbolt,

This letter is in response to your request regarding vacating a street for the new Petersburg Courthouse. Columbia Gas of Virginia, Inc. (“Columbia”) owns and operates a natural gas distribution pipeline on E. Tabb Street, Petersburg, VA. Columbia must continue to operate and maintain this pipeline in order to safely and reliably serve its customers.

Columbia will release its rights within E. Tabb St. only after the pipeline relocation is complete and the existing pipeline has been abandoned in place. Columbia is currently developing relocation plans for the pipeline and will coordinate as those plans progress.

The enclosed Guidelines Brochure offers additional information for compliance with Rights of Way and construction around Columbia’s pipeline.

Please make sure that you or your contractor, by law, calls **Miss Utilities 811** (1-800-522-7001) three working days prior to any construction, maintenance, or repair in the vicinity of the gas pipeline.

Sincerely,

Mindy Nunnally  
Land Agent  
(804) 980-0428

cc: Bain Kvasnicka

Enclosures



12/1/2025

Attn: Meagan Shadbolt, Project Engineer, Gilbane Building Company

Regarding the project for the City of Petersburg Courthouse – Vacate Application

(120 Monroe St & 27 E. Tabb St)

After inspection of the project plans and the position of our current facilities, Comcast does have aerial facilities on both streets and would need easement to relocate those facilities underground. Comcast would not be able to remove their aerial facilities until all Comcast underground work is completed.

Sincerely,

*Michael Lattimer*

Mike Lattimer

Comcast - Specialist 2, Construction

5401 Staples Mill Rd, Richmond, VA 23228

**From:** holly.a.barnes@dominionenergy.com <holly.a.barnes@dominionenergy.com>  
**Sent:** Monday, December 1, 2025 4:28 PM  
**To:** Shadbolt, Meagan <MSHADBOLT@gilbaneco.com>  
**Cc:** Owen, Clay <FOwen@GilbaneCo.com>; Lamberta, Christian <CLamberta@GilbaneCo.com>  
**Subject:** RE: Petersburg Courthouse - Utility Vacation - E Tabb St & N Adams, Petersburg VA

[EXTERNAL]

December 1, 2025

RE: City of Petersburg Courthouse – Vacate Application 27-37 E Tabb St

To Whom it may Concern,

Dominion Energy does have Overhead Facilities in this vicinity . We will need an Easement if the ROW is closed.

*Holly A Barnes*

Dominion Energy – Power Delivery  
Customer Projects Designer I  
Petersburg Office  
Cell: (804) 664-2350  
[Holly.A.Barnes@dominionenergy.com](mailto:Holly.A.Barnes@dominionenergy.com)

[Load Letter](#)

[Dominion Energy Blue Book](#) (Customer/Company Service Requirements and Allowances)

[New Construction Page](#)

[Dominion Energy Home Page](#)





5600 W Marshal St. Richmond, VA 23230  
Cell: 540-809-0758

E-Mail: [Daniel.McBee@segra.com](mailto:Daniel.McBee@segra.com)

December 1, 2025

**RE: City of Petersburg Courthouse-Vacate Application (42 E Tabb St, Petersburg, VA)**

LUMOS NETWORKS, Inc. dba Segra does have aerial communication facilities in this vicinity. Segra is aerial on the Dominion pole line running along the West shoulder of RTE 301(Adams St) near to 42 E Tabb St, Petersburg, VA. We will need an easement if the ROW is closed.

Thank you,

Daniel McBee  
SEGRA  
OSP Engineer/Construction Manager  
540-809-0758



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

October 23, 2025

Re: City of Petersburg Courthouse - Vacate Application (120 Monroe St & 27 E. Tabb St)

Korinna,

Verizon telecom does have underground conduits and manholes along with aerial facilities in this vicinity. We will need an easement if the ROW is closed.

Thanks

**Jon Hansen**

Verizon Supervisor OSPE

3011 Hungary Spring Rd

Richmond, VA 23228

**804-923-1631**

[jonathan.r.hansen@verizon.com](mailto:jonathan.r.hansen@verizon.com)

Sincerely,

A handwritten signature in black ink, appearing to read "Jon Hansen", with a long horizontal stroke extending to the right.

Jon Hansen

Supervisor OSPE

Verizon Network Engineering

804-923-1631

PLAT: CONSOLIDATION AND VACATION



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** March 17, 2026

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

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

**FROM:** March Altman, Jr.

**RE:** **A Public Hearing for Consideration of an Ordinance to Approve a Request by Ibrahim Al Tamimy, on behalf of 601 E Wyth St LLC, for a Special Use Permit to Operate a Stand-Alone Vehicle Repair Shop/Automobile Service Station at 601 East Wythe Street, Parcel ID 012270012, in the B-2, General Commercial Zoning District**

**PURPOSE:** Hold a public hearing to consider special use permit request for stand-alone vehicle repair/service station at 601 East Wythe Street

**REASON:** The City received a petition from Ibrahim Al Tamimy to operate a stand-alone vehicle repair shop/service station at 601 East Wythe Street in the B-2 Zoning District. A special use permit is required for this use of the property.

**RECOMMENDATION:** Planning Commission recommended denial of the request with conditions in a 6-0 vote.

**BACKGROUND:** Below is a general timeline of events for this request:

1. December 10, 2025 - Planning and Zoning staff met with the applicant on site to discuss the proposed use and the special use permit process.
2. January 6, 2026 - Staff received petition by applicant for special use permit to operate a stand-alone vehicle repair shop/service station at 601 East Wythe Street.
3. February 5, 2026 - Planning Commission held a public hearing and recommended denial of the special use permit in a 6 (aye) and 0 (nay) vote.

**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. 26-SUP-01 Memo
2. 26-SUP-01 Presentation
3. Ordinance 26-SUP-01
4. Application
5. Location Map
6. Plans & Renderings
7. Zoning Map
8. Future Land Use Map
9. Comprehensive Plan Excerpt - Community Mixed-Use Area
10. Adjoining Property Owners



# City of Petersburg

Department of Planning and Community Development  
135 N Union St, Room 304  
Petersburg, VA 23803  
(804) 733-2308

## MEMORANDUM

**DATE:** March, 2026

**TO:** Mayor and City Council

**FROM:** Planning and Community Development on behalf of the Planning Commission

**RE:** 2026-SUP-01: Consideration of a request by Ibrahim Al Tamimy, on behalf of 601 E Wyth St LLC, for a special use permit to operate a stand-alone vehicle repair shop/automobile service station at 601 East Wythe Street, Parcel ID 012270012, in the B-2, General Commercial Zoning District

### EXECUTIVE SUMMARY:

The applicant is requesting to operate a stand-alone vehicle repair shop at 601 East Wythe Street in the B-2, General Commercial Zoning District. A Special Use Permit is required to operate a stand-alone vehicle repair shop in the B-2 District. The subject property is designated as Community Mixed-Use on the Future Land Use Map of the PetersburgNEXT Comprehensive Plan. The proposed use, if permitted, will be controlled by the Zoning Ordinance as well as any conditions determined by City Council.

### CHRONOLOGY OF EVENTS:

1. December 10, 2025 – Planning and Zoning staff met with the applicant on site to discuss the proposed use and the special use permit process.
2. January 6, 2026 – Staff received petition by applicant for special use permit to operate stand-alone vehicle repair shop at 601 East Wythe Street.
3. February 5, 2026 – Planning Commission held a public hearing on the request and recommended denial of the application in a 6-0 vote with one abstention.

### BACKGROUND:

The subject property is a 0.23-acre lot located on the North Side of East Wythe Street at the intersection of South Little Church Street. The applicant is seeking to establish a stand-alone vehicle repair shop within the existing structure on the property. Per Article 23, Section 4(23)

of the Zoning Ordinance, a special use permit must be granted for stand-alone vehicle repair shops in the B-2 Zoning District. Council may grant approval of special use permits when the public health, safety, moral and general welfare will not be adversely affected by a use, and provided that necessary safeguards will be provided to protect surrounding property, persons, and neighborhood values.

The existing building on the property was built in 1946. It is approximately 1,500 square feet with three garage bays. The building has been used as a vehicle repair shop as well as a carwash in the past, but it has not been used in over two years, meaning there is no legal nonconforming status. Staff visited the site on December 10, 2025 and observed the building needs significant repairs and renovations before it would be safe to occupy and use.

The application was accompanied by architectural renderings and a concept plan showing the layout of the site along with proposed improvements. The plans indicate shrubs and trees will be planted along the East Wythe Street frontage and the existing parking area will be repaired, repaved, and restriped to establish employee and visitor parking. The plans also show the installation of pedestrian-scale lighting for the parking area. The existing entrances from East Wythe Street and South Old Church Street will be retained. The nonconforming sign structure currently on the site is shown as removed in the plans.

The plans state all work will occur indoors and no outdoor storage of materials, equipment, or vehicles for repair is permitted. The plans also state no vehicle repair will occur, meaning the use of the facilities would be limited to proactive servicing such as lubricating and inspecting vehicles.

#### **Staff Considerations:**

Upon review of the application and site plan, staff have identified several items that warrant consideration:

- There are inconsistencies between the application and plans submitted and the use of the property as explained by the applicant in person.
  - The plans indicate no vehicle storage will occur on the site, but the applicant has stated that he intends to store vehicles from his existing vehicle sale and service business at 610 East Washington Street. In the application, the applicant notes the new facility will be like the business at 601 East Washington Street, which includes significant vehicle storage.
  - The plans indicate only vehicle service uses will occur, but the applicant has mentioned several uses including vehicle repair and sales and tire sales on the property.
- Over the last several years, City Council has emphasized the importance of the major corridors of the city and the desire to avoid uses that may have a negative visual impact while encouraging uses that will revitalize the corridors. There are already several vehicle repairs shops, tire shops, and used car sales lots along East Wythe and

East Washington Street in the area surrounding the subject property which have an observable impact on the aesthetics of the heavily traveled corridors.

- In similar cases considered, facilities have been functional at the time of application and the special use permits were requested due largely to the nonconforming status of the use, but in this case, the building needs significant repair before the facility being safely operational.

### **ADJACENT ZONING/USES:**

All properties adjoining 601 East Wythe Street are also within the B-2, General Commercial Zoning District. The property is adjoined to the north by the Royal Inn hotel and the Best Inn is to the west across South Old Church Street. The King Motel and Studio 622 apartments are located to the south across East Wythe Street and Bethany Baptist Church is to the east. As noted, there are a number of automobile-oriented uses like tire shops, repair shops, and car sales lots, including the applicant's existing business in the surrounding areas.

### **COMPREHENSIVE PLAN CONSIDERATIONS:**

The subject property is located in a Community Mixed-Use area on the Future Land Use Map of the PetersburgNEXT Comprehensive Plan. Community Mixed-Used areas are described as centers of commerce and amenities which create a vibrant street life and contribute to Petersburg's overall economy. According to the plan "these areas are walkable, dense, and interconnected environments of entertainment, shopping, personal services, restaurants, hotels, offices, the arts, and residential use."

Primary land uses in Community Mixed-Use areas include infill development, hospitality uses, multi-family dwellings, offices, personal services, and small commercial uses. Development principles for Community Mixed-Use areas include use of compact development patterns, provision of trails, bike routes, and recreational amenities, and preservation of open space and the existing tree canopy.

The property is also located on one of the city's main corridors and near a designated gateway. The Comprehensive Plan states that these corridors are important travel routes and commercial destinations which strongly influence the city's "accessibility, attractiveness, and economic vitality," It goes on to say "Corridors are not only passageways through Petersburg but are defined places that should be managed to maximize their potential to not only invite visitors in, but welcome them to stay." Improving the conditions, character, and quality of these corridors should be a primary planning focus.

### **PUBLIC INPUT:**

One public comment in support of the request was received during the public hearing.

## **POSSIBLE CONDITIONS OF APPROVAL:**

Should the special use permit be approved, Planning staff would recommend the following conditions of approval:

1. The site shall be developed in substantial conformance with the application and Architectural Site Plan prepared by Purecraft Homes titled "601 Wythe St Service Center" dated December 31, 2025. This shall include the following:
  - a. All site improvements shown on the site plan, including the parking lot repairs, landscape screening, lighting, and on-site amenities shall be in place prior to the issuance of a certificate of occupancy for the facility.
  - b. The facility shall adhere to the "Operational & Use Restriction" section, including restrictions on storage, hours of operation, hazardous materials, and noise levels.
  - c. The parking area shall be reserved for employees and visitors; vehicles shall not be stored on the site overnight.
  - d. All vehicle service uses shall be occur within the existing building.
2. The business shall be limited to routine service and maintenance uses and shall not include vehicle sales, storage or sales of tires, towing or storage of vehicles, or vehicle repair consisting of the serving or rebuilding of engines and transmissions, vehicle suspensions, vehicle electrical, hydraulic, or fuel systems, or the provision of major overhauls and maintenance.
3. The expansion of the building footprint or the addition of any uses beyond what is defined in the application and plans or otherwise allowed by-right in the B-2, General Commercial Zoning District, shall require a new special use permit.
4. In addition to the landscape plantings shown on the site plan, landscape plantings shall be provided along the South Old Church Street frontage where possible; plantings shall be subject to review and approval by the City Arborist and shall be installed prior to the issuance of a certificate of occupancy for the facility.
5. The property shall be kept and maintained in a clean, orderly manner; no open, outdoor storage of materials, including tires, is permitted.
6. The existing nonconforming sign on the site shall be removed as part of site development. Any new signage will be permitted in compliance with the requirements of the Zoning Ordinance.
7. Any new owner or operator of the property must certify with the Zoning Administrator that the party will be undertaking the same or like endeavor and that their operation will remain in compliance with the approved Special Use Permit.
8. The permit may be revoked by the City of Petersburg City Council or its designated agent for failure by the applicant(s) to comply with any of the listed conditions or any provision of Federal, State, or local regulations

**RECOMMENDATION:**

Planning Commission recommended denial of the Special Use Permit. The Commission determined the proposed use did not comply with the guidance of the Comprehensive Plan, noting the property is in a Community Mixed-Use area, near a gateway to the city, and on a designated corridor. The Commission cited concerns with the number of existing automobile service uses already on the corridor and the visual impact that would result from additional vehicle servicing and storage in its determination that the use was inappropriate.

CITY COUNCIL  
MEETING

MARCH, 2026

## 2026-SUP-01:

Consideration of a request by Ibrahim Al Tamimy, on behalf of 601 E Wyth St LLC, for a special use permit to operate a stand-alone vehicle repair shop/automobile service station at 601 East Wythe Street, Parcel ID 012270012, in the B-2, General Commercial Zoning District

# Subject Property

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# Request and Background

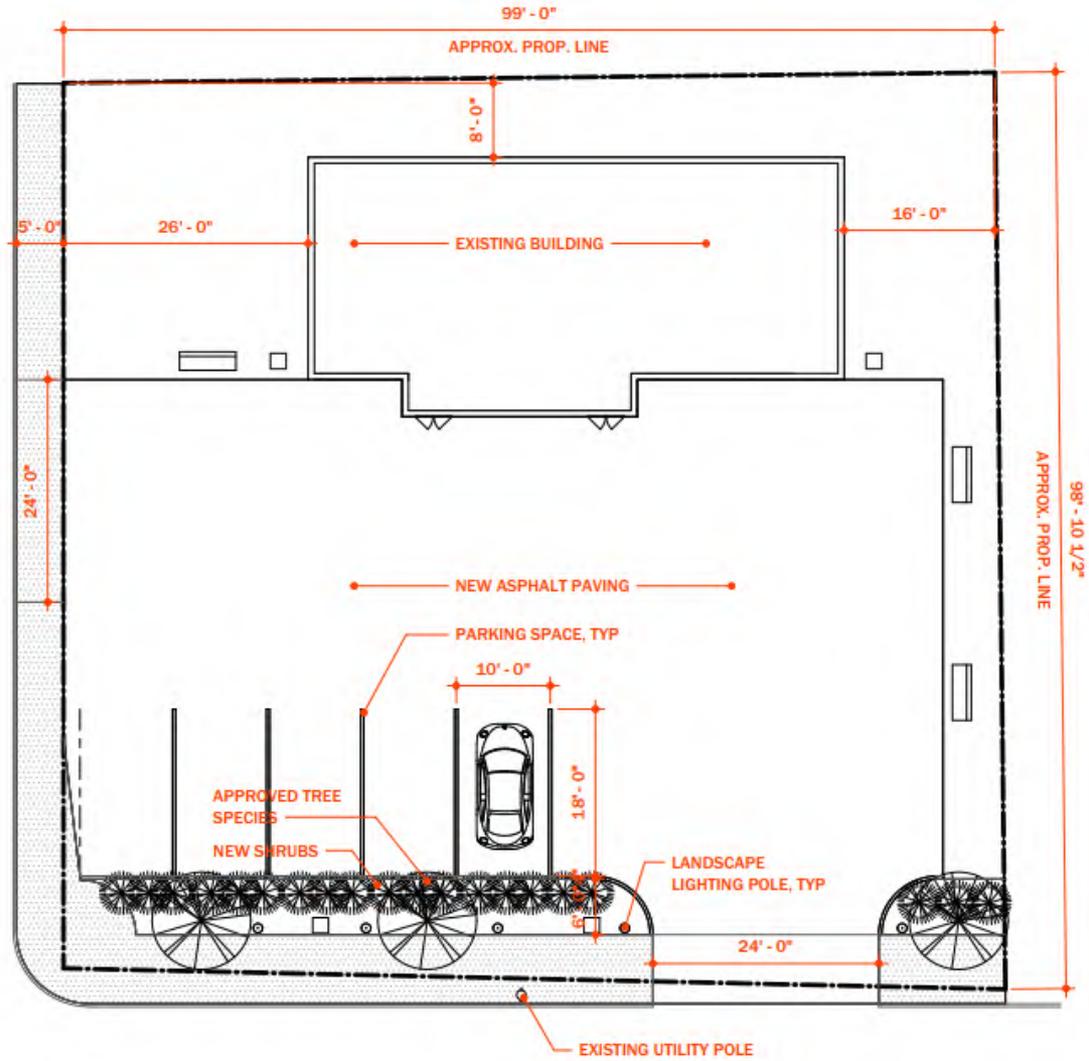
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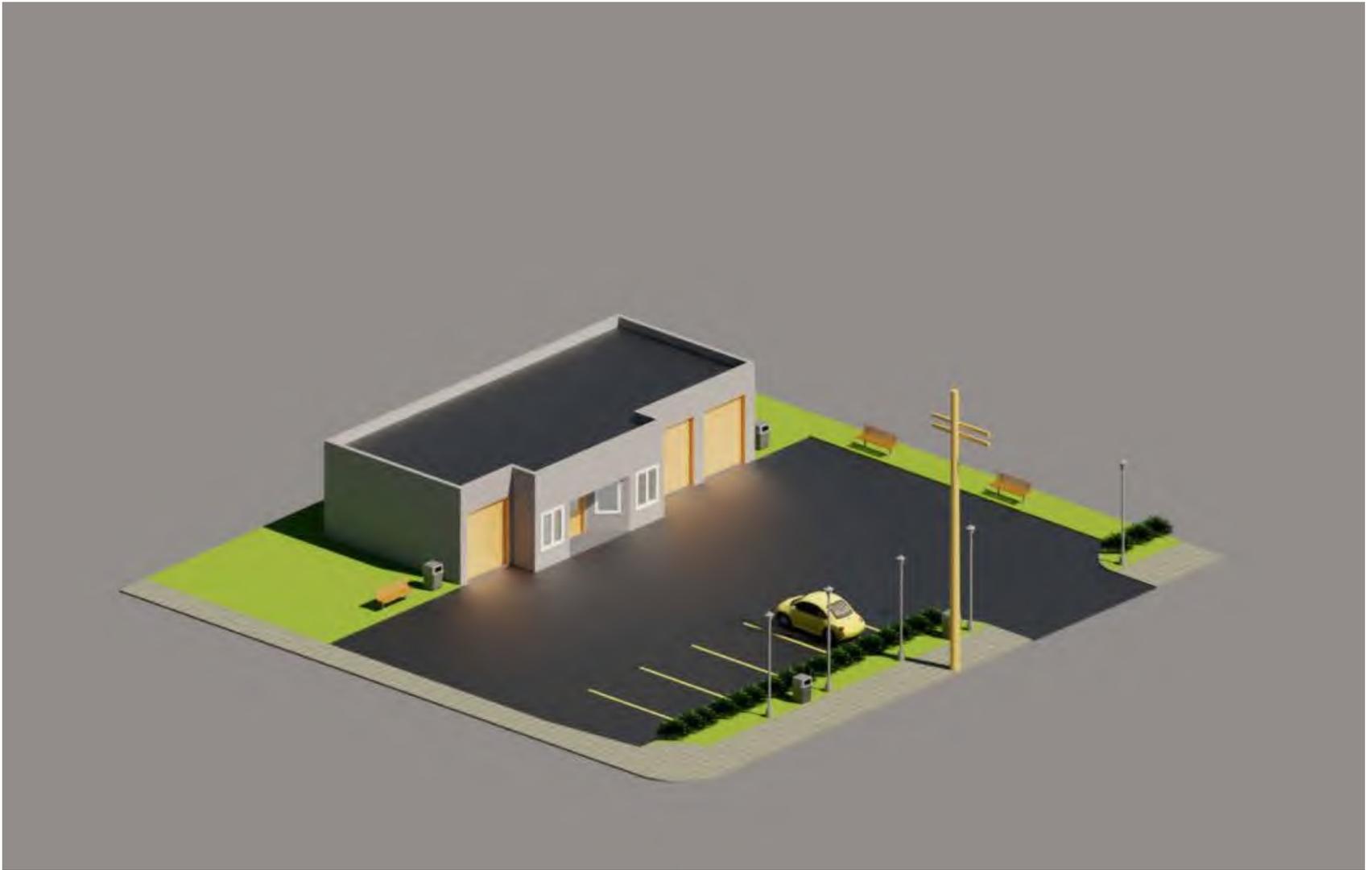
- Subject property is 0.23 acres located in B-2, General Commercial District
- Applicant seeking to operate stand-alone vehicle repair shop/service station in existing ~1,500 s.f. building
- Legal nonconforming status for former shop on property expired and special use permit is required
- Special use permits may be granted public health, safety, and welfare will not be adversely affected and if safeguards are in place to protect surrounding property, persons, and neighborhood values

# Application and Plans

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- Application accompanied by layout and elevation plans
  - Proposed site improvements include repaving/resurfacing and striping parking area, shrubs along Wythe Street frontage, lighting, and benches
  - Repairs to building, but no expansion of footprint
  - Existing site entrances to be used
- Plans include notes on compliance and use limitations:
  - No vehicle repair, meaning only servicing (lubricants, inspections, etc.)
  - No outdoor storage of materials, equipment, or vehicles
  - Daytime hours of operation and compliance with noise ordinance
- Application notes use would be similar to existing business at 610 East Washington





*Petersburg*  
VIRGINIA

# Adjoining Zoning/Uses

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# Comprehensive Plan Considerations

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- Designated as Community Mixed-Use on Future Land Use Map;
  - Centers of commerce and amenities which create a vibrant street life and contribute to Petersburg’s overall economy
  - “Walkable, dense, and interconnected environments of entertainment, shopping, personal services, restaurants, hotels, offices, the arts, and residential use”
  - Land uses encouraged include hospitality uses, multi-family dwellings, offices, personal services, and small commercial uses
- Property located on designated corridor near gateway:
  - Gateways “serve as the community’s front door, establishing first impressions and reinforcing perceptions of the City”
  - Corridors are defined places that strongly influence city’s “accessibility, attractiveness, and economic vitality”
  - Corridors can vary depending on surrounding uses, but improving the conditions, character, and quality of these corridors should be a primary planning focus

# Staff Considerations

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- City Council has emphasized the need to improve major corridors and gateways by limiting uses with negative visual impacts and encouraging uses that revitalize the corridors
  - There are several vehicle repair and sales facilities in the vicinity on East Wythe and Washinton Streets which create an impact on the character of the corridor
- Existing building needs significant repairs before being safely operational
- Concern over intended use:
  - Plans indicate no vehicle storage, but applicant has described proposed business as extension of his facilities at 610 East Washington Street
  - Plans state only proactive vehicle servicing would occur (e.g. lubrication, inspections, etc.) while applicant has indicated desire for additional uses such as repair, tire sales, car sales



# Petersburg

VIRGINIA

# Conditions for Consideration

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1. The site shall be developed in substantial conformance with the application and Architectural Site Plan prepared by Purecraft Homes titled “601 Wythe St Service Center” dated December 31, 2025. This shall include the following:
  - a) All site improvements shown on the site plan, including the parking lot repairs, landscape screening, lighting, and on-site amenities shall be in place prior to the issuance of a certificate of occupancy for the facility.
  - b) The facility shall adhere to the “Operational & Use Restriction” section, including restrictions on storage, hours of operation, hazardous materials, and noise levels.
  - c) The parking area shall be reserved for employees and visitors; vehicles shall not be stored on the site overnight.
  - d) All vehicle service uses shall be occur within the existing building.
2. The business shall be limited to routine service and maintenance uses and shall not include vehicle sales, storage or sales of tires, towing or storage of vehicles, or vehicle repair consisting of the serving or rebuilding of engines and transmissions, vehicle suspensions, vehicle electrical, hydraulic, or fuel systems, or the provision of major overhauls and maintenance.
3. The expansion of the building footprint or the addition of any uses beyond what is defined in the application and plans or otherwise allowed by-right in the B-2, General Commercial Zoning District, shall require a new special use permit.

# Conditions cont.

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4. In addition to the landscape plantings shown on the site plan, landscape plantings shall be provided along the South Old Church Street frontage where possible; plantings shall be subject to review and approval by the City Arborist and shall be installed prior to the issuance of a certificate of occupancy for the facility.
5. The property shall be kept and maintained in a clean, orderly manner; no open, outdoor storage of materials, including tires, is permitted.
6. The existing nonconforming sign on the site shall be removed as part of site development. Any new signage will be permitted in compliance with the requirements of the Zoning Ordinance.
7. Any new owner or operator of the property must certify with the Zoning Administrator that the party will be undertaking the same or like endeavor and that their operation will remain in compliance with the approved Special Use Permit.
8. A permit may be revoked by the City of Petersburg City Council or its designated agent for failure by the applicant(s) to comply with any of the listed conditions or any provision of Federal, State, or local regulations.

# Recommendation

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- Planning Commission recommended denial of the special use permit request in a 6 (aye) to 0 (no) vote.
- Planning Commission found the proposed use does not comply with guidance of Comprehensive Plan; use is not appropriate for Community Mixed-Use area near gateway and on designated corridor; concerns with number of existing automobile service uses on the corridor and the associated visual impact

**AN ORDINANCE APPROVING A PETITION FOR A SPECIAL USE PERMIT TO OPERATE A STAND-ALONE VEHICLE REPAIR SHOP AT 601 EAST WYTHE STREET PARCEL IDENTIFICATION NUMBER 012270012 IN THE B-2, GENERAL COMMERCIAL ZONING DISTRICT**

WHEREAS, the City of Petersburg Zoning Ordinance establishes zoning districts and permitted uses within each district, including uses subject to the approval of a special use permit; and

WHEREAS, the City received a petition from Ibrahim Al Tamimy, on behalf of 601 E Wyth St LLC, owner of 601 property at East Wythe Street, located in the B-2, General Commercial Zoning District for a special use permit to operate a stand-alone vehicle repair shop pursuant to Article 23, Section 4 of the Zoning Ordinance; and

WHEREAS, the applicant will be improving the existing parking area and providing plantings and lighting along the street frontage; and

WHEREAS, the applicant intends to develop the subject property in accordance with the application and architectural site plan entitled "601 Wythe St Service Center" dated December 31, 2025, including limitations on the intensity of the use and storage of vehicles on site; and

WHEREAS, the Comprehensive Plan designates the property as Community Mixed-Use on the Future Land Use Map and the property is within a designated corridor; and

WHEREAS, the City Council have considered a number of conditions as listed below to mitigate potential adverse impacts to surrounding properties and general welfare; and

WHEREAS, pursuant to the requirements of Titles 15.2-2204 and 15.2-2285 of the Code of Virginia, as amended, a public hearing was advertised and held, in accordance with applicable laws;

**NOW THEREFORE BE IT ORDAINED** that City Council does hereby recommend approve a petition for a Special Use Permit to operate a stand-alone vehicle repair shop at 601 East Wythe Street subject to the following conditions:

1. The site shall be developed in substantial conformance with the application and Architectural Site Plan prepared by Purecraft Homes titled "601 Wythe St Service Center" dated December 31, 2025. This shall include the following:
  - a. All site improvements shown on the site plan, including the parking lot repairs, landscape screening, lighting, and on-site amenities shall be in place prior to the issuance of a certificate of occupancy for the facility.
  - b. The facility shall adhere to the "Operational & Use Restriction" section, including restrictions on storage, hours of operation, hazardous materials, and noise levels.
  - c. The parking area shall be reserved for employees and visitors; vehicles shall not be stored on the site overnight.
  - d. All vehicle service uses shall be occur within the existing building.
2. The business shall be limited to routine service and maintenance uses and shall not include vehicle sales, storage or sales of tires, towing or storage of vehicles, or vehicle repair consisting of the serving or rebuilding of engines and transmissions, vehicle suspensions, vehicle electrical, hydraulic, or fuel systems, or the provision of major overhauls and maintenance.

3. The expansion of the building footprint or the addition of any uses beyond what is defined in the application and plans or otherwise allowed by-right in the B-2, General Commercial Zoning District, shall require a new special use permit.
4. In addition to the landscape plantings shown on the site plan, landscape plantings shall be provided along the South Old Church Street frontage where possible; plantings shall be subject to review and approval by the City Arborist and shall be installed prior to the issuance of a certificate of occupancy for the facility.
5. The property shall be kept and maintained in a clean, orderly manner; no open, outdoor storage of materials, including tires, is permitted.
6. The existing nonconforming sign on the site shall be removed as part of site development. Any new signage will be permitted in compliance with the requirements of the Zoning Ordinance.
7. Any new owner or operator of the property must certify with the Zoning Administrator that the party will be undertaking the same or like endeavor and that their operation will remain in compliance with the approved Special Use Permit.
8. The permit may be revoked by the City of Petersburg City Council or its designated agent for failure by the applicant(s) to comply with any of the listed conditions or any provision of Federal, State, or local regulation.



## City of Petersburg

### Department of Planning and Community Development

#### PROCEDURES FOR PETITION FOR SPECIAL USE PERMITS

1. Applicant files petition with the Petersburg Department of Planning and Community Development, City Hall, 135 N Union Street, Petersburg, Virginia 23803.
2. **The Filing fee for Petitions for Special Use Permits is \$1,500.** A Check or Money Order *made payable to the City of Petersburg* is to accompany the application.
3. A Plat of the property must also accompany the petition.
4. The Department of Planning and Community Development Staff will refer the petition to the Planning Commission to hold a public hearing and consider the petition. Department of Planning and Community Development staff shall advertise the public hearing twice during a fourteen-day period, and the Planning Commission will hold a public hearing, and make a recommendation to the City Council regarding the petition.
5. The City Council schedules then advertises a public hearing regarding the petition.
6. The City Council holds a public hearing then considers the petition with the Planning Commission recommendation and renders a final decision to approve or disapprove the petition.

*PLEASE NOTE: The special use permit process may take up to three months.*

**PETITION FOR SPECIAL USE PERMIT**

RETURN TO: DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT  
(CITY HALL, THIRD FLOOR, ROOM 304)  
FILING FEE: \$1,500 (CHECK OR MONEY ORDER) AT THE TIME OF SUBMITTAL

CASE NUMBER: \_\_\_\_\_  
APPLICANT: IBRAHIM A TAMIMY  
ADDRESS: 1001 E WYTHE STREET PETERSBURG VA

I, Ibrahim A Tamimy hereby petition for a special use permit for SERVIC CENTER  
at the following described properties:

**A. DESCRIPTION OF PROPOSED USE: (INCLUDE ANY PROPOSED CONDITIONS)**

THE PROPOSED USE IS A SMALL SCALE WOODS SERVICE CENTER & WOOD SERVICE OPERATIONS WITHIN THE EXISTING BUILDING. ALL ACTIVITIES WILL OCCUR WOODS ONLY.

**B. PROPERTY INFORMATION**

1. Tax Parcel Identification Number(s):

012270012

2. Current Street Address(es) if assigned):

1001 E WYTHE STREET, PETERSBURG VIRGINIA 23803

3. Approximate Area:

1,533 sq. ft. 0.23 acres

4. Public Street Frontage:

100 ft.

5. A boundary plat of this property outlining the area to be use must be attached to this petition.

6. The following deed restrictions may affect the use of this property:

N/A

7. Brief:

Said deed restrictions will expire on: N/A

**C. JUSTIFICATION FOR SPECIAL USE PERMIT**

1. The proposed use is in the interest of the public health, safety, morals and general welfare of the community because: (Provide a detailed statement of reasons why the proposed use should be granted).

THE PROPOSED SERVICE CENTER ENHANCES PUBLIC HEALTH, SAFETY & WELFARE THROUGH SITE IMPROVEMENTS INCLUDING FRONTYARD LANDSCAPING PERMANENT W/ SHRUBS & TREES OF THE PARKING AREA. STREET LIGHTING WILL BE INSTALLED TO IMPROVE SAFETY & SECURITY FOR THE SITE & SURROUNDING AREA.

2. The material impact of the proposed use will not be detrimental to the public welfare of the City nor to adjacent property owner(s) or properties located within the nearby vicinity because: (Specify reasons to substantiate this statement and/or present ways the impact may be mitigated).

THE ABOVE STATEMENT WILL NOT BE DETRIMENTAL TO THE PUBLIC BECAUSE ALL ACTIVITIES ARE CONDUCTED INDORS WITH NO INDUSTRIAL OPERATIONS, OUTDOOR SEWAGE, OR EXCESSIVE NOISE.

3. The proposed use will be advantageous to the City and benefit the welfare of the general public because: (Specify reasons to substantiate this statement).

THE PROPOSED USE IS ADVANTAGEOUS TO THE CITY BY REDEVELOPING AN EXISTING COMMERCIAL PROPERTY & IMPROVING IN SITE IMPROVEMENTS THAT ENHANCE APPEARANCE & SAFETY.

4. Describe your experience with developing and maintaining the use in question (Provide references and/or examples).

LOW E WASHINGTON STREET.  
YES, I'VE OPERATED A BUSINESS SIMILAR TO THE PROPOSED USE FOR ABOUT 35 YEARS

**D. CERTIFICATION:**

The undersigned applicant certifies that they:

(a)

are the owner, lessee or agent for (specified in writing)

(b)

possess a proprietary interest in (contract or option agreement)

the property(ies) identified within this PETITION FOR SPECIAL USE PERMIT, and that the foregoing information and statements herein provided, and all other information herewith submitted, are in all respects true and correct to the best of their knowledge and belief.

Signed:

*[Handwritten Signature]*

Mailing Address:

*610 E Washington St  
Petersburg - Va - 23803*

Phone Number:

[Redacted]

Email Address:

APPROVED

City Attorney

TO BE FILED IN THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

**ACTION RECORD**

Date Filed (with Planning Department):

*1/6/2026*

Date of Planning Commission Public Hearing:

Planning Commission Action(s):

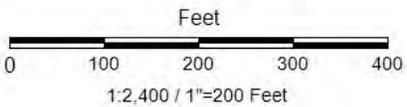
Date of City Council Hearing:

City Council Action(s):

# Petersburg, Virginia

## Legend

-  City Boundary
-  Parcels



**Title:**

**Date: 1/26/2026**

*DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and City of Petersburg is not responsible for its accuracy or how current it may be.*



601 E WYTHE STREET, PETERSBURG, VIRGINIA 23803

Premier Partner



AMERICAN INSTITUTE of  
BUILDING DESIGN

MEMBER NUMBER: 7cc5c8b5f1

12/31/2025

PREMIER PARTNER

RESIDENTIAL  
DESIGNER

NARROW JONES, JR  
njones@purecraft-homes.com  
(757) 364-0223

CLIENT

BRUNICAL FAMILY  
brunicalfamily@aol.com  
904.662.5186

CONTRACTOR

name  
address  
phone

601 WYTHE ST SERVICE CENTER  
the 2025-068

# GENERAL NOTES

- GENERAL CONSTRUCTION NOTES:**
- THESE DRAWINGS ESTABLISH THE COLLABORATIVE RELATIONSHIP BETWEEN THE DESIGNER AND THE CLIENT, WITH THE DESIGNER PROVIDING CREATIVE SOLUTIONS AND EXPERTISE TO FULFILL THE CLIENTS VISION AND PROJECT REQUIREMENTS.
  - ALL CONSTRUCTION WORK SHALL BE DONE IN ACCORDANCE WITH ALL APPLICABLE BUILDING CODES AND ORDINANCES OR AGENCIES HAVING JURISDICTION OVER THIS PROJECT.
  - ESTABLISH AND MAINTAIN PROJECT SAFETY DURING CONSTRUCTION TO PROTECT PERSONNEL, TENANTS, AND BUILDING OCCUPANTS. REQUIREMENTS INCLUDE, BUT SHALL NOT BE LIMITED TO OSHA PART 1926 LATEST EDITION.
  - THE GENERAL CONTRACTOR SHALL ARRANGE ALL INSPECTIONS AND TESTS AS SPECIFIED OR REQUIRED BY THE BUILDING DEPARTMENT AND SHALL PAY ALL COSTS AND FEES FOR SAME. THE CONTRACTOR SHALL SECURE ALL BUILDING PERMITS AND UPON COMPLETION OF THE PROJECT (PRIOR TO FINAL PAYMENT) DELIVER TO THE OWNER A CERTIFICATE OF OCCUPANCY OR USE FROM THE BUILDING DEPARTMENT.
  - ALL PLUMBING AND ELECTRICAL WORK SHALL BE PERFORMED BY STATE LICENSED CONTRACTORS. CONTRACTORS SHALL SUBMIT ALL REQUIRED PERMITS, CERTIFICATES, AND SIGN-OFFS TO OWNER AND RESIDENTIAL DESIGNER FOR THEIR RECORDS.
  - THE GENERAL CONTRACTOR SHALL VERIFY ALL DIMENSIONS, BE FAMILIAR WITH THE EXISTING CONDITIONS, AND BRING ANY DISCREPANCIES TO THE ATTENTION OF THE ARCHITECT PRIOR TO SUBMISSION OF CONSTRUCTION PROPOSAL AND BEFORE COMMENCEMENT OF THE WORK. THE DRAWINGS REFLECT CONDITIONS REASONABLY INFERRED FROM THE EXISTING VISIBLE CONDITIONS BUT CANNOT GUARANTEED BY THE RESIDENTIAL DESIGNER. DRAWINGS MAY BE SCALED FOR ESTIMATING PURPOSES AND FOR GENERAL REFERENCE ONLY. FOR ALL OTHER DIMENSIONS OR LOCATIONS CONSULT THE RESIDENTIAL DESIGNER OR REFER TO DIMENSIONS ON DRAWINGS. VERIFY ALL DIMENSIONS IN THE FIELD.
  - CONTRACTOR SHALL FIELD VERIFY ALL MEASUREMENTS, LOCATIONS, AND CHARACTERISTICS OF ALL WORK AND EQUIPMENT (WHETHER SUPPLIED BY THE OWNER OR OTHERS) WITH THE SUPPLIER OR MANUFACTURER PRIOR TO THE START OF RELATED WORK.
  - THE GENERAL CONTRACTOR SHALL LAY OUT ALL WORK AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS FOR TRADES SUCH AS ELECTRICAL, PLUMBING, ETC.
  - THE GENERAL CONTRACTOR/CONSTRUCTION MANAGER SHALL PROVIDE AND MAINTAIN ACCESS TO THE PREMISES AT ALL TIMES.
  - THE GENERAL CONTRACTOR SHALL KEEP THE CONSTRUCTION SITE FREE AND CLEAR OF ALL DEBRIS AND KEEP OUT ALL UNAUTHORIZED PERSONS. UPON COMPLETION OF WORK, THE ENTIRE CONSTRUCTION AREA IS TO BE THOROUGHLY CLEANED AND PREPARED FOR OCCUPANCY BY OWNER. ALL MATERIALS AND DEBRIS RESULTING FROM THE CONTRACTOR'S WORK SHALL BE REMOVED FROM THE SITE AND DISPOSED OF PROPERLY. CARE SHALL BE TAKEN DURING CONSTRUCTION THAT NO DEBRIS OR MATERIALS ARE DEPOSITED IN ANY RIGHT OF WAY AREA.
  - THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING AND NEW CONDITIONS AND MATERIALS ON THE SITE. ANY DAMAGE CAUSED BY OR DURING THE EXECUTION OF THE WORK IS THE CONTRACTOR'S RESPONSIBILITY AND SHALL BE REPAIRED TO THE OWNER'S SATISFACTION AT THE CONTRACTOR'S EXPENSE.
  - ANY VARIATIONS FROM INDICATED DIMENSIONS OR CONDITIONS SHALL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE RESIDENTIAL DESIGNER.
  - NO CHANGES ARE TO BE MADE WITHOUT THE APPROVAL OF THE RESIDENTIAL DESIGNER.
  - NO CUTTING OR DAMAGE TO BUILDING STRUCTURAL COMPONENTS** WILL BE ALLOWED WITHOUT WRITTEN AUTHORIZATION FROM THE RESIDENTIAL DESIGNER.
  - PROVIDE BRACING, BLOCKING, AND/OR STRUCTURE AS REQUIRED TO FACILITATE INSTALLATION OF ALL WALL AND MILLWORK MOUNTED EQUIPMENT, IN NEW AND EXISTING WALLS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING THE SUPPORT REQUIRED TO MAINTAIN THE INTEGRITY OF THE WALLS AND THE SECURITY OF THE EQUIPMENT.
  - ALL WOOD BLOCKING SHALL BE FIRE RETARDANT TREATED, PROVIDE WOOD BLOCKING IN ALL STUD WALLS AT MILLWORK AND SPECIAL ITEM ANCHORING POINTS. WOOD BLOCKING SHALL **BIMOUSTURE TREATED IF LOCATED IN DAMP LOCATIONS OR ADJACENT TO CONCRETE OR MASONRY CONSTRUCTION** ; IF WOOD BLOCKING IS NOT PERMITTED BY CODE, THEN METAL STRIPS SHALL BE USED.
  - THE CONTRACTOR IS RESPONSIBLE FOR FIELD DIMENSIONS OF ALL MILLWORK, GLASS, DOOR OPENINGS, AND OTHER STRUCTURES PRIOR TO COMMENCEMENT OF FABRICATION.
  - ALL WORK SHALL CONFORM IN QUALITY TO ACCEPTED INDUSTRY STANDARDS. ALL MILLWORK SHALL CONFORM TO A.W.I. PREMIUM GRADE STANDARDS, UNLESS OTHERWISE NOTED.
  - THE MATERIALS USED FOR CONSTRUCTION OF SPACE SHALL NOT CONTAIN ASBESTOS, P.C.B. OR ANY OTHER HAZARDOUS MATERIALS OF ANY TYPE. MANUFACTURERS' NAMES AND TRADEMARKS SHALL NOT BE PROMINENTLY VISIBLE TO THE PUBLIC.
  - ALL WALLS TO BE LAID OUT AT 90 DEGREE ANGLES UNLESS OTHERWISE NOTED.
  - THE SCOPE OF WORK OF ALL TRADES IS TO INCLUDE ALL MATERIALS AND LABOR REQUIRED TO TOTALLY COMPLETE THE PROJECT AND BE FUNCTIONALLY CONSISTENT WITH THE DESIGN INTENT AS EXPRESSED IN THE CONSTRUCTION DOCUMENTS.
  - ALL UTILITIES SHALL BE CONNECTED TO PROVIDE GAS, ELECTRIC, AND WATER TO ALL EQUIPMENT **WHETHER SAID EQUIPMENT IS IN CONTRACT OR NOT, EQUIPMENT SHALL BE GUARANTEED TO FUNCTION PROPERLY UPON COMPLETION.**
  - ALL APPLIANCES, FIXTURES, EQUIPMENT, HARDWARE, ETC. SHALL BE INSTALLED IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS AND PROCEDURES.
  - THERMOSTATS SHALL NOT BE LOCATED IN THE CENTER OF A WALL, ON AN ACCEPT/ SPECIALTY WALL, OR IN A LOCATION WHICH CONFLICTS WITH FURNISHINGS WITHOUT THE ARCHITECT'S APPROVAL.
  - WRITTEN WORDS TAKE PRECEDENCE OVER DRAWN LINES.** LARGE SCALE DETAILS AND PLANS TAKE PRECEDENCE OVER SMALLER DETAILS AND PLANS.
  - MINOR DETAILS NOT USUALLY SHOWN OR SPECIFIED BUT NECESSARY FOR PROPER AND ACCEPTABLE CONSTRUCTION, INSTALLATION, OR OPERATION OF ANY PART OF THE WORK AS DETERMINED BY THE RESIDENTIAL DESIGNER SHALL BE INCLUDED IN THE WORK AS INDICATED ON THE DRAWINGS.
  - ALL ARCHITECTURAL DRAWINGS AND CONSTRUCTION NOTES ARE COMPLEMENTARY. WHAT IS INDICATED AND CALLED FOR BY ONE SHALL BE BINDING AS THOUGH CALLED FOR BY ALL. NO DEVIATION FROM THE DRAWINGS SHALL BE MADE WITHOUT THE RESIDENTIAL DESIGNER WRITTEN AUTHORIZATION.
  - ALL WORK SHALL BE GUARANTEED FOR ONE YEAR AFTER FINAL APPROVAL. THE GENERAL CONTRACTOR SHALL SIGN THE WRITTEN GUARANTEE AS PROVIDED BY THE OWNER. THE GUARANTEE SHALL COVER ALL GENERAL AND SUBCONTRACTOR WORK. ALL DEFECTS DISCOVERED DURING THIS PERIOD SHALL BE REPAIRED TO THE OWNER'S SATISFACTION AT THE CONTRACTOR'S EXPENSE.
  - ALL DIMENSIONS ARE TO FACE OF STUD.** OR CENTERLINE OF STRUCTURE UNLESS OTHERWISE NOTED.
  - DOOR AND WINDOW DETAILS ARE INDICATED ON THE DOOR AND WINDOW SCHEDULES. DOOR AND WINDOW DIMENSIONS ARE TO CENTERLINES OF UNITS UNLESS OTHERWISE NOTED.

# LEGEND

- Wall Type (see wall type schedule)
  - Door Type (see door schedule)
  - Window Type (see window schedule)
  - Building Section
  - Wall Section
  - Detail Number
  - Building Elevation
  - Interior Elevation
  - Elevation Mark
  - Room Name / Number
  - Column Line
  - Centerline
  - Revision Tag
- 
- A.C.I. AMERICAN CONCRETE INSTITUTE
  - BLDG. BUILDING
  - CONC. CONCRETE
  - C.J. CONTROL JOINT
  - COL. COLUMN
  - DET. DETAIL
  - DIA. DIAMETER
  - DN. DOWN
  - EL/ELEV. ELEVATION
  - ELEC. ELECTRICAL
  - EQ. EQUAL
  - FIN. FINISH
  - FLR. FLOOR
  - GALV. GALVANIZED
  - GYP. GYPSUM
  - I.D. INSIDE DIAMETER
  - JT. JOINT
  - MECH. MECHANICAL
  - MIN. MINIMUM
  - N.T.S. NOT TO SCALE
  - NO. NUMBER
  - O.C. ON CENTER
  - OPG. OPENING
  - O.D. OUTSIDE DIAMETER
  - U.N.O. UNLESS NOTED OTHERWISE
  - REF. REFERENCE
  - R. RISER
  - R.O. ROUGH OPENING
  - RM. ROOM
  - S./STL. STAINLESS STEEL
  - STRUCT. STRUCTURAL
  - SPEC. SPECIFICATIONS
  - T.O. TOP OF (...)
  - T.O.CONC. TOP OF CONCRETE
  - T.O.F. TOP OF FRAMING
  - T.O.STL. TOP OF STEEL
  - T.O.W. TOP OF WALL
  - T. TREAD
  - TYP. TYPICAL
  - @ AT
  - + AND
  - BD. BOARD
  - A.F.F. ABOVE FINISHED FLOOR
  - U.N.O. UNLESS OTHERWISE NOTED
  - V.L.F. VERIFY IN FIELD

# DRAWING LIST

- C0.0 COVER PAGE
- G0.1 GENERAL NOTES
- C0.1 ARCHITECTURAL SITE PLAN
- C0.2 ARCHITECTURAL RENDERINGS
- C0.3 ARCHITECTURAL RENDERINGS
- C0.4 ARCHITECTURAL RENDERINGS

# SCOPE OF WORK

THE PROJECT INCLUDES THE ADAPTIVE REUSE OF AN EXISTING COMMERCIAL BUILDING TO OPERATE AS A SERVICE CENTER AT 601 E WYTHE STREET, PETERSBURG, VIRGINIA. WORK INCLUDES SITE IMPROVEMENTS SUCH AS RESURFACING AND STRIPING OF THE PARKING AREA, INSTALLATION OF FRONTAGE LANDSCAPING AND BEAUTIFICATION ELEMENTS, AND THE ADDITION OF PEDESTRIAN-SCALE SITE LIGHTING TO ENHANCE SAFETY AND VISUAL QUALITY. MINOR EXTERIOR AND INTERIOR IMPROVEMENTS MAY BE PERFORMED AS REQUIRED FOR CODE COMPLIANCE, WITH NO EXPANSION OF THE BUILDING FOOTPRINT OR OUTDOOR STORAGE PROPOSED.

# DISCLAIMER

IN ACCORDANCE WITH THE CODE OF VIRGINIA § 54.1-402, A LICENSED ARCHITECT IS NOT REQUIRED FOR THE DESIGN OF SINGLE-FAMILY HOMES, DUPLEXES, OR OTHER RESIDENTIAL STRUCTURES OF UP TO TWO STORIES. THESE DRAWINGS HAVE BEEN PREPARED BY A QUALIFIED RESIDENTIAL DESIGNER AND ARE INTENDED FOR USE WITHIN THE SCOPE OF RESIDENTIAL PROJECTS AS PERMITTED BY VIRGINIA LAW.

STAMP SEAL



601 WYTHE ST SERVICE CENTER 2025-068 601 E WYTHE STREET, PETERSBURG, VIRGINIA 23208

Project No. 25008

12/31/2025

Revisions


Name  
1. PERMIT DRAWINGS  
2.  
3.

Scale 1/4" = 1'-0"

GENERAL NOTES

# GO.1

Sheet No. 02025



**ARCHITECTURAL RENDERING NOTES**

RENDERINGS ARE CONCEPTUAL AND ILLUSTRATE THE INTENDED ARCHITECTURAL CHARACTER, SITE ENHANCEMENTS, AND BEAUTIFICATION IMPROVEMENTS FOR THE PROPOSED SERVICE CENTER.

THE BUILDING DESIGN REFLECTS A LOW-PROFILE, MODERN COMMERCIAL AESTHETIC COMPATIBLE WITH THE SURROUNDING CORRIDOR.

FRONTAGE LANDSCAPING INCLUDES NATIVE AND URBAN-TOLERANT TREES, SHRUBS, AND GROUNDCOVER TO ENHANCE STREETSCAPE APPEARANCE AND SOFTEN SITE EDGES.

PAVED PARKING AREAS ARE IMPROVED TO CREATE AN ORGANIZED, CLEAN, AND VISUALLY COHESIVE SITE.

PEDESTRIAN-SCALE, DOWNWARD-DIRECTED LIGHTING IS PROVIDED TO ENHANCE SAFETY, VISIBILITY, AND SITE CHARACTER.

STREETSCAPE ELEMENTS AND PLANTINGS ARE INTENDED TO SUPPORT CITY BEAUTIFICATION GOALS AND NEIGHBORHOOD REVITALIZATION.



STAMP SEAL



Premier Partner



AMERICAN INSTITUTE of BUILDING DESIGN  
MEMBER NUMBER: 700508001

601 WYTHE ST SERVICE CENTER  
2025-068

601 E WYTHE STREET, PETERSBURG, VIRGINIA 23103

Project No. 250068

12/31/2025

Revisions


Notes  
1. PERMIT DRAWINGS  
2.  
3.

Scale

ARCHITECTURAL RENDERINGS

**C0.2**

Sheet No. 02025



STAMP SEAL



Premier Partner



601 WYTHE ST SERVICE CENTER  
2025-068  
601 E WYTHE STREET, PETERSBURG, VIRGINIA 23103

Project No. 250068

12/31/2025

Revisions

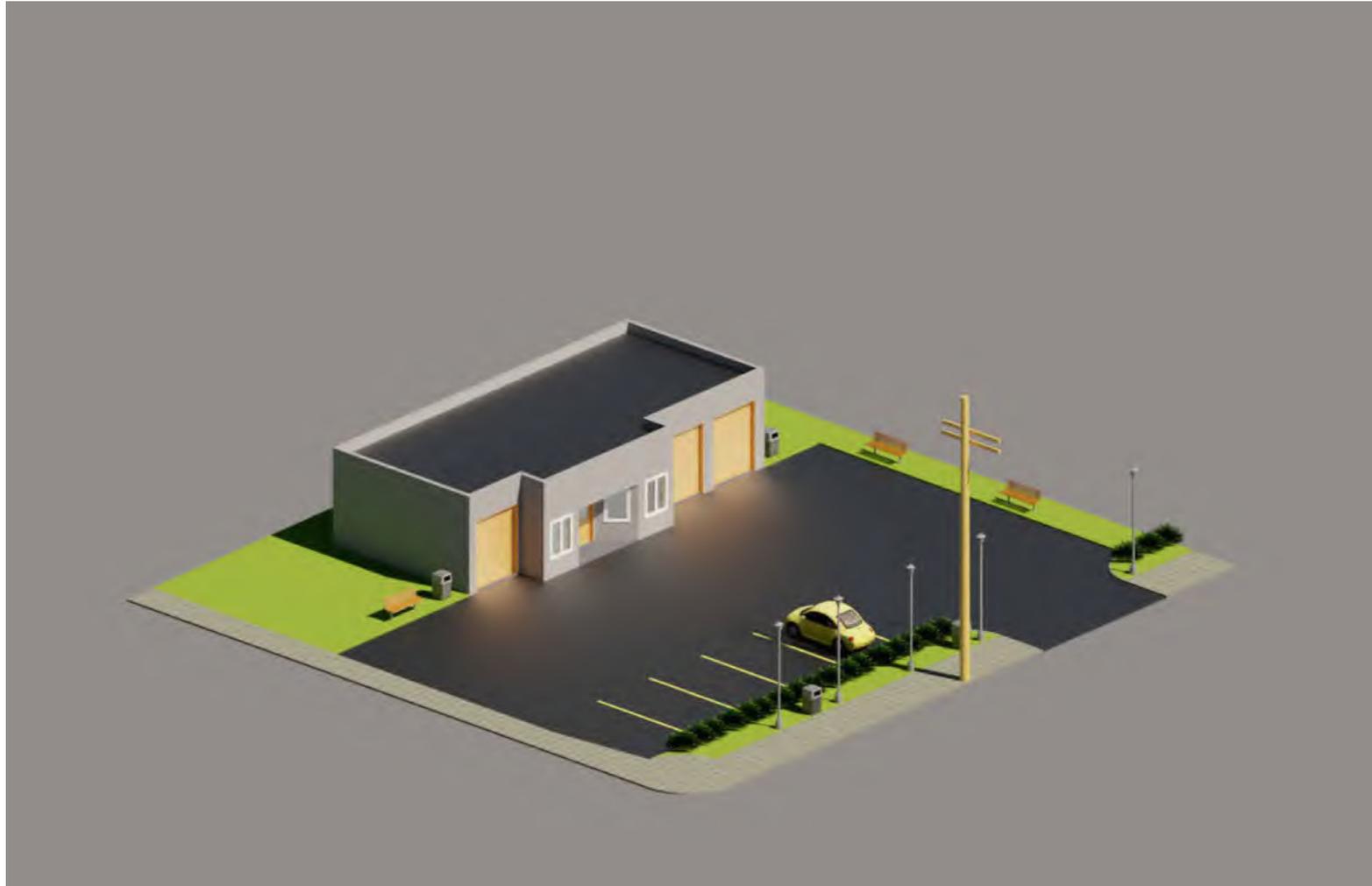

Notes  
1. PERMIT DRAWINGS  
2.  
3.

Scale

ARCHITECTURAL RENDERINGS

**C0.3**

Sheet No. 02025



STAMP SEAL



Premier Partner



AMERICAN INSTITUTE of  
BUILDING DESIGN  
MEMBER NUMBER: 700508001

601 WYTHE ST SERVICE CENTER  
2025-068  
601 E WYTHE STREET, PETERSBURG, VIRGINIA 23103

Project No. 25008

12/31/2025

Revisions


- Notes
1. PERMIT DRAWINGS
  - 2.
  - 3.

Scale

ARCHITECTURAL  
RENDERINGS

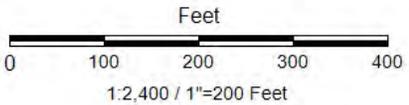
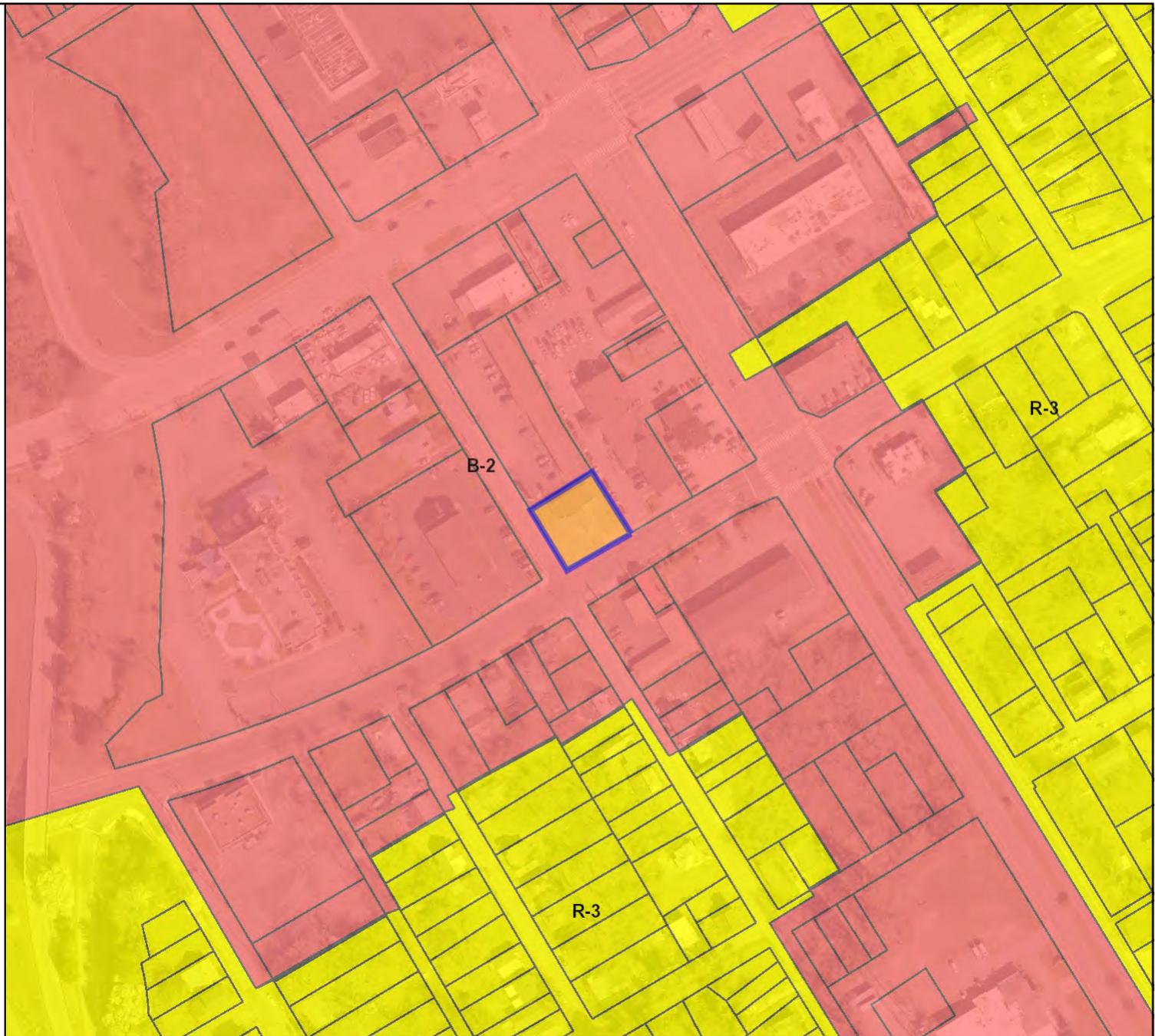
**CO.4**

Sheet No. ©2025

# Petersburg, Virginia

## Legend

-  City Boundary
-  Parcels
- Zoning**
-  A
-  B-1
-  B-2
-  B-2 (C)
-  B-3
-  B-3 (C)
-  ERC
-  M-1
-  M-1 (C)
-  M-2
-  MXD1
-  MXD2
-  MXD3
-  PUD
-  R-1
-  R-1 (C)
-  R-1A
-  R-1A (C)
-  R-2
-  R-3
-  R-4
-  R-5
-  R-5 (C)
-  R-6
-  RB
-  RMH
-  RTH
-  RTH (C)

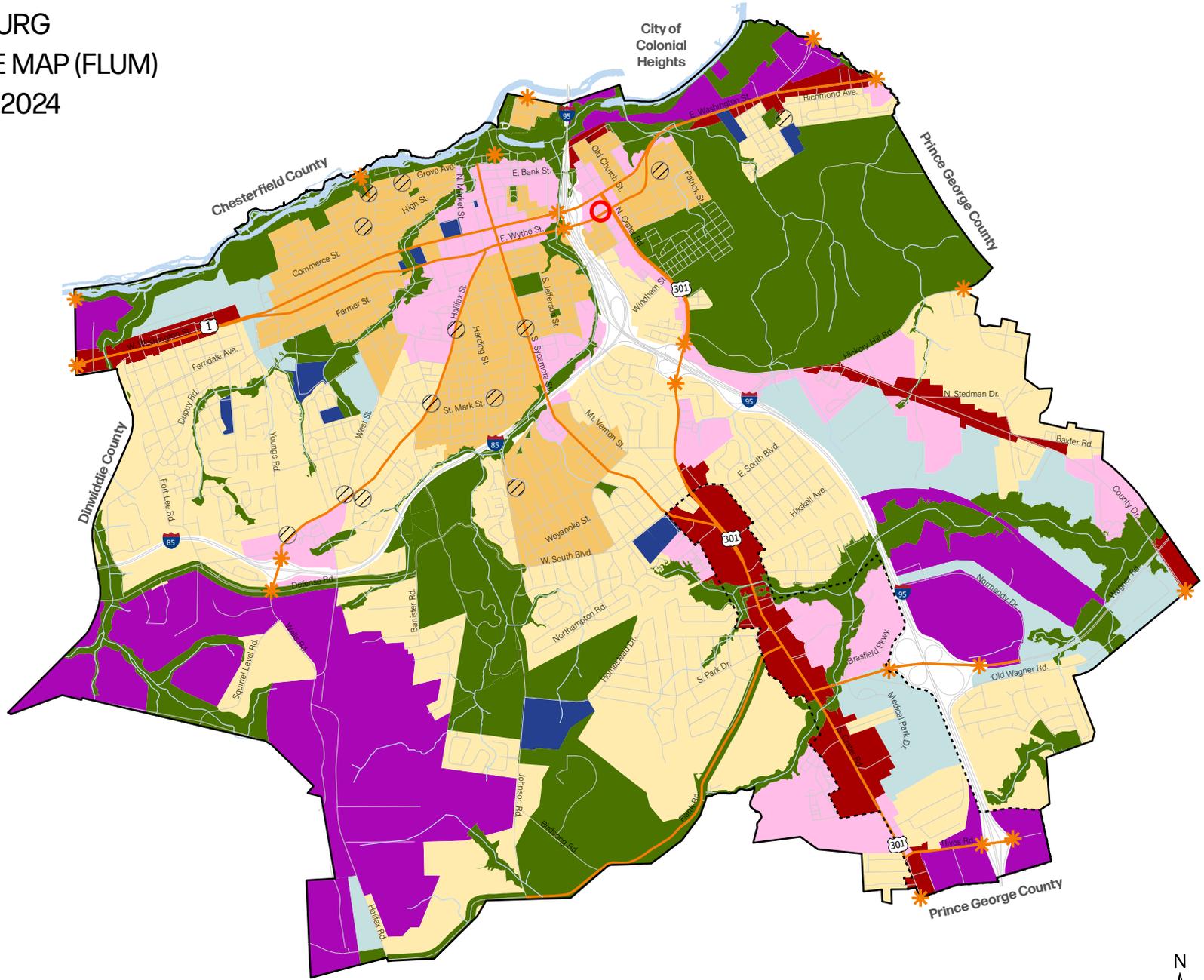


**Title:**

**Date: 1/25/2026**

*DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and City of Petersburg is not responsible for its accuracy or how current it may be.*

**CITY OF PETERSBURG  
FUTURE LAND USE MAP (FLUM)  
ADOPTED MAY 21, 2024**



**LEGEND**

- City Limits
- Roads
- Appomattox River
- Waterways
- - - South Crater Urban Development Area (UDA)
- Historic Core Neighborhoods
- Community Residential
- Neighborhood Commercial
- Community Mixed-Use
- Corridor Commercial
- Research and Development
- General Industrial
- Civic
- Conservation and Recreation
- Gateways
- Corridors



## COMMUNITY MIXED-USE

Community mixed-use areas are centers of commerce and amenities for Petersburg residents and visitors alike. These areas are walkable, dense, and interconnected environments of entertainment, shopping, personal services, restaurants, hotels, offices, the arts, and residential uses. While the footprint of community mixed-use areas should not expand in a manner that overwhelms or endangers historic core neighborhoods or conservation areas, their use and intensity may expand in ways that are compatible with Petersburg's historic and architectural character and urban form. Community mixed-use areas are appropriate areas for commercial uses that are pedestrian-oriented, enhance a vibrant street life, and contribute to Petersburg's overall economy. These areas should also integrate pocket parks, street trees, and urban gardens to promote an aesthetically pleasing streetscape and promote air quality and temperature reductions within identified heat islands.

In some community-mixed use areas, such as Old Towne, there may be few opportunities for new development. Therefore, adaptive reuse and infill are most likely to occur and be most appropriate given the historic context of the area. Any investment, however, should ensure the preservation of historic structures

and continue the architectural character of the surrounding area. Renovations, infill, and new construction within designated Local Historic Districts should conform to the Historic District Design Guidelines and decisions of the ARB. Where development and redevelopment occur within a quarter of a mile of a designated historic district, but are not regulated under historic district overlays, adherence to the City's Historic District Design Guidelines should be considered.

### **Primary Land Uses**

- Adaptive reuse
- Infill development
- Community hubs
- Hospitality-oriented uses (e.g., hotels, boutiques, galleries, restaurants)
- Live-work units
- Medical clinics (e.g., dentists, doctors, therapists)
- Multi-family residential dwellings
- Offices
- Parks and recreational spaces
- Personal services (e.g., hair salons, laundromats, pharmacies)
- Places of worship
- Small commercial (e.g., banks, specialty food stores)
- Small-scale manufacturing (e.g., makers' spaces, studios, microbreweries)
- Uses compatible with Fort Gregg-Adams



### **Planning + Development Principles**

- Compact development patterns, including cluster and traditional neighborhood development, are encouraged.
- Connect existing and established new trails, bicycle routes, and other recreational amenities.
- Incorporate use of public art, amenities (i.e., benches, trash cans, street trees), and wayfinding signage to orient visitors and create a sense of place.
- Implement traffic calming measures.
- Incorporate high-quality materials for all buildings.
- Open space should be integrated and provide for community spaces well-defined by streets and adjacent buildings.
- Preservation, renovation, reuse, and adaptive use of existing structures is encouraged.
- Preserve the existing tree canopy wherever possible and include native plantings when new landscaping is necessary.

<b>PROPERTY ADDRESS</b>	<b>OWNER</b>	<b>MAILING ADDRESS</b>	<b>CITY, STATE, ZIP</b>
601 E WYTHE ST	601 E WYTH ST LLC	12803 NIGHTINGALE DRIVE	CHESTER, VA 23836
23 S LITTLE CHURCH	ANAND M.S. MONICA ROYAL INN MOTEL	11806 MIDDLE COFF DR	CHESTER, VA 23836
613 E WYTHE ST	BETHANY BAPTIST CHURCH TRUSTEE	PO BOX 69	PETERSBURG, VA 23804
602 E WYTHE ST	BHASIN VEENA	602 E WYTHE ST	PETERSBURG, VA 23803
612 E WYTHE ST	BHASIN VEENA	602 E WYTHE ST	PETERSBURG, VA 23803
555 E WYTHE ST	KHUZDAR LLC	18099 SW 54TH ST	MIRAMAR, FL 33029
548 E WYTHE ST	MORRISON AND MARY BOATRIGHT	548 E WYTHE ST	PETERSBURG, VA 23803
622 E WYTHE ST	TRP WYTHE STREET OWNER LLC	11100 W BROAD ST	GLEN ALLEN, VA 23060



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** March 17, 2026

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

**THROUGH:** Garry Cozier - Budget Manager

**FROM:** March Altman, Jr.

**RE:** **A Public Hearing for Consideration of an Amendment to the FY26 Grants Fund Budget**

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

**REASON:** A Public Hearing for Consideration of an Amendment to the FY26 Grants Fund

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

**BACKGROUND:** The Department of Public Works & Utilities received \$7,674.52 from DEQ for a Litter Grant & \$750,000 from DCR for Wilcox Lake Grant.  
The Petersburg Bureau of Police received a grant from DOJ for \$27,684 for JAG24 Grant.

**COST TO CITY:** \$785,358.52

**BUDGETED ITEM:** Grants

**REVENUE TO CITY:** \$785,358.52

**CITY COUNCIL HEARING DATE:** 3/17/2026

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:**

**AFFECTED AGENCIES:** Streets Division, Stormwater Division, Petersburg Bureau of Police

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:**

**REQUIRED CHANGES TO WORK PROGRAMS:**

**ATTACHMENTS:**

1. Grant Ordinance - CFPF6.LitterFY26.JAG24
2. City of Petersburg Round 6 Notification Letter - CFPF-25-06-58
3. Award Letter

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

---

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>CFPF6 – Wilcox Lake</b>	<b>\$750,000</b>
<b>DEQ Litter Grant</b>	<b>\$7,674.52</b>
<b>Edward Byrne JAG 24</b>	<b>\$27,684</b>
<b>Total Revenue</b>	<b>\$785,358.52</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>CFPF6 – Wilcox Lake</b>	<b>\$750,000</b>
<b>DEQ Litter Grant</b>	<b>\$7,674.52</b>
<b>Edward Byrne JAG 24</b>	<b>\$27,684</b>
<b>Total Expense</b>	<b>\$785,358.52</b>



**COMMONWEALTH of VIRGINIA**  
DEPARTMENT OF CONSERVATION AND RECREATION

January 15, 2026

J. March Altman, Jr.  
Office of the City Manager  
135 North Union Street  
Petersburg , Virginia 23803  
maltman@petersburg-va.org

Re: **Community Flood Preparedness Fund (CFPF)**  
CY2025 Round 6 Grant Application: 3642  
Grant Number: CFPF-25-06-58  
Application Category: Project  
Community Name: City of Petersburg CID: 510112  
Primary Contact: Darryl Walker  
Primary Contact Email Address: dwalker@petersburg-va.org  
Requested Grant Amount: \$637,500.00  
Approved Grant Amount: \$750,000.00

Dear J. March Altman, Jr.:

This letter is to advise you that the Department of Conservation and Recreation (DCR) received your request to fund a Project application. If the application category listed above is different from the initial application, a change was necessary based on DCR’s assessment of the project or activity. A change in application category may have resulted in the recalculation in the CFPF and match percentages represented above.

DCR, in consultation with the Secretary of Natural and Historic Resources and the Chief Resilience Officer of the Commonwealth of Virginia, has reviewed you application and your request for funding is approved. The total approved funding is as follows:

- Approved CFPF Approved Amount: \$750,000.00
- Approved Match Amount: \$0.00
- Approved Total Project Cost: \$750,000.00

In the coming weeks, you will receive an award package and grant agreement from Virginia Resources Authority (VRA) that will include an Award Letter detailing any changes in award amounts and conditions related to the award. Grant specific conditions, if any, will be incorporated into your award document and are as follows:

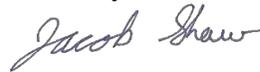
- The applicant must submit the proposed plans to a Certified Floodplain Manager for their endorsement.
- The applicant must submit the proposed project plans to the Regional Dam Safety Engineer for approval.

The above condition(s) must be completed and returned to DCR within 30 days of receipt of this letter. If more than 30 days is needed to fulfil these condition(s), please notify DCR.

Your Grant Agreement will include all requirements related to this award including information on how to receive reimbursement, submit reports, and requirements for final deliverables for completed projects or activities. This package must be signed and returned to VRA within 90 days of receipt or funds will be rescinded.

Should you have any questions, please feel free to contact me at [Jake.Shaw@dcr.virginia.gov](mailto:Jake.Shaw@dcr.virginia.gov).

Sincerely,



Jake Shaw  
Grants Manager,  
Dam Safety and Floodplain Management

cc: Darryl M. Glover, Deputy Director, DCR  
Angela Davis, Division Director, DCR  
Tony Leone, VRA



# Commonwealth of Virginia

## VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

[www.deq.virginia.gov](http://www.deq.virginia.gov)

Stefanie K. Taillon  
Secretary of Natural and Historical Resources

Michael S. Rolband, PE, PWD, PWS Emeritus  
Director

November 25, 2025

March Altman  
City Manager  
City of Petersburg  
135 N Union Street  
Petersburg, VA 23803

Dear March Altman:

I am pleased to inform you that a total grant award of **\$7,674.52** has been approved for the **City of Petersburg** Litter Prevention and Recycling Program activities and the Extended Polystyrene (EPS) campaign for the period of July 1, 2025 to June 30, 2026.

The total grant award amount above includes the following:  
Non-Competitive Grant Award: \$7,674.52

Processing of the grant awards is underway, and a payment for this amount should be received within the next two weeks if funds can be transferred electronically (EDI) or in thirty days if processing by check is required.

If you have any questions or need additional information, please contact Prina Chudasama at [prina.chudasama@deq.virginia.gov](mailto:prina.chudasama@deq.virginia.gov) or at (804) 659-1530.

Sincerely,

A handwritten signature in black ink, appearing to read "Sanjay Thirunagari".

Sanjay Thirunagari  
Programs Manager  
Division of Land Protection & Revitalization

This e-mail message and any attached files are for the sole use of the intended recipient(s) and may contain privileged, confidential or otherwise protected from disclosure information. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** March 17, 2026

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

**THROUGH:** Garry Cozier - Budget Manager

**FROM:** March Altman, Jr.

**RE:** **A Public Hearing for Consideration of an Amendment to the FY26 Utilities Fund Budget & FY26 Streets Fund Budget**

**PURPOSE:** A Public Hearing for Consideration of an Amendment to the FY26 Utilities Fund Budget & FY26 Streets Fund Budget.

**REASON:** A Public Hearing for Consideration of an Amendment to the FY26 Utilities Fund Budget & FY26 Streets Fund Budget.

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

**BACKGROUND:** The Streets Fund has carryover funding that was encumbered last fiscal year for Oak Hill Road Bridge Replacement \$1,651,259. The Utilities Fund needs to increase the budgeted amounts due to the utility rate increase which went into effect this calendar year \$1,121,109.

**COST TO CITY:** \$2,772,368

**BUDGETED ITEM:** Amendment

**REVENUE TO CITY:** \$2,772,368

**CITY COUNCIL HEARING DATE:** 3/17/2026

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:**

**AFFECTED AGENCIES:** Streets Division, Utilities Division

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:**

**REQUIRED CHANGES TO WORK PROGRAMS:**

**ATTACHMENTS:**

1. Ordinance - Utilities FY26 Amendment
2. Ordinance - Streets FY26 Amendment



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

---

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 Utilities Funds Budget, 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>\$15,874,619</b>
<b>ADD:</b>	
Utility Rate Increase	\$1,121,109
<b>Total Revenue</b>	<b>\$16,995,728</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>\$15,874,619</b>
<b>ADD:</b>	
Utility Rate Increase	\$1,121,109
<b>Total Expense</b>	<b>\$16,995,728</b>

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

---

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 Streets Funds Budget, 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>\$10,641,039</b>
<b>ADD:</b>	
Streets Carry Forward from FY25	\$1,651,259
<b>Total Revenue</b>	<b>\$12,292,298</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>\$10,641,039</b>
<b>ADD:</b>	
Oak Hill Bridge Replacement	\$1,651,259
<b>Total Expense</b>	<b>\$12,292,298</b>



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** March 17, 2026

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

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

**FROM:** Brittany Flowers

**RE:** **A Public Hearing for Consideration of an Amendment to the Code of Ordinance, Section 106-109, Real Estate Tax, to Change Elderly and Disabled Gross Amount; and Section 106-112, Change the Amount of the Exemption**

**PURPOSE:** To request City Council hold a Public Hearing to amend Sections 106-109 and 106-112 of the City Code regarding Real Estate Elderly/Disabled Tax Relief Program. The amendment increases the gross income and amount of the exemption.

**REASON:** To assist our elderly/disabled more due to an increase in real estate assessment.

**RECOMMENDATION:** Approve amending Sections 106-109 and 106-112 to increase the gross income and total amount of exemption for the elderly/ disabled tax relief.

**BACKGROUND:** The proposed amendment increased the gross income and total amount of the exemption for the elderly/disabled tax relief.

**COST TO CITY:**

**BUDGETED ITEM:**

**REVENUE TO CITY:** Decrease in revenue due to approvals of the elderly/disabled tax relief program.

**CITY COUNCIL HEARING DATE:** 3/17/2026

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:**

**AFFECTED AGENCIES:** Commissioner of the Revenue

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:**

**REQUIRED CHANGES TO WORK PROGRAMS:**

**ATTACHMENTS:**

1. Tax Relief for Elderly Disabled Presentation

2. Sec.106109.Generalprerequisitegrant



# TAX RELIEF

For Real Estate: Elderly & Disabled



# PURPOSE

City Council to discuss and improve the increase of the gross income and assets from the current City Codes §106-109 and §106-112



## § 106-109. - General Prerequisites to Grant

The exemption provided for in this division shall be granted to persons subject to the following provisions:

1. That the title to the property for which the exemption is claimed is held, or partially held, on July 1 of the taxable year, by the person claiming the exemption.
2. That the head of the household occupying the dwelling and owning the title, or partial title, thereto is 65 years or older, or is permanently and totally disabled, on June 30 of the year immediately preceding the taxable year.
3. That the gross combined income of the owner during the year immediately preceding the taxable year shall be determined by the commissioner of the revenue to be in an amount not to exceed \$45,000.00. The gross combined income shall include all income from all sources of the owner and of the owner's relatives living in the dwelling for which exemption is claimed; except that the first \$4,000.00 of income of each relative, other than the spouse of the owner, who is living in the dwelling, shall not be included in such total.
4. That the total combined financial worth of the owner and of the spouse of the owner, as of May 1 of the year immediately preceding the taxable year, shall be determined by the commissioner of the revenue to be in an amount not to exceed \$80,000.00. The total financial worth shall include the value of all assets, including the equitable interest, of the owner and the owner's relatives living in the dwelling for which the exemption is claimed but shall not include the fair market value of the dwelling and the land upon which it is situated, not exceeding one acre, for which the exemption is claimed.



## § 106-112. – Amount of Exemption

The exemption provided for in this division shall be granted to persons subject to the following provisions:

The person qualifying for and claiming exemption under this division shall be relieved of 100 percent of the real estate tax levied on the qualifying dwelling and land if the combined household income of the owner is \$0—\$25,000.00 with a maximum tax relief of \$1,500.00. The person qualifying for and claiming exemption under this division shall be relieved of 50 percent of the real estate tax levied on the qualifying dwelling and land if the combined household income of the owner is \$25,001.00—\$50,000.00 with a maximum tax relief of \$1,500.00.

(Code 1981, § 34-75(a); Ord. No. 12-83, § 1, 12-18-2012)



# APPLICATION PROCESS



**City of Petersburg**  
**Commissioner of the Revenue**

144 N Sycamore St Petersburg, VA 23803  
Phone: (804) 733-2315 • Fax: (804) 508-6948  
Email: bflowers@petersburg-va.org Web: www.petersburg-va.org

**Brittany C. Flowers**  
*Commissioner of the  
Revenue*

**APPLICATION FOR REAL ESTATE TAX RELIEF FOR THE ELDERLY OR DISABLED**

**\*\* FILE ON OR BEFORE MAY 1, 2023 \*\***

**FAILURE TO SUBMIT A COMPLETED APPLICATION BY DUE DATE WILL DISQUALIFY APPLICANT.**

**IMPORTANT:** Please refer to the requirements on the back of page 4 before filling out this application. **ALL QUESTIONS MUST BE ANSWERED.** All information on this application is confidential and not open to public inspection. For additional information, please call 804-733-2315.

ACCOUNT: \_\_\_\_\_ PARCEL NUMBER (if known): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Applicant (Owner) Name: \_\_\_\_\_

SSN#: \_\_\_\_\_ PHONE#: (\_\_\_\_) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Property Address: \_\_\_\_\_, Petersburg, VA 2380\_\_\_\_\_

Applicant (Property Owner) Check which applies: \_\_\_\_\_ DISABLED \_\_\_\_\_ ELDERLY

List all owners of the property. (Attach additional sheets if necessary).

Spouse/Co-owner: \_\_\_\_\_

SSN#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Co-owner: \_\_\_\_\_

SSN#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_



**INCOME INFORMATION**

Enter the gross **ANNUAL INCOME** before deductions from all sources for the past calendar year. Income will include that of the applicant, spouse, and/or anyone else living in the dwelling. You must provide all financial statements for end of the year showing balance as of **DECEMBER 31, 2022**. If you filed your 2022 Federal Income Taxes, you must provide a copy with this application. Use additional sheets if necessary.

List the name, relationship, age and social security number of all occupants (other than spouse) of the home.

<u>Name(s)</u>	<u>Relationship</u>	<u>Age</u>	<u>Social Security #</u>	<u>Annual Income Amount</u>
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

<u>TOTAL GROSS INCOME (ANNUAL)</u>	<u>APPLICANT</u>	<u>SPOUSE/ CO-OWNER</u>	<u>RELATIVES/OTHER OCCUPANTS LIVING IN THE DWELLING</u>
SALARIES, COMMISSIONS, ETC.	\$ _____	\$ _____	\$ _____
PENSIONS/RETIREMENT	\$ _____	\$ _____	\$ _____
INTEREST/DIVIDENDS	\$ _____	\$ _____	\$ _____
ANNUITIES	\$ _____	\$ _____	\$ _____
VETERANS' BENEFITS	\$ _____	\$ _____	\$ _____
UNEMPLOYMENT	\$ _____	\$ _____	\$ _____
DISABILITY SSI	\$ _____	\$ _____	\$ _____
SOCIAL SECURITY	\$ _____	\$ _____	\$ _____



**ASSETS INFORMATION**

VALUE OF ASSETS AS OF **DECEMBER 31, 2022**

**\*\* Provide financial statements to support all entries below \*\***

	<u>APPLICANT</u>	<u>SPOUSE/ CO-OWNER</u>	<u>RELATIVES/OTHER OCCUPANTS LIVING IN THE DWELLING</u>
Personal Property (Vehicles)	\$ _____	\$ _____	\$ _____
Checking/Money Market	\$ _____	\$ _____	\$ _____
Savings Account	\$ _____	\$ _____	\$ _____
Stocks/Bonds/Mutual Funds	\$ _____	\$ _____	\$ _____
Certificates of Deposit	\$ _____	\$ _____	\$ _____
IRA's/ Annuities	\$ _____	\$ _____	\$ _____
Other Assets	\$ _____	\$ _____	\$ _____
Total Assets	\$ _____	\$ _____	\$ _____
<i>Less – Total Liabilities (Attach Statement)</i>	\$ _____	\$ _____	\$ _____
Total Combined Net Financial Worth	<b>\$</b> _____	<b>\$</b> _____	<b>\$</b> _____

**DO YOU OWN ANY OTHER REAL ESTATE?**  YES  NO

If yes, please fully describe accurately the location of all real estate owned by the applicant, spouse, and/or anyone that is living with the applicant. *(Attach additional sheets if necessary)*

<b>Location/Description of Real Estate</b>	<b>Value \$</b>
_____	\$ _____
_____	\$ _____
<b>Totals:</b>	<b>\$</b> _____



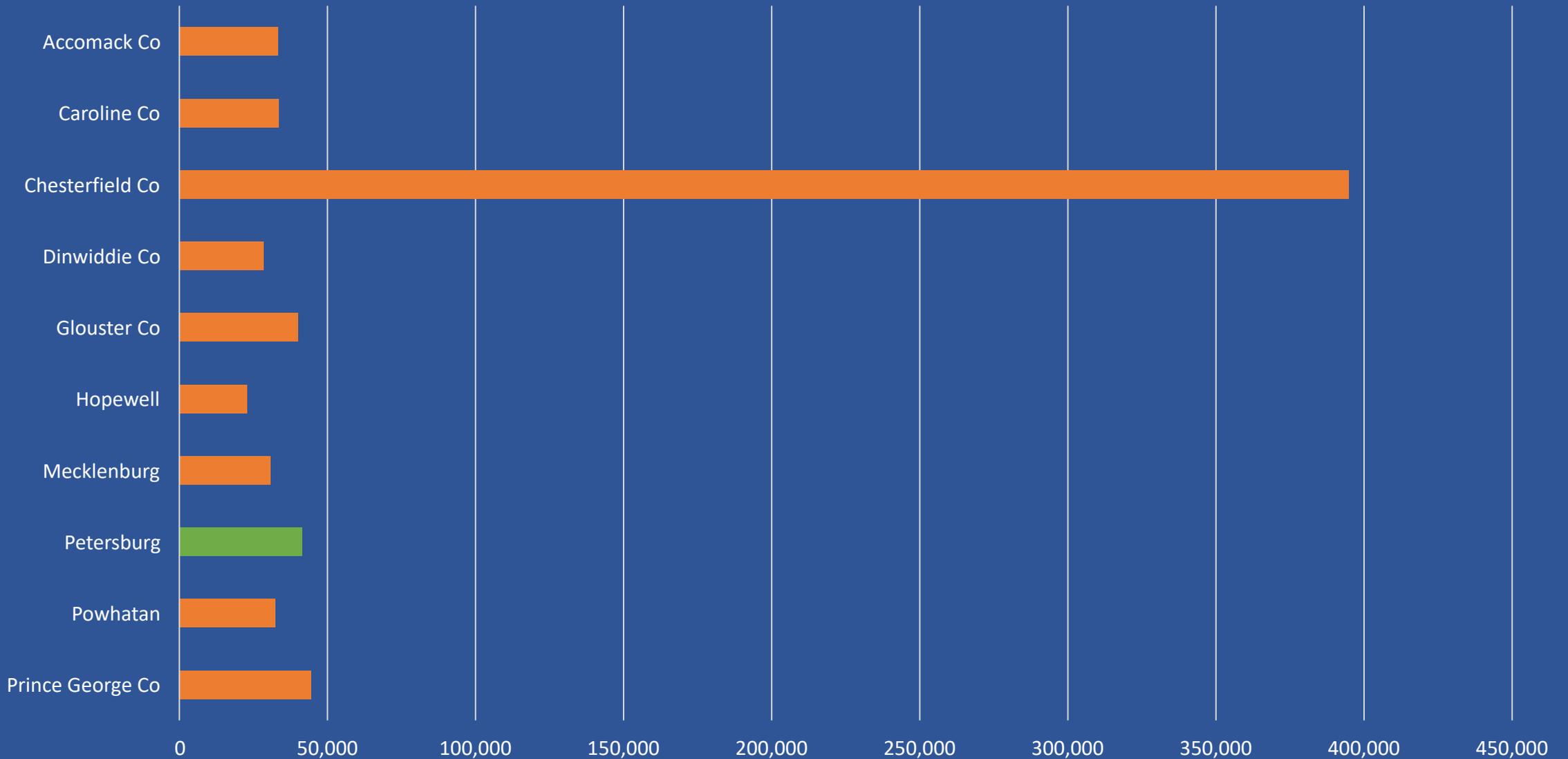
## Real Estate Tax Relief for the Elderly or Disabled

### Requirements for Exemption

- The title of the property for which exemption is claimed must be held or partially held on July 1 of the TAXABLE YEAR by the persons claiming exemption.
- The head of the household occupying the dwelling and owning title, or partial title, must be sixty-five years of age or older on June 30 of the year immediately preceding the taxable year. Such dwelling must be occupied as the sole dwelling of the person or persons not less than sixty-five years of age.
- The gross combined income of the owner during the year immediately preceding the taxable year shall be determined by the Commissioner of the Revenue to be an amount not to exceed \$35,000.00. Gross combined income shall include all income from all sources of the owner and spouse and income in excess of \$4,000.00 of any other person living in the dwelling for which exemption is claimed. "Owner" as used herein, shall also be construed as "Owners". Applicant must provide all financial statements as to proof of income.
- The total combined net financial worth of the owner as of December 31<sup>st</sup> of the year immediately preceding the taxable year shall be determined by the Commissioner of the Revenue to be an amount not to exceed \$70,000.00. Total net financial worth shall include all assets, including equitable interest of the owner of the dwelling for which exemption is claimed and not exceeding one acre, upon which the dwelling is situated. Applicant must provide all financial statements for period ending December 31, 2022. Application will not be approved unless ALL financial statements are provided as required.
- Annually, and not later than May 1 of the Taxable Year, the person or persons claiming an exemption must file a Real Estate Exemption Application with the Commissioner of the Revenue, 144 N Sycamore Street, Petersburg, Virginia 23803.
- Any person who has been granted an exemption is reminded that he/she must report any changes in financial status to the Commissioner of the Revenue at once. (Example of change in status that must be reported: Sale or lease of residence for which exemption is granted, changes in financial worth by such means as gifts, inheritance, insurance proceeds).
- Totally disabled persons must occupy the dwelling and property must be in their name. They must provide a copy of their certification of award from Social Security or notarized statement from (2) different doctors licensed to practice medicine in the State of Virginia, stating they are totally disabled.

YEAR	APPLICATIONS MAILED	APPLICATIONS DENIED	DENIAL REASON
2022	358	19	OVER INCOME
2023	463	23	ASSETS > 70,000 OVER INCOME
2024	566 (SET TO BE MAILED)	27	Exceeds established income amount
2025	327	29	Above the \$45,000 eligibility threshold

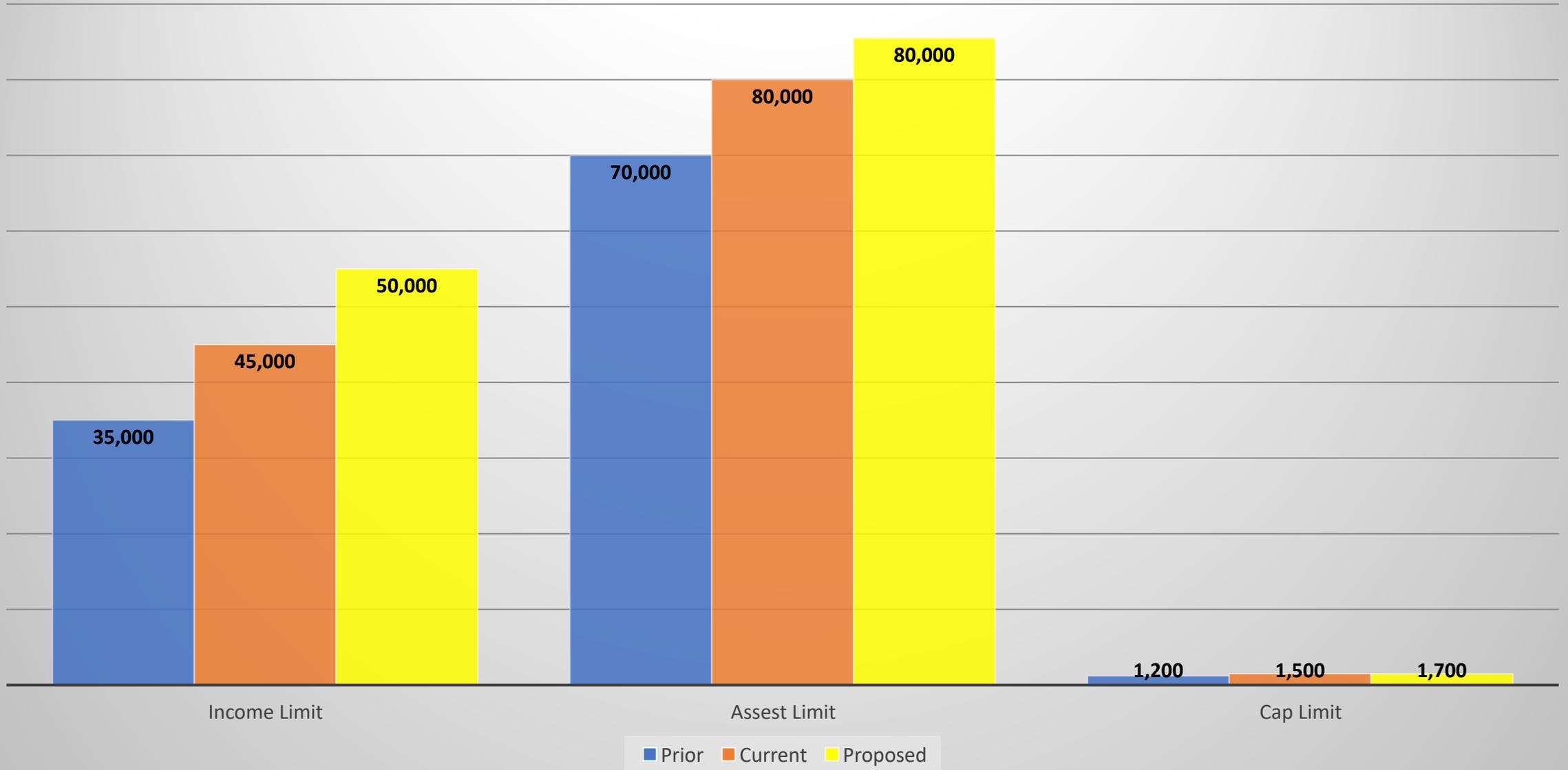
# Population by Locality (as of January 2025)



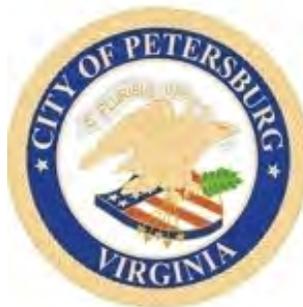
# Current Program Limits by Locality

Location	Income Cap	Assets Cap	Relief Cap
Accomack Co.	36,704	80,000	500.00
Caroline Co.	50,000	100,000	1,000.00
Chesterfield Co.	65,400	514,000	% based on income
Dinwiddie Co.	50,000	100,000	No Cap < 5 acres
Glouster Co.	40,000	100,000	600.00
Hopewell	32,500	100,000	850.00
Mecklenburg Co	N/A	N/A	N/A
Petersburg	45,000	80,000	1,500.00
Powhatan	75,000	250,000	1,600.00
Prince George Co	55,000	130,000	No Cap

# Current & Proposed Program Limits



Thank You!



*Brittany C. Flowers*

Master Commissioner of the Revenue

144 N Sycamore St.

Petersburg VA 23805

Phone 804.733.2317

Mobile 804.324.8016

Fax 804.508.6948

<http://www.petersburg-va.org/135/Commissioner-of-the-Revenue>

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## Sec. 106-109. General prerequisites to grant.

The exemption provided for in this division shall be granted to persons subject to the following provisions:

- (1) That the title to the property for which the exemption is claimed is held, or partially held, on July 1 of the taxable year, by the person claiming the exemption.
- (2) That the head of the household occupying the dwelling and owning the title, or partial title, thereto is 65 years or older, or is permanently and totally disabled, on June 30 of the year immediately preceding the taxable year.
- (3) That the gross combined income of the owner during the year immediately preceding the taxable year shall be determined by the commissioner of the revenue to be in an amount not to exceed ~~\$45,000.00.~~ \$50,000.00 The gross combined income shall include all income from all sources of the owner and of the owner's relatives living in the dwelling for which exemption is claimed; except that the first ~~\$4,000.00.~~ \$6,000. of income of each relative, other than the spouse of the owner, who is living in the dwelling, shall not be included in such total.
- (4) That the total combined financial worth of the owner and of the spouse of the owner, as of May 1 of the year immediately preceding the taxable year, shall be determined by the commissioner of the revenue to be in an amount not to exceed \$80,000.00. The total financial worth shall include the value of all assets, including the equitable interest, of the owner and the owner's relatives living in the dwelling for which the exemption is claimed but shall not include the fair market value of the dwelling and the land upon which it is situated, not exceeding one acre, for which the exemption is claimed.

(Ord. No. 04-49, 6-15-2004; Ord. No. 08-15, 2-5-2008; Ord. No. 12-83, § 1, 12-18-2012; Ord. No. 24-12, 4-16-2024)

## Sec. 106-112. Amount of exemption.

The person qualifying for and claiming exemption under this division shall be relieved of 100 percent of the real estate tax levied on the qualifying dwelling and land if the combined household income of the owner is \$0—~~\$25,000.00~~ \$30,000.00 with a maximum tax relief of ~~\$1,500.00~~ \$1,700.00. The person qualifying for and claiming exemption under this division shall be relieved of 50 percent of the real estate tax levied on the qualifying dwelling and land if the combined household income of the owner is ~~\$25,001.00~~ \$35,001.00 —~~\$45,000.00~~ \$50,000.00 with a maximum tax relief of ~~\$1,500.00.~~ \$1,700.00

(Code 1981, § 34-75(a); Ord. No. 12-83, § 1, 12-18-2012; Ord. No. 24-12, 4-16-2024)

# Finance Monthly Update

March 17, 2026



**DEPARTMENT OF FINANCE**

# AGENDA

Budget to Actuals



# BUDGET TO ACTUALS

GF Department	FY26 BUDGET	Expended Thru 02.28.2026: 67% of YR Completed	Remaining Budget Balance	% of Budget Expended
CITY COUNCIL	362,216	\$ 145,059	\$ 217,157	40%
CITY CLERK	418,563	\$ 256,783	\$ 161,780	61%
CITY MANAGER	1,193,189	\$ 771,914	\$ 424,275	65%
CITY ATTORNEY	511,900	\$ 240,391	\$ 271,509	47%
HUMAN RESOURCES	1,233,781	\$ 760,042	\$ 470,739	62%
COMMISSIONER OF REVENUE	494,408	\$ 330,097	\$ 164,311	67%
ASSESSOR	683,469	\$ 505,604	\$ 177,865	74%
CITY TREASURER	489,328	\$ 438,289	\$ 51,039	90%
FINANCE	1,152,659	\$ 774,575	\$ 378,084	67%
CUSTOMER CARE & COLLECTIONS	916,230	\$ 510,269	\$ 405,962	56%
INFORMATION TECHNOLOGY	1,331,238	\$ 813,780	\$ 517,458	61%
PROCUREMENT	356,476	\$ 155,518	\$ 200,958	44%
REGISTRAR	657,371	\$ 441,725	\$ 215,646	67%
CIRCUIT CT. JUDGES & ADMIN	96,667	\$ 66,483	\$ 30,184	69%
GENERAL DISTRICT COURT	79,400	\$ 8,448	\$ 70,952	11%
MAGISTRATES	3,000	\$ (32)	\$ 3,032	-1%
JUVENILE & DOMESTIC RELATIONS	8,750	\$ 1,138	\$ 7,612	13%



# BUDGET TO ACTUALS

GF Department	FY26 BUDGET	Expended Thru 02.28.2026: 67% of YR Completed	Remaining Budget Balance	% of Budget Expended
CLERK of the CIRCUIT COURT	1,093,879	\$ 758,184	\$ 335,695	69%
SHERIFF	2,293,156	\$ 1,665,481	\$ 627,675	73%
COMMONWEALTH ATTORNEY	1,810,537	\$ 1,266,938	\$ 543,599	70%
VICTIM WITNESS - CITY	26,286	\$ 6,945	\$ 19,341	26%
POLICE DEPARTMENT	12,999,236	\$ 9,902,451	\$ 3,096,784	76%
911 EMERGENCY COMMUNICATIONS	2,010,963	\$ 1,056,208	\$ 954,755	53%
FIRE DEPARTMENT	9,983,823	\$ 7,338,663	\$ 2,645,160	74%
REGIONAL JAIL SERVICE	3,546,522	\$ 2,315,716	\$ 1,230,806	65%
11th DISTRICT COURT	114,827	\$ 81,822	\$ 33,006	71%
VJCCA SUB-TOTAL	253,830	\$ 132,522	\$ 121,308	52%
CODE ENFORCEMENT	1,362,061	\$ 946,557	\$ 415,504	69%
ANIMAL CONTROL	334,714	\$ 165,707	\$ 169,007	50%
ENGINEERING	1,390,264	\$ 447,196	\$ 943,068	32%
REFUSE COLLECTION	2,394,000	\$ 1,487,269	\$ 906,731	62%
GROUNDS	1,358,068	\$ 713,912	\$ 644,156	53%
FACILITIES MANAGEMENT	3,427,767	\$ 2,369,996	\$ 1,057,771	69%
CPO CENTER/VCRC	106,416	\$ 68,373	\$ 38,043	64%



# BUDGET TO ACTUALS

GF Department	FY26 BUDGET	Expended Thru 02.28.2026: 67% of YR Completed	Remaining Budget Balance	% of Budget Expended
SOCIAL SERVICES	11,589,663	\$ 7,373,652	\$ 4,216,011	64%
CHILDREN'S SERVICES ACT	4,477,855	\$ 3,832,416	\$ 645,439	86%
TRANSFER TO SCHOOLS	12,977,018	\$ 8,651,345	\$ 4,325,673	67%
RECREATION & LEISURE SERVICES	1,034,464	\$ 912,079	\$ 122,386	88%
CEMETERIES	82,013	\$ 29,567	\$ 52,446	36%
TURF MANAGEMENT	646,689	\$ 853,025	\$ (206,336)	132%
GOV'T RELATIONS	1,433,456	\$ 664,815	\$ 768,641	46%
PUBLIC LIBRARY	1,551,034	\$ 957,850	\$ 593,183	62%
PLANNING	1,033,601	\$ 548,812	\$ 484,788	53%
ECONOMIC DEVELOPMENT	564,423	\$ 360,566	\$ 203,857	64%
NON-DEPARTMENTAL	14,853,788	\$ 4,679,256	\$ 10,174,532	32%
DEBT SERVICE	7,295,881	\$ 4,583,710	\$ 2,712,171	63%
TRANSFER TO OTHER FUNDS	3,169,286	\$ 3,169,286	\$ -	100%
<b>TOTALS</b>	<b>115,322,949</b>	<b>\$ 73,621,416</b>	<b>\$ 41,701,533</b>	<b>64%</b>



# BUDGET TO ACTUALS

Fund/Department	FY26 BUDGET	Expended Thru 02.28.2026: 67% of YR Completed	Remaining Budget Balance	% of Budget Expended
<b>STREETS</b>				
Streets Operations Sub-Total	10,641,039	6,553,762	4,087,757	62%
<b>PUBLIC UTILITIES</b>				
Wastewater Sub-Total	7,822,614	5,906,782	1,963,288	75%
Water Sub-Total	8,052,005	5,437,039	2,581,780	68%
<b>TOTAL PUBLIC UTILITIES FUND</b>	<b>15,874,619</b>	<b>11,343,821</b>	<b>4,545,069</b>	<b>71%</b>
<b>STORMWATER</b>				
Stormwater Services Sub-Total	1,410,564	721,268	689,296	51%
<b>DOGWOOD</b>				
Dogwood Golf Sub-Total	1,515,186	1,031,181	484,005	68%
<b>MASS TRANSIT</b>				
Paratransit Sub-Total	301,016	240,111	60,905	80%
State/Projects Sub-Total	824,888	470,435	429,754	57%
Administration Sub-Total	4,486,581	2,694,610	1,791,971	60%
Maintenance Sub-Total	907,397	809,612	97,785	89%
<b>TOTAL MASS TRANSIT FUND</b>	<b>6,519,882</b>	<b>4,214,768</b>	<b>2,380,415</b>	<b>65%</b>





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** March 17, 2026

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

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

**FROM:** March Altman, Jr.

**RE:** **Report from Planning Commission on Potential Proactive Rezoning**

**PURPOSE:** To present recommendations from Planning Commission on potential opportunities for proactive rezoning.

**REASON:** At the February 3, 2026 joint meeting between Planning Commission and City Council, Council directed the Planning Commission to research properties in the vicinity of ERC District and provide a recommendation on whether proactive rezoning(s) may be appropriate.

**RECOMMENDATION:**

**BACKGROUND:** Below is a general timeline of events for this request:

1. February 3, 2026 - City Council directed Planning Commission to investigate properties in vicinity of ERC District and provide recommendation on whether proactive rezoning would be appropriate on any properties.
2. February - March, 2026 - Planning staff coordinated with City Manager and Planning Commission to determine which properties should be considered.
3. March 5, 2026 - Planning Commission provided several recommendations to be presented to Council.

**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. Proactive Rezoning Presentation

CITY COUNCIL  
MEETING

MARCH 17,  
2026



# Planning Commission Report – Proactive Rezoning

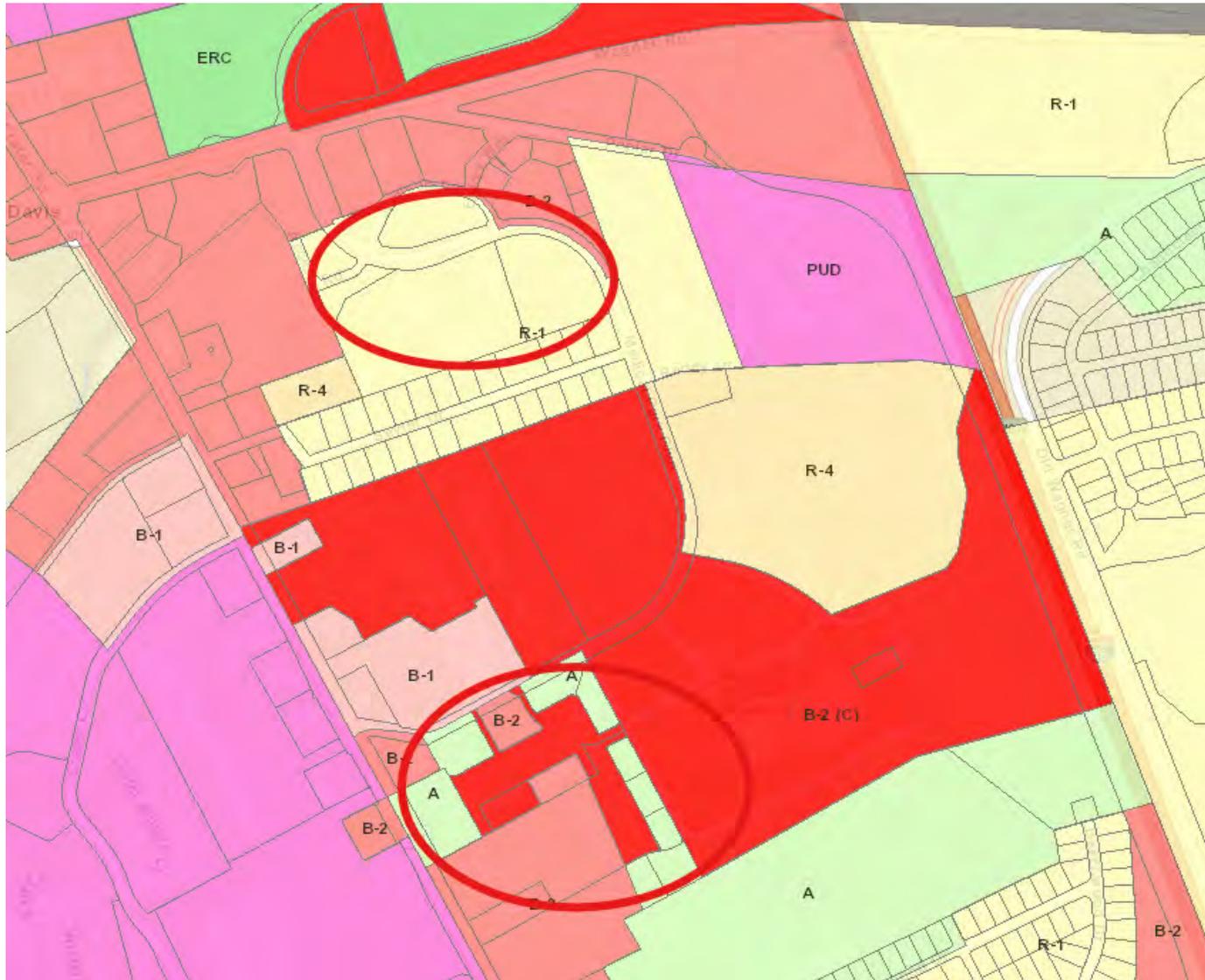
# Overview

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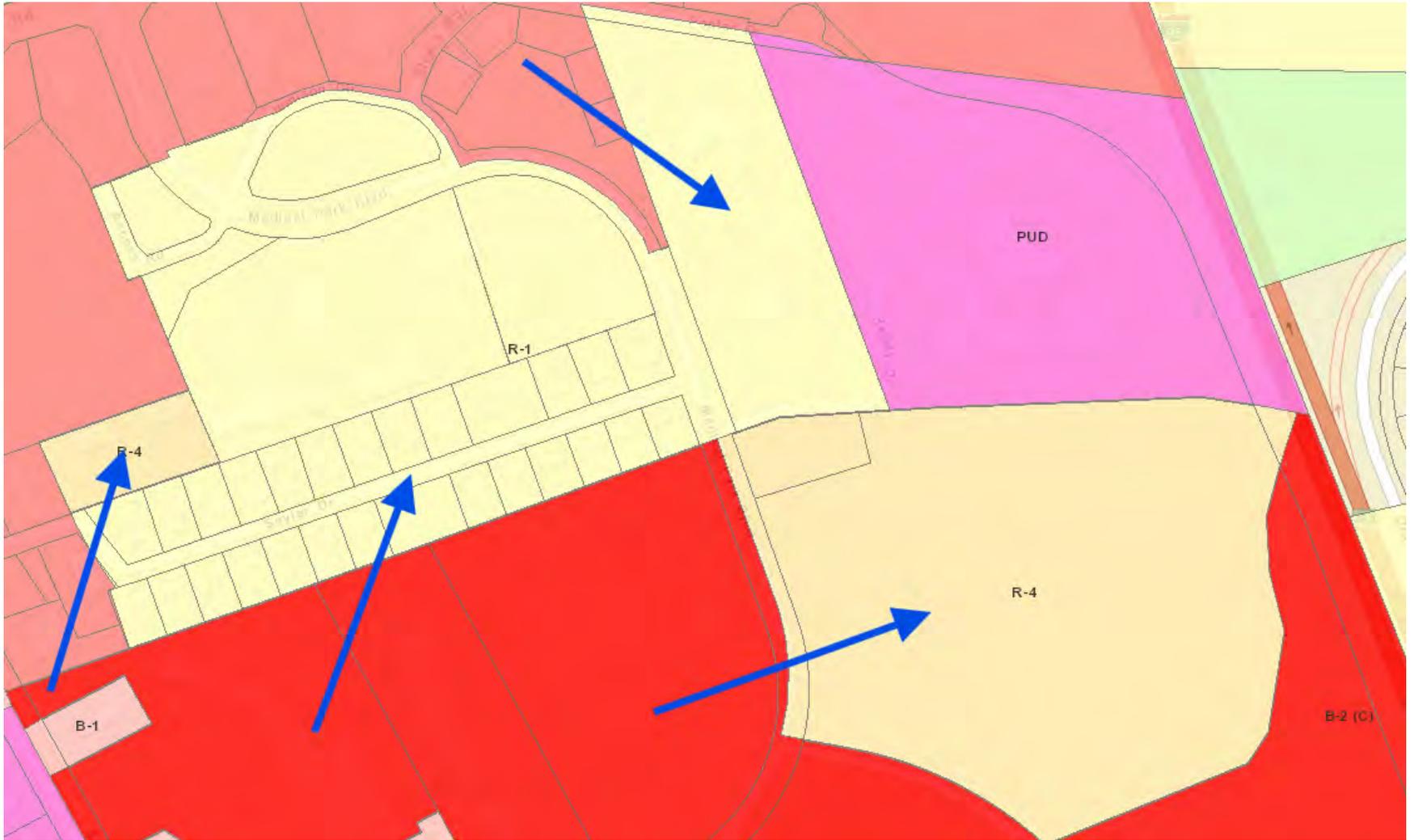
- At February 3 joint meeting, City Council requested Planning Commission to identify areas in vicinity of the ERC district that may be appropriate for proactive (i.e. city-initiated) rezoning
- Planning Commission asked to determine if rezonings are appropriate and, if so, to which district(s)
- Council asked for attention to **redevelopment** potential
- Planning Commission considered Future Land Use Map guidance, existing conditions, whether any additional changes (beyond rezoning) are appropriate



# Rezoned Previously



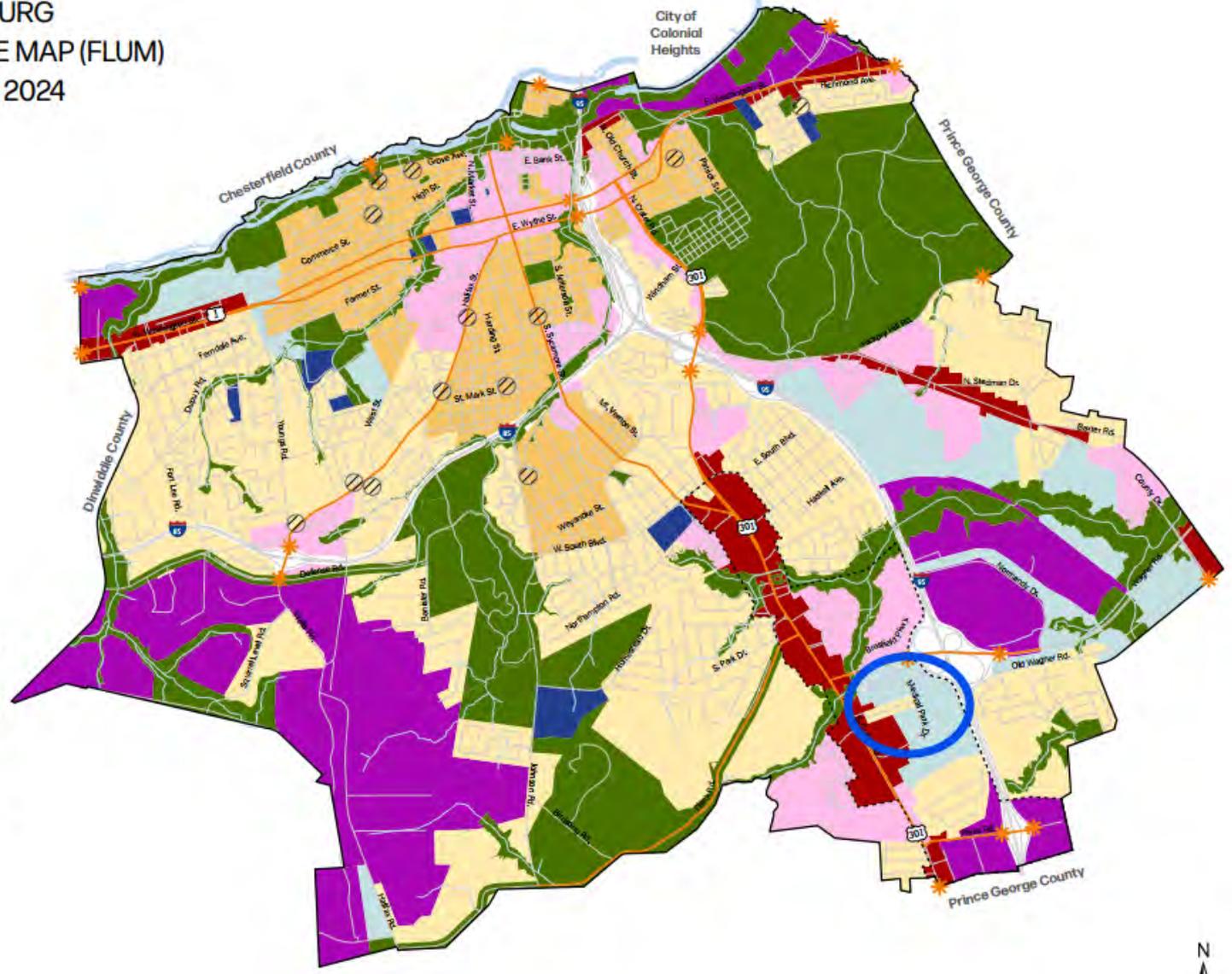
# Focus Areas

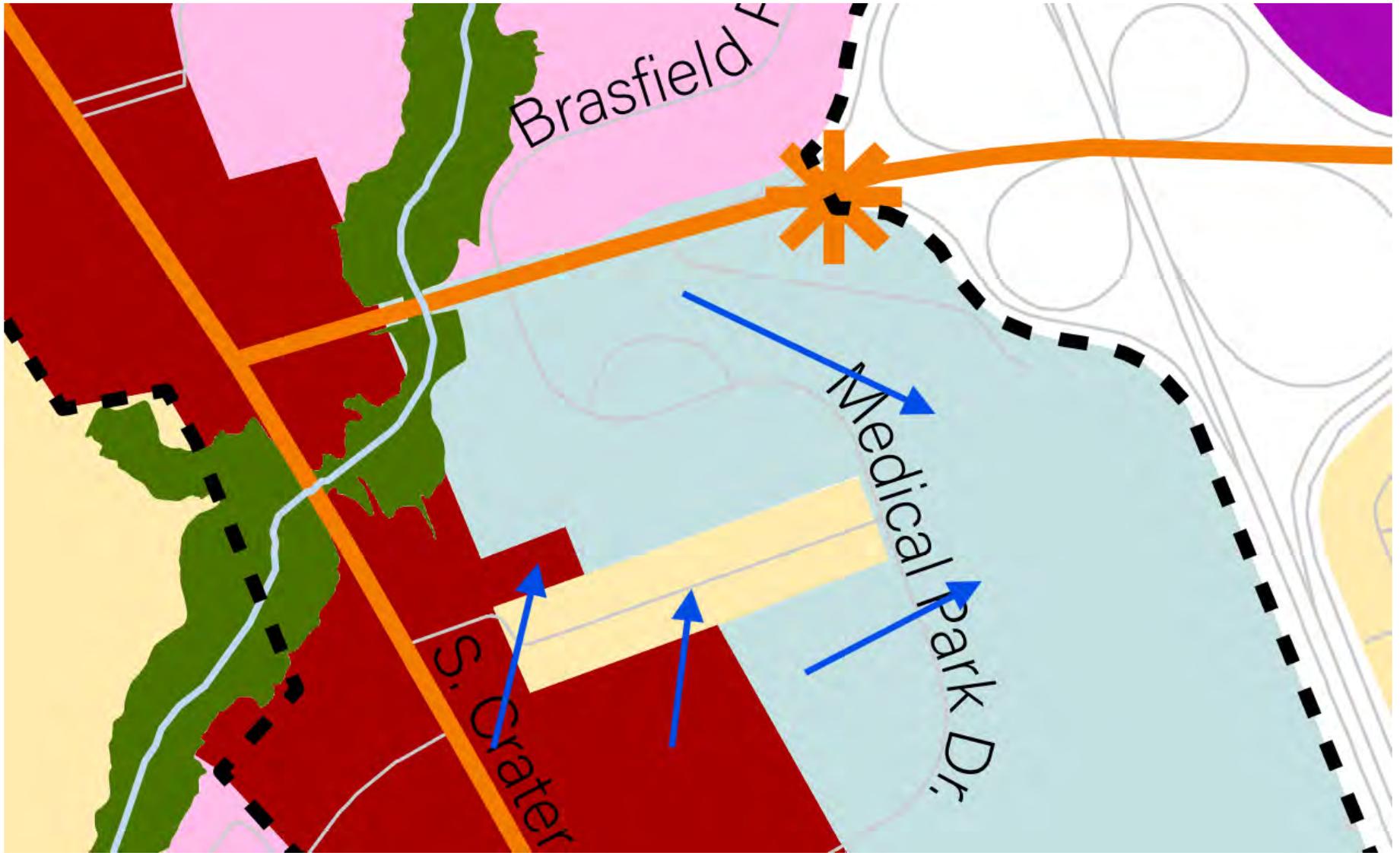


**CITY OF PETERSBURG  
FUTURE LAND USE MAP (FLUM)  
ADOPTED MAY 21, 2024**

**LEGEND**

- City Limits
- Roads
- Appomattox River
- Waterways
- - - South Crater Urban Development Area (UDA)
- Historic Core Neighborhoods
- Community Residential
- Neighborhood Commercial
- Community Mixed-Use
- Corridor Commercial
- Research and Development
- General Industrial
- Civic
- Conservation and Recreation
- Gateways
- Corridors





# Future Land Use Designations

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- Research and Commercial – “Major employment centers”, variety of research and development, light industrial, office, and medical uses
- Corridor Commercial – “Provides good and services for community”, commercial, hospitality, personal service uses
- Community Residential – “More suburban in character,” variety of residential uses encouraged

# 300 Poplar Drive





# 300 Poplar Drive

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- 10-acre lot with frontage along both Poplar Drive and Medical Park Boulevard
- Current Zoning is R-1, Single Family Residence, religious assembly use permitted by-right; Future Land Use Designation is Research and Development
- If redeveloped, would be limited to low-density residential uses that do not align with Future Land Use designation

# 230 Medical Park Blvd





# 230 Medical Park Boulevard

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- 25-acre lot; majority wetlands with approximately 3 buildable acres.
- Current Zoning is R-4, Multi-Family Residential, Future Land Use Designation is Research and Development
- Plans have been approved for construction of 76-unit apartment on the site, Planning Commission considered whether this is best and highest use and if R-4 Zoning is most appropriate given anticipated development in area

# 27 Seyler Drive





# 27 Seyler Drive

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- 2.1-acre lot with access onto Crater Road
- Current Zoning is R-4, Multi-Family Residential, Future Land Use Designation is Corridor Commercial
- Current use is religious assembly; if redeveloped, uses would include range of residential up to multi-family

# Seyler Drive – Norwood Subdivision





# Northwood Subdivision

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- Single-family dwelling lots on block between Medical Park Boulevard and South Crater Road (currently no access onto Medical Park)
- Current Zoning is R-1, Single-Family Residential, Future Land Use Designation is Community Residential
- Current condition of street not conducive to heavier traffic, but very likely surrounding new development will be commercial

# Possible Zoning Changes

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- B-2 General Commercial District – Range of commercial uses, single and two-family dwellings by-right, multi-family and potentially objectionable uses (adult, nightclub, vehicle repair) can be requested through special use permit
  - Pros: Commercial focus aligns with casino development, range of retail, service, and hospitality uses; existing uses also allowed in B-2
  - Cons: Does not align completely with Future Land Use Map; Staff's understanding is that proffers could not be placed without owners' consent (uses could not be limited, improvements not guaranteed, etc.)
- MXD-3 Mixed Use District – Allows offices, clinics, and educational uses by-right, commercial and non-objectionable industrial uses can be requested through special use permit
  - Pros: Aligns with Future Land Use Map; City would have review authority over majority of uses and ability to place conditions
  - Cons: By-right uses less commercial in nature; existing uses become non-conforming

# Planning Commission Recommendations

---

- Planning Commission recommends considering MXD-3 Zoning Designation for the subject properties
  - MXD-3 Zoning requires special use permits for commercial and industrial uses (residential uses prohibited)
    - Proposed uses would be subject to Planning Commission/City Council review, approval, and conditions ensuring best and highest uses
  - While anticipated uses in the area more commercial in nature, there's concern over the range of uses currently allowed in B-2 and inability to limit or mitigate less desired uses through proffers
  - Additional provisions are recommended for Northwood Subdivision (e.g. a special exception process for existing homes damaged through natural disasters)

# Additional Considerations

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- When/if proactive rezoning process initiated, public hearings will be scheduled
- Zoning Ordinance rewrite is ongoing
  - Need to ensure uses/regulations in new ordinance match intentions of rezoning(s)
  - Draft ordinance includes Highway Corridor Overlay District; could consider additional or expanded overlays
- Existing and vested uses of the subject properties would have legal nonconforming status
- Future Land Use Map did not account for casino development; may be appropriate to revisit designations in that area
- Due to the scope of the requests and the research involved, Planning Commission has asked if more time may be given to consider rezonings before formal recommendation is made



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** March 17, 2026

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

**THROUGH:**

**FROM:** Anthony Williams

**RE:** **Resolution to Authorize Bona Fide Offer to Purchase 230 Medical Park Blvd. for Police Substation**

**PURPOSE:** To authorize the City Manager to issue a bona fide offer to purchase 230 Medical Park Blvd. in furtherance of the Police Substation Project.

**REASON:**

**RECOMMENDATION:** Adopt the Resolution.

**BACKGROUND:** Council has indicated that it wishes to acquire 230 Medical Park Blvd. in furtherance of the Police Substation Project. Section 25.1-204 of the Code of Virginia requires that prior to proceeding with an acquisition via condemnation/eminent domain, the city must first extend a bona fide but ineffectual offer to purchase the property in good faith.

The City has compiled all necessary information in order to extend such an offer. Adoption of this Resolution will authorize the City Manager to issue the bona fide offer to the property owner.

**COST TO CITY:** \$930,000 plus costs and expenses.

**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. RESOLUTION
2. BFOP
3. 2026-02-11\_Petersburg Police Station Layout Exhibit
4. 2026-02-11\_Petersburg Police Station Layout Exhibit - Scale 60

**RESOLUTION TO AUTHORIZE THE MANAGER TO ISSUE A BONA FIDE OFFER TO PURCHASE 230 MEDICAL PARK BLVD. IN FURTHERANCE OF THE POLICE SUBSTATION PROJECT**

WHEREAS, the City is planning to construct a Police Substation in the area of 230 Medical Park Boulevard, Tax Parcel ID No.: 087030810 (hereinafter “the subject Property”); and

WHEREAS, it is the desire of Council that the property located at 230 Medical Park Boulevard be acquired for this purpose; and

WHEREAS, the City has made informal attempts to acquire said property previously; and

WHEREAS, it is the belief of Council that it may be necessary for the City to proceed with acquisition using other means including but not limited to the exercise of eminent domain; and

WHEREAS, §25.1-204 of the Code of Virginia requires that prior to proceeding with acquisition via condemnation / eminent domain, the City must first extend a bona fide but ineffectual offer to purchase the property in good faith; and

WHEREAS, the City has compiled all necessary information to extend such an offer including but not limited to an appraisal of the property; and

WHEREAS, it is the desire of Council that the City Manager act on behalf of the City and extend such an offer consistent with the attached (**Exhibit A**).

NOW therefore be it RESOLVED that the City Manager is hereby authorized and directed to issue a bona fide offer to purchase the subject Property.



# City of Petersburg

Office of the City Manager  
135 North Union Street  
Petersburg, Virginia 23803

(804) 733-2301  
Fax 732-9212  
TDD 733-8003

February 17, 2026

**\*VIA CERTIFIED MAIL – RETURN RECEIPT REQUESTED**

**To:** [PROPERTY OWNER FULL LEGAL NAME]  
[OWNER MAILING ADDRESS]  
[OWNER CITY, STATE, ZIP]

**Re:** Bona Fide Offer to Acquire Property – Police Substation Project  
230 Medical Park Blvd., Petersburg, Virginia  
Tax Parcel ID No.: 087030810  
Virginia Code § 25.1-204 Compliance

Dear [MR./MS. LAST NAME]:

Pursuant to Virginia Code § 25.1-204, this correspondence constitutes a *bona fide offer* to acquire the property located at **230 Medical Park Blvd., Petersburg, Virginia**, and further identified as Tax **Parcel ID No.: 087030810**, for public use for the construction of a Police Substation as depicted in the attached plat, in connection with the *Police Substation Project*. According to the attached Title Report, this property is owned by you.

The construction of public facilities including but not limited to “law enforcement facilities” are expressly permitted in accordance with §1-219.1 of the Code of Virginia. In signing this letter, I certify that this proposed acquisition has been reviewed by the City for the purposes of complying with §1-219.1 of the Code of Virginia and all other applicable law.

An independent appraisal of the property was performed by Heather Placer Mull, a certified general real estate appraiser. The Appraisal Report is dated February 9, 2026 with an effective date of January 28, 2026. A copy of the Appraisal Report (which is hereby incorporated by reference as if set forth fully herein) is attached for your reference. Please refer to the Appraisal Report for greater detail.

The appraisal determined the fair market value of the property to be NINE HUNDRED-THIRTY THOUSAND and 00/100 dollars (\$930,000.00) as of January 28, 2026.

This valuation was based upon:

**1. Comparable Sales Analysis –**

#	Property Name	Land SF	Land Acres	Sale Date	Sale Price	Sale Price / Land SF	Sale Price / Land Acres	Analysis Sale Price	Analysis Sale Price / Land SF	Analysis Sale Price / Land Acres
1	275 Medical Park Blvd	87,991	2.0200	In-Contract	\$645,600	\$7.34	\$319,604	\$645,600	\$7.34	\$319,604
2	2161 County Dr	88,862	2.0400	9/20/2023	\$275,000	\$3.09	\$134,804	\$275,000	\$3.09	\$134,804
3	303-315 E Wythe Street	52,708	1.2100	7/11/2023	\$280,000	\$5.31	\$231,405	\$280,000	\$5.31	\$231,405
4	100 Lafayette St	183,780	4.2190	5/12/2022	\$875,000	\$4.76	\$207,395	\$875,000	\$4.76	\$207,395

## 2. **Property Characteristics –**

The property is a corner lot; it is along Medical Park Boulevard but also has side frontage along an interior access to the neighboring Southside Medical Center. It is slightly irregularly shaped.

A land disturbance permit was filed on December 2, 2025, for a project referenced as Malone Place; this would be a 76- unit apartment building that would have a total site area of 3.638 acres.

Per the permit, 'According to the NRCS soil survey, soils on the site consist of a mix of:

A. Mattaponi sandy loam, Oto 2 percent slopes (12a) (not in the development area)

B. Myatt silt loam, Oto 2 percent slopes, occasionally flooded (14a)

K factor: 0.37, hydraulic soil group: 'd'

C. Slagle sandy loam, Oto 2 percent slopes (17a), K factor: 0.24, hydraulic soil group: 'd'

The appraisal assumes that all of the wetlands information is presented correctly and that the 3.638 acres would be buildable. Currently, the property is wooded and slightly sloping, considering the wetlands. It appears through the maps provided that the remaining area of the parcel is largely unusable.

## 3. **Highest and Best Use -**

Process – The highest and best use of the property must be determined for both the subject site as though vacant and for the property as currently improved (if applicable). The highest and best use is:

1. Physically possible for the site.
2. Permitted or reasonably probable under the zoning laws and deed restrictions that apply to the site.
3. Economically feasible.
4. The use that will produce the highest net return on investment (i.e. highest value) from among the possible, permissible, and economically feasible uses.

### **Highest and Best Use (Site as if Currently Vacant)**

#### *Physically Possible*

There exist several items that must be considered so as to analyze the physical capabilities of the site. Such items of significance would include site size, topography, zoning, shape, frontage, and depth. The subject could support a wide array of physically possible uses that would have functional utility not restricted by the land area for the usable area.

The rear unusable area would not have a buildable use and only be used as a buffer from the adjoining interstate. The usable area of the property has adequate frontage, depth, and accessibility, and is physically suited to the uses permitted by zoning.

#### *Legally Permissible*

The site is zoned R4 District. The permitted uses include a variety of mostly single and multifamily uses, as well as other community and public used as noted in the zoning, in conformance with the setbacks and other requirements for the site plan. There do not appear to be any other legal or regulatory restrictions that would limit the potential uses of this property. The applicable uses permitted under zoning appear to

be consistent with prevailing land use patterns in the area. Any construction of a building would be governed by zoning regulations and building codes. There exists no evidence that would suggest any possible zoning changes in the near future.

#### *Financially Feasible*

In determining which possible highest and best use of the subject property is financially feasible, the appraiser must consider which potential use is likely to produce an income equal to or greater than the amount needed to satisfy operating expenses, financial obligations, and capital amortization of the investment. The subject is located along a secondary road and close to the medical center and a mixture of other residential, office and commercial uses. The zoning largely limits the property to residential use. The proximity to the medical center would provide an attraction for residential multifamily-type use. There is demand for multifamily in the area, and this would have a higher feasibility to maximize the site than a single-family use. Based on current market conditions in the area, it appears that any of the uses permitted by zoning are financially feasible given the subject's location. A multifamily use would be most feasible for the usable acreage; the remaining land would be unusable and used as a buffer between the subject front usable area and the highway.

#### *Maximally Productive*

There exist several possible uses that would represent the highest and best use of the site as vacant under the zoning classification. Given its location, if vacant, the highest and best use would be for the development of a multifamily use. Such a structure would represent the highest and best use of the site as if vacant. Said use would be physically possible, legally permitted, financially feasible, and result in the highest value of the site.

#### **4. Market Conditions –**

The subject market, like the national market, was disrupted by the COVID-19 pandemic in 2020; the initial low interest rates kept the commercial investments in demand and somewhat countered the negative impact of the pandemic, despite initial anticipations. Through 2022 and into 2023, the market continued to thrive; however, this was somewhat tempered by the interest rates in the second half of the year. Lending continued, and the commercial market remains active, though 2023 saw a dip. 2024 and into 2025 have picked up as investors embraced the 'new normal' of the higher interest rates.

Local brokers state that capitalization rates declined initially over the last few years, though there have been some upward bumps in recent months. Still, these are considered to be slower rising than initially thought, mainly due to the influx of cash investors. Some concessions are being offered, but much less than in years past post-recession, and only in some submarkets. Vacancy should continue to remain stable, and absorption should remain positive over the next twelve months in the subject submarket and market.

Like the overall national market, the biggest threat to local commercial activity is the rise in interest rates. This has lessened buying power in many sectors. Still, rents continue to rise, which is reflected in prices that rise and investors continue to seek opportunities. Supply chain issues also continue to be a constraint to the market, affecting the logistics and timing of new construction and renovation. Finally, a lack of available labor also continues to affect all sectors, from construction to business services and manufacturing industries. The threat of tariffs, stock interruptions, and global disruptions is a concern.

Still, the local markets have performed better than some sectors of the country. CNBC named Virginia as the #1 US State to do business, with the Richmond Region home to 11 Fortune 1000 companies, including 8

Fortune 500 firms. Lower unemployment, lower costs, and access to ports have made the state an attractive investment area for companies and investors, and the overall forecast in 2025 and beyond is positive.

### **Market Participant Interviews**

Our appraiser evaluated local brokers, developers, and lenders. Additionally, she attended webinars from Costar, CBRE, Walker Dunlop, Virginia Commonwealth University, and researched additional information from Moody's, Freddie Mac, and other national information sources, as well as extensive information from the Appraisal Institute, ASFMRA, and CCIM Institute. Although the subject property does not fit into all sectors below in terms of highest and best use, it is essential to consider all sectors, as they are all part of the overall economy and affect the subject, as investors will look to alternative investments when analyzing the subject property type.

The biggest concerns in 2025 are tariffs, higher interest rates, and global distractions, as well as the upcoming maturity of five-year notes from 2020 and the 2021 post-COVID lending boom.

- Most experts generally agree that it is too early to know what the impact of the tariffs will be.
- The uncertainty in the stock market has prompted investors to seek alternative investments; some reports suggest this could have a positive impact on commercial markets, particularly as rents continue to rise in certain sectors.
- There has been a higher interest in many rural markets that have been somewhat ignored by investors traditionally; this is due to the increase in high-speed internet to rural areas and the ability to work from home post-COVID.
- There is concern over the number of loans coming due within the next 24-48 months, especially as interest rates and cap rates have increased. Some have already been extended for another twelve months as banks are trying to avoid taking back notes. However, the situation is not likely to be at 2008 levels. CMBS underwriting has remained conservative since the financial crisis of 2008; this has resulted in fewer distressed properties. Higher DCR requirements will likely remain in the future. These higher requirements have allowed owners to stay current on debt payments despite pandemic rental moveouts.
- Historically low-interest rates have allowed for loan payoff and refinance at the end of the term at a higher rate than immediately after 2008. Still, the rising interest rates throughout 2022 affected new loans. This was concerning, especially with the banking crisis of SVP and other collapses in 2023. This has largely settled in as investors realize the current rates are more normal. Some slight lowering of rates was seen in late 2024 and early 2025, with political pressure for further lowering of rates throughout the year.

### *Hotel*

- CoStar Group and Tourism Economics have not revised their U.S. hotel industry forecast of 1.8% revenue per available room growth this year.
- The hospitality market is being labeled as cautiously optimistic; indicators are that the sector will continue to rise in revenue, especially among the luxury market. Still, the sector is somewhat cautious as the number of global disturbances could have an effect on the sector. Indications through the 2nd quarter of 2025 are that the recent political or economic disturbances have not deterred travel and spending.
- The return to in-person conferences has helped the resort and conference center sector, one of the hardest-hit sectors during the pandemic. 2023 also saw a significant return to traveling and vacations,

affecting all sectors of the hotel industry. Still, some construction has slowed in recent months, mainly due to the higher interest rates that are expected to remain in place through 2024; there were some tick downs in early 2025. This is expected to increase the appeal of hotels to investors in 2025 and beyond.

### *Retail*

- Those properties that are grocery stores anchored or anchored with ‘necessity goods stores’ are in the best position for funding. On the opposite end, regional and mega malls are seeing a higher loan default as major anchors go under. It is noted that this is not new, as this was in place before the pandemic and has continued post-recovery.
- 2024 saw an uptick in store openings, though also an uptick in store closures. This is more of a ‘shift’ in the retail sector than a significant upturn or downturn. Despite the closures, 2024 had some of the lowest vacancies in recent history in this sector.
- There was little new construction overall, which also led to lower vacancies over the last year. Gone mostly are the days of new sprawling shopping centers; little build-to-suit is seen.
- The majority of the deals are single-tenant net deals; these tend not to be as dependent on the debt market. Being one of the more ‘stable’ sectors, this will continue to be in demand throughout at least 2024 and likely beyond.
- Overall, Richmond's retail sector should remain on solid footing over the medium term. There has been a slight decrease in some rental rates, due to a decreased demand; however, this is not a long-term trend, and the lack of new construction will balance this out. With population growth and median income growth remaining strong, demand from retailers is expected to be positive. That, coupled with the fact that the majority of the market's existing pipeline is pre-leased, should keep vacancies and availabilities below national levels in the medium term.

### *Office*

- The last few years have seen a major shift to suburban offices, as the appeal of the downtown CBD market has decreased. COVID has further diminished the attractiveness of CBD markets, with factors like high-rise offices with elevators and public transportation being perceived as riskier. It is noted that the office is very market-specific.
- The office recovery varies by market; in the local market here in Virginia, and in places like Richmond, the office did not see as large a hit overall, and in late 2024, the office continued to improve. Not as many office park move-outs were seen in the state as in some areas in 2023, which helped demand in 2024.
- Employers want to have employees back in the office, and employees want to come back. This will likely continue through 2025 and beyond. It is noted that many are leasing smaller spaces. In addition, the lack of new construction has led to a smaller availability in Class A properties, as new construction has mainly been in the medical sector.
- Lenders are looking at CBD on a case-by-case basis, due to the long-term historical stability of this sector.
- Cities such as Richmond remain strong post-pandemic due to their lower costs compared to primary markets. In addition, the abundance of land and the presence of large companies in suburban areas with lower-rise buildings have made the South and Midwest more attractive.
- Lenders have been hesitant to lend on office space in 2023 and 2024; this will likely remain until vacancies are lower. The exception is for well-occupied long-term lease buildings. Some positive

indicators have shown a return to lending in 2024 and 2025, but lenders still tend to look harder at individual assets.

### *Industrial*

- Industrial properties have been the most favored property type among institutional buyers over the past few years, largely due to the pandemic's impacts. Cold storage is especially attractive due to the need for storing groceries and other perishable items. Lab space is also in demand as this sector cannot work from home.
- Many areas nationwide, including the local market, have seen such a demand for industrial and flex space that other properties typically used for properties such as office and retail are being reconfigured for warehousing space.
- The industrial sector experienced a slowdown in 2023, driven by demand that led to a significant increase in industrial construction and the introduction of numerous new products between 2023 and early 2024. Rent growth has slowed significantly, from over 10% annual rent growth a year ago to just over 2%. Still, the rent growth is expected to remain positive, though more at a historically normalized rate.
- However, even with that upward pressure, Richmond's industrial market remains one of the tightest in the country, with a vacancy rate of just 4.4% as of the second quarter of 2024. Access to nearby ports continues to make the area favorable.

### *Multifamily*

- The multifamily product saw an influx of supply over the last few years. The record low vacancy in 2021 and 2022 led to the introduction of new products online. This put upward pressure on rents and fewer concessions.
- There has been a slight pullback in product in some areas, and nationwide, this is expected to continue through 2026 and early 2027, where the number of units stabilizes.
- Cities like Richmond are attractive due to their lower rent compared to larger cities like Washington, DC. Rents appear to be holding steady. Multifamily continues to be attractive to investors, though slightly higher capitalization rates are becoming more widely accepted.
- Like many other southeastern markets, Richmond has experienced an influx of supply over the past couple of years. Most of this has been concentrated in more suburban areas such as Midlothian and the West End.
- Rent growth in Richmond has been moderate as elevated vacancies have kept owners and property managers from pushing rents too aggressively.
- Overall, though the commercial lending industry has slowed down, the sector continues to move forward. Lenders and market participants are cautious about new investments. The combination of the fear over tariffs, political and international pressure, and higher interest rates has caused hesitancy in the market. These rates rose sharply in 2023, though indications are that these should taper off and lower in early 2025. Most experts note that commercial real estate, and real estate in general, is still a hedge against inflation.

Based on this appraisal, The City of Petersburg hereby offers to purchase the property for **NINE HUNDRED THIRTY THOUSAND and 00/100 dollars (\$930,000.00)**, which we believe constitutes **just compensation** as required by law.

Enclosed please find:

- **Appraisal Report** supporting the offered amount.
- **Title Report** for at least 60 years with attachments.
- **Property Plat/Map** showing the police substation to be constructed.
- **Proposed Deed of Conveyance** for your review.

We request that you respond to this offer within THIRTY (30) calendar days of receipt. Our representatives are available to meet with you to discuss the appraisal, answer questions, and negotiate in good faith.

If we are unable to reach an agreement, please be advised that the City of Petersburg may initiate condemnation proceedings as authorized by Virginia law.

Please direct all communications regarding this matter to:

John M. Altman, Jr., City Manager  
City of Petersburg, Virginia  
135 N. Union Street  
Petersburg, VA 23803  
Phone: 804-733-2301  
Email: [maltman@petersburg-va.org](mailto:maltman@petersburg-va.org)

(with copies of all written or electronic correspondence to)

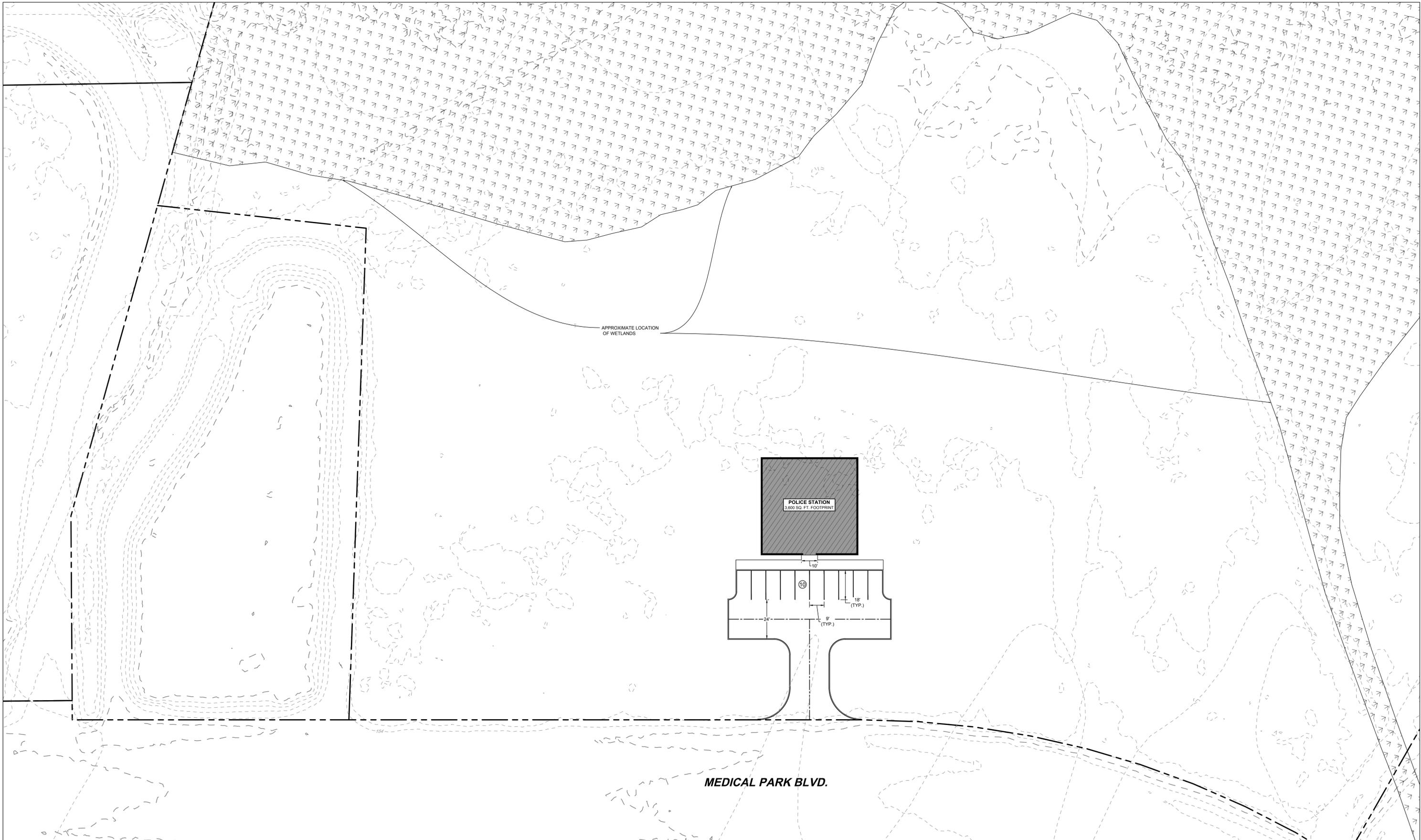
Anthony C. Williams, City Attorney  
City of Petersburg, Virginia  
135 N. Union Street  
Petersburg, VA 23803  
Phone: 804-733-2305  
Email: [awilliams@petersburg-va.org](mailto:awilliams@petersburg-va.org)

Respectfully,

John M. Altman, Jr., City Manager  
City of Petersburg, Virginia

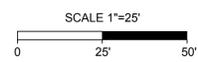
Cc: Honorable Members of Council  
Anthony C. Williams, City Attorney

Enclosures: Appraisal Report, Title Report, Property Plat, Proposed Deed



# Police Station Layout Exhibit

Petersburg Police Station - February 11, 2026





# Police Station Layout Exhibit - 60 Scale

Petersburg Police Station - February 11, 2026





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** March 17, 2026  
**TO:** The Honorable Mayor and Members of City Council  
**THROUGH:**  
**FROM:** John M. Altman, Jr., City Manager  
**RE:** **Travel Inn – Deed Restriction**

---

**PURPOSE:** Consideration of a resolution authorizing approval of a deed restriction for the Travel Inn site pursuant to the DHCD IRF grant requirements

**REASON:** The right-of-way vacation is necessary to satisfy the requirements of the IRF grant.

**RECOMMENDATION:** City Council approve a resolution approving the deed restriction.

**BACKGROUND:** The City of Petersburg received an Industrial Revitalization Fund grant from the Virginia Department of Housing and Community Development (DHCD) in the amount of \$750,000 for the demolition of the former Travel Inn. The City used the acquisition cost as the grant match. The deed restriction is similar to the deed restriction approved by the City Council for the former Ramada Inn site as part of the IRF grant used to demolish the site.

**COST TO CITY:** n/a

**BUDGETED ITEM:** \$750,000 IRF Grant Funds

**REVENUE TO CITY:**

**CITY COUNCIL HEARING DATE:** n/a

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** n/a

**AFFECTED AGENCIES:**

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:**

**REQUIRED CHANGES TO WORK PROGRAMS:**

**ATTACHMENTS:**

1. Resolution
2. Deed Restriction
3. FY20226 IRF Contract - 26-IRF-02

**A RESOLUTION AUTHORIZING THE EXECUTION OF CONTRACT 26-IRF-02 AND THE RECORDATION OF A DEED RESTRICTION AGREEMENT**

WHEREAS, the City has sought to obtain funding in the form of an IRF Grant to facilitate the demolition of the old Travel Inn building located at 530 E. Washington Street, Petersburg, VA; and

WHEREAS, the Virginia Department of Housing and Community Development (“DCHD”) has agreed to provide such funding in the amount of SEVEN HUNDRED-FIFTY and 00/100 dollars to the City upon terms described in the attached contract 26-IRF-02 (**Exhibit A**); and

WHEREAS, such terms include (but are not limited to) the execution and recordation of a Deed Restriction Agreement in substantial semblance to the attached (**Exhibit B**); and

WHEREAS, it is the belief of City Council that the acceptance of such funds on terms as described in the foregoing documents is in the best interests of the City of Petersburg.

NOW therefore be it RESOLVED that the City Manager and City Attorney are hereby authorized and directed to facilitate the execution of Contract 26-IRF-02 (Exhibit A) and execute and record a Deed Restriction Agreement or other instrument in substantial semblance to the attached (Exhibit B) and to take all other actions necessary and in furtherance of the acceptance of said funds from DCHD.

## DEED RESTRICTION AGREEMENT

This **RESTRICTION AGREEMENT** made this 1<sup>st</sup> day of April 2026 by and between the CITY OF PETERSBURG, Virginia, a political subdivision of the Commonwealth of Virginia (the "City of Petersburg" or "Grantor") and the Virginia Department of Housing and Community Development, an agency of the Commonwealth of Virginia ("DHCD" or "Grantee").

**WHEREAS**, the City of Petersburg is the sole owner of 530 E. Washington Street, Petersburg, Virginia, Parcel No. 012280013, in CITY OF PETERSBURG, Virginia, as more particularly described in Exhibit A attached hereto ("Subject Property");

**WHEREAS**, on or about October 1, 2025, the City of Petersburg executed and entered into an agreement, Contract #263-IRF-02 dated October 1, 2025 ("Grant Agreement") with DHCD for an Industrial Revitalization Fund Grant ("IRF Grant") with the understanding that the City will undertake and complete the Project at the Subject Property;

**WHEREAS**, DHCD awarded to the City of Petersburg an IRF Grant in the amount of Seven Hundred and Fifty Thousand Dollars (\$750,000.00) for the City of Petersburg to demolish and redevelop the Subject Property, as contemplated by the Grant Agreement; and,

**WHEREAS**, as a condition of the IRF Grant, DHCD requires City of Petersburg to agree to a recorded covenant and/or restriction with regard to the use of the property as defined in this agreement and in the Grant Agreement amongst the land records in the Clerk's Office of the Circuit Court of CITY OF PETERSBURG, Virginia, and City of Petersburg has or will imminently record said covenant and/or restriction

**NOW THEREFORE**, in consideration of the foregoing recitals and the IRF Grant to the City of Petersburg, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. The City of Petersburg does hereby covenant unto DHCD that for a period of **ten (10) years** from the date of the issuance of the Certificate of Occupancy as a brewery (the "DHCD Compliance Period"), the Subject Property will not be used in a manner inconsistent with the Grant Agreement or the attendant grant application without prior written approval from DHCD.
2. The City of Petersburg covenants to notify DHCD immediately, in writing, if during the DHCD Compliance Period there is (i) a planned change in ownership of the Subject Property; or (ii) any planned change in use of the Subject Property.
3. In the event of a change in ownership or a change in use of the Subject Property, DHCD reserves the right to require the City of Petersburg to make a prorated repayment of the IRF Grant (the "Repayment") as follows: the Repayment shall be the product of the principal of the IRF Grant (\$750,000.00) multiplied by a fraction, the denominator of which shall be 10 and the numerator of which shall be the number of years (including fractional portions thereof) that

are remaining in the DHCD Compliance Period as set forth in Section 1. For fractional years, the portion of the year shall be determined by a calculation assuming a 365-day year.

4. At the expiration of the DHCD Compliance Period, this Restriction Agreement shall terminate, without necessity of the recordation of any release, and the Parties shall have no further obligations hereunder. The City of Petersburg shall be permitted unilaterally to record a release at the expiration of the DHCD Compliance Period, a copy of which shall promptly be transmitted to DHCD.
  
5. All notices, requirements, and other communications given under this Restriction Agreement must be in writing and mailed by United States Postal Service or commercial carrier with delivery tracking and confirmation to the below addresses, or as the addresses may be updated from time to time by the parties in writing. Duplicates shall also promptly be exchanged via email to the email addresses provided below, or as the email addresses may be updated from time to time by the parties in writing:

**To the City of Petersburg:**

Attention: John M. Altman, Jr.

Title: City Manager

Address: 135 N. Union Street, Petersburg, VA 23803

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

*with a mandatory copy to:*

Attention: Anthony Williams

Title: City Attorney

Address: 135 N. Union Street, Petersburg, VA 23803

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

**To DHCD:**

Virginia Department of Housing & Community Development

600 East Main Street Suite 300, Richmond, Virginia 24320

Email: [tory.mcgowan@dhcd.virginia.gov](mailto:tory.mcgowan@dhcd.virginia.gov)

*with a mandatory copy to:*

Attention: Tory McGowan

Title: Program Manager

Address Line 2: 600 E Main Street, #300

City, State, Zip: Richmond, VA 23219

Email: [tory.mcgowan@dhcd.virginia.gov](mailto:tory.mcgowan@dhcd.virginia.gov)

6. If any provision of this Restriction Agreement is held by a court of competent jurisdiction to be illegal, invalid, or unenforceable, the remainder of this Restriction Agreement shall not be affected thereby.
7. No person executing this Restriction Agreement on behalf of the entity of which he or she is an employee or officer shall incur any personal liability by virtue of this Restriction Agreement. This Restriction Agreement is not to be construed as a general obligation of the faith and credit of the Commonwealth or any political subdivision thereof, including DHCD and the City of Petersburg.
8. The covenants, restrictions, conditions, and agreements contained in this Restriction Agreement shall bind and inure to the benefit of the City of Petersburg, DHCD, and their respective successors and assigns.
9. No amendment or modification of this Restriction Agreement, except as to the update of addresses as set forth in Section 5, shall be effective until and unless expressed in writing and signed by the party or parties to be bound thereby.

**IN WITNESS THEREOF**, the City of Petersburg and DHCD have executed this Restriction Agreement as of the date last signed/executed below.

**GRANTOR:**  
CITY OF PETERSBURG, Virginia

By: \_\_\_\_\_  
Name: John M. Altman, Jr.  
Title: City Manager  
Address: 135 N. Union Street, Petersburg, VA 23803  
Tele: 540-994-8600  
Email: [maltman@petersburg-va.org](mailto:maltman@petersburg-va.org)

**COMMONWEALTH OF VIRGINIA:**  
The CITY OF PETERSBURG, to wit:

The foregoing document was acknowledged before me by \_\_\_\_\_, on behalf of the CITY OF PETERSBURG, Virginia, a political subdivision of the Commonwealth of Virginia, this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_

Notary Public

Registration Number: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

DRAFT

**GRANTEE:**

Virginia Department of Housing and Community Development

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

Name: Sara Dunnigan

Title: Deputy Director

Address: 600 E. Main Street, #300

City/St/Zip: Richmond, VA 23219

Tele: 804-731-7000

Email: sara.dunnigan@dhcd.virginia.gov

**COMMONWEALTH OF VIRGINIA:**

CITY/COUNTY OF \_\_\_\_\_, to wit:

The foregoing document was acknowledged before me by \_\_\_\_\_, on behalf of the Virginia Department of Housing and Community Development this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Notary Public Registration

Number: \_\_\_\_\_

Commission Expires: \_\_\_\_\_



Glenn Youngkin  
Governor

Juan Pablo Segura  
Secretary of  
Commerce and Trade

# COMMONWEALTH of VIRGINIA

Maggie Beal  
Interim Director

## DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

**PROGRAM: FY2026 Industrial Revitalization Fund (IRF)**

**CONTRACT: 26-IRF-02**

**DATE: October 1, 2025**

**GRANTOR: Virginia Department of Housing and Community Development**

**GRANTEE: City of Petersburg**

### **PURPOSE OF CONTRACT:**

The purpose of this CONTRACT between the Virginia Department of Housing and Community Development, hereinafter referred to as “DHCD,” and the City of Petersburg, hereinafter referred to as “GRANTEE”, is to fund the Former Travel Inn Project.

### **PERIOD OF CONTRACT:**

This CONTRACT, entered as of this 1<sup>st</sup> day of October 2025, by and between the DHCD and the GRANTEE. Project activities will also begin on the CONTRACT date specified above and end by March 31, 2026, unless a documented amendment of this CONTRACT is completed with DHCD approval.

### **SCOPE OF WORK:**

WHEREAS, DHCD agrees to provide technical assistance and assist in carrying out the administrative process for the Former Travel Inn Project. The purpose of which is to demolish the former Travel Inn building that will allow the city to attract an end user for the redevelopment of the property.

WHEREAS, GRANTEE confirms they are an eligible applicant for the IRF, only local governments (cities, counties, or towns), and regional or local economic or industrial development authorities may submit funding applications. Include Whole Program Guideline Section

WHEREAS, GRANTEE acknowledges that any amendments, extensions, or otherwise documented changes to this contract will not act as a replacement for the original CONTRACT.

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**FINANCIAL REQUIREMENTS:**

**DHCD:**

DHCD agrees to award the GRANTEE an Industrial Revitalization Fund grant in an amount of the total allowable, eligible costs in carrying out the activities included in the scope of the work described, not to exceed \$750,000 (Seven Hundred Fifty Thousand Dollars).

DHCD and GRANTEE agree that funds will be disbursed on a reimbursement basis only.

**GRANTEE:**

GRANTEE agrees to a total of \$790,000 in matching funds, which were presented in the submitted application, and is committed to this project. Any updates on the match expenditure will be sent along with the reimbursement request.

GRANTEE agrees that no costs incurred prior to CONTRACT execution, October 1, 2025, shall be eligible for reimbursement with IRF grant funds.

GRANTEE agrees to use the lesser of (1) the grant funding amount specified above, or (2) if, at total PROGRAM completion, there are cost underruns or project savings, these costs shall revert to DHCD. In no case will leveraged funds be returned beyond that amount which would have changed the project’s ability to be funded initially.

GRANTEE agrees that grant funds will be distributed by the final date of March 31, 2026. Request for funds will be completed through the CAMS (Centralized Application and Management System).

GRANTEE agrees that work shall be completed as described in the CONTRACT, on or before March 31, 2026. Final requests for the funds must be made no later than April 30, 2026. Funds not expended by April 30, 2026, are subject to re-appropriation. If the ACTIVITIES are not completed by that date, all Grant funding and this CONTRACT shall be terminated and the GRANTEE shall return all unexpended funds, unless an amendment to the CONTRACT provides otherwise.

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**REQUIRED ACTIVITIES:**

GRANTEE agrees to the demolition of the property at 530 E. Washington Street.

GRANTEE agrees to recognize DHCD's support for its programs in all communications with the media and its marketing publications and in the posting of a project sign on site. The following statement is suggested: "This project was funded in part by the Virginia Department of Housing and Community Development (VDHCD), a state agency that works to support communities to create healthy, safe, and affordable places for Virginians to call home."

**REPORTING REQUIREMENTS:**

DHCD shall upload a fully executed copy of this CONTRACT and a recorded DEED RESTRICTION to CAMS before any remittance requests are processed. All remittance requests must be submitted via CAMS and accompanied by relevant supporting documentation.

DHCD shall execute a site visit with the GRANTEE at least once during the period covered by this CONTRACT. DHCD may schedule additional visits as considered necessary. At any time during the Grant period, DHCD may request and shall be provided with copies of any documents pertaining to the use of Program funds.

DHCD reserves the right to request and receive additional documentation pertaining to non-professional service or other contracts obligating IRF funds prior to approving drawdown requests.

GRANTEE agrees to maintain documentation of the GRANTEE meetings conducted surrounding this project and report it to DHCD upon request. Records shall be readily accessible to DHCD, appropriate State agencies, and the general public during the course of the project and shall remain intact and accessible for three years from the final closeout. Except if any litigation claim or audit is started before the expiration of the three-year period the records shall be retained until such action is resolved. Notwithstanding, records of any nonexpendable property must be retained for a three-year period following final disposition.

GRANTEE agrees to maintain documentation on the expenditure of these funds and include it in reports to DHCD with each required report and at project closeout. Documentation includes reimbursable spending evidence (such as invoices, cancelled checks, source documents, etc).

GRANTEE agrees to provide quarterly progress reports to DHCD. The GRANTEE shall use the IRF Progress Report template in CAMS to submit the progress report. The Report shall include progress on the approved Industrial Revitalization Fund project and its economic impacts. News articles, press releases, pictures, and other documentation should be submitted along with the written report. DHCD may share copies of the report with other interested parties identified by the State. DHCD, at its discretion, may require additional reports. If reports are not submitted in a timely manner, DHCD reserves the right to withhold payment requests until such reports are submitted.

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GRANTEE agrees to provide a close-out report by April 30, 2026, reflecting achievements with meeting performance goals as indicated in the approved grant proposal.

**AUDIT REQUIREMENTS:**

GRANTEE accepts the responsibility to ensure that all grant-funded products shall be implemented with the highest possible degree of competence, workmanship, quality, and cost effectiveness.

GRANTEE agrees to upload a copy of their organization’s procurement policy to CAMS, along with a signed statement acknowledging that this policy was adhered to throughout the implementation of this project.

All GRANTEEes, sub-GRANTEEes, CHDOs, sub-recipients, localities, developers, or other organizations receiving funding during a program year and having projects in progress must submit financial statements to DHCD. Required statements are as follows: Financial Statement(s)\*\*, Reviewed Financial Statement(s) prepared by an independent Certified Public Accountant (CPA), Financial Statement(s) that have been audited by an independent CPA or an audit required by the Code of Federal Regulations (CFR), (2 CFR 200 Subpart F), audited by an independent CPA. Please see the table below to determine which document your organization must submit. The threshold requirements outlined below are the minimal standards required by DHCD. We strongly encourage all organizations receiving funds from DHCD to undertake the highest level of financial management review to ensure practices and procedures are thoroughly examined and evaluated.

Threshold Requirement	Document
Total annual expenditures ≤ \$350,000 (Regardless of source)	Financial Statement(s) prepared by organization**
Total annual expenditures > \$350,000 (Regardless of source)	Reviewed Financial Statement(s) – Reviewed by an Independent CPA
Total annual expenditures > \$550,000 (Regardless of source)	Financial Statement(s) – Audited by an Independent CPA
Federal expenditures ≥ \$1,000,000	2 CFR 200 Subpart F Audit – Audited by an Independent CPA

\*\* Does not require preparation by a CPA

**DEFAULT:**

DHCD reserves the right to end funding at any point should the project prove nonviable. This includes, but may not be limited to, a lack of progress in conformance with the approved project proposal. WRITTEN NOTICE shall be provided to GRANTEE, indicating reasons for a nonviable project status.

DHCD may terminate this CONTRACT, FOR CONVENIENCE, if DHCD is no longer authorized as an agency to administer the Industrial Revitalization Fund or if the funds allocated are no longer available.

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Any GRANTEE or CONTRACTOR or SUBCONTRACTOR which is not the APPLICANT shall comply with all the lawful requirements of the APPLICANT necessary to ensure that the PROGRAM for which this assistance is being provided under this CONTRACT is carried out in accordance with the APPLICANT'S Assurances and Certifications.

WHEREAS, if the GRANTEE fails to comply with the terms and requirements or the project becomes nonviable based on the CONTRACT agreed upon with the GRANTEE and DHCD, DHCD may terminate or suspend this CONTRACT by giving WRITTEN NOTICE. WRITTEN NOTICE constitutes a letter from DHCD to GRANTEE outlining such issues with the terms and conditions of the CONTRACT. GRANTEE will be given sixty (60) days after WRITTEN NOTICE is delivered to GRANTEE to satisfy conditions DHCD deems to be contract violations.

WHEREAS, Once WRITTEN NOTICE has been given, in the case of contract violations by the GRANTEE, DHCD may impose conditions other than termination or suspension, which are appropriate to ensure proper grant and project administration and adherence to the terms of the CONTRACT. Such conditions must be imposed through WRITTEN NOTICE.

WHEREAS, If after the effective date of any suspension of this CONTRACT, it is mutually agreeable to DHCD and the GRANTEE upon remedy of any contract violation by the GRANTEE, the suspension may be lifted, and the CONTRACT shall be in full force and effect at a specified date after DHCD has sent WRITTEN NOTICE to the GRANTEE stating a mutual understanding that the cause for suspension has been identified, agreed to and remedied.

DHCD reserves the right to repayment of the grant by GRANTEE if the conditions DHCD considers necessary to implement are not met, which the GRANTEE agrees to repay up to the total grant amount received within ten (10) days after the WRITTEN NOTICE grace period of sixty (60 days) has expired.

### **PROGRAM CONDITIONS:**

GRANTEE agrees they must secure the IRF investment, through the execution of restrictive language (“DEED RESTRICTION”) to the deed on the property for a period of ten (10) years from the date of this grant closeout to ensure that the facility will remain in use for this intended funded purpose. If ownership transfer or change in the use of the property is proposed, at any time before ten (10) years, the GRANTEE must notify DHCD immediately. DHCD may require prorated repayment of the grant under these circumstances. This legal documentation must be submitted to DHCD before any IRF construction funds are released to the GRANTEE.

GRANTEE agrees that all political activity will be prohibited - None of the funds, materials, property, or services contributed by the DHCD or the GRANTEE, under this AGREEMENT, shall be used in the performance of this AGREEMENT for any partisan political activity, or to further the election or defeat of any candidate for public office.

GRANTEE agrees that no officer, member, or employee of the GRANTEE and no member of its governing body, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this PROGRAM shall participate in any decision relating to this



AGREEMENT which affects his personal interest or have any personal or pecuniary interest, direct or indirect, in this AGREEMENT or the proceeds thereof.

GRANTEE agrees that no member of or delegate to the Congress of the United States of America and no Resident Commissioner shall be admitted to any share or part hereof or to any benefit to arise therefrom.

GRANTEE agrees that it will comply with the following:

- A. Freedom of Information Act;
- B. Virginia Conflict of Interest Act;
- C. Virginia Fair Employment Contracting Act;
- D. Virginia Public Procurement Act; and
- E. Americans with Disabilities Act (ADA)

GRANTEE will comply with:

Title VI of the Civil Rights Act of 1964 (Pub. L 88-352), and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the grantee receives Federal or State financial assistance and will immediately take any measure necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of Federal or State financial assistance extended to the grantee, this assurance shall obligate the grantee, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal or State financial assistance is extended or for another purpose of involving the provision of similar services to benefits.

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**EXECUTION**

I confirm that I am authorized to sign the documents on behalf of my organization. To the best of my knowledge, the information provided by my organization is accurate and correct at the time of my signature.

**Virginia Department of Housing and Community Development (DHCD)**

DocuSigned by:  
 Sign & Date *Sara J. Dunnigan* 12/12/2025  
 Sara Dunnigan, Deputy Director

Signed by:  
 Sign & Date *Tory McGowan* 12/11/2025  
 Tory McGowan, Program Manager

**City of Petersburg**

Signed by:  
 Sign & Date *John M. Altman, Jr.* 12/11/2025  
 John M. Altman, Jr., City Manager





*Petersburg*  
VIRGINIA

**July 1, 2026 Renewal Review and Follow-up with  
Council**

March 17, 2026

# Changes to the TLC plan and Timeline for July 1, 2026, Renewal

- **The Local Choice renewal calling for a 13.2% increase**
- **Key Advantage plans:**
  - Pharmacy tier changes
    - Tier 2 and 3 will have a \$150 deductible (2x family max)
    - Tier 4 will be adding a \$150 deductible, then 20% coinsurance, up to a \$200 max per script.
    - GLP-1 medications will no longer be covered for weight loss
- **EAP** – available to all employees, even those not enrolled in health insurance
- **Renewal Selections**
  - All groups are required to submit their renewal selections via Cardinal
  - Due by April 1, 2026

# Option A Keeping TLC Plans as is and Keeping Contributions Status Quo

	2025-2026		2026-2027			
	Enrollment	EE Contribution	Enrollment	EE Contribution	EE Change (\$)	EE Change (%)
	<b>Key Advantage 1000 - Comp Dental</b>		<b>Key Advantage 1000 - Comp Dental</b>			
Employee Only	31	\$42.95	31	\$48.60	\$5.65	13.2%
Employee + Spouse	6	\$298.80	6	\$338.08	\$39.28	13.1%
Employee + Child	13	\$225.70	13	\$255.37	\$29.67	13.1%
Employee + Children	4	\$408.20	4	\$461.86	\$53.66	13.1%
Employee + Family	8	\$554.30	8	\$627.17	\$72.87	13.1%
<b>Subtotal</b>	<b>62</b>	<b>\$145,507</b>	<b>62</b>	<b>\$164,636</b>	<b>\$19,129</b>	<b>13.1%</b>
	<b>Key Advantage 500 - Comp Dental</b>		<b>Key Advantage 500 - Comp Dental</b>			
Employee Only	244	\$90.40	244	\$102.30	\$11.90	13.2%
Employee + Spouse	31	\$359.20	31	\$406.46	\$47.26	13.2%
Employee + Child	27	\$282.40	27	\$319.56	\$37.16	13.2%
Employee + Children	10	\$474.65	10	\$537.07	\$62.42	13.2%
Employee + Family	29	\$628.35	29	\$710.98	\$82.63	13.2%
<b>Subtotal</b>	<b>341</b>	<b>\$765,435</b>	<b>341</b>	<b>\$866,145</b>	<b>\$100,710</b>	<b>13.2%</b>
	<b>Key Advantage 1000 - Prev Dental</b>		<b>Key Advantage 1000 - Prev Dental</b>			
Employee Only	7	\$42.05	7	\$47.60	\$5.55	13.2%
Employee + Spouse	0	\$292.30	0	\$331.00	\$38.70	13.2%
Employee + Child	3	\$220.80	3	\$250.03	\$29.23	13.2%
Employee + Children	0	\$399.30	0	\$452.25	\$52.95	13.3%
Employee + Family	1	\$542.20	1	\$614.10	\$71.90	13.3%
<b>Subtotal</b>	<b>11</b>	<b>\$17,987</b>	<b>11</b>	<b>\$20,369</b>	<b>\$2,381</b>	<b>13.2%</b>
	<b>Key Advantage 500 - Prev Dental</b>		<b>Key Advantage 500 - Prev Dental</b>			
Employee Only	8	\$88.60	8	\$100.30	\$11.70	13.2%
Employee + Spouse	0	\$351.80	0	\$398.41	\$46.61	13.2%
Employee + Child	1	\$276.60	1	\$313.24	\$36.64	13.2%
Employee + Children	0	\$464.85	0	\$526.48	\$61.63	13.3%
Employee + Family	3	\$615.35	3	\$696.93	\$81.58	13.3%
<b>Subtotal</b>	<b>12</b>	<b>\$33,977</b>	<b>12</b>	<b>\$38,477</b>	<b>\$4,500</b>	<b>13.2%</b>

- Keeps the plans as is: Key Advantage 500 and Key Advantage 1,000
- Total monthly increase: \$830,988
- Total monthly increase to the City \$704,268
- Total monthly increase to the employees \$126,720

# Option B Keeping TLC Plans as is and City Absorbs the Increase

	Current 2025-2026		0.0% Employee Increase 2026-2027			
	Enrollment	EE Contribution	Enrollment	EE Contribution	EE Change (\$)	EE Change (%)
<b>Key Advantage 1000 - Comp Dental</b>			<b>Key Advantage 1000 - Comp Dental</b>			
Employee Only	31	\$42.95	31	\$42.95	\$0.00	0.0%
Employee + Spouse	6	\$298.80	6	\$298.80	\$0.00	0.0%
Employee + Child	13	\$225.70	13	\$225.70	\$0.00	0.0%
Employee + Children	4	\$408.20	4	\$408.20	\$0.00	0.0%
Employee + Family	8	\$554.30	8	\$554.30	\$0.00	0.0%
<b>Subtotal</b>	<b>62</b>	<b>\$145,507</b>	<b>62</b>	<b>\$145,507</b>	<b>\$0</b>	<b>0.0%</b>
<b>Key Advantage 500 - Comp Dental</b>			<b>Key Advantage 500 - Comp Dental</b>			
Employee Only	244	\$90.40	244	\$90.40	\$0.00	0.0%
Employee + Spouse	31	\$359.20	31	\$359.20	\$0.00	0.0%
Employee + Child	27	\$282.40	27	\$282.40	\$0.00	0.0%
Employee + Children	10	\$474.65	10	\$474.65	\$0.00	0.0%
Employee + Family	29	\$628.35	29	\$628.35	\$0.00	0.0%
<b>Subtotal</b>	<b>341</b>	<b>\$765,435</b>	<b>341</b>	<b>\$765,435</b>	<b>\$0</b>	<b>0.0%</b>
<b>Key Advantage 1000 - Prev Dental</b>			<b>Key Advantage 1000 - Prev Dental</b>			
Employee Only	7	\$42.05	7	\$42.05	\$0.00	0.0%
Employee + Spouse	0	\$292.30	0	\$292.30	\$0.00	0.0%
Employee + Child	3	\$220.80	3	\$220.80	\$0.00	0.0%
Employee + Children	0	\$399.30	0	\$399.30	\$0.00	0.0%
Employee + Family	1	\$542.20	1	\$542.20	\$0.00	0.0%
<b>Subtotal</b>	<b>11</b>	<b>\$17,987</b>	<b>11</b>	<b>\$17,987</b>	<b>\$0</b>	<b>0.0%</b>
<b>Key Advantage 500 - Prev Dental</b>			<b>Key Advantage 500 - Prev Dental</b>			
Employee Only	8	\$88.60	8	\$88.60	\$0.00	0.0%
Employee + Spouse	0	\$351.80	0	\$351.80	\$0.00	0.0%
Employee + Child	1	\$276.60	1	\$276.60	\$0.00	0.0%
Employee + Children	0	\$464.85	0	\$464.85	\$0.00	0.0%
Employee + Family	3	\$615.35	3	\$615.35	\$0.00	0.0%
<b>Subtotal</b>	<b>12</b>	<b>\$33,977</b>	<b>12</b>	<b>\$33,977</b>	<b>\$0</b>	<b>0.0%</b>

- Keeps the plans as is: Key Advantage 500 and Key Advantage 1,000
- Total monthly increase: \$830,988
- Total monthly increase to the City \$830,988
- Total monthly increase to the employees \$0.00

# Recommendation

- Option B - Continue with TLC offering the two current plan options
  - Key Advantage 500
  - Key Advantage 1000
- Contributions
  - City absorbs the increase
- Decision due to TLC April 1, 2026



# Questions?

