



City Council  
Neal Osborne, Mayor  
Bill Hartley, Vice Mayor  
Anthony Farnum, Council Member  
Kevin Mumpower, Council Member  
Kevin Wingard, Council Member



BRISTOL, VIRGINIA CITY COUNCIL  
300 Lee Street, Bristol, Virginia 24201  
August 27, 2019

**6:00pm**

Call to Order  
Moment of Silence  
Pledge of Allegiance

- A. Mayor's Minute and Council Comments
- B. City Manager's Comments
- C. Matters to be Presented by Members of the Public- Non-Agenda Items.

**REGULAR AGENDA**

1. Consider first reading of an Ordinance to Repeal Section 1 of the Appendix to Chapter 34 of the City Code of Ordinances, relating to ambulance fees.
  - a. Open Hearing
  - b. Staff Comment
  - c. Public Comment
  - d. Close Hearing
2. Consider Approval of Virginia Brownfields Assistance Fund grant project.
  - a. Staff Report
  - b. Public Comment
  - c. Council Motion and Second
  - d. Council Discussion
  - e. Roll Call
3. Consider resolution granting final plat approval for Plat #06-2019 for Wildflower Ridge – Phase 1B.
  - a. Staff Report
  - b. Public Comment
  - c. Reading of Resolution
  - d. Council Motion and Second
  - e. Council Discussion
  - f. Roll Call

4. Consider closed session pursuant to §2.2-3711.A1, Code of Virginia 1950, as amended. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body (appointments).

- a. Council Motion and Second
- b. Roll Call

4.1 Certify Closed Session.

- a. Roll Call

5. Consider appointments to boards and commissions.

- a. Council Motion and Second
- b. Roll Call

6. Discussion of financing options for property acquisition.

7. Receive Quarterly Financial Update.

#### CONSENT AGENDA

8.1 Consider approval of meeting minutes.

August 13, 2019 Called Meeting

August 13, 2019 Regular Meeting

8.2 Consider a supplemental appropriation of **\$970,064** to the FY20 Budget.

#### **School Operating Budget**

Appropriate additional grant funding or additional grant carryover funding for FY20 budget. **No local contribution is required.**

Revenue	School Operating Fund Budget (see attached)	\$814,977
Expenditure	School Operating Fund Budget (see attached)	\$814,977

#### **Judicial Alternative Sentencing Program**

Appropriate Drug Court Sustainability Grant to the FY20 budget.

Expenditure	4-001-21035-3145	Professional Services	\$30,000
Expenditure	4-001-21035-6045	Supplies – Sustainability Grant	\$34,968
Revenue	3-001-24020-0095	Drug Court Sustainability Grant	\$64,968

**Hazardous Materials Emergency**

Appropriate Virginia Department of Emergency Management carryover funds received in FY19.

Expenditure	4-001-35050-6014	Operating Supplies & Materials	\$4,670
Revenue	3-001-10110-0001	Beginning Fund Balance	\$4,670

**Clear Creek Golf Course**

Appropriate Membership Drive funds received in FY20.

Expenditure	4-001-71040-8110	Capital Fee Expenditures	\$52,250
Expenditure	4-001-71040-3145	Professional Services; Marketing	\$13,063
Revenue	3-001-16065-0001	Membership & Green Fees	\$65,313

**Economic Development**

Appropriate state funding for an Economic Forecast.

Expenditure	4-001-81190-3140	Professional Services	\$20,136
Revenue	3-001-24010-0050	State grant miscellaneous	\$20,136

8.3 Consider purchase requisitions totaling \$1,913,000.00.

Sheriff's Department; Inmate Housing July 2019	\$81,000.00
Solid Waste; Sidewall Liner Mobilization No. 23 (Plastic Fusion Fabricators)	\$1,657,000.00
Solid Waste; Sidewall Liner Mobilization No. 23 (Draper Aden)	\$175,000.00

8.4 Review of 2018-2019 Planning Commission Annual Report.

8.5 Consider street closure request for Birthplace of Country Music Way.

D. Adjournment

**BRISTOL, VIRGINIA CITY COUNCIL  
AGENDA ITEM SUMMARY**

Meeting Date: **August 27, 2019**  
Department: **Fire**  
Staff Contact: **Fire Chief Mike Armstrong**

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**AGENDA ITEM WORDING:**

First reading of an ordinance to repeal Section 1 of Appendix to Chapter 34 of the City Code of Ordinances.

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**ITEM BACKGROUND:**

The outdated appendix does not reflect actual cost of emergency response, transport, or the level of care provided during transport. The Fire Department will adopt an annual fee schedule that reflects these actual costs, with final approval given by the City Manager.

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**PREVIOUS RELEVANT ACTION:**

Fire Department began emergency transport services in August 2018.  
Public hearing was held on August 13, 2019.

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**STAFF RECOMMENDATIONS:**

Staff recommends the repeal of Section 1 of Appendix to Chapter 34 from City Code.

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**DOCUMENTATION:**      Included    X    Not Required\_\_\_\_\_

**MOTION:**

Ordinance 19-9

BE IT ORDAINED by the City Council for the City of Bristol, Virginia has repealed Section 1 of the Appendix to Chapter 34 of the City Code of Ordinances, related to ambulance fees.

~~Sec. 1. Rates for transporting patients.~~

~~The rate to be charged for the transportation of a patient from one point within the city to another within the city shall be as follows:~~

~~(1) Day (6:00 a.m. to 6:00 p.m.): a. Nonemergency trips ..... \$15.00 b. Emergency trips ..... 20.00  
An additional charge of \$3.00 may be made when it is necessary to administer oxygen.~~

~~(2) Night (6:00 p.m. to 6:00 a.m.): a. Nonemergency trips ..... \$15.00 b. Emergency trips ..... 20.00  
An additional charge of \$3.00 may be made when it is necessary to administer oxygen.~~

~~(3) When trips are made beyond the city limits, an additional mileage charge of \$0.60 per mile will be made for the distance the patient is transported beyond the city limits.  
(Code 1966, § 2A-7)~~

First Reading: August 13, 2019

Second Reading: \_\_\_\_\_

Adopted: \_\_\_\_\_

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\*\*\*\*\*  
\*\*\*\*  
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\*

**PASSED AND ADOPTED** by the City Council of the City of Bristol, Virginia, at a regularly scheduled meeting of said Council on \_\_\_\_\_, 2019.

(SEAL)

Attest: Nicole Storm  
Clerk of the City of Bristol, Virginia

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor

# Order Confirmation

Order# 0000981278

## Client

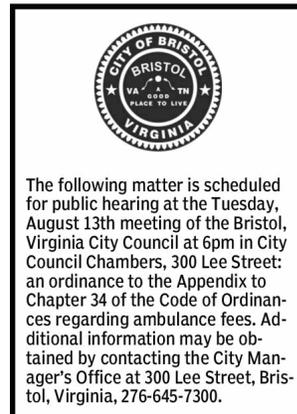
CITY OF BRISTOL VA  
**Phone:** 2766457329  
**Account:** 2158563  
**Address:** 300 LEE ST CITY HALL  
BRISTOL VA 24201

## Payor

CITY OF BRISTOL VA  
**Phone:** 2766457329  
**Account:** 2158563  
**Address:** 300 LEE ST CITY HALL  
BRISTOL VA 24201

## Ad Content Proof

Note: Ad size does not reflect actual ad



**Sales Rep**      **Accnt Rep**      **Ordered By**  
aperrone\_tri      Imorrell      Nicole Storm

**Fax:**  
**EMail:** donq@bristolva.org

**Total Amount**      **\$224.60**  
**Payment Amount**      **\$0.00**

**Status**      **Materials**  
**Tear Sheets**      **Proofs**      **Affidavits**      **Blind Box**

**Amount Due**      **\$224.60**

**Tax Amount:**      0.00      0

**Payment Meth:** Invoice - Statement      **PO Number:**

<u>Ad Number</u>	<u>Ad Type</u>	<u>Ad Size</u>	<u>Color</u>
0000981278-01	CLS Legal Liner	1 X 22 li	\$0.00

**Production Method**  
AdBooker (liner)

<u>Product and Zone</u>	<u>Placement</u>	<u>Position</u>	<u># Inserts</u>
TRI Bristol Herald Courier	C-Legal Ads	Legal Notices	2

**Run Schedule Invoice Text:** The following matter is scheduled for public hearing at the

**Run Dates**      8/ 6/2019, 8/13/2019

<u>Product and Zone</u>	<u>Placement</u>	<u>Position</u>	<u># Inserts</u>
TRI heraldcourier.com	C-Legal Ads	Legal Notices	17

**Run Schedule Invoice Text:** The following matter is scheduled for public hearing at the

**Run Dates**      8/ 6/2019, 8/ 7/2019, 8/ 8/2019, 8/ 9/2019, 8/10/2019, 8/11/2019, 8/12/2019, 8/13/2019, 8/14/2019, 8/15/2019, 8/16/2019, 8/17/2019, 8/18/2019, 8/19/2019, 8/20/2019, 8/21/2019, 8/22/2019

**TagLine:** THEFOLLOWINGMATTERISSCHEDULEDFORPUBLICHEARINGATTHETUESDAYAUGUST13THMEETINGOFTHEBRISTOLVIRGINIACITYCOUNCILAT6PMIN CITYCOUNCILCHAMBERS

**CITY COUNCIL COMMISSION  
AGENDA ITEM SUMMARY**

Meeting Date: August 27, 2019

Division: Community Development/Planning

Bulk Item: Yes  No

Staff Contact: Sally Morgan, City Planner

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**AGENDA ITEM WORDING:**

Consideration of Authorization for City Manager to Sign Grant Application for Virginia Brownfields Assistance Fund grant project

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**ITEM BACKGROUND:**

The Virginia Economic Development Partnership (VEDP), in partnership with the Virginia Department of Environmental Quality (VDEQ), is taking applications at this time for local governments to promote the restoration and redevelopment of brownfield sites and to address environmental problems or obstacles to reuse, so that these sites can be effectively marketed to new economic development prospects. The definition of “brownfields” can include any building that due to age may have asbestos materials or lead-based paint. Typically, any prospective owner will need to have a Phase 1 environmental assessment done of any property prior to investment.

This grant program allows for funds to be spent on assessment and planning projects for privately-owned properties that have potential for redevelopment. The funds must be matched on a 50/50 basis, but the match can be related in-kind expenses that have been incurred in the last five (5) years. The city staff has developed a project to assist property owners in the Moore Street area that have investment plans with the matching funds being documented funds that the city Public Works Department already spent in FY 2018-19 for the Moore Street Storm Line Replacement Project.

The project proposes to request **\$54,000** in grant funds to assist three property owners with Phase 1 Environmental Assessments including Asbestos/Lead Testing and a remediation plan for one of the three properties (estimated to cost \$29,000), along with providing the city with a conceptual reuse/revitalization plan for the Moore Street/Winston Alley project area (\$25,000). City staff will administer the grant funds, but there will be **no city funds** needed for this grant project.

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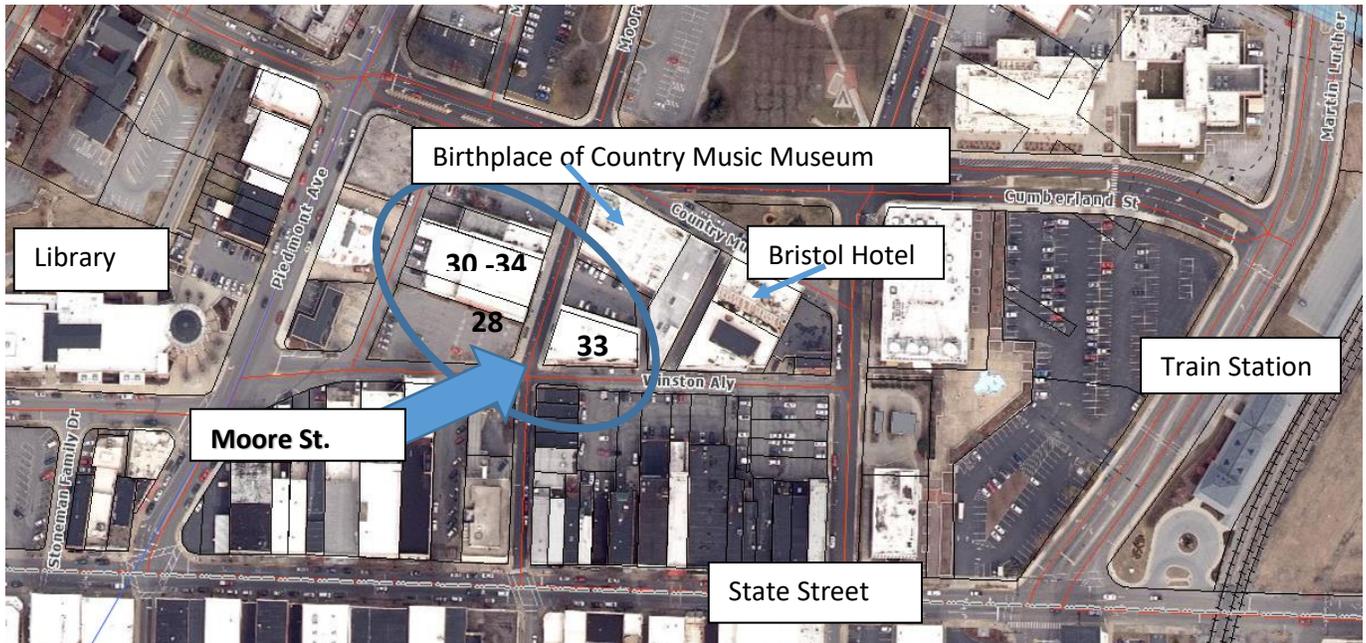
**STAFF RECOMMENDATION:**

The staff recommends that the City Manager be authorized to sign the grant proposal for a Virginia Brownfields Assistance Fund Site Assessment and Planning Grant.

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Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund  
Site Assessment and Planning Grant

**APPENDIX A: Project Area Map and Photos**



33 Moore Street



The rear of the building

The side facing the parking lot



The end-result of the Moore St. storm drainage improvements project immediately adjacent to 33 Moore St.



28 – 34 Moore Street



**CITY COUNCIL  
AGENDA ITEM SUMMARY**

Meeting Date: Tuesday, August 27, 2019

Division: Community Development

Bulk Item: Yes  No

Staff Contact: Sally Morgan, City Planner

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**AGENDA ITEM WORDING:**

Consider Granting Final Plat Approval for Plat #06-2019 for Wildflower Ridge – Phase 1B

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**ITEM BACKGROUND:**

The applicant is seeking final plat approval to create eight (8) new lots as Phase 1B of the Wildflower Ridge subdivision. Phase 1A was approved by City Council in August of 2018. Five single-family attached homes have been constructed on those five lots.

The Planning Commission approved a preliminary plat for Phase 1B at its July 2019 meeting which revised the original preliminary plat approved in May 2017. The developer is increasing the remaining number of lots from four to eight, and decrease the size of the new lots to about half the size of the existing lots. Comments were provided by city staff to the applicant and a final plat for recording has been prepared.

The Planning Commission approved the final plat for this subdivision at its August 19, 2019 regular meeting with four conditions.

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**PREVIOUS RELEVANT ACTION:**

- May 15, 2017 – Approval of preliminary plat of Phase 1 and R-T overlay (allowing for construction of townhouse and private streets as per City Code 50-92 and 50-356.
- June 18, 2018 – Approval of Final Plat of Phase 1A. (Approved by City Council in August 2018).
- July 15, 2019 – Approval by Planning Commission of Preliminary Plat of Phase 1B
- August 19, 2019 – Approval by Planning Commission of Final Plat of Phase 1B with four conditions

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**STAFF RECOMMENDATION:**

Staff recommends City Council approve the final plat contingent on the following:

- a) Reference is made on the plat to recorded deed covenants that provide for property owners association to be responsible for all common areas;
- b) The applicant satisfies BVU on the required utility easements to be recorded;
- c) The city Engineering Department is satisfied that the corrective actions required on erosion and sediment control and storm water are completed; and
- d) A landscape buffer of vegetation must be provided as specified in #2 of the conditional rezoning agreement dated May 1980 for this property.

**DOCUMENTATION:** Included  Not Required



CITY OF BRISTOL, VIRGINIA  
CITY COUNCIL

**RESOLUTION**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF BRISTOL, VIRGINIA APPROVING THE  
FINAL PLAT #06-2019 FOR WILDFLOWER RIDGE –  
PHASE 1B SUBDIVISION**

The City Council finds that:

**WHEREAS**, the subdivision plat for Wildflower Ridge Phase 1B subdivision has been properly submitted to the City and reviewed by City staff, and

**WHEREAS**, the Planning Commission met on July 15, 2019 and approved the preliminary plat and also met on August 19, 2019 and approved the final plat with conditions, and

**WHEREAS**, Section 50-270 requires that the final plat of a subdivision be approved and certified by City Council before it can be recorded.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF BRISTOL, VIRGINIA:**

The Council approves and certifies the final plat (Plat #06-2019) for Wildflower Ridge - Phase 1B subdivision as attached in Exhibit A with the following conditions as set forth by the Planning Commission:

- a) Reference is made on the plat to recorded deed covenants that provide for property owners association to be responsible for all common areas;
- b) The applicant satisfies BVU on the required utility easements to be recorded;
- c) The city Engineering Department is satisfied that the corrective actions required on erosion and sediment control and storm water are completed; and
- d) A landscape buffer of vegetation must be provided as specified in #2 of the conditional rezoning agreement dated May 1980 for this property.

**PASSED AND ADOPTED** by the City Council of the City of Bristol, Virginia, at a regularly scheduled meeting of said Council on August 27, 2019.

Mayor Neal Osborne  
Vice Mayor Bill Hartley

\_\_\_\_\_  
\_\_\_\_\_

Council Member Kevin Wingard \_\_\_\_\_  
Council Member Kevin Mumpower \_\_\_\_\_  
Council Member Anthony Farnum \_\_\_\_\_

(SEAL)  
Attest: Nicole Storm,  
CLERK OF THE CITY OF  
BRISTOL, VIRGINIA

CITY COUNCIL

By \_\_\_\_\_  
Clerk

By \_\_\_\_\_  
Mayor



**NOTES**  
 I CERTIFY THAT THIS PLAT REPRESENTS A CURRENT ON THE GROUND FIELD SURVEY. THIS PROPERTY IS SUBJECT TO ANY AND ALL CONVEYANCES, COVENANTS, RESTRICTIONS, VISIBLE, RECORDED OR NOT RECORDED EASEMENTS THAT MAY BE DISCLOSED BY A FULL AND ACCURATE TITLE SEARCH (THERE WAS NO TITLE REPORT FURNISHED TO THIS SURVEYOR.)

**FLOOD ZONE DESIGNATION**  
 I CERTIFY THAT I HAVE CONSULTED THE FEDERAL EMERGENCY MANAGEMENT AGENCIES, FLOOD INSURANCE RATE MAPS, AND FOUND THIS LOT IS LOCATED IN ZONE "X" (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOOD PLAIN) AS SHOWN ON FLOOD INSURANCE RATE MAP NUMBER 510022000D WITH AN EFFECTIVE DATE OF FEB 04, 2004

**ZONING CLASSIFICATION**  
 R-3C-1 AND R-T OVERLAY

NOTE: MAINTENANCE OF THE PRIVATE DRAINAGE EASEMENTS AND WATER QUALITY BASINS IS THE RESPONSIBILITY OF THE HOMEOWNERS ASSOCIATION AS SET OUT BY THE DECLARATION OF COVENANTS AND RESTRICTIONS RECORDED IN DEED BOOK 645 AT PAGE 425

NOTE: MAINTENANCE OF ALL COMMON AREAS, PRIVATE STREETS, AND INGRESS AND EGRESS EASEMENTS TO BE MAINTAINED BY THE HOMEOWNERS ASSOCIATION AS SET OUT BY THE DECLARATION OF COVENANTS AND RESTRICTIONS RECORDED IN DEED BOOK 645 AT PAGE 425

**FINAL PLAT**  
**-WILDFLOWER RIDGE - PHASE 1B-**  
 PROPERTY OF: AARON D. LILLY  
 DEED BOOK 590 - PAGE 925 / TAX MAP ID: 264-1-1



**BOUNDARY - CURVE TABLE**

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C-1	335.34	8.58	8.58	N 89°00'15" W
C-2	335.34	38.48	38.48	S 84°52'53" E
C-3	492.81	68.37	67.25	S 28°32'05" W
C-4	200.00	60.23	60.00	S 62°44'09" W
C-5	405.00	50.77	55.72	S 36°42'34" W

**WILDFLOWER RIDGE ROAD - CURVE TABLE**

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C-1	170.00	37.44	37.37	S 76°35'50" E
C-2	245.00	222.13	214.60	N 88°07'31" E
C-3	300.00	278.19	268.65	S 68°58'00" W
C-4	230.00	50.64	50.55	N 78°35'35" W

**WILDFLOWER RIDGE ROAD - LINE TABLE**

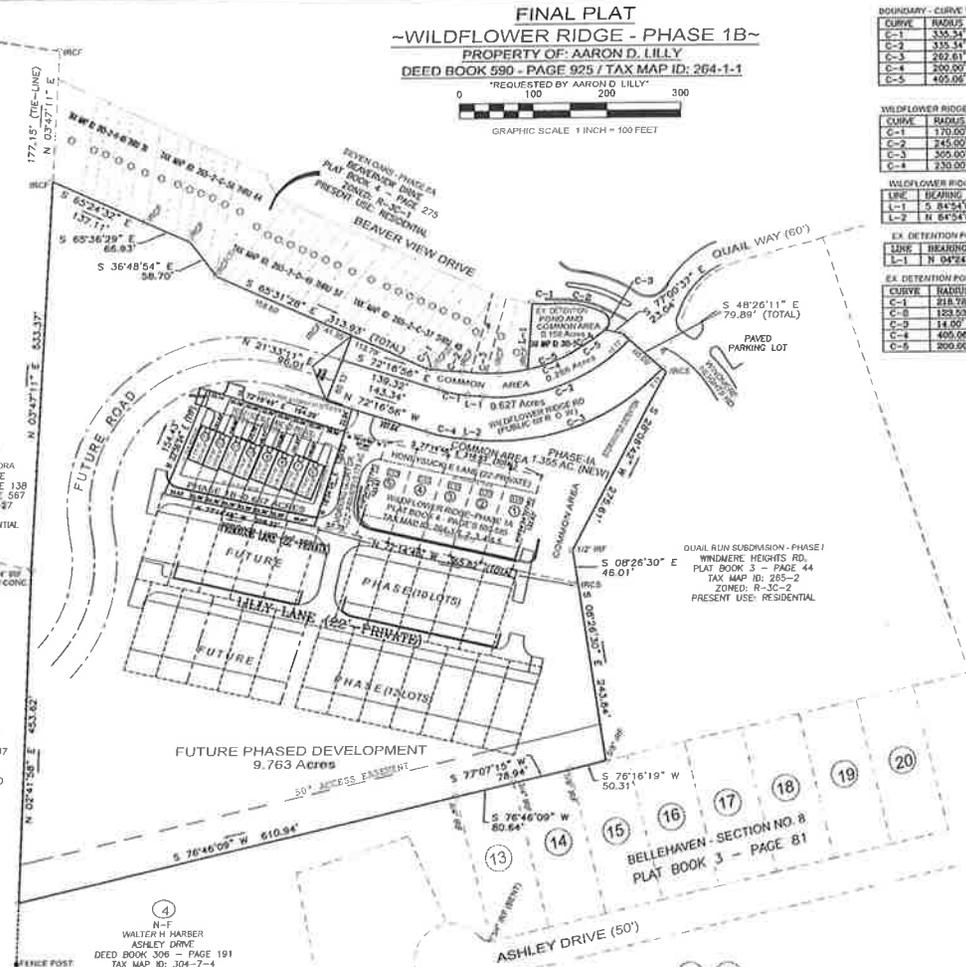
LINE	BEARING	DISTANCE
L-1	S 84°54'04" E	19.98
L-2	N 84°54'04" W	19.98

**EA DETENTION POND & COMMON AREA - LINE TABLE**

LINE	BEARING	DISTANCE
L-1	N 04°24'30" E	91.49

**EA DETENTION POND & COMMON AREA - CURVE TABLE**

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C-1	218.78	32.68	32.65	S 89°55'00" E
C-2	182.03	64.89	64.54	N 79°00'49" E
C-3	14.00	28.34	28.29	N 00°10'17" E
C-4	400.00	69.77	69.78	S 60°45'34" W
C-5	200.00	60.23	60.00	S 62°44'09" W



1  
 N-F  
 WALTER L. HARBER DDS PC  
 OLD ARMINGTON HWY  
 DEED BOOK 208 - PAGE 197  
 TAX MAP ID: 304-A-1  
 ZONED: R-3C-1  
 PRESENT USE: VACANT LAND

27  
 N-F  
 JOSHUA ANDREW SADEIRA  
 155 RIVERSIDE DRIVE  
 DEED BOOK 640 - PAGE 138  
 (PLAT) DG. 377 - PAGE 587  
 TAX MAP ID: 264-A-27  
 ZONED: R-1  
 PRESENT USE: RESIDENTIAL

4  
 N-F  
 WALTER H. HARBER  
 ASHLEY DRIVE  
 DEED BOOK 308 - PAGE 191  
 TAX MAP ID: 304-7-4  
 ZONED: R-3C-1  
 PRESENT USE: VACANT LAND

15  
 N-F  
 MICHAEL W. POLLARD  
 101 ASHLEY DRIVE  
 DEED BOOK 464 - PAGE 840  
 TAX MAP ID: 305-8-13 & 14  
 ZONED: R-1  
 PRESENT USE: RESIDENCE

16  
 N-F  
 BOBBY RAY McCLELLAN  
 AND  
 LINDA CAROL McCLELLAN  
 105 ASHLEY DRIVE  
 DEED BOOK 280 - PAGE 752  
 TAX MAP ID: 305-8-13 & 16  
 ZONED: R-1  
 PRESENT USE: RESIDENTIAL

**LEGEND**  
 ○ IRFC - IRON PIPE FOUND AS NOTED  
 ○ IRFC - IRON ROD & CAP FOUND AS NOTED  
 ○ IRCS - IRON ROD AND CAP SET  
 ● FENCE POST  
 ● WATER METER / WATER VALVE  
 ● FIRE HYDRANT  
 --- FENCE  
 # UTILITY POLE  
 --- OVERHEAD UTILITY LINES ---  
 N-F / NOW - OR FORMERLY  
 055 HOUSE NUMBER

**CERTIFICATE OF OWNERSHIP AND DEDICATION**  
 THE PLATTING AND DEDICATION OF WILDFLOWER RIDGE - PHASE 1B  
 SUBDIVISION IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRE OF THE  
 UNDERSIGNED OWNERS, PROPRIETORS, AND TRUSTEES: IF ANY

DATE \_\_\_\_\_ OWNER \_\_\_\_\_  
 DATE \_\_\_\_\_ OWNER \_\_\_\_\_  
 STATE OF \_\_\_\_\_ CITY OR COUNTY OF \_\_\_\_\_  
 THIS PLAT WAS ACKNOWLEDGED BY THE OWNERS BEFORE ME THIS \_\_\_\_\_ DAY  
 OF \_\_\_\_\_ INSTANTANEOUSLY COMMISSIONED

**CERTIFICATE OF ACCURACY**  
 I HEREBY CERTIFY THAT THIS PLAT IS A TRUE AND  
 CORRECT SURVEY TO THE ACCURACY REQUIRED BY  
 THE SUBDIVISION ORDINANCE OF BRISTOL, VIRGINIA  
 AND THAT THE MONUMENTS HAVE BEEN PLACED HEREON

DATE: 09-26-2018 SURVEYOR: JAMES DANIEL MORT  
 LS # 000438 SCALE: 1" = 100'  
 TAX MAP # 264 PARCEL # 1  
 BLOCK # 1 SHEET 2 OF 6

**CERTIFICATE OF APPROVAL**  
 THE SUBDIVISION AND THIS PLAT COMPLY WITH THE  
 REGULATIONS AND MAY BE COMMITTED TO RECORD

DATE \_\_\_\_\_ HEALTH DEPT. \_\_\_\_\_  
 DATE \_\_\_\_\_ CITY ENGINEER \_\_\_\_\_  
 DATE \_\_\_\_\_ UTILITY BOARD \_\_\_\_\_  
 DATE \_\_\_\_\_ PLANNING COMMISSION \_\_\_\_\_  
 DATE \_\_\_\_\_ CITY CLERK \_\_\_\_\_  
 DATE \_\_\_\_\_ CLERK OF CIRCUIT COURT \_\_\_\_\_

**SOURCE OF TITLE**  
 AARON LILLY CONSTRUCTION, LLC  
 CONVEYED TO  
 AARON D. LILLY  
 DECEMBER 23, 2013  
 DEED BOOK 590 - PAGE 925  
 TAX MAP ID: 264-1-1

WILDFLOWER RIDGE PHASE 1A  
 PLAT BOOK 4 - PAGES 580, 581, 582, 583, 584 & 585  
 TAX MAP ID 264-1-1, 2, 3, 4 & 5

**TITLE BLOCK**  
 SUBDIVISION NAME: WILDFLOWER RIDGE - PHASE 1B  
 WILDFLOWER RIDGE ROAD, BRISTOL, VIRGINIA 24201  
 LOCATED ON THE SOUTH SIDE OF WILDFLOWER RIDGE ROAD  
 IN THE CITY OF BRISTOL, VIRGINIA

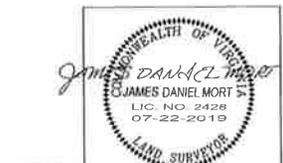
OWNER: AARON D. LILLY  
 ADDRESS: 1158 HOLSTON AVENUE, BRISTOL, TN 37620

SURVEYOR: JAMES DANIEL MORT  
 ADDRESS: P O BOX 481, BRISTOL, VIRGINIA 24203-0481  
 COMMONWEALTH OF VIRGINIA LIC. NO. 2428  
 CURRENT ZONING CLASSIFICATION: R-3C-1 & R-T OVERLAY

**DAN MORT - LAND SURVEYOR**  
 P O BOX 481, BRISTOL, VIRGINIA 24203-0481  
 PHONE: 276-454-6388

**WILDFLOWER RIDGE - PHASE 1B**  
 SHEET NO. 2  
 LOCATED ON THE SOUTH SIDE OF  
 WILDFLOWER RIDGE ROAD  
 IN THE CITY OF BRISTOL, VIRGINIA

DATE: 04-11-2017  
 APPROVED BY: JDM  
 DATE: 05-23-2018  
 PLOTTED BY: JDM  
 SCALE: 1" = 100 FEET  
 SHEET: 2 OF 6  
 DRAWING: C:\WORKS\17A.DWG









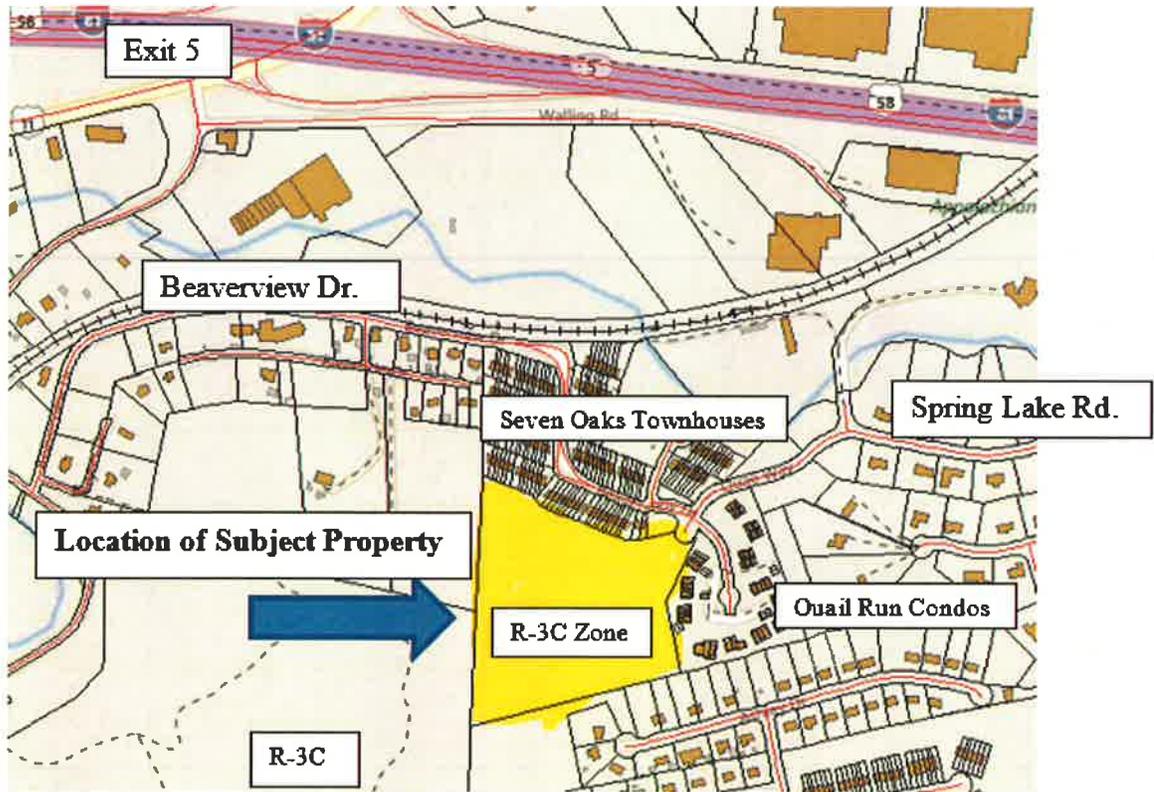


# STAFF REPORT



**To:** Planning Commission  
**From:** Sally H. Morgan, City Planner  
**Date:** August 15, 2019  
**RE:** Consideration of **Final Plat #06-2019** – Wildflower Ridge Phase 1B  
**Attachments:** Final Plat sheets (1 – 6)

- 
- |   |  |  |
|---|--|--|
| <b>1) Applicant/Agent:</b><br>Aaron Lilly<br>Lilly Construction | <b>2) Property Owner, if different:</b><br>1158 Holston Dr.<br>Bristol, TN 37620 | <b>3) Property Address</b><br>Wildflower Ridge Rd. |
|---|--|--|
- 4) Property Zoning:** R-3 C (Moderate Density Residential - Conditional)
- 5) Property Location:** Wildflower Ridge Road



*(6) Property Photos*

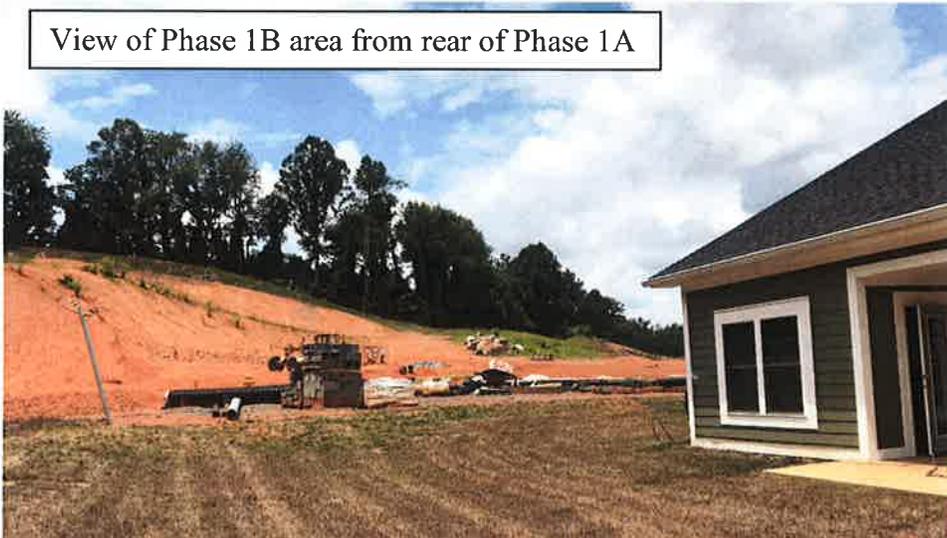
Wildflower Ridge Phase 1A – Five lots



Proposed Area of Phase 1B – Eight lots

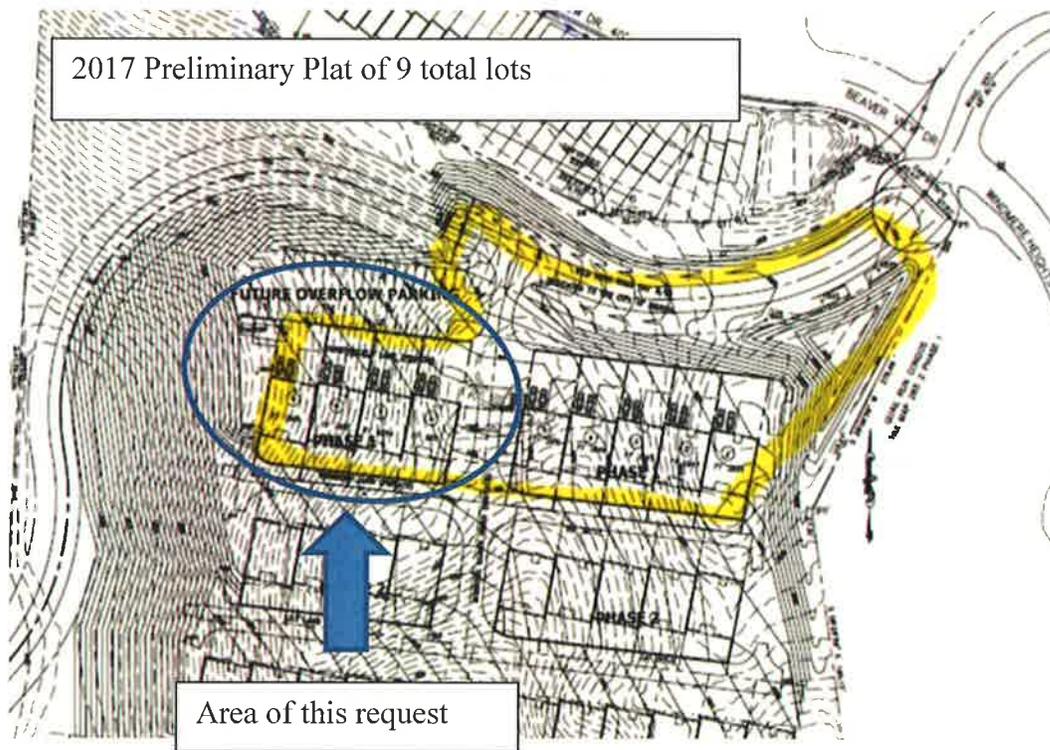


View of Phase 1B area from rear of Phase 1A



7) **Request:** The applicant is seeking final plat approval to create eight (8) new lots as Phase 1B of the Wildflower Ridge subdivision. The Planning Commission approved a preliminary plat for all of Phase 1 in May 2017 which at the time was a total of nine (9) lots. Of those nine lots, a final plat of the first five lots (Phase 1A) was approved by City Council in August 2018. Single-family attached homes have been constructed on those five lots.

The developer is now proposing to increase the remaining number of lots from four to eight, and decrease the size of the new lots to about half the size of the existing lots. Because this is a substantial change from the approved preliminary plat, the developer submitted a new preliminary plat for which was approved at the July 15 Planning Commission meeting



**8) Ordinance Requirements:**

The subdivision process is regulated by Section 50, Article III, of the City Code. This article is broken into nine (9) divisions which regulate the submission and review of subdivision plats. These regulations stipulate required content for each plat as a condition of approval. The article provides for a process of preliminary approval and then final approval. The intent of the code is to provide the preliminary process as a mechanism for safeguarding the “subdivider from unnecessary loss of time and expense”. The final plat is the final recordable document and serves as the permanent record of the proposed and approved subdivision. The Planning Commission is charged with approval of both the preliminary and final plat. Final plats go to the City Council for approval and certification.

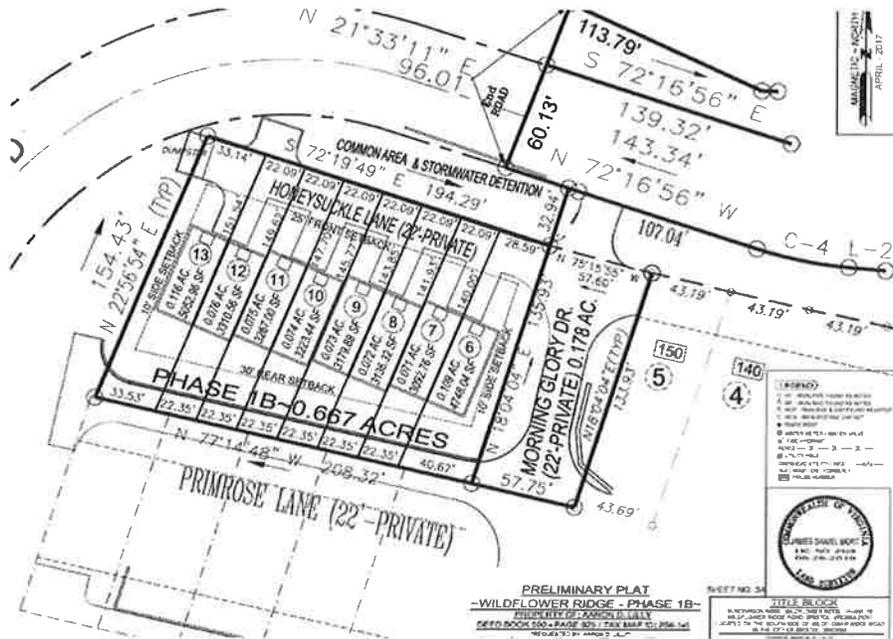
**9) Existing Conditions and Plat Description:**

The subject property is part of a larger 12.7 acre tract owned by Aaron Lilly and located adjacent to Quail Run condominiums and Seven Oaks townhouses. In addition to the adjacent multi-family housing developments, the subject property is just east of a larger undeveloped tract of land known as the Harbor tract, and is bordered on the south by the Bellehaven IV subdivision, a single-family neighborhood that was platted in the mid to late 1980's. The property is zoned R-3 C (Moderate Density Residential – Conditional) and the R-T overly district was approved in May 2017 to allow for townhouse development.

Phase 1 of Wildflower Ridge is located on newly-constructed Wildflower Ridge Road which intersects with Quail Way and Beaver View Rd at an existing cul-de-sac. The first five lots (Phase 1B) are accessed by private streets (Morning Glory Dr. and Honeysuckle Lane). The new proposed eight lots (Lots 6 through Lot 13) will be served from the same private streets but on an extension of Honeysuckle Lane running west from Morning Glory Dr. The private streets are 22 feet in width of pavement.

The townhome lots are 22 feet wide and the length or depth of the lots varies from 135 feet on the eastern end to 154 feet on the western end. The size of the lots range from 3,093 square feet (Lot 7) to 5,053 square feet (Lot 13). The different sizes of lots are due to the 10 foot required side yard setback on the end lots and also a slightly more angled orientation of the proposed structure (as compared to Phase 1A) which varies the depth of the lots.

The final plat shows the required 25 foot front setback and 30 foot rear setback to comply with R-3 yard requirements. As was allowed with the first section, a portion of the rear yard is included in the proposed private street access behind the units (which is a future street). Future development of that next phase will require cross access easements across the rear of the lots, although that should also be covered in the deed covenants. Below is an excerpt from the plat sheets that are attached.



The developer has said the architectural design and exterior siding color pattern will be similar to Phase 1A. The units will also be built to be energy efficient with solar panels. Each unit will have a one-car garage on the bottom level and parking for at least one other vehicle in front of the unit.

**10) Previous Relevant Planning Commission Actions:**

- May 15, 2017 – Approval of preliminary plat of Phase 1 and R-T overlay (allowing for construction of townhouse and private streets as per City Code 50-92 and 50-356.
- June 18, 2018 – Approval of Final Plat of Phase 1A. (Approved by City Council in August 2018).
- July 15, 2019 – Approval of Preliminary Plat of Phase 1B by Planning Commission.

**11) Staff Analysis:**

The preliminary plat was distributed to city engineering staff, BVU, city Building Official, Transit, GIS, Police Department, and the Fire Department regarding this proposed property division. The city engineering and planning staff provided comments to the applicant and surveyor regarding revisions needed to the plat which were incorporated in the final plat. Most of these revisions are details that were added or corrected regarding easements and labels, but that did not change the layout of the lots. See comments below:

- 1) *Revise Sheet titles to the following:  
Sheets 1, 2, 3 should say Final Plat, not Preliminary  
Sheet 2A can be omitted. Do not need contours for final plat.  
Sheet 4 and 5 – Drainage and Utility Easement Plat  
Sheet 6 – Ingress and Egress Easement Plat*
- 2) *DB 645, Page 425 is the location of the existing covenants. Aaron mentioned having another homeowners assoc. separate from the first one, but I really don't know how that would work as they both would be using Morning Glory Dr.*
- 3) *On Source of Title box (or somewhere prominent), please add reference to PB 4, Pages 580-585 for first phase of development*
- 4) *Sheet 3: Add Note: The private right-of-way for Morning Glory Drive shown on this plat supersedes and replaces the right-of-way shown on PB 4, Page 581.*
- 5) *Sheet 5: Add Note: The easement shown on this plat supersede and replace easements shown on PB 4, Pg 583.*
- 6) *Sheet 6: Extend length of easement for Honeysuckle Lane beyond the end of lot 13 to match the dumpster location on Sheet 2 & 3.*

The city does require that the private streets, common area, and storm water drainage facilities be maintained through the existence of a property owners association – one of which exists for Phase 1A and should be referenced on the final plat. Also, BVU will require recorded deeds for the utility easements that specifies responsibility for any future repairs to water and sewer lines. The applicant is aware of this requirement.

The layout does comply with zoning regulations for R-3. It is important to point out that when the property was rezoned to R-3 in 1980, there were conditions on the rezoning which are summarized below:

- 1) The property owner is required to construct a 60-foot street or road over the property as it progressively develops extending from Spring Lake to the property line of the Harbor tract to the west; *(Note: Subject to city legal interpretation, staff may require that any further development past Phase 1 will require development of this roadway).*
- 2) The property owner is required to erect natural screening by evergreen trees and natural berms where feasible, and the screening shall be subject to review of the Planning Commission; *(This needs to be addressed in the site plan review process).*
- 3) Any apartment buildings erected shall be subject to minimum sizes and minimum construction standards as listed in the conditional zoning agreement;
- 4) Certain land uses are prohibited: cemeteries, family day care homes, child care centers, day care centers for adults, group homes, or home for adults, as defined by the city zoning ordinance.
- 5) There was a requirement that the property owner donate a sixty-foot right-of-way at the request of the City, however that condition only lasted for twenty years from the date of the agreement, so was no longer in effect after May 13, 2000.

The staff has a concern that the applicant/developer is in violation of Erosion and Sediment control and storm water regulations at this site (for Phase 1) and in fact, as of August 15, was issued a stop-work order by the City. This will preclude the construction of the new units until specified corrective actions are met and the city lifts the order.

**12) Authority of the Planning Commission to Act:**

Bristol, Virginia City Code §50-269 states that:

*“From and after the passage of the ordinance from which this article was derived, the planning commission shall be the official platting authority, and no plat of a land subdivision shall be entitled to be recorded in the office of the clerk of the circuit court of the city unless it shall have the approval of the planning commission inscribed thereon. The filing or recording of a plat of a subdivision without the approval of the planning commission as required by this resolution is declared to be a misdemeanor”.*

**13) Conclusion and Staff Recommendation:**

The final plat is in order and staff recommends approval of the Final Plat contingent on the following:

- a) The proper reference to recorded deed covenants is added to the plat;
- b) The applicant satisfies BVU on the required utility easements to be recorded;
- c) The city Engineering Department is satisfied that the corrective actions required on erosion and sediment control and storm water are completed.

**BRISTOL, VIRGINIA CITY COUNCIL  
AGENDA ITEM SUMMARY**

Meeting Date: August 27, 2019  
Department: Finance  
Staff Contact: Tamrya Spradlin

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**AGENDA ITEM WORDING:**

Presentation of the FY19 fourth quarter financial update.

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**ITEM BACKGROUND:**

Financial updates are presented quarterly to Council. This presentation is for the fourth quarter of fiscal year 2019 and covers financial information through June 30, 2019.

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**PREVIOUS RELEVANT ACTION:**

N/A

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**STAFF RECOMMENDATIONS:**

N/A

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**DOCUMENTATION:**      Included       Not Required

**MOTION:**

N/A

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**BRISTOL, VIRGINIA CITY COUNCIL  
AGENDA ITEM SUMMARY**

Meeting Date: 8/27/19  
Department: City Clerk  
Staff Contact: Nicole Storm

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**AGENDA ITEM WORDING:**

Consider Approval of Minutes.

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**ITEM BACKGROUND:**

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**PREVIOUS RELEVANT ACTION:**

Approval of meeting minutes:

August 13, 2019 Called Meeting  
August 13, 2019 Regular Meeting

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**STAFF RECOMMENDATIONS:**

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**DOCUMENTATION:**      Included  X       Not Required       

**MOTION:** I move to approve the consent agenda.

August 13, 2019

A CALLED MEETING OF THE BRISTOL, VIRGINIA, CITY COUNCIL WAS HELD ON AUGUST 13, 2019 AT 5:00PM, 300 LEE STREET, BRISTOL, VIRGINIA WITH MAYOR NEAL OSBORNE PRESIDING. COUNCIL MEMBERS PRESENT WERE VICE MAYOR BILL HARTLEY, ANTHONY FARNUM, AND KEVIN WINGARD. COUNCIL MEMBER KEVIN MUMPOWER ARRIVED AT 5:15PM. CITY MANAGER/CITY ATTORNEY, RANDALL EADS, AND CHIEF FINANCIAL OFFICER TAMRYA SPRADLIN WERE ALSO PRESENT.

Mayor Osborne called the meeting to order.

1. Consider closed session pursuant to §2.2-3711.A1, Code of Virginia 1950, as amended. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body (appointments).

Mayor Osborne asked for motion to go into closed session. Vice Mayor Hartley made a motion to go into closed session for the reasons stated, which was seconded by Mr. Farnum. The motion carried by the following votes:

AYES: Farnum, Hartley, Wingard, Osborne.

Council members met with applicants to the Planning Commission during the closed session. The applicants were Mr. Langley Shazor, Mr. Michael Braswell, and Mr. Ric Watts.

Following closed session, Mayor Osborne asked for a roll call vote to certify the closed session.

AYES: Farnum, Hartley, Mumpower, Wingard, Osborne.

Vice Mayor Hartley made a motion to table Item 2 from the agenda, which was seconded by Mr. Farnum. The motion carried by the following votes:

AYES: Farnum, Hartley, Mumpower, Wingard, Osborne.

There being no other business, the meeting was adjourned.

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City Clerk

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Mayor

August 13, 2019

A REGULAR MEETING OF THE BRISTOL, VIRGINIA, CITY COUNCIL WAS HELD ON AUGUST 13, 2019 AT 6:00PM, 300 LEE STREET, BRISTOL, VIRGINIA WITH MAYOR NEAL OSBORNE PRESIDING. COUNCIL MEMBERS PRESENT WERE VICE MAYOR BILL HARTLEY, ANTHONY FARNUM, KEVIN MUMPOWER, AND KEVIN WINGARD. CITY MANAGER/CITY ATTORNEY, RANDALL EADS, AND CHIEF FINANCIAL OFFICER TAMRYA SPRADLIN WERE ALSO PRESENT.

Mayor Osborne asked for a moment of silence, followed by the pledge of allegiance. Mayor Osborne mentioned upcoming events in the City. Vice Mayor Hartley congratulated Pam Davis for her appointment to the state board of education and BRHA director Lisa Porter for her appointment to the state housing board. City Manager Randall Eads said that the helicopter in Cumberland Square Park would be getting some repairs done by Bell Helicopter.

Larry Gardner thanked city staff for their help addressing issues in his neighborhood. Victor Smith spoke about an issue with grass collection on Chester Hill Road. Michael Pollard spoke about Planning Commission term end dates. Jackie Nophlin spoke about diversity in the student population of a new school.

### REGULAR AGENDA

1. Consider public hearing of an Ordinance to Repeal Section 1 of the Appendix to Chapter 34 of the City Code of Ordinances, relating to ambulance fees.

Mayor Osborne opened the public hearing. City Manager Randall Eads said that the current appendix is outdated and only applies to private ambulance services. Mayor Osborne closed the public hearing with no comments made.

2. Consider second reading and adoption of an Ordinance to Add Section 14-11 to the City Code, pertaining to unlawful feeding of waterfowl in the City of Bristol, Virginia.

City Manager Randall Eads said that the ordinance would allow for a \$50 fine for feeding waterfowl in the city limits. Vice Mayor Hartley made a motion for second reading of the ordinance by caption only which was seconded by Mr. Farnum. The motion carried by the following votes:

AYES: Farnum, Mumpower, Wingard, Hartley, Osborne.

City Manager Randall Eads read the ordinance by caption only:

Ordinance 19-8

AN ORDINANCE TO ADD SECTION 14-11 TO THE CITY CODE PERTAINING TO UNLAWFUL FEEDING OF WATERFOWL IN THE CITY OF BRISTOL, VIRGINIA  
SECTION AMENDED: § 14-11

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BRISTOL, VIRGINIA:

That Section 14-11 is hereby added to the Code of the City of Bristol, Virginia, and ordained to read as follows:

Sec. 14-11. – Unlawful feeding of waterfowl.

(a) Pursuant to Code of Virginia § 29.1-527.1, the feeding of migratory and nonmigratory waterfowl is hereby prohibited in the City; provided, however, that no violation shall be deemed to occur unless signs giving notice of the prohibition set forth in this section are posted in a conspicuous location surrounding the area and a law enforcement officer has provided a prior warning that continued feeding of wildlife will result in a violation of this section. (b) For the purpose of this section: (1) "Migratory and nonmigratory waterfowl" shall be those species defined by the Virginia Department of Game and Inland Fisheries as any and all waterfowl in the Anatidae family including native, nonnative, and domestic ducks and geese, and any crossbreeds or hybrids of these birds. (2) "Feed" shall mean to give, place, expose, deposit or scatter any edible material. (c) Any person violating the provisions of this section shall be subject to a civil fine of \$50.

Vice Mayor Hartley made a motion for adoption of the ordinance which was seconded by Mr.

August 13, 2019

Farnum. The motion carried by the following votes:

AYES: Farnum, Mumpower, Wingard, Hartley, Osborne.

3. Consider second reading and adoption of an Ordinance to Amend Chapter 70 of the City Code, relating to collections.

City Manager Randall Eads spoke about some of the changes that had been made to the ordinance since the first reading. Mr. Wingard asked for clarification on the grass clippings that Mr. Smith spoke about. Vice Mayor Hartley made a motion for second reading of the ordinance by caption only which was seconded by Mr. Farnum. Mr. Wingard said he didn't agree with how debris should be put into the right of way. The motion for second reading by caption only passed by the following votes:

AYES: Farnum, Mumpower, Wingard, Hartley, Osborne.

Mr. Wingard made a motion to adopt the ordinance. Mr. Mumpower seconded the motion, which carried by the following votes:

AYES: Farnum, Mumpower, Wingard, Hartley, Osborne.

4. Consider approval of assignment agreement with Tennessee Valley Authority and amendments to Landfill Gas Contract with Ingenco.

City Manager Randall Eads said this item was presented at the June 12 meeting, but that an increased percentage of revenue had been included in the landfill gas contract amendment that was presented. Mr. Farnum made a motion to approve the agreements which was seconded by Mr. Hartley. Mr. Mumpower said that he has a lot of concerns about this agreement. The motion carried by the following votes:

AYES: Farnum, Wingard, Hartley, Osborne.

NO: Mumpower.

5. Consider a supplemental appropriation of \$199,413 to the FY20 Budget for Carryover items as listed below. These funds were received in FY19 and/or were unexpended at 06/30/2019.

Chief Financial Officer Tamrya Spradlin gave an overview of the items requested for carryover. Vice Mayor Hartley made a motion to approve the supplemental appropriation which was seconded by Mr. Farnum. Mr. Wingard asked for clarification on some of the items. The motion to approve carried by the following votes:

AYES: Farnum, Mumpower, Wingard, Hartley, Osborne.

6. Consider closed session pursuant to §2.2-3711.A1, Code of Virginia 1950, as amended. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body (appointments).

Vice Mayor Wingard made a motion to go into closed session for the reasons stated, which was seconded by Mr. Farnum. The motion carried by the following votes:

AYES: Farnum, Mumpower, Wingard, Hartley, Osborne.

Mayor Mumpower asked for a roll call vote to certify the closed session.

AYES: Farnum, Mumpower, Wingard, Hartley, Osborne.

7. Consider appointments to boards and commissions.

Mayor Osborne asked for a motion on the following appointments:

August 13, 2019

Bristol Public Library: Danny Peterson

IDA: Jan Huffman

Planning Commission: Ric Watts, Breanne Forbes Hubbard (reappointment), Jordan Pennington (reappointment)

Vice Mayor Wingard made a motion to appoint the individuals as stated, which was seconded by Mr. Farnum. The motion carried by the following votes:

AYES: Farnum, Mumpower, Wingard, Hartley, Osborne.

8. Discussion of financing options for property acquisition.

Vice Mayor Wingard made a motion to table the item which was seconded by Mr. Mumpower. The motion carried by the following votes:

AYES: Farnum, Mumpower, Wingard, Hartley, Osborne.

CONSENT AGENDA

9.1 Consider approval of meeting minutes.

June 25, 2019 Regular Meeting

July 1, 2019 Organizational Meeting

July 1, 2019 Called Meeting with BVPS

July 9, 2019 Called Meeting with IDA

July 9, 2019 Regular Meeting

9.2 Consider a supplemental appropriation of \$779,801 to the FY20 Budget per the Items Listed Below.

Commonwealth's Attorney

Appropriate additional Commonwealth Attorney position funded by the Virginia Compensation Board.

Expenditure	4-001-22010-1136	Salaries & Wages-Regular	\$56,697
Expenditure	4-001-22010-2100	FICA	\$4,337
Expenditure	4-001-22010-2210	VRS	\$1,367
Revenue	3-001-23010-0001	Commonwealth's Attorney	\$62,401

Police Department

Appropriate Virginia PSAP grant funding for Text-to-911 award received for this fiscal year.

Expenditure	4-001-31020-5881	PSAP Grant Text to 911	\$50,000
Revenue	3-001-24020-0086	PSAP Grant Text to 911	\$50,000

Fire Department

Appropriate donations received.

Expenditure	4-001-32010-6014	Operating Supplies & Materials	\$200
Revenue	3-001-18040-0002	Donations & Gifts-Fire Dept	\$200

Emergency Preparedness

Appropriate donations received.

Expenditure	4-001-35030-6014	Operating Supplies & Materials	\$3,000
Revenue	3-001-18040-0002	Donations & Gifts-Fire Dept	\$3,000

Economic Development

Appropriate ARC funding for a grant related to American Merchant. These grant funds were originally budgeted in FY19.

Expenditure	4-001-81025-5702	American Merchant-ARC Funds	\$158,700
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August 13, 2019

Revenue 3-001-33020-0031 ARC Funds-American Merchant \$158,700

Capital Projects Fund

Appropriate funds related to capital projects that were not completed in FY19 and will be completed in FY20. 95720 is the Exit 5 Project and is funded with FY17 bond proceeds. 95755 is Lee Highway Phase 2 and is 100% VDOT funded. 95810 is the Piedmont Avenue and State St. Pedestrian Signals and is 100% VDOT funded.

Expenditure	4-009-95720-8112	Other Improvements & Const	\$80,000
Revenue	3-009-41010-0001	Local Bond Issues (2016)	\$80,000
Expenditure	4-009-95755-8112	Other Improvements & Const	\$350,000
Revenue	3-009-24030-0101	VDOT Lee Hwy Widening Phase 2	\$350,000
Expenditure	4-009-95810-8112	Other Improvements & Const	\$75,500
Revenue	3-009-24030-0104	Piedmont Ave & State Street	\$75,500

9.3 Consider budget transfers for specific items listed below:

From Municipal Council to Commonwealth’s Attorney

Approve the transfer of budgeted monies from Council health/dental insurance to Commonwealth’s Attorney for potential salary increases. There was a decrease in Council insurance after the budget was approved, so these funds are available.

Decrease	4-001-11010-2310	Health/Dental Insurance	\$13,776
Increase	4-001-22010-1136	Salaries & Wages-Regular	\$13,776

9.4 Consider purchase requisitions totaling \$259,461.12.

Police Department; Vehicles	\$209,861.40
Fire Department; Panasonic Toughbooks	\$31,639.72
Public Works, Streets; Engineering Inspections	\$17,960.00

9.5 Review of 2019 property demolitions.

9.6 Consider street closure for the annual Summer’s End 5K Race.

9.7 Consider street closure request for the King University Welcome to Bristol Party.

9.8 Consider street closure request for Rhythm and Roots Reunion Festival.

Vice Mayor Hartley made a motion to approve the consent agenda with the exception of the July 1 called meeting minutes. Mr. Farnum seconded the motion which carried by the following votes:

AYES: Farnum, Hartley, Mumpower, Wingard, Osborne.

Mr. Farnum made a motion to approve the minutes from the July 1 called meeting which was seconded by Mr. Hartley. The motion carried by the following votes:

AYES: Farnum, Hartley, Wingard, Osborne.

ABSTAIN: Mumpower.

There being no other business, the meeting was adjourned.

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City Clerk

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Mayor

**BRISTOL, VIRGINIA CITY COUNCIL  
AGENDA ITEM SUMMARY**

Meeting Date: August 27, 2019  
Department: Finance  
Staff Contact: Tamrya Spradlin

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**AGENDA ITEM WORDING:** Consider a supplemental appropriation of **\$970,064** to the FY20 Budget.

**School Operating Budget**

Appropriate additional grant funding or additional grant carryover funding for FY20 budget. **No local contribution is required.**

Revenue	School Operating Fund Budget (see attached)	\$814,977
Expenditure	School Operating Fund Budget (see attached)	\$814,977

**Judicial Alternative Sentencing Program**

Appropriate Drug Court Sustainability Grant to the FY20 budget.

Expenditure	4-001-21035-3145	Professional Services	\$30,000
Expenditure	4-001-21035-6045	Supplies – Sustainability Grant	\$34,968
Revenue	3-001-24020-0095	Drug Court Sustainability Grant	\$64,968

**Hazardous Materials Emergency**

Appropriate Virginia Department of Emergency Management carryover funds received in FY19.

Expenditure	4-001-35050-6014	Operating Supplies & Materials	\$4,670
Revenue	3-001-10110-0001	Beginning Fund Balance	\$4,670

**Clear Creek Golf Course**

Appropriate Membership Drive funds received in FY20.

Expenditure	4-001-71040-8110	Capital Fee Expenditures	\$52,250
Expenditure	4-001-71040-3145	Professional Services; Marketing	\$13,063
Revenue	3-001-16065-0001	Membership & Green Fees	\$65,313

**Economic Development**

Appropriate state funding for an Economic Forecast.

Expenditure	4-001-81190-3140	Professional Services	\$20,136
Revenue	3-001-24010-0050	State grant miscellaneous	\$20,136

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**ITEM BACKGROUND:**

On May 28, 2019, the Bristol Virginia City Council adopted the FY20 Budget. The above items are an additional appropriation to the original budget.

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**PREVIOUS RELEVANT ACTION:**

May 28, 2019, the adoption of the FY20 Budget

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**STAFF RECOMMENDATIONS:**

Staff recommends that Council approve the supplemental appropriation as listed.

**DOCUMENTATION:**      Included   X        Not Required \_\_\_\_\_

**MOTION:** I move to approve the supplemental appropriation of \$970,064.



## BRISTOL VIRGINIA PUBLIC SCHOOLS

220 Lee Street  
 Bristol, Virginia 24201  
 (276) 821-5600 – Fax (276) 821-5601

Keith Perrigan, Ed.D.  
 Superintendent

Gary Ritchie  
 Assistant Superintendent

### Bristol Virginia School Board

Steve Fletcher, Chair  
 Ronald Cameron, Vice Chair  
 Randy Alvis  
 R. Tyrone Foster  
 Randall White

August 6, 2019

Mr. Randall Eads, City Manager  
 City of Bristol Virginia  
 300 Lee Street  
 Bristol, Virginia 24201

Dear Mr. Eads:

The Bristol Virginia Public Schools has received additional grant funding or additional grant carryover funding not anticipated in fiscal year 2019-2020 budget provided to City Council in March 2019.

The Bristol Virginia School Board respectfully requests an additional appropriation of \$814,977 (all grant or reserved funding) defined as follows:

Revenue	1-2-061-3-0083-00-20250-0000-4	Title I	\$201,936
Expenditure	1-2-061-9-9000-09-61100-1120-5	Title I Wages and Benefits	(201,936)
Federal government allocations for this grant increased for 2019-2020. Additionally, a change in key personnel resulted in less spent at year-end resulting in a greater carryover than anticipated. This is a grant and the revenue covers all expenditures. <b>No local contribution required.</b>			

Revenue	1-2-027-3-0083-00-20290-0000-4	State Operated Programs – Title I Part D	\$4,445
Expenditure	1-2-027-9-9000-09-61100-6000-5	State Operated Programs Materials and Supplies	(4,445)
BVPS serves as fiscal agent for Highlands Detention Center Educational Program. The program had additional carryover funds. This is a flow-thru and the revenue covers all expenditures. <b>No local contribution required.</b>			

Revenue	1-2-063-3-0083-00-22210-0000-4	Title II	\$ 8,095
Expenditure	1-2-063-3-9000-01-61100-1120-5	Title II Salaries and Benefits	(8,095)
A change in key personnel resulted in less spent at year-end resulting in a greater carryover than anticipated. This is a grant and the revenue covers all expenditures. <b>No local contribution required.</b>			

August 6, 2019

Revenue	1-2-103-3-0083-00-20255-0000-4	Title IV, Part A	\$ 22,561
Expenditure	1-2-103-9-9000-01-61100-3000-5	Title IV, Part A Purchased Services	(22,561)
Federal government allocations for this grant increased for 2018-2019. This is a grant and the revenue covers all expenditures. <b>No local contribution required.</b>			

Revenue	1-2-032-3-0083-00-21910-0000-4	Title VI-B Carryover	\$ 91,940
Expenditure	1-2-032-2-0100-2-61100-1000-5	Title VI-B Carryover Salaries and Benefits	(91,940)
A change in Director resulted in less than expected expended prior to year-end. This is a grant and the revenue covers all expenditures. <b>No local contribution required.</b>			

Revenue	1-1-023-2-0014-00-23300-0000-4	Reserved Fund Transfer – Supplemental Lottery Carryover	\$240,000
Expenditure	1-1-023-9-9000-00-66600-8200-5	Board Restricted for One-Time Expenditure	(240,000)
The State provides Supplemental Lottery funds to assist school divisions in meeting the operational and capital needs of the division. <b>No local contribution required.</b>			

Revenue	1-2-125-2-4001-25-40000-0000-4	School Improvement Grant (VMS)	\$246,000
Expenditure	1-2-125-2-0010-01-61100-1120-5	School Improvement Grant (VMS) Salaries and Benefits; Purchased Services; Materials and Supplies	(246,000)
Virginia Middle School currently qualifies for a school improvement grant to provide additional assistance to the school in order to increase test scores and attendance. This is a grant and the revenue covers all expenditures. <b>No local contribution required.</b>			

This supplemental appropriation will bring the total School Board Operating Fund appropriation to \$29,043,468. **This supplemental appropriation does not require any additional city funds.** It is anticipated that an additional supplemental appropriation may be required in the Spring if our ADM holds at a higher amount than originally budgeted.

The Board and I thank you for your continued support.

Sincerely,



Keith S. Perrigan, Ed.D.  
Superintendent

cc: Members, City Council  
Members, School Board  
Tamrya Spradlin, Chief Financial Officer



# CITY OF BRISTOL VIRGINIA

300 Lee Street, Bristol, Virginia 24201

TO: Tamrya Spradlin, CFO

FROM: Allison Arnold, Director, Alternative Sentencing

RE: Supplemental Budget Appropriation Request FY 2019-2020

DATE: August 15, 2019

We are requesting that the following budget supplemental appropriation be presented and approved at the next Council meeting.

Reason for request: Award of state grant funds

Amount: \$30,000.00

Revenue: 3-00 24020-95

Expenditure: 4-00 21035-3145

Signature: Allison F. Arnold



CITY OF BRISTOL, VA  
2019-2020  
SUPPLEMENTAL APPROPRIATION REQUEST  
CARRYOVER OF PRIOR YEAR FUNDS FOR REVENUE RECEIVED

AMOUNT RECEIVED IN 2018-2019  
(ATTACH DETAIL)

\$50,733

AMOUNT UNEXPENDED IN 2018-2019

\$4,670

AMOUNT AVAILABLE FOR 2019-2020

\$4,670 (additional \$30,000 expected from VDEM in October)

ORIGINAL REVENUE SOURCE  
ACCOUNT & DESCRIPTION

Virginia Dept. of Emergency Management (VDEM)

2019-2020 EXPENDITURE LINE ITEM

35050-6014

PURPOSE OF PROPOSED EXPENDITURE

Hazmat-related expenses

SIGNATURE

*James M. Armstrong*

DATE

8/12/19

35050-6014 Carryover		6014	1238	Revenue
	Budget			30,000.00
DATE	DESCRIPTION	AMOUNT		
JULY	A-1 Auto Parts	128.90		
	Lowe's	374.97		
	MES	1,706.50		
	VA Hazmat Conference Registration - Alley	200.00		
	Supplemental Appropriation Request - Carryover			18,657.00
	Alpha & Omega	516.68		
	Atlantic Emergency Solutions	164.98		
	Federal Resources	2,414.63		
	Fuel	57.84		
AUG.				
	NES	72.10		
	Firefighter's Bookstore	132.55		
	Amazon	803.77		
	Amazon refund	(803.77)		
	Amazon	289.44		
	Amazon	96.23		
	Amazon	44.67		
	Amazon	113.94		
	Amazon	58.99		
	Amazon	32.93		
	Amazon	134.90		
	ULINE	225.37		
	VA Association of hazmat Response Specialists	25.00		
	Safeware	4,113.04		
	CTL Scientific Supply Corp	195.11		
	Safeware	196.88		
	All Safe Industries	1,182.67		
	Grainger	215.20		
	MES	1,093.57		
	Amazon	(96.23)		
	Safeware	176.00		
	Fuel	30.42		
SEPT.				
	Hazmat Conference Registration Boyd	300.00		
	Hazmat Membership Boyd	25.00		
	Check Request Scott Alley Hazmat Conf	17.78		
	Alley Boyd Travel Voucher Hazmat Conf	175.17		
	Journal Entry 35050-1241 OT Alley hazmat conference		839.00	
	Safeware	333.57		
OCT.				
	A-1	28.50		
	Jersey Mike's	208.69		
	Office Depot	60.98		
	Amazon	47.99		
	Safeware	3,679.42		
	SHI	600.00		
	Elizabeth River Tunnels	5.17		
	Amazon	236.13		
	Journal Entry from OT		1,238.00	
	DQE	275.25		
	JME	314.46		
	Alley Lodging Reimbursement	321.52		
NOV.				
	Amazon	487.43		

	Little Caesar's	51.63		
DEC.	Safeware	70.46		
	Journal Entry OT Tractor Trailer Spill		959.09	
JAN.				
	Journal Entry OT		569.46	
	Sam's Club	81.25		
	Food City	27.99		
	Lowe's	6.15		
	UPS store	10.10		
	Journal Entry OT Gas Well Mtg at GKVFD		171.05	
	Journal Entry to send \$7300 to 1238 for training			
	Atlantic Emergency Solutions	655.00		
	Safeware	393.76		
FEB.				
	VDEM Reimbursement Nov tractor trailer spill			2,076.00
MAR.	All Safe	132.60		
	Bristol Occupational Health	984.00		
	Bristol Occupational Health	11,613.00		
	FleetPride	209.29		
APRIL	Bella's	81.05		
	Bella's	87.28		
	Bella's	84.88		
	Journal Entry OT		730.01	
MAY	Journal Entry OT		150.57	
	Budget transfer to zero out FY17 grant	64.52		
JUNE				
	MES	5,407.64		
	Northern Safety	431.27		
	YTD	41,406.21	4,657.18	50,733.00
	Less: Expended Transfer Revenue			(4,657.18)
	Total Revenue Received			46,075.82
	Less: FY19 Expenditures			(41,406.21)
	Carryover Available to 6014			\$ 4,670





# CITY OF BRISTOL VIRGINIA

300 Lee Street, Bristol, Virginia 24201

TO: Tamrya Spradlin, CFO

FROM: (name, department, title) Casey Barnes, ClearCreek, Golf Course Manager

RE: Supplemental Budget Appropriation Request FY 2019-2020

DATE: 8/7/19

We are requesting that the following budget supplemental appropriation be presented and approved at the next Council meeting.

Reason for request Marketing Plan - Membership Drive

Amount: \$ 65,313

Revenue: 3-00 1-16065-0001

Expenditure: 4-00 1-71040-3145 - Marketing  
4-001-71040-8110 - Capital

Signature: Casey Barnes

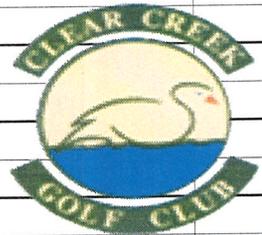
## WEEKLY SALES RECAP REPORT

Golf Course Name: Clear Creek Golf Club

Today's Date 7/8/2019

Golf Course Address: Bristol, Virginia

Promotions	Number Sold @						Total Gross
	7/7/2019	\$177					Total Amount
<i>Example:</i> MONDAY ACTIVITY	7		\$	1,239.00			\$ 1,239.00
MONDAY ACTIVITY	8		\$	1,416.00			\$ 1,416.00
TUESDAY ACTIVITY	9		\$	1,593.00			\$ 1,593.00
WEDNESDAY ACTIVITY	6		\$	1,062.00			\$ 1,062.00
THURSDAY ACTIVITY	10		\$	1,770.00			\$ 1,770.00
FRIDAY ACTIVITY	10		\$	1,770.00			\$ 1,770.00
SATURDAY ACTIVITY	4		\$	708.00			\$ 708.00
SUNDAY ACTIVITY	3		\$	531.00			\$ 531.00
<i>Totals</i>	50		\$	8,850.00	0	\$ -	
<b>Total Gross Sales</b>							<b>\$ 8,850.00</b>
<b>x 20% (payable to MMC)</b>							<b>\$ 1,770.00</b>



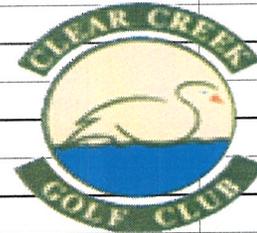
## WEEKLY SALES RECAP REPORT

Golf Course Name: Clear Creek Golf Club

Today's Date 7/15/2019

Golf Course Address: Bristol, Virginia

Promotions	Number Sold @						Total Gross
	7/14/2019	\$177					Total Amount
<i>Example:</i>							
MONDAY ACTIVITY	7		\$ 1,239.00				\$ 1,239.00
MONDAY ACTIVITY	4		\$ 708.00				\$ 708.00
TUESDAY ACTIVITY	3		\$ 531.00				\$ 531.00
WEDNESDAY ACTIVITY	8		\$ 1,416.00				\$ 1,416.00
THURSDAY ACTIVITY	3		\$ 531.00				\$ 531.00
FRIDAY ACTIVITY	3		\$ 531.00				\$ 531.00
SATURDAY ACTIVITY	7		\$ 1,239.00				\$ 1,239.00
SUNDAY ACTIVITY	5		\$ 885.00				\$ 885.00
<i>Totals</i>	33		\$ 5,841.00		0	\$ -	
<b>Total Gross Sales</b>							<b>\$ 5,841.00</b>
<b>x 20% (payable to MMC)</b>							<b>\$ 1,168.20</b>



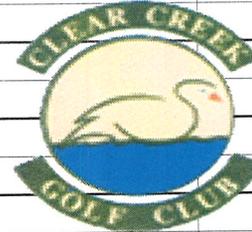
## WEEKLY SALES RECAP REPORT

Golf Course Name: Clear Creek Golf Club

Today's Date 7/22/2019

Golf Course Address: Bristol, Virginia

Promotions	Number Sold @						Total Gross
	\$177	Total Amount					Sales
7/21/2019							
<i>Example:</i>							
MONDAY ACTIVITY	7	\$ 1,239.00					\$ 1,239.00
MONDAY ACTIVITY	10	\$ 1,770.00					\$ 1,770.00
TUESDAY ACTIVITY	1	\$ 177.00					\$ 177.00
WEDNESDAY ACTIVITY	2	\$ 354.00					\$ 354.00
THURSDAY ACTIVITY	1	\$ 177.00					\$ 177.00
FRIDAY ACTIVITY	9	\$ 1,593.00					\$ 1,593.00
SATURDAY ACTIVITY	3	\$ 531.00					\$ 531.00
SUNDAY ACTIVITY	3	\$ 531.00					\$ 531.00
<i>Totals</i>	29	\$ 5,133.00		0	\$ -		
<b>Total Gross Sales</b>							<b>\$ 5,133.00</b>
<b>x 20% (payable to MMC)</b>							<b>\$ 1,026.60</b>



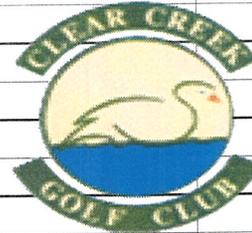
## WEEKLY SALES RECAP REPORT

Golf Course Name: Clear Creek Golf Club

Today's Date 7/29/2019

Golf Course Address: Bristol, Virginia

Promotions	Number Sold @						Total Gross
	\$177	Total Amount					Sales
7/28/2019							
<i>Example:</i> MONDAY ACTIVITY	7	\$ 1,239.00					\$ 1,239.00
MONDAY ACTIVITY	3	\$ 531.00					\$ 531.00
TUESDAY ACTIVITY	11	\$ 1,947.00					\$ 1,947.00
WEDNESDAY ACTIVITY	23	\$ 4,071.00					\$ 4,071.00
THURSDAY ACTIVITY	9	\$ 1,593.00					\$ 1,593.00
FRIDAY ACTIVITY	11	\$ 1,947.00					\$ 1,947.00
SATURDAY ACTIVITY	17	\$ 3,009.00					\$ 3,009.00
SUNDAY ACTIVITY	16	\$ 2,832.00					\$ 2,832.00
<i>Totals</i>	90	\$ 15,930.00		0	\$ -		
<b>Total Gross Sales</b>							<b>\$ 15,930.00</b>
<b>x 20% (payable to MMC)</b>							<b>\$ 3,186.00</b>



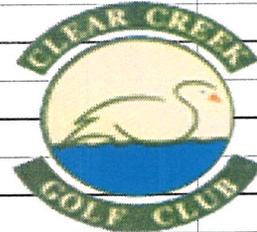
## WEEKLY SALES RECAP REPORT

Golf Course Name: Clear Creek Golf Club

Today's Date 8/5/2019

Golf Course Address: Bristol, Virginia

Promotions	Number Sold @						Total Gross
	8/4/2019	\$177					Total Amount
<i>Example:</i>							
MONDAY ACTIVITY	7	\$	1,239.00				\$ 1,239.00
MONDAY ACTIVITY	16	\$	2,832.00				\$ 2,832.00
TUESDAY ACTIVITY	14	\$	2,478.00				\$ 2,478.00
WEDNESDAY ACTIVITY	23	\$	4,071.00				\$ 4,071.00
THURSDAY ACTIVITY	16	\$	2,832.00				\$ 2,832.00
FRIDAY ACTIVITY	21	\$	3,717.00				\$ 3,717.00
SATURDAY ACTIVITY	31	\$	5,487.00				\$ 5,487.00
SUNDAY ACTIVITY	46	\$	8,142.00				\$ 8,142.00
<i>Totals</i>	167	\$	29,559.00		0	\$ -	
<b>Total Gross Sales</b>							<b>\$ 29,559.00</b>
<b>x 20% (payable to MMC)</b>							<b>\$ 5,911.80</b>





# COMMONWEALTH of VIRGINIA

## Office of the Governor

Aubrey L. Layne, Jr.  
Secretary of Finance

April 23, 2018

Randall C. Eads  
Interim City Manager  
City Attorney  
City of Bristol, VA  
300 Lee Street  
Bristol, VA 24201

Dear Mr. Eads:

On behalf of Governor Northam, I am pleased to inform you that the Governor has authorized financial assistance to the City of Bristol for state intervention. The conditions for the state intervention are contained in this letter.

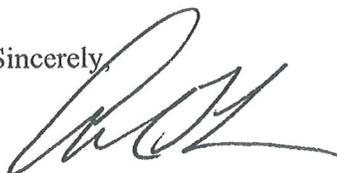
As you are aware, the Auditor of Public Accounts sent communication to Governor Northam, Senators Hanger, Norment, and Delegate Jones advising the City of Bristol met the criteria for fiscal distress based upon the low Financial Assessment Model (FAM) score. APA reported the two primary issues of the City's financial situation, which contributed to its low FAM score in their analysis, were issues specific to operational sustainability and long-term debt of its solid waste disposal fund and the short-term debt related to the Falls project. Based on APAs review, APA recommended that the City's situation warranted further assistance from the Commonwealth to assess and help stabilize its current financial situation, primarily assistance related to the City obtaining an independent consultant and assessment over the continued operations of its landfill, along with assistance to facilitate the development of a long-term financial forecast.

We understand that the City of Bristol plans to hire outside consultants to complete the studies referenced above. Governor Northam has authorized the expenditure of state funds to reimburse Bristol for the actual costs of the two studies up to \$100,000. As a condition of the reimbursements, the Secretary of Finance, through assigned staff, shall participate in the selection of vendors to complete the studies. In addition, the Governor has authorized \$2,000 for two employees of Bristol to attend an upcoming Virginia Local Government Management Association (VLGMA) conference and for two employees to attend an upcoming Virginia Government Finance Officers Association (VGFOA) conference.

April 23, 2018  
Page 2 of 2

We look forward to working with you on the selection of these vendors and are hopeful that this assistance will help the locality in your efforts to resolve the current financial situation. If you have any questions regarding the terms of the letter, please contact Deputy Secretary of Finance June Jennings at (804) 786-1148.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Layne, Jr.', written in a cursive style.

Aubrey L. Layne, Jr., MBA, CPA

c: The Honorable Clark Mercer  
The Honorable Suzette Denslow  
Mr. Daniel Timberlake



# Invoice

Invoice Date	Invoice #
6/5/2019	6616

Chmura Economics & Analytics LLC  
 1309 E. Cary St. Suite 200  
 Richmond, VA 23219

**Bill To:**

City of Bristol, VA  
 Randal C. Eads  
 276-628-3529

Reference Number	Terms	Due Date	
	Due on receipt	6/15/2019	
Description	Qty	Rate	Amount
Chmura will prepare a long-term local economic forecast to guide decision making in economic development and measure potential impacts on the City's finances.	1	20,136.00	20,136.00
<b>Thank you for your business!</b>		<b>Total</b>	\$20,136.00
Invoices not paid within 15 days following the due date are subject to a 1.5% late fee.		<b>Payments/Credits</b>	\$0.00
A 2% fee will be applied on credit card payments.		<b>Balance Due</b>	\$20,136.00
Billing@chmuraecon.com			

City of Bristol, VA  
 Randal C. Eads  
 276-628-3529

INVOICE #	DUE DATE	AMOUNT DUE
6616	6/15/2019	\$20,136.00

**MAKE CHECKS PAYABLE TO:**

Chmura Economics & Analytics LLC  
 1309 E. Cary St. Suite 200  
 Richmond, VA 23219

AMOUNT ENCLOSED

**BRISTOL, VIRGINIA CITY COUNCIL  
AGENDA ITEM SUMMARY**

Meeting Date: August 27 2019  
Department: Finance  
Staff Contact: Tamrya Spradlin

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**AGENDA ITEM WORDING:**

Consider purchase requisitions totaling \$1,913,000.00.

Sheriff's Department; Inmate Housing July 2019	\$81,000.00
Solid Waste; Sidewall Liner Mobilization No. 23 (Plastic Fusion Fabricators)	\$1,657,000.00
Solid Waste; Sidewall Liner Mobilization No. 23 (Draper Aden)	\$175,000.00

**ITEM BACKGROUND:**

The items are presented to City Council for payment approval.

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**PREVIOUS RELEVANT ACTION:**

N/A

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**STAFF RECOMMENDATIONS:**

Approval.

---

**DOCUMENTATION:**      Included   X                Not Required\_\_\_\_\_

**MOTION:** I move to approve all items on the consent agenda as presented.



## City of Bristol Virginia Department Purchase Requisition Form

Date of Requisition	8-20-19
Department Name:	Purchasing
Purpose/Description	Diesel

Vendor Ordered/Purchased From	Rogers Petroleum		
Payment to: please check one	<input checked="" type="checkbox"/> Vendor	<input type="checkbox"/> paid by City Credit Card	

Purchase Order #	30305	A purchase order is required if the amount purchased is over \$500. A purchase order is to be obtained before making purchase
Invoice Number:		
Invoice Date:		
Authorized for Payment	TDD	

Material & Description	Charge to			Unit Price	QTY (#)	AMOUNT
	Fund	Dept.	Account #			
Diesel	1	41050	6008	1.9440	7500	\$ 14,580 <sup>00</sup>
<b>Total</b>						\$ <del>0.00</del> <sup>00</sup> 14,580 <sup>00</sup>

Fiscal Year Budget

Budget Remaining After Purchase

Department Approval:

CFO Signature:

City Manager Signature:

Council Approved Date

Quotes Attached

Packing Slip/Bill of Lading Attached

Approval Level  
 Up to \$5,000  
 Up to \$10,000  
 Up to \$15,000  
 Over \$15,000  
 rev 12/06/2017



**City of Bristol Virginia**  
**Department Purchase Requisition Form**

Date of Requisition	8/13/2019	
Department Name	Solid Waste Disposal	
Purpose/Description	Other Improvements or Construction	
Vendor Order/Purchase From	Plastic Fusion Fabricators	
Payment to: Please check one	Vendor	

Purchase Order #	0	A purchase order is required if the amount purchase is over \$500. A purchase order is to be obtained before making purchase.
Invoice Number:		
Invoice Date:		
Authorized for Payment	Wallace McCulloch	

Material Description	Charge to			Unit Price	Qty (#)	Amount
	Fund	Dept #	Account #			
Sidewall Liner Construction Mobilization No.23	004	12010	8112	\$1,657,000.00	1	\$1,657,000.00
	001			\$0.00		\$0.00
				<b>Total</b>		<b>\$1,657,000.00</b>

Fiscal Year Budget 2019 - 2020

Budget Remaining After Purchase \$0.00

Department Approval:  Approval Level  
 Up to \$5,000

CFO Signature:  Up to \$10,000

City Manager Signature: \_\_\_\_\_ Up to \$15,000

Council Approved Date: \_\_\_\_\_ Over \$15,000

Quotes Attached: \_\_\_\_\_

Packing Slip/Bill of Lading Attached

rev 12/06/2017

  
8-13-19



# City of Bristol Virginia

## Department Purchase Requisition Form

Date of Requisition	8/13/2019
Department Name	Solid Waste Disposal
Purpose/Description	Other Improvments or Construction

Vendor Order/Purchase From	Draper Aden Associates	
Payment to: Please check one	Vendor	

Purchase Order #	0	A purchase order is required if the amount purchase is over \$500. A purchase order is to be obtained before making purchase.
Invoice Number:		
Invoice Date:		
Authorized for Payment	Wallace McCulloch	

Material Description	Charge to			Unit Price	Qty (#)	Amount
	Fund	Dept #	Account #			
Sidewall Liner Construction Mobilization No.23	004	12010	8112	\$175,000.00	1	\$175,000.00
	001			\$0.00		\$0.00
				<b>Total</b>		<b>\$175,000.00</b>

Fiscal Year Budget 2019 - 2020

Budget Remaining After Purchase \$0.00

Department Approval:

*[Signature]* Approval Level  
Up to \$5,000

CFO Signature:

*[Signature]* Up to \$10,000

City Manager Signature:

\_\_\_\_\_ Up to \$15,000

Council Approved Date:

\_\_\_\_\_ Over \$15,000

Quotes Attached:

\_\_\_\_\_

Packing Slip/Bill of Lading Attached

rev 12/06/2017

*[Signature]*  
8-13-19

**CITY COUNCIL  
AGENDA ITEM SUMMARY**

Meeting Date: August 27, 2019

Division: Community Development/Planning

Bulk Item: Yes  No

Staff Contact: Sally Morgan, City Planner

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**AGENDA ITEM WORDING:**

Planning Commission Annual Report for FY 2018-2019

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**ITEM BACKGROUND:**

One of the required duties of the Planning Commission is to provide an annual report to the governing body concerning the operation of the Commission. City staff has prepared the attached report and the Planning Commission has reviewed it and approved it to send to City Council. This is based on the fiscal year activity of the Commission.

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**STAFF RECOMMENDATION:**

For information only.

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CITY OF BRISTOL, VIRGINIA  
 Planning Commission  
 2019 Annual report  
 Reporting period July 1, 2018 - June 30, 2019

**Introduction**

The Code of Virginia §15.2-2221 requires that a locality's Planning Commission submit annually a report of its activities to the governing body. The following shall satisfy this requirement.

**Personnel**

The Planning Commission consists of seven (7) members. They are appointed by the City Council for a term not to exceed three (3) years. The City Charter was changed in December 2018 to change the length of term to four (4) years starting July 1, 2019. The Planning Commission members during 2018-2019 were:

Member	Position	Term Expiration	Regular Meetings Attended
Kevin Wingard	City Council Representative	Concurrent with Council term 06/30/2020	12
Jordan Pennington	Chairman	06/30/2019	10
Michael Pollard	Member	6/30/2018 Reappointed for new term ending 06/30/2021	12
Todd Buchanan	Vice-Chairman	06/30/2020	11
Susan Long	Member	06/30/2020	8
Anthony Farnum	Member	Reappointed for term ending 06/30/19 Resigned 11/13/18 due to appt. to City Council	4
Bart Long	Member	Filled Kevin Corbett's previous indefinite term	10
Kevin Corbett	Member	Appointed 01/10/2019 to replace Farnum. Passed away while serving.	1
Breanne Forbes-Hubbard	Member	Replaced Kevin Corbett after his death. Term Ending 6-30-2019	2

The Planning Commission is served by staff from the City Community Development and Planning Department. The City Planner serves as the staff liaison, prepares the agenda packet, and presents each agenda item under the Direction of the Director of Community

Development. The minutes for each meeting are taken by the Administrative Assistant for the Department of Community Development.

**1) Meeting Time**

Regular meetings of the Planning Commission are held the third Monday of each month starting at 12:00 pm. Special called meetings may be held at the Chairman’s request. This year there were four (4) special meetings held on the following dates in calendar year 2019: April 3, April 30, March 4, and June 3. Meetings are generally about one hour in length, although that varies with the length and nature of the agenda.

**2) Expenses**

The Planning Commission is not a paid body. The City does not reimburse travel to and from meetings. Costs incurred by the City are minimal and consist of soft costs associated with printing of agenda packets and hand-out materials for meetings, and staff time.

**3) Action Summary**

During the 2018-19 reporting year, the Planning Commission held twelve (12) regular meetings. The Commission considered twenty-five (25) agenda items requiring action. The following table provides a summary of action for this reporting year: *Note: Approval of meeting minutes and other routine business are not included in this summary.*

Meeting Date	Action Agenda Item	Action
07/16/18	Election of Officers for FY 2019	The Commission elected Mr. Pennington as Chairman and Mr. Buchanan as Vice-Chairman.
07/16/18	Consideration of Approval of <b>Plat #11-2018</b> – Replat of Linden Square – Parcel A	The Commission approved preliminary and final plat of Plat#11-2018 – Replat of Linden Square – Parcel A
07/16/18	Consideration of Approval of <b>Plat #12-2018</b> – Clarence Dishman Subdivision	The Commission approved the preliminary and final plat of Plat #12-2018 to change the zone from R-1 to B-3.
07/16/18	Consideration of Revisions to Subdivision Ordinance regarding <b>Street Names and Blocks</b> (City Code Sections 50-356 and 50-357)	The Commission recommended approval of the revision to subdivision ordinance regarding street names and blocks.
07/16/18	Update on <b>Wildflower Ridge – Phase 1A</b>	The Commission approved granting the developer a 60 day extension beginning July 16, 2018 contingent upon providing the two required items.
08/20/18	Presentation of Zoning Map Amendment Application <b>ZMA #01-2019</b> from Clarence Dishman for Tax Map #190-A-6A (5.4 acre portion) from R-1 to B-3	The Commission approved forwarding the application to the City Council in a joint public hearing regarding the rezoning of 5.4 acres of the Clarence Dishman property.

Meeting Date	Action Agenda Item	Action
08/20/18	Presentation of <b>Annual Report</b> for Fiscal Year 2017-2018 and Comprehensive Plan Review	The Commission approved forwarding the Annual Report for Fiscal Year 2017-2018 and attached Comprehensive Plan Review to the City Council with the addition of a summary section to the plan review document.
09/17/18	Consideration of Recommendation on <b>ZMA #01-2019</b> from Clarence Dishman to rezone Tax Map #190-4-1 (a 5.4 acre portion of the former Tax Map No. 190-A-6A) from R-1 (Single-family Residential) to B-3 (Intermediate Business)	The Commission recommended approval of the Zoning Map Amendment application from Clarence Dishman to rezone Tax Map #190-4-1 (a 5.4 acre portion of the former Tax Map No. 190-A-6A) from R-1 (Single-family Residential) to B-3 (Intermediate Business)
11/19/18	Consideration of Preliminary and Final Plat for <b>Plat #16-2018</b> Weatherly-Carter Subdivision (Lee Highway and Terrace Drive)	The Commission approved the preliminary and final plat to create three new lots.
01/14/19	Determination of Camouflaged Wireless Communications Facility – <b>629 State Street</b>	The Commission approved the determination of the Camouflaged Wireless Communications Facility.
02/19/19	Consideration of Residential Use in a Business Zone at <b>1205 Euclid Avenue</b>	The Commission made a motion to respond to the applicant and approve the request by using the service being connected as the indicator that the residential use was not discontinued.
03/18/19	Consideration of <b>Plat #03-2019</b> The Falls – Phase 3 Subdivision Preliminary Plat and Final Plat	The Commission approved the preliminary plat and final plat of The Falls – Phase 3 Subdivision.
03/18/19	Consideration of Special Exception Application <b>SE #02-2019</b> for a concrete block production operation at 200 Bob Morrison Boulevard (Zoned M-1)	The Commission approved sending the Special Exception application 02-2019 for a concrete block production operation at 200 Bob Morrison Boulevard to City Council for a joint public hearing.
03/18/19	Consideration of Future <b>Land Use Map Revisions</b> to Comprehensive Plan	The Commission made a motion to send revised changes to the Future Land Use Map to City Council for a joint public hearing.
03/18/19	Consideration of <b>Zoning Text Amendment (ZTA #01-2019)</b> to add new Section 50-177 and revise existing Section 50-109 (b)	The Commission tabled the item to allow more time for staff to research and learn about existing campgrounds in the region.
04/01/19	Consider moving <b>SE #03-2019</b> and <b>SE #04-2019</b> for 500 Gate City Highway to City Council for a joint public hearing.	The Commission recommended approval to move SE #03-2019 and #04-2019 for 500 Gate City Highway to City Council for a joint public hearing.
04/15/19	Consideration of <b>SE #02-2019</b> for a concrete block production operation at 200 Bob Morrison Boulevard (Zoned M-1)	The Commission recommended approval of the Special Exception Application #02-2019.

Meeting Date	Action Agenda Item	Action
04/15/19	Consideration of Recommendation on <b>Future Land Use Map</b> Revisions to Comprehensive Plan	The Commission recommended approval of the Future Land Use Map Revisions to Comprehensive Plan.
04/15/19	Consideration of Approval for Activity in the Flood Hazard Zone (Floodplain) – <b>200 Bob Morrison Boulevard</b>	The Commission recommended approval of the proposed activity in the 100-year floodplain.
04/30/19	Consideration of Recommendation on Special Exception Application <b>SE #03-2019</b> for pharmaceutical processing at 500 Gate City Hwy – Par Ventures, Inc., Tax Map #22-1-15A	The Commission recommended approval of SE #03-2019 to City Council.
4/30/19	Consideration of Recommendation on Special Exception Application <b>SE #04-2019</b> for pharmaceutical processing at 500 Gate City Hwy – Par Ventures, Inc., property owner), Tax Map #22-1-15A and #414-A-11.	The Commission recommended approval of SE #04-2019 to City Council.
04/30/19	Consideration of <b>ZTA #01-2019</b> to add new Section 50-177 (Overnight Recreational Development Standards); revise existing Section 50-109 (b) and 50-123 (b); and add Definitions to Section 50-28.	The Commission recommended approval to forward the proposed city code changes to City Council for a joint Public Hearing.
06/3/19	Consideration of Recommendation to City Council on Proposed Zoning Ordinance Amendments ( <b>ZTA #01-2019</b> ) for Overnight Recreational Development standards	The Commission recommended forwarding the draft to City Council for the adoption of the proposed zoning ordinance amendment.
06/17/19	Update on Proposed Zoning Ordinance Amendments ( <b>ZTA #01-2019</b> ) for Overnight Recreational Development standards.	The Commission approved a revised recommendation to increase the minimum overall lot size from two acres to ten acres.
06/17/19	Consideration of a request for a time extension to record <b>Plat #03-2019</b> (The Falls – Phase 3) and a variance to allow overhead power line along rear property line at The Falls – Phase 3.	The Commission approved extending time to record and a variance to allow overhead power line along rear property at The Falls – Phase 3.

#### 4) Information Summary

During the 2018-19 reporting year, the Planning Commission considered several agenda items which did not require action, but were informational items. Most of this activity was discussion as a part of the zoning ordinance revision project which occurred at regular meetings in addition to special called work sessions.

The following table provides a summary of reviewed items for this reporting year. *Note: The table below serves as a summary of informational activity and discussion rather than a comprehensive list.*

Meeting Date	Information Agenda Item	Information or Action (If Applicable)
08/20/18	Zoning Ordinance Revision Project	The Commission discussed draft Division 10 – Designs and Use Standards.
08/20/18	Report about Virginia Chapter of American Planning Association (VAPA) Annual Conference and Commonwealth Plan of the Year award	City Planner, Ms. Morgan, informed the Commission that she attended the VAPA Annual Conference and accepted the Commonwealth Plan of the Year Award on behalf of the City of Bristol.
09/17/18	Notification of Administrative Modification Request 01-2018- <u>1777 Wendover Road</u> . Tax Map No. 3-1-8-6A	City Planner, Ms. Morgan, informed the Commission of an Administrative Modification Request. The Commission discussed the yard requirements and modifications of older homes in residential zones.
9/17/18	Zoning Ordinance Revision Project	The Commission discussed proposed sections 50-153 through 50-155 regarding manufactured homes and parks, industrialized building units, and recreational vehicles.
10/15/18	Zoning Ordinance Revision Project	The Commission discussed the agricultural uses on residential property. The City Planner informed the Commission that she drafted a replacement division addressing wireless communication facilities.
11/19/18	Zoning Ordinance Revision Project (Signs)	The Commission made recommendations to revise items in the temporary sign chart.
12/17/18	Zoning Ordinance Revision Project (Signs)	The Commission discussed interpretations of what constitutes “vehicular signs.” The City Planner stated she would revise Section 50-238 (b) to eliminate restrictions.
12/17/18	Reschedule January and February Meeting dates due to holidays	The Commission voted to reschedule the January and February regular meetings to Monday, January 14, 2019 and Tuesday, February 19, 2019.
01/14/19	Zoning Ordinance Revision Project (Signs)	The Commission discussed making revisions to the Temporary signs category.
03/04/19	Comprehensive Plan – Future Land Map Revisions	The Commission discussed revisions to the Future Land Map Areas: Exit 1 and 5, Bonham Rd. Williams St. and Beacon Rd.

Meeting Date	Information Agenda Item	Information or Action (If Applicable)
03/18/19	Report on Special Exception Applications <b>SE #03-2019</b> and <b>SE #04-2019</b> for 500 Gate City Highway	The City Planner reported about two new applications for pharmaceutical processing at: 1 acre undeveloped site adjoining the former Bristol Mall and the former JC Penny store at the Mall property.
05/20/19	Zoning Ordinance Revision Project (Mixed Use Districts)	The City Planner presented the draft chapter on Mixed Use Districts – Division 9.
06/3/19	Zoning Ordinance Revision Project (Mixed Use Districts)	The City Planner presented a revised Division 9 for Mixed Use Districts and the Commission recommended forwarding to City Council.
06/17/19	Zoning Ordinance Revision Project (Floodplain District)	The City Planner discussed revisions to Floodplain District and proposed presenting a draft at the next regular meeting.

**5) Joint Public Hearing Summary.** Below are the joint public hearings that were held this reporting period with the City Council for Comprehensive Plan amendments, zoning ordinance or map amendments, and special exceptions.

Meeting Date	Joint Public Hearing Agenda Item	Information or Action (If Applicable)
09/11/18	Joint Public Hearing with the Planning Commission and City Council on <b>ZMA#01-2018</b> - Request to amend the Bristol, Virginia Zoning Map to Rezone a 5.4 Acre Subdivision Portion of Map #190-A-6A from R-1(Single-Family Residence) to B-3 ( Intermediate Business)	9-17-2018 Commission recommended approval of ZMA #01-2019 09-25-2018 City Council approved Zoning Map Amendment
04/9/19	Joint Public Hearing with the Planning Commission and City Council on Special Exception Application <b>SE #02-2019</b> from Kilo Delta LLC for 200 Bob Morrison Boulevard for the installation of a block manufacturing operation associated concrete plant in an M-1 Zone.	4/15/19 Commission recommended approval of the SE #02-2019 4/23/19 City Council approved SE #02-2019.
04/9/19	Joint Public Hearing with the Planning Commission and City Council on Proposed <b>Future Land Use Map Revisions</b> to Comprehensive Plan	No comments were made regarding the proposed Future Land Use Map revisions to the Comprehensive Plan. 04-15-19 Commission recommended approval of proposed revisions. 04-23-19 City Council approved revisions.

Meeting Date	Joint Public Hearing Agenda Item	Information or Action (If Applicable)
04/23/19	Two Joint Public Hearings with Planning Commission and City Council on Special Exception Applications <b>SE #03-2019</b> and <b>SE #04-2019</b> for 500 Gate City Highway.	4/30/19 City Council approved the Special Exception (SE #04-2019) to allow a pharmaceutical processing operation.
05/28/19	Joint Public Hearing with Planning Commission and City Council on Zoning Ordinance Revision for <b><u>Overnight Recreational Development Standards</u></b> .	6/03/19 The Commission voted to revise recommendation to City Council to increase minimum lot area size requirement.

### 6) Activity Summary

Zoning Map Amendment Applications (ZMA #01-2019)	1
Zoning Map Amendment Recommendations	1
Zoning Text Amendments Considered (ZTA #01-2019)	1
Zoning Text Amendments Approved	1
Special Exception Applications	3
Special Exceptions Recommended for Approval	3
Subdivision Plat Applications	4
Subdivision Plats Approved	4
Applications for Approval of Activity in Floodplain	1
Approvals of Activity in Floodplain	1
Requests for Determinations of Camouflaged Wireless Facilities	1
Determinations of Camouflaged Wireless Facilities	1
Applications for Residential Use in Business Zone	1
Approval of Residential Use in Business Zone	1
Administrative Modification Requests Reported	1

Subdivision Ordinance Amendments Considered	1
Subdivision Ordinance Amendments Recommended	1
Subdivision Variance Requested	1
Subdivision Variance Approved	1
Plat Time Extension Granted	1

**6) Review of Bristol, Virginia Comprehensive Plan**

The Comprehensive Plan was adopted in March 2017 by City Council following recommendation of the Planning Commission. Last year, an annual review was done of the Implementation Action Agenda found in the Plan. During fiscal year 2018-19, the Planning Commission worked on reviewing and revising the Future Land Use map component of the Comp Plan. Changes were made to some land use categories in the following areas: Exits 1 (Gate City Highway and Island Rd), Exit 5 (Long Crescent Rd), Bonham Rd. Williams St. and Beacon Rd. The City Council adopted these recommended changes on April 23, 2019 and the revised maps are on file in the Community Development Department.

**BRISTOL, VIRGINIA CITY COUNCIL  
AGENDA ITEM SUMMARY**

Meeting Date: August 27, 2019  
Department: Transit/Special Events  
Staff Contact: Jay Detrick

**AGENDA ITEM WORDING:**

Request to close Birthplace of Country Music Way

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**ITEM BACKGROUND:**

A request has been made to close Birthplace of Country Music Way on Tuesday September 17, 2019 so that the Virginia Museum of Fine Arts on the Road Artmobile can be parked on the street. The Artmobile displays art exhibitions and education offerings to communities and is free to the public.

The Artmobile will be in operation on September 18 and 19 but the closure will need to begin on September 17 for setup. On Friday September 20 the closure of Birthplace of Country Music Way will be incorporated into the approved traffic plan for Rhythm & Roots.

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**PREVIOUS RELEVANT ACTION:**

This is the first year this closure has been requested.

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**Staff Recommendations:**

All required documents have been submitted. Because of this staff recommends the street closure be approved as requested.

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**DOCUMENTATION:**      Included   X                Not Required       

**MOTION:** I move to approve all items on the consent agenda as presented.