

**SUFFOLK CITY COUNCIL MEETING
OF APRIL 15, 2026**



WORK SESSION

Begins at 4:00 P.M.

REGULAR SESSION

Begins at 6:00 P.M.

**SUFFOLK CITY COUNCIL
WORK SESSION
April 15, 2026
4:00 p.m.
City Council Chamber**

1. Department of Parks and Recreation Master Plan Update
2. Overview of proposed amendments to the Floodplain Overlay District
3. *Appointments

* Proposed Items for Closed Session

AGENDA: April 15, 2026, Work Session

ITEM: Department of Parks and Recreation Master Plan Update

The Department of Parks and Recreation is in the process of updating the Department Comprehensive Master Plan. The community was encouraged to provide input through the Master Plan Social Pinpoint site and a statistically valid survey. Staff and consultants will present the results of the community input on the Department's Master Plan.

AGENDA: April 15, 2026, Work Session

ITEM: Overview of proposed amendments to the Floodplain Overlay District

The Suffolk Planning and Community Development Department will provide an update on the proposed amendment to the Unified Development Ordinance that is scheduled for Public Hearing at your regular meeting on April 15, 2026. Specifically, this amendment would update Article 4, Section 31-416.2 of the UDO regulating development within the City's Floodplian Overlay District.

SUFFOLK CITY COUNCIL AGENDA

April 15, 2026

6:00 p.m.

City Council Chamber

1. **Call to Order**
2. **Nonsectarian Invocation**
3. **Approval of the Minutes**
4. **Special Presentations**
 - A. A proclamation in recognition of “National Crime Victim’s Rights Week”
 - B. A proclamation in recognition of “National Library Week”
 - C. A proclamation in recognition of “Week of the Young Child”
 - D. 2026 City of Suffolk Spring and Summer Events
5. **Removal of Items from the Consent Agenda and Adoption of the Agenda**
6. **Agenda Speakers**
7. **Consent Agenda** - An ordinance to accept and appropriate additional State funds for Suffolk Public Schools
8. **Public Hearing** - A public hearing to receive public comment on the Proposed Operating and Capital Budget for Fiscal Year 2026-2027 and related Ordinances
9. **Public Hearing** - A Resolution to adopt the Fiscal Year 2026-2027 Annual Action Plan for the City of Suffolk’s Community Development Block Grant Program (CDBG) and the Western Tidewater Home Consortium Home Investment Partnership Grant Program (HOME)
10. **Public Hearing** - An ordinance to amend Section 31-416.2 of the Unified Development Ordinance of the City of Suffolk, Virginia; OTA2026-003
11. **Public Hearing** - An ordinance to grant a Conditional Use Permit to establish agribusiness use on property located at 2101 Holland Corner Road, Zoning Map 52, Parcel 13A, Account Number 153900800; CUP2025-02
12. **Public Hearing** - An ordinance authorizing the acquisition of permanent and/or temporary easements, either by agreement or condemnation, for the North Sixth Street Roadway Drainage Design project

13. **Ordinance** - An ordinance to rezone and amend the official zoning map of the City of Suffolk to change the zoning from B-2, General Commercial Zoning District, to RU-18, Residential Urban-18 (Conditional) Zoning District, to apply proffered conditions to property zoned Mixed Use Development Overlay District, MUD, and to apply proffered conditions to property zoned B-2, General Commercial Zoning District, for property located at 1700 & 1802 North Main Street, Zoning Map 25, Parcels 45A and 45E, and Zoning Map 26E, Parcel F*G*PT*J, Account Number 253066200, 253067100, and 254001810; RZN2025-004 (Conditional) **(this item was continued from the March 18, 2026, City Council Meeting)**
14. **Resolutions**
15. **Staff Reports**
16. **Motions**
17. **Non-Agenda Speakers**
18. **New Business**
19. **Announcements and Comments**
20. **Adjournment**

Work Session of the Suffolk City Council was held in the City Council Chamber, 442 West Washington Street, on Wednesday, January 7, 2026, 4:00 p.m.

PRESENT

Council Members -

Michael D. Duman, Mayor, presiding

Lue R. Ward, Jr., Vice Mayor

Leroy Bennett

Shelley Butler Barlow

Timothy J. Johnson

John T. Rector

LeOtis L. Williams

Ebony N. Wright

Erika S. Dawley, City Clerk

William E. Hutchings, Jr., City Attorney

Kevin M. Hughes, Interim City Manager

ABSENT

None

CITY COUNCIL RULES AND PROCEDURE

Utilizing a PowerPoint presentation, City Attorney Hutchings gave a report about the above referenced item.

Referring to the presentation, Council Member Rector inquired which side is considered the prevailing side when making a motion to reconsider. City Attorney Hutchings said the prevailing side includes those members who voted no on the original measure.

Referring to the presentation, Council Member Rector sought information about whether the invocation includes the Pledge of Allegiance to the Flag. City Attorney Hutchings said the provision could be added if it was the will of City Council.

Referring to the presentation, Council Member Rector called for clarification about whether an issue could be brought back up if it was dispatched on a motion to postpone indefinitely. City Attorney Hutchings advised that the matter could be revived if a member brought it up under New Business.

Referring to the presentation, Mayor Duman asked about the proposed notice required to colleagues regarding a motion to reconsider. City Attorney Hutchings said he provided general language, and the wording needs to be consistent with the Unified Development Ordinance verbiage.

Mayor Duman queried whether the notification is required in the Unified Development Ordinance. City Attorney Hutchings replied that there is no notice required in the Unified Development Ordinance. He explained it only discusses what happens after the motion to reconsider.

Referring to the presentation, Council Member Wright sought information about the rationale to have the rules as a stand-alone document. City Attorney Hutchings replied that the document is easier to understand.

Council Member Wright asked if the document will be easier to change in the future. City Attorney Hutchings advised a provision that will need to be included in the document if City Council would like to specify the method for changing the rules; otherwise, the process will be the same as it exists now.

Mayor Duman queried about abstentions. City Attorney Hutchings said he was not aware City Council wanted that issue addressed.

Mayor Duman opined about a requirement to be included that each Member of City Council must vote unless there is conflict of interest.

Council Member Wright asked if there was a history of Council Members arbitrarily abstaining from voting. Mayor Duman replied in the affirmative.

Council Member Wright inquired about the frequency of abstentions in relation to changing the rules of order and procedure. Mayor Duman replied abstentions have happened previously, and he opined that Members should provide reasons for abstentions. City Attorney Hutchings explained there is nothing in the City Code that requires a Member of City Council to explain their vote.

Council Member Rector called for information about whether a provision requiring a Member to vote needed to be removed. City Attorney Hutchings said the original City Code required Members to vote unless a conflict exists that is specified in the Conflict of Interests Act. He continued that the provision allowing abstentions for the appearance of impropriety was added, and then, the provision prohibiting abstentions was removed altogether.

Council Member Johnson requested information about other localities' requirements around voting. City Attorney Hutchings said he only found three instances statewide in which abstentions are not allowed.

Council Member Rector queried about the feasibility of including language regarding the appearance of impropriety in relation to abstention. City Attorney Hutchings said a motion would be needed to place the measure on a future agenda and identify any changes to the proposed language.

Council Member Rector moved to place the proposed Rules of Order and Procedure on the January 21, 2026, City Council Meeting to include language regarding the motion to reconsider. City Attorney Hutchings advised that he needs clarity on the amount of notice required for motions to reconsider.

Council Member Rector, on a motion seconded by Council Member Wright, moved to place the proposed Rules of Order and procedure on City Council's January 21, 2026, regular meeting agenda to include language regarding the motion to reconsider similar to the City of Chesapeake's and amend section G.1. to include language about the appearance of impropriety, by the following vote:

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Butler Barlow, Johnson, Rector, Williams and Wright	8
NAYS:	None	0

CLOSED MEETING

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

1. Pursuant to Virginia Code Section 2.2-3711(A)(1), the discussion, consideration, or interviews of prospective candidates for appointment and the assignment, appointment, and performance of specific public officers or appointees of the City, specifically the appointments as shown on the attached list for vacancies or term expirations for the Early Childhood Development Commission, Economic Development Authority, Human Services Advisory Board, Local Board of Building Code Appeals, Parks and Recreation Advisory Commission, The Planning Council, Tidewater Youth Services Commission, the Wetlands Board, and the appointment of the City Manager.

Council Member Butler Barlow, on a motion seconded by Council Member Williams, moved that City Council convene in a closed meeting for the above referenced purposes, by the following vote:

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Butler Barlow, Johnson, Rector, Williams and Wright	8
NAYS:	None	0

City Council convened in Closed Meeting at 4:59 p.m. The Closed Meeting concluded at 5:20 p.m.

Teste: _____
Erika S. Dawley, MMC, City Clerk

Approved: _____
Michael D. Duman, Mayor

Regular Meeting of the Suffolk City Council was held in the City Council Chamber, 442 West Washington Street, on Wednesday, January 7, 2026, at 6:00 p.m.

PRESENT

Council Members -
Michael D. Duman, Mayor, presiding
Lue R. Ward, Jr., Vice Mayor
Leroy Bennett
Shelley Butler Barlow
Timothy J. Johnson
John T. Rector
LeOtis L. Williams
Ebony N. Wright

Erika S. Dawley, City Clerk
William E. Hutchings, Jr., City Attorney
Kevin Hughes, Interim City Manager

ABSENT

None

CALL TO ORDER/INVOCATION/PLEDGE OF ALLEGIANCE

Mayor Duman called the meeting to order. Council Member Butler Barlow offered the Invocation and led the Pledge of Allegiance.

FREEDOM OF INFORMATION ACT CERTIFICATION

City Clerk Dawley presented a resolution certifying the Closed Meeting of January 7, 2026, pursuant to Section 2.2-3712 of the Code of Virginia (1950), as amended.

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

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Butler Barlow, Johnson, Rector, Williams and Wright	8
NAYS:	None	0

A RESOLUTION OF CERTIFICATION OF THE CLOSED MEETING OF JANUARY 7, 2026, PURSUANT TO SECTION 2.2-3712 OF THE CODE OF VIRGINIA (1950), AS AMENDED

APPROVAL OF THE MINUTES

Council Member Williams, on a motion seconded by Council Member Rector, moved to approve the minutes from the September 17, 2025, Work Session and Regular Meeting, as presented, by the following vote:

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Butler Barlow, Johnson, Rector, Williams and Wright	8
NAYS:	None	0

SPECIAL PRESENTATION - State of Childcare in the City of Suffolk and the New Family Day Home Grant through the Economic Development Authority

Utilizing a PowerPoint presentation, Dr. Jane Glasgow, Executive Director of Minus 9 to 5, provided information about the above-mentioned topic. Economic Development Director Janet Days supplied supplementary information about Economic Development Authority of the City of Suffolk’s role in this matter.

Referring to the presentation, Council Member Rector asked for information about the ForKids intake office. Ms. McCormick provided information about the operation of its housing crisis hotline, serving 14 cities and counties in Hampton Roads.

REMOVAL OF ITEMS FROM THE CONSENT AGENDA AND ADOPTION OF THE AGENDA

Council Member Butler Barlow, on a motion seconded by Council Member Johnson, moved to adopt the agenda, as presented, by the following vote:

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Butler Barlow, Johnson, Rector, Williams and Wright	8
NAYS:	None	0

AGENDA SPEAKERS

There were no speakers under this portion of the agenda.

CONSENT AGENDA

City Clerk Dawley presented the following Consent Agenda items:

Consent Agenda Item #7 - An ordinance to accept and appropriate funds from the Blocker Foundation for the Suffolk Public Library

Consent Agenda Item #8 - An ordinance to accept and appropriate funds from the Virginia Department of Environmental Quality for the City of Suffolk Litter Prevention and Recycling Program and Extended Polystyrene

Consent Agenda Item #9 - An ordinance to accept and appropriate funds from the Virginia Department of Transportation State of Good Repair Program for culvert replacement on Route 616 Roundtree Crest/Cypress Swamp

Consent Agenda Item #10 - An ordinance to accept and appropriate a 2025 Port Security Grant from the United States Department of Homeland Security for the Suffolk Department of Fire & Rescue

Consent Agenda Item #11 - An ordinance to accept and appropriate a monetary donation for the Suffolk Department of Fire & Rescue

Consent Agenda Item #12 - An ordinance to appropriate funds from the General Fund Committed Fund Balance for one-time expenditures

Referring to Consent Agenda Items #7 through #12, Interim City Manager Hughes submitted a review of the background information as printed in the official agenda.

Council Member Wright, on a motion seconded by Council Member Butler Barlow, moved to adopt Consent Agenda, as presented, by the following vote:

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Butler Barlow, Johnson, Rector, Williams and Wright	8
NAYS:	None	0

PUBLIC HEARINGS

Public Hearing - An ordinance to amend Section 26-4 of the Code of the City of Suffolk to amend the polling places for the Huntersville and Lakeside precincts

Utilizing a PowerPoint presentation, Interim Deputy City Manager Gerry Jones gave a synopsis of the background information as printed in the official agenda.

Hearing no speakers, the public hearing was closed.

Council Member Johnson, on a motion seconded by Council Member Williams, moved to approve the ordinance, as presented, by the following vote:

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Butler Barlow, Johnson, Rector, Williams and Wright	8
NAYS:	None	0

AN ORDINANCE TO AMEND SECTION 26-4 OF THE CODE OF THE CITY OF SUFFOLK TO AMEND THE POLLING PLACES FOR THE HUNTERSVILLE AND LAKESIDE PRECINCTS

ORDINANCES

There were no items under this portion of the agenda.

RESOLUTIONS

There were no items under this portion of the agenda.

STAFF REPORTS

Staff Report - Devolution Agreement and Quitclaim Deed with the Virginia Department of Transportation

Utilizing a PowerPoint Presentation, Public Works Director Gregg Benton furnished a summation about the above referenced topic.

MOTIONS

Motion - A motion to schedule a City Council Work Session, for Wednesday, January 21, 2026, at 4:00 p.m., unless canceled by the Mayor and the Interim City Manager

Council Member Williams, on a motion seconded by Council Member Rector, moved to schedule a City Council Work Session, for Wednesday, January 21, 2026, at 4:00 p.m., unless canceled by the Mayor and the Interim City Manager, by the following vote:

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Butler Barlow, Johnson, Rector, Williams and Wright	8
NAYS:	None	0

Motion - A motion to schedule a Public Hearing for January 21, 2026, to receive public comment on an ordinance approving an Amendment to the Devolution Agreement and Quitclaim Deed with the Virginia Department of Transportation for the Transfer of Roadway Maintenance Responsibilities to the City of Suffolk dated June 27, 2006. Ordinance Number 06-O-071, read and adopted June 21, 2006.

Council Member Williams, on a motion seconded by Council Member Butler Barlow, moved to schedule a public hearing for January 21, 2026, to receive public comment on an ordinance approving an Amendment to the Devolution Agreement and Quitclaim Deed with the Virginia Department of Transportation for the Transfer of Roadway Maintenance Responsibilities to the City of Suffolk dated June 27, 2006. Ordinance Number 06-O-071, read and adopted June 21, 2006, by the following vote:

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Butler Barlow, Johnson, Rector, Williams and Wright	8
NAYS:	None	0

NON-AGENDA SPEAKERS

Roy Johnson, 1877 White Marsh Road, representing self, requested the City’s assistance with drainage around Metropolitan Baptist Church

Douglas Carter, 1230 Kansas Street, representing International Association of Fire Fighters Local 2801, opined about compensation compression and benefits.

NEW BUSINESS

City Clerk Dawley presented the following boards and commissions for City Council’s consideration: Wetlands Board Bryan Cattenhead (voting member) and Kaitlyn Price (alternate member).

Council Member Butler Barlow, on a motion seconded by Council Member Bennett, moved to nominate and appoint the aforementioned individuals to the Wetlands Board, as presented, by the following vote:

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Butler Barlow, Johnson, Rector, Williams and Wright	8
NAYS:	None	0

ANNOUNCEMENTS AND COMMENTS

Utilizing a PowerPoint presentation, Communications Director Jennifer Moore provided a report on the following: City’s operational hours for the Martin Luther King Jr. Day holiday; ribbon cuttings for AJ’s Downtown Dogs and First Watch; retirement of City Treasurer Ronald Williams; and a scheduled water service disruption at North Main Street and Murphy’s Mill Road.

Council Member Wright recognized tonight’s Non-Agenda Speakers

Council Member Wright acknowledged the Public Works Department’s for their assistance.

Council Member Rector said he attended the Memorandum of Understanding signing with the Hampton Roads Sanitation District.

Council Member Williams recognized tonight’s Non-Agenda speakers.

Council Member Butler Barlow opined about the future Longacre Park.

Council Member Bennett congratulated City Treasurer Ronald Williams on his retirement.

Council Member Johnson opined about tonight’s Special Presentation regarding the State of Childcare in the City of Suffolk and the New Family Day Home Grant through the Economic Development Authority.

Council Member Johnson acknowledged the Suffolk Fire and Rescue Department and the Suffolk Police Department for their assistance.

Council Member Johnson opined about the Western Tidewater Homeless Shelter.

Vice Mayor Ward acknowledged tonight’s Non-Agenda Speakers

Vice Mayor Ward announced he toured the new Downtown Library and Western Tidewater Homeless Shelter.

Mayor Duman reported he attended the ribbon cuttings for AJ’s Downtown Dogs and First Watch.

Mayor Duman opined about voting precincts.

Council Member Williams, on a motion seconded by Council Member Wright, moved to adjourn, by the following vote:

AYES:	Mayor Duman, Vice Mayor Ward, and Council Members Bennett, Butler Barlow, Johnson, Rector, Williams, and Wright	8
NAYS:	None	0

There being no further business to come before City Council, the regular meeting was adjourned at 7:20 p.m.

Teste: _____
Erika S. Dawley, MMC, City Clerk

Approved: _____
Michael D. Duman, Mayor

DRAFT

AGENDA: April 15, 2026, Regular Session

ITEM: Special Presentation – A proclamation in recognition of “National Crime Victims’ Rights Week”

The Office of the Commonwealth’s Attorney Victim/Witness Services Program has requested a proclamation in recognition of “National Crime Victims’ Rights Week”, April 19, 2026, through April 25, 2026. This observance is in conjunction with those throughout the Commonwealth of Virginia and the United States. Commonwealth’s Attorney Narendra R. Pleas and the Victim/Witness staff will be present at the meeting to receive the proclamation.

AGENDA: April 15, 2026, Regular Session

ITEM: Special Presentation – Proclamation in recognition of “National Library Week”

The Suffolk Public Library has requested a proclamation in recognition of National Library Week, April 19, 2026, through April 25, 2026, in conjunction with this observance throughout the Commonwealth of Virginia and the United States. Highlights include National Library Workers Day (Tuesday, April 21) and various events and classes.

AGENDA: April 15, 2026, Regular Session

ITEM: Special Presentation – Proclamation in recognition of “Week of the Young Child”

The Suffolk Early Childhood Development Commission has requested a proclamation in recognition of the Week of the Young Child, April 11, 2026, through April 17, 2026. The week is sponsored by the National Association for the Education of Young Children (NAEYC) and celebrates early learning, young children, their teachers, families and communities. The Suffolk Early Childhood Development Commission will highlight and promote various events, sponsor educators to attend the Virginia Association for the Education of Young Children conference, provide resources for families to support the health and well-being of young children, and offer early childhood programs to enrich learning in support of kindergarten readiness.

AGENDA: April 15, 2026, Regular Session

ITEM: Special Presentation - 2026 City of Suffolk Spring and Summer Events

Staff will provide an update on events happening in the City of Suffolk for Spring and Summer of 2026

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

Agenda Speakers

AGENDA: April 15, 2026, Regular Session

ITEM: Consent Agenda - An ordinance to accept and appropriate additional State funds for Suffolk Public Schools

Attached for Council's consideration is an ordinance to accept and appropriate \$1,573,807 in additional state funds in FY 2025-2026 for Suffolk Public Schools. The additional state funding has been approved by the Virginia General Assembly in support a \$1,500 bonus to school employees and requires a match that will be provided by the school's current appropriation.

Adoption of the attached ordinance is necessary to accept and appropriate the funds to the Schools Operating Fund budget for Fiscal Year 2025-2026.

BUDGET IMPACT:

Adoption of the ordinance will increase the FY 2025-2026 Schools Operating Fund budget by \$1,573,807.

RECOMMENDATION:

Adopt the attached ordinance

ATTACHMENTS:

Ordinance
Memo – Dr. John B. Gordon III, Superintendent

ORDINANCE NUMBER _____

AN ORDINANCE TO ACCEPT AND APPROPRIATE ADDITIONAL STATE FUNDS FOR SUFFOLK PUBLIC SCHOOLS

WHEREAS, the Virginia General Assembly has approved additional state funds in FY 2025-2026 for school divisions in the Commonwealth of Virginia; and,

WHEREAS, the additional state funding totaling \$1,573,807 is provided in support of a \$1,500 bonus to school employees and requires a match that will be provided by the school's current appropriation.

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

1. The sum of \$1,573,807 shall be reflected as budget in the following accounts in the Fiscal Year 2025-2026 Schools Operating Fund budget:

<u>Revenue</u>		
205_418000.50	Miscellaneous - State/Federal/Other	<u>\$1,573,807</u>
<u>Expenditure</u>		
205-610000_51000	School Expenses	<u>\$1,573,807</u>

2. The fund amount totaling \$1,573,807 is hereby appropriated for use as referenced in this ordinance and the budget approved by Ordinance Number 25-O-040, as amended. The City Manager be, and is hereby authorized and directed to do all things necessary to effectuate this action.

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

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:



William E. Hutchings, Jr., City Attorney

From: Kevin Hughes <khughes@suffolkva.us>

Sent: Thursday, April 2, 2026 10:06 AM

To: John Gordon <johngordon@spsk12.net>

Cc: Tarshia Gardner <tarshiagardner@spsk12.net>; Deborah R. Minnick <dminnick@suffolkva.us>; Stephanie M. Wells <swells@suffolkva.us>

Subject: RE: Appropriation Increase #3 - 2025-2026 for State Approved Bonus

Thank you for the clarification. We will work to get it on the April 15 agenda.

From: John Gordon <johngordon@spsk12.net>

Sent: Thursday, April 2, 2026 9:33 AM

To: Kevin Hughes <khughes@suffolkva.us>

Cc: Tarshia Gardner <tarshiagardner@spsk12.net>; Deborah R. Minnick <dminnick@suffolkva.us>; Stephanie M. Wells <swells@suffolkva.us>

Subject: Re: Appropriation Increase #3 - 2025-2026 for State Approved Bonus

Yes, that is correct.

On Thu, Apr 2, 2026 at 9:31 AM Kevin Hughes <khughes@suffolkva.us> wrote:

Mrs. Gardner,

To clarify the request in the memo – “that requires a match to pay for a \$1,500 bonus to employees” ...is the match being provided by the school budget?

Thank you,
Kevin

From: Tarshia Gardner <tarshiagardner@spsk12.net>

Sent: Thursday, April 2, 2026 8:55 AM

To: Kevin Hughes <khughes@suffolkva.us>; Deborah R. Minnick <dminnick@suffolkva.us>

Cc: Dr. John B. Gordon III <johngordon@spsk12.net>

Subject: Appropriation Increase #3 - 2025-2026 for State Approved Bonus

Good Morning Mr. Hughes:

Attached is a memo from Dr. Gordon regarding Appropriation Increase #3 - 2025-2026 for State Approved Bonus for your reference. Please be aware that all of this information is pending school board approval which will take place on April 16, 2026.

Thank you and let us know if you have any questions. Have a great day.

Tarshia L. Gardner

Executive Assistant to the Superintendent/Board Clerk

Suffolk Public Schools

100 N. Main Street, 7th Floor

Suffolk, Virginia 23434

(757) 925-6752

(757) 925-2424 Fax



MEMORANDUM

TO: Kevin Hughes, *Suffolk City Manager*
FROM: Dr. John B. Gordon III, *Division Superintendent* *JBG/116*
DATE: April 16, 2026
RE: **Appropriation Increase #3 - 2025-2026 for State Approved Bonus**

Suffolk Public Schools was appropriated Operating funds in the amount of \$218,284,358 by the City Council at their November 5, 2025 meeting. In March 2026, the General Assembly adopted a caboose bill to the Fiscal 2025-2026 budget that provides an additional \$1,573,807 to the School division that requires a match to pay for a \$1,500 bonus to employees. The funds are appropriated for this fiscal year and must be approved by the City Council as additional appropriation in 2025-2026.

The state is allowing School divisions to carry these funds forward into 2026-2027 for payment and if the School Board votes to do so, then the Schools will be required to ask the City Council to re-appropriate these funds and the required matching funds in fiscal 2026-2027.

The School Board cannot consider making the bonus payment to employees until the City Council appropriates these funds to the school division. If the council appropriates the additional funding, then the School Board can consider the bonus payment to employees, when it will be made, and how to match the funds that are required to accept the state funding.

Therefore, Suffolk Public Schools respectfully requests that the Suffolk City Council appropriate the addition funding for the fiscal 2025-2026 year in the amount of \$1,573,807.

The 2025-2026 Operating Fund addition will bring the total to:

	\$218,284,358.43
	<u>1,573,807.00</u>
Total	\$219,858,165.43

AGENDA: April 15, 2026, Regular Session

ITEM: Public Hearing - A public hearing to receive public comment on the Proposed Operating and Capital Budget for Fiscal Year 2026-2027 and related Ordinances

In accordance with State Code Section 15.2-2506, the City Council is required to hold a public hearing to receive public comment regarding the proposed operating and capital budget. The public hearing has been properly advertised.

RECOMMENDATION:

Conduct the public hearing

ATTACHMENTS:

Public Hearing Notice

Budget Related Draft Ordinances

- An Ordinance approving the City Budget and appropriating funds for expenditures contemplated during the Fiscal Year beginning July 1, 2026 and ending June 30, 2027, and regulating the payment of money out of the City Treasury
- An Ordinance levying real property taxes for the Tax Year beginning July 1, 2026, and ending June 30, 2027, following the April 15, 2026 and May 6, 2026 Public Hearings adopting a 2.69% increase in the Citywide Assessment
- An Ordinance to levy taxes on all tangible personal property not either exempt from taxation or otherwise taxed for the 2026 and 2027 tax years
- An Ordinance adopting a fee schedule for the City of Suffolk
- An Ordinance approving new positions, pay grades, pay grade changes and job descriptions regarding the FY 2026-2027 Operating and Capital Budget and the City's Compensation and Classification Plan as amended
- An Ordinance to provide for a cost of living adjustment of 3% to all full-time and regular part-time City employees, Grant Employees, the Registrar and their employees, Constitutional Officers and their employees, and City Council Appointees
- An Ordinance to provide a market adjustment of 1% to all full-time and regular part-time City employees, the Registrar and their employees, Constitutional Officers and their employees, and City Council Appointees
- An Ordinance to appropriate funds from the Cemetery Fund Restricted Fund Balance for the Holly Lawn Cemetery Improvements project
- An Ordinance amending Chapter 82, Section 82-517 of the Code of the City of Suffolk concerning Transient Occupancy Tax
- An Ordinance to amend Section 82-1038.1 of the Code of the City of Suffolk

CITY OF SUFFOLK

PUBLIC HEARING ON PROPOSED OPERATING AND CAPITAL BUDGET

The City Council of the City of Suffolk will conduct a public hearing on the Proposed Operating and Capital Budget for fiscal year 2026-2027, which commences on July 1, 2026 and ends on June 30, 2027. The public hearing will be held at 6:00 p.m., Wednesday, April 15, 2026, and will be conducted in Council Chamber, City Hall, 442 West Washington Street, Suffolk, Virginia. Any citizen of the City shall have the right to share his/her views on the Proposed Operating and Capital Budget.

Copies of the Proposed Operating and Capital Budget are available for public review at the following locations:

City Clerk's Office
Morgan Memorial Library
North Suffolk Library
Chuckatuck Library
East Suffolk Rec Center
Curtis R. Milteer, Sr. Recreation Center
Bennett's Creek Recreation Center

The Proposed Operating and Capital Budget is available for public viewing on the City's website at <http://www.suffolkva.us/budget>

The following is a brief synopsis of the Proposed Operating and Capital Budget:

OPERATING BUDGET SUMMARY - ALL FUNDS

	Fiscal Year	Proposed	%
	<u>2025-2026</u>	<u>2026-2027</u>	<u>Change</u>
General Fund	\$ 339,328,512	\$ 356,749,004	5%
Capital Projects Fund	117,721,475	87,481,191	-26%
Downtown Business Overlay District	236,621	267,203	13%
Transit System Fund	2,733,555	3,583,528	31%
Aviation Facilities Fund	1,142,112	1,172,737	2.7%
Law Library Fund	0	66,942	100%
Route 17 Special Taxing District	2,880,130	2,816,532	--2%
Road Maintenance Fund	38,556,817	38,142,299	-1%
Debt Service Fund	35,257,114	36,591,144	4%
Utility Fund	76,309,566	86,364,884	13%
Stormwater Fund	10,727,792	10,989,864	2%
Refuse Services Fund	14,051,114	14,817,752	5%
Grants Fund	800,000	800,000	0%
Fleet Management Fund	16,365,945	16,932,019	3%
Information Technology Fund	18,958,316	22,459,891	18%
Risk Management Fund	24,170,001	28,399,544	17%
School Fund	<u>243,413,773</u>	<u>248,120,235</u>	1.9%
Total Funds Budget	\$ 942,652,843	\$ 955,754,768	

City Council will also receive public comment on the following ordinances:

- An Ordinance approving the City Budget and Appropriating funds for expenditures contemplated during the fiscal year beginning July 1, 2026, and ending June 30, 2027, regulating the payment of money out of the City Treasury
- An Ordinance Levying Real Property Taxes for the Tax Year beginning July 1, 2026 and ending June 30, 2027, following the April 15, 2026, and May 6, 2026, Public Hearings adopting 2.69% increase in the Citywide Assessment at the following rates:

City Wide	\$1.06 per \$100
Route 17 Taxing District	\$0.24 per \$100 (additional)
Downtown Business Overlay District (DBOD)	\$0.105 per \$100 (additional)

- An Ordinance Levying Tangible Personal Property and Machinery and Tools taxes for the 2026 and 2027 Tax Years:

Personal Property	\$4.25 per \$100
Machinery and Tools	\$3.15 per \$100
Boats and Recreational Vehicles	\$1.50 per \$100
Airplanes	\$0.58 per \$100
Mobile Homes	\$1.09 per \$100 (citywide)
	\$1.33 per \$100 (Rt. 17 Taxing District)
	\$1.195 per \$100 (DBOD)

- An Ordinance adopting a fee schedule for the City of Suffolk
- An Ordinance approving new positions, pay grades, pay grade changes and job descriptions regarding the FY 2026-2027 Operating and Capital Budget and the City's Compensation and Classification Plan
- An Ordinance to provide for a cost of living adjustment of 3% to all full-time and regular part-time City employees, Grant employees, the Registrar and their employees, Constitutional Officers and their employees, and City Council appointees
- An Ordinance to provide for a market adjustment of 1% to all full-time and regular part-time City employees, the Registrar and their employees, Constitutional Officers and their employees, and City Council appointees.
- An Ordinance to appropriate funds from the Cemetery Fund Restricted Fund Balance for the Holly Lawn Cemetery Improvements project
- An Ordinance amending Chapter 82, Section 82-517 of the Code of the City of Suffolk concerning transient occupancy tax
- An Ordinance to amend Section 82-1038.1 of the Code of the City of Suffolk

Any person desiring to be heard in favor, in opposition to, or to express his/her views with respect to the Proposed Operating and Capital Budget, or the above referenced ordinances, may appear before and be heard by said City Council for the City of Suffolk on Wednesday, April 15, 2026, beginning at 6:00 p.m. in the Council Chamber, City Hall, 442 West Washington Street in Suffolk Virginia.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedure to participate in a City program, service, or activities, should contact the City Manager at 757-514-4012.

ORDINANCE NUMBER _____

AN ORDINANCE APPROVING THE CITY BUDGET AND APPROPRIATING FUNDS FOR EXPENDITURES CONTEMPLATED DURING THE FISCAL YEAR BEGINNING JULY 1, 2026, AND ENDING JUNE 30, 2027, AND REGULATING THE PAYMENT OF MONEY OUT OF THE CITY TREASURY

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

- Section 1: Except as provided in Section 2 of this ordinance, the City of Suffolk, Virginia, Proposed Annual Operating Budget, Fiscal Year 2026-2027, dated April 1, 2026, and submitted by the City Manager, is approved as the City Budget for the fiscal year beginning July 1, 2026, and ending June 30, 2027.
- Section 2: The City Budget shall be subject to transfers authorized by law and to such further amendments by ordinance as the City Council may deem appropriate.
- Section 3: The amount named in the Proposed Annual Operating Budget for the fiscal year beginning July 1, 2026, and ending June 30, 2027, in the following fund amounts totaling \$955,754,768 is hereby appropriated from the revenues of the City for use by the various funds of the City Government referenced in said budget for the said fiscal year. Any appropriation to a specific fund but identified as a revenue source in another fund is specifically designated and restricted for accounting and transfer purposes only and not for any other expenditure from the source fund.

<u>Fund</u>	<u>2026-2027</u>
General Fund	\$ 356,749,004
Capital Projects Fund	87,481,191
Aviation Facilities Fund	1,172,737
Transit System Fund	3,583,528
Downtown Business Overlay District	267,203
Law Library Fund	66,942
Route 17 Special Taxing District	2,816,532
Road Maintenance Fund	38,142,299
Debt Service Fund	36,591,144
Utility Fund	86,364,884
Stormwater Fund	10,989,864
Refuse Services Fund	14,817,752
Grants Fund	800,000
Fleet Management Fund	16,932,019
Information Technology Fund	22,459,891
Risk Management Fund	28,399,544
School Fund	248,120,235
Total Funds Budget	\$ 955,754,768

- Section 4: All payments from funds shall be made in accordance with general law and with the Charter, Code, and applicable ordinances and resolutions of the City, except as otherwise specifically provided herein; provided, however, that payments from the funds appropriated for the support, maintenance, and operation of the public free schools of the City shall be made by the City Treasurer upon warrants drawn by the proper officer or officers of the School Board of the City; and provided further that payments from the funds appropriated for expenditures of the Department of Social Services shall be made by the City Treasurer upon presentation of warrants drawn by the Social Services Director and approved by the local Board of Public Welfare.
- Section 5: The City Council hereby authorizes the issuance and sale of the City's revenue anticipation note or notes (the "Note" or "Notes"), pursuant to Section 15.2-2629 of the Code of Virginia of 1950, as amended (the "Virginia Code"), in the aggregate principal amount of up to \$25,000,000 in anticipation of the collection of the taxes and revenues of the City for the fiscal year ending June 30, 2026. If either the City Manager or the City Treasurer deems that the cash flow needs and the financial condition of the City warrant the issuance of a Note or Notes, the City Manager or the City Treasurer (each hereinafter referred to as the "City Representative") is authorized and directed to accept a proposal or proposals for the purchase of the Note or Notes and to approve the terms of the Note or Notes, provided that the aggregate principal amount of the Notes shall not exceed \$25,000,000, none of the Notes shall mature later than June 30, 2027, and no interest rate on any of the Notes shall exceed 7%. The City Representative is hereby authorized and directed to execute an appropriate negotiable Note or Notes and the Clerk of the City Council (the "Clerk") to affix the seal of the City thereto, and such City Representative is authorized and directed to deliver the Note or Notes to the purchaser thereof. The City Representative, and such officers and agents of the City as the City Representative may designate, are hereby authorized and directed to take such further action as they deem necessary regarding the issuance and sale of the Note or Notes and all actions taken by such officers and agents in connection with the issuance and sale of the Note or Notes, are ratified and confirmed. In accordance with Section 15.2-2601 of the Virginia Code, the City Council elects to issue the Notes pursuant to the provisions of the Public Finance Act of 1991, Chapter 26, Title 15.2 of the Virginia Code.
- Section 6: The amounts appropriated by this ordinance shall be expended for the purpose of operating the City government and the public free school system during the 2026-2027 Fiscal Year; and, with the exception of the items the payment of which is fixed by law, shall be expended in such proportions as may be authorized by the City Manager from time to time; provided, however, that the funds appropriated for the support, maintenance, and operation of the public free schools of the City shall be subject to the exclusive control of the School Board of the City, and the School Board may transfer, in its discretion, funds from one category to another, so long as no such transfer results in an expenditure of an amount in excess of the total amount appropriated.

Section 7: All outstanding encumbrances, by contract or fully executed purchase order, as of June 30, 2026, shall be offset by an equal amount of assigned Fund Balance for expenditure in the subsequent fiscal year; provided, however, that if performance of a contract or purchase order has been substantially completed, an expenditure and estimated liability shall be recorded in lieu of an encumbrance. All appropriations standing on the books of the City at the close of business for the fiscal year ending June 30, 2026, to the extent that they have not been expended or lawfully obligated or encumbered, shall lapse upon the effective date of this ordinance.

Any unexpended balances on June 30, 2026 in the designated General Fund Four for Life-EMS Support, Fire Programs Fund Expense, Police E-Ticketing Fee, Police Asset Forfeiture, Police Property Seizure, Police DARE, Community Safety, Commonwealth Attorney Asset Forfeiture State, Economic Development Investment Program, and Employee Vending Proceeds Accounts shall be carried forward and be available for expenditures in the succeeding fiscal year.

Any unexpended balances for State, Federal, and matching funds for projects appropriated in the Transit Fund as of June 30, 2026 shall be carried forward and be available for expenditures in the succeeding year.

Any unexpended balances for State, Federal, and matching funds for projects appropriated in the Aviation Fund as of June 30, 2026 shall be carried forward and be available for expenditures in the succeeding year.

Any unexpended balances for capital projects appropriated in the Capital Projects Fund on June 30, 2026 shall be carried forward and be available for expenditures in the succeeding fiscal year.

Any unexpended balances for capital projects appropriated in the Information Technology Fund as of June 30, 2026 shall be carried forward and be available for expenditures in the succeeding year.

Any unexpended balances for capital projects appropriated in the Stormwater Fund as of June 30, 2026 shall be carried forward and be available for expenditures in the succeeding year.

Any unexpended balances for capital projects appropriated in the Public Utilities Fund as of June 30, 2026 shall be carried forward and be available for expenditures in the succeeding year.

Any unexpended balances appropriated in the Consolidated Grants Fund as of June 30, 2026 shall be carried forward and be available for expenditures in the succeeding fiscal year unless the time period for allowable grant expenses ends on or prior to June 30, 2026.

- Section 8: The payment and settlement of any claim of any kind against the City during the 2026-2027 Fiscal Year, and final judgements, with interest and costs, obtained against the City during the 2025-2026 Fiscal Year, shall be paid upon the certification of the City Attorney and the order of the City Manager from funds appropriated to the Risk Management Fund; or from the funds appropriated for the expenditures of the Fund involved in the subject matter of the claim or judgment as the City Manager shall find necessary.
- Section 9: Except as otherwise specifically required by law or approved by City Council by resolution: (1) Any salary or wage expenditure, and any expenditure of any kind or description having the effect of a salary or wage payment, shall be made only for service as described in Chapter 66 of the Code of the City of Suffolk in a position the description of which is identified in the City Pay and Compensation Plan or which has received prior approval of City Council; (2) Any other expenditure shall be calculated to result in total expenditures within the plan stated in a specific City Budget account, except that transfers of unexpended and unencumbered balances or portions thereof, initiated by a department director and approved by the City Manager, are permitted between accounts.
- Section 10: The City Manager is authorized and directed to do all lawful things necessary to implement and administer the City Budget for Fiscal Year 2026-2027.
- Section 11: All ordinances and resolutions, or parts thereof, including but not limited to those dealing with salaries and wages, in conflict with the provisions of this ordinance, to the extent of such conflict are repealed.
- Section 12: This ordinance shall be in effect on and after July 1, 2026, and it shall not be published.

READ AND PASSED: _____

TESTE: _____

Erika S. Dawley, City Clerk

Approved as to Form:

William E. Hutchings, Jr., City Attorney

ORDINANCE NUMBER _____

AN ORDINANCE LEVYING REAL PROPERTY TAXES FOR THE TAX YEAR BEGINNING JULY 1, 2026, AND ENDING JUNE 30, 2027, FOLLOWING THE APRIL 15, 2026 AND MAY 6, 2026 PUBLIC HEARINGS ADOPTING A 2.69% INCREASE IN THE CITYWIDE ASSESSMENT

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

- Section 1:
- (a) A tax for the 2026-2027 Tax Year is levied and the rate fixed at \$1.06 per \$100 of assessed valuation of all taxable real property in the City. In accordance with State Code Section 58.1-3321 relative to the annual reassessment of real property and State Code Section 58.1-3007 relative to local tax levy, public hearings regarding the proposed real property tax increase of 1% or more due to reassessment for fiscal year 2026-2027 were held on April 15, 2026, and on May 6, 2026.
 - (b) A special service district tax, in addition to those taxes levied in paragraph (a) herein, for the 2026-2027 Tax Year, is levied and the additional rate set at \$0.24 per \$100 of assessed valuation of taxable real property in the Route 17 Special Taxing District.
 - (c) A special service district tax, in addition to those taxes levied in paragraph (a) herein, for the 2026-2027 Tax Year, is levied and the additional rate set at \$0.105 per \$100 of assessed valuation of taxable real property in the Downtown Business Overlay Taxing District.

Section 2: The total tax levy rates of \$1.30 per \$100 of assessed valuation in the Route 17 Special Taxing District, \$1.165 per \$100 of assessed valuation in the Downtown Business Overlay Taxing District and \$1.06 per \$100 of assessed valuation on the City Wide District shall be accounted for as follows:

	City Wide Rate per \$100	Route 17 Taxing District Rate per \$100	Downtown Business Overlay Taxing District Rate per \$100
General Fund	\$1.06	\$1.06	\$1.06
Taxi District- Operations and Debt	\$0.00	\$0.24	\$0.105
Total	\$1.06	\$1.30	\$1.165

Section 3: This ordinance shall be effective for the 2026-2027 Tax Year, all prior actions setting the real estate tax rate to the contrary notwithstanding.

Section 4: This ordinance shall be effective on its passage and shall not be published.

READ AND PASSED: _____

TESTE: _____

Erika S. Dawley, City Clerk

Approved as to Form:

William E. Hutchings, Jr., City Attorney

DRAFT

ORDINANCE NUMBER _____

AN ORDINANCE TO LEVY TAXES ON ALL TANGIBLE PERSONAL PROPERTY NOT EITHER EXEMPT FROM TAXATION OR OTHERWISE TAXED FOR THE 2026 AND 2027 TAX YEARS

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

- Section 1: A tax levy for the tax years beginning January 1, 2026, and January 1, 2027, is fixed at \$4.25 per \$100 of assessed value on all tangible personal property as classified in Virginia Code Sections 58.1-3503, 58.1-3505, and subsections 6, 8, 11, 13, 14, 15, 16, 17, 19, 20, 22, 23, 24, 26, 27, 31, 32, 33, 34, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, and 48 of Virginia Code Section 58.1-3506(A), unless otherwise exempt from taxation or otherwise taxed.
- Section 2: A tax levy for the tax years beginning January 1, 2026, and January 1, 2027, is fixed at \$3.15 per \$100 of assessed value on all machinery and tools as classified in Virginia Code Section 58.1-3507, subsections 7, 9, 21, and 25 of Virginia Code Section 58.1-3506(A), Virginia Code Sections 58.1-3508, 58.1-3508.1, 58.1-3508.2, 58.1-3508.3, 58.1-3508.4, 58.1-3508.5, and 58.1-3508.6, unless otherwise exempt from taxation or otherwise taxed.
- Section 3: A tax levy for the tax years beginning January 1, 2026, and January 1, 2027, is fixed at \$1.50 per \$100 of assessed value on all boats and recreational vehicles, as classified by Virginia Code Section 58.1-3506(A) 1.a., 1.b., 12, 18, 28, 29, 30, 35, 36, and 47.
- Section 4: A tax levy for the tax years beginning January 1, 2026, and January 1, 2027, is fixed at \$0.58 per \$100 of assessed value on all airplanes, as classified by Virginia Code Section 58.1-3506(A) 2, 3, 4, and 5.
- Section 5: A tax levy for the tax years beginning January 1, 2026, and January 1, 2027, is fixed at a basic rate of \$1.06 per \$100 of assessed value; at \$1.30 per \$100 of assessed value in the Route 17 Taxing District; and at \$1.165 per \$100 of assessed value in the Downtown Business Overlay Taxing District on all mobile homes, as classified by Virginia Code Section 58.1-3506 (A) 10.
- Section 6: Certain farm animals, certain grains, agricultural products, farm machinery, farm implements and equipment as classified by Virginia Code Section 58.1-3505 A.1 through A.7, A.9, and A.10 shall be exempt from personal property taxation as provided for by Virginia Code Section 58.1-3505 (B).
- Section 7: That State Code references in Sections 1 – 6 of this ordinance shall be taken to refer to the equivalent provisions in any 2026 amendments by the General Assembly made prior to the effective date of this ordinance.

Section 8: This ordinance shall be effective on its passage for the 2026 and 2027 tax years and shall not be published.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:

William E. Hutchings, Jr., City Attorney

ORDINANCE NUMBER _____

AN ORDINANCE ADOPTING A FEE SCHEDULE FOR THE CITY OF SUFFOLK

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

Section 1: That the Fee Schedule for the City of Suffolk, as attached hereto and incorporated herein by reference, is hereby approved, as provided in City Code Sections 2-587(a), 6-111(b), 6-238, 6-302(a), 6-338, 6-392(a), 10-37(c), 10-41(b), 10-66, 10-73, 10-152, 10-183, 10-259, 10-261(b), 18-58(a), 18-137, 18-192(a), 18-248, 30-53(b), 30-55(b), 30-83(e)(7)and(f), 30-85(b), 30-86(a), 30-87(a)(3),(h)(2),and(i)(6)(b)and(l), 30-88(a)and(d), 30-90(a),(c)and(d)(1)and(2),(f),(g),(h)and(j), 30-93(b), 30-94(c)(1), 30-95(a)(1), 30-96(d), 31-111, Appendix B(B-1(b)) of the Unified Development Ordinance, 34-36, 34-322(b), 34-362(a), 34-365, 35-32, 38-144(a)(2), 46-1(b)(1), 54-121(d), 54-123(b), 62-33(b), 62-111(e), 62-112(d), 62-113(a), 62-166, 74-36, 74-111, 74-288, 74-296, 74-332, 82-36(b), 82-72(a),(c)and(d), 82-481(d), 82-482(d), 82-681(a)and(b), 82-741, 82-742, 82-743, 82-828, 86-205(b), 86-235(b), 86-312, 86-355, 86-362, 86-462, 90-75(a), 90-102(a)(2)and(b), 90-103, 90-128(a),(b)and(c), 90-129, 90-131(2), 90-135, 90-164, 90-212(d)(2)(a)and(d)(4)(b), 90-214(a), 90-258, 90-349(1)and(2), 90-356(a),(b)and(c), 90-357, 90-426, 90-451, 90-520(h), 94-64, 94-98, and 94-130.

Section 2: This ordinance shall be effective on and after July 1, 2026 and shall not be published.

READ AND PASSED: _____

TESTE: _____

Erika S. Dawley, City Clerk

Approved as to Form:

William E. Hutchings, Jr., City Attorney

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2026-2027

Fees	Fiscal Year 2025-2026	Fiscal Year 2026-2027
AIRPORT		
Multi Engine T-Hanger (monthly)*	339.00	339.00
Single Engine T-Hanger (monthly)*	269.00	269.00
New Single Engine T-Hanger (monthly)* G-Row	N/A	299.00
Large T-Hanger Storage Room (monthly)*	95.00	95.00
Small T-Hanger Storage Room (monthly)*	75.00	75.00
Overnight T-Hanger	35.00	35.00
Overnight Tie Down (waived with fuel fill up)	10.00	10.00
Monthly Single Engine Tie Down*	25.00	35.00
Monthly Multi Engine Tie Down*	25.00	35.00
Jet Starter Service (per hour)	25.00	25.00
Service After Normal Business Hours (call in)*	100.00	100.00
Airport Use Fees	250.00/Day	250.00/Day
Outside Storage Fee	\$2,500.00/mo.	\$2,500.00/mo.
Mark-up on Fuel Sales **	Average for all prices 35% (projected)	Average for all prices 35% (projected)
Tow Tug	35.00	35.00
<i>* Prices consistent with neighboring airports.</i>		
<i>** Fluctuates based on market conditions</i>		
ASSESSOR		
Copies (KB System)	.25 black & white; .45 color per copy	.25 black & white; .45 color per copy
Custom query, tape, CD-ROM (material plus programmers time) (per minute)	Cost	Cost
Land Use Revalidation Fee	50.00	50.00
Land Use Application	50.00	50.00
Land Use Application Late Fee	100.00	100.00
Rehabilitated Structure Application Fee	50.00	50.00
CLERK OF THE CIRCUIT COURT		
Commonwealth's Attorney (misdemeanor)	7.50	7.50
Commonwealth's Attorney (felony)	20.00	20.00
Sheriff's Service	12.00	12.00
Transfer of Real Estate (per parcel)	1.00	1.00
City Grantee	1/3 of state	1/3 of state
City Wills and Administration	1/3 of state	1/3 of state
Grantor (per \$500.00 value)	0.25	0.25
Courthouse Maintenance	2.00	2.00
Jail Admission Fee	25.00	25.00
Courthouse Security Fee	20.00	20.00
Blood Test/DNA	15.00	15.00
Local Interest	varies	varies
Local Fines	varies	varies
Local Jury Fees	\$50/day/juror	\$50/day/juror
Court Appointed Attorney Fees	varies	varies
Miscellaneous - Local Cost (CWP)	35.00	35.00
Electronic Summons Criminal or Traffic Case	5.00	5.00
List of Heirs or Affidavit	25.00	25.00
Local Health Care Fund	25.00	25.00
Transfer/entry fee-Real Estate - Deeds of Partition	1.75	1.75
Document Reproduction Costs	0.50	0.50
COURT SERVICES UNIT		
Parental contribution toward cost of local group home placement	1/2 of child support guidelines amount	1/2 of child support guidelines amount
FIFTH JUDICIAL DISTRICT COMMUNITY CORRECTIONS PROGRAM		
Offenders referred from a court in the Fifth District (Suffolk, Franklin, Isle of Wight, and Southampton)	100.00	100.00
Offenders referred from a court within the Fifth District and can provide documentation showing SSI disability or welfare benefits	25.00	25.00
Offenders transferred out to a CCP in another jurisdiction	25.00	25.00
Offenders transferred into the Fifth District from a CCP in another jurisdiction	100.00	100.00
FINANCE		
Garnishment Processing Fees	\$10.00 one time fee per summons	\$10.00 one time fee per summons
Miscellaneous Bills	One time penalty of 10% up to 10.00	One time penalty of 10% up to 10.00
Miscellaneous Bills	Annual interest of 10%	Annual interest of 10%
FIRE & RESCUE		
On-Site Inspection		
Hazardous Materials Response	Responsible Party Billed	Responsible Party Billed
Permits		
Fireworks Permit	150.00	150.00
Tent Permit	50.00	50.00
Above/below ground hazmat storage tanks installation ≤ 499 gallons capacity	50.00 per tank	50.00 per tank
Private hydrant/water line	75.00	75.00
Above/below ground hazmat storage tanks installation 500-2000 gallons capacity, removal of tanks or fill in place any capacity or storage/dispensing system	100.00 per tank	100.00 per tank
Inspection and Operational Permit Fees		
Site Plan Engineering Plan Review	500.00	500.00
Above/below ground hazmat storage tank installation ≥ 2,001 gallons capacity or hazmat storage/dispensing systems	200.00 per tank	200.00 per tank
Reports		
Incident or Computer Generated Reports-Residents	No Charge	No Charge
General		
Special inspection fee, after hours, weekends, holidays	40.00 per hour/per person	40.00 per hour/per person
Special event stand-by	25.00 per hour/per person	25.00 per hour/per person
Burn Permit (Requirements must be met)		
Residential	No Charge	No Charge
Commercial	75.00	75.00
Alarm Registration	25.00 per year	25.00 per year

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2026-2027

Fees	Fiscal Year 2025-2026	Fiscal Year 2026-2027
False Alarms (within 180 days)		
First False Alarm	No Charge unless malicious act	No Charge unless malicious act
Second False Alarm	50.00	50.00
Third False Alarm	100.00	100.00
Additional False Alarms	200.00	200.00
Emergency Medical Services		
Basic Life Support (BLS)	425.00	425.00
Advanced Life Support Level I (ALS I)	675.00	675.00
Advanced Life Support Level II (ALS II)	825.00	825.00
Loaded Patient Mileage (LPM)	10.00 per mile	10.00 per mile
Apparatus Use Fee		
Ambulance	30.00 per hour	30.00 per hour
Command Unit	30.00 per hour	30.00 per hour
Brush Truck	30.00 per hour	30.00 per hour
Tanker	75.00 per hour	75.00 per hour
Engine	75.00 per hour	75.00 per hour
Ladder	125.00 per hour	125.00 per hour
Rescue	125.00 per hour	125.00 per hour
Rehab	50.00 per hour, plus supplies used	50.00 per hour, plus supplies used
Emergency Communication Unit	75.00 per hour	75.00 per hour
Personnel		
Firefighter	25.00 per hour/per person	25.00 per hour/per person
Firefighter/Medic	30.00 per hour/per person	30.00 per hour/per person
Officers (Captains and Lieutenants)	35.00 per hour/per person	35.00 per hour/per person
Command Chiefs	45.00 per hour/per person	45.00 per hour/per person
GENERAL		
Annual Operating Budget	Cost for reproducing	Cost for reproducing
Capital Improvement Program and Plan	Cost for reproducing	Cost for reproducing
Annual Comprehensive Financial Report	Cost for reproducing	Cost for reproducing
Copies (photo) (black and white) (each)	0.25	0.25
Copies (photo) (color) (each)	0.45	0.45
Printed Materials	Cost	Cost
Vehicle License Fees-Vehicles under 4,000 pounds	26.00	26.00
Vehicle License Fees-Vehicles 4001-10,000 pounds	30.00	30.00
Vehicle License Fees-Vehicles 10,001-25,000 pounds	35.00	35.00
Vehicle License Fees-Vehicles 25,001-40,000 pounds	60.00	60.00
Vehicle License Fees-Vehicles 40,001-55,000 pounds	80.00	80.00
Vehicle License Fees-Vehicles 55,001-70,000 pounds	125.00	125.00
Vehicle License Fees-Vehicles 70,001-99,999 pounds	150.00	150.00
Motorcycle License Fees-Motorcycles 0-99,999 pounds	24.00	24.00
Trailer License Fees-Trailers 0-10,000 pounds	6.00	6.00
Trailer License Fees-Trailers 10,001-99,999 pounds	22.00	22.00
GENERAL DISTRICT COURT		
Fines & Forfeitures	varies	varies
Sheriff's Fees	12.00	12.00
Court Appointed Attorneys	120.00	120.00
Electronic Summons Criminal or Traffic Case	5.00	5.00
Courthouse Maintenance Fees	10.00	10.00
Jail Admission Fee	25.00	25.00
GEOGRAPHIC INFORMATION SYSTEM		
Printed Map Products		
8.5" x 11" (ANSI A)	\$3.00	\$3.00
11" x 17" (ANSI B)	\$5.00	\$5.00
17" x 22" (ANSI C)	\$10.00	\$10.00
22" x 34" (ANSI D)	\$10.00	\$10.00
24" x 48" or 24" x 60"	\$12.00	\$12.00
34" x 44" (ANSI E)	\$15.00	\$15.00
36" x 60" or 36" x 72"	\$15.00	\$15.00
Entire City Basemap	\$25.00	\$25.00
Entire City Aerial Image	\$50.00	\$50.00
HUMAN RESOURCES		
COBRA administration	2% of monthly premium	2% of monthly premium
JUVENILE AND DOMESTIC RELATIONS COURT		
Fines and Forfeitures	Varies	Varies
Sheriff's Fees	12.00	12.00
Court Appointed Attorney	120.00	120.00
Courthouse Maintenance	5.00	5.00
Local Interest	Varies	Varies
Jail Admission Fee	25.00	25.00
Courthouse Security Fee	10.00	10.00
LIBRARY		
Printer and Photocopier-Black and White (per sheet)	0.00 (Limit 50 sheets per person per day.)	0.00 (Limit 50 sheets per person per day.)
Printer and Photocopier-Color (per sheet)	0.00 (Limit 50 sheets per person per day.)	0.00 (Limit 50 sheets per person per day.)
Printer (3D)-(per-gram)	0.20	0.20
Lost Book/Materials	Cost of Book/Material	Cost of Book/Material
Lost/Damaged Barcode, RFID Tag, Case, Cover, Artwork or Spine Label	5.00	5.00
Lost Tape or CD	Cost of Replacement Tape or CD	Cost of Replacement Tape or CD
Law Library	4.00	4.00
PARKS AND RECREATION		
Athletic Registration Fees		
Adult Flag Football - Spring & Fall Leagues	320.00	320.00
Adult Kickball	220.00	220.00
Adult Volleyball	200.00	200.00
Adult Softball League	350.00	350.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2026-2027

Fees	Fiscal Year 2025-2026	Fiscal Year 2026-2027
Adult Basketball League (per team)	320.00	320.00
Youth Basketball (per participant) Novice-Junior-Major Early Registration *	60.00	60.00
Lil' Dribblers Tiny Ballers Early Registration*	40.00	40.00
Youth Cheerleading Early Registration *	60.00	60.00
Tiny Pom-Poms Early Registration*	N/A	40.00
Youth Soccer (per participant) Novice-Junior Early Registration *	60.00	60.00
Tiny Kickz Early Registration *	40.00	40.00
Youth Basketball (per participant) Novice-Junior Major*	75.00	75.00
Lil' Dribblers Tiny Ballers*	55.00	55.00
Youth Cheerleading *	75.00	75.00
Tiny Pom-Poms*	N/A	55.00
Youth Soccer (per participant) Novice-Junior *	75.00	75.00
Tiny Kickz*	55.00	55.00
*Parents/Guardians that serve as coach for a youth sports programs will qualify to have one child's registration fee waived.		
Ball Fields (Tournaments)		
Rental of Ball fields with Lights (half day)	60.00	60.00
Rental of Ball fields with Lights (full day)	115.00	115.00
Rental of Ball fields without Lights (half day)	40.00	40.00
Rental of Ball fields without Lights (full day)	65.00	65.00
Facilities and Parks		
Bennett's Creek Park		
Picnic Shelter		
Full Day	75.00	75.00
Wedding (up to 4 hours)	20.00 per hour	20.00 per hour
Stage	300.00 per day	N/A
Event Space (includes stage and shelter 3)	N/A	525.00
Constant's Wharf Park and Marina		
Full Site/Full Day Rental (plus applicable fee), includes mobile stage	N/A	525.00
Compass Rose/Boardwalk (Weddings Only) Per Hour	150.00	150.00
Marina Slips		
Daily Rate		
0-24 Feet	25.00	25.00
25-34 Feet	35.00	35.00
35-44 Feet	45.00	45.00
45-54 Feet	55.00	55.00
Monthly Rate		
0-24 Feet	120.00	120.00
25-34 Feet	140.00	140.00
35-44 Feet	160.00	160.00
45-54 Feet	180.00	180.00
Lake Kennedy Park Shelter	75.00	75.00
Cypress Park		
Pool Pass Resident (all ages)	N/A	0.00
Pool Pass Non-Resident (Adults - 18 & up)	N/A	10.00
Pool Pass Non-Resident (Youth - 0 to 17)	N/A	5.00
Pool Shelter	75.00	75.00
Pool Rental Deposit	150.00	150.00
Pool rental, (two hours)	100.00	100.00
Downtown Festival Park Rental		
Special Event Rental (plus application fee), includes mobile stage	225.00	525.00
Recreation Center Membership		
Membership Fees		
Youth (7-17 years) - Per Year	5.00	5.00
Adults (18 and older) - Per Year	20.00	20.00
Seniors (55 and older) - Per Year	5.00	5.00
Visitor Pass-Youth & Teen	1.00	1.00
Visitor Pass-Adult	5.00	5.00
Visitor Pass-Senior	1.00	1.00
Replacement Card	1.00	1.00
Fitness Room (must have membership ID) - Per Month		
Fitness Room (Seniors) - Per Month	5.00	5.00
Fitness Room (Adults -18 & up) - Per Month	10.00	10.00
Fitness Room (Youth & Teens-8 -17 Yrs Old) - Per Month	7.00	7.00
Unless Otherwise Noted, Non Resident Fees	25% above resident fees	25% above resident fees
Recreation Center Rentals		
Rental hours as follows:		
All Centers Free Standing Sites: Bennett's Creek, East Suffolk & Milteer; Monday - Friday; 6pm to 8pm		
Free-Standing Sites: Bennett's Creek, East Suffolk & Curtis Milteer; Saturdays- 1pm to 9pm		
Joint Use Sites: Booker T. Washington, Creekside, Kings Fork, Mack Benn, Northern Shores, Oakland; Monday-Friday; 6pm to 9pm		
Joint Use Sites: Booker T. Washington, Creekside, Kings Fork, Mack Benn, Northern Shores, Oakland; Monday-Friday; 9am to 10pm		
Application Processing Fee: Non Refundable	25.00	25.00
Gymnasium: (minimum 4 hour rental for Free-Standing Sites)		
Non-commercial Events		
Hourly Rate	65.00/hr.	65.00/hr.
Non resident rate	81.25/hr.	81.25/hr.
Commercial Events (w/fee or admission)		
Hourly Rate	75.00/hr.	75.00/hr.
Non resident rate	93.75/hr.	93.75/hr.
Deposit on All Rentals	150.00	150.00
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
Community Room		
Resident hourly rental rate (minimum 2 hour rental)	50.00 per hour	50.00 per hour
Non-resident hourly rental rate (minimum 2 hour rental)	70.00 per hour	70.00 per hour
Multipurpose Room		
Resident hourly rental rate (minimum 2 hour rental for free-standing sites)	25.00 per hour	25.00 per hour
Non-resident hourly rental rate (minimum 2 hour rental for free-standing sites)	35.00 per hour	35.00 per hour

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2026-2027

Fees	Fiscal Year 2025-2026	Fiscal Year 2026-2027
Conference Room		
Resident hourly rental rate (minimum 2 hour rental)	25.00 per hour	25.00 per hour
Non-resident hourly rental rate (min 2 hour rental)	35.00 per hour	35.00 per hour
Lake Meade Park and Tennis Complex		
Picnic Shelter		
Full day	75.00	75.00
Lone Star Lakes Park		
Wedding (up to 4 hours)	20.00 per hour	20.00 per hour
Canoe Rentals (maximum of 6 canoes available)	25.00 per canoe	25.00 per canoe
Special Event Application Fee		
Non-Profit/For-Profit	50.00	45.00
Late Departure Fees for Special Event Permits	N/A	25.00 per 15 minutes
Planters Club		
Rental Period: 8:00 a.m. to Midnight		
Deposit	150.00	N/A
Application Processing Fee	25.00	N/A
Setup Fees	50.00 per hour (2 hour min/4 hour max)	N/A
Resident hourly rental rate (minimum 4-hour rental) Mon - Thurs	125.00 per hour/ Res.	N/A
Non-resident hourly rental rate (minimum 4-hour rental) Mon - Thurs	200.00 per hour/ Non Res.	N/A
Resident hourly rental rate (minimum 4-hour rental) Fri - Sun	225.00 per hour/ Res.	N/A
Non-resident hourly rental rate (minimum 4-hour rental) Fri - Sun	300.00 per hour/ Non Res.	N/A
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	N/A
Sleepy Hole Park		
Picnic Shelter #1-7 Full Day	75.00	75.00
Picnic Shelter #8 Full Day	125.00	125.00
Wedding (up to 4 hours)	20.00 per hour	20.00 per hour
Picnic Pack	25.00	25.00
Canoe/Kayak Annual Storage Fee	100.00	100.00
Custodial Fees (all rental facilities)	16.00 per hour	16.00 per hour
Security Services (Suffolk Police Officers)	\$45 per hour for officer, \$50 per hour for supervisor	\$55 per hour for officer, \$60 per hour for supervisor
Fee Based Activities	As noted in Program Guide	As noted in Program Guide
Maintenance		
Equipment		
Mobile Bleachers - Per Day	200.00	200.00
Stage - Portable	300.00/day	300.00/day
Tents - Per Day		
10 x 10	125.00	125.00
20 x 20	200.00	200.00
Tables	6.00	6.00
Folding Chairs (each)	1.00	1.00
Unless Otherwise Noted, Non Resident Fees	25% above resident fees	25% above resident fees
Ground Maintenance		
Grave Space - Single Lot	800.00	1,000.00
Grave Opening		
over 10 years of age - Weekdays	850.00	1,000.00
over 10 years of age - Weekends/Holiday	1,050.00	1,500.00
over 10 years of age - Sunday/Holiday	1,050.00	N/A
age 1-10 - weekdays	260.00	N/A
age 1-10 - Saturday	680.00	N/A
age 1-10 - Sunday/Holiday	860.00	N/A
infant under 1 - weekdays	140.00	500.00
infant under 1 - Saturday-Weekends/Holiday	560.00	1,000.00
infant under 1 - Sunday/Holiday	800.00	N/A
Cremation (urn burial)	400.00	N/A
Scatter Garden - Scattering of Ashes	100.00	100.00
Scatter Garden - Memorial /Plaque Engraving	225.00	300.00
Funeral after 4:00 pm in addition to above cost	100.00	500.00
Mausoleum Site Purchase 12' x 24'	22,000.00	22,000.00
Mausoleum Site Purchase - Additional Square Feet	100.00 per square foot	100.00 per square foot
Parks and Recreation Sponsored Event Fees		
Food Vendor (per 10' x 20' space)	50.00	50.00
Merchant Vendor (per 10' x 10' space)	50.00	50.00
<i>Inaugural events offer a Buy One, Get One vendor space to be used at select returning events. * Please see Suffolk Parks & Recreation Program Guide for other events and rates at suffolkparksandrec.com</i>		
PLANNING AND COMMUNITY DEVELOPMENT		
PLANNING		
Rezoning Requests		
Standard/Conventional Rezoning Request	840.00 plus 42.00 acre	840.00 plus 42.00 acre
Conditional Rezoning Requests	1,050 plus 42.00 acre	1,050 plus 42.00 acre
Amendment to Previously Approved Conditional Rezoning	1,050 plus 45.00 acre	1,050 plus 45.00 acre
Conditional Use Permits		
Conditional Use Permits Request	840.00 plus 21.00 acre	840.00 plus 21.00 acre
Amendment to Previously Approved Conditional Use Permit	840.00 plus 21.00 acre	840.00 plus 21.00 acre
Previously Approved Conditional Use Permit Time Extension	450.00	450.00
Application Resubmittal Fees for Rezoning and Conditional Use Permits (consisting of 50 acres or more in size or 50,000 square feet in size)	\$500 (3rd Submittal and beyond)	\$500 (3rd Submittal and beyond)
Rezoning and Conditional Use Permit Deferral Fees After a Public Hearing has been scheduled (consisting of 50 acres or more in size or 50,000 square feet in size)	\$500 (2nd applicant deferral request and beyond)	\$500 (2nd applicant deferral request and beyond)
Subdivision Plat Review		
Preliminary Subdivision Plat	\$100.00 per lot, \$500.00 minimum	\$100.00 per lot, \$500.00 minimum
Amendment to Previously Approved Preliminary Subdivision Plat	52.50 with 315.00 minimum	52.50 with 315.00 minimum
Minor Subdivision Plat	315.00	315.00
Final Major Subdivision Plat	\$75.00 per lot with a \$500.00 minimum	\$75.00 per lot with a \$500.00 minimum
Family Transfer Subdivision Plat	350.00	350.00
Subdivision Determination	350.00	350.00
Subdivision Variance Requests	840.00	840.00
Resubmission for Preliminary Subdivision or Final Major Subdivision	350.00	350.00
Engineering Plan Review		
Engineering Plan Review	\$75.00 per lot with 500.00 minimum	\$75.00 per lot with 500.00 minimum

CITY OF SUFFOLK
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 FISCAL YEAR 2026-2027

Fees	Fiscal Year 2025-2026	Fiscal Year 2026-2027
Resubmission/Revision for Engineering Plan Review	350.00	350.00
Amendment to Previously Approved Engineering Plan	500.00	500.00
Site Plan Review		
Site Plan Review	630.00 plus 63.00 per acre	630.00 plus 63.00 per acre
Resubmission/Revision for Site Plan Review	315.00	315.00
Amendment to Previously Approved Site Plan	500.00	500.00
Site Plan Waiver Request	350.00	350.00
Chesapeake Bay Preservation Area Review		
Resource Protection Area/Buffer Area Encroachment Review (Administrative Review)	52.50	52.50
Resource Protection Area/Buffer Exception Request (Planning Commission Review)	262.50	262.50
Resource Protection Area/Buffer Area Modification Request	52.50	52.50
Resource Protection Area/Buffer Area Restoration Plan Review	52.50	52.50
Resource Protection Area/Buffer Determination Review	52.50	52.50
Retroactive Resource Protection Area/Buffer Area Restoration Plan Review	150.00	150.00
Wetland Permit Request		
Wetland Board Review	262.50	262.50
Wetlands Board After the Fact	315.00	315.00
Wetland Mitigation Fee In-Lieu	1% over market rate to purchase credits in an approved tidal wetlands bank	1% over market rate to purchase credits in an approved tidal wetlands bank
Historic and Cultural District Review		
Certificate of Appropriateness Request (Administrative Review)	36.75	36.75
After the Fact Certificate of Appropriateness Request (Administrative Review)	73.50	73.50
Certificate of Appropriateness Request (HLC Review)	157.50	157.50
After the Fact Certificate of Appropriateness Request (HLC Review)	262.50	262.50
Comprehensive Plan Amendment	150.00	150.00
Comprehensive Plan Consistency Review	262.50	262.50
Right-of-Way Street Abandonment and Vacation	350.00	350.00
Right-of-Way Encroachment Request	105.00	105.00
Street Name Change Request	341.25	341.25
Borrow Pit Fees (Semi-Annual)	105.00 plus 0.24 per cubic yard of material removed	105.00 plus 0.24 per cubic yard of material removed
Printing Services		
Sheet Size (11-inch x 17-inch or smaller) Black & White	0.25 per sheet	0.25 per sheet
Sheet Size (11-inch x 17-inch or smaller) Color	0.50 per sheet	0.50 per sheet
Sheet Size (Larger than 11-inch x 17-inch)	10.00 per sheet	10.00 per sheet
Public Hearing Unreturned Sign Fee	90.00 per sign	90.00 per sign
COMMUNITY DEVELOPMENT		
Minimum	56.00	56.00
State Levy	2.00%	2.00%
Extra Inspection Trips (each)	56.00	56.00
Correction/Amending Permit Fee	56.00	56.00
Extension of Permits	83.00	83.00
Cost per page scanned	5.00	5.00
Technology Fee (Per Permit)	15.00	Moved to Administrative Cost
Technology Fee for all new permits	N/A	5.00 for building, trade, & zoning permits
Penalty for Working Without Permits (on each permit where work has been done)	276.00	276.00
Amusement Ride Inspection		
Kiddie Ride Small Mechanical ride or inflatable	16.00	55.00
Major Ride Circular, trampoline, flat rides less than 20' in height	26.00	75.00
Spectacular Ride	27.00	100.00
Concession Go Kart per Track	300.00	300.00
Coaster that exceeds 30ft in height	200.00	200.00
Coaster that exceeds 60ft in height	400.00	400.00
Zip Line each line	150.00	150.00
Inspections completed by third party	75% of regular fee	75% of regular fee
Board of Building Code Appeal	276.00	276.00
Building Fees Note: Minimum fee of \$56.00		
Residential New Construction and Alterations	.09/sq.ft.	.09/sq.ft.
Commercial New Construction and Alterations	.10/sq.ft.	.10/sq.ft.
Correction /Amending Permit Fee	53.00	53.00
Extension of Permits	83.00	83.00
Extra Inspection Trips (each)	56.00	56.00
Certificate of Occupancy		
Residential	56.00	56.00
Commercial	110.00	110.00
Extension of Residential, Commercial and Temp C.O.	56.00	56.00
Temporary	110.00	110.00
Rental	56.00	56.00
Two or More Units (per unit)	34.00	34.00
Reinspection	56.00	56.00
Commercial Building Clearance	110.00	110.00
Demolition		
One to Two Family Dwellings	61.00	61.00
Any Residential Accessory Structure	56.00	56.00
All Other Structures		
0 - 60,000 square feet	110.00	110.00
over 60,000	\$27/15,000 sq.ft.	\$27/15,000 sq.ft.
Electrical Permits Note: Minimum fee of \$56.00		
Electrical Permits (new service, temporary service & service changes) Note: Circuits included in fees for residential)		
1 -100 amps		
Single Phase Fee	56.00	56.00
Three Phase Fee	56.00	56.00
101-150 amps		
Single Phase Fee	56.00	56.00
Three Phase Fee	78.00	78.00
151 - 200 amps		
Single Phase Fee	83.00	83.00
Three Phase Fee	116.00	116.00
201 - 300 amps		

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2026-2027

Fees	Fiscal Year 2025-2026	Fiscal Year 2026-2027
Single Phase Fee	110.00	110.00
Three Phase Fee	154.00	154.00
301 - 400 amps		
Single Phase Fee	166.00	166.00
Three Phase Fee	232.00	232.00
401 - 500 amps		
Single Phase Fee	221.00	221.00
Three Phase Fee	309.00	309.00
501 - 600 amps		
Single Phase Fee	276.00	276.00
Three Phase Fee	386.00	386.00
Over 600 amps		
Single Phase Fee	331.00 plus 56.00 per each additional 100 amps over 600	331.00 plus 56.00 per each additional 100 amps over 600
Single Phase Fee (change)	198.00	198.00
Three Phase Fee	463.00 plus 56.00 per each additional 100 amps over 600	463.00 plus 56.00 per each additional 100 amps over 600
Circuit charges - for all Commercial (new/addition/repairs) and Residential (additions/repairs)		
0 - 20 amps (per circuit)	5.00	5.00
21 - 40	6.00	6.00
41 - 60	8.00	8.00
61 - 150	17.00	17.00
over 150 amps	22.00	22.00
Residential Power Release Inspection	56.00	56.00
Commercial Power Release Inspection	66.00	66.00
Pool Grounding	61.00	61.00
Low Voltage (less than 50v) installation if permit required	59.00	59.00
Repair Wiring, Apparatus, Fixtures	56.00	56.00
Elevator Compliance Card	56.00	56.00
Fire Prevention Permit Note: Minimum fee of \$56.00		
Fire Prevention Permit	59.00 plus .005 of value	59.00 plus .005 of value
Building Fire Protection Plan Review	75.00	75.00
Fire Alarm and Fire Suppression		
\$0 - 5,000	56.00	56.00
5,001 - 6,000	59.00	59.00
Above 6,000	\$56 plus \$9.00 per \$1,000	\$56 plus \$9.00 per \$1,000
Mechanical and Gas Permits Note: Minimum fee of \$56.00		
Mechanical Permit Fees		
Chiller, Cooling Tower, Tank	\$36.00 each	N/A
AC Equipment, Boiler, Furnace Gas Pack, Forced Air, Misc. Heater, Gas Piping	\$19.00 each	N/A
Air Handler	\$9.00 each	N/A
Duct Work, Misc. Fan, Range Hood	\$7.00 each	N/A
Elevator Installation		
\$0-5,000	56.00	N/A
5,001-6,000	61.00	N/A
Above 6,000	56.00 plus \$6.00 per \$1,000 value	N/A
LPG Tanks and Associated Piping		
0 - 2,000 gallons	56.00	N/A
over 2,000	56.00 plus \$4.00/10,000 gallons	N/A
Flammable Liquid Tanks and Associated Piping		
0 - 50,000 gallons	56.00	N/A
over 50,000	56.00 plus \$4.00/10,000 gallons	N/A
Fuel Piping Outlet Each	56.00	N/A
All mechanical - new and replacement equipment	N/A	56.00 plus 6.00 per 1,000 value
Plan Review Fees		
All Structures - Residential		
0 - 2,499 square feet	83.00	83.00
2,500 - 5,000	110.00	110.00
5,000 - 10,000	138.00	138.00
10,001 - 30,000	193.00	193.00
30,001 - 50,000	276.00	276.00
50,001 - 100,000	331.00	331.00
Above 100,000	386.00	386.00
All Structures - Commercial		
0 - 2,499 square feet	87.00	87.00
2,500 - 5,000	116.00	116.00
5,000 - 10,000	145.00	145.00
10,001 - 30,000	203.00	203.00
30,001 - 50,000	290.00	290.00
50,001 - 100,000	348.00	348.00
Above 100,000	405.00	405.00
Plumbing Permits Note: Minimum fee of \$56.00		
Each Fixture, Floor Drain, or Trap	8.00	8.00
Each Sewer (sanitary and storm)	8.00	8.00
Each Sewer Replaced or Repaired	39.00	39.00
Each Manhole	8.00	8.00
Each Roof Drain	8.00	8.00
Each Area Drain	8.00	8.00
Each Water Heater	8.00	8.00
Each Water Line (New Residential)	8.00	8.00
Each Water Line (Existing Residential)	39.00	39.00
Each Water Line (Commercial)	110.00	110.00
Each Sewer Line (Commercial)	110.00	110.00
Backflow Preventer	8.00	8.00
Private Piers, Greenhouses, and Retaining Walls exceeding 3 feet in height		
\$1 - 2,200	56.00	56.00
over 2,200	\$56 plus 0.2% of value	\$56 plus 0.2% of value
Miscellaneous Fees		
Mobile Homes	56.00	56.00
Modular Classroom Units	61.00	61.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2026-2027

Fees	Fiscal Year 2025-2026	Fiscal Year 2026-2027
Tents	56.00	56.00
Chimneys	56.00	56.00
Free Standing Fireplaces/Wood Stoves	56.00	56.00
Stationary Fireplaces	56.00	56.00
Sign Fees Note: Minimum fee of \$56.00		
1 - 40 sq. ft.	56.00	56.00
41 - 80 sq. ft.	61.00	61.00
over 80 sq. ft.	71.00	71.00
Swimming Pools		
\$1 - 2,200	56.00	56.00
over 2,200	\$56 plus 0.2% of value	\$56 plus 0.2% of value
Tower, Antennas and Like Structures		
\$0 - 4999 value	107.00	107.00
5,000 - 19,999	428.00	428.00
20,000 - 99,999	1,227.00	1,227.00
over 100,000	\$1,227 plus \$4 per \$1,000	\$1,227 plus \$4 per \$1,000
Small Cell Tower		
Value of \$0-\$4,999	102.00	See Tower, Antenna and Like Structures Values
\$5,000-\$19,999	408.00	See Tower, Antenna and Like Structures Values
\$20,000-\$99,999	1169.00	See Tower, Antenna and Like Structures Values
Over \$100,000	1,169.00 plus 4.00 per 1,000	See Tower, Antenna and Like Structures Values
Zoning Fees		
Minimum	39.00	49.00
State Levy	2.00%	2.00%
Commercial Business Clearance	110.00	110.00
Board of Building Code Appeal	276.00	276.00
Zoning Permits (includes Farm Affidavits)	39.00	49.00
Home Occupation Permits (zoning review)	39.00	49.00
Health Department Evaluation		
New Construction	110.00	110.00
Updates	56.00	56.00
Board of Zoning Appeals	551.00	551.00
Administrative Variance Request	66.00	66.00
Chesapeake Bay Special Exception Request		
Reviewed by Zoning Administrator	56.00	56.00
If Forwarded to Board of Zoning Appeals	331.00	331.00
Written Determination by Zoning Administrator	100.00	100.00
Junkyard Compliance Inspection (yearly)	105.00	105.00
Removal of Weeds, Excessive Vegetation Growth, Trash and Debris:		
Trash/Debris/Grass/Weeds/Other Substances	100.00	100.00
Grass/Weeds/Other Growth (Vacant Developed or Undeveloped Property)	75.00	75.00
Temporary Use Permit	39.00	49.00
Temporary Signs	39.00	49.00
Refunds		
Building and Trade Permits:		
Permit Issued No Inspections Completed	75%	75%
Foundation Inspection Completed	50%	50%
Framing & Foundation Inspection Completed	25%	25%
Administrative Fee	N/A	30.00
<i>* All refunds subject to \$30.00 processing Fee-no refunds will be issued for amounts less than \$30.00</i>		
POLICE		
Annual Alarm Registration	25.00	25.00
Alarm Registration Renewal	10.00	10.00
Alarm Registration Late Fee (after 30 days)	25.00	25.00
Fee to alarm company for failure to provide alarm user list	25.00 per working day until compliance	25.00 per working day until compliance
Reinstatement fee for failure to provide alarm user list	100.00 + 10.00 per registered user	100.00 + 10.00 per registered user
Late fee for registration renewal (after 30 days)	25.00	25.00
Use of Automatic Dialer	100.00	100.00
Audible Alarm Violation	100.00	100.00
Reinstatement Fee for failure to provide ARM	100.00 + 10.00 per registered user	100.00 + 10.00 per registered user
Failure of alarm company to provide customer False Alarm Prevention checklist	50.00	50.00
Failure of alarm company to provide Alarm Installer checklist	50.00	50.00
Failure of alarm company to provide Alarm Dispatch Records request	50.00	50.00
Security Alarm Company <i>Initial</i> Registration	100.00	100.00
Late fee for Security Alarm Company registration (after 30 days)	25.00	25.00
Security Alarm Company Registration Renewal less than 50 alarm sites in Suffolk	100.00	100.00
Security Alarm Company Registration Renewal 51+ alarm sites in Suffolk	100.00	100.00
Reinstatement fee for alarm installation/monitoring company	100.00	100.00
General false alarm fee for second response	50.00	50.00
General false alarm fee for third response	100.00	100.00
General false alarm fee for fourth and subsequent response	150.00	150.00
Robbery/panic false alarm for second response	100.00	100.00
Robbery/panic false alarm for third response	150.00	150.00
Robbery/panic false alarm for fourth and all subsequent response	250.00	250.00
Reinstatement fee to alarm user for suspended alarm registration	50.00	50.00
Late fee for failure to pay false alarm fees after 30 days	25.00	25.00
False Alarm fee for non-registered alarm per response	100.00	100.00
Fee to monitoring co. for calling in on suspended/unregistered alarm site	100.00	100.00
Fee to alarm company for making false statement	100.00	100.00
Fee to alarm company for causing false alarm response per response	75.00	75.00
Fee to monitoring company for failure to verify alarm system signal	100.00	100.00
Fee for appeals per request	25.00	25.00
Local Record Check	10.00	10.00
Accident Report	10.00	10.00
Incident Report	10.00	10.00
Fingerprinting	\$10 for first card, and \$5 for additional cards	\$10 for first card, and \$5 for additional cards
Photographs	7.00 or cost whatever is greater	7.00 or cost whatever is greater
Chauffeur's License	20.00	20.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2026-2027

Fees	Fiscal Year 2025-2026	Fiscal Year 2026-2027
Solicitation Permit	15.00	15.00
Concealed Weapon Permit	35.00	35.00
Computer Generated Reports	Cost, but not less than 15.00	Cost, but not less than 15.00
Certificate of Public Convenience	\$30.00 plus \$20 for annual inspection or reinspection of each vehicle listed	\$30.00 plus \$20 for annual inspection or reinspection of each vehicle listed
Security Services	Police Officer/\$55 per hour plus 15% service fee, minimum 2 hours. Supervisor/\$60 per hour plus 15% service fee, minimum 2 hours. Any request with less than 24 hour notice, \$80 per hour plus 15% service fee.	Police Officer/\$55 per hour plus 15% service fee, minimum 2 hours. Supervisor/\$60 per hour plus 15% service fee, minimum 2 hours. Any request with less than 24 hour notice, \$80 per hour plus 15% service fee.
Reclaim Fee (Animal Shelter and Management)	15.00 per day	15.00 per day
Adoption - Feline Adoption Spayed or Neutered with Vaccines (Animal Shelter)	75.00	75.00
Adoption - Canine Spayed or Neutered with Vaccines (Animal Shelter)	95.00	95.00
Adoption - Animal other than Feline or Canine (Animal Shelter)	25.00	25.00
Dog License Fee - Spayed or Neutered (Animal Shelter)	5.00	5.00
Dog License Fee - Not Spayed or Neutered (Animal Shelter)	10.00	10.00
Dog License Fee - Duplicate	1.00	1.00
Lifetime Dog License Fee - Spayed or Neutered (Animal Shelter)	50.00	50.00
Dangerous Dog Registration Certificate	150.00	150.00
Dangerous Dog Registration Certificate Renewal	85.00	85.00
Kennel License	\$50 per block of 10 dogs	\$50 per block of 10 dogs
Full Scale Accident Diagram	5.00	5.00
Audio Dispatch Recording	15.00	15.00
CAD Report	6.00	6.00
Color Copy	0.50	0.50
Black & White Copy	0.25	0.25
Photographs on CD	15.00	15.00
Video Recording	15.00	15.00
PUBLIC UTILITIES		
Bacteriological Tests (each)	40.00	40.00
Delinquency Fees		
Door tag placement	10.00	10.00
Disconnect/Reconnect of Water Service	25.00	25.00
Meter Removal	50.00	50.00
Finance Charges	1.5 % per month with \$0.50 minimum	1.5 % per month with \$0.50 minimum
Illegal Connect/Reconnection of Water Service	100.00	100.00
Water Conservation Reconnection Fees		
1st Violation	250.00	250.00
Subsequent Violations	500.00	500.00
Water Rate per 100 cubic feet	11.40	12.29
WTWA Wholesale Water Rate (per 100 cubic feet)	5.86	6.20
WTWA Fixed Capacity Charge (per month)	175,550.00	173,235.00
WTWA Meter Service Charge (per month)	200.00	200.00
Water Conservation Service Charge Rate	1.25 x Meter Rate	1.25 x Meter Rate
Water Usage Non Metered (per month - 5 ccf)	57.00	61.45
Meter Service Charge (per month)		
5/8 and 3/4 inch meter	16.75 (Billed at \$0.55 per day per billing cycle)	17.75 (Billed at \$0.584 per day per billing cycle)
1 inch meter	39.65 (Billed at \$1.30 per day per billing cycle)	42.15 (Billed at \$1.386 per day per billing cycle)
1½ inch meter	77.75 (Billed at \$2.56 per day per billing cycle)	82.75 (Billed at \$2.721 per day per billing cycle)
2 inch meter	123.50 (Billed at \$4.06 per day per billing cycle)	131.50 (Billed at \$4.323 per day per billing cycle)
3 inch meter	230.25 (Billed at \$7.57 per day per billing cycle)	245.25 (Billed at \$8.063 per day per billing cycle)
4 inch meter	382.75 (Billed at \$12.58 per day per billing cycle)	407.75 (Billed at \$13.405 per day per billing cycle)
6 inch meter	764.00 (Billed at \$25.12 per day per billing cycle)	814.00 (Billed at \$26.762 per day per billing cycle)
8 inch meter	1,221.50 (Billed at \$40.16 per day per billing cycle)	1,301.50 (Billed at \$42.789 per day per billing cycle)
10 inch meter	1,755.25 (Billed at \$57.71 per day per billing cycle)	1,870.25 (Billed at \$61.488 per day per billing cycle)
Water Connection Charge (installed by city)		
5/8 inch & 3/4 inch meter	2,000.00	2,000.00
1 inch meter	2,300.00	2,300.00
1½ inch meter	2,600.00	2,600.00
2 inch meter	3,000.00	3,000.00
When the size is above those listed a charge equal to actual cost of installation plus 25%	Actual cost x 1.25	Actual cost x 1.25
When depth of trench excavation is greater than six feet, a charge equal to actual cost of City Contractor installation	Actual Cost of Installation	Actual Cost of Installation
Water Connection Charge (installed by developer)	50.00	50.00
Water Availability Charge (residential)		
Single Family	5,520.00	5,520.00
Attached Multi Family (Building with 2 to 4 units) (cost per unit)	4,970.00	4,970.00
Attached Multi Family (Building with 5 to 16 units) (cost per unit)	4,420.00	4,420.00
Attached Multi Family (Building with 17 to 24 units) (cost per unit)	3,865.00	3,865.00
Attached Multi Family (Building 25 + units) (cost per unit)	3,310.00	3,310.00
Mobile Home Park (cost per unit)	3,900.00	3,900.00
Water Availability Charge (commercial)		
5/8 and 3/4 inch meter	5,520.00	5,520.00
1 inch meter	13,520.00	13,520.00
1½ inch meter	26,950.00	26,950.00
2 inch meter	43,120.00	43,120.00
3 inch meter	80,850.00	80,850.00
4 inch meter	134,750.00	134,750.00
6 inch meter	269,500.00	269,500.00
8 inch meter	431,200.00	431,200.00
10 inch meter	619,850.00	619,850.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2026-2027

Fees	Fiscal Year 2025-2026	Fiscal Year 2026-2027
Installation Payments		
Down Payment	250.00	250.00
Interest	Equal to prime rate - July 1	Equal to prime rate - July 1
Finance charge	1 1/2 % or \$0.50 minimum per month	1 1/2 % or \$0.50 minimum per month
New Account Setup Charge	10.00	10.00
Fire Hydrant Meter Rental Charge (excludes water usage charge)	\$1,500 Deposit	\$1,500 Deposit
Fire Hydrant Flow Test Fee/Water Model Evaluation	400.00	400.00
Sewer Collection (per 100 cubic feet)	7.88	7.97
Sewer Usage Non Metered (per month 5 ccf)	39.40	39.85
Sewer Connection Charge (installed by city)		
4 inch lateral size	1,800.00	1,800.00
6 inch lateral size	3,000.00	3,000.00
Greater than 6 inch	actual cost of installation plus 25%	actual cost of installation plus 25%
When depth of trench excavation is greater than six feet, a charge equal to actual cost of City contractor installation	Actual Cost of Installation	Actual Cost of Installation
Sewer Connection Charge (installed by developer)	50.00	50.00
Sewer Availability Charge (residential)		
Single Family	6,000.00	6,000.00
Attached Multi Family (Building with 2 to 4 units), (cost per unit)	5,400.00	5,400.00
Attached Multi Family (Building with 5 to 16 units), (cost per unit)	4,800.00	4,800.00
Attached Multi Family (Building with 17-24 units), (cost per unit)	4,200.00	4,200.00
Attached Multi Family (Building 25+ units), (cost per unit)	3,600.00	3,600.00
Mobile Home Park (cost per unit)	3,900.00	3,900.00
Sewer Availability Charge (commercial)		
5/8 and 3/4 inch meter	6,000.00	6,000.00
1 inch meter	14,800.00	14,800.00
1 1/2 inch meter	29,500.00	29,500.00
2 inch meter	47,100.00	47,100.00
3 inch meter	88,100.00	88,100.00
4 inch meter	146,800.00	146,800.00
6 inch meter	293,400.00	293,400.00
8 inch meter	469,300.00	469,300.00
10 inch meter	674,600.00	674,600.00
Engineering Review		
Site Plans Review	\$1,500 Base Fee plus \$1.50/ for every foot of public water & sewer mains beyond the initial 250 and does not include pump station review fee	\$1,500 Base Fee plus \$1.50/ for every foot of public water & sewer mains beyond the initial 250 and does not include pump station review fee
Site Plans Waiver Review with Public Utilities	N/A	\$1,000/Submittal
Engineering Plans Review	\$2,500 Base Fee plus \$.15/ for every foot of public water & sewer mains plus pump station review fee	\$2,500 Base Fee plus \$.15/ for every foot of public water & sewer mains plus pump station review fee
Engineering Plans/Site Plans Amendments	\$500/Submittal	\$500/Submittal
Plats	200.00	200.00
Pump Station Review/Sewer Model Evaluation	\$2,000 per station	\$2,000 per station
Engineering Construction Inspection		
Sanitary Sewer Facilities	\$1.50/LF for every foot of public sewer installed	\$1.50/LF for every foot of public sewer installed
Water Transmission/Distribution Facilities	\$1.50/LF for every foot of public sewer installed	\$1.50/LF for every foot of public sewer installed
Site Plan with Public Utilities	\$1,500 plus \$1.50 for every foot of public water or sewer mains installed	\$1,500 plus \$1.50 for every foot of public water or sewer mains installed
Inspection Fee for Overtime Work at Developers Request	At Cost	At Cost
Environmental Incentive - Water		
5/8 and 3/4 inch meter	3,250.00	3,250.00
1 inch meter	8,125.00	8,125.00
1 1/2 inch meter	16,250.00	16,250.00
2 inch meter	26,000.00	26,000.00
3 inch meter	48,750.00	48,750.00
4 inch meter	81,250.00	81,250.00
Environmental Incentive - Sewer		
5/8 and 3/4 inch meter	1,750.00	1,750.00
1 inch meter	4,375.00	4,375.00
1 1/2 inch meter	8,750.00	8,750.00
2 inch meter	14,000.00	14,000.00
3 inch meter	26,250.00	26,250.00
4 inch meter	43,750.00	43,750.00
PUBLIC WORKS		
Traffic Engineering Inspection and Plan Review		
Site Plan:	\$1,000/application	\$1,000/application
Engineering Plans:	\$1,500/application	\$1,500/application
Major Final Subdivision Plats:	\$100/plat	\$100/plat
Traffic Engineering Study Fee	\$100/hr.	\$100/hr.
Traffic Signal Inspection Fee	\$20,000 per location	\$20,000 per location
Inspection Services	\$70/hr.	\$70/hr.
Golf Cart Study Fee	\$1,600/application	\$1,600/application
Golf Cart Signs (per location)	\$250 per location	\$250 per location
No Wake Zone Study Fee	550.00	550.00
No Wake Zone Posting	At Cost	At Cost
Right-of-Way Encroachment Permit	125.00	125.00
Shared Mobility Device		
System Application Fee	>10 Devices \$200 10>50 Devices \$1,500 50< Devices \$5,000	>10 Devices \$200 10>50 Devices \$1,500 50< Devices \$5,000
Impact Fee	Defined by Permit	Defined by Permit
Stormwater and Public Works Engineering		
Storm Water Utility Fee	7.50/mo./ERU	7.50/mo./ERU
Inspection Fee for Engineering Plans	2% of engineers cost estimate plus 2% of E&S bond estimate; \$1,400 minimum	2% of engineers cost estimate plus 2% of E&S bond estimate; \$1,400 minimum

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2026-2027

Fees	Fiscal Year 2025-2026	Fiscal Year 2026-2027
Inspection Fee for Site Plans/E&S Only Plans	\$400/acre;\$1,400 minimum not to exceed \$12,000	\$400/acre;\$1,400 minimum not to exceed \$20,000
Inspection Fee for Overtime Work at Development Request	At Cost	
Stormwater/E &S plan review		
Site Plan Review Fee	Less than-10,000 sf of disturbance - \$460 10,000-0.5 acre of disturbance -\$835 Greater than 0.5 and up to 1.0 acre of disturbance- \$1585 (Plans with disturbance greater than 1.0 acre shall add \$250/additional acre of disturbance or any portion thereof) The following state fees shall be added accordingly ≥1.0-5.0 acres + \$756 >5.0-10.0 acres + \$952 >10.0-50.0 acres + \$1,260 >50.00-100.00 acres + \$1,708 >100.00 acres + \$2,688 Plan Amendment = \$350	Less than-10,000 sf of disturbance - \$460 10,000-0.5 acre of disturbance -\$835 Greater than 0.5 and up to 1.0 acre of disturbance- \$1585 (Plans with disturbance greater than 1.0 acre shall add \$250/additional acre of disturbance or any portion thereof) The following state fees shall be added accordingly ≥1.0-5.0 acres + \$756 >5.0-10.0 acres + \$952 >10.0-50.0 acres + \$1,260 >50.00-100.00 acres + \$1,708 >100.00 acres + \$2,688 Plan Amendment = \$350
Engineering Plan Review Fee	\$1000 + \$1/lf of roadway The following state fees shall be added accordingly ≥1.0-5.0 acres + \$756 >5.0-10.0 acres + \$952 >10.0-50.0 acres + \$1,260 >50.00-100.00 acres + \$1,708 >100.00 acres + \$2,688 Plan Amendments = \$350	\$1000 + \$1/lf of roadway The following state fees shall be added accordingly ≥1.0-5.0 acres + \$756 >5.0-10.0 acres + \$952 >10.0-50.0 acres + \$1,260 >50.00-100.00 acres + \$1,708 >100.00 acres + \$2,688 Plan Amendments = \$350
Coverage of General Permit for Discharges of Stormwater from Construction Activities (Department Portion) 9VAC25-875-1400	N/A	Fee shall be paid pursuant to the Department Portion of Virginia Administrative Code 9VAC25-875-1400
Modification or Transfer of General Permit/Registration Statement for Discharges of Stormwater from Construction Activities	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-825	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-875-1410
Annual Maintenance fees for General or Individual Permits for Discharges of Stormwater from Construction Activities	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-830	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-875-1420
Minor Subdivision Plan Review Fee	150.00	150.00
Major Subdivision Maintenance Agreement Review Fee	\$750 per plat	\$750 per plat
Single Family E&S Site Plan Review	290.00	290.00
Stormwater Maintenance Agreement Review Fee	150.00	150.00
Storm Sandbags (Suffolk Residents Only)	3.00	3.00
Pro Rata Share Fees		
Chowan Watershed	958/acre	958/acre
Great Dismal Watershed	263/acre	263/acre
James River Watershed	632/acre	632/acre
Permits		
Right of Way Permit	125.00	125.00
plus asphalt (per cubic foot)	Cost	Cost
plus concrete (per cubic foot)	Cost	Cost
Street Name Signs (private - black and yellow)	600.00	600.00
Street Name Signs (public - green and white)	600.00	600.00
Permits (continued)		
Special Permits for Oversized and Overweight Vehicles		
Single-Trip Permit	75.00	75.00
Single-Trip House Move Permit	100.00	100.00
Blanket-Term Permit	300.00	300.00
General Engineering Review	at cost	at cost
In-depth Engineering Review	at cost	at cost
Maps - Printed Map Products		
GIS Tax Map (single map)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Other Map Product (single map)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Generalized City Base Map (single map)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Maps - Specialized Map Services		
Special Map Production Services (per hour)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Specialized Data Analysis Services (per hour)	See Geographic Information System section for map rates	See Geographic Information System section for map rates
Refuse Collection		
Automated Refuse Container	75.00	75.00
Refuse and Recycling Service	30.00/mo./unit	30.00/mo./unit
Bulk Refuse Service		
1-12 CY bulk collection - before 12 free collections are used	No Charge	No Charge
13-24 CY bulk collection - before 12 free collections are used	100.00	100.00
1-12 CY bulk collection - after 12 free collections	N/A	47.50
13-24 CY bulk collection - after 12 free collections	N/A	100.00
Evictions	170.00	170.00
Bulk Refuse Service - Roll Off		
Weekdays	200.00	200.00
Weekends	250.00	250.00
TRANSIT		
Fares-Regular Bus Service (Not Paratransit)		
Adult - One way (No Transfer)	1.50	1.50
Adult - All day (Unlimited Transfer)	3.00	3.00
Adult - Monthly Pass	57.50	57.50
Student (6-18 yrs.) - One way (No Transfer)	1.00	1.00
Student (6-18 yrs.) - All day (Unlimited Transfer)	2.00	2.00
Student (6-18 yrs.) - Monthly Pass	37.50	37.50
Disabled and/or Senior (55+ yrs.) - One way (No Transfer)	0.75	0.75
Disabled and/or Senior (55+ yrs.) - All day (Unlimited Transfer)	1.50	1.50
Disabled and/or Senior (55+ yrs.) - Monthly Pass	27.50	27.50
Fare - Paratransit - One way (Qualified individuals only)	3.00	3.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2026-2027

Fees	Fiscal Year 2025-2026	Fiscal Year 2026-2027
TOURISM		
Conference Room (9 am to 5 pm)		
Non-Profit (first two hours)	25.00	N/A
Additional Hours	5.00/hour	N/A
For-Profit (first two hours)	75.00	N/A
Additional Hours	15.00/hour	N/A
Visitor Center Pavilion		
Deposit (non-refundable)	300.00	300.00
Each additional hour (two hour minimum)	100.00/hour	100.00/hour
Farmer's Market Booth Rental (Pavilion)		
Standard Booth	75.00/season	75.00/season
Expanded Booth	125.00/season	125.00/season
Exterior (Uncovered) Space	45.00/season	45.00/season
One-day Vendor Pass	15.00/one day	15.00/one day
Season-long Tent Space (10 x 10) - vendor must supply own tent	40.00/season	40.00/season
Interpreted Bus Tour Historic District		
Adult	8.00	8.00
Senior (60+) and Child (3 to 12), Military	6.00	6.00
Interpreted Bus Tour Great Dismal Swamp		
Adult	10.00	10.00
Senior (60+) and Child (9 to 12), Military	8.00	8.00
Guided Cedar Hill Cemetery Stroll		
Adult	7.00	7.00
Senior (60+) and Child (9 to 12), Military	5.00	5.00
Ghost Walk		
Adult	10.00	10.00
Senior (60+) and Child (9 to 12), Military	8.00	8.00
Guided Nature Walks		
Adult	7.00	7.00
Senior (60+); Child (9-12); Military	5.00	5.00
Nansemond River Kayak Tours	40.00	40.00
Lone Star Lakes Kayak Tours	40.00	40.00
Bennett's Creek Kayak Tours	40.00	40.00
Seaboard Station Railroad Museum		
Guided Museum Tour (12 and older)	2.00/per person	2.00/per person
Guided Museum Tour-Group Rate	1.00/per person	1.00/per person
Family Membership-Unlimited Visits (up to 4 people)	40.00/year	40.00/year
Seaboard Station Birthday Party Rental Package (basic)		
Deposit (non-refundable)	25.00	25.00
Payment Due Day of Party	100.00	100.00
Seaboard Station Birthday Party Rental Package (premier)		
Deposit (non-refundable)	50.00	50.00
Payment Due Day of Party	250.00	250.00
Seaboard Station Railroad Museum After Hours Reception Rental		
Non-profit (first two hours)	75.00	N/A
Additional Hours	25.00/hour	N/A
For-profit (first two hours)	150.00	N/A
Additional Hours	50.00/hour	N/A
Seaboard Station Railroad Museum After Hours Meeting Rental		
Non-profit (first two hours)	25.00	N/A
Additional Hours	5.00/hr.	N/A
For-profit (first two hours)	50.00	N/A
Additional Hours	15.00/hour	N/A
Fee Based Activities Not Described	Cost	Cost
TREASURER		
Return Check	50.00	50.00
Set Off Debt	30.00	30.00
Distress Collection Fee	30.00	30.00
Copy of Delinquent Report	100.00	100.00
Vehicle Withholding Registration Fee	25.00	25.00
Delinquent Tax Collection (prior to judgment)	30.00	30.00
Delinquent Tax Collection (after judgment)	35.00	35.00
Attorney or Collection Agency Fees	20%	20%
Service Fee for Out-of-City processing (per Defendant)	28.00	28.00
For each additional warrant served	12.00	12.00
Roll Back Tax Interest	10%	10%

ORDINANCE NUMBER _____

AN ORDINANCE APPROVING NEW POSITIONS, PAY GRADES, PAY GRADE CHANGES AND JOB DESCRIPTIONS REGARDING THE FY 2026-2027 OPERATING AND CAPITAL BUDGET AND THE CITY'S COMPENSATION AND CLASSIFICATION PLAN AS AMENDED

WHEREAS, the City Council has determined that the performance of City government will be enhanced by the addition of new positions within the City's Compensation and Classification Plan; and,

WHEREAS, pursuant to § 66-42 of the Code of the City of Suffolk, the City Council shall approve new positions, and pursuant to § 66-42 of the Code of the City of Suffolk, the City Council shall approve reassignments of existing positions to higher or lower pay grades, significant revisions to job descriptions, and new job descriptions; and,

WHEREAS, the City Manager is requesting that new positions be approved in the FY 2026-2027 Operating and Capital Budget and the City's Compensation and Classification Plan; and,

WHEREAS, the City Manager is requesting that the corresponding new job descriptions for new positions be approved as a part of the FY 2026-2027 Operating and Capital Budget and the City's Compensation and Classification Plan.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Suffolk, Virginia, that the job descriptions for new positions and revisions of existing positions of Chief Judicial Staff Attorney, Grade 221; Development Financial Manager, Grade 219; Environmental Technician, Grade 209; Family Services Specialist, Grade 210; Fleet Services Coordinator, Grade 209; IT Service Support Manager, Grade 219; Lifeguard I, Grade 202; Lifeguard II, Grade 204; Maintenance Supervisor, Grade 214; Mosquito Biology Technician, Grade 206; Organizational Development Consultant, Grade 219; Public Safety Telecommunication Supervisor, Grade 215; Radio Communications Manager, Grade 215; Traffic Operations Manager, Grade 217; Workforce Development Assistant, Grade 204; Zoning Inspector I, Grade 209; and Zoning Inspector II, Grade 210; which are attached as part of this Ordinance, be and are hereby approved as part of the FY 2026-2027 Compensation and Classification Plan.

BE IT FURTHER ORDAINED THAT this Ordinance shall be effective on July 1, 2026, contingent upon the corresponding jobs for the job descriptions being approved in the FY 2026-2027 Operating and Capital Budget.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:

William E. Hutchings, Jr., City Attorney

DRAFT



City of Suffolk Chief Judicial Staff Attorney (Proposed)

Class Spec Code	TBD001	Established Date	03/18/2026
		Effective	03/18/2026
Salary Range	\$43.13 - \$67.85 Hourly \$89,719.00 - \$141,128.00 Annually	Bargaining Unit	GEN
EEO	EEO1-Professionals	Occupational Group	Professionals
FLSA	Exempt	Benefit Code	GEN
Physical Class	2		

Job Summary

Under very limited supervision, performs high-level supervisory and professional legal services work by overseeing and coordinating all operations for the Judges of Suffolk Circuit Court. Work involves scheduling assignments/assigning work to office employees, conducting annual performance evaluations for the Chief Judge's final approval, assisting the Judges in disseminating information to employees and organizational stakeholders, and overseeing all training activities. Work requires identifying any and all operational problems and taking corrective action. Work includes, drafting and monitoring the office budget and making recommendations to the Judges.

The professional legal work includes the reviewing of civil and criminal motions, advising whether matters are properly served and noticed, conducting legal research, and drafting legal memoranda, prospective civil orders and legal opinions for the Court. The Chief Judicial Staff Attorney will work within broad policy and organization guidelines established by the Circuit Court Judges. The Employee's function is necessary to ensure that the Circuit Court serves the public in an effective and efficient manner. Employee must also exercise tact, courtesy, and discretion in frequent contact with attorneys, public officials and

employees, and the general public. Reports to the Chief Circuit Court Judge.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Essential Job Functions

Serves as the Chief Judicial Staff Attorney for the four (4) Circuit Court Judges.

Manages and directs the overall administrative, financial, budgetary, accounting, and internal human resource operations of the Suffolk Circuit Court Judges following the established goals, objectives and policies. Helps create those policies.

Plans, assigns, supervises, and participates in all work conducted for the Circuit Court Judges.

Supervises all personnel, appraises performance in annual reviews subject to final approval by the Chief Circuit Court Judge.

Participates in the hiring process of all new employees.

Oversees that each employee is cross-trained, so no job is without a backup person.

Oversees, manages, and maintains files and leave records for all employees including following the guidelines of the Family Medical Leave of Absence (FMLA) when relevant.

Supervises, directs and manages the administrative, financial, budgetary, accounting, and human resource support functions while maintaining high standards of accuracy, exercising independent judgment, discretion, tact, confidentiality and courtesy in assisting all organizational stakeholders and fellow employees.

Manages Kronos timecards, makes recommendations for personnel leave requests.

Maintains employee career files.

Serves as designated and responsible contact person for employees when a work-related injury or illness is concerned. Handles documentation & follows procedure required by the Risk Manager for the City of Suffolk.

Manages budget line items, conducts analysis of budget matters.

Advises the Circuit Court Judges regarding short-term and long-term office planning.

Responsible for legal research and analysis of legal issues for the weekly motions docket of the judges; including: 1) checking each motion for compliance with procedural legal requirements; 2) calling non-compliant lawyers/legal staff, to enable them to bring their motions into compliance before motions day; 3) providing the judges with statutes and rules, for their review, on simple legal issues; 4) writing bench briefs involving legal research and analysis on complex legal issues; 5) assisting with and attending motions arguments in court, and 6) drafting opinion letters for the judges as requested.

Reviews a variety of Orders, Petitions and Motions, submitted daily to the Judges, to ensure that they comply with statutory and other legal requirements, and responds to the parties and their counsel regarding such Orders. Examples of cases requiring such Orders are City tax sales, Church petitions for appointment of trustees and acquisition or disposition of real property, Adoptions, Orders pertaining to support, custody, visitation, and disposition of marital property, Rules to Show Cause and enforcement of prior Orders, Final divorce decrees, Name changes, Appointments of Guardians ad litem, and Garnishments.

Performs legal research and analysis of legal issues for habeas corpus petitions, including writing bench briefs, and drafting legal opinions regarding the same.

Operates a variety of office equipment such as computer, calculator, printers, fax machine, etc.

Uses a variety of general office supplies and a variety of computer software such as Microsoft Word/Excel/PowerPoint/Access.

Uses legal research search engines such as LexisNexis.

Performs general administrative/office duties as required, including typing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, establishing and maintaining filing systems, etc.

Prepares and/or reviews proposed responses to correspondence received by the Judges and the Clerk of the Court from prisoners and/or their counsel,

including requests for sentence reconsideration, requests for approval of in forma pauperis status, requests for documents, complaints, and other miscellaneous requests.

Ability to prepare civil support guidelines for Pendente Lite hearings.

Coordinates communication and logistics between the Suffolk Circuit Court Judges and other judges/stakeholders for Committee and/or Panel assignments in which the Suffolk Circuit Court has been designated to by the Virginia Supreme Court's Chief Justice.

Performs other related duties as required.

Required Qualifications

Juris Doctorate degree from an accredited law school.

License to practice law in the Commonwealth of Virginia and in good standing with the Virginia State BAR.

3 – 5 years in the practice of law with at least 2 years' experience as a judicial staff attorney; or any combination of training and experience which provides the required skills, knowledge and abilities.

Requires a valid driver's license.

Knowledge, Skills & Abilities

Knowledge of Virginia criminal law and procedure.

Knowledge of Virginia civil law and procedure.

Knowledge of the Rules of the Supreme Court of Virginia.

Knowledge of the rules of evidence and professional responsibility.

Ability to interpret and apply laws and court decisions, and to use legal source material in technical research.

Ability to express ideas effectively, orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

Ability to read a variety of reports, letters, and memos, contracts, deeds, ordinances, resolutions, legal briefs, etc.

Requires the ability to prepare correspondence, reports, legal briefs, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Requires proficiency in Microsoft Word, Excel and Outlook.

Proficiency in the use of legal research tools such as LexisNexis.

Requires the ability to speak before groups of people with poise, voice control and confidence.

Requires the ability to collect data and forecast financial needs for drafting the annual budget.

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems; and to deal with a variety of abstract and concrete variables.

Ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals; understand and apply the theories of algebra, geometry, trigonometry, descriptive statistics, and statistical inference.

Performance Evaluation Criteria

- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment
- Cooperation
- Relationships
- Coordination of Work
- Safety

Physical Requirements

Must be physically able to operate tools such as pens, pencils, and a variety of automated office machines, including a personal computer, copier, telephone, facsimile machine, etc. Must be able to exert a negligible amount of force

frequently or constantly to lift, carry, push, pull or otherwise move objects.

Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment. Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

Must have minimal levels of eye/hand/foot coordination. Requires the ability to differentiate between colors and shades of color. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency. Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

FLSA Status

Exempt



City of Suffolk

Development Financial Manager (Proposed)

Class Spec Code	TBD002	Established Date	03/18/2026
		Effective	03/18/2026
Salary Range	\$39.13 - \$61.54 Hourly \$81,380.00 - \$128,010.00 Annually	Bargaining Unit	GEN
EEO	EEO1- Administrative Support Workers	Occupational Group	Administrative Support
FLSA	Exempt	Benefit Code	GEN
Physical Class	2		

Job Summary

Under limited supervision, the Communications/Grants Manager is responsible for developing and executing integrated communications, grants, and business development strategies that support the Department of Economic Development's mission to attract, retain, and expand business and investment within the City of Suffolk. The position leads the department's external messaging, marketing, and storytelling; identifies, pursues, and manages grant and funding opportunities; and supports business development initiatives with a particular emphasis on downtown revitalization, innovation, and place-based economic growth. The incumbent collaborates closely with the City's Finance, Budget, Planning, Housing, Tourism, Public Works, and other departments to ensure that grants, communications, and business development efforts are aligned with broader municipal priorities, financial forecasts, and capital improvement plans.

This position requires strong expertise in **grant writing, grant management, strategic communications, stakeholder engagement, municipal compliance, and financial analysis** to effectively communicate and steward the value and impact of economic development initiatives to internal and external audiences. Position reports to the Director of Economic Development.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Essential Job Functions

- **Grants & Funding Knowledge**

- Understands the full grant lifecycle: opportunity identification, application, award, implementation, reporting, and closeout.
- Familiar with federal, state, regional, and philanthropic funding programs relevant to municipalities and economic development.
- Able to interpret Notices of Funding Opportunity (NOFOs), RFPs, and guidance and translate them into clear requirements for City staff.

- **Financial & Budget Management**

- Prepares and manages grant and project budgets, including allowable/allocable costs and local match.
- Monitors expenditures, drawdowns, and reimbursements in coordination with Finance and Budget.
- Supports internal controls and audit readiness for grant-funded projects.

- **Compliance & Risk Management**

- Ensures adherence to federal, state, and local regulations, including applicable sections of 2 CFR 200 and municipal policies.
- Maintains thorough documentation and records to support monitoring, audit, and public transparency.
- Identifies risks (e.g., underperformance, late reports, ineligible costs) and recommends corrective actions.

- **Project & Performance Management**

- Develops realistic timelines and work plans for grant pursuits and funded projects.

- Helps define and track performance measures, outputs, and outcomes for grants and economic development initiatives.
- Coordinates across departments to keep responsibilities, deadlines, and deliverables clear.
- **Communication & Collaboration**
 - Communicates complex grant and financial requirements in clear, accessible language.
 - Facilitate meetings and cross-functional work sessions with internal and external partners.
 - Builds and sustains relationships with funders, regional entities, community organizations, and business stakeholders.
- **Strategic & Analytical Thinking**
 - Aligns grant pursuits and communications with City Council priorities, strategic plans, and capital improvement plans.
 - Use data, needs assessments, and community indicators to shape competitive proposals and compelling narratives.
 - Evaluates funding opportunities for strategic fit instead of pursuing grants that do not advance City goals.
- **Writing & Presentation**
 - Crafts persuasive, technically accurate grant narratives and supporting documentation.
 - Develops clear, outcome-focused reports and presentations for City leadership, boards, and community partners.
 - Tailors messages for different audiences (technical, elected officials, public).
- **Systems, Tools & Process Improvement**
 - Uses or helps implement grant management and tracking systems for deadlines, awards, and reporting.
 - Comfort with spreadsheets, shared drives, dashboards, and basic data visualization.
 - Continuously improves workflows for approvals, signatures, and cross-department coordination.
- **Ethics, Equity & Public Service**
 - Demonstrates integrity, transparency, and stewardship of public funds.

- Applies an equity lens to funding decisions, considering impacts on different neighborhoods and populations.
- Reflects a strong public service mindset in interactions with residents, businesses, and partners.

- **Strategic Communications & Marketing**

- Develop and implement a comprehensive marketing and communication strategy for Economic Development that aligns with the City's brand, strategic plan, and economic growth priorities.
- Create and manage an integrated communications calendar across all mediums, including social media, websites, e-newsletters, print collateral, and earned media.
- Craft clear, compelling narratives, talking points, press releases, success stories, and presentations that highlight Suffolk's business climate, key projects, and downtown revitalization efforts.
- Coordinate the design and production of marketing materials and campaign assets to support business attraction, retention, expansion, and redevelopment initiatives.
- Monitor and report on marketing performance metrics (engagement, reach, conversions, leads generated) and adjust strategies based on data-driven insights.

- **Grants Strategy, Development & Management**

- Identify, research, and prioritize grant opportunities from federal, state, regional, and philanthropic sources that support economic development, downtown revitalization, workforce development, infrastructure, innovation districts, and related initiatives.
- Lead and coordinate the development of competitive grant applications, including narrative development, performance measures, budgets, match requirements, and alignment with citywide financial and strategic goals.
- Collaborate with the Economic Development Director and other departments to ensure accurate financial projections, cost-benefit analyses, and return-on-investment (ROI) modeling are incorporated into grant proposals.
- Manage the grants lifecycle for Economic Development, including compliance, reporting, reimbursements, and performance tracking for

awarded grants.

- Develop internal tools, templates, and grant management systems to streamline grant development, monitoring, and documentation processes.

- **Business Development & Downtown Revitalization**

- Support business attraction, retention, and expansion efforts by identifying and cultivating prospects, responding to inquiries, and assisting with proposals and presentations.
- Work closely with downtown stakeholders, merchants, property owners, non-profits, and community organizations to design and promote programs, events, and initiatives that drive foot traffic, investment, and innovation in key commercial corridors.
- Assist in the development and marketing of incentive programs, façade improvement initiatives, small business support tools, and place-making projects that enhance Suffolk's competitiveness and vibrancy.
- Use market research, demographic data, and fundamental financial analysis to help evaluate potential projects, identify opportunities, and communicate economic outcomes.

- **Financial & Data Analysis for Communications and Grants**

- Utilize financial forecasting tools, dashboards, and analytical methods to estimate projected job creation, tax revenue, private investment, and broader economic impact for projects and grants.
- Translate complex financial and economic data into clear, accessible visuals and narratives for City Council, the Economic Development Authority (EDA), community partners, and the public.
- Track and report on the financial and programmatic performance of grants, marketing campaigns, and business development initiatives to support transparency and accountability.

- **Stakeholder Engagement & Partnership Development**

- Engage and build relationships with businesses, developers, entrepreneurial support organizations, downtown associations, chambers, higher education institutions, and non-profit partners to support collaborative economic development efforts.

- Represent the Department of Economic Development at community meetings, regional forums, and events, effectively communicating departmental priorities and opportunities.
- Coordinate with internal departments (Planning, Housing, Public Works, Tourism, Library, Parks & Recreation, etc.) to align communications, grants, and business development initiatives with broader City objectives.
- **Departmental Support & Special Projects**
 - Assist the Director of Economic Development in preparing strategic communications, speeches, presentations, and briefing materials for City leadership and key stakeholders.
 - Lead or support special projects related to innovation, redevelopment, and strategic planning as assigned.
 - Provide guidance and training to department staff on effective communications, grant development practices, and the use of marketing tools, platforms, and grant management systems.

Required Qualifications

Bachelor's degree in Marketing, Communications, Public Administration, Urban Planning, Business Administration, Economics, or a closely related field. Three to five (3–5) years of progressively responsible experience in economic development, downtown revitalization, grants management, strategic communications, or a related field.

Demonstrated experience writing and successfully securing grants for public agencies, non-profits, or economic development initiatives. Experience developing and executing multi-channel marketing and communications strategies, including social media and traditional media. Experience interpreting, using, and communicating financial and economic data, including basic forecasting or ROI analysis, in support of policy, grant, or project decisions.

Preferred:

Experience working in a local government, regional economic development, or public-private partnership environment.

Familiarity with economic development tools and concepts such as business improvement districts, redevelopment areas, incentive programs, and public-private partnership models.

Experience with customer relationship management (CRM) systems, marketing automation tools, data visualization platforms, grant management systems, and/or GIS-based market analysis.

Knowledge, Skills & Abilities

- Knowledge of principles and practices of economic development, business retention/expansion, and downtown revitalization.
- Knowledge of grant funding sources, grant-writing best practices, compliance, and reporting requirements across the grant lifecycle.
- Knowledge of strategic communications, branding, digital and print marketing, and media relations.
- Knowledge of basic public finance concepts, including cost-benefit analysis, ROI modeling, multi-source funding structures, and municipal budgeting.
- Federal, state, and local regulatory frameworks related to municipal grants, including basic familiarity with 2 CFR 200 and audit requirements.
- Skilled in writing clear, persuasive, and technically accurate grant proposals, marketing copy, and communication materials.
- Skilled in creating and implementing integrated marketing strategies across social media, web, print, and events.
- Skilled in using financial forecasting tools, spreadsheets, grant management/databases, and data visualization platforms to analyze and present economic outcomes.
- Skilled in managing multiple projects, deadlines, and stakeholders in a fast-paced municipal environment.
- Skilled in facilitating cross-departmental collaboration and communicating technical requirements to non-technical audiences.
- Ability to translate complex financial, legal, and economic concepts into accessible language for City leadership, partners, and the public.
- Ability to build and maintain effective working relationships with internal departments, elected officials, businesses, non-profit organizations, funders, and community members.
- Ability to think strategically and creatively about place-based economic development, downtown revitalization, business growth, and grant alignment with City priorities.
- Ability to exercise initiative, sound judgment, confidentiality, and professionalism in all interactions.

- Ability to uphold high standards of integrity, transparency, and equity in the stewardship of public funds and grant resources

Performance Evaluation Criteria

- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment
- Cooperation
- Relationships
- Coordination of Work
- Safety

Physical Requirements

Must be physically able to operate a variety of automated office machinery including a computer, calculator, copier, etc., and an automobile. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of 10 to 15 pounds. Requires the ability to coordinate hands and eyes rapidly and accurately; to operate motor vehicles. Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination. Requires the ability to differentiate between colors and shades of color. Requires the ability to talk and/or hear.

FLSA Status

Exempt



City of Suffolk Environmental Technician (Proposed)

Class Spec Code	TBD003	Established Date	03/18/2026
		Effective	03/18/2026
Salary Range	\$23.78 - \$37.41 Hourly \$49,466.00 - \$77,808.00 Annually	Bargaining Unit	GEN
EEO	EEO1- Administrative Support Workers	Occupational Group	Administrative Support
FLSA	Non-Exempt	Benefit Code	GEN
Physical Class	2		

Job Summary

Under general supervision, performs advanced paraprofessional engineering work. Assists the Public Works Department in implementing the City's Stormwater Management Program, maintaining compliance with laws and regulations, and enforcing local ordinances. Conducts field inspections and investigations in support of the City of Suffolk MS4 Permit. Employee must exercise initiative and independent judgment in ensuring that necessary work and accompanying paperwork is performed in a timely manner. Employee must also exercise tact and courtesy in frequent contact with developers, contractors, and the general public. Reports to the Environmental Specialist.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually

written out in this job description.

Essential Job Functions

- Conducts field inspections of stormwater management facilities, or BMPs, and develops inspection reports.
- Conducts illicit discharge investigations and corresponds with other departments to resolve issues.
- Conducts stormwater outfall screenings and prepares associated screening reports.
- Conducts field testing.
- Assists with stormwater outreach events, including presentations at schools and community events.
- Serves as staff representative on committees.
- Investigates complaints from the general public pertaining to departmental services or programs, or refers to appropriate official.
- Provides support to emergency clean-up contractors during business hours.
- Assists the general public and consultants with locating file information, maps, etc. Assists in creating and maintaining department filing system and maintains accurate and current records for private site and engineering plans, including electronic files. Assists consulting/private engineers, land developers, and the general public in obtaining information regarding existing or proposed water, sewer, and stormwater and roadway facilities within the City of Suffolk.
- Assists in maintaining a log of department's fixed assets (i.e. stormwater infrastructure and stormwater management facilities).
- Assists departmental staff in preparing public presentations to the City Council and community organizations.
- Reviews and inspects stormwater infrastructure.
- Conducts property research.
- Conducts field sampling and monitoring of stormwater runoff and analyzes data.
- Conducts surveying and sounding measurements of stormwater ponds.
- Assists with water sampling via boat on the Nansemond River and analyzes monitoring data.
- May provide detailed monitoring reports and assists the Public Works Engineering Division staff.
- May review plans for the location of stormwater features.
- May assist with Erosion and Stormwater management inspections.
- May answer any questions that may arise from assisting Engineers, Planners and Land Developers pertaining to departmental policy, procedures and

location of available water and sewer facilities.

- May assist in locating physical water and sewer structures and verifies as-built using GPS technology.
- May be required to prepare and provide expert sworn testimony in courtroom or hearings.
- Performs other related duties as required.

Required Qualifications

Bachelor's Degree with major course work in science, or a related field, and at least 2 years of experience in science, water and sewer utilities, surveying or a related field; or any equivalent combination of training and experience which provide the required skills, knowledge and abilities.

Requires a valid driver's license.

In addition, for the Department of Public Works, a DEQ Erosion and Stormwater Inspector Certification, to be acquired within 12 months of hire.

A Virginia Boater's License may also be required

Knowledge, Skills & Abilities

- Knowledge of the principles and practices of civil engineering as applied to design and construction of stormwater facilities.
- Knowledge of municipal engineering objectives, purposes, methods and practices.
- Knowledge of land and engineering survey systems, methods and techniques.
- Knowledge of federal, State and local laws, regulations and codes governing municipal public works and utilities construction and design, including stormwater regulations.
- Knowledge of State and local laws, ordinances and codes pertaining to new construction and stormwater. Ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.
 - Ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments, or directions from superiors.
 - Ability to read a variety of reports, letters and memos, site plans, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats. Requires the ability to speak with poise, voice control and confidence.
 - Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form;

and to deal with several abstract and concrete variables.

- Ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering and legal terminology.

- Ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, and trigonometry.

- Ability to inspect items for proper length, width and shape.

- Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

- Ability to read and interpret construction plans, blueprints and engineering specifications, and GIS mapping and databases.

- Ability to prepare technical reports.

- Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.

- Ability to exercise considerable tact and courtesy in frequent contact with the public.

- Ability to establish and maintain effective relationships as necessitated by work assignments.

Performance Evaluation Criteria

Quality of Work

Quantity of Work

Dependability

Attendance

Initiative and Enthusiasm

Judgment

Cooperation

Relationships

Coordination of Work

Safety

Physical Requirements

Must be physically able to operate a variety of engineering machinery and tools including a level, transit, GPS field equipment, and office machinery including computers. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Physical demand requirements are in excess of those for Sedentary Work. Light

Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. In addition to the physical requirements listed above, incumbents in the Public Works Department may be required to walk long distances over potentially uneven terrain in a variety of weather conditions while carrying and/or using various equipment (survey rod, probe, shovel, metal detector, etc.) to locate, uncover and evaluate infrastructure in the field. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and engineering tools. Requires the ability to handle a variety of items such as office equipment and engineering tools. Must have minimal levels of eye/hand/foot coordination. Requires the ability to differentiate between colors and shades of color. Requires the ability to talk and hear. Requires the ability to differentiate between colors and shades of color.

FLSA Status

Non-Exempt



City of Suffolk Family Services Specialist (Proposed)

Class Spec Code	8728	Established Date	06/30/2016
Last Revised Date	03/18/2026	Effective	03/19/2026
Salary Range	\$51,939.00 - \$81,700.00 Annually	Bargaining Unit	GEN
EEO	IPED	Occupational Group	Professionals
FLSA	Non-Exempt	Benefit Code	GEN
Physical Class	11		

Job Summary

Under general supervision, facilitates, coordinates, and provides counseling and case management in multiple social work service programs administered by the City Social Services Department including protective services for adults and children as well as foster care. Tasks include screening clients and explaining multiple social work service programs, determining and pursuing necessary action to meet client needs, counseling clients, and providing or assisting in obtaining access to necessary human services assistance. Maintains various records and case files. Prepares required reports.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Essential Job Functions

- Interviews applicants, explaining scope of multiple benefit programs and determining eligibility for assistance. Secures and verifies financial, social

and employment data from applicant. Assists applicant in completing required forms, as necessary.

- Evaluates information received from applicants for consistency, accuracy and completeness.
- Identifies needs of clients. Explains available programs, rights and responsibilities. Refers clients to other Social Services programs and ancillary agencies, including child support enforcement officials, as appropriate.
- Explores other possible sources of income for applicants.
- Completes mathematical computations. Determines amount and type of assistance clients may be eligible or ineligible to receive.
- Maintains contact with clients, visiting clients' homes as necessary. Receives inquiries and provides information based on detailed knowledge of multiple benefit programs, or refers inquiries to appropriate personnel.
- Composes and types correspondence and forms. Assumes responsibility for correctness of spelling, punctuation, format and grammar.
- Plans and organizes caseload, establishing priorities and scheduling appointments.
- Utilizes numerous computer-driven data entry and file maintenance programs to retrieve files and other information required to determine eligibility for assistance. Performs various data entry duties.
- Researches files and records to obtain data for inclusion in periodic review of clients' eligibility status and/or re-evaluation of applications through appeals process.
- Identifies instances of fraud. Makes appropriate referrals and contacts.
- Maintains data from various sources. Performs research for completion of periodic reports. Organizes data for analysis.
- Maintains a variety of confidential records and files.
- Participates in coverage of emergency/disaster related incidents up to and including sheltering of individuals and families.
- Remains on-call for emergency after hour duties.
- Performs other related duties as required.

Employee must be willing to work disaster related assignments, including emergency shelter duty, in the event of a natural disaster or emergency.

Required Qualifications

Minimum of a Bachelor's degree in a Human Services field or minimum of a Bachelor's degree in any field with a minimum of two years of appropriate and related experience in a Human Services area (Section 22VAC40-670-20 of the Administrative Code of Virginia). Experience (typically 1-2 years) in assigned

program area and completion of required training programs or equivalent combination of training and experience which provides the required knowledge, skills and abilities. Possession of a BSW or MSW degree and a Commonwealth of Virginia Social Worker license are desirable. Requires a valid driver's license.

Knowledge, Skills & Abilities

- Knowledge of local, State and federal laws, ordinances, rules and regulations governing multiple benefit programs, as applicable.
- Knowledge of the policies, procedures, rules and regulations of multiple benefit programs as administered through the State and City Social Services programs.
- Knowledge of the forms, documents and manuals associated with multiple benefit programs.
- Knowledge of other programs administered through the City Social Services Department, and through community human services agencies or volunteer groups.
- Knowledge of the social and economic factors in the community.
- Knowledge of the principles, methods, and techniques of public administration.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to perform in a supervisory capacity over subordinate supervisors.
- Ability to read a variety of reports, informational and technical documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to inspect items for proper length, width, and shape, visually with job-related equipment.

- Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.
- Ability to use common office machines, including computer-driven word processing, spreadsheet and file maintenance programs.
- Ability to compile technical information from a variety of sources and prepare clear and concise reports.
- Ability to exercise considerable initiative and independent judgment in analyzing and applying standards to a variety of situations.
- Ability to communicate effectively in oral and written form.
- Ability to explain rules, regulations and policies of multiple benefit programs in terms understood by applicants and the general public.
- Ability to exercise considerable tact, courtesy and discretion in contact with program applicants and clients, and the general public.
- Ability to exercise considerable discretion in handling confidential files.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

Performance Evaluation Criteria

- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment
- Cooperation
- Relationships
- Coordination of Work
- Safety

Physical Requirements

Must be physically able to operate a variety of automated office machines which include computers, calculators, copiers, facsimile machines, etc. Must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Requires the ability to read a variety of correspondence, reports, records, forms, statistical summaries, etc. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently

in a variety of technical or professional languages, including legal, medical and insurance terminology. Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment. Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination. Requires the ability to talk and/or hear. May require the ability to differentiate colors and shades of color.

FLSA Status

Non-Exempt



City of Suffolk Fleet Maintenance Coordinator (Proposed)

Class Spec Code	TBD004	Established Date	03/18/2026
		Effective	03/18/2026
Salary Range	\$31.87 - \$50.13 Hourly \$66,289.00 - \$104,271.00 Annually	Bargaining Unit	GEN
EEO	EEO1- Administrative Support Workers	Occupational Group	Administrative Support
FLSA	Non-Exempt	Benefit Code	GEN
Physical Class	2		

Job Summary

The Fleet Maintenance Coordinator is responsible for overseeing and supporting outsourced maintenance and repair activities for the City's vehicle and equipment fleet. This position manages vehicle accident claims, and oversees outsourced work to ensure timely, cost-effective, and high-quality service. The Coordinator serves as a primary liaison between Fleet Management, vendors, other city departments, Risk Management and insurance representatives to maintain safe and reliable fleet operations while ensuring compliance with applicable codes, standards, and regulations. Work performed in both office and shop environments. Occasional exposure to noise, fumes, and outdoor conditions during inspections or vendor visits. May be required to work extended hours during emergencies or peak workload periods. Position reports to the Fleet and Equipment Services Manager.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically

spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Essential Job Functions

- Manage and track all vehicle accidents, including coordination with insurance, risk management, and repair vendors to ensure timely claim processing and vehicle restoration.
- Obtain repair estimates, authorize work, and monitor progress for outsourced repairs.
- Develop and maintain relationships with vendors to ensure quality repairs and maintenance are performed.
- Coordinate vehicle repairs and logistics with outside vendors to minimize cost and downtime.
- Communicate with operations staff to ensure necessary fleet availability is maintained to meet departmental needs.
- Coordinate and participate in the delivery and pick-up of vehicles for preventive maintenance and repairs.
- Review and approve vendor invoices for accuracy and compliance with contract terms.
- Prepare and maintain detailed service records, accident documentation, and cost reports in the fleet management system.
- Prepare and maintain various records, logs, and reports related to fleet operations, maintenance, and expenses.
- Monitor fleet performance and maintenance trends to identify recurring issues and recommend improvements.
- Ensure compliance with all safety, environmental, and regulatory requirements related to fleet maintenance and repair.
- Assist with vehicle replacements, up fitting coordination, and surplus disposition as needed.
- Support procurement efforts for parts, supplies, and contracted maintenance services, including writing requisitions for sole source and emergency procurement.
- Provide reports and data analysis related to downtime, maintenance costs, and accident frequency.
- Ensure compliance with current maintenance and service contracts.
- Maintain a master record of current and expired contracts.
- Performs other duties and special projects as required

Required Qualifications

High school diploma or GED required; Associate's Degree in Automotive Technology, Business, or related field preferred. Minimum of three (1) years of experience in service writing, vehicle maintenance administration, or a related field. Experience managing vehicle accidents and outsourced repair work preferred.

Licenses and Certifications:

- Valid driver's license required.
- ASE certification(s) preferred, specifically ASE B6 (Damage Analysis and Estimating) and ASE C1 (Automotive Service Consultant).
- CDL preferred but not required.

Knowledge, Skills & Abilities

- Knowledge of vehicle and equipment maintenance practices and repair procedures.
- Good understanding of vehicle mechanical systems.
- Understanding of accident reporting, insurance claim processes, and risk management coordination.
- Knowledge of or ability to learn, fleet telematics systems and fleet information systems.
- Ability to learn applicable computer application skills.
- Proficiency in Microsoft Office, specifically Excel spreadsheets, for developing databases, tracking costs, and creating reports.
- Ability to read and comprehend federal, state, and city codes and compliance requirements.
- Ability to interact and work effectively with a wide range of individuals, including staff at all levels and external partners.
- Ability to react positively to frequent changes in duties and work volume.
- Ability to communicate clearly.
- Ability to logically organize details and support multiple projects through successful completion.
- Strong analytical, research, and organizational skills.
- Detail-oriented, professional, and able to manage time effectively in a dynamic environment.
- Must possess strong written and verbal communication skills.
- Must be highly organized and self-motivated.
- Self-confidence, emotional stability, good judgment, and tolerance for high stress.
- Ability to receive and maintain professional certifications, as required.

- Proficiency in fleet management software (such as FASTER) and data entry.
- Knowledge of purchasing and contract management principles preferred.

Performance Evaluation Criteria

- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment
- Cooperation
- Relationships
- Coordination of Work
- Safety

Physical Requirements

Must be physically able to operate a variety of tools and equipment used in building maintenance and repair. Must be able to exert up to 100 pounds of force occasionally, and/or up to 25 pounds frequently, and/or a negligible amount of force constantly to move objects. Work typically requires standing, walking, climbing, bending, and reaching. Must have sufficient visual acuity, manual dexterity, and coordination to perform required tasks. Must be able to communicate effectively and adapt to performing under stress or emergency conditions.

FLSA Status

Non-Exempt



City of Suffolk IT Service Support Manager (Proposed)

Class Spec Code	TBD008	Established Date	03/19/2026
Last Revised Date	03/20/2026	Effective	03/20/2026
Salary Range	\$39.13 - \$61.54 Hourly \$81,380.00 - \$128,010.00 Annually	Bargaining Unit	GEN
EEO	EEO1- Administrative Support Workers	Occupational Group	Administrative Support
FLSA	Exempt	Benefit Code	GEN
Physical Class	2		

Job Summary

Under general supervision, performs supervisory and administrative work of an information technology Service Support section. Work involves managing the performance of Level 1 and Level 2 services & support to staff and ensuring that service levels are achieved. The Service Support Manager will ensure that staff provides high-value interactions to meet or exceed expectations in regards to performance, meeting defined metrics/benchmarks, and that standards and processes are followed to provide effective customer service and meet the requirements of the City. The Service Support Manager is responsible for the overall management and day-to-day operation of the Technology Service Desk, software and hardware procurement, vendor management and compliance management. Employee must also exercise tact and courtesy in frequent contact with department's customers and the general public. Reports to the Assistant Director of the Department.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be

described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Essential Job Functions

- Oversees all requests, incidents and problems.
- Manages and coordinates urgent and complicated support issues. Acts as escalation point for all helpdesk requests and incidents.
- Develops and matures phone/ticket escalation processes to ensure free flowing escalation and information within the organization.
- Determines root cause of issues and communicates appropriately to internal and external customers
- Monitors all service requests to assure that all incidents and changes are being handled in a timely manner and with high quality customer service.
- Oversees the development, implementation, and maintenance of appropriate documentation and support programs for end-users.
- Develops and maintains knowledge base, FAQ's, tutorials, help guides, and other educational and training materials provided to end users.
- Performs administrative responsibilities for IT procurement, and ensures customer procurement requests for computing hardware, software, or mobile devices are handled efficiently and within SLA's.
- Manages the process for the communication of outage/emergency activities to the organization.
- Manages vendor relationships as it depends on daily operational needs.
- Performs purchase order review and approval/budgeting responsibility.
- Reviews survey feedback to improve services, tools and support experience.
- Keeps confidential all applicant, client, and verification and company proprietary information.
- Supervises department employees, which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.
- Provides daily management and supervision of the assigned Department's Service Support Section.
- Monitors and evaluates service support staff performance; coordinates training and development.

- Recommends, develops, and implements new work processes as necessary to increase effectiveness and efficiencies in deliver of customer service.
- Maintains, reviews, and recommends adequate internal control procedures.
- Operates a vehicle and a variety of equipment such as personal computer, fax machine, copier, etc.
- Uses computer supplies and office productivity software such as Microsoft Word, Microsoft Excel, Kronos time keeping, etc. based on departmental requirements
- May assist the Department Assistant Director or Director in the development of departmental policies.
- Performs other related duties as required.

Required Qualifications

Bachelor's Degree in Information Technology or related field with 3 to 5 years of experience in Enterprise Programs, Service Desk and /or Call Center with a Tiered environment, with at least three years of experience managing, mentoring and supervising technical support teams in a public or private environment and demonstrated excellent written and verbal communication skills; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Requires a valid driver's license.

Knowledge, Skills & Abilities

- Knowledge of the methods, policies, and procedures of a City Department as they pertain to the performance of duties of the Service Support Manager.
- Knowledge of the policies and procedures, organization and function of the IT department.
- Knowledge of support service and IT support desk policies, and procedures.
- Knowledge of the principles of supervision, organization, and administration.
- Knowledge and experience in using KACE SMA.
- Knowledge and experience in using and administering BeyondTrust remote desktop tool.
- Skilled in the use of a variety of help desk software and/or ticketing systems.
- Ability to direct, supervise, and coordinate the work of subordinate employees.
- Ability to perform mathematical computations with speed and accuracy.

- Ability to exercise independent judgment and initiative in completing assigned tasks.
- Ability to prepare financial and other related reports.
- Ability to interpret policy and procedural guidelines and to resolve problems and questions.
- Ability to communicate effectively in oral and written form.
- Ability to exercise tact, courtesy and firmness in frequent contact with customers and the general public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.
- Ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.
- Ability to read a variety of reports, records, invoices, etc.; to prepare reports, correspondence, purchase orders, accounting reports, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to speak with poise, voice control and confidence.
- Ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions.
- Ability to communicate effectively and efficiently in Standard English.
- Ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra.
- Ability to inspect items for proper length, width and shape.
- Possess at least 2-3 yrs experience in administering Microsoft Intune, Office 365, Microsoft Entra ID and Active Directory.

Performance Evaluation Criteria

- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment

- Cooperation
- Relationships
- Coordination of Work
- Safety
- Planning
- Organizing
- Staffing
- Leading
- Controlling
- Delegating
- Decision Making
- Creativity
- Human Relations
- Policy Implementation
- Policy Formulation

Physical Requirements

Must be physically able to operate a variety of automated office machines including computers, calculators, copiers, facsimile machines, etc. Must be able to exert up to 40 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment. Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination. Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress. Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

FLSA Status

Exempt



City of Suffolk Lifeguard I (PROPOSED)

Class Spec Code	5124	Established Date	06/30/2020
Last Revised Date	03/19/2026	Effective	03/19/2026
Salary Range	\$35,092.00 - \$55,200.00 Annually	Bargaining Unit	GEN
EEO	IPED	Occupational Group	Skilled Craft
FLSA	Non-Exempt	Benefit Code	GEN
Physical Class	1		

Job Summary

This position ensures the safety of aquatic facility patrons, enforces facility rules, and promotes water safety. During an emergency, administers first aid, CPR, defibrillation and appropriate patient care. Other duties may include assisting with swimming lessons and planning, implementation, and evaluation of aquatic programs, planning daily activities of the pool and general swimming pool operations. Performs routine administrative tasks to complete required paperwork.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Essential Job Functions

- Observes swimmers in order to provide a safe swimming environment.
- Maintain communications with supervisors, employees, other departments, vendors, the public, and outside agencies.
- Cleans and maintains the facility, as needed.

- Enforce pool regulations and safety procedures to protect the life and well-being of persons using the swimming pool.
- Ability to perform routine administrative tasks for the department; routine data entry, record keeping, and filing tasks.
- Ability to operate a computer and other necessary equipment to complete essential functions, including, but not limited to, word processing, email, etc.
- Set up and take down equipment used for open swimming, classes, and events.
- Provide assistance and input regarding programs, participants, and volunteers.
- Administer basic first aid and cardio-pulmonary resuscitations, according to established standards as necessary.
- Operate various types of rescue equipment, as needed.
- Perform necessary rescue techniques, as needed.
- Attend staff meetings, and attend and/or conduct in-service training sessions, as required.
- Assist with special events at aquatic facilities, as needed.
- Complete incident/injury reports, as needed.
- Perform other related duties as required.

Required Qualifications

Some high school required and must be at least 16 years of age. Certifications as a Lifeguard, CPR/AED, and First Aid.

Knowledge, Skills & Abilities

- Safe swim practices.
- Rescue techniques.
- Appropriate education may be substituted for previous work experience.
- Previous work experience may be substituted for appropriate education requirements.

Physical Requirements

Tasks require medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Pulling; reaching; speaking to express or exchange ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly; shouting to be heard above ambient noise level;

and visual and mental acuity are necessary.

FLSA Status

Non-exempt



City of Suffolk Lifeguard II (Proposed)

Class Spec Code	5126	Established Date	06/30/2020
Last Revised Date	03/18/2026	Effective	03/19/2026
Salary Range	\$38,690.00 - \$60,857.00 Annually	Bargaining Unit	GEN
EEO	IPED	Occupational Group	Skilled Craft
FLSA	Non-Exempt	Benefit Code	GEN
Physical Class	1		

Job Summary

This position instructs swim lessons, ensures the safety of aquatic facility patrons, enforces facility rules, and promotes water safety. During an emergency, administers first aid, CPR, defibrillation and appropriate patient care. Other duties may include assisting with swimming lessons and planning, implementation, and evaluation of aquatic programs, planning daily activities of the pool and general swimming pool operations. Performs routine administrative tasks to complete required paperwork.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Essential Job Functions

- Observes swimmers in order to provide a safe swimming environment.
- Maintain communications with supervisors, employees, other departments, vendors, the public, and outside agencies.
- Cleans and maintains the facility.

- Enforce pool regulations and safety procedures to protect the life and well-being of persons using the swimming pool.
- Ability to perform routine administrative tasks for the department; routine data entry, record keeping, and filing tasks.
- Ability to operate a computer and other necessary equipment to complete essential functions, including, but not limited to, word processing, email, etc.
- Set up and take down equipment used for open swimming, classes, and events.
- Provide assistance and input regarding programs, participants, and volunteers.
- Administer basic first aid and cardio-pulmonary resuscitations, according to established standards as necessary.
- Operate various types of rescue equipment, as needed.
- Perform necessary rescue techniques, as needed.
- Attend staff meetings, and attend and/or conduct in-service training sessions, as required.
- Assist with special events at aquatic facilities, as needed.
- Complete incident/injury reports, as needed.
- Perform other related duties as required.

Required Qualifications

Graduation from high school or GED. Certifications as a Lifeguard, swim instructor, CPR/AED, and First Aid.

Knowledge, Skills & Abilities

- Safe swim practices.
- Rescue techniques.
- Appropriate education may be substituted for previous work experience.
- Previous work experience may be substituted for appropriate education requirements.

Physical Requirements

Tasks require medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Pulling; reaching; speaking to express or exchange ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly; shouting to be heard above ambient noise level; and visual and mental acuity are necessary.

FLSA Status

Non-exempt



City of Suffolk Maintenance Supervisor (Proposed)

Class Spec Code	TBD005	Established Date	03/18/2026
		Effective	03/18/2026
Salary Range	\$30.35 - \$47.74 Hourly \$63,131.00 - \$99,305.00 Annually	Bargaining Unit	GEN
EEO	EEO1- Administrative Support Workers	Occupational Group	Administrative Support
FLSA	Non-Exempt	Benefit Code	GEN
Physical Class	2		

Job Summary

Under general supervision, performs supervisory and technical work in the operation of the City's building maintenance program. Work involves performing difficult and complex maintenance and repair work on a wide variety of City facilities and systems, and supervising the activities of subordinate Maintenance Technicians and trades personnel. The employee is also responsible for scheduling and assigning maintenance and repair work for City buildings, maintaining inventories of parts and supplies, and keeping accurate records of maintenance performed. The employee must exercise considerable initiative and independent judgment to ensure the safety, functionality, and operability of City facilities. Reports to the Assistant Director of Capital Programs and Buildings.

Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Employees may be required to perform duties not specifically spelled out in this job description, but which may be reasonably considered incidental to the position.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Essential Job Functions

- Assists the Assistant Director of Capital Programs and Buildings in administering building maintenance policies and implementing facility management regulations.
- Oversees daily building maintenance operations across City facilities. Ensures appropriate customer service and represents the department as the primary customer service representative for maintenance-related needs.
- Supervises, trains, and evaluates subordinate staff; writes performance evaluations, issues disciplinary actions, handles employee complaints and grievances, and recommends hiring, termination, and promotion actions.
- Plans, coordinates, and supervises maintenance, repair, and modification work for City buildings, systems, and equipment.
- Prioritizes maintenance requests, schedules work assignments, and ensures adherence to preventive maintenance programs and safety standards.
- Reviews maintenance logs, work orders, and service requests; inspects work for quality and completeness.
- Provides technical guidance and hands-on assistance to Maintenance Technicians on complex or unusual repair issues. Inspects facilities, systems, and equipment to ensure proper operation, safety, and compliance with regulations.
- Coordinates the identification and procurement of materials, supplies, and parts needed for repairs.
- Communicates with contractors and vendors regarding quotes, service needs, and materials procurement.
- Ensures adherence to OSHA and City safety regulations.
- Maintains records and files on all maintenance and repair work performed; enters job requisitions into computerized maintenance systems.
- Attends meetings, planning sessions, and discussions regarding building projects, maintenance priorities, and operational improvements.
- Implements work activities in accordance with established schedules and

priorities.

- Maintains a calendar for meetings, training, deadlines, and departmental events. Performs related building maintenance and repair work as required, including minor electrical, plumbing, HVAC, and carpentry tasks.

Required Qualifications

Graduation from high school supplemented by coursework in building systems maintenance or construction trades, and 6 to 9 years of experience in facility maintenance or construction, preferably in a supervisory capacity; or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

Special Requirements:

- Possession of a valid driver's license issued by the Commonwealth of Virginia.
- Possession of or ability to obtain appropriate trade certifications (e.g., HJAC , electrical, plumbing) as required.

Knowledge, Skills & Abilities

- Thorough knowledge of building systems, including electrical, plumbing, HVAC, carpentry, and structural maintenance.
- Knowledge of preventive maintenance practices, safety procedures, and building codes.
- Knowledge of materials, tools, and equipment used in general facility maintenance and repair.
- Knowledge of occupational hazards and appropriate safety precautions.
- Skill in the use of hand and power tools and building maintenance equipment. Ability to supervise the work of subordinates and instruct employees in proper work techniques.
- Ability to plan and schedule maintenance activities and carry out assignments independently.
- Ability to interpret technical manuals, blueprints, and schematics.
- Ability to maintain accurate records, prepare reports, and communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with employees, contractors, and other City departments.
- Ability to apply independent judgment and technical expertise to solve practical maintenance problems.
- Ability to perform manual labor associated with maintenance and repair work.

Performance Evaluation Criteria

- Quality of Work
- Quantity of Wo
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment
- Cooperation
- Relationships
- Safety
- Planning and Organizing
- Staffing and Leading
- Decision Making
- Creativity
- Human Relations
- Policy Implementation and Formulation
- Controlling and Delegating

Physical Requirements

Must be physically able to operate a variety of tools and equipment used in building maintenance and repair. Must be able to exert up to 100 pounds of force occasionally, and/or up to 25 pounds frequently, and/or a negligible amount of force constantly to move objects. Work typically requires standing, walking, climbing, bending, and reaching. Must have sufficient visual acuity, manual dexterity, and coordination to perform required tasks. Must be able to communicate effectively and adapt to performing under stress or emergency conditions.

FLSA Status

Non-Exempt



City of Suffolk

Mosquito Control Biology Technician (Proposed)

Class Spec Code	TBD006	Established Date	03/18/2026
		Effective	03/18/2026
Salary Range	\$20.51 - \$32.26	Bargaining Unit	GEN
	Hourly		
	\$42,653.00 -		
	\$67,093.00		
	Annually		
EEO	EEO1-Technicians	Occupational Group	Technicians
FLSA	Non-Exempt	Benefit Code	GEN
Physical Class	2		

Job Summary

Under general supervision, assists the biologists with the professional performance of services relating to trapping, gathering, and analyzing living organisms and the environment as related to mosquito control. Reports to the Mosquito Control Superintendent.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Essential Job Functions

- Assists with the general setting and placement of mosquito surveillance traps and the collection of mosquito samples; identifies mosquito catches to species, mosquito primary vectors are trapped and gathered into pools

that are tested using an in-house testing assay; mosquito pools identified as positive for arboviral diseases are then sent for confirmation to the necessary laboratories. Data is recorded, reported, and presented to the Superintendent.

- Participates in the cleaning and maintenance of trapping equipment during and after the mosquito season: April to October. Reports malfunctions and issues with equipment in a timely manner
- Assists with the inventory to help with the ordering of laboratory supplies and equipment
- Assists with special projects with practical concern to mosquito control for the purpose of evaluating and improving techniques of control.
- Participates with field surveys of mosquito breeding and potential breeding sources.
- Participates in the collection of surveillance information; provides this data to the biologists and superintendent.
- Assists with outreach educational events during the mosquito control season and off-season.
- May assist and/or directly participate with the Mosquito Control Technician and Seasonal Mosquito Control Technicians in all the above tasks.
- Performs related work as required.

Required Qualifications

Graduation from high school or GED or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires a valid driver's license.

Must acquire and maintain a Virginia Registered Pesticide Technician Certification within 2 months of hiring date.

Knowledge, Skills & Abilities

- Knowledge of the policies, procedures, and activities of the City and of Public Works Department practices as they pertain to the performance of duties relating to the position.
- Knowledge of practices, procedures, methods, and techniques relating to vector control, mosquito spraying programs, and the safe and effective application of larvicides and insecticides for mosquito control.
- Knowledge of the principles associated with mosquito biology and medical entomology.
- Knowledge of the terminology, principles, and methods utilized within the department.

- Ability to comprehend, interpret, and apply regulations, procedures, and related information.
- Ability to effectively communicate and interact with subordinates, supervisors, members of the general public, and all other groups involved in the activities of the department.
- Ability to assemble information and make written reports and documents in a concise, clear and effective manner.
- Ability to use independent judgment and work with little direct supervision as situations warrant. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers.
- Ability to read, understand, and interpret financial, biological, chemical, and computer documentation, reports, and related materials.
- Ability to effectively express ideas orally and in writing. Is able to exercise tact and courtesy in frequent contact with City employees, City officials, professionals, and the general public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments. • Ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.
- Ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.
- Ability to read a variety of informational and legal documents, City and state codes, law books, etc. Requires the ability to prepare correspondence, memorandum, opinions, contracts, notices, petitions, etc. Must be able to speak with poise, voice control and confidence, and to articulate information to others.
- Ability to plan work and develop procedures; to learn and/or evaluate complex information in order to make judgments and decisions.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including legal and municipal terminology.
- Ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.
- Ability to inspect items for proper length, width and shape.
- Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with

(persons acting under stress) (emergency situations).

Performance Evaluation Criteria

- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment
- Cooperation
- Relationships
- Coordination of Work
- Safety

Physical Requirements

Light to medium work that involves walking, standing, and sitting at a microscope or computer. Job also involves lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 40 pounds) exerting between 20 and 50 pounds of force on a regular and recurring basis. Requires the ability to coordinate hands and eyes in using job related equipment and in operating motor vehicles, small forceps, dissecting stereo microscopes, computers for data entry and setting up mosquito surveillance traps. Requires the ability to handle a variety of items, job related equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have moderate levels of eye/hand/foot coordination. May require the ability to differentiate colors and shades of color. Requires the ability to talk and/or hear.

FLSA Status

Non-Exempt



City of Suffolk Organizational Development Consultant (proposed)

Class Spec Code	TBD	Established Date	03/06/2026
Last Revised Date	03/06/2026	Effective	03/06/2026
Salary Range	\$39.13 - \$61.54 Hourly \$81,380.00 - \$128,010.00 Annually	Bargaining Unit	GEN
EEO	EEO4-Professionals	Occupational Group	Professionals
FLSA	Exempt	Benefit Code	GEN
Physical Class	2		

Job Summary

Under limited supervision, the Organizational Development Consultant assesses organizational and workforce needs and develops strategies, programs, and initiatives that strengthen leadership effectiveness, employee engagement, and organizational culture across the City. The position serves as an internal consultant to department directors, managers, and supervisors on leadership development, organizational effectiveness, communication practices, and performance improvement.

This role supports City leadership through organizational development initiatives including leadership development programs, training facilitation, leadership coaching, change management strategies, and team effectiveness initiatives. The Organizational Development Consultant partners with departments to identify organizational challenges, develop practical solutions, and implement initiatives that improve collaboration, communication, and organizational performance.

The position also coordinates the City's Representation and Accessibility Program (RAP) and administers Citywide workforce engagement and recognition initiatives that support a positive and productive workplace culture.

Work requires significant professional judgment, discretion, and independence when advising leadership and facilitating discussions related to workplace performance, team dynamics, and organizational effectiveness.

This position works closely with department leadership to identify organizational challenges and implement initiatives that improve leadership effectiveness, employee engagement, and overall organizational performance across the City.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Essential Job Functions

Organizational Development and Leadership Support

- Serves as an internal consultant to City leadership on organizational development strategies that improve workforce performance, engagement, and collaboration.
- Assesses departmental and organizational needs and recommends leadership development, team effectiveness, and organizational improvement strategies.
- Leads organizational development initiatives including change management efforts, team development activities, and culture improvement initiatives.
- Designs, develops, and delivers leadership development and professional learning programs for supervisors, managers, and emerging leaders.
- Develops curriculum and facilitates instructor-led and workshop-style training sessions for supervisors, managers, and employees on topics such as leadership development, communication, performance management, workplace effectiveness, and professional skills.
- Facilitates discussions with work groups and leadership teams to address communication challenges, organizational alignment, and workplace effectiveness.
- Provides one-on-one coaching to supervisors and managers to strengthen leadership effectiveness, communication practices, and employee engagement.

- Advises leaders on strategies related to employee engagement, workplace culture, conflict resolution, and performance management practices.

Workforce Engagement and Culture Initiatives

- Develops and coordinates workforce engagement initiatives that strengthen employee connection, communication, and organizational culture.
- Designs and administers programs that support employee engagement, organizational pride, and workforce morale.
- Evaluates engagement initiatives and recommends improvements based on employee feedback, participation trends, and organizational needs.
- Collaborates with departments to promote activities and initiatives that strengthen collaboration and employee involvement across the organization.

Reward and Recognition Program

- Develops and administers the City's employee reward and recognition program to acknowledge employee achievements, service milestones, and organizational contributions.
- Coordinates recognition activities, events, and communication efforts that highlight employee accomplishments and reinforce organizational values.
- Evaluates program effectiveness and recommends improvements based on participation trends, employee feedback, and best practices in employee recognition.

Consultation, Facilitation, and Mediation

- Advises department leadership on organizational challenges and facilitates structured discussions and problem-solving sessions to improve team effectiveness, communication practices, and workplace relationships.
- Facilitates discussions among supervisors, employees, and teams to address workplace communication issues, team dynamics, and performance concerns.
- Provides facilitation and mediation support during difficult conversations involving performance issues, communication breakdowns, or workplace conflict.
- Supports leaders in strengthening communication practices and leadership effectiveness through structured facilitation and coaching.

Representation and Accessibility Program (RAP)

- Coordinates the City's Representation and Accessibility Program and supports initiatives that promote an inclusive and accessible workplace environment.
- Facilitates RAP meetings, establishes work plans, and monitors program

initiatives and outcomes.

- Develops programming and activities that support accessibility awareness, engagement, and collaboration across the organization.

Required Qualifications

Bachelor's degree in human resources, public administration, business administration, organizational leadership, or a related field; and five years of professional experience in human resources, training and development, leadership development, or organizational development; or an equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Experience supporting leadership development, organizational effectiveness initiatives, or employee engagement programs is preferred.

Requires a valid driver's license.

Knowledge, Skills & Abilities

Knowledge of organizational development principles, leadership development practices, and employee engagement strategies.

Knowledge of public administration principles and municipal government operations.

Knowledge of adult learning principles and effective facilitation techniques.

Knowledge of organizational change management practices and team development strategies.

Skill in facilitating discussions, workshops, and meetings involving diverse groups of employees and leadership.

Skill in analyzing organizational needs and recommending practical solutions that improve workforce effectiveness.

Skill in communicating clearly and effectively both orally and in writing.

Skill in collecting, analyzing, and presenting organizational data and workforce metrics.

Ability to establish effective working relationships with employees, supervisors, department leadership, and external partners.

Ability to exercise sound judgment and maintain confidentiality when addressing sensitive workplace matters.

Ability to analyze complex organizational issues, gather relevant information, and develop effective recommendations.

Performance Evaluation Criteria

Quality of Work

Quantity of Work

Dependability

Attendance

Initiative and Enthusiasm

Judgment

Cooperation

Relationships

Coordination of Work

Safety

Physical Requirements

Work is primarily performed in an office environment and requires the operation of standard office equipment including computers, telephones, and related technology. The position may require occasional standing, walking, and travel to City facilities for meetings, training sessions, and organizational development activities.

FLSA Status

Exempt



City of Suffolk Public Safety Telecommunication Supervisor (Proposed)

Class Spec Code	TBD007	Established Date	03/18/2026
		Effective	03/18/2026
Salary Range	\$31.87 - \$50.13 Hourly \$66,289.00 - \$104,271.00 Annually	Bargaining Unit	GEN
EEO	EEO1- Administrative Support Workers	Occupational Group	Administrative Support
FLSA	Exempt	Benefit Code	GEN
Physical Class	2		

Job Summary

Under general supervision, assists in the management of the daily operations of the Public Safety Answering Point. This position oversees the implantation of policies, procedures, governmentally regulated mandates and ensures the proper training and certification of all dispatchers. This position also supervises the work of a team of lead communication operators.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be essential in the performing of their duties just as though they were actually written out in this job description.

Essential Job Functions

- Assists in the management of the daily activities of communication lead operators, as well as indirectly oversees the work of all communication

operators. Administers staff development and training, performance management, employee relations, prioritizing and assigning work and related activities; Works closely with the Grant Administrator, CAI-EA Accreditation Manager to obtain grants necessary to purchase new equipment or pay for training and to maintain Accreditation status of the Emergency Communications Center. Coordinates with Information Technology for the installation and support of network hardware and software

- Assists with preparing and monitoring the operating budget of the section; prepares detailed and complex reports, briefings, presentations and publications in support of the section's functions.
- Performs statistical and quality analysis; assists with the development of programs to analyze and evaluate operations and to create strategies for optimum efficiency and effectiveness
- Assists in the coordination the City's False Alarm Reduction Program.
- Remains current on developments in the field of Emergency Communications as it pertains to new regulations and 911 technological advances. Acts as the PSAP Manager in the absence of the PSAP Manager. Performs other related duties as required.

Required Qualifications

Graduation from high school and 10 years of increasingly responsible experience in Emergency Communications, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Possession of a valid driver's license.

CALEA and APCO Training required. Must be a certified Emergency Communications Operator in the Commonwealth of Virginia through the Department of Criminal Justice Services.

Must have or the ability to obtain a Full VCIN Certification and Emergency Medical Dispatch Certification. IT experience related to Emergency Communications preferred.

Knowledge, Skills & Abilities

- Knowledge of Standard English grammar, punctuation and usage, and of 9-1-1 record keeping and reporting methods.
- Knowledge of federal, State and local laws and policies concerning municipal police operations.
- Knowledge of current CAI-EA requirements;

- Ability to prepare clear and concise reports, using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to oversee and manage a team of employees performing similar work.
- Ability to meet strict project deadlines.
- Ability to exercise independent judgment and initiative in completing assigned tasks.
- Ability to establish and maintain effective working relationships with City employees, City officials, and the general public.
- Ability to establish and maintain effective relationships as necessitated by work assignments.
- Ability to effectively communicate program/project information;
- Ability to develop and maintain policies/procedures and recordkeeping systems; Ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.
- Ability of speaking and/or signaling people to convey or exchange information. Includes giving/receiving instruction, assignments and/or directions from superiors.
- Ability to make rational decisions through sound logic and deductive processes. Ability to record and deliver information, to explain procedures, to follow oral and written instructions.
- Ability to talk and/or hear (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

Performance Evaluation Criteria

- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment
- Cooperation
- Relationships
- Coordination of Work
- Safety

Physical Requirements

Must be physically able to operate a variety of automated office machines.
Must be able to exert up to 50 pounds of force occasionally, and/or up to 10

pounds of force to move objects. Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment. Work typically involves some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and may involve some lifting, carrying, pushing and/or pulling. Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination. Requires the ability to differentiate between colors and shades of color. Requires the ability to talk and/or hear.

FLSA Status

Exempt



City of Suffolk Radio Communications Manager (Proposed)

Class Spec Code	7760	Established Date	06/30/2016
Last Revised Date	03/19/2026	Effective	03/19/2026
Salary Range	\$66,289.00 - \$104,271.00 Annually	Bargaining Unit	GEN
EEO	IPED	Occupational Group	Technicians
FLSA	Non-Exempt	Benefit Code	GEN
Physical Class	3		

Job Summary

Performs difficult professional and administrative work in planning, organizing and directing the City's radio communications networks, activities and services. Work involves sound engineering development, implementation and operation of digital microwave, radio, two-way radio, public safety radio communications systems and commercial communications circuits. Manages program budget .Reports directly to the Assistant Director of IT.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Essential Job Functions

- Manages day-to-day operation and maintenance of microwave radio and two-way radio communications services and activities.
- Plans introduction of new systems and training of affected employees.
- Supervises professional and technical personnel.

- Performs strategic and tactical planning for County microwave radio and two-way radio needs.
- Provides technical and professional consultation on microwave radio and two-way radio matters to City management staff.
- Represents the City and its installation before the Federal Communication Commission and regional telecommunications planning groups; obtains regional, federal and state grants for funding projects.
- Maintains currency in reference to FCC rules and regulations and their development, and assure compliance.
- Performs strategic planning for communications facilities in support of the City's Capital Improvement Plan (CIP).
- Manages tower site leases and revenue reports.
- Performs other related duties as required.

Required Qualifications

Graduation from high school, supplemented by vocational course work in computers, electronics, or a related field, and 3 years of experience in communications engineering work; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Requires a valid driver's license.

Valid FCC General Radio Telephone Operator License or equivalent required.

Knowledge, Skills & Abilities

- Knowledge of the principles and practices of communications engineering, repair and maintenance.
- Knowledge of the materials and parts used in the repair of communications systems and equipment.
- Knowledge of the various testing devices, machines and hand tools used in communications repair work.
- Knowledge of the cost of materials and parts used in the repair of communications and related equipment.
- Knowledge of the principles of supervision, organization and administration.
- Knowledge of the City's budget code system.
- Knowledge of the current literature, trends and developments in the fields of communications engineering, maintenance and repair.
- Ability to use popular computer-driven word processing, spreadsheet and file maintenance programs.
- Ability to understand and follow oral and written instructions.

- Ability to communicate effectively orally and in writing.
- Ability to exercise tact, courtesy and firmness in frequent contact with vendors.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.
- Ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants, as well as receiving information and assignments from supervisor.
- Ability to read maintenance reports, down time reports budgets, computer and systems manuals, and other related reports and records.
- Ability to prepare work orders, schedules and maintenance reports, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions.
- Ability to use and interpret electronics and communications engineering terminology.
- Ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to determine time and weight; and to utilize basic systems of algebra and trigonometry.
- Ability to inspect items for proper length, width and shape.

Performance Evaluation Criteria

- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment
- Cooperation
- Relationships
- Coordination of Work

- Safety
- Planning
- Organizing
- Staffing
- Leading

Physical Requirements

Must be physically able to operate a communications analyzer, microwave analyzer, Centracom console, computer, etc. Must be able to exert up to 40 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Requires the ability to coordinate hands and eyes rapidly and accurately in using soldering, communications, and computer equipment and machinery. Requires the ability to handle a variety of items, technician's tools, mechanics hand tools, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination. Requires the ability to differentiate between colors and shades of color. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under varied levels of stress. Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

FLSA Status

Non-Exempt



City of Suffolk Traffic Operations Manager (Proposed)

Class Spec Code	TBD008	Established Date	03/30/2026
		Effective	03/30/2026
Salary Range	\$35.14 - \$55.27 Hourly \$73,083.00 - \$114,957.00 Annually	Bargaining Unit	GEN
EEO	EEO1- Executive/Senior Level Officials and Managers	Occupational Group	Service Maintenance
FLSA	Exempt	Benefit Code	GEN
Physical Class	2		

Job Summary

Under limited supervision, performs supervisory and administrative work directing, planning and managing operation of the City's Traffic Operations Center and transportation operations throughout the City using all available transportation management systems, equipment and staff.

Work involves operating and maintaining the City's Traffic Operations Center, including equipment, systems and staff. May manage or assist with projects to maintain, upgrade or expand existing systems and new installations. Works closely with the Traffic Signal Systems Superintendent and Traffic Engineering Division Manager to coordinate and prioritize improvements, maintenance and repairs to the traffic signal and ITS systems. Provides guidance and direction to subordinate staff; works closely with Traffic Engineering staff and other operations divisions. Works with staff and consultants to develop/update and implement traffic signal timing plans. Reports to the Traffic Engineering Division Manager.

To perform this job successfully, an individual must be able to perform the

essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Essential Job Functions

- Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.
- Supervises, directs, and evaluates assigned staff; processes employee concerns and problems.
- Develops and implements operational policies, goals and objects that align with federal, state and City requirements.
- Directs, coordinates, schedules, organizes, and assigns priorities and work.
- Counsels, disciplines, and conducts evaluations.
- Provides technical expertise.
- Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures.
- Ensures adherence to established safety procedures; monitors work environment and use of safety equipment; ensures safety of employees and other individuals.
- Initiates actions necessary to correct deviations or violations.
- Provides technical services through the design and construction of traffic signal and ITS systems improvements.
- Provides construction costs as well as time and material costs for force account projects.
- Prepares and manages project budgets and schedules.
- Manages equipment and materials inventory.
- Procures equipment and materials.

- Provides technical review and assistance with the development of traffic signal plans and projects.
- Maintains equipment maintenance schedules; arranges for repairs as needed; ensures equipment meets given codes and guidelines.
- Reviews construction plans.
- Conducts site visits to review street conditions and associated infrastructure; develops maintenance plans.
- Reviews and submits employee payroll information; maintains employee leave records; prepares related documents and reports.
- Receives and/or reviews various records and reports including performance evaluations, equipment procurement, materials procurement, payroll information, leave records, budget, and typed letters.
- Prepares and/or processes various records and reports including leave requests, disciplinary reports, incident reports, equipment maintenance reports, requisitions, and employee evaluations.
- Refers to equipment manuals, MSDS forms, Traffic Manual (MUTCD), electronic equipment schematics, City employee handbook, City Administrative Regulations, training handbooks, etc.
- Strong familiarity with and understanding of the Manual on Uniform Traffic Control Devices (MUTCD), Virginia Work Area Protection Manual (VWAPM), and all Virginia Department of Transportation standards and guidance related to traffic signal system design and operation.
- Participates in the development and implementation of operations plans for emergency and inclement weather events.
- Manages capital projects and purchases related to the development, expansion and maintenance of the City's Traffic Operations Center.
- Uses a variety of computer software such as Microsoft Word, Microsoft Excel, City data systems, SYNCHRO, etc.
- Reads and interprets engineering plans and construction drawings.
- Interacts and communicates with various groups and individuals including Public Works staff, subordinates, Police, Fire, Emergency Services, motorists, and the general public.
- Participates on regional traffic operations committees.
- Performs other related duties as required.

Required Qualifications

Bachelor's degree in Civil Engineering, Transportation Planning, Construction Management, or a related field supplemented by 5 to 10 years of progressively responsible experience in traffic operations, with at least 3-5 years supervisory experience; or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities.

Must possess VDOT or ATSSA Intermediate Work Zone certification.
International Municipal Signal Association (IMSA) certifications for Traffic Signal Technician, Traffic Signal Construction Technician, Traffic Signal Inspector, Transportation Center System Specialist, Roadway Lighting and Fiber Optics desirable.

Professional Engineer (PE) license desirable.

Must possess at the time of application and maintain a valid Driver's License.

Knowledge, Skills & Abilities

- Knowledge of federal, state and local methods, procedures, and policies as they pertain to the performance of duties of the Traffic Operations Manager.
- Knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of the terminology used within the department and industry.
- Knowledge of how to maintain effective relationships with personnel of other departments, professionals, and members of the public through contact and cooperation.
- Knowledge of how to react calmly and quickly in emergency situations.
- Knowledge of and skill in the use of computers and other graphics production equipment.
- Knowledge of the occupational hazards and safety precautions of the industry.
- Knowledge of the methods, materials, tools, and equipment used in traffic operations system maintenance and installation.
- Ability to comprehend, interpret, and apply regulations, procedures, and related information.

- Ability to provide instruction, leadership, and supervision to assigned staff.
- Ability to offer training and assistance to co-workers and employees of other departments as required.
- Ability to learn and utilize new skills and information to improve job performance and efficiency. Has the mathematical ability to handle required calculations.
- Ability to read and understand work orders, equipment manuals, and other materials pertaining to the responsibilities of the job.
- Ability to prepare and maintain records with accuracy and in a timely manner.
- Ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
- Ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from supervisor and giving instructions to staff.
- Requires ability to read a variety of policy and procedure manuals, equipment manuals, work orders, etc.; to prepare reports, records, forms, etc., with proper format using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to speak with and before others with poise, voice control and confidence.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.
- Ability to learn and understand principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.
- Ability to comprehend and interpret received information.
- Ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to teach workers.
- Ability to communicate effectively and efficiently with co-workers and the public.

- Ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, and to determine time.
- Ability to use practical applications of fractions, percentages, ratio, proportion, and statistics.
- Ability to inspect items for proper length, width and shape; to design contrasting combinations of colors and forms; and visually read various information.

Performance Evaluation Criteria

- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment
- Cooperation
- Relationships
- Coordination of Work
- Safety
- Planning
- Organizing
- Staffing
- Leading
- Controlling
- Delegating
- Decision Making
- Creativity
- Human Relations
- Policy Implementation
- Policy Formulation

Physical Requirements

Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 60 pounds) and occasionally heavier objects and materials (up to 80 pounds). Requires the ability to coordinate hands and eyes using specialized machinery; and to operate motor vehicles. Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, tools, etc. Must have significant levels of eye/hand/foot coordination. Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a moderate degree. Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

FLSA Status

Exempt



City of Suffolk

Workforce Development Assistant (Proposed)

Class Spec Code	8774	Established Date	11/07/2022
Last Revised Date	03/19/2026	Effective	03/19/2026
Salary Range	\$38,690.00 - \$60,857.00 Annually	Bargaining Unit	GEN
EEO	EEO1- Administrative Support Workers	Occupational Group	Administrative Support
FLSA	Non-Exempt	Benefit Code	GEN
Physical Class	2		

Job Summary

The Workforce Development Assistant will execute operational and administrative tasks associated with program management, including but not limited to, participant recruitment and registration, training delivery coordination, data entry and information and file management, and supplies ordering and inventory control. The ideal candidate is a self-motivated, highly-organized, and detail-oriented professional that thinks ahead, works well as part of a fast-paced team, and possesses strong technology and computer skills.

This non-supervisory position reports to the Coordinator / Supervisor of the SWDC.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Essential Job Functions

- Assist with facilitating the Open Enrollment process to identify and recruit qualified candidates for training, education, and employment
- Provide excellent customer engagement- service to colleagues, clients, job seekers, employers, stakeholders and the general public
- Prepare e-mail communications and track responses and data on spreadsheet(s)
- Coordinate and assist with executing Information Sessions as part of the participant recruitment process or agency referral process
- Coordinate and assist with scheduling applicants for on-site interviews; manage interview and special event's calendar and compile candidate documents and other materials for participants etc.
- Identify and reserve suitable conference and training rooms for events and training classrooms for course delivery and special events
- Create pre-screening assessment links in online system for inclusion in e-mail communications
- Compile participant program binders, training handouts, and other materials and collateral
- Coordinate and assist with executing orientation, graduation, workshops, and other special events
- Coordinate and arrange partner supportive services related to participant's career plans and career pathways or other self-sufficiency needs
- Maintain inventory control system to manage supplies and materials
- Maintain accurate listing of external and internal Recruitment Partners and stakeholders
- Monitor and respond to general inquiries submitted to the SWDC e-mail mailbox
- Update and maintain program documents and electronic files
- Collect and enter data into applicable online systems with a high degree of accuracy and timeliness
- Catalogue and track workforce program outcomes
- Create and disseminate status and ad hoc reports
- Provide program administration support to SWDC coordinator and staff, as needed
- Performs related duties as required
- Direct or related experience in performing administrative and clerical tasks aligned to program operations or program assistant functions
- Strong interest in supporting and coordinating workforce development programs

- Strong experience utilizing technology to document information and create reports, i.e. online software, databases, and/or learning management systems
- Experience working with or serving diverse populations
- Proficiency utilizing Microsoft Word, Excel and PowerPoint

Required Qualifications

Education and Experience - High school diploma supplemented with post secondary coursework in subjects such as social work, human services, gerontology, or one of the social or behavioral sciences, business or related field, and relevant work experience in public administrative support work OR any equivalent combination of training and experience which provides the required knowledge, skills and abilities

- Relevant workforce development, job training, or career services experience
- Experience delivering soft skills and/or career readiness training to diverse job seekers

Knowledge, Skills & Abilities

- Excellent attention to detail and commitment to producing quality work in a timely manner
- Strong collaboration, time management, and organization skills
- Willingness to take direction and follow instructions
- Ability to prioritize work and handle multiple priorities simultaneously
- Ability to adapt to changing priorities and exhibit flexibility in a fast-paced environment
- Excellent interpersonal and soft skills
- Good oral and written communication skills
- Resourceful and self-starter; ability to work under limited supervision
- Strong knowledge of, or interest in, the field of workforce development
- Digital proficiency in utilizing online applications and software
- Ability and willingness to travel locally for meetings, program trainings, and events
- Ability and willingness to work evenings and weekends, as needed

Performance Evaluation Criteria

- Quality of Work
- Quantity of Work
- Dependability

- Dependence
- Attendance
- Initiative
- Judgement
- Cooperation
- Relationships
- Coordination of Work
- Safety

Physical Requirements

Must be physically able to operate a variety of automated office machines which include computers, calculators, copiers, facsimile machines, photograph identification machines, laminating machines, etc. Must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment. Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination. Does not require the ability to differentiate between colors and shades of color. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with persons acting under stress. Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

FLSA Status

Non- Exempt



City of Suffolk Zoning Inspector I (Proposed)

Class Spec Code	8051	Established Date	06/30/2016
Last Revised Date	03/19/2026	Effective	03/19/2026
Salary Range	\$49,466.00 - \$77,808.00 Annually	Bargaining Unit	GEN
EEO	IPED	Occupational Group	Technicians
FLSA	Non-Exempt	Benefit Code	GEN
Physical Class	3		

Job Summary

Under general supervision, performs administrative and technical work in the enforcement of the City ordinances, and other related codes concerning zoning matters. Work involves conducting inspections, performing research to determine property ownership and responding to inquiries and complaints from the general public on zoning matters. Employee is also responsible for maintaining various records associated with inspection cases. Employee must exercise considerable initiative and independent judgment in all phases of work. Employee must also exercise tact, courtesy and firmness in frequent contact with property owners, developers, contractors and the general public. Reports to the Zoning Administration and Enforcement Manager.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Essential Job Functions

- Enforces the Zoning Code, by surveying, inspecting and investigating complaints and reviewing permit request for zoning and occupancy requirements.
- Maintains administrative duties by preparing notices of code violations, forms and letters advising owners and tenants of violations and time requirements, preparing and maintaining inspection and related reports, ascertaining and verifying the correction of violations, and explaining the requirements of zoning standards and ordinances to property owners, building contractors and other interested parties.
- Keeps daily log of inspection results and enters results into Tidemark pc system and mobile based computer.
- Prepares certified mail for postage and delivery to post office.
- Performs related duties by conducting inspections, collecting and preparing evidence for court, scheduling hearing dates, issuing summons, attending pre-court hearings, acting as court monitor, testifying in court, documenting and reporting the results of hearings, and attending training.
- Performs public services by representing the department at civic league meetings, interdepartmental meetings and other forums to promote and explain objectives, referring issues to appropriate divisions, departments or agencies.
- Receives and reviews complaints concerning allegations of zoning violations and performs inspections, as necessary.
- Maintains City vehicles.
- Purges and stores weekly, monthly, and annual data as related to zoning matters.
- Secures office supplies from distributors and vendors.
- Performs other related duties as required.

Required Qualifications

Completion of high school or equivalent supplemented by college-level course work in planning or public administration, building construction, civil engineering or architecture and 1 to 3 years of experience in the planning and zoning field; or any equivalent combination of education, training and experience which provides the required skills, knowledge and abilities.

Requires Certification from the International Code Council (ICC) as a certified zoning inspector within 18 months of the date of hire. Requires a valid driver's license.

Knowledge, Skills & Abilities

- Knowledge of planning, zoning and code enforcement practices.
- Knowledge of the regulations and provisions of state and local zoning enabling legislation and provisions.
- Knowledge of engineering principles as applied to the design and construction of a broad range of building structures and facilities.
- Knowledge of the current literature, trends and developments in the field of zoning inspection and code enforcement.
- Knowledge of the geographic layout of the City.
- Knowledge of the principles of organization and administration.
- Ability to read and interpret codes, ordinances, plans and specifications.
- Ability to express ideas effectively orally and in writing.
- Ability to exercise considerable tact, courtesy and firmness in frequent contact with property owners, developers, contractors, and the public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.
- Ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.
- Ability to read a variety of reports, correspondents and forms, etc. Ability to prepare correspondence and reports using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instruction furnished in written, oral, diagrammatic, or schedule form.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions.
- Ability to use and interpret housing codes, mechanical and electrical terminology and language used within the department.
- Ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to utilize basic systems of algebra and geometry.
- Ability to use practical applications of fractions, percentages, and ratio and proportion.
- Ability to inspect items for proper length, width and shape.

Performance Evaluation Criteria

- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment
- Cooperation
- Relationships
- Coordination of Work
- Safety

Physical Requirements

Must be physically able to operate a variety of automated office machinery including a computer, calculator, copier, etc., and an automobile. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of 10 to 15 pounds. Requires the ability to coordinate hands and eyes rapidly and accurately in using machinery and equipment; to operate motor vehicles. Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination. Requires the ability to differentiate between colors and shades of color. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress. Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

FLSA Status

Non-Exempt



City of Suffolk Zoning Inspector II (Proposed)

Class Spec Code	8052	Established Date	06/30/2016
Last Revised Date	03/19/2026	Effective	03/19/2026
Salary Range	\$51,939.00 - \$81,700.00 Annually	Bargaining Unit	GEN
EEO	IPED	Occupational Group	Technicians
FLSA	Non-Exempt	Benefit Code	GEN
Physical Class	3		

Job Summary

Under general supervision, performs administrative and technical work in the enforcement of the City ordinances, and other related codes concerning zoning matters. Work involves conducting inspections, performing research to determine property ownership and responding to inquiries and complaints from the general public on zoning matters. Employee is also responsible for maintaining various records associated with inspection cases. Employee must exercise considerable initiative and independent judgment in all phases of work. Employee must also exercise tact, courtesy and firmness in frequent contact with property owners, developers, contractors and the general public. This classification is differentiated from Zoning Inspector I by the number of certifications and the amount of relevant experience an employee possesses. Reports to the Zoning Administration and Enforcement Manager.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Essential Job Functions

- Performs administrative and technical work in the enforcement of the Zoning Ordinance, City ordinances, and other related codes concerning zoning matters.
- Conducts inspections, performs research to determine property ownership and responds to inquiries and complaints from the general public on zoning matters.
- Assists Zoning Inspectors in day to day operations.
- Enforces the Zoning Code, by surveying, inspecting and investigating complaints and reviewing permit requests for zoning, occupancy requirements, business licenses, home occupations and site plans for new commercial construction.
- Performs administrative duties by preparing notices of code violations, forms and letters advising owners and tenants of violations and time requirements, preparing and maintaining inspection and related reports, ascertaining and verifying the correction of violations, and explaining the requirements of zoning standards and ordinances to property owners, building contractors and other interested parties.
- Keeps daily log of inspection results and enters results into Tidemark, PC system and mobile based computer. Prepares certified mail for postage and delivery to post office.
- Performs related duties by conducting inspections, collecting and preparing evidence for court, scheduling hearing dates, issuing summons, attending pre-court hearings, acting as court monitor, testifying in court, documenting and reporting the results of hearings.
- Represents the department at civic league meetings, interdepartmental meetings and other forums to promote and explain objectives, referring issues to appropriate divisions, departments or agencies.
- Attends training sessions for continued education and statewide and/or local ordinance changes.
- Performs other related duties as required.

Required Qualifications

Completion of High School or equivalent supplemented by college-level course work in planning or public administration, building construction, civil engineering or architecture and 3 to 5 years of relevant experience in the planning, zoning or inspection field; or any equivalent combination of education, training and experience which provide the required skills, knowledge and abilities. Requires a valid driver's license.

Must possess certifications from the International Code Council (ICC) as a Certified Zoning Inspector and the Virginia Association of Zoning Officials (VAZO) as a Certified Zoning Officer (CZO).

Knowledge, Skills & Abilities

- Knowledge of planning, zoning and code enforcement practices.
- Knowledge of the regulations and provisions of state and local zoning enabling legislation and provisions.
- Knowledge of engineering principles as applied to the design and construction of a broad range of building structures and facilities.
- Knowledge of the current literature, trends and developments in the field of zoning inspection and code enforcement.
- Knowledge of the geographic layout of the City.
- Knowledge of the principles of organization and administration.
- Ability to read and interpret codes, ordinances, plans and specifications.
- Ability to express ideas effectively orally and in writing.
- Ability to exercise considerable tact, courtesy and firmness in frequent contact with property owners, developers, contractors, and the public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.
- Ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.
- Ability to read a variety of reports, correspondents and forms, etc. Ability to prepare correspondence and reports using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instruction furnished in written, oral, diagrammatic, or schedule form.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions.
- Ability to use and interpret housing codes, mechanical and electrical terminology and language used within the department.

- Ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to utilize basic systems of algebra and geometry.
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- Ability to inspect items for proper length, width and shape.

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- Judgment
- Cooperation
- Relationships
- Coordination of Work
- Safety

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Must be physically able to operate a variety of automated office machinery including a computer, calculator, copier, etc., and an automobile. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of 10 to 15 pounds. Requires the ability to coordinate hands and eyes rapidly and accurately in using machinery and equipment; to operate motor vehicles. Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination. Requires the ability to differentiate between colors and shades of color. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress. Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

FLSA Status

Non-Exempt

ORDINANCE NUMBER _____

AN ORDINANCE TO PROVIDE FOR A COST OF LIVING ADJUSTMENT OF 3% TO ALL FULL-TIME AND REGULAR PART-TIME CITY EMPLOYEES, GRANT EMPLOYEES, THE REGISTRAR AND THEIR EMPLOYEES, CONSTITUTIONAL OFFICERS AND THEIR EMPLOYEES, AND CITY COUNCIL APPOINTEES

WHEREAS, the City Council has determined that a 3% cost of living adjustment be provided to all full-time and regular part-time City employees, grant employees, the Registrar and their employees, Constitutional Officers and their employees, and City Council Appointees.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Suffolk, Virginia, that all full-time and regular part-time City employees, grant employees, the Registrar and their employees, Constitutional Officers and their employees, and City Council Appointees shall receive a 3% cost of living adjustment.

BE IT FURTHER ORDAINED that the 3% cost of living adjustment shall be effective with the first paycheck in July 2026.

BE IT FURTHER ORDAINED that the ordinance shall be effective on July 1, 2026, and shall not be published.

READ AND PASSED: _____

TESTE: _____

Erika S. Dawley, City Clerk

Approved as to Form:

William E. Hutchings, Jr., City Attorney

ORDINANCE NUMBER _____

AN ORDINANCE TO PROVIDE FOR A MARKET ADJUSTMENT OF 1% TO ALL FULL-TIME AND REGULAR PART-TIME CITY EMPLOYEES, THE REGISTRAR AND THEIR EMPLOYEES, CONSTITUTIONAL OFFICERS AND THEIR EMPLOYEES, AND CITY COUNCIL APPOINTEES

WHEREAS, the City Council has determined that a 1% market adjustment be provided to all full-time and regular part-time City employees, the Registrar and their employees, Constitutional Officers and their employees, and City Council Appointees.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Suffolk, Virginia, that all full-time and regular part-time City employees, the Registrar and their employees, Constitutional Officers and their employees, and City Council Appointees shall receive a 1% market adjustment.

BE IT FURTHER ORDAINED that the 1% market adjustment shall be effective with the first paycheck in July 2026.

BE IT FURTHER ORDAINED that the ordinance shall be effective on July 1, 2026, and shall not be published.

READ AND PASSED: _____

TESTE: _____

Erika S. Dawley, City Clerk

Approved as to Form:

William E. Hutchings, Jr., City Attorney

ORDINANCE NUMBER _____

AN ORDINANCE TO APPROPRIATE FUNDS FROM THE CEMETERY FUND RESTRICTED FUND BALANCE FOR THE HOLLY LAWN CEMETERY IMPROVEMENTS PROJECT

WHEREAS, the adopted FY 2027-2036 Capital Improvements Program and Plan provides for the Holly Lawn Cemetery Improvements project; and,

WHEREAS, the purpose of the Holly Lawn Cemetery Improvements project in FY 2026-2027 is to replace existing storm drains and construct new roads to open the final section of the cemetery; and,

WHEREAS, funds are available in the Cemetery Fund Restricted Fund Balance in the amount of \$105,000 to assist with the Holly Lawn Cemetery Improvements project as specified in the adopted FY 2027-2036 Capital Improvements Program and Plan.

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

1. The sum of \$105,000 be, and is hereby, appropriated as follows in the Cemetery Fund:

Revenue:

721_461010	Fund Balance Surplus – Unassigned	<u>\$105,000</u>
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Expenditure:

721-93000_50000.310	Transfer to Capital Projects Fund Budget	<u>\$105,000</u>
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2. The sum of \$105,000 shall be reflected as budgeted in the following accounts in the Fiscal Year 2026-2027 Capital Projects Fund Budget:

Revenue:

310-71100-3111_441050.721	Transfer from Cemetery Fund	<u>\$105,000</u>
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Expenditure:

310-71100-3111_53850.721	Holly Lawn Cemetery Improvements Project	<u>\$105,000</u>
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3. The fund amount totaling \$105,000 is hereby appropriated for use as referenced in this ordinance and the budget approved by Ordinance Number 26-O-____. The City Manager be, and hereby is authorized and directed to do all things necessary to effectuate this action.

4. This ordinance shall be effective July 1, 2026, and shall not be published.

READ AND PASSED: _____

TESTE: _____

Erika S. Dawley, City Clerk

Approved as to Form:

William E. Hutchings, Jr., City Attorney

DRAFT

ORDINANCE NUMBER _____

**AN ORDINANCE AMENDING CHAPTER 82, SECTION 82-517, OF THE
CODE OF THE CITY OF SUFFOLK CONCERNING TRANSIENT
OCCUPANCY TAX**

BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that Section 82-517 of Chapter 82, "Transient Occupancy Tax" of the Code of the City of Suffolk, Virginia, is hereby amended to read as follows:

Sec. 82-517. Levy; collection generally

There is imposed on each transient a tax equivalent to eight percent of the total amount paid for lodging by or for any such transient to any hotel, plus a flat rate tax of ~~one dollar (\$1.00)~~ two dollars (2.00) for each night of lodging for any lodging place other than a campground. Such tax shall be collected from such transient at the time and in the manner provided in this article.

This ordinance shall be effective July 1, 2026, and thereafter and shall not be published.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:

William E. Hutchings, Jr., City Attorney

ORDINANCE NUMBER _____

AN ORDINANCE TO AMEND SECTION 82-1038.1 OF THE CODE OF THE CITY OF SUFFOLK

BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that Section 82-1038.1 of the Code of the City of Suffolk, Virginia, 1998, entitled "License and tax required" is hereby amended to read as follows:

Sec. 82-1038.1– License and tax required.

(b) Every person who engages in the business of an itinerant merchant shall pay a license tax in conformity with the following schedule:

(3) A license tax of ~~\$500.00~~ \$200.00 may be imposed on the sponsor of a community event (as described in subsection 82-1036(c)), if such sponsor chooses to purchase an umbrella license for such event in lieu of individual itinerant merchant licenses otherwise required for each merchant participating in the community event.

BE IT FURTHER ORDAINED that this Ordinance shall be in effect upon its passage and shall not be published.

READ AND PASSED: _____

TESTE: _____

Erika S. Dawley, City Clerk

Approved as to Form:

William E. Hutchings, Jr., City Attorney

AGENDA: April 15, 2026, Regular Session

ITEM: **Public Hearing** - A Resolution to adopt the *Fiscal Year 2026-2027 Annual Action Plan* for the City of Suffolk's Community Development Block Grant Program (CDBG) and the Western Tidewater Home Consortium Home Investment Partnership Grant Program (HOME)

As a recipient of funding from the U. S. Department of Housing and Urban Development (HUD), the City of Suffolk is required to prepare and submit an Annual Action Plan outlining proposed expenditures for Community Development Block Grant (CDBG) funds and HOME Investment Partnership (HOME) for the 2026-2027 Fiscal Year. Mirroring the proposed Fiscal Year 2026-2027 budget, the *Fiscal Year 2026-2027 Annual Action Plan* will serve as a strategic planning document pertaining to the community development and housing needs of the low to moderate income families and individuals residing in the City of Suffolk and the geographically contiguous member jurisdictions that make up the Western Tidewater Home Consortium (WTHC); this includes the cities of Suffolk and Franklin and the counties of Isle of Wight and Southampton. The City of Suffolk serves as the Lead Agency for the WTHC and is responsible for the administration of the CDBG and HOME program funds. This Action Plan specifies how the City and WTHC will utilize the CDBG and HOME Grant funds received in support of the 2026-2027 program year.

The *Fiscal Year 2026-2027 Annual Action Plan* proposes to allocate \$516,501.00 in CDBG funds and \$359,982.48 in HOME funds in support of certain activities designed to primarily benefit low to moderate income persons. A summary of the proposed CDBG and HOME program allocations is attached for your reference.

BUDGET IMPACT:

Subsequent to the adoption of the *Fiscal Year 2026-2027 Annual Action Plan*, and in concert with the preparation and adoption of the Fiscal Year 2026-2027 Operating and Capital Budget, staff will bring forward for City Council's consideration a separate ordinance to accept and appropriate CDBG and HOME funds. This Resolution is based on the final Fiscal Year 2026-2027 CDBG and HOME allocations received from the U.S. Department of Housing and Urban Development (HUD).

Funds will be incorporated into the adopted Fiscal Year 2026-2027 Operating and Capital Budgets. The required 25% match for the HOME grant will be achieved through in-kind contributing provided by the HOME grant recipients.

RECOMMENDATION:

Close public hearing and continue consideration until May 6, 2026

ATTACHMENTS:

Summary of Proposed CDBG and HOME Projected Allocation of Funds
Resolution

Summary

City of Suffolk and Western Tidewater HOME Consortium FY 2026-2027 Annual Action Plan Community Development Projects

CDBG Program:

- Program Administration: \$103,300.00
- Multi- Family Housing Complex: \$150,000.00
- Western Tidewater Free Clinic: \$20,000.00
- ForKids, Inc.: \$15,000.00
- Genieve Shelter: \$15,000.00
- Boys & Girls Club of Southeast VA: \$10,000.00
- Children's Harbor: \$17,000.00
- Suffolk Emergency Home Repair Program: \$186,201.00

Total *CDBG* Allocation: \$516,501.00

HOME Partnership Program:

- Lead Agency Program Administration (Suffolk): \$15,998.25
- Community Housing Development Organization (CHDO): \$71,996.49
- Isle of Wight County: \$67,996.93
- Southampton County: \$67,996.93
- City of Franklin: \$67,996.94
- City of Suffolk: \$67,996.94

Total HOME Allocation: \$359,982.48

RESOLUTION NUMBER _____

A RESOLUTION TO ADOPT THE FISCAL YEAR 2026-2027 ANNUAL ACTION PLAN FOR THE CITY OF SUFFOLK'S COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM(CDBG) AND THE WESTERN TIDEWATER HOME CONSORTIUM HOME INVESTMENT PARTNERSHIP GRANT PROGRAM (HOME)

WHEREAS, as a recipient of Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) funding from the U. S. Department of Housing and Urban Development (HUD), the City of Suffolk, Virginia is required to prepare and submit annually an Annual Action Plan; and,

WHEREAS, a public hearing was held on April 15, 2026, and the proposed Fiscal Year 2026-2027 Annual Action Plan for the City of Suffolk Community Development Block Grant Program and the Western Tidewater HOME Consortium were made available for public review and comment 30 days prior to adoption; and,

WHEREAS, while CDBG funds are specific to the City of Suffolk, HOME funds are administered to the geographically contiguous cities and counties that make up the Western Tidewater HOME Consortium (WTHC), which include the cities of Suffolk and Franklin and the counties of Isle of Wight and Southampton; and,

WHEREAS, the City of Suffolk serves as the Lead Agency for the WTHC and is responsible for the administration of the CDBG and HOME program grants funds.

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

1. Exhibit "A", "Fiscal Year 2026-2027 Annual Action Plan" for the City of Suffolk Community Development Block Grant Program and the Western Tidewater HOME Consortium HOME Investment Partnership Grant Program is attached hereto and is hereby incorporated as a part of this resolution.
2. The "Fiscal Year 2026-2027 Annual Action Plan" for the City of Suffolk Community Development Block Grant Program and the Western Tidewater HOME Consortium HOME Investment Partnership Grant Program is hereby adopted.
3. This resolution shall be effective upon adoption and shall not be published.

READ AND ADOPTED: _____

TESTE: _____

Erika S. Dawley, City Clerk

Approved as to Form:



William E. Hutchings, Jr., City Attorney



CITY MANAGER

CITY OF SUFFOLK

P. O. BOX 1858, SUFFOLK, VIRGINIA 23439 PHONE: (757) 514-4012

April 15, 2026

The Honorable City Council
City of Suffolk, Virginia

Re: FY 2026 / 2027 Annual Action Plan

Dear Council Members:

For your review and favorable consideration, please find enclosed the draft FY 2026-2027 Annual Action Plan. As a recipient of Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) funding from the U. S. Department of Housing and Urban Development (HUD), the City of Suffolk is required to prepare and submit an Annual Action Plan and a Consolidated Plan every 5-Years. While CDBG funds are specific to the City of Suffolk, HOME funds are administered to the geographically contiguous cities and counties that make up the Western Tidewater HOME Consortium (WTHC); this includes the cities of Suffolk and Franklin and the counties of Isle of Wight and Southampton. The City of Suffolk serves as the LEAD agency for the WTHC and is responsible for the administration of the CDBG and HOME program funds.

The FY 2026-2027 Annual Action Plan outlines the community development and housing needs of the cities of Suffolk and Franklin and the counties of Isle of Wight and Southampton, with particular emphasis on the provision of decent and affordable housing, suitable living environments, and the expansion of economic opportunities, primarily for low and moderate income persons. The Annual Action Plan will allocate \$516,501.00 in CDBG funds and \$359,982.48 in HOME funds as noted below:

CDBG:

- Program Administration - \$103,300.00
- Multi-Family Housing Complex - \$150,000.00
- Genieve Shelter - \$15,000.00
- ForKids, Inc. Shelter - \$15,000.00
- Western Tidewater Free Clinic - \$20,000.00
- Boys & Girls Club of Southeastern VA - \$10,000.00
- Children's Harbor - \$17,000.00
- SRHA Emergency Repair Program - \$186,201.00

HOME:

- Lead Agency Program Administration (Suffolk) - \$15,998.25
- Community Housing Development Organization (CHDO) - \$71,996.49
- Isle of Wight County - \$67,996.93
- Southampton County - \$67,996.93
- City of Franklin - \$67,996.94
- City of Suffolk - \$67,996.94

In accordance with HUD citizen participation requirements, a 30-day public comment period for the FY 2026-2027 Annual Action Plan began on March 29, 2026 and will conclude on April 29, 2026. The document will be available for inspection during regular municipal hours in the Department of Planning and Community Development, and also may be viewed on the City of Suffolk's website under the Planning and Community Development section. Citizens wishing to comment on the FY 2026-2027 Annual Action Plan may do so by contacting Deidre Garrett at 757-514-4066 or by email at dgarrett@suffolkva.us. The adoption of the plan is scheduled for your consideration at the May 6, 2026 City Council meeting.

Respectfully,

Kevin Hughes
City Manager

cc: William E. Hutchings Jr., City Attorney
Erika S. Dawley, City Clerk
Azeez Felder, Deputy City Manager
Kevin Wyne, AICP, Director of Planning & Community Development

FY 2026-2027 Annual Action Plan



For the
City of Suffolk, Virginia
And the
Western Tidewater HOME Consortium

**Community Development
Block Grant And
HOME Investment
Partnership Programs**

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

In accordance with the requirements of the U.S. Department of Housing and Urban Development (HUD), the City of Suffolk has developed this Action Plan for 2026-2027 to be in conjunction with the 2025-2030 Consolidated Plan and to integrate the planning efforts of the Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) programs.

The Annual Action Plan is a one-year guide on how the City of Suffolk plans to spend its allocation of CDBG and HOME funds. Under the one-year Action Plan the City of Suffolk receives CDBG and the Western Tidewater HOME Consortium (City of Suffolk, City of Franklin, Isle of Wight County and Southampton County) receives HOME funds. The Plan documents how the City of Suffolk, along with the Western Tidewater HOME Consortium proposes to address housing and non-housing community development related needs. Additionally, the plan describes strategic steps to be implemented to manage the identified needs. The City of Suffolk also allocates CDBG funds to five (5) sub recipients to include the Western Tidewater Free Clinic, Genieve Shelter, ForKids, Inc, The Boys and Girls Club of Southeastern Virginia, and Children's Harbor.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The overall objective and outcome of this program year is to improve upon the quality of life of low- and moderate-income persons and families residing in Suffolk and the other member-localities of the Western Tidewater Home Consortium. Specific goals, objectives, and strategies will be implemented to alleviate poverty, increase the stock of safe, decent and affordable housing, reduce homelessness, and foster homeownership.

Program objectives to meet the established goal include, but are not limited to:

- Use CDBG funds and HOME funds to rehabilitate, reconstruct or construct 12 units, through several options.
- Use HOME funds to foster homeownership through direct homebuyer assistance to low- to moderate-income first-time homebuyers and provide down payment/closing cost assistance to four first-time homebuyers.
- Assist with the development of a new housing complex Hillpoint Trace in providing affordable rental units in Suffolk.

- Use CDBG funds to promote affordable housing and sustainability for low-moderate income homeowners.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

In recent years, the City of Suffolk has utilized federally funded grant programs to revitalize critical components of the downtown urban core and foster home-ownership opportunities for first time homebuyers, many of which are African American. Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) funds have been pertinent to the revitalization of such communities as Huntersville, Orlando, Rosemont and the Fairgrounds area. The multifaceted effort has sought to rehabilitate current owner-occupied housing units while fostering new ownership opportunities for first time home buyers.

However, the City is also working to improve upon economic conditions in the area to promote a holistic revitalization effort by improving upon the current infrastructure and increasing economic development in targeted areas of the city where census tracts indicate that low and moderate income families reside. A completed comprehensive plan of the downtown area recommended many suggestions to improve housing, infrastructure, downtown business development and affordable housing needs. This study is now a guideline for the future of downtown Suffolk.

For FY 2026-2027 the City of Suffolk and the Western Tidewater HOME Consortium will allocate approximately \$166,505.40 to sustain decent, safe and affordable housing through the HOME Rehabilitation Program. Additionally, \$63,560.80 in CDBG funds will be utilized to repair homes occupied by low to moderate income families. Funds in the amount of \$ 100,000.00 will be used to promote decent, safe and affordable housing to first-time homebuyers through the HOME Program.

Trends in grant program expenditures, along with market and data research lead the City to choose activities which best serve the citizens of City of Suffolk and the Western Tidewater region.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Prior to the preparation of the draft FY 2026 – 2027 Annual Action Plan a series of four public meetings were held in the City of Suffolk and Franklin and in Isle of Wight and Southampton Counties Required public notices were placed in the Virginian Pilot which serves the four member communities for a minimum of seven (7) days in advance of each public meeting. All meetings were held in person.

Following the completion of the proposed FY 2026 – 2027 Annual Action Plan, a 30-day public comment period was established in order to provide the opportunity for the general public to review and comment on the proposed Plans. This 30-day public comment period was from March 29, 2026 through April 29, 2026.

For the proposed FY 2026 – 2027 Annual Action Plan, on April 15, 2026, the Suffolk City Council held a public hearing prior to the adoption of the FY 2026 – 2027 Annual Action Plan. Public notice advertising this public hearing was published in the Virginian Pilot serving the four member communities a minimum of seven (7) days in advance of the cited public hearing.

The consultation process during the Annual Action Planning process involved stakeholders who were consulted including numerous state and local agencies and community groups and organizations including but not limited to the STOP Organization, Inc. ; Western Tidewater Community Services Board; City of Suffolk Department of Planning and Community Development; Suffolk & Franklin Redevelopment and Housing Authority's; and The Hampton Roads Community Housing Resource Board the Planning Council and our CHDO Habitat for Humanity.

The aforementioned consultation process expanded an earlier community development input and consultation process established for the development of the City of Suffolk's 2035 Comprehensive Plan. The 2045 Plan has been formulated as the City of Suffolk's fundamental blueprint for city growth over the next 20 years. Although these two plans differ in scope and, to a lesser extent, in mission, it is worth noting that both concern themselves with the primary issue of improving the lives and living conditions of Suffolk's citizens.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The four public comment sessions were held in the cities of Suffolk and Franklin and the counties of Isle of Wight and Southampton. For all of these meetings one organization known as the Endependence Center Incorporated submitted a formal comment via letter. The Endependence Center stressed the need for affordable units that meet the needs of the extremely low-income disabled community.

6. Summary of comments or views not accepted and the reasons for not accepting them

There were no comments or views that were not accepted.

7. Summary

See above.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	SUFFOLK	City of Suffolk - Planning Department
HOME Administrator	SUFFOLK	City of Suffolk - Planning Department

Table 1 – Responsible Agencies

Narrative (optional)

Consolidated Plan Public Contact Information

Deidre Garrett, Community Development Grants Administrator- 442 W. Washington Street, Suffolk, VA 23434, 757-514-4000.

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The Annual Action Planning process is a dynamic and collaborative effort joining many public and private entities for the furtherance of coordinated program development. The City of Suffolk’s Department Planning and Community Development serves as the lead agency for the development and implementation of the Consolidated Plan. Program administration for the Western Tidewater HOME Consortium is as follows:

<u>Locality</u>	<u>Program Administrator</u>
City of Suffolk	Suffolk Redevelopment & Housing Authority
City of Franklin	City of Franklin
Isle of Wight County	Isle of Wight County
Southampton County	STOP Organization, Inc.
Habitat for Humanity	CHDO/ Western Tidewater HOME Consortium

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

To help develop the Annual Action Plan, the City of Suffolk called upon numerous partners to provide data, input and recommendations. Meetings were held throughout the planning process to gather data and discuss specific issue and strategy areas. Key agencies and organizations involved included:

- The City of Suffolk Department of Planning and Community Development; Suffolk Redevelopment and Housing Authority; City of Franklin Redevelopment and Housing Authority; STOP Organization, Inc.; Virginia Department of Health Lead-Safe Virginia Program; Western Tidewater Free Clinic; Virginia Supportive Housing; City of Suffolk Public Works Department; Suffolk Habitat for Humanity; Genieve Shelter; Suffolk ForKids Homeless Shelter; and The Hampton Roads Community Housing Resource Board and the Planning Council. Furthermore, input was received from Community Housing Resource Board and its members on regional housing issues as well as fair housing complaints and solutions.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The Continuum of Care remains committed to ending chronic homelessness has been updated to eliminate homelessness by 2025 with the prioritization of units, annual expansion of the Housing First (HF) Program, continued development of regional SROs, and strengthened collaboration with HUD

Veterans Affairs Supportive Housing (VASH) administrators. In 2014, CoC funded providers agreed to prioritize 100 percent of turnover units in permanent supportive housing programs to the chronically homeless. The CoC also works to reallocated HUD CoC funds to support the continued expansion of the Housing First Program which currently has a total of 72 units designated for chronically homeless individuals. Both SROs are mixed-use development projects and will include units of supportive housing for homeless individuals, as well as apartments rented at market-rates.

The CoC also addresses the needs of chronically homeless individuals through the Service Coordination Committee (SCC) which leverages local resources to assist homeless individuals by connecting them to a variety of benefits, housing and support services, and addressing barriers to self-sufficiency. Utilizing the CoC adopted universal assessment, the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT), which assesses homeless individuals based on vulnerability, the SCC prioritizes housing resources for those with the highest vulnerability. The Planning Council is continuing to estimate to determine the number of homeless persons in the region and use homeless shelters and other homeless providers in determining specific homeless numbers in the region.

The Community Housing Assessment Team (CHAT) addresses the needs of families with children. Family service providers coordinate housing plans, access to mainstream resources, and shelter discharge planning to improve the quality and effectiveness of homeless services. CHAT uses the VI-SPDAT for families to prioritize the placement and access to services for vulnerable households with children. CHAT also works with member organizations from the region to maximize funding to rapidly re-housing homeless households with children. The Continuum leveraged FY2014 state ESG funds to increase Rapid Re-Housing (RRH) funding under the Virginia Housing Solutions Program (VHSP) in the amount of \$615,498 to support a reduction in the length of time that a household remains homeless.

The CoC worked diligently with the local Department of Veterans Affairs (VA) to improve communication and identify strategies to house homeless veterans. The CoC partnered with the local VA, Supportive Services for Veteran Families (SSVF) providers, Virginia Wounded Warriors, and a host of homeless and support service providers to create a process that quickly identifies and houses homeless veterans. The Veterans Leadership Team meets weekly to discuss veteran cases and has housed over 137 veterans.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The Continuums CoC Committee hosts regularly meetings to review APRs, HMIS data, monitoring letters, corrective action plans, and developed a Supplemental Application to assess project performance and capacity for CoC and ESG funded programs. The Committee is comprised of regional y directors and key staff from each CoC, State and local funded homeless programs, along with an appointed representative from each City and Veterans Affairs office. The CoC's peer review and

Standards of Care review offer mentorship and guidance to each agency, as well as an opportunity to openly discuss solutions to challenges encountered.

Additionally, the Continuum of Care (CoC) Committee and the Families Central Intake Committee continuously review program eligibility and work to identify and eliminate barriers during monitoring of performance outcomes, Standards of Care reviews, site visits and discussions about appropriate placements into shelter and housing programs. As a result of the CoC's monitoring efforts, annual Standards of Care reviews and the implementation of Central Intake, few barriers exist among CoC and ESG funded programs. Efforts to streamline referrals and ensure appropriate placements through Central Intake forced the CoC to carefully review program guidelines for entry, rules, and outcomes to identify barriers to entry for the hardest to serve and determine the best referrals for each program. Programs with identified barriers must communicate a corrective action plan and implementation deadline for the removal of barriers during the peer review/monitoring process. Agencies who do not comply will not be eligible for inclusion in future applications.

Monthly meetings and call meeting are continued to collect data analysis providing the CoC with the support needed to consistently exceed all HUD-established benchmarks. The CoC uses HMIS generated Annual Performance Reports (APR) to identify struggling programs and immediately works to share resources and/or staff to provide mentorship. The HMIS Administrator conducts annual HMIS Audits, prioritizing those that demonstrate any performance issues, to offer technical assistance. The CoC also developed a Performance Scorecard to aid in funding decisions by targeting resources based on high performance and sets a path for future performance-based targeting. The scorecard assesses outcomes by program type and identifies performance standards under five objectives including: (1) length of homelessness, (2) reaching the hard to serve, (3) growth in income, (4) housing stability and exits to permanent housing, and (5) continuum of care compliance. To support the advancement of each object, future targets will reflect the top 25% performance level by project type based on the current operating year. Although it is recognized that some programs will fall below the performance benchmarks, the 25% performance level represents an "achievable" level of performance since one-fourth of all programs are currently operating at the specified performance level.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p> <p>What section of the Plan was addressed by Consultation?</p>	<p>The Planning Council</p> <p>Planning organization</p> <p>Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy</p>
2	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p> <p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p> <p>What section of the Plan was addressed by Consultation?</p> <p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>The Planning Council serves as the coordinator on the Southeastern Virginia Homeless Coalition. The agency coordinates serves targeted to the homeless population and assists with the implementation of the Board's Plan to End Homelessness.</p> <p>SUFFOLK RHA</p> <p>PHA</p> <p>Public Housing Needs</p> <p>The agency provides input and provides services for residents of public housing and housing choice voucher program participants. Additionally, the agency serves as the administrator for the HOME program in order to provide homeowner rehabilitation services and homebuyer assistance.</p>
3	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p> <p>What section of the Plan was addressed by Consultation?</p>	<p>City of Suffolk Department of Social Services</p> <p>Child Welfare Agency Other government - Local</p> <p>Anti-poverty Strategy</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>The agency provides input and services to assist in the implementation of anti-poverty services. Additionally, the agency provides information regarding homeless prevention program funding.</p>
4	<p>Agency/Group/Organization</p>	<p>FRANKLIN CITY</p>
	<p>Agency/Group/Organization Type</p>	<p>Other government - Local</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Market Analysis</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>The City of Franklin is a member of the Western Tidewater HOME Consortium. Input regarding the City of Franklin's housing needs and characteristics were provided by the City. The City, as the lead agency, was able to determine the level of need for the homeowner rehabilitation and homebuyer assistance programs.</p>
5	<p>Agency/Group/Organization</p>	<p>ISLE OF WIGHT COUNTY</p>
	<p>Agency/Group/Organization Type</p>	<p>Other government - County</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Market Analysis</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Isle of Wight County is a member of the Western Tidewater HOME Consortium. Input regarding the County's housing needs and characteristics were provided by the County. The City, as the lead agency, was able to determine the level of need for the homeowner rehabilitation and homebuyer assistance programs.</p>
6	<p>Agency/Group/Organization</p>	<p>SOUTHAMPTON COUNTY</p>
	<p>Agency/Group/Organization Type</p>	<p>Other government - County</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Market Analysis</p>

<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>The Southampton County is a member of the Western Tidewater HOME Consortium. Input regarding the County's housing needs and characteristics were provided. The City, as the lead agency, was able to determine the level of need for the homeowner rehabilitation and homebuyer assistance programs.</p>
<p>7</p> <p>Agency/Group/Organization</p>	<p>Western Tidewater Free Clinic</p>
<p>Agency/Group/Organization Type</p>	<p>Services - Housing</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Health Services</p>
<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>The agency provided information regarding health services provided persons with low to moderate incomes.</p>
<p>8</p> <p>Agency/Group/Organization</p>	<p>Western Tidewater CSB</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Health</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Non-Homeless Special Needs</p>
<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>The Western Tidewater Community Services Board currently operates 24 units of permanent supportive housing for single adults. Information regarding the Western Tidewater population with a mental illness or mental retardation diagnosis was provided.</p>
<p>9</p> <p>Agency/Group/Organization</p>	<p>Housing Hampton Roads</p>
<p>Agency/Group/Organization Type</p>	<p>Services - Housing</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Market Analysis</p>

<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>As the Western Tidewater HOME Consortium's CHDO, the agency provided information regarding the housing needs of the population served by the agency.</p>
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Identify any Agency Types not consulted and provide rationale for not consulting

The City consulted all agencies deemed appropriate in developing the Plan.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Planning Council	The Southeastern Virginia Homeless Coalition (SVHC) consists of agencies and individuals working to address homelessness among six jurisdictions: Norfolk, Chesapeake, Suffolk, Franklin, Isle of Wight County and Southampton County. The SVHC includes representatives from each city and county working to address the four priorities set forth by the Federal Strategic Plan to End Homelessness.
Ten Year Plan End Homelessness	Planning Council	Through current efforts of the group including; a unified mission, an elected governing board, professional consultation for the application process, clearly defined lead agency and corresponding delegated committees, as well as close support from local Department of Housing and Urban Development staff have been developed. The City of Suffolk serves as a member of the coalition. Joint initiatives implemented by the regional partnership assists the City of Suffolk and Western Tidewater in performing activities to serve the homeless population.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The Citizen Participation Plan aims to develop and implement an appropriate mechanism whereby the City of Suffolk and Western Tidewater HOME communities may achieve active citizen participation in the Annual Action Plan planning submission process. The method used provides ways for the distribution of information in order that citizens can actively participate in all phases of the Annual Action Plan. This provides a means to solicit input from the general public, specifically the residents of economically disadvantaged neighborhoods and lower income citizens in the planning, implementing, monitoring and evaluation of the consolidated planning submission process. The City of Suffolk revised its Citizen Participation plan to ensure expedited assistance for eligible residents during a pandemic or national disaster. The changes were necessary and approved by HUD in order to allow assistance to residents as quickly as possible. The city wants to make sure that in the process we reach out to persons in public housing and other rental markets as it relates to new guidelines as the way of disseminating information and to inform citizens if procedures have changed.

The City of Suffolk and the Western Tidewater HOME Consortium exercised its citizen participation process to solicit public input regarding the development of the Annual Action Plan for the City of Suffolk and WTHC. The citizen participation process during this cycle involved in person meetings and no virtual meetings were held. Specifically, these components were:

1. Prior to the preparation of the draft FY 2026 – 2027 Annual Action Plan all public meetings were held in person at dates and times convenient for the general public in public facilities located throughout the four member jurisdictions making up the Western Tidewater HOME Consortium. The required public notice advertising each of these meetings was published in the Virginian Pilot which serves the four member communities a minimum 7 days in advance of each public meeting.
2. The 30-day public comment period was advertised for public comment and review. Evidence of the advertisement is included in this document. The advertisement was published in the Virginian Pilot of general circulation which serves the city of Suffolk and consortium members of the Western Tidewater HOME consortium.

Also, following the completion of the proposed FY 2026 – 2027 Annual Action Plan, on April 15, 2026, the Suffolk City Council held a public hearing prior to the adoption of the FY2026– 2027 Annual Action Plan on May 6, 2026. Public notice advertising this public hearing was

published in a local newspaper of general circulation serving the four member communities and the city of Suffolk a minimum of seven (7) days in advance of the hearing.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Newspaper Ad	To ensure the low-moderate income households voices are heard.	N/A	N/A	N/A	
2	Public Meeting	To ensure the low-moderate households voices are heard.	The Endependence Center Incorporated attended and was the only attendant at all 4 meetings.	The need for more affordable housing options for the extremely low-income disability community.	N/A	
3	Public Hearing	To ensure the low-moderate households voices are heard.				

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City of Suffolk receives entitlement funding for the CDBG and HOME Programs. In addition, the City serves as the lead agency for the Western Tidewater HOME Consortium. In addition to entitlement grant funds, the City receives state and local funding to address community needs as illustrated in the Expected Resources – Priority Table. Many City departments also receive funding that addresses needs listed in the Consolidated Plan.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	519,451	0	0	519,451	Eligible LMI Projects will be completed with CDBG funds.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	380,722	0	0	380,722	0	Eligible LMI Projects will be completed with HOME funds

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

In addition to CDBG and HOME funds, the City of Suffolk receives funding from other federal and state programs to assist low-to-moderate income persons and facilitate community development activities. The City of Suffolk leverages its federal entitlement funds to enlist a variety of private and non-federal public resources to provide decent housing, suitable living environments, and expanded economic opportunities for its residents. The following summarizes the major sources of funding that are still available to address identified needs for Program Year 2024:

- Public Housing Operating Fund Subsidy - U.S. Department of Housing and Urban Development FY2024 - \$1,719,200.00
- Public Housing Capital Fund FY 2024 - U.S. Department of Housing and Urban Development - \$401,000.00.
- Social Services Block Grant funding FY 2024 - Virginia Department of Social Services – \$736,798.00
- VIEW Program funding FY 2024/2025 - Virginia Department of Social Services – \$469,722.00
- Temporary Assistance to Needy Families Program funding FY 2024/2025 \$1,301,693.00

- Title XIX Program funding FY 2024/2025 - U.S. Department of Health and Human Services – \$118,708,334.00
- Food and Nutrition Act funding FY 2024/2025 - U.S. Department of Agriculture – \$1,379,205.00
- LIHEAP Fuel Assistance Act funding FY 2024/2025 - U.S. Department of Energy – \$1,665,792.00
- Title IV-E Foster Care Program funding FY 2024/2025 - U.S. Department of Health and Human Services – \$748,645.00

DRAFT

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Currently, Habitat for Humanity the CHDO for the Western Tidewater HOME consortium owns a lot at 294 Burnett's Way in Suffolk for the construction of a single family home for first time homebuyers. This project is a collaboration of the City of Suffolk, Birdsong Peanut and businesses in the area. The CHDO has reached out to SRHA to work with them on building homes on lots that are owned by SRHA. Several other lots in the City of Suffolk have become available and city staff is in the process of evaluating them to determine if they can be used to build housing for first time homebuyers. Some lots have not yet been identified for development. The City has committed \$300,000 of CDBG funds toward the Saratoga Place Multi-Family Housing project located in Suffolk for the development of 76 affordable units.

Discussion

The City of Suffolk is responsible for the provision of services to low-and moderate-income persons in the City of Suffolk and each municipality is responsible for their own citizens in the Western Tidewater region. The city uses entitlement funds, however, these funds cannot achieve the goals of LMI residents' needs in the city. There are many other organizations that carry out the strategies listed in this Plan using other federal, local, and private funding sources.

Funds from different sources continue to provide services to low- and moderate-income residents by utilizing funding from various sources. While some projects or actions may include primarily public funds, public funds alone would also be insufficient to achieve the goals of this Plan and private funds from individuals, non-profit organizations, and private organizations are needed. We continue to work with other City Departments, local non-profit agencies, and various funding providers to develop coordinated strategies leveraging funding to assist low and moderate-income persons and households. Due to the insufficiency of entitlement funds alone, the City continues to look for innovative ways to increase the potential for more income streams to address LMI issues that are plaguing our citizens.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Preserve/expand the supply of affordable housing	2026	2027	Affordable Housing	Downtown Core City of Franklin, VA Isle of Wight County Southampton County	Assistance for Homebuyers Assistance for Homeowners	CDBG: \$346,561 HOME: \$323,614	Rental units constructed: 76 Household Housing Unit Homeowner Housing Rehabilitated: 11 Household Housing Unit Direct Financial Assistance to Homebuyers: 4 Households Assisted Housing for Homeless added: 1 Household Housing Unit
2	Address Homeless Needs	2026	2027	Homeless	Citywide - Suffolk	Public Service Needs	CDBG: \$30,000	Homeless Person Overnight Shelter: 664 Persons Assisted
3	Enhance quality of Life	2026	2027	Non-Housing Community Development	Citywide - Suffolk	Public Service Needs	CDBG: \$37,000	Public service activities other than Low/Moderate Income Housing Benefit: 1506 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Preserve/expand the supply of affordable housing
	Goal Description	Preserve/expand the supply of affordable housing.
2	Goal Name	Address Homeless Needs
	Goal Description	Address Homeless Needs.
3	Goal Name	Enhance quality of Life
	Goal Description	Enhance quality of Life.

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b)

The City of Suffolk anticipates a breakdown of income for housing client assistance as follows:

- 50 Moderate
- 21 low income
- 21 extremely low income

Projects

AP-35 Projects – 91.220(d)

Introduction

The City of Suffolk will fund twenty one (21) projects in program year 2024-2025. Six (6) for CDBG and fifteen (15) for HOME.

Projects

#	Project Name
1	CDBG Administration
2	City of Suffolk Homeowner Occupied Repair Program
3	Western Tidewater Free Clinic
4	ForKids, Inc.
5	The Genieve Shelter
6	Boys and Girls Club of Southeast Virginia
7	Childrens Harbor
8	Hillpoint Trace Project
9	HOME Program Lead Agency Administration
10	City of Suffolk Program Administration (SRHA)
11	City of Suffolk HOME Rehabilitation
12	City of Suffolk - Homebuyer Assistance
13	City of Franklin Program Administration
14	City of Franklin HOME Rehabilitation
15	Isle of Wight County Program Administration
16	Isle of Wight County HOME Rehabilitation
17	Isle of Wight County Homebuyer Assistance
18	Southampton County Program Administration
19	Southampton County HOME Rehabilitation
20	CHDO Operating
21	CHDO Set Aside

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

AP-38 Project Summary
Project Summary Information

DRAFT

1	Project Name	CDBG Administration
	Target Area	Downtown Core Citywide - Suffolk City of Franklin, VA Isle of Wight County Southampton County
	Goals Supported	Preserve/expand the supply of affordable housing Address Homeless Needs Enhance quality of Life
	Needs Addressed	Assistance for Homebuyers Assistance for Homeowners Homeless Needs Public Service Needs
	Funding	CDBG: \$103,890
	Description	This project will fund planning, compliance, and financial activities which ensure the proper use of CDBG funds.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	City of Suffolk
	Planned Activities	This Project funds planning, administration, and oversight activities associated with and in support of the CDBG Program.
2	Project Name	City of Suffolk Emergency Home Repair Program
	Target Area	Citywide - Suffolk
	Goals Supported	Preserve/expand the supply of affordable housing
	Needs Addressed	Assistance for Homeowners
	Funding	CDBG: \$63,561
	Description	Project activity to make emergency repairs to owner-occupied homes for low to moderate income homeowners.
	Target Date	6/30/2025

	Estimate the number and type of families that will benefit from the proposed activities	3 low to moderate income households.
	Location Description	City of Suffolk
	Planned Activities	SRHA will administer the Emergency Home Repair program. This program will be available to low to moderate income homeowners in need of emergency home repairs.
3	Project Name	Western Tidewater Free Clinic
	Target Area	Citywide - Suffolk
	Goals Supported	Enhance quality of Life
	Needs Addressed	Public Service Needs
	Funding	CDBG: \$22,000
	Description	CDBG funds will be used to support the operational needs and provisions of services of the Western Tidewater Free Clinic to provide high-quality health care to assist very, very low-to-moderate income persons.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	1506 low-to-moderate income households
	Location Description	City of Suffolk
	Planned Activities	Project activity will provide funds to support high-quality health care to assist low-to-moderate income persons.
4	Project Name	ForKids, Inc.
	Target Area	Citywide - Suffolk
	Goals Supported	Address Homeless Needs
	Needs Addressed	Homeless Needs
	Funding	CDBG: \$15,000
	Description	CDBG funds will be allocated to support the operational needs of ForKids.
	Target Date	6/30/2025

	Estimate the number and type of families that will benefit from the proposed activities	250 low-to-moderate income persons
	Location Description	City of Suffolk
	Planned Activities	Funds will be used to support the operation of the homeless shelter.
5	Project Name	The Genieve Shelter
	Target Area	Citywide - Suffolk
	Goals Supported	Address Homeless Needs
	Needs Addressed	Homeless Needs
	Funding	CDBG: \$15,000
	Description	CDBG funds will be allocated to support the operational needs of the Genieve Shelter
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	414 low-to-moderate income persons.
	Location Description	City of Suffolk
	Planned Activities	Funds will be used to support the operation of the homeless shelter.
6	Project Name	Multi- Family Housing Complex
	Target Area	Citywide - Suffolk
	Goals Supported	Preserve/expand the supply of affordable housing
	Needs Addressed	Public Service Needs
	Funding	CDBG: \$300,000
	Description	Affordable Housing Program.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	76 low-to-moderate households

	Location Description	City of Suffolk
	Planned Activities	Infrastructure and development cost no construction cost.
7	Project Name	HOME Program Lead Agency Administration
	Target Area	Downtown Core Citywide - Suffolk City of Franklin, VA Isle of Wight County
	Goals Supported	Preserve/expand the supply of affordable housing
	Needs Addressed	Assistance for Homebuyers Assistance for Homeowners
	Funding	HOME: \$22,072
	Description	HOME Program Administration funds for the leading agency - City of Suffolk
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	
	Planned Activities	Program Administration City of Suffolk
	8	Project Name
Target Area		Citywide - Suffolk
Goals Supported		Preserve/expand the supply of affordable housing
Needs Addressed		Assistance for Homebuyers Assistance for Homeowners
Funding		HOME: \$4,000
Description		HOME Program Administration funds for SRHA.
Target Date		6/30/2025
Estimate the number and type of families that will benefit from the proposed activities		n/a
Location Description		Office location.

	Planned Activities	SRHA Project Administration
9	Project Name	City of Suffolk HOME Rehabilitation
	Target Area	Citywide - Suffolk
	Goals Supported	Preserve/expand the supply of affordable housing
	Needs Addressed	Assistance for Homeowners
	Funding	HOME: \$41,626
	Description	Homeowner rehabilitation program for the City of Suffolk.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	2 households.
	Location Description	City of Suffolk.
	Planned Activities	Project activities include rehabilitation and reconstruction of owner occupied housing for low-to-moderate income persons and households. Program administered by the City of Suffolk.
10	Project Name	City of Suffolk - Homebuyer Assistance
	Target Area	Citywide - Suffolk
	Goals Supported	Preserve/expand the supply of affordable housing
	Needs Addressed	Assistance for Homebuyers
	Funding	HOME: \$25,000
	Description	Homebuyer assistance program for the City of Suffolk. Program administered by the Suffolk Redevelopment and Housing Authority.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	1 household.
	Location Description	City of Suffolk.

	Planned Activities	Project activities include the provision of grants and/or loans for down payment and closing cost assistance for affordable housing units for low and moderate income persons and households within the City of Suffolk.
11	Project Name	City of Franklin Program Administration
	Target Area	City of Franklin, VA
	Goals Supported	Preserve/expand the supply of affordable housing
	Needs Addressed	Assistance for Homebuyers Assistance for Homeowners
	Funding	HOME: \$4,000
	Description	Program Administration for Consortium Member - City of Franklin
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	
	Planned Activities	Program Administration for Consortium Member - City of Franklin
12	Project Name	City of Franklin HOME Rehabilitation
	Target Area	City of Franklin, VA
	Goals Supported	Preserve/expand the supply of affordable housing
	Needs Addressed	Assistance for Homeowners
	Funding	HOME: \$41,626
	Description	Homeowner Rehabilitation Program for the City of Franklin. Program administered by the City of Franklin
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	2 households
	Location Description	City of Franklin.

	Planned Activities	Homeowner Rehabilitation Program for the City of Franklin. Program administered by the Franklin Redevelopment and Housing Authority.
13	Project Name	City of Franklin - Homebuyer Assistance
	Target Area	City of Franklin, VA
	Goals Supported	Preserve/expand the supply of affordable housing
	Needs Addressed	Assistance for Homebuyers
	Funding	HOME: \$25,000
	Description	Homebuyer assistance program for the City of Franklin.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	1 household.
	Location Description	City of Franklin
	Planned Activities	Project activities include the provision of grants and/or loans for down payment and closing cost assistance for affordable housing units for low and moderate persons and households within the City of Franklin.
14	Project Name	Isle of Wight County Program Administration
	Target Area	Isle of Wight County
	Goals Supported	Preserve/expand the supply of affordable housing
	Needs Addressed	Assistance for Homebuyers Assistance for Homeowners
	Funding	HOME: \$4,000
	Description	Program Administration funds for Isle of Wight County to implement HOME Program activities.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	Isle of Wight County

	Planned Activities	Program Administration for Consortium Member - Isle of Wight County.
15	Project Name	Isle of Wight County HOME Rehabilitation
	Target Area	Isle of Wight County
	Goals Supported	Preserve/expand the supply of affordable housing
	Needs Addressed	Assistance for Homeowners
	Funding	HOME: \$41,626
	Description	Homeowner rehabilitation program for Isle of Wight County. Program administered by STOP, Inc.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	2 Households.
	Location Description	Isle of Wight County
	Planned Activities	Project activities include rehabilitation and reconstruction of owner occupied housing for low-to-moderate income persons and households. Program administered by STOP, Inc.
16	Project Name	Isle of Wight County Homebuyer Assistance
	Target Area	Isle of Wight County
	Goals Supported	Preserve/expand the supply of affordable housing
	Needs Addressed	Assistance for Homebuyers
	Funding	HOME: \$25,000
	Description	Homebuyer Assistance Program for IOW County
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	1 households
	Location Description	Isle of Wight County
	Planned Activities	
17	Project Name	Southampton County Program Administration
	Target Area	Southampton County

	Goals Supported	Preserve/expand the supply of affordable housing
	Needs Addressed	Assistance for Homebuyers Assistance for Homeowners
	Funding	HOME: \$4,000
	Description	Program Administration funds for Southampton County to implement HOME Program activities
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	Southampton County
	Planned Activities	Program Administration for Consortium Member – Southampton County
18	Project Name	Southampton County HOME Rehabilitation
	Target Area	Southampton County
	Goals Supported	Preserve/expand the supply of affordable housing
	Needs Addressed	Assistance for Homeowners
	Funding	HOME: \$41,626
	Description	Homeowner rehabilitation program for Southampton County. .
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	2 households.
	Location Description	Southampton County
	Planned Activities	Project activities include rehabilitation and reconstruction of owner occupied housing for low-to-moderate income persons and households. Program administered by STOP, Inc.
19	Project Name	Southampton County Homebuyer Assistance
	Target Area	Southampton County
	Goals Supported	Preserve/expand the supply of affordable housing
	Needs Addressed	Assistance for Homebuyers

	Funding	HOME: \$25,000
	Description	Project activities include the provision of grants and/or loans for down payment and closing cost assistance for affordable housing units for low and moderate income persons and households within Southampton County.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	1 Household
	Location Description	Southampton County
	Planned Activities	Project activities include the provision of grants and/or loans for down payment and closing cost assistance for affordable housing units for low and moderate income persons and households within Southampton County
20	Project Name	CHDO Operating
	Target Area	Downtown Core Citywide - Suffolk City of Franklin, VA Isle of Wight County Southampton County
	Goals Supported	Preserve/expand the supply of affordable housing
	Needs Addressed	Assistance for Homebuyers
	Funding	HOME: \$19,036
	Description	CHDO Operating Expenses
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	Program office.
	Planned Activities	Funds will be used to support operating expensing for the Western Tidewater HOME Consortium's CHDO.
	Project Name	CHDO Set Aside

21	Target Area	Citywide - Suffolk
	Goals Supported	Preserve/expand the supply of affordable housing
	Needs Addressed	Assistance for Homebuyers
	Funding	HOME: \$57,108
	Description	Community Housing Development Organization funds to be used to develop housing projects - 15% of HOME fund award.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	1 household
	Location Description	City of Suffolk
	Planned Activities	Funding to develop CHDO housing projects.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Updated census figures show that fifty-one percent (48.6%) of the City’s population is considered white, while forty-nine percent (41.6%) of the population is non-white. For the most part, the City has seen little deviation from the 2020 census figures in this regard while the city has maintained a high level of both cultural and racial diversity.

Geographic Distribution

Target Area	Percentage of Funds
Downtown Core	
Citywide - Suffolk	100
City of Franklin, VA	
Isle of Wight County	
Southampton County	

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

See below.

Discussion

For FY 2024-2025, HOME fund allocations are equally distributed among the Consortium members. Thirty percent (30%) of the allocation will be used for administration and CHDO operating assistance, while seventy (70%) will be used for program activities. Based on the Western Tidewater HOME Consortium’s performance last year and current housing trends, reductions made in homebuyer activity funds last year were maintained. This year, 57% of the funds allocated to HOME program activities will be used for homeowner rehabilitation. CDBG and HOME funds are allocated to the City of Suffolk based on a HUD formula, and are determined on an annual basis. This program year, 20% of the grant amount will be retained for CDBG program administration and management oversight, 15% for public service, 65% for housing and neighborhood improvement initiatives.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

This section of the action plan addresses the critical issue of affordable housing and the outcome of the projects being done for fiscal year 2024-2025.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	92
Special-Needs	0
Total	92

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	77
Rehab of Existing Units	11
Acquisition of Existing Units	4
Total	92

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The city continues to focus on the rehab of existing units which covers 11.96% of the projects done this fiscal year, the acquisition of existing units which covers 4.35% and the production of 77 new units which is 83.70% of our projects for fiscal year 2024-2025.

AP-60 Public Housing – 91.220(h)

Introduction

CDBG and HOME funds can be a powerful combination to address public housing needs. CDBG funds offer flexibility, allowing for critical repairs and accessibility modifications in existing units. HOME funds can be strategically used to provide down payment and closing cost assistance, directly supporting public housing tenants on the path to homeownership. Together, these programs create a holistic approach to strengthening public housing communities.

Actions planned during the next year to address the needs to public housing

We are committed to support the Suffolk Redevelopment Housing Authorities ongoing initiatives and will continue to provide down payment and closing cost assistance using HOME funds to those public housing tenants that are mortgage ready.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

In partnership with Suffolk Redevelopment and Housing Authority we intend to host a workshop aimed at empowering public housing tenants achieve homeownership. This collaborative outreach event will target residents who may be mortgage-ready and introduce them to valuable first-time homebuyer programs available in our area. The workshop will provide essential information and resources to guide tenants through the home buying process, ultimately supporting their journey towards sustainable homeownership.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

N/A

Discussion

Currently, SRHA has a total of 260 public housing units within three locations, Hoffer Apartments which has 80 units and is located at 2210 E. Washington; Colander Bishop Meadows which has 80 units located at 925 Brook Avenue; and Chorey Park which has 100 units and is located at 804 W. Constance.

SRHA receives funds from HUD for the Capital Fund Program and anticipates replacing the roofs, siding, windows and improving the insulation at Colander Bishop Meadows. SRHA also received a Capital Fund Revitalization Grant from Virginia Housing to address the foundation problems for three of the buildings located at Hoffer Apartments. The grant is for \$1.2 million which will most likely not be enough funding to complete the necessary foundation repairs and interior improvements therefore, SRHA is exploring a

RAD conversion and intend to use the grant money toward that goal and to meet the gap.

There is a waiting list of approximately 3,051 for the housing choice voucher (HCV) program of which we have a total allocation from HUD of 1,245 vouchers. We have 1,114 HCV leased units through the program and there are approximately 16 persons with vouchers that are looking for housing in Suffolk.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Homelessness is a complex issue with devastating consequences for individuals and communities alike. Fortunately, there are powerful tools available to combat this challenge. CDBG and HOME funds can be strategically utilized to create a comprehensive approach to addressing homelessness in our community.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

We have allocated \$15,000 to ForKids Homeless Shelter and \$15,000 to The Genieve Shelter for continued support in homeless persons. Both of these organizations have a proven track record of utilizing the Housing First approach. Their focus on rapidly connecting homeless individuals with permanent housing, combined with supportive services provides a critical pathway to lasting stability and ending homelessness.

Addressing the emergency shelter and transitional housing needs of homeless persons

A number of local agencies provide assistance to help transition homeless individuals and families to permanent housing and independent living. ForKids Homeless Shelter and the Genieve Shelter provide counseling and referral services to assist homeless persons and families return to permanent housing and independent living. The Genieve Shelter has completed the process of building another house from funds it received from the City of Suffolk through the American Rescue Plan. Additionally, the Western Tidewater Community Services Board provides assistance to persons with various disabilities and handicaps to foster independent living, including job training, rental assistance, and other counseling and training. The Suffolk Department of Social services provides a variety of services including counseling, public assistance, food stamps, and referral services to help persons transition to permanent housing and independent living. With the awarding of an ARP (American Rescue Plan) grant to the Western Tidewater HOME consortium in the amount of \$1.4 million dollars the region has determined that the area needs a non-congregate shelter to house single homeless individuals.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were

recently homeless from becoming homeless again

The SVHC remains committed to ending chronic homelessness by 2025 with the prioritization of units, annual expansion of the Housing First (HF) Program, continued development of regional SROs, and strengthened collaboration with HUD Veterans Affairs Supportive Housing (VASH) administrators. In 2018, SVHC funded providers agreed to prioritize 100 percent of turnover units in permanent supportive housing programs to the chronically homeless. The SVHC also works to reallocated HUD SVHC funds to support the continued expansion of the Housing First Program which currently has a total of 72 units designated for chronically homeless individuals. Additionally, the Continuum started construction on the regions 5th SRO, scheduled for completion in December, and finalized plans for the regions 6th SRO, scheduled to start construction in January 2016. Both SROs are mixed-use development projects and will include units of supportive housing for homeless individuals, as well as apartments rented at market-rates.

The Continuum of Care also addresses the needs of chronically homeless individuals through the Service Coordination Committee (SCC) which leverages local resources to assist homeless individuals by connecting them to a variety of benefits, housing and support services, and addressing barriers to self-sufficiency. Utilizing the SVHC adopted universal assessment, the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT), which assesses homeless individuals based on vulnerability, the SCC prioritizes housing resources for those with the highest vulnerability.

Like the SCC, the Community Housing Assessment Team (CHAT) addresses the needs of families with children. Family service providers coordinate housing plans, access to mainstream resources, and shelter discharge planning to improve the quality and effectiveness of homeless services. CHAT uses the VI-SPDAT for families to prioritize the placement and access to services for vulnerable households with children. CHAT also works with member organizations from the region to maximize funding to rapidly re-housing homeless households with children. The Continuum leveraged FY2014 state ESG funds to increase Rapid Re-Housing (RRH) funding under the Virginia Housing Solutions Program (VHSP) in the amount of \$615,498 to support a reduction in the length of time that a household remains homeless. Additionally, the SVHC reallocated \$202,762 in HUD funds under the FY2014 Continuum of Care Application to launch a new RRH project for families, it allowed for extensive case management and direct assistance for families with higher barriers to housing.

The SVHC worked diligently with the local Department of Veterans Affairs (VA) to improve communication and identify strategies to house homeless veterans. In September 2014, the SVHC participated in a state-wide boot camp, which challenged CoCs to house as many veterans in the upcoming 100 days. The SVHC partnered with the local VA, Supportive Services for Veteran Families (SSVF) providers, Virginia Wounded Warriors, and a host of homeless and support service providers to create a process that quickly identifies and houses homeless veterans.

Helping low-income individuals and families avoid becoming homeless, especially extremely

low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The ForKids Regional Housing Crisis Hotline was implemented as the SVHC's centralized/coordinated assessment system for the homeless and those at risk of becoming homeless. The Housing Crisis Hotline fosters and "anywhere" services strategy that is easily accessible for individuals and families seeking housing and services across the SVHC's 1,700 square mile, six jurisdiction coverage areas. The Hotline creates a centralized process for assessment and referral for prevention and other housing-related services, for person at risk of homelessness. The SVHC also leverages state funds to provide diversion and prevention assistance for households at risk of becoming homeless, prioritizing households with a history of homelessness. ForKids is in the process of moving into another facility in Suffolk that will assist with after school and tutoring but will not serve as an overnight facility.

Discussion

The Southeastern Virginia Homeless Coalition (SVHC) conducted both a sheltered and an unsheltered Point in Time Count to fulfill the requirement of the U.S. Department of Housing and Urban Development (HUD) in late 2020. The Count was conducted across the six (6) jurisdictions covered by the SVHC (Norfolk, Chesapeake, Suffolk, Franklin, Isle of Wight County and Southampton County).

For much of the sheltered population, the count was conducted using the Homeless Management Information System (HMIS), the database that serves as the repository for client level data. The unsheltered street count and the count from programs not covered by the HMIS, including thermal or winter shelters, domestic violence service providers, hospitals, and several meal sites, were conducted by representatives from Continuum of Care funded agencies and teams of volunteers using a comprehensive survey.

Persons who agreed to respond to the survey were asked for their first and last name or initials and date of birth in order to develop a unique client identifier to eliminate the possibility of duplicate counts, along with questions to determine whether or not they are veterans, unaccompanied youth, or chronically homeless. Respondents were also asked whether or not they have been a victim of physical or sexual violence, are HIV-positive, have a mental or physical disability or a substance abuse problem. People are considered chronically homeless if they are a single adult or an adult within a family, have a disability, and have been homeless for more than one year, or at least four times in the last three years. This report also includes a new population category: parenting and unaccompanied youth households. Youth households include those 25 years of age and younger who are parents of children

under the age of 18, or are unaccompanied by a parent or guardian.

In accordance with the latest point in Time Count Methodology Guide released by HUD, the SVHC used the following definition of homelessness during the count:

- Sheltered- should include all individuals or families who meet the criteria described in paragraph (1) (ii) of the homeless definition in 24 CFR 91.5 of the Homeless Definition Final Rule. This includes individuals and families “living in a supervised publicly or privately operated shelter designated to provide temporary living arrangement (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals)” on the night designated for the count.
- Unsheltered- should include all individuals or families who meet the criteria described in paragraph (1) (i) of the homeless definition in 24 CFR 91.5 of the Homeless Definition Final Rule. This includes individuals and families “with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground” on the night designated for the count.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The action plan tackles the root causes of affordability head-on. It proposes a multi-pronged approach to remove or weaken the grip of public policies that were unintentionally squeezing the life out of affordable housing options. The plan aims to stimulate the creation of more affordable housing options and make the dream of a secure and stable home a reality for more residents.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

See below.

Discussion:

Barriers to affordable housing may include bureaucratic procedures, codes and standards, land use controls, financial barriers, lack of financial resources by housing providers, lack of coordination of resources, and scattered growth which drives up infrastructure and housing costs. In addition, some families and individuals face barriers to limited fair housing choices because of lack of access or lack of affordable housing availability. Because there are a number of variables contributing to housing cost.

AP-85 Other Actions – 91.220(k)

Introduction:

Our community thrives when everyone has a safe and secure place to call home. However, there are gaps preventing some residents from accessing quality, affordable housing. This action plan acknowledges these obstacles and outlines concrete steps to bridge them. By focusing on low-moderate income persons and households, we can ensure a more equitable and inclusive housing landscape for all.

Actions planned to address obstacles to meeting underserved needs

The following describes the planned actions or strategies that the City of Suffolk will pursue in the next year to:

- Address underserved needs
- Foster and maintain affordable housing
- Evaluate and reduce lead-based paint hazards
- Reduce the number of poverty-level families
- Develop institutional structure
- Enhance coordination
- Continued work on our non-congregate shelter for homeless persons

Actions planned to foster and maintain affordable housing

In FY 2024-2025, the City of Suffolk will strive to overcome obstacles to meeting underserved needs by:

- Seeking more opportunities to leverage resources
- Assisting households to increase income and assets
- Continuing to make housing and services available for the underserved
- Advertising available services to the underserved

Actions planned to reduce lead-based paint hazards

Educate the public through printed material and at application intake on the dangers of lead and abatement process.

- Suffolk Health Department - monitors and investigates referred cases of lead poisoning. Confirmed cases of lead poisoning are referred to the City of Suffolk's Department of Neighborhood Development Services for further investigation and enforcement of housing code

prohibitions against lead paint.

- Suffolk Redevelopment and Housing Authority – Inspects vacated rental units prior to occupancy by new tenants to ensure compliance with the City’s housing and occupancy codes. Distributes lead-based hazard pamphlets to new Section 8 landlords and make tenants aware of lead-based hazards through their lease agreements.
- Suffolk Department of Social Services - investigates reported cases of lead poisoning.

The City of Suffolk also maintains an annual services contract with the environmental testing firm of Applied Labs, Inc. Applied Labs conducts lead hazard testing and analysis and provides training in Lead Safe Work Practices for the Suffolk Redevelopment and Housing Authority and its contractors.

Actions planned to reduce the number of poverty-level families

Many programs and activities are designed to alleviate the stresses of poverty. Far fewer programs, however, are available that actually reduce poverty. Reducing poverty requires increasing income levels of very low and low-income households. Although publicly funded income transfer programs achieve this goal in an academic sense, in reality they do little to reduce poverty. Providing good jobs that pay a livable wage is the best way to reduce poverty.

The City of Suffolk’s Department of Economic Development is responsible for attracting and expanding new and existing businesses to grow the local tax base and create new jobs for local residents. A variety of economic development incentives are made available to assist new and existing businesses, including Enterprise Zones, Foreign Trade Zones and HUB Zone. The City of Suffolk’s Department of Economic Development is responsible for attracting and expanding new and existing businesses to grow the local tax base and create new jobs for local residents. A variety of economic development incentives are made available to assist new and existing businesses, including Foreign Trade Zones and HUB Zone. In addition, the Department of Economic Development manages the Rehabilitation Tax Credits and Facade Improvement programs. Suffolk economic development opportunities have continued to grow throughout 2021. New capital investments from major announcements in the City of Suffolk this past year have netted over 1100 new jobs which includes Amazon Fulfillment Center, Pete’s Coffee and several other distribution facilities tied in with the Virginia Ports Authority.

Actions planned to develop institutional structure

Actions planned to develop institutional structure include employee training and certification.

Actions planned to enhance coordination between public and private housing and social service agencies

The action plan recognizes that a roof overhead is just one piece of the puzzle. To truly empower residents, a more connected web of support is needed. We're proposing a comprehensive strategy to

break down the walls between public and private housing authorities, along with social service agencies and non-profit organizations. This plan outlines concrete steps to foster collaboration, data sharing, and joint initiatives. By working together, these agencies can provide a more holistic approach to resident well-being, ensuring not just stable housing, but a springboard for a brighter future.

Discussion:

The City of Suffolk will continue participating in various regional community development organizations to enhance coordination and cooperation between public and private housing and social service agencies. The City of Suffolk and members of the Western Tidewater HOME Consortium serve on the Board of Directors of the HRCHRB, the Hampton Roads Housing Consortium (HRHC), and the WTCSB. These organizations are effective coordinating bodies which serve to interconnect public and private entities through shared missions, goals, and resources.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

The City will direct 80% of CDBG funds toward low to moderate income persons in PY 2024. In addition, HOME funds will continue to operate under established guidelines governing resale/recapture provisions.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	0.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The City of Suffolk plans to continue to operate its HOME Investment Partnership Program similar to previous Annual Action Plan initiatives. As such, there are no other forms of investment planned as part of the 2020-2025 Consolidated Plan other than those described in CFR §92.205(b). Some programs are not funded in 2022 and will use prior year resources. These programs may be funded in subsequent years (2020 through 2022) and remain in the Consolidated Plan for this purpose.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

WTHC – HOME Program Recapture Provisions

The WTHC will use Model #2, “Reduction during Affordability Period” as outlined in CPD Notice 12-003. In accordance with the model, the WTHC will reduce the amount of direct HOME subsidy on a pro-rata basis for the time the homebuyer has owned and occupied the housing, measured against the affordability period. The resulting ratio would be used to determine how much of the direct HOME subsidy recaptured. If the Net Proceeds from the sale of the property at its fair market value are insufficient to pay the principal amount of this Note in full, the Consortium shall forgive repayment of the amount of the Note in excess of the Net Proceeds.

To determine the pro rata amount to be recaptured the following formula shall be used:

- Divide the number of years the homebuyer occupied the home by the period of affordability
- Multiply the resulting figure by the total amount of direct HOME subsidy provided to the homebuyer

The HOME Program Note is subject to a “period of affordability”. If the original principal amount of the HOME Program Note is less than \$15,000.00, the period of affordability shall be five (5) years. If the original principal amount of the Note is \$15,000.00 or more, but less than \$40,000.00, the period of affordability shall be ten (10) years. Subject to the Borrower’s (or his, her or their qualifying heirs or devisees) continuing to reside in the Property for the full “period of affordability”, if the period of affordability is five years, the Consortium shall conditionally forgive twenty percent (20%) of the principal balance of the Note on the first anniversary of the date of the Note and shall conditionally forgive an additional twenty percent (20%) of the original principal balance on each succeeding anniversary of the date of the Note until the entire principal balance has been forgiven at the end of five (5) years. Subject to the Borrower’s (or his, her or their qualifying heirs or devisees) continuing to reside in the Property for the full “period of affordability”, if the period of affordability is ten years, the Authority shall conditionally forgive ten percent (10%) of the principal

balance of this Note on the first anniversary of the date of the Note and shall conditionally forgive an additional ten percent (10%) of the original principal balance on each succeeding anniversary of the date of the Note until the entire principal balance has been forgiven at the end of ten (10) years.

Net Proceeds

The term Net Proceeds shall mean the sales price minus (a) the payoff of loans and other amounts having priority over the lien of the deed of trust securing repayment of the HOME Program Note, (b) closing costs and (c) the Homeowners' Investment in the property. If the Net Proceeds from the sale of the property at its fair market value are insufficient to pay the principal amount of this Note in full, the Consortium shall forgive repayment of the amount of the Note in excess of the Net Proceeds.

Direct Subsidy

Direct subsidy includes HOME investment that enabled the homebuyer to purchase the property. This includes down payment assistance, closing costs or other HOME assistance provided directly to the homebuyer and/or the difference between the fair market value of the property and a reduced sales price attributable to HOME development assistance.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Imposing Recapture Provisions

The WTHC will ensure that homebuyers maintain the assisted housing as their principal residence during the period of affordability. As a compliance mechanism ongoing monitoring will help ensure that HOME-assisted homebuyer projects qualify as affordable housing for the duration of the affordability period.

Written Agreements

The WTHC will execute written HOME agreements that reflect the recapture provisions with the homebuyer before the time of sale. The HOME written agreement will be a separate legal document from any loan instruments and will comply with the requirements outlined at §92.504(c) (5) of the HOME rule. The written agreement will be used to impose the recapture requirements in HOME-assisted homebuyer projects.

Foreclosure, Transfer in Lieu of Foreclosure, or Assignment to HUD

In HOME-assisted homebuyer projects, the affordability restrictions imposed by deed restrictions, covenants running with the land, or other similar mechanisms will terminate upon foreclosure, transfer in lieu of foreclosure or assignment of an FHA insured mortgage to HUD. However, the affordability restrictions will be revived according to the original terms if, during the original affordability period, the owner of record before the termination event, obtains an ownership interest in the housing. If the ownership of the housing is conveyed pursuant to a foreclosure of

other involuntary sale, the WTHC will attempt to recoup any net proceeds that may be available through the foreclosure sale.

Repayment of the Loan

In the event that the loan becomes due the loan shall be settled and satisfied in accordance to the terms and conditions set forth the Deed of Trust and Promissory Note.

Proceeds

Proceeds generated by the recapture of HOME funds by the sub recipient may be retained by the sub recipient for the purpose of funding additional homebuyer activities eligible under these guidelines. A new affordability period will commence with each reuse of HOME proceeds.

Deed of Trust

Any other Deed of Trust or other document designed to insure the long term affordability proposed for use must be submitted to the City of Suffolk.

Manufactured Housing

Purchase or rehabilitation of a manufactured housing unit qualifies as affordable housing only if, at the time of project completion, the unit is:

- Situated on a permanent foundation (except where land is rented);
 - Connected to permanent utility hook-ups;
 - Located on land that is held in a fee simple title, land trust, or long term ground lease with a term at least equal to that of the appropriate affordability period;
 - In compliance with the construction standards established under 24 CFR 3280 if produced after June 15, 1976, it must comply with all applicable state or local codes;
 - In compliance with all requirements of Section 92.254(a) and (b), as applicable. In cases where the owner of a manufactured housing unit does not hold fee simple title to the land on which the unit is located, the owner may be assisted to purchase the land under paragraph (b) of this section; and
 - Permitted by local ordinance
4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The Western Tidewater HOME Consortium does not intend to use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds.

Refinancing

Refinancing of senior debt will be limited to circumstances in which the original homebuyer is securing better terms that reduce monthly housing costs, or if sufficient equity exists, to take cash

out for immediate property repairs or catastrophic expenses.

The City of Suffolk will affirmatively market CDBG and HOME funds, projects, and activities to the entire WTHC area to generate program interest as well as applicants. Public awareness will be achieved through multi-media output including newspapers and internet postings on the City of Suffolk's website, www.city.suffolk.va.us. The following actions are designed to ensure that Fair Housing/Affirmative Action goals and objectives are achieved:

- Efforts will be made to notify underserved populations, special populations and very-low, low, and moderate-income populations.
- Promotional materials and program activities shall be inclusive and will exercise care to avoid methods that exclude eligible populations.
- Where possible, and necessary, promotional material will be translated into other languages to reach eligible applicants for whom English is a second language.
- No one shall be denied assistance based upon race, color, creed, religion, national origin, sex, marital status, age, or disability.

Minority and Women's Business Outreach

The City of Suffolk and the WTHC are committed to providing economic opportunities to minority and women owned businesses wherever possible. For the purposes of HOME program activities, the following actions will be taken to address this issue:

- Solicit bids and services from minority owned businesses and woman owned businesses whenever possible.
 - To the extent practical, divide project activities into small tasks or services to allow participation of minority owned businesses and woman owned businesses whenever possible.
5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).

N/A

6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).

N/A

7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR

92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

N/A

Discussion:

See above.

Attachments

Citizen Participation Comments



Sold To:
City of Suffolk Planning and Community Development - CU80064460
PO Box 1858
Suffolk, VA 23439-1858

Bill To:
City of Suffolk Planning and Community Development - CU80064460
PO Box 1858
Suffolk, VA 23439-1858

Affidavit of Publication

State of Illinois
County of Cook

Order Number: 7372657
Purchase Order: 7372657

This day, Jeremy Gates appeared before me and, after being duly sworn, made oath that:

- 1) He/she is affidavit clerk of The Virginian Pilot, a newspaper published by Virginian-Pilot Media Companies, LLC in the city of Norfolk, Portsmouth, Chesapeake, Suffolk and Virginia Beach and the Commonwealth of Virginia and in the state of North Carolina.
- 2) That the advertisement hereto annexed has been published in said newspaper on the dates stated below
- 3) The advertisement has been produced on the websites classifieds.pilotonline.com and <https://www.publicnoticevirginia.com>

Published on: **Feb 05, 2023.**

A handwritten signature in black ink, appearing to read 'J. Gates'.

Jeremy Gates

Subscribed and sworn to before me in my city and state on the day and year aforesaid this 6 day of February, 2023

My commission expires July 6, 2025

A handwritten signature in black ink, appearing to read 'Maria Joe'.

Notary Signature



Notary Stamp



PUBLIC NOTICE
City of Suffolk and the Western Tidewater HOME Consortium
Community Development Block Grant and HOME Annual Action Plan,
FY 2023/2024

As a recipient of Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) funding from the U. S. Department of Housing and Urban Development (HUD), the City of Suffolk is required to prepare and submit an Annual Action Plan. While CDBG funds are specific to the City of Suffolk, HOME funds are administered to the geographically contiguous cities and counties that make up the Western Tidewater HOME Consortium (WTHC); this includes the cities of Suffolk and Franklin and the counties of Isle of Wight and Southampton. The City of Suffolk serves as the LEAD agency for the Western Tidewater HOME Consortium (WTHC) and is responsible for the administration of the CDBG and HOME program funds.

The City is in the process of developing the Annual Action Plan for FY 2023/2024. The updated plan will outline the community development and housing needs of the cities of Suffolk and Franklin and the counties of Isle of Wight and Southampton, with particular emphasis on the provision of decent and affordable housing, suitable living environments, and the expansion of economic opportunities, primarily for low and moderate income persons. The public is invited to attend and give their views as well as to receive an update on existing CDBG and HOME activities.

The Annual Action Plan will allocate approximately \$480,000 in Community Development Block Grant Funds (CDBG) and approximately \$400,000 in HOME Investment Partnership Program funds (HOME). Eligible CDBG activities include, but are not limited to: infrastructure improvements such as water and sewer lines and roadway improvements, housing rehabilitation, community facilities, and neighborhood revitalization. Eligible HOME activities include, but are not limited to: housing rehabilitation for low and moderate income owner-occupied housing units, assistance to low and moderate-income first time homebuyers, and other eligible housing assistance activities.

A series of public meetings will be held throughout the region on the following dates and locations for the purpose of soliciting citizen input in the development of the Annual Plan:

Date	Location	Address	Time
Tuesday, February 21, 2023	Southampton County, Municipal Center	26022 Administration Center Dr. Courtland, VA	4:00 pm – 5:00 pm
Wednesday, February 22, 2023	Isle of Wight Courthouse Complex Robert C. Claude, Sr. Board Room	17130 Monument Circle Isle of Wight	4:00 pm – 5:00 pm
Thursday, February 23, 2023	City of Franklin Council Chambers	207 West Second Avenue Franklin, VA	4:00 pm – 5:00 pm
Monday, February 27, 2023	Suffolk Redevelopment and Housing Authority	530 East Pinner Street Suffolk, VA	4:00 pm – 5:00 pm

All citizens are invited to attend the meetings and to give their views regarding the use of CDBG and HOME funds for the FY 2023/2024 Annual Action Plan year. The City will arrange for reasonable accommodations for non-English speaking persons or those persons with visual, hearing, or mobility impairments when notified within five (5) business days of the meeting. Please call 757-514-4174. Those unable to attend the meetings may send their comments and views by email to ConsolidatedActionPlan@suffolkva.us or in writing to: The City of Suffolk, Planning Department - Annual Action Plan, P.O. Box 1858, Suffolk, VA 23439. Comments may also be sent by facsimile (757) 514-4099.
February 5, 2023 - 7372657



Independence Center Incorporated

Nichole Davis, Executive Director

February 21, 2024

City of Suffolk
Planning and Community Development
Suffolk, VA

To Whom It May Concern:

RE: Needs Comments for Annual Action Plan 2024/2025

Independence Center (ECI) is a cross-disability advocacy organization serving individuals and families with disabilities in South Hampton Roads, including City of Suffolk. ECI's housing advocacy efforts are focused on individuals with disabilities who want to leave institutional settings, such as nursing homes. According to the Supreme Court *Olmstead* Decision, individuals with disabilities who are able to receive support services in the community are unnecessarily segregated in institutional settings. For a concise picture of the needs assessment of the disability community, we would like to recommend that City of Suffolk, include data on Suffolk residents with mobility and sensory disabilities who are living under the poverty level and extremely low income due to SSI income to indicate the need for accessible, assisted housing. Please also realize that there are residents in nursing facilities, who are unable to transition back to the community, due to having extremely low income and a lack of available accessible, assisted housing. There are approximately four (4) nursing facilities in Suffolk. Please include this data/needs information along with those who are currently living in the community experiencing serious housing problems.

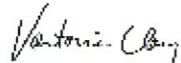
There is an urgent need for more affordable to meet the needs of extremely low-income disability community, particularly those living on Supplemental Security Income (SSI), which is currently \$914/month. There are wait lists for the public and private assisted housing as well as for the Housing Choice Voucher program. Among families and individuals living on extremely low income, a significant number go back and forth from the motel to sleeping in vehicles or in the street, couch surfing and/or living overcrowded conditions and subsisting in substandard housing, particularly living unstably for long period of time. We strongly recommend that the city prioritize the use of HUD funds to allocate to housing providers to construct assisted housing. Independence Center receives calls from at least 43 Suffolk residents who are in need of affordable housing, some facing homelessness; some were in need of utility assistance or lacked sufficient heating source. At least nine (9) reported to be homeless. Over the years, we have worked with many residents who are extremely low income in need of affordable, accessible housing, including those who had difficulty transitioning to the community from nursing facilities due to lack of available, affordable housing.

The Center for Independent Living serving South Hampton Roads

6308 East Virginia Beach Blvd.
Norfolk, VA 23502-2827
(757) 461-8007/V (757) 461-7529/TDD (757) 455-8223/Fax (757) 461-5375/Fax
www.independence.org ecinorfolk@independence.org

Additional housing resources are needed for the homeless and those at risk, such as rental assistance to prevent homelessness, as well as Tenant Based Rental Assistance (TBRA)/rapid rehousing, and Permanent Supportive Housing units, for the disability community who are sheltered and street homeless. We receive calls from the homeless community; some were street homeless seeking an available shelter bed as well as available housing resources.

Respectfully submitted by,




Vantoria Clay
Housing Advocacy Coordinator

Grantee SF-424's and Certification(s)

OMB Number: 4340-0001
Expiration Date: 11/30/2026

Application for Federal Assistance SF-424				
<table border="0"> <tr> <td style="vertical-align: top;"> *1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application </td> <td style="vertical-align: top;"> *2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision </td> <td style="vertical-align: top;"> * If Revision, enter appropriate letter: <input type="text"/> * Other (Specify): <input type="text"/> </td> </tr> </table>		*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, enter appropriate letter: <input type="text"/> * Other (Specify): <input type="text"/>
*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, enter appropriate letter: <input type="text"/> * Other (Specify): <input type="text"/>		
<table border="0"> <tr> <td>*3. Date Received: Consolidated by Grants.gov system on 08/08/2024</td> <td>4. Applicant Identifier: <input type="text"/></td> </tr> </table>		*3. Date Received: Consolidated by Grants.gov system on 08/08/2024	4. Applicant Identifier: <input type="text"/>	
*3. Date Received: Consolidated by Grants.gov system on 08/08/2024	4. Applicant Identifier: <input type="text"/>			
<table border="0"> <tr> <td>6a. Federal Entry Identifier: <input type="text"/></td> <td>5b. Federal Award Identifier: <input type="text"/></td> </tr> </table>		6a. Federal Entry Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
6a. Federal Entry Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>			
State Use Only: <table border="0"> <tr> <td>6. Date Received by State: <input type="text"/></td> <td>7. State Applicant Identifier: <input type="text"/></td> </tr> </table>		6. Date Received by State: <input type="text"/>	7. State Applicant Identifier: <input type="text"/>	
6. Date Received by State: <input type="text"/>	7. State Applicant Identifier: <input type="text"/>			
B. APPLICANT INFORMATION:				
*a. Legal Name: City of Suffolk, Virginia				
*b. Employer/Taxpayer Identification Number (EIN/TIN): 64-6001636				
*c. LEI: 19-BEDW4G5MF3				
d. Address:				
* Street1: 442 West Washington Street				
Street2: <input type="text"/>				
* City: Suffolk				
County/Parish: <input type="text"/>				
* State: Virginia				
Province: <input type="text"/>				
* Country: USA: UNITED STATES				
* Zip/Postal Code: 23434				
e. Organizational Unit:				
Department Name: Planning and Community Development				
Division Name: Planning				
f. Name and contact information of person to be contacted on matters involving this application:				
Prefix: Mr. * First Name: Albert				
Middle Name: <input type="text"/>				
* Last Name: Moor				
Suffix: <input type="text"/>				
Title: City Manager				
Organizational Affiliation: <input type="text"/>				
* Telephone Number: 757-514-4098 Fax Number: 757-514-4099				
* Email: dgarrett@suffolkva.us				

Application for Federal Assistance SF-424	
* 8. Type of Applicant 1: Select Applicant Type:	City or Township Government
Type of Applicant 2: Select Applicant Type:	
Type of Applicant 3: Select Applicant Type:	
* Other (specify):	
* 10. Name of Federal Agency:	HUD
11. Catalog of Federal Domestic Assistance Number:	14-259
CFDA Title:	
* 12. Funding Opportunity Number:	
* Title:	City of Suffolk Annual Action Plan 2024-2025
13. Competition Identification Number:	
Title:	
14. Areas Affected by Project (Cities, Counties, States, etc.):	City of Suffolk, Virginia <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
* 15. Descriptive Title of Applicant's Project:	City of Suffolk entitlement program to include sub recipients, housing and other low to moderate income projects.
Attach supporting documents as specified in agency instructions.	
<input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: Fourth	* b. Program/Project: [REDACTED]
Attach an additional list of Program/Project Congressional Districts if needed	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: 7/1/24	* b. End Date: 8/30/25
18. Estimated Funding (\$):	
* a. Federal:	519,451.00
* b. Applicant:	[REDACTED]
* c. State:	[REDACTED]
* d. Local:	[REDACTED]
* e. Other:	[REDACTED]
* f. Program Income:	[REDACTED]
* g. TOTAL:	[REDACTED]
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> .	
<input checked="" type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes," provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: Mr.	* First Name: Alan
Middle Name: <input type="text"/>	
* Last Name: Moor	
Suffix: <input type="text"/>	
* Title: City Manager	
* Telephone Number: 757 614 4001	Fax Number: 757 614 4099
* Email: agarell@stufolova.us	
* Signature of Authorized Representative: 	* Date Signed: 7/15/2024

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If New, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: Completed by Grants.gov (post submission): <input type="text"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="City of Suffolk, Virginia"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="54-6001886"/>	* c. UCI: <input type="text" value="PFBFDV4G5MF3"/>	
d. Address:		
* Street 1: <input type="text" value="442 West Washington Street"/>	<input type="text"/>	
Street 2: <input type="text"/>	<input type="text"/>	
* City: <input type="text" value="Suffolk"/>	<input type="text"/>	
County/Parish: <input type="text"/>	<input type="text"/>	
* State: <input type="text" value="Virginia"/>	<input type="text"/>	
Province: <input type="text"/>	<input type="text"/>	
* Country: <input type="text" value="USA - UNITED STATES"/>	<input type="text"/>	
* Zip / Postal Code: <input type="text" value="23434"/>	<input type="text"/>	
e. Organizational Unit:		
Department Name: <input type="text" value="Planning and Community Development"/>	Division Name: <input type="text" value="Planning"/>	
f. Name and contact information of persons to be contacted on matters involving this application:		
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="Albert"/>	
Middle Name: <input type="text"/>	<input type="text"/>	
* Last Name: <input type="text" value="Woot"/>	<input type="text"/>	
Suffix: <input type="text"/>	<input type="text"/>	
Title: <input type="text" value="City Manager"/>		
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="757-514-4366"/>	Fax Number: <input type="text" value="757-514-4059"/>	
* Email: <input type="text" value="dgarrett@suffolkva.us"/>		

Application for Federal Assistance SF-424		
* 9. Type of Applicant 1: Select Applicant Type: <input type="text" value="City or Township Government"/>		
Type of Applicant 2: Select Applicant Type: <input type="text"/>		
Type of Applicant 3: Select Applicant Type: <input type="text"/>		
* Other (specify): <input type="text"/>		
* 10. Name of Federal Agency: <input type="text" value="HUD"/>		
11. Catalog of Federal Domestic Assistance Number: <input type="text" value="14-253"/>		
CFDA Title: <input type="text"/>		
* 12. Funding Opportunity Number: <input type="text"/>		
* Title: <input type="text" value="Western Tidewater HOME Consortium Annual Action Plan 2024-2025"/>		
13. Competition Identification Number: <input type="text"/>		
Title: <input type="text"/>		
14. Areas Affected by Project (Cities, Counties, States, etc.): <input type="text" value="City of S. Wake and Townships of Wayne and Broome Counties"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>		
* 16. Descriptive Title of Applicant's Project: <input type="text" value="Western Tidewater HOME consortium projects to include down payment assistance and housing rehabilitation."/>		
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>		

Application for Federal Assistance SF-424

16. Congressional Districts Of:
 * a. Applicant: **Fourth** * b. Program/Project: **[Redacted]**

Attach or additional list of Program/Project Congressional Districts if needed

17. Proposed Project:
 * a. Start Date: **7/1/24** * b. End Date: **6/30/25**

18. Estimated Funding (\$):

* a. Federal	20,000,000
* b. Applicant	[Redacted]
* c. State	[Redacted]
* d. Local	[Redacted]
* e. Other	[Redacted]
* f. Program Income	[Redacted]
* g. TOTAL	[Redacted]

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?
 a. This application was made available to the State under the Executive Order 12372 Process for review on .
 b. Program is subject to E.O. 12372 but has not been selected by the State for review.
 c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)
 Yes No
 If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)
 ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: **Mr.** * First Name: **[Redacted]**
 Middle Name:
 * Last Name: **[Redacted]**
 Suffix:
 * Title: **City Manager**

* Telephone Number: **757 514 4001** Fax Number: **757 514 4089**

* Email: **[Redacted]**

* Signature of Authorized Representative: **[Handwritten Signature]** * Date Signed: **7/15/2024**

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing,

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-L.L.L., "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 75.



Signature of Authorized Official

7/15/2024

Date

City manager

Title

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2024 _____ [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

Compliance with Laws -- It will comply with applicable laws.



Signature of Authorized Official

7/15/2024

Date

City Manager

Title

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

Eligible Activities and Costs -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

Subsidy layering -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;



Signature of Authorized Official

7/15/2024

Date

City manager

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1350, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (2506-0026), Washington, DC 20503.

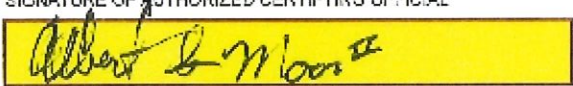



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NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capacity (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management, and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency covenants and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the construction work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4765) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OMB's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4001 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1661-1682, and 1682a-1682b), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (39 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§5101-5107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-295), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§525 and 527 of the Public Health Service Act of 1942 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§801 et seq.) as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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| <p>11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.</p> <p>12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7524-7528) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.</p> <p>13. Will comply, as applicable, with the provisions of the Davis Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §674), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.</p> <p>14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.</p> <p>15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11736; (c) protection of wetlands pursuant to EO 11980; (d) evaluation of food hazards in foodplans in accordance with EO 11966; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of</p> | <p>Federal actions to State (Clean Air) Implementation Plans under Section 178(c) of the Clean Air Act of 1956, as amended (42 U.S.C. §§1401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-525); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).</p> <p>16. Will comply with the Wild and Scenic Rivers Act of 1969 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.</p> <p>17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470); EO 11593 (identification and protection of historic properties); and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§489a-1 et seq.).</p> <p>18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1990 and OMB Circular No. A-133, 'Audits of States, Local Governments, and Non-Profit Organizations.'</p> <p>19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.</p> <p>20. Will comply with the requirements of Section 100(n) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subaward under the award.</p> |
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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE 
APPLICANT ORGANIZATION 	DATE SUBMITTED 

SF 424D (Rev. 7/97) Gars

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

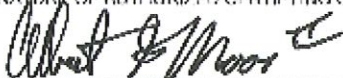
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As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share or project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4733) relating to prescribed standards for personnel systems for programs funded under one of the 13 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart C).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 60-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1688) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (20 U.S.C. §794), which prohibits discrimination on the basis of handicap; (d) the Age Discrimination Act of 1975, as amended (47 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-256), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§529 and 527 of the Public Health Service Act of 1944 (42 U.S.C. §§290 (d)-3 and 290 (e)-2), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§8001 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the statute(s) under which application for Federal assistance is being made; and, (j) the implications of any other nondiscrimination statute(s) which may apply to the applicant.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-648) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquiring for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§27-333), regarding labor standards for federally assisted construction engagements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) insulation of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11890; (d) evaluation of flood hazards in floodplains in accordance with EO 11888; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§400a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1985 (P.L. 99-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICER 	TITLE City Manager
APPLICANT ORGANIZATION City of Suffolk, Virginia	DATE SUBMITTED 7/15/2024

Standard Form 424B (Rev. 7-87) Back

AGENDA: April 15, 2026, Regular Session

ITEM: Public Hearing – An ordinance to amend Section 31-416.2 of the Unified Development Ordinance of the City of Suffolk, Virginia; OTA2026-003

Attached for your consideration is information pertaining to Ordinance Text Amendment OTA2026-003, initiated by the City of Suffolk, for amendments to Section 31-416.2 of the Unified Development Ordinance. The purpose of the text amendment is to update and refine the Code of the City of Suffolk, Chapter 31, Unified Development Ordinance.

The Planning Commission, at their meeting on March 17, 2026, voted 7 to 1 to approve a resolution recommending **approval** of the proposed text amendments.

ATTACHMENTS:

Staff Report

Public Comments

Proposed Ordinance

Exhibit A – Planning Commission Recommendation

Exhibit B – “Amendments to Section 31-416.2 of the Unified Development Ordinance of the City of Suffolk, Virginia”

STAFF REPORT

DESCRIPTION

ORDINANCE TEXT AMENDMENT OTA2026-003: Presented for your consideration, attached please find proposed amendments to Unified Development Ordinance of the Code of the City of Suffolk Section 31-416.2, Floodplain Overlay District. The purpose of the text amendment is to update and refine the Code of the City of Suffolk, Chapter 31, Unified Development Ordinance due to a change in circumstance.

APPLICANT: The proposed ordinance text amendment has been initiated by the City of Suffolk.

PUBLIC NOTICE: This request has been duly advertised in accordance with the public notice requirements set forth in Section 15.2-2204 of the Code of Virginia, as amended, and with the applicable provisions of the Unified Development Ordinance.

STAFF ANALYSIS

ISSUE AND BACKGROUND

The Federal Emergency Management Agency (FEMA) partners with communities through the Risk Mapping, Assessment, and Planning (Risk MAP) program to identify flood hazards, assess flood risks, and provide accurate data to guide stakeholders in taking effective mitigation actions that result in safer and more resilient communities. This data is incorporated into flood maps, known as Flood Insurance Rate Maps (FIRMs), that support the National Flood Insurance Program (NFIP) and provide the basis for community floodplain management regulations and flood insurance requirements. Flood hazards are dynamic and can change frequently because of a variety of factors, including weather patterns, erosion, and new development. FEMA, through the Risk MAP program, works with communities to collect new or updated flood hazard data and periodically updates flood maps to reflect these changes.

FEMA has produced new FIRMs for Suffolk. We received the Letter of Final Determination (LFD) from FEMA on January 7, 2026. (Note that this was delayed from the preliminary date due to the Federal government shutdown.) The City's flood maps were last updated on August 3, 2015. **The new FIRMs and updated ordinance will be effective on July 7, 2026.**

As a National Flood Insurance Program (NFIP) participating community, the City must ensure that our Floodplain Management Ordinance and enforcement procedures meet NFIP requirements (44 CFR 59.22), including amending the city's floodplain ordinance to adopt the new maps.

The flood map changes are mostly relatively minor with small strips of land being added in the regulated flood zones in some areas primarily along Shingle Creek. Some of these areas are undeveloped, however, there will be some existing structures that will be within the regulated flood zones on the new flood maps. There are also some areas where there will be a decrease in the regulated flood zones. These areas are mostly small and scattered but some large areas of flood zone

area reduction exist within the Great Dismal Swamp National Wildlife Refuge and the SPSA landfill.

The Flood Insurance Rate Maps (FIRMs) come with a Flood Insurance Study (FIS). The FIS has the technical data on which the flood maps are based. It revises and updates information on the existence and severity of flood hazards for the study area (which covers the entire geographic area of City of Suffolk). The studies described in this report developed flood hazard data to assist us in efforts to implement sound floodplain management.

In order for our ordinance to meet the NFIP requirements (44 CFR 59.22), the city must adopt the minimum standards required by the federal regulations. The City's flood regulations are contained in Section 31-416.2 of the UDO. Adopting higher standards helps protect citizens and properties. The proposed amendments adopt a wider definition of development in the floodplain, additional freeboard, limits on the size of enclosures and accessory structures, and a requirement for non-conversion agreements for accessory structures. These proposed higher standards will better protect people, property, and businesses from nuisance flooding and potentially major floods.

The proposed ordinance amendments include the addition of a minimum of 12 inches of freeboard for all construction in all regulated flood zones, a minimum 18 inches of freeboard in the Coastal A Zones (which are areas that are seaward of the Limit of Moderate Wave Action (LiMWA) and are the high-risk zones that are subject to wave heights between 1.5 feet and 3 feet), and a minimum 18 inches of freeboard in the VE Zones, which are the high-risk zones that are subject to wave heights greater than 3 feet. Freeboard is a factor of safety usually expressed in feet above a flood level for purposes of floodplain management. Freeboard tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, bridge openings, and the hydrological effect of urbanization in the watershed. The flood maps anticipate one foot of rise in Base Flood Elevation (BFE) due to fill in the floodplain, so while building to BFE is the minimum requirement; flooding will result all assumptions made in mapping are correct. For this reason, requiring additional elevation of structures is recommended. For flood zones subject to wave action, additional freeboard is recommended for increased safety of those structures.

The proposed amendments also include a change to the definition of "Accessory structure" which will apply to all accessory structures in the regulatory flood zones to comply with the FEMA Region 3 requirements for accessory structures in flood zones including restricting them to no greater than 600 square feet. This is the FEMA Region 3 minimum. Our ordinance could regulate them to a smaller maximum size (i.e. less than 600 square feet); however, the proposed amendments include the 600 square feet maximum size limit. The proposed amendments also incorporate standards for accessory structures in the flood zones to comply with the FEMA minimum standards.

Also proposed is incorporation of a change in the state model ordinance related to existing structures in floodplain areas [Section (e)]. The current language in Section (e) will be deleted and replaced with language from the state model ordinance. Additionally proposed in the Variance section [Section (f)] is a stipulation that variances will not be issued for any accessory structure in the regulatory flood zones. This is a FEMA requirement since our regulations don't completely

prohibit accessory structures in the regulated flood zones. Staff is proposing to amend the definition of “Development” within the regulated flood zones to include temporary structures and permanent or temporary storage of equipment or materials, as well. Also proposed is the deletion of some definitions that have been deleted from the state model ordinance.

Lastly, the table of FIRM Panel Dates at the end of the regulations will be updated with the new panel suffixes and effective dates to align with the updated FIRMs.

The Flood Insurance Rate Maps (FIRMs) and the Flood Insurance Study (FIS) files can be accessed on the FEMA website at <https://msc.fema.gov/portal/home>.

RECOMMENDATION

In that regard, the proposed text amendment shown in the attached Exhibit B is presented for your favorable consideration with a staff recommendation for **approval**.

The Planning Commission, at their meeting on March 17, 2026, voted 7 to 1 to approve a resolution recommending **approval** of the proposed text amendments.

Attachments

- Proposed Ordinance
- Exhibit A – Planning Commission Recommendation
- Exhibit B – “Amendments to Section 31-416.2 of the Unified Development Ordinance of the City of Suffolk, Virginia”

ORDINANCE NUMBER _____

AN ORDINANCE TO AMEND SECTION 31-416.2 OF THE UNIFIED DEVELOPMENT ORDINANCE OF THE CITY OF SUFFOLK, VIRGINIA; OTA2026-003

WHEREAS, the City of Suffolk, Virginia has initiated the aforementioned amendments to the Code of the City of Suffolk Unified Development Ordinance for the purpose of updating and improving clarity and consistency due to a change in circumstances; and,

WHEREAS, the specified amendments to the Unified Development Ordinance as shown in Exhibit "B" are in compliance with the 2045 Comprehensive Plan, as adopted; and,

WHEREAS, the Planning Commission has made a recommendation as stated in Exhibit "A"; and,

WHEREAS, the procedural requirements for the consideration of this request by the Planning Commission have been met.

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

- Section 1. Exhibit "B," "Amendments to Section 31-416.2 of the Unified Development Ordinance of the City of Suffolk, Virginia" which is attached hereto, is hereby incorporated as part of this ordinance.
- Section 2. Unified Development Ordinance, Section 31-416.2 is hereby amended to read as referenced in Exhibit "B".
- Section 3. All phrases, clauses, sentences, paragraphs, subsections, sections and chapters of the Code not amended hereby remain in full force and effect.


This ordinance shall be effective on July 7, 2026, and shall not be published.

READ AND PASSED: _____

TESTE: _____

Erika S. Dawley, City Clerk

Approved as to Form:



William E. Hutchings, Jr., City Attorney

**CITY OF SUFFOLK PLANNING COMMISSION
A RESOLUTION TO PRESENT A REPORT AND RECOMMENDATION
TO CITY COUNCIL RELATING TO
OTA2026-003
AN ORDINANCE TO AMEND SECTION 31-416.2 OF THE UNIFIED DEVELOPMENT
ORDINANCE OF THE CITY OF SUFFOLK, VIRGINIA.**

WHEREAS, the City of Suffolk, Virginia has initiated the aforementioned amendments to Chapter 31 of the Unified Development Ordinance for the purpose of updating and improving clarity and consistency due to a change in circumstances; and

WHEREAS, the specified amendments to the Unified Development Ordinance as shown in Exhibit "B" are in compliance with the 2045 Comprehensive Plan, as adopted; and

WHEREAS, the procedural requirements for the consideration of this request by the Planning Commission have been met.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Suffolk, Virginia, that:

Section 1. Findings.

The Suffolk Planning Commission finds that the proposed ordinance amendments are reasonable and warranted.

Section 2. Recommendation to City Council.

The Planning Commission recommends to the City Council of the City of Suffolk, Virginia that the proposed amendments be;

- a. Adopted as submitted without modification.
- b. Denied, and that Council not pass the proposed ordinance.
- c. Adopted with the modifications set forth on the attached listing of specific recommendations, and that Council adopt the proposed Ordinance with such modifications.

READ AND ADOPTED: March 17, 2026

TESTE: 

“Exhibit B”
**“Amendments to Section 31-416.2 of the Unified Development Ordinance of the City of
Suffolk, Virginia”**

SEC. 31-416.2. FLOODPLAIN OVERLAY DISTRICT (F).

(a) GENERAL PROVISIONS.

- (1) **Purpose and Intent.** As authorized by the National Flood Insurance Program (NFIP), Section 59.22(a)(2) and pursuant to the authority granted to localities by Code of Virginia § 15.2-2280, provisions of this Section are established to regulate land use on all lands identified as being within the Floodplain Overlay District. The purpose of these provisions is to prevent: the loss of life and property, the creation of health and safety hazards, the disruption of commerce and governmental services, the extraordinary and unnecessary expenditure of public funds for flood protection and relief, and the impairment of the tax base by:
 - A. Regulating uses, activities, and development which, alone or in combination with other existing or future uses, activities, and development, will cause unacceptable increases in flood heights, velocities, and frequencies;
 - B. Restricting or prohibiting certain uses, activities, and development from locating within districts subject to flooding;
 - C. Requiring all those uses, activities, and developments that do occur in flood-prone districts to be protected and/or floodproofed against flooding and flood damage; and
 - D. Protecting individuals from buying land and structures which are unsuited for intended purposes because of flood hazards.
- (2) **Applicability.** These provisions shall apply to all privately and publicly owned lands within the jurisdiction of the City of Suffolk and identified as areas of special flood hazard according to the ~~F~~Flood ~~i~~nsurance ~~r~~ate ~~m~~Map (FIRM) that is provided by the Federal Emergency Management Agency (FEMA).
- (3) **Compliance and Liability.**
 - A. No land shall hereafter be developed and no structure shall be located, relocated, constructed, reconstructed, enlarged, or structurally altered except in full compliance with the terms and provisions of this Section and any other applicable ordinances and regulations which apply to uses within the jurisdiction of this Section.
 - B. The degree of flood protection sought by the provisions of this Section is considered reasonable for regulatory purposes and is based on acceptable engineering methods of study, but does not imply total flood protection. Larger floods may occur on rare occasions. Flood heights may be increased by man-made or natural causes, such as ice jams and bridge openings restricted by debris. This ordinance does not imply that districts outside the floodplain district or land uses permitted within such district will be free from flooding or flood damages.
 - C. Records of actions associated with administering this Section shall be kept on file and maintained by the City of Suffolk's Planning and Community Development Director or as otherwise designated by the City Manager in perpetuity.

- D. This Section shall not create liability on the part of the City of Suffolk or any officer or employee thereof for any flood damages that result from reliance on this Section or any administrative decision lawfully made thereunder.
- (4) **Abrogation and Greater Restrictions.** This Section supersedes any ordinance currently in effect in flood-prone districts. However, any underlying ordinance shall remain in full force and effect to the extent that its provisions are more restrictive than this Section.
- (5) **Severability.** If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance shall be declared invalid for any reason whatsoever, such decision shall not affect the remaining portions of this ordinance. The remaining portions shall remain in full force and effect; and for this purpose, the provisions of this ordinance are hereby declared to be severable.
- (6) **Penalty for Violations.** Any person who fails to comply with any of the requirements or provisions of this Section shall be guilty of a misdemeanor subject to the penalties and enforcement procedures as prescribed in Section 31-310 of this Ordinance. In addition to these penalties, all other actions are hereby reserved, including an action in equity for the proper enforcement of the ordinance. The imposition of a fine or penalty for any violation of, or noncompliance with, this Section shall not excuse the violation or noncompliance or permit it to continue; and all such persons shall be required to correct or remedy such violations within a reasonable time. Any structure constructed, reconstructed, enlarged, altered or relocated in noncompliance with this Section may be declared by the Suffolk City Council to be a public nuisance and abatable as such. Flood insurance may be withheld from structures constructed in violation of this Section.

The VA USBC addresses building code violations and the associated penalties in Section 104 and Section 115.

(b) **ADMINISTRATION.**

- (1) **Designation of the Floodplain Administrator.** [44 CFR 59.22(b)] The Director of Planning and Community Development; or other designee of the City Manager; is hereby appointed to administer and implement these regulations and is referred to herein as the Floodplain Administrator. The Floodplain Administrator may:
- A. Do the work themselves. In the absence of a designated Floodplain Administrator, the duties are conducted by the City of Suffolk's chief executive officer;:-
- B. Delegate duties and responsibilities set forth in these regulations to qualified technical personnel, plan examiners, inspectors, and other employees;:-
- C. Enter into a written agreement or written contract with another community or private sector entity to administer specific provisions of these regulations. Administration of any part of these regulations by another entity shall not relieve the community of its responsibilities pursuant to the participation requirements of the National Flood Insurance Program as set forth in the Code of Federal Regulations at 44 C.F.R. Section 59.22.

- (2) **Duties and Responsibilities of the Floodplain Administrator.** [44 CFR 60.3] The duties and responsibilities of the Floodplain Administrator shall include but are not limited to:
- A. Review applications for permits to determine whether proposed activities will be located in the Special Flood Hazard Area (SFHA);
 - B. Interpret floodplain boundaries and provide available base flood elevation and flood hazard information;
 - C. Review applications to determine whether proposed activities will be reasonably safe from flooding and require new construction and substantial improvements to meet the requirements of these regulations;
 - D. Review applications to determine whether all necessary permits have been obtained from the Federal, State or local agencies from which prior or concurrent approval is required; in particular, permits from state agencies for any construction, reconstruction, repair, or alteration of a dam, reservoir, or waterway obstruction (including bridges, culverts, structures), any alteration of a watercourse, or any change of the course, current, or cross section of a stream or body of water, including any change to the 100-year frequency floodplain of free-flowing non-tidal waters of the State;
 - E. Verify that applicants proposing an alteration of a watercourse have notified adjacent communities, the Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management), and other appropriate agencies (VADEQ, USACE) and have submitted copies of such notifications to FEMA;
 - F. Approve applications and issue permits to develop in flood hazard areas if the provisions of these regulations have been met, or disapprove applications if the provisions of these regulations have not been met;
 - G. Inspect or cause to be inspected, buildings, structures, and other development for which permits have been issued to determine compliance with these regulations or to determine if non-compliance has occurred or violations have been committed;
 - H. Review Elevation Certificates and require incomplete or deficient certificates to be corrected;
 - I. Submit to FEMA, or require applicants to submit to FEMA, data and information necessary to maintain FIRMs, including hydrologic and hydraulic engineering analyses prepared by or for the City of Suffolk, within six months after such data and information becomes available if the analyses indicate changes in base flood elevations;
 - J. Maintain and permanently keep records that are necessary for the administration of these regulations, including:
 - (i) Flood Insurance Studies, Flood Insurance Rate Maps (including historic studies and maps and current effective studies and maps) and Letters of Map Change; and

- (ii) Documentation supporting issuance and denial of permits, Elevation Certificates, documentation of the elevation (in relation to the datum on the FIRM) to which structures have been floodproofed, other required design certifications, variances, and records of enforcement actions taken to correct violations of these regulations.
- K. Enforce the provisions of these regulations, investigate violations, issue notices of violations or stop work orders, and require permit holders to take corrective action;:
- L. Advise the Board of Zoning Appeals regarding the intent of these regulations and, for each application for a variance, prepare a staff report and recommendation;:
- M. Administer the requirements related to proposed work on existing buildings:
 - (i) Make determinations as to whether buildings and structures that are located in flood hazard areas and that are damaged by any cause have been substantially damaged.
 - (ii) Make reasonable efforts to notify owners of substantially damaged structures of the need to obtain a permit to repair, rehabilitate, or reconstruct, and prohibit the non-compliant repair of substantially damaged buildings except for temporary emergency protective measures necessary to secure a property or stabilize a building or structure to prevent additional damage.
- N. Undertake, as determined appropriate by the Floodplain Administrator due to the circumstances, other actions which may include but are not limited to: issuing press releases, public service announcements, and other public information materials related to permit requests and repair of damaged structures; coordinating with other Federal, State, and local agencies to assist with substantial damage determinations; providing owners of damaged structures information related to the proper repair of damaged structures in special flood hazard areas; and assisting property owners with documentation necessary to file claims for Increased Cost of Compliance coverage under NFIP flood insurance policies;:
- O. Notify the Federal Emergency Management Agency when the corporate boundaries of the City of Suffolk have been modified, and:
 - (i) Provide a map that clearly delineates the new corporate boundaries or the new area for which the authority to regulate pursuant to these regulations has either been assumed or relinquished through annexation; and
 - (ii) If the FIRM for any annexed area includes special flood hazard areas that have flood zones that have regulatory requirements that are not set forth in these regulations, prepare amendments to these regulations to adopt the FIRM and appropriate requirements, and submit the amendments to the governing body for adoption; such adoption shall take place at the same time as or prior to the date of annexation and a copy of the amended regulations shall be provided to Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management) and FEMA.

- P. Upon the request of FEMA, complete and submit a report concerning participation in the NFIP which may request information regarding the number of buildings in the SFHA, number of permits issued for development in the SFHA, and number of variances issued for development in the SFHA: and
- Q. It is the duty of the Floodplain Administrator to take into account flood, mudslide and flood-related erosion hazards, to the extent that they are known, in all official actions relating to land management and use throughout the entire jurisdictional area of the Community, whether or not those hazards have been specifically delineated geographically (e.g. via mapping or surveying).
- (3) **Use and Interpretation of FIRMs.** [44 CFR 60.3] The Floodplain Administrator shall make interpretations, where needed, as to the exact location of special flood hazard areas, floodplain boundaries, and floodway boundaries. The following shall apply to the use and interpretation of FIRMs and data:
- A. Where field surveyed topography indicates that adjacent ground elevations:
- (i) Are below the base flood elevation, even in areas not delineated as a special flood hazard area on a FIRM, the area shall be considered as special flood hazard area and subject to the requirements of these regulations;
 - (ii) Are above the base flood elevation, the area shall be regulated as special flood hazard area unless the applicant obtains a Letter of Map Change that removes the area from the SFHA.
- B. In FEMA-identified special flood hazard areas where base flood elevation and floodway data have not been identified and in areas where FEMA has not identified SFHAs, any other flood hazard data available from a Federal, State, or other source shall be reviewed and reasonably used.
- C. Base flood elevations and designated floodway boundaries on FIRMs and in FISs shall take precedence over base flood elevations and floodway boundaries by any other sources if such sources show reduced floodway widths and/or lower base flood elevations.
- D. Other sources of data shall be reasonably used if such sources show increased base flood elevations and/or larger floodway areas than are shown on FIRMs and in FISs.
- E. If a Preliminary Flood Insurance Rate Map and/or a Preliminary Flood Insurance Study has been provided by FEMA;
- (i) Upon the issuance of a Letter of Final Determination by FEMA, the preliminary flood hazard data shall be used and shall replace the flood hazard data previously provided from FEMA for the purposes of administering these regulations.
 - (ii) Prior to the issuance of a Letter of Final Determination by FEMA, the use of preliminary flood hazard data shall be deemed the best available data pursuant to Subsection (c)(1)(C) of this Section and used where no base flood elevations and/or floodway areas are provided on the effective FIRM.

- (iii) Prior to issuance of a Letter of Final Determination by FEMA, the use of preliminary flood hazard data is permitted where the preliminary base flood elevations or floodway areas exceed the base flood elevations and/or designated floodway widths in existing flood hazard data provided by FEMA. Such preliminary data may be subject to change and/or appeal to FEMA.
- (4) **Jurisdictional Boundary Changes.** [44 CFR 59.22, 65.3] The City floodplain ordinance in effect on the date of annexation shall remain in effect and shall be enforced by the municipality for all annexed areas until the municipality adopts and enforces an ordinance which meets the requirements for participation in the National Flood Insurance Program. Municipalities with existing floodplain ordinances shall pass a resolution acknowledging and accepting responsibility for enforcing floodplain ordinance standards prior to annexation of any area containing identified flood hazards. If the FIRM for any annexed area includes special flood hazard areas that have flood zones that have regulatory requirements that are not set forth in these regulations, prepare amendments to these regulations to adopt the FIRM and appropriate requirements, and submit the amendments to the governing body for adoption; such adoption shall take place at the same time as or prior to the date of annexation and a copy of the amended regulations shall be provided to Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management) and FEMA. in accordance with the Code of Federal Regulations, Title 44 Subpart (B) Section 59.22 (a)(9) (v) all NFIP participating communities must notify the Federal Insurance Administration and optionally the State Coordinating Office in writing whenever the boundaries of the community have been modified by annexation or the community has otherwise assumed or no longer has authority to adopt and enforce floodplain management regulations for a particular area. In order that all Flood Insurance Rate Maps accurately represent the community's boundaries, a copy of a map of the community suitable for reproduction, clearly delineating the new corporate limits or new area for which the community has assumed or relinquished floodplain management regulatory authority must be included with the notification.
- (5) **District Boundary Changes.** The delineation of any of the Floodplain Districts may be revised by the City of Suffolk where natural or man-made changes have occurred and/or where more detailed studies have been conducted or undertaken by the U. S. Army Corps of Engineers or other qualified agency, or an individual documents the need for such change. However, prior to any such change, approval must be obtained from the Federal Emergency Management Agency.
- (6) **Interpretation of District Boundaries.** Initial interpretations of the boundaries of the Floodplain Districts shall be made by the Floodplain Administrator. Should a dispute arise concerning the boundaries of any of the Districts, the Board of Zoning Appeals shall make the necessary determination. The person questioning or contesting the location of the District boundary shall be given a reasonable opportunity to present his case to the Board and to submit his own technical evidence if he so desires.
- (7) **Submitting Model Backed Technical Data.** [44 CFR 65.3] A community's base flood elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable, but not later than six months after the date such

information becomes available, a community shall notify the Federal Emergency Management Agency of the changes by submitting technical or scientific data. The community may submit data via a LOMR. Such a submission is necessary so that upon confirmation of those physical changes affecting flooding conditions, risk premium rates and floodplain management requirements will be based upon current data.

- (8) **Letters of Map Revision.** When development in the floodplain will cause or causes a change in the base flood elevation, the applicant, including state agencies, must notify FEMA by applying for a Conditional Letter of Map Revision (CLOMR) and then a Letter of Map Revision (LOMR) and receiving the approval of the Federal Emergency Management Agency (FEMA).

Example cases:

- Any development that causes a rise in the base flood elevations within the floodway.
- Any development occurring in Zones A1—30 and AE without a designated floodway, which will cause a rise of more than one foot in the base flood elevation.
- Alteration or relocation of a stream (including but not limited to installing culverts and bridges) 44 Code of Federal Regulations § 65.3 and § 65.6(a)(12)

(c) **ESTABLISHMENT OF ZONING DISTRICTS.**

- (1) **Description of Special Flood Hazard Districts.** [44 CFR 59.1, 60.3]

Basis of Districts. The various special flood hazard districts shall include the SFHAs. The basis for the delineation of these districts shall be the FIS and the FIRM for the City of Suffolk prepared by the Federal Emergency Management Agency, Federal Insurance Administration, dated July 7, 2026 August 3, 2015, and any subsequent revisions or amendments thereto. The City of Suffolk may identify and regulate local flood hazard or ponding areas that are not delineated on the FIRM. These areas may be delineated on a "Local Flood Hazard Map" using best available topographic data and locally derived information such as flood of record, historic high water marks or approximate study methodologies. The boundaries of the SFHA Districts are established as shown on the FIRM which is declared to be a part of this Section and which shall be kept on file at the City of Suffolk's offices.

- A. The **Floodway District** is in an **AE Zone** and is delineated, for purposes of this Section, using the criterion that certain areas within the floodplain must be capable of carrying the waters of the one percent annual chance flood without increasing the water surface elevation of that flood more than one (1) foot at any point. The areas included in this District are specifically defined in Table 23 5 of the above-referenced FIS and shown on the accompanying FIRM.

The following provisions shall apply within the Floodway District of an AE zone [44 CFR 60.3(d)]:

- (i) Within any floodway area, no encroachments, including fill, new construction, substantial improvements, or other development shall be

permitted unless it has been demonstrated through hydrologic and hydraulic analysis performed in accordance with standard engineering practice that the proposed encroachment will not result in any increase in flood levels within the community during the occurrence of the base flood discharge.

Hydrologic and hydraulic analyses shall be undertaken only by professional engineers or others of demonstrated qualifications, who shall certify that the technical methods used correctly reflect currently-accepted technical concepts. Studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough review by the Floodplain Administrator.

Development activities which increase the water surface elevation of the base flood may be allowed, provided that the applicant first applies— with the City of Suffolk's endorsement—for a Conditional Letter of Map Revision (CLOMR), and receives the approval of the Federal Emergency Management Agency.

If subsection(c)(1)(A)(i) of this Section is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of subsection (d) of this Section.

- (ii) The placement of manufactured homes (mobile homes) is prohibited, except in an existing manufactured home (mobile home) park or subdivision. A replacement manufactured home may be placed on a lot in an existing manufactured home park or subdivision provided the anchoring, elevation, and encroachment standards are met.

- B. **The AE, or AH Zones** on the FIRM accompanying the FIS shall be those areas for which one-percent annual chance flood elevations have been provided and the floodway has not been delineated. The following provisions shall apply within an AE or AH zone [44 CFR 60.3(c)]*:

Until a regulatory floodway is designated, no new construction, substantial improvements, or other development (including fill) shall be permitted within the areas of special flood hazard, designated as Zones A1—30 and AE or AH on the FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the City of Suffolk.

Development activities in Zones A1-30 and AE or AH, on the City of Suffolk's FIRM which increase the water surface elevation of the base flood by more than one foot may be allowed, provided that the applicant first applies—with the City of Suffolk's endorsement for a Conditional Letter of Map Revision, and receives the approval of the Federal Emergency Management Agency.

* The requirement in 60.3(c)(10) only applies along rivers, streams, and other watercourses where FEMA has provided base flood elevations. The requirement does not apply along lakes, bays and estuaries, and the ocean coast.

- C. The **A Zone** on the FIRM accompanying the FIS shall be those areas for which no detailed flood profiles or elevations are provided, but the one percent annual chance floodplain boundary has been approximated. For these areas, the following provisions shall apply [44 CFR 60.3(b)]:

The Approximated Floodplain District shall be that floodplain area for which no detailed flood profiles or elevations are provided, but where a one hundred (100)-year floodplain boundary has been approximated. Such areas are shown as Zone A on the maps accompanying the FIS. For these areas, the base flood elevations and floodway information from federal, state, and other acceptable sources shall be used, when available. Where the specific one percent annual chance flood elevation cannot be determined for this area using other sources of data, such as the U. S. Army Corps of Engineers Floodplain Information Reports, U. S. Geological Survey Flood-Prone Quadrangles, etc., then the applicant for the proposed use, development and/or activity shall determine this base flood elevation. For development proposed in the approximate floodplain the applicant must use technical methods that correctly reflect currently accepted non-detailed technical concepts, such as point on boundary, high water marks, or detailed methodologies hydrologic and hydraulic analyses. Studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough review by the Floodplain Administrator.

The Floodplain Administrator reserves the right to require a hydrologic and hydraulic analysis for any development. When such base flood elevation data is utilized, the lowest floor shall be elevated to or above the base flood level plus twelve (12) inches.

During the permitting process, the Floodplain Administrator shall obtain:

- (i) The elevation of the lowest floor (including the basement) of all new and substantially improved structures; and
- (ii) If the structure has been floodproofed in accordance with the requirements of this Section, the elevation (in relation to mean sea level) to which the structure has been floodproofed.

Base flood elevation data shall be obtained from other sources or developed using detailed methodologies comparable to those contained in a FIS for subdivision proposals and other proposed development proposals (including manufactured home parks and subdivisions) that exceed fifty five (5) lots or five (5) acres, whichever is the lesser.

- D. The **AO Zone** on the FIRM accompanying the FIS shall be those areas of shallow flooding identified as AO on the FIRM. For these areas, the following provisions shall apply [44 CFR 60.3(c)]:

- (i) All new construction and substantial improvements of residential structures shall have the lowest floor, including basement, elevated to or above the flood depth specified on the FIRM, above the highest adjacent grade at least as high as the depth number specified in feet on the FIRM. If no flood depth

number is specified, the lowest floor, including basement, shall be elevated no less than two feet above the highest adjacent grade.

- (ii) All new construction and substantial improvements of non-residential structures shall:
 - a. Have the lowest floor, including basement, elevated to or above the flood depth specified on the FIRM, above the highest adjacent grade at least as high as the depth number specified in feet on the FIRM. If no flood depth number is specified, the lowest floor, including basement, shall be elevated at least two feet above the highest adjacent grade; or,
 - b. Together with attendant utility and sanitary facilities be completely floodproofed to the specified flood level so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
- (iii) Adequate drainage paths around structures on slopes shall be provided to guide floodwaters around and away from proposed structures.

- E. The **Coastal A Zone** shall be those areas, as defined by the VA USBC, that are subject to wave heights between 1.5 feet and 3 feet, and identified on the FIRM as areas of **Limits of Moderate Wave Action (LiMWA)**. For these areas, the following provisions shall apply:

Buildings and structures within this zone shall have the lowest floor elevated to or above the base flood elevation plus **one-foot eighteen (18) inches** of freeboard, and must comply with the provisions in subsection (c)(1)(B) and subsections (d)(2) and (d)(3) of this Section.

- F. The **VE or V Zones** on FIRMs accompanying the FIS shall be those areas that are known as Coastal High Hazard areas, extending from offshore to the inland limit of a primary frontal dune along an open coast. For these areas, the following provisions shall apply [44 CFR 60.3(e)]:

- (i) All new construction and substantial improvements in Zones V and VE (V if base flood elevation is available) shall be elevated on pilings or columns so that:
 - a. The bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings or columns) is elevated to or above the base flood level **plus eighteen (18) inches** if the lowest horizontal structural member is parallel to the direction of wave approach or elevated at least **one-foot two (2) feet** above the base flood level if the lowest horizontal structural member is perpendicular to the direction of wave approach; and,
 - b. The pile or column foundation and structure attached thereto is anchored to resist flotation, collapse, and lateral movement due to

the effects of wind and water loads acting simultaneously on all building components. Wind and water loading values shall each have a one percent chance of being equaled or exceeded in any given year (one-percent annual chance).

- (ii) A registered professional engineer or architect shall develop or review the structural design, specifications and plans for the construction, and shall certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of subsection (c)(1)(F)(i) of this Section.
- (iii) The Floodplain Administrator shall obtain the elevation (in relation to mean sea level) of the bottom of the lowest horizontal structural member of the lowest floor (excluding pilings and columns) of all new and substantially improved structures in Zones V and VE. The Floodplain Administrator shall maintain a record of all such information.
- (iv) All new construction shall be located landward of the reach of mean high tide.
- (v) All new construction and substantial improvements shall have the space below the lowest floor either free of obstruction or constructed with non-supporting breakaway walls, open wood-lattice work, or insect screening intended to collapse under wind and water loads without causing, collapse, displacement, or other structural damage to the elevated portion of the building or supporting foundation system. For the purpose of this section, a breakaway wall shall have a design safe loading resistance of not less than 10 and no more than 20 pounds per square foot. Use of breakaway walls which exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by local codes) may be permitted only if a registered professional engineer or architect certifies that the designs proposed meet the following conditions:
 - a. Breakaway wall collapse shall result from water load less than that which would occur during the base flood; and
 - b. The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and non-structural). Maximum wind and water loading values to be used in this determination shall each have a one percent chance of being equaled or exceeded in any given year.
- (vi) The enclosed space below the lowest floor shall be used solely for parking of vehicles, building access, or storage. Such space shall not be partitioned into multiple rooms, temperature-controlled, or used for human habitation. The enclosed space shall be less than 300 square feet.
- (vii) The use of fill for structural support of buildings is prohibited. When non-structural fill is proposed in a coastal high hazard area, appropriate

engineering analyses shall be conducted to evaluate the impacts of the fill prior to issuance of a development permit.

(viii) The man-made alteration of sand dunes, which would increase potential flood damage, is prohibited.

(2) **Overlay Concept.** The Floodplain Districts described above shall be overlays to the existing underlying districts as shown on the Official Zoning Ordinance Map, and as such, the provisions for the floodplain districts shall serve as a supplement to the underlying district provisions.

If there is any conflict between the provisions or requirements of the Floodplain Districts and those of any underlying district, the more restrictive provisions and/or those pertaining to the floodplain districts shall apply.

In the event any provision concerning a Floodplain District is declared inapplicable as a result of any legislative or administrative actions or judicial decision, the basic underlying provisions shall remain applicable.

(d) **DISTRICT PROVISIONS.** [44 CFR 59.22, 60.2, 60.3]

(1) **Permit and Application Requirements.**

A. **Permit Requirement.** All uses, activities, and development occurring within any floodplain district, including placement of manufactured homes, shall be undertaken only upon the issuance of a zoning permit. Such development shall be undertaken only in strict compliance with the provisions of this Section and with all other applicable codes and ordinances, as amended, such as the Virginia Uniform Statewide Building Code (VA USBC) and the City of Suffolk's Unified Development Ordinance. Prior to the issuance of any such permit, the Floodplain Administrator shall require all applications to include compliance with all applicable state and federal laws and shall review all sites to assure they are reasonably safe from flooding. Under no circumstances shall any use, activity, and/or development adversely affect the capacity of the channels or floodway of any watercourse, drainage ditch, or any other drainage facility or system.

B. **Site Plans and Permit Applications.** All applications for development within any floodplain district and all building permits issued for the floodplain shall incorporate the following information:

- (i) The elevation of the Base Flood at the site.
- (ii) The elevation of the lowest floor (including basement) or, in V zones, the lowest horizontal structural member.
- (iii) For structures to be floodproofed (non-residential only), the elevation to which the structure will be floodproofed.
- (iv) Topographic information showing existing and proposed ground elevations.
- (v) An Elevation Certificate based on the proposed development showing compliance with these floodplain regulations.

C. **Certificate of Occupancy.** Submissions Required Prior to Issuance of a Certificate of Occupancy The following certifications are required to be submitted by the permittee for development that is permitted in special flood hazard areas prior to the issuance of a Certificate of Occupancy:

- (i) For new or substantially improved residential structures or nonresidential structures that have been elevated, an Elevation Certificate that shows the ground elevation and finished elevations (identified in Section C of the Elevation Certificate as "Finished Construction").
- (ii) If non-residential floodproofing is used to meet the regulatory flood protection elevation requirements, a Floodproofing Certificate with supporting data are required prior to the actual start of any new construction.

(2) **General Standards.** The following provisions shall apply to all permits:

- A. New construction and substantial improvements shall be according to subsection (c)(1) of this Section and the VA USBC, and anchored to prevent flotation, collapse or lateral movement of the structure.
- B. Manufactured homes shall be anchored to prevent flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This standard shall be in addition to and consistent with applicable state anchoring requirements for resisting wind forces.
- C. New construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
- D. New construction or substantial improvements shall be constructed by methods and practices that minimize flood damage.
- E. Electrical, heating, ventilation, plumbing, air conditioning equipment and other service facilities, including duct work, shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
- F. New and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.
- G. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters.
- H. On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.

In addition to provisions A—H above, in all special flood hazard areas, the additional provisions shall apply:

- 1. Prior to any proposed alteration or relocation of any channels or of any watercourse, stream, etc., within this jurisdiction a permit shall be obtained from the U. S. Army Corps of Engineers, the Virginia Department of Environmental Quality, and the Virginia Marine Resources Commission (a joint permit application is available from any of these organizations). Furthermore, in riverine

areas, notification of the proposal shall be given by the applicant to all affected adjacent jurisdictions, the Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management), other required agencies, and the Federal Emergency Management Agency.

2. The flood carrying capacity within an altered or relocated portion of any watercourse shall be maintained.
- (3) **Elevation and Construction Standards.** [44 CFR 60.3] In all identified flood hazard areas where base flood elevations have been provided in the FIS or generated by a certified professional in accordance with subsection (c)(1)(C) of this Section, the following provisions shall apply:
- A. **Residential Construction** - New construction or substantial improvement of any residential structure (including manufactured homes) in Zones A1-30, AE, AH and A with detailed base flood elevations shall have the lowest floor, including basement, elevated to or above the base flood level plus twelve (12) inches. See subsections (c)(1)(E) and (c)(1)(F) of this Section for requirements in the Coastal A and VE zones.
 - B. **Non-Residential Construction** - New construction or substantial improvement of any commercial, industrial, or non-residential building (or manufactured home) shall have the lowest floor, including basement, elevated to or above the base flood level plus twelve (12) inches. See subsections (c)(1)(E) and (c)(1)(F) of this Section for requirements in the Coastal A and VE zones. Non-residential buildings located in all A1—30, AE, and AH zones may be floodproofed in lieu of being elevated provided that all areas of the building components below the elevation corresponding to the BFE plus one-foot twelve (12) inches are water tight with walls substantially impermeable to the passage of water, and use structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certification, including the specific elevation (in relation to mean sea level) to which such structures are floodproofed, shall be maintained by the Floodplain Administrator in perpetuity.
 - C. **Space Below the Lowest Floor** - In zones A, AE, AH, AO, and A1-A30, fully enclosed areas of new construction or substantially improved structures which are below the base flood elevation shall:
 - (i) Not be designed or used for human habitation, but shall only be used for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator).
 - (ii) Be constructed entirely of flood resistant materials below the base flood elevation;

- (iii) Include measures to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet the following minimum design criteria:
- a. Provide a minimum of two openings on different sides of each enclosed area subject to flooding.
 - b. The total net area of all openings must be at least one (1) square inch for each square foot of enclosed area subject to flooding.
 - c. If a building has more than one enclosed area, each area must have openings to allow floodwaters to automatically enter and exit.
 - d. The bottom of all required openings shall be no higher than one (1) foot above the adjacent grade.
 - e. Openings may be equipped with screens, louvers, or other opening coverings or devices, provided they permit the automatic flow of floodwaters in both directions.
 - f. Foundation enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not require openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires openings as outlined above.

D. Accessory Structures

- (i) Accessory structures in the SFHA shall comply with the elevation requirements and other requirements of Section 31-416.2(d)(3)(B) or, if not elevated or dry floodproofed, shall:
- a. Not be used for human habitation;
 - b. Be limited to no more than 600 square feet in total floor area;
 - c. Be useable only for parking of vehicles or limited storage;
 - d. Be constructed with flood damage-resistant materials below the base flood elevation;
 - e. Be constructed and placed to offer the minimum resistance to the flow of floodwaters;
 - f. Be anchored to prevent flotation;
 - g. Have electrical service and mechanical equipment elevated to or above the base flood elevation;
 - h. Shall be provided with flood openings which shall meet the following criteria:
 - (1) There shall be a minimum of two flood openings on different sides of each enclosed area; if a building has more than one enclosure below the lowest floor, each such enclosure shall have flood openings on exterior walls.
 - (2) The total net area of all flood openings shall be at least 1 square inch for each square foot of enclosed area (non-engineered flood openings), or the flood openings shall be engineered flood

openings that are designed and certified by a licensed professional engineer to automatically allow entry and exit of floodwaters; the certification requirement may be satisfied by an individual certification or an Evaluation Report issued by the ICC Evaluation Service, Inc.

(3) The bottom of each flood opening shall be 1 foot or less above the higher of the interior floor or grade, or the exterior grade, immediately below the opening.

(4) Any louvers, screens or other covers for the flood openings shall allow the automatic flow of floodwaters into and out of the enclosed area.

(ii) A signed Declaration of Land Restriction (Non-Conversion Agreement) shall be recorded on the property deed.

D. E. Standards for Manufactured Homes and Recreational Vehicles.

(i) In zones A, AE, AH, and AO, Aa all manufactured homes placed, or substantially improved, on individual lots or parcels, must meet all the requirements for new construction, including the elevation and anchoring requirements in subsections (d)(2) and (d)(3) of this Section.

(ii) All recreational vehicles placed on sites must either:

a. Be on the site for fewer than 180 consecutive days, be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions); or

b. Meet all the requirements for manufactured homes in subsection (d)(4)(D)(i) of this Section.

(4) Standards for Subdivision Proposals.

A. All subdivision proposals shall be consistent with the need to minimize flood damage;

B. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;

C. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood hazards; and

D. Base flood elevation data shall be obtained from other sources or developed using detailed methodologies, hydraulic and hydrologic analysis, comparable to those contained in a Flood Insurance Study for subdivision proposals and other proposed development proposals (including manufactured home parks and subdivisions) that exceed fifty five (5) lots or five (5) acres, whichever is the lesser.

(e) **EXISTING STRUCTURES IN FLOODPLAIN AREAS.** Any structure or use of a structure or premises which lawfully existed before the enactment of these provisions, ~~but~~

which is not in conformity with these provisions, may be continued subject to the following conditions must be brought into conformity with these provisions when it is changed, repaired, or improved unless one of the following exceptions is established before the change is made:

- ~~(1) Existing structures in the Floodway Area shall not be expanded or enlarged unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practices that the proposed expansion would not result in any increase in the base flood elevation.~~
- ~~(2) Any modification, alteration, repair, reconstruction, or improvement of any kind to a structure and/or use located in any floodplain areas to an extent or amount of less than fifty (50) percent of its market value shall conform to the VA USBC and the appropriate provisions of this ordinance.~~
- ~~(3) The modification, alteration, repair, reconstruction, or improvement of any kind to a structure and/or use, regardless of its location in a floodplain area to an extent or amount of fifty (50) percent or more of its market value shall be undertaken only in full compliance with this ordinance and shall require the entire structure to conform to the VA USBC.~~

(1) The Floodplain Administrator has determined that:

- A. Change is not a substantial repair or substantial improvement; and
- B. No new square footage is being built in the floodplain that is not complaint; and
- C. No new square footage is being built in the floodway; and
- D. The change complies with this Section and the VA USBC.

(2) The changes are required to comply with a citation for a health or safety violation.

(3) The structure is a historic structure and the change required would impair the historic nature of the structure.

- (f) **VARIANCES - FACTORS TO BE CONSIDERED.** [44 CFR 60.6] Variances shall be issued only upon (i) a showing of good and sufficient cause, (ii) after the Board of Zoning Appeals has determined that failure to grant the variance would result in exceptional hardship to the applicant, and (iii) after the Board of Zoning Appeals has determined that the granting of such variance will not result in (a) unacceptable or prohibited increases in flood heights, (b) additional threats to public safety, (c) extraordinary public expense; and will not (d) create nuisances, (e) cause fraud or victimization of the public, or (f) conflict with local laws or ordinances.

While the granting of variances generally is limited to a lot size less than one-half acre, deviations from that limitation may occur. However, as the lot size increases beyond one-half acre, the technical justification required for issuing a variance increases. Variances may be issued by the Board of Zoning Appeals for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, in conformance with the provisions of this section.

Variations may be issued for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use provided that the criteria of this section are met, and the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.

In passing upon applications for variations, the Board of Zoning Appeals shall satisfy all relevant factors and procedures specified in other sections of the zoning ordinance and consider the following additional factors:

1. The danger to life and property due to increased flood heights or velocities caused by encroachments. No variance shall be granted for any proposed use, development, or activity within any Floodway District that will cause any increase in the one percent (1%) chance flood elevation.
2. The danger that materials may be swept on to other lands or downstream to the injury of others.
3. The proposed water supply and sanitation systems and the ability of these systems to prevent disease, contamination, and unsanitary conditions.
4. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owners.
5. The importance of the services provided by the proposed facility to the community.
6. The requirements of the facility for a waterfront location.
7. The availability of alternative locations not subject to flooding for the proposed use.
8. The compatibility of the proposed use with existing development and development anticipated in the foreseeable future.
9. The relationship of the proposed use to the comprehensive plan and floodplain management program for the area.
10. The safety of access by ordinary and emergency vehicles to the property in time of flood.
11. The expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters expected at the site.
12. The historic nature of a structure. Variations for repair or rehabilitation of historic structures may be granted upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.

13. Variations will not be issued for any accessory structure within the SFHA.

~~14~~3. Such other factors which are relevant to the purposes of this Section.

The Board of Zoning Appeals may refer any application and accompanying documentation pertaining to any request for a variance to any engineer or other qualified person or agency for technical assistance in evaluating the proposed project in relation to flood heights and velocities, and the adequacy of the plans for flood protection and other related matters.

Variances shall be issued only after the Board of Zoning Appeals has determined that the granting of such will not result in (a) unacceptable or prohibited increases in flood heights, (b) additional threats to public safety, (c) extraordinary public expense; and will not (d) create nuisances, (e) cause fraud or victimization of the public, or (f) conflict with local laws or ordinances.

Variances shall be issued only after the Board of Zoning Appeals has determined that the variance will be the minimum required to provide relief.

The Board of Zoning Appeals shall notify the applicant for a variance, in writing, that the issuance of a variance to construct a structure below the one percent (1%) chance flood elevation (a) increases the risks to life and property and (b) will result in increased premium rates for flood insurance.

A record shall be maintained of the above notification as well as all variance actions, including justification for the issuance of the variances. Any variances that are issued shall be noted in the annual or biennial report submitted to the Federal Insurance Administrator.

(g) **VIOLATIONS AND ENFORCEMENT.** Any persons in violation of the provisions of this Section shall be subject to enforcement action as provided for in Section 31-310 of this Ordinance.

(h) **DEFINITIONS.** [44 CFR 59.1]

0.2-Percent-Annual-Chance Flood - The flood that has a 0.2-percent chance of being equaled or exceeded in any given year.

1-Percent-Annual-Chance Flood - The flood that has a 1-percent chance of being equaled or exceeded in any given year.

1-Percent-Annual-Chance Flood Elevation - See Base Flood Elevation (BFE).

2-Percent-Annual-Chance Flood - The flood that has a 2-percent chance of being equaled or exceeded in any given year.

10-Percent-Annual-Chance Flood - The flood that has a 10-percent chance of being equaled or exceeded in any given year.

10-Year Flood - See 10-Percent Annual Chance Flood.

50-Year Flood - See 2-Percent Annual Chance Flood.

100-Year Flood - See 1-Percent Annual Chance Flood.

500-Year Flood - See 0.2-Percent Annual Chance Flood.

Appurtenant or accessory structure - For floodplain management purposes, ~~accessory structures not to exceed 200 sq. ft. a non-residential structure which is on the same parcel of property as the principal structure and the use of which is incidental to the use of the principal structure.~~ Accessory structures are not to exceed 600 square feet.

Base flood - The flood having a one-percent (1%) chance of being equaled or exceeded in any given year.

Base flood elevation (BFE) - The water surface elevations of the base flood, that is, the flood level that has a one percent or greater chance of occurrence in any given year. The

water surface elevation of the base flood in relation to the datum specified on the community's Flood Insurance Rate Map. For the purposes of this section, the base flood is the 1% annual chance flood.

Basement - For floodplain management purposes, any area of the building having its floor sub-grade (below ground level) on all sides.

Board of Zoning Appeals (BZA) - The board appointed to review appeals made by individuals with regard to decisions of the Zoning Administrator in the interpretation of this ordinance.

Bulkhead - A structure or partition to retain or prevent sliding of the land.

Coastal A Zone - Flood hazard areas that have been delineated as subject to wave heights between 1.5 feet and 3 feet.

Development - For floodplain management purposes, any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, temporary structures, mining, dredging, filling, grading, paving, excavation, or drilling operations or permanent or temporary storage of equipment or materials.

~~**Digital Flood Insurance Rate Map (DFIRM)**—A Flood Insurance Rate Map that has been prepared as a digital product, which may involve converting an existing manually produced FIRM to digital format, or creating a product from new digital data sources using a Geographic Information System environment. The DFIRM product allows for the creation of interactive, multi-hazard digital maps. Linkages are built into an associated database to allow users options to access the engineering backup material used to develop the DFIRM, such as hydrologic and hydraulic models, Flood Profiles, data tables, Digital Elevation Models, and structure-specific data, such as digital elevation certificates and digital photographs of bridges and culverts.~~

~~**DFIRM Database**—A database designed to facilitate collecting, storing, processing, and accessing data developed by FEMA, enabling Mapping Partners to share the data necessary for the DFIRM production and conversion process. Where possible, all mapping and engineering data elements are linked to physical geographic features and georeferenced. The use of a Geographic Information System as a component of the DFIRM database provides the ability to georeference and overlay the mapping and engineering data, allowing the database to support a variety of existing and forthcoming engineering and mapping products.~~

Director - For floodplain management purposes, title of the Community Floodplain Administrator or other official designated by the City Manager.

Elevated building - A non-basement building built to have the lowest floor elevated above the ground level by means of solid foundation perimeter walls, pilings, or columns (posts and piers).

Elevation Certificate - The form, developed by FEMA, to be used to provide elevation information necessary to ensure compliance with community floodplain management ordinances, to determine the proper insurance premium rate, and to support a request for a Letter of Map Amendment or Letter of Map Revision Based on Fill.

Encroachment - The advance or infringement of uses, plant growth, fill, excavation, buildings, permanent structures or development into a floodplain, which may impede or alter the flow capacity of a floodplain.

Erosion - For floodplain management purposes, the process by which floodwaters lower the ground surface in an area by removing upper layers of soil.

Existing construction - Structures for which the "start of construction" commenced before the effective date of the FIRM. "Existing construction" may also be referred to as "existing structures."

Existing manufactured home park or subdivision - A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

Expansion to an existing manufactured home park or subdivision - The preparation of additional sites by the construction of facilities for servicing the lots on which the manufacturing homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Federal Emergency Management Agency (FEMA) - The component of the U. S. Department of Homeland security that oversees the administration of the NFIP.

Fill and fill material - For floodplain management purposes, soil that is brought in to raise the level of the ground. Depending on where the soil is placed, fill may change the flow of water or increase flood elevations. Fill may be used to elevate a building to meet NFIP requirements. Sometimes fill is combined with other methods of elevation such as pilings or foundation walls. Placement of fill requires a local permit from the community.

Flood or flooding - For floodplain management purposes.

1. A general or temporary condition of partial or complete inundation of normally dry land areas from:
 - a. The overflow of inland or tidal waters; or
 - b. The unusual and rapid accumulation or runoff of surface waters from any source.
 - c. Mudflows which are proximately caused by flooding as defined in paragraph (1)(b) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.
2. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature such as flash flood or an abnormal tidal surge, or by

some similarly unusual and unforeseeable event which results in flooding as defined in paragraph 1(a) of this definition.

Flood Insurance Rate Map (FIRM) - An official map of a community, on which the Federal Emergency Management Agency has delineated both the special hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).

Flood Insurance Risk Zones - The zones, also referred to as "risk premium rate zones" and "flood insurance rate zones", shown on a FIRM or FHBM that are used to determine flood insurance premium rates for properties in a mapped area. Flood insurance risk zones include SFHAs and non-SFHAs.

Flood Insurance Study (FIS) - A report by FEMA that examines, evaluates and determines flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudflow and/or flood-related erosion hazards.

Floodplain or flood-prone area - Any land area susceptible to being inundated by water from any source.

Floodproofing - Any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

Floodway - The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot at any point within the community.

Freeboard - A factor of safety usually expressed in feet above a flood level for purposes of floodplain management. "Freeboard" tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, bridge openings, and the hydrological effect of urbanization in the watershed.

Functionally ~~D~~ependent use - A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

~~**Hazard Mitigation Grant Program (HMGP)** - The program, authorized under Section 404 of the Stafford Act, under which FEMA provides grants to States and local governments to implement long-term hazard mitigation measures after a presidential disaster declaration. The purpose of the HMGP is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a presidentially declared disaster.~~

Highest adjacent grade - The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Historic structure - For floodplain management purposes, any structure that is:

1. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
2. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
3. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or,
4. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either
 - a. By an approved state program as determined by the Secretary of the Interior; or
 - b. Directly by the Secretary of the Interior in states without approved programs.

Hydrologic and Hydraulic Engineering Analysis - Analyses performed by a licensed professional engineer, in accordance with standard engineering practices that are accepted by the Virginia Department of Conservation and Recreation and FEMA, used to determine the base flood, other frequency floods, flood elevations, floodway information and boundaries, and flood profiles.

Letters of Map Change (LOMC) - A Letter of Map Change is an official FEMA determination, by letter, that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:

Letter of Map Amendment (LOMA): An amendment based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a Land as defined by meets and bounds or structure is not located in a special flood hazard area.

Letter of Map Revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, floodplain and floodway delineations, and planimetric features. A Letter of Map Revision Based on Fill (LOMR-F), is a determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer exposed to flooding associated with the base flood. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.

Conditional Letter of Map Revision (CLOMR): A formal review and comment as to whether a proposed flood protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study.

Lowest Adjacent Grade (LAG) - The lowest natural elevation of the ground surface next to the walls of a structure.

Lowest Finished Floor Elevation (LFFE) - The lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of Federal Code 44CFR §60.3.

Manufactured home - A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term "manufactured home" also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days.

Manufactured home park or subdivision - A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Mean sea level - ~~is an elevation point that represents the average height of the ocean's surface (such as the halfway point between the mean high tide and the mean low tide) which is used as a standard in reckoning land elevation.~~ for purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929 or the North American Vertical Datum (NAVD) of 1988 to which base flood elevations shown on a community's FIRM are referenced.

~~**Mitigation** - For floodplain management purposes, a sustained action taken to reduce or eliminate long-term risk to people and property from flood hazards and their effects. Mitigation distinguishes actions that have a long-term impact from those that are more closely associated with preparedness for, immediate response to, and short-term recovery from specific events.~~

New construction - For the purposes of determining insurance rates, structures for which the "start of construction" commenced on or after November 16, 1990, and includes any subsequent improvements to such structures. For floodplain management purposes, new construction means structures for which the start of construction commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

~~**Post-FIRM structures** - A structure for which construction or substantial improvement occurred on or after November 16, 1990. For floodplain management purposes, a structure for which construction, or other development for which the "start of construction" occurred on or after November 16, 1990.~~

~~**Pre-FIRM structures** - A structure for which construction or substantial improvement occurred on or before November 16, 1990. For floodplain management purposes, a structure for which construction or other development for which the "start of construction" occurred before November 16, 1990.~~

Primary frontal dune - a continuous or nearly continuous mound or ridge of sand with relatively steep seaward and landward slopes immediately landward and adjacent to the beach and subject to erosion and overtopping from high tides and waves during major coastal storms.

~~**Public Assistance (PA) Program**—The program through which FEMA provides Federal funding to State and local governments, and some non-profit organizations, to respond to, recover from, and mitigate the future effects of disasters. The primary goal of the PA program is to help communities and their citizens recover from catastrophic disasters.~~

Recreational vehicle - For floodplain management purposes, a vehicle which is:

1. Built on a single chassis;
2. 400 square feet or less when measured at the largest horizontal projection;
3. Designed to be self-propelled or permanently towable by a light duty truck; and
4. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational camping, travel, or seasonal use.

Repetitive loss structure - A building covered by a contract for flood insurance that has incurred flood-related damages on two occasions in a 10-year period, in which the cost of the repair, on the average, equaled or exceeded 25 percent of the market value of the structure at the time of each such flood event; and at the time of the second incidence of flood-related damage, the contract for flood insurance contains increased cost of compliance coverage.

Severe repetitive loss structure - A structure that: (a) Is covered under a contract for flood insurance made available under the NFIP; and (b) Has incurred flood related damage - (i) For which 4 or more separate claims payments have been made under flood insurance coverage with the amount of each such claim exceeding \$5,000.00, and with the cumulative amount of such claims payments exceeding \$20,000.00; or (ii) For which at least 2 separate claims payments have been made under such coverage, with the cumulative amount of such claims exceeding the market value of the insured structure.

Shallow flooding area - A special flood hazard area with base flood depths from one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

Special flood hazard area - The land in the floodplain subject to a one (1%) percent or greater chance of being flooded in any given year as determined in subsection (c) of this Section.

Start of construction - For floodplain management purposes - for other than new construction and substantial improvement, under the Coastal Barriers Resource Act (P.L. - 97-348), means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, substantial improvement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For

a substantial improvement, the actual start of the construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure - For floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

Substantial damage - For floodplain management purposes, damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial improvement - For floodplain management purposes, any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. This term includes structures which have incurred repetitive loss or substantial damage regardless of the actual repair work performed. The term does not, however, include either:

1. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or
2. Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.
3. Historic structures undergoing repair or rehabilitation that would constitute a substantial improvement as defined above, must comply with all ordinance requirements that do not preclude the structure's continued designation as a historic structure. Documentation that a specific ordinance requirement will cause removal of the structure from the National Register of Historic Places or the State Inventory of Historic places must be obtained from the Secretary of the Interior or the State Historic Preservation Officer. Any exemption from ordinance requirements will be the minimum necessary to preserve the historic character and design of the structure.

Violation - The failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required is presumed to be in violation until such time as that documentation is provided.

Watercourse - For floodplain management purposes, a lake, river, creek, stream, wash, channel or other topographic feature on or over which waters flow at least periodically. Watercourse includes specifically designated areas in which substantial flood damage may occur.

FIRM Panel Dates for Printed Panels of CITY OF SUFFOLK, VIRGINIA (Independent City)

PANEL	EFFECTIVE DATE
0085 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0090 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0095 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0140 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0170 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0180 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0185 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0190 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0195 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0205 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0210 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0215 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0220 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0240 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0245 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0285 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0295 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0305 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0310 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0315 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0320 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0330 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0335 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0340 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0345 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0355 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0360 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0365 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>
0370 <u>ED</u>	November 16, 2011 <u>July 7, 2026</u>

PANEL	EFFECTIVE DATE
0014 <u>FE</u>	August 3, 2015 <u>July 7, 2026</u>
0016 <u>FE</u>	August 3, 2015 <u>July 7, 2026</u>
0017 <u>FE</u>	August 3, 2015 <u>July 7, 2026</u>
0018 <u>FE</u>	August 3, 2015 <u>July 7, 2026</u>
0019 <u>FE</u>	August 3, 2015 <u>July 7, 2026</u>
0036 <u>FE</u>	August 3, 2015 <u>July 7, 2026</u>
0038 <u>FE</u>	August 3, 2015 <u>July 7, 2026</u>
0039 <u>FE</u>	August 3, 2015 <u>July 7, 2026</u>

0043 <u>FE</u>	<u>August 3, 2015-July 7, 2026</u>
0044 <u>FE</u>	<u>August 3, 2015-July 7, 2026</u>
0102 <u>FE</u>	<u>August 3, 2015-July 7, 2026</u>
0104 <u>FE</u>	<u>August 3, 2015-July 7, 2026</u>
0105 <u>FE</u>	<u>August 3, 2015-July 7, 2026</u>
0106 <u>FE</u>	<u>August 3, 2015-July 7, 2026</u>
0107 <u>FE</u>	<u>August 3, 2015-July 7, 2026</u>
0108 <u>FE</u>	<u>August 3, 2015-July 7, 2026</u>
0109 <u>FE</u>	<u>August 3, 2015-July 7, 2026</u>
0112 <u>FE</u>	<u>August 3, 2015-July 7, 2026</u>
0114 <u>FE</u>	<u>August 3, 2015-July 7, 2026</u>
0115 <u>FE</u>	<u>August 3, 2015-July 7, 2026</u>
0116 <u>FE</u>	<u>August 3, 2015-July 7, 2026</u>
0117 <u>FE</u>	<u>August 3, 2015-July 7, 2026</u>
0118 <u>FE</u>	<u>August 3, 2015-July 7, 2026</u>
0119 <u>FE</u>	<u>August 3, 2015-July 7, 2026</u>
0126 <u>FE</u>	<u>August 3, 2015-July 7, 2026</u>
0127 <u>FE</u>	<u>August 3, 2015-July 7, 2026</u>
0128 <u>FE</u>	<u>August 3, 2015-July 7, 2026</u>
0129 <u>FE</u>	<u>August 3, 2015-July 7, 2026</u>
0131 <u>FE</u>	<u>August 3, 2015-July 7, 2026</u>
0227 <u>FE</u>	<u>August 3, 2015-July 7, 2026</u>
0230 <u>FE</u>	<u>August 3, 2015-July 7, 2026</u>
0231 <u>FE</u>	<u>August 3, 2015-July 7, 2026</u>
0235 <u>FE</u>	<u>August 3, 2015-July 7, 2026</u>

AGENDA: April 15, 2026, Regular Session

ITEM: Public Hearing – An ordinance to grant a Conditional Use Permit to establish an agribusiness use on property located at 2101 Holland Corner Road, Zoning Map 52, Parcel 13A, Account Number 153900800; CUP2025-020

Attached for your consideration is information pertaining to Conditional Use Permit request CUP2025-020, submitted by Michael and Audrey McLane, applicants and property owners, in accordance with Sections 31-306 and 31-406 of the Unified Development Ordinance, to establish an agribusiness use at 2101 Holland Corner Road, further identified as Zoning Map 52, Parcel 13A. The affected area is further identified as being located in the Holy Neck Borough, zoned A, Agricultural zoning district. The 2045 Comprehensive Plan designates this area as being outside the growth area, Rural Agriculture Land Use Type.

The Planning Commission, at their March 17, 2026 meeting, through Resolution No. 26-03-01, voted 8 to 0 to recommend approval of this request. Therefore, this item is presented to City Council with a recommendation of approval from the Planning Commission.

ATTACHMENTS:

- General Location Map
- Zoning / Land Use Map
- Applicant's Narrative
- Application Disclosure Form
- Proposed Ordinance
- Exhibit A – Planning Commission Recommendation
- Exhibit B – Property Map
- Exhibit C – "Trailerworx Site Plan R2"
- Exhibit D – Access Agreement

STAFF REPORT

DESCRIPTION

CONDITIONAL USE PERMIT REQUEST: Conditional Use Permit request, CUP2025-020, in accordance with Sections 31-306 and 31-406 of the Unified Development Ordinance, to establish an agribusiness use (horse, livestock, and utility trailer maintenance and repair).

APPLICANT: Submitted by Michael and Audrey McLane, applicants and property owners.

LOCATION: The subject property is located at 2101 Holland Corner Road, further identified as Zoning Map 52, Parcel 13A.

PRESENT ZONING: The subject property (T.M. 52*13A) is zoned A, Agricultural.

EXISTING LAND USE: T.M. 52*13A is a landlocked parcel 1.5 acres in size. The property is developed with a 2,703 square-foot single-family detached dwelling, a 1,526 square-foot detached garage, a private well, a septic system, and a gravel driveway.

PROPOSED LAND USE: The applicant proposes to establish an agribusiness on the property, with said business specifically providing repair and maintenance services for horse, livestock, and utility trailers.

SURROUNDING LAND USES:

- North: Cropland and undeveloped wooded land zoned A, Agricultural zoning district.
- South: Cropland, a detached single-family home and farm structures zoned A, Agricultural zoning district.
- East: Cropland and detached single-family homes along Holland Corner Road zoned A, Agricultural zoning district.
- West: Undeveloped wooded land and single-family homes beyond along Longstreet Lane zoned A, Agricultural zoning district.

COMPREHENSIVE PLAN: The City's 2045 Comprehensive Plan designates this area as outside the growth area, Rural Agriculture Land Use Type.

CHESAPEAKE BAY PRESERVATION AREA DESIGNATION: The subject parcel is located outside of the City's Chesapeake Bay Preservation Area Overlay District (CBPA).

FLOOD PLAIN: The subject parcel is within Flood Zone X (areas of minimal risk) as shown on Flood Insurance Rate Map (FIRM) Panel No. 5105160215D of the City of Suffolk, Virginia 2011 Flood Map.

PUBLIC NOTICE: This request has been duly advertised in accordance with the public notice requirements set forth in Section 15.2-2204 of the Code of Virginia, as amended, and with the applicable provisions of the Unified Development Ordinance. Notice to the applicant, containing a copy of the staff report, was also sent March 13, 2026 and April 10, 2026.

CASE HISTORY: There is no case history for this application.

STAFF ANALYSIS

ISSUE

The applicant currently resides within a single-family home on the subject property, and, per their attached narrative, proposes to establish an on-site business that will provide repair services and perform maintenance of horse, livestock, and utility trailers. Such a business is classified within the Unified Development Ordinance as an “agribusiness”, as further detailed in this report. Proposed business operations and customer/client contact will occur within a detached garage, which the applicant proposes to expand from 1,536 square feet to 2,560 square feet upon approval of the Conditional Use Permit request. The applicant has submitted a narrative, sketch plan, and access agreement in support of this request.

CONSIDERATIONS AND CONCLUSIONS

1. Section 31-306 of the Unified Development Ordinance (UDO) requires a Conditional Use Permit (CUP) to be obtained for any agribusiness use proposed within the A, Agricultural zoning district. An “agribusiness” is defined within the UDO as a “business and/or commercial use operated primarily for the support of agricultural needs. It may consist of products, materials, and equipment servicing and sales; storage and/or processing of agricultural products and/or animals; medical and/or technical support services.” Given the applicant’s proposed horse and livestock trailer repair and servicing business is located within an agricultural area and is intended to service equipment associated with agricultural operations, the proposed business was determined to qualify as a “agribusiness” under the provisions of the UDO.
2. The applicant’s narrative states that the proposed business would include repairing and servicing horse, livestock, and utility trailers within a 2,560 square-foot detached garage. These trailers would be limited to typical towed utility trailers, horse and livestock trailers. Under the Code of Virginia, trailers and semi-trailers are defined separately. Large tractor-trucks typically are equipped with semi-trailers, which do not have front axles and rely on a tractor-truck for support via a fifth wheel. Under the proposed conditions of approval, the applicant would not be permitted to conduct work on semi-trailers, only livestock/horse/utility trailers that are towed wholly on their own structures and not supported by a tractor-truck fifth wheel. Additionally, work on customer trailers will only occur indoors within a detached garage, and trailers will be stored indoors unless outdoor storage is occasionally necessitated. The applicant graphically depicts a limited storage area for trailers that would need to be stored outdoors adjacent to the proposed garage addition within the attached sketch plan (Exhibit C). The applicant notes in their attached narrative that customer/client contact would occur on site by appointment and trailer drop-off and pick-up will only occur on the property.
3. The subject property is “land-locked”, which means it does not have any public road frontage and is surrounded by other parcels. The subject property is accessed via a 22-foot wide ingress/egress easement that contains a dirt driveway. The easement and driveway traverse the adjacent properties to the east (T.M. 52*13 and 52*29) to connect to Holland Corner Road. This driveway connection was previously aligned with an easement that has since been vacated and, as noted in the attached sketch plan provided by the applicant, the driveway has since been re-aligned to the location of the current ingress/egress easement serving the

property. The applicant has also executed an access agreement (attached as Exhibit D) with adjacent property owners to permit the general public to utilize the ingress/egress easement for the purpose of patronizing the proposed agribusiness on the applicant's property.

4. Overall impervious surfaces will comprise approximately 5,632 square feet, or 8.5%, of 1.5 total acres, which falls below the 16% impervious surface maximum permitted for development within the Agricultural zoning district. The applicant will only be installing a 1,024 square-foot building addition and thus falls below the 10,000 square-foot area of disturbance threshold for a Land Disturbing Permit and stormwater management. However, the applicant will need to obtain all required building permits from the City, and a proposed condition of approval to this effect has been included in the proposed Ordinance and Planning Commission recommendation.
5. An Environmental Site Assessment (ESA) was waived for this CUP request. The Department of Public Works has reviewed the application materials and expressed no concerns at the time of this report.
6. A Major Water Quality Impact Assessment was waived for this request, as the property is outside of the Chesapeake Bay Preservation Area overlay. The subject parcel appears to be free of environmental constraints, and since the applicant is proposing minimal land disturbance as part of this application, the Department of Public Works has expressed no concerns at the time of this report.
7. A traffic study was waived for this application. The Department of Public Works' Traffic Engineering Division has reviewed this request and has expressed no concerns, given the limited volume of customer traffic proposed.
8. The subject property is served by a private well and a private septic system. The applicant is not proposing any new plumbing fixtures as part of this request, and thus no increased demand on either the well or septic system from the establishment of the proposed business is anticipated. The Department of Health has reviewed this request and the proximity of the proposed building addition to the existing private well and expressed no concerns with the location of the new construction.
9. Pursuant to Section 31-306 of the UDO, a CUP provides a means of authorizing certain uses which, because of their unique characteristics or potential impacts on adjacent land uses, are not generally permitted in certain zoning districts as a matter of right. Rather, such uses are permitted through the approval of a CUP by City Council when the right set of circumstances and conditions are found acceptable. Section 31-306(c) specifically establishes eight criteria that should be satisfied for approval. The proposed agribusiness meets these requirements as follows:

- a) *The proposed conditional use shall be in compliance with all regulations of the applicable zoning district, the provisions of Article 6 of the ordinance and any applicable supplemental use standards as set forth in Article 7 of the Ordinance.*

The proposed agribusiness is a listed conditional use in the Agricultural zoning district. There are no specific supplemental use regulations for agribusiness uses outlined in the

UDO, however, staff reviewed the applicant's conceptual plan as to its conformance to the various zoning standards for the Agricultural zoning district and found it acceptable to move forward with the CUP application. If the use permit is granted, the applicant must then obtain the proper City permits prior to commencing construction. A condition of approval is proposed to enforce this requirement.

- b) *The proposed conditional use shall conform to the character of the neighborhood within the same zoning district in which it is located. The proposal as submitted or modified shall have no more adverse effects on health, safety or comfort of persons living or working in or driving through the neighborhood, or shall be no more injurious to property or improvements in the neighborhood, than would any other use generally permitted in the same district. In making such a determination, consideration should be given to the location, type and height of buildings or structures, the type and extent of landscaping and screening on the site and whether the proposed use is consistent with any theme, action, policy or map of the Comprehensive Plan which encourages mixed uses and/or densities.*

The 2045 Comprehensive Plan designates the subject property as Rural Agriculture, outside of the growth area. The trailer repair and maintenance operation, which will serve agricultural equipment needs, is consistent with the subject property's designation in the Comprehensive Plan and is compatible with the surrounding agricultural intensity and land use patterns of the immediate area.

- c) *Adequate measures shall be taken to provide ingress and egress so designed as to minimize traffic hazards and to minimize traffic congestion on the public roads.*

As previously noted, this is a low traffic-generating business with limited daily customer/client interaction on the applicant's property. While the trailer repair and maintenance business will be accessed solely from a private driveway running along a private ingress/egress easement from Holland Corner Road, note that business patrons will only be on-site by appointment per the applicant's narrative. Given that the applicant states only three trailers will be stored on site at a time, it follows that the number of daily customer appointments will be limited. While the Institute of Transportation Engineers (ITE) Trip Generation Manual (11th Edition) does not provide an exact daily trip generation rate for horse/livestock trailer repair, one can utilize the rate for "Specialty Trade Contractor" establishments as a comparable use type for analysis purposes. The daily trip generation this ITE land use code is 9.82 trips per 1,000 square feet of gross floor area, which would yield 25.14 daily trips for the proposed use given the size of the workspace (2,560 square feet). Please note this trip estimate is very conservative and the site will likely see much lower daily trips. Since Holland Corner Road is classified as a minor arterial road, even under the most conservative trip generation scenario yielded through the ITE, the customer traffic generated by the proposed use will have little impact on overall traffic patterns for Holland Corner Road. Additionally, as noted earlier in this report, semi-trailer repair would not be permitted, and tractor-trucks are unlikely to traverse the driveway to the property given this limitation. Therefore, given the limited patronage of the horse trailer and repair use, the size of the private gravel driveway and access arrangement is sufficient and the use is not anticipated to negatively impact the adjacent public

roadway or properties.

- d) *The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke or gas.*

This proposed horse, livestock and utility trailer repair business is not expected to negatively affect the adjacent properties. The business is contained on parcel that is surrounded by cropland and undeveloped forest, and the nearest residential structure (aside from the applicant's own place of residence) is located approximately 1,899 feet from the detached garage where trailer repair and maintenance will be conducted. Additionally, as noted in the applicant's narrative, trailer repair will be conducted indoors utilizing domestic tools and a hydraulic floor lift. To this end, a condition of approval is proposed that requires work on trailers to be conducted indoors only, and therefore, the proposed agribusiness is therefore sufficiently buffered from adjacent residences by virtue of distance and enclosure within a building, so that any noise or dust generated by the use will not negatively impact neighboring properties.

- e) *The proposed use shall not be injurious to the use and enjoyment of the property in the immediate vicinity for the purposes already permitted nor substantially diminish or impair the property values within the neighborhood.*

The proposed use is not expected to be injurious to the use and enjoyment of the properties in the immediate vicinity, as it is adequately separated from adjacent residential uses and conforms with expected character and intensity of the Agricultural zoning district. As noted above, repair and maintenance work on trailers will occur indoors, and the subject property is surrounded by farmland which will not be negatively impacted by the proposed agribusiness.

- f) *The establishment of the proposed use shall not impede the orderly development and improvement of surrounding property for uses permitted within the zoning district.*

This area of the city is primarily agricultural, with low-density residential uses embedded with active farming operations. Given this proposed agribusiness is located in the middle of cropland and serves the needs of adjacent agricultural businesses, the proposed use is not anticipated to impede the improvement of any surrounding property.

- g) *The establishment, maintenance or operation of the proposed use shall not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.*

The proposed use is not expected to be detrimental to the public health, safety, morals, comfort or general welfare, as it is a small-scale operation within a detached garage and, as noted prior in this report, is significantly separated from adjacent residential uses. It should be noted that much of the work involves hand tools and machinery found in a typical home garage and therefore will be inherently limited in scope and impact.

- h) *The public interest and welfare supporting the proposed conditional use shall be*

sufficient to outweigh the individual interests which are adversely affected by the establishment of the proposed use.

Based on the prior analysis in this report, the proposed agribusiness serves a practical need for the local agricultural community, generates minimal traffic and nuisance impacts, and is well-buffered from residential neighbors. Any potential adverse individual impacts appear to be minimal, therefore the public interest in supporting agricultural service businesses in a rural area is sufficient to satisfy this standard.

RECOMMENDATION

It is staff's opinion that the subject property at 2101 Holland Corner Road is appropriate for the establishment of a proposed agribusiness comprised of horse, utility, and livestock trailer repair and maintenance services. The use is consistent with the agricultural character of the area, serves a practical need for the community with minimal impacts on adjacent property owners, and appropriate conditions of approval will address customer/client contact and indoor operations to ensure the use remains low-impact. Therefore, due to the considerations and conclusions noted in this report, staff recommends **approval** of Conditional Use Permit request CUP2025-020, subject to the proposed conditions of approval;

1. This Conditional Use Permit shall authorize an agribusiness use for property located at 2101 Holland Corner Road, Zoning Map 52, Parcel 13A; as identified and depicted in Exhibit "B".
2. The agribusiness use authorized by this Conditional Use Permit shall consist of the repair and maintenance of horse, livestock, and utility trailers only.
3. The applicant shall obtain all necessary permits and licenses from the City of Suffolk prior to operation of the business. Except as set forth herein, the use shall be developed in accordance with the sketch plan titled "Trailerworx Site Plan R2" further identified as Exhibit "C"
4. No dismantling, servicing, or maintenance of trailers shall occur outside of the building designated for the proposed use, as shown on Exhibit "C".
5. Customer/client contact on the premises shall be by appointment only. The driveway access to the business shall be maintained in accordance with the access agreement further identified as "Exhibit D".
6. The applicant shall obtain all necessary permits prior to development and operation. The development and operations shall comply with applicable codes, ordinances and regulations of federal, state and local government.

The Planning Commission, at their March 17, 2026 meeting through Resolution No. 26-03-01, voted 8 to 0 to recommend approval of this request, subject to the proposed conditions. Therefore, this item is presented to City Council with a recommendation of approval from the Planning Commission.

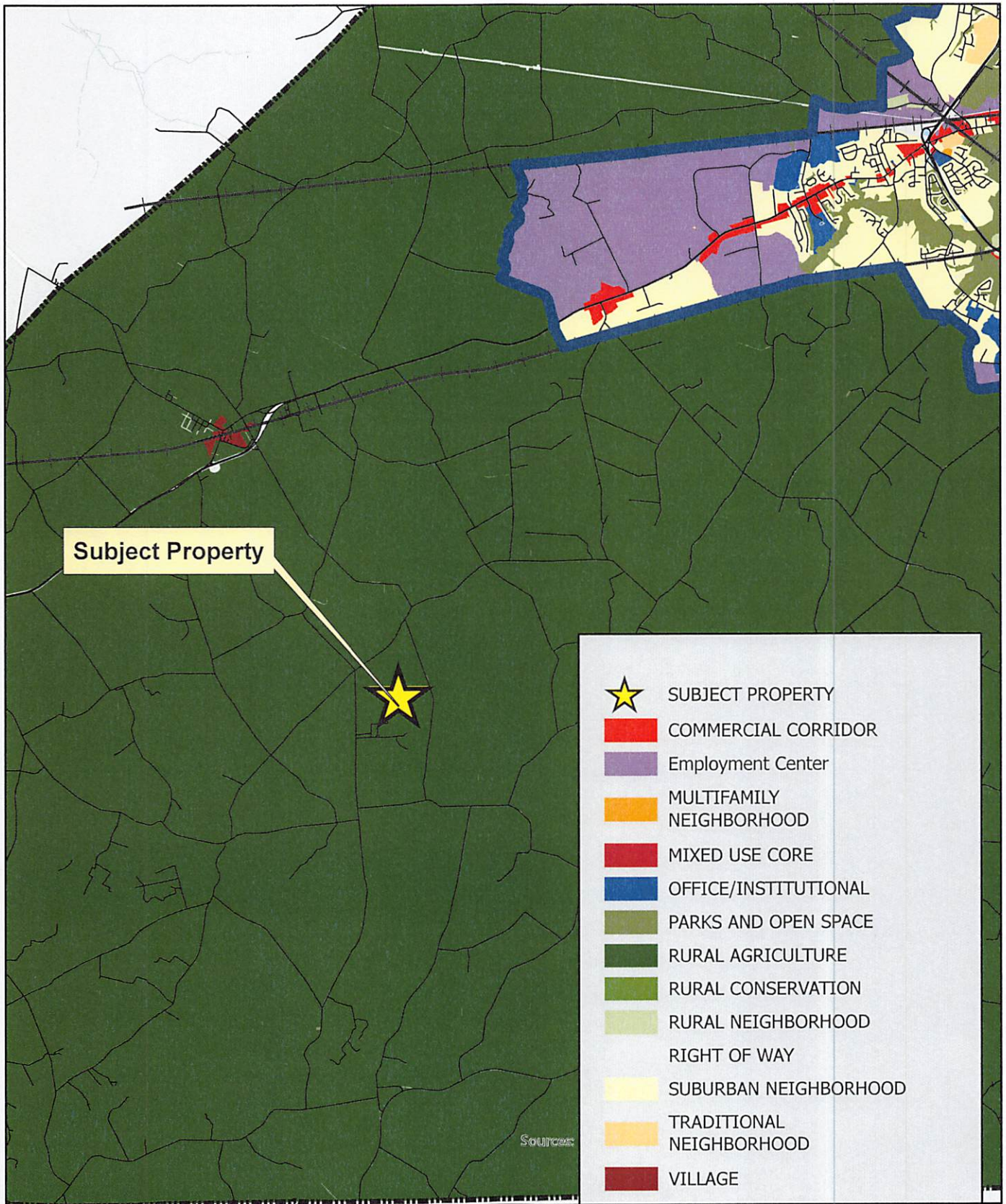
Attachments

- General Location Map
- Zoning / Land Use Map
- Applicant's Narrative
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- Proposed Ordinance
- Exhibit A – Planning Commission Recommendation
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- Exhibit C – “Trailerworx Site Plan R2”
- Exhibit D – Access Agreement



GENERAL LOCATION MAP

CUP2025-00020



Author: KOSSAI
Date: 12-29-2025

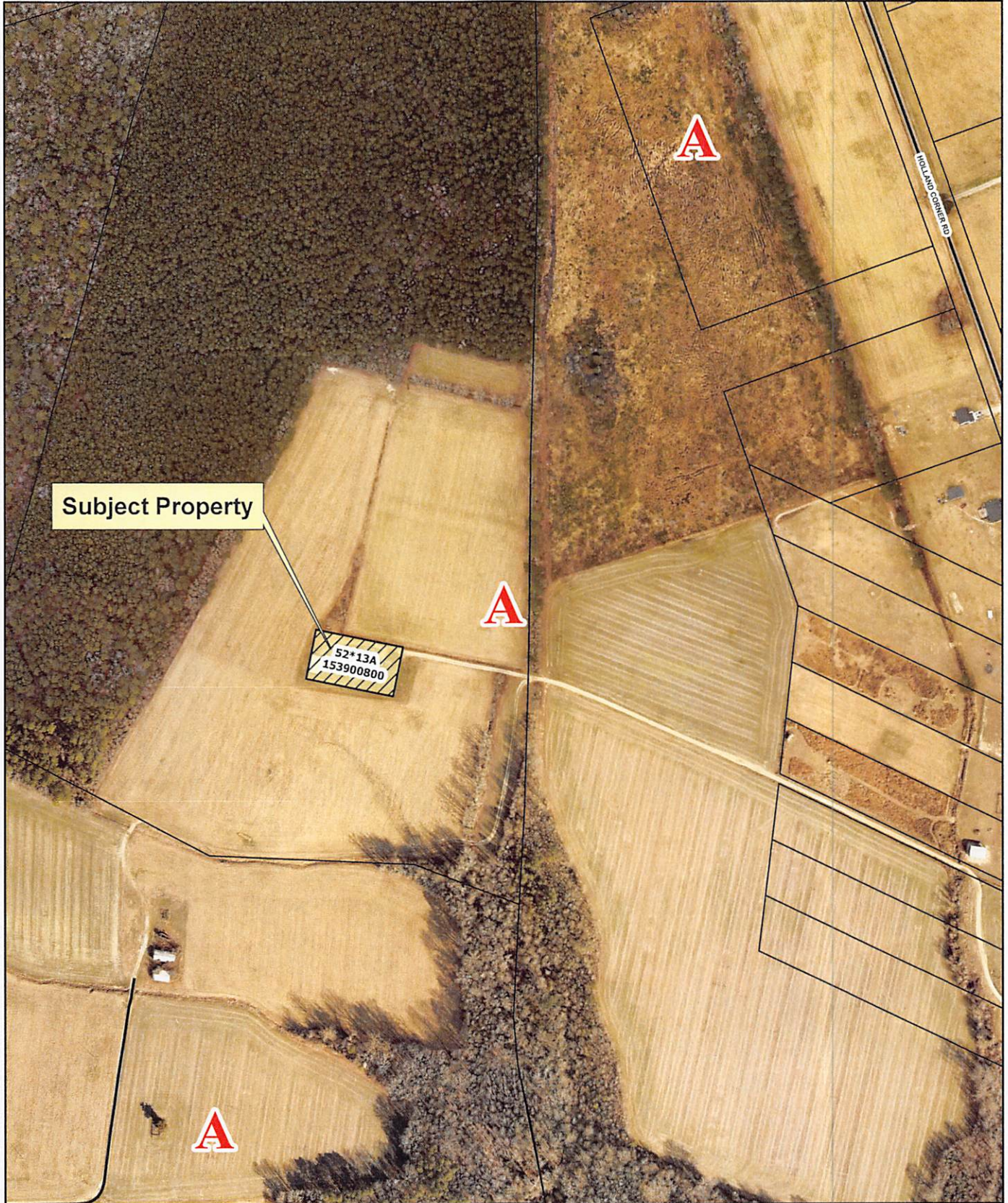
0 0.75 1.5 3 4.5 6 Miles





ZONING / LAND USE MAP

CUP2025-00020



Subject Property

52*13A
153900800

HOLLAND CORNER RD

Author: KOSSAI
Date: 12-29-2025

0 145 290 580 870 1,160 Feet

Image: Suffolk Pictometry 2024



PART 2: Required Information for Application

Project: TRAILERWORX – Proposed Horse and Utility Trailer Service

Bullet 1: Narrative Description of the Property

Subject property is a 1.5 Acre parcel located in Holy Neck Borough at 2101 Holland Corner Road, Suffolk VA 23437 Property ACC#153900800. The property is surrounded by farmland owned by Short Pines LLC, Property ACC# 150415000. To prevent being landlocked there is an agreed upon and signed upon 22' easement with Ingress/Egress shown on INST#000073440. (Enclosed)

Bullet 2: Narrative Description of the Proposed Use

The proposed business, TRAILERWORX, will provide light maintenance and repair services for horse, livestock, and utility trailers at the above-referenced property. Operations will be conducted by appointment only, ensuring a limited and orderly flow of customer traffic. Operating hours will be Monday through Friday, 7:00 am to 3:30 pm. At this time there are no plans to extend beyond being a sole proprietorship, but if for some reason that were to have to change, appropriate parking concession would be made adjacent to the workshop. The implementation of another employee would end up facilitating reconsideration of this CUP as provisions for toilet and sanitary facilities would have to be addressed.

The property is situated approximately three-eighths (3/8) of a mile from Holland Corner Road and is accessed by a private lane. The shop and service area are not visible from the public roadway, further reducing any potential impact on the surrounding community.

Services offered will be routine maintenance and light repairs, including brake and wheel bearing inspection and replacement, electrical wiring, and minor sheet metal repair. No heavy industrial work will be performed on-site. Any comprehensive work, i.e., sheet metal repair, bearing replacement, major rewiring, will be accomplished inside the building with minor light replacement or other quick repairs may be accomplished outside. The intent is to conduct as much work inside out of the weather as possible due to the heat and humid conditions we experience in our area. In order to facilitate the trailer repairs proposed, the following are anticipated to be utilized: basic hand tools, ratchets, sockets, screwdrivers, hammers etc. For more extensive repairs, a floor jack and jackstands for safe lifting and eventually a hydraulic scissor lift to allow easier lifting of the trailer, Battery operated drill and pneumatic rivet guns for sheet metal repair, and a multipurpose welder for any repairs where welding would be required.

The workshop, a proposed addition to my existing structure, is anticipated to be a 36' X 36', 5 to 6" thick concrete pad holding a 32' x 32' tubular steel framed insulated building with 12' ceilings to facilitate taller trailers and allow for the lifting of the trailers to address wheel and axle repairs. Having a building of this nature allows for a more conducive working environment for me and a more aesthetically pleasing work area as it will be able to be constructed using the same or similar exterior metal of the same colors. This building is not expected to have any plumbing fixtures added as the septic is located 45 deg to the SE on the other side of the property, making it impractical to be able to tie into the septic properly.

In order to minimize activity on the property, no more than three (3) customer trailers will be kept on the premises at any given time. For those instances where customer trailers would be stored on the property, they would optimally be stored within the work building. But in circumstances where internal storage is not possible, they would be parked adjacent to the building and secured in a manner to prevent theft. (Tongue locks, wheel locks, etc.) Because appointments will be scheduled in advance, no significant increase in traffic along Holland Corner Road is anticipated. Increased vehicle activity will be limited to the private lane serving the property.

The business will not utilize or store hazardous materials and will not generate abnormal or hazardous waste. Any incidental residuals from cleaning or repair activities will be properly collected and disposed of in compliance with all local, state, and federal regulations.

Overall, TRAILERWORX is intended to remain a low-impact, quiet, and community-conscious operation, while providing a much-needed service for horse, livestock, and utility trailer owners in the rural Suffolk area. At this time there are no plans to extend beyond being a sole proprietorship, but if for some reason that were to have to change, appropriate parking concession would be made adjacent to the workshop. The implementation of another employee would end up facilitating reconsideration of this CUP as provisions for toilet and sanitary facilities would have to be addressed.

City of Suffolk
Department of Planning and Community Development
DISCLOSURE STATEMENT FORM



OFFICE INFORMATION: To be completed by staff

Application Number:		Project Name:	
Project Address:		Date Submitted:	

The disclosures contained in this Form are necessary to inform public officials who may vote on the application as to whether they have a conflict of interest under Virginia law. The completion and submission of this Form is required for all applications that pertain to City real estate matters or to the development and/or use of property in the City of Suffolk requiring action by the City Council or a City board, commission or other body.

PART 3 - APPLICANT DISCLOSURE: To be completed by Applicant

Important Notice: Only complete, hard-copy application forms with original signatures or other approved written consent from all property owners are accepted.

APPLICANT INFORMATION

Applicant Name: Michael E. McLane / Audrey L. McLane

Property Address(es): 2101 Holland Corner Rd

Tax Map Number(s): 52*13A

Account Number(s): 153900800

Is Applicant the owner of the subject property? YES NO

Does the Applicant have a Representative? YES NO

If yes, name of Representative: _____

Is Applicant a corporation, partnership, firm, business, trust, or unincorporated business? YES NO

If yes, list the names of all officers, directors, members, trustees, etc. below AND businesses that have a parent-subsiary or affiliated business entity relationship (see definitions below) with the applicant (attach list if necessary):

KNOWN INTEREST BY PUBLIC OFFICIAL OR EMPLOYEE

Does an official or employee of the City of Suffolk have an interest in the subject property or any proposed development contingent on the subject public action? YES NO

If yes, name of the official or employee, and description of the nature of their interest:

APPLICANT SERVICES DISCLOSURE

The Applicant must certify whether the following services are being provided in connection to the applicant, the subject of the application, and/or any business operating, or to be operated on the property. The name of the entity and/or individual providing such services must be identified (attach list if necessary).

SERVICE	YES	NO	SERVICE PROVIDER
	(select one)		(Name of entity and/or individual)
Financing (mortgage, deeds of trust, cross-collateralization, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>
Real Estate Broker/Agent/Realtor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>
Accounting/Tax Preparation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>
Architect/Designer/Landscape Architect/Land Planner	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>
Construction Contractor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>
Engineer/Surveyor/Agent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>
Legal Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<hr/>

PART 4 – PROPERTY OWNER DISCLOSURE

PROPERTY OWNER DISCLOSURE

Property Owner Name: Michael E. and Audrey L. McLane
 (as listed on application)

Is the Owner a corporation, partnership, firm, business, trust or an unincorporated business? YES NO

If yes, the names of all officers, directors, members, or trustees below AND businesses that have a parent-subsidary or affiliated business entity relationship (see definitions below) with the Applicant (attach list if necessary):

Does the subject property have a proposed or pending purchaser? YES NO

If yes, name of the proposed or pending purchaser: _____

KNOWN INTEREST BY PUBLIC OFFICIAL OR EMPLOYEE

Does an official or employee of the City of Suffolk have an interest in the subject property or any proposed development contingent on the subject public action? YES NO

If yes, name of the official or employee, and description of the nature of their interest:

PROPERTY OWNER SERVICES DISCLOSURE


The Owner must certify whether the following services are being provided in connection to the Applicant, the subject of the application, and/or any business operating, or to be operated on the property. The name of the entity and/or individual providing such services must be identified (attach list if necessary).

SERVICE	YES NO (select one)	SERVICE PROVIDER (Name of entity and/or individual)
Financing (mortgage, deeds of trust, cross-collateralization, etc.)	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	_____
Real Estate Broker/Agent/Realtor	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	_____
Accounting/Tax Preparation	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	_____
Architect/Designer/Landscape Architect/Land Planner	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	_____
Construction Contractor	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	_____
Engineer/Surveyor/Agent	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	_____
Legal Services	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	_____

PART 5- CONTACT INFORMATION: To be completed by applicant, owners, and other contacts

This application must be signed by the property owner(s) or must have attached to it written evidence of the owner's consent, which may be in the form of a binding contract of sale, a letter signed by the owner(s), articles of incorporation, or operating agreement authorizing the applicant to act as his or her agent. Signing this application shall constitute the granting of authority of the City to enter onto the property for the purpose of conducting site analyses.

Applicant Information/Person or Company to be Invoiced:

Name: Michael E. McLane Company: _____
Address: 2101 Holland Corner Rd City, State, Zip: Suffolk, VA 23437
Email: trailerworxva@gmail.com Phone Number: 757-435-6831
Applicant Signature:  Date: 11-16-2025

Property Owner(s) Information (Complete if different from applicant):

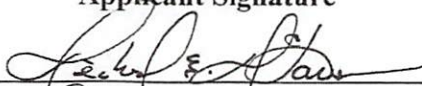
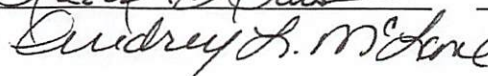
Name: _____ Company: _____
Address: _____ City, State, Zip: _____
Email: _____ Phone Number: _____
Owner Signature 1: _____ Date: _____
Name: _____ Company: _____
Address: _____ City, State, Zip: _____
Email: _____ Phone Number: _____
Owner Signature 2: _____ Date: _____

Other Contacts (Such as engineers, surveyors, architects, agents, attorneys, owners, etc.):

Name: Audrey L. McLane Company: _____
Address: 2101 Holland Corner Road City, State, Zip: Suffolk, VA 23437
Email: missmoonpie13@gmail.com Phone Number: 757-435-7874
Specify type of contact/relationship: Spouse / Owner
Signature:  Date: 11-16-2025
Name: _____ Company: _____
Address: _____ City, State, Zip: _____
Email: _____ Phone Number: _____
Specify type of contact/relationship: _____
Signature: _____ Date: _____

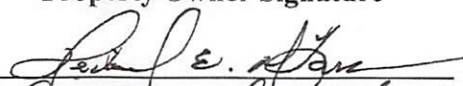
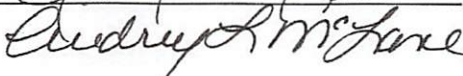
APPLICANT CERTIFICATION

- I certify that all of the information contained in this Disclosure Statement Form is complete, true, and accurate.
- I understand that I am responsible for updating this Form if any information changes at any point even if a public hearing has not yet been scheduled.
- I understand that, upon receipt of notification that the application has been scheduled for public hearing, I am responsible for updating the information provided herein two weeks prior to the meeting of Planning Commission, City Council, or any public body or committee in connection with this application.

Applicant Name (Print)	Applicant Signature	Date
<u>Michael E. McLane</u>		<u>11-16-2025</u>
<u>Audrey L. McLane</u>		<u>11-16-2025</u>

PROPERTY OWNER CERTIFICATION

- I certify that all of the information contained in this Disclosure Statement Form is complete, true, and accurate.
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Property Owner Name (Print)	Property Owner Signature	Date
<u>Michael E. McLane</u>		<u>11-16-2025</u>
<u>Audrey L. McLane</u>		<u>11-16-2025</u>

"Parent-subsidiary relationship" means "a relationship that exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation." See State and Local Government Conflict of Interests Act, VA. Code § 2.2-3101.

"Affiliated business entity relationship" means "a relationship, other than parent-subsidiary relationship, that exists when (i) one business entity has a controlling ownership interest in the other business entity, (ii) a controlling owner in one entity is also a controlling owner in the other entity, or (iii) there is shared management or control between the business entities. Factors that should be considered in determining the existence of an affiliated business entity relationship include that the same person or substantially the same person own or manage the two entities; there are common or commingled funds or assets; the business entities share the use of the same offices or employees or otherwise share activities, resources or personnel on a regular basis; or there is otherwise a close working relationship between the entities." See State and Local Government Conflict of Interests Act, Va. Code § 2.2-3101.

ORDINANCE NUMBER _____

AN ORDINANCE TO GRANT A CONDITIONAL USE PERMIT TO ESTABLISH AN AGRIBUSINESS USE ON PROPERTY LOCATED AT 2101 HOLLAND CORNER ROAD, ZONING MAP 52, PARCEL 13A, ACCOUNT NUMBER 153900800; CUP2025-020

WHEREAS, Michael and Audrey McLane, applicants and property owners, have requested a Conditional Use Permit to establish an agribusiness use located at 2101 Holland Corner Road, which land is designated on the Zoning Map of the City of Suffolk, Virginia as Zoning Map 52, Parcel 13A and is more particularly depicted in Exhibit "B"; and,

WHEREAS, the procedural requirements of Article 3, Section 31-306 of the Code of the City of Suffolk, Virginia, 1998 (as amended), have been followed; and,

WHEREAS, in acting upon this request, the Planning Commission and City Council have considered the matters enunciated in Section 15.2-2284 of the Code of Virginia (1950), as amended, and Section 31-102 and Section 31-306(c)(1 through 8) of the Code of the City of Suffolk, 1998 (as amended), with respect to the purposes stated in Sections 15.2-2200 and 15.2-2283 of the Code of Virginia (1950), as amended; and,

WHEREAS, the Planning Commission has made a recommendation as stated in Exhibit "A".

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

Section 1. Exhibits.

Exhibit "A", "Planning Commission Recommendation", Exhibit "B", "Property Map", Exhibit "C", "Trailerworx Site Plan R2", and Exhibit "D", "Access Agreement", which are attached hereto, are hereby incorporated as part of this ordinance.

Section 2. Findings.

Council finds that the proposal for a Conditional Use Permit, as submitted or modified with conditions herein, the expressed purpose of which is an agribusiness use, is in conformity with the standards of the Unified Development Ordinance of the City of Suffolk and that it will have no more adverse effects on the health, safety or comfort of persons living, working in, or driving through the neighborhood, and will be no more injurious to property or improvements in the neighborhood than would any other use generally permitted in the same district, taking into consideration the location, type and height of buildings or structures, the type and extent of landscaping and screening on site and whether the use is consistent with any theme, action, policy or map of the Comprehensive Plan which encourages mixed uses and/or densities with the conditions set forth below.

These findings are based upon the consideration for the existing use and character of property, the Comprehensive Plan, the suitability of property for various uses, the trends of growth or change, the current and future requirements of the community as to land for various purposes as determined by population, economic, and other studies, the transportation requirements of

the community, the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services, the conservation of natural resources, the preservation of flood plains, the preservation of agricultural and forestal land, the conservation of properties and their values, and the encouragement of the most appropriate use of land throughout the City.

These findings are based upon a determination that the most reasonable and limited way of avoiding the adverse impacts of the agribusiness use is by the imposition of the conditions provided herein.

Section 3. Permit Granted.

The Conditional Use Permit for the property be, and is hereby approved for the property, subject to the following conditions and the general conditions set forth in Section 4 hereof. The Conditional Use Permit specifically permits an agribusiness use in compliance with Sections 31-306 and 31-406 of the Code of the City of Suffolk.

Conditions

1. This Conditional Use Permit shall authorize an agribusiness use for property located at 2101 Holland Corner Road, Zoning Map 52, Parcel 13A; as identified and depicted in Exhibit "B".
2. The agribusiness use authorized by this Conditional Use Permit shall consist of the repair and maintenance of horse, livestock, and utility trailers only.
3. The applicant shall obtain all necessary permits and licenses from the City of Suffolk prior to operation of the business. Except as set forth herein, the use shall be developed in accordance with the sketch plan titled "*Trailerworx Site Plan R2*" further identified as Exhibit "C"
4. No dismantling, servicing, or maintenance of trailers shall occur outside of the building designated for the proposed use as shown on Exhibit "C".
5. Customer/client contact on the premises shall be by appointment only. The driveway access to the business shall be maintained in accordance with the access agreement further identified as "Exhibit D".
6. The applicant shall obtain all necessary permits prior to development and operation. The development and operations shall comply with applicable codes, ordinances and regulations of federal, state and local government.

Section 4. General Conditions.

- (a) The Conditional Use Permit may be revoked by City Council upon failure to comply with any of the conditions contained herein, after ten days' written notice to the property owner or their successors in interest, and a hearing at which time all such persons shall have the opportunity to be heard.
- (b) To the extent applicable, the requirements set forth in Section 31-306 of the Code of the City of Suffolk, Virginia shall be met.

- (c) The commencement of the Use described in Section 3 of this ordinance shall be deemed acceptance by the property owner, or any party undertaking or maintaining such Use, of the conditions to which the Conditional Use Permit herein granted is subject.

Section 5. Severability.

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

Section 6. Recordation.

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

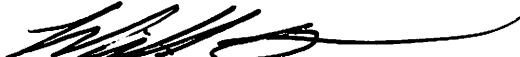
Section 7. Effective Date.

This ordinance shall be effective upon passage and shall not be published or codified. The Conditional Use authorized by this Permit shall be implemented within two (2) years from the date of approval by the City Council and shall terminate if not initiated within that time period.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:



William E. Hutchings, Jr., City Attorney

EXHIBIT "A"

RESOLUTION NO. 26-03-01

CITY OF SUFFOLK PLANNING COMMISSION

**A RESOLUTION TO PRESENT A REPORT AND RECOMMENDATION
TO CITY COUNCIL RELATING TO CONDITIONAL USE PERMIT
CUP2025-020**

**TO GRANT A CONDITIONAL USE PERMIT TO ESTABLISH AN AGRIBUSINESS
USE ON PROPERTY LOCATED AT 2101 HOLLAND CORNER ROAD, ZONING MAP
52, PARCEL 13A, ACCOUNT NUMBER 153900800**

WHEREAS, Michael and Audrey McLane, applicants and property owners, have requested a Conditional Use Permit to establish an agribusiness use located at 2101 Holland Corner Road, which land is designated on the Zoning Map of the City of Suffolk, Virginia as Zoning Map 52, Parcel 13A and is more particularly depicted in Exhibit "B"; and,

WHEREAS, the procedural requirements for the consideration of this request by the Planning Commission have been met.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Suffolk, Virginia, that:

Section 1. Findings.

The Suffolk Planning Commission finds that the proposal for a Conditional Use Permit, as submitted or modified herein:

- a) Will have no more adverse effects on the health, safety or comfort of persons living or working in or driving through the neighborhood,
- b) Will have more adverse effects on the health, safety or comfort of persons living or working in or driving through the neighborhood,
- c) Will be no more injurious to property or improvements in the neighborhood, or
- d) Will be more injurious to property or improvements in the neighborhood than would any other use generally permitted in the same district, taking into consideration the location, type and height of buildings or structures, the type and extent of landscaping and screening on site and whether the use is consistent with any theme, action, policy or map of the Comprehensive Plan which encourages mixed uses and/or densities.

Section 2. Recommendation to Council.

The Planning Commission recommends to City Council that the request, CUP2025-020 be:

- a) Granted as submitted, and that the City Council adopt the proposed Ordinance without modification.
- b) Denied, and that Council not adopt the proposed Ordinance.
- c) Granted with the modifications set forth on the attached listing of specific recommendations and that Council adopt the proposed Ordinance with such modifications.

READ AND ADOPTED: March 17, 2026

TESTE: 

CONDITIONAL USE PERMIT

CUP2025-020

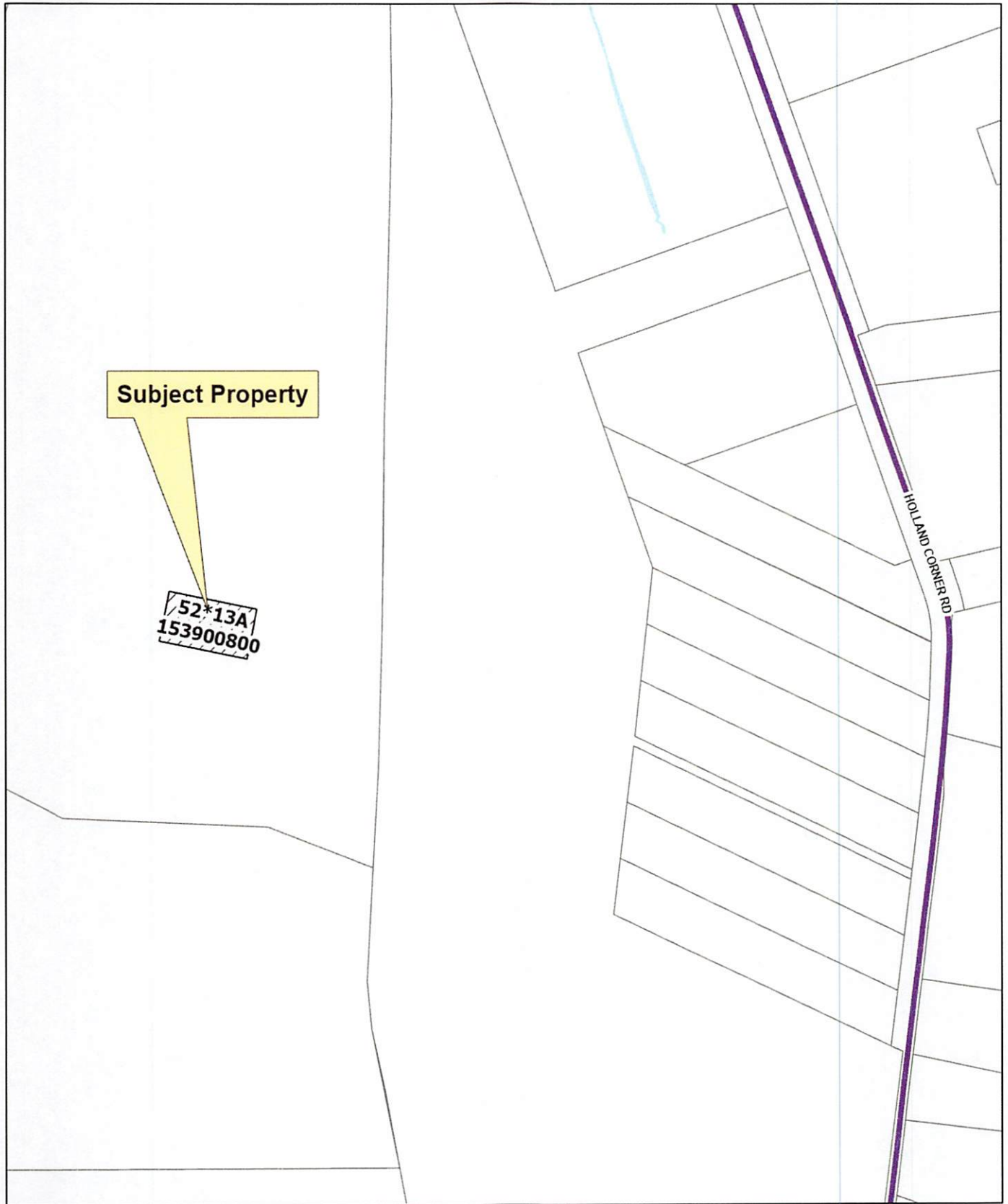
CONDITIONS

1. This Conditional Use Permit shall authorize an agribusiness use for property located at 2101 Holland Corner Road, Zoning Map 52, Parcel 13A; as identified and depicted in Exhibit "B".
2. The agribusiness use authorized by this Conditional Use Permit shall consist of the repair and maintenance of horse, livestock, and utility trailers only.
3. The applicant shall obtain all necessary permits and licenses from the City of Suffolk prior to operation of the business. Except as set forth herein, the use shall be developed in accordance with the sketch plan titled "*Trailerworx Site Plan R2*" further identified as Exhibit "C"
4. No dismantling, servicing, or maintenance of trailers shall occur outside of the building designated for the proposed use, as shown on Exhibit "C".
5. Customer/client contact on the premises shall be by appointment only. The driveway access to the business shall be maintained in accordance with the access agreement further identified as "Exhibit D".
6. The applicant shall obtain all necessary permits prior to development and operation. The development and operations shall comply with applicable codes, ordinances and regulations of federal, state and local government.

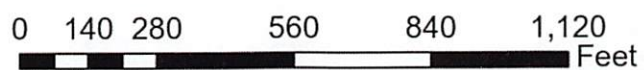


PROPERTY MAP CUP2025-00020

EXHIBIT B



Author: CAUBUT
Date: 03-05-2026



DLK GEODETIC
8/7005.

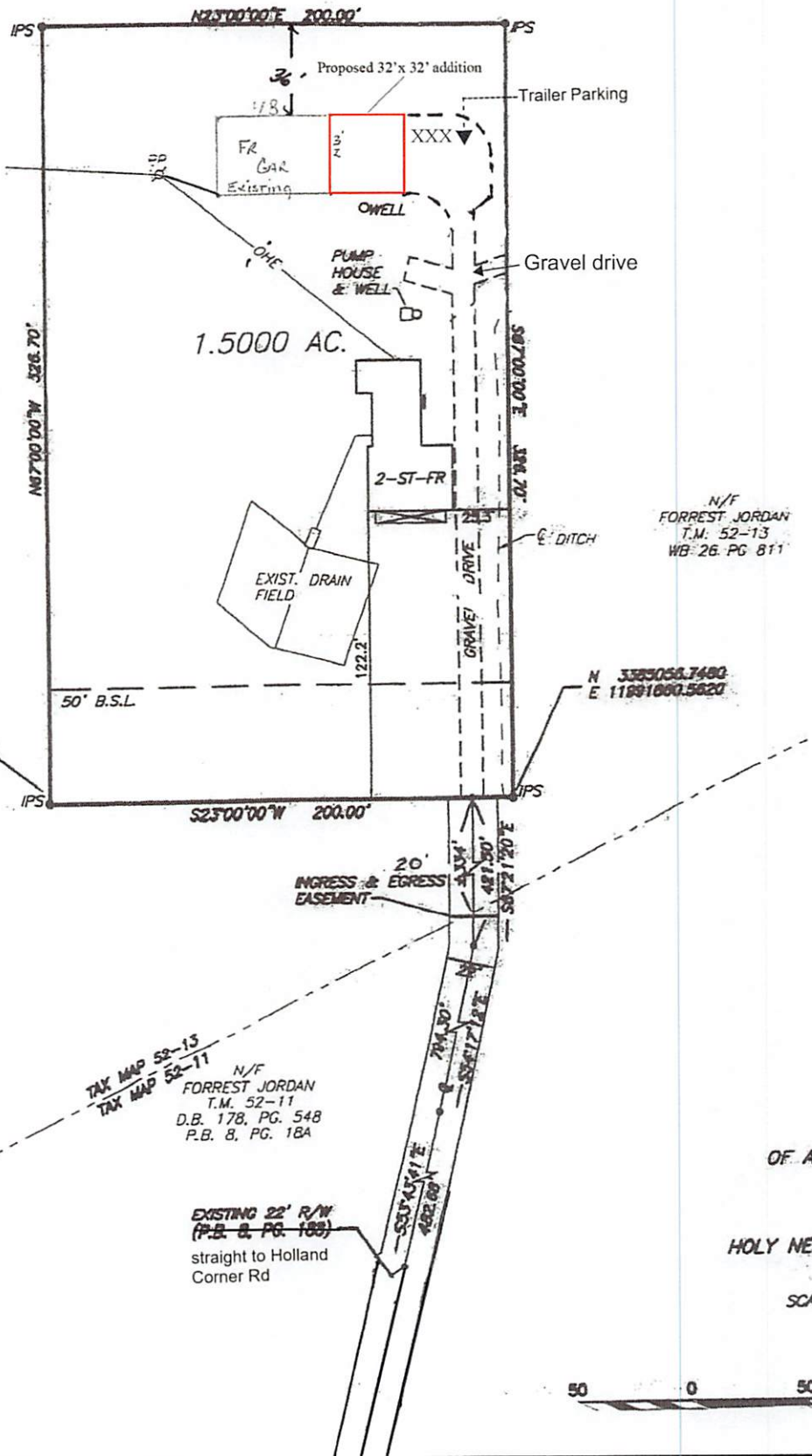
PUBLIC IN AND FOR THE CITY
AT THE ABOVE PERSON(S),
SIGNING WRITING HAS (HAVE)
CITY AND STATE AFORESAID.

uly 2006

Roxana R. Bell
NOTARY PUBLIC

N 3325247.2612
E 11991919.5174

N/F
FORREST JORDAN
T.M. 52-13
WB 26 PG 811



N/F
FORREST JORDAN
T.M. 52-13
WB 26 PG 811

N 3325056.7480
E 11991690.5620

TAX MAP 52-13
TAX MAP 52-11

N/F
FORREST JORDAN
T.M. 52-11
D.B. 178, PG. 548
P.B. 8, PG. 18A

EXISTING 22' R/W
(P.B. 8, PG. 188)
straight to Holland
Corner Rd

OF A

HOLY NE

SCA

Holland Corner Rd.

EXHIBIT D

EASEMENT AND RIGHT-OF-WAY AGREEMENT

THIS EASEMENT AND RIGHT-OF-WAY AGREEMENT ("Agreement") is made and entered into this 25th day of November, 2025, by and between:

MICHAEL E. McLANE and AUDREY L. McLANE, owners of the proposed business of Trailerworx LLC and property owners at 2101 Holland Corner Road, Suffolk, Virginia (T.P. 52*13A, Acct# 153900800, Inst# 000073440), hereinafter "Grantee,"

and the following adjacent property owners, collectively the "Grantors":

1. SHORT PINES, LLC (T.P. 52*13 Acct# 150415000 Inst#220012868) c/o Ronald Jordan, Manager;
2. JONES SWAMP, LLC, (T.P. 52*49 Acct#154000729 Inst#210019267) c/o Nickolas Jordan Manager;
3. SEABOARD ENTERPRISES, INC. (T.P. 52*49*1 Acct#240009157), c/o Scott Scheil Manager; and
4. Kenneth Deloach (T.P. 52*50*1 Acct#154000851 Inst#210018534) Property Owner.

All Grantors own property adjoining the joint access easement referenced herein.

1. GRANT OF EASEMENT

The Grantors hereby grant a perpetual, non-exclusive easement and right-of-way for ingress and egress to the Grantee, its successors, assigns, customers, invitees, and the general public accessing Trailerworx LLC.

2. NATURE OF EASEMENT

The Easement shall run with the land and is intended solely for access to Trailerworx LLC.

3. NON-EXCLUSIVE USE

The Grantors retain the right to use the Easement Area so long as such use does not interfere with the Grantee's rights.

4. MAINTENANCE

Routine grading and minor maintenance may be performed by the Grantee. Major improvements require written agreement among all parties.

5. LIABILITY

Each party is responsible for its own acts and omissions. No cross-liability is created by this Agreement.

EXHIBIT D

6. GOVERNING LAW

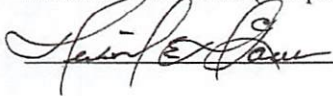
This Agreement is governed by the laws of the Commonwealth of Virginia.

EXHIBIT A – DESCRIPTION OF EASEMENT AREA

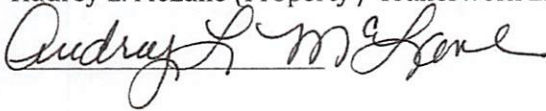
Original Easement and Ingress / Egress Exhibit for the exclusive benefit of the aforementioned parties. (TP 52*13A – 52*13, 52*49*1 – 52*49*2, 52*49*3 and 52*50*1.)

SIGNATURES

Michael E. McLane (Property / Trailerworx LLC Owner)



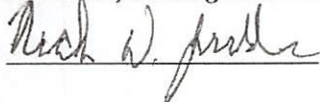
Audrey L. McLane (Property / Trailerworx LLC Owner)



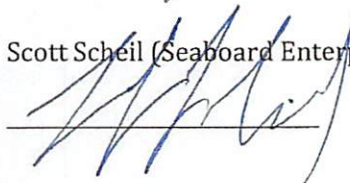
Ronald Jordan (Short Pines LLC)



Nickolas Jordan (Jones Swamp LLC)



Scott Scheil (Seaboard Enterprises Inc.)



Ken DeLoach (Property Owner)

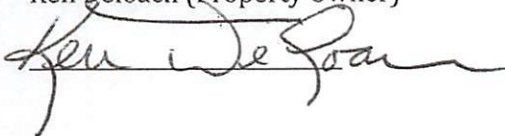
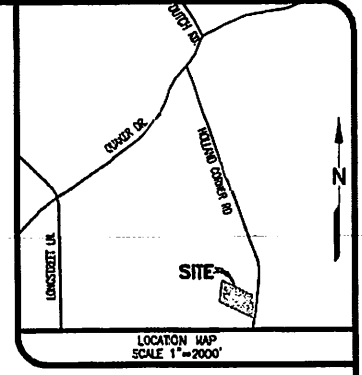
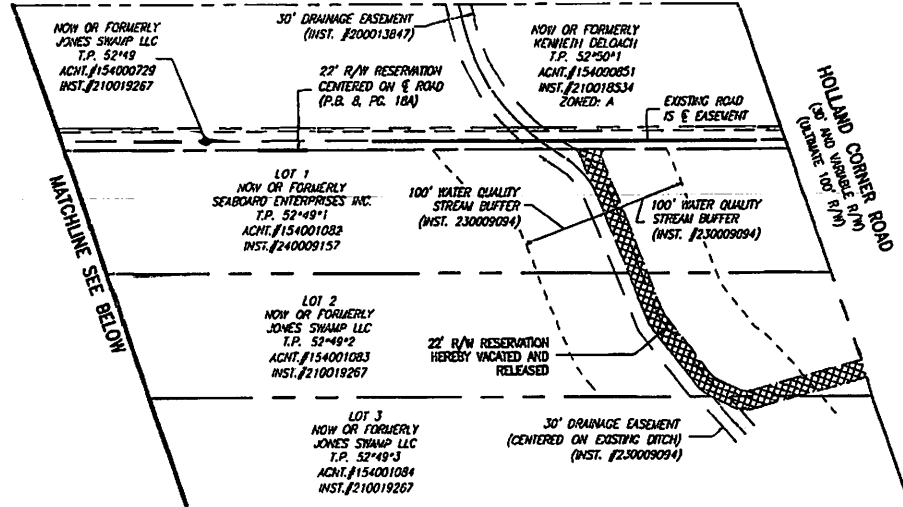
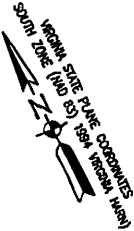


EXHIBIT D

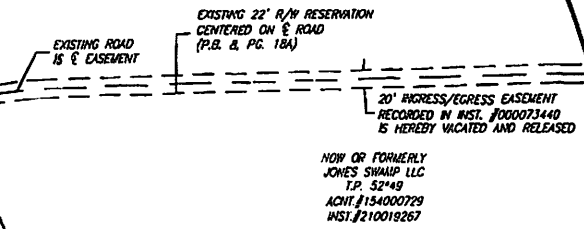
EXHIBIT D

NOTES

1. THIS MAP WAS PREPARED WITHOUT BENEFIT OF A TITLE REPORT. ALL EASEMENTS OR RESTRICTIONS MAY NOT BE SHOWN HEREON.
2. THIS PLAT IS FOR EXHIBIT PURPOSES ONLY AND IS PREPARED AS AN ATTACHMENT TO A DEED OF EASEMENT.



NOW OR FORMERLY
SHORT PINES LLC
T.P. 52*13
ACC.#150415000
INST.#220012868



MATCHLINE SEE ABOVE



INGRESS/EGRESS EXHIBIT FOR THE EXCLUSIVE BENEFIT OF T.P. 52*13A - 52*13 52*49*1 - 52*49*2 & 52*49*3 FOR JONES SWAMP, LLC, SEABOARD ENTERPRISES, INC. & MICHAEL E. MCLANE & AUDREY L. MCLANE HOLY NECK BOROUGH SUFFOLK, VIRGINIA

DRAWN: DMJ	DATE: 1/8/25	REVISION:
COMP: B/JL	SCALE: 1"=100'	
CHECKED: B/JL		

PARRISH LAYNE
DESIGN GROUP
Engineers • Surveyors • Planners
P.O. Box 9164, Chesapeake, VA 23371
Phone: 757.686.3345 Fax: 757.686.3348

REF: INST. #000073440 INST. #220012868 INST. #230009094 P.B. & PG. 18A	SHEET NO. 1 SHEET: 1 of 1
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AGENDA: April 15, 2026, Regular Session

ITEM: Public Hearing – An ordinance authorizing the acquisition of permanent and/or temporary easements, either by agreement or condemnation, for the North Sixth Street Roadway Drainage Design project

This project involves constructing various drainage and roadway improvements to address nuisance flooding and safety concerns near and along Sixth Street. This effort includes, but is not limited to, new pipe installation, structural rehabilitation, and easement acquisition to improve maintenance access.

RECOMMENDATION:

Adopt the attached ordinance

ATTACHMENT:

Ordinance

ORDINANCE NUMBER _____

AN ORDINANCE AUTHORIZING THE ACQUISITION OF PERMANENT AND TEMPORARY EASEMENTS, EITHER BY AGREEMENT OR CONDEMNATION, FOR THE NORTH SIXTH STREET DRAINAGE DESIGN PROJECT

WHEREAS, on April 15, 2026, the City Council of the City of Suffolk held a public hearing concerning the acquisition of permanent and temporary easements, either by agreement or condemnation, for the North Sixth Street Drainage Design project; and,

WHEREAS, it is the opinion of the City Council of the City of Suffolk, Virginia, that a public necessity exists for the construction of the North Sixth Street Drainage Design project to improve drainage within the City and for other related public purposes for the preservation of the safety, health, peace, good order, comfort, convenience, and for the welfare of the people in the City of Suffolk.

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

Section 1. That the City Council authorizes the acquisition by purchase or condemnation pursuant to Sections 15.2-1901, *et. seq.*, and Title 25.1 of the Code of Virginia (1950), as amended, and City Charter Section 2.05, *et. seq.*, of permanent and/or temporary easements (the "Property"), as shown on the plans (the "Plans") entitled "North 6th St Roadway Drainage Design" (the "Project"), the Plans being on file in the Department of Public Works, Engineering Division, City of Suffolk, Virginia.

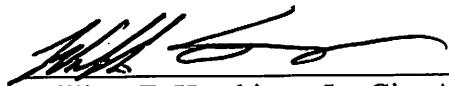
Section 2. That the City Manager is hereby authorized to make or cause to be made on behalf of the City of Suffolk, to the extent that funds are available, a reasonable offer to the owners or persons having an interest in said Property, and is further authorized to enter into agreements and do other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

Section 3. This ordinance shall be effective upon adoption and shall not be published.

ADOPTED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:



William E. Hutchings, Jr., City Attorney

AGENDA: April 15, 2026, Regular Session

ITEM: Ordinance – An ordinance to rezone and amend the official zoning map of the City of Suffolk to change the zoning from B-2, General Commercial Zoning District, to RU-18, Residential Urban-18 (Conditional) Zoning District, to apply proffered conditions to property zoned Mixed Use Development Overlay District, MUD, and to apply proffered conditions to property zoned B-2, General Commercial Zoning District, for property located at 1700 & 1802 North Main Street, Zoning Map 25, Parcels 45A and 45E, and Zoning Map 26E, Parcel F*G*PT*J, Account Number 253066200, 253067100, and 254001810; RZN2025-004 (Conditional)

Attached for your consideration is information pertaining to Rezoning Request RZN2025-004 (Conditional), Riversbend, submitted by Adam Edbauer, applicant, on behalf of the Commonwealth of Virginia and the Economic Development Authority of the City of Suffolk, property owners, in accordance with Sections 31-304 and 31-305 of the Unified Development Ordinance, to rezone and amend the official zoning map of the City of Suffolk to change the zoning from B-2, General Commercial Zoning District, to RU-18, Residential Urban-18 (Conditional) Zoning District for property located at 1700 and 1802 N. Main Street, Zoning Map 25, Parcel 45A, and Zoning Map 26E, Parcel F*G*PT*J, to apply proffered conditions to property zoned MUD, Mixed Use Development Overlay District located at Zoning Map 25, Parcel 45E, and to apply proffered conditions to property zoned B-2, General Commercial Zoning District located at Zoning Map 25, Parcel 45A and Zoning Map 26E, Parcel F*G*PT*J. The affected area is further identified as being located in the Suffolk Voting Borough, and zoned B-2, General Commercial Zoning District, and MUD, Mixed Use Development Overlay District. The 2045 Comprehensive Plan designates this area as part of the Central Growth Area, Mixed Use Core Land Use Type.

This item was presented to the Planning Commission on September 16, 2025, at which time the Planning Commission approved a motion by a vote of 5-3 to defer action on this request until the October 21, 2025, meeting.

The Planning Commission, at their October 21, 2025 meeting, put forth a motion to approve a resolution recommending approval of this request with conditions which **passed** by a vote of 7 to 1. Therefore, this application is being forwarded with a recommendation of **approval**. Upon Planning Commission's vote to recommend approval, on October 29th, 2025, the applicant requested to defer the public hearing to December 17, 2025. Subsequently, the applicant also provided a revised proffer statement containing a sixth proffer limiting the annual number of certificates of occupancy to be issued for the development..

A public hearing was held for this request at City Council's December 17, 2025 meeting. At that meeting, City Council voted 7-0 (Mayor Michael Duman recused himself from the vote) to defer the final vote to February 18, 2026.

On February 3, 2026, the applicant's agent, Melissa Venable, requested, on behalf of the applicant, a 30-day deferral of consideration of this request to the City Council meeting on March 18, 2026. At their February 18, 2026 meeting, City Council then voted 7-0 (Mayor Duman recused) to defer consideration of this request to March 18, 2026.

On February 20, 2026, the applicant provided another revised proffer statement which includes a seventh proffer regarding housing affordability. The Riversbend Pattern Book (Exhibit E) was also updated with this modification request.

On March 10, 2026, the applicant's agent, Melissa Venable, requested, on behalf of the applicant, a deferral of consideration of this request to the City Council meeting on April 15, 2026.

ATTACHMENTS:

- Staff Report
- General Location Map
- Zoning/Land Use Map
- Current Harbour View Station Conceptual Master Plan Narrative
- Disclosure Statement Form
- Public Comments
- Ordinance
- Exhibit A - Planning Commission Resolution
- Exhibit B – Voluntary Proffer Statement
- Exhibit C – Property Map
- Exhibit D – Riversbend Rezoning Exhibit
- Exhibit E – Riversbend Pattern Book

STAFF REPORT

DESCRIPTION

REZONING REQUEST: Rezoning Request, RZN2025-004 (Conditional), Riversbend, a request to change the zoning from B-2, General Commercial Zoning District, to RU-18, Residential Urban-18 (Conditional) Zoning District, on a portion of properties located at 1700 and 1802 N. Main Street, Zoning Map 25, Parcel 45A and Zoning Map 26E, Parcel F*G*PT*J, to apply proffered conditions to property zoned MUD, Mixed Use Development Overlay District located at Zoning Map 25, Parcel 45E, and to apply proffered conditions to property zoned B-2, General Commercial Zoning District located at Zoning Map 25, Parcel 45A and Zoning Map 26E, Parcel F*G*PT*J.

APPLICANT: Adam Edbauer, applicant, on behalf of the Commonwealth of Virginia and the Economic Development Authority of the City of Suffolk, property owners.

LOCATION: The subject properties are located near downtown along the Main Street commercial and mixed-use corridor, about one (1) mile north of the Kimberly Bridge on the Nansemond River. The subject property is the site of a former Virginia Department of Transportation (VDOT) maintenance facility.

PRESENT ZONING: The subject properties are currently zoned B-2, General Commercial Zoning District, and MUD, Mixed Use Development Overlay District. The properties are approximately 89 acres of which approximately 72 acres are the subject of this rezoning request. The subject properties are also located within the Special Corridor Overlay District (SCOD) along North Main Street.

EXISTING LAND USE: The properties are the former site of a VDOT maintenance facility that is no longer operational, with a National Register of Historic Places (NHRP)-eligible office building that is currently vacant. Infrastructure and pervious surface that supported maintenance activities are present on the site, along with Chesapeake Bay Preservation Area (CBPA) regulated wetlands and non-CBPA-regulated wetlands.

PROPOSED LAND USE: The applicant proposes to rezone the majority of the property (72 acres out of a total of 89 acres) to the RU-18, Residential Urban-18 Zoning District (Conditional). Simultaneously, 15.3 acres of the property are to remain B-2, General Commercial Zoning District, and 1.3 acres are to remain as MUD, Mixed Use Development Overlay District. Please refer to the attached proffer statement and rezoning exhibit for details regarding the proposed land use.

SURROUNDING LAND USES:

- North: Obici Meridian Apartments, a grocery store, and various commercial uses zoned MUD, Mixed Use Development Overlay District, and wetlands zoned RL, Residential Low Density Zoning District.
- South: Barton Ford, restaurants, and other commercial uses zoned B-2, General Commercial Zoning District.
- East: The Nansemond River and single-family detached homes across the river zoned RLM,

Residential Low-Medium Density Zoning District.
West: Single-family detached homes, restaurants, offices, and commercial businesses zoned B-2, General Commercial Zoning District, and single-family detached dwellings zoned RLM, Residential Low-Medium Density Zoning District.

COMPREHENSIVE PLAN: The City's 2045 Comprehensive Plan designates this area as part of the Central Growth Area, and as both Multifamily Neighborhood and Commercial Corridor Land Use Types.

CHESAPEAKE BAY PRESERVATION AREA DESIGNATION: The property is located within the City's Chesapeake Bay Preservation Area Overlay District (CBPA) and is designated as a Resource Protection Area (RPA) and Intensely Developed Area (IDA).

FLOOD PLAIN: The property lies within Flood Zone X and Flood Zone AE as shown on Panel No. 5101560114E, dated August 3, 2015, of the Flood Insurance Rate Map (FIRM) for the City of Suffolk, Virginia.

CASE HISTORY: The subject property is the former site of a VDOT operational/maintenance facility. Staff found there was a boundary line adjustment where a lot line was vacated between T.M. 25*45A and T.M. 25*45E. In addition, a rezoning application (RZN2023-008) was submitted on December 1st, 2023, although this application was later withdrawn by the applicant on January 25, 2024. There is no other relevant history to report.

PUBLIC NOTICE: This request has been duly advertised in accordance with the public notice requirements set forth in Section 15.2-2204 of the Code of Virginia, as amended, and with the applicable provisions of the Unified Development Ordinance. A notice, containing a copy of the staff report, was also provided to the applicant on September 12, 2025, and October 17, 2025.

STAFF ANALYSIS

ISSUE: The applicant proposes to conditionally rezone 72.2 acres of the subject property from the B-2, General Commercial Zoning District to RU-18, Residential Urban-18 (Conditional) Zoning District. Some sections at the south and northeast of the subject properties (T. M. 25*45A and T.M. 26E*F*G*PT*J) are to remain as B-2, General Commercial District. These remaining B-2 sections will allow for commercial and office uses to be established at the southern end of the property in the vicinity of the historic office building, and will also allow for a commercial use at the northeast end of the property along the Nansemond River. T. M. 25*45E at the southwest corner of the property will remain zoned MUD, Mixed-Use Development Overlay District. This parcel, as proposed, would allow for a 1.3-acre public park and a secondary access road for the Meridian Obici site and the proposed RU-18 residential neighborhood.

The proposed proffers allow for a maximum of 497 residential units, of which 168 units will be age-restricted (limited to residents ages 55 or older in accordance with the U.S Department of Housing and Urban Development standards), and 329 units will be single-family attached townhomes. This would yield a gross density of approximately 13.7 dwelling units per acre, which

is below the maximum 18 dwelling units per acre that are allowed in the RU-18 zoning district.

Another proffer, as volunteered by the applicant, states that they will convey the existing VDOT historic office building and the surrounding 2.3 acres of property to the City of Suffolk within 30 days of the approval of a subdivision plat. The applicant has provided this proffer in lieu of providing a cash contribution towards school projects outlined in the Capital Improvements Plan, as is typically provided, in order to advance capacity for this proposed development, which was calculated to be a total of \$4,708,322.87. Per the applicant, the property's appraised value is \$6,270,000. On December 3, 2025, the applicant amended the previously submitted Voluntary Proffer Statement by adding a sixth proffer. On this sixth proffer, the applicant is therefore pledging to phase the Certificate of Occupancy requests in the following manner: 2026, no certificate of occupancy shall be requested or approved. 2027, no certificate of occupancy shall be requested or approved. 2028, a maximum of 100 certificates of occupancy shall be requested and approved. 2029, a maximum of 100 certificates of occupancy shall be requested and approved. In 2030 a maximum of 100 certificates of occupancy shall be requested and approved. 2031, a maximum of 29 certificates of occupancy shall be requested and approved. The applicant has voluntarily proffered a total of six (6) conditions in support of this request; see the attached proffer statement (Exhibit B).

On February 20, 2026, the applicant modified the language on the Voluntary Proffer Statement to include a seventh proffer regarding housing affordability. The Riversbend Pattern Book (Exhibit E) was also updated with this modification request.

CONSIDERATIONS AND CONCLUSIONS

In accordance with Appendix B, Section B-4 of the Unified Development Ordinance, rezoning applications must include a statement of the reasons for seeking an amendment to the zoning maps of the City of Suffolk. The applicant has provided a narrative as a part of this request, which outlines the applicant's reasons for seeking the rezoning. The subject parcels are located in the Central Growth Area, and within both the Multifamily Neighborhood and Commercial Corridor Land Use Types as defined in the 2045 Comprehensive Plan. The applicant states that the proposed development features a balance between non-residential and residential uses for the area and will both contribute to and complement the existing commercial and residential uses in the community.

The applicant proposes to develop a total of 497 dwelling units, comprised of 168 age-restricted units, 200 four-story back-to-back townhomes, and 129 three-story front and rear-loaded townhomes. Additionally, the narrative provided by the applicant states that the proposed development is consistent with the 2045 Comprehensive Plan since the front of the property will remain part of the Commercial Corridor Land Use Type and the majority of the rear of the site will be developed to fit with the Multifamily Neighborhood Land Use Type designation. The 2045 Comprehensive Plan supports retail, restaurants, personal services, office, and multi-family uses at this location. The proposed density of 13.7 units per acre falls within the middle of the Comprehensive Plan's recommended density of 8-16 dwelling units per acre. The Comprehensive Plan also encourages building heights of two or more stories, short walkable blocks, on-street and off-street parking, and pocket parks, which have all been incorporated into the attached Conceptual Master Plan.

1. **Comprehensive Plan**

According to the 2045 Comprehensive Plan, the subject property is located within the Multifamily Neighborhood and Commercial Corridor Land Use Types.

The intent of the Multifamily Neighborhood Land Use Type is the following:

- Provide housing that is attractive to a range of ages and demographic groups at a variety of price points.
- Support high-quality building design in terms of architecture and materials.
- When possible, locate near commercial centers or major corridors.
- Provide vehicular and pedestrian connectivity between developments.
- Improve streetscape features such as consistent sidewalks, lighting, and street trees.
- Provide on-site recreational features.
- Consider allowing higher density residential development than that prescribed in the 2045 Comprehensive Plan in certain areas of this Future Land Use Type where transportation corridors and infrastructure are already established and where the proposed use is compatible with adjacent uses and the established development pattern.

Applicable zoning districts for Multifamily Neighborhood Land Use Type include Residential Urban (RU), Mixed Use Development Overlay (MUD), and Planned Development (PD). Multi-family residential units are identified as an appropriate Primary Land Use, and Secondary Uses include retail, personal services, restaurant, office, and civic (such as schools, houses of worship, parks/open space).

The intent of the Commercial Corridor Land Use Type is the following:

- Accommodate a wide range of commercial uses appropriate for the specific Place Type that defines its character.
- Concentrate future commercial development at major intersections.
- Encourage new buildings to be located near the primary street on at least one side or on an internal street, with parking areas consolidated behind and between buildings in a configuration that can be shared by multiple tenants or uses.
- Where surface parking is adjacent to the sidewalk, provide a suitable buffer (e.g., decorative wall and landscaping.)
- Provide connection to surrounding pedestrian path networks and provide for safe pedestrian facilities within sites.
- Provide connectivity to surrounding neighborhoods and transit service locations.
- Improve/provide public realm features such as signs, sidewalks, lighting, landscaping, and street trees.
- Employ standards for quality building form.

Applicable zoning districts for Commercial Corridor Land Use Type include General Commercial (B-2), Neighborhood Commercial (B-1), Mixed Use Development Overlay

(MUD), and Planned Development (PD). Primary Uses include retail, restaurant, and personal services. Secondary Uses include multifamily, office, and institutional.

The 2045 Comprehensive Plan sets specific themes and policies related to land use, transportation, open space, and the environment that should be considered when contemplating a rezoning application. Relevant to this application are the following:

Objective L.1: Focus development in designated Growth Areas and promote development that is consistent with the Future Land Use and Growth Areas Map.

- *Action L.1.1: Review development proposals for consistency with the Future Land Use and Growth Areas Map, the Future Land Use Types described and mapped in this chapter, and the Guiding Values, Land Use Principals, Objectives and Actions adopted in this plan.*

As stated above, the 2045 Comprehensive Plan outlines applicable zoning districts for the Multifamily Neighborhood Land Use Type and Commercial Corridor Land Use Type. Appropriate land uses within the Multifamily Neighborhood Land Use Type consist of primarily of multifamily (owner and renter occupied) developments in different forms, while providing more dense neighborhoods and several different scales and configurations of housing within a neighborhood. The appropriate land uses within the Commercial Corridor Land Use Type consist of commercial areas, inclusive of a range of retail, office, and personal services. Commercial areas are typically arranged in three forms: corridors developed along major roadways or at prominent intersections, large shopping centers or malls, and smaller nodes of retail, office, and personal services that service the adjacent neighborhoods. The overall proposed density of 13.7 units per acre is within the limits of 18 units per acre set for the RU-18 zoning district and falls within both the Multifamily Neighborhood Land Use Type and Commercial Corridor Land Use Type recommendations range of 8 to 16 dwelling units per acre. The applicant's unit maximum proffers ensure that the proposed density will adhere to the goals of the Comprehensive Plan and Land Use Types.

The proposed development offers a dense and diverse set of housing options that are compatible with the existing housing offered within the Main Street corridor as a whole, adjacent urban neighborhoods, and mixed-use developments in its vicinity. The variety of scales and configurations of housing is an important feature of the proposed development that aligns with the Comprehensive Plan. This is evident in the proposed multifamily age-restricted housing and in the densifying collection of four and three-story single-family attached units. The proposed development includes the preservation of an NHRP-eligible historic office building and retains a portion of the site to be developed with commercial uses, thus offering a certain degree of mixed use that is compatible with surrounding uses. The proposed development also includes a walkable layout that connects the residential units to several surrounding open spaces, a public kayak launch, a marina and boardwalk, a proposed park at the entrance to North Main Street, and to the commercial and institutional uses that are proposed at the western end of the property along North Main Street.

Objective L.2: Promote predictable and orderly development.

- *Action L.2.5: Continue to promote and encourage mixed use and planned developments throughout the City in appropriate use districts understanding that use districts consist of a variety of primary and secondary uses.*

The proposed development contributes to this stated goal by offering a mixture of primary and secondary uses, such as multifamily, single-family attached, commercial, and office/institutional. The development also includes a dense urban layout composed of diverse housing options, scales, and configurations that can accommodate a variety of socio-economic groups (diversity of age and income residents). As a mixed-use and multifamily development, the development also includes public and recreational spaces for the community. The conceptual master plan included with the application presents a rather carefully planned community that allocates commercial, office/institutional, and public spaces adjacent to the existing commercial and mixed use developments within the Main Street Corridor, thus making these uses accessible to the community at large, and creating a physical and economic transition from commercial and office/institutional uses to residential uses allocated within the inner areas of the development. The proposed development is designed not to encroach on the CBPA 100-foot RPA buffer, thus preserving the protected lands, wetlands, and waters of the Nansemond River within the Chesapeake Bay watershed.

Objective L.3: Promote a balance of residential and non-residential land uses.

- *Action L.3.1: Adjust residential density range targets within Use Districts to better align with recent trends and market demands.*
- *Action L.3.2: Continue to develop implementation tools that will help achieve an appropriate jobs-to-housing ratio.*

This rezoning request will convert a significant portion of the subject properties from commercial to residential. However, by analyzing the surrounding uses, staff notes that the proposed rezoning will present an opportunity for a diverse set of urban and dense residential options in combination with the larger commercial and mixed-use along the North Main Street corridor. Thus, the development of 497 dwelling units will reinforce the housing offered in this particular area and in the vicinity of Downtown, while contributing to the continuous diversification of uses within this area of the city. By designating 15.3 acres for commercial/office/institutional use, the applicant is also promoting a degree of balance between residential and non-residential uses within the subject parcel itself, while contributing to the general area that has been mostly developed as a mixed-use and reasonably dense urban corridor. The adjacent mixed-use and multifamily development to the north of the subject property is an example of the aforementioned development trend.

The proposed development also offers a reasonably dense design and offers diverse options for different social and economic groups, such as senior housing and townhouses for different income brackets. This multiplicity of options seems to fit with recent local and

regional trends for housing, in which senior housing, missing middle, and workforce housing are in significant demand. Lastly, the location of this development on North Main Street (and along Route 32 / BUS 460) allocates these 497 dwelling units and potential commercial uses in proximity and easy accessibility to key employment centers in the City of Suffolk. Further commercial/office/institutional, and industrial developments will likely induce demand for this sort of diversified housing and commercial opportunities along the North Main Street corridor.

Objective L.4: Promote compatibility in land use patterns and encourage the creation of quality places.

- *Action L.4.1: Continue to develop new and expand existing incentives that encourage mixed-use development.*
- *Action L.4.3: Promote higher density residential development where growth is well supported by existing infrastructure.*

The proposed zoning would allow the addition of medium to high-density housing to the North Main Street corridor, and would be an adequate and complementary use to the existing surrounding multifamily and mixed-use development along North Main Street, such as the Meridian Obici development, as well as other developments along Pruden Boulevard and Godwin Boulevard.

It will also offer a transition from commercial and institutional/office uses to a medium to high-density residential use towards the Nansemond River. As discussed above, the proposal will diversify existing land uses within the area, and the proposed conceptual layout demonstrates that the site has been designed with an interconnected, walkable network of streets and small blocks that will feed into and maintain connections to North Main Street (and along Route 32 / BUS 460). The proposed development offers medium to medium-high density housing options for an area where transportation corridors and infrastructure, such as North Main Street/Route 32/BUS 460, Highway 58, and US 58 Bus are already established. The proposed use is compatible with adjacent uses and the already established development pattern.

2. Unified Development Ordinance

Section 31-403 of the Unified Development Ordinance (UDO) provides a purpose statement for each zoning district to assist in evaluating the compatibility of any rezoning request. This application is found to align with the purpose statement of the requested RU-18 zoning district and B-2 zoning district. As defined within the UDO, the purpose of the RU-18 zoning district is as follows:

RU-18 is a high density district allowing for primarily single family attached and multi-family dwelling units in interconnected and multi-modal neighborhoods at a maximum density of 18 units per acre. This district is intended to provide greater housing options, be retail supportive, complement existing, surrounding

neighborhoods, and shorten travel times of its residents. RU-18 is ideally suited for the Core Support Use District due to its density and scale. Applicable Place Types: Urban Neighborhood, Traditional Neighborhood Center, Traditional Neighborhood, Corridor, and Special District.

As defined within the UDO, the purpose of the B-2 district is as follows:

General commercial activities designed to serve the community such as repair shops, wholesale businesses, warehousing and general commercial sales with some outdoor display of goods but with limited outdoor operations. The redevelopment of existing shopping centers to eliminate large expanses of surface parking and to promote a "Main Street" appearance is encouraged. This district promotes a broad range of commercial operations and services necessary for large regions of the City, providing community balance. Applicable Place Types: Downtown/Town Center, Traditional Neighborhood Center, Suburban Center, Corridor, and Special District.

In accordance with Article 31-419, the purpose of the MUD zoning overlay is as follows:

- (a) *PURPOSE. The purpose of the Mixed Use Development Overlay District (MUD) is to:*
 - (1) *Provide for the orderly development of land while permitting flexibility in the design, construction and processing of mixed use developments of a quality which could not be achieved by traditional development under conventional zoning concepts;*
 - (2) *Implement the policies of the Comprehensive Plan, as amended, to:*
 - *A. Co-locate jobs and housing;*
 - *B. Provide for mixed use centers that promote the retention and expansion of office, retail, research and development, and high technology uses;*
 - *C. Develop a balanced and diverse housing stock; and*
 - *D. Provide opportunities for residents to adopt a lifestyle that is less dependent on auto travel.*
 - (3) *While the conventional zoning districts and the requirements of those districts set forth in the UDO are reasonable, there may be circumstances in which it is in the community's best interests to allow unique and/or creative mixed use development designs and techniques that:*
 - *A. Revitalize older commercial corridors;*
 - *B. Increase opportunities for infill development with mixed use projects;*
 - *C. Encourage development that is less auto dependent; and*
 - *D. Encourage mixed use pedestrian oriented development patterns where residents have services, shops, jobs, open space and access to transit within walking distance of their homes.*

The RU-18 zoning district allows for a density and use that is suited for proposed rezoning and development. The remaining B-2 zoning district within the parcel is also suited for

commercial and office/institutional uses within the overall North Main Street corridor. The MUD portion will remain as a park for the community at large, and fits with the already MUD zoning in the adjacent properties to the north. The combination of RU-18 and B-2 zoning districts within the parcel allow for the establishment of a highly dense and mixed used space that matches the purposes set by the UDO of promoting *primarily single family attached and multi-family dwelling units in interconnected and multi-modal neighborhoods, provide greater housing options, be retail supportive, complement existing, surrounding neighborhoods, and shorten travel times of its residents.* The aforementioned combination between RU-18, B-2, and MUD also suits the purposes set by the B-2 zoning district of allowing for *general commercial activities designed to serve the community such as repair shops, wholesale businesses, warehousing and general commercial sales with some outdoor display of goods but with limited outdoor operations,* which are also existent along the North Main street corridor, and can support a *broad range of commercial operations and services necessary for large regions of the City, and providing community balance.* The proposed zoning is supported by the UDO and furthers the goals of the Comprehensive Plan.

The UDO (Section 31-408 - Specific Base Zoning District Criteria) specifies criteria for the use of RU-18 zoning. The following should be considered when contemplating this rezoning:

- *No application for development shall be approved unless the proposed use and/or development conforms to the requirements of Articles 4, 6, and 7 of this Ordinance.*
- *No subdivision plat shall be approved unless the proposed development is served by the central water system of the City of Suffolk and the central wastewater system of the City of Suffolk, in accordance with Section 31-613 of this Ordinance, and Chapter 90, of the City Code of Suffolk.*
- *Pedestrian and vehicular conflicts shall be minimized by a system of sidewalks and other pedestrian amenities which provide connectivity to surrounding neighborhoods while providing adequate separation and channeling of pedestrian and vehicular movements.*
- *Residential mixed-use dwellings shall be permitted above the first floor of any building with commercial and/or retail uses on the ground floor.*
- *Commercial and retail uses listed in Table 406-1 as permitted in this district shall be limited to mixed use structures.*

The UDO (Section 31-408 - Specific Base Zoning District Criteria) specifies criteria for the use of B-2 zoning. The following should be considered when contemplating this rezoning:

- *No application for development approval in the B-2 zoning district shall be approved unless the proposed development conforms to the requirements of Articles 4, 6 and 7 of this Ordinance and the following criteria listed below.*

- *The following criteria shall be used (in addition to the general rezoning criteria established in Section 31-304(e)) in consideration of the placement of this zone and the type and arrangement of uses within it:*
- *The zone and its uses shall continue the orderly development and concentration of business and commercial uses; and*
 - A. *Pedestrian and vehicular conflicts shall be minimized by a system of sidewalks and other pedestrian amenities which provide connectivity to surrounding neighborhoods, while providing adequate separation and channeling of pedestrian and vehicular movements; and*
 - B. *B-2 zones shall be located along arterials and arterial/arterial or arterial/collector intersections.*
- *All uses authorized in the B-2 district, including operations and storage of goods, shall be performed and primarily stored within an enclosed building. The outdoor display and sales of merchandise is authorized subject to the provisions of Section 31-609, Outdoor Storage and Display and Section 31-717(b) and (c), Temporary Uses.*

The applicant has proffered that the development will be in substantial conformance with the provided “Riversbend Pattern Book”, prepared by Land Planning Solutions, dated July 11, 2025. The development will be reviewed for compliance with regard to the development regulations in Articles 4, 6, and 7 of the UDO. This development will require a full development review in accordance with Section 31-307 of the UDO. Compliance with all design and improvement standards, including, but not limited to, parks and open space, landscaping, lot and road layout, and connectivity, would be verified during development review. In addition, the proposed conceptual master plan provides two accesses to North Main Street, a connection to the adjacent development through Memorial Avenue, a system of sidewalks and pedestrian amenities, such as trails, and an adequate separation and channeling of pedestrian and vehicular movements within the proposed development.

The proposed conceptual master plan does not specify the typology of structures that would be developed for commercial uses. The proposal also does not clarify what uses could eventually be proposed for these B-2 parcels along North Main Street. The conceptual master plan does show the historic office/institutional structure that is proposed to be conveyed to the City of Suffolk, as well as a marina and event space, which are permitted by right in the B-2 zoning district. These B-2 zones within the development are primarily located off North Main Street. The marina and event space are not located along an arterial or connector, being located in the eastern section of the subject property by the Nansemond River. At the time of site plan submittal, development within the B-2 zones shall be reviewed by staff to verify that operations and storage of goods are primarily within an enclosed building and that the overall design complies with the provisions of Section 31-609, Outdoor Storage and Display and Section 31-717(b) and (c), Temporary Uses.

3. **Adequate Public Facilities**

The purpose and intent of the adequate public facilities ordinance is to ensure that public facilities are available to support new development and associated impacts and that each public facility meets or exceeds the level of service standards established by the 2045 Comprehensive Plan and the Unified Development Ordinance. No rezoning request should be approved that would cause a reduction in the levels of service standards for any public facility impacted.

Public Water and Sanitary Sewer

City water and sewer are available to the site and capacity is sufficient. The Department of Public Utilities has no objections to the rezoning application at this time.

Stormwater Management

The Department of Public Works, Engineering Division, has reviewed the request and stated that compliance with all regulations related to stormwater will be required to be demonstrated at the time of development plan review.

Transportation

The proposed development is expected to generate 5,257 daily vehicular trips, with 515 of those trips occurring during the AM peak hour and 535 occurring at the PM peak hour. With this being said, it is important to highlight that the site currently consists of 89 acres that are zoned B-2, General Commercial. The B-2 district allows for, as a matter of right, a large variety of high-turnover retail, restaurant, service, and office uses that generate vehicular traffic at high rates. Based on the developable acreage and its location along North Main Street commercial corridor, the site could reasonably be developed as a retail shopping center consisting of 376,000 square feet. A use of this nature would generate 15,861 daily vehicular trips, or 10,604 more trips than the currently proposed use.

The Department of Public Works, Traffic Engineering Division, reviewed the Traffic Impact Study submitted in support of this application and has accepted its findings. Traffic Engineering is recommending approval of this request. As outlined in the approved Traffic Impact Analysis (TIA), the applicant is proposing to make the following improvements:

- North Main Street/Site Entrance:
 - Construct site driveway to provide right-in only access. Provide a northbound right-turn lane (150' storage / 50' taper, within available property limits) prior to the issuance of the first certificate of occupancy.
- North Main Street/Memorial Avenue/Edgewood Avenue:
 - Reconstruct the intersection to include the following laneage prior to the issuance of the first certificate of occupancy:
 - N. Main Street (northbound):

- one exclusive left-turn lane (extend to include 200' storage / 100' taper)
- two through lanes
- one exclusive right-turn lane (200' storage / 80' taper to tie into proposed RI/RO driveway)
- N. Main Street (southbound):
 - one exclusive left-turn lane (180' storage / 100' taper)
 - one exclusive through lane
 - one shared through-right turn lane
- Memorial Avenue (eastbound):
 - one shared through-left lane
 - one exclusive right-turn lane
- Edgewood Avenue (westbound):
 - one full (left-through-right) movement lane
- Construct a traffic signal. The signal shall be constructed and operational prior to the issuance of the first certificate of occupancy. Permits for model homes are acceptable prior to the completion of the Main Street / Memorial Avenue improvements.

In addition to site entrance improvements, optimized signal timings are recommended in the TIA as summarized below:

- North Main Street Corridor:
 - Maintain existing travel lanes and provide optimized signal timings at the following intersections:
 - N. Main Street / Pruden Boulevard / Godwin Boulevard
 - N. Main Street / Murphy's Mill Road
 - N. Main Street / Louise Obici Lane / Northgate Lane
 - N. Main Street / Lowe's entrance
 - N. Main Street / Walmart entrance
 - N. Main Street / Big Lots Entrance
 - N. Main Street / Constance Road / US Route 58

Schools

The subject properties are currently assigned to Kings Fork High School, Kings Fork Middle School, and Hillpoint Elementary School. The applicant has proffered a maximum of 497 residential units, of which 168 units are multi-family age restricted (55+) units. These 168 age-restricted multi-family units will not be counted towards the school impacts, thus leaving a total of 329 units that will generate students.

In accordance with Section 31-601 of the UDO, a development consisting of 329 single-family attached units would generate sixty (60) elementary school students, thirty-three (33) middle school students, and forty-three (43) high school students. After considering current student enrollment, total committed development, and the net amount of students that are expected to be generated from the proposed development, Hillpoint Elementary

School and Kings Fork High School have insufficient capacity, King Fork Middle School has sufficient capacity.

Typically, proffered cash contributions towards the advancement of school capacity may be accepted. To properly mitigate impacts to the elementary school level, the applicant would need to provide a total cash contribution of \$2,154,033 total, or \$6,547.21 per dwelling unit, or \$35,900.55 per student. To properly mitigate impacts to the high school level, the applicant would need to provide a total cash contribution of \$2,554,289.87 total, or \$7,763.79 per dwelling unit or \$59,402.09 per student. The applicant has proffered that it will convey the existing historic VDOT District Office building and the surrounding 2.3 acres of property in lieu of a cash contribution to sufficiently advance school capacity, which is calculated at \$4,708,322.87. The historic office building property is appraised by the certified appraisal that accompanies this application at \$6,270,000.

4. **Proffered Conditions**

The applicant initially proffered six (6) conditions in support of this request, however, an updated proffer statement received on February 20, 2026, includes a seventh proffer regarding affordable housing, which will be discussed below. The first proffer limits the development to 497 residential units to be constructed within the RU-18 zoned portion of the property; the proffer also states that 168 units will be age-restricted and limited to residents ages 55 or older, and 329 units will be single-family attached townhome units. The second proffer commits the applicant to develop the property in substantial conformance with the architectural elevations included in the Pattern Book dated July 11, 2025, prepared by Land Planning Solutions. Note that the Riversbend Pattern Book (Exhibit E) was updated on February 20, 2026, to add an elevation for a two-story 1 over 1 condominium on page 14 of the pattern book.

The third proffer requires the applicant to make road improvements as outlined in the TIA prepared by VHB dated August 13, 2025. The fourth proffer binds the applicant to convey the existing historic office building and the surrounding approximately 2.3 acres of property to the City within thirty days of subdivision plat approval. This will be done in lieu of the school cash contribution that is typically offered through a voluntary proffer for these types of applications. The fifth proffer pledges the applicant and the Economic Development Authority to complete a maintenance agreement for the common open space for the 6.6 acres of B-2 zoned property adjacent to North Main Street. The sixth proffer commits the applicant to phasing the requests for Certificates of Occupancy (residential) in the following manner: *2026 no certificate of occupancy shall be requested or approved. 2027 no certificate of occupancy shall be requested or approved. 2028 a maximum of 100 certificates of occupancy shall be requested and approved. 2029 a maximum of 100 certificates of occupancy shall be requested and approved. 2030 a maximum of 100 certificates of occupancy shall be requested and approved. 2031 a maximum of 29 certificates of occupancy shall be requested and approved.* In this sixth proffer, the applicant also adds that “no certificate of occupancy shall be issued for residential occupancy (not to include not more than (3) model homes while open for public access and the age-restricted active adult units) except in accordance with the following schedule for calendar years 2026-2031, which shall be cumulative (meaning that if in a given calendar

year not all certificates are requested or approved that amount will be available in the following years in addition)". This sixth proffer was added to the Voluntary proffer statement on December 3, 2025.

On February 20, 2026, the applicant modified the language on the Voluntary Proffer Statement to include a seventh proffer that addresses housing affordability within the proposed development.

RECOMMENDATION

In summary, staff finds this proposal, Rezoning Request RZN2025-004 (Conditional), meets the intent of the provisions of the 2045 Comprehensive Plan and the Unified Development Ordinance. The proposed rezoning from B-2, General Commercial District, to the RU-18, Residential Urban-18 (Conditional) zoning district, aligns with the goals and objectives of the 2045 Comprehensive Plan, which encourages increased density, balance between residential and non-residential uses, and mixed-use districts constituting a variety of land uses for the subject property and its vicinity. The proposed development also offers both a reasonably balanced and diverse collection of residential dwelling units and commercial spaces. The addition of 168 age-restricted units for senior residents and 329 single-family attached units, combined with the inclusion and preservation of green spaces, trails, public amenities, and parcels reserved for commercial and office/institutional use along North Main Street, is suitable for the urban context surrounding the subject property. The proposed characteristics also coincide with recent housing and commercial trends within the more dense and urbanized areas of the city and the Hampton Roads region, where demand for senior housing and different price ranges is continuously increasing. The applicant is also pledging to directly mitigate for expected traffic impacts, as well as mitigate for school impacts by conveying the historic office building. Therefore, the staff recommends **approval** of Rezoning Request RZN2025-004.

This item was presented to the Planning Commission on September 16, 2025, at which time the Planning Commission approved a motion by a vote of 5-3 to defer action on this request until the October 21, 2025, meeting.

The Planning Commission, at its October 21, 2025 meeting, put forth a motion to approve a resolution recommending approval of this request with proffered conditions, which **passed** by a vote of 7 to 1. Therefore, this application is being forwarded with a recommendation of **approval**.

Upon Planning Commission's vote to recommend approval, on October 29th, 2025, the applicant requested to defer the public hearing to December 17, 2025.

This rezoning request was considered at a public hearing by City Council on December 17, 2025.. At that meeting, City Council voted 7-0 (Mayor Michael Duman recused himself from the vote) to defer consideration and a decision on this request to February 18, 2026.

On February 3, 2026, the applicant's agent, Melissa Venable, requested, on behalf of the applicant, a 30-day deferral to defer consideration of this item to the City Council meeting on March 18, 2026.

On February 20, 2026, the applicant then provided a modified Voluntary Proffer Statement, which includes a seventh proffer regarding housing affordability, and updated Page 14 of the Riversbend Pattern Book (Exhibit E). These updated items are attached to this report for Council's consideration.

On March 10, 2026, the applicant's agent, Melissa Venable, requested, on behalf of the applicant, a deferral of consideration of this request to the City Council meeting on April 15, 2026.

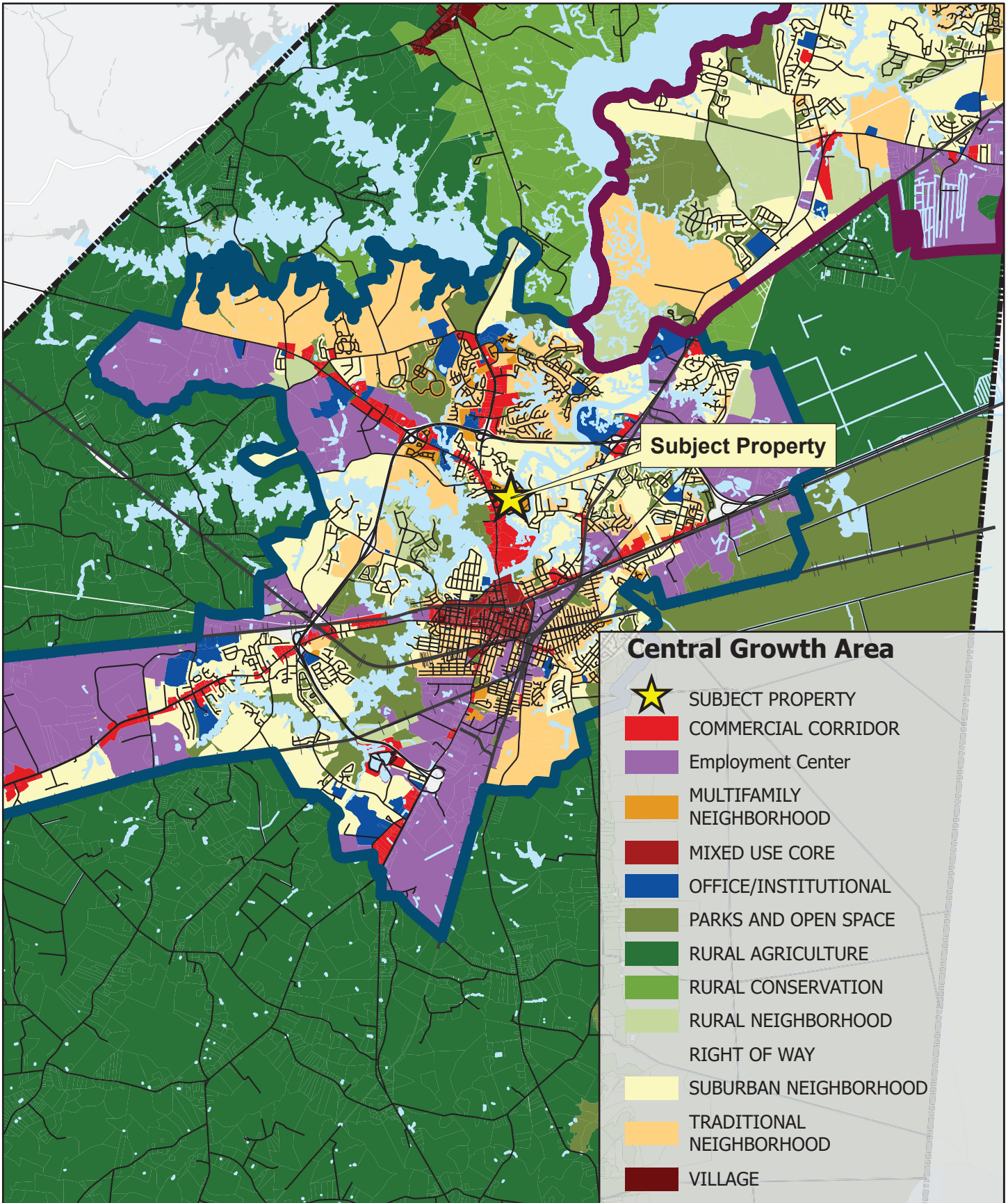
Attachments

- General Location Map
- Zoning/Land Use Map
- Riversbend Conceptual Master Plan
- Riversbend Rezoning Narrative Description
- Disclosure Statement Form
- Public Comments
- Ordinance
- Exhibit A - Planning Commission Resolution
- Exhibit B – Voluntary Proffer Statement
- Exhibit C – Property Map
- Exhibit D – Riversbend Rezoning Exhibit
- Exhibit E – Riversbend Pattern Book

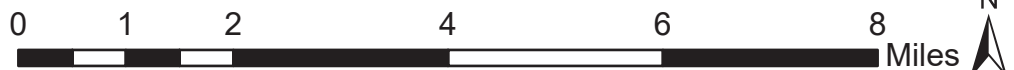


GENERAL LOCATION MAP

RZN2025-00004



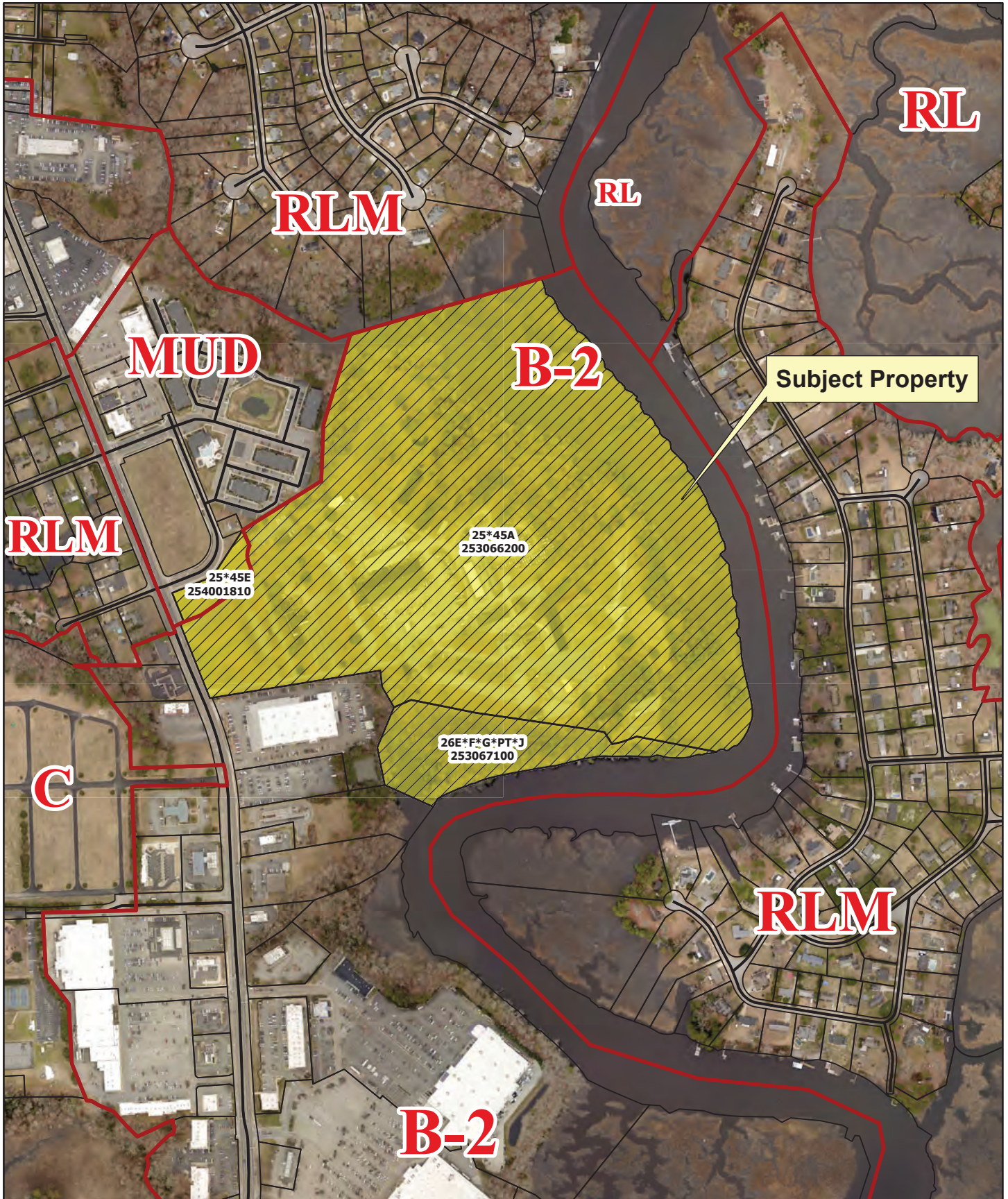
Author: KOSSAI
Date: 05-05- 2025





ZONING / LAND USE MAP

RZN2025-00004



Author: KOSSAI
Date: 05-05- 2025



Image: Suffolk Pictometry 2024



Riversbend

Conceptual Master Plan

Suffolk, Virginia

March 31, 2025 - REV. November 4, 2025

SITE DATA:

Tax Map #s: 25-45A, 26E-F-G-PT-J, 25*45E

Current Zoning: B-2 (SCOD) & MUD
Proposed Zoning: B-2 (SCOD), MUD and RU-18
 Total Site Area: +/-88.8 ac.
 Area to Remain B-2: +/-15.3 ac.
 Area to Remain MUD: +/-1.3 ac.
 Proposed RU-18 Area: +/-72.2 ac.
 Critical Area: +/-35.9 ac.
 Net Site Area: +/-36.3 ac.

TABULATION:

RU-18 Development:
 4 Story Condo Active Adult (Mosaic): 168 units
 Parking Provided: 296 space or 1.7 per unit
 4 Story Back to back Towns (Romeo & Juliet): 200 units
 3 Story Townhomes Front Load (20x42): 75 units
 3 Story Townhomes Rear Load(20x42): 54 units
Total Units Provided: 497 units
Net Density: 13.7 units/acre

Notes:

1. No 1 bedroom units are proposed
2. Permits shall be pulled to remove any AST/UST that may be on-site through the Fire Marshal's Office.



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 3557 HARBOUR VIEW BLVD. STE. 202
 SUDBURY, VA 24452-2667
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Riversbend - Rezoning Narrative Description

The applicant, NVR Inc., is seeking a rezoning of +/-72 acres of the former VDOT operations site located at 1700 North Main Street south of the Meridian Obici development and within 2 miles of downtown. The affected parcels include Tax Map Parcels 25*45A, 26E*F*G*PT*J, and 25*45E and total +/-89 acres. The first two parcels (along Main Street) are currently zoned B-2, General Commercial, along a Special Corridor Overlay District. The third parcel, Tax Map 25*45E, would remain zoned MUD, Mixed-Use Development, to allow for a +/-1.3-acre public park and serve as the secondary entry road to the Meridian Obici site and the proposed RU-18 residential neighborhood.

Creating a grand entry by re-aligning the existing Memorial Drive from Main Street to the existing MUD and the current VDOT property will emphasize connectivity and walkability and allow us to consolidate access points along Main Street. It will create an alternative road network parallel to Main Street by extending Memorial Avenue south helping to eliminate additional trips onto Main Street. A shared road network with sidewalks will promote walkability between the adjacent mixed-use development, retail sites and the proposed community.

The applicant proposes to rezone +/-72 acres of the +/-89 acres to the RU-18, Residential Urban zoning district, to develop a total of 497 dwelling units comprised of 168 active adult units, 4-story back-to-back townhomes, and 3-story front and rear loaded townhomes. The mix of residential products will provide housing for several different buyers in Suffolk, Virginia. The product mix allows for the much-needed active adult housing to allow Suffolk residents to age in place. The back-to-back townhome product fulfills the need for the “missing middle” housing. This concept highlights the need for diverse, affordable housing choices in sustainable, walkable neighborhoods. The development will also provide traditional townhomes and rear load townhomes. Some homes will back up to the preserved wetland area and Nansemond River while other homes will be arranged in a rowhouse style with an alley in the rear and fronts facing onto pedestrian friendly roadways or a passive green space.

A +/-6.6-acre site fronting North Main Street adjacent to the existing Ford dealership and the Economic Development Authority’s property will be reserved as B-2 zoning to allow for commercial uses consistent with the remainder of the corridor. The front commercial site is envisioned to include neighborhood services for the adjacent communities. The B-2 area will also include the renovated historic office building. We envision saving some of the large trees within a park like setting where a gathering space for the community could be created. We envision open play, food trucks and other programmed gatherings to take place in the large park area shown on the Conceptual Plan along Main Street.

A second +/-8.7-acre commercial site is reserved at the southeastern corner of the property along the Nansemond River to allow for a small public marina, water access, a restaurant or event space, and community clubhouse and pool.

The applicant has proffered that the existing historic 3-story district office building (+/-38,000 SF in size), formerly used by VDOT, will be dedicated to the City of Suffolk in lieu of school proffers. The calculated impact of school proffers is \$4,708,322.87 and the property's appraised value is \$6,270,000. Approximately 2.3 acres of land that includes the existing building and appropriate parking area shall be dedicated at the time of subdivision approval.

The Master Plan features an appropriate balance of non-residential and residential uses for the area, a walkable street grid, 2 public parks, several private parks, preserved wetlands, forested areas, and appropriate transitions in uses that are compatible to surrounding properties. Overall, this is an excellent opportunity to fill an existing void along North Main Street, extend the road network parallel to Main Street and create a mixed-use, infill neighborhood that promotes a pedestrian friendly network north of downtown.

This application is consistent with the 2045 Comprehensive Plan as the front of the property will remain part of the Commercial land use district and the majority of the rear of the site will be converted to the Multifamily land use district. The Comprehensive Plan supports retail, restaurants, personal services, office and multifamily uses at this location. The proposed density of roughly 13 units per acre falls within the middle of the Comprehensive Plan's recommended density of 8-16 dwelling units per acre. The Comprehensive Plan also encourages building heights of 2 or more stories, short walkable blocks, on-street and off-street parking, and pocket parks, which have all been incorporated into the Conceptual Master Plan.

Sincerely,

Melissa Venable
Land Planning Solutions

City of Suffolk

Department of Planning and Community Development

DISCLOSURE STATEMENT FORM



OFFICE INFORMATION: To be completed by staff

Application Number: Project Name: Project Address: Date Submitted:

The disclosures contained in this Form are necessary to inform public officials who may vote on the application as to whether they have a conflict of interest under Virginia law.

PART 3 - APPLICANT DISCLOSURE: To be completed by Applicant

Important Notice: Only complete, hard-copy application forms with original signatures or other approved written consent from all property owners are accepted.

APPLICANT INFORMATION

Applicant Name: NVR Inc.

Property Address(es): 1700 & 1802 N. Main St.

Tax Map Number(s): 25-45A, 26E*F*G*PT*J, 25*45E

Account Number(s): 253066200, 253067100, 254001810

Is Applicant the owner of the subject property? YES NO

Does the Applicant have a Representative? YES NO

If yes, name of Representative:

Is Applicant a corporation, partnership, firm, business, trust, or unincorporated business? YES NO

If yes, list the names of all officers, directors, members, trustees, etc. below AND businesses that have a parent-subsidiary or affiliated business entity relationship (see definitions below) with the applicant (attach list if necessary):

Blank lines for listing names of officers and businesses.

KNOWN INTEREST BY PUBLIC OFFICIAL OR EMPLOYEE

Does an official or employee of the City of Suffolk have an interest in the subject property or any proposed development contingent on the subject public action? YES NO

If yes, name of the official or employee, and description of the nature of their interest:

APPLICANT SERVICES DISCLOSURE

The Applicant must certify whether the following services are being provided in connection to the applicant, the subject of the application, and/or any business operating, or to be operated on the property. The name of the entity and/or individual providing such services must be identified (attach list if necessary).

SERVICE	YES NO (select one)	SERVICE PROVIDER (Name of entity and/or individual)
Financing (mortgage, deeds of trust, cross-collateralization, etc.)	<input type="checkbox"/> <input type="checkbox"/>	<hr/>
Real Estate Broker/Agent/Realtor	<input type="checkbox"/> <input type="checkbox"/>	<hr/>
Accounting/Tax Preparation	<input type="checkbox"/> <input type="checkbox"/>	<hr/>
Architect/Designer/Landscape Architect/Land Planner	<input checked="" type="checkbox"/> <input type="checkbox"/>	Land Planning Solutions
Construction Contractor	<input type="checkbox"/> <input type="checkbox"/>	<hr/>
Engineer/Surveyor/Agent	<input type="checkbox"/> <input type="checkbox"/>	<hr/>
Legal Services	<input type="checkbox"/> <input type="checkbox"/>	<hr/>

**PUBLIC COMMENTS
FOR
RZN2025-004**



Monday, December 8, 2025

Public Comment Form (RZN2025-004, Riversbend)

City Council Meeting - December 17, 2025

Please be advised that this form is for public comment for RZN2025-004, Riversbend only.

All comments provided will be made available to City Council members and the general public.

Comments provided by 8:00 AM on December 10, one week prior to City Council's scheduled meeting, will be included in staff's report for City Council. All comments received after the deadline may be presented in person by the commenter at the scheduled public hearing.

Name Betty Sue Copeland

Address 6148 Old Myrtle Rd
Suffolk, VA, 23434

Comment

This is an extreme traffic safety issue here. I can't see this project put here. Also about the school board office. They need a place to be on their own. City Council needs new schools too. We need more roads updates. Not more homes. No more warehouses or solar farms.



Tuesday, December 9, 2025

Public Comment Form (RZN2025-004, Riversbend)

City Council Meeting - December 17, 2025

Please be advised that this form is for public comment for RZN2025-004, Riversbend only.

All comments provided will be made available to City Council members and the general public.

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Name

Deborah DeLugo

Address

122 Springfield Terrace
Suffolk, Va, 23434

Comment

Downtown is already a very busy place. The road is always congested. Adding that many homes is going to make it impossible for people to get where they're going in a timely, safe manner! Even half that number of homes would add too much congestion to the road. I am totally against putting that many homes in that location. Think of safety! Think of responsible rezoning and building!



Tuesday, December 9, 2025

Public Comment Form (RZN2025-004, Riversbend)

City Council Meeting - December 17, 2025

Please be advised that this form is for public comment for RZN2025-004, Riversbend only.

All comments provided will be made available to City Council members and the general public.

Comments provided by 8:00 AM on December 10, one week prior to City Council's scheduled meeting, will be included in staff's report for City Council. All comments received after the deadline may be presented in person by the commenter at the scheduled public hearing.

Name

Eryn Siegel

Address

123 Springfield Terrace
Suffolk, VA, 23434

Comment

City Council Members,
I respectfully ask you to please read the attached document that details many issues with the Riversbend Project and then please VOTE NO to this rezoning request.
Thank You,
Eryn Siegel

File Upload

City Council Public Comment on River... .pdf

Public Comment on Riversbend (RZN2025-004)

City Council Members,,

I respectfully ask that you vote NO on the Riversbend project. There are several questionable aspects with the application itself, and issues with the project that would drastically impact the quality of life of Suffolk residents. Overall, this development will be a bad deal for the citizens of Suffolk.

Here are some key problems with the Riversbend project:

- The fiscal impact submitted by the developer is an opinion letter and not an actual analysis.
- There are already traffic issues on Main St with currently 26,000 daily trips and this will add 5,300 more trips per day.
- The developer is receiving the use of city owned land with no compensation to the taxpayers.
- The building offered in lieu of proffers is actually worth significantly less than the stated \$6 million by the appraiser's own report, which estimates this would be the value only AFTER a full renovation, not in its current state.
- Hillpoint Elementary School is already at 108% capacity. Pipeline development will bring capacity to 150% capacity. The schools are over-crowded, and the developer is not providing enough funds to cover the costs to expand school capacity for the students it will generate.
- There has been misinformation about an alternative with MUD (Mixed Use Development) overlay that would allow a project to be built there with 800 homes. This is that patently untrue.

Fiscal Impact:

The UDO requires a fiscal impact analysis that contains anticipated revenues and costs that will be generated by the development. Instead of conducting a fiscal impact study, and providing this essential information, the developer specifically chose to provide a fiscal impact **opinion** only. The fact that this is an opinion has been stated by the gentleman who provided his opinion. He says that his written opinion is NOT the same as an actual fiscal impact analysis, but the opinion was what the client asked for and it was provided. How can our elected officials, appointed commissioners, and paid staff make judgements based on an opinion (fiscal impact letter) instead of actual data in a fiscal impact analysis?

In a fiscal analysis, there is a breakdown of all the revenue sources the city can expect to gain with this development. Yet this letter does not provide any solid figures. A fiscal impact analysis will also provide a breakdown of all the costs associated with a development like this. This opinion does not provide the details of that either. It is full of generalizations, but no specifics.

The developer should not just get to come to the city and provide a letter that says 'Trust me'. **The developer needs to prove with ACTUAL DATA what fiscal impact this development will have on the city.** Our city leadership must require more than an opinion letter when the legal code says it needs to be an analysis.

Traffic:

This development will add nearly 500 new homes which the traffic study states will add almost 5,300 trips per day. Main Street already suffers from traffic problems at 26,000 trips per day.

Earlier this year, City Council cancelled the Kimberley Bridge project, less than a mile south of this project. This will create 500 more homes that will be impacted when Main Street floods.

Port 460 is in the process of being built and that is just 2 miles north of this site. Port 460 will be a massive logistics complex that is projected to add 21,000 trips per day. Our roads are already struggling to handle the current traffic on Main St at 26,000 trips per day. Main Street already struggles with traffic during peak times. What will Main Street look like once these projects come to fruition?

City Owned Land:

Another issue with this application is the FREE use of city owned land as part of the rezoning without explicit details on how this will work. This developer needed access through the EDA owned land to gain access to Memorial Ave. This land is ESSENTIAL to this whole project! Without the use of the EDA land, this development can only access Main St and would not have enough room to provide the required ingress/egress for a development of this size. The gifted land allows the development access through Memorial Avenue. All of this is in the Traffic analysis provided by the developer.

There is no mention in the proffers or any of the accompanying documentation that explains if, when, or how the developer will buy this land from the city. Instead, this land has been incorporated into the site plan and the details on who will be responsible for the land remain fuzzy. If the city still owns the land, will the city have to maintain the land? Will the city be liable for any injuries should they occur on the land? Who will pay taxes on the land? **Ceding this land to benefit a developer is NOT in the best interests to the citizens. Why is the city allowing a developer to use taxpayer owned lands for free?**

School Proffers:

An additional issue with this development is that there are no school proffers being offered. The developer is giving the city the old VDOT administration building in lieu of school proffers.

The first problem with this exchange is that the developer has stated that the value of this building is \$6,270,000 based on an appraisal. However, the appraisal itself states this **value is based on the assumption that “improvements to the building will have been significantly renovated to a finish that is equivalent or better than contemporary office space.”** (page 346 of packet)

That means that the current value of the building (built in 1949) is far from the appraisal value of \$6,270,000. By the city’s own estimate, it will require about \$7 million to fully renovate the building, so the building in its current state is worth no more than \$1-3 million. That will NOT cover the costs associated with the added students generated from 500 homes.

The developer estimates the student impact will be \$4.7 million. With the building being worth \$1-3 million, that is a huge gap in funds that will ultimately fall to the taxpayers to cover. How is this added financial burden a good deal for the taxpayers?

Additionally, the student impact calculated by the developer is significantly low. It should be a minimum of \$6 million in school proffers, not \$4.7 million. The developer is NOT counting developments that are non-committed in the pipeline, just the committed developments. There are multiple large developments which are currently 'non-committed', but these developments have already been rezoned and therefore, at any time in the future, the developer can build them 'by right'.

Below is a list of approved developments and the number of non-committed homes. Each shares at least one school with the Riversbend project.

- Godwin Park - **569**
- Tillman Run - **204**
- Foxfield Meadows - **88**
- Murphy's Mill - **70**
- Hillpoint Farms - **127**
- Peanut Crossing - **226**
- Pitchkettle Landing - **335**
- Towne Creek - **140**

That's **1,759 total homes that can be built BY RIGHT**, but are currently categorized as non-committed, and so NOT counted. That isn't even all the non-committed homes in the pipeline - this is just non-committed homes that will feed into one of the three schools that they share with the Riversbend project. According to the March 2025 pipeline data there are a total of 3,332 non-committed homes. That's about half of the total 6,569 homes in the pipeline still to be built.

Also note that **Hillpoint Elementary is CURRENTLY at 108% capacity**. The city estimates that with the committed developments, the school will be at 121.4% capacity. Add to that the non-committed and it gets to 150% capacity, with this Riversbend development adding an additional 59 elementary students which will bring it up to 159% capacity. How can a school be expected to function at 159% capacity? Do we as a city care so little for the futures of our littlest citizens? How is this project a good deal for our school aged children, for our teachers, and our school support staff?

To put this whole pipeline in perspective, according to data.census.gov, in 2023 Suffolk had an estimated 41,452 total housing units. The remaining 6,569 homes currently in the pipeline to be built, represents an increase of more than 15% of the total housing in Suffolk.

At the same time in 2023 that we had 41,452 homes, we only had a total of 39,303 households. That's more than 2,000 homes that were unoccupied. Suffolk has an affordable housing problem, but not a housing shortage by any stretch. The Riversbend developer states that these houses will be sold at market rate, so they will not help our affordable housing issue.

It is important to note, that with the average household size of 2.58 people, the current development pipeline can absorb a growth of 16,948 people. Suffolk's current population is estimated to be just over 102,000 people. If the city approves no new housing developments in the next five years, we will still have enough current housing in the pipeline to continue to grow at the astoundingly high growth rate of 2% per year into the 2030's.

I am not suggesting that we stop all approvals for new housing developments. What I am saying is that we don't NEED any one particular development. Suffolk has the luxury of being able to choose which developments would best serve the needs of the people and the vision of the city.

Misinformation about the MUD Overlay & Proffers/Impact Fees By-Right

Both the developer and staff, while discussing the Riversbend project, stated that in B-2 zoning, a MUD (Mixed Use Development) overlay can be done by-right, so no rezoning would be necessary. One number thrown out there was that 800 homes could be built there if the city doesn't approve these 500 homes. This is a scare tactic to elicit a response from decision makers. If not these 500 homes, then it could be worse with 800 homes!

MUD overlays can be done in B-2, BUT this project can never get to 800 homes by-right. If they could, they wouldn't be seeking the rezoning. In fact, the developer TRIED to do a MUD overlay previously, but couldn't make it work because there are strict rules about having 1 employee for each unit created, and there needs to be 400 square feet of non-residential space to create that one job. When the developer tried the MUD overlay, they were only able to come up with 467 jobs created, which would limit their housing number. (see map)

Additionally, and even more importantly, a project of 800 houses, or even 500 houses is never going to be built by-right there because they would still have the issue with the road. **Without that EDA land, no large development would be able to be built there. How convenient for the developer that our city decided to give them the land they need to move this project forward.**

Another concern brought up by a School Board member at the joint meeting with City Council, was about how the city would lose out on the proffers if the developer builds by-right. Virginia law, in addition to allowing for proffers from developers to be considered during a rezoning, also allows for the city to charge developers fees for the developments' direct impacts, including for roads, schools, and infrastructure. These are called impact fees, not proffers, but the city can and SHOULD collect these fees. The developer, building by-right or with rezoning, will still need to pay for impacts.

§ 15.2-2329. Imposition of impact fees.

A. Any locality that includes within its comprehensive plan a calculation of the capital costs of public facilities necessary to serve residential uses may impose and collect impact fees in amounts consistent with the methodologies used in its comprehensive plan to defray the capital costs of public facilities related to the residential development.

B. Impact fees imposed and collected pursuant to this section shall only be used for public facilities that are impacted by residential development.

Conclusion

With all of this in mind, City Council Members need to ask themselves: Is this a good deal for Suffolk citizens?

This developer tried to pass off a fiscal impact opinion as an analysis. This application misrepresents the actual value of the building that is being offered in lieu of school proffers. This developer has incorporated city owned land into the design of his project. That land is ESSENTIAL to this project (developer's benefit) but with nothing offered in exchange for the public land, making this a bad deal for the citizens.

This development will bring significantly more traffic, exacerbating an already existing problem on Main Street. This project will put a burden on our schools that can not be fixed quickly or easily, and will have to be done with taxpayer dollars.

You have the honor and the responsibility of deciding which developments should be approved and which should be denied. I ask you again, please deny this rezoning application because it is a bad deal for the citizens.

Sincerely,
Eryn Siegel

VDOT Property Conceptual Master Plan for MUD

Suffolk, Virginia
November 26, 2024, REV. March 21, 2025

SITE DATA:

Tax Map No. 25-45A, 28EFC0PT+1, 25N1E

Current Zoning: RL2
Proposed Zoning: MUD
Total Site Area: +/-10.0 ac.
Official Area: +/-11.8 ac.
Net Site Area: +/-17.0 ac.

Proposed Residential Development

- 4 Story Condo/Active Adult (Moorage): 156 units
- 2, 16 Unit (MOOD, P-24 Unit (MOOD))
- 4 Story Back to back Towns (Perrino & Juliet): 184 units
- 3 Story Townhomes Front Load (20x42): 97 units
- 3 Story Townhomes Rear Load (20x42): 83 units
- Total Units Provided: 527 units**

Net Density: 11 units/ac.

Proposed Commercial Development:

- Various Restaurant/Event Space +/-12,000 SF: 60 jobs
- Ground Floor Retail +/-20,110 SF: 51 jobs
- Office at Historic Building +/-38,000 SF: 192 jobs
- Community Clubhouse: 4 jobs
- Public Ped/Event Spaces/Venue +/-70,000 SF: 300 jobs
- Total Estimated Jobs: 477 jobs**

Jobs-to-Housing Estimated Ratio: 0.88 jobs per dwelling unit



LAND PLANNING SOLUTIONS
101 HARRISON RD, SUITE 200
DURHAM, NC 27701
TEL: 919.487.1000
WWW.LANDPLANNINGSOLUTIONS.COM



Tuesday, December 9, 2025

Public Comment Form (RZN2025-004, Riversbend)

City Council Meeting - December 17, 2025

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Name James Willman
Address 4305 Ainslie Ct S
Suffolk, VA, 23434

Comment

I strongly oppose the Riverbend project as Suffolk public schools are already overcrowded and understaffed. The traffic congestion downtown is horrendous, and increased strain on infrastructure and public services highlights the facts that our city leadership is not preparing to grow Suffolk with a systems based approach and a holistic plan. I encourage city council to actively listen to its constituents, reject the proposal, showcase that this is not smart growth for Suffolk and back a solution that offers a better quality of life for its residents.



Tuesday, December 9, 2025

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Name Jennifer Willman

Address 4305 Ainslie Ct. S.
Suffolk, VA, 23434

Comment

I strongly oppose the Riverbend project due to concerns about school overcrowding, school safety, traffic congestion, and strain on public services. Our infrastructure isn't equipped to handle this growth, and I urge the council to withhold support. This is not smart growth for Suffolk.



Tuesday, December 9, 2025

Public Comment Form (RZN2025-004, Riversbend)

City Council Meeting - December 17, 2025

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Name Kelly Hengler

Address 9345 Eclipse Drive
Suffolk, VA, 23433

Comment

Dear Esteemed Council and Fellow Suffolkians:

I provide to the record, a statement in simple terms regarding the Riversbend application:

Alteration of this "corridor" ie Main Street from it's maximum degree of former Land Use to the highest intensity / density for residential is simply a commission of a plan that is shows no substantive evidence for improving quality of life, throughput, nor adequate facilities.

I submit for your consideration, that we must, Suffolk, consider what we have as the actual intact existing character, all actual feasibility, and to do so in a way that assure viability for the People here now, and in the future.

In no uncertain terms. may I add that there is a zero sum "math" occurring w/ this project that is a repeating pattern, and that is impact to our CURRENT schools, of which no child / family will be able to reclaim their time. There will be no reclaiming of the time of any child/family now in less than adequate conditions for the Public Schools. There will be no reclaiming the precious and irreplaceable time for each child / family that will endure less than adequate needs met, should this highl intensity development be approved.

As a Virginian, as a Suffolkian, we have a duty of care to each other, not just our local and state government to insure and assure that due process is followed in the commission of application consideration.

Whether testament by a representative or the top leadership of VDOT supports this project is not of leading substantive evidence of this being an appropriate land use and intensity of land use. We, the Virginians of Virginia have enjoyed a space of hosting VDOT on Main Street since the 1940s. That removal to NE Suffolk pulled the anchored center forever from Central Suffolk. The Hospital, Nursing School, VDOT all gutted as built as a main point of pride of community, and service from across Western Tidewater.

Gone are those uses. Overcrowding a space beyond the surrounding economy of scale, with this intensity, of a corridor segment literally with no way on or off that segment of mainstreet. It is yet another Harm

Mitigation and Risk issue that must be considered.

I could give you a litany of other talking points. I will instead, offer for this record of Public Comments and your consideration that there is an entire body of work that supports the continued "growth" that is occurring. In it, the effects of that buildout and best uses, must be weighed, not parcel by parcel, but by the actual viability over sustainability for this and the next generations.

Our City has the greatest of all things: a heart of those here and those joining us with a common cause: build to the best possible continuity, flow, health, safety, and quality of life as was the original City.

See attached for an example of a vetted, cited paper, that may provide considerations. This space, at VDOT, is not stand alone.

For those Council Members that have made it to this final statement: What we decide in one parcel and space, we decide in all parcels and space for All Suffolk Residents, all Boroughs. It is our City to understand what our best choices are, and what those that will come after us, will ask, could they have done better, and why did they or did they not?

"Higher Density Environments and the Critical Role of City Streets as Public Open Spaces

Wen, L., Kenworthy, J., & Marinova, D. (2020). Higher Density Environments and the Critical Role of City Streets as Public Open Spaces. *Sustainability*, 12(21), 8896. <https://doi.org/10.3390/su12218896>

"Abstract

This paper explores the relationship between crowding and streets as public open spaces in high-density urban environments from the perspectives of perceived density and human needs, two antecedents to crowdedness. City streets are the places through which various forms of crowding are perceived and experienced. Hence, they can play a role in easing this sense of crowding if corresponding strategies are put in place. The paper argues that practices, such as traffic calming and self-building, can transform the streets to serve as public open space, which increases spaciousness and eases crowding. It also puts forward tactical urbanism as a strategy for city governance to create the right conditions encouraging flourishing civil society initiatives in a dense primary environment that is invigorating and at the same time has a level of crowding perceived as both comfortable and liveable.

Keywords: streets; perceived density; human needs; dense sprawl; compactness; primary environment; traffic calming; self-building; tactical urbanism; sustainability; autophotography

1. Introduction

Due to the global population increase and unprecedented rates of urbanisation, a growing number of people are experiencing or going to experience overcrowded urban environments, which in the context of this paper can be described as having more people in a space than is considered safe, comfortable, or allowable, according to specific cultural contexts or other standards. This paper attempts to show how cities can have substantially higher density environments, with a sense of crowding that is comfortable, invigorating, and enhancing of the liveability of urban environments by utilising streets as public open space.

Although there are some housing standards for what is considered a crowded or overcrowded habitable room (e.g., respectively more than 1.5 and 3 inhabitants in USA according to the US Census Bureau [1]), the application of this concept to cities is much more fluid and left to people's perceptions. In fact, the terms crowding and overcrowding are used synonymously to indicate a level of discomfort and potential hazards because of inadequate space availability. So obvious is crowding in urban areas today that it can be spotted virtually everywhere in cities and in various forms, from clogged road networks to jam-packed public transport systems and skies crowded out by towering buildings. It can also be sensed from annoying noise, stuffy air, unpleasant odour, and heat from cramped spaces such as rooms, lifts, and buses.

Most city dwellers have experienced other forms of crowding that derive from the frustration of waiting in long lines for a place in quality facilities and services, e.g., hospitals, popular restaurants, theatres, shopping areas, or recreational places. Even worse, the threat of frequent outbreaks of contagious diseases, including pandemics such as COVID-19, further aggravates the public's fear of crowded urban

spaces.

Despite the longstanding and inconclusive debate about the complicated relationship between crowding and health, it is found that individuals do have undesirable biological and social responses to crowding [2], and that at the community level, it is associated with "...a cultural lifestyle of impatience, aloofness, and social isolation..." [3] (p. 51). Further, the general public sees crowding more as a threat to mental health than to physical wellbeing, particularly in larger settlements where people are more likely to become mentally ill. This could probably be explained with the theory that human brains are not perfectly shaped for living in overly rich urban environments in which "a person's dopamine production starts to go wrong in the first place" [4]. Except a few crowded situations like sporting events or live concerts that are in the category of "the more the merrier," generally, "everybody hates overcrowding and those who must endure it hate it worst" [5] (p. 208).

Crowding is not just affecting the health and wellbeing of urban inhabitants, but undermining the liveability of the city as well (in fact, the level of crowding can be an important indicator of liveability). In contrast to the fact that cities have historically been perceived as places of overcrowding and pollution, "an increasing concern for the environment, a burgeoning world population and the emergence of the economic benefits of agglomeration all provide impetus for the case in favour of higher density" [6] (p. 3). Sustainability transitions also see cities as environments where the ecological, social, and economic agenda can be integrated [7]. Under such circumstances, it is predictable that people would keep flocking from far and wide to already dense cities for the so-called urban advantage—better healthcare, better education, and better standards of living. It is no doubt now an unprecedented challenge for many city residents to try to find a way to live in relative comfort with adequate personal space and privacy. Does this necessarily mean that in seeking higher densities, crowding is unavoidable and that we are doomed to fall victim to more city congestion?

It can be argued that crowding has never been tamed regardless of a significant improvement in housing conditions such as light, air, and space since early planning responses to the poor sanitary and living conditions during western industrialisation.

Instead, crowding materialises in ways that go beyond the census definition of overcrowding and its simple standard of one person per room [8].

A prevalent and insidious form of crowding is what can be termed "dense sprawl", a phenomenon whose problems are not commonly given the attention they need. It combines the development of automobile city fabric [9] and vertical growth, as for example in Dubai and many Asian cities, and is increasingly linked to perceptions of crowding. Featuring heavy traffic and often increasingly taller buildings, this type of sprawl looms across the globe from the dense, low-to-medium rise sprawl in Los Angeles, to skyscraper suburbia in Beijing, and gives the impression of rising densities.

This is contrary to the very fact that in the last thirty years, urban densities around the world have consistently been declining across all countries and income levels [10]. In some places, this decline picked up its pace in the new millennium [11,12], particularly evident in China, where the urban density of major cities has been steadily diminishing in recent years. Taipei declined from 230 persons per ha in 1996 to 170 per ha in 2006, Shanghai from 196 persons per ha to 170 per ha from 1995 to 2009, Beijing from 123 per ha to 102 per ha from 1995 to 2012, and Guangzhou from 119 per ha to 100 per ha between 1995 and 2014 [13]. Loose sprawl or loss of compactness resulting from inadequate planning and poor organisation of the urban fabric could probably explain the significant mismatch between the perceived high density and declining physical density." Full study in the link below.
<https://www.mdpi.com/2071-1050/12/21/8896>



Tuesday, December 9, 2025

Public Comment Form (RZN2025-004, Riversbend)

City Council Meeting - December 17, 2025

Please be advised that this form is for public comment for RZN2025-004, Riversbend only.

All comments provided will be made available to City Council members and the general public.

Comments provided by 8:00 AM on December 10, one week prior to City Council's scheduled meeting, will be included in staff's report for City Council. All comments received after the deadline may be presented in person by the commenter at the scheduled public hearing.

Name Kristen Gardner

Address 215 Summerfield Ct
Suffolk, VA, 23434

Comment

Emergency vehicles are already restricted by traffic on N. Main & downtown. This project will contribute to the problem. Start resolving current issues please before focusing on further growth. Adding additional housing anywhere in this city without adding schools and improving those we have is irresponsible and you should be ashamed to vote yes for this project and any other development proposed.



Tuesday, December 9, 2025

Public Comment Form (RZN2025-004, Riversbend)

City Council Meeting - December 17, 2025

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Name

Laurie Dozier

Address

3928 Whaleyville Blvd
Suffolk, VA, 23434

Comment

Whaleyville or on Whaleyville Boulevard or anywhere in the city. It has terrible negative impacts on the land and environment surrounding it. Please see the articles below and attached files

<https://hbr.org/2021/06/the-dark-side-of-solar-power>

<https://michiganwhitetailproperties.com/blog/the-risks-of-solar-farms-over-fertile-land-agri-environmental-implications/>

<https://solareis.anl.gov/guide/environment/#:~:text=Impacts%20to%20Soil%2C%20Water%2C%20and,contact%20causing%20injury%20or%20death>

File Upload



Conservation_Considerations_Solar_F... .pdf



Solar farm science direct.pdf



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Name Leslie Peterfeso

Address 4425 Cherokee Drive
Suffolk, VA, 23434

Comment

We have been saying for years that we need to replace, enlarge, or build new schools, and that we need to double the lanes between Kings Fork and the 58 Bypass to handle the traffic already there. So why first approve 500+ more homes with probably 1000 more vehicles??



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Name Michelle Brennan

Address 1273 River Road
Suffolk, VA, 23434

Comment

I understand that the Riverbend project will bring income to the city of Suffolk and the public school system may be receiving space. I am hopeful the decision with the number of units will remain with the current guidelines. There is a lot of wildlife that live within the area including bald eagles and their nests. I am requesting a proffer that the tree line along the water remains as is.



Tuesday, December 9, 2025

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Name

William Webb

Address

810 Dumville Ave
Suffolk, Virginia, 23434

Comment

At the Planning Commission and School Board meetings, the developer's representative brought up the idea of by-right development on this parcel. The developer claimed that they could build 800 units on this parcel "by-right", as a way to portray a worst-case scenario. However, there is much more nuisance to this argument and, at the end of the day, if the developer could feasibly build more units, they would have already gone with that approach.

The truth of the matter is that there is not enough market demand, for commercial or office space, to make a MUD overlay zoning work for this parcel, at least not anywhere near the 800 claimed units. The 4 acre parcel adjacent to this rezoning is currently zoned B-2 MUD, with several hundred feet of frontage on Main Street, and has sat vacant, with a 6-foot for sale sign posted, for several years. The Mayor also claimed that the developer could do all of this without making any proffers. Given the reality of our existing school capacity, that is clearly a false statement.

Let's remember section H of the UDO when it comes to MUD overlay within B-2.

"ADEQUATE PUBLIC FACILITIES. Any Mixed Use Development (MUD) Overlay District has the potential to impact one or more publicly provided services. An adequate public facilities report shall be submitted to determine the impact of the development and any mitigating circumstances consistent with Section 31-601. Mixed Use Developments have the potential to achieve reduced student generation rates than typical residential development. Accordingly, the adequate public facilities report shall address anticipated student generation rates from the Mixed Use Development."

The section it links to is the part of the UDO that addresses Adequate Public Facilities and allows for Proffers to advance school capacity.

This idea that MUD is an automatic for B-2 is a flat out lie! It requires an application which has to meet certain criteria and be approved. It is not an automatic, as some within the City Admin and Council would have many believe. You must not only ensure there are adequate public facilities (or proffer the funding to advance capacity) but also meet the formula for commercial or office space for each residential unit.

For this project to get to the 800 units that the developer stated, it would require 320,000 sqft of commercial space. For context, BridgePort is only 60,000 sqft, so we are talking about something 4 times

the size.

The market downtown cannot support this amount of commercial or office space. If there was a need for it, then someone would have already done it.

As mentioned earlier, the EDA owns 4 acres of land that is currently zoned B-2 MUD and sits right next door to VDOT. It has been for sale for several years, with no takers so far. Quite simply, there is not currently enough demand for MUD and the associated commercial/office space required to implement that overlay district.

This approach from Ryan Homes seems like more of a scare tactic from the developer than anything. Let's throw out there the sky-is-falling scenario when the parties involved are all fully aware that market conditions don't support that approach.

Furthermore, if there was demand for a shopping center on that site, one would have been built. Chesapeake Square has failed for a reason: shopping patterns have changed and the large shopping mall concept no longer works. If there was demand for more MUD, it would have been built on the parcel with the for sale sign directly neighboring the VDOT site.

An Opera House, a Golf Course, and a Movie Theater are all allowed by-right in B-2 but they aren't being built due to market conditions and a lack of demand. The same goes for this hypothetical MUD.

And my last point, as the developer and several of their representatives have mentioned big-box retail, this would require a CUP for a store greater than 120,000 sqft. Your average Walmart Supercenter, Lowe's, Costco, etc. exceed this square footage, so that approach would also not be by-right in most situations.

Let's not fall victim to these "Sky-is-falling" scenarios that the developer is stating. We need to look at the reality of the parcel. The parcel has been on the market for several years, with no one offering to purchase it to build a shopping center. The developer explored the idea of using a Mixed-use Development overlay and determined that the project, using that approach, was not feasible.

This parcel should not be developed for additional residential use. Main Street cannot handle the traffic that would accompany this development. For this and many other reasons, City Council should vote "NO" on the Riversbend Rezoning Application.



Wednesday, September 3, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name

Addie Thomas

Address

132Winterview drive
Suffolk, Virginia, 23434

Comment

Stop building more houses!!!!



Thursday, September 4, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Alexis Vieth

Address 6000 Meridian Obici Way, Apt. 404
Suffolk, VA, 23434

Comment

As a resident of Suffolk, Virginia and my place of employment is Meridian Obici Apartments this would be going right around our establishment. Not only is this construction going to be noisy, but this takes away for what we advertise as a quiet community and we have our wood lining surrounding us. This is harmful to our business. The roads already can barely handle the traffic that we have on Main Street as it is and now we have to account for 500 new homes being built. Which will mean probably at least 1000 more people coming to the area. All of Suffolk right now is pretty much under construction so now you're going to do more construction on the downtown side of Suffolk not to mention where are these children going to go to school as Suffolk schools are already overpopulated. The same thing is happening all around in the area and now we're gonna do this to Suffolk. It seems as Suffolk is money hungry, and worried about getting the income and revenue for these homes opposed to putting other things that makes sense for Suffolk and helping out our community by potentially building more schools. I feel like the city of Suffolk should want to make a part in helping out our education system to better the children of our future.

File Upload







Tuesday, September 2, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name

Alice Beaton

Address

853 Colonel Meade Dr
Suffolk, VA, 23434

Comment

There are already too many houses in our city. Not enough roads and schools to handle this many developments. Stop the madness



Saturday, September 6, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Angela McElroy

Address 5000 Huntclub Chase
Suffolk, VA, 23435

Comment

Please fix the school crisis before more housing is built. We cannot hold more students without more schools.



Tuesday, September 2, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Angie Jones

Address 3200 Indian Trl
Suffolk, VA, 23434

Comment

Very disappointed in how the mayor & Suffolk's city council is handling the development of the city. More and more homes, but nothing for our youth to do, minimal shopping near the downtown area and SO MANY HOUSES & WAREHOUSES!! Signed, not a happy resident



Monday, September 8, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name

Ann Harris

Address

2455 Lake Cohoon Rd
Suffolk, VA, 23434

Comment

Please see attached file "RZN2025-004, Riversbend Comments."

File Upload

RZN2025-004, Riversbend Comments.pdf

Public Comment on Riversbend (RZN2025-004)

Dear Planning Commissioners,

Please recommend denial of the Riversbend project (RZN2025-004). This project would have a strong impact on this already busy area in the heart of one of Suffolk's key corridors. Adding 500 homes will affect citizens from all over the city, not just in the immediate area.

There are several questionable aspects of the application:

- 1.) The subject properties are owned by the taxpayers, yet no one from the City of Suffolk nor VDOT communicated with citizens about possibilities for this location prior to this current application making its way through the process.
 - a. There should have been more consideration as to community needs and concerns about how to use this key location.
- 2.) It appears that the developer would be receiving the use of City/EDA-owned land because they need it to support the requirements laid out in their traffic study. But the application does not establish exactly how this will be handled.
 - a. Will the EDA sell the property? If not, how will the City be compensated and who will maintain the property?
 - b. Suffolk's Economic Development Authority (EDA) only received a short-notice presentation about this project in May 2025 that was not on their agenda, yet they were asked to vote to approve the use of this EDA-owned land at that very same meeting. The EDA should have had more time to consider this proposition.
- 3.) There is no evidence that a marina within the development is even feasible or would be permitted. During the open house held by the developer, it was made clear that a (potential) marina would not be a free benefit to the community, it would require a fee.
- 4.) It is not established as to whether a proposed park would be open to the public.
- 5.) Main St. already sees over 25,000 daily vehicle trips. This project estimates adding 5,300 more.
- 6.) The application misrepresents the actual value of the VDOT administration building that is being offered as an alternative to school proffers. It says that the value is over \$6 million, but the actual

appraisal report says it might be worth this much *after* full renovation, not as it stands now.

- a. This tradeoff is not enough to cover the costs of expanding school capacity for the students it will generate.
- b. Hillpoint Elementary School is already at almost at 110% capacity. With the approved homes currently in the Residential Pipeline there is already potential to bring this capacity to 150%. Riversbend would add approximately 59 more elementary students on top of this.

Aside from many unanswered questions and unspecified details, the proposed 500 residential units is just too much density for this area. While some residential here could be suitable, traffic and school capacities need to be prioritized. There should be much more consideration as to how taxpayer-owned property in a prime location with water access could be used to benefit *a/l* citizens. We need to make sure Suffolk and its residents are actually getting a fiscally responsible deal.

Thank you for your consideration.

Respectfully,

Ann Harris



Friday, September 5, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Ashley Hawkins

Address 103 Bowman dr
Suffolk, VA, 23434

Comment

This is poorly planned. The area is already over populated. This is a high traffic area, how will infrastructure support this additional development? The schools are already crowded and already understaffed. How will the children be accommodated? Property taxes go up with every new development. Is the goal to tax current residents out of their homes? 500 additional families in the area will add to these existing issues. Suffolk is not in need of more homes. Suffolk is in need of high quality activities and services for our youth.



Suffolk City Planning Commission
City of Suffolk
442 W Washington Street
Suffolk, VA 23434

Re: Request to Comment on the Riverbend Development and River Access Opportunities Planning Commission meeting 9/16/2025

Dear Members of the Suffolk City Planning Commission,

I am writing to respectfully request the opportunity to provide public comment at the upcoming Planning Commission meeting regarding the Riverbend Development project.

The City of Suffolk is a river city with limited public access to its riverfront. The Riverbend Development presents a valuable opportunity to enhance accessibility for our citizens and to expand the city's reputation as a community that values its natural waterfront resources.

The City has already invested in a wonderful waterfront asset at Constant's Wharf Park near the Hilton Garden Inn Hotel, including the recent installation of a kayak launch. With thoughtful planning, a kayak trail could be developed connecting Constant's Wharf to Riverbend Marina, and eventually extended to Brady's Marina and Sleepy Hole Park. This would create a unique recreational corridor along the Nansemond River.

Within the Ryan Homes development plan, the area designated for a public marina could become a significant community asset—potentially the first and only park on the upper Nansemond River offering true access to the water. However, I have concerns that the proposed boat launch area, as currently designed, may be too limited for safe maneuvering of boat traffic in such a residential setting.

An expansion of this marina area into a combined park and marina would provide much-needed access for residents, kayakers, and families. Numerous studies demonstrate that daily exposure to natural waterscapes and access to outdoor recreation improves quality of life, community health, and property values. Furthermore, such a park would serve as an important natural buffer between the new residential areas and the waterfront, aligning with the Chesapeake Bay Preservation Act's intent while still creating a welcoming public space.

I urge the Commission to consider how the Riverbend Development can balance residential growth with long-term community benefits by ensuring that river access, natural buffers, and recreational opportunities are integrated into the plan.

Thank you for your attention to this matter. I respectfully request the opportunity to speak at the meeting and share these points in greater detail.

Sincerely,

Beth Cross

President,

Nansemond River Preservation Alliance

8881 Eclipse Drive, Suffolk, VA 23433



Saturday, September 6, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Betty Copeland

Address 6148 Old Myrtle Rd
Suffolk, VA, 23434

Comment

We do not need Riversbend. We are putting too many buildings up. We need more roads. Where in the world are people going to park? No room to drive.



Wednesday, September 3, 2025

Public Comment Form (RZN2025-004, Riversbend)

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Name Brenda Davis

Address 733 Carolina Rd
Suffolk, Va, 23434

Comment
It's time our City Council stop all this building of New Houses, Warehouses and using up our farmland!!
Suffolk use to be a nice place to live,



Wednesday, September 3, 2025

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Name

Brenda Lynn

Address

3120C White Marsh Rd
Suffolk, Va, 23434

Comment

I would say NO. 500 more homes means 500 more families entering the already hectic-street-travel onto Main Street; overloading our school systems requiring more teachers and bus drivers. Make it into a park for Suffolk Citizens of all ages to enjoy.



Friday, September 5, 2025

Public Comment Form (RZN2025-004, Riversbend)

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Name Brian Mathis

Address 4355 Tason Dr
Suffolk, VA, 23434

Comment

Our roads can't handle the rapid buildup of houses and apartments already. Adding 500 more is a bad idea until we can get what we have already sorted out. I often commute to Northern Suffolk and Norfolk for work and more often than not, I experience 1 or 2 traffic jams each way. If there is one single accident the infrastructure collapses. Please slow down the growth a bit to allow things to settle out. In the 25 years I have been here I have watched Suffolk transgress from a rural town on the outskirts of Hampton Roads to a congested over populated mess similar to Norfolk and Virginia Beach.



Thursday, September 4, 2025

Public Comment Form (RZN2025-004, Riversbend)

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Name Canda Roop

Address 6801 Quince Rd
Suffolk, VA, 23437

Comment

This is ridiculous! I could go on and on about why this is unreasonable but I won't. I will say first of all is the traffic and the residents to whom live in that area. It's already a disaster with all the traffic. I worked down that way for years and just to go get lunch was a nightmare.



Wednesday, September 3, 2025

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Name Carrie Matsko

Address 2025 Meadow Country Rd
Suffolk, VA, 23434

Comment

New high density housing is not welcome right off Main Street. Our road infrastructure is can't handle even more congestion in downtown. Our schools are already crowded. Vote No for this development. As a resident I do not want this development.



Wednesday, September 3, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

Please be advised that this form is for public comment for RZN2025-004, Riversbend only.

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Name Carson Forrester

Address 501 Western Ave
Suffolk, VA, 23434

Comment
I disagree with this development project. We do not have the infrastructure to support more housing downtown .



Friday, September 5, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Catherine Nakamura

Address 801 General Pickett Dr
Suffolk, VA, 23434

Comment

No more homes in Suffolk before the "infrastructure" is focused on! We need more schools and better roads - NO MORE HOUSES in Suffolk!!!!!!!!!!



Wednesday, September 3, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Cathy Wall

Address 1340 River Rd
Suffolk, VA, 23434

Comment

Please DON'T build more housing.

Make a nice family park with shelters, game areas, work out stations, walking trails and zip lines, boat ramp, and dog park.

Please give back to the citizens of the city.

The traffic is bad enough already with all the building as it now and still coming.

Since you took away the one boat ramp and parking lot to build the Hilton Garden Inn. The little one you are building behind it is crazy. It is not big enough to use. There is no real place to park and leave boat trailers etc. Ridiculous.



Thursday, September 4, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Chester Hart

Address 404 REIDS FERRY RD
Suffolk, VA, 23434

Comment

Parts of the proposed development are fine ; however, Main Street is already a gridlock and additional multi family development will make it considerably worse.

Please use this property for additional retail or a public boat ramp, restaurants or other nonresidential development as that is what Main Street is designed to have.

A boat ramp with other amenities is desperately needed as there is no public access to the Nansemond River. The Bennett's Creek boat ramp is a 20 mile run to get to the Hilton Garden Inn and not practical for boaters to use to aces this part of our beautiful Nansemond River.



Thursday, September 4, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Cindy Clements

Address 1364 Murphys Mill Rd
SUFFOLK, VA, 23434

Comment

Please consider the increase in traffic and the overcrowding of schools if the Riverbend development is approved. There are many other reasons, but these will greatly impact our community and the future of our children.

We do not want downtown Suffolk to be more congested and impossible to navigate. Improve existing conditions before adding new problems.

Represent the citizens and vote NO.



Tuesday, September 2, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Cynthia Cowan

Address 5029 Godwin Blvd
Suffolk, VA, 23434

Comment

I travel Main Street just about every day and currently at this time as Main Street is it can hold no more traffic. It is consistently dangerous if emergency vehicles are trying to get down the road there is nowhere to pull off to. I don't want to drive my car up on a curb and I feel extremely sorry for EMS, Fire and Police along with the citizens of Suffolk, who are put in danger on that road everyday. I believe this development. These homes will create an extreme amount of extra vehicles.



Wednesday, September 3, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Cynthia Jones

Address 2125 Copeland Road
Suffolk, VA, 23434

Comment

Please DO NOT approve this development. We like the small, hometown feel of Suffolk, which we are quickly losing. We so t want to be VA Beach!
Suffolk can't take the influx of traffic. Our roads can't handle anymore! Our schools are at capacity now and there's no way adding 500 new homes won't impact them. And quit telling everyone that it's a 55 and above development. You know that's just away to get over on the citizens. You should all be ashamed for lying!
Please, for once, listen to the citizens and what they want.
Thank you.



Saturday, September 6, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Cynthia Lane

Address 1200 Babbtown Road
Suffolk, VA, 23434

Comment

No, absolutely not. This piece of property has too much potential to waste on residential housing that will only decrease our quality of life by increasing traffic, demand for services, and no doubt, our real estate tax bills. You blamed the current pace of development on past city councils. Approving this project would make that assertion questionable. Instead, save this riverfront property for the citizens of Suffolk. Don't squander this opportunity. Thanks!



Thursday, September 4, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Dacia Smith

Address 8353 Pineview Rd
Suffolk, VA, 23437

Comment

Please note city traffic is already horrendous. To approve this development would be detrimental to the current citizens. The schools (staff and actually buildings) cannot handle adequately more students. Please consider Postponing approval of this development until infrastructure can support.



Wednesday, September 3, 2025

Public Comment Form (RZN2025-004, Riversbend)

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Name Danielle Parker

Address 4980 Deer Forest Rd
Suffolk, VA, 23434

Comment

Traffic in Suffolk is horrendous already. Another 500 homes would only cause more congestion. We need better infrastructure and better schools more than we need more homes being built.



Saturday, September 6, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Danielle Rodriguez

Address 5304 mineral Spring rd
Suffolk, Va, 23438

Comment

Please do not build any more in Suffolk. We moved from the North to enjoy Suffolks small town charm.



Monday, September 8, 2025

Public Comment Form (RZN2025-004, Riversbend)

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Name

Debbie Gaffos

Address

6140 Knotts Creek Lane
Suffolk, VA, 23435

Comment

I would much rather see this land used for the benefit of the community, like a park that could possibly be used for a venue that the community would be able to enjoy concerts as well as trails, tennis or pickleball courts and a playground. Anything but more houses that we don't need. Please don't build anymore homes



Friday, September 5, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Deborah Bradford

Address 302 S Broad Street
Suffolk, VA, 23434

Comment

This decision will continue to turn SUFFOLK into an extreme ghetto city, worse than it already is with crime, etc. Why are you not trying to preserve its historic value following the example of Smithfield. NO MORE RYAN HOMES garbage.

I live in a home that is 100 years old and work everyday and invest many dollars to keep it awesome. Stop this shit. Respect history. Restore and upgrade. And just a not this modern library is an unbelievable joke to the city of Suffolk.



Thursday, September 4, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Denise Smith

Address 1314 Holland Rd
Suffolk, VA, 23434

Comment

As a citizen of Suffolk and living, shopping, banking, club activities, etc. in the vicinity of the proposed River Bend community, I ask that this project not be approved. The citizens do not want to live in an overcrowded town. We do not want to wait in traffic to get to our appointments. We love this town and do not wish to see it overcrowded. We need to take a long break from new housing developments. The projects that have already been approved are not even started yet and the traffic is unbearable. I vote for taking a break from approving new developments. Calm down! We don't want to be another Virginia Beach!!



Monday, September 8, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name

Eryn Siegel

Address

123 Springfield Ter
Suffolk, VA, 23434

File Upload



Public Comment on Riversbend.pdf

Public Comment on Riversbend (RZN2025-004)

Dear Planning Commissioners,

I respectfully ask that you vote NO on the Riversbend project. There are several questionable aspects with the application itself, and issues with the project that would drastically impact the quality of life of Suffolk residents. Overall, this development will be a bad deal for the citizens of Suffolk.

Here are some key problems with the Riversbend project:

- The fiscal impact submitted by the developer is an opinion letter and not an actual analysis.
- There are already traffic issues on Main St with currently 26,000 daily trips and this will add 5,300 more trips per day.
- The developer is receiving the use of city owned land with no compensation to the taxpayers.
- The building offered in lieu of proffers is actually worth significantly less than the stated \$6 million by the appraiser's own report, which estimates this would be the value only AFTER a full renovation, not in its current state.
- Hillpoint Elementary School is already at 108% capacity. Pipeline development will bring capacity to 150% capacity. The schools are over-crowded, and the developer is not providing enough funds to cover the costs to expand school capacity for the students it will generate.

Fiscal Impact:

The UDO requires a fiscal impact analysis that contains anticipated revenues and costs that will be generated by the development. Instead of conducting a fiscal impact study, and providing this essential information, the developer specifically chose to provide a fiscal impact **opinion** only. How can our elected officials, appointed commissioners, and paid staff make judgements based on an opinion (fiscal impact letter) instead of actual data in a fiscal impact analysis?

In a fiscal analysis, there is a breakdown of all the revenue sources the city can expect to gain with this development. This letter does not provide any solid figures. A fiscal impact analysis will also provide a breakdown of all the costs associated with a development like this. This opinion does not provide the details of that either. It is full of generalizations, but no specifics.

The developer should not just get to come to the city and provide a letter that says 'Trust me'. **The developer needs to prove with ACTUAL DATA the fiscal impact that this development will have on the city.** Our city leadership must require more than an opinion letter when the legal code says it needs to be an analysis.

Traffic:

This development will add nearly 500 new homes which the traffic study states will add almost 5,300 trips per day. Main Street already suffers from traffic problems at 26,000 trips per day.

Additionally, City Council recently cancelled the Kimberley Bridge project, less than a mile south of this project. This will create 500 more homes that will be impacted when Main St floods with heavy rain.

Port 460 is in the process of being built and that is just 2 miles north of this site. Port 460 will be a massive logistics complex that is projected to add 21,000 trips per day. Our roads are already struggling to handle the current traffic on Main St at 26,000 trips per day. What will Main St look like once both of these projects come to fruition?

City Owned Land:

Another issue with this application is the use of city owned land as part of the rezoning without explicit details on how this will work. This developer needed access through the EDA owned land to gain access to Memorial Ave. Without the use of the EDA land, this development can only access Main St and would not have enough room to provide the required ingress/egress for a development of this size.

There is no mention in the proffers or any of the accompanying documentation that explains if, when, or how the developer will buy this land from the city. Instead, this land has been incorporated into the site plan and the details on who will be responsible for the land remain fuzzy. If the city still owns the land, will the city have to maintain the land? Will the city be liable for any injuries should they occur on the land? Who will pay taxes on the land? Ceding this land to benefit a developer is NOT in the best interests to the citizens. Why is the city allowing a developer to use taxpayer owned lands for free?

School Proffers:

An additional issue with this development is that there are no school proffers being offered. The developer is giving the city the old VDOT administration building in lieu of school proffers.

The first problem with this exchange is that the developer has stated that the value of this building is \$6,270,000 based on an appraisal. However, the appraisal itself states **this value is based on the assumption that “improvements to the building will have been significantly renovated to a finish that is equivalent or better than contemporary office space.”** (page 346 of packet)

That means that the current value of the building (built in 1949) is far from the appraisal value of \$6,270,000. If it will require \$3-5 million to fully renovate the building, then the actual value is only \$1-3 million. That will NOT cover the costs associated with the added students generated from 500 homes.

The developer estimates the student impact will be \$4.7 million. With the building being worth \$1-3 million, that is a huge gap in funds that will ultimately fall to the taxpayers to cover. How is this added financial burden a good deal for the taxpayers?

Additionally, the student impact calculated by the developer is significantly low. It should be a minimum of \$6 million in school proffers, not \$4.7 million. The developer is NOT counting developments that are non-committed in the pipeline, just the committed developments. There are multiple large developments which are currently ‘non-committed’, but these developments have already been rezoned and therefore, at any time in the future, the developer can build them ‘by right’.

Below is a list of approved developments and the number of non-committed homes. Each shares at least one school with the Riversbend project.

- Godwin Park - **569**
- Tillman Run - **204**
- Foxfield Meadows - **88**
- Murphy's Mill - **70**
- Hillpoint Farms - **127**
- Peanut Crossing - **226**
- Pitchkettle Landing - **335**
- Towne Creek - **140**

That's **1,759 total homes that can be built BY RIGHT**, but are currently categorized as non-committed, and so NOT counted. That isn't even all the non-committed homes in the pipeline - this is just non-committed homes that will feed into one of the three schools that they share with the Riversbend project. According to the March 2025 pipeline data there are a total of 3,332 non-committed homes. That's about half of the total 6,569 homes in the pipeline still to be built.

Also note that **Hillpoint Elementary is CURRENTLY at 108% capacity**. The city estimates that with the committed developments, the school will be at 121.4% capacity. Add to that the non-committed and it gets to 150% capacity, with this Riversbend development adding an additional 59 elementary students which will bring it up to 159% capacity. How can a school be expected to function at 159% capacity? Do we as a city care so little for the futures of our littlest citizens? How is this project a good deal for our school aged children, for our teachers, and our school support staff?

To put this whole pipeline in perspective, according to data.census.gov, in 2023 Suffolk had an estimated 41,452 total housing units. The remaining 6,569 homes currently in the pipeline to be built, represents an increase of more than 15% of our total housing.

At the same time in 2023 that we had 41,452 homes, we only had a total of 39,303 households. That's more than 2,000 homes that were unoccupied. Suffolk has an affordable housing problem, but not a housing shortage by any stretch. The Riversbend developer states that these houses will be sold at market rate, so they will not help our affordable housing issue.

It is important to note, that with the average household size of 2.58 people, the current development pipeline can absorb a growth of 16,948 people. Suffolk's current population is estimated to be just over 102,000 people. If the city approves no new

housing developments in the next five years, we will still have enough current housing in the pipeline to continue to grow at the astoundingly high growth rate of 2% per year into the 2030's.

I am not suggesting that we stop all approvals for new housing developments. What I am saying is that we don't NEED any one particular development. Suffolk has the luxury of being able to choose which developments would best serve the needs of the people and the vision of the city.

With all of this in mind, the Planning Commissioners and City Council Members need to ask themselves: Is this a good deal for Suffolk citizens?

This developer tried to pass off a fiscal impact opinion as an analysis. This application misrepresents the actual value of the building that is being offered in lieu of school proffers. This developer has incorporated city owned land into the design of his project. That land is ESSENTIAL to this project (developer's benefit) but with nothing offered in exchange for the public land, making this a bad deal for the citizens.

This development will bring significantly more traffic exacerbating an already existing problem on Main St. This project will put a burden on our schools that can not be fixed quickly or easily, and will have to be done with taxpayer dollars.

You have the honor and the responsibility of deciding which developments should be approved and which should be denied. I ask you again, please deny this rezoning application because it is a bad deal for the citizens.

If you would like any of my sources for the data above, please email me at care4suffolk@gmail.com and I will be happy to provide the data for you.

Sincerely,
Eryn Siegel

Geoffrey Payne
120 Northgate Lane
Suffolk, VA 23434
Geoffrey_payne@msn.com
757-749-8373
Sep 8 2025

Suffolk City Council and Planning Commission
City of Suffolk
442 W. Washington Street
Suffolk, VA 23434

An Open Letter to the Suffolk City Council and Planning Commission

Dear Mayor Duman, Vice Mayor Ward, and Members of the Suffolk City Council and Planning Commission.

My name is Geoffrey Payne, and I am a resident of Suffolk, VA. I am writing this open letter to share my concerns for all Suffolk residents regarding the proposed Ryan Homes Riverbend Development for the VDOT property on N. Main Street.

Specifically, there are serious concerns about:

1. Worsening traffic congestion on Main St.
2. If residents of Suffolk are getting the best public use and access to the Nansemond river waterfront.

These factors must be considered carefully before the proposed development is approved. I **respectfully urge the Council to challenge the validity of the [traffic survey prepared by Ryan Homes](#), before taking any further action.**

1. Worsening Traffic

All Suffolk residents would agree that rush hour traffic on Rt. 10 and along N. Main St is already a problem causing long delays. We have all seen that the majority of left and right turn lanes regularly overflow, disrupting the regular flow of traffic. Adding another stoplight in front of the VDOT property will only make this issue worse. When gridlock does occur, N. Main St has no escape routes between Constance Rd and Elephants Fork, and we have all experienced how bad this problem can get when an accident on the 58 bypass causes additional traffic to divert

into this area. **The City Council should seriously think of the outcome should residents require emergency services during these frequent gridlock situations.**

In the past eleven years, there have been two 'expert' analysis on the traffic flow at the Main St./Constance Rd. intersection – yet both show major discrepancies and inconsistencies. Upon review, the traffic survey data presented in support of the Ryan Homes Riversbend Development appears to be **seriously flawed.**

- The 2014 Kimley Horn traffic study (Attachment #1), done in support of the Obici Place Development, stated that for the Main St./Constance Rd. intersection (all directions), during peak evening hours traffic flow was **3157 vehicles per hour.**
- The 2025 traffic data in the Ryan Homes/VHB Report (Attachment #2) states that the total volume of traffic for the same intersection (all directions) during peak evening hours is **3185 vehicles per hour.**

It is not plausible that traffic at this major junction has only increased by 28 vehicles per hour over the past eleven years.

Decision makers should challenge the validity of the traffic survey prepared for Ryan Homes. The Ryan Homes study states that no real problems will exist – however according to their own study, the current “level of service” during evening peak hours at the N. Main St and Constance Rd. intersection is already at Levels D and E (unsatisfactory/unacceptable). The Ryan Homes study projects that the Level of Service will worsen to Level E in 5 years, and **Level F (failing)** in 10 years (see attachment #3 below). This translates to a 50% increase in light wait times by 2030, and nearly doubling by 2035. Other key intersections Rt 10/Bypass etc are littered Levels of service E and F.

Are we planning for a FAILED LEVEL OF SERVICE!!!

Their analysis is contradictory to the traffic study by Kimley-Horn used to justify the Obici Place development in 2014. In that traffic study (Table 5, pg. 48) (see attachment #4 below) the level of service at the same junction was listed as F in 2014 and projected to be level of service E by 2023 if improved signaling was implemented.

Even so, **both studies show that levels of service drop to F (Fail) within 5 -10 years.** Kimley Horn promised improved signalization would overcome any problem. Clearly that did not work. Now VHB make the same promise.

On top of this, N Main Street already fails to meet VDOT recommended road standards for a heavily trafficked road. Traffic lights are too close together, lane widths are below the VDOT recommended minimum standard, permitted U-turns are too tight a radius for larger vehicles. These factors all increase delays and frequency of accidents. There are no plans to improve N. Main Street in these regards.

The Ryan Home construction is scheduled to take place at the same time as the Rt. 10 expansion and the 58/460 interchange reconstruction. Residents know from daily experience the impact of other construction projects – such as the expansion of warehouses on Rt. 460 – already over 5 years of road modifications that have resulted in major delays.

Congestion on Main St is bad for everyone. Downtown businesses and citizens will suffer. Traffic in Suffolk will come to a standstill, and **emergency vehicles will be unable to pass through downtown.**

No review of the Riversbend Development can continue until these discrepancies and concerns are fully explained.

2. Improved public access to the waterfront – a vision for a more attractive city scape

The city has already invested in the Constants Wharf Park opposite the Hilton hotel and installed a canoe launch at the hotel. However, as of yet, there is no real destination for the rented canoes and other boaters. The VDOT Marina could provide a beautiful destination.

Currently the area designated for a Marina in the Ryan Homes plan is too small for family gatherings beside the river, where there is not even enough space for children to play catch, throw a frisbee around, kick a ball around, or fly a kite. Suffolk deserves an expanse of grass and trees to give residents the first and only park on the Upper Nansemond River. We could connect the larger marina area to Constants Wharf with a board walk over the phragmites marsh area so everyone can enjoy the river. As we further develop the Nansemond River as a true attraction, the city could then add Brady's Marina and the future Longacre Park in Chuckatuck as other canoe/boat destinations.

Suffolk cannot achieve this vision if we allow just a small pocket marina hemmed in by the apartment club house as presently proposed. This beautiful river view should be preserved for all citizens. It would be the envy of all of Tidewater, similar to what Smithfield has achieved with their Windsor Castle Park.

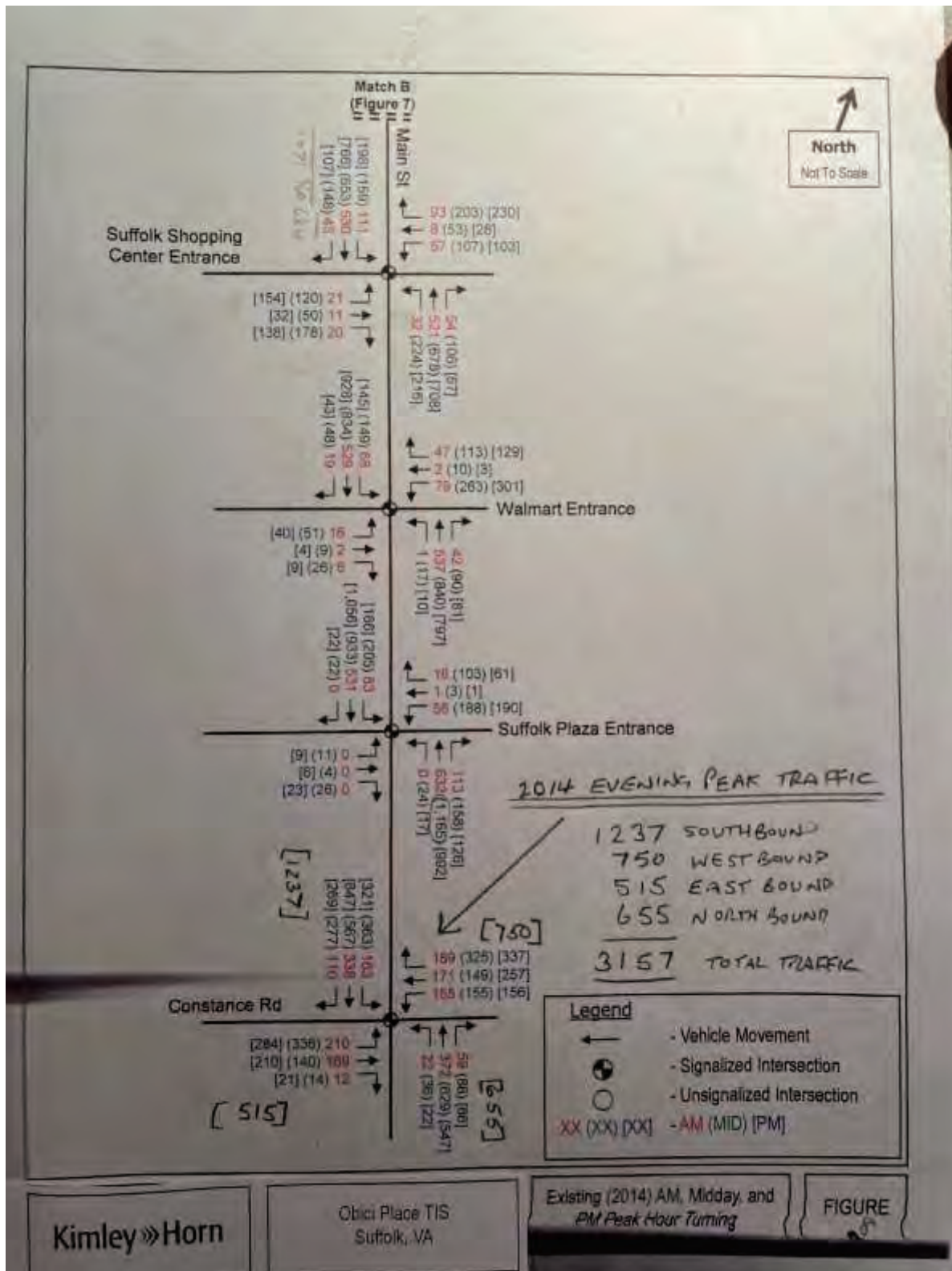
Decision makers need to look out for our citizens' interest when reviewing the Ryan Homes development application.

Thank you for your consideration,

Geoffrey Payne

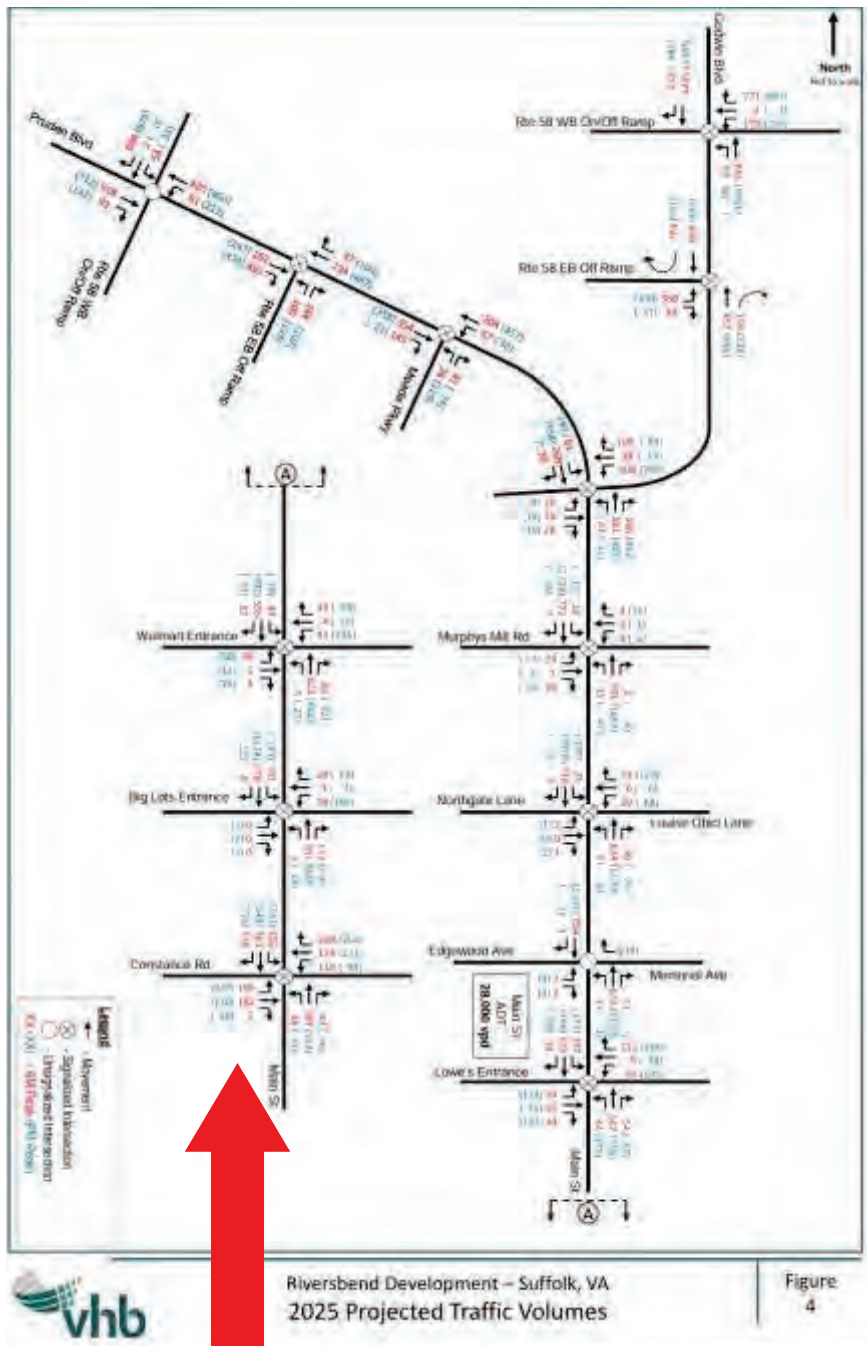
Attachment #1

Figure 8 2014 Kimley Horn study of Constance Rd and Main ST evening peak traffic



Attachment #2

Figure 4 page 439 of Ryan Homes/VHB Traffic Study



2025 evening peak traffic

1290 Southbound

699 Westbound

575 Eastbound

621 Northbound

3185 Total all directions

Attachment #3: Table 18, pg 56 of the VDOT Site Traffic Impact Analysis ([pg. 331 of the Riversbend Supplemental Report – Rezoning Request \(RZN2025-004\) - https://www.suffolkva.us/1690/Rezoning-Conditional-UsesPublic-Hearing](https://www.suffolkva.us/1690/Rezoning-Conditional-UsesPublic-Hearing))

VDOT Site Traffic Impact Analysis

Table 18: N Main Street / Constance Road / US 58 Signalized Level of Service

Scenario	Overall Delay (LOS)	Delay per Lane Group by Approach [sec/veh] (Level of Service)											
		Eastbound			Westbound			Northbound			Southbound		
		LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT
AM Peak Hour													
Existing	35.3 (D)	53.5 (D)	48.4 (D)	55.8 (E)	55.1 (E)	30.4 (C)	62.2 (E)	24.1 (C)	56.8 (E)	16.0 (B)			
		51.0 (D)			43.4 (D)			25.4 (C)			25.8 (C)		
2030 Background	36.0 (D)	53.5 (D)	47.3 (D)	55.9 (E)	55.1 (E)	28.3 (C)	62.1 (E)	20.8 (C)	56.8 (E)	18.4 (B)			
		50.6 (D)			41.9 (D)			29.9 (C)			28.1 (C)		
2030 Build	37.3 (D)	69.0 (E)	42.2 (D)	61.7 (E)	53.2 (D)	24.2 (C)	58.7 (E)	30.8 (C)	56.6 (E)	19.6 (B)			
		36.9 (E)			40.1 (D)			31.7 (C)			28.9 (C)		
2035 Background	36.5 (D)	53.5 (D)	47.0 (D)	56.2 (E)	54.6 (D)	28.1 (C)	62.6 (E)	30.1 (C)	56.8 (E)	19.2 (B)			
		50.5 (D)			41.7 (D)			31.3 (C)			28.6 (C)		
2035 Build	37.7 (D)	69.3 (E)	41.4 (D)	62.6 (E)	52.2 (D)	23.8 (C)	59.1 (E)	32.1 (C)	56.8 (E)	20.4 (C)			
		46.4 (E)			38.7 (D)			33.0 (C)			28.6 (C)		
PM Peak Hour													
Existing	42.6 (D)	53.2 (D)	40.1 (D)	55.3 (E)	55.6 (E)	22 (C)	63.7 (E)	48.8 (D)	56.7 (E)	33.2 (C)			
		47.4 (D)			37.8 (D)			43.2 (D)			39.5 (D)		
2030 Background	53.0 (D)	53.2 (D)	37.4 (D)	55.6 (E)	52.9 (D)	22 (C)	58.6 (E)	79.4 (F)	84.6 (F)	40.1 (D)			
		47.2 (D)			36.0 (D)			78.8 (E)			52.5 (D)		
2030 Build	45.0 (D)	69.6 (F)	36.0 (D)	75.2 (E)	77.7 (E)	20.6 (C)	54.7 (D)	75.4 (F)	42.9 (D)	19.7 (B)			
		57.3 (E)			44.9 (D)			74.8 (E)			26.2 (C)		
2035 Background	58.6 (E)	53.7 (D)	37.0 (D)	55.7 (E)	53.1 (D)	22.8 (C)	58.8 (E)	90.7 (F)	106.7 (F)	42.8 (D)			
		47.3 (D)			36.5 (D)			89.7 (F)			60.5 (E)		
2035 Build	50.1 (D)	76.8 (F)	36.3 (D)	76.5 (E)	84.3 (F)	21.3 (C)	55.0 (D)	91.5 (F)	46.1 (D)	21.1 (C)			
		61.9 (E)			47.4 (D)			90.4 (F)			28.0 (C)		

This intersection currently operates at an overall LOS D during AM and PM Existing scenarios. With the addition of general growth and approved developments, this intersection will operate at LOS E during the 2035 Background PM scenario. To achieve acceptable levels of service, this intersection is recommended to be coordinated with upstream and downstream traffic signals along Constance Road. These optimized timings are modeled in the Build scenario analysis and the intersection will operate at overall LOS D during both AM and PM peak Build scenarios.

Attachment #4 – Traffic Impact Study for Obici Place, Suffolk, VA. KHA Project No. 117019013 on Feb 2015.

Table 5: N. Main Street/Constance Road Intersection LOS

Scenario	Overall LOS	Level of Service per Movement by Approach (Delay in sec/veh)									
		Eastbound		Westbound			Northbound		Southbound		
		LT	TH/RT	LT	TH	RT	LT	TH/RT	LT	TH/RT	
AM Peak Hour	2014 Existing	C (32.7)	D (40.5)	D (39.1)	D (40.8)	D (38.7)	C (21.3)	E (68.6)	C (32.9)	D (41.3)	C (21.8)
			D (39.9)		C (32.9)			D (35.3)		C (26.5)	
	2018 No Build	C (31.5)	D (38.6)	D (36.3)	D (39.3)	D (37.4)	C (20.7)	D (45.4)	C (32.3)	D (39.4)	C (21.7)
			D (37.6)		C (31.7)			C (32.9)		C (26.5)	
	2018 Build	C (32.7)	D (40.7)	D (38.1)	D (42.1)	D (40.5)	C (21.3)	D (47.5)	C (33.9)	D (40.5)	C (21.5)
		D (39.6)		C (33.2)			C (34.5)		C (26.9)		
Midday Peak Hour	2014 Existing	E (58.0)	D (44.9)	D (40.6)	D (48.2)	D (47.5)	C (23.6)	E (66.9)	F (103.8)	F (97.1)	C (27.9)
			D (43.6)		D (35.6)			F (102.1)		D (48.0)	
	2018 No Build	D (43.4)	E (68.0)	D (52.0)	E (63.3)	F (80.6)	C (25.4)	E (58.2)	D (47.2)	D (53.5)	C (20.9)
			E (63.1)		D (47.4)			D (47.7)		C (30.8)	
	2018 Build	D (46.1)	E (66.6)	D (50.9)	E (63.3)	F (80.6)	C (25.7)	E (58.2)	D (53.9)	E (63.7)	C (22.4)
		E (62.0)		D (46.4)			D (54.1)		C (35.0)		
PM Peak Hour	2014 Existing	E (55.7)	D (50.6)	D (41.2)	D (52.7)	E (57.9)	C (21.8)	F (96.2)	F (88.9)	F (97.0)	C (30.9)
			D (46.3)		D (41.7)			F (89.3)		D (48.6)	
	2018 No Build	D (43.8)	E (70.1)	D (48.3)	E (59.5)	E (67.8)	C (22.4)	E (60.3)	D (48.3)	E (55.2)	C (25.6)
			E (60.8)		D (45.3)			D (48.7)		C (33.4)	
	2018 Build	D (46.7)	E (70.1)	D (48.3)	E (59.5)	E (75.9)	C (23.3)	E (62.2)	D (52.4)	E (68.5)	C (26.5)
		E (61.0)		D (47.2)			D (52.7)		D (37.7)		
2023	No Build	D (45.6)	E (75.3)	D (48.3)	E (59.5)	F (67.8)	C (23.1)	E (60.3)	D (48.1)	E (65.8)	C (26.6)
			E (64.4)		D (45.1)			D (48.5)		D (36.8)	
	Build	D (49.2)	E (76.2)	D (48.3)	E (59.5)	E (75.9)	C (23.4)	E (62.2)	E (56.0)	E (76.3)	C (27.5)
			E (64.9)		D (46.7)			E (56.2)		D (41.0)	



Wednesday, September 3, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

Please be advised that this form is for public comment for RZN2025-004, Riversbend only.

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Name Georgann Hills

Address 295 Burnetts Way
Suffolk, VA, 23434

Comment

We do not need any more house. Built something for kids to do. Or a movie theater.



Sunday, September 7, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name

Omari Midgette

Address

1705 Macgregory Street
Virginia Beach, VA, 23464

Comment

We need to stop the building



Thursday, September 4, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name

Greg Vieth

Address

6000 meredian obici way
Suffolk, Va, 23434

Comment

This would be right behind Meridian Obici Apartments. We do not have the schools, roadways, or infrastructure to support bare minimum 1,000 more people to the Downtown Suffolk Area. This would hinder business but a lot of individuals in Suffolk.



Sunday, September 7, 2025

Public Comment Form (RZN2025-004, Riversbend)

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Name Heather Munford

Address 2970 Desert Rd
Suffolk, VA, 23434

Comment

We don't need more homes on top of each other. Suffolk is overcrowded. We need work on schools and bus transportation.



Wednesday, September 3, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name

James Carson

Address

1983 Archer Mill rd
Suffolk, VA, 23437-8767

Comment

Traffic is already bad enough without having more houses built around here if your going do something out something kid and family friendly get it together Suffolk your making us all look bad around here with this greed



Wednesday, September 3, 2025

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Name Jason Yost

Address 1222 Willowbrook Dr
Suffolk, VA, 23434

Comment

As a lifelong resident of this city and seeing it go from a small town feel and lower populations to a large amount of people moving here and an extreme amount of growth with no proper infrastructure to handle the traffic I highly encourage the city to retract on the zoning to have 500 more properties built on the N. Main St. corridor. It is not proper timing for this kind of development as this city in the downtown area cannot handle any more traffic it currently has. This is not fair to the tax paying citizens in this area to have to deal with this. If you want to keep your Residents here you need to do something to make it a little bit better. At this time I'm already considering moving my business and family away from here because of where it's going and it's sad.



Friday, September 5, 2025

Public Comment Form (RZN2025-004, Riversbend)

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Name

Jeanne Ireland

Address

2071 Herons Pointe Ln
Suffolk, VA, 23434

Comment

The schools can't support this, the roads can't support this and the citizens don't support this. Please do not pass this. The community doesn't want more fast food, nail salons, warehouses and residential houses. Where are the parks? The one next to Wendy's that will flood? Where is the downtown movie theater? What about a Trader Joe's? A target? Instead we get more traffic and warehouses that the citizens did not want. We don't want this either.



Friday, September 5, 2025

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Name Jeffery Reed

Address 1905 Cherry Grove Rd
Suffolk, VA, 23438

Comment

Way too many cars and not enough infrastructure. It's hard to even get a dentist appointment. We don't need more housing downtown. I am sure the Whaleyville councilman Mr. Williams will vote for it since he doesn't answer emails or phone calls from constituents. He needs to resign



Thursday, September 4, 2025

Public Comment Form (RZN2025-004, Riversbend)

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Name Jessica DuBois

Address 24440 Curve Drive
Windsor, VA, 23487-4536

Comment

I used to live in Suffolk. In short, we are already well overpopulated for the amount of roads and infrastructure that we have. It isn't a matter of adding more infrastructure, it's a matter of preserving what makes Suffolk amazing, something that is rapidly dying as we strive to build more houses than people we can sustain. 58 and 460 are already the most dangerous highways in the entire state. One of the things that makes Suffolk amazing is the beautiful marriage between country life and urban. I am all for growth. Cafe Davina and similar places are key examples. But we were once voted one of the 100 best cities to live in. And now, for the sake of the almighty dollar, we are destroying what makes Suffolk so amazing. Destroying farmland. Destroying the quaint small town feel but within a city... Frankly, it breaks my heart. We have already moved away from Suffolk into windsor. More people are considering moving away from Suffolk as well. But the sad thing is, that won't even affect any of you guys. Because when we leave, other people will just move in, people who will never know the Suffolk that we all loved, and that the City Council and Economic Development killed all in the name of money and growth, when, if you guys just looked around, you would see that the city is not getting better but worse; the quality of life is not getting better but worse; the satisfaction and pride and enjoyment of living in Suffolk is not getting better, but worse. We understand your intentions are for future benefit and prosperity, but right now you are failing the people who have loved you for so long. You are pushing us out and turning what Suffolk used to be into a memory, where once we were able to preserve it, and still could, if you would, please, just stop.



Wednesday, September 3, 2025

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Name Jessica Pelkey

Address 12310 Camp Pond Rd
Suffolk, VA, 23437

Comment

We dont need anymore houses in the suffolk area. Our schools are already overcrowded, shortage of bus drivers as well as all the accidents from all the construction from here to the beach every way you try to go. You ha e children sitting 3 to a seat and on the floors have almost 30 kids to a classroom , we need farmland and trees for oxygen . Stop trying to make our city like VA beach if you like it so much. Give us another school for each level elementary, middle and high. Stop allowing children from 45 minutes away attend our rural schools and overcrowding. Suffolk is where I was born and raised and when I retired from the Army I moved back as I once loved this city, but over the past 10 years you have stripped our farmland for solar power which doesn't even benefit us locally. You have stripped our Forest and pushed animals out of their homes and natural habitats. You have overcrowded schools and putting kids education at thw bottom of your list of care as long as your pockets are getting filled by these EMPTY warehouses and all these apartments. Bring back old suffolk. Our roads are not built for this amount of traffic.



Tuesday, September 2, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Jessie Ricks

Address 3212 Holland Rd
Suffolk, VA, 23434

Comment

We do not need an additional housing unit on Main St. The city is already overcrowded and the schools in this area are as well. We do not have the infrastructure to handle the extra traffic.



Friday, September 5, 2025

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Name Jonathan Martinez

Address 120 Highfield Rd
Suffolk, VA, 23434

Comment

With the proposed development of 500 homes on Main Street, many thoughts come to mind with unknown solutions that should be addressed prior to building. That area of Main Street receives heavy traffic on a 4-lane road in its current state of development. With that many new homes, it'll only congest the area much more, causing major backup on a main thoroughfare of the city. Additionally, that area would be zoned for Kings Fork Middle and High Schools, as well as Elephants Fork Elementary. Driving through that area in the morning and afternoon is totally backed up with parents and busses trying to get kids to and from Elephants Fork, many often being dropped off after the start of school due to the heavy traffic congestion. The line to Elephants Fork Elementary currently backs up to Main Street from the Godwin Blvd entrance to the school, and passed 58 from the northern direction, causing Godwin Blvd to drop to one lane due to the right lane being filled with cars and busses trying to turn. KFMS and KFHS are already very congested, and KFHS alone has had to add additional lunch blocks due to the influx of students this year. Busses are congested and drop off lines for both schools are also congested. It is impossible to widen these roads, as homes and businesses are backed up just about to the road as is, and there would not be enough space for additional lanes on either side of Godwin Blvd or Main Street.

Prior to building additional homes, additional schools should be priority, as the education of our children should be top-notch and set as a priority as well; these young citizens will be the future of our city and we should be investing in them! Instead, we are making things more difficult on them by cramming them in transportation, making them late to classes and extracurricular activities after school, not allowing adequate space for meals or proper learning due to overcrowding, and simply not focusing on them at all.

The major entrance/exit thoroughfare to our city is only 2 lanes; the same amount of space as Godwin Blvd and Main Street. If a major storm or event were to happen in this area of the city, many residents would have a difficult time departing, as there is already major congestion on 58. Sure, currently most is due to construction of the overpass; however, an additional 1-2 lanes would be highly beneficial to the residents, as well as passers by...this area is a huge traffic hub for general transportation through the state, and more so, for commerce in/out of the city. Adding these additional homes would only make it worse if done prior to addressing already known issues in this part of the city.

Please consider the aforementioned information and please consider our youth who will soon be the citizens of our beloved city, the current residents of our city, and the passers by of our city who would also have to face the burden of additional homes being built prior to proper infrastructure is placed to handle that kind of influx!



Monday, September 8, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Jordan Webb

Address 708 Jones Street
Suffolk, VA, 23434

Comment

As a citizen of Suffolk for over 40 years, I continue to be concerned about the unregulated and massive continued residential development in the city. The city does not have the infrastructure to support the current residential congestion, and adding an additional 500 homes on this site is only going to place further demands on an already congested area of town. I urge you to please vote AGAINST this conditional use and rezoning.



Monday, September 8, 2025

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Name Joseph Webb

Address 722 W Riverview Dr
Suffolk, Va, 23434

Comment

I'm writing to urge that the planning commission deny this rezoning request. This is not the right timing or the right project for this unique piece of property. We need time to digest the current development projects that are already underway. Brining 500 new residences to the already busy Main St corridor will not improve the quality of life of current residents. If I am reading the documents correctly, I see that the developer will convey the old VDOT office building to the city in lieu of making a school impact contribution. This does not seem to be a fair tradeoff despite some of the figures in the report.



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Name Joseph Webb

Address 140 Holly Hill Lane
Suffolk, Va, 23434

Comment

At this time the traffic congestion in this area is heavy and I do not feel road and intersection can support this project



Tuesday, September 2, 2025

Public Comment Form (RZN2025-004, Riversbend)

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Name Julianne Gray

Address 561 Turlington Rd
Suffolk, VA, 23434

Comment

Suffolk is building up faster than they can handle. The schools put overcrowded, bus driver shortage and roads cannot handle this traffic. I Have lived in Suffolk for 15 years and came here from vb to live more rural. What is happening in Suffolk is sad and it's turning more into vb daily. Please stop approving more homes and apartments. Business yes we need more of those.



Monday, September 8, 2025

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Name

Kelly Hengler

Address

9345 Eclipse Drive
Suffolk, Virginia, 23433

Comment

In consideration of this Rezoning Request, I heartily and respectfully request that there is presented, in an administrative submitted format to the Planning Commission, actual FISCAL IMPACT ANALYSIS, conducted by the APPLICANT (Private), and corroborated by the CITY ADMINISTRATION (Public) for the Riverbend project.

2nd:

Consistency with the long-range Land Use:

In the attached packet before the Planning Commission, is included a CHAIN OF TITLE by the Title and Deeded Property Owner, Virginia Department of Transportation, Commonwealth of Virginia.

That CHAIN OF TITLE and Historic Survey document was executed in 2014 by VDOT w/ discourse documents provided between the Virginia Department of Historic Resources.

I highlight these documents to provide this for consideration of "long-term land use" aka vested use:

ONE: the INTENSITY of Land Use of this Property, on this segment of the MAIN ARTERIAL to the COUNTY COURTHOUSE from the Western approach of Nansemond County-Suffolk is well documented as first a CART ROAD, then a paved road, across all areas dating to PRE-REVOLUTIONARY WAR.

I pin for you, again, the ACCESS of this MAIN ARTERIAL ROAD, is a limited access, connectivity, bounded by geographic constraints since the TOWN of SUFFOLK through every War and every era to today.

The MAIN STREET AREA, century after century, and to current day, in our AUTO DEPENDENT CITY (no further main use of waterways, nor railway, for access to the Downtown - Courthouse area). This KEY UNIQUE pivot as the ONLY access throughput from the Western approach, now fully car dependent, has remained OPEN as a THOROUGHFAIRE, and should remain OPEN as Main Street, not encumbered, via this segment, with MIXED USE DEVELOPMENT.

Attempting to insert a MIXED USE DEVELOPMENT with this intensity of impervious surface, intended

housing units, and mixed Retail is inconsistent for the vested use of the district and does not fit the areas pattern of development.

PUBLIC FACILITIES:

As offered for consideration, above, the potential strain on the existing main stem arterial throughput with congestion, also has a strain on Schools.

Please hear fellow Suffolk Public School Parents and School Advocates, as they and I implore the Planning Commission to consider ONLY the CURRENT Condition of the School Buildings, especially Elephants Fork, and the current and now chronic shortage of Bus Drivers, with subsequent issues of major strain already existing to meet the needs our beloved City's Children and Families.

Stormwater Management:

Currently, the Commonwealth of Virginia has, since 2020, passed and codified, changes in the State Statutes regarding Stormwater, as mandates. These mandates have not yet been fully adopted into the City of Suffolk Municode, yet exist, nonetheless.

Nansemond River is a States Impaired Waterway, with the 1st 5 miles not meeting State Virginia Department of Health bacterial levels of safety for Recreational Contact (headwaters to 1st 5 miles).

Transitioning the current impervious footprint - intensity on this, and the EDA's connected parcel, to this extreme of vertical and linear impervious surface? The applicant has not provided sufficient administrative evidence for your consideration of OPEN SPACE-ACTIVE (on land) area to meet State Statutory Standards of OPEN SPACE. Where is the Open Space dedication that is NOT STORMWATER ponding?

The gross intensity increase from the existing IMPERVIOUS SURFACE to what is petitioned by the Applicant, is both VERTICAL and LINEAR, far surpassing the existing Land Use of this Parcel.

This parcel was in fact, by chain of title, solely in the ownership of the Commonwealth of Virginia since 1946. It has been maintained in a far lesser intensive impervious surface use.

The Local Transportation Network, connectivity, throughput, and congestion on this segment of Main Street, for this B-2 Zoned property, is NEIGHBORHOOD. Not Mixed Use Development intended for the CORE INTENSELY DEVELOPED AREA such as DOWNTOWN.

Has the applicant provided Fiscal Impact Analysis in a standard format with straightforward potential revenue and anticipated expenditures for the City of Suffolk? No.

Is there a "Community Need" for this B-2 Neighborhood Commercial zoned property at the Community Neighborhood level?

Is that B-2 Commercial "Neighborhood" need clearly presented to the Planning Commission on paper, not verbal, on paper, for your consideration? No.

Has the Applicant provided an established need? What is the established need for this NEIHBORHOOD Commercial Zoned parcel? No

Has the APPLICANT established, therefore, a "NEED" for the proposed CHANGE within the Community, at and surrounding this parcel? No.

In the application, is this the best and highest use for this property?

Are these units at a Price Point that is in fact "affordable" to the largest employer in the City of Suffolk: the City of Suffolk Staff (all departments) and Suffolk Public Schools (SPS)? No.

It is respectfully requested that all due consideration be given first and foremost to if housing, of any and all types, are, in fact, in the medial income range of City of Suffolk lowest paid Staff up to and just below Directors and Executive Professional Administrators. Suffolk stands with support of our key core needs, first, over all: Actual factual housing - rooftops affordable to our very own City Staff and SPS. We are a FAMILY FIRST CITY, and family is our number one employer, our City/School Staff by medial income affordability standards.

What are the alternative uses of this property, owned by the Commonwealth of Virginia, We the People?

This unique property has not brought forth alternatives, public meetings and discourse on COMMUNITY NEEDS ASSESSMENT, and is in fact a jewel in the history of our City. At the NEIBHBORHOOD B-2 Zoning level, what are the actual applicable alternative uses sought, discussed, roundtabled, or task forced via the City and Suffolk Economic Development? Is there a record of such in recent pandemic/post pandemic era? Was the character of Main Street, and historic significance, and well as the last remaining River bounded property on Main Street, discussed? Where is that documentation?

Does this rezoning contribute to the orderly and logical growth of the Community, or does it redefine and encumber it?

The City of Suffolk is compelled to adhere to the changes in the Chesapeake Bay Preservation and Management State Statutes that were mandated to be updated by September 2024:

The preservation, adaptation, Coastal Resilience and other areas that were not only not yet adopted into the City's Ordinances, are in fact effective under State Statute.

I find no Staff Report attached, to publically review what Staff has provided in this regard, and all other comments that are in fact bullet points of required consideration of the application for Rezoning a B-2 to MUD by the Planning Commission.

I do hereby, respectfully request that the Planning Commission make the recommendation that the Applicant withdraw this application, or that the Planning Commission find that adequate "administrative" review by the Planning Commission, and by the Planning Department, our Staff, has not been met.

I have never contacted the Planning Commission to clearly state that an application does not appear to meet the standards set forth for your consideration as I do with this application. Special circumstances are noted that this is, in fact a Commonwealth of Virginia property, in concert with a City of Suffolk EDA property.

Fiscal Impact Analysis (Private-Applicant) w/ a City (Pubic) Fiscal Impact Analysis is simply not present.

The Health and Safety of our Community is dependent on thorough consideration, and ample/adequate presentation of administrative documents that are fully the responsibility of the applicant, as you well know. This is simply not a complete, substantiated application, on paper.

Honoring that the applicant has the right to submit and application, with all due respect, this application, for a State Owned, People's Owned property, is opposed.

Thank you for your time, service, and consideration.

Sincerely,
Kelly Hengler
Suffolk, Virginia



Tuesday, September 2, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Kevin Brooks

Address 7055 Quaker Dr
SUFFOLK, VA, 23437

Comment

Stop building so many apartments/houses on main street. Traffic is already a disaster. We don't have the infrastructure to support it and will never be built. Just stop all this construction.



Saturday, September 6, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Kyle Smith

Address 8353 Pineview Rd
Suffolk, Va, 23437

Comment

The infrastructure of this city CANNOT handle an additional 500 homes (~1500 more drivers/cars). I am 100% opposed. Further more, we need to return to the county of nansemond and the city of Suffolk needs to be separated. Independent rural county folk need to be heard and our taxes ought NOT be being leveraged for the city which we have NOTHING in common with.



Tuesday, September 2, 2025

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Name Leonard Cox

Address 2520 Pruden Blvd
Suffolk, VA, 23434

Comment

We have enough traffic on Main Street already. King fork schools are overcrowded as it is. This is the last piece of property in town so put something there that will benefit our citizens we already have here.



Monday, September 8, 2025

Public Comment Form (RZN2025-004, Riversbend)

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Name Leslie Schiefer
Address 4362 Tason Drive
Suffolk, VA, 23434

Comment

I am 100% opposed to rezoning this site for the purpose that has been proposed by the developer. 1. We do not need more multi-family housing units, especially in the Elephant's Fork school district and the proffer from the developer doesn't include any money for school improvement as required.
2. The "estimated trips per day" stated by the developer were derived using OLD data and are severely underestimated.
3. According to chatter that came out of the public info session hosted by the developer, the park and boat launch would not be for public access, but for property owners in the Rivers Bend complex only AND there is no guarantee that these amenities will even come to fruition. It is my understanding that the developer can change or omit the amenities at will.
3. In lieu of the school proffer, the developer has offered the city a building on the property to be used as the new SPS administration building. It is my understanding that the building being offered will need millions of dollars in renovations to transform it into a new administration building.
4. The city owns the property that is necessary for access to Main Street and the developer's plan includes the city "gifting" the land to the them as part of the exchange for the building. The city and it's tax payers are getting screwed on this deal.

In summary, it's a bad deal. It goes against the city's requirement to receive a proffer specifically for school improvement, it will add more students to an already overcrowded school zone, it will add more traffic on a road that is basically land-locked with no room for improvement and there are no guarantees for PUBLIC amenities that will benefit the public at large, not to mention the money that the city would be forfeiting by gifting valuable land to the developer.

Please vote NO to the zoning request.



Saturday, September 6, 2025

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Name Leslie Peterfeso

Address 4425 Cherokee Drive
Suffolk, VA, 23434

Comment

You've got to be kidding! As it is now, we can barely handle the Godwin Blvd. traffic between all the stoplights - where are we going to squeeze in an additional 500+ vehicles?! We need retail, like clothing stores offering quality current fashions, not "clown clothes" from the past 20+ years. And a hardware store or even a Home Depot for the items that our Main Street Lowes doesn't bother to stock. We have over 100,000 residents. A third of us are underserved. Please don't add people - add services.



Friday, September 5, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Linda Byrd-Masters

Address 1500 Cotton Farm Ln
Suffolk, Va, 23432

Comment

I am a native and lifelong citizen of this city, a home I no longer recognize due to your out of control development and irresponsible handling of the public's trust to make decisions that reflect the choices and values of its citizens. What you have so selfishly created is a city of inadequate infrastructure, overwhelmed schools, disappearing agricultural lands, and dangerous roadway conditions with unchecked tractor trailer traffic that piles in here for unsightly cement warehouses. This proposal to use this property to add 500 more houses, apartments, or condos is yet another bad decision that as I'm sure we will see has already been made behind closed doors and is only being played out for a fake public forum because of protocol. I challenge you to make a good decision this time and use that property for the benefit of all Suffolk citizens, not just an elite few wealthy ones.



Saturday, September 6, 2025

Public Comment Form (RZN2025-004, Riversbend)

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Name

Linda Martin

Address

6309 Vaughan Ave
Suffolk, VA, 23438-9714

Comment

I am opposed to this idea. City emergency vehicles have a difficult time getting through this area to begin with. Adding more people and cars will only make their response time worse.



Wednesday, September 3, 2025

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Name Logan Sigler

Address 237 Kenyon Rd
Suffolk, VA, 23434

Comment

After building the warehouses on Kenyon road. Traffic is a complete nightmare. People speed in a school zone. Pass each other in the median. If you think this isn't going to happen on Main Street you are completely wrong. Currently schools are already over crowded. You all seem to think it's such a fabulous idea to keep building houses and warehouses but you couldn't be more wrong. I don't know how many times I've called the non emergency line in regards to traffic on my road. Maybe instead of looking at dollar signs, you all need to look at the citizens of this city and see what we see. Sometimes it not always about the money but the people and how it affects the ones who are here and live here.



Thursday, September 4, 2025

Public Comment Form (RZN2025-004, Riversbend)

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Name

Mary Means

Address

7451 Corinth Chapel Rd
Suffolk, VA, 23437

Comment

Traffic is terrible already. Need to build more schools before adding more homes.



Wednesday, September 3, 2025

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Name Megan Bullock

Address 123 Robin Lane
Suffolk, VA, 23434

Comment

Please stop over populating the City of Suffolk. I grew up here... I went to school here. I moved away for 6-7 years and I can say that moving back home after my husband separated from active duty military was the worst mistake we made. Commute to work GPS says 25 minutes, traffic EVERYDAY says an hour and 1/2. I get off at 4pm and by the time I get home because of the already overpopulated traffic coming through Suffolk I don't get home until 5/530pm, which gives me an hour with my family before waking up to do it all over again. We can't go anywhere on the weekends because traffic, it adds an additional 20-30 minutes onto an commute.



Friday, September 5, 2025

Public Comment Form (RZN2025-004, Riversbend)

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Name Meghan Small

Address 5669 Spivey Run rd
Suffolk, Va, 23438

Comment

I do not agree with putting more housing like this in Suffolk. It is so over populated.



Saturday, September 6, 2025

Public Comment Form (RZN2025-004, Riversbend)

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Name Melissa Griffin

Address 6262 Holland Rd
Suffolk, VA, 23437

Comment

Fix our infrastructure first. How many more empty warehouses and new apartment complexes can the city take. How about shifting your focus on finishing at least 1 major road project and help our schools. As a parent of a recent Suffolk high school graduate, our schools can't take any more! You've got overcrowded schools, not enough teachers, and severe shortage of bus drivers. The city is steady building more housing but not the infrastructure to support it. As a citizen of Suffolk for almost 30 years, I am extremely disappointed in the direction I've seen this city take. My commute to work has doubled in the last few years due to 58 construction, our schools are overflowing and our kids suffering. We do not need more housing! I am not opposed to the commercial building on this property but we oppose any additional housing until our roads and schools are fixed to support the growing problem this city has allowed to go on.



Tuesday, September 2, 2025

Public Comment Form (RZN2025-004, Riversbend)

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Name Melissa Thomas

Address 132 Winterview Dr
Suffolk, VA, 23434

Comment

This project is a terrible idea. Main St cannot support the level of traffic that a development like this would bring. Additionally, this is adding more not-affordable housing. Further, the proffer from the developer isn't even something Suffolk needs. If the city wanted the old VDOT building, why haven't they purchased it prior to now? The developer should be committing to widen the road to accommodate the traffic his development will bring, as well as investing in the schools that will be impacted by the increased population. City Council, I urge you to consider Suffolk's interests, not those of the developers.



Thursday, September 4, 2025

Public Comment Form (RZN2025-004, Riversbend)

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Name Michele Schmoll

Address 7155 Corinth Chapel Road, Leave in green box at farm gates
Suffolk, VA, 23437

Comment

That's insane. That's a minimum of a thousand more drivers on the road in that area and if they have teens that drive that could be upwards of 3,000 more drivers.

Down the road towards downtown, near the Hilton, you can't even get through that area if it rains because your car goes underwater.

If you're going to put that many houses someplace why not use some of the land heading down Rt 460 or Rt 10 instead of putting in warehouses.



Saturday, September 6, 2025

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Name Molly Owens

Address 201 WHALEY ST
Suffolk, VA, 23438

Comment

I work on Main Street. Traffic is already at a high level. An additional subdivision would be detrimental. Also, area schools are overcrowded without enough buses to accommodate the students we already have. Please take this into consideration.



Thursday, September 4, 2025

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Name

Nancy Carr

Address

7248 S Quay Rd
Suffolk, VA, 23437

Comment

As someone who works on North Main Street I can tell you this stretch of Main Street does not need anymore traffic from neighborhoods. It's shameful that Godwin has turned into such a nightmare now you want to do this to Main Street too. As a consumer and tax payer my view is we need more accessible retail and entertainment options.



Wednesday, September 3, 2025

Public Comment Form (RZN2025-004, Riversbend)

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Name Nancy Rountree

Address 3332 Arthur Dr
Suffolk, VA, 23438

Comment

Building homes needs to cease in our city. We don't have the schools to support these increases nor the roads to support the traffic. It's time that you listen to the citizens of Suffolk.



Monday, September 8, 2025

Public Comment Form (RZN2025-004, Riversbend)

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Name Nancy Webb

Address 140 Holly Hill Lane
Suffolk, VA, 23434

Comment

Traffic out North Main Street, continuing out Godwin Blvd. as far as King's Fork Rd. is already horrible, especially at times when residents are going to and from work and schools in that area are taking in and dismissing students. There is an elementary school/school zone a stone's throw from the highway department/Obici property.

I cannot imagine that anyone would consider putting 500 houses on that property!



Tuesday, September 2, 2025

Public Comment Form (RZN2025-004, Riversbend)

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Name Nancy White

Address 375 Turlington Rd
Suffolk, VA, 23434

Comment

Please deny rezoning of VDOT property on N. Main St. to allow a development of almost 500 houses/condos. That area is already congested enough and that would make it so much worse. Suffolk citizens would benefit more if a nice public park and marina was put there. What a wonderful place for families to go enjoy nature and the river. My next thought would be for some type of family entertainment center such as movie theater, bowling center, skating center, tennis courts, etc. Please be creative in utilizing this beautiful space and don't put more tightly packed houses/condos.



Sunday, September 7, 2025

Public Comment Form (RZN2025-004, Riversbend)

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Name Nick Lukeman

Address 1429 Williams Circle
Suffolk, VA, 23434

Comment

I'm not against growth, but what's happening in our town isn't balanced. More and more neighborhoods and apartment complexes keep getting approved, while our roads and schools can't handle what we already have. Adding another 500 homes will only make things worse.

Our schools are already overcrowded. Teachers are stretched too thin, trying to give 25-30+ kids the attention they deserve in one classroom. That's not fair to them, and it's not fair to our kids. It hurts their education and their development. These kids are the future of our community, and right now, they are being treated like an afterthought.

On top of that, traffic is already a mess. It takes longer to get anywhere, and it's not safe for families, pedestrians, or even school buses trying to get kids to class. Before we bring in hundreds more families and cars, we need to fix the infrastructure we already have.

What concerns me most is that these developments seem to move forward with incredible speed, while investments in schools and roads lag far behind. It gives the impression that profits for developers are taking priority over the well-being of the families who live here. Growth should serve the community, not just those who benefit financially from building more houses.

Our town deserves responsible planning. Until our schools, roads, and infrastructure catch up with the growth we've already approved, we should not be adding 500 more homes. Our children's education and our community's quality of life must come first.



Wednesday, September 3, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

Please be advised that this form is for public comment for RZN2025-004, Riversbend only.

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Name

Nicole Eason

Address

12309 Camp Pond Rd
Suffolk, VA, 23437

Comment

This proposal is deeply concerning. The current infrastructure is already inadequate for safely and efficiently moving residents throughout the city, particularly in this highly congested area. Adding more housing without first addressing these critical shortcomings—especially the state of our roads and schools—is irresponsible.

Additionally, there is a clear precedent of promises being broken. The homes built behind Wawa were not supposed to move forward until the improvements to the Route 58 exit ramp were completed. Yet those homes are now occupied, contributing further to traffic congestion and backups onto the highway as vehicles wait to turn in either direction.

I strongly urge you to reject this proposal until the necessary infrastructure improvements are fully implemented. The community deserves a thoughtful, well-planned approach—not one that prioritizes development over livability and safety.



Monday, September 8, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Patrick Porter

Address 3904 Glenwood Drive
Suffolk, Va, 23434

Comment

Please don't add anymore neighborhood's to the downtown area. This should be a commercial zone area due to it's location in Suffolk. The traffic is the biggest problem in the city at the moment and this will add more congestion. Remember we voted you in and we the people can vote you out next time your seat is up for election.



Thursday, September 4, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Paula Smith

Address 3920 Holland Rd
Suffolk, VA, 23434

Comment

I work for the school transportation department, we already have so many issues with getting the students to school on time. The city needs to slow down with approving so many new home developments until we can get more schools built to handle the growth of Suffolk.

Public Comment on Riversbend (RZN2025-004)

Dear Planning Commissioners,

I respectfully ask that you vote NO on the Riversbend project. There are several questionable aspects with the application itself, and issues with the project that would drastically impact the quality of life of Suffolk residents. Overall, this development will be a bad deal for the citizens of Suffolk.

Here are some key problems with the Riversbend project:

- The fiscal impact submitted by the developer is an opinion letter and not an actual analysis.
- There are already traffic issues on Main St with currently 26,000 daily trips and this will add 5,300 more trips per day.
- The developer is receiving the use of city owned land with no compensation to the taxpayers.
- The building offered in lieu of proffers is actually worth significantly less than the stated \$6 million by the appraiser's own report, which estimates this would be the value only AFTER a full renovation, not in its current state.
- Hillpoint Elementary School is already at 108% capacity. Pipeline development will bring capacity to 150% capacity. The schools are over-crowded, and the developer is not providing enough funds to cover the costs to expand school capacity for the students it will generate.

Fiscal Impact:

The UDO requires a fiscal impact analysis that contains anticipated revenues and costs that will be generated by the development. Instead of conducting a fiscal impact study, and providing this essential information, the developer specifically chose to provide a fiscal impact **opinion** only. How can our elected officials, appointed commissioners, and paid staff make judgements based on an opinion (fiscal impact letter) instead of actual data in a fiscal impact analysis?

In a fiscal analysis, there is a breakdown of all the revenue sources the city can expect to gain with this development. This letter does not provide any solid figures. A fiscal impact analysis will also provide a breakdown of all the costs associated with a development like this. This opinion does not provide the details of that either. It is full of generalizations, but no specifics.

The developer should not just get to come to the city and provide a letter that says 'Trust me'. **The developer needs to prove with ACTUAL DATA the fiscal impact that this development will have on the city.** Our city leadership must require more than an opinion letter when the legal code says it needs to be an analysis.

Traffic:

This development will add nearly 500 new homes which the traffic study states will add almost 5,300 trips per day. Main Street already suffers from traffic problems at 26,000 trips per day.

Additionally, City Council recently cancelled the Kimberley Bridge project, less than a mile south of this project. This will create 500 more homes that will be impacted when Main St floods with heavy rain.

Port 460 is in the process of being built and that is just 2 miles north of this site. Port 460 will be a massive logistics complex that is projected to add 21,000 trips per day. Our roads are already struggling to handle the current traffic on Main St at 26,000 trips per day. What will Main St look like once both of these projects come to fruition?

City Owned Land:

Another issue with this application is the use of city owned land as part of the rezoning without explicit details on how this will work. This developer needed access through the EDA owned land to gain access to Memorial Ave. Without the use of the EDA land, this development can only access Main St and would not have enough room to provide the required ingress/egress for a development of this size.

There is no mention in the proffers or any of the accompanying documentation that explains if, when, or how the developer will buy this land from the city. Instead, this land has been incorporated into the site plan and the details on who will be responsible for the land remain fuzzy. If the city still owns the land, will the city have to maintain the land? Will the city be liable for any injuries should they occur on the land? Who will pay taxes on the land? Ceding this land to benefit a developer is NOT in the best interests to the citizens. Why is the city allowing a developer to use taxpayer owned lands for free?

School Proffers:

An additional issue with this development is that there are no school proffers being offered. The developer is giving the city the old VDOT administration building in lieu of school proffers.

The first problem with this exchange is that the developer has stated that the value of this building is \$6,270,000 based on an appraisal. However, the appraisal itself states **this value is based on the assumption that “improvements to the building will have been significantly renovated to a finish that is equivalent or better than contemporary office space.”** (page 346 of packet)

That means that the current value of the building (built in 1949) is far from the appraisal value of \$6,270,000. If it will require \$3-5 million to fully renovate the building, then the actual value is only \$1-3 million. That will NOT cover the costs associated with the added students generated from 500 homes.

The developer estimates the student impact will be \$4.7 million. With the building being worth \$1-3 million, that is a huge gap in funds that will ultimately fall to the taxpayers to cover. How is this added financial burden a good deal for the taxpayers?

Additionally, the student impact calculated by the developer is significantly low. It should be a minimum of \$6 million in school proffers, not \$4.7 million. The developer is NOT counting developments that are non-committed in the pipeline, just the committed developments. There are multiple large developments which are currently ‘non-committed’, but these developments have already been rezoned and therefore, at any time in the future, the developer can build them ‘by right’.

Below is a list of approved developments and the number of non-committed homes. Each shares at least one school with the Riversbend project.

- Godwin Park - **569**
- Tillman Run - **204**
- Foxfield Meadows - **88**
- Murphy's Mill - **70**
- Hillpoint Farms - **127**
- Peanut Crossing - **226**
- Pitchkettle Landing - **335**
- Towne Creek - **140**

That's **1,759 total homes that can be built BY RIGHT**, but are currently categorized as non-committed, and so NOT counted. That isn't even all the non-committed homes in the pipeline - this is just non-committed homes that will feed into one of the three schools that they share with the Riversbend project. According to the March 2025 pipeline data there are a total of 3,332 non-committed homes. That's about half of the total 6,569 homes in the pipeline still to be built.

Also note that **Hillpoint Elementary is CURRENTLY at 108% capacity**. The city estimates that with the committed developments, the school will be at 121.4% capacity. Add to that the non-committed and it gets to 150% capacity, with this Riversbend development adding an additional 59 elementary students which will bring it up to 159% capacity. How can a school be expected to function at 159% capacity? Do we as a city care so little for the futures of our littlest citizens? How is this project a good deal for our school aged children, for our teachers, and our school support staff?

To put this whole pipeline in perspective, according to data.census.gov, in 2023 Suffolk had an estimated 41,452 total housing units. The remaining 6,569 homes currently in the pipeline to be built, represents an increase of more than 15% of our total housing.

At the same time in 2023 that we had 41,452 homes, we only had a total of 39,303 households. That's more than 2,000 homes that were unoccupied. Suffolk has an affordable housing problem, but not a housing shortage by any stretch. The Riversbend developer states that these houses will be sold at market rate, so they will not help our affordable housing issue.

It is important to note, that with the average household size of 2.58 people, the current development pipeline can absorb a growth of 16,948 people. Suffolk's current population is estimated to be just over 102,000 people. If the city approves no new

housing developments in the next five years, we will still have enough current housing in the pipeline to continue to grow at the astoundingly high growth rate of 2% per year into the 2030's.

I am not suggesting that we stop all approvals for new housing developments. What I am saying is that we don't NEED any one particular development. Suffolk has the luxury of being able to choose which developments would best serve the needs of the people and the vision of the city.

With all of this in mind, the Planning Commissioners and City Council Members need to ask themselves: Is this a good deal for Suffolk citizens?

This developer tried to pass off a fiscal impact opinion as an analysis. This application misrepresents the actual value of the building that is being offered in lieu of school proffers. This developer has incorporated city owned land into the design of his project. That land is ESSENTIAL to this project (developer's benefit) but with nothing offered in exchange for the public land, making this a bad deal for the citizens.

This development will bring significantly more traffic exacerbating an already existing problem on Main St. This project will put a burden on our schools that can not be fixed quickly or easily, and will have to be done with taxpayer dollars.

You have the honor and the responsibility of deciding which developments should be approved and which should be denied. I ask you again, please deny this rezoning application because it is a bad deal for the citizens.

If you would like any of my sources for the data above, please email me at care4suffolk@gmail.com and I will be happy to provide the data for you.

Sincerely,
Eryn Siegel



Wednesday, September 3, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Rachel Blake

Address 4941 Deer Forest Rd
Suffolk, VA, 23434

Comment
We DO NOT need more homes. Fix our roads. Give our kids something to do.



Saturday, September 6, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name

Richard Martin

Address

6309 Vaughan Ave
Suffolk, VA, 23438-9714

Comment

I am not in favor of developing this particular parcel for the intended use that the City is advocating. While I will agree that the City is expanding and the need to facilitate a growing citizenry is a necessity I fail to understand the urgency or desire to build there.

Let's look at this from a feasibility standpoint. The proposal indicates that approximately 497 units will be built. Some of those(168 units) will be age restricted. That would lead one to surmise that should every unit have an occupancy of 1-2 people (at maximum) the total number of residents in that given area will be 168-336 people. A manageable number of people, to be sure. However, the balance of the units(329 to be exact) are deemed "single family townhouses". Let us say, for the sake of argument, that every unit in that section were filled to capacity by two people. The occupancy in this parcel will now grow to 658 people. However, understanding that these units are designated as "single family townhouses", one would be lead to believe that more than two people will occupy these units. It would be a safe assumption that an additional 1-2 people will occupy these dwellings, thus doubling the aforementioned number of 658 to 1316. Add that to the maximum expected occupancy of the age restricted units and the overall number of people in that area would be nearly 2000. Looking at the number of occupants alone, one would question the feasibility of such a proposal.

Other factors should be considered as well. The number of vehicles in this community, for example. It would be illogical to assume that only 497 vehicles will be parked there(one vehicle per unit). A more realistic number of vehicles would be close to double that number (close to 1000). This increased number of vehicles will most certainly influence the traffic flow in this corridor. Has the City conducted a comprehensive study as to impact that number of vehicles will have in that area and, if so, what were the results? Other factors, such as where to educate the children of the families of those occupying the "single family townhouses" and response times for the City's police, fire and rescue units should be addressed.

I reiterate my opposition to this project. While I can appreciate the City's desire to welcome in more people and expand the tax base I fail to see the benefits, both short and long term, that their decision to develop that area would have.



Tuesday, September 2, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name

Robert Beale

Address

202 Edward Ave
Suffolk, Virginia, 23434

Comment

Please listen to all those you represent – vote against any more homes along North Main Street. The City is not equipped for additional traffic, not equipped to meet additional medical needs at our local hospital, and so much more. It seems the more our City builds, the more its people become discontented and unkind due to the stress. There is certainly a better build that would benefit so many more people who already call Suffolk home.



Thursday, September 4, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Ronnie Winslow jr
Address 1607 Copeland road
Suffolk, Va, 23434

Comment
This is getting out of hand. Stop all the building



Saturday, September 6, 2025

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Name Rose Jory

Address 1228 Wilroy Rd
Suffolk, Va, 23434

Comment

This would mean 500 more families filtering onto to a already high traffic Main St area and more children in over crowded schools with teacher and bus driver shortages. Fix the roads and schools before you add anymore houses in this area.



Monday, September 8, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name

Seth Savage

Address

4359 Lake Prince Drive
Suffolk, VA, 23434

Comment

Our roads are already crowded and the great city of Suffolk can not handle 500 plus more homes within this area. Please reconsider



Friday, September 5, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Shawn Andrews

Address 338 Highland Ave
Suffolk, VA, 23434

Comment
Figure out the traffic situation and over crowding at hand before dumping 500 homes into an already suffocating town. Highly opposed.



Friday, September 5, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Shelby Kershner

Address 503 Kilby Shores Dr
Suffolk, VA, 23434

Comment

Though I may be just one voice, I respectfully urge you to read this letter with an open mind and consider the true cost of continued development in Suffolk - and whether it is truly worth what we're giving up.

Thank you for your time.

File Upload



Letter to City of Suffolk.docx

As someone born and raised in Suffolk, Virginia, I've had the privilege of growing up surrounded by the natural beauty, rich farmland, and rural charm that make our city unique. For 22 years, Suffolk has been my home - a place deeply rooted in agriculture, open landscapes, and a close-knit community spirit.

That's why it's deeply disheartening to witness the rapid increase in new housing developments and warehouses overtaking our natural spaces. Suffolk is known for its forests, lakes, and farmland - not for endless subdivisions and concrete. As a former President of the Kings Fork High School FFA chapter, I've long been an advocate for the preservation of our farmlands and green spaces. Watching them disappear in the name of development is not just frustrating - it's heartbreaking.

Suffolk is the largest city in Virginia by land area. We have always taken pride in our open spaces and agricultural heritage. These ongoing developments are not just altering the landscape - they're erasing the very identity of our city. With every acre of farmland lost, we lose a part of our history, our culture, and our future.

Additionally, the influx of new housing is already contributing to increased traffic, overcrowded infrastructure, and strain on public services. We must ask ourselves: who truly benefits from this unchecked growth? What long-term value does it bring to the people who already call Suffolk home?

In closing, I, along with many fellow residents, urge our city leaders to take a hard look at the consequences of overdevelopment. We must prioritize smart, sustainable growth that respects our environment and preserves what makes Suffolk special. Let's protect the land, the heritage, and the beauty that define our city - before it's too late.



Thursday, September 4, 2025

Public Comment Form (RZN2025-004, Riversbend)

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Name Shelly/Greg Vieth

Address 6000 meridian obici way
Suffolk, Va, 23434

Comment

We are against the new homes coming in on mainst Suffolk beside Aldi and across from cazadores. The traffic is already a nightmare in the area and congested and will affect where we live so totally against it !



Saturday, September 6, 2025

Public Comment Form (RZN2025-004, Riversbend)

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Name Steven Dillon

Address 341 Westwood Dr
Suffolk, VA, 23434

Comment

This plan to put 500 units just off Main is frankly foolhardy and seems to be without consideration to current roads and services. Any and all council members and managers who support this particular plan need to very seriously reconsider



Friday, September 5, 2025

Public Comment Form (RZN2025-004, Riversbend)

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Name Susan Lampe

Address 227 Jonathan's Way
Suffolk, Va, 23434

Comment

That property should of been used as green space / park. The city has been approving way too much new housing. Our schools are already crowded and there is a major lack of school bus drivers, so the kids are left waiting at the bus stops or at school waiting for available transportation to and from. Our roads are also too crowded and not equipped to handle yet even more cars. Suffolk use to be a nice place to live. But thats not the case anymore. With the construction on 58 along with other roads it almost doubles everyones daily commute to and from work. Im sure several have lost their jobs for being late. The amount of accidents has also increased causing yet even more congestion. The city needs to put a halt on all new housing. The builders have already made way too much money here in suffolk. Perhaps take some of the traffic camera money and build something that is good for the entire community. Parks, boating, sports complex, just something other than more housing until you can fix the traffic, the roads, the schools busting at their seams, lack of reliable and consistent school busing driver shortage. The community does Not want more housing. Not even sure how people can afford to live in the apartments and homes because they ARE all over priced.



Thursday, September 4, 2025

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Name Tiffany Butler

Address 2140 Indian Trl
Suffolk, VA, 23434

Comment
Just NO!!!!!! We don't need more people, more cars or more students! Our city can not handle it!



Thursday, September 4, 2025

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Name Tracy Geller

Address 4755 Deer Forest Rd
Suffolk, VA, 23434

Comment
I oppose this new development. The current infrastructure cant handle it.



Wednesday, September 3, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

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Name Wayne Boyce

Address 5121 Indian Trl
Suffolk, VA, 23434

Comment

What is the goal our city is trying to accomplish. Are we trying to rip the heart and soul out of downtown by filling it up with condos and apartments leaving no room for family areas, restaurants sport complex and just some open space to look at the sky without seeing balconies with peoples crap hanging on the railing. Do we want an ugly city or beautiful city with some charm like Downtown Smithfield or Edenton . Hope we are not too late to turn things around for our future generations. I've lived and worked here for 72 years and I Love my city This is our dirt but a lot of it's longtime citizens are moving to other states and county's to get away from all the construction ,rezoning and congestion. All these developers from other places are tearing our citizens and city apart for a dollar not caring about any of us our life style or our lives. We have got to make a change in what we approve for us and future generations. Let's try and save this last piece of open space in or close to downtown before it's built up , make it our Central Park for future Generations.



Tuesday, September 2, 2025

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Name Wendaferd Jenkins

Address PO Box 2003
Suffolk, VA, 23432

Comment

I do not approve of another housing community, especially on Main Street, where there is already too much traffic and it is already too concentrated as being the only area within South Suffolk to shop and do business. There has been way too much of an increase in population and not enough growth in other areas, such as entertainment, restaurants that aren't fast food, or places to shop for things other than groceries, outside of the old and rundown options that have been around for many years. Also, it should not take someone, who has lived here their entire life, up to 15 minutes to pull out of their driveway or onto their road, due to the excessive amount of traffic that now comes to Suffolk.



Friday, September 5, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

Please be advised that this form is for public comment for RZN2025-004, Riversbend only.

All comments provided will be made available to Planning Commission members, City Council members, and the general public.

All comments provided no less than one week prior to the Planning Commission's scheduled meeting will be made available to Planning Commission members, City Council members, and the general public. Comments provided no less than one week prior to City Council's scheduled meeting will be included in staff's report for City Council. All comments received after the deadline may be presented in person by the commenter at the scheduled public hearing.

Name William Campbell

Address 2708 River Watch Drive
Suffolk, VA, 23434

Comment

STOP, STOP, STOP! Stop this chaos. Our city leadership keeps bringing in more homes, condos, apartments but won't build schools, won't widen roads, won't build community centers.

I've been here since 2018 when it was quiet. I'm not opposed to growth that's done correctly.

To be blunt, this city is beginning to suck. It takes forever to get anywhere and we've already moved our children to other schools.

Pathetic considering we're less than 10 minutes from King's Fork.

Quit the b.s.

Taxes haven't even been discussed in this comment. Funny how just across the state line there are cities in NC functioning greatly at a fraction of the tax dollars. It's borderline robbery to live in Suffolk, have little to nothing for people to do, and be paying the money we're paying and deal with the construction we're dealing with.



Sunday, September 7, 2025

Public Comment Form (RZN2025-004, Riversbend)

Planning Commission Meeting - September 16, 2025

Please be advised that this form is for public comment for RZN2025-004, Riversbend only.

All comments provided will be made available to Planning Commission members, City Council members, and the general public.

All comments provided no less than one week prior to the Planning Commission's scheduled meeting will be made available to Planning Commission members, City Council members, and the general public. Comments provided no less than one week prior to City Council's scheduled meeting will be included in staff's report for City Council. All comments received after the deadline may be presented in person by the commenter at the scheduled public hearing.

Name William Webb

Address 810 Dumville Ave
Suffolk, VA, 23434

Comment

Approving the rezoning request for this parcel would not be a smart move for the City on many different fronts. The traffic created by this project, with the developer's estimate being very conservative, would be more than Main St. can handle, especially as there is no room for future expansions. The TIA indicates 5,299 trips, even with the developer only allocating 1.6 trips per day for each of the 168 55+ units, even though the other units are allocated over 3.6 trips per day. This would mean that Main St. would have more daily traffic, according to VDOT's AADT counts, than:

- James River Bridge
- Midtown Tunnel
- Greenbrier Parkway
- Godwin Boulevard
- Bridge Road
- Military Highway
- Rt. 58 beyond the bypass
- J Clyde Morris Boulevard
- Hampton Boulevard
- Lynnhaven Parkway
- Princess Anne Road
- Shore Drive
- Cedar Road

Main Street cannot handle this influx of traffic. The only suggestion for easing the congestion that would come with this project is "traffic signal optimization". If that was a cure-all solution, I am sure that Suffolk Public Works would have implemented that instead of spending and planning to spend \$500+ million on road expansion projects throughout the City, including Rt. 58 (\$83 million), Rt. 460 (\$101 million), Bridge Road (\$225 million), Godwin Blvd (\$24 million), and many more. Again, all of those roads have less traffic than what will be on Main Street if this rezoning is approved.

The 55+ units seem to have a consistent theme in this rezoning: under allocation. The trip generation is

undercounted, the student generation is undercounted, and the actual restrictions are being obfuscated. Under the proffered condition by the developer, being only the federal HUD restrictions for 55+, 20% of the units are fair game for anyone, no matter what their age. The other 80% of the units only have to have a single resident at 55+. They can have anyone else, with no minimum age restriction, as long as they check the box for the one 55+ resident. As all of the units are going to be 2 bedrooms+, I find it highly disingenuous for the developer to state that no students will be generated from these units, when they should be fully aware of the actual restrictions (or lack thereof) of the proffer they are making on the 55+ units.

Lastly, the financial proffer, i.e. donating the VDOT building, is a terrible trade versus the standard proffer for advancing capacity. As the appraisal makes clear, the building will have an after-renovation value of around \$6 million. During my meetings with Kevin Hughes, interim City Manager, he stated that renovation costs would likely run in the \$4-5+ million, with that number possibly going even higher once they get into the bones of the building. Doing some quick math, that would mean the building, as it stands today, has next to no real value, with it likely maxing out around \$1 million. The City should not accept this proffer, as it is effectively giving a multi-million dollar handout to the developer. An accurate counting of the students beyond capacity, properly applying the 55+ 80/20 rule, would yield \$8.9 million. Even excluding the 55+, a proper review and accounting of the pipeline developments would yield over \$4 million. The \$4.7 million figure that the developer has included in their application is woefully inaccurate in its calculation, with that number, as low as it is, still being a far better proffer than the VDOT building. The City and EDA has already donated to VDOT over \$4.5 million in land in Northgate Commerce Park, as well as the City spending over \$1 million on a 140,000 sqft BMP pond for the Northgate VDOT site. The City should not be wasting even more of the taxpayer's money by accepting this absurd proffer. If the City really wants the building, then they should strike a separate agreement with VDOT or NVR to purchase the site. Accepting this proffer in lieu of the millions in advancing student capacity is wrong for the City, and especially the students and staff of Suffolk Public Schools.

All in all, this is not the right project for this parcel. Suffolk is 430 square miles. If NVR is intent on building these units, which brings nothing new to the housing choices in the City, then they should find another site. I urge the Planning Commission and City Council to vote no on this rezoning application.

ORDINANCE NUMBER _____

AN ORDINANCE TO REZONE AND AMEND THE OFFICIAL ZONING MAP OF THE CITY OF SUFFOLK TO CHANGE THE ZONING FROM B-2, GENERAL COMMERCIAL ZONING DISTRICT, TO RU-18, RESIDENTIAL URBAN-18 (CONDITIONAL) ZONING DISTRICT, TO APPLY PROFFERED CONDITIONS TO PROPERTY ZONED MIXED USE DEVELOPMENT OVERLAY DISTRICT, MUD, AND TO APPLY PROFFERED CONDITIONS TO PROPERTY ZONED B-2, GENERAL COMMERCIAL ZONING DISTRICT, FOR PROPERTY LOCATED AT 1700 & 1802 NORTH MAIN STREET, ZONING MAP 25, PARCELS 45A AND 45E, AND ZONING MAP 26E, PARCEL F*G*PT*J, ACCOUNT NUMBER 253066200, 253067100, AND 254001810; RZN2025-004 (CONDITIONAL)

WHEREAS, Adam Edbauer, applicant, on behalf of the Commonwealth of Virginia, property owner, has requested to rezone and amend the official zoning map of the City of Suffolk from Unified Development Ordinance, to rezone and amend the official zoning map of the City of Suffolk to change the zoning from B-2, General Commercial Zoning District, to RU-18, Residential Urban-18 (Conditional) Zoning District for property located at 1700 and 1802 N. Main Street, Zoning Map 25, Parcel 45A, and Zoning Map 26E, Parcel F*G*PT*J, to apply proffered conditions to property zoned MUD, Mixed Use Development Overlay District located at Zoning Map 25, Parcel 45E, and to apply proffered conditions to property zoned B-2, General Commercial Zoning District located at Zoning Map 25, Parcel 45A and Zoning Map 26E, Parcel F*G*PT*J, which land is depicted on Exhibit "C"; and,

WHEREAS, the proposed rezoning and amendment to the official zoning map have been advertised and reviewed by the Planning Commission in compliance with the requirements of state law; and,

WHEREAS, the Planning Commission has made a recommendation as stated in Exhibit "A"; and,

WHEREAS, a public hearing before City Council was duly advertised as required by law and held on the 17th day of December, 2025, at which public hearing the public was presented with the opportunity to comment on the proposed rezoning.

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

Section 1. Exhibit "A," "Planning Commission Recommendation", Exhibit "B," "Voluntary Proffer Statement", Exhibit "C," "Property Map", Exhibit "D," "Riversbend Rezoning Exhibit," Exhibit "E," "Riversbend Pattern Book," which are attached hereto, are hereby incorporated as part of this ordinance.

Section 2. Findings.

A. Council finds that the proposed rezoning is reasonable, and warranted due to a mistake or change in circumstances affecting the property, and has considered the following factors and finds that the proposed rezoning does not conflict with:

1. the existing use and character of property within the City;

2. the Comprehensive Plan;
3. the suitability of the property for various uses;
4. the trends of growth or change;
5. the current or future requirements of the community as to land for various purposes as determined by population, economic, and other studies;
6. the transportation requirements of the community;
7. the requirements for airports, housing, schools, parks, playgrounds, recreation areas or other public services;
8. the conservation of natural resources;
9. the preservation of flood plains;
10. the preservation of agricultural and forestal land;
11. the conservation of properties and their values;
12. the encouragement of the most appropriate use of land throughout the City; and,
13. the expressed purpose of the City's Unified Development Ordinance (UDO), as set out in Section 31-102 of the UDO, as amended, and Section 15.2-2283 of the Code of Virginia, (1950), as amended.

B. The Suffolk City Council makes the following specific findings as to the conditions of the rezoning:

1. the proposed rezoning itself gives rise to the need for the proffered conditions;
2. the proffered conditions have a reasonable relationship to the rezoning; and
3. the proffered conditions are in conformity with the 2045 Comprehensive Plan as adopted by City Council on December 18, 2024.

Section 3. Rezoning.

1. The conditions proffered in the attached Exhibit "B" be, and are hereby accepted.
2. The property as shown on the attached Exhibit "C" is hereby conditionally rezoned and the official zoning map be, and is hereby,

amended from B-2, General Commercial Zoning District, to RU-18, Residential Urban-18 (Conditional) zoning district.

3. The foregoing rezoning and amendment to the official zoning map are expressly made subject to the performance of the conditions hereby proffered and accepted. These conditions shall remain in effect until a subsequent amendment changes the zoning of the property; however, such conditions shall continue if the subsequent amendment is part of a comprehensive implementation of a new or substantially revised zoning ordinance.

Section 4. Recordation.

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

This ordinance shall be effective upon passage and shall not be published or codified.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:



William E. Hutchings, Jr., City Attorney

EXHIBIT "A"

RESOLUTION NO. 25-10-03

CITY OF SUFFOLK PLANNING COMMISSION

**A RESOLUTION TO PRESENT A REPORT AND RECOMMENDATION
TO CITY COUNCIL RELATING TO REZONING REQUEST
RZN2025-004 (CONDITIONAL)
TO CHANGE THE ZONING FROM B-2, GENERAL COMMERCIAL ZONING
DISTRICT, TO RU-18, RESIDENTIAL URBAN-18 (CONDITIONAL) ZONING
DISTRICT, ADD PROFFERED CONDITIONS FOR A PARCEL ZONED MUD, MIXED
USE DEVELOPMENT OVERLAY, AND TO APPLY PROFFERS TO PROPERTY
ZONED B-2, GENERAL COMMERCIAL ZONING DISTRICT, FOR PROPERTY
LOCATED AT 1700 & 1802 NORTH MAIN STREET, ZONING MAP 25, PARCELS 45A
AND 45E, AND ZONING MAP 26E, PARCEL F*G*PT*J, ACCOUNT NUMBER
253066200, 253067100, AND 254001810**

WHEREAS, Adam Edbauer, applicant, on behalf of the Commonwealth of Virginia, property owner, has requested to change the zoning from B-2, General Commercial Zoning District, to RU-18, Residential Urban-18 (Conditional) Zoning District, add proffered conditions for a parcel zoned MUD, Mixed Use Development Overlay, and apply proffers to property zoned B-2, General Commercial Zoning District, on property located 1700 & 1802 North Main Street, Zoning Map 25, Parcels 45A and 45E, and Zoning Map 26E, Parcel F*G*PT*J; and

WHEREAS, the procedural requirements for the consideration of this request by the Planning Commission have been met.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Suffolk, Virginia, that:

Section 1. Findings.

- A. The Suffolk Planning Commission finds that the proposed rezoning is reasonable, and warranted due to a change in circumstances affecting the property, and has considered the following factors and finds that the proposed rezoning does not conflict with:
1. the existing use and character of property within the City;
 2. the Comprehensive Plan;
 3. the suitability of the property for various uses;
 4. the trends of growth or change;
 5. the current or future requirements of the community as to land for various purposes as determined by population and economic studies and other studies;

6. the transportation requirements of the community;
7. the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services;
8. the conservation of natural resources;
9. the preservation of flood plains;
10. the preservation of agricultural and forestal land;
11. the conservation of properties and their values;
12. the encouragement of the most appropriate use of land throughout the City;
13. the expressed purpose of the City's Unified Development Ordinances as set out in Section 31-102 of the Code of the City of Suffolk (1998), as amended, and Section 15.2-2283 of the Code of Virginia, (1950), as amended ("Va. Code").

B. The Suffolk Planning Commission makes the following specific findings to the conditions of the rezoning:

1. the proposed rezoning itself gives rise to the need for the proffered conditions;
2. the proffered conditions have a reasonable relationship to the rezoning; and
3. the proffered conditions are in conformity with the 2045 Comprehensive Plan as adopted by City Council on December 18, 2024.

Section 2. Recommendation to Council

The Planning Commission recommends to City Council that the request, RZN2025-004 (Conditional), be:

- a. Granted as submitted, and the City Council adopt the proposed Ordinance without modification.
- b. Denied, and that Council not adopt the proposed Ordinance.
- c. Granted with the modifications set forth on the attached listing of specific recommendations, and that Council adopt the proposed Ordinance with such modifications.

READ AND PASSED: October 21, 2025

TESTE: 

VOLUNTARY PROFFER STATEMENT

I hereby voluntarily proffer that the development of the property owned by me proposed for reclassification under this application shall be in strict accordance with the conditions set forth below.

The following conditions (add additional sheets if necessary) are voluntarily proffered for the reclassification of property identified as Tax Map Number(s) 25-45A, 26E*F*G*PT*J, 25*45E, Block Number _____, Account Number(s) 253066200, 253067100, 254001810.

1. A maximum of 497 total dwelling units may be constructed within the RU-18 zoned portion of the property. This shall include 168 age-restricted Active Adult units which are limited to residents age 55 or older in accordance with HUD standards and 329 single-family attached townhome units.
2. The residential buildings shall be developed in substantial conformance with the architectural elevations included in the Pattern Book dated July 11, 2025, prepared by Land Planning Solutions.
3. The developer shall make the road improvements as outlined in the approved Traffic Impact Study, prepared by VHB dated August 13, 2025
4. The applicant will convey the existing District Office building and the surrounding +/-2.3 acres of property within 30 days of subdivision plat approval. This conveyance will be in lieu of the schools impact to advance capacity for this proposed development, which are calculated to be \$4,708,322.87. The property's appraised value is \$6,270,000. The applicant and City of Suffolk will complete a development agreement for the land within the +/-2.3 acre area that surrounds the existing building.
5. The applicant and the Economic Development Authority will complete a maintenance agreement for the common open space for the 6.6 acres of B2 property adjacent to Main Street.

Applicant Signature: 

Date: 12/04/25

Property Owner Signature:  P.E.

Date: 12/04/25

Property Owner Signature: _____

Date: _____

VOLUNTARY PROFFER STATEMENT

I hereby voluntarily proffer that the development of the property owned by me proposed for reclassification under this application shall be in strict accordance with the conditions set forth below.

The following conditions (add additional sheets if necessary) are voluntarily proffered for the reclassification of property identified as Tax Map Number(s) 25-45A, 26E*F*G*PT*J, 25*45E,
Block Number _____, Account Number(s) 253066200, 253067100, 254001810.

6. No certificate of occupancy shall be issued for residential occupancy (not to include not more than (3) model homes while open for public access and the age-restricted active adult units) except in accordance with the following schedule for calendar years 2026-2031, which shall be cumulative (meaning that if in a given calendar year not all certificates are requested or approved that amount will be available in the following years in addition):
- a. 2026 no certificate of occupancy shall be requested or approved.
 - b. 2027 no certificate of occupancy shall be requested or approved.
 - c. 2028 a maximum of 100 certificates of occupancy shall be requested and approved.
 - d. 2029 a maximum of 100 certificates of occupancy shall be requested and approved.
 - e. 2030 a maximum of 100 certificates of occupancy shall be requested and approved.
 - f. 2031 a maximum of 29 certificates of occupancy shall be requested and approved.

Applicant Signature: 

Date: 12/04/25

Property Owner Signature:  P.E.

Date: 12/04/25

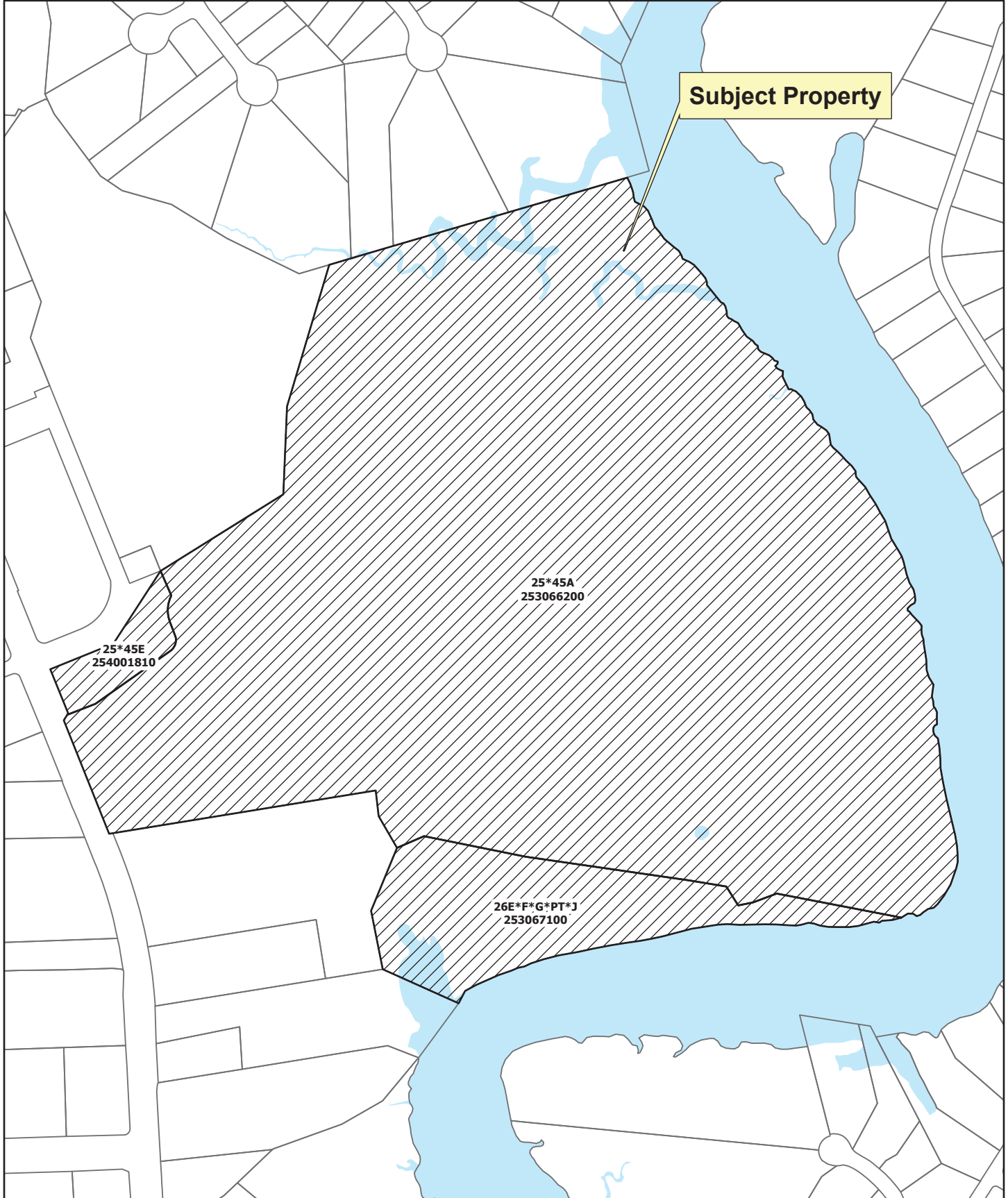
Property Owner Signature: _____

Date: _____



PROPERTY MAP RZN2025-00004

EXHIBIT C



Author: KOSSAI
Date: 05-05- 2025

0 145 290 580 870 1,160
Feet

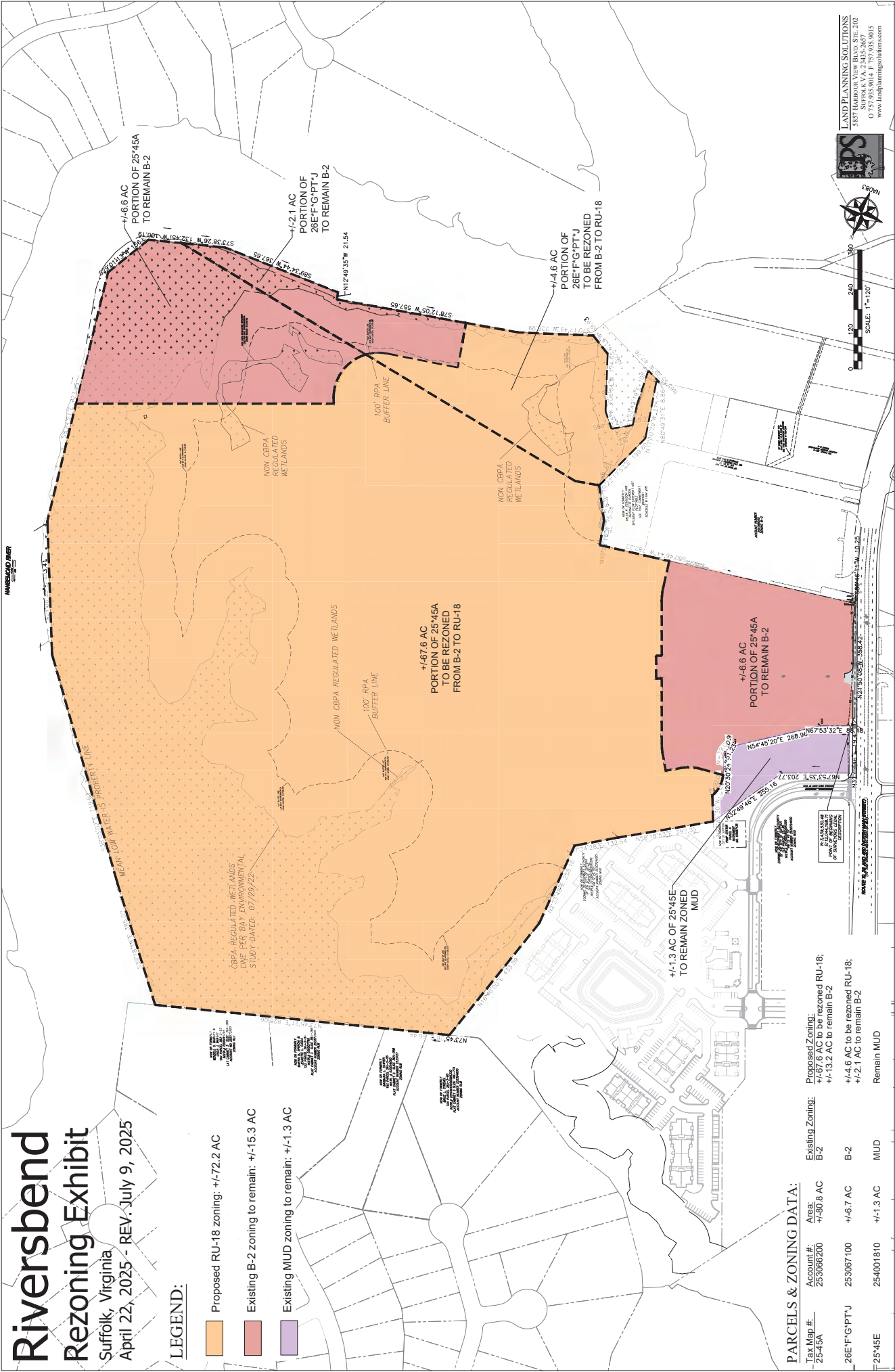


Riversbend Rezoning Exhibit

Suffolk, Virginia
April 22, 2025 - REV. July 9, 2025

LEGEND:

- Proposed RU-18 zoning: +/-72.2 AC
- Existing B-2 zoning to remain: +/-15.3 AC
- Existing MUD zoning to remain: +/-1.3 AC



PARCELS & ZONING DATA:

Tax Map #:	Account #:	Area:	Existing Zoning:	Proposed Zoning:
25-45A	253066200	+/-80.8 AC	B-2	+/-67.6 AC to be rezoned RU-18; +/-13.2 AC to remain B-2
28E'F'G'PT'J	253067100	+/-6.7 AC	B-2	+/-4.6 AC to be rezoned RU-18; +/-2.1 AC to remain B-2
25-45E	254001810	+/-1.3 AC	MUD	Remain MUD

LAND PLANNING SOLUTIONS
3857 HARBOUR VIEW BLVD, STE. 202
SUITE 202
O. SUFPOK VA, 23465-2657
P. SUFPOK VA, 23465-9005
www.landplanning-solutions.com



RIVERSBEND

Suffolk, Virginia
Revised July 11, 2025

Prepared for:



Prepared by:



LAND PLANNING SOLUTIONS
3857 HARBOR VIEW BLVD, SUITE 202
FARMERSVILLE, VA 23061
O: 757.935.8014 F: 757.935.9015



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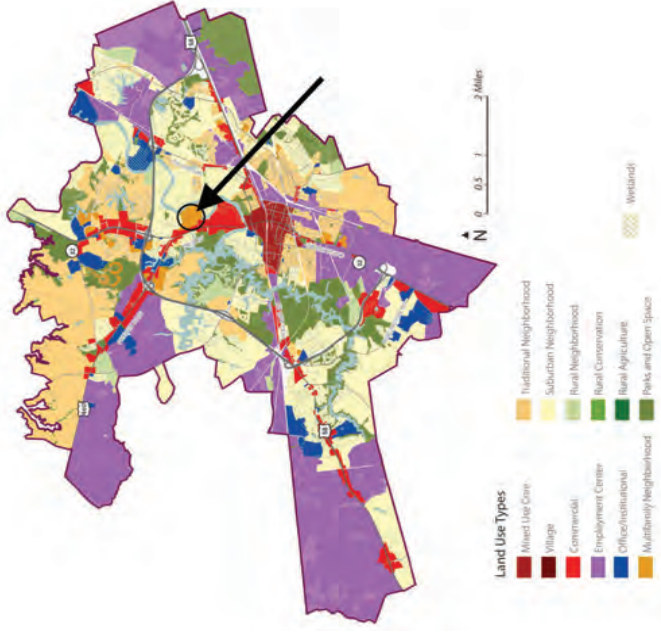
AMENITIES PG 15-16





INTRODUCTION

Riversbend is located at 1700 North Main Street, Suffolk, Virginia. The site is located one mile south of the Route 58 Bypass and 1.1 miles north of the Constance Road/N. Main Street intersection. This proposed development is consistent with the 2045 Comprehensive Plan as the front of the property will remain part of the Commercial land use district and the majority of the rear of the site will be converted to the Multifamily land use district.

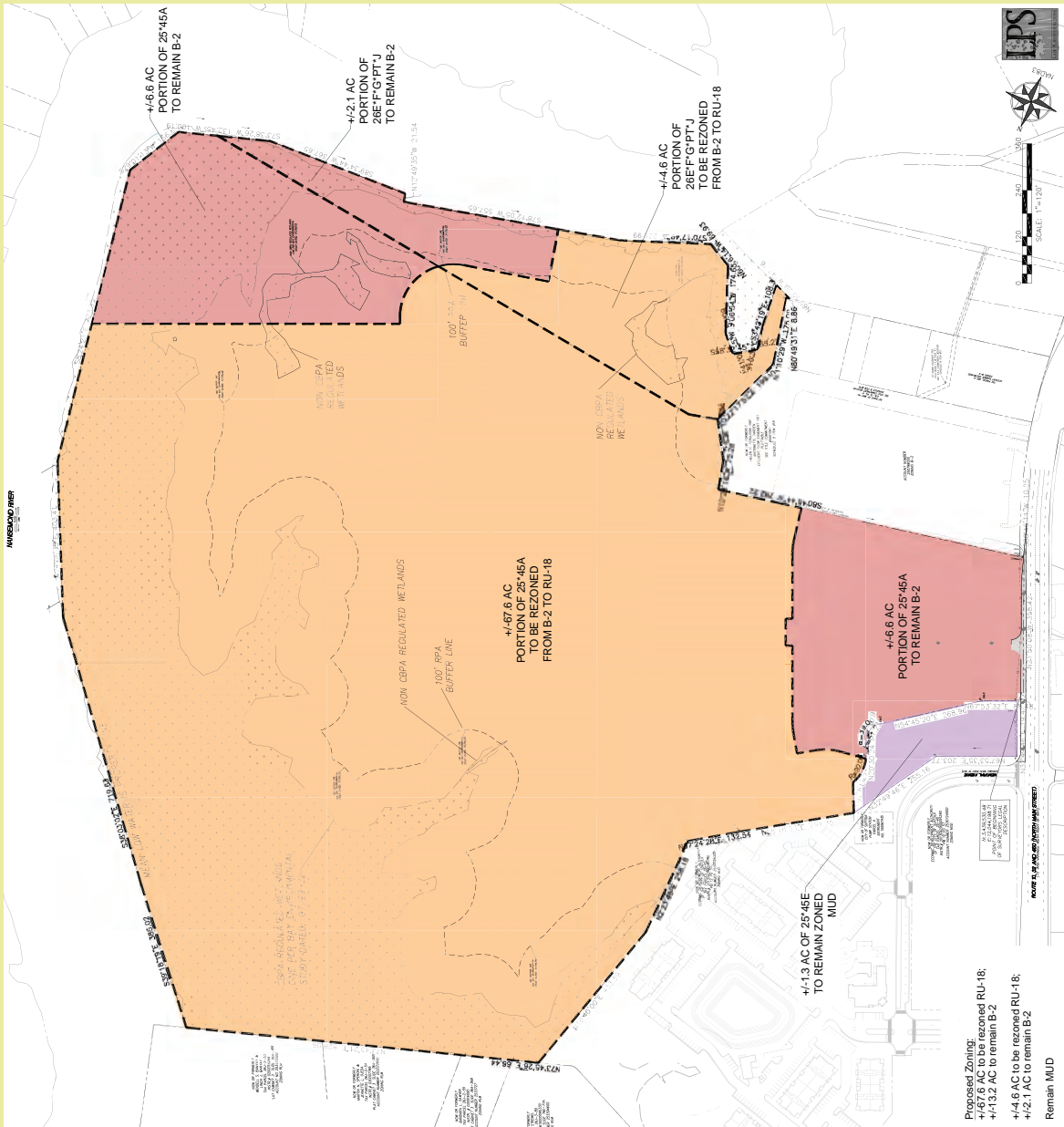


REZONING

The affected parcels include Tax Map Parcels 25°45A, 26E°G°PT°J, and 25°45E. The first two parcels are currently zoned B-2, General Commercial, and SCOD, Special Corridor Overlay District. The third parcel, Tax Map 25°45E, is owned by the Economic Development Authority and would remain zoned MUD to allow for a +/-1.6-acre park. The majority of the property will be rezoned to the RU-18, Residential Urban zoning district, to develop a total of roughly 497 dwelling units. A +/-6.6-acre site fronting North Main Street adjacent to the Ford dealership is reserved for commercial use and a second +/-8.7-acre commercial site is reserved at the southeastern corner of the property along the Nansmond River to allow for a small public marina, restaurant or event space, and community clubhouse and pool.

LEGEND:

- Proposed RU-18 zoning: +/-72.2 AC
- Existing B-2 zoning to remain: +/-15.3 AC
- Existing MUD zoning to remain: +/-1.3 AC



CONCEPTUAL MASTER PLAN

Riversbend is proposed to develop a total of roughly 497 dwelling units comprised of a mix of 4-story active adult buildings, 4-story back-to-back townhomes, 1 over 1 condos and 3-story front and rear loaded townhomes. The front commercial site contains a historic 3-story brick building approximately 38,000 square feet in size that is suitable for office space and has the potential for two vertical mixed-use buildings. The rear commercial site along the Nansemond River will allow for a public marina, restaurant or event space, and community clubhouse and pool.

SITE DATA:

Tax Map #: 25-45A, 26E*F*G*P*J, 25*45E

Current Zoning: B-2 (SCOD) & MUD
Proposed Zoning: B-2 (SCOD), MUD and RU-18
 Total Site Area: +/-88.8 ac.
 Area to Remain B-2: +/-15.3 ac.
 Area to Remain MUD: +/-1.3 ac.

Proposed RU-18 Area: +/-72.2 ac.
 Critical Area: +/-35.9 ac.
 Net Site Area: +/-36.3 ac.

TABULATION:

RU-18 Development:
 4 Story Condo Active Adult (Mosaic): 168 units
 Parking Provided: 296 space @ 1.7 per unit
 4 Story Back to back Towns (Romeo & Juliet): 200 units
 3 Story Townhomes Front Load (20x42'): 75 units
 3 Story Townhomes Rear Load(20x42'): 54 units
Total Units Provided: 497 units
 Net Density: 13.7 units/acre

Notes:
 1. No 1 bedroom units are proposed.
 2. Permits shall be pulled to remove any AST/UST that may be on-site through the Fire Marshal's Office.



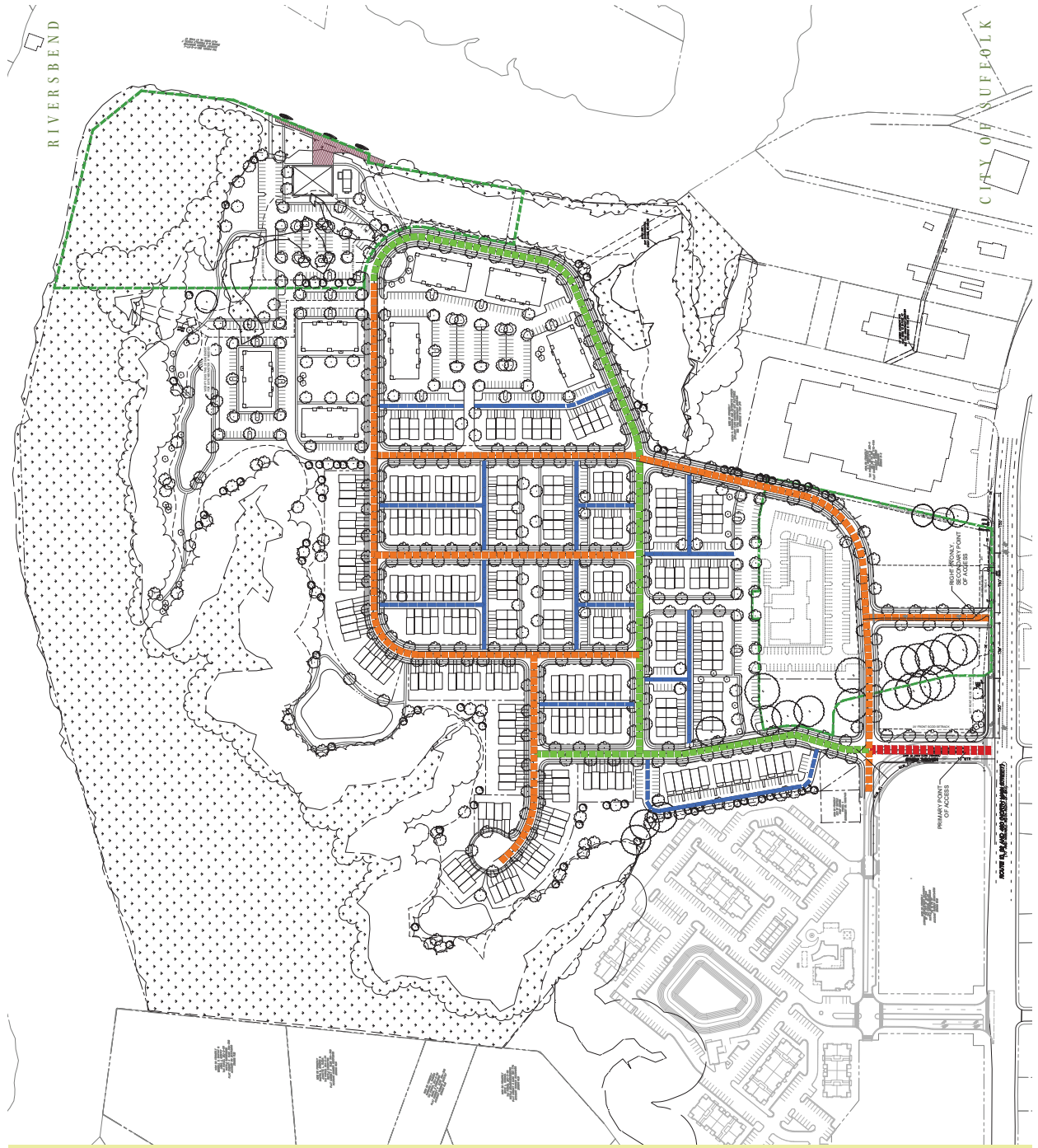
STREETS

LEGEND:

-  70' PUBLIC ROW (ENTRY ROAD)
-  60' PUBLIC ROW
-  50' PUBLIC ROW
-  PRIVATE ALLEYS

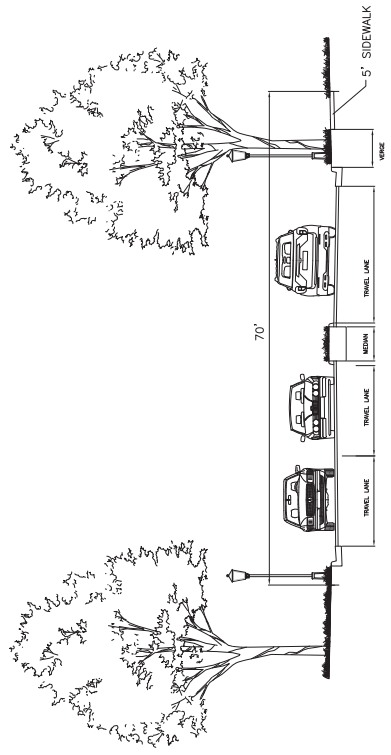
Notes:

1. Local residential street segments carrying 400 vehicles per day shall feature 36-foot pavement width.
2. Streets providing access to the boat ramp and restaurant shall be adequately designed to accommodate vehicles with trailers.

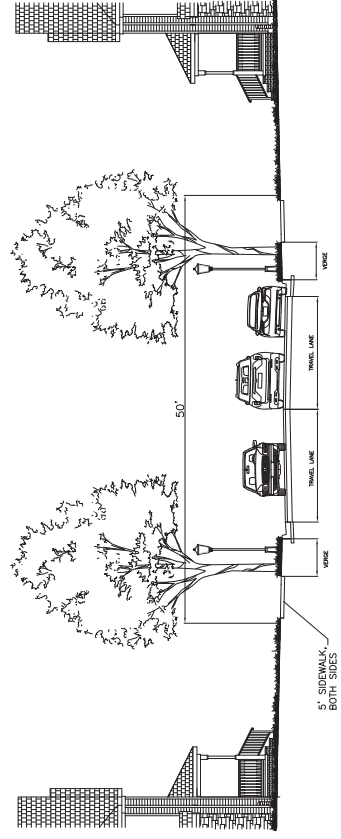


STREET SECTIONS

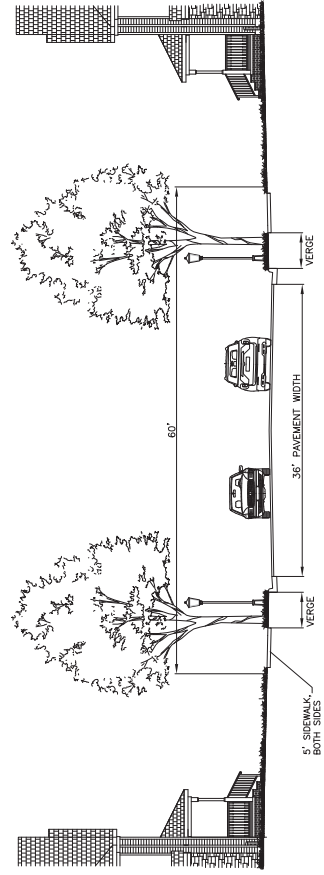
RIVERSBEND



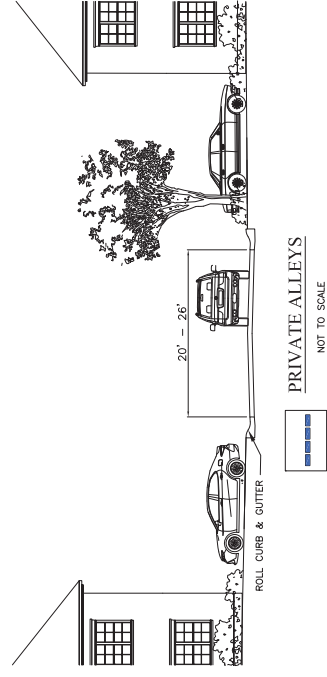
70' PUBLIC ROW - ENTRY ROAD
 NOT TO SCALE
 NO ON-STREET PARKING



50' PUBLIC ROW
 NOT TO SCALE
 ON-STREET PARKING ONE SIDE ONLY



60' PUBLIC ROW
 NOT TO SCALE



PRIVATE ALLEYS
 NOT TO SCALE

CITY OF SUFFOLK

RIVERSBEND

OPEN SPACE PLAN

SITE DATA:

Tax Map #: 25-45A, 26E*F*G*PT*J, 25*45E

Current Zoning:
B-2 (SCOD) & MUD

Proposed Zoning:
B-2 (SCOD), MUD and RU-18

Total Site Area:
+/-88.8 ac.

Area to Remain B-2:
+/-15.3 ac.

Area to Remain MUD:
+/-1.3 ac.

Proposed RU-18 Area:
+/-72.2 ac.

Critical Area:
+/-35.9 ac.

Net Site Area:
+/-36.3 ac.

LEGEND:

-  WETLANDS
-  PRESERVED TREE CANOPY/RPA BUFFER
-  PONDS
-  OPEN SPACE
-  PARKS/GREENS
-  PRESERVED TREES IF POSSIBLE
-  SIDEWALKS



Riversbend will feature over 35 acres of environmentally sensitive areas, a waterfront boardwalk, pool, and numerous pocket parks, greens between buildings, and trails for residents to enjoy. All of these open space areas interspersed throughout the community will encourage outdoor recreation.

CITY OF SUFFOLK

ARCHITECTURE

The architectural design of the community blends timeless character with contemporary living. This section showcases the elevations of proposed condos, townhomes, and back-to-back townhomes, illustrating a cohesive aesthetic that emphasizes quality, variety, and a strong sense of place.



RIVERSBEND



ACTIVE ADULT CONDOS



CITY OF SUFFOLK

*IMAGES ARE FOR ILLUSTRATIVE PURPOSES ONLY

RIVERSBEND



BACK TO BACK TOWNHOMES



CITY OF SUFFOLK



*IMAGES ARE FOR ILLUSTRATIVE PURPOSES ONLY

RIVERSBEND



REAR LOAD TOWNHOMES



CITY OF SUFFOLK

*IMAGES ARE FOR ILLUSTRATIVE PURPOSES ONLY

RIVERSBEND



FRONT LOAD TOWNHOMES



*SIDE ELEVATION APPLICABLE TO FRONT AND REAR LOAD TOWNHOMES





AMENITIES

All amenities shall be architecturally integrated with their surroundings in terms of size, shape, color, texture, and lighting so that they are complimentary to the overall design of the buildings. The overall landscape shall be designed to unify and be in harmony with the various components of the development through the use of appropriate plantings along the streetscape, buffers and entrances to the community.



WATERFRONT DINING



BIKE RACKS

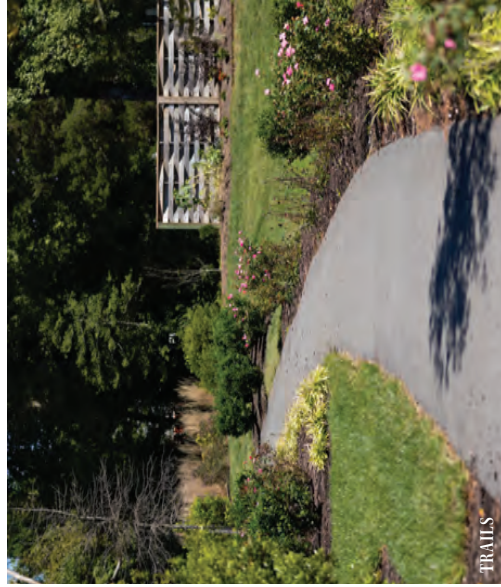


BENCHES



MARINA

CITY OF SUFFOLK



TRAILS



FULL CUTOFF LIGHTING

*IMAGES ARE FOR ILLUSTRATIVE PURPOSES ONLY

Resolutions

Staff Reports

Motions

Non-Agenda Speakers

New Business

Announcements and Comments