



**Franklin City Council Agenda  
June 28, 2021  
Council Chambers  
207 West Second Avenue  
Franklin, Virginia 23851**

**6:00 P.M.**

**Work Session Virginia Department of Historic Resources**

**7:00 P.M.**

**Regular Meeting**

**CALL TO ORDER. . . . . MAYOR FRANK M. RABIL  
PLEASE TURN OFF CELL PHONES. . . . . MAYOR FRANK M. RABIL  
PLEDGE OF ALLEGIANCE  
CITIZEN'S TIME  
AMENDMENTS TO AGENDA**

**1. CONSENT AGENDA:**

A. Approval of June 14, 2021 minutes

**2. FINANCIAL MATTERS:**

- A. Budget Amendment 2021-26
- B. Franklin Municipal Airport Sinkhole Repair Grant Acceptance

**3. OLD/ NEW BUSINESS:**

- A. FRHA Acquisition Resolution #2021-16
- B. Southampton County Courthouse Update
- C. City Manager's Report

**4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS**

**5. CLOSED SESSION**

I move that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects: Beautification Commission, Planning Commission, Industrial Development Authority, and

2.2-3711-A-3, Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body specifically regarding property in Downtown Franklin.

2.2-3711-A-5, Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community specifically along Pretlow Industrial Park, Armory Drive, and Franklin Regional Airport.

**Motion Upon Returning to Open Session-** I move that the City of Franklin, Virginia City Council certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on June 28, 2021; (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

## **6. ADJOURNMENT**

# Revitalization through Rehabilitation



ABOUT THE

VIRGINIA LANDMARKS REGISTER,  
NATIONAL REGISTER OF HISTORIC PLACES,

AND

THE VIRGINIA AND FEDERAL  
HISTORIC TAX CREDIT  
PROGRAM

# Introduction to DHR's Register Program



- **The National Register of Historic Places and the Virginia Landmarks Register make up DHR's Register program.**
- **Both provide permanent documentation and honorary recognition of Virginia's significant historic, architectural, and cultural resources.**



# The Registers – What Are They?



- **Official lists of historic properties**
- **National Preservation Act of 1966 established the National Register (NR)**
- ***Code of Virginia* established the Virginia Landmarks Register (VLR) in 1966**
- **Honorary designations**
- **No property restrictions**
- **Rooted in academic scholarship**

# Direct Economic Benefits of Register Listing



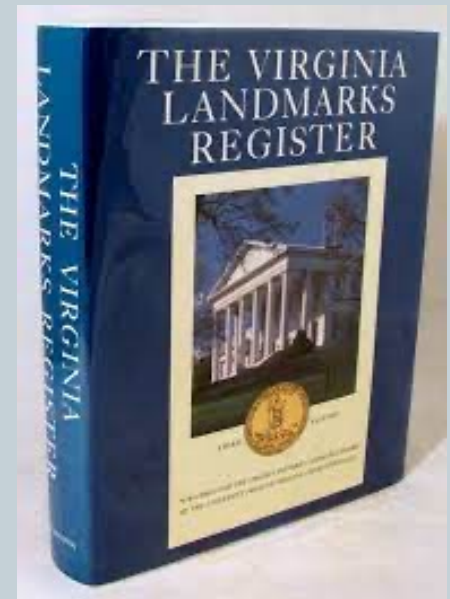
- **Easements**
  - May lower tax burden
  - Lessens inheritance taxes
  - Preserves property for the future
- **Rehabilitation Tax Credits**
  - State and Federal Historic Tax Credits are available



Mineral Depot, Mineral Historic District

# Community and Personal Benefits

- Community Investment
- Local Pride of Place
- Designation Plaques
- Pride of Ownership
- Entry in the Virginia Landmarks Register Book



# Evaluating a Property for Listing



- **Step 1: Complete a Preliminary Information Form (PIF)**
  - DHR staff can assist with the creation of a PIF.
  - Basic architectural, historical, location information, and current photographs are required.
  - The PIF will be evaluated by DHR staff first, then presented to the State Review Board for approval if the property/district is found to be eligible for listing.
- **Step 2: Create a National Register Nomination (NRN)**
  - Both State and National Register programs use the Federal form.
  - Completing the form requires significant architectural and historical research. Consultants who specialize in researching and writing nominations can assist property owners in this process.
  - The State Review Board evaluates the Nomination. If it is accepted, it is immediately listed in the VLR.
  - Approved Nomination is then sent to the National Park Service for their review and approval for inclusion on the National Register of Historic Places.

# What Kind of Properties Can Be Nominated?



- 1. Property has achieved significance at least 50 years ago, or is of exceptional importance**
- 2. Property must meet one of the Register Criteria**
- 3. Property must retain Integrity**

# Four Register Criteria



- **Criterion A:** Association with a historically significant event or pattern of events
- **Criterion B:** Associated with a person significant in our past
- **Criterion C:** Distinctive architecture or engineering, or the work of a master, or possessing high artistic value, or a distinguishable entity (such as a historic district)
- **Criterion D:** Information Potential for History or Prehistory

# Criteria Considerations



- ***Criteria Consideration A:***

- Religious properties deriving significance from artistic or historical importance.

- ***Criteria Consideration B:***

- Moved buildings that are significant for primarily for its architecture, or which is the surviving structure most importantly associated with a historic person or event.

- ***Criteria Consideration C:***

- A birthplace or grave of an important historical figure if there is no other appropriate site or building directly associated with his or her productive life.

- ***Criteria Consideration D:***

- A cemetery which derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events.

# Criteria Considerations (continued)



- ***Criteria Consideration E:***
  - A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived.
- ***Criteria Consideration F:***
  - A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance.
- ***Criteria Consideration G:***
  - A property achieving significance within the past 50 years if it is of exceptional importance.



# Evaluating Integrity



**Integrity is the ability of a property to convey its significance**

- Before you can evaluate the integrity of a property you have to know why, where, how, and when a property is significant.
- Define the essential physical features that must be present for a property to represent its significance.
- Determine which aspects of integrity are most essential to the property being eligible.

# The Seven Aspects of Integrity



**Properties must retain the ability to communicate their significance through:**

1. Location
2. Design
3. Setting
4. Materials
5. Workmanship
6. Feeling
7. Association

**In order to retain integrity, a property must possess several, and often most, of the above aspects.**

# Location



- The place where the historic property was constructed or where the historic event occurred.



**O.H.P. Tanner House, Mecklenburg County, ca. 1769/1820, Listed**







# Setting



- The physical environment of a property.



**Selden Hall, Virginia Beach, 1932, Not eligible**

**Photos ca. 1960s and 2009**

# Materials



- Physical elements used at a particular time and in a particular pattern to form a historic property.



**I-house, Dinwiddie County, ca. 1840s, Not eligible**

**Photos ca. 1930s and 2009**

**Vinyl siding, replacement windows, replacement porch**



# Workmanship



- Physical evidence of the crafts of a particular culture or people during a given period in history or prehistory.



**Baker-Strickler House, Louisa County, ca. 1859, Listed**

# Feeling



- The property's expression of the aesthetic or historic sense of a particular period of time.



**County Training School/Julius Rosenwald High School,  
Northumberland County, 1928, Not Evaluated**



# Association



- The direct link between an important historic event or person and a historic property.



Southern Biscuit Company, Richmond, 1927,  
Listed under Criteria A and C



# IMPORTANT



- **Integrity** and **Condition** are not the same



Thornton House, Halifax County, ca. 1833,  
deteriorating condition but retains integrity.  
Listed under Criteria A and C

# More Information On VHL and NR



- DHR VLR and NR Staff Contact:
  - Lena McDonald
    - ✦ [Lena.Mcdonald@dhr.virginia.gov](mailto:Lena.Mcdonald@dhr.virginia.gov)
    - ✦ 804-482-6439
- Virginia Landmarks Register Website:
  - <https://www.dhr.virginia.gov/historic-register/>
- National Register of Historic Places Website:
  - <https://www.nps.gov/subjects/nationalregister/index.htm>



# Introduction to the HTC Program

- Virginia's program established by General Assembly in 1996.
- Modeled on Federal Historic Rehabilitation Tax Credit Program, which was created in 1977.
- Established to spur economic development and revitalization.



**The Prizery – South Boston**

**Miller & Rhoads - Richmond**

# What are Tax Credits?

- Dollar-for-dollar reduction in income tax liability.
- Available for rehab of certified historic structures.
- Based on percentage of qualified rehabilitation expenditures.
- May be “syndicated,” i.e. transferred to taxpayer in exchange for money.
  - Provides financial leverage for projects.



**Taylor Hotel – Winchester**

# Comparison of Credits

- Federal Program:

- Income-producing buildings only
- 20% credit of eligible expenditures
- 5-year holding period
- 20-year carryforward, 1-year carryback

- State Program:

- Income-producing and owner-occupied buildings
- 25% credit of eligible expenditures
- No holding period
- 10-year carryforward, no carryback



**Beacon Theater – Hopewell**

# How to Qualify

- Must be a **certified** historic structure.
- Work must follow the *Standards for Rehabilitation* and other program guidance.
- Must structure property **ownership** appropriately to take advantage of credits.
- Must meet required **spending thresholds** within measuring period.



Porter Street – Richmond



Lock Lane Apts. – Richmond



Wilton – Middlesex Co.

# 3 Part Application



- Part 1 – Eligibility
- Part 2 – Description of Work
- Part 3 – Certification of Completed Work



# Part 1 – Certification of Significance



- **Certified Historic Structures Must Be:**
  - Individually listed on the National and State registers.
  - Certified as contributing in a listed historic district.
  - State Credit-only: certified as *eligible* for individual listing.

# Part 1

## Is the Building Historic?

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF HISTORIC RESOURCES

STATE HISTORIC REHABILITATION TAX CREDIT PROGRAM  
HISTORIC PRESERVATION CERTIFICATION APPLICATION  
PART 1 - EVALUATION OF SIGNIFICANCE

Project No: \_\_\_\_\_

Instructions: Read the instructions carefully before completing application. No certification will be made unless a completed application form has been received. Type or print clearly in black ink. If additional space is needed, use continuation sheets or attach blank sheets. *Please note that for properties listed individually in the Virginia Landmarks Register, Evaluation of Significance is not required; however, for all properties the first page of this form is to be used to request state credits, for projects for which application is made for both state and federal credits.*

1. **Name of property:** Broke Cottage  
Address of property: Street: 4 College Court  
City: Suffolk County: \_\_\_\_\_ State: VA Zip: 23434  
Name of historic district: Downtown Suffolk Historic District

2. **Check nature of request:**  
 Certification that the building contributes to the significance of the above-named historic district for the purpose of rehabilitation  
 Preliminary determination for individual listing in the Virginia Landmarks Register.  
 Preliminary determination that a building outside the period or area of significance contributes to the significance of the district.

3. **Project contact:**  
Name: Mickey Garcia  
Street: 1058 Colonial Meadows Way City: Virginia Beach  
State: VA Zip: 23454 Daytime Telephone Number: (757) 449-1832

4. **Owner**  
Name: Mickey Garcia Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Organization: Garcia Development, LLC  
Social Security or Taxpayer Identification Number: 72-1529498  
Street: 1058 Colonial Meadows Way City: Virginia Beach  
State: VA Zip: 23454 Daytime Telephone Number: (757) 449-1832

Where is the property?

How is it historic?

Who is the project contact?

Who is the owner?

# Part 1 – The Form

## Is the Building Historic?



**HISTORIC PRESERVATION CERTIFICATION APPLICATION**  
**PART I - EVALUATION OF SIGNIFICANCE**

4 College Court \_\_\_\_\_  
Property Name \_\_\_\_\_ Project No.: \_\_\_\_\_

4 College Court \_\_\_\_\_  
Property Address \_\_\_\_\_

\_\_\_\_\_

**5. Description of physical appearance:**

This property is a side gabled bungalow with a shed roofed front porch. The house is a wood framed bungalow that has a single story and finished basement. The house is four bays wide, with an asymmetric gable. The roof has exposed beams and rafters with decorative braces on the gable ends. There is wood shingle detailing in the gable ends, and articulated roof vents. The front porch is supported by brick piers and articulated battered wood columns.

Date of construction: 1915 \_\_\_\_\_ Source of date: National Register Nomination \_\_\_\_\_

Date(s) of alteration(s): approx. 1940 \_\_\_\_\_

Has building been moved?  yes  no If so, when? \_\_\_\_\_

**6. Statement of significance:**

This house is one of several bungalows included in the bungalow court. The bungalow court is a unique development style for the east coast; it is a development pattern typically found on the west coast of the United States. This house contributes to the pattern of development, and the character of the court. Furthermore, the resource contributes to the character of the Downtown Suffolk Historic District.

**7. Photographs and maps:**

Attach photographs and maps to application.

\_\_\_\_\_

Are continuation sheets attached?  yes  no

DHR Form TC-1, Revised 8/02 Page 1 of 1

What does it look like?

When was it built?

What is its significance?

Don't forget maps and photos!

# Part 1 – Photographic Documentation



## A Few General Notes

- Photographs should clearly document all elevations of the building, its setting, and all significant architectural features and spaces, and any outbuildings.
- Clear and well-lit photos are essential.
- As a general rule of thumb, 20 photographs are usually sufficient for the average project for the Part 1.
  - That said, there is no such thing as too many photos!

# Part 2 – Description of Rehabilitation



COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF HISTORIC RESOURCES

**STATE HISTORIC REHABILITATION TAX CREDIT PROGRAM  
HISTORIC PRESERVATION CERTIFICATION APPLICATION  
PART 2 - DESCRIPTION OF REHABILITATION**

Project No.: \_\_\_\_\_

Instructions: Read the instructions carefully before completing application. No certification will be made unless a completed application form has been received. Type or print clearly in black ink. If additional space is needed, use continuation sheets or attach blank sheets. A copy of this form may be provided to the Virginia Department of Taxation. The decision by the Virginia Department of Historic Resources with respect to certification is made on the basis of the descriptions in this application form. In the event of any discrepancy between the application form and other, supplementary material submitted with it (such as architectural plans, drawings and specifications), the application form shall take precedence.

1. Name of property: Broke Cottage

Address of property: Street: 44 College Court  
City: Suffolk County: N/A State: VA Zip: \_\_\_\_\_

Listed individually in the Virginia Landmarks Register; give date of listing: \_\_\_\_\_  
 Located in a Registered Historic District; specify: Downtown Suffolk Historic District

Has a Part 1 Application (Evaluation of Significance) been submitted for this project?  yes  no  
If yes, date Part 1 submitted: November 6, 2002 Date of certification: \_\_\_\_\_

NPS Project Number (if application for federal tax credits submitted): \_\_\_\_\_

2. Data on building and rehabilitation project:

Date building constructed: 1915 Total number of housing units before rehabilitation: 1  
Type of construction: wood frame Number that are low/moderate income: 0  
Use(s) before rehabilitation: vacant/residential Total number of housing units after rehabilitation: 1  
Proposed use(s) after rehabilitation: residential Number that are low/moderate income: 0  
Estimated cost of rehabilitation: 22000 Floor area before rehabilitation: approx. 2200  
This application covers phase number 1 of 1 phases Floor area after rehabilitation: approx. 2200 (same as before)  
Project/phase start date (est.): July 2002 Completion date (est.): November 2002

3. Project contact:

Name: Marye Boiled  
Street: [REDACTED] City: Norfolk  
State: VA Zip: 23507 Daytime Telephone Number: [REDACTED]

4. Owner:

Name: Merkey Garcia Signature: [Signature] Date: 8/3/02  
Organization: Garcia Development LLC  
Social Security or Taxpayer Identification Number: [REDACTED]  
Street: [REDACTED] City: Virginia Beach  
State: VA Zip: 23454 Daytime Telephone Number: [REDACTED]

**HISTORIC PRESERVATION  
CERTIFICATION APPLICATION  
PART 2**

Property Name: Broke Cottage

Property Address: 44 College Court, Suffolk, VA

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

**5. DETAILED DESCRIPTION OF REHABILITATION/PRESERVATION WORK - (Includes site work, new construction, alterations, etc. Complete below)**

<p><b>Number 1.</b> Architectural feature: <u>Roof</u> Approximate date of feature: <u>1915</u> Describe existing feature and its condition: Roof is collapsed in several locations; original roofing material replaced with asphalt shingles several times. Sheathing covered in 4 layers of asphalt. Photo no. <u>1, 2, 3</u> Drawing no. _____</p>	<p>Describe work and impact on existing feature: Rafters replaced as necessary; existing layers of asphalt shingles removed. Sheathing replaced, as necessary. 35 year Timberline architectural grade shingles installed. Impact will be securing the roof of the building, and ensuring adequate protection from the elements.</p>
<p><b>Number 2.</b> Architectural feature: <u>Gutters &amp; Downspouts</u> Approximate date of feature: <u>unknown</u> Describe existing feature and its condition: Evidence of gutter ties and downspout attachments remain; actual materials no longer on building. Photo no. <u>N/A</u> Drawing no. _____</p>	<p>Describe work and impact on existing feature: Will install gutters and downspouts with 1/2" chips and rounded gutter in white to match trim. All gutters and downspouts will be placed to minimize appearance on the building. Impact will be protection of the building from water damage with minimal alteration to the building.</p>
<p><b>Number 3.</b> Architectural feature: <u>Front Porch</u> Approximate date of feature: <u>1915</u> Describe existing feature and its condition: One story shed roofed porch in fair condition; battered supports with craftsman detailing. Original balustrade in fair condition; porch floor deteriorated with rotten wood, screen torn. Photo no. <u>1, 2</u> Drawing no. _____</p>	<p>Describe work and impact on existing feature: Existing porch to be restored to original condition, using all salvagable materials, and replacing those that are not reusable. All wooden elements to be scraped and painted; porch stairs to be rebuilt. Screens to be removed. Impact will be restoration of original porch configuration, preservation of remaining wooden elements, strengthening deteriorated structural elements.</p>
<p><b>Number 4.</b> Architectural feature: <u>Windows</u> Approximate date of feature: <u>1915</u> Describe existing feature and its condition: 4:1 and 1:1 wood sash windows on first floor, 6:6 wood sash windows in basement; masonry windows over doors in hall. In fair condition with broken glass, some missing window weights and broken sash cords. Peeling paint, sound wood. No storm windows exist. Photo no. <u>All</u> Drawing no. _____</p>	<p>Describe work and impact on existing feature: No new windows to be created. All existing windows to be restored and reused in existing configuration. Windows on rear of sunporch to be replaced with originals found in basement. All broken glass, weights, and sash cords to be fixed. Wood will be scraped, sanded, reglazed (as necessary), and repainted. Impact will be restoration of original windows and reuse in existing locations.</p>

# Part 2 – Description of Rehabilitation



- Submit Part 2 **before** beginning work.
- All proposed work must meet the *Secretary of the Interior's Standards for Rehabilitation*.
- All work must be fully described in writing – supplementary materials are for clarity.
- All work being done at the property must be disclosed and reviewed.

# Eligible Expenditures



- Includes certain soft costs such as architectural and engineering fees, construction period taxes and interest, reasonable developer fees
- Does not include acquisition costs, expenditures attributable to enlargement or additions, landscaping or site work
- CPA verification of expenses required for all projects

# Substantial Rehabilitation Test



- **Federal:**

- Eligible expenditures must exceed the owner's adjusted basis or \$5,000, whichever is greater.

- **State:**

- Non owner-occupied buildings: eligible expenditures must be at least 50% of assessed value.
- Owner-occupied buildings: eligible expenditures must be at least 25% of assessed value.

- Must meet spending thresholds during relevant measuring period.



# Part 2 – The Form



**HISTORIC PRESERVATION  
CERTIFICATION APPLICATION  
PART 2**

Property Name Broke Cottage

Property Address #4 College Court, Suffolk, VA Project Number: \_\_\_\_\_

**5. DETAILED DESCRIPTION OF REHABILITATION/PRESERVATION WORK - Includes site work, new construction, alterations, etc. Complete below.**

<p><b>Number 1.</b> Architectural feature <u>Roof</u> Approximate date of feature <u>1915</u> Describe existing feature and its condition: Roof is collapsed in several locations; original roofing material replaced with asphalt shingles several times. Sheathing covered in 4 layers of asphalt.</p> <p>Photo no. <u>1, 2, 3</u> Drawing no. _____</p>	<p>Describe work and impact on existing feature: As necessary, existing layers of asphalt shingles removed. Sheathing replaced, as necessary. 35 year Timberline architectural grade shingles installed. Impact will be securing the roof of the building, and ensuring adequate protection from the elements.</p>
<p><b>Number 2.</b> Architectural feature <u>Gutters &amp; Downspouts</u> Approximate date of feature <u>unknown</u> Describe existing feature and its condition: Evidence of gutter ties and downspout attachments remain; actual materials no longer on building.</p> <p>Photo no. <u>N/A</u> Drawing no. _____</p>	<p>Describe work and impact on existing feature: Will install gutters and downspouts. Round gutter in white to match trim. All gutters and downspouts placed to minimize appearance on the building. Impact will be protection of the building from water damage with minimal alteration to the building.</p>
<p><b>Number 3.</b> Architectural feature <u>Front Porch</u> Approximate date of feature <u>1915</u> Describe existing feature and its condition: One story shed roof porch in fair condition; battered supports with craftsman detailing. Original balustrade in fair condition; porch floor deteriorated with rotten wood; screen torn.</p> <p>Photo no. <u>1, 2</u> Drawing no. _____</p>	<p>Describe work and impact on existing feature: Existing porch to be restored to original condition, using all salvageable materials, and replacing those that are not reusable. All wooden elements to be scraped and painted; porch stairs to be rebuilt. Screen to be removed. Impact will be restoration of original porch configuration, preservation of remaining wooden elements, strengthening deteriorated structural elements.</p>
<p><b>Number 4.</b> Architectural feature <u>Windows</u> Approximate date of feature <u>1915</u> Describe existing feature and its condition: 4/1 and 1/1 wood sash windows on first floor; 6/6 wood sash windows in basement; transom windows over doors in hall. In fair condition with broken glass, some missing window weights and broken sash cords. Peeling paint, sound wood. No storm windows exist.</p> <p>Photo no. <u>All</u> Drawing no. _____</p>	<p>Describe work and impact on existing feature: No new windows to be created. All existing windows to be restored and reused in existing configuration; windows on rear of sunporch to be replaced with originals found in basement. All broken glass, weights, and sash cords to be fixed. Wood will be scraped, sanded, reglazed (as necessary), and repainted. Impact will be restoration of original windows and reuse in existing locations.</p>

DHR Form TC-2; Revised 8/02 Page 2 of 8

What is the architectural feature?

When was it constructed?

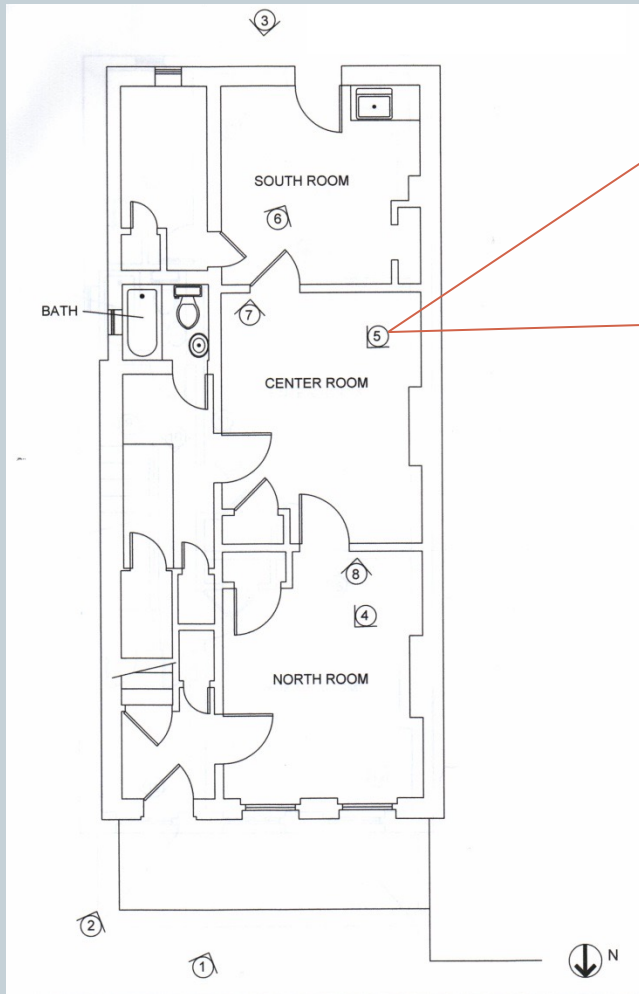
What does it look like?

Match it up with the photos and drawings

Now tell us how it will be treated in the rehabilitation: Repaired? Replaced? Left Alone?

This is the most important part of the application!

# Part 2 – The Photos



## • Photo Key

- Submit a plan of the existing building that is tied to the photographs

## • Subject Matter

- All areas of the structure
- Interior and Exterior
- Detail and Overall Photos
- Remember – it is better to have something documented for your own peace of mind.

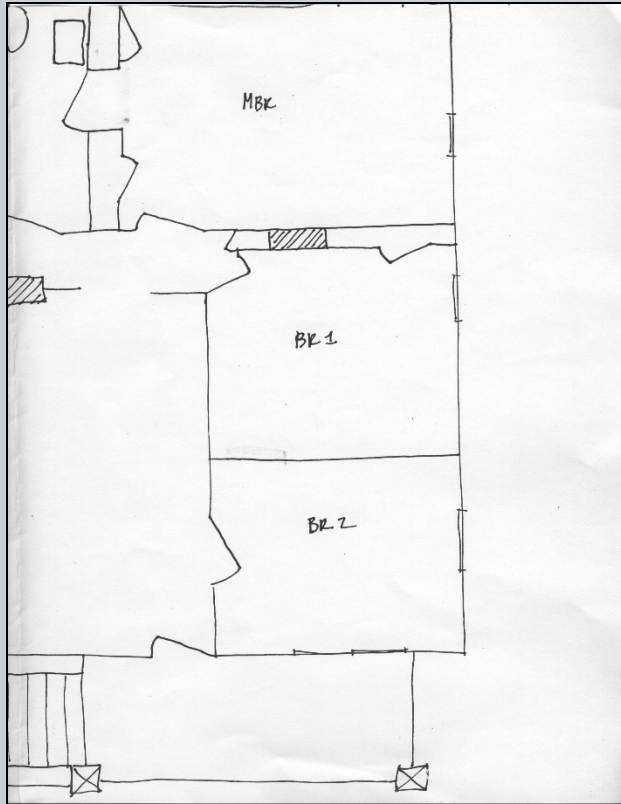
## Part 2 –The Photos



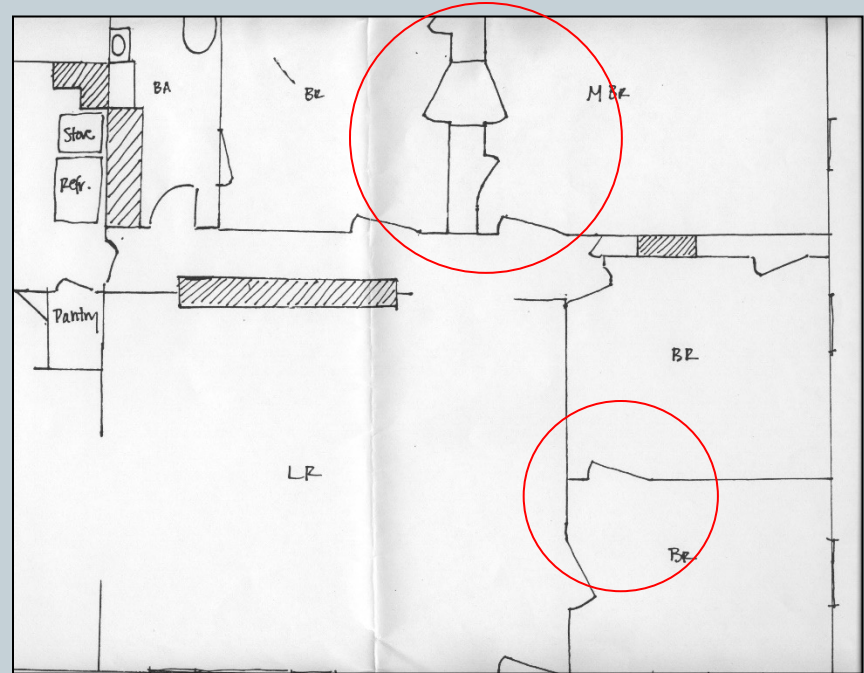
- Photos should show the existing conditions, even if the work has already started.



# Part 2 – The Floor Plans



Existing Condition



Proposed Changes

## Part 2 – Essentials



- Application Form
- Photographs
- Plans and Elevation Drawings
- Specifications for Replacements
- The Part 2 Fee & Billing Statement



# Amendments – Change Happens!



- All changes to the project scope MUST be reviewed and approved.
- Changed items can be grouped into a single Amendment submission.
- If a response letter asks a question or requests additional information, send it as an Amendment.
  - ***Don't forget! There was a reason we asked!***

# Part 3 – Certification of Completed Work

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF HISTORIC RESOURCES

## PART 3 - REQUEST FOR CERTIFICATION OF COMPLETED WORK STATE HISTORIC REHABILITATION TAX CREDIT PROGRAM HISTORIC PRESERVATION CERTIFICATION APPLICATION

DHR Project No. \_\_\_\_\_

**Instructions:** Upon completion of the rehabilitation, submit this form with photographs of the completed work (both exterior and interior views), together with the appropriate review fee. If a Part 2 application has not been previously submitted, it must accompany this Request for Certification of Completed Work. Type or print clearly in black ink. The decision by the Virginia Department of Historic Resources with respect to certification is made on the basis of the descriptions in this application form. In the event of any discrepancy between the application form and other, supplementary material submitted with it (such as architectural plans, drawings, and specifications), the application form shall take precedence.  
*Please note that the deadline for application for the state credit is one year after your completion date. You must submit a complete, fully documented application (Part 1, 2, and 3) by this date in order to qualify for the state credit.*

### Data on property:

Name of property: \_\_\_\_\_  
Address of property Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: Virginia Zip: \_\_\_\_\_  
Is this property a certified historic structure? Yes No  
Individually listed on the Virginia Landmarks Register  
Certified as contributing structure in listed historic district (attach VDHR letter of certification)  
Certified as eligible for individual listing on the Virginia Landmarks Register (attach VDHR letter of certification)

### Data on rehabilitation project:

Project starting date: \_\_\_\_\_  
This application covers number \_\_\_\_\_ of \_\_\_\_\_ phases.  
Date of final Certificate of Occupancy (or, if no Certificate of Occupancy was issued, date rehabilitation work was completed): \_\_\_\_\_  
Costs attributed solely to the rehabilitation of the historic structure:  
\$ \_\_\_\_\_ (If over \$100,000 attach CPA certification)  
Costs attributed to new construction associated with the rehabilitation, including additions, site work, parking lots, landscaping:  
\$ \_\_\_\_\_  
Assessed value of the building in the year prior to the start of the rehabilitation project:  
\$ \_\_\_\_\_  
As defined under §58.1-3392, the building:  is owner-occupied  is not owner-occupied  
Following rehabilitation, the building will be used for:  
Owner-occupied single-family residence  
Rental housing  
Market rate Number of units: \_\_\_\_\_  
Low/moderate income Number of units: \_\_\_\_\_  
Assisted living Number of units: \_\_\_\_\_  
Office/commercial space  
Retail space  
Industrial space  
Hotel/Bed and Breakfast/Inn  
Other: \_\_\_\_\_

- Credits are claimed in the year the project is completed
- For State credit, must include CPA verification of expenditures incurred

# Part 3 – The Form



COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF HISTORIC RESOURCES

## PART 3 - REQUEST FOR CERTIFICATION OF COMPLETED WORK STATE HISTORIC REHABILITATION TAX CREDIT PROGRAM HISTORIC PRESERVATION CERTIFICATION APPLICATION

DHR Project No. \_\_\_\_\_

**Instructions:** Upon completion of the rehabilitation, submit this form with photographs of the completed work (both exterior and interior views), together with the appropriate review fee. If a Part 2 application has not been previously submitted, it must accompany this Request for Certification of Completed Work. Type or print clearly in black ink. The decision by the Virginia Department of Historic Resources with respect to certification is made on the basis of the descriptions in this application form. In the event of any discrepancy between the application form and other, supplementary material submitted with it (such as architectural plans, drawings, and specifications), the application form shall take precedence.  
*Please note that the deadline for application for the same credit is one year after your completion date. You must submit a complete, fully documented application (Part 1, 2, and 3) by this date in order to qualify for the same credit.*

### Data on property:

Name of property: \_\_\_\_\_  
Address of property Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: Virginia Zip: \_\_\_\_\_  
Is this property a certified historic structure? Yes No  
Individually listed on the Virginia Landmarks Register  
Certified as contributing structure in listed historic district (attach VDHR letter of certification)  
Certified as eligible for individual listing on the Virginia Landmarks Register (attach VDHR letter of certification)

### Data on rehabilitation project:

Project starting date: \_\_\_\_\_  
This application covers number \_\_\_\_\_ of \_\_\_\_\_ phases. ←  
Date of final Certificate of Occupancy (or, if no Certificate of Occupancy was issued, date rehabilitation work was completed): \_\_\_\_\_  
Costs attributed solely to the rehabilitation of the historic structure:  
\$ \_\_\_\_\_ (If over \$100,000 attach CPA certification)  
Costs attributed to new construction associated with the rehabilitation, including additions, site work, parking lots, landscaping:  
\$ \_\_\_\_\_  
Assessed value of the building in the year prior to the start of the rehabilitation project:  
\$ \_\_\_\_\_  
As defined under §58.1-3392, the building:  is owner-occupied  is not owner-occupied  
Following rehabilitation, the building will be used for:  
Owner-occupied single-family residence  
Rental housing  
Market rate Number of units: \_\_\_\_\_  
Low/moderate income Number of units: \_\_\_\_\_  
Assisted living Number of units: \_\_\_\_\_  
Office/commercial space  
Retail space  
Industrial space  
Hotel/Bed and Breakfast/Inn  
Other: \_\_\_\_\_

# The Final Step!!!!

Starting and completion dates, expenditures, assessed value, and the use of the property.




# Part 3 – The Photos



- Try to match the Part 3 photos with where you took the Part 2 photos.
- Include a Photo Key!

# Ownership & Syndication



- Credits are granted to property owner
- Non-taxpaying entity may own property and partner with taxpayers
  - Non-profits
  - Local governments
- Must carefully structure ownership to capture credits
- Ownership scenarios:
  - Taxpayer  takes tax credits
  - Pass-through entity  credits disbursed among partners
  - Lease credits  claimed by lessee



# **Secretary of Interior's *Standards for Rehabilitation***

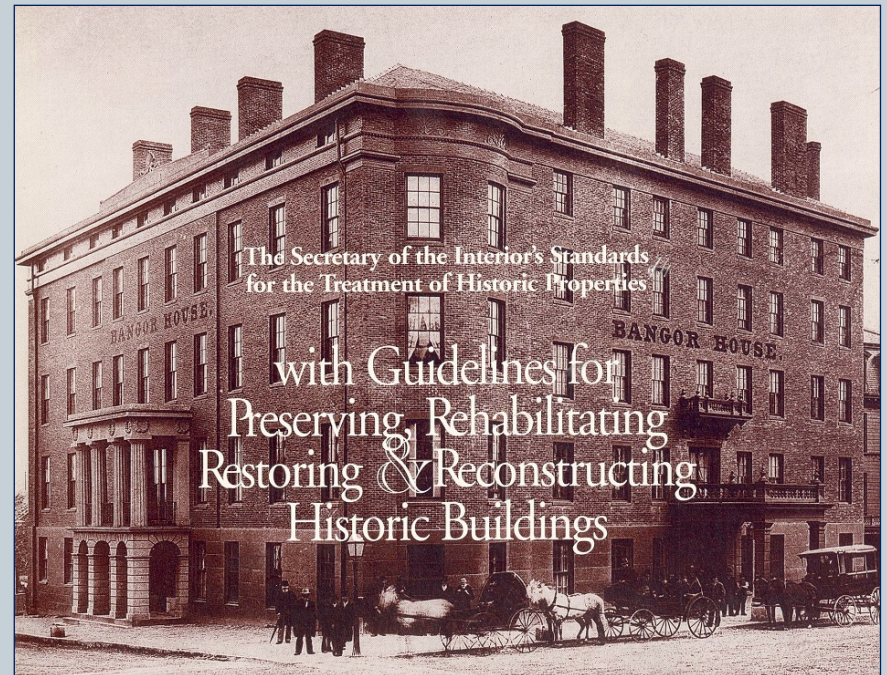


**USING THE *STANDARDS*  
TO GUIDE  
HISTORIC TAX CREDIT PROJECTS**

# Four Treatment Standards



- Preservation
- **REHABILITATION**
- Restoration
- Reconstruction



# The Standards – 4 General Tips

## 1. Retain and repair rather than replace.

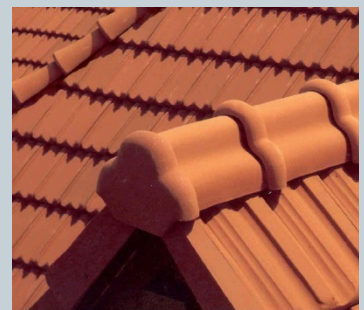
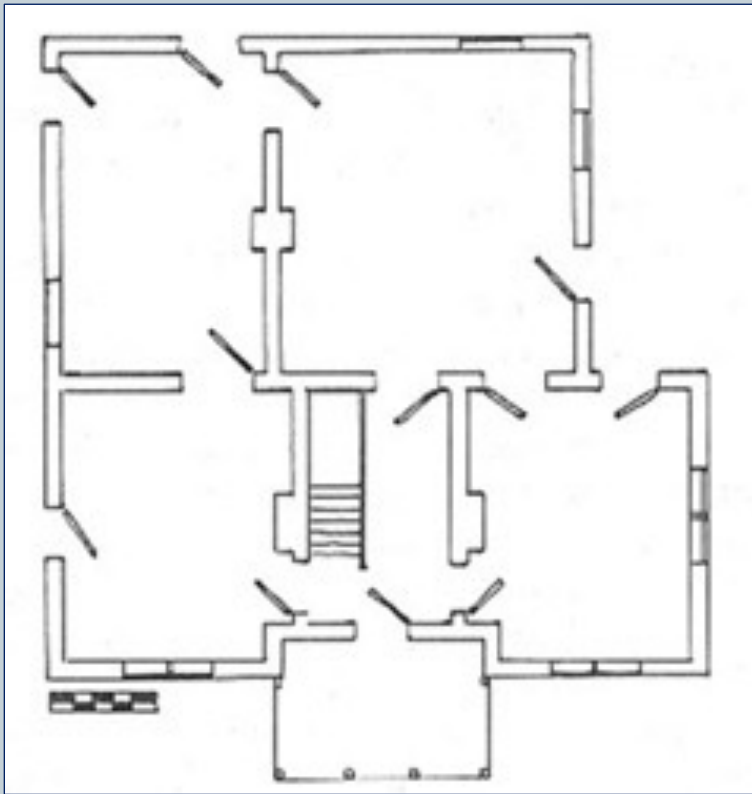


**Row House – Richmond, VA**



# The Standards – 4 General Tips

2. Identify the character-defining features early in the project planning.



# The Standards – 4 General Tips

3. Retain historic character, even if the use of the building changes.



Anna Bolling Jr. High School – Petersburg, VA



# The Standards – 4 General Tips



4. New additions or related new construction must be compatible with the historic building.



Properly-scaled addition at rear of property  
that is not highly visible

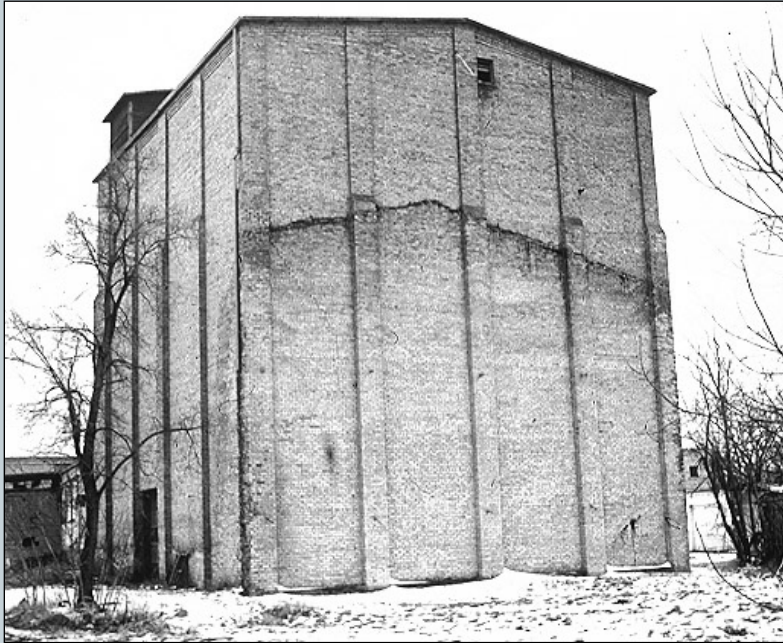
# Standard #1



A property shall be used for its intended purpose or be placed in a new use that requires minimal changes to the defining characteristics of the building and its site and environment.

# Standard #1

## Proposed Inappropriate New Use



Former cold storage building, which has no windows.

Conversion to a residential use is incompatible because it requires too many changes.





# Standard #1

## Completely New Use with Retained Character



Former brewery,  
converted to office  
space.



**Minneapolis Brewery Co. Brew House – Minneapolis, MN**

## Standard #2



The historic character of a property shall be retained and preserved. The removal of historic materials or alterations of features and spaces that characterize a property shall be avoided.



# Standard #2

## Retention of Historic Character



# Standard #2

## Retention of Historic Character



**BEFORE**



“Raw,”  
industrial-  
type space

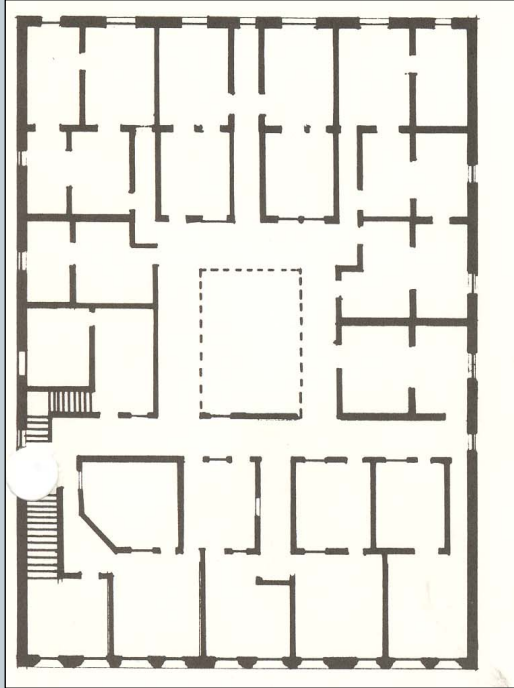


**AFTER**

No “industrial”  
character  
remains.

# Standard #2

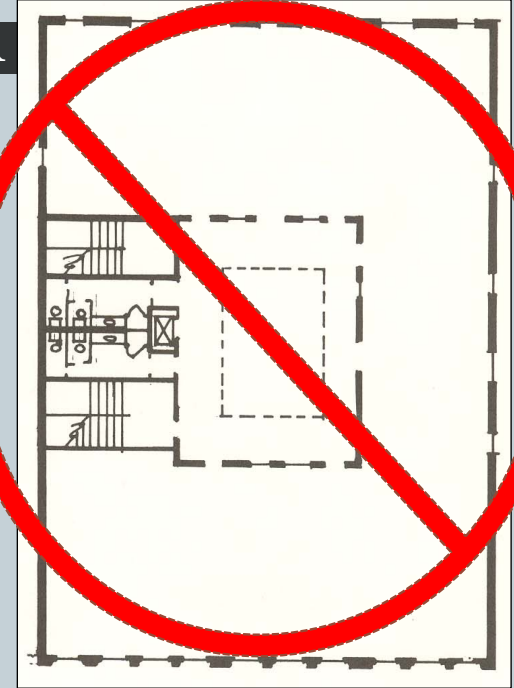
## Retention of Historic Plan



**BEFORE**



**AFTER**





# Standard #2

## Retention of Historic Spaces

**BEFORE**



Keep important public spaces open.



NO: Primary public space fully divided.



**AFTER**

## Standard #2

# Retention of Historic Spaces



- Avoid lowering ceilings in primary spaces.
- New mechanical systems should be sensitively placed.
- Never intersect or cover windows.
- Avoid the destruction of historic materials; use existing penetrations if possible.

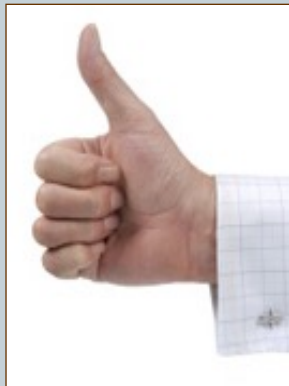
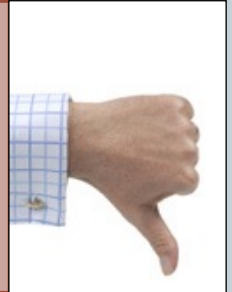


# Standard #2

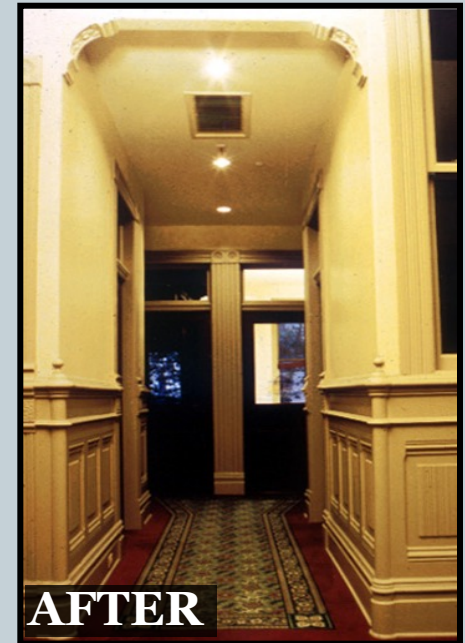
## Retention of Historic Fabric



Plan shape is retained,  
but most of the walls  
have been removed.



Hallway  
plan and  
features  
retained.



## Standard #3

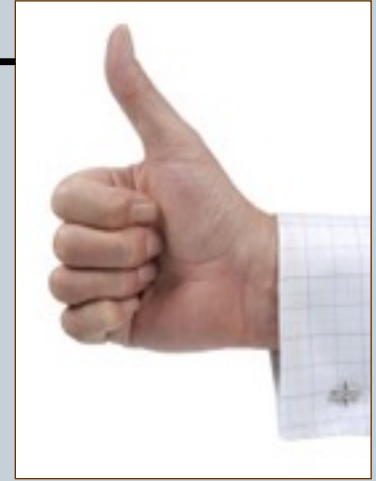


Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings shall not be undertaken.

# Standard #3 The Bad Twin / Good Twin

Nay!

Yeah!



# Standard #4



Most properties change over time; these changes that have acquired significance in their own right shall be retained and preserved.



# Standard #4

## Acquired Significance





# Standard #5



Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

# Standard #5

## Distinctive Features and Finishes



## Standard #6



Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.



# Standard #6

## Protect, Retain, Repair, and Rarely Replace



# Standard #6

## Replace Only What Is Absolutely Necessary





# Standard #6

## Historic Documentation Is Important



# Standard #6

## Retain and Repair Historic Windows





## Standard #7



Chemical or physical treatments, such as sandblasting, that cause damage to historic materials, shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest possible means.

# Standard #7

**SAW CUTS ON STONE**



**SANDBLASTED BRICK**

**INCORRECT REPOINTING**



## Standard #8



Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation shall be undertaken.



# Standard #8

## Protect Archeological Resources



## Standard #9



New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize a property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.



# Standard #9

## Additions Must Be Compatible



# Standard #9

## Alterations Must Retain Character





# Standard #9

## Rooftop Additions Should Not Be Seen





# Standard #9

## Rooftop Additions Should Not Be Seen



## Standard #10



New additions and adjacent new construction shall be undertaken in a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

# Standard #10

## New Additions Should Be Reversible



This addition is likely not easily reversible



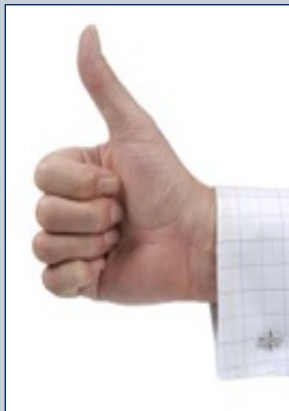


# Standard #10

## New Additions Should Be Reversible



Vacant  
Lot



Hyphen  
between old  
and new is  
easily  
reversible.



**For More Information**



# **Federal Program**

[www.NPS.gov/TPS](http://www.NPS.gov/TPS)

# **State Program**

[www.dhr.virginia.gov/tax\\_credits/tax\\_credit.htm](http://www.dhr.virginia.gov/tax_credits/tax_credit.htm)

# DHR Program Contacts



**Jessica Ugarte – HTC Program Supervisor**

Jessica.Ugarte@dhr.virginia.gov

804-482-6093

**Chris Novelli – Tax Credit Specialist**

Chris.Novelli@dhr.virginia.gov

804-482-6097

## MINUTES FROM THE JUNE 14, 2021 REGULAR CITY COUNCIL MEETING

The Franklin City Council held a Regular City Council Meeting on June 14, 2021 at 7:00 p.m. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

**Council Members in Attendance:** Frank Rabil, Mayor; Bobby Cutchins, Vice-Mayor; Councilwoman Wynndolyn Copeland; Councilman Ray Smith, Councilman Mark R. Kitchen, Councilman Linwood Johnson and Councilman Gregory McLemore

**Staff in Attendance:** Amanda Jarratt, City Manager and Leesa Barnes, Executive Assistant, recording minutes

**Other Staff in Attendance:** Steve Patterson, Chief of Franklin City Police Department; Robert Porti, Deputy Chief of Franklin City Police Department, Steve Newsome, Network Administrator; Sarah Rexrode, Director of Social Services; Sammara Green-Bailey, Director of Parks & Recreation; Russ Pace, Director of Publics Work and Beverly Walkup, Interim Director of Community Development

### Call to Order

Mayor Frank Rabil called the June 14, 2021 Regular City Council Meeting to order at 7:00 p.m.

### Citizen's Time

#### 1<sup>st</sup> Speaker

**Jesse Evans resides at 305 Washington Street, Franklin, Virginia 23851;** Mr. Evans stated there was a meeting Wednesday, May 26, 2021 at the Sportsman's Club located on South Street where several citizens expressed their concerns and opinions regarding the gun violence on Cobb Street. Councilwoman Wynndolyn Copeland and Councilman Mark R. Kitchen attended the meeting. Mr. Evans encouraged Council to visit the neighborhoods in the above area and asked the police department to patrol the above areas as well.

There were two citizens that sent the following email to read during Citizen's Time:

#### 2<sup>nd</sup> Speaker

**Kashif Carter of Changing the Narrative Group;** Mr. Carter thanked Councilman Mark R. Kitchen for returning his call and attending one of the Changing the Narrative Group's meetings. Mr. Carter extended an open invitation to City Council to attend future meetings. He added meetings are held on the first and third Tuesday of each month. He gave the following contact information 757 346-8360 or email at [kashifcarter@yahoo.com](mailto:kashifcarter@yahoo.com).

#### 3<sup>rd</sup> Speaker



**Jason Hook resides at 1213 Clay Street, Franklin, Virginia 23851;** Mr. Hook emailed the following:

Good Evening,

I am writing this to have the included e-mail originally sent to Mr. Smith, my Ward 2 Council representative entered into the coming meeting as a public comment. I would also like it to be publicly noted that my wife and I have communicated to Mr. Smith numerous times since his election to Council via the official e-mail and have yet to receive a single response or even acknowledgement of receipt of any of them, this one included. Along with the referenced questions and concerns regarding the recycling program I would also like to know how Mr. Smith can be representing his constituents if there is never any communication?

Regards,

Jason Hook

1213 Clay Street

Mayor Frank Rabil recognized Delegate Roslyn Tyler, which represents the 75<sup>th</sup> District Virginia House of Delegates and thanked her for attending the City of Franklin's City Council meeting.

#### **Amendments to Agenda**

Mayor Frank Rabil asked if there were any amendments to the agenda.

There were no amendments to the agenda.

#### **Consent Agenda**

##### **Approval of May 17, 2021 and May 24, 2021 Minutes**

##### **May 17, 2021 Minutes**

Mayor Frank Rabil asked if there were any additions or corrections to the minutes from the May 17, 2021 work session between City Council and the Race Relations Committee.

There being no additions or corrections to the minutes from the May 17, 2021 work session between City Council and the Race Relations Committee, Mayor Frank Rabil asked for a motion of approval.

**Councilman Linwood Johnson made a motion to approve the minutes from the May 17, 2021 work session between City Council and the Race Relations Committee. The motion was seconded by Councilman Mark R. Kitchen.**

**The motion carried the vote by 7-0.**

**Mayor Frank Rabil stated that the motion passed unanimously.**

##### **May 24, 2021 Minutes**

MINUTES FROM THE JUNE 14, 2021 REGULAR CITY COUNCIL MEETING

Mayor Frank Rabil asked if there were any additions or corrections to the minutes from the May 24, 2021 regular City Council meeting.

There being no additions or corrections to the minutes from the May 24, 2021 regular City Council meeting Mayor Frank Rabil asked for a motion of approval.

**Councilwoman Wynndolyn Copeland made a motion to approve the minutes from the May 24, 2021 regular City Council meeting. The motion was seconded by Councilman Linwood Johnson.**

The motion carried the vote by 6-1.

The vote was as follows:

Mayor Frank Rabil	AYE
Vice-Mayor Bobby Cutchins	AYE
Councilman Linwood Johnson	AYE
Councilman Mark R. Kitchen	AYE
Councilwoman Wynndolyn Copeland	AYE
Councilman Gregory McLemore	ABSTAINED
Councilman Ray Smith	AYE

Mayor Frank Rabil stated that the motion passed unanimously.

**Foodbank of Southeastern Virginia and the Eastern Shore Update**

City Manager Amanda Jarratt recognized Dr. Ruth Jones Nichols, President & CEO of the Foodbank of Southeastern Virginia and the Eastern Shore to come forward and give the following update on their upcoming projects:

The Foodbank of Southeastern Virginia and the Eastern Shore aims to facilitate and promote changes in policies and practices by building support for vital state and federal programs that promote access to resources that respond to the long-term needs of food insecure individuals. The Foodbank also supports comprehensive solutions that enable people to move toward financial stability and self-sufficiency. Approximately 1 in 8 individuals and 1 in 4 children are food insecure in the City of Franklin. According to the USDA, food insecurity is defined as a “lack of access, at times, to enough food for an active, healthy life for all household members and limited or uncertain availability of nutritionally adequate foods.”

- Population – 8,147
- Child Population – 2,051
- Annual Median Income - \$40,417.00
- Poverty Rate – 19.2%
- In a two-adult household, each individual must earn \$19.33 per hour in Franklin City to provide for a family with two children, yet the state minimum wage is \$9.50 (The living wage is \$28.38 for one adult with one child.)
- In a two-adult household, the annual cost of food (pre-pandemic) in Franklin City for a family with two children was \$9,305.00. (\$4,670.00 for one adult with one child.)

#### **Food Insecurity and Child Food Insecurity Facts in Our Service Area and Franklin City**

##### **Foodbank of Southeastern Virginia and Eastern Shore Service Area**

- 2021 Projected Food Insecurity Rate – 10.6%
  - # of food insecure individuals – 131,220
  - 17% increase in # of food insecure individuals from 2019
- 2021 Projected Child Food Insecurity Rate – 16%
  - # of food insecure children – 44,100
  - 18% increase in # of food insecure individuals from 2019

##### **Franklin City**

- 2021 Projected Food Insecurity Rate – 13% (4<sup>th</sup> highest in service area)
  - # of food insecure individuals – 1,060
  - 20% increase in # of food insecure individuals from 2019
- 2021 Projected Child Food Insecurity Rate – 23.4% (2<sup>nd</sup> highest in service area)
  - # of food insecure children – 480
  - 18% increase in # of food insecure individuals from 2019

##### **Franklin City SNAP Usage Data (April 2021):**

- Number of Households usage of SNAP benefits: 1,210
- Number of Individuals using SNAP benefits: 2,309
- Total SNAP Issuance Amount: \$530,942.00
  
- Average Amount of SNAP benefits issued per household: \$439.00
- Average Amount of SNAP benefits issued per individual: \$230.00

President Nichols stated during the COVID-19 pandemic the City of Franklin continued to have one of the highest food insecurities for the entire service area. Due to the high food insecurities in the City of Franklin,

the Foodbank will be investing over \$2.5 million dollars from public and private sources to renovate the building located at 618 Pretlow Street to serve as a hub for nutritious affordable food plus other services offered by community partners that address the root causes of food insecurities. The building will have a marketplace, café and commercial kitchen that can provide up to 2000 prepared meals each day for children and seniors in the City of Franklin and Southampton County. The building will also include a warehouse and distribution area to support clinical programs.

Mayor Frank Rabil and City Council thanked President Nichols for all of the efforts

Mayor Frank Rabil stated that there was another public comment that was overlooked in the public comment email and asked City Manager Amanda Jarratt to read the following:

**Jason Hook resides at 1213 Clay Street, Franklin, Virginia 23851;**

“On a separate note, I would also like to know when Public Works intends to come through and maintain the alleyway between Clay and Sycamore. Not only was the clearing of the alleyway never fully completed, but it has not been maintained in the areas that have been. It is once again becoming overgrown, and there is trash and construction debris scattered throughout, along with residents’ discarded lawn equipment. This is of course not new information to any of you, and I imagine the plan/hope was to just blow this all off until such time as the land was vacated and deeded back to the property owners adjoining. It is still the responsibility of the City to maintain City property, and it would be wholly inappropriate to leave your mess to be cleaned up by the citizenry. “

**Old / New Business**

**Public Hearing Ward 4, Ward 6, and at Large Franklin City School Board**

City Manager Amanda Jarratt informed City Council that the terms for the Ward 4, Ward 6, and At Large seats on the City of Franklin School Board are scheduled to end on June 30, 2021. The public notice was properly run in the Tidewater News to advertise the public hearing. An individual must be nominated during the public hearing in order to be considered for a position on the Franklin City School Board. Once the nominations are made the appointments will be made at the next City Council meeting which will be held on Monday, June 28, 2021.

Mayor Frank Rabil opened the public hearing and asked for nominations for Ward 4, Ward 6, and the At Large seats for the Franklin City Public School Board.

**Daniel Johnson resides at 205 Cypress Avenue, Franklin, Virginia 23851;** Mr. Johnson nominated his wife Carrie Johnson to remain as the At Large seat on the Franklin City Public School Board.

**Bob Holt resides at 117 Hummingbird Lane, Franklin, Virginia 23851;** Mr. Holt who currently serves on the Franklin City Public School Board as the Ward 1 representative asks City Council to reappoint Marchelle Williams as the Ward 4 representative, Jerry McCreary as the Ward 6 Representative and Carrie Johnson as the At Large representative on the Franklin City Public School Board.

Mayor Frank Rabil asked if there were any other nominations for the Ward 4, Ward 6, and the At Large Seat on the Franklin City Public School Board.

Hearing none, Mayor Frank Rabil closed the public hearing.



## Public Hearing City of Franklin Sign Ordinance Amendments

City Manager Amanda Jarratt stated in response to requests from several business interests City staff has been working with the Planning Commission on updates to the City of Franklin sign ordinance. City Manager Jarratt added the public hearing was properly advertised. She then introduced Beverly Walkup, Interim Director to come forward to give the following overview of the Franklin Sign Ordinance:

### **Ordinance Amendment:**

Amending and Reenacting the Franklin City Code by Amending and Reenacting Appendix D, Zoning Ordinance, Article XXII. Signs for clarity and to address maximum height limits.

### **Election District:**

All Districts

### **Location:**

All Zoning Districts

### **Description:**

- 1) Reformat sections for accuracy and consistency.
- 2) Revise section 22.3 (B) (2) (a) (3) to delete the additional sign allowance for frontages of 200' or greater. This section will allow a second sign for frontages in excess of 200'.

The amendment proposes to delete the ability to install a second sign along the same street, and provides for one sign per street frontage, which is reasonable and consistent throughout the sign provisions. The only case where this may be necessary is for a hospital or industrial site where there are multiple entrances for different building functions, etc. In this case, directional signage is permitted and will serve to function in this regard.

- 3) Increase the height of freestanding monument signs on commercial outparcels from five (5') to seven (7') feet under section 22.3 (B) (2) (a) (4) (b). This section applies to commercial outparcels developed as a part of a shopping center. Other commercial parcels are allowed a 20' sign, and shopping centers are allowed a 25' identification sign. Only the outparcels are restricted to 5' monument signs, although it is almost impossible to determine from street view which parcel is an outparcel and which is not.

The amendment will accommodate increased visibility for new businesses looking to locate along the Armory Drive commercial corridor. An example is the standard sign height used by WAWA is 7'. Many businesses have universal standards for buildings and signage and this will give businesses that locate to the City of Franklin the same chance of success as experienced elsewhere with their branding.

- 4) Remove the requirements for measuring the square footage of a sign under Section 22.3 (B) (2) (a) (3) and (4) (b) and allow the graphic section entitled, "General Sign Area-Computation Methodology", to govern.

The graphics shown provide for the correct practice in measuring sign computation. The written verbiage under the noted sections conflicts and is incorrect.

- 5) Add Section 22.3 (B) (2) (a) (7) for Route 58 Corridor High-Rise Sign.

Currently, this section is buried in the general definition section of the Zoning Ordinance, and does not appear within the sign provisions under Article XXII. This is a standard that should be included in the sign article, otherwise it could be missed.

Additionally, staff also proposed to the Planning Commission to delete the 3-acre requirement for a high-rise sign and allow the location (500' from Rt. 58 bypass) to dictate. However, the Planning Commission did not elect to recommend this change because members did not want signs close to each other and did not want a string of tall signs for aesthetic purposes. However, staff believes the location should dictate and not the acreage requirement, since there is not technical / structural reason that a taller sign should not be located on a parcel less than 3 acres. The provision is in the ordinance to allow signs on parcels within 500 feet of Rt. 58 to have a taller sign that is visible to attract travelers from Rt. 58. The change will make the requirement equitable to all businesses that locate strategically within 500' of the corridor for optimal access and increased visibility.

- 6) Add the maximum square footage allowed for signs identifying businesses located 100' or greater from the public street under Section 22.3 (C) (6).

This amendment does not change what is allowed under this provision. It is simply for ease of interpretation for staff administering the provisions.

- 7) Revise Section 22.3 (F) (3) to require the parcel zoning to dictate the allowable signage.

This section allows for special sign provisions for tourist and bed and breakfast businesses on residentially zoned parcels. Revising this provision will allow the zoning of the parcel, which is typically commercial, to dictate the allowable signage, as is done with other commercially zoned parcels and eliminates the need for interpretation.

- 8) Increase the height limit from 6' to the proposed 7' for a sales office and model home under Section 22.3 (H) (1) (b).

This will make the sign height and setback for sales offices and model home consistent with the proposed height requirement for other commercial uses.

- 9) Decrease the setback for a sales office and model home from 10' to 8' under Section 22.3 (B) (2) (a) (6).

The amendment makes the setback for sales offices and model homes consistent with the existing 8' setback requirement for other commercial signage.

**Planning Commission Recommendation:**

The Planning Commission recommended approval of the proposed amendment as drafted.

**Staff Recommendation:**

Staff recommended approval of the amendment as proposed. Staff further recommended that City Council consider deleting the acreage requirement for the Rt. 58 Corridor High-Rise Sign, as discussed under item 5 above.

**Attachment (s):**

- Redlined Version of the Sign Ordinance amendment
- Final Draft Version of the Sign Ordinance amendment

Interim Director Walkup opened the floor for questions.

Councilman Ray Smith commended Interim Director Walkup, Community Development Staff and the Planning Commission for their efforts in cleaning and clarifying some items that needed to be cleared up. He then asked for clarification on the statement in the ordinance which reads "measures 500' from Rt. 58 bypass" is that 500' from the highway.

Interim Director Walkup answered the measurement is 500' from the highway.

Mayor Frank Rabil asked Ms. Vivian Seay-Giles, Legal Representative from Sands Anderson how should City Council vote on the Ordinance Amendments.

Legal Representative Seay-Giles answered City Council can vote on all of the Ordinance Amendments at one time.

Mayor Frank Rabil opened the Public Hearing for public comment.

**1<sup>st</sup> Speaker**

**Jerry McCreary resides at 508 North High Street, Franklin, Virginia 23851;** Mr. McCreary expressed his concerns about the aesthetics of the City by allowing large signs.

Mayor Frank Rabil asked if there were any more citizens that would like to speak.

Hearing none, Mayor Frank Rabil opened the floor for City Council comments.

Hearing no comments from City Council, Mayor Frank Rabil closed the public hearing.

**Councilman Mark R. Kitchen made a motion to adopt the City of Franklin sign ordinance as recommended by City of Franklin staff. The motion was seconded by Councilman Linwood Johnson.**

Councilman Gregory McLemore stated that he thought City Council should hear from the Planning Commission before adopting an ordinance that the Planning Commission did not adopt.

Mayor Frank Rabil stated a Public Hearing was conducted properly and the Planning Commission was welcome to come and express their thoughts in regards to adopting the ordinance.

City Manager stated the Planning Commission's main concerns were the aesthetics of the City of Franklin.

Interim Walkup stated the height of the sign will be increased and not the area of the sign.

**The motion carried the vote by 7-0.**

**Mayor Frank Rabil stated that the motion passed unanimously.**

#### **Race Relations Committee Follow-Up**

City Manager Amanda Jarratt stated Franklin City Council and the Race Relations Committee held a joint meeting at the Franklin Business Center on May 17, 2021. There were several items developed by the Race Relations committee that were prioritized by those members of each group in attendance. City of Franklin staff seeks direction from City Council on the next steps to be taken.

Mayor Frank Rabil expressed that he thought that City Council had received some great ideas from the work session and thought that they needed to focus on the prioritized items for the time being.

Councilwoman Wynndolyn Copeland stated that the idea of sub-committees needed to be organized before working on the prioritized items.

Councilman Linwood Johnson stated that a lot had been accomplished from the work session and Council needed to organize the sub-committees and move forward with those prioritized items.

Vice-Mayor Robert (Bobby) Cutchins asked who would be responsible for organizing the sub-committees.

City Manager Jarratt answered City Council appointed the members of the Race Relations Committee so it would be up to City Council to appoint individuals to serve on the sub-committees.

Councilman Ray Smith agreed with Mayor Rabil's statement.

Councilman Gregory McLemore stated he thought that while selecting sub-committees Council needs to consider selecting younger individuals.

City Manager stated that City Council needs to consider who they would like to appoint to the sub-committees and bring back to Council for discussion.



Councilman McLemore stated as far as the job posting issue that was chosen as one of the priority items, the general public needs to have a place where they can go and have access to the jobs openings within the City of Franklin.

City Manager Jarratt answered currently the general public can go to the Camp College Workforce Center and access job openings within the City.

Vice-Mayor Cutchins asked how would City Council decide who would serve on these sub-committees.

Mayor Rabil stated he would contact some individuals to see if they were interested in serving on the sub-committees and encouraged the rest of Council and staff to do the same.

### **City Manager's Report**

City Manager Amanda Jarratt gave the following updates:

#### **General Updates**

- The COVID-19 cases in the City of Franklin are slowing, in the last seven days the City has had zero new cases. Vaccinations continue to be administered through various avenues within the Western Tidewater Health District and other venues. Governor Northam has decided not to renew the Executive Order and end the State of Emergency on June 30, 2021. That will end the Commonwealth's State of Emergency.
- COVID-19 Municipal Relief Fund payments are available for accounts that are thirty days past due. These payments are for water, sewer and electric usage only. It will not pay garbage usage, late fees, penalties, nor taxes. An application is needed for each payment. Payments are NOT guaranteed. They will be made on a first come, first serve basis and until the fund is depleted. \$249,695.00 remains in the account at the time of this report. 831 customers have been serviced by the fund and 178 of those have received multiple payments. A total of \$504,330.00 in relief has been provided through the program.
- The financing plan of action remains on schedule.
- The Confederate Monument is now scheduled to be moved June 26, 2021 and reassembled on July 10, 2021.
- The AMI project that was approved in early 2020 is now underway. This allows Franklin Power and Light to know when we have an outage and where the outage is in lieu of waiting on a citizen call or report.
- At recent community meetings there has been a discussion regarding cameras in various areas throughout the City. A camera has been installed at the Bruce Street area. We are looking at the installation of additional cameras. The placement will be based on call volumes and statistical data analysis based on the recommendations of the Franklin Police Department.

Councilwoman Wynndolyn Copeland asked if there was a time-line on installing additional cameras.

City Manager Amanda Jarratt answered a time-line has been discussed but no definite date yet, she added she would keep Council posted.

- City Manager Jarratt gave an update on the Courthouse Project. The modular unit will hopefully be delivered before the end of June. The actual move for Southampton County staff to the City of Franklin's courthouse is scheduled for August 23, 2021 to August 26, 2021. Court will start taking place on September 1, 2021.

### **Community Events**

- The City of Franklin's pool is now open.
- Summer Jam will start on June 21, 2021.
- Spring and Summer athletic leagues and community wide events are posted on the City of Franklin website.
- The Franklin Cruise In is held every Wednesday evening in Downtown Franklin.
- We Be Jamming is ongoing through the fall.
- The City of Franklin Independence Day is scheduled for June 30, 2021 in conjunction with the Franklin Cruise In, Franklin Farmers Market and The Franklin Experience.
- The Franklin Farmers Market is open on Wednesday's and Saturday's into the fall season.

Councilman Gregory McLemore asked what was the determining factor on where the cameras were going to be placed.

City Manager Amanda Jarratt answered Chief Patterson is doing extended research on what areas that most 911 calls come from and then the decision will be made.

### **Council / Staff Reports on Boards / Commissions**

Mayor Frank Rabil asked if City Council had anything to report on Council / Staff Reports on Boards / Commissions.

Councilman Linwood Johnson reported the on the Western Tidewater Regional Jail Board meeting.

Councilman Johnson commented on the Franklin City Public High School graduation.

Delegate Roslyn Tyler informed City Council that Governor Northam had signed a bill called the HB2304 which will allow electric utility companies such as Dominion Energy to provide high speed internet services to unserved communities and bridge the digital divide in the Commonwealth.

Vice-Mayor Robert (Bobby) Cutchins updated City Council on the interviews for the President and the Chief Executive Officer position.

Closed Session

There being no other items to discuss Mayor Frank Rabil entertained a motion to go into Closed Session.

Councilman Mark R. Kitchen moved that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. Discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects: Beautification Commission, Western Tidewater Regional Jail, Industrial Development Authority, as well as the annual evaluation of the City Manager, interview of candidates for Franklin City School Board and;

2.2-3711-A-3, Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body specifically regarding property in Downtown Franklin.

2.2-3711-A-5, Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community specifically along Pretlow Industrial Park, Armory Drive, and Franklin Regional Airport.

The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 7-0.

Mayor Frank Rabil stated that the motion passed unanimously.

City Council went into closed session at 7:19 p.m.

Motion Upon Returning to Open Session

Councilman Mark R. Kitchen moved that the City of Franklin, Virginia City Council adopt the attached closed meeting resolution to certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on May 24, 2021; (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 7-0.

Mayor Frank Rabil stated that the motion passed unanimously.

Other Action Items of Council

Councilman Linwood Johnson made a motion to reappoint Marchelle F. Williams as the Ward 4 representative, Jerry McCreary as the Ward 6 representative and Carrie Johnson as the At Large representative on the Franklin City Public School Board. The motion was seconded by Councilman Mark R. Kitchen.

The motion carried the vote by 7-0.

Mayor Frank Rabil stated that the motion passed unanimously.

Councilman Gregory McLemore left the June 14, 2021 regular City Council meeting at 8:29 p.m.

Councilman Ray Smith made a motion to appoint Councilman Mark R. Kitchen to the Western Tidewater Regional Jail Board. The motion was seconded by Vice-Mayor Robert (Bobby) Cutchins.

The motion carried the vote by 6-0.

Mayor Frank Rabil stated that the motion passed unanimously.

The motion was as follows:

Mayor Frank Rabil	AYE
Vice-Mayor Robert (Bobby) Cutchins	AYE
Councilman Linwood Johnson	AYE
Councilman Mark R. Kitchen	AYE
Councilwoman Wynndolyn Copeland	AYE
Councilman Ray Smith	AYE
Councilman Gregory McLemore	ABSENT



Adjournment

Councilman Ray Smith made a motion to adjourn the regular June 14, 2021 City Council meeting. The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 6-0.

Mayor Frank Rabil stated that the motion passed unanimously.

The motion was as follows:

Mayor Frank Rabil	AYE
Vice-Mayor Robert (Bobby) Cutchins	AYE
Councilman Linwood Johnson	AYE
Councilman Mark R. Kitchen	AYE
Councilwoman Wynndolyn Copeland	AYE
Councilman Ray Smith	AYE
Councilman Gregory McLemore	ABSENT

The June 14, 2021 regular City Council meeting adjourned at 8:29 p.m.

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Mayor

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Clerk to City Council

## BUDGET AMENDMENT 2021-26

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2020-2021 City Budget is hereby amended to:

1. recognize donations from numerous grantors for the Independence Day Celebration and to appropriate for use;
2. recognize grant revenue from the Obici Healthcare Foundation and to appropriate for use; and
3. recognize the School's State Security grant revenue and to appropriate for use.

		2020-2021 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
<b>#1</b>				
<b>100 GENERAL FUND</b>				
<b>REVENUE</b>				
100-3-18990-3040	Donations Fireworks	\$ -	13,500	\$ 13,500
				<u>\$ 13,500</u>
<b>EXPENDITURES</b>				
100-4-71300-6017	Independence Day Celebration	\$ -	\$ 13,500	\$ 13,500
				<u>\$ 13,500</u>
<b>#2</b>				
<b>201 VPA</b>				
<b>REVENUE</b>				
201-3-18990-1805	Obici Healthcare Grant COVID 19	\$ -	\$ 35,000	\$ 35,000
				<u>\$ 35,000</u>
<b>EXPENDITURES</b>				
201-4-53110-9009	Obici Healthcare Grant COVID 19	\$ -	\$ 35,000	\$ 35,000
				<u>\$ 35,000</u>
<b>#3</b>				
<b>250 SCHOOL OPERATING FUND</b>				
<b>REVENUE</b>				
250-3-24000-0202	State School Basic Aid	\$ 6,654,999	\$ 6,754,999	\$ 100,000
				<u>\$ 100,000</u>
<b>EXPENDITURES</b>				
250-4-60000-0004	Operation and Maintenance Service	\$ 2,968,114	\$ 3,068,114	\$ 100,000
				<u>\$ 100,000</u>

*Certified copy of resolution adopted by Franklin City Council.*

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*Clerk to the City Council*



June 7, 2021

TO: Amanda Jarratt, City Manager

FROM: Tracy Spence, CPA, Director of Finance <sup>TS</sup>

RE: Donations – Independence Day Celebration

Donations in the amount of \$13,500 have been received from the following companies:

- Hunterdale Home & Garden Center \$7,500
- Prism Contractors & Engineers \$1,500
- Blair Brothers, Inc. \$1,000
- Bronco Federal Credit Union \$1,000
- Enviva \$1,000
- Gray & Son's Construction, Inc. \$1,000
- Fred's Restaurant \$ 500

*City of Franklin, Virginia*  
*Finance Department – 207 W. Second Avenue*  
*Franklin, Virginia 23851*  
*(757) 562-8535*



# FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE  
SUPERINTENDENT

207 West Second Avenue  
Franklin, Virginia 23851-1713  
(757) 569-8111 • Fax (757) 516-1015

## MEMORANDUM

**TO:** Amanda Jarratt  
Franklin City Manager

**FROM:** Dr. Tamara Sterling  
Division Superintendent

**DATE:** April 15, 2021

**RE:** Notice of Budget Adjustment

The Franklin City School Division requests that the following budget funds be adjusted to balance with grants for FY 2021 that have been recently approved. This is a rare reimbursement grant that will be refunded by the State once expenditures are made and requested.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Revenue Increase (Security Grant)	10-240202000	\$ 100,000.00	250-3-24000-0202
Expense Increase (Security Grant)	10-9-0-64600-8100-0000-009-000	\$ 100,000.00	250-4-60000-0004
Note: The accounts for both city and school division are the basic aid accounts as we will not have coding from VDOE until after reimbursement is received.			





Date: **December 7, 2020**

## Security Equipment Grant Awarded for Franklin City Public Schools

**SupportServices@doe.virginia.gov**

Dec 4, 2020, 5:14 PM (3 days ago)

to tsterling, jspaugh, me, vijay.ramnarain, hunter.barnes, ann.belanger, kerry.miller

Tamara Sterling:

I am pleased to inform you that the Virginia Department of Education **has awarded Franklin City Public Schools a total of \$100,000 from the 2020 School Security Equipment Grant Program** authorized by the 2013 General Assembly. The grant award number assigned to this award is SEG20-135. These funds are approved for the purchase and installation of the school security equipment requested on the applications for the approved schools shown below:

Franklin High  
Joseph P. King Jr. Middle  
S.P. Morton Elementary

Reimbursements from the grant funds will be made only for qualified and approved items purchased on or after December 4, 2020. **The equipment must be purchased within six months of the December 4, 2020 date, or by June 4, 2021.** Please note, that in order to support the installation of school security equipment during the summer months and to expedite the spend-down of these Notes funds, school divisions and regional programs may include for reimbursement approved equipment purchased on or after June 9, 2020. (Reference Superintendents' Memo. #161-20). **A local match of 25 percent of the grant award is required.** The local match should also be spent by the June 4, 2021 deadline. Please remember that awarded grant funds should only be spent on the specific school for which it was awarded.

The grant funds will be disbursed on a cost reimbursement basis only. Reimbursement payments will be issued to the division within 30 days of the grant reimbursement administrator receiving notification from the Virginia Department of Education of approved reimbursements. As this grant is funded with proceeds from Notes issued by the Virginia Public School Authority, adherence to program requirements will be strictly enforced. The period of the award is December 4, 2020, through June 30, and the awarded grant funds must be requested for reimbursement during this period.

The Request for Reimbursement form may be found at [http://www.doe.virginia.gov/support/facility\\_construction/security\\_equipment\\_grants](http://www.doe.virginia.gov/support/facility_construction/security_equipment_grants). Supporting payment documentation (invoices, receipts, etc.) must accompany your request for reimbursement. The completed reimbursement request should be sent to:

Office of Support Services, Department of Education, P. O. Box 2120, Richmond, VA 23218, or can be sent to our office through the Dropbox located on the SSWS portal.

If you have any questions concerning the reimbursement process, please contact the Office of Support Services at

[supportservices@doe.virginia.gov](mailto:supportservices@doe.virginia.gov) , or call (804) 225-2035, or (804) 225-2037.

Sincerely,

Dr. James F. Lane

Superintendent of Public Instruction.



*Office of the City Manager  
Amanda C. Jarratt*

June 24, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Franklin Regional Airport Sinkhole Repair

**Background Information**

Several months ago an expansive sinkhole was discovered at the Franklin Regional Airport. The Virginia Department of Aviation has awarded the City of Franklin a grant in the amount of \$11,600 for the repair of the sinkhole.

**Needed Action**

Authorize execution of the grant agreement as provided.



# COMMONWEALTH of VIRGINIA

Mark K. Flynn  
Director

*Department of Aviation*  
5702 Gulfstream Road  
Richmond, Virginia 23250-2422

V/TDD • (804) 236-3624  
FAX • (804) 236-3635

June 17, 2021

Trevelyn Linton  
Franklin Municipal Airport  
32470 John Beverly Rose Drive  
Franklin, VA 23851

Re: **Franklin Municipal Airport**  
**CS0017-15 Apron Sinkhole Repair (Construction)**

Dear Mr. Litton:

Enclosed are three original sets of the grant offer for the project referenced above. This offer, once accepted, becomes your grant agreement with the Commonwealth of Virginia, Department of Aviation.

This grant offer must be executed on behalf of the sponsor by an official authorized to take such action, and the sponsor's attorney must complete the certification on page 2. This offer must be accepted and certified by **August 16, 2021**, or it may be withdrawn. After acceptance of the offer, please return two original sets to this office and keep one for your files.

The amount of this grant has been determined by costs associated with a scope of work. No changes in the scope of work should be undertaken without first obtaining the approval of the Virginia Department of Aviation.

If you have any questions on this grant offer, please contact me at 804-236-3645 or [amy.wells@doav.virginia.gov](mailto:amy.wells@doav.virginia.gov).

Sincerely,

A handwritten signature in blue ink that reads 'Amy Wells'.

Amy Wells, Engineer  
Engineering Section  
Airport Services Division

/shs

Enclosures





Commonwealth of Virginia  
Department of Aviation  
5702 Gulfstream Road  
Richmond, Virginia 23250-2422

## Grant Agreement

### Part I - Offer

Project Number: **CS0017-15**  
Date of Approval: **June 17, 2021**  
Date of Offer: **June 17, 2021**  
Date of Offer Expiration: **August 16, 2021**

WHEREAS, by executing a *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* (hereinafter referred to as the "Master Agreement"), effective on February 6, 2018, the **City of Franklin** (hereinafter referred to as the "Sponsor") agreed to the terms and conditions for accepting state aviation funding from the Commonwealth of Virginia (hereinafter referred to as the "Commonwealth"); and

WHEREAS, the Sponsor has submitted a request for a grant of state funds to assist in the development of **Franklin Municipal Airport** (hereinafter referred to as the "Airport") together with the appropriate supporting documentation; and

WHEREAS, the Commonwealth acting by and through the Virginia Aviation Board (hereinafter referred to as the "Board") and/or the Virginia Department of Aviation (hereinafter referred to as the "Department"), has approved a project for development of the Airport which consists of the following (hereafter referred to as the "Project"):

#### **Apron Sinkhole Repair (Construction)**

NOW, THEREFORE, pursuant to the authority granted to the Department by §5.1-2.2 of the *Code of Virginia* (1950), as amended, and in consideration of (a) the authority granted to the Sponsor to operate and maintain the Airport, (b) the Sponsor's adoption and ratification of the assurances provided in the Master Agreement, and (c) the benefits to accrue to the Commonwealth and the public from the accomplishment of this Project, the Department offers to pay, as the Commonwealth's share, **eighty (80) percent** of all eligible Project costs.


This offer is made on and subject to the following terms and conditions:

1. The Master Agreement is incorporated by reference herein, and this offer is subject to the terms and conditions of said Master Agreement.
2. The maximum obligation of the Commonwealth payable under this Grant Agreement shall not exceed **\$11,600.00**.
3. If the Federal Aviation Administration (hereinafter referred to as the "FAA") will be participating in the funding of this Project, the Sponsor has, at the time of the execution of this Grant Agreement, a commitment from FAA for federal funds in the amount of **\$N/A**.
4. This Grant Term will expire on **June 30, 2022**.
5. The Grant Obligation Term is **20 years**.

Grant Agreement, Project Number CS0017-15

The Sponsor's acceptance of this Grant Offer with its terms and conditions shall be evidenced by execution of this Grant Offer by, or on behalf of, the Sponsor, as hereinafter provided, and said Grant Offer and acceptance shall comprise a Grant Agreement for the distribution of funds by the Department as authorized under §5.1-2.2 Code of Virginia (1950), as amended. This Grant Agreement shall become effective upon the Sponsor's acceptance and shall remain in full force as provided herein.

Commonwealth of Virginia  
Virginia Department of Aviation



Mark K. Flynn  
Director

6.17.21

Date

Part II - Acceptance

The Sponsor hereby accepts and agrees to all the terms, conditions and assurances contained in this Grant Agreement.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

City of Franklin

By \_\_\_\_\_

Title \_\_\_\_\_

Attest \_\_\_\_\_

Title \_\_\_\_\_

Certification of Sponsor's Attorney

I, \_\_\_\_\_

acting as Attorney for the Sponsor do hereby certify that in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the Commonwealth of Virginia. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the Commonwealth of Virginia. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated at \_\_\_\_\_, Virginia this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_



**RESOLUTION 2021-16**

**CITY OF FRANKLIN, VIRGINIA**

**RESOLUTION TO APPROVE  
ACQUISITION OF REAL PROPERTY**

**WHEREAS**, the Franklin Redevelopment and Housing Authority (the "FRHA") owns certain real property located at 100 East Fourth Avenue in the City of Franklin, Virginia (the "City") in which the FRHA offices are located (the "Property"); and

**WHEREAS**, the FRHA determined it to be in the best interest of the FRHA to sell the Property, and the City and the FRHA executed a contract for the sale of the Property by FRHA to the City; and

**WHEREAS**, the City Council of the City of Franklin, Virginia (the "City Council"), after investigating the Property, believes it to be in the best interests of the City and its citizens to complete the purchase of the Property and accept title to the Property and improvements thereon; and

**WHEREAS**, the City Council desires to approve the acceptance of title to the Property, as required by Va. Code § 15.2-1803, by adopting this Resolution approving such acquisition, which resolution can be recorded in the clerk's office of the Circuit Court as evidence of such approval;

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council finds it to be in the best interests of the City and the citizens thereof to approve and complete the acquisition of the Property and improvements thereon from the FRHA and accept a deed conveying the Property from the FRHA to the City; and

**BE IT FURTHER RESOLVED**, that the City Manager, the Mayor, and the City Attorney are hereby authorized and directed to take such action as are necessary in their sole discretion to carry out the purposes and intents of this resolution, including without limitation, the acceptance of a deed to the Property, the payment of the funds for the purchase of the Property, and the acquisition of such real and personal property as is described herein and therein; and

**BE IT FURTHER RESOLVED**, that all actions taken in furtherance of the acquisition of the Property prior to the date of adoption of this Resolution are hereby ratified and confirmed.

Adopted this 28<sup>th</sup> day of June, 2021.

A true copy, teste:

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Amanda C. Jarratt  
Clerk, City Council  
City of Franklin, Virginia



*Office of the City Manager  
Amanda C. Jarratt*

June 23, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Courthouse Update

**Background Information**

Activity on the Southampton County Courthouse is progressing quickly. The mandatory pre bid meeting was held on June 3<sup>rd</sup> and five general contractors were in attendance. The original Invitation for Bids was scheduled for July 13<sup>th</sup> but will not be delayed by several weeks. The delay is being caused by the work required for the former Hunterdale Elementary School for use as a temporary courts building. Glave and Holmes is in the process of preparing the plans for the modifications and contractors need time to bid this work.

The lease for the modular unit to be placed at the City of Franklin courthouse has been executed and we anticipate delivery in the next few weeks. The General District and J&DR Courts are planning to begin hearing court cases in Franklin effective September 1<sup>st</sup>. Southampton County staff is cautiously optimistic that the remaining offices will relocate to Hunterdale in October.

**Needed Action**

None at this time.





Office of the City Manager  
Amanda C. Jarratt

June 23, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

### **General Updates**

- The COVID-19 cases in the City of Franklin are slowing. Vaccinations continue to be administered through various avenues within the Western Tidewater Health District and other venues.
- COVID-19 Municipal Relief Fund payments are available for accounts that are 30 days past due. These payments are for water, sewer and electric usage only. It will not pay for garbage usage, late fees, penalties, nor taxes. An application is needed for each payment. Payments are NOT guaranteed. They will be made on a first come, first serve basis until the fund is depleted.
- The City of Franklin was awarded \$1,360,000 from the Department of Housing and Community Development for the Laurel Street Housing Rehabilitation project. The project will rehabilitate 15 homes in the area and includes improvements to the sanitary sewer laterals.
- Staff is continuing to analyze the American Rescue Plan Act and will present a plan to City Council in the coming weeks.
- The sale of the City of Franklin bond and refunding were conducted with wonderful results.
  - The all-in true interest rate on the 2021A Bonds is 2.51%, which will be fixed for the life of the 25-year loan. The 2.51% all-in interest rate is roughly 50 basis points lower than the estimated planning interest rate of 3.00%. As a result, total debt service on the 2021A Bonds will be less than planning estimates by approximately \$1 million over the life of the loan.
  - The 2021B Taxable Refunding Bonds received 2 bids. The winning bid with the lowest interest rate was submitted by Robert W. Baird.
  - The 2021B Bonds will reduce the interest rate on the refinanced 2013 VRA Bonds from 4.30% to an all-in interest rate of 2.73%. The 2.73% interest rate will be fixed for the life of the 18-year loan.
  - The positive results will lead to a four penny impact over the next five years instead of a five penny impact. As a reminder, when we started this was projected it was projected to be a ten penny impact on the tax rate.

### **Community Events**

- Spring and Summer athletic leagues and community wide events are posted on the City of Franklin website.
- The Franklin Cruise In is held every Wednesday evening in Downtown Franklin.
- We Be Jamming is ongoing through the fall.
- The City of Franklin Independence Day is scheduled for June 30<sup>th</sup> in conjunction with the Franklin Cruise In, Franklin Farmers Market, and The Franklin Experience.
- The Franklin Farmers Market is open on Wednesday's and Saturday's into the fall season.