



**Franklin City Council Agenda  
February 27, 2023  
Council Chambers  
207 West Second Avenue  
Franklin, Virginia 23851**

**7:00 P.M.  
Regular Meeting**

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

**1. CONSENT AGENDA:**

- A. Approval of February 13, 2023 minutes
- B. Introduction of New Employees- Finance Director
- C. Black History Month Resolution 2023-03

**2. FINANCIAL MATTERS**

- A. Budget Amendment 2023-15

**3. OLD/ NEW BUSINESS:**

- A. S.T.A.R. Haven Presentation
- B. Banks Street Rezoning Public Hearing
  - a. Discussion of Revitalization Area Designation Resolution 2023-04
  - b. Tax Abatement Discussion
- C. Public Safety Radio Study Presentation
- D. 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: Industrial Development Authority, HRPDC Community Advisory Committee, Southview Cemetery Advisory Committee and;

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, Downtown Franklin, Banks Street, and Franklin Regional Airport.

2.2-3711-A-7 Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body specifically regarding Sandford vs. City of Franklin, Council vs. City of Franklin, Ferguson vs. City of Franklin. Wellington vs. City of Franklin.

**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 February 27, 2023, meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (ii) no action was taken in closed meeting regarding the items discussed.

## **6. ADJOURNMENT**

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# Closed Session & Regular City Council Meeting Minutes February 13, 2023

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## Call to order

The Franklin City Council held a Closed Session pursuant to Virginia Code Section 2.2-3711-A-1, for the purpose of interviewing a candidate for the Franklin City Public School Board, on February 13, 2023 at 6:00 P.M. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Robert “Bobby” Cutchins, Mayor; Vice-Mayor Wynndolyn Copeland Councilman Linwood Johnson; Councilman Mark Kitchen; Councilman Ray Smith; Councilman Gregory McLemore; Councilwoman Jessica Banks.

Council Members not in Attendance:

Staff in Attendance: Amanda Jarratt, City Manager.

**Councilman Mark Kitchen made a motion to go into closed session, with a second from Councilman Linwood Johnson.**

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

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins affirmed the motion carried unanimously.

## Motion Upon Returning to Open Session

Roll call of all Council members 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 February 13, 2023, meeting were hear, discussed or considered by the City of Franklin, Virginia Council; and (ii) no action was taken in closed meeting regarding the items discussed.

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

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

The February 13, 2023 City Council Closed Session was adjourned at 6:45 P.M.

Call to order

The Franklin City Council held a regular City Council meeting on February 13, 2023 at 7:00 P.M. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Robert “Bobby” Cutchins, Mayor; Wynndolyn Copeland, Vice-Mayor; Councilman Linwood Johnson; Councilwoman Jessica Banks; Councilman Mark Kitchen; Councilman Ray Smith; Councilman Gregory McLemore.

Council Members not in Attendance:

Staff in Attendance: Amanda Jarratt, City Manager; A’Risha Jones, Executive Assistant, recording minutes.

Other Staff in Attendance: Steve Patterson, Chief of Police; Vernie Francis, Chief of EMS; Sarah Rexrode, Director of Social Services; Carlee Gurskiy, Director of Community Development; Camara Jacobs, Director of Human Resources; Chad Edwards, Director of Public Works; Dinah Babb, Treasurer; Sammara Green, Director of Parks & Recreation.

Citizen’s Time

**Ms. Pearlie Banks of 336 Robinhood Road Franklin, Virginia**, wanted to address the Treasury Department and Commissioner of regarding mail being sent to a deceased relative. Ms. Banks stated that she notified the department, however letters are still being sent.

**Ms. Kianna Boone of 329 West Highway 158 North Carolina**, is requesting to be added to the upcoming City Council meeting agenda to discuss the homeless population and find solutions to address this issue utilizing Ms. Boone’s non-profit organization S.T.A.R Haven Inc., which helps with working with homeless individuals.

Amendments to Agenda

Mayor Bobby Cutchins asked if there any amendments to the agenda. No amendments at this time.



Consent Agenda:

A. Approval of January 23, 2023 Meeting Minutes.

Mayor Bobby Cutchins asked if there were any corrections or additions for the January 23, 2023 meeting minutes.

Mayor Bobby Cutchins entertained a motion to approve the January 23, 2023 meeting minutes as presented. Councilman Linwood Johnson made a motion to approve the January 23, 2023 meeting minutes with a second from Councilman Mark Kitchen.

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

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins affirmed the motion carried.

B. Introduction of New Employees – Franklin City Police Department

City Manager Amanda Jarratt called Chief Steve Patterson to introduce the new City employees with the Police Department and the Communications Center.

Chief Steve Patterson introduced Communications Operators Ms. Shannon Long and Ms. Ava Mathews and Officers David Wright, Charles Hill, and Kristen Miller. Council thanked and welcomed the new employees.

C. Benefit Program Specialist Recognition Month Resolution 2023-1 (Read by Councilwoman Jessica Banks)



**BENEFIT PROGRAMS SPECIALIST APPRECIATION MONTH**  
**Resolution of Appreciation**  
**RESOLUTION #2023 – 1**

**WHEREAS**, Virginia has provided a level of economic sustainability to the most vulnerable citizens of the Commonwealth by administering the benefit programs of Supplemental Nutrition Assistance (SNAP), Temporary Assistance for Needy Families (TANF), Medical Assistance, Child Care, General Relief, Auxiliary Grant, Refugee Cash Assistance, Employment Service Programs and Energy Assistance by local departments of social services; and



**Franklin High School  
FBLA  
310 Crescent Drive  
Franklin, VA 23851**

Adviser: Shonna Rawlings

President: Naziyah Turner

Vice President: JaNaya Lee

FBLA Proclamation  
#2023-2

WHEREAS, Future Business Leaders of America-Phi Beta Lambda is a nonprofit educational organization whose first chapter was established in Johnson City, Tennessee, in 1942; and

WHEREAS, this organization has grown now to encompass over 250,000 members and advisers nationwide in middle schools, high schools, colleges, universities, career and technical schools, and private business schools; and

WHEREAS, FBLA-PBL inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences; and

WHEREAS, members perform community service activities and strive to build a student's understanding of the realities of the modern business world; and

WHEREAS, FBLA teaches high school students basic business and leadership principles; and PBL helps university, college, technical, and business school students to make the transition from school to work;

NOW, THEREFORE, I, Robert "Bobby" Cutchins, Mayor of the City of Franklin, do hereby proclaim February 5th through February 11th of 2023, as NATIONAL FBLA-PBL WEEK in the City of Franklin.

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Robert "Bobby" Cutchins  
Mayor, City of Franklin

Mayor Bobby Cutchins entertained a motion to approve Future Business Leaders of America-Phi Beta Lambda Week Resolution 2023-2. Vice-Mayor Wynndolyn Copeland made a motion to approve with a second from Councilwoman Jessica Banks.

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

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins affirmed the motion carried.

### Old/New Business:

#### A. Social Services Discussion

City Manager Amanda Jarratt recognized Sarah Rexrode, Director of Social Services as she comes forward. Over the last few months there have been numerous conversations regarding the poverty level within in the City of Franklin and available services through the Department of Social Services. Ms. Rexrode has prepared a power point presentation that provides a historical statistical overview of needs and services within the City of Franklin.

Ms. Sarah Rexrode stated that Department of Social Services (DSS) is to protect the vulnerable, promote self-sufficiency, provide work and education focus, and develop community safety nets. The benefit programs include: Temporary Assistance for Needy Families (TANF), Virginia Initiative for Education & Work (VIEW), Supplemental Nutrition Assistance Program (SNAP), Medical Assistance Programs, Emergency Assistance, Energy Assistance Programs, Child Care & Early Childhood Development, and Fraud Prevention. The Family Services Programs include: Foster care services for children, adoption services, child protective services, and adult protective services.

Local Stats of January 2019: Medical assistance 1651, SNAP 1150, TANF 61, and child care 33.

Local Stats of January 2023: Medical assistance 2436, SNAP 1378, TANF 71, and child care 47.

Councilman Gregory McLemore asked what services are available for the homeless population. Ms. Rexrode stated that the City partners with the United Way fund and donations. There are more resources for individuals with children than for single adults.

#### B. Banks Street Rezoning Discussion

City Manager Amanda Jarratt stated that during the 6:30 p.m. meeting, Ms. Gurskiy provided an overview of the application with the Franklin Redevelopment Housing Authority to rezone a portion of their property from R-2 to R-1A. It's a 9.780 acre property and they are wanting to construct a 50 unit 3 story apartment complex. This application has been reviewed by the Planning commission, their public hearing is scheduled for February 23<sup>rd</sup>. Woda Cooper Companies in conjunction with their rezoning application has asked Franklin City council to adopt a Revitalization Zone Resolution to be submitted to HUD. Mr. Bruce Watts added that they would like to request a 10 to 15 year tax relief and then accelerate after that to what the assessed value of the property is.

##### a. Discussion of Revitalization Area Designation

Action needed is to determine whether this property meets the definition of a Revitalization Zone based on the Code of Virginia and if so, instruct staff to draft a resolution to be considered at the February 27<sup>th</sup> City Council meeting.

City Attorney stated that he could prepare the resolution to have at City Council disposal. Statue states in order to qualify for funding from Virginia Housing, this resolution has to be adopted, but the resolution requires Council findings a fact and the language is laid out.

**No action taken at this time.**

### C. City Managers Report

City Manager Amanda Jarratt stated the challenge the City is facing with the juvenile detention and the Chesapeake facility is no longer available to us. Chesapeake did offer give the City an extension until the end of March, however, they want the City to agree to pay any Worker's Compensation claim if one of our individuals attack one of their workers or someone was injured in the course of their work. Staff has spoken with VRSA, they are not able to cover that, therefore, the City will not be able to accept that extension. City Manager Jarratt stated that the City is waiting on a MOU from Chesterfield County to be able to utilize their facility and waiting on the facility in Williamsburg.

Councilman Linwood Johnson suggested if all of the cities affected agree fund a facility to house the juveniles. The City has land available that this could take place. City Manager Amanda Jarratt stated that they are looking into a long-term solution, the Mangers are meeting and discussing a potential solution.

### General Updates

- Staff continues to work on the various capital projects approved by City Council.
  - The staff committee for the Armory Project consists of Chad Edwards, Sammara Green, and Lin Darden. Carlee Gurskiy will also be involved. Camp Community College and other community partners will offer feedback throughout the design process. We are in a holding pattern waiting for demolition and waiting for our official grant award letter from HUD. Staff is in the process of interviewing architects.
  - The staff committee for the courthouse renovation project will consist of Chief Steve Patterson, Chad Edwards, and Lind Darden. The judges, Clerk of Court, and Sheriff's Department in addition to other stake holders will be consulted throughout the design process. A meeting with staff is scheduled for February 10, 2023. A meeting with other stakeholders and security review is scheduled for February 17<sup>th</sup>.
  - The staff committee met regarding Riverwalk Park. The kayak design is underway and in addition, the consultant is providing an updated timeline for completion.
- Staff continues to work with DHCD and Summit Engineering on the Laurel Street CDBG Grant. Client intake and income verifications have begun.
- Staff continues to meet with regional partners to discuss next steps on the regional radio system as well as violence and crime prevention. A briefing on the radio system findings is scheduled for February 27, 2023.
- Staff is working to schedule a retreat for City Council to discuss the City's vision, goals, and objectives. Additional details will be provided in the coming weeks. The retreat is scheduled for March 2, 2023 at the Wakefield 4-H Conference Center.
- City Office's will be closed on Monday, February 20, 2023 in observance of President's Day. Trash collection for Monday's route will occur on Tuesday, February 21, 2023.

### Upcoming Community Events

- April 21<sup>st</sup> & 22<sup>nd</sup> – Circus & Spring Fest
- April 11<sup>th</sup> – City of Franklin Blood Drive
- TBD – Car Show Grand Opening
- May 6<sup>th</sup> – Lumberjack Fest
- June 17-19<sup>th</sup> – Juneteenth Cultural Festival aka Virginia Mardi Gras

- June 28<sup>th</sup> – Independence Day Celebration
- Dec. 2<sup>nd</sup> – Elf Parade & Holiday Market

**No action taken at this time.**

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

Councilman Linwood Johnson gave Council information for the Western Tidewater Regional Jail Board, during the last meeting the annual audit was completed, overall score was 99.

Mayor Bobby Cutchins added the vote for the nomination for the Franklin City Public School Board. Mayor Cutchins entertained a motion for Ms. Cristina Boone’s nomination for the Franklin City Public School Board.

Councilman Gregory McLemore made a motion to approve Ms. Cristina Boone to represent the unexpired term of Ward 4 to the Franklin City Public School Board with a second from Councilman Linwood Johnson and Vice-Mayor Wynndolyn Copeland.

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

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins affirmed the motion carried.

City Manager Amanda Jarratt stated that notice will be sent to the Superintendent and instructions will be sent to Ms. Boone.

**Adjournment**

Vice-Mayor Wynndolyn Copeland made a motion to adjourn the February 13, 2023 City Council meeting with a second from Councilman Linwood Johnson.

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

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
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<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins stated the meeting stands adjourned.

The February 13, 2023 City Council meeting was adjourned at 8:20 P.M.

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Mayor

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Clerk to City Council



## Celebrating Black History Month Resolution #2023-3

**Whereas**, Black History Month in the United States is a historic tradition beginning in 1926 when historian Carter G. Woodson and the Association of Negro Life and History dedicated the second week in February as “Negro History Week”; and

**Whereas**, in 1976, as part of the nation’s bicentennial, Black History Week was expanded and became established as Black History Month, and is now celebrated all over North America; and

**Whereas**, the rich inventions, courage, resolve, and cultural influences delivered to the nation by African Americans have been traditionally recognized regionally by the state of Virginia; and

**Whereas**, Virginia is home to the longest continuous experience of Black life and culture in the United States spanning more than four centuries, beginning before the first English settlement at Jamestown and through the Revolutionary War, Civil War, Emancipation and the Civil Rights eras; and

**Whereas**, Nat Turner being an enslaved preacher who led a two-day rebellion, known as the Nat Turner Rebellion, of both enslaved and free people in Southampton County, Virginia. The rebellion being suppressed at Belmont Plantation on August 23, 1831 and resulted in state legislatures passing new laws prohibiting education of slaves and free African Americans, restricting right of assembly and other civil liberties for free African Americans.

**Whereas**, Dred Scott, known for Dred Scott v. Sanford, was born into Slavery around 1799 in Southampton County, Virginia. In January 1850 won his freedom, the case being reversed in 1852, making Dred Scott enslaved again, after several appeals, taking the case to the United States Supreme Court, giving Dred Scott and his family freedom on May 26, 1857.

**NOW, THEREFORE, BE IT RESOLVE**, the City of Franklin celebrates February 2023, as Black History Month and that it calls upon all the City of Franklin’s citizens to observe this month with programs, celebrations, ceremonies, and activities recognizing the amazing and everlasting efforts and accomplishments of African Americans.

Signed this 27<sup>th</sup> day of February 2023

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Robert “Bobby” Cutchins  
Mayor, City of Franklin



## BUDGET AMENDMENT 2023-15

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2022-2023 City Budget is hereby amended to:

1. *recognize revenues from an Arts Grant and to appropriate such revenue for new uses;*

		2022-2023	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
100	<b>GENERAL FUND</b>			
	<b>REVENUE</b>			
24040-0008	Arts Grant	\$0	\$4,500	\$4,500
				<b>\$4,500</b>
	<b>EXPENDITURES</b>			
11010-5699	Contributions to Comm Organizations	\$71,067	\$75,567	\$4,500
				<b>\$4,500</b>

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

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*Clerk to the City Council*



# COMMONWEALTH of VIRGINIA

COMMISSION FOR THE ARTS  
MAIN STREET CENTRE  
600 EAST MAIN STREET, SUITE 330  
RICHMOND, VIRGINIA 23219

JANET STARKE  
EXECUTIVE DIRECTOR

## BOARD/COMMISSION MEMBERS

CHAIR  
ASA JACKSON  
NEWPORT NEWS

VICE CHAIR  
DENA JENNINGS, D.O.  
ORANGE

SECRETARY  
TERRY EMORY BUNTROCK  
WILLIAMSBURG

FRAZIER MILLNER  
ARNSTRONG  
RICHMOND

LATASHA DO'ZIA  
STEPHENS CITY

ROBERT GOUDIE  
RESTON

MICHAEL MARKLEY  
REMINGTON

SUSHMITA MAZUMDAR  
ARLINGTON

JAN P. MONROE  
FREDERICKSBURG

LAURIE NAISMITH  
NORFOLK

BARBARA PARKER  
COLLINSVILLE

AMANDA PILLION  
ABINGDON

DAVID B. TRINKLE, M.D.  
ROANOKE

July 7, 2022

Amanda Jarratt, City Manager  
City of Franklin  
207 West Second Avenue  
Franklin, VA 23851

Grant I.D. #: 23-0387

Federal I.D. #: 54-6001284

Creative Communities Partnership Grant: \$4,500

Vendor I.D. #:

Dear Ms. Jarratt:

We are pleased to inform you that the Virginia Commission for the Arts has awarded your locality a Creative Communities Partnership Grant for the period of July 1, 2022 - June 30, 2023 in the amount referenced above, for art(s) organizations listed in your FY2023 application.

Your signature on the Certification of Assurances in the application indicated your agreement to the grant conditions. Any changes in the distribution of either the local or state funds **must** be reported to the Commission in advance of disbursement. All published materials and announcements about your local re-granting program **must acknowledge** that the program is partially supported by the Virginia Commission for the Arts. **To download the Virginia Commission for the Arts logo**, visit our website [www.arts.virginia.gov](http://www.arts.virginia.gov).

In order to release the funds, the Commission must receive online confirmation that your local government has fulfilled the matching requirement no later than **February 1, 2023**. The requirement is met through an appropriation of 2022-2023 local tax revenues for arts organizations, matching or exceeding the amount of the grant. **Online reporting must include a list of the organizations that received funding, and description of the total Commission's AND local government match awarded to each organization.** This confirmation must take the form of the appropriate page of your jurisdiction's approved FY2023 budget **AND** a copy of the check(s) to the sub-grantee(s). Your confirmation should refer to the **total** actual dollar amounts awarded to the arts organization(s). Final report/confirmation forms can be found on your organization's "Dashboard" in Foundant (the Commission's online grants portal).

**NOTE:** All awardees must have a Unique Entity Identifier (UEI) and complete a revised VA-W-9 form before the match can be made. The REVISED VAW-9 form can be found on your Dashboard under FY23 CCPG Follow-ups. Finally, localities that receive more than \$750,000 in federal funding will be requested to submit their annual audit to the VCA.

The Commission is grateful for your contribution in making high quality arts activities available to the citizens of Virginia. Please accept our best wishes for your continued success.

Sincerely,



Janet Starke  
Executive Director

Sub-grantee(s):  
Rawls Museum Arts



*Office of the City Manager  
Amanda C. Jarratt*

February 22, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: S.T.A.R. Haven Presentation

**Background Information**

Ms. Kianna Boone with S.T.A.R. Haven will present to Franklin City Council on their mission and ongoing activities in the region.

**Needed Action**

None at this time.



Department of Community Development  
Planning - Building inspections – Zoning

Date: February 24, 2023

To: Mayor Cutchins, Vice-Mayor Copeland, City Council Members,  
City Manager Jarratt

From: Carlee Smith, Director of Community Development

Re: Staff Report for Conditional Rezoning request of 0 Banks Street,  
Tax Parcel 154-83-B1

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**Request**

The applicant for the rezoning request is the owner, Franklin Redevelopment & Housing Authority (FRHA). The request includes an amendment of the zoning designation, R-2, General Residence, to R-1A Conditional, General Residence. The property is currently a vacant 9.780 acre lot, located to the west of the intersection of Banks Street and Dorchester Street. This property was formerly developed to have town houses, Suburban Gardens, in the 1970's, but has been vacant since the townhouses were torn down.

The purpose of rezoning the property to R-1A Conditional is to allow for the development of a multi-family dwelling as a principal permitted use. The application proposed (50) 3-story units accompanied with 92 designated parking spaces.

The FRHA has a goal to submit the Low Income Tax Credit application by March 16th, and are required to have the appropriate zoning prior to application submission.

**Proffers**

Franklin Redevelopment & Housing Authority and Woda Cooper Company have amended the rezoning application with the submission of a proffer statement including the following two proffers, as conditions to the rezoning:

1. Height not to exceed three stories and no more than 50 feet
2. Development will consist of no more than 50 multifamily units

### **Public Notice**

In accordance with Virginia Code Section 15.2-2204, newspaper ads have run in the February 8<sup>th</sup> and 15<sup>th</sup> editions of The Tidewater News, adjoining property owner noticed were mailed on February 10<sup>th</sup> as a minimum of 5 days prior to the public hearing. In addition, signs were placed on site at the Banks Street property.

### **Comprehensive Plan**

The City of Franklin 2015 Comprehensive Plan Current and Future Land Use Map designates this property as multi-family, however, the current R-2 zoning does not allow multi-family as proposed. In accordance with the Current and Future land use designations of the Comprehensive Plan, this proposed development does complement the future use.

### **Staff Comments**

City Staff expressed concern of the safety of the multi-family complex. Woda Cooper Companies have expressed security cameras will be installed as surveillance over the parking lot and the exterior. Mr. Watts, of Woda Cooper, also expressed residents would be required to use a keycard to gain entry access to the dwelling.

### **Recommended Action**

The Planning Commission held a public hearing on Thursday, February 23, 2023. As a result, Commissioner Crowder made a motion to deny the conditional rezoning; Commissioner Rawlings seconded the motion, and the Commissioners unanimously voted “aye.” Planning Commissioners do not recommend the approval of the conditional rezoning from R-2 to R-1A at the Banks Street property.

#### Attachment(s):

- Parcel Identification Map
- Preliminary Rendering of Site Plan
- Banks Street Rezoning Application
- Amended Rezoning Application
- Exterior Elevations – Harrison Pointe
- Certification of Publication, Tidewater News



DEPARTMENT OF COMMUNITY DEVELOPMENT

PLANNING AND ZONING
207 WEST SECOND AVENUE
Franklin, Virginia 23851
(757) 562-8580 Fax 757-562-0870

CASE # RZ - Application for Rezoning DATE: 02/17/23

ALL APPLICATIONS MUST BE ACCOMPANIED BY NO LESS THAN 8 COPIES OF THE PROPOSAL.

PROJECT TYPE (s): Residential; [checked] Commercial; Mixed Use; Industrial

CURRENT ZONING: R-2 PROPOSED ZONING: R1-A CONDITIONAL: [checked] YES; NO

For Conditional Rezoning please list all proffers under separate cover complete with a narrative of the proposal.

TOTAL ACRES: 9.78; PROPOSED # OF HOUSING UNITS: 50; # OF HOUSING UNITS PER ACRE: 5.1

% OF OPEN SPACE AREA FOR RECREATIONAL USE OR COMMUNITY FACILITIES SUCH AS WALKING PATHS, BIKE AND EXERCISE TRAILS, PLAYGROUNDS, SWIMMING POOLS, GYMNASIUMS, PLAYING FIELDS, TENNIS OR BASKETBALL COURTS, GARDENS, LANDSCAPED AREAS AROUND DWELLINGS AND OTHER BUILDINGS OR SIMILAR USES. per site plan attached

Applicant Franklin Redevelopment & Housing Authority Phone Number 757-562-0384
Address 1343 Armory Dr City Franklin State VA Zip 23851
CHECK ONE: Design Professional; [checked] Owner; Agent; Contract Purchaser;

Owner Franklin Redevelopment & Housing Authority Phone Number 757-562-0384
Address 1343 Armory Dr City Franklin State VA Zip 23851

GENERAL DESCRIPTION OF PROPOSED DEVELOPMENT: 50 unit multi-family Dwelling (3 story) apartment complex, per attached site plan

Enclosed: Fiscal Impact Analysis; Traffic Impact Analysis

PROJECT TITLE: Harrison Pointe Design Professional: PCI Group Ph#
THE REZONING REQUEST MUST BE ACCOMPANIED BY THE APPROPRIATE FEE. 614-396-0018

REZONING FEE: \$500 PLUS THE COST OF THE REQUIRED ADVERTIZING
CONDITIONAL REZONING \$600 PLUS THE COST OF THE REQUIRED ADVERTIZING

APPLICANT'S NAME (PRINT): Franklin Redevelopment & Housing Authority
APPLICANT'S SIGNATURE: DATE: 02/17/23

FOR OFFICE USE ONLY CHECKS ARE TO BE MADE PAYABLE TO: TREASURER CITY OF FRANKLIN

(Comments) Submittal Received by: Community Development Staff Date Received:



**Franklin Redevelopment and Housing Authority**

1343 Armory Drive Franklin, Virginia 23851

757/562-0384 (Office)

757/562-0267 (Fax)

February 21, 2023

Carlee R Smith  
Director Of Community Development  
City of Franklin  
West Second Ave.  
Franklin, VA 23851

Dear Ms. Smith,

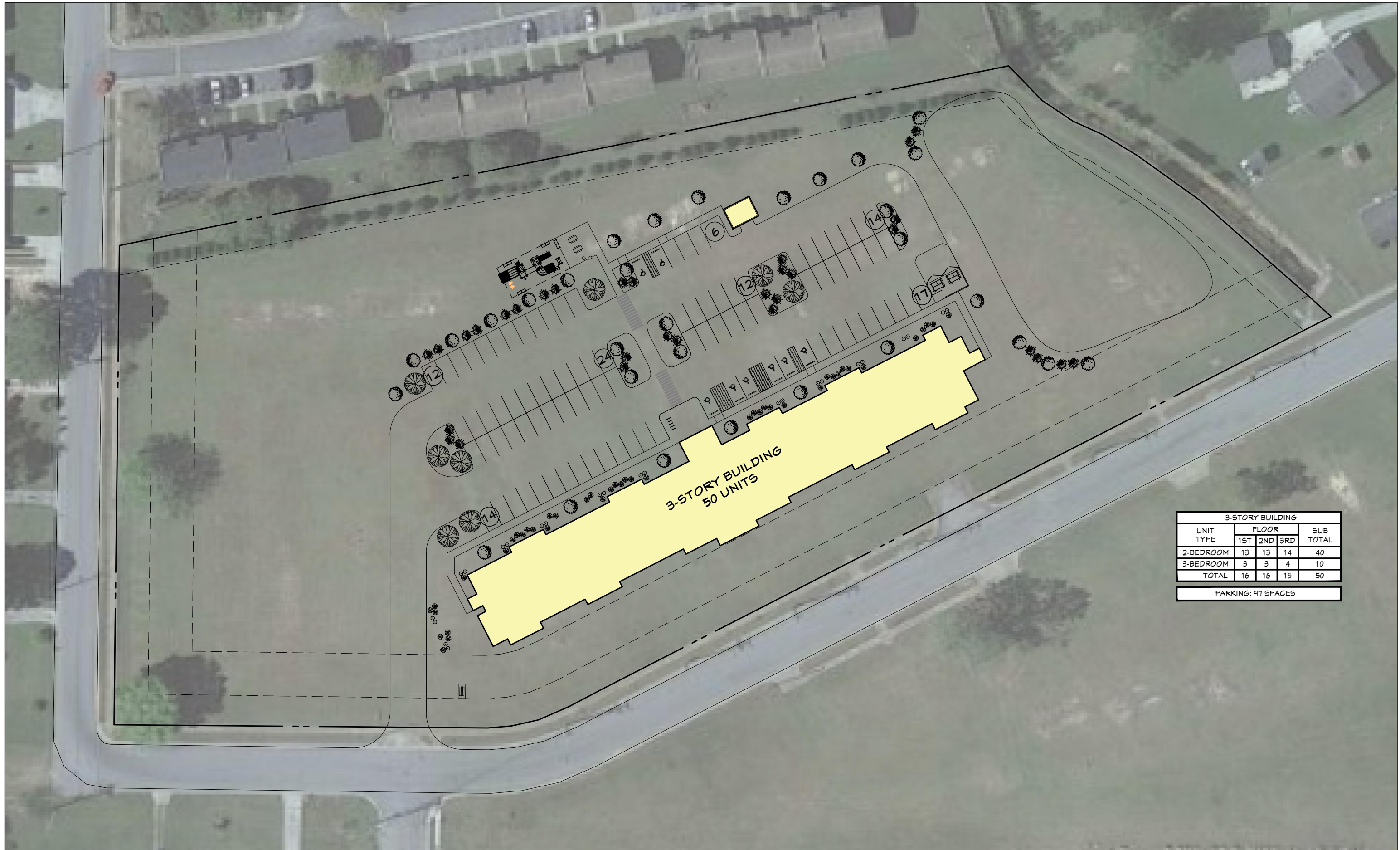
The Applicant proposes the following proffer statements as a condition to the rezoning:

1. Height not to exceed three stories or 50 feet.
2. Development will consist of no more than 50 multifamily units.

A handwritten signature in blue ink that reads 'Blue'.

Gwendolyn Blue  
Franklin Redevelopment & Housing Authority





3-STORY BUILDING				
UNIT TYPE	FLOOR			SUB TOTAL
	1ST	2ND	3RD	
2-BEDROOM	13	13	14	40
3-BEDROOM	3	3	4	10
<b>TOTAL</b>	<b>16</b>	<b>16</b>	<b>18</b>	<b>50</b>

PARKING: 97 SPACES



# DEPARTMENT OF COMMUNITY DEVELOPMENT

PLANNING AND ZONING  
207 WEST SECOND AVENUE  
Franklin, Virginia 23851  
(757) 562-8580 Fax 757-562-0870

CASE # RZ \_\_\_\_\_ - \_\_\_\_\_

## Application for Rezoning

DATE: 1/12/2023

**ALL APPLICATIONS MUST BE ACCOMPANIED BY NO LESS THAN 8 COPIES OF THE PROPOSAL.**

PROJECT TYPE (s): Residential; \_\_\_\_\_ Commercial; \_\_\_\_\_ Mixed Use;  Industrial \_\_\_\_\_

CURRENT ZONING: \_\_\_\_\_ PROPOSED ZONING: R1-2 CONDITIONAL: \_\_\_\_\_ YES; \_\_\_\_\_ NO

*For Conditional Rezoning please list all proffers under separate cover complete with a narrative of the proposal.*

TOTAL ACRES: 9.780; PROPOSED # OF HOUSING UNITS: 60; # OF HOUSING UNITS PER ACRE: \_\_\_\_\_

% OF OPEN SPACE AREA FOR RECREATIONAL USE OR COMMUNITY FACILITIES SUCH AS WALKING PATHS, BIKE AND EXERCISE TRAILS, PLAYGROUNDS, SWIMMING POOLS, GYMNASIUMS, PLAYING FIELDS, TENNIS OR BASKETBALL COURTS, GARDENS, LANDSCAPED AREAS AROUND DWELLINGS AND OTHER BUILDINGS OR SIMILAR USES. \_\_\_\_\_ %.

*Per site plan Attached*

Applicant Franklin Redevelopment & Housing Authority Phone Number 757-562-0384

Address 1343 Armory Dr City Franklin State Va Zip 23851

CHECK ONE: \_\_\_\_\_ Design Professional;  Owner; \_\_\_\_\_ Agent; \_\_\_\_\_ Contract Purchaser; \_\_\_\_\_

Owner Franklin Redevelopment & Housing Authority Phone Number 757-562-0384

Address 1343 Armory Dr. City Franklin State Va Zip 23851

GENERAL DESCRIPTION OF PROPOSED DEVELOPMENT: 60 units Multi Family Dwelling (3 story apartment complex), per attached site plan.

Enclosed: \_\_\_\_\_ Fiscal Impact Analysis: \_\_\_\_\_ Traffic Impact Analysis \_\_\_\_\_

PROJECT TITLE: Bank St. Estates Design Professional: Woda-Cooper Companies, Inc.  
PEF Group Ph#: 614-396-0018

THE REZONING REQUEST MUST BE ACCOMPANIED BY THE APPROPRIATE FEE.

REZONING FEE: \$500 PLUS THE COST OF THE REQUIRED ADVERTIZING =  
CONDITIONAL REZONING \$600 PLUS THE COST OF THE REQUIRED ADVERTIZING

APPLICANT'S NAME (PRINT): Franklin Redevelopment & Housing Authority

APPLICANT'S SIGNATURE: Freddie A. Carruth DATE: 1/12/2023

**FOR OFFICE USE ONLY** CHECKS ARE TO BE MADE PAYABLE TO: TREASURER CITY OF FRANKLIN

(Comments) \_\_\_\_\_  
Submittal Received by: \_\_\_\_\_

Community Development Staff






Date Received: \_\_\_\_\_

#2 Applicant Name: Woda Cooper Companies, Inc



# City of Franklin, Virginia

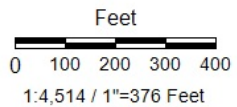
## Legend

-  City Boundary
-  Parcels
-  Roads
-  Road Labels
-  Landmarks



**Title: Banks Street Rezoning**

**Date: 1/20/2023**

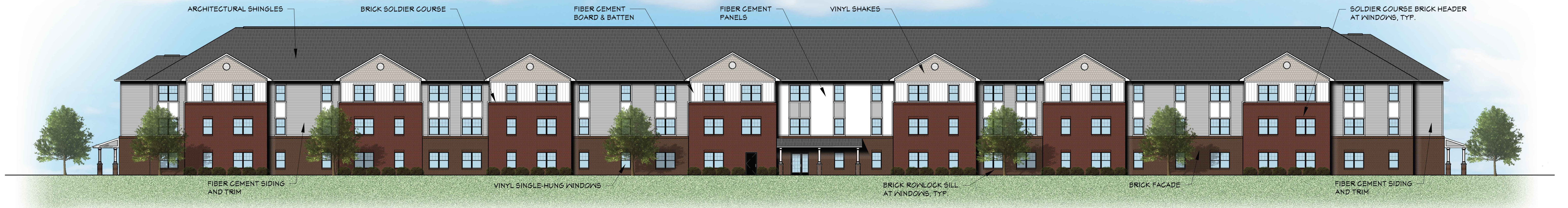


*DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and City of Franklin is not responsible for its accuracy or how current it may be.*

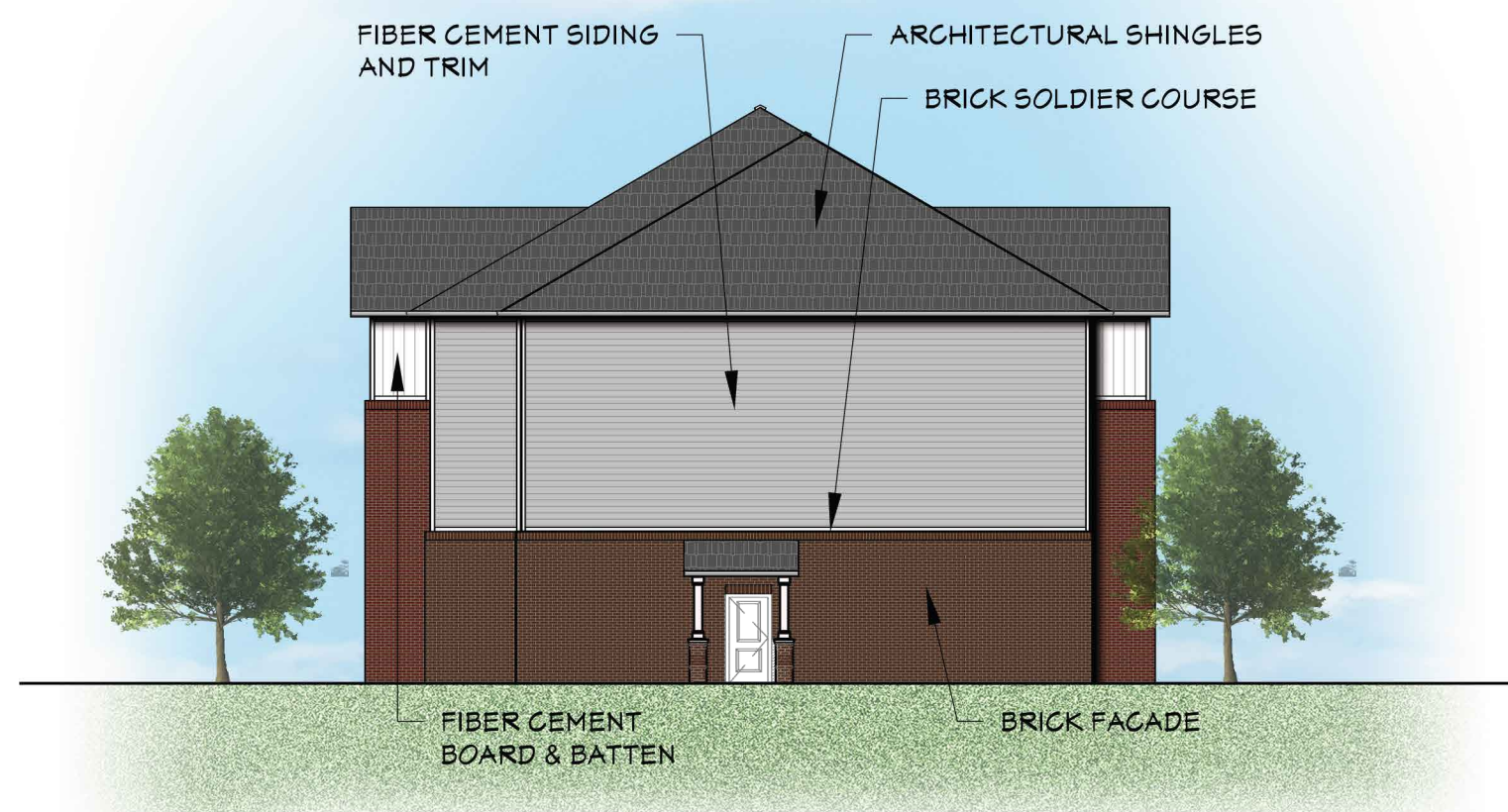




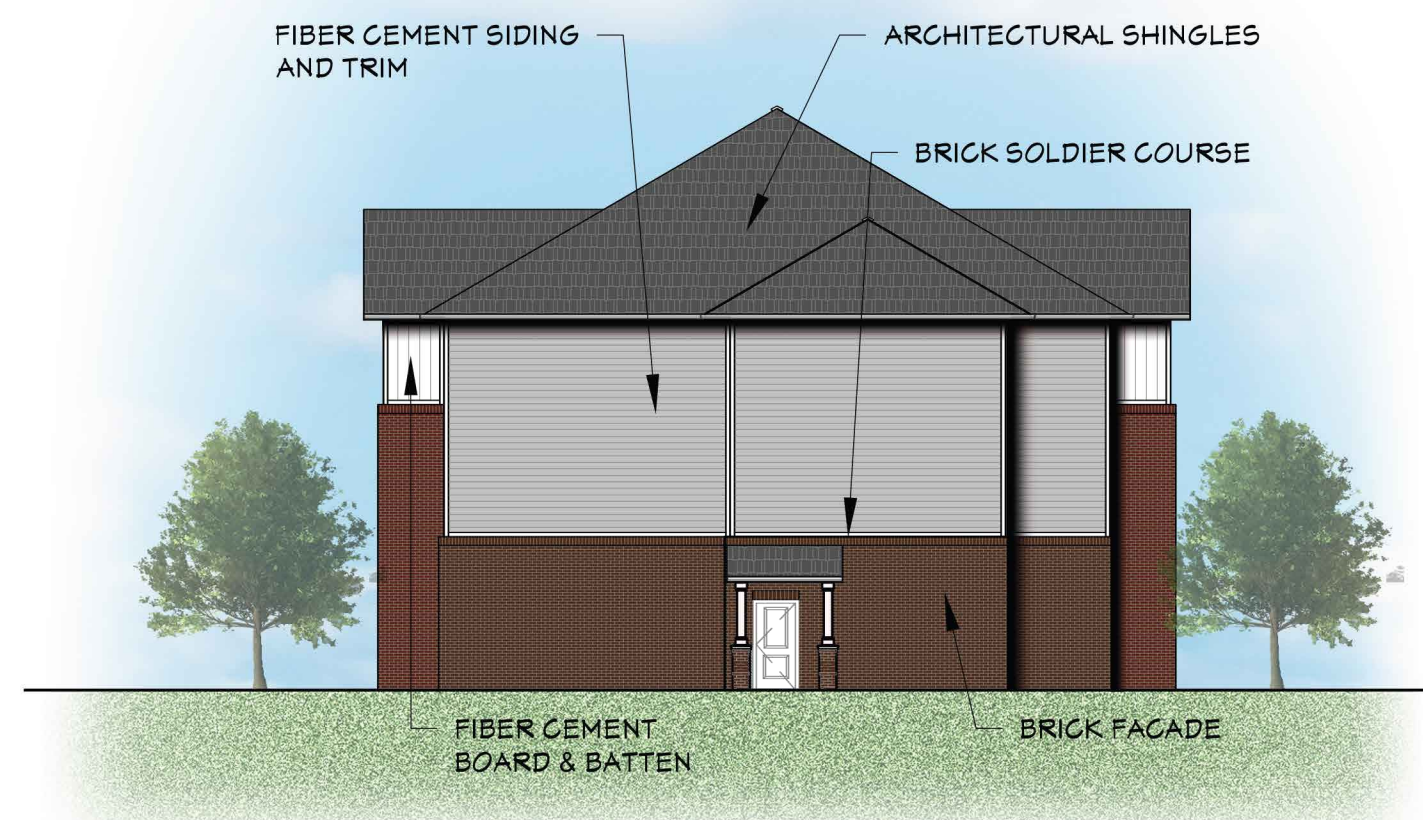
**D EAST ELEVATION**  
SCALE: NTS



**C WEST ELEVATION**  
SCALE: NTS



**A SOUTH ELEVATION**  
SCALE: NTS



**B NORTH ELEVATION**  
SCALE: NTS





UNIT TYPE	3-STORY BUILDING			SUB TOTAL
	1ST	2ND	3RD	
3-BEDROOM	6	1	7	30
3-BEDROOM	10	10	10	30
TOTAL	16	11	17	50

PARKING: 9 SPACES

PROJECT OF RECORD:  
**PCI DESIGN GROUP, INC.**  
 300 SOUTH FRONT STREET SUITE 810  
 COLLETSVILLE, OHIO 43041



PROJECT TYPE:  
**MULTI-FAMILY HOUSING**

PROJECT TITLE:  
**SITE PLAN**

DATE:  
 01-11-2023  
 DRAWN BY:

PROJECT TITLE:  
**CITY OF FRANKLIN, VIRGINIA**

PROJECT TITLE:  
**2023 VIRGINIA LIGHT APPLICATION**

PROJECT TITLE:  
**A2.0**

# Publisher's Certificate of Publication

## STATE OF VIRGINIA COUNTY OF RICHMOND

Betty Ramsey, being duly sworn, says:  
That she is Publisher of Tidewater Publications, Inc.  
publisher and printer of the The Tidewater News  
(the "Newspaper"), has full knowledge of the facts  
herein stated as follows:

1. The Newspaper printed the copy of the matter  
attached hereto (the "Notice") was copied from the  
columns of the Newspaper and was printed and  
published in the English language on the following  
days and dates:

02/08/23, 02/15/23


2. The sum charged by the Newspaper for said  
publication is the actual lowest classified rate paid  
by commercial customer for an advertisement of  
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3. There are no agreements between the News-  
paper, publisher, manager or printer and the officer  
or attorney charged with the duty of placing the at-  
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Betty Ramsey, Publisher

Subscribed and sworn to before me this  
15th Day of February, 2023



Loretta Lomax, Notary Public  
Commonwealth of Virginia  
Commission No. 7237388  
My commission expires 01-31-2025



Account # 224434  
Ad # 1589759

CITY OF FRANKLIN  
207 W SECOND AVE  
FRANKLIN VA 23851

### PUBLIC NOTICE

#### NOTICE OF PUBLIC HEARING CITY OF FRANKLIN PLANNING COMMISSION and CITY COUNCIL

Notice is hereby given in accordance with Virginia Code Section 15.2-2204 that the Planning Commission of the City of Franklin, Virginia will hold a public hearing on Thursday, February 23, 2023 at 6:00 P.M. at the Planning Commission meeting and City Council of the City of Franklin, Virginia will hold a public hearing on Monday, February 27, 2023 at 7:00 P.M. at the City Council meeting each being held in the City Council Chambers at City Hall, 207 W. Second Avenue, Franklin, Virginia to consider the following rezoning request:

Franklin Redevelopment and Housing Authority, owner of certain property containing approximately 9.78 acres identified as Tax Parcel # 154- (083)-B-1 and located on the southern portion of Banks Street at the corner of Banks Street and Dorchester Street in the City of Franklin, Virginia has requested a rezoning from R-2 General Residence District to R-1A General Residence District. The application will allow the construction of a 50-unit multi-family apartment complex on the property. The 2015 Comprehensive Plan designates this area as multi-family residential use and density.

Full texts of the proposed rezoning application, map amendment and rezoning proffers are available for inspection at the office of the secretary of the Planning Commission located at 207 West Second Avenue, Franklin, Virginia during regular business hours. Any person desiring to express his or her views with respect to the proposed rezoning should appear at the aforesaid times and place.

Both public hearings will be held in City Council Chambers located at 207 W. Second Ave, Franklin, Virginia, which is accessible to persons with disabilities. Any persons with questions concerning the accessibility of the facility or those who have need for reasonable accommodations should contact Carlee Smith, Director of Community Development at (757)-562-8681. Persons needing interpreter services for the deaf must notify Mrs. Gurskiy at least seven (7) days in advance of the hearing.

**City of Franklin Planning  
Commission  
Carlee Smith, Director of  
Community Development**

Tidewater News:  
Feb. 8 and 15, 2023  
**PUBLIC HEARING**



*Office of the City Manager  
Amanda C. Jarratt*

February 22, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Banks Street Revitalization Zone Designation Discussion

**Background Information**

Woda Cooper Companies in conjunction with their rezoning application has asked Franklin City Council to adopt a Revitalization Zone Resolution to be submitted to HUD. Section 36-55.30:2 below outlines the criteria for these zones.

§ 36-55.30:2. Housing revitalization areas; economically mixed projects.

A. For the sole purpose of empowering the HDA to provide financing in accordance with this chapter, the governing body of any city or county may by resolution designate an area within such city or county as a revitalization area if such governing body shall in such resolution make the following determinations with respect to such area: (i) either (a) the area is blighted, deteriorated, deteriorating or, if not rehabilitated, likely to deteriorate by reason that the buildings, improvements or other facilities in such area are subject to one or more of the following conditions: dilapidation; obsolescence; overcrowding; inadequate ventilation, light or sanitation; excessive land coverage; deleterious land use; or faulty or inadequate design, quality or condition; or (b) the industrial, commercial or other economic development of such area will benefit the city or county but such area lacks the housing needed to induce manufacturing, industrial, commercial, governmental, educational, entertainment, community development, healthcare or nonprofit enterprises or undertakings to locate or remain in such area; and (ii) private enterprise and investment are not reasonably expected, without assistance, to produce the construction or rehabilitation of decent, safe and sanitary housing and supporting facilities that will meet the needs of low and moderate income persons and families in such area and will induce other persons and families to live within such area and thereby create a desirable economic mix of residents in such area. Any redevelopment area, conservation area, or rehabilitation area created or designated by the city or county pursuant to Chapter 1 (§ 36-1 et seq.) of this title, any census tract in which 70 percent or more of the families have incomes which are 80 percent or less of the statewide median income as determined by the federal government pursuant to Section 143 of the United States Internal Revenue Code or any successor code provision on the basis of the most recent decennial census for which data are available, and any census tract which is designated by the United States Department of Housing and Urban Development and, for the most recent year for which census data are available on household income in such tract, either in which 50 percent or more of the households have an income which is less than 60 percent of the area median gross income for such year or which has a poverty rate of at least 25 percent shall be deemed to be designated as a revitalization area without adoption of the above described resolution of the city or county. In any revitalization area, the HDA may provide financing for one or more economically mixed projects and, in conjunction therewith, any nonhousing buildings that are incidental to such project or projects or are determined by the governing body of the city or county to be necessary or appropriate for the revitalization of such area or for the industrial, commercial or other economic development thereof.



B. The HDA may finance an economically mixed project that is not within a revitalization area if the governing body of the city or county in which such project is or will be located shall by resolution determine (i) either (a) that the ability to provide residential housing and supporting facilities that serve persons or families of lower or moderate income will be enhanced if a portion of the units therein are occupied or held available for occupancy by persons and families who are not of low and moderate income or (b) that the surrounding area of such project is, or is expected in the future to be, inhabited predominantly by lower income persons and families and will benefit from an economic mix of residents in such project and (ii) private enterprise and investment are not reasonably expected, without assistance, to produce the construction or rehabilitation of decent, safe and sanitary housing and supporting facilities that will meet the needs of low and moderate income persons and families in such area and will induce other persons and families to live within such area and thereby create a desirable economic mix of residents in such area.

C. In any economically mixed project financed under this section, the percentage of units occupied or held available for occupancy by persons and families who are not of low and moderate income, as determined as of the date of their initial occupancy of such units, shall not exceed 80 percent.

1979, c. 374; 1996, cc. 77, 498; 2004, c. 187; 2006, c. 784.

**Needed Action**

Determine whether this property meets the definition of a Revitalization Zone based on the Code of Virginia and consider the proposed resolution.





**RESOLUTION TO DESIGNATE PROPERTY  
FRANKLIN TAX PARCELS # 154-83-B1 & 153-116-A  
AS A REVITALIZATION AREA  
Resolution #2023-4**

**WHEREAS**, pursuant to § 36-55.30:2(A) of the Code of Virginia of 1950, as amended, the City Council of the City of Franklin, Virginia desires to designate City of Franklin Tax Parcel #154-83-B1, located at 0 Banks Street, Franklin, Virginia, and City of Franklin Tax Parcel 153-116-A, located at 1698 Dorchester Street, Franklin, Virginia (the “**Property**”) as a revitalization area; and

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Franklin, Virginia finds that the Property is located in an area where the industrial, commercial, or other economic development of such area will benefit the City of Franklin, but such area lacks the housing needed to induce manufacturing, industrial, commercial, governmental, educational, entertainment, community development, healthcare or nonprofit enterprises or undertakings to locate or remain in such area; and private enterprise and investment are not reasonably expected, without assistance, to produce the construction of decent, safe and sanitary housing and supporting facilities that will meet the needs of low and moderate income persons and families in such area and will induce other persons and families to live within such area and thereby create a desirable economic mix of residents in such area.

Adopted this 27<sup>th</sup> day of February, 2023.

A true copy, teste:

---

Bobby Cutchins  
Mayor of City of Franklin

Good afternoon City Manager Jarratt,

I hope you are doing well. Our team wanted to formally request that our request for tax abatement be included on the agenda for the city council meeting this upcoming Tuesday.

Regarding the tax abatement, I understand from Mr. Watts that the City Council is uncomfortable with an abatement, especially one with a 10 or 15 year term. We would like to respectfully ask if a smaller abatement may be possible. In the past, we have been successful with Virginia Housing with an abatement on the increase in the value of the development for a period of 5 years. This essentially allows the project to be constructed and leased up to full occupancy prior to an increase in the real estate taxes. Do you know if something like this is possible? Even a 2 year abatement would enable us to receive the points we would need from Virginia Housing to submit a competitive application for tax credits. Here is an analysis of what an abatement could look like:

**\*Estimated Tax Abatement**

**Anticipated Assessment Value:**

**\$3,418,000**

**Estimated Annual RE Taxes: :\$35,200**

**Abatement**

**Value:**

**2 Years                                    \$70,400.00**

**5 Years                                     \$176,000.00**

Thank you for your time and consideration,

Maia Cooper



*Office of the City Manager  
Amanda C. Jarratt*

22, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

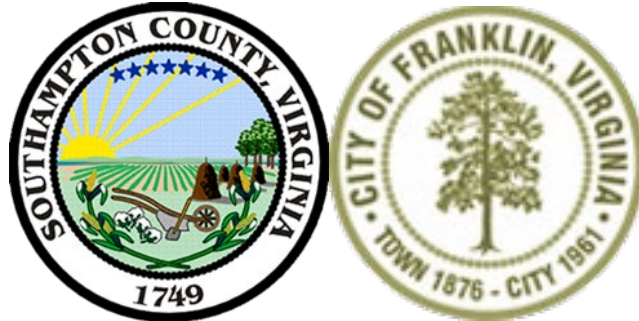
Reference: Public Safety Radio System

**Background Information**

Based on direction from Franklin City Council staff in collaboration with Southampton County issued an RFP to conduct a survey and study of the City of Franklin current and future radio needs. Over the last few months staff from both municipalities has been working with CTA to conduct this analysis. Attached for your review is the Executive Summary and recommended next steps.

**Needed Action**

Provide feedback to staff and authorize staff to move forward with issuing the required RFP to complete the necessary next steps.



# Southampton County and City of Franklin, Virginia

## **Executive Summary**

### Public Safety Radio System Assessment Report

February 23, 2023

## Executive Summary

### Introduction

Southampton County and the City of Franklin contracted CTA Consultants LLC (CTA) to provide an assessment of the radio system and make recommendations for a P25-compliant public safety radio communications system to serve the citizens of Southampton County and the City of Franklin.

Our goal is to recommend a radio system to improve radio coverage and reliability throughout the County and within the City of Franklin. We also understand the critical need for interoperability with the public safety agencies in the Counties of Isle of Wight, Surry, Sussex, Greensville, Hertford (NC), and Northampton (NC), and the Cities of Suffolk and Emporia, operating in multiple frequency bands.

### Assessment

CTA interviewed representatives of Franklin Police, Franklin Dispatch, Franklin Fire and Rescue, Hunterdale Fire, Franklin Public Schools, Franklin Power and Light, Franklin Public Works, Southampton County Sheriff's Office, Southampton County Dispatch, Southampton County Fire and Rescue, Southampton County Public Schools, Courtland Volunteer Rescue Squad, Ivor Volunteer Rescue Squad, Southampton County Coordinator of Auxiliary Services and Transportation, and Southampton Community Development. CTA also surveyed the radio system sites and equipment located at Boykins Tower, Capron Farm, Courtland Tower, Franklin Police Department Tower, Hunterdale Water Tower, Ivor Tower, and Southampton Sheriff's Office Tower. All information gathered was used to evaluate the existing systems, determine future operational and technical requirements, and develop viable approaches to upgrade or replace the existing radio system.

The Departments and Agencies of Southampton County and the City of Franklin currently operate three (3) separate radio communications systems. All the Southampton County agencies: Sheriff, Dispatch, Rescue, Volunteer Fire Departments, and Public Works, operate a VHF analog conventional simulcast system with four (4) sites and four (4) channels. The City of Franklin operates a five (5) channel, analog Very High Frequency (VHF) Legacy Trunked Radio (LTR) System used by Franklin Fire and Rescue, Franklin Public Schools, Power and Light, and Public Works. The City of Franklin Police operates a Kenwood digital VHF NexEdge System with two (2) channels, one (1) channel per site, and both channels transmit the same information.

Southampton County agencies provide services throughout the County, and the Sheriff's Office provides Court Security and Civil Process for the County and the City of Franklin. Franklin agencies serve within the City limits and provide some services to the County. Franklin Fire operates seventy-four (74) square miles outside the City. Southampton Fire Departments provide Mutual Aid to all contiguous counties. The relationship between the County and City agencies, and their ability to communicate with

each other, is a critical need to serve the citizens of both the County and City, and a regional radio system will accomplish this need.

The Southampton County and City of Franklin agencies share many of the same problems with their current radio systems, with the most common issues and concerns being:

- Lack of Coverage: Portable Outdoor and Portable In-Building
- Lack of Operability and Interoperability
- Lack of Capacity
- Equipment at/past End of Life
- Analog equipment no longer supported
- Interference and Crowding

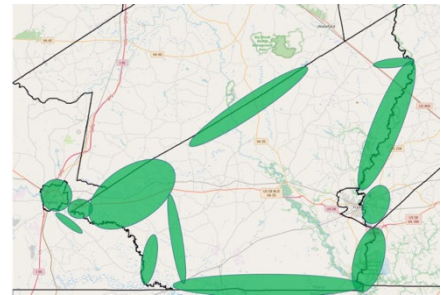


Figure ES-1: Southampton County Coverage Problem Areas

CTA asked radio system users to identify coverage problem areas on a large map of the City and County. CTA digitally recreated the map showing the coverage problem areas as shown in Figure ES-1 and ES-2 (Southampton County – green, Franklin Police – blue, Franklin Fire and Rescue – red).

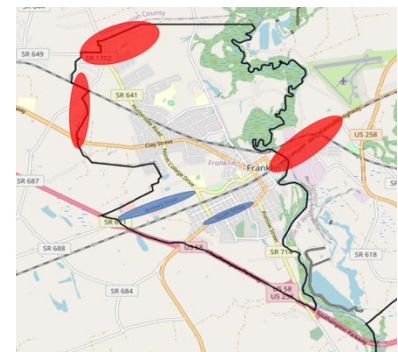


Figure ES-2: City of Franklin Coverage Problem Areas

### Alternatives Analysis

There is a need for a new regional radio system in Southampton County and the City of Franklin to deliver public safety grade coverage when and where needed. CTA evaluated the following alternatives to meet this need:

- Do Nothing
- VHF P25 Phase 2 Trunked (DVRs) Radio System
- 700/800 MHz P25 Phase 2 Trunked Radio System
- Join a Neighboring 700/800 MHz P25 Phase 1 Trunked Radio System
- Join a Neighboring 700/800 MHz P25 Phase 2 Trunked Radio System

CTA uses the following overarching system considerations when developing our System Alternatives: coverage, capacity, and interoperability. The ability of a public safety communications system to meet the requirements of the users will rely heavily upon meeting these system considerations.

### Coverage:

Based upon preliminary coverage estimations, five (5) sites with the use of Digital Vehicular Repeaters (DVRs) may provide public safety grade (95%) portable outdoor coverage for the Southampton County and the City of Franklin service area in the VHF band. Based upon preliminary coverage estimations, four (4) sites may provide public safety grade (95%) portable outdoor coverage for the Southampton County and the City of Franklin service area in the 700/800 MHz band.

### Capacity:

A P25 Phase 1 Trunked system will require seven (7) channels at each site (one (1) control channel and six (6) voice channels). If there are sites that are not simulcast, this requirement (seven (7) channels) will be for each site. A P25 Phase 2 Trunked Simulcast system will require six (6) talk paths, which will reduce the overall channel requirement to four (4) channels at each site (three (3) working channels (six (6) talk paths) and one (1) control channel). If there are sites that are not simulcast, this requirement of four (4) channels, will be necessary for each site.

### Interoperability:

Interoperability for jurisdictions operating around Southampton County and the City of Franklin is critically important and must be considered while evaluating potential system alternatives. CTA developed an interoperability chart as part of the interview process, which clearly shows the need for County and City Law Enforcement and Fire and Rescue agencies to be able to communicate directly with each other in emergency situations. It also reflects the need for users to communicate with other agencies outside of the local jurisdictions, and the ability to use dedicated channels to communicate directly with each other, without overloading the primary dispatch channels.

Based upon these considerations, we evaluated the viability of each potential alternative:

- ***Do Nothing Alternative***

Southampton County and the City of Franklin may consider staying the course and continue to communicate using the existing radio systems. Under this course of action, significant costs will be incurred just to maintain today's communications with no improvements. Coverage will continue to be severely inadequate. Capacity will continue to be limited. Interoperability will remain fragmented both within and outside of the County and City. *Overall communications will not improve, there will continue to be lack of Coverage, Interoperability / Operability and Redundancy, and the County and City will be no closer to its goal of safe and reliable communications for its public safety users.*



■ ***VHF P25 Phase 2 Trunked (DVRs) Radio System***

Southampton County and the City of Franklin can replace their existing systems with a new VHF P25 Phase 2 Trunked radio system with Digital Vehicular Repeaters (DVRs) which will provide public safety grade coverage and reliable, mission critical voice and data communications for all first responders in the County and City. However, *CTA does not believe the County and City can license enough VHF frequencies to provide the needed capacity. There is also a significant cost added for the use of DVRs with this alternative.*

■ ***700/800 MHz P25 Phase 2 Trunked Radio System***

Southampton County and the City of Franklin can replace their existing systems with a new 700/800 MHz P25 Phase 2 Trunked radio system, which will provide public safety grade, reliable, mission-critical voice, and data communications for all first responders in Southampton County and the City of Franklin. Implementing a 700/800 MHz P25 Phase 2 Trunked Simulcast Radio System will provide the needed public safety grade coverage and capacity for users in Southampton County and the City of Franklin. This alternative significantly improves both operability and interoperability for Southampton County and the City of Franklin. *This alternative moves all the County and City agencies to the 700/800 MHz frequency band. CTA believes implementing a 700/800 MHz P25 Trunked System in Southampton County and the City of Franklin IS the **best-fit** alternative.*

■ ***Join a Neighboring System 700/800 MHz P25 Trunked Radio System***

Southampton County and the City of Franklin can connect their radio system equipment to a neighboring jurisdiction's 700/800 MHz P25 system that already exists. Sussex and Isle of Wight Counties and the City of Suffolk already operate 700/800 MHz P25 Trunked systems. Southampton County and the City of Franklin can connect their new radio system to either of these systems. *This alternative moves all the County and City agencies to the 700/800 MHz frequency band.*

○ ***Phase 1 Trunked System***

Southampton County and the City of Franklin could join the 800 MHz P25 Phase 1 Regional System that is used by Isle of Wight County and the City of Suffolk. This system already has geo-redundant P25 system cores, so the County and City would not have to purchase their P25 core and would only have to pay a portion of the ongoing maintenance for use of the P25 cores.

○ ***Phase 2 Trunked System***

Southampton County and the City of Franklin could join the Sussex County 700 MHz P25 Phase 2 Radio. This system has a single P25 core, so the County and City could purchase their own P25 core and connect the two system cores for additional redundancy. CTA believes the County and City will be limited to the system features and functionality already implemented in the Sussex County system.

Joining a neighboring 700/800 MHz P25 trunked radio system can provide the needed public safety grade coverage and capacity. However, the County and City could be limited to the subscriber and system features and functionality already implemented. While some cost savings may be possible,



CTA believes there would not be significant cost savings, and the City and County will have to share control in a regional radio system. *In CTA’s opinion, joining a neighboring P25 Trunked Radio System is a feasible alternative, but is NOT the best-fit alternative for Southampton County and City of Franklin radio users.*

**Ranking**

CTA uses an impact analysis process to help evaluate the system alternatives in combination with all the information gathered during this Needs Assessment. The results help narrow down the alternative(s) that best fit the City and County needs. Part of this process is evaluating the rough order of magnitude (ROM) costs for each alternative. The totals are summarized in the following table.

ALTERNATIVES SUMMARY				
	VHF P25 Ph 2 Trunked (DVRs)	7/800 MHz P25 Ph 2 Trunked	Join Neighboring System 7/800 MHz P25 Ph 1 Trunked	Join Neighboring System 7/800 MHz P25 Ph 2 Trunked
System Functionality / System Reliability	Public Safety P25	Public Safety P25	Public Safety P25	Public Safety P25
Coverage / Sites	5 (4 Simulcast Sites, 1 Multicast Site)	4 (3 Simulcast Sites, 1 Multicast Site)	4 (3 Simulcast Sites, 1 Multicast Site)	4 (3 Simulcast Sites, 1 Multicast Site)
Capacity / Frequency Pairs Needed	8	8	14	8
Operability	All users on same system	All users on same system	All users on same system	All users on same system
Operational Control	Full Control	Full Control	Shared Control	Shared Control
Features	All Features Available	All Features Available	Limited to Neighboring Jurisdiction	Limited to Neighboring Jurisdiction
Interoperability inside County / City:	<b>Seamless inside County / City:</b> None  <b>Gateways/Manual Patch Inside County / City:</b> Emporia Greenville County Isle of Wight County Suffolk Surry County Sussex County Northampton County NC Hertford Count NC	<b>Seamless inside County / City:</b> Isle of Wight County Suffolk Sussex County  <b>Gateways/Manual Patch Inside County / City:</b> Emporia Greenville County Surry County Northampton County NC Hertford Count NC	<b>Seamless inside County / City:</b> Isle of Wight County Suffolk Sussex County  <b>Gateways/Manual Patch Inside County / City:</b> Emporia Greenville County Surry County Northampton County NC Hertford Count NC	<b>Seamless inside County / City:</b> Isle of Wight County Suffolk Sussex County  <b>Gateways/Manual Patch Inside County / City:</b> Emporia Greenville County Surry County Northampton County NC Hertford Count NC
Interoperability Outside County / City:	<b>Seamless Outside County / City:</b> Emporia Greenville County Isle of Wight County Suffolk Surry County Sussex County Northampton County NC Hertford Count NC  <b>Gateways/Manual Patch Outside County / City:</b> None	<b>Seamless Outside County / City:</b> Emporia Greenville County Isle of Wight County Suffolk Surry County Sussex County Northampton County NC Hertford Count NC  <b>Gateways/Manual Patch Outside County / City:</b> None	<b>Seamless Outside County / City:</b> Emporia Greenville County Isle of Wight County Suffolk Surry County Sussex County Northampton County NC Hertford Count NC  <b>Gateways/Manual Patch Outside County / City:</b> None	<b>Seamless Outside County / City:</b> Emporia Greenville County Isle of Wight County Suffolk Surry County Sussex County Northampton County NC Hertford Count NC  <b>Gateways/Manual Patch Outside County / City:</b> None
ROM Costs	\$ 16,900,000	\$ 11,000,000	\$ 12,400,000	\$ 11,900,000
Alternatives Score	369.2	437.8	370.0	371.2
Alternatives Ranking	4	1	3	2

Table ES-1 Alternative Summary

When comparing the results of the Radio System Alternative Summary in Table ES-1, it is clear the alternatives related to moving all users to a single radio system in the same frequency band rank highest. The overall highest ranked alternative is a **700 MHz P25 Phase 2 Trunked radio system, in CTA's opinion this alternative is the BEST FIT for Southampton County and the City of Franklin.**

Replacing the existing systems within Southampton County and the City of Franklin will provide the needed public safety grade coverage, capacity, and interoperability for all current public safety and non-public safety radio users within the County and City for the next 15+ years.

### Basis of Best Fit

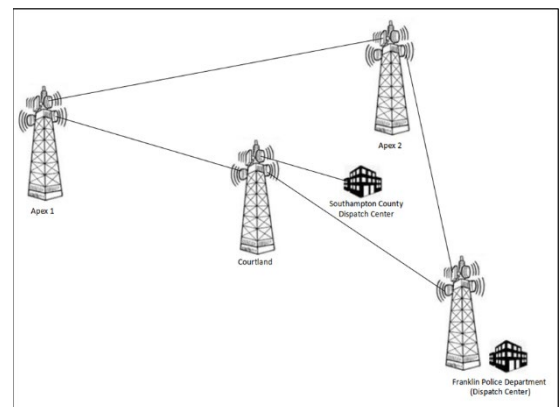
- Coverage
- Operability
- Interoperability
- Long Term Costs
- Cost Effectiveness
- Competitive Procurement
- Dispatch Operational Concept
- Flexibility in channel/talk group structure

### Conceptual Design

The new configuration will operate in the 700 MHz public safety band and use eight (8) new frequency pairs. The design links the Dispatch Centers into the system with a microwave connectivity link. The design also includes improvements for important auxiliary systems, such as the existing paging system, consoles, and fixed control stations, and will provide adequate radio coverage for the County and City. This new system will provide reliable public safety grade service for the next 15-20 years.

This conceptual design addresses the following overarching technical concerns:

- Aging, support-limited radio system, subscriber units, and dispatch consoles
- Lack of capacity causing interference from users talking over each other
- Operability/Interoperability issues
- Countywide coverage issues
- Portable outdoor coverage issues
- Portable in-building coverage issues



**Figure ES-3 Conceptual System Design**

### Coverage

CTA's coverage analysis evaluates the potential coverage a 700 MHz P25 Phase 2 trunked system can provide by using existing tower sites which are locality-owned, existing state-owned sites, or existing commercial sites; for the best coverage needed for the County and City.

After analyzing the coverage advantages and disadvantages of the various tower sites considered above, CTA concludes the base configuration that best meets the needs of the County and City’s stakeholders is a four (4) site P25 trunked system configured with a three (3) site simulcast cell, a one (1) multicast site (Apex 1). This multicast site is necessary as there is a high probability of self-interference if the Apex 1 site is included in the simulcast configuration. This is due to the Apex 1 site’s significant distance from the other tower sites in the simulcast. Figures ES-4 – ES-5 illustrate the performance of this configuration for mobile and portable outdoor coverage.

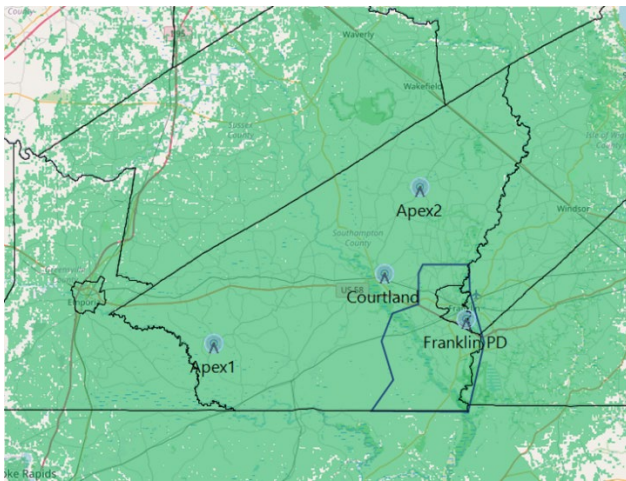


Figure ES-4 700 MHz P25 Mobile Conceptual Coverage

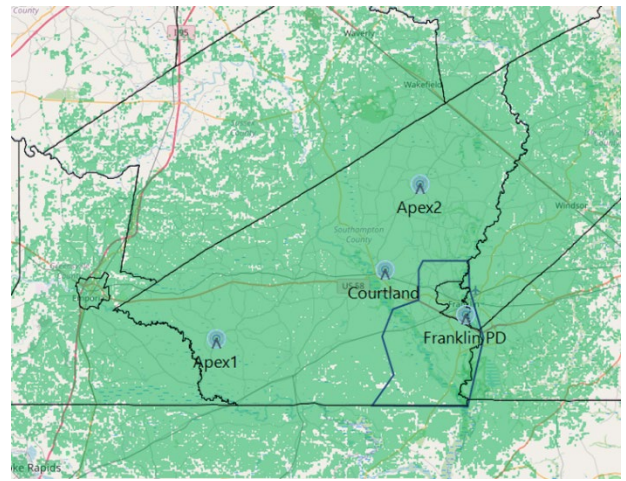


Figure ES-5 700 MHz P25 Portable Outdoor Conceptual Coverage

Indoor coverage issues were identified by public safety agencies specifically in the City of Franklin. There are several approaches to improving indoor coverage. One is to configure the tower site layout to place sites closer, with presumably stronger coverage, to areas with affected buildings. Due to the large concentration of buildings in the City of Franklin, CTA believes a *medium building coverage guarantee can be met*, without additional tower sites. One cost-effective solution is to use bi-directional amplifiers (BDA) in-building with poor coverage. A portable medium building coverage map for the City of Franklin is shown below in Figure ES-6.

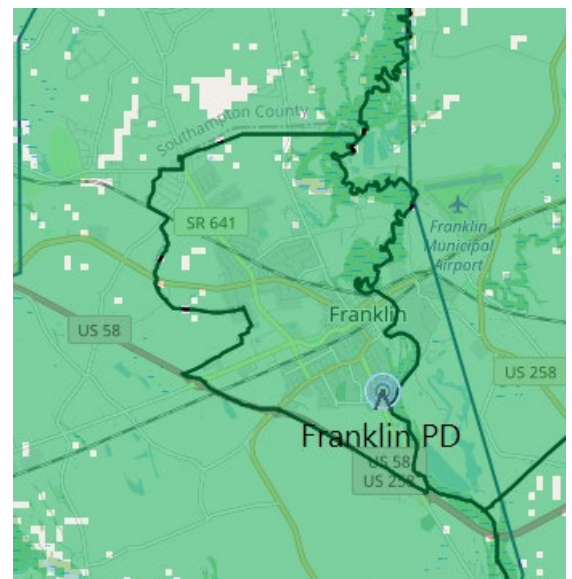


Figure ES-6 700 MHz P25 Portable Medium Building Indoor Conceptual Coverage

### **Interoperability Interfaces**

The current County and City radio systems provide dispatchers with access to communicate with multiple neighboring jurisdictions within the region. The new infrastructure will include interoperability gateway equipment so the Dispatch Centers can continue to communicate to the identified regional agencies.

### **Connectivity System**

Utilizing a microwave network is a common way to ensure highly reliable radio system connectivity. To function reliably, the radio system requires a highly reliable telecommunications backbone to connect the radio system tower sites and the Southampton County and City of Franklin Dispatch Centers. A public safety grade microwave network is configured in a ring topology, or with Monitored Hot Stand-By (MHSB) equipment for microwave spur links. A microwave ring topology provides redundancy and reroutes data traffic in the opposite direction around the ring in case of microwave equipment failure, or link outages. This configuration will provide reliable, high data rate, and backhaul connectivity to the new radio system.

### **Schedule**

A new Radio System will require the development of a project roadmap. The procurement phase could take up to twelve (12) months and the implementation phase could take up to twenty-four (24) months.

### **Opinion of Probable Costs**

The opinion of probable cost represents the conceptual system design as described above. The configuration uses existing sites and operates in the 700 MHz frequency band. The system includes the radio infrastructure, any upgrades to the physical facilities, upgrades to the paging system, a microwave system, dispatch consoles, subscriber equipment, vendor services, consulting, and contingency funds. Table ES-2 shows the combined County and City opinion of probable costs for a new 700 MHz P25 Phase 2 Trunked Simulcast Radio System.



**Southampton County / City of Franklin, VA  
 700 MHz P25 Phase 2 Four Site Radio System**

<b>Cost Elements</b>	<b>List Estimate</b>	<b>Negotiated Estimate</b>	<b>Competitive Estimate</b>
PHYSICAL FACILITIES	\$ 1,268,700	\$ 1,268,700	\$ 1,268,700
RADIO INFRASTRUCTURE	\$ 1,799,900	\$ 1,799,900	\$ 1,799,900
CONNECTIVITY NETWORK	\$ 1,024,400	\$ 1,024,400	\$ 1,024,400
DISPATCH CENTER	\$ 768,500	\$ 768,500	\$ 768,500
VENDOR SERVICES	\$ 1,141,300	\$ 1,141,300	\$ 1,141,300
PUBLIC SAFETY SUBSCRIBERS	\$ 3,662,500	\$ 3,662,500	\$ 3,662,500
NON-PUBLIC SAFETY SUBSCRIBERS	\$ 1,289,800	\$ 1,289,800	\$ 1,289,800
DISCOUNT	\$ -	\$ (2,738,800)	\$ (4,053,400)
CONSULTING	\$ 360,000	\$ 360,000	\$ 360,000
CONTINGENCY (5%)	\$ 547,800	\$ 410,800	\$ 345,100
<b>RADIO SYSTEM TOTAL</b>	<b>\$ 11,862,900</b>	<b>\$ 8,987,100</b>	<b>\$ 7,606,800</b>
Annual Maintenance Infrastructure	\$ 311,400	\$ 311,400	\$ 311,400
Annual Maintenance Subscribers	\$ 44,700	\$ 44,700	\$ 44,700

**Table ES-2 Opinion of Probable Cost**

**Recommendations**

*Southampton County and the City of Franklin urgently need to replace the existing public safety communications systems to protect your public safety users.* Public Safety radio communications within the County and City are characterized by poor coverage in some areas for portables in-buildings and outdoors, as well as aging equipment. These major deficiencies, plus other operational and technical concerns, currently inhibit public safety personnel from operating at full capacity and efficiency. Mutual aid between the County and City, and with neighboring jurisdictions routinely occurs, and without the ability to communicate with all public safety personnel in these jurisdictions, *users will find themselves in potentially dangerous conditions.*

The public safety personnel in the County and City have made valiant efforts to provide necessary services to the community using the communications resources made available to them. *These users are depending on the County and City to recognize the urgent need to design and implement a Public Safety Radio System that will address the needs of all radio users within Southampton County and the City of Franklin.*

CTA recommends that Southampton County and the City of Franklin procure and install a **700 MHz P25 Phase 2 Trunked Simulcast Radio System consisting of four (4) RF sites and four (4) channels.**

A well designed, implemented, and tested radio system will provide the public safety users:

- *Simplified communications* – removing barriers and differences in equipment and capabilities from agency to agency.
- *The ability to communicate as needed* – users can push to talk with those they need to. Equipment is no longer a barrier, and with cooperative agreements, political boundaries are less of a barrier. The tools are in place for true interoperable communications.
- *Consistently dependable system* – uniform design, deployment, operation, and maintenance of the system means robust equipment is designed for the task, placed where it is needed, and users will be able to depend on reliable service every day.

### Go Forward Plan of Action

1. Adopt Project 25 (P25) technology as the interoperability standard for Southampton County and the City of Franklin. This will help maintain interoperability with some surrounding jurisdictions operating on P25 systems.
2. Initiate planning and budgeting for a new 700 MHz P25 Phase 2 Trunked radio system.
3. Identify and submit grants to support the cost of the system.
4. Review and approve the conceptual design contained in this report. Work with CTA to complete any adjustments in preparation for specifications development.
5. Any new replacement subscriber radios, whose lifecycle is anticipated to span into new upgraded P25 infrastructure, should be P25 Phase 2 trunking capable.
6. Prepare a set of functional specifications, scope of work, and terms and conditions in preparation for issuance of Request for Proposals. We recommend the specifications allow the following to be examined and evaluated for each proposal:
  - Overall viability of the configuration
  - Communications throughput and performance, considering present and future voice needs
  - Guaranteed (95%) coverage over the specified service areas
  - Redundancy and Backup Failure Modes
  - Redundant IP based Backhaul Connectivity network as a stand-alone, fault tolerant, dedicated emergency system to provide long-term cost savings and improved reliability

- Fifteen-year life cycle costs, including keeping the number of tower sites as low as possible, while retaining the requisite coverage (mobile, and portable outdoors and inside buildings)
- Degree to which the system requirements are addressed

7. Retain CTA to provide implementation oversight for the following items:

▪ Project Kickoff Meeting	▪ Field Acceptance Testing
▪ System Design	○ Radio System Testing
▪ Frequency Licensing	○ Subscriber Radio Testing
▪ Physical Facilities Site Upgrades	○ Microwave Network Testing
▪ Detailed Design Review	○ Coverage Testing
▪ Fleet Mapping Workshop	▪ Training
▪ Radio System Staging Test	○ Radio User Training
▪ Microwave System Staging Test	○ System Administrator Training
▪ Radio System Installation	○ Console User Training
▪ Microwave System Installation	○ Maintenance Training
▪ Site Inspections	▪ System Cutover
○ Physical Facilities Completion	▪ Final Documentation/System As-built Review
○ Equipment Installation Completion	▪ Final Acceptance



*Office of the City Manager  
Amanda C. Jarratt*

February 22, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

### **General Updates**

- Staff continues to work on the various capital projects approved by City Council.
  - The staff committee for the Armory Project consists of Chad Edwards, Sammara Green, and Lin Darden. Carlee Gurskiy will also be involved. Camp Community College and other community partners will offer feedback throughout the design process. We are in a holding pattern waiting for demolition waiting for our official grant award letter from HUD. Staff is in the process of interviewing architects.
  - The staff committee for the courthouse renovation project will consist of Chief Steve Patterson, Chad Edwards, and Lin Darden. The judges, Clerk of Court, and Sherriff's Department in addition to other stakeholders will be consulted throughout the design process. A meeting with staff is scheduled for February 10, 2023. A meeting with other stakeholders and a security review is scheduled for February 17<sup>th</sup>.
  - The staff committee met regarding Riverwalk Park. The kayak design is underway and in addition the
- Staff continues to work with DHCD and Summit Engineering on the Laurel Street CDBG Grant. Client intake and income verifications have begun.
- Staff continues to meet with regional partners to discuss next steps on the regional radio system as well as violence and crime prevention.
- Staff continues to work with Court Services and our other locality partners for both short and long term solutions to the juvenile detention situation.
- Staff is working to schedule a retreat for City Council to discuss the City's vision, goals, and objectives. Additional details will be provided in the coming weeks. The retreat is scheduled for March 2, 2023 at the Wakefield 4-H Conference Center.

### **Upcoming Community Events**

- April 21st & 22nd - Circus & Spring Fest
- TBD - Car Show Grand Opening
- May 6th - Lumberjack Festevent
- June 17-19th - Juneteenth Cultural Festival aka Virginia Mardi Gras
- June 28th - Independence Day Celebration
- Dec 2nd - Elf Parade & Holiday Market



**DELINQUENT MEALS & LODGING TAX REPORT AS OF FEBRUARY 22, 2023**

**FOR DECEMBER 2022**

**(DUE JANUARY 20, 2023)**

**MEALS TAX**

<b>BUSINESS NAME:</b>	<b>MONTH DELINQUENT:</b>	<b>TOTAL MONTHS</b>
<b>** CAPTAIN J</b>	<b>2022: JAN, FEB, MARCH, MAY, JUNE, AUG, SEPT, OCT –2021: JUNE, JULY, NOV, DEC</b>	<b>12</b>
<b>CORNER OF SOUTH</b>	<b>DEC 2022</b>	<b>1</b>
<b>TIERS TO YOU</b>	<b>OCT &amp; DEC 2022</b>	<b>2</b>

**\*\* CAPT J IS NO LONGER OPERATING- THE TREASURER HAS TAKEN COLLECTION MEASURES\*\***

**LODGING TAX**

<b>BUSINESS NAME:</b>	<b>MONTH DELINQUENT:</b>	<b>TOTAL MONTHS</b>

**ALL LODGING TAX RETURNS ARE CURRENT**