

AGENDA FOR PARKERSBURG CITY COUNCIL,  
TUESDAY, JUNE 11, 2019, 7:30 PM  
SECOND FLOOR, COUNCIL CHAMBERS  
MUNICIPAL BUILDING

- I. CALL TO ORDER – Council President, Mike Reynolds
- II. ROLL CALL
- III. MINUTES – Council meeting May 28, 2019
- IV. REPORTS FROM STANDING OR SPECIAL COMMITTEES
- V. MESSAGE FROM THE EXECUTIVE
- VI. PUBLIC FORUM
- VII. CITY COUNCIL FORUM
- VIII. RESOLUTIONS
  - 1. Resolution approving the 2019-2020 One Year Action Plan for CDBG and HOME Investment Partnership Grant funds. (Sponsored by the Finance Committee)
  - 2. Resolution amending the CDBG budget for the year 2017 by moving \$20,000.00 from YMCA Childcare Expansion to YMCA Summer Camp and After School Scholarship Program. (Sponsored by Councilmen Kuhl, Fox, and Reed)
  - 3. Resolution amending Council's rules and regulations, Rule III, Meeting times and places established – that meetings shall be the second and fourth Tuesdays of each month at 6:00 PM (amended from 7:30 PM). (Sponsored by Councilmen Reynolds, Kuhl, Barber, McCrady, Mercer, and Reed)
  - 4. Resolution requesting approval from the State Auditor's Office for a budget revision moving \$4,329.00 from Parks and Recreation to Engineering to fund a pay adjustment for the City Surveyor. (Sponsored by Councilmen McCrady, Reynolds, and Fox)
- IX. ORDINANCE, FINAL READING:
  - 5. An ordinance amending Section 1349.04 (f) (3) C, Landscaping, B-3 Central Business District uses, for the area used for off-street parking, with maintenance the responsibility of the property owner. (Sponsored by the Municipal Planning Commission)
  - 6. An ordinance amending Section 1350.16 subpart (m), Central Downtown Business District Façade stating that landscaping shall be provided in accordance with Section 1363.02 (i) for the area used for off-street parking; landscaping shall be maintained as to prevent overgrowth of weeds and grass and kept maintained. (Sponsored by the Municipal Planning Commission)
  - 7. An ordinance amending Section 125.01 concerning pay increases for Firefighters First Class, and 50 cents EMT rate for all shifts. (Sponsored by the Committee of the Whole)  
"next page"

8. An ordinance adding section 302.10, Exterior Property Areas, to the City's International Property Maintenance Code. (Councilmen Kuhl, Mercer, and Barber)
9. An ordinance amending Section 781.05 of the Codified Ordinances by reducing fire protection fees by 5%. (Committee of the Whole)
10. An ordinance rezoning property at 2611 21<sup>st</sup> Avenue from R-2 to B-2 for the purpose of opening a daycare. (Sponsored by Municipal Planning Commission)

XI. ORDINANCE, FIRST READING:

11. An ordinance amending and re-enacting the Classification and Compensation Plan, Table II, Civil Service Non-exempt Position Classifications, to adjust the base pay for all Fire Department Civil Service personnel to increase 2808 hour personnel by 25 cents per hour; and 40 hour personnel (excluding the Chief) by 34 cents per hour – approved by City Council in the budget 2019/2020. (Sponsored by the Committee of the Whole)

XII. ADJOURNMENT

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The Council of the City of Parkersburg met in regular session Tuesday, May 28, 2019 at 7:30 PM in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg.

The meeting was called to order by Council President, Mike Reynolds, who presided over the meeting.

The Clerk noted those members attending as Councilmen Dave McCrady, Sharon Kuhl, Bob Mercer, Eric Barber, JR Carpenter, John Reed, Zach Stanley, Jeff Fox, and Mike Reynolds.

MINUTES –the clerk presented minutes from the regular Council meeting held May 14, 2019. With no corrections or additions, the minutes were approved as previously distributed.

REPORTS FROM STANDING OR SPECIAL COMMITTEES – no reports this evening.

MESSAGE FROM THE EXECUTIVE – Mayor Tom Joyce announced the dedication of our new splash pad at City Park Friday, May 31, 2019 at 11:30 a.m. Everyone is invited and admission is free at City Park and Southwood Park that day.

The clerk read a communication from Mayor Joyce re-appointing Fred Albright, JR; Keith Barnett, and David Redinger to the Parkersburg Housing Authority for terms ending in 2023.

MOTION – Mr. Reed moved, seconded by Mr. Stanley, to receive and file the communication, and the motion was adopted by unanimous vote.

The clerk read another communication from Mayor Joyce appointing Ryan Barber, the City's Federal Projects Coordinator, to the WV Balance of State Continuum of Care Steering Committee.

MOTION – Mr. Reed moved, seconded by Mr. Stanley, to receive and file the communication, and the motion was adopted by unanimous vote.

PUBLIC FORUM – Calvin Kirby, 818 15<sup>th</sup> Street, thanked Council for clear rules and regulations for motorized bikers to follow. He said at first he was against the yellow vest, but he understands it is for safety. Also, he said he knows that the Police Department is very busy, but he asked if they could watch the area behind the Go Mart for drug activity.

Amanda Diddle, 808 Division Street, asked for Council's support for the rezoning request this evening from R-2 to B-2 so she could open a day care.

CITY COUNCIL FORUM – Ms. Kuhl said she was very disappointed we did not have prayer and the Pledge of Allegiance prior to the beginning of Council this evening. President Reynolds apologized and said he simply forgot, but the prayer and pledge would continue.

Ms. Kuhl spoke concerning the motorized bike ordinance and asked the riders, who have no insurance on the bikes, not to pull their children behind the bikes, as one pothole could cause a terrible accident. She asked them not to have any passengers while they ride, and to also have reflectors on the back of any trailers or carts they may have.

Mr. Carpenter announced another street clean-up by the Avery street Historic group for Spring Street 13<sup>th</sup> to 19<sup>th</sup>. This is an on-going citizen participation group, and he thanked them for what they were doing, and also invited anyone else to join.

#### RESOLUTION AUTHORIZING AN APPLICATION FOR A MATCHING FUND GRANT FOR LITTER CONTROL

WHEREAS, the City of Parkersburg recognizes the existence of a litter problem within the boundaries of the City of Parkersburg, and

WHEREAS, the West Virginia Litter Control Program of 1985 provides matching grants of "litter control funds" through the West Virginia Department of Environmental Protection for the purpose of establishing local litter control programs, and

WHEREAS, having reviewed and considered West Virginia Administrative Regulations, Department of Environmental Protection, Title 33 Series 41.

BE IT RESOLVED that the City Council of the City of Parkersburg hereby endorses and supports such a program for the City of Parkersburg as is indicated in the Application; and

WHEREAS, the City Council of the City of Parkersburg authorizes Mayor Tom Joyce to plan, budget, and apply for a matching grant not to exceed \$10,000, of which would come from the Police Department Overtime Budget for Fiscal Year 2020 and the remaining 50% of which would come from the West Virginia Department of Environmental Protection if approved, which will be used to fund police supervision of inmates completing litter cleanup projects for said program and being in accordance with the regulations governing use and expenditure of said funds.

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MOTION – Mr. Reed moved, seconded by Mr. Stanley, to adopt the resolution, and the motion was adopted by unanimous vote.

MOTION – Mr. Stanley moved, seconded by Mr. Carpenter, to combine resolutions 2-6 for consideration, and the motion was adopted by unanimous vote.

Concerning the sidewalks proposed for Gihon Road, Ms. Kuhl stated that we are re-applying for the grant for Gihon sidewalks. There was only \$81,000.00 proposed previously, and after the engineering study, there was only \$6,000.00 left for the project. That area on Gihon did not qualify for CDBG funds at time, but now they do qualify. We will apply again and wait, as this project will not be done by the City of Parkersburg and we will not be able to schedule it. This is a State project, and they also have to put some new drainage in. The City has no say when the project will be done, but maybe it can be done next summer.

Development Director, Rickie Yeager, said we were asking for more money for this project.

#### RESOLUTION

WHEREAS the purpose of the Transportation Alternatives Program is to provide infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and safe routes to school projects; and

WHEREAS the City of Parkersburg recognizes the need to help foster a healthy lifestyle for everyone, while making streets safer for pedestrians; and

WHEREAS, the City of Parkersburg will be responsible for providing a 20 percent, cash match after the successful submission of a grant application to the West Virginia Department of Transportation, Division of Highways — FY 2019 Transportation Alternatives Program.

WHEREAS, working with members of Parkersburg City Council, the Administration has identified and prioritized the following project:

\$80,000.00 (cash match) to construct a section of ADA compliant sidewalk spanning a total of 1,040 feet, curb cuts, truncated domes, and separate crosswalks along the Southern side of Gihon Road between Hugh Street to David Lee Drive; and

WHEREAS, to better connect residents from the Pinewood Village housing complex, this project will extend those improvements South along David Lee Drive toward 25th Avenue; and

WHEREAS, these improvements will allow students and pedestrians alike to walk and bicycle to and from Gihon Elementary School, located at 2000 Belmont Road Parkersburg, WV; and

WHEREAS, the total project cost/budget will be \$481,000.00; and

WHEREAS, this includes previously awarded grant funds from Fiscal Year 2016, most of which were used for design and engineering services; and

WHEREAS, said match will come from funds from the City's Community Development Block Grant (CDBG) Program,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Parkersburg the Mayor Thomas T. Joyce be hereby authorized to submit a Transportation Alternatives Program Grant Application to the West Virginia Department of Transportation, Divisions of Highways in the amount of: \$400,000.00

#### ADDENDUM TO RESOLUTION

Regarding the FY19 Transportation Alternative Program (TAP) Grant Application for Gihon Road, please note the following:

- The City of Parkersburg applied for and received \$81,000 from the WV Department of Transportation — Division of Highways (WVDOT-DOH) to construct new sidewalks along the southerly portion of Gihon Road, between Hugh Street and David Lee Drive and on David Lee Drive, between Gihon Road and Capital Drive. The required a 20% local match that came from the User Fee Special Revenue Fund.
- After initial design and engineering was completed for the project, it was determined that there were insufficient funds to construct the project. The City was advised by WVDOT-DOH staff to apply for additional funds.
- To complete the project, the aforementioned resolution requests an additional \$400,000. If approved, please see the budget breakdown below:

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- o \$81,000 FY16 TAP Grant Award (includes the City's 20% match)
- o \$400,000 FY19 TAP Grant Request (would include an additional 20% match)
- o \$481,000 Total Project Budget

## RESOLUTION

WHEREAS the purpose of the Transportation Alternatives Program is to provide infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and safe routes to school projects; and

WHEREAS the City of Parkersburg recognizes the need to help foster a healthy lifestyle for everyone, while making streets safer for pedestrians; and

WHEREAS, the City of Parkersburg will be responsible for providing a 20 percent, cash match after the successful submission of a grant application to the West Virginia Department of Transportation, Division of Highways — FY 2019 Transportation Alternatives Program.

WHEREAS, working with members of Parkersburg City Council, the Administration has identified and prioritized the following project:

\$40,000.00 (cash match) to repair, replace and install new sidewalks, curbs, ADA handicap ramps and drainage improvements on the northerly side of Rayon Drive, between 12th Avenue and 14th Avenue, so as to provide students walking to and from Edison Middle School or Martin Elementary School with a safer route; and

WHEREAS, these improvements will provide safe, alternative access for all non-motorized pedestrians travelling along this highly traveled roadway; and

WHEREAS, the total project cost/budget will be \$500,000.00; and

WHEREAS, this includes previously awarded grant funds from Fiscal Year 2016, most of which were used for design and engineering services; and

WHEREAS, this grant application is for construction funds only; and

WHEREAS, said match will come from the User Fee Special Revenue Fund,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Parkersburg the Mayor Thomas T. Joyce be hereby authorized to submit a Transportation Alternatives Program Grant Application to the West Virginia Department of Transportation, Divisions of Highways in the amount of \$200,000.00.

## ADDENDUM TO RESOLUTION

Regarding the FY19 Transportation Alternative Program (TAP) Grant Application for Rayon Drive, please note the following:

- The City of Parkersburg applied for and received \$240,000 from the WV Department of Transportation — Division of Highways (WVDOT-DOH) to construct new sidewalks along the northerly portion of Rayon Drive, from Pike Street to 12<sup>th</sup> Avenue. The required 20% local match came from CDBG funds.
- After initial design and engineering was completed for the project, it was determined that there were insufficient funds to construct the project. The City was advised by WVDOT-DOH staff to apply for additional funds (construction only) and to divide the project into phases, the first phase being a new sidewalk between 14<sup>th</sup> and 12<sup>th</sup> Avenue.
- To complete Phase 1, the aforementioned resolution requests an additional \$200,000. If approved, please see the budget breakdown below:
  - o \$300,000 FY16 TAP Grant Award (includes the City's 20% match)
  - o \$200,000 FY19 TAP Grant Request (would include an additional 20% match)
  - o \$500,000 Total Project Budget

## RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor, or his designee, be authorized to revise the Adopted Budget for 2018-2019 Fiscal Year to reflect the following changes:

USER FEE SPECIAL REVENUE FUND  
Current Proposed Revised

Account	Description	Budget	Adjustment	Budget	Comments
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## REVENUES

381-000-000 REIMBURSEMENTS	120,000	36,000	156,000	ADDITIONAL CDBG REIMBUR.
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## EXPENDITURES

750-458-005 STREET IMPROVEMENTS	4,157,240	(84,000)	4,073,240	REALLOCATION FOR GRANT MATCH
424-567-025 CONTRIB - STATE OF WV	76,230	120,000	196,230	REALLOCATION FOR GRANT MATCH

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36,000

The above resolution proposes to revise the FY2019 User Fee Special Revenue Fund to reflect an additional reimbursement from CDBG funds as well as an \$84,000 reallocation of capital improvement funds for the purposes of providing matching grant funds for the DOH grant projects for Rayon and Gihon sidewalk improvements.

Grant (CDBG) Program Annual Action Plan and Budget for the year 2015, 2016, 2017 be hereby amended as follows: **Be it resolved by the City Council of the City of Parkersburg** that the City of Parkersburg's Community Development Block

## 2015 CDBG Adjustment of Funds

Activity	Current	Proposed	Change
	Budget	Budget	
General Administration - 2015	\$ 91,700.30	\$ 99,914.80	\$ 8,214.50
806 Quincy St. Demolition	\$ 8,214.50	\$ -	\$ (8,214.50)
Westbrook PATH Program	\$ 5,000.00	\$ 4,108.94	\$ (891.06)
Gihon Rd. Sidewalk	\$ -	\$ 891.06	\$ 891.06
<b>Totals</b>	<b>\$ 104,914.80</b>	<b>\$ 104,914.80</b>	<b>\$ -</b>

## 2016 CDBG Adjustment of Funds

Activity	Current	Proposed	Change
	Budget	Budget	
Wood County Senior Citizens Center Roof Replacement	\$ 25,000.00	\$ -	\$ (25,000.00)
Rayon Dr. Sidewalk	\$ 50,000.00	\$ -	\$ (50,000.00)
Gihon Rd. Sidewalk	\$ -	\$ 75,000.00	\$ 75,000.00
<b>Totals</b>	<b>\$ 75,000.00</b>	<b>\$ 75,000.00</b>	<b>\$ -</b>

## 2017 CDBG Adjustment of Funds

Activity	Current	Proposed	Change
	Budget	Budget	
806 Quincy St. Demolition	\$ 20,000.00	\$ 11,714.50	\$ (8,285.50)
Sound The Alarm Program - PFD Smoke Detectors	\$ -	\$ 2,000.00	\$ 2,000.00
SW Resources Expansion Project	\$ 50,000.00	\$ 49,581.77	\$ (418.23)
General Administration - CDBG	\$ 149,000.00	\$ 135,594.79	\$ (13,405.21)
Gihon Rd. Sidewalk	\$ -	\$ 20,108.94	\$ 20,108.94
<b>Totals</b>	<b>\$ 219,000.00</b>	<b>\$ 219,000.00</b>	<b>\$ -</b>

## RESOLUTION

WHEREAS the purpose of the Transportation Alternatives Program is to provide infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and safe routes to school projects; and

WHEREAS the City of Parkersburg recognizes the need to help foster a healthy lifestyle for everyone, while making streets safer for pedestrians; and

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WHEREAS, due to the location of the project, the City of Parkersburg will not be required to provide a cash or in-kind match after submission of a grant application to the West Virginia Department of Transportation, Division of Highways — FY 2019 Transportation Alternatives Program; and

WHEREAS, working with members of Parkersburg City Council, the Administration has identified and prioritized the following streetscape enhancements for St. Mary's/Dudley Avenue:

- New sidewalks, curb cuts, and truncated domes along St. Mary's Avenue from 13th Street to 23rd St and eventually Emerson Avenue.
- Storm drainage improvements/relocation where necessary.
- Utility and light pole consolidation to one side of the street.
- Pedestrian amenities that may include seating areas, street trees and public art.
- Pedestrian scale street lights and traffic signals.
- Alternative modes of transportation routes including amenities for transit riders and bicyclists.

WHEREAS, the total design work is anticipated to cost \$75,000.00,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Parkersburg the Mayor Thomas T. Joyce be hereby authorized to submit a Transportation Alternatives Program Grant Application to the West Virginia Department of Transportation, Divisions of Highways in the amount of \$75,000.00 to design the aforementioned streetscape enhancements for St. Mary's/Dudley Avenue.

MOTION – Ms. Kuhl moved, seconded by Mr. Mercer, to adopt these five resolutions as presented, and the motion was adopted by unanimous vote.

ORDINANCE, FINAL READING:

AN ORDINANCE AMENDING ARTICLE 373 OF THE  
CODIFIED ORDINANCES OF THE CITY OF PARKERSBURG  
TO REGULATE THE OPERATION AND USE OF **MOTORIZED BICYCLES**

THE COUNCIL OF THE CITY OF PARKERSBURG HEREBY ORDAINS that Article 373, Bicycles, be and it is hereby amended with the inclusion of Section 373.17, Motorized Bicycle: Operation and Use, as set forth in Section 373.17, which is made a part hereof. The corresponding penalty to be added to Section 373.99 as Subsection (d) thereof: §373.17 **MOTORIZED BICYCLE: OPERATION AND USE**

- (a) Definition:  
Motorized Bicycle: means a bicycle with two (2) or three (3) wheels, a seat or saddle, fully operative pedals for human propulsion, and an electric or gas powered motor that does not require manual clutching or shifting and which can propel the bike with or without pedal-assistance.
- (b) Persons under the age of sixteen (16) years may not operate a motorized bicycle within or upon the public rights of way of the City of Parkersburg.
- (c) No person shall operate a motorized bicycle upon any sidewalk or upon any designated multiuse path for pedestrians and bicycles, or any bicycle path or trail or any walking path within the City.
- (d) A person operating a motorized bicycle shall obey all speed limits and shall yield the right of way to pedestrians and human-powered devices at all times.
- (e) Any person operating a motorized bicycle shall obey all traffic control devices applicable to vehicles, unless otherwise directed by a police officer.
- (f) No motorized bicycle shall be used to carry more persons at one time than the number for which it is designed and equipped.
- (g) Any person operating a motorized bicycle upon a street or roadway shall be subject to all of the duties applicable to the driver of a vehicle by the laws of the State and by the traffic ordinances of the City applicable to the driver of a vehicle, except for any special regulations in this section and except for those provisions of such laws and ordinances which by their nature can have no application.
- (h) Every motorized bicycle shall be equipped with at least one (1) and not more than two (2) head lamps and which emit a white light visible from a distance of at least five hundred (500) feet to the front and a lamp on the rear emitting a red light visible from a distance of at least five hundred (500) feet to the rear. Every motorized bicycle shall display lighted head lamp(s) at all times on the street or highway.
- (i) No person shall operate a motorized bicycle unless they are wearing a fluorescent vest, shirt or jacket.

(j) No person shall operate or be a passenger on any motorized bicycle unless he is wearing securely fastened on his head by either a neck or chin strap a protective helmet designed to deflect blows, resist penetration and spread impact forces. "Protective helmet" means a piece of headgear which meets or exceeds the impact standards for protective bicycle helmets set by the American National Standards Institute (ANSI) or the Snell

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memorial foundation's standards for protective headgear or American society for testing and materials (ASTM) for use in bicycling.

## 373.99 PENALTY

(d) Penalties for Operation of motorized Bicycle:

(1) Anyone who violates a provision of Section 373.17 shall be fined not less than twenty-five dollars (\$25.00) nor more than one-hundred dollars (\$100.00) for each offense.

MOTION – Ms. Kuhl moved, seconded by Mr. Stanley, to adopt the ordinance on final reading, and the motion was adopted by unanimous vote.

## ORDINANCE, FINAL READING:

AN ORDINANCE AMENDING AND RE-ENACTING  
THE CITY OF PARKERSBURG PERSONNEL POLICY  
AND PROCEDURE MANUAL  
(pool operator rate)

MOTION – Mr. Reed moved, seconded by Mr. Stanley, to adopt the ordinance on final reading.

MOTION – Mr. Carpenter moved, seconded by Ms. Kuhl, to combine items 8-10 for consideration, and the motion was adopted by unanimous vote.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that effective July 1, 2019, Table I, of the Compensation Plan contained in Section VIII of the City of Parkersburg Personnel Policy and Procedure Manual be, and hereby is, amended and re-enacted with the inclusion of the following:

Certified Pool Operator Rate

Parks and Recreation employees who receive a Certified Pool Operator certification will receive \$0.48 per hour increase in pay.

AN ORDINANCE AMENDING AND RE-ENACTING  
THE CITY OF PARKERSBURG PERSONNEL  
POLICY AND PROCEDURE MANUAL  
(reclassify 6 H positions)

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that effective July 1, 2019, Table I, position classifications, of the Compensation Plan contained in Section VII and Section VIII of the City of Parkersburg Personnel Policy and Procedure Manual be, and hereby is, amended and re-enacted to reflect the following reclassifications:

<u>Reclassifications</u>	<u>Current</u>	<u>Reclassified Grade</u>
Finance Support Clerk	H-4	H-7
Municipal Court/Parking Clerks	H-4	H-7
Public Safety Tele-Communicator	H-4	H-5
Code Technician	H-6	H-7
Craftsman	H-6	H-7
Public Safety Tele-Communicator TAC	H-8	H-9

AN ORDINANCE AMENDING AND RE-ENACTING  
THE CITY OF PARKERSBURG PERSONNEL  
POLICY AND PROCEDURE MANUAL  
(part-time professional salaried)

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that effective July 1, 2019, Table II, position classifications, of the Compensation Plan contained in Section VII and Section VIII of the City of Parkersburg Personnel Policy and Procedure Manual be, and hereby is, amended and re-enacted to reflect the following classification salary ranges for Part-Time Professional Salaried Exempt Positions:



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<u>GRADE</u>	<u>Position Title</u>	<u>Annual Salary Range</u>		
		MIN	MID	MAX
PS-1	Municipal Judge	\$19,152	\$22,982.40	\$27,578.88
PS-2	Assistant City Attorney	\$27,031	\$32,437.20	\$38,924.64
PS-3	City Attorney	\$44,000	\$52,800.00	\$63,360.00

VOTE – the motion to combine and approve these three ordinances on final reading was adopted by unanimous vote.

AN ORDINANCE AMENDING AND REENACTING PORTIONS  
OF CITY ORDINANCE 1363.02 REGARDING OFF-STREET PARKING  
SPACE REQUIREMENTS AND PORTIONS OF CITY ORDINANCE  
1349.04 (B-3 CENTRAL BUSINESS DISTRICT USES) AND CITY  
ORDINANCE 1350.16 (DISTRICT APPEARANCE STANDARDS)  
**NOTE – amendments in original ordinance are outlined  
in yellow, but they are NOT shown on these pages)**  
(see ord # 0-1622)

WHEREAS, the City of Parkersburg is committed to improving essential services and public infrastructure; and

WHEREAS, the City of Parkersburg has taken proactive steps to address its storm water management system in recent years; and

WHEREAS, additional policies to mitigate storm water runoff are warranted; and

WHEREAS, the City of Parkersburg is committed to improving its streetscapes; and

WHEREAS, additional policies to beautify our streetscapes and provide for the safety of pedestrians are warranted; and

WHEREAS, the Municipal Planning Commission has reviewed, approved and recommended that Parkersburg City Council adopt the proposed changes to the aforementioned ordinances;

NOW THEREFORE BE IT ORDAINED, by the Council of the Parkersburg that Ordinances 1363.02, 1349.04 and 1350.16 are hereby amended and reenacted in accordance with the proposed changes attached hereto.

**1363.02 OFF-STREET PARKING SPACE REQUIREMENTS.**

(a) General.

(1) When required. In connection with every use, there shall be provided, at the time any building or structure is erected or enlarged, off-street parking spaces for automobiles, in accordance with the requirements specified in subsection (h) hereof. The provisions and maintenance of required off-street parking is the continuing obligation of the property owner and/or tenant and are subject to the design guidelines described in subsection (i) hereof. Required parking spaces shall be improved as required and made available for use before the final certificate of occupancy is issued by the Code Enforcement Division.

(2) Minimum size. Each off-street parking space shall contain an area of not less than 160 square feet, exclusive of access drives and aisles, and shall be of usable shape and condition.

(3) Access.

A. Residential use:

8' to 10' for a one-lane driveway

16' to 20' for a two lane driveway B. Commercial

and public use:

13' for a one lane driveway

26' for a two-lane driveway C. Industrial

use:

15' for one-lane driveway

30' for two-lane driveway.

(4) Parking spaces for all types of uses may be provided either in garages or parking areas conforming with the provisions of this Zoning Ordinance.

(b) Location of Parking Facilities. Except as otherwise provided in the applicable district use regulations, required off-street parking facilities shall be located on the same lot as the principal building or on a lot within 300 feet thereof. The distance specified herein and the distances specified in the district use regulations shall be measured from the nearest point of the parking facility to the nearest point of the lot occupied by the building or use that such facility is required to serve.

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- (l) When feasible, off-street parking lots shall be located to the side and/or rear of the principle building, thereby preserving architectural unity of the street side of the building lot to pedestrians and motor vehicles. For an example, see illustration in subsection (i) hereof.

(c) Units of Measurement. For the purposes of determining off-street parking requirements, the following units of measurement shall apply:

(1) Floor area. In the case of uses where floor area is the unit for determining the required number of off-street parking spaces, such unit shall mean the floor area used or intended to be used by tenants, or for service to the public as patrons, patients, visitors, residents or persons in attendance, including the area used principally for nonpublic purposes, such as storage and incidental repairs, for toilets or rest rooms and for utility rooms, but excluding outside walls, space used or intended to be used for mechanical equipment, stairways, elevator shafts, parking within the principal building, and any other fire-enclosed spaces.

(2) Hospital bassinets. In hospitals, bassinets shall not be counted as beds.

(3) Places of public assembly.

A. Benches: in stadiums, sports arenas, churches and other places of public assembly in which those in attendance occupy benches, pews, or other similar seating facilities, each twenty inches of such seating facilities shall be counted as one seat for the purpose of determining off-street parking requirements under this Zoning Ordinance.

B. Fixed seats and assembly area: in cases where a place of assembly has both fixed seats and open assembly area, requirements shall be computed separately for each type and added together.

(4) Fractions. When units of measurement determining number of required parking spaces result in requirements of a fractional space, any fraction up to and including one-half shall be disregarded and fractions over one-half shall require one parking space.

(d) Change in Use: Additions and Enlargements. Whenever there is a change in use, enlargement of building or the extension of land use results in an increase in the number of units used to measure required off-street parking spaces, and such alteration or change creates a need for an increase of more than ten percent in the number of required off-street parking spaces, additional off-street parking shall be provided on the basis of the increase in the number of such units of measurement and shall be subject to design guidelines described herein; provided, however, that in case a change or increase in use creates a need for an increase of less than five off-street parking spaces, no additional parking facilities shall be required.

(e) Mixed Occupancies and Uses Not Specified. In the case of mixed uses, the total requirements for off-street parking facilities shall be the sum of the requirements for the various uses computed separately. Where a use is not specifically mentioned, the requirements for a use which is so mentioned, and to which such use is similar, shall apply. Off-street parking facilities for one use shall not be considered as providing requirements for any other use, except as specified in subsection (g) hereof for joint use.

(f) Collective Provision. Where permitted by the applicable district use regulations, nothing in this section shall be construed to prevent provisions of collective off-street parking facilities for two or more buildings or uses, exclusive of facilities required for dwelling units. In cases of collective use, the required total of such off-street parking space supplied collectively shall be: not less than eighty-five percent of the sum of the requirements of the various uses computed separately; and not less than the largest amount required for any of the uses computed separately; provided further that the applicable district use regulations shall be complied with.

(g) Joint Use of Facilities. Off-street parking facilities required for churches shall be reduced by fifty percent where such churches: abut, either directly or across a street or alley, a nonresidence district; or are located within a non-residence district; or abut a parking lot serving a business or industrial use in a non-residence district.

(h) Off-Street Parking Requirements. For permitted residential, institutional, community facilities and office uses.

Use	Parking Spaces Required
(1) Dwellings, single-family and multiple family	2 for each family 2 for each dwelling unit
(2) Charitable and other similar institutions, hospitals, sanitariums, schools of nursing and dormitories	1 for every four beds plus 1 for every 5 employees for the largest shift
(3) Art galleries, public buildings, libraries and museums	1 for each 500 square feet of gross floor area
(4) Convalescent and nursing homes	1 for each 6 beds
(5) Elementary, middle or junior high school	2 spaces for each classroom and administration offices
(6) Senior high school	1 space for each 10 enrolled students, plus 1 space for each classroom and administration office

(7) School-trade, business, secretarial, industrial or technical	6 spaces for each classroom
(8) Colleges or universities	1 space for each 4 students, plus 1 space for each classroom and administrative office
(9) Churches	1 space for each 6 seats in the principal auditorium. 20 inches of bench or pew shall be considered 1 seat
(10) Theaters, clubs, lodges, community centers, recreation building, meeting rooms, and other places of public assembly.	1 space for each 4 seats; 20 inches of bench or pew shall be considered 1 seat
(11) Funeral homes	8 spaces per reposeing room, plus 1 space per funeral vehicle, plus 1 space per employee
(12) Retail stores	1 for each 300 square feet of gross first floor area over 1,000 square feet, (minimum 2) but 500 square feet of gross floor area other floors  Minimum of 4 spaces plus 1 space for each 200 square feet gross first floor area over 1,000 square feet and 1 space for each 400 square feet gross floor area of other floors
(13) Office and professional	1 space for each 300 square feet of gross floor area
(14) Banks and lending institutions	1 space for each 250 square feet of gross floor area
(15) Bowling alleys	5 spaces per alley
(16) Restaurants, taverns, night clubs	1 space for each 100 square feet of gross floor area
(17) Machinery sales, service garages	1 space for each 400 square feet of gross floor area
(18) Industrial buildings, warehouse floor, wholesale houses, over 2,000 square feet of floor area	1 space for every 3 employees of the largest shift; minimum of 4 spaces
(19) Doctors and dentists	5 per examining room
(20) Gasoline service stations with convenience store	2 per service bay plus 2 per every 300 square feet of gross floor area
(21) Hotels, motels, boarding and rooming houses	1 space per living or sleeping unit
(22) Shopping center	1 space for each 300 square feet of gross floor area
(23) Shopping plaza	1 space for each 200 square feet of gross floor area
(24) Elderly high rise housing	1 space for each 3 dwelling units
(25) Automobile agencies	1 space for every 400 feet of gross floor area in addition to the parking area for sales of vehicles

i) Design, Landscaping and Maintenance Requirements for New or Expanded Off-Street Parking Lots

May 28, 2019

Every parcel of land hereinafter used as a public or private parking area shall be developed and maintained in accordance with the following requirements and design guidelines.

1. Surfacing. All off-street parking areas and access drives for residential and nonresidential uses thereto shall be graded and surfaced with an asphaltic or cement binder.
2. Parking Lot Street Frontage, Perimeters, and Interior Landscaping
  - A. Street Frontage
    - (1) Frontage landscaping must cover an area at least 5 feet wide along the entire side facing a thoroughfare.
      - (a) Landscaping shall not solely consist of grass, river rock and/or a combination of both Frontage landscaping must include species that are salt and drought — tolerant plantings that provide a buffer at least thirty-six inches tall.
    - (2) Landscaping must be well maintained.
  - B. Perimeters
    - (1) All non-thoroughfare-facing perimeters of a parking lot must landscape an area 3 feet wide along the entire edge.
      - (a) The minimum requirement may be reduced if measures are taken to increase storm water retention on and/or below ground.
    - (2) Perimeter landscaping must include species which are drought and salt tolerant and provide a buffer at least thirty-six inches tall.
    - (3) If the parking lot is directly bound by a building, perimeter landscaping, while still encouraged, will not be required on that particular side.
  - C. Screening from Residential Districts.  
All off-street parking areas for non-residential uses shall be effectively screened by a screen (privacy) fence on each side which adjoins or faces and is within ten feet of any premises situated in any Residential District, unless such premises are developed with a non-residential use. Such fence shall be not less than five feet or more than six feet in height and shall be maintained in good condition. In addition to a privacy fence, additional landscaping materials may be required to conceal the privacy fence from the parking lot.
  - D. Interior Landscaping
    - (1) For parking lots with less than 20 spaces, no interior landscaping shall be required; however it is encouraged.
    - (2) For parking lots with 21 to 50 spaces, 10 percent of the lot, excluding the perimeter landscaping area must be utilized as interior landscaping.
      - (a) Landscaping shall not solely consist of grass, river rock or a combination of both.
    - (3) For parking lots with more than 50 spaces, 15 percent of the lot, excluding perimeter landscaping area, must be utilized as interior landscaping.
      - (a) Landscaping shall only include the aforementioned types.
    - (4) All interior landscaping requirements shall be reduced by 50 percent if storm water retention methods are utilized provided they are in accordance with § 1759.03 and deemed acceptable by the City Engineer.
3. Lighting Requirements
  - A. Sufficient lighting must be provided in all parking lots. When developing a lighting plan, the following conditions must be adhered to:
    - (1) Lighting must effectively cover the entire lot, as well as places of ingress and egress.
    - (2) Lighting must be tailored to the location, surrounding uses, and the size of the lot.
      - (a) Lighting must be directed away from surrounding uses, including roadways, residences, and businesses.
      - (b) The use of floodlights is not permitted.
      - (c) Lighting shall not be attached to existing poles or structures of any kind.
      - (d) The luminaires used must be of reasonable size in relation to the size of the lot.
    - (3) Energy efficient bulbs should be utilized.
    - (4) Incorporate energy efficient and off-grid power sources if possible, e.g. solar panels on luminaries.
4. Storm water retention shall be consistent with § 1759.03 of the municipal code.
  - (1) Storm water retention methods may include the use of permeable pavers, underground retention tanks, bio swales, rain gardens, or retention ponds.
5. Parking lots must be paved with asphaltic material or cement binder. The use of gravel or any other material, other than pavement, as the surface of a lot is not permitted.
6. All disability parking requirements must be followed, as outlined in 351.17(8) of the municipal code.
7. Existing lots will be subjected to the aforementioned design guidelines at such time as any significant work is done to them.
  - A. Significant work is defined as repaving, or an increase or reduction in lot size.

May 28, 2019

8. If any minor modifications or improvements are made to an existing lot, those changes must conform to the relevant aforementioned requirements.
- A. Minor modifications are defined as the installation of any type of lot screening, the installation of new interior landscaping, or the installation of new lighting.
9. Parking lots which provide more landscaping and storm water mitigation than what is required by this ordinance may be eligible for a reduction of B&O taxes.
10. The provisions of Section 1363.020) shall not apply to any property upon which public or private parking is to be permitted for a period of six months or less, provided that the owner or occupier of any such temporary parking obtains from the Zoning Administrator a temporary exemption from the provisions of this section.
- (1) This temporary exemption may be extended for one additional six month period. Upon expiration of such temporary exemptions, all public or private parking areas shall thereafter be subject to the requirements of this section.

11. Plan Submission Requirements.

The following list is not exhaustive, but does indicate some minimum plan requirements to facilitate approval.

A. Plans, based on an engineered survey, should include the following information

- (1) Sizes and locations of parking spaces, including locations and dimensions of any compact and handicapped spaces
- (2) Location, dimension, and grade of driveway or ramp
- (3) Indication of traffic flow and direction
- (4) Building entrances
- (5) Location of storm water management facilities, including storm / trench drains
- (6) Spot elevations and elevations of storm water facilities and drains in City Datum
- (7) Location of lighting fixtures
- (8) Location and dimension of curb cuts, pedestrian walkways, wheel bumpers and curb stops
- (9) Location and dimension of landscaping buffers
- (10) Location and dimension of interior landscaping, including area calculation (to satisfy interior landscaping requirement described herein)
- (11) Plant schedule - numbers, sizes, types, and locations of plants used
- (12) Proposed green parking techniques if applicable
- (13) Traffic study, if requested

1349.04 B-3 CENTRAL BUSINESS DISTRICT USES.

(f) Performance Standards.

(1) New parking lots and drive-in facilities, accessory off-street parking and loading facilities, may not have any entrances or exits to Market Street.

(2) Nonobjectionable uses. Processes and equipment employed and goods sold shall be limited to those which are not objectionable by reason of odor, dust, cinders, smoke, gas, gum, noise, vibration, radiation, refuse matter or water carried waste as defined by City, State and Federal laws.

(3) Parking lots. All off-street parking areas except required parking space accessory to a single-family residence or duplex, shall conform with the following standards in addition to those requirements listed in Article 1363:

A. Surfacing. All parking areas shall be paved with a hard surface of hot-laid bituminous concrete or Portland cement concrete.

B. Lighting. All parking areas shall be illuminated to a minimum of one foot-candle. All fixtures shall be so designed as to avoid casting direct light upon adjoining dwellings.

(Ord. 0-290. Passed 6-26-84.)

C. Landscaping. Landscaping requirements can be found in § 1363.02, subsection (i), of the City's Codified Ordinances. The maintenance of required landscaping shall be the responsibility of the property owner.

1350.16 DISTRICT APPEARANCE STANDARDS.

(m) Landscaping requirements can be found in § 1363.02, subsection (i), of the City's Codified Ordinances. All landscaping shall be maintained so as to prevent an overgrowth of weeds, grass, and other plantings.

Example of Off-Street Parking Design:

MOTION – Mr. Reed moved, seconded by Mr. Stanley, to adopt the ordinance on final reading, and the motion was adopted by majority vote with all members voting "yes" with the exception of Mr. Carpenter and Mr. Fox, who voted "no".

ORDINANCE, FIRST READING:

AN ORDINANCE AMENDING SECTION 1349.04  
SUBPART (f) (3) C, LANDSCAPING, B-3 CENTRAL  
BUSINESS DISTRICT USES, OF THE CODIFIED  
ORDINANCES OF THE CITY OF PARKERSBURG



**RESOLUTION**

Be it resolved by the City Council of the City of Parkersburg that the 2019-2020 Consolidated One Year Action Plan for the use of Community Development Block Grant (CDBG) and HOME Investment Partnership Grant funds be approved as follows:

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**City of Parkersburg - Community Development Block Grant Program  
FY 2019-2020 CDBG Allocation from HUD**

	\$864,795
Actual FY 18-19 CDBG Program Income	\$ 5,000.00
<b>Total</b>	<b>\$ 869,795.00</b>

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**CDBG Projects and Activities**

***I. Improvements to Community Infrastructure and Public Facilities***

a. Section 108 Loan Repayment - Riverfront Park Project (Interest Only)	\$ 26,300.00
b. Section 108 Loan Repayment - 16th and Covert Fire Station Project (P&I)	\$ 28,500.00
c. Code Enforcement Program (Officer)	\$ 50,568.00
d. Latrobe Street Mission	\$ 10,000.00
e. MOV Fellowship Home, Inc.	\$ 7,500.00
f. Market Streetscape Enhancement Project	\$ 144,609.31

***II. Enhancement of Public Services***

a. COPE Police Program	\$ 60,000.00
b. Hope Recovery Manor - Junior League of Parkersburg, Inc.	\$ 25,000.00
c. Consumer Credit Counseling Services	\$ 7,500.00
d. Art/Mural Project (LMI Neighborhoods)	\$ 37,969.25

***III. Housing Programs***

a. Minor Home Repair Program	\$ 163,998.82
b. Emergency Home Repair Program	\$ 31,500.00

***IV. Economic Development***

a. Great Streets Initiative (Commercial Façade Rehab Matching Grant Program)	\$ 60,000.00
b. Start Up Parkersburg Initiative(Small Business - Pop-Up Retail Grant Pilot Program)	\$ 45,000.00

<b><i>V. General Administration</i></b>	<b>\$ 171,349.62</b>
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<b>Total</b>	<b>\$ 869,795.00</b>
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**Parkersburg-Wood County HOME Consortium Program  
FY 2019 - 2020 HOME Allocation from HUD**

	\$ 323,902.00
Actual FY 18-19 Program Income	\$ 230,000.00

**Total** **\$ 553,902.00**

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**HOME Investment Partnership Grant Fund Project and Activities**

<b>I. First-time Homebuyers Program (SHOP)</b>	<b>\$0.00</b>
<b>II. Owner-Occupied Rehabilitation Program</b>	<b>\$0.00</b>
<b>III. Community Housing Development Organization - Habitat for Humanity</b>	<b>\$ 86,000.00</b>
<b>IV. Down Payment Assistance Program</b>	<b>\$ 20,000.00</b>
<b>V. Children's Home Society - Tenant Based Rental Assistance (TBRA) Program</b>	<b>\$ 30,000.00</b>
<b>VI. New Construction and/or Rehab Projects in Targeted Neighborhood</b>	<b>\$ 300,000.00</b>
<b>VII. Affordable Housing Leverage Fund Program</b>	<b>\$ 66,902.00</b>
<b>VIII. General Administration</b>	<b>\$ 51,000.00</b>

**Total** **\$553,902.00**

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Total HUD Allocation	\$ 1,188,697.00
Total CDBG/HOME Budget (includes Program Income)	<b>\$1,423,697.00</b>

Sponsored by: Parkersburg City Council - Finance Committee



# **FY 2019-2020 CDBG/HOME BUDGET PROJECT DESCRIPTIONS**

## **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

### **Improvements to Community Infrastructure:**

#### **Riverfront Park – Section 108 Loan Repayment (Interest Only)**

CDBG funds will be used to repay a Section 108 Loan that was originally used to redevelop Riverfront Park. Riverfront Park is located in a predominantly LMI Neighborhood. The City is only making interest payment in FY 2019, because of a loan defeasance paid in FY 2016,

#### **16<sup>th</sup> & Covert Fire Station – Section 108 Loan Repayment**

The construction of Fire Station #2 used funds from a Section 108 Loan. Repayment of said loan will come from two sources, the City's CDBG Program and General Fund. The amount presented here represents the CDBG portion of the payment.

#### **Code Enforcement Officer**

CDBG Code Enforcement will work to provide solution-oriented enforcement for maintaining clean, safe and attractive neighborhoods with a focus on promoting health and safety in low and moderate-income neighborhoods while increasing awareness about City policies, programs and Code requirements. Eligible code enforcement activities must be in deteriorated or deteriorating areas in which such enforcement, together with public or private improvements or services to be provided, may be expected to arrest the decline of the area or to stop further deterioration of an area.

#### **Latrobe St. Mission – Facility Improvements**

The Latrobe St. Mission serves all individuals that are homeless. It is an emergency shelter that provides basic needs such as food, clothing and supportive services. An additional 16 lockers are needed to help visitors secure their belongings while out of the building. Keeping items secured while individuals can seek employment, additional supportive services, or medical appointments will provide additional comforts that items will not get misplaced or stolen. Latrobe Street would also like to purchase an emergency generator for their facility.

#### **Mid-Ohio Valley Fellowship Home – Furnace replacement**

Two (2) new furnaces are being requested to install and replace systems that are approaching their useful life cycle. This will allow the two story unit to be warm during the winter months. The MOV Fellowship Home is a residential recovery program for adults with or without their dependent children, who are most often homeless with chronic substance abuse. Currently, five homes are utilized where

they teach life skills, which assist in developing a personal program of recovery and a plan for sober re-entry into the community, work and family.

### **Market Street Streetscape Enhancement Project**

This CDBG funded project proposes to enhance the streetscape along Market Street from 9<sup>th</sup> Street to 13<sup>th</sup> Street. This project will encourage increased pedestrians, bicyclists, and transit rider's amenities, and activities, while also accommodating vehicular traffic that provides safe access to all users of all ages and abilities. Planned improvements include new sidewalks with ADA Standard Ramps, period lighting, and landscaping.

## **Enhancement of Public Services:**

### **COPE Program**

CDBG Funds will be used to fund a full time officer to patrol neighborhoods that experience higher crime. The COPE Program also funds COPE Sweeps and Bike Patrols in the same neighborhoods, where officers place special attention on areas where they've been addressed of problems.

### **Hope Recovery Manor – Junior League of Parkersburg, Inc.**

This new Phase 2 recovery program for women will be served through a holistic approach lasting 9-12 months. While residents of the manor (1016 Market Street), the women can participate in healthy living, money management, work habits, relationship building, relapse prevention, etc. CDBG funding will provide reimbursement to the HOPE Recovery Manor in the form of reimbursed 'client fees' for residing in the Manor. This will cover housing costs, substance abuse training as well as mentoring and employment services.

### **Envisioning Home-Ownership Homebuyer Education**

Consumer Credit Counseling Services (CCCS) will offer the 'Envisioning Homeownership' class free of charge for individuals participating in their Homebuyer Education program. This project intends to expand on the 2018 project approved in the 2018 FY CDBG budget which will now include credit report counseling, budget counseling and preparing potential homebuyers to become fully mortgage ready. CDBG funds will reimburse CCCS for the costs associated to offer this class to low and moderate income homebuyers.

### **Public Art Installation/Mural Program**

The City seeks to transform the City (in low-income census tracts) through investment and artistic creativity. By connecting local artists with neighborhoods through a collaborative process, the City desires to not only produce artwork, but seek to transform public spaces and individual lives. CDBG funds will be used to engage different neighborhoods to become part of the City's civic landscape and a source of pride and inspiration.

## **Economic Development:**

### **Great Streets Initiative (Commercial Building Façade Rehab Matching Grant Program)**

The City seeks to expand on the Downtown Façade Rehabilitation Loan Program and further utilize CDBG funds to engage residents and businesses to support the revitalization of the Central Downtown Business District and major commercial thoroughfares.

### **Start Up Parkersburg Initiative (Small Business Development – Pop-Up Retail Grant Pilot Program)**

Small business development is key to a healthy and resilient economy. To help foster private enterprise and new start-ups, the City will seek to collaborate with organizations and local property owners to assist in the rehabilitation of commercial properties, in particular storefront (retail) space for temporary occupancy. The program has two objectives; reduce the barriers to small business development for local entrepreneurs by enabling them to test the market (proof of concept) and reactivate vacant storefronts/buildings for future development.

## **Housing Programs:**

### **Minor Home Repair Program**

This program uses CDBG funds to assist homeowners with minor repairs to their residence that reside in the City of Parkersburg and are at or below 60% of the area median income. Qualifying residents are provided an earned grant for needed home repairs, bringing their home closer to code compliance. Each household may apply for and/or be awarded up to \$15,000 for repairs.

### **Emergency Home Repair Program**

This program uses CDBG Funds to provide emergency repairs for home owners residing in the corporate limits of the city. Qualifying residents are provided a grant for emergency repairs. These repairs are provided to eliminate conditions that are detrimental to the health and safety of the household. An emergency repair is such that it requires immediate attention. Each household may be provided up to \$6,000 for repairs.

### **General Administration:**

CDBG funds are used for employee salaries and soft costs associated with running the programs.

## **HOME INVESTMENT PARTNERSHIP PROGRAM**

### **Community Housing Development Organization (CHDO)**

At least 15% of HOME Funds must be used for a CHDO to build new affordable housing within the county. The Parkersburg/Wood County HOME Consortium is currently working with Habitat for Humanity of the Mid-Ohio Valley as their CHDO. The consortium will fund Habitat to build one new single family home during FY 2019-2020.

### **Down Payment Assistance Program**

The Wood County HOME Consortium intends to provide financial assistance of up to \$10,000 to first time home buyers with down payment and closing cost expenses to income-qualified buyers that plan to purchase their first home anywhere within Wood County.

### **Children's Home Society – Tenant Based Rental Assistance (TBRA) Program**

Children's Home Society (CHS) will continue to administer the Tenant-Based Rental Assistance (TBRA) Program. TBRA is a rental subsidy CHS can use to help support homeless youth (primarily 17-22) who struggle to transition to adulthood by providing life skills, resource education, mentoring and, basic needs supports. This activity will provide ongoing rental assistance to youth until they become self-sufficient and financially independent. TBRA helps households afford housing costs such as rent and security deposits. This program is intended to provide continuing housing assistance over 12-24 months.

### **New Construction and/or Rehab Projects in Targeted Neighborhoods**

The City will seek to collaborate with a developer (private or non-profit) to construct new affordable housing units in a targeted area. Potential projects include the construction and/or rehabilitation of single-family homes and multifamily dwellings.

### **Affordable Housing Leverage Fund Program**

HOME funds may be used for acquisition, new construction, or rehabilitation of affordable rental housing. Owners of the rental housing may be small property owners, for-profit developers, non-profit housing providers, CHDOs, or government agencies. Owners will be "desk monitored" on an annual basis by the City of Parkersburg to ensure compliance in occupancy, rent restrictions, affordability requirements, and property standards. Additionally, an on-site inspection will be conducted at a minimum of once every three (3) years to ensure property maintenance standards are continually being met.

### **General Administration**

HOME funds are used for employee salaries and soft costs associated with running the programs.

**Be it resolved by the City Council of the City of Parkersburg** that the City of Parkersburg's Community Development Block Grant (CDBG) Program Annual Action Plan and Budget for the year 2017 is hereby amended as follows:

**2017 CDBG Adjustment of Funds**

<b>Activity</b>	<b>Current Budget</b>	<b>Proposed Budget</b>	<b>Change</b>
YMCA - Childcare Expansion Project	\$ 20,000.00	\$ -	\$ 20,000.00
YMCA - Summer Camp and After School Scholarship Program	\$ -	\$ 20,000.00	\$ (20,000.00)
<b>Totals</b>	<b>\$ 20,000.00</b>	<b>\$ 20,000.00</b>	<b>\$ -</b>

Sponsored by: Kuhl, Fox and Reed

Notes found on next page

**YMCA Summer Camp and After School Scholarship Program**

- In 2017, Parkersburg City Council allocated \$20,000 to the YMCA of Parkersburg to expand its childcare program. While these funds were never utilized for this project, the YMCA has requested that the funds be reallocated to provide financial assistance (scholarships) for youth in the community to participate in the aforementioned programs. This requires a substantial amendment to the City's Annual Action Plan, because of the change in the use of funds.

## RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that Rule III of the Rules and Regulations of Parkersburg City Council, as last amended June 12, 2018, are hereby amended to change the time of the meetings as follows:

### RULE III. MEETING TIMES AND PLACES ESTABLISHED

(A) The Council shall hold regular meetings on the second and fourth Tuesdays of each month at 6:00 P.M.; provided, however, that the regular meeting date and time may be changed to a different date and time upon a resolution duly passed by the majority of the members present. Provided further that in the event that the regular meeting date and time are so changed, notice shall be given to the general public of such change by Class I Legal Publication. When the day fixed for any regular meeting of the Council falls upon a day designated by law as a legal, national or religious holiday, such meeting shall be held at the same hour on the next succeeding day not a holiday.

Sponsored by Councilmen Reynolds, Kuhl, Barber, McCrady, Mercer, Reed

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**RESOLUTION**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor, or his designee, be authorized to request approval from State Auditor's Office for the following budget revision, to be effective July 1, 2019, within the General Fund for the Fiscal Year 2019-2020 prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, and to make said budget revisions upon the State Auditor's approval:

**GENERAL FUND**

Account	Description	Current Budget	Proposed Revision	Revised Budget	Comments
<b>ENGINEERING</b>					
420-103-315	OTHER SALARIES & WAGES	156,644	3,607	160,251	REALLOC FOR SURVEYOR PAY ADJ
420-104-000	FICA EXPENSE	17,644	276	17,920	REALLOC FOR SURVEYOR PAY ADJ
420-106-000	RETIREMENT EXPENSE	23,114	361	23,475	REALLOC FOR SURVEYOR PAY ADJ
420-226-005	WORKERS COMP	5,410	85	5,495	REALLOC FOR SURVEYOR PAY ADJ
			<u>4,329</u>		
<b>PARKS &amp; RECREATION</b>					
900-103-000	DIVISION HEAD SALARY	34,605	(3,607)	30,998	REALLOC FOR SURVEYOR PAY ADJ
900-104-000	FICA EXPENSE	27,578	(276)	27,302	REALLOC FOR SURVEYOR PAY ADJ
900-106-000	RETIREMENT EXPENSE	27,265	(361)	26,904	REALLOC FOR SURVEYOR PAY ADJ
420-226-005	WORKERS COMP	8,446	(85)	8,361	REALLOC FOR SURVEYOR PAY ADJ
			<u>(4,329)</u>		
			<u>-</u>		

The above resolution proposes to revise the FY2020 General Fund budget to reflect a reallocation of longevity gains realized from the turnover of the Parks Supervisor position to the Engineering Division other salaries line item for the purposes of funding a pay adjustment for the City Surveyor position.




An Ordinance Amending  
Section 1349.04, Subpart (f) (3) C,  
Landscaping, B-3 Central Business  
District Uses, Of The Codified  
Ordinances of Parkersburg

TS  
The Council Of The City Of Parkersburg Hereby Ordains that Subpart (f) (3) C, landscaping, Of Section 1349.04, Central Business District Uses, Of The Codified Ordinances Of The City Of Parkersburg be and it is hereby amended and re-enacted to comport with newly amended and adopted Section 1363.02, Off-Street Parking Space Requirements and as follows:

§1349.04 (f)(3)C Landscaping. Landscaping shall be provided in accordance with Section 1363.02 (i) for the area used for off-street parking. The maintenance of such landscaping shall be the responsibility of the property owner.

Sponsored By The Municipal Planning Commission.

An Ordinance Amending  
Section 1350.16, Subpart (m),  
District Appearance Standards,  
Landscaping, Of Article 1350,  
Central Downtown Business  
District Façade, Of The  
Codified Ordinances Of Parkersburg



The Council Of The City Of Parkersburg Hereby Ordains that Subpart (m) of Section 1350.16, District Appearance Standards, Landscaping, of Article 1350, Central Downtown Business District Façade, Of The Codified Ordinances Of The City be and it is hereby amended and re-enacted to comport with newly amended and adopted Section 1363.02, Off-Street Parking Space Requirements and as follows:

§1350.16 (m) Landscaping shall be provided in accordance with Section 1363.02 (i) for the area used for off-street parking. All such landscaping shall be maintained so as to prevent overgrowth of weeds and grass and shall be otherwise well maintained.

Sponsored By The Municipal Planning Commission.

An Ordinance Amending  
Section 125.01, Of Article 125,  
Fire Department, Of The  
Codified Ordinances Of The  
City Of Parkersburg

Whereas the U.S. Department of Labor, Bureau of Apprenticeship and Training has advised the City that upon completion of the requisite firefighter apprenticeship program and receipt of the designation of Firefighter First Class there should be an adjustment in the firefighters rate of pay; and

Whereas the City of Parkersburg accepts and endorses this position.

Now therefore Be It Ordained By The Council Of The City Of Parkersburg that Section 125.01 of Article 125, Fire Department be and it is hereby amended as follows:

125.01 Composition

(a) The Fire Department shall consist of a Chief, five (5) Captains, eleven (11) Lieutenants and as many Firemen as may from time to time be authorized by Council. Further there shall be designated and appointed from said members a Chief Fire Inspector and a Fire Inspector/Public Education member.

(b) Members of the Fire Department who have successfully passed the final examination for the Bureau of Apprenticeship and Training (U.S. Department of Labor) shall be given the designation of Firefighter First Class.

(c) All members of the Department who attain the designation of Firefighter First Class shall receive an increase in pay of seventy-five cents (\$0.75) per hour for all fifty-four (54) hour work week personnel and one dollar and one cent (\$1.01) per hour for all day shift personnel effective July 1, 2019.

(d) Members of the Fire Department who have attained their 5<sup>th</sup> anniversary as a sworn Firefighter with the Department and who are certified as an Emergency Medical Technician shall be given the designation of Firefighter First Class/EMT. Such designation shall be a non-civil service designation rate.

(e) All members of the Department who attain the designation of Firefighter First Class/EMT and maintain certification as an Emergency Medical Technician shall receive an increase in pay of fifty cents (\$0.50) per hour for all personnel effective July 1, 2019.

Sponsored By Committee Of The Whole.

The proposed Ordinance makes the following changes:

Part (a) eliminates what was a temporary and no longer applicable increase from 5 to 6 Captains as the reduction, by attrition occurred some 9 years ago.

Parts (b) and (c) are new and provide for a pay increase for firefighters upon completion of the required apprenticeship program and receipt of the designation Firefighter First Class.

Part (e) makes the EMT rate .50¢ per hour for all shifts.

Section 125.01 is attached for your review and reference.

**125.01 COMPOSITION.**

(a) The Fire Department shall consist of a Chief, six (6) Captains, eleven (11) Lieutenants and as many Firemen as may from time to time be authorized by Council. Further there shall be designated and appointed from said members a Chief Fire Inspector and a Fire Inspector/Public Education member. Provided that in the event of the dissolution of the Major Crimes Task Force that the number of captains shall be reduced, by attrition, to five.

(b) Members of the Fire Department who have attained their 5th anniversary as a sworn Firefighter with the Department and who are certified as an Emergency Medical Technician shall be given the designation of Firefighter/EMT. Such designation shall be a non-civil service designation rate.

(c) All members of the Department who attain the designation of Firefighter/EMT and maintain certification as an Emergency Medical Technician shall receive an increase in pay of forty-two cents (\$0.42) per hour for all forty-eight (48) hour work week personnel and fifty cents (\$0.50) per hour for all day shift personnel effective July 1, 2008.

(Ord. 0-1303. Passed 6-10-08.)

An Ordinance Adding  
Section 302.10, Open Collection  
Or Storage Of Materials,  
Merchandise, Furniture And  
Furnishings On Residential  
Properties, To The  
City's Adopted International  
Property Maintenance Code,  
Chapter 3, Section 302,  
Exterior Property Areas

OS

The Council Of The City Of Parkersburg Hereby Ordains that Chapter 3, Section 302, Exterior Property Areas, Of The International Property Maintenance Code be and it is hereby amended by the inclusion therein of Section 302.10, Open Collection or Storage of Materials, Merchandise, Furniture and Furnishings on Residential Properties and as approved by the West Virginia Home Rule Board on April 16, 2019 and as set forth below:

§302.10 Open Collection or Storage of Materials, Merchandise, Furniture and Furnishings On Residential Properties (Home Rule)

No person shall openly store or keep in any yard, unenclosed porch, carport, unenclosed garage or other exterior of any residential premises any household appliances, indoor furniture, furnishings, other goods, merchandise or materials or any other item that creates an unsightly condition or one that promotes urban blight or a public nuisance. This shall include, but not be limited to, indoor furniture, household appliances, household furnishings, auto parts, shopping carts, building materials, or the placement of storage containers such as vaults, shipping containers, or other vehicles for storage.

This section shall not apply to enclosed porches, outdoor patio and lawn furniture for residential use or building material neatly stacked and stored for no more than sixty (60) days for a construction project permitted with the City. The building material shall be weather protected and shall not be placed within property setbacks or placed in such manner that would create a danger to property, health or safety.

The collection and storage of such items may be permitted in side and back yards if the same is weather protected and screened so as to completely conceal its view from public right of way. Such screening shall consist of a permitted continuous solid fence, landscape planting of sufficient density that is not affected by seasonal change, a continuous wall, chain-link fence combined with commercially designed and manufactured fence slats rated at 90% plus sight obscuring or chain-link fence combined with commercially designed and manufactured privacy/windscreen material rated at 90% plus sight obscuring or combination thereof that is 6-feet in height that would effectively screen a property from public view in which it encloses. Any dead or dying portion of the hedge shall be replaced. Fencing and screening materials must be maintained in good repair or replaced if worn or damaged.

For purposes of this section the following definitions shall apply:

- (a) ENCLOSED PORCH. A structure, adjoining an entrance to a building, that is fully enclosed by permanent walls, windows, screens, or other material, and that cannot be accessed from the outside except through a door that is capable of being locked.
- (b) EXTERIOR. The exterior of any structure that is exposed to the weather or subject to and in contact with the elements, including, but not limited to sidings, facings, veneers, masonry, roofs, foundations, porches, decks, balconies, screens, shutters, windows, doors, or signs.
- (c) OUTDOOR FURNITURE. Weather-resistant furniture designed and manufactured for outdoor use.
- (d) PORCH. A structure, adjoining an entrance to a building that is not fully enclosed by permeant walls, windows, screens, or other similar material.
- (e) Merchandise refers to manufactured goods or commodities bought and sold by any business. This also refers to any items, regardless of value, which are intended to be kept, sold, or donated.
- (f) Open or outdoor area refers to any area is visible to the public, including neighbors of a given property owner. This includes, but is not limited to: front yards, back yards, carports, unenclosed garages, adjoining public or private alleyways, porches and decks.
- (g) STORAGE CONTAINERS refer to vaults, shipping containers, buckets, or anything that is used for the storage of other items, regardless of the nature of the stored items. Storage containers may or may not have a lid, and may be made of any material. If a storage container is considered waterproof, weatherproof, or designed to be used outdoors, it is still not exempt from this ordinance.

Sponsored by Councilpersons:

An Ordinance Amending  
Section 781.05, Assessment Of  
Fire Protection Fees Of  
Article 781 Of The Codified  
Ordinances Of The City  
Of Parkersburg

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The Council Of The City Of Parkersburg Hereby Ordains that subsections (a) and (b) of Section 781.05, Assessment of Fire Protection Fees of Article 781 of the Codified Ordinances of the City of Parkersburg be and it is hereby amended to reduce said fees by 5% and as follows:

781.05 ASSESSMENT OF FIRE PROTECTION FEES.

(a) There is hereby imposed upon the respective owners of all buildings in the City an annual fire protection fee for each fiscal year, in an amount equal to the total number of square feet contained in the building multiplied by 0.08336 cents.

(b) There is hereby imposed upon the respective owners of all buildings in the City containing three or more stories an additional annual fire protection fee for each fiscal year, the sum of one hundred eighty-five dollars and twenty five cents (\$185.25) for the third story and each story in addition thereto. (Ord. 0-1578. Passed 12-12-17.)

The remainder of Section 781.05 remains the same without any change.

Sponsored By Committee Of The Whole.



**AN ORDINANCE TO REZONE  
PARKERSBURG CORPORATION TAX MAP 115, PARCEL 196,  
FROM EXISTING R-2 TO A B-2 ZONE**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG** that the following parcel of real estate situated in the City of Parkersburg, Wood County, West Virginia, be designated as a Business (B-2) Zone:

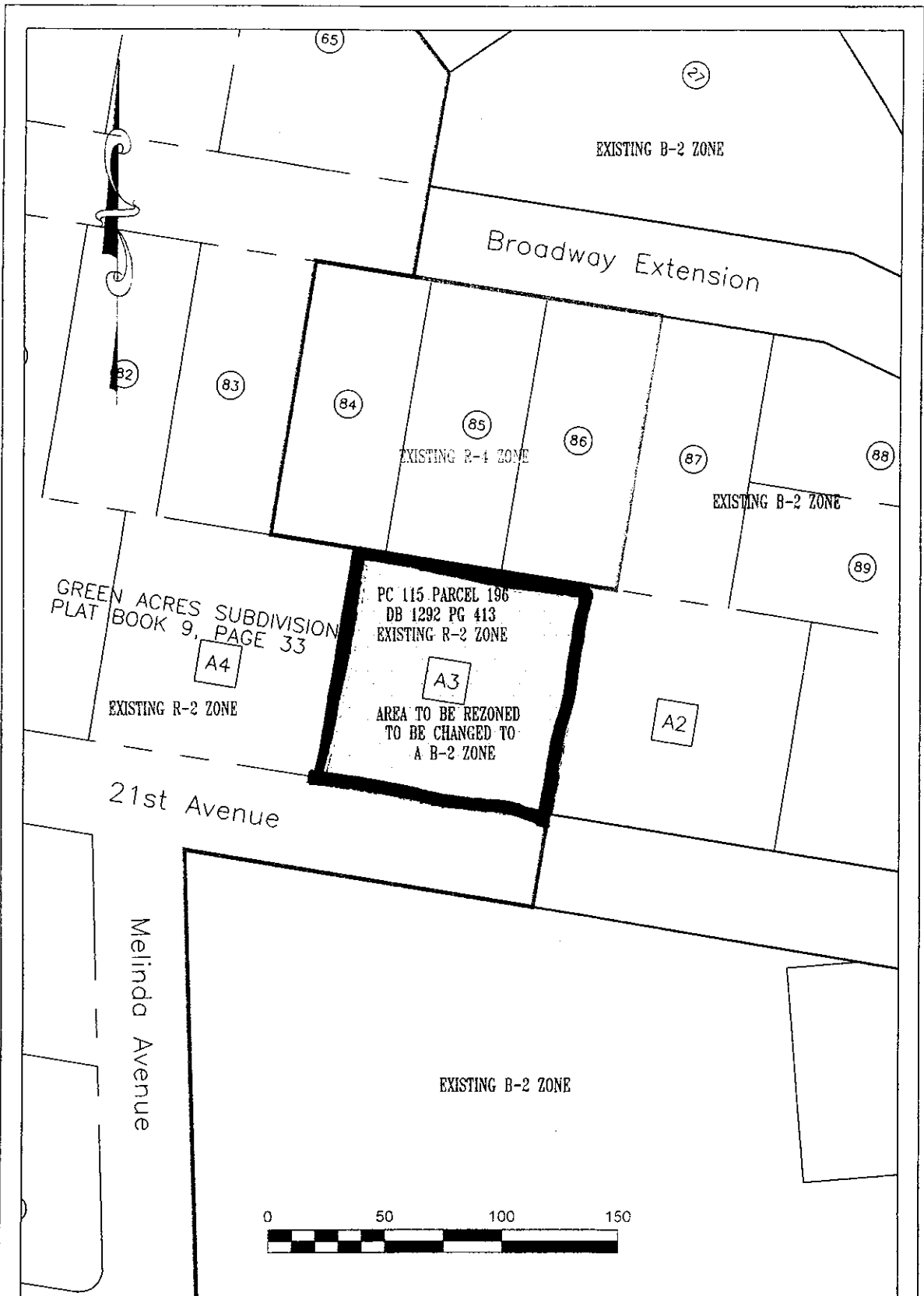
**Being** situated in the City of Parkersburg, County of Wood, State of West Virginia, and being more particularly described as follows:

The intent of this description is to rezone the property conveyed to Amanda Diddle in Deed Book 1292, Page 413 recorded in the office of the Clerk of the County Commission of Wood County, West Virginia, currently zoned R-2 to B-2.

This description was prepared by Randy A. Sheppard, Professional Surveyor No. 860, and is based on instruments of record. Reference is being made to a plat attached hereto and made part of this description.

**BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG** that in accordance with the provisions of Article 1345 of the Codified Ordinances of the City of Parkersburg, the zoning of said parcel shall be designated as **C-222** and shall be set forth verbatim as adopted and approved by the Ordinance in the bound book entitled, "Official Zoning Map Changes" kept by the City Clerk.

**Sponsored by: Municipal Planning Commission**



GREEN ACRES SUBDIVISION  
 PLAT BOOK 9, PAGE 33  
 A4  
 EXISTING R-2 ZONE


PC 115 PARCEL 196  
 DB 1292 PG 413  
 EXISTING R-2 ZONE  
 A3  
 AREA TO BE REZONED  
 TO BE CHANGED TO  
 A B-2 ZONE

A2

SCALE = 1 INCH = 50 FEET  
 DATE: 05/08/19  
 DRAWN BY: R.S.  
 CHECKED BY:  
 MAP P.C. 115, PARCEL 196  
 DEED BOOK 1292, PAGE 413  
 LOT A3 OF GREEN ACRES SUBDIVISION  
 PLAT BOOK 9, PAGE 33

CITY OF PARKERSBURG, W.V.  
 DEPARTMENT OF PUBLIC WORKS  
 DIVISION OF ENGINEERING  
 PLAT OF THE PROPERTY OF  
 AMANDA DIDDLE  
 TO BE REZONED B-2

An Ordinance Amending And  
Re-Enacting The Classification And  
Compensation Plan For The City  
Of Parkersburg, Table III,  
Civil Service Non-Exempt Position  
Classifications



Be It Ordained By The Council Of The City Of Parkersburg that Table III, Civil Service Non-Exempt Position Classifications, be and it is hereby amended to adjust the base pay for all Fire Department civil service personnel as follows:

2808 hour personnel - .25¢

40 hour personnel (excluding the Chief) - .34¢

All as set forth and included in the said Table III attached hereto and made a part thereof.

The Ordinance shall be effective July 1, 2019.

Sponsored By The Committee of The Whole.

The purpose of this Ordinance is to provide for the final .25¢ of the total \$1.00 per hour raise for firefighters approved by City Council in the City Budget for 2019-2020.

**TABLE III**  
**CIVIL SERVICE NON-EXEMPT POSITION CLASSIFICATIONS**  
**Effective 07/01/2019**

<b>GRADE</b>	<b>POSITION TITLE</b>	<b>HOURLY</b>	<b>HOURS WORKED</b>
CS -1	Firefighter	\$13.72	2808 hours
	Firefighter First Class (Increase of \$0.75/hour after 3 years of service and completion of apprenticeship program testing)	\$14.47	2808 hours
CS-2	Police Officer	\$20.00	
	Police Officer First Class (Increase \$0.50/Hour after 5 years of service)	\$20.50	
CS-3	Fire Inspector	\$16.91	
CS-4	Fire Lieutenant	\$15.73	2808 hours
CS-5	Police Sergeant	\$22.02	
CS-6	Fire Captain	\$16.99	2808 hours
CS-7	Chief Fire Inspector	\$22.94	2080 hours
CS-8	Police Lieutenant	\$23.53	
CS-9	Police Captain	\$25.05	