

1 | **Appomattox Town Council**  
**Recess and Reconvened Workshop meeting**  
**March 28, 2019**

The Appomattox Town Council held a recess and reconvened Council Workshop meeting on Thursday, March 28, 2019 at 6:00 p.m. at the Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia with Mayor Harvey, presiding.

Members present: James J. Boyce, Sr., Mary Lou Spiggle, Timothy W. Garrett, Steven T. Conner and Claudia G. Puckette.

Absent: Jonathan D. Garrett

Others present: Nathan Simpson, Al Sears, John Redding, Bob Dunnam, Marvin Mitchell, Craig Wilson, Daniel Puckette, Kelly Hitchcock, Gary Shanaberger, Town Manager and Roxanne W. Casto, Clerk.

Mayor Harvey called the meeting to order.

Public Hearing:

Mayor Harvey opened the public hearing.

Mayor Harvey stated the purpose of the hearing:

The Town of Appomattox will hold a public hearing on Thursday, March 28, 2019 at 6:00 p.m. at the Town Municipal Building, 210 Linden Street, Appomattox, Virginia.

The purpose of the hearing is to solicit input on the proposed Community Development Block Grant (CDBG) proposal to be submitted to the Virginia Department of Housing and Community Development for the Appomattox Downtown Revitalization Project. Residents of the project area are encouraged to attend. The Appomattox Downtown Revitalization Project proposal will include the following activities: façade improvements, installation of additional decorative streetlights, construction of additional parking, and installation of downtown gateway signage in the Downtown Revitalization Project Area. A detailed fact sheet presenting the key activities and eligible benefits of the project will be available at the hearing.

The application fact sheet will be presented for comment along with information on projected beneficiaries, including the number of low- and moderate-income residents to benefit from the proposed project, and plans to minimize displacement. Citizens will also be given the opportunity to comment on the Town of Appomattox's past use of CDBG funds. The fact sheet on the proposed project will be available at the Appomattox Town Office, 210 Linden Street, Appomattox, Virginia one week prior to the hearing. For additional information, contact Gary L. Shanaberger, Town Manager, Town of Appomattox at 434-352-8268.

Comments and grievances can be submitted in writing to the Gary Shanaberger, Town Manager, Town of Appomattox at P. O. Box 705, Appomattox, Virginia, 24522 or at [gshanaberger@appomattoxva.gov](mailto:gshanaberger@appomattoxva.gov) or by phone at 434-352-8268 until March 27, 2019.

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If you plan to attend and have any special needs requirements, please call the number listed above.

Staff presentation:

Mr. Shanaberger expressed gratitude to the downtown property owners and business owners for their willingness to participate in the project. They are all very excited about this project. Mr. Shanaberger also thanked the Town Council and the Town's Economic Development Authority for their willingness to contribute to the project.

Mr. Craig Wilson presented the information regarding a summary of the Appomattox Downtown Revitalization project.

Council Comments:

Mr. Boyce requested clarification of the match/leverage funding for Courtland Field in the summary. Mr. Wilson explained the importance of leverage funds shown in your project. Any funding expended within the last two (2) years can be used in the grant application.

Mr. Conner inquired if every application has to be submitted now?

Mr. Wilson explained that business owners/property owners can submit later.

Public Comments:

The following written comments were submitted:

Mr. Bob Goode, resides in Spout Spring, Virginia-

I am certainly in favor of the revitalization grant for the Town of Appomattox. I think it has the potential for great benefit

Dr. Jeffrey Garrett, Chairman, Town of Appomattox Economic Development Authority-

This is an exciting time to be a part of the leadership team with the Town of Appomattox, what a great opportunity this grant will be to assist in showcasing the gem of a town that we have.

Thank you for all your support during this process and while I have been a contributing member of the EDA.

Mayor Harvey opened the floor for public comments:

John Redding – 311 Acorn Drive – This project fits nicely with the work of the Appomattox Chamber of Commerce. It publicizes and incentivizes the downtown businesses. The additional signage is ready to be placed on the bypass also promoting downtown businesses. Thank you.

Bob Dunnam – 2026 Wildway Road – Granny Bee's needs a lot of work and anything would be appreciated. Thank you.

Nathan Simpson – 272 Court Street – Thank you to Council for investing in projects like this. This project is amazing. I am super supportive of this project. Looking forward to seeing this project come to fruition.

Al Sears – 240 Court Street – Thank you to the Town of Appomattox and Economic Development Authority for working on this for Appomattox. I’ve seen this type of project work well in other communities. This type of project pulls communities together. Very appreciative, thank you.

Mayor Harvey thanked everyone who spoke and closed the public hearing.

Ms. Spiggle thanked Dr. Jeffrey Garrett, Chairman of the Town Economic Development Authority for his hard work with this project.

On a motion by Mr. Conner, seconded by Ms. Spiggle, Council voted to adopt the following resolution:

**RESOLUTION**

**AUTHORIZING THE PREPARATION AND FILING OF AN APPLICATION FOR  
COMMUNITY IMPROVEMENT GRANT FUNDS THROUGH  
THE VIRGINIA SMALL CITIES COMMUNITY DEVELOPMENT  
BLOCK GRANT PROGRAM**

**WHEREAS**, the Town of Appomattox has previously participated in the Small Cities Community Development Block Grant (CDBG) program as administered by the Virginia Department of Housing Community Development (VDHCD) in order to revitalize the Meadowlark community through a CDBG-funded Comprehensive Community Development project; and

**WHEREAS**, the Town of Appomattox has identified revitalization of Downtown Appomattox as a priority need to be addressed as soon as feasible and has delineated the final project area to include commercial properties along the 100 and 200 blocks of Main Street, the 100 and 200 blocks of Harrell Street, the 1800 and 1900 blocks of Church Street, the 200 and 300 blocks of Court Street, the 100 block of Lee Street, and the 100 block of Atwood Street and Courtland Festival Park; and

**WHEREAS**, the Town previously applied for and received a FY 2013 CDBG Planning Grant in the amount of \$35,000 from VDHCD to undertake a study of Downtown Appomattox and develop an Economic Restructuring Plan to understand market conditions, identify needs, develop a proposed improvement program and budget, identify additional funding resources to implement said program, and compile and submit a 2017 CDBG application for the Appomattox Downtown Revitalization Project, but was unsuccessful in that endeavor; and

**WHEREAS**, the Town was encouraged by VDHCD to reapply for funding for the Appomattox Downtown Revitalization Project and subsequently chose to utilize local funds to conduct additional planning activities, update the original CDBG application, and submit a 2019 CDBG application for the Appomattox Downtown Revitalization Project in the amount of \$700,000 to VDHCD by March 29, 2019; and

**WHEREAS**, the Town conducted various public meetings, completed a Physical Inventory Survey of Downtown Appomattox; conducted a Business Survey of the businesses within Downtown Appomattox; developed an *Economic Restructuring Plan*; solicited and received Owner Participation Agreements for a Façade Improvement Program from commercial property owners in the final delineated project area; had completed Conceptual Plans for public improvements and a Preliminary Cost Estimate for implementing said improvements in order to enhance economic opportunities, increase downtown visitation, and better link the commercial establishments on Church Street to those on Main Street; and formed and utilized a Project Management Team to assist with the planning of this project and the grant resubmission; and

**WHEREAS**, said research, public input, and planning efforts identified deteriorating and dilapidated commercial property as a blighting influence in Downtown Appomattox and for certain buildings, an ongoing threat to public health, safety, and welfare and identified the need for additional public amenities and facilities friendly to downtown visitation and tourism as an economic blighting influence; and

**WHEREAS**, an Appomattox Downtown Revitalization Program for physical improvements has been developed by the Town in cooperation with property owners and related stakeholders pursuant to requirements for funding set forth by VDHCD including the development of a preliminary Façade Improvement Program Design requiring matching private investment by property owners and the development of Conceptual Plans and a Preliminary Cost Estimate for public infrastructure needed to remove physical blight, enhance economic opportunities, and increase downtown visitation; and

**WHEREAS**, the Town of Appomattox is in receipt of Façade Improvement Program Owner Participation Agreements representing twenty-six (26) buildings to date from owners of commercial property in the final delineated project area and said property owners have indicated that by participating in the Façade Improvement Program they will match the Façade Improvement funds utilized to make improvements to their buildings with recent and/or concurrent improvements to their buildings, either interior or additional exterior improvements, as required by program guidelines and as assisted by the Appomattox Economic Development Authority that is providing \$100,000 in matching funds to assist property owners with meeting the match requirement; and

**WHEREAS**, the Town of Appomattox will commit to the final delineated project area \$43,071 in funding for project-related administrative costs and for public improvements including new decorative streetlights in the 1900 block of Church Street, 100 and 200 blocks of Harrell Street, and the 100 block of Main Street, sidewalk and handrail improvements at the northeast corner of the intersection of Church and Harrell Streets, crosswalk improvements at the intersection of Main and Church Streets, gateway signs at the intersection of Church and Atwood Streets with associated concrete replacement and the intersection of Main and Court Streets, and a small parking lot on the parcel at the southeast corner of the intersection of Church and Harrell Streets; and

**WHEREAS**, the Town contributed \$150,000 plus \$21,718 in in-kind services, materials, and fee waivers, the County contributed \$150,000 plus \$118,500 in in-kind services, land, fee waivers, and materials for the LOVE sculpture, and private individuals and businesses contributed \$300,000 for the development of the Courtland Festival Park; and

**WHEREAS**, the Town of Appomattox has properly advertised and conducted public hearings on December 17, 2018 and March 28, 2019 which addressed the CDBG program and the CDBG project application, thereby meeting citizen participation requirements; and

**WHEREAS**, the stakeholders and property owners in the targeted portion of Downtown Appomattox and the Management Team have requested the Town to proceed post haste in resolving the problems identified in the final delineated project area and in securing necessary funding to carry out the Appomattox Downtown Revitalization Project.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Town of Appomattox, Virginia that:

1. The Town of Appomattox wishes to apply for a FY 2019 CDBG Community Improvement Grant in the amount of **\$700,000** for the Appomattox Downtown Revitalization Project and hereby commits a total of **\$43,071** in Town investment for this project combined with a solicited **\$250,000** in matching private investment from Façade Improvement Program participants and **\$100,000** in Appomattox Economic Development Authority funds for the construction of Façade Improvements, and **\$740,218** in Town, County, and private and business investment in the Courtland Festival Park for a total project cost of **\$1,833,289** for the purpose of: a) constructing Façade Improvements to twenty (20) downtown properties; b) installing decorative streetlights in the 1900 block of Church Street, 100 and 200 blocks of Harrell Street, and the 100 block of Main Street, c) constructing sidewalk and handrail improvements at the northeast corner of the intersection of Church and Harrell Streets, d) constructing crosswalk improvements at the intersection of Main and Church Streets, e) fabricating and installing gateway signs at the intersection of Church and Atwood Streets with associated concrete replacement and the intersection of Main and Court Streets, f) constructing a small parking lot on the parcel at the southeast corner of the intersection of Church and Harrell Streets, and g) developing a

brand and marketing campaign; all for the ultimate purpose of eliminating blight and blighting influences in the project area; addressing economic blight by providing facilities that encourage and support stronger retail and tourism activity; creating new businesses and strengthening existing ones; and providing additional employment opportunities.

2. The Town hereby authorizes the Town Manager, the Town's chief administrative official, to execute and file all appropriate documents necessary for submission of the Town of Appomattox's 2019 Community Development Block Grant application on or before March 29, 2019 and to provide such additional information as may be required by the Virginia Department of Housing and Community Development.

All members present voting aye. Motion carried 5-0.

On a motion by Mr. Boyce, seconded by Mr. T. Garrett, Council adjourned the meeting at 6:25 p.m. All members present voting aye. Motion carried 5-0.

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Roxanne W. Casto, MMC  
Clerk of Council

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Paul D. Harvey, Mayor