

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

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CITY COUNCIL

Jasmine E. Gore, Mayor, Ward #4
Patience Bennett, Vice Mayor, Ward #7
Debbie Randolph, Councilor, Ward #1
Arlene Holloway, Councilor, Ward #2
John B. Partin, Jr., Councilor, Ward #3
Janice Denton, Councilor, Ward #5
Brenda S. Pelham, Councilor, Ward #6

John M. Altman, Jr., City Manager
Sandra. Robinson, City Attorney
Camisha M. Brown, Assistant City Clerk

September 29, 2020

ELECTRONIC MEETING

Closed Meeting: 5:30 PM
Work Session: 6:30 PM
Regular Meeting: 7:30 PM

OPEN MEETING

5:30 p.m. Call to order, roll call, and welcome to visitors

SUGGESTED MOTION: Move to go into closed meeting pursuant to Va. Code Sections 2.2-3711 (A)(1) to discuss and consider personnel matters, including the consideration, interview, and appointment of prospective candidates for employment (City Clerk) and appointment (boards and commissions);(A)(29) to discuss the award of a public contract (Finance Director Services) involving the expenditure of public funds, the terms and scope of such contract and where discussion in open session would adversely affect the bargaining position of the City, and to the extent such discussions will be aided thereby, (A)(4) for the protection of the privacy of individuals in personal matters not related to public business.

Roll Call

CLOSED MEETING

RECONVENE OPEN MEETING

CERTIFICATION PURSUANT TO VIRGINIA CODE § 2.2-3712 (D): Were only public business matters (1) lawfully exempted from open-meeting requirements and (2) identified in the closed-meeting motion discussed in closed meeting?

Roll Call

6:30 p.m.

WORK SESSION

SUGGESTED MOTION: To amend/adopt work session agenda

Roll Call

WS - 1 Hopewell Redevelopment and Housing Authority Rezoning

WS - 2 1818 Liberty Avenue Conditional Use Permit

WS - 3 106 North Main Street Conditional Use Permit

WS - 4 900 Industrial Street Development Standards Modification

REGULAR MEETING

7:30 p.m. Call to order, roll call, and welcome to visitors

Prayer by Herbert Bragg, Director, Intergovernmental & Public Affairs, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Randolph.

SUGGESTED MOTION: To amend/adopt Regular Meeting agenda

Roll Call

Consent Agenda

All matters listed under the Consent Agenda are considered routine by Council and will be approved or received by one motion in the form listed. Items may be removed from the Consent Agenda for discussion under the regular agenda at the request of any Councilor.

C-1 Minutes:

1. June 23, 2020
2. July 14, 2020
3. August 18, 2020
4. September 15, 2020

C-2 Pending List:

C-3 Routine Approval of Work Sessions:

C-4 Personnel Change Report & Financial Report: September 23, 2020

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval:

C-7 Public Hearing Announcement:

C-8 Information for Council Review:

C-9 Resolutions/Proclamations/Presentations:

1. FOIA Officer Resolution

SUGGESTED MOTION: To amend/adopt consent agenda

Regular Business

Reports of City Manager:

R-1 COVID-19 Testing

ISSUE: To provide additional COVID-19 testing events for City residents

MOTION: _____

Roll Call

R-2 CARES Act Funding

ISSUE: City Council to approve the plan for \$1.9 million in CARES Coronavirus Relief Funds from the Commonwealth of Virginia.

MOTION: _____

Roll Call

R-3 Yasha Business Consulting LLC

ISSUE: Contract with Yasha Business Consulting, LLC to serve as Director of Finance for the City of Hopewell

MOTION: _____

Roll Call

R-4 Office on Youth/ Youth Services Commission

MOTION: _____

Roll Call

R-5 CSA Audit

ISSUE: Presentation and discussion of the 2020 Audit Findings of the City's Children's Services Act program.

MOTION: _____

Roll Call

Reports of City Attorney:

Reports of City Clerk:

Reports of City Council:

Committees:

Individual Councilors

IR-1 Request for members of Hopewell City Council to call a Special Meeting within the first two weeks of October to address the agenda submission backlog by voting on every pending request for final determination. The Mayor is a ceremonial position that does not have policy authority or veto power. As such, any activity that can be conducted within the local government is dependent on a majority of four votes of City Council. The residents within the wards whose City Councilor placed items on the agenda for votes deserve equal and fair representation.

ISSUE: An agenda backlog has been created due to the lack of addressing all items submitted to the City Council Regular Meeting Agendas for a vote. Members of City Council vote to adjourn meetings prior to reaching the Individual Councilor (IR) section, motions have been made to relocate/reassign Councilor requests to other positions the bottom of the agenda, motions have been made to remove Councilor request from the agenda and members of City Council fail to appear for Special Council Meetings to address issues that are time-sensitive to address some backlog items.

MOTION: _____

Roll Call

IR-2 Request for members of Hopewell City Council to vote that items in the Individual Councilor (IR) and City Councilor Requests (CCR) section of the agenda carry over to Unfinished Business if not voted on to prevent a backlog of requests from going unresolved with no vote from City Council for months at a time.

ISSUE: An agenda backlog has been created due to the lack of addressing all items submitted to the City Council Regular Meeting Agendas for a vote. Members of City Council vote to adjourn meetings prior to reaching the Individual Councilor (IR) section, motions have been made to relocate/reassign Councilor requests to other positions the bottom of the agenda, motions have been made to remove Councilor request from the agenda and members of City Council fail to appear for Special Council Meetings to address issues that are time-sensitive to address some backlog items. When this occurs items begin to pile up on the agenda due to lack of action. As such a backlog is created. All requests submitted to the City Council Agenda should be considered “City Business”, especially

since the purpose of City Council Meetings is for City Council to take action. Any member of City Council (the Governing Body) should have the ability for their requests to be considered as a “new business” item and moved to “unfinished business” if not discussed on the adopted agenda. Currently only City Staff requests moved to “unfinished business.”

MOTION: _____

Roll Call

- IR-3 Request the City Council to approve a list of recommendations to invite to serve on the Crater Workforce Development Board to represent the City of Hopewell; final applications are due by the first week of October.

ISSUE: The City of Hopewell is required to submit names to serve on the Crater Workforce Board. The Board is in dire need to membership and a quorum.

MOTION: _____

Roll Call

- IR-4 Request for City Council to provide the Mayor with an approval/denial to serve as the City Representative during the Virginia Municipal League's Annual Business Meeting to discuss Covid-19 and other state legislative updates. Request to include confirmation about the Mayor/Vice Mayor to participate in the National League of Cities Annual Business Meeting to cast votes on behalf of the City of Hopewell. A written response must be provided to each organization about the final determination from the City Council to have representation. This request is outstanding and must be answered by the first week of October.

ISSUE: All members of City Council was contacted via email to notify them of an urgent action needed by the Governing Body. “ Please be advised that I have received notification that I need to supply VML with an official response regarding our upcoming conferences. The election of the Section Chair and Vice Chair for the City and Town Sections will be conducted, Wednesday, October 7, 2020 during the respective section meetings as part of the Virginia Municipal League (VML) Virtual Annual Conference. The election will occur at the beginning of the meeting. The elected Chair of each section will serve as a member of the VML Executive Committee. The Annual Business Meeting (ABM) will take place during the VML Conference on Thursday, October 8, 2020. Each member locality is entitled to vote at the business meeting. In accordance with Article IV, Section 6 of the VML Constitution, the Mayor or Board Chair, of each regular member shall be deemed to be its official representative for the purpose of voting unless another individual has been designated in writing. I have to supply information to the Executive Director in order for them to comply with their bylaws. Please be advised the NLC has gone virtual as well. I serve on several on the Executive Board for NBC-LEO, the Advisory Board for NLC (fraction of leadership team) and on MMC/Small Cities. I also serve as the voting member for our City during the business meeting. Due to my Executive Board member appointment, I am expected to attend to vote on for the region.

NLC has provided tentative conference information and fees. NLC Member rate is \$275 per attendee. In addition, NLC is offering:

- 5-14 city officials/staff from the same city 15% discount
- 15-24 city officials/staff from the same city 25% discount
- 25+ city officials/staff from the same city 50% discount

Both items will need to be voted on so that I can forward communication to both groups that the City of Hopewell will not be participating this year in order to comply with their bylaws and correspondence.’

MOTION: _____

Roll Call

- IR-5 Request City Council schedule a Work Session to amend the City's Emergency Operations Plan (EOP) that was due July of 2020. Several requests have been submitted for City Council to receive a Continuity Operations Plan due to Covid-19 that have gone unanswered. The City of Hopewell must adopt a revised Emergency Operations Plan every four years. This request is outstanding.

ISSUE: Virginia Code § 44-146.19. Powers and duties of political subdivisions.

“E. Each local and interjurisdictional agency shall prepare and keep current a local or interjurisdictional emergency operations plan for its area. The plan shall include, but not be limited to, responsibilities of all local agencies and shall establish a chain of command, and a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in § 19.2-11.01. The Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be the lead coordinating agencies for those individuals determined to be victims, and the plan shall also contain current contact information for both agencies. Every four years, each local and interjurisdictional agency shall conduct a comprehensive review and revision of its emergency operations plan to ensure that the plan remains current, and the revised plan shall be formally adopted by the locality's governing body. In the case of an interjurisdictional agency, the plan shall be formally adopted by the governing body of each of the localities encompassed by the agency. Each political subdivision having a nuclear power station or other nuclear facility within 10 miles of its boundaries shall, if so directed by the Department of Emergency Management, prepare and keep current an appropriate emergency plan for its area for response to nuclear accidents at such station or facility.

F. All political subdivisions shall provide (i) an annually updated emergency management assessment and (ii) data related to emergency sheltering capabilities, including emergency shelter locations, evacuation zones, capacity by person, medical needs capacity, current wind rating, standards compliance, backup power, and lead agency for staffing, to the State Coordinator of Emergency Management on or before May 1 of each year.”

The City of Hopewell's Emergency Operations Plan was last adopted 8/23/2016 and is expired. Additionally, City Council has still not received a current Continuity Operations Plan for the response for Covid-19.

MOTION: _____

Roll Call

- IR-6 Request for City Council to review the Children Services Office (CSA) and Community Policy and Management Teams (CPMT) State Audit. Several audit findings and delinquencies were noted in the report supplied to City Council September 2020. Prior requests have been submitted to City Council for accountability of the 2017 Audit findings and for City Council to receive new/draft policies to prove state compliance as of 2019. All prior requests are outstanding.

ISSUE: Some members of City Council have requested the documentation that the State CSA Office has required the local CSA/CPMT to provide in response to the 2017 Special Audit. Several agenda items have requested documentation, policies and new membership for accountability and quality assurance. All requests have not been addressed.

MOTION: _____

Roll Call

- IR-7 The City Clerk's Office is responsible for printing the Official Record of the City by printing fireproof minutes and placing them in the "Red Book". That Office is also responsible for "indexing" actions of the City Council and uploading legal items for public inspection on Municode. The Clerk's Office had a backlog dating back to 2015/2017 for either the minutes or legal updates. As such, I requested for City Clerk to begin addressing the delay and for City Council to approve for me, as Mayor, to sign prior years' minutes to address the backlog. The process stopped at the 2018 minutes. As Mayor, I have not signed minutes from 2019 through current. I am requesting again, for the City Council to take action to address the lack of indexing, uploading of legal documents and minutes prior to my tenure as well as current delays since the Mayor does not supervise the City Clerk's Office. Request for City Council to hire external assistance to assist the current Clerk with the prior year backlog. This subject of this request is outstanding.

ISSUE: Mayor Gore has shared with members of City Council several operational and performance concerns within the City Clerk's Office. Information has been supplied to members of City Council via email, memo, Closed Session and during Open/Public Regular City Council Meetings. All issues have not been addressed; therefore, raising concerns about FOIA/legal compliance, public transparency and a lack of clear/concise city records.

MOTION: _____

Roll Call

IR-8 Request for City Council to hold a Community Town Hall to address the public about the current state of the City, Covid-19, the Strategic Plan, Gun Violence, Social/Economic Factors, Social Determinants of Health and City Department Plans. Request for City Council to release a Customer Service Survey and Revised Strategic Plan poll to engage the Community. This request is outstanding.

ISSUE: Members of City Council held a Community Crime Summit and invited residents to participate in a discussion about ways to curb gun violence. City Council had not addressed resident feedback or request a plan for gun violence from the Police Department. However, City Staff requested for the Strategic Plan to be adopted to provide support/vision for City Staff to complete goals. The Police Department has an entire section that discusses community policing, outreach and internal strategic planning. Lastly, the Cities of Opportunity Grant pilot program is still waiting for City Council approval to fully implement. All structures and funding required has been obtain. The only item left is approval from City Council to appoint the Steering Committee to address social and economic factors within the community such as jobs, housing, childcare, food access, equity, etc.

MOTION: _____

Roll Call

IR-9 City Council was recently made aware of changes to executing contract agreements to complete the City's Financial Audits. As such, I am requesting for City Council to receive a presentation from the team with the Virginia Municipal League (VML) that is compiling the city's finance documents to hear first-hand about what is causing the audit delays. For the City Council to receive their contract with who approved it and cost. In addition, for City Council to receive all contracts and costs incurred by outside entities related to the FY16-FY18 audits to date and the authority/novation to adjust the current contract approved by City Council. In addition, for City Council to receive the RFP proposals for the Financial Services RFP that was released and evaluated by City Staff prior to making the current contract recommendation/award.

ISSUE: City Council needs to be fully be made aware of the all financial matters.

MOTION: _____

Roll Call

IR-10 Request for City Council to receive shots fired data for the entire City dating back one-year, to include age of offenders if charged/convicted to evaluate the rate of juvenile crime. Request for City Council to evaluate the Juvenile Delinquency funding managed by Court Services that oversees the City's VJCCCA bi-annual funding from the state. Prior requests have been submitted to obtain their annual audits and recidivism rates for programs offered. This request is outstanding.

ISSUE: City Council needs to be fully be made aware of the all financial matters pertaining the City's VJCCCA Grant. The local office is mandated to coordinate the City's bi-annual allocation. However, that has not occurred with City Council. City Council has not received the local offices annual state audit for efficiency and effectiveness.

MOTION: _____

Roll Call

IR-11 Request for the City Council to market all boards, commissions and authorities to be more inclusive to the public to be decision-makers within their City. City Council appoints the same individuals to serve on boards and does not diversify participation. Request for City Council to approve newspaper ads and social media ads to recruit new applicants. This request is outstanding.

ISSUE: Noted above.

MOTION: _____

Roll Call

IR-12 **VML/NLC Annual Meeting**

MOTION: _____

Roll Call

IR-13 **FY18 Audit Deadline**

MOTION: _____

Roll Call

Citizen/Councilor Requests

CCR-1 Audit Deadline of 9/11 and Accountability- Discussion (BP)

CCR-2 Financial Services RFP and other contracts- Discussion (BP)

CCR-3 Committee for the Shiloh Lodge Museum Discussion (BP)

CCR-4 COVID-19 Expenditures- Discussion (BP)

Presentations from Boards and Commissions

Other Council Communications

Adjournment

WORK SESSION

WS-1



**Hopewell Redevelopment and Housing Authority
Rezoning from R-3 (Residential, High Density) and
B-3 (Highway Commercial District) to R-4
(Residential Apartments)**

Staff Report prepared for the City Council Work Session
September 15, 2020

This report is prepared by the City of Hopewell Department of Development Staff to provide information to the City Council to assist them in making an informed decision on this matter.

I. MEETINGS AND WORKSESSIONS:

Planning Commission	March 5, 2020	Public Hearing	Recommended Approval, including
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II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Proposed Zoning: R-4, Residential Apartments

Existing Zoning: Sub-Parcel #042-0195 is zoned R-3
Sub-Parcel #042-0095 is zoned B-3
Sub-Parcel #042-0252 is zoned R-3

Parcel Size: Total Acreage: Approximately 3.8 acres

Owner: Hopewell Redevelopment & Housing Authority

Location of Property: Located between Spruce and Cypress Street between Highland and Westover Avenue

Election Ward: Ward 2

Land Use Plan Recommendation: 2028 Comprehensive Plan – Medium Density Residential to High Density Mixed Use

Strategic Plan Goal: N/A

Zoning of Surrounding Property: North: R-4 & M-1
South: B-3 & R-4
East: R-4 & B-3
West: M-1

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from Hopewell Redevelopment and Housing Authority (HRHA) to rezone three properties located at 1012 Winston Churchill Drive. The property is identified as Sub-Parcels 042-0195, 042-0095, and 042-0252. The legal description for Sub-Parcel 042-0195 is Lots 1 through 12, Block 5 and Lots 1 through 12, Block 7 and Lots 1 through 12, Block 10. The legal description for Sub-Parcel 042-0095 is Lots 1-4, Block 3. The legal description for Sub-Parcel 042-0252 is Vacated Ash Street and Part of Cedar Street Vacated. All parcels are located in the Highland Park Subdivision. The applicant’s proposal is to rezone the property to R-4, Residential, Apartments, in order to construct a residential complex with 68 units.

IV. FUTURE LAND USE:

The 2028 Comprehensive Plan Future Land Use Map designates this area as Neighborhood Commercial.

The Neighborhood Commercial Land Use has the following criteria:

Residential emphasis with Urban Development Area Designation; High Density Single, Attached & Multifamily Residences; Residential Units in Mixed-Use Buildings; Live-Work Dwellings

Typical Density Range:

Detached – 5-7 DU/AC

Multifamily – 20-40 DU/AC

Attached: 10-14 DU/AC

Mixed Use: Variable Mix & Density by Small Area Plan

Typical Dwelling 500-2000 SF/DU

V. APPLICABLE CODE SECTIONS:

The provisions of the Zoning Ordinance that are germane to this rezoning request are found in Article XXI, *Amendments*, and include the following:

Article XXI-A, Initiation:

"Whenever public necessity, convenience, general welfare or good zoning practice require, City Council may amend, supplement, or change this ordinance [Zoning Ordinance], including the schedule of district regulations and the official zoning map. Any such amendment may be initiated by resolution of City Council, by motion of the Planning Commission, or by petition of any property owner addressed to City Council."

Article XXI-B, Action by Planning Commission

1. No zoning ordinance shall be adopted, amended, or re-enacted unless City Council has referred the proposal to the Planning Commission for its recommendation. The commission shall hold at least one (1) public hearing on such proposed amendment, after notice as required by Section 15.1-431 of the Code of Virginia (1950), as amended. Following the hearing, the Planning Commission shall prepare and by motion adopt its recommendations, which may include changes in the original proposal resulting from the hearing, and shall transmit such recommendations, together with any explanatory matter, to the City Council.

2. In recommending the adoption of any amendment to this ordinance, the Planning Commission shall fully state its reasons for any such recommendations, describing any change in conditions, if any, that it believes makes the amendment advisable and specifically setting forth the manner in which, in its opinion, the amendment would be in harmony with the comprehensive plan of the city and would be in furtherance of the purpose of this ordinance.

Article XXI-B, Action by City Council

Before approving the proposed amendment, the City Council shall hold at least one (1) public hearing thereon, pursuant to public notice as required by Section 15.1-431 of the Code of Virginia (1950), as amended, after which the City Council may make appropriate changes or corrections in the proposed amendment; provided, however, that no additional land may be zoned to a different classification than was contained in the public notice without an additional public notice as required by Section 15.1-431 of the Code of Virginia (1950), as amended. An affirmative vote of at least a majority of the members of the City Council shall be required to amend or re-enact a zoning ordinance.

Article VI, Residential Apartment District (R-4) – See Attached

VI. SUBJECT PROPERTY:

The subject property is located off on Winston Churchill Drive near Cavalier Square Shopping Center across the street from Carter G. Woodson Middle School. It is situated between Highland and Westover Avenue and off of Cypress Street. Combined, the property is approximately 3.8 acres.

Blocks 5, 7 and 10 shown on the enclosed map are zoned R-3 and Block 3 is zoned B-3. The applicant is requesting the rezoning of all parcels to R-4. The size of the property is sufficient to build apartments as proposed. The parcels are

not located within a Chesapeake Bay Protected area such as the Resource Protection Area (RPA) or Resource Management Area (RMA). Additionally, the property is located in Zone X, as identified on the most recent approved FEMA maps. This means it is in an area of minimal flood hazard. Parcels in Blocks 5 and 7 of the property are fairly flat, while the parcel in Block 10 has a grade change from 50 to 66. There are no known environmental constraints that would impede the development of the property.

VII. ZONING/STAFF ANALYSIS:

The R-4 Zoning District is a high density, multi-family district. The 2028 Comprehensive Plan Land Use Map designates this area as Neighborhood Commercial. A description of this land use is provided in Section IV of this document. While the Zoning Ordinance will be updated in the near future to accommodate the new land use designations in the 2028 Comprehensive Plan, the R-4 Zoning District is the most compatible with the Neighborhood Commercial designation. Furthermore, the applicant has voluntarily provided conditions that meet the traditional neighborhood design standards outlined in the new land use designation.

The current R-3 zoning would allow for multifamily dwellings such as apartments and townhouses but with lower density than the requested R-4 Zoning District. By right, without review by the Planning Commission or City Council, the applicant can build 40 apartment units on Sub-Parcel's 042-0252 and 042-0195 as they are both zoned R-3. City Staff would review the application for conformance to the Zoning Ordinance, however the site design and architectural style of the building(s) are not aspects that could be negotiated through the administrative process. The rezoning requests, however, allows for specific details about the project to be discussed and agreed upon at the Planning Commission and City Council level.

Multifamily dwellings within the R-3 district must have a minimum lot area of seven thousand five hundred (7,500) for the first two (2) units plus four thousand (4,000) for each additional unit. If the rezoning was approved, the R-4 Zoning District requires two thousand (2,000) square feet for each one (1) bedroom dwelling unit, two thousand four hundred (2,400) square feet for each two (2) bedroom dwelling unit, and two thousand eight hundred (2,800) for each three (3) bedroom dwelling unit.

The applicant is proposing 68 apartment units but has not yet determined the mix of bedroom units in the complex.

Reason for the Rezoning Request

For some time now, it has been a priority of the HRHA Board to relocate the residents of the 120 unit Davisville/Bland Courts to a more environmentally safe

location. This development would be the first phase of relocation for residents. The exodus of residents from environmentally unsafe areas is also a policy adopted by the City in the 2028 Comprehensive Plan.

Page 10 of Chapter 9, reads,

“The following housing polices and strategies should be used as a guide when making future land use decisions about the housing in the City” #5 Continue to phase out housing that is adjacent to environmental undesirable locations, in non-residential zoning districts (i.e. residential housing located in a business or industrial district), and that are considered non-conforming residential units (i.e. mobile homes).”

A location for the second phase of relocation has not been finalized. However, the Authority is considering the following three options:

1. Construct apartments and locate remaining 52 units at 600 East Broadway or 350 East Poythress Street;
2. Obtain nine (9) additional project-based units at Freedman Point and 43-51 tenant based housing choice vouchers that allow residents to move anywhere in the City;
3. Issue fifty-two (52) to sixty (60) tenant based housing choice vouchers to move anywhere in the City.

While the relocation of the remaining persons that are not a part of Phase I is important, its resolution is separate from the rezoning request. It is Staff’s opinion that this application should focus on the land use issue at hand; whether or not a higher density development at the requested location is in keeping with the Comprehensive Plan and appropriate for the proposed neighborhood. Since the property can currently accommodate construction of 40 units, City Council must decide if rezoning to a higher density is appropriate in context of the community and future land use designation.

The 2028 Comprehensive Plan identifies this area as high density residential/commercial mixed use area using Traditional Neighborhood Design (TND). Staff has discussed this with the applicant who has pledged to follow the TND development concept. In regards to building design, the applicant has given thought to a single building with multiple floors and first floor covered parking. A building rendering has been provided with the application.

Project Financing

This project will be financed using Low Income Housing Tax Credit (LIHTC) which is administered through the Virginia Housing Development Authority

(VHDA). The LIHTC allows for the financing of affordable housing for persons at 40, 50 and 60 percent of the Area Median Income as assessed in the Richmond Metropolitan Statistical Area. For a family of 4, income cannot exceed the following:

- 40% of Area Median Income: \$30,960
- 50% of Area Median Income: \$38,700
- 60% of Area Median Income: \$46,440

Based on Richmond Metropolitan Statistical Area Median Income: \$78,700.00
 Effective Date: 4/14/2017
 *30%: Extremely Low-Income | 50%: Very Low-Income | 80%: Low-Income

Based on the financial eligibility requirements above, current residents of Davisville/Bland Court would be eligible to live in the proposed development. Additionally, those outside of Davisville/Bland Court could be allowed to reside in the proposed development, similar to the Summit Apartments, located off of Winston Churchill Drive, in the former Langston Park community, where 30 units were set-aside for previous Langston Park residents, and 26 were market rate. HRHA plans to utilize all units in the proposed development to transition residents from Davisville.

There are two financing options when applying for LIHTC; the 4% or 9% credit. The latter is more competitive and has a definitive grant cycle each year. The 4% credit can be applied for throughout the year. Both require high quality development in regards to material usage. The applicant must provide a product with at least 60% brick exterior and the remaining hardy plank. The units must also be energy efficient.

VIII. STAFF RECOMMENDATION:

The staff recommends approval of the rezoning from R-3 and B-3 to R-4 for the following reasons:

1. A portion of the property is already zoned for residential purposes. The proposed zoning, will increase the density, which is in keeping with the 2028 Comprehensive Plan land use designation.
2. The rezoning will provide better quality housing for current tenants of Davisville/ Bland Court (a strategy and policy in the 2028 Comprehensive Plan);
3. The location removes residents of that community out of an environmentally harmful area (a strategy and land use policy in the 2028 Comprehensive Plan);
4. The development is decentralizing poverty by not moving all residents of Davisville/Bland Court to the same location. The development will contain

no more than 68 units. The centralization of poverty is a housing policy listed in the Housing chapter of the most recent Comprehensive Plan. (Chapter 9, page 10);

- 5. The applicant has provided voluntary conditions that address concerns of Staff and the Planning Commission regarding: site design, connectivity, and exterior building materials. A letter from the applicant listing the conditions is provided with this report.

IX. PLANNING COMMISSION RECOMMENDATION:

At their March 5, 2020 meeting, the Hopewell Planning Commission in accordance with Article XXI-B, of the Hopewell Zoning Ordinance voted 5-0 to recommend approval of the request submitted by the Hopewell Redevelopment and Housing Authority to rezone Sub-Parcels #042-0195, 042-0095, and 042-0252, and to amend the Official Hopewell Zoning Map from R-3, Residential, High Density and B-3, Highway Commercial District to R-4, Residential Apartments, and to accept the voluntary proffered conditions.

Hopewell Redevelopment & Housing Authority

"Where People Matter Every Day"



350 East Poythress Street
P.O. Box 1361
Hopewell, Virginia 23860
804/458-5160, 541-1458
Fax 804/458-3364

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TDD/TTY & Voice 711

March 27, 2018

Dear Planning Commission Members:

Hopewell Redevelopment and Housing Authority (HRHA) offers the following conditions for the development of the proposed apartments located on parcels 042-0095, 042-0195 and 042-0252 in the Cavalier Square area of the city.

1. We will design and build using the principles of Traditional Neighborhood Design. This includes but is not limited to:
 - a. Buildings will be built close to the street.
 - b. There will be sidewalks/ walking paths and/or bike paths to connect to future pedestrian scale paths developed by the city.
 - c. There will be well designed open space.
 - d. Parking will be behind or under the building.
2. The development shall contain no more than 68 units.
3. The buildings will be well-designed with high quality construction materials. Specifically, the building will have its exterior composed of brick and hardi board material.
4. The buildings will meet the energy efficiency requirements for EarthCraft certification.
5. The plans will be discussed with the police department to include elements of Crime Prevention through Environmental Design.
6. We will present conceptual plans and drawings once available for: (a) the Planning Commission to review and approve the design of the building(s), (b) the height and number of floors of building(s), (c) the building setbacks and (d) the overall site layout; prior to site plan approval.

Sincerely,

A handwritten signature in black ink that reads "Steven Benham".

Steven Benham
Executive Director

HRHA has said it is a priority to redevelop the Davisville-Bland Court community. Due to the current circumstances, it is apparent that redevelopment cannot take place on the site where the current Davisville-Bland Court stands. As a result, HRHA has planned and developed scenarios for rehousing the families in that community.













HRHA's initial and primary thought has been to develop/build 120 apartments throughout the city to replace the 120 apartments being removed. The property currently subject to rezoning is a key piece of that strategy. The intent of the housing authority is to build 68 apartments, with approved rezoning, and make those apartments available to families moving from Davisville. We intend to find additional property to make available the remainder of the apartments needed.

Should replacement of all apartments be impossible or infeasible for some reason, HRHA would make housing choice vouchers available to the remaining families which can be used to find housing within the city. After understanding the options and having a conversation with HRHA, the voice of the community seems to be desiring of replacement housing as opposed to housing choice vouchers. Many have cited lack of adequate, affordable options and unpredictability of costs as reasons for avoiding the housing choice voucher at this time.







Who can live in Low Income Housing Tax Credit (LIHTC) Properties?

Most LIHTC properties set aside apartments for families that make upto 40% of the Area Media Income (AMI), upto 50% AMI, and/ or upto 60% AMI.

In Hopewell, the following chart represents these families:

LIHTC Income Limits for 2018 (Based on 2018 MTSP Income Limits)					
	Charts	60.00%	40.00%	50.00%	140.00%
1 Person		34,980	23,320	29,150	48,972
2 Person		39,960	26,640	33,300	55,944
3 Person		44,940	29,960	37,450	62,916
4 Person		49,920	33,280	41,600	69,888
5 Person		53,940	35,960	44,950	75,516
6 Person		57,960	38,640	48,300	81,144
7 Person		61,920	41,280	51,600	86,688
8 Person		65,940	43,960	54,950	92,316
9 Person		69,900	46,600	58,250	97,860
10 Person		73,860	49,240	61,550	103,404
11 Person		77,880	51,920	64,900	109,032
12 Person		81,840	54,560	68,200	114,576

Rents for the properties are based on families with these incomes spending no more than 30% of their income on housing. This chart represents would be rents:

LIHTC Rent Limits for 2018 (Based on 2018 MTSP/VLI Income Limits)							
Bedrooms (People)	Charts	60.00%	40.00%	50.00%	FMR	HOME Low Rent	HOME High Rent
Efficiency (1.0)		874	583	728	864	728	864
1 Bedroom (1.5)		936	624	780	907	780	907
2 Bedrooms (3.0)		1,123	749	936	1,042	936	1,042
3 Bedrooms (4.5)		1,298	865	1,081	1,386	1,081	1,373
4 Bedrooms (6.0)		1,449	966	1,207	1,684	1,207	1,513
5 Bedrooms (7.5)		1,598	1,065	1,331		1,331	1,650

For the families served by HRHA, a voucher may be in place to assist them in paying the rent.



The City
of
Hopewell, Virginia

300 N. Main Street · Department of Development · (804) 541-2220 · Fax: (804) 541-2318

APPLICATION FOR REZONING

APPLICATION FEE: \$300

APPLICANT: Hopewell Redevelopment and Housing Authority
ADDRESS: 350 East Poythress St
Hopewell, VA

PHONE #: 804 458 5160 FAX #: 804 458 3364

INTEREST IN PROPERTY: OWNER OR AGENT

IF CONTRACT PURCHASER, PROVIDE A COPY OF THE CONTRACT OR A LETTER OF THE PROPERTY OWNER'S CONSENT TO MAKE APPLICATION.

OWNER:
ADDRESS: _____

PHONE #: _____ FAX #: _____

PROPERTY ADDRESS / LOCATION:
Cedar Street Hopewell, VA

LEGAL DESCRIPTION: See attached

PARCEL #: 042-0252 ACREAGE: ± 3.6

PRESENT ZONING DISTRICT: R3/B3

REQUESTED ZONING DISTRICT: R4

PRESENT USE OF PROPERTY: vacant

IT IS PROPOSED THAT THE FOLLOWING BUILDINGS WILL BE CONSTRUCTED:
apartment building(s) containing 64 units

NEED AND JUSTIFICATION FOR THE CHANGE IN CLASSIFICATION:
The requested change is in alignment with the comprehensive plan. The request allows ARHA to adequately develop the site to accommodate redevelopment of public housing.

ANTICIPATED EFFECT OF THE PROPOSED CHANGE (IF ANY) ON PUBLIC SERVICES AND FACILITIES:

The change would shift the need for services to the proposed area from other areas in the city.

APPROPRIATENESS OF THE PROPERTY FOR THE PROPOSED CHANGES, AS IT RELATES TO THE INTENT OF THE ZONING DISTRICT DESIRED:

The property is very appropriate as evidenced by its alignment with the comprehensive plan.

WAY IN WHICH THE PROPOSED CHANGE WILL FURTHER THE PURPOSES OF THE ZONING ORDINANCE AND GENERAL WELFARE OF THE COMMUNITY:

The proposed change would positively affect the welfare of the community by providing new high quality housing.

COMMENTS FROM APPLICANT / OWNER:

site plan. see attached conceptual

*** ATTACH A COPY OF A SURVEY BY A LICENSED SURVEYOR OF THE PROPERTY

A PROFFER STATEMENT IS ATTACHED Y N

AS OWNER OF THIS PROPERTY OR THE AUTHORIZED AGENT THEREFOR, I HEREBY CERTIFY THAT THIS APPLICATION AND ALL ACCOMPANYING DOCUMENTS ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

[Signature]
APPLICANT SIGNATURE

1.15.20
DATE

OFFICIAL USE ONLY

DATE RECEIVED: DATE OF FINAL ACTION:

ACTION TAKEN:

APPROVED DENIED

APPROVED WITH THE FOLLOWING CONDITIONS/ PROFFERS:

[Blank lines for conditions/proffers]

EXHIBIT "A"
LEGAL DESCRIPTION

Tract I:

ALL those certain lots or parcels of land lying, being and situate in the City of Hopewell, Virginia, and being further known, numbered, and designated as Lots 1-4, Block 3; Lots 1-12, Block 5; Lots 1-12, Block 7; Lots 1-12, Blk 10, Highland Park Subdivision, a subdivision of said City, as shown on a plat or plan thereof duly recorded in the Clerk's Office of the Circuit Court of Prince George County, Virginia, in Plat Book 5, at Page 4.

BEING a portion of the same real estate conveyed to A.W.K. Durrani and Najma Durrani, husband and wife, by deed from Rebecca Wilson McDonough and Stephen M. McDonough, her husband, dated June 30, 1998, recorded July 1, 1998 in the Clerk's Office, Circuit Court, City of Hopewell, Virginia in Deed Book 304, Page 62.

Tract II:

Parcel One:

ALL of that portion of Cedar Street bounded by Blocks 5 and 7 of Highland Park Subdivision, the easterly boundary of Highland Avenue and the westerly boundary of Westover Avenue in the City of Hopewell, Virginia.

Parcel Two:

ALL of that portion of Ash Street bounded by Blocks 7 and 10 of Highland Park Subdivision, the easterly boundary of Highland Avenue and the westerly boundary of Westover Avenue in the City of Hopewell, Virginia.

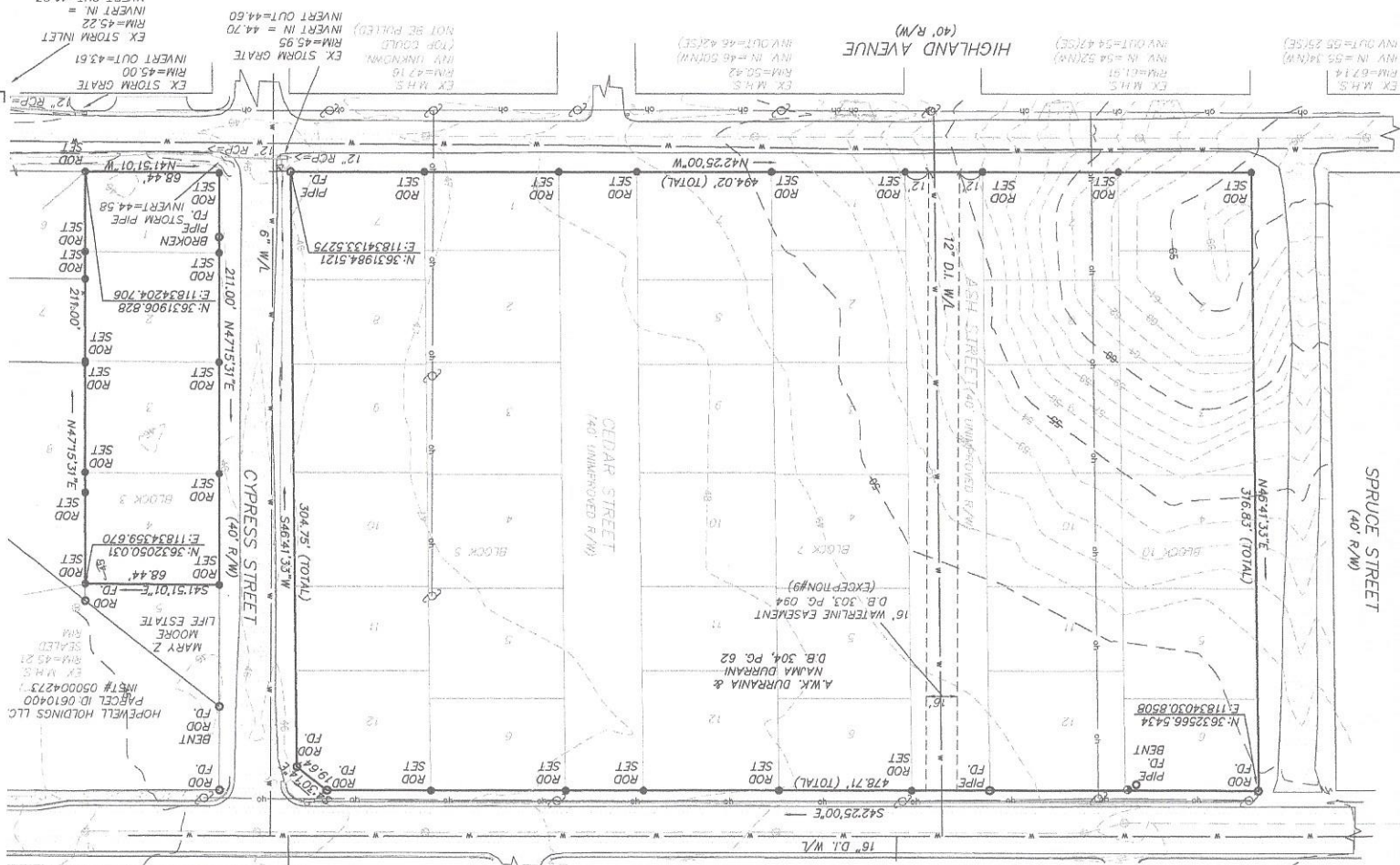
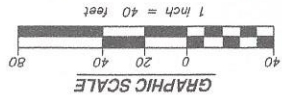
BEING a portion of the same real estate conveyed to A.W.K. Durrani and Najma Durrani, husband and wife, as tenants by the entirety, by Deed of Gift from A.W.K. Durrani and Najma Durrani, dated April 8, 2002, recorded April 8, 2002 in the Clerk's Office, Circuit Court, City of Hopewell, Virginia as Instrument No. 020001252. FURTHER HAVING BEEN a portion of the same real estate conveyed to A.W.K. Durrani and Najma Durrani, by Quit Claim Deed from Rebecca Wilson McDonough, dated June 30, 1998, recorded July 1, 1998 in the Clerk's Office aforesaid in Deed Book 304, Page 65. FURTHER HAVING BEEN a portion of the same real estate conveyed to Rebecca Wilson McDonough by quitclaim deed from the City of Hopewell, Virginia, dated June 4, 1998, recorded June 15, 1998 in the Clerk's Office aforesaid in Deed Book 303, Page 158.

Purported Address:

TBD Cedar Street, City of Hopewell, VA
TBD Cypress Street, City of Hopewell, VA

Issued through the office of:
Virginia Affordable Housing
1802 Bayberry Court, Suite 305A
Richmond, VA 23226





LEGEND

	D.I. GATE
	EX. EXISTING TELEPHONE PEDESTAL
	EX. EXISTING POWER POLE
	EX. EXISTING SANITARY CLEANOUT
	EX. EXISTING LIGHT POLE
	EX. EXISTING WATER VALVE
	EX. EXISTING GAS VALVE
	EX. EXISTING GUY POLE/WIRE
	EX. EXISTING ASPHALT
	EX. EXISTING SANITARY MANHOLE
	P.O.B. POINT OF BEGINNING
	E/P. EDGE OF PAVEMENT
	F/C. FACE OF CURB

REFERENCES:

1. MAP OF HIGHLAND PARK PREPARED BY SMS OCTOBER 12, 1927

2. THIS SURVEY IS LOCATED IN ZONE X AS SHOWN ON PLAT # 510080005C. EFFECTIVE DATE: JUNE 18, 2014

3. THE FLOOD INSURANCE RATE MAP (FIRM) COMMUNITY MAP # 510080005C. EFFECTIVE DATE: JUNE 18, 2014

4. THIS SURVEY WAS PREPARED WITH THE BENEFIT OF A TITLE REPORT PREPARED BY STEWART TITLE, FILE NO. 00109, 1214 ISSUED FEBRUARY 12, 2016. EFFECTIVE JANUARY 30, 2018

5. LEGAL BOUNDARIES AND DOES NOT PURPORT TO DENY ANY ENVIRONMENTAL FEATURES THAT AN ENVIRONMENTAL ASSESSMENT MIGHT IDENTIFY.

NOTES:

1. EASEMENT GRANTED TO VIRGINIA-AMERICAN WATER COMPANY BY INSTRUMENT DATED MAY 20, 1998, RECORDED JUNE 12, 1998 IN DEED BOOK 303, PAGE 94 - EASEMENT PLOTTED

2. INSTRUMENT DATED MAY 20, 1998, RECORDED JUNE 12, 1998 IN DEED BOOK 303, PAGE 94 - EASEMENT PLOTTED

3. EASEMENT GRANTED TO THE CITY OF HOPEWELL, VIRGINIA BY INSTRUMENT DATED MAY 20, 1998, RECORDED JUNE 12, 1998 IN DEED BOOK 303, PAGE 96 - BLANKET IN NATURE, PLOTTABLE

4. EASEMENT GRANTED TO THE CITY OF HOPEWELL, VIRGINIA BY INSTRUMENT DATED MAY 20, 1998, RECORDED JUNE 12, 1998 IN DEED BOOK 303, PAGE 96 - BLANKET IN NATURE, PLOTTABLE

5. EASEMENT LOCATED OFF OF SUBJECT PROPERTY

THIS IS TO CERTIFY THAT I MADE AN ACCURATE FIELD SURVEY ON MARCH 9, 2015. ALL VISIBLE IMPROVEMENTS ARE AS SHOWN HEREON AND THAT THERE ARE NO VISIBLE ENCROACHMENTS OTHER THAN SHOWN.

CHARLES C. TOWNES, II
Lic. No. 2803
3/13/18
LAND SURVEYOR

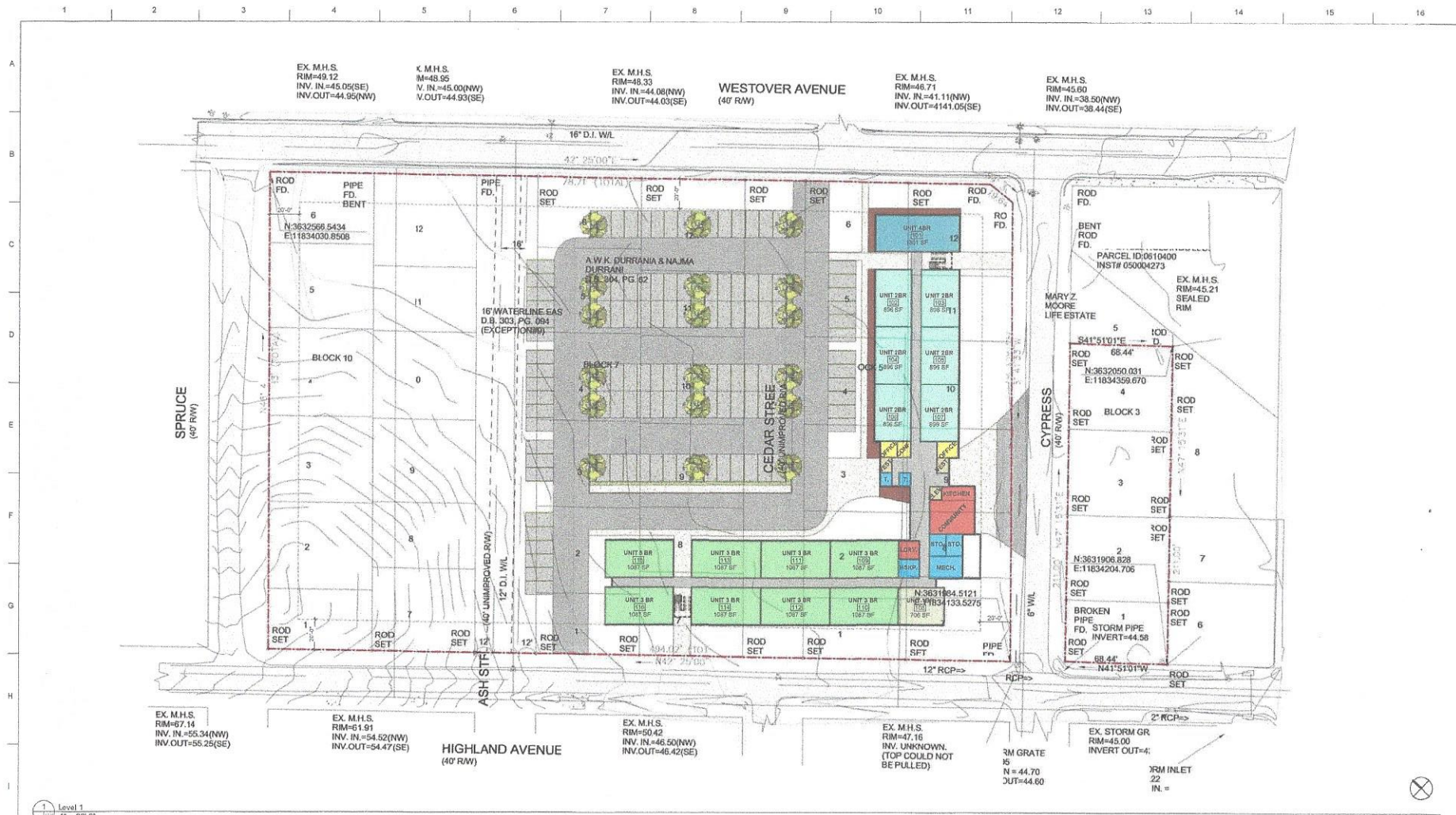
FOR BRADLEY HOUSING DEVELOPERS, LLC
HIGHLAND PARK SUBDIVISION
LOTS 1-12, BLOCK 7 & LOTS 1-12, BLOCK 5,
HIGHLAND PARK SUBDIVISION

DATE: MARCH 12, 2018
SCALE: 1" = 40'

2463 Boulevard
Colonial Heights, VA 23834
Telephone: 804.520.9015
Facsimile: 804.520.9016
Email: cctownes@townespc.com

TOWNES
consulting engineers, planners, & land surveyors

CHECKED BY: [Signature]
DRAWN BY: [Signature]
CALCULATED BY: [Signature]
SHEET 1 OF 1



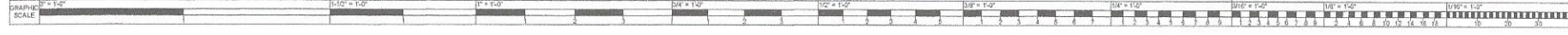
VIA design architects, pc
 150 RANCOLPH STREET
 NORFOLK, VIRGINIA 23510
 757.627.1488 FAX 627.3622
 www.viadesignarchitects.com

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY
 HIGHLAND PARK
 HIGHLAND + WESTOVER AVENUES

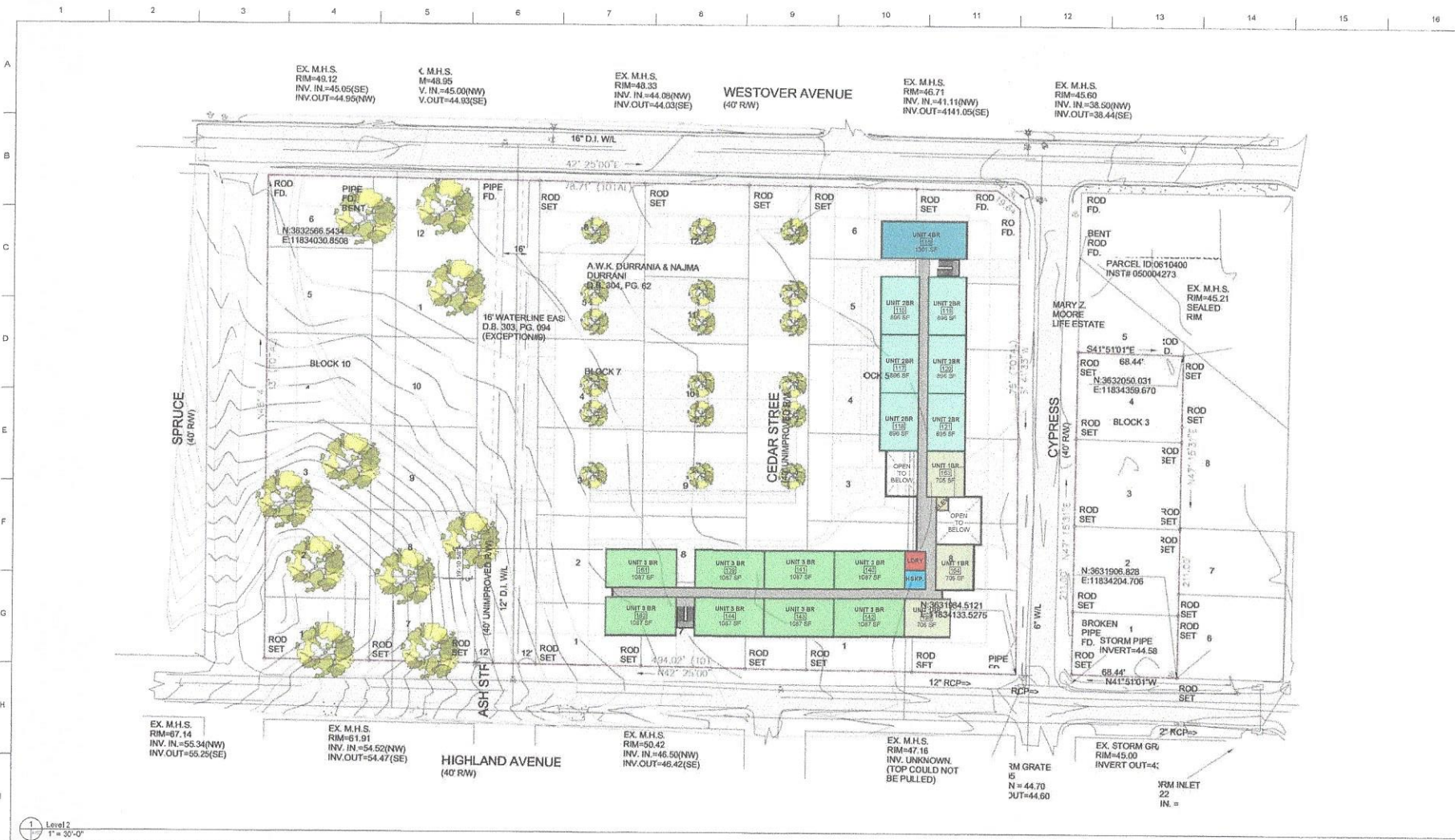
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| | | |
- PROJECT SHEETS: 101
 DATE: 10/21/14
 DRAWING: 101-01
 UNIT NAME: UNIT 101
 SHEET TITLE: FIRST FLOOR PLAN DIAGRAM
 SHEET NO.: 101-01
 SHEET TOTAL: 101-01
- PRELIMINARY
 - 30% PROGRESS PRINTS
 - 60% PROGRESS PRINTS
 - 90% PROGRESS PRINTS
 - PERMIT
 - ISSUING
 - AS-BUILT/UNDER CONSTRUCTION
 - RECORD DRAWINGS

FLOOR PLAN UNIT SCHEDULE

LEVEL 1 - UNIT SCHEDULE			LEVEL 1 - UNIT SCHEDULE		
Number	Name	Area	Number	Name	Area
109	UNIT 3 BR	706 SF	109	UNIT 3 BR	1087 SF
110	UNIT 3 BR	706 SF	110	UNIT 3 BR	1087 SF
111	UNIT 3 BR	706 SF	111	UNIT 3 BR	1087 SF
112	UNIT 2BR	856 SF	112	UNIT 3 BR	1087 SF
113	UNIT 2BR	856 SF	113	UNIT 3 BR	1087 SF
114	UNIT 2BR	856 SF	114	UNIT 3 BR	1087 SF
115	UNIT 2BR	856 SF	115	UNIT 3 BR	1087 SF
116	UNIT 2BR	856 SF	116	UNIT 3 BR	1087 SF
117	UNIT 2BR	856 SF	117	UNIT 3 BR	1087 SF
118	UNIT 3 BR	869 SF	118	UNIT 3 BR	1087 SF
119	UNIT 3 BR	869 SF	119	UNIT 3 BR	1087 SF
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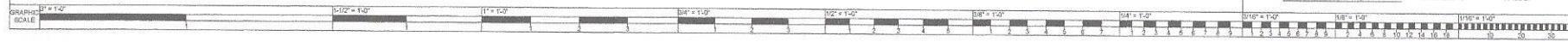
A101



Level 2
1" = 30'-0"

FLOOR PLAN UNIT SCHEDULE

LEVEL 2 - UNIT SCHEDULE			LEVEL 2 - UNIT SCHEDULE		
Number	Name	Area	Number	Name	Area
138	UNIT 1BR	700 SF	139	UNIT 3 BR	1067 SF
143	UNIT 1BR	700 SF	140	UNIT 3 BR	1067 SF
164	UNIT 1BR	700 SF	141	UNIT 3 BR	1067 SF
UNIT 1BR 3		2110 SF	142	UNIT 3 BR	1067 SF
110	UNIT 2BR	858 SF	143	UNIT 3 BR	1067 SF
117	UNIT 2BR	899 SF	144	UNIT 3 BR	1067 SF
118	UNIT 2BR	899 SF	181	UNIT 3 BR	1067 SF
119	UNIT 2BR	858 SF	182	UNIT 3 BR	1027 SF
121	UNIT 2BR	899 SF	UNIT 3 BR 6		
122	UNIT 2BR	899 SF	6695 SF		
123	UNIT 2BR 1	899 SF	116	UNIT 4BR	1301 SF
UNIT 2BR 6		8374 SF	UNIT 4BR 1		1301 SF
Grand Total:		17488 SF	UNIT 4BR 1		17488 SF



VIA design architects, pc
150 RANDOLPH STREET
NORFOLK, VIRGINIA 23510
757.427.1499 FAX 757.1692
www.viadesignarchitects.com

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY
HIGHLAND PARK
HIGHLAND + WESTOVER AVENUES

REVISIONS

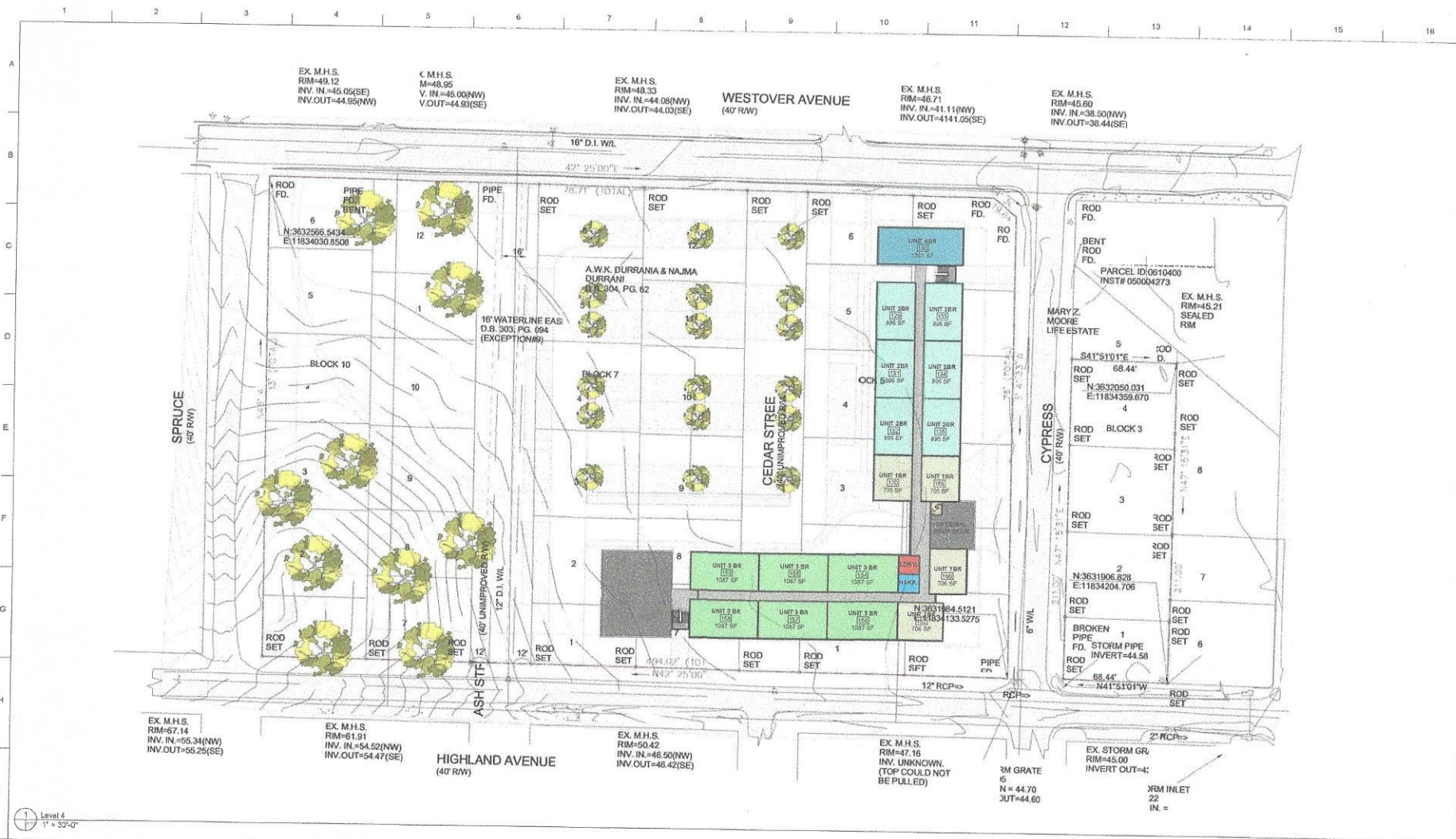
NO.	DATE	DESCRIPTION

DATE: 10/2019

PROJECT: HIGHLAND PARK
SHEET NO: A102

REV: 1

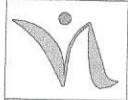
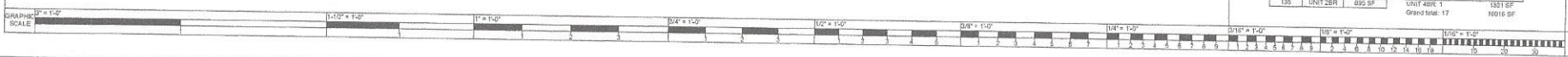
SECOND FLOOR PLAN
DIAGRAM
A102



Level 4
1" = 33'-0"

FLOOR PLAN UNIT SCHEDULE

LEVEL 4 - UNIT SCHEDULE			LEVEL 4 - UNIT SCHEDULE		
Number	Name	Area	Number	Name	Area
102	UNIT 1BR	700 SF	UNIT 2BR-6		5373 SF
106	UNIT 1BR	700 SF	103	UNIT 3 BR	1097 SF
108	UNIT 1BR	700 SF	104	UNIT 3 BR	1097 SF
110	UNIT 1BR	700 SF	105	UNIT 3 BR	1097 SF
112	UNIT 1BR	700 SF	106	UNIT 3 BR	1097 SF
114	UNIT 1BR	700 SF	107	UNIT 3 BR	1097 SF
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180	UNIT 2BR	890 SF	170	UNIT 3 BR	1097 SF
181	UNIT 2BR	890 SF	171	UNIT 3 BR	1097 SF
182	UNIT 2BR	890 SF	172	UNIT 3 BR	1097 SF
183	UNIT 2BR	890 SF	173	UNIT 3 BR	1097 SF
184	UNIT 2BR	890 SF	174	UNIT 3 BR	1097 SF
185	UNIT 2BR	890 SF	175	UNIT 3 BR	1097 SF
186	UNIT 2BR	890 SF	176	UNIT 3 BR	1097 SF
187	UNIT 2BR	890 SF	177	UNIT 3 BR	1097 SF
188	UNIT 2BR	890 SF	178	UNIT 3 BR	1097 SF
189	UNIT 2BR	890 SF	179	UNIT 3 BR	1097 SF
190	UNIT 2BR	890 SF	180	UNIT 3 BR	1097 SF
191	UNIT 2BR	890 SF	181	UNIT 3 BR	1097 SF
192	UNIT 2BR	890 SF	182	UNIT 3 BR	1097 SF
193	UNIT 2BR	890 SF	183	UNIT 3 BR	1097 SF
194	UNIT 2BR	890 SF	184	UNIT 3 BR	1097 SF
195	UNIT 2BR	890 SF	185	UNIT 3 BR	1097 SF
196	UNIT 2BR	890 SF	186	UNIT 3 BR	1097 SF
197	UNIT 2BR	890 SF	187	UNIT 3 BR	1097 SF
198	UNIT 2BR	890 SF	188	UNIT 3 BR	1097 SF
199	UNIT 2BR	890 SF	189	UNIT 3 BR	1097 SF
200	UNIT 2BR	890 SF	190	UNIT 3 BR	1097 SF

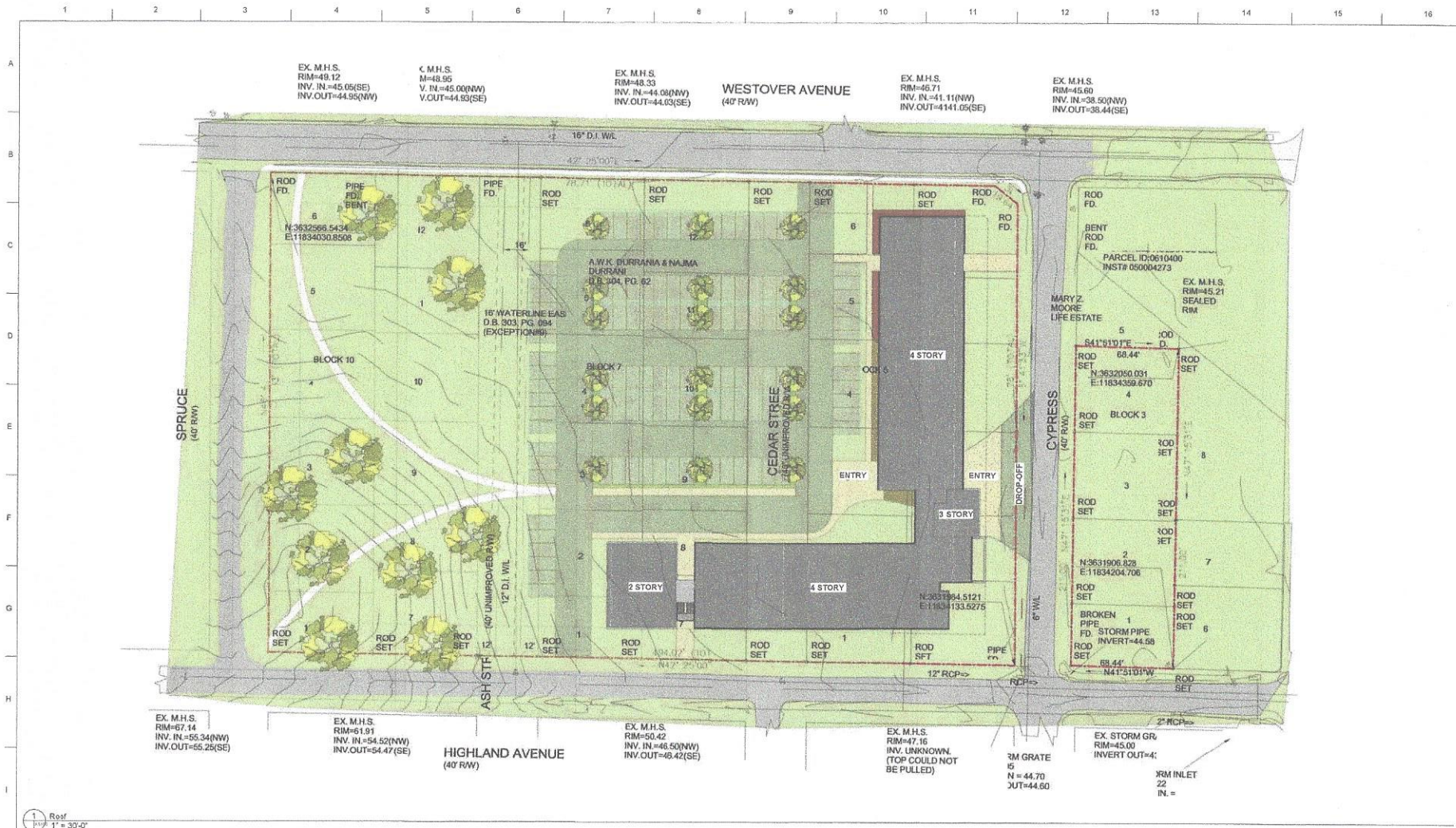


VIA design architects, pc
150 RANDOLPH STREET
NORFOLK, VIRGINIA 23510
757.621.1488 FAX 677.1692
www.viadesignarchitects.com

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY
HIGHLAND PARK
HIGHLAND + WESTOVER AVENUES

DATE: 7/20/24
PROJECT: 709204
SCALE: 1/4" = 33'-0"
SHEET: 1 OF 4
FOURTH FLOOR PLAN DIAGRAM

A104



1 Ref
1" = 30'-0"

SITE INFORMATION

ZONING INFORMATION

BUILDING SCHEDULES

Table for Site Information (empty)

Table for Zoning Information (empty)

Area Schedule (Gross Building)		BUILDING - UNIT SCHEDULE	
Name	Area	Name	Count
LEVEL 1	24510 SF	UNIT 1BR	12
LEVEL 2	24250 SF	UNIT 2BR	24
LEVEL 3	21665 SF	UNIT 3BR	25
LEVEL 4	21011 SF	UNIT 4BR	4
Grand Total	91735 SF	Grand Total	65



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NORFOLK, VIRGINIA 23510
707.627.1888 FAX 707.392.5662
www.via-designarchitects.com

HOPWELL REDEVELOPMENT AND HOUSING AUTHORITY
HIGHLAND PARK
HIGHLAND + WESTOVER AVENUES

REVISIONS

NO.	DATE	DESCRIPTION

PROJECT NUMBER: 1916
DATE: 10/2/18
SHEET STATUS:

- PRELIMINARY
- 30% PROGRESS PRINTS
- 65% PROGRESS PRINTS
- 90% PROGRESS PRINTS
- PERMIT
- BIDDING
- ADDITIONAL CONSTRUCTION
- RECORD DRAWINGS

SHEET TITLE:
ARCHITECTURAL SITE PLAN
SHEET NO.:
AS100

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

A
B
C
D
E
F
G
H
I
J
K



1 EAST ELEVATION - CYPRESS STREET LINE
DRAWING
3/32" = 1'-0"



3 EAST ELEVATION - CYPRESS STREET COLORED
3/32" = 1'-0"



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155 RANDOLPH STREET
RODFOLK, VIRGINIA 23503
757.527.1459 FAX 527.1552
www.viadesignarchitects.com

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY
HIGHLAND PARK
HIGHLAND + WESTOVER AVENUES

NO.	DATE	DESCRIPTION

- PROJECT NUMBER: 1001
DATE: 03/11/14
DESIGNED BY:
CHECKED BY:
PROJECT STATUS:
● PRELIMINARY
○ 30% PROGRESS PRINTS
○ 50% PROGRESS PRINTS
○ 90% PROGRESS PRINTS
○ FINAL
○ BIDDING
○ ARCHITECTURAL CONSTRUCTION
○ RECORD DRAWINGS

PROJECT TITLE
BUILDING ELEVATION - CYPRESS STREET

DRAWN BY:
A201

Individual Preference Form

Name _____
Current Unit # _____
Current Unit Size _____

Median Income % (GROSS) _____

What resident-paid utilities are currently in use?

Electric _____

Cable _____

Telephone _____

Please provide copy of current bill for each utility.

Would like your final unit to be?

Upstairs _____ Mobility Impaired _____

Downstairs _____ Sight/Hearing Impaired _____

Please provide medical documentation if you MUST have a preference.

Is this family currently over/under housed?

Yes _____ No _____

If yes please indicate the size that is appropriate.

One bedroom _____

Two bedroom _____

Three bedroom _____

If available which unit location do you prefer?

Corner _____

Middle _____

Do you have preference to be neighbors with any family in particular?

Yes _____ No _____

Family Names (s) _____

If possible with which neighbors or in which building(s) would you prefer NOT to be housed?

Notes for this Case # _____

WS-2



Request to amend a Conditional Use Permit
1818 Liberty Avenue
Agent: Barber Construction LLC
Staff Report prepared for the City Council Work Session

September 15, 2020

This report is prepared by the City of Hopewell Department of Development Staff to provide information to the Hopewell City Council to assist them in making an informed decision on this matter.

I. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from Barber Construction LLC to **amend** a Conditional Use Permit (CUP) in accordance with Article XXI., Amendment, Section D, Sub-section (k), Amendment of a Conditional Use Permit to add a driveway to the parcel, thereby increasing the lot coverage above five (5) percent. The initial Conditional Use Permit was approved by the City Council on November 27, 2018.

II. PUBLIC HEARINGS & WORK SESSIONS:

Planning Commission	July 2, 2020	Recommended Approval
City Council	September 15, 2020	Work Session

III. APPLICABLE CODE SECTIONS:

The provisions of the Zoning Ordinance that are germane to this request for a Conditional Use Permit are the following:

Article XXI., Amendment, Section D, Sub-section (k), Amendment of a Conditional Use Permit

a. Amendment of Conditional Use Permits

A request for an amendment shall include any enlargement, expansion, increase in intensity, relocation, or modification of any condition of a previously approved and currently valid conditional use. Amendments shall be processed as follows:

1. Non-Material and Insignificant (Minor) Modifications

An amendment that requires the following shall be considered a Minor Modification:

Shifts in on-site location, and changes in size or intensity of less than five percent (5%); or a five percent (5%) or less increase or decrease in either lot coverage or floor area over what was originally approved.

Minor Modifications may be authorized by the Director, provided that such minor changes comply with the following criteria:

- i. No previous minor modification has been granted pursuant to this Sub-Section;
- ii. There will be no detrimental impact to or on any adjacent property caused by significant change in the appearance or the use of the property or any other contributing factor;
- iii. Nothing in the currently valid conditional use permit precludes or otherwise limits such expansion or enlargement;
- iv. The proposal conforms to the provisions of this Article and is in keeping with the spirit and intent of the adopted Comprehensive Plan.

2. Major Amendments

Any proposed amendment other than those provided for in Sub-Section k.1. above shall be considered a major amendment of a previously approved and currently valid conditional use and shall be considered according to the provisions outlined in Sub-Section a., b., c., and d. of this Section.

IV. SUBJECT PROPERTY:

Requested Zoning:	N/A
Existing Zoning:	R-2, Residential, Medium Density
Acreage:	6,000 square feet
	50' wide, 120' depth
Owner:	Joseph Walton
Location of Property:	Located on Liberty Street adjacent to 1816 Liberty Avenue
Election Ward:	Ward 6
Land Use Plan Recommendation:	Urban Residential
Strategic Plan Goal:	N/A
Map Location(s):	Sub Parcel #: 035-0010
Zoning of Surrounding Property:	North: R-2 South: R-2 East: R-2 West: R-2

V. ZONING/STAFF ANALYSIS

The Zoning Ordinance allows a property owner with a non-conforming lot of record to appeal to the City Council for approval of a Conditional Use Permit to construct a single family dwelling on a non-conforming lot of record.

City Council approved a conditional use permit to allow the construction of a single family detached home with the following conditions:

1. The exterior material of the proposed single-family dwelling shall be two materials with varying facades;
2. The proposed single-family dwelling shall have a brick foundation on all four (4) sides. A brick foundation consists of foundation block from the block work to the first floor elevation with brick veneer;
3. Tree and shrubs presently located on the property shall be preserved to the highest extent possible, except, if located within the proposed building footprint;
4. The single-family dwelling shall have a minimum of 1,300 square feet of finished living area;
5. The proposed single-family dwelling shall have a brick porch. A brick porch includes the steps, treads, risers, floor and side veneer. A brick porch consists of a concrete porch. The porch should be enclosed from the ground level to the finished floor elevation with block and brick enclosure
6. The architecture of the home shall be compatible with the surrounding homes. The agent will work with City Staff to build a home that is some variation of the three examples provided by Staff (see examples enclosed in this packet).
7. There will be no driveway; only on street parking.

The applicant is amending the permit to request an on-site driveway for the new homeowner. Because the driveway will increase the lot coverage by more than five percent (5%) it is considered a major amendment to the Conditional Use Permit and requires review by the Planning Commission and City Council in accordance with Article XXI., Amendment, Section D, Sub-section (k), Amendment of a Conditional Use Permit, in the Zoning Ordinance.

VI. APPLICANT OPINION:

The applicant is requesting that the temporary driveway used during construction be approved for a permanent driveway. According to the applicant, this block of Liberty Avenue is very narrow and parking the owner’s car in a driveway will protect it from possible damage and will allow an emergency vehicle to access the church and houses down the street.

During the November 2018 City Council meeting, a condition was added to only allow on-street parking because neighbors complained that the lot would be too narrow to accommodate a driveway. Barber Construction LLC consented to the request of Council. Now that that home has been purchased, the homeowner desires a driveway.

VII. STAFF RECOMMENDATION:

The Staff recommends approval of the request submitted by Barber Construction LLC to amend the Conditional Use Permit for 1818 Liberty Avenue to add a driveway that will increase the lot coverage by more than five percent (5%).

The City Engineer writes regarding this request:

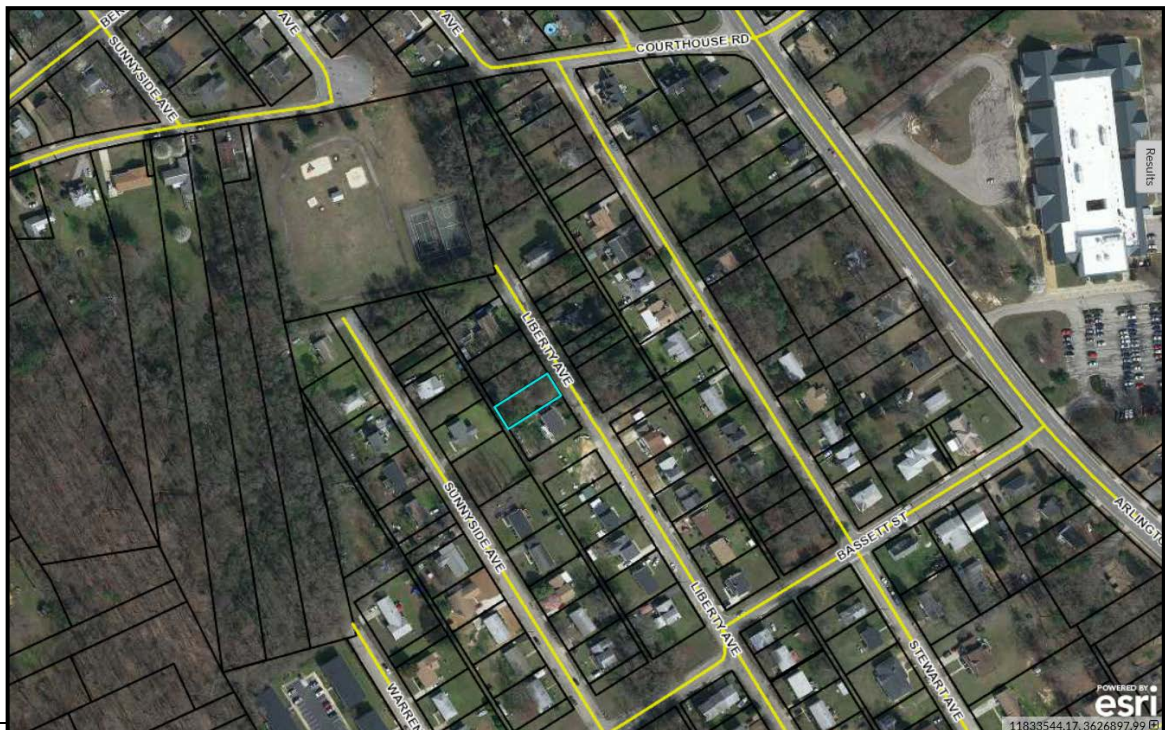
“I fully support the requests to put an off-street driveway on this lot. I can’t understand why someone would be against this. When driveway layouts can meet the minimum depth, widths and set-backs requirements, and fall within the *theme* of the neighborhood, which this location does, than the Department of Public Works-Engineering speaking in terms of good right-of-way management, encourages the proper installation of driveways to serve dwelling units. An adequate driveway parking pad was put in during the site development. It needs to be there. There’s no alley substitute here either.”

VIII. PLANNING COMMISSION RECOMMENDATION:

At their meeting on July 2, 2020 the Hopewell Planning Commission, voted 3-0 to recommend approval of the request submitted by Barber Construction LLC to amend the Conditional Use Permit for 1818 Liberty Avenue to add a driveway that will increase the lot coverage by more than five percent (5%) in accordance with Article XXI., Amendment, Section D, Sub-section (k), Amendment of a Conditional Use Permit of the Hopewell Zoning Ordinance.

Attachment(s):

1. Application for an amendment to a Conditional Use Permit



1818 Liberty Avenue - new home constructed. This picture shows the temporary driveway currently on the property. If this amendment is approved by City Council, the temporary driveway would be replaced with a permanent asphalt driveway.





The City
of
Hopewell, Virginia

300 N. Main Street · Department of Development · (804) 541-2220 · Fax: (804) 541-2318

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICATION #

APPLICANT: Barber Construction Co. Inc.

ADDRESS: 101 Queen Anne Dr. Hopewell, VA 23860

PHONE #: (804) 731-1051 FAX #: -

EMAIL ADDRESS: BarberConstructioncoinc@gmail.com

INTEREST IN PROPERTY: X OWNER OR _____ AGENT
IF CONTRACT PURCHASER, PROVIDE A COPY OF THE CONTRACT OR A LETTER OF THE PROPERTY OWNER'S CONSENT TO MAKE APPLICATION.

OWNER: Barber Construction Co. Inc

ADDRESS: 101 Queen Anne Dr. Hopewell, VA 23860

PHONE #: (804) 731-1051 FAX #: -

PROPERTY ADDRESS / LOCATION:

1818 Liberty Ave. Hopewell, VA 23860

PARCEL #: 0350010 ACREAGE: 0.138 ZONING: R2

*** IF REQUIRED BY ARTICLE 16 OF THE ZONING ORDINANCE, A SITE PLAN MUST ACCOMPANY THIS APPLICATION ***

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

- 1. FLOOR PLANS OF THE PROPOSED BUILDINGS. N/A
- 2. THE PROPOSED DEVELOPMENT WITH FRONT, SIDE, AND REAR ELEVATIONS. N/A

THIS REQUEST FOR A CONDITIONAL USE PERMIT IS FILED UNDER SECTION _____ OF THE ZONING ORDINANCE.

PRESENT USE OF PROPERTY:

Single Family residential dwelling

THE CONDITIONAL USE PERMIT WILL ALLOW:

This is an Amendment request to an existing Conditional use permit, asking for the temporary driveway to be approved for a permanent driveway, because there is no street parking.

PLEASE DEMONSTRATE THAT THE PROPOSAL AS SUBMITTED OR MODIFIED WILL NOT AFFECT ADVERSELY THE HEALTH, SAFETY, OR WELFARE OF PERSONS RESIDING OR WORKING IN THE NEIGHBORHOOD OF THE PROPOSED USE.

My request would keep vehicles from parking on the street. I have already installed a temporary car driveway.

PLEASE DEMONSTRATE THAT THE PROPOSAL WILL NOT BE DETRIMENTAL TO PUBLIC WELFARE OR INJURIOUS TO THE PROPERTY OR IMPROVEMENTS IN THE NEIGHBORHOOD.

This block of liberty street is very narrow and by parking the owners cars in their driveway will protect them from possible damage and will allow an emergency vehicles to access church and house behind in the dead in road.

PLEASE DEMONSTRATE HOW THE PROPOSAL AS SUBMITTED OR MODIFIED WILL CONFORM TO THE COMPREHENSIVE PLAN AND THE PURPOSES AND THE EXPRESSED INTENT OF THE ZONING ORDINANCE.

All new constructions require a driveway. Each of the neighbors have driveways and this will allow a more uniform look.

AS OWNER OF THIS PROPERTY OR THE AUTHORIZED AGENT THEREFOR, I HEREBY CERTIFY THAT THIS APPLICATION AND ALL ACCOMPANYING DOCUMENTS ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

[Signature]
APPLICANT SIGNATURE

6/3/2020
DATE

Donald S Barber
APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED _____ DATE OF ACTION _____

APPROVED _____ DENIED _____

APPROVED WITH THE FOLLOWING CONDITIONS:



190001290

City of Hopewell
Division of Building Inspections
300 North Main Street
Suite 321
Hopewell, VA 23860
Ph: (804) 541-2226
Fax: (804) 541-2318

PERMIT NUMBER
20190453
Issue Date: 05/16/2019

Permit Type: CONDITIONAL USE PERMIT

Table with sections: Parcel Number, Street Address, Lot/Block, Subdivision, Owner Information, Applicant Information, Contractor Information, Building Information, Permit Fees.

Project Description: CONDITIONAL USE PERMIT
Scope of Work: LOT IS NON-CONFORMING DUE TO SQ FT REQUIREMENTS
Permit Details: APPROVED WITH CONDITIONS SEE LETTER
PAYMENT MADE UNDER ORIGINAL APP

It is the Permit Holder's responsibility to call for all inspections, including final, prior to 8:30 a.m. for same day inspection.

Signature of Approving Official

Date: 5/16/2019

ANY PERMIT ISSUED EXPIRES SIX (6) MONTHS AFTER ISSUANCE IF NO INSPECTIONS HAVE BEEN MADE.
ANY PERMIT ISSUED SHALL EXPIRE SIX (6) MONTHS AFTER ISSUANCE IF THE WORK IS DISCONTINUED.

Table with 2 columns: Application Number (20190398), TOTAL FEES: \$ 300.00

Permit Details:

APPROVED WITH CONDITIONS SEE LETTER
PAYMENT MADE UNDER ORIGINAL APP

It is the Permit Holder's responsibility to call for all inspections, including final,
prior to 8:30 a.m. for same day inspection.



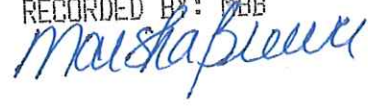
Signature of Approving Official

Date: 5/16/2019

ANY PERMIT ISSUED EXPIRES SIX (6) MONTHS AFTER ISSUANCE IF NO INSPECTIONS HAVE BEEN MADE.
ANY PERMIT ISSUED SHALL EXPIRE SIX (6) MONTHS AFTER ISSUANCE IF THE WORK IS DISCONTINUED.

Application Number	20190398	TOTAL FEES:	\$ 300.00
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INSTRUMENT 190001290
RECORDED IN THE CLERK'S OFFICE OF
HOPEWELL CIRCUIT COURT ON
JUNE 19, 2019 AT 03:23 PM
TAMARA J. WARD, CLERK
RECORDED BY: MBB



WS-3



WRM LLC (Mark Mueller)
106 North Main Street
Conditional Use Permit
Staff Report prepared for the City Council Work Session

September 15, 2020

This report is prepared by the City of Hopewell Department of Development Staff to provide information to the City Council to assist them in making an informed decision on this matter.

I. PUBLIC HEARINGS:

Planning Commission August 19, 2020 Recommended Approval

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning:	N/A
Existing Zoning:	B-1, Downtown Central Business District
Acreage:	.123 acres
Owner:	WRM LLC
Location of Property:	North Main Street between West Cawson Street and West City Point Road
Election Ward:	Ward 1
Land Use Plan Recommendation:	The Downtown Commercial/Business Mixed Use
Strategic Plan Goal:	N/A
Map Location(s):	Sub Parcel #: 011-0040
Zoning of Surrounding Property:	North: B-1 South: B-1 East: B-1 West: B-1

III. EXECUTIVE SUMMARY:

1. The City of Hopewell has received a request from WRM LLC, owner of 106 North Main Street, also identified as Sub-Parcel # 011-0040, to allow apartments on the second and subsequent floors of commercial and office buildings/uses containing an average square footage below nine hundred (900) gross square feet.

IV. APPLICABLE CODE SECTIONS:

The provisions of the Zoning Ordinance that are germane to this request for a Conditional Use Permit are the following:

Article IX-B, Downtown Central Business District, Section A. Use Regulations

Structures to be erected and land to be used shall be only for the following uses:

- 1. Apartments on second and subsequent floors of commercial and office buildings/uses containing average square footage below nine hundred (900) gross square feet, with a Conditional Use Permit.

Article XVIII, General Provisions, Section G, Conditional and Special Use Permits, Sub-Section c. 1-3:

- 1. When the Director has certified that the application is complete, it shall be deemed received and referred to the Planning Commission for its review and recommendation to City Council.
- 2. The Planning Commission shall, within ninety (90) days after the first meeting of the Planning Commission after such referral, report to the City Council its recommendation as to the approval or disapproval of such application and any recommendation for establishment of conditions, in addition to those set forth in this Article, deemed necessary to protect the public interest and welfare. Failure of the Planning Commission to report within ninety (90) days shall be deemed a recommendation of approval.
- 3. Upon receipt of the recommendation of the Planning Commission, the City Council, after public notice in accordance with Virginia Code § 15.2-2204, shall hold at least one public hearing on such application, and as a result thereof, shall either approve or deny the request.

Article XVIII, General Provisions, Section G, Sub-Section c.4.

- 4. In approving any conditional use permit, the City Council may impose conditions or limitations on any approval as it may deem necessary to protect the public interest and welfare. Such additional standards may include, but need not be limited to:
 - i. Special setbacks, yard or construction requirements, increased screening or landscaping requirements, area requirements, development phasing, and standards pertaining to traffic, circulation, noise, lighting, hours of operation and similar characteristics; and

- ii. A performance guarantee, acceptable in form, content and amount to the City, posted by the applicant to ensure continued compliance with all conditions and requirements as may be specified.

Article XVIII, General Provisions, Section G, Sub-Section d.

d. Approval Criteria

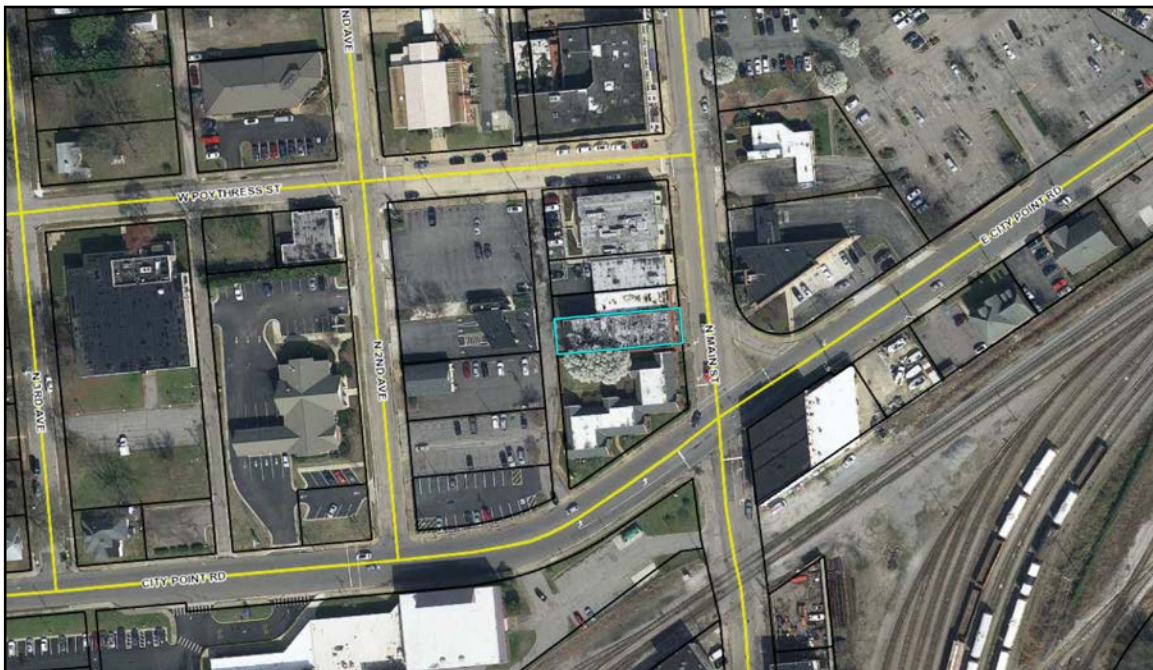
As may be specified within each zoning district, uses permitted subject to conditional use review criteria shall be permitted only after review by the Planning Commission and approval by the City Council only if the applicant demonstrates that:

1. The proposed conditional use is in compliance with all regulations of the applicable zoning district, the provisions of this Article, and any applicable General Provisions as set forth in the Zoning Ordinance.
2. The establishment, maintenance, or operation of the proposed use is not detrimental to, and will not endanger, the public health, safety, morals, comfort, or general welfare.
3. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially impair the use of other property within the immediate proximity.
4. The proposed conditional use conforms to the character of the neighborhood within the same zoning district in which it is located. The proposal as submitted or modified shall have no more adverse effects on health, safety or comfort of persons living or working in or driving through the neighborhood, and shall be no more injurious to property or improvements in the neighborhood, than would any other use generally permitted in the same district. In making such a determination, consideration shall be given to the location, type, size, and height of buildings or structures, type and extent of landscaping and screening on the site, and whether the proposed use is consistent with any theme, action, policy or map of the Comprehensive Plan.
5. The exterior architectural appeal and function plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable zoning district, and shall enhance the quality of the neighborhood.

- 6. The public interest and welfare supporting the proposed conditional use is sufficient to outweigh the individual interests which are adversely affected by the establishment of the proposed use.
- 7. The proposed use will not result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance.

V. SUBJECT PROPERTY:

The subject property is located in the 100 block of North Main Street between West City Point Road and West Cawson Street. The two story brick building was constructed in 1949 and is a contributing structure in the Downtown Historic District. It is approximately 9,216 square feet. Off street parking is not provided on the lot.



VI. OWNER’S POSITION:

The owner of the property is requesting a conditional use permit to provide five (5) apartments on the second floor. See application provided by the applicant including floor elevations.

VII. ZONING/STAFF ANALYSIS:

The applicant would like to construct five apartments on the second floor of his office building in the B-1 Zoning District. A conditional use permit is required for apartments containing an average square footage below nine hundred (900) gross square feet on the second and subsequent floors. The average square footage of the five apartments is 762 square feet. The applicant will apply for historic tax credits with the renovation of this

building. Anticipating minor revisions by the State, the applicant is willing to accept a condition with an average square footage of no less than 740 square feet.

Title: Apartment Square Footage Calculation Table

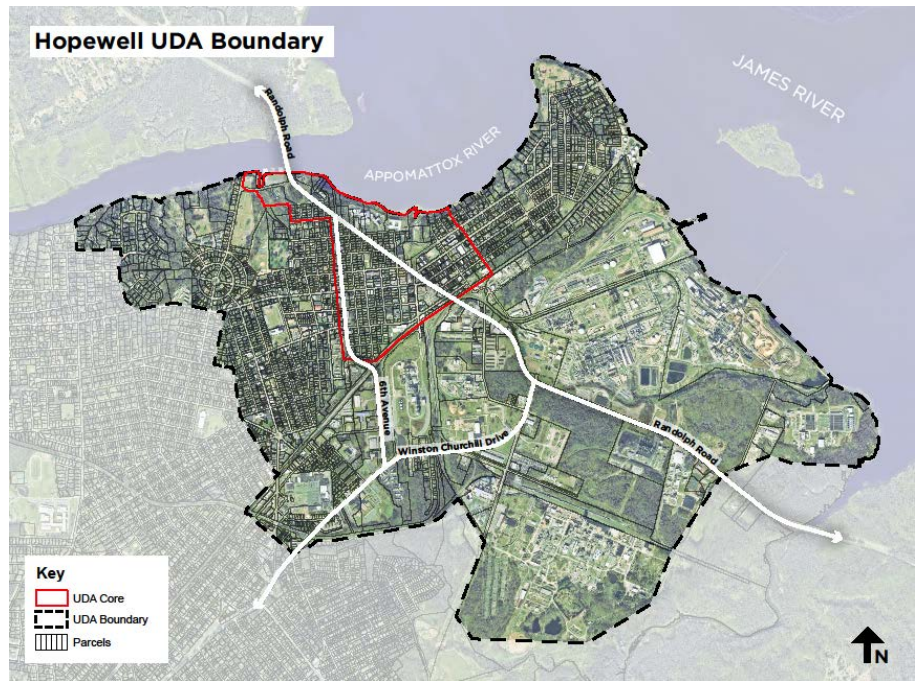
2nd Floor	Square Feet
Apartment 1	784
Apartment 2	791
Apartment 3	750
Apartment 4	740
Apartment 5	748
Average	762

Table 1 Source: Owner of 106 North Main Street

The subject property is located in the designated Urban Development Area (UDA) see map below. The UDA is addressed extensively in the 2028 Comprehensive Plan, Chapter 5.

Hopewell’s UDA Boundary and Context

Within the City of Hopewell, the UDA encompasses a land area that extends from the City’s eastern border along the Appomattox River to Cavalier Square Shopping Center. It includes Downtown Hopewell, City Point, the John Randolph Medical Center, the marina, and residential housing around the



Appomattox Cemetery. In total, the UDA area encompasses about 2,526 acres or 3.95 square miles. See the map above.

Hopewell’s UDA should be addressed in terms of The Commonwealth’s Department of Rail and Public Transportation (DRPT) Multimodal Design Guidelines. The DRPT has developed statewide guidelines for multimodal planning and design.

This guideline system provides jurisdictions with a process of identifying centers of activity and developing connected networks for multiple modes of travel. OIPI has asked

that these guidelines be applied where possible in developing UDA’s for Virginia’s cities and towns of varying sizes and densities.

Overall UDA Urban Design Framework

All development within the overall UDA boundary must, as a minimum, meet the Commonwealth’s mandated requirements for Urban Development Areas. These include:

- Densities per acre on the developable acreage of at least four single-family residences, six townhouses, or 12 apartment/condominium units
- A Floor Area Ratio (FAR) of at least 0.4 per acre for commercial development
- A mix of uses within the context of a Traditional Neighborhood Design concept, to include:
 - Road, street and building locations that create walkable neighborhood centers.
 - Interconnected local streets and roads, both existing and new, in order to form a walkable/bikeable street network.
 - A diversity of land uses as a mixed use concept.
 - Facilities that allow for, and encourage, multimodal access (public transit, biking, walking, jogging) to work, home, shops, and recreation.

The current interconnectedness of the roads and sidewalks in the downtown area is what made it ideal as the UDA. There are instances where improvements can be made. The subject property does not pose a threat to the character of the UDA.

The mixed use building will allow for office space and living quarters that could support a live to work scenario. Seven apartments have been provided with 7 offices that would make an artist live to work set-up possible.

Comprehensive Plan Land Use Category

The subject property is located within the Downtown Commercial/Business Mixed Use Land Use category. The Downtown Commercial/Business Mixed Use (DC/BMU) category is a companion to the Downtown Residential Mixed-Use category. The differences are subtle, but important. Both encourage mixed-use, however the Commerical/Business Mixed Use category prioritizes commercial activities over residential uses in the downtown core area, while the latter promotes higher density residential on the periphery of the core central business area (Chapter 5, 2028 Hopewell Comprehensive Plan).

The DC/BMU category emphasizes pedestrian oriented mixed retail, financial institutions, personal services, professional and general offices, entertainment and residential mixed use. The typical Floor Area Ratio would be 0.50-3.00, while the gross square footage of each establishment is between 800-20,000.

Regardless of the end user of the office, the creation of five apartments provides a residential element on the west side of Route 10 within the historic downtown district that does not currently exist.

The B-1 Zoning District does not require uses to provide off street parking spaces as do the other business/commercial districts. There are have been discussions of changing this

but that has not happened at this time. If parking spaces were required the minimum required would be 6 for the residential uses (1 for each 1 bedroom plus one for handicap accessibility). The maximum an owner could provide is 15 (2 for each 1 bedroom plus one for handicap accessibility). If required for the office space the minimum is 1 space for each 300 square feet and 2 for each 300 square feet. Staff has estimated the square footage of the office space is 2,000 square feet. Using the calculation of 1 parking space for each 300 square feet, the parking requirement is 6.6 or 7 parking spaces. The total parking spaces for the entire building, if required would be 15.

Parking

Two of the five apartments will be accessed from North Main Street. It is likely that residents of these apartments will park on Main or in the public parking lot located on East City Point Road.

Parking for the remaining three apartments will be accommodated by spaces in the rear of the building on Sub-Parcel# 011002, also identified as 105 North 2nd Avenue. The applicant and the owner have an agreement for parking spaces.

People visiting the Registrar’s Office and other offices will use on street parking on East Main Street and public parking lots.

Building Facade

Because the building in question is located within the B-1 Zoning District the exterior façade must be approved by the Downtown Design Review Committee. The owner/applicant will not present this information to the DDRC until the City Council has made a decision regarding conditional use permit request.

VII. STAFF RECOMMENDATION:

Staff has reviewed the application and offers the following:

1. The proposed end use of the building in question meets the land use category designation outlined in the Comprehensive Plan.
2. Staff finds that the applicant has proven that this application meets Criteria 1, 2, 3, 4, 5 and 7 have been met by the applicant.
3. Staff finds that the applicant has not proven that the application meets Criteria 6. Criteria 6 has not been met because a public hearing has not been held to determine the public interest and welfare supporting the proposal. It can not be determined at this time that the interest is sufficient to outweigh the individual interests which are adversely affected by the establishment of the proposed use.

VIII. PLANNING COMMISSION RESOLUTION:

At their meeting on August 19, 2020, the Hopewell Planning Commission voted 3-0 to recommend approval of the request submitted by WRM LL (Mark Mueller) for a Conditional Use Permit for 106 North Main Street, also identified as Sub-Parcel 011-0040, to allow apartments containing an average square footage below nine hundred (900) gross square feet on the second floor.

Attachment(s):

1. Application for Conditional Use Permit
2. Office/Residential Floor Plan

Picture of Building





The City
of
Hopewell, Virginia

300 N. Main Street · Department of Development · (804) 541-2220 · Fax: (804) 541-2318

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICATION #

APPLICANT: WRM, LLC
ADDRESS: 4001 West Hundred Rd
Chester VA 23831
PHONE #: 804-586-3654 FAX #: _____
EMAIL ADDRESS: Mark.Mueller@MuellerBuildersInc.com

INTEREST IN PROPERTY: OWNER OR _____ AGENT
IF CONTRACT PURCHASER, PROVIDE A COPY OF THE CONTRACT OR A LETTER
OF THE PROPERTY OWNER'S CONSENT TO MAKE APPLICATION.

OWNER: Same as above

ADDRESS: _____

PHONE #: _____ FAX #: _____

PROPERTY ADDRESS / LOCATION:
106 N. Main St.

PARCEL #: 0110046 ACREAGE: _____ ZONING: _____

*** IF REQUIRED BY ARTICLE 16 OF THE ZONING ORDINANCE, ***
A SITE PLAN MUST ACCOMPANY THIS APPLICATION

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

- 1. FLOOR PLANS OF THE PROPOSED BUILDINGS. _____
- 2. THE PROPOSED DEVELOPMENT WITH FRONT, SIDE, AND REAR ELEVATIONS. _____

THIS REQUEST FOR A CONDITIONAL USE PERMIT IS FILED UNDER SECTION _____ OF THE ZONING ORDINANCE.

PRESENT USE OF PROPERTY:

office

THE CONDITIONAL USE PERMIT WILL ALLOW:

2nd floor apartments with less than the 400 sq ft minimum, but no less than 240 sq ft.

PLEASE DEMONSTRATE THAT THE PROPOSAL AS SUBMITTED OR MODIFIED WILL NOT AFFECT ADVERSELY THE HEALTH, SAFETY, OR WELFARE OF PERSONS RESIDING OR WORKING IN THE NEIGHBORHOOD OF THE PROPOSED USE.

These are intended to be full rent apartments

PLEASE DEMONSTRATE THAT THE PROPOSAL WILL NOT BE DETRIMENTAL TO PUBLIC WELFARE OR INJURIOUS TO THE PROPERTY OR IMPROVEMENTS IN THE NEIGHBORHOOD.

PLEASE DEMONSTRATE HOW THE PROPOSAL AS SUBMITTED OR MODIFIED WILL CONFORM TO THE COMPREHENSIVE PLAN AND THE PURPOSES AND THE EXPRESSED INTENT OF THE ZONING ORDINANCE.

AS OWNER OF THIS PROPERTY OR THE AUTHORIZED AGENT THEREFOR, I HEREBY CERTIFY THAT THIS APPLICATION AND ALL ACCOMPANYING DOCUMENTS ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

[Signature] for WRM

APPLICANT SIGNATURE

6-26-2020

DATE

Mark Mueller for WRM

APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED _____

DATE OF ACTION _____

APPROVED _____

DENIED _____

APPROVED WITH THE FOLLOWING CONDITIONS:



Application # _____
Parcel # _____
(For Office Use Only)

ENTERPRISE ZONE ELIGIBILITY DETERMINATION & APPLICATION FOR LOCAL BENEFITS

FOR ASSISTANCE IN COMPLETING THIS APPLICATION, CONTACT THE DEPARTMENT OF DEVELOPMENT AT (804) 541-2220

Project Description and Address: 106 N. Main St

Part C: Incentives requested from City of Hopewell Department of Development

Development Fee Waivers (check all that apply)

- Rezoning Request Type of Zoning Proposed: _____ Number of Acres: _____
- Conditional Use Permit Required Type of Conditional Use Requested: _____
- Variance Request Reason for Variance: _____
- Special Exception Request
- Site Plan Review Commercial Use: _____ Industrial Use: _____
- Sign Permit Est. Cost \$ _____

Applicant Signature: [Signature] for WRM, LLC Date: 6-26-20

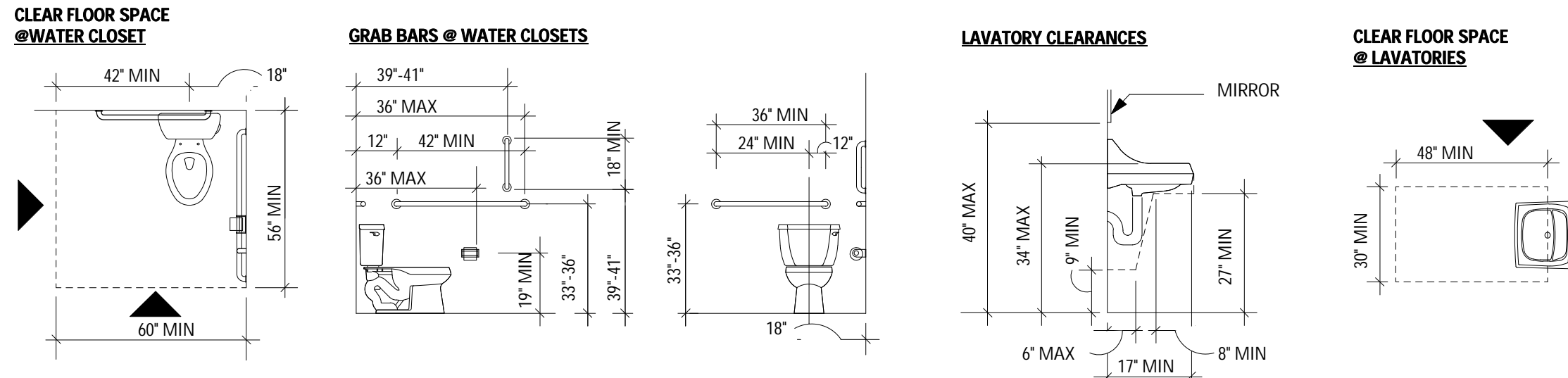
Department of Development (For Office Use Only) Application Number: _____

Based on the information provided in this application, business is eligible for:

- Waiver of Rezoning Request Fees Estimated Value of EZ Benefit: _____
- Waiver of Cond. Use Permit Fees Estimated Value of EZ Benefit: _____
- Waiver of Variance Request Fee Estimated Value of EZ Benefit: _____
- Waiver of Special Exception Fees Estimated Value of EZ Benefit: _____
- Waiver of Site Plan Review Fees Estimated Value of EZ Benefit: _____
- Waiver of Sign Permit Fees Estimated Value of EZ Benefit: _____
- Benefits denied due to non-conformance with City Comprehensive Plan
- Benefits denied for the following reason: _____

Review/Approved By: _____ Date: _____

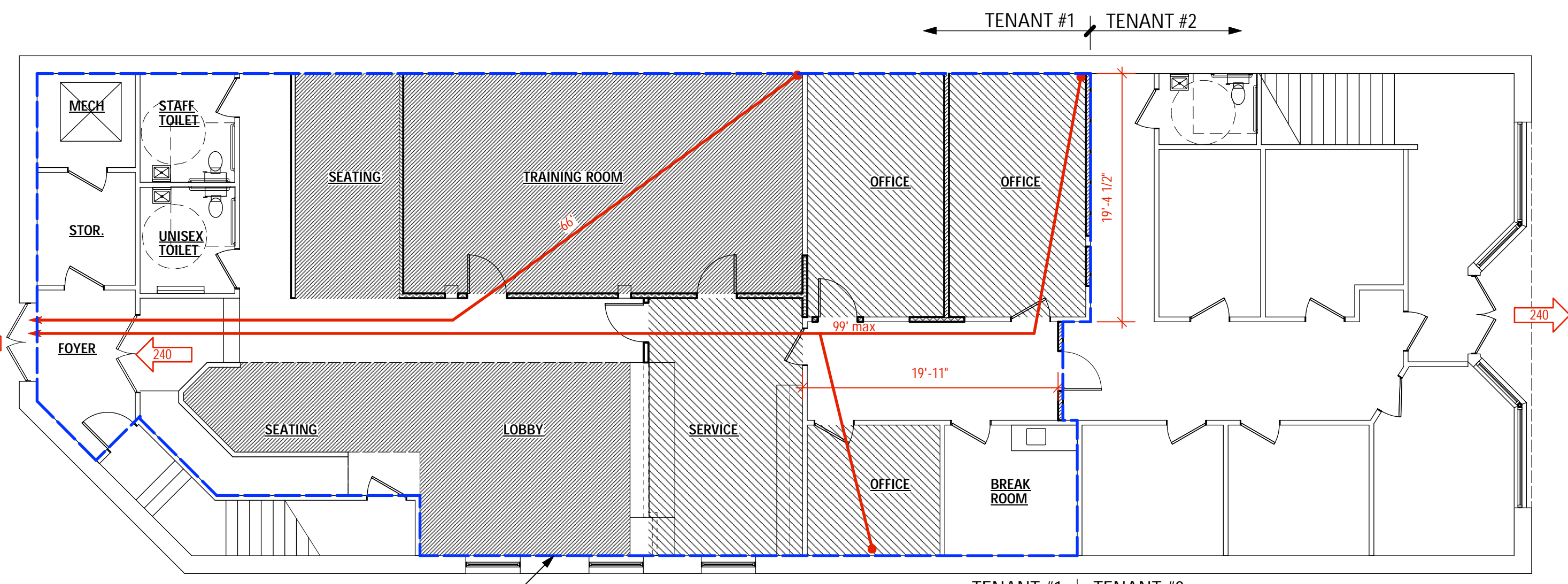
ADA DESIGN GUIDELINES



NOTE: AT ALL TOILET FACILITIES PROVIDE ALL ACCESSORIES SHOWN INCLUDING GRAB BARS.



SECOND FLOOR



FIRST FLOOR



NOTE: A MAXIMUM OCCUPANCY OF 49 WILL BE POSTED
REduNDANT/UTILITy/CIRCUlATIOn SPACES NOT HATCHED

LIFE SAFETY PLANS

3/16" = 1'-0"

DRAWING INDEX

CS 1 COVER SHEET / LIFE SAFETY		
CS.2 PROJECT NOTES / SPECIFICATIONS		
E1 EXISTING FLOOR PLANS		
D1 DEMOLITION PLANS		
A1.1 FLOOR PLANS		
A1.3 RCP		
A1.4 MEP REFERENCE PLANS		
A2.1 ELEVATIONS		
A3.1 DOORS AND WINDOWS		

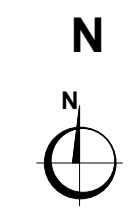
CODE REVIEW 7-15-20	
PERMIT 7-17-20	

DRAWING INDEX LEGEND

- CONSTRUCTION ISSUE
- ⊠ ISSUED FOR INFORMATION & COORDINATION

VICINITY MAP

NOT TO SCALE



BUILDING CODE INFORMATION

Code: All work shall be performed in accordance with the Virginia Construction Code and the Virginia Existing Building Code 2015 Edition, including ANSI and ADA.

Use Group: Mixed Use: B-Business, R-2 Residential

Construction Type: 3B - Unprotected

Total Building G.S.F = 8,859 g.s.f. 8,476 n.s.f.

Area:
 1st Floor: GSF = 4,640, NSF = 4,219
 1st Floor Business = 3,773 n.s.f.
 1st Floor Tenant #1 = 2,787 n.s.f.
 1st Floor Tenant #2 = 986 n.s.f.
 2nd Floor: GSF = 4,675, NSF = 4,257

Occupancy: 1st Floor Tenant #1 = POSTED 49
 1st Floor Tenant #2 = 658 s.f. @ 1/100 = 7
 2nd Floor Residential = 3,993 s.f. @ 1/200 = 20

TOTAL Building Occupancy = 76
 Maximum Travel Distance Allowed = 200'
 Actual Maximum Travel Distance = 99'

Required Min. Egress Width: B = 49 (3") = 14.7"
 R2 = 20 (3") = 6"
 Total Required: 20.7" Actual: 680"

Sprinklered: yes - no rated separations required

NOTE: THIS SUBMISSION IS FOR FIRST FLOOR COMMERCIAL TENANT #1 ONLY. ALL OTHER AREAS ARE SHOWN SHADED

GENERAL NOTES

- WORK SHALL CONFORM TO THE VIRGINIA STATEWIDE BUILDING CODE AND VIRGINIA REHABILITATION CODE, 2012 EDITION, INTERNATIONAL BUILDING CODE, 2012 EDITION, & INTERNATIONAL EXISTING BUILDING CODE, 2012 EDITION, & ALL OTHER APPLICABLE STATE & LOCAL CODES & REQUIREMENTS.
- ALL WORK REQUIRED TO MEET THE SECRETARY OF THE INTERIOR'S STANDARDS FOR THE REHABILITATION OF HISTORIC BUILDINGS.
- THE GENERAL CONTRACTOR IS TO BE RESPONSIBLE FOR THE COORDINATION OF ALL SUBCONTRACTOR & DESIGN-BUILD WORK ON THE PROJECT.
- ALL ELECTRICAL, MECHANICAL & PLUMBING IS TO BE HANDLED UNDER DESIGN-BUILD CONTRACTS. EACH RESPECTIVE SUBCONTRACTOR IS TO SECURE ALL APPROPRIATE PERMITS PRIOR TO BEGINNING WORK AND TO PROVIDE ANY REQUIRED ENGINEERING FOR PERMITS.
- IT SHALL BE THE GENERAL CONTRACTOR'S RESPONSIBILITY TO TRANSMIT ANY AND ALL CODE RELATED AND/OR BUILDING INSPECTION DEPARTMENT REQUIREMENTS AND INFORMATION TO THE APPROPRIATE CONTRACTORS AND/OR SUBCONTRACTORS. ALL REQUIRED BUILDING, MECHANICAL, ELECTRICAL AND PLUMBING DRAWINGS AND PERMITS MUST BE PRESENT ON SITE FOR THE APPROPRIATE BUILDING.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ANY AND ALL ADDITIONAL STRUCTURAL WORK REQUIRED FOR THE PLACEMENT OF ANY EQUIPMENT OR MATERIAL LOADS ON THE STRUCTURE.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PUBLIC'S PROTECTION & SAFETY FROM & IN ALL CONSTRUCTION AREAS AT ALL TIMES FROM THE NOTICE TO PROCEED TO THE OFFICIAL NOTICE OF SUBSTANTIAL COMPLETION.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE SECURITY & PROTECTION OF THE BUILDING AND SITE DURING THE CONSTRUCTION PERIOD.
- THERE WILL BE NO SMOKING ALLOWED ON THE PROJECT SITE AT ANY TIME. NO FOOD TRASH IS TO BE FOUND LEFT ON THE JOB SITE AT THE END OF THE DAY.
- THE CONTRACTOR SHALL PROTECT ANY EXISTING LANDSCAPING & BUILDING FINISHES SCHEDULED TO REMAIN.
- THE CONTRACTOR SHALL PROVIDE TEMPORARY PORTABLE TOILET FACILITIES DURING THE CONSTRUCTION PHASE OF THE PROJECT. REMOVAL OF THESE FACILITIES MUST BE COORDINATED WITH THE OWNER PRIOR TO PROJECT COMPLETION.
- THE CONTRACTOR SHALL PROVIDE A DUMPSTER FOR CONSTRUCTION TRASH & MATERIALS. THE SITE & CONSTRUCTION AREA SHALL BE CLEANED DAILY. ALL DEMOLISHED OR REMOVED MATERIALS SHALL BE REMOVED FROM THE SITE.
- THE CONTRACTOR IS RESPONSIBLE FOR ABIDING BY ALL LOCAL CODES & REQUIREMENTS FOR REMOVAL & DISPOSAL OF ANY MATERIALS DEEMED HAZARDOUS.
- THE CONTRACTOR SHALL COORDINATE PARKING, SITE STORAGE, BUILDING ACCESS, PORTABLE TOILET & DUMPSTER PLACEMENT WITH THE OWNER AND THE CITY.
- CONTRACTORS SHALL BE RESPONSIBLE FOR INSPECTION REQUIREMENTS BY AUTHORITIES HAVING JURISDICTION OVER THE PROJECT FOR THEIR PORTIONS OF THE WORK, INCLUDING NOTIFICATION OF SUCH AUTHORITIES, AND SHALL ALERT THE ARCHITECT, IN A TIMELY MANNER, NOTING THAT THEIR INSTALLATIONS ARE AT A POINT REQUIRING INSPECTION BEFORE PROCEEDING OR ALLOWING THEIR WORK TO BE COVERED UP BY SUBSEQUENT CONSTRUCTION.
- INSTALL AND/OR CONSTRUCT ALL PRODUCTS AND MATERIALS IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS & INDUSTRY STANDARDS. CONTRACTOR IS TO CONVEY ALL MANUALS TO OWNER UPON SUBSTANTIAL COMPLETION OF THE PROJECT.
- THE DRAWINGS ARE NOT TO BE SCALED FOR DIMENSIONAL INFORMATION. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS IN THE FIELD. THE CONTRACTOR SHALL NOTIFY THE ARCHITECT OF ANY DISCREPANCIES FOUND BETWEEN THE FIELD CONDITIONS & THE DRAWINGS.
- WOOD INSTALLED IN DIRECT CONTACT WITH CONCRETE OR MASONRY SHALL BE PRESSURE TREATED. ALL WOOD BEING REPLACED OR INSTALLED WITHIN 2'-0" OF GRADE SHALL BE PRESSURE TREATED.
- ALL FASTENERS USED AT EXTERIOR LOCATIONS OR EXPOSED TO WET OR MOIST CONDITIONS SHALL BE GALVANIZED (G185) OR STAINLESS STEEL (18-8).
- PATCH AND REPAIR WORK IS TO BE COORDINATED WITH ALL SUBCONTRACTORS TO PREVENT UNNECESSARY CUTTING & PATCHING.
- FROM THE POINT WHERE INTERIOR FINISH WORK IS UNDERWAY, NO FOOD SHALL BE ALLOWED INSIDE THE BUILDING.
- PROVIDE ALL ADA REQUIRED DIRECTIONAL SIGNAGE AS APPLICABLE. SIGN PACKAGE IS TO BE APPROVED BY THE OWNER & ARCHITECT PRIOR TO FABRICATION. SIGNAGE SUBCONTRACTOR IS RESPONSIBLE TO ENSURE THAT ALL SIGNAGE IS FULLY COMPLIANT WITH ANY & ALL LOCAL & STATE BUILDING CODES, LOCAL ZONING REGULATIONS, & THE ADA.
- THE BUILDING AND SOILS AROUND AND UNDER THE BUILDINGS ARE TO BE TREATED FOR PROTECTION FROM DAMAGE BY TERMITES AND WOOD BORING INSECTS. WORK SHALL BE PERFORMED BY A PROFESSIONAL EXTERMINATING FIRM. FURNISH THE OWNER WITH A WRITTEN FIVE YEAR WARRANTY AGAINST TERMITE INFESTATION.
- ALL TRADES ARE TO FIELD VERIFY ALL CONDITIONS PRIOR TO THE DEVELOPMENT OF SHOP DRAWINGS AND THE INSTALLATION OF ANY FABRICATED WORK.
- COORDINATE LOCATION OF BLOCKING FOR ALL WALL HUNG EQUIPMENT, CABINETS, GRAB BARS, AND DOOR STOPS PRIOR TO COMPLETION OF FRAMING.

106 N. MAIN ST.

HOPEWELL, VA 23219

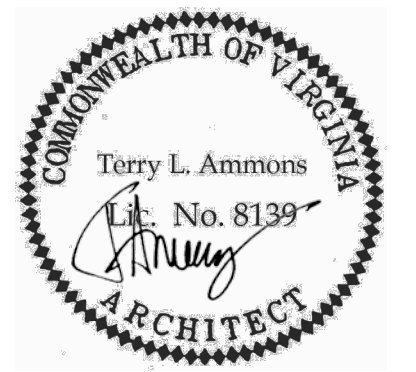
OWNER
 MARK MUELLER
 106 N. MAIN ST.
 HOPEWELL, VA 23219

TENANT UPFIT 1ST FLOOR TENANT SPACE #1

LIFE SAFETY PLAN LEGEND



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 Petersburg, VA 23803
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 F: 804.722.1669
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RECORD ISSUE

HTC PART 2

DATE: 15 AUGUST, 2020

PROJECT No. sa1905

SHEET TITLE: COVER SHEET

SHEET NO.

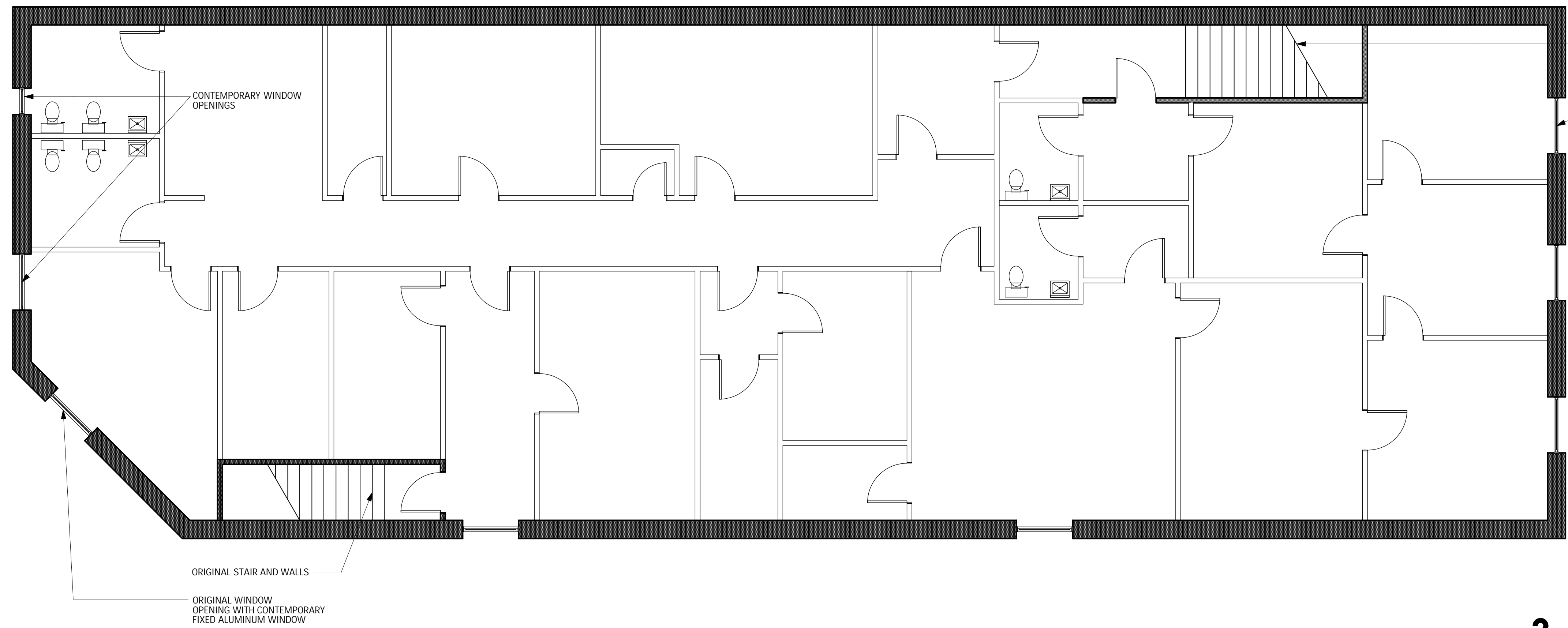


106 N. MAIN ST.

HOPEWELL, VA 23219

OWNER
MARK MUELLER
106 N. MAIN ST.
HOPEWELL, VA 23219

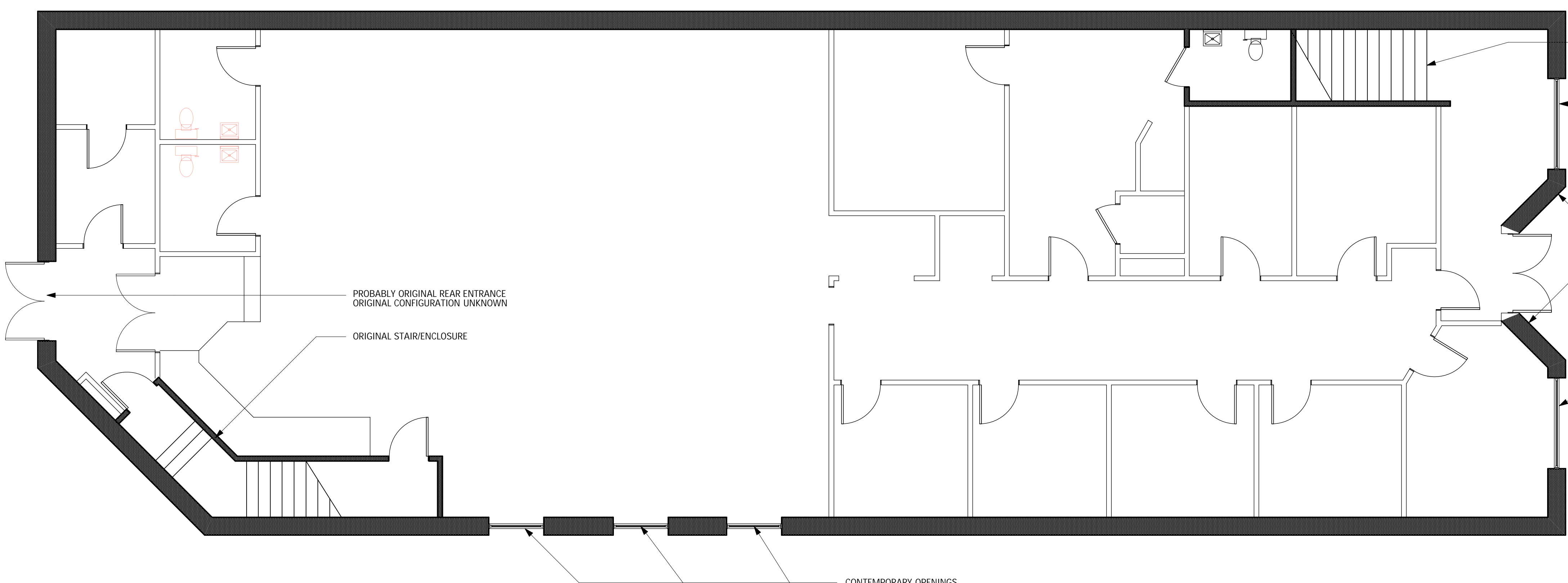
TENANT UPFIT 1ST FLOOR TENANT SPACE #1



EXISTING 2nd FLOOR PLAN 2
3/16" = 1'-0"

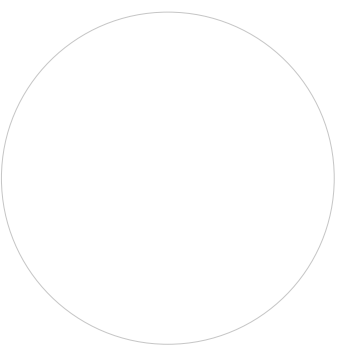
NOTE: ORIGINAL WALLS SHOWN HATCHED.
ALL OTHER WALLS ARE FROM THE 1980'S RENOVATIONS AND ARE DRYWALL ON WOOD STUDS WITH A LAY-IN ACT CEILING AND COMMERCIAL CARPET THROUGHOUT

THE ONLY REMAINING ORIGINAL INTERIOR WALLS ARE THE WEST STAIR ENCLOSURE WALLS AND A PORTION OF THE EAST STAIR WALLS.



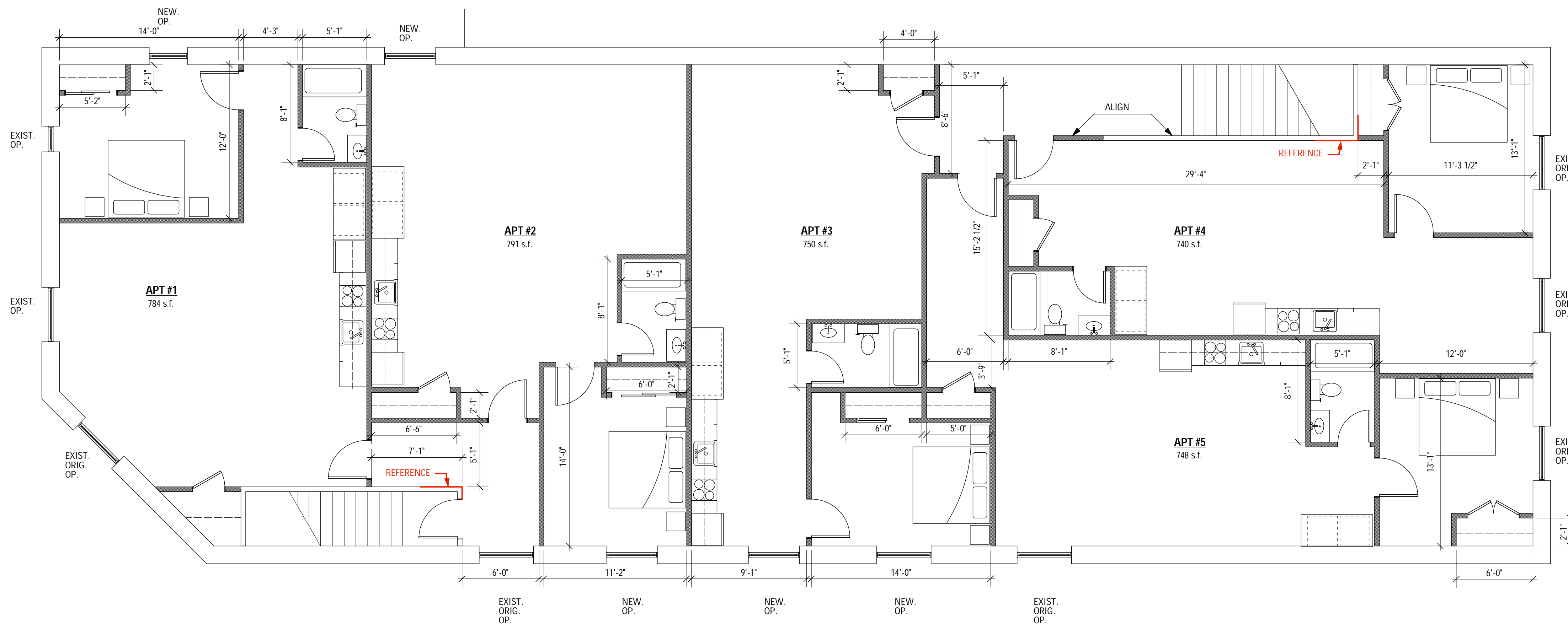
EXISTING 1st FLOOR PLAN 1
3/16" = 1'-0"

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RECORD ISSUE
HTC PART 2
DATE
15 AUGUST, 2020
PROJECT No.
sa1905
SHEET TITLE
EXISTING FLOOR PLANS



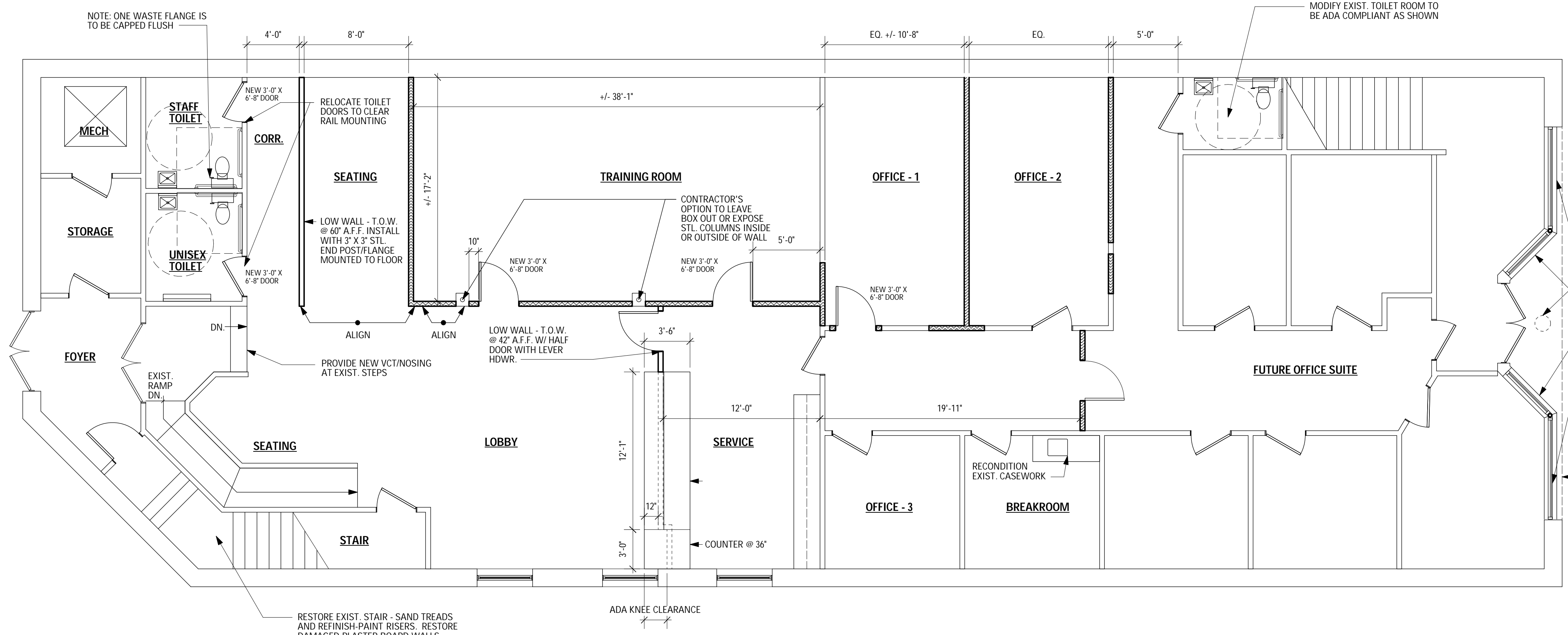
SECOND FLOOR PLAN 2
3/16" = 1'-0"

CONSTRUCTION GENERAL NOTES

- FIELD VERIFY EXISTING CONDITIONS PRIOR TO WORK.
- DIMS SHOWN ARE TO WALL/MATERIAL FINISH. CONTRACTOR IS RESPONSIBLE FOR CORRECT PLACEMENT OF STUD LOCATIONS TO INSURE ANY AND ALL REQUIRED CLEARANCES.
- REPAIR HOLES / DAMAGED AREAS OF EXISTING FINISHES AT ALL DEMOLISHED PLUMBING & ELECTRICAL DEMO LOCATIONS.
- PROVIDE PROTECTION FOR ANY EXISTING FINISHES THAT ARE SCHEDULED TO REMAIN.
- NO WORK SHALL BE DONE BY CONTRACTORS THAT WILL REDUCE THE STRUCTURAL INTEGRITY OF THAT BUILDING OR ITS COMPONENTS, REDUCE THE CURRENT LEVEL OR DEGREE OF FIRE PROTECTION, OR LIFE-SAFETY MEASURES, OR CONFLICT WITH ANY APPLICABLE CODES, ORDINANCES, REGULATIONS, REQUIREMENTS OR INSTRUCTIONS OF INSPECTING AUTHORITIES.
- REMAINING SURFACES THAT ARE DISTURBED OR IN ANY WAY MARRED OR DAMAGED BY DEMOLITION OPERATIONS OR INSTALLATION OF NEW MATERIALS, ARE TO BE PATCHED, REFINISHED OR REPLACED AS REQUIRED TO PRODUCE A FINISHED APPEARANCE. PATCHING AND REPAIRING IS TO BE MADE WITH NEW LIKE MATERIALS MATCHING THE EXISTING MATERIAL IN FORM AND FINISH.
- ANY WOOD COMING IN CONTACT WITH CONC. OR MASONRY IS TO BE PRESSURE TREATED AND ISOLATED WITH LAYER OF 6 MIL POLY.
- ALL NEW PARTITIONS ARE TO BE 1/2" (BOTH SIDES) ON 2X4 WD. STUDS. CONTRACTOR'S OPTION TO USE STEEL STUDS AS LONG AS ALL REQUIRED CLEARANCES ARE MAINTAINED.
- INSTALL NEW ADA COMPLIANT LEVER HARDWARE AT ALL DOORS THROUGHOUT.
- ALL DOORS ARE TO BE 3'-0" X 6'-8" FULLY ADA COMPLIANT DOORS.
- AT ALL STAIRWAY AND CORRIDOR DOORS PROVIDE INSURE THAT DOORS ARE FULLY WEATHER SEALED AND AIRTIGHT.
- NEW PARTITIONS ARE TO BE 2X4 STUD WITH BLOW IN CELLULOSE INSULATION (TO TOP). AT ALL EXIST PARTITIONS TO REMAIN, INSTALL BLOW IN CELLULOSE INSULATION FOR SOUND ATTENUATION. NEW PARTITIONS TO BE ATTACHED TO FLOOR FRAMING ABOVE.
- ALL CASEWORK/CABINERY WILL BE PROVIDED BY TENANT. INSURE 36" LONG X 36" HIGH ADA COMPLIANT COUNTER WHERE SHOWN ON PLAN.
- REMOVE ALL EXISTING CASEWORK EXCEPT THAT SHOWN IN BREAK ROOM.
- REMOVE ALL EXISTING FLOOR AND CEILING FINISHES.
- INSTALL NEW CARPET IN ALL OFFICES AND TRAINING ROOM. ALL OTHER AREAS TO RECEIVE VCT. COLORS TO BE SELECTED BY OWNER/TENANT.
- EXISTING DOORS TO REMAIN ARE TO BE REFINISHED. NEW DOORS ARE TO MATCH EXISTING DOORS WHERE POSSIBLE. PROVIDE SOLID CORE DOORS AT TRAINING ROOM.
- AT EXISTING RAMP, UPDATE FINISHES AND RAILINGS. RAILS ARE TO BE 1 1/4" DIA. PIPE WITH WALL RETURNS AT ALL ENDS.
- EXISTING TOILET ROOMS TO BE MODIFIED AS SHOWN TO MEET ADA REQUIREMENTS. PROVIDE CHANGING TABLE IN UNISEX PUBLIC TOILET. PROVIDE CODE ACCESS LOCK FOR STAFF TOILET.

GENERAL FINISH NOTES

- GROUND FLOOR COMMERCIAL SPACES**
- WALLS** - ALL NEW WALLS WILL BE GYPBD ON WOOD STUDS/FURRING WITH EITHER VINYL BASE OR 1X6 PAINTED FLAT WOOD BASE. PLASTER BOARD WALLS IN STAIRWELLS WILL BE REPAIRED AND PAINTED.
- CEILINGS** - NEW CEILINGS WILL BE LAY-IN, FLUSH, ACOUSTIC TILE CEILINGS TO MATCH EXISTING CEILINGS IN ALL AREAS. NOTE THAT ORIGINAL DAMAGED, PRESSED TIN CEILING, CURRENTLY CONCEALED ABOVE EXISTING LAY-IN CEILING WILL BE PRESERVED IN PLACE THROUGHOUT. LAY-IN CEILING WILL BE SLOPED UP AT FRONT STOREFRONT WALL TO MAKE FULL HEIGHT OF STOREFRONT VISIBLE ON THE INTERIOR (THIS IS CURRENTLY THE CASE INSIDE THE FRONT ENTRANCE); PROVIDE ACOUSTIC BATTS ABOVE LAY-IN CEILING AT ALL LOCATIONS.
- FLOORS** - OPEN PUBLIC AREAS AND BATHROOMS WILL BE VCT ON EXISTING CONCRETE SLAB; OFFICES AND TRAINING ROOM WILL BE DIRECT GLUED CARPET ON EXIST. CONCRETE SLAB; EXISTING STAIRS TO BE REFINISHED WOOD.
- SECOND FLOOR APARTMENTS**
- WALLS** - ALL NEW WALLS WILL BE GYPBD ON WOOD STUDS/FURRING WITH 1X6 PAINTED FLAT OR BEADED WOOD BASE. PLASTER BOARD WALLS IN STAIRWELLS WILL BE REPAIRED AND PAINTED. INSULATE ALL DEMISING WALLS, EXTERIOR WALL FURRINGS, AND TOILET WALLS WITH BLOW IN CELLULOSE INSULATION - INSTALL IN TWO APPLICATIONS TO INSURE INSULATION TO FULL HEIGHT OF WALL.
- CEILINGS** - NEW CEILINGS WILL BE GYPBD DIRECT ON ORIGINAL JOISTS. PROVIDE BLOW IN CELLULOSE INSULATION AT ALL CEILING LOCATIONS.
- FLOORS** - EXISTING T&G WOOD FLOORING WILL BE REFINISHED THROUGHOUT WITH DAMAGED AREAS BEING REPAIRED TO MATCH ORIGINAL FLOORING. BATHROOMS WILL HAVE A CEMENT BACKER BOARD OVERLAY AND CERAMIC TILE. TILE WILL NOT BE SIMULATED WOOD.
- DOORS** ARE TO BE PAINTED 2-PANEL SOLID WOOD DOORS.
- WINDOWS** ARE TO BE BRONZE ANODIZED ALUMINUM SLIDERS MATCHING FINISH ON CURRENT WINDOWS - NOTE THAT NO ORIGINAL WINDOWS REMAIN IN ANY ORIGINAL OPENINGS.

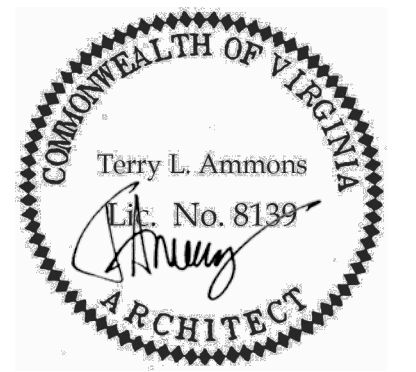


FIRST FLOOR PLAN 1
3/16" = 1'-0"

- NEW CEILING LIGHT FIXTURE AT SOFFIT
- NEW BRONZE ALUM. STOREFRONT SYSTEM (MATCH EXIST. DOOR/TRANSOM FINISH) INSTALLED IN ORIGINAL STOREFRONT OPENINGS WITH ORIGINAL SILLS IN PLACE. INSTALL PAINTED PANEL BULKHEAD AND TRIM AS NECESSARY TO CLOSE JOINTS AT PERIMETER.
- LINE OF SOFFIT SHOWN DASHED OVERHEAD

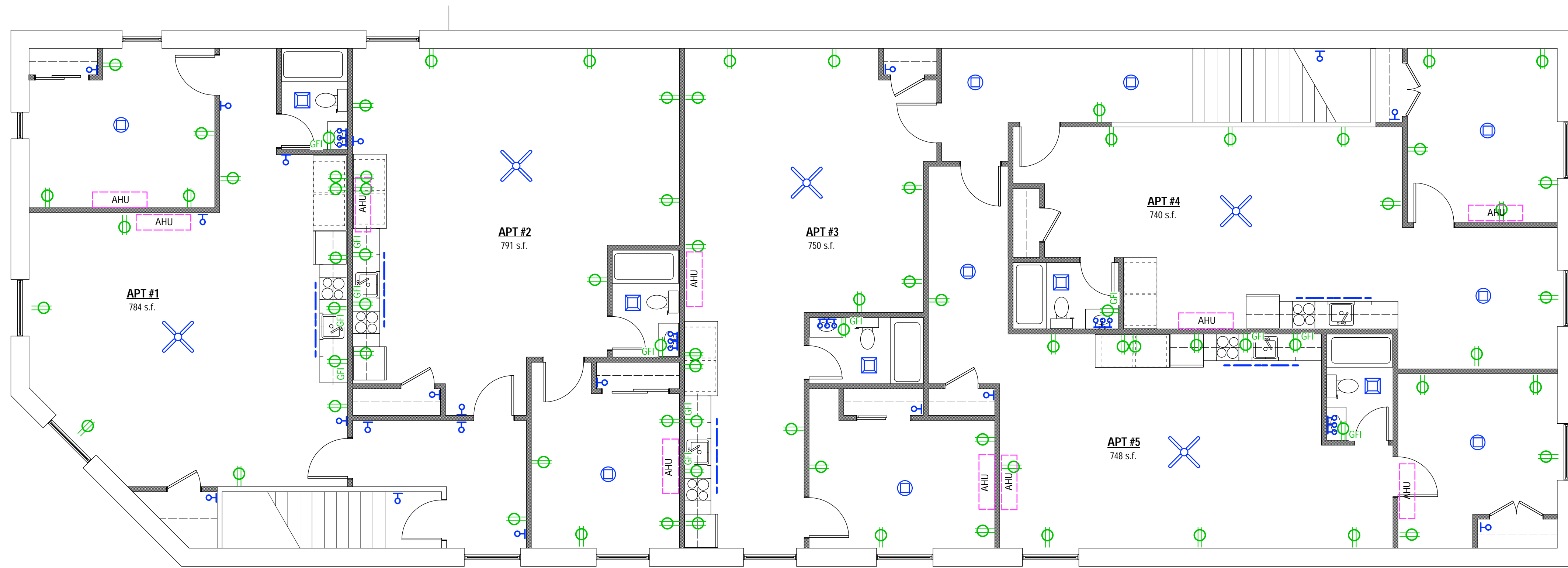
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REVISION

RECORD ISSUE
HTC PART 2
 DATE
15 AUGUST, 2020
 PROJECT No.
sa1905
 SHEET TITLE
FLOOR PLAN / NOTES



FIRST FLOOR MEP PLAN

3/16" = 1'-0"

GENERAL RCP NOTES

1. REMOVE ALL EXISTING LAY IN CEILING TILES, GRID, AND HANGERS.
2. MEP CONTRACTORS TO COORDINATE UPGRADES/MODIFICATIONS TO EXISTING SYSTEMS AND DUCT/CONDUIT RUNS AFTER REMOVAL OF EXISTING DROPPED CLG.
3. MECHANICAL CONTRACTOR IS TO COORDINATE ANY MODIFICATIONS TO EXISTING DUCT DISTRIBUTION TO ACCOMMODATE NEW PARTITION LAYOUT AND LIGHTING LOCATIONS.
4. PROVIDE 2x4 AND 1x4 RECESSED T-8 FLUORESCENT FIXTURES AT ALL CEILING LOCATIONS - CONFIGURATION SHOWN FOR REFERENCE ONLY. ELECTRICAL CONTRACTOR IS RESPONSIBLE FOR FINAL FIXTURE LOCATIONS AND CONFIGURATION TO CODE.
5. PROVIDE EXHAUST FANS IN TOILET ROOMS SWITCHED WITH LIGHT AND EXHAUSTED TO THE EXTERIOR.
6. COORDINATE AV NEEDS IN TRAINING ROOM WITH TENANT.

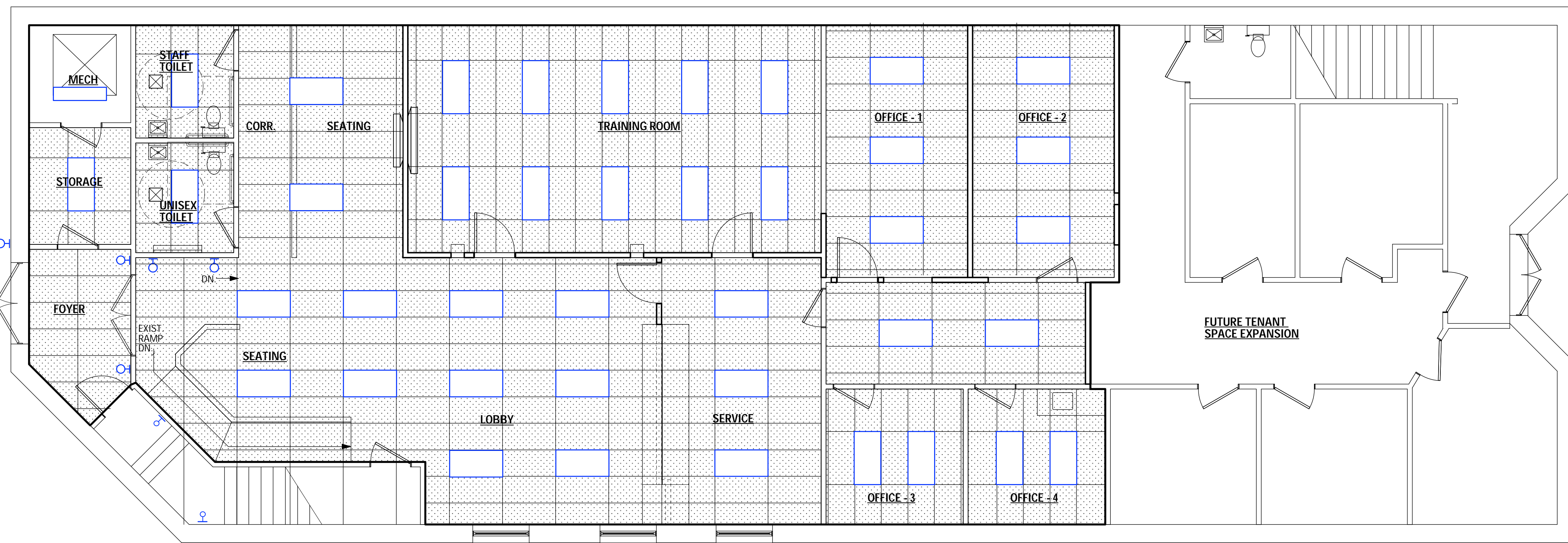
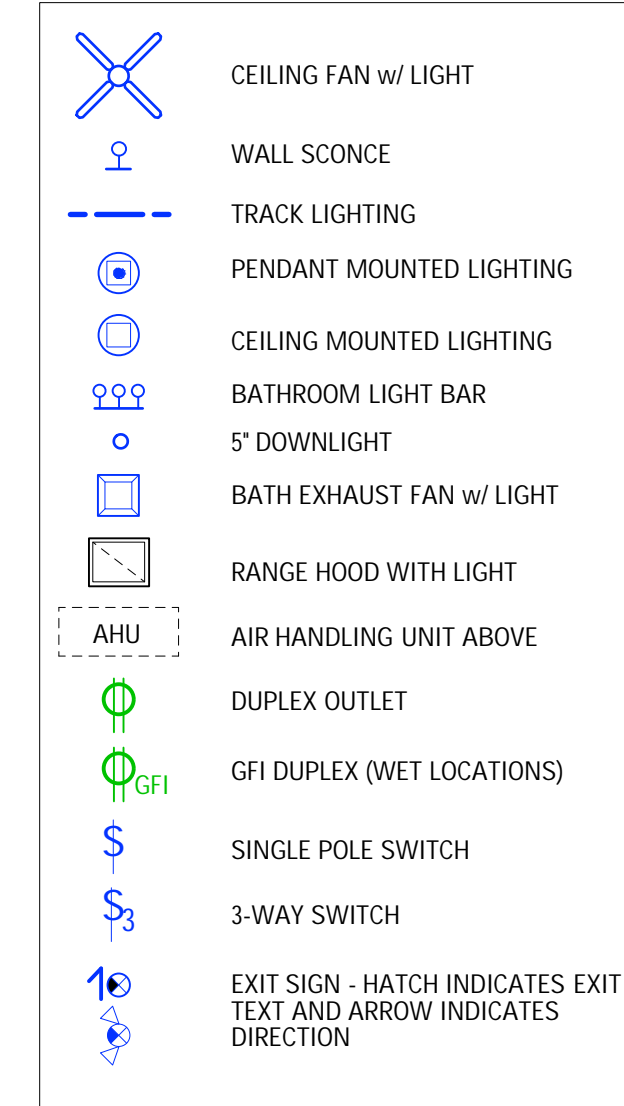
ELECTRICAL GENERAL NOTES

1. ALL ELECTRICAL LOCATIONS SHOWN ON PLANS ARE FOR REFERENCE ONLY. ELECTRICAL CONTRACTOR IS RESPONSIBLE FOR SEEING THAT THE FINAL INSTALLATION MEETS ALL APPLICABLE CODES.
2. EXISTING ELECTRICAL SERVICE TO REMAIN. PANEL AND CIRCUITS TO BE MODIFIED FOR NEW PLAN LAYOUT. ELECTRICAL CONTRACTOR IS RESPONSIBLE FOR LAYOUTS REQUIRED FOR PERMITTING.
3. INSTALL EGRESS-EMERGENCY LIGHT FIXTURES AS REQUIRED BY CODE, HAVING TWO DIRECTIONAL LIGHTS.
4. INSTALL WIRES & CABLES ACCORDING TO THE NECA'S "STANDARD OF INSTALLATION."
5. THE ELECTRICAL CONTRACTOR SHALL INCLUDE ALL BACKBOARD MATERIAL, BLOCKING, & ELECTRICAL OUTLETS NECESSARY FOR SYSTEM(S) OPERATION.
6. THE GENERAL CONTRACTOR IS TO COORDINATE & INSTALL ALL BLOCKING NECESSARY TO PROPERLY SUPPORT ANY OWNER PROVIDED SYSTEM PANELS & EQUIPMENT. THESE MAY INCLUDE SECURITY, TV/SATELLITE, DATA, ETC.
7. SWITCHES & RECEPTACLES AT COUNTERS SHALL BE MOUNTED AT THE ADA APPROVED HEIGHT(S) OF 42" AFF. ALL OTHER RECEPTACLES & PHONE JACK BOXES IN FRAME WALLS TO BE MOUNTED AT THE ADA APPROVED HEIGHT(S) OF 18" AFF UON.
8. THE CONTRACTOR IS TO COORDINATE THE INSTALLATION OF ALL NECESSARY POWER, TV, & DATA LOCATIONS FOR OWNER SUPPLIED EQUIPMENT. ALL LOCATIONS ARE TO BE REVIEWED & SIGNED OFF ON BY THE OWNER PRIOR TO ROUGH-IN INSTALLATION.
9. ELECTRICAL SUBCONTRACTOR IS TO MARK ALL LOCATIONS FOR RECEPTACLES AND SWITCHES PRIOR TO INSTALLATION FOR REVIEW AND APPROVAL BY OWNER PRIOR TO INSTALLATION.

MEP GENERAL NOTES

1. ALL MEP WORK IS TO BE DESIGN-BUILD.
2. WORK SHALL CONFORM TO VIRGINIA CONSTRUCTION CODE, 2012 & IPC, IEC, AND IMC. OTHER THAN FIXTURE LOCATIONS SHOWN ON THE PLAN, THIS SET OF DOCUMENTS DOES NOT INCLUDE ENGINEERED MEP INFORMATION.
3. THE MEP INFORMATION PRESENTED IS FOR GENERAL INFORMATION PURPOSES ONLY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MODIFICATIONS REQUIRED FOR THE PROPER EXECUTION OF THE WORK. IF THE BUILDING INSPECTION DEPARTMENT REQUIRES THAT THE MEP WORK BE DESIGNED & SEALED BY AN ENGINEER, THEN IT SHALL BE THE SUB-CONTRACTOR'S RESPONSIBILITY TO COORDINATE, OBTAIN, & SUBMIT THE REQUIRED INFORMATION.
4. INSTALL &/OR CONSTRUCT ALL PRODUCTS & MATERIALS IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS & INDUSTRY STANDARDS.
5. HVAC SYSTEMS SHALL BE DESIGNATED SO AS TO MAINTAIN A TEMPERATURE AT 2 +/- 3° F DURING THE COOLING CYCLE & 68 +/- 3° F DURING THE HEATING CYCLE. ALL "MAIN-RUN" DUCT WORK SHALL BE INSTALLED METAL IN ACCORDANCE WITH CODE, INDUSTRY STANDARDS, & WITH SMACNA "Architectural Sheet Metal Manual". DUCT-BOARD SHALL NOT BE PERMITTED. NOTE — ONLY WHERE DUCTS ARE CALLED FOR.
6. THE MECHANICAL CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL MECHANICAL RELATED ROOF WORK WITH THE ROOFING CONTRACTOR.
7. ALL BATHROOMS SHALL BE MECHANICALLY EXHAUSTED TO THE EXTERIOR. EXHAUST FANS ARE TO BE OPERATED BY SWITCH.
8. SUBMIT ALL PRODUCT DATA & DUCT/PIPING ROUTING DESIGN PLANS FOR APPROVAL BY THE OWNER/ARCHITECT PRIOR TO ANY SUB-CONTRACTOR INSTALLATION WORK.
9. INSTALL LOW VOLTAGE PROGRAMMABLE, MICROPROCESSOR-BASED, WALL MOUNTED THERMOSTAT. COORD LOCATION WITH OWNER PRIOR TO INSTALLATION. THERMOSTATS ARE TO HAVE 7-DAY PROGRAMMING WITH MINIMUM OF FOUR DAILY SETTINGS. CONTRACTOR IS TO OBTAIN OWNER APPROVAL OF THERMOSTAT PRIOR TO PURCHASE/INSTALLATION.
10. INSTALL & CONNECT ALL EQUIPMENT & ASSOCIATED FUEL & VENT FEATURES & SYSTEMS ACCORDING TO ALL APPLICABLE LOCAL & STATE CODES & REGULATIONS & MANUFACTURER'S WRITTEN INSTALLATION INSTRUCTIONS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO INSURE THAT THE FINISHED INSTALLATION WILL NOT VOID ANY WARRANTY CONDITIONS ON THE EQUIPMENT OR SYSTEMS.
11. VENTS, OUTSIDE-AIR PIPE CONNECTIONS, & DRAINS: INSTALL VENT TERMINAL DESIGNED TO PROTECT AGAINST BIRDS, INSECTS, & DIRT. PROVIDE ALL MANUFACTURER'S RECOMMENDED BOOTS & FLASHING AT ALL VENT PENETRATIONS.
12. CONNECT CONDENSATE DRAIN PANS USING PVC DRAINAGE PIPING. EXTEND TO NEAREST EQUIPMENT DRAIN (TYPICALLY WASHER/DRYER DRAIN). TERMINATE TO SUIT LOCAL CODE REQUIREMENTS, UNLESS STRICTER METHODS ARE INDICATED. COORDINATE FINAL LOCATION OF ALL CONDENSATE DRAINS WITH OWNER PRIOR TO INSTALLATION. EXTEND DRAIN LINES OUT FROM FACE OF EXTERIOR WALL TO AVOID DRIPPING ALONG BUILDING WALL.
13. COORDINATE THE TYPE & LOCATION OF ALL MECHANICAL GRILLS IN THE CORRIDORS & PUBLIC SPACES PRIOR TO SUBMITTING DESIGN FOR PERMIT. ALL GRILLS ARE TO BE PREFINISHED TO MATCH ADJACENT WALL COLOR.
14. COORDINATE THE LOCATION OF ALL ACCESS PANELS WITH THE OWNER/TENANT PRIOR TO INSTALLATION.

CEILING PLAN LEGEND



FIRST FLOOR RCP

3/16" = 1'-0"

EXIST. LAY IN CLG TILES AND GRID TO BE REMOVED AND REPLACED WITH NEW GRID AND LAY IN ACT CEILING. COORD. LOCATIONS OF DIFFUSERS AND SPRINKLER HEADS WITH GRID/TILE LAYOUT

NOTE: LIGHTING SHOWN FOR REFERENCE ONLY FINAL LIGHTING AND SUPPLY/RETURN DIFFUSERS AND SPRINKLER LOCATIONS BY OTHERS.

PLUMBING GENERAL NOTES

1. ALL WORK & MATERIALS SHALL COMPLY WITH ADA REQUIREMENTS WHERE APPLICABLE. PLUMBING CONTRACTOR IS RESPONSIBLE FOR LAYOUTS REQUIRED FOR PERMITTING.
2. IN ADA COMPLIANT UNITS, TOILET FIXTURE MUST HAVE A FINISH DIMENSION OF 1'-6" (18") FROM THE CENTER OF THE FIXTURE (BOWL) TO THE FINISH WALL SURFACE, AS REQUIRED BY ADA. THE FLUSH VALVE OR HANDLE MUST BE LOCATED ON THE OPEN (ACCESSIBLE) SIDE OF THE TOILET.
3. THE PLUMBING CONTRACTOR SHALL INSULATE ANY CRAWL SPACE OR ABOVE CEILING WATER (SUPPLY/RETURN) PIPING.
4. THE PLUMBING CONTRACTOR IS RESPONSIBLE FOR COORDINATING ALL PLUMBING RELATED ROOF WORK WITH THE ROOFING CONTRACTOR.
5. PROVIDE "LOW-BOY" 40-GALLON TANK-TYPE WATER HEATERS LOCATED IN THE MECHANICAL/STORAGE CLOSET.
6. REINFORCEMENT: PROVIDE BLOCKING AT WALL LOCATIONS FOR ASSOCIATED HANGERS OR BRACKETS.
7. INSTALL FIXTURES WITH FLANGES & GASKET SEALS.
8. INSTALL WATER-SUPPLY STOP VALVES IN ACCESSIBLE LOCATIONS CONCEALED BELOW EACH FIXTURE. USE LEVERED BALL-COCK TYPE SHUT-OFFS (TYP.) PROVIDE ISOLATION VALVES AND ACCESS PANELS (IF REQUIRED) FOR EACH BATHROOM AND KITCHEN.
9. INSTALL ESCUTCHEONS AT WALL, FLOOR, & CEILING PENETRATIONS IN EXPOSED, FINISHED LOCATIONS & WITHIN CABINETS & MILLWORK. USE DEEP-PATTERN ESCUTCHEONS WHERE REQUIRED TO CONCEAL PROTRUDING PIPE FITTINGS.
10. SEAL JOINTS BETWEEN FIXTURES & WALLS, FLOORS, & COUNTERS USING SANITARY-TYPE, ONE-PART, MILDEW-RESISTANT, SILICONE SEALANT.

REVISION

RECORD ISSUE

HTC PART 2

DATE

15 AUGUST, 2020

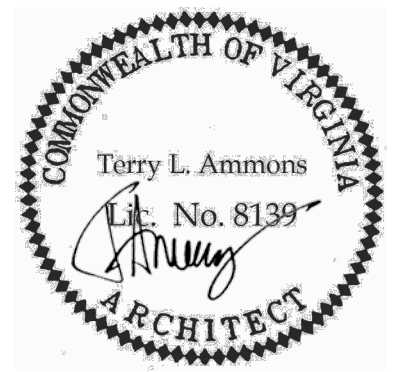
PROJECT No.

sa1905

SHEET TITLE

REFLECTED CEILING PLANS

SHEET NO.

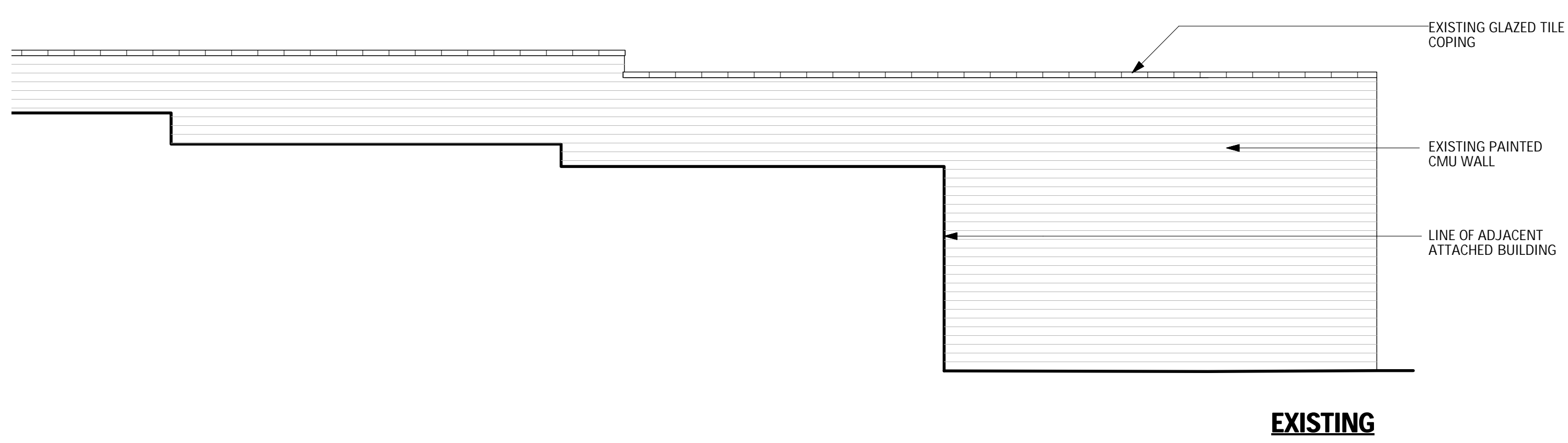


106 N. MAIN ST.

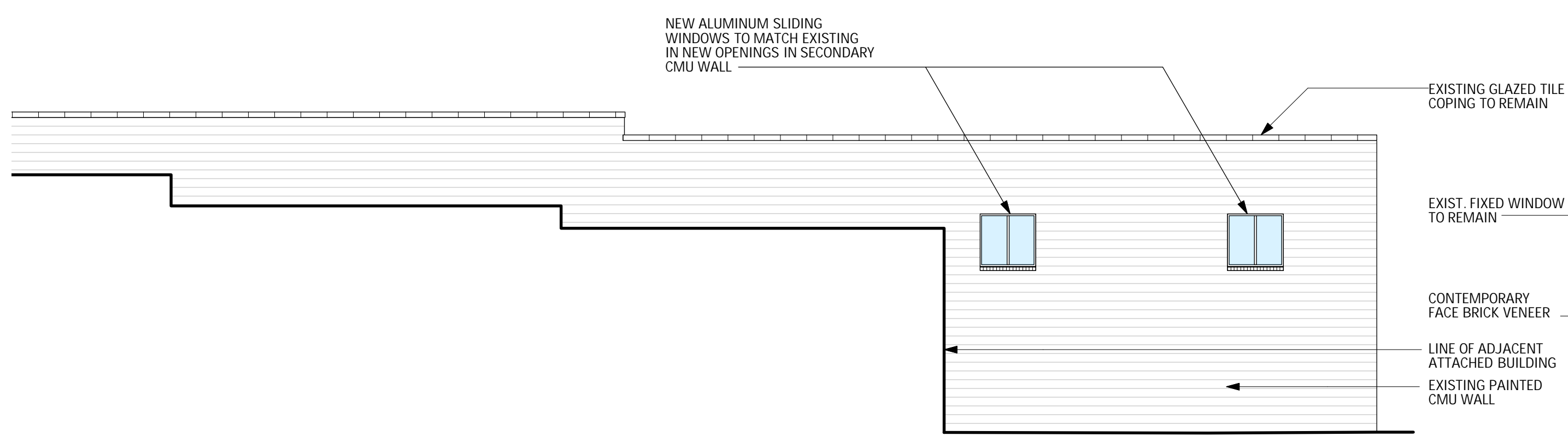
HOPEWELL, VA 23219

OWNER
MARK MUELLER
106 N. MAIN ST.
HOPEWELL, VA 23219

TENANT UPFIT 1ST FLOOR TENANT SPACE #1



EXISTING

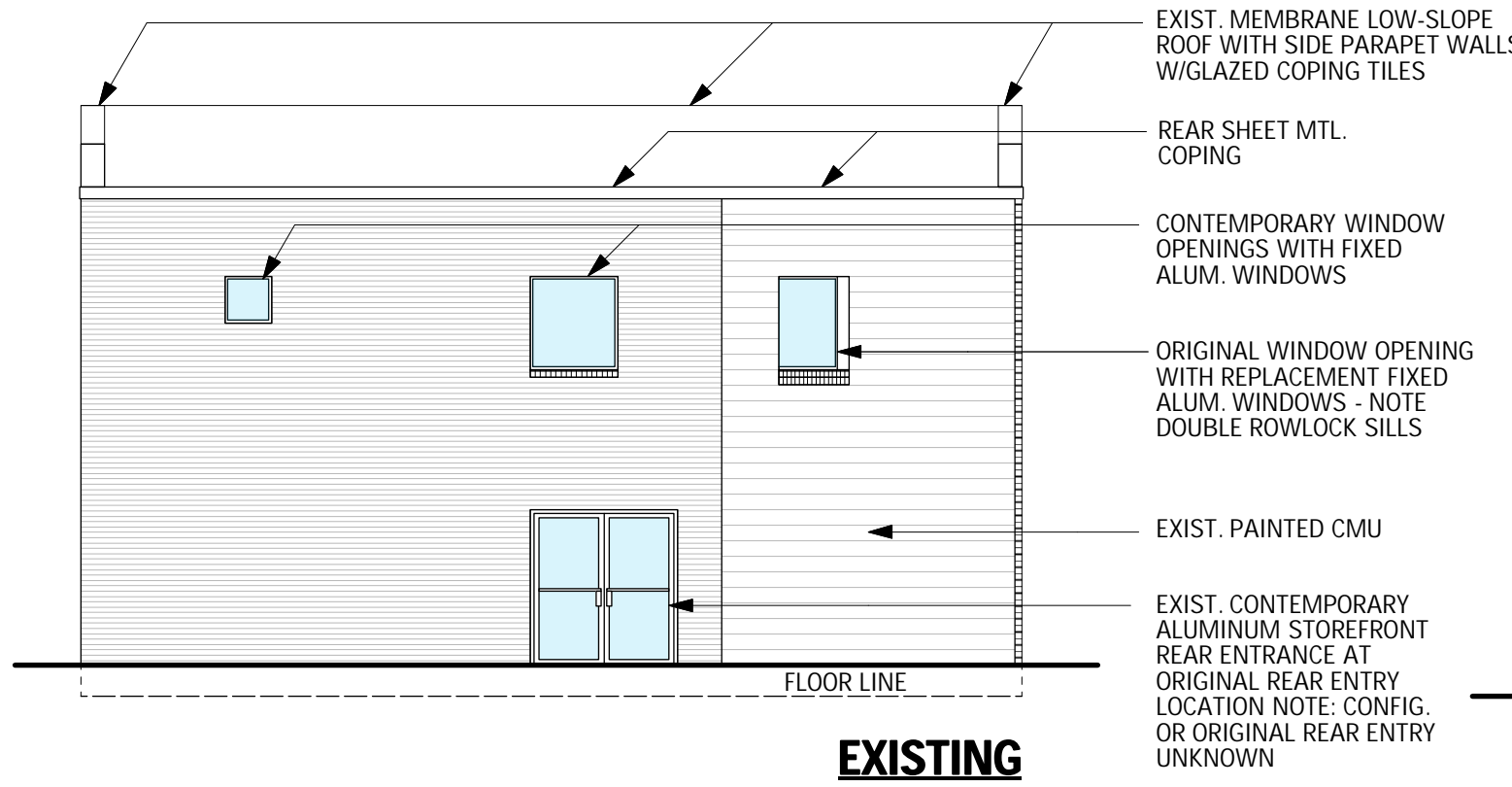


PROPOSED

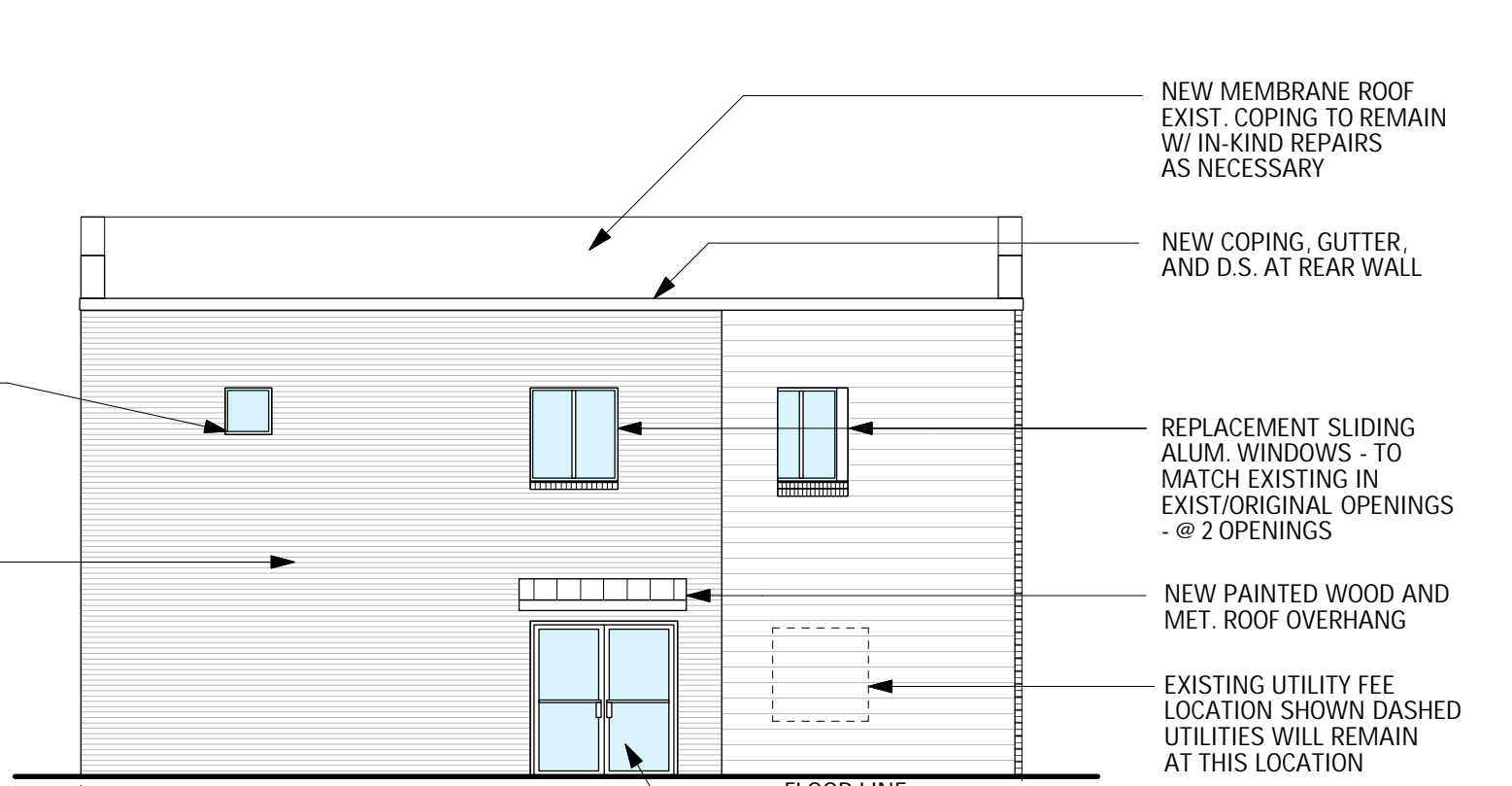
NORTH ELEVATION



3/16" = 1'-0"



EXISTING

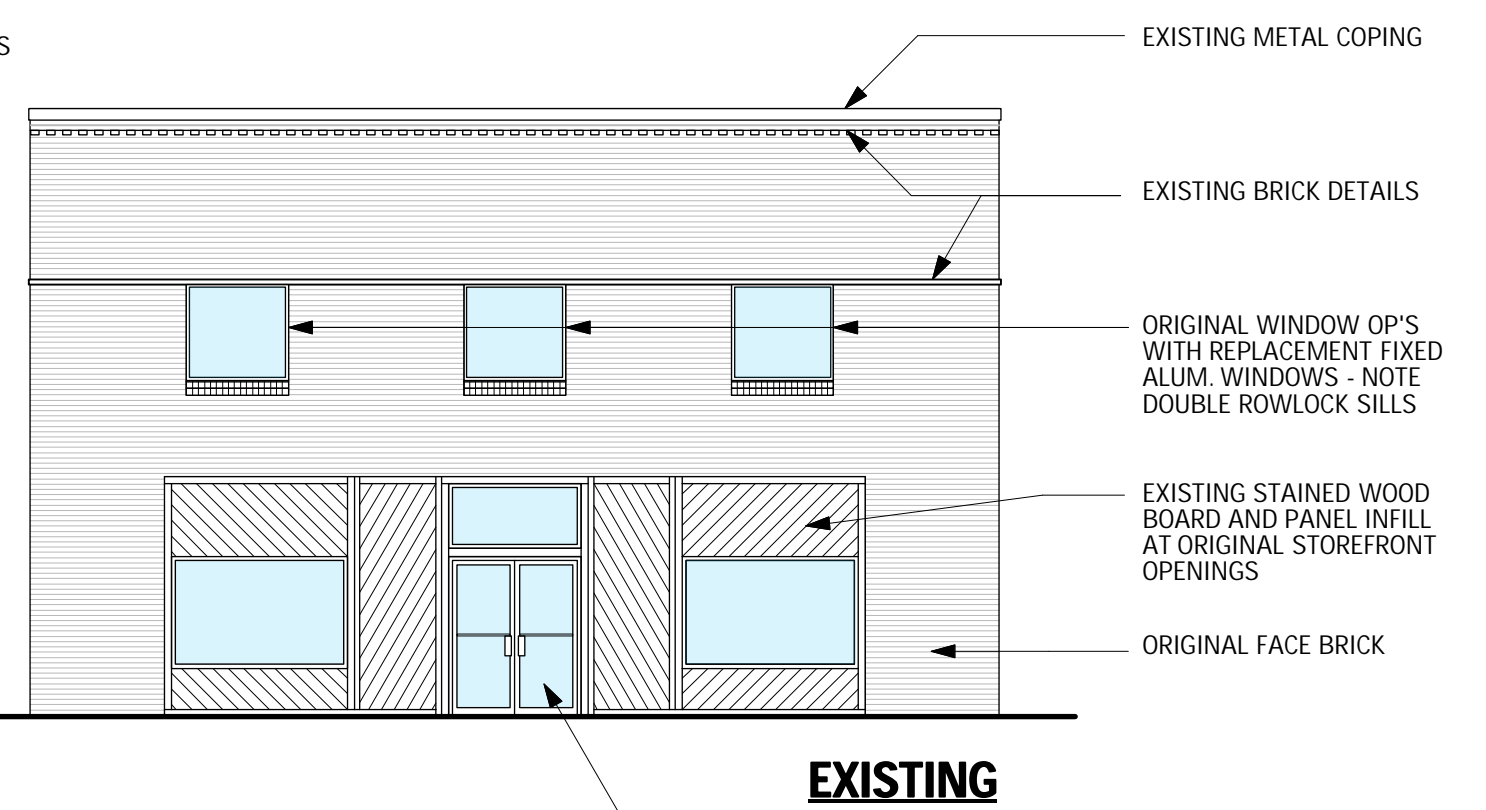


PROPOSED

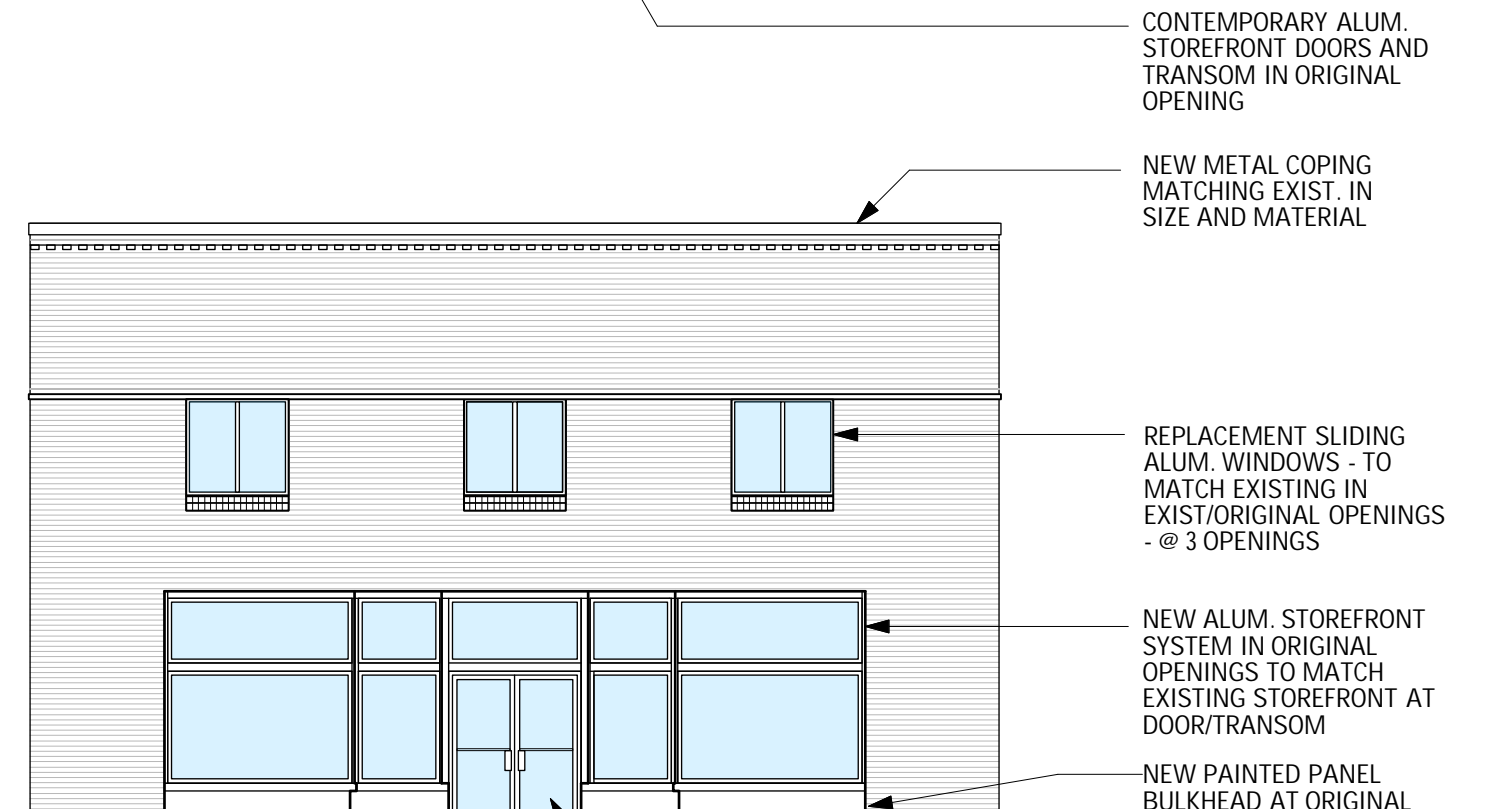
WEST ELEVATION



3/16" = 1'-0"



EXISTING



PROPOSED

EAST ELEVATION



3/16" = 1'-0"

GENERAL ROOFING NOTES

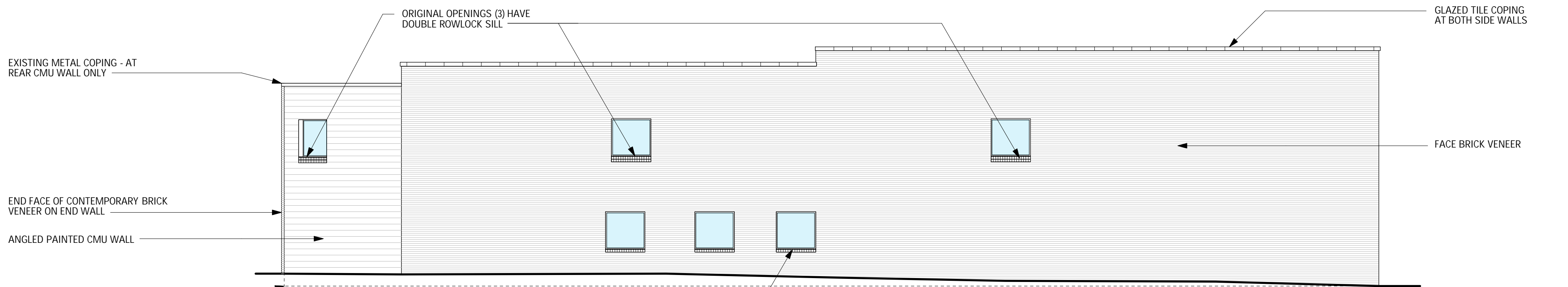
- REMOVE ALL EXISTING MEMBRANE ROOFING, EXTERIOR GUTTERS, FLASHING, VENTS AND MISCELLANEOUS PENETRATIONS IN PREPARATION FOR INSTALLATION OF NEW ROOFING.
- INSPECT DECKING FOR DAMAGE AND DETERIORATION. MAKE ALL NECESSARY REPAIRS TO ROOF RAFTERS AND SHEATHING PRIOR TO INSTALLATION OF ANY NEW ROOFING SYSTEMS. REPLACE ANY DAMAGED OR ROTTED DECKING WITH MATERIAL THAT MATCHES ADJACENT DECKING BOARDS PRIOR TO INSTALLATION OF NEW ROOFING. WHERE RAFTERS/DECKING ARE VISIBLE ON THE INTERIOR, VERIFY REPAIR/REPLACEMENT MATERIALS WITH THE ARCHITECT PRIOR TO PURCHASE AND INSTALLATION.
- ALL INSTALLATIONS SHALL BE PERFORMED IN COMPLIANCE WITH THE MANUFACTURER'S RECOMMENDATIONS & STANDARD DETAILS BY AN INSTALLATION CONTRACTOR THAT HAS BEEN APPROVED & CERTIFIED BY THE MANUFACTURER.
- ANY PRE-FINISHED STEEL TRIM SHALL BE 22 GA MIN. ALL PRE-FINISHED ALUMINUM TRIM SHALL BE .040 MIN AND SHALL COMPLY WITH THE RECOMMENDATIONS OF SMACNA'S ARCHITECTURAL SHEET METAL MANUAL AS THEY APPLY TO DESIGN, DIMENSIONS, METAL & OTHER CHARACTERISTICS OF THE ITEM INDICATED.
- FORM NON-EXPANSIVE BUT MOVEABLE JOINTS IN METAL TO ACCOMMODATE ELASTOMERIC SEALANT TO COMPLY WITH SMACNA STANDARDS.
- FABRICATE ANY NON-MOVING SEAMS IN SHEET METAL WITH FLAT-LOCK SEAMS. FORM SEAMS WITH EPOXY OR POLYURETHANE SEAM SEALER.
- SEPARATE NON-COMPATIBLE METALS OR CORROSIVE SUBSTRATES WITH A COATING OF ASPHALT MASTIC OR OTHER PERMANENT SEPARATION MATERIAL.
- ALLOW FOR THERMAL EXPANSION OF METAL TRIM PIECES.
- REVIEW LOCATION OF ALL ROOFTOP MOUNTED EQUIPMENT WITH THE OWNER/ARCHITECT PRIOR TO PREPARING FOR INSTALLATION. UNITS ARE TO BE LOCATED WITH CONSIDERATION FOR EFFICIENT REFRIGERANT RUNS AND MINIMAL VISIBILITY.
- EXTERIOR HVAC UNITS ARE TO BE INSTALLED ON EQUIPMENT CURB AND PROVIDED WITH MOUNTING STRAPS TO PREVENT MOVEMENT. ALL CURBS TO BE INSTALLED PER MNFR'S RECOMMENDATIONS. AT ALL CURBS, ATTACHMENTS & PENETRATIONS ARE TO BE FULLY FLASHED & SEALED PER ROOF MANUFACTURER'S RECOMMENDATIONS & TO SATISFY ALL ROOFING WARRANTY REQUIREMENTS. ROOFING SUBCONTRACTOR IS TO COORDINATE ROOFING INSTALLATION WITH THE CONSTRUCTION OF AND FLASHING TO ROOF MOUNTED EQUIPMENT SUPPORTS AND CURBS TO INSURE A WATER AND WEATHERTITE FINISHED CONDITION.
- AT ALL PARAPETS, REMOVE LOOSE MORTAR AND RE-SET/SECURE ANY LOOSE COPING TILES. CONTRACTOR IS TO SUBMIT SAMPLES OF ALL ROOFING AND FLASHING MATERIALS AND ACCESSORIES FOR APPROVAL BY THE ARCHITECT, OWNER PRIOR TO PURCHASE OR INSTALLATION.
- CONTRACTOR IS TO PROVIDE OWNER WITH WARRANTY PAPERS FOR ALL ROOFING WORK ONCE WORK IS COMPLETE AND INSPECTED BY MANUFACTURERS REPRESENTATIVES (AS REQUIRED)

NEW ROOFING:

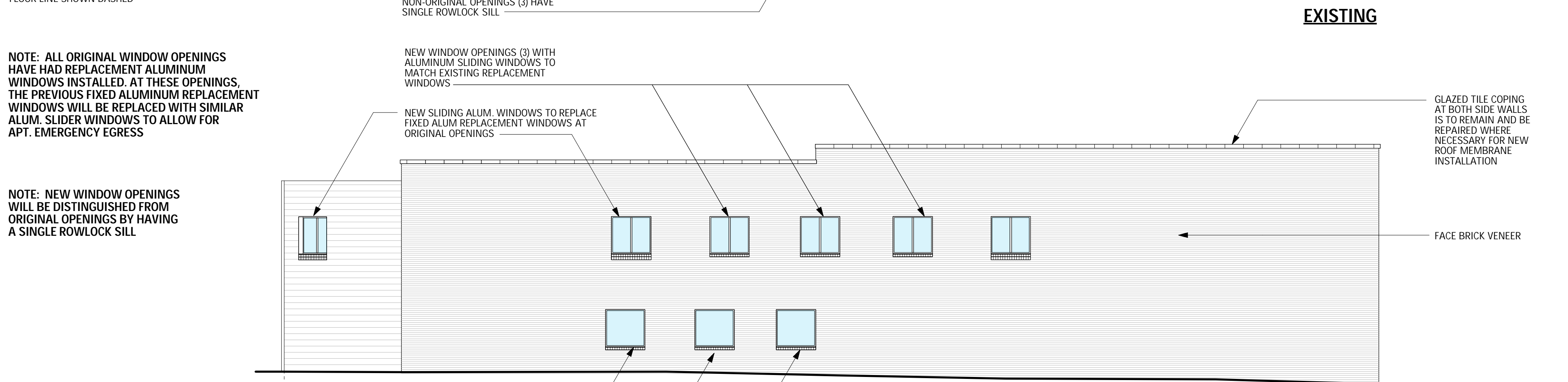
NEW ROOFING IS TO BE ALL NEW TPO - PVC MEMBRANE ROOFING, FULLY ADHERED ON MECHANICALLY FASTENED 3/4" BASE SHEET. PROVIDE ALL FLASHING, ATTACHMENTS, DRIPS, TERMINATIONS, AND TRIM PER MANUFACTURER'S RECOMMENDATIONS. MEMBRANE IS TO WRAP UP INSIDE FACE OF PARAPET WALLS A MINIMUM 8" WITH TERMINATION BARS AND COUNTER FLASHING (BLACK). WRAP OVER WEST ROOF EDGE AND CONCEAL MEMBRANE WITH PREFIN. METAL COPING (4" EXPOSURE).

GUTTERS AND DOWNSPOUTS:

INSTALL NEW 6" PRE-FINISHED ALUMINUM GUTTERS AND 4" DOWNSPOUTS AT WEST WALL. ATTACH GUTTER WITH FASCIA BRACKETS AT A MIN OF ONE PER 4 LIN. FEET. ATTACH DOWNSPOUTS TO WALL WITH STAND OFF BRACKETS (MIN. 6" O.C.). PROVIDE CLOSURES AT EACH END OF GUTTER. ALL JOINTS AND MECHANICAL FASTENER LOCATIONS IN GUTTERS AND DOWNSPOUTS ARE TO BE SEALED WITH CLEAR POLYURETHANE SEALANT. PROVIDE SPLASHBLOCKS AT ALL DOWNSPOUT LOCATIONS THAT ARE NOT PIPED.



EXISTING



PROPOSED

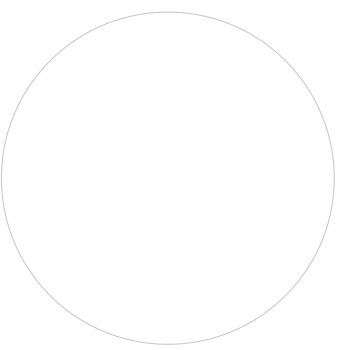
SOUTH ELEVATION



3/16" = 1'-0"



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HTC PART 2

DATE

15 AUGUST, 2020

PROJECT No.

sa1905

SHEET TITLE

EXISTING/PROPOSED ELEVATIONS

SHEET NO.

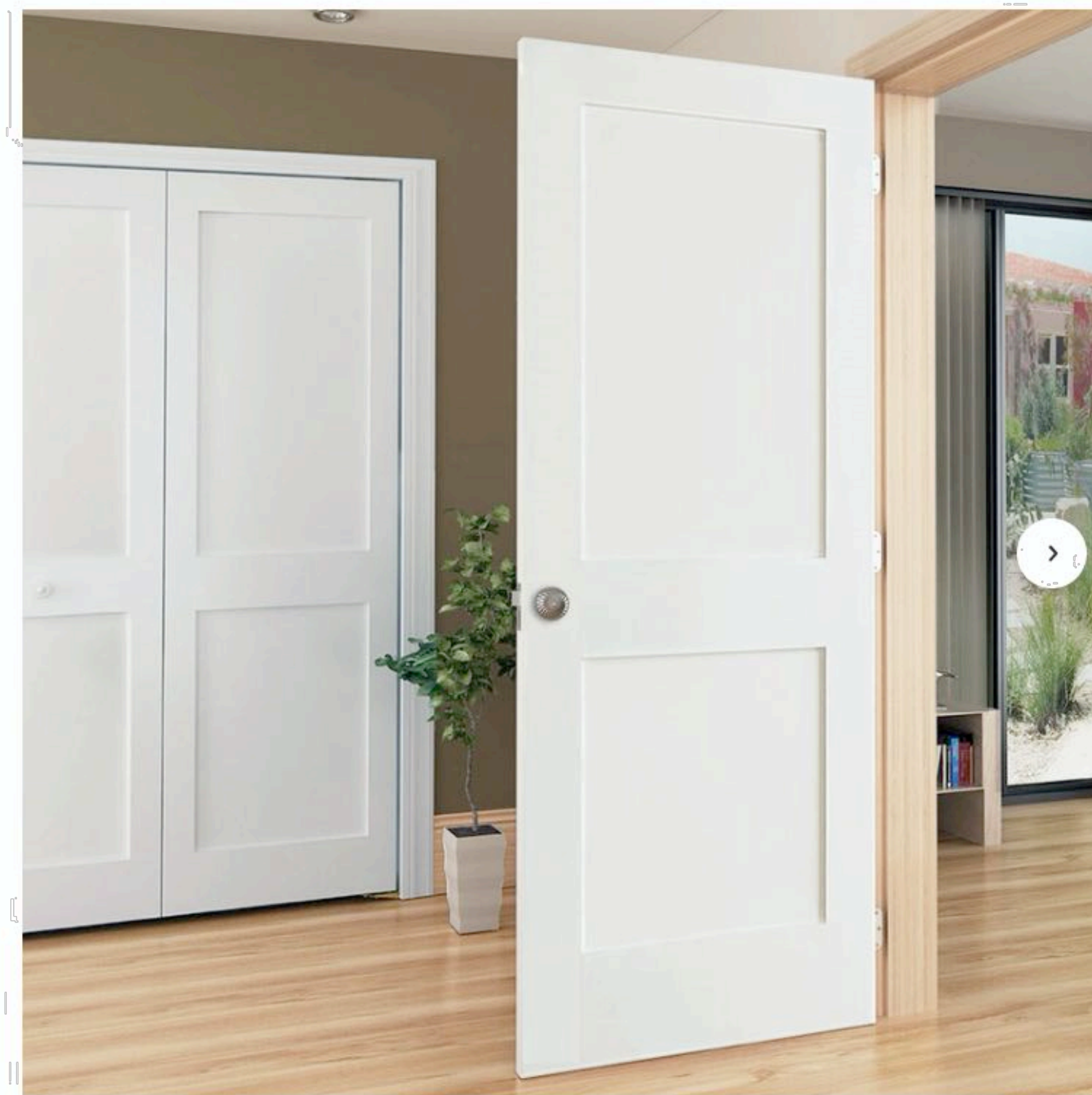
A2.1

106 N. MAIN ST.

HOPEWELL, VA 23219

OWNER
MARK MUELLER
106 N. MAIN ST.
HOPEWELL, VA 23219

TENANT UPFIT 1ST FLOOR TENANT SPACE #1



Paneled Solid Wood Painted Shaker Standard Door

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Size (6)
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1

What We Offer

Protection Plan
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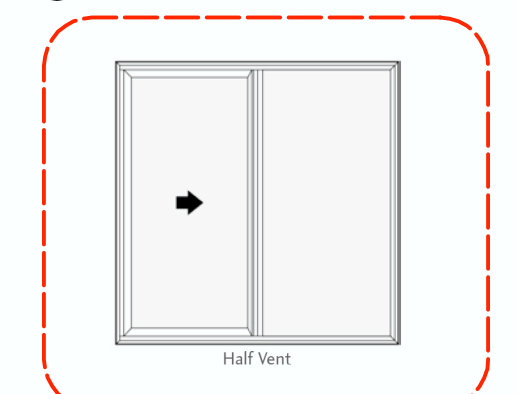
Product Overview

Description

NOTE: ALL INTERIOR APARTMENT DOORS ARE TO BE SIMILAR PAINTED SOLID WOOD DOORS WITH LEVER HARDWARE - SCHLAGE "JUPITER" OR EQUAL

Horizontal Sliding Window

Configurations

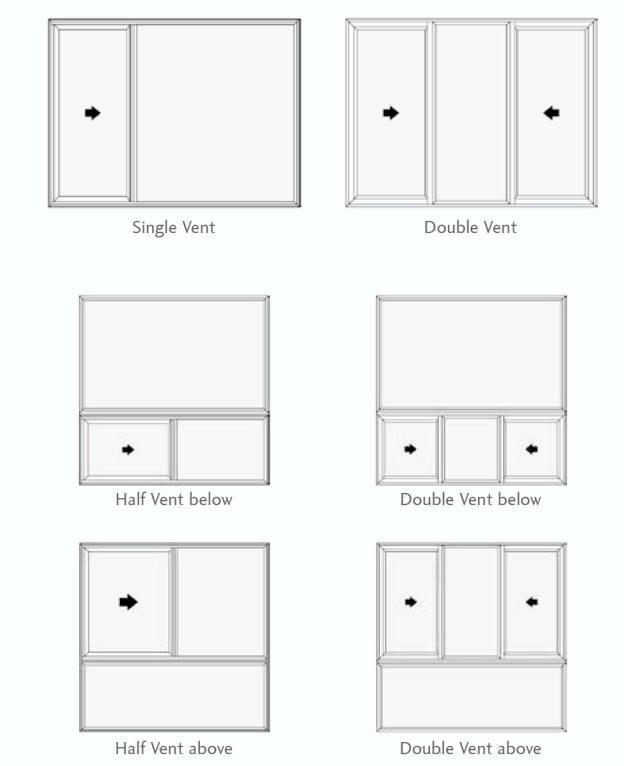


Minimum/Maximum Sizes

- HALF VENT**
 - Min 2'1" Max 6'6"
- DOUBLE VENT**
 - Min 4'1" Max 10'6"
- HALF VENT (BELOW/ABOVE)**
 - Min 2'2" Max 6'7"
- DOUBLE VENT (BELOW/ABOVE)**
 - Min 4'2" Max 8'7"

Available Frame Styles

- 1" Setback
- 1-3/8" Setback
- Standard Z-bar
- No Fin (Block Frame)
- H-Bar (Slope Sill)



NOTE: For engineering approval contact your Milgard representative for any configuration over 40 square feet. Each Milgard Manufacturing plant reserves the right to alter or change sizes and configurations according to location capabilities. Ask your Milgard rep about specialty applications. Windows over 40 square feet shipped open for field glazing. Varies by location.

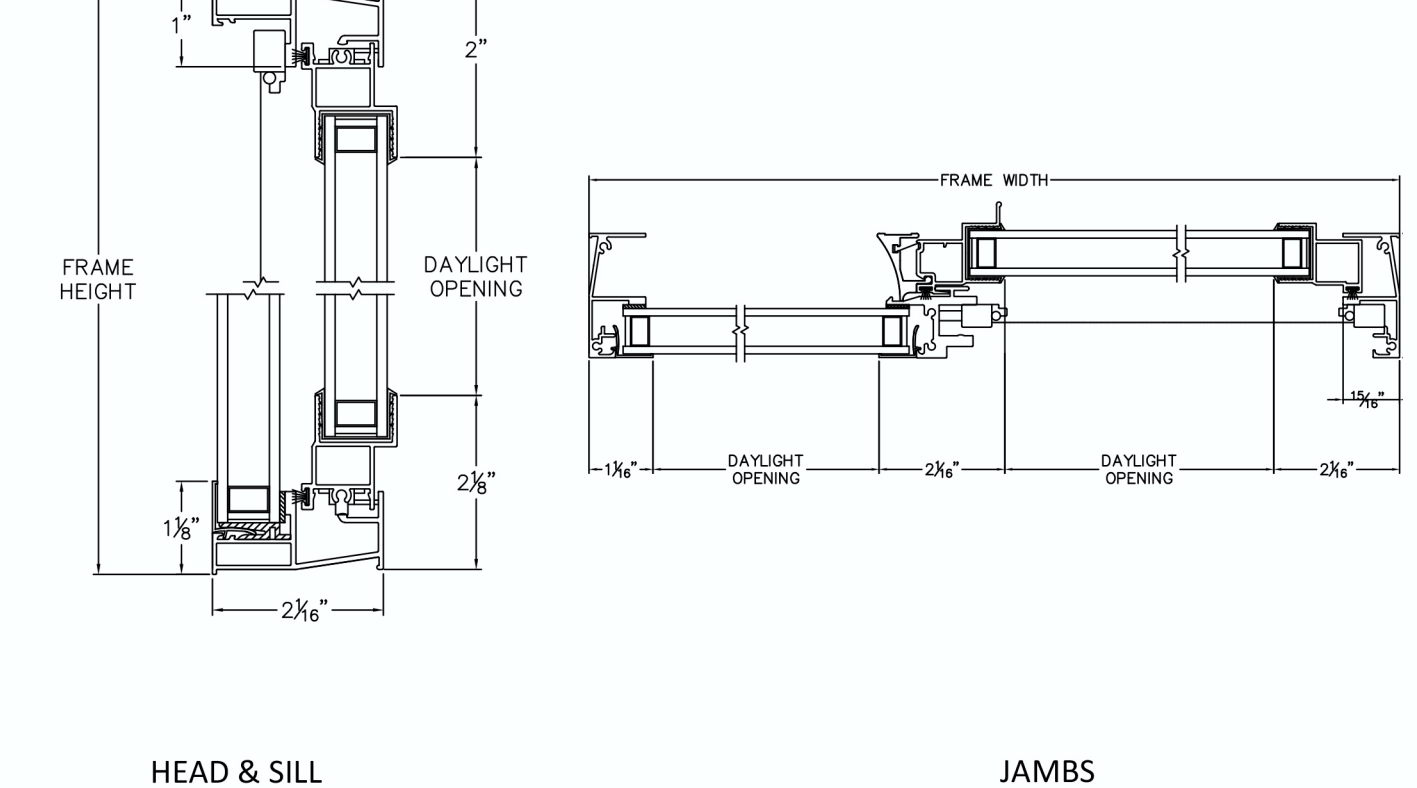
Not all frame styles available at all Milgard locations. Contact your Milgard Representative for more information.

Horizontal Sliding Window

Block Frame

CAD File Scale	View	File Name	Units
NTS	Horizontal & Vertical	1110 HV	Inch

More Technical Documents can be found at [milgard.com/professionals](#)
Due to continual research and development, details may be changed at any time. © 2013 Milgard Mfg.



HEAD & SILL

JAMBS

Revit, SketchUp, .PDF and .DWG files can be accessed at [milgard.com/professionals](#) or clicking here:

[Standard Aluminum Architectural Library](#)

[Go back to Quick Links](#)

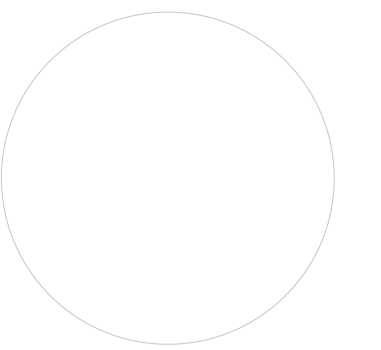
TYPICAL ALUMINUM SLIDING WINDOWS TO MATCH M&M MILGARD OR EQUAL WITH BRONZE/BROWN FINISH



APARTMENT BATHROOM TILE PATTERN - DAL TILE



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REVISION

RECORD ISSUE

HTC PART 2

DATE

15 AUGUST, 2020

PROJECT No.

sa1905

SHEET TITLE

DOORS / WINDOWS

SHEET NO.

A 3.1

WS-4



900 Industrial Drive
Owner/Applicant: Virginia American Water Company
Modification to Development Standards

Staff Report prepared for the Hopewell City Council Work Session

September 15, 2020

This report is prepared by the City of Hopewell Department of Development Staff to provide information to the Planning Commission to assist them in making an informed decision on this matter.

I. MEETINGS & WORK SESSIONS:

Planning Commission	Public Hearing	March 5, 2020	Recommended Approval
City Council	Work Session	September 15, 2020	N/A

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning:	N/A
Existing Zoning:	M-2, Intensive Industrial District
Acreage:	.211 acres or 9,191 square feet
Owner:	Virginia American Water Company
Legal Description:	PLANT SITE-RANDOLPH RD 21.931 ACRES SUBDIVISION: INDUSTRIAL AREA
Election Ward:	Ward 2
Land Use Plan Recommendation:	Heavy Industrial
Strategic Plan Goal:	N/A
Map Location(s):	Sub Parcel #: 048-0200bal
Zoning of Surrounding Property:	North: M-2 South: B-3 /M-4 East: M-2 West: B-3/R-4

III. EXECUTIVE SUMMARY:

A request received from Virginia American Water/Reynolds Construction for a Modification to the Development Standards at Sub-Parcel #048-0200 to park more than five (5) cars on a graveled area.

IV. APPLICABLE CODE SECTIONS:

The provisions of the Zoning Ordinance that are germane to this request for a Modification to the Development Standards are:

G. MODIFICATIONS TO DEVELOPMENT STANDARDS AND REQUIREMENTS

1. *Any aggrieved party may appeal the determination of the Director of Development or City Engineer related to the standards contained within this Article, except for those development standards or requirements, which must be modified by the granting of a variance, special exception, conditional use permit or rezoning. Such an appeal shall be taken within thirty (30) days after the decision appealed from by filing with the Director of Development a notice of appeal specifying the grounds thereof, and paying the applicable fee established for said appeal in Article XXII-G of this ordinance. The Director of Development shall forthwith transmit to the Planning Commission for its review and recommendation to City Council all the papers constituting the record upon which the action appealed from was taken.*

2. *An appeal shall stay all proceedings, to include but limited to site plan, building permit or record plat approval, in furtherance of the action appealed from, unless the Director of Development certifies to the Planning Commission that, by reason of facts stated in the certificate, a stay would in his opinion cause imminent peril to life and property, which case proceedings shall not be stayed otherwise than by a restraining order granted by a court of record, on application and on notice to the Director of Development and for good cause shown.*

3. *The Planning Commission shall fix a reasonable time for hearing of the application and shall, within ninety (90) days after the first meeting of the Planning Commission after such referral, report to the City Council it's recommendation on the matter, unless the applicant requests or consents to action beyond such time or unless the applicant withdraws the request.*

4. *Upon receipt of the recommendation of the Planning Commission, the City Council, after public notice in accordance with Virginia Code 15.2-2204, shall hold at least one public hearing on such application, and as a result thereof, shall either approve or deny the request.*

5. *The City Council may grant modifications, with or without conditions, to development standards or requirements specific to this Article. No modification to a development standard or requirement shall be authorized by the City Council unless it considers and determines substantial compliance with the Comprehensive Plan. The City Council shall not grant a modification to any development standard or requirement if:*
 - a. *The granting of the modification will constitute the granting of a variance, special exception, conditional use or a rezoning.*

 - b. *Ordinary financial considerations are the principal reason for the requested modification.*

 - c. *The modification amends a property-specific condition imposed by the City Council or the Board of Zoning Appeals, unless such condition specifically grants such modification authority to the City Council.*

 - d. *The applicant created the condition or situation generating the need for the modification and the applicant has not exhausted all other practicable solutions to the problem, including, but not limited to, the acquisition of additional property, the elimination or redesign of structures, or the reduction of the development density.*

6. *Any person or persons jointly or severely aggrieved by the final decision of the City Council shall file a written appeal with the Circuit Court for review by filing a petition at law, setting forth the alleged illegality of the action of the governing body, provided such petition is filed within thirty (30) days after the final decision is rendered by the governing body. The filing of the said petition shall stay the decision of the governing body pending the outcome of the appeal to the court. The court may reverse or modify the decision of the governing body, in whole or in part, if it finds upon review that the decision of the governing body is contrary to law or that its decision is arbitrary and constitutes an abuse of discretion, or it may affirm the decision of the governing body. Adjacent property owners' appeals shall be limited to conditions which*

directly affect the property owners and include access, utility locations, buffers, conditions of zoning, architectural treatment and land use transactions. The court shall fix a reasonable time for hearing the appeal.

Article XVIII. Development Standards, Section E. Off Street Parking Requirements

Section E-6: Parking Area Surfaces.

- a. Surfacing of Parking Area: Off street parking areas for five (5) or more cars, or loading or service areas, shall be graded and surfaced with a stable material, that will not track onto pavement, such as asphalt, concrete or an acceptable alternate that will provide equivalent protection against potholes, erosion, and dust. Construction shall be to recognized and adopted standards and engineering guidelines as determined by the Director of Public Works and City Engineer. This requirement shall also apply to interior travel lanes, and lanes for drive- in windows and driveways.
- b. Parking areas that are not provided with the type of surface specified in subsection (a) of this Section shall be graded and surfaced with crushed stone, gravel, crushed shell or other suitable material to provide a surface that is stable, and will help to reduce dust and erosion, and will reduce the impervious character of the surface. The perimeter of such parking areas shall be defined by bricks, stones, or other similar devices as approved by the Director of Development and City Engineer.
- c. Parking areas and spaces in areas surfaced in accordance with subsection (a) of this section shall be appropriately delineated with painted lines or plastic striping or other safety markings which shall provide a permanent delineation between spaces.
- d. Parking areas shall be properly maintained in all respects. Parking area surfaces shall be kept in good repair and condition allowing the impeded movement of vehicles, and parking space lines or markings shall be kept clearly visible and distinct.
- e. In heavy vehicular use areas (e.g. maintenance, garbage collection, deliveries, etc.), reinforced surfaces shall be used in the vehicle movement areas to prevent surface or structural failure, damage of parking, and movement areas.

V. SUBJECT PROPERTY:

The subject property is located in Ward 2 on Randolph Road at the entrance of the Virginia American Water Company located in the northwest quadrant of the intersection with Winston Churchill Drive and Industrial Street. The property is approximately 9,000 square feet and zoned M-2, Intensive Industrial District.

VI. OWNER's POSITION:

Excerpt from Application

VAW was informed parking outside of the construction gate is in violation of a city ordinance and is only permitted for a max of (5) five vehicles. Currently there are 3 contractors on site with more to follow as construction progresses. Additional parking is required to accommodate personnel. As the plant is active in operation parking is limited within the fenced area. Gravel has been spread in an area west of the intersection



Aerial Map, 2017 Hopewell GIS

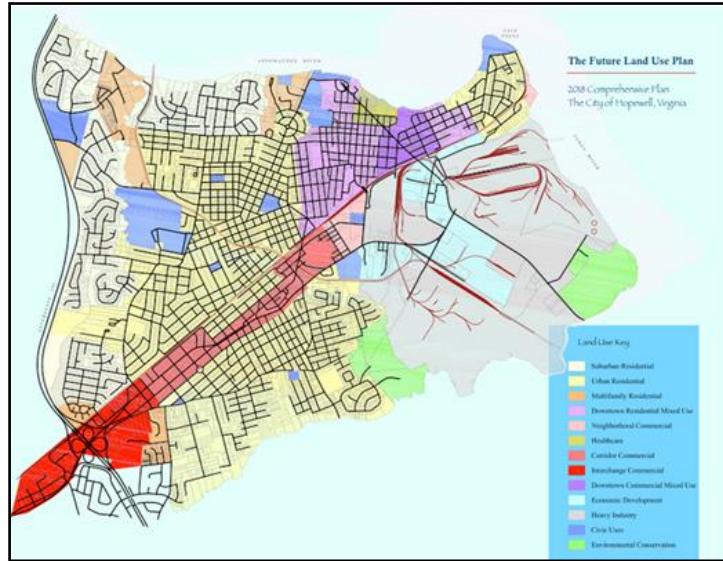
of Hwy 10 and Hwy 156 on American Water property to accommodate the current and increased personnel. Please confirm parking in this area is acceptable for a period of time up to 1 year.

VII. ZONING/STAFF ANALYSIS:

Comprehensive Plan Land Use Category

The 2028 Comprehensive Plan designates this property as Heavy Industrial.

This category calls for heavy industry and manufacturing, industrial transportation, and major storage facilities.



Future Land Use Map, 2028 Comprehensive Plan

The applicant has requested to park more than five vehicles on a gravel surface to accommodate parking for construction workers while a new pump station and chemical building are being constructed.

Because the plant will continue in full operation during construction, parking within the compound is at capacity with employees utilizing the parking spaces. Contractors will utilize the graveled area outside of the entrance gate.

VIII. STAFF RECOMMENDATION:

The applicant desires to park more than five cars on gravel for one year to accommodate additional personnel during construction.

Section G of Article XVIII, copied on page 3 of this report provides the criteria for approval of a modification. If the applicant meets any of these criteria, the modification cannot be granted. After careful review of the application, Staff concludes that the application does not meet any of the criteria, and therefore recommends a modification be granted. A detailed answer for each criteria follows:

- a. *The granting of the modification will constitute the granting of a variance, special exception, conditional use or a rezoning. This request does not meet the criteria for a variance, special exception, conditional use or a rezoning.*

b. *Ordinary financial considerations are the principal reason for the requested modification. Financial considerations are the not the principal or secondary reason for the requested modification.*

c. *The modification amends a property-specific condition imposed by the City Council or the Board of Zoning Appeals, unless such condition specifically grants such modification authority to the City Council.*

The modification will not amend a property-specific condition.

d. *The applicant created the condition or situation generating the need for the modification and the applicant has not exhausted all other practicable solutions to the problem, including, but not limited to, the acquisition of additional property, the elimination or redesign of structures, or the reduction of the development density.*

While the applicant is requesting the modification and is undertaking the work to improve the plant, the applicant has not created the condition or situation generating the need. VA American Water did not purposefully cause the compromise of the pump station that necessitates the construction of a new pump station and chemical building. Because the water plant must continue operations during construction, company personnel will utilize the interior parking areas leaving no room for construction workers to park their vehicles within the compound. The parking is a necessity for the good of the entire community versus a necessity for the benefit of the applicant.

The applicant has exhausted other practicable solutions to the problem. There is no adjacent property that can be purchased. The plant has limited developable space and there is no opportunity to eliminate or redesign structures. The structures to be added and those existing cannot be moved. Due to sight limitations and te placement of buildings a reduction of the development density is also not an option.

Staff recommends approval of the modification.

PLANNING COMMISSION RESOLUTION:

At their meeting on March 5, 2020, the Planning Commission voted unanimously recommending approval of request submitted by Virginia American Water to request a modification to the Development Standards to park more that five cars on an unpaved surface located at Sub-Parcel #048-0200. The property is located at Randolph Road and Plant Street, in the north western quadrant of the intersection with Winston Churchill Drive.

Attachment(s):

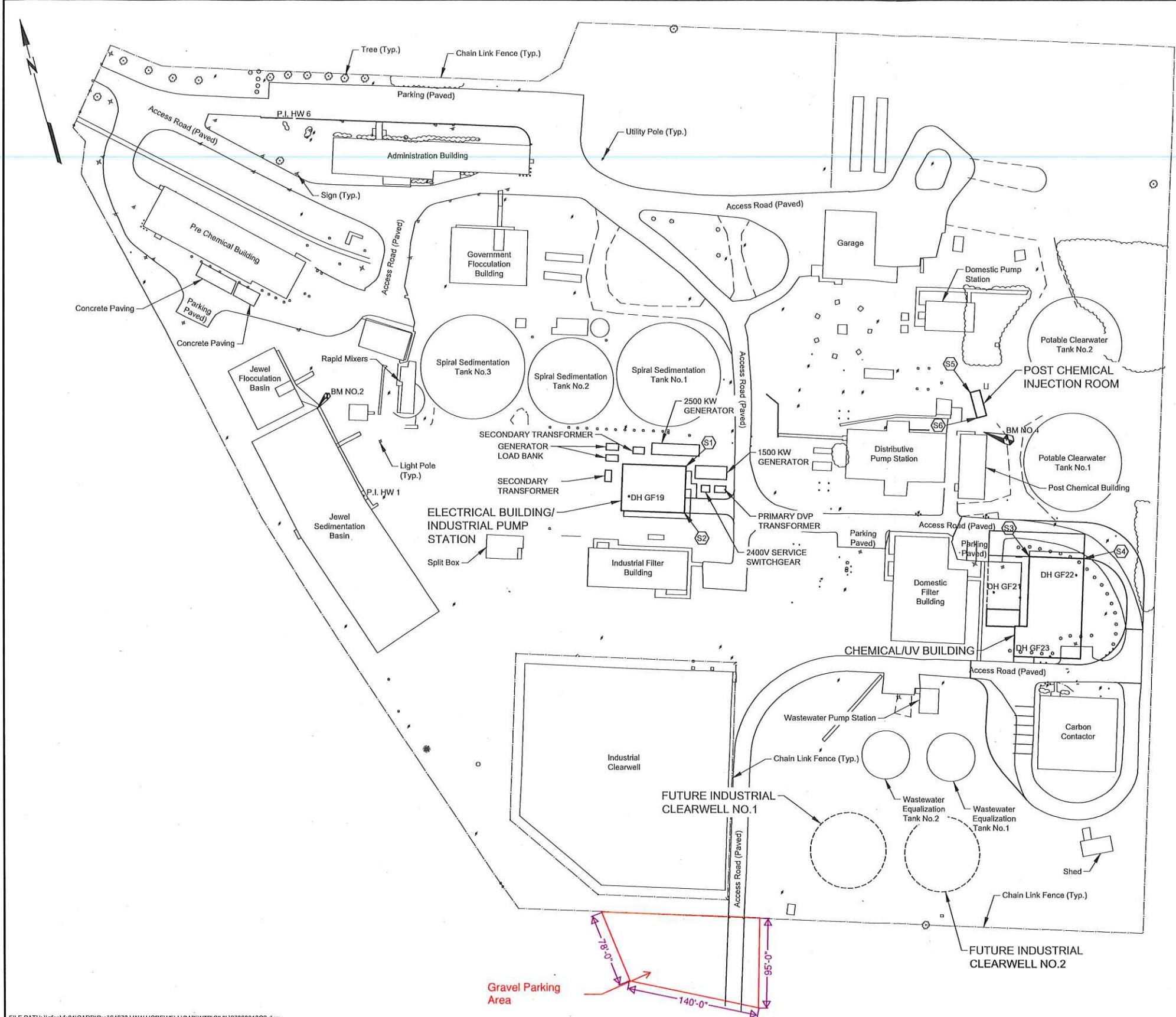
1. Application
2. Affidavit of Mailing

Aerial Map



View of parcel from Route 10 (Randolph Road)





HORIZONTAL CONTROL

P.L. HW1	N 3635012.49	E 11838045.31
P.L. HW6	N 3635422.00	E 11838059.00

BENCHMARK

BM NO. 4 - SQUARE CUT ON SOUTHEAST CORNER OF CONCRETE VAULT AT NORTHEAST CORNER OF POST CHEMICAL FEED BUILDING. ELEVATION = 47.84'

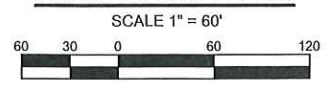
STRUCTURAL CONTROL

S1	NORTHEAST CORNER OF ELECTRICAL BUILDING/ INDUSTRIAL PUMP STATION	N 3634954.43	E 11838383.13
S2	SOUTHEAST CORNER OF ELECTRICAL BUILDING/ INDUSTRIAL PUMP STATION	N 3634907.28	E 11838368.63
S3	NORTHWEST CORNER OF CHEMICAL/UV BUILDING	N 3634768.24	E 11838709.65
S4	NORTHEAST CORNER OF CHEMICAL/UV BUILDING	N 3634751.14	E 11838765.07
S5	NORTHWEST CORNER OF POST CHEMICAL INJECTION ROOM	N 3634951.78	E 11838694.78
S4	SOUTHWEST CORNER OF POST CHEMICAL INJECTION ROOM	N 3634923.94	E 11838694.78

BORING LOCATIONS

DH GF19	N 3634939.34	E 11838316.66	EL. 47.75
DH GF21	N 3634741.54	E 11838663.92	EL. 46.59
DH GF22	N 3634736.35	E 11838753.03	EL. 45.67
DH GF23	N 3634660.68	E 11838703.16	EL. 46.99

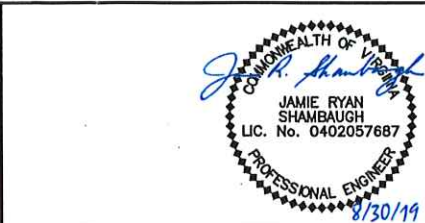
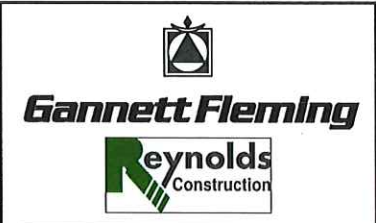
LOCATION PLAN



FILE PATH: Y:\gcp\h501\CADD\Proj\64870 VAW HOPEWELL\CAD\I\WIP\CIVIL\27020013C2.dwg
DATE SAVED: 9/10/2019 7:47 AM BY: mlline DATE PLOTTED: 9/10/2019 7:49 AM



REVISIONS			



AMERICAN WATER ENGINEERING
1 WATER STREET
CAMDEN, NJ 08102

AMERICAN WATER

DRAWN BY PROJECT ENGR

DATE AUGUST, 2019

PROJECT 64870

HOPEWELL WATER TREATMENT PLANT IMPROVEMENTS - DESIGN BUILD CIVIL LOCATION PLAN AND CONTROL DATA			
HOPEWELL, VIRGINIA	HOPEWELL DISTRICT	USE APPROVED DRAWINGS ONLY FOR CONSTRUCTION PURPOSES	
HOPEWELL DISTRICT	ISSUED FOR CONSTRUCTION	27-020013-C2	



The City of Hopewell, Virginia

City of Hopewell, VA
Permits / Inspec... - 20200056|MODS - 200
011395-0002 Camisha ... 01/23/2020 09:56
0 -
FEES FOR MODS - REVIEW
Payment Amount: 200.00
Transaction Amount: 200.00
CHECK: 29295

300 N. Main Street · Department of Neighborhood Assistance & Planning · (804) 541-2220 · Fax: (804) 541-2318

APPEAL TO HOPEWELL PLANNING COMMISSION
MODIFICATION OF DEVELOPMENT STANDARDS, ARTICLE XVIII OF THE
HOPEWELL ZONING ORDINANCE

(Appeal of Decision)
Fee: \$200

THIS REQUEST IS HEARD BEFORE THE PLANNING COMMISSION AS AN APPEAL TO A DECISION MADE BY THE DIRECTOR OF DEVELOPMENT OR CITY ENGINEER

APPLICANT: Virginia American Water / Reynolds Construction

ADDRESS: 900 Industrial St.
Hopewell, VA 23860

PHONE #: 205-516-4978 FAX #:

EMAIL ADDRESS: Nikolas.Donlin@reynoldscon.com

INTEREST IN PROPERTY: OWNER OR X AGENT

A. HAS ANY PREVIOUS APPLICATION OR APPEAL BEEN FILED IN CONNECTION WITH THIS PROPERTY? X Y N

IF YES, PLEASE EXPLAIN: There is an active Building Permit at the location for Water Treatment Plant Improvements.

B. DATE PROVIDED DENIAL OR NOTIFICATION OF THE NEED FOR A MODIFICATION TO DEVELOPMENT STANDARDS:

Jan 6th, 2020

C. APPEAL OF DECISION/ INTERPRETATION:

STATE BASIS OF APPEAL:

VAW was informed parking outside of the construction gate is in violation of a city ordinance and is only permitted for a max of (5) five vehicles. Currently there are 3 contractors on site with more to follow as construction progresses. Additional parking is required to accommodate personnel. As the plant is active and in operation parking is limited within the fenced area. Gravel has been spread in an area west of the intersection of Hwy 10 and Hwy 156 on American Water property to accommodate the current and increased personnel. Please confirm parking in this area is acceptable for a period of time up to 1 year.

Attach additional sheets, if necessary

Current Bld Permit # 20191003
App # 20190922

App # 20200056

In accordance with Article XVIII, Section G of the Hopewell Zoning Ordinance related to Development Standards such appeal of the decision of the Director of Development or City Engineer must be made within thirty (30) days after the decision is provided of denial and/or need for a modification to the standards. The appeal must be filed with the Department of Neighborhood Assistance & Development specifying the grounds thereof, and paying the applicable fee. The Director shall transmit to the Planning Commission all the papers constituting the record upon which the action appealed was taken.

AS OWNER OF THIS PROPERTY OR THE AUTHORIZED AGENT THEREFORE, I HEREBY CERTIFY THAT THIS APPLICATION AND ALL ACCOMPANYING DOCUMENTS ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Nikolas Donlin 1/22/2020
APPLICANT SIGNATURE DATE

Nikolas Donlin 1/22/2020
APPLICANT PRINTED NAME DATE

OFFICIAL USE ONLY

DATE RECEIVED: _____ DATE OF FINAL ACTION: _____

ACTION TAKEN:

_____ APPROVED _____ DENIED

_____ APPROVED WITH THE FOLLOWING CONDITIONS:



City of Hopewell, VA
Dept. of Code Enforcement
300 N. Main Street
Hopewell, VA 23860
804-541-2220
Welcome

011395-0002 Camisha B 01/23/2020 09:56AM

PERMITS / INSPECTIONS
FEES FOR MODS - REVIEW
2020 Item: 20200056|MODS 200.00
Payment Id: 166785

200.00

Subtotal 200.00
Total 200.00

CHECK 200.00
Check Number 29295

REGULAR MEETING

CONSENT AGENDA

MINUTES

MINUTES OF THE JUNE 23, 2020 CITY COUNCIL REGULAR MEETING

A regular meeting of the Hopewell City Council was held Tuesday, June 9, 2020, at 5:30 p.m. The meeting was scheduled to be held by electronic communication only, pursuant to Va. Code § 2.2-3708(A)(3).

- PRESENT:** Jasmine Gore, Mayor, Ward 4
 Patience Bennett, Vice Mayor, Ward 7
 Deborah Randolph, Councilor, Ward 1
 Arlene Holloway, Councilor, Ward 2
 John B. Partin, Jr., Councilor Ward 3
 Janice B. Denton, Councilor, Ward 5
 Brenda Pelham, Councilor, Ward 6
- John M. Altman, Jr., City Manager
 Sandra R. Robinson, City Attorney
 Camisha M. Brown, Assistant City Clerk

ROLL CALL

Mayor Gore opened the meeting at 5:33 p.m. Due to the Novel Coronavirus (COVID-19), the meeting was held via Zoom Video Communications. Council was allowed to either call in on the telephone, or were able to video in using a smart phone, computer, laptop, or tablet. Citizens were able to watch the meeting live via YouTube. Mayor Gore waited a couple of minutes for everyone to get logged in or to call in. At 5:33 p.m., Mayor Gore requested a roll call, as follows:

- | | | |
|--------------------|---|---------|
| Mayor Gore | - | present |
| Vice Mayor Bennett | - | absent |
| Councilor Randolph | - | present |
| Councilor Holloway | - | present |
| Councilor Partin | - | present |
| Councilor Denton | - | present |
| Councilor Pelham | - | present |

CLOSED MEETING

At 5:34 p.m., Councilor Randolph moved to go into closed meeting pursuant to Va. Code Sections 2.23711 (A)(1) to discuss and consider personnel matters, including the appointment, assignment, and performance of specific appointees and employees and consideration/discussion of prospective candidates for appointment to the School Board; (A)(3) to discuss/consider the acquisition of real property for a public purpose; (A)(6) to discuss the investment of public funds where competition and bargaining is involved and discussion in open meeting would adversely affect the City’s bargaining position and financial interest; (A)(8) for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice of such counsel; and to the extent the such matters will be aided thereby: (A)(4) for the protection of the privacy of individuals in personal matters not related to public business. Councilor Denton seconded the motion. Upon the roll call, the vote resulted:

- | | | |
|--------------------|---|-------------|
| Mayor Gore | - | yes |
| Councilor Denton | - | yes |
| Councilor Pelham | - | yes |
| Vice Mayor Bennett | - | -- (absent) |
| Councilor Randolph | - | yes |

Councilor Holloway	-	yes
Councilor Partin	-	-- (excused from Closed Session)

Motion passed 5-0

**Councilor Partin was excused from participating in the Closed Session at 5:37 p.m. He submitted a Transactional Disclosure form. He will not partake in anything that pertains to the School Board appointment due to his sister, Allison Partin being a candidate.*

RECONVENE OPEN MEETING

At 7:49 p.m. Councilor Partin moved that Council come out of Closed Session. Her motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes

Motion passed 7-0

CERTIFICATION

Immediately thereafter, Council responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the responses resulted:

Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes

Councilor Randolph moved to approve the purchase & development agreement and authorize the City Manager to execute it and execute all documents necessary to effectuate its terms and conditions. Her motion was seconded by Councilor Denton. Upon roll call, the vote resulted:

Mayor Gore	-	yes
Councilor Denton	-	no
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	no

Motion passed 5-2

REGULAR MEETING

PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

At 7:53 p.m. Mayor Gore called the meeting to order, and thanked all for attending. The prayer was led by Herbert Bragg, Director, Intergovernmental & Public Affairs, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Mayor Gore.

AMEND/ADOPT AGENDA

Councilor Denton moved to amend the regular agenda to move up R-2 the ordinance increasing courthouse security fees after the Public Hearing and prior to the Unfinished Business due to the fact that it is a time sensitive subject. The motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes

Motion passed 7-0

At 8:00 p.m., Councilor Randolph moved to extend the meeting to 9:30 p.m. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes

Motion passed 7-0

Consent Agenda

All matters listed under the Consent Agenda are considered routine by Council and will be approved or received by one motion in the form listed. Items may be removed from the Consent Agenda for discussion under the regular agenda at the request of any Councilor.

C-1 Minutes: May 26, 2020 and June 9, 2020

C-2 Pending List:

C-3 Routine Approval of Work Sessions:

C-4 Personnel Change Report & Financial Report: As of June 11, 2020

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval:

C-7 Public Hearing Announcement:

C-8 Information for Council Review:

C-9 Resolutions/Proclamations/Presentations:

SUGGESTED MOTION: To amend/adopt consent agenda

Councilor Denton moved to adopt the Consent Agenda. Her motion was seconded by Councilor Pelham. Mayor Gore added to pull C-7 and add it to the agenda as R-7. Upon the roll call, the vote resulted:

Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes

Motion passed 7-0

PUBLIC HEARINGS

PH-1 Appointment of School Board members- Pursuant to Va. Code § 22.1-29.1 (*public hearing before appointment of school board members*), a public hearing is required to receive public comments regarding the nominees for appointment to the School Board prior to Council making the appointment. There are two positions which will expire June 30, 2020, and which will need to be filled. The applicants for these positions are: Dr. Deborah Marks, Ruth Johnson, Linda Hyslop, Allison Partin, Susan Temple, Shannon Foskey and Dreama Collins-Williamson and Heather Bennett. Public hearing was open for comments or additional nominations at 8:07 p.m. The Clerk advised the Mayor that there were no comments or additional nominations received. City Manager Altman and City Attorney Robinson has no comments as well. At 8:08 p.m., Mayor Gore closed the Public Hearing.

Councilor Denton moved to close nominations for School Board nominees. Her motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	--

Motion passed 6-0

**Councilor Partin was excused from participating in the Public Hearing. He submitted a Transactional Disclosure form. He will not partake in anything that pertains to the School Board appointment due to his sister, Allison Partin being a candidate.*

R-2 Consent Agenda – Approve Ordinance Increasing Court Security Fee from \$10 to \$20- The City Manager addresses Council advising them the Ordinance they received in the agenda packet

was requested by the Circuit Court Clerk. There was discussion by Council. Councilor Denton moved that Council approve the ordinance increasing the courthouse security fee from \$10 to \$20. Her motion was seconded by Councilor Partin. There was discussion by Council. Councilor Denton requested to add Sec. 53.1-120 to her motion. Upon the roll call, the vote resulted:

Mayor Gore	-	no
Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes

Motion passed 6-1

UNFINISHED BUSINESS

UB-1 I.T. Policies- The motion from the May 26th meeting and June 9th meeting, “to give City Manager full authority to adopt, amend or change the policy as needed.” Was made by Vice Mayor Bennett and seconded by Councilor Partin. There was additional discussion by Council. Councilor Pelham requested to make a substitute motion to extract section 4.4 with the City Manager coming back with acceptable wording to hold all employees accountable for lost or stolen property. The substitute motion was seconded by Councilor Holloway. Upon the roll call, the vote resulted:

Mayor Gore	-	yes
Councilor Denton	-	no
Councilor Pelham	-	yes
Vice Mayor Bennett	-	no
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes

Motion passed 5-2

Councilor Pelham’s motion was to accept the I.T. policy and to extract section 4.4 and have the City Manager come back with rewording of that section. The motion was seconded by Mayor Gore. Upon roll call, the vote resulted:

Mayor Gore	-	yes
Councilor Denton	-	no
Councilor Pelham	-	yes
Vice Mayor Bennett	-	no
Councilor Randolph	-	no
Councilor Holloway	-	yes
Councilor Partin	-	no

Motion fails 4-3

The original motion made by Vice Mayor Bennett was to give City Manager full authority to adopt, amend or change the policy as needed. Seconded by Councilor Partin. Upon the roll call, the vote resulted:

Mayor Gore	-	no
Councilor Denton	-	yes
Councilor Pelham	-	no
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	no
Councilor Partin	-	yes

Motion passed 4-3

UB-2 FY 2020-2021 Operating and Capital Budget Resolution- Councilor Denton moved to postpone the budget resolution until June 25, 2020 to allow Council to conclude the items that they did not complete at the Special Meeting on June 18th, 2020. The motion was seconded by Vice Mayor Bennett. There was discussion by Council. Councilor Randolph called for the vote to limit discussion. Upon the roll call, the vote resulted:

Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes

Motion passed 7-0

Councilor Randolph requested to make a motion. Mayor Gore asked the Clerk for a roll call for Councilor Randolph to be able to make a motion. Upon the roll call, the vote resulted:

Mayor Gore	-	no
Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes

Motion passed 7-0

Councilor Randolph moved to appropriate the following budget changes only to the outside agencies request: Richard Bland 2,500, PARC 15,000 Historic Hopewell 10,000 Downtown Partnership 35,000 The Beacon Theater 170,000 Councilor Randolph stated Gateway would change because they gave us half off so it would change to 22,310,000. The motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

Mayor Gore	-	no
Councilor Denton	-	yes
Councilor Pelham	-	no
Vice Mayor Bennett	-	yes

Councilor Randolph	-	yes
Councilor Holloway	-	no
Councilor Partin	-	yes

Motion passed 4-3

Councilor Randolph moved to change the funding for the EDA from 38,000 to 20,000. Her motion was seconded by Councilor Denton. There was discussion by Council. Upon the roll call, the vote resulted:

Mayor Gore	-	no
Councilor Denton	-	yes
Councilor Pelham	-	no
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	no
Councilor Partin	-	yes

Motion passed 4-3

Councilor Pelham moved to add \$30,000 in the Legacy grant program. Her motion was seconded by Mayor Gore

At 9:28 p.m., Councilor Pelham moved to extend the meeting to discuss R-3 and R-4. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

Mayor Gore	-	yes
Councilor Denton	-	no
Councilor Pelham	-	yes
Vice Mayor Bennett	-	no
Councilor Randolph	-	no
Councilor Holloway	-	yes
Councilor Partin	-	no

Motion failed 4-3

ADJOURN

Councilor Denton made a motion to adjourn the meeting.

Per the motion, the meeting adjourned at 9:30 p.m.

Jasmine E. Gore, Mayor

Camisha M. Brown, Assistant City Clerk

MINUTES OF THE JULY 14, 2020 CITY COUNCIL REGULAR MEETING

A regular meeting of the Hopewell City Council was held Tuesday, July 14, 2020, at 5:30 p.m. The meeting was scheduled to be held by electronic communication only, pursuant to Va. Code § 2.2-3708(A)(3).

- PRESENT:** Jasmine Gore, Mayor, Ward 4
 Patience Bennett, Vice Mayor, Ward 7
 Deborah Randolph, Councilor, Ward 1
 Arlene Holloway, Councilor, Ward 2
 John B. Partin, Jr., Councilor Ward 3
 Janice B. Denton, Councilor, Ward 5
 Brenda Pelham, Councilor, Ward 6
- John M. Altman, Jr., City Manager
 Sandra R. Robinson, City Attorney
 Camisha M. Brown, Assistant City Clerk

ROLL CALL

Mayor Gore opened the meeting at 5:33 p.m. Due to the Novel Coronavirus (COVID-19), the meeting was held via Zoom Video Communications. Council was allowed to either call in on the telephone, or were able to video in using a smart phone, computer, laptop, or tablet. Citizens were able to watch the meeting live via YouTube. Mayor Gore waited a couple of minutes for everyone to get logged in or to call in. At 5:33 p.m., Mayor Gore requested a roll call, as follows:

- | | | |
|--------------------|---|---------|
| Mayor Gore | - | present |
| Vice Mayor Bennett | - | present |
| Councilor Randolph | - | present |
| Councilor Partin | - | present |
| Councilor Holloway | - | present |
| Councilor Denton | - | present |
| Councilor Pelham | - | present |

CLOSED MEETING

At 5:35 p.m., Councilor Denton moved to go into closed meeting pursuant to Va. Code Sections 2.2-3711 (A)(1) to discuss and consider personnel matters, including the appointment, assignment, and performance of specific appointees and employees and consideration/discussion of prospective candidates for employment and appointment; (A)(3) and (A)(6) to discuss the investment of public funds for the acquisition of real property for the General Registrar/Voter Registration where bargaining is involved, and discussion in open meeting would adversely affect the City’s bargaining position and financial interest; and to the extent such discussions will be aided thereby, (A)(4) for the protection of the privacy of individuals in personal matters not related to public business. Councilor Randolph seconded the motion. Upon the roll call, the vote resulted:

- | | | |
|--------------------|---|-----|
| Councilor Denton | - | yes |
| Councilor Pelham | - | yes |
| Vice Mayor Bennett | - | yes |
| Councilor Randolph | - | yes |
| Councilor Holloway | - | yes |
| Councilor Partin | - | yes |

Mayor Gore - yes

Motion passed 7-0

RECONVENE OPEN MEETING

At 7:10 p.m. Councilor Pelham moved that Council come out of Closed Session. The motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	-- (excused early)
Mayor Gore	-	yes

Motion passed 6-0

CERTIFICATION

Immediately thereafter, Council responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the responses resulted:

Councilor Denton	-	yes
Councilor Pelham	-	--- (silent)
Vice Mayor Bennett	-	--- (silent)
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Mayor Gore	-	yes

Motion passed 6-0

Councilor Denton moved to approve the commercial lease for the Registrar’s Office relative to the paragraph dealing with liquidated damages and the provision and to authorize the City Manager or his designee to execute upon City Manager’s final acceptance. Her motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	--- (silent)
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Mayor Gore	-	yes

Motion passed 6-0

WORK SESSION

At 7:16 p.m., Councilor Pelham moved to adopt the Work Session agenda. The motion was seconded by Mayor Gore. There was discussion among Council. Upon the roll call, the vote resulted:

Councilor Denton	-	no
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	no
Councilor Holloway	-	yes
Mayor Gore	-	yes

Motion passed 4-2

WS - 1 Office on Youth and Youth Services Commission- Councilor Pelham requested to place this item on the agenda. Councilor Pelham and Mayor Gore apologized to guests who have been waiting on the line. Councilor Pelham stated that this was a conversation leading up to a Special Meeting that has been scheduled for August 13th. Councilor Pelham requested to have a motion to rescind back on the agenda. She would like to have that motion reconsidered in regards to the Office on Youth. Pelham stated that Gerald Napper, Director of Office on Youth has made great changes since becoming Director. Mr. Gerald Napper, Director of Office on Youth, thanked Council for allowing him to provide comments in regards to the Office on Youth. Mr. Napper discussed the emotions and events that have taken place since the Office on Youth vote. He stated that since becoming the Coordinator he has put a lot of new things in place to better the Office on Youth. Mr. Napper continued to discuss the present and future status of the Office on Youth.

Councilor Randolph moved to end the Work Session so that the Regular Meeting can start. Her motion was seconded by Councilor Denton. There was discussion by Council. Councilor Pelham stated that it was unfair for Council to not allow the Office on Youth to finish the Work Session. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	no
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	no
Councilor Partin	-	yes
Mayor Gore	-	no

Motion passed 4-3

REGULAR MEETING

PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

At 8:08 p.m. Mayor Gore called the meeting to order, and requested a roll call.

Mayor Gore	-	present
Vice Mayor Bennett	-	present
Councilor Randolph	-	present
Councilor Holloway	-	present
Councilor Partin	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

The prayer was led by Charles Dane, Assistant City Manager, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Denton.

AMEND/ADOPT AGENDA

Councilor Denton moved to amend the regular agenda by having the information the City Manager sent Council as R-1 then DeCarlo case as R-2 and R-6 becomes R-3, R-5 to become R-4 and R-2 to become R-5 and then continue on. The motion was seconded by Vice Mayor Bennett. Councilor Pelham requested to add to the motion that the meeting be extended past 8:30. Councilor Denton agreed to extend the meeting to 9:30 and Vice Mayor Bennett agreed as well. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	-- (silent)
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	-- (silent)

Motion passed 7-0

Consent Agenda

All matters listed under the Consent Agenda are considered routine by Council and will be approved or received by one motion in the form listed. Items may be removed from the Consent Agenda for discussion under the regular agenda at the request of any Councilor.

C-1 Minutes:

C-2 Pending List:

C-3 Routine Approval of Work Sessions:

C-4 Personnel Change Report & Financial Report:

1. Personnel Report
2. Financial Report

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval:

- C-7 Public Hearing Announcement:**
- C-8 Information for Council Review:**
- C-9 Resolutions/Proclamations/Presentations:**

SUGGESTED MOTION: To amend/adopt consent agenda

Councilor Pelham moved to adopt the Consent Agenda and to pull out C-4 and move to R-6 for discussion. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	-- (silent)
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 7-0

Public Hearings

PH-1 Amendment of the Hopewell Public School’s Fiscal Year 2020 Operating Budget- The Hopewell Public School’s received additional state, federal and grant funding for the FY 2020 operating budget in the amount of \$699,985. HPS is requesting the budget and appropriation of these funds. Mayor Gore opened the Public Hearing at 8:21 p.m. after confirming there were no public comments, the Public Hearing was closed at 8:22 p.m.

Councilor Partin moved for the City of Hopewell to receive and accept the additional state and federal grant funding in the amount of \$699,985 and appropriate that money to Hopewell Public Schools Operating Budget. His motion was seconded by Councilor Denton. There was discussion by Council. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	-- (silent)
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	-- (silent)

Motion passed 7-0

PH-2 Amend Fiscal Year 2020-2021 School Board Operating Budget- Amendment of the FY 2020-2021 Hopewell Public Schools operating budget by \$1,136,069 increasing local support to \$13,451,263. Mayor Gore opened the Public Hearing at 8:33 p.m. after confirming there were no public comments, the Public Hearing was closed at 8:33 p.m.

Councilor Partin moved to adopt the resolution amending the fiscal year 2020-2021 Hopewell Schools operating budget in the amount of adding \$1,136,069 to their annual operating budget. His motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	-- (silent)
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 7-0

PH-3 Amendment of FY 19-20 City of Hopewell Operating Budget - CARES Act Funding- Resolution amending the Fiscal Year 2020 City of Hopewell Operating Budget by budgeting and appropriating \$2,026,790 of one-time federal grant funds made available to the City through the Coronavirus Aid, Relief and Economic Security (CARES) Act of 2020. After a presentation by March Altman, City Manager, Mayor Gore opened the Public Hearing at 9:12 p.m. after confirmation of no public comments, Mayor Gore closed the Public Hearing at 9:12 p.m.

Councilor Partin moved

PH-4 Community Development Block Grant FY 20-21 Public Hearing- After a presentation by Tevya Griffin, Director, Department of Development, Mayor Gore opened the Public Hearing at 9:28 p.m. after confirmation of no public comments, Mayor Gore closed the Public Hearing at 9:29 p.m.

Councilor Pelham moved to accept the grant as presented. The motion was seconded by Mayor Gore. Councilor Pelham requested to add the grant amounts \$210,670 and for fiscal year 2019 to add \$178,243. Mrs. Griffin also asked to add the approval of the block grant and to authorize the City Manager to submit the plan. Councilor Pelham and Mayor Gore agreed. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes

Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 7-0

PH-5 Community Development Block Grant- Coronavirus Funding (CDBG-CV) Public Hearing- After Mrs. Griffin presented to Council, Mayor Gore opened the Public Hearing at 9:42 p.m., after confirmation of no public comments, Mayor Gore closed the public hearing at 9:42 p.m.

Councilor Pelham moved to approve the CDBG COVID-19 Block Grant in the amount of \$123,919 and provide Council with the building block software and support Commonwealth Catholic charities. The motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	no
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 6-1

REGULAR BUSINESS

R-1 FY22 VDOT SMART Scale Resolution- March Altman, City Manager presented the proposed ordinance and requested for Council to approve ordinance on behalf of the Engineering Department. Johnnie Butler, City Engineer, discussed what projects would be completed upon approval of the resolution. Councilor Pelham moved to close the meeting after the current discussion. The motion was seconded by Mayor Gore. Upon roll call the vote resulted:

Councilor Denton	-	no
Councilor Pelham	-	yes
Vice Mayor Bennett	-	no
Councilor Randolph	-	no
Councilor Holloway	-	yes
Councilor Partin	-	no
Mayor Gore	-	yes

Motion failed 4-3

Councilor Denton made a motion to extend the meeting until Council finishes R-4. Her motion was seconded by Councilor Randolph. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	-- (silent)
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	no

Motion passed 6-1

Councilor Denton moved to give approval to do the FY22 SMART Scale project resolution to include the SMART Scale resolution letter. Her motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 7-0

R-2 DeCarlo case- Mayor Gore discussed the Angel DeCarlo case and she asked if Council can submit a letter to the Commonwealth Attorney. Mr. Altman suggests sending a letter to the Prosecutor’s office and the Attorney General’s office. Councilor Randolph moved for the City Manager and City Attorney to draft a letter to send to the Attorney General Mark herring and the prosecutor’s office to be approved and signed by all of Council. Her motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 7-0

R-3 Office on Youth Ordinance & Resolution- Councilor Denton moved to approve the resolution and ordinance that has been given in Council’s packet. Councilor Partin moved to make a substitute motion to charge the City Manager, Director of Recreation & Parks, the Youth Coordinator, Superintendent and the School Board chair to develop a plan for youth programs and how the funding will be spent and what a new Youth Advisory Board would look like and report back to Council at the first meeting in September. His motion was seconded by Mayor Gore. Councilor Randolph wanted it stated on record that she objected that there was not sufficient time given for a second on the original motion. Councilor Pelham requested that the Mayor be

added to the motion, Councilor Partin declined. Gore, Bennett, Pelham and Holloway confirmed they can attend the special meeting scheduled for August 13th. Denton and Randolph could not confirm if they will be able to attend. Upon the roll call, the vote resulted:

Councilor Denton	-	no
Councilor Pelham	-	yes
Vice Mayor Bennett	-	no
Councilor Randolph	-	no
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 4-3

Councilor Pelham moved to lay on the table the ordinance and resolution until staff meets and/or brings back information to Council at the first September meeting. The motion was seconded by Mayor Gore. There was discussion by Council. Councilor Partin moved to call for the vote to end discussion, Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 7-0

Upon the roll call for Councilor Pelham’s motion, the vote resulted:

Councilor Denton	-	no
Councilor Pelham	-	yes
Vice Mayor Bennett	-	no
Councilor Randolph	-	no
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 4-3

Councilor Randolph made a motion to adjourn. Motion failed due to lack of a second.

R-4 Hopewell Small Business Recovery Program- Charles Dane, Assistant City Manager, presented to Council and provided details to what this program entails. There was discussion by Council. Councilor Pelham moved to approve the Small Business Recovery program to include all businesses and home businesses that have a business license on file. The motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
------------------	---	-----

Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 7-0

ADJOURN

Based on the previous motion made by Councilor Denton, the meeting adjourned at 11:23 p.m.

Jasmine E. Gore, Mayor

Camisha M. Brown, Interim City Clerk

MINUTES OF THE AUGUST 18, 2020 CITY COUNCIL REGULAR MEETING

A regular meeting of the Hopewell City Council was held Tuesday, August 18, 2020, at 5:30 p.m. The meeting was scheduled to be held by electronic communication only, pursuant to Va. Code § 2.2-3708(A)(3).

- PRESENT:** Jasmine Gore, Mayor, Ward 4
 Patience Bennett, Vice Mayor, Ward 7
 Deborah Randolph, Councilor, Ward 1
 Arlene Holloway, Councilor, Ward 2
 John B. Partin, Jr., Councilor Ward 3
 Janice B. Denton, Councilor, Ward 5
 Brenda Pelham, Councilor, Ward 6
- John M. Altman, Jr., City Manager
 Sandra R. Robinson, City Attorney
 Camisha M. Brown, Assistant City Clerk

ROLL CALL

Mayor Gore opened the meeting at 5:32 p.m. Due to the Novel Coronavirus (COVID-19), the meeting was held via Zoom Video Communications. Council was allowed to either call in on the telephone, or were able to video in using a smart phone, computer, laptop, or tablet. Citizens were able to watch the meeting live via YouTube. Mayor Gore waited a couple of minutes for everyone to get logged in or to call in. At 5:32 p.m., Mayor Gore requested a roll call, as follows:

- | | | |
|--------------------|---|---------------------------------|
| Mayor Gore | - | present |
| Vice Mayor Bennett | - | present |
| Councilor Randolph | - | absent (would be arriving late) |
| Councilor Holloway | - | absent |
| Councilor Partin | - | present |
| Councilor Denton | - | present |
| Councilor Pelham | - | present |

CLOSED MEETING

At 5:33 p.m., Councilor Denton moved to go into closed meeting pursuant to Va. Code Sections 2.2-3711 (A)(1) to discuss and consider personnel matters, including the consideration, interview, and appointment of prospective candidates for employment (City Clerk) and appointment (boards and commissions); and to the extent such discussions will be aided thereby, (A)(4) for the protection of the privacy of individuals in personal matters not related to public business. Councilor Partin seconded the motion. Upon the roll call, the vote resulted:

- | | | |
|--------------------|---|-------------|
| Councilor Pelham | - | yes |
| Vice Mayor Bennett | - | yes |
| Councilor Randolph | - | -- (absent) |
| Councilor Holloway | - | -- (absent) |
| Councilor Partin | - | yes |
| Mayor Gore | - | yes |
| Councilor Denton | - | yes |

Motion passed 5-0

RECONVENE OPEN MEETING

At 6:59 p.m., Councilor Partin moved that Council come out of Closed Session. His motion was seconded by Councilor Holloway. Upon the roll call, the vote resulted:

- Councilor Pelham - -- (not present during roll call)
- Vice Mayor Bennett - yes
- Councilor Randolph - -- (absent)
- Councilor Holloway - yes
- Councilor Partin - yes
- Mayor Gore - yes
- Councilor Denton - yes

Motion passed 5-0

CERTIFICATION

Immediately thereafter, Council responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the responses resulted:

- Councilor Pelham - -- (not present during roll call)
- Vice Mayor Bennett - yes
- Councilor Randolph - -- (absent)
- Councilor Holloway - yes
- Councilor Partin - yes
- Mayor Gore - yes
- Councilor Denton - yes

Councilor Denton moved to recess until 7:30 p.m. Her motion was seconded by Councilor Partin. Upon roll call, the vote resulted:

- Councilor Pelham - -- (not present during roll call)
- Vice Mayor Bennett - yes
- Councilor Randolph - -- (absent)
- Councilor Holloway - yes
- Councilor Partin - yes
- Mayor Gore - yes
- Councilor Denton - yes

Motion passed 5-0

REGULAR MEETING

PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

At 7:38 p.m., Mayor Gore called the meeting to order and requested roll call as follows:

- Mayor Gore - present
- Vice Mayor Bennett - present (was on call but did not answer)

Councilor Randolph	-	absent (would be arriving late)
Councilor Holloway	-	present
Councilor Partin	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

The prayer was led by Herbert Bragg, Director, Intergovernmental & Public Affairs, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Pelham.

AMEND/ADOPT AGENDA

Councilor Denton moved to amend the regular agenda to move Reports of City Manager CARES Act Coronavirus Relief Fund to R-1, make R-2 the sink hole emergency repair at Broadway Baptist Church, R-3 Colonial Corner demolition, R-4 the 2020 National Endowment for the Arts Grant, move R-9 to R-5, and R-6 to move R-3 through R-27 with the exception of R-9 to the IR section. The motion was seconded by Vice Mayor Bennett.

Councilor Pelham moved to make a substitute motion. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

Councilor Pelham	-	yes
Vice Mayor Bennett	-	no
Councilor Randolph	-	no (joined meeting at 7:40 p.m.)
Councilor Holloway	-	yes
Councilor Partin	-	no
Mayor Gore	-	yes
Councilor Denton	-	no

Motion failed 4-3

After Council discussion, Vice Mayor Bennett called for the vote to limit discussion. Her motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	yes

Motion passed 7-0

Council voted on the original motion made by Councilor Denton.

Councilor Pelham	-	no
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	-- (silent)
Councilor Partin	-	yes
Mayor Gore	-	no
Councilor Denton	-	yes

Motion passed 6-2

Consent Agenda

All matters listed under the Consent Agenda are considered routine by Council and will be approved or received by one motion in the form listed. Items may be removed from the Consent Agenda for discussion under the regular agenda at the request of any Councilor.

C-1 Minutes:

C-2 Pending List:

C-3 Routine Approval of Work Sessions: September 15th, 2020- Development

C-4 Personnel Change Report & Financial Report: August 6, 2020

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval:

- 1. FY20 Department of Justice JAG Grant

C-7 Public Hearing Announcement:

C-8 Information for Council Review:

C-9 Resolutions/Proclamations/Presentations:

SUGGESTED MOTION: To amend/adopt consent agenda

Councilor Denton moved to adopt the Consent Agenda. Her motion was seconded by Councilor Randolph. Upon the roll call, the vote resulted:

Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	yes

Motion passed 7-0

Councilor Randolph moved to extend the meeting past 8:30 to 9:30 p.m. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

Councilor Pelham	-	no
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	no
Councilor Denton	-	yes

Motion passed 5-2

R-1 CARES Act Coronavirus Relief Funds- March Altman, City Manager present to Council and requested to accept the funds for the CARES Act. Councilor Denton moved for City Council to approve the receipt of \$1,965,568 in CARES Coronavirus Relief Funds from the Commonwealth of Virginia. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	yes

Motion passed 7-0

R-2 Emergency Sink Hole Repair at Broadway Baptist Church- Mr. Altman discussed due to the excessive rain we've had, there is an extreme need to repair a growing sink hole located at Broadway Baptist Church. Joe Batitata, Stormwater, discussed what action needed to be done. After discussion by Council, Councilor Partin moved to approve the resolution approving the emergency procurement of the storm drain/ sink hole repair as prepared by the City Attorney and to schedule a Work Session for a meeting in September to discuss storm water issues and possible funding opportunities and solutions. The motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	yes

Motion passed 7-0

Councilor Partin moved to extend the meeting until Council completes R-5. The motion was seconded by Councilor Randolph. Upon the roll call, the vote resulted:

Councilor Pelham	-	-- (not present on call)
Vice Mayor Bennett	-	no
Councilor Randolph	-	yes
Councilor Holloway	-	no
Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	yes

Motion passed 4-2

R-3 Colonial Corner demolition- Mr. Altman discussed the options on how to proceed with the demolition of Colonial Corner. Tevya Griffin, Director, Department of Development, discussed with the Council the steps

her department has done to take care of issues with this property. After discussion by Council, Councilor Partin moved that City Council have the City Manager identify the money to burn Colonial Corner and have the Fire Chief identify a date for burning and bring this information back to Council no later than the first October City Council meeting. The motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

- Councilor Pelham - yes
- Vice Mayor Bennett - yes
- Councilor Randolph - yes
- Councilor Holloway - yes
- Councilor Partin - yes
- Mayor Gore - -- (stepped away from meeting at 9:26)
- Councilor Denton - yes

Motion passed 6-0

R-4 2020 Endowment for the Arts Grant- Stacey English, Economic Development, presented to Council information needed in order to gain approval to obtain this grant. There was discussion by Council. Councilor Partin moved to approve the City of Hopewell to apply for a 2020 National Endowment for the Arts Grant with the understanding that no financial commitment from the City is required or will be given. His motion was seconded by Mayor Gore. Upon roll call, the vote resulted:

- Councilor Pelham - yes
- Vice Mayor Bennett - yes
- Councilor Randolph - yes
- Councilor Holloway - yes
- Councilor Partin - yes
- Mayor Gore - yes
- Councilor Denton - yes

Motion passed 7-0

R-5 Healthy Hopewell- Mayor Gore discussed with Council a donation of sanitizer from Evonik. Mayor Gore was requesting permission from Council to accept the donation of sanitizer for Ward 4. She advised Council she has forwarded all information in regards to PPE donations. There was discussion by Council. Councilor Partin moved that the City of Hopewell accept the 200 bottles of sanitizer from Evonik and for it to be used where the greatest need is. The motion was seconded by Councilor Pelham which she later withdrew then the motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

- Councilor Pelham - no
- Vice Mayor Bennett - yes
- Councilor Randolph - yes
- Councilor Holloway - no
- Councilor Partin - yes
- Mayor Gore - no
- Councilor Denton - yes

Motion passed 4-3

ADJOURN

Per the motion the previous motion, the meeting adjourned at 10:02 p.m.

Jasmine E. Gore, Mayor

Camisha M. Brown, Interim City Clerk

DRAFT

MINUTES OF THE SEPTEMBER 15, 2020 CITY COUNCIL REGULAR MEETING

A regular meeting of the Hopewell City Council was held Tuesday, September 15, 2020, at 5:30 p.m. The meeting was scheduled to be held by electronic communication only, pursuant to Va. Code § 2.2-3708(A)(3).

- PRESENT:** Jasmine Gore, Mayor, Ward 4
 Patience Bennett, Vice Mayor, Ward 7
 Deborah Randolph, Councilor, Ward 1
 Arlene Holloway, Councilor, Ward 2
 John B. Partin, Jr., Councilor Ward 3
 Janice B. Denton, Councilor, Ward 5
 Brenda Pelham, Councilor, Ward 6
- John M. Altman, Jr., City Manager
 Sandra R. Robinson, City Attorney
 Camisha M. Brown, Interim City Clerk

ROLL CALL

Mayor Gore opened the meeting at 5:34 p.m. Due to the Novel Coronavirus (COVID-19), the meeting was held via Zoom Video Communications. Council was allowed to either call in on the telephone, or were able to video in using a smart phone, computer, laptop, or tablet. Citizens were able to watch the meeting live via YouTube. Mayor Gore waited a couple of minutes for everyone to get logged in or to call in. At 5:35 p.m., Mayor Gore requested a roll call, as follows:

- | | | |
|--------------------|---|---------|
| Mayor Gore | - | present |
| Vice Mayor Bennett | - | absent |
| Councilor Randolph | - | present |
| Councilor Holloway | - | present |
| Councilor Partin | - | present |
| Councilor Denton | - | present |
| Councilor Pelham | - | present |

CLOSED MEETING

At 5:36 p.m., Councilor Pelham moved to go into closed meeting pursuant to Va. Code Sections 2.2-3711 (A)(1) to discuss and consider personnel matters, including the consideration, interview, and appointment of prospective candidates for employment (City Clerk) and appointment (boards and commissions);(A)(29) to discuss the award of a public contract (Finance Director Services) involving the expenditure of public funds, the terms and scope of such contract and where discussion in open session would adversely affect the bargaining position of the City, and to the extent such discussions will be aided thereby,(A)(4) for the protection of the privacy of individuals in personal matters not related to public business. Councilor Partin seconded the motion. Upon the roll call, the vote resulted:

- | | | |
|--------------------|---|------------------|
| Vice Mayor Bennett | - | -- (not on call) |
| Councilor Randolph | - | yes |
| Councilor Holloway | - | yes |
| Councilor Partin | - | yes |
| Mayor Gore | - | yes |
| Councilor Denton | - | yes |
| Councilor Pelham | - | yes |

Motion passed 6-0

RECONVENE OPEN MEETING

At 7:35 p.m., Councilor Partin moved that Council come out of Closed Session. His motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

- Vice Mayor Bennett - yes
- Councilor Randolph - yes
- Councilor Holloway - yes
- Councilor Partin - yes
- Mayor Gore - yes
- Councilor Denton - yes
- Councilor Pelham - yes

Motion passed 7-0

CERTIFICATION

Immediately thereafter, Council responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the responses resulted:

- Vice Mayor Bennett - yes
- Councilor Randolph - yes
- Councilor Holloway - yes
- Councilor Partin - yes
- Mayor Gore - yes
- Councilor Denton - yes
- Councilor Pelham - yes

At 7:38 p.m., Councilor Partin moved to adopt the Work Session agenda. His motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

- Vice Mayor Bennett - yes
- Councilor Randolph - yes
- Councilor Holloway - yes
- Councilor Partin - yes
- Mayor Gore - yes
- Councilor Denton - yes
- Councilor Pelham - yes

Motion passed 7-0

At 7:40 p.m., Mayor Gore requested a roll call for the Work Session as follows:

Mayor Gore	-	present
Vice Mayor Bennett	-	present
Councilor Randolph	-	present
Councilor Holloway	-	present
Councilor Partin	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

WS-1 HRHA Rezoning- Tevya Griffin, Director, Department of Development presented a PowerPoint to Council. In her presentation, she explains the Hopewell Redevelopment and Housing Authority’s Rezoning request from R-3/B-3 to R-4 in the Highland Park Subdivision. The property is located off Westover Avenue and Cedar Street. Mrs. Griffin introduced Mr. Tarvaris McCoy, Chief Development Officer, HRHA, who was on the call to answer any questions from Council. Mr. McCoy answered Council’s questions and there was discussion among Council.

Councilor Partin moved to extend the meeting until Council finishes R-7. The motion was seconded by Vice Mayor Bennett. Councilor Pelham requested to make a substitute motion to adjourn at 10:30 p.m. regardless of where Council is on the agenda. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

Vice Mayor Bennett	-	no
Councilor Randolph	-	no
Councilor Holloway	-	yes
Councilor Partin	-	no
Mayor Gore	-	yes
Councilor Denton	-	no
Councilor Pelham	-	yes

Motion failed 4-3

ADJOURN

Due to the rules of Council, the meeting adjourned at 8:30 p.m.

Jasmine E. Gore, Mayor

Camisha M. Brown, Interim City Clerk

**PERSONNEL
CHANGE
REPORT**

DATE: September 23, 2020
TO: The Honorable City Council
FROM: Jennifer Sears, Director of Human Resources
SUBJECT: Personnel Change Report

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
CRUZ, ROSSY MURILLO	VOTER REGISTRAR	PART TIME TEMP	08/31/2020
WILLIAMS-ELDRIDGE, PHYLLIS	SOCIAL SERVICES	BEN PROG SPC II	09/09/2020
HAMEL, KEVIN	FIRE	FIRE CAPT-TRAINING	09/09/2020
ELLIS, ANDREA	SOCIAL SERVICES	HUMAN SER AST III	09/09/2020
OLINGER, GLORIA	SOCIAL SERVICES	HUMAN SER AST III	09/09/2020
BENTON, JAMES	WATER RENEWAL	WWT OPER TRAINEE	09/09/2020
DAVIS, CARDELL	WATER RENEWAL	WWT OPER TRAINEE	09/09/2020

SUSPENSIONS: 0

(Other information excluded under Va. Code § 2.2-3705.1(1) as personnel information concerning identifiable individuals)

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
BUNDOCK, HAYLEY	FIRE	ALS / FIREFIGHTER	09/01/2020
FORD, THOMAS	RECREATION	LIFEGUARD	09/01/2020
MATTE, RICHARD	FIRE	FIREFIGHTER / ALS	09/08/2020
WOMACK, RODNEY	SHERIFF	SHERIFF DEPUTY FT	09/08/2020
HART, DAVID	CIRCUIT COURT LAW INTERN	LAW INTERN	09/11/2020
LANE, ANTHONY	STORMWATER	PW MAINT CREW LEADER	09/11/2020
DOBBS, MATTHEW	POLICE	POLICE OFFICER	09/13/2020
TALBOTT, THURMAN	FIRE	FIRE FIGHTER I	09/17/2020

CC: March Altman, City Manager
Charles Dane, Assistant City Manager
Debbie Pershing, Administrative Services Manager
Vanessa Williams, Accounting Tech
Michael Terry, Finance Director
Dipo Muritala, Assistant Finance Director

Concetta Manker, IT Director
Jay Rezin, IT
Arlethia Dearing, Customer Service Mgr.
Kim Hunter, Payroll

**RESOLUTIONS/
PROCLAMATIONS/
PRESENTATIONS**

RESOLUTION NO. R2020 - _____

**A RESOLUTION DESIGNATING CITY ATTORNEY STAFF AS
FOIA OFFICER**

WHEREAS, Chap. IV, §2 of the Hopewell City Charter and §§ 15.2-1100 and 1102 of the Code of Virginia vest all of the powers the City of Hopewell in, and to be exercised by, its City Council unless that power has otherwise been expressly delegated to another; and

WHEREAS, the City is a public body, as such is defined in Virginia Code §2.2-3700, *et seq.*, commonly known and referred to as the Virginia Freedom of Information Act (“FOIA”); and

WHEREAS, subject to §2.2-3704.2 of the FOIA, a public body is required to designate and publicly identify one or more of its officials or employees to serve as the public body’s Freedom of Information Act (“FOIA”) officers; and

WHEREAS on May 12, 2020, the City Council voted to transfer the responsibility of administering all of the City’s FOIA requests from the City Clerk to the Office of the City Attorney; now therefore

BE IT RESOLVED by the Hopewell City Council this ___ day of September, 2020 the following:

1. That the Hopewell City Attorney is hereby designated as the City’s Chief FOIA Officer, and the Legal Assistant/Paralegal to the City Attorney is hereby designated as the City’s FOIA Officer (collectively hereafter, “the FOIA Officers”). Notwithstanding the division of labor and duties between the FOIA Officers, the Chief FOIA Officer shall at all times be responsible for the City’s compliance with the provisions of the FOIA statute.
2. The FOIA Officer shall be named and identified as the point of contact to members of the public in requesting public records of the City.
3. The FOIA Officer may also serve as the point of contact for the members of the public requesting public records of the Hopewell Circuit Court Clerk, Commissioner of the Revenue, Commonwealth’s Attorney, Sheriff, and Treasurer. Nothing contained in this provision shall be construed to constitute an act by which the City assumes legal responsibility or liability for the substance or timeliness of a response to a request made for the public records of the Circuit Court Clerk, Commissioner of the Revenue, Commonwealth’s Attorney, Sheriff, and Treasurer.
4. The Chief FOIA Officer shall have the authority to determine what information related to FOIA that shall be made available to the public through posting at the City’s place of business or on its official website, as long as such determination is at all times in compliance with the FOIA. The Chief FOIA Officer may delegate this authority. Notwithstanding the foregoing, the City shall, at minimum, post the name of the FOIA Officer and include the relevant information for the public to contact the FOIA Officer directly.

5. In the event of an extended and overlapping absence of the City Attorney and the Legal Assistant/Paralegal, the Chief FOIA Officer shall be authorized to temporarily designate another to serve as the Acting FOIA Officer. Such temporary designation shall automatically expire upon the return of either the City Attorney or the Legal Assistant/Paralegal. No designation made hereunder shall continue for more than 30 days without the express consent of the City Council.

6. The FOIA Officers shall be authorized to exempt from disclosure any public record which is not mandated to be disclosed. To the extent that the use of an exemption is not clear based on the language of the statute and the applicability of its provisions must be interpreted in the context of other applicable law, the exemption shall be determined by or with the written consent of the Chief FOIA Officer. The consent of the Chief FOIA Officer may be documented electronically or as deemed sufficient in the discretion of the Chief FOIA Officer.

7. The Chief FOIA Officer shall be authorized to amend the City’s FOIA policy, if any, to correct scrivener’s errors and to ensure its continued compliance with the FOIA statute and any amendments thereto. The Chief FOIA shall make an annual report to the City Council by no later than July 1. The annual report shall include a summary report of any amendment s/he made to the FOIA policy which was necessitated by amendments made to the FOIA statute by the General Assembly. The annual report may also include any additional information deemed relevant to report the performance of the FOIA Officers in implementing provisions of the FOIA and/or the City’s FOIA policy during the reporting period. Nothing contained herein shall operate to prevent or discourage the Chief FOIA Officer from making reports or recommendations to the City Council on a more frequent basis than annually.

8. Any resolutions or policy, or part(s) thereof, in conflict with the provisions of the Resolution are (to the extent of such conflict) hereby repealed.

9. This resolution, or any portion thereof, may be amended, rescinded or repealed by the City Council at any time.

Witness this signature and seal

Mayor Jasmine Gore, Ward 4

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

Camisha Brown, Interim City Clerk

DRAFT

REGULAR BUSINESS

**REPORTS
OF
CITY
MANAGER**

R-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

Order of Business:

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

Action:

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: COVID-19 Community Testing

ISSUE: To provide additional COVID-19 testing events for City residents

RECOMMENDATION: Staff recommends City Council approval of additional community COVID-19 testing.

TIMING: Action is requested at the September 15, 2020 meeting

BACKGROUND: Staff has been in contact with testing providers and has received pricing of \$100/test for “turn-key” testing – the test, administering the test, lab services and results within 48-72 hours. COVID-19 testing is an eligible expense of the CARES Coronavirus Relief Funds that were provided by the Commonwealth of Virginia. The City set aside \$50,000 from the 1st round of CRF for COVID-19 testing, which will provide testing for 500 residents.

Staff has contacted the Virginia National Guard (VANG) to inquire about additional testing in the City. Testing provided by the VANG is at no cost to the community.

Currently, the following dates are scheduled for COVID-19 Testing – September 29, 2020 (VANG), October 8, 2020 (Crater Health), October 20, 2020 (Crater Health) and October 30, 2020 (Crater Health).

ENCLOSED DOCUMENTS:

▪

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			

STAFF:

John M. Altman, Jr., City Manager
Ben Ruppert, Emergency Management Coordinator

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | | | |
|--------------------------|--------------------------|------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | | | |
|--------------------------|--------------------------|--------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

R-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

Order of Business:

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

Action:

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: CARES Coronavirus Relief Funds – 2nd Allocation Plan

ISSUE: City Council to approve the plan for \$1.9 million in CARES Coronavirus Relief Funds from the Commonwealth of Virginia.

RECOMMENDATION: Staff recommends City Council approval of the plan to spend the 2nd allocation of \$1,965,568 of CARES Coronavirus Relief Funds Act funds from the Commonwealth of Virginia.

TIMING: Action is requested at the September 29, 2020 meeting

BACKGROUND: Congress passed and the President signed the *Coronavirus Aid, Relief, and Economic Security Act (CARES) of 2020*, which provides funding for programs that address the COVID-19 pandemic. One of the components of the CARES Act is \$150 billion in assistance to state, local, territorial, and tribal governments to address the direct impacts of COVID-19 through the establishment of the Coronavirus Relief Fund (CRF). The Commonwealth of Virginia received approximately \$3.1 billion from the CRF to be used for qualifying expenses of state and local governments (within populations greater than 500,000). Governor Northam, recognizing the impact of COVID-19 on all local governments, has determined to distribute funds to counties and cities based on a proportion of a locality’s population as a percentage of the statewide population. The funds must be expended by December 31, 2020. At the August 18, 2020 City authorize the receipt of the 2nd round of CRF funds and authorized the Mayor, City Manager, and Finance Director to sign the required certification.

ENCLOSED DOCUMENTS:**SUMMARY:**

- | | | | | | |
|--------------------------|--------------------------|------------------------------------|--------------------------|--------------------------|--------------------------------------|
| Y | N | | Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 | | | |

- Proposed CARES Coronavirus Relief Fund Spending Plan

STAFF:

John M. Altman, Jr., City Manager
 Ben Ruppert, Emergency Management Coordinator

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | | | |
|--------------------------|--------------------------|------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | | | |
|--------------------------|--------------------------|--------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |



**CITY OF HOPEWELL CORONAVIRUS SECOND ROUND
RELIEF FUND STRATEGIC PLAN
September 29th 2020**

1. Community Health Response	\$	89,000.00
COVID-19 Community testing/vaccination site lighting COVID-19 Community testing/vaccination site tents Electronic Sign messaging		
2. Employee Safety (PPE /Sanitation)/Remote Time Capturing	\$	150,000.00
Employee PPE Cleaning supplies Additional building cleaning Support of employee telework		
3. Safe Environment Through Infrastructure Upgrades	\$	524,825.00
Improvements to Hopewell High School to be used for a public shelter in the case of a hurricane, tornado, etc. to include portable emergency generator Storage for COVID response supplies EOC expansion to accommodate social distancing Building access upgrades to accommodate screening Additional Sneeze guards, social distancing improvements, etc. to City facilities		
4. Individual Financial Relief Programs	\$	245,293.00
Rent/mortgage relief programs Utility assistance program Non-congregate housing for the homeless Citywide PPE distribution		
5. Business Financial Relief Programs	\$	500,000.00
Small business grant program to support small businesses impacted by COVID-19		
6. Federally Mandated Sick/Quarantine Time/Unemployment	\$	15,000.00
Federally mandated time given for employees requiring quarantine or need sick time due to COVID-19		

7. Employee Hours Dedicated to COVID Response	\$	30,000.00
Full time, part time, and overtime hours of COVID-19 dedicated time for PPE distribution, community testing, logistics, planning, etc.		
8. Education/Childcare	\$	215,540.00
Outdoor classrooms at schools Learning in the Park program Rec & Parks childcare program Wi-Fi in public spaces to support online learning		
9. Contingency	\$	195,910.00
Contingency Funds for COVID-19 Response		
Grand Total: \$		1,965,568.00

R-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

Order of Business:

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

Action:

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE:

Yasha Business Consulting LLC

ISSUE: Contract with Yasha Business Consulting, LLC to serve as Director of Finance for the City of Hopewell

RECOMMENDATION: Staff recommends approval of the resolution and authorization for the City Manager to sign all necessary documents

TIMING: Action is requested at the September 29, 2020 meeting.

BACKGROUND:**ENCLOSED DOCUMENTS:**

-

STAFF:

- John M. Altman, Jr., City Manager

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			

R-4



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

Order of Business:

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

Action:

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: Office on Youth/Youth Commission

ISSUE: City Council appointed an Ad-Hoc committee to provide a recommendation on the Office on Youth/Youth Commission

RECOMMENDATION: City Council approval of committee recommendation to move the Office on Youth/Youth Commission under the Hopewell Public Schools and authorization for staff to proceed with all necessary steps to facilitate the move.

TIMING: Action is requested at the September 29, 2020 meeting

BACKGROUND: City Council appointed an Ad-Hoc committee to review the structure of the Office on Youth and the Youth Commission and bring a recommendation back to City Council. The committee discussed three options:

1. Leave OOO/YC as is;
2. Make OOO a division of the Department of Recreation & Parks; and
3. Move the OOO under the Hopewell Public Schools.

After a great deal of discussion, the committee agreed that the best option would be to move the OOO under the Hopewell Public Schools (HPS), transfer the \$25,000 allocated to the Department of Recreation and Parks for youth programming to the HPS to support the efforts of the OOO under the direction of the HPS, and convert the Youth Commission to an advisory committee without direct supervision of the OOO.

Dr. Hackney discussed the recommendation with the School Board to see if the Board was willing to support the recommendation prior to bringing the recommendation to City Council.

SUMMARY:

- | Y | N | |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | Y | N | |
|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

The School Board supports the recommendation with a requirement, that the OOO become fully under the direction and control of the School Board and HPS.

ENCLOSED DOCUMENTS:

-

STAFF:

John M. Altman, Jr., City Manager

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | | | |
|--------------------------|--------------------------|------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | | | |
|--------------------------|--------------------------|--------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

R-5



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

Order of Business:

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

Action:

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: Children’s Services Act – 2020 Audit Findings

ISSUE: Presentation and discussion of the 2020 Audit Findings of the City’s Children’s Services Act program.

RECOMMENDATION: Council receive the report and take appropriate action.

TIMING: Staff recommends Council action at the September 29, 2020 meeting

BACKGROUND: The Office of Children’s Services conducted an audit of the City Hopewell Children’s Services Act (CSA) program and issued a final report on June 10, 2020. The audit identified areas of non-compliance with CSA statutes and/or policies of the State Executive Council for Children’s Services, and additional internal control deficiencies. CSA staff, along with the CPMT, are working to address the findings and deficiencies.

ENCLOSED DOCUMENTS:

- City of Hopewell Children’s Services Act Audit Findings dated August 19, 2020

STAFF:

John M. Altman, Jr., City Manager
 Wanda Brown, CSA Coordinator
 Jermaine Harris, CPMT Chair

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | Y | N | |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | Y | N | |
|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

OFFICE OF CHILDREN'S SERVICES *Administering the Children's Services Act*

August 19, 2020

John M. Altman, Jr., City Manager
City of Hopewell
300 North Main, Suite 216
Hopewell, VA 22860

Re: City of Hopewell Children's Services Act (CSA) Audit Findings

Dear Mr. Altman:

On June 10, 2020, the Office of Children's Services (OCS) issued the final report regarding the City of Hopewell CSA Audit (Report 01-2020).

The audit identified numerous areas of non-compliance with CSA statutes and/or policies of the State Executive Council for Children's Services (SEC) and additional internal control deficiencies. Many of these findings have been identified in prior CSA audits and the proposed corrective actions not completed.

Specifically:

1. CSA pool funds were used to pay for services for which there was no evidence of prior authorization by the Community Policy and Management Team (CPMT) as required by §2.2-5206 of the Code of Virginia (3 of 10 cases reviewed). This finding falls into Level Three under State Executive Council for Children's Services Policy 4.7 (Response to Audit Findings with Regard to the Children's Services Act) and therefore is subject to denial of funds on the first such occurrence. The state share of funds for this finding is \$15,522.
2. CSA pool funds were utilized in two instances where another funding source was available, contrary to requirements of §2.2-5206 of the Code of Virginia and the Appropriation Act. Specifically, CSA state pool funds were reimbursed in instances where Medicaid or DSS Adoption Assistance funds should have been sought. This finding falls into Level Three under SEC Policy 4.7 and therefore is subject to denial of funds on the first such occurrence. The state share of funds for this finding is \$4,029.
3. CSA pool funds were utilized in one case where the requirements for multidisciplinary planning required by §2.2-5208 of the Code of Virginia were not met. Specifically, the required evidence of FAPT recommendation for the services was not properly documented. This finding falls into Level Three under SEC Policy 4.7 and therefore is subject to denial of funds on the first such occurrence. The state share of funds for this finding is \$1,907.

4. CSA pool funds were reimbursed in one case where there was an overpayment of the approved foster care enhanced maintenance rate. This finding falls into Level Three under SEC Policy 4.7 and therefore is subject to denial of funds on the first such occurrence. The state share of funds for this finding is \$164.
5. Annual or discharge assessments with the Child and Adolescent Needs and Strengths (CANS) instrument were not completed as required by SEC Policy 3.6: Mandatory Uniform Assessment Instrument (found in 5 of 10 cases reviewed). The state share of this finding is \$39,613. This finding falls into Level Two under SEC Policy 4.7 and is not subject to denial of funds in the current audit cycle. Repeat findings on this issue in a future audit would result in a denial of CSA reimbursement per Policy 4.7.
6. The Family Assessment and Planning Team failed to carry out utilization reviews in 60% of the cases reviewed as required by the Code of Virginia, §2.2-5208 (5). This finding falls into Level One under SEC Policy 4.7 and is not subject to denial of funds in the current audit cycle. Repeat findings on this issue in a future audit could result in suspension of CSA reimbursements until the issue is corrected per Policy 4.7.
7. Case files were missing required documentation in 60% of cases reviewed (SEC Policy 3.5 (Records Management)). This finding falls into Level Two under SEC Policy 4.7 and is not subject to denial of funds in the current audit cycle. Repeat findings on this issue in a future audit would result in a denial of CSA reimbursement per Policy 4.7.
8. Service providers routinely exceeded the weekly service authorization and were reimbursed to maximize billable hours, but not matching the service plan. This finding falls into Level One under SEC Policy 4.7 and is not subject to denial of funds in the current audit cycle. Repeat findings on this issue in a future audit could result in suspension of CSA reimbursements until the issue is corrected per Policy 4.7.
9. There were no parent representatives on either the Community Policy and Management Team (CPMT) or the Family Assessment and Planning Team (FAPT) and no private provider representative on the CPMT as required by the Code of Virginia, §2.2-5205 and §2.2-5207, respectively. This finding falls into Level One under SEC Policy 4.7 and is not subject to denial of funds in the current audit cycle. Repeat findings on this issue in a future audit could result in suspension of CSA reimbursements until the issue is corrected per Policy 4.7.
10. The CSA program's policy and procedures manual has not been updated since May 2014 although it has been under review for the past year. This resulted in policies and procedures that are not consistent with current Virginia statutes, SEC policies, and/or best practices. This finding falls into Level One under SEC Policy 4.7 and is not subject to denial of funds in the current audit cycle. Repeat findings on this issue in a future audit could result in suspension of CSA reimbursements until the issue is corrected per Policy 4.7.
11. Requests for CSA pool fund reimbursement were submitted outside of the allowable time frames in 7 of 11 reports. This finding falls into Level One under SEC Policy 4.7 and is not subject to denial of funds in the current audit cycle. Repeat findings on this issue in a future

audit could result in suspension of CSA reimbursements until the issue is corrected per Policy 4.7.

The denial by the Office of Children's Services of financial reimbursement (\$21,622) may be appealed through the CSA Dispute Resolution process established in SEC Policy 3.4, which may be located at the following web address:

https://www.csa.virginia.gov/content/doc/CSA_Policy_Manual_2019_revision.pdf. A copy of the policy is attached to this letter. To initiate the appeal process, notice must be received by this office within 45 calendar days of receipt of this letter (no later than September 6, 2020).

The Hopewell Community Policy and Management Team (CPMT) has submitted a response to the audit findings and a Quality Improvement Plan. OCS Audit staff will monitor implementation of that Plan.

I am concerned that the deficiencies in the Hopewell CSA program are of a long-standing nature and previously submitted corrective actions have not resulted in substantive changes in program operations. The response of the CPMT to the findings of this audit at times seem to minimize the findings. Given the large number of findings, similar results from future audits are likely to have significant negative impacts on state reimbursement to the program.

Should you have any questions about this communication, please contact me by phone at 804-662-9082 or via e-mail, scott.reiner@csa.virginia.gov.

Sincerely,



Scott Reiner
Executive Director

cc: Wanda Brown, City of Hopewell CSA Coordinator
Jermaine Harris, City of Hopewell CPMT Chair
Joan Gosier City of Hopewell CSA Fiscal Agent

3.4 Dispute Resolution Process (Adopted December 19, 2013)

3.4.1 Appealable Actions; Parties; Venue; Written Decisions

- (a) Administrative actions that may be appealed through the dispute resolution process are:
1. Denial, in whole or in part, by the OCS of financial reimbursement for expenditures incurred by a community policy and management team pursuant to COV § 2.2-2648(D)(20); and
 2. Request by the OCS for the recoupment of prior reimbursement provided to a CPMT, pursuant to COV § 2.2-2648(D)(20).
- (b) Only a CPMT can file an appeal. Appeals are not available to clients of CSA services or to any subgroup of the CPMT, including any member agency or individual member.
- (c) All hearings and meetings related to appeals shall be held in the Richmond, Virginia area. Informal hearings may be held at an alternate location as agreed to by all parties.
- (d) The terms of any final case decision by the OCS or the Council, as signed by it, rendered at the informal or formal stages of the Appeal Process shall be served upon the CPMT by mail unless service otherwise made is duly acknowledged by them in writing. The signed originals shall remain in the custody of the OCS as public records; and they, or facsimiles thereof, together with the full record or file in every case shall be made available for public inspection or copying except (i) so far as the OCS may withhold the same in whole or part for the purpose of protecting individuals mentioned from personal embarrassment, obloquy, or disclosures of a private nature including statements respecting the physical, mental, moral, or financial condition of such individuals or (ii) for trade secrets or, so far as protected by other laws, other commercial or industrial information imparted in confidence.
- (e) The CPMT shall be entitled to be represented by counsel at all hearings and meetings related to appeals.

3.4.2 Appeal Process

- (a) Written finding. Upon receipt by the CPMT of a formal written notice from the Executive Director of OCS which communicates a finding by the Executive Director requiring action pursuant to subsection 3.4.1(a), and the basis for such finding, a local CPMT shall have the right to appeal such finding and action.
- (b) Request for Reconsideration. Within 45 calendar days of issuance of the formal written notice from the Executive Director, a CPMT appealing such finding and action may file a written Request for Reconsideration with the Executive Director stating its intention to appeal the finding and action and the reasons why the CPMT claims the finding and action are not appropriate. If the formal written notice from the Executive Director is delivered to the CPMT by regular mail, 3 calendar days shall be added to the time in which the CPMT must respond. The Request for Reconsideration shall also include a request for the informal conference pursuant to subsection 3.4.2(c). The CPMT may waive its right to the informal conference and submit a Notice of Appeal requesting a formal hearing before the Council pursuant to subsection 3.4.2(d). The Notice of Appeal shall include a statement of the

finding and/or action by the Executive Director being appealed and a brief statement of the reasons why the CPMT claims the finding and/or action are not appropriate.

(c) Informal conference.

1. The informal conference shall be held within 15 business days of the Executive Director's receipt of the Request for Reconsideration unless both parties agree in writing to hold the informal conference at a later date.
2. The purpose of the informal conference is to allow the CPMT to present, and the Executive Director to consider, any additional facts and reasons providing the basis for the CPMT's appeal of the written findings and action by the Executive Director.
3. The CPMT shall have the right to (i) receive reasonable notice thereof, (ii) appear in person and to be represented by counsel, (iii) have other witnesses appear for the informal presentation of factual data, argument, or proof related to the matter, (iv) have notice of any contrary fact basis of information in the possession of the OCS that can be relied upon in making an adverse decision, and (v) be informed, briefly and generally in writing, of the factual or procedural basis for a decision in any case prior to the commencement of the informal conference.
4. The OCS may, in its decision, rely upon public data, documents or information only when OCS has provided all parties with advance notice of its intent to consider such public data, documents or information. This requirement shall not apply to OCS's reliance on administrative precedent.
5. The Executive Director shall have the right to have counsel for the informal conference.
6. The CPMT shall have the right and option to submit any documentation to support its case prior to, during, and/or at any time subsequent to the informal conference and prior to the rendering of the Executive Director's written determination.
7. Within 30 business days following the conclusion of the informal conference, or the receipt by the Executive Director of all relevant documents or exhibits, whichever is later, the Executive Director shall render a final decision. The parties may agree in writing to extend this period of time.
8. In the event the Executive Director who issued the written notice of finding and action is unable to conduct the informal conference or issue a written determination following the informal conference due to sickness, disability, or termination of their official capacity with the OCS, the timeframe provisions herein shall commence from the date that either alternate OCS personnel are assigned to the matter or a new proceeding is conducted, if necessary, whichever is later. The OCS shall provide notice within five calendar days to the CPMT of any such inability or incapacity of the Executive Director that necessitates a replacement or a new proceeding.
9. The CPMT may contest the final decision of the Executive Director by submitting to the OCS a written Notice of Appeal requesting a formal hearing before the Council within 30 calendar days of the issuance of the Executive Director's final decision. If the Executive Director's final decision is delivered to the CPMT by regular mail, 3 calendar days shall be added to time in which the CPMT must respond. If the OCS does not receive such a Notice of Appeal within this time period, the CPMT shall be deemed to accept the final decision of the Executive Director and shall immediately

comply therewith. The Notice of Appeal shall include a statement of the finding and/or action by the Executive Director being appealed and a brief statement of the reasons why the CPMT claims the finding and/or action are not appropriate.

(d) Formal hearing.

1. Within 5 business days of receipt by the Executive Director of the Notice of Appeal submitted by a CPMT, the Executive Director shall contact the CPMT chair to schedule a mutually agreeable date for the formal hearing and to establish guidelines for the receipt of documentation supporting the Notice of Appeal.
2. In all such formal proceedings all parties shall be entitled to be accompanied by and represented by counsel, to submit oral and documentary evidence and rebuttal proofs, to conduct such cross-examination as may elicit a full and fair disclosure of the facts, and to have the proceedings completed and a decision made. The burden of proof shall be upon the CPMT. The presiding officer at the proceedings may (i) administer oaths and affirmations, (ii) receive probative evidence, exclude irrelevant, immaterial, insubstantial, privileged, or repetitive proofs, rebuttal, or cross-examination, rule upon offers of proof, and oversee a verbatim recording of the evidence, (iii) hold conferences for the settlement or simplification of issues by consent, (iv) dispose of procedural requests, and (v) regulate and expedite the course of the hearing.
3. The Council shall conduct the formal hearings and the Chair of the Council shall serve as presiding officer. The decision of the Council shall be final and shall be made in writing in the form of a Final Order of Disposition. The Final Order of Disposition shall include:
 - a. written findings of fact;
 - b. conclusions of law or policy;
 - c. rationale for its conclusion, including the identification of any documents or policies upon which the conclusion was made; and
 - d. the corrective action plan and/or any repayment plan.
4. Timetable for decision
 - a. The decision of the Council shall be rendered within 30 calendar days of the formal hearing. If the Council fails to render a decision within 30 calendar days of the date of the formal hearing, the decision is deemed to be in favor of the CPMT.
 - b. The provisions of subsection 4(a) notwithstanding, if a quorum of the Council is unable to be met at the time the Council makes its decision due to a member's sickness, disability, or termination of their official capacity with the Council, then the timeframe provisions of subsection 4(a) shall be reset and commence from the date that either new board members are assigned to the matter or a new proceeding is conducted if needed, whichever is later. The OCS shall provide notice within five business days to the CPMT of any incapacity of the Council members that necessitates a replacement or a new proceeding.

4.7 RESPONSE TO AUDIT FINDINGS WITH REGARD TO THE CHILDREN'S SERVICES ACT

4.7.1 PURPOSE

To provide guidance to the Office of Children's Services (OCS) and improve consistency and transparency for localities when the OCS Executive Director is carrying out his or her duties under the State Executive Council for Children's Services (SEC) Policy 4.6 (Denial of Funds) in responding to OCS audit noncompliance findings by local Children's Services Act (CSA) programs.

4.7.2 AUTHORITY

Section 2.2-2648 of the *Code of Virginia* authorizes the SEC, paraphrased in relevant part, to do the following:

- (i) Establish interagency programmatic and fiscal policies which support the purposes of CSA (subdivision D (3))
- (ii) Provide for dispute resolution procedures for administrative actions that support the purposes of the CSA (subdivision D (4));
- (iii) Provide for the administration of necessary functions that support the work of the OCS (subdivision D (6));
- (iv) Establish and oversee the operation of an informal review and negotiation process with the OCS Executive Director and a formal dispute resolution procedure before the SEC, to include formal notice and an appeals process, should the Executive Director or SEC find, upon a formal written finding, that a community policy and management team (CPMT) failed to comply with any provision of CSA (subdivision D (19)); and
- (v) Deny state funding to a locality, in accordance with (iv) in this section, where the CPMT fails to provide services that comply with CSA and other applicable statutes or policies (subdivision D (20)).

Section 2.2-2649 of the *Code of Virginia* authorizes the OCS to:

- (i) Develop and provide for the consistent oversight for program administration and compliance with state policies and procedures (subdivision B (3));
- (ii) Provide an informal review and negotiation process pursuant to § 2.2-2648 D (19); and
- (iii) Implement, in collaboration with participating state agencies, policies, guidelines and procedures adopted by the State Executive Council (subdivision B (7)).

4.7.3 DEFINITIONS

“*Audit*” means a review by OCS employees of a local CSA program’s policies, procedures, and practices through interview, observation, and the review of documentation to determine compliance, in whole or in part, with the requirements of a state or federal laws and regulations, including the applicable Appropriation Act provisions, or policies promulgated by the SEC or the participating agencies of the CSA, that govern or direct the operations of local CSA programs.

“*Audit cycle*” means the three-year period in which OCS conducts routinely scheduled audits of all localities in the Commonwealth.

“*Case specific finding*” means a noncompliance finding emerging from an expenditure of CSA state pool funds for an individual child and/or family.

“*Noncompliance finding*” means a finding made by the Executive Director of the Office of Children’s Services that a CPMT, in its implementation of the CSA program, has not complied with the provisions of the Children’s Services Act (§§ 2.2-5200 et seq.), the policies of the State Executive Council, any state or federal law pertaining to the provision of services pursuant to the CSA, the applicable provisions of the Appropriation Act, or any policies promulgated by the participating state agencies (as identified in § 2.2-2648(B)) pertaining to the services funded pursuant to the CSA. There are three levels of noncompliance findings as outlined herein. A finding of non-compliance shall provide the basis for the “formal written finding as described in § 2.2-2648 (D) (19).”

“*Participating agencies*” means any of the child-serving agencies required by § 2.2-5205 to serve on the Community Policy and Management Team and to implement the CSA in a locality.

“*Repeat or subsequent violation*” means a locality, in two successive audit cycles, violates the same policy, regulatory, or statutory requirement (e.g., failure to complete the CANS assessment). Repeat or subsequent findings will typically occur on the next regularly scheduled audit.

4.7.4 NONCOMPLIANCE LEVEL FINDINGS

The subsection delineates three levels of noncompliance findings as defined above. The parameters and examples provided in each level are not exhaustive but illustrative and shall guide OCS in determining into which level any noncompliance finding is categorized based on the noncompliance finding’s similarity to the general parameters and specific examples provided below.

4.7.4.1 Level Three Noncompliance Finding

A. *General Parameters:* Audit findings in this category are case specific and occur when CSA state pool funds have been reimbursed when the expenditure is not authorized by statute, regulation, or policy.

B. *Examples of Level Three Specific Noncompliance Findings:*

1. The child and/or family are ineligible for CSA funding per §§ 2.2-5211 and 2.2-5212 of the *Code of Virginia* or documentation of eligibility (e.g., an Individualized Education Program [IEP] or a Child in Need of Services [CHINS] eligibility determination) was not available for review during the audit.
2. Use of CSA funding for services for which another appropriate federal or state funding source was available.
3. Services were not recommended by a Family Assessment or Planning Team (FAPT) or Multidisciplinary Team (MDT) in accordance with § 2.2-5208 (8) and/or an Individual and Family Service Plan (IFSP) was not developed, except where a local CPMT policy allows such expenditures to be exempt from FAPT or IFSP requirements (e.g., “maintenance only” foster care or IEP-mandated placements) in accordance with § 2.2-5208 (4).
4. The funding of services was not authorized by the CPMT as required by § 2.2-5206 (9).
5. Violations of statutes, regulations, or policies of the participating agencies in the provision of services, such as:
 - a. Payment for Enhanced Foster Care Maintenance when the Virginia Department of Social Services’ (VDSS) Virginia Enhanced Maintenance Assessment Tool (VEMAT) policy was not followed;
 - b. Title IV-E funding was denied due to error; or
 - c. The local DSS used an unapproved/unlicensed foster home placement.
6. Services were within the scope of responsibility of another agency as specified in the statutes, regulations, policies, and/or guidance of a participating agency (e.g., services to students with disabilities provided in the public school setting; administrative costs of a local DSS such as paternity testing, routine drug screening of biological parents where the VDSS has allocated funds for that purpose, or legal services related to prosecuting child abuse and neglect; case management by a local DSS for youth committed to the Department of Juvenile Justice (DJJ));
7. The service provider did not meet licensing requirements for the specific service (e.g., behavioral health providers or other providers [LCPA, day care] requiring licensure by VDSS).

2. The CPMT does not have documentation of long-range community planning and utilization management activities per § 2.2-5206 (4).
3. CMPT and FAPT membership does not meet statutory requirements per §2.2-5205 and § 2.2-5207.
4. Statements of Economic Interest for designated CPMT and FAPT members are not completed in compliance with § 2.2-5205 and § 2.2-5207.
5. The CPMT's fiscal controls (e.g., separation of purchasing and payment authority) do not meet the Audit Standards promulgated by Virginia Department of Accounts Agency Risk Management and Internal Control Standards (ARMICS).
6. CSA-related information technology security controls (e.g., users sharing accounts or passwords) do not meet Information Technology policy SEC-501 promulgated by the Virginia Information Technology Agency (VITA).
7. The locality failed to properly reconcile CSA reimbursement requests with other fiscal systems per Audit Standards promulgated by Virginia Department of Accounts Agency Risk Management and Internal Control Standards (ARMICS).

4.7.5 REVIEW OF FINDINGS BY OCS

The OCS Executive Director shall review (i) the audit report; (ii) any response, including corrective actions and quality improvement plans from the locality, (iii) the recommendation of the auditor(s); and (iv) any OCS internal staff review prior to responding to the noncompliance finding. After such review, the OCS Executive Director shall issue a written response describing the findings made and action to be taken.

4.7.6 RESPONSES TO NONCOMPLIANCE FINDINGS

4.7.6.1 Response to Level Three Noncompliance Findings

The OCS Executive Director shall (i) require a corrective action plan and (ii) recover the noncompliant state pool fund reimbursements upon the first and any repeat or subsequent Level Three Noncompliance Finding.

4.7.6.2 Response to Level Two Noncompliance Findings

- A. *First Level Two Noncompliance Finding*: The OCS Executive Director shall require the locality to submit a corrective action plan on the first instance of Level Two Noncompliance Finding.
- B. *Repeat Level Two Noncompliance Finding*: The OCS Executive Director shall (i) require a corrective action plan and (ii) recover the state pool funds on any repeat or subsequent Level Two Noncompliance Finding as follows:

1. On repeat or subsequent findings of noncompliance, state pool funds will be recovered in proportion to the percentage of the audit sample found to be noncompliant (i.e., if 20% of the number of cases in the audit sample are found non-compliant, recovery will be 20% of the total amount found in violation for that issue), with a minimum recovery of 10% of the amount of funds found as noncompliant.
2. On a third repeat finding of noncompliance, state pool funds will be recovered at 100% of the amount found in noncompliance.

4.7.6.3 Response to Level One Noncompliance Findings

- A. *First Level One Noncompliance Finding:* The OCS Executive Director shall require the locality to submit a corrective action plan on the first instance of Level One Noncompliance Finding.
- B. *Repeat or subsequent Level One Noncompliance Finding:* The OCS Executive Director shall temporarily deny state pool fund reimbursements on any repeat or subsequent instance of a Level One Noncompliance finding until a corrective action plan is submitted and implemented. (For noncompliance findings related to required membership on FAPT or CPMT, documentation of reasonable and ongoing efforts to meet the requirements will be considered as implementation of corrective action.)
- C. *Corrective Action Plan Compliance:* Once a local CSA program is substantially in compliance with all applicable requirements of a Level One Noncompliance Finding resulting in suspension of state pool fund reimbursements, all funds will be retroactively released and new requests for reimbursement will be approved.

4.7.7 APPEAL OF OCS RESPONSE

The CPMT may appeal the findings and action taken by the Executive Director of OCS in accordance with SEC Policy 3.4 (Dispute Resolution Process).

4.7.8 ANNUAL REPORT TO THE STATE EXECUTIVE COUNCIL

The OCS Executive Director shall annually report to the SEC a summary of the year's audits, audit findings, and any remedial actions taken.

4.7.9 POLICY REVIEW

This policy will be subject to annual review by the SEC Finance and Audit Committee to determine whether there are necessary modifications that should be recommended to the findings in each Noncompliance Finding Level.

**REPORTS
OF
CITY
ATTORNEY**

**REPORTS
OF
CITY
CLERK**

REPORTS OF CITY COUNCIL

- COMMITTEES**
- INDIVIDUAL
COUNCILORS**

IR-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

Order of Business:

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

Action:

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE:

Request for members of Hopewell City Council to call a Special Meeting within the first two weeks of October to address the agenda submission backlog by voting on every pending request for final determination. The Mayor is a ceremonial position that does not have policy authority or veto power. As such, any activity that can be conducted within the local government is dependent on a majority of four votes of City Council. The residents within the wards whose City Councilor placed items on the agenda for votes deserve equal and fair representation.

ISSUE: An agenda backlog has been created due to the lack of addressing all items submitted to the City Council Regular Meeting Agendas for a vote. Members of City Council vote to adjourn meetings prior to reaching the Individual Councilor (IR) section, motions have been made to relocate/reassign Councilor requests to other positions the bottom of the agenda, motions have been made to remove Councilor request from the agenda and members of City Council fail to appear for Special Council Meetings to address issues that are time-sensitive to address some backlog items.

RECOMMENDATION: City Council vote on all requests previously submitted prior to the this Regular Meeting Agenda. If members of City Council cannot commit to staying in this meeting to address all items, City Council calls a Special Meeting within the first two weeks in October to vote on all requests. Members of City Council can vote to approve, deny or amend request. Members can also make suggestions and changes to find common ground on all issues and are encouraged to do so in order to receive affirmative votes.

TIMING: Immediate

SUMMARY:

- | | | | | | |
|--------------------------|--------------------------|------------------------------------|--------------------------|--------------------------|--------------------------------------|
| Y | N | | Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 | | | |

BACKGROUND:

ENCLOSED DOCUMENTS:

-

COUNCIL: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | | | |
|--------------------------|--------------------------|------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | | | |
|--------------------------|--------------------------|--------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

IR-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

Order of Business:

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

Action:

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE:

Request for members of Hopewell City Council to vote that items in the Individual Councilor (IR) and City Councilor Requests (CCR) section of the agenda carry over to Unfinished Business if not voted on to prevent a backlog of requests from going unresolved with no vote from City Council for months at a time.

ISSUE: An agenda backlog has been created due to the lack of addressing all items submitted to the City Council Regular Meeting Agendas for a vote. Members of City Council vote to adjourn meetings prior to reaching the Individual Councilor (IR) section, motions have been made to relocate/reassign Councilor requests to other positions the bottom of the agenda, motions have been made to remove Councilor request from the agenda and members of City Council fail to appear for Special Council Meetings to address issues that are time-sensitive to address some backlog items. When this occurs items begin to pile up on the agenda due to lack of action. As such a backlog is created. All requests submitted to the City Council Agenda should be considered “City Business”, especially since the purpose of City Council Meetings is for City Council to take action. Any member of City Council (the Governing Body) should have the ability for their requests to be considered as a “new business” item and moved to “unfinished business” if not discussed on the adopted agenda. Currently only City Staff requests moved to “unfinished business.”

RECOMMENDATION: City Council vote to move all items on the approved agenda that have not been discussed to unfinished business for the next Regular Meeting Agenda to promote efficiency and accountability.

TIMING: Immediate

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			

BACKGROUND:

ENCLOSED DOCUMENTS:

-

COUNCIL: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | | | |
|--------------------------|--------------------------|------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | | | |
|--------------------------|--------------------------|--------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

IR-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

Order of Business:

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

Action:

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE:

Request the City Council to approve a list of recommendations to invite to serve on the Crater Workforce Development Board to represent the City of Hopewell; final applications are due by the first week of October.

ISSUE: The City of Hopewell is required to submit names to serve on the Crater Workforce Board. The Board is in dire need to membership and a quorum.

RECOMMENDATION: City Council provide names by September 30th for outreach. Mayor Gore will submit applications as the POC for the City of Hopewell on the Crater Regional Workforce Consortium.

TIMING: Immediate

BACKGROUND: NONE

ENCLOSED DOCUMENTS:

- NONE

COUNCIL: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

- | | | |
|--------------------------|--------------------------|------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | | | |
|--------------------------|--------------------------|--------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

Roll Call

SUMMARY:

- | Y | N | |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | Y | N | |
|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

IR-4



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

Order of Business:

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

Action:

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE:

Request for City Council to provide the Mayor with an approval/denial to serve as the City Representative during the Virginia Municipal League's Annual Business Meeting to discuss Covid-19 and other state legislative updates. Request to include confirmation about the Mayor/Vice Mayor to participate in the National League of Cities Annual Business Meeting to cast votes on behalf of the City of Hopewell. A written response must be provided to each organization about the final determination from the City Council to have representation. This request is outstanding and must be answered by the first week of October.

ISSUE: All members of City Council was contacted via email to notify them of an urgent action needed by the Governing Body. “ Please be advised that I have received notification that I need to supply VML with an official response regarding our upcoming conferences. The election of the Section Chair and Vice Chair for the City and Town Sections will be conducted, Wednesday, October 7, 2020 during the respective section meetings as part of the Virginia Municipal League (VML) Virtual Annual Conference. The election will occur at the beginning of the meeting. The elected Chair of each section will serve as a member of the VML Executive Committee. The Annual Business Meeting (ABM) will take place during the VML Conference on Thursday, October 8, 2020. Each member locality is entitled to vote at the business meeting. In accordance with Article IV, Section 6 of the VML Constitution, the Mayor or Board Chair, of each regular member shall be deemed to be its official representative for the purpose of voting unless another individual has been designated in writing. I have to supply information to the Executive Director in order for them to comply with their bylaws. Please be advised the NLC has gone virtual as well. I serve on several on the Executive Board for NBC-LEO, the Advisory Board for NLC (fraction of leadership team) and on MMC/Small Cities. I also serve as the voting member for our City during the business meeting. Due to my Executive Board member appointment, I am expected to attend to vote on for the region.

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			

NLC has provided tentative conference information and fees. NLC Member rate is \$275 per attendee. In addition, NLC is offering:

- 5-14 city officials/staff from the same city 15% discount
- 15-24 city officials/staff from the same city 25% discount
- 25+ city officials/staff from the same city 50% discount

Both items will need to be voted on so that I can forward communication to both groups that the City of Hopewell will not be participating this year in order to comply with their bylaws and correspondence.'

RECOMMENDATION: City Council provide a vote and determination so that the Mayor can communicate the final verdict to both VML and NLC.

TIMING: Immediate

BACKGROUND: NONE

ENCLOSED DOCUMENTS:

- NONE

COUNCIL: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			

IR-5



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

Order of Business:

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

Action:

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE:

Request City Council schedule a Work Session to amend the City's Emergency Operations Plan (EOP) that was due July of 2020. Several requests have been submitted for City Council to receive a Continuity Operations Plan due to Covid-19 that have gone unanswered. The City of Hopewell must adopt a revised Emergency Operations Plan every four years. This request is outstanding.

ISSUE: Virginia Code § 44-146.19. Powers and duties of political subdivisions.

“E. Each local and interjurisdictional agency shall prepare and keep current a local or interjurisdictional emergency operations plan for its area. The plan shall include, but not be limited to, responsibilities of all local agencies and shall establish a chain of command, and a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in § 19.2-11.01. The Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be the lead coordinating agencies for those individuals determined to be victims, and the plan shall also contain current contact information for both agencies. Every four years, each local and interjurisdictional agency shall conduct a comprehensive review and revision of its emergency operations plan to ensure that the plan remains current, and the revised plan shall be formally adopted by the locality's governing body. In the case of an interjurisdictional agency, the plan shall be formally adopted by the governing body of each of the localities encompassed by the agency. Each political subdivision having a nuclear power station or other nuclear facility within 10 miles of its boundaries shall, if so directed by the Department of Emergency Management, prepare and keep current an appropriate emergency plan for its area for response to nuclear accidents at such station or facility.

SUMMARY:

- | Y | N | | Y | N | |
|--------------------------|--------------------------|------------------------------------|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 | | | |

F. All political subdivisions shall provide (i) an annually updated emergency management assessment and (ii) data related to emergency sheltering capabilities, including emergency shelter locations, evacuation zones, capacity by person, medical needs capacity, current wind rating, standards compliance, backup power, and lead agency for staffing, to the State Coordinator of Emergency Management on or before May 1 of each year.”

The City of Hopewell’s Emergency Operations Plan was last adopted 8/23/2016 and is expired. Additionally, City Council has still not received a current Continuity Operations Plan for the response for Covid-19.

RECOMMENDATION: City Council set a Work Session Meeting to revise the Emergency Operations Plan and direct the City Manager to provide the City’s Continuity Operations Plan to City Council.

TIMING: Immediate

BACKGROUND: NONE

ENCLOSED DOCUMENTS:

- NONE

COUNCIL: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | | | |
|--------------------------|--------------------------|------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | | | |
|--------------------------|--------------------------|--------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

IR-6



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

Order of Business:

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

Action:

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE:

Request for City Council to review the Children Services Office (CSA) and Community Policy and Management Teams (CPMT) State Audit. Several audit findings and delinquencies were noted in the report supplied to City Council September 2020. Prior requests have been submitted to City Council for accountability of the 2017 Audit findings and for City Council to receive new/draft policies to prove state compliance as of 2019. All prior requests are outstanding.

ISSUE: Some members of City Council have requested the documentation that the State CSA Office has required the local CSA/CPMT to provide in response to the 2017 Special Audit. Several agenda items have requested documentation, policies and new membership for accountability and quality assurance. All requests have not been addressed.

RECOMMENDATION: City Council to meet with the State CSA Office, CMPT members and City Council representatives that directly manage/oversee services.

TIMING: Immediate

BACKGROUND: NONE

ENCLOSED DOCUMENTS:

- NONE

COUNCIL: Mayor Gore

FOR IN MEETING USE ONLY

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			

MOTION: _____

Roll Call

SUMMARY:

- | Y | N | |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | Y | N | |
|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

IR-7



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

Order of Business:

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

Action:

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE:

The City Clerk's Office is responsible for printing the Official Record of the City by printing fireproof minutes and placing them in the "Red Book". That Office is also responsible for "indexing" actions of the City Council and uploading legal items for public inspection on Municode. The Clerk's Office had a backlog dating back to 2015/2017 for either the minutes or legal updates. As such, I requested for City Clerk to begin addressing the delay and for City Council to approve for me, as Mayor, to sign prior years' minutes to address the backlog. The process stopped at the 2018 minutes. As Mayor, I have not signed minutes from 2019 through current. I am requesting again, for the City Council to take action to address the lack of indexing, uploading of legal documents and minutes prior to my tenure as well as current delays since the Mayor does not supervise the City Clerk's Office. Request for City Council to hire external assistance to assist the current Clerk with the prior year backlog. This subject of this request is outstanding.

ISSUE: Mayor Gore has shared with members of City Council several operational and performance concerns within the City Clerk's Office. Information has been supplied to members of City Council via email, memo, Closed Session and during Open/Public Regular City Council Meetings. All issues have not been addressed; therefore, raising concerns about FOIA/legal compliance, public transparency and a lack of clear/concise city records.

RECOMMENDATION: City Council hire external staff to address the backlog and posting of vital City records to have existed prior to 2018.

TIMING: Immediate

BACKGROUND: NONE

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			

ENCLOSED DOCUMENTS:

- NONE

COUNCIL: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | | | |
|--------------------------|--------------------------|------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | | | |
|--------------------------|--------------------------|--------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

IR-8



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

Order of Business:

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

Action:

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE:

Request for City Council to hold a Community Town Hall to address the public about the current state of the City, Covid-19, the Strategic Plan, Gun Violence, Social/Economic Factors, Social Determinants of Health and City Department Plans. Request for City Council to release a Customer Service Survey and Revised Strategic Plan poll to engage the Community. This request is outstanding.

ISSUE: Members of City Council held a Community Crime Summit and invited residents to participate in a discussion about ways to curb gun violence. City Council had not addressed resident feedback or request a plan for gun violence from the Police Department. However, City Staff requested for the Strategic Plan to be adopted to provide support/vision for City Staff to complete goals. The Police Department has an entire section that discusses community policing, outreach and internal strategic planning. Lastly, the Cities of Opportunity Grant pilot program is still waiting for City Council approval to fully implement. All structures and funding required has been obtain. The only item left is approval from City Council to appoint the Steering Committee to address social and economic factors within the community such as jobs, housing, childcare, food access, equity, etc.

RECOMMENDATION: City Council to agree to address gun violence and social determinates of heath/social economic factors. Vote to do something to move the needle on these vital issues due to the fact that many within Hopewell are suffering and deeply impacted by these factors.

TIMING: Immediate

BACKGROUND: NONE

SUMMARY:

- | Y | N | |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | Y | N | |
|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

ENCLOSED DOCUMENTS:

- NONE

COUNCIL: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | | | |
|--------------------------|--------------------------|------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | | | |
|--------------------------|--------------------------|--------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

IR-9



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

Order of Business:

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

Action:

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE:

City Council was recently made aware of changes to executing contract agreements to complete the City's Financial Audits. As such, I am requesting for City Council to receive a presentation from the team with the Virginia Municipal League (VML) that is compiling the city's finance documents to hear first-hand about what is causing the audit delays. For the City Council to receive their contract with who approved it and cost. In addition, for City Council to receive all contracts and costs incurred by outside entities related to the FY16-FY18 audits to date and the authority/novation to adjust the current contract approved by City Council. In addition, for City Council to receive the RFP proposals for the Financial Services RFP that was released and evaluated by City Staff prior to making the current contract recommendation/award.

ISSUE: City Council needs to be fully be made aware of the all financial matters.

RECOMMENDATION: City Council vote to direct the City Manager and staff to provide the requested information and schedule the requested meetings with contract holders.

TIMING: Immediate

BACKGROUND: NONE

ENCLOSED DOCUMENTS:

- NONE

COUNCIL: Mayor Gore

FOR IN MEETING USE ONLY**SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			

MOTION: _____

Roll Call

SUMMARY:

- | Y | N | |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | Y | N | |
|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

IR-10



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

Order of Business:

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

Action:

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE:

Request for City Council to receive shots fired data for the entire City dating back one-year, to include age of offenders if charged/convicted to evaluate the rate of juvenile crime. Request for City Council to evaluate the Juvenile Delinquency funding managed by Court Services that oversees the City's VJCCCA bi-annual funding from the state. Prior requests have been submitted to obtain their annual audits and recidivism rates for programs offered. This request is outstanding.

ISSUE: City Council needs to be fully be made aware of the all financial matters pertaining the City's VJCCCA Grant. The local office is mandated to coordinate the City's bi-annual allocation. However, that has not occurred with City Council. City Council has not received the local offices annual state audit for efficiency and effectiveness.

RECOMMENDATION: City Council vote to direct the City Manager and staff to provide the requested information and schedule the requested meetings with the local Court Services Office.

TIMING: Immediate

BACKGROUND: NONE

ENCLOSED DOCUMENTS:

- NONE

COUNCIL: Mayor Gore

FOR IN MEETING USE ONLY**SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			

MOTION: _____

Roll Call

SUMMARY:

- | Y | N | |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | Y | N | |
|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

IR-11



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

Order of Business:

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

Action:

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE:

Request for the City Council to market all boards, commissions and authorities to be more inclusive to the public to be decision-makers within their City. City Council appoints the same individuals to serve on boards and does not diversify participation. Request for City Council to approve newspaper ads and social media ads to recruit new applicants. This request is outstanding.

ISSUE: Noted above.

RECOMMENDATION: City Council vote to direct the City Clerk to market opening and to work with IT to develop a system to share vacancies on the City’s website in real-time.

TIMING: Immediate

BACKGROUND: NONE

ENCLOSED DOCUMENTS:

- NONE

COUNCIL: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			

Roll Call

SUMMARY:

- Councilor Debbie Randolph, Ward #1
- Councilor Arlene Holloway, Ward #2
- Councilor John B. Partin, Ward #3
- Mayor Jasmine Gore, Ward #4

- Councilor Janice Denton, Ward #5
- Councilor Brenda Pelham, Ward #6
- Vice Mayor Patience Bennett, Ward #7

IR-12

IR-13

**CITIZEN/
COUNCILOR
REQUESTS**

CCR-1

CCR-2

CCR-3

CCR-4

**PRESENTATIONS
FROM BOARDS
AND
COMMISSIONS**

ADJOURN