

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

(804) 541-2408

www.hopewellva.gov

info@hopewellva.gov

cityclerk@hopewellva.gov

CITY COUNCIL

John B. Partin, Jr., Mayor, Ward #3

Jasmine E. Gore, Vice Mayor, Ward #4

Rita Joyner, Councilor, Ward #1

Michael B. Harris, Councilor, Ward #2

Janice B. Denton, Councilor, Ward #5

Brenda S. Pelham, Councilor, Ward #6

Dominic R. Holloway, Sr., Councilor, Ward #7

Dr. Concetta Manker, City Manager

Danielle Smith, City Attorney

Brittani Williams, City Clerk

Bridetta Williams, Deputy Clerk

January 16, 2024

REGULAR MEETING

Closed Meeting- 6:00 PM

Work Session – 7:00 PM

Regular Meeting-7:30pm

6:00 p.m.

Call to order, roll call, and welcome to visitors

CLOSED MEETING

SUGGESTED MOTION: Move to go into closed meeting pursuant to Va. Code Section § 2.2-3711 (A) (I) to discuss and consider personnel matters, including board and commission appointments; the assignment and performance of specific appointee and employees of City Council, and § 2.2-3711(A)(29) "Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body." and to the extent such discussion will be aided thereby.

Roll Call

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?

WORK SESSION

WS-1 – Developmental Fees – Chris Ward, Director of Development

WS-2 - Re-Zoning for Proposed Hopecrest Development – Chris Ward, Director of Development

REGULAR MEETING

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

Prayer by Pastor Collier, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Holloway.

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: December 12, 2023, December 13, 2023

C-2 Pending List: December 14, 2023

C-3 Information for Council Review: DDRC 11-1-23 Minutes, Planning Commission 11-2-23 Minutes, Police Report

C-4 Personnel Change Report & Financial Report: HR Report

C-5 Public Hearing Announcements:

C-6 Routine Approval of Work Sessions:

C-7 Ordinances on Second & Final Reading:

C-8 Routine Grant Approval:

SUGGESTED MOTION: To amend/adopt consent agenda

INFORMATION/PRESENTATIONS

1. Finance Report – Robert Bobb Group

COMMUNICATIONS FROM CITIZENS

*CITY CLERK: A Communication from Citizens period, limited in total time to 30 minutes, is part of the Order of Business at each regular Council meeting. All persons addressing Council shall approach the microphone, give name and, **if** they reside in Hopewell, their ward number, and limit comments to three minutes. No one is permitted to speak on any item scheduled for consideration on regular agenda of the meeting. All remarks shall be addressed to the Council as a body, any questions must be asked through the presiding officer. Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in Council Chambers, may be barred by the mayor from further audience before Council and removed, subject to appeal to a majority of Council (See Rules 405 and 406)*

PUBLIC HEARING

***CITY CLERK:** All persons addressing Council shall step to the microphone, give name and **If** they reside in Hopewell, their ward number, and limit comments to three minutes. No one may address council more than once per meeting, unless granted permission by the presiding officer. Speakers address council as a body, not individual councilors. Questions are asked of councilors and staff through the presiding officer. Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in the council chamber may be reprimanded by the presiding officer, and removed from the meeting upon a majority vote of councilors present, excluding any councilor who is the subject of the motion. (See Rules 405 and 406)*

REGULAR BUSINESS

- R-1** Riverside Board and Commissions Resolution –Dr. Concetta Manker, City Manager
R-2 Re-appropriate façade improvement grants funds – Chris Ward, Director of Development
R3 Resolution Adopting Emergency and Inclement Weather Operations and Safety Policy-
Dr. Manker, City Manager

Reports of City Manager:

Reports of City Attorney:

Reports of City Clerk: Adoption of FY24 Council Meeting Schedule

Councilor Requests:

Presentations from Boards and Commission

Other Council Communications

BOARD/COMMISSION VACANCIES

Hopewell Economic Development Authority: 1 Vacancy
Planning Commission: 1 Vacancy
Architectural Review Board – 3 Vacancies
Downtown Design Review – 2 Vacancies
Board of Building Code and Fire Prevention Code Appeals – 5 Vacancies
Keep Hopewell Beautiful – 1 Vacancy
Recreation and Parks – 4 Vacancies
Healthy Families – 4 Vacancies

Adjournment

CLOSED
MEETING

RECONVENE OPEN MEETING

WORK SESSION

WS-1

RECEIVED
CITY OF HOPEWELL
PLANNING & ZONING
DEPARTMENT
JUL 11 2022
CHECK 1087-132700



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

Application #: 2022.0852

Permit #: _____

APPLICANT: David Mond's of Mansour Real Estate LLC
ADDRESS: 5740 General Washington Drive
Alexandria, VA 22312 Email: david@davidmonds.com

PHONE #: 804-605-6705 FAX #: _____

INTEREST IN PROPERTY: _____ OWNER OR X AGENT

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

OWNER: LAWRENCE LANCASTER
ADDRESS: 2843 PINE FOREST DR
Southport, NC 28461

PHONE #: 919-800-9358 FAX #: _____

PROPERTY ADDRESS / LOCATION:
MONROE

LEGAL DESCRIPTION: REM PT OF PARCEL 3-A 19.79 ACRES BUKTOR TRACT SUBDIVISION: MISC ACRES

PARCEL #: 1060200 ACREAGE: 19.79

PRESENT ZONING DISTRICT: R-3

REQUESTED ZONING DISTRICT: R-4

PRESENT USE OF PROPERTY: VACANT, RAW LAND

IT IS PROPOSED THAT THE FOLLOWING BUILDINGS WILL BE CONSTRUCTED:
TOWNHOMES

NEED AND JUSTIFICATION FOR THE CHANGE IN CLASSIFICATION:
INCREASED NEED FOR HOMEOWNERS IN HOPEWELL. PROPERTY BORDERS:
B-3 (HIGHWAY COMMERCIAL DISTRICT) to the North, Interstate 295 to the West,
R-4 (HOPEWELL HEIGHTS APTS) to the Northeast

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

INCREASED DEMAND ON STORMWATER, ROADING, ENERGY, WATER SUPPLY AND SEWERAGE

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

AUTUMN WOODS TOWNHOMES BORDER THE PROPERTY TO THE EAST. HOPEWELL HEIGHTS APARTMENTS (R-4 zoning) BORDERS THE PROPERTY TO THE NORTH. LIKE PROPERTY TO THE PROPOSED DEVELOPMENT ARE IN THE IMMEDIATE VICINITY.

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

THE R-4 ZONING WAS INTENDED FOR HIGH DENSITY, BUT ALSO SERVES THE CITY'S NEEDS FOR MORE HOMEOWNERS. THE DEVELOPMENT WILL INCREASE ECONOMIC ACTIVITY THROUGH CONSTRUCTION JOBS AND BUSINESS INCOME THROUGH THE NEW RESIDENTS.

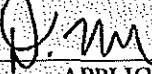
COMMENTS FROM APPLICANT / OWNER:

ADDITIONAL DEVELOPMENT WILL GREATLY INCREASE THE TAX BASE FOR THE CITY.
EXAMPLE: 175(units) x 225,000 (assessed value) = \$39,375,000 (increase in property value)
\$39,375,000 ÷ 1000 = 39,375 x \$1.13 (tax rate) = \$44,493.75 (revenue/yr)

*** 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.



APPLICANT SIGNATURE

10/6/22

DATE

OFFICIAL USE ONLY

DATE RECEIVED: _____ DATE OF FINAL ACTION: _____

ACTION TAKEN:

_____APPROVED _____DENIED

_____APPROVED WITH THE FOLLOWING CONDITIONS/ PROFFERS:

Hopewell Property Subject to Rezoning

1. **Monroe-** REM PT OF PARCEL 3-A 19.79 ACRES BUTOR TRACT
SUBDIVISION: MISCELLANEOUS ACREAGE, 1060200, 19.67 Acres, Present
Zoning R-3, Requested Zoning R-4/PUD, Present Use Vacant Land, Requested
Use Townhomes

2. **4408 Oaklawn Blvd-** 2.591 ACRES SUBDIVISION: MISCELLANEOUS
ACREAGE, 1060105, 2.59 Acres, Present Zoning B-3, Requested Zoning B-
3/PUD, Present Use Vacant Land, Requested Use Planned Development

3. **4304 Oaklawn Blvd-** 0.7192 ACRES RT 36-4304 OAKLAWN BLVD
SUBDIVISION: MISCELLANEOUS ACREAGE, 1060285, 0.719 Acres, Present
Zoning B-3, Requested Zoning B-3/PUD, Present Use Vacant Land, Requested
Use Planned Development

4. **4302 Oaklawn Blvd-** .786 ACRES CITY POINT RD SUBDIVISION:
MISCELLANEOUS ACREAGE, 1060490, 0.80 Acres, Present Zoning B-3,
Requested Zoning B-3/PUD, Present Use Vacant Land, Requested Use Planned
Development

5. **4300 Oaklawn Blvd-** 4.544 ACRES CITY POINT RD SUBDIVISION:
MISCELLANEOUS ACREAGE, 1060735, 4.508 Acres, Present Zoning B-3,
Requested Zoning B-3/PUD, Present Use Vacant Retail, Requested Use
Apartments

The Oaklawn Development Relationship to the Hopewell Comprehensive Plan

Dear Hopewell Planning Stakeholders:
5/30/2023

My name is David Monds and I am a local Realtor and the Real Estate Development Manager for Mansour Real Estate. I grew up in the City of Hopewell and fortune has brought me back to assist in the redevelopment of the Oaklawn Bowl and the former Butor Tract. We are planning a HOA maintained, 229-unit townhome community, along with a 48-unit apartment building. The intent of this letter is to show the relationship of the planned development to the comprehensive plan of the City.

On page 17 of "The Plan", 9 goal categories are shown, with the first 3 being Economic Development, Housing and Land Use Development. The objective of the development is to use our desired land use to support the need for more housing, thus creating a surge of economic development in the city. Mangum Economics conducted an economic and fiscal impact analysis of the development and estimated "The total one-time impact on the City of Hopewell would support approximately: 131 jobs, \$7.4 million in labor income, \$18.2 million in economic output and \$294,000 in state and local tax revenue." It later states "The increased commercial operations in the City as well as real property taxes from the apartment complex and townhomes and personal property taxes collected from the residents on site would provide approximately \$612,700 in annual tax revenue to the City of Hopewell (in 2023 dollars)."

On page 22 of "The Plan" the goal of the Housing and Neighborhoods objective is to "Expand and renew the quality of City Housing and upgrade deteriorating neighborhoods, while establishing policies to increase homeownership, attract a broader demographic base, eliminate substandard dwellings and improve community appearance." In regard to community appearance, "The Development" will be an attractive neighborhood with walking trails, a dog park, playground, open pavilion, pickle-ball court, grilling stations, sidewalks and fountains in the storm-water pond along with a gazebo. These kinds of amenities will, without a doubt attract a broader demographic base.

On page 62 of "The Plan" it reads "Hopewell's overall health is compromised by its economic conditions. The result is a population base that is less today than it was 50 years ago." The next page of "The Plan" (63) states: "The real estate adage that "retails follows rooftops" holds true when considering store location choices, but the growth of household population (and residential dwellings) in Hopewell has actually declined." The development is seeking to build 173 townhomes and 48 apartment units in the City of Hopewell. Per [census.gov](https://www.census.gov) the average persons per household in the City is 2.46. Maintaining that average would equate to 425 people in the townhome community. The apartment building will have 48 units with an estimated average of 1.25 persons per unit. The estimated population for the Hopewell development is expected to be 485, increasing Hopewell's population by 2.04% over 3 years (0.67% per year). The Virginia Historical Population trends on [macrotrends.net](https://www.macrotrends.net) show that the average yearly growth in the state over the past 10 years was 0.67%.

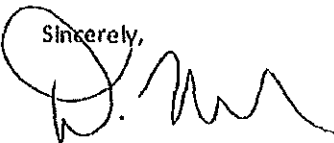
On page 200 of "The Plan" it states "The future success of the vision for Hopewell, both socially and economically, must include innovation and aggressive strategies that aim to address the myriad of issues facing the City's housing stock. Since the 2001 Plan's adoption, the City has seen a marked increase in renter occupied units and a decrease in home ownership." The development seeks to add 221 dwellings in the City of Hopewell, with only 21.7% of which, will be apartments. Section 5 of Chapter

9 states "The overwhelming majority of Hopewell housing units are single units such as single-family detached houses. These single units make up over 75% of all City Housing. "...Larger apartment or condominium buildings-those with 10 or more units make up only about 12% of the Hopewell housing units." The development will add a 48-unit apartment building as well as 173 townhomes to Hopewell's housing stock. Continuing on page 204 "The Plan" reads "Smaller and attached housing units are important to the type of urban development and lifestyle that Hopewell aims for, and which is in increasing demand regionally and nationally. In addition to the young, this type of active, urban lifestyle also increasingly appeals to older generations who can't (or don't want to) maintain a single family home, and who appreciate the access to services that an urban place can provide."

"The Development" is in priority planning area 6, noted in Chapter 6 of "The Plan". On page 175, the southeast quadrant of area 6 is divided into 3 Sub-areas, A, B and C. The principal of the development owns a portion of Area A and all of Area B. It later notes that "If Area "B" were to be developed for high density residential (14-16 units/acre) in a TND format, it could accommodate between 300 and 400 garden-styled multifamily dwellings." "The Development" would provide a significantly less dense community with the intent of creating more homeowners in the City.

In conclusion, we ask that you please consider our engineer's details of the development, statistics from our economists, proffers from our attorney, data from the census and quotes from the Comprehensive Plan with an open mind. We thank you for your time, attention and for the opportunity to invest in the future of the City of Hopewell.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Monds', with a stylized, flowing script.

David Monds
Hopewell Class of 2005

Zoning Lawyer Comments

Lawyer: Jennifer D. Mullen, Esq.
Firm: Roth-Jackson
Email: jmullen@rothjackson.com
Phone: 804-977-3374
Date: 6/1/2023

1. The properties will be subject to a Declaration of Covenants, Restrictions and Easements which would allow for cross access and development easements, standards for development and provide for the maintenance of common areas.
2. The development is anticipated to be constructed in phases with 20 townhomes per quarter which are expected to be constructed over 34 months. The townhouse infrastructure phase is anticipated to cost \$8,700,000 and with the apartment portion of the Old Oaklawn Boulevard being the last phase with an estimated cost of \$6,900,000.
3. It is not anticipated that any off-site improvements will be required for the proposed development; provided, however if any are required, then such off-site improvements necessary to construct the proposed development would be completed at the time of construction of the phase necessitating such improvements.



MEMORANDUM

To: City of Hopewell and Prince George County

From: Mark Boyd, P.E.
Kimley-Horn and Associates, Inc.

Date: May 18, 2023

Subject: Hopecrest Townes Residential Development Sanitary Sewer Capacity

On behalf of our Client, we are providing this memorandum in support of the proposed residential development located at the southeast corner of Oaklawn Boulevard and I-295 now known as Hopecrest Townes. The project is split between the City of Hopewell and Prince George County. We anticipate making two sanitary sewer connections in the City at Old Oaklawn Boulevard and Autumn Court and one in the County at Butor Road. Below is a breakdown of the anticipated flows for each connection point based on the proposed density.

Old Oaklawn Boulevard Connection (City of Hopewell):

- 48 multi-family units, assume 3 people per unit at a rate of 100 gallons per day per person
- 48 units * 3 people * 100 gpd per person = **14,400 gpd**

Autumn Court Connection (City of Hopewell):

- 173 townhome units, assume 3.5 people per unit at a rate of 100 gallons per day per person
- 173 units * 3.5 people * 100 gpd per person = **60,550 gpd**

Butor Road Connection (Prince George County):

- 56 townhome units, assume 3.5 people per unit at a rate of 100 gallons per day per person
- 56 units * 3.5 people * 100 gpd per person = **19,600 gpd**

Based on information received from the City of Hopewell in an email on December 19, 2022, there is adequate capacity in both the Weston Street Pump Station and Baileys Creek Pump Station to handle the projected flows from the development. This letter is provided as Exhibit A to this memorandum. Please note the actual density has decreased since this letter was provided but since the project flows are now lower, there is still adequate capacity.

For the proposed connection to Butor Road, Kimley-Horn prepared a capacity analysis of the downstream sanitary sewer system. This analysis is provided in Exhibit B and shows the system has adequate capacity from the site connection at Butor Road to where it connects with the 27" sanitary trunk main in Section 1 of the Stratford Woods subdivision to the southeast.

Based on the provided information and the attached exhibits, there is adequate capacity in both the City of Hopewell and Prince George County to support the proposed sanitary sewer flows from the

project. Please contact me at (804) 672-4706 or mark.boyd@kimley-horn.com should you have any questions or comments.

Sincerely,



Mark Boyd, P.E.
Senior Project Manager

Attachments: Exhibit A – Email from City of Hopewell
Exhibit B – Capacity Analysis for Prince George County

Boyd, Mark

To: Boyd, Mark
Subject: RE: Hopewell VA Utility Study Information

From: Boyd, Mark
Sent: Wednesday, November 30, 2022 8:47 AM
To: David Monds <david@davidmonds.com>; Jerry Byerly <jbyerly@hopewellva.gov>
Cc: Woodruff, Katherine <Katherine.Woodruff@kimley-horn.com>; HWR <HWR@hopewellva.gov>; Dickie Thompson <rthompson@hopewellva.gov>
Subject: RE: Hopewell VA Utility Study Information

Jerry,

My condolences to you and your family. And thank you for getting back to us. Katherine Woodruff has provided the flow data from our proposed development via email to you and Linda Newman. I've copied it again here for clarity and so everyone has the same information. Linda has been able to get us maps showing potential connection points.

Based on our current layout, we would make connections to the system at Old Oaklawn Blvd and Autumn Court. The anticipated flows at each connection point are shown below. We are trying to determine if adequate capacity is available at each connection to allow the proposed development. These are likely the maximum flows we would send to each connection.

Old Oaklawn Boulevard Connection:

- 100 multi-family units, assume 3 people per unit at a rate of 100 gallons per day per person
- 100 units * 3 people * 100 gpd per person = **30,000 gpd**

Autumn Court Connection

- 250 townhome units, assume 3.5 people per unit at a rate of 100 gallons per day per person
- 250 units * 3.5 people * 100 gpd per person = **87,500 gpd**

Please let us know what other information you may need to help determine the necessary availability. Thanks very much for your help.

Mark Boyd, P.E.

Kimley-Horn | 2035 Maywill Street, Suite 200; Richmond, VA 23230
Direct: (804) 672-4706 | Mobile: (804) 212-6652 | www.kimley-horn.com

We've moved! Please note our new office address above.

Boyd, Mark

To: Woodruff, Katherine
Subject: RE: Western Street Pump Station

From: Linda Newman <Lnewman@hopewellva.gov>
Sent: Monday, December 19, 2022 11:53 AM
To: Woodruff, Katherine <Katherine.Woodruff@kimley-horn.com>
Subject: RE: Western Street Pump Station

Good morning Katherine,

I finally got through flow data and just discussed with Jerry. Based on flow calculations we believe that Weston Street Pump Station can handle the projected flow from the development. Baileys Creek Pump Station is well equipped to handle both flows projected from the development.

So sorry it took me so long but I was out a week with the flu. Please be sure to tell all involved especially Mr. Mond. If I can be of further service please feel free to reach out.

Linda Newman

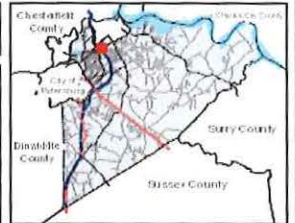
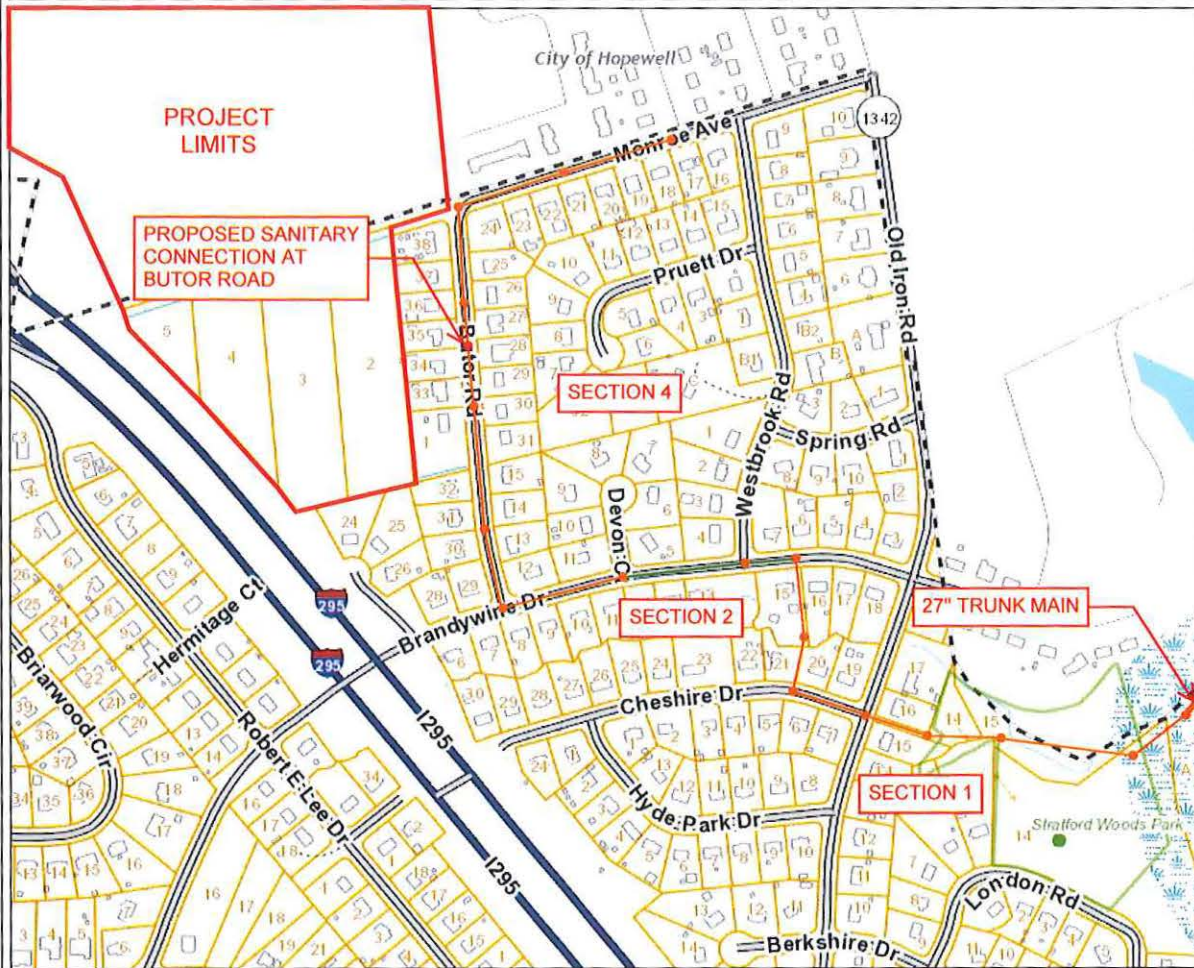
Collections System Supervisor



Lnewman@hopewellva.gov
Phone: 804-541-2217- ext 525
Mobile: 804-919-2630

Hopecrest Townes Sanitary Sewer

EXHIBIT B



Legend

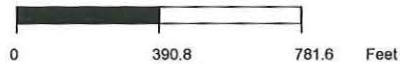
- County Parks
- Schools
- Firestations
- SiteAddresses
- Political Boundaries
- Taxparcels
- Access Easements
- Swamps

Notes



The information contained in this data should not be used as a "legal description". Map information aims to be accurate, but accuracy and completeness is not guaranteed.

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Map Scale 1: 4,689

5/18/2023



HOPECREST TOWNES - PRINCE GEORGE COUNTY SANITARY SEWER ANALYSIS

	MANHOLE NUMBER		INCREMENTAL FLOW					INCR. FLOW (MGD)	COMBINED AVERAGE FLOW	PEAK FACTOR	TOTAL PEAK FLOW (MGD)	LENGTH (FT)	SLOPE (%)	DIAM. PIPE (IN.)	PIPE TYPE	"N"	CAPACITY OF PIPE FULL		VELOCITY FULL	PEAK FLOW	TOP M.H.			INVERT ELEV.			DEPTH (FT)	REMARKS
	FROM	TO	AREA (ACRES)	FLOW PER ACRE	UNITS	FLOW PER UNIT	FLOW GPD	AVG DAILY FOR YR.									MGD	CFS	FT/SEC		UPPER END	UPPER END	UPPER END	UPPER END	UPPER END	UPPER END		
SECTION 4	5	4			4	350	1400	0.0014	0.0014	12.1	0.017	300	0.55	8	DI	0.013	0.581	0.899	2.57	0.026	86.32	80.00	78.35					
	4	3			4	350	1400	0.0014	0.0028	10.6	0.030	308	0.54	8	DI	0.013	0.573	0.887	2.54	0.045	84.31	78.25	76.60				6.1	
	3	2			7	350	2450	0.0025	0.0053	9.4	0.049	266	2.36	8	DI	0.013	1.203	1.867	5.33	0.076	82.19	76.50	70.22				5.7	
	2	1			61	350	21350	0.0214	0.0266	6.9	0.185	300	1.65	8	DI	0.013	1.007	1.558	4.46	0.286	78.41	70.12	65.16				8.3	
SECTION 2	1	18			4	350	1400	0.0014	0.0280	6.9	0.193	153	0.82	8	DI	0.013	0.710	1.098	3.15	0.298	74.55	65.06	63.80				9.5	
	18	17			4	350	1400	0.0014	0.0294	6.8	0.200	250	0.42	8	DI	0.013	0.508	0.785	2.25	0.310	82.00	63.70	62.65				18.3	
	17	13			65	350	22750	0.0228	0.0522	6.1	0.319	337	0.50	8	DI	0.013	0.554	0.858	2.46	0.494	74.50	62.55	60.86				12.0	
	13	12			25	350	8750	0.0088	0.0609	5.9	0.162	177	2.09	8	DI	0.013	1.132	1.752	5.02	0.560	67.00	48.91	45.24				38.1	
	12	8			3	350	1050	0.0011	0.0620	5.9	0.167	160	0.42	8	DI	0.013	0.507	0.784	2.25	0.568	60.00	45.14	44.47				14.9	
	8	6			24	350	8400	0.0084	0.0704	5.8	0.407	137	0.42	8	DI	0.013	0.509	0.788	2.26	0.629	60.00	44.37	43.70				15.6	
	6	5			5	350	1750	0.0018	0.0721	5.8	0.415	211	0.42	8	DI	0.013	0.509	0.787	2.26	0.642	62.50	43.69	42.80				18.8	
	5	4			1	350	350	0.0004	0.0725	5.8	0.417	156	0.42	8	DI	0.013	0.505	0.781	2.24	0.645	51.00	42.70	42.05				8.3	
	4	3			30	350	10500	0.0105	0.0830	5.6	0.465	207	0.51	8	DI	0.013	0.558	0.864	2.47	0.719	52.76	41.95	40.90				15.8	
	3	EX1			44	350	15400	0.0154	0.0984	5.4	0.534	176	0.51	8	DI	0.013	0.560	0.867	2.48	0.826	56.50	40.80	39.90				15.7	
	EX1	EX2			0	350	0	0.0000	0.0984	5.4	0.534	300	2.57	8	DI	0.013	1.255	1.941	5.56	0.826	47.00	39.80	32.10				7.2	
	EX2	EX3			0	350	0	0.0000	0.0984	5.4	0.534	285	1.58	8	DI	0.013	0.984	1.523	4.36	0.826	37.00	32.00	27.50				5.0	
SECTION 1	EX3	TRUNK			14	350	4900	0.0049	0.1033	5.4	0.555	206	1.41	8	DI	0.013	0.929	1.438	4.12	0.859	34.50	27.40	24.50				7.1	

December 7¹³, 2023

By the signature below, ABU M LLC (the "Applicant") offers the following Proffered Conditions in conjunction with Application #20220852 related to the property located in the City of Hopewell, Virginia (the "City") and identified as Parcel Identification Numbers 1060735, 1060105, 1060200, 1060285, and 1060490 (collectively, the "Property"). These proffered conditions shall be binding on the Applicant and its successors and assigns (the "Owner") with respect to the Property. Each proffered condition herein was made voluntarily and complies with applicable law. No agent of the City has suggested or demanded a proffered condition that is unreasonable under applicable law, and the proffered conditions herein supersede all previous proffers and letters of clarification, if any, made with respect to the Property.

1. **Concept Plan.** The site plan for the development of the Property shall be in conformance with the concept plan attached as Exhibit A entitled "Exhibit A, Conceptual Plan, Hopecrest Townes" prepared by Kimley Horn, dated December 6, 2023 and Sheet REZ.02 of the Conceptual Site Plan entitled "Hopecrest Townes prepared for Mansour Real Estate" prepared by Kimley Horn, dated December 6, 2023 (collectively, the "Concept Plan").
2. **Density.** No more than 173 Townhouse units and up to 48 multifamily dwelling units in a building which may include commercial uses on the ground floor shall be developed on the Property. No accessory structures or buildings are permitted on a Townhome lot.
3. **Townhome Materials.** All Townhome units shall have exposed exterior walls (above grade and exclusive of trim) of stone, stone veneer, brick, hardi-plank, or vinyl with a minimum thickness of 0.044 inch and shall not be dutch lap in style, aluminum clad panels or a combination of the foregoing. Different architectural treatment and/or materials of comparable or better quality may be specifically approved with respect to the exposed portion of any such wall, by the Director of Planning and Development at the time of Site Plan review.
4. **Townhome Architecture.** To minimize visual repetition of buildings, no two adjacent Townhome units or adjacent Townhome buildings shall have the same identical individual elevation sequence pattern or color scheme across the front of the building. All Townhome units shall have a covered front porch or stoop and gabled roof elements that vary between units. The side of each end unit Townhome unit shall include at least two (2) windows and the rear of each Townhome unit shall include at least two (2) windows. There shall be a change or an architectural offset of at least 24" setback in the façade elevation of each attached Townhouse, and on the rear of the Townhomes which rear yards are adjacent to Monroe Avenue. On the front elevations of each Townhome and the side of each end unit Townhome, there shall be a minimum of eighteen (18") inches of brick, stone or cultured stone visible above grade ("Foundation Material"). A minimum of 50% of the facades of Townhome units in each row of Townhouse building shall provide a mix of building materials, to include brick, stone, or cultured stone, exclusive of the

Foundation Material. Shutters shall be provided for a minimum of fifty (50%) of the Townhome units. Townhomes constructed on the Property shall generally be in conformance with Exhibit B (see case file) and attached hereto and by this reference made a part hereof, unless otherwise approved by the Director of Planning and Development at the time of Site Plan review. Gutters and downspouts shall be provided in colors compatible with each unit.

5. **Multifamily Architecture.** The multifamily building constructed on the Property shall be in substantial conformance with Exhibit C (see case file) and attached hereto and by this reference made a part hereof, unless otherwise approved by the Director of Planning and Development at the time of Site Plan review, and modifications of the ground floor to accommodate a commercial use. The Multifamily building shall have exposed exterior walls (above grade and exclusive of trim) of hardie architectural panel, brick veneer, and acm wall cladding panel. The balconies will have a cable railing system.
6. **Units in a Row.** There shall be no more than 8 Townhome units developed in a row.
7. **Dwelling Size.** The townhouse units shall have a minimum finished floor area of 1,250 square feet.
8. **Townhome Cantilevering.** In any Townhome unit, there shall be no cantilevered chimneys or closets. Any cantilevered items of a Townhome shall be limited to box or bay-type windows only, shall not extend beyond a maximum of twenty-four (24) inches from the predominant plane of the side of the home, nor shall the bottom be less than three (3) feet above the grade level below. Any usable floor space on the first floor such as breakfast nooks shall not be cantilevered. Items on the second floor such as balconies, decks, box or bay type windows may be cantilevered but shall not extend beyond a maximum of twenty-four (24) inches from the predominant plane of the side of the home.
9. **Garages.** Each Townhome unit shall have a minimum of a one (1) car attached garage.
10. **Driveways.** Driveways for each Townhome unit shall be constructed of concrete or other similar material.
11. **Foundation Planting, Sod and Irrigation.** Each Townhome unit front yard shall have a minimum of four (4) shrubs planted in the front planting bed, which front yard shall initially be sodded and irrigated.
12. **Trash Receptacles and Dumpsters.** There shall be no central trash receptacles for the Townhome units. All dumpsters for the multifamily building and amenity area, not including convenience containers, shall be screened from public view at the ground level on three (3) sides by materials complementary to the building it serves. The fourth (4th) side will have a solid, opaque gate or door that is of a substantial and durable material.

13. **Recreational Amenities.** Recreational amenities shall include (i) walking trails, which shall be five (5') feet in width and an all-weather hard surface, shall be provided generally as shown on the Concept Plan; (ii) sidewalks as shown on the Concept Plan, which shall connect directly to the walking trails required in (i) herein; (iii) central stormwater management pond shall be designed as a visual amenity to create a water feature and fountain type aerator, unless specifically prohibited or restricted by law or government regulation; (iv) an amenity area with a gazebo as generally shown on the Concept Plan; and (v) an amenity area with a pavilion and playground as generally shown on the Concept Plan. The recreational amenities set forth in (i), (ii), (iii) herein shall be completed prior to the first certificate of occupancy for a Townhouse unit and the recreational amenities set forth in (iv) and (v) herein shall be constructed or installed prior to the issuance of a certificate of occupancy for the eighty-seventh (87th) Townhome unit.

14. **Sidewalks.** A continuous concrete sidewalk a minimum of five (5) feet in width shall be provided as shown on the Concept Plan.

15. **Construction.** The hours of exterior construction activities, including operation of bulldozers and other earthmoving equipment shall be limited to the hours between 7:00 a.m. and 7:00 p.m. Monday through Saturday, except in emergencies or as approved by the Director of Planning and Development where unusual circumstances require extending the specific hours in order to complete work such as concrete pours and utility connections. Signs, in both English and Spanish, stating the above-referenced provisions, shall be posted and maintained at all entrances to the Property prior to any land disturbance activities thereon.

16. **Mailboxes; signage.** A central mailbox unit shall be provided in the project for mail service. Freestanding signage for each of the multifamily building and the Townhome community shall be monument style and landscaped.

17. **Property Owners' Association.** Prior to or concurrent with the recordation of the final subdivision plat for the Property, a document setting forth covenants (the "Covenants") shall be recorded in the Clerk's Office of the Circuit Court of City of Hopewell, Virginia and the County of Prince George, Virginia setting forth controls on the development and maintenance of the Property and establishing at least one master property owners' associations (the "Association"). The Covenants shall provide that the open space, recreational amenities and stormwater facilities identified as "Amenity Area A", "Amenity Area B", "Amenity Area C", "Open Space Amenity Areas", "Stormwater Management Pond" and "Existing Wetlands/Forest" and other common areas shall be maintained by the Association. The Covenants shall be subject to the review and approval of the Zoning Administrator prior to the recordation thereof, to assure conformance with the requirements of these proffered conditions.

18. **Transportation.** The Applicant shall make the following off-site transportation improvements:

- a. provide approximately sixty hundred fifty feet (650') double yellow centerline striping on Old Oaklawn Boulevard from the entrance to the Property to the entrance of Colonial Corner;
- b. install Virginia Department of Transportation (VDOT) standard 24" Stop Bar and R1-1 Stop Sign at the entrance to the Property;
- c. provide approximately six hundred feet (600') of right turn lane striping along Old Oaklawn Boulevard on the east bound approach to the entrance to Colonial Corner;
- d. provide VDOT standard 24" Stop Bars on Old Oaklawn Boulevard at the eastbound and westbound intersections with the north and south entrances to Colonial Place;
- e. Improve the Old Oaklawn Boulevard cross-section adjacent to the Property to VDOT standard cross-section, to include curb, gutter, and sidewalk, as approved by the Director of Public Works;
- f. Mill and overlay the full width of Old Oaklawn Boulevard along the Property frontage from the entrance of the Property to the northernmost Property corner; and
- g. Prior to issuance of the land disturbance permit, the Owner, in coordination with the Department of Public Works, shall conduct a survey to determine the condition of the existing roadways entering the Property, specifically Old Oaklawn Boulevard and Monroe Avenue. Prior to final bond release, the Owner shall conduct a survey of said roadways to identify any construction-related damage, which shall be repaired by the Owner to a standard acceptable to the Department of Public Works prior to final bond release.

19. **B-3 Uses.** The portion of the Property zoned B-3 shall not be permitted to be used for the following uses identified in Article XI of the Zoning Ordinance:

- 5, Automobile and truck sales and service establishments and rental agencies
- 6, Automotive parts stores
- 10, Building supplies and service
- 11, Car washes
- 15, Cigarette, cigar and tobacco retail distributor
- 18, Compounding, assembly or treatment of woods and cabinet
- 19, Contractors' establishments and display rooms
- 20, Convenience stores, with gasoline
- 29, Funeral homes
- 32, Hardware and feed store
- 40, Machinery rental, sales, and service
- 46, Night clubs and dance halls
- 51, Pawn shop
- 52, Pest control and extermination services
- 56, Plant nurseries and greenhouses
- 58, Repair services or businesses

- 65, Self-Service Storage Facility
- 67, Tattoo Parlors and Body Piercing Establishments
- 68, Taxi Cab Business
- 75, Wholesale businesses

20. **Severance**. The unenforceability, elimination, revision or amendment of any proffer set forth herein, in whole or in part, shall not affect the validity or enforceability of the other proffers or the unaffected part of any such proffer.

ABU M LLC, a Virginia limited liability company

By: [Signature]

Name: Basim Mansour

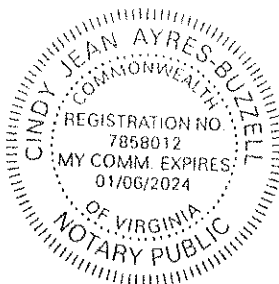
Title: Managing Member

COMMONWEALTH OF

CITY OF HOPEWELL, to wit:

The foregoing instrument was acknowledged before me this 7th day of December, 2023, by David Monds as authorized agent of ABU M LLC, a Virginia limited liability company, on behalf of the company, who is personally known to me (or satisfactorily proven) to be the same person whose name is subscribed to the foregoing instrument on behalf of the limited liability company.

WITNESS my hand and seal as such Notary Public the day and year in this certificate above written.



[Signature]
Notary Public

My commission expires: 1-6-24

Notary Registration No. 7858012

ECONOMIC & FISCAL CONTRIBUTION OF HOPECREST TOWNES



Prepared for

Mansour Real Estate



4198 COX ROAD, SUITE 104
GLEN ALLEN, VIRGINIA 23060
804-322-7777

FEBRUARY 2023/REV. MAY 2023

MANGUMECONOMICS.COM

About Mangum Economics, LLC

Mangum Economics is a Glen Allen, Virginia based firm that was founded in 2003. Since then, we have become known as a leader in industry analysis, economic impact assessment, policy and program evaluation, and economic and workforce strategy development. The Mangum Team specializes in producing objective and actionable quantitative economic research that our clients use for strategic decision making in a variety of industries and environments. We know that our clients are unique, and that one size does not fit all. As a result, we have a well-earned reputation for tailoring our analyses to meet the specific needs of specific clients, with a specific audience.

Most of our research falls into four general categories:

- **Information Technology:** Working with some of the largest names in the business, the Mangum Team has produced analyses of the economic and fiscal impact of data centers at the state and local level across the country.
- **Energy:** The Mangum Team has produced analyses of the economic and fiscal impact of over 18 GW of proposed solar, wind, battery storage, and hydro projects spanning nineteen states. Among those projects was Dominion Energy's 2.6 GW Coastal Virginia Offshore Wind project off of Virginia Beach. In addition, the Mangum Team has also performed economic and fiscal impact analyses for the natural gas, nuclear, oil, and pipeline industries.
- **Economic Development and Special Projects:** The Mangum Team has performed hundreds of analyses of proposed economic development projects. Most recently, we were called upon by Henrico County to provide an analysis of the proposed \$2.3 billion Green City "net-zero eco district." The Mangum Team has also authored multiple economic development plans, including identifying industries that were likely recruitment targets because of the high-speed MAREA and BRUSA sub-sea cable landings in Virginia Beach.
- **Education and Workforce:** The Mangum Team has worked with multiple post-secondary and secondary education institutions to quantify their economic contribution to their host communities as well as their impact on regional and statewide workforce needs.

The Project Team

Martina Arel, M.B.A.

Director – Economic Development & Energy Research

Rebecca Kyle

Research Analyst

A. Fletcher Mangum, Ph.D.

Founder and CEO



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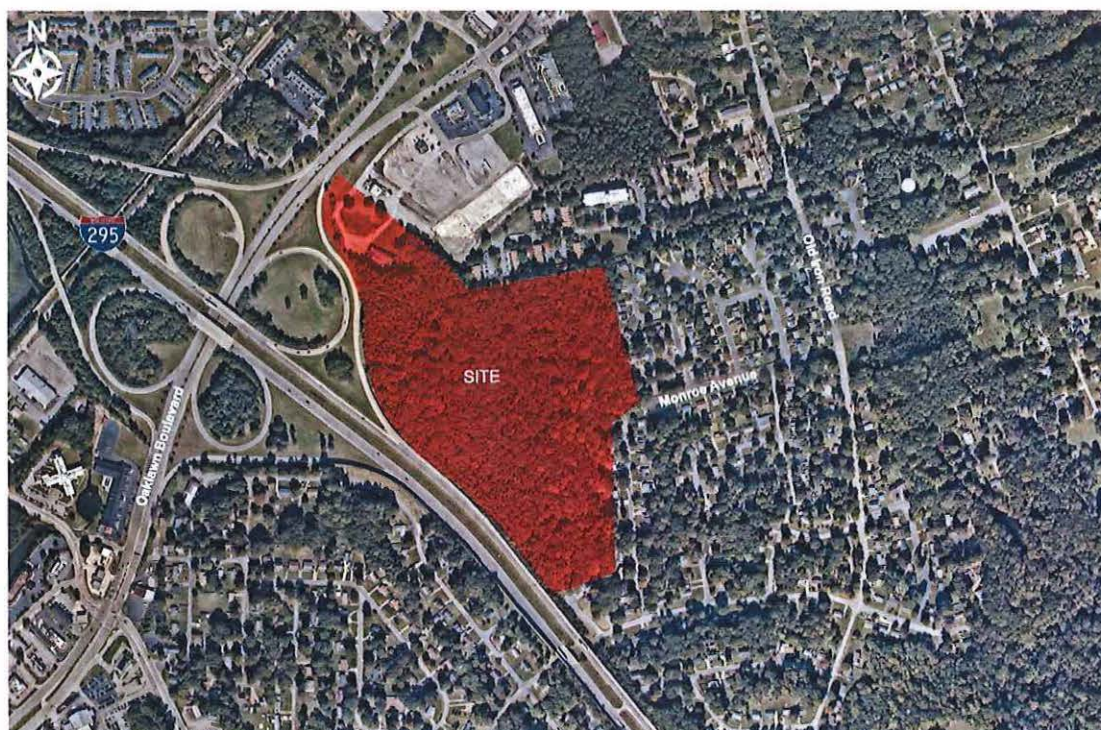
Introduction

This report quantifies the likely economic and fiscal benefit associated with the proposed Hopecrest Townes residential development. This report was commissioned by Mansour Real Estate (Mansour) and prepared by Mangum Economics.

The Project

Mansour Real Estate is proposing to develop a 48-unit apartment complex as well as the infrastructure for a 229-unit townhome development. The property would include 44 one-bedroom, 4 two-bedroom, and 229 townhome units. The portion of the development proposed by Mansour is anticipated to involve a total capital investment of approximately \$15.6 million. The proposed development would be located at 4300 Oaklawn Boulevard, bordering Interstate 295, in the city of Hopewell, Virginia.

Figure 1: Proposed Site



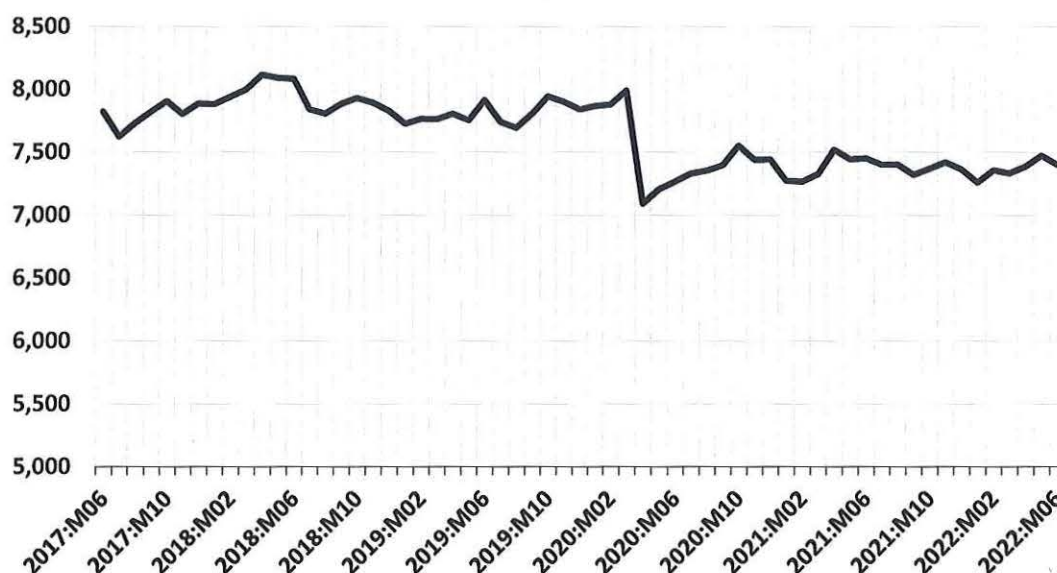
Local Economic Profile

This section provides context for the economic and fiscal impact assessments to follow by profiling the local economy of the city of Hopewell.

Total Employment

Figure 2 depicts the trend in total employment in the city of Hopewell from June 2017 through June 2022. As these data show, total employment in the city was generally stable through 2019. Then, in April 2020 total employment declined significantly due to the lockdowns imposed as a result of the COVID-19 pandemic. Total employment has since rebounded, but not yet recovered to pre-pandemic levels. As of June 2022, total employment in the city stood at 7,400 jobs, which represents an overall decrease in employment of 5.4 percent (or 423 jobs) over the five-year period. To put this number in perspective, over this same period, total statewide employment in Virginia increased by 1.5 percent.¹

Figure 2: Total Employment in the City of Hopewell – June 2016 to June 2022²

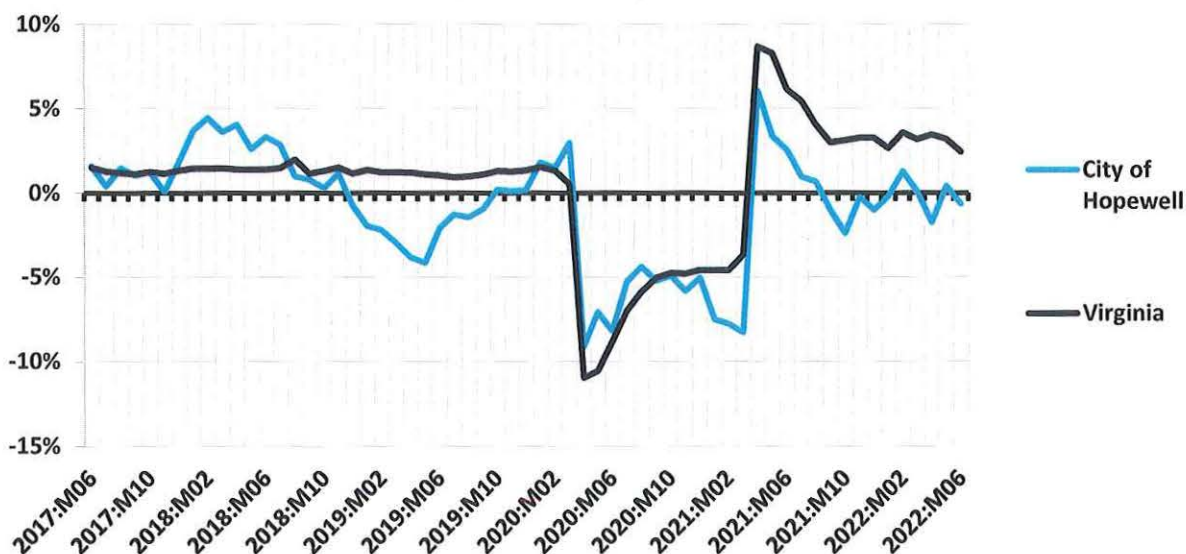


To control for seasonality and provide a point of reference, Figure 3 compares the year-over-year change in total employment in the city of Hopewell to that of the state of Virginia over the same five-year period. Any point above the zero line in this graph indicates an increase in employment, while any point below the zero line indicates a decline in employment. As these data show, the city of Hopewell fluctuated around the statewide average for most of the five-year period. As of June 2022, the year-over-year change in total employment in the city of Hopewell was minus 0.7 percent as compared to 2.4 percent statewide in Virginia.

¹ Data Source: U.S. Bureau of Labor Statistics.

² Data Source: U.S. Bureau of Labor Statistics.

Figure 3: Year-Over-Year Change in Total Employment – June 2017 to June 2022³



Employment and Wages by Industry Supersector

To provide a better understanding of the underlying factors motivating the total employment trends depicted in Figures 2 and 3, Figures 4 through 6 provide data on private employment and wages in the city of Hopewell by industry supersector.⁴

Figure 4 provides an indication of the distribution of private sector employment across industry supersectors in the city of Hopewell in the second quarter of 2022. As these data indicate, the city's largest industry sectors that quarter were Manufacturing (1,951 jobs), followed by Education and Health Services (1,340 jobs), and Trade, Transportation and Utilities (901 jobs).

Figure 5 provides a similar ranking for average private sector weekly wages by industry supersector in the city of Hopewell in the second quarter of 2022. As these data show, the highest paying industry sectors that quarter were Manufacturing (\$2,065 per week), Financial Activities (\$1,024 per week), and Education and Health Services (\$986 per week). To provide a point of reference, the average private sector weekly wage across all industry sectors in the city of Hopewell that quarter was \$1,225 per week.

³ Data Source: U.S. Bureau of Labor Statistics.

⁴ A "supersector" is the highest level of aggregation in the coding system that the Bureau of Labor Statistics uses to classify industries.

Figure 4: Private Employment by Industry Supersector in the City of Hopewell – 2nd Qu. 2022⁵

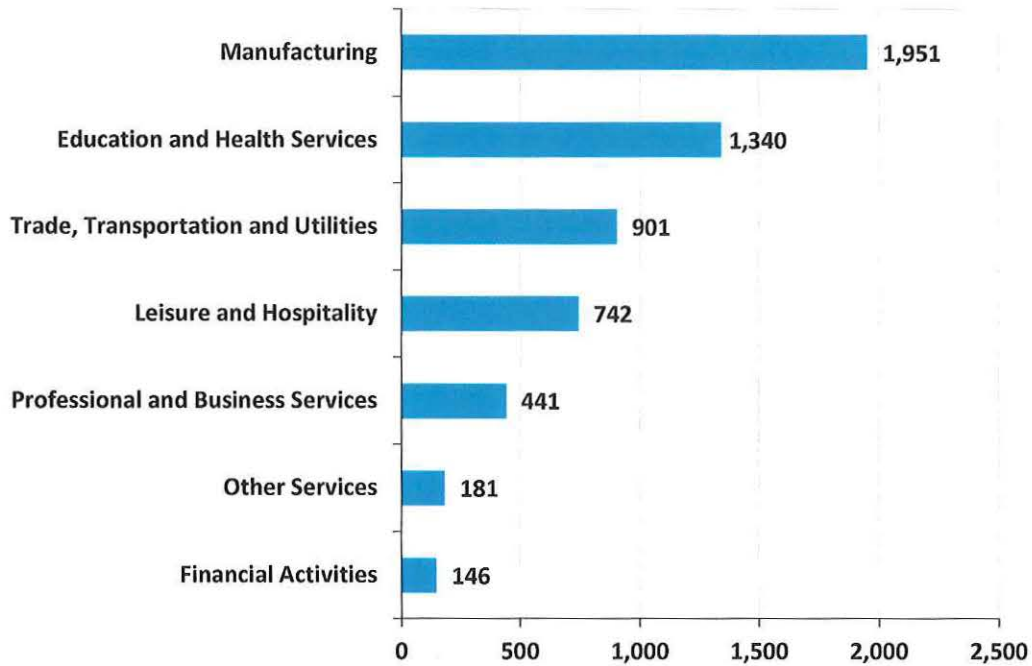
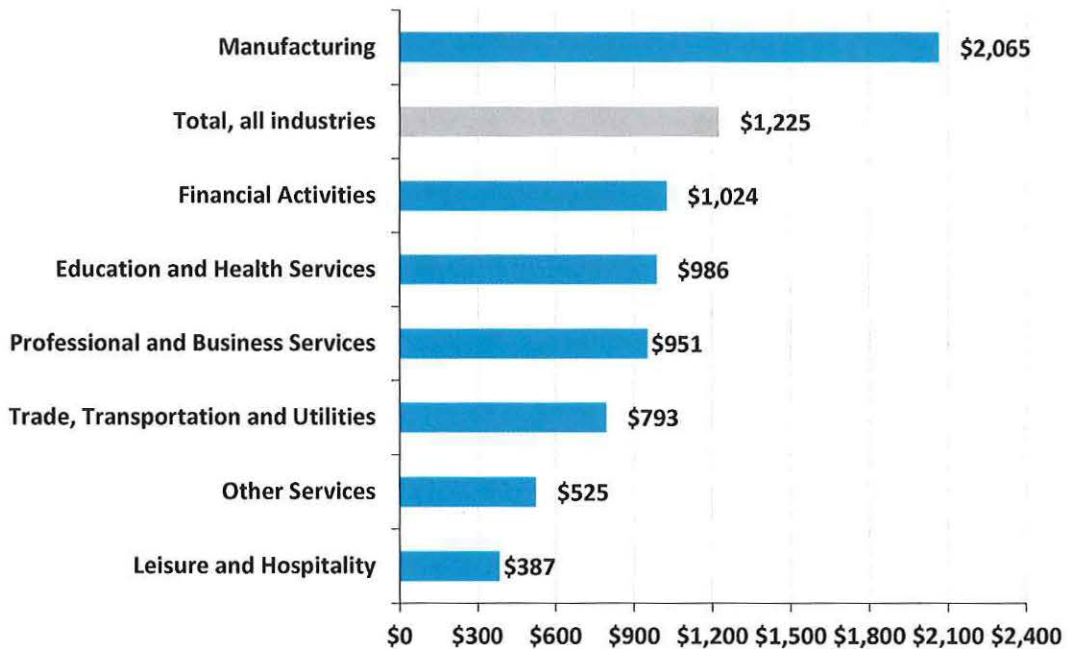


Figure 5: Average Private Weekly Wages by Industry Supersector in the City of Hopewell – 2nd Qu. 2022⁶

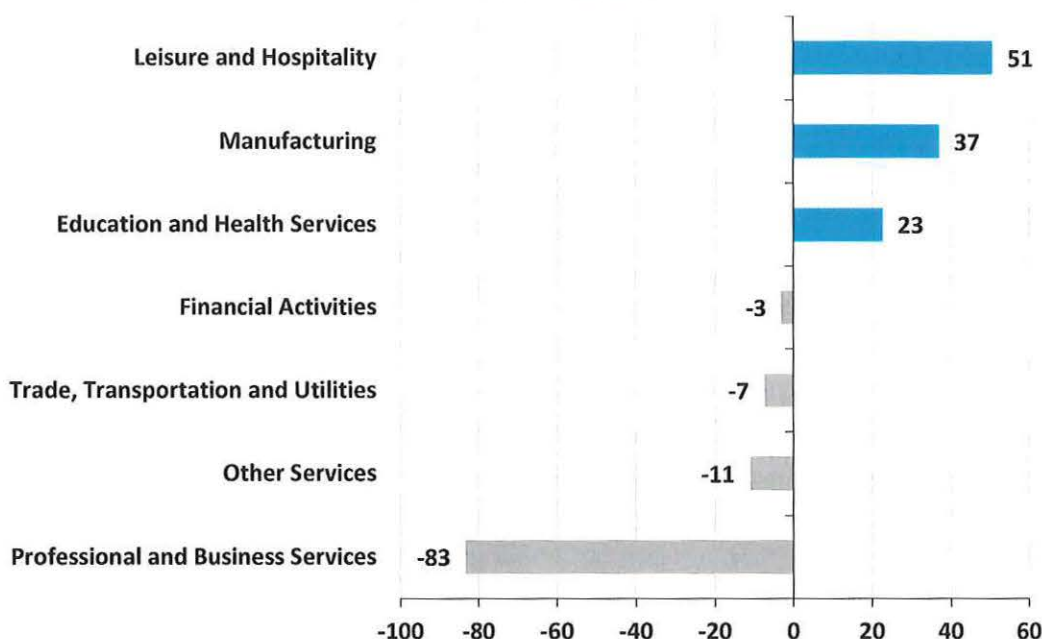


⁵ Data Source: U.S. Bureau of Labor Statistics. *Data on the Natural Resources and Mining, Construction, and Information sectors has been suppressed due to data confidentiality.*

⁶ Data Source: U.S. Bureau of Labor Statistics. *Data on the Natural Resources and Mining, Construction, and Information sectors has been suppressed due to data confidentiality.*

Figure 6 details the year-over-year change in private sector employment from the second quarter of 2021 to the second quarter of 2022 in the city of Hopewell by industry supersector. Over this period, the only employment gains occurred in the Leisure and Hospitality (up 51 jobs), Manufacturing (up 37 jobs), and Education and Health Services (up 23 jobs) sectors. The largest employment losses occurred in the Professional and Business Services (down 83 jobs), Other Services (down 11 jobs), and Trade, Transportation and Utilities (down 7 jobs) sectors.

Figure 6: Change in Private Employment by Industry Supersector in the City of Hopewell from 2nd Qu. 2021 to 2nd Qu. 2022⁷

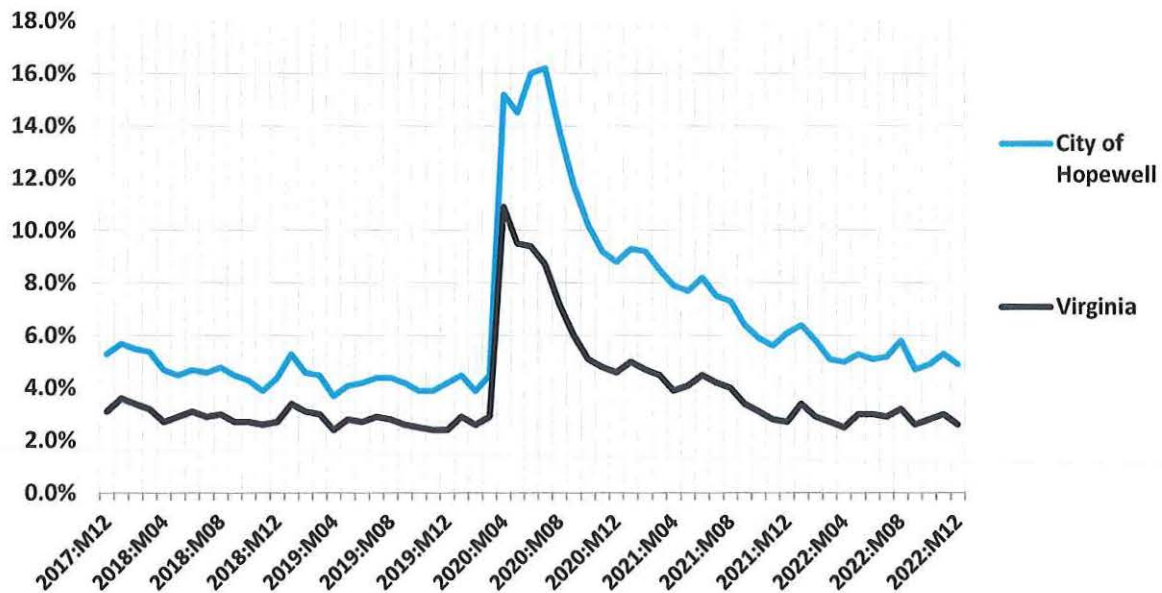


Unemployment

Figure 7 illustrates the trend in the city of Hopewell's unemployment rate over the five-year period from December 2017 through December 2022 and benchmarks those data against the statewide trend for Virginia. As these data show, unemployment rates in the city Hopewell were consistently higher than the statewide trend throughout the five-year period. In April 2020 unemployment in the city and state significantly rose as a result of the labor dislocations caused by the COVID-19 pandemic. The city of Hopewell's unemployment rate has remained higher than the state's rate during recovery from the pandemic. As of December 2022, unemployment stood at 4.9 percent in the city of Hopewell compared to 2.6 percent in Virginia as a whole.

⁷ Data Source: U.S. Bureau of Labor Statistics. *Data on the Natural Resources and Mining, Construction, and Information sectors has been suppressed due to data confidentiality.*

Figure 7: Unemployment Rate – December 2017 to December 2022⁸



Economic and Fiscal Impact

The following sections quantify the likely economic contribution that the proposed Hopecrest Townes development would make to the city of Hopewell. To accomplish this, the analysis considers both the one-time impact from construction as well as the ongoing impact of the residents' household spending once the apartments and townhomes are at full build-out and occupancy.

The analysis uses the IMPLAN⁹ regional input-output model to estimate these impacts. Like all economic impact models, the IMPLAN model uses economic multipliers to quantify the economic impact. Economic multipliers measure the ripple effects that an expenditure generates as it makes its way through the economy.

One-Time Construction Impact

This portion of the section assesses the economic and fiscal impact that the one-time pulse of activity associated with construction of the Hopecrest Townes would have on the city of Hopewell.

Inputs and Assumptions

- Total capital investment in the apartment complex and infrastructure for the townhome development is approximately \$15.6 million.¹⁰

⁸ Data Source: U.S. Bureau of Labor Statistics.

⁹ IMPLAN is produced by IMPLAN Group, LLC.

¹⁰ Data Source: Mansour Real Estate. Excludes investment for the development of the townhomes because values unknown.

- For ease of explication, all construction expenditures are assumed to be made in a single representative calendar year.

Economic and Fiscal Impact

Applying these inputs into the IMPLAN model results in the following estimates of one-time economic and fiscal impact. As shown in Table 1, expenditures associated with construction of the Hopecrest Townes would directly provide a one-time pulse supporting approximately: 1) 116 jobs, 2) \$6.6 million in labor income, and 3) \$15.6 million in economic output to the city of Hopewell (in 2023 dollars).

Taking into account the economic ripple effects that direct impact would generate, the total estimated one-time impact on the city of Hopewell would support approximately: 1) 131 jobs, 2) \$7.4 million in labor income, 3) \$18.2 million in economic output, and 4) \$294,000 in state and local tax revenue (in 2023 dollars).

Table 1: Estimated Economic and Fiscal Impact on the City of Hopewell from Construction of the Hopecrest Townes (2023 Dollars)¹¹

Economic Impact	Employment	Labor Income	Output
1st Round Direct Economic Activity	116	\$6,559,800	\$15,600,000
2nd Round Indirect and Induced Economic Activity	15	\$796,300	\$2,575,300
Total Economic Activity	131	\$7,356,100	\$18,175,300
Fiscal Impact			
State and Local Tax Revenue			\$294,000

Ongoing Operational Impact

This portion of the section estimates the economic and fiscal contribution of the development, including the new residents' household spending on the city of Hopewell.

Inputs and Assumptions

The analysis is based on the following inputs:

- The apartment complex would consist of 48 units (44 one-bedroom and 4 two-bedroom units) with an estimated annual lease revenue of approximately \$684,000.¹²

¹¹ Construction sector jobs are not necessarily new jobs, but the investments made can also support an existing job during the construction of the project. Please note that it is not possible to know with certainty what proportion of these jobs would go to city construction contractors or be filled by city residents. However, all workers employed at the site would have an indirect economic impact on the city through their purchases of food, beverages, and other goods and services

¹² Data Source: Mansour Real Estate. 95 percent occupancy rate applied to total lease revenue.

- The townhome development would consist of 229 units, of which 173 would be located in the city of Hopewell and 56 in Prince George County.¹³
- The assessed taxable value of the apartment complex and the townhomes located in the city of Hopewell would be approximately \$35.3 million and the assessed taxable value of the townhomes located in Prince George County would be approximately \$9.8 million.¹⁴
- The residential units would have a 95 percent occupancy rate.¹⁵
- New residents would represent a net increase in population to the city of Hopewell and Prince George County as they would either be new residents, or existing residents whose previous residences would be rented/sold to someone else.
- The median household income for the apartment complex would be approximately \$45,000 and for the townhomes it would be approximately \$75,000.¹⁶
- New residents of the Hopecrest Townes in the city of Hopewell would own approximately 397 vehicles and residents in Prince George County would own approximately 106 vehicles with an average taxable value of approximately \$8,062.¹⁷

Economic Impact

Applying these inputs in the IMPLAN model results in the following estimates of annual economic impact. As shown in Table 2, annual household spending of the new residents at the Hopecrest Townes in the city of Hopewell supports an induced impact of approximately: 1) 50 jobs, 2) \$1.9 million in labor income, and 3) \$7.1 million in economic output to the city of Hopewell (in 2023 dollars).

Table 2: Estimated Economic Impact on the City of Hopewell from Household Spending of Residents at the Hopecrest Townes (2023 Dollars)¹⁸

Economic Impact	Employment	Labor Income	Output ¹⁹
1st Round Direct Economic Activity	0	\$0	\$0
2nd Round Indirect and Induced Economic Activity	50	\$1,873,000	\$7,084,900
Total Economic Activity	50	\$1,873,000	\$7,084,900

¹³ Data Source: Mansour Real Estate. Economic impact analysis based on units in the city of Hopewell.

¹⁴ Data Source: Mansour Real Estate. Calculated as \$5 million plus \$175,000 times 173 units for the city of Hopewell and as \$175,000 times 56 units for Prince George County.

¹⁵ Data Source: Mansour Real Estate.

¹⁶ Data Source: Mansour Real Estate.

¹⁷ Data Source: Derived from U.S. Census Bureau 2017-2021 American Community Survey. 95 percent occupancy rate applied. City of Hopewell Commissioner of the Revenue's Office. Average taxable value of all personal vehicles (including motorcycles) in the city of Hopewell in 2022.

¹⁸ City of Hopewell used as study region since majority of development located in the city.

¹⁹ Economic output is an accounting of all of the money that changes hands in a local economy.

The total economic output from Table 2 is composed of a number of local industries. Table 3 provides detail on select local industries impacted by the Hopecrest Townes development. As shown in Table 3, additional local restaurant sector spending is estimated at approximately \$634,500 per year and additional local retail sector spending is estimated at approximately \$567,300 per year (in 2023 dollars).²⁰

Table 3: Estimated Additional Annual Consumer Spending in Select Industries in the City of Hopewell from Residents at the Hopecrest Townes Development (2023 Dollars)²¹

Industry	Estimated Additional Annual Local Consumer Spending
Restaurant	\$634,500
Retail	\$567,300

Fiscal Impact - City of Hopewell

Table 4 provides an overview of the additional tax revenue that the city of Hopewell would derive annually from the additional economic activity associated with the residents at the Hopecrest Townes. The estimates presented below provide a straightforward analysis of the direct tax revenue that would be generated for the city by the residents of the Hopecrest Townes development. As such, they capture the largest, but not all, of the direct and indirect fiscal connections that the development would have with the city.

The increased commercial operations in the city as well as real property taxes from the apartment complex and townhomes and personal property taxes collected from the residents on-site would provide approximately \$563,200 in annual tax revenue to the city of Hopewell (in 2023 dollars).

²⁰ Data Source: IMPLAN Group, LLC.

²¹ Data Source: IMPLAN Group, LLC.

Table 4: Estimated Annual City of Hopewell Tax Revenue from the Hopecrest Townes Development (2023 Dollars)²²

Revenue Source	Tax Rate ²³	Tax Base	Tax Revenue
Real Property Tax	\$1.13/\$100	\$35,275,000	\$398,600
Sales Tax	1.0%	\$1,201,900 in sales ²⁴	\$12,000
Meals Tax	6.0%	\$634,500 in sales ²⁵	\$38,100
Business License Tax – Rental Income	\$0.36/\$100	\$684,000	\$2,460
Personal Property Tax – Vehicles	\$3.50/\$100	\$3,201,400	\$112,100
ESTIMATED ANNUAL CITY TAX REVENUE*			<u>\$563,200</u>

*Totals may not sum due to rounding.

Fiscal Impact – Prince George County

Table 5 provides an overview of the additional tax revenue that Prince George County would derive annually from the taxation of the real property improvements and the residents' vehicles.

The real property taxes from the townhomes and the personal property taxes collected from the residents on-site would provide approximately \$113,800 in annual tax revenue to Prince George County (in 2023 dollars).

Table 5: Estimated Annual Prince George County Tax Revenue from the Hopecrest Townes Development (2023 Dollars)²⁶

Revenue Source	Tax Rate ²⁷	Tax Base	Tax Revenue
Real Property Tax	\$0.82/\$100	\$9,800,000	\$80,400
Personal Property Tax – Vehicles	\$3.90/\$100	\$857,800	\$33,500
ESTIMATED ANNUAL COUNTY TAX REVENUE*			<u>\$113,800</u>

*Totals may not sum due to rounding.

²² Please note values are rounded.

²³ Data Source: City of Hopewell Commissioner of the Revenue and city's website.

²⁴ Data Source: IMPLAN Group, LLC. Estimated additional consumer spending in restaurant and retail sectors based on entire development.

²⁵ Data Source: IMPLAN Group, LLC. Estimated additional consumer spending in restaurant sector based on entire development.

²⁶ Please note values are rounded.

²⁷ Data Source: Prince George County website.

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The estimates provided in this report are based on the best information available and all reasonable care has been taken in assessing the quality of that information. However, because these estimates attempt to foresee the consequences of circumstances that have not yet occurred, it is not possible to be certain that they will be representative of actual events. These estimates are intended to provide a good indication of likely future outcomes and should not be construed to represent a precise measure of those outcomes.

TRAFFIC IMPACT ANALYSIS

HOPECREST TOWNES HOPEWELL, VIRGINIA

SEPTEMBER 2023

Prepared By:

Kimley»Horn

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Richmond, VA 23230

(804) 673-3882

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1 EXECUTIVE SUMMARY

The Traffic Impact Analysis (TIA) documented in this report evaluates the anticipated traffic impacts of the proposed development to be generally located in the southeast corner of Interstate 295 (I-295) and Route 36/Oaklawn Boulevard consisting of multiple parcels located in both the City of Hopewell and Prince George County. Currently, the site proposed for development is vacant. The proposed development consists of 228 townhomes and 48 multifamily residential units. A site plan is included in **Appendix A**. Access to the proposed development will be provided via Oaklawn Boulevard, Colonial Corner Drive, and Monroe Avenue.

Traffic operations were analyzed at the intersections identified below during the AM and PM peak hours using *Synchro 11*TM software for the Existing 2022, Projected No-Build 2027, and Projected Build 2027 conditions. To project future traffic volumes for the no-build and build conditions, a linear growth rate of 0.50% was established based on historic growth trends developed from VDOT Annual Average Daily Traffic (AADT) publications along Oaklawn Boulevard.

The following intersections were analyzed in this traffic impact analysis:

1. Old Iron Road and Monroe Avenue
2. Ashland Street and Courthouse Road
3. Ashland Street and Oaklawn Boulevard (EB)
4. Ashland Street and Woodlawn Street (WB)
5. Colonial Corner Drive and Woodlawn Street (WB)
6. Colonial Corner Drive and Oaklawn Boulevard (EB)
7. Hopewell Visitor Center Driveway and Old Oaklawn Boulevard

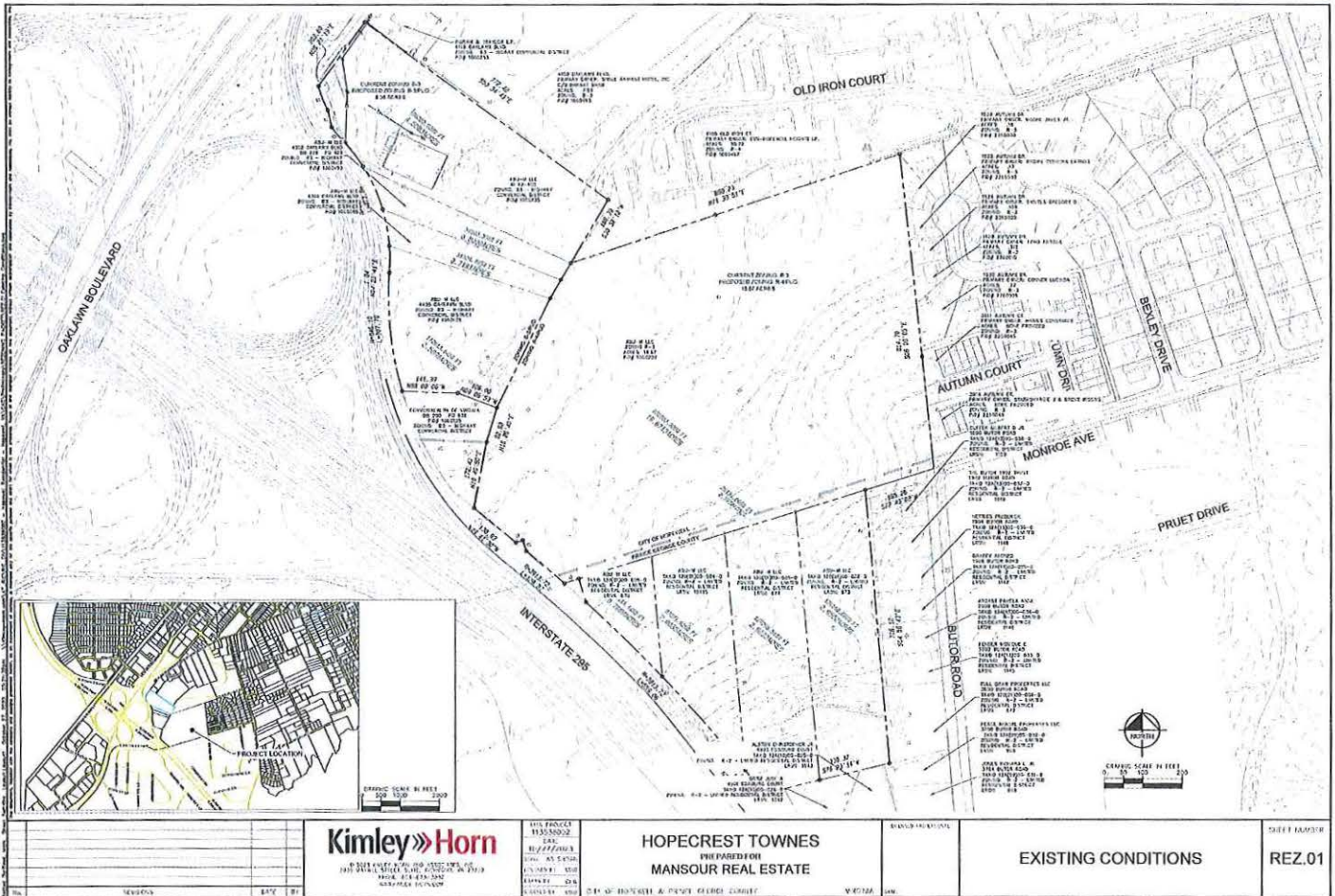
The results of the traffic impact analysis indicate that all study intersection approaches and movements operate at LOS C or better during the AM and PM peak hours under Existing 2023, No-Build 2027, and Build 2027 conditions.

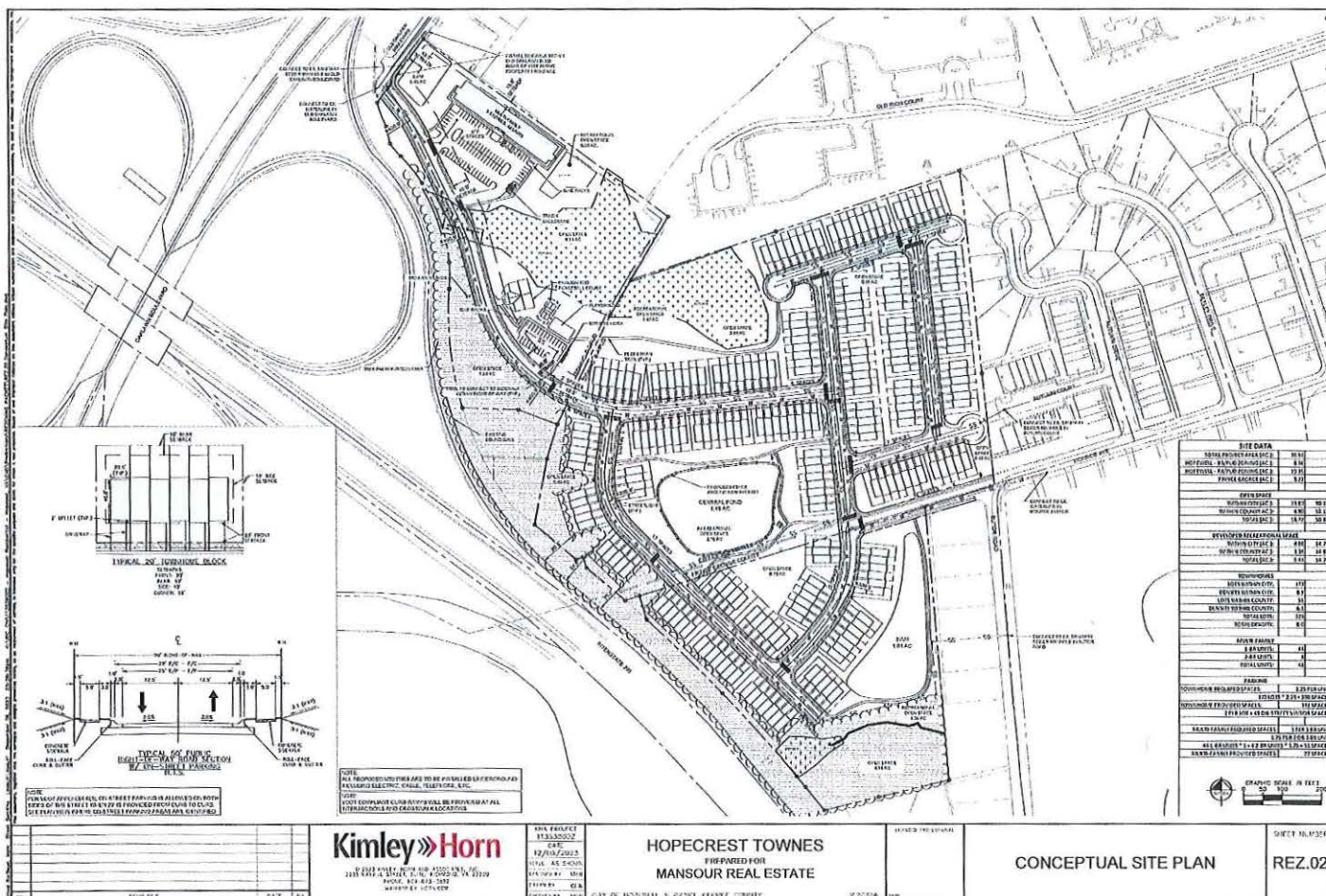
Based on the queue analysis results, all turning movements are expected to be accommodated within the existing turn-lane storage lengths during Existing 2023, No-Build 2027, and Build 2027 conditions during the AM and PM peak hours.

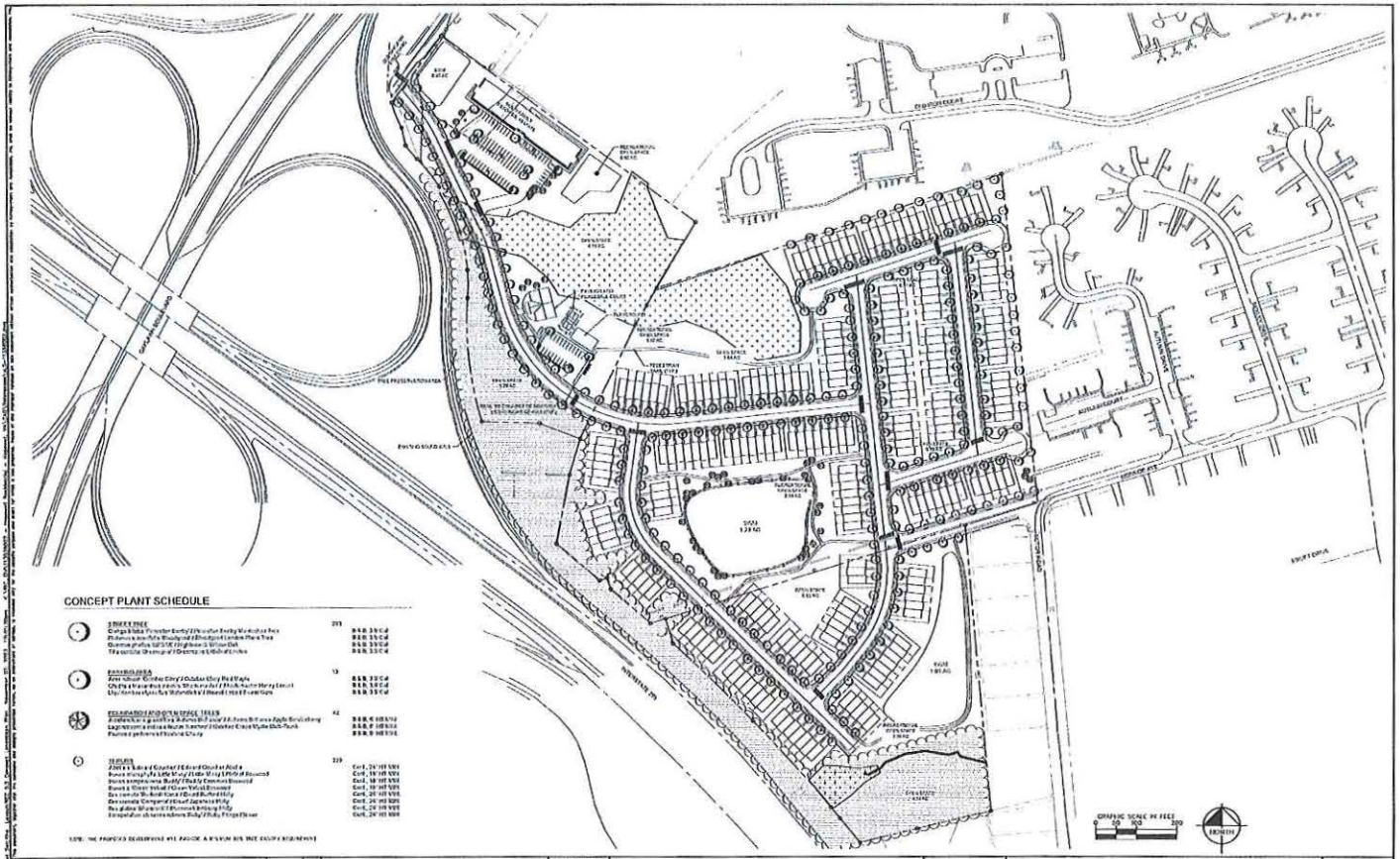
The results of the intersection capacity and queue analyses indicate that the study intersections will not be adversely impacted by project traffic. Therefore, no improvements are required at the study intersections.

TRAFFIC IMPACT ANALYSIS
DOCUMENT IS 134 PAGES LONG

COMPLETE TRAFFIC IMPACT
ANALYSIS DOCUMENT AVAILABE
FROM THE DEVELOPMENT
DEPARTMENT



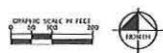




CONCEPT PLANT SCHEDULE

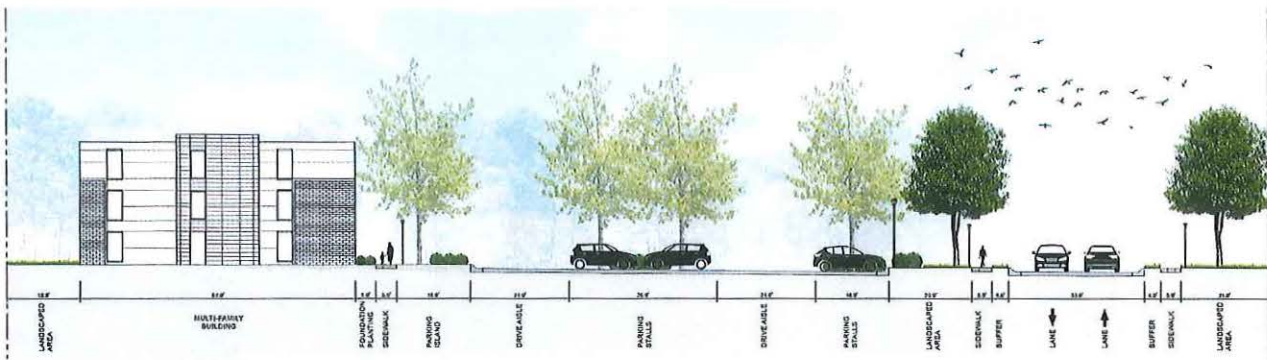
1	SHRUB TREES	200	200 100 100
	Large Shrub Tree (e.g. 10' x 10' x 10')		200 100 100
	Medium Shrub Tree (e.g. 8' x 8' x 8')		200 100 100
	Small Shrub Tree (e.g. 6' x 6' x 6')		200 100 100
2	PAVING	10	200 100 100
	Gravel Paving (e.g. 10' x 10' x 10')		200 100 100
	Asphalt Paving (e.g. 10' x 10' x 10')		200 100 100
3	PAVING	10	200 100 100
	Gravel Paving (e.g. 10' x 10' x 10')		200 100 100
	Asphalt Paving (e.g. 10' x 10' x 10')		200 100 100
4	PAVING	10	200 100 100
	Gravel Paving (e.g. 10' x 10' x 10')		200 100 100
	Asphalt Paving (e.g. 10' x 10' x 10')		200 100 100

NOTE: THE PROPOSED PLANTING WILL BE DONE BY THE LANDSCAPE ARCHITECT

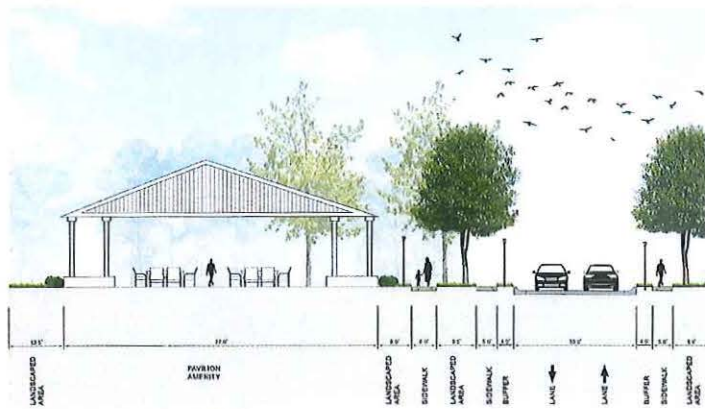




Kimley»Horn



MULTI-FAMILY VIEWSHED: SECTION A-A'



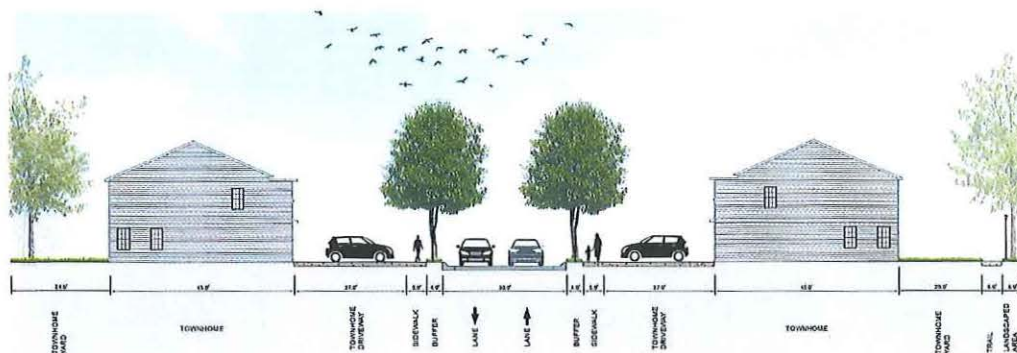
PAVILION AMENITY VIEWSHED: SECTION B-B'



SECTION-KEY PLAN
N.T.S.

EXHIBIT A-CONCEPTUAL PLAN | HOPECREST TOWNES

City of Hopewell & Prince George County, Virginia



TOWNHOMES VIEWSHED: SECTION C-C'



SECTION-KEY PLAN

H15

EXHIBIT A-CONCEPTUAL PLAN | HOPECREST TOWNES

City of Hopewell & Prince George County, Virginia



WOODED TRAILS



PAVILION AND GAZEBO



SWM POND WITH AERATION FOUNTAIN



ACTIVE RECREATION



LANDSCAPING



DUMPSTER AND BMP ENCLOSURE



NOTE: BMP ENCLOSURE FENCING WILL BE BLACK-COLORED CHAIN LINK.

EXHIBIT A-CONCEPTUAL PLAN | HOPECREST TOWNES

City of Hopewell & Prince George County, Virginia

PRECEDENT IMAGERY
12 JUL 2023

Kimley»Horn

Exhibit C

BUILDING EXTERIOR FINISHES

THICK ANTI-REFLECTIVE
PAINT, FINE SAND-GRAINED



SCHEME OF PAINT COLORS



BRICK VENEER
Glen-Gery



BRICK VENEER TO MATCH THE BRICK VENEER ON THE GLEN-GERY

ADH WALL CLADDING PANEL



ADH WALL CLADDING PANEL, WHITE COLORED FINISH



WINDOWS & ENTRY DOORS
FINISH TO MATCH THE BRICK VENEER ON THE GLEN-GERY



BRICK VENEER
FINISH TO MATCH THE BRICK VENEER ON THE GLEN-GERY



BUILDING 3D RENDERINGS

T. 703-443-8773

BUILDIX

6007 Emerald Hills Dr
Falls Church, VA 22041
buildix@gmail.com

RESIDENTIAL DEVELOPMENT
CARLTON BLVD BLVD, HOPEWELL, VA

REVISION:

DATE: 05-31-2023
PROJECT NO:
DRAWN BY:
CHECKED BY:

001

PRELIMINARY EXTERIOR DESIGN

BUILDING EXTERIOR FINISHES

THREE ARCHITECTURAL
FACED FIRE SAND-GROUP-UP



SELECTION OF PANEL COLORS



BRICK VENEER
Glen-Gery



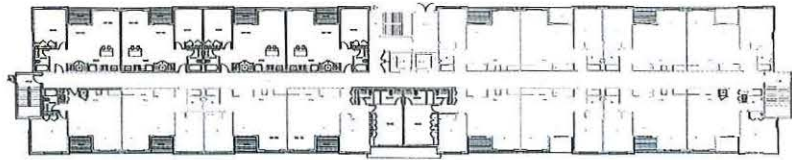
JOINT WALL CLADDING PANEL



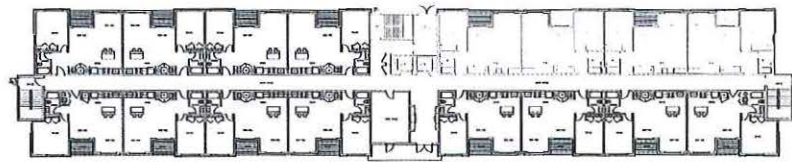
EXTERIOR & ENTIRE EXTERIOR
FINISHES



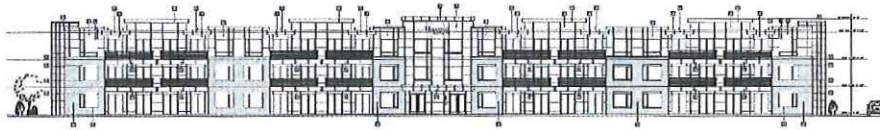
BRICK AND STONE
CLADDING



PROPOSED SECOND & THIRD FLOOR PLAN



BUILDING FRONT ELEVATION



BUILDING FRONT ELEVATION

- 1) EXTERIOR WALLS & ROOF
- 2) EXTERIOR WALLS
- 3) EXTERIOR WALLS & ROOF
- 4) EXTERIOR WALLS & ROOF
- 5) EXTERIOR WALLS & ROOF
- 6) EXTERIOR WALLS & ROOF
- 7) EXTERIOR WALLS & ROOF
- 8) EXTERIOR WALLS & ROOF
- 9) EXTERIOR WALLS & ROOF
- 10) EXTERIOR WALLS & ROOF

1. 100-434-1175

BUILDIX

8337 Riverfront Plaza Dr
Falls Church VA 22041
buildix@gmail.com

HOPECREST APARTMENTS
RESIDENTIAL DEVELOPMENT
CARLAW BLVD BLVD HOPEWELL, VA

REVISIONS

DATE:	05-01-2023
PROJECT NO:	
DESIGN NO:	
CHECKED BY:	

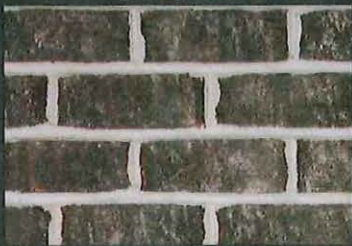
001

HOPECREST APARTMENTS



SCHEME: #17

SHINGLES: WEATHERWOOD



BRICK: CLAYTON FALLS



STONE: PENNSYLVANIA LEDGESTONE (STONECRAFT)



SHUTTERS: MUSKET BROWN



FRONT DOOR: BEATRIX BROWN SW2014



SHAKE OR B&B ACCENT - STERLING



SIDING: STORM (VINYL)

* Images may not reflect actual products. Products and colors are subject to change.



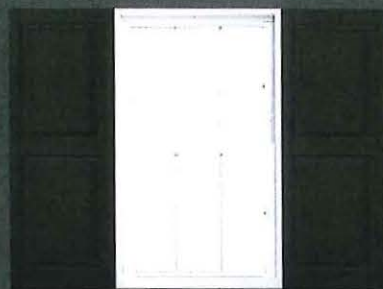
SHINGLES: WEATHERWOOD



BRICK: COLONY POINTE



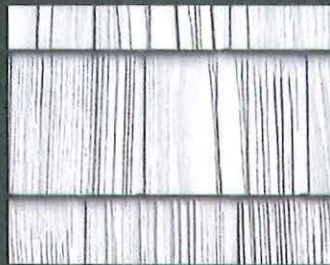
STONE: BUCKTOWN LEDGESTONE (STONECRAFT)



SHUTTERS: BLACK



FRONT DOOR: TRICORN BLACK SW6258



SHAKE OR B&B ACCENT - STERLING



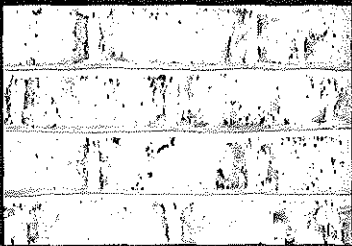
SIDING: WHITE (VINYL)

SCHEME: #18

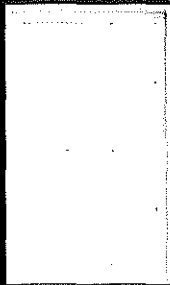
* Images may not reflect actual products. Products and colors are subject to change.

SCHEME: #19

SHINGLES: WEATHERWOOD



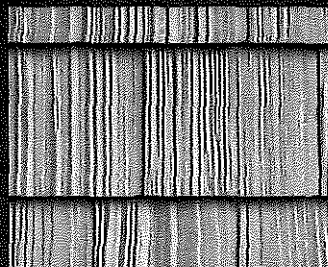
SHUTTERS: BLACK



FRONT DOOR: TRICORN BLACK SW6258



BRICK: BRADFORD HALL TUDOR



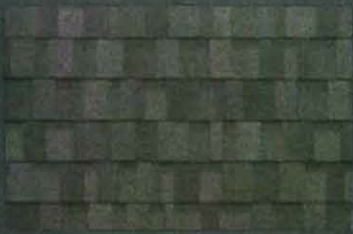
SHAKE OR B&B ACCENT - ROCKSLIDE

STONE: BUCKTOWN LEDGESTONE (STONECRAFT)

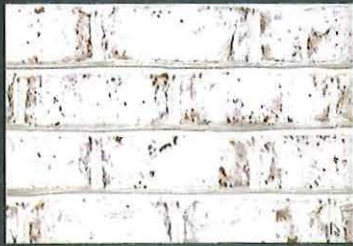


SIDING: ROCKSLIDE (VINYL)

* Images may not reflect actual products. Products and colors are subject to change.



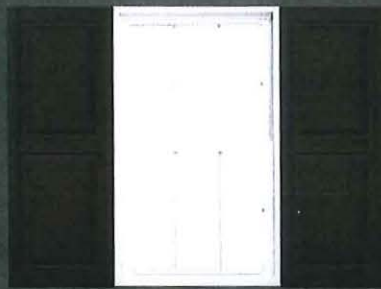
SHINGLES: WEATHERWOOD



BRICK: BRADFORD HALL TUDOR



STONE: BUCKTOWN LEDGESTONE (STONECRAFT)

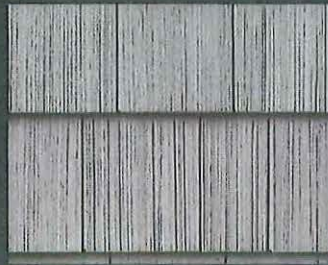


SHUTTERS: BLACK



FRONT DOOR: MAROONED SW6020

SCHEME: #20

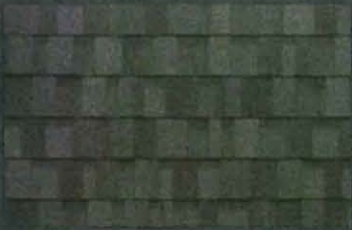


SHAKE OR B&B ACCENT - HEATHER



SIDING: STORM (VINYL)

* Images may not reflect actual products. Products and colors are subject to change.



SHINGLES: WEATHERWOOD



BRICK: COLONY POINTE



STONE: BUCKTOWN LEDGESTONE (STONECRAFT)



SHUTTERS: MIGNIGHT BLUE



FRONT DOOR: NAVEE SW1511

SCHEME: #21

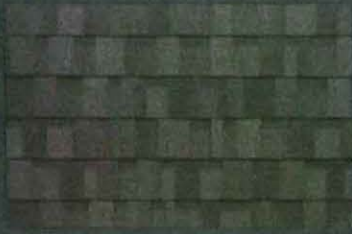


SHAKE OR B&B ACCENT - SAND



SIDING: HARVARD SLATE (VINYL)

* Images may not reflect actual products. Products and colors are subject to change.



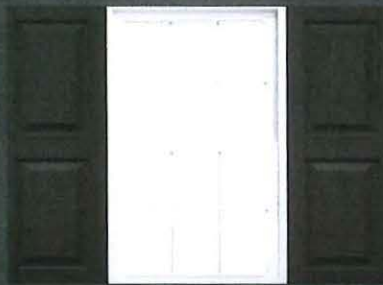
SHINGLES: WEATHERWOOD



BRICK: BRADFORD HALL TUDOR



STONE: PENNSYLVANIA LEDGESTONE
(STONECRAFT)



SHUTTERS: TUXEDO GRAY



FRONT DOOR: SUMMIT GRAY SW7669

SCHEME: #22



SHAKE OR B&B ACCENT - ROCKSLIDE

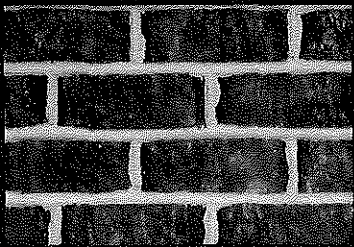


SIDING: MIDNIGHT SURF (VINYL)

* Images may not reflect actual products. Products and colors are subject to change.

SCHEME: #23

SHINGLES: WEATHERWOOD

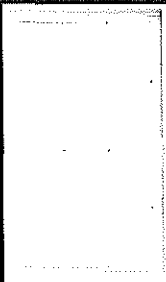


BRICK: CLAYTON FALLS



STONE: BUCKTOWN LEDGESTONE (STONECRAFT)

SHUTTERS: BLACK



FRONT DOOR: JASPER SW6216

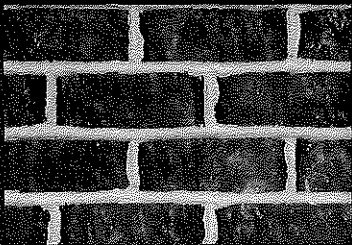


SIDING: STERLING (VINYL)

* Images may not reflect actual products. Products and colors are subject to change.

SCHEME: #24

SHINGLES: WEATHERWOOD



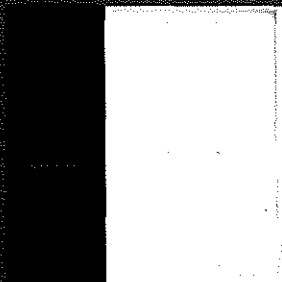
BRICK: CLAYTON FALLS



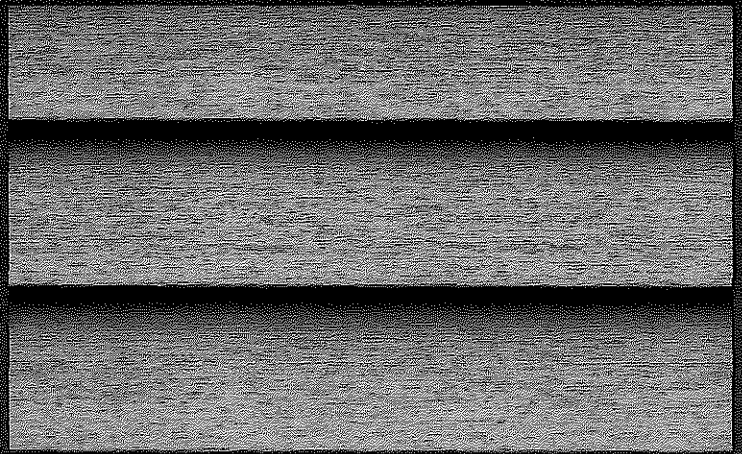
STONE: BUCKTOWN LEDGESTONE (STONECRAFT)



SHUTTERS: TUXEDO GRAY



FRONT DOOR: URBANE BRONZE SW7048

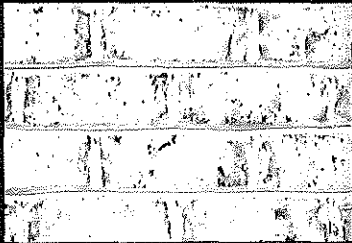


SIDING: PEBBLE CLAY (VINYL)

* Images may not reflect actual products. Products and colors are subject to change.

SCHEME: #25

SHINGLES: WEATHERWOOD

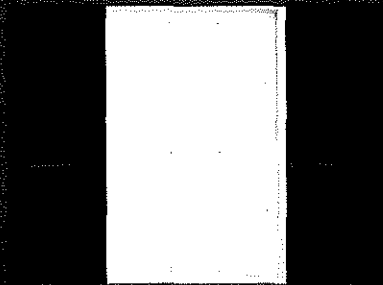


BRICK: BRADFORD HALL TUDOR

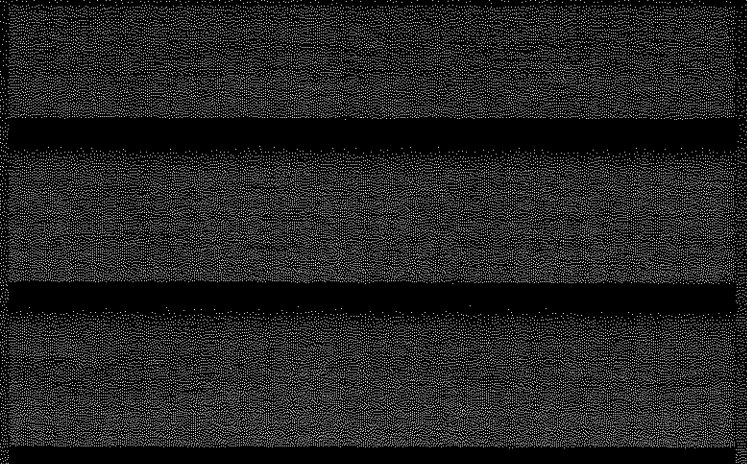


STONE: BUCKTOWN LEDGESTONE (STONECRAFT)

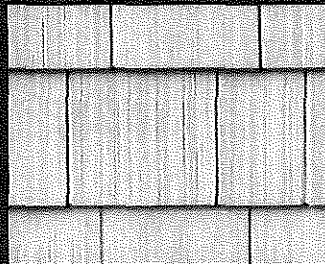
SHUTTERS: TUXEDO GRAY



FRONT DOOR: URBANE BRONZE SW7048



SHAKE OR B&B ACCENT - SAND



SIDING: SHAMROCK (VINYL)

* Images may not reflect actual products. Products and colors are subject to change.

SCHEME: #26

SHINGLES: WEATHERWOOD



SHUTTERS: MIDNIGHT GREEN

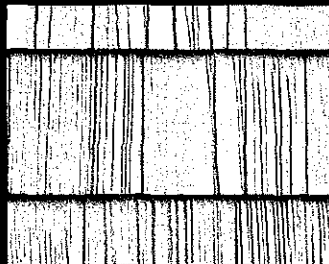


FRONT DOOR: JASPER SW6216

BRICK: BRADFORD HALL TUDOR



SHAKE OR B&B ACCENT - STERLING



STONE: PENNSYLVANIA LEDGESTONE
(STONECRAFT)



SIDING: IRONSTONE (VINYL)

* Images may not reflect actual products. Products and colors are subject to change.

WS-2

Development Fees

City Council Work Session – January 9, 2024



Fee Schedule

The Development Department has two sets of fees:

- **Building Permit fees**
 - Residential
 - Commercial
- **Planning application fees**



Building Permits - Residential

All Building Permits are subject to a 2% state surcharge

	HOPEWELL	PETERSBURG	COL. HEIGHTS	PRINCE GEORGE
BUILDING NEW	\$25 + \$0.22 SF	\$25 + .63% EST COST	\$75 + \$0.20 SF	\$100 + \$0.22 SF
BUILDING UPGRADE	\$25	\$25 + .63% EST COST	\$75 + \$0.20 SF	\$100 + \$0.22 SF
ELECTRICAL	\$25	\$25 + 1% EST COST	\$75 + \$0.06 SF	\$100 + \$0.22 SF
PLUMBING	\$25	\$25 + 1% EST COST	\$75 + \$0.06 SF	\$100 + \$0.22 SF
MECHANICAL	\$25	\$25 + 1% EST COST	\$75 + \$0.06 SF	\$100 + \$0.22 SF



Building Permits - Residential

Primary Applicants

BUILDING NEW

Builders, Prop. Owners

BUILDING UPGRADE

**Prop. Owners,
Contractors**

ELECTRICAL

**Contractors, Prop.
Owners**

PLUMBING

**Contractors, Prop.
Owners**

MECHANICAL

**Contractors, Prop.
Owners**



Building Permits - Commercial

All Building Permits are subject to a 2% state surcharge

	HOPEWELL	PETERSBURG	COL. HEIGHTS	PRINCE GEORGE
BUILDING NEW	\$100 + 1% EST COST	\$75 + 1% EST COST	\$75 + 1% EST COST	\$200 + 1% EST COST
BUILDING UPGRADE	\$100 + 1% EST COST	\$75 + 1% EST COST	\$75 + 1% EST COST	\$200 + 1% EST COST
ELECTRICAL	\$100 + 1% EST COST	\$75 + 1% EST COST	\$75 + 1% EST COST	\$100 + \$0.22 SF
PLUMBING	\$100 + 1% EST COST	\$75 + 1% EST COST	\$75 + 1% EST COST	\$100 + \$0.22 SF
MECHANICAL	\$100 + 1% EST COST	\$75 + 1% EST COST	\$75 + 1% EST COST	\$100 + \$0.22 SF



Building Permits - Commercial

Primary Applicants

BUILDING NEW

**Contractors, Business
Owners**

BUILDING UPGRADE

**Contractors, Business
Owners**

ELECTRICAL

**Contractors, Business
Owners**

PLUMBING

**Contractors, Business
Owners**

MECHANICAL

**Contractors, Business
Owners**



Planning Applications

	HOPEWELL	PETERSBURG	COL. HEIGHTS	PRINCE GEORGE
REZONING	\$300	\$1,500	\$1,500	\$1,050 BASE +
VARIANCE	\$200	\$500	\$1,000	\$350
COND USE /SPEC EXCEPT/SPEC USE	\$300	\$500	\$1,500	\$700
SITE PLAN REVIEW	\$250	\$800 + \$50 ACRE	\$750 - \$1,100	\$350 + \$35 ACRE
ZONING ORDINANCE AMENDMENT	\$300	\$1,500		\$700



Planning Applications

Primary Applicants

REZONING

Developers

VARIANCE

Prop. Owners

COND USE /SPEC EXCEPT/SPEC USE

**Prop. Owners, RE
Investors**

SITE PLAN REVIEW

**Developers,
Business Owners**

ZONING ORDINANCE AMENDMENT

**Business Owners,
RE Investors**



Planning Application Costs

APPLICATION	APPLICATION FEE	MINIMUM ADVERTISING COST	NET
REZONING	\$300	\$622.44	- \$322.44
VARIANCE/SPEC EXCEPT/SPEC USE	\$200	\$311.72	- \$111.72
CONDITIONAL USE	\$300	\$622.72	- \$322.72
SITE PLAN REVIEW	\$250	\$0.00	\$0.00
ZONING ORDINANCE AMENDMENT	\$300	\$622.44	- \$322.44

*** All applications require numerous hours of staff time and coordination amongst several city departments.**



Summary

- **Residential Building Permit fees are the lowest in the region.**
- **Commercial Building Permit fees are the second highest in the region.**
- **Planning fees are the lowest in the region.**
- **Most current Planning fees do not cover costs for required advertisements or staff review.**



Proposed

- Keep Residential Building Permit fees the same.
- Keep Commercial Building Permit fees the same.
- Raise Planning fees to cover costs and reflect region.
 - REZONING - \$1,500.00
 - VARIANCE/SPEC EXEPT/SPEC USE - \$ 500.00
 - CONDITIONAL USE - \$ 500.00
 - SITE PLAN REVIEW - \$ 500.00
 - ZONING ORDINANCE AMENDMENT - \$1,000.00



Questions?



CONSENT AGENDA

C-1

MINUTES OF THE DECEMBER 12, 2023 CITY COUNCIL REGULAR MEETING

A REGULAR meeting of the Hopewell City Council was held on Tuesday
December 12, 2023 at 6:00 p.m.

PRESENT: John B. Partin, Mayor (Virtual)
Jasmine Gore, Vice Mayor
Janice Denton, Councilor
Brenda Pelham, Councilor
Dominic Holloway, Councilor
Rita Joyner, Councilor
Michael Harris, Councilor (Virtual)

Councilor Pelham makes a motion to allow Councilor Harris and Mayor Partin to participate for meeting virtually.

ROLL CALL	Councilor Denton	Yes
	Councilor Pelham-	Yes
	Councilor Holloway-	Yes
	Councilor Joyner-	Yes
	Councilor Harris-	Abstained
	Mayor Partin-	Abstained
	Vice Mayor Gore -	Yes.

Vice Mayor Gore allows Mayor Partin and Councilor Harris to log off of open session and sign in virtually to closed session, they are excused from vote of closed session motion.

Motion Passes 5-0

Councilor Denton makes a motion to allow Councilor Harris to participate in meeting by zoom.

ROLL CALL

Councilor Denton	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Councilor Harris-	Excused
Mayor Partin-	Excused
Vice Mayor Gore -	Yes

Motion Passes 5-0

Reconvene Open Meeting

Councilor Denton makes a motion to reconvene open meeting and second by Councilor Joyner.

ROLL CALL

Councilor Denton	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Councilor Harris-	Excused
Mayor Partin-	Excused
Vice Mayor Gore -	Yes

Motion Passes 5-0

CERTIFICATION:

Immediately thereafter, council responded to the question 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

Councilor Denton	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Councilor Harris-	Excused
Mayor Partin-	Excused
Vice Mayor Gore -	Yes

Motion Passes 5-0

Councilor Joyner makes a motion to appoint Susan Benton to the downtown design review, and Councilor Denton to the metropolitan planning organization, motion is seconded by Councilor Pelham.

REGULAR MEETING**ROLL CALL**

Councilor Denton	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Councilor Harris-	Excused
Mayor Partin-	Excused
Vice Mayor Gore -	Yes

Motion Passes 5-0

Councilor Gore gives list of pending items to be added to pending list to city clerk

WORK SESSION

WS-1 – Modification to development for 3609 Oaklawn Blvd – Chris Ward – Mr.

Ward begins his presentation stating who the owner is and she is an agent for the property owner. He states the applicant is requesting a free standing sign at the second entrance, currently the ordinance only allows one free standing sign. The new sign will conform with the city sign specs. There are 4 considerations and he goes over those considerations with council. He mentions staff recommends approval of this requested second entrance sign. Planning commission recommends approval of 3-0 at the November 2nd meeting. Councilor Pelham asks raise an interest with Mr. Ward's office to make sure all other signs are conforming. The answer is if the signs are not 50 percent or more damaged they can remain non-conformed. Councilor Pelham stated there should be restrictions for the cushion around the signs because it is dangerous when you can't see around the sign when pulling into traffic. Vice Mayor Gore mentions the Wendy's new sign makes it difficult to see when coming into the road and states Mr. Ward to be cognizant of that when placing the new signs.

Vice Mayor Gore begins regular meeting, roll call is called for attendance.

PRESENT:

John B. Partin, Mayor (Excused)
Jasmine Gore, Vice Mayor
Janice Denton, Councilor
Brenda Pelham, Councilor
Dominic Holloway, Councilor
Rita Joyner, Councilor
Michael Harris, Councilor (Virtual)

Prayer takes place by Reverend Hart followed by the Pledge of Allegiance led by Councilor Denton.

Councilor Denton makes a motion to approve the agenda, motion is seconded by Councilor Denton.

ROLL CALL

Councilor Denton	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes

Councilor Harris-	Excused
Mayor Partin-	Excused
Vice Mayor Gore -	Yes

Motion Passes 5-0

Councilor Pelham makes a motion to approve the consent agenda, motion is seconded by Councilor Denton.

ROLL CALL	Councilor Denton	Yes
	Councilor Pelham-	Yes
	Councilor Holloway-	Yes
	Councilor Joyner-	Yes
	Councilor Harris-	Excused
	Mayor Partin-	Excused
	Vice Mayor Gore -	Yes

Motion Passes 5-0

INFORMATION/PRESENTATIONS

One Digital Insurance Presentation – Mary Jones – Ms. Jones goes over details of where they are currently by going over a brief summary of the renewal. She goes over details of dental benefits, and AFLAC benefits. She provided council with a PowerPoint with details of benefits for employees for dental and vision. She discusses their goals for the next planned year. They wish to offer a competitive benefit package to retain good employees. She goes over what will be available in February. She states they are recommending not going to market because last year they ended up with zero percent increase and she believes they are in a similar position this year. They recommend to stay with local choice.

Economic Development Updates – Charles Bennett – Mr. Bennett begins his presentation giving a short end of year recap on significant things that took place in the city of Hopewell. He discusses the ice rink and worked closely with recreation in parks in the downtown area. He gave a special thanks to all those who helped make the ice rink happen. He discusses good news about other great things that took place throughout the year through EDA.

COMMUNICATION FROM CITIZENS

1. Travis Burroughs, Ward 3 – Mr. Burroughs speaks to council in reference to the national poverty level in the city of Hopewell, which is twice the national poverty level. He speaks on the tax rate of Hopewell and that it is the same rate as Williamsburg. He speaks on the conditions of the roads of Hopewell stating nothing has been done to improve them.
2. Mark Burroughs, Ward 3 – Mr. Burroughs piggy banks off what his son just spoke about, also stating the times he has spoken to council about the roads and not getting them fixed yet. He stated there are very few restaurants that people are willing to eat at in Hopewell. He states there are many things brought to council that council has done nothing about. He said he has watched majority of council have side bar conversations, one lady spoke about her house was about to go into foreclosure, he asked council how many let her know that because she was a veteran there was tax break for military veterans. He spoke a little about the tax rates as well, stating homes are not worth Williamsburg prices and the tax rates are too high. He goes over statistics of property crime and violent crime.
3. Paul Reynolds, Ward 4 – Mr. Reynolds speak about the flip value taxation of property in Hopewell. He goes into detail about what it means for Hopewell to add this. He states it allows property to tax land improvement and improvements on the land separately. It allows to tax improvements at one rate and land at another rate. He goes into further detail of why this would be good for Hopewell.
4. Shirley Hall, Ward 3 – Ms. Hall speaks about the time the meeting started, stating it did not start until 8 when it was supposed to start at 7:30. She states this should be run in an orderly fashion so the public can participate in a timely fashion. She states council should show up on time.

REGULAR BUSINESS

R-1 Resolution on Mixed Use on Main St Grant – Mr. Bennett – Mr. Bennett states he is requesting council to pass a resolution that enables them to make application for a mixed use on main st grant for 500,00 dollars for a rehabilitation for a building on E. Broadway formerly known as the treasure of hunt building. The application has been prepared by the Hopewell downtown partnership as well as Mr. Bennett. If awarded the grant, the money will come to the City of Hopewell and would administer them from the city of Hopewell to the private owner through a low interest loan. He opens the floor for questions. Councilor Pelham asked about performance agreement and it should be in the resolution not in the attachment. Mr. Bennett stated they are happy to amend it to show that in the resolution. Councilor Joyner reiterates what Councilor Pelham stating there needs to be a line in the resolution to be in sync with RIF requirements that are DHCD is going to put in. Councilor Joyner states the timeframe for completing the contract should be in the resolution. Mr. Bennett stated once rewarded the grant the resolution should be in sync for the timeline of 18 months of completion once receiving the grant. Vice Mayor Gore states she is tracking insert city attorney a whereas where it mentions performance agreement and penalties therein and insert 18 months for duration of the project, she mentions where it says further resolved section is to apply for the grant, her other recommendation is that before a final contract agreement is done it goes back in front of Council. This approval tonight will be just to approve them to apply for the grant.

Councilor Joyner moves to extend the meeting to 9:30 PM, Councilor Pelham seconds the motion.

ROLL CALL

Councilor Denton	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Vice Mayor Gore -	Yes

Motion Passes 7-0

Councilor Denton states she is aware what they have downtown and she would like to see the bigger picture. She does not have enough information to vote for this right now. Mr. Bennett states to try and make her more comfortable he gives her examples of what they need to do to increase economic development. He states when the project is done council will be proud of it and it will have good economic activity. Vice Mayor Gore stated moving forward she would like to have the grant packet as part of the presentation for review from council so they are clear on what they are voting on. She requested Mr. Bennett to email them the information they are asking about. City attorney gives a breakdown of the amendments to the resolution before signing. Councilor Holloway asked can it be stopped after tonight if they don't agree with how the grant is used. City Attorney stated you can add language to the resolution stating contract must come in front of council for review before using.

Councilor Joyner makes a motion to approve resolution 1212, approve the application for grant funding from industrial revitalization funds mixed used on main st grant for rehabilitation of 207 E broad way with friendly amendments, Councilor Holloway seconds the motion. Councilor Denton asks if the motion is passed right now are they obligating the city to move forward with the project. The answer given to her is no. They accept the project but they do not have to accept the funds. City attorney gives a breakdown of the amendments to be added. Amendments are to add key performance indicators and penalties to be added, the 18 months' time frame for project completion, addition of financial management and record of funds provided to council, and before final agreement is signed the contract will come back to council for final approval.

ROLL CALL

Councilor Denton	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Councilor Harris-	Yes

Mayor Partin-	Yes
Vice Mayor Gore -	Yes

Motion Passes 7-0

R-2 Presentation of City of Hopewell 2024 Legislative Agenda – Mr. Bragg – Mr. Bragg begins his presentation explaining who is on the legislative committee. He begins going over his presentation highlighting 10 of the 23 items on his list he provided within the agenda. He briefly explains each item he highlighted beginning with number 1. He states it generates a large portion of revenue for the city. Second was support for education because it pays a major part as well. Number 5 is public transit support and city is requesting \$250,000 to support public transit. He then goes over number 6 and number 9 in brief detail of why those are important as well. He discusses item number 14 about fiscal stress. He discusses number 17 to go over the homeless and mental health; the city is funding \$500,000 annually to support the operation a year round shelter with mental care support. Item number 21 is a request for 16.5 million dollars for the oxygen plant. Item number 22 is the river walk expansion phase where the funding request is 1.5 million to complete the river walk expansion phase. The last item he discusses is the Leachate expansion and the request for funding for that is 3 million dollars. The total for new fund requests are \$21,750,000. Councilor Joyner states it's been 45 years since the city has submitted anything such as this to the general assembly. She thanks him for his work and says she appreciates everything he has done. Dr. Manker states the second package are additional requests to give opportunity to make requests of what did not make the original packet. Councilor Pelham states she would like to have something added to deal with the mold in resident's homes and apartments to hold landlords responsible for not taking care of it like they say they are. Vice Mayor Gore states to put in an ask to have the Hopewell Code department check houses and apartments versus the health department. Councilor Joyner stated she hopes to send over additional request in hopes they will consider. Mr. Bragg states he recommends having a meeting to talk about options to give Hopewell specific authority but they missed the deadline for charter changes, but they can look into other options. Mayor Partin recommends giving Hopewell the ability to explore, if it's not conducive then they don't have to go any further, but they owe it to the residents to look into it. He mentions waste water plant improvements stating city council as a

whole to move forward with those projects but if they do a leachate expansion project but do not have the additional processes in place for removing ammonia, removing nitrogen and other processes, they may not see as much revenue coming through that project. Vice Mayor Gore asked is there a consensus for the committee to research the SVT and bring it back to council but not to General Assembly, and with additional ask of funding they selected three of the additional packet, Vice Mayor Gore should the entire packet be added to the original packet.

Councilor Holloway makes a motion to adopt the legislative packet with the additional funding ask as an amendment and the legislative committee to move forward with the mold to send to the general assembly and come back with recommendation about the SVT, motion is seconded by Councilor Joyner.

ROLL CALL

Councilor Denton	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Vice Mayor Gore -	Yes

Motion Passes 7-0

Councilor Pelham makes a motion to extend the meeting 10 minutes to allow Dr. Morris to complete his presentation, motion is seconded by Councilor Joyner.

ROLL CALL

Councilor Denton	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Councilor Harris-	Yes

Mayor Partin-	Yes
Vice Mayor Gore -	Yes

Motion Passes 7-0

R3- Blue Zone Overview – Dr. Cliff Morris Mr. Morris begins his presentation based on the PowerPoint presentation provided to council. He goes over the all cause mortality rates with council in small detail for the US, VA, and the city of Hopewell. He goes over other diseases showing Hopewell is higher than the rest of Virginia. He gives further detail of Blue Zone stating people on blue zone live 10 to 15 years longer than those not on Blue Zone. He states Hopewell has the opportunity of being the first to become Blue Zone in the state of Virginia. He goes over 3 parts that this project is comprised of. He states the first part of it is \$75,000, and the second phase is the planning phase which is \$800,00 to 1.5 million. The transition phase is 5 to 10 years which would be about 1 million per year.

Vice Mayor Gore states the resolution is not in the presentation and recommends getting the resolution to him by email at a later date, and a letter of support that can be shared with potential partners with solicit funds, and she asked council to consider if he needs a representative to go with him she would like to be the rep for it.

Councilor Pelham makes a motion for the Resolution supporting the city and pursuing blue zone discussion and he has the blessing of council to solicit funds, motion is seconded by Councilor Joyner.

ROLL CALL

Councilor Denton	Yes
Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes

Vice Mayor Gore - Yes

Motion Passes 7-0

MEETING IS ADJOURNED DUE TO TIME.

**MINUTES OF THE DECEMBER 13, 2023 CITY COUNCIL SPECIAL
MEETING**

A SPECIAL meeting of the Hopewell City Council was held on Wednesday December, 2023 at 6:00 p.m.

PRESENT: John B. Partin, Mayor(Virtual, Closed session)
Jasmine Gore, Vice Mayor
Rita Joyner, Councilor
Michael Harris, Councilor(Virtual, Closed session)
Janice Denton, Councilor
Brenda Pelham, Councilor
Dominic Holloway, Councilor(Absent)

Council Joyner moves to make a motion to allow Mayor Partin and Councilor Harris to participate virtually. Councilor Denton seconds the motion.

ROLL CALL:	Councilor Pelham	Yes
	Councilor Joyner	Yes
	Vice Mayor	Yes
	Councilor Denton	Yes

Motion Passes 4-0

CLOSED MEETING:

Councilor Denton Moves to go into closed meeting pursuant to Va. Code § 2.2 - 3711(A) (1) to discuss or consider personnel matters, including board and

commission appointments; the assignment and performance of specific appointee and employees of City Council, and to the extent such discussion will be aided thereby. Councilor Joyner seconds the motion.

ROLL CALL:	Councilor Pelham	Yes
	Councilor Joyner	Yes
	Mayor Partin	Yes
	Vice Mayor Gore	Yes
	Councilor Denton	Yes

Motion Passes 5-0

RECONVENE OPEN MEETING:

Councilor Denton moves to make a motion to reconvene open meeting.
Councilor Joyner seconds the motion.

ROLL CALL:	Councilor Pelham	Yes
	Councilor Joyner	Yes
	Vice Mayor Gore	Yes
	Councilor Denton	Yes

Motion Passes 4-0

CERTIFICATION:

Immediately thereafter, council responded to the question pursuant to Virginia § 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:	Councilor Pelham	Yes
	Councilor Joyner	Yes
	Vice Mayor Gore	Yes
	Councilor Denton	Yes

REGULAR BUSINESS

R-1- Finance Status Report- Robert Bobb Group. Ms. Heather presents the finance report. Reconciliations for Fixed Assets for FY 2020. Work is ongoing in the reconciliation of Tax Receivables and bank statements. Reconciliation of the School Accounts Payable for FY 2020 is approximately halfway complete. However, it has been observed the check registers for these school accounts are more complex than those of the City Register. The complexity is causing the reconciliation process to be more time-consuming than initially anticipated. Investment account updates: The team developed a standardized template to facilitate the reconciliation of investment accounts. The template is designed to systematically organize and compare financial data from various sources, ensuring all investment transactions are accurately recorded and reconciled. A detailed examination of the cash movements with the investment accounts was performed, focusing on accuracy, compliance, and the efficiency of financial management. The team is meticulously analyzing transaction histories reconciling account balances and reviewing the alignment of these flow with the City's financial strategies and objectives. MUNIS Interactions involve matching deposits with the MUNIS General Ledger (GL) accounts to bank statements. Completed Mapping of MUNIS General Ledger accounts to the corresponding physical investment accounts. Ms. Heather discussed in detail the standard operating procedure progress. MUNIS Actions- Testing and Confirmation of FY25 Budget Projection in Tyler MUNIS Following the receipt of necessary clarifications from Tyler Technologies, a comprehensive testing was completed on the FY25 budget projection creation within the Tyler MUNIS ERP system. The Objective was to confirm the system's functionality and timing for reporting purposes. The list

includes Training Session Planning with Tyler Technologies, Licensing status update with Tyler Technologies, contract review and service quotes request. The reviewing Wastewater treatment plant Year-End adjustment for FY2018-2023. Robert Bobb Group has received and reviewed FY2020, FY2021, and working on FY2018 and FY2019. Both years used miscellaneous Revenue for the Capital Program and split the remaining funds between the WWTP and Partners. This is not to be inconsistent with City Attorney finding that these funds were not restricted to the WWTP and partners. The City is responsible for credits to Industry Partners for the remainder of the Leachate Funds. Staffing shortages have delayed the completion and submitting of remaining years of adjustments. The city needs to clarify whether these revenues, which surpass capital expenditures, are restricted to Water Treatment operations or can be considered s unrestricted revenue available to the city. This matter necessitates prompt resolution to ensure appropriate allocation and use of these funds. The team working with the industry pointed the following: Classification of Leachate Funds, the initial step is to establish a consensus on whether Leachate funds are classified as “miscellaneous plant revenue.” According to the 1995 agreement, if Leachate fund are deemed miscellaneous revenues, they should be allocated for maintenance and works on the plant. Legal Opinion on Revenue Usage: There exists a legal opinion, authorship unspecified, suggesting that these revenues may be freely used by the City, indicating a belief that they do not constitute “miscellaneous revenues.” Treatment in Reconciliations: In the Financial reconciliations conducted, staff have treated these funds as restricted to the plant. Net Steps- Finalizing the FY2020 Audit Package and provide it to the external auditors. The focus will be on advancing the reconciliation of Fixed Assets, Enterprise Receivables, and Accounts Payable for FY2020. In addition, the reconciliation of Bank Accounts and Tax Receivables will persist. Continue to draft future state Standard Operating Procedures, target completion and of January. Test Pooled Cash Functionality with Tyler MUNIS for June 30, 2024, implementation. Plan and schedule targeted MUNIS training in 2024. Continue to lead with a sense of urgency, coaching the Treasurer and Wastewater Treatment Plant Billing personnel to process deposit urgently-potentially utilizing temporary resources. Consolidated Hopewell Renewal water treatment facility reconciliations of arrive at a clean summary of existing funds and past and needed future capital expenditures.

ADJOURNMENT:

Vice Mayor Gore motions to adjourn,

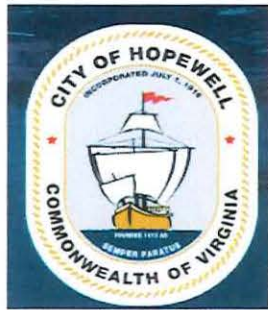
Yes 4

No 0

Johnny Partin, Mayor

Brittani Williams, City Clerk

C-2

**REQUEST**

Delinquent Funds
Housing Commission
Poet Commission
Beacon Theater LLC
Crisis Support
City Human Resource Policy
Business License Policy
City Credit Card Policy
RFP For Financial Services
Appointment of Council Member to EDA as a non-voting Member

CITY OF HOPEWELL**COUNCILOR PENDING LIST****REQUESTOR**

Jasmine Gore
Jasmine Gore
Brenda Pelham & Jasmine Gore
Jasmine Gore
Jasmine Gore
Brenda Pelham
Jasmine Gore
Brenda Pelham
Councilor Joyner
Councilor Joyner

DATE

12/14/2023
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NOTES

C-3

**MINUTES OF THE NOVEMBER 1, 2023 MEETING
OF THE DOWNTOWN DESIGN REVIEW COMMITTEE
CITY OF HOPEWELL**

A meeting of the City of Hopewell Downtown Design Review Committee (DDRC) was held on Wednesday, November 1, 2023, in the City Council Conference Room (300 N. Main St.) at 3:30 p.m.

Downtown Design Review Committee Members present:

Drew Dayberry, Chair
Mary French Elder, Vice Chair
Phillip Hughes

Staff:

Kelly Davis, AICP, Senior Planner

Guests:

Heather Lyne, Hopewell Downtown Partnership
Kayla Walker, Downtown Pups
Elizabeth Spence, Downtown Pups

CALL TO ORDER

Mr. Dayberry called the meeting to order at 3:43 p.m. Ms. Davis conducted the roll call. A quorum was established. Mr. Dayberry welcomed the members and led introductions

ADMINISTRATIVE MATTERS / CONSENT AGENDA ITEMS

Mr. Dayberry asked if there were requests for withdrawal, deferral, or amendment to the agenda. There were none.

Mr. Dayberry asked for any amendments to the minutes. Mr. Hughes made a motion to approve the meeting minutes. Ms. Elder seconded. The motion carried 3-0.

CITIZEN COMMENTS

None.

CERTIFICATES OF APPROPRIATENESS (COAs)

1. 252 E. Broadway – Fencing

Ms. Davis presented the revised application for fencing, which included power washing and staining the existing fencing, installing and staining new fencing along the alley, and landscaping in front of both fences.

Downtown Pups representatives explained their operational need for a privacy fence related to the safety of dogs in their care as well as passing pedestrians.

Mr. Hughes motioned to approve the revised application. Ms. Elder seconded. The motion carried 3-0.

2. 113 Hopewell Street – Façade Improvements

Ms. Davis presented the façade improvement package dated September 13, 2023, for the former Quick Lunch building at 113 Hopewell Street and explained the specific items being requested for approval. DDRC members expressed positive feedback on the designs. Mr. Hughes motioned to approve the following components of the façade package:

- a. Painting;
- b. Windows and doors;
- c. Open metal fencing with vertical spindles;
- d. Lighting of any style shown on the façade package;
- e. Pavers for the patio area;
- f. Pergola options shown on sheet A7 (with or without roof); and,
- g. Signage, as shown in the façade package and as permitted by the zoning ordinance.

Ms. Elder seconded. The motion carried 3-0.

UNFINISHED BUSINESS

1. Downtown Code Violations

Ms. Davis updated the DDRC on downtown code violations. Properties with identified Virginia Maintenance Code violations will first receive a courtesy letter requesting voluntary compliance before staff pursues enforcement action. Ms. Lyne suggested offering the remainder of available grant funding to help offset improvement costs.

2. Ms. Davis gave an update on the zoning ordinance amendments to the B-1, Downtown Central Business District and newly proposed Historic Preservation Article. The following additional items were discussed:

- Uses – Ms. Davis reviewed specific uses requested by Economic Development staff to address pending economic development prospects. Mr. Hughes questioned the requirement for a conditional use permit for assembly hall uses. Ms. Davis stated that the conditional use permit is recommended to address such impacts as noise, hours of operation, parking, outdoor activities, etc. Ms. Lyne questioned the opportunity to add food trucks as a permissible use. Ms. Davis will discuss this use with the Director of Planning & Development and the Director of Economic Development & Tourism.
- Signs – Ms. Davis reviewed the potential addition of freestanding signs to the district, which was recently requested by a downtown property owner. The DDRC directed Ms. Davis to review other Main Street communities and provide requirements that allow a limited amount of freestanding signs.

Mr. Dayberry motioned to recommend the proposed zoning ordinance changes to the Planning Commission. Ms. Elder seconded. The motion carried 3-0.

NEW BUSINESS

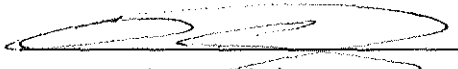
1. 425 E. Broadway – Façade Changes

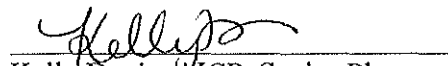
Ms. Davis explained potential façade changes at 425 E. Broadway and asked whether DDRC had any feedback on colors or design before the applicant submits. DDRC members did not offer specific comments about colors, but encouraged the applicant to use a cohesive scheme and correct inconsistencies (e.g., mismatched doors) that currently exist. Members also noted that many downtown buildings that have been painted are peeling and chipped. This will be a consideration if the applicant requests to paint the brick.

ADJOURNMENT

Mr. Dayberry made a motion to adjourn. Ms. Elder seconded. The motion carried 3-0. The meeting adjourned at 4:59 p.m.

Submitted by,


Drew Dayberry, Chair


Kelly Davis, AICP, Senior Planner

12/6/23
Date

**CITY OF HOPEWELL, VIRGINIA
MEETING OF THE PLANNING COMMISSION
CITY COUNCIL CHAMBERS, 300 NORTH MAIN STREET
THURSDAY, NOVEMBER 2, 2023
6:00 p.m.
MINUTES**

I. Call to Order

The meeting was called to order at 6:03 p.m.

II. Roll Call

Members Present:

Paul Reynolds, Chairman
Todd M. Butterworth
Carlos Roman

Members Absent:

Patience Bennett

Staff Member present:

Christopher Ward, Director
Kelly Davis, AICP, Senior Planner

III. Determination of Quorum

A quorum was determined.

IV. Prayer by designated Commission Member

Prayer rendered by Commissioner Butterworth.

V. Administrative Matters

1. Withdrawals/Deferrals/Amendments

Commissioner Butterworth made a motion to amend the agenda and move public hearings before approval of meeting minutes. Commissioner Roman seconded the motion. The motion was approved 3-0.

VI. Public Hearings

MODS Application #20230960, Advance Auto Parts, 3609 Oaklawn Blvd

The City of Hopewell has received a request from Gina Penney, agent for the business located at the subject property (Advance Auto), to modify the development standards in accordance with Article XVIII, Section G, to erect a freestanding monument-style sign at the Woodlawn Street entrance to the business.

The subject property is located in Ward 7 in the Corridor Development District (B-4). The property is identified as 3609 Oaklawn Blvd. (Parcel #089-0915). The property sits between two opposing one-way thoroughfares. A legal, non-conforming freestanding pole sign is located at the Oaklawn Boulevard entrance. The Development Standards (Article XVIII in the Hopewell Zoning Ordinance) limit the number of freestanding signs to one. The business had a non-conforming entrance sign in this location within the last two years until a vehicle destroyed it.

Staff conducted a site visit of the applicant property on October 24, 2023, and verified that the business is not visible from Woodlawn Street as one approaches the entrance to the business. Staff has determined that the installation of an entrance sign at this location is warranted and necessary since it will reduce confusion for drivers attempting to locate the entrance to the business. Additionally, the proposed freestanding monument-style sign conforms to the specifications set forth in the Development Standards.

Section G of Article XVIII, 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 approval of the modification to development standards application. A detailed answer for each of the 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 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.**

The applicant did not create the situation. A vehicle impact destroyed the previous sign at this location and the applicant seeks to replace it in accordance with the specifications for freestanding signs.

The Public Hearing opened at 6:09 p.m.

Public Hearing closed at 6:10 p.m.

There was no discussion by Planning Commission Members.

Commissioner Roman made a motion in accordance with Article XVIII, Section G, of the Hopewell Zoning Ordinance, that the Hopewell Planning Commission recommends to approve the request submitted by Gina Penney on behalf of Advance Auto for a modification to the development standards to construct a freestanding sign at the Woodlawn Street entrance to 3609 Oaklawn Boulevard. Commissioner Butterworth seconded the motion.

Vote: 3-0

Yes:

Chairman Reynolds

Commissioner Butterworth

Commissioner Roman

No: None

Motion: Unanimous Pass

ROWV Application #20230881, 514 Monroe Street

The City of Hopewell has received a request from Barbara J. Bowling for the vacation of an undeveloped portion of an alley between her properties located at 514 Monroe Street, also identified as Sub-Parcel #078-0010, and Sub-Parcel #080-1165. The approximate square footage of the right of way in question is 1,533 square feet. The subject property is located in Ward 1 in the Residential Medium Density (R-2) District.

The right of way on this block is platted as a T-shaped alley with access to Kippax, Monroe and Appomattox Streets. The alley was never properly developed and does not appear to be utilized as access by neighboring property owners. The undeveloped alley contains public utilities.

The proposed portion of the undeveloped alley contains a sanitary sewer manhole, 8" gravity main, and a sewer line of unknown size. Hopewell Water Renewal recommends maintaining the public right-of-way and denying the vacation request. The reason given is to maintain access to the sanitary sewer lines for maintenance purposes and the prevention of structures such as sheds and fences from being placed over or across the lines. The Director of Public Works agrees with the assessment from Water Renewal and recommends denial of the vacation request.

Director Ward spoke to both Hopewell Water Renewal and Public Works departments in reference to granting an easement. Director Ward asked that the application be tabled to allow for creation of a clear policy regarding ROW vacations concerning utilities and explore options of easements.

Chairman Reynolds stated that having visited a city recently where alleys thrive as part of the City's infrastructure, he has come to believe the City's general tendency to vacate city-owned property is a mistake. After this request, he realized the Planning Commission

would have no purview over this. Chairman Reynolds strongly believes that the City can repurpose alleyways like this as part of its overall transportation plan, which the City currently does not have. The Planning Commission is reviewing the Comprehensive Plan, and part of that is to bring a transportation plan into the Comprehensive Plan. In his opinion, Chairman Reynolds does not know when the City will come to its senses and stop giving up these properties until it has a viable transportation plan for the twenty-first century. Chairman Reynolds is inclined to deny every request like this, easement or otherwise.

Commissioner Roman is in favor of supporting the Director's request to table the request to get clarity on an easement policy. Commissioner Butterworth was in agreement.

Carey Adams came to the podium representing the applicant and is her son-in-law. The applicant has maintained the subject alley for over fifty years. The City would not maintain it. The applicant purchased the property on the other side of the alleyway and put in the application to vacate the alley. The applicant understands there are sewer lines and strongly believes the alley should be vacated with an easement.

The Public Hearing opened at 6:28 p.m.

Public Hearing closed at 6:28 p.m.

Commissioner Butterworth made a motion to table the request submitted by Barbara J. Bowling, for a vacation of an undeveloped portion of an alley between her properties located at 514 Monroe Street, also identified as Sub-Parcel #078-0010, and Sub-Parcel #080-1165, and have staff report back at a later date. Commissioner Roman seconded the motion.

Vote: 3-0

Yes:

Chairman Reynolds
Commissioner Butterworth
Commissioner Roman

No: None

Motion: Unanimous Pass

VII. Administrative Matters (Continued)

2. Review and take action on previous meeting minutes

Commissioner Roman motioned to approve minutes from the October 11, 2023, regular meeting. Commissioner Butterworth seconded the motion. The motion was approved 3-0.

VIII. Old Business of the Planning Commission

1. Discussion of Comprehensive Plan Review

Chairman Reynolds distributed a summary document of the Planning Commission's discussion to date of the Comprehensive Plan Review.

Highest priority on entrance corridors and UDA

Chairman Reynolds emphasized the importance of entrance corridors to the city. Commissioner Roman stated that in his research on the revitalization of small towns and cities, he came across where other localities focus on the inter-city itself and what changes can be made in a city or town to attract people and businesses to go there. They also discussed the importance of the entrances to the city or town to be attractive and inviting to get them to the heart of the city or town. Chairman Reynolds has drafted text for the Route 10 corridor and will continue drafting text for the Route 36/I-295 corridor.

Targeted beautification efforts

Chairman Reynolds moved on to the second strategy of beautification, which includes significant research from Commissioner Roman. Commissioner Butterworth asked Commissioner Roman how, based on his research, cities and towns get to the point that they look like no one cares? Commissioner Roman state that local cities and towns do not engage the community to take an active role in the beautification of their cities and towns. The members of the Planning Commission were in agreement that beautification of the city is part of their strategic planning.

Fresh water, waste water, and storm water infrastructure

Chairman Reynolds asked if any of the Commissioners had a problem with leaving fresh water, waste water and storm water infrastructure on the list. They did not.

Robust Transportation Plan

Chairman Reynolds stated by law they have to include a transportation plan in the Comprehensive Plan. Ms. Davis stated that the Planning Commission would not develop the plan alone. This would take public engagement and usually is done by a consultant. The transportation plan is usually a standalone plan that is incorporated into a comprehensive plan. Crater Planning District may also be available to assist with the transportation chapter of the comprehensive plan. Ms. Davis stated the city did receive grant funds to develop a citywide transportation safety plan but that this has not yet moved forward. Chairman Reynolds added that there should be an alleyway plan as part of the overall transportation plan.

Best use of city owned land

Chairman Reynolds stated that the marina's L-Dock was condemned 18 months ago and the city is still spending money to operate them. Chairman Reynolds stated that a clear city-wide plan is needed for all city-owned land and including unused alleyways. Ms. Davis stated that Economic Development is actively working on reuse and development plans for city owned property as a top priority.

The other strategies are still priorities. They will be further discussed at next Planning Commission meeting.

IX. New Business of the Planning Commission

1. Planning Commission Membership Discussion

Director Ward has a person interested in being appointed to the Planning Commission but they want to speak to him first. Director Ward would be reaching out to them.

2. Election of Vice-Chairman

Commissioner Butterworth nominated Carlos Roman for Vice-Chairman. Chairman Reynolds seconded the nomination.

Vote: 3-0

Yes:

Commissioner Butterworth

Commissioner Roman

Chairman Reynolds

No: None

Motion: Unanimous Pass

3. Discussion about CIP for FY2025

Director Ward recommended that the Planning Commission resubmits the CIP from FY2024 since the projects were not funded. Commissioners briefly discussed last year's projects and will continue discussion at the next meeting.

VIII. Old Business of the Wetlands Board

None

IX. New Business of the Wetlands Board

None

X. Reports from Planning Commission Members & Staff

Mr. Ward gave the following staff report:

1. Mr. Ward informed the commissioners that the Berkley Group has shared a preliminary draft of the Land Use Tools Diagnostic for staff review. The project is on schedule for a second joint work session in January.
2. The December meeting will include a rezoning and PUD overlay application with a Wetlands permit to come in January, if approved, would create 173 townhomes and 48 multifamily units within the City.

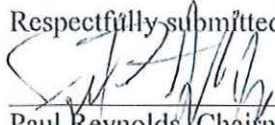
Upcoming Meeting Dates:

1. Architectural Review Board: next meeting November 14, 2023
2. Board of Zoning Appeals: TBD
3. Downtown Design Review Committee's next meeting: December 6, 2023

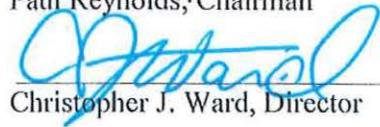
XI. Adjournment

Commissioner Butterworth made a motion to adjourn the meeting. Commissioner Roman seconded the motion. The motion was approved 3-0. The meeting was adjourned at 7:43 p.m.

Respectfully submitted,



Paul Reynolds, Chairman



Christopher J. Ward, Director

Hopewell Police Department Crime Summary

Jan 09, 2024



HOPEWELL POLICE DEPARTMENT
CRIME SUMMARY
Reporting Date: December 27, 2023

Year-to-Date Comparison						
	Thru December 24th				5 Year Average	% Change to Average
	2022	2023	# Change	% Change		
MURDER	8	6	-2	-25%	6	3%
FORCIBLE RAPE	8	4	-4	-50%	4	-9%
ROBBERY	30	11	-19	-63%	21	-47%
AGGRAVATED ASSAULT	76	61	-15	-20%	59	4%
Violent Crime Total	122	82	-40	-33%	90	-8%
ARSON	2	5	3	150%	2	150%
BURGLARY	63	45	-18	-29%	78	-42%
LARCENY	350	285	-65	-19%	360	-21%
MOTOR VEHICLE THEFT	45	78	33	73%	47	67%
Property Crime Total	460	413	-47	-10%	486	-15%
Total Major Crime	582	495	-87	-15%	576	-14%

Murder, Rape, Assault by # of Victims, All others by # of Incidents

5 Year Average to 12/31

HOPEWELL POLICE DEPARTMENT
Reporting Date: Dec 27, 2023

Suspected Opioid Overdoses 12/31							
	2018	2019	2020	2021	2022	2023	Grand Total
Fatal	9	10	13	19	18	24	93
Non-fatal	30	64	87	92	88	81	442
Grand Total	39	74	100	111	106	105	535

Subject to change as
forensic results are returned

HOPEWELL POLICE DEPARTMENT
Reporting Date: Dec 27, 2023

Shots Fired Thru 12/24/23					
2018	2019	2020	2021	2022	2023
84	86	122	126	134	60

Neighborhood Watch Meetings

City Point – 1st Wednesday of every month @ 1800 Hrs. @ PD Multipurpose Room.

Farmingdale – 1st Monday of every month @ 1830 Hrs. @ Wesley United Methodist Church.

Cobblestone – 3rd Wednesday every other month @ 1300 Hrs. @ Cobblestone Rec. Center.

Kippax Dr – 3rd Thursday of every month at Mr. Brown residence @ 3807 Gloucester Dr.

Autumn Woods – Will be starting up again in May 2024 and the location is to be determined.

Ward 3 – Usually every quarter, nothing has been planned yet.

Arlington Heights – Usually meet last Tuesday of the month @ 1305 Arlington Rd.
Friendship Baptist Church

Hiring-Recruitment

- Certified Officer Richard Chung has been hired and started his Field Training on 12/15/2023.
- Officers Justin Weeks and Kimberly Stapleton graduated from the Crater Criminal Justice Academy on December 21, 2023 and are completing additional departmental training. They will begin field training approximately the 3rd week of Jan 2024.
- Police Recruit Jonathan Barrett has been hired and will start training at Crater Criminal Justice Academy on January 8, 2024.
- A total of 16 applications has been received and are currently in new requisition.
- February 13, 2024 – The recruitment team will be participating in a Career Fair at VSU from 10:00am-3:00pm.
- February 20, 2024 –The recruitment team will be participating in a career fair at Old Dominion University from 10:00am-2:00pm.

Community Policing Officers by Ward

- Corry Young Ward -1- cyoung@hopewellva.gov
- Ryan Hayberg Ward-2 rhayberg@hopewellva.gov
- Michael Redavid Ward-3&-6 mredavid@hopewellva.gov
- Thomas Jones Ward-4 &7 tjones@hopewellva.gov
- Jonathon Bailey Ward-5 jbailey@hopewellva.gov

C-4

DATE: January 02, 2024
TO: The Honorable City Council
FROM: Yaosca Smith, Director of Human Resources
SUBJECT: Personnel Change Report – December 2023

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
CHUNG, RICHARD	POLICE	POLICE OFFICER NON CAR DEV	12/13/2023
COLEMAN, CARL	HOPEWELL WATER RENEWAL	WW MAINT MECH I	12/13/2023
SMITH, BRITTANY	HOPEWELL WATER RENEWAL	WWT OPER TRAINEE	12/13/2023
BARRETT, JONATHAN	POLICE	POLICE OFFICER NON CAR DEV	12/27/2023
PATRICK, EDLITA	HOPEWELL WATER RENEWAL	SR EXEC ASST	12/27/2023

SUSPENSIONS: 7 (Other information excluded under Va. Code § 2.2-3705.1(1) as Personnel information concerning identifiable individuals)

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
COOK, DEANNA	SOCIAL SERVICES	FAMSERVSPEC III	12/01/2023
HAYES, ERIS	VOTER REGISTRAR	ELECTION WORKER	12/08/2023
VANCE, VICKY	RECREATION	PT CUST SVC AGNT	12/22/2023
PORTER, IAYAN	TREASURER	PT GEN CLK	12/29/2023

CC: Concetta Manker, City Manager
Jay Rezin, IT
Arlethia Dearing, Customer Service Mgr.
Kim Hunter, Payroll
Russell Branson, Finance Director

INFORMATION/PRESENTATION

City of Hopewell

Project Management Office and Accounting Remediation Services

January 09, 2024



Agenda

1. Progress to Date & Recent Successes

- **Accounting Remediation**
 - Reconciliation Team
 - Financial Statements – Audit Package FY 2020
- **Project Management Office (PMO)**
 - Standard Operating Procedures
 - Industry
 - Enterprise Resource Management

2. Next Steps & Issues Potentially Preventing Progress

Accounting Remediation

Reconciliation Team

- **Accounting Remediation**

In order to recreate the general ledger to be provided to the Independent Audit Firm, the team has chosen to rebuild direct from known and accurate data sources (e.g., directly from bank reconciliations).

- Master Cash Account Workbook: All accounts related to the Local Government Investment Pool (LGIP) have been successfully added to the Master Cash Account Workbook, enhancing financial tracking capabilities.
- Bank Reconciliation for Master Cash Account – **100%** Complete through March 2020.
- Bank Reconciliation for other Accounts – **100%** Complete through June 2020.

Financial Statements Timeline

- **Financial Statements FY2020**

- Due to the complexity the team faced in reconciling cash accounts, the initial timeline was slightly delayed.
- Financial Statements for year 2020 are set to be forwarded to external auditors on 15th January.
- It will take the external auditors 45-60 days to complete the audit after the package is received from the team.



Project Management Office (PMO)

Standard Operating Procedures (SOPs)

Standard Operating Procedures Progress

Initial Phase: The team has worked in collaboration with various key city departments and offices to develop narratives that describe the existing processes and activities within the city. Narratives are a current, as is, walkthrough of how the process currently works, detailing both the actions and the existing control points.

23 Narratives – 100% Complete

Current Phase: The Business Process Team is actively converting the narratives into Standard Operating Procedures (SOPs). These SOPs methodically outline each step of processes and distinctly delineate roles and responsibilities. Complementing this, role-based visual flowcharts are being developed to provide an intuitive understanding of these procedures.

Standard Operating Procedures Progress

Current Phase: The SOPs are undergoing meticulous reviews involving various teams and relevant city staff members associated with the process. This collaborative review process is aimed at:

- Refinement, approval, and clarification of any queries.
- Ensure that the processes are accurately described – current state of the city.
- Identify and enact improvements in policies and procedures – future state of the city.

Future Phase: Following the completion of reviews and updates, the SOPs will be presented to the city for approval.

Standard Operating Procedures Progress

22 Narratives



22 Word Standard Operating Procedures

22 Visio Flowcharts Standard Operating Procedures

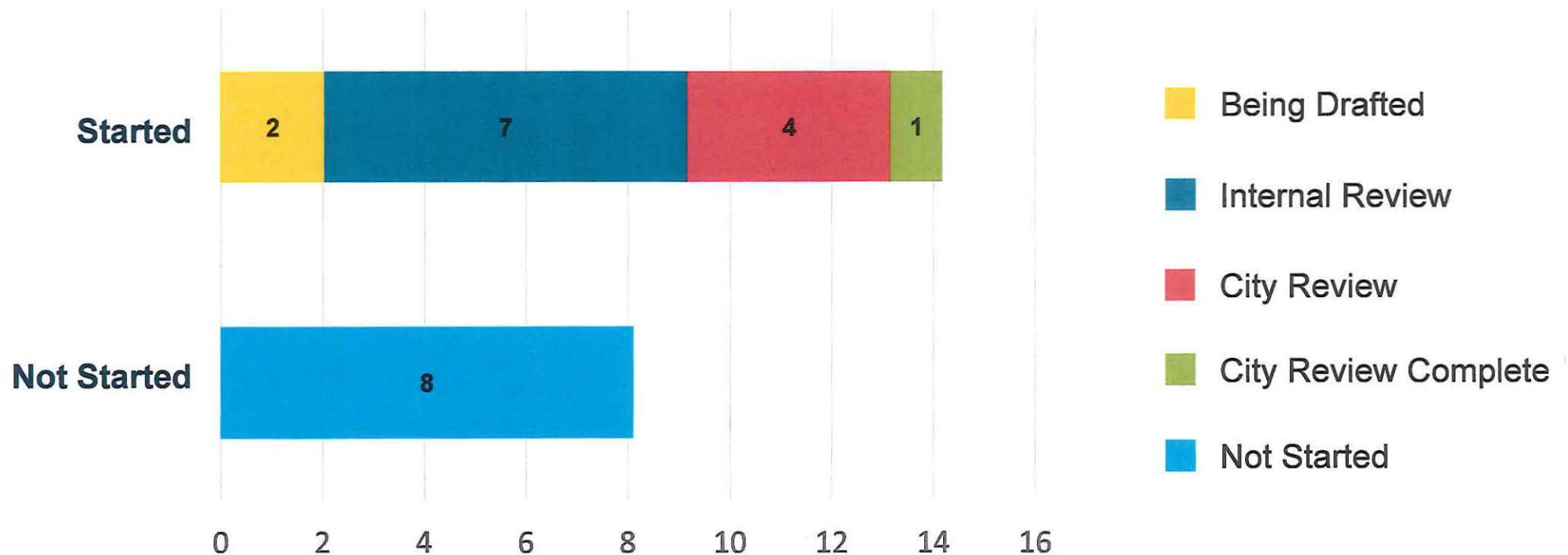
CURRENT STATUS

- **14** Word Documents under creation/creating/review process.
- **11** Visio Flowcharts under creation/ updating/review process.

55% of the documents have been initiated and are currently under review and updates

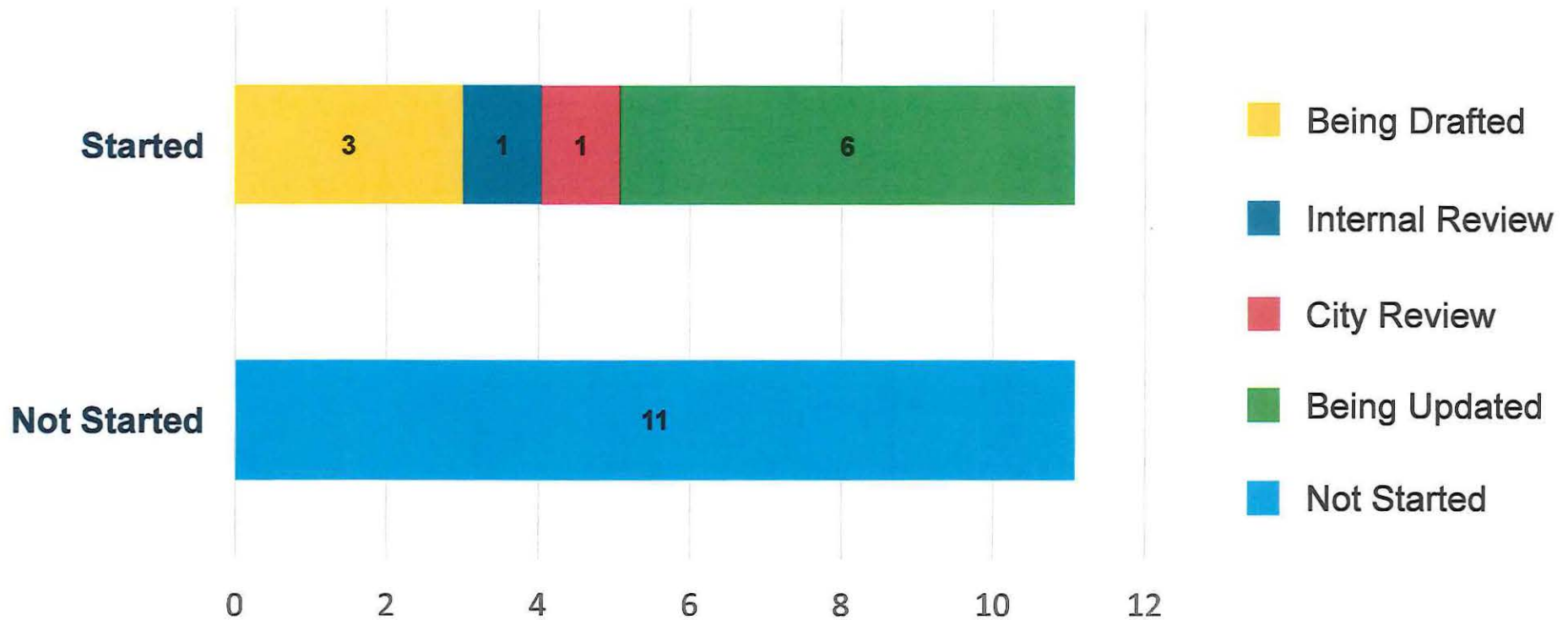
Standard Operating Procedures Progress

Current Status Word SOP's



Standard Operating Procedures Progress

Current Status Visio Flowcharts



Standard Operating Procedures Progress

Walkthrough	Narrative	SOP Word Document	SOP Visio Flowchart
Community Development Block Grant (CDBG)	Finalized	Draft - In Process	Updates - In Process
Real Estate Tax	Finalized	Draft - Complete	Not Started
State Income Tax	Finalized	RBG Review - In Process	Not Started
Machinery and Tools Tax	Finalized	RBG Review - Complete	Draft - In Process
Parks and Recreation	Finalized	RBG Review - Complete	Draft - In Process
Food and Beverage Tax	Finalized	Future State Review - In Process	Draft - Complete
Public Service Tax	Finalized	Future State Review - In Process	Updates - In Process
Business License Tax	Finalized	Future State Review - Complete	Future State Review - Complete
Accounts Payable	Finalized	Hopewell Review - Scheduled	Updates - In Process
Payroll	Finalized	Hopewell Review - Scheduled	Updates - In Process
Business Property Tax	Finalized	Hopewell Review - In Process	Hopewell Review - In Process

13

Walkthrough	Narrative	SOP Word Document	SOP Visio Flowchart
Procurement	Finalized	Hopewell Review - In Process	Updates - In Process
Budget	Finalized	Hopewell Review - Complete	Updates - In Process
Asset Forfeiture	Finalized	Not Started	Not Started
Bank Franchise Tax	Finalized	Not Started	Not Started
Children Service Act	Finalized	Not Started	Not Started
Data Integrators	Finalized	Not Started	Not Started
Emergency Medical Services (EMS)	Finalized	Not Started	Not Started
Estimated Income Tax	Finalized	Not Started	Not Started
Hopewell Regional Water Treatment Facility (HRWTF)	Finalized	Not Started	Not Started
Personal Property Tax	Finalized	Not Started	Not Started
Special Welfare	Finalized	Not Started	Not Started

Industry

Industry

- The Industry Team and the city's enterprise accountant have identified discrepancies in the preparation of the 2018 and 2019 year-end reconciliations. The city's enterprise accountant has decided to redo the reconciliations to ensure accurate numbers for discussion.
- Due staffing shortages, the Enterprise Accountant has a heavy workload, making it challenging to estimate when the revisions will be completed.
- There may be a need to consider staff augmentation to address the critical workload and ensure timely completion of important tasks.

Enterprise Resource Management

ERP Consultants

- **Standard Operating Procedures Reviews:** Engagement in the review process of the SOP's, ensuring that all steps involving the ERP System (Munis) are accurately described and providing recommendations for improvement when necessary.
- **ERP Contracts Management:** Coordination with Tyler Technologies and the ERP Administrator for contract and amendment reconciliation.
- **Reconciliation Support:** Sustained substantial support have been provided to the Reconciliation team through the generation of various data extractions within Tyler Munis ERP system.

ERP Consultants

- **Pooled Cash Fund Testing:** Successfully completed testing for the pooled cash fund within the Tyler Munis ERP system's TEST environment and generated a comprehensive document containing recommendations for its implementation within the City of Hopewell, VA.
- **Capital Assets Support:** Providing guidance to the Senior Financial Analyst in FY2020 Capital Assets process identifying and documenting any issues or irregularities within the Capital Assets module.
- **Training sessions:** Planning for upcoming sessions with Tyler and city staff.

Next Steps & Issues Potentially Preventing Progress

High Risk

Utilization of excess Leachate revenues at the Regional Treatment Facility

The city needs to clarify whether revenues exceeding capital expenditures are restricted to water Treatment operations or can be considered unrestricted revenue available to the city.

- **Classification of Leachate Funds:** The initial step is to establish a consensus on whether Leachate funds are classified as "miscellaneous plant revenue."
- **Use of Miscellaneous Revenues:** According to the 1995 agreement, if Leachate funds are deemed miscellaneous revenues, they should be allocated for maintenance and works on the plant.
- **Legal Opinion on Revenue Usage:** There exists a legal opinion, authorship unspecified, suggesting "cautions against this construction" (of freely using these funds) and concludes that "the Leachate Profits should be deposited in one or more of the accounts listed in § 5.10 to be used for the benefit of the Facility."
- **Treatment in Reconciliations:** In the financial reconciliations conducted, staff have treated these funds as restricted to the plant.

High Risk

Cash / Treasury / Budget Process

- There is no documented process that remediates the risk of current spending exceeding current cash balances. The current activity falls short of the requisite standards for sound financial management.
 - Current cash balances by fund are unknown, so it is difficult to develop processes to limit spending to “fund balances” in addition to protecting cash balances.
- As a result, the City's expenditures are surpassing the levels sustainable by its Fiscal Year 2024 revenues, both actual and projected, up to the fiscal year-end.
- Presently, there lacks a documented and operational procedure to mitigate the risk associated with expenditures outpacing the available cash balances.

Next Steps

- Finalize the FY 2020 Audit Package and provide it to external auditors.
 - The focus is concentrated on finalizing the cash reconciliation of the city master account.
- Continuously draft and review upcoming Standard Operating Procedures (SOPs) for accuracy and completeness, preparing for presentation upon city approval.
- Strategize the implementation of Pooled Cash Functionality using the Tyler Munis system.
- Coordinate and schedule specific MUNIS Training Sessions to enhance team skills and proficiency.
- Finalize a detailed forward-facing Cash Flow Analysis. Additionally, coach the City Treasurer and Finance team to develop a more detailed analysis of cash inflows.
- Meet with Dewberry to discuss pending report scope and coordination with Industry Partners.
- Streamline Hopewell Renewal Water Treatment Facility reconciliations to establish a clear overview of current funds and past as well as anticipated future capital expenses.

Issues Potentially Preventing Progress

- Shortage of staff to perform Hopewell Renewal Water Treatment Facility Reconciliations.
- City's final decision on handling of Leachate funds.

Thank you

COMMUNICATIONS FROM CITIZENS

REGULAR BUSINESS

R-1

RESOLUTION NO. _____

JOINT RESOLUTION FOR THE CITY COUNCIL FOR THE CITY OF HOPEWELL; THE BOARD OF SUPERVISORS FOR THE COUNTY OF SURRY AND THE BOARD OF SUPERVISORS FOR THE COUNTY OF PRINCE GEORGE PROVIDING FOR THE IMPLEMENTATION OF THE COMPREHENSIVE COMMUNITY CORRECTIONS ACT (CCCA) & THE PRETRIAL SERVICES ACT (PSA); ESTABLISHMENT OF THE RIVERSIDE COMMUNITY CRIMINAL JUSTICE BOARD (RCCJB); AND PROVISION FOR JOINT EXERCISE OF POWERS; APPOINTMENT OF RCCJB BOARD MEMBER

WHEREAS, the Riverside Community Criminal Justice Board (RCCJB) has an affirmative recorded vote in accordance with the provisions of the RCCJB Bylaws; and

WHEREAS, Sections 9.1-178 of the Code of Virginia prescribes CCJB membership and requires membership to be filled by each local governing body; and

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;

BE IT RESOLVED this _____ day of _____, 2023 that the Hopewell City Council hereby resolves and approves the following:

1. Dr. Concetta Manker as the Hopewell City Manager be appointed to the RCCJB as a member from January 1, 2024, through December 31, 2026.

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

Brittani Williams, City Clerk

WHEREAS, the Virginia General Assembly has adopted legislation entitled the Comprehensive Community Corrections Act for Local Responsible Offenders (Sections 9.1-173 et.seq. of the Code of Virginia) and the Pretrial Services Act (Sections 19.2-152.2 et.seq. of the Code of Virginia), both of which are effective July 1, 1995; and

WHEREAS, section 53.1-82.1 of the Code of Virginia requires that the City of Hopewell, and the Counties of Prince George and Surry submit a Community Based Corrections Plan in order to receive reimbursement for eligible costs of jail construction; and

WHEREAS, the Comprehensive Community Corrections Act and the Pretrial Services act both mandate that any locality required to submit a Community Based Corrections Plan is therefore further required to establish Community Corrections Programs and Pretrial Services; and

WHEREAS, Riverside Criminal Justice Agency has previously served the City of Hopewell, the County of Surry, and the County of Prince George and provided the judicial system with sentencing alternatives for certain misdemeanants and persons convicted of non-violent felonies; and

WHEREAS, Riverside Criminal Justice Agency will provide the judicial system with Pretrial Services to these same localities; and

WHEREAS, Sections 9.1-178 and 19.2-152.5 of the Code of Virginia require that each county and city participating in Community Corrections Programs establish a Community Criminal Justice Board; and, in the case of multi-jurisdictional efforts, that each jurisdiction mutually agree upon the appointments to said Board; and

WHEREAS, the establishment of a multi-jurisdictional Riverside Community Criminal Justice Board will result in a reduction in administrative costs to each locality, an increase in funding priorities and available grant dollars, promote efficiency in offender supervision and provide for a comprehensive regional offender database.

BE IT RESOLVED this ____ day of _____, 2023 that the Hopewell City Council hereby resolves and approves the following:

1. The City of Hopewell, County of Surry and County of Prince George, implement the Comprehensive Community Corrections Act for Local Responsible Offenders and the Pretrial Services Program and that Riverside Criminal Justice Agency be responsible for said implementation; and
2. The Riverside Community Criminal Justice Board be established and that the following individuals be hereby appointed to said Board pursuant to Section 9.1-178 and 19.2-152, 2 to 7 of the Code of Virginia:

Membership of the Riverside Community Criminal Justice Board shall include but may not be limited to:

- A Judge of the Sixth Judicial Circuit Court.
 - A Judge of the Sixth Judicial General District Court.
 - A Judge of the Sixth Judicial Juvenile and Domestic Relations Court.
 - A Commonwealth's Attorney.
 - A Chief of Police or Sheriff in a jurisdiction not served by a police department, to represent law enforcement.
 - The Chief Magistrate for the Counties of Prince George and Surry, and the City of Hopewell.
 - A person appointed by each governing body to represent the governing body.
 - An attorney who is experienced in the defense of criminal matters.
 - A representative of local education.
 - District 19 Community Services Board Administrator.
 - One citizen to be appointed at the discretion of the Prince George County Board of Supervisors.
 - One citizen to be appointed at the discretion of the Surry County Board of Supervisors.
 - One citizen to be appointed at the discretion of the Hopewell City Council.
 - A Sheriff or the Riverside Regional Jail Administrator responsible for jails serving those jurisdictions involved in the local pretrial services and community based probation programs.
 - Non-statutory members as recommended by the CCJB.
3. This action provide for a joint exercise of powers which will serve as documentation of a regional program service agreement between the City of Hopewell, County of Prince George and County of Surry; and that the County of Prince George will act as the administrative and fiscal agent for the Riverside Criminal Justice Agency.

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

Brittani Williams, City Clerk

RIVERSIDE CCJB MEMBERS

Dr. Concetta Manker, City Manager-Hopewell (H)
300 North Main Street
Hopewell, VA 23860
804-541-2243 phone 804-541-2248 fax
email: cmanker@hopewellva.gov

Rick Newman, Commonwealth's Attorney-Hopewell (H)
100 East Broadway
Hopewell, VA 23860
804-541-2255 phone 804-541-2338 fax
email: rnewman@hopewellva.gov

Travis Stanley, Sheriff-City of Hopewell (H)
P. O. Box 1193
Hopewell, VA 23860
804-541-2300 phone 804-541-2326 fax
Email: tstanley@hopewellva.gov

Gregory Taylor, Chief of Police- City of Hopewell (H)
300 North Main Street
Hopewell, VA 23860
804-541-2282 phone 804-541-2345 fax
Email: gtaylor@hopewellva.gov

Jeff Stoke, County Administrator-Prince George (PG)
P. O. Box 68
Prince George, VA 23875
804-722-8600 phone 804-733-2602 fax
email: jstoke@princegeorgecountyva.gov

Susan Fierro, Commonwealth's Attorney-Prince George, **Vice Chairman** (PG)
P. O. Box 730
Prince George, VA 23875
804-733-2790 phone 804-862-3586 fax
email: sfierro@princegeorgecountyva.gov

Buck Vargo, Sheriff-Prince George County (PG)
6601 Courts Drive, Suite 160A
Prince George, VA 23875
804-733-2690 phone 804-733-2629 fax
email: rvargo@princegeorgecountyva.gov

Keith Early, Chief of Police-Prince George (PG)
6600 Courthouse Road
Prince George, VA 23875
804-733-2773 phone 804-733-2658 fax
email: kearly@princegeorgecountyva.gov

Donald Hunter, Citizen Representative, Prince George (PG)
6255 Hunter Place
Prince George, VA 23875
804-722-8614
email: dhunter@princegeorgecountyva.gov

Melissa Rollins, County Administrator-Surry (S)
45 School Street
P.O. Box 65
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Derek A. Davis, Commonwealth's Attorney-Surry, **Chairman** (S)
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Carlos L. Turner, Sheriff-Surry County (S)
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Casey Hearne, Citizen Representative-Surry (S)
325 Bank Street
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757-216-9199 phone
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W. Edward Tomko, III, Chief Judge (all)
Circuit Court
P. O. Box 280
Prince George, VA 23875
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email: etomko@vacourts.gov

Honorable Jacqueline Waymack (all)
Juvenile and Domestic Relations
6601 Courts Drive
P.O. Box 187
Prince George, VA 23860
(804) 733-2760
email: jwaymack@vacourts.gov

Honorable Wallace Brittle, Jr., Judge (all)
Juvenile and Domestic Relations

P.O. Box 332
45 School Street
Surry, VA 23883
757-294-5201 phone 757-294-0312 fax
email: wbrittle@vacourts.gov

Honorable Peter Eliades, Judge (all)
General District Court
100 East Broadway
Hopewell, VA 23860
804-541-2257 phone 804-541-2364 fax
email: peiliades@vacourts.gov

Thomas Anderson, Chief Magistrate (all)
Sixth Judicial Circuit
P. O. Box 1391
Hopewell, VA 23860
804-504-7893 (office)
email: tanderson@vacourts.gov

Colonel Larry J. Leabough, Superintendent, Riverside Regional Jail (all)
P. O. Box 1041
1000 River Road
Hopewell, VA 23860
804-524-6600 Ext.: 6026 804-524-6659 fax
email: lleabough@rrjva.org

Terrelle Stewart, Executive Director (all)
District 19 Community Services Board
20 West Bank Street, Suite 2
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804-862-8055 phone 804-862-8064 fax
email: tstewart@d19csb.com

Jon Cliborne, Executive Director (all)
Crater Criminal Justice Academy
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Mary K. Martin, Defense Attorney (all)
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email: mkmartin@mkmartinlaw.com

Giron W. Wooden, Jr., Surry Assistant Superintendent (S)
1675 Hollybush Road
Dendron, VA 23839
757-267-2211 phone 757-267-2978 fax
Email: giron_wooden@surryschoools.net

Erick Herrmann, Director of Physician and Provider Relations (all)
John Randolph Medical Center, Behavioral Health Services
411 W. Randolph Road
Hopewell, VA 23860
804- 295-7871 phone
Email: Erick.Herrmann@HCAhealthcare.com

Effective October 1, 2023

Staff to CCJB:
Denise D. Waff, Director dwaff@princegeorgecountyva.gov
Rachel Turner, Manager I, Community Corrections Administration
rturner@princegeorgecountyva.gov

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: Request Re-Appropriation of Façade Improvement Grant Program funds

ISSUE: The City's Façade Improvement Program, limited to properties located in the Downtown B-1 Zoning District, has a balance of unspent funds totaling \$8,622.57. These funds were allocated to four specific recipients. Request to re-appropriate these generally back to the Façade Improvement Grant Program so that the City can advertise and accept new applications.

RECOMMENDATION: The City Administration recommends approval of the requested re-appropriation of unspent Façade Improvement Grant Program funds totaling \$8,622.57 back to the City's Façade Improvement Grant Program for new eligible recipients.

TIMING: City Council action is requested on January 9, 2024.

BACKGROUND: The City's Façade Improvement Grant Program has been in place since 2012 and has been funded on several occasions through various means.

FISCAL IMPACT: None, no new funds are being requested.

ENCLOSED DOCUMENTS: 2022 request for program funding with minutes.

STAFF: Christopher Ward, Director of Development

SUMMARY:**Y N**

- ☐ ☐ Councilor Rita Joyner, Ward #1
- ☐ ☐ Councilor Michael Harris, Ward #2
- ☐ ☐ Mayor John B. Partin, Ward #3
- ☐ ☐ Vice Mayor Jasmine Gore, Ward #4

Y N

- ☐ ☐ Councilor Janice Denton, Ward #5
- ☐ ☐ Councilor Brenda Pelham, Ward #6
- ☐ ☐ Councilor Dominic Holloway, Sr., Ward #7

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Rita Joyner, Ward #1
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Michael Harris, Ward #2
<input type="checkbox"/>	<input type="checkbox"/>	Mayor John B. Partin, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Vice 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"/>	Councilor Dominic Holloway, Sr., Ward #7



City of Hopewell
Department of Development

300 North Main Street
Hopewell, VA 23860

MEMORANDUM

TO: Department of Finance
FROM: Tevya W. Griffin, Director, Department of Development
DATE: March 30, 2022
SUBJECT: Downtown Façade Grant Program

At their meeting on February 8, 2022 the Hopewell City Council approved the appropriation of \$40,000 from Rescue Plan money to the Downtown Façade Grant Program. This program budget is located in Account # 071 71811085 505699 G0004.

The approved minutes from the February 8, 2022 meeting are attached. Information regarding the dialogue and vote of the appropriation is located on page 5 and 6 of the minutes. Also included with this memo is an excel spread sheet that outlines the recipients of the funds as approved by City Council.

I am requesting the total amount of \$40,000 be moved to the Façade Grant Program account.

If there are questions or concerns regarding this request, please let me know. I can be contacted at tgriffin@hopewellva.gov or extension 360.

**February 8, 2022
Regular Meeting**

MINUTES OF THE CITY COUNCIL MEETING

A Regular Meeting of the City Council of the City of Hopewell, Virginia, was held Tuesday, February 8, 2022, at 6:00 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Patience Bennett, Mayor (Ward 7)
Johnny Partin, Vice Mayor (Ward 3)
Deborah Randolph, Councilor (Ward 1)
Arlene Holloway, Councilor (Ward 2)
Jasmine Gore, Councilor (Ward 4) – (arrived late)
Brenda S. Pelham, Councilor (Ward 6)
Janice B. Denton, Councilor (Ward 5) – (arrived late)

Staff: John M Altman, City Manager
Cynthia Hudson, Interim City Attorney
Mollie P. Bess, City Clerk

ROLL CALL

Vice Mayor Partin opened the meeting at 6:30 p.m. Roll call was taken as follows:

Mayor Bennett	-	present
Vice Mayor Partin	-	present
Councilor Randolph	-	present
Councilor Holloway	-	present
Councilor Gore	-	absent (arrived late)
Councilor Denton	-	absent
Councilor Pelham	-	present

Moved to go into Closed Session by Vice Mayor Partin and seconded by Councilor Randolph pursuant to Va. Code Section §2.2-3711 (A)(1) for discussion of personnel matters pertaining to specific council appointee terms of employment and to interview prospective candidates for employment to the School Board; and pursuant to Va. Code Section §2.2-3711 (A)(6) for the purpose of discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the city would be adversely affected.

Roll Call:	Councilor Pelham	-	yes
	Mayor Bennett	-	yes
	Councilor Randolph	-	yes
	Councilor Holloway	-	yes
	Vice Mayor Partin	-	yes
	Councilor Gore	-	yes

Motion Passes: 6 – Ayes
0 – Nays

Councilor Gore arrived at the meeting at 6:40 p.m.

**February 8, 2022
Regular Meeting**

CLOSED SESSION

Motion to come out of closed by Vice Mayor Parton and seconded by Councilor Pelham

Roll Call:	Councilor Pelham	-	yes
	Mayor Bennett	-	yes
	Councilor Randolph	-	yes
	Councilor Holloway	-	yes
	Vice Mayor Partin	-	yes
	Councilor Gore	-	yes

Motion Passes: 6- Ayes
0 - No

CERTIFICATION

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

Motion Passes: 6- Ayes
0 - No

Mayor Bennett opened the meeting with roll call:

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

Mayor Bennett then welcomed visitors and turned the meeting over to Tevya Griffin for the Work Session

WORK SESSION

Director Griffin stated that the work session was to introduce four Unconditional Use Permit cases that will come before City Council at a Public Hearing at the March 8, 2022 meeting. The first case is 214 South 16th Avenue, which is located in Ward 1, which is R2 our residential medium density district. This property has 6194 square feet. The applicant is requesting to build a single family detached home on a non-conforming parcel. In the R2 district you are required to have 7500 square feet and at least 75 for the

**February 8, 2022
Regular Meeting**

frontage. He has to come to City Council in order to build this home. The property has 38 feet of frontage. The home he wants to build is 112 x 17, he would have a parking area, a driveway and he would meet all the setbacks for the R2 district. The average home size in this neighborhood is 1,423 square feet, average number of bedroom is 3, there are 1.5 baths and 1.5 stories is the average stories in this particular neighborhood. The architectural style of most of the home is bungalow and cape cod. The applicant is proposing to build a 200 square foot studio, he will provide a brick porch and foundation, it is a studio home with a bath, kitchen and living area. The Planning Commission has voted 3-0 to recommend denial of this permit because the applicant did not meet the criteria 4 outlined in Article XXI, Section D. Approval Criteria. Councilor Randolph asked he was planning to live and Director Griffin stated YES, it is for him to live in.

The second case is 1404 Roanoke Avenue, it is located in Ward 7 (Councilor corrected Ms. Griffin stating that is Ward 6), the applicant is requesting a six foot fence be placed in the front yard, the fence was placed without a permit, so his next step was to come before the Planning Commission and City Council to request to keep fence. In the front yard, our ordinance requires a four foot fence for safety reasons. The fire department and police have been out and looked at the safety of the location of the fence, normally they have asked that fences be no higher than 4 feet, in this instance, both the police and fire departments have no issues with this fence, because it is not obstructing the entrance to the home. The Planning Commission did add a condition that the fence be screened with shrubbery and vegetation and the applicants have agreed to that, the Planning Commission voted to approve with the condition to plant shrubbery within two years to obscure the bottom three feet of the fence in its entirety.

The third case is located on Maryland Avenue in Ward 1. It is zoned R2 with same requirements as above. The parcel frontage size is 61 ft. and it has to be 75 ft. so therefore they (the Edwards) are coming to the Planning Commission and City Council to request a conditional use permit. This home has been built before in the area. The Planning Commission voted 3-0 to approve this permit with conditions. The condition is that the owner must work with the Dept. of Development to provide brick front porch and foundation. And to provide a front building façade with varying architectural elements. Vice Mayor Partin requested they put overhang on the front of the house to help with preserving the foundation. The last case is sub-parcel #024-0305, which is also for the Edwards and is in Ward 1. They are proposing the same house and the Planning Commission has requested the same conditions. On that particular property there is a fence that encroaching that property The Planning Commission has required that the fence be removed before a building permit is allowed and the applicants have agreed to that.

Councilor Denton logged into the Zoom meeting after the work session and before the roll call for the regular meeting.

Mayor Bennett called the meeting to order.

ROLL CALL: Mayor Bennett opened the meeting with roll call:

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

**February 8, 2022
Regular Meeting**

Prayer by Vice Mayor Partin, followed by the Pledge of Allegiance to the Flag of the United States of America led by Mayor Bennett

Motion by Vice Mayor Partin and seconded by Councilor Denton to amend the agenda to add R3 Residency Requirements to the agenda.

Point of Information by Councilor Randolph to amend the agenda to add a section to request the attorney to provide information on Residency which not provided by previous attorney.

Point of Information by Councilor Gore asking what is the actual ask for Councilor Randolph. Councilor Gore stated it would be more proper to put this on the agenda as an R item so that we can have a discussion.

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

Motion Passes: 7 – 0

Motion made by Vice Mayor Partin and seconded by Councilor Pelham to adopt the consent agenda.

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

Motion Passes: 7 – 0

Mr. Terry is having technical difficulties so we are moving on to Vice Mayor Partin's HWR Commission report and will circle back to Mr. Terry after Vice Mayor Partin.

HWR Commission Report

Vice Mayor Partin stated it had been about 5-6 months since the last update and he wanted to provide an update to Council. No action needed, just an informational update. At the end of 2021, they operated slightly under budget. There have been 8 separate sanitary overflows in the year 2021, these overflows were the result of increased rain storms and rain intensity that we had over the year. We were treating the influx of stormwater and wastewater which did result in overflows, which is an issues that is being seen across the Commonwealth of Virginia. The Commission has been working on I&I projects, the inflow and infiltration where we had stormwater getting into the wastewater system and then wastewater getting into the stormwater system. So the Commission approved about a \$1.45 million list of projects to help address this issue. This list of projects for Council approval will be brought to Council at

**February 8, 2022
Regular Meeting**

the next February meeting or the first meeting in March. The goal is to work toward reducing the stress on our wastewater treatment plant. With all the matches it is about \$3.6 million in overall projects. Moving on to items No. 4, we are still anticipating that we're going to have to make a massive major capital investment in phosphorus removal by lowering our overall total phosphorus amount from an average of 1.06 milligrams per liter to 0.2 milligrams per liter and it can be anywhere from \$75 million to \$120 million depending on technology, labor shortages. Good news is our nitrogen permit was set at a little over 1.8 million pounds per year and we reported out less than 900,000 pounds being discharged which means we were able to sell \$200,000 in excess nitrogen credits. Unfortunately we did have our phosphorus permit lowered from a little over 76,000 pounds per year to just under 62,000 pounds per year and last year we reported out almost 69,000 pounds discharged, so we ended up purchasing 62,000 pounds in phosphorus credits. When putting them together we still came out on the positive side. Recently formed a capital budget subcommittee for the commission to help with staff and bring in some additional expertise to develop a more comprehensive and aggressive capital budget and the goal is not just to eliminate backlog of maintenance capital projects dating back to 2011, but want to focus on getting ahead of schedule and being proactive.

Financial Report

Mr. Terry presented his financial report stating that this report starts covering a period of July 1, 2021 through the end of January 2022. It will cover the external reporting, the budget and the internal. It was reported that FY16 is done, FY17 is done and the single audit for FY18 is completed and will be uploaded to federal website clearing house and will make sure to get hard copies to Councilors, Dr. Hackney, and the School Board. The single audit is complete, it is a good report, no negative, a clean report. Called attention to FY19, the City issued a (RFP) Request for Proposal for financial audit services for the City, for our audit firm to perform audits for 2019, FY2020, FY2021, FY2022, Robinson, Farmer, Cox Associates was the selected firm from staff and staff has requested City Council to approve RFC & Assoc. and you have done so and have authorized the City Manager authority in creating a contract for Council to review and approve. City is current on State Board Reporting. We are now reporting that we have completed our compliance filing on the CARES Report. FEMA new system, we did another step to upload the grant that was covered by emergency services, if we are awarded the grant, it is about \$275,000. Munis training was done for staff. The Tyler Open Finance implementation, in process now where it is being rolled out. We had a target date for March but we are looking at some software issues that need to be fixed, the goal is to have this operative and out for citizens to look at by June 30, 2022. Arbitrage calculation, we are in compliance with that. VDOT, was a little difficult, because we did not have FY19 or FY20 annual report, but were able to supply them with sufficient amount of information and documentation that they were able to determine that we knew our numbers, and our numbers agreed with their numbers. Until we can get the audits done, they were satisfied that they met their compliance requirements. Budget development for 2022/2023, we are on track. There were no cross fund transfers **made by the City Manager.**

REGULAR BUSINESS

R-1 – Appropriate Funds to the Downtown Façade Program

Mr. Altman opened by stating that this is a request for Council to consider approving \$40,000 to reimburse four developers that's work has been completed on their façades. Mrs. Griffin then took over the presentation to state that this grant started in 2012 and at that time Council provided \$250,000 into this fund for downtown façades. To date, \$194,000 has gone to the Façade Grant Program, the remaining \$56,000, the EDA was given \$36,000 and the Hopewell Downtown Partnership was given \$20,000 out of that fund. The balance now is \$5,877.29. In 2020, there were four businesses that moved forward to rehab their buildings. An update on the total amount spent on the buildings. At 256 W. Broadway, the building was purchased by the developer for \$175,000, the rehab was \$92,000 and the tenant up-fit of the

**February 8, 2022
Regular Meeting**

Motion made by Councilor Gore and seconded by Vice Mayor Partin to appropriate \$40,000 from the American Rescue Plan Funds Act to reimburse the applicants presented tonight.

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

Motion Passes: 7 – 0

Motion made by Councilor Gore and seconded by Mayor Bennett to waive the rules to allow Mr. Eliades to speak to this issue.

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

Motion Passes: 7 – 0

Mr. Eliades then spoke as a member of the EDA and Planning Commission. He stated that they write the rules for these grants and the grants that were done for the most recent awards, they didn't have non-profits. So the question is, are you telling them to do something or to look into something because the rules of these grants are written by the EDA, which is a separate body from the Council. The EDA gets the money from Council, but then Council typically says that the EDA needs to figure out what the rules should be. But if you are saying we want you to change the rules to "ABC" then the EDA just needs to be clear that when the motion is completed are you directing the EDA to do something specific or are you asking them to investigate and make their best judgement when we do the next grant cycle?

Councilor Gore answered and stated the motion was for Mr. Altman to work with Director Griffin to look at it and give recommendations to Council. To answer the second part of your question, when we give the grant monies, we can designate who will execute them and when we did the Legacy Business Grant, we gave the EDA the money to execute, but when these recommendations come back, the recommendation may be another approach. So, it was for Director Griffin and Mr. Altman to look at it and give us the best recommendations and they can work with EDA.

Motion made by Councilor Gore and seconded by Vice Mayor Partin for the City Manager to work with Director Griffin to provide recommendations on how to fund the Façade Improvement Program in the upcoming budget cycle and to also expand that to the other enterprise areas and to provide alternatives for the legacy program, to include non-profits.

ROLL CALL:	Councilor Denton	-	yes
	Councilor Pelham	-	yes
	Mayor Bennett	-	yes
	Councilor Randolph	-	no

**February 8, 2022
Regular Meeting**

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

Motion Passes: 6 – 1

R-2 – 2023 Citywide Real Estate Assessment

City Manager Mr. Altman began by stating that this item is dealing with the 2023 state real estate assessment. The City is required by Virginia Code Section 58.1 3250, to conduct a general re-assessment of real estate every two years. Staff is requested that Council amend the FY22 budget by budgeting and appropriating \$130,000 from the Unassigned Fund Balance to begin work on the citywide general reassessment and authorize the City Manager to take the necessary actions to begin the general re-assessment. The plan was to conduct the general re-assessment in house, due to two untimely departures from the real estate office and not having the staff to go out in the field and do the re-assessment work. In order to complete the re-assessment January 1, of 2023, we need to begin now. That is the reason for the request coming to Council this evening. There is \$6,391,737 available in the Unassigned Fund Balance to move forward with this request. We are looking at total to fund the re-assessment in the next budget year, what will ask for in the FY23 budget will be approximately \$275,000 to complete the amount but we currently only need the \$130,000 to get the project moving forward so that we can get started.

Motion made by Vice Mayor Partin and seconded Councilor Randolph by that City Council amend the 2022 budget and appropriate \$130,000 from the Unassigned Fund Balance to begin work on the citywide general re-assessment of real estate and to authorize the City Manager to take the necessary actions to begin the 2023 general re-assessment of real estate.

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

Motion Passes: 6 – 1

Councilor Gore asked is this to hire a firm to come in and help like was done before, Mr. Altman stated yes. Will this be done with an RFP process, Mr. Altman – we will look an RFP, will also look at any firms listed under state contracts that are already contracted that we can utilize through the state procurement system. Gore would like recommendation brought back to Council. Councilor Gore brought up Board of Equalization and said we need to diversify this board. Ask was for City Clerk to bring back information on Board of Equalization, as in who are members, when they expire, term limits, when they need to be meeting, etc. In terms of the office, where are we at with the technology to start moving to a table format? Mr. Altman stated he would check with her on the status, we have not purchased the tablets yet. Maybe get in in house for 2025 assessment. Gore – If Council is amenable to having that group come in and having the assessor present to Council whatever the recommendation for that group at the same time, could she give us a small snapshot of if she thinks it is feasible.

February 8, 2022
Regular Meeting

R-3 – Residency Requirements

Added by Councilor Randolph. Council had asked the Interim City Attorney at that time, while we were looking at Residency Requirements and requested him to give us information about what state law says and other factors and we still have the outstanding what we are or are not going to do. Choices are keep it the way it is or if we changed it who we could change it for. So this is to give Council a chance to direct our current interim City Attorney to care for what the previous interim attorney did not handle.

Motion made by Councilor Randolph and seconded Vice Mayor Partin by to have the current Interim City Attorney to investigate residency requirements and whether Council can dictate employee's residency in Hopewell and report back to Council via email.

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

Motion Passes: 7 – 0

Councilor Gore stated that City Council has in our Charter, Residency Requirements for City Clerk, City Attorney and City Manager. Additionally, we have an Ordinance that provides additional guidelines for Directors and the Assistant City Manager. Our Ordinance says that if a Director is hired and lives outside of the City at the time of hire, he/she can remain there. But if he/she decides to move during the time of employment, he/she would have to the City of Hopewell. Part of that Ordinance says that if want to get waived from that requirement, you would need to get permission from Council.


Motion by Vice Mayor Partin and seconded by Councilor Denton to adjourn.

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

Motion Passes: 7 – 0

Meeting Adjourned


Mollie Bess, City Clerk


Patience Bennett, Mayor

**Downtown Façade Improvement Grant Projects completed in 2020
without reimbursement**

Account # 071 71811085 505699 G0004

DATE RCVD	ADDRESS	OWNER	BUSINESS	PROPOSED WORK	AMOUNT	VENDOR		
2/6/2020	256 E. Broadway	Dino Lunsford	SOVA Yoga Studio	Complete façade improvement	\$10,000	1827		
2/19/2020	201 E. Broadway	Gerald Bosch	Multiple Offices and the Cloths Rack Store	Complete façade improvement	\$10,000	3138		
2/20/2020	222 E. Broadway	Horace (Frank) Hicks	Downtown Pups	Window replacement	\$10,000			
12/16/2020	106 N. Main	Mark Mueller	1st Floor Voter Registration, 2nd Floor Apartments	Storefront windows	\$10,000	1085		

R-3

**RESOLUTION
RESOLUTION ADOPTING
AN EMERGENCY AND INCLEMENT WEATHER
OPERATIONS AND SAFETY POLICY**

WHEREAS, the occurrence of adverse weather or other emergency conditions may impact the ability of City Council to safely attend Council meetings, and

WHEREAS, such conditions also may impact the regular operations of City Council, and

WHEREAS, City Council has considered the need to adopt guidelines to respond to inclement weather and other emergency conditions, and

WHEREAS, believing it necessary to provide appropriate direction for response in such instances,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HOPEWELL,
VIRGINIA:**

1. City Council I hereby adopts an Emergency and Inclement Weather Operation and Safety Policy as follows: that should the mayor, or in her absence or incapacity, the vice-mayor determines that adverse weather or other emergency conditions make it hazardous to attend a regularly-scheduled meeting of City Council, then the regularly scheduled meeting shall be continued to the following Tuesday, if possible. If the adverse weather or emergency is such that continuing to the next Tuesday is not feasible, or if Council is unable to meet on that date, then the Mayor shall select another date with concurrence of the majority Council.
2. City Council reserves the right to alter or amend this policy as deemed necessary.
3. This Resolution shall become effective upon the date of adoption as established below.

ADOPTED by the City Council of the City of Hopewell, Virginia, at an open public meeting this __ day of January, 2024.

Reports from City Clerk

HOPEWELL CITY COUNCIL MEETING SCHEDULE 2024

AGENDA MEETING	10:00 AM - FIRM	COUNCIL MEETING
	DEADLINE TO ADD ITEMS SUPPORTING DOCUMENTATION	
Tuesday, January 2, 2024	Wednesday, January 3, 2024	Tuesday, January 9, 2024
Tuesday, January 16, 2024	Wednesday, January 17, 2024	Tuesday, January 23, 2024
Tuesday, February 6, 2024	Wednesday, February 7, 2024	Tuesday, February 13, 2024
Tuesday, February 20, 2024	Wednesday, February 21, 2024	Tuesday, February 27, 2024
Tuesday, March 5, 2024	Wednesday, March 6, 2024	Thursday, March 14, 2024 (NLC Conflict)
Tuesday, March 19, 2024	Wednesday, March 20, 2024	Tuesday, March 26, 2024
Tuesday, April 2, 2024	Wednesday, April 3, 2024	Tuesday, April 9, 2024
Tuesday, April 16, 2024	Wednesday, April 10, 2024	Tuesday, April 23, 2024
Tuesday, May 7, 2024	Wednesday, May 8, 2024	Tuesday, May 14, 2024
Tuesday, May 21, 2024	Wednesday, May 22, 2024	Tuesday, May 28, 2024
Tuesday, June 4, 2024	Wednesday, June 5, 2024	Tuesday, June 11, 2024
Tuesday, June 18, 2024	Wednesday, June 19, 2024	Tuesday, June 25, 2024
Tuesday, July 16, 2024	Wednesday, July 17, 2024	Tuesday, July 23, 2024
Tuesday, August 20, 2024	Wednesday, August 21, 2024	Tuesday, August 27, 2024
Tuesday, September 3, 2024	Wednesday, September 4, 2024	Tuesday, September 10, 2024
Tuesday, September 17, 2024	Wednesday, September 18, 2024	Tuesday, September 24, 2024
Tuesday, October 1, 2024	Wednesday, October 2, 2024	Tuesday, October 8, 2024
Tuesday, October 15, 2024	Wednesday, October 16, 2024	Tuesday, October 22, 2024
Wednesday, November 6, 2024	Thursday, November 7, 2024	Tuesday, November 19, 2024 (NLC Conflict)
Tuesday, December 3, 2024	Wednesday, December 4, 2024	Tuesday, December 10, 2024

Regular City Council meetings are held at 7:30 p.m. on the 2nd and 4th Tuesday of each month, unless otherwise posted. Meetings are held in the City Council Chambers, Municipal Building, 300 N. Main St, Hopewell, VA 23860
NLC Conference Dates: March 11-13, June 21-23, November 13-16
VML Conference: October 13-15

Original Dates for March and November are March 12 and November 12, due to the conflict of the NLC conference the suggested change is in the schedule.

ADJOURNMENT