



# **NOTICE OF** **CITY COUNCIL MEETING**

## **HOPEWELL CITY COUNCIL REGULAR MEETING**

**TUESDAY, November 15, 2022**

**6:30pm - Closed Session**

**7:00pm - Work Session**

**7:30pm - Regular Meeting**

### **LOCATION:**

**City Hall (Council Chambers)  
300 N. Main Street  
Hopewell, VA 23860**

### **Inquiries:**

**Lois Gabriel, City Clerk Pro Tem  
(804) 541-2408**

# AGENDA



CITY OF HOPEWELL  
Hopewell, Virginia 23860

**AGENDA**

(804) 541-2408

www.hopewellva.gov  
info@hopewellva.gov  
cityclerk@hopewellva.gov

**CITY COUNCIL**

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

Concetta Manker, Interim City Manager  
Danielle F. Smith, City Attorney  
Lois Gabriel, City Clerk Pro Tem

November 15, 2022

**REGULAR MEETING**

Closed Meeting – 6:30 p.m.  
Work Session – 7:00 p.m.  
Regular Meeting – 7:30 p.m.

**OPEN MEETING**

**6:30 p.m.** Call to order, roll call, and welcome to visitors

**SUGGESTED MOTION:** Move to enter into a closed meeting pursuant to Va. Code Section §2.2-3711(A) (1) (29) to discuss the award of a public contract and to discuss the personnel matters of appointees of City Council.

**CLOSED MEETING**

**RECONVENE OPEN MEETING**

Roll Call

**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

**WORK SESSION**

**WS-1:** Modification to Development Standards - 602 Mansion Dr. - Christopher Ward

**WS-2:** Spot Blight Properties - Christopher Ward

**REGULAR MEETING**

Call to order, roll call, and welcome to visitors

Prayer by Rev Danny Tucker, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Pelham.

**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:** 9/13, 9/27, 10/18

**C-2 Pending List:**

**C-3 Information for Council Review:** DDRC Minutes 10/12, ARB Minutes 7/ 14, HRHA, Hopewell Planning Commission, Hopewell City Council Joint Meeting Minutes 4/22

**C-4 Personnel Change Report:** October 2022

**C-5 Public Hearings:**

**C-6 Routine Approval of Work Sessions:**

**C-7 Ordinances on Second & Final Reading:**

**C-8 Routine Grant Approval:**

**C-9 Resolutions, Proclamations:**

**SUGGESTED MOTION:** To amend/adopt consent agenda

Roll Call

## INFORMATION/PRESENTATIONS

**Financial Report** – Michael Terry

**The RAFT**- Resilience Adaptation Feasibility Tool - Nicole Hutton

## PUBLIC HEARING

**CITY CLERK:** *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 person shall be permitted to address Council a second time until all others have been heard and no one may speak more than twice on any subject in any one meeting. All remarks shall be addressed to Council as a body, any questions must be asked through the mayor only, and there shall be no discussion without permission of the mayor. 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)*

**PH-1** – Amendment to Article XV- Flood Plain District

**PH-2** – Boston St for CUP on non-conforming lot Sub-parcel #047-0310

**UNFINISHED BUSINESS**

**COMMUNICATIONS FROM CITIZENS**

**CITY CLERK:** *A Communications 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 the regular agenda of the meeting. All remarks shall be addressed to the Council as a body, any questions must be asked through the mayor only, and there shall be no discussion without permission of the mayor. 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.)*

**REGULAR BUSINESS**

**R-1 – Creation of Director of Economic Development / Tourism Position**

**Reports of City Manager:**

**Reports of City Attorney:**

**Reports of City Clerk:**

**Reports of Boards and Commissions:**

**Board/Commission Vacancies:**

- Historic Preservation Committee – 3 vacancies**
- Architectural Review Board – 2 vacancies**
- Planning Commission – 1 vacancy**
- Economic Development Authority – 1 vacancy**
- Recreation Commission - 1 vacancy**
- Library Board – 1 vacancy**
- Board of Zoning Appeals – 1 vacancy**
- HRHA - 2 vacancy**

**Reports of City Council:**

**C-1 - Adoption of 2019 City Council Strategic Plan**

**Committees**

**COUNCILORS REQUEST**

**Presentations from Boards and Commissions**

**Other Council Communications**

**Adjournment**

**CLOSED  
MEETING**

# WORK SESSION

WS-1





The City  
of  
Hopewell, Virginia

Application # 20220705  
Permit #: \_\_\_\_\_

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

APPEAL TO HOPEWELL PLANNING COMMISSION  
MODIFICATION OF DEVELOPMENT STANDARDS, ARTICLE XVIII OF THE  
HOPEWELL ZONING ORDINANCE  
(Appeal of Decision)  
Fee: \$200

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

APPLICANT: Kenneth W. Dale  
ADDRESS: 1002 Mansion Drive  
Hopewell, VA 23860  
PHONE #: 804-894-2654 FAX #: N/A  
EMAIL ADDRESS: blueboy1963@msn.com

Parcel # -  
0560060  
Zone - R1  
Ward - 3

INTEREST IN PROPERTY:  OWNER OR \_\_\_\_\_ AGENT

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

IF YES, PLEASE EXPLAIN: N/A

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

July 29, 2022

C. APPEAL OF DECISION/ INTERPRETATION:

STATE BASIS OF APPEAL:  
My purpose of this modification to  
development standards  
is due to a lack of  
options/space to erect the car port  
currently installed at our home. There  
are also medical issues that I would like  
the planning commission to take into  
account. Please see letter included  
with this request.

Attach additional sheets, if necessary

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

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

*Kenneth W. Dale*  
APPLICANT SIGNATURE

*8/16/22*  
DATE

*Kenneth W. Dale*  
APPLICANT PRINTED NAME

*8/16/22*  
DATE

OFFICIAL USE ONLY

DATE RECEIVED: \_\_\_\_\_ DATE OF FINAL ACTION: \_\_\_\_\_

ACTION TAKEN:

\_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED

\_\_\_\_\_ APPROVED WITH THE FOLLOWING CONDITIONS:

\_\_\_\_\_  
\_\_\_\_\_

August 16, 2022

From: Kenneth W. Dale  
602 Mansion Dr  
Hopewell, VA 23860

To: City of Hopewell  
Division of Code Enforcement/Planning Commission  
Department of Neighborhood Assistance and Planning  
300 N. Main St., Hopewell, VA 23860  
(804) 541-2226 Fax (804) 541-2318

Subj: MODIFICATION OF DEVELOPMENT STANDARDS TO KEEP EXISTING LOCATION OF  
CARPORT INSTALLED ON JUNE 17, 2022

Enclosure(s): A. Picture of structure in current position  
B. Picture of proposed location if structure must be moved  
C. Modification of Development Standards application

On June 17, 2022, I had a carport installed to cover 12x34 of the 10x50 driveway located at my residence at 602 Mansion Drive. After the carport structure was completed, Mr. Richardson of the Code Enforcement office from the city of Hopewell arrived at my home and enquired if the work had been permitted and certified. I stated that it was my understanding that the company I contracted to do the work, would take care of that issue. He informed me that the structure wasn't permitted and that I needed to contact the company (NEWMART BUILDERS IN SOUTH HILL, VA) to get a booklet detailing the building specs for its weight load and wind resistance strength. I would then have to bring that information to his office and submit for a Permit along with a request for a waiver to possibly keep the structure in its current location. After contacting NEWMART BUILDERS, I was informed that the structure wasn't permitted and still needed the certification done on the structure. I then ordered the certification (mobile home anchors and roof/corner brackets) to be scheduled and proceeded to the Division of Code Enforcement to get a permit.

After getting the permit, I spoke to Mr. Richardson later that day to inquire again about the exact steps I needed to take in order to get the process started. Mr. Richardson informed me that I needed a diagram and the specs of the structure to accompany the permit request, and that I needed to pick an alternate location (the section between my home and our neighbor's home), because he was sure that a permit wouldn't be approved for the structure to remain at its present location. I was told that the main reason the structure wouldn't be permitted at its current location, was because it would be a hazard in the event of a serious wind event. Not only is the structure newer than most in the city of Hopewell, but when certified, it will be able to withstand any wind event up to 150-160 MPH. Many of the other structures I've seen around the city are of less quality and many have serious rust damage. Some of the structures are also in the same location as our current structure.

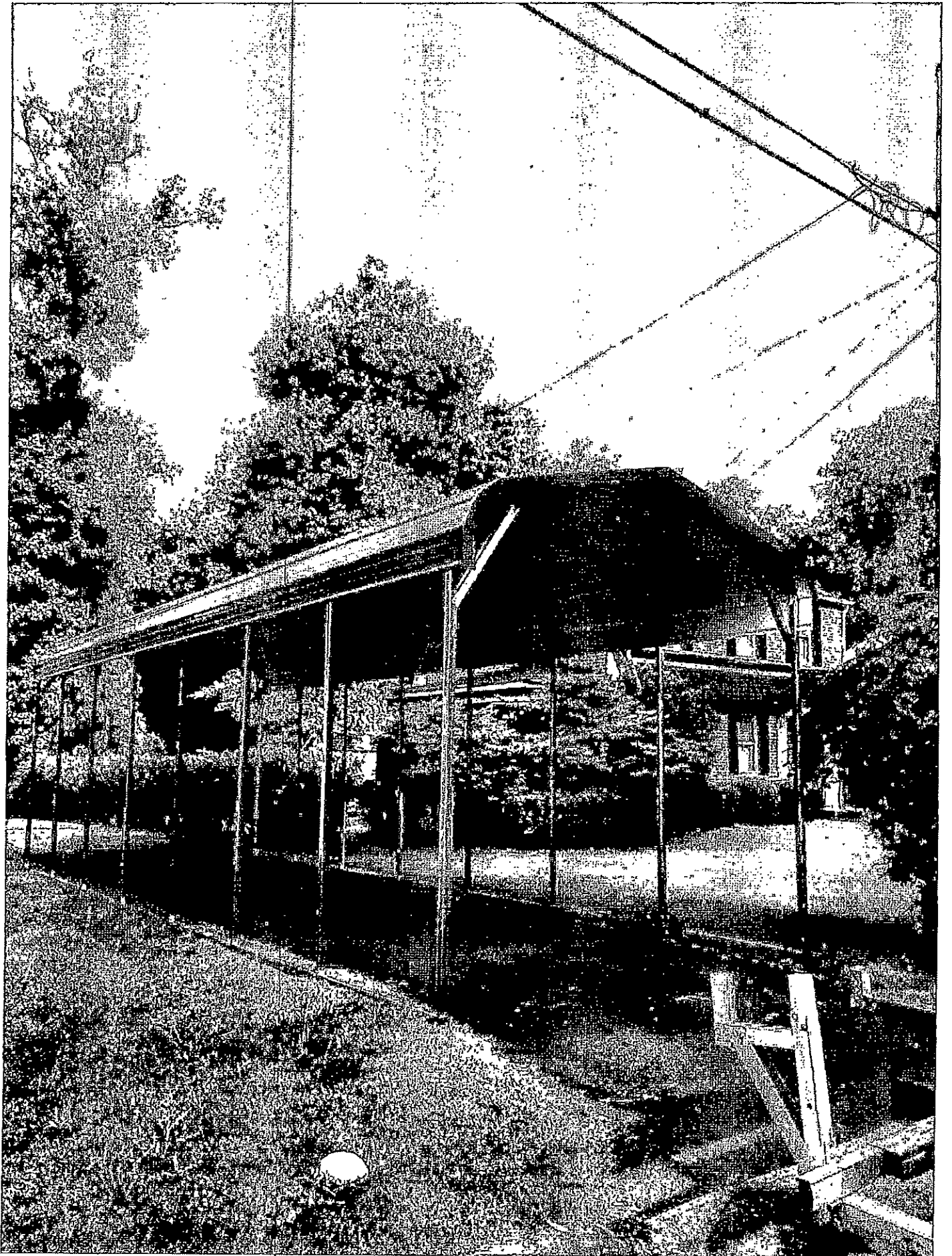
Due to having my permit request denied on July 29, 2022, I'm submitting this request for a Modification of Development Standards that will allow the current structure to remain in place due to my wife and I planning an extension of that section of our home within the next few years. The extension/modifications of our home will potentially include one or two wheelchair ramps and an expansion to the den near the rear portion of our home that will accommodate one of said wheelchair ramps. The den area of our home will be arranged as my area of the home that I will reside in. This area will allow me easy access to the wheelchair ramp without having to travel from the other side of the residence. These plans are being put in place (at great personal expense) to accommodate my ability to move freely within a section of our home as my health continues to deteriorate. During my work history, I served 20 years as a US Marine and another 18 as a Law Enforcement officer at The Riverside Regional Jail located at 500 Folar Trail, N. Prince George, VA 23860.

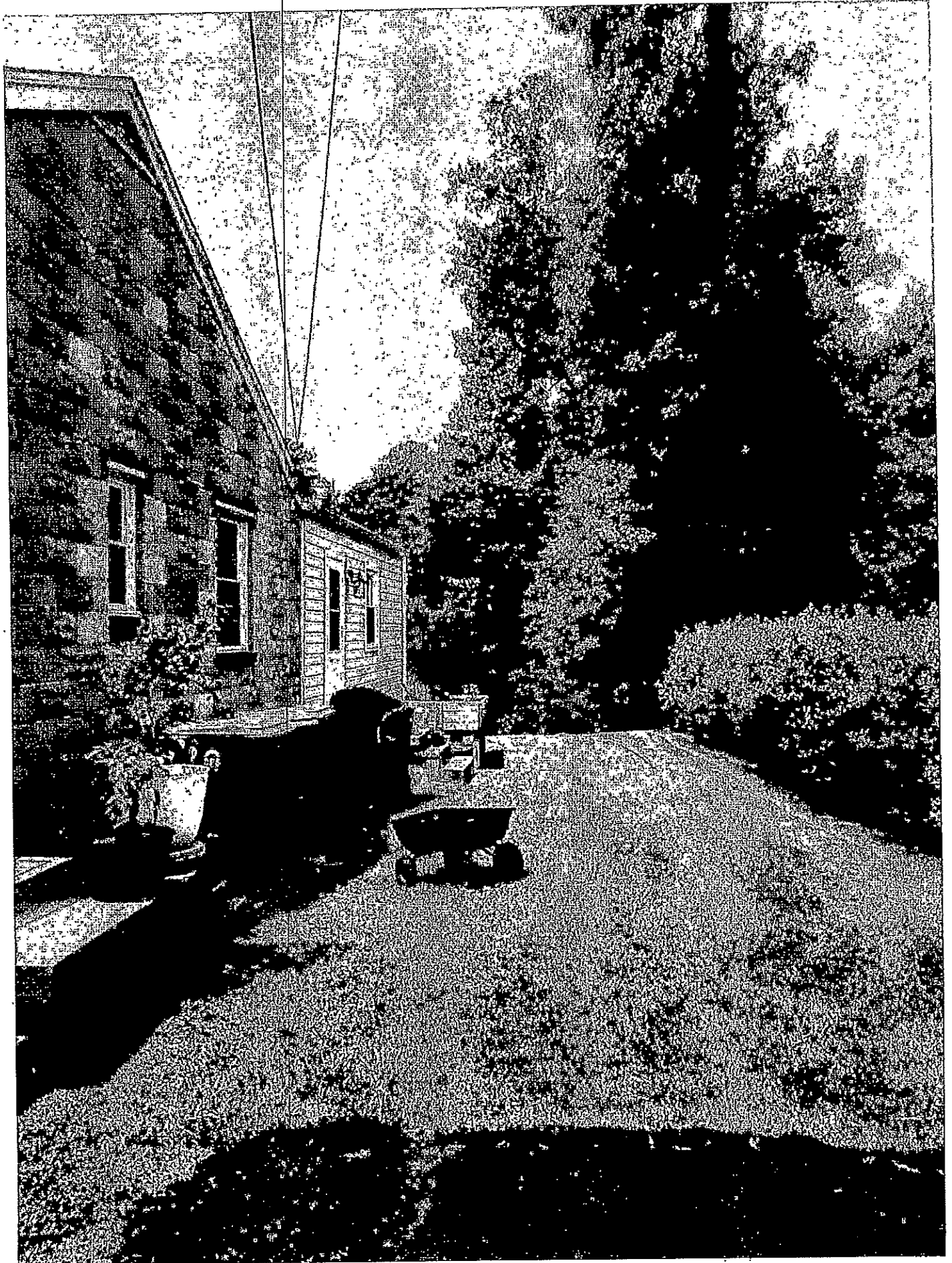
During my time serving in the Marines, I required surgery on both feet, reconstructive left shoulder surgery, along with reconstructive right elbow surgery that required a metal plate to stabilize the joint. I also have been diagnosed with Spinal Stenosis and disc issues in my neck that can debilitate me for a week at a time when flare-ups occur. These medical issues forced me to retire years before I originally planned to because of their severe physical limitations. The Veterans Administration has classified me as 100% Permanent and Totally disabled because my medical issues are chronic and will only become more debilitating as I advance in age. I'm also currently in receipt of Social Security Disability because of my stated medical issues. Due to our planned expansion/adapting of our home (to meet my future medical needs) and a lack of another suitable area, we are requesting that the structure be permitted to stay in its current location.

Respectfully Submitted,



Kenneth W. Dale







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

019002-0003 debra m. 08/17/2022 11:54AM  
Payment Effective Date 08/17/2022

PERMITS / INSPECTIONS  
MODIFICATION PERMIT -  
REVIEW  
2022 Item: 20220705|MODS 200.00  
Payment Id: 275999  
-----  
200.00  
Subtotal 200.00  
Total 200.00  
CHECK 200.00  
Check Number171  
-----  
Change due 0.00



Thank you for your payment.

CUSTOMER COPY



**602 Mansion Dr. - Sub-Parcel #056-0060**

**Owner/Applicant: Kenneth Dale**

**Modification to Development Standards**

Staff Report prepared for City Council Work Session – Nov. 15, 2022

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

**I. MEETINGS & PUBLIC HEARINGS:**

Planning Comm.	Regular Meeting	Oct. 6, 2022	Denial
City Council	Work Session	Nov. 15, 2022	No Action
City Council	Public Hearing	TBD	

**II. PUBLIC NOTICE**

Sign	Placed at property		Sept. 22, 2022
Adjacent Prop Owners	N/A – not Public Hearing		
Progress-Index	N/A – Not Public Hearing		

**III. IDENTIFICATION AND LOCATIONAL INFORMATION:**

Requested Zoning:	N/A
Existing Zoning:	R-1, Residential, Low Density District
Land SF:	16,800sf
Owner:	Kenneth W. Dale
Legal Description:	Lot 17, Subdivision Mansion Hills
Election Ward:	Ward 3
Land Use Plan Recommendation:	Suburban Residential
Strategic Plan Goal:	N/A



Zoning of Surrounding Property: North: R-1  
South: R-1  
East: R-1  
West: R-1

### III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from Kenneth W. Dale to modify the development standards in accordance with Article XVIII, Section G., to erect a freestanding metal carport in the front yard of 602 Mansion Drive.

### IV. APPLICABLE CODE SECTIONS:

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

#### ***G. MODIFICATIONS TO DEVELOPMENT STANDARDS AND REQUIREMENTS***

1. *Any aggrieved party may appeal the determination of the Director of Development or City Engineer related to the standards contained within this Article, except for those development standards or requirements, which must be modified by the granting of a variance, special exception, conditional use permit or rezoning. Such an appeal shall be taken within thirty (30) days after the decision appealed from by filing with the Director of Development a notice of appeal specifying the grounds thereof, and paying the applicable fee established for said appeal in Article XXII-G of this ordinance. The Director of Development shall forthwith transmit to the Planning Commission for its review and recommendation to City Council all the papers constituting the record upon which the action appealed from was taken.*
2. *An appeal shall stay all proceedings, to include but limited to site plan, building permit or record plat approval, in furtherance of the action appealed from, unless the Director of Development certifies to the Planning Commission that, by reason of facts stated in the certificate, a stay would in his opinion cause imminent peril to life and property, which case proceedings shall not be stayed otherwise than by a restraining order granted by a court of record, on application and on notice to the Director of Development and for good cause shown.*
3. *The Planning Commission shall fix a reasonable time for hearing of the application and shall, within ninety (90) days after the first meeting of the Planning Commission after such referral, report to the City Council its recommendation on the matter, unless the applicant requests or consents to action beyond such time or unless the applicant withdraws the request.*

4. *Upon receipt of the recommendation of the Planning Commission, the City Council, after public notice in accordance with Virginia Code 15.2-2204, shall hold at least one public hearing on such application, and as a result thereof, shall either approve or deny the request.*
5. *The City Council may grant modifications, with or without conditions, to development standards or requirements specific to this Article. No modification to a development standard or requirement shall be authorized by the City Council unless it considers and determines substantial compliance with the Comprehensive Plan. The City Council shall not grant a modification to any development standard or requirement if:*
  - a. *The granting of the modification will constitute the granting of a variance, special exception, conditional use or a rezoning.*
  - b. *Ordinary financial considerations are the principal reason for the requested modification.*
  - c. *The modification amends a property-specific condition imposed by the City Council or the Board of Zoning Appeals, unless such condition specifically grants such modification authority to the City Council.*
  - d. *The applicant created the condition or situation generating the need for the modification and the applicant has not exhausted all other practicable solutions to the problem, including, but not limited to, the acquisition of additional property, the elimination or redesign of structures, or the reduction of the development density.*
6. *Any person or persons jointly or severely aggrieved by the final decision of the City Council shall file a written appeal with the Circuit Court for review by filing a petition at law, setting forth the alleged illegality of the action of the governing body, provided such petition is filed within thirty (30) days after the final decision is rendered by the governing body. The filing of the said petition shall stay the decision of the governing body pending the outcome of the appeal to the court. The court may reverse or modify the decision of the governing body, in whole or in part, if it finds upon review that the decision of the governing body is contrary to law or that its decision is arbitrary and constitutes an abuse of discretion, or it may affirm the decision of the governing body. Adjacent property owners' appeals shall be limited to conditions which directly affect the property owners and include access, utility locations, buffers, conditions of zoning, architectural treatment and land use transactions. The court shall fix a reasonable time for hearing the appeal.*

**Article XVIII. Development Standards, Section A. General Provisions, Sub-section 12. Accessory Uses and Structures**

- a. *In all districts, accessory buildings or structures shall not be located in a front or side yard area, unless specifically provided for elsewhere by the provisions of this ordinance.*
- b. *Accessory structures shall not project higher than the height of the main structure or eighteen (18) feet from grade, whichever is the lesser, in any residential districts; except metal carports shall not exceed fifteen (15) feet in height from grade.*

**V. SUBJECT PROPERTY:**

The subject property is located in Ward 3 in the Residential, Low Density Zoning District (R-1). The property is identified as Mansion Drive (Sub-Parcel #056-0060). The property is 16,800sf (0.385 acres) that is relatively flat from the street to the rear of the house where it slopes down at a greater degree to the rear property line. Much of the rear yard is landscaped with large trees and bushes. The driveway ends towards the front of the house but the side yard extends through to the rear yard where the carport could be installed in accordance with the Hopewell Zoning Ordinance.

Additional Note: The carport was installed in the front yard without a building permit.

**VI. APPLICANT’S POSITION:**

The applicant states that he believed that the contractor had obtained the required building permit before installing the carport. The applicant states that he plans to add onto the house in the area where the carport could legally be placed to accomodate his failing health. Please refer to the applicant’s letter dated August 16, 2022 for additional information.

**VII. ZONING/STAFF ANALYSIS:**

Staff conducted a site visit of the applicant property on August 16, 2022. Staff informed the applicant that the start of the rear yard on his property would be the rear edge of the original house structure and that the carport could legally be located from that point to the rear. The applicant responded that this area was designated as expansion space for a new addition to the house that would occur in a few years.

After further review of the existing conditions and the criteria for approval of a modification to the development standards, Staff believes that the carport can be placed in the rear yard with little to no alteration to the land. Future additions, if designed properly, could accommodate an attached, structural carport that would not be subject to freestanding metal carport standards.

**VIII. STAFF RECOMMENDATION:**

Section G of Article XVIII, copied on page 3 of this report provides the criteria for approval of a modification. If the applicant



meets any of these criteria, the modification cannot be granted. After careful review of the application, Staff concludes that the application does meet one of the criteria (Item D), and therefore recommends denial of the modification to development standards application. A detailed answer for each criteria follows:

- a. *The granting of the modification will constitute the granting of a variance, special exception, conditional use or a rezoning. This request does not meet the criteria for a variance, special exception, conditional use or a rezoning.*
- b. *Ordinary financial considerations are the principal reason for the requested modification. Financial considerations are 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 create the situation by not obtaining a building permit prior to the installation of the carport in the front yard. Planning review of such a building permit would have resulted in the applicant knowing that installation of a carport in the front yard was prohibited per Article XVIII – Development Standards of the Hopewell Zoning Ordinance. Secondly, the applicant can locate the carport in the rear yard at the back of the driveway as required by the Hopewell Zoning Ordinance.*

#### **IX. PLANNING COMMISSION RECOMMENDATION:**

In accordance with Article XVIII, Section G, of the Hopewell Zoning Ordinance, the Hopewell Planning Commission recommended to deny the request submitted by Kenneth W. Dale for a modification to the development standards to construct a freestanding metal carport in the front yard of 602 Mansion Drive.

#### Attachment(s):

1. Photo of Carport in Front Yard
2. Application and applicant letter



WS-2

# SPOT BLIGHT

15-Nov-22

		905 Arlington				3104 St. Charles				1800 Trenton			
		Dir. Of Development	Fire Marshall	Building Official	Building Spector	Dir. Of Development	Fire Marshall	Building Official	Building Spector	Dir. Of Development	Fire Marshall	Building Official	Building Spector
<b>PUBLIC SAFETY</b>	Does the building represent a potential danger to occupants or the public?	9	8	8	10	10	10	9	10	9	8	8	10
<b>STRUCTURAL INTEGRITY</b>	Is the building in jeopardy due to structural issues?	9	8	8	10	10	10	9	10	9	8	8	10
<b>FIRE HAZARD</b>	Does the building represent a fire hazard to surrounding buildings?	8	10	9	10	10	10	9	10	9	9	9	10
<b>CONTEXT</b>	Where the building is located in proximity to a neighborhood - the building an eyesore?	7	7	8	10	10	10	9	10	9	9	8	10
<b>ATTRACTIVE NUISANCE</b>	Is the building open and accessible and does it attract an illicit activity?	9	9	8	8	10	9	9	10	8	10	8	10
<b>GENERAL APPEARANCE</b>	The general appearance of the building and its surrounding appurtances.	7	8	7	9	10	10	9	10	8	9	7	10
<b>TOTAL</b>		49	50	48	57	60	59	54	60	52	53	48	60
<b>AVERAGE</b>		51.0				58.3				53.3			

# SPOT BLIGHT CASES TEAM SCORING SHEET

ADDRESS: 905 Arlington Rd.

TODAY'S DATE: 11/4/22 COUNCIL AGENDA TARGET DATE: \_\_\_\_\_

Characteristic	Scoring Range (1 - 10) 1 = best condition/10 = worst condition
• <b>Public Safety</b> - <i>Does the building represent a potential danger to occupants or the public?</i>	9
• <b>Structural integrity</b> - <i>Is the building in jeopardy due to structural issues?</i>	9
• <b>Fire hazard</b> - <i>Does the building represent a fire hazard to surrounding buildings?</i>	8
• <b>Context</b> - <i>Where the building is located in proximity to a neighborhood. Is the building an eyesore?</i>	7
• <b>Attractive Nuisance</b> - <i>Is the building open and accessible and does it attract an illicit activity?</i>	9
• <b>General Appearance</b> - <i>The general appearance of the building and its surrounding appurtenances.</i>	7
Objective Score: Cumulative score (6-60)	

The team conducting this evaluation will consist of the following:

- ✓ Director of Development Department
- Fire Official
- Building Official
- Building Inspection staff (as selected)

NOTES:



# SPOT BLIGHT CASES TEAM SCORING SHEET

ADDRESS: 905 Arlington Rd

TODAY'S DATE: 11/4/22 COUNCIL AGENDA TARGET DATE: \_\_\_\_\_

Characteristic	Scoring Range (1 – 10) <small>1 = best condition/10 = worst condition</small>
• <b>Public Safety</b> - Does the building represent a potential danger to occupants or the public?	8
• <b>Structural integrity</b> - Is the building in jeopardy due to structural issues?	8
• <b>Fire hazard</b> - Does the building represent a fire hazard to surrounding buildings?	9
• <b>Context</b> - Where the building is located in proximity to a neighborhood. Is the building an eyesore?	8
• <b>Attractive Nuisance</b> - Is the building open and accessible and does it attract an illicit activity?	8
• <b>General Appearance</b> - The general appearance of the building and its surrounding appurtenances.	7
Objective Score: Cumulative score (6-60)	

The team conducting this evaluation will consist of the following:

- Director of Development Department
- Fire Official
- Building Official
- Building Inspection staff (as selected)

NOTES:

# SPOT BLIGHT CASES TEAM SCORING SHEET

ADDRESS: 905 ARLINGTON RD

TODAY'S DATE: 11-4-22 COUNCIL AGENDA TARGET DATE: \_\_\_\_\_

Characteristic	Scoring Range (1 - 10) <small>1 = best condition/10 = worst condition</small>
• <b>Public Safety</b> - Does the building represent a potential danger to occupants or the public?	10
• <b>Structural integrity</b> - Is the building in jeopardy due to structural issues?	10
• <b>Fire hazard</b> - Does the building represent a fire hazard to surrounding buildings?	10
• <b>Context</b> - Where the building is located in proximity to a neighborhood. Is the building an eyesore?	10
• <b>Attractive Nuisance</b> - Is the building open and accessible and does it attract an illicit activity?	8
• <b>General Appearance</b> - The general appearance of the building and its surrounding appurtenances.	9
Objective Score: Cumulative score (6-60)	57

The team conducting this evaluation will consist of the following:

- Director of Development Department
- Fire Official
- Building Official
- Building Inspection staff (as selected)

NOTES:

# SPOT BLIGHT CASES TEAM SCORING SHEET

ADDRESS: 905 <sup>886</sup> Trenton Arlington Rd

TODAY'S DATE: 11/4/22 COUNCIL AGENDA TARGET DATE: \_\_\_\_\_

Characteristic	Scoring Range (1 – 10) <small>1 = best condition/10 = worst condition</small>
• <b>Public Safety</b> - Does the building represent a potential danger to occupants or the public?	8
• <b>Structural integrity</b> - Is the building in jeopardy due to structural issues?	8
• <b>Fire hazard</b> - Does the building represent a fire hazard to surrounding buildings?	10
• <b>Context</b> - Where the building is located in proximity to a neighborhood. Is the building an eyesore?	7
• <b>Attractive Nuisance</b> - Is the building open and accessible and does it attract an illicit activity?	9
• <b>General Appearance</b> - The general appearance of the building and its surrounding appurtenances.	8
Objective Score: Cumulative score (6-60)	50

The team conducting this evaluation will consist of the following:

- Director of Development Department
- Fire Official *BRG*
- Building Official
- Building Inspection staff (as selected)

NOTES:

905 ARLINGTON



905 ARLINGTON



905 ARLINGTON



905 ARLINGTON



905 ARLINGTON





# SPOT BLIGHT CASES TEAM SCORING SHEET

ADDRESS: 1800 Trenton

TODAY'S DATE: 11/4/22 COUNCIL AGENDA TARGET DATE: \_\_\_\_\_

Characteristic	Scoring Range (1 – 10) <small>1 = best condition/10 = worst condition</small>
• <b>Public Safety</b> - <i>Does the building represent a potential danger to occupants or the public?</i>	9
• <b>Structural integrity</b> - <i>Is the building in jeopardy due to structural issues?</i>	9
• <b>Fire hazard</b> - <i>Does the building represent a fire hazard to surrounding buildings?</i>	9
• <b>Context</b> - <i>Where the building is located in proximity to a neighborhood. Is the building an eyesore?</i>	9
• <b>Attractive Nuisance</b> - <i>Is the building open and accessible and does it attract an illicit activity?</i>	8
• <b>General Appearance</b> - <i>The general appearance of the building and its surrounding appurtenances.</i>	8
Objective Score: Cumulative score (6-60)	

The team conducting this evaluation will consist of the following:

- ✓ Director of Development Department
- Fire Official
- Building Official
- Building Inspection staff (as selected)

fire damage.

NOTES:

# SPOT BLIGHT CASES TEAM SCORING SHEET

ADDRESS: 1800 Trenton Street

TODAY'S DATE: 11/4/22 COUNCIL AGENDA TARGET DATE: \_\_\_\_\_

Characteristic	Scoring Range (1 – 10) 1 = best condition/10 = worst condition
• <b>Public Safety</b> - Does the building represent a potential danger to occupants or the public?	8
• <b>Structural integrity</b> - Is the building in jeopardy due to structural issues?	8
• <b>Fire hazard</b> - Does the building represent a fire hazard to surrounding buildings?	9
• <b>Context</b> - Where the building is located in proximity to a neighborhood. Is the building an eyesore?	8
• <b>Attractive Nuisance</b> - Is the building open and accessible and does it attract an illicit activity?	8
• <b>General Appearance</b> - The general appearance of the building and its surrounding appurtenances.	7
Objective Score: Cumulative score (6-60)	

The team conducting this evaluation will consist of the following:

- Director of Development Department
- Fire Official
- Building Official
- Building Inspection staff (as selected)

NOTES:

# SPOT BLIGHT CASES TEAM SCORING SHEET

ADDRESS: 1800 TRENTON ST.

TODAY'S DATE: 11-4-22 COUNCIL AGENDA TARGET DATE: \_\_\_\_\_

Characteristic	Scoring Range (1 – 10) <small>1 = best condition/10 = worst condition</small>
• <b>Public Safety</b> - Does the building represent a potential danger to occupants or the public?	10
• <b>Structural integrity</b> - Is the building in jeopardy due to structural issues?	10
• <b>Fire hazard</b> - Does the building represent a fire hazard to surrounding buildings?	10
• <b>Context</b> - Where the building is located in proximity to a neighborhood. Is the building an eyesore?	10
• <b>Attractive Nuisance</b> - Is the building open and accessible and does it attract an illicit activity?	10
• <b>General Appearance</b> - The general appearance of the building and its surrounding appurtenances.	10
Objective Score: Cumulative score (6-60)	60

The team conducting this evaluation will consist of the following:

- Director of Development Department
- Fire Official
- Building Official
- Building Inspection staff (as selected)

NOTES:

# SPOT BLIGHT CASES TEAM SCORING SHEET

ADDRESS: 1800 Trenton

TODAY'S DATE: 11/4/22 COUNCIL AGENDA TARGET DATE: \_\_\_\_\_

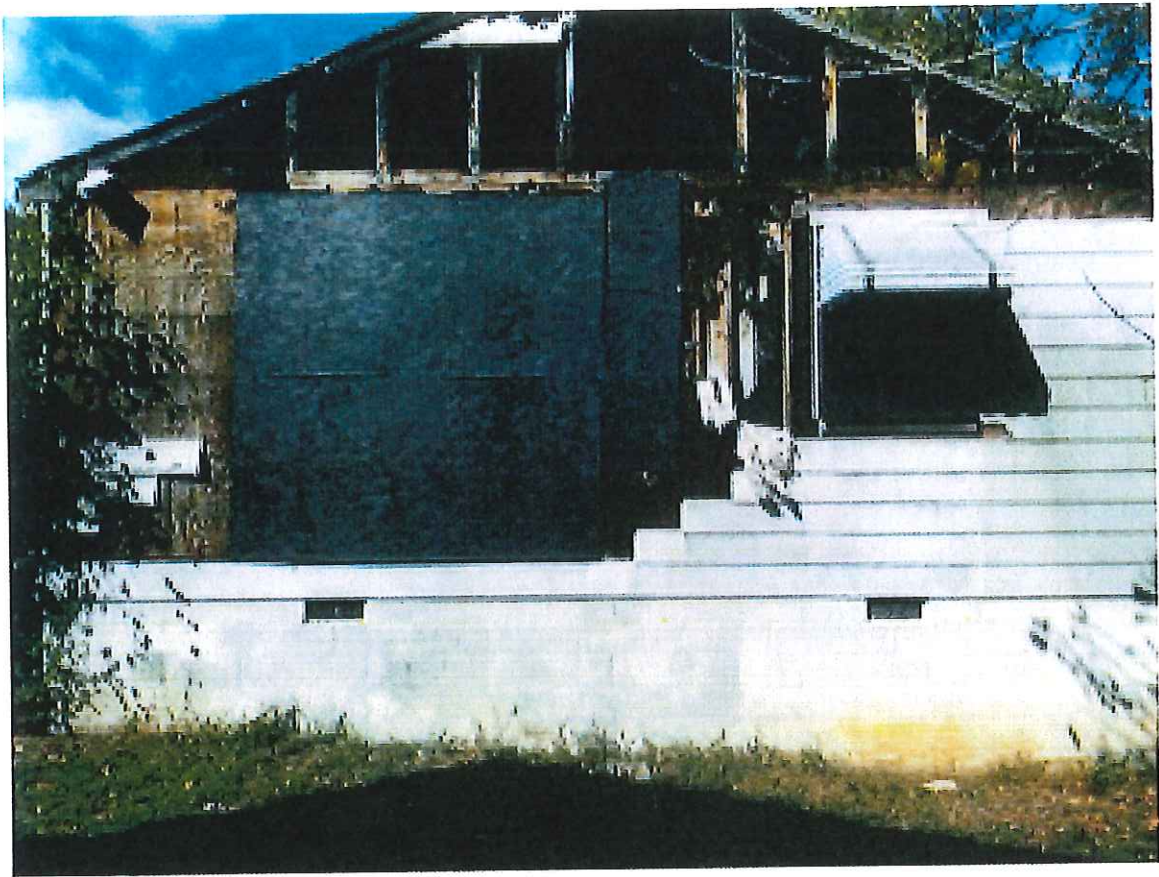
Characteristic	Scoring Range (1 – 10) <small>1 = best condition/10 = worst condition</small>
• <b>Public Safety</b> - <i>Does the building represent a potential danger to occupants or the public?</i>	8
• <b>Structural integrity</b> - <i>Is the building in jeopardy due to structural issues?</i>	8
• <b>Fire hazard</b> - <i>Does the building represent a fire hazard to surrounding buildings?</i>	9
• <b>Context</b> - <i>Where the building is located in proximity to a neighborhood. Is the building an eyesore?</i>	9
• <b>Attractive Nuisance</b> - <i>Is the building open and accessible and does it attract an illicit activity?</i>	10
• <b>General Appearance</b> - <i>The general appearance of the building and its surrounding appurtenances.</i>	9
Objective Score: Cumulative score (6-60)	53

The team conducting this evaluation will consist of the following:

- Director of Development Department
- Fire Official *EPK*
- Building Official
- Building Inspection staff (as selected)

NOTES:

1800 TRENTON



1800 TRENTON



1800 TRENTON



1800 TRENTON





1800 TRENTON



# SPOT BLIGHT CASES TEAM SCORING SHEET

ADDRESS: 3104 ST CHARLES ST

TODAY'S DATE: 11-4-22 COUNCIL AGENDA TARGET DATE: \_\_\_\_\_

Characteristic	Scoring Range (1 - 10) <small>1 = best condition/10 = worst condition</small>
• <b>Public Safety</b> - <i>Does the building represent a potential danger to occupants or the public?</i>	10
• <b>Structural integrity</b> - <i>Is the building in jeopardy due to structural issues?</i>	10
• <b>Fire hazard</b> - <i>Does the building represent a fire hazard to surrounding buildings?</i>	10
• <b>Context</b> - <i>Where the building is located in proximity to a neighborhood. Is the building an eyesore?</i>	10
• <b>Attractive Nuisance</b> - <i>Is the building open and accessible and does it attract an illicit activity?</i>	10
• <b>General Appearance</b> - <i>The general appearance of the building and its surrounding appurtenances.</i>	10
Objective Score: Cumulative score (6-60)	60

The team conducting this evaluation will consist of the following:

- Director of Development Department
- Fire Official
- Building Official
- Building Inspection staff (as selected)

NOTES:

# SPOT BLIGHT CASES TEAM SCORING SHEET

ADDRESS: 3104 St Charles

TODAY'S DATE: \_\_\_\_\_ COUNCIL AGENDA TARGET DATE: \_\_\_\_\_

Characteristic	Scoring Range (1 – 10) <small>1 = best condition/10 = worst condition</small>
• <b>Public Safety</b> - Does the building represent a potential danger to occupants or the public?	10
• <b>Structural integrity</b> - Is the building in jeopardy due to structural issues?	10
• <b>Fire hazard</b> - Does the building represent a fire hazard to surrounding buildings?	10
• <b>Context</b> - Where the building is located in proximity to a neighborhood. Is the building an eyesore?	10
• <b>Attractive Nuisance</b> - Is the building open and accessible and does it attract an illicit activity?	9
• <b>General Appearance</b> - The general appearance of the building and its surrounding appurtenances.	10
Objective Score: Cumulative score (6-60)	59

The team conducting this evaluation will consist of the following:

- Director of Development Department
- ~~Fire Official~~ *Blg*
- Building Official
- Building Inspection staff (as selected)

NOTES:

# SPOT BLIGHT CASES TEAM SCORING SHEET

ADDRESS: 3104 St Charles Street,

TODAY'S DATE: 11/4/22 COUNCIL AGENDA TARGET DATE: \_\_\_\_\_

Characteristic	Scoring Range (1 – 10) 1 = best condition/10 = worst condition
• <b>Public Safety</b> - Does the building represent a potential danger to occupants or the public?	9
• <b>Structural integrity</b> - Is the building in jeopardy due to structural issues?	9
• <b>Fire hazard</b> - Does the building represent a fire hazard to surrounding buildings?	9
• <b>Context</b> - Where the building is located in proximity to a neighborhood. Is the building an eyesore?	9
• <b>Attractive Nuisance</b> - Is the building open and accessible and does it attract an illicit activity?	9
• <b>General Appearance</b> - The general appearance of the building and its surrounding appurtenances.	9
Objective Score: Cumulative score (6-60)	

The team conducting this evaluation will consist of the following:

- Director of Development Department
- Fire Official
- Building Official
- Building Inspection staff (as selected)

NOTES:

# SPOT BLIGHT CASES TEAM SCORING SHEET

ADDRESS: 3104 St. Charles

TODAY'S DATE: 11/4/22 COUNCIL AGENDA TARGET DATE: \_\_\_\_\_

Characteristic	Scoring Range (1 – 10) <small>1 = best condition/10 = worst condition</small>
• <b>Public Safety</b> - Does the building represent a potential danger to occupants or the public?	10
• <b>Structural integrity</b> - Is the building in jeopardy due to structural issues?	10
• <b>Fire hazard</b> - Does the building represent a fire hazard to surrounding buildings?	10
• <b>Context</b> - Where the building is located in proximity to a neighborhood. Is the building an eyesore?	10
• <b>Attractive Nuisance</b> - Is the building open and accessible and does it attract an illicit activity?	10
• <b>General Appearance</b> - The general appearance of the building and its surrounding appurtenances.	10
Objective Score: Cumulative score (6-60)	

The team conducting this evaluation will consist of the following:

- ✓ Director of Development Department
- Fire Official
- Building Official
- Building Inspection staff (as selected)

Severe fire damage  
Constantly have to cut grass

NOTES:

3104 ST. CHARLES



3104 ST. CHARLES

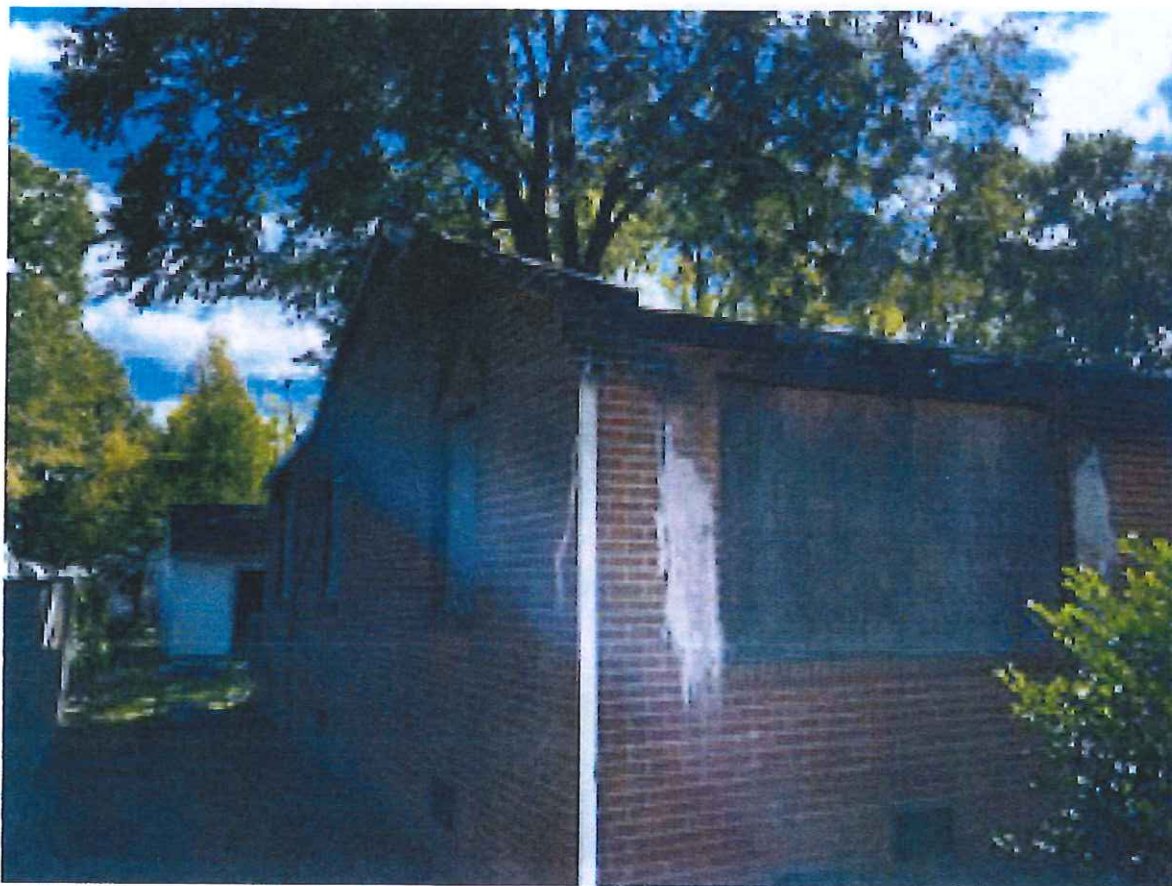


3104 ST. CHARLES





3104 ST. CHARLES



3104 ST. CHARLES



REGULAR  
MEETING

# CONSENT AGENDA

C-1

# MINUTES

**Regular Meeting  
September 13, 2022**

**MINUTES OF THE REGULAR MEETING OF CITY COUNCIL HELD SEPTEMBER 13, 2022**

A Regular Meeting of the City Council of the City of Hopewell, Virginia, was held on Tuesday, September 13, 2022 beginning at 6:00 p.m.

PRESENT:                                John B. Partin, Vice Mayor, Ward 3  
    Deborah B. Randolph, Councilor, Ward 1  
    Arlene Holloway, Councilor, Ward 2  
    Jasmine E. Gore, Councilor, Ward 4 (arrived after meeting was opened)  
    Janice B. Denton, Councilor, Ward 5  
    Patience A. Bennett, Mayor, Ward 7  
    Brenda S. Pelham, Councilor, Ward 6

Concetta Manker, Interim City Manager  
Danielle F. Smith, City Attorney  
Lois Gabriel, City Clerk Pro Tem

Mayor Bennett opened the meeting and requested a roll call.

ROLL CALL:

Mayor Bennett	-	present
Vice Mayor Partin	-	present
Councilor Randolph	-	present
Councilor Holloway	-	present

Quorum established.

Mayor Bennett called for a motion to take a fifteen minute recess. Motion was made by Vice Mayor Partin and seconded by Councilor Holloway.

ROLL CALL:

Councilor Holloway	-	Yes
Vice Mayor Partin	-	Yes
Mayor Bennett	-	Yes
Councilor Randolph	-	Yes

Motion passes 4-0

**FIFTEEN MINUTE RECESS**

Mayor Bennett opens the meeting and requested a roll call.

ROLL CALL:

Councilor Holloway	-	present
Vice Mayor Partin	-	present
Councilor Gore	-	absent
Councilor Denton	-	present (virtual)

**Regular Meeting  
September 13, 2022**

Councilor Pelham	-	present (virtual)
Mayor Bennett	-	present
Councilor Randolph	-	present

Quorum established.

Mayor Bennett inquires as to why Councilor Pelham is attending virtually. Councilor Pelham says she is virtual due to medical reasons and is connecting from her home in Hopewell.

Mayor Bennet calls for a motion to allow Councilor Pelham to attend virtually. Motion is made by Vice Mayor Partin and seconded by Councilor Holloway.

**ROLL CALL:**

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

Councilor Gore was absent.

Motion passes 5-0

Mayor Bennett inquires as to why Councilor Denton is attending virtually. Councilor Denton says she is virtual because she is out of town on vacation and is connecting from North Carolina.

Mayor Bennet calls for a motion to allow Councilor Denton to attend virtually. Motion is made by Vice Mayor Partin and seconded by Councilor Randolph.

**ROLL CALL:**

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

Councilor Gore was absent.

Motion passes 5-0

**CLOSED MEETING**

Mayor Bennett asked for a motion to go into closed session.

A motion was made by Vice Mayor Partin and seconded by Mayor Bennett to enter into a closed meeting pursuant to Va. Code Section §2.2-3711 (A) (1) to discuss appointments to various boards and commissions and to discuss Interim City Manager, City Manager Search, City Clerk, and Boathouse Lease. There was no discussion. At the roll call, the vote resulted:



**Regular Meeting  
September 13, 2022**

**WORK SESSION**

**WS-1 – Day St. Right-of-Way Vacation**

Chris Ward, Interim Director of Development, delivered work session presentation. This application is for the vacation of a portion of alley between 2000 Day St. and 105 N. 21<sup>st</sup> Ave; the applicant is Teresa Curtis. The location is in Ward 1 and the approximate square footage of the right-of-way is 600 square feet. When the planning commission originally heard this application at their public hearing, it was tabled to give applicant opportunity to seek vacation of entire alley. Applicant gave good faith effort to do this, but couldn't get full support from all neighbors. Planning commission voted 3-0 to recommend approval for vacation of the requested portion of the alley. Mr. Ward ends presentation, there were no questions. *Work session supporting documents are available in the agenda packet.*

**WS-2 - Courthouse Rd. CUP for SF on non-conforming lot**

Chris Ward, Interim Director of Development, delivered work session presentation. This application is for a conditional use permit for applicant Purdy Homess, LLC. This is for Courthouse Rd. – Sub-parcel #075-0140, Lots 4-5 and 7-8. The request is to construct a single-family home on each of the separate portions of the non-contiguous, non-conforming lot in the R3 district. Applicant would build the same house on each of the two parcels. It would be a two-story, 1,297 square foot home. Mr. Ward shows examples of homes in the area. Average square foot of surrounding homes is 1,092 square feet. Planning commission voted 3-0 to recommend approval of the application with the following conditions: new parcel number assigned to lot 7-8, include brick veneer to cover all 4 foundation sides, include cement board, wood composite or vinyl siding on all four sides, and construct covered front stoop. Applicant is in agreement with these 4 conditions. Mr. Ward ends presentation and asks for questions.

As the applicant was not in attendance, Vice Mayor Partin asks Mr. Ward to ask applicant to consider including overhang around the house to divert water away from the foundation and to also include a 20% tree canopy to reduce stormwater impact to the neighborhood. Mr. Ward agrees to pass this to applicant. Councilor Pelham asks that the overhang item Vice Mayor Partin mentioned become a permanent requirement for all new construction moving forward since it's included on all CUP applications. Mayor Bennett asks that Mr. Ward work on that with City Attorney and City Manager. Mr. Ward asks about a joint session between Council and the planning commission. Councilor Pelham also asks that drainage requirements be looked into as well to be discussed between Council and planning commission. Mayor Bennett agrees that a joint meeting would be a good idea. No further questions, and presentation is concluded. *Work session supporting documents are available in the agenda packet.*

**Regular Meeting Roll Call**

ROLL CALL:	Councilor Randolph	-	present
	Councilor Holloway	-	present
	Vice Mayor Partin	-	present
	Councilor Gore	-	present
	Councilor Denton	-	present (virtual)
	Mayor Bennett	-	present
	Councilor Pelham	-	present (virtual)

Quorum established.

**Regular Meeting  
September 13, 2022**

**ROLL CALL:**

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

Councilor Gore was absent  
Motion passes 6-0

**RECONVENE OPEN MEETING**

Motion made by Vice Mayor Partin and seconded by Mayor Bennett to come out of closed session. At the roll call, the vote resulted:

<b>ROLL CALL:</b>	Councilor Randolph	-	yes
	Councilor Holloway	-	yes
	Vice Mayor Partin	-	yes
	Councilor Gore	-	yes
	Councilor Denton	-	yes
	Mayor Bennett	-	yes
	Councilor Pelham	-	yes

Council Gore arrived during the closed session.  
Motion passes 7-0

**CERTIFICATION PURSUANT TO VA. 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? At the roll call, the responses resulted:

<b>ROLL CALL:</b>	Councilor Randolph	-	yes
	Councilor Holloway	-	yes
	Vice Mayor Partin	-	yes
	Councilor Gore	-	yes
	Councilor Denton	-	yes
	Mayor Bennett	-	yes
	Councilor Pelham	-	yes

Certification passes 7-0.

**Regular Meeting  
September 13, 2022**

**REGULAR MEETING**

Prayer was delivered by Reverend Danny Tucker, followed by the Pledge of Allegiance led by Councilor Gore.

Mayor Bennett called for a motion to adopt or amend the regular meeting agenda. Vice Mayor Partin made a motion to adopt the regular meeting agenda. The motion was seconded by Mayor Bennett.

Mayor Bennett requested a roll call, and the vote resulted as follows:

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

Motion passed 7-0

**CONSENT AGENDA**

Mayor Bennett asked if there was a motion to amend or adopt the Consent Agenda. Motion made by Vice Mayor Partin and seconded by Councilor Denton to accept the consent agenda. There was no discussion. At the roll call, the vote resulted:

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

Motion passed 7-0

**FINANCIAL REPORT**

Mr. Michael Terry delivers financial report for Month ending 8/31. Financial report included with minutes.

Councilor Randolph thanks Mr. Terry and asked what percentage of vendors will be able to become ACH transactions? Mr. Terry says it has been offered to every vendor but it is not feasible for all vendors however, some are now coming on board with ACH. Councilor Randolph clarifies her original question and asks out of the 165 listed is that 50% of the city's vendors? How many more vendors will be coming on board out of the total population of vendors? Mr. Terry says he'll get back to her on that. Councilor Randolph asks how long it'll take to bring the highest percentage of vendors on. Mr. Terry says they're

**Regular Meeting  
September 13, 2022**

diligently offering and marketing ACH every time a check is sent. Councilor Pelham says they've been given dates before for audit completion and asks if there are consequences for finance staff members if those milestones aren't met or is it just continually put off? How will it be completed quicker for FY 2020 and 2021? For the additional report that goes along with the audits, has 2018 been completed yet, is 2019 on the way and will 2020 and 2021 be completed altogether?

Mr. Terry says the accountability matrix resides with a couple variants. The current treasurer said they have to start from scratch and are experiencing difficulty. Mr. Terry says there is now ongoing communication between finance office, treasurer's office, and the treasurer's consultant that has been going well.

Council Pelham also asks where we are with the RFP for other requested audit. Mayor Bennett answers that Mr. Terry will bring this back before Council.

**COMMUNICATIONS FROM CITIZENS**

There being no information or presentations, Mayor Bennett moved on to Communications from Citizens.

Rita Joyner – 711 Francis Street. Ms. Joyner speaks briefly in support of ARPA funding for Ward 1 and City-wide projects. She says she wants to reinforce the importance of the Shiloh lodge project, and funding for parking adjacent to Maplewood apartments. Ms. Joyner says she wants to follow up about wayfinding signs. She says the wayfinding program was mentioned in the downtown report in 2003 and says it has tremendous economic benefits and hopes Council will consider it. Ms. Joyner re-emphasizes importance of the purchase of a new fire truck, funding of the Heretic Ave. culvert replacement project, and the combined Davis Street; 6<sup>th</sup> Ave.; and Broadway drainage project, and \$1million for road repaving.

Shai West – 901 Cedar Level Drive. Ms. West is the new Dominion Energy external affairs manager for Hopewell and she introduced herself to the City Council and City Manager.

**PUBLIC HEARING**

**REGULAR BUSINESS**

**R-1: DOT Safe Streets and Roads for All (SS4A) Action Plan Grant**

Austin Anderson, City Engineer, delivered the presentation for the action plan grant.

Motion made by Vice Mayor Partin to authorize City staff to submit a SS4A Action Plan Grant application. Motion was seconded by Councilor Gore.

Councilor Randolph asks that the City ensure the matching fund is not forgotten within the budget and asks can a line item be added to see there is a matching dollar amount upcoming for next year's budget before reaching approval.

**Regular Meeting  
September 13, 2022**

Mr. Anderson suggests it be introduced as a capital project and included in Spring CIP discussion.


Vice Mayor Partin requests that if possible, that the stormwater resiliency plan be included if the City receives the grant.

Mr. Anderson says the grant is broad and pertains to anything that increases safety and reduces frequency of pedestrian or vehicular accidents. Mr. Anderson says anything that falls under this can be included and also mentions that public engagement will be a key component as well.

ROLL CALL:           Councilor Holloway – Yes  
                          Vice Mayor Partin – Yes  
                          Councilor Gore – Yes  
                          Councilor Denton – Yes  
                          Councilor Pelham – Yes  
                          Mayor Bennett – Yes  
                          Councilor Randolph – Yes

Motion Passes: 7/0

Vice Mayor Partin made a motion to adjourn the meeting, which was seconded by Councilor Gore. All were in favor, with none opposing, and the meeting was adjourned.

  
Lois Gabriel, City Clerk pro tem

\_\_\_\_\_  
Mayor Bennett

**MINUTES OF THE SEPTEMBER 27, 2022 REGULAR CITY COUNCIL MEETING**

The City of Hopewell City Council held a Regular Meeting on Tuesday, September 27, 2022 at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

**PRESENT:** Patience Bennett, Mayor (Ward 7) – (via Zoom)  
John B. Partin, Jr., Vice Mayor (Ward 3)  
Deborah Randolph, Councilor (Ward 1)  
Arlene Holloway, Councilor (Ward 2)  
Janice B. Denton, Councilor (Ward 5)  
Jasmine E. Gore, Councilor (Ward 4) – (arrived @ 6:35)  
Brenda S. Pelham, Councilor (Ward 6) – (via Zoom)

**STAFF:** Danielle Ferguson Smith, City Attorney  
Dr. Concetta Manker, City Manager  
Lois Gabriel, Interim, City Clerk Pro Tem

Vice-Mayor Partin called the meeting to order at 6:30 p.m.

<b>Roll Call:</b>	Mayor Bennett	-	Present
	Vice Mayor Partin	-	Present
	Councilor Randolph	-	Present
	Councilor Holloway	-	Present
	Councilor Denton	-	Present
	Councilor Gore	-	Absent
	Councilor Pelham	-	Absent

Vice Mayor Partin asked Mayor Bennett to state the reason she is joining virtually; her response was medical. Councilor Denton moved to allow Mayor Bennett to participate in the meeting electronically. The motion was seconded by Councilor Holloway.

<b>Roll Call:</b>	Vice Mayor Partin	-	Yes
	Councilor Denton	-	Yes
	Councilor Holloway	-	Yes
	Councilor Randolph	-	Yes

**Motion Passes: 4-0**

Vice Mayor Partin asked if there was a motion to go into close session. Councilor Denton motioned to go into close session, however withdrew to allow Councilor Pelham to join virtually in open session first.

Vice Mayor Partin asked Councilor Pelham to state the reason she is joining virtually; her response was medical. Councilor Holloway moved to allow Councilor Pelham to participate in the meeting electronically. The motion was seconded by Councilor Gore.

<b>Roll Call:</b>	Mayor Bennett	-	Yes
	Vice Mayor Partin	-	Yes
	Councilor Randolph	-	Yes
	Councilor Holloway	-	Yes
	Councilor Gore	-	Yes
	Councilor Denton	-	Yes

**Motion Passes: 6-0**

**CLOSED SESSION**

Councilor Denton motioned to go into close session and seconded by Councilor Pelham, pursuant to Va. Code Section §2.2-3711(A)(1) to discuss City Manager/Interim City Clerk search and performance discussion on the Finance Director position and salary.

<b>Roll Call:</b>	Mayor Bennett	-	Yes
	Vice Mayor Partin	-	Yes
	Councilor Denton	-	Yes
	Councilor Gore	-	Yes
	Councilor Holloway	-	Yes
	Councilor Pelham	-	Yes
	Councilor Randolph	-	Yes

**Motion Passes: 7-0**

**RECONVENE OPEN MEETING**

At 7:12 p.m. Councilor Denton motioned to have council come out of closed session. Her motion was seconded by Councilor Holloway.

<b>Roll Call:</b>	Mayor Bennett	-	-
	Vice Mayor Partin	-	Yes
	Councilor Denton	-	Yes
	Councilor Gore	-	Yes
	Councilor Holloway	-	Yes
	Councilor Pelham	-	-
	Councilor Randolph	-	Yes

**Motion Passes: 5-0**

**CERTIFICATION**

Certification pursuant to Va. 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?

<b>Roll Call:</b>	Mayor Bennett	-	-
	Vice Mayor Partin	-	Yes
	Councilor Denton	-	Yes
	Councilor Gore	-	Yes
	Councilor Holloway	-	Yes
	Councilor Randolph	-	Yes
	Councilor Pelham	-	-

**Motion Passes: 5-0**

Vice Mayor Partin then welcomed visitors and turned the meeting over to Stephen Edwards for the Work Session.

**WORK SESSION**

W-1 Mr. Edwards presented a list of completed storm water projects under the Resilience Plan Project and updates on several current projects underway. He stated they are using a new lined pipe that will add longevity to the underground pipes and rehab of the man holes which will save the city money. Mr. Edwards also wanted to share the accomplishments of his crew in getting the projects completed as well as helping other departments that were in need of assistance. Councilor Randolph asked if the new lining project saves money upfront or long term. Mr. Edwards responded that it was an upfront savings and explained the process of how the fiber glass lining works. Councilor Randolph also asked if there was a system in place for the removal of debris after a storm so as not to affect the storm water drainage system. Dr. Manker explained that it depends on the level of debris. Monique Robinson also explained that if it's a major storm, the Public Works Department would create an activity request by notifying the City Manager and issuing a public announcement of a citywide debris pickup. Mrs. Robinson also stated that the current guideline is for residents to bundle up the debris and set it on the curb next to the garbage for pickup or take it to the citizens' convenient center at no charge. Vice-Mayor Partin asked if there was enough funding in the budget or if Mr. Edwards foresees that the rising cost of labor, materials, and inflation would impact the maintenance of the aging infrastructure. Mr. Edwards response was that yes the current budget will need to be addressed to discuss the lack of crew, rising cost of labor/materials and the maintenance of their aging vehicles. He will present more information at the beginning of next year.

W-2 Mr. Ward presented information on a zoning amendment to certify the City of Hopewell as a local government. This amendment applies to the TH-1 district Ward 1 which is the City Point Historic District. The National Parks Services and the Department of Historic Resources requires the city to comply with certain standards in order to apply and receive certain grant funding. The section that needs amending is Article XIV-B, Section V, which will clarify the role and responsibility of the Architectural Review Board when addressing potential new districts or building listings on historic registers. The changes will also expand and outline the process by which state and federal historic districts are identified. This amendment, also identifies all parties involved which will include, residents, property owners, Director of Development, the Architectural Review Board, the Planning Commission,



and the City Council to participate in the process. This information was presented to the Planning Commission in May with an approval vote of 4/0. Mr. Ward stated that he is presenting this as a work session now and will request action in a public hearing soon, so that the City of Hopewell can officially become a Certified Local Government. Councilor Randolph asked if there were any downsides in becoming a CLG and Mr. Ward replied that he was not aware of any downsides, only upsides because it places a lot of emphasis on public involvements. Councilor Denton asked who would citizens bring information to. Mr. Ward replied that the city would hold neighborhood meeting that would go through the public hearing process as it would be a zoning ordinance change. Councilor Gore asked if the Historic Preservation grant funding still available. Mr. Ward replied that according to the DHR website, funding was still available but at a reduced rate. He has asked for updated information but hasn't received a response as of yet.

**REGULAR MEETING**

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

**ROLL CALL:** Vice Mayor Partin called the meeting to order, and thanked all for attending.

Mayor Bennett	-	Absent
Vice-Mayor Partin	-	Present
Councilor Randolph	-	Present
Councilor Holloway	-	Present
Councilor Gore	-	Present
Councilor Denton	-	Present
Councilor Pelham	-	Present

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

**AMEND/ADOPT AGENDA**

Motion by Councilor Denton and seconded by Vice Mayor Partin to adopt/amend the agenda

<b>ROLL CALL:</b>	Councilor Holloway	-	Yes
	Vice Mayor Partin	-	Yes
	Councilor Gore	-	Yes
	Councilor Denton	-	Yes
	Councilor Randolph	-	Yes

**Motion Passes: 5-0**

**CONSENT AGENDA**

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

- C-1 Minutes:** 3/14, 5/3, 6/30, 7/7, 7/12, 8/1, 8/25, 8/26, 8/30
- C-2 Pending List:**
- C-3 Routine Approval of Work Sessions:** ARB Minutes – 6/9/22
- C-4 Personnel Change Report & Financial Report:**
- C-5 Ordinances on Second & Final Reading:**
- C-6 Routine Grant Approval:**
- C-7 Public Hearing Announcement:**
- C-8 Information for Council Review:**
- C-9 Resolutions/Proclamations/Presentations:**

**Suggested Motion:** To amend/adopt consent agenda

Motion by Councilor Denton and seconded by Vice Mayor Partin to adopt/amend the consent agenda

<b>Roll Call:</b>	Councilor Holloway	-	Yes
	Vice Mayor Partin	-	Yes
	Councilor Gore	-	No
	Councilor Denton	-	Yes
	Councilor Randolph	-	Yes

**Motion Passes: 4-1**

**INFORMATION/PRESENTATIONS**

**Public Works Department Overview** – Mr. Ed Watson will be retiring on October 1, 2022 and wanted to share some of the successful projects and achievements as well as unfinished business in the Public Works Department within his 9-year tenure.

**Accomplishments/Successes:** Completion of the Beacon renovation, site acquisition, design and construction of the new police station, creation of the Storm Water Manage Division, Expansion of the Appomattox Cemetery, just to name a few.

**Unfinished business:** Building the new fire station, provide in-house billing for the sewer, trash and storm water programs to help improve revenue collection, complete the police station contract because the glass fiber reinforced concrete panels were not up to contract specifications and need to be replaced, replacing unreliable, unsafe and inefficient equipment (pick-up trucks, dump trucks, etc.), step

increases in pay raises to lower the vacancy rate as well as the moral for those who are having to work overtime or work other jobs. Mr. Watson also mentioned the renovation of the Ashford Plaza and how the rising inflation will affect the annual budget causing reduced funding for improvements in the Public Works Department.

Councilor Pelham asked what's the budget for the cemetery and what's in the account. She also asked if we are still expanding and if the houses that were purchased were settled and also asked how many single slots were left. Mr. Watson replied that the budget is about 1 million or so and about 30 to 40 thousand dollars left, and that there are less than 20 single slots left. Mr. Watson also informed Councilor Pelham that one of the 2 houses they purchased was being used as a storage and the other is occupied before they can continue with the expansion. Councilor Pelham also asked if letters were sent to people asking if they still want their plots and Mr. Watson stated that there's no way to keep up with addresses because the cemetery is full. Councilor Pelham was satisfied with his response.

Councilor Gore then asked that Mr. Watson speak on the in-house sewer billing, police, and Ashford Plaza. Mr. Watson stated that his staff has been pushing for sewer billing and has been waiting for directions but nothing has materialized. Mr. Watson recommended the billing be tied to the property owner and not the tenant because tenants are not paying their outstanding bills. However, if the bills are tied to the property owner or transfer titles, it would improve collection rates. Councilor Gore mentioned that Council has asked for updates on several occasions during budget cycle and wants him to speak with the city attorney. He mentioned that there was a plan discussed with Sands Anderson attorney to add it to the property owner. Councilor Gore asked that he share that information as well. Councilor Gore also wanted to thank Mr. Watson for sharing. In regards to the police panels. Mr. Watson said the contractor was made aware of the blemished/defective panels when they arrived and was told by the contractor that they will put them up as is and come back and correct with a sealant to hide the blemishes. However, the contractor wants to apply a sealant that will not fix the issues and also wants the city to pay for it and that is not correct according to the contract. Councilor Gore thanked him for the update.

Vice Mayor Partin request all members of Council and the City Manager to meet in front of the dias to present Mr. Watson with a proclamation for his service. Pictures were taken and the meeting continues.

**Hill Studio: Highest and Best Use Study results** – Chris Ward gave background information in reference to the city receiving a grant in late November 2021 from the Camron Foundation. Hill Studio was tasked with conducting a study to identify certain features/ancillary uses that will support the use of the city-owned Shiloh Lodge as a self-sustaining museum. Mr. Ward introduced Fred Essenwein from Hill Studio to present the study findings. Mr. Essenwein explained in his presentation that the focus was to find ways to rehabilitate Hill Studio in a way that will allow it to be a financially sustainable museum. The primary focus was accessibility, egress safety, preservation, and updated restrooms. Mr. Essenwein presented a few reconstruction options which would include a new building with accessibility to the historic building with updated restrooms and explained that a more comprehensive plan would be provided at a later date.

#### **Risk Assessment Update Presentation - Mr. Terry**

City Manager, Dr. Manker interjected as Mr. Terry was approaching the podium and stated that the Risk Assessment Updates were in Council packets and that no contracts were awarded so be mindful of questions being asked.

Councilor Gore made a point of information to City Attorney, Danielle Smith that depending upon the depth of the conversation, would this discussion prevent further discussion in close session. City Attorney, Smith replied that yes, it would make the information public record.

Councilor Gore motioned to amend the agenda to add a close session for the topic of discussing the risk assessment updates after R6. The motion was seconded by Councilor Pelham and upon roll call, the vote resulted:

<b>Roll Call:</b>	Councilor Holloway	-	Yes
	Vice Mayor Partin	-	Yes
	Councilor Gore	-	Yes
	Councilor Denton	-	No
	Councilor Pelham	-	Yes
	Councilor Randolph	-	No

**Motion passed: 4-2**

### **PUBLIC HEARING**

**PH-1** Day St. Right-of-Way Vacation – Chris Ward recommended that council approve the request to vacate the undeveloped right-of-way between 2000 Day St. and 105 N. 21<sup>st</sup> Ave. The Planning Commissioner noted that the applicant approached the adjoining property owners so that the entire block could be vacated but was unsuccessful in obtaining an agreement from all parties. After this good faith effort, the Planning Commission recommended approval of the ROW Vacation application at their July 7, 2022 meeting with a vote of 3-0. There was discussion by Council. The Public Hearing portion was open to the public and then closed since no one was there to speak on the subject. Upon the roll call, the vote resulted:

<b>Roll Call:</b>	Councilor Holloway	-	Yes
	Vice Mayor Partin	-	Yes
	Councilor Gore	-	Yes
	Councilor Denton	-	Yes
	Councilor Pelham	-	No
	Councilor Randolph	-	Yes

**Motion Passes: 5-1**

### **COMMUNICATIONS FROM CITIZENS**

**Crismon White – Ward 1:** Mr. White wanted to voice his concerns regarding his business; Gun Cotton Coffee Shop in downtown Hopewell. Mr. White is concerned with the safety and growing homeless population. He stated his employees and customers are being harassed by the homeless people, cars are being broken in, cat calling and people sleeping on his patio and sidewalks. He offered potential solutions: a city ordinance, better response time from the police department, uniformed police presence, and removal of the Petersburg transit stop at Cawson and Library Street. Vice Mayor Partin assured Mr. White that council would take the information to the City Manager to start vetting

some of his concerns and solutions.

**Rick Ralsten-Ward 1:** Mr. Ralsten stated that the amount of homeless people has gotten really bad with in the last month. He stated that his comic book store, The Time Capsule, is opened late on some evening and his guest are uncomfortable walking back to their cars because of the homeless people asking for money and begging. He stated that the business owners are trying their best to make downtown Hopewell vibrant and even offered to donate money if there was an active homeless shelter.

**Phillip Hughes-Ward 1:** Mr. Hughes is a new business owner; City Point Ice cream and Burgers. His customers are being harassed and their cars broken into. Mr. Hughes said that he has spoken to the Police several time and their response is that there's not much they can do. Mr. Hughes shared an incident of cars being broken into and wants the Council to step up and help so they can continue to partner with the community to help make downtown Hopewell as safe vibrant place to eat, shop and visit.

**Tommy Wells-Ward 5:** Mr. Wells stated that he has a business down town but cannot go there after. He stated that most of the homeless people are coming from Broad and Hopewell Street. He shared an incident when someone jumped in his car and demanded he take them to Petersburg and when he refused they got out of the car. He also stated someone tried to break into his home and the house alarm scared the guy off. He also stated he gave the police the security pictures but hasn't heard anything as of yet.

**Elliott Eliades-Ward 3:** His daughter just renovated the family owned building downtown and he has also noticed an influx of homeless people migrating to downtown Hopewell. He believes it may have something to do with the food distribution and asked council to help us help you. He explained that the city could receive more tax dollars from the downtown business if they could find a solution to help themselves and the people of downtown Hopewell.

Vice Mayor Partin responded by letting the citizens know that their concerns are noted and invited them to attend and voice their concerns at the meeting tomorrow that the Police Chief and other City Officials were having to address the crime issues in Hopewell. Councilor Randolph also shared that she has heard their concerns and has had several conversations with the City Manager and the Chief of Police with some potential solutions. She stated that the Chief of police suggested that business owners tag any outside furniture with "For paying customers" so that the police can inforce/act upon resolving the issue. She thanked the citizens for voicing their concerns to the Council and noted that any decisions will be made by all council.

### **REGULAR BUSINESS**

**R-1: 2022 Richmond-Crater Multi-Regional Hazard Mitigation Plan:** Fire Chief Benjamin Ruppert noted that in order to be eligible for hazard mitigation funds, FEMA requires that the hazard mitigation plan be updated every 5 years. He is asking for Council to approve this plan as required by the Disaster Mitigation Act of 2000. The requirements for local mitigation plans are found in Section 44 Cod of Federal Regulations Part 201.6. Chief Ruppert explained that the Richmond-Crater Region received a grant to hire Saiter's Creek Consulting to update the plan. This update included a fresh look at all of our mitigation actions by all of the impacted departments, to ensure that future mitigation projects will be eligible for federal funding through FEMA hazard mitigation grants. The plan was reviewed by the Virginia Department of Emergency Management, and them approved by FEMA, pending Council

adoptions. Chief Ruppert introduced Ms. Lee Chatman from Salter’s Creek Consulting who gave a presentation explaining the plan and how it was developed. Plan documents, the Appendices, Hopewell Summary and the Resolution was included in her presentation. After there was discussion by Council, Councilor Gore motioned to approve and adopt the updated 2022 Richmond-Crater Multi-Region Hazard Mitigation Plan. The motion was seconded by Councilor Denton and upon the roll call, the vote resulted:

<b>Roll Call:</b>	Councilor Holloway	-	Yes
	Vice Mayor Partin	-	Yes
	Councilor Gore	-	Yes
	Councilor Denton	-	Yes
	Councilor Pelham	-	Yes
	Councilor Randolph	-	Yes

**Motion Passes: 6-0**

**R-2: Police Property and Evidence Storage Expansion:** Mr. Ed Watson requests approval from Council to authorize the use of \$175,000 from the Public Service Building fund to make the necessary expansion renovations to the City Hall basement for the expansion of the Property and evidence area and to improve the door locking system. Mr. Watson explained that this expansion is necessary because of the increasing inflow of property and evidence material. This expansion will require a “dry” fire suppression system (does not use water to suppress a fire), a ventilation system to vent dangerous fumes from drugs and contaminated materials, as well as an upgraded locking system needed to provide better security around the basement/first floor of City Hall. Councilor Gore requested verification from the City Attorney that the monies were coming out of the bond money that was allocated for the existing police building or the expansion of the police building. City Attorney Danielle White replied, that yes it would. Councilor Randolph motioned to approve the \$175,000 from the Public Service Building fund to make the necessary expansion renovations to the City Hall basement for the expansion. The motion was seconded by Councilor Gore and upon the roll call, the vote resulted:

<b>Roll Call:</b>	Councilor Holloway	-	Yes
	Vice Mayor Partin	-	Yes
	Councilor Gore	-	Yes
	Councilor Denton	-	Yes
	Councilor Pelham	-	Yes
	Councilor Randolph	-	Yes

**Motion Passes: 6-0**

**R-3: Renovation to the Plaza:** Mr. Watson is asking Council to authorize staff to replace trees and other improvements in the Ashford Plaza. Mr. Watson explained that Ashford Plaza has many visual and physical deficiencies that need correcting. He noted that the overgrown Bradford Pear trees, are causing severe tripping hazards, blocking site lines to traffic lights and the illumination provided by the streetlights as well of attracting lots of birds which results in a serious bird dropping issues. Because of these issues, Mr. Watson is recommending that the trees be removed and replaced with a more appropriate tree for urban environment. Councilor Holloway motioned to approve staff to remove the dangerous trees as soon as possible, and direct staff to prepare a site development plane with the Civic Plaza Committee for the renovation and beautification of Ashford Plaza. Councilor Randolph asked if the renovations were already included in the budget? Mr. Watson replied that in the initial phase \$15,000.00 was allotted for the tree removal and repairing the bricks. He noted that all other cost will

be done in increments and will be budgeted in the future plans. Councilor Gore voiced her concerned in the development of the proposed plan. She reminded everyone that there is currently a special board and that each council has a nominee for this board and that everyone is given an opportunity in the involvement with the plaza renovations. Councilor Pelham asked if the motion had to be changed based on Councilor Randolph’s comment regarding the \$15,000. Vice Mayor Partin noted that the motion was for the tress and to prepare the site development plan. Councilor Pelham also recommended having a work session for the 2 special groups to help in the discussion of the development plan. Councilor Gore asked if Councilor Holloway could amend her motion to include adding the Civic Plaza Committee in the development plans and it was amended and noted.

**Roll Call:**

Councilor Holloway	-	Yes
Vice Mayor Partin	-	Yes
Councilor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Councilor Randolph	-	Yes

**Motion Passes: 6-0**

**R-4: ARPA Expenditure Priority Items:** Dr. Manker is asking Council to approve a resolution amending the FY23 City Budget-American Rescue Pan Act Funds. Dr. Manker is also recommending Council to appropriate a total of \$2,897,000.00 to Capital Fund (Fund 071) for the purchase, replacement or repair of a Fire Ladder Truck, Pipe and Culvert Replacement, Storm water – DEQ Corrections, Appomattox Hopewell Branch Air Handlers, Hopewell Downtown Broadband, the Beacon Theater roof replacement and to authorize the Interim City Manager to execute the signing of the lease for the remaining balance of the contract for the ladder truck. The motion was made by Councilor Denton and seconded by Vice Mayor Partin. Upon the roll call, the vote resulted:

**Roll Call:**

Councilor Holloway	-	Yes
Vice Mayor Partin	-	Yes
Councilor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Councilor Randolph	-	Yes

**Motion Passes: 6-0**

**R-5: MOU with James River Soil and Water Conservation District:** Vice Mayor Partin explained that City Council agreed earlier this year to have ad-hoc group of the City Manager, Vice Mayor Partin, Councilor Gore and the City Attorney to explore and research this program and bring back a recommendation to City Council. He noted that City of Hopewell has the opportunity to partner with the James River Soil and Water Conservation District to obtain funding and technical assistance with the Virginia Conservation Assistance Program (VCAP). Vice Mayor Partin explained that the VCAP program allows residents in localities, that are part of the Soil and Water Conservation District or have a MOU with a District, to obtain financial assistance with conservation landscaping and storm water reduction projects on private property. He also added that the majority of the projects are eligible for 80% reimbursement from the state with certain cap limits. Councilor Gore motioned to approve the MOU with the James River Soil and Water Conservation District and to approve \$5,000.00 from the City Manager salary budget line item. Motion was seconded by Councilor Pelham. Councilor Gore wanted to

thank Vice Mayor Partin for the joint effort and Councilor Denton asked where the \$5,000.00 was coming from. Vice Mayor Partin explained that it was coming from the salary savings. Upon the roll call, the vote resulted:

<b>Roll Call:</b>	Councilor Holloway	-	Yes
	Vice Mayor Partin	-	Yes
	Councilor Gore	-	Yes
	Councilor Denton	-	Yes
	Councilor Pelham	-	Yes
	Councilor Randolph	-	Yes

**Motion Passes: 6-0**

**Reports of City Manager:** Dr. Manker invited everyone to come out to the Public Safety Town Hall meeting tomorrow, September 28, 2022 at 7:00pm in the City Council Chambers, to discuss increased criminal activities with Chief of Police Starke and other community leaders.

**Reports of City Clerk:** Mrs. Okeowo, the Public Information Officer, announced that the City of Hopewell was having a Career Fair on October 11, 2022 from 10:00am – 2:00pm at the community center. She noted that this would be an inclusive event with several positions available, department leaders, on the spot interviews for interested and qualified candidates, and wanted everyone to share the information.

**Reports of City Attorney:** Mrs. Ferguson-White, advised council that the motion should include language that states city council is moving to reconvene closed session to further discuss matters that had been previously noted during the open meeting.

**RECONVENE CLOSED MEETING**

Councilor Gore made the motion to reconvene closed session to further discuss matters that had been previously noted during the open meeting. The motion was seconded by Councilor Holloway. Upon the roll call, the vote resulted:

<b>Roll Call:</b>	Councilor Holloway	-	Yes
	Vice Mayor Partin	-	Yes
	Councilor Gore	-	Yes
	Councilor Denton	-	No
	Councilor Pelham	-	Yes
	Councilor Randolph	-	No

**Motion Passes: 4-2**



**RECONVENE OPEN MEETING**

Motion made by Councilor Randolph to come out of closed session and it was seconded by Councilor Holloway. Upon roll call, the vote resulted:

<b>Roll Call:</b>	Councilor Holloway	-	Yes
	Vice Mayor Partin	-	Yes
	Councilor Gore	-	Yes
	Councilor Randolph	-	Yes

**Motion Passes: 4-0**

**CERTIFICATION**

Certification pursuant to Va. 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?

<b>Roll Call:</b>	Councilor Holloway	-	Yes
	Vice Mayor Partin	-	Yes
	Councilor Gore	-	Yes
	Councilor Randolph	-	Yes

**ADJOURN**

By rule of Council, this meeting ended at 10:00 p.m.

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Patience Bennett, Mayor



Lois A. Gabriel, City Clerk Pro Tem

**MINUTES OF THE OCTOBER 18, 2022 SPECIAL CITY COUNCIL CLOSED MEETING**

The City of Hopewell City Council held a Special Closed Session Meeting on Tuesday, October 18, 2022 at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

**PRESENT:** Patience Bennett, Mayor (Ward 7)  
John B. Partin, Jr., Vice Mayor (Ward 3)  
Deborah Randolph, Councilor (Ward 1)  
Arlene Holloway, Councilor (Ward 2)  
Janice B. Denton, Councilor (Ward 5)  
Brenda S. Pelham, Councilor (Ward 6)

**STAFF:** Danielle Ferguson Smith, City Attorney  
Dr. Concetta Manker, City Manager  
Lois Gabriel, Interim, City Clerk Pro Tem

Vice-Mayor Partin called the meeting to order at 6:30 p.m.

**CLOSED SESSION**

Vice Mayor Partin asked if there was a motion to go into close session.

Councilor Randolph motioned to go into close session and seconded by Vice Mayor Partin, pursuant to Va. Code Section §2.2-3711(A) (&) to discuss potential litigation: Virginia Code Section 2.2-3711(A) (8) to discuss specific legal advice and Virginia Code Section 2.2-3711(A) (19) to discuss issues of public safety.

Councilor Denton questioned the items being discussed in closed session and stated she was not aware of the litigation portion of the meeting. Vice Mayor Partin explained that it was information that was not discussed in the previous closed session that was not advertised correctly.

<b>Roll Call:</b>	Mayor Bennett	-	-
	Vice Mayor Partin	-	Yes
	Councilor Denton	-	No
	Councilor Holloway	-	Yes
	Councilor Pelham	-	Yes
	Councilor Randolph	-	Yes

**Motion Passes: 4-1**

**RECONVENE OPEN MEETING**

At 8:13 p.m. Vice Mayor Partin motioned to have Council come out of closed session. His motion was seconded by Mayor Bennett.

<b>Roll Call:</b>	Mayor Bennett	-	Yes
	Vice Mayor Partin	-	Yes

Councilor Denton	-	Yes
Councilor Holloway	-	Yes
Councilor Pelham	-	Yes
Councilor Randolph	-	Yes

**Motion Passes: 6-0**

**CERTIFICATION**

Certification pursuant to Va. 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?

<b>Roll Call:</b>	Mayor Bennett	-	Yes
	Vice Mayor Partin	-	Yes
	Councilor Denton	-	Yes
	Councilor Holloway	-	Yes
	Councilor Randolph	-	Yes
	Councilor Pelham	-	Yes

**Motion Passes: 6-0**

Vice Mayor Partin motioned to amend the FY23 Budget with the American Rescue Plan Act (ARPA) funds for City Council to appropriate a total of \$400,000.00 to Capital Fund (Fund 071) to deploy digital technologies throughout the city. The motion was seconded by Councilor Pelham and upon the roll call, the vote resulted:

Roll Call:	Mayor Bennett	-	Yes
	Vice Mayor Partin	-	Yes
	Councilor Denton	-	Yes
	Councilor Pelham	-	Yes
	Councilor Holloway	-	Yes
	Councilor Randolph	-	Yes

Motion Passes: 6-0

**ADJOURN**

By rule of Council, this meeting ended at 8:16 p.m.



Lois A. Gabriel, City Clerk Pro Tem

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Patience Bennett, Mayor

C-3:  
INFORMATION  
FOR COUNCIL  
REVIEW

**MINUTES OF THE OCTOBER 12, 2022 MEETING  
OF THE DOWNTOWN DESIGN REVIEW COMMITTEE  
City of Hopewell**

A meeting of the Downtown Design Review Committee for the City of Hopewell was held on Wednesday, October 12, 2022 in the City Council Conference Room located at 300 N. Main St. at 3:30PM.

Downtown Design Review Committee Members present:

Rita Joyner  
Mary French Elder  
Drew Dayberry

Staff:

Chris Ward, Senior Planner

Guests:

Heather Lyne, Executive Director, Hopewell Downtown Partnership  
Kevin O'Leary, J.D. Lewis Construction Management, Inc.  
Christina Terry, Owner, River City Flower Studio

Ms. Joyner called the meeting to order at 3:34PM. Mr. Ward conducted the roll call. A quorum was established. Ms. Joyner welcomed the members and guests.

**ADMINISTRATIVE MATTERS / CONSENT AGENDA ITEMS**

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

Ms. Joyner asked if there were any corrections or changes to the meeting minutes from September 7, 2022. There were none. Ms. Joyner asked if there was a motion to approve the meeting minutes. Ms. Elder made a motion to approve the meeting minutes from September 7, 2022, as presented. Mr. Dayberry seconded. The motion carried 3-0.

**CITIZEN COMMENTS**

Ms. Joyner asked if the guests had any comments about items not on the agenda. There were none.

**CERTIFICATES OF APPROPRIATENESS (COAs)**

Ms. Terry explained that she will be replacing the existing awning with a new black one. She also indicated that her application proposed two different sign sizes. Mr. Ward stated that both sizes met the ordinance and would be ok. Ms. Terry indicated that she would likely install the larger one. Ms. Terry also stated that she planned to install a window sign. Ms. Joyner replied that a COA would be needed for that sign, as well. Mr. Dayberry made a motion to approve the sign and awning for 208 N. Main, as presented. Ms. Elder seconded. The motion carried 3-0.

**FACADE IMPROVEMENT PROGRAM**

Mr. Ward introduced the façade improvement grant application from Mr. Elliot Eliades and stated that he had submitted the application several months before. He noted that the facade improvements have now been completed. Mr. Ward continued that the requested amount of \$4,503 was in keeping with all program guidelines and that there was sufficient funding in the program account to cover this application. Ms. Elder made a motion to approve the request of \$4,503 from Mr. Eliot Eliades for the improvements made to 226 E. Broadway. Mr. Dayberry seconded. The motion carried 3-0.

**UNFINISHED BUSINESS**

Ms. Lyne provided an update on several properties in the downtown area. She commented that Dr. Lebow is working with Frazier & Associates about fixing up the façade of 221 E. Broadway. Ms. Lyne continued that she is working with the owners of 314 E. Poythress on improvements to their property and that the HRHA is considering expanding their offices next door. Next, she mentioned that Creative Friends is working on some artwork for the exposed side wall behind the Beacon Theater and that she is continuing work on the bike rack installation and alley improvements.


Ms. Joyner stated that the shipping container at 320 Appomattox is still there. Mr. Ward replied that the container has been cited and he will follow up on it.

**NEW BUSINESS**

Kevin O’Leary with J.D. Lewis introduced himself and explained that his company is under contract to acquire 101 S. Main Street and they plan to seek a Conditional Use Permit to include ground floor apartments and apartment units under 900 square feet. He continued that the corner unit would remain a commercial use and the ground floor units along S. Main would be live/work units. Mr. O’Leary commented that they would be seeking historic tax credits so the historic elements of the building will either be kept or restored including the correct window sizes. Ms. Lyne asked if any buffer would be installed along the railroad tracks. Mr. O’Leary replied that a buffer would be installed and soundproofing would be done on that side of the building. Ms. Joyner asked how many off-street parking spaces would be available. Mr. O’Leary replied that they expect to have 10-12 spaces. Mr. Ward stated that the CUP application will be going to the Planning Commission on November 3<sup>rd</sup> for a public hearing. The members were in agreement that this is a good project and the proper type of development for downtown.

Ms. Elder made a motion to adjourn. Mr. Dayberry seconded. The motion carried 3-0. The meeting adjourned at 4:08PM.

Submitted by,



Rita E. Joyner, Chairperson

Christopher Ward, Senior Planner

11/2/2022  
Date

**MINUTES OF THE JULY 14, 2022 MEETING  
OF THE ARCHITECTURAL REVIEW BOARD  
City of Hopewell**

A meeting of the Architectural Review Board for the City of Hopewell was held on Thursday, July 14, 2022 at 6:00PM. The meeting was held in the HMA Room of the Appomattox Regional Library located at 209 E. Cawson Street, Hopewell, Virginia.

Architectural Review Board Members present:

Rita E. Joyner, Chairman  
Joseph Bailey, Vice Chairman via phone  
Susan Eliades  
Mary Calos

Absent:

Stephanie Dayberry

Staff:

Chris Ward, Senior Planner

Guests:

Ruben Peacock, COA applicant  
Ozie Bradford, COA applicant

The meeting was called to order at 6:00 p.m. by Ms. Joyner. Mr. Ward conducted the roll call. A quorum was established. Ms. Joyner welcomed the ARB members and guests.

**ADMINISTRATIVE MATTERS / CONSENT ITEMS**

Ms. Joyner asked if there were any requested changes to the agenda. Mr. Ward asked the members would consider adding Mr. Peacock's COA application to the agenda. Ms. Eliades made the motion to add Mr. Peacock's COA application to the agenda. Ms. Calos seconded. The motion carried 4-0. Ms. Joyner asked if there were any corrections to the minutes. There were none. Ms. Calos made a motion to approve the June 10, 2022 meeting minutes. Ms. Eliades seconded. The motion passed 4-0.

**CITIZEN COMMENTS**

None

**CERTIFICATES OF APPROPRIATENESS (COAs)**

Mr. Ward introduced the COA application submitted by Mr. Ozie Bradford of 613 Prince Henry Avenue to move the 6 foot wood privacy fence forward to be flush with the front of the house. He continued that fences taller than 6 feet cannot extend into the front yard so this proposed fence would be in line with the front of the house. Ms. Eliades made a motion to approve the COA application to move the 6 foot privacy fence forward to be flush with the front of the house at 613 Prince Henry Ave., as presented. Mr. Bailey seconded. The motion carried 3-0. Ms. Calos abstained.

Mr. Peacock introduced the next COA application, which was for the installation of fencing at 510 Cedar Lane. He stated that fence at the end of the driveway is a 1840s livery stable gate and fence that he salvaged. MR. Peacock continued that the gate and fencing were made of red oak and were in great

condition. Mr. Ward asked about the fencing on the other side of the house. Mr. Peacock stated that the fence to be installed on the other side would be a standard, 4 foot tall, white picket fence. He remarked that people constantly use his property for access to the river and the fencing is the only way he can think to stop that. Ms. Eliades made a motion to approve the installation of the fencing at 510 Cedar Lane, as presented. Ms. Calos seconded. The motion carried 4-0.

**OLD BUSINESS**

Mr. Ward stated that he was able to confirm August 3<sup>rd</sup> for the A Village neighborhood meeting. Ms. Joyner stated that she thought the city had already met the requirement to hold a neighborhood meeting back when the consultants presented the results of the A Village survey two years ago. Mr. Ward replied that he thought the process required one more neighborhood meeting. Ms. Joyner asked Mr. Ward to contact Marc Wagner at DHR for clarification.

Mr. Ward continued that the Zoning Inspector tagged two vehicles at 613 Prince Henry. One of the vehicles was brought into compliance and the other vehicle will be placed behind the privacy fence. Ms. Calos made a motion to have the Development Department investigate the 'parking on grass' ordinance and ways to potentially strengthen it. Ms. Eliades seconded. The motion carried 4-0. He stated that the Building Inspector made an initial inspection of 608 Prince Henry and that Mr. Ward would follow up with him about issuing a Protective Maintenance order. Mr. Ward added that he will be accompanying the Treasurer to City Council on July 26<sup>th</sup> about 1010 Pelham.

Mr. Ward updated the group that the City Engineer is checking his budget to see if the Maplewood Avenue project and the Bank Street parking lot can be implemented this year. The City Engineer wants to complete both projects at the same time.

**NEW BUSINESS**

Mr. Ward shared the latest concept drawings from Hill Studio regarding the Shiloh Lodge.

**REPORTS FROM BOARD MEMBERS & STAFF**

Ms. Calos announced that this would be her last ARB meeting since she had sold her house and would be moving to Richmond. Ms. Joyner praised Ms. Calos for all that she has done for the City. The other members wished her well.

Mr. Bailey made a motion to adjourn. Ms. Eliades seconded. The motion carried 4-0. The meeting adjourned at 7:13 PM.

Submitted By

  
\_\_\_\_\_  
Rita Joyner, Chairperson

  
\_\_\_\_\_  
Christopher Ward, Senior Planner

DATE: 11/2/2022



**Minutes of Joint Work Session between the Hopewell City Council, Hopewell Redevelopment and Housing Authority and the Hopewell Planning Commission held on Wednesday, April 25, 2022 in the Hopewell Social Services Building.**

The Planning Commission meeting was called to order at 6:31PM. At time of the roll call the following members were present:

Cassandra Vanderkeift

Paul Reynolds

The following members were not present at the meeting: Fara Jenkins, Todd Butterworth

Mrs. Tevya W. Griffin, Director of Development welcomed all participants. She provided the purpose of the meeting. Mrs. Griffin and Tarvaris McCoy, Community Revitalization Director with the Hopewell Redevelopment and Housing Authority, gave an update on the Rendezvous Apartment community site plan. They discussed the coordination of staff members, and the aide of Chesterfield County with Crime Prevention through Environmental Design Strategies. Mrs. Griffin and Mr. McCoy reviewed each proffered condition met through the site plan process. Members of Council were pleased with the progress. The Planning Commission added that they were pleased with the site plan and worked well with the developers and Housing Authority on the project. Commissioner Ruth Johnson of the Housing Authority asked if the City plan to give the adjacent property owners incentives to improve their property next to Rendezvous to ensure the property value of the apartment building will not decrease.

Mr. McCoy provided an update of the progress being made with Piper Square renovations.

Mrs. Griffin gave an overview of the Fair Housing Impediments Study. The contractor provided a presentation on the purpose of the study, community involvement, demographics, findings and implementation strategy. There were several questions raised by participants.

Mr. Steve Benham, Executive Director of the Housing Authority asked about next steps. Mrs. Griffin suggested the next step be the formation of a housing committee that consisted of members from each body represented at the meeting. This committee would work to implement actions outlined in the plan. It was suggested by Councilor Randolph that City Council review the action steps and get back to the group at later date.

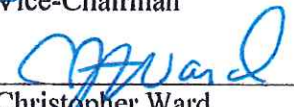
Mrs. Griffin stated that there were no current incentives except the real estate tax abatement program. Councilor Pelham suggested that the property owners would improve their properties once they saw the apartment investment. This development would create a domino effect.

The consultant advised that the most common issue overlooked by government bodies after receiving an impediments study is to not take into account the disparities and the importance of zoning and land use to improve fair housing outcomes. She suggested the zoning ordinance must be flexible and provide for middle housing. Mrs. Griffin followed with the importance of funding the update of the zoning ordinance to accomplish this goal.

A motion was made to adjourn the meeting by Cassandra Vanderkeift, and seconded by Paul Reynolds. The motion passed unanimously. The meeting was adjourned at 8:02 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Fara Jenkins  
Vice-Chairman

  
\_\_\_\_\_  
Christopher Ward  
Interim Director of Development

C-4

# PERSONNEL CHANGE REPORT

**DATE:** November 09, 2022  
**TO:** The Honorable City Council  
**FROM:** Yaosca Smith, Interim HR Director  
**SUBJECT:** Personnel Change Report – October 2022

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**APPOINTMENTS:**

NAME	DEPARTMENT	POSITION	DATE
JOHN FERNETTE	PUBLIC WORKS	PW MAINT SPEC	10/05/2022
SCOTT DODSON	PWS GARAGE	FLEET MECHANIC	10/05/2022
KELSEY DWYER	SOCIAL SERVICES	FAMSERVSPEC I	10/05/2022
LAURA GUGLIELMO	CITY MANAGER	ADMIN SER MGR	10/05/2022
REBECCA JOHNSON	RECREATION	REC PROGRAM SPEC	10/05/2022
COLE CARTER	HOPEWELL WATER RENEWAL	WWT OPER TRAINEE	10/19/2022
JAMES GROPP	FIRE	FIREFIGHTER II/MEDIC	10/19/2022
JARRED MIRZA	FIRE	FIREFIGHTER II/EMT	10/19/2022
SHARON COTHRON	SOCIAL SERVICES	FAMSERVSPEC I	10/19/2022

**SUSPENSIONS:** 0 (Other information excluded under Va. Code § 2.2-3705.1(1) as Personnel information concerning identifiable individuals)

**REMOVALS:**

NAME	DEPARTMENT	POSITION	DATE
EDWARD WATSON	PUBLIC WORKS	DIR PUB WORKS	10/01/2022
MICHAEL GLIDEWELL	FIRE	FIRE CAPT	10/15/2022
AUSTIN ANDERSON	PWS ENGINEERING	CITY ENGINEER	10/07/2022
CHRISTOPHER SPRAGUE	PWS GARAGE	FLEET MECHANIC	10/07/2022
RONALD FREGEOLLE	POLICE	POLICE OFFICER NON CAR DEV	10/11/2022
BREHON HARRISON	POLICE	COMMUNICATIONS OPERATOR	10/07/2022
CROSS YATES	POLICE	POLICE OFFICER NON CAR DEV	10/30/2022
LA'WANA PETERSON	SOCIAL SERVICES	HUMAN SER AST II	10/22/2022

RACHEL DUVAL	HEALTHY FAMILIES	COMMUNITY OUTREACH SPEC	10/20/2022
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CC: Concetta Manker, Interim City Manager  
Jay Rezin, IT  
Laura Guglielmo, Sr. Executive Assistant  
Kim Hunter, Payroll  
Michael Terry, Finance Director  
Dipo Muritala, Assistant Finance Director

Arlethia Dearing, Customer Service Mgr.

INFORMATION/  
PRESENTATION

# FINANCIAL REPORT



**City of Hopewell, VA  
Finance Department**

**Financial Report  
11.15.2022**

<u>Topic</u>	<u>Section</u>
<b>Financial and Compliance Reporting</b>	<b>1</b>
• <b>City and Schools External Reporting and Compliance Implementation Plan: 02.01.2022 to 12.15.2023</b>	
▪ <b>Staff Resources / Technical Assistance</b>	
▪ <b>Audit Delay Notification – LEG.APA002</b>	
• <b>City and Schools Progress Report 07.01.2021 to 10.31.2022</b>	<b>2</b>
▪ <b>Closing, Reporting and Audit Workflow (CRAW)</b>	
• <b>Process</b>	
• <b>External Reporting % Status</b>	
○ <b>ACFR</b>	
○ <b>APA</b>	
○ <b>Single Audit</b>	
• <b>Operations and Assignments</b>	<b>3</b>
• <b>Budget FY 2022-2023</b>	<b>4</b>
• <b>Internal Reporting</b>	<b>5</b>
▪ <b>City Manager’s Report on Transfers</b>	

# Section 1

## Financial and Compliance Reporting

<b>City and Schools External Reporting and Compliance Implementation Plan</b>
<b>Revised 08.31.2022</b>

Fiscal Year					Calendar Year
2019	Feb	Jun	Sept	Nov**	2022
	Cash Reconciliation				
	Closing, Reporting, Audit Work Flow				
2020	Oct-22	Dec-22	Feb	Mar**	2023
	Cash Reconciliation				
	Closing, Reporting, Audit Work Flow				
2021	Feb	Mar	April	May**	2023
	Cash Reconciliation				
	Closing, Reporting, Audit Work Flow				
2022	May	June	July	Aug**	2023
	Cash Reconciliation				
	Closing, Reporting, Audit Work Flow				
2023	Aug	Sept	Oct	Dec**	2023
	Cash Reconciliation				
	Closing, Reporting, Audit Work Flow				

**\*\*ACF Report, APA Report, Single Audit Report**

**City and Schools  
External Reporting and Compliance  
Implementation Plan  
FY19-FY23**

**Annual Activities and Requirements:**

	City	Schools
1. Operations (Day to Day) and Administration	Yes	Yes
2. External Reporting and Compliance Implementation Plan FY19 - FY23	Yes	Yes
3. Munis		
A. Post Implementation Improvements	Yes	NA
B. Implementation	NA	Yes

**Staff Resources required to complete No.1 - No.3:**

1. Current Staff Resources Engaged	Yes	Yes
2. Additional Staff Resources and/or Technical Support Required to Successfully Complete	Yes	Yes

NA- Not Applicable



## City of Hopewell

300 North Main Street  
Hopewell, VA 23860

## City of Hopewell

### Annual Comprehensive Financial Reports

The City of Hopewell's remediation implementation plan to bring current Annual Comprehensive Financial Reports (ACFR) --- Status Update:

- FY 15-16 ACFR – Completed 10.24.2018
- FY 16-17 ACFR – Completed 06.10.2019
- FY 17-18 ACFR – Completed 10.22.2021
- FY 18-19 ACFR – Estimated completion 12.31.2022
- FY 19-20 ACFR – Estimated completion 03.31.2023
- FY 20-21 ACFR – Estimated completion 05.31.2023

Delays due to:

- Post implementation system issues
- Finance Department staff turnover and transition
- COVID 19

# Section 2

Progress Report 07.01.22 to 10.31.2022

**City and Schools  
Closing, Reporting and Audit Workflow - Process  
(CRAW)**

**Annual Comprehensive Financial Report (ACFR)**

**Cash reconciliations**

**Beginning general ledger balance reconciliation**

**Year end closing process**

**Fund Balance classifications**

**Pension (GASB 68)**

**Other postemployment benefits (GASB 45)**

**Government Wide Reconciliations**

**Financial Statement Preparation**

**Auditor of Public Accounts (APA) Report**

**Single Audit Report**

City of Hopewell, Virginia  
Closing, Reporting and Audit Workflow (CRAW)

Date Start	Date Due	% Completion Status	Comment(s)
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Project Planning - Addendum

**Fiscal Year Ended June 30, 2019**      02.01.22      05.31.22      **80%**      Overall estimated % of completion as of **10.31.22**

Phase:

Annual Comprehensive Financial Report (ACFR)

Cash reconciliations	85%	(A)
Beginning general ledger balance reconciliation	80%	Task work in process 10.31.22
Year end closing process	80%	Task work in process 10.31.22
Fund Balance classifications	25%	Task work in process 10.31.22
Pension (GASB 68)	60%	Task work in process 10.31.22
Other postemployment benefits (GASB 45)	60%	Task work in process 10.31.22
Government Wide Reconciliations	0%	
Financial Statement Preparation	0%	

Auditor of Public Accounts (APA) Report

0%

Single Audit Report

0%

(A) - See Attachment



# Attachment A

**% Completion Status and  
Significant Update Information**

**Cash Reconciliation**

Schools advised Finance that their cash reconciliation with explanations for variances for all four (4) of the schools funds has been completed and forwarded to the Treasurer's Office for inclusion in the overall 2019 cash reconciliation.

Treasurer's Office advised Finance that efforts to complete the 2019 cash reconciliation (City and Schools) continues to be a priority. Due to transition of reconciliation contract support, significant analysis of FY 2019 postings/non-postings and adjustments required between books and bank statements for both City and Schools has resulted in extended completion of the cash reconciliation.

**Year End Closing Process**

**Enterprise Funds**

Water Renewal staff requested Data Integrators to meet with Finance and Water Renewal staff to review, discuss and provide clarity on items identified by the City Finance Staff. The following topics discussed were:

- Getting through the 2019 audit successfully
- Processes to help improve city collections and customer service

Also, provided during the meeting an updated City of Hopewell Data Integrator Customer Service User Manual.

**% Completion Status and  
Significant Update Information**

**Prepared by Client (PBC) List**

Finance pre-audit prep team met with individual city directors/staff (approximately 22) over a 7 day period to review internal preliminary PBC list (See Attachment B) and assigned as appropriate the completion of the list requirement(s) as noted by financial reporting function.

On 9.27.2022 both city and school began uploading to the Auditor provided link – documents and schedules related to the 2019 PBC list previously mentioned. The uploading process is ongoing as of 10.31.2022.

Also, Schools advised Finance that it had uploaded the majority of their PBC list items that was specifically asked of Schools by the Auditor. City departments overall have forwarded to Finance their individual completed PBC list items as of 10.31.2022. However, it should be noted that Treasurer's Office and Water Renewal (Enterprise Fund) staff still have significant open/non-completed PBC list items. Finance continues to communicate, extend support and guidance to Treasurer's Office and the Water Renewal staff to facilitate the completion of their PBC list items.

**Audit Field Work-Site Visit**

Both City and Schools uploading of PBC list items enables certain audit reviews and testing functions to be performed remotely.

However, as of 10.31.2022 the Auditor has conducted on site audit reviews and testing functions at Schools. Also, earlier in the month on site audit reviews and testing were conducted at the City (Social Services and CSA).

# Attachment B

## Michael Terry

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**From:** Michael Terry  
**Sent:** Wednesday, August 24, 2022 4:45 PM  
**To:** 'David Foley'  
**Cc:** Dipo H. Muritala; Joshua Poole  
**Subject:** Internal FY19 PBC Lists -- City and Schools  
**Attachments:** Internal PBC list FY19 v1.1.pdf; Internal PBC list FY19 v1.1 - Schools.pdf

Good afternoon David,

Trust all is well.

Attached for information, review and comments is a PBC list developed internally by the City.

We used primarily RFCA FY2018 PBC list template as a baseline and added other anticipated items to be provided by the City as indicated in your RFP response to the City.

Please note the Schools attachment is shared in a preliminary draft format, however in the interim Schools is using the FY2018 PBC list as a basic guide.

Thank you,  
Michael

Michael Terry  
Finance Director  
City of Hopewell, VA  
300 N. Main Street  
Hopewell, VA 23860

Operations Office: 804.541.2306 Ext161  
Project Management Office: 804.519.7863  
[mterry@hopewellva.gov](mailto:mterry@hopewellva.gov)

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**COH - PBC**

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**ACFR 19 Project - City**

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**Acct: Department Item # Item**

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**Financial Reporting /Other**

Finance	1	Final Trial Balance
Finance	2	Final Trial Balance for each sub ledger
Finance	3	Financial Policies and Procedures
Finance	4	City Personnel Manual
Finance	5	Original Adopted Budget plus Adjustments
Finance	6	Public Hearing Documents
Finance	7	Cost Allocation for FY19
Finance	8	Schedule of Retainage Payable by Contract at 6/30/19 for all funds at 6/30/19 that reconciles to general ledger
Finance	9	Ongoing Litigation Information
Finance	10	List of Intergovernmental agreements entered into 7/1/18 through 6/30/19
Finance	11	Auditors access to MUNIS and IT systems
Finance	12	Reconciliation for Grants, federal, state, local and CDBG reconciled to Cardinal report
Finance	13	List of all employees that contributed to VRS
Finance	14	List of all new employees from 7/1/18 to 6/30/19
Finance	15	List of all terminated employees 7/1/18 to 6/30/19
Finance	16	List of all active employees as of 6/30/19
Finance	17	List of people receiving W2s on 12/31/18 and 12/31/19
Finance	18	List of all employees receiving direct deposit on 12/31/18 and 12/31/19
Finance	19	List of 941s with reconciliation report back to Trial Balance
Finance	20	Compensated Absences
Finance	21	Council Minutes from 7/1/18 to 6/30/19
Finance	22	Statements of Economic Interest
Finance	23	Provide Related Party Disclosure forms
Finance	24	Calculation and supporting documentation for Accrued Payroll for all funds at 6/30/18 and 6/30/19
Treasurer	25	Provide Reports filed with State Treasurer listing unclaimed property for 2018 and 2019
COR	26	Provide copies of Abatement Agreements

**Cash and Investments**

Treasurer	1	Bank statements for all checking accounts, ZBAs and investments accounts for July 18 through June 19
Treasurer	2	Reconciliation Reports for all checking, ZBA and investment accounts held by city as of 6/30/19
Treasurer	3	List of Canceled Checks for FY19
Treasurer	4	List of write offs
Treasurer	5	Listing of all bank and investment accounts owned by the City as of 6/30/19
Treasurer	6	Schedule of Restricted Cash held by the City at 6/30/18 and 6/30/19
Treasurer	7	Listing of all authorized check signers for the City

**Accounts Receivable/Revenues**

Treasurer	1	60 day report of all revenues collected from July 1 to August 31, 2019
Treasurer	2	Schedule of Receivables and Due from Other Governments at June 30, 2018

Treasurer	3	Schedule of Receivables and Due from Other Governments at June 30, 2019
Finance	4	Reconciliation of State and Federal Revenues to the APA's Cardinal reports
Finance	5	Documentation/Reimbursement requests for all federal revenues not reported on the APA's Cardinal reports
Finance	6	Documentations of amounts over \$100,000 state revenues that are not reported on the APA's Cardinal/CARS reports
Finance	7	RE, PP and MT taxes receivable
Finance	8	Provide allowance for doubtful accounts report for Real Estate and Personal Property for FY19

**Accounts Payable/Expenditures**

Finance	1	Provide the beginning and ending check numbers issued in FY 19
Finance	2	Professional services that exceed \$50,000 and goods and services exceeding \$50,000 for fiscal year 2019
Finance	3	List of construction contracts over \$100,000 signed in fiscal year 2019
Finance	4	Copies of surety bond coverage and insurance coverage
Finance	5	Copy of the City's Procurement Manual
Finance	6	Schedule of Accounts Payable batches by fund that reconciles to Accounts Payable recorded at 6/30/19
Finance	7	Schedules and reconciliations for all other liability accounts for all funds at 6/30/19
Finance	8	Listing of all employees who have a City Credit Card
Finance	9	Access to monthly credit card statements for all Credit Cards the City has starting 7/1/18 through 6/30/19.
Finance	10	Copy of the City's Credit Card Policy
Finance	11	List of City's active vendors as of 6/30/19

**Capital Assets**

Finance	1	Updated depreciation schedule for the General Governmental Activities as of 6/30/19
Finance	2	Updated depreciation schedules of 6/30/19 for Hopewell Regional Wastewater Treatment Facilities Fund that reconciles to general ledger
Finance	3	Updated depreciation schedule as of 6/30/19 for Sewer Service Fund that reconciles to the general ledger
Finance	4	Updated depreciation schedules of 6/30/19 for Solid Waste Fund that reconciles to the general ledger
Finance	5	Updated depreciation schedule as of 6/30/19 for Storm Water Fund that reconciles to the general ledger
Finance	6	Updated depreciation schedule as of 6/30/19 for Beacon Theatre Fund that reconciles to the general ledger
Finance	7	Capital Asset Lead Sheets for General Governmental Activities, Hopewell Regional Wastewater Treatment Facilities, Sewer Service, Storm water, and Beacon Theatre
Finance	8	Listing of current year capital asset additions and deletions along with the supporting documentation
Finance	9	A report with General Ledger account details for all capital outlay accounts and capital project fund details
Finance	10	Analysis of Construction in Progress by project showing beginning balances, additions, deletions and ending balances at June 30, 2019

Finance	11	Schedule and reconciliation of Jointly owned assets between City and School Board
Finance	12	Schedule of Depreciation Expense by Function
Finance	13	Copy of the City's Capital Asset and Capitalization Policy
Finance	14	Listing of all Construction Contracts over \$100,000 signed during FY 19

**Debt Service**

Finance	1	Provide bond documents and list of all new bond issuances from 7/1/18 to 6/30/19
Finance	2	Capital Lease Documents for any new capital leases entered into during FY 19
Finance	3	Reconciliation of bond proceeds, including any premiums or discounts, and bond issuance costs for any new debt issuances during FY 19
Finance	4	Amortization Schedules for all Debt in existence as of July 1, 2019
Finance	5	Analysis of Long-Term Debt Transactions for FY 19 showing beginning balances, issuances, principal payments, ending balances, interest paid during FY19
Finance	6	Reconciliation of Long-term debt schedule to the general ledger for City and Enterprise Funds
Finance	7	Schedule and related amortization for all issuance premiums and discounts
Finance	8	Schedule for calculation for accrued interest payable at 6/30/19 for general government debt
Finance	9	Schedule for calculation for accrued interest payable at 6/30/19 for enterprise debt that reconciles to the general ledger
Finance	10	Copy of the bank/investment statement showing bond proceeds being deposited for any new bonds issued in FY 19
Finance	11	Schedule of accrued leave for all funds broken down by function at June 30, 2018 and June 30, 2019
Finance	12	VRS GASB 68 Valuation, Calculation and allocation of net pension liability, deferred inflows and outflows in accordance with GASB 68 at 6/30/18 and 6/30/19
Finance	13	VRS GASB 75 Valuation, Calculation and allocation of net OPEB liability, deferred inflows and outflows in accordance with GASB 75 at June 30, 2019
Finance	14	City Stand Alone OPEB GASB 75 Valuation, Calculation and allocation of net OPEB liability, deferred inflows and outflows in accordance with GASB 75 at 6/30/19
Finance	15	Schedule and Related Documentation for the City's Post-Closure Landfill Liability at June 30, 2018 and June 30, 2019

**Enterprise Funds**

W/S/Sw/B	1	Enterprise AR aging reports at 6/30/18 and 6/30/19 that reconciles to the general ledger
W/S/Sw/B	2	AR Unbilled Calculation at 6/30/18 and 6/30/19 that reconciles to the general ledger
W/S/Sw/B	3	Calculations and schedules for Credit Refunds due
W/S/Sw/B	4	Schedule of Customer Deposits held at 6/30/18 and 6/30/19 that reconciles to the general ledger



W/S/Sw/B	5	Calculation of Allowance for Doubtful Accounts at 6/30/18 and 6/30/19 that reconciles to the general ledge
W/S/Sw/B	6	Schedule of Monthly Enterprise Billings for FY 19 that reconciles to revenues recorded in the general ledger
W/S/Sw/B	7	Listing of all Enterprise Inventories at 6/30/18 and 6/30/19 that reconciles to general ledger
Finance	8	Final Trial Balance - Beacon Theatre
Finance	9	All bank statements for each month from July 2018 to June 2019, with reconciliation report - Beacon Theatre
Finance	10	Beacon Theatre all revenue reports for each show, reconciled to Trial Balance and bank statements
<b>Social Services</b>		
SocServ	1	Board minutes from July 2018 to present
SocServ	2	Special Welfare Ledger for FY 19
SocServ	3	Laser reports for July 2018 to June 2019
SocServ	4	Laser report by CFDA number for FY 19
SocServ	5	Provide a copy of the current Contingency Management Plan
SocServ	6	Have available invoices and/or other supporting documentation for expenditures
SocServ	7	Reports of Collection for July 2018 through the date of fieldwork
SocServ	8	Copy of the adopted budget for FY 2019
SocServ	9	Documentation of Surety Bond Coverage for the year ended June 30, 2019
SocServ	10	Updated policies and procedures manual, if applicable
<b>Fiduciary/Agency Funds</b>		
Police	1	Reconciliation report and full year bank statements for bank accounts
Police	2	Reconciliation of inflows and outflows to the fund
Varner	3	Schedule of funding, separating state sources, local sources and other funding
Varner	4	Any reports filed with state or federal agencies
Varner	5	TBD
<b>CSA</b>		
Finance	1	Schedule of the Monthly CSA Reimbursement requests reconciled to the general ledger
Finance	2	CSA Payment Report For the Fiscal Year Ended June 30, 2019
Finance	3	Access to CSA invoices and Case files
<b>Street Maintenance (VDOT)</b>		
Public Works	1	Access to the Town's Street Maintenance Records
Public Works	2	Copy of the FY 19 annual Weldon Cooper Center Local Finance Survey and schedules
Public Works	3	List of employees claimed on the Weldon Cooper Center Local Finance Survey
<b>Sheriff</b>		
Sheriff	1	Listing of all revenues collected at the Sheriff's Office
Sheriff	2	Listing of all bank accounts maintained by the Sheriff's Office, with reconciliation reports from 7/1/18 to 6/30/19
Sheriff	3	Provide all APA reports pertaining to FY19

Sheriff	4	Information related to Medical Co-payment
<b>Statistical Section</b>		
Finance	1	Provide updated spreadsheets with information for use in statistical tables
<b>Parks and Rec</b>		
Park/Rec	1	Reconciliation of all grant monies received, split out by federal state and local, reconciled to the Cardinal report
Park/Rec	2	List reconciled back to general ledger of all transfers to and from general fund
Park/Rec	3	TBD
<b>Perpetual Care Fund</b>		
Finance	1	Reconciliation of investment accounts held by fund
Finance	2	Documents and any other items for all grant monies received

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COH - PBC

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ACFR 19 Project - Schools

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Acct: Department Item # Item

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Financial Reporting /Other

Schools 1 TBD

Cash and Investments

Schools 1 TBD

Accounts Receivable/Revenues

Schools 1 TBD

Accounts Payable/Expenditures

Schools 1 TBD

Cafeteria

Schools 1 TBD

Textbook

Schools 1 TBD

Building/Bus Replacement

Schools 1 TBD

---

# Section 3

## Operations and Assignments

<b>City of Hopewell, VA</b> <b>Operations and Assignments</b>
--

Accounts Payable:	Number	Amount
Process Invoices	1684	\$ 6,355,546
Created Purchase Orders by AP	59	\$ 879,342
Printed Checks/Wires/EFT	772	\$ 6,355,546

Payroll:	Gross Pay	Number of Employees
10.06.2022	\$ 964,195	433
10.20.2022	\$ 981,156	436

**Note: City's Payroll Reporting (Federal & State) is Current.**

**(C) See Attachment**

# Attachment C

## Attachment C

### City of Hopewell, VA Operations and Assignments

#### Accounting:

Coordinated with Treasurer Office, Information Technology, Water Renewal and other the Departments on timely & accurate accounting and recording of transactions in Munis.

#### Procurement and Accounts Payable:

Automated Clearing House / Electronic Funds Transfer (ACH/EFT) Program Update:

The total active vendors – 3,785

Since 07.2022 to 10.31.2022 the Finance Department has increased the amount of ACH/EFT vendors from 55 to 238.

The vendors that are not being paid by ACH/EFT include the following:

- Utility companies- due to sending remits for individual accounts (Dominion Electric, Verizon, Sprint, etc.)
- One Time payees- Recreation Refunds, Courts, etc.
- Insurance payments for health care, etc.
- Credit Card payments- not allowed
- Certain Bond Payments- not allowed

## Attachment C

### City of Hopewell, VA Operations and Assignments (continued)

#### **Real Estate Assessor:**

Continued orientation and training of two new staff members filling vacancies due to retirement and resignation. Assessor and our external contractors are continuing conducting the reassessment process (residual and industrial properties).

#### **Financial Reporting and Budget:**

Continued assistance to Departments with budget inquiry and assistance. (i.e., Commonwealth Attorney Office, Sheriff Office, Public Works etc.) Also as required providing advisory/technical support to departments regarding budgetary matters related to their FY2023 Operating and Capital Budget.



## Attachment C

### City of Hopewell, VA Operations and Assignments (continued)

#### **Finance and Fiscal Services:**

Finance Director and staff provided direct finance and fiscal support services in obtaining approved lease financing for:

- Fire Truck Ladder
- Fleet Enterprise (Sheriff vehicles)

#### **Status Update to City Council:**

- Finance Director initiated document compilation and response preparation for the City's submission of the APA's Financial Assessment Questionnaire.
  - Also, participated in the orientation interview process with the APA Local Government Audit Manager, Ms. Rachel N. Reamy.

## Attachment C

### City of Hopewell, VA Operations and Assignments (continued)

#### Status Update to City Council:

- Finance Director attended and participated with, Interim City Manager -Dr. Manker, CPMT Member - Councilor Pelham, CPMT Chair – Ray Spicer and CSA Coordinator - Wanda Brown, in a meeting called by the CSA Executive Director Mr. Scott Reiner regarding Hopewell's CSA program audit findings.

# **Section 4**

## **Budget FY 2022-2023**

City of Hopewell, VA				
Budget Development				
FY 2022 - 2023				
	Date Start	Date Due	% Completion Status	Comment(s)
<b>Perform Assessment &amp; Planning Requirements for FY 2022 - 2023 Budget Development:</b>				
Annual Operating (See attached City Manager's 11.30.21 email)	11.30.21	12.31.21	100%	Task completed <del>12.31.21</del>
Capital Project	01.10.22	02.04.22	100%	Task completed <del>02.28.22</del>
Capital Improvement Plan (CIP)	01.10.22	02.04.22	100%	Task completed <del>02.28.22</del>
<u>Draft Proposed City Budget Calendar for FY 2022 - 2023</u>	01.17.22	01.31.22	100%	Task completed <del>01.31.22</del>
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
<u>Communicate Draft to Stake Holders:</u>	01.31.22	02.21.22	100%	Task completed <del>02.28.22</del>
<u>Finalize City Budget Calendar for FY 2022 - 2023</u>	02.22.22	02.28.22	100%	Task completed <del>02.28.22</del>
<u>Implement City Budget Calendar for FY 2022 - 2023</u>	03.02.22	05.27.22	100%	Task completed <del>06.30.22</del>
<u>Prepare the approved FY23 City Budget for loading to the City's accounting administrative system (MUNIS)</u>	06.15.22	06.17.22	100%	Task completed <del>06.30.22</del>
<u>Review &amp; verify the loaded approved FY23 City Budget to the City's accounting administrative system (MUNIS)</u>	06.21.22	06.24.22	100%	Task completed <del>06.30.22</del>
<u>Confirm &amp; verify City departments having access to their loaded approved FY23 City Budget to the City's accounting administrative system (MUNIS)</u>	06.24.22	06.29.22	100%	Task completed <del>06.30.22</del>
Finance Department preparing DRAFT FY 2022-2023 Financial Plan (i.e. City budgetary document)	07.15.22	09.30.22	100%	Task completed <del>09.30.22</del>
New format online FY2023 Financial Plan posted to City Web Site			100%	Task completed <del>10.17.22</del>

# Section 5

## Internal Reporting

City Manager's Report on Transfers					
07.01.2022 to 10.31.2022					
Activity	Account	Fund	From	To	Comment(s)
Date	Description	Type			
7/1-31/2022	Recreation Department	Rec Fund	\$ 4,000		Transfer for Pool Mgmt Co. to supplement life guard staff
	Recreation Department	Rec Fund		\$ 4,000	
8/1-31/2022	City Manager Transfers for Reporting				
	Period-None				
9/1-30/2022	City Manager Transfers for Reporting				
	Period-None				
10/1-31/2022	City Manager Transfers for Reporting				
	Period-None				

# The RAFT

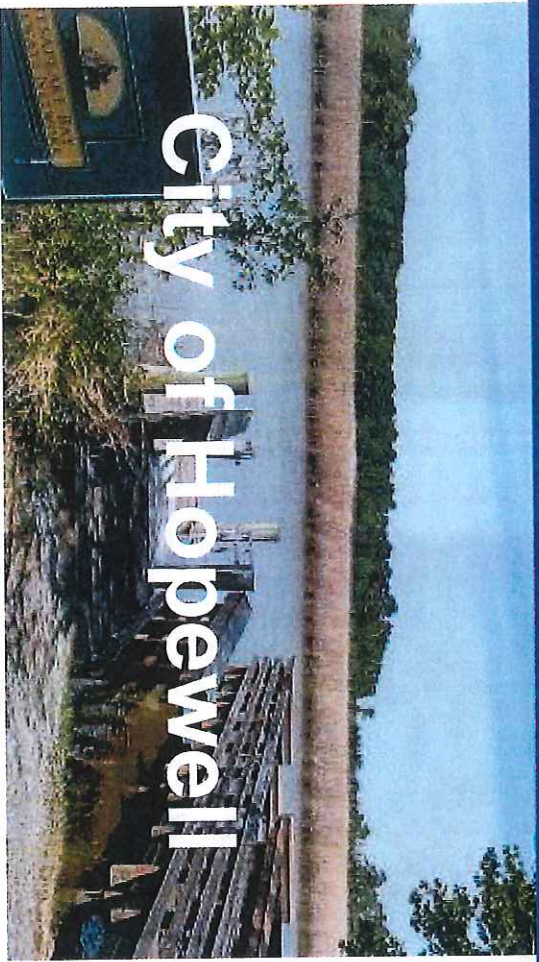
Resilience Adaptation

Feasibility Tool Presentation

# The RAFT

Resilience Adaptation Feasibility Tool

PRESENTED BY:  
Nicole Hutton, ODU  
Elizabeth Andrews, VCPC



**OLD DOMINION**  
UNIVERSITY

**WILLIAM & MARY**  
LAW SCHOOL  
VIRGINIA COASTAL  
POLICY CENTER

**UNIVERSITY**  
of VIRGINIA  
**INSTITUTE for**  
**ENGAGEMENT & NEGOTIATION**  
Shaping Our World Together



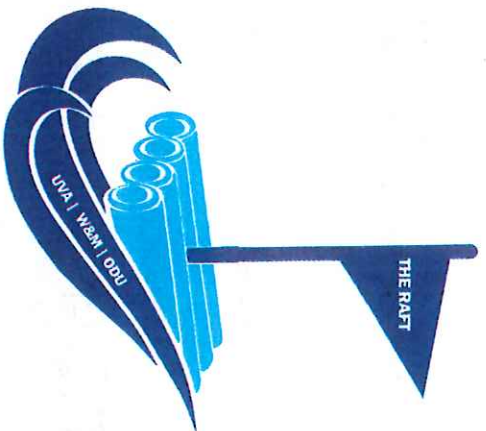


# THE RAFT GOAL

*To help Virginia's coastal localities  
improve resilience to flooding and other coastal storm hazards while  
striving to thrive both economically and socially.*



# THE RAFT VALUES



- Community in the driver's seat
- Community-driven strategies
- Adapt support to each locality's needs
- No cost to community (funded by grants)

# THE RAFT FUNDING

Jessie Ball duPont Fund

Virginia Environmental Endowment

Virginia Department of Environmental  
Quality (DEQ) Coastal Zone Management  
Program (CZM)



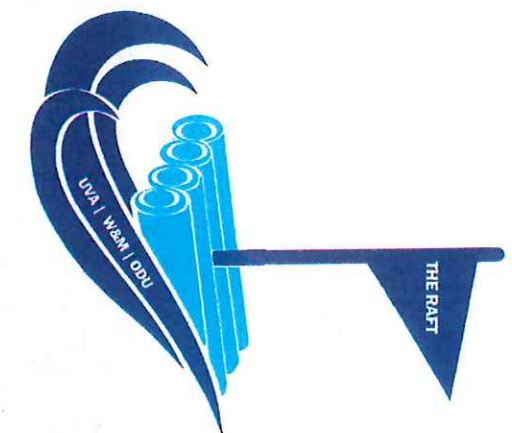
Virginia Coastal Zone  
MANAGEMENT PROGRAM

General staff funding:

- Commonwealth Center for Recurrent  
Flooding Resiliency
- UVA Institute for Engagement &  
Negotiation
- Virginia Sea Grant

Virginia  
Environmental  
Endowment

# THE RAFT SUPPORT



- ✓ 2015-16 Research, development of The RAFT
- ✓ 2017-18 3 Pilot Localities (Town, City, County)
- ✓ 2018-19 Eastern Shore of Virginia – 7 localities
- ✓ 2019-21 Northern Neck – 8 localities
- 2022 Middle Peninsula – 6 localities

# THE RAFT PROCESS

## 3 Step Process

### 1. ASSESSMENT

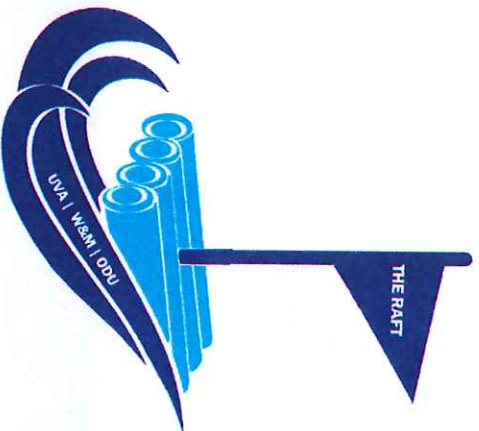
- The RAFT Resilience Scorecard
- Interviews & Focus Groups

### 2. SETTING PRIORITIES

- Resilience Action Workshop
- 1-Yr Resilience Action Checklists
- Locality Implementation Teams

### 3. IMPLEMENTATION

- Ongoing Support & Assistance



# STEP 1: THE RAFT SCORECARD

Category	Score Received	Possible Score
1) LOCALITY LEADERSHIP, POLICY, AND COLLABORATION	9	20
2) RISK ASSESSMENT AND EMERGENCY MANAGEMENT	16	20
3) INFRASTRUCTURE RESILIENCE	10	20
4) PLANNING FOR RESILIENCE	10	20
5) COMMUNITY ENGAGEMENT, HEALTH, AND WELL BEING	10	20
<b>Total Score:</b>	<b>55</b>	<b>100</b>

Watch this [video](#) about The RAFT Scorecard

## WHAT DOES THE SCORE MEAN?

### **Low Resilience: Less than 50**

There are plenty of opportunities for improvement. The locality should decide whether it will be more beneficial to achieve the least difficult improvements first, or to tackle more challenging problems. The key is to decide which of these approaches makes the most sense, as the locality develops their Resilience Action Checklist.

### **Moderate Resilience: 50-74**

The locality is actively involved in coastal resilience planning and has achieved some success. There are still opportunities for strengthening resilience. The Resilience Action Checklist should focus on weak categories and anticipate moderate to difficult improvements.

### **High Resilience: 75 or More**

Locality is well prepared! There may still be room for resilience and the Resilience Action Check list may focus on ways to improve resilience and further engage residents. Examples of locality policies, plans, and activities may assist other localities in the region and beyond.

## TOP Strengths (Earned 4 out of 4 points)

- **Locality Leadership, Policy, and Collaboration**
  - Local Collaboration with State Agencies and PDCs
- **Risk Assessment & Emergency Management**
  - Flood Exposure and Vulnerability Assessment
  - Hazard Mitigation
- **Community Engagement, Health, and Well-Being**
  - Resilient Community Systems
  - Social Equity in Community Resilience



## TOP Opportunities (Earned 0 out of 4 points)

- **Locality Leadership, Policy, and Collaboration**
  - Adaptive Management
  - NFIP's Community Rating System
- **Infrastructure**
  - Water Supply and Wastewater Management
- **Community Engagement, Health, and Well-Being**
  - Public Involvement in Resilience Planning

## **STEP 1: Interviews and Focus Groups – Building on Strengths**

- **Nonprofit collaboration with each other and municipality**
- **Integrating small businesses and industries (e.g. energy and Fort Lee)**
- **Municipal programs involvement in disaster recovery and planning**
- **Local ordinances and comprehensive plans**
- **Incentives, information, and funding for adaptation and education**
- **Invest in community organization staff and farmers of color**
- **Leverage and expand library, shelter, and mentoring programs**

## **STEP 1:** **Interviews and Focus Groups – Opportunities**

- **Adapt bridges, septic / sewer / drinking water systems**
- **Increase open space for recreation including trails and tree cover**
- **More industries, jobs, and trainings to retain talent**
- **Revitalized public transportation and downtowns**
- **Food security**
- **Holistic healthcare access for the homeless, youth, and mothers**
- **Assessment and engagement with bi-lingual and mobile options**

## STEP 2: SETTING PRIORITIES

- **Community Workshop**
  - Currently planning for February
  - Participants develop up to 5 Priority 1-Yr Resilience Actions
  - Actions drawn from Scorecard and from Interviews/ Focus Group findings
  - Examples might include:
    - \* Create an ongoing community stakeholder resilience committee
    - \* Identify vulnerable cultural, historic, + economic assets
    - \* Develop small business emergency preparation programs
    - \* Identify critical transportation infrastructure vulnerabilities



## OUR ASK

- The RAFT team is committed to working with your locality to advance your community's resilience
- What we need for The RAFT to be successful in your locality:
  - Council representation at February Resilience Workshop
  - Suggestions for key groups and community leaders/ influencers to be invited to Workshop

## **STEP 3: IMPLEMENTATION – WITH ASSISTANCE FROM THE RAFT TEAM**

- **Monthly support calls** for Locality Implementation Team with The RAFT Core Team
- **Assistance** over one year in implementing Resilience Action Checklist items such as:
  - Development of communication products
  - Development of policy and legal analysis
  - Development of model ordinances and Comprehensive Plan language
  - GIS mapping, asset mapping, other maps
  - Connection to needed experts (e.g., engineers or planners)
  - Facilitation, presentations, community engagement, surveys

# THE RAFT CONTACTS

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**VISIT THE RAFT WEBSITE: <https://raft.iem.virginia.edu/>**



# BUILDING RESILIENCE IN VIRGINIA'S CRATER REGION: COMMUNITY PERSPECTIVES FROM HOPEWELL AND PETERSBURG ON CHALLENGES AND OPPORTUNITIES

November 2022



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# Executive Summary

In 2022, The Resilience Adaptation Feasibility Tool (The RAFT) began working in the Crater Planning District Commission (Crater PDC) region to engage locality staff, decision makers, and community leaders in the cities of Hopewell and Petersburg in planning for social, economic, and environmental resilience. Community organizations and service providers representing diverse organizations and institutions serving the region were asked a series of questions to elicit information about their experience in the region and their perspectives on resilience. This report provides a summary of that information and is divided into six sections that highlight the challenges, needs, and opportunities as identified by representatives of government, service providers, and community organizations.

The information presented here should not be interpreted as a comprehensive assessment of resilience in Hopewell and Petersburg or the broader Crater region, but rather a compilation of on-the-ground perspectives from individuals representing nonprofits, community organizations, and agencies who work with residents of Hopewell and Petersburg on a daily basis. No attempt has been made to ground-truth or check the accuracy of these comments, in order for them to serve as a window into the gaps and needs of the community from the perspectives of these service providers and organizational leaders. These perspectives, presented without filters, can help inform future resilience planning efforts led by various partners across the region in that they reveal interests and priorities of these on-the-ground organizations and the people

they serve. Some of these perspectives may be seen as surprising or expected, contested or common ground. Some may reveal that initiatives already underway are not well-known or understood by community members, suggesting a need for additional communication and educational outreach. Others may point the way to new initiatives, partnerships, or opportunities that could be considered. While this is neither a definitive nor conclusive report, it offers these perspectives as one additional source of information to support discussion and decision-making with the goal of advancing community resilience.



PHOPs out and about by Fancie Terrell

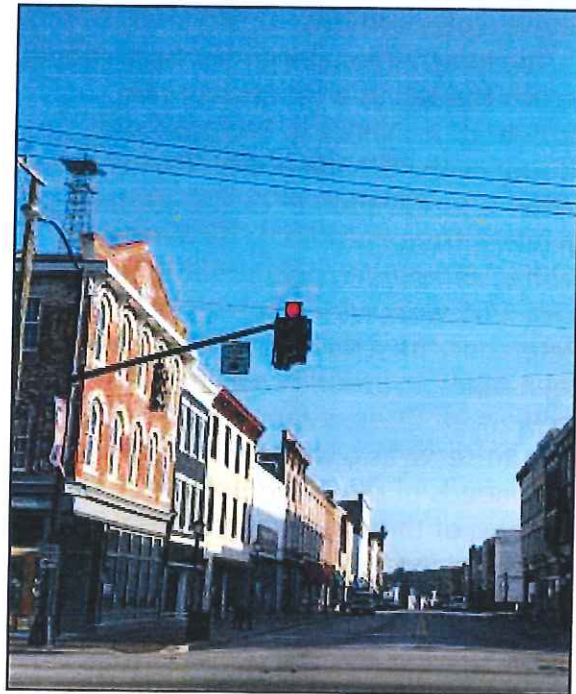
# Introduction

The following report seeks to summarize perspectives of on-the-ground organizational leaders representing diverse organizations and institutions regarding the challenges and opportunities they have experienced through their work while serving community members and residents across the Crater PDC region, with an emphasis on the cities of Hopewell and Petersburg. These perspectives were elicited through a combination of focus groups, interviews, and a survey conducted with community leaders from across the region and led by the Institute for Engagement & Negotiation at the University of Virginia. PhD Candidate, Luke Hamel, led the outreach and qualitative process under the guidance of RAFT Project Manager, Sierra Gladfelter, and IEN Director, Tanya Denckla Cobb, as part of an independent study during the summer of 2022. IEN Student Research Assistants, Sophie Delzell and Cliff Jenkins, provided additional project support, analysis, and report development.

Participants represented diverse organizations and community groups in the region and were asked a series of questions related to histories and strategies of resilience. There were five focus groups, 14 interviews, and seven survey responses that inform this report. A total of 44 individuals representing 38 community service organizations and institutions, listed in Appendix A, were consulted to produce this report. This document is meant to serve as a collective summary of interview, focus group, and survey content that is reflective of participants' experiences. It is not meant to serve as a comprehensive list of issues and perspectives

in the region. This work was conducted as part of The Resilience Adaptation Feasibility Tool (RAFT) process in the Crater PDC region and was not funded externally. More information about The RAFT is available at: <https://raft.ien.virginia.edu>.

*"Oftentimes the right people aren't at the table at the right time. People who have the power to make decisions around resources need to be here with a voice of unity and collective wisdom, and not competing agendas."*



View North along U.S Route 301 alternate by Famartin, CC-BY-SA-4.0

# Challenges and Barriers to Resilience Identified by Community Organizations and Service Providers

## Environmental Resilience

- Petersburg and Hopewell both experience heat island effects, with limited tree cover especially in some neighborhoods.
- The heat of the summer and the cold of the winter threaten the wellbeing of the region's homeless population, who lack sufficient access to shelters.
- More cooling stations are needed by residents.
- There are major problems with flooding during storms, for example Bolingbrook and Banks Street in Petersburg. Pipe infrastructure is not designed to handle the loading of recent, stronger rainstorms and wastewater systems often become overwhelmed.
- Hopewell and Petersburg both suffer from flooding due to aging and inadequate drainage systems; water main breaks may lead to 'boil water' warnings and other disruptions.
- The cost to update and maintain drinking and wastewater infrastructure is another issue.
- There is the potential for infighting over water supply access if neighboring counties continue to expand and stress existing supplies from the Appomattox River. Bigger and wealthier counties want to buy out the whole water system and rent it out to the poorest counties.
- Some of the City of Petersburg's parks are in need of maintenance and are sometimes perceived by users as unwelcoming or are not accessible.
- In Hopewell, some parks and amenities are out of the transportation range of lower-income and minority residents.

*"I actually do think that, in some ways, Hopewell is highly resilient, but it's an unhealthy resilience mechanism. I think Hopewell is exceptionally good at anticipating uncertainty, adversity, and change."*



Downtown marching band by The Lamb Center for Arts and Healing

*"[I think we are] exceptionally good at enduring. Adapting is what we struggle with and thriving is where we are lost."*

## Economic Resilience

- As people moved out of cities after integration in 1969 and took resources with them, new economic needs emerged that were not as obvious before.
- Industries have left Hopewell and Petersburg, taking jobs with them, and remaining industries may not actually employ local residents.
- The region lacks larger employers who could help retain young high school graduates with good careers.
- Unemployment and homelessness are high, and many existing jobs are low-wage and may not fare well with inflation.
- Small businesses struggle in Hopewell and Petersburg and may not get enough traction to remain open.
- In Petersburg, there are conditions of low car ownership and a lack of alternative transportation strategies to get people to services and their jobs.
- Hopewell and Petersburg are in the top ten for eviction rates for small-to-medium size cities in the country. There is an imminent need for shelters and emergency housing.
- There can be tension between redeveloping downtowns and historic buildings while at the same time providing affordable housing to long-time residents and not exacerbating gentrification.
- Nonprofits and local governments are under-resourced and limited in what support they can provide to communities.
- The Cities of Hopewell and Petersburg sometimes compete with each other and compare themselves instead of focusing on their own positive change.
- Departments within the cities often operate in silos with a focus on their budget for one specific task rather than coordinating or collaborating for larger impact.
- The business community feels a void in leadership as city staff and decision makers turn over.

## Social Resilience

- Housing insecurity and providing shelter to individuals experiencing homelessness has been a tremendous challenge.
- Food insecurity remains a clear and present problem for many residents, and food banks in the region struggle to recruit enough volunteers as demands increased during the pandemic.
- There are high levels of inequality in the cities, which leads to school segregation based on separation between private and public schools, as well as clear physical divides between communities of different income brackets.
- Getting wi-fi and internet infrastructure into all communities remains an equity concern. Libraries provide a place that makes this possible especially for low-income and rural residents.
- Some youth and families are in need of support but have not been able to connect to services.
- In Hopewell, there has historically been a lack of after-school programs, leading to some children with working parents or single parents being left at home alone.
- The COVID pandemic and associated stress has had significant health impacts, including exacerbating rates of diabetes, hypertension, obesity and mental health issues among the population. In Petersburg, in particular, suicide rates have increased during COVID.
- Hopewell and Petersburg may retain a culture where they compare themselves to each other rather than developing community visions and plans that lead to substantive improvements.
- While many organizations work together to provide services, some residents feel like city governments may not meaningfully engage with the community around certain issues like substance abuse.
- Although many organizations collaborate and direct individuals to each other's services, they can still remain isolated by their own sense of mission.

# Historically Excluded and Underserved Populations and Communities

## Environmental Resilience

- There are pocket communities across the Crater region, even in wealthy areas, that experience environmental justice issues.
- Pocahontas Island is a community that is at one of the lowest elevations in Petersburg and is a historically Free Black community. It is one of the most impacted parts of the city for sea level rise and flood vulnerability and has also experienced environmental justice issues.

## Economic Resilience

- Utility bills are getting higher for many residents due to inflation and high summer heat.
- There is a lack of good jobs and opportunities available to high-schoolers and graduates in Hopewell and Petersburg.
- Railroad tracks create physical and industrial barriers between communities and form pocket neighborhoods with less access to economic, cultural, and social resources.



Healthy options by Robert Noriega

*"We know that the populations who have been excluded are obvious. We live in Petersburg, Virginia and there is a tremendous Black population, and they have been historically excluded in so many ways. [...] The poor are always underserved, there's never too much we can do for them."*

*"It's not an accident that our community is the way it is. It's from systematic racism and the subsequent denial of education and resources. If we start with that from the beginning, it will only have positive impacts for resilience."*



Sorority by The Hope Center

## Social Resilience

- Low-income residents, African-American residents, Latino communities, non-English-speaking residents, and the area's Asian, and specifically Korean population, have all been identified as underserved.
- Through the Safe Streets and Roads for All Program, almost all of the census tracts in Hopewell and Petersburg have been identified as disadvantaged communities.
- The entire region is underserved in regard to access to healthy foods, with increased distance to healthy options and a prevalence of processed food contributing to high rates of obesity and preventable disease.
- The unhoused and underhoused community continues to be underserved in Petersburg.
- Youth are consistently disconnected from jobs, educational opportunities, and social centers like churches or Parks and Recreation services.
- LGBTQ youth lack resources and support because the discussion of queer issues makes some service providers uncomfortable as they do not feel they are properly educated on the issues or skilled at facilitating difficult conversations.
- Residents suffering from mental illness are underserved.
- Single mothers lack resources and adequate guidance to maintain healthy families.
- In Petersburg, small farmers, and farmers of color in particular, are also underserved.
- In the City of Hopewell, Wards 1, 2, 6, and 7 are particularly underserved.
- A lack of bilingual staff in certain offices and among service providers, means the Hispanic and Spanish-speaking populations do not often receive the programming and resources they need.
- For programming that does exist, many low-income Black community members do not have access to a vehicle or reliable transportation to participate in the event or work full time so are unable to accompany their children to activities.
- There are certain parts of the community where programming has not been offered out of concerns about triggering community members who have experienced historical violence or trauma. Limited staff capacity and budgets also compound this issue as well as a historical lack of trust between residents and the government/service providers.
- Service providers have found that families of color are less likely to share information about their children that potentially have disabilities, because they are afraid that their kids will be kicked out of the program or be discriminated against, highlighting a lack of trust.



Healthy Living Learning Center by Robert Noriega

*"There was a group where I lifted concerns of LGBTQIA youth. I brought up having knowledgeable staff and members, and safe spaces for queer and trans youth. My concerns were swept under the rug. I think that, overall, we tend to overlook a lot of that population because it's uncomfortable. They have what it takes to be leaders in these areas."*

# Resilience Strengths and Assets Identified by Community Organizations and Service Providers

## Environmental Resilience

- Hopewell and Petersburg have a lot of parks and green space relative to the total footprint of the cities.
- Hopewell and Petersburg are working to take steps to improve their drainage and stormwater systems, which also protect transportation and transit networks.
- The City of Petersburg's Comprehensive Plan already includes an explicit resilience component.
- Organizations in Petersburg are starting farming programs in the school system to use gardening and food production to increase healthy options and teach entrepreneurship skills.
- Organizations in Hopewell like the Appomattox Regional Library and the Hopewell Recreation and Parks center are open to the homeless, who can come in and get out of hot or cold weather and use the shower facilities.



Beacon Theater, Hopewell, VA by Art Anderson, CC-BY-SA-3.0

## Economic Resilience

- The COVID pandemic helped communities see the value of broadband internet and approach it as critical infrastructure at a regional scale.
- CARES Act funding available during the COVID pandemic has allowed the cities to make investments in economic resilience.
- The Cameron Foundation and John Randolph Foundations offer responsive and proactive grant making to meet the needs of the community in Hopewell and Petersburg.
- Funders in Petersburg like the Cameron Foundation and Pathways-VA provide support to other community organizations such as the Petersburg Wellness Consortium and programs for teen pregnancy reduction.
- Some farmers' market vendors in Petersburg will provide free health and wellness items with certain purchases, or double purchases on Supplemental Nutrition Assistance Program— Electronic Benefits Transfer (SNAP-EBT).
- The City of Petersburg's City Council recently held a Housing Summit to discuss housing challenges and solutions in the city.
- Hopewell High School is partnering with local community colleges to help high-school graduates complete an Associate's Degree program as part of their regular studies.
- People are keen to start new small businesses in Petersburg.



## Social Resilience

- Communities are generally small and are able to work together at the regional level and with regional actors, who themselves have good relationships with state-level stakeholders.
- Residents are very good at problem identification, but can struggle with problem solving.
- There's a lot of grit in the community and a strong sense of pride in the hardship that residents have lived through and endured.
- Localities are good at reaching out to regional and state actors when they need help.
- There are many organizations like Downtown Churches United, Beacon Hill Church, Justin J. Heart, and Virginia State Cooperative Extension which are focused on meeting the need for food security in both cities.
- Food banks have also been a critical asset throughout the pandemic.
- Public art initiatives like Hopewell Proud and the teen leadership program Creative Changemakers work to build a sense of community pride through individual and community-scale healing and transformation.
- After-school programs like The WELL (Wisdom, Equity, Love and Laughter), are critical to the continued health of young people in Hopewell.
- Many existing groups in Petersburg already work together, and take a personal interest in the wellbeing of the community.
- The Petersburg church community is strong and engaged.
- The African-American community in Petersburg has always been resilient, especially in cases like Pocahontas Island, where residents have faced major challenges as one of the nation's first Free Black communities.
- The Petersburg Health Department and the Southside Trauma-Informed Community Network invest in the community in Petersburg.
- The community of Hopewell rallies together around sports and has a winning attitude. They have a village mentality of closeness, and they care about the city's children.
- Homeless people in Hopewell take care of each other and share what they have with others on the street.
- Hopewell residents are good at anticipating and enduring uncertainty and adversity.
- Residents who are incarcerated and residents on probation in Hopewell have the opportunity to get sober and reconcile with their families after trauma with the help of the justice system.
- Children's programming at the city level in Hopewell is becoming progressively more adapted to those with disabilities or language barriers.



Downtown activities by Lamb Center for Arts and Healing

*"We have a strong group in the community promoting education, promoting dissatisfaction or promoting ideas to the board. They do a great job of getting their point out and attending council meetings, and contacting anybody who wants to talk about it. They do a great job of spreading information, showing up, and making their voice heard."*

# How Organizations Work Together to Address Resiliency

## Environmental Resilience

- Regional Hazard Mitigation Plans, Long-Range Transportation Plans, and environmental plans provide an opportunity for municipalities to cooperate both locally and regionally. Particularly in the recent process to update the Crater PDC and PlanRVA localities' Hazard Mitigation Plan, participation among localities has been positive and productive.
- Organizations partner with the Crater PDC and city governments on park, trail, and greenspace creation spanning multiple municipalities.
- Virginia State University has many faculty invested in the community and community-engaged studies and courses in the region.

## Economic Resilience

- The business community in Hopewell partners with community members and outside organizations like the Community Foundation in Richmond.
- Organizations invested in Downtown Petersburg are well-connected, as are food-related nonprofits in the City of Petersburg.
- Local industrial plants have begun teaching short courses about their work in public schools in Hopewell.
- The public high school in Hopewell partners with local community colleges to allow graduating seniors to complete Associate's degrees.

*"I found that there is not a lack of resiliency in this community [...] They know the problems. I have never seen a lack of resilience in the communities we serve at all."*



Festival fun by Lamb Center for Arts and Healing

## Social Resilience

- There are many organizations that provide free or low-cost food to the community, either separately or through networks such as Petersburg Healthy Options Partnerships (PHOPS).
- One Hopewell has worked to address food insecurity issues by taking a pop-up truck, Sam's Mobile Market, and produce from the Hopewell Farmers Market to food deserts across the city.
- In Petersburg, Petersburg Offers Produce has been an initiative to offer fresh food pop-ups and there have been efforts to provide free fridges in the community and public schools.
- Organizations often communicate and coordinate with one another, referring residents in need from one to another to meet their basic needs and get them additional resources.
- Rising Petersburg has been convening groups like the Department of Social Services, pastors, and other community leaders to connect and network on important issues.
- Community members in Hopewell spread information effectively about opportunities and services by word of mouth.
- Petersburg and Hopewell partners closely with the local Police Departments to provide after-school and summer programming and use Youth Task Forces to introduce kids at an early age to officers to help them build positive relationships and trust.
- The City of Petersburg is working with groups to develop a city Youth and Family Master Plan.
- Virginia State University Cooperative Extension has been working with the Cities of Petersburg and Hopewell to conduct a food policy audit and establish food councils.
- Programs like Backpacks for the Homeless provide 80 backpacks a year, filled with necessities, to homeless people in the Hopewell community.

*"Resiliency has a lot to do with access and making sure we are able to have these resources connected. We have created the network of hope, so when families are in need, we can point them in the right direction so they can get back on their feet and live the life they so desperately deserve."*



Joint VSU UMC by The Hope Center

*"When you have many hands lifting it up, it's a much lighter load. Expertise is in the community to develop these systems. WE know how to do it. We need communication between people and the political will to put your own programs aside and work with someone else's program."*

# Resilience Opportunities Identified by Community Organizations and Service Providers

## Environmental Resilience

- Incentives are needed to build, update, and maintain smart, climate-adapted infrastructure. Additionally, information to plan for sea level rise and adapt infrastructure like bridges and septic and drinking water systems for climate-induced hazards is needed.
- Non-profits can work with each other and municipalities to increase the amount of conserved land in the region, maintaining more of it as open space for recreation.
- The Cities of Hopewell and Petersburg would benefit from renewing and replacing sewer and water systems so that they are more resilient to stormwater and heavy rain events.
- Coalitions to improve tree cover within Petersburg could reduce heat and lower utility costs.
- Cities can continue to work to improve the quality and quantity of parks to improve options for healthy outdoor recreation. Ideally, areas that have been traditionally underserved should have access to at least one park within their area.
- Non-profits can work together with municipalities to improve the quality of trails and allow active transportation and commuting.
- The Cities could use local ordinances and Comprehensive Plans to make their communities more walkable and bikeable and attract people because of their cities' livability. Bike lanes, trails, and ride share programs could also be incorporated into transportation planning.
- Connect residents, especially underserved youth with limited recreation options, to the river by leaning into organizations like RV Paddle Sports, Beyond Boundaries, the Parks and Recreation Departments, etc. to develop outdoor recreation and watershed education programs.
- Appropriate and resilient development should be planned in high-risk areas for flooding such as the Bolingbrook area and Pocahontas Island in Petersburg.
- Funding from sources like the Virginia Department of Environmental Quality's Coastal Zone Management Program could serve communities that are not specifically coastal but still facing climate-exacerbated hazards from sea level rise, flooding, etc.
- There is an opportunity to redevelop and revitalize urban brownfields into productive green spaces, including parks and above-ground community gardens, in partnership with the Virginia Department of Environmental Quality and by leveraging their brownfields grant program.

*"One of the most powerful things we can do is address food insecurity."*

## Economic Resilience

- Build communities that are more economically robust and that don't stand on only one or two industries to support them.
- Creating opportunities for more jobs in the region, helped along by better public transportation, would give communities the chance to do more than just stay afloat.
- The redevelopment and revitalization of downtown corridors and main streets can increase walkability and provide connections to other neighborhoods, businesses, the river, and trails.
- There is a great opportunity to have more worker-developed training for more energy and energy-efficiency jobs in the region.
- Small businesses are needed at the table where economic decisions are being made, with their needs more visible and prioritized.
- Chambers of Commerce and Main Street Programs can work with businesses to help them not only recover from disasters, but prepare in advance and plan for the long-term.
- Major employers are needed in Petersburg to be able to retain local talent and provide good careers.
- Courting Hopewell industries to focus on hiring close to where they are located could keep money in the community and provide careers for local youth.
- Continued support for opportunities and funding could facilitate more high-school youth in successfully obtaining Associate's Degrees.
- Working with the neighboring military base and community at Fort Lee could advance outcomes of resilience.

*"Economic resilience would be having a community that is more economically robust, that doesn't stand on one or two industries to support it. That will have a big impact for us. We could increase resilience in the environment with the way the city and local ordinances are behind those items with walkability and sustainability. We're incorporating that into some of the local comprehensive plans."*



View along U.S. Route 460 Business by Famartin CC-BY-SA-4.0

*"I would like, if we could, to really lift up organizations that are led by Black and Brown people."*

## Social Resilience

- Accessible grocery stores and healthy food options are needed in the community.
- New shelters are needed year-round to serve the area's homeless population, especially as summer heat increases.
- Leveraging the library system is important in partnerships and programming to provide everyone with internet access, free programming, etc.
- Mentoring is more important than ever. Additional social and cultural outlets and activities are needed for school-age youth in Hopewell.
- A needs assessment city wide of programs that would be valuable or needed by residents would allow more targeted programming, particularly to underserved community members.
- City programming would benefit from additional outreach and marketing to specific minority and underserved populations who are not currently aware of or benefiting from programs.
- Spanish-speaking interpreters, as well as support for translating educational and program materials into Spanish, would increase the accessibility of both city and nonprofit programs.
- There is an opportunity for cities to use mobile recreation vans and do on-site programming in community centers to serve diverse populations.
- In Comprehensive Plan updates, like the City of Petersburg's current process, there are opportunities to engage residents and the community more actively.
- Community organizations would benefit from hiring more staff members of color, and particularly bilingual staff, in order to effectively engage with and meet the needs of minority and underserved residents.
- Addressing intergenerational trauma in families is critical for encouraging better parenting outcomes.
- Effective leadership and continued care are required to keep teen pregnancy rates low, reduce the number of people suffering from obesity, and help connect residents to long-term medical care.
- More resources and help are needed for single mothers, especially Hispanic single mothers, in Hopewell.
- In Petersburg, a dedicated community health educator would be able to help identify and manage underlying issues.
- Invest in and connect with Black and Brown farmers in surrounding rural areas to meet the cities' food security needs.
- Bringing more powerful organizations, residents, and small businesses to the table to talk about community resilience is critical in Hopewell; if the right people aren't at the table, resilience can't move forward.
- Data-driven processes of community feedback and needs assessments are necessary to meaningfully engage with residents and bring up difficult topics in Hopewell.

*"I think that we are almost afraid to ask people what they want, because then, when we do we hold ourselves liable to create that style of program and then, when we don't do it, we fail. People don't like to fail. [...] I think that the first part is if some of our leadership team had a different mindset on certain topics, then maybe they wouldn't be so taboo, because we can actually discuss them."*

# Ideas for Measuring Increased Resilience Identified by Community Organizations and Service Providers

## Environmental Resilience

- Amount and growth of green infrastructure within the cities.
- Number of properties impacted by floods and storms and the number able to recover.
- Number of trees and total tree canopy in cities as a measure of resilience to heat.
- Residents' access to public transportation, such as distances between and the number of covered bus shelters.
- Number of residents who do not have access to healthy food (in general and/or before and after a disaster).
- Number of citizens with access to recreation and health-related opportunities.
- Number of invasive plant species would improve ecosystem health.
- Amount of newly conserved lands.

*"We have to solve immediate needs, but we also need to lessen these needs over the next 20 years by starting to solve some systemic issues."*

## Economic Resilience

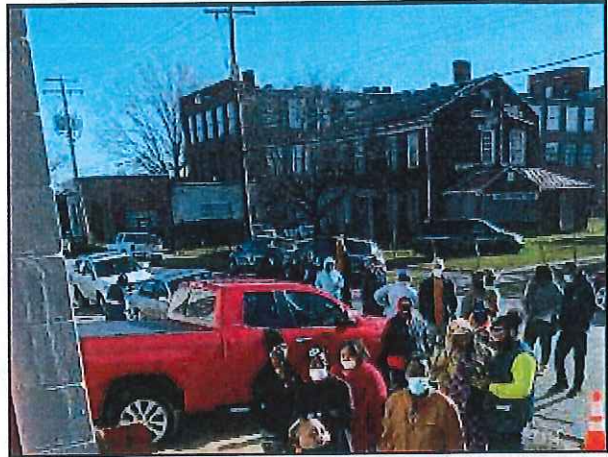
- Eviction rates and availability of affordable housing options.
- Time to secure permanent housing for an individual experiencing homelessness.
- Number of vacant lots and abandoned properties over time, whether these properties are redeveloped.
- Number of jobs, especially higher-paying jobs or those with benefits.
- Unemployment and poverty rates.
- Walkability and accessibility of groceries, shopping, and jobs.
- Availability of financial resources for single parents.
- Availability of real-world, project-based learning opportunities for high-schoolers.
- Employment opportunities for high-school graduates with Associate's Degrees.



Learning healthy options by Robert Noriega

## Social Resilience

- Improved position in state metrics for social, health, and well-being indicators.
- Lower rates of obesity, chronic conditions, and preventable disease.
- Increased rates in car ownership, especially among lower income populations.
- Improved safety statistics, especially in parks, along trails, and in outdoor recreation areas.
- Greater rates of educational attainment, including improved academic test results and the successful transition of high school students into stable jobs, higher education, etc.
- Amount of improved and maintained housing stock.
- Reduced recidivism rate for incarcerated and charged individuals, as well as lower rates of overdoses and violations going to court.
- Lower rates of infant mortality and lower rates of mother death during birth.
- Reduced number of street shootings and increasing the number of people getting into rehab would indicate improved social resilience in Hopewell.
- Amount of funding for evidence-based interventions with individuals and families around domestic violence and child neglect.



Food pantry lines by The Hope Center

*"We need leaders to understand that improving resilience is not just a buzzword but could actually improve lives."*



Food pantry by The Hope Center





# APPENDICES

## Appendix A: Participating Organizations and Individuals

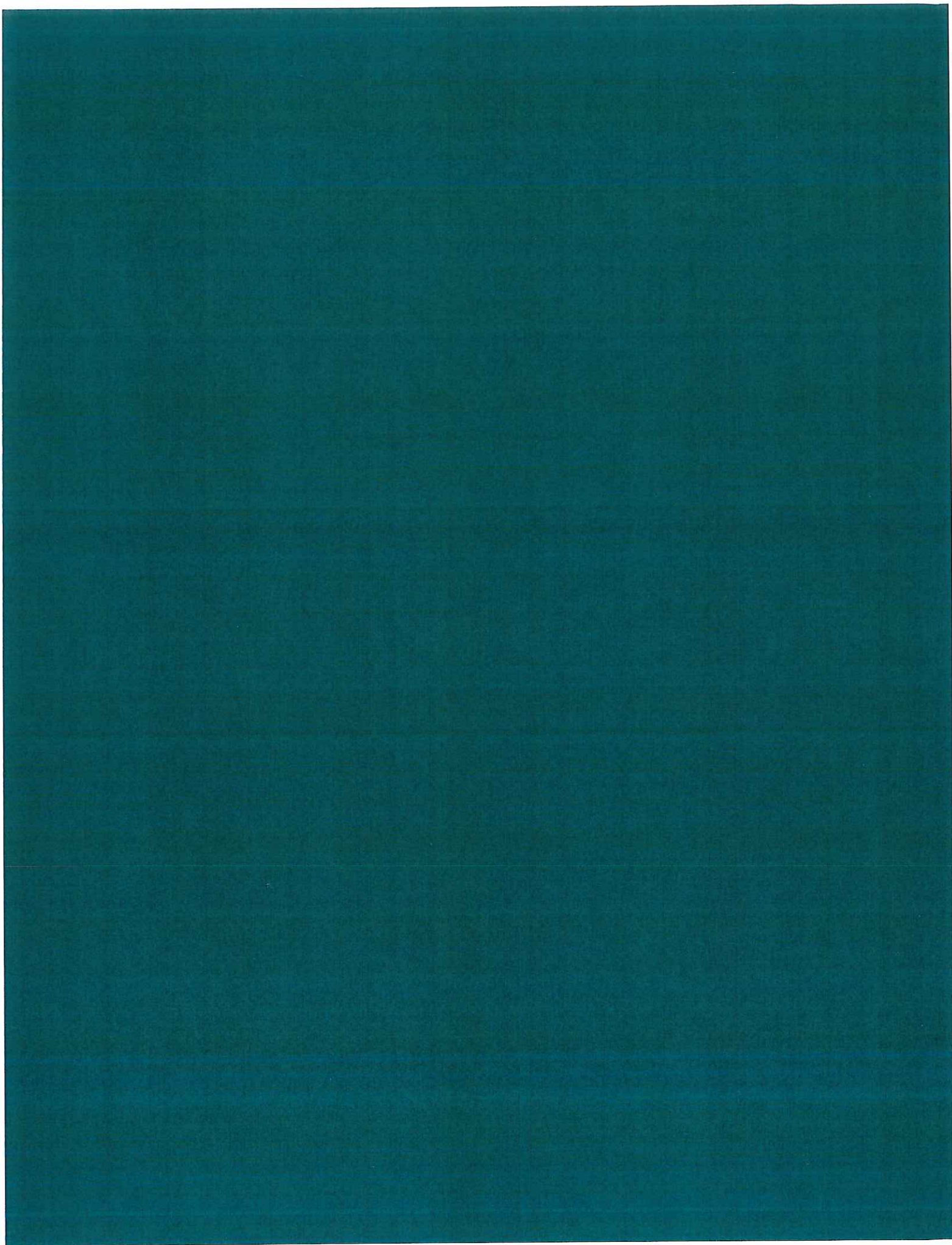
1. Christopher Wiegard, Appomattox Regional Library System
2. Pastor Michael Moore, Beacon Hill Church
3. Warren J. McCrickard, Boys to Men RVA
4. Valerie Liggins, The Cameron Foundation
5. Reverend Dr. Mary Brennan Thorpe, Christ and Grace Episcopal Church
6. Reginald Tabor, City of Petersburg Department of Economic Development
7. Keke Cody, Commonwealth Catholic Charities
8. Kailey Sweeney, Crater Area Commission on Homelessness
9. Jay Ruffa, Crater Planning District Commission
10. Ron Svejkovsky, Crater Planning District Commission
11. Scott Fisher, Downtown Churches United
12. Danielle Simms, Department of Environmental Quality Piedmont
13. Heather Barrar, Friends of the Lower Appomattox River
14. Jasmine Gore, Hopewell City Council
15. John Partin, Hopewell City Council
16. Charlene Reed, Hopewell Department of Social Services
17. Ryan Ponder, Hopewell Middle School
18. Becky McDonough, Hopewell-Prince George Chamber of Commerce
19. AJ McCage, Hopewell Recreation and Parks
20. Hannah Bell, Hopewell Recreation and Parks
21. Dr. Melody Hackney, Hopewell Superintendent of Schools
22. Karen Brown-Davis, Justin J. Davis Heart Foundation
23. Dr. Eliza Lamb, Lamb Arts and Healing
24. Dulaney Ward, Main Street Petersburg
25. Dr. Cliff Morris, Morris Cardiovascular
26. Jennifer Murphy-James, One Hopewell
27. Jeff Butler, Organization of Churches and Concerned Citizens
28. Ruth Johnson, Organization of Churches and Concerned Citizens
29. Juanita Epps, Pathways-VA
30. Director, Pearl's Pepper Pantry
31. Genevieve Lohr, Petersburg Bureau of Police
32. Monique Lindsey-Howell, Petersburg Department of Health
33. Fancie Terrell, Petersburg Healthy Options Partnerships
34. Lisa Homa, Petersburg Healthy Options Partnerships
35. Robert Noriega, Petersburg Public Library System
36. Theresa Caldwell, Petersburg Wellness Consortium
37. Debbie Jones, Petersburg Wellness Consortium
38. Cheryl Bursch, River Street Market
39. Denise Waff, Riverside Criminal Justice Agency
40. Nathan Burrell, Virginia Outdoors Foundation
41. Dr. Patrice Perry Rivers, Virginia State University Center for Entrepreneurship
42. Dr. Marcus Comer, Virginia State University Cooperative Extension
43. Zoe York, Waukeshaw Development Inc.
44. NaQuetta Mitchell, Women of Endurance

## Appendix B: List of Interview and Focus Questions

The following questions were asked of focus group and interview participants, as well as included in the survey to individuals who provided feedback in that format.

Our approach to resilience: A resilient community is one that is able to anticipate, adapt, endure, and thrive in the face of change, uncertainty, and adversity.

1. Given this framework for resilience, how does your organization support resilience in Hopewell, Petersburg, and/or the Crater region? What populations do you serve?
2. What resilience strengths and assets have you observed in the communities in which you work?
3. Given your organization's work in Crater/Hopewell/Petersburg, what people, neighborhoods, and/or populations are identified by your organization as historically excluded and underserved?
4. How does your organization serve these populations? What underserved people are not being served by you or other groups?
5. What strengths, needs, and opportunities in your resilience have been exposed – and for whom? These could range from planning and leadership to infrastructure and health, food, shelter, and wellness. They could be exposed by COVID and/or climate threats, such as storms, flooding, groundwater intrusion into septic tanks, saltwater intrusion into wells, or an extreme heat event that might impact access to critical services?
6. How does your organization work with others to address resilience more comprehensively?
7. What other opportunities has your organization identified for increasing the resilience of people you serve? What ideas have your organization identified as ways to support increasing resilience?
8. How might we know this effort to increase resilience is successful, in terms of specific changes that might be visible or measurable? Are there ways of measuring success that would be helpful? In one year? In five years? In 10 years?
9. What would your organization need for you to be able to continue to stay engaged in ongoing discussions and networking? Would you be interested in your current role/work in participating in the community workshop (January 2023) or local Implementation Teams?
10. Do you have suggestions for others in the Crater/Hopewell/Petersburg region or your community who should be included in The RAFT process in the region?



# LOCALITY LEADERSHIP, POLICY, AND COLLABORATION

## 1.1 LOCALITY LEADERSHIP AND PLANNING FOR RESILIENCE:

2 / 4

Collaboration among local government decision makers, officials, departments, academia, and NGOs is important in planning for coastal resilience. Effective collaboration requires identifying local leaders and organizations, establishing the roles of such leaders and organizations, and providing leadership training and educational resources.

Points	Scoring Metric	Notes
1	a. Leadership roles are identified for staff and/or elected officials important for planning for resilience. If staff is limited or nonexistent, the locality has tasked someone with handling resilience efforts for the community.	Per locality staff, leadership roles are identified for staff and/or elected officials important for planning resilience. Per locality staff, the emergency operations plan covers initial response and recovery phases.
0	b. Training and education events are held for elected officials specifically on resilience issues.	Per locality staff, the elected officials do not go through training on resilience issues.
1	c. Training and education events are held for locality staff, or if staff is limited or nonexistent, training of whomever has been tasked with handling resilience efforts for the community.	Per locality staff, there is training for locality staff who have been tasked with handling resilience efforts. Per locality staff, there is a yearly training and drill on the Emergency Operations Plan.
0	d. Locality staff and/or elected officials, or whomever has been tasked with handling resilience efforts for the community, are meeting at least once per quarter to coordinate planning specifically on resilience issues.	Per locality staff, there is no meeting once per quarter to coordinate planning specifically on resilience issues.

## 1.2 LOCALITY LEADERSHIP AND RESPONDING TO EMERGENCY:

3 / 4

Collaboration among local officials and relevant stakeholders is equally important in responding to a coastal hazard. An organized, coordinated response to a coastal hazard requires identifying stakeholders, establishing roles, creating plans, and publicizing information.

Points	Scoring Metric	Notes
1	a. Locality has identified stakeholders who will require emergency response including socially vulnerable populations.	Per locality staff, in response to the COVID-19 pandemic, the locality used Deloitte data from the state to identify vulnerable populations. Per locality staff, the locality has identified all stakeholders. The locality uses an "all-hazards" approach. The locality works with populations in areas subject to flooding. Before storms, staff make sure debris is cleared to reduce flooding. According to the locality, most flooding is man-made, infrastructure flooding, not coastal. Along with the city engineering department, the emergency office created the fluid stormwater resilience plan.

1		<p>b. Locality has established internal emergency response roles (e.g., standing committees, staff titles), and these staff and partners participate in at least one training each year.</p>	<p>According to the City <a href="#">website</a>, the Emergency Management Office has one full time position, and operates under the direction of the fire chief. There is also a Local Emergency Planning Committee. Accomplishing the mission of Emergency Management involves: Conducting exercises to test and train on the EOP through simulated emergencies. Per locality staff, the Emergency Management Office takes an all-hazards approach to identify hazards in the city. The Office has identified rules, including backup positions. The locality conducts at least one exercise per year.</p>
0		<p>c. Locality collaborates on resilience planning with the stakeholders who will need emergency response and has provided the public with opportunity to give input from lower income vulnerable populations.</p>	<p>Per locality staff, the locality has done public distribution of personal protective equipment throughout the COVID-19 pandemic. The staff has also distributed information about sheltering in place and how to sign up for emergency notifications. In this process, staff reported that they “essentially knocked on every door in the city,” including, but not limited to vulnerable populations. The public has opportunities to comment as the locality helps develop the <a href="#">2022 DRAFT Hazard Mitigation Plan</a>.</p>
1		<p>d. Locality has a means of communicating these plans to the public during a coastal storm hazard event.</p>	<p>According to the <a href="#">Richmond-Crater Hazard Mitigation Plan Appendices</a>, Hopewell uses NOAA Weather Radio (p. 282). Per locality staff, the locality uses a reverse 911 system through texts, phone calls, and emails; CodeRED; the locality website; social media; and local media.</p>

# LOCALITY LEADERSHIP, POLICY, AND COLLABORATION

## 1.3 LOCAL COLLABORATION WITH STATE AGENCIES AND PDCs: 4 / 4

Coastal resilience issues go beyond political boundaries; therefore, localities benefit from regional collaboration. Regular communication between local, multi-jurisdictional, and state officials encourages sharing of information and ideas. Collaboration should include working with agencies that serve socially vulnerable communities. Localities are part of a Planning District Commission (PDC), which coordinates many activities.

Points		Scoring Metric	Notes
1		a. Locality staff and/or officials engage with regional and state agencies on resilience-oriented issues.	The locality engaged with PlanRVA, the regional convener, planning agency and provider of essential services to the localities of the Richmond Region, to develop the <a href="#">Richmond-Crater Hazard Mitigation Plan</a> .
1		b. Locality participation in local and regional resilience-oriented committees and initiatives to serve socially vulnerable populations.	Per locality staff, the locality participates in local and regional resilience-oriented committees and initiatives to serve socially vulnerable populations. As an example, the locality pointed to the public-hearings stage of the process of creating the regional hazard mitigation plan.
1		c. Locality elected officials participate on relevant local and regional resilience-oriented commissions.	Per locality staff, the locality participates in PDC committees and Chesapeake Bay committees. Per locality staff, the Vice Mayor is on a stormwater committee at the PDC level.  Members of the city staff participate in the <a href="#">Southside Trauma-Informed Network</a> . Also <a href="#">Central Virginia Regional Alliance Committee</a> .
1	\$\$\$	d. Locality staff work to identify funding opportunities and priorities to address resilience issues at the regional and state level.	Per locality staff, the locality has reviewed the funding opportunities for resilience projects on the Department of Conservation & Recreation website for the Virginia Coastal Resilience Master Plan. The locality has also considered applying for funding from the state's Community Flood Preparedness Fund administered by DCR. The locality has not yet determined if it is going to apply for funding yet. Per locality staff, the emergency response team has also looked at other funding opportunities. The team looks for opportunities to include resilience projects in the Hazard Mitigation Plan. The staff is in the process of finalizing the HMP in the next couple of months. The staff also reported

trying to get FEMA funding for flooding issues.

## 1.4 ADAPTIVE MANAGEMENT:

0 / 4 Points

Adaptive management involves updating ordinances and plans for coastal resilience based on new findings and emerging strategies. Use of data, scientific analyses, and new information is important to inform local policies to prepare. Adaptive management means incorporating lessons learned from research that informs best methods for addressing the needs of socially vulnerable populations.

Points	Scoring Metric	Notes
0	a. Locality incorporated new data, scientific analyses, and approaches to resilience, within the last five years into the Floodplain Management Ordinance.	According to the Past Versions tool in MuniCode, <a href="#">Article XV. - Floodplain District of Appendix A Zoning Ordinance</a> has not been updated within the last five years. Per locality staff, the locality typically updates the floodplain ordinance when it receives new floodplain maps. The locality is actively waiting to receive the new floodplain maps.  Speak to Mr. Ward?
0	b. Locality incorporated new data, scientific analyses, and approaches to resilience, within the last five years into Zoning Ordinance.	Per locality staff, the Zoning Ordinance is updated after the Comprehensive Plan; the Comprehensive Plan was updated in 2018. Per locality staff, the Zoning Ordinance does not incorporate new scientific analyses; however, the Ordinance has always included the floodplain district (2 feet above BFE) in the ordinance.
0	c. Locality incorporated new data, scientific analyses, and approaches to resilience, within the last five years into Site and Subdivision Ordinances.	According to the Past Versions tool in MuniCode, the <a href="#">Subdivision Ordinance Appendix B</a> has not been updated in the last five years.
0	d. Locality incorporated new data, scientific analyses, and approaches to resilience, within the last five years into Comprehensive Plan.	Yes, <a href="#">Hopewell Comprehensive Plan</a> was updated in 2018, but does not specifically address coastal resilience. There is discussion of the floodplain - see pgs. 244-45, but the discussion does not incorporate SLR data and resilience approaches.



## LOCALITY LEADERSHIP, POLICY, AND COLLABORATION

### 1.5 The NFIP's COMMUNITY RATING SYSTEM:

0 / 4 Points

Communities wishing to go above and beyond the minimums of the National Flood Insurance Program can choose to participate in the Community Rating System (CRS). Participating communities implement higher standards of floodplain management, and, in return, residents are eligible for flood insurance premium reductions. Localities can do many things to improve their scores. For more information, see FEMA's CRS website or the Wetlands Watch website on the subject.

Points		Scoring Metric	Notes
0	CRS	a. Locality has achieved a CRS Score of 9 or higher.	Locality does not participate in the CRS.
0	CRS	b. Locality has achieved a CRS Score of 8.	Locality does not participate in the CRS.
0	CRS	c. Locality has achieved a CRS Score of 7	Locality does not participate in the CRS.
0	CRS	d. Locality has achieved a CRS Score of 6 or lower.	Locality does not participate in the CRS.

**TOTAL SCORE FOR SECTION 1:**

**9 / 20 POINTS**

## 2) RISK ASSESSMENT AND EMERGENCY MANAGEMENT

### 2.1 FLOOD EXPOSURE AND VULNERABILITY ASSESSMENT: 4 / 4 Points

Localities should conduct and use an assessment of their flood exposure and vulnerability in developing policies and programs. Localities should be knowledgeable of their flooding risks, raise awareness in the community about vulnerable areas, help target action to assist the most threatened areas and reduce possible damage, and save costs by being preemptive not reactive.

Points		Scoring Metric	Notes
1	CRS	a. An exposure and/or vulnerability assessment is completed, mapped and updated within the last 5-7 years, available at the locality level, and (as evidence of being used) referenced in locality policy making.	<p><a href="#">2022 DRAFT Richmond-Crater Hazard Mitigation Plan</a> at Section 5.4 (Hazard Identification, Risk Assessment (HIRA) and Vulnerability Analysis: Flooding). Figure 5.5b on p. 5-25 maps Repetitive Loss Areas and National Risk Index Ratings of High or Moderate Risk for Prince George County and Hopewell specifically.</p> <p>P. 16 of <a href="#">Hopewell Executive Summary</a> (from the Richmond-Crater Hazard Mitigation Plan) contains a map of Annualized Flood Damage by Census Block for the City of Hopewell specifically.</p>
1	CRS	b. Sources of flooding for both tidally driven and precipitation-driven events are identified and updated within last 5 years.	<p><a href="#">2022 DRAFT Richmond-Crater Hazard Mitigation Plan</a> at Section 5.4 (Hazard Identification, Risk Assessment (HIRA) and Vulnerability Analysis: Flooding), p. 5-10, discusses winter flooding (from snowmelt and ice jam breakaway) and spring flooding (from seasonal rain patterns), and also distinguishes between flooding arising from hurricanes and tropical storms and flooding arising from riverine floods or nor'easters.</p> <p>Section 5.6 (Hazard Identification, Risk Assessment (HIRA) and Vulnerability Analysis: Severe Wind Events) also discusses storm surge flooding and riverine flooding on p. 5-54 and 5-55.</p>
1	CRS	c. Flooding for different return period storm events is identified and mapped.	<p><a href="#">2022 DRAFT Richmond-Crater Hazard Mitigation Plan</a>, Figure 5.4 on p. 5-14 maps Richmond-Crater Storm Surge Zones; Table 5.3 on p. 5-15 to 5-16 lists History of Flood Events and Damages (from 2011-2020); Table 5.7 on p. 5-23 to 5-23 lists Repetitive Flood Losses and Severe Repetitive Flood Losses (by locality); Figure 5.5b on p. 5-25 maps Repetitive Loss Areas and National Risk Index Ratings of High or Moderate Risk for Prince George County and Hopewell specifically; Table 5.10 on p. 5-36 lists</p>

			Annualized Flood Events and Losses (from 1993-2020).  Pp. 3-4 of <a href="#">Hopewell Executive Summary</a> (from the Richmond-Crater Hazard Mitigation Plan) list significant flooding events in Hopewell specifically.
1	\$\$\$ CRS	d. Additional vulnerabilities (see above), including cultural, historic and economic assets, are identified and updated within the last 5 years.	See generally <a href="#">2022 DRAFT Richmond-Crater Hazard Mitigation Plan</a> , Section 4 (Community Profile).  P. 2 of <a href="#">Hopewell Executive Summary</a> (from the Richmond-Crater Hazard Mitigation Plan) states that much of the housing was built in the 1900s, and that “a significant part of the City’s industrial development is in the floodplain.”

## 2.2 RISK ASSESSMENT FOR VULNERABLE POPULATIONS: 3 / 4 Points

Localities should conduct risk assessments of their socially vulnerable populations. These populations include those in areas of high poverty, elderly, caregivers, veterans, homeless, transient or nomadic communities, children and youth, physically or mentally disabled people, medically fragile people and non-English speakers. Because these populations may not have resources to change their level of vulnerability, it is vital for localities to identify these populations, ways to reduce their risk, and create plans for assistance during and after coastal hazard events. Localities need to conduct outreach to vulnerable populations.

Points		Scoring Metric	Notes
1	CRS	a. Locality has identified vulnerable populations that are subject to flooding and coastal storm hazards.	<a href="#">2022 DRAFT Richmond-Crater Hazard Mitigation Plan</a> at Section 4.6 discusses the population of the Richmond-Crater region and identifies vulnerable populations that may require special consideration when developing hazard reduction strategies and public outreach programs (see Sections 4.6.2 on Language, 4.6.3 on Age, 4.6.4 on Education, and 4.6.5 on Income). Further, Figure 5.6 on p. 5-37 maps Social Vulnerability to Flood Hazards in the Richmond-Crater region.  Further, Section 7 of the <a href="#">2022 DRAFT Richmond-Crater Hazard Mitigation Plan</a> discusses jurisdictionally specific Mitigation Action Plans (MAPs), and there is a separate ranking for each MAP’s impact on socially vulnerable populations.
0		b. Locality has engaged vulnerable populations and provided them with meaningful information (e.g., in their own language, relevant to their circumstances) relating to their vulnerability to coastal storm hazards.	<a href="#">2022 DRAFT Richmond-Crater Hazard Mitigation Plan</a> , p. 6-153 (Hopewell Mitigation Action 3): “Target FEMA’s repetitive loss property, and those in the surrounding repetitive loss area, for specialized outreach and mitigation activities.” P. 6-29 (Regional Mitigation Action 12) includes a public

education/awareness component: "Enhance other outreach efforts to educate the public about hazard risk and regional resilience." Further, Goal 1 on p. 1-3 states the following sub-goal for the region as a whole and for each community: "Conduct outreach and educational opportunities for diverse groups of citizens" (as part of a larger effort to "[e]quitably prepare and protect the whole community against natural hazards." Finally, Section 4.6.4 on p. 4-27 states that demographics on education, age, and English fluency "are important to keep in mind when developing public outreach programs."

Per p. 11 of the [Hopewell Executive Summary](#) (from the Richmond-Crater Hazard Mitigation Plan), locality Emergency Management staff are engaged in an ongoing, medium-priority effort to "[d]istribute brochures and use other means to educate the public regarding preparedness and mitigation."

However, per locality staff, they take an "all-hazard" approach to outreach, so have not engaged in coastal storm-specific outreach to vulnerable populations.

1

c. Locality has worked with vulnerable populations to increase their emergency preparedness and evacuation plans so they know their risk and know what steps should be taken during and after an event.

Per p. 11 of the [Hopewell Executive Summary](#) (from the Richmond-Crater Hazard Mitigation Plan), locality staff are engaged in an ongoing, medium-priority effort to "[d]istribute brochures and use other means to educate the public regarding preparedness and mitigation."

Per locality staff, they have identified flood-prone areas and utilize the CodeRED notification system to alert individuals located within those areas when there is a flood risk. However, locality staff also noted that, because Hopewell is located on a bluff, their outreach does not focus specifically on evacuation planning (as the flood risk does not rise to the level of requiring evacuation).

Locality staff further added that they take a seasonal approach to outreach and engage with citizens about coastal storm preparedness prior to hurricane season.

1	d. Locality partners with organizations that provide assistance to vulnerable populations before, during and after coastal storm hazards, including food banks or pantries with refrigeration units and backup generators.	<p>Per locality staff, Hopewell partners with a number of organizations including Feed More and Red Cross to assist with feeding operations; also partners with faith communities and non-profits to provide shelter for individuals who may be experiencing homelessness.</p> <p>Locality staff further noted that, if the City is impacted to the point that a significant number of residents are affected, they have plans to provide shelter at high schools (which are equipped with generators).</p>
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## 2) RISK ASSESSMENT AND EMERGENCY MANAGEMENT

### 2.3 BUSINESS AND ECONOMIC RISK ASSESSMENT:

**2 / 4 Points**

Localities need to identify local business and economic vulnerabilities to coastal storm hazards. Businesses are differentially affected by these hazards and attention should be paid to making sure that businesses that serve vulnerable populations are considered. Including business and economic vulnerability in a risk assessment and emergency management is important for resilience and recovery after a storm event.

Points		Scoring Metric	Notes
1	\$\$\$	a. Locality has included the business sector in its assessment and mapping of coastal hazard vulnerability	<p>Chapter XI, p. 2 of <a href="#">Comprehensive Plan</a> notes that constraints on development include "areas subject to flooding;" map on p. 6 of Chapter XI displays the City's flood hazard zones in detail.</p> <p>Further, <a href="#">2022 DRAFT Richmond-Crater Hazard Mitigation Plan</a>, p. 5-11 discusses the impact that flood damage can have on businesses. However, p. 5-12 notes that "much of the land in the region's floodplain is designated for agricultural uses."</p> <p>Locality staff confirmed that businesses in Hopewell are not located in areas subject to coastal flooding.</p>
0	\$\$\$	b. Locality has engaged economic development department and/or independent chamber of commerce in locality hazards mitigation and/or resilience planning.	<p>Chapter VIII, p. 5 of <a href="#">Comprehensive Plan</a> notes that the City works with the Chamber of Commerce and Economic Development Authority, but in the context of increasing recreational opportunities.</p> <p>However, locality staff noted that the Hopewell local emergency planning committee (which meets monthly to discuss preparedness for all hazards, including coastal hazards) involves several businesses.</p>
0	\$\$\$	c. Locality and/or business associations have programs for small businesses, particularly businesses that serve socially vulnerable populations, to encourage each business to be prepared for an emergency and plan for business continuity.	<p>"<a href="#">Local Emergency Information</a>" page on Hopewell city website provides general emergency preparedness tips, but nothing aimed at small businesses/businesses serving vulnerable populations.</p> <p>Locality staff noted that efforts are being made on this front, but not taken advantage of. The Regional Emergency Management Alliance is working on ways to encourage participation from small businesses.</p>

1	\$\$\$	d. Locality emergency management communicates with business sector in the event of severe weather emergency or evacuation.	Communication is handled the same as with the general public - via <a href="#">CodeRED Citizen Notification Service</a> , which sends phone notifications to subscribers. Subscribers can sign up as a business or as an individual.
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## 2.4 HAZARD MITIGATION:

4 / 4 Points

The Hazard Mitigation Plan (HMP) is required by state code as a condition of emergency assistance. In the coastal region, it is important for the HMP to specifically address coastal storm hazards by identifying what locality resources and areas are at risk, to enable the locality to take actions to reduce future risks. Furthermore, having an HMP is essential to be eligible for certain grants and funding related to coastal storm hazards.

Points		Scoring Metric	Notes
1		a. The locality's HMP specifically addresses coastal resilience.	See generally <a href="#">2022 DRAFT Richmond-Crater Hazard Mitigation Plan</a> - specifically, see the discussion of resiliency on p. 6-23 and 6-24.
1		b. The locality is engaging in regional coordination for Hazard Mitigation through a regional plan.	See generally <a href="#">2022 DRAFT Richmond-Crater Hazard Mitigation Plan</a> .
1		c. The locality's HMP details how the locality collaborates with VDEM, DCR Floodplain Management or SHMO.	See generally <a href="#">2022 DRAFT Richmond-Crater Hazard Mitigation Plan</a> , which mentions VDEM and DCR throughout.
1		d. The locality's HMP is approved by FEMA, was developed with meaningful public engagement with socially vulnerable communities and is formally adopted by locality governing body.	<a href="#">FEMA Hazard Mitigation Plan Status</a> . See also <a href="#">Richmond-Crater Hazard Mitigation Plan</a> Executive Summary on p. 1-1.

## 2) RISK ASSESSMENT AND EMERGENCY MANAGEMENT

### 2.5 RESIDENT EMERGENCY PREPAREDNESS:

**3 / 4 Points**

Well-organized emergency preparedness plans save lives and property and help ensure that localities can act in sufficient time. They contribute to faster and more efficient post-hazard recovery. Preparedness for vulnerable populations includes ensuring that residents have the opportunity to learn swimming and water safety skills. Communities should consider participating in regional, national, or state-wide outreach events such as Hurricane Preparedness Week.

Points		Scoring Metric	Notes
1	CRS	a. Locality has a current resident emergency preparedness plan, updated within the last five years, which identifies resident emergency preparedness risks and needs, including knowledge of water safety.	Emergency Operations Plan , pg. 82.
1	CRS	b. Locality conducts community outreach at least once a year to inform residents about community emergency preparedness.	<p>Per p. 11 of the <a href="#">Hopewell Executive Summary</a> (from the Richmond-Crater Hazard Mitigation Plan), locality staff are engaged in an ongoing, medium-priority effort to “[d]istribute brochures and use other means to educate the public regarding preparedness and mitigation.”</p> <p>Per locality staff, this outreach focuses on emergency preparedness and occurs at least once a year. Emergency Operations Plan does not mention.</p>
0	CRS	c. Locality engages resident groups, including schools, hospitals, and other groups, in testing preparedness through emergency drills, disaster simulations, and planning workshops.	Emergency Operations Plan does not detail this kind of community engagement.
1	CRS	d. Locality has implemented early warning signals/systems/emergency warning tools for its residents, particularly those most vulnerable.	<p>Hopewell provides emergency notices through <a href="#">CodeRED Citizen Notification Service</a>, which sends phone notifications to subscribers.</p> <p>Locality staff further provided that weather alerts are automated – every time there’s a storm, it is mapped and issues a warning immediately through CodeRED.</p>

**TOTAL SCORE FOR SECTION 2:**

**16 / 20 POINTS**






### 3) INFRASTRUCTURE RESILIENCE

#### 3.1 STORMWATER INFRASTRUCTURE:

3 / 4 Points

Stormwater management is regulated by state law, which requires localities either create and operate a stormwater management program or request the state to operate its stormwater management program. Local ordinances must comply with the Virginia Stormwater Management Act and regulations, as well as the Virginia Erosion and Sediment Control Law. Additional stormwater management and flood risks are typically handled at the local level through environmental regulation, site plan approval, and subdivision approval. Localities that go beyond the minimum state requirements are better able to manage stormwater and increase their resilience to coastal storm hazards. Stormwater infrastructure may include use of bioswales, dry ponds, retention basins, rainwater management systems, low impact development, rainwater collection and management systems, green infrastructure, rooftop gardens, and green and open spaces.

Points		Scoring Metric	Notes
1	\$\$\$ 	a. Locality offers at least one official incentive for private property activities that manage stormwater.	Hopewell administers a stormwater enterprise fund and offers utility fee credits to any person who installs and achieves a reduction in stormwater flow and pollutant loadings. City Code Ch. 14, Art. III., Sec. <a href="#">14-39</a> & 14-41.
1		b. Locality funds stormwater management projects through stormwater utility fees, user fees, grants, or other creative funding mechanisms.	Hopewell's stormwater utility fee funds construction and operation of new stormwater control facilities and the cost of administration of the city's stormwater program (now in its sixth year), among other things. <a href="#">Hopewell City website</a> , <a href="#">Stormwater FAQ</a> and City Code Ch. 14, Art. III., Sec. <a href="#">14-39</a> .
1		c. Locality implements one or more stormwater BMPs on public property for educational demonstration, as shown by signage, tours, or other information.	Hopewell conducts <a href="#">a Tree Stewards Program and Resident Workshops</a> , in addition to a <a href="#">stormwater runoff education campaign</a> which uses signage, brochures and door hangers.
0		d. Locality stormwater policy goes above and beyond the minimum state requirements.	Despite <a href="#">comparatively low stormwater management prices</a> , per locality staff, Hopewell matches and does not go beyond minimum state requirements.

### 3.2 CRITICAL TRANSPORTATION INFRASTRUCTURE:

2 / 4 Points

An evaluation of critical transportation infrastructure allows a locality to understand its capacity and preparedness for coastal storm hazards. Although most localities do not manage their own roads, as this is handled at the state level, they nevertheless do have the ability to identify their transportation needs and priorities.

Points	Scoring Metric	Notes
1	a. Locality has identified critical transportation infrastructure and assessed its vulnerability within the last 5 years.	Per locality staff, critical transportation infrastructure is assessed from a regional perspective. The <a href="#">2022 Draft Richmond-Crater Hazard Mitigation Plan</a> discusses the region's transportation infrastructure vulnerabilities and highlights Hopewell's 2017 mitigation action involving stream channel and road embankment stabilization along the City's primary emergency route and its work along Winston Churchill Drive between High Avenue and Arlington Road to protect adjacent residences. See pgs. 260, 30, 60, 73, 118, 131.
0	b. Locality has developed a plan to protect critical transportation infrastructure within the last 5 years.	Per locality staff, Hopewell has developed a plan to protect underground infrastructure systems like pipes, but not transportation infrastructure.
1	c. Locality has a plan available and has informed residents which critical transportation infrastructure to utilize in the case of coastal storm hazards.	Per locality staff, Hopewell takes an "all hazards approach" and plans to use the Code Red system and social media in case of an emergency. Per the <a href="#">2022 Draft Richmond-Crater Hazard Mitigation Plan</a> , Hopewell has substantially completed a mitigation action involving stream channel and road embankment stabilization along the City's primary emergency route. pg. 260.
0	d. Locality has a contingency plan for critical transportation infrastructure. This plan has been created and/or updated in the past 5 years.	Per locality staff, Hopewell does not have a contingency plan for critical transportation infrastructure.

### 3) INFRASTRUCTURE RESILIENCE

#### 3.3 WATER SUPPLY AND WASTEWATER MANAGEMENT : 0 / 4 Points

Communication and coordination between a locality and its municipal water utility and wastewater utility enable a coordinated, cohesive, and synchronized response to a coastal storm hazard.

Points	Scoring Metric	Notes
0	a. Locality conducts an assessment of its drinking water supply and wastewater management, both public sources and private well owners, to identify vulnerabilities to coastal storm hazards.	Per locality staff, since the water system has gone down five times since 2017, the locality has assessed vulnerabilities.  Response requested from Virginia American Water, not yet received.
0	b. Locality water supply plan addresses coastal flooding and hazard events to assure safe drinking water supply and water conservation.	The Appomattox River Water Authority (ARWA) Water Supply Plan (2011) also notes the flooding of Hopewell's raw water pump station caused by Hurricane Isabel in 2003 (pg. 423)  Response requested from Virginia American Water, not yet received.
0	c. Locality conducts a resident education program on safe drinking water to assure post-event public health and safety.	No information found.  Response requested from Virginia American Water, not yet received.
0	d. Locality communications with municipal water and wastewater utility, to manage ongoing challenges to safe water, including during and after a storm, Alternatively or additionally, the locality has established methods of communication with private well and water system owners, to ensure all are informed about how they can increase their water system resiliency.	Per locality staff, since the water system has gone down five times since 2017, the locality has spent many hours with private water companies to ensure improvements to water system resilience.  Response requested from Virginia American Water, not yet received.

### 3.4 CRITICAL INFRASTRUCTURE FOR EMERGENCY SERVICES: 2/ 4 Points

An evaluation of critical infrastructure for emergency services including shelters, emergency facilities, medical, electrical, and other essential services that allows a locality to understand its capacity and preparedness for coastal storm hazards. Critical infrastructure ensures that socially vulnerable populations, not just those who can afford it, will have access to quality drinking water, electricity, food, and shelter.





Points	Scoring Metric	Notes
0	a. Locality identifies critical infrastructure for emergency services and assessed its vulnerability within the last 5 years.	Per locality staff, the 2020 Updated Emergency Operations Plan identifies and assesses vulnerabilities for critical infrastructure for emergency services.  Emergency Operations Plan does not appear to speak to a vulnerability assessment.
0	b. Locality has a plan to protect critical infrastructure from storms within the last 5 years, including outreach to private well and private water system owners about how they can protect and increase their water system resiliency.	No information found, not mentioned in Emergency Operations Plan.
1	c. Locality informs residents which critical infrastructure they should use during coastal storm hazards.	Per locality staff, Hopewell does not publish lists of shelters but informs citizens of specific shelters to use depending on the type and severity of the hazard.
1	d. Locality has a contingency plan for continuing services. This plan has been developed or updated in the last 5 years.	Per locality staff, the most recent continuity of operations plan was implemented during the COVID-19 Pandemic.  Emergency Operations Plan, see page 65 (Mass Care, Housing, Human Resources).

### 3) INFRASTRUCTURE RESILIENCE

#### 3.5 NATURAL AND NATURE-BASED FEATURES:

3 / 4 Points

Natural and nature-based features (NNBF) are features that define natural coastal landscapes and are either naturally occurring or have been engineered to mimic natural conditions. Examples include beaches and dunes; vegetated forest buffers, salt marshes, freshwater wetlands, and submerged aquatic vegetation; oyster reefs; and barrier islands. Green infrastructure (GI) is similar and complementary, and uses vegetation, soils, and other elements and practices to restore some of the natural processes required to manage water and create healthier urban environments. At the city or county scale, green infrastructure is a patchwork of natural areas that provides habitat, flood protection, cleaner air, and cleaner water. At the neighborhood or site scale, stormwater management systems that mimic nature soak up and store water. Both NNBF and GI may be undertaken by a community in a variety of ways.

Points		Scoring Metric	Notes
1		a. Locality has identified natural and nature-based features that are protective and can assist with coastal resilience.	Hopewell has identified natural assets including wetlands, shorelines, floodplains, shrinking and swelling soils, and the Appomattox River Walk (Hopewell Comprehensive Plan, pg. 33). Per locality staff, Hopewell also plans to periodically send engineers to identify wetlands that can assist with coastal resilience.
1		b. Locality has developed plans and policies that use natural and nature-based features to enhance coastal resilience.	Per locality staff, Hopewell enforces the VA Department of Conservation Shoreline Manual when considering tree removal and development proposals near city shorelines. Also see Hopewell Comprehensive Plan; pg. 251, 279-280.
1		c. Locality is implementing projects that are in accordance with the plans and policies developed to utilize natural and nature-based features to increase coastal resilience.	Per locality staff, Hopewell's Urban Tree Canopy Program plants trees in strategic areas throughout the City such as public parks, along public right of way, and at school facilities. The program includes major stream restoration efforts and continues smaller planting efforts like introducing bald cypress trees to the Appomattox River Shoreline. The City has hosted multiple tree give-away events to encourage property owners to increase tree canopy on their own, rain barrel workshops, assisted private landowners with adding rain gardens to their properties, and established "conservation corners". See <a href="#">Restoration Design Services, Hopewell Restoration Project - Chesapeake Bay Foundation</a> .
0	\$\$\$ 	d. Locality offers incentives for the use of natural and nature-based features to increase coastal resilience.	Not currently. Per locality staff, Hopewell is considering multiple incentives for the use of natural and nature based features to increase coastal resilience, including changing parking requirements and asphalt paving requirements in industrial areas.

TOTAL SCORE FOR SECTION 3:

10 / 20 POINTS

## 4) PLANNING FOR RESILIENCE


### 4.1 BUDGET, FUNDING AND STATE & FEDERAL ASSISTANCE: 3/4 Points

Coastal hazard mitigation efforts, when properly funded, can reduce or prevent damage and decrease costs from storm damage. To ensure proper funding a locality can budget for mitigation efforts, assess the potential economic impact from a coastal storm hazard, and identify sources of funding for mitigation projects.

Points		Scoring Metric	Notes
1		a. Locality has incorporated into its Capital Improvement Plan (CIP) funding for coastal resilience. Projects could include upgrading critical infrastructure, water and wastewater systems, and/or food and health systems, with priority for needs of vulnerable populations.	Per locality staff, there are critical infrastructure projects in the Capital Improvement Plan.  CIP includes green infrastructure, marina, and parks projects.
1	\$\$\$	b. Locality has conducted an economic impacts assessment of coastal storm hazards.	<a href="#">The Richmond-Crater Hazard Mitigation Plan</a> addresses the History of Flood Events and Damages from 2011-2020 (Table 5.3); Flood Damage to Property and Crops, 1993-2020 (Table 5.4); Repetitive Flood Losses and Severe Repetitive Flood Losses (Table 5.7); Repetitive Flood Loss Area Descriptions (Table 5.8); Hazus 100-Year Flood Damage Vulnerability Results (Table 5.9); Annualized Flood Events and Losses, 1993-2020 (Table 5.10).  The Plan comprehensively addresses the threat of storms, flooding, and winds.
1		c. Locality has identified specific actions for coastal resilience (pre/post-flooding mitigation) in Hazard Mitigation Plan.	In the <a href="#">Hazard Mitigation Plan's Executive Summary for Hopewell</a> , Hopewell identifies pre and post-flooding mitigation (p. 9-13). The <a href="#">2022 DRAFT Hazard Mitigation Plan</a> incorporates pre and post-flooding mitigation steps as well (p. 427-445), approved and scheduled for ratification at September 2022 City Council Meeting.
0	\$\$\$	d. Locality has identified funding for non-CIP coastal resilience projects, including priority needs of vulnerable populations impacted by coastal storm hazards.	Per locality staff, the locality has not identified funding for non-CIP coastal resilience projects, including priority needs of vulnerable populations impacted by coastal storm hazards.

### 4.2 COASTAL RESILIENCY IN COMPREHENSIVE PLAN: 1/4 Points

A comprehensive plan is a locality's vision for future land use, development, adaptation, and resilience. Coastal resilience can be addressed in comprehensive plans by incorporating elements such as green infrastructure, open space preservation, infill development, the National Flood Insurance Program (NFIP), the Community Rating System (CRS), and stormwater management. The ideal comprehensive plan identifies equity and the need to identify and support socially vulnerable populations as a priority for resilience, as well as a priority preference for restoration, green infrastructure and connectivity.

Points		Scoring Metric	Notes
0		a. The comprehensive plan discusses how community engagement around coastal resilience informed the plan.	<a href="#">Comprehensive Plan</a> was developed via required public input and participation (see Chapter I, p. 9-14, detailing citizen participation), but not specific to coastal resilience.
0		b. The comprehensive plan includes clear discussion of coastal resilience and coastal storm hazards and incorporates assessments to inform the development of policies to reduce vulnerability to coastal storm hazards.	<p>Chapter XI, Section 3 of <a href="#">Comprehensive Plan</a> discusses the City's Areas of Environmental Vulnerability, including subsections on the City's Floodplains, Wetlands, Soils, Watersheds, Water Supply, and Shoreline.</p> <p>Further, Chapter XI, pp. 12 and 14 specifically note that the shorelines around the Appomattox and James Rivers may suffer erosion during major storm events.</p> <p>However, the Comprehensive Plan does not include a <i>clear</i> discussion of coastal resilience/coastal storm hazards, nor does it identify coastal resilience as a priority.</p> <p>Locality staff agreed with this analysis; however, they clarified that – due to Hopewell's location on a bluff – coastal flooding is not as pressing an issue as it may be for other localities that participate in the RAFT. Locality staff further noted that the Comprehensive Plan was drafted with the aid of the planning commission, consultants, and several other stakeholders, and would have included a discussion of coastal resilience/storm hazards had those parties deemed it necessary (however, because the risk is lower, a full discussion was not included).</p>
1		c. The comprehensive plan includes goals and objectives for preserving and protecting natural resources that mitigate coastal storm hazards.	<p>Chapter XI, p. 41 of <a href="#">Comprehensive Plan</a> discusses Hopewell's shoreline preservation strategies, noting: "The recommended shoreline strategies for Hopewell can provide effective shore protection but also have the added distinction of creating, preserving, and enhancing wetland, beach, and dune habitat. These habitats are essential to addressing the protection and restoration of water quality and natural resources within the Chesapeake Bay watershed."</p> <p>Further, the 4th section of the "Vision and Goals for Hopewell" listed in Chapter II, p. 13, states the following goal: "Conserve, protect, renew, and enhance the City's environmental resources, placing the highest emphasis on the intrinsic value of its river frontage, stream valleys, wetlands, and vulnerable ecologically sensitive areas."</p>

0

d. The comprehensive plan addresses impacts on critical infrastructure and essential services from coastal storm hazards, particularly for impacts affecting socially vulnerable populations.

Comprehensive Plan addresses storm impacts on critical infrastructure and essential services as follows:

- Chapter VII, p. 3: “[M]any ... local streets are under-built, having limited stormwater ... infrastructure.”
- Chapter II, p. 12: Hopewell’s land use goals include “[d]evelop[ing] and implement[ing] a City-wide stormwater management (SWM) master plan.”
- Chapter II, p. 25: Hopewell’s emergency preparedness goals include “develop[ing] a comprehensive strategy and action plan to address water supply emergencies.”
- Chapter II, p. 22: Hopewell’s transportation goals include “[e]stablish[ing] programs to promote, serve, and coordinate the transportation needs of underserved City populations.”

However, these observations are not related to coastal storm hazards specifically.

Again, locality staff agreed with this assessment, but noted that impacts from coastal storm hazards are less of a concern due to Hopewell’s location on a bluff (which is why a more detailed discussion of coastal storm impacts was not included in the Plan).



## 4) PLANNING FOR RESILIENCE

### 4.3 LAND USE ORDINANCES:

2/ 4 Points

A locality's land use ordinances (such as zoning, subdivision, and floodplain) should enact the locality's vision and policies laid out in its comprehensive plan. Land use ordinances can be used to conserve and protect natural resources, ecosystems, agricultural lands, and areas vulnerable to flooding. Localities are required to enact Chesapeake Bay Preservation Act ordinances and going beyond these ordinances provides greater resilience.

Points		Scoring Metric	Notes
1	CRS	a. Locality land use regulations protect areas vulnerable to flooding by limiting development inside the floodplain or encouraging development outside the floodplain.	Appendix A. Article XV(A) – Floodplain District. “Restricting or prohibiting certain uses, activities, and development from locating within districts subject to flooding; Requiring all those uses activities and developments that do occur in flood-prone districts to be protected and/or flood-proofed against flooding and flood damage; and Protecting individuals from buying land and structures which are unsuited for intended purposes because of flood hazards.”
1	CRS	b. Locality land use regulations protect areas vulnerable to flooding by setting higher standards in existing flood zones or by designating additional flood zones beyond those designated by FEMA.	Appendix A. Article XV(D). — Abrogation and greater restrictions. “To the extent that the provisions are more restrictive, this ordinance supersedes any ordinance currently in effect in flood-prone districts. To the extent that any other existing law or regulation is more restrictive or does not conflict it shall remain in full force and effect.”
0	CRS	c. Locality land use regulations protect areas vulnerable to flooding by setting buffers, including open space.	Per locality staff, there are no other buffers outside of the Resource Management Area.
0	CRS	d. Locality land use regulations protect areas vulnerable to flooding by using setbacks to protect flood-prone areas.	Per locality staff, there are no additional setbacks other than RPA and RMA.

#### 4.4 INCENTIVES FOR COASTAL RESILIENCE:

2/ 4 Points

Incentive programs encourage infill development and protect open spaces, while protecting flood-prone areas and critical ecosystems. Incentives should be developed with community input, with particular attention to consulting agencies and organizations working with or providing services to lower income and vulnerable populations as well as agencies and organizations working to build community resilience.

Points		Scoring Metric	Notes
1	\$\$\$	a. Locality offers an incentive for achieving coastal resilience goals: (1) discourage development in areas prone to flooding; (2) protect critical ecosystems; (3) encourage sustainable development; (4) improve resilience in high-risk areas; and (5) preserve natural assets.	(1): Hopewell limits development in flood prone areas as defined by the CBPA – Resource Protection (RPAs) and Management Areas (RMAs) – to redevelopment of existing structures, boathouses and recreation. Point sources of pollution are not to be established in these floodplains. ( <a href="#">Hopewell Zoning Ordinance, Article XV and XVI</a> ); Hopewell Comprehensive Plan, pg. 276).  (2): Hopewell plans to mandate high environmental standards for development (HCP Goal 4 (pg. 38)). Protection foci include eroding shorelines (pg. 35), water quality against pollution (pg. 122) and sensitive lands (pg. 262).
1	\$\$\$	b. Locality offers a second incentive for achieving the goals listed above.	(5): Hopewell hopes to preserve natural assets by ensuring the cleanliness of the river and requiring development consider terrain and soils, etc. (Hopewell Comprehensive Plan, pg. 35).
0	\$\$\$	c. Locality offers three or more incentives for achieving the goals listed above.	(3): Hopewell hopes to encourage sustainable development through reducing commercial sprawl (Hopewell Comprehensive Plan, pg. 65) and zoning enhancements/neighborhood planning (pg. 67). Per locality staff, the city does not offer incentives for sustainable development beyond the CBPA.
0	\$\$\$	d. Locality develops incentives in consultation with agencies and organizations working with socially vulnerable populations.	Per locality staff, incentives were not developed in consultation with agencies and organizations working with socially vulnerable populations.

## 4) PLANNING FOR RESILIENCE

### 4.5 NATURAL RESOURCE PRESERVATION:

**2/ 4 Points**

Natural resources are important to the locality's economy, environment, and quality of life. Natural resources also can help protect against coastal storm hazards and minimize damage from coastal storm events. The preservation of these critical natural resources is paramount to providing resilience for a coastal locality during these events. These actions should go beyond the required Chesapeake Bay Preservation Act Ordinance.

Points		Scoring Metric	Notes
1	CRS	a. Locality has identified and mapped natural resources that are important for broad ecosystem health and which are at risk of being lost due to flooding and coastal storm hazards.	<p>Per locality staff, except for the city's Flood Insurance Rate Map (FIRM) (see <a href="#">Hopewell Comprehensive Plan</a>, pg. 243), Hopewell has not identified or mapped natural resources that are important for broad ecosystem health which are at risk of being lost due to flooding and coastal storm hazards (e.g. riparian buffers and wetlands).</p> <p>However, Friends of the Lower Appomattox have mapped and identified resources and work closely with City staff.</p>
0	CRS	b. Locality has developed plans and policies that preserve and restore natural resources to increase coastal resilience.	No, but Re: CBPA – City stated its desire to do so in the Comprehensive Plan. See 4.15–Implementation of CBP Act (pg. 38).
1		c. Locality has programs with residents, civic organizations, and nonprofit organizations to educate the community about the natural resource preservation plan and engage them in helping to implement the plan.	<p>Re: CBPA – City stated its desire to do so in the Comprehensive Plan., See HCP 4.3–to pursue public education efforts about the CBP Act (pg. 37).</p> <p>Friends of the Lower Appomattox are doing work to educate the community and liaise with City staff.</p>
0		d. Locality is funding actions that implement the natural resource preservation plan.	No, but Re: CBPA – see HCP 4.15–Implementation of CBP Act (pg. 38). Also see improving signage (pg. 40), prioritization of funding for critical RPA maintenance (pg.272).

**TOTAL SCORE FOR SECTION 4:**

**10/ 20 POINTS**

## 5) COMMUNITY ENGAGEMENT, HEALTH, AND WELL-BEING

### 5.1 PUBLIC INVOLVEMENT IN RESILIENCE PLANNING:

0 / 4 Points

For community resilience, it is important to use meaningful engagement strategies where residents are able to provide feedback and suggestions through meetings, workshops, and surveys. To reach people of color and the elderly, media and social media that serves these populations is effective. Public engagement enables residents and other stakeholders to provide input to the locality. Better informed residents are better able to ensure their locality remains resilient to coastal storm hazards.

Points		Scoring Metric	Notes
0		a. Locality has a written policy regarding the role of residents and businesses, schools and educators, institutional, nonprofit, faith-based communities veterans, and other stakeholders in coastal resilience.	Per locality staff, there is no written policy.  For several of the below items, there are efforts in progress via One Hopewell.
0	CRS	b. Locality has staff dedicated to public engagement on coastal resilience, including a standing committee that addresses coastal resilience as part of its work.	Per locality staff, there is a very active LAPC; however, it addresses all hazards, not coastal resilience specifically.
0	CRS	c. Locality holds at least one public meeting per year, including one in vulnerable resident areas to address coastal resilience issues and posts the results of the public meetings. For 75-150,000, at least two such public meetings per year; for 150,000+ at least three per year.	Per locality staff, the locality does not hold at least one public meeting per year to address coastal resilience issues.
0	CRS	d. Locality informs and engages vulnerable population about coastal resilience by using website, social media, media serving people of color and minorities, and faith-based organizations to enable them to provide suggestions about issues and strategies.	Per locality staff, the locality does not inform and engage vulnerable populations about coastal resilience using their website, social media, media serving people of color and minorities, and faith-based organizations to enable them to provide suggestions about issues and strategies.

### 5.2 PROVIDING RESILIENCE INFORMATION TO THE PUBLIC: 1 / 4 Points

The public needs free and open access to information related to coastal resilience and planning. Information sharing allows residents to understand their risks and the importance of resilience. Information should be shared easily and presented in a manner which is clear and easy to understand, and easy to access in ways that reach different populations in the community.

Points		Scoring Metric	Notes
0	CRS	a. Locality provides to the public localized user-friendly information on coastal resilience, in digital and non-digital formats and in multiple languages where appropriate based on demographics.	Per locality staff, the locality does not provide to the public localized user-friendly information about coastal resilience.
0	CRS	b. Locality provides to the public localized user-friendly information on coastal resilience, on a website (e.g., interactive maps).	Per locality staff, the locality does not provide to the public localized user-friendly information about coastal resilience on a website.
1	CRS	c. Locality provides localized user-friendly information on coastal resilience in public spaces (e.g., public offices or library).	Per locality staff, the locality provides some information about flooding and flooding risks in the Public Development Office. This information is FEMA

information about flooding. The locality also provides a planning guide to the public about personal preparedness in the event of disasters.

- 0     \$\$\$     d. Locality provides the public with localized, user-friendly information about economic costs and risks associated with coastal storm hazards.

[The Richmond-Crater Hazard Mitigation Plan](#) addresses the History of Flood Events and Damages from 2011-2016 (Table 5-6); Flood Damage to Property and Crops, 1993-2016 (Table 5-7); TEIF 2.0 (Oct 2016) Flood Risk (Table 5-11); Annualized Flood Events and Losses, 1993-2016 (Table 5-12); History of Wind Events and Damages, 2011-2016 (Table 5-14); Annualized Thunderstorm (with Hail and Lightning) Events and Losses, 1956-2016 (Table 5-23).

The Plan comprehensively addresses the threat of storms, flooding, and winds. It does not, however, address the hazard of stormwater flooding.

Per locality staff, the locality does not provide the public with localized, user-friendly information about economic costs and risks associated with coastal storm hazards.

## 5) COMMUNITY ENGAGEMENT, HEALTH, AND WELL-BEING

### 5.3 NETWORKS FOR RESILIENCE:

**1 / 4 Points**

Developing resident leaders and strong volunteer networks are important aspects of building a locality's health and wellness resilience. Leaders can be responsible for informing residents, expressing resident concerns, and assisting with local preparedness. Leaders can be called on during emergencies to assist residents in need and to assist with post-hazard recovery. Communities can build this capacity by offering volunteer opportunities to cultivate experienced, local responders.

Points	Scoring Metric	Notes
1	a. Locality supports and invests in community-led initiatives on coastal resilience.	Per p. 194 of the <a href="#">Virginia Coastal Resilience Master Plan</a> , Hopewell is partnering with FOLAR (Friends of the Lower Appomattox River) to develop "a 25-mile blueway and greenway that will span through six localities bordering the lower Appomattox River."
0	b. Locality offers training opportunities and education opportunities for resident leaders or volunteers to educate residents on what they can do to increase their resilience on individual properties or in neighborhoods.	Per locality staff, nonprofit organizations may offer such training, but Hopewell itself does not. Hopewell does make brochures available about knowing one's risk for coastal storm hazards, but does not offer education opportunities beyond that.

0	c. Locality supports resident leaders or volunteers in community education and outreach efforts about coastal resilience by providing them with materials, speakers for gatherings, or support for resident action projects.	Per locality staff, Hopewell makes brochures about flooding generally available and also provides a manual about how to remove invasive species/mitigate shore erosion issues to individuals located along the bluff area. However, the City does not otherwise work with local leaders to provide them with additional materials.
0	d. Locality highlights the work of resident leaders or volunteers in supporting and advancing coastal resilience, on its website, through social media, Facebook, awards, or other means.	Per locality staff, no. This is a One Hopewell priority.

#### 5.4 RESILIENT COMMUNITY SYSTEMS:

4/ 4 Points

If a community's food, health, and medicine systems are not resilient before a storm, then the community may face a substantially longer recovery. Food, health, and medicine systems must be sustained before, during and after storm events, and are dependent on critical systems, including transportation and utilities. Lower-income and minority populations often already struggle to access food, health, and medicine, and are among the vulnerable populations during a coastal storm hazard.

Points	Scoring Metric	Notes
1	a. Locality has emergency plans for provision of food, health, and medicines to residents, through its comprehensive, hazard mitigation, or other plans.	Such emergency plans are not addressed in the Comprehensive Plan or regional Hazard Mitigation Plan; however, they are addressed in Hopewell's Emergency Operations Plan.
1	b. Locality has plans for providing food to vulnerable populations, has areas for improvement, has developed partnerships to address these needs, and has provided information to residents on how to access food during emergencies and coastal storm events.	Yes – per locality staff, Hopewell complies with FEMA Emergency Support Function (ESF) 6 requirements for mass care, emergency assistance, housing, and human services, which include the provision of food and medical care to residents that need assistance during/after emergencies. Hopewell also complies with ESF 14 requirements for long-term community recovery and mitigation – locality staff noted that there is a regional long-term recovery plan (developed by a contractor), and that they are in the process of localizing that plan.
1	c. Locality has plans for providing healthcare to vulnerable populations, has areas for improvement, has developed partnerships to address these needs, and has provided information to residents on how to access healthcare during emergencies and coastal storm hazards.	Yes – per locality staff, Hopewell complies with FEMA Emergency Support Function (ESF) 6 requirements for mass care, emergency assistance, housing, and human services, which include the provision of food and medical care to residents that need assistance during/after emergencies. Hopewell also

			complies with ESF 14 requirements for long-term community recovery and mitigation – locality staff noted that there is a regional long-term recovery plan (developed by a contractor), and that they are in the process of localizing that plan.
1	d.	Locality has plans for providing medicine to vulnerable populations, areas for improvement, has developed partnerships to address these needs, and has provided information to the public on how to access medicine during emergencies and coastal storm hazards.	Yes – per locality staff, Hopewell complies with FEMA Emergency Support Function (ESF) 6 requirements for mass care, emergency assistance, housing, and human services, which include the provision of food and medical care to residents that need assistance during/after emergencies. Hopewell also complies with ESF 14 requirements for long-term community recovery and mitigation – locality staff noted that there is a regional long-term recovery plan (developed by a contractor), and that they are in the process of localizing that plan.

## 5) COMMUNITY ENGAGEMENT, HEALTH, AND WELL-BEING

### 5.5 SOCIAL EQUITY IN COMMUNITY RESILIENCE: 4 / 4 Points

To ensure that socially vulnerable and underserved populations do not experience disproportionate impacts from flooding and coastal hazards, a locality needs to be able to predict how its residents may fare during a coastal storm hazard event, and then help those who are most vulnerable. One key measure that can be useful to localities in this effort is the metric for “deaths of despair”— or the prevalence of suicide, cirrhosis of the liver, and overdoses – which can serve as a proxy for the locality’s physical and mental health, as persons who are suffering from depression and addictions are less likely to be able to respond effectively during flooding events. A locality with good physical and mental health will be better able to respond effectively to new or changing conditions as well as to recover from stressful events.

Points	Scoring Metric	Notes
1	a. Locality maintains data on community physical and mental wellbeing and challenges through specific metrics, such as the metrics for “deaths of despair” (suicide, cirrhosis of the liver, overdoses).	Hopewell actively maintains Building Blocks, an app to map various data sets from federal, state and local data sources. <a href="#">11-16-20 Hopewell City Council Minutes</a> . Per locality staff, metrics include census, demographics, police and fire calls, code violations, housing voucher use, alcoholism, overdoses, and COVID-19. Hopewell also maintains data on diabetes, smoking and alcoholism from the City Health Dashboard.
1	b. Locality has met at least once with community partners to identify “trusted messengers” for communicating with vulnerable populations.	An example provided by locality staff was partnership with the Hispanic Community Liaison and the Mexican Consulate, who assisted the city in translating COVID-19 information flyers and conducting the census.
1	c. Locality has identified, or maps its vulnerable neighborhoods, and has done this in partnership with NGOs, faith-based organizations, and its health and community services board.	Per locality staff, Hopewell has mapped minority and low-income populations, and is working to map fire hazards and hunger through the Building Blocks app. Hopewell worked to map areas with less than favorable health outcomes during the COVID pandemic to assist with PPE distribution.  The city does have a map of health-vulnerable populations that was done as part of the Covid-19 pandemic response.
1	d. Locality has a plan with these NGOs, faith-based organizations, and health and community services board that helps its physically and mentally challenged vulnerable populations prepare for coastal flooding events, and that provides assistance to them during and after these events.	Per locality staff, Hopewell works with the Housing authority and its facilities to provide vulnerable and disabled residents and residents with other functional/access needs information and classes to be resilient in response to all hazards.

**TOTAL SCORE FOR SECTION 5:**

**10 / 20 POINTS**



# PUBLIC HEARING

PH-1



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:** Amendments to Article XV - Floodplain Ordinance

**ISSUE:** As required by the VA Department of Conservation (DCR), Federal Emergency Management Agency (FEMA), and the National Flood Insurance Program (NFIP), the City must update its Floodplain Ordinance to remain in compliance with DRC, FEMA, and NFIP policies and standards.

**RECOMMENDATION:** Staff and Planning Commission recommend repealing the existing Article XV-Floodplain District with the amended Article XV-Floodplain District, as presented.

**TIMING:** City Council action is requested on November 15, 2022.

**BACKGROUND:** The City last updated the Floodplain Ordinance seven years ago in 2015.

**FISCAL IMPACT:** None

**ENCLOSED DOCUMENTS:**

- Existing Article XV – Floodplain Ordinance
- Redlined Article XV – Floodplain Ordinance
- Proposed Amended Article XV – Floodplain Ordinance
- Staff Report

**STAFF:** Christopher Ward, Director, Department of Development

**SUMMARY:**

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

**FOR IN MEETING USE ONLY**

**MOTION:** \_\_\_\_\_

**Roll Call**

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**SUMMARY:**

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

<b>Y</b>	<b>N</b>	
<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"/>	Mayor Patience Bennett, Ward #7

## ARTICLE XV – FLOODPLAIN DISTRICT

### A. Purpose and Intent

The purpose of these provisions is to prevent: the loss of life and property, the creation of health and safety hazards, the disruption of commerce and governmental services, the extraordinary and unnecessary expenditure of public funds for flood protection and relief, and the impairment of the tax base by:

1. regulating uses, activities, and development which, alone or in combination with other existing or future uses, activities, and development, will cause unacceptable increases in flood heights, velocities, and frequencies;
2. restricting or prohibiting certain uses, activities, and development from locating within districts subject to flooding;
3. requiring all those uses, activities, and developments that do occur in flood-prone districts to be protected and/or flood-proofed against flooding and flood damage; and
4. protecting individuals from buying land and structures which are unsuited for intended purposes because of flood hazards.

This ordinance is adopted pursuant to the authority granted in 15.2-2280 of the Code of Virginia.

### B. Applicability

These provisions shall apply to all lands within the jurisdiction of the City of Hopewell and identified as areas of special flood hazard identified by the community or shown on the Flood Insurance Rate Map (FIRM) or included in the Flood Insurance Study (FIS) that are provided to the City of Hopewell by FEMA.

### C. Compliance and Liability

1. No land shall hereafter be developed and no structure shall be located, relocated, constructed, reconstructed, enlarged, or structurally altered except in full compliance with the terms and provisions of this ordinance and any other applicable ordinances and regulations which apply to uses within the jurisdiction of this ordinance.
2. The degree of flood protection sought by the provisions of this ordinance is considered reasonable for regulatory purposes and is based on acceptable engineering methods of study. Larger floods may occur on rare occasions. Flood heights may be increased by man-made or natural causes, such as ice jams and bridge openings restricted by debris. This ordinance does not imply that districts outside the floodplain district, or that land uses permitted within such district will be free from flooding or flood damages.
3. Records of actions associated with administering this ordinance shall be kept on file and maintained by the zoning administrator.
4. This ordinance shall not create liability on the part of City of Hopewell or any officer or employee thereof for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made thereunder.

## ARTICLE XV – FLOODPLAIN DISTRICT

### **D. Abrogation and Greater Restrictions**

To the extent that the provisions are more restrictive, this ordinance supersedes any ordinance currently in effect in flood-prone districts. To the extent that any other existing law or regulation is more restrictive or does not conflict it shall remain in full force and effect.

These regulations are not intended to repeal or abrogate any existing ordinances including subdivision regulations, zoning ordinances or building codes. In the event of a conflict between these regulations and any other ordinance, the more restrictive shall govern.

### **E. Severability**

If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance shall be declared invalid for any reason whatever, such decision shall not affect the remaining portions of this ordinance. The remaining portions shall remain in full force and effect; and for this purpose, the provisions of this ordinance are hereby declared to be severable.

### **F. Penalty for violations**

Any person who fails to comply with any of the requirements or provisions of this article or directions of the director of development or any authorized employee of the City of Hopewell shall be guilty of a Class 1 misdemeanor and subject to the penalties therefore.

The VA USBC addresses building code violations and the associated penalties in Section 104 and Section 115. Violations and associated penalties of the Zoning Ordinance of the City of Hopewell are addressed in Article XX of the Zoning Ordinance.

In addition to the above penalties, all other actions are hereby reserved, including an action in equity for the proper enforcement of this article. The imposition of a fine or penalty for any violation of, or noncompliance with, this article shall not excuse the violation or noncompliance or permit it to continue; and all such persons shall be required to correct or remedy such violations or non-compliances within a reasonable time. Any structure constructed, reconstructed, enlarged, altered or relocated in noncompliance with this article may be declared by the City of Hopewell to be a public nuisance and abatable as such. Flood insurance may be withheld from structures constructed in violation of this article.

### **G. Designation of the Floodplain Administrator**

The Floodplain Administrator also identified as the Zoning Administrator is hereby appointed by City Manager to administer and implement these regulations and is referred to herein as the Floodplain Administrator. The Floodplain Administrator may:

1. In the absence of a designated Floodplain Administrator, the duties are conducted by the City of Hopewell chief executive officer.
2. Delegate duties and responsibilities set forth in these regulations to qualified technical personnel, plan examiners, inspectors, and other employees.

## ARTICLE XV – FLOODPLAIN DISTRICT

3. Enter into a written agreement or written contract with another community or private sector entity to administer specific provisions of these regulations. Administration of any part of these regulations by another entity shall not relieve the community of its responsibilities pursuant to the participation requirements of the National Flood Insurance Program as set forth in the Code of Federal Regulations at 44 C.F.R. Section 59.22.

### H. Duties and Responsibilities of the Floodplain Administrator

The duties and responsibilities of the Floodplain Administrator shall include but are not limited to:

1. Review applications for permits to determine whether proposed activities will be located in the Special Flood Hazard Area (SFHA).
2. Interpret floodplain boundaries and provide available base flood elevation and flood hazard information.
3. Review applications to determine whether proposed activities will be reasonably safe from flooding and require new construction and substantial improvements to meet the requirements of these regulations.
4. Review applications to determine whether all necessary permits have been obtained from the Federal, State or local agencies from which prior or concurrent approval is required; in particular, permits from state agencies for any construction, reconstruction, repair, or alteration of a dam, reservoir, or waterway obstruction (including bridges, culverts, structures), any alteration of a watercourse, or any change of the course, current, or cross section of a stream or body of water, including any change to the 100-year frequency floodplain of free-flowing non-tidal waters of the State.
5. Verify that applicants proposing an alteration of a watercourse have notified adjacent communities, the Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management), and other appropriate agencies (VADEQ, USACE) and have submitted copies of such notifications to FEMA.
6. Advise applicants for new construction or substantial improvement of structures that are located within an area of the Coastal Barrier Resources System established by the Coastal Barrier Resources Act that Federal flood insurance is not available on such structures; areas subject to this limitation are shown on Flood Insurance Rate Maps as Coastal Barrier Resource System Areas (CBRS) or Otherwise Protected Areas (OPA).
7. Approve applications and issue permits to develop in flood hazard areas if the provisions of these regulations have been met, or disapprove applications if the provisions of these regulations have not been met.
8. Inspect or cause to be inspected, buildings, structures, and other development for which permits have been issued to determine compliance with these regulations or to determine if non-compliance has occurred or violations have been committed.

## ARTICLE XV – FLOODPLAIN DISTRICT

9. Review Elevation Certificates and require incomplete or deficient certificates to be corrected.
10. Submit to FEMA, or require applicants to submit to FEMA, data and information necessary to maintain FIRMs, including hydrologic and hydraulic engineering analyses prepared by or for the (community), within six months after such data and information becomes available if the analyses indicate changes in base flood elevations.
11. Maintain and permanently keep records that are necessary for the administration of these regulations, including:
  1. Flood Insurance Studies, Flood Insurance Rate Maps (including historic studies and maps and current effective studies and maps) and Letters of Map Change; and
  2. Documentation supporting issuance and denial of permits, Elevation Certificates, documentation of the elevation (in relation to the datum on the FIRM) to which structures have been flood proofed, inspection records, other required design certifications, variances, and records of enforcement actions taken to correct violations of these regulations.
12. Enforce the provisions of these regulations, investigate violations, issue notices of violations or stop work orders, and require permit holders to take corrective action.
13. Advise the Board of Zoning Appeals regarding the intent of these regulations and, for each application for a variance, prepare a staff report and recommendation.
14. Administer the requirements related to proposed work on existing buildings:
  - a. Make determinations as to whether buildings and structures that are located in flood hazard areas and that are damaged by any cause have been substantially damaged.
  - b. Make reasonable efforts to notify owners of substantially damaged structures of the need to obtain a permit to repair, rehabilitate, or reconstruct. Prohibit the non-compliant repair of substantially damaged buildings except for temporary emergency protective measures necessary to secure a property or stabilize a building or structure to prevent additional damage.
15. Undertake, as determined appropriate by the Floodplain Administrator due to the circumstances, other actions which may include but are not limited to: issuing press releases, public service announcements, and other public information materials related to permit requests and repair of damaged structures; coordinating with other Federal, State, and local agencies to assist with substantial damage determinations; providing owners of damaged structures information related to the proper repair of damaged structures in special flood hazard areas; and assisting property owners with documentation necessary to file claims for Increased Cost of Compliance coverage under NFIP flood insurance policies.



## ARTICLE XV – FLOODPLAIN DISTRICT

16. Notify the Federal Emergency Management Agency when the corporate boundaries of the (community) have been modified and:
  - a. Provide a map that clearly delineates the new corporate boundaries or the new area for which the authority to regulate pursuant to these regulations has either been assumed or relinquished through annexation; and
  - b. If the FIRM for any annexed area includes special flood hazard areas that have flood zones that have regulatory requirements that are not set forth in these regulations, prepare amendments to these regulations to adopt the FIRM and appropriate requirements, and submit the amendments to the governing body for adoption; such adoption shall take place at the same time as or prior to the date of annexation and a copy of the amended regulations shall be provided to Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management) and FEMA.
17. Upon the request of FEMA, complete and submit a report concerning participation in the NFIP which may request information regarding the number of buildings in the SFHA, number of permits issued for development in the SFHA, and number of variances issued for development in the SFHA.
18. It is the duty of the Community Floodplain Administrator to take into account flood, mudslide and flood-related erosion hazards, to the extent that they are known, in all official actions relating to land management and use throughout the entire jurisdictional area of the Community, whether or not those hazards have been specifically delineated geographically (e.g. via mapping or surveying).

### **I. Use and Interpretation of FIRMs**

The Floodplain Administrator shall make interpretations, where needed, as to the exact location of special flood hazard areas, floodplain boundaries, and floodway boundaries. The following shall apply to the use and interpretation of FIRMs and data:

1. Where field surveyed topography indicates that adjacent ground elevations:
  - a. Are below the base flood elevation, even in areas not delineated as a special flood hazard area on a FIRM, the area shall be considered as special flood hazard area and subject to the requirements of these regulations;
  - b. Are above the base flood elevation, the area shall be regulated as special flood hazard area unless the applicant obtains a Letter of Map Change that removes the area from the SFHA.

## ARTICLE XV – FLOODPLAIN DISTRICT

2. In FEMA-identified special flood hazard areas where base flood elevation and floodway data have not been identified and in areas where FEMA has not identified SFHAs, any other flood hazard data available from a Federal, State, or other source shall be reviewed and reasonably used.
3. Base flood elevations and designated floodway boundaries on FIRMs and in FISs shall take precedence over base flood elevations and floodway boundaries by any other sources if such sources show reduced floodway widths and/or lower base flood elevations.
4. Other sources of data shall be reasonably used if such sources show increased base flood elevations and/or larger floodway areas than are shown on FIRMs and in FISs.
5. If a Preliminary Flood Insurance Rate Map and/or a Preliminary Flood Insurance Study has been provided by FEMA:
  - a. Upon the issuance of a Letter of Final Determination by FEMA, the preliminary flood hazard data shall be used and shall replace the flood hazard data previously provided from FEMA for the purposes of administering these regulations.
  - b. Prior to the issuance of a Letter of Final Determination by FEMA, the use of preliminary flood hazard data shall be deemed the best available data pursuant to Section J.3. and used where no base flood elevations and/or floodway areas are provided on the effective FIRM.
  - c. Prior to issuance of a Letter of Final Determination by FEMA, the use of preliminary flood hazard data is permitted where the preliminary base flood elevations or floodway areas exceed the base flood elevations and/or designated floodway widths in existing flood hazard data provided by FEMA. Such preliminary data may be subject to change and/or appeal to FEMA.

### **J. Establishment of Floodplain Districts**

#### 1. Basis of Districts

The various floodplain districts shall include special flood hazard areas. The basis for the delineation of these districts shall be the Flood Insurance Study (FIS) and the Flood Insurance Rate Maps (FIRM) for City of Hopewell prepared by the Federal Emergency Management Agency, Federal Insurance Administration, dated July 16, 2015, as amended.

The City of Hopewell may identify and regulate local flood hazard or ponding areas that are not delineated on the FIRM. These areas may be delineated on a "Local Flood Hazard Map" using best available topographic data and locally derived information such as flood of record, historic high water marks or approximate study methodologies.

The boundaries of the SFHA Districts are established as shown on the FIRM which is declared to be a part of this ordinance and which shall be kept on file at the City of Hopewell offices.

## ARTICLE XV – FLOODPLAIN DISTRICT

1. The Floodway District is in an AE Zone and is delineated, for purposes of this ordinance, using the criterion that certain areas within the floodplain must be capable of carrying the waters of the one percent annual chance flood without increasing the water surface elevation of that flood more than one (1) foot at any point. The areas included in this District are specifically defined in Table 4 of the above-referenced FIS and shown on the accompanying FIRM.

The following provisions shall apply within the Floodway District of an AE zone [44CFR 60.3(d)]:

- a. Within any floodway area, no encroachments, including fill, new construction, substantial improvements, or other development shall be permitted unless it has been demonstrated through hydrologic and hydraulic analysis performed in accordance with standard engineering practice that the proposed encroachment will not result in any increase in flood levels within the community during the occurrence of the base flood discharge. Hydrologic and hydraulic analyses shall be undertaken only by professional engineers or others of demonstrated qualifications, who shall certify that the technical methods used correctly reflect currently-accepted technical concepts. Studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough review by the Floodplain Administrator.

Development activities which increase the water surface elevation of the base flood may be allowed, provided that the applicant first applies – with the City of Hopewell’s endorsement – for a Conditional Letter of Map Revision (CLOMR), and receives the approval of the Federal Emergency Management Agency.

If Section J.1. of this Article is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of Section Q.

- b. The placement of manufactured homes (mobile homes) is prohibited, except in an existing manufactured home (mobile home) park or subdivision. A replacement manufactured home may be placed on a lot in an existing manufactured home park or subdivision provided the anchoring, elevation, and encroachment standards are met.

- c. The **AE, or AH Zones** on the FIRM accompanying the FIS shall be those areas for which one-percent annual chance flood elevations have been provided and the floodway has **not** been delineated. The following provisions shall apply within an AE or AH zone [44 CFR 60.3(c)] where FEMA has provided base flood elevations

Until a regulatory floodway is designated, no new construction, substantial improvements, or other development (including fill) shall be permitted within the areas of special flood hazard, designated as Zones A1-30, AE, or AH on the FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase

## ARTICLE XV – FLOODPLAIN DISTRICT

the water surface elevation of the base flood more than one foot at any point within the City of Hopewell.

Development activities in Zones AI-30, AE, or AH on the City of Hopewell FIRM which increase the water surface elevation of the base flood by more than one foot may be allowed, provided that the applicant first applies – with the City of Hopewell’s endorsement – for a Conditional Letter of Map Revision, and receives the approval of the Federal Emergency Management Agency.

d. The **A Zone** on the FIRM accompanying the FIS shall be those areas for which no detailed flood profiles or elevations are provided, but the one percent annual chance floodplain boundary has been approximated. For these areas, the following provisions shall apply [44 CFR 60.3(b)]:

The Approximated Floodplain District shall be that floodplain area for which no detailed flood profiles or elevations are provided, but where a one percent annual chance floodplain boundary has been approximated. Such areas are shown as Zone A on the maps accompanying the FIS. For these areas, the base flood elevations and floodway information from federal, state, and other acceptable sources shall be used, when available. Where the specific one percent annual chance flood elevation cannot be determined for this area using other sources of data, such as the U. S. Army Corps of Engineers Floodplain Information Reports, U. S. Geological Survey Flood-Prone Quadrangles, etc., then the applicant for the proposed use, development and/or activity shall determine this base flood elevation. For development proposed in the approximate floodplain the applicant must use technical methods that correctly reflect currently accepted practices, such as point on boundary, high water marks, or detailed methodologies hydrologic and hydraulic analyses. Studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough review by the Department of Development and City Engineer.

The Floodplain Administrator reserves the right to require a hydrologic and hydraulic analysis for any development. When such base flood elevation data is utilized, the lowest floor shall be elevated to or above the base flood level plus eighteen (18) inches.

During the permitting process, the Floodplain Administrator shall obtain:

1. The elevation of the lowest floor (in relation to mean sea level), including the basement, of all new and substantially improved structures; and,
2. If the structure has been flood-proofed in accordance with the requirements of this article, the elevation (in relation to mean sea level) to which the structure has been flood-proofed.

Base flood elevation data shall be obtained from other sources or developed using detailed methodologies comparable to those contained in a FIS for subdivision proposals and other proposed development proposals (including manufactured home parks and subdivisions) that exceed fifty lots or five acres, whichever is the lesser

## ARTICLE XV – FLOODPLAIN DISTRICT

- a. The **AO Zone** on the FIRM accompanying the FIS shall be those areas of shallow flooding identified as AO on the FIRM. For these areas, the following provisions shall apply [44 CFR 60.3(c)]:
  - a. All new construction and substantial improvements of residential structures shall have the lowest floor, including basement, elevated to or above the flood depth specified on the FIRM, above the highest adjacent grade at least as high as the depth number specified in feet on the FIRM. If no flood depth number is specified, the lowest floor, including basement, shall be elevated no less than two feet above the highest adjacent grade.
  - b. All new construction and substantial improvements of non-residential structures shall
    - 1) have the lowest floor, including basement, elevated to or above the flood depth specified on the FIRM, above the highest adjacent grade at least as high as the depth number specified in feet on the FIRM. If no flood depth number is specified, the lowest floor, including basement, shall be elevated at least two feet above the highest adjacent grade; or,
    - 2) together with attendant utility and sanitary facilities be completely flood-proofed to the specified flood level so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
  - c. Adequate drainage paths around structures on slopes shall be provided to guide floodwaters around and away from proposed structures.
- b. The **Coastal A Zone** is labeled as AE on the FIRM; it is those areas that are seaward of the limit of moderate wave action (LIMWA) line. As defined by the VA USBC, these areas are subject to wave heights between 1.5 feet and 3 feet. For these areas, the following provisions shall apply:

Buildings and structures within this zone shall have the lowest floor elevated to or above the base flood elevation plus one foot of freeboard, and must comply with the provisions in Section J of this Article.
- c. The **VE or V Zones** on FIRMs accompanying the FIS shall be those areas that are known as Coastal High Hazard areas, extending from offshore to the inland limit of a primary frontal dune along an open coast or other areas subject to high velocity waves. For these areas, the following provisions shall apply [44 CFR 60.3(e)]:

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- a. All new construction and substantial improvements in Zones V and VE, including manufactured homes, shall be elevated on pilings or columns so that:
  - 1) The bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings or columns) is elevated to or above the base flood level plus eighteen (18) inches. If the lowest horizontal structural member is parallel to the direction of wave approach or elevated at least two feet above the base flood level if the lowest horizontal structural member is perpendicular to the direction of wave approach; and,
  - 2) The pile or column foundation and structure attached thereto is anchored to resist flotation, collapse, and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. Wind and water loading values shall each have a one percent chance of being equaled or exceeded in any given year (one-percent annual chance).
- b. A registered professional engineer or architect shall develop or review the structural design, specifications and plans for the construction, and shall certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of Section J.
- c. The Floodplain Administrator shall obtain the elevation (in relation to mean sea level) of the bottom of the lowest horizontal structural member of the lowest floor (excluding pilings and columns) of all new and substantially improved structures in Zones V and VE. The Floodplain Management Administrator shall maintain a record of all such information.
- d. All new construction shall be located landward of the reach of mean high tide.
- e. All new construction and substantial improvements shall have the space below the lowest floor either free of obstruction<sup>1</sup> or constructed with non-supporting breakaway walls, open wood-lattice work, or insect screening intended to collapse under wind and water loads without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting foundation system. For the purpose of this section, a breakaway wall shall have a design safe loading resistance of not less than 10 and no more than 20 pounds per square foot. Use of breakaway walls which exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by local codes) may be permitted only if a registered professional engineer or architect certifies that the designs proposed meet the following conditions:
  - 1) Breakaway wall collapse shall result from water load less than that which would occur during the base flood; and

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- 2) The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and nonstructural). Maximum wind and water loading values to be used in this determination shall each have a one percent chance of being equaled or exceeded in any given year.
- f. The enclosed space below the lowest floor shall be used solely for parking of vehicles, building access, or storage. Such space shall not be partitioned into multiple rooms, temperature-controlled, or used for human habitation. The enclosed space shall be less than 299 square feet.
- g. The use of fill for structural support of buildings is prohibited. When non-structural fill is proposed in a coastal high hazard area, appropriate engineering analyses shall be conducted to evaluate the impacts of the fill prior to issuance of a development permit.
- h. The man-made alteration of sand dunes, which would increase potential flood damage, is prohibited.
7. The mapped floodplain includes all of the above regions and also the regions designated as having a 0.2 percent annual chance of flooding on any flood map or flood insurance study. In this area no emergency service, medical service or governmental records storage shall be allowed except by special exception using the variance process.

### **K. Official Zoning Map**

The boundaries of the Special Flood Hazard Area and Floodplain Districts are established as shown on the Flood Insurance Rate Map which is declared to be a part of this ordinance and which shall be kept on file at the City of Hopewell offices.

### **L. Jurisdictional Boundary Changes**

The County floodplain ordinance in effect on the date of annexation shall remain in effect and shall be enforced by the municipality for all annexed areas until the municipality adopts and enforces an ordinance which meets the requirements for participation in the National Flood Insurance Program. Municipalities with existing floodplain ordinances shall pass a resolution acknowledging and accepting responsibility for enforcing floodplain ordinance standards prior to annexation of any area containing identified flood hazards. If the FIRM for any annexed area includes special flood hazard areas that have flood zones that have regulatory requirements that are not set forth in these regulations, prepare amendments to these regulations to adopt the FIRM and appropriate requirements, and submit the amendments to the governing body for adoption; such adoption shall take place at the same time as or prior to the date of annexation and a copy of the amended regulations shall be

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provided to Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management) and FEMA.

In accordance with the Code of Federal Regulations, Title 44 Subpart (B) Section 59.22 (a) (9) (v) all NFIP participating communities must notify the Federal Insurance Administration and optionally the State Coordinating Office in writing whenever the boundaries of the community have been modified by annexation or the community has otherwise assumed or no longer has authority to adopt and enforce floodplain management regulations for a particular area.

In order that all Flood Insurance Rate Maps accurately represent the community's boundaries, a copy of a map of the community suitable for reproduction, clearly delineating the new corporate limits or new area for which the community has assumed or relinquished floodplain management regulatory authority must be included with the notification.

### **M. District Boundary Changes**

The delineation of any of the Floodplain Districts may be revised by the City of Hopewell where natural or man-made changes have occurred and/or where more detailed studies have been conducted or undertaken by the U. S. Army Corps of Engineers or other qualified agency, or an individual documents the need for such change. However, prior to any such change, approval must be obtained from Federal Emergency Management Agency. A completed LOMR is record of this approval.

### **N. Interpretation of District Boundaries**

Initial interpretations of the boundaries of the Floodplain Districts shall be made by the Zoning Officer. Should a dispute arise concerning the boundaries of any of the Districts, the Board of Zoning Appeals shall make the necessary determination. The person questioning or contesting the location of the District boundary shall be given a reasonable opportunity to present his case to the Board and to submit his own technical evidence if he so desires.

### **O. Submitting Model Backed Technical Data**

A community's base flood elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable, but not later than six months after the date such information becomes available, a community shall notify the Federal Insurance Administrator of the changes by submitting technical or scientific data. Such a submission is necessary so that upon confirmation of those physical changes affecting flooding conditions, risk premium rates and flood plain management requirements will be based upon current data.

### **P. Letters of Map Revision**

When development in the floodplain will cause or causes a change in the base flood elevation, the applicant, including state agencies, must notify FEMA by applying for a Conditional Letter of Map Revision and then a Letter of Map Revision.



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For Example:

- Any development that causes a rise in the base flood elevations within the floodway.
- Any development occurring in Zones A1-30 and AE without a designated floodway, which will cause a rise of more than one foot in the base flood elevation.
- Alteration or relocation of a stream (including but not limited to installing culverts and bridges) 44 Code of Federal Regulations §65.3 and §65.6(a)(12)

### Q. District Provisions

#### 1. Permit and Application Requirements

##### a. Permit Requirement

All uses, activities, and development occurring within any floodplain district shall be undertaken only upon the issuance of a zoning permit. Such development shall be undertaken only in strict compliance with the provisions of the Ordinance, the Virginia Unified Statewide Building Code, all other applicable codes and ordinances, as amended, and the City of Hopewell Subdivision Ordinance. Prior to the issuance of any such permit, the Zoning Officer shall require all applications to include compliance with all applicable state and federal laws, and shall review all sites to assure they are reasonably safe from flooding. Under no circumstances shall any use, activity, and/or development adversely affect the capacity of the channels or floodways of any watercourse, drainage ditch, or any other drainage facility or system.

##### b. Alteration or Relocation of a Watercourse

Prior to any proposed alteration or relocation of any channel or of any watercourse within this jurisdiction, a permit shall be obtained from the U. S. Army Corps of Engineers, the Virginia Department of Environmental Quality, and the Virginia Marine Resources Commission (a joint permit application is available from any one of these organizations). Furthermore, in riverine areas notification of the proposal shall be given to all adjacent jurisdictions, the Department of Conversation and Recreation (Division of Dam Safety and Floodplain Management) other required agencies, and the Federal Emergency Management Agency.

##### c. Site Plans and Permit Applications

All applications for development within any floodplain district and all building permits issued for the floodplain shall incorporate the following information:

- i. The elevation of the Base Flood for the site.
- ii. The elevation of the lowest floor (including basement), or in V zones, the lowest horizontal structural member.
- iii. For structures to be flood-proofed (non-residential only), the elevation to which the structure will be flood-proofed.
- iv. Topographic information showing existing and proposed ground elevations.

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### 2. General Standards

The following provisions shall apply to all permits:

- a. New construction and substantial improvements shall be done according to this ordinance and the Virginia Unified Statewide Building Code and anchored to prevent flotation, collapse or lateral movement of the structure.
- b. Manufactured homes shall be anchored to prevent flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This standard shall be in addition to and consistent with applicable state requirements for resisting wind forces.
- c. New construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
- d. New construction or substantial improvements shall be constructed by methods and practices that minimize flood damage.
- e. Electrical, heating, ventilation, plumbing, air conditioning equipment and other service facilities, including duct work, shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
- f. New and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.
- g. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters.
- h. On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.
- i. Any alteration, repair, reconstruction or improvements to a building that is in compliance with the provisions of this ordinance shall meet the requirements of “new construction” as contained in this ordinance.
- j. Any alteration, repair, reconstruction or improvements to a building that is not in compliance with the provisions of this ordinance, shall be undertaken only if said non-conformity is not furthered, extended, or replaced.
- k. The flood carrying capacity within an altered or relocated portion of any watercourse shall be maintained.

### 3. Specific Standards for Elevation and Construction

In all identified flood hazard areas where base flood elevations have been provided in the Flood Insurance Study or generated according to Section Q, the following provisions shall apply:

#### a. Residential Construction

New construction or substantial improvement of any residential structure (including manufactured homes) shall have the lowest floor, including basement, elevated no lower than two (2) feet above the base flood elevation.

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### b. Non-Residential Construction

New construction or substantial improvement of any commercial, industrial, or non-residential building (or manufactured home) shall have the lowest floor, including basement, elevated to no lower than two (2) feet above the base flood elevation.

Buildings located in all A1-30, AE, and AH zones may be flood-proofed in lieu of being elevated provided that all areas of the building components below the elevation corresponding to the BFE plus two feet are water tight with walls substantially impermeable to the passage of water, and use structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certification, including the specific elevation (in relation to mean sea level) to which such structures are flood proofed, shall be maintained by the flood plain administrator.

### c. Elevated Buildings – Space Below the Lowest Floor

In zones A, AE, AH, AO, and A1- A30, fully enclosed areas, of new construction or substantially improved structures, which are below the regulatory flood protection elevation shall:

- i. not be designed or used for human habitation, but shall only be used for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator).
- ii. be constructed entirely of flood resistant materials below the regulatory flood protection elevation.
- iii. include measures to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet the following minimum design criteria:
  - (a.) Provide a minimum of two openings on different sides of each enclosed area subject to flooding.
  - (b.) The total net area of all openings must be at least one (1) square inch for each square foot of enclosed area subject to flooding.
  - (c.) If a building has more than one enclosed area, each area must have openings to allow floodwaters to automatically enter and exit.
  - (d.) The bottom of all required openings shall be no higher than one (1) foot above the adjacent grade.
  - (e.) Openings may be equipped with screens, louvers, or other opening coverings or devices, provided they permit the automatic flow of floodwaters in both directions.

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- (f.) Foundation enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not require openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires openings as outlined above.
- d. Standards for Manufactured Homes and Recreational Vehicles
  - i. In zones A, AE, AH, and AO, all manufactured homes placed, or substantially improved, on individual lots or parcels, in expansions to existing manufactured home parks or subdivisions, in a new manufactured home park or subdivision or in an existing manufactured home park or subdivision on which a manufactured home has incurred substantial damage as the result of a flood, must meet all the requirements for new construction, including the elevation and anchoring requirements in Section Q.2.
  - ii. All manufactured homes placed or substantially improved in an existing manufactured home park or subdivision in which a manufactured home has not incurred substantial damage as the result of a flood shall be elevated so that either:
    - (a.) the lowest floor of the manufactured home is elevated no lower than two (2) feet above the base flood elevation; or
    - (b.) the manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade;
    - (c.) and be securely anchored to the adequately anchored foundation system to resist flotation, collapse and lateral movement.
  - iii. All recreational vehicles placed on sites must either:
    - (a.) be on the site for fewer than 180 consecutive days;
    - (b.) be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions); or
    - (c.) meet all the requirements for manufactured homes in Section Q.3.d.
- 4. Standards for Approximated Floodplain

The following provisions shall apply with the Approximate Floodplain District:

The Approximated Floodplain District shall be that floodplain area for which no detailed flood profiles or elevations are provided, but where a one hundred (100)-year floodplain boundary has been approximated. Such areas are shown as Zone A on the maps accompanying the Flood Insurance Study. For these areas, the one hundred (100)-year flood elevations and floodway information from federal, state, and other acceptable sources shall be used, when available. Where the specific one hundred (100)-year flood elevation cannot be determined for this area using other sources of data, such as the U. S. Army Corps of Engineers Floodplain Information Reports, U. S. Geological Survey Flood-Prone Quadrangles, etc., then the applicant for the proposed

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use, development and/or activity shall determine this elevation in accordance with hydrologic and hydraulic engineering techniques. Hydrologic and hydraulic analyses shall be undertaken only by professional engineers or others of demonstrated qualifications, who shall certify that the technical methods used correctly reflect currently-accepted technical concepts. Studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough review by the Department of Development and City Engineer.

When such base flood elevation data is utilized, the lowest floor shall be two (2) feet above the base flood elevation. During the permitting process, the applicant shall obtain and submit information proving:

- a. the elevation of the lowest floor (including the basement) of all new and substantially improved structures; and
- b. if the structure has been flood-proofed in accordance with the requirements of this article, the elevation to which the structure has been flood-proofed.

### 5. Standards for the Floodway

The following provisions shall apply within the Floodway when it has been identified as in section M.4, above:

- a. Encroachments, including fill, new construction, substantial improvements and other developments are prohibited unless certification (with supporting technical data) by a registered professional engineer is provided demonstrating that encroachments shall not result in any increase in flood levels during occurrence of the base flood. Hydrologic and hydraulic analyses shall be undertaken only by professional engineers or others of demonstrated qualifications, who shall certify that the technical methods used correctly reflect currently accepted technical concepts. Studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough review by the zoning administrator.
- b. Development activities which increase the water surface elevation of the base flood may be allowed, provided that the developer or applicant first applies – with the City of Hopewell’s endorsement – for a conditional Flood Insurance Rate Map and floodway revision, and receives the approval of the Federal Emergency Management Agency.
- c. If section 6 a, above, is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of section M.
- d. The placement of manufactured homes (mobile homes) is prohibited, except in an existing manufactured homes (mobile homes) park or subdivision. A replacement manufactured home may be placed on a lot in an existing manufactured home park or subdivision provided the anchoring, elevation, and encroachment standards are met.

### 6. Standards for the Shallow Flooding District

The following provisions shall apply within the Shallow Flooding District:

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- a. All new construction and substantial improvements of residential structures shall have the lowest floor, including basement, elevated to or above the flood depth specified on the Flood Insurance Rate Map, above the highest adjacent grade. If no flood depth number is specified, the lowest floor, including basement, shall be elevated no less than two (2) feet above the highest adjacent grade.
- b. All new construction and substantial improvements of non-residential structures shall:
  - i. have the lowest floor, including basement, elevated to or above the flood depth specified on the Flood Insurance Rate Map, above the highest adjacent grade. If no flood depth number is specified, the lowest floor, including basement, shall be elevated at least two (2) feet above the highest adjacent grade; or,
  - ii. together with attendant utility and sanitary facilities be completely flood-proofed to the specified flood level so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
- c. Adequate drainage paths around structures on slopes shall be provided to guide floodwaters around and away from proposed structures.

### 7. Standards for Subdivision Proposals

- a. All subdivision proposals shall be consistent with the need to minimize flood damage;
- b. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;
- c. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood hazards; and
- d. Base flood elevation data shall be provided for subdivision proposals and other proposed development proposals using detailed methodologies, hydraulic and hydrological analysis (including manufactured home parks and subdivisions) that exceed five lots or five acres, whichever is the lesser.

### R. Variances

In passing upon applications for Variances, the Board of Zoning Appeals shall satisfy all relevant factors and procedures specified in other sections of the zoning ordinance and consider the following additional factors:

1. The showing of good and sufficient cause.

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2. The danger to life and property due to increased flood heights or velocities caused by encroachments. No variance shall be granted for any proposed use, development, or activity within any Floodway District that will cause any increase in the one hundred (100)-year flood elevation.
3. The danger that materials may be swept on to other lands or downstream to the injury of others.
4. The proposed water supply and sanitation systems and the ability of these systems to prevent disease, contamination, and unsanitary conditions.
5. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owners.
6. The importance of the services provided by the proposed facility to the community.
7. The requirements of the facility for a waterfront location.
8. The availability of alternative locations not subject to flooding for the proposed use.
9. The compatibility of the proposed use with existing development and development anticipated in the foreseeable future.
10. The relationship of the proposed use to the comprehensive plan and floodplain management program for the area.
11. The safety of access by ordinary and emergency vehicles to the property in time of flood.
12. The expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters expected at the site.
13. The repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.
14. Such other factors which are relevant to the purposes of this ordinance.

The Board of Zoning Appeals may refer any application and accompanying documentation pertaining to any request for a variance to any engineer or other qualified person or agency for technical assistance in evaluating the proposed project in relation to flood heights and velocities, and the adequacy of the plans for flood protection and other related matters.

Variations shall be issued only after the Board of Zoning Appeals has determined that the granting of such will not result in (a) unacceptable or prohibited increases in flood heights, (b) additional threats to public safety, (c) extraordinary public expense; and will not (d) create nuisances, (e) cause fraud or victimization of the public, or (f) conflict with local laws or ordinances.

Variations shall be issued only after the Board of Zoning Appeals has determined that the variance will be the minimum required to provide relief.

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The Board of Zoning Appeals shall notify the applicant for a variance, in writing, that the issuance of a variance to construct a structure below the one hundred (100)-year flood elevation (a) increases the risks to life and property and (b) will result in increased premium rates for flood insurance.

A record shall be maintained of the above notification as well as all variance actions, including justification for the issuance of the variances. Any variances that are issued shall be noted in the annual or biennial report submitted to the Federal Insurance Administrator.

### **S. Existing Structures in Floodplain Areas**

A structure or use of a structure or premises which lawfully existed before the enactment of these provisions, but which is not in conformity with these provisions, may be continued subject to the following conditions:

1. Existing structures in the Floodway Area shall not be expanded or enlarged unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practices that the proposed expansion would not result in any increase in the base flood elevation.
2. Any modification, alteration, repair, reconstruction, or improvement of any kind to a structure and/or use located in any flood plain areas, when added to all the changes made during a rolling five (5) year period does not constitute fifty (50) percent increase in the of its market value
3. Any changes comply with this ordinance and the Virginia Uniform Statewide Building Code.
4. The structure is a historic structure, listed on the List of National Historic Resources and/or located in an historic district; the change required would impair the historic nature of the structure.
5. No new square footage is being built in the floodway.

### **T. Definitions**

1. Base flood - The flood having a one percent chance of being equaled or exceeded in any given year.
2. Base flood elevation- The water surface elevations of the base flood, that is, the flood level that has a one percent or greater chance of occurrence in any given year. The water surface elevation of the base flood in relation to the datum specified on the community's Flood Insurance Rate Map. For the purposes of this ordinance, the base flood is the 1% annual chance flood.
3. Basement - Any area of the building having its floor sub-grade (below ground level) on all sides.
4. Board of Zoning Appeals - The board appointed to review appeals made by individuals with regard to decisions of the Zoning Administrator in the interpretation of this ordinance.



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5. Coastal A Zone - Flood hazard areas that have been delineated as subject to wave heights between 1.5 feet and 3 feet.
6. Conditional Letter of Map Revision (CLOMR): A formal review and comment as to whether a proposed flood protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study.
7. Development - Any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.
8. Elevated building - A non-basement building built to have the lowest floor elevated above the ground level by means of fill, solid foundation perimeter walls, pilings, or columns (posts and piers).
9. Encroachment - The advance or infringement of uses, plant growth, fill, excavation, buildings, permanent structures or development into a floodplain, which may impede or alter the flow capacity of a floodplain.
10. Existing construction – For the purposes of the insurance program, structures for which the “start of construction” commenced before September 5, 1979. “Existing construction” may also be referred to as “existing structures” and “pre-FIRM.”
11. Existing manufactured home park or subdivision - a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.
12. Expansion to an existing manufactured home park or subdivision - the preparation of additional sites by the construction of facilities for servicing the lots on which the manufacturing homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).
13. Flood or flooding -
  - a. A general or temporary condition of partial or complete inundation of normally dry land areas from
    - i. the overflow of inland or tidal waters; or,
    - ii. the unusual and rapid accumulation or runoff of surface waters from any source.
  - b. The collapse or subsistence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an

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unanticipated force of nature such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (a)(i) of this definition.

- c. Mudflows which are proximately caused by flooding as defined in paragraph (a)(ii) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.
14. Flood Insurance Rate Map (FIRM)- an official map of a community, on which the Federal Emergency Management Agency has delineated both the special hazard areas and the risk premium zones applicable to the community.
15. Flood Insurance Study (FIS) – A report by FEMA that provides an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudflow and/or flood-related erosion hazards.
16. Floodplain or flood-prone area - Any land area susceptible to being inundated by water from any source.
17. Flood proofing - any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.
18. Floodway - The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.
19. Freeboard - A factor of safety usually expressed in feet above a flood level for purposes of floodplain management. “Freeboard” tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, bridge openings, and the hydrological effect of urbanization in the watershed.
20. Functionally dependent use - A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. This term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and shipbuilding and ship repair facilities, but does not include long-term storage or related manufacturing facilities.
21. Highest adjacent grade - the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.
22. Historic structure - Any structure that is
  - a. listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;

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- b. certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
  - c. individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
  - d. individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either
    - i. by an approved state program as determined by the Secretary of the Interior; or
    - ii. directly by the Secretary of the Interior in states without approved programs.
23. Hydrologic and Hydraulic Engineering Analysis – Analyses performed by a licensed professional engineer, in accordance with standard engineering practices that are accepted by the Virginia Department of Conservation and Recreation and FEMA, used to determine the base flood, other frequency floods, flood elevations, floodway information and boundaries, and flood profiles.
24. Letters of Map Change (LOMC) - A Letter of Map Change is an official FEMA determination, by letter, that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study.
25. Letter of Map Amendment (LOMA): An amendment based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a land as defined by meets and bounds or structure is not located in a special flood hazard area.
26. Letter of Map Revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, floodplain and floodway delineations, and planimetric features. A Letter of Map Revision Based on Fill (LOMR-F), is a determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer exposed to flooding associated with the base flood. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.
27. Lowest adjacent grade- the lowest natural elevation of the ground surface next to the walls of a structure.
28. Lowest floor - The lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure is not built so as to render the structure in

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violation of the applicable non-elevation design requirements of Federal Code 44CFR §60.3.

29. Manufactured home - A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term manufactured home also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days.
30. Manufactured home park or subdivision - a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.
31. Mean Sea Level- is an elevation point that represents the average height of the ocean's surface (such as the halfway point between the mean high tide and the mean low tide) which is used as a standard in reckoning land elevation.
32. New construction - For the purposes of determining insurance rates, structures for which the "start of construction" commenced on or after September 5, 1979, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, new construction means structures for which start of construction commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.
33. New manufactured home park or subdivision - a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by a community.
34. Post-FIRM structures- A structure for which construction or substantial improvement occurred after September 5, 1979.
35. Pre-FIRM structures- A structure for which construction or substantial improvement occurred on or before September 5, 1979.
36. Primary frontal dune- a continuous or nearly continuous mound or ridge of sand with relatively steep seaward and landward slopes immediately landward and adjacent to the beach and subject to erosion and overtopping from high tides and waves during major coastal storms.
  
37. Recreational vehicle - A vehicle which is:
  - a. built on a single chassis;
  - b. 400 square feet or less when measured at the largest horizontal projection;
  - c. designed to be self-propelled or permanently towable by a light duty truck; and,

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- d. designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational camping, travel, or seasonal use.
38. Repetitive Loss Structure – A building covered by a contract for flood insurance that has incurred flood-related damages on two occasions in a 10-year period, in which the cost of the repair, on the average, equaled or exceeded 25 percent of the market value of the structure at the time of each such flood event; and at the time of the second incidence of flood-related damage, the contract for flood insurance contains increased cost of compliance coverage.
39. Severe repetitive loss structure - a structure that: (a) Is covered under a contract for flood insurance made available under the NFIP; and (b) Has incurred flood related damage – (i) For which 4 or more separate claims payments have been made under flood insurance coverage with the amount of each such claim exceeding \$5,000, and with the cumulative amount of such claims payments exceeding \$20,000; or (ii) For which at least 2 separate claims payments have been made under such coverage, with the cumulative amount of such claims exceeding the market value of the insured structure.
40. Shallow flooding area – A special flood hazard area with base flood depths from one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.
41. Special flood hazard area - The land in the floodplain subject to a one (1%) percent or greater chance of being flooded in any given year as determined in Section I of this ordinance.
42. Start of construction - For other than new construction and substantial improvement, under the Coastal Barriers Resource Act (P.L. – 97-348), means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, substantial improvement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of the construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.
43. Structure: for flood plain management purposes, a walled and roofed building,

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including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. "Structure" for insurance coverage purposes, means a walled and roofed building, other than a gas or liquid storage tank, that is principally above ground and affixed to a permanent site, as well as a manufactured home on a permanent foundation. For the latter purpose, the term includes a building while in the course of construction, alteration or repair, but does not include building materials or supplies intended for use in such construction, alteration or repair, unless such materials or supplies are within an enclosed building on the premises.

44. Substantial damage - Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.
45. Substantial improvement - Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. This term includes structures which have incurred, repetitive losses or substantial damage regardless of the actual repair work performed. The term does not, however, include either:
  - a. any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or
  - b. any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.
  - c. Historic structures undergoing repair or rehabilitation that would constitute a substantial improvement as defined above, must comply with all ordinance requirements that do not preclude the structure's continued designation as a historic structure. Documentation that a specific ordinance requirement will cause removal of the structure from the National Register of Historic Places or the State Inventory of Historic places must be obtained from the Secretary of the Interior or the State Historic Preservation Officer. Any exemption from ordinance requirements will be the minimum necessary to preserve the historic character and design of the structure.
47. Violation: the failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in this ordinance is presumed to be in violation until such time as that documentation is provided.
48. Watercourse - A lake, river, creek, stream, wash, channel or other topographic feature on or over which waters flow at least periodically. Watercourse includes specifically designated areas in which substantial flood damage may occur.

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### A

#### A. Purpose and Intent

The purpose of these provisions is to prevent: the loss of life, health or ~~and~~ property, the creation of health and safety hazards, the disruption of commerce and governmental services, the extraordinary and unnecessary expenditure of public funds for flood protection and relief, and the impairment of the tax base by:

1. regulating uses, activities, and development which, alone or in combination with other existing or future uses, activities, and development, will cause unacceptable increases in flood heights, velocities, and frequencies;
2. restricting or prohibiting certain uses, activities, and development from locating within districts subject to flooding;
3. requiring all those uses, activities, and developments that do occur in flood-prone districts to be protected and/or flood-proofed against flooding and flood damage; and
4. protecting individuals from buying land and structures which are unsuited for intended purposes because of flood hazards.

This ordinance is adopted pursuant to the authority granted in 15.2-2280 of the Code of Virginia.

#### B. Applicability

These provisions shall apply to all lands within the jurisdiction of the City of Hopewell and identified as areas of special flood hazard identified by the community or shown on the Flood Insurance Rate Map (FIRM) or included in the Flood Insurance Study (FIS) that are provided to the City of Hopewell by FEMA.

#### C. Compliance and Liability

1. No land shall hereafter be developed and no structure shall be located, relocated, constructed, reconstructed, enlarged, or structurally altered except in full compliance with the terms and provisions of this ordinance and any other applicable ordinances and regulations which apply to uses within the jurisdiction of this ordinance.
2. The degree of flood protection sought by the provisions of this ordinance is considered reasonable for regulatory purposes and is based on acceptable engineering methods of study. Larger floods may occur on rare occasions. Flood heights may be increased by man-made or natural causes, such as ice jams and bridge openings restricted by debris. This ordinance does not imply that districts outside the floodplain district, or that land uses permitted within such district will be free from flooding or flood damages.
3. Records of actions associated with administering this ordinance shall be kept on file and maintained by the ~~zoning~~ Floodplain Administrator in perpetuity.
4. This ordinance shall not create liability on the part of City of Hopewell or any officer or employee thereof for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made thereunder.

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### D. Abrogation and Greater Restrictions

To the extent that the provisions are more restrictive, this ordinance supersedes any ordinance currently in effect in flood-prone districts. To the extent that any other existing law or regulation is more restrictive or does not conflict it shall remain in full force and effect.

These regulations are not intended to repeal or abrogate any existing ordinances including subdivision regulations, zoning ordinances or building codes. In the event of a conflict between these regulations and any other ordinance, the more restrictive shall govern.

### E. Severability

If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance shall be declared invalid for any reason whatever, such decision shall not affect the remaining portions of this ordinance. The remaining portions shall remain in full force and effect; and for this purpose, the provisions of this ordinance are hereby declared to be severable.

### F. Penalty for violations

Any person who fails to comply with any of the requirements or provisions of this article or directions of the ~~director of development~~ Floodplain Administrator or any authorized employee of the City of Hopewell shall be guilty of a Class 1 misdemeanor and subject to the penalties ~~therefore~~ thereof.

The VA USBC addresses building code violations and the associated penalties in Section 104 and Section 115. Violations and associated penalties of the Zoning Ordinance of the City of Hopewell are addressed in Article XX of the Zoning Ordinance.

In addition to the above penalties, all other actions are hereby reserved, including an action in equity for the proper enforcement of this article. The imposition of a fine or penalty for any violation of, or noncompliance with, this article shall not excuse the violation or noncompliance or permit it to continue; and all such persons shall be required to correct or remedy such violations or non-compliances within a reasonable time. Any structure constructed, reconstructed, enlarged, altered or relocated in noncompliance with this article may be declared by the City of Hopewell to be a public nuisance and abatable as such. Flood insurance may be withheld from structures constructed in violation of this article.

### G. Designation of the Floodplain Administrator

The ~~Floodplain Zoning Administrator also identified as the Zoning Administrator~~ is hereby appointed by ~~City Manager~~ to administer and implement these regulations and is referred to herein as the Floodplain Administrator. In the absence of a designated Floodplain Administrator, the duties shall be conducted by the City of Hopewell's chief executive officer.

The Floodplain Administrator may:

- ~~1. In the absence of a designated Floodplain Administrator, the duties are conducted by the City of Hopewell chief executive officer.~~
- 2.1. Delegate duties and responsibilities set forth in these regulations to qualified technical personnel, plan examiners, inspectors, and other employees.



- 3.2. Enter into a written agreement or written contract with another community or private sector entity to administer specific provisions of these regulations. Administration of any part of these regulations by another entity shall not relieve the community of its responsibilities pursuant to the participation requirements of the National Flood Insurance Program as set forth in the Code of Federal Regulations at 44 C.F.R. Section 59.22.

#### **H. Duties and Responsibilities of the Floodplain Administrator**

The duties and responsibilities of the Floodplain Administrator shall include but are not limited to:

1. Review applications for permits to determine whether proposed activities will be located in the Special Flood Hazard Area (SFHA).
2. Interpret floodplain boundaries and provide available base flood elevation and flood hazard information.
3. Review applications to determine whether proposed activities will be reasonably safe from flooding and require new construction and substantial improvements to meet the requirements of these regulations.
3.  
4. Review applications to determine whether all necessary permits have been obtained from the Federal, State or local agencies from which prior or concurrent approval is required; in particular, permits from state agencies for any construction, reconstruction, repair, or alteration of a dam, reservoir, or waterway obstruction (including bridges, culverts, structures), any alteration of a watercourse, or any change of the course, current, or cross section of a stream or body of water, including any change to the 100-year frequency floodplain of free-flowing non-tidal waters of the State.
5. Verify that applicants proposing an alteration of a watercourse have notified adjacent communities, the Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management), and other appropriate agencies (VADEQ, USACE) and have submitted copies of such notifications to FEMA.
6. Advise applicants for new construction or substantial improvement of structures that are located within an area of the Coastal Barrier Resources System established by the Coastal Barrier Resources Act that Federal flood insurance is not available on such structures; areas subject to this limitation are shown on Flood Insurance Rate Maps as Coastal Barrier Resource System Areas (CBRS) or Otherwise Protected Areas (OPA).
7. Approve applications and issue permits to develop in flood hazard areas if the provisions of these regulations have been met, or disapprove applications if the provisions of these regulations have not been met.

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8. Inspect or cause to be inspected, buildings, structures, and other development for which permits have been issued to determine compliance with these regulations or to determine if non-compliance has occurred or violations have been committed.
9. Review Elevation Certificates and require incomplete or deficient certificates to be corrected.
10. Submit to FEMA, or require applicants to submit to FEMA, data and information necessary to maintain FIRMs, including hydrologic and hydraulic engineering analyses prepared by or for the ~~(community)~~ City of Hopewell, within six months after such data and information becomes available if the analyses indicate changes in base flood elevations.
11. Maintain and permanently keep records that are necessary for the administration of these regulations, including:
  1. Flood Insurance Studies, Flood Insurance Rate Maps (including historic studies and maps and current effective studies and maps) and Letters of Map Change; and
  2. Documentation supporting issuance and denial of permits, Elevation Certificates, documentation of the elevation (in relation to the datum on the FIRM) to which structures have been flood proofed, inspection records, other required design certifications, variances, and records of enforcement actions taken to correct violations of these regulations.
12. Enforce the provisions of these regulations, investigate violations, issue notices of violations or stop work orders, and require permit holders to take corrective action.
13. Advise the Board of Zoning Appeals regarding the intent of these regulations and, for each application for a variance, prepare a staff report and recommendation.
14. Administer the requirements related to proposed work on existing buildings:
  - a. Make determinations as to whether buildings and structures that are located in flood hazard areas and that are damaged by any cause have been substantially damaged.
  - b. Make reasonable efforts to notify owners of substantially damaged structures of the need to obtain a permit to repair, rehabilitate, or reconstruct. Prohibit the non-compliant repair of substantially damaged buildings except for temporary emergency protective measures necessary to secure a property or stabilize a building or structure to prevent additional damage.
15. Undertake, as determined appropriate by the Floodplain Administrator due to the circumstances, other actions which may include but are not limited to: issuing press releases, public service announcements, and other public information materials related to permit requests and repair of damaged structures; coordinating with other Federal, State, and local

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agencies to assist with substantial damage determinations; providing owners of damaged structures information related to the proper repair of damaged structures in special flood hazard areas; and assisting property owners with documentation necessary to file claims for Increased Cost of Compliance coverage under NFIP flood insurance policies.

16. Notify the Federal Emergency Management Agency when the corporate boundaries of the ~~(community)~~ City of Hopewell have been modified and:
  - a. Provide a map that clearly delineates the new corporate boundaries or the new area for which the authority to regulate pursuant to these regulations has either been assumed or relinquished through annexation; and
  - b. If the FIRM for any annexed area includes special flood hazard areas that have flood zones that have regulatory requirements that are not set forth in these regulations, prepare amendments to these regulations to adopt the FIRM and appropriate requirements, and submit the amendments to the governing body for adoption; such adoption shall take place at the same time as or prior to the date of annexation and a copy of the amended regulations shall be provided to Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management) and FEMA.
17. Upon the request of FEMA, complete and submit a report concerning participation in the NFIP which may request information regarding the number of buildings in the SFHA, number of permits issued for development in the SFHA, and number of variances issued for development in the SFHA.
18. It is the duty of the Community Floodplain Administrator to take into account flood, mudslide and flood-related erosion hazards, to the extent that they are known, in all official actions relating to land management and use throughout the entire jurisdictional area of the Community, whether or not those hazards have been specifically delineated geographically (e.g. via mapping or surveying).

### **I. Use and Interpretation of FIRMs**

The Floodplain Administrator shall make interpretations, where needed, as to the exact location of special flood hazard areas, floodplain boundaries, and floodway boundaries. The following shall apply to the use and interpretation of FIRMs and data:

1. Where field surveyed topography indicates that adjacent ground elevations:
  - a. Are below the base flood elevation, even in areas not delineated as a special flood hazard area on a FIRM, the area shall be considered as special flood hazard area and subject to the requirements of these regulations;
  - b. Are above the base flood elevation and the area is labelled as a SFHA on the

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FIRM, the area shall be regulated as special flood hazard area unless the applicant obtains a Letter of Map Change that removes the area from the SFHA.

2. In FEMA-identified special flood hazard areas where base flood elevation and floodway data have not been identified and in areas where FEMA has not identified SFHAs, any other flood hazard data available from a Federal, State, or other source shall be reviewed and reasonably used.
3. Base flood elevations and designated floodway boundaries on FIRMs and in FISs shall take precedence over base flood elevations and floodway boundaries by any other sources if such sources show reduced floodway widths and/or lower base flood elevations.
4. Other sources of data shall be reasonably used if such sources show increased base flood elevations and/or larger floodway areas than are shown on FIRMs and in FISs.
5. If a Preliminary Flood Insurance Rate Map and/or a Preliminary Flood Insurance Study has been provided by FEMA:
  - a. Upon the issuance of a Letter of Final Determination by FEMA, the preliminary flood hazard data shall be used and shall replace the flood hazard data previously provided from FEMA for the purposes of administering these regulations.
  - b. Prior to the issuance of a Letter of Final Determination by FEMA, the use of preliminary flood hazard data shall be deemed the best available data pursuant to Section J.3. and used where no base flood elevations and/or floodway areas are provided on the effective FIRM.
  - c. Prior to issuance of a Letter of Final Determination by FEMA, the use of preliminary flood hazard data is permitted where the preliminary base flood elevations or floodway areas exceed the base flood elevations and/or designated floodway widths in existing flood hazard data provided by FEMA. Such preliminary data may be subject to change and/or appeal to FEMA.

### J. Establishment of Floodplain Districts

#### 1. Basis of Districts

The various floodplain districts shall include special flood hazard areas. The basis for the delineation of these districts shall be the Flood Insurance Study (FIS) and the Flood Insurance Rate Maps (FIRM) for City of Hopewell prepared by the Federal Emergency Management Agency, Federal Insurance Administration, dated ~~July 16, 2015~~ December 15, 2022, as amended and any subsequent revisions or amendments thereto <sup>[AD1]</sup>.

The City of Hopewell may identify and regulate local flood hazard or ponding areas that are not delineated on the FIRM. These areas may be delineated on a "Local Flood Hazard Map" using best available topographic data and locally derived information such as flood of record, historic high water marks or approximate study methodologies.

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~~The boundaries of the SFHA Districts are established as shown on the FIRM which is declared to be a part of this ordinance and which shall be kept on file at the City of Hopewell offices.~~

1. The Floodway District is in an AE Zone and is delineated, for purposes of this ordinance, using the criterion that certain areas within the floodplain must be capable of carrying the waters of the one percent annual chance flood without increasing the water surface elevation of that flood more than one (1) foot at any point. The areas included in this District are specifically defined in ~~Table 4.102~~ Table 23 of the above-referenced FIS and shown on the accompanying FIRM.

The following provisions shall apply within the Floodway District of an AE zone [44CFR 60.3(d)]:

a. Within any floodway area, no encroachments, including fill, new construction, substantial improvements, or other development shall be permitted unless it has been demonstrated through hydrologic and hydraulic analysis performed in accordance with standard engineering practice that the proposed encroachment will not result in any increase in flood levels within the community during the occurrence of the base flood discharge. Hydrologic and hydraulic analyses shall be undertaken only by professional engineers or others of demonstrated qualifications, who shall certify that the technical methods used correctly reflect currently-accepted technical concepts. Studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough review by the Floodplain Administrator.

Development activities which increase the water surface elevation of the base flood may be allowed, provided that the applicant first applies – with the City of Hopewell’s endorsement – for a Conditional Letter of Map Revision (CLOMR), and receives the approval of the Federal Emergency Management Agency.

If Section J.1. of this Article is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of Section Q.

b. The placement of manufactured homes (mobile homes) is prohibited, except as otherwise provided for in the Zoning Ordinance and in an existing manufactured home (mobile home) park or subdivision. A replacement manufactured home may be placed on a lot in an existing manufactured home park or subdivision provided the anchoring, elevation, and encroachment standards are met. [AD3]

c. The **AE, or AH Zones** on the FIRM accompanying the FIS shall be those areas for which one-percent annual chance flood elevations have been provided and the floodway has **not** been delineated. The following provisions shall apply within an AE or AH zone [44 CFR 60.3(c)] where FEMA has provided base flood elevations

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Until a regulatory floodway is designated, no new construction, substantial improvements, or other development (including fill) shall be permitted within the areas of special flood hazard, designated as Zones A1-30, AE, or AH on the FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the City of Hopewell.

Development activities in Zones A1-30, AE, or AH on the City of Hopewell FIRM which increase the water surface elevation of the base flood by more than one foot may be allowed, provided that the applicant first applies – with the City of Hopewell’s endorsement – for a Conditional Letter of Map Revision, and receives the approval of the Federal Emergency Management Agency.

d. The **A Zone** on the FIRM accompanying the FIS shall be those areas for which no detailed flood profiles or elevations are provided, but the one percent annual chance floodplain boundary has been approximated. For these areas, the following provisions shall apply [44 CFR 60.3(b)]:

The Approximated Floodplain District shall be that floodplain area for which no detailed flood profiles or elevations are provided, but where a one percent annual chance floodplain boundary has been approximated. Such areas are shown as Zone A on the maps accompanying the FIS. For these areas, the base flood elevations and floodway information from federal, state, and other acceptable sources shall be used, when available. Where the specific one percent annual chance flood elevation cannot be determined for this area using other sources of data, such as the U. S. Army Corps of Engineers Floodplain Information Reports, U. S. Geological Survey Flood-Prone Quadrangles, etc., then the applicant for the proposed use, development and/or activity shall determine this base flood elevation. For development proposed in the approximate floodplain the applicant must use technical methods that correctly reflect currently accepted practices, such as point on boundary, high water marks, or detailed methodologies hydrologic and hydraulic analyses. Studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough review by the Department of Development and City Engineer.

The Floodplain Administrator reserves the right to require a hydrologic and hydraulic analysis for any development. When such base flood elevation data is utilized, the lowest floor shall be elevated to or above the base flood level plus ~~eighteen (18) inches~~ two (2) feet.

During the permitting process, the Floodplain Administrator shall obtain:

1. The elevation of the lowest floor (in relation to mean sea level), including the basement, of all new and substantially improved structures; and,
2. If the structure has been flood-proofed in accordance with the requirements of this article, the elevation (in relation to mean sea level) to which the structure

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has been flood-proofed.

Base flood elevation data shall be obtained from other sources or developed using detailed methodologies comparable to those contained in a FIS for subdivision proposals and other proposed development proposals (including manufactured home parks and subdivisions) that exceed ~~fifty-five~~ 55 lots<sup>[D4]</sup> or five acres, whichever is the lesser

- a. The **AO Zone** on the FIRM accompanying the FIS shall be those areas of shallow flooding identified as AO on the FIRM. For these areas, the following provisions shall apply [44 CFR 60.3(c)]:
  - a. All new construction and substantial improvements of residential structures shall have the lowest floor, including basement, elevated to or above the flood depth specified on the FIRM, above the highest adjacent grade at least as high as the depth J number specified in feet on the FIRM. If no flood depth number is specified, the lowest floor, including basement, shall be elevated no less than two feet above the highest adjacent grade.
  - b. All new construction and substantial improvements of non-residential structures shall
    - 1) have the lowest floor, including basement, elevated to or above the flood depth specified on the FIRM, above the highest adjacent grade at least as high as the depth number specified in feet on the FIRM. If no flood depth number is specified, the lowest floor, including basement, shall be elevated at least two feet above the highest adjacent grade; or,
    - 2) together with attendant utility and sanitary facilities be completely flood-proofed to the specified flood level so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
  - c. Adequate drainage paths around structures on slopes shall be provided to guide floodwaters around and away from proposed structures.
- b. The **Coastal A Zone** is labeled as AE on the FIRM; it is those areas that are seaward of the limit of moderate wave action (LiMWA) line. As defined by the VA USBC, these areas are subject to wave heights between 1.5 feet and 3 feet. For these areas, the following provisions shall apply:

Buildings and structures within this zone shall have the lowest floor elevated to or above the base flood elevation plus one foot of freeboard, and must comply with the provisions in Sections J, Q.2 and Q.3 of this Article.

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- c. The **VE or V Zones** on FIRMs accompanying the FIS shall be those areas that are known as Coastal High Hazard areas, extending from offshore to the inland limit of a primary frontal dune along an open coast or other areas subject to high velocity waves. For these areas, the following provisions shall apply [44 CFR 60.3(e)]:
- a. All new construction and substantial improvements in Zones V and VE, including manufactured homes, shall be elevated on pilings or columns so that:
    - 1) The bottom of the ~~lowest horizontal~~ structural member of the lowest floor (excluding the pilings or columns) is elevated to or above the base flood level plus eighteen (18) inches<sup>[D5]</sup>; if the lowest horizontal structural member is parallel to the direction of wave approach or elevated at least two feet above the base flood level if the lowest horizontal structural member is perpendicular to the direction of wave approach; and,
    - 2) The pile or column foundation and structure attached thereto is anchored to resist flotation, collapse, and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. Wind and water loading values shall each have a one percent chance of being equaled or exceeded in any given year (one-percent annual chance).
  - b. A registered professional engineer or architect shall develop or review the structural design, specifications and plans for the construction, and shall certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of Section J.
  - c. The Floodplain Administrator shall obtain the elevation (in relation to mean sea level) of the bottom of the lowest horizontal structural member of the lowest floor (excluding pilings and columns) of all new and substantially improved structures in Zones V and VE. The Floodplain Management Administrator shall maintain a record of all such information.
  - d. All new construction shall be located landward of the reach of mean high tide.
  - e. All new construction and substantial improvements shall have the space below the lowest floor either free of obstruction<sup>†</sup> or constructed with non-supporting breakaway walls, open wood-lattice work, or insect screening intended to collapse under wind and water loads without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting foundation system. For the purpose of this section, a breakaway wall shall have a design safe loading resistance of not less than 10 and no more than 20 pounds per square foot. Use of breakaway walls which exceed a design safe loading resistance of 20 pounds



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per square foot (either by design or when so required by local codes) may be permitted only if a registered professional engineer or architect certifies that the designs proposed meet the following conditions:

- 1) Breakaway wall collapse shall result from water load less than that which would occur during the base flood; and
  - 2) The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and nonstructural). Maximum wind and water loading values to be used in this determination shall each have a one percent chance of being equaled or exceeded in any given year.
- f. The enclosed space below the lowest floor shall be used solely for parking of vehicles, building access, or storage. Such space shall not be partitioned into multiple rooms, temperature-controlled, or used for human habitation. The enclosed space shall be less than ~~299~~300 square feet.
- g. The use of fill for structural support of buildings is prohibited. When non-structural fill is proposed in a coastal high hazard area, appropriate engineering analyses shall be conducted to evaluate the impacts of the fill prior to issuance of a development permit.
- h. The man-made alteration of sand dunes and mangrove stands, which would increase potential flood damage, is prohibited.
7. The mapped floodplain includes all of the above regions and also the regions designated as having a 0.2 percent annual chance of flooding on any flood map or flood insurance study. In this area no emergency service, medical service or governmental records storage shall be allowed except by special exception using the variance process.

### 8. Overlay Concept

The Floodplain Districts described above shall be overlays to the existing underlying districts as shown on the Official Zoning Ordinance Map, and as such, the provisions for the floodplain districts shall serve as a supplement to the underlying district provisions.

If there is a conflict between the provisions or requirements of the Floodplain Districts and those of any underlying district, the more restrictive provisions and/or those pertaining to the floodplain districts shall apply.

7.

### **K. Official Zoning-Floodplain Map**

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The boundaries of the Special Flood Hazard Areas (SFHAs) and Floodplain Districts are established as shown on the Flood Insurance Rate Map (FIRM) which is declared to be a part of this ordinance and which shall be kept on file at the City of Hopewell's Department of Development offices.

### L. Jurisdictional Boundary Changes

The County floodplain ordinance in effect on the date of annexation shall remain in effect and shall be enforced by the municipality for all annexed areas until the municipality adopts and enforces an ordinance which meets the requirements for participation in the National Flood Insurance Program. Municipalities with existing floodplain ordinances shall pass a resolution acknowledging and accepting responsibility for enforcing floodplain ordinance standards prior to annexation of any area containing identified flood hazards. If the FIRM for any annexed area includes special flood hazard areas that have flood zones that have regulatory requirements that are not set forth in these regulations, prepare amendments to these regulations to adopt the FIRM and appropriate requirements, and submit the amendments to the governing body for adoption; such adoption shall take place at the same time as or prior to the date of annexation and a copy of the amended regulations shall be provided to Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management) and FEMA.

In accordance with the Code of Federal Regulations, Title 44 Subpart (B) Section 59.22 (a) (9) (v) all NFIP participating communities must notify the Federal Insurance Administration and optionally the State Coordinating Office in writing whenever the boundaries of the community have been modified by annexation or the community has otherwise assumed or no longer has authority to adopt and enforce floodplain management regulations for a particular area.

In order that all Flood Insurance Rate Maps accurately represent the community's boundaries, a copy of a map of the community suitable for reproduction, clearly delineating the new corporate limits or new area for which the community has assumed or relinquished floodplain management regulatory authority must be included with the notification.

### M. District Boundary Changes

The delineation of any of the Floodplain Districts may be revised by the City of Hopewell where natural or man-made changes have occurred and/or where more detailed studies have been conducted or undertaken by the U. S. Army Corps of Engineers or other qualified agency, or an individual documents the need for such change. However, prior to any such change, approval must be obtained from Federal Emergency Management Agency. A completed LOMR is record of this approval.

### N. Interpretation of District Boundaries

Initial interpretations of the boundaries of the Floodplain Districts shall be made by the Zoning ~~Officer~~ Administrator. Should a dispute arise concerning the boundaries of any of the Districts, the Board of Zoning Appeals shall make the necessary determination. The person questioning or contesting the location of the District boundary shall be given a reasonable opportunity to

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present his case to the Board and to submit ~~his~~their own technical evidence if ~~he~~they so desires.

### O. Submitting Model Backed Technical Data

A community's base flood elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable, but not later than six months after the date such information becomes available, a community shall notify the Federal Insurance Administrator of the changes by submitting technical or scientific data. Such a submission is necessary so that upon confirmation of those physical changes affecting flooding conditions, risk premium rates and flood plain management requirements will be based upon current data.

### P. Letters of Map Revision

When development in the floodplain will cause or causes a change in the base flood elevation, the applicant, including state agencies, must notify FEMA by applying for a Conditional Letter of Map Revision and then a Letter of Map Revision.

For Example:

- Any development that causes a rise in the base flood elevations within the floodway.
- Any development occurring in Zones A1-30 and AE without a designated floodway, which will cause a rise of more than one foot in the base flood elevation.
- Alteration or relocation of a stream (including but not limited to installing culverts and bridges) 44 Code of Federal Regulations §65.3 and §65.6(a)(12)

### Q. District Provisions

#### 1. Permit and Application Requirements

##### a. Permit Requirement

All uses, activities, and development occurring within any floodplain district shall be undertaken only upon the issuance of a zoning permit. Such development shall be undertaken only in strict compliance with the provisions of the Ordinance, the Virginia Unified Statewide Building Code, all other applicable codes and ordinances, as amended, and the City of Hopewell Subdivision Ordinance. Prior to the issuance of any such permit, the Zoning ~~Officer~~Administrator shall require all applications to include compliance with all applicable state and federal laws, and shall review all sites to assure they are reasonably safe from flooding. Under no circumstances shall any use, activity, and/or development adversely affect the capacity of the channels or floodways of any watercourse, drainage ditch, or any other drainage facility or system.

##### b. Alteration or Relocation of a Watercourse

Prior to any proposed alteration or relocation of any channel or of any watercourse within this jurisdiction, a permit shall be obtained from the U. S. Army Corps of Engineers, the Virginia Department of Environmental Quality, and the Virginia Marine Resources Commission (a joint permit application is available from any one of these organizations). Furthermore, in riverine areas notification of the proposal

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shall be given to all adjacent jurisdictions, the Department of Conversation and Recreation (Division of Dam Safety and Floodplain Management) other required agencies, and the Federal Emergency Management Agency.

c. Site Plans and Permit Applications

All applications for development within any floodplain district and all building permits issued for the floodplain shall incorporate the following information:

- i. The elevation of the Base Flood for the site.
- ii. The elevation of the lowest floor (including basement), or in V zones, the lowest horizontal structural member.
- iii. For structures to be flood-proofed (non-residential only), the elevation to which the structure will be flood-proofed.
- iv. Topographic information showing existing and proposed ground elevations.

2. General Standards

The following provisions shall apply to all permits:

- a. New construction and substantial improvements shall be done according to this ordinance and the Virginia Unified Statewide Building Code and anchored to prevent flotation, collapse or lateral movement of the structure.
- b. Manufactured homes shall be anchored to prevent flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This standard shall be in addition to and consistent with applicable state requirements for resisting wind forces.
- c. New construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
- d. New construction or substantial improvements shall be constructed by methods and practices that minimize flood damage.
- e. Electrical, heating, ventilation, plumbing, air conditioning equipment and other service facilities, including duct work, shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
- f. New and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.
- g. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters.
- h. On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.
- i. Any alteration, repair, reconstruction or improvements to a building that is in compliance with the provisions of this ordinance shall meet the requirements of “new construction” as contained in this ordinance.

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- j. Any alteration, repair, reconstruction or improvements to a building that is not in compliance with the provisions of this ordinance, shall be undertaken only if said non-conformity is not furthered, extended, or replaced.
- k. The flood carrying capacity within an altered or relocated portion of any watercourse shall be maintained.

### 3. Specific Standards for Elevation and Construction

In all identified flood hazard areas where base flood elevations have been provided in the Flood Insurance Study or generated according to Section ~~QJ.3~~, the following provisions shall apply:

#### a. Residential Construction

New construction or substantial improvement of any residential structure (~~including manufactured homes~~) shall have the lowest floor, including basement, elevated no lower than two (2) feet above the base flood elevation.

#### b. Non-Residential Construction

New construction or substantial improvement of any commercial, industrial, or non-residential building (~~or manufactured home~~) shall have the lowest floor, including basement, elevated to no lower than two (2) feet above the base flood elevation.

Buildings located in all A1-30, AE, and AH zones may be flood-proofed in lieu of being elevated provided that all areas of the building components below the elevation corresponding to the BFE plus two feet are water tight with walls substantially impermeable to the passage of water, and use structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certification, including the specific elevation (in relation to mean sea level) to which such structures are flood proofed, shall be maintained by the flood plain administrator.

#### c. Elevated Buildings – Space Below the Lowest Floor

In zones A, AE, AH, AO, and A1- A30, fully enclosed areas, of new construction or substantially improved structures, which are below the regulatory flood protection elevation shall:

- i. not be designed or used for human habitation, but shall only be used for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator).
- ii. be constructed entirely of flood resistant materials below the regulatory flood protection elevation.
- iii. include measures to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the

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openings must either be certified by a professional engineer or architect or meet the following minimum design criteria:

- (a.) Provide a minimum of two openings on different sides of each enclosed area subject to flooding.
- (b.) The total net area of all openings must be at least one (1) square inch for each square foot of enclosed area subject to flooding.
- (c.) If a building has more than one enclosed area, each area must have openings to allow floodwaters to automatically enter and exit.
- (d.) The bottom of all required openings shall be no higher than one (1) foot above the adjacent grade.
- (e.) Openings may be equipped with screens, louvers, or other opening coverings or devices, provided they permit the automatic flow of floodwaters in both directions.
- (f.) Foundation enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not require openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires openings as outlined above.

### d. Standards for Manufactured Homes and Recreational Vehicles

- i. In zones A, AE, AH, and AO, all manufactured homes placed, or substantially improved, on individual lots or parcels, in expansions to existing manufactured home parks or subdivisions, in a new manufactured home park or subdivision or in an existing manufactured home park or subdivision, as permitted by the Zoning Ordinance, on which a manufactured home has incurred substantial damage as the result of a flood, must meet all the requirements for new construction, including the elevation and anchoring requirements in Section Q.2.
- ii. All manufactured homes placed or substantially improved in an existing manufactured home park or subdivision, as permitted by the Zoning Ordinance, in which a manufactured home has not incurred substantial damage as the result of a flood shall be elevated so that either:
  - (a.) the lowest floor of the manufactured home is elevated no lower than two (2) feet above the base flood elevation; or
  - (b.) the manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade;
  - (c.) and be securely anchored to the adequately anchored foundation system to resist flotation, collapse and lateral movement.
- iii. All recreational vehicles placed on sites must either:
  - (a.) be on the site for fewer than 180 consecutive days;

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- (b.) be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions); or
- (c.) meet all the requirements for manufactured homes in Section Q.3.d.

### 4. Standards for Approximated Floodplain

The following provisions shall apply with the Approximate Floodplain District:

The Approximated Floodplain District shall be that floodplain area for which no detailed flood profiles or elevations are provided, but where a one hundred (100)-year floodplain boundary has been approximated. Such areas are shown as Zone A on the maps accompanying the Flood Insurance Study. For these areas, the one hundred (100)-year flood elevations and floodway information from federal, state, and other acceptable sources shall be used, when available. Where the specific one hundred (100)-year flood elevation cannot be determined for this area using other sources of data, such as the U. S. Army Corps of Engineers Floodplain Information Reports, U. S. Geological Survey Flood-Prone Quadrangles, etc., then the applicant for the proposed use, development and/or activity shall determine this elevation in accordance with hydrologic and hydraulic engineering techniques. Hydrologic and hydraulic analyses shall be undertaken only by professional engineers or others of demonstrated qualifications, who shall certify that the technical methods used correctly reflect currently-accepted technical concepts. Studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough review by the Department of Development and City Engineer.

When such base flood elevation data is utilized, the lowest floor shall be two (2) feet above the base flood elevation. During the permitting process, the applicant shall obtain and submit information proving:

- a. the elevation of the lowest floor (including the basement) of all new and substantially improved structures; and
- b. if the structure has been flood-proofed in accordance with the requirements of this article, the elevation to which the structure has been flood-proofed.

### 5. Standards for the Floodway

The following provisions shall apply within the Floodway when it has been identified as in section M.4, above:

- a. Encroachments, including fill, new construction, substantial improvements and other developments are prohibited unless certification (with supporting technical data) by a registered professional engineer is provided demonstrating that encroachments shall not result in any increase in flood levels during occurrence of the base flood. Hydrologic and hydraulic analyses shall be undertaken only by professional engineers or others of demonstrated qualifications, who shall certify that the technical methods used correctly reflect currently accepted technical concepts. Studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough review by the zoning administrator.

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- b. Development activities which increase the water surface elevation of the base flood may be allowed, provided that the developer or applicant first applies – with the City of Hopewell’s endorsement – for a conditional Flood Insurance Rate Map and floodway revision, and receives the approval of the Federal Emergency Management Agency.
  - c. If section 6 a, above, is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of section M.
  - d. The placement of manufactured homes (mobile homes) is prohibited, except in an existing manufactured homes (mobile homes) park or subdivision. A replacement manufactured home may be placed on a lot in an existing manufactured home park or subdivision provided the anchoring, elevation, and encroachment standards are met.
6. Standards for the Shallow Flooding District

The following provisions shall apply within the Shallow Flooding District:

- a. All new construction and substantial improvements of residential structures shall have the lowest floor, including basement, elevated to or above the flood depth specified on the Flood Insurance Rate Map, above the highest adjacent grade. If no flood depth number is specified, the lowest floor, including basement, shall be elevated no less than two (2) feet above the highest adjacent grade.
  - b. All new construction and substantial improvements of non-residential structures shall:
    - i. have the lowest floor, including basement, elevated to or above the flood depth specified on the Flood Insurance Rate Map, above the highest adjacent grade. If no flood depth number is specified, the lowest floor, including basement, shall be elevated at least two (2) feet above the highest adjacent grade; or,
    - ii. together with attendant utility and sanitary facilities be completely flood-proofed to the specified flood level so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
  - c. Adequate drainage paths around structures on slopes shall be provided to guide floodwaters around and away from proposed structures.
7. Standards for Subdivision Proposals
- a. All subdivision proposals shall be consistent with the need to minimize flood damage;
  - b. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;
  - c. All subdivision proposals shall have adequate drainage provided to reduce exposure



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to flood hazards; and

- d. Base flood elevation data shall be provided for subdivision proposals and other proposed development proposals using detailed methodologies, hydraulic and hydrological analysis (including manufactured home parks and subdivisions as provided in the Zoning Ordinance) that exceed five lots or five acres, whichever is the lesser.

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### 8. Accessory Structures<sup>[D6]</sup>

Accessory structures of any size shall be prohibited within the SFHA and no variance shall be granted to permit accessory structures in these areas.

### R. Variances

In passing upon applications for Variances, the Board of Zoning Appeals shall satisfy all relevant factors and procedures specified in other sections of the zoning ordinance and consider the following additional factors:

1. The showing of good and sufficient cause.
2. The danger to life and property due to increased flood heights or velocities caused by encroachments. No variance shall be granted for any proposed use, development, or activity within any Floodway District that will cause any increase in the one hundred (100)-year flood elevation.
3. The danger that materials may be swept on to other lands or downstream to the injury of others.
4. The proposed water supply and sanitation systems and the ability of these systems to prevent disease, contamination, and unsanitary conditions.
5. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owners.
6. The importance of the services provided by the proposed facility to the community.
7. The requirements of the facility for a waterfront location.
8. The availability of alternative locations not subject to flooding for the proposed use.
9. The compatibility of the proposed use with existing development and development anticipated in the foreseeable future.
10. The relationship of the proposed use to the comprehensive plan and floodplain management program for the area.
11. The safety of access by ordinary and emergency vehicles to the property in time of flood.
12. The expected heights, velocity, duration, rate of rise, and sediment transport of the flood

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waters expected at the site.

13. The repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.

~~13.14.~~ 14.14. Variances will not be issued for any accessory structure within the SFHA

~~14.15.~~ Such other factors which are relevant to the purposes of this ordinance.

The Board of Zoning Appeals may refer any application and accompanying documentation pertaining to any request for a variance to any engineer or other qualified person or agency for technical assistance in evaluating the proposed project in relation to flood heights and velocities, and the adequacy of the plans for flood protection and other related matters.

Variances shall be issued only after the Board of Zoning Appeals has determined that the granting of such will not result in (a) unacceptable or prohibited increases in flood heights, (b) additional threats to public safety, (c) extraordinary public expense; and will not (d) create nuisances, (e) cause fraud or victimization of the public, or (f) conflict with local laws or ordinances.

Variances shall be issued only after the Board of Zoning Appeals has determined that the variance will be the minimum required to provide relief.

The Board of Zoning Appeals shall notify the applicant for a variance, in writing, that the issuance of a variance to construct a structure below the one hundred (100)-year flood elevation (a) increases the risks to life and property and (b) will result in increased premium rates for flood insurance.

A record shall be maintained of the above notification as well as all variance actions, including justification for the issuance of the variances. Any variances that are issued shall be noted in the annual or biennial report submitted to the Federal Insurance Administrator.

### S. Existing Structures in Floodplain Areas

A structure or use of a structure or premises which lawfully existed before the enactment of these provisions, but which is not in conformity with these provisions, may be continued subject to the following conditions:

1. Existing structures in the Floodway Area shall not be expanded or enlarged unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practices that the proposed expansion would not result in any increase in the base flood elevation.
2. Any modification, alteration, repair, reconstruction, or improvement of any kind to a structure and/or use located in any flood plain areas, when added to all the changes made during a rolling five (5) year period does not constitute fifty (50) percent increase in the of its market value
3. Any changes comply with this ordinance and the Virginia Uniform Statewide Building Code.

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4. The structure is a historic structure, listed on the List of National Historic Resources and/or located in an historic district; the change required would impair the historic nature of the structure.
5. No new square footage is being built in the floodway.

### T. Definitions

1. Base flood - The flood having a one percent chance of being equaled or exceeded in any given year.
2. Base flood elevation- The water surface elevations of the base flood, that is, the flood level that has a one percent or greater chance of occurrence in any given year. The water surface elevation of the base flood in relation to the datum specified on the community's Flood Insurance Rate Map. For the purposes of this ordinance, the base flood is the 1% annual chance flood.
3. Basement - Any area of the building having its floor sub-grade (below ground level) on all sides.
4. Board of Zoning Appeals - The board appointed to review appeals made by individuals with regard to decisions of the Zoning Administrator in the interpretation of this ordinance.
5. Coastal A Zone - Flood hazard areas that have been delineated as subject to wave heights between 1.5 feet and 3 feet.
6. Conditional Letter of Map Revision (CLOMR): A formal review and comment as to whether a proposed flood protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study.
7. Development - Any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, temporary structures, mining, dredging, filling, grading, paving, excavation or drilling operations or other land-disturbing activities or permanent or temporary storage of equipment or materials.
8. Elevated building - A non-basement building built to have the lowest floor elevated above the ground level by means of fill, solid foundation perimeter walls, pilings, or columns (posts and piers).
9. Encroachment - The advance or infringement of uses, plant growth, fill, excavation, buildings, permanent structures or development into a floodplain, which may impede or alter the flow capacity of a floodplain.
10. Existing construction – For the purposes of the insurance program, structures for which the “start of construction” commenced before September 5, 1979. “Existing

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construction” may also be referred to as “existing structures” and “pre-FIRM.”

11. Existing manufactured home park or subdivision - a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community. (See “existing construction” above)
12. Expansion to an existing manufactured home park or subdivision - the preparation of additional sites, as permitted by the Zoning Ordinance, by the construction of facilities for servicing the lots on which the manufacturing homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).
13. Flood or flooding -
  - a. A general or temporary condition of partial or complete inundation of normally dry land areas from
    - i. the overflow of inland or tidal waters; or,
    - ii. the unusual and rapid accumulation or runoff of surface waters from any source.
  - b. The collapse or subsistence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph (a)(i) of this definition.
  - c. Mudflows which are proximately caused by flooding as defined in paragraph (a)(ii) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.
14. Flood Insurance Rate Map (FIRM)- -an official map of a community, on which the Federal Emergency Management Agency has delineated both the special hazard areas and the risk premium zones applicable to the community.
15. Flood Insurance Study (FIS) – A report by FEMA that provides an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudflow and/or flood-related erosion hazards.
16. Floodplain or flood-prone area - Any land area susceptible to being inundated by water from any source.
17. Flood proofing - -any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

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18. Floodway - The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.
19. Freeboard - A factor of safety usually expressed in feet above a flood level for purposes of floodplain management. “Freeboard” tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, bridge openings, and the hydrological effect of urbanization in the watershed.
20. Functionally dependent use - A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. This term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and shipbuilding and ship repair facilities, but does not include long-term storage or related manufacturing facilities.
21. Highest adjacent grade - the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.
22. Historic structure - Any structure that is
  - a. listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
  - b. certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
  - c. individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
  - d. individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either
    - i. by an approved state program as determined by the Secretary of the Interior; or
    - ii. directly by the Secretary of the Interior in states without approved programs.
23. Hydrologic and Hydraulic Engineering Analysis – Analyses performed by a licensed professional engineer, in accordance with standard engineering practices that are accepted by the Virginia Department of Conservation and Recreation and FEMA, used to determine the base flood, other frequency floods, flood elevations, floodway information and boundaries, and flood profiles.
24. Letters of Map Change (LOMC) - A Letter of Map Change is an official FEMA determination, by letter, that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study.

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25. Letter of Map Amendment (LOMA): An amendment based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a land as defined by meets and bounds or structure is not located in a special flood hazard area.
26. Letter of Map Revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, floodplain and floodway delineations, and planimetric features. A Letter of Map Revision Based on Fill (LOMR-F), is a determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer exposed to flooding associated with the base flood. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.
27. Lowest adjacent grade- the lowest natural elevation of the ground surface next to the walls of a structure.
28. Lowest floor - The lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of Federal Code 44CFR §60.3.
29. Manufactured home - A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term manufactured home also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days.
30. Manufactured home park or subdivision - a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.
31. Mean Sea Level- For purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929 or the North American Vertical Datum (NAVD) of 1988 to which base flood elevations shown on the City's FIRM are referenced is an elevation point that represents the average height of the ocean's surface (such as the halfway point between the mean high tide and the mean low tide) which is used as a standard in reckoning land elevation.
32. New construction - For the purposes of determining insurance rates, structures for which the "start of construction" commenced on or after September 5, 1979, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, new construction means structures for which start of construction commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

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33. New manufactured home park or subdivision - a manufactured home park or subdivision, permitted in compliance with the provisions of the Zoning Ordinance, for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by a community.
34. Post-FIRM structures- A structure for which construction or substantial improvement occurred after September 5, 1979.
35. Pre-FIRM structures- A structure for which construction or substantial improvement occurred on or before September 5, 1979.
36. Primary frontal dune- a continuous or nearly continuous mound or ridge of sand with relatively steep seaward and landward slopes immediately landward and adjacent to the beach and subject to erosion and overtopping from high tides and waves during major coastal storms.
37. Recreational vehicle - A vehicle which is:
  - a. built on a single chassis;
  - b. 400 square feet or less when measured at the largest horizontal projection;
  - c. designed to be self-propelled or permanently towable by a light duty truck; and,
  - d. designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational camping, travel, or seasonal use.
38. Repetitive Loss Structure – A building covered by a contract for flood insurance that has incurred flood-related damages on two occasions in a 10-year period, in which the cost of the repair, on the average, equaled or exceeded 25 percent of the market value of the structure at the time of each such flood event; and at the time of the second incidence of flood-related damage, the contract for flood insurance contains increased cost of compliance coverage.
39. Severe repetitive loss structure - a structure that: (a) Is covered under a contract for flood insurance made available under the NFIP; and (b) Has incurred flood related damage – (i) For which 4 or more separate claims payments have been made under flood insurance coverage with the amount of each such claim exceeding \$5,000, and with the cumulative amount of such claims payments exceeding \$20,000; or (ii) For which at least 2 separate claims payments have been made under such coverage, with the cumulative amount of such claims exceeding the market value of the insured structure.

## ARTICLE XV – FLOODPLAIN DISTRICT

40. Shallow flooding area – A special flood hazard area with base flood depths from one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.
41. Special flood hazard area - The land in the floodplain subject to a one (1%) percent or greater chance of being flooded in any given year as determined in Section I of this ordinance.
42. Start of construction - For other than new construction and substantial improvement, under the Coastal Barriers Resource Act (P.L. – 97-348), means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, substantial improvement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of the construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.
43. Structure: for flood plain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. ~~“Structure” for insurance coverage purposes, means a walled and roofed building, other than a gas or liquid storage tank, that is principally above ground and affixed to a permanent site, as well as a manufactured home on a permanent foundation. For the latter purpose, the term includes a building while in the course of construction, alteration or repair, but does not include building materials or supplies intended for use in such construction, alteration or repair, unless such materials or supplies are within an enclosed building on the premises.~~
44. Substantial damage - Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. It also means flood related damages sustained by a structure on two occasions in a 10-year period, in which the cost of the repair, on the average, equals or exceeds 25 percent of the market value of the structure at the time of each such flood event.
45. Substantial improvement - Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. This term includes structures which have incurred, repetitive lo
46. ss or substantial damage regardless of the actual repair work performed. The term



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does not, however, include either:

- a. any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or
- b. any alteration of a historic structure, provided that the alteration will not preclude the structure’s continued designation as a historic structure.
- c. Historic structures undergoing repair or rehabilitation that would constitute a substantial improvement as defined above, must comply with all ordinance requirements that do not preclude the structure’s continued designation as a historic structure. Documentation that a specific ordinance requirement will cause removal of the structure from the National Register of Historic Places or the State Inventory of Historic places must be obtained from the Secretary of the Interior or the State Historic Preservation Officer. Any exemption from ordinance requirements will be the minimum necessary to preserve the historic character and design of the structure.

47.45. Violation: the failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in this ordinance is presumed to be in violation until such time as that documentation is provided.

46. Watercourse - A lake, river, creek, stream, wash, channel or other topographic feature on or over which waters flow at least periodically. Watercourse includes specifically designated areas in which substantial flood damage may occur.

Enacted and ordained this \_\_\_\_\_ day of \_\_\_\_\_, 2022. This ordinance, number 31 of the City of Hopewell, Virginia, shall become effective upon passage.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Attested

48.

## ARTICLE XV – FLOODPLAIN MANAGEMENT

### Division 1. – General Provisions and Authority

#### Section 1.1. Purpose and Intent

The purpose of these provisions is to prevent: the loss of life, health or property, the creation of health and safety hazards, the disruption of commerce and governmental services, the extraordinary and unnecessary expenditure of public funds for flood protection and relief, and the impairment of the tax base by:

- A. Regulating uses, activities, and development which, alone or in combination with other existing or future uses, activities, and development, will cause unacceptable increases in flood heights, velocities, and frequencies;
- B. Restricting or prohibiting certain uses, activities, and development from locating within districts subject to flooding;
- C. Requiring all those uses, activities, and developments that do occur in flood-prone districts to be protected and/or flood-proofed against flooding and flood damage; and
- D. Protecting individuals from buying land and structures which are unsuited for intended purposes because of flood hazards.

This ordinance is adopted pursuant to the authority granted in 15.2-2280 of the Code of Virginia.

#### Section 1.2. Applicability

These provisions shall apply to all lands within the jurisdiction of the City of Hopewell and identified as areas of special flood hazard identified by the community or shown on the Flood Insurance Rate Map (FIRM) or included in the Flood Insurance Study (FIS) that are provided to the City of Hopewell by FEMA.

#### Section 1.3. Compliance and Liability

- A. No land shall hereafter be developed and no structure shall be located, relocated, constructed, reconstructed, enlarged, or structurally altered except in full compliance with the terms and provisions of this ordinance and any other applicable ordinances and regulations which apply to uses within the jurisdiction of this ordinance.
- B. The degree of flood protection sought by the provisions of this ordinance is considered reasonable for regulatory purposes and is based on acceptable engineering methods of study. Larger floods may occur on rare occasions. Flood heights may be increased by man-made or natural causes, such as ice jams and bridge openings restricted by debris. This ordinance does not imply that districts outside the floodplain district, or that land uses permitted within such district will be free from flooding or flood damages.
- C. Records of actions associated with administering this ordinance shall be kept on file and maintained by the Floodplain Administrator in perpetuity.
- D. This ordinance shall not create liability on the part of City of Hopewell or any officer or employee thereof for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made thereunder.

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### Section 1.4. Abrogation and Greater Restrictions

- A. To the extent that the provisions are more restrictive, this ordinance supersedes any ordinance currently in effect in flood-prone districts. To the extent that any other existing law or regulation is more restrictive or does not conflict it shall remain in full force and effect.
- B. These regulations are not intended to repeal or abrogate any existing ordinances including subdivision regulations, zoning ordinances or building codes. In the event of a conflict between these regulations and any other ordinance, the more restrictive shall govern.

### Section 1.5. Severability

If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance shall be declared invalid for any reason whatever, such decision shall not affect the remaining portions of this ordinance. The remaining portions shall remain in full force and effect; and for this purpose, the provisions of this ordinance are hereby declared to be severable.

### Section 1.6. Penalty for Violations

- A. Any person who fails to comply with any of the requirements or provisions of this article or directions of the Floodplain Administrator or any authorized employee of the City of Hopewell shall be guilty of a Class 1 misdemeanor and subject to the penalties thereof.
- B. The VA USBC addresses building code violations and the associated penalties in Section 104 and Section 115. Violations and associated penalties of the Zoning Ordinance of the City of Hopewell are addressed in Article XX of the Zoning Ordinance.
- C. In addition to the above penalties, all other actions are hereby reserved, including an action in equity for the proper enforcement of this article. The imposition of a fine or penalty for any violation of, or noncompliance with, this article shall not excuse the violation or noncompliance or permit it to continue; and all such persons shall be required to correct or remedy such violations or non-compliances within a reasonable time. Any structure constructed, reconstructed, enlarged, altered or relocated in noncompliance with this article may be declared by the City of Hopewell to be a public nuisance and abatable as such. Flood insurance may be withheld from structures constructed in violation of this article.

## ARTICLE XV – FLOODPLAIN MANAGEMENT

### Division 2. – Administration

#### Section 2.1. Designation of the Floodplain Administrator

- A. The Zoning Administrator is hereby appointed to administer and implement these regulations and is referred to herein as the Floodplain Administrator. In the absence of a designated Floodplain Administrator, the duties shall be conducted by the City of Hopewell's chief executive officer.
- B. The Floodplain Administrator may:
  1. Delegate duties and responsibilities set forth in these regulations to qualified technical personnel, plan examiners, inspectors, and other employees.
  2. Enter into a written agreement or written contract with another community or private sector entity to administer specific provisions of these regulations. Administration of any part of these regulations by another entity shall not relieve the community of its responsibilities pursuant to the participation requirements of the National Flood Insurance Program as set forth in the Code of Federal Regulations at 44 C.F.R. Section 59.22.

#### Section 2.2. Duties and Responsibilities of the Floodplain Administrator

The duties and responsibilities of the Floodplain Administrator shall include but are not limited to:

- A. Review applications for permits to determine whether proposed activities will be located in the Special Flood Hazard Area (SFHA).
- B. Interpret floodplain boundaries and provide available base flood elevation and flood hazard information.
- C. Review applications to determine whether proposed activities will be reasonably safe from flooding and require new construction and substantial improvements to meet the requirements of these regulations.
- D. Review applications to determine whether all necessary permits have been obtained from the Federal, State or local agencies from which prior or concurrent approval is required; in particular, permits from state agencies for any construction, reconstruction, repair, or alteration of a dam, reservoir, or waterway obstruction (including bridges, culverts, structures), any alteration of a watercourse, or any change of the course, current, or cross section of a stream or body of water, including any change to the 100-year frequency floodplain of free-flowing non-tidal waters of the State.
- E. Verify that applicants proposing an alteration of a watercourse have notified adjacent communities, the Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management), and other appropriate agencies (VADEQ, USACE) and have submitted copies of such notifications to FEMA.

## ARTICLE XV – FLOODPLAIN MANAGEMENT

- F. Advise applicants for new construction or substantial improvement of structures that are located within an area of the Coastal Barrier Resources System established by the Coastal Barrier Resources Act that Federal flood insurance is not available on such structures; areas subject to this limitation are shown on Flood Insurance Rate Maps as Coastal Barrier Resource System Areas (CBRS) or Otherwise Protected Areas (OPA).
- G. Approve applications and issue permits to develop in flood hazard areas if the provisions of these regulations have been met, or disapprove applications if the provisions of these regulations have not been met.
- H. Inspect or cause to be inspected, buildings, structures, and other development for which permits have been issued to determine compliance with these regulations or to determine if non-compliance has occurred or violations have been committed.
- I. Review Elevation Certificates and require incomplete or deficient certificates to be corrected.
- J. Submit to FEMA, or require applicants to submit to FEMA, data and information necessary to maintain FIRMs, including hydrologic and hydraulic engineering analyses prepared by or for the City of Hopewell, within six months after such data and information becomes available if the analyses indicate changes in base flood elevations.
- K. Maintain and permanently keep records that are necessary for the administration of these regulations, including:
  - 1. Flood Insurance Studies, Flood Insurance Rate Maps (including historic studies and maps and current effective studies and maps) and Letters of Map Change; and
  - 2. Documentation supporting issuance and denial of permits, Elevation Certificates, documentation of the elevation (in relation to the datum on the FIRM) to which structures have been flood proofed, inspection records, other required design certifications, variances, and records of enforcement actions taken to correct violations of these regulations.
- L. Enforce the provisions of these regulations, investigate violations, issue notices of violations or stop work orders, and require permit holders to take corrective action.
- M. Advise the Board of Zoning Appeals regarding the intent of these regulations and, for each application for a variance, prepare a staff report and recommendation.
- N. Administer the requirements related to proposed work on existing buildings:
  - 1. Make determinations as to whether buildings and structures that are located in flood hazard areas and that are damaged by any cause have been substantially damaged.
  - 2. Make reasonable efforts to notify owners of substantially damaged structures of the

## ARTICLE XV – FLOODPLAIN MANAGEMENT

need to obtain a permit to repair, rehabilitate, or reconstruct. Prohibit the non-compliant repair of substantially damaged buildings except for temporary emergency protective measures necessary to secure a property or stabilize a building or structure to prevent additional damage.

- O. Undertake, as determined appropriate by the Floodplain Administrator due to the circumstances, other actions which may include but are not limited to: issuing press releases, public service announcements, and other public information materials related to permit requests and repair of damaged structures; coordinating with other Federal, State, and local agencies to assist with substantial damage determinations; providing owners of damaged structures information related to the proper repair of damaged structures in special flood hazard areas; and assisting property owners with documentation necessary to file claims for Increased Cost of Compliance coverage under NFIP flood insurance policies.
- P. Notify the Federal Emergency Management Agency when the corporate boundaries of the City of Hopewell have been modified and:
1. Provide a map that clearly delineates the new corporate boundaries or the new area for which the authority to regulate pursuant to these regulations has either been assumed or relinquished through annexation; and
  2. If the FIRM for any annexed area includes special flood hazard areas that have flood zones that have regulatory requirements that are not set forth in these regulations, prepare amendments to these regulations to adopt the FIRM and appropriate requirements, and submit the amendments to the governing body for adoption; such adoption shall take place at the same time as or prior to the date of annexation and a copy of the amended regulations shall be provided to Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management) and FEMA.
- Q. Upon the request of FEMA, complete and submit a report concerning participation in the NFIP which may request information regarding the number of buildings in the SFHA, number of permits issued for development in the SFHA, and number of variances issued for development in the SFHA.
- R. It is the duty of the Community Floodplain Administrator to take into account flood, mudslide and flood-related erosion hazards, to the extent that they are known, in all official actions relating to land management and use throughout the entire jurisdictional area of the Community, whether or not those hazards have been specifically delineated geographically (e.g., via mapping or surveying).

(Reserved Sections 2.3. – 2.6.)

### Section 2.7. Use and Interpretation of FIRMs

- A. The Floodplain Administrator shall make interpretations, where needed, as to the exact location of special flood hazard areas, floodplain boundaries, and floodway boundaries.

## ARTICLE XV – FLOODPLAIN MANAGEMENT

The following shall apply to the use and interpretation of FIRMs and data:

1. Where field surveyed topography indicates that adjacent ground elevations:
  - a. Are below the base flood elevation, even in areas not delineated as a special flood hazard area on a FIRM, the area shall be considered as special flood hazard area and subject to the requirements of these regulations;
  - b. Are above the base flood elevation and the area is labelled as a SFHA on the FIRM, the area shall be regulated as special flood hazard area unless the applicant obtains a Letter of Map Change that removes the area from the SFHA.
2. In FEMA-identified special flood hazard areas where base flood elevation and floodway data have not been identified and in areas where FEMA has not identified SFHAs, any other flood hazard data available from a Federal, State, or other source shall be reviewed and reasonably used.
3. Base flood elevations and designated floodway boundaries on FIRMs and in FISs shall take precedence over base flood elevations and floodway boundaries by any other sources if such sources show reduced floodway widths and/or lower base flood elevations.
4. Other sources of data shall be reasonably used if such sources show increased base flood elevations and/or larger floodway areas than are shown on FIRMs and in FISs.
5. If a Preliminary Flood Insurance Rate Map and/or a Preliminary Flood Insurance Study has been provided by FEMA:
  - a. Upon the issuance of a Letter of Final Determination by FEMA, the preliminary flood hazard data shall be used and shall replace the flood hazard data previously provided from FEMA for the purposes of administering these regulations.
  - b. Prior to the issuance of a Letter of Final Determination by FEMA, the use of preliminary flood hazard data shall be deemed the best available data pursuant to Section 2.7.A.3. and used where no base flood elevations and/or floodway areas are provided on the effective FIRM.
  - c. Prior to issuance of a Letter of Final Determination by FEMA, the use of preliminary flood hazard data is permitted where the preliminary base flood elevations or floodway areas exceed the base flood elevations and/or designated floodway widths in existing flood hazard data provided by FEMA. Such preliminary data may be subject to change and/or appeal to FEMA.

## ARTICLE XV – FLOODPLAIN MANAGEMENT

### Division 3. - Floodplain Districts

#### Section 3.1. Basis of Districts

- A. The various floodplain districts shall include special flood hazard areas. The basis for the delineation of these districts shall be the Flood Insurance Study (FIS) and the Flood Insurance Rate Maps (FIRM) for City of Hopewell prepared by the Federal Emergency Management Agency, Federal Insurance Administration, dated December 15, 2022, as amended and any subsequent revisions or amendments thereto.
- B. The City of Hopewell may identify and regulate local flood hazard or ponding areas that are not delineated on the FIRM. These areas may be delineated on a “Local Flood Hazard Map” using best available topographic data and locally derived information such as flood of record, historic high water marks or approximate study methodologies.

#### Section 3.2. Floodway District

- A. The Floodway District is in an AE Zone and is delineated, for purposes of this ordinance, using the criterion that certain areas within the floodplain must be capable of carrying the waters of the one percent annual chance flood without increasing the water surface elevation of that flood more than one (1) foot at any point. The areas included in this District are specifically defined in Table 23 of the above-referenced FIS and shown on the accompanying FIRM.
- B. The following provisions shall apply within the Floodway District of an AE zone [44CFR 60.3(d)]:
  1. Within any floodway area, no encroachments, including fill, new construction, substantial improvements, or other development shall be permitted unless it has been demonstrated through hydrologic and hydraulic analysis performed in accordance with standard engineering practice that the proposed encroachment will not result in any increase in flood levels within the community during the occurrence of the base flood discharge. Hydrologic and hydraulic analyses shall be undertaken only by professional engineers or others of demonstrated qualifications, who shall certify that the technical methods used correctly reflect currently-accepted technical concepts. Studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough review by the Floodplain Administrator.
  2. Development activities which increase the water surface elevation of the base flood may be allowed, provided that the applicant first applies – with the City of Hopewell’s endorsement – for a Conditional Letter of Map Revision (CLOMR), and receives the approval of the Federal Emergency Management Agency.
  3. If Section 3.1. of this Article is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of Division 5. – District Provisions.



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4. The placement of manufactured homes (mobile homes) is prohibited, except as otherwise provided for in the Zoning Ordinance and provided the anchoring, elevation, and encroachment standards are met.

### Section 3.3. AE or AH Zone Districts

- A. The **AE, or AH Zones** on the FIRM accompanying the FIS shall be those areas for which one-percent annual chance flood elevations have been provided and the floodway has **not** been delineated. The following provisions shall apply within an AE or AH zone [44 CFR 60.3(c)] where FEMA has provided base flood elevations.
- B. Until a regulatory floodway is designated, no new construction, substantial improvements, or other development (including fill) shall be permitted within the areas of special flood hazard, designated as Zones A1-30, AE, or AH on the FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the City of Hopewell.
- C. Development activities in Zones A1-30, AE, or AH on the City of Hopewell FIRM which increase the water surface elevation of the base flood by more than one foot may be allowed, provided that the applicant first applies – with the City of Hopewell’s endorsement – for a Conditional Letter of Map Revision, and receives the approval of the Federal Emergency Management Agency.

### Section 3.4. A Zone District

- A. The **A Zone** on the FIRM accompanying the FIS shall be those areas for which no detailed flood profiles or elevations are provided, but the one percent annual chance floodplain boundary has been approximated. For these areas, the following provisions shall apply [44 CFR 60.3(b)]:
  1. The Approximated Floodplain District shall be that floodplain area for which no detailed flood profiles or elevations are provided, but where a one percent annual chance floodplain boundary has been approximated. Such areas are shown as Zone A on the maps accompanying the FIS. For these areas, the base flood elevations and floodway information from federal, state, and other acceptable sources shall be used, when available. Where the specific one percent annual chance flood elevation cannot be determined for this area using other sources of data, such as the U. S. Army Corps of Engineers Floodplain Information Reports, U. S. Geological Survey Flood-Prone Quadrangles, etc., then the applicant for the proposed use, development and/or activity shall determine this base flood elevation. For development proposed in the approximate floodplain the applicant must use technical methods that correctly reflect currently accepted practices, such as point on boundary, high water marks, or detailed methodologies hydrologic and hydraulic analyses. Studies, analyses, computations,

## ARTICLE XV – FLOODPLAIN MANAGEMENT

etc., shall be submitted in sufficient detail to allow a thorough review by the Department of Development and City Engineer.

2. The Floodplain Administrator reserves the right to require a hydrologic and hydraulic analysis for any development. When such base flood elevation data is utilized, the lowest floor shall be elevated to or above the base flood level plus two (2) feet.
3. During the permitting process, the Floodplain Administrator shall obtain:
  - a. The elevation of the lowest floor (in relation to mean sea level), including the basement, of all new and substantially improved structures; and,
  - b. If the structure has been flood-proofed in accordance with the requirements of this article, the elevation (in relation to mean sea level) to which the structure has been flood-proofed.
  - c. Base flood elevation data shall be obtained from other sources or developed using detailed methodologies comparable to those contained in a FIS for subdivision proposals and other proposed development proposals (including manufactured home parks and subdivisions) that exceed five lots or five acres, whichever is the lesser

### Section 3.5. AO Zone District

- A. The **AO Zone** on the FIRM accompanying the FIS shall be those areas of shallow flooding identified as AO on the FIRM. For these areas, the following provisions shall apply [44 CFR 60.3(c)]:
  1. All new construction and substantial improvements of residential structures shall have the lowest floor, including basement, elevated to or above the flood depth specified on the FIRM, above the highest adjacent grade at least as high as the depth number specified in feet on the FIRM. If no flood depth number is specified, the lowest floor, including basement, shall be elevated no less than two feet above the highest adjacent grade.
  2. All new construction and substantial improvements of non-residential structures shall
    - a. Have the lowest floor, including basement, elevated to or above the flood depth specified on the FIRM, above the highest adjacent grade at least as high as the depth number specified in feet on the FIRM. If no flood depth number is specified, the lowest floor, including basement, shall be elevated at least two feet above the highest adjacent grade; or,
    - b. together with attendant utility and sanitary facilities be completely flood-proofed to the specified flood level so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural

## ARTICLE XV – FLOODPLAIN MANAGEMENT

components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.

3. Adequate drainage paths around structures on slopes shall be provided to guide floodwaters around and away from proposed structures.

### Section 3.6. Coastal A Zone District

- A. The **Coastal A Zone** is labeled as AE on the FIRM; it is those areas that are seaward of the limit of moderate wave action (LiMWA) line. As defined by the VA USBC, these areas are subject to wave heights between 1.5 feet and 3 feet. For these areas, the following provisions shall apply:
  1. Buildings and structures within this zone shall have the lowest floor elevated to or above the base flood elevation plus one foot of freeboard, and must comply with the provisions in Divisions 3 and 5 of this Article.

### Section 3.7. VE or V Zone Districts

- A. The **VE or V Zones** on FIRMs accompanying the FIS shall be those areas that are known as Coastal High Hazard areas, extending from offshore to the inland limit of a primary frontal dune along an open coast or other areas subject to high velocity waves. For these areas, the following provisions shall apply [44 CFR 60.3(e)]:
  1. All new construction and substantial improvements in Zones V and VE, including manufactured homes, shall be elevated on pilings or columns so that:
    - a. The bottom of the structural member of the lowest floor (excluding the pilings or columns) is elevated to or above the base flood level plus eighteen (18) inches if the lowest horizontal structural member is parallel to the direction of wave approach or elevated at least two feet above the base flood level if the lowest horizontal structural member is perpendicular to the direction of wave approach; and,
    - b. The pile or column foundation and structure attached thereto is anchored to resist flotation, collapse, and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. Wind and water loading values shall each have a one percent chance of being equaled or exceeded in any given year (one-percent annual chance).
  2. A registered professional engineer or architect shall develop or review the structural design, specifications and plans for the construction, and shall certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of this Article.
  3. The Floodplain Administrator shall obtain the elevation (in relation to mean sea level)

## ARTICLE XV – FLOODPLAIN MANAGEMENT

of the bottom of the lowest horizontal structural member of the lowest floor (excluding pilings and columns) of all new and substantially improved structures in Zones V and VE. The Floodplain Management Administrator shall maintain a record of all such information.

4. All new construction shall be located landward of the reach of mean high tide.
5. All new construction and substantial improvements shall have the space below the lowest floor either free of obstruction or constructed with non-supporting breakaway walls, open wood-lattice work, or insect screening intended to collapse under wind and water loads without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting foundation system. For the purpose of this section, a breakaway wall shall have a design safe loading resistance of not less than 10 and no more than 20 pounds per square foot. Use of breakaway walls which exceed a design safe loading resistance of 20 pounds per square foot (either by design or when so required by local codes) may be permitted only if a registered professional engineer or architect certifies that the designs proposed meet the following conditions:
  - a. Breakaway wall collapse shall result from water load less than that which would occur during the base flood; and
  - b. The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and nonstructural). Maximum wind and water loading values to be used in this determination shall each have a one percent chance of being equaled or exceeded in any given year.
6. The enclosed space below the lowest floor shall be used solely for parking of vehicles, building access, or storage. Such space shall not be partitioned into multiple rooms, temperature-controlled, or used for human habitation. The enclosed space shall be less than 300 square feet.
7. The use of fill for structural support of buildings is prohibited. When non-structural fill is proposed in a coastal high hazard area, appropriate engineering analyses shall be conducted to evaluate the impacts of the fill prior to issuance of a development permit.
8. The man-made alteration of sand dunes and mangrove stands, which would increase potential flood damage, is prohibited.
9. The mapped floodplain includes all of the above regions and also the regions designated as having a 0.2 percent annual chance of flooding on any flood map or flood insurance study. In this area no emergency service, medical service or governmental records storage shall be allowed except by special exception using the variance process.

## ARTICLE XV – FLOODPLAIN MANAGEMENT

### Section 3.8. Overlay Concept

- A. The Floodplain Districts described above shall be overlays to the existing underlying districts as shown on the Official Zoning Ordinance Map, and as such, the provisions for the floodplain districts shall serve as a supplement to the underlying district provisions.
- B. If there is a conflict between the provisions or requirements of the Floodplain Districts and those of any underlying district, the more restrictive provisions and/or those pertaining to the floodplain districts shall apply.

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### Division 4. - Official Floodplain Map

#### Section 4.1. Flood Insurance Rate Map

The boundaries of the Special Flood Hazard Areas (SFHAs) and Floodplain Districts are established as shown on the Flood Insurance Rate Map (FIRM) which is declared to be a part of this ordinance and which shall be kept on file at the City of Hopewell's Department of Development office.

#### Section 4.2. Jurisdictional Boundary Changes

- A. The County floodplain ordinance in effect on the date of annexation shall remain in effect and shall be enforced by the municipality for all annexed areas until the municipality adopts and enforces an ordinance which meets the requirements for participation in the National Flood Insurance Program. Municipalities with existing floodplain ordinances shall pass a resolution acknowledging and accepting responsibility for enforcing floodplain ordinance standards prior to annexation of any area containing identified flood hazards. If the FIRM for any annexed area includes special flood hazard areas that have flood zones that have regulatory requirements that are not set forth in these regulations, prepare amendments to these regulations to adopt the FIRM and appropriate requirements, and submit the amendments to the governing body for adoption; such adoption shall take place at the same time as or prior to the date of annexation and a copy of the amended regulations shall be provided to Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management) and FEMA.
- B. In accordance with the Code of Federal Regulations, Title 44 Subpart (B) Section 59.22 (a) (9) (v) all NFIP participating communities must notify the Federal Insurance Administration and optionally the State Coordinating Office in writing whenever the boundaries of the community have been modified by annexation or the community has otherwise assumed or no longer has authority to adopt and enforce floodplain management regulations for a particular area.
- C. In order that all Flood Insurance Rate Maps accurately represent the community's boundaries, a copy of a map of the community suitable for reproduction, clearly delineating the new corporate limits or new area for which the community has assumed or relinquished floodplain management regulatory authority must be included with the notification.

#### Section 4.3. Floodplain District Boundary Changes

The delineation of any of the Floodplain Districts may be revised by the City of Hopewell where natural or man-made changes have occurred and/or where more detailed studies have been conducted or undertaken by the U. S. Army Corps of Engineers or other qualified agency, or an individual documents the need for such change. However, prior to any such change, approval must be obtained from Federal Emergency Management Agency. A completed LOMR is record of this approval.

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### Section 4.4. Interpretation of District Boundaries

Initial interpretations of the boundaries of the Floodplain Districts shall be made by the Zoning Administrator. Should a dispute arise concerning the boundaries of any of the Districts, the Board of Zoning Appeals shall make the necessary determination. The person questioning or contesting the location of the District boundary shall be given a reasonable opportunity to present his case to the Board and to submit their own technical evidence if they so desire.

### Section 4.5. Submitting Model Backed Technical Data

A community's base flood elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable, but not later than six months after the date such information becomes available, a community shall notify the Federal Insurance Administrator of the changes by submitting technical or scientific data. Such a submission is necessary so that upon confirmation of those physical changes affecting flooding conditions, risk premium rates and flood plain management requirements will be based upon current data.

### Section 4.6. Letters of Map Revision

When development in the floodplain will cause or causes a change in the base flood elevation, the applicant, including state agencies, must notify FEMA by applying for a Conditional Letter of Map Revision and then a Letter of Map Revision.

For Example:

- Any development that causes a rise in the base flood elevations within the floodway.
- Any development occurring in Zones A1-30 and AE without a designated floodway, which will cause a rise of more than one foot in the base flood elevation.
- Alteration or relocation of a stream (including but not limited to installing culverts and bridges) 44 Code of Federal Regulations §65.3 and §65.6(a)(12)

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### Division 5. - District Provisions

#### Section 5.1. Permit and Application Requirements

##### A. Permit Requirement

All uses, activities, and development occurring within any floodplain district shall be undertaken only upon the issuance of a zoning permit. Such development shall be undertaken only in strict compliance with the provisions of the Ordinance, the Virginia Unified Statewide Building Code, all other applicable codes and ordinances, as amended, and the City of Hopewell Subdivision Ordinance. Prior to the issuance of any such permit, the Zoning Administrator shall require all applications to include compliance with all applicable state and federal laws, and shall review all sites to assure they are reasonably safe from flooding. Under no circumstances shall any use, activity, and/or development adversely affect the capacity of the channels or floodways of any watercourse, drainage ditch, or any other drainage facility or system.

##### B. Alteration or Relocation of a Watercourse

Prior to any proposed alteration or relocation of any channel or of any watercourse within this jurisdiction, a permit shall be obtained from the U. S. Army Corps of Engineers, the Virginia Department of Environmental Quality, and the Virginia Marine Resources Commission (a joint permit application is available from any one of these organizations). Furthermore, in riverine areas notification of the proposal shall be given to all adjacent jurisdictions, the Department of Conversation and Recreation (Division of Dam Safety and Floodplain Management) other required agencies, and the Federal Emergency Management Agency.

##### C. Site Plans and Permit Applications

All applications for development within any floodplain district and all building permits issued for the floodplain shall incorporate the following information:

1. The elevation of the Base Flood for the site.
2. The elevation of the lowest floor (including basement), or in V zones, the lowest horizontal structural member.
3. For structures to be flood-proofed (non-residential only), the elevation to which the structure will be flood-proofed.
4. Topographic information showing existing and proposed ground elevations.

#### Section 5.2. General Standards

##### A. The following provisions shall apply to all permits:

1. New construction and substantial improvements shall be done according to this ordinance and the Virginia Unified Statewide Building Code and anchored to prevent flotation, collapse or lateral movement of the structure.
2. Manufactured homes shall be anchored to prevent flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-



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- top or frame ties to ground anchors. This standard shall be in addition to and consistent with applicable state requirements for resisting wind forces.
3. New construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
  4. New construction or substantial improvements shall be constructed by methods and practices that minimize flood damage.
  5. Electrical, heating, ventilation, plumbing, air conditioning equipment and other service facilities, including duct work, shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
  6. New and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.
  7. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters.
  8. On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.
  9. Any alteration, repair, reconstruction or improvements to a building that is in compliance with the provisions of this ordinance shall meet the requirements of “new construction” as contained in this ordinance.
  10. Any alteration, repair, reconstruction or improvements to a building that is not in compliance with the provisions of this ordinance, shall be undertaken only if said non-conformity is not furthered, extended, or replaced.
  11. The flood carrying capacity within an altered or relocated portion of any watercourse shall be maintained.

### Section 5.3. Specific Standards for Elevation and Construction

In all identified flood hazard areas where base flood elevations have been provided in the Flood Insurance Study or generated according to Division 3, the following provisions shall apply:

#### A. Residential Construction

New construction or substantial improvement of any residential structure shall have the lowest floor, including basement, elevated no lower than two (2) feet above the base flood elevation.

#### B. Non-Residential Construction

1. New construction or substantial improvement of any commercial, industrial, or non-residential building shall have the lowest floor, including basement, elevated to no lower than two (2) feet above the base flood elevation.
2. Buildings located in all A1-30, AE, and AH zones may be flood-proofed in lieu of being elevated provided that all areas of the building components below the elevation corresponding to the BFE plus two feet are water tight with walls

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substantially impermeable to the passage of water, and use structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certification, including the specific elevation (in relation to mean sea level) to which such structures are flood proofed, shall be maintained by the flood plain administrator.

### C. Elevated Buildings – Space Below the Lowest Floor

In zones A, AE, AH, AO, and A1- A30, fully enclosed areas, of new construction or substantially improved structures, which are below the regulatory flood protection elevation shall:

1. Not be designed or used for human habitation, but shall only be used for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator).
2. Be constructed entirely of flood resistant materials below the regulatory flood protection elevation.
3. Include measures to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet the following minimum design criteria:
  - a. Provide a minimum of two openings on different sides of each enclosed area subject to flooding.
  - b. The total net area of all openings must be at least one (1) square inch for each square foot of enclosed area subject to flooding.
  - c. If a building has more than one enclosed area, each area must have openings to allow floodwaters to automatically enter and exit.
  - d. The bottom of all required openings shall be no higher than one (1) foot above the adjacent grade.
  - e. Openings may be equipped with screens, louvers, or other opening coverings or devices, provided they permit the automatic flow of floodwaters in both directions.
  - f. Foundation enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not require openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires openings as outlined above.

### D. Standards for Manufactured Homes and Recreational Vehicles

1. In zones A, AE, AH, and AO, all manufactured homes placed, or substantially improved, on individual lots or parcels, in expansions to existing manufactured home parks or subdivisions, in a new manufactured home park or subdivision or in

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an existing manufactured home park or subdivision, as permitted by the Zoning Ordinance, on which a manufactured home has incurred substantial damage as the result of a flood, must meet all the requirements for new construction, including the elevation and anchoring requirements in Section 5.2.A.2.

2. All manufactured homes placed or substantially improved in an existing manufactured home park or subdivision, as permitted by the Zoning Ordinance, in which a manufactured home has not incurred substantial damage as the result of a flood shall be elevated so that either:
  - a. The lowest floor of the manufactured home is elevated no lower than two (2) feet above the base flood elevation; or
  - b. The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade; and be securely anchored to the adequately anchored foundation system to resist flotation, collapse and lateral movement.
3. All recreational vehicles placed on sites must either:
  - a. Be on the site for fewer than 180 consecutive days;
  - b. Be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions); or
  - c. Meet all the requirements for manufactured homes in Section 5.3.D.

### Section 5.4. Standards for Approximated Floodplain

- A. The Approximated Floodplain District shall be that floodplain area for which no detailed flood profiles or elevations are provided, but where a one hundred (100)-year floodplain boundary has been approximated. Such areas are shown as Zone A on the maps accompanying the Flood Insurance Study. For these areas, the one hundred (100)-year flood elevations and floodway information from federal, state, and other acceptable sources shall be used, when available. Where the specific one hundred (100)-year flood elevation cannot be determined for this area using other sources of data, such as the U. S. Army Corps of Engineers Floodplain Information Reports, U. S. Geological Survey Flood-Prone Quadrangles, etc., then the applicant for the proposed use, development and/or activity shall determine this elevation in accordance with hydrologic and hydraulic engineering techniques. Hydrologic and hydraulic analyses shall be undertaken only by professional engineers or others of demonstrated qualifications, who shall certify that the technical methods used correctly reflect currently-accepted technical concepts. Studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough review by the Department of Development and City Engineer.
- B. When such base flood elevation data is utilized, the lowest floor shall be two (2) feet above the base flood elevation. During the permitting process, the applicant shall obtain and submit information proving:

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1. The elevation of the lowest floor (including the basement) of all new and substantially improved structures; and
2. If the structure has been flood-proofed in accordance with the requirements of this article, the elevation to which the structure has been flood-proofed.

### Section 5.5. Standards for the Floodway

- A. The following provisions shall apply within the Floodway when it has been identified in Section 5.4. above:
  1. Encroachments, including fill, new construction, substantial improvements and other developments are prohibited unless certification (with supporting technical data) by a registered professional engineer is provided demonstrating that encroachments shall not result in any increase in flood levels during occurrence of the base flood. Hydrologic and hydraulic analyses shall be undertaken only by professional engineers or others of demonstrated qualifications, who shall certify that the technical methods used correctly reflect currently accepted technical concepts. Studies, analyses, computations, etc., shall be submitted in sufficient detail to allow a thorough review by the zoning administrator.
  2. Development activities which increase the water surface elevation of the base flood may be allowed, provided that the developer or applicant first applies – with the City of Hopewell’s endorsement – for a conditional Flood Insurance Rate Map and floodway revision, and receives the approval of the Federal Emergency Management Agency.
  3. If Section 1, above, is satisfied, all new construction and substantial improvements shall comply with all applicable flood hazard reduction provisions of this Article.
  4. The placement of manufactured homes (mobile homes) is prohibited, except in an existing manufactured homes (mobile homes) park or subdivision. A replacement manufactured home may be placed on a lot in an existing manufactured home park or subdivision provided the anchoring, elevation, and encroachment standards are met.

### Section 5.6. Standards for the Shallow Flooding District

- A. The following provisions shall apply within the Shallow Flooding District:
  1. All new construction and substantial improvements of residential structures shall have the lowest floor, including basement, elevated to or above the flood depth specified on the Flood Insurance Rate Map, above the highest adjacent grade. If no flood depth number is specified, the lowest floor, including basement, shall be elevated no less than two (2) feet above the highest adjacent grade.
  2. All new construction and substantial improvements of non-residential structures shall:
    - a. Have the lowest floor, including basement, elevated to or above the flood depth specified on the Flood Insurance Rate Map, above the highest adjacent grade. If no flood depth number is specified, the lowest floor, including basement, shall be elevated at least two (2) feet above the highest adjacent grade; or,
    - b. Together with attendant utility and sanitary facilities be completely flood-proofed

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to the specified flood level so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.

- c. Adequate drainage paths around structures on slopes shall be provided to guide floodwaters around and away from proposed structures.

### Section 5.7. Standards for Subdivision Proposals

- A. All subdivision proposals shall be consistent with the need to minimize flood damage;
- B. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;
- C. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood hazards; and
- D. Base flood elevation data shall be provided for subdivision proposals and other proposed development proposals using detailed methodologies, hydraulic and hydrological analysis (including manufactured home parks and subdivisions as provided in the Zoning Ordinance) that exceed five lots or five acres, whichever is the lesser.

### Section 5.8. Accessory Structures

Accessory structures of any size shall be prohibited within the SFHA and no variance shall be granted to permit accessory structures in these areas.

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### Division 6. - Variances

#### Section 6.1. Findings and Procedures

- A. In passing upon applications for Variances, the Board of Zoning Appeals shall satisfy all relevant factors and procedures specified in other sections of the zoning ordinance and consider the following additional factors:
1. The showing of good and sufficient cause.
  2. The danger to life and property due to increased flood heights or velocities caused by encroachments. No variance shall be granted for any proposed use, development, or activity within any Floodway District that will cause any increase in the one hundred (100)-year flood elevation.
  3. The danger that materials may be swept on to other lands or downstream to the injury of others.
  4. The proposed water supply and sanitation systems and the ability of these systems to prevent disease, contamination, and unsanitary conditions.
  5. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owners.
  6. The importance of the services provided by the proposed facility to the community.
  7. The requirements of the facility for a waterfront location.
  8. The availability of alternative locations not subject to flooding for the proposed use.
  9. The compatibility of the proposed use with existing development and development anticipated in the foreseeable future.
  10. The relationship of the proposed use to the comprehensive plan and floodplain management program for the area.
  11. The safety of access by ordinary and emergency vehicles to the property in time of flood.
  12. The expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters expected at the site.
  13. The repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.
  14. Variances will not be issued for any accessory structure within the SFHA
  15. Such other factors which are relevant to the purposes of this ordinance.
- B. The Board of Zoning Appeals may refer any application and accompanying documentation pertaining to any request for a variance to any engineer or other qualified person or agency for technical assistance in evaluating the proposed project in relation to flood heights and velocities, and the adequacy of the plans for flood protection and other related matters.

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- C. Variances shall be issued only after the Board of Zoning Appeals has determined that the granting of such will not result in (a) unacceptable or prohibited increases in flood heights, (b) additional threats to public safety, (c) extraordinary public expense; and will not (d) create nuisances, (e) cause fraud or victimization of the public, or (f) conflict with local laws or ordinances.
- D. Variances shall be issued only after the Board of Zoning Appeals has determined that the variance will be the minimum required to provide relief.
- E. The Board of Zoning Appeals shall notify the applicant for a variance, in writing, that the issuance of a variance to construct a structure below the one hundred (100)-year flood elevation (a) increases the risks to life and property and (b) will result in increased premium rates for flood insurance.
- F. A record shall be maintained of the above notification as well as all variance actions, including justification for the issuance of the variances. Any variances that are issued shall be noted in the annual or biennial report submitted to the Federal Insurance Administrator.

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### Division 7. - Existing Structures in Floodplain Areas

#### Section 7.1. Lawful Existence and Applicability of Requirements

- A. A structure or use of a structure or premises which lawfully existed before the enactment of these provisions, but which is not in conformity with these provisions, may be continued subject to the following conditions:
1. Existing structures in the Floodway Area shall not be expanded or enlarged unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practices that the proposed expansion would not result in any increase in the base flood elevation.
  2. Any modification, alteration, repair, reconstruction, or improvement of any kind to a structure and/or use located in any flood plain areas, when added to all the changes made during a rolling five (5) year period does not constitute fifty (50) percent increase in the of its market value
  3. Any changes comply with this ordinance and the Virginia Uniform Statewide Building Code.
  4. The structure is a historic structure, listed on the List of National Historic Resources and/ or located in an historic district; the change required would impair the historic nature of the structure.
  5. No new square footage is being built in the floodway.



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### Division 8. - Definitions

*Base flood* - The flood having a one percent chance of being equaled or exceeded in any given year.

*Base flood elevation*- The water surface elevations of the base flood, that is, the flood level that has a one percent or greater chance of occurrence in any given year. The water surface elevation of the base flood in relation to the datum specified on the community's Flood Insurance Rate Map. For the purposes of this ordinance, the base flood is the 1% annual chance flood.

*Basement* - Any area of the building having its floor sub-grade (below ground level) on all sides.

*Board of Zoning Appeals* - The board appointed to review appeals made by individuals with regard to decisions of the Zoning Administrator in the interpretation of this ordinance.

*Coastal A Zone* - Flood hazard areas that have been delineated as subject to wave heights between 1.5 feet and 3 feet.

*Conditional Letter of Map Revision (CLOMR)*: A formal review and comment as to whether a proposed flood protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study.

*Development* - Any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, temporary structures, mining, dredging, filling, grading, paving, excavation or drilling operations or other land-disturbing activities or permanent or temporary storage of equipment or materials.

*Elevated building* - A non-basement building built to have the lowest floor elevated above the ground level by means of fill, solid foundation perimeter walls, pilings, or columns (posts and piers).

*Encroachment* - The advance or infringement of uses, plant growth, fill, excavation, buildings, permanent structures or development into a floodplain, which may impede or alter the flow capacity of a floodplain.

*Existing construction* – For the purposes of the insurance program, structures for which the “start of construction” commenced before September 5, 1979. “Existing construction” may also be referred to as “existing structures” and “pre-FIRM.”

*Existing manufactured home park or subdivision* - a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community. (See “existing construction” above)

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*Expansion to an existing manufactured home park or subdivision* - the preparation of additional sites, as permitted by the Zoning Ordinance, by the construction of facilities for servicing the lots on which the manufacturing homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

*Flood or flooding* -

- A. General or temporary condition of partial or complete inundation of normally dry land areas from
  1. The overflow of inland or tidal waters; or,
  2. the unusual and rapid accumulation or runoff of surface waters from any source.
- B. The collapse or subsistence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph A of this definition.
- C. Mudflows which are proximately caused by flooding as defined in paragraph A of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.

*Flood Insurance Rate Map (FIRM)*- an official map of a community, on which the Federal Emergency Management Agency has delineated both the special hazard areas and the risk premium zones applicable to the community.

*Flood Insurance Study (FIS)* – A report by FEMA that provides an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudflow and/or flood-related erosion hazards.

*Floodplain or flood-prone area* - Any land area susceptible to being inundated by water from any source.

*Flood proofing* - any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

*Floodway* - The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

*Freeboard* - A factor of safety usually expressed in feet above a flood level for purposes of floodplain management. “Freeboard” tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, bridge openings, and the hydrological effect of urbanization in the watershed.

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*Functionally dependent use* - A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. This term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and shipbuilding and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

*Highest adjacent grade* - the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

*Historic structure* - Any structure that is

- A. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- B. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- C. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- D. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either
  1. By an approved state program as determined by the Secretary of the Interior; or
  2. Directly by the Secretary of the Interior in states without approved programs.

*Hydrologic and Hydraulic Engineering Analysis* – Analyses performed by a licensed professional engineer, in accordance with standard engineering practices that are accepted by the Virginia Department of Conservation and Recreation and FEMA, used to determine the base flood, other frequency floods, flood elevations, floodway information and boundaries, and flood profiles.

*Letters of Map Change (LOMC)* - A Letter of Map Change is an official FEMA determination, by letter, that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study.

*Letter of Map Amendment (LOMA)*: An amendment based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a land as defined by meets and bounds or structure is not located in a special flood hazard area.

*Letter of Map Revision (LOMR)*: A revision based on technical data that may show changes to flood zones, flood elevations, floodplain and floodway delineations, and planimetric features. A Letter of Map Revision Based on Fill (LOMR-F), is a determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer exposed to flooding associated with the base flood. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.

*Lowest adjacent grade*- the lowest natural elevation of the ground surface next to the walls of a structure.

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*Lowest floor* - The lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of Federal Code 44CFR §60.3.

*Manufactured home* - A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term manufactured home also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days.

*Manufactured home park or subdivision* - a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

*Mean Sea Level* - For purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929 or the North American Vertical Datum (NAVD) of 1988 to which base flood elevations shown on the City's FIRM are referenced.

*New construction* - For the purposes of determining insurance rates, structures for which the "start of construction" commenced on or after September 5, 1979, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, new construction means structures for which start of construction commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

*New manufactured home park or subdivision* - a manufactured home park or subdivision, permitted in compliance with the provisions of the Zoning Ordinance, for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by a community.

*Post-FIRM structures*- A structure for which construction or substantial improvement occurred after September 5, 1979.

*Pre-FIRM structures*- A structure for which construction or substantial improvement occurred on or before September 5, 1979.

*Primary frontal dune*- a continuous or nearly continuous mound or ridge of sand with relatively steep seaward and landward slopes immediately landward and adjacent to the beach and subject to erosion and overtopping from high tides and waves during major coastal storms.

*Recreational vehicle* - A vehicle which is:

- A. Built on a single chassis;
- B. 400 square feet or less when measured at the largest horizontal projection;

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- C. Designed to be self-propelled or permanently towable by a light duty truck; and,
- D. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational camping, travel, or seasonal use.

*Repetitive Loss Structure* – A building covered by a contract for flood insurance that has incurred flood-related damages on two occasions in a 10-year period, in which the cost of the repair, on the average, equaled or exceeded 25 percent of the market value of the structure at the time of each such flood event; and at the time of the second incidence of flood-related damage, the contract for flood insurance contains increased cost of compliance coverage.

*Severe repetitive loss structure* - a structure that: (a) Is covered under a contract for flood insurance made available under the NFIP; and (b) Has incurred flood related damage – (i) For which 4 or more separate claims payments have been made under flood insurance coverage with the amount of each such claim exceeding \$5,000, and with the cumulative amount of such claims payments exceeding \$20,000; or (ii) For which at least 2 separate claims payments have been made under such coverage, with the cumulative amount of such claims exceeding the market value of the insured structure.

*Shallow flooding area* – A special flood hazard area with base flood depths from one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

*Special flood hazard area* - The land in the floodplain subject to a one (1%) percent or greater chance of being flooded in any given year as determined in Section 2.7 of this Article.

*Start of construction* - For other than new construction and substantial improvement, under the Coastal Barriers Resource Act (P.L. – 97-348), means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, substantial improvement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of the construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

*Structure* - for flood plain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

*Substantial damage* - Damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value

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of the structure before the damage occurred. It also means flood related damages sustained by a structure on two occasions in a 10-year period, in which the cost of the repair, on the average, equals or exceeds 25 percent of the market value of the structure at the time of each such flood event.

*Substantial improvement* - Any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. This term includes structures which have incurred, repetitive loss or substantial damage regardless of the actual repair work performed. The term does not, however, include either:

- A. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or
- B. any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.
- C. Historic structures undergoing repair or rehabilitation that would constitute a substantial improvement as defined above, must comply with all ordinance requirements that do not preclude the structure's continued designation as a historic structure. Documentation that a specific ordinance requirement will cause removal of the structure from the National Register of Historic Places or the State Inventory of Historic places must be obtained from the Secretary of the Interior or the State Historic Preservation Officer. Any exemption from ordinance requirements will be the minimum necessary to preserve the historic character and design of the structure.

*Violation* - the failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in this ordinance is presumed to be in violation until such time as that documentation is provided.

*Watercourse* - A lake, river, creek, stream, wash, channel or other topographic feature on or over which waters flow at least periodically. Watercourse includes specifically designated areas in which substantial flood damage may occur.

ARTICLE XV – FLOODPLAIN MANAGEMENT

Enacted and ordained this \_\_\_\_ day of \_\_\_\_\_, 2022. This ordinance, number 31 of the City of Hopewell, Virginia, shall become effective upon passage.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Attested



**Zoning Ordinance Amendment  
Article XV-Floodplain District  
Applicant: City of Hopewell**

*Staff Report prepared for the Hopewell  
City Council  
Public Hearing, November 15., 2022*

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

**I. MEETINGS**

Planning Commission Public Hearing	Oct 6, 2020	Approval 4-0
City Council Work Session	Oct 25, 2022	No Action
City Council Public Hearing	Nov 15, 2022	TBD

**II. PUBLIC NOTICE**

Progress Index	Planning Commission PH	Sept 23, 2022	Sept 30, 2022
Progress Index	City Council PH	Nov. 2, 2022	Nov. 8, 2022

**III. EXECUTIVE SUMMARY**

The purpose of the amendment is to update the language in the current Floodplain District to replicate that of amendments made by the Virginia Department of Conservation and Recreation (DCR) in the state model ordinance and to comply with Federal Emergency Management Agency (FEMA) and National Flood Insurance Program (NFIP) standards. The purpose of the ordinance is to prevent the loss of life and property, the creation of health and safety hazards, the disruption of commerce and governmental services, the extraordinary and unnecessary expenditure of public funds for flood protection and relief, and the impairment of the tax base.

**IV. STAFF ANALYSIS AND RECOMMENDATION**

Staff recommends the approval of the proposed changes to Article XV – Floodplain District so that the City remains in compliance with the standards set forth by DCR, FEMA, and NFIP.



**V. PLANNING COMMISSION RECOMMENDATION**

The Planning Commission recommends repeal of the existing Article XV – Floodplain District and the enactment of the amended Article XV – Floodplain District, as presented.

**VI. PROPOSED RESOLUTION**

The City Council recommends repeal of the existing Article XV – Floodplain District and the enactment of the amended Article XV – Floodplain District, as presented.

Motion \_\_\_\_\_ and seconded \_\_\_\_\_ with a vote of \_\_\_\_ to \_\_\_\_ .

Attachments:

1. Current Article XV-Floodplain District
2. ‘Red-Lined’ Article XV-Floodplain District
3. Proposed Final Article XV-Floodplain District

PH-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 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:** Request for Conditional Use Permit (CUP) to construct a single-family dwelling on non-conforming Sub-Parcel #047-0310.

**ISSUE:** Win Win Contracting LLC seeks the approval of a CUP to construct a 1,297SF, two-story dwelling on the non-conforming Sub-Parcel #047-0310 located at the corner of Boston St. and Miles Ave., as required under Article XXI of the Hopewell Zoning Ordinance.

**RECOMMENDATION:** Staff and Planning Commission recommend approval of the CUP request with the following conditions:

1. Installation of brick veneer to cover all four sides of foundation.
2. Installation of cement board, wood composite, or vinyl siding on all four sides.
3. Construction, at a minimum, of a covered front stoop or larger covered front porch.
4. Installation of window shutters on sides facing public road(s), at a minimum.
5. Installation of foundation plantings according to the standards set forth in Article XVIII, Section B of the Hopewell Zoning Ordinance.
6. Installation of 12" overhangs on all roof edges and compliance with all stormwater regulations. (agreed by the applicant at the City Council Work Session)
7. Retainage of at least a 20% tree canopy. (agreed by the applicant at the City Council Work Session)

**TIMING:** City Council action is requested on November 15, 2022.

**BACKGROUND:** City Council was presented this application at the work session held on October 11, 2022

**SUMMARY:**

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

**FISCAL IMPACT:** None

**ENCLOSED DOCUMENTS:**

- CUP Application
- Staff Report

**STAFF:** Christopher Ward, Director, Department of Development

**FOR IN MEETING USE ONLY**

**MOTION:** \_\_\_\_\_  
\_\_\_\_\_

**Roll Call**

---

**SUMMARY:**

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor John B. Partin, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Councilor 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"/>	Mayor Patience Bennett, Ward #7



The City  
of  
Hopewell, Virginia

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

City of Hopewell, VA  
Permits / Inspect... 20220622/CUP - 2022  
018907-0002 Debra Mc... 08/02/2022 12:01PM  
CONDITIONAL USE PERMIT - REVIEW  
Payment Amount:  
Application Fee:  
CHECK # 3715 Application #: 2022 016-02

Permit #: \_\_\_\_\_

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICATION #

APPLICANT: Wind Wind Contracting LLC

ADDRESS: 7480 Lee Davis Rd Suite 8  
Mockmasville VA 23111

PHONE #: 804-878-3855 FAX #: \_\_\_\_\_

EMAIL ADDRESS: info@windwindcontracting.com

---

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

OWNER: Darrell Farmer

ADDRESS: 5207 Timber Creek Dr.  
N. Chestertield VA 23237

PHONE #: 804-517-3820 FAX #: \_\_\_\_\_

---

PROPERTY ADDRESS / LOCATION:  
Boston Hopewell, VA Lot 1R Blk 13

PARCEL #: 0470310 ACREAGE: 0.163 ZONING: R2 Hopewell Terrace

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

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

1. FLOOR PLANS OF THE PROPOSED BUILDINGS. yes

2. THE PROPOSED DEVELOPMENT WITH FRONT, SIDE, AND REAR ELEVATIONS. yes

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

PRESENT USE OF PROPERTY:

*vacant lot*

THE CONDITIONAL USE PERMIT WILL ALLOW:

*the new construction/development of a 1297 +/-  
sq ft SFD*

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

*this will be an upgrade to neighborhood all appropriate measures will be enforced to provide a safe environment*

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

*Increase the value of the neighborhood*

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

*Property conforms to the zoning requirements and we will be increasing the value of the homes in that area*

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.

*Carla Peredy*  
APPLICANT SIGNATURE

*Aug 2, 2022*  
DATE

*Carla Peredy*  
APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED \_\_\_\_\_ DATE OF ACTION \_\_\_\_\_

\_\_\_\_\_  
APPROVED \_\_\_\_\_ DENIED

\_\_\_\_\_  
APPROVED WITH THE FOLLOWING CONDITIONS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Summary**

Parcel ID 0470310  
 Tax ID 0470310  
 Neighborhood 22  
 Property Address Boston  
 Hopewell, VA VA  
 Legal Description LOT 1R BLK 13 SUBDIVISION: HOPEWELL TERRACE  
 (Note: Not to be used on legal documents)  
 Acreage 0.163  
 Class 1 - 1 Single Family Urban  
 Tax District/Area 06

[View Map](#)

**Owner**

Primary Owner  
 Farmer Darrell  
 5207 Timbercreek Dr  
 N Chesterfield, VA 23237

**Site Description**

Zoning R2

**Land**

Land Type	Soil ID	Actual Front	Acreage	Effect. Front	Effect. Depth	Prod Factor	Depth Factor	Meas Sq Ft	Base Rate	Adj Rate	Extended Value	Influ. Factor	Value
Homesite		57.500	0.000	57.000	122.000	1.00	0.89		17,000.00	17,000.00	15,300.00	C -15% L -6%	15,300.00

Land Detail Value Sum 15,300.00

**Transfers**

Date	Owner 1	Owner 2	Book & Page	Document #	Amount
12/22/2021	BOSTON KATHY H			210003872	\$9,000
2/22/2018	JOSWICK RONALD T OR RHONDA B & ROGER			180000384	\$0
11/27/2017	JOSWICK RONALD T OR RHONDA B & ROGER			170002630	\$6,100
7/9/2009	SMITH MICHAEL W OR BETTY E			090001447	\$35,000
6/1/1988	SETCHEL LOVELENE S		211/902		\$1
5/30/1987	COLEMAN H F		013/542		\$1
1/1/1951	A				\$0

**Valuation**

Assessment Year		01/01/2021	01/01/2019	01/01/2017	01/01/2015	01/01/2013
Reason for Change		Reassessment	Reassessment	Reassessment	Reassessment	Reassessment
VALUATION	Land	\$15,300	\$15,300	\$12,900	\$12,900	\$12,900
(Assessed Value)	Improvements	\$0	\$0	\$0	\$0	\$0
	Total	\$15,300	\$15,300	\$12,900	\$12,900	\$12,900

No data available for the following modules: Residential Dwellings, Commercial Buildings, Improvements, Photos, Sketches.

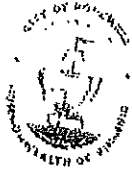
The City of Hopewell Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.

[User Privacy Policy](#)  
[GDPR Privacy Notice](#)

Last Data Upload: 8/2/2022, 5:12:29 AM



Version 2.3.209

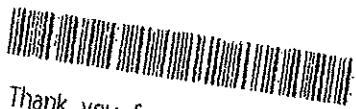


City of Hopewell, VA  
Dept. of Code Enforcement  
300 N. Main Street  
Hopewell, VA 23860  
804-541-2220  
Welcome

018907-0002 debra M. 08/02/2022 12:01PM  
Payment Effective Date 08/02/2022

PERMITS / INSPECTIONS  
CONDITIONAL USE PERMIT -  
REVIEW  
2022 Item: 20220672(CJP) 300.00  
Payment Id: 275417

Subtotal	300.00
Total	300.00
CHECK	300.00
Check Number: 3715	300.00
Change due	0.00



Thank you for your payment.

CUSTOMER COPY





**Boston Street – Sub-Parcel #047-0310**  
**Owner: Darrell Farmer**  
**Conditional Use Permit**

Staff Report prepared for the Hopewell City Council  
 November 15, 2022

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

**I. PUBLIC HEARINGS & MEETINGS:**

Planning Commission public hearing	September 1, 2022	Approved w/ Conditions
City Council Work Session	October 11, 2022	No Action
City Council Public Hearing	November 15, 2022	TBD

**II. PUBLIC NOTICE:**

Sign	Placed on property		Aug. 22, 2022
Adjacent Prop Owners	Sent via USPS Mail		Aug. 22, 2022
Progress-Index	Planning Commission PH	Aug. 19, 2022	Aug. 26, 2022
Adjacent Prop Owners	Sent via USPS Mail		Nov. 1, 2022
Progress Index	City Council PH	Nov. 2, 2022	Nov. 8, 2022

**III. IDENTIFICATION AND LOCATIONAL INFORMATION:**

Requested Zoning:	N/A
Existing Zoning:	R-2, Residential, Medium Density District
Acreage:	.16 acres or 7,015 square feet
Legal Description:	LOT 1R BLK 13 SUBDIVISION: HOPEWELL TERRACE
Election Ward:	Ward 6

Land Use Plan Recommendation: Urban Residential  
Strategic Plan Goal: Housing  
Map Location(s): Sub Parcel #: 047-0310  
Zoning of Surrounding Property: North: R-2  
South: R-2  
East: R-2  
West: R-2

### **III. EXECUTIVE SUMMARY:**

The City of Hopewell has received a request for a Conditional Use Permit from Win Win Contracting, LLC for a Conditional Use Permit to construct a single family detached home on the non-conforming lot identified as Sub-Parcel# 047-0310.

### **IV. SUBJECT PROPERTY:**

The property is a corner lot located at the intersection of Boston Street and Miles Avenue. The property is 57.5 feet along Miles Avenue and 122 feet long along Boston Street for a total size of 7,015 square feet. The R-2 District sets the minimum lot width at 75 feet and the minimum lot size for a single-family dwelling at 7,500 square feet. The lot is flat and currently overgrown with vegetation.

### **V. APPLICANT'S POSITION:**

The applicant proposes to construct a 1,297+/- square foot single-family, detached house on this parcel that will meet all setbacks and be slightly larger than the average of the surrounding houses.

### **VI. ZONING/STAFF ANALYSIS:**

When considering a conditional use permit, the Planning Commission must consider the seven conditions outlined in Article XXI of the Zoning Ordinance (see attachment). The Planning Commission may also impose conditions that are suitable to ensure the character of the neighborhood and zoning district in which the use is locating will not be adversely affected. Conditions may also dictate the architectural style of a proposed structure to ensure it will not be at variance with either the exterior architectural appeal and/or the functional plan of the structures already constructed in the immediate neighborhood or the character of the applicable zoning district.

The required setbacks in the R-2 District are as follows:

- 25ft. – front yard.
- 10 ft. – interior side yard; 15 ft. – corner side yard.
- 25 ft. – rear yard.

The lot is 485 sf smaller than the minimum lot size in the R-2 district; however, many nearby properties of the same size contain single-family dwellings. All surrounding properties are 1 story tall with the exception of two one-and-one-half story homes and a grouping of two-story duplexes at the opposite corner of Miles Ave. and Boston St. The grouping of duplexes provides the necessary massing and scale for this proposed two-story dwelling.

#### **VII. STAFF RECOMMENDATION:**

The applicant noted in the CUP application that the proposed house would improve the neighborhood and improve housing values by simply being new construction. Staff generally agrees with this statement, yet contends that other features currently missing from the proposed house design will truly support that goal. To that end, Staff recommends the approval of the Conditional Use Permit application request by Win Win Contracting, LLC because it meets criteria 1-5 and 7 as outlined in Article XXI, Amendments, Section D, Sub-Section d, with the following conditions:

1. Installation of brick veneer to cover all four sides of foundation.
2. Installation of cement board, wood composite, or vinyl siding on all four sides.
3. Construction, at a minimum, of a covered front stoop or larger covered front porch.
4. Installation of window shutters on sides facing public road(s), at a minimum.
5. Installation of foundation plantings according to the standards set forth in Article XVIII, Section B of the Hopewell Zoning Ordinance.

#### **VIII. PLANNING COMMISSION RECOMMENDATION:**

The Planning Commission voted 3-0 to recommend approval of the CUP application submitted by Win Win Contracting, LLC to construct a two-story, 1,297sf detached dwelling on the non-conforming Sub-Parcel #047-0310 with the conditions proposed by staff and to include:

- 12” overhangs on all roof edges and compliance with all stormwater regulations.

#### **IX. CITY COUNCIL WORKSESSION:**

Staff presented this CUP application to City Council during a work session held on October 11, 2022. Vice Mayor Partin requested Staff to ask the applicant if they would consider retaining at least a 20% tree canopy. The applicant has agreed to retaining at least a 20% tree canopy.

#### **X. FINAL RECOMMENDATION**

City Council recommends the approval of the CUP application to construct a single-family dwelling on Sub-Parcel #047-0310 located on Boston Street with the following conditions:

1. Installation of brick veneer to cover all four sides of foundation.

2. Installation of cement board, wood composite, or vinyl siding on all four sides.
3. Construction, at a minimum, of a covered front stoop or larger covered front porch.
4. Installation of window shutters on sides facing public road(s), at a minimum.
5. Installation of foundation plantings according to the standards set forth in Article XVIII, Section B of the Hopewell Zoning Ordinance.
6. Installation of 12" overhangs on all roof edges and compliance with all stormwater regulations.
7. Retainage of at least a 20% tree canopy.

**Aerial Map of Surrounding Area – Boston St. – Parcel #047-0310**



**Surrounding Properties**



**SURROUNDING PROPERTIES - PARCEL #047-0310**

	ADDRESS	STORIES	HOUSE SQ FT	WIDTH	DEPTH	LOT SQ FT	MATERIAL	YR BUILT	TYPE
1	1105 MILES	1	979	55	122	6,710	SIDING	1930	SF
2	1103 MILES	1	1196	75	122	9,150	SIDING	1951	SF
3	1101 MILES	1	1056	63	122	7,686	SIDING	1946	SF
4	1100 MILES	1	984	83	81	6,723	SIDING	1977	SF
5	1102 MILES	1	960	66	78	5,148	SIDING	1977	SF
7	3000 BOSTON	1.5	1280	60	130	7,800	BLOCK	1951	SF
8	3001 GRANBY	1	1681	120	163	19,560	BRICK/SIDING	1965	SF
9	1211 MILES	1	1201	100	122	12,200	SIDING	1951	SF
10	1207 MILES	1	1490	125	122	15,250	SIDING	1951	SF
11	2956 BOSTON	1.5	1259	122	75	9,150	SIDING	1941	SF
	AVERAGE	1.10	1209	87	114	9,881			
	#047-0310	2	1276	58	123	7,134			

**SURROUNDING PROPERTIES - PARCEL #047-0310**

**BY LOT SIZE**

ADDRESS	STORIES	HOUSE SQ FT	WIDTH	DEPTH	LOT SQ FT	MATERIAL	YR BUILT	TYPE
1102 MILES	1	960	66	78	5,148	SIDING	1977	SF
1105 MILES	1	979	55	122	6,710	SIDING	1930	SF
1100 MILES	1	984	83	81	6,723	SIDING	1977	SF
#047-0310	2	1276	58	123	7,134			
1101 MILES	1	1056	63	122	7,686	SIDING	1946	SF
3000 BOSTON	1.5	1280	60	130	7,800	BLOCK	1951	SF
1103 MILES	1	1196	75	122	9,150	SIDING	1951	SF
2956 BOSTON	1.5	1259	122	75	9,150	SIDING	1941	SF
1211 MILES	1	1201	100	122	12,200	SIDING	1951	SF
1207 MILES	1	1490	125	122	15,250	SIDING	1951	SF
3001 GRANBY	1	1681	120	163	19,560	BRICK/SIDING	1965	SF

**SURROUNDING PROPERTIES - PARCEL #047-0310**

## BY HOUSE SIZE

ADDRESS	STORIES	HOUSE SQ FT	WIDTH	DEPTH	LOT SQ FT	MATERIAL	YR BUILT	TYPE
1102 MILES	1	960	66	78	5,148	SIDING	1977	SF
1105 MILES	1	979	55	122	6,710	SIDING	1930	SF
1100 MILES	1	984	83	81	6,723	SIDING	1977	SF
1101 MILES	1	1056	63	122	7,686	SIDING	1946	SF
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1207 MILES	1	1490	125	122	15,250	SIDING	1951	SF
3001 GRANBY	1	1681	120	163	19,560	BRICK/SIDING	1965	SF

REGULAR  
BUSINESS



R-1



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: Creation of Director of Economic Development and Tourism Position**

**ISSUE:** The City has been without an Economic Development Representative for 18 months. This position will be created to support and ensure diversified and sustainable economic growth for the City of Hopewell

**RECOMMENDATION:** At the June 30, 2022 budget meeting, council voted to reserve funds from the Economic Development budget for the future creation of Tourism position. With those funds, I am proposing a Director of Economic Development and Tourism position. Financial full cost analysis was preformed by the Finance Director. As a result, a the financial impact for the remainder of the FY23 fiscal year is \$72,624.50. Currently, the Economic Development department has \$86,940 budgeted

**TIMING:** Action is requested at the November 15, 2022 council meeting

**BACKGROUND:** Market research revealed position and salary comparisons to neighboring municipalities for likeness and competitiveness

**ATTACHMENT(S):**

- Job Description Worksheet
- Salary Comparison Worksheet
- Position Funding Worksheet

**SUMMARY:**

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



## City of Hopewell Job Description

<b>Job Title:</b>	<b>Director of Economic Development and Tourism</b>	<b>Job Code:</b>
<b>Reports to (Title):</b>	City Manager	<b>Pay Grade:</b>
<b>Department/Bureau:</b>	Economic Development	<b>FLSA:</b> EX
<b>Job Purpose Summary</b>		
<p>Ensures diversified and sustainable economic growth within the City of Hopewell, Virginia. An innovative, creative thinker with demonstrated experience creating and implementing municipal projects that support economic growth. Work is performed under limited supervision to develop and implement programs and policies that support Hopewell business and industry.</p>		
<b>Essential Responsibilities</b>		
<ul style="list-style-type: none"> <li>• Develops and promotes continuous lines of positive communication between the City Council, Economic Development Authority, and City staff;</li> <li>• Develops and implements targeting plans which identify specific types of businesses and industries to be encouraged to consider establishing operations in the City of Hopewell;</li> <li>• Provides primary staff assistance to the Economic Development Authority. Provides the EDA with development policy; recommendations and assists this organization with development projects.</li> <li>• Meets and assists investors, developers, and citizens interested in developing property for quality commercial or industrial use.</li> <li>• Represents City of Hopewell economic interests before appropriate local and regional committees, including</li> <li>• Virginia's Gateway Region Economic Development Organization, Hopewell-Prince George Chamber of Commerce, Virginia Chamber of Commerce, as well as others.</li> <li>• Works closely with the Virginia Economic Development Partnership and Virginia's Gateway Region Economic</li> <li>• Development Organization on initiatives to market the City and region;</li> <li>• Assists business prospects or their agents while they are seeking area information and commercial or industrial sites or buildings in City of Hopewell;</li> <li>• Identifies the interests and priorities of businesses presently located in the County and to assure appropriate and adequate public support for business needs.</li> <li>• Provides leadership to encourage local entrepreneurship and new business formation;</li> <li>• Participates in the administration of local business inducements and industrial land and building development Programs.</li> <li>• Develops tourism plan; works to develop tourism assets and programs; creates marketing material for tourism purposes.</li> <li>• Supervises the gathering and maintenance of information on significant existing commercial and industrial sites and buildings in City of Hopewell in order to market them properly.</li> <li>• Supervises the gathering and maintenance of information on educational, cultural, and recreational facilities.</li> <li>• Housing trends, cost-of-living data, demographic data, business climate, tax structures, and other data pertinent to business investment decisions.</li> <li>• Prepares industrial brochures for distribution to interested businesses and industrial firms;</li> <li>• Develops good relationships between the City and the business community and strong, positive relationships with citizens and the newspaper and electronic media.</li> <li>• Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment.</li> <li>• Performs related tasks as required.</li> <li>• Must have a valid Virginia Driver's License;</li> </ul>		
<b>Job Specifications</b>		
<i>Minimum Education and Experience:</i>		
<ul style="list-style-type: none"> <li>• Bachelor's Degree from an accredited college or university in Business Administration, Public</li> </ul>		

## City of Hopewell Job Description

Administration, Marketing, Public Administration, Urban Planning, Community or Economic development, or related field. Master's Degree in related field or Economic Development Institute course completion preferred. Extensive experience in economic development at the local, state or regional level or any equivalent combination of education and experience that provides the knowledge, skills, and abilities as described below.

### *Licenses and/or Certifications:*

- Valid driver's license in the Commonwealth of Virginia.

### *Knowledge:*

- Modern economic development principles and practices.
- Industrial, commercial, tourist, and entrepreneurial development.
- Principles and practices of business location, public relations, and marketing.
- Community development principles as they relate to economic development such as land use and zoning.
- City and state tax structures as they apply to commercial and industrial activity.
- Incentive programs to retain existing business and attract new ones.

### *Skills:*

- Strong analytical, research, communication, presentation, organization, and time-management skills.
- High proficiency in Microsoft Office Suite and in the use of census data.
- Strong interpersonal skills to include the ability to work with varying personalities.
- Strong project management, leadership, negotiating, and consensus building skills.

### *Abilities:*

- Ability to articulate a clear vision for economic development in the city.
- Ability to work directly with business owners, media, developers, planners, engineers, architects, attorneys, and public officials to implement economic development goals.
- Demonstrated ability to plan, organize, and carry out complex research projects effectively and simultaneously and to present the results of research effectively in clear oral, written, and graphic form.
- Ability to review complex development proposals and provide concise explanation to the public, city officials, and staff.

## Work Environment

### *Work Environment:*

- Work is primarily performed in an indoor, climate-controlled, pleasant environment.

### *Essential Physical Activities:*

- Stooping, walking, pulling, lifting, hearing, seeing up close, talking, standing, and finger movement.

**DISCLAIMER:** *The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this job.*

Date Prepared: October 28, 2022

Date (s) Revised:



### Position Funding Worksheet

#### Full-time

Title: Director Economic Development and Tourism

Salary \$ 101,866                      \$ 110,000

#### **Benefits:**

FICA & Medicare	0.0765	8,415
VRS	0.1559	17,149
Insurance (single)	8148	8,148
VRS Life	0.54	713
Worker's Comp	0.0007	77 (Rate From Table)
STD	0.283	374
LTD	0.283	374

**Total Benefits**                      \$ 35,249

**Salary and Benefits**                      \$ 145,249

Fiscal Impact for 1/2 year                      \$ 72,624.50

#### Part-time

Title: [Redacted]

Salary [Redacted]                      \$ -

#### **Benefits:**

FICA & Medicare	0.0765	-
Worker's Comp	0.0007	- (Rate From Table)

**Total Benefits**                      \$ -

**Salary and Benfits**                      \$ -

LOCALITY	LEVEL	HOUSED UNDER	LOW	HIGH	Salary
DINWIDDIE COUNTY	DIRECTOR	COMMUNITY DEVELOPMENT	\$81,758	\$127,741	81,758
SURRY COUNTY	DIRECTOR	DEPUTY COUNTY ADMINISTRATOR	\$85,314	\$106,240	\$113,006
PRINCE GEORGE COUNTY	DIRECTOR	ECON DEV & TOURISM	\$87,987	\$140,779	\$97,000
PETERSBURG	DIRECTOR	ECON DEV	\$85,453	\$140,741	\$125,000
COLONIAL HEIGHTS	ECON DEV ADMINISTRATOR	ECON DDEV	\$70,747	\$121,452	\$92,567
CITY OF HOPEWELL	DIRECTOR	CITY MANAGER/ DEPUTY CITY MANAGER	89,076.56	146,976.33	101866.2

This fits Hopewell's salary structure at Grade 37 and the Salary of 101,866.20 is the average of the salaries represented in this table from neighboring municipalities.

ACCOUNT INQUIRY

Record Number	Org	Object	Proje	Description	2023 Revised Budget	2023 Encumbrances/R	2023 Available
1	11121006	501100		FULL-TIME SALARIES	0.00	0.00	0.00
2	11121006	501209		BONUS	0.00	0.00	0.00
3	11121006	501300		PART-TIME WAGES	0.00	0.00	0.00
4	11121006	502100		FICA-EMPLOYER CONTRIBUTION	0.00	0.00	0.00
5	11121006	502210		RETIREMENT VRS	0.00	0.00	0.00
6	11121006	502300		EMPLOYEE HEALTH INSURANCE	0.00	0.00	0.00
7	11121006	502400		GROUP LIFE INSURANCE	0.00	0.00	0.00
8	11121006	502510		SHORT-TERM DISABILITY	0.00	0.00	0.00
9	11121006	502520		LONG-TERM DISABILITY	0.00	0.00	0.00
10	11121006	502700		WORKERS COMPENSATION INSURANCE	0.00	0.00	0.00
11	11121006	502850		EAP PROGRAM	0.00	0.00	0.00
12	11121006	503130		MANAGEMENT CONSULTING SERVICES	86,940.00	0.00	86,940.00
13	11121006	503320		SERVICE CONTRACTS	0.00	0.00	0.00
14	11121006	503600		ADVERTISING	0.00	0.00	0.00
15	11121006	505110		ELECTRICAL SERVICES	0.00	0.00	0.00
16	11121006	505120		HEATING SERVICES-GAS/COAL/OIL	0.00	0.00	0.00
17	11121006	505130		WATER AND SEWER	0.00	0.00	0.00
18	11121006	505210		POSTAGE	0.00	0.00	0.00
19	11121006	505230		TELEPHONE/FAX/VIDEO	0.00	0.00	0.00
20	11121006	505410		LEASE/RENTAL OF EQUIPMENT	0.00	0.00	0.00
21	11121006	505510		MILEAGE	0.00	0.00	0.00
22	11121006	505520		TRAVEL-PUBLIC TRANSPORTATION	0.00	0.00	0.00
23	11121006	505530		LODGING	0.00	0.00	0.00
24	11121006	505540		CONVENTION AND CONFERENCES	0.00	0.00	0.00
25	11121006	505550		MEALS	0.00	0.00	0.00
26	11121006	505810		DUES/ASSOCIATION MEMBERSHIPS	0.00	0.00	0.00
27	11121006	506001		OFFICE SUPPLIES	0.00	0.00	0.00
28	11121006	506012		BOOKS AND SUBSCRIPTIONS	0.00	0.00	0.00
29	11121006	506014		OTHER OPERATING SUPPLIES	0.00	0.00	0.00
30	11121006	508202		ADD-FUNITURE/FIXTURES/EQUIP	0.00	0.00	0.00
31	11121006	509906		SPONSORED EVENTS	0.00	0.00	0.00
32	11121006	509910		MISCELLANEOUS EXPENSE	0.00	0.00	0.00

JUN Rev Bud	[Total: 0.00 ]
JUN Act Bud	[Total: 0.00 ]
JUN Enc Bud	[Total: 0.00 ]
JUN Available	[Total: 0.00 ]
2022 Revised Budget	[Total: 0.00 ]
2022 Actual	[Total: 0.00 ]
2022 Encumbrances/Requisitions	[Total: 0.00 ]
2022 Available	[Total: 0.00 ]
2022 Original Budget	[Total: 0.00 ]
2021 Revised Budget	[Total: 0.00 ]
2021 Actual	[Total: 0.00 ]
2021 Encumbrances	[Total: 0.00 ]
2021 Available	[Total: 0.00 ]
2021 Original Budget	[Total: 0.00 ]
2020 Revised Budget	[Total: 0.00 ]
2020 Actual	[Total: 0.00 ]
2020 Encumbrances	[Total: 0.00 ]
2020 Available	[Total: 0.00 ]
2020 Original Budget	[Total: 0.00 ]
2023 Revised Budget	[Total: 86,940.00 ]
2023 Actual	[Total: 0.00 ]

ACCOUNT INQUIRY

Record Number	Org	Object	Proje Description	2023 Revised Budge	2023Encumbrances/R	2023 Available
			2023Encumbrances/Requisitions	[Total: 0.00	]	
			2023 Available	[Total: 86,940.00	]	
			2023 Original Budget	[Total: 86,940.00	]	

\*\* END OF REPORT - Generated by Concetta Manker \*\*



REPORTS OF  
THE CITY  
COUNCIL

C-1

# ADJOURNMENT