



CITY OF HOPEWELL
Hopewell, Virginia 23860

CITY COUNCIL

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

AGENDA

(804) 541-2249

www.hopewellva.gov
info@hopewellva.gov
rarrington@hopewellva.gov

John M. Altman, Jr., City Manager
Sandra. Robinson, City Attorney
Ronnieye L. Arrington, City Clerk

March 17, 2020

COUNCIL CHAMBERS
300 N MAIN ST. HOPEWELL VA

Closed Meeting: 5:30 PM
Regular Meeting: 5:30 PM

OPEN MEETING

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

Roll Call

CLOSED MEETING

Move to go into closed meeting pursuant to Va. Code Sections 2.2-3711 (A)(1) to discuss and consider personnel matters, including the appointment, assignment, and performance of specific appointees and employees and consideration/discussion of prospective candidates for employment and appointment; (A)(3) and (A)(6) to discuss the investment of public funds for the acquisition of real property for a public purpose where bargaining is involved, and discussion in open meeting would adversely affect the City’s bargaining position and financial interest; (A)(7) and (8) to consult with legal counsel and be briefed by staff regarding probable litigation and specific legal matters where such briefing and consultation in open meeting would adversely affect the City’s litigating posture; and to the extent such discussions will be aided thereby; and (A)(4) for the protection of the privacy of individuals in personal matters not related to public business.

RECONVENE OPEN MEETING

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

Roll Call

appIADD703bc1f495ea42a8a52c240d5a01fb09

REGULAR MEETING

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

Prayer by Rev. Dr. John E. Johnson, Jr. of Union Baptist Church, 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:

- 1. Council minutes:** Jan. 14, Jan. 28, Feb. 11, Feb. 25, and Mar, 5, 2020

C-2 Pending List:

- 1. Pending List**
- 2. Pending List - Top Priorities**

C-3 Routine Approval of Work Sessions:

C-4 Personnel Change Report & Financial Report:

- 1. HR 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:

C-10 Other Announcements:

SUGGESTED MOTION: To amend/adopt consent agenda

PUBLIC HEARINGS

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 **five minutes**. No person shall be permitted to address the 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 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)*

PH-1 Conditional Use Permit for 106 North Main Street

ISSUE: The City has received a request from Mark Mueller, owner of 106 North Main Street, for a Conditional Use Permit to allow apartments on the first floor in the Downtown Business District (B-1) and to allow apartments on the second and subsequent floors when the average square footage is less than 900.

MOTION: _____

Roll Call

PH-2 Conditional Use Permit for 804 Kenwood Avenue

ISSUE: The City has received a request from Hyatt Properties LLC to use an accessory building as an accessory apartment in the Residential, Medium Density District (R-2).

MOTION: _____

Roll Call

PH-3 Request for a Modification of the Development Standards

ISSUE: The City has received a request from Oaklawn Boulevard LLC, in care of R.K. Hamill, to request a modification of the Development Standards outlined in Article XVIII of the Hopewell Zoning Ordinance.

MOTION: _____

Roll Call

UNFINISHED BUSINESS

UB-1 City Owned Property –Bank Street Garages Demolition

ISSUE: The Architectural Review Board held a public hearing regarding the demolition of the Bank Street garages on February 24, 2020. The Board approved the demolition and is asking the City Council to endorse the approval so demolition can proceed. This endorsement is requested because the garages are located on public property.

MOTION: _____

Roll Call

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

Reports of City Manager:

R-1 The Hopewell Economic Development Authority announces next steps for 246 East Broadway Avenue.

ISSUE: 246 East Broadway Avenue has reverted back to Hopewell Economic Development Authority ownership due to a breach of contract (see background section for more information). Economic Development staff is working with the Economic Development Authority to put out an RFP to request proposals for development for 246 East Broadway Avenue. Economic Development staff will work with Finance staff to put together the criteria for the RFP. Some

criteria of the RFP will include: intended use of the building, financing structure for the purchase and buildout, schedule of buildout and opening, and the purchase price of the building.

MOTION: _____

Roll Call

R-2 For any action necessary from closed item discussion.

ISSUE: A couple of items are being presented by staff to City Council in closed session. This R item will provide the opportunity to take action on those items if necessary.

MOTION: _____

Roll Call

R-3 Coronavirus (COVID-19) Briefing

ISSUE: Briefing by Crater Health District and City Staff regarding the Novel Coronavirus (COVID-19)/

MOTION: _____

Roll Call

R-4 Historic Marker

ISSUE: Application to place a historic highway marker to recognize the Kippax Plantation Archaeological Site and the graves of Jane Rolfe Bolling and Thomas Rolfe.

MOTION: _____

Roll Call

Reports of City Attorney:

Reports of City Clerk:

Board, Commission, Committee	Current members	Vacancies
Ashford Civic Plaza	3	6
Board of Building Code and Fire Prevention Code Appeals	2	4
Central Virginia Waste Management Authority	1	1
Community Policy and Management Team	11	0
Dock Commission	4	1
Economic Development Authority	6	1
Historic Preservation Committee	8	4
Keep Hopewell Beautiful	7	3
Recreation Commission	1	5 plus 2 students
Social Services Advisory Board	2	5
Transportation Safety Board	4	1
Youth Services Commission	11	3 plus 1 student
Water Renewal Commission	6	1
Virginia Gateway Region	1	1

Reports of City Council:

Committees:

Individual Councilors

Citizen/Councilor Requests

Presentations from Boards and Commissions

Other Council Communications

Adjournment



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Approve the purchase of 323 East Poythress Street for private development.

ISSUE: The Boschs own 320 East Broadway Avenue, which is currently a fully leased three story office building. The Boschs also own Parcel #0800575, which is a small parcel located behind 320 East Broadway Avenue. Right now, the parking for this office building is all on-street parking. The Boschs would like to purchase the adjacent city owned parcel (Parcel #0800577) to construct a paved parking lot for the 320 E Broadway Avenue building for \$8,000. The Boschs would pay all closing costs. Currently, this city owned lot is vacant and is in fact being used as a sort of overflow lot for surrounding property owners.

The Bosch's are currently attempting to acquire the 2 adjacent remaining lots (owned by the owner of Broadway Garage). If that is successful, when their project at 201 E Broadway is finished later this year, they plan to build a one-story 4,800 square foot office building (consisting of 4 rentable units) on those lots. If they are unable to acquire the lots from Broadway Garage, then they will build a smaller (approx 2,400 square foot) office building on the remaining undeveloped portion. Of course depending on how that goes, they may need to expand the paved parking area further to support both buildings.

RECOMMENDATION: Staff recommends to approve the purchase of 323 East Poythress Street for private development.

TIMING: Immediate.

BACKGROUND: None.

SUMMARY:

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

ENCLOSED DOCUMENTS:

- Email proposal from the Boschs.

STAFF:

- Charles Dane, Assistant City Manager

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

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



Summary

Parcel ID 0800577
 Tax ID 0800577
 Neighborhood 700
 Property Address 323 Poythress E
 Hopewell, VA 23860
 Legal Description LOTS 13-14 BLK 6 SUBDIVISION: WEST CITY POINT
 (Note: Not to be used on legal documents)
 Acreage N/A
 Class 73 - 73 EXEMPT: Local Govt
 Tax District/Area 02

[View Map](#)

Owner

Primary Owner
[City Of Hopewell](#)
 Hopewell, VA 23860

Site Description

Zoning B1

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
Primary Commercial/Indust Land		50.000	0.000		110.000	1.00	1.00		0.00	0.00	0.00	E 4%	0.00

Land Detail Value Sum 0.00

Valuation

Assessment Year		01/01/2019	01/01/2017	01/01/2015	01/01/2013	01/01/2011
Reason for Change		Reassessment	Reassessment	Reassessment	Reassessment	Reassessment
VALUATION	Land	\$23,400	\$23,400	\$23,400	\$23,400	\$23,400
(Assessed Value)	Improvements	\$6,700	\$6,700	\$6,700	\$6,700	\$6,700
	Total	\$30,100	\$30,100	\$30,100	\$30,100	\$30,100

Recent Sales In Area

Recent Sales in Neighborhood

No data available for the following modules: Residential Dwellings, Commercial Buildings, Improvements, Transfers, 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: 2/18/2020, 5:07:56 AM

Version 2.3.40



Stacey English

From: Charles E. Dane
Sent: Tuesday, February 18, 2020 8:43 AM
To: Stacey English
Subject: FW: Poythress parking lot

From: Gerald Bosch <gobosch@gmail.com>
Sent: Friday, January 31, 2020 5:52 PM
To: Charles E. Dane <cdane@hopewellva.gov>
Subject: Re: Poythress parking lot

Our immediate need is to enlarge the paved parking lot we are currently working on for the tenants in our existing office building at 320 E Broadway in Hopewell. As you know all the lots in the area are 25' wide, and a two-way parking lot requires a minimum of 38' or more. The lot directly adjacent to lot #12 will be used for that purpose.

We are attempting to acquire the 2 adjacent remaining lots (owned by Broadway Garage). If that is successful, when our project at 201 E Broadway is finished later this year, we plan to build a one-story 4,800 square foot office building (consisting of 4 rentable units) on those lots. If we are unable to acquire the lots from Butch, then we'll build a smaller (approx 2,400 square foot) office building on the remaining undeveloped portion. Of course depending on how that goes, we may need to expand the paved parking area further to support both buildings. Please let me know if you have any questions or if you need any additional clarification. Thanks.
Gerald & Ann Bosch

On Fri, Jan 31, 2020 at 3:15 PM Charles E. Dane <cdane@hopewellva.gov> wrote:

Do you mean 320 East Poythress?

From: Gerald Bosch <gobosch@gmail.com>
Sent: Friday, January 31, 2020 3:14 PM
To: Charles E. Dane <cdane@hopewellva.gov>
Subject: Poythress parking lot

Mr. Dane,

Thanks for meeting with us yesterday. Please remember to forward any information you have on paving companies, we'd like to get at least one more quote.

Per our discussion we'd like to purchase the 2 lots owned by the city on Poythress adjacent to the lot we already own (lot #12). The price would be \$4,000 each (\$8,000 total), and we pay all closing costs. We would

like to finalize the transaction as soon as possible, so we can expand the parking lot we're in the process of building for 320 E Broadway. Thanks.

Gerald & Ann Bosch

MINUTES OF THE JANUARY 14, 2002 CITY COUNCIL MEETING

A meeting of the Hopewell City Council was held Tuesday, January 14, 2020, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

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

John M. Altman, Jr., City Manager
Charles Dane, Assistant City Manager
Sandra R. Robinson, City Attorney
Ronnieye L. Arrington, City Clerk

ROLL CALL

Mayor Gore opened the meeting at 5:32 p.m. Roll call was taken as follows:

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

CLOSED MEETING

At 5:33 p.m., Vice Mayor Bennett moved to go into closed meeting Move to go into closed meeting pursuant to Va. Code Sections 2.2-3711 (A)(1) to discuss and consider personnel matters, including the appointment, assignment, and performance of specific public officers, appointees and employees of the City, and consideration/discussion of prospective candidates for employment and appointment; (A)(3) and (A)(6) to discuss the acquisition of real property for a public purpose and the investment of public funds where bargaining is involved, and discussion in open meeting would adversely affect the City’s bargaining position and financial interest; (A)(7) and (8) to consult with legal counsel and be briefed by staff regarding probable litigation and specific legal matters where such briefing and consultation in open meeting would adversely affect the City’s litigating posture; (A)(39) to discuss and consider information related to economic development; and to the extent such discussions will be aided thereby, (A)(4) for the protection of the privacy of individuals in personal matters not related to public business. Councilor Partin seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 7-0

RECONVENE OPEN MEETING

At 6:42 p.m. Councilor Denton moved that Council come out of Closed Session. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

Motion passed 7-0

CERTIFICATION

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

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

OUT OF CLOSED SESSION

Mayor Gore stated that Council wants to interview the Youth Services Commission and CPMT applicants at the next regular Council meeting. She also asked that the Clerk provide Council with Talent Bank Resumes for commission, committee, or board vacancies.

WORK SESSION

WS-1 Council Agenda Process – Vice Mayor Bennett moved to table this work session until the next regular meeting of Council. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed 7-0

RECESS

At 6:48 p.m. Mayor Gore announced that Council would recess until the Regular Meeting.

REGULAR MEETING

ROLL CALL

Mayor Gore requested a roll call as follows:

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

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

At 7:34 p.m. Mayor Gore called the meeting to order, and thanked all for attending. The prayer was led by Pastor Norwood Carson of Friendship Baptist Church, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Pelham.

AMEND/ADOPT AGENDA

Councilor Randolph moved to amend the agenda to table items UB-2, UB-5, and UB-6, and to have the public hearing, then UB-1, UB-3, UB-4 and UB-7, followed by Citizen Comments, then item R-2 followed by item R-1. Vice Mayor Bennett seconded her motion. Upon the roll call, the vote resulted:

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

Motion passed 7-0

Councilor Pelham moved to waive Council rules to allow citizens to speak about item R-2 and to extend the total speaking time for citizens to one hour. Her motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

Motion passed 7-0

Consent Agenda

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

C-1 Minutes: Attachments: Minutes of December 6, December 10, December 12, 2019; and January 7, 2020.

1. Attachments:

C-2 Pending List:

- 1. Pending List
- 2. Pending List - Top Priorities

C-3 Routine Approval of Work Sessions: Council training on Munis and Municode Agenda Software - Jan. 28, 2020

C-4 Personnel Change Report & Financial Report:

- 1. Personnel Change Report

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval:

C-7 Public Hearing Announcement:

C-8 Information for Council Review:

- 1. **Minutes:** Appomattox Regional Library - December 2019; Downtown Design Review Committee - November 2019; Hopewell Redevelopment and Housing Authority October 2019.

C-9 Resolutions/Proclamations/Presentations:

C-10 Other Announcements:

Councilor Partin moved to approve remove item C-1 from the Consent Agenda, and then to approve the Consent Agenda as amended. Councilor Denton seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 7-0

PUBLIC HEARINGS

PH-1 Public hearing to consider citizen comments regarding an ordinance to provide for the implementation of the Federal Workforce Innovation and Opportunity Act of 2014 - City Council approved the last revision of the Crater Workforce Investment Board MOU; however, the Commonwealth of Virginia also requires an ordinance. Mayor Gore introduced this item to Council. Councilor Pelham moved to allow the Mayor to sign the MOU and Agreement, and to adopt the Agreement with the Crater Workforce Investment Board. Her motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

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

Vice Mayor Bennett - yes

Motion passed 7-0

UNFINISHED BUSINESS

UB-1 Creation of Ashford Kent Ad-Hoc Committee – Mayor Gore introduced this item. Herbert Bragg, Director of Intergovernmental Affairs presented information to Council, including the names of people recommended to be on the Ashford Kent Ad-Hoc Committee. Councilor Pelham moved that Ms. Hoagland, Ms. Burchett, Vice Mayor Bennett, Mr. Bragg, and two staff members start planning for this Committee. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed 7-0

UB-2 Tabled by Council

UB-3 Census Presentation and Request for Census Committee appointments – Tevya Griffin presented information to Council regarding this item. Mr. Ronald Brown of the Census Committee gave a PowerPoint presentation regarding the importance of the Census. He noted that April 1, 2020 is Census day. He said citizens could call 1-855-562-2020, or go to the City’s website for jobs related to the Census. Councilor Randolph moved to adopt the Census Resolution. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

Motion passed 7-0

UB-4 Request City Council create an Innovation Competition for City Departments – Councilor Partin moved to table this item and for the City Manager look at other examples and see what other localities have done and present back to Council by the second meeting in February. Council also asked that the City Manager work with the City Attorney on the RFP. His motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

Motion passed 6-1

UB-7 Rental Inspection Update – Mayor Gore introduced this item to Council. Tevya Griffin, Director of Development gave a PowerPoint presentation. Mayor Gore recommended that the Rental Inspection program be added to the Strategic Plan. Councilor Randolph moved that a work session for this item be held the second meeting in February. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

Motion passed 7-0

COMMUNICATIONS FROM CITIZENS

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Harry Clary, Jr., of Petersburg, Virginia spoke about an incident at the Christmas parade resulting in police intervention, and about his opposition thereto.

Todd Jarrett of Prince George spoke in favor of Hopewell becoming a 2A sanctuary city.

Brandon Howard of Ward 5 also spoke in favor of Hopewell becoming a 2A sanctuary city.

Martin Mitchell of Ward 3 also spoke in favor of Hopewell becoming a 2A sanctuary city.

Ed Houser of Ward 1 also spoke in favor of Hopewell becoming a 2A sanctuary city.

Douglas Smith of Prince George also spoke in favor of Hopewell becoming a 2A sanctuary city.

David Fields of Ward 1 also spoke in favor of Hopewell becoming a 2A sanctuary city.

Paula Burton of Ward 4 also spoke in favor of Hopewell becoming a 2A sanctuary city.

Jeff Kather of Ward 2 also spoke in favor of Hopewell becoming a 2A sanctuary city.

Rob Huffman of Ward 1 also spoke in favor of Hopewell becoming a 2A sanctuary city.

Jeff Treadway of Ward 1 also spoke in favor of Hopewell becoming a 2A sanctuary city.

Jay McDonald of Petersburg also spoke in favor of Hopewell becoming a 2A sanctuary city.

Betty Washington of Ward 4 also spoke in favor of Hopewell becoming a 2A sanctuary city.

Brian Reason of Ward 4 also spoke in favor of Hopewell becoming a 2A sanctuary city.

Joe Feresta of Ward 7 also spoke in favor of Hopewell becoming a 2A sanctuary city.

Robert Penn of Ward 7 also spoke in favor of Hopewell becoming a 2A sanctuary city.

Brandon Oliver of Ward 2 also spoke in favor of Hopewell becoming a 2A sanctuary city.

Betty Sims of Ward 7 also spoke in favor of Hopewell becoming a 2A sanctuary city.

Phillip Andres of Ward 3 (pastor of Liberty Baptist Church) also spoke in favor of Hopewell becoming a 2A sanctuary city.

Kevin Quinn of Ward 4 also spoke in favor of Hopewell becoming a 2A sanctuary city.

John Cotera of Ward 1 also spoke in favor of Hopewell becoming a 2A sanctuary city.

Julie Ellington of Ward 1 also spoke in favor of Hopewell becoming a 2A sanctuary city.

John Hunter of Ward 1 also spoke in favor of Hopewell becoming a 2A sanctuary city.

James Richard Dennis of Ward 1 also spoke in favor of Hopewell becoming a 2A sanctuary city.

Doug Latham of Ward 1 also spoke in favor of Hopewell becoming a 2A sanctuary city.

REGULAR BUSINESS

Reports of City Manager:

R-2 Review and discussion of State Senate Bill No. 16 and Hopewell’s 2A Sanctuary City status –
Mayor Gore asked Councilor Randolph if she wanted to introduce this item. Councilor Randolph said she put the item on the agenda because she wanted to give citizens a chance to voice their opinion. Mayor Gore then asked the City Attorney to provide input on the law in question and its impact on Hopewell. Ms. Robinson gave background on SB16. Upon request from Councilor Denton, Mr. Jarrett advised that SB16 had been removed and replaced with a stronger bill. Councilor Partin moved to declare Hopewell a pro-Second Amendment Constitutional City, and to charge the City Attorney to draft a resolution similar to that done by Virginia Beach. His motion was seconded by Councilor Denton.

There was detailed discussion among Council. Councilor Randolph called for the vote and to end discussion. Upon the roll call, the vote resulted:

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

Motion failed 4-3

Discussion of Council continued. Mayor Gore called for the vote and to end discussion. Upon the roll call, the vote resulted:

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

Motion passed 6-1

Council then voted on the original motion for Hopewell to become a pro-Second Amendment Constitutional City and to charge the City Attorney with drafting a resolution similar to that used in Virginia Beach. Upon the roll call, the vote resulted:

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

Motion passed 6-1

R-1 CAFR Update – March Altman, City Manager, gave an update on the status of the outstanding CAFRs.

ADJOURN

By rule of Council, this meeting ended at 10:30 p.m.

/s/ Jasmine E. Gore
Jasmine E. Gore, Mayor

/s/ Ronnieye L. Arrington
Ronnieye L. Arrington, City Clerk

MINUTES OF THE JANUARY 28, 2002 CITY COUNCIL MEETING

A meeting of the Hopewell City Council was held Tuesday, January 28, 2020, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jasmine E. Gore, Mayor, Ward 4
Patience Bennett, Vice Mayor, Ward 7
Deborah Randolph, Councilor, Ward 1
Arlene Holloway, Councilor, Ward 2
Janice B. Denton, Councilor, Ward 5
Brenda Pelham, Councilor, Ward 6

John M. Altman, Jr., City Manager
Charles Dane, Assistant City Manager
Sandra R. Robinson, City Attorney
Ronnieye L. Arrington, City Clerk

ABSENT: John B. Partin, Jr., Councilor Ward 3 (appearing telephonically)

ROLL CALL

Mayor Gore opened the meeting at 5:32 p.m. Roll call was taken as follows:

Mayor Gore	-	present
Vice Mayor Bennett	-	absent (arrived at 5:54 p.m.)
Councilor Randolph	-	present
Councilor Partin	-	absent (allowed to appear telephonically)
Councilor Holloway	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

CLOSED MEETING

At 5:33 p.m., Vice Mayor Bennett moved to go into closed meeting pursuant to Va. Code Sections 2.2-3711 (A)(1) to discuss and consider personnel matters, including the appointment, assignment, and performance of specific appointees and employees and consideration/discussion of prospective candidates for employment/appointment; (A)(3) and (A)(6) to discuss the acquisition of real property for a public purpose, where bargaining is involved and discussion in open meeting would adversely affect the City's bargaining position and financial interest; (A)(7) and (8) to consult with legal counsel and be briefed by staff regarding probable litigation and specific legal matters where such briefing and consultation in open meeting would adversely affect the City's litigating posture; and to the extent such discussions will be aided thereby, and (A)(4) for the protection of the privacy of individuals in personal matters not related to public business. Councilor Randolph seconded the motion. Upon the roll call, the vote resulted:

Councilor Holloway	-	yes
Councilor Partin	-	---
Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	--- (arrived at 5:54 p.m.)
Councilor Randolph	-	yes

Motion passed 5-0

RECONVENE OPEN MEETING

At 7:21 p.m. Vice Mayor Bennett moved that Council come out of Closed Session. Her motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

Motion passed 6-1

CERTIFICATION

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

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

OUT OF CLOSED SESSION – Mayor Gore

1. Request YSC and CPMT applicants be interviewed at next regular meeting of Council.
2. City Attorney to verify if City Code and records say that the person must live or be employed in the City in order to serve on YSC. If not, Clerk to set up interview.
3. She will have Information to Mr. Altman regarding his evaluation at end of meeting.
4. Instructed Clerk that we will resume Council recaps, which will be due to the FOIA list by close of business by Friday. If anyone wants to submit information to add, it must be done by Thursday at 5pm.
5. Council has a week to give Mayor Information regarding employee appreciation dinner – due next Friday by close of business. Mayor will get with the Clerk regarding information related to this employee appreciation dinner.
6. Wants information added to the credit card reconciliation form: column for who, why, finance code, dept. to, dept. from, copy of the codes.
7. Clerk to prepare to have her evaluation on 2/11/20 during closed session.

WORK SESSION

WS-1 Council Agenda Process – Council came out of Closed Session late, so there was no work session.

REGULAR MEETING

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

At 7:39 p.m. Mayor Gore called the meeting to order, and thanked all for attending. Councilor Partin advised that he was attending telephonically because he was in Houston, Texas for work. Mayor Gore thanked him and advised the audience that Councilor Partin would be participating by phone. The prayer was led by Pastor Dr. Ronald C. Jamison of Fountain Life Outreach Church, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Holloway.

AMEND/ADOPT AGENDA

Councilor Partin moved to add item R-1 as Charter Change and to move all other items down by one. The motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

Motion passed 7-0

Consent Agenda

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

C-1 Minutes:

C-2 Pending List:

1. Pending List
2. Pending List - Top Priorities

C-3 Routine Approval of Work Sessions: Feb. 11, 2020 - Council training on Munis, Municode and JustFOIA; Feb.28, 2020 - Rental Inspections

C-4 Personnel Change Report & Financial Report:

1. Personnel Change Report
2. Implementation Project Plan and Significant Issues Impacting Completion of CAFR

C-5 Ordinances on Second & Final Reading: None

C-6 Routine Grant Approval: None

C-7 Public Hearing Announcement: February 11, 2020 - Two conditional use permits, and a Development Standard modification

C-8 Information for Council Review:

1. **Minutes:** Appomattox Regional Library January 2020; DDRC December 9, 2019; Hopewell Redevelopment Housing Association November 18, 2019; Keep Hopewell Beautiful September 11, November 13 and December 10, 2019

C-9 Resolutions/Proclamations/Presentations:

1. Regional Anti-Litter Campaign; Recognition of Blue Lightning Soccer Team and Coach Stephan Nash

C-10 Other Announcements: None

Councilor Pelham moved to remove items C-3 and C-9 from the Consent Agenda, and then to approve the Consent Agenda as amended. Councilor Denton seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 7-0

Item C-3 - Upon discussion of Council, Vice Mayor Bennett moved to hold a special meeting for Work Session items 1 and 2 on February 20, 2020 at 6:30 p.m., to add the work session for the two conditional use permits and Development Standard modification to the next regular meeting, and to change the date for the public hearing announcement for those items to February 25, 2020. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

Motion passed 7-0

Item C-9 – Tevya Griffin, Director of Development presented the new “Don’t Trash Hopewell” logo for Council review. Mayor Gore recognized the Blue Lightning Soccer Team and Coach Stephanie Nash. She also noted that she had added a page to the City website whereby citizens could sign up for recognition or to have an item placed on the agenda.

PUBLIC HEARINGS

NONE

UNFINISHED BUSINESS

UB-1 N 2nd Avenue Traffic Flow Alteration – Vice Mayor Bennett introduced Mr. Butler in the Mayor’s brief absence. Johnny Butler, City Engineer, advised Council that changing 2nd Avenue to a one-way street had been tried as a temporary measure to see how it would be received, and that it had been well received. He asked that Council allow this change to become permanent. Councilor Randolph moved to approve the one-way traffic on 2nd Avenue between W. Randolph and W. Broadway, and to allow pavement markings. Her motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

Motion passed 7-0

COMMUNICATIONS FROM CITIZENS

*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.)*

Katherine Podlewski of Ward 1 came before Council and asked for information on the building at the Patrick Copeland Site.

Harry Clary of Petersburg, Virginia advised Council of concerns related to an incident at the Hopewell parade and his interaction with Hopewell police officers.

Shamika Lewis advised Council that she is a new member of CapUp, and provided Council with information regarding the CapUp mission.

REGULAR BUSINESS

Reports of City Manager:

R-1 Charter Change Resolution – Council added this item after its Closed Session. Councilor Denton moved to authorize our delegation to amend our Charter provision as indicated in the suggested language provided so as to achieve success before the General Assembly. Mayor Gore requested that Herbert Bragg, Director of Interoffice Communications and Government Affairs, communicate with our delegates regarding this motion. Mayor Gore seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 6-1

R-2 CAFR Update – March Altman, City Manager, gave an update on the status of the outstanding CAFRs.

R-3 Fair Housing Impediments Study regional contract – Tevya Griffin, Director of Development presented information regarding this study to Council. She said that the study, which would only cost the City \$5,000, would review the policies and procedures regarding housing. Councilor Partin moved to approve and authorize the City Manager to conduct a Fair Housing Impediments Study regional contract. His motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

Motion passed 7-0

R-4 Modification of Existing Engineering Design Services Contract – Joe Battiata, Stormwater Program Manager, presented information to Council regarding this item and the need to appropriate the full grant to continue the work. Councilor Partin moved to budget and appropriate the \$261,203 grant, and to approve and authorize the request to increase the Engineering Design Services contract to include the additional outfalls, and the construction project for the Hopewell High School-Mathis Park (HHS-Mathis), Stream Restoration (ST003), and City Point Road Outfall (ST004). His motion was seconded by Councilor Randolph. Upon the roll call, the vote resulted:

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

Motion passed 7-0

R-5 Status of Shiloh Lodge – Chris Ward, City Planner, presented information to Council regarding the status of the Lodge, including archeological dig, and building stabilization efforts. He noted that the Development Department had some funds to pay for some repairs using its current budget. Councilor Randolph moved to authorize the Development Department to pay for the repairs at Shiloh Lodge using funds in their current budget, and to allow for the archeological dig as worked out by Mr. Ward for next year. Her motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

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

Motion passed 7-0

R-6 Audit Contract Amendment – John M. Altman, Jr., City Manager, presented Council information related to this item. Councilor Randolph moved to give the City Manager the authority to set up a contract with Robinson, Farmer & Cox Associates to set up the 2016 and 2017 audits. Upon the roll call, the vote resulted:

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

Motion passed 6-1

R-7 Watershed Improvement Plan – Phase III, Chesapeake Clean Water Blueprint – Jerry Byerly, Director of Water Renewal presented information to Council regarding this item. The City Manager assisted and provided additional information. Councilor Denton moved to approve the resolution in support of reconsideration by the General Assembly to correct the Phase III WIP imposing new restrictions on local wastewater treatment. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

Motion passed 6-0

**Mayor Gore gave a statement of conflict of interest, and abstained from voting on this item due to her membership in the Local Government Advisory Team (LGAC) that works with Chesapeake Bay*

R-8 Colonial Corner Burn/Demolition (1400 Oaklawn Blvd) Status – Ms. Griffin presented information to Council regarding the status of this item and negotiations with Mr. Shah, the owner of the property. Vice Mayor Bennett moved to move forward with the burn and debris removal for Option 1 – to allow payment plan, negotiate terms of repayment and consequences for non-payment. Her motion was seconded by Councilor Randolph.

Upon discussion of Council, Councilor Randolph requested to make an amended motion. Her request was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

Motion passed 7-0

Councilor Randolph amended the motion to move forward with burn and debris removal, to make the repayment term one year, and for Mr. Shah to make a 20% down payment to the City. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

Motion passed 7-0

R-9 Request for review and approval of 2A Constitutional City Resolution – the City Attorney presented information to Council regarding the proposed resolution and its impact on the city. Councilor Randolph moved to adopt the resolution drafted by the City Attorney, and for the City of Hopewell to be a 2A Constitutional City. Her motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

Motion passed 6-1

ADJOURN

By rule of Council, this meeting ended at 10:30 p.m.

/s/ Jasmine E. Gore
Jasmine E. Gore, Mayor

/s/ Ronnieye L. Arrington
Ronnieye L. Arrington, City Clerk

MINUTES OF THE FEBRUARY 11, 2020 CITY COUNCIL MEETING

A meeting of the Hopewell City Council was held Tuesday, February 11, 2020, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jasmine E. Gore, Mayor, Ward 4
Patience Bennett, Vice Mayor, Ward 7
Deborah Randolph, Councilor, Ward 1
John B. Partin, Jr., Councilor Ward 3
Janice B. Denton, Councilor, Ward 5
Brenda Pelham, Councilor, Ward 6

John M. Altman, Jr., City Manager
Charles Dane, Assistant City Manager
Sandra R. Robinson, City Attorney
Ronnieye L. Arrington, City Clerk

ABSENT: Arlene Holloway, Councilor, Ward 2

ROLL CALL

Mayor Gore opened the meeting at 6:31 p.m. Roll call was taken as follows:

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

WORK SESSION

At 6:33 p.m., Councilor Partin moved to adopt the Work Session agenda. His motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

Motion passed 6-0

Roll Call was taken as follows:

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

WS-1 Conditional Use Permit for 106 North Main Street – Mr. Mark Mueller, owner of 106 North Main Street, is requesting a Conditional Use Permit. He is requesting to turn the older building into apartments. Tevya Griffin, Director of Development, states that Council could set parameters in regards to the size of the apartments.

WS-2 Conditional Use Permit for 804 Kenwood Avenue – Hyatt Properties LLC is requesting a Conditional Use Permit. Presented by Director Griffin, they are requesting to use an accessory building as an accessory apartment in the Residential, Medium Density District (R-2). Ms. Hyatt, owner, advised council of who would living at the property.

WS-3 Request for a Modification of the Development Standards – Oaklawn Boulevard LLC, in care of R.K. Hamill, has requested a modification of the Development Standards outlined in the Article XVIII of the Hopewell Zoning Ordinance. Director Griffin advised Council that staff did not approve and the Planning Commission approved the modification with conditions.

REGULAR MEETING

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

At 7:52 p.m. Mayor Gore called the meeting to order, and thanked all for attending. The prayer was led by Charles Dane, Assistant City Manager, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Partin.

AMEND/ADOPT AGENDA

Councilor Partin moved to adopt the regular agenda. The motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

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

Motion passed 6-0

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:

1. December 10 and December 12, 2019; January 7, 2020

C-2 Pending List:

1. Pending List
2. Pending List - Top Priorities

C-3 Routine Approval of Work Sessions: Feb. 20 – Agenda Process and Council Rules; Feb 25- Rental Inspection Program; set date for Munis training work session.

C-4 Personnel Change Report & Financial Report:

1. Attached.

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval:

C-7 Public Hearing Announcement: Feb. 25- Conditional Use Permits and Modification of Development Standards.

C-8 Information for Council Review:

1. **Minutes:** Architectural Review Board 11-25-19; Downtown Design Review Committee 01-08-20; Hopewell Redevelopment and Housing Authority 1-13-20

C-9 Resolutions/Proclamations/Presentations: Recognition of Blue Demon soccer team (Coach Johnny Nelson); recognition of Luke N. Robinson Council #3 Knights of Pythagoras (Joel Mitchell).

C-10 Other Announcements:

PUBLIC HEARINGS

NONE

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 **five minutes**. No person shall be permitted to address the 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 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)*

UNFINISHED BUSINESS

NONE

COMMUNICATIONS FROM CITIZENS

*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.)*

John Redling of Ward 1

Larry Scearce of Ward 3 spoke to Council in favor of Police funding. He advised Council that he went on a ride along last Friday and he noticed we only had four officers on the street. He advised Council our officers need help. Mayor Gore invited him to come back during the budget cycle.

REGULAR BUSINESS

Reports of City Manager:

R-1 CAFR Update – Charles Dane, Assistant City Manager, gave an update on the status of the outstanding CAFRs.

R-2 Revise the Development agreement between the City of Hopewell and Downtown Rentals LLC regarding 402 E Poythress St to allow for residential use – Tevya Griffin, Director of Development advised Council that developer wants to add apartments on the second floor of the building. She noted that second floor apartments were allowed by right. She also stated the apartments had already been approved by zoning and there was an amendment to the agreement. Assistant City Manager Dane and Donnie Barber, Developer, provided additional information to council. Councilor Randolph moved to approve the amendment to the agreement. She was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

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

Motion passed 5-1

**Councilor Denton gave a statement of conflict of interest, and abstained from voting on this item due to personal reasons.*

R-3 Approval of purchase of 323 E Poythress Street for private development – Tabled by Council until next Regular meeting

Reports of City Attorney:

Reports of City Clerk: Ronnieye Arrington, City Clerk, thanked citizens for getting involved in the City’s Boards and Commissions.

Reports of City Council:

Committees: Councilor Partin gave a brief update in regards to the Wastewater Treatment Plant and the South Central Corridor Resource.

Individual Councilors:

IR-1 POLCO usage and Grant citizen questionnaire – Mayor Gore presented to council the status of the POLCO grant and to proceed with surveys. Councilor Randolph moved to use POLCO to do the VML survey, do the Early Childhood survey, then if those go smoothly, to do the customer service survey. Her motion was seconded by Councilor Partin.

Upon discussion of Council, Councilor Pelham requested to make an amended motion. Her request was seconded by Vice Mayor Bennett

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

Motion passed 6-1

Councilor Pelham moved to send all three surveys out. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed 4-3

IR-2 Innovation Competition – Removed by Mayor Gore as it is already in the works.

IR-3 GIS to begin mapping City of Hopewell social determinate data for COO pilot program- Removed by Mayor Gore as it is already in the works.

IR-4 Establish rule that supports new practice to limit Councilor’s ability to place items on future agenda, conduct research with staff or seek legal guidance– Councilor Denton moved to table IR-4 until the City Manager is present. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed 7-0

IR-5 CAFR- request full update as to current delay in completing CAFR –Councilor Pelham moved to request a follow-up and quote for individual forensic audits on Wastewater, Stormwater (enterprise fund), the Beacon, and the Treasurer’s Office. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed 7-0

ADJOURN

At 10:04, Councilor Denton moved to adjourn the meeting. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

Motion failed 5-2

Councilor Pelham moved to not discuss any IR items that involved the City Manager due to him being absent, and only discuss items IR-8 and IR-15. Her motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

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

Motion passed 5-2

IR-8 City of Hopewell Open Government Policy –Councilor Randolph moved to set up procedures between the City Attorney and the Clerk on ordinances going forward, and to adopt an open government policy that will be brought before Council before dissemination to the public. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed 7-0

ADJOURN

By rule of Council, this meeting ended at 10:30 p.m.

Jasmine E. Gore, Mayor

Ronnieye L. Arrington, City Clerk

MINUTES OF THE FEBRUARY 25, 2020 CITY COUNCIL MEETING

A meeting of the Hopewell City Council was held Tuesday, February 25, 2020, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

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

Charles Dane, Assistant City Manager
Sandra R. Robinson, City Attorney
Ronnieye L. Arrington, City Clerk

ABSENT: John M. Altman, Jr., City Manager

ROLL CALL

Mayor Gore opened the meeting at 5:30 p.m. Roll call was taken as follows:

Mayor Gore	-	present
Vice Mayor Bennett	-	absent (arrived at 5:55 p.m.)
Councilor Randolph	-	present
Councilor Partin	-	present
Councilor Holloway	-	present
Councilor Denton	-	present
Councilor Pelham	-	absent (arrived at 5:45 p.m.)

CLOSED MEETING

At 5:31 p.m., Councilor Partin moved to go into closed meeting pursuant to Va. Code Sections 2.2-3711 (A)(1) to discuss and consider personnel matters, including the appointment, assignment, and performance of specific appointees and employees and consideration/discussion of prospective candidates for employment/appointment; (A)(3) and (A)(6) to discuss the acquisition of real property for a public purpose, where bargaining is involved and discussion in open meeting would adversely affect the City's bargaining position and financial interest; (A)(7) and (8) to consult with legal counsel and be briefed by staff regarding probable litigation and specific legal matters where such briefing and consultation in open meeting would adversely affect the City's litigating posture; and to the extent such discussions will be aided thereby, and (A)(4) for the protection of the privacy of individuals in personal matters not related to public business. Councilor Holloway seconded the motion. Upon the roll call, the vote resulted:

Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	--- (arrived at 5:45 p.m.)
Vice Mayor Bennett	-	--- (arrived at 5:55 p.m.)
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes

Motion passed 7-0

RECONVENE OPEN MEETING

At 7:06 p.m. Councilor Randolph moved that Council come out of Closed Session. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

Motion passed 7-0

CERTIFICATION

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

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

BOARD APPOINTMENTS

Councilor Pelham made a motion to appoint Andy Girvin to the Water Renewal Committee and to appoint Nicole Barnes to CPMT as service provider. Her motion was seconded by Councilor Partin. Upon the roll call, the responses resulted:

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

Motion passed 7-0

ROLL CALL

At 7:52 p.m., Roll call was taken as follows:

Mayor Gore	-	present
Councilor Denton	-	present
Councilor Pelham	-	present
Vice Mayor Bennett	-	present
Councilor Randolph	-	--- (not on dais)
Councilor Holloway	-	present
Councilor Partin	-	present

OUT OF CLOSED SESSION – Mayor Gore

1. Request that the Clerk correct the CPMT meeting date and time to the 3rd Monday of the month at 2:00 p.m.
2. Request that the TBR form be given to IT so that it can be made fillable.
3. She asked that the personnel matter be on the next closed session of the regular meeting of Council (3-17-20).
4. She asked that the Clerk put all EDA applications in the next meeting packet.
5. She noted that Council will interview CCJB and Virginia Gateway applicants at the next regular meeting.
6. She noted that the assignment given to Assistant City Manager Dane was due at the next meeting.

WORK SESSION

WS-1 Discussion of the Rental Inspection Program – Tevya Griffin, Director of Development gave an overview of ways to improve the program. She pointed out issues and complaints from tenants and owners. She also noted that some landlords have too many properties which can lead to problems. Councilor Pelham asked Director Griffin to verify if the one full time inspector position and the one part time administrative position given by Council for this program are still in effect, and if not, to provide an explanation.

REGULAR MEETING

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

At 7:52 p.m. Mayor Gore called the meeting to order, and thanked all for attending. The prayer was led by Associate Reverend Michael Dudley of Mount Calvary Baptist Church, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Mayor Gore.

AMEND/ADOPT AGENDA

Councilor Partin moved to table item R-3 until the next regular meeting and to approve the agenda as amended. The motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

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

Motion passed 6-0

Consent Agenda

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

C-1 Minutes:

C-2 Pending List:

- 1. Pending List
- 2. Pending List - Top Priorities

C-3 Routine Approval of Work Sessions:

C-4 Personnel Change Report & Financial Report:

- 1. Personnel Change Report
- 2. Finance Report

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval:

C-7 Public Hearing Announcement:

C-8 Information for Council Review:

- 1. **Minutes:** HRHA December 2019; ARLS February 2020
- 2. Final Approval of Don't Trash Hopewell logo

C-9 Resolutions/Proclamations/Presentations: Celebration of Black History Month; Recognition of Martin Luther King, Jr. Memorial Foundation, Inc.; recognition of Special Olympics of Virginia

- 1. Celebration of Black History Month: Proclamation and Calendar

C-10 Other Announcements:

Councilor Partin moved to remove items C-1, C-3 and C-10 from the Consent Agenda, and then to approve the Consent Agenda as amended. Vice Mayor Bennett seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 7-0

PUBLIC HEARINGS

NONE

UNFINISHED BUSINESS

UB-1 Tri-Cities Area Metropolitan Planning Organization – Johnny Butler, City Engineer, presented information about the Metropolitan Planning Organization. Councilor Denton moved to appoint Councilor Pelham as MPO representative and to appoint Councilor Partin as her alternate. Her motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

Motion passed 7-0

COMMUNICATIONS FROM CITIZENS

*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.)*

Kathy Amos of Ward 4, came on behalf of the PTSO from Hopewell High School. She noted that the PTSO meets on the 4th Wednesday of the month from 6-7 p.m. she advised Council of the upcoming Kid Fest the high school is hosting. They are looking to raise \$5,000 for special after Prom. This event is geared towards young children. Information can be found on the school’s website.

Larry Scarce of Ward 3 spoke to Council in favor of Police funding. He advised Council that he went on a ride along last Friday and he noticed we only had four officers on the street. He advised Council our officers need help. Mayor Gore invited him to come back during the budget cycle.

REGULAR BUSINESS

Reports of City Manager:

R-1 CAFR Update – Charles Dane, Assistant City Manager, gave an update on the status of the outstanding CAFRs.

R-2 Revise the Development agreement between the City of Hopewell and Downtown Rentals LLC regarding 402 E Poythress St to allow for residential use – Tevya Griffin, Director of Development advised Council that developer wants to add apartments on the second floor of the building. She noted that second floor apartments were allowed by right. She also stated the apartments had already been approved by zoning and there was an amendment to the agreement. Assistant City Manager Dane and Donnie Barber, Developer, provided additional information to council. Councilor Randolph moved to approve the amendment to the agreement. She was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

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

Motion passed 5-1

**Councilor Denton gave a statement of conflict of interest, and abstained from voting on this item due to personal reasons.*

R-3 Approval of purchase of 323 E Poythress Street for private development – Tabled by Council until next Regular meeting

Reports of City Attorney:

Reports of City Clerk: Ronnieye Arrington, City Clerk, thanked citizens for getting involved in the City’s Boards and Commissions.

Reports of City Council:

Committees: Councilor Partin gave a brief update in regards to the Wastewater Treatment Plant and the South Central Corridor Resource.

Individual Councilors:

IR-1 POLCO usage and Grant citizen questionnaire – Mayor Gore presented to council the status of the POLCO grant and to proceed with surveys. Councilor Randolph moved to use POLCO to do the VML survey, do the Early Childhood survey, then if those go smoothly, to do the customer service survey. Her motion was seconded by Councilor Partin.

Upon discussion of Council, Councilor Pelham requested to make an amended motion. Her request was seconded by Vice Mayor Bennett

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

Motion passed 6-1

Councilor Pelham moved to send all three surveys out. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed 4-3

IR-2 Innovation Competition – Removed by Mayor Gore as it is already in the works.

IR-3 GIS to begin mapping City of Hopewell social determinate data for COO pilot program- Removed by Mayor Gore as it is already in the works.

IR-4 Establish rule that supports new practice to limit Councilor’s ability to place items on future agenda, conduct research with staff or seek legal guidance– Councilor Denton moved to table IR-4 until the City Manager is present. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed 7-0

IR-5 CAFR- request full update as to current delay in completing CAFR –Councilor Pelham moved to request a follow-up and quote for individual forensic audits on Wastewater, Stormwater (enterprise fund), the Beacon, and the Treasurer’s Office. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed 7-0

ADJOURN

At 10:04, Councilor Denton moved to adjourn the meeting. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

Motion failed 5-2

Councilor Pelham moved to not discuss any IR items that involved the City Manager due to him being absent, and only discuss items IR-8 and IR-15. Her motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

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

Motion passed 5-2

IR-8 City of Hopewell Open Government Policy –Councilor Randolph moved to set up procedures between the City Attorney and the Clerk on ordinances going forward, and to adopt an open government policy that will be brought before Council before dissemination to the public. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed 7-0

ADJOURN

By rule of Council, this meeting ended at 10:30 p.m.

Jasmine E. Gore, Mayor

Ronnieye L. Arrington, City Clerk

MINUTES OF THE MARCH 4, 2020 CITY COUNCIL SPECIAL MEETING

A special meeting of the Hopewell City Council was held Wednesday, March 5, 2020, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

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

John M. Altman, Jr., City Manager
Sandra R. Robinson, City Attorney
Ronnieye L. Arrington, City Clerk

ABSENT:

ROLL CALL

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

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

CLOSED MEETING

At 6:31 p.m., Councilor Partin moved to go into closed meeting pursuant to Va. Code Sections 2.2-3711 (A)(1) to discuss and consider personnel matters, including the appointment, assignment, and performance of specific appointees and employees and consideration/discussion of prospective candidates for employment/appointment; (A)(3) and (A)(6) to discuss the acquisition of real property for a public purpose, where bargaining is involved and discussion in open meeting would adversely affect the City's bargaining position and financial interest; (A)(7) and (8) to consult with legal counsel and be briefed by staff regarding probable litigation and specific legal matters where such briefing and consultation in open meeting would adversely affect the City's litigating posture; and to the extent such discussions will be aided thereby, and (A)(4) for the protection of the privacy of individuals in personal matters not related to public business. Councilor Pelham seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 7-0

RECONVENE OPEN MEETING

At 8:45 p.m. Councilor Partin moved that Council come out of Closed Session. Her motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

Motion passed 7-0

CERTIFICATION

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

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

ADJOURN

At 8:50 p.m., Councilor Pelham moved to adjourn the meeting. Her motion was seconded by Mayor Gore. Upon roll call, the responses resulted:

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

Motion passed 6-1

Jasmine E. Gore, Mayor

Ronnieye L. Arrington, City Clerk

**CITY COUNCIL PENDING LIST
10-22-19**

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Beacon Update; RFP; Marketing Plan; Beacon LLC City Manager clarified that only the RFP has been completed so far; Shornak requested copy of RFP; Mayor suggested that RFP be dispensed to council at the same time as to the public, to which City Manager agreed; Shornak requested financial information for the Beacon, as well; City Attorney explained Beacon setup and why, and advised that LLC could be dissolved 3 years after last tax payment rec'd; Walton requested specific date re when LLC can be dissolved</p>	<p>2-7-17 2-21-17</p>		<p>Date when LLC can be dissolved Mayor requested Plan when submitted.</p>	<p>ONGOING 2/1/2018, if notice is given on the first possible business day of the year. 2-7-17 Mr. Haley reported, Slap Productions hired, contract on year to year basis. 1/1/2018 the LLC can proceed to purchase the interest of the State Investor Member (the "Fund"). The purchase would occur between 30 and 90 days after notice that the LLC is exercising its purchase option. 2-13-18 – Council reviewed 2-27-18 – to come back to Council 2-27-18 – Discussed with Council in closed session – City Manager and City Attorney to present alternatives to Council</p>

**CITY COUNCIL PENDING LIST
10-22-19**

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Branding & City Logo's; compile all used logos for approval. Council requested that Haley provide them with a list of the City's logos and RFP for Branding</p>	<p>5/12/15 3-15-16 2-7-17 2-21-17</p>	<p>Email/Printed logos collected used City Manager to provide RFP for Branding during the Retreat In March 2017.</p>	<p>March Altman</p>	<p>PENDING 6-23-17 email reminder sent to Haley</p> <p>City Manager to email council the list of City logos</p> <p>Haley will issue RFP re branding - Hopewell logo</p> <p>No RFP needed.</p> <p>THIS REQUIRES AN IMMEDIATE UPDATE FROM THE CITY MANAGER'S OFFICE</p> <p>3-19-18 – Altman will review and bring back options, proposals etc.</p> <p>9-19-18 City Manager to include proposal and budget request as part of FY20 budget</p>
<p>City Council and School Board to have additional joint meetings or to establish sub-committees</p>	<p>3-1-18</p>	<p>Vice Mayor Gore</p>	<p>School Board City Council March Altman</p>	<p>ONGOING</p> <p>8-14-18 – Council appointed two members of the School Board to the School Facilities Committee (Joyner and Cuffey).</p>

CITY COUNCIL PENDING LIST 10-22-19

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Restore the National Park Service Waterfront Committee Status of planned workshop, secure new contacts	2-27-18	Councilor Luman-Bailey	Aaron Reidmiller	Appointed?
Obtain information about Workforce Initiative	2-27-18	Vice Mayor Gore	March Altman	PENDING
Who to reach out to increase the allocation to youth services (Connie Townes) – VCJJA come to present to City Council	2-27-18	Vice Mayor Gore	March Altman	PENDING
Request for program for seniors who use their dumpsters sparingly and need to pay less	1-23-18	Councilor Zevgolis	Ed Watson	COMPLETE
Council wanted to confirm that Prince George was paying their part for the HPG Chamber. Since this was an ongoing problem, they want to confirm prior to the next budget session. (NOVEMBER)	4-4-17	Council	March Altman	PENDING 3-18-18 – Altman has discussed with Prince George – they are funding for this year – will discuss at FY20 budget
Current financial assessment of fiscal year 2017	12-2017	Gore Pelham	March Altman Michael Terry	DONE 9-19-18 - FY17 Audit is ongoing
Request to review credit card policy		Pelham	March Altman	PENDING
Boards & Commissions - Dock Commission – Councilors Luman-Bailey and Zevgolis will discuss the revival of the this Commission and come back to Council with a plan	4-5-18	Council	Christina Luman-Bailey Anthony Zevgolis	COMPLETED
Boards & Commissions – How much is the Planning Commission paid?	4-5-18	Council	Tevya Griffin	PENDING
Requested a study to determine why there was so much trouble retaining Hopewell employees, especially police and fire; interested in employee retention; programs to encourage employees to live in the City	3-27-18	Anthony Zevgolis Brenda Pelham	March Altman John Keohane	PENDING

CITY COUNCIL PENDING LIST 10-22-19

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Councilor Gore requested the data that was provided to Springsted prior to them creating their report. She specified the data that caused Springsted to make position and title changes. Work Session/Pay Grades	3-27-18	Jasmine Gore	March Altman Renia Coles	PENDING
Of the \$75,000 set aside by Council for constitutional officers, how much has been used? For what? How much remains?	3-27-18	Council	March Altman	COMPLETED
Request information regarding status of Fire Department collections from last year. Update Cost Recovery	5-1-18	Council	March Altman Donnie Hunter	PENDING
Springsted Comp Study	5-15-18	Jasmine Gore	March Altman Renia Coles	PENDING
City Vehicles	4-25-17	Council requests info: how many vehicles does the City own? How many driven outside of Hopewell on daily/weekly basis? Which departments use the vehicles? (include how many vehicles each department uses) How are the vehicles being used? How many vehicles does the Schools own?	Haley Watson Young	PENDING – update and send to City Council
Council request a list of how many already authorized positions remain unfilled (requested to be submitted in a week)	2-23-16 2-29-16 2-7-17 2-21-17	To ascertain how staff shortages are impacting staff ability to manage tasks	Mark Haley Department Heads	ONGOING Asst. City Mgr. reported a draft would be presented during the Budget Session Update Org. Chart

CITY COUNCIL PENDING LIST 10-22-19

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
ARB & Streetscaping	2-7-17	Schedule Joint WS with City Council	Tevya Griffin Horace Wade	<p>6-23-17 – reminder email sent to Griffin and Wade</p> <p>City Point Plan *add to website</p>
Youth Commission	<p>2-7-17</p> <p>2-21-17</p> <p>3-13-17</p>	<p>Continue to Accept TBR's, hold on interviews until NEW ordinance is reviewed by Council, Legislative Committee and passed</p> <p>Final revisions were received on 2-21-17; City Attorney is rewriting and will provide DRAFT to Council & Legislative Committee</p> <p>City Attorney emailed to Council & Legislative Committee for review.</p>	<p>Mark Haley Charles Dane Stefan Calos City Clerk</p>	<p>COMPLETED</p> <p>Ordinance revised and emailed on 3-13-17 to City Council and the Legislative Committee for review; Legislative Committee & Council now to review and report back to City Attorney and City Manager with any suggested revisions; Council then to Vote on Ordinance Then City Clerk will schedule Interviews for Committee Members & provide them with copy of Ordinance during the interview process.</p> <p>12-2017 – Youth Commission established and had first meeting. 2nd and 3rd meetings also scheduled.</p>
Cultural Resource Management Plan	2-21-17	Councilor Luman-Bailey	<p>City Manager Tevya Griffin ARF DDRC Planning Commission</p>	<p>COMPLETED</p> <p>City Manager and Tevya Griffin to supply the Cultural Resource Management Plan to the ARB; DDRC & Planning Commission for Financial Grants available to them and the City.</p>

**CITY COUNCIL PENDING LIST
10-22-19**

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Citizen Oversight Committee – recommendation from Chief to create Citizen Oversight Committee	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Pelham		Met with Chief.
Chesapeake Bay Clean Water Blueprint-approval recommendation from staff	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Partin		COMPLETED
Small Business Procurement Policy – recommendation from staff	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Partin	March Altman	Recommend delay discussion until after completion of FY18 CAFR to allow Purchasing Agent to participate in review and development of policy.
Veteran Support-Request legislation and initiatives to make Hopewell more Veteran Friendly from staff	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Gore		

**CITY COUNCIL PENDING LIST
10-22-19**

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Vendor Procurement Policy to address bulk ordering of like products, review of major expenditures by the same/frequent vendors	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Gore	March Altman	Work Session on Oct. 2 Recommend delay discussion until after completion of FY18 CAFR to allow Purchasing Agent to participate in review and development of policy.
Loud Music Ordinance – review from Police Chief	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Partin	March Altman	Need understanding of issue before making a recommendation. Is it citizen complaint driven? This issue has been discussed in the past. Would need City Attorney involvement, discussions of enforcement options, current capabilities, and court’s position on the issue.
Employee Day to Serve – recommendations by staff.	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Partin	Assigned to HR	COMPLETED

CITY COUNCIL PENDING LIST 10-22-19

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Conflict of Interest Policy-public declaration of conflict during meeting	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Denton		Council needs to work on this issue with the City Attorney.
Breach of Confidentiality – impose sanctions for violations of public trust and release of confirmation information	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Gore		Council issue. Does Council need staff to assist? If so, what does Council see as staff involvement? NOTE: Council Rules & Procedures
Police Renovation Budget – presentation from staff about construction project cost analysis, temporary street closure and plans for 300k renovation/all departments	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Pelham Gore Denton		Resend information
Boards, Commissions and Volunteer Flyer draft	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Gore		Waiting on Council to complete pending interviews; will incorporate requests by Council that have already been received – Mayor.

**CITY COUNCIL PENDING LIST
10-22-19**

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Paving schedule for streets, paving formula and budget breakdown	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Council		
Revenue estimates for sewer/wastewater/trash with new service contract. Loss in previous years. Project for this current year and next year.	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Gore		September 25, 2019
Scheduled curb/gutter, and stormwater projects, list of neighborhood specific projects and budget breakdown.	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Gore		
Feral Cat Policy – recommendations by staff.	Added to Pending List after Council discussion; emailed to CM on 5-12-19	Council		

**CITY COUNCIL PENDING LIST
10-22-19**

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Beacon Theatre Sunday Use for Community-breakdown of 100k community funds used and plans for usage.	5-14-19 Agenda	Gore		Per Council directions, Randolph/Gore/CM to speak with Beacon Management about being able to use the Beacon on Sundays first – Mayor
Hopewell “B Corp” – Use reduction in Council funds to support community programs by providing a grant to citizens/community partners that host events/workshops and/or free/low cost community programs.	5-14-19 Agenda	Gore		

CITY COUNCIL TOP PRIORITIES LIST
10-22-19

TOP PRIORITIES				
HR MANUAL	Meeting Date	Requester	Staff Feedback	Deadline/Status
Work session with Human Resources to discuss HR Manual and employee travel policy	1-9-18	Pelham Gore	<p>3-18-18 – City Manager and HR Director to review current policy and schedule work session to make recommendations for changes</p> <p>9-19-18 – Awaiting hiring of New HR Director</p> <p>10-20-18 – City Manager and HR Director will schedule work session next calendar year.</p> <p>9-24-19 – HR Director is currently reviewing the HR Policy</p>	PENDING – Council Issues/Concerns to City Manager

CITY COUNCIL TOP PRIORITIES LIST
10-22-19

TOP PRIORITIES				
CSA	Meeting Date	Requester	Staff Feedback	Deadline/Status
Request for City Manager to work on policies and procedures related to CSA, CPMT and FAPT. Update Quality Improvement Plan and report to City Council	3-6-18	Council	CPMT is reviewing draft policies	PENDING

CITY COUNCIL TOP PRIORITIES LIST

10-22-19

TOP PRIORITIES				
RENTAL INSPECTION	Meeting Date	Requester	Staff Feedback	Deadline/Status
Update Rental Inspect Program Guidelines to be citywide, more frequent and enforceable	Requested during Council meeting. Re-approved by Council emailed to CM on 5-12-19	Gore	<p>Recommend staff conduct a review of program and provide City Council a revised program for discussion and consideration at a work session.</p> <p>9-24-19 – Staff is reviewing current program to develop recommend changes</p>	Schedule Worksession for December 10, 2019

CITY COUNCIL TOP PRIORITIES LIST
10-22-19

TOP PRIORITIES				
ANTI-LITTER	Meeting Date	Requester	Staff Feedback	Deadline/Status
Ant-littering plan recommendations by staff about signs, fines, waste buckets around City, CVWMA new contractor terms	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Bennett Holloway	Enforcement 9-24-19 – Staff, in conjunction with KHB, to review policies and make recommendations.	Issue Referred to KHB; Report back January 14, 2020

CITY COUNCIL TOP PRIORITIES LIST

10-22-19

TOP PRIORITIES				
DELINQUENT TAX	Meeting Date	Requester	Staff Feedback	Deadline/Status
Real Estate Delinquency –List of top delinquent persons or companies, new plan to recoup funds, ideal to address vendor with delinquent payments, law to require real estate taxes to be paid prior to obtaining permits/business licenses.	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Gore	City Attorney is researching the real estate/tax business license issue re: same company v. different company v. owner issue. Remaining items fall under purview of Treasurer.	Treasurer’s Office to provide list.

CITY COUNCIL TOP PRIORITIES LIST
10-22-19

TOP PRIORITIES				
CITY COUNCIL NEIGHBORHOOD WATCH	Meeting Date	Requester	Staff Feedback	Deadline/Status
Recommendation from Chief to bring back City Council's Neighborhood Watch Advisory Board. Plan to update police stats to include shootings, overdoses, and major issues in City.	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Gore	Need to set up meeting with Mayor and Chief to discuss. Chief is recommending a Citizen Oversight Committee, not an Anti-Shooting Taskforce. CM	Talked with Chief Police statistics have been updated to include shots fired & overdoses Recommendation to Council November 12, 2019

DATE: March 5, 2020
TO: The Honorable City Council
FROM: Michelle Ingram, Human Resources Specialist
SUBJECT: Personnel Change Report – March 5, 2020

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
CLARKE, CARSON	FIRE	FIREFIGHTER	02/26/2020
HAMEL, AMBER	FIRE	ALS / FIREFIGHTER	02/26/2020
WRIGHT, DARIUS	FIRE	FIREFIGHTER	02/26/2020
CORRELL, RANDALL	DEVELOPMENT	COMBO BLD INSP I	03/04/2020
SCOTT, DAWN	HEALTHY FAMILIES	FAMRESSPEC/QMHP	03/04/2020

SUSPENSIONS: 0

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

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
CEASER, WHITNEY	HEALTHY FAMILIES	FAMRESSPEC/QMHP	02/26/2020
FLYNN, TIMOTHY	SHERIFF	P/T SHERIFF DISP	02/27/2020
MABREY, NICOLE	SHERIFF	SHERIFF DEPUTY	03/02/2020

CC: March Altman, City Manager
Charles Dane, Assistant City Manager
Jennifer Sears, HR Director
Dave Harless, Risk & Safety Coordinator
Debbie Pershing, Administrative Services Manager
Michael Terry, Finance Director
Dipo Muritala, Assistant Finance Director

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

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY
350 East Poythress Street
Hopewell, VA 23860

REGULAR MEETING OF January 13, 2020

*** MINUTES ***

Minutes of Regular Meeting of the Board of Commissioners of the Hopewell Redevelopment and Housing Authority of the City of Hopewell, Virginia, held Monday, January 13, 2020 at 5:15 p.m.

The meeting was called to order by the Chairman. Roll call, those present and absent were as follows:

Present: Sheila Flowers, Chairman
Johnny Jones, Vice-Chairman
Ruth Johnson, Commissioner
John Tunstall, Commissioner
Wendy Gant, Commissioner
Shamika Lewis, Commissioner

Absent: Sherman Cross, Commissioner

Also Present: Steven Benham, Chief Executive Officer
Madelyn Peay, Chief Operating Officer
Sherry Henderson, Executive Secretary
Tarvaris McCoy, Chief Development Officer

CONSENT AGENDA

C-1 & C-2 Upon motion made by Commissioner Gant and seconded by Commissioner Lewis with all Commissioners present responding, the Consent Agenda was approved.

Upon roll call, the vote resulted:

Chairman Flowers - Yes
Vice-Chairman Jones - Yes
Commissioner Johnson - Yes
Commissioner Tunstall - Yes
Commissioner Gant - Yes
Commissioner Lewis - Yes

6 Yes; Motion Passed

COMMUNICATIONS FROM CITIZENS: None

R-1 Discussion of Pending List

Mr. Benham discussed the pending list with the Board of Commissioners. Item number 39 was moved to the removed section. There were no new pending list items added.

R-2 Financial Discussion and Budget Input

Mr. Benham presented the Board of Commissioners with an overview of the financials. He also presented the Board members with the 2021 Budget review. The final budget will be submitted for approval during the next board meeting.

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R-3 Request approval of Resolution No. 872, the 2020-2024 5-Year and the 2020 Annual Plan.

Upon motion made by Vice-Chairman Jones and seconded by Commissioner Johnson with all Commissioners present responding, the Board of Commissioners approved Resolution No. 872, the 2020-2024 5-Year and the 2020 Annual Plan.

Upon roll call, the vote resulted:

- Yes Chairman Flowers
- Yes Vice-Chairman Jones
- Yes Commissioner Johnson
- Yes Commissioner Tunstall
- Yes Commissioner Gant
- Yes Commissioner Lewis

6 Yes; Motion Passed

R-4 Discussion/Other matters.

Mr. Benham informed the Board of Commissioners of:

1. Elections of Officers will be held during the February 10, 2020 meeting for the term of February 11, 2020 - February 8, 2021.
2. Disclosure of Real Estate Holdings forms are due to the City Clerk by February 1, 2020.

ADJOURNMENT

Upon motion made Commissioner Johnson seconded by Vice-Chairman Jones with all Commissioners present responding affirmatively, the meeting was adjourned at 7:15 p.m.

Sheila V. Flowers
Sheila V. Flowers, Chairman

Steven A. Benham
Steven A. Benham, Secretary-Treasurer

Minutes of the Crater Planning District Commission meeting held on Thursday evening, October 10, 2019, at the Planning District Commission's conference room.

MEMBERS PRESENT: Mark Moore, Kevin Massengill, Calvin Cunningham, Dinwiddie County; Steve Elswick, Dorothy Jaeckle, Chris Winslow, Chesterfield County; William Johnson, Emporia; Sam Parham, Aretha Ferrell-Benavides, Bernard Howard, Petersburg; Marlene Waymack, Steve McDonough, Floyd Brown, Prince George County; John Seward, Jonathan Lynn, Surry County; John Wood, Douglas Smith, Colonial Heights; Raymond Bryant, Greensville County; Pete Stith, representing Vandy Jones, Sussex County; Jasmine Gore, March Altman, Johnny Partin, Hopewell.

MEMBERS ABSENT: William Coad, Michelle Johnson, Charles City; Eric Fly, Sussex County; Art Warren, Chesterfield County; Woodrow Harris, Emporia; Linwood Pope, Greensville County.

STAFF PRESENT: Denny Morris, Martha Burton, Judith Smith, Erin Musselwhite, Jay Ruffa, Ron Svejksky.

The meeting was called to order by the Chairman, Dr. Moore.

MINUTES

Upon motion of Mr. Parham, seconded by Mr. Massengill and carried, the minutes of the Commission meeting held on June 27, 2019, were approved as presented.

AFFIRMING ACTIONS OF THE EXECUTIVE COMMITTEE

Upon motion of Mr. Seward, seconded by Mr. Bryant and carried, the Commission affirmed all actions taken by the Executive Committee at its meetings held on August 18 and September 12, 2019.

CHAIRMAN'S REPORT

On behalf of the Commission, Dr. Moore presented framed Resolutions of Appreciation to Ms. Dorothy Jaeckle and Mr. Steve Elswick, both representatives of Chesterfield County, thanking them for their years of service to the Commission, and offering the Commission's best wishes in their retirement.

Regarding the executive director search, Dr. Moore reported that 37 applications were received and those applicants reside in 13 states. He said that he is so grateful to the human resources directors in Chesterfield, Dinwiddie and Hopewell for their assistance. He said that there has been communication with some of the applicants and he expects interviews to commence by the end of October. He said the search committee members are: Mr. Elswick, Ms. Johnson, Mr. Harris, Mr. Parham and himself.

REPORTS FROM OTHER COMMISSIONERS

Ms. Waymack called members' attention to Community Day on October 12, and the Virginia Czech & Slovak Folklife Festival on October 19. She added that a delegation from the Czech

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Republic will be visiting the Prince George County Regional Heritage Center on October 22. She then said that the County is very pleased to be the recipient of land from Fort Lee for construction of a new elementary school, and she said the County will be building a new firehouse to replace the current station at Jefferson Park.

EXECUTIVE DIRECTOR'S REPORT

Mr. Morris added his personal thanks to Ms. Jaeckle and Mr. Elswick for their service on the Commission and executive committee. He said they have been very supportive of staff and have played key roles in bringing the Richmond and Crater Regions together to work collaboratively in a number of areas, not the least of which is the state's new GO Virginia initiative.

Office Building Maintenance – Mr. Morris said one antiquated HVAC unit has been replaced and a second unit went out recently and will be replaced in the coming weeks. He also said that most of the ceiling tiles have been replaced.

New Transportation Director – Mr. Morris introduced Ron Svejkovsky, the Commission's new Director of Transportation who arrived in late July. He said Ron came in very familiar with our region as he worked for VDOT in the Richmond District for 13 years, much of that time working with Crater's MPO. He added that Ron also worked for an MPO in North Carolina. He said that the Commission will be holding a workshop on Smart Scale in the new future.

Mr. Svejkovsky discussed the state's current study of I-95 and said the MPO has identified several projects. He said currently much of the transportation funding is going into the I-81 package; however, the Transportation Secretary has said that the entire I-95 corridor should be evaluated and a number of locations in this region have already been identified. He added that the MPO Policy Committee has already provided comments and he also said Route 58 is included too. He then said that the Commonwealth Transportation Board (CTB) will meet on Tuesday at the Marriott at Short Pump from 4-7 p.m., and that the CTB will need to act soon in order to establish priorities before the next General Assembly session.

Mr. Whitlow asked about the Smart Scale program.

Mr. Svejkovsky responded that VDOT is requiring a preapplication and the process opens on March 1. He said without submission of a preapplication, a locality will not be able to move forward with an application.

Mr. Morris shared that he attended the Virginia's Gateway Region board meeting last Thursday and that board has had no conversation about the I-95 corridor study or any transportation deficiencies. He said that the next day he and Mr. Svejkovsky met to "brief up" Mr. Boswell.

Manufacturing Day at CCAM – Mr. Morris reported that the Commonwealth Center for Advanced Manufacturing hosted Manufacturing Day recently and 180-200 students (K-12 &

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some college students) attended from area school divisions. He said that there were many hands-on demonstrations and speakers were young, some interns, who talked about how they got there and what they do. He said there were many good questions from students. He added that CCAM wanted the students to see what manufacturing today “looks like”.

Virginia Outdoors Plan – Mr. Morris said the PDC will host an input session on the Virginia Outdoors Plan update on November 13 and staff from the Virginia Department of Conservation & Recreation will be here. He said the plan is reviewed annually.

2018-2019 Audit – Mr. Morris reported that the audit is underway; Mitchell Wiggins staff have been here for a period of days. He said a report will be presented at the November executive committee meeting.

FINANCIAL REPORT

Mr. Morris referred members to the report in the agenda package for the period July 1, 2019-September 30, 2019. He recalled for members that much of the state and federal funding is all reimbursable, so there is always a lag on receiving much of the grant funding. He called attention to page 3, Maintenance & Repairs-Office Equipment, explaining that an expenditure of \$7,973.72 is there because there was a power surge which fried the server and a new one was required. He then said that as of September 30, approximately 21 percent of funds budgeted had been expended. He said pages 4 and 5 show financial information for the Commission’s partner organizations, explaining that each organization pays for its costs dollar-for-dollar. Regarding the Statement of Cash Flows, the cash balance on September 30 was \$295,977.31. He then reminded members of the note at the bottom of page 6 that the balance does not include the total cash balance in the Revolving Loan Fund as of September 30, 2019, which was \$808,770.64.

OLD BUSINESS

Chesapeake Bay Local Area Watershed Implementation Plan Sustainability Program – Mr. Morris recalled that the PDC and local soil and water conservation districts have been working this year with the Virginia Departments of Environmental Quality (DEQ) and Conservation and Recreation (DCR) to identify and refine the suite of pollution control measures for reducing polluted runoff and seeking input from local officials, farmers, developers, businesses and the public. He said several regional meetings were held last spring and our work was completed on September 30. He then said that DEQ has asked the PDC to continue to work on this project, as well as other specific local project assistance, and will provide us with \$58,000, with a required local match of \$14,500 (25%). He pointed out that this effort continues to remain voluntary. He said that the Commonwealth has prepared a third phase of the Chesapeake Bay Watershed Implementation Plan to ensure that pollution control measures to reduce excess nutrients and soil runoff are in place no later than 2025.

Mr. Morris pointed out that Ms. Gore sits on the Local Government Advisory Committee of the Chesapeake Bay Executive Council, and she shared her perspective and said she would be happy to share any input from the region’s localities.

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Ms. Jaeckle asked if a local match is required.

Mr. Morris said DEQ is requesting a local match of 25 percent or \$14,500. He said there is still discussion as the smaller PDCs have concerns. There are 15 coastal area pdcs with whom DEQ is working.

Mr. Stith asked if the match must be 100% cash or can some of it be in-kind.

Mr. Morris said we have not received the agreement yet but typically it is a cash match.

Mr. Altman said that in Hopewell's case, the limits of technology have been reached at the HRWTF having just spent \$100 million. These additional requirements would require an additional \$60 million.

Mr. Morris commented that he believes it might be time for conversations with legislators.

Mr. Altman added that the James River really does not feed into the Chesapeake Bay; rather it goes around and feeds directly into the ocean.

Mr. Morris replied that this is true. He added that by far the largest polluter is Pennsylvania, which is woefully behind on regulations and clean-up.

Ms. Gore said she had recently participated in a quarterly meeting with Virginia Secretary of Natural Resources Matt Strickler and she said she believes that the information does not get to the local elected officials when plans are being developed and there is a need for local elected officials to know what staff is working on. She added that Deputy Secretary Jennings is estimating that the needs for Stormwater Local Assistance funding is \$80 million per year. She then said that if the PDC would like to hold a roundtable she would be happy to help in facilitating such a meeting.

Upon motion of Mr. Elswick, seconded by Mr. Howard and carried, the Commission agreed to participate in the additional work on the Chesapeake Bay Local Area Watershed Implementation Plan Sustainability Program, for which the Commission will receive \$58,000 from the State, to be matched with \$14,500.

GO Virginia Initiative – Dr. Moore reported that the Region 4 Regional Council approved the Updated Economic Growth and Diversification Plan for Region 4 on August 6. Regarding project proposals that impact upon the Crater District, he said efforts continue on a workforce development project for Rowanty Technical Center. He then said another project proposal that is under development will involve the Dinwiddie County Airport and Industrial Authority, Dinwiddie County and Richard Bland College (RBC). Richard Bland is looking at the feasibility of establishing an associates degree in aeronautics from RBC utilizing the Dinwiddie County Airport. He added that plans include seeking Tobacco Commission support for the project also. He said in the new plan, focus areas include the manufacturing and logistics sectors, both of which are very relevant to the Crater area of Region 4. Another is talent development/retention

CRATER COMMISSION MINUTES

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and he mentioned a recently-approved project that is just beginning that aims to keep college graduates in RVA, using a model that has been successful in the Philadelphia area. He then said that Virginia's Gateway Region is currently implementing a grant that is aimed at qualifying business/industrial sites here to feed into the Virginia Economic Development Partnership's Model.

Crater Commission Tourism – Miss Burton referred to information in the agenda pulled from the recently released 2018 Virginia Tourism economic impact data. She said this data is prepared for Virginia Tourism Corporation annually by the US Travel Association and measures the economic impact felt in localities from visitors who live 50 or more miles away. She said that for the Crater Planning District, visitors spent \$465.6 million, a 4.2 percent increase from 2017, resulting in \$31.8 million in local tax revenue. She then referred to the Petersburg Area Regional Tourism press release regarding the impact in those six localities (only 1/3 of Chesterfield County's numbers are incorporated in the PART data). In 2018 PART experienced a 4.4 percent increase in visitor expenditures, which totaled \$394.4 million. Local tax revenue resulting from these expenditures amounted to \$28.1 million. The 4.4 percent increase matched the increase in spending in the state as a whole.

NEW BUSINESS

Virginia Sentinel Landscapes: A Partnership to Meet Military, Working Lands, Conservation and Rural Economic Development Priorities – Mr. Morris explained that the Virginia Secretaries of Agriculture & Forestry and Veterans & Defense Affairs are jointly proposing Sentinel Landscape designations for two critical geographic regions in the Commonwealth, one incorporating this area around Fort Pickett, Fort Lee and Defense Supply Center Richmond. He said this effort was created to sustain military readiness, reduce the effects of incompatible development around military installations, conserve working forests and agricultural lands and protect wildlife habitat by focusing on areas where these priorities overlap. The military, federal agencies, including the Department of Defense, Agriculture and the Interior (DoD, USDA and DOI), state governments, non-governmental organizations (NGOs), and other partners coordinate their conservation and working lands programs in support of ranching, farming, forestry, and conservation practices compatible with the military installations in partnership with the landowners in the landscape. He said that the application from Virginia will be submitted in the November-January timeframe and the Commission has been asked to be a supporting partner for the Virginia Southern Forests to the Sea Corridor. He said that this effort could lead to some funding opportunities.

A question was raised about how this effort works with the push for solar projects being seen in the rural areas here.

Mr. Morris responded that the topic of solar facilities did not arise during the meeting he attended on September 17.

CRATER COMMISSION MINUTES

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Upon motion of Mr. Massengill, seconded by Mr. Parham and carried, the Commission agreed to be a supporting partner for the application requesting the designation of the Virginia Southern Forests to the Sea Corridor as a Virginia Sentinel Landscape, incorporating areas around and including Fort Pickett, Fort Lee and Defense Supply Center Richmond.

Economic Impact Analysis of Fort Lee – Mr. Morris said that the most recent economic impact analysis of Fort Lee was released in 2012, provided via a Department of Defense contract for all of the BRAC 2005 Growth Communities. He said that he and Mr. Boswell at Virginia's Gateway Region (VGR) have discussed the need for updated data and how the effort can be cost-shared between VGR and the PDC. He said Fort Lee will provide one of its data experts at no cost to the effort. He then said that proposals were solicited and CHMURA Economics & Analytics submitted the best proposal, at a cost of \$15,359, with an additional cost of \$1,000 for an in-person formal presentation of the results. He said a draft would be completed in 8-10 weeks after a contract is executed. He said Crater's share would be \$5,000, adding that there is \$3,700 remaining in the Commission's BRAC restricted account. He recalled that the 2012 report said the direct and indirect impact of Fort Lee was \$2.4 billion annually.

Upon motion of Mr. Elswick, seconded by Mr. Howard and carried, the Commission approved participation in a joint effort with Virginia's Gateway Region to contract with CHMURA Economics & Analytics for an updated Economic Impact Analysis of Fort Lee, at a cost to the Commission of \$5,000.

2019-2020 Crater PDC/Virginia Department of Housing and Community Development Annual Contract

Upon motion of Mr. Elswick, seconded by Mr. Howard and carried, the Commission accepted the annual state grant from the Virginia Department of Housing and Community Development in the amount of \$75,971 for 2019-2020.

ADJOURNMENT

The meeting was adjourned at 7:45 p.m.

CRATER PLANNING DISTRICT COMMISSION

Monument Professional Building • 1964 Wakefield Street • Post Office Box 1808 • Petersburg, Virginia 23805
PHONE: (804) 861-1666 • FAX: 804-732-8972 • E-MAIL: info@craterpdc.org • WEBSITE: www.craterpdc.org
Dennis K. Morris, Executive Director

October 15, 2019

Mr. Terrance Lasher
Assistant State Forester
Virginia Department of Forestry
900 Natural Resources Drive, Suite 800
Charlottesville, Virginia 22903

RE: Virginia Southern Forests to the Sea Sentinel Landscape Partnership

Dear Mr. Lasher,

Please be advised that the Crater Planning District Commission at its October 10, 2019 meeting formally agreed to become a contributing partner and confirmed its interest in participating in Virginia's effort to forge a collaborative, successful partnership for the purpose of submitting an application to the Sentinel Landscapes Federal Coordinating Committee (FCC) for the designation of the Virginia Southern Forests to the Sea Sentinel Landscape Partnership as a Sentinel Landscape. The Crater Planning District Commission supports the Partnership's effort to identify and accomplish the desired goals and outcomes within the application that has been developed and agreed to through a collaborative, open process.

The Crater Planning District Commission has reviewed the application, understands the expectations of all entities engaged in the partnership, and will support the partnerships' efforts to accomplish the desired goals and outcomes identified within the application if the Sentinel Landscapes FCC chooses to accept the proposed designation.

The Crater Planning District Commission understands the general objectives of the Partnership are to strengthen and promote:


1. Virginia regional and military installation specific implementation of the Virginia/military 2017 regional joint land use study (JLUS) recommendations pertaining to compatible land use objectives through on-going collaboration and communication;
2. Virginia's efforts to retain working forest and agricultural land in areas that are most at risk of conversion to other land uses;
3. Virginia's efforts to protect high conservation value lands;
4. Virginia's efforts to meet its statewide water quality goals, including its Chesapeake Bay watershed commitments; and
5. Virginia's efforts to stimulate rural economic development through compatible land use and market based conservation partnerships.

Mr. Terrance Lasher
October 15, 2019
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The Crater Planning District Commission will provide its support to the Virginia Southern Forests to the Sea Sentinel Landscape Partnership to help ensure success of this most important initiative.

Thank you for allowing the Crater Commission to join this Partnership as a contributing partner.

Sincerely,

A handwritten signature in black ink, reading "Denny K. Morris". The signature is written in a cursive style with a large initial "D" and a small accent mark above the "i" in "Morris".

Denny K. Morris
Executive Director

**MINUTES OF THE JANUARY 27, 2020 MEETING
OF THE ARCHITECTURAL REVIEW BOARD
City of Hopewell**

A meeting of the Architectural Review Board for the City of Hopewell was held on Monday, January 27, 2020 at the Hopewell Municipal Building, in the Department of Development, located at 300 North Main Street at 6:00pm.

Architectural Review Board Members present:

Rita E. Joyner, Chairman
Joseph Bailey, Vice Chairman
Patrice Gilliam (arrived at 6:09)
Kathleen Vincent
Mary Calos

Members Absent:

None

Staff:

Chris Ward, Senior Planner

Guests:

Austin Anderson, Construction Manager – City of Hopewell

The meeting was called to order at 6:01 p.m. by Ms. Joyner. Mr. Ward conducted the roll call. A quorum was established. Ms. Joyner welcomes Mr. Anderson to the meeting.

ADMINISTRATIVE MATTERS / CONSENT ITEMS

Ms. Joyner asked if there were any requested changes to the agenda. Mr. Bailey made a motion to address item #1-Prince Henry Avenue Improvements under Old Business once Ms. Gilliam arrived to the meeting. Ms. Vincent seconded. The motion carried 4-0. Ms. Joyner asked if there were any corrections to the minutes. Mr. Bailey made the motion to approve the minutes but requested that clarification be added that the Bank Street garages be photographically documented, not just the contents. Ms. Vincent seconded the motion. The motion passed 4-0. Ms. Vincent made the motion to approve the Consent Agenda. Mr. Bailey seconded. The motion passed 4-0.

CITIZEN COMMENTS

There were no citizens present.

CERTIFICATES OF APPROPRIATENESS (COAs)

There were no Certificate of Appropriateness applications.

OLD BUSINESS

Mr. Ward informed the members that the requested ordinance changes by the National Park Service needed to obtain Certified Local Government status was working through the process and would likely go before City Council in late February or early March. He reminded them that the section of the ordinance addressing how new historic districts are created is the section that is being revised.

Mr. Ward updated the members on the expected timeline for the neighborhood meetings and outreach regarding the eligibility of the A Village neighborhood to be listed on the state and federal historic registers. He noted that the Development Department is seeking to schedule the first neighborhood meeting in March. Ms. Calos asked if additional measures will be undertaken to assess whether residents and property owners wanted to pursue the designation. Mr. Ward noted that all property owners and residents will be notified via mailed letter and that the meetings will allow residents and property owners to ask questions.

Ms. Gilliam arrived.

Ms. Joyner invited Mr. Anderson to update the members on the Prince Henry Avenue Improvement Project. Mr. Anderson stated that the project started in October 2019 and the contractor is about 50% complete. He continued that the project is currently dormant but should start back up in a few weeks. Mr. Anderson explained that an underdrain system will be installed on the north end that ties into an existing drop inlet on Cedar Lane. He continued that the east portion of the project will be completed first and then move to the west side. Ms. Gilliam stated that water now pools in front of 505 Prince Henry which did not occur before the construction. She added that the 47" wide sidewalks took three feet of private property without informing residents of eminent domain. Mr. Anderson responded that all work has been conducted in the public right-of-way and eminent domain was not utilized. He added that he would be willing to have the contractor improve the transition grading in front of 505 Prince Henry Ave. Ms. Gilliam continued that she was told the improvements would look like what was done on North Avenue. Ms. Joyner stated that she also thought the improvements were like North Avenue. Mr. Anderson replied that the designs were originally like the improvements on North Avenue but changed when the challenges with proper storm drainage were revealed. He stated again that he could have the contractor improve the transition grading at 505 Prince Henry and Ms. Hayes property. Ms. Joyner commented that the work is definitely more aesthetically pleasing. Mr. Anderson pointed out that completing the paving will improve the hydraulics of the system. Ms. Gilliam asked if Mr. Blankenship had been made aware of the planned removal of the trees in front of 609 Prince Henry. Mr. Anderson responded that he had not spoken with Mr. Blankenship but that he had discussed installing a driveway at 613 Prince Henry (Mr. Bradford's property). Ms. Gilliam asked why the handicap ramps were replaced. Mr. Anderson replied that the old ramps did not meet current ADA standards and were replaced for that reason. Ms. Joyner thanked Mr. Anderson for the update. Mr. Anderson stated that the project should start back up within the next couple of weeks.

Mr. Ward notified that members that he would be updating City Council the next night on the status of Shiloh Lodge/City Point House. He stated that he still had not conducted the research on the property but get that scheduled soon. Ms. Gilliam suggested that Mr. C. Ray Edmunds be contacted so that an oral history be recorded.

Mr. Ward next informed the members that he had the city-owned property known as the Bank Street Garages inspected by staff from Public Works and Recreation and Parks. He continued that the condition of the structures was much worse than he anticipated and restoration to make the structures usable would have to include complete replacement of the roof. He also noted that the wood structure was likely not salvageable due to extensive termite damage. For these reasons and the difficulty of identifying a viable reuse for the structures, Mr. Ward stated that the staff report concludes that demolition was the only reasonable recommendation to City Council. Ms. Calos stated that she was satisfied that all options had been investigated and that the Department of Historic Resources staff did not oppose demolition. Ms. Joyner agreed that demolition was the only viable option for this property. Ms. Vincent made the motion to recommend to City Council that the structures known as the Bank Street Garages be demolished and the site cleared. Ms. Gilliam seconded. The motion carried 5-0.

Mr. Ward stated that a public hearing regarding the proposed demolition will likely be held by City Council in March. Mr. Bailey stressed the importance of having the structures photographically documented. Ms. Gilliam volunteered to take extensive photos of the structures.

PROPERTY UPDATES

Mr. Ward updated the members on the status of 1010 Pelham. He stated that the property is still in litigation.

NEW BUSINESS

There was no new business.

REPORTS FROM BOARD MEMBERS & STAFF

Ms. Joyner informed the members that she had met with Jennie Dotts of Old House Authority in Richmond and that she will continue to speak with Ms. Dotts about promoting historic properties in City Point.

Ms. Calos inquired about having a video tour of the district created. Ms. Joyner stated that she would investigate further what that would entail.

Ms. Gilliam made a motion to adjourn. Mr. Bailey seconded. The motion carried 5-0. The meeting adjourned at 7:19 PM.

Submitted by



Rita Joyner, Chairperson



Christopher Ward, Senior Planner

DATE:

2/24/2020



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Conditional Use Permit for 106 North Main Street

ISSUE: The City has received a request from Mark Mueller, owner of 106 North Main Street, for a Conditional Use Permit to allow apartments on the first floor in the Downtown Business District (B-1) and to allow apartments on the second and subsequent floors when the average square footage is less than 900.

RECOMMENDATION: Staff recommends the City Council hold a public hearing to consider citizen comments regarding this request.

TIMING: A City Council work session was held on February 11, 2020. The public hearing has been properly advertised and will be held on March 17, 2020.

BACKGROUND: In order to place apartments on the first floor in the B-1 Zoning District or to have apartments on the second floor with an average square footage less than 900 square feet, a Conditional Use Permit must be approved by the Hopewell City Council.

ENCLOSED DOCUMENTS:

- Staff Report
- Application
- Supplemental Documents

STAFF:**SUMMARY:**

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

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

Tevya Williams Griffin, AICP, 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"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

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



WRM LLC (Mark Mueller)
106 North Main Street
Conditional Use Permit

Staff Report prepared for the City Council Work Session

Last Revised February 4, 2020

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

I. MEETINGS AND WORKSESSIONS:

Commission and Governing Body	Date	Type of Meeting	Action
Planning Commission	September 5, 2019	Public Hearing	Tabled by Planning Commission
Planning Commission	October 10, 2019	Meeting	Tabled by Applicant
Planning Commission	November 18, 2019	Meeting	Tabled by Applicant
Planning Commission	December 5, 2019	Meeting	Tabled by Planning Commission
Planning Commission	January 16, 2020	Meeting	Denied request for apartments on the first floor. Approved apartments on second floor with average sq. ft. below 900, with a condition
City Council	February 11, 2020	Work Session	No action needed
City Council	March 17, 2020	Public Hearing	Pending

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

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

III. EXECUTIVE SUMMARY:

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

IV. APPLICABLE CODE SECTIONS:

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

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

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

1. Apartments on the first floor of mixed-use buildings with a Conditional Use Permit.

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

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

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

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

4. In approving any conditional use permit, the City Council may impose conditions or limitations on any approval as it may deem necessary to protect the public interest and welfare. Such additional standards may include, but need not be limited to:
 - i. Special setbacks, yard or construction requirements, increased screening or landscaping requirements, area requirements, development phasing, and standards pertaining to traffic, circulation, noise, lighting, hours of operation and similar characteristics; and
 - ii. A performance guarantee, acceptable in form, content and amount to the City, posted by the applicant to ensure continued compliance with all conditions and requirements as may be specified.

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

- d. Approval Criteria

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

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

V. SUBJECT PROPERTY:

The subject property is located in the 100 block of North Main Street between West City Point Road and West Cawson Street. The two story brick building was constructed in 1949 and is a contributing structure in the Downtown Historic District. It is approximately 9,216 square feet.

VI. OWNER’S POSITION:

The owner of the property is requesting a conditional use permit to provide five (5) apartments on the second floor and 2 apartments on the 1st floor with office space in the front of the building on North Main Street. See application provided by the applicant including floor elevations.

VII. ZONING/STAFF ANALYSIS:

The Zoning Ordinance requires a conditional use permit to have an apartment(s) on the first floor. The applicant is requesting two apartments on the first floor. The first floor will also have office space. The applicant is proposing five apartments on the second floor. A conditional use permit is required for apartments containing an average square footage below nine hundred (900) gross square feet on the second and subsequent floors. The applicant is asking for a conditional use permit for two different items; first floor and second floor apartments at a certain square footage. The average square footage of apartments on the first floor is 809 square feet , and the second floor average is 753 square feet. (See table below)

Title: Apartment Square Footage Calculation Table

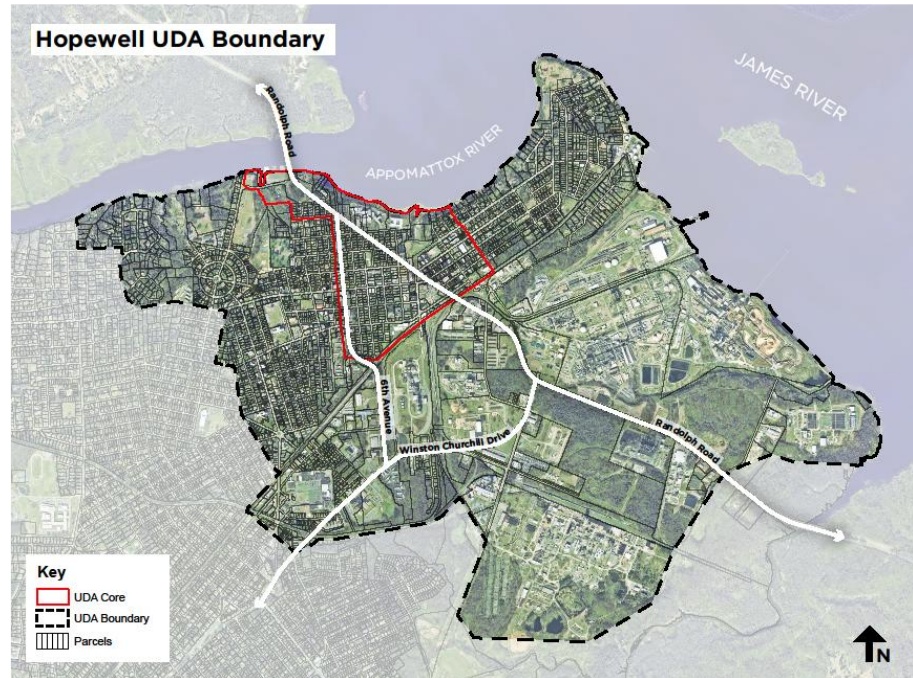
1st Floor	Square Feet		2nd Floor	Square Feet
Apartment 1	871		Apartment 1	704
Apartment 2	742		Apartment 2	710
Average	809		Apartment 3	779
			Apartment 4	791
			Apartment 5	784
			Average	753

Table 1 Source: Floor Elevations provided by the applicant

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

Hopewell's UDA Boundary and Context

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



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

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

This guideline system provides jurisdictions with a process of identifying centers of activity and developing connected networks for multiple modes of travel. OIPI has asked that these guidelines be applied where possible in developing UDA's for Virginia's cities and towns of varying sizes and densities.

Overall UDA Urban Design Framework

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

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

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

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

Comprehensive Plan Land Use Category

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

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

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

The B-1 Zoning District does not require uses to provide off street parking spaces as do the other business/commercial districts. There have been discussions of changing this but that has not happened at this time. If parking spaces were required to be provided the minimum would be 8 for the residential uses (1 for each 1 bedroom plus one for handicap accessibility). If required for the office space the minimum is 1 space for each 300 square feet and 2 for each 300 square feet. Staff has estimated the square footage of the office space is 2,000 square feet. Using the calculation of 1 parking space for each 300 square feet, the parking requirement is 6.6 or 7 parking spaces. The total parking spaces for the entire building, if required would be 15.

The parking agreement between the John Randolph Foundation and the applicant is no longer in place. The applicant can only provide parking for two compact vehicles in the rear of the building on the property. Parking for the remainder of spaces needed for the offices will be provided through public parking along the street or in designated public parking lots.

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

VII. PLANNING COMMISSION RESOLUTION:

In accordance with Article XVIII, Section G, of the Hopewell Zoning Ordinance, at their meeting on January 16, 2020, the Hopewell Planning Commission recommends by a vote of 4 - 0 to deny the request submitted by WRM LL (Mark Mueller) for a Conditional Use Permit for 106 North Main Street, also identified as Sub-Parcel 011-0040, to allow apartments in mixed use buildings on the first floor.

At this same meeting, the Planning Commission voted 4-0 to recommend approval of apartments containing an average square footage below nine hundred (900) gross square feet on the second and subsequent floors, with the condition that the average square footage is no lower than 740 square feet.

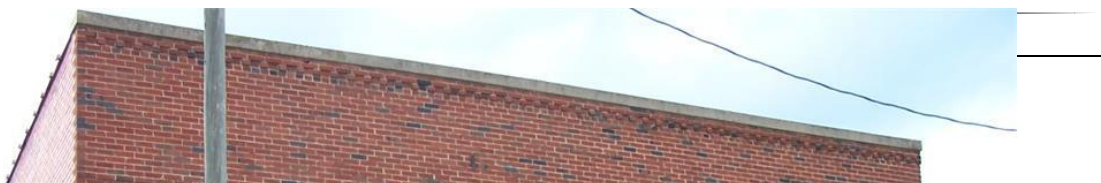
Attachment(s):

1. Application for Conditional Use Permit
2. Office/Residential Floor Plan
3. Affidavits of Mailing
4. Correspondence from neighbors

Aerial Map



Building Front Facade





The City
of
Hopewell, Virginia

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

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICATION #

APPLICANT: Mark Mueller

ADDRESS: 106 N. Main Street, Hopewell, VA

PHONE #: 804-586-3654 FAX #: _____

EMAIL ADDRESS: mark.mueller@muellerbuildersllc.com

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

OWNER: _____

ADDRESS: _____

PHONE #: _____ FAX #: _____

PROPERTY ADDRESS / LOCATION:

106 N. Main Street, Hopewell, VA

PARCEL #: 0110040 ACREAGE: .123 ZONING: B1

*** 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. X

2. THE PROPOSED DEVELOPMENT WITH FRONT, SIDE, AND REAR ELEVATIONS. X

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

PRESENT USE OF PROPERTY:

Presently vacant but previously used as office space

THE CONDITIONAL USE PERMIT WILL ALLOW:

The building to be redeveloped with 5 apartment units on the second floor and mixed-use on the first floor including office space and 2 apartments. Apartments will be between 700 and 900 s.f., all one bedroom units similar to what is currently being developed throughout the Petersburg-Richmond area.

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.

The occupant load of the R-2 residential use will not create any impact greater than that imposed by a continued Business use. Work is limited to primarily interior renovations with some window modifications / additions.

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

The project will help bring back an underutilized building to this portion of downtown and creates no detrimental effects on public welfare or other improvements to 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.

The proposal helps continue the city's efforts to revitalize downtown and promote mixed commercial and residential development to increase the city's housing stock. (Hopewell Comprehensive Plan chapter II pg. 7, item 12, pg.9 item 6)

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

APPLICANT SIGNATURE

DATE

APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED _____ DATE OF ACTION _____

_____ APPROVED _____ DENIED

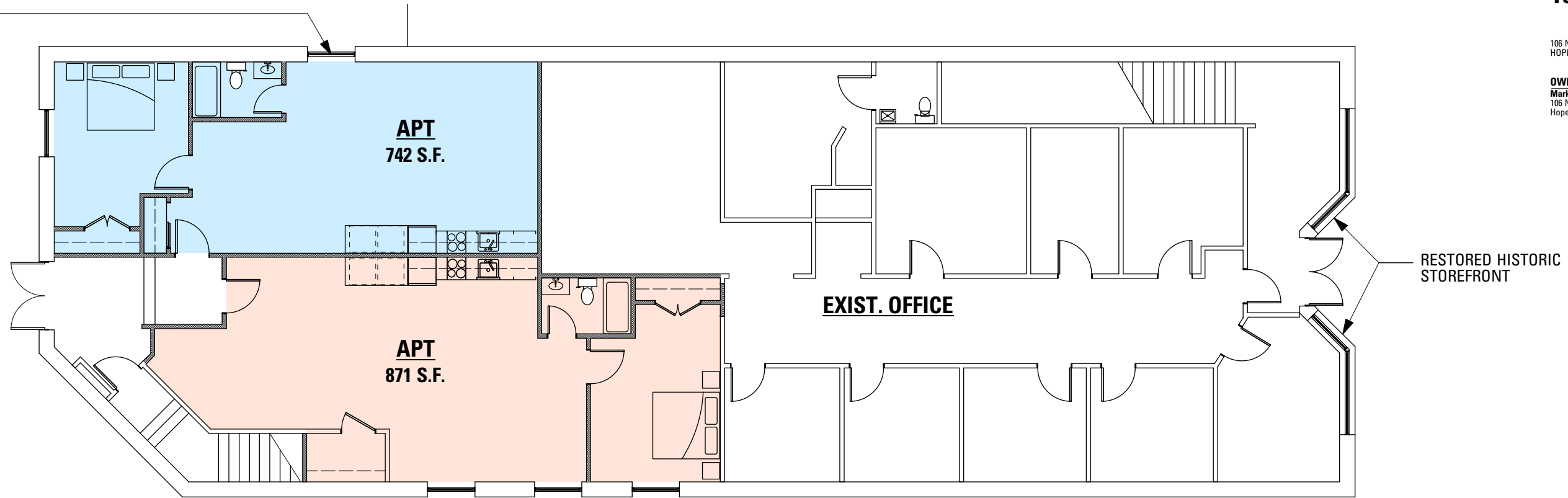
_____ APPROVED WITH THE FOLLOWING CONDITIONS:

106 N. Main

106 N. MAIN ST.
HOPEWELL, VA 23219

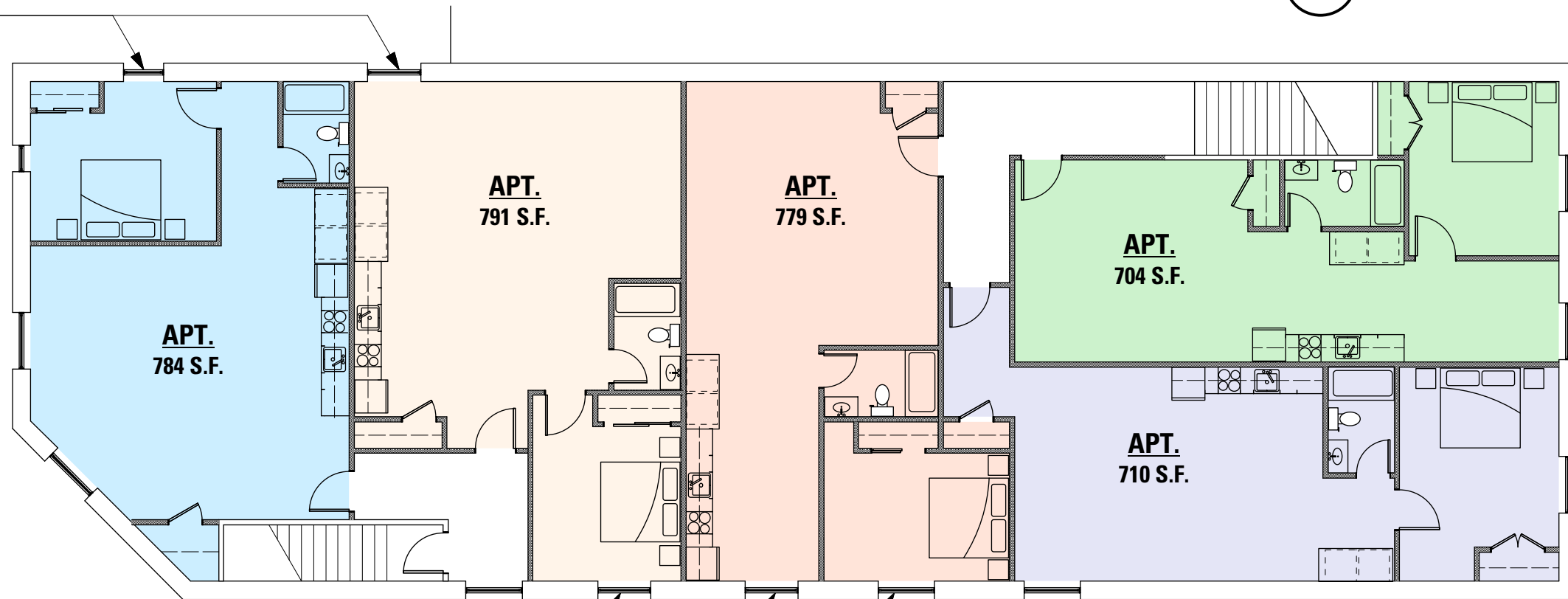
OWNER / DEVELOPER
Mark Mueller
106 N. Main St.
Hopewell, VA 23219

NEW WINDOW



2 PROPOSED 1st FLOOR PLAN
3/32" = 1'-0"

NEW WINDOW



1 PROPOSED 2nd FLOOR PLAN
3/32" = 1'-0"

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P: 804.722.1667
www.studioammons.com

REVISION

RECORD ISSUE
CUP SUBMITTAL

DATE
02 AUGUST 2019

PROJECT No.
sa1905

SHEET TITLE
FLOOR PLANS

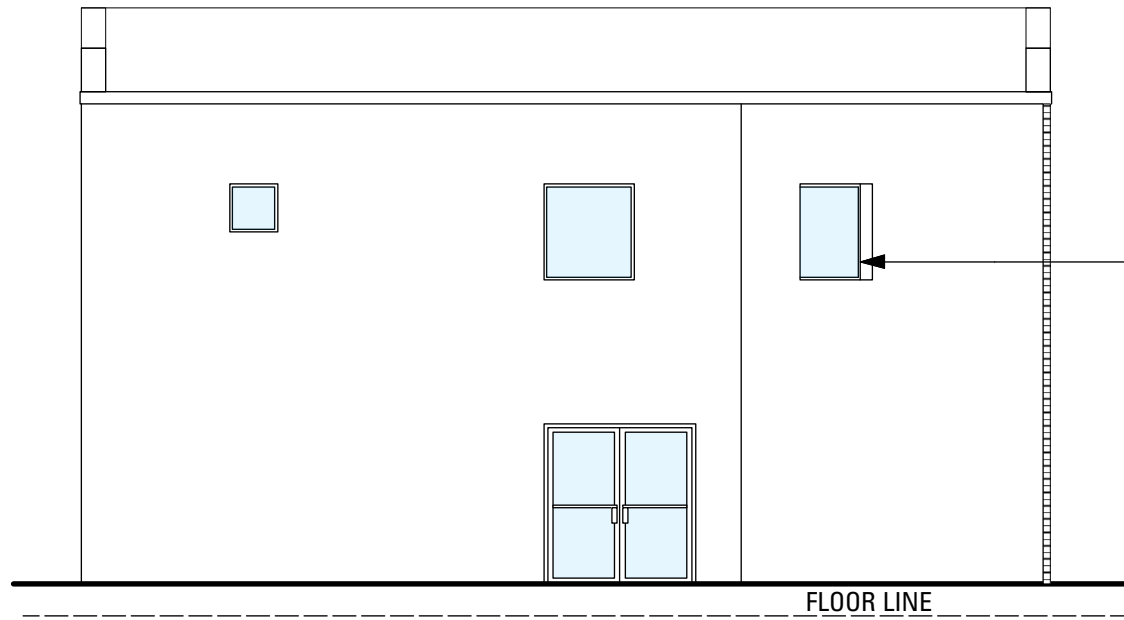
SHEET NO.

CUP.1

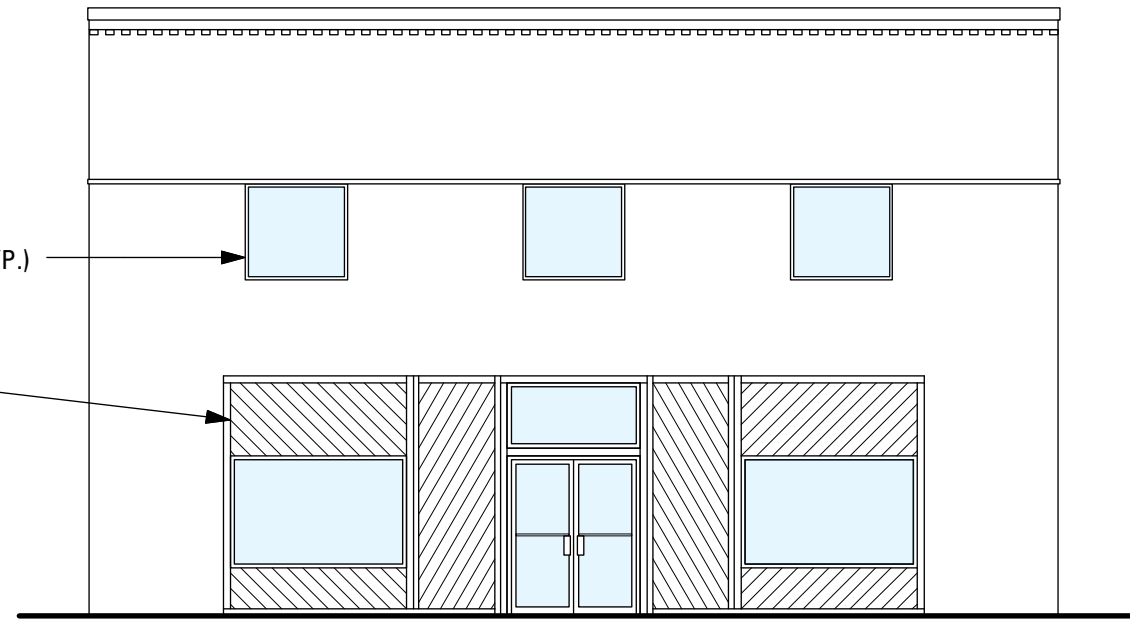
106 N. Main

106 N. MAIN ST.
HOPEWELL, VA 23219

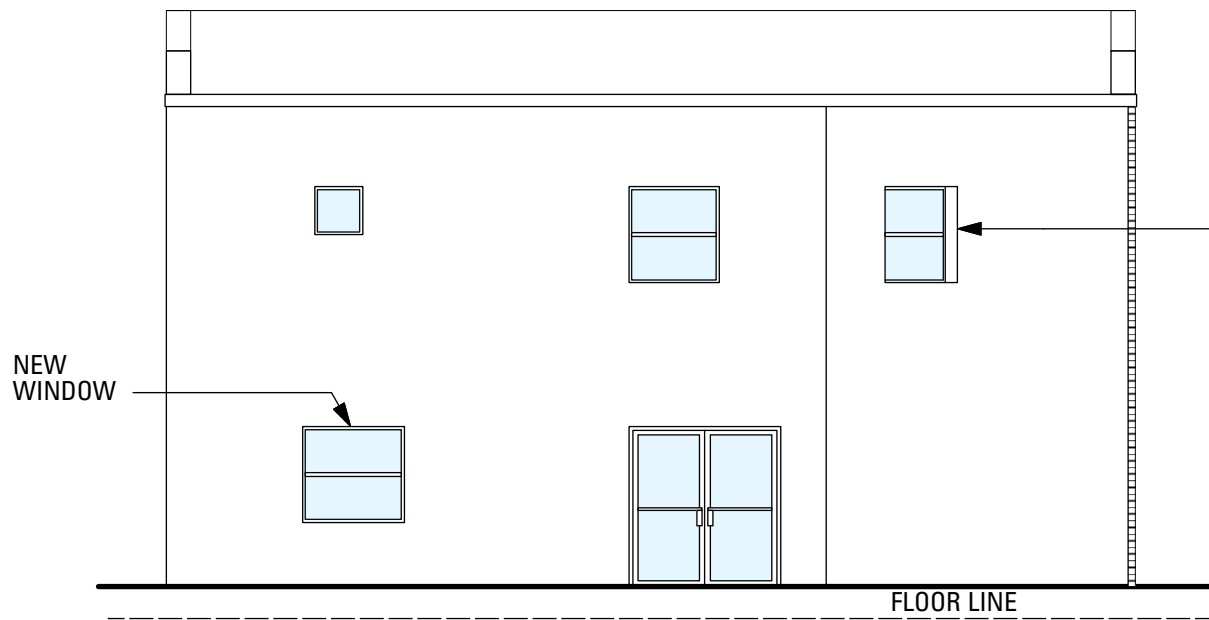
OWNER / DEVELOPER
Mark Mueller
106 N. Main St.
Hopewell, VA 23219



4 **EXIST. REAR ELEVATION**
1/8" = 1'-0"



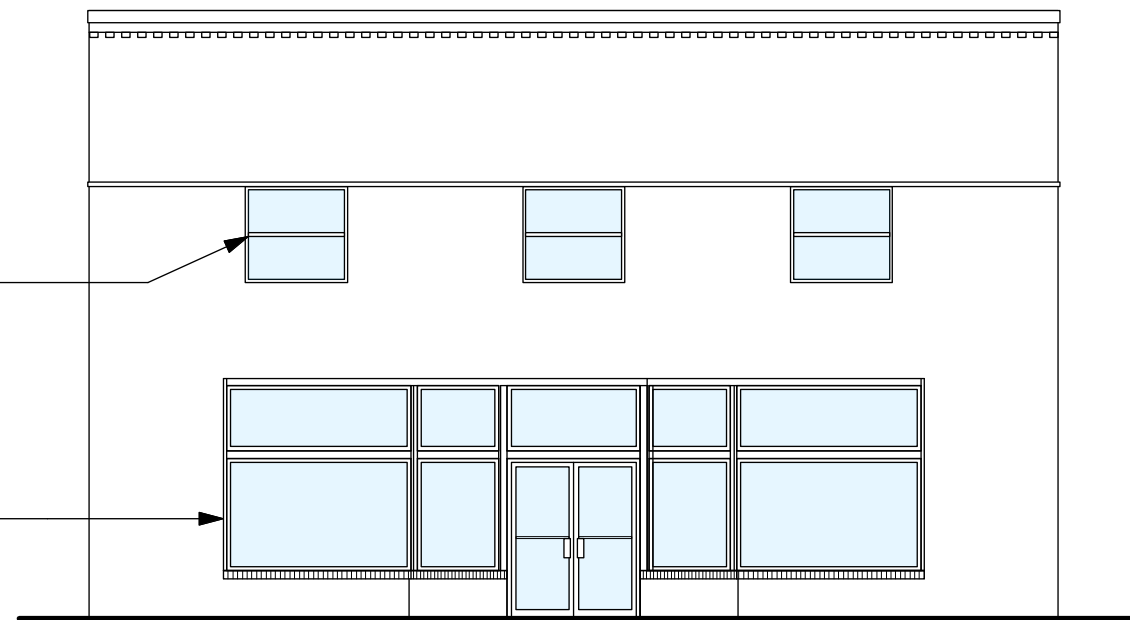
2 **EXIST. FRONT ELEVATION**
1/8" = 1'-0"



3 **PROPOSED REAR ELEVATION**
1/8" = 1'-0"

NEW DOUBLE HUNG
WINDOWS FOR EGRESS
(TYP)

NEW ALUM AND WOOD
STOREFRONT TO MATCH
HISTORIC PHOTO



1 **PROPOSED FRONT ELEVATION**
1/8" = 1'-0"

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REVISION

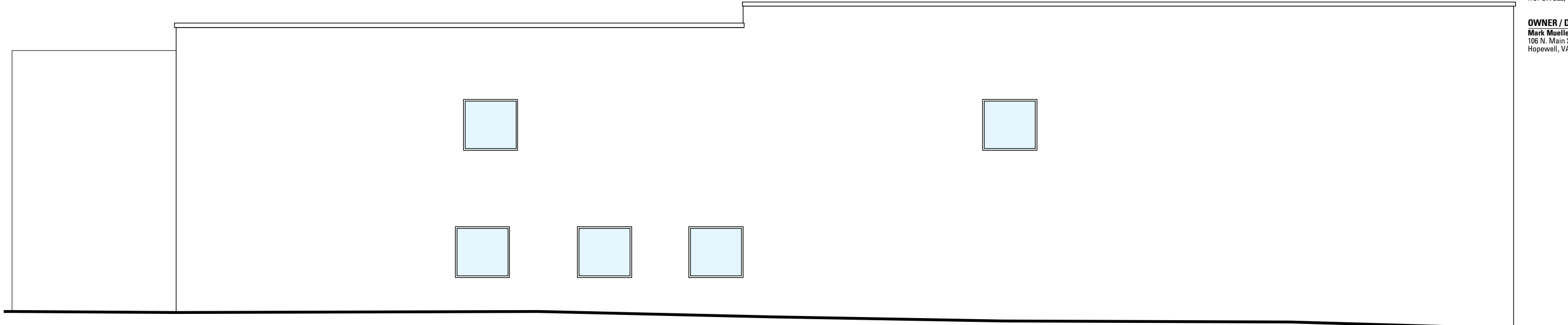
RECORD ISSUE
CUP SUBMITTAL
DATE
02 AUGUST 2019
PROJECT No.
sa1905
SHEET TITLE
ELEVATIONS

SHEET NO.
CUP.2

106 N. Main

106 N. MAIN ST.
HOPEWELL, VA 23219

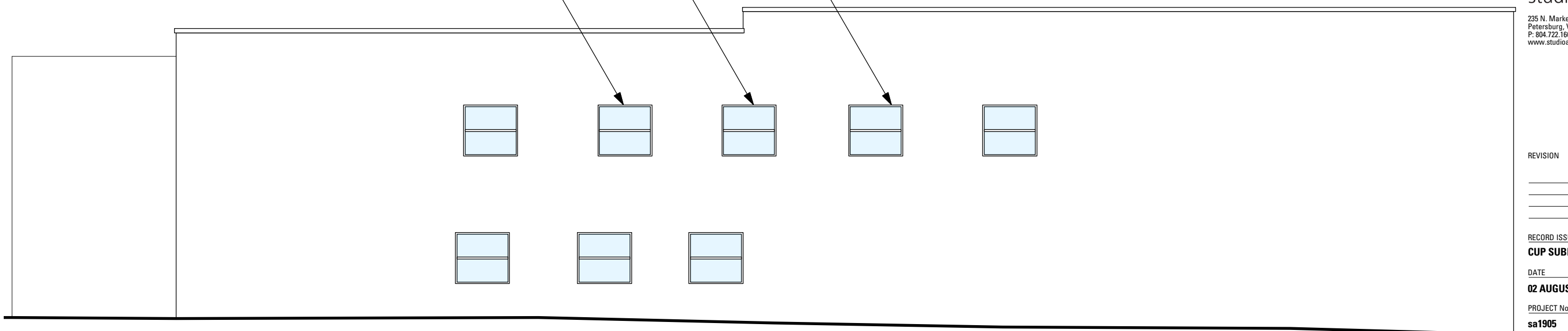
OWNER / DEVELOPER
Mark Mueller
106 N. Main St.
Hopewell, VA 23219



2 **EXIST. SIDE ELEVATION**
1/8" = 1'-0"

NOTE: NEW DOUBLE HUNG
WINDOWS AT ALL EXIST. OPENINGS
FOR EGRESS

NEW WINDOW OPENINGS (3)



1 **PROPOSED SIDE ELEVATION**
1/8" = 1'-0"

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REVISION

RECORD ISSUE

CUP SUBMITTAL

DATE

02 AUGUST 2019

PROJECT No.

sa1905

SHEET TITLE

ELEVATIONS

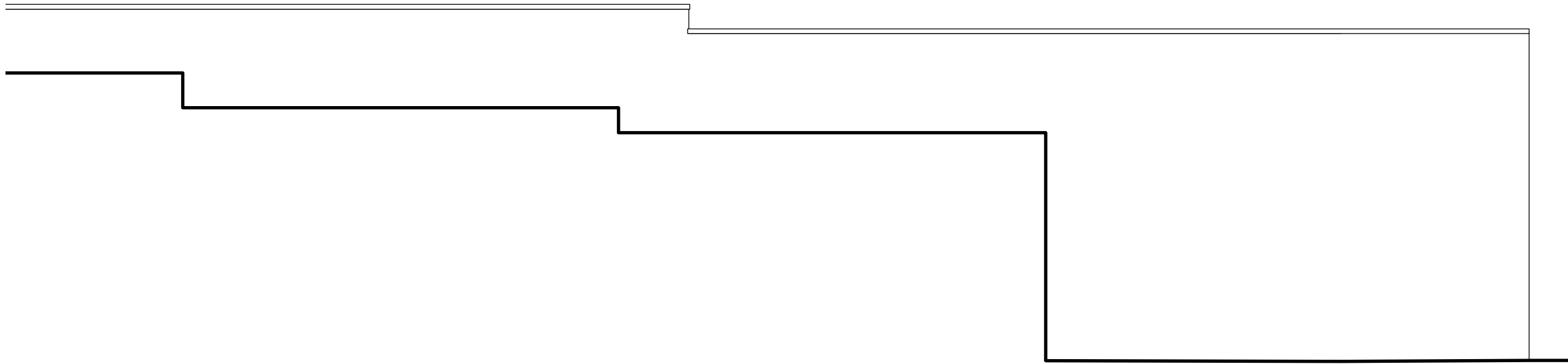
SHEET NO.

CUP.3

106 N. Main

106 N. MAIN ST.
HOPEWELL, VA 23219

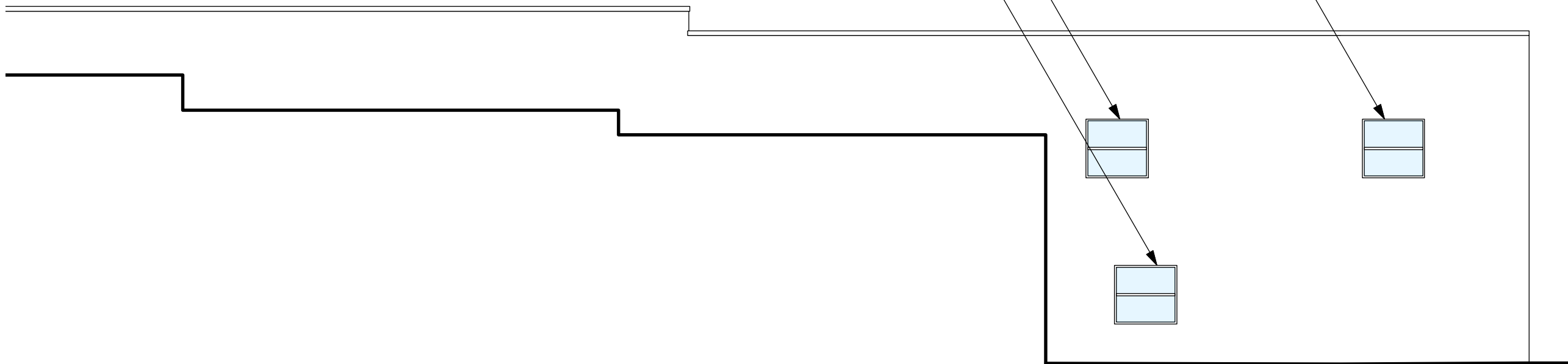
OWNER / DEVELOPER
Mark Mueller
106 N. Main St.
Hopewell, VA 23219



2 EXIST. SIDE ELEVATION
1/8" = 1'-0"

NOTE: NEW DOUBLE HUNG
WINDOWS AT ALL EXIST. OPENINGS
FOR EGRESS

NEW WINDOW OPENINGS (3)



1 PROPOSED SIDE ELEVATION
1/8" = 1'-0"

studio **AMMONS**

235 N. Market Street
Petersburg, VA 23803
P: 804.722.1667
www.studioammons.com

REVISION

RECORD ISSUE

CUP SUBMITTAL

DATE

02 AUGUST 2019

PROJECT No.

sa1905

SHEET TITLE

ELEVATIONS

SHEET NO.

CUP-4

To: Hopewell Planning Committee

The three undersigned owners of 100, 102 and 104 Main Street oppose the pending conditional use permit request of 106 Main Street for the following reasons:

Downtown B-1 Use Regulations prohibit ground floor apartments and require that second floor apartments contain a minimum of 900 square feet. The owner of 106 Main Street offers no unique factors or circumstances that would justify waiving these requirements. Instead it appears to be a case of simply “I want more”. Granting a conditional use permit – actually two – simply to generate more revenue is not a proper basis especially when it is to the detriment of other property owners.

The study set forth on the city website makes it clear that “parking is a major issue” – and – “three fourths of local merchants were unsatisfied with parking conditions”. This proposed use will only intensify the problem. It seems something should be done about the current lack of parking rather than granting conditional use to exceed the current regulations.

We note that when we developed our properties we were required to provide parking and a sidewalk along the alley to City Point Road so people would not cross the alley to reach our parking.

The city provides no public parking on the entire block on which 106 Main Street is located – tenants or employees would have to use the Hardee’s parking lot or infringe on private parking lots which is unfair to those property owners.

Rather than putting forth a remedy for parking, 106 Main Street seeks to place more apartments than are permitted by zoning which aggravates the parking situation even more.

106 Main Street offers no justification nor unique factor to justify more apartments than other property owners are permitted by zoning. While for some reason the city apparently envisioned apartments without addressing parking needs – the city did in its wisdom establish minimum square footage requirements and prohibited ground floor units. **Conditional use which overrides the established zoning criteria should not be granted without extenuating circumstances and should not be granted when it adversely affects other landowners.**

Downtown B-1 Use Regulations clearly state no apartments on the ground floor without conditional use but when or under what special factors has a permit been granted – we contend there are no special circumstances in place to make this property different from any other to justify an exception and in fact the circumstances of access by way of an alley as well as no available parking require rejection.

We note (in the notice) also the request for ground floor apartments fails to address the square footage for the ground floor – we also note the ground floor units are in the back of the

building and would be accessed from the alley which is where the heavy traffic of Suntrust Drive Thru is located – the same alley that we had to install a sidewalk for safety.

We note (in the notice) the second floor request deviates from the minimum requirement of 900 square feet and fails to reveal if it is 850, 800, 750 or less. Again we see no special factors to go below 900 square feet. If others are required to meet 900 square feet, you would in essence be revising the zoning ordinance or be placed in a position in the future where all have to be granted waivers without offering special circumstances.

With the lack of parking squeezing in extra units would be detrimental to owners of private parking in the area since common sense says that tenants will use the closest and most convenient parking rather than park in the Hardee's lot in the next block. It a fantasy world to believe tenants with groceries or when it's raining will walk one block when they can intrude on a private lot next to their building. Of course it would be a great inconvenience to owners of private parking as they would now be forced to police their own lots. Those property owners who developed private parking at their expense should not be required to expend resources protecting their parking because 106 Main Street is allowed under a conditional use permit to develop an excessive number of apartments without special circumstances. It is his problem, not the problem of the private parking property owners.


Quite frankly we oppose any apartments at this location but we recognize that a limited number are permitted on the second floor. The city has made no efforts to address parking in this entire block despite the warning in their own study. But most important we oppose a waiver to cram smaller units in 106 Main Street. Tenants who are crammed in with a shoehorn in a tiny apartment will seek outdoor breaks for themselves and their pets. We are proud of the investment we made in our three properties. We went above and beyond to invest in an open courtyard. We would prefer that others not use it as a dog park or a place to loiter but obviously those tenants would have no other greenspace to visit. Apartments have been placed on Broadway with no park or open air space. The result is that tenants seeking fresh air have one choice – to loiter on the sidewalk which is detrimental to the businesses in the area. Before approving additional apartments, the city should consider the needs of the full package – parking and outdoor park space for tenants.


We don't think the city should be approving apartments that exceed zoning rules nor do we think apartments should have their access be an alley nor do we think the 900 square foot requirement should be waived.

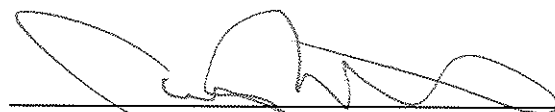
It is one thing to approve 900 square foot second floor apartments pursuant to the approved zoning use but it violates your approval criteria by being injurious to the use of other property when you approve additional second floor units that are smaller and also on the ground floor with alley access thereby magnifying the problems inflicted on other landowners. This is especially true when the applicant cannot identify any reason that justifies him being treated more generously than other existing or potential apartment owners in the downtown. What makes his property qualify for more lenient treatment?

We have no animosity to 106 Main Street but we believe we must protect our investments and the city would send the wrong message to developers if decisions are made to approve projects which override zoning limitations without regard to the negative impact approval has on existing properties. To do so is in effect a reverse taking of property through inverse condemnation whereby a private owner has their currently peaceful enjoyment of their property disrupted by approval of a new project which will clearly change the use of their property and alter the usage of their privately paid for outdoor space and probably require them to expend money enforcing or protecting their parking lot from unauthorized users.

We respectfully ask that the two conditional uses be denied.


James J. Vergara, Jr.
100 Main Street Plaza


Joseph Concodora
102 Main Street Plaza


James P. Webb
104 Main Street Plaza



*The City of
Hopewell, Virginia*

Department of Development

300 N. Main Street • Hopewell Virginia 23860 • (804) 541-2220 • Fax: (804) 541-2318

August 30, 2019

Dear Adjacent Property Owner:

As an adjacent property owner of the following request for a Conditional Use Permit we are notifying you of the public hearing that will be held.

NOTICE OF PUBLIC HEARING & MEETING
CITY OF HOPEWELL

The Planning Commission will hold a public hearing at 6:00 p.m. on Thursday, September 5, 2019 in the City Council Chambers Hopewell, Virginia 23860. The following items will be considered:

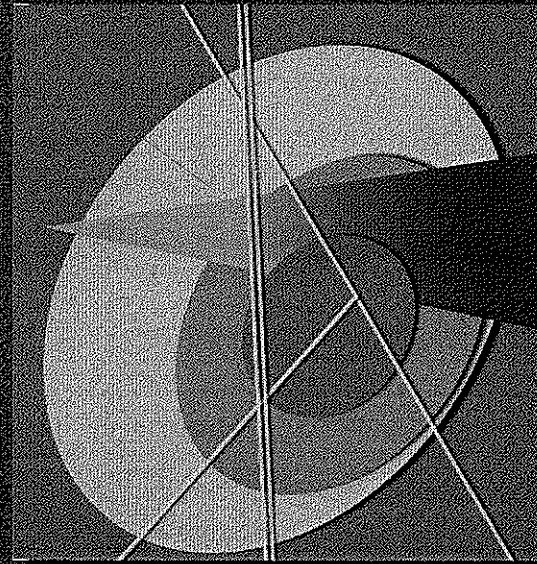
1. A request from Mark Mueller for a Conditional Use Permit to allow apartments in mixed use buildings on the first floor and apartments containing an average square footage below nine hundred (900) gross square feet on the second and subsequent floors at 106 North Main Street, also identified as Sub-Parcel # 011-0040.

If additional information is required regarding this hearing, please contact the Department of Development at (804) 541-2220. If you would like to speak in favor or against this application please attend the meeting on September 5, 2019. If you are unable to attend the meeting, written correspondence can be hand delivered or mailed to 300 North Main Street, Suite 321, Hopewell, Virginia 23860. You can also email me at tgriffin@hopewellva.gov.

Sincerely,

Tevya Williams Griffin, AICP
Director
Department of Development

Priority Planning Area 1

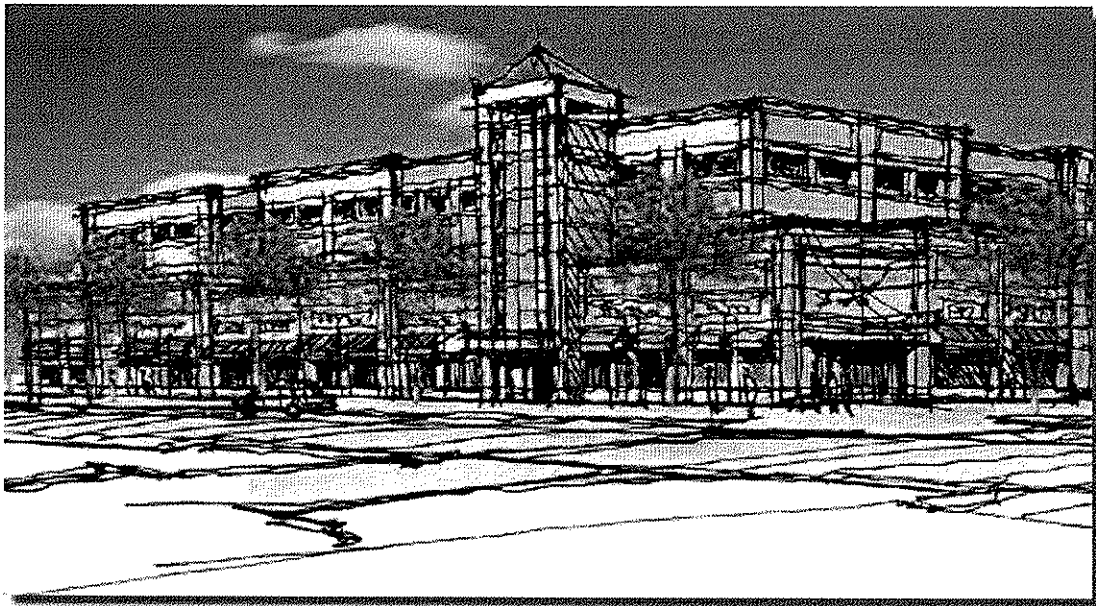


Downtown Hopewell

Downtown Parking

As infill, redevelopment and new development absorb properties on East Broadway Street and throughout Downtown Hopewell, parking supply will become a major issue. While not currently a pressing matter, a lack of action by the City to plan for sufficient parking to serve the marketplace will otherwise impair efforts to complete the Downtown revitalization goals.

In a survey conducted for the VCU plan it was found that *“Over three-quarters of local merchants surveyed responded as being unsatisfied with parking conditions in the downtown area. Complaints focused on the poor location, quantity, safety, and quality of parking in Downtown. The concern of parking was made apparent in studies conducted for the Downtown Vision which projected that if the district were fully developed, peak demand for parking would be 4,500 spaces. In 2003, there were 1,927 parking spaces and is roughly the same today.”* The City should initiate a comprehensive parking plan and establish a multi-year capital improvements plan. This plan will require additional interaction and coordination with HDP, City officials, City planners and engineers, property owners, current merchants, and tourists.



The 2012 VCU Downtown Revitalization targeted three areas within the Hopewell Downtown Planning Priority Area 1. These remain areas of major emphasis for the 2018 Comprehensive Plan’s recommended program of concentrated land use.

Not to be overlooked are the successes that have been achieved to-date. Refer to the video link to a presentation prepared by the Hopewell Downtown Partnership for the City Council:

<http://video214.com/play/O02ptUB4sbY65UdoeZQYMw/s/dark>

ARTICLE IX - DOWNTOWN CENTRAL BUSINESS DISTRICT (B-1)^[10]

Code of Ordinances



Statement of intent.

The district is intended to provide for an urban mix of retail, office, service, hotel, residential and civic functions for the city's historic downtown business core. The location of the district requires that uses be compatible with nearby residential housing and with the area generally. The district is intended to be a predominantly pedestrian area with shops and storefronts close to the road, pedestrian in scale, and having street trees and limited off-street parking. The history of the area will be retained with the preservation of historic structures and the replication of historic styles in additions and expansions. The core of the downtown district should exude the vitality of the interaction of people and activities.

This district is intended for the conduct of business to which the public requires direct and frequent access, but which is not characterized either by constant heavy truck traffic, other than stocking and delivery of light retail goods, or by any other nuisance factors other than those occasioned by incidental light and noise from the congregation of people, passenger vehicles, business offices, newspaper offices and restaurants.

A. - Use regulations.

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

1. Accounting services.
2. Advertising and public relations agencies.
3. Antiques.
4. Apartments on the first floor of mixed-use buildings with a conditional use permit.
5. Apartments on second and subsequent floors of commercial and office buildings/uses provided that each unit contain a minimum of nine hundred (900) gross square feet.
6. Apartments on second and subsequent floors of commercial and office buildings/uses containing average square footage below nine hundred (900) gross square feet, with a conditional use permit.
7. Appliance stores.
8. Architectural and engineering services.
9. Art galleries, framing and supplies.
10. Bakeries.
11. Barber and beauty shops.
12. Bed and breakfast establishments.

Code of Ordinances

operated or maintained for profit, but the terms shall not include night clubs or other institutions operated as a business.

71. *Cluster development*: A type of development that allows the reduction of lot sizes below the zoning ordinances minimum requirements if the land thereby gained is preserved as a permanent open space for the community.
72. *Coffee shop*: An informal restaurant primarily offering coffee, tea, and other beverages, and where light refreshments and limited menu meals may also be sold.
73. *Commercial*: Any wholesale, retail or service business activity established to carry on trade for a profit.
74. *Commercial banks and financial institutions*: A financial institution that is open to the public and engaged in fiduciary activities such as making loans, investments, deposit banking and is regulated by the Federal Deposit Insurance Corporation (FDIC)/Federal. This shall not include pay day loan centers.
75. *Commission, the*: The planning commission of Hopewell, Virginia.
76. *Common open space*: All open space within the boundaries of a planned development designed and set aside for use by all residents of the planned development or by residents of a designed portion of the planned development and not dedicated as public lands.
77. *Community gardens*: A private or public facility for cultivation of fruits, flowers, vegetables, or ornamental plants by more than one (1) person or family.
78. *Comprehensive plan*: The comprehensive plan for Hopewell, Virginia.
79. *Computer sales and service*: An establishment engaged in the sale, and repair of computers, lap tops, and their accessory parts such as, but not limited to, adapters, monitors, computer bags.
80. *Conditional use*: A use which, by its nature, can have undue impact upon or be incompatible with other uses of land within a given zoning district. These uses which are described in this ordinance may be allowed to locate within a given designated district under the controls, limitations and regulations of a conditional use permit.
81. *Conditional use permit*: A permit issued by the city council for a use allowed as a conditional use in a designated district after evaluation of the impact and comparability of such use; said permit shall stipulate such conditions and restrictions, including any such conditions contained herein, as will insure the use being compatible with the neighborhood in which it is to be located; or, where that cannot be accomplished, shall deny the use as not in accord with adopted plans and policies or as being incompatible with existing uses or development permitted by right in the area.
82. *Concrete works*: A structure or area used for the manufacture of concrete and concrete products.



February 3, 2020

Mark Muller
106 N Main St.
Hopewell, VA 23860

City of Hopewell
Department of Development

300 North Main Street
Hopewell, VA 23860

RE: Conditional Use Permit for 106 N Main St. Parcel # 0110040

Dear Mr. Mueller:

At the Planning Commission Meeting on January 16, 2020, the Commission approved 4-0 to allow apartments on the second floor with less than 900 square feet average but no less than 740 square feet.

They denied the request to have apartments on the rear of the first floor.

The next step will be to attend the Tuesday, February 11, 2020 work session for City Council at 6:30 pm. This meeting will be held in Council Chambers at 300 N Main St. Hopewell V.A. The work session is open to the public but is not a public hearing. If Council has questions, they may call upon you.

Should you have any questions, please feel free to contact me at (804) 541-2269.

Sincerely,

Tevya Williams Griffin
Director, Department of Development

AFFIDAVIT OF MAILING

I, **(Melissa Perez Diggs)**, under oath, hereby certify that the City of Hopewell received a request from WRM LLC for a Conditional Use Permit for 106 N Main St., Parcel #0110040 to allow apartments in mixed use building on the first floor and apartments containing an average square footage below nine hundred (900) gross square feet on the second and subsequent floors. The property is zoned Downtown Central Business District (B-1). Notice was mailed on **(Feburary 24, 2020)** by first class mail, postage prepaid, to all interested property owners, agents, occupants and other parties listed on the attached mailing matrix, all in accordance with Section 15.2-2204, Code of Virginia, 1950, as amended.



Signature
Executive Ass.

Title

COMMONWEALTH OF VIRGINIA
CITY OF HOPEWELL, TO WIT:

I, undersigned, a Notary Public in and for the jurisdiction aforesaid, do hereby certify that **(Melissa Perez Diggs)** whose name is signed to the foregoing as **Executive Assistant** for the **(Department of Development/Planning)**, has signed, acknowledged and sworn to the same before me in my jurisdiction aforesaid and, under oath, acknowledged the contents of the foregoing instrument to be true and accurate.

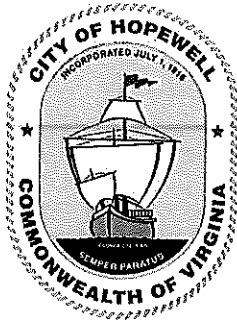
Given under my hand this 24th day of Feburary 2020.

My Commission expires: 04/30/2022



Notary Public





*The City of
Hopewell, Virginia*

Department of Development

300 N. Main Street • Hopewell Virginia 23860 • (804) 541-2220 • Fax: (804) 541-2318

February 24, 2020

Dear Adjacent Property Owner:

As an adjacent property owner of the following request, we are notifying you of the following:

PUBLIC HEARING & MEETING
CITY OF HOPEWELL

The Hopewell City Council will hold a PUBLIC HEARING at 7:30 p.m. on Tuesday, March 17, 2020 in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia. The following items will be considered:

A Conditional Use Permit request submitted by Mark Mueller, for property 106 N Main St. (Sub-Parcel #011-0040), to allow apartments in mixed use buildings on the first floor and apartments containing an average square footage below nine hundred (900) gross square feet on the second and subsequent floors.

If you would like to speak in favor of or against this application, please attend the meeting. If you are unable to attend the meeting, written correspondence can be hand delivered or mailed to 300 North Main Street, Suite 321, Hopewell, Virginia 23860. You can also email me at tgriffin@hopewellva.gov.

If additional information is required, please contact the Department of Development at (804) 541-2220.

Sincerely,

Tevya W Griffin

Tevya Williams Griffin, AICP
Director
Department of Development

James P. Webb
13225 Chesdin Landing Dr.
Chesterfield VA 23838

Main Street Plaza Associates C/O
Vergara Associates
100 North Main Street
Hopewell, VA 23860

St Planters Bk of Com and Trust
Suntrust Bank- Karen Gresham
P.O. Box 26665 Mail Code VA-RIC 8614
Richmond, VA 23261-6665

Industrial & Allied Workers City Of
Hopewell & Chesterfield CO Local 101
105 North Main Street
Hopewell, VA 23860

Joseph Concodora
107 Christopher Newport Dr.
Hopewell, VA 23860

John Randolph Foundation
P.O. Box 1606
Hopewell, VA 23860

Sylvia L. Bell
P.O. Box 1440
Hopewell, VA 23860

James Vergara Jr.
700 Mansion Dr.
Hopewell, VA 23860

George Diradour
P.O. Box 1268
Hopewell, VA 23860

Bank of America
Att:corp.Real Est.Ass.Nc1-001-03-81
101 N.Tryon Street
Charlotte. NC 28255



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Conditional Use Permit for 804 Kenwood Avenue

ISSUE: The City has received a request from Hyatt Properties LLC to use an accessory building as an accessory apartment in the Residential, Medium Density District (R-2).

RECOMMENDATION: Staff recommends the City Council hold a public hearing to consider citizen comments.

TIMING: The City Council held a work session on February 11, 2020. The public hearing has been properly advertised and will take place on March 17, 2020.

BACKGROUND: In order to operate an accessory apartment in the R-2 Zoning District, an applicant must meet base conditions, and receive a Conditional Use Permit, approved by the Hopewell City Council.

ENCLOSED DOCUMENTS:

- Staff Report
- Application
- Supplemental Documents

STAFF:

Tevya Williams Griffin, AICP, Director, Department of Development

FOR IN MEETING USE ONLY**SUMMARY:**

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

MOTION: _____

Roll Call

SUMMARY:

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

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



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
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- Reports of Council Committees

Action:

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

COUNCIL AGENDA ITEM TITLE:

Conditional Use Permit for 804 Kenwood Avenue

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RECOMMENDATION: Staff recommends the City Council hold a public hearing to consider citizen comments.

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BACKGROUND: In order to operate an accessory apartment in the R-2 Zoning District, an applicant must meet base conditions, and receive a Conditional Use Permit, approved by the Hopewell City Council.

ENCLOSED DOCUMENTS:

- Staff Report
- Application
- Supplemental Documents

STAFF:

Tevya Williams Griffin, AICP, Director, Department of Development

FOR IN MEETING USE ONLY**SUMMARY:**

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

MOTION: _____

Roll Call

SUMMARY:

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

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



804 Kenwood Avenue
Owner: Hyatt Properties LLC
Conditional Use Permit to use an accessory structure as an apartment
Staff Report prepared for the City Council Work Session

Last Revised February 4, 2020

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

I. PUBLIC HEARINGS & MEETINGS:

Planning Commission	December 5, 2019	Tabled by applicant
public hearing		
Planning Commission	January 16, 2020	Recommended Denial
meeting		

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning:	N/A
Existing Zoning:	R-2, Residential, Medium Density District
Acreage:	9,000 square feet
Owner:	Hyatt Properties LLC
Legal Description:	Lots 30-31-32 BLK 7, Kenwood Heights Subdivision
Election Ward:	Ward 7
Land Use Plan Recommendation:	Urban Mixed Residential
Strategic Plan Goal:	N/A
Map Location(s):	Sub Parcel #: 050-0410
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 from Hyatt Properties LLC, owner of 804 Kenwood Avenue, also identified as Sub-Parcel # 050-0410, to allow the detached garage located to the rear of the property be used as an accessory apartment in the Residential, Medium Density District (R-2).

IV. APPLICABLE CODE SECTIONS:

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

Article IX, Residential, Medium Density District (R-2)

STATEMENT OF INTENT

This district is intended as a single family residential area with low to medium population density. The regulations for this district are designed to stabilize and protect the essential characteristics of the district and to promote and encourage a suitable environment for family life. To these ends, development is limited to a relatively low to medium concentration and permitted uses are limited basically to providing homes to the residents plus certain additional uses such as schools, parks, churches and other types of public facilities that will serve the residents of the area.

Section A. Use Regulations

In the R-2 Residential District, land may be used and buildings or structures may be erected, altered or used, only for the following (with off street parking as required for the uses permitted within the district):

11. Accessory apartments with a Conditional Use Permit (see Section H of this Article) from City Council (special definition)

H. ACCESSORY APARTMENTS

Accessory Apartments, (special definition) shall be permitted, subject to the following conditions and requirements:

- 1. Owner/occupants may apply to the City Council for a Conditional Use Permit to convert an existing garage to an apartment, as follows:*
 - a. Applicant must certify that such apartment will be occupied by a related family member 55 years of age or older or handicapped.*
 - b. Applicant must acknowledge that upon vacation by such family member, the building may no longer be used as an apartment, unless another family member meets the required criteria, and in no case shall it be used as a rental unit.*
 - c. Applicant must demonstrate that sufficient off street parking will be provided.*

2. *Permits for such apartments shall be issued for a period of one (1) year and must be renewed annually. All other requirements of the Zoning Ordinance and Building Code, including but not limited to building permits and occupancy permits, must be complied with.*
3. *No such permit shall be authorized except after notice and hearing, as provided by Section 15.1-431 of the Code of Virginia, (1950), as amended.*
4. *City Council may impose such conditions relating to the use for which such Conditional Use Permit is granted as it may deem necessary in the public interest and may require a guarantee or bond to insure that the conditions imposed are being and will continue to be complied with.*
5. *Upon approval by the City Council, and prior to the issuance of a permit, the owners must execute an agreement acknowledging the limitations in such permit, which will be recorded at the owner's expense in the Clerk's Office of the Circuit Court of the City of Hopewell.*

(Article I. Definitions)

The Zoning Ordinance identifies an accessory apartment located in a detached residential building as a garage apartment. The definition is:

117. GARAGE APARTMENT: A second subsidiary dwelling unit located in an accessory building.

Article XXI. Amendments, Section D. Conditional and Special Use Permits

D. CONDITIONAL AND SPECIAL USE PERMITS.

1. Conditional Use Permit:

Purpose:

The purpose of this section is to provide for certain uses which, because of their unique characteristics or potential impacts on adjacent land uses, are not generally permitted in certain zoning districts as a matter of right, but which may, under the right set of circumstances and conditions, be acceptable in certain specific locations. These uses are permitted only through the issuance of a conditional use permit by the City Council after ensuring that the use can be appropriately accommodated on the specific property, will be in conformance with the Comprehensive Plan, can be constructed and operated in a manner which is compatible with the surrounding land uses and overall character of the community, and that the public interest and general welfare of the citizens of the City will be protected.

No inherent right exists to receive a conditional use permit; such permits are a special privilege granted by the City Council under a specific set of circumstances and conditions, and each application and situation is unique. Consequently, mere compliance with the generally applicable requirements may not be sufficient, and additional measures, occasionally substantial, may be necessary to mitigate the impact of the proposed development. In other situations, no set of conditions would be sufficient to approve an application, even though the same request in another location would be approved.

a. *Initiation*

The applicant, who shall be an owner of record or contract owner with written approval of the owner of the land involved (if a contract owner, a copy of said contract shall be filed with and made a part of application), shall make application for the use permit to the Director of Development on the form provided for that purpose, giving all information required by such form, including such other information which the Director of Development may deem necessary for an intelligent consideration of the project for which a permit is desired.

b. *Completeness*

1. *A pre-application conference may be scheduled by the applicant with the Director of Development or his designated agent to discuss the proposal.*
2. *The application shall be accompanied by the required number of copies of the following:*
 - i. *A site plan in accordance with Article XVI Site Plan Requirements of the Zoning Ordinance.*
 - ii. *The front, side and rear elevations and floor plans of the proposed buildings.*

c. *Review of Application*

1. *When the Director has certified that the application is complete, it shall be deemed received and referred to the Planning Commission for its review and recommendation to City Council.*
2. *The Planning Commission shall, within ninety (90) days after the first meeting of the Planning Commission after such referral, report to the City Council its recommendation as to the approval or disapproval of such application and any recommendation for establishment of conditions, in addition to those set forth in this Article, deemed necessary to protect the public interest and welfare. Failure of the Planning Commission to report within ninety (90) days shall be deemed a recommendation of approval.*
3. *Upon receipt of the recommendation of the Planning Commission, the City Council, after public notice in accordance with Virginia Code § 15.2-2204, shall hold at least one public hearing on such application, and as a result thereof, shall either approve or deny the request.*
4. *In approving any conditional use permit, the City Council may impose conditions or limitations on any approval as it may deem necessary to protect the public interest and welfare. Such additional standards may include, but need not be limited to:*
 - i. *Special setbacks, yard or construction requirements, increased screening or landscaping requirements, area requirements, development phasing, and standards pertaining to traffic, circulation, noise, lighting, hours of operation and similar characteristics; and*

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

d. *Approval Criteria*

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

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

V. SUBJECT PROPERTY:

The subject property is located in the 800 block of Kenwood Avenue between Poplar and Maple Street. The property is approximately 9,000 square feet. The property has three structures:

- A one story 938 square foot dwelling with three bedrooms, and 1 bath with an attached 275 square feet carport (located in front yard);
- A two story 928 square feet dwelling with three bedrooms and 1 bath (located in rear yard);
- A 275 square foot shed

The City of Hopewell Department of Development identifies this property as 804 Kenwood Avenue. At some point in the past the two dwellings were addressed by the owners as 804-A and 804-B Kenwood Avenue. Under a traditional zoning district like that of the R-2 district it is illegal for two main dwellings to be on one property.

VI. OWNER’S POSITION REVISED:

Excerpts from Application

The applicant is requesting that the dwelling to the rear of the property be used as an accessory apartment for a family member, where the main family would reside in 804-A. The applicant does not have a family in mind at this time. After the units are repaired, the applicant would market the dwellings for sale with the caveat that 804-B must be used as an accessory apartment for a family member.

The property is existing and was previously used as a rental. Property has not threat to the environment or neighborhood.

Improvements are being made to the property. This will improve the curb appeal and up-keep of the neighborhood. No hazardous material or injuries to person will occur.

804-B: The unit will be restored to full habitation. The unit is equipped with plumbing, electrical, HVAC, interior improvements. It includes new paint, flooring, kitchen, and bath fixtures.

VII. ZONING/STAFF ANALYSIS:

The owner recently purchased the property in August 2019. Prior to purchase, the applicant contacted the Department of Development to inquire on the ability to rent the two story structure located in the rear of the property. The applicant was unable to provide any detailed information on the prior use of the unit except that it was previously rented.

Both dwelling units were built in 1968. There is no evidence that a Conditional Use Permit was ever approved that would legally allow the rear unit as an accessory to the main building. It is also possible that the two structures were allowed as separate main structures. This is the thought of the applicant. As mentioned previously, this is not allowed under current zoning codes. Moreover, the rear smaller unit has not been utilized in more than two years and is no longer a grandfathered, non-conforming use. Additionally, due to the square footage of the property, the parcel cannot be divided to create two separate conforming lots; thereby legally creating two main structures. Since the owner requests the use of the rear structure as a dwelling, the only path is to request a Conditional Use Permit for an accessory apartment.

The ordinance only allows accessory apartments if inhabited by a family member of the main home.

Comprehensive Plan Land Use Category

The 2028 Comprehensive Plan designates this property and those immediately in the vicinity as Urban Mixed Residential. This designation and the Multifamily Residential category recommend high density dwellings (including retirement and age-restricted projects) and development flexibility for new, infill and redevelopment projects. The Urban Mixed Residential qualify for selective re-subdivision of qualifying projects where lots or entire blocks could be consolidated for redevelopment.

The following are characteristics of the Urban Mixed Residential Category:

- Primary Land Use Detached and Attached Residences, Small to Medium Lots, Multifamily Permitted within Planned Mixed Residential Neighborhoods
- Typical Density Ranges: Detached- 4-5 Dwelling Units/ Per Acre (DU/PA)
Attached: 6-12 DU/PA
Multifamily: 16-30 DU/PA
- Typical Dwelling Size: 1,000 – 2,000 Square Feet

As constructed, both units are detached structures that are equipped as dwelling units. The square footage (9,000) of the lot conforms to the Urban Mixed Residential land use category. The subdivision meets the density ranges outlined for detached dwelling units. The dwelling size of both units are less than outlined in the Comprehensive Plan for this land use category.

VIII. STAFF RECOMMENDATION:

Staff has reviewed the application and offers the following:

An accessory apartment is allowed by the issuance of a Conditional Use Permit approved by City Council if certain conditions are met. These conditions have been provided on Page 2 of this document and are in Article IX, Residential, Medium Density District (R-2), Section H. of the Zoning Ordinance. Staff has provided its opinion of whether the conditions have been met below.

There is sufficient parking for the accessory apartment. The dwelling has a separate driveway from the main dwelling.

The ordinance requires the applicant to certify that the accessory apartment will be occupied by a related family member 55 years of age or older or handicapped, and to acknowledge that when the building is vacated by such family member, it can no longer be used an accessory structure. Staff questions if the applicant can certify or acknowledge these conditions if there is not an actual family member in place.

If the conditional use permit is approved, the applicant will place the property on the market for sale with 804-B as an accessory apartment for a family member only. She believes the property will be more appealing to a buyer if the conditional use permit is in place prior to purchase. Staff will be required to monitor the purchase of the property and require certification of the residents.

Staff recommends denial of the application. Staff contends that the intent of the conditional use permit for an accessory apartment is to have the proposed resident or family request the permit. Staff has also consulted with the City Attorney. It is the opinion of that office that the applicant cannot meet the terms of the conditional use permit because the applicant cannot certify for a future buyer.

Since it is Staff's opinion that the applicant has not met two conditions specific to an accessory apartment, the application also does not meet Condition 1 in Article XXI. Amendments, Section D. Conditional and Special Use Permits, Sub-section d. Approval Criteria (see page 5) which reads, "The proposed conditional use is in compliance with all regulations of the applicable zoning district, the provisions of this Article, and any applicable General Provisions as set forth in the Zoning Ordinance." This simply means that if the application does not meet the requirements set forth in the Zoning Ordinance it cannot be approved. The applicant is not certifying that the accessory apartment will be rented to a family member.

VII. PLANNING COMMISSION RESOLUTION:

At their meeting on January 16, 2020, the Hopewell Planning Commission, voted, 4-0 to recommend denial of the request submitted by Hyatt Properties LLC, owner of 804 Kenwood Avenue, also identified as Sub-Parcel # 050-0410, to allow the detached garage located to the rear of the property be used as an accessory apartment in the Residential, Medium Density District (R-2). The Planning Commission concluded that the application did not meet the criteria for accessory apartments in accordance with Article XIV, Section H. and Article XVIII, Section D. Approval Criteria, sub-section d(1) of the Hopewell Zoning Ordinance.

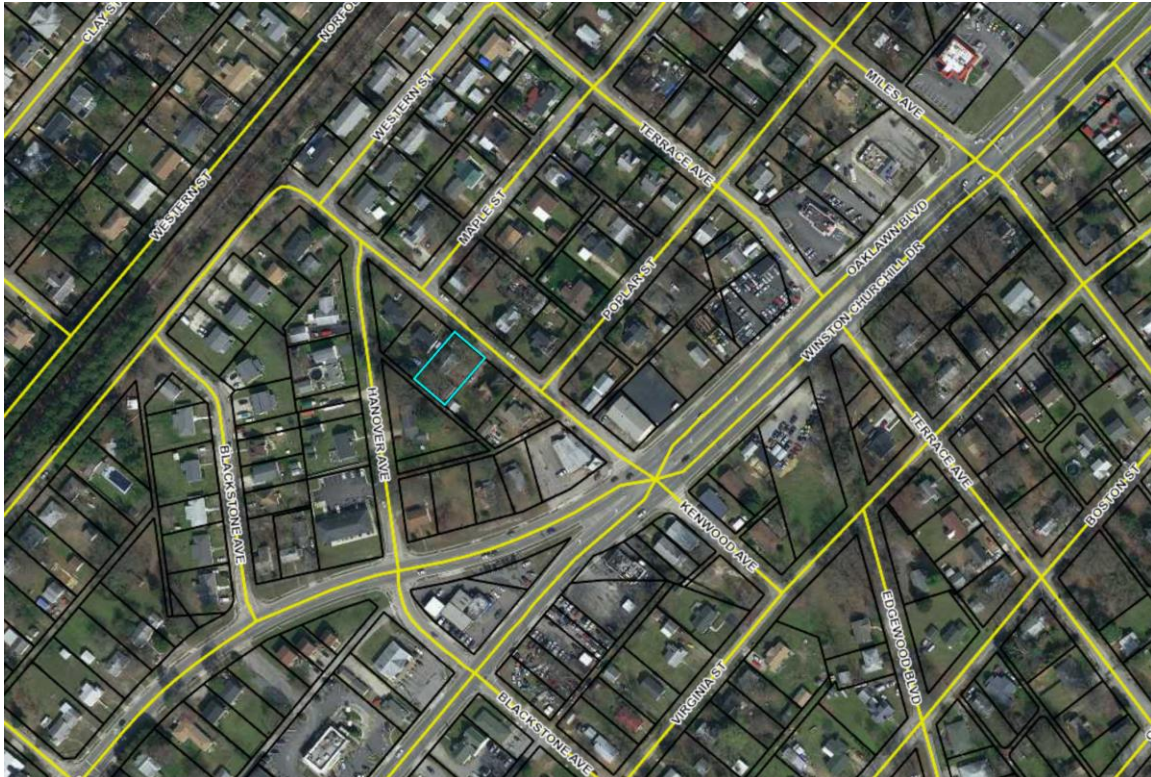
VIII. APPLICATION UPDATE:

On January 27, 2020, the applicant contacted the Development office and informed the Director that she has a possible family that would live in the main structure and a family member, over the age of 55 would reside in the rear structure. At the time of this update, the City had not received certification of the family member.

Attachment(s):

1. Initial Application for Conditional Use Permit with pictures of dwelling units
2. Revised Application
3. Pictures of structures

Aerial Map of Surrounding Area - 804 Kenwood Avenue located off of Winston Churchill Drive between Poplar and Maple Street



INITIAL APPLICATION

City of Hopewell, VA
Permits / Inspect... - 20190868|CUP - 2019
010780-0001 Camisha ... 11/01/2019 03:52PM
0 -
CONDITIONAL USE PERMIT - REVIEW
Payment Amount: 300.00
Transaction Amount: 300.00
CHECK: 0300



The City
of
Hopewell, Virginia

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

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICATION #

APPLICANT: Hyatt Properties LLC / Ann Hyatt
ADDRESS: 804 Kenwood Ave
Hopewell VA 23860
PHONE #: 804-536-7918 FAX #: _____
EMAIL ADDRESS: annhyatt@verizon.net

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

OWNER: Ann Hyatt / Hyatt Properties LLC
ADDRESS: 5813 Country Manor Ter
N. Chesterfield VA 23234
PHONE #: 804-536-7918 FAX #: _____

PROPERTY ADDRESS / LOCATION:
804 Kenwood Ave, Hopewell VA 23234
PARCEL #: 0500390 ACREAGE: .208 ZONING: R2

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

- ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:
- 1. FLOOR PLANS OF THE PROPOSED BUILDINGS. _____
 - 2. THE PROPOSED DEVELOPMENT WITH FRONT, SIDE, AND REAR ELEVATIONS. _____

App # 20190868

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

PRESENT USE OF PROPERTY:

Accessory apartment (804B) white building

THE CONDITIONAL USE PERMIT WILL ALLOW:

The renting of unit. I am applying for this Conditional Use Permit to legally rent the accessory apartment.

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.

The property is already existing and was previously used as a rental property. Property has no threat to the environment or neighborhood.

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

Improvements are being made to the property. This will improve the curb appeal and upkeep of the neighborhood. No hazardous material or injuries to person will occur.

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.

The unit will be restored to full habitation. The unit is equipped with plumbing, electrical HVAC, interior improvements includes, new paint, flooring, kitchen, bath fixtures.

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

Ann Marie Hyatt

APPLICANT SIGNATURE

10/8/19

DATE

Ann-Marie Hyatt

APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED 11/01/2019

DATE OF ACTION PC 12/5/2019

APPROVED _____ DENIED _____

APPROVED WITH THE FOLLOWING CONDITIONS:

REVISED APPLICATION



The City
of
Hopewell, Virginia

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

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICATION # 20190868

APPLICANT: Hyatt Properties LLC / Ann Hyatt

ADDRESS: 804 Kenwood Ave
Hopewell VA 23860

PHONE #: 804-536-7918 FAX #: _____

EMAIL ADDRESS: amhyatt@verizon.net

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

OWNER: Ann Hyatt / Hyatt Properties LLC

ADDRESS: 5813 Country Manor Terrace
N. Chesterfield VA 23234

PHONE #: 804-536-7918 FAX #: _____

PROPERTY ADDRESS / LOCATION:
804 Kenwood Ave, Hopewell VA 23234

PARCEL #: 050030 ACREAGE: .208 ZONING: R2

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

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

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

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

PRESENT USE OF PROPERTY:

Accessory apartment (804B)

THE CONDITIONAL USE PERMIT WILL ALLOW:

To be used as an accessory apartment base on Article IV #11

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.

The property is already existing and was previously occupied. Property poses no threat to the environment or neighborhood

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

Improvements have been done to the property. This has improved the curb appeal of the residence and the neighborhood. No hazardous materials or injuries occurred to any person.

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.

The unit will be restored to full habitation. The unit is a pre-existing unit no modification will be done that does not conform to the original plan and specifications.

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



APPLICANT SIGNATURE

12/17/19

DATE

Ann Marie Hyatt

APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED

Revised 12/17/19

DATE OF ACTION

APPROVED

DENIED

APPROVED WITH THE FOLLOWING CONDITIONS:



City of Hopewell
Department of Development

300 North Main Street
Hopewell, VA 23860

January 29, 2020

Hyatt Properties LLC/ Ann Hyatt
804 Kenwood Ave.
Hopewell, VA 23860

RE: Conditional Use Permit for 804 Kenwood Ave. Parcel # 0500390

Dear Mrs. Hyatt:

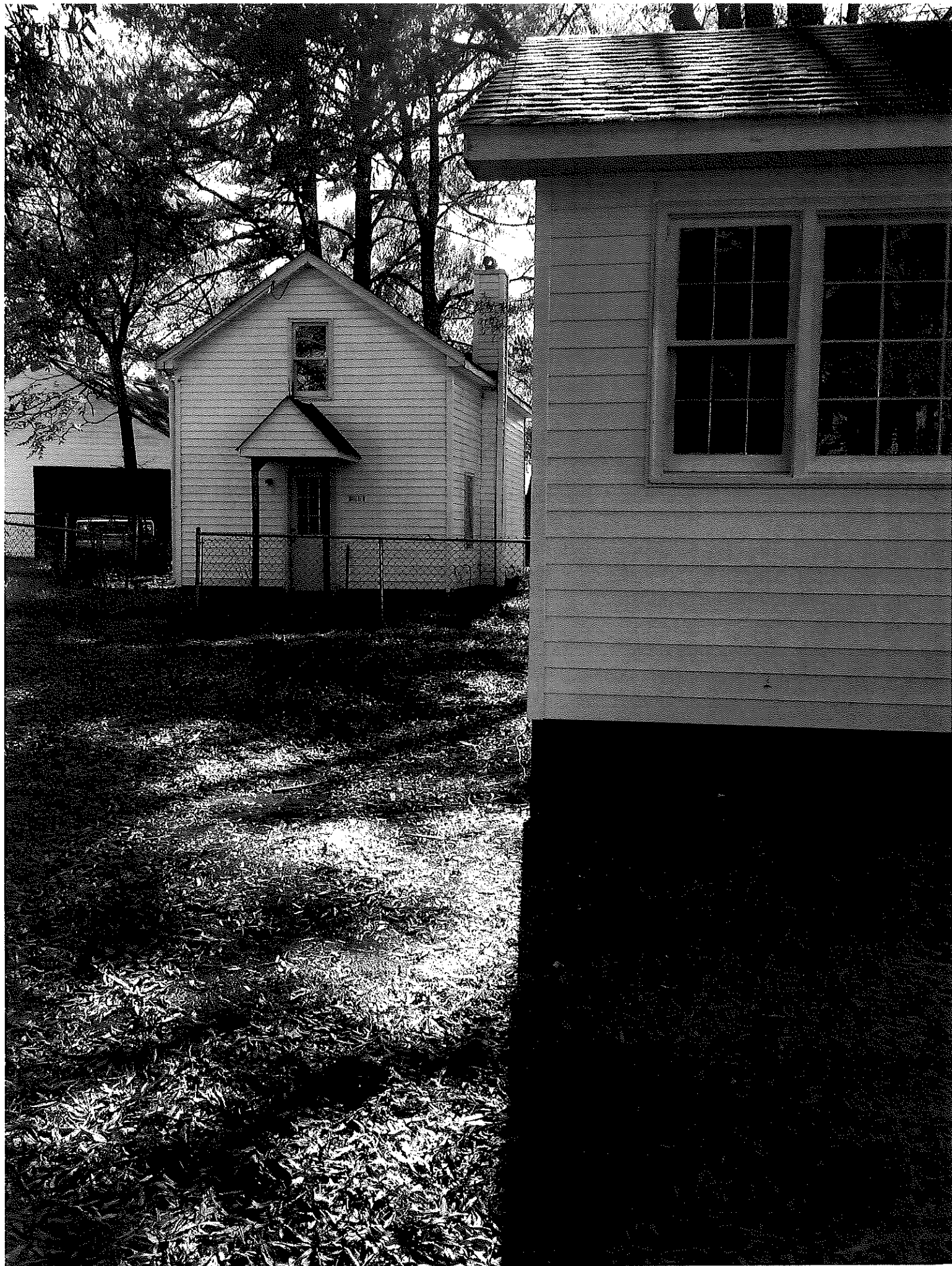
At the Planning Commission Meeting on January 16, 2020, the Commission denied your request to use an accessory structure as an apartment with a 0-4 vote. The Planning Commission concluded that the application as submitted does not meet the requirements of Article IV Section H #1 in the Hopewell Zoning Ordinance.

If you decide not to withdraw your application as stated in your email correspondence dated January 22 2020, then your next step will be to attend the Tuesday, February 11, 2020 work session for City Council at 6:30 pm. This meeting will be held at Hopewell City Hall located at 300 N Main St. Hopewell, VA, in City Council Chambers.

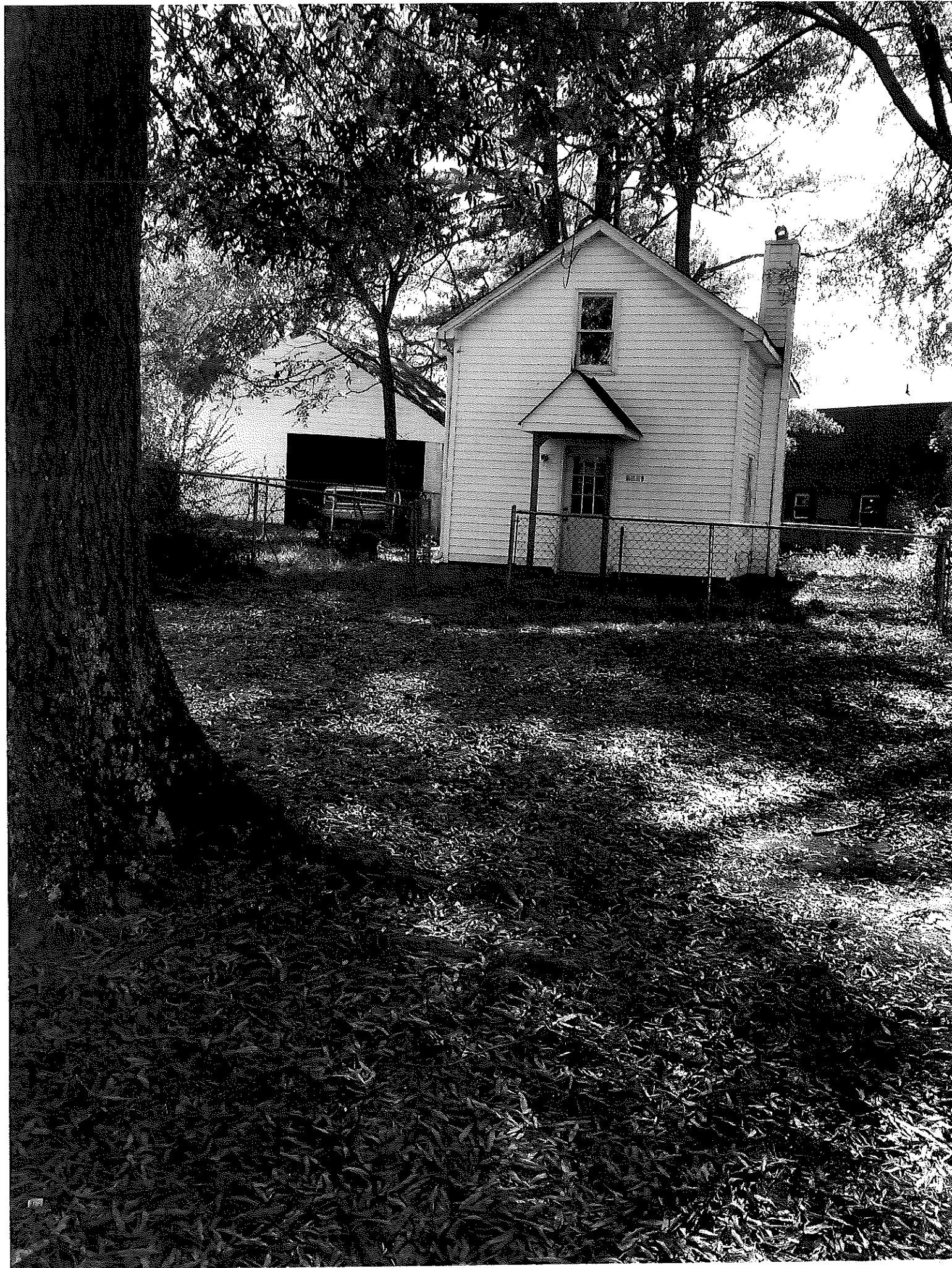
Should you have any questions, please feel free to contact me at (804) 541-2269.

Sincerely,

Tevya Williams Griffin
Director, Department of Development








AFFIDAVIT OF MAILING

I, (**Melissa Perez Diggs**), under oath, hereby certify that the City of Hopewell received a Conditional Use Permit request submitted by Ann Hyatt with Hyatt Properties LLC, owner of 804 Kenwood Avenue (Sub-Parcel #050-0390), to use an accessory structure as an apartment. The property is zoned Residential, Medium Density District (R-2).

Notice was mailed on (**February 24, 2020**) by first class mail, postage prepaid, to all interested property owners, agents, occupants and other parties listed on the attached mailing matrix, all in accordance with Section 15.2-2204, Code of Virginia, 1950, as amended.



Signature
Executive Assistant

Title

COMMONWEALTH OF VIRGINIA
CITY OF HOPEWELL, TO WIT:

I, undersigned, a Notary Public in and for the jurisdiction aforesaid, do hereby certify that (**Melissa Perez Diggs**) whose name is signed to the foregoing as **Executive Assistant** for the (**Department of Development/Planning**), has signed, acknowledged and sworn to the same before me in my jurisdiction aforesaid and, under oath, acknowledged the contents of the foregoing instrument to be true and accurate.

Given under my hand this 24th day of February 2020.

My Commission expires: 04/30/2022



Notary Public





*The City of
Hopewell, Virginia*

Department of Development

300 N. Main Street • Hopewell Virginia 23860 • (804) 541-2220 • Fax: (804) 541-2318

February 24, 2020

Dear Adjacent Property Owner:

As an adjacent property owner of the following request, we are notifying you of the following:

PUBLIC HEARING & MEETING
CITY OF HOPEWELL

The Hopewell City Council will hold a PUBLIC HEARING at 7:30 p.m. on Tuesday, March 17, 2020 in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia. The following items will be considered:

A Conditional Use Permit request submitted by Ann Hyatt with Hyatt Properties LLC, owner of 804 Kenwood Avenue (Sub-Parcel #050-0390), to use an accessory structure as an apartment. The property is zoned Residential, Medium Density District (R-2).

If you would like to speak in favor of or against this application, please attend the meeting. If you are unable to attend the meeting, written correspondence can be hand delivered or mailed to 300 North Main Street, Suite 321, Hopewell, Virginia 23860. You can also email me at tgriffin@hopewellva.gov.

If additional information is required, please contact the Department of Development at (804) 541-2220.

Sincerely,

Tevya W Griffin

Tevya Williams Griffin, AICP
Director
Department of Development

Property Owner	Address	Mailing Address
Ingram E. Riley	3302 Oaklawn Boulevard	3302 Oaklawn Boulevard
Hildegard L Ellis	806 Kenwood Avenue	806 Kenwood Avenue
Mary Sue and Charles Hundley	802 Kenwood Avenue	802 Kenwood Avenue
Patrick A. Rodgers	800 Kenwood Avenue	P. O. Box 2009
Jason and Ashley Ryder	801 Hanover Street	801 Hanover Street
Gwendolyn R. Burnett	807 Kenwood Avenue	807 Kenwood Avenue
James or Peggy Eades	805 Kenwood Avenue	805 Kenwood Avenue
Timothy A. Dodd, Jr.	801 Kenwood Avenue	801 Kenwood Avenue
Roger B. Houser, Jr.	3107 Maple Street	3107 Maple Street
William or Chin Pate	3112 Western Street	3112 Western Street



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request for a Modification of the Development Standards

ISSUE: The City has received a request from Oaklawn Boulevard LLC, in care of R.K. Hamill, to request a modification of the Development Standards outlined in Article XVIII of the Hopewell Zoning Ordinance.

RECOMMENDATION: Staff recommends the City Council consider citizen comments during the public hearing.

TIMING: The hearing has been properly advertised for March 17, 2020.

BACKGROUND: Article XVIII of the Zoning Ordinance requires parking lots with more than five (5) or more parking spaces to pave with a material that will not track onto public right of way and that is approved by the City Engineer. If a parking lot requires less than five (5) spaces, gravel can be used as the parking surface. The applicant requests permission to park more than five (5) cars on a gravel surface. This is a modification to the Development Standards and it must be decided by the Hopewell City Council.

ENCLOSED DOCUMENTS:

- Staff Report
- Application
- Supplemental Documents

STAFF:**SUMMARY:**

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

Tevya Williams Griffin, AICP, 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"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

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



3616 Oaklawn Boulevard
Owner/Applicant : Oaklawn Boulevard LLC
Modification to Development Standards
 Staff Report prepared for the City Council Work Session

Last Revised March 10, 2020

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

I. MEETINGS & WORK SESSIONS:

Planning Commission or Governing Body	Date	Type of Meeting	Action Taken
Planning Commission	January 16, 2020	Public Hearing	Recommended approval with conditions
City Council	February 11, 2020	Work Session	No Action
City Council	March 17, 2020	Public Hearing	Pending

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning:	N/A
Existing Zoning:	B-4, Corridor Development District
Acreage:	Property size 22,000 square feet
Owner:	Oaklawn Boulevard LLC
Legal Description:	LOTS 1-2 & REM PTS OF 3-4-5 BLK 23 SUBDIVISION: WOODLAWN
Election Ward:	Ward 7
Land Use Plan Recommendation:	Corridor Development
Strategic Plan Goal:	N/A
Map Location(s):	Sub Parcel #: 089-1200

recommendation on the matter, unless the applicant requests or consents to action beyond such time or unless the applicant withdraws the request.

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

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

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

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

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

6. *Any person or persons jointly or severely aggrieved by the final decision of the City Council shall file a written appeal with the Circuit Court for review by filing a petition at law, setting forth the alleged illegality of the action of the governing body, provided such petition is filed within thirty (30) days after the final decision is rendered by the governing body. The filing of the said petition shall stay the decision of the governing body pending the outcome of the appeal to the court. The court may reverse or modify the decision of the governing body, in whole or in part, if it finds upon review that the decision of the governing body*

is contrary to law or that its decision is arbitrary and constitutes an abuse of discretion, or it may affirm the decision of the governing body. Adjacent property owners' appeals shall be limited to conditions which directly affect the property owners and include access, utility locations, buffers, conditions of zoning, architectural treatment and land use transactions. The court shall fix a reasonable time for hearing the appeal.

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

Section E-6: Parking Area Surfaces.

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

V. SUBJECT PROPERTY:

The subject property is located at 3616 Oaklawn Boulevard on a vacant lot next to Executive Automotive, across the street from O’Rielly Auto Parts store. The property is approximately 22,000 square feet and is zoned B-4, Corridor Development District. The property was cleared by the applicant

VI. OWNER’s POSITION:

Excerpts from Application

I would like to be able to park more than five cars on gravel to effectively run the business. The asphalt part of the parking lot is too small for customers coming in and out and there is no turn around room which forces them to back up towards three lane traffic. I plan to pave the entire area with asphalt in the near future.

VII. ZONING/STAFF ANALYSIS:

The property is located in the B-4 zoning district. An automotive sales business is allowed by right. The applicant is part owner of the business and has a small asphalt parking lot where he parks vehicles for display. Employees of the business park across the street with permission from a neighboring business.

Currently, the applicant has 15-21 cars parked between the gravel and grass area. The Zoning Ordinance, Article XVIII, Development Standards, Section E. Off Street Parking requires any business that has more than five parking spaces to pave with an asphalt material or a similar material, approved by the City Engineer. The applicant plans to pave at a later date. In the meantime, he is requesting a waiver of the standard that requires paving of the gravel area.

Comprehensive Plan Land Use Category

The 2028 Comprehensive Plan designates this property and those immediately in the vicinity as Corridor Commercial.

This category calls for community retail, shopping center redevelopment, service stations, highway oriented retail, and fast food restaurants.

VIII. PLANNING COMMISSION RECCOMENDATION:

At their meeting on January 16, 2020, the Hopewell Planning Commission voted 3-1 to recommend approval of the request to park more than 5 cars on a gravel area, with conditions. The conditions are as follows:

1. No more than 20 vehicles on graveled area of 3616 Oaklawn Boulevard;
2. No more than 40 cars for the entire business to include 3610 and 3616 Oaklawn Boulevard;
3. Paving must be complete within two (2) years or on February 1, 2022;
4. If 3616 Oaklawn Boulevard is not paved by February 1, 2022, the operation can only have eighteen (18) cars in total; and

5. The City Engineer will review and approve the traffic circulation plan.

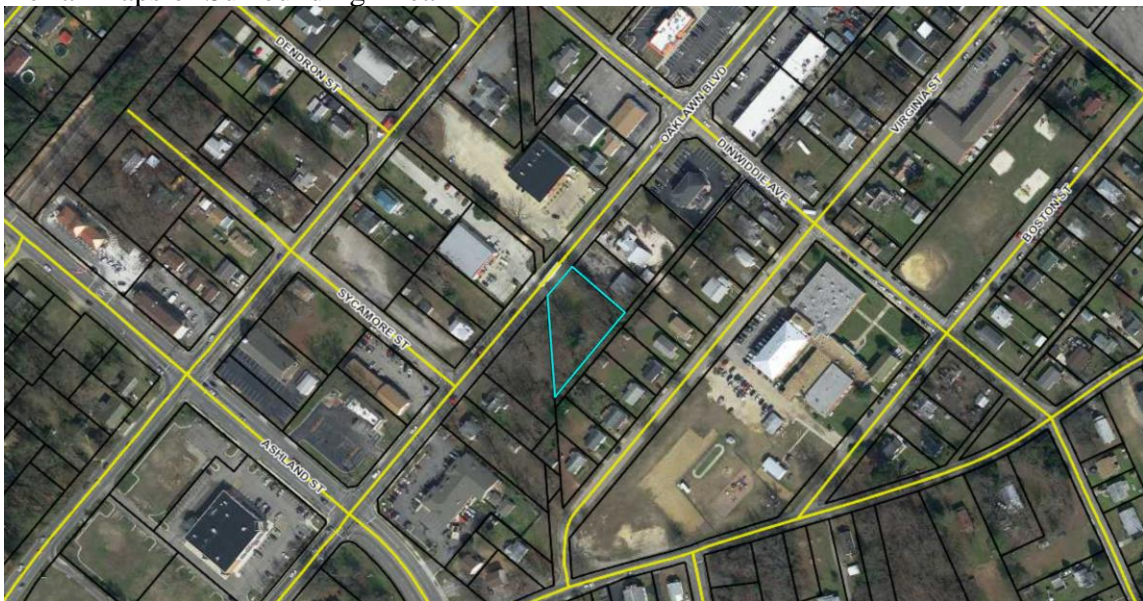
IX. CITY COUNCIL RESOLUTION:

The Hopewell City Council votes to *approve, approve with conditions, deny*, the request submitted by Oaklawn Boulevard LLC to park more than five cars on an unpaved (gravel) surface at 3616 Oaklawn Boulevard, identified as Sub-Parcel #089-1200.

Attachment(s):

1. Application
2. Letter from an adjacent property owner
3. Affidavit of mailing

Aerial Maps of Surrounding Area





PICTURES OF PROPERTY

- 3610 CURRENT
- BUSINES





3616 OAKLAWN BOULEVARD – AREA FOR ADDITIONAL CARS ON GRAVEL LOT







AFFIDAVIT OF MAILING

I, (**Melissa Perez Diggs**), under oath, hereby certify that the City of Hopewell received a request for Modification of Development Standards by Oaklawn Blvd. LLC, for 3616 Oaklawn Blvd. (Sub-Parcel #0891200), to park more than 5 cars on a graveled area to effectively run the business. Notice was mailed on (**February 25, 2020**) by first class mail, postage prepaid, to all interested property owners, agents, occupants and other parties listed on the attached mailing matrix, all in accordance with Section 15.2-2204, Code of Virginia, 1950, as amended.



Signature

Executive Assistant

Title

COMMONWEALTH OF VIRGINIA
CITY OF HOPEWELL, TO WIT:

I, undersigned, a Notary Public in and for the jurisdiction aforesaid, do hereby certify that (**Melissa Perez Diggs**) whose name is signed to the foregoing as **Executive Assistant** for the (**Department of Development/Planning**), has signed, acknowledged and sworn to the same before me in my jurisdiction aforesaid and, under oath, acknowledged the contents of the foregoing instrument to be true and accurate.

Given under my hand this 25th day of February 2020.

My Commission expires:

04/30/2022


Notary Public





*The City of
Hopewell, Virginia*

Department of Development

300 N. Main Street ● Hopewell Virginia 23860 ● (804) 541-2220 ● Fax: (804) 541-2318

February 25, 2020

Dear Adjacent Property Owner:

As an adjacent property owner of the following request, we are notifying you of the following:

PUBLIC HEARING & MEETING
CITY OF HOPEWELL

The Hopewell City Council will hold a work session at 7:30 p.m. on Tuesday, March 17, 2020 in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia. The following items will be considered:

A request for Modification of Development Standards has been submitted by Oaklawn Blvd. LLC, for 3616 Oaklawn Blvd. (Sub-Parcel #0891200), to park more than 5 cars on a graveled area to effectively run the business.

If you would like to speak in favor or against this application please attend the meeting. If you are unable to attend the meeting, written correspondence can be hand delivered or mailed to 300 North Main Street, Suite 321, Hopewell, Virginia 23860. You can also email me at tgriffin@hopewellva.gov.

If additional information is required, please contact the Department of Development at (804) 541-2220.

Sincerely,

Tevya W Griffin

Tevya Williams Griffin, AICP
Director
Department of Development



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Étiquette de format 25 mm x 67 mm compatible avec Avery®5160/8160

Oaklawn Blvd LLC
3610 Oaklawn Blvd
Hopewell, VA 23860

Isenhour Anne H
8351 Meadowland Dr
Locust Grove, VA 22508

O'berry Alvin & Evelyn M Life Ests
3706 Oaklawn Blvd
Hopewell, VA 23860

Cooper Thelma F Or Sherri A Mills
P O Box 357
Hopewell, VA 23860

Synthetic Federal Credit Union
P O Box 727
Hopewell, VA 23860

Savidge Richard D Sr Or Gail E
3601 Virginia St
Hopewell, VA 23860

Martin Linda
3605 Virginia St
Hopewell, VA 23860

Hassell James D Or Shirley A
9749 Millstone Drive
Hopewell, VA 23860

Styles Deborah K
3613 Virginia St
Hopewell, VA 23860

Hudson Family Homes LLC
601 N 6th Ave
Hopewell, VA 23860

Crenshaw Linda A
3619 Virginia St
Hopewell, VA 23860

Botkins Derrick L
105 Alabama Court
Daleville, VA 24083

Copra House Properties LLC 12384
Mechumps Creek Ln
Ashland, VA 23005

Titanium Jubilee LLC
805 S 15th Ave
Hopewell, VA 23860

Maxwell Joyce M
11625 Village Garden Drive
Chester, VA 23831

Oreilly Automotive Inc Thomson
Property Tax Service
P O Box 06116
Chicago, IL 60606-0116

Redding Bobbie N
1100-F Clarendon St
Fayetteville, NC 28305

Little School Inc.
P.O. Box 1779
Hopewell VA 23860



label size 1" x 2 5/8" compatible with Avery®5160/8160
Étiquette de format 25 mm x 67 mm compatible avec Avery®5160/8160



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

City Owned Property –Bank Street Garages Demolition

ISSUE: The Architectural Review Board held a public hearing regarding the demolition of the Bank Street garages on February 24, 2020. The Board approved the demolition and is asking the City Council to endorse the approval so demolition can proceed. This endorsement is requested because the garages are located on public property.

RECOMMENDATION: Staff recommends City Council endorse the approval of the demolition of the garages.

TIMING: Staff is requesting City Council approve the demolition of the structures at their meeting on March 17, 2020.

BACKGROUND: The Bank Street garages are located at the corner of Bank Street and James Street within the City Point Historic District. The City was gifted the property in 2018 by the out-of-state property owner who was unable and unwilling to properly maintain the property. The garages are in disrepair and the Architectural Review Board has voted to demolish the structures.

ENCLOSED DOCUMENTS:

- Staff Report
- Aerial Map
- Pictures of structures

SUMMARY:

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

STAFF:

Chris Ward, Senior Planner

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

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



Bank Street Garages Parcel # 027-0250

Proposed Demolition of Existing Shed Structures

Staff Report prepared for the Architectural Review Board

February 3, 2020 - Revised from October 24, 2019

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

I. CERTIFICATE OF APPROPRIATENESS STATUS:

ARB has been requested to submit a recommendation to City Council

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Existing Zoning:	TH-1, Tourist/Historic District
Election Ward:	Ward 1
Land Use Plan Recommendation:	Urban Residential, Priority Planning Area 2
Year Building Constructed	Circa 1927-1930
Materials:	CMU block, wood, metal

III. EXECUTIVE SUMMARY:

The property contains structures known as the Bank Street Garages that served as storage units for the townhomes across the street. The City of Hopewell was gifted the property in 2018 from an out-of-state property owner who was unable and unwilling to properly maintain the property and is now under City ownership.

To determine a proper end use for this property within the context of the City Point Historic District, the ARB members should reference those documents that set forth the standards for the district. These documents provide a set of parameters relating to use of the existing structures and use of the land if the structures were to be removed.

IV. STAFF ANALYSIS:

Staff provides the following relevant references to potential uses for both the structures and the land located in the City Point Historic District:

Zoning TH-1 Tourist/Historic District

The relevant sections of the ordinance are as follows:

Use Regulations

In the TH-1 Tourist/Historic District, land may be used and buildings or structures may be erected, altered or used, only for the following (with off-street parking as required for the permitted use within the district):

1. Uses by right:
 - a. Single family dwellings.
 - b. Public scenic parks and gardens.
 - c. Accessory uses as defined in this ordinance; however, no accessory use or structure shall be any closer than five (5) feet to any property line.
 - d. Off-street parking as required in Article XVIII of this ordinance.
 - e. Signs reviewed by the Architectural Review Board (ARB) and deemed appropriate for historic intent in design, verbiage, and color, in accordance with Article XVIII (L) of this ordinance.
 - f. Municipal and public service facilities as well as public utilities, such as poles, line distribution transformers, meters, water, sewer and gas lines, booster and relay stations, transformer substations, transmission lines, to be located underground in all instances; cellular towers to be excluded.
 - g. Private utilities; towers for wireless transmission above the frequency of 20,000 hertz with a Conditional Use Permit by City Council.
 - h. Municipal owned recreational facilities which enhance the historic nature of the district.
 - i. Home occupation, as defined, to be located in the main building or an appropriate historic out-building.
2. Uses by Conditional Use Permit by City Council by Special Exception by the Board of Zoning Appeals, after review and recommendation by the Review Board.
 - a. Dwelling units in non-commercial areas of any otherwise permitted use, provided that each dwelling unit has a minimum of six hundred (600) gross square feet.
 - b. Banks and financial institutions.
 - c. Bed and Breakfast establishments.
 - d. Museums and art galleries.
 - e. Professional offices, as defined.
 - f. Restaurants, excluding drive-in and fast food establishments.
 - g. Retail stores and businesses which sell, as their primary product, items which are historic in nature or carry a historic connotation or have a

significant interest in the tourist trade in the area, including but not limited to stores and boutiques specializing in ladies', children's, and men's wear, accessories, gifts, books, toiletries, jewelry, film, and selected sundries to be located only along Water Street or the Maplewood Apartment.

- h. Cruise piers and the like with facilities for fueling but not including major repair or construction facilities.
- i. Cottage industries which manufacture products for retail sale on premises that are oriented toward the tourist market in this area; to be located only along Water Street or the Maplewood Apartments.

The existing structures do not easily accommodate any allowable or conditional use due to the following conditions:

- 1) The structures were originally built as off-site storage units for the townhomes across the street.
- 2) The cement block structure is approximately 18 feet wide by 85 feet long with a corrugated metal roof. The wood structure is approximately 15 feet wide by 40 feet long.
- 3) The original construction of both structures does not meet current building standards and conversion of either structure to a viable use would require extensive upfitting and alteration.

Other Options for Reuse

Development staff hosted a site visit on December 18, 2019 with staff members from Public Works and Recreation and Parks to assess the structure for potential reuse. The assessment identified serious issues with the structures: missing roofing, rotted and broken roof framing, large holes in the masonry walls, and substantial termite damage. Recreation and Parks staff could not identify a viable reuse for the space and Public Works staff noted the increased level of maintenance required with the structures remaining in place.

2028 Comprehensive Plan

Priority Planning Area 2 – City Point Historic District

Priority Planning Area #2 of the 2028 Comprehensive Plan details the plans of action relating to the City Point Historic District. The Bank Street Garages property is not referenced in this section.

Historical Value to the City Point District

The Secretary of the Interior does not specifically address demolition of non-functional structures although demolition of structures in historic districts is generally discouraged unless overriding circumstances dictate otherwise.

At the invitation of the ARB, staff persons from the Virginia Department of Historic Resources (VDHR) were asked to visit the site and offer suggestions and opinions.

VDHR staff visited the Bank Street Garages property on July 9, 2019 and noted that, even though the buildings are considered ‘contributing structures,’ they also recognized the difficulty of rehabilitating and reusing the buildings, thereby making demolition and removal a more practical solution.

Maintenance and Upkeep

While in private ownership, the property was cited for tall grass and trash and debris a total of five (5) times since November 2016. The property was under protective maintenance when the owner offered to gift it to the City.

Now that the property is under City ownership, Public Works is now charged with maintaining the grass and keeping the property clear of trash and debris. The structures create maintenance challenges for the department and a recent site visit by staff has revealed that wild animals are inhabiting the buildings.

V. STAFF RECOMMENDATION:

Staff has determined that:

- 1) The uses allowed under the zoning are not viable uses for the structures due to the original construction and size.
- 2) The rehabilitation of the structures is not financially feasible for buildings that have no reasonable end use.
- 3) The existing dilapidated structures are a blighting influence on the neighborhood and present maintenance challenges to Public Works.

When considering the demolition of a structure in the historic district, the zoning ordinance proposes a series of questions for the Architectural Review Board members to consider:

- a. Is the building of such architectural or historic interest that its removal or disturbance would be to the detriment of the public interest?
- b. Is the building of such interest or significance that it could be made into a national, state or local historic shrine?
- c. Is the building of such old and unusual or uncommon design, texture and/or material that it could not be reproduced, or could be reproduced only with great difficulty and/or expense?
- d. Would retention of the building help preserve the historic character of the district?
- e. Would retention of the building help preserve a historic interest in a place or an area of the city?
- f. Would retention of the building promote the general welfare by maintaining and increasing real estate values; generating business; creating new positions; attracting tourists, students, writers, historians, artists and artisans; attracting new residents; encouraging study and interest in

American history; stimulating interest and study in architecture and design; educating citizens in American culture and heritage; and making the city a more attractive and desirable place in which to live?

Staff answers each of the questions in the negative except for question ‘d’ – the retention of the building *would* help preserve the historic character of the district *if it could be rehabilitated*. With that stated, the other concerns regarding the viability of the structures either in terms of rehabilitation or reuse greatly outweigh the small contribution to the historic character of the City Point neighborhood.

For these reasons, Staff recommends the demolition and removal of the structures and debris from the city-owned property known as the Bank Street Garages, parcel #027-0250.

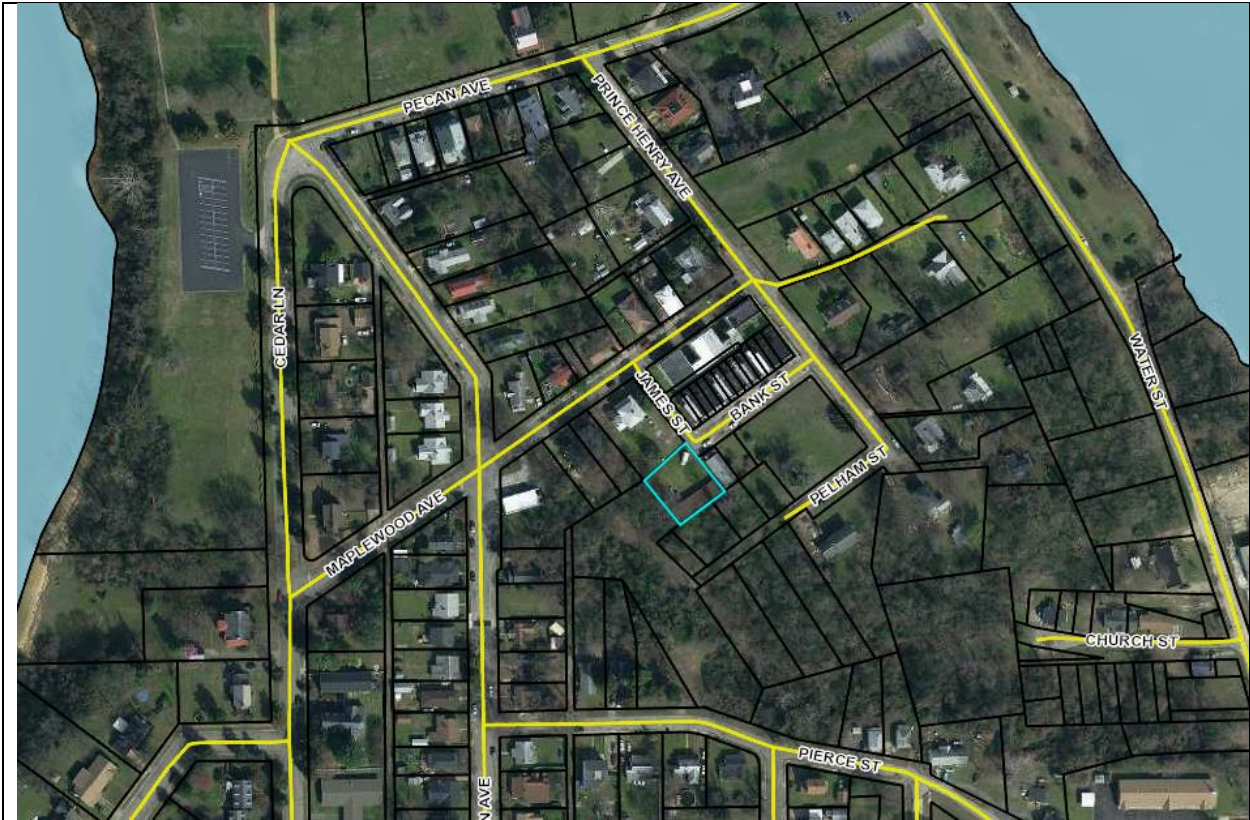
VIII. ARCHITECTURAL REVIEW BOARD RECOMMENDATION

The Architectural Review Board members voted 3-0 to demolish the structures known as the Bank Street Garages (parcel #027-0250) at their regular meeting held on February 24, 2020.

IX. PROPOSED RESOLUTION

The City Council recommends the demolition and removal of the structures and debris from the city-owned property known as the Bank Street Garages, parcel # 027-0250.

Motion _____ with a vote of ____ to ____ .



Aerial Map



Street Level View of Garages



Metal garage structures



Woodent Garages

Stacey English

From: Charles E. Dane
Sent: Tuesday, March 10, 2020 8:54 AM
To: Stacey English
Subject: FW: RFP for 246 East Broadway Ave.

From: Stephen Pettler <spettlersr@gmail.com>
Sent: Monday, March 09, 2020 4:47 PM
To: Charles E. Dane <cdane@hopewellva.gov>
Subject: RFP for 246 East Broadway Ave.

Charlie:

At the last meeting of the Hopewell EDA a motion was passed to market the property at 246 East Broadway that the EDA currently owns.

The motion states that an RFP would be posted and an advisory committee formed. The committee would consist of the following:

Charles Dane, Stacey English, Tevya Griffin, Steve Pettler, and a representative of the Downtown Partnership.

This committee would make recommendations to the full EDA Board for a final decision on the correct proposal to accept.

Please make Council aware of our intention.

Steve Pettler
Chairman
The Hopewell EDA

200000430

0048

This document was prepared by:
Sandra R. Robinson, VSB #31885
Hopewell City Attorney
300 N. Main Street
Hopewell, Virginia 23860
Parcel ID Numbers 07683 and 080-0470

This deed is exempt from taxation under Virginia Code SS 58.1-811(A)(3) and from Court Clerk's fees under Virginia Code§ 17.1-266.

GENERAL WARRANTY DEED

THIS GENERAL WARRANTY DEED made this 12 day of ^{February} ~~January~~, 2020, by and between THE POWELL MANUFACTURING COMPANY, LLC, 230 E. Bank Street, Petersburg, Virginia 23803 ("Grantor") and THE CITY OF HOPEWELL ECONOMIC DEVELOPMENT AUTHORITY, c/o 300 N. Main Street, Suite 218, Hopewell, Virginia 23860 ("Grantee).

RECITALS

R-1 Grantee is a political subdivision of the Commonwealth of Virginia and is authorized by pursuant to §15.2-4905 of the Code of Virginia (1950), as amended, to acquire title and interests in real property.

R-2 Grantor is a limited liability company formed under the laws of the Commonwealth of Virginia and is authorized by §13.1009 of the Code of Virginia (1950), as amended, to own and convey real property.

R-3 Grantor, by Deed of Gift dated September 17, 2015, acquired in fee simple all title, ownership and interest by General Warranty and English Covenants of Title in the Property as described below.

R-4 Grantor acquired such title and interest in the Property from Waukeshaw Development, Inc., a stock corporation formed under the laws of the Commonwealth of Virginia. Waukeshaw Development, Inc. acquired its rights, title, and interest in the Property from the Grantee, by contract and as a term of the parties Development Agreements (dated April 3, 2015, amended by addendum dated November 15, 2018).

R-4 Waukeshaw Development, Inc.'s development agreement with the Grantee provided for the reversion of the rights, title and interest in the Property to the Grantee upon breach of that agreement; one breach was constituted by Waukeshaw's failure to open and operate a donut shop by no later than December 31, 2019.

R-5 Waukeshaw Development, Inc.'s conveyance by deed of gift to Grantor was not authorized or agreed to by Grantee; the unauthorized conveyance operated to subvert Waukeshaw's development agreement with the Grantee.

R-6 Grantor wishes to cooperate to convey all rights, title and interest to Grantee, as the Grantee and Waukeshaw Development, Inc. intended by their agreement.

WITNESSETH:

NOW THEREFORE, in consideration of the foregoing recitals incorporated herein and made a part hereof and in consideration of the mutual covenants herein, and their acceptance by the Grantee, the GRANTOR, The Powell Manufacturing Company, LLC, does hereby GIVE, GRANT and CONVEY with GENERAL WARRANTY and English Covenants of Title, unto GRANTEE, The City of Hopewell Economic Authority, its successors and assigns, in fee simple, all those lots and parcels of land located in the City of Hopewell, Virginia more particularly described below ("the Property"):

ALL those certain lots or parcels of lands, with the improvements thereon and the appurtenances thereunto, lying, being and situate in the City of Hopewell, Virginia being known, numbered and designated as Lot Numbers Twenty-eight (28) and Twenty-nine (29), in Block Five (5), West City Point Subdivision, a subdivision of said City, as shown on a plat recorded in the Clerk's Office of the Circuit Court of Hopewell, Virginia, in Plat Book 1, page 1, reference to which is hereby made for a more particular description.

IT BEING the same property conveyed to The Powell Manufacturing Company, LLC by Deed of Gift dated September 17, 2015 from Waukeshaw Development, Inc., recorded September 24, 2015 in the Clerk's Office, Circuit Court of Hopewell, Virginia as Instrument #150001724.

BEING that same property conveyed to Waukeshaw Development Inc, by Deed of Bargain and Sale dated July 1, 2015 from the City of Hopewell Economic Development Authority, recorded July 2, 2015 in the Clerk's Office, Circuit Court of Hopewell, Virginia as Instrument #150001081.

0050

Together with all buildings, fixtures or other improvements located in or on such parcels of land;

To have and to hold the same in fee simple forever.

Grantor does hereby covenant to and with the said Grantee that said Grantor is lawfully seized of the land in fee simple, and that Grantor has full power and authority to convey the above-described property to the Grantee and deliver this Deed; the Grantor further covenants that it has done no act to encumber the Property and that the Property is free from all encumbrances; and that Grantor hereby warrants title to the Property, will execute such other assurances thereof as may be necessary, and will forever defend the same against the lawful claims of all persons claiming by, through or under Grantor.

IN WITNESS WHEREOF, the Grantor has executed this General Warranty Deed the day and year above written.

[SIGNATURES ARE ON THE FOLLOWING PAGES]

0051

GRANTOR:
THE POWELL MANUFACTURING COMPANY, LLC

By:

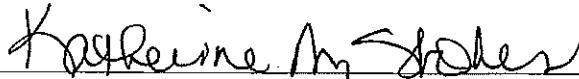


(SEAL)

John David McCormack, Member/Manager

COMMONWEALTH OF VIRGINIA
City of Hopewell:

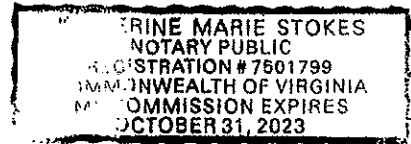
The foregoing General Warranty Deed was signed, sworn, and acknowledged before me this 12 day of ~~January~~ ^{February}, 2020 by John David McCormack, Member/Manager of the Grantor, on behalf of the Grantor.



Notary Public

My commission expires: 10-31-23

Notary Registration Number: 7501799

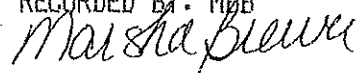


Approved to form:



Hopewell City Attorney

INSTRUMENT 200000430
RECORDED IN THE CLERK'S OFFICE OF
HOPEWELL CIRCUIT COURT ON
FEBRUARY 19, 2020 AT 02:53 PM
TAMARA J. WARD, CLERK
RECORDED BY: MJB





CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

The Hopewell Economic Development Authority announces next steps for 246 East Broadway Avenue.

ISSUE: 246 East Broadway Avenue has reverted back to Hopewell Economic Development Authority ownership due to a breach of contract (see background section for more information). Economic Development staff is working with the Economic Development Authority to put out an RFP to request proposals for development for 246 East Broadway Avenue. Economic Development staff will work with Finance staff to put together the criteria for the RFP. Some criteria of the RFP will include: intended use of the building, financing structure for the purchase and buildout, schedule of buildout and opening, and the purchase price of the building.

Once submissions are received a selection committee consisting of: Charles Dane, Assistant City Manager; Stacey English, Economic Development Specialist; Tevya Griffin, Director of Development; Steve Pettler, Chairman of the Hopewell Economic Development Authority and a representative from the Hopewell Downtown Partnership will rank proposals. This ranked list of proposals will then be given to the Hopewell Economic Development Authority for review.

The Hopewell Economic Development Authority will interview top candidates and chose a developer for the project. The estimated timeline of this process, would have the project awarded in the Summer of 2020 with closing on the property occurring shortly after awarding.

RECOMMENDATION: No action needed.

TIMING: The Hopewell Economic Development Authority will begin the 5-month process immediately.

SUMMARY:

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

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

BACKGROUND: 246 East Broadway Avenue was deeded from the property owners to the Hopewell Economic Development Authority in April of 2015. Waukeshaw Development then worked with the Hopewell Economic Development Authority to purchase 246 East Broadway to house Fat Babs, a donut shop. In this purchase and development agreement, Waukeshaw Development agreed to complete the Project within 12 months after commencement of construction, but was not able to complete the project in that time frame. In November, 2017, an addendum to the original development agreement was created that stated Waukeshaw would open a donut shop within 6 months of the signature date. Again, the project was not complete in the specified time allotment. In November, 2018 a second addendum to the development agreement was signed that stated: “On or before December 31, 2019, Waukeshaw must obtain a temporary or permanent certificate of occupancy from the City’s building official, and begin operating the donut shop.” Again, the project was not complete in the specified time allotment. Both parties (the Hopewell Economic Development Authority and Waukeshaw Development) decided to dissolve the agreement, with 246 East Broadway and the adjacent vacant parcel #0800465 reverting back to Hopewell Economic Development Authority ownership.

ENCLOSED DOCUMENTS:

- Email memo from Stephen Pettler, Chairman of the Hopewell Economic Development Authority.
- Deed showing property reversion to the Hopewell Economic Development Authority.

STAFF:

Charles Dane, Assistant City Manager
Stacey English, Economic Development Specialist

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

For any action necessary from closed item discussion.

ISSUE: A couple of items are being presented by staff to City Council in closed session. This R item will provide the opportunity to take action on those items if necessary.

RECOMMENDATION: Take appropriate action on items discussed in closed session.

TIMING: N/A

BACKGROUND: N/A

ENCLOSED DOCUMENTS:

- N/A

STAFF:

Charles Dane, Assistant City Manager
Stacey English, Economic Development Specialist

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

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



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:

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COUNCIL AGENDA ITEM TITLE: Coronavirus (COVID-19) Briefing

ISSUE: Novel Coronavirus (COVID-19) briefing by Crater Health District and City staff

RECOMMENDATION: No action required

TIMING: n/a

BACKGROUND: The Crater Health District will provide City Council a briefing of the current status of the coronavirus. City staff will brief City Council on steps taken to prepare for the coronavirus.

ENCLOSED DOCUMENTS:

-

STAFF:

John M. Altman, Jr., City Manager
 Ben Ruppert, Emergency Management Coordinator
 Deborah Whitacre, Emergency Coordinator, Crater Health District

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

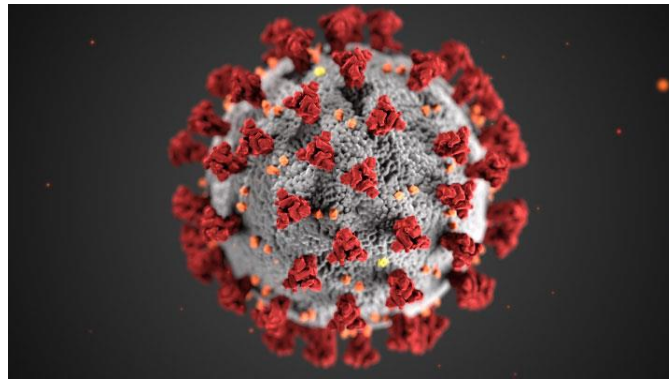
- | Y | N | | Y | N | |
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| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
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| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 | | | |

SUMMARY:

- | Y | N | |
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| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

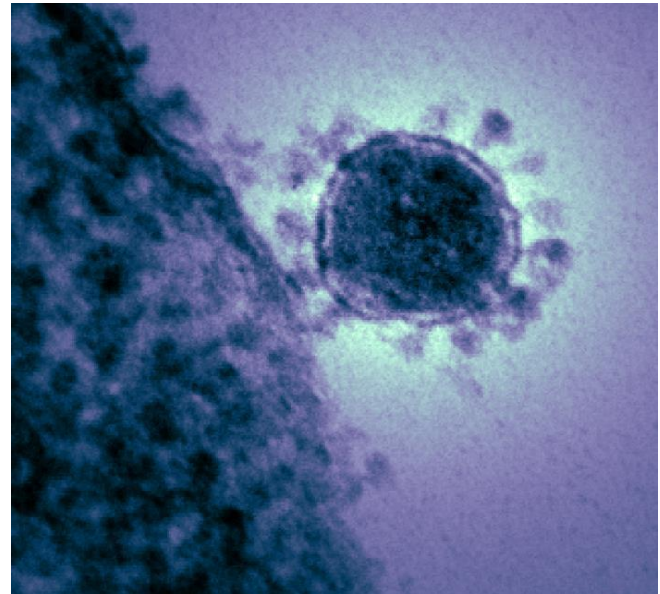
2019 Novel Coronavirus (COVID-19)-SARS-CoV2



Local Government and Community Partner Briefing
Crater Health District
March 11, 2020

Coronaviruses that Infect People

- Four types cause common cold symptoms
- Two (SARS and MERS) cause severe lung infection
- Spread through **coughing, sneezing** or close personal contact-**Respiratory Droplets**
- Symptoms start 2-14 days after exposure



2019 Novel
Coronavirus - still
learning about it

WHO Video

Basic Information on COVID-19

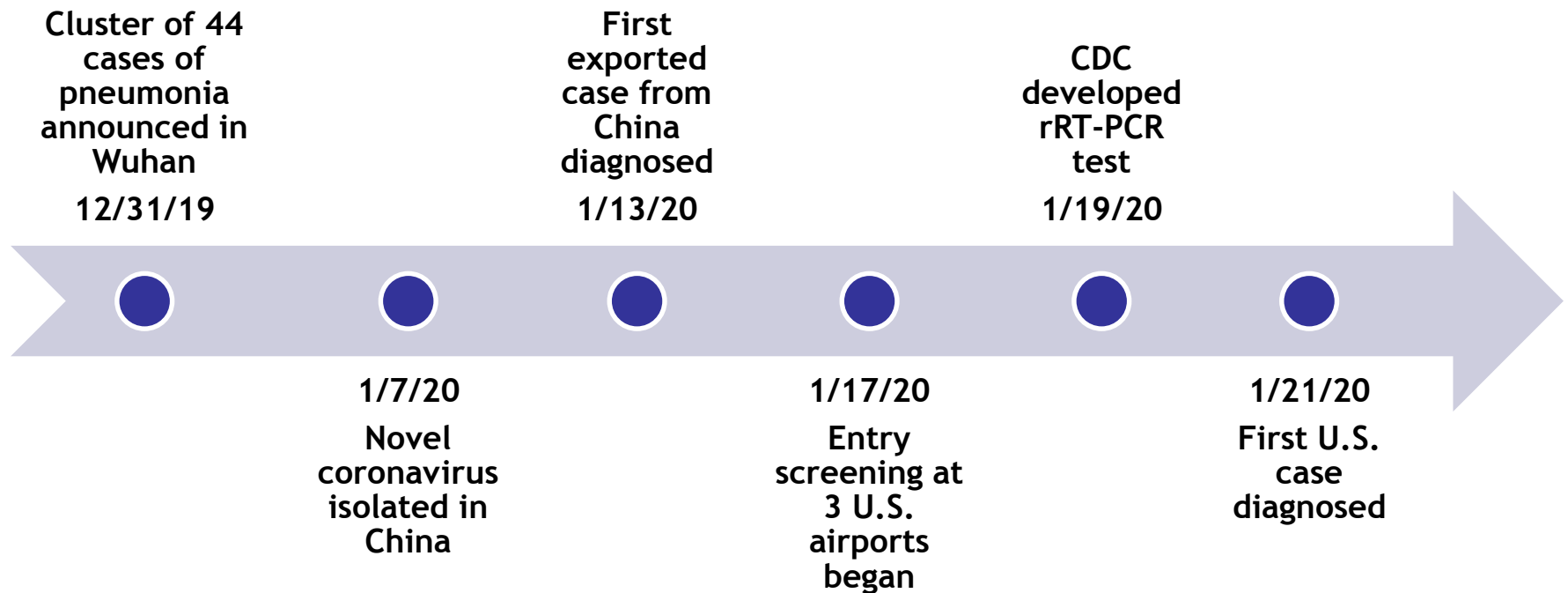
Short brief video about the history, origin, transmission, symptoms, diagnosis, and prevention of COVID-19 from the World Health Organization.

- <https://www.youtube.com/watch?v=mOV1aBVYKGA>

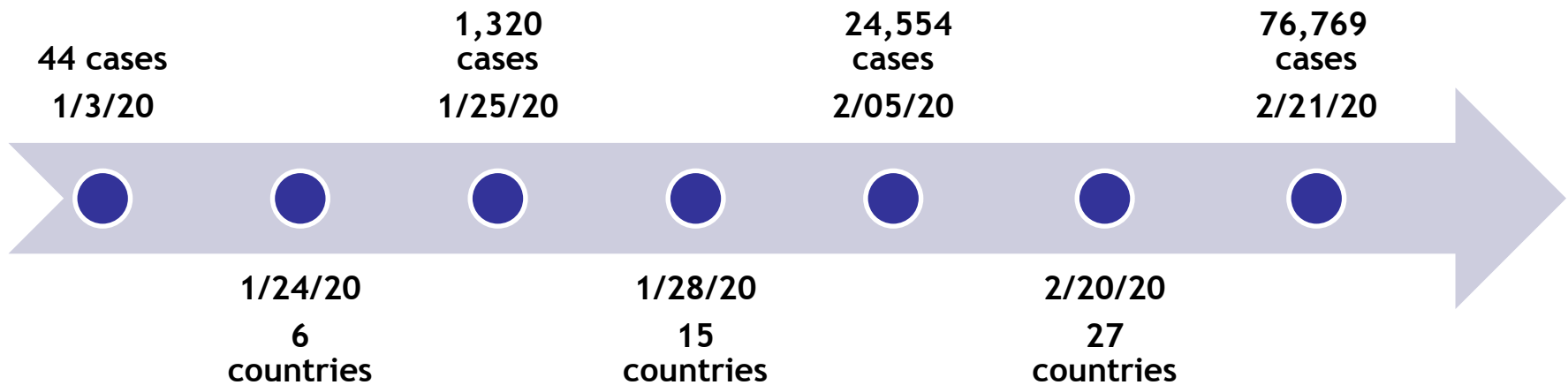
How Contagious Is It?

Disease	R_0
MERS-CoV	< 1
Seasonal influenza	1-2
COVID-19	Estimates: 1.4-3.9
SARS-CoV	3
Measles	12-18

When Did the Outbreak Start?



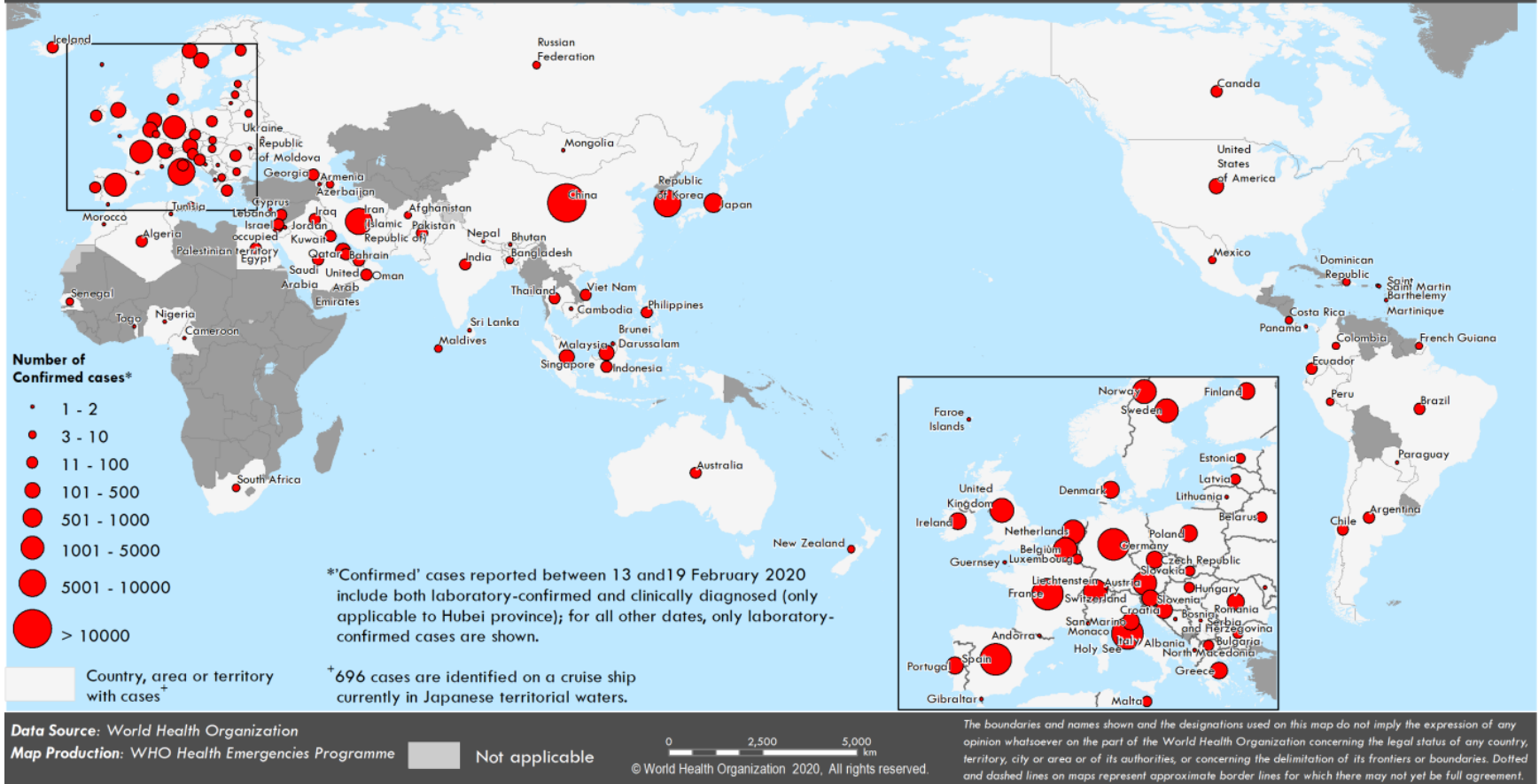
How Many People Are Sick?



Confirmed Cases as of 3/10/2020 Reported by the World Health Organization	
Total	113,702 cases; 4,012 deaths
China	80,924 cases; 3,140 deaths
United States	647 cases; 25 deaths
Virginia	8 cases; (53 negative tests)

WHO Frequency Map

Distribution of COVID-19 cases as of 10 March 2020



What Is the Risk for Virginians at this Time?

- As of 3/10/2020, 647 cases in 36 jurisdictions in the U.S.
- As of 3/10/2020, 8 cases in the Commonwealth of VA
- At present, there is no community spread in VA
- Situation is evolving
 - Future risk will depend on how well the virus spreads and how sick it makes people

How is VDH Responding?

- Established ICS structure to coordinate the public health response
 - Daily command meetings
 - Weekly situation reports
- Working closely with clinical providers and CDC EOC to find, isolate, and diagnose cases early to help prevent further spread
- Case managing patients who are being tested for the virus
- Identifying contacts of those patients

How is Crater HD Responding?

- Established ICS Structure to coordinate the public health response & prepare for escalating event;
- Engaging with hospitals, clinical providers, community partners to raise awareness and provide most current information;
- Conducting Surveillance & Investigation of any potential suspect cases
- Following mitigation strategy for communities (CDC)

Take Home Messages

- Rapidly evolving situation
 - Case counts will grow in the coming days and weeks
 - Interim guidance will change
- Much more to learn about this coronavirus: e.g., source, transmission factors and risks
- Influenza is still our #1 infectious threat in the U.S. currently (**need to promote flu and respiratory infection prevention in general**)
- Updates will be communicated via www.vdh.virginia.gov/coronavirus as more information is available

Resources

Virginia Department of Health (VDH)

- 35 Local Health Districts
- www.vdh.virginia.gov/coronavirus
- Respiratory@vdh.virginia.gov

Centers for Disease Control and Prevention (CDC)

- www.cdc.gov/coronavirus/2019-nCoV

World Health Organization (WHO)

- www.who.int/emergencies/diseases/novel-coronavirus-2019



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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- Economic Development
- Education
- Housing
- Safe & Healthy Environment
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COUNCIL AGENDA ITEM TITLE: DHR Historical Marker – Kippax Plantation Archaeological Site

ISSUE: Application to place a historic highway marker to recognize the Kippax Plantation Archaeological Site and the graves of Jane Rolfe Bolling and Thomas Rolfe.

RECOMMENDATION: Staff recommends that City Council approve the request to submit the historical marker application and authorize the City Manager to sign the application.

TIMING: Action is requested at the March 17, 2020 Council meeting

BACKGROUND: The request is to approve the application for a historic highway marker to the Virginia Department of Historic Resources to recognize the Kippax Plantation Archaeological Site and the graves of Jane Rolfe Bolling and Thomas Rolfe. The Kippax Plantation Archaeological Site is listed on the National Register of Historic Places (116-5021). The site is best known for its colonial-period occupants, the Bolling and Bland families, and its connection to Jane Rolfe, the granddaughter of Pocahontas, who may be buried on the site. Archaeologists have found the remains of at least four colonial-period structures: a late 17th-century house; a late 17th- or early 18th-century slave quarter; an 18th-century brick house, and another 18th-century outbuilding. Thomas Rolfe, the son of Pocahontas and John Rolfe, Jane Rolfe Bolling, the daughter of Thomas and Jane Rolfe and the granddaughter of Pocahontas, are believed to be buried on the site.

ENCLOSED DOCUMENTS:**SUMMARY:**

- | | | | | | |
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| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 | | | |

- Department of Historic Resources Historical Marker Application; Support Documentation

STAFF:

John M. Altman, Jr., City Manager

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | Y | N | |
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| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

Board, Commission, Committee	Current members	Vacancies
Ashford Civic Plaza	3	6
Board of Building Code and Fire Prevention Code Appeals	2	4
Central Virginia Waste Management Authority	1	1
Community Policy and Management Team	11	0
Dock Commission	4	1
Economic Development Authority	6	1
Historic Preservation Committee	8	4
Keep Hopewell Beautiful	7	3
Recreation Commission	1	5 plus 2 students
Social Services Advisory Board	2	5
Transportation Safety Board	4	1
Youth Services Commission	11	3 plus 1 student
Water Renewal Commission	6	1
Virginia Gateway Region	1	1