

# AGENDA



# CITY OF HOPEWELL

Hopewell, Virginia 23860

## AGENDA

(804) 541-2408

[www.hopewellva.gov](http://www.hopewellva.gov)

[info@hopewellva.gov](mailto:info@hopewellva.gov)

[cityclerk@hopewellva.gov](mailto:cityclerk@hopewellva.gov)

## CITY COUNCIL

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

Jasmine E. Gore, Vice Mayor, Ward #4

Rita Joyner, Councilor, Ward #1

Michael B. Harris, Councilor, Ward #2

Janice B. Denton, Councilor, Ward #5

Brenda S. Pelham, Councilor, Ward #6

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

Dr. Concetta Manker, City Manager

Danielle Smith, City Attorney

Brittani Williams, City Clerk

Bridetta Williams, Deputy Clerk

October 24, 2023

REGULAR MEETING

Closed Meeting- 6:00 PM

Work Session – 7:00 PM

Regular Meeting-7:30pm

6:00 p.m.

Call to order, roll call, and welcome to visitors

### CLOSED MEETING

SUGGESTED MOTION: Move to go into closed meeting pursuant to Va. Code Section § 2.2-3711 (A) (1) to discuss and consider personnel matters, including board and commission appointments; the assignment and performance of specific appointee and employees of City Council, and to the extent such discussion will be aided thereby.

Roll Call

### RECONVENE OPEN MEETING

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

### WORK SESSION

### REGULAR MEETING

7:30 p.m.

Call to order, roll call, and welcome to visitors

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

**SUGGESTED MOTION: To amend/adopt Regular Meeting Agenda Roll Call**

### **CONSENT AGENDA**

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

**C-1 Minutes:**

**C-2 Pending List:**

**C-3 Information for Council Review:** Planning Commission Minutes July 20, 2023, Right of way Vacation Update

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

**C-5 Public Hearing Announcements:**

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

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

**C-8 Routine Grant Approval:**

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

### **INFORMATION/PRESENTATIONS**

1. Downtown Hopewell Updates – Heather Lynn

### **COMMUNICATIONS FROM CITIZENS**

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

### **UNFINISHED BUSINESS**

## **PUBLIC HEARING**

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

## **REGULAR BUSINESS**

**R1**- 519 Jefferson Ave – Chris Ward

**R2** – Revenue Sharing Program Application – Michael Campbell

**R3** - Grant Approval for project SAF– Major Reid

**R4** - Employee Bonus Payment Ordinance – Danielle Smith

**Reports of City Manager:**

**Reports of City Attorney:**

**Reports of City Clerk:**

**Councilors Request**

**Presentations from Boards and Commission**

**Other Council Communications**

**Adjournment**



CLOSED  
MEETING

## RECONVENE OPEN MEETING

# REGULAR MEETING

# CONSENT AGENDA

C-3

**CITY OF HOPEWELL, VIRGINIA  
MEETING OF THE PLANNING COMMISSION  
CITY COUNCIL CHAMBERS, 300 NORTH MAIN STREET  
THURSDAY, JULY 20, 2023  
6:00 p.m.  
MINUTES**

**I. Call to Order**

The meeting was called to order at 6:01 p.m.

**II. Roll Call**

**Members Present:**

Paul Reynolds, Chairman  
Fara Jenkins, Vice-Chairman  
Todd M. Butterworth  
Carlos Roman

**Members Absent:**

Patience Bennett

**Staff Member present:**

Christopher Ward, Director

**III. Determination of Quorum**

A quorum was determined.

**IV. Prayer by designated Commission Member**

Prayer rendered by Commissioner Butterworth.

**V. Administrative Matters**

**1. Withdrawals/Deferrals/Amendments**

Commissioner Butterworth made a motion to amend the agenda and move element one the review of subdivision at 700 S. 15<sup>th</sup> Avenue before approval of meeting minutes. Vice-Chairman Jenkins seconded the motion. The motion was approved 4-0.

## **VI. New Business of the Planning Commission**

### **Subdivision Application #20230630, 700 S. 15<sup>th</sup> Avenue, Delta Citation LLC**

#### **Staff Presentation**

Commercial Zoning District. In this district, a property must contain at least 5,000 square feet and 50 feet of frontage along the public right of way to be subdivided. The existing parcel (#045-0200) has been developed and currently contains two primary structures. Elm Street currently divides this parcel making it non-contiguous.

The applicant proposes to subdivide the parcel (#045-0200) into three Sub-parcels:

- New Sub-Parcel #045-0201: Part of Lot 3 and Lots 4-10, Block 2
- New Sub-Parcel #045-0202: Lots 11-16, Block 2
- New Sub-Parcel #045-0203: Lots 10-32 & Vacated Alley, Block 6

Each new parcel meets the requirements. The subdivision meets the requirements of the Subdivision and Zoning Ordinance. Staff recommends approval of the subdivision request submitted by Delta Citation LLC.

Chairman Reynolds commented that the staff report need to be corrected in the section Identification and Locational Information from 0.964 acres to 2.220 acres 96703 SQ.FT.

Commissioner Butterworth made a motion to recommend to City Council to approve the subdivision since it meets the requirements of the Subdivision and Zoning Ordinance.

Vice-Chairman Jenkins seconded the motion.

**Vote:** 4-0

**Yes:**

Commissioner Butterworth  
Commissioner Roman  
Vice-Chairman Jenkins  
Chairman Reynolds

**No:** None

#### **Applicant Presentation**

Ray Miller with Delta Citation LLC. presented to the Planning Commission the overview of the companies that are signing on to come into the parcels.

## **VII. Administrative Matters (Continued)**

### **2. Review and take action on previous meeting minutes**

Commissioner Butterworth motioned to approve minutes from the January 11, 2023, work session. Commissioner Roman seconded the motion. The motion was approved 4-0.

Commissioner Butterworth motioned to approve minutes from the June 8, 2023, work session. Commissioner Roman seconded the motion. The motion was approved 4-0.

Commissioner Butterworth motioned to approve minutes from the June 8, 2023, regular meeting. Commissioner Roman seconded the motion. The motion was approved 4-0.

## **VIII. Public Hearing**

None

## **IX. Old Business of the Planning Commission**

### **1. Discussion of Comprehensive Plan, Chapter 3 review**

The Chairman asked the Commissioners if they thought the thirteen strategies identified in the Comprehensive Plan are still valid today. Vice Chairman Jenkins noted that the strategies are rather vague but well written and did not have a particular issue with any of them. Chairman Reynolds mentioned that the Berkley Group would be starting the zoning diagnostic in the near future and that they will be reviewing the Comprehensive Plan for technical issues.

Commissioner Butterworth identified the first paragraph on Page 46 as a good paragraph but would re-organize the priorities but agrees with the overall premise. Vice Chairman Jenkins stated that she would like to see tourism added as a priority. Commissioner Roman agreed with the Vice Chairman and also agreed that downtown remained the highest priority for the city. Chairman Reynolds reminded the others that the City's Economic Development Director stated that downtown will never be what it was. Commissioner Butterworth stated that he sees the greater downtown area including the hospital area as the most sustainable area. Chairman Reynolds and Vice Chairman Jenkins disagreed and stated that the Route 36 corridor with its proximity to Fort Gregg Adams as the area requiring the city's primary focus.

Chairman Reynolds moved on to number 2 Future Land Use and asked if anyone had any comments. Commissioner Roman asked if this section truly reflects the future land use for the city. Chairman Reynolds replied that the consultants will be reviewing this section for discrepancies.



Chairman Reynolds introduced the third strategy regarding project selectivity and zoning objectives. Commissioner Roman asked if the city has let possible development opportunities pass by due to poor land banking strategies. Mr. Ward commented that he was not aware of the city ever having a comprehensive land bank strategy. He then proceeded to show the Commissioners the City's online GIS website. Chairman Reynolds summed up the discussion by stating that the City should have a land banking strategy.

Chairman Reynolds moved on to the next item regarding the hospital and its growth plans. He commented that the Comprehensive Plan supports the hospital and growth and the other Commissioners agreed.

Chairman Reynolds introduced the next item as being 'updated land use and zoning regulations' which he noted the consultants will be undertaking.

Chairman Reynolds asked the group if the Commissioners still supported traditional neighborhood development. The Commissioners generally agreed. Vice Chairman Jenkins asked if this could actually be done in Hopewell. Chairman Reynolds replied that this was a good question and that he has not seen it employed in newer neighborhoods. Commissioner Roman agreed and offered his neighborhood as an example.

Chairman Reynolds stated that the next item was entrance corridors. He explained how important they are and how they impact visitors and developers. The other Commissioners agreed about the importance of the entrance corridors.

Chairman Reynolds noted that the next item, development incentives, is being handled by Charles Bennett. The other Commissioners agreed. Vice Chairman Jenkins asked if historic tourism, the riverfront and the marina could be added. The members agreed with the Vice Chairman.

Chairman Reynolds asked Mr. Ward if strategy eight, improving the development process, has occurred. Mr. Ward replied that he disagreed with the Comprehensive Plan's conclusions and believed that our process was relatively easy compared to neighboring jurisdictions. Chairman Reynolds and the others agreed that this section was not appropriately worded and should be revised.

Chairman Reynolds moved on to the next strategy of coordination of economic development entities. He stated that the hiring of Mr. Bennett along with the existence of the EDA and the Hopewell Downtown Partnership were good signs but that he was not sure if they actually coordinated. There was general unease with the wording of this section and Chairman Reynolds suggested that it should be reworked.

Chairman Reynolds noted that the tenth strategy involved establishing a sustainable industrial base. He was unclear on this issue because he believed the text focused on residential locations and redevelopment. Chairman Reynolds suggested that this

strategy be split into a sustainable industrial base and undesirable and unhealthy residential locations.

Chairman Reynolds asked Mr. Ward if HDP's CIP request for wayfinding was funded. Mr. Ward responded that he was unsure but explained that he was working on gathering information on the installation of EV chargers.

Chairman Reynolds introduced number twelve as addressing the imbalance between rental and owner-occupied housing. He stated that this was a rather controversial issue and questioned whether the Comp Plan or even the Commissioners should take a position on this issue. Commissioner Butterworth asked if the ratio was fifty-fifty. Mr. Ward responded that it was close. Commissioner Roman stated that other issues such as neighborhood cleanups were a more important focus.

Chairmen Reynolds noted that item thirteen involved traditional neighborhood development and that was already discussed earlier in the meeting. He stated that he will summarize his notes and return them to the Commissioners.

#### **VIII. New Business of the Planning Commission (Continued)**

##### **1. Comments from the Chairman regarding required Planning Commissioner training**

Chairman Reynolds reminded all the members that per the By-Laws that they must attend the Virginia Certified Planning Commissioners Training program within one year of appointment to the Commission. An extension of six months can be granted if circumstances for not attending the class were not caused by the Commissioner, and if the Commissioner undertakes alternative training, to include the webinar and/or video recording of the Certified Planning Commission Training course approved by the Director of Development. Failure to attend the training after 18 months shall result in automatic termination from the Commission which would be recommended to City Council by the Planning Commission.

Mr. Ward presented to the commissioners that Darla Odom, who is with the Berkley Group will come during a work session to provide some additional training for all. That will be coming within the next few months.

#### **IX. Old Business of the Wetlands Board**

None

#### **X. New Business of the Wetlands Board**

None

## **XI. Reports from Planning Commission Members & Staff**

Mr. Ward gave the following staff report:

1. Mr. Ward informed the commissioners that he would be sending out information to them about the Supreme Court came down with at ruling on how Wetlands are defined.
2. Staff will be bringing to the next work session a rezoning and PUD overlay application that, if approved, would create 173 townhomes and 48 multifamily units within the City.


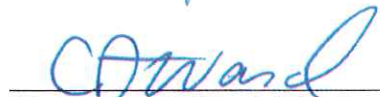
### **Upcoming Meeting Dates:**

1. City Council: next meeting August 8, 2023
2. Board of Zoning Appeals: TBD
3. Architectural Review Board: next meeting August 1, 2023
4. Downtown Design Review Committee's next meeting: August 2, 2023

## **XII. Adjournment**

Commissioner Butterworth made a motion to adjourn the meeting. Vice-Chairman Jenkins seconded the motion. The motion was approved 4-0. The meeting was adjourned at 7:38 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Paul Reynolds, Chairman  
\_\_\_\_\_  
Christopher J. Ward, Director



## CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**      **Approval of Updates to the City's Right-of-Way Vacation Policy**

**ISSUE:** The proposed updates to the City's ROW Vacation policy will bring the policy into compliance with state code and add clarity to the process.

**RECOMMENDATION:** The City Administration recommends approving the proposed updates.

**TIMING:** City Council action is requested on October 24, 2023.

**BACKGROUND:** The Development Department seeks to update the City's ROW Vacation policy to bring it into compliance with state code and reduce confusion about the process for citizens.

**ENCLOSED DOCUMENTS:** Red-lined ROW Vacation Policy, presentation

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

### FOR IN MEETING USE ONLY

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

**SUMMARY:**

Y   N

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

Y   N

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

---

**Roll Call**

---

**SUMMARY:**

- | Y                        | N                        |                                   |
|--------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Rita Joyner, Ward #1    |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3     |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4  |

- | Y                        | N                        |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5         |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6         |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Dominic Holloway, Sr., Ward #7 |

# City Council Policy

---

**SUBJECT:** Right-of-Way Vacation

---

Policy No: CC-3

Effective Date: October XX, 2023

Agenda Item # & Date: UB-3 (3/25/03)

Approved by City Council: *Adopted in accordance with  
action of City Council  
on March 25, 1997*

Amended by City Council: October XX, 2023

Administering Dept: Department of Development

---

## I. POLICIES:

- A. Adjoining property owners may petition the City to vacate any public right-of-way for a street or alley in accordance with Virginia Code § 15.2-2006.
- B. Generally, rights-of-way are owned "in fee simple" by the City, and when vacated, can be acquired by the adjoining property owners. However, there are some cases wherein the City does not own a right-of-way "in fee simple," but merely has the right to use the property. In these cases, the City vacates its right to use the property and ownership reverts to the original owner of the property, not to the adjoining property owners.
- C. When the City vacates right-of-way, it is typically divided between the adjoining property owners. Applicants may make private arrangements to purchase portions of vacated right-of-way to which the adjoining property owners are entitled.
- D. Vacation of right-of-way will not be recommended for approval if any of the following would be created as a result of the vacation:
  - 1. A dead-end that lacks sufficient room for a vehicle to turn around.
  - 2. Public property which is isolated and not connected to a public right-of-way.
  - 3. A parcel of property without direct, authorized, and legal access to an established public street right-of-way.
  - 4. A jog or unevenness within the consistency of a right-of-way line or boundary pattern.
  - 5. A break or disconnect in the entire or full-length stretch of right-of-way and creates a scenario where any possible future use of the remaining right-of-way is taken away.
- E. All expenses involved in the vacation process shall be borne by the petitioner and receiving property owners in accordance with Virginia Code § 15.2-2006.

- F. It is the policy of the City Council not to require vacated land to be purchased by adjoining property owners when the vacated right-of-way is twenty feet or less in width.
- G. It is the policy of City Council that whenever a right-of-way over twenty feet is vacated and the amount of vacated land going to a single adjoining property owner is of an area equal to or exceeding the minimum area necessary to site a building in that zoning district, then the City will sell the land to that adjoining property owner for an amount equal to one-half of the assessed value of a building site of comparable area.

## II. PROCEDURES:

- A. Filing of Petition – The petitioners shall file a petition for vacation with the Department of Planning & Development consisting of the following:
  - 1. Petition form with signatures from all adjoining property owners. The Department of Planning & Development, at its discretion, may also require written consent of those who use the area to be vacated for a primary/necessary ingress or egress.
  - 2. A \$100 non-refundable application processing fee, payable to the City of Hopewell. The petitioners must agree to meet all expenses involved in the vacation process.
  - 3. Sketch or illustration of right-of-way to be vacated.
  - 4. One (1) copy of a title search or opinion from an attorney or title examiner determining ownership of the right-of-way.
- B. Staff Review – Upon receipt, the Department of Planning & Development will transmit the application for review by City agencies. Considerations by City agencies may include, but are not limited to:
  - 1. Current and potential future use of subject area
  - 2. Easements for utilities to be reserved/retained
  - 3. Utility relocation (at applicant's expense) when an easement will not suffice
  - 4. Emergency service and use of area
  - 5. Refuse collection service and use of the area
  - 6. Impact to pedestrian or vehicular traffic
- C. Advertisement – Notice of the request to petition City Council for the vacation of a right-of-way must be published as a legal ad in a newspaper of general circulation at least twice, with at least six days elapsing between the first and second publication. The notice shall specify the time and place of hearing, at which time persons affected may appear and present their views. This cost will be billed to the petitioners.
- D. Public Hearing – The City Council shall conduct a public hearing at which persons affected may appear and be heard. City Council may vote to approve, approve with conditions as permitted under Virginia Code § 15.2-2006 and § 15.2-2008, defer for additional review, or deny the ordinance of vacation.
- E. Post-Approval – Upon approval by City Council, the petitioner(s) shall have 90 days to submit:

1. The deed of vacation reflecting that the vacated land is assimilated into, and become a part of, the abutting properties.
2. Administrative resubdivision application necessary to accomplish the assimilation of land into the abutting properties. This includes a licensed professional land surveyor's plat showing the exact extent and dimensions of the vacation, names, parcel numbers and deed references of adjoining properties, metes and bounds based on City-approved datum, area of proposed closure, and a minimum of two NAD 83 State Plane coordinates. The City reserves the right to request a digital copy of the plat.
3. Payment of public notification advertising fees.
4. When required as a condition of approval, agreement to purchase the vacated property in accordance with Virginia Code § 15.2-2008 and approved as to form and legality by the City Attorney.

F. At the end of the 90 day period, or earlier:

1. If all deeds have been received and approved, Council then may adopt on second and final reading the vacating ordinance. If adopted, the deeds will be returned to the respective property owners, for filing with the Clerk of the Circuit Court. No property is transferred until the deeds have been filed.
2. If one or more deeds are not received within the specified 90 day time limit, Council will be requested to defeat the vacating ordinance on second and final reading. If the ordinance is defeated, all deeds shall be returned to the appropriate parties and the petition terminated.

G. Recordation – A certified copy of the ordinance of vacation shall be recorded as deeds are recorded and indexed in the name of the locality within six (6) months of final Council approval. A conditional vacation shall not be recorded until the condition has been met.

H. If the ordinance has expired without the deed(s) being filed, the petitioner must contact the City Manager's Office to have the issue placed on the agenda of the next available Council meeting. Prior to Council consideration, the petitioning citizen(s) must submit to, and have approved by, the City Attorney all deeds of vacation. The petitioner must appear at the meeting to request that Council reaffirm its earlier action. The City Manager will include in the Council packet the original report on the requested vacation with no additional staff work or research.

At the request of the petitioner, Council may pass an ordinance on first reading to reaffirm its earlier ordinance governing the street or alley vacation, and establishing a 90 day period for the signing and filing of the deed(s) after the reaffirming ordinance has been adopted on second and final reading.

For additional assistance, please contact the Department of Planning & Development.

Policies and procedures adopted in accordance with action of Council on March 25, 1997, amended March 25, 2003, September 22, 2003, and October XX, 2023.

NOTE: Supersedes Administrative Policy H-4 approved by City Council September 14, 1982.



# City Council Policy

---

**SUBJECT:** Right-of-Way Vacation

---

Policy No: CC-3  
2023

Effective Date: September 14, 1982~~October XX,~~

Agenda Item # & Date: UB-3 (3/25/03)

Approved by City Council: Adopted in accordance with  
action of City Council  
on March 25, 1997

Amended by City Council: September 22, 2003~~October  
XX, 2023~~

Administering Dept: Department of Development

---

## I. POLICIES:

- A. Adjoining property owners may petition the City to vacate any public right-of-way for a street or alley. ~~By State law, the general rule is that when a City vacates a right-of-way, it is divided between the adjoining property owners. This division rule does not apply when a right-of-way is on the edge of a subdivision, in accordance with Virginia Code § 15.2-2006.~~
- B. Generally, rights-of-way are owned "in fee simple" by the City, and when vacated, can be acquired by the adjoining property owners. However, there are some cases wherein the City does not own a right-of-way "in fee simple," but merely has the right to use the property. In these cases, the City vacates its right to use the property and ownership reverts to the original owner of the property, not to the adjoining property owners.
- C. ~~As a matter of policy, any vacation~~When the City vacates right-of-way, it is typically divided between the adjoining property owners. Applicants may make private arrangements to purchase portions of a vacated right-of-way must not to which the adjoining property owners are entitled.
- D. Vacation of right-of-way will not be recommended for approval if any of the following would be created as a result in aof the vacation:
  - 1. ~~A dead-end situation which that~~ lacks sufficient room for a vehicle to turn around or in public.
  - 4.2. Public property which is isolated and not connected to a public right-of-way.
  - 3. A parcel of property without direct, authorized, and legal access to an established public street right-of-way.
  - 4. A jog or unevenness within the consistency of a right-of-way line or boundary pattern.
  - 5. A break or disconnect in the entire or full-length stretch of right-of-way and creates a scenario where any possible future use of the remaining right-of-way is taken away.

~~G.E.~~ All expenses involved in the vacation process shall be borne by the petitioner and receiving property owners in accordance with Virginia Code § 15.2-2006.

~~D.F.~~ It is the policy of the City Council not to seek to sell require vacated land to be purchased by adjoining property owners in when the vacation of an alley or the vacation of avacated right-of-way is twenty feet or less in width. ~~That is, Council generally does not require that the receiving property owners purchase such rights of way.~~

Page 1 of 4

City Council Policy No. CC-3

~~E.G.~~ It is the policy of City Council that whenever a right-of-way over twenty feet is vacated and the amount of vacated land going to a single adjoining property owner is of an area equal to or exceeding the minimum area necessary to site a building in that zoning district, then the City will sell the land to that adjoining property owner for an amount equal to one-half of the assessed value of a building site of comparable area.

~~F.~~ It is the policy of City Council that if the ordinance has expired without the deed(s) being filed, the petitioning citizen must contact the City Manager's Office, to have the issue placed on the agenda of the next available Council meeting. ~~Prior to Council consideration, the petitioning citizen(s) must submit to, and have approved by, the City Attorney all deeds of vacation. The citizen must appear at the meeting, to request that Council reaffirm its earlier action. The City Manager will include in the Council packet the original report on the requested vacation, with no additional staff work or research.~~

~~At the request of the citizen, Council may pass an ordinance on first reading to reaffirm its earlier ordinance governing the street or alley vacation, and establishing a 30 day period for the signing and filing of the deed(s) after the reaffirming ordinance has been adopted on second and final reading.~~

## II. PROCEDURES:

~~Anyone wishing to vacate a right-of-way is encouraged to discuss the policies and procedures with representatives of the Department of Development or City Attorney prior to initiating the process.~~

A. Filing of Petition – The attached petitioners shall file a petition must be filed for vacation with the Department of Planning & Development consisting of the following:

1. Petition form with the Department of Development. All signatures from all adjoining property owners must sign the petition. There must be. The Department of Planning & Development, at its discretion, may also require written consent of those who use the area to be vacated for a primary/necessary ingress or egress.
2. A \$100.00 deposit for each property owner. non-refundable application processing fee, payable to the City of Hopewell. The petitioners must agree to meet all expenses involved in the vacation process. Contact:
3. Sketch or illustration of right-of-way to be vacated.
4. One (1) copy of a title search or opinion from an attorney or title examiner determining ownership of the right-of-way.

A.B. Staff Review – Upon receipt, the Department of Planning & Development, will transmit the application for review by City agencies. Considerations by City agencies may include, but are not limited to:

1. Current and potential future use of subject area
2. Easements for utilities to be reserved/retained
3. Utility relocation (at applicant's expense) when an easement will not suffice
4. Emergency service and use of area
5. Refuse collection service and use of the area
6. Impact to pedestrian or vehicular traffic

B.C. Advertisement – Notice of the request to petition City Council for the vacation of a right-of-way must be published as a legal ad in the Hopewell Newsa newspaper of general circulation at least twice, with at least six days elapsing between the first and second publication. The notice shall specify the time and place of hearing by the Hopewell Planning Commission, at which time persons affected may appear and present their views. -Contact: Department of DevelopmentThis cost will be billed to the petitioners.

Page 2 of 4

Public Hearing – The City Council Policy No. \_\_\_\_ CC-3

C. ~~\_\_\_\_\_~~ The Planning Commission will receive a staff report on the request, holdshall conduct a public hearing, at which persons affected may appear and make its recommendation to be heard.City Council. -Contact: Department of Development.

D. Council receives the Planning Commission's recommendation. Council may pass on first reading an may vote to approve, approve with conditions as permitted under Virginia Code § 15.2-2006 and § 15.2-2008, defer for additional review, or deny the ordinance of vacation, with or without conditions. -Contact: Department of Development.

~~The property owners~~

E. Post-Approval – Upon approval by City Council, the petitioner(s) shall have 90 days to submit to the City Attorney for approval all deeds of:

E. ~~\_\_\_\_\_~~ The deed of vacation. When an individual deed is approved, the respective \$100.00 deposit shall be refunded. -Contact: City Attorney.

1. Deeds of vacation must reflect reflecting that the vacated parcels areland is assimilated into, and become a part of, the abutting properties. -The property owners are responsible for effecting any

4.2. Administrative resubdivision processapplication necessary to accomplish this the assimilation of land into the abutting properties. This includes a licensed professional land surveyor's plat showing the exact extent and dimensions of the vacation, names, parcel numbers and deed references of adjoining properties, metes and bounds based on City-approved datum, area of proposed closure, and a minimum of two NAD 83 State Plane coordinates. The City reserves the right to request a digital copy of the plat.

3. Payment of public notification advertising fees.

4. When required as a condition of approval, agreement to purchase the vacated property in accordance with Virginia Code § 15.2-2008 and approved as to form and legality by the City Attorney.

F. At the end of the 90 day period, or earlier, ~~the City Attorney shall report to Council;~~

1. If all deeds have been received and approved, Council then may adopt on second and final reading the vacating ordinance. If adopted, the deeds will be returned to the respective property owners, for filing with the Clerk of the Circuit Court. No property is transferred until the deeds have been filed. ~~Contact: City Attorney.~~
2. If one or more deeds are not received within the specified 90 day time limit, Council will be requested to defeat the vacating ordinance on second and final reading. If the ordinance is defeated, all deeds shall be returned to the appropriate parties and the petition terminated.

G. Recordation – A certified copy of the ordinance of vacation shall be recorded as deeds are recorded and indexed in the name of the locality within six (6) months of final Council approval. A conditional vacation shall not be recorded until the condition has been met.

3. ~~\_\_\_\_\_ If the ordinance has expired without the deed(s) being filed, the petitioning citizen petitioner must contact the City Manager's Office to have the issue placed on the agenda of the next available Council meeting. Prior to Council consideration, the petitioning citizen(s) must submit to, and have approved by, the City Attorney all deeds of vacation. For property owners who have not had a deed submitted and approved, the respective \$100.00 deposit shall be forfeited to the City. Contact: City Attorney.~~

H. The citizenpetitioner must appear at the meeting to request that Council reaffirm its earlier action. The City Manager will include in the Council packet the original report on the requested vacation with no additional staff work or research.

At the request of the citizenpetitioner, Council may pass an ordinance on first reading to reaffirm its earlier ordinance governing the street or alley vacation, and establishing a 90 day period for the signing and filing of the deed(s) after the reaffirming ordinance has been adopted on second and final reading.

For additional assistance, please contact the Department of Planning & Development ~~or the City Attorney.~~

Policies and procedures adopted in accordance with action of Council on March 25, 1997, amended March 25, 2003 ~~and~~ September 22, 2003, and October XX, 2023.

NOTE: Supersedes Administrative Policy H-4 approved by City Council September 14, 1982.

City Council Policy No. CC-3

APPLICATION FOR STREET/ALLEY VACATION

I (We) \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_  
(Names) (Mailing Address)

petition the City of Hopewell to vacate the undeveloped right of way situated at: \_\_\_\_\_

There has \_\_\_\_\_ has not \_\_\_\_\_ been previously a petition to vacate this right of way.

Attached is a drawing of the right of way to be vacated.

There is/are \_\_\_\_\_ property owner(s) adjoining this right of way. Attached is/are the signature(s) of the adjoining property owner(s) and a \$100.00 deposit per property owner. non-refundable application processing fee.

I (We) agree to pay for two public notice advertisements in the Hopewell News as well as all other costs incurred by me/us associated with this application, regardless of Council's final decision regarding the petition.

I (We) have received Council's Policy concerning right of way vacations.

\_\_\_\_\_  
\_\_\_\_\_  
(Signature of Petitioner) (Telephone Number)

\_\_\_\_\_  
\_\_\_\_\_  
(Signature of Petitioner) (Date)



**RIGHT-OF-WAY VACATION APPLICATION**  
**City of Hopewell**  
**Department of Planning & Development**  
300 N Main St., Hopewell, VA 23860  
(804) 541-2220 Fax (804) 541-2318

**Petitioner Information (Attach Separately for Multiple Applicants):**

Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Proposed Vacation or Abandonment:**

1. Location: \_\_\_\_\_
2. Parcels to benefit from the proposed vacation: \_\_\_\_\_
3. Number of properties adjoining the right-of-way: \_\_\_\_\_
4. Has a petition to vacate this right-of-way previously been considered? ☐ Yes ☐ No

**Required attachments:**

- ☐ Drawing of the right-of-way to be vacated.
- ☐ \$100 non-refundable application fee per adjoining property/applicant.
- ☐ Title search or opinion from an attorney or title examiner determining ownership of the right-of-way.

**Disclosures:**

- ☐ I (We) have received Council's Policy concerning right-of-way vacations.
- ☐ I (We) agree to pay for public notice advertisements as well as all other costs incurred by me/us associated with this application, regardless of Council's final decision regarding the petition.
- ☐ I (We) understand that, if approved, I (We) will be responsible for submitting a deed of vacation and administrative subdivision application that complies with all City requirements and conditions and recording said documents with the Hopewell Circuit Court Clerk's Office.

**Petition Signature (Attach Separately for Multiple Applicants):**

*I (We) hereby petition the City of Hopewell to vacate the undeveloped right-of-way referenced in this application.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

**CITY OF HOPEWELL, VIRGINIA  
MEETING OF THE PLANNING COMMISSION  
CITY COUNCIL CHAMBERS, 300 NORTH MAIN STREET  
THURSDAY, JULY 20, 2023  
6:00 p.m.  
MINUTES**

**I. Call to Order**

The meeting was called to order at 6:01 p.m.

**II. Roll Call**

**Members Present:**

Paul Reynolds, Chairman  
Fara Jenkins, Vice-Chairman  
Todd M. Butterworth  
Carlos Roman

**Members Absent:**

Patience Bennett

**Staff Member present:**

Christopher Ward, Director

**III. Determination of Quorum**

A quorum was determined.

**IV. Prayer by designated Commission Member**

Prayer rendered by Commissioner Butterworth.

**V. Administrative Matters**

**1. Withdrawals/Deferrals/Amendments**

Commissioner Butterworth made a motion to amend the agenda and move element one the review of subdivision at 700 S. 15<sup>th</sup> Avenue before approval of meeting minutes. Vice-Chairman Jenkins seconded the motion. The motion was approved 4-0.

## **VI. New Business of the Planning Commission**

### **Subdivision Application #20230630, 700 S. 15<sup>th</sup> Avenue, Delta Citation LLC**

#### **Staff Presentation**

Commercial Zoning District. In this district, a property must contain at least 5,000 square feet and 50 feet of frontage along the public right of way to be subdivided. The existing parcel (#045-0200) has been developed and currently contains two primary structures. Elm Street currently divides this parcel making it non-contiguous.

The applicant proposes to subdivide the parcel (#045-0200) into three Sub-parcels:

- New Sub-Parcel #045-0201: Part of Lot 3 and Lots 4-10, Block 2
- New Sub-Parcel #045-0202: Lots 11-16, Block 2
- New Sub-Parcel #045-0203: Lots 10-32 & Vacated Alley, Block 6

Each new parcel meets the requirements. The subdivision meets the requirements of the Subdivision and Zoning Ordinance. Staff recommends approval of the subdivision request submitted by Delta Citation LLC.

Chairman Reynolds commented that the staff report need to be corrected in the section Identification and Locational Information from 0.964 acres to 2.220 acres 96703 SQ.FT.

Commissioner Butterworth made a motion to recommend to City Council to approve the subdivision since it meets the requirements of the Subdivision and Zoning Ordinance.

Vice-Chairman Jenkins seconded the motion.

**Vote:** 4-0

**Yes:**

Commissioner Butterworth  
Commissioner Roman  
Vice-Chairman Jenkins  
Chairman Reynolds

**No:** None

#### **Applicant Presentation**

Ray Miller with Delta Citation LLC. presented to the Planning Commission the overview of the companies that are signing on to come into the parcels.



## **VII. Administrative Matters (Continued)**

### **2. Review and take action on previous meeting minutes**

Commissioner Butterworth motioned to approve minutes from the January 11, 2023, work session. Commissioner Roman seconded the motion. The motion was approved 4-0.

Commissioner Butterworth motioned to approve minutes from the June 8, 2023, work session. Commissioner Roman seconded the motion. The motion was approved 4-0.

Commissioner Butterworth motioned to approve minutes from the June 8, 2023, regular meeting. Commissioner Roman seconded the motion. The motion was approved 4-0.

## **VIII. Public Hearing**

None

## **IX. Old Business of the Planning Commission**

### **1. Discussion of Comprehensive Plan, Chapter 3 review**

The Chairman asked the Commissioners if they thought the thirteen strategies identified in the Comprehensive Plan are still valid today. Vice Chairman Jenkins noted that the strategies are rather vague but well written and did not have a particular issue with any of them. Chairman Reynolds mentioned that the Berkley Group would be starting the zoning diagnostic in the near future and that they will be reviewing the Comprehensive Plan for technical issues.

Commissioner Butterworth identified the first paragraph on Page 46 as a good paragraph but would re-organize the priorities but agrees with the overall premise. Vice Chairman Jenkins stated that she would like to see tourism added as a priority. Commissioner Roman agreed with the Vice Chairman and also agreed that downtown remained the highest priority for the city. Chairman Reynolds reminded the others that the City's Economic Development Director stated that downtown will never be what it was. Commissioner Butterworth stated that he sees the greater downtown area including the hospital area as the most sustainable area. Chairman Reynolds and Vice Chairman Jenkins disagreed and stated that the Route 36 corridor with its proximity to Fort Gregg Adams as the area requiring the city's primary focus.

Chairman Reynolds moved on to number 2 Future Land Use and asked if anyone had any comments. Commissioner Roman asked if this section truly reflects the future land use for the city. Chairman Reynolds replied that the consultants will be reviewing this section for discrepancies.

Chairman Reynolds introduced the third strategy regarding project selectivity and zoning objectives. Commissioner Roman asked if the city has let possible development opportunities pass by due to poor land banking strategies. Mr. Ward commented that he was not aware of the city ever having a comprehensive land bank strategy. He then proceeded to show the Commissioners the City's online GIS website. Chairman Reynolds summed up the discussion by stating that the City should have a land banking strategy.

Chairman Reynolds moved on to the next item regarding the hospital and its growth plans. He commented that the Comprehensive Plan supports the hospital and growth and the other Commissioners agreed.

Chairman Reynolds introduced the next item as being 'updated land use and zoning regulations' which he noted the consultants will be undertaking.

Chairman Reynolds asked the group if the Commissioners still supported traditional neighborhood development. The Commissioners generally agreed. Vice Chairman Jenkins asked if this could actually be done in Hopewell. Chairman Reynolds replied that this was a good question and that he has not seen it employed in newer neighborhoods. Commissioner Roman agreed and offered his neighborhood as an example.

Chairman Reynolds stated that the next item was entrance corridors. He explained how important they are and how they impact visitors and developers. The other Commissioners agreed about the importance of the entrance corridors.

Chairman Reynolds noted that the next item, development incentives, is being handled by Charles Bennett. The other Commissioners agreed. Vice Chairman Jenkins asked if historic tourism, the riverfront and the marina could be added. The members agreed with the Vice Chairman.

Chairman Reynolds asked Mr. Ward if strategy eight, improving the development process, has occurred. Mr. Ward replied that he disagreed with the Comprehensive Plan's conclusions and believed that our process was relatively easy compared to neighboring jurisdictions. Chairman Reynolds and the others agreed that this section was not appropriately worded and should be revised.

Chairman Reynolds moved on to the next strategy of coordination of economic development entities. He stated that the hiring of Mr. Bennett along with the existence of the EDA and the Hopewell Downtown Partnership were good signs but that he was not sure if they actually coordinated. There was general unease with the wording of this section and Chairman Reynolds suggested that it should be reworked.

Chairman Reynolds noted that the tenth strategy involved establishing a sustainable industrial base. He was unclear on this issue because he believed the text focused on residential locations and redevelopment. Chairman Reynolds suggested that this

strategy be split into a sustainable industrial base and undesirable and unhealthy residential locations.

Chairman Reynolds asked Mr. Ward if HDP's CIP request for wayfinding was funded. Mr. Ward responded that he was unsure but explained that he was working on gathering information on the installation of EV chargers.

Chairman Reynolds introduced number twelve as addressing the imbalance between rental and owner-occupied housing. He stated that this was a rather controversial issue and questioned whether the Comp Plan or even the Commissioners should take a position on this issue. Commissioner Butterworth asked if the ratio was fifty-fifty. Mr. Ward responded that it was close. Commissioner Roman stated that other issues such as neighborhood cleanups were a more important focus.

Chairmen Reynolds noted that item thirteen involved traditional neighborhood development and that was already discussed earlier in the meeting. He stated that he will summarize his notes and return them to the Commissioners.

#### **VIII. New Business of the Planning Commission (Continued)**

##### **1. Comments from the Chairman regarding required Planning Commissioner training**

Chairman Reynolds reminded all the members that per the By-Laws that they must attend the Virginia Certified Planning Commissioners Training program within one year of appointment to the Commission. An extension of six months can be granted if circumstances for not attending the class were not caused by the Commissioner, and if the Commissioner undertakes alternative training, to include the webinar and/or video recording of the Certified Planning Commission Training course approved by the Director of Development. Failure to attend the training after 18 months shall result in automatic termination from the Commission which would be recommended to City Council by the Planning Commission.

Mr. Ward presented to the commissioners that Darla Odom, who is with the Berkley Group will come during a work session to provide some additional training for all. That will be coming within the next few months.

#### **IX. Old Business of the Wetlands Board**

None

#### **X. New Business of the Wetlands Board**

None

## **XI. Reports from Planning Commission Members & Staff**

Mr. Ward gave the following staff report:

1. Mr. Ward informed the commissioners that he would be sending out information to them about the Supreme Court came down with at ruling on how Wetlands are defined.
2. Staff will be bringing to the next work session a rezoning and PUD overlay application that, if approved, would create 173 townhomes and 48 multifamily units within the City.


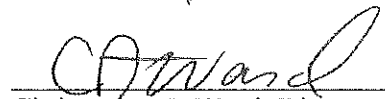
### **Upcoming Meeting Dates:**

1. City Council: next meeting August 8, 2023
2. Board of Zoning Appeals: TBD
3. Architectural Review Board: next meeting August 1, 2023
4. Downtown Design Review Committee's next meeting: August 2, 2023

## **XII. Adjournment**

Commissioner Butterworth made a motion to adjourn the meeting. Vice-Chairman Jenkins seconded the motion. The motion was approved 4-0. The meeting was adjourned at 7:38 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Paul Reynolds, Chairman  
\_\_\_\_\_  
Christopher J. Ward, Director

# INFORMATION/PRESENTATION





# Downtown Hopewell

## Where Friends & Rivers Meet

- 23,000 pop
- 1 sq miles (out of 12)
- 50% to 17% vacancy
- 288 housing units
- 100 businesses
- Historic District
- EZ/OZ/HTC/HUD
- Industry/Healthcare
- Waterfront





We are locals supporting local; a grassroots 501(c)3 nonprofit organization that is Accredited with the National Main Street Center.

Our mission is “to build a healthy, vibrant, and more prosperous central downtown district for the Hopewell community.”



Our vision is a fully revitalized downtown with minimal vacancies; accessible, high quality public spaces; great restaurants; modern attractions and shops and storefronts that represent our community equitably - in style and ownership.

A place where young people are proud to stay, families want to live and businesses desire to locate.



## What Are the Four Points?



# Downtown Vitality

## 2023 Major Grant Announcements

HDP garnered two of 45 recent state awards for Downtown Hopewell:

"Made in Hopewell: Leveraging Our Manufacturing Legacy" will connect us with local small-batch producers so that we can support them with micro-business grants, a Local Branding Initiative, and a curated



# 2023 State Grant Announcements

"Street Foodies Foundation:  
Urban Social Enterprise  
Mobile Market" our partners  
at RVA Street Foodies will  
equip young adults in  
Hopewell with food carts and  
mentorship so that they can  
start and operate their own  
mobile business.

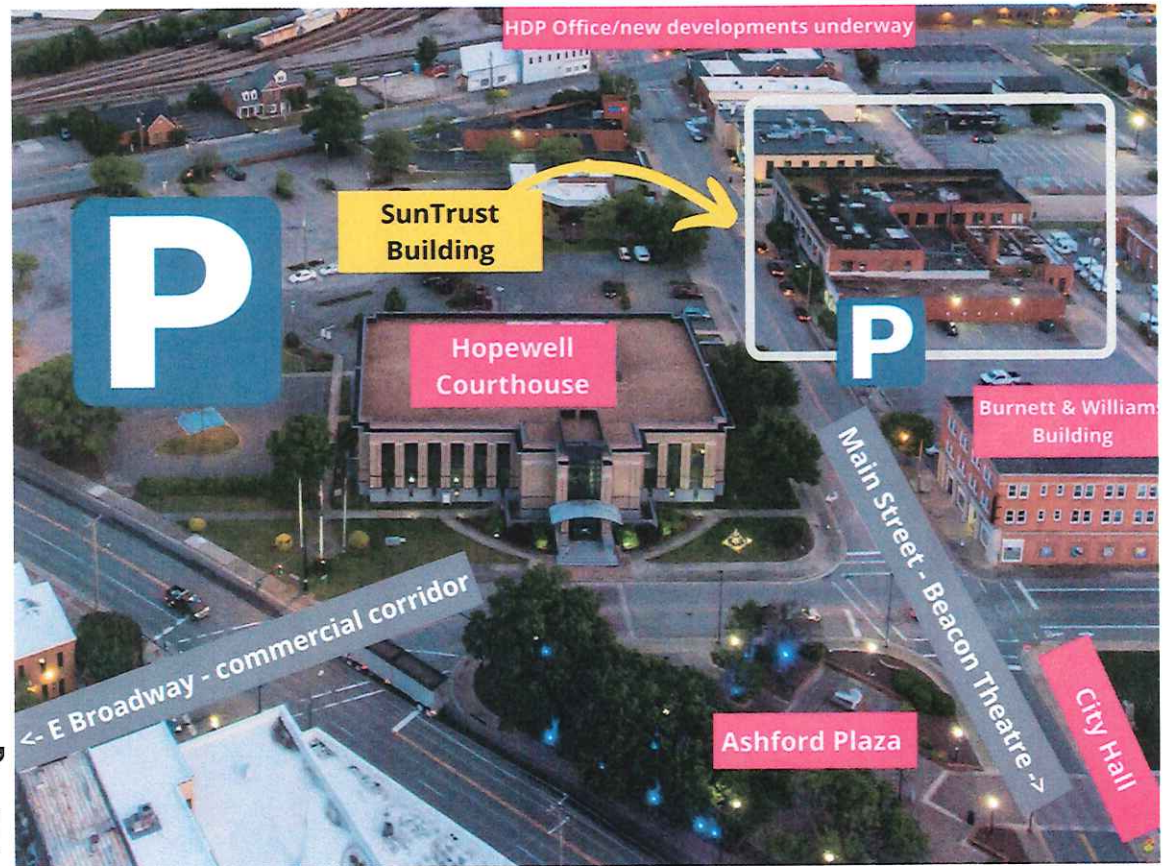




# 2023 State Grant Announcements

“Boutique Lodging Study” we acquired funding to hire a consultant to conduct a Boutique Lodging study for the old SunTrust hotel.

This will include - Operations and programming, proformas, construction budget, potential developers



# Downtown Promotions





*Authentic Americana by river & road*

curated road trip formed to support and highlight local restaurants, retail shops, and attractions and to create a unique experience for day trippers and overnight tourists.

Get your passport. Follow along @5andDimeVA

[About](#)

[Map](#)

[Where to Eat & Drink](#)

[Where to Shop](#)

[Things to Do](#)

[Contact Us](#)

**Authentic Americana  
by river & road**







Celebrate the final day of the 2023 Hopewell Farmers Market season with us on Library St on Thursday, October 26th. This special "Harvest Market" will run from 5-8pm and feature:

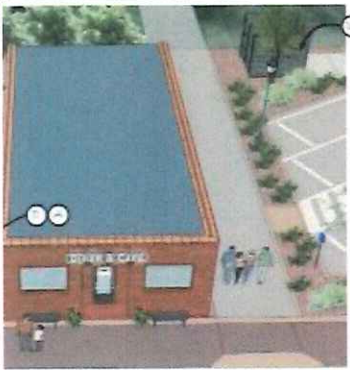
- A Pumpkin Patch by Kidz with Goals Unlimited
- A Dog Costume Contest by Downtown Pups
- A special appearance by the Hopewell Fire Department
- A Business-to-Business Sidewalk Crawl with
- An apple-themed "Bake-Off" contest
- Kids POP Club Activities



# Downtown Design

# Facades, Facades, Facades

EMENT + PERGOLA OPTION



SEE SHEET A1 FOR KEYNOTES  
SEE SHEET A2 FOR COLOR & MATERIAL CHART



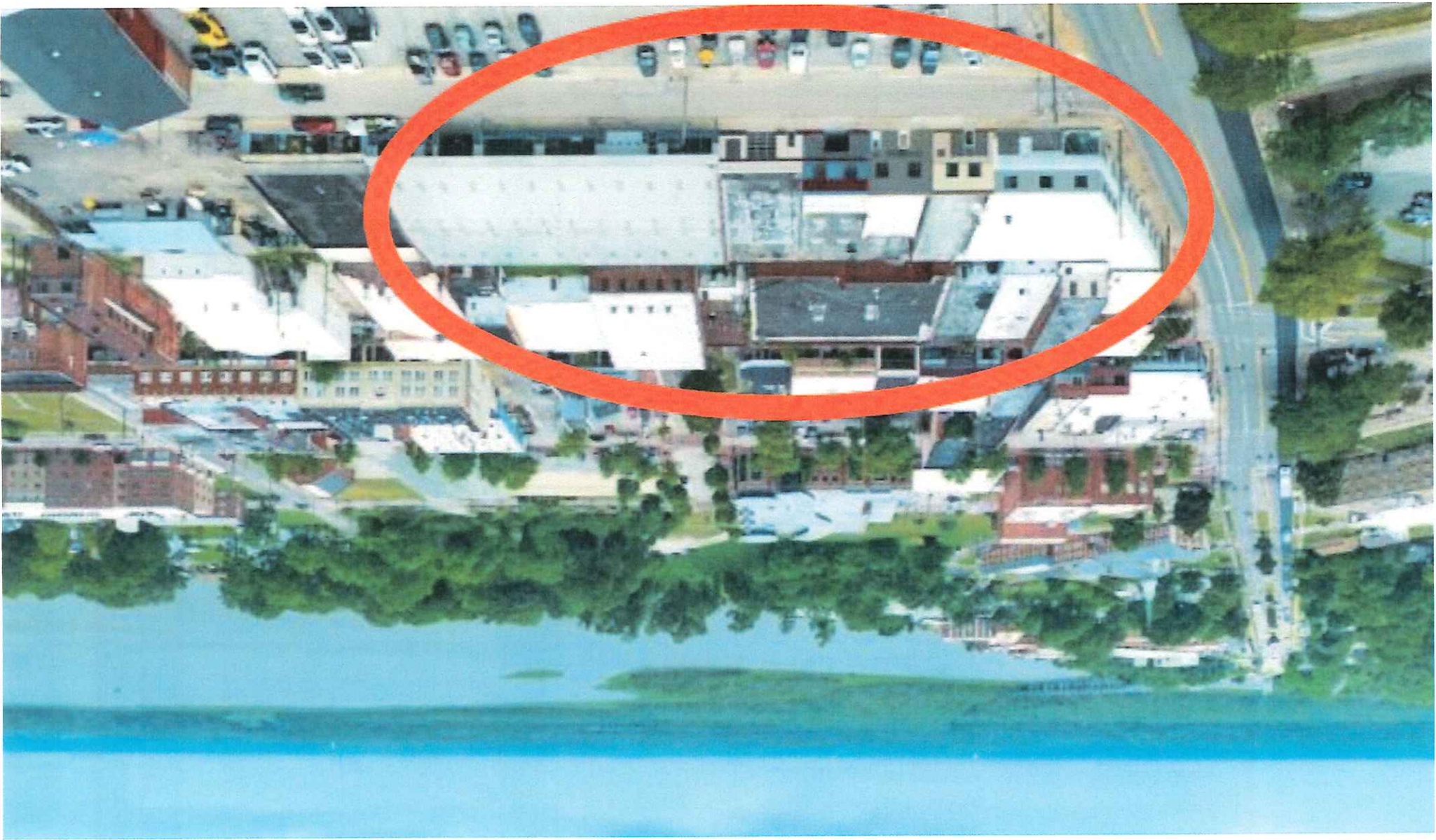
AERIAL VIEW WITHOUT ROOF



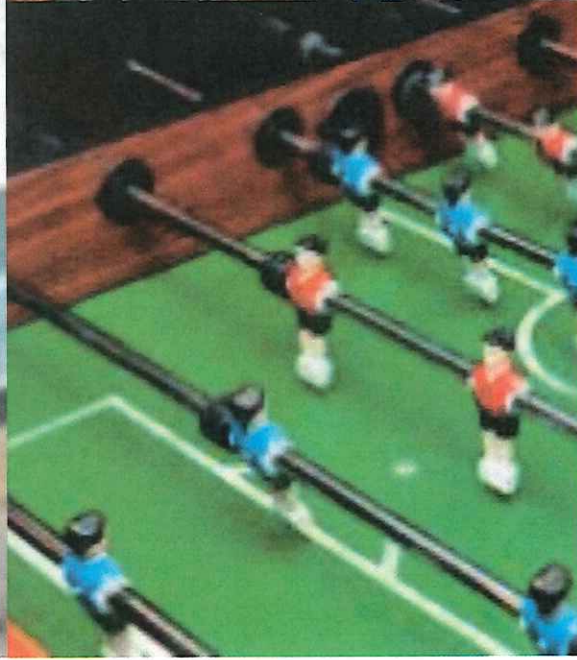
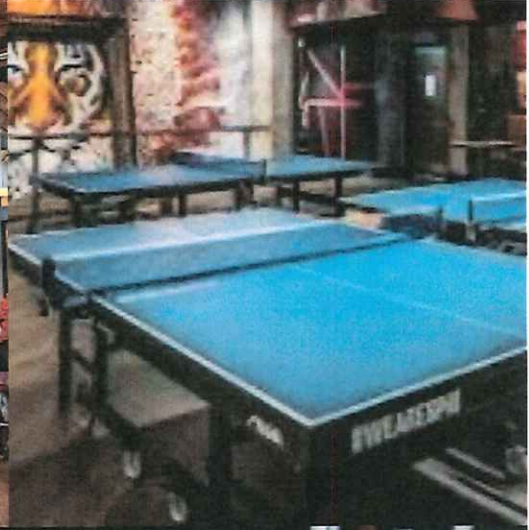
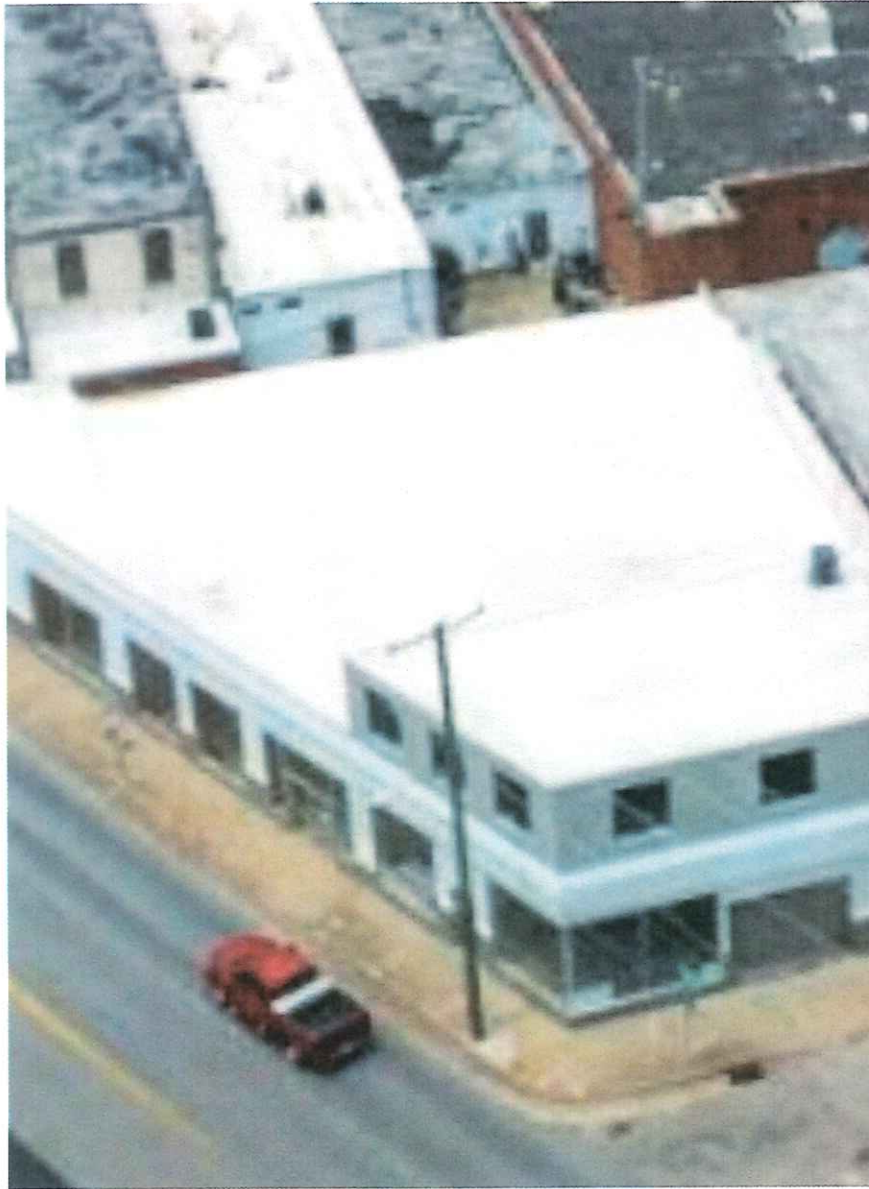
ATO



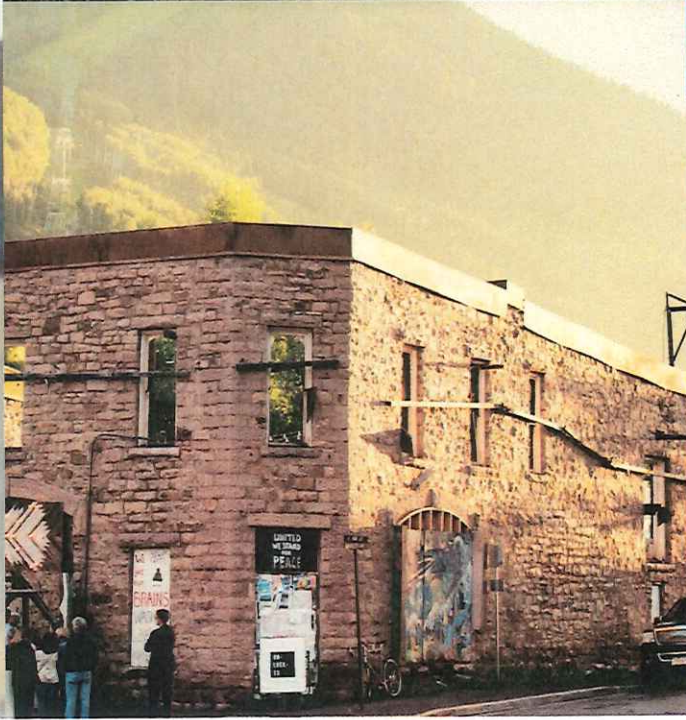








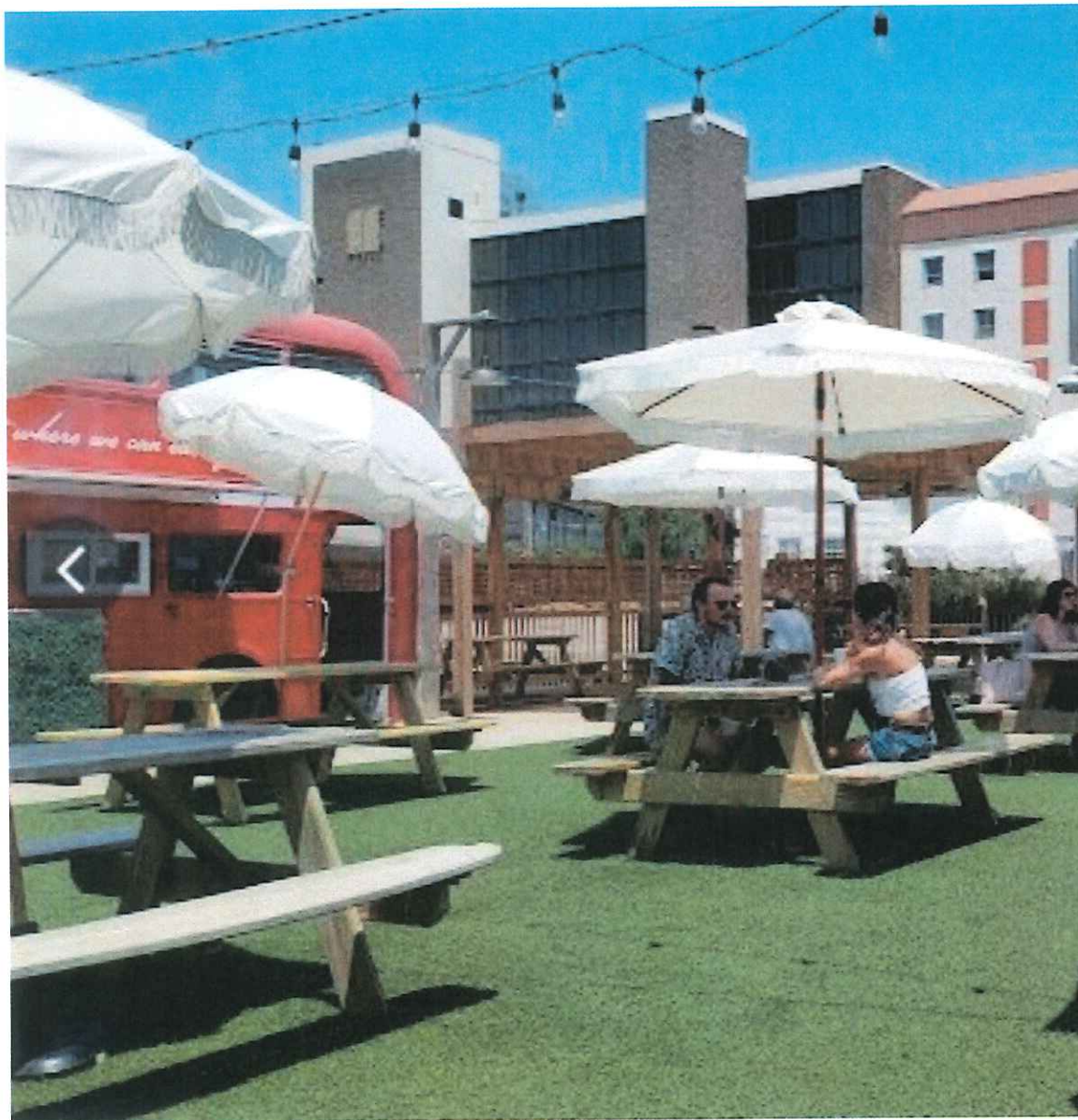




















# Organizational Focus:

## Community Engagement

## Connecting Beyond Downtown

- Crater District Comprehensive Economic Development Strategy (CEDS)
- GO VA Reg 4/Activation Capital Entrepreneurial Ecosystem Advisory Board
- HCPS Career & Technical Education Advisory Board
- VSU Minority Small Business Launch Center Advisory Board
- Urban Land Institute Technical Assistance Panelist
- Community Transformers Foundation Board
- Petersburg Housing Developer Summit
- VCU Masters of Urban Planning (MURP) Studios
- Hopewell Manufacturers Association

— . . . . — . . . . — . . . . — . . . . — . . . .

# Virginia State University - Extension Office

- Urban Ag position - PT funding offered
- Extension Office - replicate Petersburg model
- Major Advocacy - Food, Ag and Entrepreneurship



## General

Former Deputy Secretary of Agriculture Rejoins VSU to Assume a Fresh Role in the College of Agriculture

Dr. Jewel Bronaugh, former Deputy Secretary of the United States Department of Agriculture (USDA), has returned to Virginia State University (VSU) after five years to assume the role of senior advisor to the Dean for land-grant Initiatives at the College of Agriculture.

Dr. Bronaugh's homecoming signifies a pivotal moment for the university as she leverages her immense expertise to advance the strategic goals of strengthening partnerships and cultivating the next generation of leaders by executing the vision of leading a new center of transformational leadership and community impact.

Virginia Cooperative Extension is a partnership of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and local governments.

## Major Planning Underway

- Strategic Planning process on-going with the Center for Nonprofit Excellence through support from the Cameron Foundation.
- Spearheading a collective effort with Economic Development and other City Departments and the H-PG Chamber around:
  - Media Relations & Branding
  - Citywide Citizen Engagement
  - 2024 Signature Event

Call to Action

“Downtown Expo”





Heather Lyne - HDP/Main Street Director  
[heather@hopewelldowntown.com](mailto:heather@hopewelldowntown.com)

# Thank

# COMMUNICATIONS FROM CITIZENS



# REGULAR BUSINESS

R-1



## CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:** Approval of Subdivision of 519 Jefferson Ave.

**ISSUE:** Riley Ingram, agent for the owner, James A. Morgan Estate, has applied to subdivide 519 Jefferson Ave., also identified as Parcel #085-0120.

**RECOMMENDATION:** The City Administration recommends approval of the requested subdivision as the two new parcels both meet the minimum standards for the R1-A zoning district.

**TIMING:** City Council is requested on October 24, 2023.

**BACKGROUND:** The subdivision request meets the minimum standards of the zoning district.

**FISCAL IMPACT:** None

**ENCLOSED DOCUMENTS:** Application, Staff Report, proposed plat

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

### FOR IN MEETING USE ONLY

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

**SUMMARY:**

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Rita Joyner, Ward #1
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Michael Harris, Ward #2
<input type="checkbox"/>	<input type="checkbox"/>	Mayor John B. Partin, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Jasmine Gore, Ward #4

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Dominic Holloway, Sr., Ward #7

---

**Roll Call**

---

**SUMMARY:**

- | Y                        | N                        |                                   |
|--------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Rita Joyner, Ward #1    |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3     |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4  |

- | Y                        | N                        |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5         |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6         |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Dominic Holloway, Sr., Ward #7 |

# GENERAL NOTES

- OWNER: WILLIAM A. MORGAN, TRUSTEE OF THE JAMES A. MORGAN LIVING TRUST 231 EAST ALESSANDRO BLVD. STR 6A RIVERSIDE, CA 92508-6039
- PARCEL ID: 0850120
- TOTAL ACREAGE OF PARCELS INVOLVED: 0.450 ACRES
- CURRENT NUMBER OF LOTS: 1
- PROPOSED NUMBER OF LOTS: 2
- THE BOUNDARY IS BASED ON A CURRENT FIELD SURVEY COMPLETED ON JUNE 5, 2023.
- ZONING OF PARCELS INVOLVED: R-1A
- WATER: PUBLIC
- SEWER: PUBLIC
- BASED ON GRAPHIC DETERMINATION THIS PROPERTY IS IN ZONE "X" OF THE HUD DEFINED FLOOD HAZARD AREA AS SHOWN ON F.E.H.A. FLOOD INSURANCE RATE MAP, COMMUNITY PANEL #5100800016E DATED DECEMBER 15, 2022.
- THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE BINDER AND MAY THEREFORE NOT SHOW ALL EXISTING EASEMENTS OR OTHER PERTINENT FACTS WHICH MAY AFFECT THE PROPERTY.

## LEGEND

- ⊙ SATELLITE DISH
- ⊙ MAILBOX
- ⊙ UTILITY POLE
- ⊙ GUY ANCHOR
- ⊙ WATER METER
- ⊙ PROPERTY CORNER FOUND
- ⊙ IRON PIPE FOUND

## SUBDIVISION CERTIFICATE

THE PLATTING OR DEDICATION OF THE FOLLOWING DESCRIBED LAND 0.448 ACRES LOCATED IN THE CITY OF HOPEWELL, VIRGINIA AND TITLED "PLAT SHOWING A SUBDIVISION FORMING LOT 14R & LOT 15R, BLOCK 6, WESTWOOD PARK SECTION 2" IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRE OF THE UNDERSIGNED OWNERS, PROPRIETORS, AND TRUSTEES, IF ANY, ALL EASEMENTS ARE FOR SURFACE AND UNDERGROUND DRAINAGE AND UNDERGROUND UTILITIES EXCEPT AS OTHERWISE STATED ON THIS PLAT.

DONALD A. STOKES, GENERAL COUNSEL FOR THE TRUST AND ATTORNEY IN FACT FOR WILLIAM A. MORGAN, TRUSTEE

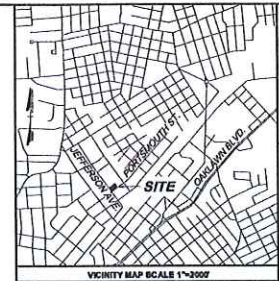
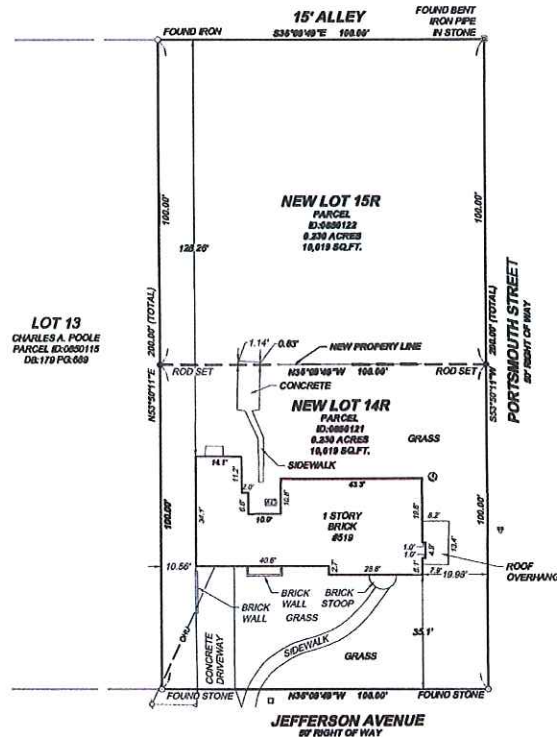
CITY/COUNTY OF \_\_\_\_\_ COMMONWEALTH OF VIRGINIA  
THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY \_\_\_\_\_

NOTARY PUBLIC  
NOTARY REGISTRATION NUMBER: \_\_\_\_\_  
MY COMMISSION EXPIRES: \_\_\_\_\_

APPROVED FOR RECORDATION IN  
CITY OF HOPEWELL, VIRGINIA  
THIS PLAT SHALL BE RECORDED WITHIN SIX (6)  
MONTHS OF THE DATE OF APPROVAL

DIRECTOR OF DEVELOPMENT  
DATE  
JOHNNY PARTIK, MAYOR  
DATE

SCALE 1"=20'  
0 20 40



## ACREAGE TABLE

OLD LOT 14: 0.450 ACRES
20,038 SQ. FT.
NEW LOT 14R: 0.230 ACRES
10,019 SQ. FT.
NEW LOT 15R: 0.220 ACRES
9,579 SQ. FT.

## SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL OF THE REQUIREMENTS OF THE TOWN COUNCIL AND ORDINANCES OF THE CITY OF HOPEWELL, VIRGINIA, REGARDING THE PLATTING OF SUBDIVISIONS WITHIN THE CITY HAVE BEEN COMPLIED WITH. GIVEN UNDER MY HAND THIS 26TH DAY OF JULY, 2023.

CLIFTON J. RODGERS, L.S., NO. 3508

## SOURCE OF TITLE

TAX ID: 57618769-406-1 THE PROPERTY EMBRACED WITHIN THE LIMITS OF THIS SUBDIVISION WAS CONVEYED TO WILLIAM A. MORGAN, TRUSTEE OF THE JAMES A. MORGAN LIVING TRUST BY WILL DATED NOVEMBER 15, 2021 AND RECORDED DECEMBER 10, 2021, AN INSTRUMENT #210001741 IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF THE CITY OF HOPEWELL, VIRGINIA.

CLIFTON J. RODGERS L.S., NO. 3508  
DATE: JULY 26, 2023



PLAT SHOWING  
A SUBDIVISION FORMING  
LOT 14R & LOT 15R,  
BLOCK 6,  
WESTWOOD PARK  
SECTION 2

WESTWOOD PARK	CITY OF HOPEWELL, VA
DATE: JULY 26, 2023	SCALE: 1"=20'
SHEET 1 OF 1	J.N. 59729
DRAWN BY: J. WADE	CHECK BY: C. RODGERS

REVISED: AUGUST 17, 2023

APPENDIX 20873

TIMMONS GROUP

1000 EAST MAIN STREET, SUITE 100  
HOPEWELL, VIRGINIA 22961  
TEL: 540-338-1234 FAX: 540-338-1235  
www.timmons.com

Y:\000\59729-1\JeffersonSub\DWG\59729-5\14JeffersonSub.dwg | Plotted on 8/17/2023 12:01 PM | by Joe Wade



## The City of Hopewell, Virginia

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

### SUBDIVISION / ADMINISTRATIVE RESUBDIVISION

Application #: 20230673

### APPLICATION

Permit #: \_\_\_\_\_

#### A. PLEASE CHOOSE THE TYPE OF LAND USE DIVISION YOU ARE REQUESTING.

SUBDIVISION ☒  
APPLICATION FEE: \$250

ADMIN. RESUB. ☐  
APPLICATION FEE: \$50

#### B. PROPERTY INFORMATION

SUBDIVISION / ADMIN. RESUB. TITLE:

SEE ATTACHED PLATS

PROPERTY ADDRESS / LOCATION:

519 JEFFERSON AVE NEW LOT 2805 PORTSMOUTH ST

PARCEL #: 085-0120 SQUARE FEET: 29,038 ZONING DISTRICT: R-1-A

NUMBER OF EXISTING / PROPOSED LOTS: 1 1 2

☐ NEW PUBLIC STREET ☒ EXISTING PUBLIC RIGHT-OF-WAY

#### C. APPLICANT INFORMATION

APPLICANT: Riley E. INGRAM

ADDRESS: 3302 OAKLAWN BLVD  
HOPEWELL, VA 23860

PHONE #: 804-458-9873 FAX #: 804-458-0621

EMAIL ADDRESS: ringram@ingramhomes.com

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

\*IF YOU ARE NOT THE OWNER OF THE PROPERTY, PLEASE PROVIDE DOCUMENTATION THAT GIVES YOU PERMISSION TO APPLY FOR THIS APPLICATION.\*

**D. OWNER INFORMATION**

OWNER: WILL MORGAN (EXECUTOR)  
JAMES A. MORGAN (ESTATE)  
ADDRESS: 1498 WHITE OAK ROAD NORTH  
WAVERLY, TENN 37185  
PHONE #: ATTORNEY DONALD STOKES FAX #: 804-458-6529  
804-458-9897  
EMAIL ADDRESS: ~~CLIFTON.RODGERS@TIMMONS.COM~~  
donaldstokes@Stokes-law.net

**E. ENGINEER/SURVEOR INFORMATION:**

ENGINEER/SURVEYOR: TIMMONS (CLIFTON ROGERS)  
ADDRESS: ~~27~~ 4701 OWENS WAY SUITE 600  
PRINCE GEORGE, VA 23875  
PHONE #: 804-541-6611 FAX #: 804-560-1678  
EMAIL ADDRESS: CLIFTON.RODGERS@TIMMONS.COM

\*\*\*\*\*

**SUBMISSION REQUIREMENTS**

SIX (6) COPIES OF A PLAT OF THE SUBDIVISION / ADMINISTRATIVE RESUBDIVISION  
MUST ACCOMPANY THIS APPLICATION

- FOR A SUBDIVISION, THE SUBDIVISION PLATS MUST BE ON 17" x 22" SHEETS AND FOLLOW THE GUIDELINES SET FORTH IN ARTICLE 6-13 OF THE SUBDIVISION ORDINANCE.
- FOR AN ADMIN. RESUB., THE "BOUNDARY LINE ADJUSTMENT" (BLA) PLATS MUST FOLLOW THE GUIDELINES SET FORTH IN ARTICLES 6-15 AND 6-16 OF THE SUBDIVISION ORDINANCE.



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

  
\_\_\_\_\_  
APPLICANT SIGNATURE

Rizey E. Ingram  
\_\_\_\_\_  
APPLICANT PRINTED NAME

June 19<sup>th</sup> 2023  
\_\_\_\_\_  
DATE

6-19-2023  
\_\_\_\_\_  
DATE

-----  
OFFICE USE ONLY

DATE RECEIVED 6-26-23

DATE OF ACTION \_\_\_\_\_

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







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

06/26/2023 02:13PM debra m.  
 022059-0008 000196589  
 Payment Effective Date 06/26/2023

PERMITS / INSPECTIONS  
 INGRAM & ASSOCIATES INC  
 SUBDIVISION - REVIEW  
 2023 Item: 20230673|SUB \$200.00  
 Payment Id: 315512

-----  
 \$200.00

Subtotal \$200.00  
 Total \$200.00

CHECK \$200.00  
 Check Number 7928

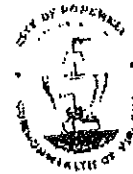
Change due -----  
 \$0.00

Paid by: INGRAM & ASSOCIATES INC



Thank you for your payment.

CUSTOMER COPY



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

06/26/2023 02:11PM debra m.  
 022059-0007 000196588  
 Payment Effective Date 06/26/2023

PERMITS / INSPECTIONS  
 INGRAM & ASSOCIATES INC  
 SUBDIVISION - REVIEW  
 2023 Item: 20230673|SUB \$50.00  
 Payment Id: 315511

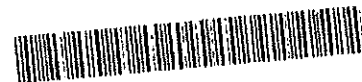
-----  
 \$50.00

Subtotal \$50.00  
 Total \$50.00

CHECK \$50.00  
 Check Number 7918

Change due -----  
 \$0.00

Paid by: INGRAM & ASSOCIATES INC



Thank you for your payment.

CUSTOMER COPY

**Riley Ingram, Sr.**

---

**From:** Donald Stokes <dona1dstokes@stokes-law.net>  
**Sent:** Tuesday, February 28, 2023 10:05 AM  
**To:** Riley Ingram, Sr.  
**Cc:** William Morgan  
**Subject:** Morgan Trust property to be subdivided and sold.

Riley,

*I Am THE  
AGENT FOR  
SELLING*

Will Morgan want to proceed as you recommended. As I understand, the lot will be split into two parcels. The parcel with the house will be listed and sold at a minimum of \$125,000.00. The new parcel will be listed and sold for a minimum of \$35,000.00. If these minimums are not obtainable Will Morgan must approve any lesser listing or offer.

*K Hieu*

You will advance all costs for cleaning the house and removing the shed as well as the survey and the city's costs for the subdivision of the property other than attorney's services which I will provide. Each of us will be reimbursed from the proceeds received from the sale of the property.

To clean out the house and the back attached room and remove shed your estimate is approximately \$1000. The dumpster fee will be \$450. Your estimate for Timmons to cut off the lot and subdivision work is \$2500 to \$3000. Attorney's representation for the subdivision will be provided by me. You estimate that the City's fees related to the subdivision of the lot will be approximately \$200.

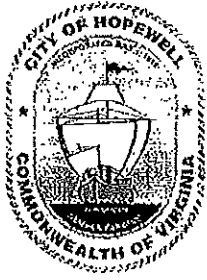
Please send me your listing agreement and any other documents Will needs to sign.

Don

Donald A. Stokes  
Law Office of Donald A. Stokes  
P. O. Box 1603  
200 East Broadway  
Hopewell, Virginia 23860  
Phone (804) 458-9897  
Facsimile (804) 458-6529  
[dona1dstokes@stokes-law.net](mailto:dona1dstokes@stokes-law.net)

PLEASE NOTE: OUR OFFICE IS CLOSED FROM 1:00 PM TO 2:30 PM.

The information contained in this e-mail is attorney/client privileged and confidential information intended only for the use of the individual or entity named. If you are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is STRICTLY PROHIBITED.



# City of Hopewell

Planning & Development • 300 N. Main Street, Hopewell, VA 23860 • 804-541-2220

APPLICATION # \_\_\_\_\_  
(Completed by City Staff)

## SPECIAL/LIMITED POWER OF ATTORNEY LAND USE APPLICATION

### KNOW ALL BY THESE PRESENT:

1. That I Donald A. Stokes, General Counsel <sup>for James H. Morgan Living Trust</sup> am the owner of the property described by the Tax ID number(s) below, and I am authorized to take the action indicated herein and sign this Special Limited Power of Attorney:
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### NOTES:

(A) IN CASE WHERE THE APPLICANT IS NOT THE SOLE PROPERTY OWNER, THE APPLICANT MUST OBTAIN POWER OF ATTORNEY FROM THE OTHER PROPERTY OWNER(S) EVEN IF AN AGENT IS TO REPRESENT THE APPLICATION.

(B) IF AN AGENT IS TO REPRESENT THE CASE AND SIGN ALL DOCUMENTS, THE AGENT MUST ALSO OBTAIN POWER OF ATTORNEY FROM THE PROPERTY OWNER(S).

2. I do hereby make, constitute and appoint:

Name: DONALD STOKES ATTORNEY AT LAW

OR

Name: RILEY E INGRAM AGENT WITH INGRAM & ASSOCIATES PLLC

to act as my/our true and lawful attorney-in-fact for and in my name, place and stead with full power and authority I would have if acting personally to seek rezoning, conditional use, street/alley vacation, zoning ordinance amendment, modification to development standards, special exception, variance and/or substantial accord determination and to complete a zoning disclosure affidavit and to set forth and offer such legally acceptable voluntarily proffered conditions including any additions, amendments, modifications or deletions thereto that in their discretion are deemed reasonable, appropriate and necessary except as follows:

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

3. This special limited power of attorney shall expire upon final action or withdrawal of the application to which this form applies.

(NOTE: EACH PROPERTY OWNER MUST SIGN AND HAVE SIGNATURE NOTARIZED.)

4. WITNESS the following signature:

Print: James A. Morgan Living Trust

Property Owner Name

by [Signature]  
General Counsel for the Trust

STATE OF Virginia

COUNTY/CITY OF Hopewell to-wit:

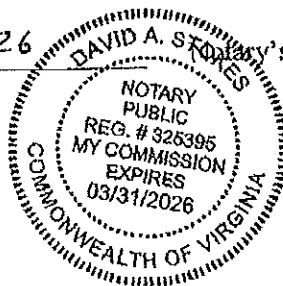
[Signature]  
Property Owner Signature

This 21st day of June, 20 23 personally appeared before me,  
David A. Stokes, a Notary Public in and for the County/City and  
State aforesaid, and swore or affirmed that the matters state in the foregoing Zoning Disclosure  
Affidavit are true to the best of his knowledge and belief.

Given under my hand this 21 day of June, 20 23.

[Signature]  
Notary Public

My Commission Expires: 3/31/26 Notary's Registration Number: 325395





**Applicant: Riley E. Ingram, Agent  
Subdivision of 519 Jefferson Avenue  
(Parcel #085-0120)**

Staff Report prepared for the  
City Council Regular Meeting

October 24, 2023

---

*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:**

Planning Commission	September 7, 2023	No Quorum
Planning Commission	October 11, 2023	Recommended Approval
City Council	October 24, 2023	Pending

**II. IDENTIFICATION AND LOCATIONAL INFORMATION:**

Requested Zoning:	N/A
Existing Zoning:	R-1A, Residential, Low Density District
Sub-Parcel #	085-0120
Owner	James A. Morgan Living Trust
Size of Area:	0.459 acres; 20,000sf
Proposed Use:	Residential Use
Location of Property:	North side of the intersection of Jefferson Ave. and Portsmouth St.
Election Ward:	Ward 5
Land Use Plan Recommendation:	Urban Residential

**III. EXECUTIVE SUMMARY:**

The City of Hopewell has received a request from Riley E. Ingram, Agent, to subdivide Parcel #085-0120 into two (2) parcels.

**IV. SUBJECT PROPERTY:**

The property is located in the R-1A, Residential Low Density Zoning District. In this district, a property must contain at least 10,000 square feet and 75 feet of frontage along the public right of way to be subdivided. The existing parcel (#085-0120) has been developed and currently contains one primary structure.

## **V. ZONING/STAFF ANALYSIS**

The applicant proposes to subdivide Parcel #085-0120 into two (2) sub-parcels:

- New Sub-Parcel #085-0121: New Lot 14R (10,019sf; ±0.230 acres)
- New Sub-Parcel #085-0122: New Lot 15R (10,019sf; ±0.230 acres)

Each new sub-parcel meets the minimum requirements of the R-1A Zoning District.

## **VI. APPLICABLE CITY REGULATIONS**

The provisions of the Subdivision Ordinance that are germane to this subdivision request include the following:

*Article 6, Preparation, Approval and Recording of Subdivision Plats,  
Section 6-10, Approval of Preliminary Plat:*

"The City shall refer the preliminary plat to the Planning Commission and to the City Council for Council's information. The Planning Commission shall discuss the preliminary plat with the subdivider in order to determine whether or not the preliminary plat generally conforms to the requirements of the Subdivision Ordinance, Zoning ordinance and any other applicable City plans or ordinances. Within sixty (60) days of the preliminary plat submission to the Planning Commission, the subdivider shall be advised in writing by formal letter of approval, approval with conditions or disapproval of the preliminary plat."

*Article 6, Preparation, Approval and Recording of Subdivision Plats,  
Section 6-14, Approval of Final Plat:*

"The final plat shall not be approved until the subdivider has complied with the general requirements and minimum standards of design in accordance with this ordinance, and has made satisfactory arrangements for performance bond, cash or cash bond to cover the cost of necessary improvements, in lieu of construction, to the satisfaction of Council. Approval of final plat shall be written on the face of the plat by the Council."

## **III. COMPREHENSIVE PLAN ANALYSIS**

*Land Use Plan Recommendation:*

The 2028 Comprehensive Land Use Plan/Map recommends this area for Urban Residential. This request is consistent with this designation.

## **VII. STAFF RECOMMENDATION:**

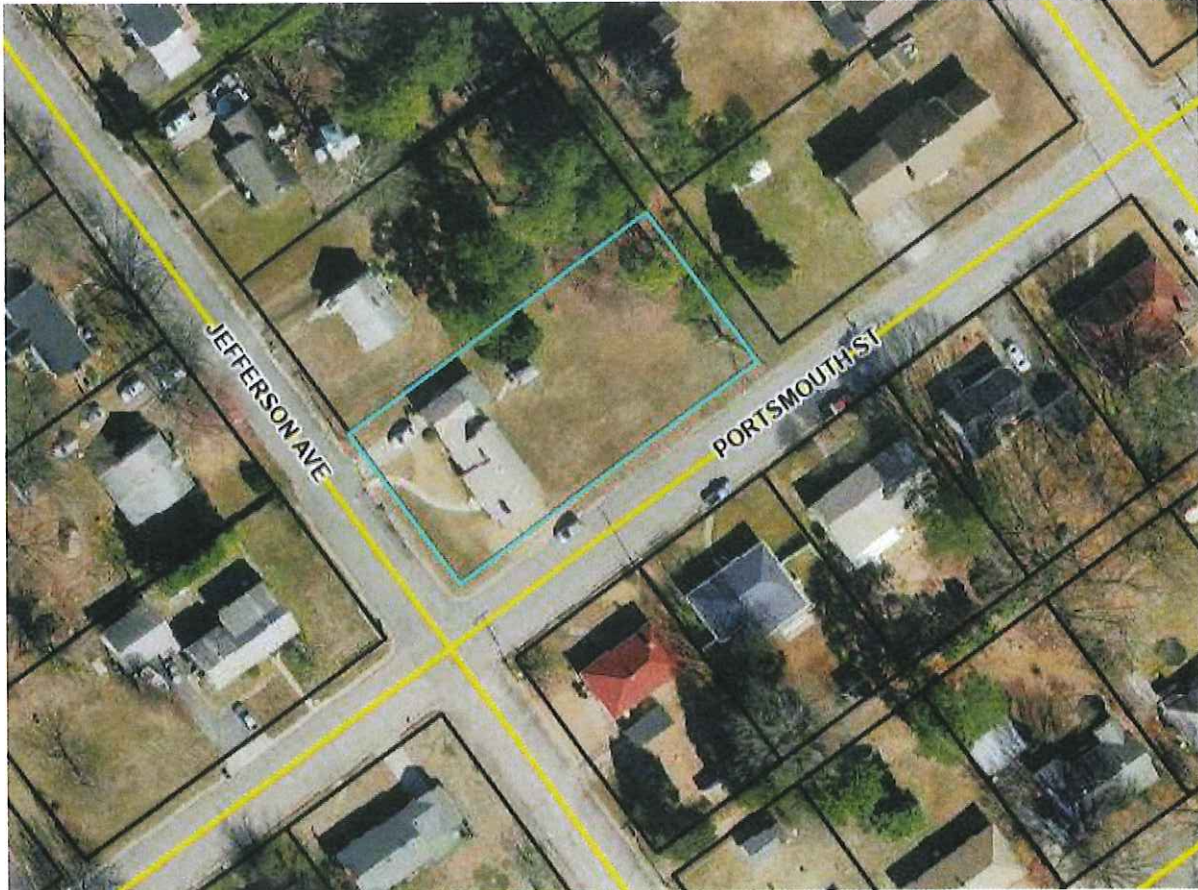


The subdivision meets the requirements of the Subdivision and Zoning Ordinance. Staff recommends approval of the subdivision request submitted by Riley E. Ingram, Agent for the Owner.

#### **VIII. PLANNING COMMISSION RESOLUTION:**

In accordance with Article VI., Preparation, Approval and Recordation of Subdivision Plats, Section 6-9, of the Hopewell Subdivision Ordinance, the Planning Commission, recommends to ***approve*** the request submitted by Riley E. Ingram, Agent for the Owner, to subdivide 519 Jefferson Ave., also currently identified as Parcel #085-0120 into two Sub-Parcels to be known as Lot 14R (#085-0121) and Lot 15R (#085-0122).

### Aerial of 519 Jefferson Avenue



#### Attachments:

- Subdivision plat
- Subdivision application

R-2



## CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: Richmond St. and Petersburg St. Improvements  
2025 Revenue Share Application.**

**ISSUE:** The current application cycle for the VDOT Revenue Sharing Program started on August 15, 2023, for funding in fiscal years 2027 and 2028. This funding will be available July 1, 2026, and July 1, 2027.

City staff has identified one (1) existing project in need of additional funding and created the following applications:

Application ID 10616: Richmond St. and Petersburg St. Improvements

The total local match for project funding during FY 2027 and FY 2028 will be \$3,540,318, with a total estimated value of work at \$7,080,635. The City has committed to and previously been granted Revenue Share Funds in Resolution Number R2021-928. The current application requests an additional \$3,386,532, of which \$1,693,266 is the local match. This will fully fund the project. For VDOT to consider the City's applications for the Revenue Sharing Program matching state funds in FY 2027 and 2028, applications must include a resolution supporting the project and committing to the required local funding.

City staff also requests that the City formally add and/or update the project to the City's current Capital Improvement Program (CIP).

**RECOMMENDATION:** City staff recommends approval.

**TIMING:** Staff requests council action on October 24, 2023. The local funding commitment, project endorsement and CIP resolution is required no later than October 31, 2023 at 5 PM.

**SUMMARY:**

Y	N
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Y	N
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**BACKGROUND: FY23 Revenue Share Application ID: 8255**

**ENCLOSED DOCUMENTS: Resolution Number R2021-928, Excerpt from Council minutes 9/28/21, 2025 Revenue Share Application, Example Resolution.**

**STAFF: Michael Campbell, Director of Public Works**

**FOR IN MEETING USE ONLY**

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

\_\_\_\_\_

**Roll Call**

---

**SUMMARY:**

<b>Y</b>	<b>N</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Rita Joyner, Ward #1
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Michael Harris, Ward #2
<input type="checkbox"/>	<input type="checkbox"/>	Mayor John B. Partin, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Jasmine Gore, Ward #4

<b>Y</b>	<b>N</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Dominic Holloway, Sr., Ward #7

RESOLUTION NO. R2021- 928

CITY OF HOPEWELL FY 2023 VDOT  
REVENUE SHARING PROGRAM APPLICATIONS

WHEREAS, The City of Hopewell desires to submit an application for an allocation of funds of up to \$3,324,162.00 through the Virginia Department of Transportation Fiscal Year 2023 Revenue Sharing Program; and,

WHEREAS, \$3,324,162.00 of these funds are requested to fund Application ID 8211 Pavement Rehabilitation Various Local Streets and Application ID 8255 Richmond St and Petersburg St Improvements; and

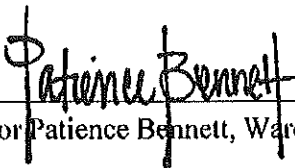
WHEREAS, The City of Hopewell hereby supports this application for an allocation of \$3,324,162.00 through the Virginia Department of Transportation Fiscal Year 2023 Revenue Sharing Program and each project is hereby added to the City of Hopewell Capital Improvement Program; now therefore

**BE IT RESOLVED** this 28<sup>th</sup> day of September 2021 that the Hopewell City Council hereby resolves and approves as follows:

1. The City of Hopewell's commitment to fund its local share of preliminary engineering, right-of-way and construction (as applicable) of this project under agreement with the Virginia Department of Transportation in accordance with the project financial documents, which shall be incorporated as if fully set forth herein;

2. That the City Manager is hereby authorized to execute the agreements and all other such documents that may be necessary to effectuate this approved project with the Virginia Department of Transportation.

Witness this signature and seal

  
\_\_\_\_\_  
Mayor Patience Bennett, Ward 7

VOTING AYE: 7

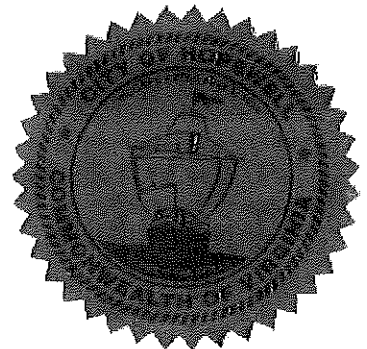
VOTING NAY: 0

ABSTAINING: 0

ABSENT: 0

ATTEST:

  
\_\_\_\_\_  
Mollie Bess, City Clerk





**Excerpt from Minutes from Regular Meeting September 28, 2021**

**R-1-** Mr. Anderson begins the presentation thanking City council for voting to extend the meeting until 10:30 pm. Mr. Anderson states there is a need for the resolution. The application has been filled out, screened and approved. Mayor Bennett then asks Vice Mayor Partin if he has a question because she states she sees his light is on. Vice Mayor Partin states he would like to make a motion and there is no need for Mr. Anderson to finish his presentation.

Vice Mayor Partin moves to make a motion to approve the resolution and the FY2023 VDOT Revenue Sharing Program Applications ID 8211: Pavement Rehabilitation-Various Local Streets and ID 8255: Richmond Street and Petersburg Street improvements. Councilor Randolph seconds the motion.

**ROLL CALL:**


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

**Motion Passes 7-0**



---

**Johnny Partin, Mayor**



---

**Brittani Williams, City Clerk**



## Revenue Sharing Application

### Petersburg and Richmond St Drainage and Roadway Improvements

Project Status: Pending

Organization: Hopewell City

Project ID: 10616

#### General

##### Project Information

<b>Project Title</b>	<b>Locality's Ranking</b>
Petersburg and Richmond St Drainage and Roadway Improvements	1
<b>Project Type</b>	<b>Scope of Work</b>
Construction	Drainage Improvements
<b>Project Short Description</b>	
Install new curb & gutter, driveway entrances, underground storm sewer pipe and inlets, and full width pavement reconstruction on Petersburg St, Richmond St and allied connecting blocks including S 21st, S 20th, S19th and S18th Avenues.	
<b>Locality</b>	
Hopewell City	

##### Priority Selection Criteria

###### Priority 1

In order to meet the Priority 1 selection criterion, this project must have received a prior Revenue Sharing allocation through the application procedure. Is this request expected to meet Priority 1?

Yes

If "Yes", indicate Fiscal Year(s)

FY23

**State Project Number**

U000-116-R20

**Project UPC Number**

121405

#### Location

##### Location Details

<b>Length</b>	<b>From</b>	<b>To</b>
0.5	S 17th Ave	S 20th Ave
<b>Route #</b>	<b>Local Road Name, if available</b>	
N/A	Petersburg St and Richmond St	

##### Location Map

###### Areas Served

- Districts Served**
- Richmond

- Jurisdictions Served**
- Hopewell City

###### MPOs Served

- Tri-Cities Metropolitan Planning Organization

###### Function Class

- 

###### PDCs Served

- Crater

#### Delivery/Funding

## Phase Estimate and Schedule

<b>Phase Milestone</b>		<b>Status</b>	
PE (Survey, Environmental, Design)		Not Started	
<b>Base Cost Estimate</b>	<b>Risks/Contingency/Unknowns</b>	<b>Start Date</b>	<b>End Date</b>
\$574,185.00		2027-05-28	
<b>CEI</b>		<b>Phase Estimate + Contingency</b>	
		\$764,378.00	
<b>Phase Milestone</b>		<b>Status</b>	
RW (Right of Way and Easement Acquisition, Utility Relocation)		Not Needed	
<b>Base Cost Estimate</b>	<b>Risks/Contingency/Unknowns</b>	<b>Start Date</b>	<b>End Date</b>
<b>CEI</b>		<b>Phase Estimate + Contingency</b>	
<b>Phase Milestone</b>		<b>Status</b>	
CN (Construction, Oversight, Contingencies)		Not Started	
<b>Base Cost Estimate</b>	<b>Risks/Contingency/Unknowns</b>	<b>Start Date</b>	<b>End Date</b>
\$3,458,076.00		2029-05-29	2030-04-29
<b>CEI</b>		<b>Phase Estimate + Contingency</b>	
		\$6,316,257.00	
<b>Total Cost Estimate</b>			
\$7,080,635			

## Project Funding Sources

### SYIP Allocations

Project UPC/DRPT/ID	UPC Type	UPC Description	VDOT / DRPT (\$)
121405	Project	Petersburg and Richmond St Drainage and Roadway Improvements	\$3,694,104.00
<b>Total SYIP Allocations</b>			
\$3,694,104.00			

### Other Committed Funds

<b>Total Other Committed Funds</b>
\$0.00

## Project Financial Information

<b>Total SYIP Allocations</b>
\$3,694,104.00
<b>Total Other Committed Funds</b>
\$0.00
<b>Cost to Complete</b>
\$0.00
<b>Total Cost Estimate</b>
\$7,080,635.00

### Matching Funds Anticipated

<b>Total VDOT Revenue Sharing (state) matching funds anticipated to be requested with this project application for FY2027-2028</b>	<b>Total Locality Revenue Sharing matching funds anticipated with this project application for FY2027-2028</b>
\$1,693,265.50	\$1,693,265.50

### Confirmation

<b>Confirmation or Revision of total VDOT Revenue Sharing (state) matching funds anticipated to be requested with this project application for FY2027-2028</b>	<b>Confirmation of total Locality Revenue Sharing matching funds anticipated with this project application for FY2027-2028</b>
\$1,693,265.50	\$1,693,265.50

**RESOLUTION**  
**AFFIRMING COMMITMENT TO FUND THE LOCALITY SHARE OF PROJECTS**  
**UNDER AGREEMENT WITH THE VIRGINIA DEPARTMENT OF TRANSPORTATION**  
**AND PROVIDE SIGNATURE AUTHORITY**

**WHEREAS**, the City of Hopewell is a recipient of Virginia Department of Transportation funds under various grant programs for transportation-related projects; and

**WHEREAS**, the Virginia Department of Transportation requires each locality, by resolution, to provide assurance of its commitment to funding its local share; and

**THEREFORE, IT IS HEREBY RESOLVED**, by the City Council of the City of Hopewell hereby commits to fund its local share of preliminary engineering, right-of-way, and construction (as applicable) of the project under agreement with the Virginia Department of Transportation in accordance with the project financial document(s); and

**BE IT FURTHER RESOLVED**, that the City Manager and/or their designees is authorized to execute all agreements and/or addendums for any approved projects with the Virginia Department of Transportation.

**In witness whereof, the forgoing was adopted by City Council of the City of Hopewell, Virginia on October 24, 2023.**

(locality seal)

\_\_\_\_\_  
Clerk of Court

R-3





## CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:****2024 Firearm Violence Intervention and Prevention Grant**

**ISSUE:** Hopewell Police Department is requesting approval to apply for a 2024 Firearm Violence Intervention and Prevention Grant. The funding will support and enhance our current Project SAF-Safe, Alive, and Free program and will facilitate the development of a coordinated Tri-Cities firearm, violent-crime working group.

**RECOMMENDATION:** Staff recommends approval of the request to submit a \$250,000 DCJS Firearm Violence Intervention and Prevention grant application to hire staff/consultants to coordinate the working group's efforts.

**TIMING:** Action is requested at the October 24, 2023 meeting.

Grant submission date is November 6, 2024

**BACKGROUND:**

The Gun Violence Intervention (GVI) Program (Real Life/Project SAF) has been active in Hopewell since April 2023. Funding is available to expand and support current programming initiatives through the hiring of a coordinator or consultants who will serve as the primary point of contact for all targeted violent crime reduction efforts. As firearm violence crosses jurisdictional borders, the coordinator or consultants hired under this grant will coordinate with our Real Life partners, our neighboring law enforcement and criminal justice partners, and our community partners in crime reduction initiatives development.

**ENCLOSED DOCUMENTS:**

Grant Guidelines and Application Procedures

**STAFF:** Gregory Taylor, Chief of Police

**SUMMARY:**

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Rita Joyner, Ward #1
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Michael Harris, Ward #2
<input type="checkbox"/>	<input type="checkbox"/>	Mayor John B. Partin, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Jasmine Gore, Ward #4

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Dominic Holloway, Sr., Ward #7

Donald Reid, Deputy Chief of Police

**FOR IN MEETING USE ONLY**

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

\_\_\_\_\_

**Roll Call**

**SUMMARY:**

- | <b>Y</b>                 | <b>N</b>                 |                                   |
|--------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Rita Joyner, Ward #1    |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3     |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4  |

- | <b>Y</b>                 | <b>N</b>                 |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5         |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6         |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Dominic Holloway, Sr., Ward #7 |



**2024 Firearm Violence Intervention and Prevention  
(FVIP) Grant Program  
For  
Local Planning and Assessment  
Guidelines and Application Procedures**

January 1, 2024–December 31, 2025  
24-Month Award Period  
For New Competitive Applicants

***Application Due Date  
November 6, 2023, 5:00pm***

***Late applications will not be accepted***

Virginia Department of Criminal Justice Services  
1100 Bank Street, Richmond, Virginia 23219  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

**2024 Firearms Violence Intervention and Prevention (FVIP) Grant Program**  
Guidelines and Application Procedures

**Table of Contents**

I.	Introduction .....	3
II.	Program Requirements .....	4
III.	Project Period .....	5
IV.	Maximum Amount Available Per Grant Award .....	5
V.	Application Review Process and Deadline .....	6
VI.	Submission Instructions .....	6
VII.	Financial and Progress Reporting .....	12
VIII.	Grant Application Training and Technical Assistance .....	13

**2024 Firearms Violence Intervention and Prevention (FVIP) Grant Program**  
Guidelines and Application Procedures

## **I. Introduction**

The Virginia Department of Criminal Justice Services (DCJS) is now accepting applications for the Virginia Firearm Violence Intervention and Prevention (FVIP) Grant Program. The purpose of this initiative is to support the implementation of strategies that will result in reducing violent crime within the Commonwealth of Virginia, while implementing effective and sustainable intervention and prevention programming to interrupt and prevent local cycles of violence. Projects funded under this program will support Operation Bold Blue Line, an initiative to fight violent crime by standing up for law enforcement and building meaningful partnerships with communities.

Through violence prevention and intervention programs, numerous states have seen significant reduction in firearm violence. Violence intervention and prevention programs avert interpersonal violence by working with a range of community stakeholders to provide support and intervention to those at highest risk for being victims and perpetrators of violence.

The Firearm Violence Intervention and Prevention Fund was created by the Virginia General Assembly in Section 408 of Chapter 2 of the Acts of Assembly of the 2022 Special Session 1. This funding source “shall be used for the purpose of supporting gun violence intervention and prevention programs.” Such funds shall be made available “to agencies of local government, community-based organizations, and hospitals for the purpose of supporting implementation of evidence-informed gun violence intervention and prevention efforts, including street outreach, hospital-based violence intervention, and other violence intervention programs. Grant funds shall also support firearm suicide prevention and safe firearm removal practices from persons prohibited from possessing a firearm, including subjects of domestic violence protective “orders”, persons convicted of prohibitory crimes, and persons subject to substantial risk orders.

This announcement provides guidance to aid applicants in determining eligibility, developing a program narrative, developing the itemized budget and budget narrative, and completing other related forms.

### **Eligibility**

Eligible applicants for this solicitation include:

- City or township governments
- County governments

This solicitation supports strategic planning, coordination, and assessment to prevent and reduce violent crime.

### **Restrictions**

Grant funds cannot be used to supplant state or local funds that would otherwise be available for the same purposes. Supplanting occurs when an entity reduces or reallocates federal, state, or local funds for a particular activity or purchase specifically because other funds are available.



**2024 Firearms Violence Intervention and Prevention (FVIP) Grant Program**  
Guidelines and Application Procedures

**Allowable Costs:** Requested funds must be utilized to prevent and reduce firearms violence. Allowable projects and purchases include, but are not limited to:

- Hiring additional personnel;
- Overtime;
- Supplies,
- Training;
- Travel expenses; and
- Equipment, necessary items related to violence reduction.

Unallowable Costs include, but are not limited to:

- Weapons, ammunition and related equipment normally and routinely provided by the locality;
- Construction or renovation;
- Land acquisition;
- Lobbying and political contributions;
- Honoraria;
- Bonuses;
- Alcohol; and
- Vehicles.

## **II. Program Requirements**

DCJS is seeking applications that propose to initiate evidence-informed local strategic planning. Evidence-informed indicates a practice backed by evidence from research and evaluation, case studies, expert opinions or documented lessons learned from the field. For the purpose of this funding opportunity applicants can apply under two categories.

### **Category I**

Category 1 will support local efforts to develop, implement, expand and/or enhance local violent crime funding and strategic planning coordination. Under this category, funding will support hiring a local coordinator, criminal justice planner or create a new local position dedicated to local violent crime funding and coordination. DCJS expects that the funded position be the point of contact for local multidisciplinary teams composed of stakeholders, which may be an existing, or a new formal working group or committee. The multidisciplinary team should meet regularly throughout the project period to guide and inform local planning and implementation. Stakeholders on the team may include, but are not limited to: county/local public sector leadership, community based organizations, court personnel, juvenile justice agencies, law enforcement, school-based law enforcement, local prosecutors, public defenders, victim advocates/service providers, community corrections, child welfare and social service agencies, hospitals, other health care providers, mental health services, researchers, school administrators, faith-based organizations, and community residents.

If applicants already have a multidisciplinary team in place at the time of the application, they should include an attachment with the current workgroup with names and names of their agencies. If available, please attach any documentation formalized partnership agreements

**2024 Firearms Violence Intervention and Prevention (FVIP) Grant Program**  
Guidelines and Application Procedures

such as memorandums of understanding (MOUs).

## **Category II**

Category II supports local assessment. Applicants are encouraged to partner with local institutions of higher learning or an established organization to conduct local violent crime assessments. Assessments should capture the following key objectives:

- Crime trends to include neighborhood mapping, age, race, ethnicity, and gender to identify patterns and trends.
- Resource mapping to understand needs and gaps.
- Conduct local promising practices research, “What’s working” and “What’s not working.” The examining of local prevention, intervention, and enforcement efforts.
- Examine local youth risk and protective factors.
- Surveys or workgroups to examine local perceptions (safety, community, and local government responsiveness).

The intent of the assessment planning is to help local officials to identify specific needs and gaps, in order to understand the root cause of violent crime. Local assessments can drive adequate responses to better identify and employ new opportunities to support local efforts to reduce violent crime.

## **III. Project Period**

Grants will be awarded on a competitive basis for a 24-month period beginning January 1, 2024, and ending on December 31, 2025. Continuation funding may be available, contingent upon the availability of adequate funding, program performance, and compliance with grant requirements.

## **IV. Maximum Amount Available Per Grant Award**

DCJS anticipates awarding up to \$2.5 million through this competitive solicitation.

	<b>Maximum Grant Award for Two Year Period (Jan. 1, 2024-Dec. 31, 2025)</b>
<b>Category 1</b>	\$250,000
<b>Category 2</b>	\$25,000



**2024 Firearms Violence Intervention and Prevention (FVIP) Grant Program**  
Guidelines and Application Procedures

## **V. Application Review Process and Deadline**

DCJS is committed to ensuring a fair and open process for awarding grants.

DCJS reviews the applications to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

All applications will be reviewed as part of a competitive review process and will be rated based on information provided, adherence to these Grant Guidelines, and the clarity, substance, and strength of the request made for funding. Reviewers will consider demonstrated need, geographic location, violent crime rates and targeted localities for Bold Blue Line initiatives, budget justification, cost-effectiveness of the proposed project, and the availability of competitive funds. DCJS reserves the right to change program budgets based on allowable costs, justification of items, and available funding.

The Criminal Justice Services Board (CJSB) Grants Committee will review summaries of evaluations of applications and will make recommendations for funding to the CJSB. The CJSB will make final grant award decisions at its meeting on December 7, 2023. Funding decisions made by the CJSB are final and may not be appealed.

DCJS will issue grant award packages based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

## **VI. Submission Instructions**

Grant applications must be entered in OGMS. Follow these steps to begin an application for this funding opportunity in OGMS. Registration for OGMS and information can be found at: <https://ogms.dcjs.virginia.gov/index.do>

1. Log into OGMS. If you have never registered for OGMS, select the Registration button on the OGMS home page.
2. Select *Funding Opportunities*.
3. Select ID #519205, Virginia Firearm Violence Intervention and Prevention Grant for competitive applicants.
4. Select *Start New Application*.
5. Under *Application Title*, enter the name of your Proposed Project. For example, "Anytown FVIP Planning and Coordination," or "Anytown FVIP Assessment."
6. Under *Primary Contact*, select your name. This can be changed later in the application process if needed. Select Save Form Information. You will be taken to a new screen.
7. Under *Organization*, select your organization and then select Save Form Information. This will take you to a new screen.
8. Under *Additional Applicants*, select any of your organization members who should

**2024 Firearms Violence Intervention and Prevention (FVIP) Grant Program**  
Guidelines and Application Procedures

have access to this application and to the grant if it is awarded. You can also add or subtract people after the grant is awarded. If you do not see the name of a person who should have access to the application/grant, it could mean they are not registered in OGMS. Select Save Form Information. This will take you to a new screen.

9. Under the *Application Details* screen, complete all sections by clicking on each line. You cannot submit the application until all sections are complete. A green check mark indicates the section is complete.

The following sections are incorporated into the OGMS application system:

**A. Face Sheet**

**Congressional Districts:** List the congressional districts that will benefit from the program.

**Jurisdictions Served:** Select all jurisdictions served.

**Certified Crime Prevention Community:** Not applicable to this grant program. As this is a required field, please answer this question to the best of your knowledge.

**Type of Application:** Select “New.”

**Brief Project Description:** Provide a short description of the project. This description will be shared with the committees making funding decisions.

**Project Director:** List the person who will have day-to-day responsibility for managing the project.

**Project Administrator:** List the person who has authority to formally commit the locality to complying with all the terms of the grant application. For this grant, this must be the City Manager, County Administrator, or Town Manager. If someone other than this official has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

**Finance Officer:** List the individual who will be responsible for fiscal management of the funds.

**Please note: there should be three separate individuals in these roles.**

**B. Budget**

An itemized budget and budget narrative must be completed using templates provided in OGMS. Applicants must explain the reasons for each requested budget item and how requested amounts were determined. Itemize all budget amounts and place them in the appropriate category for each line item. Please only use whole dollars, and no cents.

See the Budget Narrative section for detailed descriptions of each budget category.

***Budget Narrative*** (located in the Budget tab)

**2024 Firearms Violence Intervention and Prevention (FVIP) Grant Program**  
Guidelines and Application Procedures

Complete the Budget Narrative Tab(s) in OGMS for each specific category applicable to your request for funding. The budget narrative should detail anticipated expenses. Applicants must explain the reasons for each requested budget item.

***Budget Categories*** (Complete the tabs applicable to your program needs). Fill the auto generated fields required in OGMS for the following budget categories. List the requested amount in the state fund category only.

**a. Personnel Budget Category**

Personnel: To request funding for staff, click “Add Row”

- Employee Name: Enter the name of the grant funded person. If the position is not currently filled, enter “To Be Determined” or “TBD.” If there is more than one TBD, then distinguish the names by adding a number (e.g., TBD-1 and TBD-2).
- Position Title: Enter title of the proposed grant funded position.
- Position: Indicate if the position is full-time or part-time.
- Total Hours Per Week: Include the number of hours dedicated to the grant project per week.
- Total Hours Per Year: Include the number of hours dedicated to the grant project per year.
- Total Annual Salary: Enter the total annual salary for the position to include grant-funded and other funding sources. This figure should not include fringe benefits.
- Percent being requested: Enter the percentage of the total annual salary you are requesting the grant to cover.
- Number of Grant-Funded Hours: This figure will auto calculate after you save the row and is based on the information you entered in “Total Hours Per Year” and “Percent being requested.”
- Grant-Funded Full Time Equivalent: This figure will auto calculate after you save the row and is determined by dividing the “Number of Grant-Funded Hours” by 2080 hours.
- Total Salary Amount Requested from Grant: This figure will auto calculate after you save the row and is based on information you entered in “Total Annual Salary” and “Percent being requested.”
- New Position: Indicate if this is a new position.
- Personnel Funding: Place the “Total Salary Amount Requested from Grant” into State Funds and, if applicable, the appropriate local match field. The “Personnel Total” will auto calculate when you save the row.
- Employee Fringe Benefits: To request fringe benefits, click “Add Row.”
- Employee Name: Choose the name of the employee from the drop-down box.
- Enter the amounts of each benefit requested: If you enter “Other,” you will need to describe and break down the costs of the benefits in the text box labeled. If “Other,” please describe.
- Requested Employee Fringe Benefits Total: This figure will auto calculate after you save the row.



**2024 Firearms Violence Intervention and Prevention (FVIP) Grant Program**  
Guidelines and Application Procedures

- Fringe Benefits Funding: Place the “Requested Employee Fringe Benefits Total” into State Funds and, if applicable, the appropriate local match field. The “Employee Fringe Benefits Total” will auto calculate when you save the row.
- Position and Justification: This section is required if a position is requested. Click “Add Row” to enter the information.
- Employee Name: Choose the name of the employee from the drop-down box.
- Description of Position: The position description should briefly describe grant-related duties performed by the person in the position.
- Justification for Position: The justification should explain how the position is essential to the project.

**b. Consultant Budget Category**

For individuals to be reimbursed for personal services on a fee basis: List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace. The rate may not exceed \$650.00 per day, or \$81.25 per hour, and may not exceed the consultant’s usual and customary fee.

For organizations, including professional associations and educational institutions, performing professional services: Indicate type of services being performed and estimated contract price.

Consultant travel and subsistence: Estimate actual cost. The cost must be reasonable and adhere to the applicant’s travel policy. If the applicant does not have an established local travel policy, then the applicant must adhere to federal/state travel policy. If local travel policy differs from the federal/state travel policy, please provide or describe the policy in the justification.

**c. Travel & Subsistence for Project Personnel Budget Category**

Travel expenses must be consistent with the state travel reimbursement policy. Indicate if travel (mileage) costs are included in your budget: yes or no. If “yes” under “Local Mileage” or “Non-local mileage,” enter the number of miles and the mileage rate.

Under the Description and Justification, select the mileage being requested and enter in the description of mileage (maximum of 500 characters) and justification for mileage (maximum of 500 characters) for each item.

Local mileage is considered travel within the immediate service area (satellite offices, court, meetings, etc.). Non-local mileage is outside of the immediate service area (trainings, conferences, meetings, etc.).

**2024 Firearms Violence Intervention and Prevention (FVIP) Grant Program**  
Guidelines and Application Procedures

DCJS will strongly scrutinize requests to support attendance, subsistence, or travel for out of state trainings or conferences. Training/conference registration fees should be detailed in the “Supplies and Other Expenses” category only.

**d. Equipment (items \$5,000 per unit and greater)**

Include requests for equipment purchases of \$5,000 per unit or greater.

Each major item to be purchased must be listed separately with unit cost. List each item to be leased or rented with the cost associated with the lease or rental agreement. Provide the basis of computation for the requested amount. Include a written estimate of cost and local contract guidelines, if applicable. Justify equipment expenses by documenting that items will enhance direct services. Document the necessity and cost effectiveness of requested expenditures.

Grant funds cannot support the entire cost of an item that is not used exclusively for the project related activities; however, grant funds can support a prorated share of such an item. Prorating calculations must be documented.

**e. Supplies and Other Expenses (items under \$5,000 per unit)**

Supplies are all other items of tangible personal property that are not equipment. This includes computing devices that cost less than \$5,000 per unit.

All costs must be itemized within this category by major types (i.e., office supplies, equipment use fees when supported by usage logs, printing, photocopying, postage, brochures, and telephone). If the item includes more than one component, identify subcomponents. For example, “Office Supplies: copy paper, pens, and folders.” Additionally, show the basis for computation (i.e., “x” dollars per month per three staff people for office supplies).

Explain how the item is essential to the goals of the project. Explain the rationale used to determine the basis for each computation (i.e., “the photocopying cost estimate is based on the cost spent in 2021 for similar services”). Applicants should document actual expenses for each line item requested when possible (i.e., “Last year we spent \$400 on postage. For FY 2023– 2024, we anticipate spending \$950, due to stamp rate increase.”). If a supply is requested to replace an outdated or “old” item, describe why replacement is necessary and when the “old” item was acquired.

**f. Indirect Costs**

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Indirect costs are those that benefit more than one activity and are common or joint purpose costs. For example, costs of an office manager/receptionist position that answers general phone calls, greets clients, etc.

**2024 Firearms Violence Intervention and Prevention (FVIP) Grant Program**  
Guidelines and Application Procedures

are considered indirect costs. Most costs can and should be assigned to a project, thereby reducing indirect costs.

Applicants requesting Indirect Costs must indicate the expense in OGMS. Directions for calculating indirect cost are on the OGMS Indirect Cost form. The salaries of administrative and clerical staff should generally be treated as indirect costs.

Salaries of administrative/clerical staff may be appropriate to include as direct costs ONLY if ALL of the following conditions are met:

- Administrative or clerical services are integral to a project or activity;
- Individuals involved can be specifically identified with the project or activity;
- Such costs are explicitly included in the budget or have the prior written approval of the awarding agency; AND
- The costs are not also recovered as indirect costs.

Requesting indirect costs is optional.

**g. Cash Funds from Sources Other Than Grant Program Supporting This Project**

Applicants must use this budget category to provide a description of the sources and amounts of cash from other sources that support this project.

**C. Project Narrative [Note: this may be uploaded as an attachment not to exceed 20 pages, as long as all of the sections are covered]**

The project narrative educates the reviewer about the applicant's community and organization; describes the severity of violent crime or firearms violence issues and their impact on the community; provides statistics that support the existence and extent of the problem; clearly justifies the need for the grant; and describes existing resources and services currently available to address the problem, including any other funding, and an explanation as to why the resources are inadequate. This narrative should include the following sections:

- **Organization Background.** Please provide a brief overview of your organization, when you were founded, what your organization does, and the individuals or communities you serve.
- **Needs Statement.** Describe the needs of the community served, including the severity of crime or firearms violence issues and the impact of violence on the community. Provide specific statistics that support the existence and extent of the problem as defined in the eligibility section of these guidelines. Identify if a strategic comprehensive assessment has been completed, and if so, what the assessment shows.
- **Population Served.** Describe the intended population served by the project. Be specific about the *localities, neighborhoods, communities, or types of individuals*

**2024 Firearms Violence Intervention and Prevention (FVIP) Grant Program**  
Guidelines and Application Procedures

that will be served by the program.

- **Community Background.** Please describe how firearms violence and violent crime has impacted your community, and what efforts your organization has already made, or strategies you would like to implement address that problem.
- **Project Description.** Provide a description of the proposed project or practice and some of the planned implementation activities and the activities' relevance to reducing firearm related violence in your community. Provide information on how your project intends to reduce violent crime based on your outlined activities.
- **Capabilities.** Provide a description of the organization and the capabilities of the organization to implement the proposed project. Describe any prior experience working collaboratively with the locality.
- **Timeline.** Describe the planned implementation activities and their relevance to the stated goals and objectives.
- **Sustainment Plan (for planning and coordination grant only).** Provide a brief description of how your agency will continue the funded initiative once grants funding ends. Include any long-term adjustments your agency plans to continue throughout and beyond the grant period.

**D. Project Goals and Objectives Form:** List and describe your program's goals. Each goal must have objectives. Each objective must be measurable and directly related to one or more items requested in the grant proposal budget.

**E. Additional Components**

1. Existing partnerships or existing local workgroups rosters.
2. **Non-Supplantation.** Funds may not be used to supplant state, local, or other funds which would otherwise be available for the same purpose. All applicants must complete this certification.
3. **Authority Certification.** All applicants must complete this certification. The Authority Certification is to be signed by the Project Administrator or designee, not the Project Director, program staff or any other individual without submitted documentation.

Applications must be submitted in OGMS by 5:00 p.m. on November 6, 2023.

## **VII. Financial and Progress Reporting**

Grant recipients must submit quarterly reports through the DCJS Online Grants Management System (OGMS). Failure to comply in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant. DCJS will provide grant reporting requirements at the time of grant award and may require performance metric reporting in addition to those identified by the applicant.



**2024 Firearms Violence Intervention and Prevention (FVIP) Grant Program**  
Guidelines and Application Procedures

## **VIII. Grant Application Training and Technical Assistance**

### **Training**

All applicants should participate in self-guided training of the recorded webinars for application submission in OGMS.

Access the On-line Grant Management System (OGMS) at:

<https://ogms.dcjs.virginia.gov/>

Webinar registration:

Firearm Violence Intervention and Prevention Grant Funding Solicitation Guidelines

Webinar:

Monday October 16, 2023, 2:00pm

[\(Register\)](#)

### **Technical Assistance**

Please contact the following DCJS staff for questions regarding your Virginia Firearm Violence Intervention and Prevention Grant Funding application:

Greg Hopkins

email: [gregory.hopkins@dcjs.virginia.gov](mailto:gregory.hopkins@dcjs.virginia.gov)

phone: (804) 692-0977



R-4



## CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:** Bonus Payment to Employees Ordinance

**ISSUE:** Proposed Ordinance for Bonus Payments to Employees

**RECOMMENDATION:** Conduct first reading at October 24, 2023 Regular Meeting and November 14, 2023 Regular Meeting

**TIMING:** October 24, 2024 Regular Meeting and November 14, 2023 Regular Meeting

**BACKGROUND:** The City Manager developed a police retention plan to address the number of vacancies in HPD. The plan embraces a Retention Bonus Payment for all sworn officers and admin staff with funding derived from grant funding. Virginia Code §15.2-1508 authorizes localities to draft an ordinance to provide bonus payments to their employees.

**ENCLOSED DOCUMENTS:**

- Proposed Ordinance Providing for the Payment of Bonuses to City Employees (police and all other employees would be covered by proposed ordinance)

**STAFF:** Danielle Smith, City Attorney

**FOR IN MEETING USE ONLY**

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

**Roll Call****SUMMARY:**

Y N

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

Y N

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

**ORDINANCE PROVIDING FOR THE PAYMENT OF BONUSES TO  
CITY EMPLOYEES.**

**WHEREAS**, pursuant to §15.2-1508 of the Code of Virginia, 1950, the City of Hopewell, Virginia is authorized to pay bonuses to city employees; and

**WHEREAS**, at its meeting on \_\_\_\_\_, 2023 City Council did vote to provide a retention bonus to its qualifying employees of the Hopewell Police Department; and

**WHEREAS**, such retention bonus payment would only be paid to those Hopewell Police Department full-time employees who elect to enter into the Retention Employment Agreement and abide by its provisions for the duration of the Agreement; and

**WHEREAS**, it was determined that such retention bonus would be paid to full-time employees as a method of retention and was made a part of a retention employment agreement; and

**WHEREAS**, City Council provided due and adequate legal notice of this ordinance on \_\_\_\_\_, 2023 and \_\_\_\_\_, 2023 and the same was heard at its regular meeting on \_\_\_\_\_, 2023.

**NOW, THEREFORE, BE IT ORDAINED** that the City of Hopewell City Council hereby approves the above referenced bonuses to be paid to the employees.

# ADJOURNMENT