

# AGENDA



# CITY OF HOPEWELL

Hopewell, Virginia 23860

## AGENDA

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CITY COUNCIL  
John B. Partin, Jr., Mayor, Ward #3  
Rita Joyner, Vice Mayor, Ward #1  
Michael B. Harris, Councilor, Ward #2  
Ronnie Ellis, Councilor Ward #4  
Susan Daye, Councilor, Ward #5  
Yolanda W. Stokes, Councilor, Ward #6  
Dominic R. Holloway, Sr., Councilor, Ward #7

Dr. Concetta Manker, City Manager  
Anthony R. Bessette, City Attorney  
Brittani Williams, City Clerk  
Sade' Allen, Deputy City Clerk

April 8, 2025,

REGULAR MEETING

Closed Session – 5:00 PM  
Work Session – 7:00 PM  
Open Session – 7:30 PM

5:00 p.m.

Call to order, roll call, and welcome to visitors

### CLOSED MEETING

**SUGGESTED MOTION:** Move to go into a closed meeting under Va. Code § 2.2-3711 (A)(1) and (8) to discuss and consider personnel matters, including board and commission appointees (City Clerk Contract, Economic Development, Architectural Review Board, and Historic Preservation Committee, Hopewell Redevelopment and Housing Authority) and to consult with legal counsel regarding specific legal matters Va. Code § 2.2-3711(A)(29) and (8) to discuss the award of a public contract where discussion in an open session would adversely affect the City's bargaining position, (Discussion of an unsolicited offer of real estate property); and Va. Code § 2.2-3711 (A)(8) (Code of Conduct)

### 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 the closed meeting?

### 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 the Council shall approach the microphone, give their name and, if they reside in Hopewell, their ward number, and limit comments to three minutes. No one is permitted to speak on any item scheduled for consideration on the regular agenda of the meeting. All remarks shall be addressed to the Council as a body; any questions must be asked through the 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)*

## **REGULAR MEETING**

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

### **Roll Call**

Prayer by Evangelist Wright, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Vice Mayor Joyner.

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

## **CONSENT AGENDA**

*All matters listed under the Consent Agenda are considered routine by the 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:** March 20, 2025, and March 25, 2025
- C-2 Pending List:**
- C-3 Information for Council Review:** Police Report
- C-4 Personnel Change Report & Financial Report:** HR Report
- C-5 Public Hearing Announcements:**
- C-6 Routine Approval of Work Sessions:**
- C-7 Ordinances on Second & Final Reading:**
- C-8 Routine Grant Approval:**

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

## **INFORMATION/PRESENTATIONS**

- 1. FY 26 Budget Presentation** – Stacey Jordan, Finance Director
- 2. ATV and Dirt Bike Discussion** – Anthony Bessette, City Attorney

## **WORK SESSION**

- WS-1 – Conditional Use permit on a non-conforming lot 219 S. 16<sup>th</sup> St** – Chris Ward, Planning and Development Director
- WS-1 – Rezoning Parcel #042-0165 & Parcel #042-0170 Cyprus St from B-3 to R-4** - Chris Ward, Planning and Development Director
- WS-3 – Hopecrest Town Subdivision** – Chris Ward, Planning and Development Director
- WS-4 – Treasurer and Director of Finance Ordinance** – Anthony Bessette, City Attorney

## **PUBLIC HEARING**

**CITY CLERK:** *All persons addressing the Council shall step to the microphone, give their name and, **If** they*

*reside in Hopewell, their ward number, and limit comments to three minutes. No one may address the council more than once per meeting unless granted permission by the presiding officer. Speakers address the 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)*

**PH-1 – Tax Rates** – Stacey Jordan, Finance Director

### **REGULAR BUSINESS**

**R-1 – Mid-Year Funding Reallocation, VDOT projects update** – Michael Crocker, Public Works Director

**Reports of City Manager:**

**Reports of City Attorney:**

**Reports of City Clerk:**

**Councilors Pending Request:**

**CCR -1 – Re-Allocation of Ward 3 Councilor Funds to Weston Manner Pier** – Mayor Partin

### **Presentations from Boards and Commission**

#### **Other Council Communications**

### **BOARD/COMMISSION VACANCIES**

Board of Building Code and Fire Prevention Code Appeals – 4 Vacancies  
Keep Hopewell Beautiful – 4 Vacancies  
Recreation and Parks – 2 Vacancies (Adults)  
Library Board – 1 Vacancy  
Department of Social Services – 2 Vacancies  
District 19 – 1 Vacancy  
Dock Commission – 2 Vacancies  
Bright Point Community College Local Board – 1 Vacancy  
Architectural Review Board – 1 Vacancy  
Healthy Families – 2 Vacancies

### **Adjournment**

**CLOSED  
MEETING**

RECONVENE OPEN MEETING

# COMMUNICATIONS FROM CITIZENS

# REGULAR MEETING



CONSENT  
AGENDA

C-1

**MINUTES OF THE MARCH 20, 2025, CITY COUNCIL SPECIAL MEETING**

A SPECIAL meeting of the Hopewell City Council was held on Tuesday, March 20, 2025, at 5:00 p.m.

**PRESENT:**

John B. Partin, Mayor  
Rita Joyner, Vice Mayor  
Michael Harris, Councilor  
Ronnie Ellis, Councilor  
Susan Daye, Councilor  
Yolanda Stokes, Councilor  
Dominic Holloway, Councilor

Vice Mayor Joyner made a motion to amend the agenda to remove the current item number 6 and replace it with economic development and parks and recreation as number 7; Mayor Partin seconded the motion.

**ROLL CALL**

Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Yes
Councilor Holloway-	Yes
Vice Mayor Joyner -	Yes

**Motion Passes 7-0**

Councilor Daye made a motion to allow Councilor Harris to participate remotely; Vice Mayor Joyner seconded the motion.

**ROLL CALL**

Councilor Harris-	Abstain
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Yes
Councilor Holloway-	Yes
Vice Mayor Joyner -	Yes

**Motion Passes 6-0**

1. **Wastewater Treatment Facility Operation Status** – Michael Crocker, Public Works Director

Mr. Crocker, the Interim Director at the Wastewater Treatment Facility, provided a detailed operational status update. He noted that he has spent two weeks at the facility, immersing himself in the daily operations and observing various issues. He mentioned that there are several key challenges at the facility, particularly in management, staffing, operations, and maintenance. On the management front, he highlighted the inadequacy of the current utility rate structure, which is not sufficient to meet the facility's capital and operational needs. A rate study is underway to address this. Still, future debt service will depend on a rate structure that supports both the facility and its surrounding infrastructure, which is often overlooked. Staffing issues were also a significant concern, with 57 full-time equivalent positions (FTEs) approved, but several vacancies—three in management and five in operations, maintenance, and lab roles. The facility has chronic operator turnover, which causes performance challenges and overtime issues. Training new staff is difficult due to the unique nature of the facility's processes. Mr. Crocker also pointed out longstanding issues with workplace culture, routine and preventative maintenance, and equipment repair and replacement schedules. Funding shortages and inadequate staffing exacerbate these operational challenges. Although the facility is within regulatory compliance limits, the lack of sufficient operations, maintenance, and replacement poses potential future legal and compliance risks. Additionally, pump station overflows continue to be a problem, which may lead to future regulatory challenges. Despite these issues, Mr. Crocker acknowledged the dedication of the core staff at the

facility, noting that their strong work ethic and ownership of their roles inspire him and can help create a positive shift in the culture. In response to questions, Mr. Crocker discussed leadership as a key factor in addressing the staffing turnover and workplace culture. He believes accountability, both to colleagues and the public, has been lacking, which has contributed to the challenges. He emphasized that introducing a culture of accountability—not for blame, but for team improvement—was essential for the facility's success. He recognized that this shift may be difficult for the staff, but it is necessary for moving forward and improving operations.

Vice Mayor Joyner encouraged in regard to the vacancies to get involved with looking at the postings and working with HR. She states that in a lot of cases, the salary numbers are not posted on the postings. She then asks about the DEQ issues. Mr. Crocker responds to that question. He says the team provides inspection oversight on all operating components of the facility. They document any deficiencies and ensure compliance with permits. These inspections may ultimately lead to notices of violation if issues are identified.

Mr. Crocker spoke further about the pump stations. Letting the council know pump station overflows are a common issue in the city, with 19 pump stations in total, 15 or 16 of which are dedicated to domestic services for commercial and residential properties. These stations require significant maintenance, use a lot of energy, and have large replacement cycles. Unfortunately, when overflows occur, wastewater can spill onto the ground, presenting risks to public and environmental health. The overflows tend to happen in the exact locations, which poses ongoing challenges for the plant and its ability to comply with permit requirements.

Councilor Daye asks if there is a type of failure do they have backup equipment or what is needed for maintenance. Mr. Crocker stated, they are not prepared.

Mayor Partin asked did Mr. Crocker have a good sense of where projects stand right now in terms of their design development phase, in their execution phase, and their close-out phase. Mr. Crocker responds that he makes two rounds through the plant each day, inspecting processes from influent to effluent. During these rounds, he consistently identifies areas needing attention or repair. His main focus has been ensuring that operational components are functioning properly while addressing capital projects. Although he's still familiarizing himself with the status of various projects, he highlighted one urgent issue: the roof of the administration building has a significant leak. He has been pushing for the shop drawings for the roof replacement to keep operations running smoothly. Mr. Crocker plans to

dedicate more time to capital projects in the coming weeks, as that is his area of expertise, but staffing and workplace culture have taken priority initially. Mayor Partin then asks for a rundown list of the projects currently being executed, if they are out for bid right now or not. Specifically, he asks about the Queen Anne pump station. The answer given was that it went back to redesign. The mayor then asked about the sewer collection system and the overflows and collapsing lines, and manholes. Mayor Partin says in this budget cycle they need to focus on public safety, but they also need to focus on the wastewater plant and the infrastructure as their big second priority. Councilor Holloway mentions that the violations need to be public for everyone to know. He also says the violations are something they should be obligated to share with the citizens.

Mr. Crocker gives the violations as follows: During the inspection, several issues with equipment, unit processes, and design deviations were identified, many of which had already been flagged during the FY 23 compliance evaluation. Notably, the segregated preliminary treatment traveling screens, one of three, were out of service, and one of the two GR classifier systems was also nonfunctional. Additionally, four of six flight and rail systems in the primary clarifiers were inoperable, and one of the three primary clarifiers was entirely out of service. Vegetative growth was observed on the scum layer of two of the three clarifiers, and the MBBR units showed media rafting and plant growth in the anoxic zones, with mixers in all units not in use. Other issues included floating solids in the chlorine contact tank, affecting about a quarter of the length of each unit, and the sodium hypochlorite automated monitoring and dosing system being out of service. In the industrial preliminary treatment area, two of the traveling screens were out of service, and all three bucket auger systems for grit removal were nonoperational. Six of the eight flight and rail systems in the primary clarifiers were inoperable, and several secondary clarifiers had malfunctioning flight and rail systems, with observed conditions indicating failure. The UNAC system's diaphragm pump on train one was also out of service, and one of the two gravity thickeners was nonfunctional, showing vegetative growth on the solid surfaces. The centrifuges, which are used for sludge processing, had two out of three units out of service, and two of the three incinerator feed pumps were also nonoperational. The staff noted that the furnace had been out of service for much of 2024 but was operational during the inspection. Furthermore, the facility lacked documentation for a preventive maintenance program, with repairs being conducted reactively instead of proactively. The observed maintenance schedule in the operations manual was outdated, with actions listed from 2004 to 2008, and staff confirmed that it was not being followed. There were also no records to verify that the alarms were tested for proper functioning. Finally, a drain and

sump in the sodium hypochlorite storage secondary containment area were observed, but the operator could not identify where it discharged or whether it was controlled by a valve.

Councilor Stokes asked that when he gets everything updated, can he shoot her an email so she can come and look at the facility. He states there is a long way to go to getting it updated.

At this time, Mayor Partin asks that the city attorney read out the closed language to go into closed session.

**CLOSED MEETING**

Councilor Daye made a motion to go into a closed meeting under Virginia Code Section 2.2-3711 A1 and 8 to consult with legal counsel regarding specific legal matters and to discuss and consider personnel matters. This is relative to the Hopewell Water Renewal; Vice Mayor Joyner seconds the motion.

Councilor Holloway asked if there was anything that could be discussed in closed session tonight? Mayor Partin answers that they are seeking guidance on the legal side.

**ROLL CALL**

Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Yes
Councilor Holloway-	Yes
Vice Mayor Joyner -	Yes

**Motion Passes 7-0**

Councilor Holloway made a motion to come out of closed session; Mayor Partin seconded the motion.

**ROLL CALL**

Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Yes
Councilor Holloway-	Yes
Vice Mayor Joyner -	Yes

**Motion Passes 7-0**

**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 the closed meeting?

**ROLL CALL**

Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	Yes
Councilor Holloway-	Yes
Vice Mayor Joyner -	Yes

**Motion Passes 7-0**

**BUDGET PRESENTATIONS**

**1. City Attorney Budget – Anthony Bessette**

Mr. Bessette presented a request to the council for approval to hire a second Assistant City Attorney. He highlighted the significant costs the city has been incurring on outside legal counsel, citing that in the fiscal year 2023, the city



spent approximately \$256,000, and in the fiscal year 2024, it was around \$246,000. For the current fiscal year, the city is on track to spend around \$260,000 on outside legal fees. Given that the city's budget for outside counsel in previous years has been set at \$80,000, Mr. Bessette emphasized that they are consistently exceeding this amount. He proposed offering the new position at a salary of up to \$115,000, believing that this amount would attract qualified candidates who could help mitigate some of the reliance on outside counsel. He further explained that his office, currently a one-person operation, faces bandwidth issues and cannot adequately address all the legal needs of the city's departments. For example, many departments, including the Department of Social Services, operate without dedicated legal counsel. Mr. Bessette emphasized that by hiring an additional attorney, they could not only handle the workload more effectively but potentially save money by reducing the need for outside counsel. While he could not provide an exact savings figure at this time, he was confident that hiring an Assistant City Attorney would be a more cost-effective solution in the long term. Some council members expressed support for the proposal, citing the potential for saving money and improving workflow. However, there was also concern raised about additional costs, particularly given that other departments already budget for their own legal counsel. One council member suggested that a report from each department regarding their legal expenses should be considered before moving forward with the request. Mr. Bessette clarified that the figures presented regarding outside legal counsel fees include not only those billed through the City Attorney's office but also fees paid by other departments, such as Human Resources and Economic Development. He emphasized that the request for an additional attorney does not mean the city would completely eliminate the use of outside counsel. Certain legal matters, like real estate closings, are typically outsourced in every city and county. The goal of hiring an Assistant City Attorney is to reduce the reliance on outside counsel, ultimately making the position cost-effective and potentially self-sustaining by lowering external legal expenses.

## 2. **City Council Budget** – Dr. Manker

Dr. Manker discussed the travel budget for city council members, noting that the council directed the City Manager to bring back a proposed budget at the last meeting. The travel sheet presented highlights the three primary organizations that most council members attend, with the possibility of adding the International City/County Management Association (ICMA) conference, which is typically attended by the City Manager but is open to council

members as well. The travel costs listed are estimates, excluding food and other expenses, and range between \$2,860 and \$2,800 on average. The finance department and Dr. Manker proposed a \$4,000 travel allowance per council member, which would save \$6,500 per individual and ultimately result in an overall savings of \$45,000. The mayor mentions he would have liked to see it lower but agrees with the majority.

### **3. Planning and Development – Mr. Ward**

Mr. Ward provided an update on the Planning Department's Capital Improvement Plan (CIP) for the upcoming fiscal year. He clarified that the department's operational budget would remain flat, with no requested increases. Instead, he focused on presenting the department's CIP, which includes 10 planned projects over the next five to six years, with a timeline provided for each. These plans are not traditional capital improvement projects but rather are aimed at addressing various urban planning initiatives. The first project is the citywide implementation of a comprehensive wayfinding program, estimated to cost \$300,000. The second project involves developing downtown design guidelines, for which the department is requesting \$15,000 in matching funds for a grant. The third project is maintenance for the urban tree canopy, requiring \$20,000 to ensure continued care for trees along Route 10 after the expiration of an EPA grant. The fourth project, a small area plan for the Route 36 corridor, requires a \$10,000 city match for a grant. A time-sensitive project is the update to the city's comprehensive plan, expected to cost \$150,000 if it requires a complete rewrite, starting in 2027 for adoption by 2028. Other initiatives include addressing safety concerns in downtown through a crime prevention plan, completing improvements on the 200 block of East White Person Street with \$15,000 for engineering and design, and developing a gateway façade design plan. Dr. Manker also suggested creating a housing plan and updating the existing downtown plan, which is nearly 20 years old. The time-sensitive projects include the comprehensive plan update starting in 2027, Phase 2 of downtown design guidelines for the next fiscal year, and tree canopy maintenance in the 2026 budget. While the Planning Commission is not submitting its own CIP this year, they have endorsed the department's proposals.

The council asked Mr. Ward questions in regard to his presentation, where he responded to each of them in detail.

### **4. Information Technology Budget – Jay Rezin**

Mr. Rezin provided an update on the IT department's budget and capital project requests for the upcoming fiscal year. He reported that the department's operating budget has increased by approximately \$77,000, primarily due to rising technology costs and the continued support for various software systems. Notably, the cost of Tyler Technology software, including Muni and Encode, continues to rise, and the department plans to migrate Tyler to the cloud within the next year or two. Additionally, the acquisition of VMware by Broadcom has nearly doubled the cost of the software supporting the city's servers. To maintain the system, the department has also upgraded its Barracuda backup servers, which support email and user data backups. Mr. Rezin also mentioned the ongoing maintenance of the city's camera and microphone systems in various rooms, including courtrooms, as well as the costs associated with implementing two-factor authentication for police officers and dispatchers, which will eventually extend to all city employees. This initiative is a state mandate and comes with additional costs for security tokens or phone-based authentication. For capital projects, Mr. Rezin highlighted the long-requested Office 365 upgrade, which has become critical as Microsoft transitions to a subscription-based licensing model. The city is currently running Exchange 2016, with many computers using outdated versions of Windows and Office, and Microsoft will soon cease support for these older systems. To stay current, the IT department is requesting \$124,000 to upgrade the Exchange server and migrate email services to the cloud, ensuring that all Microsoft products are up-to-date and supported. This upgrade is essential as the deadline for support expiration is approaching, and the subscription model mandated by Microsoft will be costly but necessary for continued service. He opens the floor for any questions. There were no questions for Mr. Rezin.

##### **5. Public Works Budget – Michael Crocker**

Mr. Crocker provided an update on the Public Works budget and various capital projects. He explained that the Public Works Fund includes several different funds, and the operational budget for next year will see a reduction of about \$6,000, which covers VDOT, city buildings, and court buildings. The Refuse Fund is requesting an increase of \$136,909, mainly due to CPI increases tied to the refuse contract and a rise in the cost of flare maintenance at the landfill. The Cemetery Fund is requesting a \$15,000 increase, which will be used for leveling and resetting headstones in the cemetery, funded by perpetual care funds. The Stormwater Fund has a zero-dollar increase, but there is a placeholder for an additional \$432,000 due to the reduction in the industrial credit, which will be applied to ongoing stormwater projects.

Regarding Public Works operations, Mr. Crocker emphasized the tough working conditions during snow season, which place considerable strain on equipment. He mentioned several equipment replacement requests, including a dump truck for the asphalt crew, a dump truck for the concrete crew, a leaf vacuum truck, and a backhoe for asphalt work. These requests are part of a five-year lease plan. The capital improvement summary includes library roof repairs for \$30,000, streetlight improvements for \$20,000, an ADA master plan for \$50,000, HVAC upgrades for social services for \$50,000, and HVAC replacement for the courthouse for \$130,000, which is crucial given the ongoing HVAC issues at the courthouse. Public Works also requested one additional position to support the increasing demands on the fleet, with a total salary, benefit, and operating cost of \$78,780. Additionally, Mr. Crocker highlighted the engineering and stormwater functions, including ongoing capital projects that require continual funding. He pointed out that many of these projects were initially estimated using data that became outdated quickly due to cost increases post-COVID. Notably, the Heretic Avenue drainage project, which is at 100% design completion, is in need of an additional \$2.3 million to proceed, as the city currently lacks the full funds to complete it. The city is also reevaluating other projects and funding reallocations in light of rising costs.

Councilor Stokes asked if there are plans to talk about one of the biggest problems in the city throughout the city, which is the development of potholes and complaints made by the citizens. Mr. Crocker answers they conduct pothole patching efforts as long as weather permits, and it is built into their budget already.

The capital project status update provided by Mr. Crocker covered several ongoing initiatives. The Berry Street project is currently in the right-of-way phase, while the Mesa Drive Pedestrian Improvements are moving forward with bids for rapid flashing beacons at pedestrian crossings in front of the high school. The bids for this project were expected to come back today, but Mr. Crocker would have further updated the following day. The West Randolph Shared Use Path project is in the utility location phase, with 30% of the conceptual design completed, and they are progressing toward a more detailed design. The Courthouse Road Pedestrian Improvements design is also underway.

For other projects, Mr. Crocker highlighted several that are recommended for deferral due to outdated cost estimates, including the Hill and Hooker Street

Reconstruction and Wagner Avenue and Hooker Street Reconstruction. These projects will be revisited by the council next week. The costs for two pavement rehabilitation projects have escalated significantly, with asphalt prices increasing from \$80 per ton to \$140 per ton, a 75% rise. As a result, Richmond and Petersburg Street projects are recommended for deferral due to scheduling and cost concerns, with an expected \$1.8 million allocation required next year for these projects. Mr. Crocker emphasized the importance of developing a ranking plan to prioritize these projects as they compete with other paving efforts. Regarding stormwater projects, the Hank's Pond Stormwater project is under review by a consultant to ensure its effectiveness for the community. The Heretic Avenue Drainage Project has completed its design and requires budget allocation to proceed to bidding. Additionally, the Wagner Road Storm Lining Project is part of efforts to evaluate which stormwater pipes should be relined versus replaced, aiming for cost-effective solutions. The Riverside Avenue Rehab project has completed its engineering assessment, and Mr. Crocker will bring the recommendations back to the council. The Pavement Preservation Plan allocates \$466,000 annually, though Mr. Crocker suggested that a condition assessment of all streets would better guide the allocation of these funds. The Courthouse Parking Lot Repaving project currently lacks funding, though it is acknowledged as a necessary project. Lastly, the Cattail Creek Drainage Crossing project has been assigned to one of the city's on-call consultants.

Mayor Partin asked about the refuse fund budget summary; is it coming out of the enterprise fund or general revenue? Mr. Crocker answers that it comes from the refuse fund. There were more questions and answers between the council and Mr. Crocker.

Vice Mayor Joyner made a motion to extend the meeting until the completion of the Parks and Recreation presentation; Councilor Ellis seconded the motion.

**ROLL CALL**

Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Stokes-	No
Councilor Holloway-	Yes

Vice Mayor Joyner - Yes

### **Motion Passes 6-1**

#### **6. Economic Development Presentation – Charles Bennett**

Mr. Bennett presented a two- to five-year capital budget plan for the Department of Economic Development and Tourism, based on the strategic economic development plan developed with the Economic Development Authority (EDA) and the City Council. He emphasized that the plan is a roadmap for the next five years, with no current funding allocated from the general fund or any grant sources. The purpose of this presentation is to lay out the priorities for future budget discussions, particularly for the 2026 budget. Mr. Bennett highlighted that while the projects are not yet funded, they are intended to provide a framework for selecting priorities, with the potential for funding to be allocated in collaboration with the City Manager and Finance. Some projects presented by Mr. Bennett overlap with other departments, such as business corridor developments, where he suggested setting aside approximately \$300,000 over the next five years for developments along corridors like Route 36, 15th Street, and West Broadway. Another notable project mentioned was the creation of a riverfront overlay district master plan, an idea inspired by Paul Reynolds, the former chairperson of the Planning Commission. This initiative would involve collaboration among City Council, the EDA, the Planning Commission, and consultants, with the goal of developing a comprehensive master plan for the riverfront. Additionally, Mr. Bennett touched on plans for mixed-use housing redevelopment aimed at replacing outdated single-family homes with modern housing. He stressed that this process should be thoughtful, with a focus on community involvement. Mr. Bennett also emphasized the importance of the City Point Waterfront development, specifically the acquisition of land for a tall ships dock and visitor center, which he described as a project close to his heart. He expressed a strong desire to secure the waterfront property to begin planning for the development of docks and bring tall ships to the area, envisioning a future where local children could experience the historic significance of the Good Ship Hopewell. Mr. Bennett outlined several significant initiatives for the City of Hopewell's development, with a focus on tourism, infrastructure improvements, and investments in public assets. He began by discussing the

need for a comprehensive \$500,000 investment in uniform signage throughout the city. This initiative aims to ensure that visitors can easily find major attractions, such as the waterfront, the Riverwalk, Weston Manor, and the Arlington Street Corridor, creating a unified and welcoming experience that reinforces the city's identity. Next, he provided an update on the City of Hopewell Marina, where a five-year revitalization plan is underway. A key milestone was reached with the successful issuance of a purchase order for the complete revitalization of the L Dock, which was delivered under budget. Mr. Bennett highlighted the significant progress made, including replacing aging infrastructure and implementing new services like an automated station. Since taking over the marina, over 7,000 visitors have paid ramp fees, generating more than \$23,000 in revenue. He emphasized the importance of continuing investment in this public asset, including the completion of a trailhead to connect the Riverwalk and an additional \$1.5 million in funding to extend the Riverwalk further westward. Mr. Bennett also plans to replace the North Dock's roof with a metal one, create a permanent stage for arts and educational events at the marina, and restore the parking lot. Additionally, he mentioned the need for dredging the creek to remove silt, a process that hasn't been done in about 20 years, which will improve the marina's functionality. These initiatives are part of an ongoing effort to maintain and enhance the marina as a key destination within the city, ensuring it remains a premier part of the Appomattox River Trail. He opens the floor for questions.

#### **7. Parks and Recreation – Tabitha Martinez**

During the meeting, Ms. Martinez presented a detailed overview of the department's budget and priorities. She highlighted the importance of the pool as a top priority, requesting an increase in the service contract for lifeguard management services to allow staff to focus on administrative duties. The request also included a personnel addition for consideration. Ms. Martinez discussed a new vehicle lease for the community center, which was necessary after the city took possession of an unused vehicle. She also proposed an increase in conference funds to ensure staff remain certified with up-to-date skills, noting the rising costs of registration and travel for certification programs. Further requests included an increase in funding for park services, specifically for tree maintenance and a lawnmowing contract. Ms. Martinez emphasized the need for a new recreation software system, including a mobile app, to improve registration accessibility. Additionally, there was a request for a new lease or purchase of a bus for the senior transportation program, as the current buses were outdated and frequently in repair. The department also

sought additional funds for park uniforms, temporary help for adult programming, and increased food supply for senior programming. The request included a third-party traffic management company for larger events, as well as funds for vehicle maintenance. Ms. Martinez detailed the capital requests, which included replacing the Hopewell Community Center's security cameras to integrate with the police department's system and updating the HVAC system in the community center. She also outlined planned improvements to the city's parks and the Riverwalk, including design and engineering funds. Lastly, the department requested significant upgrades to the Hopewell Community Center's restrooms and locker rooms, which are in urgent need of modernization and ADA accessibility. The session also touched upon potential support for earmarks to fund the HVAC upgrades, along with the maintenance and improvement projects for Mathis Field and the Riverwalk. Ms. Martinez discussed several budgetary requests and capital improvement projects for the department. She began by addressing the need for park pavilion renovations, particularly focusing on updating the roofing at Crystal Lake, one of the most frequently rented and popular facilities, which has not been updated in 15 to 20 years. This proactive renovation aims to prevent future closures due to roof damage. The presentation also highlighted the need for updates to the Hopewell Community Center Pool, including the installation of ADA accessibility features and depth markers, with a budget request of \$30,000. Additionally, there was a proposal for resurfacing courts and playing surfaces across several parks, including City Point Playground and Riverside, with a focus on the aging tennis courts at Riverside Park. A vendor quote has been obtained for these resurfacing efforts. The total capital request amounted to \$1.4 million, with further explanations provided in the presentation. Regarding personnel, Ms. Martinez requested three new positions. However, one of these positions is contingent upon whether an outside agency is contracted for lifeguard services. Another request was for funding summer staff salaries, which have not been funded by the city in the past but are necessary for running summer camps. Additionally, there is a proposal for an additional recreation maintenance specialist to help manage the increased workload due to the growth of facilities like the River Walk, Atwater Soccer Complex, and Crystal Lake, ensuring that park issues are addressed promptly. The department also proposed several potential fee increases for the upcoming fiscal year. These included a slight increase in membership and rental rates for the community center's meeting rooms, conference rooms, and pool lanes, as well as a small increase in pavilion rental fees. Specifically, the cost of renting small pavilions would increase by \$10, and large pavilion rentals would increase from \$65 to \$75 for residents and from \$150 to \$165 for non-



residents. These fee increases are aimed at generating revenue to maintain and improve city facilities, including future equipment replacements. Ms. Martinez explained that phase two of the project aims to complete the remaining two fields that were not included in the initial phase, focusing on addressing the drainage issues that have been affecting them. The primary objective of this investment is to enhance the fields over the next three years to make them suitable for sports tourism. Currently, the fields are not yet level and safe enough to host tournaments, which is a key goal. Once the fields are properly leveled and improved, the hope is to generate a significant return on investment by bringing in tournaments and attracting consistent visitors over weekends. There was also a discussion about the scoreboard not functioning, with the parks department acknowledging that the scoreboard typically used for games is not operational, primarily due to staffing issues. However, the department partners with the local school system, which sometimes has access to the scoreboard, though they lack consistent staffing on-site. Additionally, the importance of the fields being used not only by local residents but also by visitors from outside the city was highlighted, emphasizing the potential economic benefit for the city. The credit for maintaining the fields was given to the dedicated park staff, especially Eric Dunbar, a local resident who takes pride in his work on the fields. It was also noted that other groups, such as Carter Woodson, have been using the fields, and ongoing conversations with the school system are aimed at ensuring their proper use and maintenance. The team is working toward resolving issues and providing support to local institutions to ensure the fields remain operational.

Councilor Stokes shared her concerns with the raising of the membership rates and what consideration has been given to the kids in subsidized housing. Ms. Martinez clarifies that any Hopewell resident with a youth 17 and under has a free membership. The council has asked Ms. Martinez to look into a sliding scale for membership.

Councilor Joyner wanted more information about the service contracts for the pool. Ms. Martinez answers there was a request for an Aquatics Program Manager position, which would allow for better management of the aquatics department. This new role would enable the department to have four full-time lifeguards, reducing the need for heavy reliance on part-time help. This would create greater staffing stability and allow for more consistent management of the program. The Aquatics Program Manager position would also eliminate the need for a service contract, as everything could be handled in-house. The cost-saving for the city would come from funding the Aquatics Program Manager

role, as it would replace the service contract previously discussed. The \$18,000 mentioned earlier will be included in a future presentation. The clarification was provided that this move would streamline operations and improve efficiency.

Ms. Martinez asked the council for approval to include the potential cost of hiring someone to oversee sports tourism if it is added, as their current staff is already at full capacity. This new position would help ensure that all weekends are fully booked and that the sports tourism program is effectively managed. The mayor agreed and gave Ms. Martinez the ok to look into that.

Councilor Stokes made a motion to adjourn. None opposed.

Meeting adjourned.

### **ADJOURNMENT**

Respectfully submitted,

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**Johnny Partin, Mayor**

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**Brittani Williams, City Clerk**

**MINUTES OF THE MARCH 25, 2025, CITY COUNCIL REGULAR MEETING**

A REGULAR meeting of the Hopewell City Council was held on Tuesday, March 25, 2025, at 5:00 p.m.

**PRESENT:**

John B. Partin, Mayor  
Rita Joyner, Vice Mayor  
Michael Harris, Councilor  
Ronnie Ellis, Councilor  
Susan Daye, Councilor  
Yolanda Stokes, Councilor (Absent)  
Dominic Holloway, Councilor

Councilor Daye made a motion to go into a closed meeting under Va. Code § 2.2-3711 (A)(1) to discuss and consider personnel matters, including board and commission appointees (City Clerk Contract, city clerk, city manager, city attorney performance evaluation process, Planning Commission, Keep Hopewell Beautiful, Architectural Review Board, Hopewell Water Renewal, District 19, Hopewell Redevelopment and Housing Authority, and Community Policy and Management Team) Va. Code § 2.2-3711(A)(29) and (8) to discuss the award of a public contract where discussion in an open session would adversely affect the City’s bargaining position and to consult with legal counsel regarding specific legal matters (Discussion of an unsolicited offer of real estate property, Insurance contract); and Va. Code § 2.2-3711 (A)(8) (Treasurer’s and Director of Finance’s duties; Code of Conduct), Vice Mayor Joyner seconds the motion.

**ROLL CALL**

Mayor Partin -	Yes
Councilor Ellis -	Yes
Councilor Daye -	Yes
Councilor Stokes -	--
Councilor Holloway -	Absent
Vice Mayor Joyner -	Yes
Councilor Harris -	Yes

**Motion Pass 5-0**

**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 the closed meeting?

**ROLL CALL**

Mayor Partin -	Yes
Councilor Ellis -	Abstain
Councilor Daye -	Yes
Councilor Stokes -	--
Councilor Holloway -	Yes
Vice Mayor Joyner -	Yes
Councilor Harris -	Abstain

**Motion Pass 5-0**

Vice Mayor Joyner made a motion to appoint Latonya Doctor and Brenda Pelham to the community planning management team committee, Rosalyn Capers to District 19, Chris Lofstrom to the Architectural Review Board, and Todd Butterworth to the Planning Commission, and Mayor Partin seconded the motion.

**ROLL CALL**

Mayor Partin -	Yes
Councilor Ellis -	Abstain
Councilor Daye -	Yes
Councilor Stokes -	--
Councilor Holloway -	Yes
Vice Mayor Joyner -	Yes
Councilor Harris -	Abstain

**Motion Pass 5-0**

**BUDGET WORK SESSION**

Prior to the first budget presentation, Dr. Manker addresses the council to let them know there will be presentations on expenditures, CIP (Capital Improvement Plan),

and outside agencies, but no discussions are expected tonight. The budget is required to be balanced by April 1st, with a balanced budget to be presented on April 8th. For the new members of the council, Dr. Manker explains that throughout April, the council will review the balanced budget, providing members with an opportunity to adjust it according to their priorities. After that, minor tweaks will be made, and the final budget will be presented to the public in May.

## **1. Fire Budget Presentation – Chief Ruppert**

Chief Ruppert opened the meeting by providing an overview of recent incidents, emphasizing the fire department's role in emergency response. On the 14th, the department received a call about smoke in a residence, which was upgraded to a structure fire. Upon arrival, one resident was found attempting to assist a burn victim who was also suffering from smoke inhalation. Firefighters successfully rescued both individuals and extinguished the remaining fire. Due to the severity of the victims' conditions and the lack of available aircraft for transport, eight personnel were needed to transport the victims via ground, with one requiring surgical intervention for airway issues. Both individuals are currently receiving treatment at VCU, one off a ventilator and improving, while the other remains on a ventilator but is expected to improve soon. Chief Ruppert highlighted the department's personnel challenges, particularly in EMS. The National Fire Protection Association (NFPA) recommends 16 personnel for a single-family structure fire, but the department fields only 13 on a typical day, with four of them dedicated full-time to ambulances. For residential fires in garden-style apartments, which are common in the city, the NFPA recommends 28 personnel, but again, the department only has 13 available. EMS personnel handle about 85% of the department's call volume, which leads to high burnout rates. The EMS call volume has doubled from 2017 to 2023, while staffing levels have remained the same. In late 2023, the department shifted to a 24-72 schedule to address recruitment and retention issues, which has helped attract new staff. Since then, the department has received nine viable applications, hired four, and has three more in the process. However, the department still requires additional staffing to fill the new shifts and ensure adequate EMS coverage. Chief Ruppert made several personnel requests. He asked for three additional EMS provider positions to fully staff the new 24-72 schedule, with an estimated cost of \$219,621.54. He also requested three more personnel for a third medic position to improve the department's ability to respond to both fire and EMS calls. This request would cost \$208,894.23. Additionally, he requested \$48,854 to fund a career

development program to support staff retention by offering a clear career path and advanced training opportunities. Regarding capital needs, Chief Ruppert mentioned the critical condition of Station One (which will be 100 years old in 2026) and Station Two (which is 75 years old). He also discussed the urgent need for new apparatus, including two fire engines and two ambulances. Due to prolonged lead times and increasing costs, fire engines now cost \$1.3 million and ambulances over \$500,000. The total cost for the four vehicles would be \$3.7 million. As a solution, Chief Ruppert proposed a leasing program to replace vehicles at regular intervals. This would involve leasing two ambulances at \$1,176,594 annually and fire engines at \$456,183 annually, totaling \$6,327,843 over seven years. He also suggested that EMS revenue and salary savings at the end of the fiscal year could be used to cover these costs. In terms of line-item requests, Chief Ruppert requested \$33,000 for recruitment and retention costs, including advertising and rookie school expenses, as the department has been actively recruiting due to a staffing shortage. Additionally, he asked for a \$25,960 increase in the vehicle leasing line to cover the increased costs of replacing two vehicles under the Enterprise leasing program. Lastly, he provided information on EMS overtime budget overruns over the past three years, although this was not a formal request. Chief Ruppert concluded by emphasizing the importance of long-term planning for capital needs to avoid emergency funding requests and ensure the department can continue to serve the community effectively.

Mayor Partin encourages department directors to run their budgets conservatively. He asked for Dr. Manker to put a policy in place maybe. Dr. Manker mentioned that the Fire department already has a policy in place, and Stacey and herself are currently working on that for the current budget.

Councilor Harris asked if there was a determination of where a new station would be. Chief Ruppert stated that they have not yet done an official study yet.

## **2. Expenditures, CIP, and outside agencies – Stacey Jordan**

At the beginning of Stacey's presentation, Dr. Manker reminded the mayor that the meeting needed to be extended.

Vice Mayor Joyner made a motion to extend the meeting until completion of R6; Councilor Ellis seconded the motion.

**ROLL CALL**

Mayor Partin -	Yes
Councilor Ellis -	Yes
Councilor Daye -	Yes
Councilor Stokes -	--
Councilor Holloway -	Yes
Vice Mayor Joyner -	Yes
Councilor Harris -	Yes

**Motion Pass 6-0**

Mrs. Stacey began her presentation. Mrs. Jordan outlined the proposed fiscal year 26 budget for the City of Hopewell. The budget focuses on maintaining current city operations, including the general government, enterprises, health and welfare, schools, and debt expenses. The strategy for the fiscal year includes ensuring operations continue at their current level while utilizing remaining funds to build reserves for the city. The budget accounts for a 12% increase in health insurance, equating to about \$600,000; a 3% cost-of-living adjustment (COLA) across the board; and 3% increases for state and social services, as well as constitutional expenses. Employee salaries will see a 3% COLA increase, with specific adjustments for public safety, parks, and recreation to bring wages up from \$12 to \$15 an hour. Health insurance costs will see an 80% absorption by the city, with the remaining costs passed on to departments. Capital projects totaling \$7.6 million in engineering are carefully considered to avoid excessive impacts on the operating budget. Any general fund resources used for capital projects must be evaluated and prioritized. Revenue sources for these projects may include the general fund, long-term debt, revenue bonds, and state and federal grants. The budget also includes details on various city departments, such as police, fire, public works, recreation, and development. Expenses across these departments mainly reflect increases in salaries, health insurance, and VRS (Virginia Retirement System) contributions, with specific adjustments based on departmental needs and restructuring. A notable change in the City Manager's budget is the addition of employees for economic development and governmental affairs. In terms of enterprise funds, slight increases were noted across various services, including water, sewer, refuse, and stormwater, with adjustments for personnel and healthcare costs. Health and welfare funding, including social services and the Healthy Families program, will see a 3% increase from the state.

Debt service is also a significant portion of the budget, with payments increasing year-over-year, but with a significant drop expected by 2028, which will free up funds for future capital projects. The city’s contribution to schools will remain consistent at \$13.58 million, and the budget includes a breakdown of capital projects over the next five years. Mrs. Jordan concluded the presentation by offering to provide more detailed information on any aspect of the budget upon request.

**REGULAR MEETING**

**ROLL CALL**

Mayor Partin -	Present
Councilor Ellis -	Present
Councilor Daye -	Present
Councilor Stokes -	Absent
Councilor Holloway -	Present
Vice Mayor Joyner -	Present
Councilor Harris -	Present

Prayer was offered by Pastor Blowe, followed by the pledge of allegiance by Mayor Partin.

Vice Mayor Joyner made a motion to approve the consent agenda, and Councilor Daye seconded the motion.

**ROLL CALL**

Mayor Partin -	Yes
Councilor Ellis -	Yes
Councilor Daye -	Yes
Councilor Stokes -	--
Councilor Holloway -	Yes
Vice Mayor Joyner -	Yes
Councilor Harris -	Yes

**Motion Pass 6-0**

Councilor Holloway made a motion to adopt the regular agenda; Mayor Partin seconded the motion.

**ROLL CALL**

Mayor Partin -	Yes
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Councilor Ellis -	Yes
Councilor Daye -	Yes
Councilor Stokes -	--
Councilor Holloway -	Yes
Vice Mayor Joyner -	Yes
Councilor Harris -	Yes

### **Motion Pass 6-0**

The city clerk reads the communications from citizens into the record. No citizens signed up to speak.

### **REGULAR BUSINESS**

#### **R-1 Health Insurance Adoption** – Yaosca Smith

Mrs. Smith presented an update on the health insurance renewal for the upcoming plan year, which begins on July 1st. She introduced Mary Jones from One Digital, who would be presenting the recommendations. The renewal for the Local Choice program is set to increase by 12%, which amounts to an additional \$620,000 in costs. This includes a 13.9% increase in premiums for Medicare-eligible retirees, with their premiums rising from \$218 to \$232. After reviewing an analysis from One Digital, it was confirmed that the increase is in line with their assessment. Mrs. Smith then presented two options for addressing this increase. Option A proposes that the city absorb \$508,000 of the increase while employees would absorb the remaining \$112,000. Option B would see the city absorb the entire \$620,000 increase. Additionally, the plan includes adjustments to the high-deductible health plan due to changes in IRS regulations, raising the individual deductible from \$3,200 to \$3,300 and the family deductible from \$6,400 to \$6,600. However, the out-of-pocket maximums for this plan will remain unchanged. Mrs. Smith emphasized that decisions on the renewal must be submitted by April 1st, and open enrollment will occur between May 1st and May 15th. She recommended continuing with the three existing medical plans offered to employees and opting for Option A, which splits the cost increase between the city and employees. Mrs. Smith concluded by inviting any questions from the council.

Councilor Holloway made a motion to approve option A for the health insurance adoption. Mayor Partin seconded the motion.

**ROLL CALL**

Mayor Partin -	Yes
Councilor Ellis -	Yes
Councilor Daye -	Yes
Councilor Stokes -	--
Councilor Holloway -	Yes
Vice Mayor Joyner -	Yes
Councilor Harris -	Yes

**Motion Pass 6-0**

**R-2 HUD Hopewell Community Center Improvements – Charles Bennett**

Mr. Bennett addressed the council, thanking them for the opportunity to return and discuss the previous business. He reminded the members that, at the last council meeting, he had presented a request for earmark funding from the Community Development Fund. This request pertains to upgrades at the Hopewell Community Center, specifically for air conditioning and locker room improvements. Mr. Bennett emphasized that this is an annual opportunity to submit requests to Washington, DC, asking elected officials to include funding in their budget through the Community Development Fund, which is a HUD earmark. With the assistance of the city attorney, a resolution for this request had been prepared and included in the meeting's agenda packet. Mr. Bennett then asked the council to vote on approving the resolution, which would allow the city to proceed with the necessary paperwork and formally submit the request to elected officials.

Councilor Holloway made a motion to approve the resolution in support of the earmark request for the fiscal year 26 federal HUD community development funds. Vice Mayor Joyner seconded the motion.

**ROLL CALL**

Mayor Partin -	Yes
Councilor Ellis -	Yes
Councilor Daye -	Yes
Councilor Stokes -	--
Councilor Holloway -	Yes
Vice Mayor Joyner -	Yes
Councilor Harris -	Yes

**Motion Pass 6-0**

**R-3 Earmark miscellaneous pump station replacement city-wide – Michael Crocker**

Mr. Crocker addressed the council, expressing his focus on water-related issues. He thanked Mr. Bennett for his earlier introduction and proceeded to discuss the city's wastewater treatment needs. He noted that the challenges extend beyond the treatment plant itself and mentioned the earmark request aimed at supplementing city funds to address critical infrastructure needs. Referring to the DeBerry report from March 2024, Mr. Crocker highlighted several pump stations that require full replacement, including Manchin Hills, North Colonial, and Sherwood Lane. While the earmark funding may not cover the full replacement costs, it would provide flexibility for improvements, upgrades, or rehabilitation of these and other pump stations. He listed ten high-priority pump stations based on the report, outlining estimated costs for each, which range from \$200,000 to \$600,000 per station. The earmark would help start addressing these issues, and he shared a sample budget from the report. Mr. Crocker also explained that the earmark requires a 20% city match if successful and asked for council approval of a resolution to proceed with submitting the federal earmark request. He concluded by offering to take any questions from the council.

Councilor Holloway makes a motion to approve the federal earmark funding opportunities for the fiscal year 2026 Hopewell water renewal as presented, and Mayor Partin seconds the motion.

**ROLL CALL**

Mayor Partin -	Yes
Councilor Ellis -	Yes
Councilor Daye -	Yes
Councilor Stokes -	--
Councilor Holloway -	Yes
Vice Mayor Joyner -	Yes
Councilor Harris -	Yes

**Motion Pass 6-0**

**R-4 Earmark Flock expansion technology – Donald Reid**

Deputy Chief Reid speaks to the council, expressing their request for earmark funding regarding public safety technology, and lets the council know there is also a resolution prepared.

Councilor Daye made a motion to approve the earmark flock expansion technology resolution as presented, and Vice Mayor Joyner seconded the motion.

**ROLL CALL**

Mayor Partin -	Yes
Councilor Ellis -	Yes
Councilor Daye -	Yes
Councilor Stokes -	--
Councilor Holloway -	Yes
Vice Mayor Joyner -	Yes
Councilor Harris -	Yes

**Motion Pass 6-0**

**R-5 Re-Allocation of local funds to city-wide project pavement – Michael Crocker**

Mr. Bessette explained that he and Mr. Crocker had worked together to draft a resolution for the proposed reallocation of funds, and he recommended placing it on the agenda for the next meeting, allowing Mr. Crocker to present it for a city council vote. He clarified that because the proposed reallocation represents less than 1% of the city's total annual budget, it does not need to go through the typical two-reading process and could instead be voted on at the next meeting. He explained that reallocations of more than 2% of the budget require two public readings, while those under 2% do not. This clarification was emphasized as important because, in the past, the council had debated similar issues and may have misunderstood the procedural rules. Councilor Holloway added a comment, noting the specific reference to section 15.2-257A of the code, which allows for this procedural flexibility. The discussion concluded with an acknowledgment of the rule's significance in shaping how budget reallocations are handled, particularly those under 2%.

**R-6 Prince George – Hopewell Water Renewal Agreement – James Gaston**

Mr. Gaston III, Deputy City Manager for the City of Hopewell, presented an update regarding a request from Prince George County to siphon 2 million gallons per day of water to their water renewal plant. The county is seeking this allocation for an economic development park they are planning to build and has requested a formal agreement or letter from Hopewell to allow this water transfer. The county needs a response by April 1st to secure a \$10 million grant from the Commonwealth. Currently, Hopewell is processing 9 million gallons per day, and Prince George's request would add an additional 2 million gallons. Mr. Gaston explained that while there are no specific

contract details or terms in place, the formal letter would enable Prince George County to pursue the \$10 million grant, provided they choose Hopewell's water renewal as the source, although other water sources are available to them. He mentioned that the city responded to the county's inquiries by submitting the requested letter on March 19th and that the county is still debating their next steps. Mr. Gaston further clarified that the county has the option to forego the \$2 million allocation and pursue other water sources, but they would lose the opportunity to access the \$10 million grant if they do not act by the April 1st deadline. He concluded by noting that Mr. Henley from HDR and Mr. Ker were present to answer any specific scientific questions related to the matter.

Councilor Holloway asked Mr. Crocker for surrounding areas to have interest in water renewals, what type of effect it would have given an answer now, and if they will be at a position to be able to handle that with the current issues that they currently have in place. Mr. Crocker answers in detail to this question. He states the key point to remember is that the city has the hydraulic capacity to meet the demands of Prince George County's request for 2 million gallons per day of water. Despite challenges at the plant, the city is currently meeting limits and has time to address necessary repairs and improvements. While the additional flow will not have an immediate impact, the city is positioned to be a viable source for the county's wastewater needs in the future. There are no significant burdens or challenges anticipated at this time, even with the ongoing repairs required at the plant.

Mr. Dan from HDR provided an assessment of the capacity of the city's wastewater treatment facility in response to a request from Prince George County for additional water flow. The evaluation considered both the hydraulic capacity and the flow the facility can handle. The plant is designed to treat domestic and industrial flows separately, which limits how additional flow can be processed. While the plant is meeting its current limits, one significant issue is the higher solids load coming into the domestic treatment side, which is 50% higher than originally designed. However, other factors, such as flow, organic loading, and nutrient loading, are lower than anticipated. If the solids issue can be resolved or adjustments are made to accommodate the higher solids, the facility could restore its capacity. Currently, there is approximately 4 million gallons per day (MGD) of available capacity in the short term, which is sufficient to handle the requested 2 MGD from Prince George. However, in the next 15 years, the facility would only have 3.6 MGD of available capacity, which would not accommodate a potential full 5 MGD request.

Councilor Holloway raised a concern regarding the 50% higher solids challenge mentioned earlier. He inquired about how the plant would be able to intake more flow given that it is already struggling with a higher-than-expected solids load. Mr. Dan explained that the key issue is the solids load, which exceeds the plant's design capacity. He suggested that if the source of the higher solids load could be identified and addressed, or if improvements were made to handle the increased solids, the facility would be able to accept more flow without exceeding its capacity. Therefore, the plant's ability to process additional flow depends on resolving the solids issue, either by addressing the root cause or upgrading the facility to handle the higher load. Mr. Crocker responded to Councilor Holloway's concern by explaining that the details of how to handle the additional solids load would need to be addressed at a later stage. He clarified that while the flow allocation from Prince George County could be confirmed, the specifics of the required upgrades to accommodate the higher solids load would need to be discussed once the flow is officially brought into the system. He further explained that from Prince George's perspective, they would weigh their options, such as considering the Blackwater Treatment Plant, which has its own capacity and geographical limitations, or potentially building their own plant. However, he emphasized that upgrading the City of Hopewell's plant to handle the additional flow would likely be more cost-effective for Prince George. He stated that any costs associated with upgrading the facility to process the additional solids would need to be shared between the city and Prince George, as it would not be solely the responsibility of Hopewell to bear the cost of such an upgrade.

Councilor Holloway made a motion to approve the allocation request of 2 million gallons a day to Prince George County. Vice Mayor Joyner seconded the motion.

**ROLL CALL**

Mayor Partin -	Yes
Councilor Ellis -	Yes
Councilor Daye -	Yes
Councilor Stokes -	--
Councilor Holloway -	Yes
Vice Mayor Joyner -	Yes
Councilor Harris -	Yes

**Motion Pass 6-0**

**Meeting adjourned**

**ADJOURNMENT**

Respectfully submitted,

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**Johnny Partin, Mayor**

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**Brittani Williams, City Clerk**

C-3



# Hopewell Police Department Crime Summary

April 1, 2025



HOPEWELL POLICE DEPARTMENT  
 CRIME SUMMARY  
 Reporting Date: March 28 ,2025

Year-to-Date Comparison		Thru March 2nd				
	2024	2025	# Change	% Change	5 Year Average	% Change to Average
MURDER	0	1	1	DIV/0!	2	-38%
FORCIBLE RAPE	2	1	-1	-50%	1	0%
ROBBERY	1	5	4	400%	3	56%
AGGRAVATED ASSAULT	12	15	3	25%	14	9%
<b>Violent Crime Total</b>	<b>15</b>	<b>22</b>	<b>7</b>	<b>47%</b>	<b>20</b>	<b>12%</b>
ARSON	1	0	-1	-100%	0	-100%
BURGLARY	6	11	5	83%	11	0%
LARCENY	56	44	-12	-21%	68	-35%
MOTOR VEHICLE THEFT	8	8	0	0%	15	-48%
<b>Property Crime Total</b>	<b>71</b>	<b>63</b>	<b>-8</b>	<b>-11%</b>	<b>95</b>	<b>-34%</b>
<b>Total Major Crime</b>	<b>86</b>	<b>85</b>	<b>-1</b>	<b>-1%</b>	<b>115</b>	<b>-26%</b>

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

5 Year Average to 3/31

HOPEWELL POLICE DEPARTMENT  
Reporting Date: March 28, 2025

Suspected Opioid Overdoses 3/31							
	2020	2021	2022	2023	2024	2025	Grand Total
Fatal	3	5	3	5	3	1	20
Non-fatal	12	17	14	23	15	7	88
<b>Grand Total</b>	<b>15</b>	<b>22</b>	<b>17</b>	<b>28</b>	<b>18</b>	<b>8</b>	<b>108</b>

Subject to change as  
forensic results are returned

HOPEWELL POLICE DEPARTMENT  
Reporting Date: April 1, 2025

<b>Verified Shots Fired Jan 1 2024-April 1 2024 Vs Jan 1 2025-April 1 2025</b>			
<b>2024</b>	<b>2025</b>	<b>2024 Yearly Total</b>	<b>2025 Yearly Total</b>
<b>14</b>	<b>11</b>	<b>64</b>	<b>TBD</b>

# Neighborhood Watch Meetings

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

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

Cobblestone – 3<sup>rd</sup> Wednesday every other month @ 1300 Hrs. @ Cobblestone Rec. Center.

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

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

Ward 3 – 2<sup>nd</sup> Monday of every month 6:00pm @ Power's Memorial Church.

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

# Hiring-Recruitment

## April 2025

- 15 Sworn Vacancies, 1 Emergency Communications Vacancy.
- 16 Applicants are in the background phase. 4 Pre-certified Officers are in background phase.
- 5 Emergency Communications Officer Applicants are in the background process.
- Kenneth Wontz, a Retired Hopewell Officer, has been contracted to assist with background investigations.
- The next Tri-Test (written Test-Panel interview-Physical agility Test is scheduled for April 12, 2025.
- In our recruitment efforts, a billboard sign was displayed on Oaklawn Blvd/Jefferson Park Rd, the end date was March 23, 25
- The next LE Academy class begins July 7, 2025, at Crater Criminal Justice Academy.

# Recruitment Banner

## HOPEWELL POLICE DEPARTMENT

# NOW HIRING

- POLICE OFFICERS  
CERTIFIED AND NON-CERTIFIED
- EMERGENCY COMMUNICATIONS OFFICERS



HIRING  
BONUS  
AVAILABLE

APPLY TODAY



(804) 541-0055

[WWW.HOPEWELLVA.GOV/224/JOIN-OUR-TEAM](http://WWW.HOPEWELLVA.GOV/224/JOIN-OUR-TEAM)

## Community Policing Officers by Ward

- Corry Young Ward -1&3- [cyoung@hopewellva.gov](mailto:cyoung@hopewellva.gov)
- Ryan Hayberg Ward-2 [rhayberg@hopewellva.gov](mailto:rhayberg@hopewellva.gov)
- Michael Redavid Ward-6 [mredavid@hopewellva.gov](mailto:mredavid@hopewellva.gov)
- Thomas Jones Ward-4 &7 [tjones@hopewellva.gov](mailto:tjones@hopewellva.gov)
- Thomas Jones Ward-5 [tjones@hopewellva.gov](mailto:tjones@hopewellva.gov)



# Downtown Community Engagement

- Foot Patrols were completed
- Business Checks were completed.
- Directed Patrols were completed with more complaints reported at the Beacon Theatre in regard to the unsheltered population, and working with management on some solutions.
- Citizen and/Business Owner contacts were made.
- Beacon Theatre Overtime assignments continue for scheduled events.
- Downtown Traffic Enforcement overtime is scheduled for April 2025.
- Downtown bike patrols are scheduled for April 2025

## Community Engagement Activities

- The 4th Citizens Academy began on February 27 and is scheduled for each Thursday evening. The graduation date is April 24, 2025.
- The Special Olympics bass fishing tournament has been scheduled for May 10, 2025. fliers are being distributed.
- On 04/12/25, a Child Car Seat Check/Install event is scheduled for 9am-3pm to include a "Hoppin Happenings with Parks & Recreation at Atwater Park.
- On 04/26/25, A DEA Drug Takeback is scheduled from 10 am-2 pm in front of the Police Department.
- We are still working on the Gaming Trailer rollout and on working with the schools on SOL incentives and Summer Camps.

C-4

**DATE:** March 04, 2025  
**TO:** The Honorable City Council  
**FROM:** Yaosca Smith, Director of Human Resources  
**SUBJECT:** Personnel Change Report – February 2025

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**APPOINTMENTS:**

NAME	DEPARTMENT	POSITION	DATE
RANDOLPH, BERNITA	FINANCE	BUDGET MANAGER	02/05/2025
DILWORTH, TENEE	SOCIAL SERVICES	BEN PROG SPC I	02/05/2025
BESSETTE, ANTHONY	CITY ATTORNEY	CITY ATTY	02/05/2025
BOWE, JAMES	FIRE	FIREFIGHTER II/MEDIC	02/19/2025
CROUCH, THOMAS	FIRE	PT ALS / FIREFIGHTER	02/19/2025
STRINGFIELD, JOSEPH	FIRE	FIREFIGHTER II/MEDIC	02/19/2025
SPROUSE, DANIEL	FIRE	MEDIC/FF 1	02/19/2025
WAGONER, GORDON	FIRE	FIREFIGHTER II/MEDIC	02/19/2025

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

**REMOVALS:**

NAME	DEPARTMENT	POSITION	DATE
THOMPSON, DAVID	DEVELOPMENT/NEIGHBORHOOD SVS	GIS MANAGER	02/01/2025
DAVIS, KELLY	GENERAL DISTRICT COURT	ADMIN ASSISTANT	02/04/2025
WEBB, ASHBY	SOCIAL SERVICES	BEN PROG SPC II	02/11/2025
NORMAN, DIAMOND	FINANCE	REAL ESTATE TRANSFER CLERK	02/14/2025
TORRES, REINALDO	POLICE	POLICE OFFICER NON CAR DEV	02/18/2025
BARNES, CONSTANCE	SOCIAL SERVICES	HUMAN SER AST II	02/19/2025
WILLIAMS, CLIFFORD	HOPEWELL WATER RENEWAL	WASTERWATER OPS SUPERINTENDENT	02/21/2025
POLEMENI, ALEXANDER	FIRE	FIREFIGHTER II/MEDIC	02/21/2025
STEWART, PAULA	HOPEWELL WATER RENEWAL	LAB TECH II	02/23/2025

CC: Concetta Manker, City Manager  
James Gaston III, Deputy City Manager  
Jay Rezin, IT Director  
Arlethia Dearing, Customer Service Mgr.  
Kim Hunter, Payroll  
Stacey Jordan, Finance Director

# INFORMATION/PRESENTATION

# **Proposed FY26 Operating & Capital Budget**

## **Budget Overview**

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Hopewell, VA  
City Council Meeting

# **Proposed FY26 Operating & Capital Budget**

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The purpose of today's City Manager's presentation is to:

- Provide City Council with an overview and highlights of the proposed FY26 Operating & Capital Budget
  
- Discuss next steps

# **Proposed FY26 Operating & Capital Budget**

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The development of the proposed FY26 Operating & Capital Budget deployed the four (4) pillar approach:

1. Assessment – Are we budget sound?
2. Analysis – Reviewed prior budget practices & trends.
3. Preservation – Will proposed revenues meet costs?
4. Status – Are we able to handle matters that may arise during FY26 that are not budgeted for?



# Proposed FY26 Operating & Capital Budget

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The framework of the proposed FY26 Operating & Capital Budget is:

1. Proposed Operational & Capital Budget– \$233,528,338
  - Total of all funds required for operation of City services
  - Only \$200,000 identified for capital at this time, against \$10.5M in capital requests
  - An increase of \$12,747,150 for all funds or 6% over FY 25
2. Proposed General Operating Fund recommended funding – \$70,409,665
  - An increase of \$2,107,399 or 3% over FY 25
3. The baseline budget equals the adopted FY25 budget; however, the General Fund increase for FY26 was primarily applied to City Council’s approval of class and compensation plan for public safety, a 3% COLA for non-step positions, increase in health care costs & minimal essential increases in departmental budgets
4. School Operating Funding is consistent with FY24 and FY25 funding levels
5. NO draw from Unassigned Fund Balance to balance the budget.
  - Continuation of maintaining a structurally balanced budget
6. NO proposed adjustment to tax rates

# Proposed FY26 Operating & Capital Budget

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## Current Tax Rates

### 2026 RE Tax Rate

- \$1.17/per \$100 assessed value

### Cigarette Tax

- \$0.40/pk

### Sales Tax

- Meals 6%
- Lodging 10%

### Personal Property Tax

- \$3.50 per \$100 assessed value (Auto, Trucks, Boats, Trailers, Motorcycles)

### Machinery and Tools Tax

- \$3.10 per \$100 at 25% original cost

### Utility Taxes

- Gas \$1.40 / Month
- Water and Electric \$2 / Month
- Phone \$2 / Month
- Cellular \$3 / Month

# Proposed FY26 Operating & Capital Budget

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## City Manager's Revenue Committee

- City Manager
- Commissioner of Revenue
- Real Estate Assessor
- Chief Financial Officer
- Budget Department
- Department Directors (Enterprise Funds)

# Proposed FY26 Operating & Capital Budget

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City of Hopewell, Virginia FY 26 Proposed Revenue Budget-All Funds	
General Fund	70,409,665
Social Services	7,522,594
CSA	3,881,730
Recreation	2,459,039
Marina	101,000
Economic Development	20,000
Self-Insurance	600,000
Cemetery	65,000
Healthy Families	951,671
School Operating	69,509,860
School Textbook	1,551,353
School Cafeteria	3,716,420
School Bldg/Bus Replacement	47,180
Solid Waste	3,816,401
Sewer System Operating	9,638,993
Sewer System Maintenance	8,302,622
Sewer System Bond	1,636,371
Storm Water 1	904,000
Storm Water 2	10,000
Water Renewal	43,374,694
Debt Service	4,809,745
Capital Projects	200,000
<b>Total Revenue</b>	<b>233,528,338</b>

# Proposed FY26 Operating & Capital Budget

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City of Hopewell, Virginia FY 26 Proposed Expenditure Budget-All Funds	
General Fund	70,409,665
Social Services	7,522,594
CSA	3,881,730
Recreation	2,459,039
Marina	101,000
Economic Development	20,000
Self-Insurance	600,000
Cemetery	65,000
Healthy Families	951,671
School Operating	69,509,860
School Textbook	1,551,353
School Cafeteria	3,716,420
School Bldg/Bus Replacement	47,180
Solid Waste	3,816,401
Sewer System Operating	9,638,993
Sewer System Maintenance	8,302,622
Sewer System Bond	1,636,371
Storm Water 1	904,000
Storm Water 2	10,000
Water Renewal	43,374,694
Debt Service	4,809,745
Capital Projects	200,000
<b>Total Expenditures</b>	<b>233,528,338</b>

# Proposed FY26 Operating & Capital Budget

City of Hopewell, Virginia General Fund Revenues					
REVENUES	FY 26	FY 25	Dollar Change	Percent Change	
	Proposed Budget	Adopted Budget			
Real Estate	\$ 24,030,745	\$ 21,928,969	\$ 2,101,776	9.58%	
Public Service Corp	\$ 4,900,000	\$ 5,100,000	\$ (200,000)	-3.92%	
Personal Property	\$ 8,215,470	\$ 8,674,030	\$ (458,560)	-5.29%	
Machine & Tool	\$ 9,384,549	\$ 9,586,049	\$ (201,500)	-2.10%	
Interest & Penalty	\$ 591,000	\$ 581,000	\$ 10,000	1.72%	
Other Taxes	\$ 7,652,180	\$ 7,145,000	\$ 507,180	7.10%	
Permits & Fees	\$ 482,400	\$ 485,450	\$ (3,050)	-0.63%	
Use of Money	\$ 60,000	\$ 90,000	\$ (30,000)	-33.33%	
Charges for Services	\$ 1,217,000	\$ 817,000	\$ 400,000	48.96%	
Fines/Forfeitures	\$ 985,000	\$ 1,235,500	\$ (250,500)	-20.28%	
Miscellaneous	\$ 233,801	\$ 229,218	\$ 4,583	2.00%	
Local	\$ 1,257,500	\$ 1,257,500	\$ -	0.00%	
State	\$ 9,623,520	\$ 9,278,676	\$ 344,844	3.72%	
Federal	\$ 350,000	\$ 350,000	\$ -	0.00%	
Transfers	\$ 1,391,500	\$ 1,391,500	\$ -	0.00%	
Other Revenues	\$ 35,000	\$ 152,374	\$ (117,374)	-77.03%	
<b>Total Revenues</b>	<b>\$ 70,409,665</b>	<b>\$ 68,302,266</b>	<b>\$ 2,107,399</b>	<b>3.09%</b>	

# Proposed FY26 Operating & Capital Budget

Transfers	Amount
Support of VA Public Assist.	\$1,166,002
Support of CSA & CPMT	\$1,009,250
Support of Recreation	\$2,367,139
Support of Economic Develop	\$20,000
Support of Healthy Families	\$341,967
Debt Service	\$852,321
Self-Insurance	\$600,000
Support of Schools	\$13,580,000
Support of CIP	\$200,000
<b>Total</b>	<b>\$20,136,679</b>

City of Hopewell, Virginia General Fund Expenditures				
EXPENDITURES	FY 26	FY 25	Dollar Change	Percent Change
	Proposed Budget	Adopted Budget		
City Council	\$ 202,668	\$ 254,861	\$ (52,193)	-20.48%
City Clerk	\$ 111,056	\$ 179,066	\$ (68,010)	-37.98%
City Attorney	\$ 752,350	\$ 425,480	\$ 326,869	76.82%
City Manager	\$ 2,264,750	\$ 2,067,443	\$ 197,307	9.54%
Human Resources	\$ 923,274	\$ 765,866	\$ 157,408	20.55%
Finance	\$ 2,763,116	\$ 2,593,050	\$ 170,066	6.56%
Voter Registration	\$ 479,772	\$ 423,466	\$ 56,307	13.30%
Comm of Revenue	\$ 745,636	\$ 732,599	\$ 13,037	1.78%
Treasurer	\$ 572,855	\$ 725,642	\$ (152,787)	-21.06%
Information Tech	\$ 2,080,573	\$ 1,836,536	\$ 244,038	13.29%
Circuit Ct-Clerk	\$ 620,722	\$ 598,766	\$ 21,956	3.67%
Commonwealth Atty	\$ 1,265,394	\$ 1,065,315	\$ 200,079	18.78%
Victim Witness	\$ 190,960	\$ 165,057	\$ 25,903	15.69%
Sheriff	\$ 2,406,689	\$ 2,262,891	\$ 143,798	6.35%
Circuit Ct-Law Intern	\$ 130,920	\$ 153,398	\$ (22,478)	-14.65%
General District Ct	\$ 154,879	\$ 147,472	\$ 7,407	5.02%
Police	\$ 11,629,819	\$ 10,713,977	\$ 915,842	8.55%
Fire	\$ 7,752,903	\$ 6,701,199	\$ 1,051,703	15.69%
Crater Detention	\$ 331,515	\$ 313,069	\$ 18,446	5.89%
Riverside Jail	\$ 2,753,122	\$ 2,470,145	\$ 282,977	11.46%
Court Services	\$ 7,000	\$ 7,000	\$ -	0.00%
VJCCCA	\$ 200,060	\$ 177,663	\$ 22,397	12.61%
Public Works	\$ 6,642,576	\$ 6,551,960	\$ 90,616	1.38%
Development	\$ 1,489,314	\$ 1,437,546	\$ 51,768	3.60%
Non-Departmental	\$ 1,674,871	\$ 1,177,491	\$ 497,380	42.24%
Outside Agencies	\$ 2,126,193	\$ 2,104,518	\$ 21,675	1.03%
Transfers	\$ 20,136,679	\$ 22,250,791	\$ (2,114,112)	-9.50%
<b>Total Expenditures</b>	<b>\$ 70,409,665</b>	<b>\$ 68,302,266</b>	<b>\$ 2,107,399</b>	<b>3.09%</b>

# Proposed FY26 Operating & Capital Budget

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## Highlights of the Proposed FY 2026 Budget

- The proposed budget includes the following:
- Class & Compensation Implementation for Public Safety & Recreation
- 3% State funded COLA for DSS & Constitutional Offices
- 3% City funded COLA for City Departments
- Roughly 80%/\$500,000 of health care cost increase absorbed by the City
- One New Position-Aquatics Program Manager
- School Operating Funding (Fund 014) of \$13,580,000
- Mandated Services Funding (Social Services & CSA)
- Limited CIP Funding (We will continue to refine the budget and potential revenue sources to identify CIP funding for FY 2026 and beyond.)



# Proposed FY26 Operating & Capital Budget

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## Capital Improvement Program (CIP):

- FY2026 CIP Requests - \$10,589,200
- FY2027 CIP Requests - \$12,854,475
- FY2028 CIP Requests - \$6,564,814
- FY2029 CIP Requests - \$3,024,286
- FY2030 CIP Request - \$769,000

Total CIP Requests - \$47,380,775

*\*Note: These totals exclude Hopewell Water Renewal CIP. General Fund requests only.*

# Proposed FY26 Operating & Capital Budget

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## Next Steps:

- April 8, 2025-FY2026 Proposed Budget Presentation to Council, Public Hearing & Adopt Tax Rate Ordinance
- April 15, 2025 – Additional work Session (council priorities)
- April 22, 2025 – Schools/HWR FY26 Presentation/additional Budget work session
- May 13, 2025 - Public Hearing & Approval on 1<sup>st</sup> Reading of City & School Budgets
- May 27, 2025 – Public Hearing & Approval on 2<sup>nd</sup> Reading of City & School Budgets

# Proposed FY26 Operating & Capital Budget

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## Closing Comments

# **Proposed FY26 Operating & Capital Budget**

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## **Appendix**

# **Proposed FY26 Operating & Capital Budget**

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## Definition of Terms:

- **Use of Money** – Interest Income and Rent of Property (ARLS)
- **Charges of Services** – Circuit Court Clerk Fees, Sheriff Fees, Law Library Fees, Courthouse Maintenance Fees, Jail Admission Fees, Police Record Checks, EMS Billing, and E-Summons Fees
- **Miscellaneous** – Donation/Private Grants, Sale of Real Estate Data, Tax Exemption Program Fees, Insurance/FEMA Refunds, Keep Hopewell Beautiful, FOIA Fees, Toter Replacement Fees, Employee Misc. Reimbursement, Vendor Misc. Reimbursement
- **Local** – Payment in Lieu of Taxes
- **Transfers** – (Cost Recovery) Sewer Service Fund, Solid Waste Fund, and Dept. of Social Services

**AN ORDINANCE TO PROVIDE FOR THE SEIZURE, IMPOUNDING, AND DISPOSITION OF UNLAWFULLY OPERATED ALL-TERRAIN VEHICLES AND OFF-ROAD MOTORCYCLES.**

WHEREAS, Va. Code § 46.2-915.1 determines all-terrain vehicles and off-road motorcycles to be unlawful in the City of Hopewell, except under specific parameters, the violation of which is punishable by up to a \$500 civil penalty;

WHEREAS, Va. Code § 46.2-1300 permits localities to adopt ordinances not in conflict with Title 46.2 regarding the “regulat[i]on and operation of vehicles on the highways in such counties, cities, and towns”;

WHEREAS, Va. Code § 46.2-915.1(G) authorizes a governing body to adopt an ordinance to provide for the lawful seizure, impounding, and disposition of an unlawfully operated all- terrain vehicle or off-road motorcycle operated on a highway or sidewalk within the boundaries of such city; and

WHEREAS, the City Council finds that the unlawful operation of an all-terrain vehicle or an off-road motorcycle presents a danger to the health and safety of the residents of the City;

BE IT ORDAINED by the City Council of Hopewell, Virginia that the Code of the City of Hopewell, Virginia, 1981, is hereby amended by adding the following Article X and section 22-201 to Chapter 22:

**ARTICLE X. – ALL-TERRAIN VEHICLES AND OFF-ROAD MOTORCYCLES.**

**Sec. 22-201 – Unlawful Operation of All-Terrain Vehicles and Off-Road Motorcycles**

No all-terrain vehicle or off-road motorcycle may be operated on the highways or sidewalks within the City or other public property, except (i) as authorized by law enforcement officers or the Fire Marshal, (ii) to the extent necessary to cross a public highway by the most direct route, or (iii) by law enforcement officers, firefighters, or emergency medical services personnel responding to emergencies.

A violation of this section is punishable by a civil penalty of not more than \$500, payable to the City’s general fund.

**Sec. 22-202 – Seizure and Disposition.**

(a) Any unlawfully operated all-terrain vehicle or off-road motorcycle operated on a highway or sidewalk within the City may be seized and impounded under the direction of a law enforcement officer. The person seizing the all-terrain vehicle or off-road motorcycle pursuant to this section shall inventory and make a written report thereof to the police department and to the person in charge of the impound location setting forth the date, time, and place of, and the reason for such seizure, and a description of the vehicle including the serial or vehicle identification number if one exists.

(b) The City may dispose of the seized all-terrain vehicle or off-road motorcycle by any lawful means, including the procedure for forfeiture, or pursuant to Va. Code § 19.2-270.4, if applicable. The proceeds of any public auction shall be used to reimburse the cost of advertisement, storage, and any

**ORDINANCE: 2025-\_\_\_\_**

other costs incurred during forfeiture proceedings or auction. The remaining balance of the funds will be deposited into the City's general fund.

(c) For the purposes of this section, the terms "all-terrain vehicle" and "off-road motorcycle" shall have the meaning set forth within the Virginia Code.

State Law reference - §§ 19.2-386.1, *et seq.*; 46.2-100, 46.2-1300, 46.2-915.1, and 19.2-270.4

**ADOPTED** by the Council of the City of Hopewell, Virginia, the \_\_\_\_ day of \_\_\_\_\_ 2025.

Witness this signature and seal

\_\_\_\_\_  
Mayor Johnny Partin, Ward 3

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

\_\_\_\_\_  
Brittani Williams, City Clerk

# WORK SESSION



WS-1



**REQUEST FOR CONDITIONAL USE PERMIT  
TO ALLOW AN ACCESSORY DWELLING UNIT ON PARCEL  
#024-0890 IN THE R-2 DISTRICT, LOCATED AT 219 S.  
16<sup>TH</sup> AVENUE.**



CITY COUNCIL

**STAFF REPORT**

*Staff from the Hopewell Department of Development has drafted this report to assist City leadership with making informed decisions regarding land use cases in Hopewell.*

**I. EXECUTIVE SUMMARY**

The applicant, Esteban Perez, requests a Conditional Use Permit to allow an accessory dwelling unit on Parcel #024-0890, also identified as 219 S. 16<sup>th</sup> Avenue, in the R-2 District. Staff recommends approval with conditions.

**II. TENTATIVE SCHEDULE OF MEETINGS**

BODY	DATE	TYPE	RESULT
Planning Commission	March 6, 2025	Public Hearing	Rec. Approval 3-0
City Council	April 8, 2025	Work Session	No Action
City Council	May 13, 2025	1 <sup>st</sup> Reading / PH	Pending

**III. IDENTIFICATION AND LOCATIONAL INFORMATION**

Applicant	Esteban Perez
Existing Zoning	R-2 Residential Medium Density
Requested Zoning	N/A
Acreage	0.264 acres / 11,500 sf
Legal Description	LOTS 11-12-13-14 BLK 9 SUBDIVISION: BUREN
Election Ward	1
Future Land Use	Urban Residential
Strategic Plan Goal	Housing
Approval Method	City Council Resolution
Can Conditions be Set?	Yes
Map Location	Parcel #024-0890

**IV. PUBLIC NOTIFICATION**

<b>PUBLIC HEARING</b>	<b>NOTIFICATION TYPE</b>	<b>DATE</b>	<b>DATE</b>
Planning Commission	Progress-Index Ad	2/20/2025	2/27/2025
	Letter to Adj. Properties	2/21/2025	
City Council	Progress-Index Ad	TBD	TBD
	Letter to Adj. Properties	TBD	TBD

**V. ROLE OF PLANNING COMMISSION AND CITY COUNCIL**

Excerpted and paraphrased from *Handbook for Virginia Mayors & Council Members*

Within each zoning district some uses are permitted as a matter of right and others are only conditionally permitted. The theory behind the conditional use approach is that the particular use has a certain level of negative externality which, if properly managed, could allow the use to be established in the district. Absent proper management, conversely, the use is most likely unacceptable. The Conditional Use Permit process affords a case-by-case review. It is up to the local governing body to establish the conditions under which the Conditional Use Permit is to be approved; applicants/property owners are not required to agree to the conditions imposed for them to be valid and binding on the property. The question being considered is whether the proposed use in the proposed location can be conditioned in such a way as to prevent negative externalities from being imposed on adjacent and nearby properties. Possible negative externalities can comprise a long list that are often spelled out in the ordinance – smoke, dust, noise, trash, light, traffic, incompatible activity levels or hours of operation, likelihood of trespass on adjoining properties, stormwater/drainage runoff, inadequate public infrastructure, and many more.

Conditional Use Permits in Hopewell run with the land and not the owner.

**VI. APPLICABLE CODE SECTIONS**

1. [Article XXI Amendments, Conditional Use Permits](#)
2. [Article IV, Residential, Medium-Density District \(R-2\)](#)

**VII. SUBJECT PROPERTY**

The subject property, Parcel #024-0890, is a conforming lot near the intersection with Atlantic Street. The property dimensions are 100 feet wide by 115 feet deep for a total of 11,500 square feet. The primary residential dwelling is a two-story brick structure (2,220 sf) built in 1940. The detached accessory unit is a 1.5 story brick structure (1,192 sf) also built in 1940.

**VIII. APPLICANT POSITION**

The applicant is proposing a complete renovation of the primary structure and extensive improvements to the detached accessory unit. The applicant proposes to raise the roof on the detached accessory unit to create a full second floor. The applicant has proffered the installation of an asphalt or concrete driveway to service both the primary and accessory structures.

**IX. STAFF ANALYSIS**

When considering a conditional use permit, one must consider the seven conditions outlined in Article XXI of the Zoning Ordinance. Conditions may be mandated to ensure the character of the neighborhood and zoning district in which the use is locating will not be adversely affected. Such conditions may address architectural style, materials, landscaping, enhanced storm water management, or any other required condition that mitigates any potential negative impact with the goal of maintaining or enhancing the surrounding neighborhood.

The R-2 Residential Medium Density District allows accessory dwelling units with the approval of a Conditional Use Permit. The ordinance further states:

- a. Applicant must certify that such an apartment will be occupied by a related family member 55 years of age or older, or handicapped.
- b. Applicant must acknowledge that upon vacation by such family member, the building may no longer be used as an apartment, unless another family member meets the required criteria, and in no case shall it be used as a rental unit.
- c. Applicant must demonstrate that sufficient off-street parking will be provided.
- d. Approved CUPs for such apartments shall be issued for a period of (1) one year and renewed annually.

**X. RELATIONSHIP TO THE COMPREHENSIVE PLAN  
HOUSING TYPE**

Diversity in housing types will be an important issue for Hopewell's future, and for the future of many localities. With housing issues largely driven by markets, the City must allow or encourage enough variety to meet broad and changing tastes. While single-family detached homes are popular with many, including families with children, younger generations, singles, and families without children are increasingly drawn to smaller units, as well as to apartments, condominium, and townhomes that require less maintenance and are often more affordable (pg. 204).

Smaller and attached housing units are important to the type of urban development and lifestyle that Hopewell aims for, and which is in increasing demand regionally and nationally. In addition to the young, this type of active, urban lifestyle, also increasingly

appeals to older generations who can't (or don't want to) maintain a single-family home, and who appreciate the access to services that an urban place can provide. As Hopewell develops, and redevelops, the city should encourage a mix of uses and housing types that appeal to a broad and diverse market, especially in areas near downtown, as outlined in this plan's land use discussions and maps (pg. 205).

#### ACTIONS AND STRATEGIES

8. Enact zoning regulations that encourage an increased variety of housing types and prices in order to appeal to a wider demographic spectrum, including a range of market-rate, higher density dwellings, retirement housing, quality rental dwellings, and mixed-use and live/work residences (pg. 209).

#### XI. PUBLIC COMMENT

The Development Department received one (1) written communication from a citizen. The complete comment is appended to this staff report.

No public comment was offered at the Planning Commission public hearing.

#### XII. STAFF RECOMMENDATION

Staff supports the approval of this application with the following conditions:

1. The occupant of the accessory dwelling unit must be a related family member of the occupant of the primary structure.
2. A driveway of asphalt or concrete will be installed in accordance with the City's driveway policy.
3. The detached accessory dwelling will have foundation plantings along the front foundation that is not adjacent to the patio.
4. The new single-family dwelling will be in substantial conformance with the house plans submitted with the application and dated 2/24/2025.

#### XIII. PLANNING COMMISSION RECOMMENDATION

The Planning Commission offers the following comment:

While recognizing the ordinance requiring the ADU occupant to be a family member over the age of 55, the Planning Commission reiterates the recommendation delivered to City Council 14 months ago that these requirements not be applied.

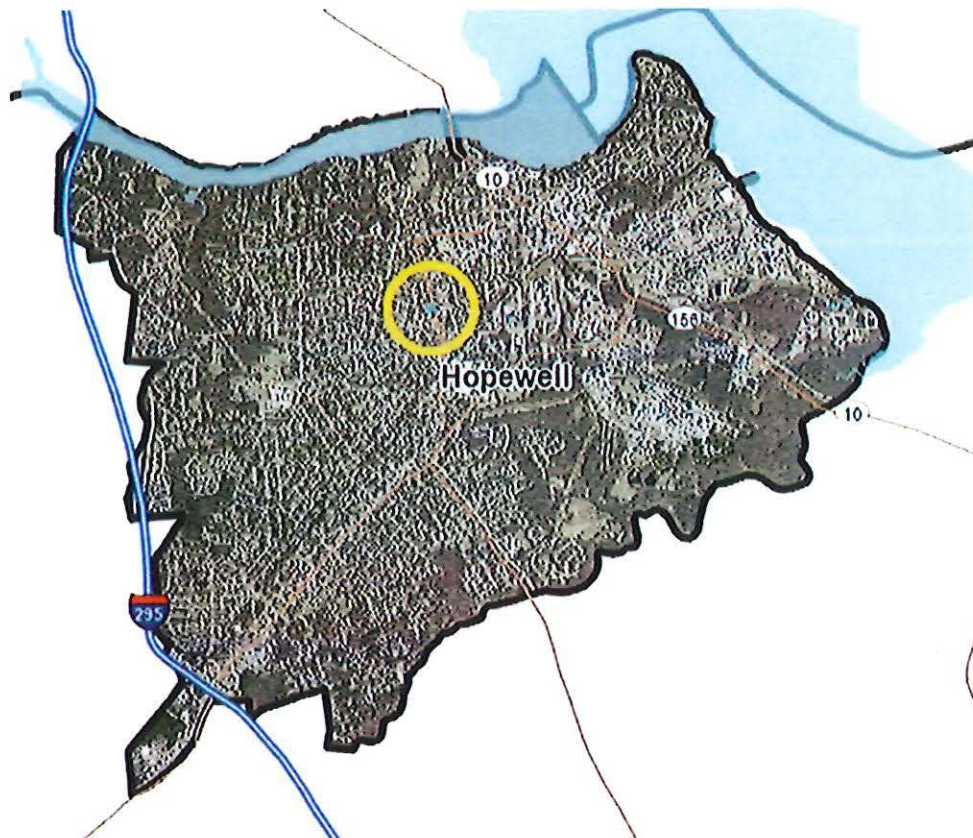
The Planning Commission voted 3-0 to approve the Conditional Use Permit submitted by Esteban Perez to utilize the detached accessory structure at 219 S. 16<sup>th</sup> Avenue as an accessory apartment as presented with the following conditions:

1. A driveway of asphalt or concrete will be installed in accordance with the City's driveway policy.

2. The detached accessory dwelling will have foundation plantings along the front foundation not adjacent to the patio.
3. The rehabilitated accessory structure will be in substantial conformance with the plans submitted with the application dated 2/24/2025.
4. The accessory dwelling unit will remain unoccupied until the issuance of a Certificate of Occupancy.

APPENDIX A – MAPS

CITY LOCATIONAL MAP – Yellow Circle indicates general area



PROPERTY LOCATION – Blue box indicates Parcel #024-0890



**APPENDIX B – PHOTOS & ELEVATIONS**

**Existing Detached Accessory Structure**



**Elevation of Proposed Improvements**



219 S. 16TH STREET, HOPEWELL, VA 23860



Existing Primary Structure



## Christopher Ward

---

**From:** Russell Hughes <buccaneer3770@outlook.com>  
**Sent:** Wednesday, March 5, 2025 1:29 PM  
**To:** Christopher Ward  
**Subject:** Re: 219 S. 16th Ave. - proposed rehab plans for accessory structure

Mr. Ward:

I am providing comments as the adjacent property owner (at 213 Sth 16<sup>th</sup> Avenue) for the conditional use permit request submitted by Esteban Perez.

It is my understanding that the smaller building on the back of the lot is supposed to have the roof raised to make a full second floor to allow for additional space. This is a second dwelling on this property. This small building does not have the current required setbacks from the alley and does not have space for parking.

The two story building in front of this lot does not have the required setbacks from the road either and does not have sufficient area for parking. Unless the Planning recommendation to require a new driveway be created to keep the potential of up to 6+ vehicles from parking on the road is included in the final approval by the City Council, I would strongly oppose this CU as there is no room for all of those vehicles on the street. The alley cannot be used as additional parking area.

It is also my understanding that there is a requirement that would transfer to any future owner of this parcel that it is restricted to aged 55 plus. My question to you is—who is going to monitor that? Who is going to make the owner adhere to no one under the age of 55 and actual kin to the owner to be living on this property?

This property is zoned R2 which allows for a single family. Having two occupied buildings on this property does not meet the single family requirement. Is this lot 10,000sf (as per the code section requirements)?

One of my main concerns is that there is going to end up being 20+ people living next door and so many vehicles parked on the street that it will become a big issue for the neighborhood. I am, therefore, requesting denial of this CU request.

Should this CU be recommended for approval by the Planning Commission, I would request that an 8' opaque fence be installed on both sides of the adjoining properties.

I strongly disagree with multiple family dwellings being approved for a single family residential area.

Thank you for your consideration.

Russell E. Hughes  
(804)691-0481

City of Hopewell, VA  
 Permits / Inspect... - 20250079 | CUP - 2025  
 027958-0001 debra mc... 02/13/2025 08:18AM  
 46614 - OSESCO PROPERTIES LLC  
 CONDITIONAL USE PERMIT - REVIEW  
 Payment Amount: 650.00  
 Transaction Application #: 20250079  
 TPD\evoff117 (Staff Use Only)



## CONDITIONAL USE PERMIT APPLICATION

City of Hopewell


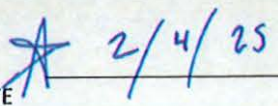
Department of Planning & Development

300 N. Main St. Hopewell, VA 23860 | (804) 541-2220 | [dev.zone@hopewellva.gov](mailto:dev.zone@hopewellva.gov)

APPLICATION FEE: \$650

APPLICANT FILL IN ALL BLANKS			
REQUEST	SITE ADDRESS: 219 S 16TH AVE, HOPEWELL, VA 23860		
	PARCEL #(s): 0240890	SITE ACREAGE: .26	ZONING DISTRICT: R-2
	PROPOSED USE: * Accessoric Apartment		
	AMENDMENT TO EXISTING CUP: <input type="checkbox"/>		
LEGAL OWNER	NAME(S): ESTEBAN PEREZ		
	MAILING ADDRESS: 9121 BURNETT DRIVE, CHESTERFIELD, VA 23832		
	EMAIL: MANAINTERIORS@LIVE.COM	PHONE: (804)624-0756	
APPLICANT <i>(if different than owner)</i>	NAME(S):		
	MAILING ADDRESS:		
	EMAIL:	PHONE:	
REQUIRED ATTACHMENTS	<p>See CUP Checklist for Details. Incomplete application packages will not be accepted. Payment of Delinquent Real Estate Taxes, including interest and penalty charges, is required prior to application acceptance.</p> <p> <input type="checkbox"/> Site Plan                      <input checked="" type="checkbox"/> Project Narrative                      <input checked="" type="checkbox"/> CUP Checklist  <input checked="" type="checkbox"/> Building Floor Plan                      <input type="checkbox"/> Exterior Elevations                      <input type="checkbox"/> Other         </p>		

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.

 \_\_\_\_\_ DATE 

## CUP SUBMITTAL CHECKLIST – REQUIRED ITEMS

The following are minimum submittal requirements for Conditional Use Permit applications. Mark each section below as confirmation that each item is completed as required.

Applicant			Required Activities and Documents
Yes	No	N/A	
<b>Preapplication Meeting</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Preapplication Meeting with Staff. <i>Meeting Date:</i> _____
<b>Application (PDF format and TWO printed copies)</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Complete application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Owner affidavit ( <i>Power of Attorney if applicant is not the property owner</i> )
<b>Fees &amp; Taxes</b>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Application fee paid
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Taxes and fees current
<b>Site and Building Plans (PDF format and TWO printed copies)</b>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Site Plan showing existing and proposed site improvements. The site plan should demonstrate compliance with zoning setbacks, lot width, and development standards (e.g., parking, landscaping). Plans should be of a size and scale such that all improvements and zoning requirements are easily identified and readable. For single-family residential lot plans, 11"x17" may be accepted. For all other projects, provide 24"x36" plans with accompanying 11"x17" reduction.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Floor plans of the proposed building
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Exterior elevations – Four-sided (front, sides, rear) building renderings, full color, and fully dimensioned drawn to scale
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Exterior finishes and colors and materials list. Architecture and finishes of proposed side elevations should be consistent with front elevation.
<b>Project Narrative</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10. A description of the proposed use, including scope and scale of the project
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11. A statement establishing how the project complies with the expressed intent of the zoning ordinance and the standards of the zoning district, including Chesapeake Bay and Floodplain Districts.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12. A statement on how the project complies with the Comprehensive Plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	13. An impact analysis listing potential impacts to adjacent and surrounding properties and how those impacts will be mitigated so as not to adversely affect the health, safety, or welfare of persons residing or working in the vicinity.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. An assessment of how the proposal will impact the public welfare, property, or improvements in the vicinity.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15. An analysis of impacts on significant ecological, scenic or historic importance and how those impacts will be mitigated.
<b>Other Items</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. A list of applicant-proposed conditions for consideration.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Trip generation report or transportation impact analysis (if required at the pre-application meeting or requested by the Department of Public Works)

## CUP SUBMITTAL CHECKLIST – OPTIONAL ITEMS

Applicant			Recommended items to improve the quality of the application and show consistency with the Comprehensive Plan and Zoning Ordinance Standards
Yes	No	N/A	
<b>New Single-Family Homes</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Does the home proposed comply with the zoning district setbacks?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Is the gross floor area and height compatible with surrounding homes on the block?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are the architectural styles and materials proposed compatible with surrounding homes in the neighborhood? Consider porches, roof pitch, upgraded window and door trim, brick or stone foundations, etc.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are windows provided on all sides of the home, and appropriately sized and spaced?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Does the building plan provide roof eaves with 12" overhang on all sides?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Does the plan preserve and/or plant trees to achieve 20% tree canopy at maturity?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Does the site plan provide foundation landscaping for building sides facing the street?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Does the site plan provide an asphalt or concrete driveway?
<b>Vegetation &amp; Green Infrastructure</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Propose tree canopy in excess of minimum zoning requirement. % = _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Minimize land disturbance such that no more land is disturbed than necessary for the use
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Propose preservation of wetlands, floodplains, stream buffers, and slopes
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Include native vegetation and plantings that support bee pollination
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. Protect, restore, and connect natural areas and enhance access to natural open space
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Propose sustainable stormwater drainage, such as pervious pavers, rainwater harvesting, or passive rainwater management (rain garden; dry pond, bioswale)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Incorporate stormwater best management practices and low impact development
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8. Incorporate turf and landscape management protocols that reduce requirements for chemical treatment and associated pollutant runoff
<b>Mobility</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Incorporate Complete Streets principles for any proposed streets
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Incorporate sidewalks along property lines adjacent to roadways
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Provide internal pedestrian connections within project
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Incorporate bicycle facilities (e.g., bike racks, bike storage facilities, showers)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. Include pedestrian amenities such as trees, shade, benches, garbage and recycling cans.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Include preferred parking for carpools and/or green vehicles (e.g., hybrid, electric)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Include public transit access (provide information on nearest bus stop)
<b>Energy &amp; Resilience</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Propose electric vehicle (EV capable), EV ready or EV supply equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Propose renewable energy systems (e.g., solar panels) installed on the project
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Provide list of any proposed green building practices and standards
<b>Health &amp; Welfare</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Incorporate noise mitigation appropriate for the project location and/or use
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Incorporate open space and recreation amenities appropriate for the use
<b>Public Safety &amp; Crime Prevention</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Provide fire lanes and access, as appropriate for the use
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Provide emergency operations plan, as appropriate for the use
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Provide comprehensive lighting system for buildings, parking lots, and landscaping areas
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Design building entrances to be visible from adjacent streets or neighboring buildings
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Install windows on all facades to provide natural site surveillance
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Design landscape and fencing to create defined perimeters, while not creating hiding places
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Provide maintenance plan for landscaping pruning and litter prevention
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8. Provide site surveillance cameras and license plate readers



## Kimberly Kinker

---

**From:** Kimberly Kinker  
**Sent:** Thursday, January 30, 2025 10:25 AM  
**To:** CHRIS WARD (cward@hopewellva.gov)  
**Subject:** FW: 219 S 16th Build Perm App Denied

See what Kelly sent them

**From:** Kelly E. Davis <kdavis@hopewellva.gov>  
**Sent:** Thursday, January 30, 2025 10:05 AM  
**To:** steven perez <manainteriors@live.com>  
**Cc:** Kimberly Kinker <kkinker@hopewellva.gov>  
**Subject:** RE: 219 S 16th Build Perm App Denied

Good morning,

For application acceptance, you will need to provide all of the attachments listed under Required Attachments, unless specifically exempted by the Director of Development during your pre-application meeting. The pre-application meeting with the Department Director is required.

I understand that you spoke with our administrative assistant and are not able to meet the requirement that the accessory apartment be occupied by an elderly or disabled family member. This is a prerequisite for the conditional use permit application, so if you cannot meet this requirement you are not eligible to submit the application. The code is below and was shared in previous emails as well.

ACCESSORY APARTMENTS Accessory Apartments, (special definition) shall be permitted, subject to the following conditions and requirements: 1. Owner/occupants may apply to the City Council for a Conditional Use Permit to convert an existing garage to an apartment, as follows: a. Applicant must certify that such apartment will be occupied by a related family member 55 years of age or older or handicapped. b. Applicant must acknowledge that upon vacation by such family member, the building may no longer be used as an apartment, unless another family member meets the required criteria, and is no case shall it be used as a rental unit. c. Applicant must demonstrate that sufficient off street parking will be provided. 2. Permits for such apartments shall be issued for a period of one (1) year and must be renewed annually. All other requirements of the Zoning Ordinance and Building Code, including but not limited to building permits and occupancy permits, must be complied with. 3. No such permit shall be authorized except after notice and hearing, as provided by Section 15.1-431 of the Code of Virginia, (1950), as amended. 4. City Council may impose such conditions relating to the use for which such Conditional Use Permit is granted as it may deem necessary in the public interest and may require a guarantee or bond to insure that the conditions imposed are being and will continue to be complied with. 5. Upon approval by the City Council, and prior to the issuance of a permit, the owners must execute an agreement acknowledging the limitations in such permit, which will be recorded at the owner's expense in the Clerk's Office of the Circuit Court of the City of Hopewell.

*Kelly Davis, AICP, Senior Planner  
City of Hopewell  
300 N. Main Street  
Hopewell, VA 23860*

**804.541.2269**

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

View online [property info](#)

View online [permit applications](#)



**From:** steven perez <[manainteriors@live.com](mailto:manainteriors@live.com)>  
**Sent:** Thursday, January 30, 2025 9:28 AM  
**To:** Kelly E. Davis <[kdavis@hopewellva.gov](mailto:kdavis@hopewellva.gov)>  
**Cc:** Debra McKnight <[dmcknight@hopewellva.gov](mailto:dmcknight@hopewellva.gov)>  
**Subject:** Re: 219 S 16th Build Perm App Denied

Good morning this is David, I'm forwarding this document over to see if it is filled out properly. I have no experience filling out a conditional use permit, so I just wanted to make sure everything was in order.

If you are able to give any advice, I would really appreciate it.

---

**Steven Perez**

Owner/CEO

*Mana Interiors*

*9121 Burnett Drive,*

*Chesterfield, VA 23832*

*(804)873-5429*

---

**From:** Kelly E. Davis <[kdavis@hopewellva.gov](mailto:kdavis@hopewellva.gov)>  
**Sent:** Tuesday, January 28, 2025 9:13 AM  
**To:** [manainteriors@live.com](mailto:manainteriors@live.com) <[manainteriors@live.com](mailto:manainteriors@live.com)>



Cc: Debra McKnight <[dmcknight@hopewellva.gov](mailto:dmcknight@hopewellva.gov)>  
Subject: RE: 219 S 16th Build Perm App Denied

Mr. Perez,

This permit was denied based on zoning. Attached is the email with information regarding the conditional use permit process and required conditions, which must be approved and recorded prior to zoning approval of the building permit.

Thank you,  
Kelly

*Kelly Davis, AICP, Senior Planner*  
*City of Hopewell*  
*300 N. Main Street*  
*Hopewell, VA 23860*  
**804.541.2269**  
[kdavis@hopewellva.gov](mailto:kdavis@hopewellva.gov)

View online [property info](#)  
View online [permit applications](#)



From: Debra McKnight <[dmcknight@hopewellva.gov](mailto:dmcknight@hopewellva.gov)>  
Sent: Tuesday, January 28, 2025 9:07 AM  
To: Kelly E. Davis <[kdavis@hopewellva.gov](mailto:kdavis@hopewellva.gov)>  
Subject: FW: 219 S 16th Build Perm App Denied

Good morning,

Can you answer his questions. I'm not sure if there is anything that can be done and I do not want to answer incorrectly.

Debra

From: steven perez <[manainteriors@live.com](mailto:manainteriors@live.com)>  
Sent: Monday, January 27, 2025 4:55 PM  
To: Debra McKnight <[dmcknight@hopewellva.gov](mailto:dmcknight@hopewellva.gov)>  
Subject: Re: 219 S 16th Build Perm App Denied

Good afternoon Mrs. McKnight

Could I inquire in the reason for the permit being denied, Was it something to do on our end?  
And is it possible to correct it in mean getting the permit approved.

Get [Outlook for iOS](#)

---

**From:** Debra McKnight <[dmcknight@hopewellva.gov](mailto:dmcknight@hopewellva.gov)>  
**Sent:** Monday, January 13, 2025 10:50 AM  
**To:** [Manainteriors@live.com](mailto:Manainteriors@live.com) <[Manainteriors@live.com](mailto:Manainteriors@live.com)>  
**Subject:** 219 S 16th Build Perm App Denied

Good morning,

The attached application has been denied. No work has been approved for this property.

Thank you,

*Debra McKnight*  
Permit Technician  
Department of Development  
300 N Main St  
Hopewell, VA 23860  
PH: 804-541-2226  
[dmcknight@hopewellva.gov](mailto:dmcknight@hopewellva.gov)

**CAUTION:** This email originated from outside of the organization. Do not click links or open unexpected attachments unless you recognize the sender and know the content is safe.

**CAUTION:** This email originated from outside of the organization. Do not click links or open unexpected attachments unless you recognize the sender and know the content is safe.

# City of Hopewell, VA

## Summary

Parcel ID 0240890  
 Tax ID 0240890  
 Neighborhood 300  
 Property Address 219 16 S  
 Hopewell, VA 23860  
 Legal Description LOTS 11-12-13-14 BLK 9 SUBDIVISION: BUREN  
 (Note: Not to be used on legal documents)  
 Acreage N/A  
 Class 3 - 3 Multi-Family  
 Tax District/Area 01

[View Map](#)



## Owner

Primary Owner  
 Osesco Properties LLC  
 9121 Burnett Dr  
 Chesterfield, VA 23832

## Site Description

Zoning R2

## Land

Land Type	Soil ID	Actual Front	Acreage	Effect. Front	Effect. Depth	Prod Factor	Depth Factor	Meas Sq Ft	Base Rate	Adj Rate	Extended Value	Influ. Factor	Value
Homesite		100.000	0.000		115.000	1.00	1.00		26,600.00	26,600.00	26,600.00	9 -5%	26,600.00

Land Detail Value Sum 26,600.00

## Residential Dwellings

Card 01  
 Residential Dwelling 1  
 Occupancy  
 Story Height 2.0  
 Roofing Material: Asphalt shingles  
 Attic None  
 Basement Type Full  
 Basement Rec Room None  
 Finished Rooms 5  
 Bedrooms 3  
 Family Rooms 0  
 Dining Rooms 0  
 Full Baths 1; 3-Fixt.  
 Half Baths 0; 0-Fixt.  
 4 Fixture Baths 0; 0-Fixt.  
 5 Fixture Baths 0; 0-Fixt.  
 Kitchen Sinks 1; 1-Fixt.  
 Water Heaters 1; 1-Fixt.  
 Central Air No  
 Primary Heat Electric baseboard  
 Extra Fixtures 0  
 Total Fixtures 5  
 Fireplace No  
 Features None  
 Porches and Decks Open Masonry Porch 140  
 Open Masonry Porch 140

Yd Item/Spc Fture/Outbldg None

Last Updated 1/31/2023

Construction	Exterior Cover	Floor	Base Area (sf)	Fin. Area (sf)
Wood frame	Brick	1.0	740	740
Wood frame	Brick	2.0	740	740
Concrete block	Vinyl siding	B	740	0
Total			2220	1480

Card 02  
 Residential Dwelling 1  
 Occupancy  
 Story Height 1.5  
 Roofing Material: Asphalt shingles  
 Attic None  
 Basement Type None  
 Basement Rec Room None  
 Finished Rooms 2  
 Bedrooms 0  
 Family Rooms 0  
 Dining Rooms 0  
 Full Baths 1; 3-Fixt.  
 Half Baths 0; 0-Fixt.  
 4 Fixture Baths 0; 0-Fixt.  
 5 Fixture Baths 0; 0-Fixt.  
 Kitchen Sinks 1; 1-Fixt.  
 Water Heaters 1; 1-Fixt.  
 Central Air No  
 Primary Heat Undefined  
 Extra Fixtures 0  
 Total Fixtures 5  
 Fireplace No  
 Features None  
 Porches and Decks None  
 Yd Item/Spc Fture/Outbldg None  
 Last Updated 1/31/2023

Construction	Exterior Cover	Floor	Base Area (sf)	Fin. Area (sf)
Wood frame	Brick	1.0	596	596
Wood frame	Brick	1.5	596	357
		Crawl	596	0
		Total	1192	953

Improvements

Card 01

ID	Use	Const Type	Grade	Year Const	Eff Year	Cond	Base Rate	Features	Adj Rate	Size/ Area	Cost Value	Phys Depr	Obsol Depr	Mrkt Adj	% Comp	Value
D	DWELL		C-	1940	1940	VP	0.00		0	1480	180170	0	0	0	100	40000

Card 02

ID	Use	Const Type	Grade	Year Const	Eff Year	Cond	Base Rate	Features	Adj Rate	Size/ Area	Cost Value	Phys Depr	Obsol Depr	Mrkt Adj	% Comp	Value
D	DWELL		C-	1940	1940	VP	0.00		0	953	101290	0	0	0	100	20000

Transfers

Date	Owner 1	Owner 2	Book & Page	Document #	Amount
10/6/2023	WILSON TRACY			230002088	\$55,000
9/8/2023	WILSON RONALD S OR TRACY			CWF230000084	\$0
4/5/2005	DIVERSIFIED FUNDING GROUP #2 LLC			050001064	\$116,000
12/10/2003	BOGLEY R CRAIG OR LINDA W			030004379	\$0
8/1/2003	JOURNEY ALLIANCE LLC			030002695	\$285,000
6/18/2002	CHRISTOFFEL IVAN OR MARJORIE E			020002055	\$161,920
10/29/1969	STOUT WILLIAM H				\$1
7/18/1966	A				\$0

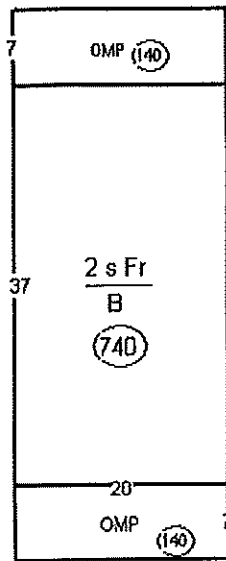
Valuation

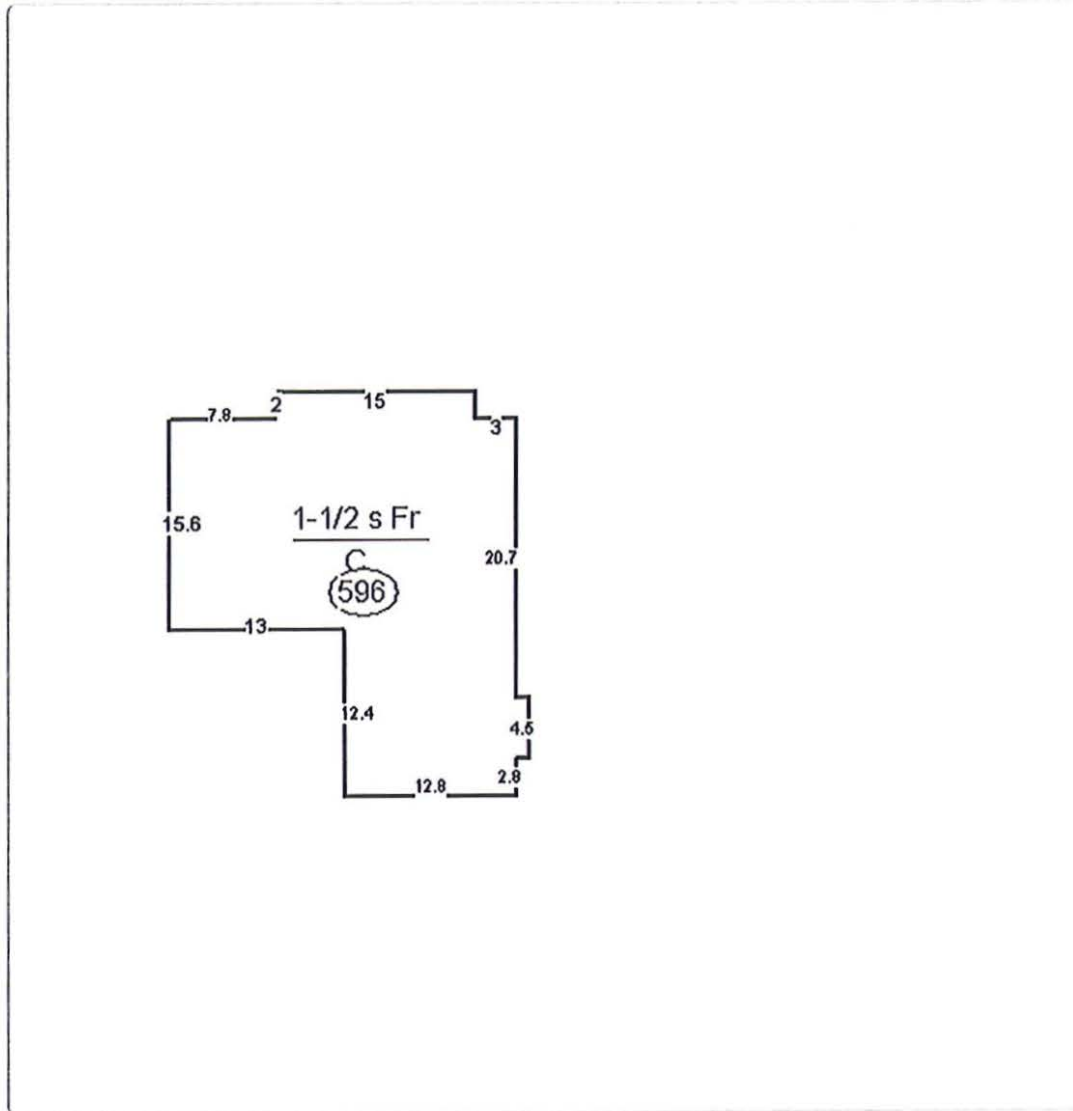
Assessment Year		01/01/2023	01/01/2021	01/01/2019	01/01/2017	01/01/2015
Reason for Change		Reassessment	Reassessment	Reassessment	Reassessment	Reassessment
VALUATION	Land	\$26,600	\$26,600	\$26,600	\$26,600	\$26,600
(Assessed Value)	Improvements	\$60,000	\$104,400	\$99,400	\$99,400	\$99,400
	Total	\$86,600	\$131,000	\$126,000	\$126,000	\$126,000

Photos



Sketches





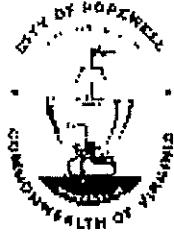
No data available for the following modules: Commercial Buildings.

The City of Hopewell Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.

[User Privacy Policy](#) | [GDPR Privacy Notice](#)  
Last Data Upload: 2/4/2025, 9:48:44 AM

Contact Us

Developed by  
**SCHNEIDER**  
GEO SPATIAL



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

02/13/2025 08:18AM debra m.  
027958-0001 000241640  
Payment Effective Date 02/13/2025

**PERMITS / INSPECTIONS**

OSESCO PROPERTIES LLC  
CONDITIONAL USE PERMIT  
- REVIEW

2025 Item: 20250079|CUP \$650.00  
Payment Id: 379231

-----  
\$650.00

**Subtotal** \$650.00  
TP CC Fee \$21.13  
**Total** \$671.13

TP DEVELOPMENT OFFLINE \$671.13

-----  
**Change due** \$0.00

Paid by: OSESCO PROPERTIES LLC



Thank you for your payment.

City of Hopewell, VA COPY  
DUPLICATE RECEIPT

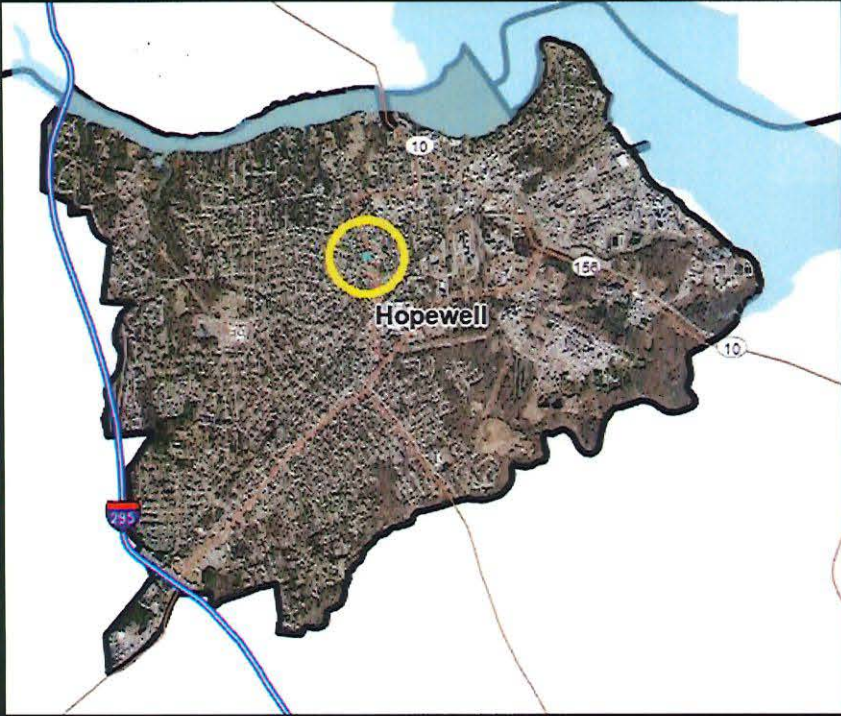


**CONDITIONAL USE PERMIT**  
**For an Accessory Apartment**  
**Parcel #024-0890**

219 S. 16<sup>th</sup> Avenue  
City Council Work Session  
April 8, 2025

## ▀ CUP – Accessory Apartment: 219 S. 16<sup>th</sup> Avenue

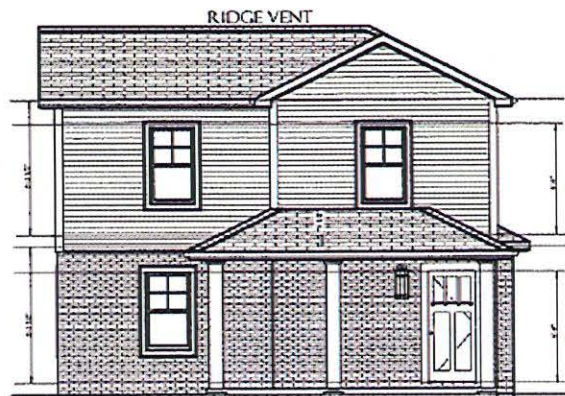
<b>APPLICANT:</b>	Esteban Perez
<b>WARD:</b>	1
<b>CURRENT ZONING:</b>	R-2 Residential Medium Density
<b>REQUEST:</b>	Approve Accessory Apartment per Article IV, Section H
<b>PUBLIC NOTICE:</b>	Progress-Index, Sign, Adjacent Property Owner notification



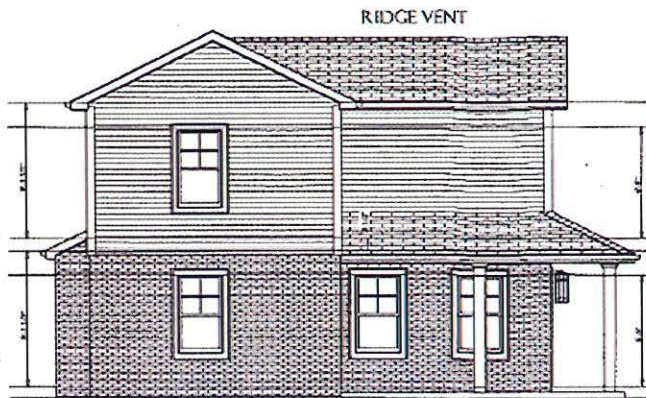




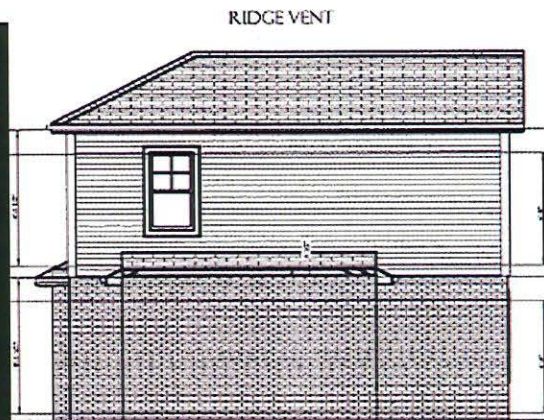
219 S. 16TH STREET, HOPEWELL, VA 23860



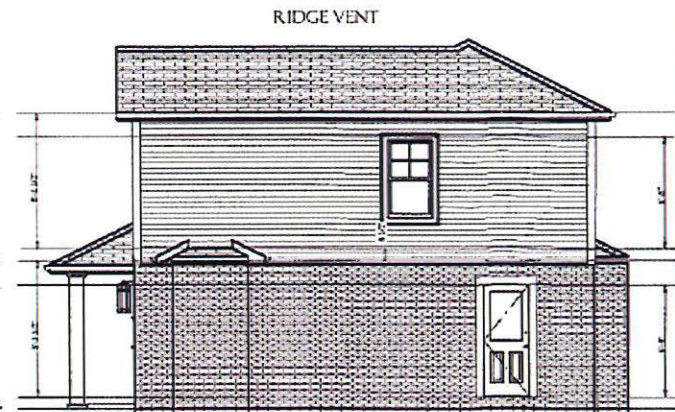
**FRONT ELEVATION**  
SCALE: 1/8"=1'-0"



**LEFT ELEVATION**



**REAR ELEVATION**  
SCALE: 1/8"=1'-0"



**RIGHT ELEVATION**  
SCALE: 1/8"=1'-0"

## Staff Analysis

- The R-2 District permits ADUs with an approved CUP
- The property is large enough to accommodate sufficient off-street parking for both the primary structure and the ADU
- The property owner is held to strict requirements for use of the ADU that must be re-established annually
- Rehabilitation of property includes rehab of both the primary structure and the ADU

## Criteria to approve

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



## Public Comment

Staff received written comments from one citizen requesting off-street parking and fencing as conditions of approval. Complete comment is an appendix to the staff report.

# Staff Recommendation

Staff recommends approval of the CUP with the following conditions:

1. The occupant of the accessory dwelling must be a related family member of the occupant of the primary structure.
2. A driveway of asphalt or concrete will be installed in accordance with the City's driveway policy.
3. The detached accessory dwelling will have foundation plantings along the front foundation not adjacent to the patio.
4. The rehabilitated accessory structure will be in substantial conformance with the plans submitted with the application dated 2/24/2025.

# Planning Commission Recommendation

Planning Commission offers the following comment:

While recognizing the ordinance requiring the ADU occupant to be a family member over the age 55, the Planning Commission reiterates the recommendation delivered to City Council 14 months ago that these requirements not be applied.

As such, the Planning Commission recommends approval with the following conditions:

1. A driveway of asphalt or concrete will be installed in accordance with the City's driveway policy.
2. The detached accessory dwelling will have foundation plantings along the front foundation not adjacent to the patio.
3. The rehabilitated accessory structure will be in substantial conformance with the plans submitted with the application dated 2/24/2025.
4. The ADU will remain unoccupied until the issuance of a C/O.

Recommended Approval 3-0 – March 6, 2025

▸ Questions...

WS-2

PRESENT USE OF PROPERTY: VACANT lot

IT IS PROPOSED THAT THE FOLLOWING BUILDINGS WILL BE CONSTRUCTED:

Single family dwelling

NEED AND JUSTIFICATION FOR THE CHANGE IN CLASSIFICATION:

To allow for single family dwelling to be constructed.

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

None

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

Will be consistent with adjacent/surrounding development. Allow for much needed housing.

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

Provide needed affordable housing for families.

COMMENTS FROM APPLICANT / OWNER:

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

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

A PROFFER STATEMENT IS ATTACHED      \_\_\_ Y      X N

\*\*\*\*\*

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

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

2/18/25  
\_\_\_\_\_  
DATE

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**OFFICIAL USE ONLY**

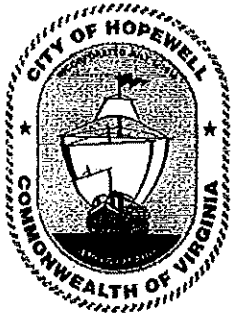
DATE RECEIVED: \_\_\_\_\_ DATE OF FINAL ACTION: \_\_\_\_\_

ACTION TAKEN:

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

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

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



The City  
of  
Hopewell, Virginia

300 N. Main Street · Department of Planning & Development  
(804) 541-2220 · dev.zone@hopewellva.gov

## APPLICATION FOR REZONING

APPLICATION FEE: \$1,500.00

APPLICANT: Lewis Stevenson

ADDRESS: 5179 Ruffin Rd  
Prince George Va 23875

PHONE #: (804) 731-7840 FAX #: \_\_\_\_\_

EMAIL: lstevenson2018@gmail.com

INTEREST IN PROPERTY:  OWNER OR \_\_\_\_\_ AGENT  
*IF CONTRACT PURCHASER, PLEASE PROVIDE A COPY OF THE CONTRACT OR A  
LETTER OF THE PROPERTY OWNER'S CONSENT.*

OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PROPERTY ADDRESS / LOCATION:  
\_\_\_\_\_

LEGAL DESCRIPTION: Lot 9R (Resub of lots 1-9 & 11-2) BLK 4 subdivision  
HIGHLAND PARK

PARCEL #: \_\_\_\_\_ ACREAGE: .1198

PRESENT ZONING DISTRICT: R-4  
REQUESTED ZONING DISTRICT: \_\_\_\_\_



PRESENT USE OF PROPERTY: VACANT lot

IT IS PROPOSED THAT THE FOLLOWING BUILDINGS WILL BE CONSTRUCTED:

Single Family dwelling

NEED AND JUSTIFICATION FOR THE CHANGE IN CLASSIFICATION:

To allow single family dwelling to be  
constructed

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

NONE

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

Will be consistent with adjacent/surrounding  
development. Allow for much needed housing

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

Provide needed housing (affordable) for  
families



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# ZONING MAP AMENDMENT (REZONING)

**CYPRESS STREET – PARCELS #042-0165 & #042-0170 CONSISTING  
OF LOTS 7R AND 9R, BLOCK 4, HIGHLAND PARK SUBDIVISION**

CITY COUNCIL

WORK SESSION

APRIL 8, 2025



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REQUEST TO CHANGE FROM  
B-3 HIGHWAY COMMERCIAL DISTRICT  
TO  
R-4 RESIDENTIAL APARTMENT DISTRICT

PLANNING COMMISSION

PUBLIC HEARING

MARCH 6, 2025



# APPLICATION

- APPLICANT: Lewis Stevenson
- WARD: 6
- EXISTING ZONING: B-3
- REQUESTED ZONING: R-4
- PUBLIC NOTICE: Advertisement in Progress-Index, letters to adjacent property owners

# LOCATION



## REQUESTED ZONING

### From B-3 Commercial District to R-4 Apartment District

- B-3 setbacks create a 4' wide developable area
- The two lots conform to the R-4 lot standards (width and total square footage)
- Previous attempt to rezone for townhomes failed due to desire of neighborhood citizens and City Council for single-family home construction (per project file, 2006).

## PROFFERS FROM THE APPLICANT

### APPLICANT HAS OFFERED THE FOLLOWING PROFFERS:

- Single-family dwelling construction on both lots
- Roof overhangs will be 12” minimum
- Driveways will be asphalt or concrete
- Foundation plantings on front sides
- Foundation of brick on all four sides



## STAFF ANALYSIS

Staff supports the rezoning for the following reasons:

- 1) Subject properties are not developable for any use under current B-3 setback requirements.
- 2) The applicant's proffers are consistent with the conditions typically approved by City Council for CUPs.
- 3) The R-4 District is compatible with adjacent properties to the north and the setbacks are appropriate for the subject lots.
- 4) The Comprehensive Plan states "this sub-area is well located and adequately sized to accommodate a traditional neighborhood revitalization effort that could yield a range of medium to high density housing."

## PUBLIC COMMENT

Development Department has not received any comment.

## STAFF RECOMMENDATION

Staff recommends approval of the request submitted by Lewis Stevenson to rezone Parcels #042-0165 & #042-0170 consisting of Lots 7R and 9R Block 4, Highland Park Subdivision from B-3 Highway Commercial to R-4 Residential Apartment with the proffers submitted by the applicant.



QUESTIONS?



**REQUEST TO REZONE PARCELS #042-0165 AND #042-0170 FROM B-3 HIGHWAY COMMERCIAL DISTRICT TO R-4 RESIDENTIAL APARTMENT DISTRICT**



CITY COUNCIL WORK SESSION

**STAFF REPORT**

*Staff from the Hopewell Department of Development has drafted this report to assist City leadership with making informed decisions regarding land use cases in Hopewell.*

**I. EXECUTIVE SUMMARY**

The applicant, Lewis Stevenson, Property Owner, requests to rezone Parcels #042-0165 and #042-0170 from B-3 Highway Commercial District to R-4 Residential Apartment District. Staff and Planning Commission recommend approval of this request with the signed proffers.

**II. TENTATIVE SCHEDULE OF MEETINGS**

BODY	TENTATIVE DATE	TYPE	RESULT
Planning Commission	March 6, 2025	Public Hearing	Rec. Approval 3-0
City Council	April 8, 2025	Work session	No Action
City Council	May 13, 2025	1st Reading/PH	Pending

**III. BACKGROUND**

Legal Description	Lots 7R and 9R, Block 4 Highland Park Subd.
Existing Zoning District	Article XI: B-3 Highway Commercial
Requested Zoning District	Article VI: R-4 Residential Apartment
Approval Method	City Council Ordinance
Future Land Use	Corridor Commercial
Can Proffers be Accepted?	Yes
Can Conditions of Approval be Set?	No

#### IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	2/20/2025	2/27/2025
	Letter to Adj. Properties	2/21/2025	
City Council	Progress-Index Ad	TBD	TBD
	Letter to Adj. Properties	TBD	TBD

#### V. ROLE OF PLANNING COMMISSION AND CITY COUNCIL

Excerpted and paraphrased from *Handbook for Virginia Mayors & Council Members*

The Code of Virginia prescribes public notice and hearing requirements for all zoning actions. For a new zoning ordinance or any amendment thereto, the planning commission and the governing body must each hold public hearings before acting on any proposal. Each public hearing must be preceded by notice published in newspapers as well as mailed to all adjacent property owners and, in the case of a text change, to all property owners who would be directly affected.

Unlike subdivision approvals which are ministerial, zoning actions are legislative acts. And because it is a legislative act, approval is discretionary. To be clear, no one is entitled to a rezoning. Action taken by a governing body is final unless parties file an appeal with the local circuit court. Localities enjoy the “presumption of validity” under the law when approving or denying zoning amendments, but the record of facts and findings used by the governing body in deciding to adopt or reject a proposed rezoning action can be crucial if the action is appealed. The legal standard is that the issue was “fairly debatable” which means that there are compelling arguments on both sides that were carefully considered by the governing body before voting. The opposite of “fairly debatable” is “arbitrary and capricious” and the losing side will that the decision made falls into that category. If the record is clear that all sides of the issue were heard and that the governing body considered them, the courts should uphold the decision of the governing body. Thus, for controversial zoning votes, local government attorneys will often assist the government in enunciating statements of fact and findings in the record of the hearings.

#### VI. APPLICABLE CODE SECTIONS (hyperlinks)

1. [Article XI, Highway Commercial District \(B-3\)](#)
2. [Article VI, Residential Apartment District \(R-4\)](#)

**VII. EXISTING ORDINANCE**

The parcels located on Cypress Street are currently zoned B-3 Highway Commercial District. This district is focused primarily on commercial uses but does allow for single-family dwelling use (with an approved Conditional Use Permit) as well as apartments above commercial uses. The district front setback is 40 feet, side yard setback is 10 feet, and rear setback is 25 feet.

**SUBJECT PROPERTIES**

The Cypress St. parcels sit approximately 185 feet from Winston Churchill Drive but are accessible via Salem Avenue. A large vacant parcel approximately 135 feet deep is located between the subject parcels and Winston Churchill Drive, which is zoned B-3.

The Cypress Street parcels are sixty-nine feet (69) feet deep. Abiding by the setbacks set forth in the B-3 district leaves a developable area that is four (4) feet deep (40 ft. front setback and 25 ft. rear setback = 65 ft. of total setbacks). The abutting properties to the north are zoned R-4. A single-family dwelling exists on the parcel adjacent to Parcel #042-0170 which was originally constructed in 1939.

The nearby shopping center, Cavalier Square, is also zoned B-3. The rear of the shopping center faces the subject properties. A grade elevation difference of approximately 15 feet separates the shopping center from these and all other adjoining parcels up to Cedar Street.

**VIII. APPLICANT POSITION**

The applicant proposes to construct a single-family dwelling on each of the two parcels. The current B-3 zoning is not conducive to single-family dwelling construction because the setbacks essentially render the parcels as unbuildable.

**IX. STAFF ANALYSIS**

The subject properties, currently zoned B-3, do not have road frontage on Winston Churchill Drive, the primary arterial roadway through the area. In fact, development on the parcel between the subject parcels and Winston Churchill Drive could potentially eliminate the limited visibility from the roadway.

The parcels directly behind the subject parcels (fronting Cedar Street) are zoned R-4 and consist of four parcels along that side of the block. Two of the parcels contain single-family dwellings and the two parcels directly behind the subject parcels are slated for new single-family dwelling construction. There is no alley that separates the Cedar Street parcels from the subject properties.

If the subject parcels are to remain zoned for commercial use, the required setbacks will continue to constrain the development to a four-foot wide area. Even if a variance on the setbacks was obtained and the parcels combined, the separation of the commercial use from the adjoining residential properties would be challenging.

Property (Lots 1-6) to the north of the subject parcels that front Cedar Street were rezoned from B-3 to R-4 on May 25, 2004. City Council directed staff to rezone the remainder of the block, meaning the subject parcels plus parcels #042-0180 and #042-0190. Ultimately, the case was withdrawn for no documented reason.

In 2005, staff returned to City Council to request the subject parcels, the other two Cypress Street parcels, and the complete block fronting Cedar Street from B-3/R-4 to R-4/PUD for the construction of 31 townhomes. Several area property owners were against the proposal stating that they wanted to restore the Highland Park neighborhood to single-family dwellings. Ultimately, City Council denied the rezoning request for the townhome development, stating that single-family dwelling construction was preferred.

**X. RELATIONSHIP TO THE COMPREHENSIVE PLAN**

Priority Planning Area 4 in the Comprehensive Plan is the Cavalier Square Shopping Center area. From this section:

“The middle sector of the Cavalier Square district is comprised of small residential blocks that are only partially developed with single-family residences. Given the lack of developable property in the city, it is unclear why infill development has not occurred. While close to the downtown, it is likely that the neighborhood has not flourished due to the impacts of the adjacent shopping center and industrial properties. However, this sub-area is well located and adequately sized to accommodate a traditional neighborhood revitalization effort that could yield a range of medium to high density housing (page 161).”

**XI. STAFF RECOMMENDATION**

Staff recommends approval of the request to rezone Parcels #042-0165 and #042-0170, located on Cypress Street, from B-3 Highway Commercial District to R-4 Residential Apartment District with the proffers submitted by the applicant dated July 17, 2024.

**XII. PUBLIC COMMENT**

The Department of Development has not received any public comment as of April 1, 2025



**XIII. PLANNING COMMISSION RECOMMENDATION**

The Hopewell Planning Commission recommended *approval* of the request submitted by Lewis Stevenson to rezone Parcels #042-0165 and #042-0170 consisting of Lots 7R and 9R, Block 4 of the Highland Subdivision from B-3 Highway Commercial District to R-4 Residential Apartment District and accept the proffered conditions submitted with the application.

**APPENDIX A - MAPS**

CITY LOCATIONAL MAP – Yellow circle indicates general area

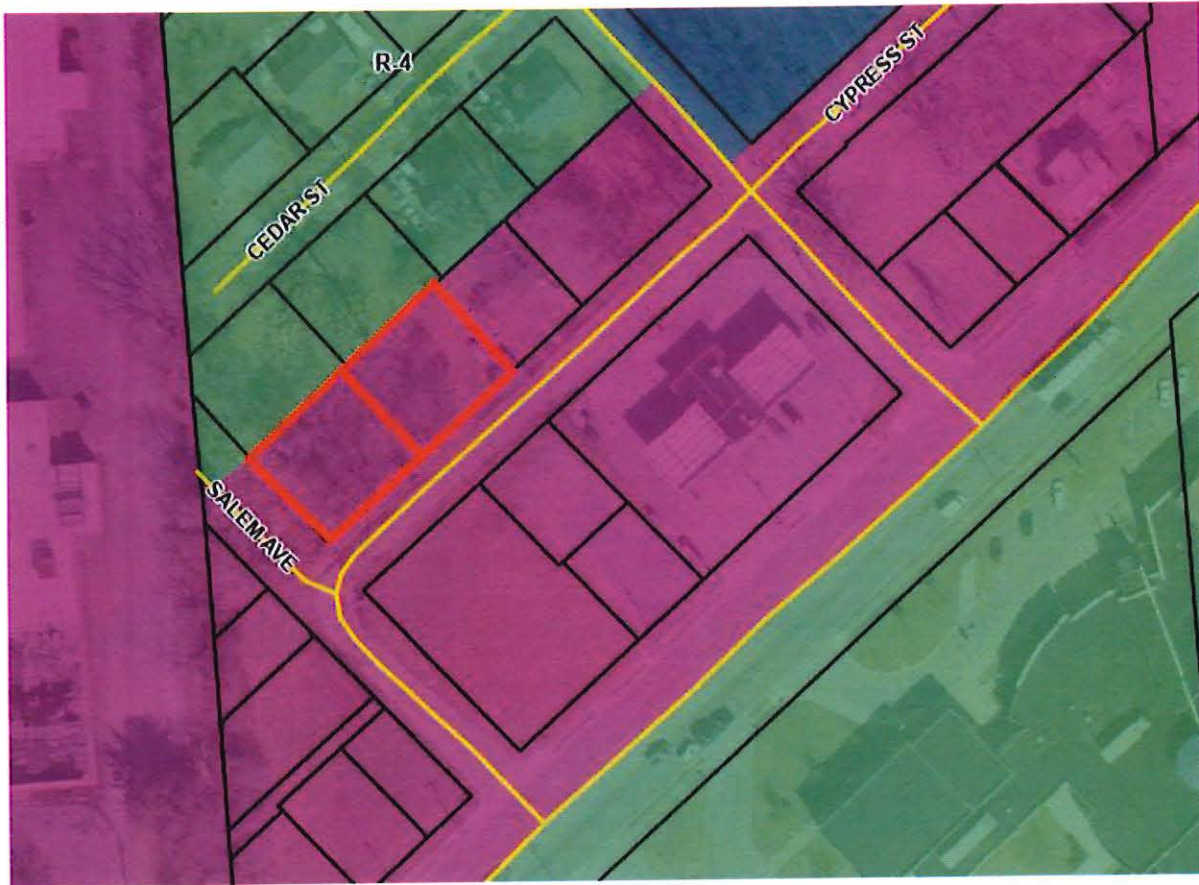


PROPERTY LOCATION - Blue box indicates Parcel #042-0165 & 042-0170



**APPENDIX B – EXISTING ZONING**

Red boxes outline subject parcels



WS-3





March 4, 2024

City of Hopewell  
Department of Inspection  
370 North Main Street  
Hopewell, VA 23111

Mayor Scott Estel MD  
Paula Adams  
3740 Governor Washington Drive  
Alexandria, VA 22311

RE: Approval of Planning Report

Dear Mr. Adams,

This letter serves as official notification that City Council approved your application to issue permits associated with the proposed Hopecrest Townhome Development in Hopewell, Virginia on February 27, 2024 with a vote of 7-0. The City Council also accepted the proffers dated February 27, 2024 as presented by the applicant team at their meeting.

The resulting permits as follows:

- Permit #106-0302 - reworked from 8-3 to 8-4 (PUD)
- Permit #106-0303 - reworked from 8-3 to 8-3 (PUD)
- Permit #106-0304 - reworked from 8-3 to 8-3 (PUD)
- Permit #106-0305 - reworked from 8-3 to 8-3 (PUD)
- Permit #106-0306 - reworked from 8-3 to 8-3 (PUD)

A copy of the certified meeting minutes with a copy of the accepted proffers dated February 27, 2024 are enclosed.

We appreciate your patience and look forward to working with you as the project progresses.

Signature of Director of Development

enclosure

Application #2023-0832  
Reviewing of Submittal  
FINAL APPROVED PROFFERS  
February 27, 2024

12. **Sound Transmission Losses:** Walls between dwelling units shall be constructed with a minimum certified sound transmission class (STC) of fifty-five (55). A mass loaded vinyl, referenced and approved by a certified acoustical engineer as to the methodology accomplishing the STC, shall be installed in the building parent configuration.

14. **Retained Accessibility:** Recreational amenities shall include (1) walking trails, which shall be five (5) feet in width and all-wheel hand surface, shall be provided generally as shown on the Concept Plan; (2) wheelchair as shown on the Concept Plan, which shall connect directly to the walking trails required in (2) hereby; (3) restroom convenience management pond shall be designed as a retained amenity to create a water feature and fountain type amenity, unless specifically prohibited or restricted by law or government regulation; (4) an amenity area with patios as generally shown on the Concept Plan; and (5) an amenity area with a parking and playground as generally shown on the Concept Plan. The recreational amenities will be constructed or installed with the prior to the issuance of a certificate of occupancy for the eight-story (8) Townhome building.

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

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

17. **Multifamily Signage:** A central mailbox unit shall be provided in the project for mail service. Freestanding signage for each of the multifamily buildings and the Townhome community shall be monumental style and landscaped.

18. **Emergency Evacuation Assisted:** Prior to or concurrent with the recording of the final subdivision plat for the Property, a document setting forth a "Covenant" shall be recorded to the Clerk's Office of the Circuit Court of City of Hopewell, Virginia and the County of Prince George, Virginia setting forth controls on the development and maintenance of the Property and establishing at least one master property owners' association (the "Association"). The Covenant shall provide that the open space, recreational amenities and stormwater facilities identified as "Assembly Area A", "Assembly Area B", "Assembly Area C", "Open Space Assembly Areas", "Stormwater Management Ponds" and "Walking/Wheelchair" and other common areas, as well as the first and second row of all Townhome lots shall be maintained by the Association. The Covenant shall also require (i) the Townhome lot owner to maintain the Townhome unit and lot in clean and good condition and report in accordance with the

#1603040v13

Application #2023-0832  
Reviewing of Submittal  
FINAL APPROVED PROFFERS  
February 27, 2024

proffers condition and (ii) any lease of a Townhome unit to include provisions that (a) require the lease to comply with the terms of the Covenant, (b) provide that the failure to comply with the Covenant constitutes a default under the lease and (c) provide the benefit of the Association to terminate the lease in the event of an owner's failure to do so upon the occurrence of a default. The Covenants shall be subject to the review and approval of the Zoning Administrator prior to the recording thereof, in strict accordance with the requirements of these proffers conditions.

- 19. **Transportation:** The Applicant shall make the following off-site transportation improvements: a. provide approximately sixty hundred fifty (6075) double yellow parking spaces along Old Oaklawn Boulevard from the entrance to the Property to the entrance of Colonial Center; b. install Virginia Department of Transportation (VDOT) standard 24" Stop Bar and R1-1 Stop signs at the entrance to the Property; c. provide approximately six hundred feet (600') of right turn lane striping along Old Oaklawn Boulevard on the east bound approach to the entrance to Colonial Center; d. provide VDOT standard 24" Stop Bar on Old Oaklawn Boulevard at the eastbound and westbound intersections with the north and south entrances to Colonial Plaza; e. improve the Old Oaklawn Boulevard cross-section adjacent to the Property to VDOT standard cross-section, to include curb, gutter, and sidewalks, as approved by the Director of Public Works; f. Mill and overlay the full width of Old Oaklawn Boulevard along the Property frontage from the entrance of the Property to the southbound Property corner; and g. Prior to issuance of the land disturbance permit, the Owner, in coordination with the Department of Public Works, shall conduct a survey to determine the conditions of the existing roadways serving the Property, specifically Old Oaklawn Boulevard and Monroe Avenue. Prior to final land release, the Owner shall conduct a survey of said roadways to identify any construction-related damage, which shall be repaired by the Owner to a standard acceptable to the Department of Public Works prior to final land release.

- 20. **Bill Signs:** The portion of the Property shown D-3 shall not be permitted to be used for the following uses identified in Article 22 of the Zoning Ordinance: - 3, Automotive repair and service establishments and retail agencies - 4, Automotive parts stores - 10, Building supplies and services - 11, Car washes - 15, Cigarette, cigar and tobacco retail distribution - 16, Displaying, assembly or treatment of woods and cabinet - 18, Contractor establishments and display yards - 20, Convenience stores, with gasolene - 26, Funeral homes

#1603040v14

Application #2023-0832  
Reviewing of Submittal  
FINAL APPROVED PROFFERS  
February 27, 2024

February 27, 2024

By the Alphabet below, ABU M LLC (the "Applicant") offers the following Proffers Conditions in conjunction with Application #20230832 related to the property located in the City of Hopewell, Virginia (the "City") and identified as Proffers Identification Numbers 1606725, 1606165, 1606200, 1606215, and 1606209 (collectively, the "Property"). These proffers conditions shall be binding on the Applicant and its successors and assigns (the "Owner") with respect to the Property. Each proffered condition herein was made voluntarily and complies with applicable law. No agent of the City has suggested or demanded a proffered condition that is unreasonable under applicable law, and the proffered conditions herein supersede all previous proffers and letters of clarification, if any, made with respect to the Property.

- 1. **Concept Plan:** The site plan for the development of the Property shall be in conformance with the concept plan attached as Exhibit A entitled "Table A: Conceptual Plan, Hopewell Townes" prepared by Kinley Hess, dated December 6, 2023 and Exhibit B(2) of the Conceptual Site Plan entitled "Hopewell Townes prepared for Monroe Retail Interiors" prepared by Kinley Hess, dated December 6, 2023 (collectively, the "Concept Plan").
- 2. **Details:** No more than 172 townhome units and up to 48 multifamily dwelling units in a building which may include commercial uses on the ground floor shall be developed on the Property. No accessory structures or buildings are permitted on a Townhome lot. A building permit shall be issued for eighty-two (82) townhomes unit prior to the issuance of a building permit for the multifamily building.
- 3. **Townhome Exterior Materials:** All Townhome units shall have exterior exterior walls above grade and exterior of vinyl of stone, stone veneer, brick, hardi-plank, or vinyl with a minimum thickness of 0.04 inch and shall not be dach lap in style, aluminum clad panels or a combination of the foregoing. Different architectural treatments and/or materials of comparable or better quality may be specifically approved with respect to the exposed portion of any such wall, by the Director of Planning and Development at the time of Site Plan review.
- 4. **Townhome Architecture:** To minimize visual repetition of buildings, no two adjacent Townhome units or adjacent Townhome buildings shall have the same identified individual elevation sequence pattern or color scheme across the front of the building. All Townhome units shall have a covered front porch or stoop and gabled roof elements that vary between units. The side of each unit and Townhome shall include at least two (2) windows and the roof of each unit shall include at least two (2) windows. There shall be a change or an architectural offset of at least 24" in the facade elevation of each attached Townhome. On the front elevation of each Townhome and the side of each unit Townhome and on the rear side of the Townhome which rear yards are adjacent to Monroe Avenue, there shall be a minimum of eighteen (18") inches of brick, stone or cultured stone walls above grade ("Foundation Material"). A minimum of 50% of the facade of Townhome units in each row of Townhome building shall provide a mix of building

#1603040v11

Application #2023-0832  
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FINAL APPROVED PROFFERS  
February 27, 2024

- 32, Handicap and bed rooms
- 40, Mailboxes, mail, utility and service
- 46, Night clubs and dance halls
- 51, Pawn shop
- 52, Fast casual and extensional services
- 54, Fast service and grab-and-go
- 58, Rapid service or fast-food
- 61, Self-service Storage Facility
- 67, Tattoo Parlors and Body Piercing Establishments
- 68, Taxi Cab Business
- 71, Wholesale business

21. **Security Surveillance:** The multifamily building shall have operational exterior surveillance cameras or similar equipment for monitoring on each of the east and west elevations. The Owner shall provide the City with two (2) operational license plate reader (LPR) surveillance cameras pursuant to the terms of a memorandum of understanding between the Owner and the City for the installation within the public right of way adjacent to the Property in a location determined by the City and monitoring of such LPR system for a period of two (2) years.

22. **Tax Class:** For the purposes of compliance with Article XXVIII (B) (7) of the City Code, the minimum tax recovery requirement for the Property shall be twenty percent (20%) of net income development tax.

23. **Liability:** The nontransferability, alienation, reversion or nonassignment of any profits nor forth herein, in whole or in part, shall not affect the validity or enforceability of the other provisions of the well-drafted part of any such proffers.

#1603040v15

Application #2023-0832  
Reviewing of Submittal  
FINAL APPROVED PROFFERS  
February 27, 2024

materials, to include brick, stone, or cultured stone, exclusive of the Foundation Material. Shutters shall be provided for a minimum of fifty (50%) of the Townhome units. Townhomes constructed on the Property shall generally be in conformance with Table B (2) (see case (5)) and attached hereto and by this reference made a part hereof, unless otherwise approved by the Director of Planning and Development at the time of Site Plan review. Colors and dimensions shall be provided in colors compatible with each unit.

- 5. **Multifamily Architecture:** The multifamily building constructed on the Property shall be in general conformance with Exhibit C (see case (5)) and attached hereto and by this reference made a part hereof, unless otherwise approved by the Director of Planning and Development at the time of Site Plan review. The multifamily building shall have separate exterior walls (above grade and exclusive of stone) of finished architectural panel, brick veneer, and stone with a stone veneer. The balconies will have a cable railing system.
- 6. **Detailing Plan:** There shall be no more than 4 Townhome units developed in a row.
- 7. **Detailing Site:** The townhome units shall have a minimum finished floor area of 1,200 square feet with at least three (3) bedrooms and two (2) bathrooms.
- 8. **Townhome Construction:** In any Townhome unit, there shall be no unventilated chimney or ducts. Any vented items of a Townhome shall be limited to hot or bay-type windows only, shall not extend beyond a maximum of twenty-four (24) inches from the predominant plane of the side of the house, nor shall the bottom be less than three (3) feet above the grade level below. Any usable floor space on the first floor such as breakfast nook shall not be constructed there on the second floor such as balcony, deck, box or bay-type windows may be constructed but shall not extend beyond a maximum of twenty-four (24) inches from the predominant plane of the side of the house.
- 9. **Garage:** Each Townhome unit shall have a minimum of a one (1) or attached garage.
- 10. **Interior:** Entrances for all Townhome units shall be constructed of concrete or other similar materials approved by the Director of Planning.
- 11. **Foundation Material, Sill and Joints:** Each Townhome unit front yard shall have a minimum of four (4) inches placed in the front planting bed, which front yard shall initially be sodded and irrigated.
- 12. **Walk Surfaces and Landscaping:** There shall be no control track materials for the Townhome units. All properties for the multifamily building and amenity area, not including common areas, shall be screened from public view from the ground level on three (3) sides by a minimum complimentary to the building's screen. The fourth (4) side will have a solid, opaque gate or door that is of a substantial and durable material.

#1603040v11

Application #2023-0832  
Reviewing of Submittal  
FINAL APPROVED PROFFERS  
February 27, 2024

ABU M LLC, a Virginia limited liability company  
By: David Adams  
Name: David Adams  
Title: Registered Planner

COMMONWEALTH OF Virginia  
CITY OF Hopewell VA

The foregoing instrument was acknowledged before me this 23<sup>rd</sup> day of February, 2024, by David Adams, the undersigned manager ABU M LLC, a Virginia limited liability company, on behalf of the company, who is presently known to me (or substantially known) to be the same person whose name is subscribed to the foregoing instrument on behalf of the limited liability company.



My commission expires 03/31/24  
Notary Registration No. 2016015

#1603040v16

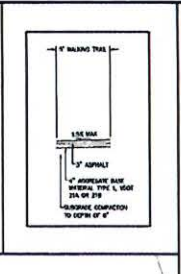
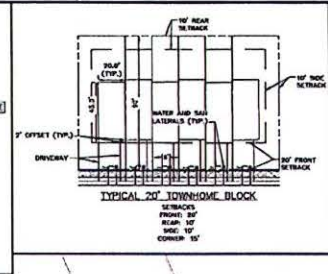
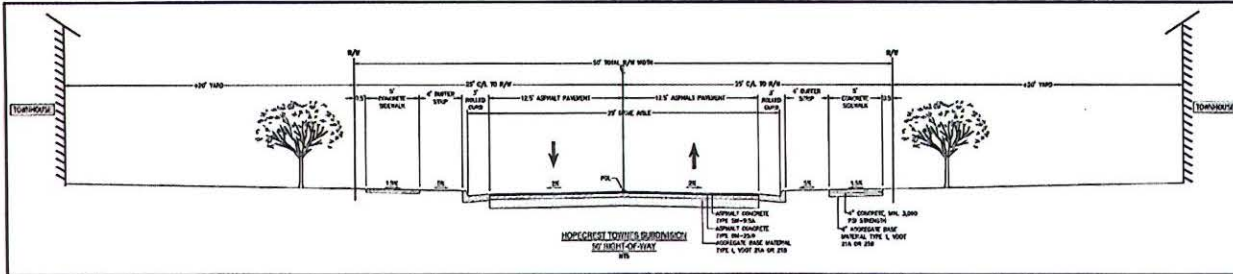


FREELANCE NOT FOR CONSTRUCTION

HOPECREST TOWNES  
SUBDIVISION  
CITY OF HOPEWELL, VIRGINIA

DATE	FILE	REVISION
DRAWN BY	DRAWN DATE	SCALE
REVISION	DATE	BY
DATE:	Feb. 7, 2025	
SHEET:	1A	





**Bowman**  
 841 North 81st St  
 Raleigh, NC 27605  
 Phone: 919.833.2122  
 Fax: 919.833.2228  
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**PRELIMINARY  
 NOT FOR  
 CONSTRUCTION**

OVERALL PRELIMINARY SUBDIVISION PLAT  
**HOPECREST TOWNES**  
 SUBDIVISION  
 CITY OF HOPEWELL, VIRGINIA

CONSTRUCTION FEES (BY PLAN NUMBER)	DESIGN FEE	
DATE	DATE	DATE
DESIGN	DRAMA	FINAL
JOB No. V3100292-01-0011		
DATE: Feb. 7, 2025		
SHEET		03

ROAD	ASPHALT CONCRETE TYPE 3M-8.5A SURFACE COURSE	ASPHALT CONCRETE TYPE 2M-25.0A BASE COURSE	AGGREGATE BASE MATERIAL 100% 21A OR 21B
MAKES WAY	10"	3"	1.5"
ROCKS LANE	8"	3"	1.5"
COURTES LANE	8"	3"	1.5"
WINDS COURT	8"	3"	1.5"
WAGGERS LANE	8"	3"	1.5"
PALESTINE COURT	8"	3"	1.5"

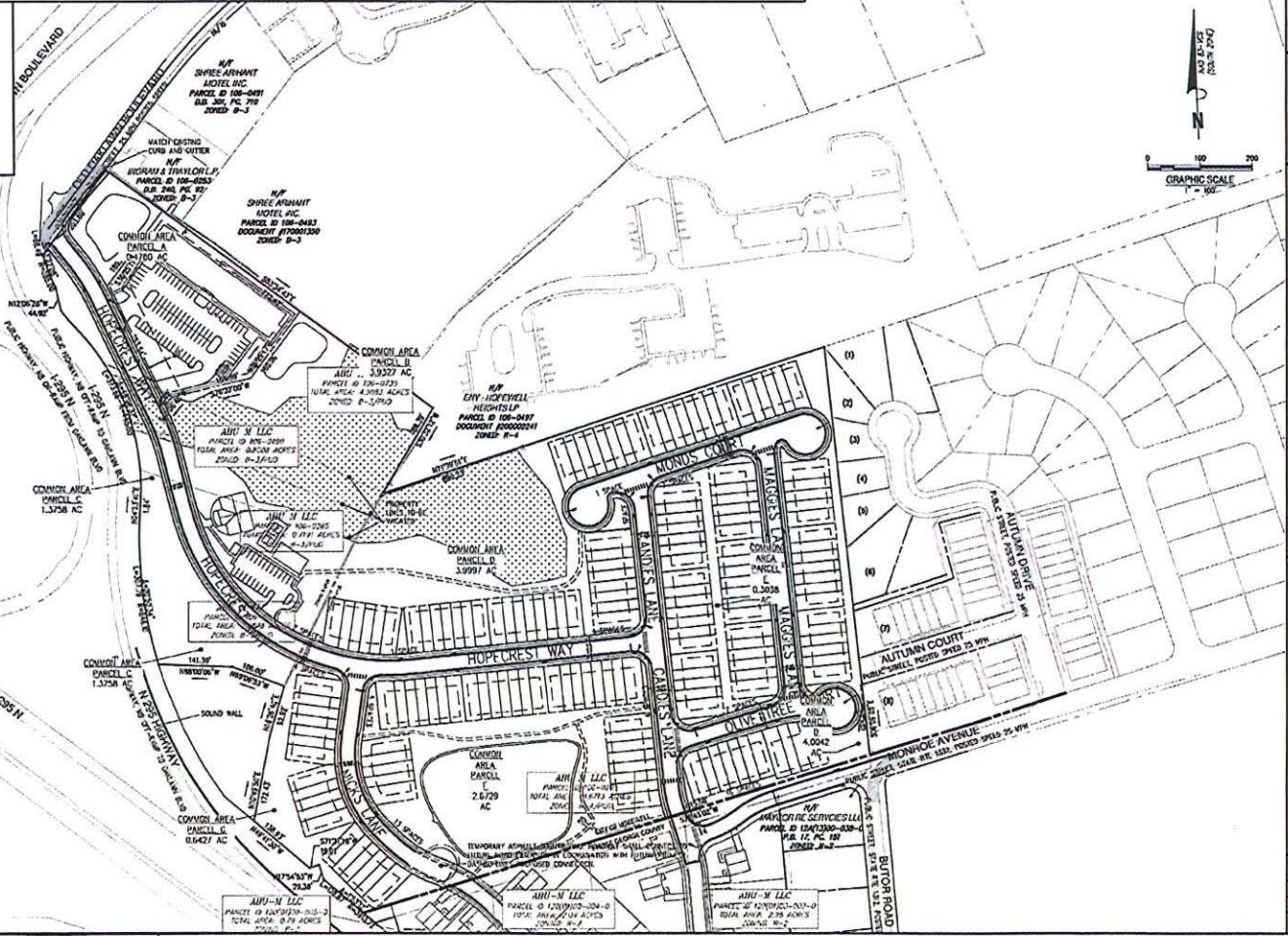
NOTE: ADVISORY TO BE 3.0' FOR FINAL PAVEMENT DESIGN. CONTRACTOR SHALL PROVIDE FIELD OR TEST RESULTS TO ENGINEER PRIOR TO ROADWAY CONSTRUCTION TO FINISH FINAL PAVEMENT DESIGN.

TOWNHOME REQUIRED SPACES:	7.25 PER UNIT
171 LOTS = 2.25 = 385 SPACES	
TOWNHOME PROVIDED SPACES:	381
2 PER LOT = 43 ON-STREET VISITOR SPACES	
MULTI-FAMILY REQUIRED SPACES:	1 PER 1 BR UNIT
44 1-BR UNITS + 1 x 4 2-BR UNITS + 1.75 = 51 SPACES	
MULTI-FAMILY PROVIDED SPACES:	77 SPACES

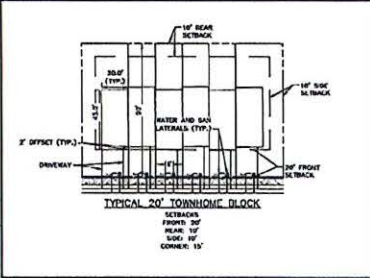
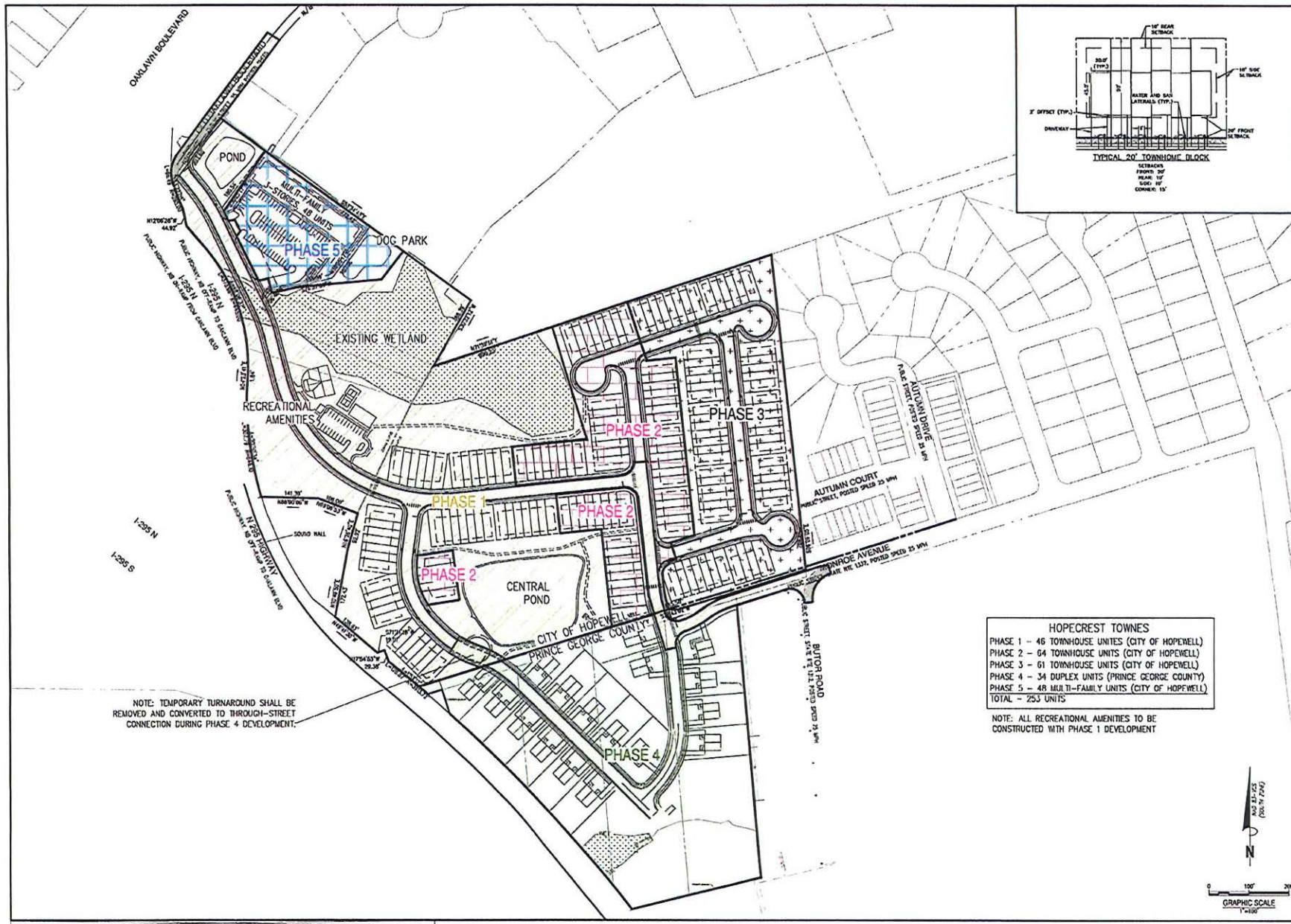
ALL COMMON AREA IS TO BE DESIGNATED TO THE PROPERTY OWNERS ASSOCIATION REFER TO OTHER SHEETS FOR OVERALL COMMON AREA AREAS.

INTERIOR 1/4 LOTS	20'
END UNIT 1/4 LOTS	30'
CORNER LOTS	30'

**LANDSCAPING NOTES:**  
 1. FOUNDATION PLANTING, SOIL, AND IRRIGATION EACH TOWNHOME UNIT FRONT YARD SHALL HAVE A MINIMUM OF FOUR (4) SHRUBS PLANTED BY THE FRONT PLANTING BED, WHICH FRONT YARD SHALL PARTIALLY BE SCREENED AND BOUNDARY.  
 2. TREE CANOPIES FOR THE PURPOSES OF COMPLIANCE WITH ARTICLE VIII (F) OF THE CITY CODE, THE MAXIMUM TREE CANOPY REQUIREMENT FOR THE PROPERTY SHALL BE TWENTY PERCENT (20%) OF ENTIRE DEVELOPMENT SITE.  
 3. STREET TREES, COORDINATE COORDINATING, PARKING LOT LANDSCAPING, AND OPEN SPACE TREES AND SCRUBS SHALL BE PROVIDED PER THE ZONING ORDINANCE AND CONCEPT PLAN.







HOPECREST TOWNES	
PHASE 1	46 TOWNHOUSE UNITS (CITY OF HOPEWELL)
PHASE 2	64 TOWNHOUSE UNITS (CITY OF HOPEWELL)
PHASE 3	61 TOWNHOUSE UNITS (CITY OF HOPEWELL)
PHASE 4	34 DUPLEX UNITS (PRINCE GEORGE COUNTY)
PHASE 5	48 MULTI-FAMILY UNITS (CITY OF HOPEWELL)
<b>TOTAL</b>	<b>253 UNITS</b>

NOTE: ALL RECREATIONAL AMENITIES TO BE CONSTRUCTED WITH PHASE 1 DEVELOPMENT.

NOTE: TEMPORARY TURNAROUND SHALL BE REMOVED AND CONVERTED TO THROUGH-STREET CONNECTION DURING PHASE 4 DEVELOPMENT.

Bowman

8400 W. 11th St.  
 Phoenix, AZ 85042  
 Phone: 602.954.5100  
 Fax: 602.954.5108  
 www.bowman.com  
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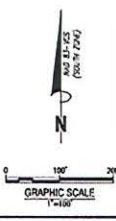
PRELIMINARY  
 NOT FOR  
 CONSTRUCTION

PHASING PLAN  
 HOPECREST TOWNES  
 SUBDIVISION  
 CITY OF HOPEWELL, VIRGINIA

NO.	CONSTRUCTION FEES/NO. BANNING	
01	03/23/2025	
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DWG: 03/23/25  
 DES: CH  
 DATE: Feb. 7, 2025  
 SHEET: 03A

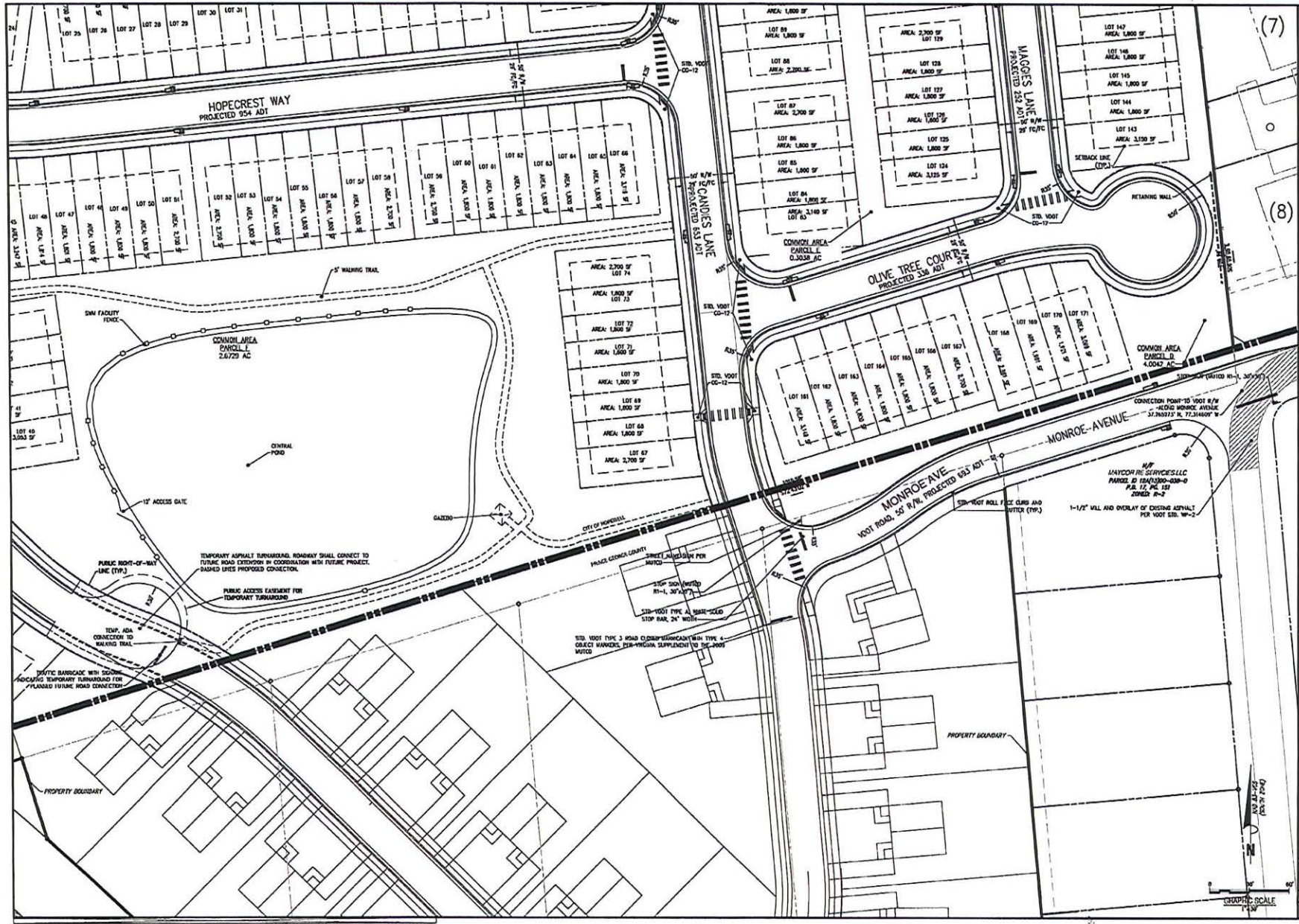
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 DES: CH  
 DATE: Feb. 7, 2025  
 SHEET: 03A











**Bowman**  
 14700 Lee Blvd  
 Richmond, VA 23234  
 Phone: 804.781.1234  
 Fax: 804.781.2328  
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**PRELIMINARY  
 NOT FOR  
 CONSTRUCTION**

PRELIMINARY SUBDIVISION PLAT  
 HOPECREST TOWNES  
 SUBDIVISION  
 CITY OF HOPEWELL, VIRGINIA

CONSTRUCTION REVISION SUMMARY		
NO.	DATE	DESCRIPTION

DESIGNED BY	DATE	SCALE
DRAWN BY		
CHECKED BY		
DATE	Feb. 7, 2023	

9811 07



**Bowman**  
 P.L.L.C.  
 1000 Lakeside Dr.  
 Rockville, MD 20858  
 Phone: 301.581.2200  
 Fax: 301.577.2228  
 www.bowmanllc.com  
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**PRELIMINARY  
 NOT FOR  
 CONSTRUCTION**

**GRADING & DRAINAGE PLAN  
 HOPECREST TOWNES  
 SUBDIVISION**  
 CITY OF HOPEWELL, VIRGINIA

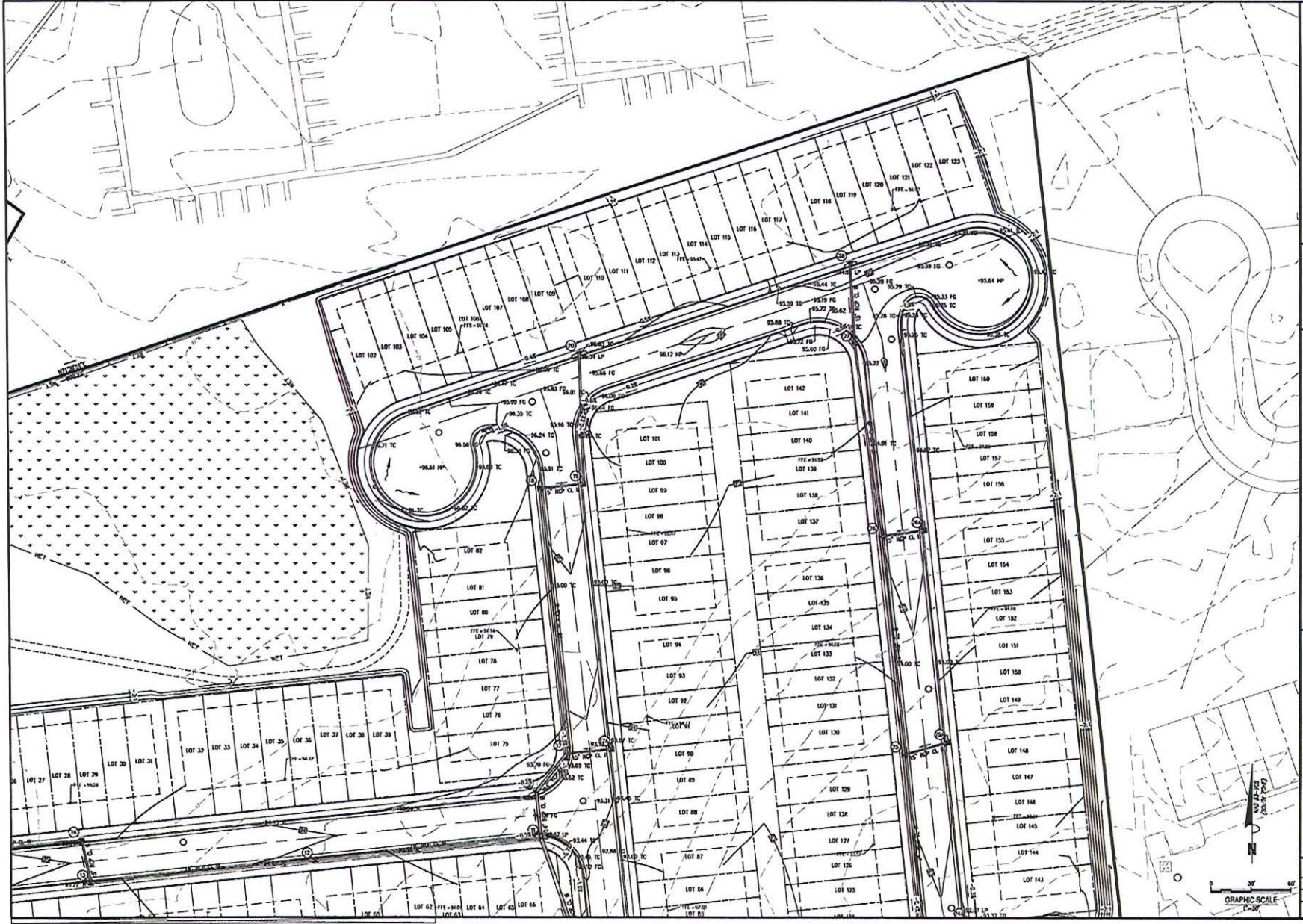
CONSTRUCTION REVISION SUMMARY

NO.	DATE	DESCRIPTION

NO.	DATE	DESCRIPTION

DATE: Feb. 7, 2025  
 SHEET: 08





**Bowman**  
 1400 West 10th St  
 Phoenix, AZ 85028  
 Phone: 602.414.1242  
 Fax: 602.974.2288  
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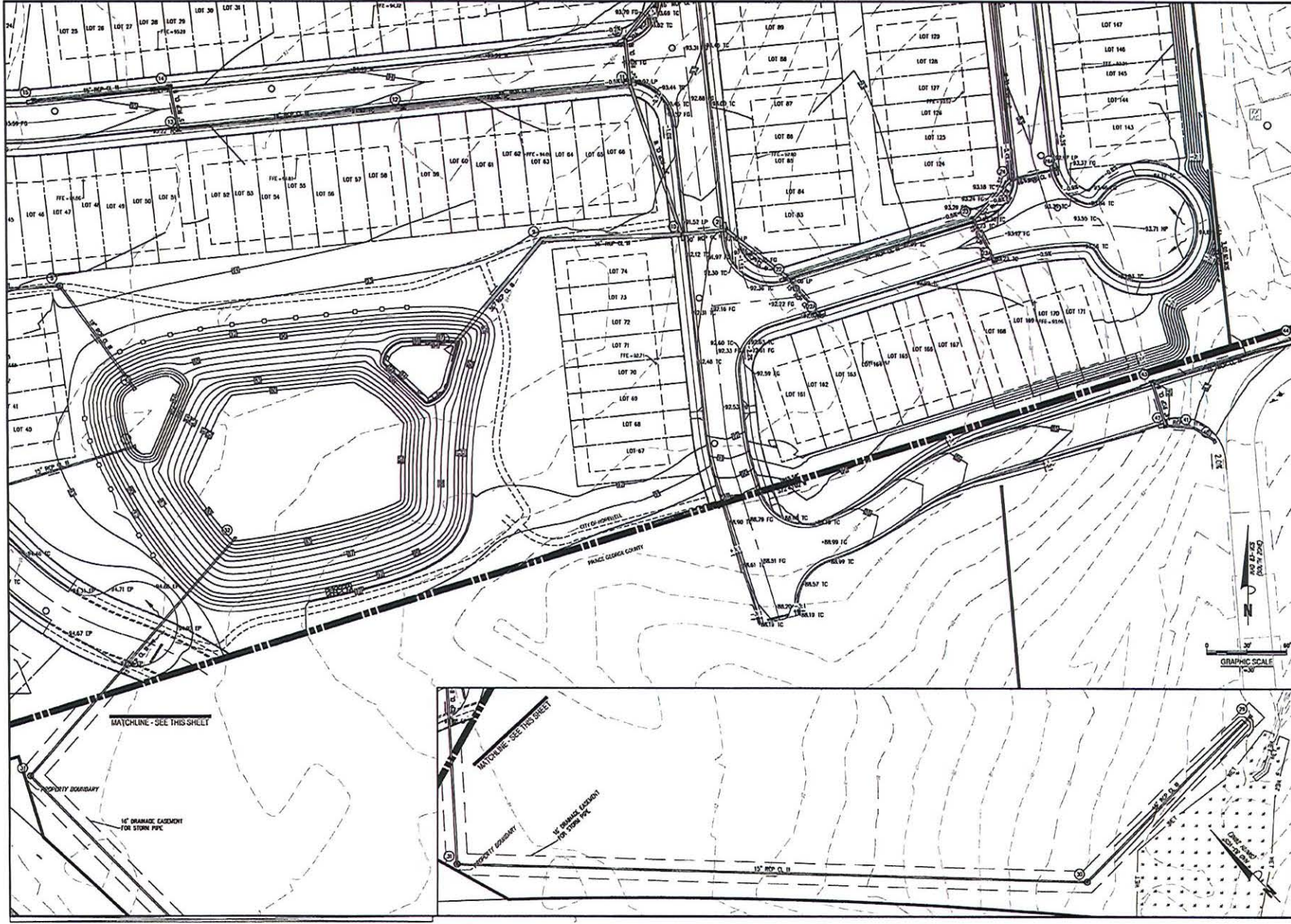
**PRELIMINARY  
 NOT FOR  
 CONSTRUCTION**

GRADING & DRAINAGE PLAN  
 HOPECREST TOWNNES  
 SUBDIVISION  
 CITY OF HOPEWELL, VIRGINIA

CONSTRUCTION REVISION SUMMARY			
NO.	DATE	DESCRIPTION	BY

DATE: Feb. 7, 2025  
 SHEET 10





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 Suite 100  
 Norfolk, VA 23510  
 Phone: 804.655.5200  
 Fax: 804.771.0288  
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GRADING & DRAINAGE PLAN  
HOPECREST TOWNES  
SUBDIVISION  
CITY OF HOPEWELL, VIRGINIA

REV	DATE	CONSTRUCTION REVISION SUMMARY	DESCRIPTION

DESIGNED BY: [ ]  
 CHECKED BY: [ ]  
 DATE: Feb. 7, 2020

DRAWN BY: [ ]  
 DATE: [ ]

P.L.C. NO.: [ ]  
 SHEET NO.: 11



**Bowman**  
 34' North & 12th  
 Planning, VA 22088  
 Phone: 804.648.2400  
 Fax: 804.670.2088  
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**PRELIMINARY  
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 CONSTRUCTION**

UTILITY PLAN  
**HOPECREST TOWNES  
 SUBDIVISION**  
 CITY OF HOPEWELL, VIRGINIA

CONSTRUCTION NUMBER: 18022523			
DATE	BY	CHKD	DATE
	BYN	BWN	DLK
	ESQ	IRL	CRD
	JOB No.	V1300502-04-001A	
	DATE	Feb. 7, 2025	
SHEET	12		



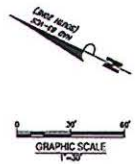
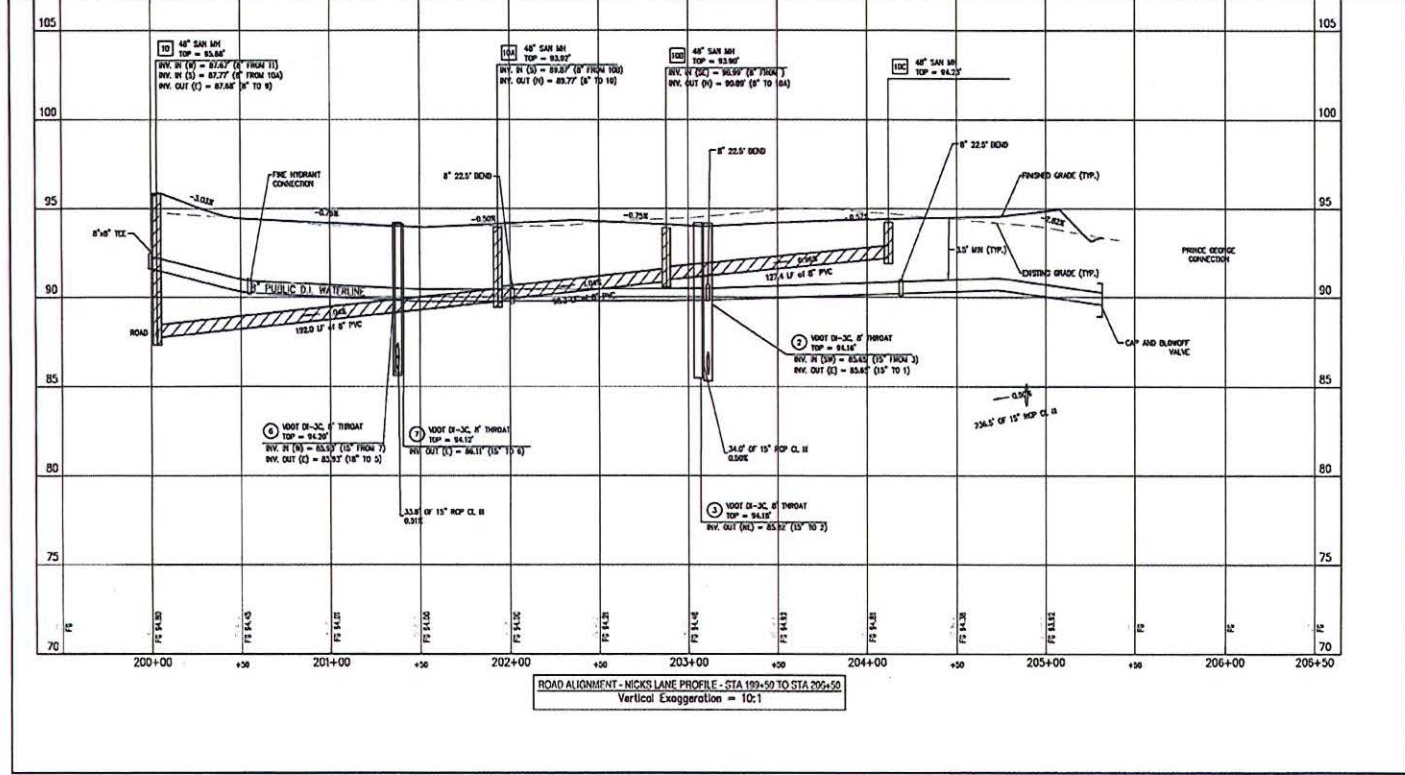
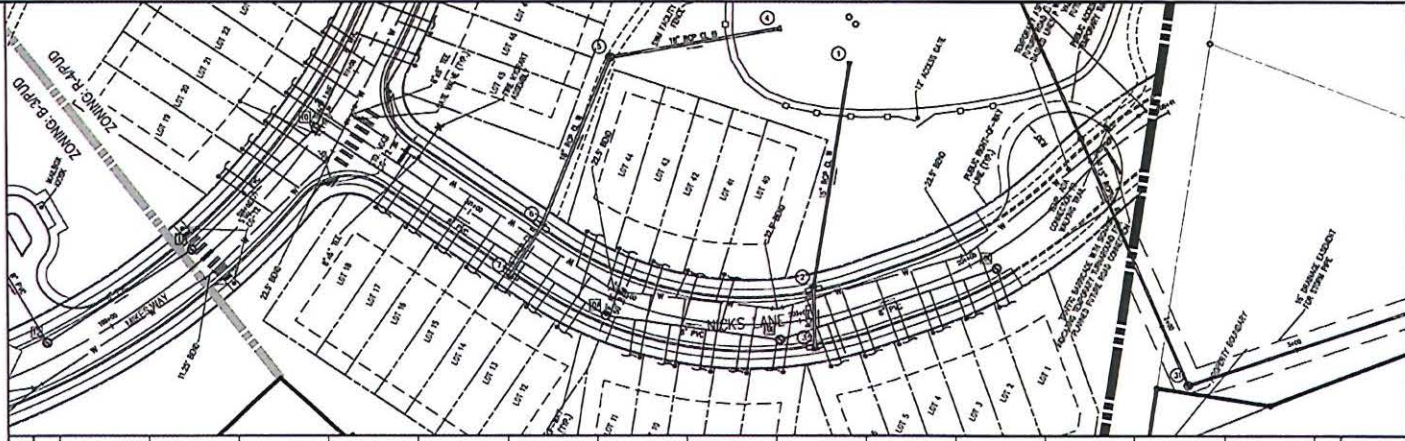












**Bowman**  
 151 West 11th St.  
 Richmond, VA 23224  
 Phone: 804.644.5256  
 Fax: 804.773.2328  
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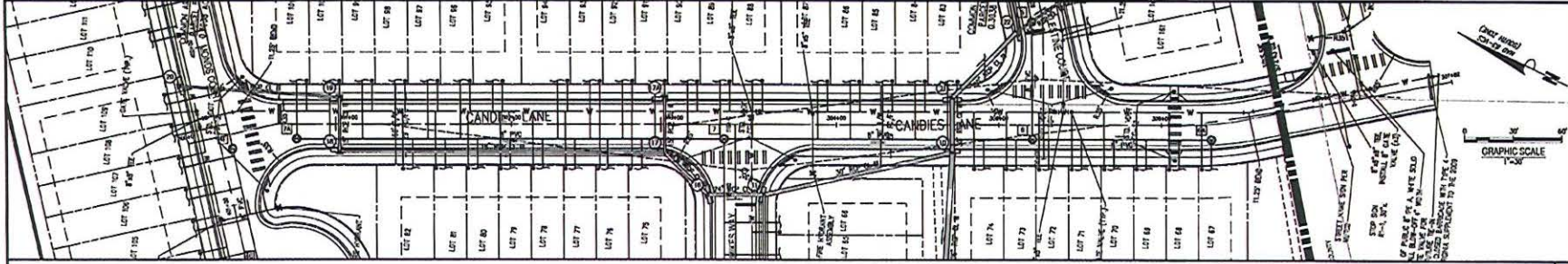
**PRELIMINARY  
 NOT FOR  
 CONSTRUCTION**

NICKS LANE ROAD PROFILE  
 HOPECREST TOWNES  
 SUBDIVISION  
 CITY OF HOPEWELL, VIRGINIA

NO.	DATE	DESCRIPTION

BWJ	TRM	RAJ
DESIGN	DRAWING	CHECK
DATE: Feb. 7, 2023		





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 1500 N. 11th St.  
 Richmond, VA 23228  
 Phone: 804.643.5200  
 Fax: 804.273.2280  
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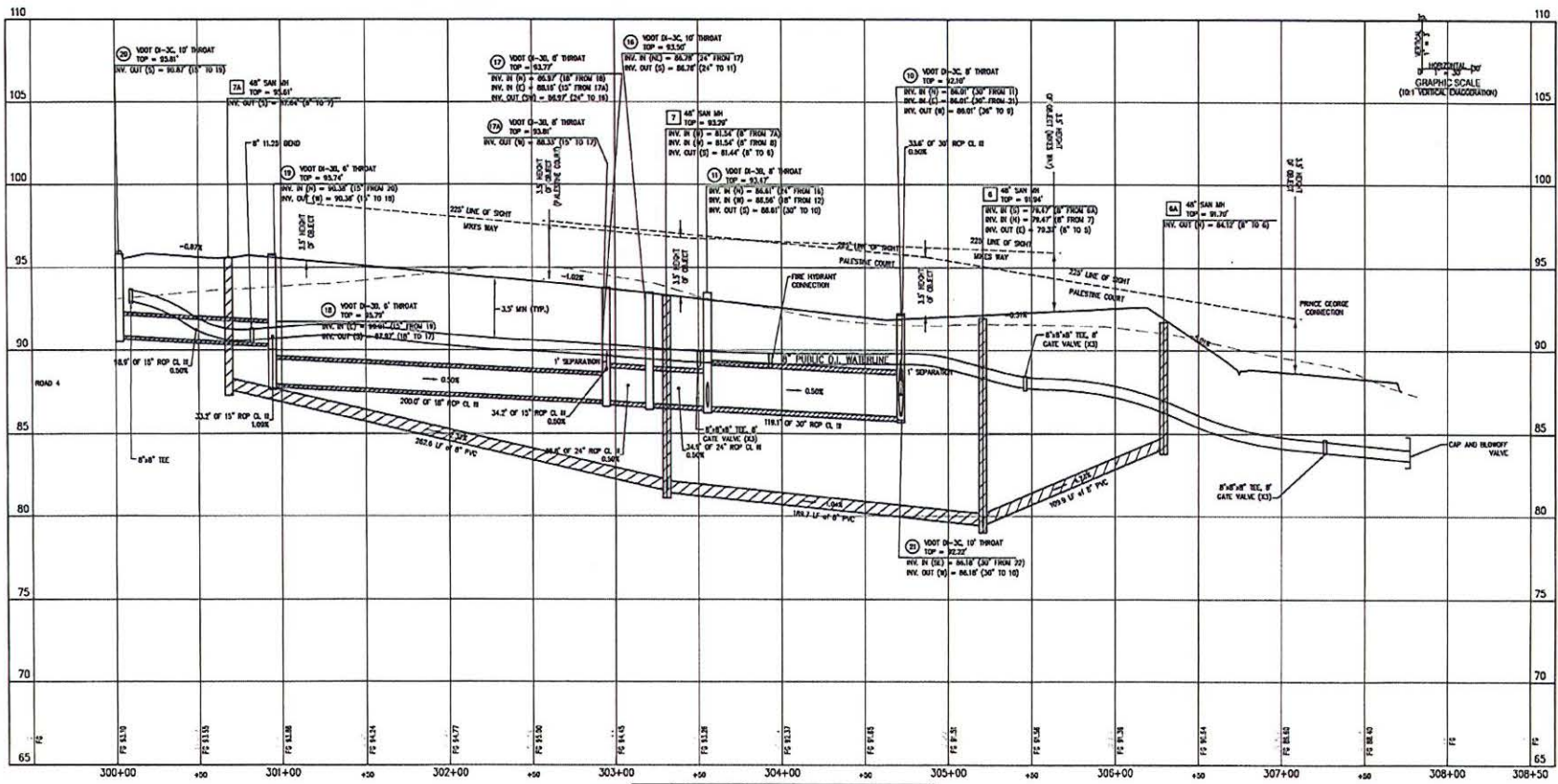
**NOT FOR CONSTRUCTION**

CANDIES LANE ROAD PROFILE  
 HOPECREST TOWNIES  
 SUBDIVISION  
 CITY OF HOPEWELL, VIRGINIA

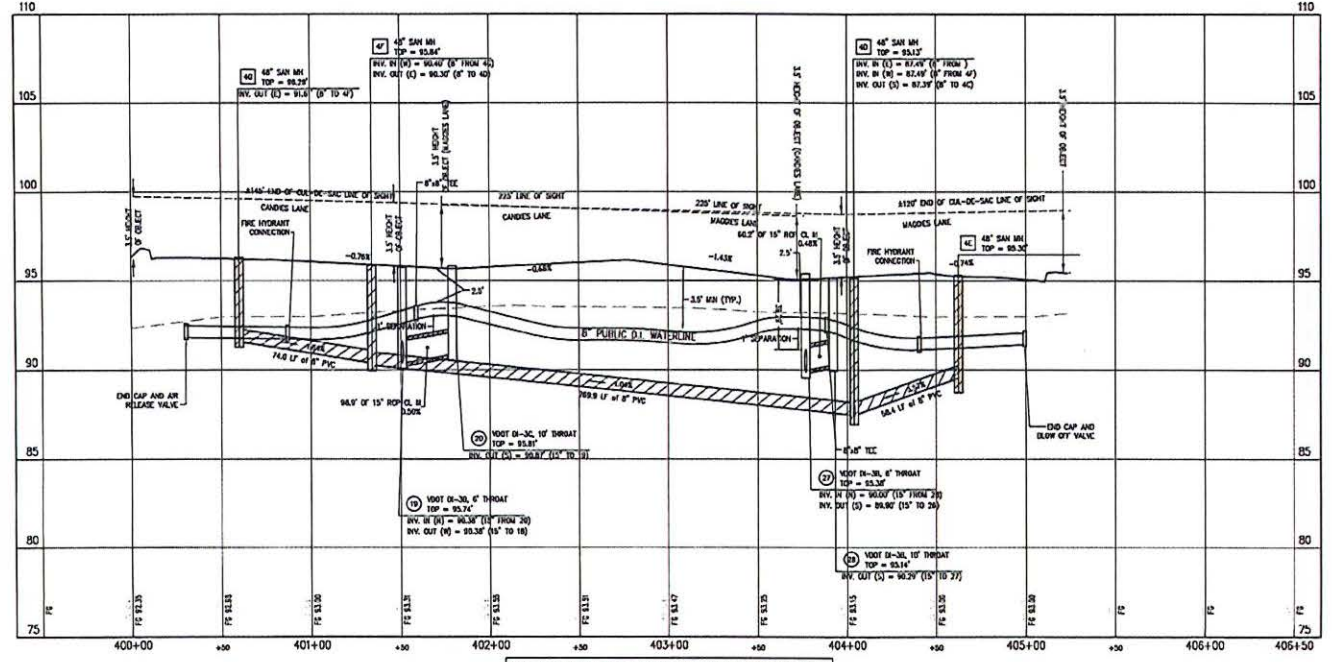
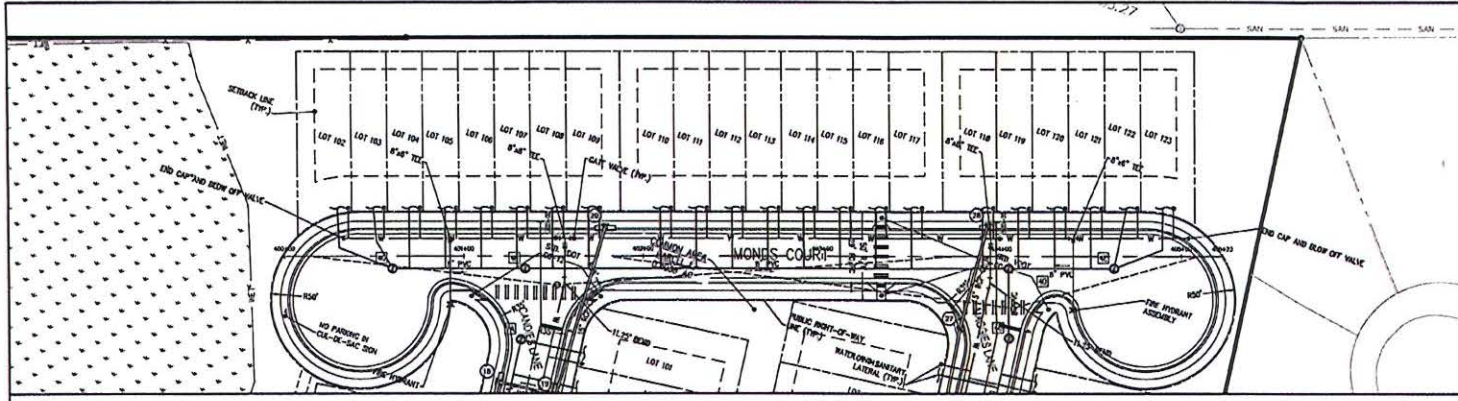
DATE	DESCRIPTION

BW	HW	HW
DATE	DATE	DATE

DATE: Feb 7, 2019



ROAD ALIGNMENT - CANDIES LANE PROFILE - STA 299+50 TO STA 308+50  
 Vertical Exaggeration = 10:1



ROAD ALIGNMENT - MONKS COURT PROFILE - STA 399+50 TO STA 406+50  
Vertical Exaggeration = 10:1



**Bowman**  
Professional Engineers  
1000 North 11th Street  
Fayetteville, AR 72701  
Phone: 479-781-2222  
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MONKS COURT ROAD PROFILE  
HOPECREST TOWNES  
SUBDIVISION  
CITY OF HOPEWELL, VIRGINIA

CONSTRUCTION REVISION SUMMARY

NO.	DATE	DESCRIPTION

DATE	BY	CHKD	APP'D

DATE: Feb. 7, 2025  
SHEET: 19

**PRELIMINARY  
 NOT FOR  
 CONSTRUCTION**

MAGGIES LANE ROAD PROFILE  
 HOPECREST TOWNES  
 SUBDIVISION  
 CITY OF HOPEWELL, VIRGINIA

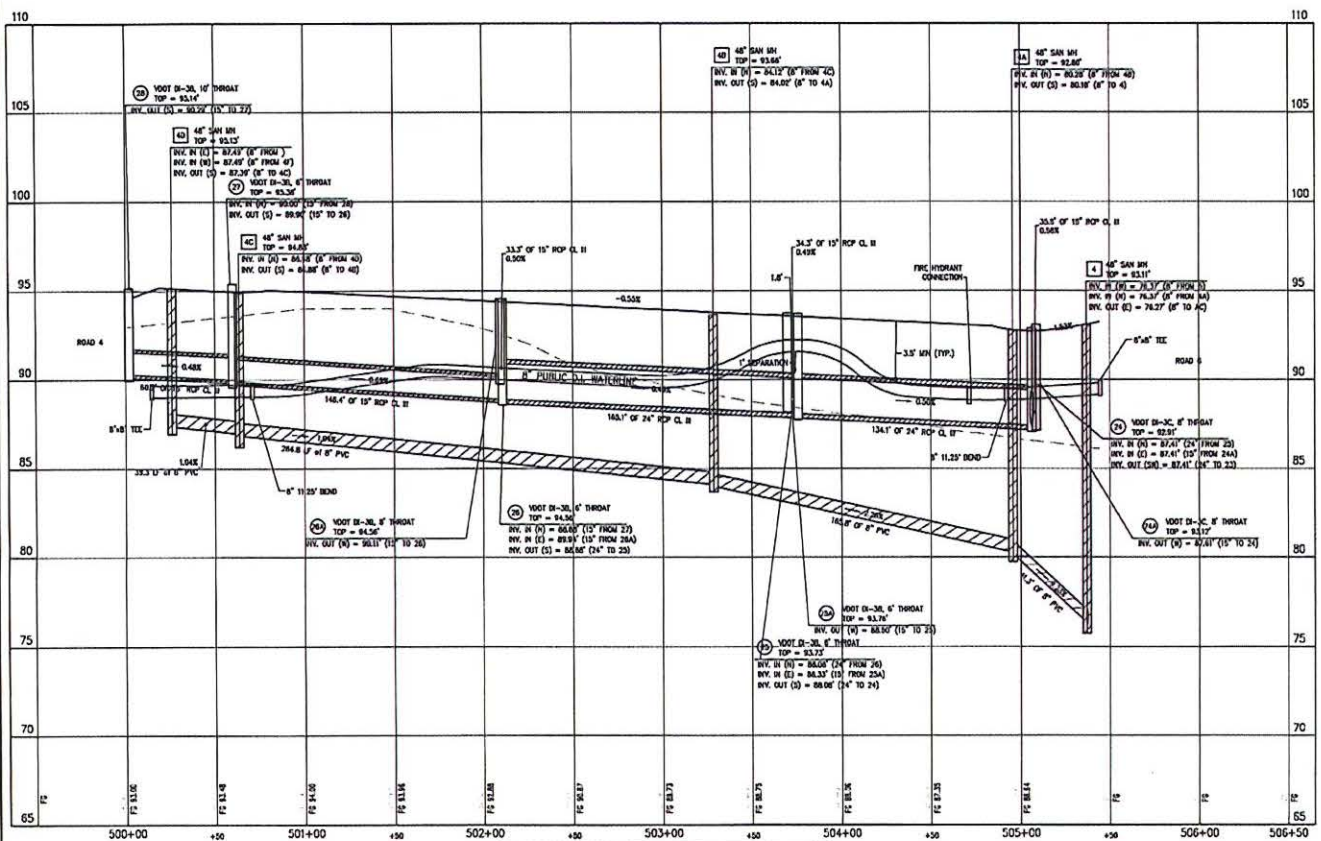
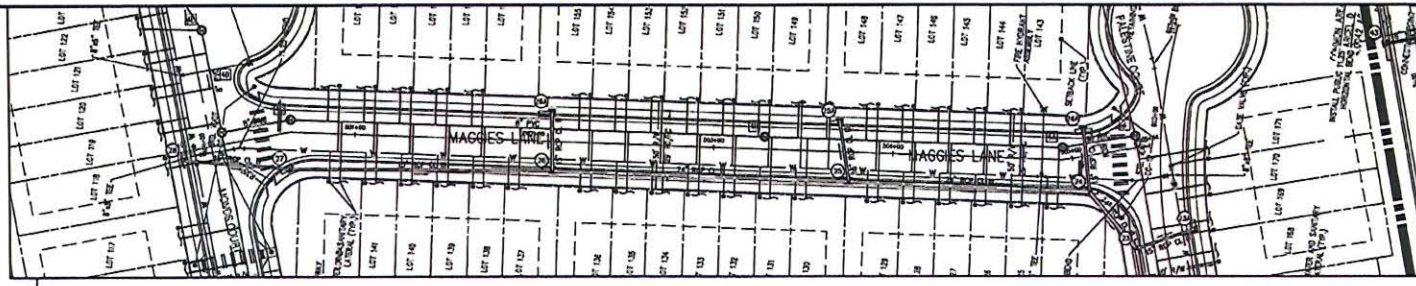
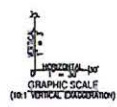
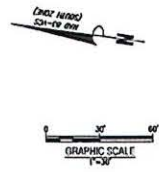
CONSTRUCTION REVISION SUMMARY

NO.	DATE	DESCRIPTION

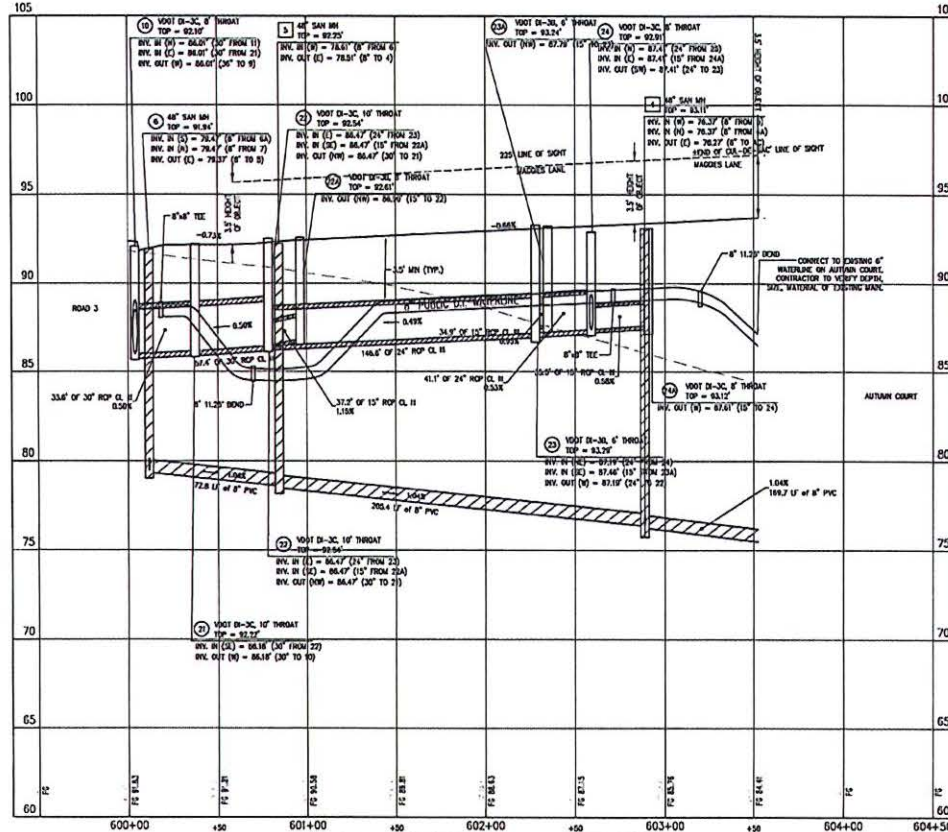
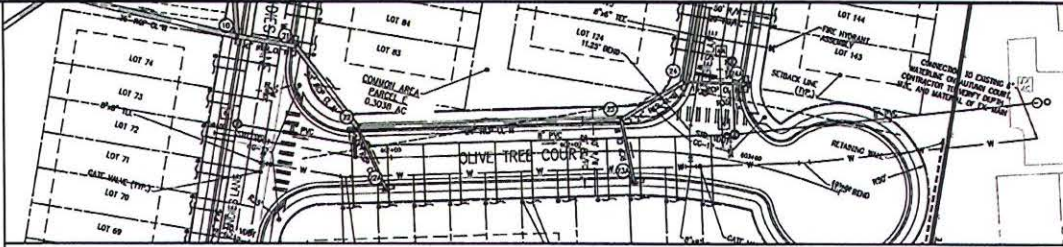
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DATE: FEB. 7, 2025

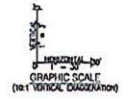
SHEET 20



ROAD ALIGNMENT - MAGGIES LANE PROFILE - STA 499+00 TO STA 506+50  
 Vertical Exaggeration = 10:1



ROAD ALIGNMENT - OLIVE TREE COURT PROFILE - STA 599+50 TO STA 604+50  
Vertical Exaggeration = 10:1



# Bowman

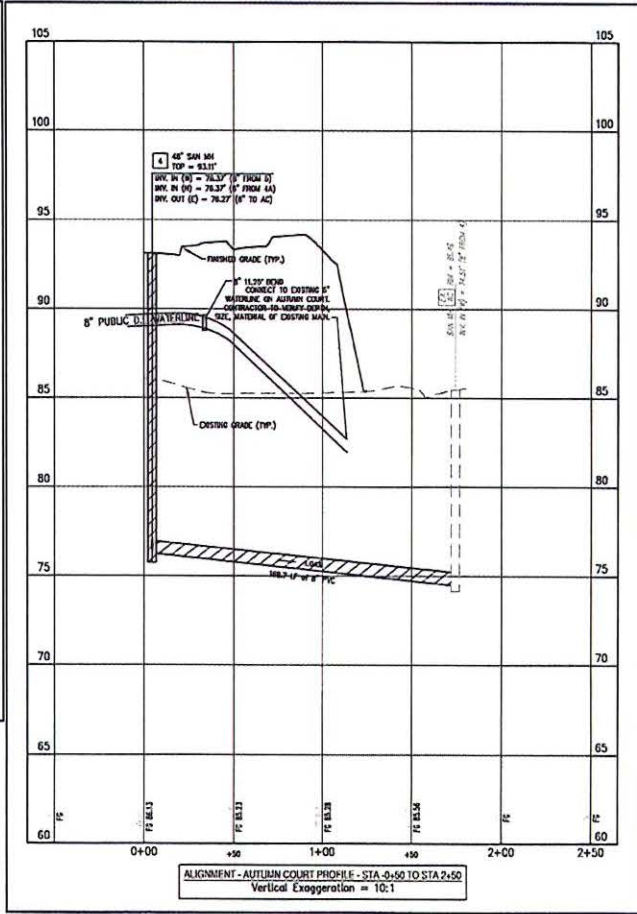
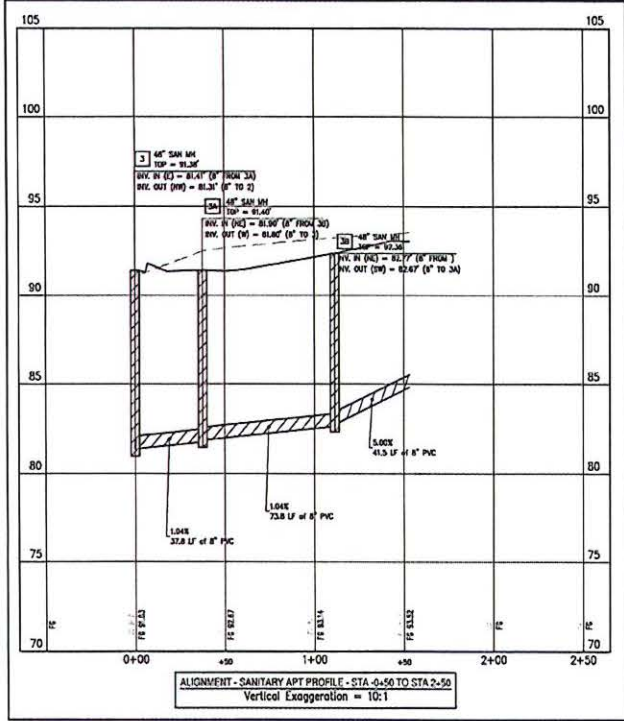
www.bowman.com  
PO Box 8, B-1  
Richmond, VA 23268  
Phone: 804.572.2280  
Fax: 804.572.2285

**PRELIMINARY  
NOT FOR  
CONSTRUCTION**

OLIVE TREE COURT ROAD PROFILE  
HOPECREST TOWNNE  
SUBDIVISION  
CITY OF HOPEWELL, VIRGINIA

NO.	DATE	CONSTRUCTION REVISION SUMMARY	DESCRIPTION

BWM    DVM    AKL  
DESIGN    ENGINEER    CHECKER  
JOB No. V1102202-01-001  
DATE: Feb. 7, 2025  
SHEET 21



GRAPHIC SCALE  
(10:1 VERTICAL EXAGGERATION)

**PRELIMINARY  
 NOT FOR  
 CONSTRUCTION**

UTILITY PROFILES  
 HOPECREST TOWNES  
 SUBDIVISION  
 CITY OF HOPEWELL, VIRGINIA

CONSTRUCTOR		REVISION	
NO.	DATE	DESCRIPTION	BY

BY: JRM  
 DATE: 10/26/06  
 CHECKED: JRM  
 DATE: 10/26/06  
 JOB No.: V:100250-01-001L  
 DATE: Feb. 7, 2005





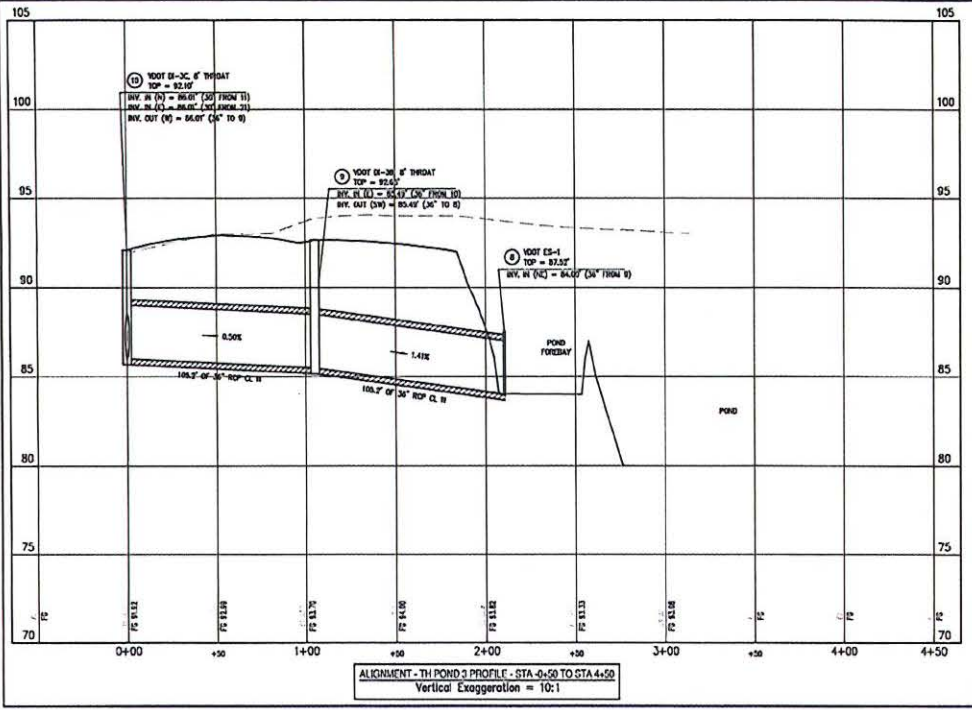
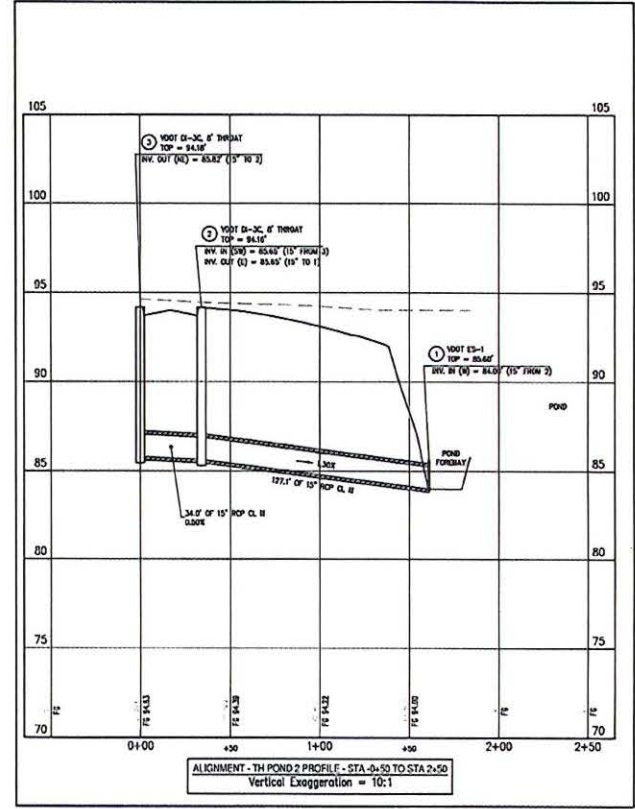
**PRELIMINARY  
 NOT FOR  
 CONSTRUCTION**

STORM SEWER PROFILES  
 HOPECREST TOWNIES  
 SUBDIVISION  
 CITY OF HOPEWELL, VIRGINIA

CONSTRUCTION RECORD DRAWING  
 REVISION

NO.	DATE	DESCRIPTION
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DESIGNED BY: BWM  
 CHECKED BY: BWM  
 JOB No. V110252-01-001  
 DATE: Feb. 7, 2025  
 SHEET 23A









**E. Engineer/Surveyor Information**

Name: Michael J Latham

Address: 947 Myers Street, Suit B, Richmond, VA 23230

Phone #: 804-616-3240 Email: mlatham@bowman.com

**Application Submission Requirements**

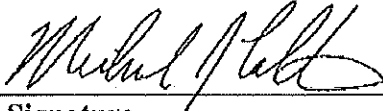
Submit the following to: Department of Planning & Development, Hopewell Municipal Building, 300 North Main Street, Ground Floor, Hopewell, VA 23860.

1. Completed and Signed Application
2. Six (6) Hard Copies and one (1) electronic submission of the Plat on 18"x24" sheets prepared by a licensed surveyor or engineer, plus any required supporting documentation
3. Submittal checklist completed by the plat preparer (Admin. Resub. Only)
4. Filing Fee

*Incomplete application packages will not be accepted. Payment of Delinquent Real Estate Taxes, including interest and penalty charges, is required prior to application acceptance.*

**Applicant Certification**

*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

Michael Latham

Printed Name

10/4/2024

Date

10/4/2024

Date

***OFFICE USE ONLY***

Date Received: 10-4-24

Date of Action: \_\_\_\_\_

Approved

Denied



# City of Hopewell

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

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

## SPECIAL/LIMITED POWER OF ATTORNEY LAND USE APPLICATION

**KNOW ALL BY THESE PRESENT:**

1. That I Basim Mansour am the owner of the property described by the Tax ID  
Print Property Owner Name  
number(s) below, and I am authorized to take the action indicated herein and sign this Special Limited  
Power of Attorney:  
1060200, 1060105, 1060285, 1060490, 1060735

**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: Michael J Latham

OR

Name: Joshua L Wilson

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, site plan, subdivision, 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:

N/A

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: BASIM Mansour  
Property Owner Name

[Signature]  
Property Owner Signature

STATE OF VIRGINIA

COUNTY/CITY OF FAIRFAX to-wit:

This 3 day of OCTOBER, 20 24 personally appeared before me,  
Cindy Jean Ayres Buzzell, 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 3 day of OCTOBER, 20 24.



Cindy Jean Ayres Buzzell  
Notary Public

My Commission Expires: 3/31/28

Notary's Registration Number: 7858012

**REQUEST FOR SUBDIVISION OF PARCELS #106-0735, #106-0490, #106-0285, #106-0105, AND #106-0200, TO BE KNOWN AS THE HOPECREST TOWNES SUBDIVISION**



CITY COUNCIL WORK SESSION

**STAFF REPORT**

*Staff from the Hopewell Department of Development has drafted this report to assist City leadership with making informed decisions regarding land use cases in Hopewell.*

**I. EXECUTIVE SUMMARY**

The applicant, ABU M, LLC, has submitted a subdivision plat, consisting of Parcels #106-0735, #106-0490, #106-0285, #106-0105, and #106-0200, creating a new subdivision known as Hopecrest Townes, containing 1 Multi-Family parcel and 171 Townhome lots. The subdivision plat meets all the requirements set forth in the City's Subdivision Ordinance. Staff and Planning Commission recommend approval.

**II. TENTATIVE SCHEDULE OF MEETINGS**

BODY	DATE	TYPE	RESULT
Planning Commission	March 6, 2025	Regular Item	Rec. Approval 3-0
City Council	April 8, 2025	Work Session	No Action
City Council	April 22, 2025	Regular Item	Pending

**III. IDENTIFICATION AND LOCATIONAL INFORMATION**

Applicant	ABU M, LLC
Existing Zoning	B-3/PUD & R-4/PUD w/ PROFFERS
Requested Zoning	N/A
Acreage	~28.29 acres
Legal Description	CITY POINT RD SUBDIVISION
Election Ward	6
Future Land Use	Urban Residential
Strategic Plan Goal	Housing
Approval Method	City Council Resolution
Can Conditions be Set?	No

<b>Map Location</b>	Parcel #106-0735, 106-0490, 106-0285, 106-0105, 106-0200
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**IV. PUBLIC NOTIFICATION**

<b>PUBLIC HEARING</b>	<b>NOTIFICATION TYPE</b>	<b>DATE</b>	<b>DATE</b>
Planning Commission	N/A	N/A	N/A
City Council	N/A	N/A	N/A

**V. ROLE OF PLANNING COMMISSION AND CITY COUNCIL**

Excerpted and paraphrased from *Handbook for Virginia Mayors & Council Members*

Subdivision regulations are one of the state-mandated planning tools. Each local government in Virginia must adopt and enforce a subdivision ordinance to assure that the division or platting of land into lots occurs in an orderly and safe manner that does not unduly burden either the locality or the Commonwealth. A subdivision ordinance establishes the subdivision process and procedures, layout and design requirements, street and other public improvement requirements, surety guarantees for public infrastructure improvements, and the plat preparation requirements and standards. Other than a handful of localities in Virginia that have not adopted zoning the subdivision ordinance also requires that newly created lots meet the size and dimensional requirements of the zoning district in which they are located. In Virginia, land may be divided only by recording a plat prepared in accordance with the local subdivision ordinance and approved by the local subdivision agent (page 96).

**VI. APPLICABLE CODE SECTIONS**

1. [Appendix B - Subdivision Ordinance](#)

**VII. SUBJECT PROPERTY**

The subject property, known as the Hopecrest Townes subdivision, was rezoned to B-3/PUD and R-4/PUD in 2024. The proposed subdivision has the following characteristics:

	<b>B-3/PUD</b>	<b>R-4/PUD</b>
TOTAL LAND DISTURBANCE	4.18 AC	16.37 AC
ACREAGE IN R-O-W	1.0814	3.7727 AC
ACREAGE IN COMMON AREA	5.7865 AC	7.6259
ACREAGE IN LOTS	1.7404 AC	8.2824 AC
ACREAGE OF IMPERVIOUS	3.29 AC	7.70 AC

**VIII. APPLICANT POSITION**

The preliminary Hopecrest Townes subdivision plat meets all the requirements of the City of Hopewell's subdivision ordinance.

**IX. STAFF ANALYSIS**

The subdivision of land is generally viewed as a by-right ministerial act and there is little to no discretion in the approval of subdivisions as long as the proposed plat meets all the requirements in the subdivision ordinance. The preliminary Hopecrest Townes subdivision plat meets all the requirements set forth in the ordinance.

**X. STAFF RECOMMENDATION**

Staff recommends approval of the Hopecrest Townes subdivision plat.

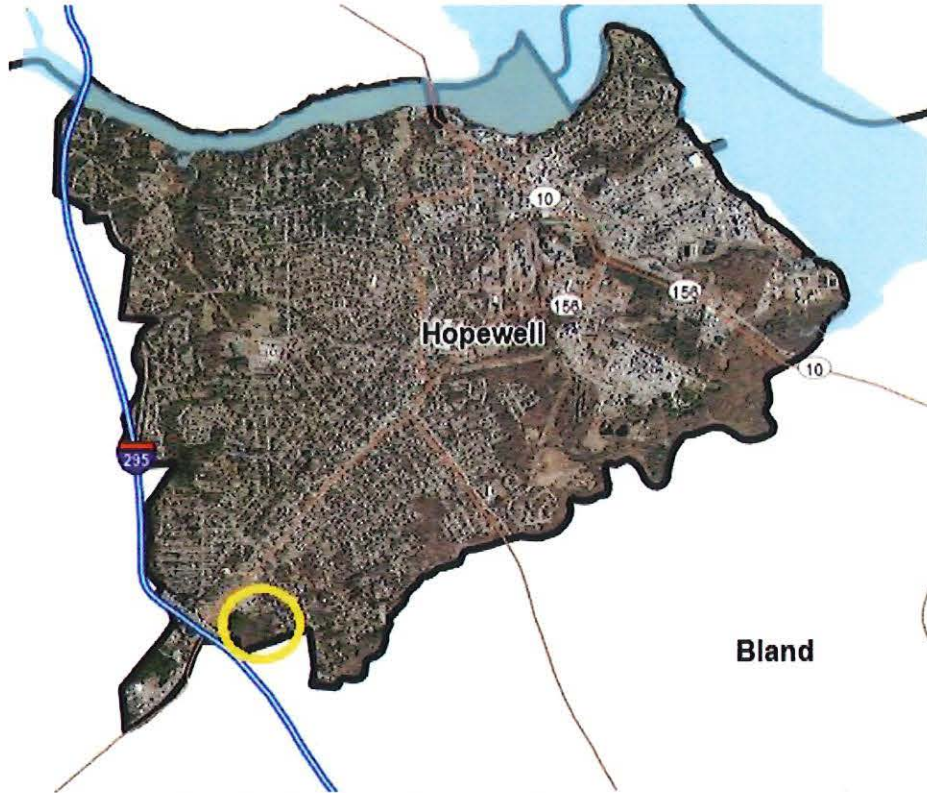
**XI. PLANNING COMMISSION RECOMMENDATION**

The Planning Commission voted 3-0 to approve the proposed Hopecrest Townes subdivision.



**APPENDIX A - MAPS**

CITY LOCATIONAL MAP – Yellow Circle indicates general area



PROPERTY LOCATION – BLUE BOX indicates subject properties

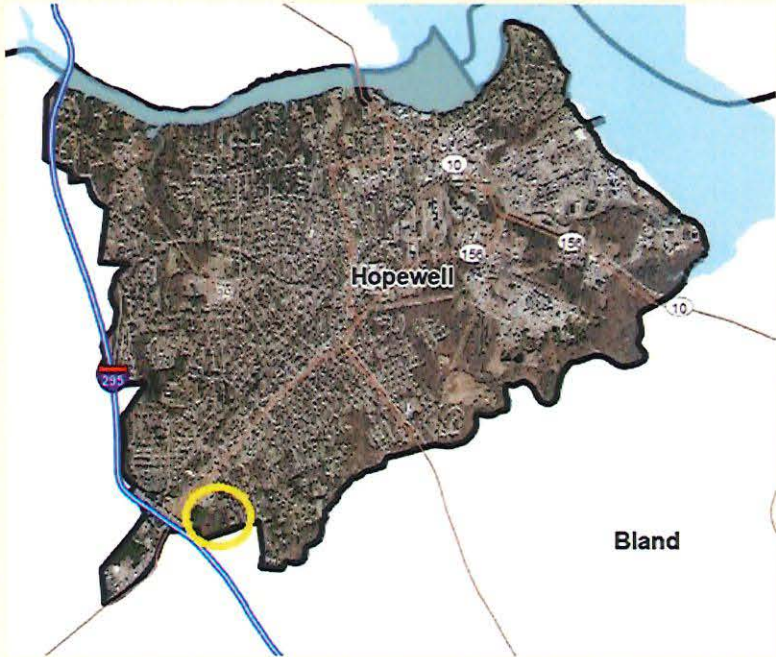


**SUBDIVISION  
HOPECREST TOWNES**

**PARCELS :  
# 1 0 6 - 0 7 3 5  
# 1 0 6 - 0 4 9 0  
# 1 0 6 - 0 2 8 5  
# 1 0 6 - 0 1 0 5  
# 1 0 6 - 0 2 0 0**

**CITY COUNCIL WORK SESSION**

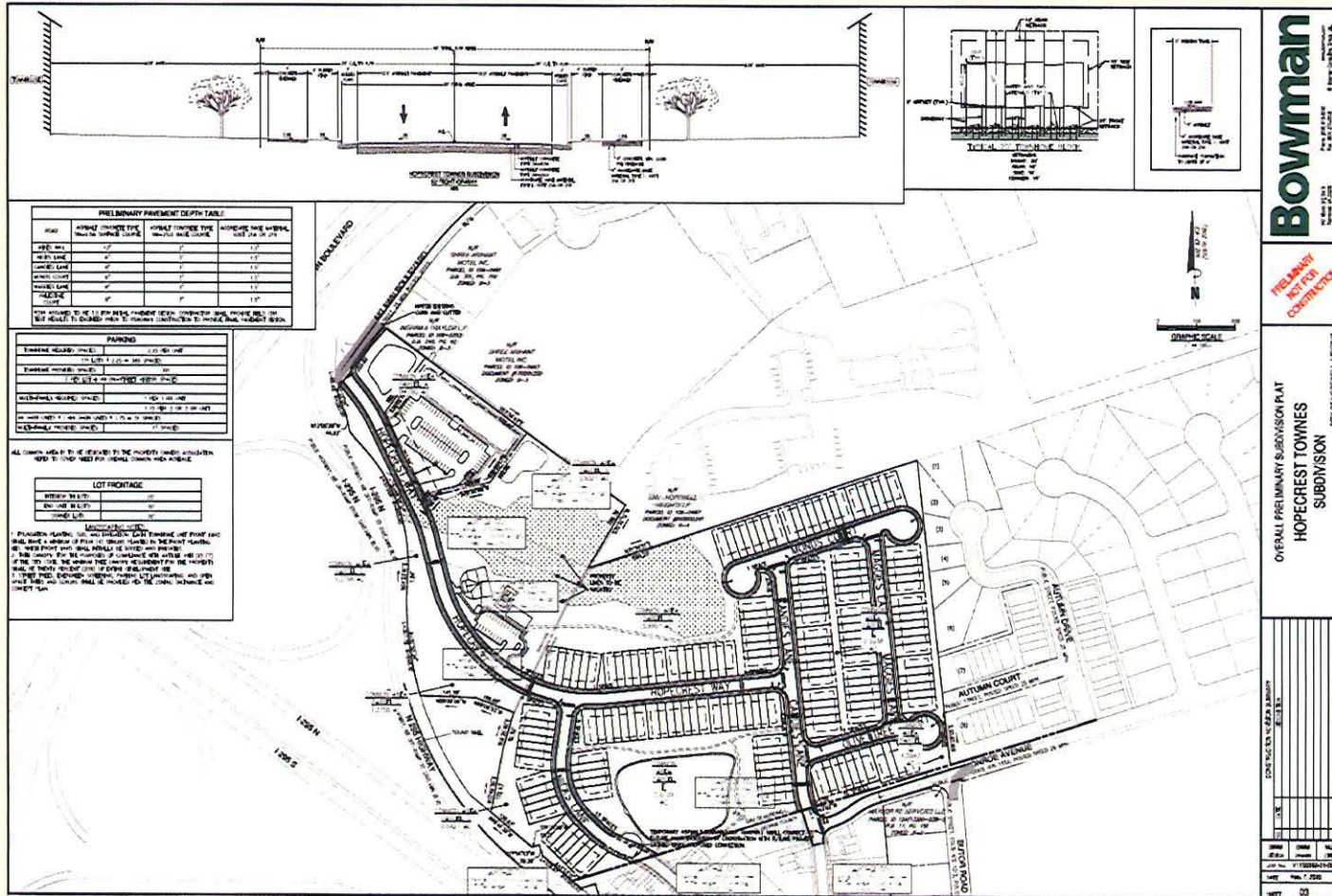
**APRIL 8, 2025**



## Subdivision Characteristics

<b>Applicant:</b>	ABU M, LLC
<b>Existing Zoning:</b>	B-3/PUD & R-4/PUD
<b>Size of Area:</b>	28.29 acres
<b>Proposed Use:</b>	1 Multi-family; 171 Townhome
<b>Ward:</b>	6
<b>Future Land Use:</b>	Urban Residential

# Subdivision Characteristics





## **Staff Comments**

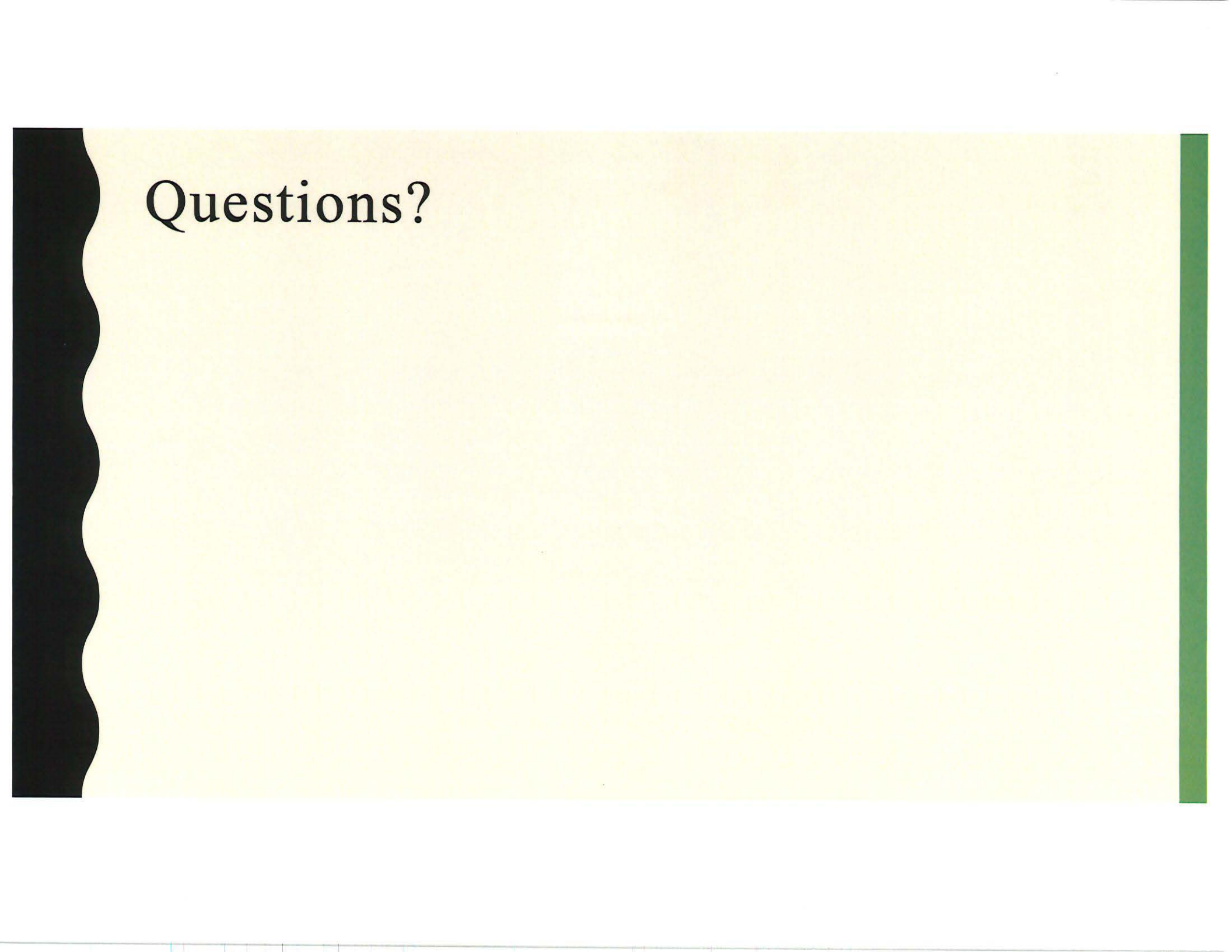
The subdivision of land is generally viewed as a by-right ministerial act and there is little to no discretion in the approval of subdivisions as long as the proposed plat meets all the requirements in the subdivision ordinance. The preliminary Hopecrest Townes subdivision plat meets all the requirements set forth in the ordinance.

## **Staff Recommendation**

Staff recommends the approval of the subdivision plat, as presented.

## **Planning Commission Recommendation**

The Planning Commission recommends 3-0 to approve of the subdivision plat, as presented.



Questions?



WS-4

**AN ORDINANCE REGARDING THE DUTIES AND FUNCTIONS OF THE  
DIRECTOR OF FINANCE AND OF THE CITY TREASURER.**

**WHEREAS**, the Commonwealth of Virginia (“Commonwealth”) has determined the City of Hopewell (“City”) continues to experience fiscal distress within the meaning of Va. Code § 15.2-2512.1 (*see* Fiscal Monitoring Notification from Staci A. Henshaw, Auditor of Public Accounts, August 23, 2024, attached), and the City agrees with this determination;

**WHEREAS**, the Commonwealth has supported the City’s efforts to reverse its fiscal distress by assisting with a stabilization and turnaround plan which is still underway;

**WHEREAS**, under Chapter XV, § 1 of the Charter of the City of Hopewell (“Charter”) the City is served by an elected treasurer (“Treasurer”) whose office is established pursuant to Article VII, section 4 of the Constitution of Virginia and whose duties are specified in the Code of Virginia §58.1-3123 *et seq.*;

**WHEREAS**, the City has determined it is in the best interest of its citizens to exercise closer supervision and control over its finances and financial operations, and toward this end now desires to reestablish its Department of Finance and set out the duties of the Director of Finance, and to reestablish the duties of the Treasurer, as allowed by the City’s Charter;

**WHEREAS**, the City Council of Hopewell, Virginia (“Council”) has given notice of its intention to effect this change during a public hearing in accordance with Va. Code § 15.2-1427; and

**WHEREAS**, Chapter XV, § 1 of the Charter permits the City to prescribe duties to the Treasurer, subject to Va. Code § 58.1-3123 *et seq.*, and Va. Code § 15.2-1107 permits the City to provide for the establishment, organization, conduct, and operation of its departments; now therefore

**BE IT ORDAINED** by the City Council of Hopewell, Virginia that:

(1) All previous ordinances, agreements, or other acts setting or otherwise affecting the duties of the treasurer are hereby repealed. The Council does not, as permitted under Chapter XV of the Charter, prescribe any other duties upon the treasurer, beyond those described here. The treasurer’s powers and duties, therefore, are those provided by general law and those described here: (a) to bill, collect, and receive all money due to the City or the State, whether by tax or otherwise; (b) to make all disbursements of public funds, by warrant or check signed by the treasurer and the director of finance and upon the treasurer’s receipt of a corresponding voucher; (c) to deposit and maintain public funds in one or more financial institution accounts in accordance with the requirements of the Virginia Security for Public Deposits Act and other applicable general law, and to establish and maintain financial institution relationships in consultation with the director of finance; (d) to manage, and consult the director of finance on, the cash and investments of public funds of the City, including without limitation investments in the Virginia Local Government Investment Pool (“LGIP”) administered by the Cash Management and Investments Division of the Virginia Department of the Treasury or any successor thereto, consistent with general law; (e) to manage and maintain custody of all records – electronic or physical – and software-related access (passwords) to all banking and investment accounts; and (f) to provide the director of finance “read” access to all records maintained by the treasurer, except for confidential taxpayer information prohibited from disclosure by Va. Code § 58.1-3.

(2) As permitted under Va. Code § 15.2-1107, Chapter 2 of the Code of the City of Hopewell, Virginia, 1981, is hereby amended by adding an article, Article VI, as follows:

**ARTICLE VI. – DIRECTOR OF FINANCE**

**Sec. 2-101 – Created**

The city manager may, with the consent of city council, appoint a director of finance to oversee the department of finance, and whose qualifications shall be such and who shall perform those duties set out in this article.

**Sec. 2-102 – Duties**

The director of finance shall:

(a) Have charge of the financial affairs of the city, except with respect to the school board, including such powers and duties as may be assigned by the city manager, that are not inconsistent with the Constitution of Virginia and general laws of the Commonwealth.

(b) Appoint and remove officers and employees of the department.

(c) Adopt rules and regulations as necessary, and consistent with the charter and the ordinances of the city for the conduct of its business.

(d) Provide oversight of the finances of the city and aid in maintaining the city's good fiscal standing by:

(1) Maintaining a general system for the city government and each of its departments, boards, commissions, offices, and agencies in conformity with the best practices in governmental accounting and by encumbering each item of appropriation and the allotments thereof with the amount of each purchase order, payroll or contract.

(2) Auditing before payment for legality and correctness all accounts, claims, and demands against the city.

(3) Consulting with and advising the treasurer regarding the establishment and maintenance of the financial institution accounts of the City, cash management, and the investments of City funds.

(4) Consulting the treasurer on the management of cash and investments of public funds of the City, including without limitation investments in the Virginia Local Government Investment Pool (“LGIP”) administered by the Cash Management and Investments Division of the Virginia Department of the Treasury or any successor thereto.

(5) Safekeeping all bonds and notes of the city, and the receipt and delivery of city bonds and notes for transfer, registration and exchange.

(6) Ensuring that no money shall be drawn from any bank account of the city except by warrant or check signed by the treasurer and director of finance and upon the treasurer’s receipt of a corresponding voucher.

**ORDINANCE: 2025-\_\_\_\_**

(7) Managing and accessing all accounting and auditing of funds activity involving reviewing the deposit to and disbursement of all city accounts. This includes the reconciliation of bank, investment, credit card, merchant, revenue, and expenditure accounts related to the city's ledger.

(8) Administering the Emergency Medical Services (“EMS”) billing services but excluding collections.

**ADOPTED** by the Council of the City of Hopewell, Virginia, the \_\_\_\_ day of \_\_\_\_\_ 2025.

Witness this signature and seal

\_\_\_\_\_  
Mayor Johnny Partin, Ward 3

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

\_\_\_\_\_  
Brittani Williams, City Clerk

# PUBLIC HEARING

PH-1

# LOCALiQ

## The Progress-Index

PO Box 631215 Cincinnati, OH 45263-1215

### AFFIDAVIT OF PUBLICATION

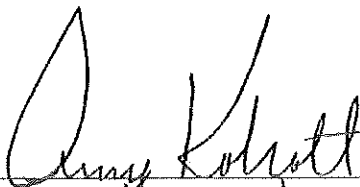
Ramonda Carroll  
City Of Hopewell  
300 N MAIN ST  
Suite 217  
HOPEWELL VA 23860

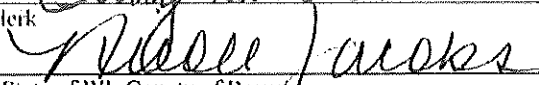
STATE OF VIRGINIA, COUNTY OF DINWIDDIE AND PRINCE  
GEORGE

The Progress-Index, a daily newspaper of general circulation,  
printed and published in Petersburg, Dinwiddie and Prince George  
County, Virginia; that the publication, printed and published and  
personal knowledge of the facts herein state and that the notice  
hereto annexed was Published in said newspapers in the issues  
dated on:

03/21/2025, 03/25/2025

and that the fees charged are legal.  
Sworn to and subscribed before on 03/25/2025

  
\_\_\_\_\_  
Legal Clerk

  
\_\_\_\_\_  
Notary, State of WI, County of Brown  
8-11-26

My commission expires

Publication Cost:	\$865.40	
Tax Amount:	\$0.00	
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*Please do not use this form for payment remittance.*

NICOLE JACOBS  
Notary Public  
State of Wisconsin

# NOTICE OF PROPOSED REAL PROPERTY TAX INCREASE

The City of Hopewell proposes to increase property tax levies.

1. **Assessment Increase:** Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by 11.88 percent.
2. **Lowered Rate Necessary to Offset Increased Assessment:** The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$1.05 per \$100 of assessed value. This rate will be known as the "lowered tax rate."
3. **Effective Rate Increase:** The City of Hopewell proposes to adopt a tax rate of \$1.17 per \$100 of assessed value. The difference between the lowered tax rate and the proposed rate would be \$0.12 per \$100, or 10 percent. This difference will be known as the "effective tax rate increase."

Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.

4. **Proposed Total Budget Increase:** Based on the proposed real property tax rate and changes in other revenues, the total budget of the City of Hopewell will exceed last year's by 10 percent.

A public hearing on the increase will be held on April 8, 2025 at 7:30 p.m. in the City Council Chambers located in the Municipal Building at 300 N. Main Street, Hopewell, VA.



# 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:** Streets projects funding reallocation to paving projects

**ISSUE:** Resolution to reallocate projects funding to paving projects

**RECOMMENDATION:** Approve resolution

**TIMING:** Paving to occur late spring/early summer

**FISCAL IMPACT:** Currently there are three VDOT revenue sharing projects on the books for which the estimates are outdated; Hill Ave & Hooker St reconstruction, Wagner Ave & Hooker St reconstruction, Richmond St/Petersburg St roadway and drainage improvements (Total Project Estimate \$3,173,000, \$3,063,000, & \$4,644,000 respectively). Should we proceed forward with the projects the City would be responsible for 50% of the total project budget and likely 100% of any budget overrun. We are not currently meeting the schedule for these VDOT projects due to various reasons including cost. It is recommended that we reallocate budgeted funds in the amount of \$452,000 to the VDOT revenue sharing paving projects that will occur this year. This additional funding will allow us to accomplish more paving in the identified project areas. The two VDOT revenue sharing paving projects have also encountered cost conditions higher than when the applications were made and this funding will help to supplement the current allocated funding. The three VDOT revenue sharing projects to be deferred will be reconsidered for revenue sharing applications in CY2027 provided that adequate local funds are available for the 50% match.

**ENCLOSED DOCUMENTS:** Resolution

**STAFF:** Michael Crocker, Director of Public Works, Interim Director of HWR

**SUMMARY:**

Y N

- Vice Mayor Rita Joyner, Ward #1
- Councilor Michael Harris, Ward #2
- Mayor John B. Partin, Ward #3
- Councilor Ronnie Ellis, Ward # 4

Y N

- Councilor Susan Daye, Ward #5
- Councilor Yolanda Stokes, Ward #6
- Councilor Dominic Holloway, Sr., Ward #7

**RESOLUTION FOR MID-YEAR REALLOCATION OF FUNDING TO PAVEMENT  
MANAGEMENT PROJECTS**

**WHEREAS**, at a meeting of the City Council of the City of Hopewell held on May 28, 2024, a budget of the estimated expenditures for the fiscal year beginning July 1, 2024, and ending June 30, 2025, showing the expenditures of the preceding year, the amount appropriated for the current year, and the proposed expenditures for the ensuing twelve months was introduced in its complete form;

**WHEREAS**, in that budget, approved by City Council, there are appropriated expenditures to pay for reconstruction projects of Wagner Avenue and Hooker Street (\$226,000) as well as Hill Avenue and Hooker Street (\$226,000) for a total amount of \$452,000.

**WHEREAS**, the City of Hopewell is committed to maintaining the safety of Hopewell through the proper maintenance of city roadways.

**WHEREAS**, the cost of asphalt has increased creating a substantial increase in cost for ongoing pavement management projects.

**WHEREAS**, the City of Hopewell has not yet begun the reconstruction projects of Wagner Avenue and Hooker Street, Hill Avenue and Hooker Street, and Richmond Street/Petersburg Street.

**WHEREAS**, the City of Hopewell intends to reallocate \$452,000 to pavement management projects.

**WHEREAS**, the City of Hopewell intends to obtain updated cost information for the Wagner Avenue and Hooker Street, Hill Avenue and Hooker Street, and Richmond Street/Petersburg Street reconstruction projects and reapply to the Virginia Department of Transportation Revenue Sharing Program in calendar year 2027 provided adequate local match funding is available.

**BE IT RESOLVED** by the City Council of Hopewell, Virginia, approves the reallocation of general funds in the amount of \$452,000 to pavement management projects.

Witness this signature and seal

\_\_\_\_\_  
Johnny Partin, Mayor  
Hopewell City Council, Ward 3

VOTING AYE:

VOTING NAY:

ATTEST: \_\_\_\_\_  
Brittani Williams, City Clerk

# City of Hopewell - Transportation Improvement Plan, March 2025

## Program Management Discussion with Hopewell

- Hopewell has experienced significant staff turnover and limitations. Currently, project management is limited to one individual actively working on administering their program – this staff member has significant other responsibilities beyond project management. This staff member has reviewed the recommendations below and has offered input as we’ve discussed.
- Funding shortfalls are a problem. The cost estimates provided by the City’s consultant for the funding applications were very low and often didn’t include VDOT oversight in the estimates.
- 2/14 Requested quarterly estimate updates. Per Marshall, "they are not due to receive their updated estimates for another few weeks on some of these."
- For potential new projects (SGR-2 projects proposed), (SMART SCALE Round 6 – 1 project proposed): **Staff recommends that these projects should be considered for VDOT administration.**
- See recommendations in the chart below for individual recommendations on specific projects.
- The past few years the City of Hopewell has had challenges with staff.

## Active Projects – Is Hopewell in a position to be able to continue administering?

- Currently, Hopewell has 3 projects that are locally administered and are in the project delivery phase (or close-out).
- Currently, Hopewell has 2 future funded safety projects.
- Currently, Hopewell has 10 active projects that are locally administered and are at different stages in the project development phase. 10 projects are listed in the chart below. **While some smaller, State funded projects could continue to be delivered by Hopewell, the remaining projects should either be administered by VDOT or cancelled.**

Project Search Results (10 projects found)						
State Project #	Description	UPC	Route	District	Road System	
0156-116-202	RTE 156 - INTERSECTION IMPROVEMENTS AT BERRY ST	110840	0156	Richmond	Urban	
U000-116-203	SOUTH MESA DR - IMPROVE PEDESTRIAN ACCOMMODATIONS	110842	9047	Richmond	Urban	
0156-116-201	RTE 156 - INTERSECTION IMPROVEMENTS	110846	0156	Richmond	Urban	
U000-116-R13	Hill Ave and Hooker St Reconstruction	117064	U000	Richmond	Secondary	
U000-116-R14	Pavement Rehabilitation - Various Local Streets	117065	U000	Richmond	Urban	
U000-116-R15	Wagner Ave and Hooker St Reconstruction	117066	U000	Richmond	Urban	
U000-116-R19	Pavement Rehabilitation - Various Local Streets	121404	U000	Richmond	Urban	
U000-116-R20	Petersburg and Richmond St Drainage and Roadway Improvements	121405	U000	Richmond	Urban	
EN22-116-224	#SMART24 - W RANDOLPH ROAD SHARED USE PATH	122203	EN22	Richmond	Urban	
0036-116-231	RT 36/OAKLAWN BLVD SIGNALIZATION IMPROVEMENTS	125653	0036	Richmond	Primary	

Project	Issues / History	Path Forward
<p><b>UPC 110840</b></p> <p><b>RTE 156 - INTERSECTION IMPROVEMENTS AT BERRY ST</b></p>	<ul style="list-style-type: none"> <li>• Issues with RW. Development of R/W plans were stalled due to staff turnover. <ul style="list-style-type: none"> <li>◦ planned finish 8/31/2023</li> <li>◦ current finish 3/31/2025</li> </ul> </li> <li>• PCES last updated on 1/10/25. <ul style="list-style-type: none"> <li>◦ Project deficit - \$19,220</li> </ul> </li> <li>• VDOT prepared estimate on 3/28: <ul style="list-style-type: none"> <li>◦ Project deficit - \$xxxx</li> </ul> </li> <li>• 100% Plans distributed for final dispositions (due 4/3/25).</li> <li>• Dashboard status: Project is currently red on the dashboard and likely not to recover at award.</li> <li>• 110840 and 110846 are linked.</li> </ul>	<ul style="list-style-type: none"> <li>• Project proposed to be fully funded in the draft SYP, with deficit covered by Tri-Cities MPO funds</li> <li>• Project administration should be transferred to VDOT</li> </ul>
<p><b>UPC 110842</b></p> <p><b>SOUTH MESA DR - IMPROVE PEDESTRIAN ACCOMMODATIONS</b></p>	<ul style="list-style-type: none"> <li>• Request for CN authorization rejected by CO-Construction in November 2024. Lowest bidder determined to be non-responsive.</li> <li>• City re-advertised in March 2025 and received 1 bid deemed non-responsive again.</li> <li>• Bid was for \$521,639.</li> <li>• Planned end date to award contract is 4/8/25.</li> <li>• Dashboard status: Project is currently red on the dashboard and will likely not recover at award.</li> </ul>	<ul style="list-style-type: none"> <li>• Project has been advertised twice, and the bidder has been non-responsive. The locality plans to advertise project for a third time.</li> <li>• Hopewell is able to complete construction – no need to change project administration.</li> <li>• Request submitted for Tri-Cities MPO to backfill City local commitment in project budget (\$191K)</li> </ul>
<p><b>UPC 110846</b></p> <p><b>RTE 156 - INTERSECTION IMPROVEMENTS</b></p>	<ul style="list-style-type: none"> <li>• Issues with RW. Development of R/W plans were stalled due to staff turnover. <ul style="list-style-type: none"> <li>◦ planned finish 8/31/2023</li> <li>◦ current finish 3/31/2025</li> </ul> </li> <li>• PCES last updated on 1/10/25. <ul style="list-style-type: none"> <li>◦ Project deficit - \$270,050</li> </ul> </li> <li>• VDOT CO IID completed a safety project increase review. 110846 ended up on the list, and IID is able to add \$135K on top of the current estimate. City agreed.</li> <li>• VDOT prepared estimate on 3/28: <ul style="list-style-type: none"> <li>◦ Project deficit - \$xxxx</li> </ul> </li> <li>• 100% Plans distributed for final dispositions (due 4/3/25).</li> <li>• Dashboard status: Project is currently red on the dashboard and likely not to recover at award.</li> <li>• 110840 and 110846 are linked.</li> </ul>	<ul style="list-style-type: none"> <li>• Project proposed to be fully funded in the draft SYP, with deficit covered by Tri-Cities MPO funds</li> <li>• Project administration should be transferred to VDOT</li> </ul>

<p><b>UPC 117064</b></p> <p><b>Hill Ave and Hooker St Reconstruction</b></p>	<ul style="list-style-type: none"> <li>• Michael Crocker is working with the City Manager to possibly cancel this Revenue Sharing project.</li> <li>• Total project estimate - \$485,320</li> <li>• Current expenditures - \$2,148</li> <li>• Dashboard status: Project Pool is currently showing <i>Critical Decision Needed</i>.</li> </ul>	<ul style="list-style-type: none"> <li>• Not a high priority for the city.</li> <li>• Potential cancellation opportunity.</li> </ul>
<p><b>UPC 117065</b></p> <p><b>Pavement Rehabilitation - Various Local Streets</b></p>	<ul style="list-style-type: none"> <li>• PE authorized 5/8/23. Project is unscoped.</li> <li>• This project is ahead of schedule. Planned end date to scope project is 10/28/25.</li> <li>• This project is PEI exempt and is being developed as a no-plan submission.</li> <li>• City want to utilize their on-call for this project.</li> <li>• Dashboard status: Project is currently Green on the Dashboard.</li> </ul>	<ul style="list-style-type: none"> <li>• Project is proceeding towards scoping.</li> <li>• Hopewell is able to complete construction – no need to change project administration.</li> </ul>
<p><b>UPC 117066</b></p> <p><b>Wagner Ave and Hooker St Reconstruction</b></p>	<ul style="list-style-type: none"> <li>• Michael Crocker is working with the City Manager to possibly cancel this Revenue Sharing project.</li> <li>• Total project estimate - \$485,820</li> <li>• Current expenditures - \$1,613 (Hampton Roads in process to JV some charges)</li> <li>• Dashboard status: Project Pool is currently showing <i>Critical Decision Needed</i>.</li> </ul>	<ul style="list-style-type: none"> <li>• Not a high priority for the City.</li> <li>• Potential cancellation opportunity.</li> </ul>
<p><b>UPC 121404</b></p> <p><b>Pavement Rehabilitation - Various Local Streets</b></p>	<ul style="list-style-type: none"> <li>• The City was sent the agreement/app A in August 2024 and has not been executed yet. Revenue Sharing Guidelines state that projects which have not been initiated within 2 years of allocation are subject to deallocation. UPC 121404 would need to begin by FY26 (July 1, 2025). City has the match.</li> <li>• City want to utilize their on-call for this project.</li> <li>• Dashboard status: Project is currently Green on the Dashboard.</li> </ul>	<ul style="list-style-type: none"> <li>• PM needs to submit a RtA form to obtain concurrence to administer the project before they can sign an agreement.</li> <li>• Hopewell is able to complete construction – no need to change project administration.</li> </ul>
<p><b>UPC 121405</b></p> <p><b>Petersburg and Richmond St Drainage and Roadway Improvements</b></p>	<ul style="list-style-type: none"> <li>• Michael Crocker is working with the City Manager to possibly cancel this Revenue Sharing project. The project is not a priority for the city, and they do not have the money to cover the project.</li> <li>• Total project estimate - \$7,080,636</li> <li>• Current expenditures - \$0</li> <li>• Dashboard status: Project is currently showing <i>Critical Decision Needed</i>.</li> </ul>	<ul style="list-style-type: none"> <li>• Not a high priority for the City</li> <li>• City doesn't have the required matching funds</li> <li>• Potential cancellation opportunity.</li> </ul>
<p><b>UPC 122203</b></p>	<ul style="list-style-type: none"> <li>• Project needs to be scoped: <ul style="list-style-type: none"> <li>○ planned finish 7/13/2023</li> <li>○ current finish 7/21/2025</li> <li>○ Field survey should have been completed in December 2024</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Project is proceeding towards scoping.</li> <li>• Project administration</li> </ul>

<b>#SMART24 – W Randolph Road Shared Use Path</b>	<ul style="list-style-type: none"> <li>• City will not be able to advertise this CY (FY25 Commitment List)</li> <li>• Consultant is now actively working on this project (KH)</li> <li>• 60% plans to be submitted in March</li> <li>• Dashboard status: Project is currently Red on the Dashboard</li> </ul>	<p style="color: red;">should be transferred to VDOT</p>
<b>UPC 125653  RT 36/OAKLAWN BLVD SIGNALIZATION IMPROVEMENTS</b>	<ul style="list-style-type: none"> <li>• Project late on Act. 10 Agreement <ul style="list-style-type: none"> <li>◦ planned/current finish 2/28/2025</li> </ul> </li> <li>• If project is locally administered, PM needs to submit a RtA form to obtain concurrence to administer the project before they can sign an agreement.</li> <li>• Dashboard status: Project is currently Red on the dashboard</li> </ul>	<ul style="list-style-type: none"> <li>• Project needs Agreement and Appendix A developed.</li> <li>• Project administration should be transferred to VDOT</li> </ul>

**Should we intervene with pavement and maintenance activities (Residency)?**

- No pavement issues – any inspections that the residency sees they will bring it to Terry Shorts attention.
- No issues as long as the locality is receiving their urban payments.

**Performance Observations:**

- City of Hopewell is able to manage and maintain state funded projects better than federal funded projects.
- City of Hopewell has stated that they have too many projects and not able to manage all of them.
- Dashboard:
  - FY25 Dashboard on time performance: 0% 1 project could possibly recover at award
  - FY26 Dashboard on time performance: 0% 1 project needs to be scoped and move out of FY
  - “All years” on time performance: 72%



# COUNCILOR REQUESTS

CCR-1

**RESOLUTION AMENDING FY2024 BUDGET TO REASSIGN WARD 3 TRAVEL AND COMMUNICATION FUNDS TO WARD IMPROVEMENT FUNDS**

**WHEREAS**, at a meeting of the City Council of Hopewell, Virginia held on May 28, 2024, a budget of the estimated expenditures for the fiscal year beginning July 1, 2024, and ending June 30, 2025, showing the expenditures of the preceding year, the amount appropriated for the current year, and the proposed expenditures for the ensuing twelve months was introduced in its complete form;

**WHEREAS**, in that budget, approved by Council, there are appropriated expenditures to pay for city services;

**WHEREAS**, the Mayor has requested Council to consider an amendment to that appropriation to redirect the entirety of the Ward 3 Travel and Communication funds to the Ward Improvement Funds, as allowed under Va. Code § 15.2-2507; and

**WHEREAS**, such funds are to be use in accordance with the guidelines of the plan summarized below:

The funds in the following categories will be re-appropriated to Ward Improvement Funds for Ward 3.

Travel:	\$10,500
Communication funds:	<u>\$ 3,000</u>
Total - \$13,500.	

**BE IT RESOLVED** by the City Council of Hopewell, Virginia, that the amendment to the Fiscal Year 2024 budget described above is hereby approved and adopted.

Witness this signature and seal

\_\_\_\_\_  
Johnny Partin, Mayor  
Hopewell City Council, Ward 3

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST: \_\_\_\_\_  
Brittani Williams, City Clerk

ADJOURNMENT