

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

(804) 541-2408

www.hopewellva.gov

info@hopewellva.gov

cityclerk@hopewellva.gov

CITY COUNCIL

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

Jasmine E. Gore, Vice Mayor, Ward #4

Rita Joyner, Councilor, Ward #1

Michael B. Harris, Councilor, Ward #2

Janice B. Denton, Councilor, Ward #5

Brenda S. Pelham, Councilor, Ward #6

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

Dr. Concetta Manker, City Manager

Beverly Burton, Interim City Attorney

Brittani Williams, City Clerk

Sade' Allen Deputy City Clerk

December 10, 2024

REGULAR MEETING

Closed Meeting- 6:00 PM

Work Session- 7:00 PM

Open Meeting: 7:30 PM

6:30 p.m.

Call to order, roll call, and welcome to visitors

CLOSED MEETING

SUGGESTED MOTION: Move to go into a closed meeting pursuant to Va. Code Section § 2.2-3711 (A)(I) “to discuss and consider personnel matters, including board and commission appointments” (Hopewell Redevelopment and Housing Authority, Board of Zoning Appeals, Economic Development Authority, Planning Commission, Healthy Families, Department of Social Services, District 19, Recreation and Parks, Keep Hopewell Beautiful, Community Policy and Management Team, Historic Preservation Committee, Architectural Review Board); “the assignment and performance of specific appointees and employees of City Council” (City Attorney applicants) and VA Code § 2.2-3711(A)(30) “Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body and to the extent such discussion will be aided thereby”. (Procurement of real estate in Hopewell)

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?

WORK SESSION

WS-1- Zoning Text Amendment- Christopher Ward, Director of Planning & Development

WS-2- Single Family Dwelling on a Non-Conforming Lot- Christopher Ward, Director of Planning & Development

REGULAR MEETING

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

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

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:** November 18, November 19 (Finance), November 19 (Regular Meeting), November 22
- C-2 Pending List:** December 14, 2023
- 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. Fire Brief-** Ben Ruppert, Chief of Fire
- 2. Petersburg Symphony-**
- 3. 2020 Annual Comprehensive Financial Report** – David Foley

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)

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)*

PH1 – Storm Water Fee Study (2nd Reading) – Michael Campbell, Public Works Director

PH2 – Single Family Dwelling on a Non-Conforming lot, Bank St.- Chris Ward, Director of Planning & Development

PH3 – Rezoning Request- 2610 City Point Rd. – Christopher Ward, Director of Planning & Development

UNFINISHED BUSINESS

UB-1 – HR Conflict of Interest Policy Update – Dr. Concetta Manker, City Manager

REGULAR BUSINESS

R-1 – 2025-2026 MOA & Operational Summary- Tabitha Martinez, Director of Recreation and Parks

R-2 – Initiation of Zoning Text Amendments for Motor Vehicle Uses - Christopher Ward, Director of Planning & Development

Reports of City Manager:

Reports of City Attorney:

Reports of City Clerk:

Councilors Pending Request:

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 – 5 Vacancies

Recreation and Parks – 3 Vacancies

Library Board – 1 Vacancy

Department of Social Services – 3 Vacancies

District 19 – 2 Vacancies

Dock Commission – 2 Vacancies

Board of Zoning Appeals – 2 Vacancies

Bright Point Community College Local Board – 1 Vacancy

Economic Development Authority – 1 Vacancy

Architectural Review Board – 2 Vacancies

Planning Commission – 2 Vacancies

Hopewell Redevelopment and Housing Authority – 1 Vacancy

Adjournment

**CLOSED
MEETING**

RECONVENE OPEN MEETING

WORK SESSION

WS-1



The City of Hopewell, Virginia

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

ZONING ORDINANCE AMENDMENT/USES NOT PROVIDED FOR APPLICATION
INTERNAL INITIATION

INITIATED BY: Planning Commission City Council Staff

DATE: Oct 17, 2024

APPENDIX A, ARTICLE: XV-B: Conservation District, I: Definitions

PROPOSED AMENDMENT

Add 'Municipal Facilities' to C-1

Add definition of 'Municipal Facilities' to Article I

REASON:

Fire Dept. wants to build a training facility on city-owned property

Ch Ward
DEVELOPMENT DIRECTOR SIGNATURE

10/17/2024
DATE

Christopher Ward
PRINTED

OFFICIAL USE ONLY

DATE RECEIVED: 10/17/24 DATE OF FINAL ACTION: _____

ACTION TAKEN:

____ APPROVED _____ DENIED

____ APPROVED WITH CONDITIONS:

City of Hopewell, Virginia
Planning Commission Resolution

Re: Initiation of Zoning Text Amendment to Article XV-B: Conservation District (C-1) that allows for Fire Department Training Building and adding the accompanying definition to Article I: Definitions

Whereas, the Planning Commission recognizes that the review and update of the zoning ordinance is a best practice to ensure the code addresses community health, safety, and welfare and remains in compliance with state and federal laws and regulations; and,

Whereas, the City of Hopewell Zoning Ordinance Article XXI, Amendments, provides that a zoning ordinance amendment shall be initiated by the motion of the Planning Commission; and,

Whereas, the Planning Commission finds reason to consider amendments to the zoning ordinance to promote responsible development.

Now, Therefore, Be it Resolved, that the Planning Commission does hereby determine that it is appropriate to initiate this zoning ordinance amendment for public necessity, convenience, general welfare, and good zoning practices; and,

Be it Further Resolved that the Planning Commission does hereby initiate this zoning ordinance amendment to City of Hopewell Code of Ordinances Appendix A, Zoning Ordinance, Article XV-B Conservation District to consider changes that will:

- Add 'Municipal Facilities' as an allowable use to Article XV-B, Section A.
- Add the following definition of 'Municipal Facilities' to Article I: Definitions:
 - A building or structure owned by the local government which is used for governmental or proprietary functions and is not a municipal utility

Motion: *P. Bennett*
Second: *P. Reynolds*
Motion Passed: *3-0*

November 14, 2024



ZONING AMENDMENT REQUEST
to add 'Municipal Facility' to C-1 District &
Definition of 'Municipal Facility' to Article I

CITY COUNCIL WORK SESSION

December 10, 2024

ZOA REQUEST: Adding 'Municipal Facility' to C-1

- **APPLICANT:** City of Hopewell
- **WARDS:** 2
- **CURRENT ZONING:** C-1 allows 'Municipal Utility' but not 'Municipal Facility'
- **REQUEST:** Add 'Municipal Facility' to the C-1 Conservation District
- **PUBLIC NOTICE:** Ads in Progress-Index

ZOA REQUEST: Adding 'Municipal Facility' to C-1

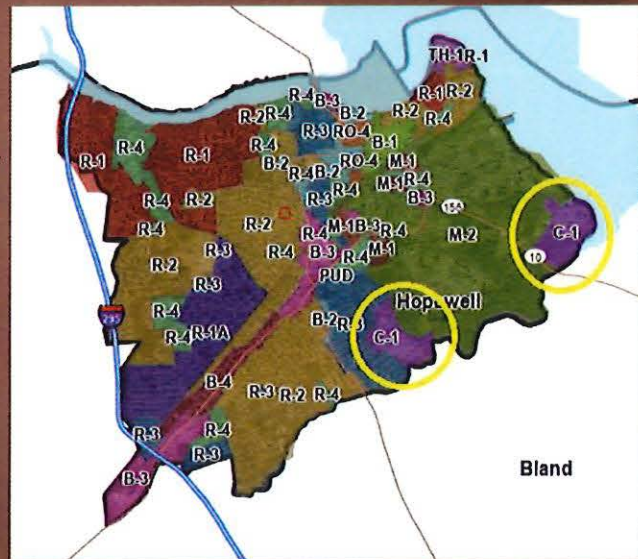
Adding a use to zoning district allows that use throughout the entire district.



ZOA REQUEST: Adding 'Municipal Facility' to C-1

Current uses in C-1:

- Active Wastewater Treatment Facility
- Decommissioned Wastewater Treatment Facility
- Decommissioned Municipal Landfill



Staff Analysis

- The two C-1 districts already have 'municipal utilities' which are a wastewater treatment facility, a decommissioned wastewater treatment facility, and a decommissioned landfill.
- The areas are mostly brownfields with very limited redevelopment potential
- The vegetative buffer under conservation will be preserved (RMA/RPA/flood area)

Staff Recommendation

Staff recommends approval of the request to add 'Municipal Facilities' to Section A of Article XV-B, Conservation District as an allowable use and to amend Article I to include the definition for 'Municipal Facilities.'

Planning Commission Recommendation

Staff recommends approval of the request to add 'Municipal Facilities' to Section A of Article XV-B, Conservation District as an allowable use and to amend Article I to include the definition for 'Municipal Facilities' to read as 'a building or structure owned by the local government which is used for governmental or proprietary functions and is not a municipal utility.'

Questions?

Applicant: City of Hopewell

**REQUEST TO AMEND ARTICLE XV-B –
CONSERVATION DISTRICT (C-1) TO ADD
'MUNICIPAL FACILITIES' AS AN ALLOWABLE BY-
RIGHT USE AND TO AMEND ARTICLE I –
DEFINITIONS TO INCLUDE "MUNICIPAL FACILITIES"**



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, the City of Hopewell, requests a Zoning Ordinance Amendment to add 'Municipal Facilities' to Article XV-B, Section A – Use Regulations as an allowable by-right use in the C-1 district. Similarly, the definition for 'Municipal Facilities' will be added to Article I. Staff recommends approval of this request.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE	RESULT
Planning Commission	Nov. 14, 2024	Public Hearing	Rec. Approval 3-0
City Council	Dec. 10, 2024	1 st Reading	No Action
City Council	TBD	2 nd Reading / PH	Pending

III. ORDINANCE IDENTIFICATION

Applicable Zoning Ordinance	Article XV-B: Conservation District
Amended Section	A. Use Regulations
Approval Method	City Council Ordinance
Can Conditions be Set?	No

IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	10/31/2024	11/7/2024
	Letter to Adj. Properties	11/7/2024	
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.

VI. APPLICABLE CODE SECTIONS

1. [Article XV-B, Conservation District, Section A-Use Regulations](#)
2. [Article I, Definitions](#)
3. [Article XXI, Amendments](#)

VII. EXISTING ORDINANCE

Under Section A of Article XV-B of the Hopewell Zoning Ordinance, ‘Municipal Facilities’ is not listed as an allowable, by right use in the Conservation District and is, therefore, not permitted. Adding an allowable use to a district results in that use being allowed everywhere within the district.

VIII. STAFF ANALYSIS

The two areas of the city zoned Conservation District (C-1) already contain municipal facilities. In the eastern C-1 area, the city’s wastewater treatment facility encompasses approximately 50% of the land area in the district. The western C-1 area contains a former landfill and a decommissioned wastewater treatment plant covering approximately the same amount of land. The prior and existing use of these lands, in particular the former landfill area, dictate that they will likely never be redeveloped for another use. The existing use (wastewater treatment facility) is allowable in the C-1 District under ‘Municipal Utilities.’

The Hopewell Fire Department requires a new location for the construction of a new burn building used to train firefighters. The site requirements include the following:

- City-owned property
- Relative isolation

- Space for potential future expansion

The site most ideal for the construction and use of a burn building is Parcel #106-0965 which is located to the east of Delrose Drive in the C-1 District (southeastern area of the city). The property is a decommissioned landfill and wastewater treatment facility with large open areas. It is relatively isolated with the closest residential property over 1,000 feet away. The construction of a burn building at this location will require only minor removal of trees or vegetation other than grass. As a former landfill, the property has no real redevelopment potential outside of municipal use.

IX. RELATIONSHIP TO THE COMPREHENSIVE PLAN

The City is required by state code to conduct what's known as a 2232 Review of all public capital projects to assess consistency with the Comprehensive Plan. The 2232 Review is provided in a separate document.

X. STAFF RECOMMENDATION

Staff recommends approval of the request to add 'Municipal Facilities' to Article XV-B Conservation District (C-1) as an allowable use and the definition for 'Municipal Facilities' to Article I Definitions for the following reasons:

1. The areas zoned C-1 already have municipal utilities in use.
2. Proposed municipal use will occur on areas that are already cleared.
3. Site meets all requirements for proposed burn building.
4. Brownfield status limits any other potential use.

Staff recommends the definition for 'Municipal Facilities' to read as follows:

Municipal Facilities means a building or structure owned by the local government which is used for governmental or proprietary functions and is not a municipal utility.

XI. PUBLIC COMMENT

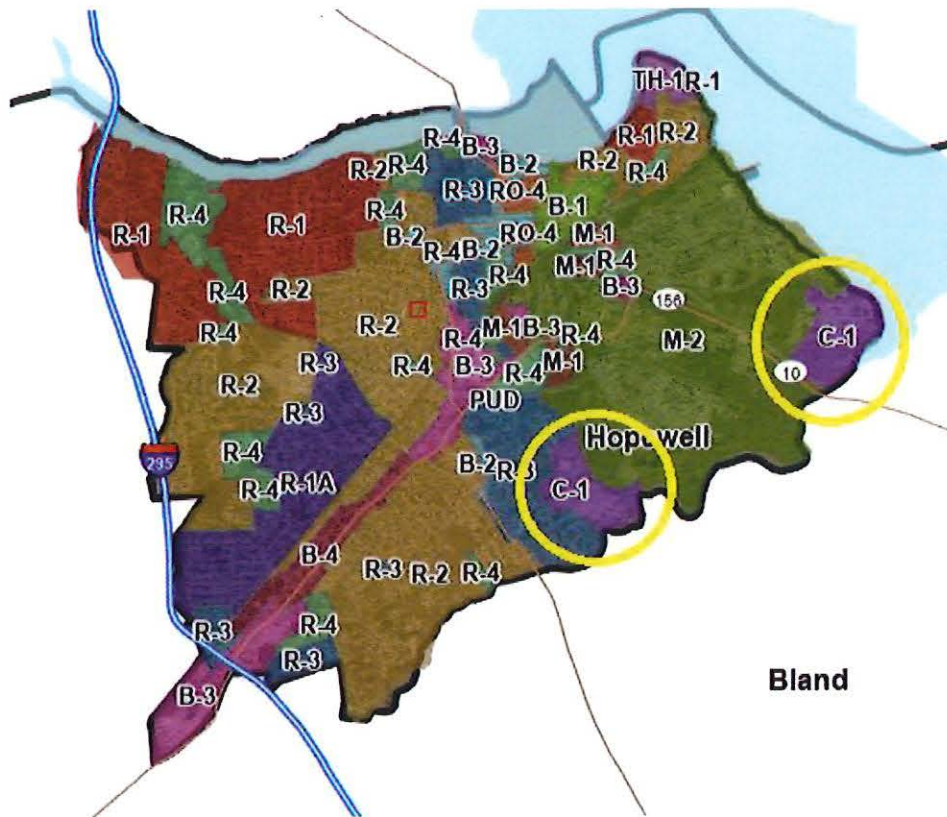
The Hopewell Department of Development did not receive any written or spoken comment about this zoning text amendment request. No comment was offered at the Planning Commission public hearing held on November 14, 2024.

XII. PLANNING COMMISSION RECOMMENDATION

The Hopewell Planning Commission voted 3-0 to recommend approval to amend Article XV-B, Section A of the Hopewell Zoning Ordinance to add 'Municipal Facilities' as an allowable by right use and to amend Article I to include the definition of

'Municipal Facilities' to read as 'a building or structure owned by the local government which is used for governmental or proprietary functions and is not a municipal utility.'

YELLOW circles indicate areas zoned C-1



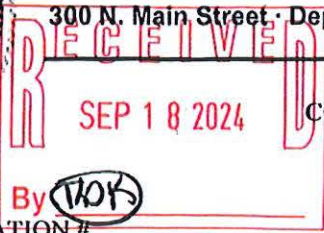
WS-2

City of Hopewell, VA
Permits / Inspect... - 202410061CUP - 2024
026659-0005 debra mc... 09/18/2024 10:49AM
0 -
CONDITIONAL USE PERMIT - REVIEW 300.00
Payment Amount: 350.00
Transaction Amount:
IP Develop: *****1342



The City
of
Hopewell, Virginia

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



CONDITIONAL USE PERMIT APPLICATION

Application #: 20241006

APPLICATION FEE: \$300

APPLICATION #

Permit #: _____

APPLICANT: S.R.B. INVESTORS, LLC
ADDRESS: P.O. BOX 73283
N. CHESTERFIELD, VA 23235
PHONE #: 804-640-0905 FAX #: _____
EMAIL ADDRESS: SRBINVESTORS@YAHOO.COM

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

OWNER: S.R.B. INVESTORS, LLC
ADDRESS: P.O. BOX 73283
N. CHESTERFIELD, VA 23235
PHONE #: 804-640-0905 FAX #: _____

PROPERTY ADDRESS / LOCATION:
1715 ATLANTIC ST

PARCEL #: _____ ACREAGE: 0.344 ZONING: R-2

Parcels 0131215, 0131210, 0131205, 0131200

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

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

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

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

PRESENT USE OF PROPERTY:
Single family residential

THE CONDITIONAL USE PERMIT WILL ALLOW:
Single family residential

PLEASE DEMONSTRATE THAT THE PROPOSAL AS SUBMITTED OR MODIFIED WILL NOT AFFECT ADVERSELY THE HEALTH, SAFETY, OR WELFARE OF PERSONS RESIDING OR WORKING IN THE NEIGHBORHOOD OF THE PROPOSED USE.

Property and surrounding areas zoned for and used as residential. Proposal will be conforming with existing uses and conditions and will not affect health, safety or welfare of persons residing or working in area.

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

There are no proposed improvements within public area.

PLEASE DEMONSTRATE HOW THE PROPOSAL AS SUBMITTED OR MODIFIED WILL CONFORM TO THE COMPREHENSIVE PLAN AND THE PURPOSES AND THE EXPRESSED INTENT OF THE ZONING ORDINANCE.

Except for lot frontage, the proposed lot will conform with R-2 zoning.

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

APPLICANT SIGNATURE

DATE

APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED 9-18-24 DATE OF ACTION _____

____ APPROVED _____ DENIED

____ APPROVED WITH THE FOLLOWING CONDITIONS:



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

09/18/2024 10:49AM debra m.
 026659-0005 060230751
 Payment Effective Date 09/18/2024

PERMITS / INSPECTIONS

ADMINISTRATIVE

RESUBDIVISION - REVIEW

2024 Item: 202410051ADR \$50.00

Payment Id: 364589

CONDITIONAL USE PERMIT -
 REVIEW

2024 Item: 202410051CUP \$300.00

Payment Id: 364590

 \$350.00

Subtotal \$350.00

TP CC Fee \$11.38

Total \$361.38

TPDEVELOPMENTCE \$361.38

Visa *****1342

Ref=cadd3d69-462b-4ca8-9dd2-d683641483cf

Auth=04938G

Change due \$0.00

Paid by: RODRIGUEZ/SERGIO



Signature: _____

Thank you for your payment.

City of Hopewell, VA COPY

Thank you for your payment

TylerPayments



**REQUEST FOR CONDITIONAL USE PERMIT
TO CONSTRUCT A SINGLE-FAMILY DWELLING ON NON-
CONFORMING PARCEL #013-1210 IN THE R-2
DISTRICT, LOCATED ON ATLANTIC ST.**



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, Sergio Rodriguez of SRB Investors, LLC requests a Conditional Use Permit to construct a single-family dwelling on non-conforming Parcel #013-1210 in the R-2 District located on Atlantic St. Staff recommends approval with conditions.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE	RESULT
Planning Commission	Nov. 14, 2024	Public Hearing	Rec. Approval 3-0
City Council	Dec. 10, 2024	1 st Reading	No Action
City Council	TBD	2 nd Reading / PH	Pending

III. IDENTIFICATION AND LOCATIONAL INFORMATION

Applicant	Sergio Rodriguez/SRB Investors LLC
Owner	SRB Investors LLC
Existing Zoning	R-2 Residential Medium Density
Requested Zoning	N/A
Acreage	~0.172 acres / ~7,500 sf
Legal Description	E ½ LOTS 14-15-16 BLK 26 SUBDIVISION: BATTLEGROUND ADDITION
Election Ward	3
Future Land Use	Urban Residential
Strategic Plan Goal	Housing
Approval Method	City Council Resolution
Can Conditions be Set?	Yes
Map Location	Parcel #013-1210

IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	10/31/2024	11/7/2024
	Letter to Adj. Properties	12/1/2024	
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 XVII, Non-Conforming Uses, Section F, Non-Conforming Lots of Record](#)
2. [Article IV, Residential, Medium-Density District \(R-2\)](#)

VII. SUBJECT PROPERTY

The subject property, Parcel #013-1210, is a non-conforming lot fronting Atlantic Street between S. 18th Avenue and Maryland Avenue. The property is rectangular in shape with a street frontage of 60 feet across and a depth of approximately 125 feet (after approval of administrative resubdivision) for a total square footage of 7,500sf. The R-2 District sets the minimum lot width at 75 feet and the minimum lot size for a single-family dwelling use at

7,500 square feet. The lot width is less than the required minimum, making it non-conforming to the R-2 District.

VIII. APPLICANT POSITION

The applicant proposes to construct a new, 2-story, 3-bedroom, 2.5 bath, 2,040 square foot modified Cape Cod-style house with vinyl siding that will meet district setbacks. The applicant has worked closely with staff to propose an appropriate dwelling for the neighborhood.

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 surrounding properties are typical 1-story homes with mostly vinyl siding and an average size of 1,267sf. The proposed house will be larger than the average home in the area and the proposed exterior material (vinyl) will be consistent with the other houses in the neighborhood.

The proposed new single-family dwelling will meet all district setbacks, as required by the ordinance.

X. RELATIONSHIP TO THE COMPREHENSIVE PLAN

AGE OF HOUSING

Hopewell has seen lower levels of new development in recent decades when compared to other cities in the region and state, with a drastic slowdown beginning in the 1980s. For this reason, the city now has an aging stock of housing units, with nearly 80% of all units built in the 1970s or earlier (Hopewell Comprehensive Plan 2018, pg. 202).

THE FUTURE LAND USE PLAN

Stable areas are fully built-out and are not viewed as available strategic opportunity areas for future growth. This leaves infill development and redevelopment employing Traditional Neighborhood Design (TND) and Urban Development Area (UDA) principles as the land use form upon which City leaders must focus. It is important to

distinguish between the two. Infill attempts to “seed” (or catalyze) a progressive movement to gradually upgrade the value and attractiveness of a given neighborhood or commercial area. Redevelopment focuses on larger properties or groups of properties that are substantially deteriorated or vacant, with potential economic value for the entire community.

Infill development and redevelopment projects can have substantial benefits for Hopewell. This will not occur without City guidance and planning initiatives. Communities that have pursued active infill and redevelopment programs have realized a strengthening of their real estate market by renewing housing stock and readapting sub-standard neighborhoods and sub-par commercial areas. (Hopewell Comprehensive Plan 2018, pg. 117).

XI. STAFF RECOMMENDATION

A survey of the properties in the immediate area reveals a collection of 1-story homes ranging in size from 864sf to 1,248sf with vinyl siding and one 2-story home. The lots in this area range in width from 58 feet to 104 feet wide. The proposed house exceeds the average size of the existing homes and will add a new home on a long-vacant lot.

From Article XXI-Amendments, of the Hopewell Zoning Ordinance:

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

4. The proposed conditional use conforms to the character of the neighborhood within the same zoning district in which it is located. The proposal as submitted or modified shall have no more adverse effects on health, safety or comfort of persons living or working in or driving through the neighborhood, and shall be no more injurious to property or improvements in the neighborhood, than would any other use generally permitted in the same district. In making such a determination, consideration shall be given to location, type, size, and height of buildings or structures, type and extent of landscaping and screening on the site, and whether the proposed use is consistent with any theme, action, policy or map of the Comprehensive Plan.”

For these reasons, Staff supports the approval of this application with the following conditions:

1. The new single-family dwelling will have 12-inch minimum eaves along all roof edges.
2. The lot will have a minimum coverage of 20% tree canopy at full maturity.

3. A driveway of asphalt or concrete will be installed in accordance with the City's driveway policy.
4. The new single-family dwelling will have brick or stone foundation on all four sides.
5. The new single-family dwelling will have foundation plantings along the front foundation.
6. The new single-family dwelling will be in substantial conformance with the set of house plans presented to the Planning Commission on 11/14/2024, with any modifications as conditioned at final approval.

XII. PUBLIC COMMENT

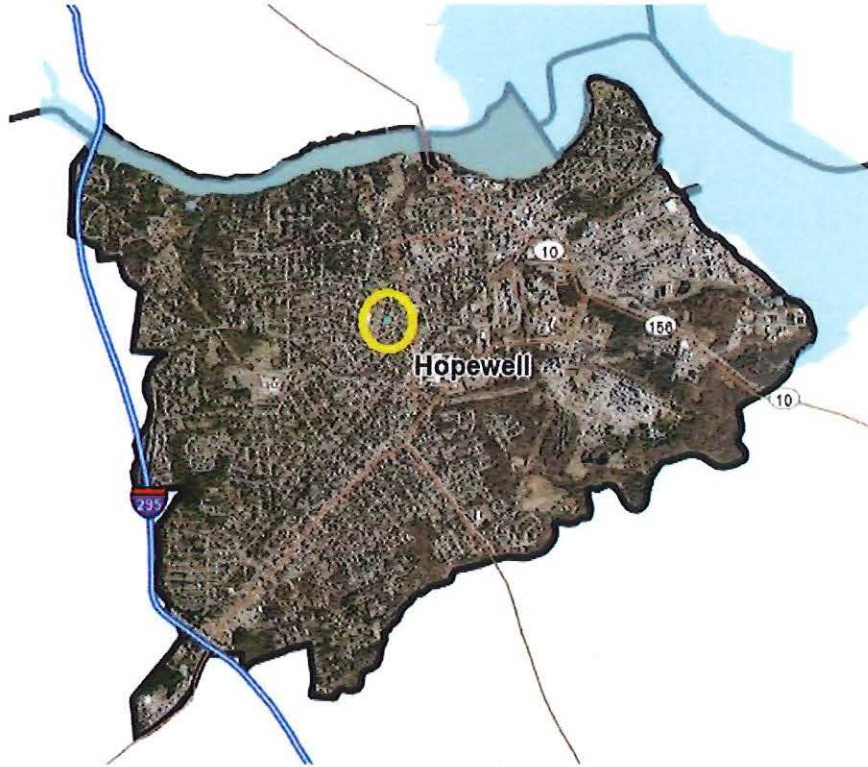
The Hopewell Department of Development did not receive and written or spoken comment about this CUP request. No comment was offered at the Planning Commission public hearing.

XIII. PLANNING COMMISSION RECOMMENDATION

The Hopewell Planning Commission voted 3-0 on November 14, 2024 to recommend approval of the CUP request with the conditions set forth by staff.

APPENDIX A - MAPS

CITY LOCATIONAL MAP – Yellow Circle indicates general area



PROPERTY LOCATION – Blue box indicates Parcel #013-1210



APPENDIX B – SURROUNDING AREA DATA

SURROUNDING PROPERTIES - PARCEL #013-1210									
Atlantic St.									
	ADDRESS	STORIES	HOUSE SQ FT	WIDTH	DEPTH	LOT SQ FT	MATERIAL	YR BUILT	TYPE
1	1715 ATLANTIC	2	2125	60	75	4,500	BRICK	1950	SF
2	227 S 18TH	1	1110	75	120	9,000	VINYL	1948	SF
3	1706 JACKSON	1	1247	58	113	9,096	VINYL	1993	SF
4	1702 JACKSON	1	864	63	120	6,476	VINYL	1953	SF
5	232 S 17TH	1	1149	104	120	20,206	BRICK	1945	SF
6	301 S 18TH	1	1124	75	120	9,000	VINYL	1920	SF
7	302 S 17TH	1	1248	75	120	9,000	VINYL	1950	SF
	AVERAGE	1	1,267	73	113	9,611	VINYL		
	#013-1210	2	2,040	60	125	7,500	VINYL		SF

BLUE = Proposed house

CONDITIONAL USE PERMIT REQUEST

Single-Family Dwelling on a Non-Conforming Lot

Parcel #013-1210 - Atlantic St.

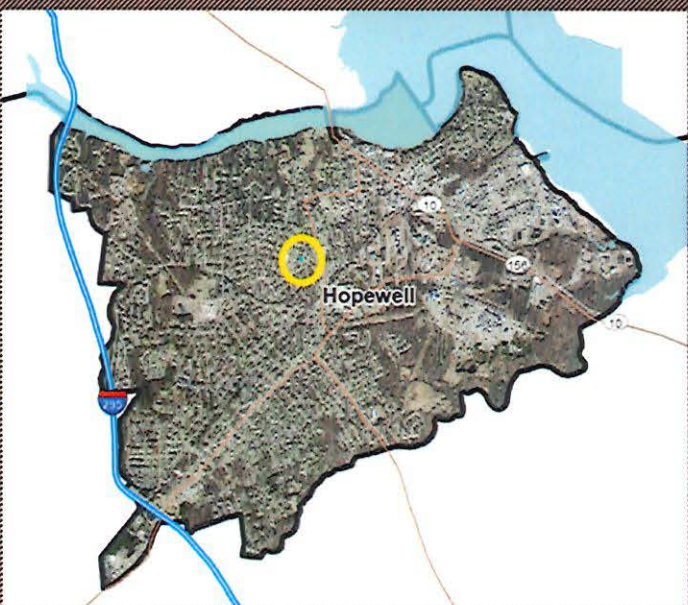
City Council Work Session

December 10, 2024

CUP REQUEST: SFD on Non-Conforming Parcel #013-1210

- APPLICANT: SRB Investors LLC
- WARD: 3
- CURRENT ZONING: R-2 Residential Medium Density
- REQUEST: Construct SFD
- PUBLIC NOTICE: Ads in Progress-Index, letters to adjacent property owners, sign placed at property

CUP REQUEST: SFD on Non-Conforming Parcel #013-1210

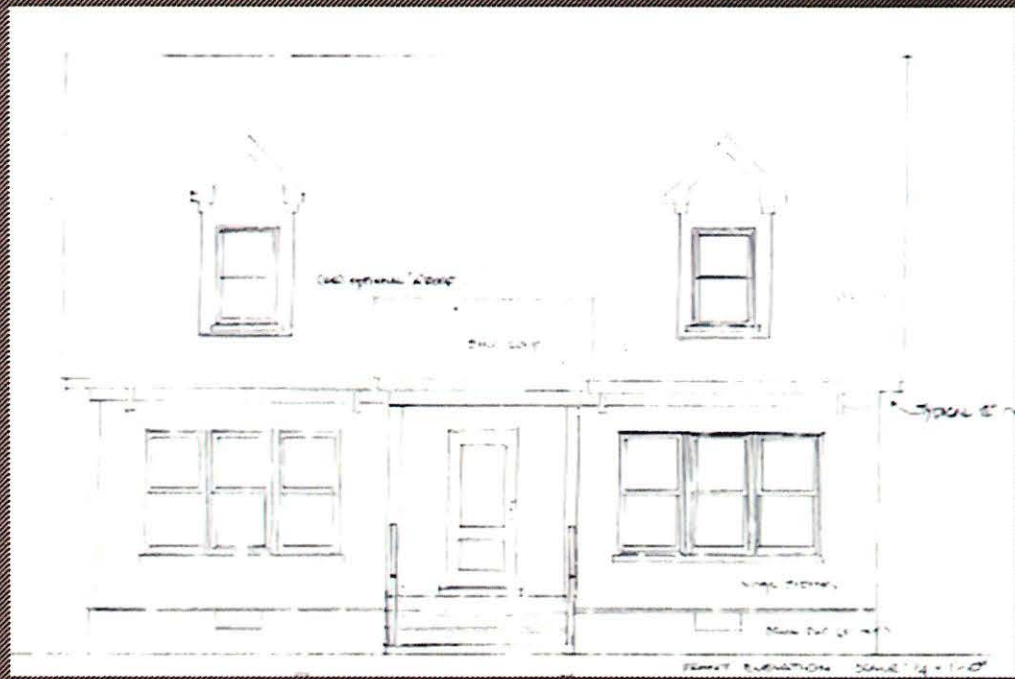


CUP REQUEST: SFD on Non-Conforming Parcel #013-1210

Minimum lot size in R-2 is 75 feet wide and 7,500sf.

Atlantic St.— Parcel #013-1210 is 60 feet wide and 7,500sf.

Non-Conformity – Width

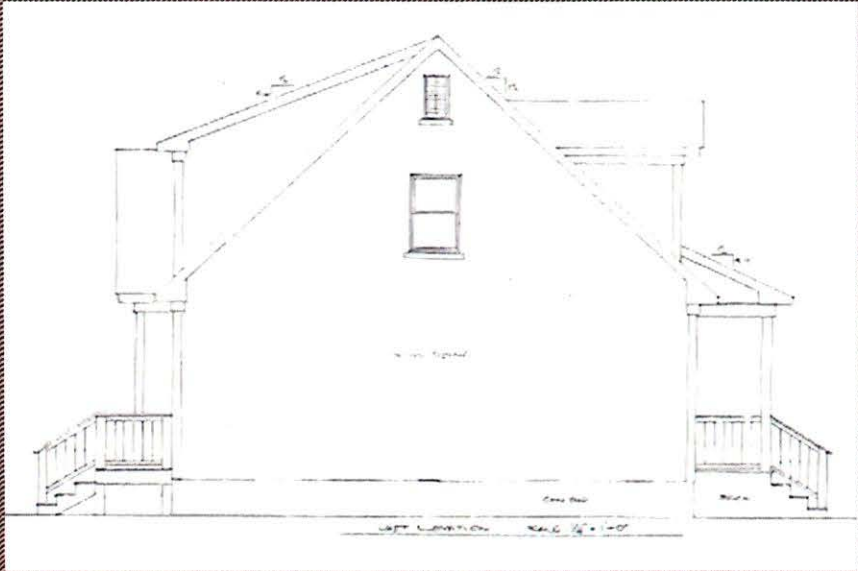


CUP REQUEST: SFD on Non-Conforming [Parcel #013-1210](#)

- 2 SF Dwelling
- 3 Bedroom; 2.5 Bath
- 2,040sf Cape Cod



CUP REQUEST: SFD on Non-Conforming Parcel #013-1210



Staff Analysis

7 CUP Approval Criteria	✓
Comprehensive Plan	✓



- Proposed dwelling is larger than the average single-family dwelling in the neighborhood which is 1,267sf.
- Vinyl siding is consistent with other homes in the neighborhood.
- Cape Cod style is common in Hopewell and a nice addition to this neighborhood.

Staff Recommendation

Staff recommends approval of the CUP with the following conditions:

1. The new single-family dwelling will have 12-inch minimum eaves along all roof edges.
2. The lot will have a minimum coverage of 20% tree canopy at full maturity.
3. A driveway of asphalt or concrete will be installed in accordance with the City's driveway policy.
4. The new single-family dwelling will have brick or stone foundation on all four sides.
5. The new single-family dwelling will have foundation plantings along the front foundation.
6. The new single-family dwelling will be in substantial conformance with the set of house plans presented to the Planning Commission on 11/14/2024, with any modifications as conditioned at final approval.

Planning Commission Recommendation

3-0
Nov. 14, 2024

Staff recommends approval of the CUP with the following conditions:

1. The new single-family dwelling will have 12-inch minimum eaves along all roof edges.
2. The lot will have a minimum coverage of 20% tree canopy at full maturity.
3. A driveway of asphalt or concrete will be installed in accordance with the City's driveway policy.
4. The new single-family dwelling will have brick or stone foundation on all four sides.
5. The new single-family dwelling will have foundation plantings along the front foundation.
6. The new single-family dwelling will be in substantial conformance with the set of house plans presented to the Planning Commission on 11/14/2024, with any modifications as conditioned at final approval.

CUP REQUEST: SFD on Non-Conforming Parcel #014-1585

Questions?

Applicant: Sergio Rodriguez, SRB Investors

REGULAR MEETING

CONSENT
AGENDA

C-1

MINUTES OF THE November 18, 2024, CITY COUNCIL SPECIAL MEETING

A SPECIAL meeting of the Hopewell City Council was held on Tuesday, November 18, 2024, at 6:30 p.m.

PRESENT:

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

Councilor Joyner makes a motion to allow Vice Mayor Gore to participate remotely, Councilor Denton seconds the motion.

ROLL CALL

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

Motion Passes 6-0

CLOSED MEETING

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

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

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

Motion Passes 7-0

RECONVENE OPEN MEETING

Councilor Joyner makes a motion to come out of the closed meeting. Mayor Partin seconds the motion.

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

Motion Passes 6-0

Madam Clerk reads the certification for the record. Roll call was taken.

ROLL CALL	Councilor Pelham -	Yes
	Councilor Holloway-	Yes
	Councilor Joyner-	Yes

Councilor Harris-	Yes
Mayor Partin-	Yes
Vice Mayor Gore-	Absent
Councilor Denton-	Yes

Motion Passes 6-0

Councilor Holloway makes a motion to adjourn. There were no objections.

ADJOURNMENT:

Respectfully Submitted,

Johnny Partin, Mayor

Brittani Williams, City Clerk

MINUTES OF THE November 19, 2024, CITY COUNCIL SPECIAL MEETING

A special meeting of the Hopewell City Council was held on Tuesday, November 19, 2024, at 6:00 p.m.

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

SPECIAL BUSINESS

SB-1 – Finance Committee Report - CFO – Stacy Jordan, Finance Director

Stacy Jordan, Director of Finance, starts the meeting by advising this is the August finance committee meeting showing the overview of the citywide budget's actuals for July and August. Stacy explained August is 0.57% higher in revenue in 2025 versus 2024. She shared the numbers are trending less than they should for August. She explained the numbers should be higher, the detail for revenue over expenditures is projected to be 11.1%, and they should be 16% due to being in the first two months of the fiscal year. She provided comments for revenues and the increases or decreases for 2024 versus 2025. Stacy stated there will be no additional funding from the federal government as well as additional payments that will be removed at the end of 2024 and transfers with a slight increase to other funds. July and August are trending higher than 2024, and the same applies for general funds, making the city roughly 16.6% or 11.4 million in revenues. She shared the city of Hopewell's key due dates of December, February, and June for real estate and personal property taxes. She explained the city provides services for residents that are paid for by the taxes that are received, such as federal state funds and permit fees. Stacy discussed the Enterprise funding budget trending more in revenue for 2025 versus 2024, and the same concept applies to each of the funds that the city maintains. She shared the increase in revenue figures for the school system. Stacy stated the needs of the city of Hopewell greatly outweigh the revenue that is currently being received; the city is heading in the right direction. She shared it will take participation from not only the departments but also residents as well as the council. She showed the breakdown for the increase and where it came from for the fiscal 2023 versus 2024 year, such as

additional billing for real estate, public service, and collections. She explained penalties of interest were increased due to collection permits and fees that are variables, meaning variable revenues based on what they bill, for example, permits of any shared fees. Stacy shared that for the year 2025, they have already started to spend some of the surplus from 2024, explaining where some of the surplus went, taking the figures for 2024 down to 5.5 million in surplus. Stacy stated once the annual comprehensive financial report is back for the fiscal year to receive a bond rating for the city to have an opportunity to start refinancing some of the debt. She shared the three national rating agencies, Moody's, S&P, and Finch, and the different things they use to measure ratings as far as management and policies. Stacy went into detail about the different measures of revenue each company uses to get their ratings. She went into more detail about the increases and decreases in debt and how they contribute to the bond rating. Stacy shared some items they would bring up at the next finance meeting, including a sewer rate study, the HWR true-ups analysis for 2024, as well as an update on the 2021-2024 ACFRs. Stacy opened the floor to questions. A few questions were asked and answered.

SB-2 – Treasurer's Report – Shannon Foskey, City Treasurer

Shannon Foskey opened the meeting by addressing the group and distributing an updated bank franchise report. She noted a \$10 million discrepancy caused by the Commissioner of Revenue's office, which was corrected in the provided version. Foskey then updated the group on the reconciliation process, confirming that October 2024 figures were up to date and that matching with the finance office was progressing smoothly. She presented reports on the real estate and personal property collections for 2022, 2023, and 2024, highlighting a 45-50% collection rate as of the latest reports. The real estate tax bills, due by December 5, had already been sent, and personal property tax bills would be mailed the following week, due by February 15. Foskey also addressed mail tax, business license, and bank franchise collections, explaining a \$10 million error and providing corrected figures. When asked about exceeding 100% in collections, Foskey clarified that this was due to refunds from previous years being applied as credits to the 2024 accounts, ensuring the amounts were accurate for upcoming bills. The meeting concluded with no further questions.

ADJOURNMENT

Respectfully Submitted,

John Partin, Mayor

Brittani Williams, City Clerk

MINUTES OF THE NOVEMBER 22, 2024, CITY COUNCIL EMERGENCY MEETING

An emergency meeting of the Hopewell City Council was held on Friday, November 22, 2024, at 7:30 p.m.

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

Councilor Holloway makes a motion to allow Councilor Harris and Councilor Pelham to participate remotely; Councilor Joyner seconds the motion.

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

Motion Passes 5-0

Councilor Denton makes a motion to go into closed meeting pursuant to Va. Code Section §2.2-371 1 (A)(l) to discuss and consider personnel matters, including board and commission appointments; the assignment and performance of specific appointee and employees of City Council, and Va. Code Section §2.2-3711

(A)(30) to discuss and consider personnel matters, including board and commission appointments; the assignment and performance of specific appointee and employees of City Council, and to the extent such discussion will be aided thereby. Mayor Partin seconds the motion.

ROLL CALL

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

Motion Passes 7-0

Reconvene Open Meeting

Councilor Holloway makes a motion to reconvene an open meeting. Councilor Joyner seconds the motion.

ROLL CALL

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

Motion Passes 7-0

Councilor Holloway makes a motion to adjourn.

Yes: 7

No: 0

ADJOURNMENT

Respectfully Submitted,

John Partin, Mayor

Brittani Williams, City Clerk

MINUTES OF THE NOVEMBER 19, 2024 CITY COUNCIL REGULAR MEETING

A REGULAR meeting of the Hopewell City Council was held on Tuesday, November 19, 2024, at 6:30 p.m.

PRESENT:

John B. Partin Jr., Mayor
Jasmine Gore, Vice Mayor (Arrived at 6:25 p.m.)
Rita Joyner, Councilor
Michael Harris, Councilor (Arrived at 6:03 p.m.)
Janice Denton, Councilor
Brenda Pelham, Councilor
Dominic Holloway, Councilor

CLOSED MEETING:

Councilor Holloway makes a motion to go into a closed meeting pursuant to Va. Code Section § 2.2-371 1 (A)(30) to discuss and consider personnel matters, including board and commission appointments; the assignment and performance of specific appointee and employees of City Council, and Va. Code Section § 2.2-3711 (A)(I) to discuss and consider personnel matters, including board and commission appointments; the assignment and performance of specific appointee and employees of City Council, and to the extent such discussion will be aided thereby. Councilor Joyner seconds the motion.

ROLL CALL

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

Motion Passes 7-0

Reconvene Open Meeting

Councilor Denton makes a motion to reconvene an open meeting. Mayor Partin seconds the motion.

ROLL CALL

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

Motion Passes 4-0

CERTIFICATION:

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

ROLL CALL

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

Motion Passes 4-0

REGULAR MEETING

Mayor Partin calls the Regular Meeting to order

PRESENT: John B. Partin Jr., Mayor
Jasmine Gore, Vice Mayor- Absent
Rita Joyner, Councilor
Michael Harris, Councilor
Janice Denton, Councilor
Brenda Pelham, Councilor
Dominic Holloway, Councilor

Prayer by Pastor Collier, followed by the Pledge of Allegiance led by Vice Mayor Gore

Councilor Denton makes a motion to adopt the agenda. Councilor Holloway seconds the motion.

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

Motion Passes 7-0

Councilor Holloway makes a motion to adopt the Consent Agenda. Councilor Pelham seconds the motion.

ROLL CALL	Councilor Holloway-	Yes
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Councilor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Vice Mayor Gore-	No
Councilor Denton-	Yes
Councilor Pelham-	Yes

Motion Passes 6-1

COMMUNICATIONS FROM CITIZENS

Edward Cotman- Mr. Cotman addresses the council and states his address. Mr. Cotman explained he was at the last meeting concerning a home being built in his neighborhood. He shares his neighborhood is quiet and very well-kept. Mr. Cotman stated he does not think the city has spent money in that area and crime prevention in 10 years. He explained he does not think it was a good idea to put an unauthorized lot next to a lot that has been vacant for 3 years because it could not be sold because of the connection to the previous owner. He shared there are approximately 4 feet between that lot and the wall of the new home being built. Mr. Cotman explained the neighborhood dynamics and how they do not want change. He ended his speech by stating they would like to keep the neighborhood the way it is at the moment.

Randy Jordan- Randy Jordan, a resident of 2606 Suffolk Street, spoke in support of his neighbor, Mr. Cotman, expressing concerns about a proposed development in their quiet neighborhood. He emphasized that the lot had been vacant for many years and that building a house there would disrupt the peaceful atmosphere. Randy also mentioned that the previous owner had told him that, according to city code, a livable house couldn't be built on that lot due to the size and property line restrictions. He reiterated his desire to preserve the tranquility of the neighborhood.

Carlos Hopkins (on behalf of the Hopewell Manufacturers Assn Glen Allen, VA)- Mr. Hopkins introduced himself and stated he would like to discuss an item that is on the agenda listed under R1 under the regular agenda for Stormwater. He asked if it would be a more appropriate time to discuss the item.

Vice Mayor Gore makes a motion to wave the rules to allow Mr. Hopkins to speak on R1 Stormwater fee study. Councilor Denton seconds the motion.

ROLL CALL

Councilor Holloway-	Absent
Councilor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Vice Mayor Gore-	No
Councilor Denton-	Yes
Councilor Pelham-	Yes

Motion Passes 6-1

Councilor Pelham asked Mayor Partin to explain to the audience why the rules were waived to allow Mr. Hopkins to speak during R1. Mayor Partin explained one of the rules with the regular meetings is you can't speak on topics that are on the agenda under communications from citizens unless city council waves the rules.

Carlos Hopkins, an attorney representing several manufacturers in Hopewell, including Advansix, West Rock, and Ashland, thanked the council for the opportunity to speak. He expressed appreciation for the city's support of the manufacturers, particularly in managing the water treatment facilities. While acknowledging the city's fiscal challenges, Hopkins voiced concerns about the proposed increase in stormwater rates. The proposal would raise rates from \$4 to \$8 per unit and reduce the current credit from 90% to 20%, resulting in a significant cost increase for manufacturers. He urged the council to consider alternative solutions to meet stormwater obligations and address the city's revenue needs without imposing such a significant financial burden on local businesses.

PUBLIC HEARING

PH-1 – Conditional Use Permit for Single-family dwelling on a non-conforming lot on Suffolk St. – Chris Ward, Director of Planning and Development

Chris Ward presented the first public hearing regarding a conditional use permit request to construct a single-family dwelling on a non-conforming lot located at the end of Suffolk Street. The property, owned by Ibrahim and Tanya Guat, is in Ward 5 and zoned R2. The lot is 70 feet wide and 7,281 square feet, both of which are below the minimum requirements for R2 zoning. The proposed dwelling is a two-story, 1,665-square-foot home, which is larger than the average neighborhood home (1,187 square feet). The staff has determined that the proposal meets the criteria for approval and is consistent with the comprehensive plan.

The staff recommended approval of the permit with several conditions, including minimum 12-inch eaves, a 20% tree canopy, an asphalt or concrete driveway, a brick or stone foundation, and compliance with the house plans presented at the Planning Commission meeting on October 5th. The Planning Commission had also suggested adding more windows, which the applicants agreed to. The Commission voted 5-0 in favor of the project. Chris Ward offered to answer any questions, and the applicants were also available for questions.

Mayor Partin asked council if they had any questions before the public hearing is opened up to the public hearing. There were no questions so the public hearing was opened and then closed due to no one signing up to speak about the item.

Councilor Pelham made a motion to approve the conditional use permit as presented and approved by the Planning Committee to add the windows. Councilor Denton seconds the motion.

ROLL CALL

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

Motion Passes 6-0

PH-2 – Ordinance Charter Change – Dr. Manker, City manager

Dr. Manker addressed the council regarding an ordinance and resolution to amend the Hopewell City Charter. The amendment, approved by the council on September 10th, involves reassigning certain duties of the city treasurer to the city manager. Under the proposed changes, the finance director will oversee the city's finances, manage the general accounting system, ensure fiscal responsibility, and audit financial transactions. The finance director will also be responsible for managing the city's cash, investments, and bank accounts, as well as handling revenue and fund activity, including the reconciliation of various accounts. Additionally, the finance director will maintain custody of all financial documentation and manage emergency medical service billing. The city manager will have the authority to designate specific departments and employees to assist the finance director. The treasurer will continue to handle the collection and disbursement of state taxes and other dues and will be allowed to employ staff as authorized by the State Compensation Board. The ordinance is presented for official approval as a charter change.

Councilor Pelham raised a question regarding the oversight of the finance director under the proposed ordinance. She pointed out that the city charter gave the council supervisory authority over the finance director and asked whether this should be explicitly mentioned in the amendment. Dr. Manker clarified that the council's supervisory role is already established in the charter, and the amendment is intended to supplement, not replace, the existing provisions. Pelham suggested that if it is not already clear in the ordinance, the language could be revised to reflect the council's supervisory responsibility more explicitly.

Mayor Partin asked council if they had any questions before the public hearing is opened up to the public hearing.

W. Randolph Ward, from Ward 1, expressed her support for the proposed legislative change, urging the council to vote in favor of it. She emphasized that this change should have been made years ago, citing ongoing issues with various aspects of the treasurer's office, particularly the lack of daily reconciliation. Ward

expressed hope that the vote would be positive and lead to the necessary changes being implemented.

Darlene Thompson, from Ward 6, expressed frustration and disappointment with the city's financial management and the actions of the city council. She criticized the council for allowing financial mismanagement, particularly regarding the \$2.3 million charged by the Robert Bobb Group and the subsequent budget overrun of \$7.2 million. Thompson accused the council of raising taxes on citizens after receiving substantial funds, questioning the transparency and honesty of the council's actions. She drew a comparison to fraudulent behavior, stating that the council was complicit in the overassessment of taxes and had done nothing to address the issue. She also questioned the allocation of city funds, criticizing the city manager's high salary and perks while the city was reportedly struggling financially. Thompson suggested that the council was responsible for the ongoing issues and that the treasurer was being used as a scapegoat. She further claimed that the council had failed in its duty to oversee the city's finances and accused them of corruption, particularly over the years of unresolved financial discrepancies.

Mayor Partin closed the public hearing and opened the floor to Councilor Pelham.

Councilor Pelham addressed comments made by Darlene Thompson, clarifying her involvement in the city's financial issues. She explained that in 2015, along with Councilor Gore, she advocated for a forensic audit, but the majority of the council did not support it at the time. It wasn't until 2015 that the council began to recognize the need for action, which led to the involvement of the Robert Bobb Group. Pelham acknowledged the city's financial challenges but emphasized that the tax rate had already been set before June of the year in question, and she had voted against it, although it could not be changed retroactively. She also expressed hope that future councils would adjust the tax rate if necessary. Pelham concluded by stating that she consistently voted based on the information available and the input from her constituents, standing by her record over the past 20 years.

Councilor Joyner makes a motion to approve and adopt the proposed ordinance and resolution that reassigns certain duties and functions of Hopewell City's

treasurer to departments under the purview of the city manager. Councilor Pelham seconds the motion.

ROLL CALL

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

Motion Passes 6-0

Councilor Denton makes a motion to implement the reassignment of the treasurer's duties and responsibilities, citing chapter four, section seven of the city's charter, to take effect immediately and the reassignment of the accountant and deputy treasurer from the treasurer's department to the finance department. Councilor Joyner seconds the motion.

ROLL CALL

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

Motion Passes 6-0

REGULAR BUSINESS

R-1 – Storm Water Fee Study (1st reading)- Michael Campbell, Public Works Director

Michael Campbell presented a proposal regarding changes to the city's stormwater utility fee. He explained that the fee, which has been \$4 per month since its creation in 2015, funds the city's stormwater management program. However, the current budget of \$95,000 annually is insufficient to cover maintenance and compliance needs. A study conducted by CDM Smith found that the city's fees are inconsistent with industry standards. Campbell proposed several options for increasing the utility fee to ensure the program's compliance and maintenance, including a staff recommendation to raise the fee to \$8 per month, reduce the industrial credit to 20%, and conduct a fee assessment every four years. Although the proposed increases won't fully fund the program, they will help secure grant funding for capital improvement projects. He highlighted that the \$8 increase would cover expenditures for the next fiscal year, with smaller gaps in the following years. Campbell urged the council to consider the proposed changes for better stormwater management funding.

Councilor Pelham expressed her opposition to the proposed stormwater utility fee increase, emphasizing that the upcoming year, with the new Finance Director, Ms. Stacy, would be the first time the City Council would have an accurate, non-inflated budget. She argued that this would allow for a more informed decision about future fees. Pelham suggested that it would not be fair to increase fees on citizens without fully understanding the financial situation. She pointed out that the projected numbers for the stormwater budget were not concrete, and she felt it was too early to make such decisions. She advocated for waiting until the city's budget was thoroughly reviewed under the new leadership to make a more intelligent decision regarding finances.

Michael Campbell expressed his belief that the stormwater utility fund, being an enterprise fund dedicated solely to stormwater expenses, should aim to cover its own costs. He suggested that there should be more flexibility in managing this fund to ensure it adequately meets its financial needs.

Councilor Joyner expressed concerns about the stormwater utility projections, particularly the consistency of the numbers presented for the next five years. She questioned the accuracy of these figures and requested to see the calculations behind them. She was particularly interested in understanding the breakdown of project costs and the specific projects included in the forecast. Additionally, she pointed out that the program management figures appeared to be fixed, which she felt didn't align with the actual budget history, as past program management costs had varied.

Councilor Joyner asked Mr. Campbell to provide an Excel sheet to show how the numbers were formulated.

Michael Campbell explained that the program management cost, which is related to phosphorous credits and MS4 compliance, is difficult to predict accurately for the next few years. However, he clarified that the number presented is based on current known requirements, which is why it has remained consistent in the projections.

Councilor Denton asked if the reduction in the industry credit from 90% to 20% had been discussed with industry representatives. Michael Campbell responded that there had been no discussion, as there was no scenario where the industry would support this change. However, he acknowledged a recent meeting with a company representative where the matter was reviewed. He clarified that the stormwater fee adjustments, including the rate increase from \$4 to \$8, were part of a long-discussed plan and were included in the approved budget. The decision was based on findings from a third-party study to ensure the rate increase was supported by data.

Mayor Partin expressed support for reducing the industrial credit but voiced concerns about asking citizens to cover 100% of stormwater fees while giving industries a 90% discount. He also emphasized the importance of transparency by requesting a list of upcoming capital projects and their anticipated costs. He suggested moving the stormwater fee from monthly billing to property tax to improve collection rates and reduce future rate increases.

In response, Michael Campbell explained that projects such as paving would begin in the spring to maximize efficiency and reduce costs. He acknowledged that some projects are not yet fully funded, which is why they haven't started, but assured that all paving was planned for the upcoming season. Mayor Partin, however, expressed frustration over the lack of visible progress on capital projects and questioned the justification for the proposed tax increase without seeing results from previous investments.

Vice Mayor Gore raised a point of clarification regarding the agenda. She expressed concerns about the wording of the consent agenda, specifically item C7, which mentions the stormwater fee study and the second reading of the fee, and item R1, which refers to the first reading of the stormwater fee. She pointed out that the agenda's phrasing could be misleading, implying that the second reading of the stormwater fee had already been approved when it had not.

She emphasized the need for clarity and for the record to reflect that the item would come back for discussion in the December meeting. Mayor Partin agreed and suggested that future agendas should clearly distinguish between items that are simply setting a date and those that are up for approval.

Councilor Joyner requested that Mr. Campbell provide a list of upcoming paving projects at a future meeting. She specifically asked for a detailed plan of the projects scheduled for spring. Mr. Campbell agreed to send the list to Dr. Manker by the end of the week. Councilor Joyner expressed appreciation for this action.

R-2 - Aquatic Facility Update- Tabitha Martinez, Recreation and Parks Director

Tabitha Martinez addressed the Council to follow up on a September meeting regarding the Aquatic Facility at the Hopewell Community Center and the long-standing third-party rental agreement with Nova South. She provided an overview of the facility's usage by Nova South, which operates with approximately 88 swimmers and uses most of the community center's six lanes for practices, limiting public access during their sessions.

She discussed the financial aspects, noting the city pays a third party to help operate the pool, and outlined the revenue and costs associated with the facility's use. The city's profits from Nova South were highlighted, showing an increase in the current season.

Martinez also outlined the operational challenges due to staffing shortages, with only two full-time lifeguards and adjustments made to accommodate Nova South's practices outside normal hours. She proposed a policy that treats the arrangement as a facility rental, ensuring that outside agencies do not hinder public access or programming. She emphasized that improving accessibility and inclusion for the community remains a strategic goal. Finally, Martinez planned to submit an internal policy for approval to manage outside facility rentals and ensure equitable access for all residents.

Councilor Pelham asked Tabitha Martinez to clarify the swim fees for Nova South, which range from \$95 to \$215 per swimmer per month. She questioned why the city, rather than Nova South, should pay for an additional lifeguard, especially when the swim team is paying for the facility rental. Martinez explained that the city has historically treated the relationship as a partnership, recognizing the

opportunity it provides for youth and the community. However, she acknowledged the need for adjustments, as it has been a longstanding arrangement for over 15 years.

Councilor Pelham emphasized that taxpayers should not cover costs for services benefiting non-residents. She suggested that the city should not be responsible for paying lifeguard fees and should negotiate the contract annually, considering the city's needs. Martinez agreed that the contract should be renegotiated annually and clarified that while Nova South has offered to cover the cost of the Saturday lifeguard, the city still pays for it. Pelham recommended that the city treat this as a facility rental and ensure better terms for the city's taxpayers.

Vice Mayor Gore expressed concerns about the ongoing partnership between the city and Nova South, believing the city might be subsidizing their business. She questioned the use of city resources, like paying for lifeguards, when the city faces financial struggles elsewhere, such as the need to replace a marquee. She emphasized that taxpayer funds should prioritize the citizens of Hopewell and not be used for outside organizations' activities. Gore pointed out that staff have been resistant to change in long-standing agreements, but she suggested the city must make decisions to avoid being taken advantage of.

Tabitha Martinez acknowledged these concerns and reiterated that she inherited the current agreement but is working to improve it. Gore called for a more equitable MOU (Memorandum of Understanding) that ensures the city's interests are protected and that the relationship doesn't take advantage of city resources. Martinez explained that the MOU for the current season is still under negotiation, and Gore asked for an updated MOU to be presented at the next meeting, addressing these issues for both the current and upcoming seasons.

Dr. Manker, a participant in the discussion, warned against making changes mid-season, as the swim team's parents had already made payments and commitments. Gore adjusted her suggestion to allow for negotiations to take place for the next swim season, not mid-season, focusing on protecting the city's interests moving forward. The motion was amended and agreed upon by the council to negotiate the next contract with the swim team.

Councilor Joyner expressed a desire to see the financials, including an operational summary, to assess whether the current arrangements with Nova are profitable, especially given the rental of lanes and other associated costs. She also raised

concerns about the need for significant capital investment in the pool, citing last year's extended downtime. Additionally, she inquired about the role of Swim RVA in these arrangements.

Tabitha Martinez clarified that Swim RVA is a valuable partner, helping with the second-grade learn-to-swim program and providing lifeguards when needed at no cost to the city. She explained that Swim RVA works with Hopewell's elementary schools without charging them but charges for outside agencies, such as those from Prince George and Chesterfield, unless they provide their own lifeguard.

Martinez then discussed the financial situation with Nova, noting that while the arrangement is not a complete net loss, it is close, with a loss of about \$35,685 after factoring in the costs of lifeguards. She acknowledged that raising rates significantly would make the program unaffordable for families, which complicates adjustments. Additionally, there are concerns that during prime times, when Nova is using the pool, it limits access for families, leading to overcrowding in lanes, which hampers the city's ability to run its own revenue-generating programs like learn-to-swim sessions.

The meeting adjourned due to time passed.

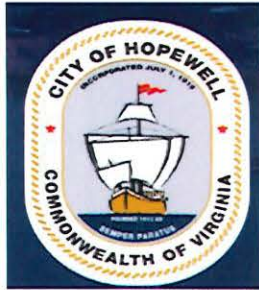
ADJOURNMENT

Respectfully Submitted,

Johnny Partin, Mayor

Brittani Williams, City Clerk

C-2



CITY OF HOPEWELL
COUNCILOR PENDING LIST



<u>REQUEST</u>	<u>REQUESTOR</u>	<u>DATE</u>	<u>NOTES</u>
Delinquent Funds	Jasmine Gore	12/14/2023	City Manager
Housing Commission	Jasmine Gore	12/14/2023	CCR - Hold
Poet Lareate	Brenda Pelham & Jasmine Gore	12/14/2023	CCR (Defer to Pelham)
Beacon Theater LLC	Jasmine Gore	12/14/2023	City Manager
Crisis Support	Jasmine Gore	12/14/2023	City Manager
City Human Resource Policy	Brenda Pelham	12/14/2023	HOLD
Business License Policy	Jasmine Gore	12/14/2023	HOLD
City Credit Card Policy	Brenda Pelham	12/14/2023	CCR
RFP For Financial Services	Councilor Joyner	12/14/2023	HOLD
Meeting with School Board	Vice Mayor Gore	6/11/2024	Pending

C-3

Hopewell Police Department Crime Summary

December 10, 2024



HOPEWELL POLICE DEPARTMENT
 CRIME SUMMARY
 Reporting Date: Dec 1, 2024

Year-to-Date Comparison		Thru Dec 4th				
	2023	2024	# Change	% Change	5 Year Average	% Change to Average
MURDER	6	5	-1	-17%	5	-7%
FORCIBLE RAPE	3	5	2	67%	4	25%
ROBBERY	10	4	-6	-60	16	-75%
AGGRAVATED ASSAULT	58	70	12	21%	55	26%
Violent Crime Total	77	84	7	9%	81	4%
ARSON	5	3	-2	-40%	3	15%
BURGLARY	43	30	-13	-30%	57	-47%
LARCENY	268	312	44	16%	308	1%
MOTOR VEHICLE THEFT	70	108	38	54%	52	109%
Property Crime Total	386	453	67	17%	419	8%
Total Major Crime	463	537	74	16%	500	7%

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

5 Year Average to 11/30

HOPEWELL POLICE DEPARTMENT
Reporting Date: Dec 2, 2024

Suspected Opioid Overdoses 11/30							
	2019	2020	2021	2022	2023	2024	Grand Total
Fatal	10	13	16	16	22	6	83
Non-fatal	62	81	88	75	76	46	428
Grand Total	72	94	104	91	98	52	511

Subject to change as
forensic results are returned

HOPEWELL POLICE DEPARTMENT

Reporting Date: Dec 2, 2024

Verified Shots Fired Jan 1 2023-Dec 1 2023 Vs Jan 1 2024-Dec 1 2024		
2023	2024	2023 Yearly Total-55
55	57	

Neighborhood Watch Meetings

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

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

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

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

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

Ward 3 – 2nd 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 Dec 2024

- 13 - Sworn Vacancies, 1 - Emergency Communications Vacancy
- 4 Law Enforcement Officers are in background investigations.
- Recruitment event is scheduled at Brightpoint Community College on Jan 28, 2025 from 10am-2 pm.
- Crater Criminal Justice Academy graduation ceremony will be held on December 19, 2024, at 11 am at the 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

Community Policing Officers by Ward

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

Downtown Community Engagement

- Foot Patrols were completed
- Business Checks were completed.
- Directed Patrols were completed with no significant activity to report on the unsheltered population.
- Citizens contact/Business Owner contacts were made.
- Officers will be working overtime at the Beacon Theater during scheduled concerts events.



Community Engagement Activities

- The entire supply of Steering Wheel locks were given out on Nov 23, 2024.
- On Dec 7, 2024 Shop with a Cop will be held at Burlington in Colonial Hgts.
- On Dec 15, 2024 Shop with a Cop will be held at Walmart in Colonial Hgts.
- A HEAT event (Help Eliminate Auto Thief) is in the planning stage and the date is to be determined.

C-4

DATE: December 03, 2024
TO: The Honorable City Council
FROM: Yaosca Smith, Director of Human Resources
SUBJECT: Personnel Change Report – November 2024

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
PAULEY, MARSHALL	HOPEWELL WATER RENEWAL	WWT OPERATOR I	11/13/2024
ALLEN, TAMARA	SOCIAL SERVICES	FAMSERVSPEC III	11/13/2024
TILFORD, NAKENDRA	SOCIAL SERVICES	BEN PROG SPC I	11/13/2024
WALKER, BENJAMIN	PUBLIC WORKS	PW MAINT SPEC	11/13/2024
STEWART, PAULA	HOPEWELL WATER RENEWAL	LAB TECH II	11/13/2024
CRAWLEY, JUSTIS	RECREATION	PT ATHLET SITE ASST	11/13/2024

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

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
MINNIX, MICHAEL	FIRE	FIREFIGHTER II/MEDIC	11/01/2024
FLOWERS, CHAUNTEVIA	SOCIAL SERVICES	FAM SERV SUP	11/01/2024
ANGELLO, KRISTEN	SOCIAL SERVICES	BEN PROG SPC I	11/27/2024

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

HOPEWELL FIRE & EMS PERSONNEL UPDATE COUNCIL MEETING 12/10/24

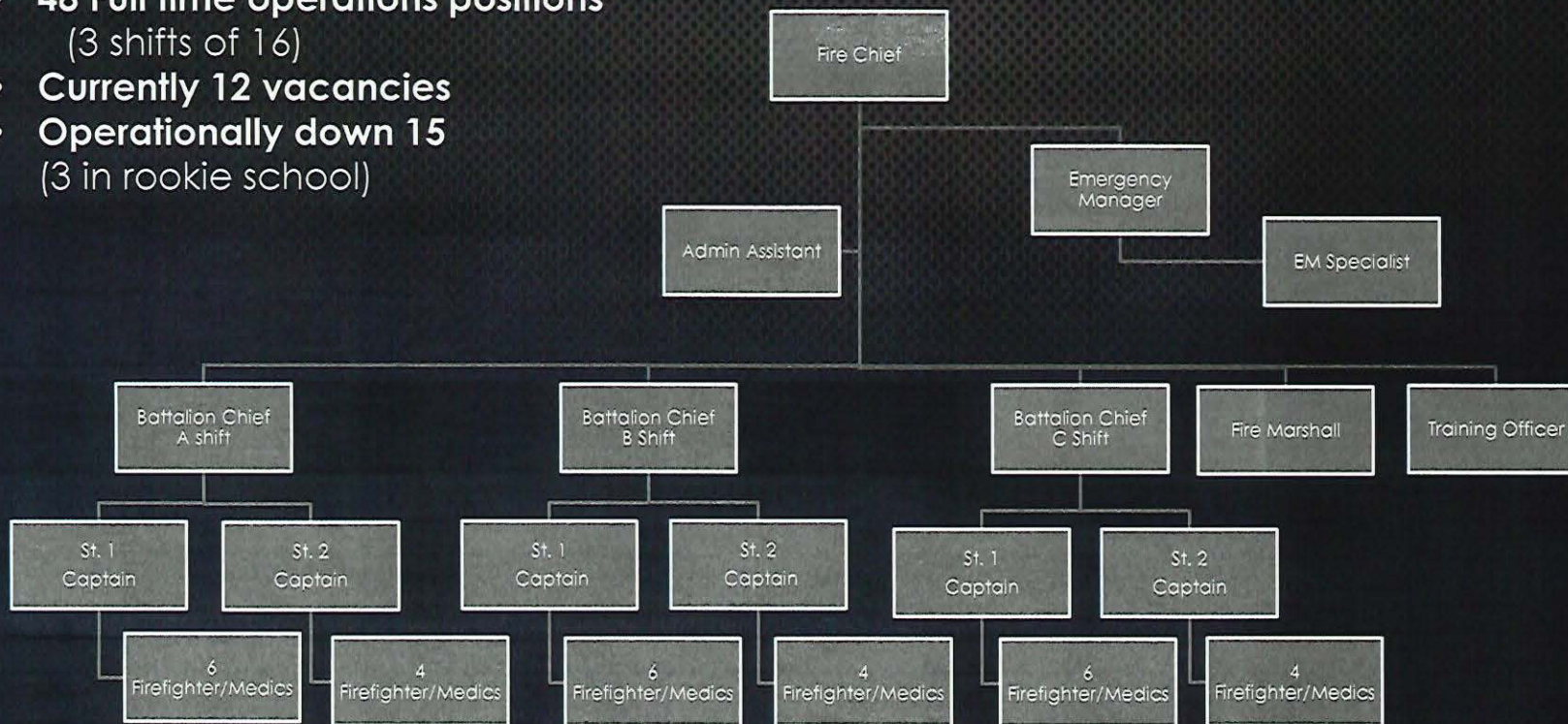
CHIEF RUPPERT



HOPEWELL FIRE & EMS ORGANIZATION



- **48 Full time operations positions**
(3 shifts of 16)
- **Currently 12 vacancies**
- **Operationally down 15**
(3 in rookie school)



DAILY DEPLOYMENT OF OPERATIONAL RESOURCES



- **DAILY STAFFING (MINIMUM 13)**
 - **STATION 1 (8 TOTAL)**
 - 1 BATTALION CHIEF
 - ENGINE 1 (1 CAPTAIN, 2 FIREFIGHTERS)
 - MEDIC 1 (1 MEDIC, 1 FIREFIGHTER)
 - QUINT 1/MEDIC 3 CROSS-STAFFED (1 MEDIC/FIREFIGHTER, 1 FIREFIGHTER)
 - **STATION 2 (5 TOTAL)**
 - ENGINE 2 (1 CAPTAIN, 2 FIREFIGHTERS)
 - MEDIC 2 (1 MEDIC, 1 FIREFIGHTER)

HOPEWELL FIRE & EMS PERSONNEL DEFICIT (FULL STAFFING)



➤ PERSONNEL

▪ OPERATIONS DEFICIT

- NFPA STANDARD 1710 (ORGANIZATION AND DEPLOYMENT OF FIRE SUPPRESSION OPERATIONS BY CAREER FIRE DEPARTMENTS) IDENTIFIES 16 AS THE MINIMUM RESPONSE TO A SINGLE FAMILY HOUSE FIRE.
- WE FIELD 10 MINIMUM WITH 3 ADDITIONAL MEDIC FIREFIGHTER 1 MEMBERS (13 TOTAL)
- THE SAME NFPA STANDARD CALLS FOR 28 FIREFIGHTERS AT A GARDEN STYLE APARTMENT COMPLEX AND EVEN MORE AT HIGH RISES OR INDUSTRIAL RESPONSES
- CURRENTLY CROSS STAFF THE LADDER AND AN AMBULANCE

TEMPORARY STAFFING ADJUSTMENT (MEMO DATED 9/23/24)



- DID NOT CHANGE MINIMUM STAFFING IN THAT WE STILL STAFF UP TO OUR NORMAL MINIMUM OF 13 WHEN ABLE TO DO SO WITHOUT A “DRAFT”.
- DO NOT “DRAFT” MEMBERS UNTIL WE GET TO 11.
- DROP 3RD FIREFIGHTER FROM ENGINES WHEN BELOW 13
- NUMEROUS OPERATIONAL CHANGES TO MAINTAIN SAFETY WHEN BELOW 13
 - MUTUAL AID ENGINE CALLED IN ON ALL STRUCTURE FIRES.
 - CONDUCTED SHIFT TRAINING ON PROCEDURES AT FIRES WHEN AT 11.
- ALTERNATIVE? (BROWN OUT AN AMBULANCE?)

OVERTIME IMPACT ON PERSONNEL



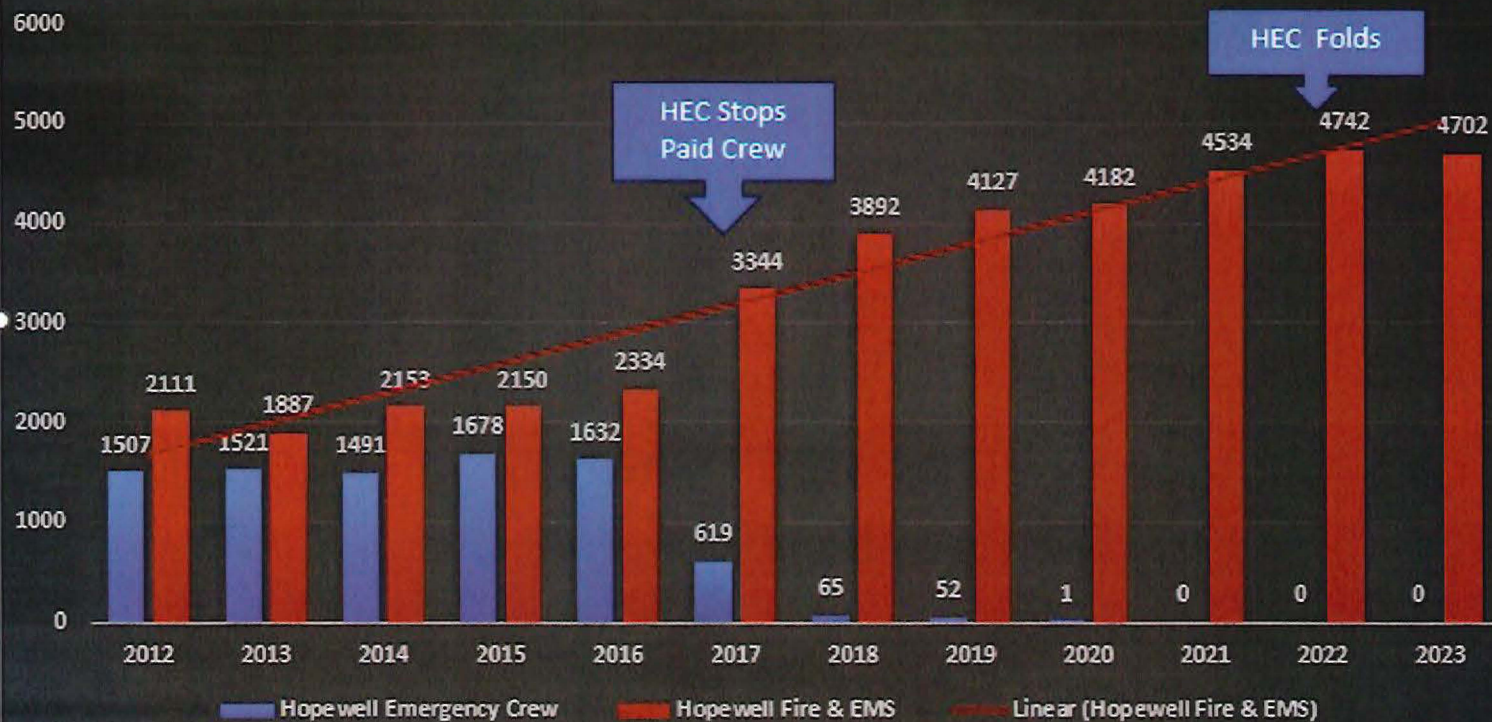
- PERSONNEL ARE OUR GREATEST ASSET
- DRAFTS ARE A SIGNIFICANT NEGATIVE BURDENS ON PERSONNEL
- 7925 OVERTIME HOURS WORKED OVER THE LAST SIX MONTHS
- 4515 OVERTIME HOURS FROM SEPTEMBER 23RD (DATE OF MEMO) TO DATE.
- GREATLY REDUCED THE “DRAFT”

STAFFING								Total
Months	June	July	Aug	Sept	Oct	Nov	4-Dec	
OT SHIFTS FILLED	61	57	58	68	73	90	17	424
Drafted Shifts	18	10	14	22	12	14	3	93
Open Shifts	0	0	0	5	16	24	7	52

EMS CHALLENGE



Hopewell EMS Call Volume



EMS CHALLENGE



NORMAL DAILY OPERATIONS:

- FIELD 2.5 ADVANCED LIFE SUPPORT (ALS) AMBULANCES
 - ALS DEFINITION (STATE: EMT-ENHANCED, HOPEWELL: EMT INTERMEDIATE OR PARAMEDIC)
- FIELD 2 ALS ENGINES
- MAINTAINING THIS WITHOUT SIGNIFICANT OVERTIME REQUIRES 6 ALS PROVIDERS PER SHIFT IN ADDITION TO CAPTAINS (TOTAL OF 18 DEPARTMENT WIDE)

ADJUSTED DAILY OPERATIONS:

- WE ARE DOWN TO 11 ALS PROVIDERS (7 PROVIDER DEFICIT)
- ALLOW CROSS STAFFED MEDIC TO RUN WITH EMT-ENHANCED
- ENGINES ARE NOT ALWAYS ALS

EMS CHALLENGE



EMS FIREFIGHTER I/MEDIC PROGRAM CHALLENGES

- CALL VOLUME ESSENTIALLY DOUBLED SINCE THE LOSS OF PAID EMERGENCY CREW IN 2017.
- RESOURCES TO ADDRESS THIS DOUBLE IN RESPONSE DEMANDS NOT MET WITH SUFFICIENT DEPARTMENT RESOURCES TO ADDRESS THE ISSUE.
- EMS AVERAGES 82% OF CALL VOLUME OVER THE LAST 5 YEARS
- LION'S SHARE OF CALL VOLUME ON ALS PROVIDERS
- 24/48 SCHEDULE NOT CONDUCIVE TO CALL VOLUME RESULTING IN BURNOUT AND TURNOVER (ESPECIALLY WITH OVERTIME BURDEN)
- ESSENTIALLY NO RESPONSE TO ALS RECRUITMENT FOR 6 MONTHS
- PAY NOT COMPETITIVE WITH ANYONE IN THE REGION
- SURROUNDING JURISDICTIONS ALSO HURTING FOR THIS RESOURCE RIGHT NOW

EMS CHALLENGE

SOLUTION (MEMO DATED 10/24/24)

- CHANGE MEDICS TO A 24/72 SCHEDULE
 - ALLOWS FOR ADDITIONAL RECOVERY TIME BETWEEN SHIFTS TO ADDRESS BURNOUT AND TURNOVER
 - HIGHLY SOUGHT AFTER SHIFT NOT OFFERED IN THE AREA
 - OFFERS SOMETHING UNIQUE OUTSIDE OF PAY THAT WILL ATTRACT ALS PROVIDERS
 - WILL REQUIRE ADDING POSITIONS TO ADD AN ADDITIONAL SHIFT
- RESULTS
 - ADVERTISED FOR TWO WEEKS AND HAVE RECEIVED SEVEN VIABLE APPLICATIONS SO FAR.



GOING FORWARD

CURRENT RECRUITMENT EFFORTS:

- HOSTED HIRING OPEN HOUSE ON 11/23 WITH SAME DAY INTERVIEWS
 - USED PAID ADVERTISEMENT ON SOCIAL MEDIA, GOOGLE, AND BILLBOARDS
 - RAN TESTING DATE ON 11/16
 - MADE CONTACTS WITH ABOUT 40 PEOPLE AT THE OPEN HOUSE (VARYING LEVELS OF CERTIFICATION, MOST NEEDING FULL RECRUIT SCHOOL)
 - INTERVIEWED 15 PEOPLE AT OPEN HOUSE
 - RAN TESTING DAY LAST SATURDAY, 12/7
 - OFFERED 3 PEOPLE LAST WEEK, (NONE ALS)
 - PLAN TO OFFER MEDICS THIS WEEK

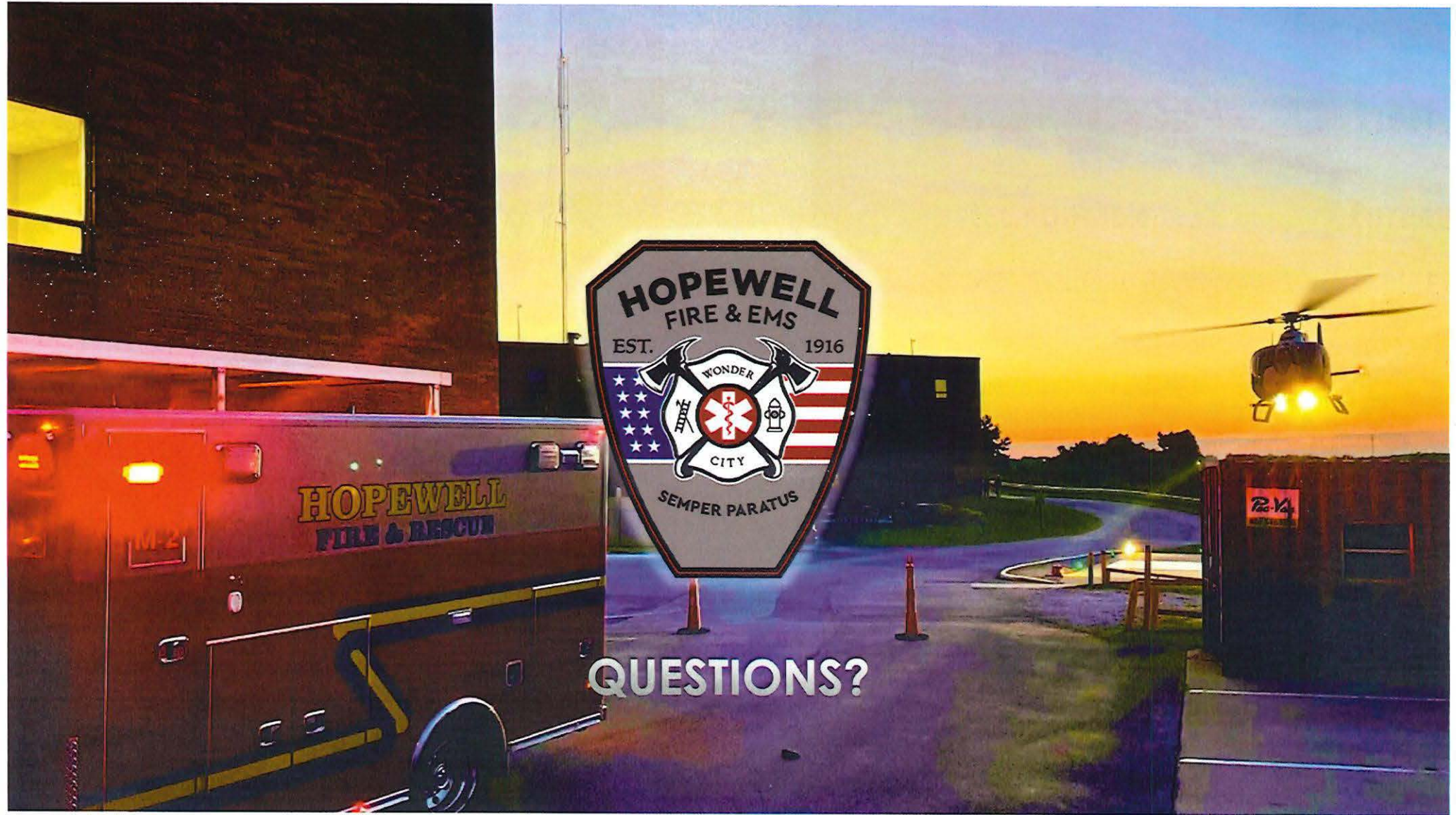


GOING FORWARD (CONTINUED)



FUTURE RECRUITMENT EFFORTS:

- **NEED TO ADJUST PAY TO BE COMPETITIVE**
 - UTILIZE CLASS AND COMP STUDY RESULTS TO ADDRESS PAY DISPARITY WITH THE REGION (CURRENTLY SECOND FROM THE BOTTOM IN THE AREA).
 - ALS INCENTIVES MUST BE ADDRESSED AS PART OF THE COMPENSATION DISCUSSION, AS THIS IS CRITICAL TO BE COMPETITIVE IN THE AREA FOR EMS.
 - APPROVE CAREER DEVELOPMENT TO GIVE FURTHER INCENTIVE FOR NEW EMPLOYEES TO DEVELOP THEMSELVES AND STAY IN THE DEPARTMENT.
- **APPROVE ADDITIONAL EMS POSITIONS TO ALLOW THE 24/72 SCHEDULE TO FUNCTION AS DESIGNED**



QUESTIONS?

COMMUNICATIONS FROM CITIZENS

PUBLIC HEARING

PH-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Stormwater Utility Fee Study Presentation

ISSUE: The City’s Stormwater Program has insufficient funding to administer all of its program components, which include management, maintenance, regulatory compliance, and capital. Due to this, the Program has been heavily reliant on other department funds and outside revenue sources to subsidize the implementation of the City’s Stormwater CIP. The current utility rate structure that funds the city’s Stormwater Program has remained unchanged since its 2015 implementation, which has negatively influenced the Program’s ability to implement a CIP, while simultaneously administering other aspects of the program. Additionally, the existing 90% incentive that is offered to eligible industrial facilities eliminates a large amount of potential revenue generation to assist in program implementation. With assistance from Council, Stormwater Staff hopes to implement its #1 staff-ranked utility rate structure of \$8 fee and 20% incentive for eligible industrial facilities.

RECOMMENDATION: City Council approve the Stormwater Staff’s recommendation of amending the current utility rate structure to an \$8 utility fee and implementing a 20% incentive for eligible industrial facilities.

TIMING: N/A

BACKGROUND: With assistance from the consulting firm, CDMSmith, the City’s Stormwater Staff conducted an assessment of the current rate structure that funds the Stormwater Program. Based off the firm’s finding, the Stormwater Program lacks sufficient revenue generation to support all aspects of the Program’s components. Since these findings, Stormwater Staff have come up with alternative rate structure that they believe will assist most in implementing all program components.

ENCLOSED DOCUMENTS: Utility Fee Presentation, amended ordinance.

SUMMARY:

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

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

STAFF: Michael Campbell, Michael Crocker, Joshua Sementelli

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

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

Y N

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

ARTICLE III. STORMWATER UTILITY

Sec. 14-33. Authority.

The city is authorized by Code of Virginia § 15.2-2114 to establish a utility to enact a system of service charges to support a local stormwater management program consistent with Article 2.3 (Code of Virginia § 62.1-44.15:24 et seq.) of Chapter 3.1 of Title 62.1 or any other state or federal regulation governing stormwater management.

(Ord. of 5-26-2015)

Sec. 14-34. Purpose.

The city council finds that an adequate, sustainable source of revenue for stormwater management activities is necessary to protect the general health, safety, and welfare of residents of the city, and to meet requirements of the city's Virginia Pollution Discharge Elimination System (VPDES) municipal separate storm sewer system (MS4) permit and federal and state regulations to address identified water quality and quantity needs. The city council finds that property with higher amounts of impervious surface area contributes greater amounts of stormwater and pollutants to the storm sewer system and waters of the commonwealth and should carry a proportionate burden of the cost of such activities. Therefore, the city council determines it is in the best interest of the public to enact a stormwater utility fee that shall allocate program costs to all property owners based on the amount of impervious surface area.

(Ord. of 5-26-2015)

Sec. 14-35. Definitions.

The following definitions shall apply to this article unless the context clearly indicates otherwise:

Billing unit means two thousand one hundred (2,100) square feet of impervious surface area. All single-family homes will be billed one (1) billing unit rate.

Director means the director of public works or the director's authorized representative.

Developed property means real property that has been altered from its "natural" state by the addition of any improvements such as buildings, structures and other impervious surface areas. Improvements include, but are not limited to, buildings, patios, driveways, walkways, parking areas, and compacted gravel areas.

Impervious surface area means surface area that is compacted or covered with material that is highly resistant to or prevents infiltration by water, including, but not limited to, most conventionally surfaced streets (including gravel), roofs, sidewalks, parking lots, and other similar structures.

Municipal separate storm sewer system (MS4) means a conveyance or system of conveyances that is owned by a state, city, town, village, or other public entity that discharges to waters of the U.S.; designed or used to collect or convey stormwater (including storm drains, pipes, ditches, etc.); not a combined sewer; and not part of a publicly owned treatment works (sewage treatment plant).

Stormwater best management practice means activities, prohibition of practices, maintenance procedures and other management practices, including both structural and non-structural practices, to prevent or reduce pollution of surface waters and groundwater systems.

Stormwater management facility means a structural control measure that controls stormwater runoff and changes the characteristics of that runoff including, but not limited to, the quantity and quality, the period of release, or the velocity of flow. A stormwater management facility is a type of stormwater best management practice.

Unimproved parcel means any parcel that has less than five hundred (500) square feet of impervious surface area.

Utility fee means any permit or local program fees allowed by Commonwealth of Virginia State Code.

(Ord. of 5-26-2015)

Sec. 14-36. Stormwater utility fee.

- (a) A stormwater utility fee is hereby imposed on every parcel of real property in the city that appears on the real property assessment rolls as of July 1 of each year and contains greater than five hundred (500) square feet of impervious surface area.
- (b) When new properties or impervious surface areas are brought into the utility system, such as from new construction, fees will accrue or increase commencing on the next billing cycle as established in section 14-42(a).

The billing rate per billing unit to be used for calculating the stormwater utility fee shall be ~~forty-eight dollars (\$48.00)~~ per year. City council may modify the billing rate in the future.

Commented [JS1]: Ninety six dollars (96.00)

All stormwater utility fees and other income from the fees shall be deposited into the stormwater enterprise fund. The funds deposited shall be used exclusively to provide services and facilities related to the stormwater management program pursuant to the provisions of the Code of Virginia § 15.2-2114.

The stormwater utility [fees] shall be in effect starting July 1, 2015.

The stormwater utility [fees] shall be under the administration of the director.

Consistent with Code of Virginia § 15.2-2114, the stormwater utility fee shall be waived in its entirety for the following:

- (1) A federal, state, or local government, or public entity that holds a permit to discharge stormwater from a municipal separate storm sewer system (MS4); except that the waiver of charges shall apply only to property covered by any such permit; and
- (2) Public roads and street rights-of-way that are owned and maintained by state or local agencies including property rights-of-way acquired through an acquisitions process.

(Ord. of 5-26-2015)

Sec. 14-38. Stormwater utility fee calculations.

Unless otherwise specified in this article, the annual stormwater utility fee for all property in the city shall be calculated in the following manner:

- (1) Determine the impervious surface area of each parcel of real property in square feet;
- (2) Divide the property's impervious surface area by the billing unit;

-
- (3) Round the resulting calculation to the nearest whole number to determine the billing units and multiply by the billing rate established to obtain the annual stormwater utility fee for the property.

The stormwater utility fee is applicable to condominium unit owners and to property held by a common interest community association, as defined in Code of Virginia § 55-528. The common area within the common interest community shall be evenly divided among the individually owned parcels, or as per an alternative methodology, as determined by the director, including but not limited to directly charging the association based on the methodology described in subsection (a) above.

(Ord. of 5-26-2015)

Sec. 14-39. Stormwater enterprise fund.

The stormwater fund is hereby established as a dedicated enterprise fund. The fund shall consist of revenue generated by the stormwater utility fee as well as any other deposits that may be made from time to time by the city council.

The stormwater fund shall be dedicated special revenue used only to pay for or recover costs for the following:

- (1) The acquisition, as permitted in Code of Virginia § 15.2-1800, of real and personal property, and interest therein, necessary to construct, operate, and maintain stormwater control facilities;
- (2) The cost of administration of the stormwater program;
- (3) Planning, design, engineering, construction, and debt retirement for new facilities and enlargement or improvement of existing facilities, whether publicly or privately owned, that serve to control stormwater;
- (4) Facility operation and maintenance;
- (5) Monitoring of stormwater control devices and ambient water quality; and
- (6) Other activities consistent with the state or federal regulations or permits governing stormwater management, including, but not limited to, public education, watershed planning, inspection and enforcement activities, and pollution prevention planning and implementation.

(Ord. of 5-26-2015)

Sec. 14-40. Billing, payment, and penalties.

The stormwater utility fee shall be divided into twelve (12) equal payments over a year period, where the owner and/or occupant of each parcel of real property shall be billed on a monthly basis. Such bills or statements shall be included on and payable with the parcel's sewer and refuse bill. Properties that do not receive a sewer and refuse bill will receive an annual bill via the city's real estate tax bill in conjunction with the city's standard real estate tax billing cycle. Any fee not paid in full by the respective due date(s) shall be considered delinquent.

All payments received shall be credited firstly towards stormwater, then to sewer, and then lastly towards refuse charges.

A delinquent Stormwater Utility Fee shall accrue interest at the legal rate provided in Code of Virginia § 6.2-301(A). Such interest shall be applied to late payments overdue for more than thirty (30) days, and shall be calculated for the period commencing on the first day such fee is first due, until the date the fee is paid in full.

(Supp. No. 6)

Created: 2024-10-02 09:05:54 [EST]

Any delinquent stormwater utilities fee, together with all interest due, shall constitute a lien on the property on which assessed ranking on parity with liens for unpaid taxes and shall be collected in the same manner as provided for the collection of unpaid taxes.

(Ord. of 5-26-2015)

Sec. 14-41. Stormwater utility fee credits.

The director shall administer a system of credits in accordance with Code of Virginia § 15.2-2114.D that provide for partial waivers of charges to any person who installs, operates, and maintains an approved stormwater best management practice that achieves a permanent reduction in stormwater flow or pollutant loadings. The credit policy shall also, in accordance with Code of Virginia § 15.2-2114.E, provide for full or partial waivers of charges to public or private entities that implement or participate in strategies, techniques or programs that reduce stormwater flow or pollutant loadings, or decrease the cost of maintaining or operating the public storm sewer system and stormwater program.

The director shall develop written policies to implement the credit system, which shall include a requirement for participating property owners and/or occupants to provide maintenance verification to the city and for the owner to enter into a maintenance agreement with an inspection schedule for inspecting the best management practice(s) that justify the credit. No credit will be authorized until the city council approves written policies to implement the system of credits; a copy of the approved policies shall be on file with the public works department.

City council may modify the adopted system of credits to apply to future stormwater best management practices. ~~Previously granted credits shall be grandfathered so that existing credits cannot be modified as long as the property owner continues to provide maintenance verification and meets the requirements of the maintenance agreement.~~

~~Every four years a utility fee assessment shall be conducted to ensure revenue generated from the utility fee is adequate and a sustainable source of revenue for stormwater management activities necessary to protect the general health, safety, and welfare of residents of the city, and to meet requirements of the city's Virginia Pollution Discharge Elimination System (VPDES) municipal separate storm sewer system (MS4) permit and federal and state regulations to address identified water quality and quantity needs.~~

Except for new construction, applications for credits will be made by each year by December 31, with an approved credit to be effective on the following July 1. Applications received between January 1 and July 1 of each year will be reviewed and an approved credit to be effective on the following July 1.

(Ord. of 5-26-2015)

Sec. 14-42. Petitions for adjustments.

Any property owner may request an adjustment of the stormwater utility fee by submitting a request in writing to the director within thirty (30) days after the date the bill is mailed or issued to the property owner. Grounds for adjustment of the stormwater utility fee are limited to the following:

- (1) An error was made regarding the square footage of the impervious surface area of the property;
- (2) The property is exempt under the provisions of section 14-36(g);
- (3) There is a mathematical error in calculating the stormwater utility fee;
- (4) The identification of the property owner invoiced is in error; or
- (5) An approved credit was incorrectly applied.

The property owner shall complete a petition for adjustment form available on the city's website or supplied by the director.

If the applicant alleges an error in the amount of the impervious surface area, the applicant shall provide a plot, plan, or map showing all impervious surface areas within the property's boundaries, including buildings, patios, driveways, walkways, parking areas, compacted gravel areas, and any other separate impervious surface area structures. The applicant shall label dimensions of impervious surface area areas and showing the areas believed to be incorrect.

The requirement for a plan view of the property's impervious surface area are required in subsection (b) above may be waived by the director, if at the sole discretion of the director the error is obvious and is the result of technical error or oversight by the city. In such case, the city shall be responsible for recalculating the impervious surface area of the property.

The director shall make a determination within forty-five (45) days of receipt of a complete submittal for the request for adjustment. In the event that the director finds that the information provided in support of the request for an adjustment is deficient or incomplete, the director shall offer the owner sixty (60) days to supply the missing information. The forty-five (45) day time for a decision will begin at such time as the requested information is provided if the information requested is not provided to the director within sixty (60) days of the original request, the petition will be deemed withdrawn.

Any owner and/or occupant requesting an adjustment of the stormwater utility fee who is aggrieved by a decision of the director may file an appeal with the Hopewell Circuit Court if allowed by state law.

(Ord. of 5-26-2015)

Secs. 14-43—14-50. Reserved.

DEPARTMENT OF PUBLIC WORKS

Revisions to Chapter 14; Article III – Stormwater Utility Fee

BACKGROUND

- ▶ The City of Hopewell Stormwater Management Program is currently funded by a \$4 monthly utility fee. The utility fee is exclusively used to “provide services and facilities related to the Stormwater Management Program.”
- ▶ Since March, 2024, the City has been working with CDMSmith, a consulting firm, to conduct a study assessing the City Stormwater Program utility rate structure.
- ▶ On October 22nd, 2024, a representative with CDMSmith presented their findings from the above-referenced study to City Council.

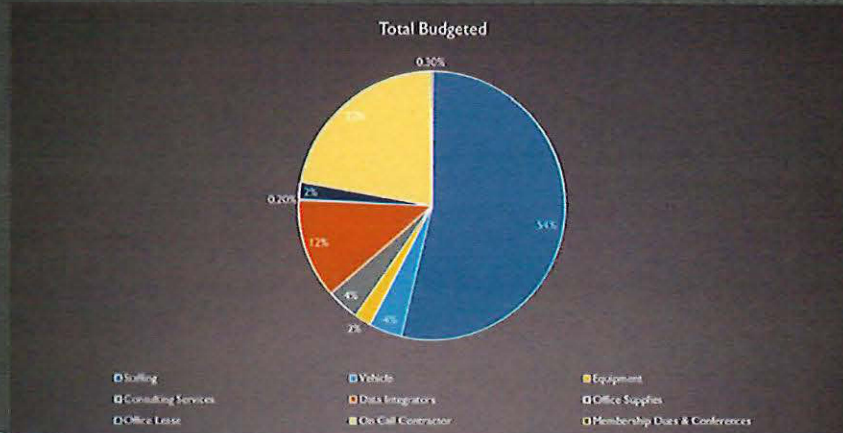
ADDITIONAL INFORMATION

- ▶ Since the inception of the City's stormwater utility fee (July, 2015), the current rate has remained unchanged.
- ▶ Based on findings from the Utility Fee Assessment, the current utility rate structure is inadequate to support city needs, implement identified capital needs, and maintain compliance with regulatory requirements.
- ▶ Additionally, the current fee credit program in place is inconsistent with peer cities and general industry standards.
- ▶ Current utility fee credits provided to large industry within the City largely hampers the City's revenue generation.
- ▶ City staff has come up with four viable options for City Council's consideration to implement changes in the current utility rate structure.

EXISTING STORMWATER UTILITY STRUCTURE

Program Components	FY25	FY26	FY27	FY28	FY29
Program Management	\$ 340,000.00	\$ 340,000.00	\$ 340,000.00	\$ 340,000.00	\$ 340,000.00
Regulatory Compliance	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Operations & Maintenance	\$ 525,000.00	\$ 525,000.00	\$ 525,000.00	\$ 525,000.00	\$ 525,000.00
Capital Improvements	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Total Annual Budget	\$ 905,000.00	\$ 905,000.00	\$ 905,000.00	\$ 905,000.00	\$ 905,000.00

BUDGET BREAKDOWN



STAFF RANKING #4 – \$4 UTILITY FEE AND 20% INCENTIVE

Program Components	FY25	FY27	FY28	FY29	FY30	FY31	FY32
Management	\$ 340,282	\$ 340,282	\$ 340,282	\$ 340,282	\$ 340,282	\$ 340,282	\$ 340,282
Maintenance	\$ 523,353	\$ 523,353	\$ 523,353	\$ 523,353	\$ 523,353	\$ 523,353	\$ 523,353
Regulatory Compliance	\$ 308,000	\$ 308,000	\$ 308,000	\$ 308,000	\$ 48,000	\$ 15,000	\$ 15,000
Capital	\$ -	\$ -	\$ -	\$ -	\$ 265,000	\$ 239,000	\$ 239,000
Total	\$ 1,171,635	\$ 1,171,635	\$ 1,171,635	\$ 1,171,635	\$ 1,171,635	\$ 1,171,635	\$ 1,171,635

* Indicates lack of funding to meet regulatory compliance

STAFF RANKING #3 – 8-YEAR, 50¢ ANNUAL INCREASE OF UTILITY FEE & 20% INCENTIVE

Program Components	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Management	\$ 340,282	\$ 340,282	\$ 340,282	\$ 340,282	\$ 340,282	\$ 340,282	\$ 340,282	\$ 340,282
Maintenance	\$ 523,353	\$ 523,353	\$ 523,353	\$ 523,353	\$ 523,353	\$ 523,352	\$ 523,352	\$ 523,352
Regulatory Compliance	\$ 458,000	\$ 458,000	\$ 344,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Capital Program	\$ -	\$ -	\$ 413,000	\$ 892,000	\$ 1,042,000	\$ 1,191,000	\$ 1,341,000	\$ 1,491,000
Total	\$ 1,321,635	\$ 1,321,635	\$ 1,620,635	\$ 1,771,635	\$ 1,820,635	\$ 2,069,635	\$ 2,219,635	\$ 2,369,634

* Indicates lack of funding to meet regulatory compliance

STAFF RANKING #2 – 2-YEAR, \$2 ANNUAL INCREASE OF UTILITY FEE & 20% INCENTIVE

Program Components	FY26	FY27	FY28	FY29	FY30
Management	\$ 340,282	\$ 340,282	\$ 340,282	\$ 340,282	\$ 340,282
Maintenance	\$ 523,354	\$ 523,353	\$ 523,353	\$ 523,353	\$ 523,353
Regulatory Compliance	\$ 637,500	\$ 637,500	\$ 15,000	\$ 15,000	\$ 15,000
Capital Program	\$ 269,500	\$ 873,500	\$ 1,496,000	\$ 1,496,000	\$ 1,496,000
Total	\$ 1,770,635	\$ 2,374,635	\$ 2,374,635	\$ 2,374,635	\$ 2,374,635

STAFF RANKING #1 – \$8 UTILITY RATE & 20% INCENTIVE

Program Components	FY26	FY27	FY28	FY29	FY30
Management	\$ 340,282	\$ 340,282	\$ 340,282	\$ 340,282	\$ 340,282
Maintenance	\$ 523,354	\$ 523,353	\$ 523,353	\$ 523,353	\$ 523,353
Regulatory Compliance	\$ 637,500	\$ 637,500	\$ 15,000	\$ 15,000	\$ 15,000
Capital Program	\$ 873,500	\$ 873,500	\$ 1,496,000	\$ 1,496,000	\$ 1,496,000
Total	\$ 2,374,636	\$ 2,374,635	\$ 2,374,635	\$ 2,374,635	\$ 2,374,635

STAFF RECOMMENDED UTILITY STRUCTURE VS. EXISTING RATE STRUCTURE

Program Components	FY26	FY27	FY28	FY29	FY30
Management	\$ 340,282	\$ 340,282	\$ 340,282	\$ 340,282	\$ 340,282
Maintenance	\$ 523,354	\$ 523,353	\$ 523,353	\$ 523,353	\$ 523,353
Regulatory Compliance	\$ 637,500	\$ 637,500	\$ 15,000	\$ 15,000	\$ 15,000
Capital Program	\$ 873,500	\$ 873,500	\$ 1,496,000	\$ 1,496,000	\$ 1,496,000
Total	\$ 2,374,636	\$ 2,374,635	\$ 2,374,635	\$ 2,374,635	\$ 2,374,635

Program Components	FY25	FY26	FY27	FY28	FY29
Program Management	\$ 340,000.00	\$ 340,000.00	\$ 340,000.00	\$ 340,000.00	\$ 340,000.00
Regulatory Compliance	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Operations & Maintenance	\$ 525,000.00	\$ 525,000.00	\$ 525,000.00	\$ 525,000.00	\$ 525,000.00
Capital Improvements	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Total Annual Budget	\$ 905,000.00	\$ 905,000.00	\$ 905,000.00	\$ 905,000.00	\$ 905,000.00

STORMWATER CAPITAL PROJECTS

Capital Projects	FY25	FY26	FY27	FY28	FY29
Richmond St. & Petersburg St. Improvements	-	\$ 1,894,000.00	\$ 1,800,000.00	\$ 1,693,000.00	\$ 1,693,000.00
Wagner Ave. & Hooker St. Improvements	\$ 226,000.00	-	\$ 1,306,000.00	\$ 1,306,000.00	-
Hank's Pond/Dam at Peterson Mill	\$ 123,000.00	-	-	-	-
Heretick Ave Drainage Improvement	\$ 704,000.00	\$ 643,000.00	-	-	-
Grace St. - Replace SW Aprons	-	-	-	-	-
Weston Circle - Repair East Culvert	-	-	-	-	-
Route 10 Outfall #2 - Erosion Issues	-	-	-	-	-
Route 10 Outfall #3 - Erosion Issues	-	-	-	-	-
Wagner Ave. - Pipe Joint Issues	-	-	-	-	-
3307 Hampton Ave. Culvert	-	-	-	-	-
E. Randolph Rd. Drainage Improvements	-	-	-	-	-
Burnside St. & Riverview Ave.	-	-	-	-	-
2916 Western St.	-	-	-	-	-
W. Broadway & N. 2nd Ave.	-	-	-	-	-
Winston Churchill near Plant St.	-	-	-	-	-
Brooklawn	-	-	-	-	-
3500 W. Broadway	-	-	-	-	-
300 - 400 Mansion Dr.	-	-	-	-	-
N. 6th Ave. Improvements	-	-	-	-	-
Davis St. & 6th Ave. to 8th Ave.	-	-	-	-	-
Libby Ave. Triple Culvert Replacement	-	-	-	-	-
Dendron St., Sycamore St., Dinwiddie St.	-	-	-	-	-
Hill Ave. & Hooker St. Improvements	-	-	-	-	-
Cattail Creek Improvements at NS RR	-	-	-	-	-
Virginia St. & Edgewood Blvd.	-	-	-	-	-
Sherwood Dr.	-	-	-	-	-
Cattail Creek Mt. Carmel Church	-	-	-	-	-
Maple St.	-	-	-	-	-
New York Ave.	-	-	-	-	-
Garland Ave.	-	-	-	-	-
Carolina Ave.	-	-	-	-	-
Delaware Ave.	-	-	-	-	-
Total	\$ 1,053,000.00	\$ 2,537,000.00	\$ 3,106,000.00	\$ 2,999,000.00	\$ 1,693,000.00

STAFF RECOMMENDATIONS

- ▶ Increase the base rate for the utility fee from \$4 to \$8.
- ▶ Reduce the current 90% utility fee incentive offered to large industry, and replace it with a 20% incentive.
- ▶ Conduct a stormwater utility fee assessment every four years, and ensure that the necessary funds are budgeted for during each budgeting cycle.

PH-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Public Hearing on a Conditional Use Permit Request to construct a single-family dwelling on non-conforming lot, Parcel #027-0240, located on Bank St.

ISSUE: City Zoning Ordinance allows for the construction of single-family dwellings on non-conforming lots with the approval of a CUP. Conditions of approval can be set.

RECOMMENDATION: The City Administration recommends approving the CUP request with conditions.

TIMING: City Council action is requested on December 10, 2024.

BACKGROUND: Due to delays at the Planning Commission level and the uncertainty of whether a work session would be available, staff advertised for a public hearing at the 1st reading.

ENCLOSED DOCUMENTS: CUP application, staff report, presentation

STAFF: Christopher Ward, Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | | | | | | |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|--|
| Y | N | | Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Rita Joyner, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Dominic Holloway, Sr., Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4 | | | |

CONDITIONAL USE PERMIT REQUEST

Single-Family Dwelling on a Non-Conforming Lot

Parcel #027-0240 - Bank St.

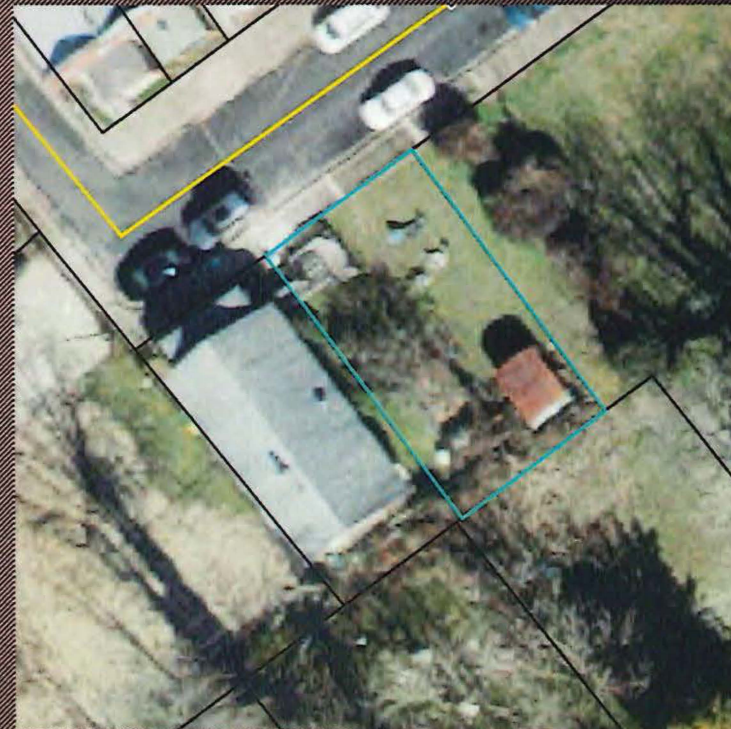
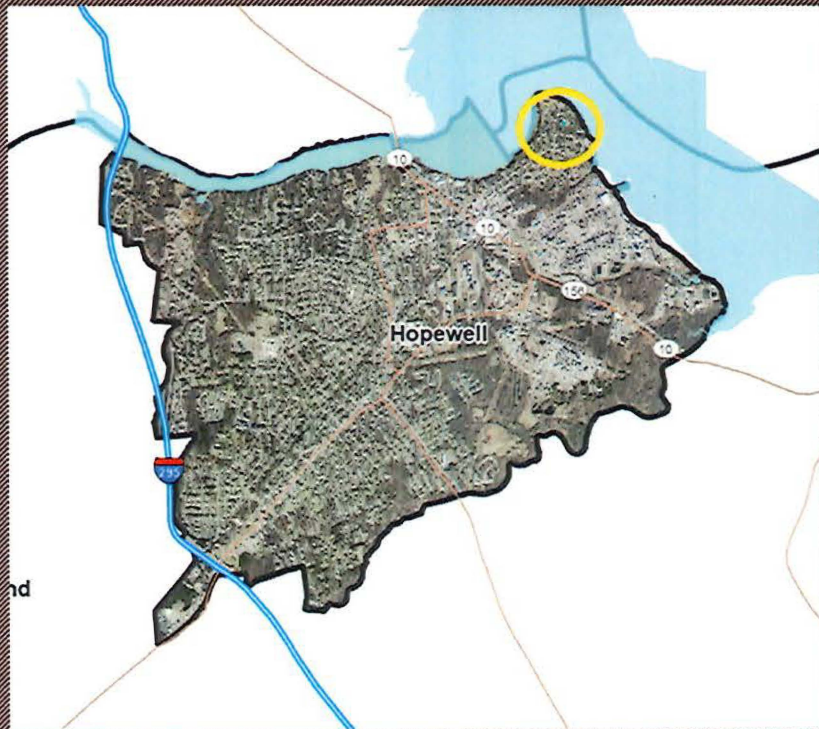
CITY COUNCIL PUBLIC HEARING

November 14, 2024

CUP REQUEST: SFD on Non-Conforming Parcel #027-0240

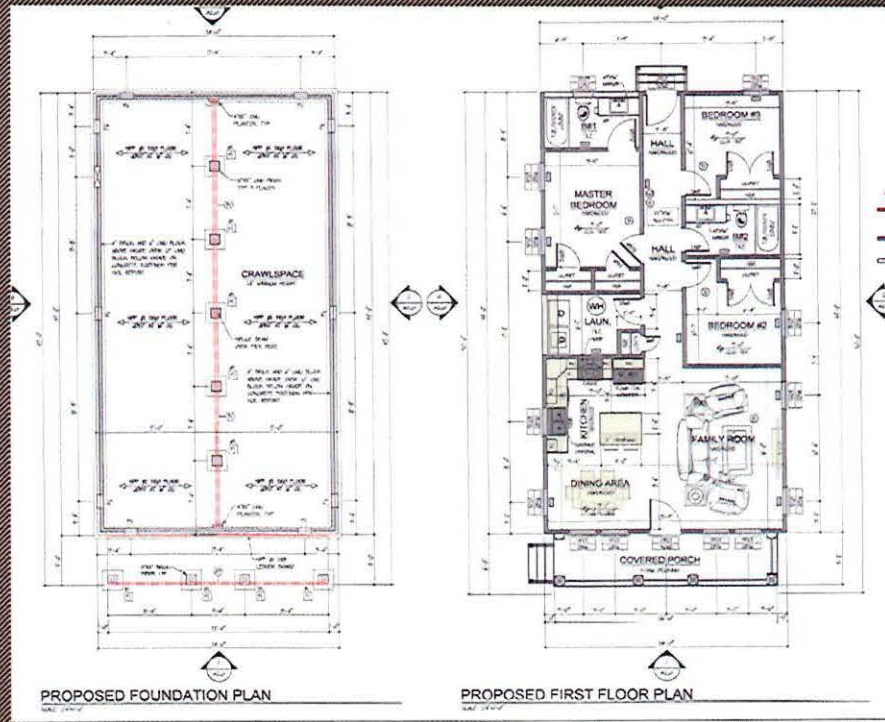
- APPLICANT: Falukorv LLC
- WARD: 1
- CURRENT ZONING: TH-1 Tourist Historic District
- REQUEST: Construct SFD
- PUBLIC NOTICE: Ads in Progress-Index, letters to adjacent property owners, sign placed at property

CUP REQUEST: SFD on Non-Conforming Parcel #027-0240



CUP REQUEST: SFD on Non-Conforming Parcel #027-0240

- 1 story SF Dwelling
- 3 Bedroom; 2 Bath
- 1,056sf



Staff Analysis

7 CUP Approval Criteria	✓
Comprehensive Plan	✓

- The TH-1 District calls for leniency with yard sizes and setbacks due to its historic nature
- Applicant has already received ARB approval for design and BZA approval for variance to yard requirements.
- Proposed house mimics neighboring property as it would have in the past.

Staff Recommendation

Staff recommends approval of the CUP with the following conditions:

1. The new single-family dwelling will be in substantial conformance with the set of house plans and modifications approved by the Architectural Review Board on September 4, 2024.

Public Comment

The Development Department has not received any written or spoken comment.

No public was offered at the Planning Commission public hearing held on November 14, 2024.

Planning Commission Recommendation

Planning Commission recommends approval 3-0 of the CUP with the following conditions:

1. The new single-family dwelling will be in substantial conformance with the set of house plans and modifications approved by the Architectural Review Board on September 4, 2024.

CUP REQUEST: SFD on Non-Conforming Parcel #027-0240

Questions?

Applicant: Sandra Arnold, Falukov LLC

City of Hopewell, VA
Permits / Inspect... - 20240998ICUP - 2024
028659-0002 debra mc... 09/18/2024 09:37AM
0
CONDITIONAL USE PERMIT - REVIEW 300.00
Payment Amount: 300.00
Transaction Amount: 300.00
IP Develop: *****3918

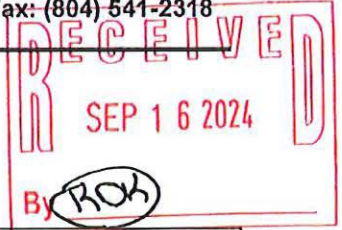


The City
of
Hopewell, Virginia

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

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300



APPLICATION # 20240998

APPLICANT: FALUKORV LLC
ADDRESS: 9962 BROOK RD #672
GLEN ALLEN, VA 23059
PHONE #: 804-655-1724 FAX #: _____
EMAIL ADDRESS: INFO@VILLAARNOLD.COM

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

OWNER: FALUKORV, LLC SANDRA ARNOLD, MGR
ADDRESS: 9962 BROOK RD #672
GLEN ALLEN, VA 23059
PHONE #: 804-655-1724 FAX #: _____


PROPERTY ADDRESS / LOCATION:
BANK STREET, HOPEWELL, VA 23860

PARCEL #: 0270240 ACREAGE: 0.055 ZONING: TH-1

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

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

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

<p>THIS REQUEST FOR A CONDITIONAL USE PERMIT IS FILED UNDER SECTION _____ OF THE ZONING ORDINANCE.</p>	
<p>PRESENT USE OF PROPERTY: CURRENTLY THIS IS AN VACANT INFILL LOT</p> <p>_____</p> <p>_____</p>	
<p>THE CONDITIONAL USE PERMIT WILL ALLOW: PLEASE SEE ATTACHED</p> <p>_____</p> <p>_____</p>	
<p>PLEASE DEMONSTRATE THAT THE PROPOSAL AS SUBMITTED OR MODIFIED WILL NOT AFFECT ADVERSELY THE HEALTH, SAFETY, OR WELFARE OF PERSONS RESIDING OR WORKING IN THE NEIGHBORHOOD OF THE PROPOSED USE. PLEASE SEE ATTACHED</p> <p>_____</p> <p>_____</p>	
<p>PLEASE DEMONSTRATE THAT THE PROPOSAL WILL NOT BE DETRIMENTAL TO PUBLIC WELFARE OR INJURIOUS TO THE PROPERTY OR IMPROVEMENTS IN THE NEIGHBORHOOD.</p> <p>PLEASE SEE ATTACHED</p> <p>_____</p>	
<p>PLEASE DEMONSTRATE HOW THE PROPOSAL AS SUBMITTED OR MODIFIED WILL CONFORM TO THE COMPREHENSIVE PLAN AND THE PURPOSES AND THE EXPRESSED INTENT OF THE ZONING ORDINANCE. PLEASE SEE ATTACHED</p> <p>_____</p> <p>_____</p>	
<p><i>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.</i></p>	
<p> _____ APPLICANT SIGNATURE</p>	<p>9/18/24 _____ DATE</p>
<p>Sandra Arnold, Mgr _____ APPLICANT PRINTED NAME</p>	
<p>OFFICE USE ONLY</p>	
<p>DATE RECEIVED 9-16-24 to Chris via email DATE OF ACTION _____</p>	
<p>_____ APPROVED _____ DENIED</p>	
<p>_____ APPROVED WITH THE FOLLOWING CONDITIONS:</p> <p>_____</p> <p>_____</p> <p>_____</p>	

CONDITIONAL USE PERMIT APPLICATION

Application #

Applicant: FALUKORV LLC

Parcel #: 0270240

Property address/location: Bank Street, Hopewell, VA 23860

THE CONDITIONAL USE PERMIT WILL ALLOW:

Obtaining the Conditional Use Permit will enable me to construct a new single-family dwelling on my non-conforming lot in the City Point historical district. Despite the non-conformities, I have successfully secured a variance for the set-back and lot area and received a Certificate of Appropriateness from the Architectural Review Board (ARB), ensuring that the design adheres to the historical context. The CUP will allow the development of an affordable, high-quality, aesthetically appropriate bungalow-style residence that will contribute positively to the historical district and enhance the overall character of the neighborhood. The proposed house will be a 1,056 square foot, single-story, bungalow-style residence featuring 3 bedrooms and 2 bathrooms.

PLEASE DEMONSTRATE THAT THE PROPOSAL AS SUBMITTED OR MODIFIED WILL NOT AFFECT ADVERSELY THE HEALTH, SAFETY, OR WELFARE OF PERSONS RESIDING OR WORKING IN THE NEIGHBORHOOD OF THE PROPOSED USE:

The proposed new house will significantly benefit the neighborhood by addressing health, safety, and affordability concerns while enhancing the area's visual appeal and historical charm. With Hopewell's aging housing stock—many units from before the 1970s—the introduction of a modern, energy-efficient home is crucial. This well-designed, single-family dwelling, inspired by local architectural traditions, will blend seamlessly with existing structures, maintaining the historical integrity of the City Point district. It will improve neighborhood stability, property values, and attract new residents, fostering community growth and investment. Overall, the development will support both the aesthetic and economic vitality of Hopewell, contributing to the well-being of its residents.

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

The proposed development has been carefully planned to avoid any negative impact on public welfare or neighboring properties. The house's design has been thoroughly reviewed and approved by the ARB, ensuring it adheres to historical aesthetics and complements the surrounding architecture. Furthermore, the property has been designed to include features that enhance rather than detract from the neighborhood's character. The single-story bungalow will maintain a low profile, minimizing any potential visual impact. In addition, the construction will be undertaken with attention to detail and quality, ensuring that it does not introduce any hazards or nuisances that could be detrimental to neighboring properties or the community.

PLEASE DEMONSTRATE HOW THE PROPOSAL AS SUBMITTED OR MODIFIED WILL CONFORM TO THE COMPREHENSIVE PLAN AND THE PURPOSES AND THE EXPRESSED INTENT OF THE ZONING ORDINANCE:

The proposed development of a new home aligns closely with the comprehensive plan and the expressed intent of the zoning ordinance. Specifically, it supports the action plan recommendations from the Comprehensive Plan and the VCU study aimed at enhancing the City Point Historic District.

According to the VCU study, one of the key recommendations (Recommendation No. 9) is "Selective Housing Redevelopment & Infill," which advocates for the redevelopment of vacant buildings and lots to create new housing opportunities. By proposing to build on a vacant lot in the City Point Historic District, this project directly addresses this recommendation. It introduces a new residential option that enhances the district's appeal while respecting its historic character.

Additionally, Recommendation No. 12 emphasizes the need to "improve neighborhood appearance." The new bungalow-style home is designed to complement the historic architecture of the district, enhancing the visual appeal of the area. The careful design and construction will contribute positively to the neighborhood's aesthetic, aligning with the goal of improving the overall appearance and attractiveness of the City Point Historic District.

The proposal also aligns with the comprehensive plan's goal of revitalizing Hopewell's housing stock and making the city a more attractive place to live, visit, and invest. By adhering to the ARB's design guidelines and contributing new, quality housing, this development supports the broader vision of leveraging the district's historic and natural attributes, contributing to its standing as a premier place for residents and visitors alike.



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

09/18/2024 09:37AM debra m.
026659-0002 000230746
Payment Effective Date 09/18/2024

PERMITS / INSPECTIONS

CONDITIONAL USE PERMIT -
REVIEW

2024 Item: 202409981CUP \$300.00
Payment Id: 364582

\$300.00

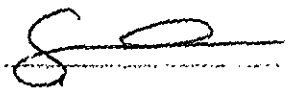
Subtotal \$300.00
TP CC Fee \$9.75
Total \$309.75

REDEVELOPMENT FEE \$309.75
Visa *****3918
Ref=4f959463-e90f-4b4e-9953-e44552b5fa96
Auth=02001G

Change due \$0.00

Paid by: CARDHOLDER/VISA



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TylerPayments



**REQUEST FOR CONDITIONAL USE PERMIT
TO CONSTRUCT A SINGLE-FAMILY DWELLING ON NON-
CONFORMING PARCEL #027-0240 IN THE TH-1
DISTRICT, LOCATED ON BANK ST.**



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, Sandra Arnold of Falukorv LLC, requests a Conditional Use Permit to construct a single-family dwelling on non-conforming Parcel #027-0240 in the TH-1 District located on Bank St. Staff recommends approval with conditions.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	TENTATIVE DATE	TYPE	RESULT
Planning Commission	Nov. 14, 2024	Public Hearing	Rec. Appr. 3-0
City Council	None	Work Session	No Action
City Council	Dec. 10, 2024	1st Reading / PH	Pending

III. IDENTIFICATION AND LOCATIONAL INFORMATION

Applicant	Falukorv LLC, Sandra Arnold
Owner	Falukorv LLC
Existing Zoning	TH-1 Tourist Historic District
Requested Zoning	N/A
Acreage	0.058 acres / 2,470 sf
Legal Description	LOTS 25-26-27 SUBDIVISION: CITY POINT
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 #027-0240

IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	9/19/2024	9/26/2024
	Letter to Adj. Properties	9/20/2024	
City Council	Progress-Index Ad	11/26/2024	12/3/2024
	Letter to Adj. Properties	12/2/2024	

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 (hyperlinks)

1. [Article XVII, Non-Conforming Uses, Section F, Non-Conforming Lots of Record](#)
2. [Article XIV-B, Tourist/Historic District \(TH-1\)](#)

VII. SUBJECT PROPERTY

The subject property, Parcel #027-0240, is a non-conforming lot on Bank Street in the historic City Point neighborhood. The property is 38 feet wide and 65 feet deep for a total square footage of 2,470sf. The TH-1 District sets the minimum lot width at 80 feet and the minimum lot size for a single-family dwelling use at 12,000 square feet. The lot width and total square footage are less than the required minimums, making the parcel non-conforming to the TH-1 District.

The applicant has already applied for and received 1) an approved Certificate of Appropriateness (COA) from the Architectural Review Board (ARB) for the house design and materials, and 2) an approved variance to the TH-1 District's setbacks and off-street parking requirement from the Board of Zoning Appeals (BZA).

VIII. APPLICANT POSITION

The applicant proposes to construct a new, 1-story, 3-bedroom, 2-full bath, 1,056 square foot house with fiber cement board siding. The house design and materials were approved by the Hopewell ARB in August 2024. The applicant has taken great care to offer a single-family dwelling that is compatible with the historic homes in the neighborhood. The new house is substantially similar in size, scale, and appearance to the existing home next door (circa. 1928) and will replace an overgrown vacant lot.

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 adjoining property is a good example of how a structure with reduced setbacks will function on a parcel this size. This home was constructed in 1928 and exhibits many of the traditional neighborhood design elements such as placement near the sidewalk with a front porch. The proposed single-family dwelling on Parcel #027-0240 would have the same front yard and rear yard setbacks as the adjacent property.

Finally, *Article XIV-B, Tourist/Historic District, Section S – Yard Variances* of the Hopewell Zoning Ordinance states:

“Due to peculiar conditions of design and construction in historic neighborhoods where buildings and structures are often built close to the lot lines, it is in the public interest to retain a neighborhood’s historic appearance by granting variance to normal yard requirements. Where it is deemed that such a variance will not adversely affect neighboring properties, the board of review may recommend to the board of zoning appeals that such variance to standard yard requirements be made.”

X. RELATIONSHIP TO THE COMPREHENSIVE PLAN

CITY POINT HISTORIC DISTRICT – Priority Planning Area 2, page 151

“Selective Housing Redevelopment & Infill: Vacant buildings and lots exist disproportionately in the district offering room for new housing. Survey and focus groups conducted during the VCU study revealed a preference for owner-occupied residences, as opposed to rental properties. Improved neighborhood communication and relationships with City Hall were one way to better understand differing priorities for housing and other redevelopment activities.

For future housing, the City will need to take a more proactive role in regulatory guidance and visioning. This includes more definitive zoning controls and historic district architectural and landscape guidelines. The VCU recommendations affirm the setback requirements stipulated in existing zoning. However, the zoning district regulations should be upgraded to create greater lot design flexibility and density.”

AGE OF HOUSING – Housing , page 202

Hopewell has seen lower levels of new development in recent decades when compared to other cities in the region and state, with a drastic slowdown beginning in the 1980s. For this reason, the city now has an aging stock of housing units, with nearly 80% of all units built in the 1970s or earlier.

THE FUTURE LAND USE PLAN – Future Land Use Plan, page 117

Stable areas are fully built-out and are not viewed as available strategic opportunity areas for future growth. This leaves infill development and redevelopment employing Traditional Neighborhood Design (TND) and Urban Development Area (UDA) principles as the land use form upon which City leaders must focus. It is important to distinguish between the two. Infill attempts to “seed” (or catalyze) a progressive movement to gradually upgrade the value and attractiveness of a given neighborhood or commercial area. Redevelopment focuses on larger properties or groups of properties that are substantially deteriorated or vacant, with potential economic value for the entire community.

Infill development and redevelopment projects can have substantial benefits for Hopewell. This will not occur without City guidance and planning initiatives. Communities that have pursued active infill and redevelopment programs have realized a strengthening of their real estate market by renewing housing stock and readapting sub-standard neighborhoods and sub-par commercial areas.

XI. STAFF RECOMMENDATION

From Article XXI-Amendments, of the Hopewell Zoning Ordinance:

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

The proposed conditional use conforms to the character of the neighborhood within the same zoning district in which it is located. The proposal as submitted or modified shall have no more adverse effects on health, safety or comfort of persons living or working in or driving through the neighborhood, and shall be no more injurious to property or improvements in the neighborhood, than would any other use generally permitted in the same district. In making such a determination, consideration shall be given to location, type, size, and height of buildings or structures, type and extent of landscaping and screening on the site, and whether the proposed use is consistent with any theme, action, policy or map of the Comprehensive Plan.”

Development in the historic City Point neighborhood should be treated with extra sensitivity. The Architectural Review Board has undertaken an in-depth review of the proposed single-family dwelling and its size, scale, materials, and colors and has deemed the proposed structure to be in character with location and neighborhood.

For this reason, Staff supports the approval of this application with the following condition:

1. The new single-family dwelling will be in substantial conformance with the set of house plans and modifications approved by the Architectural Review Board on September 4, 2024.

XII. PLANNING COMMISSION RECOMMENDATION

The Hopewell Planning Commission voted 3-0 to recommend approval of the Conditional Use Permit submitted by Sandra Arnold of Falukorv LLC to construct the single-family dwelling as presented on Parcel #027-0240 located on Bank Street with the conditions put forth by staff.

APPENDIX A - MAPS

CITY LOCATIONAL MAP – Yellow Circle indicates general area



PROPERTY LOCATION – Blue box indicates Parcel #027-0240



APPENDIX B – SURROUNDING AREA DATA

The uniqueness of the City Point historic district with the wide range of lot sizes, organic development pattern, and varied types of housing (single-family, multi-family, short-term rental, townhouse,) that a comparison to the size and scale of neighboring properties is not particularly informative in terms of determining compatibility with the neighborhood. Staff supports the Architectural Review Board's determination that the proposed single-family dwelling is compatible and appropriate for Parcel #027-0240.

PH-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Public Hearing on a request to rezone Parcel #014-0015, also identified as 2610 City Point Rd., from R-2 Medium Residential District to B-2 Limited Commercial District

ISSUE: 2610 City Point Road has always been used for commercial purposes including a Lions Club, Woodmen of the World, dance studio, and fitness gym, all uses which are not allowed under R-2 zoning. These uses all existed contrary to the property’s zoning.

RECOMMENDATION: The City Administration recommends approving the rezoning request with the proffers offered by the applicant.

TIMING: City Council action is requested on December 10, 2024.

BACKGROUND: Due to delays at the Planning Commission level and the uncertainty of whether a work session would be available, staff advertised for a public hearing at the 1st reading.

ENCLOSED DOCUMENTS: CUP application, staff report, petition, presentation

STAFF: Christopher Ward, Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | Y | N | | Y | N | |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Rita Joyner, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Dominic Holloway, Sr., Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4 | | | |

Petition to support a soul food restaurant at 2610 City Point Rd.

Hopewell VA 23860

Soul Food Restaurant in Our Community

NAME	ADDRESS	SIGNATURE
1. Terresa Pasley	2104 City Point Rd	Terresa Pasley
2. Tandra Edgson	2104 City Point Rd	Tandra Edgson
3. Andre Dickerson	2308 DELL ^{Rose} _{Rose} DR Hopewell VA 23860	Andre Dickerson
4. Billie Johnson	2200 Jackson St	Billie Johnson
5. Billy Harris	105 North 20th	Hopewell
6. Andre Hicks	2508 W Broadway	Andre Hicks
7. Keith Buckley	3203 St Charles St.	Keith Buckley
8. Christina Lawson	Hopewell	Christina Lawson
9. Nina Mazzei	202 Fairview Ave Hopewell	Nina Mazzei
10. Christoph Torres	435 E. Broadway Hopewell	Christoph Torres
11. Deborah Gargis	417 Park Ave	Deborah Gargis
12. Eric ^{Eric} Eric ^{Sims} Sims	606 E/M ST	Eric Sims
13. Hashima Williams	804-490-2506	Hashima Williams
14. Debra Hines	804-943-9577	Debra Hines
15. Leleth Riffin	804-909-3809	Leleth Riffin
16. Rana Gilliam	(804) 943-8244	Rana Gilliam
17. Ebony Wilson	804 835 4906	Ebony Wilson
18.		

Petition to support a soul food restaurant at 2610 City Point Rd.

Hopewell VA 23860

Establish a Soul Food Restaurant in Our Community

	NAME	ADDRESS	SIGNATURE
1.	Tiffany Bender	409 S 19th Ave 23860	Tiffany Bender
2.	George Thomas	2223 Bellrose Drive	George Thomas
3.	Jenna Haddix	4200 esposito pl.	Jenna Haddix
4.	Andrea Roberts	2106 S 8th Ave	Andrea Roberts
5.	Gregory Thomas	2403 Jackson St.	Gregory Thomas
6.	Ignacio Tate	322 Brown Ave.	Ignacio Tate
7.	Jane Roberts	2322 Medina Circle	Jane Roberts
8.	Carol Fuchs	3806 Walnut St	Carol Fuchs
9.	Christina G.	11200 James G. Kent Dr. Hopewell	Christina G.
10.	Louise James	7711 Hicks Rd. Disputanta	Louise James
11.	Bessie Jones	8 " " "	Bessie Jones
12.	C. Seward	1814 Serrysville Ave	C. Seward
13.	J. Jackson	1010 Langston Park Dr.	J. Jackson
14.	W. Taylor	506 St S. 19th Ave	W. Taylor
15.	Wendy Jones	219 S 5th Ave	Wendy Jones
16.	Jenika Menden	3905 Shurewood Lane (Hopewell)	Jenika Menden
17.	A. Lynn	3513 Briar St	A. Lynn
18.	G King	3621 Madison St N. Prince George VA 23860	G King

Petition to support a soul food restaurant at 2610 City Point Rd.

Hopewell VA 23860

Establish a Soul Food Restaurant in Our Community

	NAME	ADDRESS	SIGNATURE
1.	Kenneth Hall	9501 SANDYRIDGE RD Hopewell VA 23860	Kenneth Hall
2.	Ismael Ortiz	2201 Grant St.	Ismael Ortiz
3.	Michelle Wise	2109 Dellrose Dr Hopewell VA 23860	Michelle Wise
4.	Whitney Cradhead	2406 Berry St Hopewell, VA 23860	Whitney Cradhead
5.	Brandon Stallings	1302 W Broadway Hopewell, VA 23860	Brandon Stallings
6.	James Glass	2600 Grant St	James Glass
7.	Dan Bautista	2603 W City Point Rd	Dan Bautista
8.	Simon Moreno	1300 W Broadway	Simon Moreno
9.	Laverne E Jones	2410 Berry St Hopewell VA 23860	Laverne E Jones
10.	Spem Wallace	710 Woodbine St Hopewell, VA	Spem Wallace
11.	Tiara Thompson	3300 Luray Ave Hopewell VA 510 Monroe	Tiara Thompson
12.	Jessie	Hopewell	Jessie
13.	Jeff Jones	109 South 116 Ave Hopewell, VA	Jeff Jones
14.	Cliff Green	2117 Jackson St Hopewell, VA	Cliff Green
15.	Roberta Loving	2105 Jackson St Hopewell	Roberta Loving
16.	Bianca Loving	2105 Jackson St Hopewell	Bianca Loving
17.	Brad Daniels	2105 Jackson St Hopewell	Brad Daniels
18.	KaVaun Perry	2109 Hazelwood Ave	KaVaun Perry

Petition to support a soul food restaurant at 2610 City Point Rd.

Hopewell VA 23860

Establish a Soul Food Restaurant in Our Community

	NAME	ADDRESS	SIGNATURE
1.	Elizabeth Carson	137 Stonehill Ave	
2.	John Walton	217 N 15th Ave	
3.	Lilic Hunsaker	1206 Tabo Ave	
4.	Terrell Hall	2419 Wakefield St	
5.	David Motley	226 S 9th ave	
6.	Lari Shelton	2004 W Broadway #4	
7.	Rodney Ruffin	2803 W Broadway	
8.	Tasha Moore	311 North 11th Ave	
9.	Amanda Salters	266 S 8th Ave	
10.	Tasha Wigner	Berry St	
11.	D. Wynn	3207 Elmwood	
12.	Crystal Smith	401 Memorial Blvd	
13.	Diamond DEEE	405 north 10th Ave	
14.	Alex Crawley	348 Red Oak Dr. 23860	
15.	Mary Jones	4205 Cameron rd Petersburg Va	
16.	Brian Cosby	2001 Lee St	
17.	Darius Dean	203N 14th Ave	
18.	Maggie Cracker	2112 Colonial Heights Dr	

Petition to support a soul food restaurant at 2610 City Point Rd.

Hopewell VA 23860

Establish a Soul Food Restaurant in Our Community

NAME	ADDRESS	SIGNATURE
1. Robert L Thomas	5400 S 4th Ave	Robert Thomas
2. Christina Sutton	Liberty Ave	Christina Sutton
3. Tanya Scott	Dellrose Dr	Tanya Scott
4. Fantasia Petteway	520 S 21st Ave	Fantasia Petteway
5. Robert Hardy	11103 Morris Av	Robert Hardy
6. Paradise Batson	2104 Grant St	Paradise Batson
7. Samdan Street	2104 Grant St	Samdan Street
8. Jyasia Street	2904 Clingman St	Jyasia Street
9. James Jones	1300 Lynnhurst St	James Jones
10. Tyrone Young	7903 Virginia Street Hopewell VA 23860	Tyrone Young
11. Gale Solomon	325 Bell Run Rd	Gale Solomon
12. Renard Brown	1114 Robert E Lee Hopewell	Renard Brown
13. Chandra Taylor	261 E Broadway St	Chandra Taylor
14. John Jones	209 New York Ave	John Jones
15. Zina Graves	1527 Piper Square	Zina Graves
16. Jermaine Jones	509 GRAYATT AVE	Jermaine Jones
17. Sherrille Cromwell	239 S. 11th Ave	Sherrille Cromwell
18. Allie Zohar	2005 Warner Ave	Allie Zohar

Petition to support a soul food restaurant at 2610 City Point Rd.

Hopewell VA 23860

Establish a Soul Food Restaurant in Our Community

	NAME	ADDRESS	SIGNATURE
1.	Paul Maddox	3444 Robert E Lee Dr N. Prince George VA 23860	Paul Maddox
2.	Cory Jones	402 Elm St Hopewell Va	Cory Jones
3.	Greg Sherman	510a W Belmonte Rd Richmond VA 23234	Greg Sherman
4.	Lafonda Cotman	7501 Petersen Mill Hopewell VA 23860	L. Cotman
5.	Stephen Kelley	105 Hopewell Va	Stephen Kelley
6.	Daniel Pope	3824 west drive	Daniel Pope
7.	Carolyn Joseph	13201 chieftain rd Dysps, Va.	Carolyn Joseph
8.	Gail Evans	152 Jordan St. Prince George, Va.	Gail Evans
9.	Theresa Conson	602 Simey St Hopewell Va. 23860	Theresa Conson
10.	Takerha Jones	7 South 8th Ave.	Takerha Jones
11.	Carolyn Jones	323 South 13th Ave	Carolyn Jones
12.	Tony M Jackson	2302 Courtman Rd	Tony M Jackson
13.	Louise Hesse	1824 Pine St Prince George VA 23837	Louise Hesse
14.	Tia Cutler	509 Davsville St	Tia Cutler
15.	WARDELL MABOX	409 17th Av.	WardeLL MABOX
16.	Bruce Wiley	1525th F River Sq	Bruce Wiley
17.	Michael Zick	1500 CENTRAL AVE Hopewell	Michael Zick
18.	Daniel Perry	2385 Melina Circle	Daniel Perry

Petition to support a soul food restaurant at 2610 City Point Rd.

Hopewell VA, 23860

Establish a Soul Food Restaurant in Our Community

NAME	ADDRESS	SIGNATURE
1. Duna Y Barua	200 Accomack St. Petersburg, VA 23803	D Barua
2. Nabagena Yurley	125 S. 9th Ave. Hopewell Va.	Nabagena Yurley
3. Mark Harris	1202 Lynchburg St. Hopewell VA 23860	Mark Harris
4. Monica Ramey	219 15th Ave Hopewell, VA	Monica Ramey
5. Marietta Griffin	1202 Lynchburg St. Hopewell	Marietta Griffin
6. Roman W. HONEY	1706 GRANT ST HOPWELL	R. Honey
7. V. GRISE	2610 GRANT ST	V. Grise
8. Katie Engelke	305 North 3rd Ave VA	Katie Engelke
9. William Hatcher	305 North 3rd Ave VA	William Hatcher
10. Renaw KHAM	1001 W BROADWAY. Hopewell VA 23860	Renaw KHAM
11. DeAntae Jones	2214 Portsmouth Street Hopewell VA 23860	DeAntae Jones
12. Taran Taylor	119 N 14th Ave	Taran Taylor
13. D'Andre Grimes	218 N 15th St	D'Andre Grimes
14. Arturo Alvarez	305 North 3rd Hopewell VA	Arturo Alvarez
15. Robin Jarratt	1013 Langston Park Dr.	Robin Jarratt
16. Charles Bembot	1204 Lynchburg Apt 1	Charles Bembot
17. Jennel Burgess	PO 2101 Apt A	Jennel Burgess
18. Terrance Stokes	2607 Clingmen Street	Terrance Stokes
Angela Johnson	2417 W. City Point Rd	Angela Johnson

Petition to support a soul food restaurant at 2610 City Point Rd.

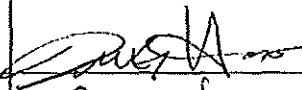
Hopewell VA 23860
 Establish a Soul Food Restaurant in Our Community

NAME	ADDRESS	SIGNATURE
1. Nigel Harris	2807 Lee ST Hopewell, VA 23860	
2. Sean Shearin	2803 W. City Point Rd	
3. Tabiyus Taylor	2314 MacLiner Hopewell VA	
4. EXAVICK STANLEY	1822 Freeman St	
5. JUAN ADELUAR	1023 South 16th Ave	
6. Kenneth Sprattley	20601 Ravensburne	
7. Jonathan Edwards	137 S 12th Ave	
8. Delipm Drew	1201 W City Point Rd	
9. Ethan Prescott	311 East Lawson	
10. Mesha Bellins	311 East Lawson	
11. Cynthia Tabb	1803 Stewart Ave Hopewell VA 23860	
12. Brett Hays	11505 Barbara Ct 23875	
13. Shanika	6306 Prince George	
14. Ashikia Dixon	2406 Grant St	
15. Joshua Bellis	2406 Grant St	
16. Shanika Cunningham	2406 Grant St	
17. Tallian Mayfield	1919 Chuckawake Ave S	
18. Markia Thompson	2406 Grant St	

Petition to support a soul food restaurant at 2610 City Point Rd.

Hopewell VA 23860

Soul Food Restaurant in Our Community

	NAME	ADDRESS	SIGNATURE
1.	Derek Hamrick	103 Oakwood Ave. Hopewell VA 23860	
2.	Jennifer Allen	109 Oakwood Ave 23860	Jennifer Allen
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Petition to support a soul food restaurant at 2610 City Point Rd.

Hopewell VA 23860

Establish a Soul Food Restaurant in Our Community

	NAME	ADDRESS	SIGNATURE
1.	Dorothy J. [Signature]	1201 bland CT	[Signature] 804-427-5815
2.	[Signature]	310 Northradford Drive	[Signature] 434-427-5815
3.	Roger Alexander	105 Prince George Ave	[Signature] 804-547-4653
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804-547-4653

15

ZONING MAP AMENDMENT (REZONING)

2610 CITY POINT RD. – PARCEL #014-0015

CITY COUNCIL

PUBLIC HEARING

DECEMBER 10, 2024



REQUEST TO CHANGE FROM
R-2 RESIDENTIAL, MEDIUM DENSITY
TO
B-2 LIMITED COMMERCIAL

PLANNING COMMISSION

PUBLIC HEARING

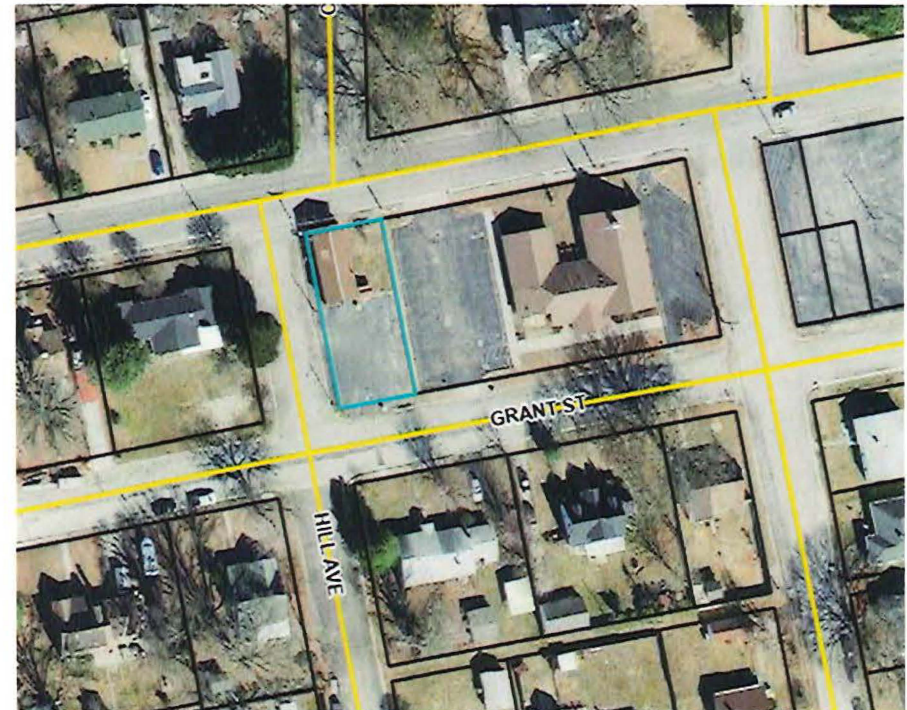
OCTOBER 3, 2024



APPLICATION

- APPLICANT: Lisa Brown
- WARD: 1
- EXISTING ZONING: R-2
- REQUESTED ZONING: B-2
- PUBLIC NOTICE: Advertisement in Progress-Index, letters to adjacent property owners

LOCATION



EXISTING ZONING

R-2 Residential, Medium Density

- Churches
- Schools
- Fire and Rescue Squads
- Public Parks, Playgrounds, and Recreational Facilities
- Member-Owned Recreational Facilities
- Kindergartens and Day Care Centers

REQUESTED ZONING

B-2 Limited Commercial

- District has 65 allowable uses (commercial, institutional, and mixed-use)
- Uses must have minimal impact on surrounding properties
- Certain allowable uses would not be appropriate at subject location

PROFFERS FROM THE APPLICANT

APPLICANT HAS OFFERED THE FOLLOWING PROFFERS:

- Restrict the allowable uses permissible at the subject property to:

Antique store	Florist
Art gallery	Gift, stationary, or card shop
Bakery	Museum
Barber/beauty salon	Music store
Bookstore excluding adult bookstore	Recreation and fitness center
Coffee shop	Restaurant without drive-thru
Delicatessen	Toys, games and crafts

PROFFERS FROM THE APPLICANT

APPLICANT HAS OFFERED THE FOLLOWING PROFFERS:

- Hours of operation limited to 7:00AM to 9:00PM
- All deliveries must be made during regular business hours
- Live music, disc jockey, dancing, billiards or games of skill are prohibited
- Arcade games resulting in prizes or money are prohibited
- Loitering prohibited
- Rigorous litter campaign to keep the area free of trash
- No special events or charitable activities from the exterior of the building

PROFFERS FROM THE APPLICANT

APPLICANT HAS OFFERED THE FOLLOWING PROFFERS:

- New signage will be limited to building-mounted signs
- Internal illumination of signage will be prohibited
- Commercial flags will be prohibited
- The Coca-Cola ghost sign will not be altered or covered
- All exterior lighting will be downward directed
- Landscaping will be improved and maintained along Hill Avenue
- The parking lot will be repaired, sealed, and striped

STAFF ANALYSIS

Staff supports the rezoning for the following reasons:

- 1) Rezoning to limited commercial use supports the Traditional Neighborhood Design principles promoted throughout the City's Comprehensive Plan (e.g. neighborhood services within walking distance).
- 2) The subject property is located on a major collector road.
- 3) The conversion of the property to residential use is unlikely due to cost.
- 4) Proffered conditions by the applicant (which run with the property) minimize negative impacts of a commercial use.

2610 CITY POINT RD.



STAFF RECOMMENDATION

Staff recommends approval of the request submitted by Lisa Brown to rezone Parcel #014-0015 from R-2 Residential, Medium Density to B-2 Limited Commercial with the signed proffers dated September 25, 2024.

PUBLIC COMMENT

Development Department has received the following:

- 1 phone call and 2 emails against the rezoning
- 1 email requesting consideration of additional proffers
- 1 in-person comment from a Hopewell resident in support of rezoning
- Petition signed by Hopewell residents supporting rezoning

PLANNING COMMISSION RECOMMENDATION

The Planning Commission recommended approval of the request submitted by Lisa Brown to rezone Parcel #014-0015 from R-2 Residential, Medium Density to B-2 Limited Commercial with the *amended* signed proffers dated November 25, 2024.



QUESTIONS?



**REQUEST TO REZONE 2610 CITY POINT RD.
(PARCEL #014-0015) FROM R-2 RESIDENTIAL
MEDIUM DENSITY DISTRICT TO B-2 LIMITED
COMMERCIAL DISTRICT**



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, Lisa Brown, Property Owner, requests to rezone 2610 City Point Road, also identified as Parcel #014-0015 from R-2 Residential Medium Density District to B-2 Limited Commercial Staff recommends approval of this request with the signed proffers.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	TENTATIVE DATE	TYPE	RESULT
Planning Commission	Nov. 14, 2024	Public Hearing	Pending
City Council	N/A	Work session	Not held
City Council	Dec. 10, 2024	1st Reading/PH	Pending

III. ORDINANCE IDENTIFICATION

Existing Zoning District	Article IV: Residential Medium Density R-2
Requested Zoning District	Article X: Limited Commercial B-2
Approval Method	City Council Ordinance
Can Proffers be Accepted?	Yes

IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	10/31/2024	11/7/2024
	Letter to Adj. Properties	11/1/2024	
City Council	Progress-Index Ad	11/26/2024	12/3/2024
	Letter to Adj. Properties	12/2/2024	

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.

VI. APPLICABLE CODE SECTIONS (hyperlinks)

1. [Article X, Limited Commercial District \(B-2\)](#)
2. [Article IV, Residential Medium Density District \(R-2\)](#)

VII. EXISTING ORDINANCE

The property located 2610 W. City Point Rd. is currently zoned R-2, Residential Medium Density, which does not allow a 'restaurant' use in this district. Adding a restaurant use to the R-2 District is inadvisable at this time but may be considered during the zoning ordinance update occurring over the next 24 months. Rezoning the property to B-2, Limited Commercial District would allow for the property to be used as a restaurant. The proffers offered by the applicant will add restrictions to that use.

VIII. SUBJECT PROPERTY

The property located at 2610 City Point Rd. was originally constructed as a commercial building and formerly housed Woodmen of the World, the Hopewell Lions Club, and most recently, a fitness gym. Constructed in the 1920's, the building likely served as a neighborhood market or restaurant in the past based on the large Coca-Cola ghost sign on the east wall but staff has been unable to verify. Converting the structure to residential use is possible but costly.

IX. APPLICANT POSITION

The applicant proposes to open a neighborhood restaurant at 2610 City Point Road. The building is only 1,000 sf, so the applicant plans to have only a few tables and focus primarily on a take-out business model. The applicant stresses that she wants the restaurant to be a social place where the community can come together. To support those ends, the applicant has proffered limited hours of operation, improved landscaping and parking area, unobtrusive signage, downward facing lighting, and other conditions designed to minimize any impact on the neighborhood. The signed proffers dated September 25, 2024 are attached as Appendix B to this staff report.

X. STAFF ANALYSIS

The rezoning of 2610 City Point Road from a primarily residential designation to a limited commercial district supports Traditional Neighborhood Design (TND) principles as promoted in the Comprehensive Plan. From all appearances, this particular property was originally constructed for and subsequently always used for a non-residential purpose. The building fronts a major collector street (City Point Road) at the intersection with Hill Avenue. A church lies directly east of this property with a large parking lot between the buildings. The nearest residential property is approximately 75 feet away on the opposite side of Hill Ave.

A low-impact commercial use is appropriate to this location for several reasons:

1. It supports Traditional Neighborhood Design principles that are promoted in the Comprehensive Plan (e.g. neighborhood amenities within walking distance)
2. The property is located on a major collector road.
3. The conversion of this structure to a residential use is unlikely due to the cost.
4. Proffered conditions offered by the applicant will enhance the building, parking lot, landscaping, and neighborhood.

XI. RELATIONSHIP TO THE COMPREHENSIVE PLAN

Traditional Neighborhood Development (TND) is mentioned throughout the Comprehensive Plan and relates to numerous aspects of land use, zoning, development, redevelopment and revitalization. It can be defined as ‘pedestrian-oriented design’ that contributes to creating a sense of place. TND principles call for compact walkable neighborhoods with a mix of commercial and residential uses.

Chapter 2 – *Vison and Goals* in the Hopewell Comprehensive Plan states “(i)mplement urban design principles for Traditional Neighborhood Development, to include more flexible, form-based design guidelines for new development, revitalization, and

redevelopment projects (page 25).” Limited, low-impact commercial activity on the edges of traditional neighborhoods is encouraged in the Comprehensive Plan and is a major factor in creating vibrant neighborhoods.

XII. STAFF RECOMMENDATION

Staff recommends approval of the request to rezone Parcel #014-0015, also identified as 2610 City Point Road, from R-2 – Residential, Medium Density District to B-2 – Limited Commercial District with the signed proffers submitted by the applicant and dated September 25, 2024.

XIII. PUBLIC COMMENT

The Department of Development has received the following public comment:

- 2 emails from neighbors against the rezoning
- 1 phone call from a neighbor against the rezoning
- 1 email from a Hopewell resident suggesting particular proffers
- 1 in-person comment at the Planning Commission public hearing (November 14, 2024) supporting the rezoning
- Applicant provided a petition of support with 149 signatures

XIV. PLANNING COMMISSION RECOMMENDATION

The Hopewell Planning Commission voted 3-0 to recommend *approval* of the request submitted by Lisa Brown, property owner, to rezone Parcel #014-0015, also identified as 2610 City Point Rd., from R-2 – Residential, Medium Density District to B-2 – Limited Commercial District with the amended signed proffers from the applicant dated November 25, 2024.

APPENDIX A

CITY LOCATIONAL MAP – Yellow circle indicates general area



PROPERTY LOCATION - Blue box indicates Parcel #014-0015



City of Hopewell, VA
Permits / Inspect - 202402581RZNG - 2024
026493-0003 Debra mc... 08/30/2024 10:07AM
REZONING - REVIEW
Payment Amount: 300.00
Transaction Amount: 300.00
CASH:

014 0015
0140020



The City
of
Hopewell, Virginia

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

APPLICATION FOR REZONING

APPLICATION FEE: \$300

APPLICANT: Lisa Brown
ADDRESS: 303 N. 3rd Ave
Hopewell, VA 23860
PHONE #: 804 729-1728 FAX #: _____

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

OWNER: Lisa Brown
ADDRESS: 303 N. 3rd Ave
Hopewell, VA 23860
PHONE #: 804 729-1728 FAX #: _____

PROPERTY ADDRESS / LOCATION: 2610 City Point Rd

LEGAL DESCRIPTION: Lots 9-10 & 19-20 Blk 2 Sub Battle Ground Annex

PARCEL #: 0140015 ACREAGE: 0.139

PRESENT ZONING DISTRICT: R2

REQUESTED ZONING DISTRICT: _____

PRESENT USE OF PROPERTY: Unoccupied

IT IS PROPOSED THAT THE FOLLOWING BUILDINGS WILL BE CONSTRUCTED:
To reuse the existing building

NEED AND JUSTIFICATION FOR THE CHANGE IN CLASSIFICATION:
To open up a soul food restaurant

App # 20240958

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

Create jobs for members of the community,
donating food to the local womens shelter. Volunteering
to help clean up the neighborhood.

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

Restarant

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

Help keeping money in the community, paying local taxes, and
investing in the community.

COMMENTS FROM APPLICANT / OWNER:

A social place to bring the community together. Engage
in conversation and eat good food.

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

A PROFFER STATEMENT IS ATTACHED Y N

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

Risa Brown
APPLICANT SIGNATURE

08-29-2024
DATE

OFFICIAL USE ONLY

DATE RECEIVED: 8-30-24 DATE OF FINAL ACTION: _____

ACTION TAKEN:

 APPROVED DENIED

 APPROVED WITH THE FOLLOWING CONDITIONS/ PROFFERS:

City of Hopewell, VA

Summary

ParcelID 0140015
TaxID 0140015
Neighborhood 400
Property Address 2610 City Point Rd
 Hopewell, VA 23860
Legal Description LOTS 9-10 & 19-20 BLK 2 SUBDIVISION: BATTLEGROUND ANNEX
 (Note: Not to be used on legal documents)
Acreage N/A
Class 4 - 4 Commercial/Industrial
Tax District/Area 03

[View Map](#)



Owner

Primary Owner
 Thg LLC
 2481 Stone Rd
 Cape Charles, VA 23310

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
Primary Commercial/Industrial Land		50.000	0.139		121.000	1.00	1.00	6,050	4.50	4.50	27,200.00	10 -15%	23,100.00

Land Detail Value Sum 23,100.00

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
C	CLUBHSE		D+	1920	1970	AV	0.00		0	1000	0	0	0	115	100	35100
01	PAVING	Asphalt	C	1985	1985	AV	1.80		1.8	3500	6300	45	0	100	100	3500

Transfers

Date	Owner 1	Owner 2	Book & Page	Document #	Amount
10/2/2017	KRAFT ARLEN			170002188	\$61,600
12/19/2012	SKAGGS JEROME D			120002410	\$61,500
9/18/2009	BEECH CAMP 264 TRUSTEES WOW			090002001	\$70,000
11/10/1980	DONIGAN LUCY KAMAJIAN		170/803		\$22,500
8/13/1974	DONIGAN LUCY KAMAJIAN LIFE ESTATE		143/660		\$0
1/1/1970	DONIGAN GEORGE		WB 9/51		\$0
1/1/1965	DONIGAN ROSE		WB 5/32		\$0
12/23/1959	DONIGAN		WB 3/282		\$0

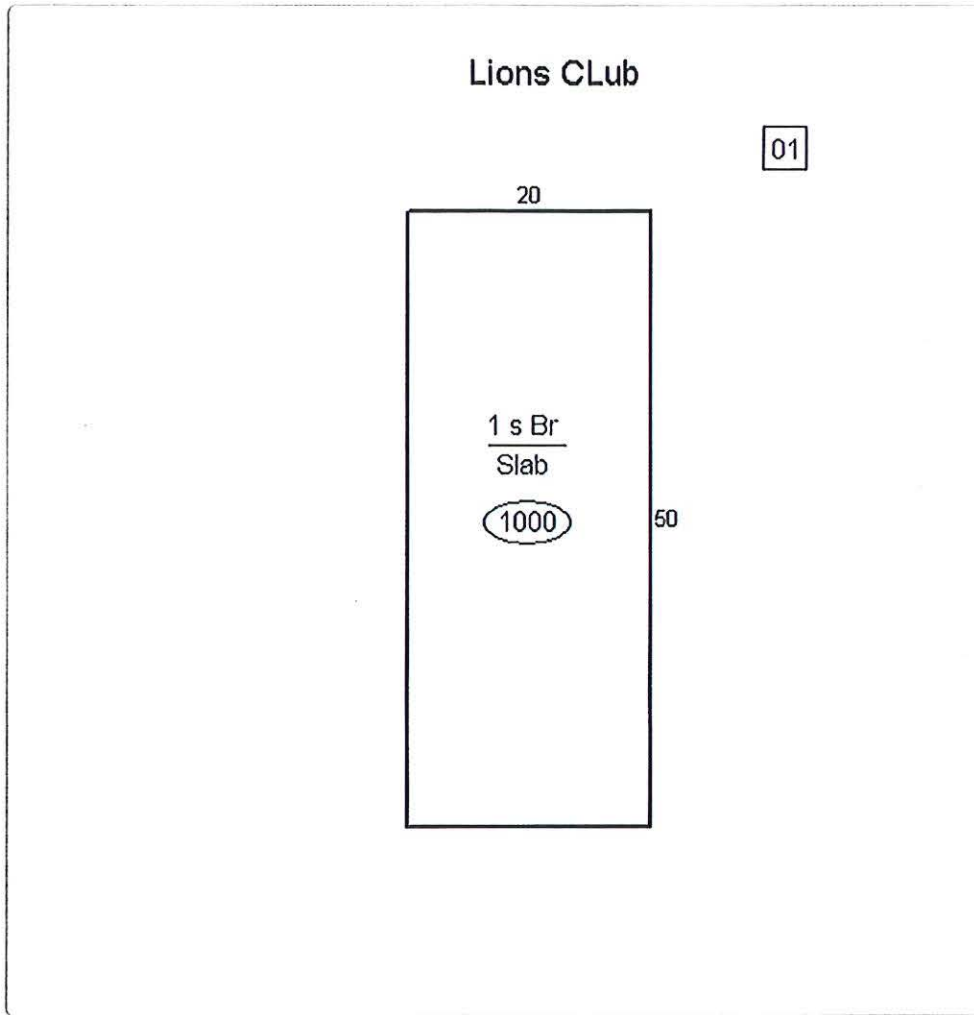
Valuation

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	\$23,100	\$23,100	\$23,100	\$23,100	\$21,600
(Assessed Value)	Improvements	\$38,600	\$27,200	\$27,100	\$27,100	\$40,000
	Total	\$61,700	\$50,300	\$50,200	\$50,200	\$61,600

Photos



Sketches



No data available for the following modules: Residential Dwellings, 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: 8/21/2024, 5:33:40 AM

[Contact Us](#)



Christopher Ward

From: Vickie Akremi
Sent: Wednesday, August 21, 2024 11:08 AM
To: Christopher Ward
Subject: RE: Parcel question

Thanks, that parcel was combined with 014-0015 back in 2009.

Memo List

MAP1: 2610 2 19 20

10/14/2009 - THIS PARCEL COMBINED WITH #14-15 PER
DEED INST #090002001 RECORDED 9/18/2009

Deed of Sale Not combining both
parcels.

From: Christopher Ward <cward@hopewellva.gov>
Sent: Wednesday, August 21, 2024 10:58 AM
To: Vickie Akremi <vakremi@hopewellva.gov>
Subject: RE: Parcel question

014-0015
014-0020

Christopher J. Ward
Director of Planning & Development
City of Hopewell
300 N. Main St.
Hopewell, VA 23860
[804.541.2221 office](tel:804.541.2221)

From: Vickie Akremi <vakremi@hopewellva.gov>
Sent: Wednesday, August 21, 2024 10:57 AM
To: Christopher Ward <cward@hopewellva.gov>
Subject: RE: Parcel question

Do they describe what is the problem? I will need to have the map fixed. Can you tell me the parcel numbers again.

THG LLC
 3481 STONE RD
 CAPE CHARLES, VA 23310
 LOTS 9-10 & 19-20 BLK 2
 SUBDIVISION: BATTLEGROUND ANNEX

Neighborhood Number
 400

Neighborhood Name
 COMMERCIAL

TAXING DISTRICT INFORMATION

Jurisdiction Name Hopewell
 Area 001 Citywide
 District 03 03

Transfer of Ownership

Owner	Consideration	Transfer Date	Deed Type	Document Number
KRAFT ARLEN	61600	10/02/2017	WD	170002188
SKAGGS JEROME D	61500	12/19/2012	BS	120002410
BEECH CAMP 264 TRUSTEES WOW	70000	09/18/2009	BS	090002001
DONIGAN LUCY KAMAJIAN	22500	11/10/1980		170 803
DONIGIAN LUCY KAMAJIAN LIFE ESTATE	0	08/13/1974		143 660
DONIGIAN GEORGE	0	01/01/1970	WB	WB 9 51

Site Description

Topography
 Public Utilities
 Street or Road
 Neighborhood
 Zoning:
 R-2 RES MEDIUM DENSITY
 Legal Acres:
 0.0000

Valuation Record

Assessment Year	2011	2013	2015	2017	2019	2021	2023
Reason for Change	Reassessment	Reassessment	Reassessment	Reassessment	Reassessment	Reassessment	Reassessment
0	L 21600	21600	21600	23100	23100	23100	23100
	I 40000	40000	40000	27100	27100	27200	38600
	T 61600	61600	61600	50200	50200	50300	61700



Land Type	Rating Soil ID - or - Actual Frontage	Land Size		Influence Factor
		Acreage - or - Effective Frontage	Square Feet - or - Effective Depth	
Primary Commercial/Indust Land			6050.00	10 -15%

Physical Characteristics

Tax ID 0140015

Printed 08/21/2024

ROOFING
Built-up

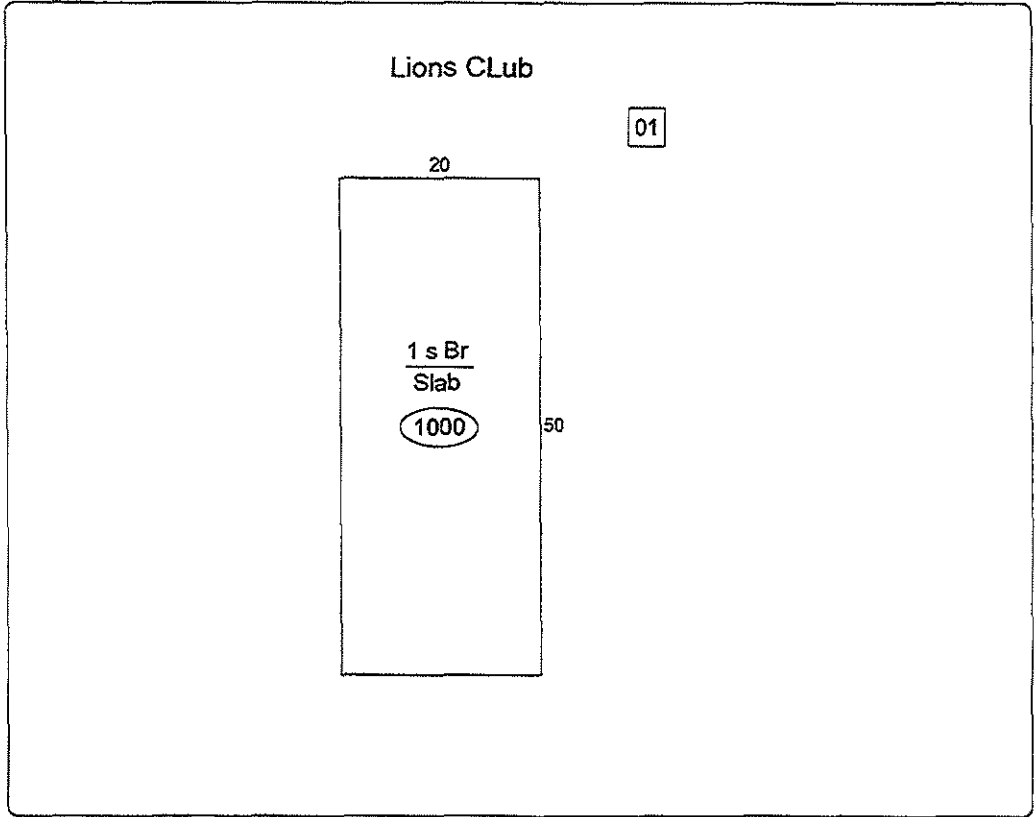
WALLS
Guard B 1 2 U
Yes Yes

FRAMING
F Res B 1 2 U
0 1000 0 0

FINISH
UF SF FO FD
1 1000 0 0 0
Total 1000 0 0 0

HEATING AND AIR CONDITIONING
Heat B 1 2 U
0 1000 0 0

PLUMBING Residential Commercial
TF # TF
Full Baths 1 3
Half Baths
Extra Fixtures
TOTAL 0 3



Special Features

Description

Summary of Improvements

ID	USE	Story Height	Const Type	Grade	Year Cons	Eff Year	Cond	Size or Area
C	CLUBHSE	0.00		D+	1920	1970	AV	1000
01	PAVING	0.00	85	C	1985	1985	AV	3500

090002001

0050

Prepared by James J. Vergara, Jr., Attorney-at-law
Tax I.D. # 014-0015; 014-0020
Consideration: \$70,000.00
Property Address: 2601 City Point Road, Hopewell, Virginia 23860

THIS DEED, made and entered into this 5th day of September, 2009, by and between TRUSTEES OF BEECH CAMP 264, WOODMEN OF THE WORLD, of Hopewell, Virginia (STEVEN C. DUNBAR, RUBY I. LOCKEY and VELVA J. STEPHENS), grantor; to JEROME D. SKAGGS, grantee;

WITNESSETH: That for and in consideration of the sum of Ten Dollars (\$10.00) cash in hand paid, and other good and valuable consideration, the receipt whereof is hereby acknowledged, the grantor does hereby bargain, grant, sell, and convey unto the grantee, in fee simple, with GENERAL WARRANTY OF TITLE AND ENGLISH COVENANTS OF TITLE, the following described property, to-wit:

SEE "SCHEDULE A" ATTACHED

This conveyance is made subject to conditions, restrictions, reservations and easements of record in prior chain of title to the extent they may lawfully apply to the property hereby conveyed.

WITNESS the following signatures and seals:

TRUSTEES OF BEECH CAMP 264,
WOODMEN OF THE WORLD

By: Steven Dunbar
Steven Dunbar, Trustee

By: Ruby I. Lockey
Ruby I. Lockey, Trustee

By: Velva J. Stephen
Velva J. Stephen, Trustee

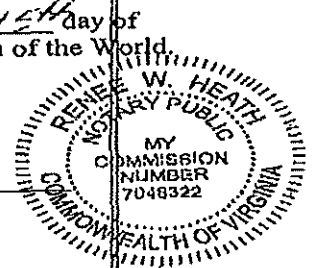
Grantee's Street Address:
14510 Alberta Court
Chester, VA 23836

STATE OF VIRGINIA
City of Hopewell, to-wit:

The foregoing instrument was duly acknowledged before me on this 5th day of September, 2009, by Steven Dunbar, Trustee of Beech Camp 264, Woodmen of the World

My Commission expires: 5-31-2010

Renewal Heath
NOTARY PUBLIC



VERGARA & ASSOCIATES
ATTORNEYS AT LAW
100 MAIN STREET PLAZA
HOPEWELL, VA 23860

Deed--Trustees of Beech Camp 264, Woodmen of the World to ~~005~~ b. Skaggs
Page Two

STATE OF VIRGINIA
City of Hopewell, to-wit:

The foregoing instrument was duly acknowledged before me on this 14th day of
September, 2009, by Ruby I. Lockey, Trustee of Beech Camp 264, Woodmen of the World.

My Commission expires: 5-31-2011

Renee W. Heath
NOTARY PUBLIC

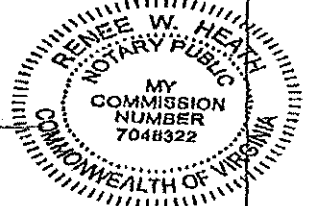


STATE OF VIRGINIA
City of Hopewell, to-wit:

The foregoing instrument was duly acknowledged before me on this 15th day of
September, 2009, by Velva J. Stephens, Trustee of Beech Camp 264, Woodmen of the World.

My Commission expires: 5-31-2011

Renee W. Heath
NOTARY PUBLIC



0052

SCHEDULE A

ALL those certain lots or parcels of land situate, lying and being in the City of Hopewell, Virginia, and being known, numbered and designated as Lots 9, 10, 19 and 20, Block 2, Battleground Annex, a subdivision of said city as shown on a plat or plan thereof duly of record in the Clerk's Office of the Circuit Court of said City in Plat Book 4, at page 2.

BEING the same real estate conveyed to William P. Abernathy, Wayne E. Hedgepeth and Ruby I. Lockey, Trustees of Beech Camp 264, Woodmen of the World, of Hopewell, Virginia, and their successors in office, by deed from Lucy Kamajian Donigian, widow, dated September 9, 1980, recorded November 10, 1980, in the Clerk's Office, Circuit Court for the City of Hopewell, Virginia, in Deed Book 170, page 628, and by corrected deed recorded November 26, 1980, in Deed Book 170, page 803. The said William P. Abernathy died January 29, 1987, per Will recorded in Will Book 13, page 329. Steven C. Dunbar, Ruby I. Lockey and Velva J. Stephens being appointed sole Trustees authorized to sell this property by Order entered by the Hopewell Circuit Court on September 3, 2009.

INSTRUMENT #090002001
RECORDED IN THE CLERK'S OFFICE OF
HOPEWELL ON
SEPTEMBER 16, 2009 AT 11:29AM
\$70.00 GRANTOR TAX WAS PAID AS
REQUIRED BY SEC 58.1-80 OF THE VA. CODE
STATE: \$35.00 LOCAL: \$35.00
Kay H. Hackley
KAY H. HACKLEY, CLERK
RECORDED BY: BFD

mailed
Verona + Associates
Sept. 12 2009



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

08/30/2024 10:07AM debra m.
026493-0003 000230197
Payment Effective Date 08/30/2024

PERMITS / INSPECTIONS

REZONING - REVIEW	
2024 Item: 20240958 RZNG	\$300.00
Payment Id: 363826	

	\$300.00
Subtotal	\$300.00
Total	\$300.00
CASH	\$300.00

Change due	\$0.00



Thank you for your payment.

City of Hopewell, VA COPY
DUPLICATE RECEIPT

UNFINISHED
BUSINESS

UB-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 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: CONFLICT OF INTEREST POLICY

ISSUE: N/A

RECOMMENDATION: City Council approves and adopts the proposed Conflict of Interest Policy for City Employees.

TIMING: Approval on November 19, 2024

BACKGROUND:

ENCLOSED DOCUMENTS: Conflict of Interest Policy

STAFF: Dr. Concetta Manker, City Manager

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

- | Y | N | | Y | N | |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Rita Joyner, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Dominic Holloway, Sr., Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4 | | | |

CITY OF HOPEWELL

Policy Statement

Policy Number: 9.8

SUBJECT: CONFLICTS OF INTEREST

ORIGINATING OFFICE:

(TO BE FILLED OUT BY THE CITY MANAGER)

City Council

Effective Date: _____

Administering Department: Human Resources

Approved By: _____
City Manager

The actions of local government officials may involve conflicts of interest, and the City of Hopewell adopts this policy to serve as a guidepost for city officials, including employees who serve as elected or appointed city officials. These conflicts include but are not limited to the various situations described below. It is the policy of City of Hopewell that:

1. A city official shall not have a personal interest in any contract with the City or with any agency that is a component part of the City and under the City's control. *Code of Virginia §2.2-3107 A.*
2. A city official shall not have a personal interest in a contract of employment with a governmental agency to which the city council appoints a majority of the members of that agency's governing body. This section does not apply if:
 - a. the contract of employment began before the official's election or appointment;
 - b. the contract is for a government's sale of goods or services at uniform prices available to the public;
 - c. the contract is awarded to a city official through competitive sealed bidding for the same or similar goods or services if (1) the official did not participate in preparation of bid specifications and (2) the city council adopts a resolution stating the official's bid is in the public interest. *Code of Virginia §2.2-3107*
3. A city employee elected to city council shall not wear a city uniform during meetings of the city council. *See Code of Virginia §15.2-1512.2*
4. A city employee elected to city council shall use personal time off or leave without pay to attend meetings of the city council that are held during the employee's normal work hours.
5. A city official shall not solicit or accept money or other thing of value for services performed within the scope of official duties but may accept special benefits authorized by law. *Code of Virginia §2.2-3103*

6. A city official shall not offer or accept money or other thing of value for or in consideration of obtaining employment, appointment or promotion of any person with any governmental or advisory agency. *Code of Virginia §2.2-3103*
7. A city official shall not offer or accept money or other thing of value for the use of the public position to obtain a contract for any person or business with any governmental or advisory agency. *Code of Virginia §2.2-3103*
8. A city official shall not use for his/her own economic benefit, or for any other person's economic benefit, confidential information not available to the public and acquired by reason of serving on city council. *Code of Virginia §2.2-3103*
9. A city official shall not accept any money, loan, gift, favor, service, or business or professional opportunity that tends to influence the performance of official duties (does not apply to political contributions used for campaign or constituent services). *Code of Virginia §2.2-3103*
10. A city official shall not accept any honoraria for any appearance, speech, or article in which the employee provides expertise or opinions related to the performance of official duties. The employee may accept reimbursement for related lodging and travel expenses in accordance with the city's travel reimbursement policy. *Code of Virginia §2.2-3103*
11. A city official shall not accept any gift from a person whose interests may be substantially affected by the employee's performance of official duties where timing and nature of the gift would cause questioning of the employee's impartiality. *Code of Virginia §2.2-3103*
12. A city official shall not accept gifts so frequently that such acceptance creates the impression the employee is using his/her official position for private gain. *Code of Virginia §2.2-3103*
13. A city official shall not use his/her position to retaliate or threaten retaliation against any person for expressing views on matters of public concern or for exercising any other right provided by law. *Code of Virginia §2.2-3103*
14. An employee elected to city council shall not use his/her position to exert authority over his/her supervisors or employees of city council and shall not vote on personnel issues related to such supervisors and employees. *See Code of Virginia §15.2-1512.2*
15. An employee elected to city council shall not use his/her position to bully or intimidate other employees. *See Code of Virginia §15.2-1512.2*
16. An employee elected to city council shall not vote on the city's budget, pay raises, health insurance or any development of policies that would impact an official's economic interest. *See, Hopewell City Charter Ch. IV, §6.*
17. An employee elected to city council shall not have access to personnel or confidential information related to fellow employees.

Any city employee who is an elected official remains subject to all policies and protocols of the city and the department to which the employee is assigned.

NOTE: No member of the council shall participate in the vote on any ordinance, resolution, motion or vote in which he, or any person, firm or corporation for which he is attorney, officer, director, or agent, has a financial interest other than as a minority stockholder of a corporation, or as a citizen of the city. Hopewell City Charter Chapter IV § 6

DATE AMENDED: _____

Policy Number _____

**RESOLUTION ADOPTING A CONFLICTS OF
INTEREST POLICY FOR CITY COUNCIL, APPOINTEES OF CITY
COUNCIL, AND CITY EMPLOYEES ELECTED TO CITY COUNCIL**

WHEREAS, the council of the City of Hopewell recognizes that from time to time the actions of local government officials may involve conflicts of interest;

WHEREAS, for purposes of this policy the term “local government officials” includes, but is not limited to, members of city council, appointees of city council, employees of city council and city employees elected to city council; and

WHEREAS, the City of Hopewell desires to provide guidance to assist its local government officials in avoiding conflicts of interest;

BE IT RESOLVED this _____ day of _____ 2024, that the City of Hopewell hereby resolves and approves City of Hopewell Policy Statement, Policy Number 9.8 on Conflicts of Interest (a copy of which is attached hereto).

ADOPTED by the Council of the City of Hopewell, Virginia, the _____ day of _____, 2024.

Witness this signature and seal:

Mayor Johnny Partin, Ward 3

VOTING AYE:

VOTING NAY:

ABSENT:

ATTEST:

Brittani Williams, City Clerk

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 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: NOVA South Memorandum of Agreement (MOA) for the 2025-2026 Season.

ISSUE: The need for equitable access to the aquatic facility during the swim season has arisen, necessitating a review and potential adjustment of the current memorandum of understanding. This will ensure that all community members, including external swim teams, recreational users, and local organizations, have fair and adequate opportunities to utilize the aquatic resources provided by the city. Addressing this issue is essential to promote inclusivity, community engagement, and the overall well-being of residents through equitable access to recreational and competitive swimming opportunities.

RECOMMENDATION: Staff recommends City Council endorse the proposed MOA for NOVA South’s 2025-2026 Season.

TIMING: At the December 10, 2024 Regular City Council Meeting.

ENCLOSED DOCUMENTS: 2025-2026 NOVA South Memorandum of Agreement Draft and Aquatic Operational Report.

STAFF: Tabitha Martinez, Recreation and Parks Director

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

- | | | | | | |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|--|
| Y | N | | Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Rita Joyner, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Dominic Holloway, Sr., Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4 | | | |

Roll Call

SUMMARY:

Y N

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

Y N

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

MEMORANDUM OF AGREEMENT
BETWEEN
CITY OF HOPEWELL RECREATION AND PARKS
DEPARTMENT



AND
NOVA SOUTH



Created November 2024

MEMORANDUM OF AGREEMENT

BETWEEN THE CITY OF HOPEWELL RECREATION AND PARKS DEPARTMENT AND NOVA SOUTH.

INTRODUCTION

This Memorandum of Agreement (MOA) outlines the terms and conditions under which NOVA South is permitted to utilize swimming lanes and facilities at the Hopewell Community Center for the 2025-2026 swim season.

PURPOSE

The purpose of this agreement is to establish a good-faith foundation between the parties for future collaborative efforts that are mutually beneficial. The Parties agree to work together in a cooperative and coordinated manner to achieve each Party's individual goals and the collective goals of the partnership.

This agreement is designed to detail the specifics of the working relationship between the parties to the mutual benefit of the parties and the communities they serve. This agreement does not bind parties to any legal obligations unless otherwise specified and agreed upon by all parties.

AUTHORITY

The signatories of this agreement hereby certify that they have the legal authority, granted by their official position and/or agency or agency governing body, to enter into written agreements in the lawful performance of their duties and that this MOA constitutes such written agreement.

DEFINITIONS

Center – Hopewell Community Center

Certificate of Insurance - is a document that verifies the existence of an insurance policy and summarizes its key details

Hopewell – Hopewell Recreation and Parks

Lifeguard – an expert swimmer employed to rescue people who get into difficulty in a swimming pool or at the beach, for this document it also is defined as a lifeguard with a current American Red Cross certification

Memorandum of Agreement (MOA) – is a written document that outlines an agreement between parties to work together.

NOVA – NOVA South

Swim season – season referenced in the MOA.

ROLES AND RESPONSIBILITIES

To achieve Parties' mutual desires, each party agrees to the following roles and responsibilities:

Hopewell Recreation and Parks Roles and Responsibilities shall include reserving three lanes for NOVA South's swim season in lieu of payment at time of rental. Hopewell will communicate all schedule changes as soon as possible to provide NOVA an opportunity to contact its participants.

NOVA South Roles and Responsibilities shall include completion of rental contract, monthly payment of rental fees, and following all rules, guidelines, policies, and staff direction of the Hopewell Recreation and Parks Department.

Parties agree to uphold their roles and responsibilities in a committed, good-faith manner.

TRAINING

Any and all lifeguards employed by Hopewell or NOVA must have a current American Red Cross Lifeguard certification. NOVA must provide certifications of all assisting with NOVA's practices to Hopewell.

RESOURCES

To further the collaborative relationship between the Parties, the Parties agree to provide the following resources:

Hopewell shall provide use of a storage closet during NOVA's swim season at no additional charge. Hopewell also agrees to allow NOVA to utilize the tennis courts when not in use by Hopewell or its members.

NOVA shall provide immediate cleaning of storage closet at the end of the swim season.

Parties agree to provide the resources above at a minimum. The Parties may agree to provide additional resources in future agreements by amendments to this agreement or by another agreement.

COSTS AND EXPENDITURES

All rental fees as approved by City Council will be in effect based on residency of NOVA's business address.

FACILITY USE

LANE RENTAL

NOVA South is granted the opportunity to rent a maximum of three (3) swimming lanes during the operational hours of the Hopewell Community Center at the city council-approved rate, determined by NOVA South's business address.

PAYMENT TERMS

Payment for the rented lanes must be made on a monthly basis.

LIFEGUARD REQUIREMENT

NOVA South is responsible for providing an American Red Cross certified lifeguard during all practices at their own expense.

PRACTICE SCHEDULE

Monday through Friday – 4:45 p.m.-6:15 p.m. (3 lanes)
Saturdays -

EQUIPMENT STORAGE

NOVA is permitted in designated areas for fitness equipment on the pool deck and in a secure storage closet. All equipment not designated for overnight storage must be removed daily, with liability disclaimers for lost or damaged items. All equipment shall be removed at the conclusion of the term of this MOA. Hopewell shall not be liable for any lost, damaged or stolen equipment or property belonging to participants, family, friends or guests.

PARENT AND PARTICIPANT EXPECTATIONS

Compliance with Center rules and the terms of the MOA is mandatory for NOVA parents and swimmers. Failure to adhere to guidelines may result in suspension from the Center. Specific expectations are detailed for NOVA coaches, participants, and spectators. The following guidelines pertain specifically to individuals involved with NOVA: (1) Children under the age of 12 must be supervised by an adult coach or guardian at all times when using the Center. Parents may sign a Hopewell liability waiver to be on pool deck during practices. (2) Noise levels at the front desk and locker rooms should be kept to a minimum as to not interfere with the regular operations of Hopewell or the Center. (3) Parents/siblings of NOVA

swimmers may use designated spectator areas at the front lobby. (4) No other areas may be accessed without a valid Center membership.

LEGAL OBLIGATIONS/CONSIDERATIONS

NOVA shall not use the Hopewell Community Center address as their business address. If NOVA lists the Hopewell address it must be listed as the practice location.

All individuals associated with NOVA agree that the City of Hopewell and the Center harmless from any damages, injuries, expenses or during Center use as outlined in this agreement.

NOVA agrees to add City of Hopewell as an Additional Insured on their liability insurance with a minimal of one million dollars coverage.

SPECIAL PROVISIONS

Hopewell: Per the City's Risk Manager and Virginia Risk Sharing Association, "City staff must be present at the city facilities to ensure that proper safety is in place for staff and patrons. This keeps all parties at lower risk of liability. IE: Use of City pool needs to have *Certified City staffed* lifeguards present while pool is being used regardless if staff, citizens, swim team, or outside party."

Hopewell: All individuals associated with NOVA agree that the City of Hopewell and the Center harmless from any damages, injuries, expenses or during Center use as outlined in this agreement.

Hopewell: NOVA agrees to add City of Hopewell as an Additional Insured on their liability insurance with a minimal of one million dollars coverage. Hopewell shall be listed as *City of Hopewell, 300 N. Main St., Hopewell, VA 23860.*

Hopewell: Hopewell will be closed for all city holidays and no practices will be permitted. Hopewell reserves the right to close the building under special circumstances, including, but not limited to, natural disasters, acts of God, and other unforeseen circumstances that otherwise create an unsafe environment with prompt notification to NOVA. In addition to city holidays, the following dates, the building will be unavailable to NOVA, 2025-2026 dates are October 11, October 25, December 7, 2025 and March 27, 2026.

NOVA: NOVA may only enter the pool when both guards are present as well as the NOVA coach.

NOVA: NOVA coaches, staff, or participants cannot be a lifeguard while coaching or participating in NOVA practices.

NOVA: NOVA is prohibited from using the starting blocks.

NOVA: NOVA is permitted a fifteen-minute grace period to use the locker rooms before and after practices. Fifteen minutes after practice is concluded all NOVA participants must vacate the building.

COMMUNICATION BETWEEN PARTIES

Hopewell will designate a primary and a secondary point of contact for NOVA South. This is typically the Aquatic Programs Supervisor and the Recreation Programs Manager for the Department. However, in some cases it may be the Recreation Programs Manager and the Recreation and Parks Director. All communication will be in written format via text messages or emails and will be answered within two business days with the goal of within the working day email is received unless it is an emergency then a phone call followed by a synopsis email of the conversation.

NOVA has designated the point of contact to be the NOVA South Head Coach. All communication will be in written format via text messages or emails and will be answered within two business days with the goal of within the working day email is received unless it is an emergency then a phone call followed by a synopsis email of the conversation.

AMENDMENTS

The terms of this agreement may be amended upon written approval by both original parties and their designated representatives.

DISPUTE RESOLUTION

The Parties hereby agree that, in the event of any dispute between the Parties relating to this Agreement, the Parties shall first seek to resolve the dispute through informal discussions.

TERM AND TERMINATION

This agreement becomes effective on the date it is signed by all parties. It remains in force for the identified term unless explicitly terminated, in writing, by any party.

Hopewell reserves the right to modify or terminate the MOU with NOVA due to any but not limited to the event of staffing shortages, failure to correct cure notices, building renovations, service repair work, or programming needs change.

Failure to abide by the guidelines set forth in this memorandum of understanding may result in the termination of Center use rights.

The undersigned parties acknowledge and agree to this MOA:

SIGNATURES

FOR CITY OF HOPEWELL

Signature

Print Name

Title

Date

FOR NOVA SOUTH

Signature

Print Name

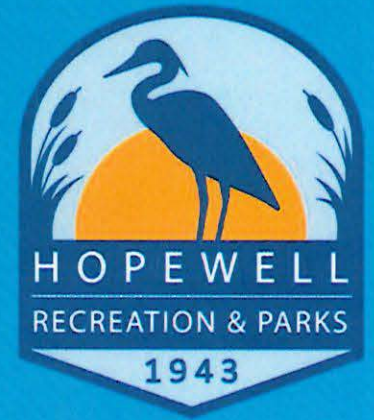
Title

Date

DRAFT

AQUATIC OPERATIONAL REPORT

2022-2024 NOVA South Swim Season



HOPEWELL RECREATION AND PARKS
DIRECTOR TABITHA MARITNEZ, M.Ed., CPRE

OVERVIEW

- Introduction
- 2022-2023 Swim Season Financial Overview
- 2023-2024 Swim Season Financial Overview
- Challenges and Issues
- Recommendations
- Conclusion



INTRODUCTION

- 2022-2023 – September 2022-June 2023
 - Rate was \$7/l/h -- Total Hours 258.25
 - Monday, Wednesday, Friday – 4:30 a.m.-6:30 a.m. (6 lanes)
 - Monday and Wednesday – 4:45 p.m.-7:45 p.m. (4 lanes)
 - Tuesday and Thursday – 4:45 p.m.-7:45 p.m. (5 lanes)
 - Saturday – 7:30 a.m.-10:30 a.m. (6 lanes)
- 2023-2024 – September 2023-May 2024
 - Rate was \$10/l/h -- Total Hours 339.35
 - Monday, Wednesday, Friday – 5 a.m.-7 p.m. (6 lanes)
 - Monday and Wednesday – 4:45 p.m.-7:30 p.m. (4 lanes)
 - Tuesday and Thursday – 4:45 p.m.-7:30 p.m. (5 lanes)
 - Saturday – 7:30 a.m.-10:30 a.m. (6 lanes)



2022-2023 SWIM SEASON

- Total Revenue: \$20,704.25
- Total Expenses: \$27,348.73
 - Third-Party Services - \$6,374.00
 - Columbia Gas – \$18,288.54
 - Arc3 – \$1,060.31
 - Electric – \$225.13
 - Water - \$1,400.75
- Net Profit/Loss: **-\$6,644.48**



2023-2024 SWIM SEASON

- Total Revenue: \$28,510.00
- Total Expenses: \$19,378.56
 - Third-Party Services - \$5,497.75
 - Columbia Gas – \$11,070.72
 - Arc3 – \$1,314.35
 - Electric – \$888.44
 - Water - \$607.30
- Net Profit/Loss: \$9,131.44



Financial Overview



CHALLENGES AND ISSUES

- Noncompetitive hourly rates for certified lifeguards
- Lifeguard coverage for center operational hours
- Staff burnout and turnover



RECOMMENDATION

- Limit outside agencies or individuals from utilizing more than three lanes of the aquatic facility at Hopewell Community Center per day.
- Require outside agencies or individuals to provide an American Red Cross certified Lifeguard at their cost during all rentals with more than 10 people.
- Outside agencies can only utilize the Hopewell Community Center during operational hours.
- City Council to approve the *MOA HRP_NOVA South 2025-2026* Draft as presented.



QUESTIONS & DISCUSSION

- Questions?
- Thank You!



R-2

City of Hopewell, Virginia

City Council Resolution

Re: Initiation of Zoning Text Amendments for Motor Vehicle Uses

Whereas, in accordance with Section 15.2-2285 of the Code of Virginia, Ann., the City of Hopewell City Council may amend the Zoning Ordinance whenever it determines that public necessity, health, safety, convenience, general welfare, and good zoning practice necessitate such change; and

Whereas, the City of Hopewell Zoning Ordinance Article XXI, Amendments, provides that a zoning ordinance amendment shall be initiated by the motion of the City Council; and,

Whereas, the Department of Planning and Development recommends initiation of a zoning text amendment to review zoning regulations regarding motor vehicle uses and make recommendations on use and development standards to mitigate the impacts of said uses; and,

Whereas, the City Council finds reason to consider amendments to the zoning ordinance regarding use and development standards for motor vehicles for public necessity, convenience, general welfare, and good zoning practices; and,

Now, Therefore, Be It Resolved that the City of Hopewell City Council does hereby initiate a zoning ordinance amendment to City of Hopewell Code of Ordinances Appendix A, Zoning Ordinance, regarding the use regulations and development standards for motor vehicle uses, including, but not limited to automobile and heavy equipment sales, repair, and storage.

Motion:

Second:

Votes:

ADJOURNMENT