

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

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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
Bridetta Williams, Deputy Clerk

May 28, 2024

REGULAR MEETING

Closed Meeting- 6:00 PM
Work Session-7:00pm
Regular Meeting- 7:30pm

6:00 p.m.

Call to order, roll call, and welcome to visitors

CLOSED MEETING

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

Roll Call

RECONVENE OPEN MEETING

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

WORK SESSION

WS1 – Hopewell Marina Proposed Slip Fees – Charles Bennett Economic Development Director

REGULAR MEETING

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

Prayer by Reverend Blow, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Joyner.

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

CONSENT AGENDA

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

- C-1 **Minutes:** 4-16-24, 4-30-24, 5-7-2024
- C-2 **Pending List:** December 14, 2023
- C-3 **Information for Council Review:**
- C-4 **Personnel Change Report & Financial Report:**
- C-5 **Public Hearing Announcements:**
- C-6 **Routine Approval of Work Sessions:**
- C-7 **Ordinances on Second & Final Reading:**
- C-8 **Routine Grant Approval:**

SUGGESTED MOTION: To amend/adopt consent agenda

COMMUNICATIONS FROM CITIZENS

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

PUBLIC HEARING

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

PH1 Proposed FY 25 Budget (2nd reading) – Dr. Manker, City Manager

REGULAR BUSINESS

- R1 – Conditional Use Permit to construct a fence at 512 Hopewell St (1st reading) – Chris Ward, Director of Development**
- R2 - Conditional Use Permit to construct single family dwelling at intersection of Cedar Ln and E. Broadway (1st Reading) – Chris Ward, Director of 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

Architectural Review Board – 3 Vacancies

Downtown Design Review – 2 Vacancies

Board of Building Code and Fire Prevention Code Appeals – 5 Vacancies

Keep Hopewell Beautiful – 1 Vacancy

Recreation and Parks – 4 Vacancies

Library Board – 1 Vacancies

DSS – 7 Vacancies

Healthy Families – 3 Vacancies (3 pending applications)

District 19 – 2 Vacancies

Towing Advisory Board – 4 Vacancies (3 Tow Operators, 1 Civilian)

Adjournment

**CLOSED
MEETING**

RECONVENE OPEN MEETING

WORK SESSION

WS-1



City of Hopewell Marina Proposed Fee Schedule

City Council Regular Meeting
Work Session May 28th 2024



City of Hopewell Marina



Water Slips Available:
16 Slips in Dock A
14 Slips in Dock B
14 Slips in Dock C
44 Slips Total

Ramps for Boat Launch: 2
Kayak Launch: 1
Automobile Parking: 36
Boat Trailer Parking: 72



Local Area Marinas Fees

Richmond Yacht Basin (Flat Rate)

Covered Slip \$300.00 (per month) **FULL**

Uncovered Slip \$200.00 (per month)

<https://richmondyachtbasin.com/>

Anchor Point Marina (50' Boat)

Covered Slip --- Not available ---

Uncovered Slip \$290.00 (per month)

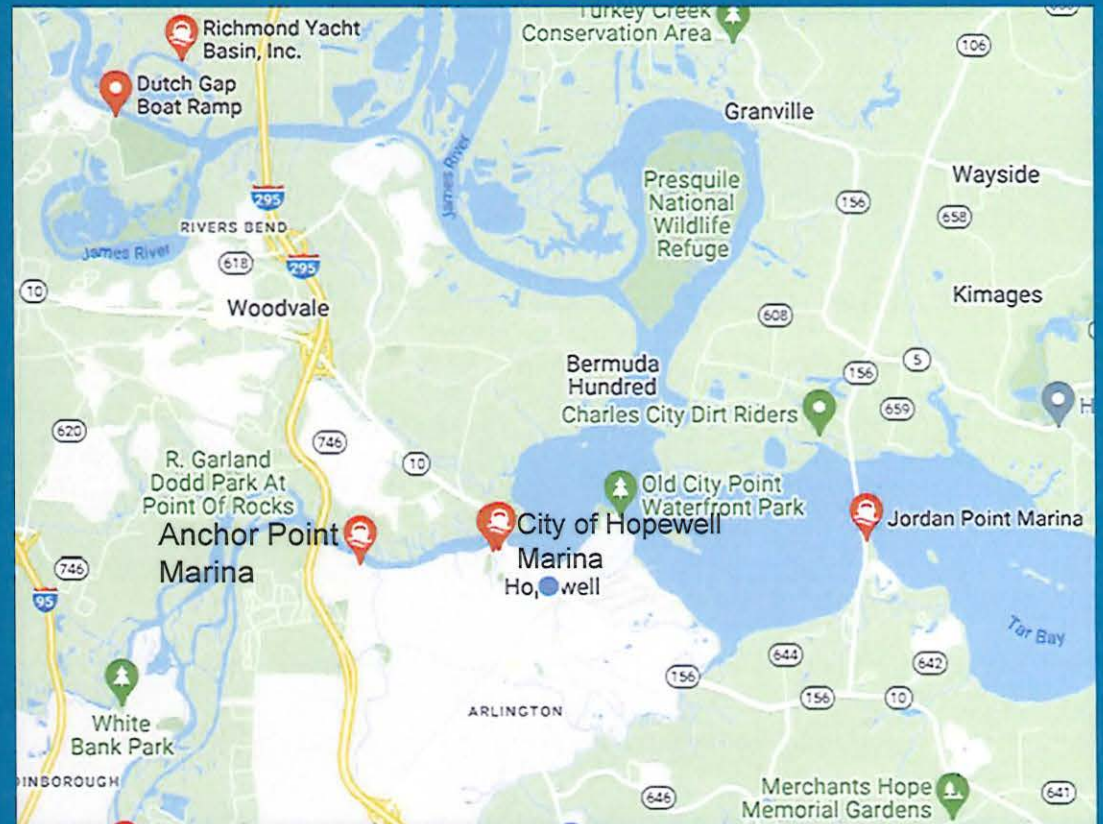
<https://www.anchorpointmarina.net/location-rates/>

Jordan Point Marina (50' Boat)

Covered Slip --- Not available ---

Uncovered Slip \$325.00 (per month)

<https://www.jordanpointmarina.com/about-us/>





Proposed Hopewell Marina Fees Effective July 1st 2024

Hopewell Marina Proposed Fees

Covered Slip: \$400.00 (per month)
(10% discount for Hopewell resident)

Uncovered Slip: \$300.00 (per month)
(10% discount for Hopewell resident)

Boat Ramp Fee and daily parking: \$10.00
(10% discount for Hopewell resident)

Overnight parking: \$15.00 (9pm to 6am)
(10% discount for Hopewell resident)





Proposed Hopewell Marina Fees

Hopewell Marina Lease Terms

- Lease term shall not exceed 36 months.
- 90 day notice of termination by either party for convenience (Lessor or Lessee).
- Two months security deposit required.
- No automatic rent escalations.
- No automatic or other renewal options.
- Boat must be seaworthy and move in and out of the slip under its own power.
- Boat must be licensed, registered and insured at all times.
- Personal property taxes required to be up to date.
- Lessee cannot live on boat in slip for more than 183 days (in the aggregate) per year.
- Domestic water is included.
- Electrical is not included.
- Subleasing slip is prohibited.
- Assignment of lease is prohibited.
- Slips cannot be used for major repairs to boats. Minor repairs and maintenance allowed.
- Lessees will be selected annually via lottery system annually once marina is fully leased.



City of Hopewell Marina

Questions?

City Council Regular Meeting
Work Session May 28th 2024

REGULAR MEETING

CONSENT AGENDA

C-1

MINUTES OF THE APRIL 16, 2024 CITY COUNCIL SPECIAL MEETING

A SPECIAL meeting of the Hopewell City Council was held on Tuesday April 16, 2024 at 7:30 p.m.

PRESENT:

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

Councilor Denton makes a motion to allow Councilor Harris to participate remotely. Councilor Pelham seconds the motion.

ROLL CALL

- | | |
|---------------------|-----------|
| Vice Mayor Gore- | Yes |
| Councilor Denton- | Yes |
| Councilor Pelham- | Yes |
| Councilor Holloway- | (Absent) |
| Councilor Joyner - | Yes |
| Councilor Harris- | (Abstain) |
| Mayor Partin- | Yes |

Motion Passes 5-0

PUBLIC HEARING

PH1- Approval of Proposed Tax Rates-Russell Branson, Interim Finance Director. Dr. Manker states that tonight's meeting is an open public hearing to

discuss the proposed tax rates. She introduces Mr. Russ Branson as the presenter and that Russ and herself have provided a request from Thursdays meeting your desk. She talks about the incremental changes from 113 to 117 and the fourth incremental column is the recommended amount that we are proposing tonight. The budget is balanced as far as the operational budget. However, we are requesting tax increases for the capital budget. Taxes have not been increased in over ten (10) years. The previous administration also requested taxes increase in 2021 and 2022. Dr. Manker states outside vendors from the Robert Bobb group are here. After their assessment this year, they have also concluded that taxes be increased for the third year in a row. She wants to make aware, as we were on the dais last Thursday, there was a major road failure and a news release to shut down lanes on Winston Church Hill Drive. Mr. Branson begins his presentation with slide number two with recommended capital projects. He has added in all the recommended projects. Some adjustments have been made to the fire and police projects. The community center HVAC has been reduced from \$250,000 to \$50,000. This was 2.4 million shown in last week's presentation and is now \$300,00 with adjustments that we discussed. The next slide is additional capital needs which are projects that have been requested by the departments but are not included in our recommended funding with tax increases. That adds another 3.5 million. Some of that is on the public works side but most is on the recreation side with the Riverwalk Phase 2. The other big one is the \$660,000 for the HVAC and the community center which still need to be funded in the next year or two. He mentions some IT projects and the wayfinding on the development side. So an additional 3.5 million not included in terms of funding recommendation. These are the total capital requests that have been added by departments. That's what we are talking about when we talk about increasing taxes and fees. Mr. Branson goes thru slide four as an update and change from last week describing the various tax amounts. For the increase increment we are looking at for stormwater we could do dollar per parcel, up to \$4 dollars a parcel, lodging tax at 2 percent based on council direction last week, food and beverage increment is 1percent. He explains the mistake he made on food beverage and lodging on last weeks presentation and transposed the numbers. Mr. Branson apologizes for that. The amounts have been corrected on this presentation as 1 percent on lodging at \$75,000 and 1 percent on food and beverage is \$175,000. He clarifies the tax is on prepared foods and not a sales tax on groceries. He talks about the taxes that are recommended and what is not been recommended. The recommendation is still stormwater fees to increase by \$4 a parcel, the cigarette tax based on council direction is to go up to .80 cents a

pack, we can do that, is a million. Lodging tax to 2 percent would be \$150,000. The food and beverage tax, based on what we heard from council, we have dropped. We are still recommending the real estate tax at 4 cent increase which would go from 113 to 117 per \$100 value on the real estate tax. Combined, those would bring in 2.84 million is the forecast for this. April 11th we were recommending 3.1 million of funding we had \$618,000 already programmed in the budget. That includes increasing stormwater fees by \$900,000, increased taxes by 1.5 million and getting more operation savings to fund 3.1 million per recommendation. We have made some changes, the 3 million we are down a little but we are also down on what's in the budget. That is because there is \$119,000 the fire department had in the capital plan to pay the lease on existing fire trucks that is an operational cost and has been moved into operations which has reduced the amount available. We have cut an additional \$50,000 from the finance budget. Stormwater fees still at \$900,000 and the increased other taxes at 1.9 million. That provides, based on the math, an additional \$334,000 that can be put towards reserves, other projects or something else. If you try to fund everything, you're about 3.2 million short; that is 3.5 million minus \$330,000. Just to summarize, we are recommending an increase to stormwater fees to \$8 a parcel. An analysis is being done by public works right now, to increase a lodging tax up to 10 percent and increase real estate tax by 4 cents, which is a 3 and a half percent increase in terms of the rate for the 2024 tax year. Mr. Branson provided the PowerPoint slides from last Thursday, stating he thought it would be helpful to have those for reference.

Mayor Partin reads the Public Hearing Statement and opens the floor for comments.

City Clerk Brittani Williams reads an emailed comment from a citizen.

1. Katherine Podlewski- This citizen emailed in her response to the Public Hearing:

Good Evening Council, my name is Katherine Podlewski, Ward 1. I live right up the street between First Baptist Church and the Nursing home. I have kept an eye on property values in my little triangle neighborhood for years, as we have been a focus for development in multiple Comprehensive Plans. I believe the biggest gripe from Hopewell property owners is the 2023

Real Estate Reassessments, with their wildly divergent and illogical values. So, any real estate tax increase is going to cause complaints. My Real Estate value went up a third, yet my house hasn't been renovated in years. First Baptist's properties, the actual church and surrounding lots and houses, didn't go up much, then they had an appeal and got the assessments lowered. My questions to the Real Estate Assessor's Office as to some explanation explained nothing. Hopewell citizens are feeling used to cover whatever mystery finance situation has happened over the past years. Clearly, too many unanswered questions are adding to the feeling. Thank you, Katherine Podlewski

2. **Earlene Allen**- states that she has been in her home for 54 years and has asked for a rate cut and gives her reasons why she couldn't get it and was denied. She talks about her financial and personal situation. Ms. Allen states she does not want the tax rate to go up because she is struggling now trying to make ends meet and doesn't get any help.
3. **Mary Gibbs**- states she is here wondering why the real estate and personal property tax keeps going up. She tells of her situation of being on a fixed income and cannot afford no taxing. States she has to choose between taxes and groceries and its hard.
4. **Andy Girvin**-Introduces himself to council as the plant manager at Advan 6 in Hopewell. He states today he is speaking on behalf of the Hopewell Manufacturers Association which includes several businesses. Mr. Gervin explains the role of the Hopewell Manufacturers Association. He speaks of the affect increased tax rates will have on businesses and create hardship on the community and requests that you vote against the tax increases. He talks about the industry having been a partner to the city of Hopewell paying significant taxes and participating in the Hopewell Water Renewal Commission. He talks about working together with the Hopewell Water Renewal Commission to approve over \$32 million in investments over the past 6 years, although only 15 million have been spent to date. He highlights that 85 percent of the expenses were to industry. He encourages council to evaluate its budget and fund what needs to be and can realistically be executed during the upcoming physical year. Raising taxes simply to

cover short term budget requirements will have long term impacts on the overall economic development and growth in the city. Mr. Gervin states the continue investment by industry is critical and critical assets such as Machinery and Tool serves to reinforce the economic foundation of the region. Therefore, we request that you vote against the tax increase as proposed and maintain existing rates from the current year 24.

5. Dana Newcomer- She speaks on her role as board President on behalf of our membership of the Hopewell/ Prince George Chamber of Commerce. She talks about watching with interest, the continuing work of the Robert Bobb Group and its interaction with city council. She states, previously our membership has expressed concern over the current fiscal management challenge. The proposal to increase tax rates and how it would negatively impact its members and tax increases serve as a disincentive for businesses to continue to make continued investments in Hopewell. We urge you to reconsider increases in taxes and encourage you to review carefully the impact increased taxes will have on our city, it's broader population and its small business community. Ms. Newcomer state members expressed concern over the cigarette tax, lodging tax and projected impacts to our local convenient store members, hospitality and tourism members. A lodging tax rate of 10 percent places Hopewell in the unfavorable position of being in the top 10 highest lodging tax rate of all localities in Virginia, serving at a competitive disadvantage. She kindly reminds council that per state code, 3 percent of this tax rate revenues must be spend on hospitality and tourism within the locality. She further states we are requesting that you vote against proposed tax increases to maintain existing rates for the past fiscal year 2024.

6. Mark Burroughs- States chesterfield county pays .90 cents on a \$100, Prince George is at .82 cents and y'all are proposing to go up to \$1.75 did I hear that correct? He is corrected by Mayor Partin of the correct increase to \$1.17 and Mr. Burroughs corrects his amount to \$1.17 and stating Hopewell is not that special when compared to neighboring areas. He continues with the amount that's been paid to Robert Bobb Group of \$2.3 million to fix a mistake that was made by council or their predecessors created and goes on

that the \$2.3 million that was paid to them almost makes up the deficit the gentleman was talking about through the computer earlier. He asks why are we going to be shouldered with your burden. Continues to speak to what he feels about taxes and what should be done to fix the tax issue. He gives a couple of examples from previous people who participated with communication from citizens. He concludes with what he thinks will happen if we keep raising these rates.

7. **Wally Raycliff**- states the length of time he's lived in Hopewell and that everything's going up we don't need this. He continues that it doesn't make sense and it needs to be cut somewhere else. He gives an example of a product increase and continues that it doesn't make sense states we need to cut the fat somewhere else and make up the difference.

8. **Ed Houser**- States the citizens of Hopewell cant afford tax increases. He talks about donating his time to different organizations and that people are lacking food money because they have to pay their bills. He tells of donating organizations are having to cover the difference. He gives an example of an item going up because of the tax increase and states he can go across the bridge and not spend his money in Hopewell.

Councilor Denton makes a motion to approve the recommended tax ordinance as presented in the resolution. Mayor Partin seconds the motion.

Councilor Holloway- makes a comment that he agrees with all of the commentators. spoke to the finance director who proposed this last week, if there were other avenues and his response was yes there were other avenues. He states if there is something that we need majorly, like we did a couple of months ago, I think we have \$17 million in investment accounts that we could utilize if there was any type of an emergency or something that was necessary like they are proposing tonight for their citizens, there are other options he states. This isn't the only option and some councilors are outright ignoring the fact that people are on hard times, that can only make my heart and mind think are you trying to push those people out of the city, I certainly hope not. Mr. Holloway quotes from the Bible and adds

I pray we will get our head out of the air sometimes, sit back, come back to the table, have an understanding we should not increase the suffering on our citizens that can unfortunately cause more mental issues and distress. He continues that I pray the city council would understand that and he gives a closing remark that the director of finance, who proposes this said himself that there are other avenues we can take without increasing the taxes.

Vice Mayor Gore-states will not speak for long because she made her position clear at the last meeting last week and have been saying the same thing for the last two years in regards to this issue. For those who follow council and come to the meetings or watch us online, you may remember this conversation being had two years ago when we knew this was coming; when we looked at some of the issues, we did not know were issues. Vice Mayor Gore states the city manager has been put in an awkward and compromising position because her administration is having to deal with old issues that were unresolved. So, that goes back to the gentleman's comment in regards to having people pay for other people's messes. She states that was the last comment said on Thursday in my regards to my position on this matter. I definitely think there is other things we can be addressing such as contracts, how money is spent in this city, delinquency and some other items that I believe should be addressed first prior to this. Vice Mayor Gore comments its years of poor governing that led us here and it just falls on certain people's laps. She continues, with that I didn't speak earlier because last week was a little interesting, I don't want to have a bad meeting getting worked up on the matter so I'll just say that I, too, disagree with increasing taxes for the reason stated. Hopefully, I don't have to go into detail, but just say that I echo the sentiments that's been shared thus far by councilor Holloway councilor pelham and members of the public.

Councilor Pelham talks about the taxes in the city being compared to prince George and Chesterfield. She states that Chesterfield and Prince George have more land and many more businesses that we don't have in the city. Where most counties can charge below the dollar for their property taxes, they also have assessments of houses that start at a quarter of a million, \$300,000 and above; and houses assessed at a \$1,000,000 in fact. So, its hard to compare Hopewell with the counties, it's just no comparison. Compare us to the cities of Petersburg, Richmond and throughout Virginia and the tax rate is comparable in some ways.

She comments the budget is balanced with what are needs are and taken care of the employees with a 2 and a half percent cola, its time for us to take care of our citizens. Some of the councilors have already fore stated but no real estate tax. She finishes with she doesn't know how we are going to get to the bottom line but I'm going to vote No straight out to increase all these taxes and that's what her vote, her motion, encumbers a raise in the taxes to \$1.17, raising the storm water fee to \$4.00, raising his cigarette tax to \$.80 cent and raising lodging to 1 percent, that's a lot of money. Councilor Pelham states she absolutely would say No to that motion and entertain a substitute motion but not right now. I will see how that goes first.

ROLL CALL

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

Motion Passes 4-3

Councilor Holloway makes a motion to amend the agenda for a special recognition. Councilor Pelham seconds the motion.

ROLL CALL

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

Motion Passes 7-0

Council recognize City Attorney Danielle Smith for her work in the city over the past year and a half. They share comments with her and take a photo with her prior to ending the meeting.

ADJOURNMENT:

Councilor Holloway motions to adjourn,

Yes- 7

No- 0

Respectfully Submitted,

Johnny Partin, Mayor

Brittani Williams, City Clerk

MINUTES OF THE APRIL 30, 2024 CITY COUNCIL SPECIAL MEETING

A SPECIAL meeting of the Hopewell City Council was held on Wednesday April 30, 2024 at 7:00 p.m.

PRESENT:

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

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

ROLL CALL

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

Motion Passes 4-0

Councilor Denton makes a motion to adopt the special meeting agenda, Councilor Joyner seconds the motion.

ROLL CALL

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

Motion Passes 5-0

Dr. Hackney begins speaking with council in regard to why they are having the joint meeting tonight. She mentions the school board is already made a few cuts and is aware of the situation within the city currently related to budgets and budget cuts. Vice Mayor Gore asks when the bus fund was removed, was the capital projects not included in council capital budget? Dr. Hackney gives the response that the funds have not been there. Vice Mayor Gore requests that Dr. Manker get the capital project list from Dr. Hackney to provide to council. Councilor Joyner asked how much was the bus fund, Dr. Hackney answered it varied, but last she remembered it was roughly 6 million. Mayor Partin goes over budget improvement plans, and he encouraged Dr. Hackney to look into consolidating savings and if they have enough to cover any of their projects to apply their savings to the projects. He also suggests they get with the public works director. Dr. Hackney states she has reached out to outside resources for assistance and has received assistance from other departments so far, and she is trying to get the assistance anywhere they can get it to ensure money is spent where it is needed the most. Councilor Joyner then asks is there a not a tax that can be implemented in the city to fund school projects. The response given was yes there is an existing tax for school funding for building replacements. Councilor Pelham asked about their salary savings and can it be used on small projects. Russ answered in detail stating in depends on what needs attention. Council and the school board bounce ideas off of each other for ways to help increase funds to get these projects taken care of sooner than later. Dr. Hackney states she appreciates everything council has done so far to assist, and she was not looking for any action tonight with the budget request, she just wanted to have a conversation with everyone to get an idea of where things were. She spoke further to the handout she gave to each council member, stating the red column was the column that needed the attention the most

and the soonest. She mentioned some of the projects on this list she will be able to have taken care of with savings and salary savings but the bigger projects would be needing assistance. There were final comments from council and from the school board.

Councilor Joyner makes a motion to adjourn.

Yes: 6

No: 0

Respectfully Submitted,

Johnny Partin, Mayor

Brittani Williams, City Clerk

MINUTES OF THE MAY 7, 2024 CITY COUNCIL SPECIAL MEETING

A SPECIAL meeting of the Hopewell City Council was held on Tuesday May 7, 2024 at 6:30 p.m.

PRESENT:

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

Councilor Denton makes a motion to allow Councilor Harris to participate remotely. Councilor Joyner seconds the motion.

ROLL CALL

Councilor Pelham-	Yes
Councilor Joyner-	Yes
Mayor Partin -	Yes
Councilor Denton-	Yes

Motion Passes 4-0

CLOSED MEETING

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

and employees of City Council, and VA. Code section §2.2-3711 (a)(29) for discussion of the award of public contract involving the expenditure of public funds, including interviews of bidders, 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. Councilor Joyner 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

RECONVENE OPEN MEETING

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

ROLL CALL

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

Councilor Denton- Yes

Motion Passes 5-0

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

ROLL CALL

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

Motion Passes 5-0

Councilor Pelham makes a motion to appoint Ms. Beverly Burton as the interim city attorney and approve the contract as presented. Councilor Joyner seconds the motion

ROLL CALL

Councilor Pelham-	Yes
Councilor Holloway-	Yes
Councilor Joyner-	Yes
Councilor Harris-	(Abstain)
Mayor Partin-	Yes

Vice Mayor Gore-	(Abstain)
Councilor Denton-	Yes

Motion Passes 5-0

CLOSED MEETING

Councilor Joyner moves to go into closed meeting pursuant to Va. Code Section § 2.2-3711 (A) (1) to discuss and consider personnel matters, including board and commission appointments; the assignment and performance of specific appointees and employees of City Council, and VA. Code section §2.2-3711 (a)(29) for discussion of the award of public contract involving the expenditure of public funds, including interviews of bidders, 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. Vice Mayor Gore 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 Holloway makes a motion to come out of closed meeting. Councilor Joyner seconds the motion.

ROLL CALL

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

Motion Passes 5-0

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

ROLL CALL

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

Motion Passes 6-0

ADJOURNMENT:

Councilor Joyner motions to adjourn,

Yes- 6

No- 0

Respectfully Submitted,

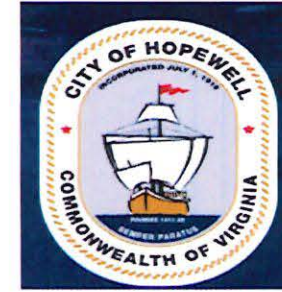
Johnny Partin, Mayor

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

COMMUNICATIONS
FROM CITIZENS

PUBLIC HEARING

PH-1



FY25 Budget Final Budget


Budget Adoption – Second Reading

Budget Process

- **Budget work began in December of 2023** with departmental budget requests and first revenue forecast
- **Departmental budget entry** and meetings with City Manager -- January 2024
- **Council Work Sessions**
 - Revenues – March 14th
 - Expenses and CIP – March 21st
 - Department Requests/Presentations – March 28th
- **Council Public Hearings/Meetings**
 - Tax resolution – April 16th
 - May 14th – Public Hearing and 1st reading of budget ordinance
 - May 28th – Second reading of budget ordinance

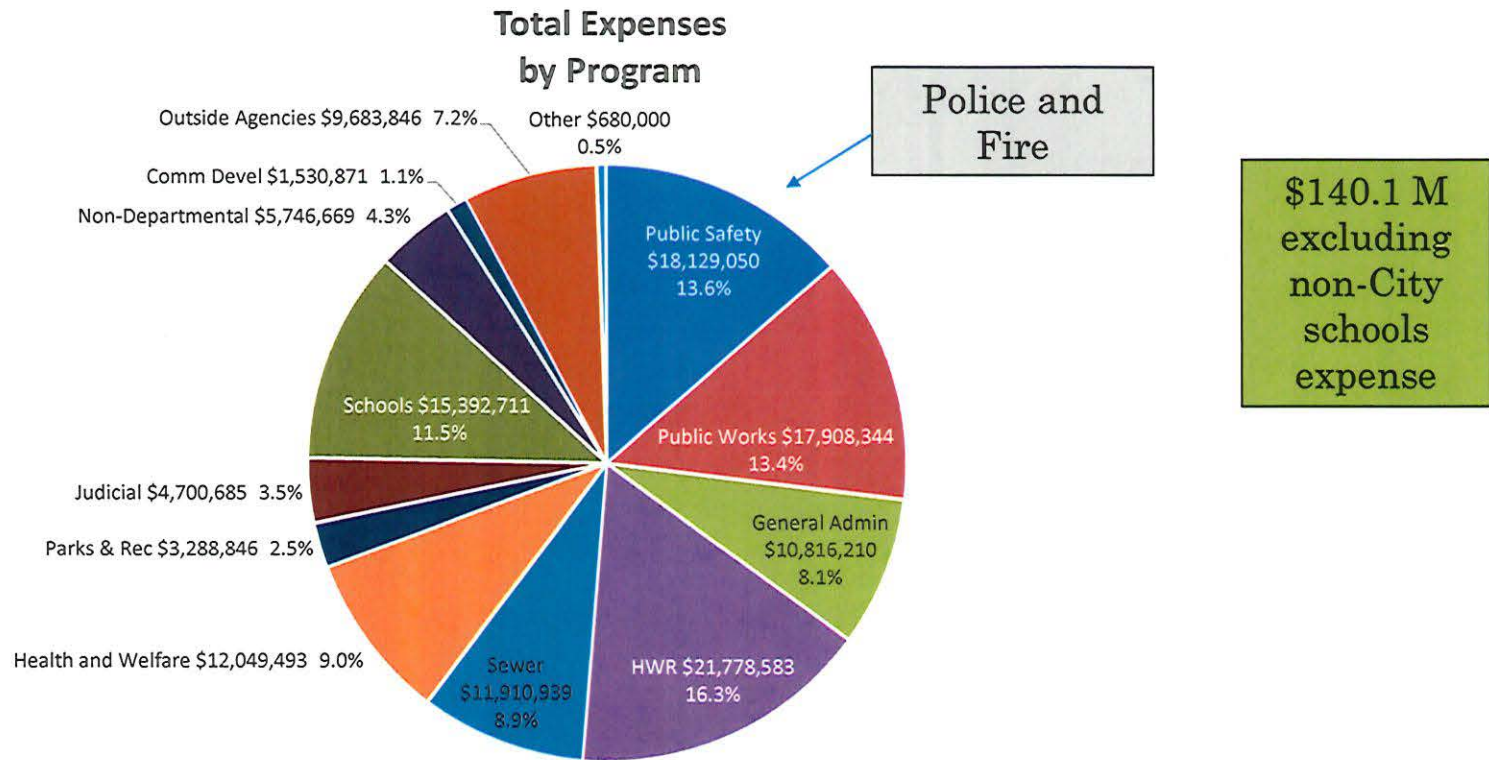
Budget Ordinance

- Sets **appropriation limits** for funds, departments, and programs
 - This limits how much can be spent in an appropriation category/function without coming back to **Council** for an increased appropriation
- **City Manager** is authorized to:
 - Transfer unencumbered balances within a department or appropriation function/category
 - Transfer up to \$25,000 between appropriation functions/categories
 - May make fund and expense adjustments of non-budgetary revenue for: a) insurance recoveries for damage to City vehicles, b) refunds or reimbursements for which the City has expended funds directly related to the reimbursement, and c) any revenue source not to exceed \$25,000
- All **outstanding appropriations** will carry over to FY25 – We will disencumber any amount that does not have a contract in place. All unencumbered appropriations will lapse (exceptions for capital, reserves, grants, and restricted donations)



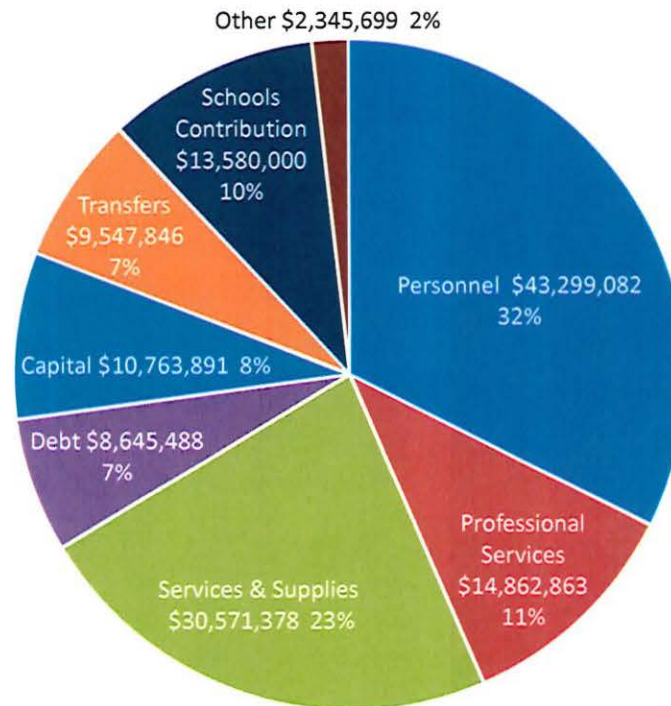
Budget Overview

Expenses | by Category



Expenses | by Type

Total Expenses by
Spending Category



\$140.1M
excluding
non-City
schools
expense

**FY25 Proposed Capital Improvement Projects
FUNDED CIP REQUESTS & SOURCE OF FUNDING**

	Public Works	Fire	Police	Recreation	IT	Total
Critical Funding Needs -- Cost						
Public Works						
Rte 156 - Intersection Imp	\$121,000					\$121,000
Rte 156 - Intersection Imp	\$75,000					\$75,000
SOUTH MESA DR - PED Imp	\$262,000					\$262,000
W. Randolph Shared Use Path - Smart Scale	\$1,612,000					\$1,612,000
Hill Avenue & Hooker St. Recon - Rev. Share	\$226,000					\$226,000
Wagner Ave & Hooker St. Recon - Rev. Shar	\$226,000					\$226,000
Pave Rehab Var. Locations - Rev. Share 21	\$285,000					\$285,000
Pave Rehab Var. Locations - Rev. Share 23	\$496,000					\$496,000
Carryover from FY24 CIP	\$1,000,000					\$1,000,000
Pavement Preservation Arterials	\$466,000					\$466,000
Recreation						
Community Center HVAC				\$50,000		\$50,000
Community Center Fitness Equipment				\$55,000		\$55,000
Mathis Field Improvements				\$13,000		\$13,000
IT						
Host Servers					\$44,000	\$44,000
Core Switches					\$35,700	\$35,700
Total CIP -- Initial Funding	\$4,769,000	\$0	\$0	\$118,000	\$79,700	\$4,966,700
Funding Sources						
Federal-Aid (VDOT Smart Scale 100/0)	\$1,611,000					\$1,611,000
VDOT HSIP 100/0	\$267,000					\$267,000
Storm Water Fees (proposed)	\$904,000					\$904,000
General Fund	\$1,987,000	\$0	\$0	\$118,000	\$79,700	\$2,184,700
Total Funding	\$4,769,000	\$0	\$0	\$118,000	\$79,700	\$4,966,700

Funded Capital Projects

- All projects using **State/Federal funding** are funded
- **Storm Water fees** include to-be-increased fees
- **General Fund transfer** from increased Real Estate and Hotel taxes and overall net revenue from departmental expense reductions

Storm Water fees will be used for road projects as a part of storm water remediation

Regional Water Treatment Capital

City of Hopewell
 FY 2025 Capital Improvement Program (CIP)
 Water Renewal Department Projects

Project Name	#	FY 2024		
		Prior Spend	FY 2025	FY 2026
Current Primary Wet Well Rehab	WR-0001	\$ -	\$ -	\$ 175,000
Current SNR Wet Well Rehab	WR-0002	-	-	175,000
Current Industrial Fine Screen Rehab	WR-0003	-	400,000	400,000
Replace Incinerator CEMS	WR-0004	-	250,000	-
Primary/Secondary Clarifier Weirs	WR-0005	-	-	-
Oxygen Plant 5 Year Turnaround	WR-0006	-	1,700,000	-
PLC Upgrade	WR-0007	-	200,000	1,500,000
Additional Gravity Thickener Rehab	WR-0008	-	-	1,500,000
MBBR Optimization	WR-0009	-	-	500,000
Phosphoric Acid Monitoring/Control Pilot	WR-0010	-	200,000	-
Current Gravity Thickener Rehab	WR-0011	585,994	350,000	-
Current Ash Bucket Elevator	WR-0012	175,000	937,000	-
Current Plant Switchgear Replacement	WR-0013	6,528	2,150,000	397,234
Current Incinerator Feed Pump/Install	WR-0014	154,572	1,667,000	850,000
Current Leachate Station Upgrade	WR-0015	56,000	282,000	-
Current Admin Building Repair	WR-0016	19,772	650,000	-
Secondary Clarifier Repairs	WR-0017		300,000	
Centrifuge Rebuild	WR-0018		300,000	
Domestic Fine Scree Repair	WR-0019		250,000	
Total Water Renewal		\$ 997,866	\$ 9,636,000	\$ 5,497,234

Additional Capital Requests (not funded)

FY25 Proposed Capital Improvement Projects
ADDITIONAL REQUESTS -- Cost (Not Funded in Proposed Budget)

	Public Works	Fire	Police	Recreation	IT	Development	Total
Public Works							
Hank's Pond	\$122,742						\$122,742
Heretick Avenue Drainage Project	\$704,000						\$704,000
Wagner Road Storm Lining Project	\$20,000						\$20,000
Courthouse Parking Lot	\$205,371						\$205,371
Fire							
Fire Boat Replacement		\$44,302					\$44,302
City Hall Generator		\$373,500					\$373,500
Recreation							
Community Center HVAC				\$660,000			\$660,000
Community Center Fitness Equip				\$55,000			\$55,000
River Walk – Phase II				\$1,480,000			\$1,480,000
Westwood Park				\$200,000			\$200,000
3 1/2 Street Playground - Phase II				\$125,000			\$125,000
IT							
Microsoft Office					210,000		\$210,000
Managed Print Solution					36,750		\$36,750
Development							
Wayfinding						52,000	\$52,000
Total Additional Requests	\$1,052,113	\$417,802	\$0	\$2,520,000	\$246,750	\$52,000	\$4,288,665

Revenue Highlights

General Fund

- **Increased 2024 Real Estate Tax** from \$1.13 per \$100 of Assessed Value to **\$1.17/\$100 AV**
- **Increasing Lodging Tax** from 8% to 10%
- **Adding a Cigarette Tax** of \$0.40/pack – likely January start
- **Increase Storm Water fees** to help fund storm water projects in roads

Utilities

- **HWR budget** set to recover operating and capital costs
- **Sewer budget** assumes need to increase rates during the year

Schools

- No State budget yet. **City contribution is set at \$13,710,000**, including a \$130,000 contribution for The Well program

Hopewell Regional Water

- The HWR Commission approved the following at its meeting on May 2nd
 - **Operating Budget: \$18.9 Million**
 - **Capital Budget: \$9.6 Million**
- The industry partners and City Sewer are also **required to fund debt service** for the Regional Water. This is approximately \$1 Million in FY25 and is billed separately
- Operating budgets are billed monthly to each user based on actual flow into the system
- Capital projects will be funded as they occur and the City is billed

Implementation

- The FY25 budget will go into effect on July 1, 2025
- Finance staff will prepare for FY24 budget roll-overs by unencumbering budgets that do not have active contracts and roll-over budgets that do have active contracts
- The budget book will be prepared for distribution with a target date of June 30, 2024

**BUDGET RESOLUTION
FISCAL YEAR 2024-25**

WHEREAS, at the meeting of the City Council of the City of Hopewell held on May 28, 2024, a budget of the estimated revenues and expenditures for the fiscal year beginning July 1, 2024, and ending June 30, 2025, showing the expenditures of the preceding year, the amount appropriated for the current year, and the proposed expenditures for the ensuing twelve months was introduced in its complete form; of which \$174,911,140 is estimated to be received from sources other than property tax levies, leaving a balance to be raised by levies on property segregated to the City for local taxes of \$45,870,048 and,

WHEREAS, a tax rate sufficient to raise the last mentioned sum has been levied by ordinance of the City Council of the City of Hopewell; and,

WHEREAS, in this budget approved by City Council there are estimates of revenues used for appropriated expenditures to pay for said city services, and when said estimated revenues are projected by the City Manager to be less than the amount of appropriated expenditures, the City Manager shall initiate action to adjust appropriated expenditures to agree with revised estimated revenues. The City Manager is directed to advise City Council, at the next scheduled meeting, of the adjustments made and City Council may amend said adjustments or offer alternatives as the appropriating body; and,

BE IT, HEREBY, RESOLVED by the City Council of the City of Hopewell that the budget for the City of Hopewell as set forth below for Fiscal Year 2024-2025 be and is hereby approved and adopted by City Council:

Sec. 1 The following funds and accounts shall be appropriated from the designated revenues to operate City services and to provide a capital improvement program for the City:

General Fund-011:

Estimated Revenues:

From Local Sources

General Property Taxes.....	\$45,870,048
Other Local Taxes.....	7,145,000
Licenses, Permits, Fees.....	1,302,450
Fines & Forfeitures.....	1,235,500
Use of Money/Property.....	90,000
In-Lieu of Taxes.....	1,257,500
Other Local Revenues.....	381,592

From Other Agencies

State Sources.....	9,278,676
Federal Sources.....	350,000

Cost Recovery & Reserves	
Cost Recovery from Social Services-012	507,000
Cost Recovery from Solid Waste-030	502,000
Cost Recovery from Sewer Services-041	<u>382,500</u>
Total Revenues.....	\$68,302,266
Appropriations:	
General Government:	
City Council	254,861
City Clerk.....	179,066
City Attorney	425,480
City Manager	2,067,443
Information Technology	1,836,536
Human Resources	765,866
Finance Department	2,593,050
Development Department	1,437,546
Non-Departmental.....	827,491
Courts:	
Circuit Court	153,398
General District Court.....	147,472
Court Services.....	7,000
VJCCA Grant	177,663
Crater Detention Facility.....	313,069
Regional Jail.....	2,470,145
Constitutional Offices:	
Clerk of Circuit Court	598,766
Commonwealth Attorney	1,065,315
Commissioner of Revenue.....	732,599
Sheriff	2,262,891
Treasurer	725,642
Voter Registrar	423,466
Victim Witness.....	165,057
Police Department.....	10,713,976
Fire Department	6,701,199
Public Works Department.....	6,551,960
Outside Agencies	2,104,518
Operating Transfers	22,250,791
Contingency	<u>350,000</u>
Total General Fund	\$68,302,266

Social Services Fund-012:

Estimated Revenues:	
From State Sources	\$2,921,992
From Federal Sources	3,158,062
Transfer from General Fund-011	<u>1,115,276</u>
Total Revenues	\$7,195,330
Appropriations:	
Administration	\$5,499,834
Eligibility	<u>1,695,496</u>
Total Social Services Fund	\$7,195,330

Children's Services Act Fund-015:

Estimated Revenues:	
From State Sources	\$2,877,438
Transfer from General Fund-011	<u>1,010,991</u>
Total Revenues.....	\$3,888,429
Appropriations:	
Administration	188,429
Direct Services	<u>3,700,000</u>
Total Children's Services Act Fund.....	\$3,888,429

Recreation Fund-035:

Estimated Revenues:	
Fees & Charges	\$122,650
Transfer from General Fund-011	<u>2,101,000</u>
Total Revenues.....	\$2,223,650
Appropriations:	
Recreation Center Div.....	807,714
Community Div	256,411
Athletics Div	170,583
Seniors Div.....	168,638
Pool Div	186,456
Parks Div.....	<u>633,848</u>
Total Recreation Fund.....	\$2,223,650

Marina Fund-038:

Estimated Revenues:

Rentals.....	<u>\$100,200</u>
Total Revenues.....	\$100,200

Appropriations:

Insurance	3,250
Operating Expenses	<u>96,950</u>
Total Marina Fund	\$100,200

Self-Insurance Fund-076:

Estimated Revenues:

Transfer from General Fund-011	<u>\$600,000</u>
Total Revenues.....	\$600,000

Appropriations:

Property/Liability Insurance Premiums	<u>600,000</u>
Total Self Insurance Fund.....	\$600,000

Cemetery Fund-003:

Estimated Revenues:

Interest Income.....	\$40,000
Grave Site Sales	<u>20,000</u>
Total Revenues.....	\$60,000

Appropriations:

Operating Supplies.....	20,000
Maintenance Supplies	7,500
Grass Cutting	30,000
Utilities.....	<u>2,500</u>
Total Cemetery Fund	\$60,000

School Operating Fund-014:

Estimated Revenues:

From State Sources	\$44,493,475
From Federal Sources	6,843,588
Other Revenues.....	4,592,797
Transfer from General Fund-011	<u>13,710,000</u>
Total Revenues.....	\$69,639,860

Appropriations:

Non-Categorical.....	<u>69,639,860</u>
Total School Operating Fund.....	\$69,639,860

School Textbook Fund-056:

Estimated Revenues:	
From State Sources	<u>\$1,551,353</u>
Total Revenues.....	\$1,551,353

Appropriations:	
Textbook Purchases	<u>1,551,353</u>
Total School Textbook Fund	\$1,551,353

School Cafeteria Fund-057:

Estimated Revenues:	
From State Sources	\$41,165
From Federal Sources	2,800,000
Other Revenues	<u>875,255</u>
Total Revenues.....	\$3,716,420

Appropriations:	
Operating Expenses	<u>3,716,420</u>
Total School Cafeteria Fund	\$3,716,420

School Bldg/Bus Replacement Fund-063:

Estimated Revenues:	
Other Revenues.....	<u>\$47,180</u>
Total Revenues.....	\$47,180

Appropriations:	
Appropriations	<u>47,180</u>
Total School Bldg/Bus Replacement Fund.....	\$47,180

Solid Waste Fund-030:

Estimated Revenues:	
Fees & Charges	<u>\$3,688,654</u>
Total Revenues.....	\$3,688,654

Appropriations:	
Curb-Side Pickup	3,249,703
Convenience Center	<u>438,951</u>
Total Solid Waste Fund	\$3,688,654

****Note:** A new rate study and increased rates are necessary for the Sewer Funds. The revenue total for Fund 040-Sewer Operations Fund is based on the assumption that the City will move forward with the rate study & increased rates. If the City does not move forward with this recommendation, accumulated sewer revenues will have to be used to fund operations. ******

Sewer Operations Fund-040:

Estimated Revenues:	
Charges for Services	<u>\$8,672,924</u>
Total Revenues.....	\$8,672,924
Appropriations:	
Transfer to Sewer Maintenance Fund-041	7,036,553
Transfer to Sewer Bond Fund-043.....	<u>1,636,371</u>
Total Sewer Operations Fund	\$8,672,924

Sewer Maintenance Fund-041:

Estimated Revenues:	
Transfer from Sewer Operations Fund-040	\$7,036,553
Interest Income.....	<u>300,000</u>
Total Revenues.....	\$7,336,553
Appropriations:	
Maintenance & Inspections.....	1,557,387
City Pump Stations	5,242,915
Capital	<u>536,251</u>
Total Sewer Maintenance Fund	\$7,336,553

Sewer Bond Fund-043:

Estimated Revenues:	
Transfer from Sewer Operations Fund-040	<u>\$1,636,371</u>
Total Revenues.....	\$1,636,371
Appropriations:	
Bond Principal	655,000
Bond Interest.....	<u>981,371</u>
Total Sewer Bond Fund	\$1,636,371

Storm Water Fund #1-048:

Estimated Revenues:

Storm Water Fees.....	<u>\$1,808,000</u>
Total Revenues.....	\$1,808,000

Appropriations:

Operating Expenses	904,000
Transfer to Capital Projects Fund-071	<u>904,000</u>
Total Storm Water Fund #1	\$1,808,000

Storm Water Fund #2-049:

Estimated Revenues:

Storm Water Fees.....	<u>\$10,000</u>
Total Revenues.....	\$10,000

Appropriations:

Operating Expenses	<u>10,000</u>
Total Storm Water Fund #2	\$10,000

Hopewell Water Renewal Fund-032:

Estimated Revenues:

Industrial User Charges.....	<u>\$29,482,650</u>
Total Revenues.....	\$29,482,650

Appropriations:

Operating Expenses	\$18,899,033
Debt Service.....	947,617
Capital	<u>9,636,000</u>
Total Hopewell Water Renewal Fund.....	\$29,482,650

Debt Service Fund-070:

Estimated Revenues:

Food Tax	\$2,500,000
Lodging Tax.....	1,100,000
Fund 070 Revenue	157,424
Transfer from General Fund-011	<u>1,077,038</u>
Total Revenues.....	\$4,834,462

Appropriations:

Debt Service.....	<u>4,834,462</u>
Total Debt Service Fund	\$4,834,462

Capital Projects Fund-071:

Estimated Revenues:

From Federal Sources	\$1,611,000
From State Sources	267,000
Transfer from General Fund-011	2,184,700
Transfer from Stormwater Fund #1-048	<u>904,000</u>
Total Revenues.....	\$4,966,700

Appropriations:

Capital Projects

Information Technology-Host Servers & Core Switches	79,700
Public Works-Pavement Preservation Arterials.....	466,000
Public Works-Engineering & Stormwater Projects	4,303,000
Recreation-Community Center HVAC.....	50,000
Recreation-Community Center Fitness Equipment	55,000
Recreation-Mathis Field Improvements	<u>13,000</u>
Total Capital Projects Fund	\$4,966,700

Economic Development Fund-075:

Estimated Revenues:

Transfer from General Fund-011	<u>\$20,000</u>
Total Revenues.....	\$20,000

Appropriations:

Operating Expenses	<u>20,000</u>
Total Economic Development Fund	\$20,000

Healthy Families Fund-090:

Estimated Revenues:

Donations/Grants	\$88,400
Transfer from General Fund-011	431,785
From State Sources	<u>480,000</u>
Total Revenues.....	\$1,000,185

Appropriations:

Operating Expenses	<u>1,000,185</u>
Total Healthy Families Fund	\$1,000,185

Sec. 2 Constitutional Officers and respective Constitutional Office employees shall receive the position salary approved by the Virginia Compensation Board or granted by the Virginia General Assembly. No Constitutional Officer shall be compensated for any vacation, sick, holiday, jury service, military leave, funeral leave or other paid time-off granted to city employees.

Sec. 3 Appropriations in addition to those contained in the general appropriation resolution may be made by the City Council only if there is available in the fund an unencumbered and unappropriated sum sufficient to meet such appropriation.

Sec. 4 Except as set forth in Sections 7, 14, 16, 17, 18, and 19 the City Manager may, as provided herein, authorize the transfer of any unencumbered balance or portion thereof from one classification of expenditure to another within the same department or appropriation function/category. The City Manager may transfer up to \$25,000 from the unencumbered balance of the appropriation of one appropriation function/category to another appropriation function/category. No more than one transfer may be made for the same item causing the need for a transfer.

Sec. 5 The City Manager may make all necessary fund and expense adjustments for the following items of non-budgetary revenue that may occur during the fiscal year:

- a. Insurance recoveries received for damage to City vehicles or other property for which City funds have been expended to make repairs.
- b. Refunds or reimbursements made to the City for which the City has expended funds directly related to that refund or reimbursement.
- c. Any revenue source not to exceed \$25,000.

Sec. 6 All outstanding encumbrances, both operating and capital, at June 30, 2024 shall be re-appropriated to the 2024-25 fiscal year to the same department and account for which they are encumbered in the previous year.

Sec. 7 At the close of the fiscal year, all unencumbered appropriations lapse for budget items other than Capital Projects, reserves, grants, and donations restricted to specific purposes.

Sec. 8 Appropriations for capital projects will not lapse at the end of the fiscal year but shall remain appropriations until the completion of the projects or until the City Council, by appropriate ordinance or resolution, changes or eliminates the appropriation. The City Manager may approve necessary accounting transfers between capital funds to enable the capital projects to be accounted for in the correct manner. Upon completion of a capital project, staff is authorized to close out the projects and transfer to the funding source any remaining balances. This section applies to all existing appropriations for Capital Projects at June 30, 2024 and appropriations in the 2024-25 budget year. The City Manager may approve construction change orders to contracts up to an increase of \$25,000 and approve all change orders for reductions to contracts.

Sec. 9 The City Manager may authorize the transfer of Sewer Services Capital Projects funds that are 20% or up to \$100,000 of the original project cost, whichever is less, from any Sewer Services Capital Project to any other Sewer Services Capital Project or to the original funding source. Should the actual contract price for a project be significantly (over \$100,000) less than the appropriation, the City Manager may approve transfer of excess funds to the funding source prior to completion of the project.

Sec. 10 The City Manager is hereby authorized and directed to apply for and accept all city eligible grants which require no local match money to receive without further City Council action.

City Manager is further authorized to apply for and accept eligible grants of \$50,000 or less and with up to fifty (50) percent or less of the total dollar grant amount match requirement. City Manager is authorized to use current budget appropriated funds towards any local match required. Any grant application/award greater than \$50,000 must be approved by Council prior to the city administration making application.

The City Manager is hereby authorized to sign and execute all necessary documents for the acceptance of any city grant approved by Council.

Sec. 11 City Council approval of any grant of funds to the City constitutes the appropriation of both the revenue to be received from the grant and the city's expenditure required by the terms of the grant, if any. The appropriation of grant funds will not lapse at the end of the fiscal year, but shall remain appropriated until completion of the project or until Council, by appropriate resolution, changes or eliminates the appropriation.

The City Manager may reduce any grant expenditure to the level approved by the granting agency during the fiscal year. The City Manager may approve necessary accounting transfers between accounts to enable the grant to be accounted for in the correct manner. Upon completion of a grant project, staff is authorized to close out the grant and transfer back to the funding source any unspent remaining balances. This applies to appropriations for grants outstanding at June 30, 2024 and appropriations in the 2024-25 budget year.

Sec. 12 The City Manager may account for and utilize both revenue and expenditure for donations made by citizens or citizen groups in support of city programs. Any remaining unencumbered balance of a restricted donation at the end of the fiscal year will be re-appropriated into the subsequent fiscal year for the same purpose.

Sec. 13 The City Manager may reduce revenue and expenditure related to programs funded all or in part by the Commonwealth of Virginia and/or the federal government to the level approved by the responsible state or federal agency.

- Sec. 14 The City Manager is authorized to make transfers to the various funds for which there are transfers budgeted. The City Manager shall transfer funds only as needed up to amounts budgeted, or in accordance with any existing bond resolutions that specify the manner in which transfers are to be made.
- Sec. 15 The City Treasurer may advance monies to and from the various funds of the City to allow maximum cash flow efficiency. The advances must not violate city bond covenants or other legal restrictions that would prohibit an advance.
- Sec. 16 The City Manager is authorized to make expenditures from Trust & Agency Funds for the specified reasons for which the funds were established. In no case shall the expenditure exceed the available balance in the fund.
- Sec. 17 The City Manager may utilize revenues and increase expenditures for funds received by the City from asset forfeitures for operating expenditures directly related to drug enforcement. This applies to funds currently on-hand at June 30, 2024, and all funds received in the 2024-25 budget year, shall not lapse but be carried forward into the next fiscal year.
- Sec. 18 After completion of all necessary audit transactions for the General Fund, the City Manager may reallocate appropriations and/or authorize transfers of existing appropriation at June 30 as follows:
- a. Subsequent to all audit adjustments and the ending general fund balance is maintained at maximum of 10% of general fund expenditures, transfer all available current year operation funds to the unassigned fund balance of the Capital Projects Fund for future capital projects.
 - b. At year-end, any budgeted Fire Department appropriations in excess of actual expenditures for the year shall be transferred to a reserve account for future fire equipment purchases. This applies to funds on-hand at June 30, 2024, and all funds received in the 2024-25 budget year.
- Sec. 19 The City Manager is authorized to reallocate funding sources for Capital Projects, arbitrage rebates/penalties, and debt services payments and to utilize bond interest earning to minimize arbitrage rebates/penalties. This authority would include the transfers among funds to accomplish such reallocation. Budgets for specific Capital Projects will not be increased beyond the level authorized by sections 4 and 5. This applies to funds currently on-hand in at June 30, 2024 and all funds received in the FY 2024-25 budget year.
- Sec. 20 The City Manager is authorized to transfer among appropriation categories any amount of funds associated with implementation of the VJCCA Grant to record transactions.

Sec. 21 The City Manager is authorized to transfer among appropriation categories any amount of monies associated with implementation of the Children's Services Act for at-risk youth and families, but the local city match appropriation shall be reduced to the amount required to match the original state approved budget. Any supplemental budget request for funding shall be presented to Council for appropriation.

Sec. 22 The City Manager is authorized to disburse state Four-For-Life Program funding to the Hopewell Emergency Crew for authorized expenditures or to disburse funds between the Hopewell Emergency Crew and the Hopewell Bureau of Fire, all in the best interest of providing emergency services to Hopewell. Amount of funds authorized to be disbursed shall not exceed the state funding award.

Sec. 23 The City Manager is authorized, upon approval of Council, to transfer among appropriation categories any amount of monies associated with implementation of the Department of Social Services budget for services, but the local city match appropriation shall be reduced to the amount required to match the original state approved budget. Any supplemental budget request for funding shall be presented to city council for appropriation.

Sec. 24 Effective upon adoption of this resolution, the City Manager is authorized to approve transfers within operating funds as long as total net spending is not exceeded, and all transfer activity is to be reported to Council on a monthly basis.

The City Manager is authorized, only upon the approval of Council, to transfer between funds, from the unassigned fund balance or the "rainy day fund", should fiscal conditions or circumstances prescribe that the transfer is required. The transfer amount must not result in a deficit balance in the Fund from which the transfer is being made.

Sec. 25 The City Manager is hereby authorized, upon approval of Council, to reassign or reallocate any full-time authorized position within the authorized fund complement of positions to a lower or higher grade after the City Classification and Compensation Study Committee has approved the job evaluation and made its recommendation to the City Manager. This authority is not to be construed as giving the City Manager authority to create or increase the authorized full-time City work force. Council reserves to itself the authority to increase or decrease the authorized full-time employee positions.

Sec. 26 Effective July 1, 2024, the following will be the City share of health care cost from The Local Choice (Anthem):

High Deductible Health Plan (HDHP) with HSA*	Employee Share (per pay)	Employee Share (per month)	City Share (per month)	Total Premium (per month)
Employee Only	\$35.63	\$71.27	\$536.73	\$608.00
Employee + Spouse	\$100.95	\$201.89	\$924.11	\$1,126.00
Employee + Child	\$83.40	\$166.80	\$959.20	\$1,126.00
Employee + Children	\$83.40	\$166.80	\$1,475.20	\$1,642.00
Employee + Family	\$166.80	\$333.59	\$1,308.41	\$1,642.00
Key Advantage 500	Employee Share	Employee Share	City Share	Total Premium
Employee Only	\$43.07	\$86.13	\$668.87	\$755.00
Employee + Spouse	\$126.13	\$252.25	\$1,143.75	\$1,396.00
Employee + Child	\$102.22	\$204.44	\$1,191.56	\$1,396.00
Employee + Children	\$102.22	\$204.44	\$1,833.56	\$2,038.00
Employee + Family	\$211.45	\$422.90	\$1,615.10	\$2,038.00
Key Advantage 250	Employee Share	Employee Share	City Share	Total Premium
Employee Only	\$50.50	\$101.00	\$733.00	\$834.00
Employee + Spouse	\$151.31	\$302.62	\$1,240.38	\$1,543.00
Employee + Child	\$120.98	\$241.95	\$1,301.05	\$1,543.00
Employee + Children	\$120.98	\$241.95	\$2,009.05	\$2,251.00
Employee + Family	\$256.11	\$512.22	\$1,738.78	\$2,251.00

Retirees:

Monthly Health Insurance Rates for Retirees NOT Eligible for Medicare

20+ Years of Service (City Pays 30% of the total premium)			
Plan	Retiree Share	City Share	Total Premium
TLC Key Advantage 250	\$583.80	\$250.20	\$834.00
TLC Key Advantage 500	\$528.50	\$226.50	\$755.00
TLC HDHP	\$425.60	\$182.40	\$608.00
15-19 Years of Service (City Pays 20% of the total premium)			
Plan	Retiree Share	City Share	Total Premium
TLC Key Advantage 250	\$667.20	\$166.80	\$834.00
TLC Key Advantage 500	\$604.00	\$151.00	\$755.00
TLC HDHP	\$486.40	\$121.60	\$608.00

Retirees hired before 7/1/03 retiring after 1/1/04:

Any city retiree eligible for Virginia Retirement System health insurance credit shall have the city health insurance contribution reduced by a dollar amount equal to the VRS eligible health insurance credit amount. The VRS health insurance credit shall be calculated by an amount equal to \$1.50, or current rate approved by VRS, times the years of service with a maximum reduction amount of \$45.00 dollars, or the maximum amount authorized by VRS.

City Manager is authorized and directed to terminate the health insurance coverage for any retiree who fails to pay the city their respective share of the health insurance premium and who is sixty (60) days delinquent on premium payments. Any retiree who has their insurance coverage terminated for failure to pay their respective share of premium shall not be eligible for re-enrollment until the delinquent premiums are paid to the city and only at the next open enrollment period.

Sec. 27 Council authorizes and directs that the City shall only pay such amount equal to the City contribution share of the premium cost as authorized in Sec. 26, above, and any additional insurance coverage costs selected by employee shall be paid by employee by payroll deduction in the month prior to the premium due date.

For any employee electing to enroll in the HSA plan of record, the city shall contribute the sum of \$1,400.00 for single coverage and \$2,700.00 for family coverage, to be paid monthly into employee HSA account, to include employee and child or employee and spouse, to be paid the second pay period of each month on the basis of 24 pays per year. If employee is hired before 15th of the month credit for that month is given, after 15th of month credit and contribution payments shall begin

the following month, to the employee HSA established at the city bank of record for HSA accounts

Sec. 28 City Council authorizes and directs the employee contribution share (5%) of VRS pension contribution rate to be paid by all employees as of July 1, 2024. Employee share of VRS pension contribution shall be deducted on a bi-weekly basis on the basis of 24 pays per year. Contribution will be effective for the month in which it is deducted. Prior to the 15th of the month, credit shall be given for the month and the monthly employee contribution shall be deducted. After the 15th of the month VRS deduction and credit shall begin 1st day the following month. Elected Constitutional Officers shall pay the VRS 5% employee contribution on the same basis as city employees.

Sec. 29 City Council authorizes the VRS retirement multiplier for Hopewell Public Safety positions to change from 1.7% to 1.85%.

--00000--

I, Johnny Partin, Mayor of the City of Hopewell, Virginia, do certify that the foregoing is a true and correct copy of a resolution of the City of Hopewell duly adopted on the 28th day of May 2024.

Given under my hand and the Corporate Seal of the City of Hopewell, Virginia, this 28th day of May 2024.

Johnny Partin
Mayor

ATTEST:

Brittani Williams, City Clerk
City of Hopewell

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: Conditional Use Permit Request to Construct a fence taller than 4 feet in a front yard, Parcel #080-1070, also identified as 512 Hopewell St.

ISSUE: City ordinance requires CUP approval to construct a fence taller than four (4) feet in a front yard.

RECOMMENDATION: City Administration recommends no action at this time.

TIMING: City Council action will be requested at the public hearing set for June 11, 2024

BACKGROUND: See enclosed documents

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			



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

City of Hopewell, VA
Permits / Inspect... - 20240430/CUP - 2024
02489-0001 debra mc... 03/26/2024 08:39AM
- 0
CONDITIONAL USE PERMIT APPLICATION
Payment Amount: 300.00
Transaction Amount: 325.00
CASH:

APPLICATION #

APPLICANT: Shiva BenYacov & Karen BenYacov

ADDRESS: 512 Hopewell St.
Hopewell, VA 23860

PHONE #: 804.583.6111 FAX #: N/A

EMAIL ADDRESS: benyacov7@yahoo.com

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: Karen & Shiva BenYacov

ADDRESS: 512 Hopewell St.
Hopewell, VA 23860

PHONE #: 804.583.6111 FAX #: N/A

PROPERTY ADDRESS / LOCATION:
512 Hopewell St, Hopewell, VA 23860

PARCEL # 0801070 ACREAGE: _____ ZONING: M2
* Lot 4, Block 12, West City Point Sub.

*** 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. _____

20240430

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

PRESENT USE OF PROPERTY:

A side flower garden with diamond water fountain (historic to home) to be restored with fence implementation

THE CONDITIONAL USE PERMIT WILL ALLOW:

Restoration of the fountain, it will allow security from violent offenders, it will allow greater peace from ailments of my disability via PTSD & TBI, it will add to the curb appeal and also add greater security for our historic pre-Abolition cemetery by keeping out trespassers

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

This is verified. I've already spoken with my neighbors about our restoration of the property & home. Everyone, including various departments of the City are aware of our compliance & project

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

The fence will be built professionally & will be built to code. No safety hazards will be allowed. There will be no safety issues. I'm familiar with OSHA standards; they will be implemented

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 fence will be erected, in compliance 100% with city zoning ordinance, the fence will be within my property bounds, not to exceed unless granted by this agency, this current request

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.

Karen BenYacov 3.25.24

APPLICANT SIGNATURE

DATE

Shiva BenYacov Karen BenYacov

APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED _____ DATE OF ACTION _____

APPROVED _____ DENIED

APPROVED WITH THE FOLLOWING CONDITIONS:

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

PRESENT USE OF PROPERTY:

A side flower garden with diamond water fountain (historic to home) to be restored with fence implementation

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Restoration of the fountain, it will allow security from violent offenders, it will allow greater peace from ailments of my disability via PTSD & TBI, it will add to the curb appeal and also add greater security for our historic pre-Abolition cemetery by keeping out trespassers

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This is verified. I've already spoken with my neighbors about our restoration of the property to home. Everyone, including various departments of the City are aware of our compliance & project

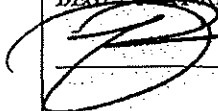
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APPLICANT SIGNATURE

Karen BenYacov 3.25.24

DATE

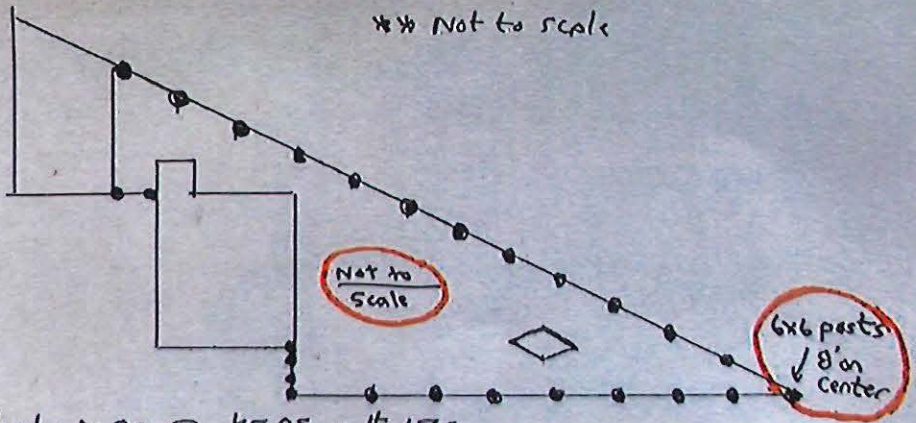
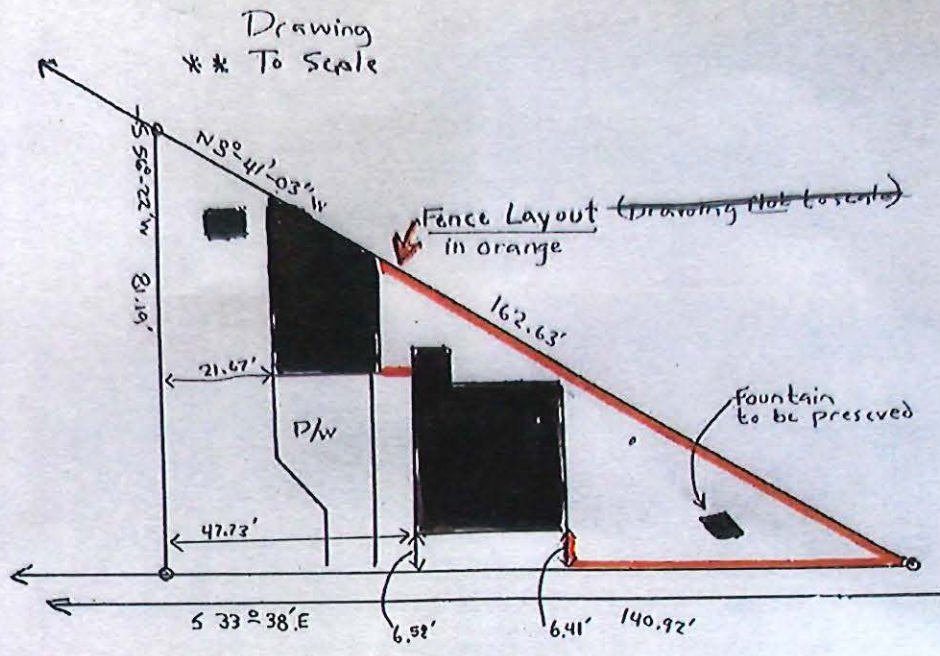
Shiva BenYacov Karen BenYacov
APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED _____ DATE OF ACTION _____

APPROVED _____ DENIED

APPROVED WITH THE FOLLOWING CONDITIONS:

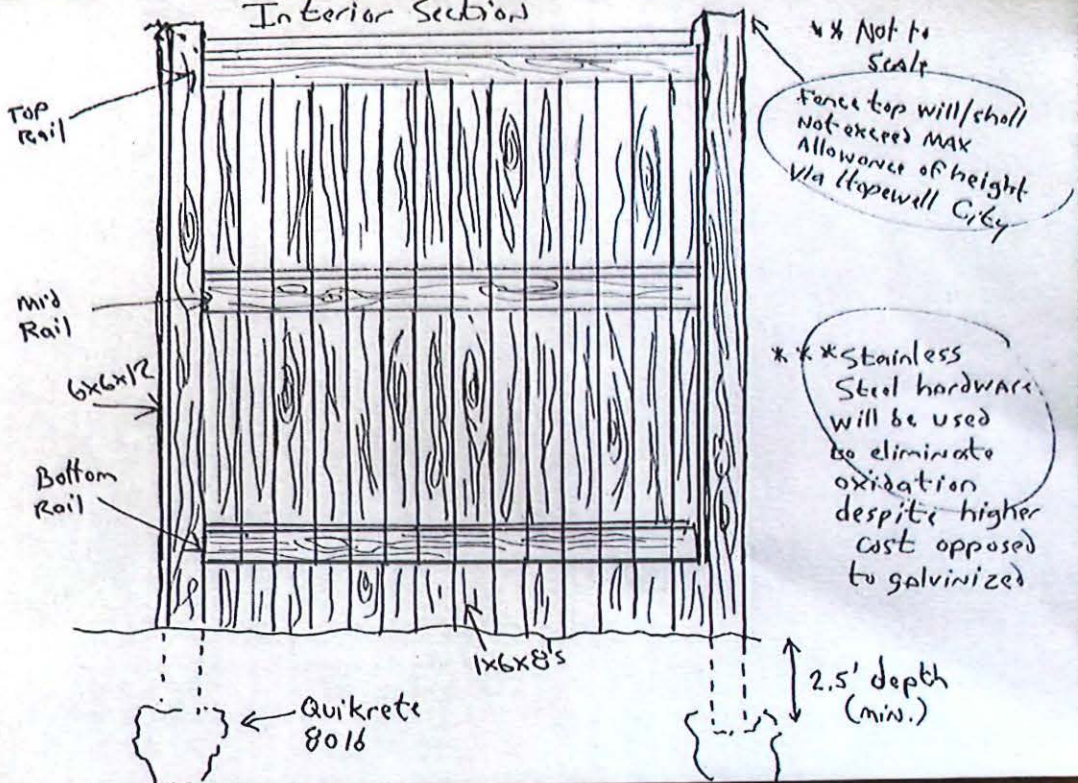


- Quikrete → 29 @ \$5.85 = \$170
- 6x6x12 → 29 @ \$45 = \$1,305
- ~~2x4x8 → 31 @ \$5.40 = \$168~~ 2x4x8 → 72 @ \$5.40 = \$388.80
- 1x6x8 → 345 @ \$5.60 = \$1,932 (15 pickets per section)
- Fence Hardware @ \$300 = \$300 (Rough Estimate)

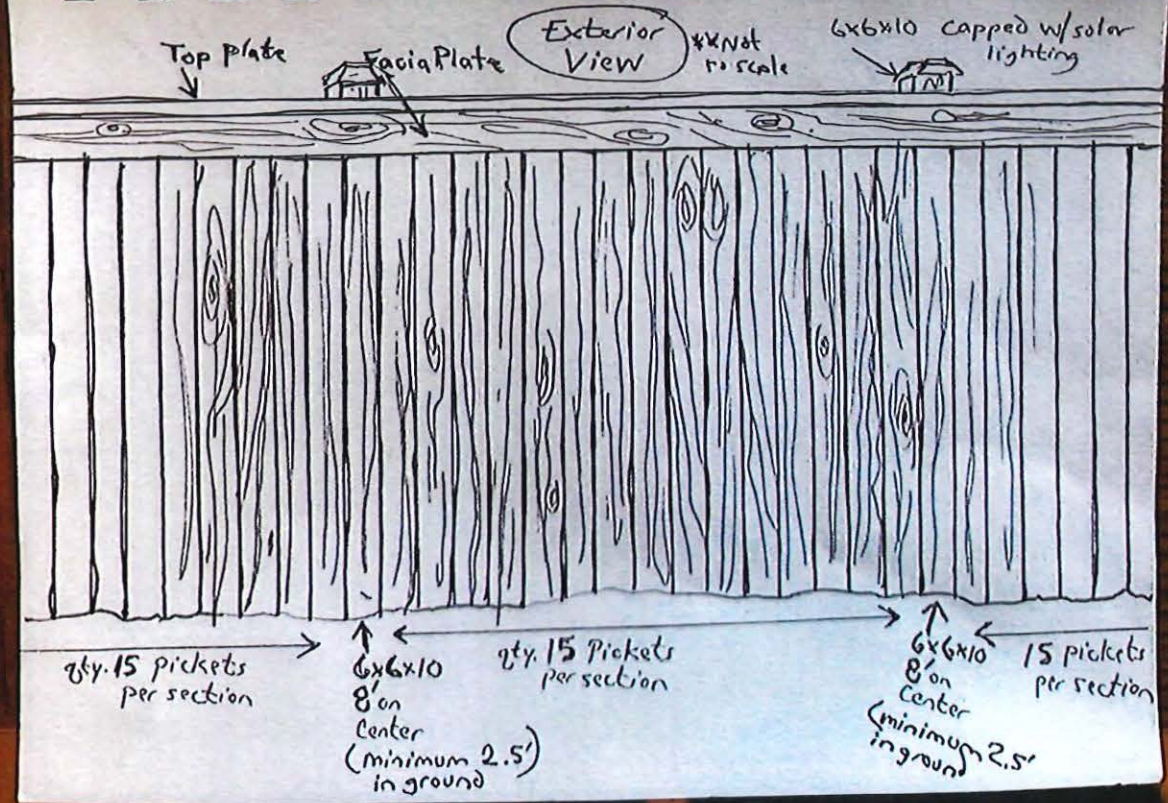
Stainless Steel \$3,875 plus sales tax
 Hardware @ \$560 + \$ 560
 #10 x 2.5" ~~\$4,775.00~~

Total Cost Est.
\$4,835.00

Interior Section



Exterior View







CONDITIONAL USE PERMIT REQUEST
to construct a 7' fence in a front yard
Parcel #080-1070 - 512 Hopewell St.

CITY COUNCIL - 1st READING

May 28, 2024

CUP REQUEST: Front Yard 7' Fence

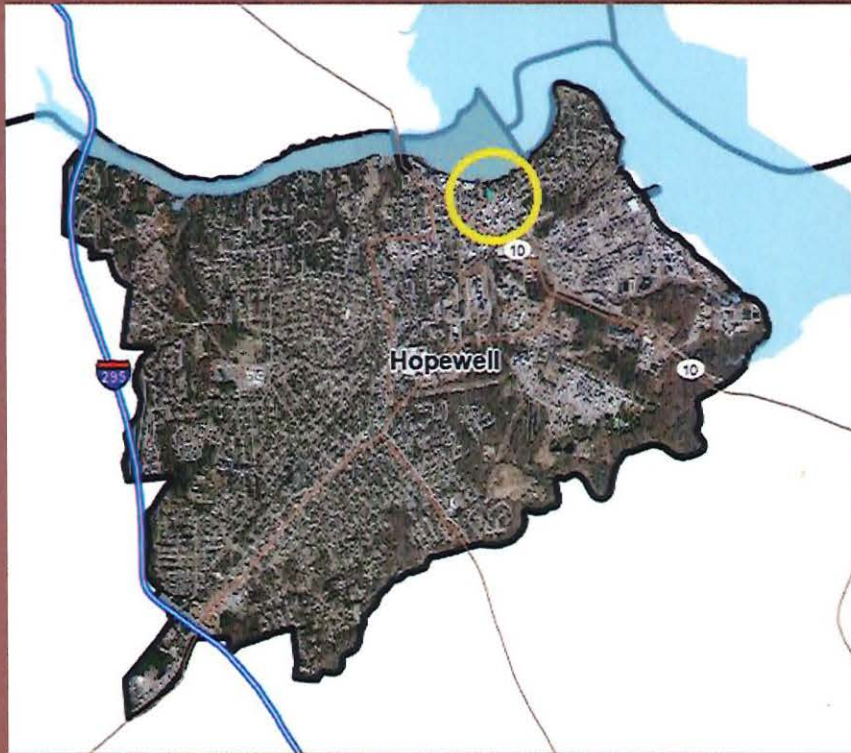
Parcel #080-1070

- APPLICANT: Karen & Sh'va BenYacov
- WARD: 1
- CURRENT ZONING: R-2 Residential Medium Density
- PUBLIC NOTICE: Ads in Progress-Index, letters to adjacent property owners, sign placed at property



CUP REQUEST: Front Yard 7' Fence

Parcel #080-1070

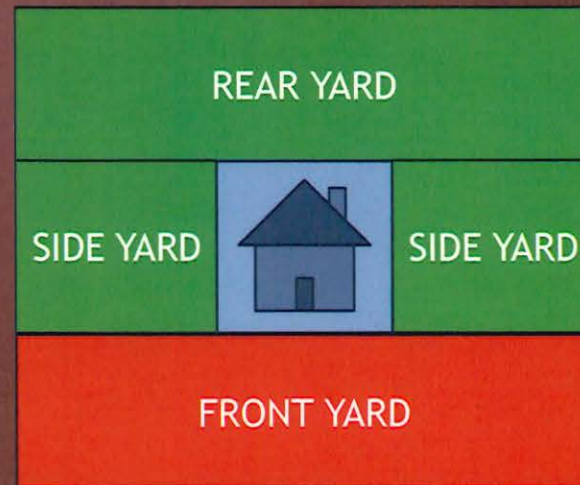


CUP REQUEST: Front Yard 7' Fence

Parcel #080-1070

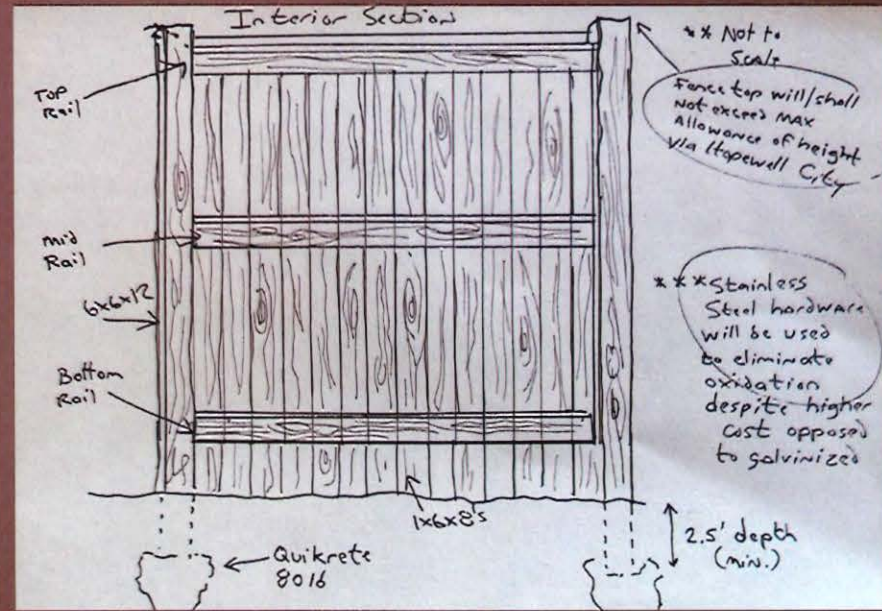
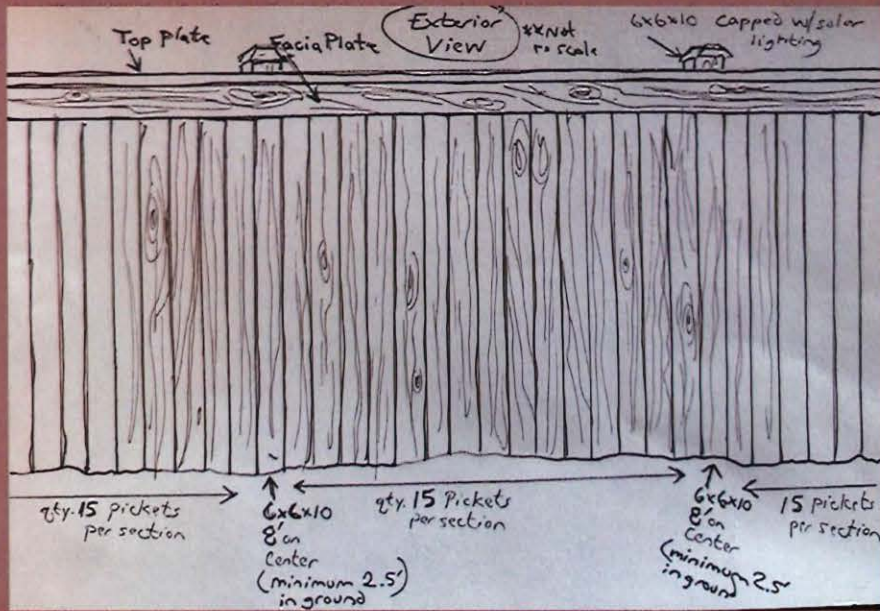
Hopewell Zoning Ordinance permits fences up to 4' in front yards. Fences taller than 4' and up to 7' require a CUP.

ARTICLE VXIII – DEVELOPMENT STANDARDS



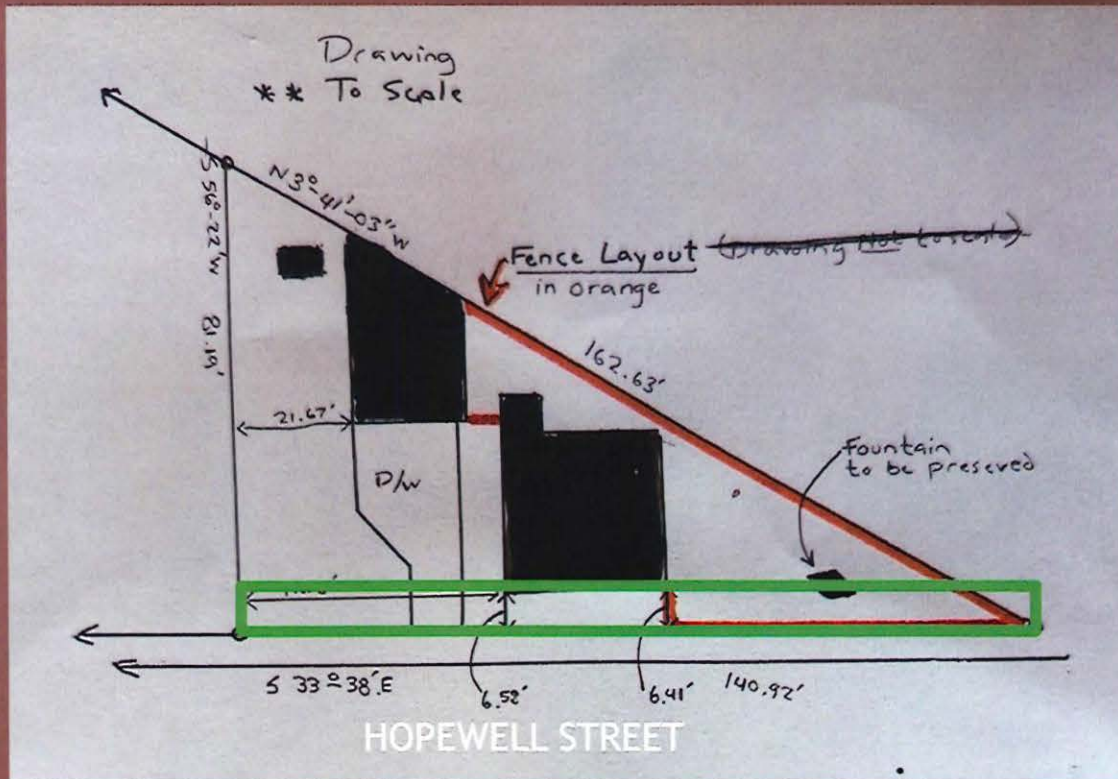
CUP REQUEST: Front Yard 7' Fence

Parcel #080-1070



CUP REQUEST: Front Yard 7' Fence

Parcel #080-1070



ORANGE LINE show location of 7' fence.

GREEN LINE shows front yard.

CUP REQUEST: Front Yard 7' Fence

Parcel #080-1070



Staff Analysis

- The placement of the dwelling so close to the street reduces the front yard to only 6' deep.
- The triangle shape of the lot also effectively eliminates much of a rear yard - all usable yard space is in the side yards.
- Restriction to the side yard would impede restoration of fountain.

Staff Recommendation

Staff recommends approval of the CUP with the following condition:

1. Construct a 7' tall, pressure-treated vertical pine board fence in substantial conformance with the design and layout as presented.

Planning Commission Recommendation

**4-0
APPROVAL**

May 2, 2024

Planning Commission recommends approval of the CUP with the following condition:

1. Construct a 7' tall, pressure-treated vertical pine board fence in substantial conformance with the design and layout as presented.

CUP REQUEST: Front Yard 7' Fence

Parcel #080-1070

Questions?



**REQUEST FOR CONDITIONAL USE PERMIT
TO CONSTRUCT A 7-FOOT TALL WOOD FENCE IN A
FRONT YARD, PARCEL # 028-0020 ON HOPEWELL
ST.**



PLANNING COMMISSION

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 applicants, Karen and Sh’va BenYacov, request a Conditional Use Permit to construct a seven (7) foot tall wood fence in the front yard of 512 Hopewell Street, also identified as Parcel #080-1070, in the West City Point Neighborhood. Staff recommends approval with conditions.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE	RESULT
Planning Commission	May 2, 2024	Public Hearing	Pending
City Council	May 28, 2024	1 st Reading	No Action
City Council	TBD	2 nd Reading / PH	Pending

III. IDENTIFICATION AND LOCATIONAL INFORMATION

Applicant	Karen and Sh’va BenYacov
Existing Zoning	R-2 – Residential Medium Density
Requested Zoning	N/A
Acreage	~0.124 acres / ~5,402 sf
Legal Description	N PT 1/5 AC PAR FORM PT LOT 5 BLK 12 SUBDIVISION: WEST CITY POINT
Election Ward	1
Future Land Use	Downtown Commercial Mixed Use
Strategic Plan Goal	Housing
Final Approval Method	City Council Resolution
Can Conditions be set?	Yes

Parcel ID	#080-1070
-----------	-----------

IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	4/26/2024	5/2/2024
	Letter to Adj. Properties	4/24/2024	
City Council	Progress-Index Ad		
	Letter to Adj. Properties		

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 XVIII, Development Standards, A.-General Provisions - Citywide](#)
2. [Article XXI, Amendments, Section D, Conditional and Special Use Permits](#)

VII. SUBJECT PROPERTY

The subject property, Parcel #080-1070, is an interior lot on Hopewell Street where the street turns east and becomes Riverside Avenue. The property is triangle-shaped with road frontage of approximately 135 linear feet. The single-family dwelling, constructed in 1937, sits up against the road, effectively the front yard to approximately 6 feet deep. The triangle-shaped

parcel also creates a very small rear yard with most of the open space in two side yards. The property also contains a carriage house on the southwest corner of the property.

VIII. APPLICANT POSITION

The applicant proposes to construct a seven (7) foot wood fence along the northern portion of the front property line to enclose the northern side yard. The fence will be vertical, pressure-treated pine boards with 6"x6" posts. Restricting the 7' fence to the side yard would inhibit the applicant's ability to restore and use a fountain that is original to the 1937 house. The applicant also seeks a seven (7) foot fence for security and privacy.

IX. STAFF ANALYSIS

When considering a conditional use permit, one must consider the seven conditions outlined in Article XXI of the Zoning Ordinance. The Planning Commission may also impose conditions that are suitable to ensure the character of the neighborhood and zoning district in which the use is locating will not be adversely affected. Conditions may also dictate the architectural style of a proposed structure to ensure it will not be at variance with either the exterior architectural appeal and/or the functional plan of the structures already constructed in the immediate neighborhood or the character of the applicable zoning district.

Staff generally opposes fences taller than four (4) feet in front yards. Most lots in the city are rectangular in shape where the primary structure meets the required setbacks. Side and rear yards are typically large enough to provide privacy if enclosed with tall fencing. In this instance, the oddly shaped parcel with the dwelling six feet from the front property line allows for the northern side as the only usable yard space.

X. RELATIONSHIP TO THE COMPREHENSIVE PLAN

The Comprehensive Plan does not address fencing in any substantive manner.

XI. STAFF RECOMMENDATION

Staff cites Article XXI, Section D, Item d(4), Approval Criteria, which states:

"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.”

The parcel in question is oddly shaped with very little yard space except for the northern side yard. Staff believes this circumstance is severe enough and the impact minimal enough to warrant the approval of a fence taller than four (4) feet in the front yard with the following conditions:

1. Construction of a 7-foot tall, pressure-treated vertical pine board fence in substantial conformance with the design and layout as presented.

XII. PLANNING COMMISSION RECOMMENDATION

The Hopewell Planning Commission voted 4-0 at the May 2, 2024 public hearing to recommend approval of the Conditional Use Permit application submitted by Sh’va and Karen BenYacov to install a fence taller than four (4) feet in the front yard with the following condition:

1. Construction of a 7-foot tall, pressure-treated vertical pine board fence in substantial conformance with the design and layout as presented.

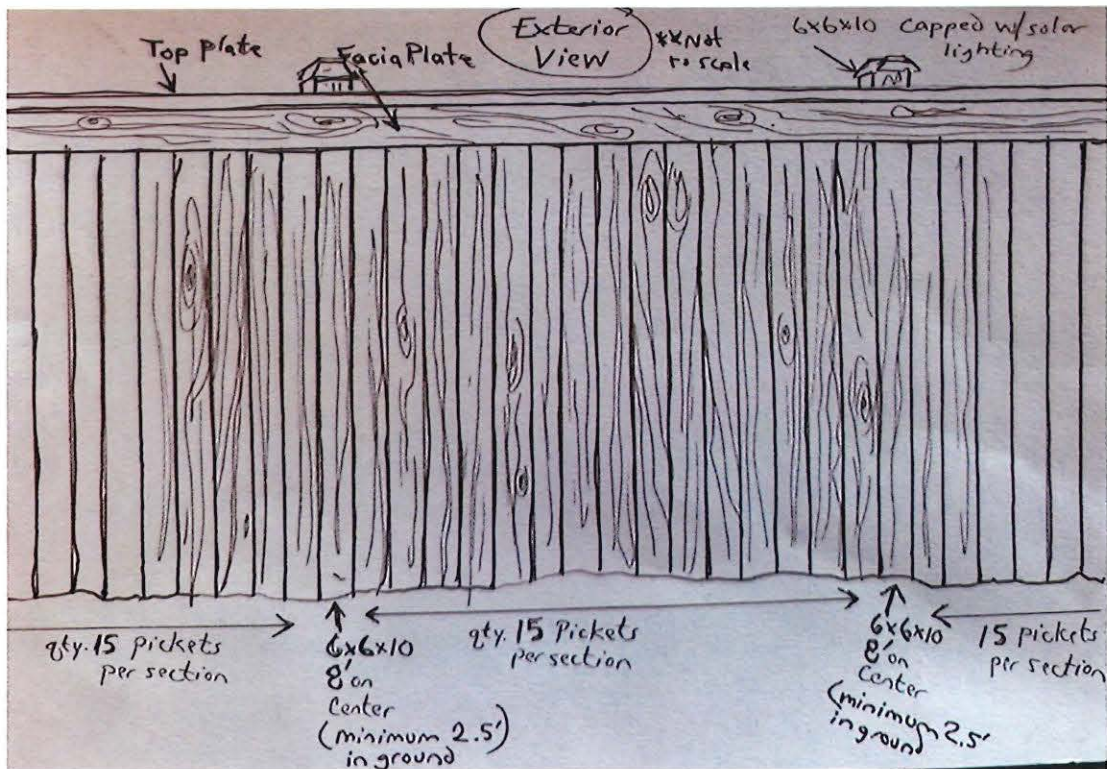
APPENDIX A - MAPS

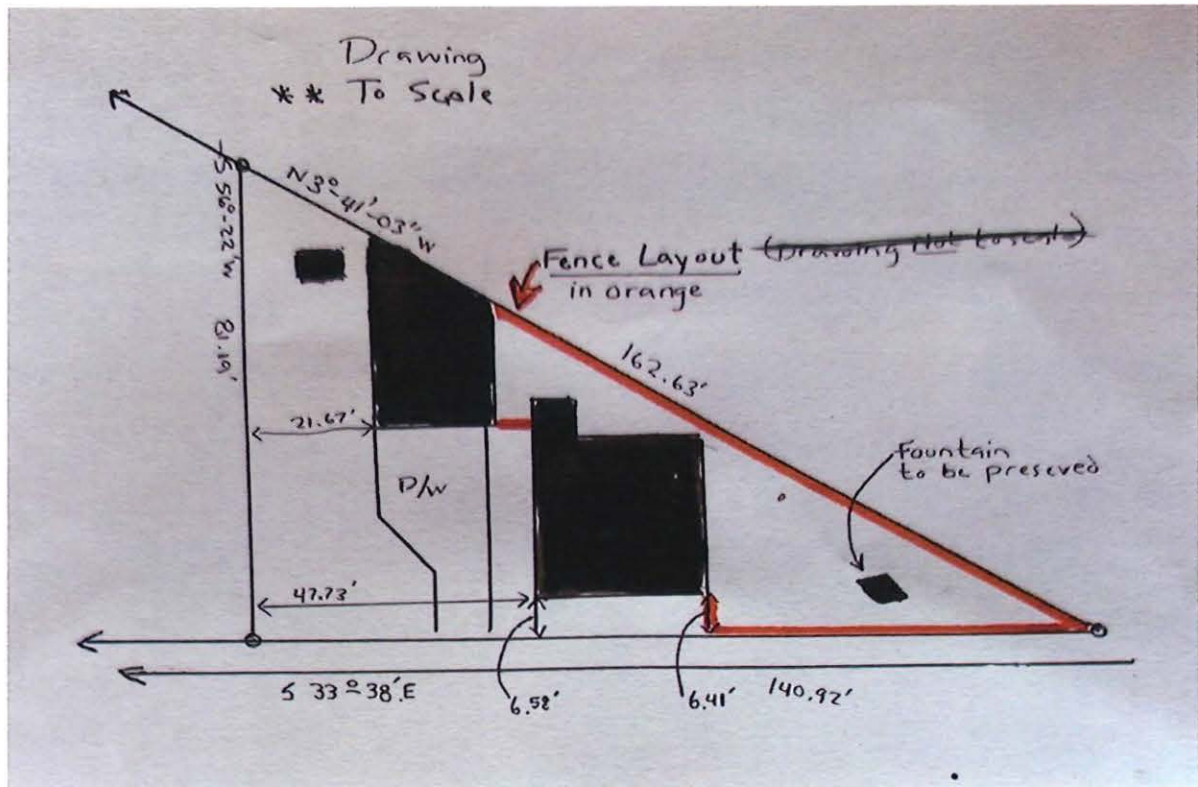
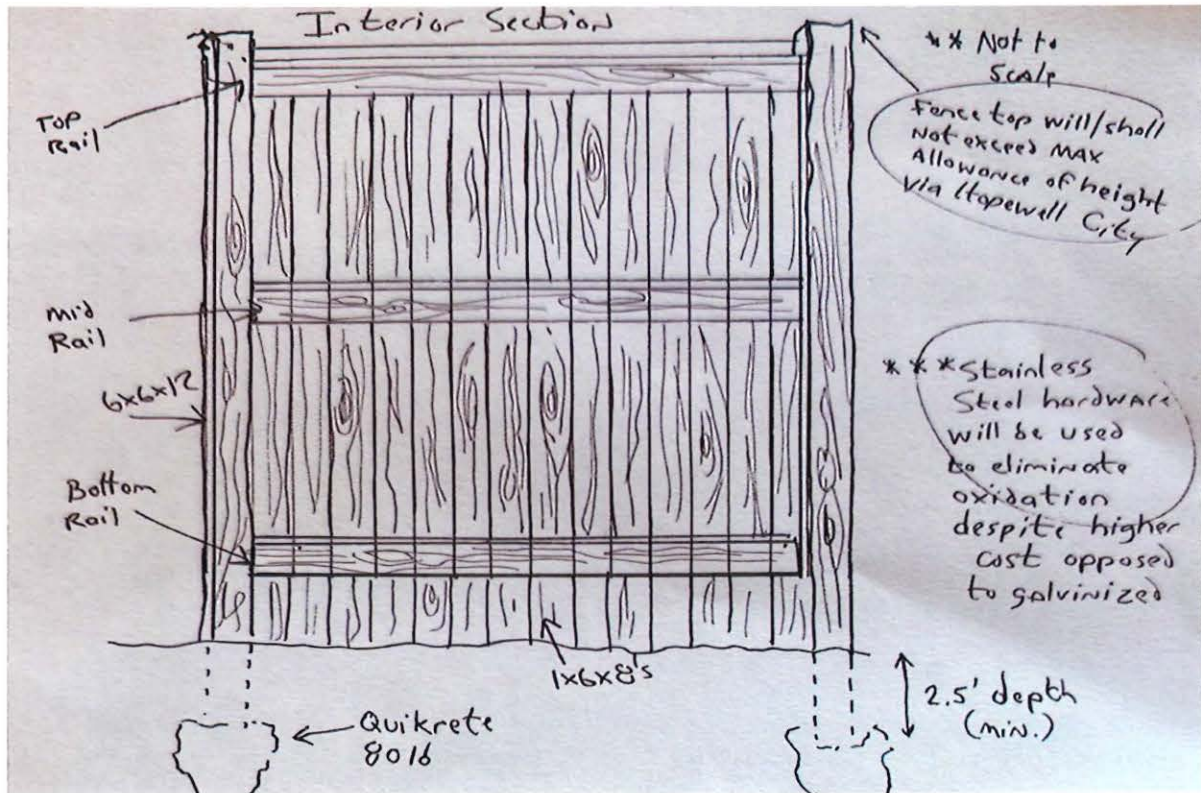
CITY LOCATIONAL MAP – Yellow Circle indicates general location



PROPERTY LOCATION – Blue shape indicates Parcel #080-1070







R-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Conditional Use Permit Request to Construct a Single-Family Dwelling on Non-Conforming Lot, Parcel #079-0005 at the intersection of Cedar Lane and E. Broadway

ISSUE: City ordinance requires CUP approval to construct a single-family dwelling on non-conforming lots. All setbacks must be met.

RECOMMENDATION: City Administration recommends no action at this time.

TIMING: City Council action will be requested at the public hearing set for June 11, 2024

BACKGROUND: See enclosed documents

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			



The City
of
Hopewell, Virginia

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

Application #: 20240236

CONDITIONAL USE PERMIT APPLICATION

Permit #: _____

APPLICATION FEE: \$300

APPLICATION #

APPLICANT: Riley E. Ingram, Tr.

ADDRESS: 12616 Brook Ln.
Chester, Va. 23831

PHONE #: 804-720-9494 FAX #: _____

EMAIL ADDRESS: rileyingramjr02@gmail.com

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: Carlos Carrasquillo

ADDRESS: _____

PHONE #: 804-721-2419 FAX #: _____

PROPERTY ADDRESS / LOCATION:
Cedar Ln.

PARCEL #: 0790005 ACREAGE: 0.2165 ZONING: R1

*** 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.

CHECK: 2299

PRESENT USE OF PROPERTY:

Vacant Lot

300.00

300.00

CONDITIONAL USE PERMIT - REVIEW

1105948 - INGRAM RILEY E

024209-0004 del... 01/31/2024 02:09PM

Permits / Inspect... - 20240236CUP - 2024

City of Hopewell, VA

THE CONDITIONAL USE PERMIT WILL ALLOW:

For the construction of a 3 bedroom house

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.

home will conform to neighborhood / with brick front

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

proposing to build a home that conforms to the neighborhood.

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

Adding new housing to Hopewell's housing stock.

doing away with a vacant lot, less trash and debris.

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

Riley E. Ingram, Jr.

APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED 1-31-24 mor

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

01/31/2024 02:09PM debra m.
024209-0004 000211051
Payment Effective Date 01/31/2024

PERMITS / INSPECTORS

INGRAM RILEY E

CONDITIONAL USE PERMIT -
REVIEW

2024 Item: 20240236|CUP \$300.00

Payment Id: 337209

\$300.00

Subtotal \$300.00

Total \$300.00

CHECK \$300.00

Check Number 2299

Change due \$0.00

Paid by: INGRAM RILEY E



Thank you for your payment.

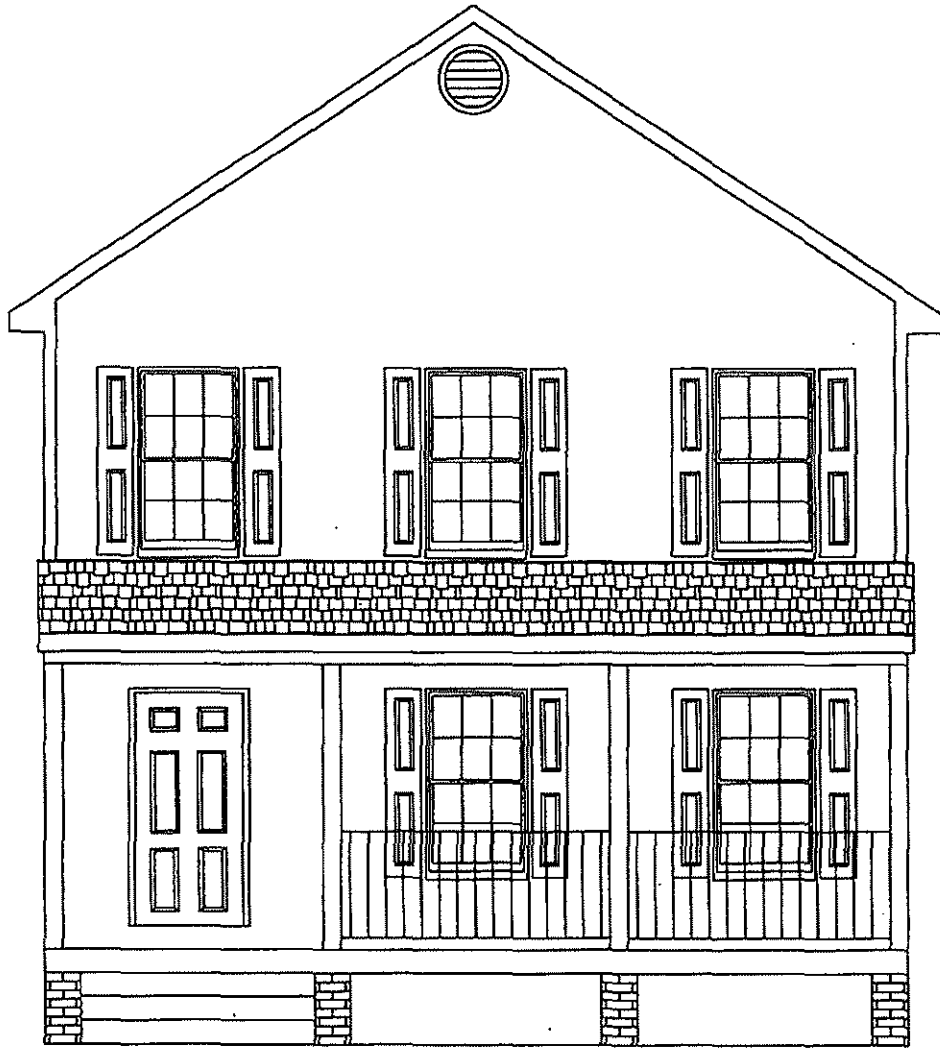
CUSTOMER COPY



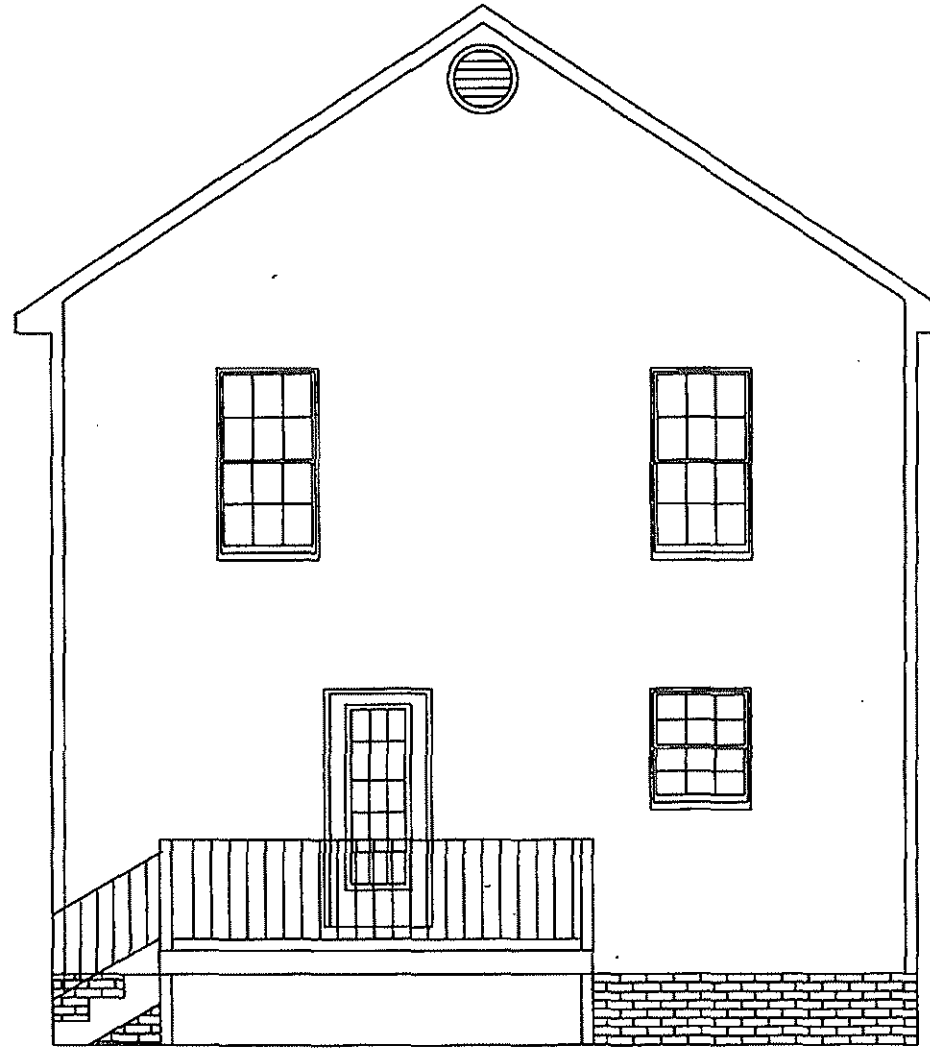
Brick Front (1st Floor ~~the~~)



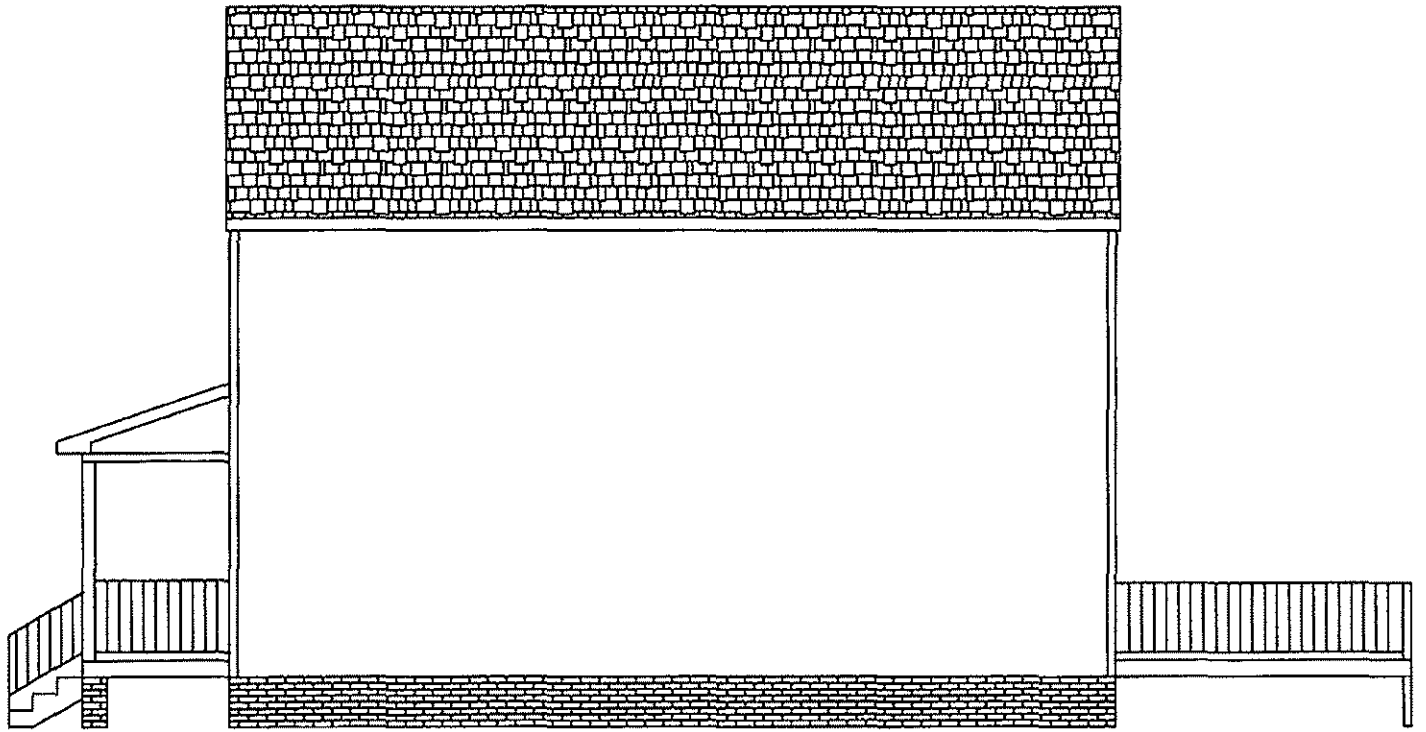




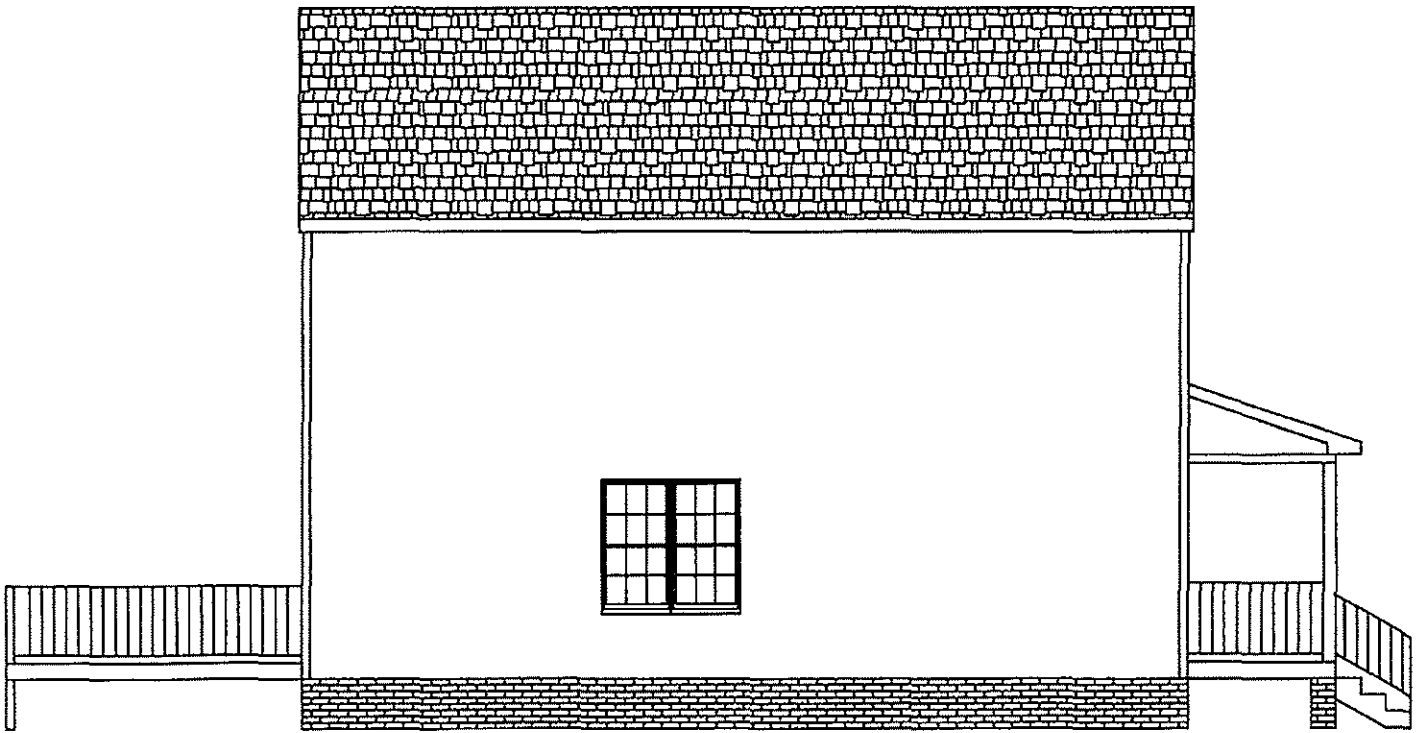
FRONT ELEVATION



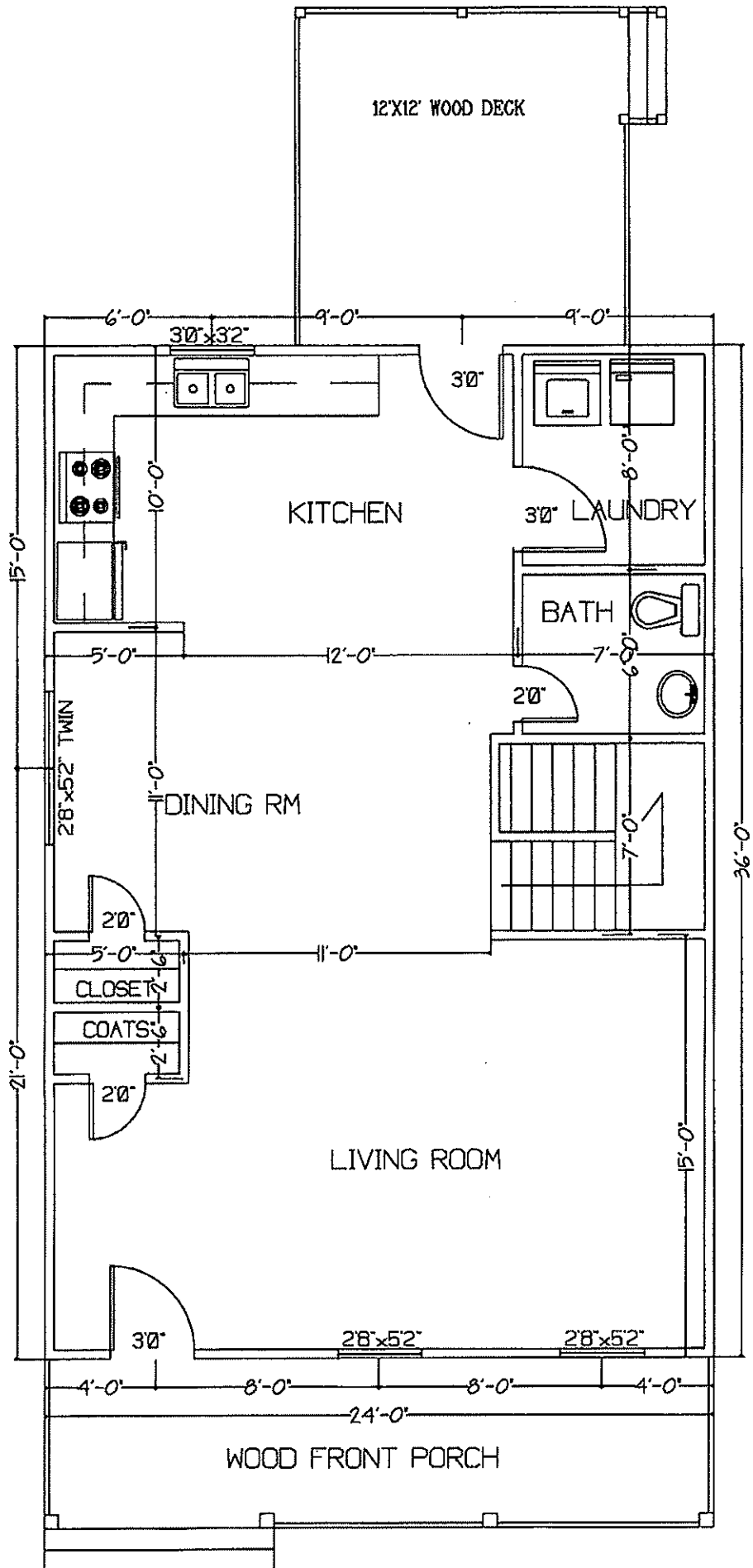
REAR ELEVATION

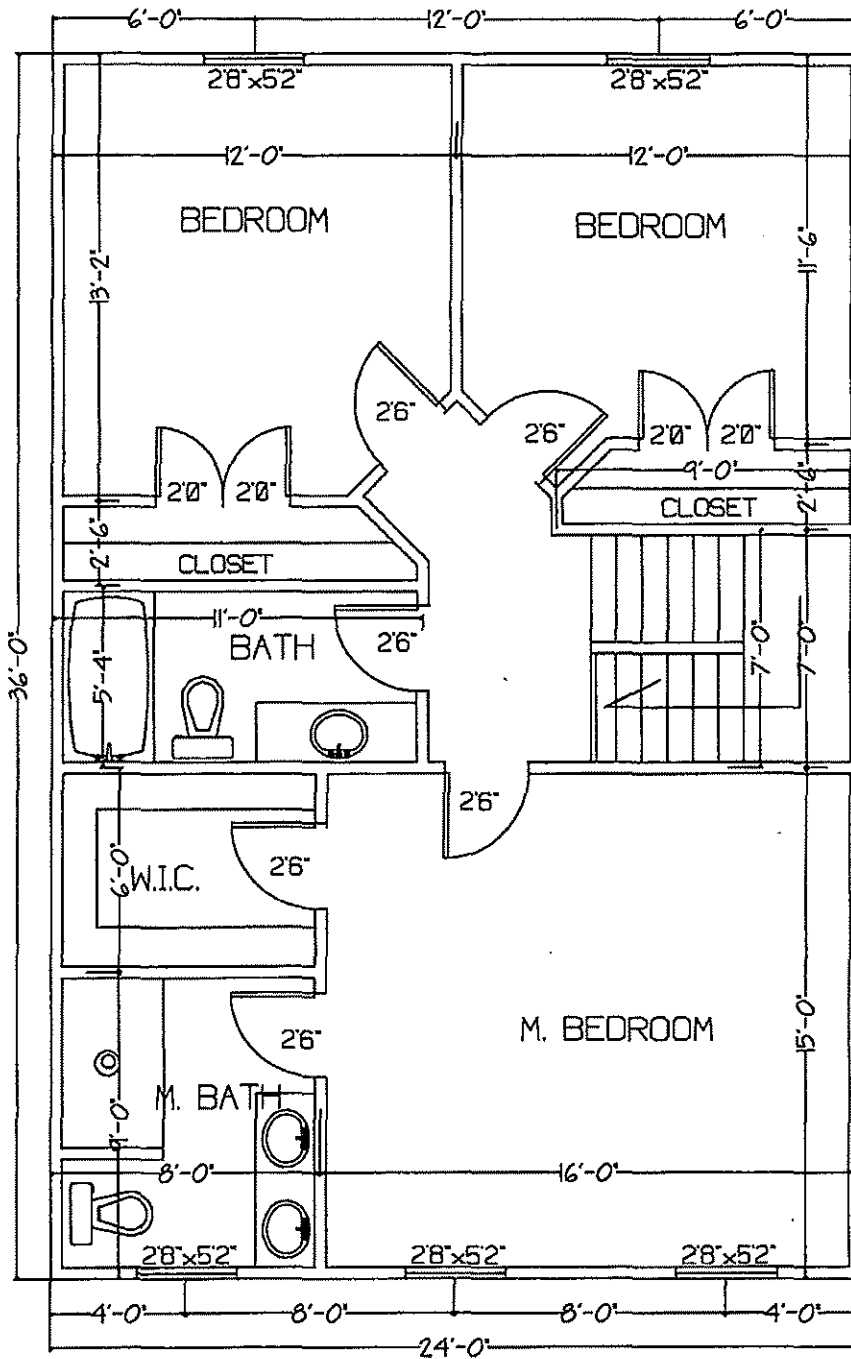


RIGHT ELEVATION



LEFT ELEVATION





CONDITIONAL USE PERMIT REQUEST

Single-Family Dwelling on a Non-Conforming Lot

Parcel #079-0005 - Cedar Ln.

CITY COUNCIL - 1st READING

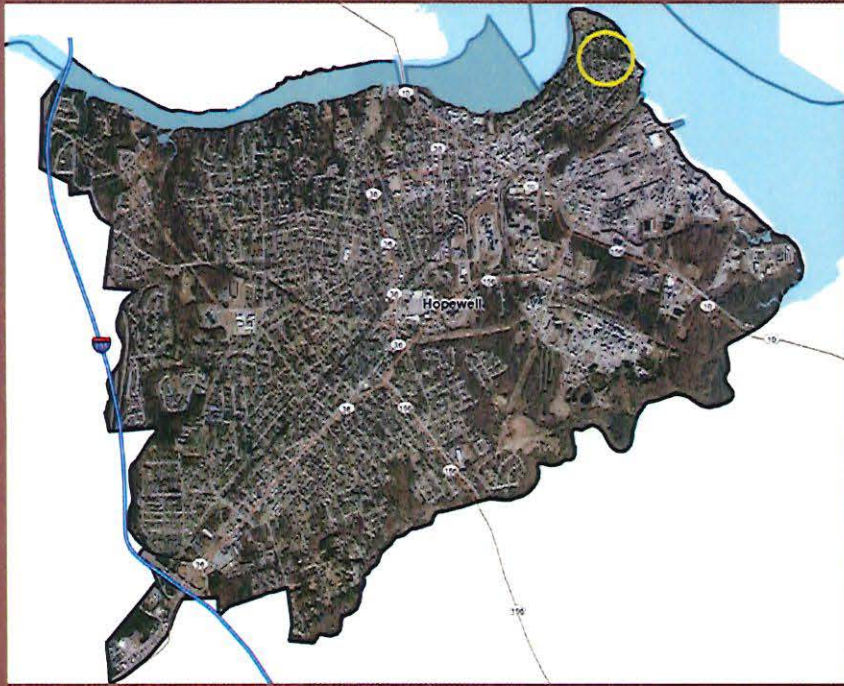
May 28, 2024

CUP REQUEST: SFD on Non-Conforming Parcel #079-0005

- APPLICANT: Riley Ingram, Jr.
- WARD: 1
- CURRENT ZONING: R-1 Res. Low Density
- REQUEST: Approve CUP request
- PUBLIC NOTICE: Ads in Progress-Index, letters to adjacent property owners, sign placed at property



CUP REQUEST: SFD on Non-Conforming Parcel #079-0005



CUP REQUEST: SFD on Non-Conforming Parcel #079-0005

Minimum lot size in R-1 is 80 feet wide and 12,000sf.

Cedar Lane – Parcel #079-0005 is 82 feet wide and 9,430sf.

Non-Conformity – Total Lot Size less than 12,000sf.



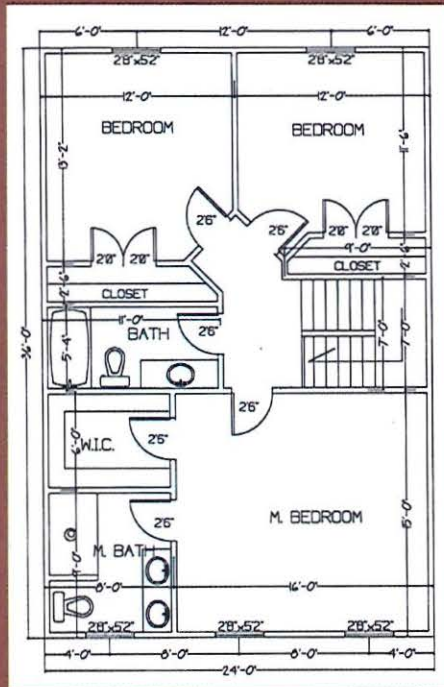
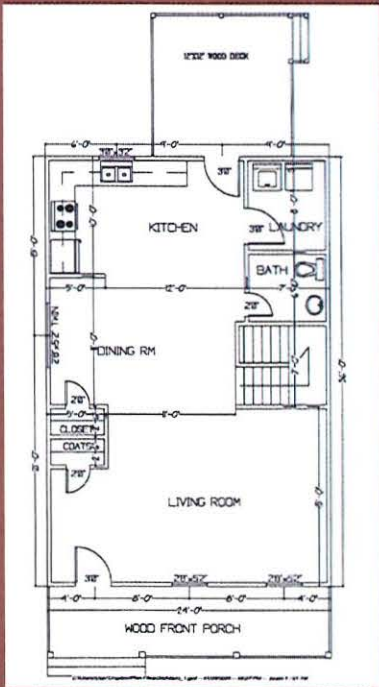
CUP REQUEST: SFD on Non-Conforming Parcel #079-0005

- 2-Story SF Dwelling
- 3 Bedroom; 2.5 Bath
- 1,728sf

First floor front façade to be brick



CUP REQUEST: SFD on Non-Conforming Parcel #079-0005



Staff Analysis

7 CUP Approval Criteria	✓
Comprehensive Plan	✓



- Proposed dwelling attempts to bridge disparities between houses on Cedar Lane and E. Broadway in terms of materials, scale, and style.
- Average size of dwellings in the surrounding area is **1,553 sf**.
- Proposed dwelling is **1,728sf**.

Public Comment

- One neighborhood resident commented that the vehicles associated with City Point Garage parked on the street may pose a problem for the buyer of the proposed house.

Staff Recommendation

Staff recommends approval with the following conditions:

1. The proposed dwelling as presented is to be constructed with a brick facing on the first floor front façade.
2. A driveway of concrete or asphalt will be installed in accordance with the City's driveway policy.
3. The dwelling will have a roof overhang/eaves on all sides.
4. The applicant will ensure a tree canopy of at least 20% lot coverage.

Planning Commission Recommendation

Staff recommends approval with the following conditions:

1. The proposed dwelling as presented is to be constructed with a brick facing on the first floor front façade.
2. Front porch will have brick underskirting as presented.
3. Windows will be included as shown on floor plan:
 - a. Right Elevation - 1st floor stair landing
 - b. Right Elevation - 1st floor bathroom
 - c. Left Elevation - 1st floor twin window
 - d. Left Elevation - 2nd floor bathroom
4. A driveway of concrete or asphalt will be installed in accordance with the City's driveway policy.
5. The dwelling will have a roof overhang/eaves of 12"-18" on all sides.
6. The applicant will ensure a tree canopy of at least 20% lot coverage.

CUP REQUEST: SFD on Non-Conforming Parcel #079-0005

Questions?



**REQUEST FOR CONDITIONAL USE PERMIT
TO CONSTRUCT A SINGLE-FAMILY DWELLING ON
NON-CONFORMING LOT, PARCEL # 079-0005 AT
THE CORNER OF CEDAR LN. & E. BROADWAY**



PLANNING COMMISSION

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, Riley Ingram, Jr., requests a Conditional Use Permit to construct a single-family dwelling on the non-conforming Parcel #079-0005 located at the corner of Cedar Lane and E. Broadway in the A Village Neighborhood. Staff recommends approval with conditions.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE	RESULT
Planning Commission	April 4, 2024	Public Hearing	Tabled
Planning Commission	May 2, 2024	Old Business	Pending
City Council	May 28, 2024	1 st Reading	No Action
City Council	TBD	2 nd Reading / PH	Pending

III. IDENTIFICATION AND LOCATIONAL INFORMATION

Existing Zoning	R-1 – Residential Low Density
Requested Zoning	N/A
Acreage	0.218 acres / 9,487.5 sf
Legal Description	PARCEL OF LAND NE CORNER BDWY & CEDAR LN SUBDIVISION: W. CITY POINT ANNEX
Election Ward	1
Future Land Use	Urban Residential
Strategic Plan Goal	Housing
Final Approval Form	City Council Resolution

Can Conditions be set?	Yes
Map Location	Parcel #079-0005

IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	3/27/2024	4/3/2024
	Letter to Adj. Properties	3/28/2024	
City Council	Progress-Index Ad		
	Letter to Adj. Properties		

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 XXI, Amendments, Section D, Conditional and Special Use Permits](#)

VII. SUBJECT PROPERTY

The subject property, Parcel #079-0005, is a corner lot at the intersection of Cedar Lane and E. Broadway. The property dimensions are 82 feet (Cedar Lane) by 115 feet (E. Broadway) for a total of 9,430 square feet. The R-1 Residential Low-Density District sets the minimum lot

width at 80 feet and the minimum lot size for a single-family dwelling at 12,000 square feet. The total square footage of this lot is less than the required minimum, making it non-conforming to the R-1 District.

VIII. APPLICANT POSITION

The applicant proposes to construct a 1,584 square foot, two-story, single-family dwelling on the property. The applicant reduced the size of the proposed house by 144 square feet after the Planning Commission recommended approval with conditions. The dwelling will contain 3 bedrooms and 2.5 baths with a first-floor front porch. The proposed dwelling will have a brick front on the first floor and vinyl siding on all other facades. The applicant argues that the proposed dwelling conforms to the neighborhood and is consistent with the Comprehensive Plan by adding new market rate housing to Hopewell's housing stock. In addition, the applicant notes that constructing a dwelling on this parcel will eliminate a vacant, overgrown lot on a prominent corner of the A Village neighborhood.

IX. STAFF ANALYSIS

When considering a conditional use permit, one must consider the seven conditions outlined in Article XXI of the Zoning Ordinance (see attachment). The Planning Commission may also recommend to impose conditions that are suitable to ensure the character of the neighborhood and zoning district in which the use is locating will not be adversely affected. Conditions may also dictate the architectural style of a proposed structure to ensure it will not be at variance with either the exterior architectural appeal and/or the functional plan of the structures already constructed in the immediate neighborhood or the character of the applicable zoning district.

The required setbacks in the R-1 District are as follows:

- 25ft. – front yard.
- 10ft. – interior side yard; 20ft. – corner side yard.
- 25ft. – rear yard.

The parcel has a buildable area that is 52ft x 65ft (3,380sf) after applying the required setbacks.

The lot is 2,513sf smaller than the minimum lot size in the R-1 district; however, nearly all the surrounding properties are also smaller than 12,000sf. In fact, this parcel is the second largest parcel in the study area.

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. PUBLIC COMMENT

One neighborhood resident provided comment at the Planning Commission public hearing held on April 4, 2024. She stated that the vehicles from City Point garage are parked all the around the business on the street and may pose problems for any buyer of the proposed house.

XII. STAFF RECOMMENDATION

The parcel in question is located on the edge of the A Village neighborhood which is an area that is potentially eligible for listing in the National Register of Historic Places. A survey of the properties along Cedar Lane reveals a homogeneous block of brick Cape Cod-style homes (1.5 stories) that average 1,950sf. The houses along E. Broadway all have siding (vinyl, asbestos or Masonite), consist of 1 or 1.5 stories, and

average 1,155sf. The applicant proposes a 2-story, 1,728sf dwelling with brick on the front first-floor façade and vinyl siding on all other facades. The proposed dwelling attempts to bridge the disparities in scale, size and material between the houses on Cedar Lane and those on E. Broadway. Considering all these factors, Staff cites Article XXI, Section D, Item d(4), Approval Criteria, which states:

“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:

- a. The proposed dwelling as presented is to be constructed with a brick facing on the first floor of the front façade.
- b. A driveway of concrete or asphalt will be installed in accordance with the City’s driveway policy.
- c. The dwelling will have a roof overhang/eaves on all sides.
- d. The applicant will ensure a tree canopy of at least 20% lot coverage.

XIII. PLANNING COMMISSION RECOMMENDATION

The Hopewell Planning Commission voted 4-0 at the May 2, 2024 regular meeting to recommend approval of the Conditional Use Permit application to construct a single-family dwelling on the non-conforming lot identified as Parcel #079-0005 with the following conditions:

- a. The proposed dwelling as presented is to be constructed with a brick facing on the first floor of the front façade.
- b. Window to be included on the right elevation at the stair landing as shown on floor plan.
- c. Window to be included on the right elevation in the downstairs bathroom as shown on floor plan.

- d. Twin window to be included on the first floor left elevation as shown on floor plan.
- e. Window to be included on left elevation in upstairs bathroom as shown on floor plan.
- f. The front porch foundation/skirting will be brick.
- g. A driveway of concrete or asphalt will be installed in accordance with the City's driveway policy.
- h. The dwelling will have a roof overhang/eaves between 12"-18" on all sides.
- i. The applicant will ensure a tree canopy of at least 20% lot coverage.

APPENDIX A - MAPS

CITY LOCATIONAL MAP – Yellow Circle indicates general area



PROPERTY LOCATION – Red box indicates Parcel #079-0005



APPENDIX B – SURROUNDING AREA DATA

SURROUNDING PROPERTIES - PARCEL #079-0005

Cedar
Lane

	ADDRESS	STORIES	HOUSE SQ FT	WIDTH	DEPTH	LOT SQ FT	MATERIAL	YR BUILT	TYPE
1	311 CEDAR	2	3358	70	115	8,050	BRICK	1927	SF
2	313 CEDAR	1.5	1664	60	115	6,900	BRICK	1945	SF
3	315 CEDAR	1.5	1869	60	115	6,900	BRICK	1945	SF
4	317 CEDAR	1.5	1435	60	115	6,900	BRICK	1945	SF
5	319 CEDAR	1.5	2240	60	115	6,900	BRICK	1945	SF
6	321 CEDAR	1.5	2141	60	115	6,900	BRICK	1945	SF
7	323 CEDAR	1.5	1547	60	115	6,900	BRICK	1945	SF
8	325 CEDAR	1.5	1649	60	115	6,900	BRICK	1945	SF
9	327 CEDAR	1.5	1652	50	115	5,750	BRICK	1945	SF
10	300 CEDAR	1	1948	80	110	8,800	BRICK	1954	SF
	AVERAGE	1.50	1,950	69	114	7,823			

#079-0005	2	1728	82	115	9,430	BRICK/VINYL	SF
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SURROUNDING PROPERTIES - PARCEL #079-0005

E. Broadway

	ADDRESS	STORIES	HOUSE SQ FT	WIDTH	DEPTH	LOT SQ FT	MATERIAL	YR BUILT	TYPE
1	804 E. BROADWAY	1	888	50	115	5750	VINYL	1916	SF
2	805 E. BROADWAY	1.5	1538	60	108	6480	VINYL	1942	SF
3	806 E. BROADWAY	1	1204	49	115	5635	WOOD	1916	SF
4	807 E. BROADWAY	1.5	1170	60	108	6480	ASBESTOS	1942	SF
5	808 E. BROADWAY	1	1044	55	115	6325	VINYL	1916	SF
6	809 E. BROADWAY	1.5	1266	60	108	6480	VINYL	1942	SF
7	810 E. BROADWAY	1	972	62	120	7440	VINYL	1916	SF
	AVERAGE		1,155	57	113	6,370			

ADJOURNMENT