

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

(804) 541-2408

www.hopewellva.gov

info@hopewellva.gov

cityclerk@hopewellva.gov

CITY COUNCIL

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

Jasmine E. Gore, Vice Mayor, Ward #4

Rita Joyner, Councilor, Ward #1

Michael B. Harris, Councilor, Ward #2

Janice B. Denton, Councilor, Ward #5

Brenda S. Pelham, Councilor, Ward #6

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

Dr. Concetta Manager, Interim City Manager

Danielle Smith, City Attorney

M. Jackson, A. Reyna, City Clerk Pro Tem

January 24, 2023

REGULAR MEETING

Closed Meeting: 6:00 PM

Worksession: 6:45 PM

Regular Meeting: 7:30 PM

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 Sections 2.2-3711 (A) to discuss and consider business contracts and 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, (A)(4) for the protection of the privacy of individuals personal matters not related to public business.

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?

Roll Call

WORK SESSION

6:45 p.m.

WS-1: Rental Inspection Program - Update to Ordinance - Darlene Loving

WS-2: Loitering Ordinance - Danielle Smith

REGULAR MEETING

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

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

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: 4/7/20, 5/21/20, 6/4/20, 6/4/20, 6/11/20, 6/30/20, 9/8/20, 10/6/20, 11/16/20, 11/19/20, 12/2/20, 12/8/20,

C-2 Pending List:

C-3 Information for Council Review:

C-4 Personnel Change Report & Financial Report:

C-5 Public Hearing Announcements: Spot blight demo list 02/14/2023

C-6 Routine Approval of Work Sessions:

C-7 Ordinances on Second & Final Reading:

C-8 Routine Grant Approval:

SUGGESTED MOTION: To amend/adopt consent agenda

Information/Presentations

Planning Commission - Dr. Paul Reynolds

Public Hearings

PH-1: Conditional Use Permit Request, 101 S. Main St. - Christopher Ward

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 mayor only and there shall be no discussion without permission of the mayor. Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in Council Chambers, may be barred by the mayor from further audience before Council and removed, subject to appeal to a majority of Council (See Rules 405 and 406)

Unfinished Business

None

Regular Business

R-1: Subdivision of 1700 Dinwiddie Ave - Christopher Ward

R-2: Subdivision of 3602 Jackson Farm Rd - Christopher Ward

R-3: Personal Property Tax Penalty/Interest Waiver (March 15th)- Shannon Foskey

Reports of City Manager:

Reports of City Attorney:

Reports of City Clerk:

Board/Commission: Vacancies

Architectural Review Board: 1 Vacancy

Ashford Civic Plaza Commission: 2 Vacancies

Board of Equalization/Board of Zoning Appeals: 2 Vacancies

Community Policy and Management Team: 2 Vacancies

Crater District Area Agency on Aging: 1 Vacancy

District 19 Community Services Board: 1 Vacancy

Dock Commissions: 3 Vacancies

Downtown Design Review Committee: 2 Vacancies

Historic Preservation Committee: 4 Vacancies

Hopewell Redevelopment and Housing Authority: 1 Vacancy

Recreation Commission: 1 Vacancy

HHS Senior Class Representative School Board: 1 Vacancy

Social Services Advisory Board: 2 Vacancies

Reports of City Council:

Committees:

Councilors Request:

CR-1: Written Plan of Action to address gun violence in The City of Hopewell with a 30/90/180 day plan, leading up to the implementation of "**Operation Ceasefire**" - Councilor Joyner

Presentations from Boards and Commissions

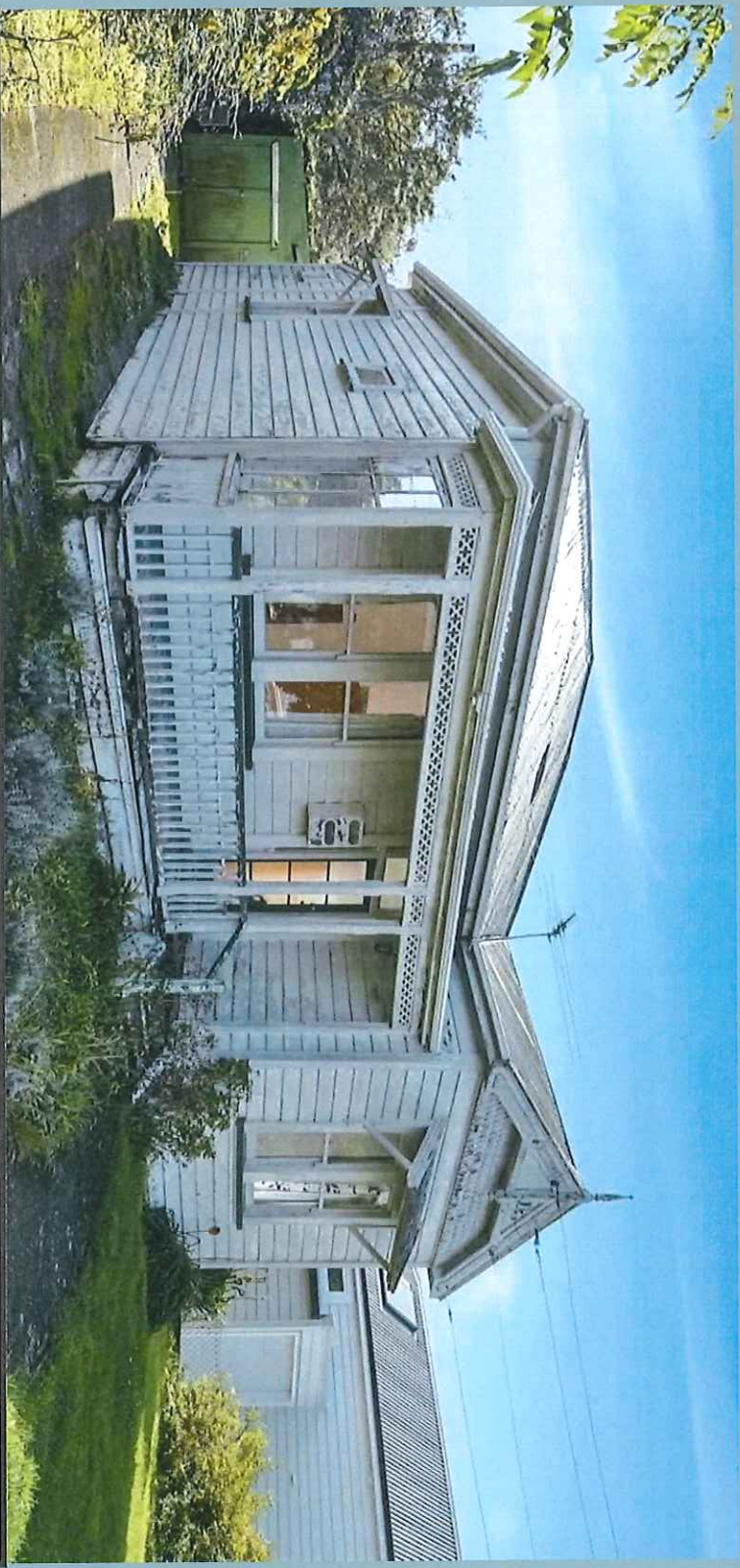
Other Council Communications

Adjournment

CLOSED MEETING

WORK SESSION

WS-1



IMPLEMENTING THE CITY'S RENTAL INSPECTION PROGRAM

PURPOSE OF THE RENTAL INSPECTION PROGRAM

- To maintain safe, decent and sanitary living conditions for tenants and neighboring residents (Code of VA)
- Reduce/Prevent blight
- Stabilize neighborhoods
- To build resident pride in their neighborhoods
- To improve the impression of the City to outside visitors, and potential future residents
- To foster community and economic development
- Help maintain the real estate value in the City

Rental Inspection Districts

Rental Inspection District 1 established.

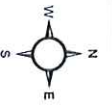
There is hereby created a rental inspection district within the City of Hopewell with boundaries as follows: All of the land lying and situate in the City of Hopewell, Virginia, that falls within the 2000 United States Census Tract Numbered 8201, being that land lying and situate in the City of Hopewell, Virginia, bound on the North/West by the waters of the Appomattox River, on the North/East by the waters of the James River, and then South/East along Poythress Run Creek to its intersection with Station Street, following Station Street South/West to its intersection with Hopewell Street, and then along Hopewell Street North to the Appomattox River, such area being more commonly known as City Point.

Rental Inspection District 2 established.

There is hereby created an additional rental inspection district within the City of Hopewell with boundaries as follows: Beginning at a point at the intersection of the City's Corporate Limits and Hopewell Street extended traveling south along Hopewell Street to a point at the intersection of Hopewell Street extended and the Norfolk-Southern Railroad tracks; proceeding west along the Norfolk-Southern Railroad tracks to its intersection with Sixth Avenue; north along Sixth Avenue to its intersection with West Broadway; then west along West Broadway to the intersection with the ravine just west of Monticello Avenue; then north along the ravine to the Appomattox River and the Corporate Limits; then east along the Corporate Limits to the intersection with Hopewell Street extended, the beginning point (as indicated on the attached map).

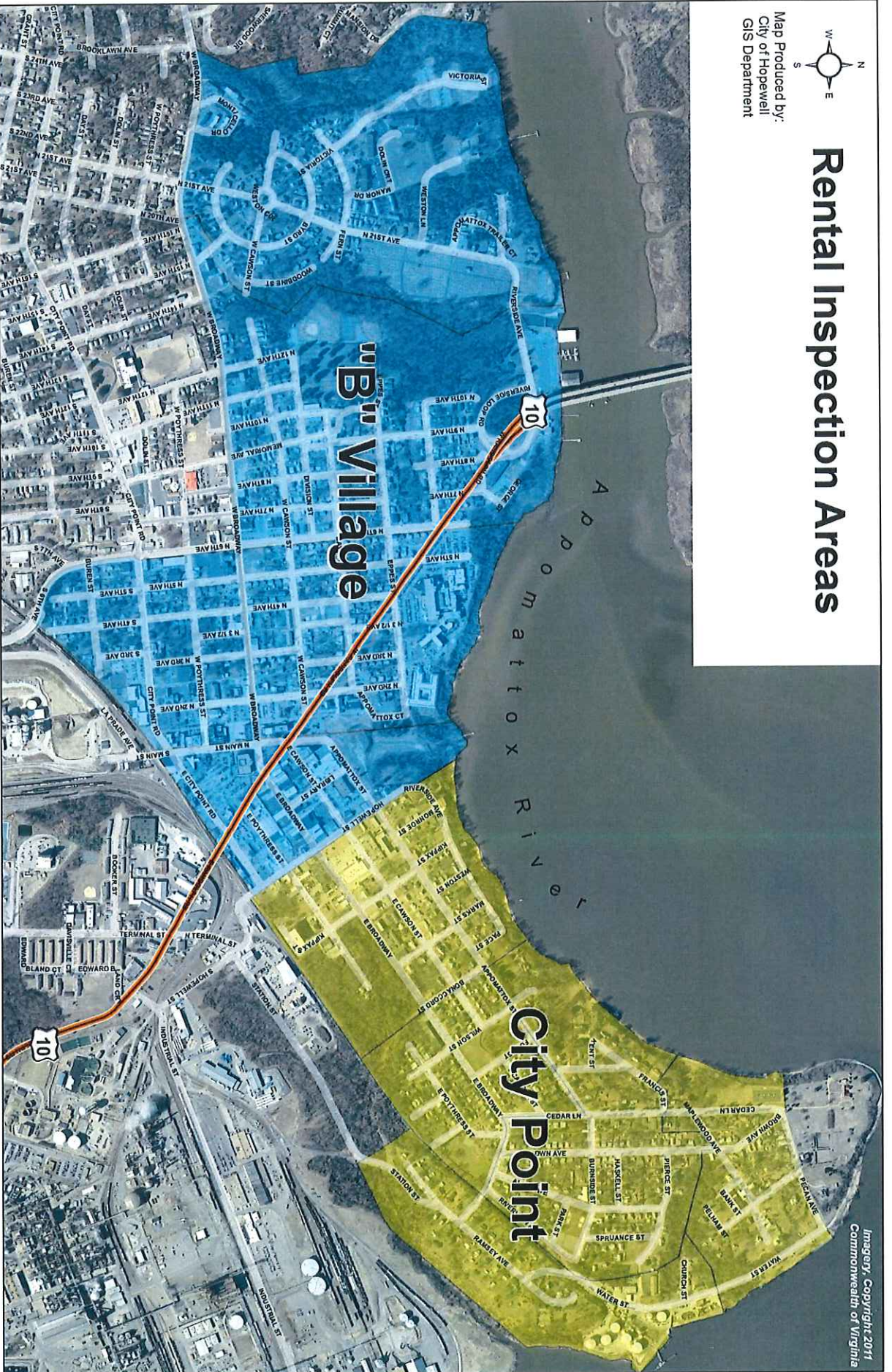
City council may alter the boundaries of the rental inspection district, provide for additional rental inspection district areas, or provide for the inspection of residential rental dwelling units outside of designated rental inspection districts, in compliance with Code of Virginia, § 36-105.1:1, and any amendments thereto. (Ord. No. 2005-12, § II, 9-13-2005; Ord. No. 2009-11, 8-11-09)

An official map showing the Rental Inspection Districts for purposes of this division shall be available for public inspection in the codes compliance office.



Map Produced by:
City of Hopewell
GIS Department

Rental Inspection Areas



**AMENDING CHAPTER 19-HOUSING CODE, OF THE CODE OF THE CITY OF HOPEWELL,
BY AMENDING ARTICLE VIII SEC 19-181.**

RENTAL INSPECTION PROGRAM

Applicability.

The provisions of this division shall apply to dwellings and dwelling units occupied by tenants and lessees located in one of two areas hereby designated by the city council as rental inspection districts for the purpose of this division.

Registration of Rental Units.

The owner, manager agent or person in control of any rental dwelling or dwelling unit covered by this division and located in rental inspection districts shall register with the codes compliance office units covered by this program within 60 days of the ordinance implementation date. Future rental conversions will require registration and initial inspection prior to the first rental. Registration will be required to be on forms provided by the codes compliance administrator

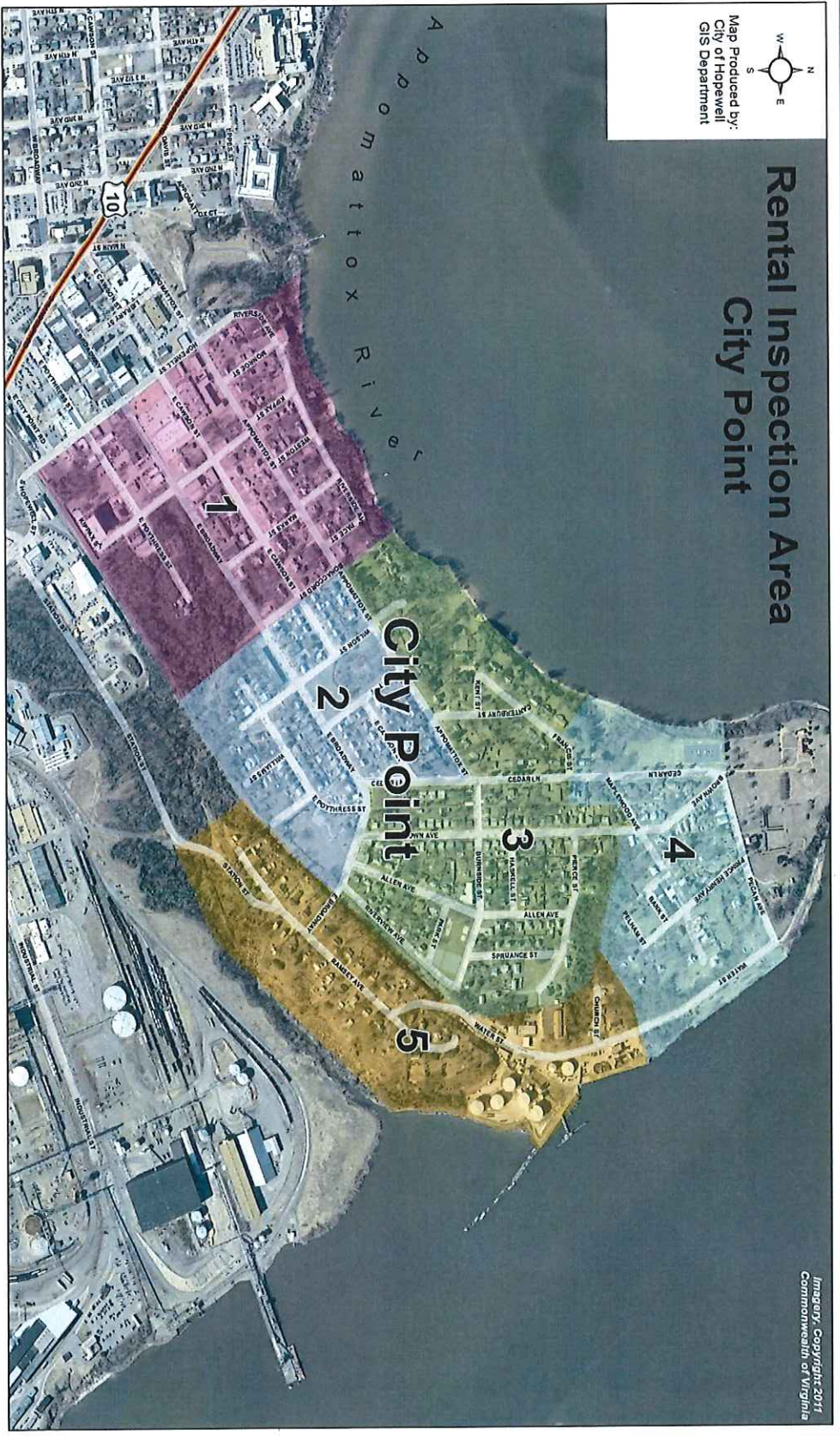
Enforcement and Notifications.

Enforcement of this article shall be the responsibility of the Hopewell code enforcement department. The code enforcement department shall make reasonable efforts to notify owners of residential rental dwelling units in the designated rental inspection district, or their designated managing agents, and provide information and an explanation of the rental inspection ordinance and the responsibilities of the owner thereunder. Notices will be sent by regular first class mail to the address as shown on current real estate assessment records shall be deemed sufficient notice.

The owners of the residential rental dwelling units located in the rental inspection district shall notify the code enforcement department in writing if the dwelling unit is or becomes used for residential purposes within 30 days after it has become a rental property.

Implementation

Begin with one area at a time to allow adequate time for notification, registration, inspections to be scheduled and certifications to be issued. It estimated that the inspector will spend 30-60 days in one inspection area.



Inspections

- (1) Initial inspections** - determine if the dwelling units are being used as residential rental property and for compliance with the provisions of the building code that affect the safe, decent and sanitary living conditions for the tenants of such property.
- (2) Initial and periodic inspections** - required to schedule and obtain an inspection at the time of tenant(s) change and at the time of rental property sale, but no inspection would be required if one was performed in the previous 12 months.
- (3) Follow-up inspections** - follow-up inspection reveals that the dwelling unit has been brought into compliance with the provisions of the building code that affect the safe, decent and sanitary living conditions for the tenants.
- (4) Periodic inspections** - all rental dwelling or dwelling units in rental inspection districts are required to schedule and obtain an inspection at the time of tenant(s) change and at the time of rental property sale, but no inspection would be required if one was performed in the previous 12 months.
- (5) Annual exterior inspection** - all registered units will be conducted by the codes compliance office regardless of ownership change or tenant change. Notice shall be provided by the codes compliance office 14 days in advance of the inspection.
- (6) Scheduling of inspections** - any owner of a residential rental dwelling unit in the rental inspection district who is notified by the code enforcement department that the unit is subject to inspection under this article shall, within ten (10) days from such notification, contact the code enforcement department to schedule such inspection. (Ord. No. 2005-12, §1V, 9-13-2005)

FEE STRUCTURE

- Initial Inspection \$100.00
- If after Re-inspection, **minor violations** have not been remedied a charge of \$100 per dwelling unit for each re-inspection until the violation is corrected.
- If after Re-inspection, **major violations** have not been remedied within the specified time period (30 days) a notice of violation will be mailed. Owners will be subject to a penalty of a minimum of \$500 and up to \$2,500
- The VA Statewide Building Code allows a locality to fine an owner who fails to comply with a notice of violation within the specified time period (30 days), not more than \$2,500. Each day the violation(s) continues is considered a separate offense. This fine is given by a judge after a conviction in court. State Code Section 36-106
- Failure to schedule a required inspection shall result in the assessment of an administrative fee of one hundred dollars (\$100.00) placed on the owner of the unit/property, in addition to the follow-up inspection fee. (Ord. No. 2005-12, §VI, 9-13-2005

Issuance of Certificate

Tiered Compliance

- Certificate of Compliance (good for 4 years)
- Temporary Certificate of Compliance (allowed for minor violations not life and safety issues)
- Rejection (major issues, uninhabitable, life and safety issues)
- A Certificate of Compliance can be revoked, if violations are found within the 4 year grace period.

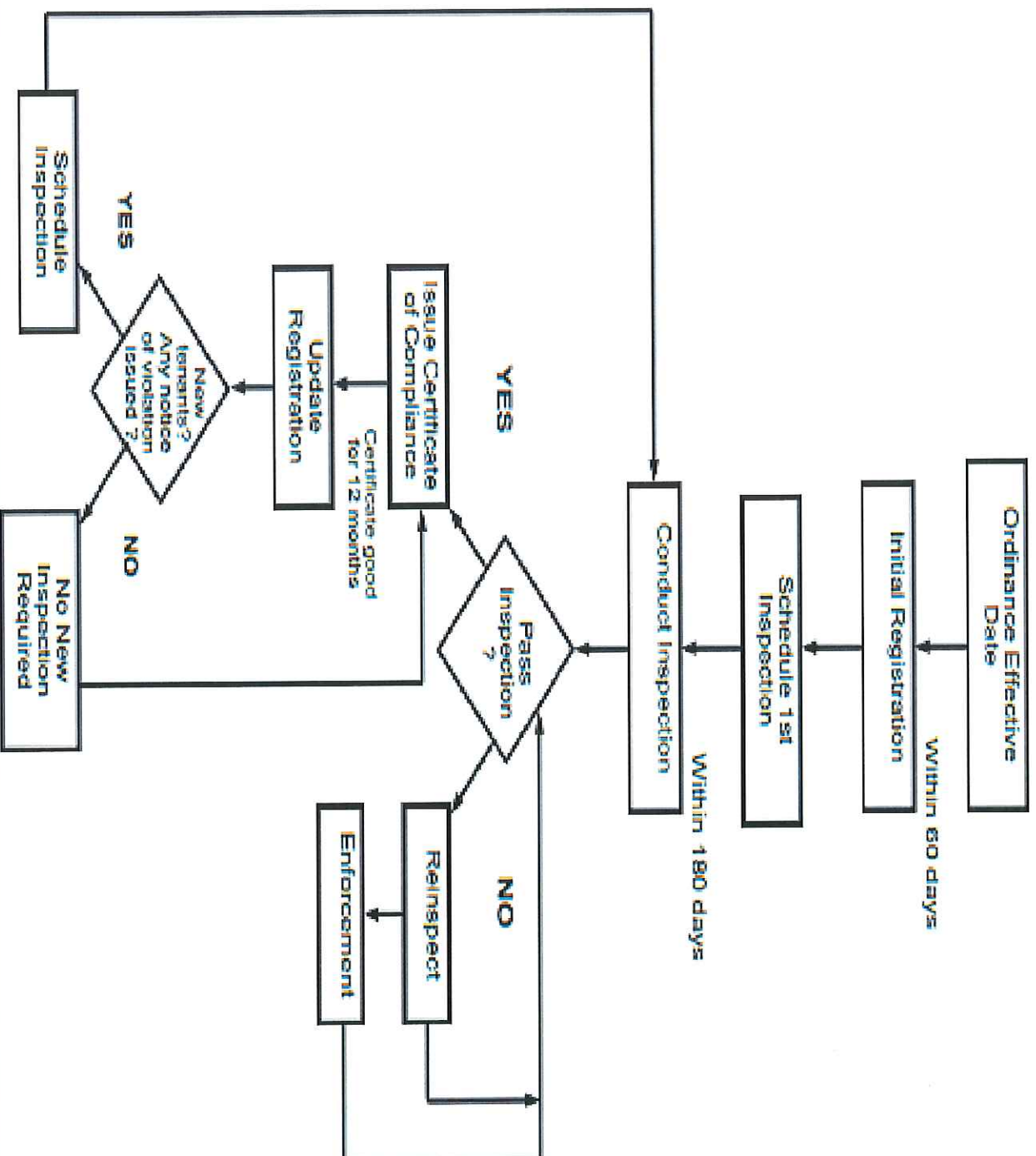
The owner, managing agent or person in control of covered rental dwellings or dwelling units shall promptly notify the administrator of the codes compliance office of any pending change of occupancy of such property and shall request and a re-inspection must be done at that time. Starts a new rental inspection process.

Upon the sale of a residential rental dwelling unit, that remains a residential rental unit the code enforcement department may perform a periodic inspection and the certification process will start over.

Appeals; Effects.

- (a) Any person aggrieved by any determination or decision of the administrator of the codes compliance office made pursuant to this division shall have the right to appeal such determination or decision in accordance with the provisions of the Virginia Uniform Statewide Building Code, and amendments thereto.**
- (b) Nothing in this division shall be construed to limit, impair, alter or extend the rights and remedies of persons in their relationship of landlord and tenant as such rights and remedies exist under applicable law.**
- (c) Nothing in this division shall be construed to relieve or exempt any person from otherwise complying with all applicable laws, ordinances, standards and regulations pertaining to the condition of buildings and other structures.**
- (d) Nothing in this division shall be construed to limit the authority of the administrator of the codes compliance office to perform housing inspections in accordance with applicable law.**

City of Hopewell Rental Housing Registration and Inspection Program Process



Questions

&

Answers

WS-2

Proposed Loitering Ordinance

A) Definitions: For the purposes of this Section, the following words and phrases shall have the meanings respectively ascribed to them by this Section:

Loiter: to stand around or remain or to park or remain parked in a motor vehicle at a public place or place open to the public and engage in any conduct prohibited under this law. "Loiter" also means to collect, gather, congregate or be a member of a group or a crowd of people who are gathered together in any crowded place or place open to the public and to engage in conduct prohibited under this law.

Public place: any public street, road or highway, alley, land, sidewalk, crosswalk or other public way, or any public resort, place of amusement, park, playground, public building or ground appurtenant thereto, school building, school grounds or public parking lot, or private parking lot or any other publicly owned parking lot or the area in front of or adjacent to any store, shop, restaurant, or other place of business.

Place open to the public: shall mean any place open to the public or any place to which the public is invited or may reasonably expect to be invited, and in, on or around any privately owned place of business, private parking lot, or private institution, including places of worship, cemeteries, or any place of amusement, entertainment whether or not a charge of admission or entry thereto is made. It includes elevators, lobbies, halls, corridors, and areas open to the public of any store, office or apartment building.

(B) Prohibited Conduct

1. In accordance with section 15.2-926, code of Virginia, as amended, the following prohibited conduct regarding the act of loitering is established.

2.. Prohibited Conduct. It shall be unlawful for any person to loiter at or in a public place or place open to the public in the following manner:

- a. To interfere, impeded or hinder the free passage of pedestrian or vehicular traffic.
- b. To threaten or do physical harm to the property of another member or members of the public.
- c. To threaten or do physical harm to another member or members of the public.
- d. That by words, acts or other conduct, it is clear that there is a present danger of a breach of the peace or disorderly conduct.

- e. To engage in acts or illicit displays of public nudity
- f. Refusing to move on when so requested by a police officer or returning after having been told to move on provided that the public officer has exercise his or her discretion reasonably under the circumstances in order to preserve and to promote public peace and order.

(C) Violations and penalties

Any person violating this chapter shall be guilty of a Class 3 misdemeanor and shall be subjected to the penalties as prescribed by law upon conviction. Nothing herein shall be construed to prohibit orderly picketing or other lawful assembly.

REGULAR MEETING

CONSENT AGENDA

C-1

MINUTES OF THE APRIL 7, 2020 CITY COUNCIL SPECIAL MEETING

A meeting of the Hopewell City Council was held Tuesday, April 7, 2020, at 6:30 p.m. The meeting was held by electronic means pursuant to Va. Code § 15.1-1413, and by emergency ordinance adopted by Council at its March 24, 2020 meeting.

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

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

SPECIAL MEETING

Mayor Gore opened the meeting at 6:45 p.m. Due to the Novel Coronavirus (COVID-19), the meeting was held via Zoom Video Communications. Council either called in on the telephone, or joined the meeting via video using a smart phone, computer, laptop, or tablet. Citizens were also able to call in and hear the meeting. Mayor Gore requested a roll call, as follows:

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

AMEND/ADOPT AGENDA

Councilor Denton moved to amend the agenda limit each speaker to ten minutes, and to move item SB-8 to before SB-7, and to invoke Council rules to limit each councilor to the time limit to either speak for ten minutes, or to speak three times. Her motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

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

Motion passed 4-3

Councilor Pelham moved to be allowed to make a substitute motion, which request was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion failed 4-3

SB-1 John Randolph Medical Center COVID 19 Updates – Joe Mazzo, CEO presented an update to Council regarding John Randolph’s readiness for COVID-19, and steps taken to prevent the spread of the virus within the hospital walls and beyond.

SB-2 Crater Heath District Updates – Dr. Alton Hart, Public Health Director, also spoke to Council regarding the status of the virus. Sean Nicholson and Debra Whitaker also spoke on behalf of Crater Health District. Katrina Staffre (sp), an epidemiologist, attempted to speak but had difficulty joining the call.

SB-3 Hopewell Public Schools COVID-19 Updates – Dr. Melody Hackney, Superintendent of Hopewell Public Schools – Dr. Hackney spoke at length about the schools’ readiness and preparation, and continued steps to safeguard the children. During her presentation, Dr. Hackney went over the ten-minute allotment. Vice Mayor Bennett moved to allow Dr. Hackney, Superintendent of Hopewell Public Schools to finish her presentation and answer questions. Her motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

Motion passed 7-0

Dr. Hackney continued her presentation. She spoke about what was being done to help with the children and youth who, because they are out of school, would not normally be able to eat. She noted that the school has already fed and will continue to feed these children.

- SB-4 Hopewell-Prince George Chamber of Commerce COVIA-19 Updates** – Becky McDonough, CEO – Daniel Jones of the HPG Chamber spoke on behalf of the Chamber. He noted the virus’ effect on various businesses and what was needed to try to save some of them.
- SB-5 Crater Workforce Investment Board COVID-19 Updates** – Sophenia Pierce, Executive Director – Ms. Pierce had difficulty joining the call, but was able to speak and address various updates related to COVID-19.
- SB-6 Key Federal COVID-19 Updates** – Benjamin Ruppert, Coordinator, Emergency Services – Updates include Federal Legislation – Coronavirus Preparedness and Response Supplemental Appropriations Act, Families First Coronavirus Response Act (FFCRA), and the Coronavirus Aid Relief and Economic Security (CARES) Act; the IRS deadline; and the Census – Mr. Ruppert was unable to attend the meeting, so John M. Altman, Jr., City Manager, spoke in his stead. Mayor Gore advised that, so far, only 40% of Hopewell citizens had provided information to the census. She noted that the deadline had been extended August 2020, and encouraged all to complete online.
- SB-8 City of Hopewell COVID-19 Response and Planning** – John M. Altman, Jr., City Manager – Information to include the timeline of Hopewell’s Coronavirus and COVID-19 response, the status of the City’s Continuity Operations Planning documents, and inventory update, a Finance Update related to COVID-19 (Contingency fund, tracking purchases, hiring freezes, purchase suspensions), established communication tools for the public (CodeRed, Nixle, social media [Facebook, Twitter], Freedom of Information Act (FOIA) List, and COVID-19 incident management reports), City Council and Community Questions (Homeless and vulnerable community, Hopewell city parks, 5-G towers, curfew, gymnasiums, childcare, and taxes. Sandra Robinson, City Attorney, opined at length on the legalities of the quarantine and repercussions of violating same.

At 9:25 p.m., Councilor Denton moved to adjourn. Her motion was seconded by Councilor Randolph. Upon the roll call, the vote resulted:

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

Motion passed 5-0

Jasmine E. Gore, Mayor

Ronnieye L. Arrington, City Clerk

MINUTES OF THE MAY 21, 2020 CITY COUNCIL SPECIAL MEETING

A special meeting of the Hopewell City Council was held Thursday, May 21, 2020, at 6:30 p.m. The meeting was scheduled to be held by electronic communication only, pursuant to Va. Code § 2.2-3708(A)(3).

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

John M. Altman, Jr., City Manager
Sandra R. Robinson, City Attorney
Camisha M. Brown, Assistant City Clerk

ABSENT: John B. Partin, Jr., Councilor Ward 3

ROLL CALL

Mayor Gore opened the meeting at 6:31 p.m. Due to the Novel Coronavirus (COVID-19), the meeting was held via Zoom Video Communications. Council was allowed to either call in on the telephone, or were able to video in using a smart phone, computer, laptop, or tablet. Citizens were able to watch the meeting live via YouTube. Mayor Gore waited a couple of minutes for everyone to get logged in or to call in. Mayor Gore requested a roll call, as follows:

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

SPECIAL MEETING

The City Manager presented the proposed FY21 Operating and Capital Budget. Mr. Altman gave an overview of the proposed FY2021 budget. Directors were in the meeting to present their proposed budgets to Council. Proposed budgets of the scheduled departments were provided to Council. After budget presentations, there was discussion by Council. Mayor Gore went over topics that needed to be discussed in future work sessions.

ADJOURN

At 8:53 p.m., Councilor Randolph moved to adjourn the meeting. Mayor Gore seconded the motion. Upon the roll call, the vote resulted:

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

Motion passes 6-0

Jasmine E. Gore, Mayor

Camisha M. Brown, Interim City Clerk

MINUTES OF THE JUNE 4, 2020 CITY COUNCIL SPECIAL MEETING

A special meeting of the Hopewell City Council was held Thursday, June 4, 2020, at 6:30 p.m. The meeting was scheduled to be held by electronic communication only, pursuant to Va. Code § 2.2-3708(A)(3).

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

John M. Altman, Jr., City Manager
Sandra R. Robinson, City Attorney
Camisha M. Brown, Assistant City Clerk

ROLL CALL

Mayor Gore opened the meeting at 6:30 p.m. Due to the Novel Coronavirus (COVID-19), the meeting was held via Zoom Video Communications. Council was allowed to either call in on the telephone, or were able to video in using a smart phone, computer, laptop, or tablet. Citizens were able to watch the meeting live via YouTube. Mayor Gore waited a couple of minutes for everyone to get logged in or to call in. Mayor Gore requested a roll call, as follows:

Mayor Gore	-	present
Vice Mayor Bennett	-	present
Councilor Randolph	-	present
Councilor Holloway	-	present
Councilor Partin	-	absent (joined late due to tech issues)
Councilor Denton	-	present
Councilor Pelham	-	present

SPECIAL MEETING

The City Manager presented the proposed FY21 Operating and Capital Budget beginning at 6:35 p.m. Mr. Altman gave an overview of the proposed FY2021 budget. Council viewed the proposed budgets for the scheduled departments. He continued to go through the packets that he provided to Council. After his presentation, there was discussion by Council.

Councilor Pelham made a motion to extend the meeting for 30 minutes. The motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passes 4-3

ADJOURN

At 9:49 p.m., Vice Mayor moved to adjourn the meeting. Councilor Partin seconded the motion. Upon the roll call, the vote resulted:

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

Motion passes 4-2

Jasmine E. Gore, Mayor

Camisha M. Brown, Interim City Clerk

MINUTES OF THE JUNE 11, 2020 CITY COUNCIL SPECIAL MEETING

A special meeting of the Hopewell City Council was held Thursday, June 11, 2020, at 6:30 p.m. The meeting was scheduled to be held by electronic communication only, pursuant to Va. Code § 2.2-3708(A)(3).

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

John M. Altman, Jr., City Manager
Sandra R. Robinson, City Attorney
Camisha M. Brown, Assistant City Clerk

ROLL CALL

Mayor Gore opened the meeting at 6:36 p.m. Due to the Novel Coronavirus (COVID-19), the meeting was held via Zoom Video Communications. Council was allowed to either call in on the telephone, or were able to video in using a smart phone, computer, laptop, or tablet. Citizens were able to watch the meeting live via YouTube. Mayor Gore waited a couple of minutes for everyone to get logged in or to call in. Mayor Gore requested a roll call, as follows:

Mayor Gore	-	present
Vice Mayor Bennett	-	absent (joined the call late)
Councilor Randolph	-	present
Councilor Holloway	-	present
Councilor Partin	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

SPECIAL MEETING

SB-1 Real Estate Tax Deadline Extension Resolution- Council was presented with a resolution to approve the extension of Real Estate taxes for the citizens. After discussion among Council, Councilor Denton moved to accept the Resolution extending the tax deadline from June 15th to June 30th. The motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

Mayor Gore	-	yes
Vice Mayor Bennett	-	--
Councilor Randolph	-	yes
Councilor Holloway	-	yes

Councilor Partin	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes

Motion passes 6-0

SB-2 COVID-19 Taxpayer Relief Ordinance- Mr. Altman presented to Council and ordinance he was requesting to have considered for relief for taxpayers during the pandemic. After the presentation, questions and discussion was had among Council. Councilor Denton moved for Council to authorize and provide relief for late fees and interest on utilities from July 1st through September 30, 2020 due to emergency conditions. Her motion was seconded by Mayor Gore upon the roll call, the vote resulted:

Mayor Gore	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	-- (excused from meeting)
Councilor Denton	-	yes
Councilor Pelham	-	yes

Motion passes 6-0

Council recessed due to multiple Councilors having technical difficulties, they resumed again at 7:35 p.m.

WORK SESSION

The City Manager presented the proposed FY21 Operating and Capital Budget. Mr. Altman gave an overview of the proposed FY2021 budget. Council viewed the proposed budgets for the scheduled departments. He continued to go through the packets that he provided to Council. After his presentation, there was discussion by Council.

ADJOURN

At 8:29 p.m., Councilor Denton moved to adjourn the meeting. Councilor Randolph seconded the motion. Upon the roll call, the vote resulted:

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

Motion passes 5-1

Jasmine E. Gore, Mayor

Camisha M. Brown, Interim City Clerk

MINUTES OF THE JUNE 30, 2020 CITY COUNCIL SPECIAL MEETING

A regular meeting of the Hopewell City Council was held Tuesday, June 30, 2020, at 6:30 p.m. The meeting was scheduled to be held by electronic communication only, pursuant to Va. Code § 2.2-3708(A)(3).

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

John M. Altman, Jr., City Manager
Sandra R. Robinson, City Attorney
Charles Dane, Assistant City Manager
Camisha M. Brown, Assistant City Clerk

ROLL CALL

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

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

Councilor Denton moved to add the mask donation to the agenda. The motion was seconded by Mayor Gore. Upon the roll call the vote resulted:

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

Motion passed 7-0

SB-1 CSA Contract Approval/CPMT Agency for contracting- Council was provided a copy of the agreement for CPMT and a draft of a resolution for their approval. After the presentation there was discussion among Council. Councilor Denton moved to approve and adopt the resolution for CPMT. Her motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes

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

Motion passed 7-0

CLOSED MEETING

At 7:01 p.m., Councilor Denton moved to go into closed meeting pursuant to Va. Code Sections 2.2-3711 (A)(1) to discuss and consider prospective candidates for appointment to the Hopewell School Board; (A)(3) and (A)(6) to discuss the investment of public funds for the acquisition of real property for a public purpose where bargaining is involved, and discussion in open meeting would adversely affect the City's bargaining position and financial interest; and to the extent such discussions will be aided thereby, (A)(4) for the protection of the privacy of individuals in personal matters not related to public business. Councilor Pelham seconded the motion. Upon the roll call, the vote resulted:

Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	--(excused from CS at 7:06 p.m.)
Mayor Gore	-	yes
Councilor Denton	-	yes

Motion passed 6-0

**Councilor Partin stated he had a Conflict of Interest and would not be involved in any of the School Board appointments due to his sister being a candidate. He submitted a Conflict of Interest form.*

RECONVENE OPEN MEETING

At 8:39 p.m. Vice Mayor Bennett moved that Council come out of Closed Session. Her motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

Motion passed 7-0

CERTIFICATION

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

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

SPECIAL MEETING

Councilor Denton moved to appoint Ruth Johnson and Linda Hyslop to fill the two vacancies on the School Board. Her motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

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

Motion passed 6-0

SB-2 Hand Sanitizer and Mask donation from Dupont- Mayor Gore advised Council of a donation of sanitizer and masks from Dupont. She requested that Council be able to accept the donation on behalf of the City. Councilor Randolph moved to accept the 16 gallons of sanitizer and 500 mask from DuPont for the City of Hopewell. The motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

Motion passed 6-1

ADJOURN

At 9:07 p.m., Councilor Denton moved to adjourn the meeting. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

Mayor Gore - yes
Councilor Denton - yes

Motion passed 7-0

Jasmine E. Gore, Mayor

Camisha M. Brown, Interim City Clerk

MINUTES OF THE SEPTEMBER 8, 2020 CITY COUNCIL SPECIAL MEETING

A special meeting of the Hopewell City Council was scheduled for Tuesday, September 8, 2020, at 6:30 p.m. The meeting was scheduled to be held by electronic communication only, pursuant to Va. Code § 2.2-3708(A)(3).

PRESENT: Jasmine Gore, Mayor, Ward 4
Arlene Holloway, Councilor, Ward 2
Brenda Pelham, Councilor, Ward 6

John M. Altman, Jr., City Manager
Sandra R. Robinson, City Attorney
Camisha M. Brown, Interim City Clerk

ABSENT: Patience Bennett, Vice Mayor, Ward 7
Deborah Randolph, Councilor, Ward 1
John B. Partin, Jr., Councilor Ward 3
Janice B. Denton, Councilor, Ward 5

The Zoom meeting was started at 6:32 PM. Due to no quorum being established, the Zoom meeting was terminated at 6:44 PM.

Jasmine E. Gore, Mayor

Camisha M. Brown, Interim City Clerk

MINUTES OF THE OCTOBER 6, 2020 CITY COUNCIL SPECIAL MEETING

A special meeting of the Hopewell City Council was held Tuesday, October 6, 2020, at 6:30 PM. The meeting was scheduled to be held by electronic communication only, pursuant to VA Code § 2.2-3711(A)(3).

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

John M. Altman, Jr., City Manager
Sandra R. Robinson, City Attorney
Camisha M. Brown, Interim City Clerk

ABSENT: Arlene Holloway, Councilor, Ward 2

ROLL CALL

Mayor Gore opened the meeting at 6:35 PM. Due to the Novel Coronavirus (COVID-19), the meeting was held via Zoom Video Communications. Council members were allowed to call via telephone, or were able to video in using a smart phone, computer, laptop, or tablet. Citizens were able to watch the meeting live via YouTube. Mayor Gore requested a roll call, as follows:

Mayor Gore	-	Present
Vice Mayor Bennett	-	Present
Councilor Randolph	-	Present
Councilor Holloway	-	Absent
Councilor Partin	-	Present
Councilor Denton	-	Present
Councilor Pelham	-	Absent (not on Zoom during roll call)

WORK SESSION

WS-1 City of Hopewell Crime Discussion- Cameron Afzal, Chief of Police, had discussion with the Council about the following topics: Crime Stats and recent activities, who Hopewell is partnering with in combating crime in the city currently, real time citizen notifications of happenings, where the information could be routed – such as Facebook or Code Red. Additional discussion topics include tracking shots fired, different softwares used by the department, costs of the softwares, necessity of officers needed per call volume, cost of officer employment and equipment, further development of CPO program, and citizen engagement regarding crime reporting. The Council was given the opportunity to ask Chief Afzal any questions in regards to crime in the City.

ADJOURN

At 8:37 PM, Councilor Partin moved to adjourn the meeting. His motion was seconded by Councilor Randolph. Upon the roll call, the vote resulted:

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

Motion passed 6-0

Jasmine E. Gore, Mayor

Camisha M. Brown, Interim City Clerk

MINUTES OF THE NOVEMBER 16, 2020 CITY COUNCIL SPECIAL MEETING

A special meeting of the Hopewell City Council was scheduled for Monday, November 16, 2020, at 6:00 p.m. The meeting was scheduled to be held by electronic communication only, pursuant to Va. Code § 2.2-3708(A)(3).

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

John M. Altman, Jr., City Manager
Sandra R. Robinson, City Attorney
Camisha M. Brown, Interim City Clerk

ROLL CALL

Mayor Gore opened the meeting at 6:02 p.m. Due to the Novel Coronavirus (COVID-19), the meeting was held via Zoom Video Communications. Council was allowed to either call in on the telephone, or were able to video in using a smart phone, computer, laptop, or tablet. Citizens were able to watch the meeting live via YouTube. Mayor Gore requested a roll call, as follows:

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

AMEND/ADOPT AGENDA

Councilor Pelham moved to adopt the agenda. The motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed 7-0

SPECIAL MEETING

SB-1 Covid-19 Programs Review & Updates

Council discussed that The City of Hopewell has established several programs to assist residents during the pandemic. The original allocations include:

- Hopewell CARES Homeless Program -
- Hopewell CARES Rent, Mortgage and Utilities (RMU) Program -
- Hopewell Small Business Recovery Program -
- Park and Learn -
- Hopewell CARES Pilot Childcare Program -
- Food Pantry -
- City of Refuge -

SB-2 Covid-19 Expenditures

The City of Hopewell received 3.8 million CARES Act funding and Community Block Grant (CDBG) Funds. However, the CARES Act funding is priority use due to the 12/30/20 expenditure deadline. The CDBG funding has a 3-year expiration date and will be used after the CARES Act funding is exhausted.

SB-3 Covid-19 Health Equity Program and Increase in Covid-19 Testing

The City of Hopewell distributed PPE (Mask and sanitizer) to all households within the City. The City is currently planning a second round of PPE distribution for the fall. The City is discussing drive-thru options at this time.

- Locations
- Number of Events (By Ward or by central locations within City)
- Communication/Marketing
- Additional Literature/Notifications

Covid-19 Testing – November 18th (Private vendor)

- Marketing
- Timeframe (advance notice)

Substantial Community Spread – Crater Health District

- City of Hopewell “Positivity Rate”; Overall City of Hopewell trend

Governor Northam – Statewide Covid-19 Restrictions

SB-4 Assessment of Gunfire Data

ISSUE: The City of Hopewell developed heat maps for members of City Council and the public to visualize where incidents of shots fired occurred within the City of Hopewell. The following maps include incidents from January 1, 2020 – November 15, 2020.

SB-5 Outstanding Crimes and Homicides

ISSUE: Members of the public have contacted their City Councilors about concerns regarding gun violence; repeat offenders released quickly; police presence, and overall community safety.

Closing the loop with the citizens – Usage of Nixle and notifying the public when arrests have been made.

Open cases – How do we address the perception about the City’s outstanding homicide cases?

System working in full – How can City Council and the administration work with the court system to address public safety?

Councilor Pelham moved to extend the meeting until the agenda is finished.

The motion was seconded by Mayor Gore. Upon roll call, the vote resulted:

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

Motion passed 5-1

SB-6 Police Advisory, Citywide Neighborhood Watch Advisory Council and Community Engagement (Community Crime Summit)

ISSUE: Members of the public have contacted their City Councilor about concerns community engagement, interaction with the police officers and relaying information confidentially.

Role of the Police Advisory Council and Neighborhood Watch Advisory Council

Community engagement- The City of Hopewell has a list of residents that signed up to share their interests in being active within the community to address public safety. City Council has not discussed the feedback from the Community Crime Summit or how to engage those citizens. What other methods/ways can the City engage with the community to address public safety and interaction with officers?

Private/confidential communication with the Police Department- The City Administration is discussing methods to increase citizen involvement to relay information after alleged crimes have been committed. These methods include new tools to ensure that citizens can come forward in confidence.

Perception of PD – Officers scene in areas outside of perceived areas of high crime (indiv. or groups).

SB-7 Neighborhood Policing

ISSUE: City Council voted to support transitioning two part-time dispatchers to full-time. The current need is to establish 4 full-time dispatchers per shift for a total of 8 new full-time positions. The outstanding need is 6 full-time positions.

In addition, City Council voted to create two full-time patrol officer positions. The Police Chief submitted a request to establish 14 new full-time positions. This includes 6 patrols and 8 community police officers (1 per ward and a sergeant).

City Council should discuss if the Governing Body is willing to take additional steps to increase the number of officers to have increase presence within wards. Moreover, the City Administration is developing a budget request plan and possible grant submission.

SB-8 Social and Economic Factors Areas to Address

ISSUE: Many incidents of crime stem from social and economic factors to include poverty, housing, substance abuse, education, job opportunity, etc. The City of Hopewell cannot “police” its way out of crime and/or gun violence. In order to improve community safety, the City must also reinvest in the community/people.

Data- The City purchased Building Blocks, an app to map various data sets, to upload federal, state and local data for the City of Hopewell. The maps will provide a visual of which areas within the city may be in need of select services. This will in turn, help develop methods for community engagement to address neighborhood needs. Some examples of data sets include crime, overdoses, health data, social services data, code enforcement, truancy, etc.

Cameron Foundation Grant- The city received notification that it was awarded a \$50,000 community grant to address health via social and economic factors. The grant team will present a plan to City Council soon; however, there is an immediate need to begin developing a framework to establish Neighborhood Councils based on data reviewed.

SB-9 Remaining Covid-19 Funding Allocations/Potential Re-Allocation of Funds

ISSUE: The Director of Emergency Management (City Manager) issued a local declaration of emergency, with the consent of a majority of City Council meeting and voting electronically. It is necessary that Council confirm this declaration, and provide additional authorities, as needed during this pandemic. Accordingly, Council is asked to review and approved an emergency ordinance.

How can we be creative with the use of CARES Act funding to release funds within the City's budget for use beyond December 31, 2020.

Suggestions from City Council about items to consider for possible/future funding. Given the certainty that Covid-19 will not go away as of December 30th. There is a need for the City of Hopewell to address ongoing support for residents into the new the new year. As of now, Congress has not passed a second stimulus that will provide benefit directly to local governments or extend the December 30th CARES Act deadline.

Factors to consider:

- Eviction moratorium
- Unemployment ends in March 2021 for most individuals
- Utility cutoff waivers
- Food insecurity
- Ongoing homeless issues
- Public education (in-person vs virtual)
- Vaccination distribution/Ongoing testing
- Possible additional statewide restrictions (enforceable; impact on local economy)

How will the City of Hopewell address the needs of the community when benefits and grace periods end? How will the City prepare for vaccinations and "return to normalcy."

ADJOURN

The meeting was adjourned at 10:08 p.m.

Jasmine E. Gore, Mayor

Camisha M. Brown, Interim City Clerk

MINUTES OF THE NOVEMBER 19, 2020 CITY COUNCIL SPECIAL MEETING

A special meeting of the Hopewell City Council was scheduled for Thursday, November 19, 2020, at 5:30 p.m. The meeting was scheduled to be held by electronic communication only, pursuant to Va. Code § 2.2-3708(A)(3).

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

John M. Altman, Jr., City Manager
Sandra R. Robinson, City Attorney
Camisha M. Brown, Interim City Clerk

ROLL CALL

Mayor Gore opened the meeting at 5:32 p.m. Due to the Novel Coronavirus (COVID-19), the meeting was held via Zoom Video Communications. Council was allowed to either call in on the telephone, or were able to video in using a smart phone, computer, laptop, or tablet. Citizens were able to watch the meeting live via YouTube. Mayor Gore requested a roll call, as follows:

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

Councilor Randolph notified Council she would be late for the meeting due her work schedule.

CLOSED MEETING

At 5:35 p.m., Councilor Pelham moved to go into closed meeting pursuant to Va. Code Sections 2.2-3711(A)(1) (A)(1) to discuss, consider and interview prospective candidates for employment/appointment, specifically the City Clerk. Councilor Partin seconded the motion. A friendly amendment was made to make the motion available to speak about other contracts it was accepted by both Councilors. Upon the roll call, the vote resulted:

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

Motion passed 6-0

RECONVENE OPEN MEETING

At 6:41 p.m. Councilor Pelham moved that Council come out of Closed Session. The motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

Motion passed 6-0

CERTIFICATION

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

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

Motion passed 7-0

After the Closed Session, Mayor Gore requested that the City Manager reach out to Human Resources to advertise the City Clerk position until December 31st.

ADJOURN

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

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

Motion passed 7-0

The meeting was adjourned at 6:05 p.m.

Jasmine E. Gore, Mayor

Camisha M. Brown, Interim City Clerk

**MINUTES OF THE DECEMBER 2, 2020 CITY COUNCIL JOINT SPECIAL MEETING
WITH HOPEWELL REDEVELOPMENT HOUSING AUTHORITY**

A special joint meeting of the Hopewell City Council and the Hopewell Redevelopment Housing Authority was held on Wednesday, December 2, 2020, at 6:30 p.m. The meeting was scheduled to be held by electronic communication only, pursuant to Va. Code §2.2-33708 (A) (3).

PRESENT (City Council):

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

John M. Altman, Jr., City Manager
Charles E. Dane, Assistant City Manager
Sandra R. Robinson, City Attorney
Camisha M. Brown, Assistant City Clerk

PRESENT (Hopewell Redevelopment Housing Authority):

Ms. Sheila Flowers, Chairman
Mr. John Tunstall, Vice Chairman
Mrs. Ruth Johnson, Commissioner
Mr. Anthony Bennett, Commissioner
Ms. Susan Temple, Commissioner
Ms. Shamika Lewis, Commissioner
Ms. Wendy Gant, Commissioner (absent)
Mr. Steven Benham, Staff Member
Mr. Tarvaris J. McCoy, Chief Development Officer, HRHA
Mrs. Tevya Griffin, Director, Department of Development

ROLL CALL

Mayor Gore called the joint meeting to order at 6:30 p.m. Due to the Novel Coronavirus (COVID-19), the meeting was held via Zoom Video Communications. Council was allowed to either call in on the telephone, or were able to video in using a smart phone, computer, laptop, or tablet. Citizens were able to watch the meeting live via YouTube. Mayor Gore requested a roll call for City Council.

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

The Mayor thanked the visitors who were attended the meeting remotely, and then welcomed the Housing Authority members, asking if they wanted to do a roll call. HRHA Staff Member Steve Benham was asked to begin the roll call:

Mrs. Ruth Johnson	-	present
Ms. Wendy Gant	-	absent
Ms. Shamika Lewis	-	present
Mr. Anthony Bennett	-	present
Ms. Susan Temple	-	present
Mr. John Tunstall	-	present
Ms. Sheila Flowers	-	present

Mayor Gore asked if Council will enter a motion to adopt the agenda as presented. Motion was made by Councilor Pelham and seconded by Councilor Denton to adopt the agenda as written; there was no discussion. Upon the roll call, the vote resulted:

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

Motion passed 7-0

SB-1, Joint Meeting with Hopewell Redevelopment Housing Authority:

Rezoning Highland Park

Mayor Gore handed the floor over to Mr. John M. Altman, City Manager. Mr. Altman suggested that the presentation start with Mrs. Tevya Griffin, Director of Development.

Mrs. Griffin began the presentation with a brief overview of the rezoning application that was submitted in January of 2020, and presented at the Planning Commission meeting in March of

2020. This application was for the rezoning Highland Park, consisting of three parcels located in Ward 2, between Spruce and Cypress Streets and between Highland and Westover Avenues. The request was to rezone this area from R3 and B3 to R4, the residential apartments district. The reason for the request was to have a higher density in the area by proposing to add 64 units. The application approval was recommended by the Community Commission and approved voluntary profit conditions as outlined by Housing Authority. At the September 29, 2020 Work Session with City Council, Mr. Tarvaris McCoy, Chief Development Officer of HRHA, spoke regarding the zoning request. The goal of tonight's meeting with the Housing Authority is to address questions from the work session.

Also present at the meeting is Mr. Eliot Eliades, Planning Commission Chair, to speak on the application from the perspective of the Commission.

Mayor Gore thanked Mrs. Griffin and Mr. Eliades, asking him if he anything to share before she opened the floor for discussion. Mr. Eliades had no further information. The Mayor then asked if Council had any questions.

Councilor Pelham asked if the rezoning application referred to a particular site or any housing in general to be re-zoned.

Mr. Eliades and Mrs. Griffin both responded that Davisville (and also Bland) was the location mentioned in the rezoning application. There was further discussion with Councilor Pelham regarding Davisville and the rezoning issue.

Having covered the topics Rezoning of Highland Park and History of Rezoning Request, Mayor Gore continued with the next topic listed on the agenda.

Current Request

Mr. Benham presented the 2020 application, stating that this was basically the same request, a proposal to construct an apartment building(s) containing 64 units, which by right they have the ability to put 40 units on the property. He further discussed that HRHA participated in the design of the comprehensive plan in progress, and that HRHA understood that the planning was calling for a change in land use, and that the planning was consistent with the direction the City was going in. The land was purchased with the idea that it will facilitate overall redevelopment later on. They submitted a rezoning request that was consistent with the City's direction.

Mayor Gore acknowledged raised hands of Councilors Pelham and Randolph.

Councilor Randolph stated that the vote will look at rezoning if all questions of Council are addressed. Councilor Randolph and Mr. Benham had further discussions regarding the cost effectiveness of building no more than 68 units for density, the moving of displaced remaining residents, the purpose of the tour to show Council the housing conditions (Davisville being older

but sturdier, whereas Thomas Rolfe was newer but falling apart). Mr. Benham stated that he and the Board will be committed to at least bi-annual meetings with Council.

Councilor Pelham stated that in documentation from HUD, Davisville was always a higher priority than Thomas Rolfe Court and Piper Square, and asked for an explanation regarding changes in monies and what is the cost of maintenance paid for Thomas Rolfe versus Davisville.

Mr. Benham was aware of the documentation mentioned by Councilor Pelham, but stated that the information was not made available for this meeting. He addressed some questions from Councilor Pelham: 1) The documentation from HUD; he said that he will look into that matter. 2) One resident's concern in an individual apartment does not indicate maintenance status of the entire property. 3) He is serious about quality of housing, it's about health issues; some conditions can lead to poor health outcomes.

Mayor Gore expressed that Davisville was already addressed in a community survey and that she had already spoken one-on-one with Mr. McCoy, and everything was about Davisville (health issues and age of building). She asked Council and HRHA move forward with the current request, find common ground toward a resolution. The Mayor then asked Mr. Benham to restate the current request.

Mr. Benham restated the current plan: to request to rezone from 40 to 64 units, putting density in an area where the City had asked for that density; to build affordable housing. The City will be consulted before doing anything; to move the population closer to places such as Cavalier Square. At the request of the Mayor, he presented and discussed the letter to the Planning Commission listing the proffers. He also discussed the process applying for HUD, and requesting to build using low income tax credit, and any gaps in funding could be covered through bank loans. Once the funding is covered, construction can begin the following year, with the projected completion in 2023.

After completion of the presentation, Mayor Gore acknowledged the hands of Councilors Partin, Randolph, Denton and Mr. Altman.

For the sake of clarity and for this project, Mr. Altman asked what was meant by "affordable housing." Mr. Benham explained that "affordable housing" referred to the relocation of families in either Davisville or Thomas Rolfe Court, 100% project based section 8, and for the rest of the population, a mixture of market rate and project based section 8.

Mr. Altman asked about the timing of the demolition of the units that are being vacated, and Mr. Benham replied that as soon as HRHA it prepared to occupy newly constructed or renovated units around June of 2023, then demolition can begin.

Mr. Altman discussed the comprehensive plan which stated that HRHA will not add new subsidized affordable housing units until an equal amount of existing affordable units are

removed. Also, there was discussion (along with Mr. McCoy and Mr. Benham) about decentralization of poverty by establishing mixed income neighborhoods, as well as discussions regarding affordability that will make it more supportable from a comprehensive plan perspective.

Mayor Gore asked Mr. Benham for clarity on what he meant by “Thomas Rolfe and Davisville being together.” Mr. Benham explained that if HRHA moved Davisville first, they would be relocated offsite, whereas if they moved Thomas Rolfe first, they would occupy the completed Highland Park location, and then move Davisville into the old Thomas Rolfe location.

Mr. Altman stated that there was no action on this agenda, as this topic will be addressed next Tuesday’s meeting. Subsidies will be moved from the units to be demolished to the new site. He had more question but deferred to Councilor Partin.

Councilor Partin expressed concerns about the people and the improved quality of life for citizens currently living under the worse set of conditions. He further discussed the renewed HRHA strategic plans for 2019 which still contained the redevelopment of Davisville in 2020 and Thomas Rolfe in 2025; found it hard to believe that maintenance has deteriorated that much Thomas Rolfe as opposed to Davisville. He and Mr. Benham discussed the numbers of units, (64), and discussions on moving prioritization (elderly/physically disabled/otherwise disabled persons). Mr. Benham stated that this was not a hard consideration; however he was not sure if Fair Housing would allow it.

Further discussions included the consideration of a community center, a stormwater management plan, green space, the use and placement of security cameras, and installment of LED lighting.

Mr. Altman informed Councilor Partin that for the matter of stormwater management, the development plan runoff coefficient has to be the same requirement post-development as pre-development. Any impact on the existing city infrastructure, HRHA has to make improvements (such as changing pipe size). As for LED lighting, Mr. Altman sated that he has a meeting with Dominion to upgrade lighting overall. He advised that as Mr. Benham and Mr. McCoy are hearing concerns that were being expressed, those may be items that could be addressed through amending the proffer statement to address some of the concerns of Council as they move forward.

Mayor Gore acknowledged Councilor Randolph’s and City Manager Charles E. Dane’s raised hands.

Mr. Dane discussed two items, one regarding Mr. Benham’s capacity to systems related to water (currently at 2/3 capacity) and wastewater (same at 2/3 cap). Stormwater is not related to either of those. Stormwater capacity is at a deficit due to antiquated systems and undersized pipes which would have to be addressed. Mr. Dane also addressed the matter of portioning out

affordable housing. He explained and advised to keep in consideration that housing replacement in kind is not 1:1, but more like 1:3 (150%.)

At Councilor Pelham's request, Mayor Gore displayed a PowerPoint presentation from 2019, "Public Housing Strategic Direction" which illustrated Thomas Rolfe to be developed in 5 years, and Davisville to be developed in 2020. She asked of Mr. Benham what happened between this presentation and five years for Thomas Rolfe to come on board. Mr. Benham explained that there were reviews of maintenance issues and changing what the redevelopment flow should be to insure that relocation of persons work more effectively.

Councilor Pelham then asked the Board to share its thoughts, and discussed with Mr. Benham the date of the presentation, and that the plan is still opened and has been reviewed every year. Councilor Pelham stated that per the 2019 presentation, Davisville was the key moving item at that time, that due to maintenance costs the priority has been changed by recommendation from Davisville to Thomas Rolfe. Mr. Benham stated that the Board has not made any decisions.

Ms. Sheila Flowers, Chairman, reiterated that there was no decision made pending all information received and any recommendation from Mr. Benham; also, the Board will definitely want communication with citizens, residents, and Council.

Councilor Pelham expressed a concern regarding eligibility of vouchers for those with low credit rating. Mr. McCoy explained that this was not credit rating, this was income eligibility. Councilor asked to have the criteria for housing voucher sent to her.

Ms. Shamika Lewis also reiterated the same response to Council, that no decisions have been made.

Mayor Gore and Mr. Benham had several lengthy discussions about undesirability of issuing vouchers; Davisville requiring outside housing as opposed to Thomas Rolfe; building/units square footage comparisons between the old and new constructed units (and a request to receive current concept plans from HRHA).

Mayor Gore remarked on how smoothly this conversation was between Council and HRHA, and she thanked Ms. Flowers for her comments. Moving forward, Mayor Gore suggested to Mr. Benham and Commissioners that it may be helpful to be included in these conversations with Council so that everyone will be on the same page. Mr. Benham agreed to have multiple meetings with Council, beginning around April or May.

Mr. Altman was in agreement with Mayor Gore and added that concerns expressed could be addresses between staffs. If things can be resolved before March then HRHA can be in a good position with HUD.

Mayor Gore acknowledged the raised hands of Mrs. Ruth Johnson, HRHA, and Councilor Pelham.

Mrs. Johnson discussed the rezoning was a two year issue, and that she was on the team that went door to door speaking to citizens about moving or relocating. She said that the City and other entities (Housing) have to come together. She thanked Council for inviting them to the work session to discuss things.

Councilor asked Mr. Benham could ask HUD can change this project to a senior citizen/disability project. Mr. Benham stated that this could be a consideration but he was not sure that this was the best decision, but this can be part of a discussion.

Mayor Gore asked if there were any other comments; there were none. She then recapped the work session meeting: staff on both meet and discuss issues, Mr. Altman will come back to Council with suggested changes to the proffers to be considered and discussed. She asked Mr. Benham to consider some time frames to arrange for additional meetings to discuss housing, and to give meeting timeframes to Council for review, as they will be adopting the City Council Calendar in January, and Council can build those dates into the calendar.

The Mayor asked if this suggestion was fine with Council, and there were no objections. Mr. Benham asked HRHA if this was okay as well, and all were collectively in agreement with this suggestion.

Mr. Altman and City Council were also collectively in agreement. Councilor Randolph agreed as long as Council gets together with HRHA first to talk about housing. There were no closing remarks from Mayor Gore except to remind Mr. Benham to send the inspection criteria for comparison.

Councilor Pelham also reminded HRHA to send their maintenance cost and building unit square footage information.

Mayor Gore asked HRHA if there were any tasks for City Council, and there were none from Mr. Benham and Mr. McCoy

ADJOURN

Mayor Gore called for motion to adjourn the meeting. The motion was made by Councilor Pelham and seconded by Councilor Partin. Upon the roll call by Madam Clerk Camisha Brown, the vote resulted:

Councilor Denton	-	(left the meeting)
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes

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

Motion passed 6-0

The meeting was adjourned at 8:36 P.M.

Jasmine E. Gore, Mayor

Camisha M. Brown, Assistant City Clerk

MINUTES OF THE DECEMBER 8, 2020 CITY COUNCIL MEETING

A meeting of the Hopewell City Council was held on Tuesday, December 8, 2020, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

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

John M. Altman, Jr., City Manager
Charles Dane, Assistant City Manager
Sandra R. Robinson, City Attorney
Camisha M. Brown, Interim City Clerk

Herbert Bragg, Director, Intergovernmental & Public Affairs
Tevya W. Griffin, Director, Department of Development
Mr. Chris Ward, City Planner, Department of Development
Tarvaris McCoy, Hopewell Redevelopment & Housing Authority
Mr. Elliot Eliades
Mr. and Mrs. Robert Riiber

ABSENT: Brenda Pelham, Councilor, Ward 6 (will try to join later)

ROLL CALL

Mayor Gore called the meeting to order at 5:32 p.m. She welcomed all virtual visitors and requested a roll call, which was taken as follows:

Mayor Gore	-	present
Vice Mayor Bennett	-	present
Councilor Randolph	-	present
Councilor Holloway	-	present
Councilor Partin	-	present
Councilor Denton	-	present
Councilor Pelham	-	absent (will try to join later)

CLOSED MEETING

Councilor Partin moved to go into closed meeting pursuant to Va. Code Sections 2.2-3711 (A)(1) to discuss and consider personnel matters, including the interview and appointment of prospective candidates for employment (City Clerk) and appointment (boards and commissions); (A)(3) and (A)(6) to discuss the investment of public funds for the acquisition of real property for a public purpose where bargaining is involved, and discussion in open meeting would adversely affect the City's bargaining

position and financial interest; and to the extent such discussions will be aided thereby (A)(4) for the protection of the privacy of individuals in personal matters not related to public business. Councilor Randolph seconded the motion. There was no discussion. Upon the roll call, the vote resulted:

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

Motion passed 6-0

RECONVENE OPEN MEETING

Councilor Partin moved that Council come out of Closed Session. His motion was seconded by Vice Mayor Bennett. There was no discussion. Upon the roll call, the vote resulted:

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

Motion passed 6-0

Mayor Gore tasked John M. Altman, City Manager to contact the Human Resources Director to provide Council with update of the number of application received for the Clerk position. Also, he is to check his email to inquire about someone who can temporarily fill in the need in the Clerk's office.

The Mayor announced the following appointments as chosen by Council:

Mary Elder and Terry Ammons to the Downtown Design Review Committee.
Joseph Bailey to the Architectural Review Board.

She called for a motion, but was reminded that Council needed to initiate certification for the closed meeting.

CERTIFICATION

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

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

BOARD APPOINTMENTS

Returning to the motion, Councilor Partin made a motion to appoint Mary French Elder and Terry Ammons to the Downtown Design Review Committee, and appoint Joseph Bailey to the Architectural Review Board. His motion was seconded by Councilor Randolph. There was no discussion. Upon the roll call, the responses resulted:

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

Motion passes 6-0

WORK SESSION

At 6:58 pm. Mayor Gore asked for a motion to amend or adopt the work session agenda.

Motion was made by Councilor Partin, seconded by Councilor Denton. There was not discussion. Upon the roll call, the responses resulted:

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

Motion passes 6-0

WS-1: Conditional Use Permits – 501 Delton Avenue & 3310 Norton Street

Mayor Gore yielded the floor to City Manager John M. Altman to discuss the request for Conditional Use Permits for 501 Delton Avenue and 3310 Norton Street. Mr. Altman stated that these items will be discussed by Mrs. Tevya Griffin, Director of Development. Also, these items will be placed on the January agenda for public hearing.

Mrs. Griffin's first presentation was about the Conditional Use Permit for 501 Delton Avenue. Mr. and Mrs. Riiber is submitting a permit to construct a fence (4' 6") over the 4' allowable for their front and side yards, to keep their dog retained in their yard. There were no questions for either Mr. Eliades or the Riibers.

Mrs. Griffin's next presentation was about the Conditional Use Permit for 3310 Norton Street. Mr. and Mrs. Charles Wilde submitted the permit to construct a five foot fence in their front side yard. There were no questions for Mrs. Griffin or Mr. Eliades.

Following an adjourned break, Council returned at 7:32 p.m. Mayor Gore called the meeting to order and requested a roll call.

Mayor Gore	-	present
Vice Mayor Bennett	-	present
Councilor Randolph	-	present
Councilor Holloway	-	present
Councilor Partin	-	present
Councilor Denton	-	present
Councilor Pelham	-	absent (will try to join later)

Mayor Gore stated that Councilor Pelham will try to join when available; until then all roll calls will be done without her name listed.

Before officially starting the meeting, Mayor Gore and Council shared remarks for Mr. Herbert Bragg, who is retiring after 20 years of service to the City. Mayor Gore and Council also shared remarks for Ms. Camisha Brown, for whom this meeting will be her last to serve as Interim City Clerk.

REGULAR MEETING

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

The prayer was led by Mr. Herbert Bragg, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Denton.

AMEND/ADOPT AGENDA

Councilor Partin moved to adopt the regular meeting agenda. The motion was seconded by Mayor Gore. There was no discussion. Upon the roll call, the vote resulted:

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

Motion passes 6-0

Consent Agenda

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

C-1 Minutes:

1. November 10, 2020 and November 19, 2020

C-2 Pending List:

C-3 Routine Approval of Work Sessions:

C-4 Personnel Change Report & Financial Report:

1. November 30, 2020

C-5 Ordinances on Second and Final Reading:

C-6 Routine Grant Approval:

C-7 Public Hearing Announcement:

C-8 Information for Council Review:

C-9 Resolutions/Proclamations/Presentations:

1. Hopewell/Prince George Chamber of Commerce 100th Year Recognition

Councilor Partin moved to adopt the Consent Agenda, and Councilor Denton seconded the motion. There was no discussion. Upon the roll call, the vote resulted:

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

Motion passes 6-0

Mayor Gore recognized the Hopewell/Prince George on their 100th anniversary. Due to COVID, Council was unable to physically congratulate the Chamber. Mr. Denny McDermott, President of the Board of the Chamber, spoke on behalf of Ms. Becky McDonough, CEO, along with the Legacy Members of the Chambers of Commerce, thanked Council for the recognition. The Proclamation was presented and read aloud by Mayor Gore.

Councilor Partin moved to extend the meeting to 10:30 p.m. His motion was seconded by Mayor Gore. There was no discussion. Upon the roll call, the vote resulted:

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

Mayor Gore - yes

Motion passes 6-0

PUBLIC HEARINGS

PH-1: Comcast Franchise Agreement – Mr. Altman presented the consideration of request from Comcast LLC for a new ten-year franchise agreement in Hopewell. After presentation, Mayor Gore opened the public hearing at 8:17 p.m. There were no comments received by the Clerk or by City Attorney Sandra Robinson. Mayor Gore closed the public hearing at 8:18 p.m.

A motion was made by Councilor Partin to adopt the ordinance granting telecommunications franchise to Comcast LLC, upon terms and conditions of the Franchise Agreement between City of Hopewell and Comcast LLC, and to approve the agreement and to authorize the City Manager to execute all documents necessary. His motion was seconded by Councilor Randolph. There was no discussion. Upon the roll call, the vote resulted:

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

Motion passes 6-0

UNFINISHED BUSINESS

UB-1: Hopewell Redevelopment Housing Authority Rezoning Request – Mr. Altman gave a brief overview of the rezoning request and discussion about concerns of Council regarding the application. Mrs. Griffin and Mr. Dane had a meeting with Mr. Steve Benham and Mr. Tarvaris McCoy, about the items reviewed at the December 2nd Joint Meeting with City Council. The idea is for HRHA to come back with additional information prior to the first regular January meeting. Mr. McCoy has been tasked to come back on the January meeting with a new proffer letter based on conditions as they see fit. She asked if Mr. McCoy had questions.

Mr. McCoy had nothing to add.

Councilor Partin moved to table (reschedule) UB-1 until the first regular meeting in January and have HRHA bring back a new set of additional proffers. His motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes

Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passes 6-0

UB-2: Update on Aderholt Hunter House Land Swap – Tevya W. Griffin, Director, Department of Development, gave a brief overview on the land swap purchase of Aderholt Hunter House, located at 510 Cedar Lane in the City Point Historical District. She also asked Mr. Chris Ward, City Planner, to speak later during this presentation. After a lengthy discussion, Mayor Gore asked for staff to do more research, and then return in January.

UB-3: Rev. Dr. Curtis W. Harris, Sr. Monument Project – Mayor Gore gave the floor to Mr. Herbert Bragg, Director, Intergovernmental & Public Affairs. Mr. Bragg was seeking approval for the placement of the monument in Ashford Civic Plaza for the late Rev. Dr. Curtis W. Harris, Sr. This is the second phase of the monument project. He thanked Council for support and approval of the first phase. He also acknowledged Mr. Paul Dipasquale’s presence and his availability to answer any question of Council. Mr. Dipasquale was given the floor to present and discuss the location of the monument in the park.

Councilor Partin moved that City Council approve the Rev. Dr. Curtis W. Harris, Sr. monument project in Ashford Civic Plaza. His motion was seconded by Councilor Denton.

Mayor Gore had a point of information or clarity; the monument was already approved. This is the request for the placement.

Vice Mayor Bennett made a friendly amendment to the motion. She moved to approve the second phase of Rev. Dr. Curtis W. Harris, Sr. monument project in Ashford Civic Plaza, including the placement of that monument. Her motion was seconded by Council Denton.

Mayor Gore asked Councilor Partin if he would accept that friendly amendment, and Councilor responded affirmatively. There was no discussion. She thanked Mr. Bragg for working on this project, and also thanked Mr. Dipasquale for joining Council this evening. Mayor Gore then requested a roll call, and upon the roll call, the vote resulted:

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

Motion passes 6-0

REGULAR BUSINESS

Reports of City Manager:

- R-1 Hopewell Redevelopment Housing Authority – Hopewell Heights** – Mr. Altman presented a request for City Council approval of a resolution authorizing the issuance of \$10.5 million in revenue bonds by Hopewell Redevelopment & Housing Authority to assist Hopewell Heights, LP to finance the rehabilitation of the 150-unit Hopewell Heights Apartment complex located at 4105 Old Iron Court. HRHA staff is recommending approval of the request submitted on behalf of ENV-Hopewell Heights LP. Available for further discussion are Mr. Tarvaris McCoy, Chief Development Officer of HRHA, and Mr. Michael Graff of McGuire Woods. After discussion, Mayor Gore requested a motion.

Vice Mayor Bennett moved to approve the resolution authorizing the issuance of \$10,500,000 by HRHA to assist Hopewell Heights, LP finance for the rehabilitation of the 150-unit Hopewell Heights Apartment complex located at 4105 Old Iron Court. Her motion was seconded by Councilor Partin. There was no discussion. Upon the roll call, the vote resulted:

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

Motion passes 6-0

- R-2 Subdivision of 1811 Dinwiddie Avenue** – Mr. Altman presented a request to sub-divide property located at 1811 Dinwiddie Avenue (parcel #119-0320). He gave the floor to Mrs. Tevya Griffin, Director, Department of Development, for further details.

Mrs. Griffin continued with details of the request, adding that this property was zoned R-2. The request is to sub-divide this 2.36 acre lot into 2 lots. These 1.180 acre lots will have plenty of square footage and plenty of road frontage. In their November meeting, the Planning Commission recommended approval of the subdivision. The plat included in this presentation packet was reviewed by the City Engineer and Real Estate, with no issues. Applicants Tara and James Jones will be building 2 single-family detached homes. The Joneses were available for questions from Council.

Mayor Gore thanked Ms. Griffin and opened the floor for questions and discussions from Council.

Councilor Denton stated the following for the record: “I do have a relationship with James R Jones Builder, Ms. Tara Jones and Mr. James Jones, as a realtor, and I have talked to our City Attorney, and there is no personal interest in their transaction which permits me to be able to vote on this tonight.”

Mayor Gore thanked Councilor Denton for her statement.

Vice Mayor Bennett made a motion to approve the subdivision of the property located at 1811 Dinwiddie Avenue, sub-parcel #119-0320. Her motion was seconded by Councilor Partin. There was no other discussion. Mayor Gore then requested a roll call, and upon the roll call, the vote resulted:

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

Motion passes 6-0

R-3 M & T Ordinance to Amend Chapter 34 of the City Code – Mr. Altman presented the request from Staff to amend Chapter 34, Taxation Article 3, Section 34-30 of the City Code pertaining to the rebate of machine and tools tax of certain businesses located in the Enterprise Zone. The ordinance provision is coming to an end this year, and staff is requesting that the language be amended to extend through December 31st of 2025. He gave the floor to Mrs. Tevya Griffin and Mr. Charlie Dane.

Mr. Dane briefly discussed how critical it was to have incentives for the industries choosing to expand here in Hopewell, and how there were two major expansions that have occurred in the last couple of years, and that AdvanSix just completed a \$163 million expansion, none of which would have happened without the machine and tools tax rebate. He encouraged Council to move forward with the extension of the ordinance provision.

Mrs. Griffin read a note from the City Attorney that “we waive the second reading required by Chapter 4-8 of the City Charter for the enactment of this amendment is hereby dispensed and this ordinance shall take effect on January 1st, 2021.”

Mayor Gore asked that whomever makes the motion to please remember to add this terminology to his or her language.

Mayor Gore asked Mr. Dane if he was aware of any industries planning any layoffs. Mr. Dane responded that he had not heard of any layoffs, but he will check it out.

Councilor Partin moved to approve the extension of the M & T rebate program to December 31st, 2025, be it further ordained that the second reading required by Chapter 6, Section 8 of the Hopewell City Charter, for the enactment of this amendment, is hereby dispensed and this ordinance shall take effect on January 1, 2021. His motion was seconded by Councilor Randolph. There was no further discussion. Mayor Gore then requested a roll call, and upon the roll call, the vote resulted:

Councilor Denton	-	yes
------------------	---	-----

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

Motion passes 6-0

R-4 Colonial Corner Update – Mr. Altman presented the request on the update of the proposed demolition of the Colonial Corner Shopping Center located at 4100 Oaklawn Boulevard. He gave the floor to Mrs. Tevya Griffin and Fire Chief Donnie Hunter to discuss the status of the demolition project.

Mrs. Griffin gave a brief overview. She and Chief Hunter reviewed information along with the building official. On August of 2019, City Council approved the demolition of the property, which continues to be used by squatters and trespassers. This past year, the owner, Mr. Shah, was asked to board up the property. Mrs. Griffin returns before Council with the request to move forward with the demolition. Her reports included last year's quotes for removal of asbestos (\$39,000) and debris (\$60,000). She gave the floor to Chief Donnie Hunter of the Fire Department to add his comments.

Chief Hunter stated that he was looking to burn the property in January or February, when it is colder; there is less chance do to any damage and the intention is to make this a controlled burn.

Mrs. Griffin also added that she had a discussion with City Attorney Sandra Robinson in reference to how the motion will be shaped if Council will be willing to move forward, and she will rely on the City Attorney for assistance in providing the motion to Council.

Mayor Gore asked Mr. Dane if he was aware of any theft or vandalism to the property, as she had received comments and photos from citizens. She asked if he received any responses from the owners taking items from the building. Mr. Dane replied that he left a message to the Shahs and had not heard from them. He hopes to get an answer from Mr. Shah before the end of the week.

Vice Mayor Bennett thanked the Fire Department, Mr. Altman, Planning & Development as well as the Ward 7 councilors before her for the time and effort in dealing with the Colonial Corner issue.

Councilor Randolph agreed; she also thanked the Development Department and Chief Hunter.

Mayor Gore requested a motion, but Mr. Altman stated that Mrs. Griffin indicated that the cost estimates needed to be updated. The staff wants to do the cost estimates and bring them back to Council at the first meeting in January for formal action to allow them to move forward and appropriate funds to make the demo happen.

Vice Mayor Bennett moved to reschedule this item to bring it back to the first regular City Council meeting for action. Her motion was seconded by Councilor Randolph. Mayor Gore opened the floor to Council for discussion.

Mr. Dane received a text message from Mr. Bobby Shah stating that the removal of items from this building is unauthorized, and the Shahs and the police will check this out tomorrow.

Mayor Gore asked Mr. Altman a question regarding the source of the funds to cover the expense, and Mr. Altman replied that there are a couple of options, such as the contingency funds, or the undesignated fund balance; it may be a combination of funds to pool together. The Mayor thanked Mr. Altman and asked if there were any more questions. There was no further discussion, so she requested a roll call. Upon the roll call, the vote resulted:

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

Motion passes 6-0

Before continuing, Mayor Gore stated for the record that she received two messages regarding a previous motion by Councilor Partin. In his motion, it was misstated Chapter 6 when it was meant to be Chapter 4. She asked if there were any questions regarding the correction. Councilor Partin replies that he had none.

R-5 CARES Act Funds Appropriation – Mr. Altman reported to Council that the City received a total of \$3,931,136.00 in CARES Act funds to be expended by December 30. The funds were used for projects such as the Small Business Recovery program; Rent, Mortgage and Utility Assistance program; Homeless Assistance program; and additional COVID-19 testing when Health Department was unable to provide the level of testing desired by Council. Also, conducted PPE distribution and currently doing the second rounds of distribution.

Mr. Altman reached out to Senator Warner's office to see what new proposed bill was being discussed of extending the deadline for expenditure of existing CARES Act funds beyond December 30; he received no response related to the question of extension. He received email from the State that referenced that the Governor wanted to provide local governments flexibility to pay as many qualifying expenses as possible before returning unspent funds. Local governments will be allowed the contingency to pay qualifying expenses until January 15th, 2021. Any funds not expended are to be returned no later than January 22, 2021. For Hopewell, bills can be paid, but entrance into programs may have to be cut off, but programs can't be run through January 15th. Staff is anticipating \$300,000 - \$500,000 may go unspent due to short amount of time left. Mr. Altman presented a proposal for Council consideration:

Public safety employees, 153 eligible employees, a one-time hazardous pay (\$1,000), including:

*Police department (64 eligible employees), lieutenants, sergeants and below, no hazard pay for administrative staff or for the Chief

*Fire department (64 eligible employees), battalion chiefs, captains, firefighters, medics, and the one PT emergency management coordinator

*Sheriff's office (23 eligible deputies)

If Council moves forward with this proposal, the total cost of \$1000 one time pay for eligible employees is \$153,000 to charge to the coronavirus relief fund budget.

Mr. Altman's second item for consideration would be the cost recovery of public safety salaries, permitted under the guidance of the CARES Act. He asked that Council would allow staff to recover up to 15% of public safety salaries for the period of March 2020 thru June 2020. Utilizing all 15% will allow staff to capture \$518,470.50 to recover, allowing for capture of what remains in funds not spent, which will ultimately drop to our bottom line at the end of the year. (An item not related to fund allocation is that the Hopewell Water Renewal has a utility relief program to assist eligible customers with their water bills, and found out that the City will be receiving \$797,033.40 to fund this program.)

Regarding of what the remaining funds can and cannot be used for, Mr. Altman addressed Council's main question of bonuses provided to employees. According to guidance sought from Department of Treasury, staff cannot provide employee bonuses across the board; hazard pay is limited to certain individuals responding to COVID-19. And because of the time frame, it would be hard to send monies to non-profits similar to what was done for small businesses and use up all the money by the 30th. He gave the floor to Council to express questions and concerns.

Mayor Gore asked Mr. Altman for clarification in regards to the amount of money that may have to be returned; was it \$300,000 or \$500,000. Mr. Altman verified that it was \$305,000 in unused funds.

Councilor Partin started to make two motions per Mr. Altman's recommendations, but Mayor Gore suggested that discussions continue. Councilor Partin agreed to her suggestion.

Councilor Denton expressed concerns regarding what happens on December 30. She discussed testing and small businesses that still need help. She asked what can Council do. There was a lengthy discussion regarding Council Denton's concerns. Mr. Altman stated that honing in on the cost recovery piece for salaries as an easy way to capture the 15% which represent about \$518,000. He asked if Council would authorize them to capture up to 15%.

Councilor Randolph asked Mr. Altman if there were any restrictions in how the money can be used, and Mr. Altman replied that there were none. Councilor Randolph then asked if Crater Health will continue with testing and how will we plan to test at the 1st of the year. Mr. Altman stated that if Crater Health's funding source is similar to ours, then they may be able to continue with testing, but he is not sure, but can call to find out.

Councilor Randolph asked if we will be tied to the testing expenditure if Crater Health was not going to continue their testing; do we have to make those payments and allow those payments to go through or make changes after the fact. Mr. Altman stated that there was no guidance in the letter he received from the Governor regarding continuation of engagement with Crater in testing.

City Attorney Sandra Robinson responded to Councilor Randolph's question. She stated that prior to the Governor extended period to the January date, the advice from local government attorneys in their respective localities is the following: if there was a contract fully executed in place by the December 31 deadline, then payments could be made from those CARES funds after December 30. Therefore, if contracting for testing is in place and fully executed before the January 30th deadline, then they should be able to pay for additional testing even if they were actually given after the January date.

Councilor Randolph thanked Ms. Robinson and then asked Mr. Altman if we have contracts in place for testing. Mr. Altman replied that they have been doing a test-by-test basis; there were no contracts for "x" amount of test dates. Testing was done by a third party company that was filling in where the Health Department could not provide a test.

Councilor Randolph stated that Council believes that testing will still be needed for a while, and if we can contract dates for testing and have the money to expend then we should do so.

Mayor Gore asked a question to Mrs. Griffin regarding mental health issues and financial assistance. She asked if it was possible to contract someone or a group to provide mental health or financial support. Mrs. Griffin replied that she is working with Commonwealth Catholic Charities who provides counseling and one-on-one coaching to applicants who chooses to go through it; money cannot be attached to make citizens sign up for the program. CCC has nothing in place for mental health.

Mayor Gore asked if there was anything needed locally to be purchased for vaccinations or anything else that hasn't been purchased.

Mr. Altman said that it would be ideal to have a high bay warehouse facility to run cars through and keep people out of the weather. Right now, to help with vaccination efforts, staff is working toward purchasing heaters and a tent for staff to keep warm at the old bank at Cavalier Square.

After a lengthy discussion, Mayor Gore asked for a motion to extend the meeting to finish this topic.

Councilor Partin moved that Council extend the meeting to complete R5 and have closing comments by members of City Council. His motion was seconded by Mayor Gore. There was no further discussion, so the Mayor requested a roll call. Upon the roll call, the vote resulted:

Councilor Denton	-	no response
Vice Mayor Bennett	-	no
Councilor Randolph	-	no
Councilor Holloway	-	no (after receiving clarification of motion)
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion failed 4-2

Councilor Partin again moved to extend the meeting to finish R5, and Mayor Gore seconded the motion. There was no further discussion, so she requested a second roll call. Upon the roll call, the vote resulted:

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

Motion passes 4-2

Continuing with her questions, Mayor Gore asked if there was a follow-up contact with Mr. Spicer regarding daycare and childcare centers.

Mr. Altman replied that there was no conversation with Mr. Spicer regarding use of CARES funds to support local daycare beyond small business recovery programs.

Mr. Dane added that several of the daycares did receive business recovery monies.

Mayor Gore asked for confirmation of the food pantry closing on December 14th or 15th until the beginning of the year. Mr. Altman stated that he did not see that announcement. (Mr. Dane received confirmation text messages from Mr. Dick Commander that the clothing place announced that it's closed on Christmas Day, and not the food pantry.)

Mayor Gore discussed with Mr. Dane about the business marketing program and about information regarding a magazine ad and two TV ads supporting small businesses, in addition to having the small business funds already allocated. Mr. Dane explained that the \$1 million he received in CARES money was used for business recovery. This gave opportunities to businesses to run TV commercials to highlight restaurants; to run ads in travel magazines to promote the City and Downtown. Twenty-seven businesses applied to the marketing program for counseling and developing marketing plans, which included this money to implement those plans. No more money was moved from CARES.

Mayor Gore asked about the ramping up of PPE kits to include other items such as thermometers. Mr. Altman stated that he will continue to distribute the standard equipment (masks/hand sanitizers).

The Mayor asked about the possibility of Parks and Recreations bringing back the program to help senior citizens with groceries and prescriptions. Mr. Altman stated that neither grocery runs nor prescription pickups have been implemented. As normal services are being restored, their staff will be performing that task. Mr. Dane added that at this time, there is no safe way to do pickups without exposure to the virus, it is best not to do that. On discussion of pickups of prescriptions, pharmacies (and grocery stores as well) are already doing free delivery services.

Mayor Gore inquired about using the funds to expand public Wi-Fi in the City. Mr. Altman stated that staff did not explore that option; there is good coverage for funds already received in broadband. Mr. Dane also added that because of the legal time limits, it would be pressing to get these items installed.

Mayor Gore asked if the funds could be used for crisis support organizations such as Mercy's Mall or Have a Heart, as suggested by Councilor Randolph.

Mayor Gore reminded Council of the discussion about the clerk within the next two weeks as what was discussed in closed meeting. As soon as Council gets a meeting date scheduled, they will announce when to return, and if they have to ultimately take that option that Mr. Altman shared, they have the time to do that, now that they have the numbers.

Councilor Partin made two motions. Motion 1 is to approve the hazardous pay for police, fire, and sheriff's office, a one-time amount of \$1,000.00 and authorize recovery of up to 15% of salaries of public safety employees beginning March 2020 through June 2020. This motion was seconded by Vice Mayor Bennett, after which followed a lengthy discussion. Mayor Gore requested a roll call.

Upon the roll call, the vote resulted:

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

Motion passed 6-0

Councilor Partin's second motion is to provide City employees (full-time/part-time) a \$600.00 one-time bonus, excluding employees receiving \$1,000.00 hazardous pay and for it to come from Undesignated Fund balance. This motion failed for lack of a second. Vice Mayor Bennett asked if there will be another meeting to address this motion.

Mayor Gore and Councilor Randolph answered affirmatively.

ADJOURN

The meeting was adjourned at 10:57 A.M.

Jasmine E. Gore, Mayor

Camisha M. Brown, City Clerk

INFORMATION/ PRESENTATION

2022 Annual Report to Hopewell, Va City Council from the Hopewell Planning Commission

12 January, 2023

In conformance with Chapter 22, Article 2 of the Code of Virginia¹, the Hopewell Planning Commission respectfully submits this 2022 annual report to the City Council of Hopewell. All questions may be directed to the Commission Chair, Paul Reynolds, at reynolds.paul.f@gmail.com.

Preamble

Guided by the city's 2018 - 2028 Comprehensive Plan, Hopewell's Planning Commission has sought, and continues to seek, best recommendations to City Council for economic development, and for the health, safety and welfare of all Hopewell citizens as these favorable outcomes pertain to land use in the city. In addition to conducting public hearings on matters relating to land use throughout the year, the Commission has also delved into providing informed, Comprehensive Plan-inspired recommendations to City Council on matters relating to Hopewell's Capital Improvement Plan, as well as matters such as accessory dwelling units, short term rentals and other matters described further below.

As a legally mandated advisory body to City Council, members of the Planning Commission have come to believe the city would benefit significantly from more regularly scheduled meetings between the two bodies. A selection of topics of significant urgency include: * update of city ordinances to conform with the city's comprehensive plan and future land use map, * coordinated discussion of capital improvement projects that reflect a focused plan for implementing recommendations in the city's comprehensive plan, * joint exploration of a modern policy regarding accessory dwelling units, * exploration of the impact of business development in Chesterfield County on Hopewell's future, * joint review of the importance of redevelopment of land in Hopewell, and * joint exploration of best housing practices to ensure quality, affordable housing for Hopewell's citizens.

2022 Planning Commission Review

The Commission is short-staffed – During 2022 the commission has had as few as three members, and currently has four. State law² mandates a minimum of five members. It is the responsibility of City Council to keep membership levels in conformance with state law.

CIP recommendations – Ideally a community's capital improvement plan is consistent with, and draws upon the recommendations that are captured in, its comprehensive plan. Hopewell's Comprehensive Plan represents multiple years of gathering inputs from questionnaires, citizen panels, advice from consultants and other experts, and community leaders. The Comprehensive Plan's recommended implementation plans related to identified city needs are meant to appear routinely in capital improvement plans. Over the last year the Planning Commission has reviewed the Comprehensive Plan in depth. Based on the plan's analysis of best routes forward for prosperity for all

1 <https://law.lis.virginia.gov/vacodefull/title15.2/chapter22/section15.2-2221/5>

2 <https://law.lis.virginia.gov/vacodefull/title15.2/chapter22/section15.2-2212>

citizens, the Planning Commission has identified the following projects for candidates for inclusion in the city's 2023 CIP:

1. Reroute through truck traffic off of Randolph Rd in the downtown area (highest priority).
2. Install level II chargers for electric vehicles in the downtown area and near the Oaklawn / rt 295 interchange.
3. Install pedestrian controlled, high visibility crosswalks across Randolph Road in the downtown area.

Details relating to these CIP recommendations appear in a forthcoming document the Planning Commission is preparing for City Council (expected delivery, January 2023). They reflect highest priority recommendations found in the city's Comprehensive Plan, and in the judgment of the commissioners, actions that have the highest potential return on investment (economy and citizen welfare) for the city.

No ordinances recommended for short term rentals – The commission reviewed short term rental (aka Airbnb's) policies in multiple jurisdictions, as well as the legal and enforcement issues that have arisen around them. It was determined by the commission that 1) there appear to be a low number of room rentals currently being advertised in Hopewell, 2) other jurisdictions have encountered significant enforcement issues (including court cases against municipalities instituting punitive measures for non-compliance), 3) enforcement would require additional staffing that Hopewell probably cannot afford, 4) any form of entitlement and enforcement for the few cases of short term rentals that occur in Hopewell would be of questionable benefit to the city, and 5) even if the incidence of short term rentals were to increase, the struggles of other larger municipalities with higher numbers of short term rentals suggest regulation may be better conducted through ordinances applied to all land uses. Consequently, the commission chose to recommend not pursuing any new policies or ordinances relating to short term rentals.

Advancing Accessory Dwelling Units recommendations – The city's accessory dwelling units ordinance is out of date and wholly inconsistent with practices known to be taking place in the city, as well as around the state. The Planning Commission has reviewed ADU policies in other jurisdictions, it has considered arguments for more open ADU policies that have occurred at the state level, and it has considered what it believes to be best practices for Hopewell. The Commission has draft recommendations for ADU's, both in single family dwelling neighborhoods, as well as multi-family neighborhoods. On a broad scale, the question of allowing ADU's, particularly in single family neighborhoods, is probably contentious. This matter would best be discussed in one or more joint sessions of the Planning Commission and City Council, so that a unified policy can be advanced.

Fair Housing Impediments Study – (AKA the "Accessibility Impediments Study".) The Planning Commission had a joint meeting with City Council and HRHA in April of 2022, to hear a report out on this study, which was conducted across the greater Richmond region. There are many unanswered questions related to this study, particularly because some of its recommendations stand in direct contradiction (e.g. increasing percent of rental units, allowing modular home parks) to plans (in particular the Comprehensive Plan, City Council strategic Plan) that the city has acted on in the recent past. One recommendation that came out of the joint meeting was the establishment of a joint City Council, Planning Commission, HRHA, Project Homes and Habitat housing committee. City Council members stated at the joint meeting that they would look at the AI study recommendations and take

further action to stand up the proposed joint committee. This action is still pending. The Planning Commission is awaiting Council's next steps.

Conditional Use Permits – The commission conducted multiple public hearings throughout the year regarding requests for * home construction on undeveloped, undersized lots, * construction not permitted by city ordinances, and * land uses not consistent with current zoning. In a joint meeting in October City Council expressed the desire that new homes approved on undersized lots have a square footage that is at least the mean size of other homes in the immediate area and that at least 20% of tree cover be retained after construction.

Anchor Point PUD Amendments – The Planning Commission's public hearing for the Anchor Point amendments question drew close to 50 citizens. Citizens living in or on the periphery of Anchor Point raised on the order of 20 issues that needed to be addressed by the Commission. Among demands raised were matters relating to safety (sidewalks, street lights, traffic control at entrance, and emergency access), housing quality and size, environmental issues (erosion, construction debris), amenities (clubhouse, playground), the future of the HOA's in Anchor Point, and the nature of people who might be drawn to the new housing (some of the concerns had racist undertones). The Commission appears to have done its job well because almost no one from the Commission's public hearing showed up at the City Council public hearing. This is worth noting because there may be an opportunity to streamline City Council's approach to conducting both a work session and a public hearing on matters such as this Anchor Point PUD. This thought is discussed more below.

Enhanced Rental Inspection Program – The Planning Commission voted unanimously in favor of Director Ward's recommended enhanced rental inspection program, involving routine inspections, application fees, and fines for non-compliance. Commissioners expressed strong support for expanding the program throughout the city, as opposed to its current footprint at City Point and B Village only.

Initial Review of Ordinances relating to conditional uses – The Planning Commission reviewed sections A and C of Article XVII, Non-conforming Uses, relating to continuation of non-conforming uses, and repairs, maintenance and expansion of non-conforming structures. The Planning Commission recommended additional constraints on these activities, shortening time allowed, and removing allowances for expansion. These recommendations have been on hold, awaiting Planning Commission review of additional ordinances, and further action by City Staff and City Council.

Initial Review of zoning issues relating to future land use map – Numerous properties within the city are not conformant with new zoning designations as represented in the Future Land Use Map. Properties the Planning Commission has reviewed include Davisville Court, the repair shop at Poythress and E. Broadway, 1st Avenue, and 6th Avenue at Winston Churchill Drive.

2023 Planning Commission Issues to be Addressed

As noted above, Commissioners believe the city would benefit significantly from more regularly scheduled meetings between the Commission and City Council. Such meetings could lead to greatly increased progress on matters important to the welfare of Hopewell's citizens and economic prosperity,

as they relate to land use. Regular meetings of the minds greatly reduce the chances of divergence of opinion and recommended paths forward, thus speeding resolution of matters important to the city.

The following topics, all of which are expected to appear on the 2023 Planning Commission Agenda, reflect the important matters needing to be addressed in an expeditious manner.

Updating of Ordinances relating to Development and Land Use – City Council’s acceptance of the 2018-2023 Hopewell Comprehensive Plan introduced many inconsistencies between new policies accepted in the plan and the city’s current ordinances. It is imperative that the city’s ordinances be brought up to date so that the Commission can perform its job, so that the Planning and Development Department can act in accordance with the Plan rather than outdated ordinances, and so that legal matters can be settled without ambiguity in the city’s position. The Planning Commission will embark on this ordinance rewrite effort. Such an effort will likely require outside consulting services.

Review of the city’s Comprehensive Plan – In accordance with state law: “At least once every five years the comprehensive plan shall be reviewed by the local planning commission to determine whether it is advisable to amend the plan.”³ This review process presents an ideal opportunity for City Council to inject its positions regarding the Comprehensive Plan, as it may be amended as a result of this review process. Planning Commission members believe this joint discussion would be more productive if conducted collaboratively rather than sequentially. This effort may require the support of outside consulting services. Topics to be discussed include designation of overlay districts and form-based code development standards.

CIP recommendations – Acting in accordance with state law⁴ regarding planning, the Planning Commission perceives its role in capital improvement planning as a critical part of its responsibility to keep the Comprehensive Plan and its embodied implementation plans at the forefront of city planning and development. This year, and in subsequent years, the Planning Commission will identify matters critical to Hopewell’s prosperity and citizen well-being as raised and recommended in the Comprehensive Plan. As with so many other matters this activity would generally proceed more smoothly if the Commission and City Council acted collaboratively and in harmony. Lacking that, the Commission will identify and forward all pressing, Comprehensive Plan-based, capital improvement projects for Council’s consideration.

Advancing Accessory Dwelling Units recommendations – Because the Planning Commission has already made progress on recommendations for revision of Hopewell’s accessory dwelling units policy and ordinances, it could proceed to final recommendations which are then brought before City Council, and will do so if that is what Council wishes. The process would probably be more efficient if the two bodies meet to establish a joint course before Council’s final consideration of recommendations.

Advisory Meetings with Stakeholders and Developers – The Comprehensive Plan calls for the Planning Commission to conduct meetings with individuals and agencies that impact

3 <https://law.lis.virginia.gov/vacode/title15.2/chapter22/section15.2-2230/>

4 <https://law.lis.virginia.gov/vacode/title15.2/chapter22/section15.2-2239/>

the city's land use and development. The Planning Commission is currently looking to meet with Tri-Cities Hospital administrators, local industrial leaders and regional developers. The goal of these meetings will always be about informing City Council and the Commission on unknown opportunities and matters that impact best land use for Hopewell.

Exploring the impact of business development in Chesterfield County – The rapid growth of Chesterfield County, especially industrial growth in the area of Meadowville Technology Park, could have a significant impact on, and present excellent opportunities for, Hopewell's citizens. The Planning Commission believes the city should be prepared for increased demand for local housing and 'destination' businesses. Given that growth will come across the Charles Hardaway Marks Bridge across the Appomattox, the city should be exploring best land use along this entrance corridor, in particular the core downtown area (the highest development priority in the Comprehensive Plan). The Planning Commission will be exploring this opportunity in order to make best recommendations to City Council.

Review of the importance of redevelopment – Among the tools the Comprehensive Plan calls for improving land use in Hopewell, is redevelopment. There is a wide range of opinion among Hopewell citizens about what this means and to what extent it should be applied. The Plan calls for city purchase of rundown properties, for land banking, and for development of improved structures. At an opposite extreme, redevelopment can mean demolition of blocks and/or neighborhoods. The Planning Commission will be looking at these questions, as always with the intention of making best recommendations to City Council. As this can be a sensitive topic, both for property owners and members of certain populations, the Commission recognizes the topic must be explored with great care and sensitivity, while at the same time looking to improve the living conditions of Hopewell citizens who suffer from some of the city's blight. As with so many other topics, this one is best pursued jointly, involving both City Council and the Planning Commission.

Exploration of best housing practices – As noted above, the establishment of a joint housing committee awaits City Council action, as an outgrowth of the joint meeting among City Council, the Planning Commission and HRHA. This joint committee could, and should, look into issues relating to fair housing, housing availability, housing quality, and best land use practices to promote the health, safety and welfare of Hopewell's citizens. The Planning Commission looks forward to working with City Council and others on these important issues.

A Possible Time and Effort Saving Suggestion

The Planning Commission suggests Council consideration of an alternative approach to conducting public hearings. Currently, the Commission conducts a public hearing, then Council has a work session, and then Council has a public hearing --three separate events on three separate dates. If instead, a majority of Councilors were to attend the public hearing conducted by the Commission, Council could forgo its work session and proceed directly to its own public hearing. This approach would reduce overall time taken for a decision, give Council deeper insight into issues addressed at the Commission's hearing, and save Councilor and staff time.

PUBLIC HEARINGS

PH-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Consideration of Conditional Use Permit application from JRT Virginia Properties, LLC, agent of the owner of 101 S. Main St., also identified as Sub-Parcel #079-0010 and #0779-0015, to (1) allow apartments on the second and subsequent floors of commercial and office buildings/uses and (2) apartment units containing an average square footage below nine hundred (900) gross square feet.

ISSUE: Hopewell zoning ordinance requires the approval of a Conditional Use Permit to have ground floor apartments and apartment units containing an average square footage below nine hundred (900) gross square feet.

RECOMMENDATION: Staff and the Planning Commission recommend approval of both requests

TIMING: City Council action is requested at the public hearing on January 24, 2023.

BACKGROUND: Staff and the Planning Commission conclude that the request meets the approval criteria set forth in Article XVIII, General Provisions, as well as the guidelines detailed in the Hopewell Comprehensive Plan, and. Therefore, recommend approval of the request to have ground floor apartments and apartment units containing an average square footage below nine hundred (900) square feet.

FISCAL IMPACT: None

ENCLOSED DOCUMENTS:

- Application for Conditional Use Permit – 101 S. Main St.

SUMMARY:**Y N**

- ☐ ☐ Councilor Debbie Randolph, Ward #1
- ☐ ☐ Councilor Arlene Holloway, Ward #2
- ☐ ☐ Vice Mayor John B. Partin, Ward #3
- ☐ ☐ Councilor Jasmine Gore, Ward #4

Y N

- ☐ ☐ Councilor Janice Denton, Ward #5
- ☐ ☐ Councilor Brenda Pelham, Ward #6
- ☐ ☐ Mayor Patience Bennett, Ward #7

- Proposed Floor Plans – 101 S. Main St,
- Staff Report – 101 S. Main St.
- Powerpoint presentation

STAFF:

Christopher J. Ward – Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

- | | | |
|--------------------------|--------------------------|------------------------------------|
| ☐ | ☐ | Councilor Debbie Randolph, Ward #1 |
| ☐ | ☐ | Councilor Arlene Holloway, Ward #2 |
| ☐ | ☐ | Vice Mayor John B. Partin, Ward #3 |
| ☐ | ☐ | Councilor Jasmine Gore, Ward #4 |

Y N

- | | | |
|--------------------------|--------------------------|----------------------------------|
| ☐ | ☐ | Councilor Janice Denton, Ward #5 |
| ☐ | ☐ | Councilor Brenda Pelham, Ward #6 |
| ☐ | ☐ | Mayor Patience Bennett, Ward #7 |

101 S. MAIN ST. Parcel #079-0010 & #079-0015 Conditional Use Permit

JANUARY 24, 2023 PUBLIC HEARING



101 S. Main Street

- ❖ Applicant: JRT Properties, LLC affiliated with JD Lewis of Richmond
- ❖ Ward 2
- ❖ Zoned B-1 Downtown Central Business District
- ❖ Building constructed in 1916
- ❖ Two-story, brick construction, approximately 16,000sf
- ❖ Qualifies for state and federal historic tax credits



101 S. Main Street

Applicant is requesting two things:

1. Ability to have ground floor apartments.
2. Ability to have apartments smaller on average than 900SF on second and subsequent floors.



2 nd Floor	Square Feet	1 st Floor	Square Feet
Apartment 1	861	Apartment 1	513
Apartment 2	693	Apartment 2	651
Apartment 3	543	Apartment 3	702
Apartment 4	561	Apartment 4	808
Apartment 5	784	Apartment 5	566
Apartment 6	642	Apartment 6	645
Apartment 7	521	Apartment 7	1,021
Apartment 8	606	Apartment 8	800
Average	651	Apartment 9	788
		Apartment 10	762
		Apartment 11	639
		Average	717

Conditional Use Permit Considerations

1.	Will the proposed conditional use be in compliance with all regulations of the applicable zoning district?	YES
2.	Will the proposed conditional use endanger the public health, safety, morals, comfort, or general welfare?	NO
3.	Will the proposed conditional use be injurious to the use and enjoyment of other property in the immediate vicinity?	NO
4.	Will the proposed conditional use conform to the character of the neighborhood within the same zoning district in which it is located?	YES
5.	Will the exterior architectural appeal and functional plan of any proposed structure be at variance with the exterior architectural appeal and functional plan of the structures already constructed in the immediate neighborhood?	NO
6.	Does the public interest and welfare supporting the proposed conditional use sufficiently outweigh the individual interests which are adversely affected by the establishment of the proposed use?	YES
7.	Will the proposed use result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance?	NO

Article XXI, D, 1(d) of the Hopewell Zoning Ordinance

Staff Recommendation

Staff supports the application for the following reasons:

- ❖ The proposed end use of the building in question meets the land use category designation outlined in the Comprehensive Plan.
- ❖ Staff finds that the applicant has proven that this application meets Criteria 1 through 7.

Staff does not propose any additional conditions on the approval.



Planning Commission Recommendation

Planning Commission supports the application with a vote of 4-0 for the following reasons:

- ❖ The proposed end use of the building in question meets the land use category designation outlined in the Comprehensive Plan.
- ❖ The Planning Commission finds that the applicant has proven that this application meets Criteria 1 through 7.

Planning Commission Public Hearing: 4 speakers expressed support; No speakers against.

Planning Commission did not propose any additional conditions on the approval.



Questions from Work Session

- 1) **Will there be onsite management?** A third party property management company will manage the property but not have an office on-site.
- 2) **How will the impacts from the railroad be mitigated?** The developer will be installing multiple-pane windows on the train side as well as additional insulation to minimize noise from the trains.
- 3) **How were the unit sizes determined?** Market demand, project economics, building layout, and DHR requirements all affect unit sizes. Hopewell Comprehensive Plan promotes all sizes of residential units.



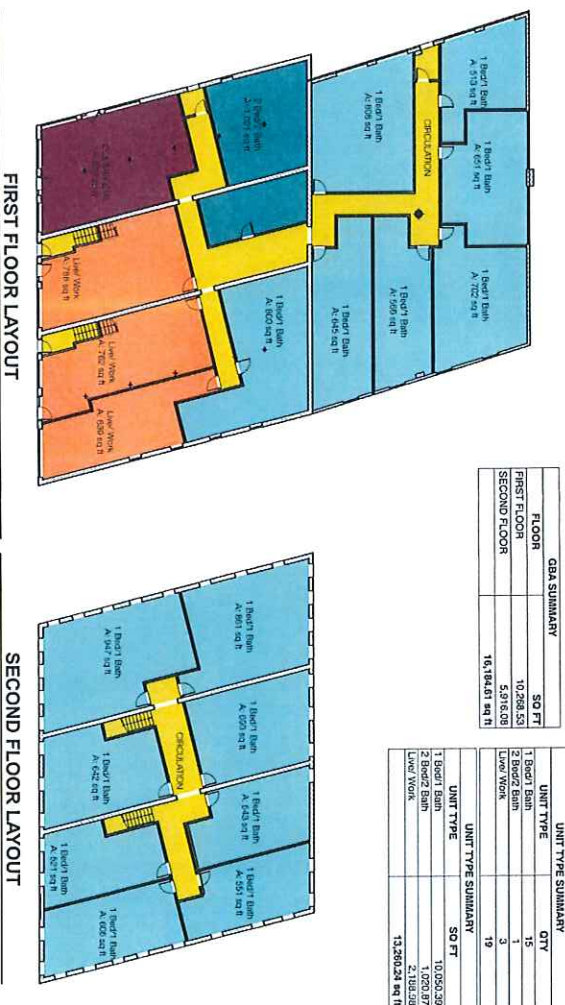
JRT Virginia Properties, LLC

Kevin O'Leary



101 S. Main Street

In addition to the 19 apartments, the project includes corner commercial space on the ground floor.



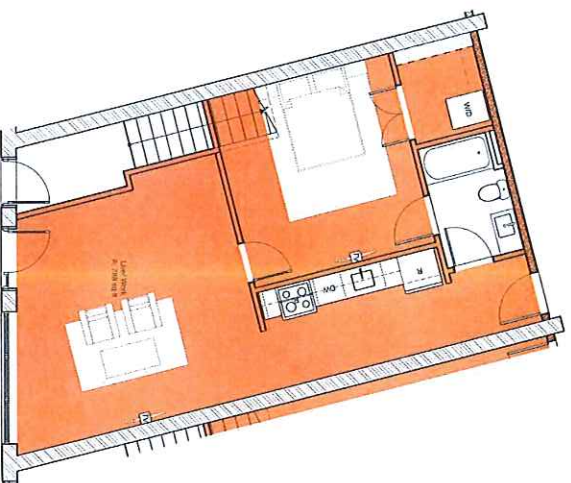
GSA SUMMARY	
FLOOR	SQ. FT.
FIRST FLOOR	10,268.53
SECOND FLOOR	5,376.53
	15,645.06 SQ. FT.

UNIT TYPE SUMMARY	
UNIT TYPE	QTY
1 Bed/1 Bath	15
2 Bed/2 Bath	1
Living/Work	3
	19

UNIT TYPE SUMMARY	
UNIT TYPE	SQ. FT.
1 Bed/1 Bath	10,268.53
2 Bed/2 Bath	1,020.27
Living/Work	2,100.00
	13,288.80 SQ. FT.

101 S. Main Street

The apartments will have high-end modern finishes such as granite countertops and stainless steel appliances.



101 S Main St, Hopewell, Virginia
Hopewell, VA
101 S Main St
101 S Main St

UNIT LAYOUT



A.2

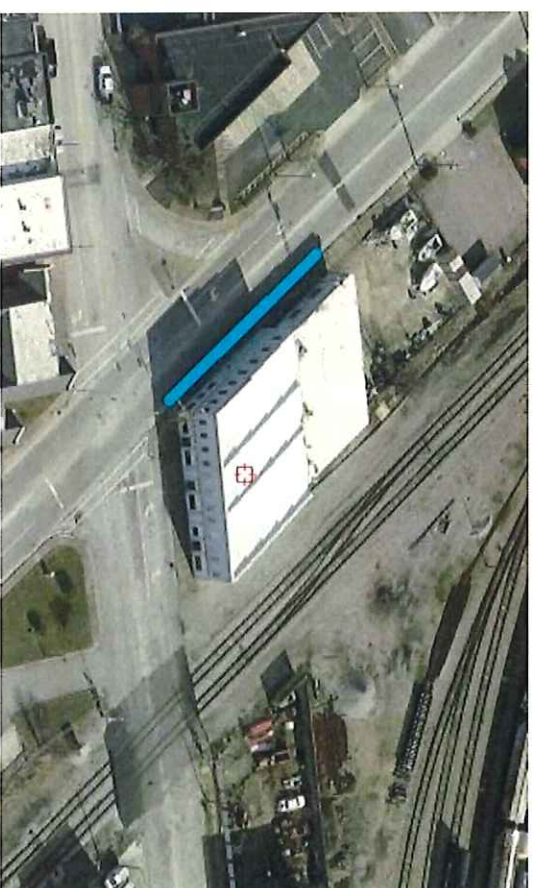
HOPEWELL PARKS

101 S. Main Street

The B-1 District requires **NO** off-street parking.

PARKING

- 4 on-street
- Potential of approx. 6 more on-street
- Estimate approx. 12-15 off-street spaces





The City
of
Hopewell, Virginia



City of Hopewell, VA
20220814CUP 2022
10/07/2022 10:04AM
ADDITIONAL USE PERMIT - REVIEW
500.00
300.00

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

CONDITIONAL USE PERMIT APPLICATION

Application #: 20220854

APPLICATION FEE: \$300

Permit #: _____

APPLICATION #

APPLICANT: JRT Virginia Properties, LLC or assigns

ADDRESS: c/o 503 E. Main St

Richmond, VA 23219

PHONE #: 703-675-0708 FAX #: 804-915-6350

EMAIL ADDRESS: koleary@jdlawscm.com

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

OWNER: Willard T. Burkett

ADDRESS: P. O. Box 29

Hopewell, VA 23860

PHONE #: _____ FAX #: _____

PROPERTY ADDRESS / LOCATION:

101 South Main St.

PARCEL #: 0790010 and 0790015 ACREAGE: 0.380 ZONING: BI

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

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

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

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

PRESENT USE OF PROPERTY:

_____ Vacant building, former marine parts and repair business; former apartments upstairs _____

THE CONDITIONAL USE PERMIT WILL ALLOW:

_____ See attached _____

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.

_____ See Attached _____

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

_____ See Attached _____

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.

_____ See Attached _____

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.

_____ *Kevin O'S* _____ *10/6/22* _____
APPLICANT SIGNATURE DATE

_____ *Kevin O'Leary manager* _____
APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED _____ DATE OF ACTION _____

_____ APPROVED _____ DENIED

_____ APPROVED WITH THE FOLLOWING CONDITIONS:

October 5, 2022

City of Hopewell
Attn: Christopher Ward
Department of Development
300 N. Main Street
Hopewell, VA

Re: 101 S. Main Street

Dear Mr. Ward,

This letter shall serve as the above referenced property owner's consent for the application of a Conditional Use Permit to redevelop the property to a mixed use project consisting of:

Fifteen (15) one bedroom / one bath apartments, typically smaller than 1000SF each

One (1) two bedroom / two bath apartments, smaller than 1000SF

Three (3) Live-Work style units, typically smaller than 1000SF each

One (1) Commercial space of approximately 975SF.

We support this proposed Condition Use Permit.

Thank you,

 *Cindy Burkett*
Cynthia Burkett

10/05/22

Attachment to Conditional Use Permit Application for: 101 South Main Street

The Conditional Use Permit (CUP) will allow Fifteen one bedroom / one bathroom apartments, One two bedroom / two bathroom apartment, Three Live-Work units and One Commercial / Retail space. The fully commercial space, located at the corner of E. City Point Road and S. Main Street, will ideally be filled by a destination commercial user such as a coffee shop or bakery, and be entered from an existing entrance on S. Main Street. The remainder of the first floor S. Main Street façade will include 3 Live-Work style units that promote street level commercial style presence but still allow residential use. It is intended these units be occupied by home based businesses that could include businesses such as artists, accountants, etc. The sixteen (total) apartments will have modern layouts and include upscale finishes such as tile and wood floors, modern cabinets, granite countertops, stainless steel kitchen appliances and in unit washer/dryer.

The health, safety and welfare of those working or residing in the neighborhood will not be affected adversely because the CUP will allow the redevelopment of the currently vacant building into a vibrant mixed use project. The 2018 Comprehensive plan identifies an excess of vacant buildings as an impediment to growth in the City – this proposal takes away a vacant building from the Downtown Priority Planning Area. The presence of additional residents adding population to the downtown area and becoming customers of existing and forthcoming businesses will be a tremendous benefit.

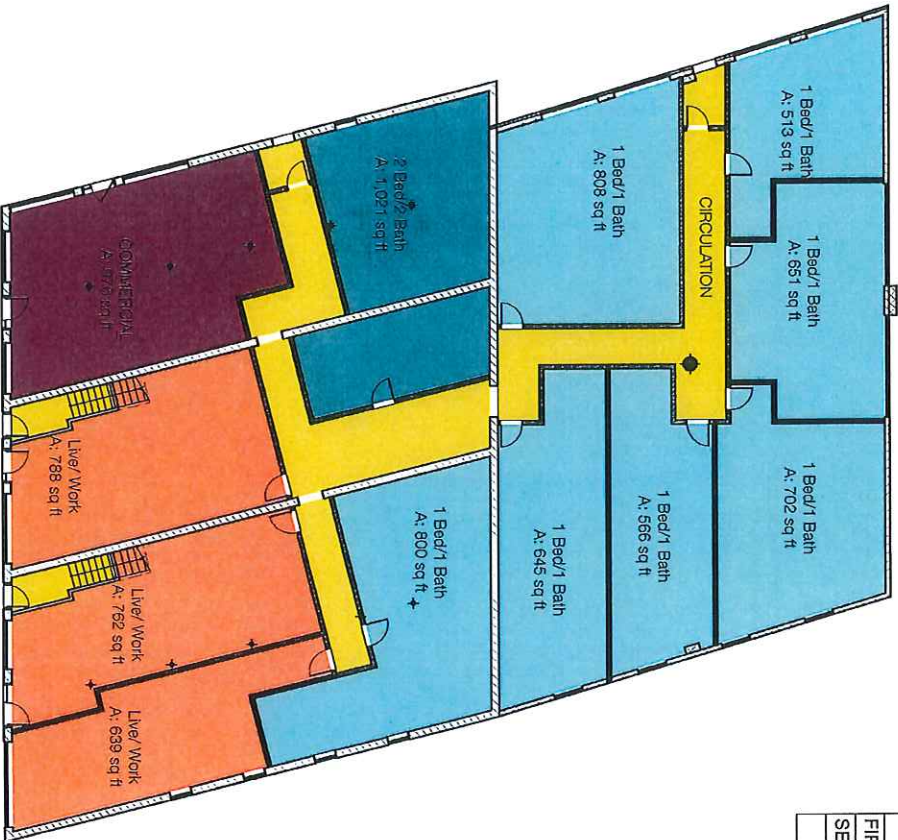
This proposed development, as allowed by an approved CUP, will not be detrimental to the public welfare or injurious to the property or improvements in the neighborhood. In fact, this approved CUP will be beneficial to the adjacent property and improvements as it will replace a vacant building with a vibrant mixed-use project. The property is within the Downtown Priority Planning Area, and will be additive to development efforts in the downtown. Problems typically associated with vacant buildings (trash, vandalism, etc) will be eliminated by the presence of residential density and the daily property management associated with it. Trash generated by the residents and commercial users will be collected and disposed of appropriately. The existing building exterior will be repaired and repainted and new windows will be installed.

This proposed project and CUP application are in conformance with what is intended by the 2018 Comprehensive Plan. The Downtown district anticipates a variable mix and density of mixed use, with individual dwelling units between 500 and 2000SF per dwelling unit (see excerpt below).

	Downtown District & Special Emphasis Area Residential Mixed-Use	Residential Emphasis w/ Urban Development Area Designation: High Density Single, Attached & Multifamily Residences; Residential Units in Mixed-Use Buildings; Live-Work Dwellings	Detached: 5-7 DU/AC Multifamily: 20-40 DU/AC Attached: 10-14 DU/AC Mixed Uses Variable Mix & Density by Small Area Plan	500-2000 SF/DU	UDA & Form Based Codes; DHO Small Area Plan
---	--	--	--	-----------------------	--

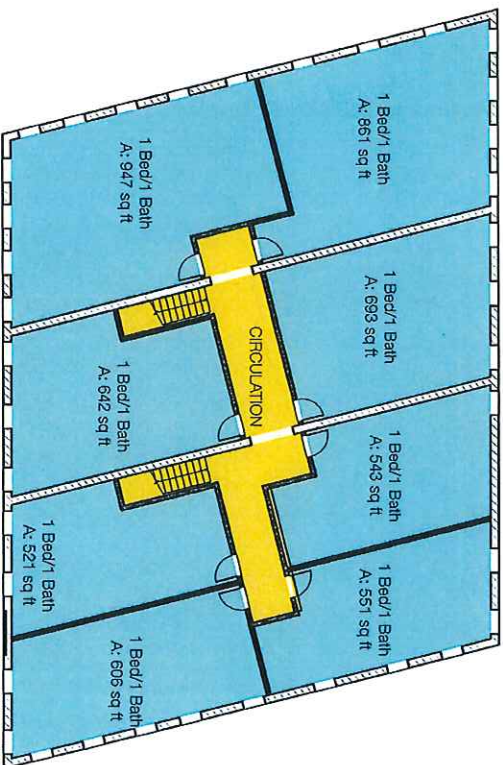
It is a mixed use infill development, as anticipated and desired by section 7 of Chapter 5, and renews the building and strengthens the real estate market. The building's former upstairs residential use will be

brought back to life (it is currently demo'd to the structure) and the addition of first floor residential use in the rear of the building will provide updated, high end residential options. While the building is appr. 100 years old, it will be rehabbed fully, renewing its useful life and providing effectively new housing stock. Because the project is seeking Federal and State Historic Tax Credits, all work will be performed under the requirements of VA Department of Historic Resources and National Park Service standards for construction. Additionally, Chapter 9 of the Comprehensive Plan, the City should encourage the development of a mix of uses and housing types, particularly in areas near downtown, which this proposed CUP provides.



FIRST FLOOR LAYOUT

GBA SUMMARY		
FLOOR	SQ FT	
FIRST FLOOR	10,268.53	
SECOND FLOOR	5,916.08	
	16,184.61 sq ft	



SECOND FLOOR LAYOUT

UNIT TYPE SUMMARY		
UNIT TYPE	QTY	
1 Bed/1 Bath	15	
2 Bed/2 Bath	1	
Live/Work	3	
	19	

UNIT TYPE SUMMARY		
UNIT TYPE	SQ FT	
1 Bed/1 Bath	10,050.39	
2 Bed/2 Bath	1,020.87	
Live/Work	2,188.98	
	13,260.24 sq ft	

101 S Main St, Hopewell, Virginia
Hopewell, VA

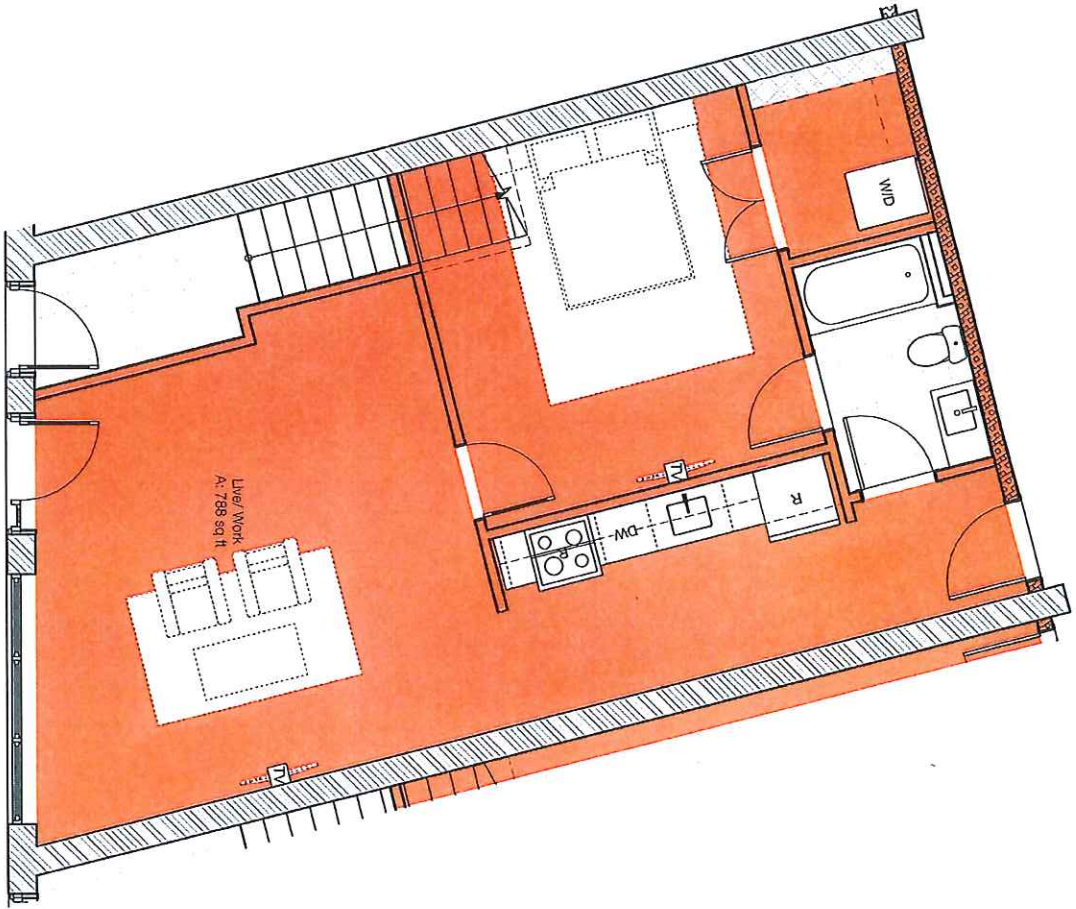
project #: 22.XX
date: 9/19/22

PROFORMA

A.1

101 S Main St, Hopewell, Virginia
 Hopewell, VA
 project #: 22-xx
 date: 9/1/22

UNIT LAYOUT



A.2

waterPARKS
 ARCHITECTS

2103 N. Main Street
 Hopewell, VA 22941
 1-800-444-4444



JRT Virginia Properties LLC

101 South Main Street

Conditional Use Permit

Staff Report prepared for the City Council Work Session

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

I. MEETINGS & PUBLIC HEARINGS:

Planning Commission	November 3, 2022	Approved
Public Hearing		
City Council Work Session	January 10, 2023	No Action
City Council Public Hearing	January 24, 2023	Pending

II. PUBLIC NOTIFICATION

Advertisements for the Public Hearing held at the November 3, 2022 Planning Commission meeting ran in the Progress-Index on October 21 and 27, 2022. Adjacent property owners were notified by letter sent via USPS on October 20, 2022. Advertisements for the Public Hearing at the January 24, 2023 City Council meeting ran in the Progress-Index on January 13 and 18, 2023. Adjacent property owners were notified by letter sent via USPS on January 10, 2023.

III. RELATION TO COMPREHENSIVE PLAN

This CUP application conforms with the Comprehensive Plan in the following ways:

1. It follows the tenets of Traditional Neighborhood Development (TND) as expressed in Goal #2 – housing and Neighborhoods, Item #6, Page 23.
2. It supports the Priority Planning Area #1 (Hopewell Downtown) Action Plan Item #2, Enhancement of Downtown Mix Uses, Page 128.
3. It adds to the diversity of housing choices as promoted in Chapter IX: Housing, Page 204.
4. It conforms with the overall urban design framework established through the Urban Development Area (UDA), as identified in Chapter V, Page 111.

IV. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning:	N/A
Existing Zoning:	B-1, Downtown Central Business District
Acreage:	.259 acres & .121 acres totalling .38 acres
Owner:	Willard T. Burkett
Agent:	Kevin O’Leary – JRT Virginia Properties LLC
Location of Property:	South Main Street and West City Point Road
Election Ward:	Ward 2
Land Use Plan Recommendation:	The Downtown Commercial/Business Mixed Use
Strategic Plan Goal:	N/A
Map Location(s):	Sub Parcel #: 079-0010 & #079-0015
Zoning of Surrounding Property:	North: B-1 South: B-1/M-2 East: B-1/M-2 West: B-1

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from JRT Virginia Properties LLC, agent of the owner of 101 South Main Street, also identified as Sub-Parcel #079-0010 and #0779-0015, to (1) allow apartments on the second and subsequent floors of commercial and office buildings/uses and (2) apartment units containing an average square footage below nine hundred (900) gross square feet.

IV. APPLICABLE CODE SECTIONS:

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

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

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

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

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

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

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

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

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

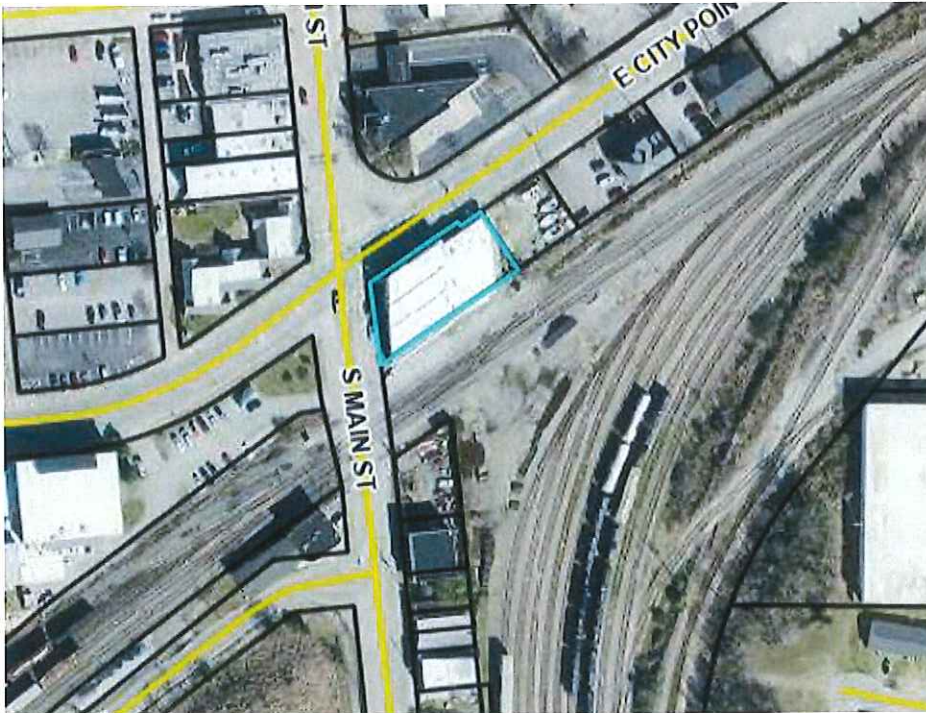
- d. Approval Criteria

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

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

V. SUBJECT PROPERTY:

The subject property is located in the 100 block of South Main Street at the southeast corner of the intersection with West City Point Road. The two story brick building was constructed in 1916 and is a contributing structure in the Downtown Historic District. It is approximately 16,166 square feet. The adjacent unimproved parcel will serve as off-street parking which is not required in the B-1 district.



VI. OWNER'S POSITION:

The owner of the property is requesting a conditional use permit to provide fifteen (15) one bedroom/one bathroom apartments, typically smaller than 1000SF each and one (1) two bedroom/two bathroom apartments smaller than 1000SF. Additionally, the building will have three (3) live/work apartment units typically smaller than 1000SF each and one (1) commercial space of approximately 975SF. See application provided by the applicant for preliminary floor plans. Eight (8) apartment units will be on the second floor with the remaining eleven (11) apartment units and one (1) commercial unit on the first floor. The unimproved adjacent parcel will have an undetermined number of parking spaces.

VII. ZONING/STAFF ANALYSIS:

The applicant would like to construct eight (8) apartments on the second floor of the building in the B-1 Zoning District with eleven (11) first floor apartments and one (1) commercial space. A conditional use permit is required for apartments containing an average square footage below nine hundred (900) gross square feet on the second and subsequent floors. The eight (8) second floor apartments will range in size between 861SF and 521SF with an average square footage of 651SF.

Title: Apartment Square Footage Calculation Table

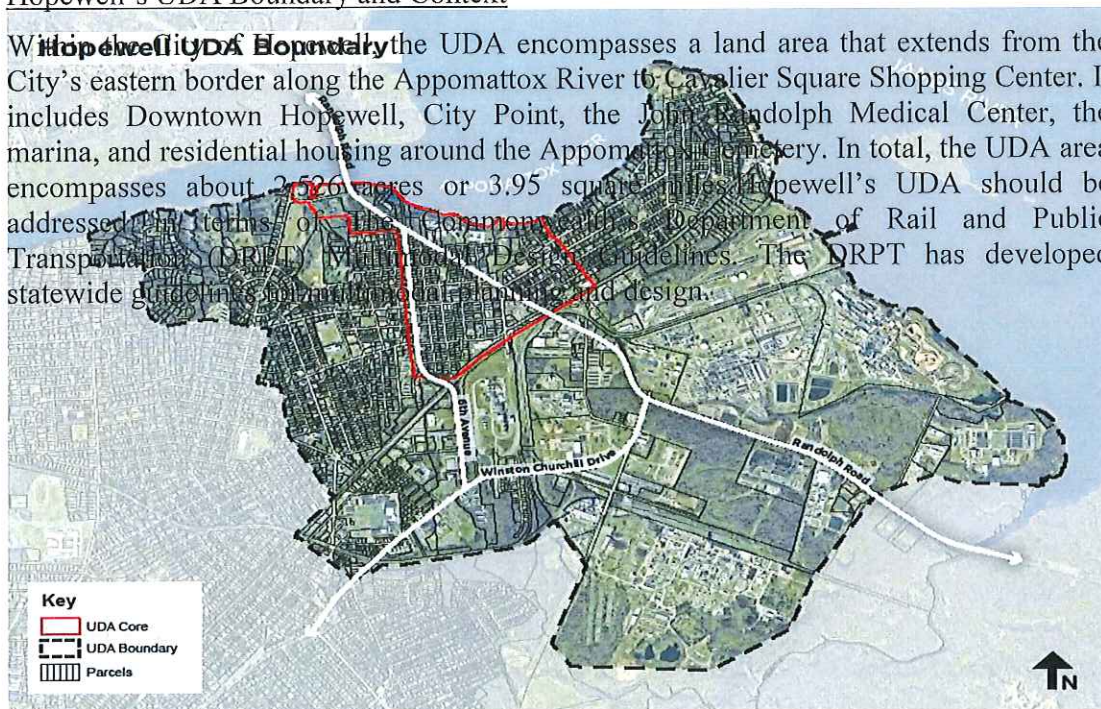
2 nd Floor	Square Feet		1 st Floor	Square Feet
Apartment 1	861		Apartment 1	513
Apartment 2	693		Apartment 2	651
Apartment 3	543		Apartment 3	702
Apartment 4	561		Apartment 4	808
Apartment 5	784		Apartment 5	566
Apartment 6	642		Apartment 6	645
Apartment 7	521		Apartment 7	1,021
Apartment 8	606		Apartment 8	800
Average	651		Apartment 9	788
			Apartment 10	762
			Apartment 11	639
			Average	717

Table 1 Source: CUP Applicant

The subject property is located right at the edge of the designated Urban Development Area (UDA). The UDA is addressed extensively in the 2028 Comprehensive Plan, Chapter 5.

Hopewell's UDA Boundary and Context

Hopewell UDA Boundary The UDA encompasses a land area that extends from the City's eastern border along the Appomattox River to Cavalier Square Shopping Center. It includes Downtown Hopewell, City Point, the John Randolph Medical Center, the marina, and residential housing around the Appomattox Cemetery. In total, the UDA area encompasses about 2,526 acres or 3.95 square miles. Hopewell's UDA should be addressed in terms of the Commonwealth's Department of Rail and Public Transportation (DRPT) Multimodal Design Guidelines. The DRPT has developed statewide guidelines for multimodal planning and design.



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

Overall UDA Urban Design Framework

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

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

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

The mixed use building will allow for commercial space and living quarters that could support a live to work scenario. In fact, three (3) live/work units are proposed on the ground floor of South Main Street, thereby supporting the ideals of the UDA.

Comprehensive Plan Land Use Category

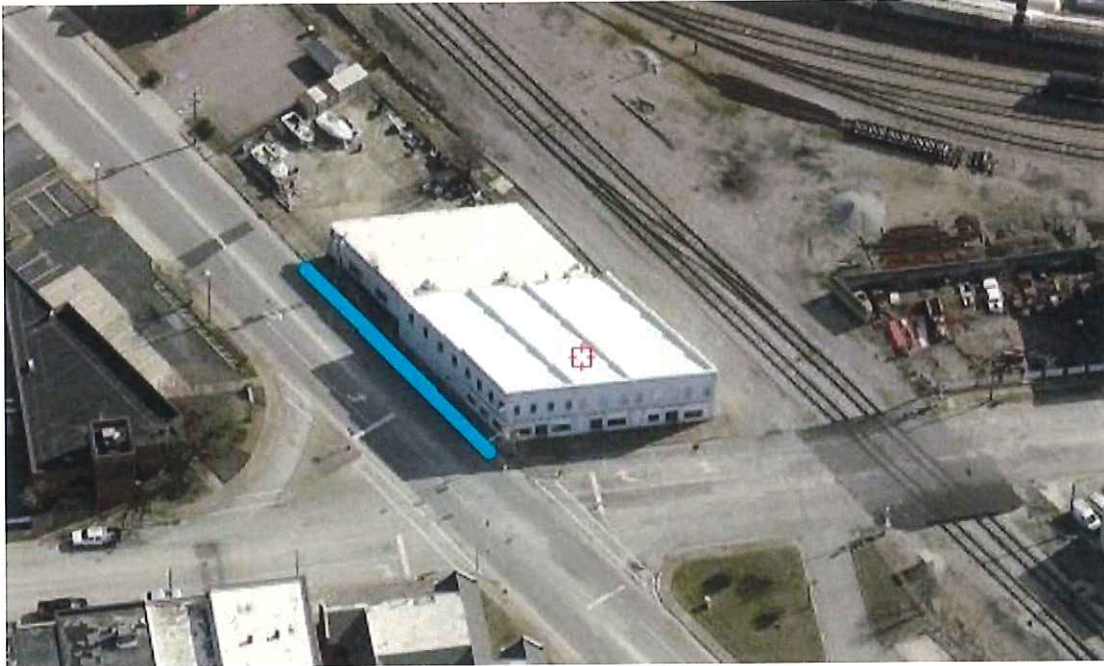
The subject property is located within the Downtown Commercial/Business Mixed Use Land Use category. The Downtown Commercial/Business Mixed Use (DC/BMU) category is a companion to the Downtown Residential Mixed-Use category. The differences are subtle but important. Both encourage mixed-use; however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

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

Regardless of the end user of the commercial space, the addition of nineteen (19) apartments enhances a residential element on the west side of Route 10 within the historic downtown district that recently started with the apartments at 106 N. Main street.

Parking

The B-1 Zoning District does not require off street parking spaces. There have been discussions of changing this but that has not happened at this time. If parking spaces were required the minimum would be 21 for the residential uses (1 for each bedroom plus one for handicap accessibility). The maximum an owner could provide is 41 (2 for each bedroom plus one for handicap accessibility). If required for the commercial space, the minimum number of parking spaces would range from 2 to 21 depending on the use.



Four marked on-street parking spaces exist on South Main in front of the subject property. A possibility exists for approximately 6 more on-street parking spaces along City Point Road (marked with blue line in above image). One marked on-street parking space will likely be marked as a loading zone location for the commercial space. The adjacent parcel will provide approximately 12-15 parking spaces.

Building Facade

Because the building in question is located within the B-1 Zoning District the exterior facade must be approved by the Downtown Design Review Committee (DDRC). The applicant presented the building plans to the DDRC on October 12, 2022 and received unanimous support for the project. The applicant will be utilizing historic rehabilitation tax credits on this project which makes all interior and exterior rehabilitation work subject to review and approval of the Virginia Department of Historic Resources (DHR).

VII. STAFF RECOMMENDATION:

Staff has reviewed the application and offers the following:

1. The proposed end use of the building in question meets the land use category designation outlined in the Comprehensive Plan.
2. Staff finds that the applicant has proven that this application meets Criteria 1 – 7.

Staff supports the approval of this Conditional Use Permit application and does not place any conditions on the approval.

VIII. PLANNING COMMISSION RESOLUTION:

In accordance with Article XVIII, Section G, of the Hopewell Zoning Ordinance, the Hopewell Planning Commission recommended by a vote of 4 - 0 to approve the request submitted by JRT VA Properties LLC for a Conditional Use Permit for 101 South Main Street, also identified as Sub-Parcel 079-0010 and #179-0015, to allow apartments containing an average square footage below nine hundred (900) gross square feet on the ground, second and subsequent floors.

Pictures of Building







IX. PROPOSED CITY COUNCIL RESOLUTION:

In accordance with Article XVIII, Section G, of the Hopewell Zoning Ordinance, the Hopewell City Council *approve/deny/table* the request submitted by JRT VA Properties LLC for a Conditional Use Permit for 101 South Main Street, also identified as Sub-Parcel 079-0010 and #179-0015, to allow apartments containing an average square footage below nine hundred (900) gross square feet on the ground, second and subsequent floors.

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: Consideration of Subdivision application from James R. Jones to subdivide 1700 Dinwiddie Avenue, also known as Sub-Parcels #119-0065, 119-0075, and 119-0400 into a total of four (4) Sub-Parcels that meet all the requirements set forth in the Hopewell Subdivision Ordinance.

ISSUE: Applicant seeks to subdivide three (3) parcels to create four (4) parcels that all meet or exceed the minimum standards of the R-2 zoning district.

RECOMMENDATION: Staff and the Planning Commission recommend approval of the request.

TIMING: City Council action is requested at the regular meeting on January 24, 2023.

BACKGROUND: Staff and the Planning Commission conclude that the subdivision request meets all the requirements set forth in the Hopewell Subdivision Ordinance and the minimum standards set forth in the R-2 zoning district.

FISCAL IMPACT: None

ENCLOSED DOCUMENTS:

- Application for Subdivision – 1700 Dinwiddie Ave.
- Proposed Plat – 1700 Dinwiddie Ave.
- Staff Report – 1700 Dinwiddie Ave.

SUMMARY:

Y N

- ☐ ☐ Councilor Debbie Randolph, Ward #1
- ☐ ☐ Councilor Arlene Holloway, Ward #2
- ☐ ☐ Vice Mayor John B. Partin, Ward #3
- ☐ ☐ Councilor Jasmine Gore, Ward #4

Y N

- ☐ ☐ Councilor Janice Denton, Ward #5
- ☐ ☐ Councilor Brenda Pelham, Ward #6
- ☐ ☐ Mayor Patience Bennett, Ward #7

STAFF:

Christopher J. Ward – Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

- ☐ ☐ Councilor Debbie Randolph, Ward #1
- ☐ ☐ Councilor Arlene Holloway, Ward #2
- ☐ ☐ Vice Mayor John B. Partin, Ward #3
- ☐ ☐ Councilor Jasmine Gore, Ward #4

Y N

- ☐ ☐ Councilor Janice Denton, Ward #5
- ☐ ☐ Councilor Brenda Pelham, Ward #6
- ☐ ☐ Mayor Patience Bennett, Ward #7

City of Hopewell, VA
Permits / Inspect - 20220910SUB - 2022
012496-0001 depts. m... 10/27/2022 10:15AM
SUBDIVISION - REVIEW
Payment Amount: 250.00
Transaction Amount: 250.00
CHECK # 014724

Application #: 2022.0910

Permit #: _____



The City of Hopewell, Virginia

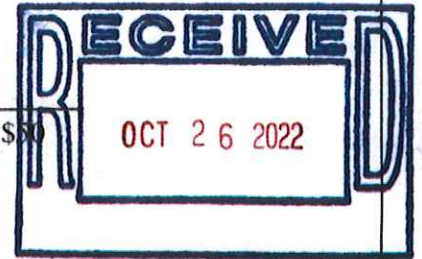
300 N. Main Street · Department of Development
(804) 541-2220 · Fax: (804) 541-2318

**SUBDIVISION / ADMINISTRATIVE RESUBDIVISION
APPLICATION**

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

SUBDIVISION ☒
APPLICATION FEE: \$250

ADMIN. RESUB. ☐
APPLICATION FEE: \$50



B. PROPERTY INFORMATION

SUBDIVISION / ADMIN. RESUB. TITLE:

Plot Showing a Resubdivision of Lots 45, 68 & Part of 67B Roselawn Subdivisi

PROPERTY ADDRESS / LOCATION:

1700 Dinwiddie Ave

PARCEL #: 119 0065 SQUARE FEET: 172279.80 ZONING DISTRICT: R-2
119 0075
0400

NUMBER OF EXISTING / PROPOSED LOTS: 3 / 4

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

C. APPLICANT INFORMATION

APPLICANT: James R. Jones

ADDRESS: P.O. Box 1402

Hopewell, VA 23800

PHONE #: 804.541.8600 FAX #: 804.541.8775

EMAIL ADDRESS: tara@jrbuilder.com

INTEREST IN PROPERTY: ✓ OWNER OR _____ AGENT

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

D. OWNER INFORMATION (SAME)

OWNER: _____

ADDRESS: _____

PHONE #: _____ FAX #: _____

EMAIL ADDRESS: _____

E. ENGINEER/SURVEOR INFORMATION:

ENGINEER/SURVEYOR: Timmons Group / Jarrod Livingston

ADDRESS: 4701 Owens way Suite 900
Prince George VA 23875

PHONE #: 804 541 6612 FAX #: _____

EMAIL ADDRESS: jarrod.livingston@timmons.com

SUBMISSION REQUIREMENTS

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

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

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

James R Jones

APPLICANT SIGNATURE

10-26-2022

DATE

JAMES R JONES

APPLICANT PRINTED NAME

10-26-2022

DATE

OFFICE USE ONLY

DATE RECEIVED 10-26-22

DATE OF ACTION _____

APPROVED

DENIED



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

119496-0001 debra m. 10/27/2022 10:15AM
Payment Effective Date 10/21/2022

PERMITS / INSPECTIONS

SUBDIVISION - REVIEW

2022 Item: 20220910|SUB 250.00

Payment Id: 278836

250.00

Subtotal 250.00
Total 250.00

CHECK 250.00
Check Number 014724

Change due 0.00



Thank you for your payment.

CUSTOMER COPY

014724

Payment
250.00
250.00

10/26/2022

Discount

Check Amount

Balance Due
250.00

Original Amt.
250.00

250.00

EVB Checking

James R. Jones Builder, Inc./P.O. Box 1402

Treasurer, City of Hopewell

Date 10/28/2022
Type Bill
Reference Dinwiddie

SUBDIVISION CERTIFICATE
THE SUBDIVISION OF LAND SHOWN ON THIS PLAN, DESIGNATED AS
LOTS 45A-R, 45B-R, 68A-R & 68B-R
ROSELAWN SUBDIVISION
IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES
OF THE UNDERSIGNED OWNERS, AND IN ACCORDANCE WITH THE
EASEMENTS AND EASEMENTS OF THE RIGHT AND EASEMENT SHOWN ON THIS PLAN.

CERTIFICATE OF APPROVAL
THE SUBDIVISION OF LAND SHOWN ON THIS PLAN, DESIGNATED AS
LOTS 45A-R, 45B-R, 68A-R & 68B-R
ROSELAWN SUBDIVISION
IS APPROVED BY THE UNDERSIGNED IN ACCORDANCE WITH EXISTING
SUBDIVISION REGULATIONS AND MAY BE COMMITTED TO RECORD.

OWNER

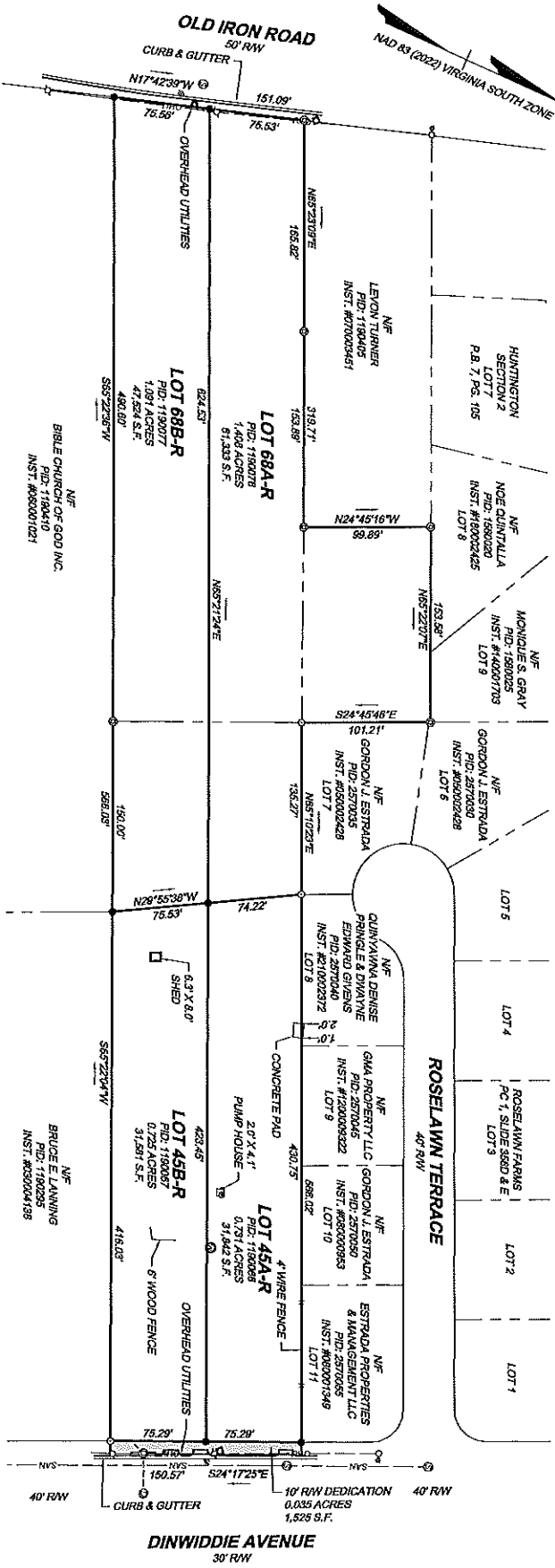
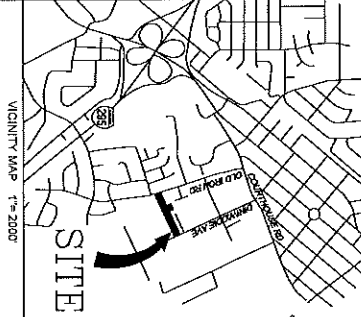
DATE DIRECTOR OF DEVELOPMENT

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

NOTARY PUBLIC
NOTARY REGISTRATION NUMBER: _____
MY COMMISSION EXPIRES: _____

GENERAL NOTES

1. USE: SINGLE FAMILY
2. WATER: VIRGINIA AMERICAN WATER COMPANY
3. SEWER: PUBLIC
4. DRAINAGE: CULB & GUTTER
5. AREA: 172,278.80 SQUARE FOOT
6. AREA IN LOTS: 172,278.80 SQUARE FOOT
7. AREA IN OPEN SPACE: 1,526.50 SQUARE FOOT
8. DRAINAGE: SANITARY, WATER AND UTILITY EASEMENTS ARE DEDICATED TO THE CITY OF HOPEWELL, OR THE VIRGINIA AMERICAN WATER COMPANY.
9. BUILDING LINES: ALL BUILDING LINE TO CONFORM TO THE CITY OF HOPEWELL ZONING ORDINANCE.



SOURCE OF TITLE

PARCEL ID# 119066, 119076 & 119040
THE PROPERTY EMERGED WITHIN THE LIMITS OF THIS SUBDIVISION
WAS CONVEYED TO JAMES R. & TARA M. JONES BY DEED DATED JUNE
15, 2022 AND RECORDED AUGUST 9, 2022 AS INSTRUMENT #22002176
IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF THE CITY OF
HOPEWELL, VIRGINIA.

GREGORY G. MCGLOTHLIN, JR., NO. 2557

SURVEYOR'S CERTIFICATE

TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL OF THE REQUIREMENTS
AS SET FORTH IN THE SUBDIVISION ACT OF 1940, AS AMENDED, HAVE BEEN
FOLLOWED IN THE PREPARATION OF THIS PLAN.

GREGORY G. MCGLOTHLIN, JR., NO. 2557



LOTS 45A-R, 45B-R, 68A-R & 68B-R
ROSELAWN SUBDIVISION
HOPEWELL, VIRGINIA

REVISED	DATE	BY	SCALE
November 17, 2022	October 7, 2022	J.A. 56116-903	1"=60'
November 22, 2022		DAVAIN BY: J. Livingston	
		CHECK BY: G. McGlothlin	



**Applicant: James R. Jones
1700 Dinwiddie Avenue**

Staff Report prepared for the
City Council Regular Meeting

January 24, 2023

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

I. INFORMATIONAL MEETING:

Planning Commission	December 1, 2022	Recommend Approval 4-0
City Council	January 24, 2023	TBD

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning:	N/A
Existing Zoning:	R-2, Residential, Medium Density District
Sub-Parcel #	119-0065, 119-0075, 119-0400
Owner	James R. and Tara M. Jones
Size of Area:	172,279.80 square feet; 3.96 acres
Proposed Use:	Four developable parcels
Location of Property:	South of Roselawn Terrace between Dinwiddie Ave. and Old Iron Rd.
Election Ward:	Ward 7
Land Use Plan Recommendation:	Urban Residential

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from James R. and Tara M. Jones to subdivide two adjoining parcels into four parcels and adjust boundary lines at 1700 Dinwiddie Avenue; also identified as Sub-Parcel # 119-0065, 119-0075, and 119-0400.

IV. SUBJECT PROPERTY:

The property is located in the R-2, Residential, Medium Density Zoning District. In this district, a property must contain at least 7,500 square feet and 75 feet of frontage along the public right of way to be subdivided. All three of the existing parcels are undeveloped and totals 172,279.80 square feet. The boundary line between Sub-Parcel

#119-0400 and # 119-0075 will be vacated and the boundary line between Sub-Parcel #119-0075 and #119-0065 will be moved eastward approximately 150 feet.

V. ZONING/STAFF ANALYSIS

The applicant proposes to subdivide Sub-Parcel #119-0075 into two parcels, vacate the boundary line between Sub-Parcel # 119-0075 and # 119-0400, and move the boundary line between Sub-Parcel #119-0075 and #119-0065 to the east approximately 150ft to create:

- Lot 68A-R: 75.53ft wide at the front setback and 61,333sf total.
- Lot 68B-R: 75.56ft wide at the front setback and 47,524sf total.
- Lot 45A-R: 75.29ft wide at the front setback and 31,842sf total.
- Lot 45B-R: 75.29ft wide at the front setback and 31,581sf total.

Each new lot meets the requirements to subdivide.

VI. APPLICABLE CITY REGULATIONS

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

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

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

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

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

III. COMPREHENSIVE PLAN ANALYSIS

Land Use Plan Recommendation:

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

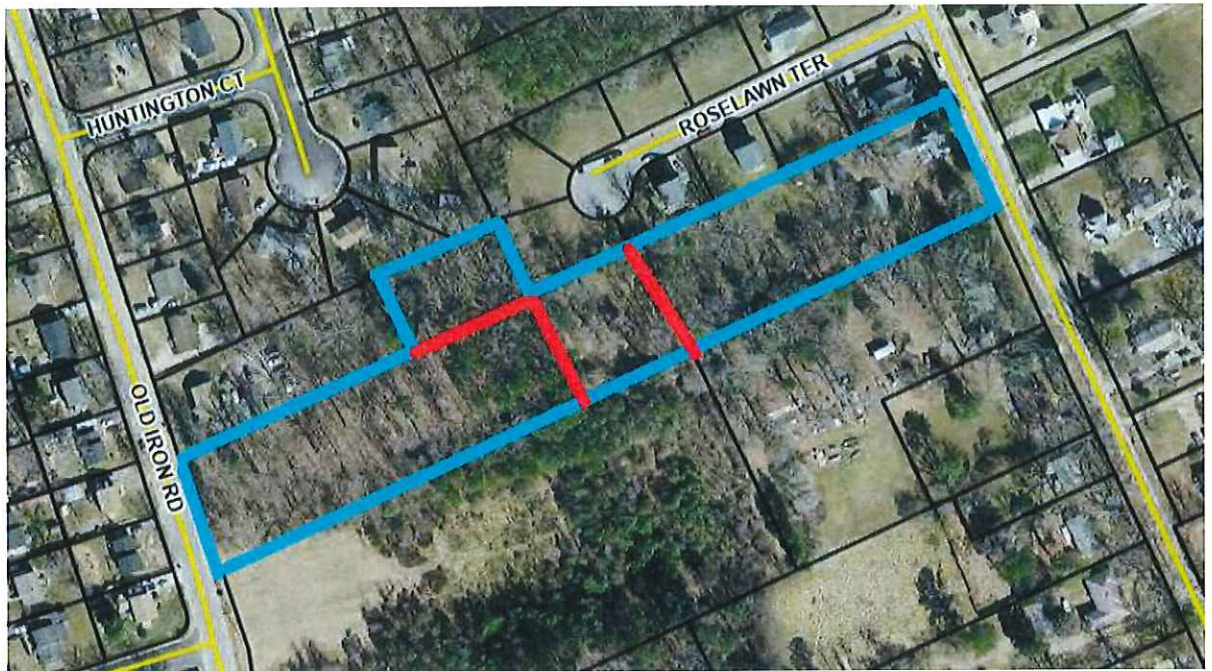
VII. STAFF RECOMMENDATION:

The subdivision meets the requirements of the Subdivision and Zoning Ordinance. Staff therefore recommends approval of the subdivision request submitted by James R. and Tara M. Jones.

VIII. PLANNING COMMISSION RESOLUTION:

In accordance with Article VI., Preparation, Approval and Recordation of Subdivision Plats, Section 6-9, of the Hopewell Subdivision Ordinance, the Planning Commission, recommended with a vote of 4 to 0 to **approve** the request submitted by James R. and Tara M. Jones to subdivide 1700 Dinwiddie Avenue, also identified as Sub-Parcel # 119-0065, #119-0075, and #119-0400 from three parcels to four parcels creating Lots 68A-R, 68B-R, 45A-R, AND 45B-R, Roselawn.

Aerial of 1700 Dinwiddie Avenue



Attachments:

- Subdivision application
- Subdivision plat

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: Consideration of Subdivision application from James R. Jones to subdivide 363 Jackson Farm Rd., also known as Sub-Parcels #106-0315, #106-0330, #106-0335, and #185-0166 into a total of eight (8) Sub-Parcels that meet all the requirements set forth in the Hopewell Subdivision Ordinance.

ISSUE: Applicant seeks to subdivide four (4) parcels to create eight (8) parcels that all meet or exceed the minimum standards of the R-2 zoning district.

RECOMMENDATION: Staff and the Planning Commission recommend approval of the request.

TIMING: City Council action is requested at the regular meeting on January 24, 2023.

BACKGROUND: Staff and the Planning Commission conclude that the subdivision request meets all the requirements set forth in the Hopewell Subdivision Ordinance and the minimum standards set forth in the R-2 zoning district.

FISCAL IMPACT: None

ENCLOSED DOCUMENTS:

- Application for Subdivision – 363 Jackson Farm Rd.
- Proposed Plat – 363 Jackson Farm Rd.
- Staff Report – 363 Jackson Farm Rd.

SUMMARY:

Y N

- ☐ ☐ Councilor Debbie Randolph, Ward #1
- ☐ ☐ Councilor Arlene Holloway, Ward #2
- ☐ ☐ Vice Mayor John B. Partin, Ward #3
- ☐ ☐ Councilor Jasmine Gore, Ward #4

Y N

- ☐ ☐ Councilor Janice Denton, Ward #5
- ☐ ☐ Councilor Brenda Pelham, Ward #6
- ☐ ☐ Mayor Patience Bennett, Ward #7

STAFF:

Christopher J. Ward – Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

☐ ☐ Councilor Debbie Randolph, Ward #1
☐ ☐ Councilor Arlene Holloway, Ward #2
☐ ☐ Vice Mayor John B. Partin, Ward #3
☐ ☐ Councilor Jasmine Gore, Ward #4

Y N

☐ ☐ Councilor Janice Denton, Ward #5
☐ ☐ Councilor Brenda Pelham, Ward #6
☐ ☐ Mayor Patience Bennett, Ward #7

Application #: 20220960

City of Hopewell, VA
Permit # _____
SUBDIVISION - REVIEW
Payment Amount: 250.00
Transaction Amount: 250.00
CHECK: 91770



Permit #: _____

The City of Hopewell, Virginia

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

**SUBDIVISION / ADMINISTRATIVE RESUBDIVISION
APPLICATION**

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

SUBDIVISION X
APPLICATION FEE: \$250

ADMIN. RESUB. _____
APPLICATION FEE: \$50



B. PROPERTY INFORMATION

SUBDIVISION / ADMIN. RESUB. TITLE:

Jackson Creek

PROPERTY ADDRESS / LOCATION:

3603 Jackson Farm Road
106-0315, 105-0166

PARCEL #: 106-0335 + 106-0330 SQUARE FEET: 148,104 ZONING DISTRICT: R2

NUMBER OF EXISTING / PROPOSED LOTS: 4 / 8

____ NEW PUBLIC STREET X EXISTING PUBLIC RIGHT-OF-WAY

C. APPLICANT INFORMATION

APPLICANT: James Jones

ADDRESS: P.O. Box 1402

Hopewell, VA 23860

PHONE #: 804-640-2666 FAX #: 804-541-8775

EMAIL ADDRESS: tara@jribuilder.com

INTEREST IN PROPERTY: ✓ OWNER OR _____ AGENT

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

D. OWNER INFORMATION

OWNER: James Jones

ADDRESS: P.O. Box 1402
Hopewell, VA 23860

PHONE #: 804-640-2666 FAX #: 804-541-8775

EMAIL ADDRESS: Tara@jrjbuilder.com

E. ENGINEER/SURVEOR INFORMATION:

ENGINEER/SURVEYOR: Timmons Group / Jarrod Livingston

ADDRESS: 4701 Owens Way Suite 900
Prince George VA 23875

PHONE #: 804 541-6612 FAX #: 804 458-1511

EMAIL ADDRESS: Jarrod.livingston@timmons.com

SUBMISSION REQUIREMENTS

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

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

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

James R. Jones
APPLICANT SIGNATURE

1-02-2023
DATE

James R. Jones
APPLICANT PRINTED NAME

DATE

OFFICE USE ONLY

DATE RECEIVED 11-10-22 @ 3:58pm ^{WOK} DATE OF ACTION _____

APPROVED _____ DENIED

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

APPLICANT SIGNATURE

DATE

APPLICANT PRINTED NAME

DATE

OFFICE USE ONLY

DATE RECEIVED 11-10-22 @ 3:58pm ^{WOK} DATE OF ACTION _____

APPROVED _____
DENIED



4701 Owens Way
Suite 900
Prince George, VA 23875

P 804.541.6600
F 804.458.1511
www.timmons.com

TRANSMITTAL

TO: City of Hopewell
300 N. Main Street
Hopewell, Virginia 23860

Date: 11/10/2022 Job#: 47249
Project: Jackson Creek
Reference: _____
Copies Sent To: _____

COPIES	DATE	DESCRIPTION
1		Subdivision/Administrative Resubdivision Application
6		Subdivision Plats
1		Check #91715 \$250.00

NOTE:

THESE ITEMS ARE TRANSMITTED:
If enclosures are not as noted, please notify us at once.

COMMENTS: Please contact me via email at jarrod.livingston@timmons.com or call (804) 541-6612 with any questions or comments. Thank you.

Sincerely,

Shannon Stanley
Timmons Group

91715

TIMMONS GROUP

Check Date: 11/10/2022

Invoice Number	Date	Voucher	Amount	Discounts	Previous Pay	Net Amount
20221110-01	11/10/2022	000000172459	\$250.00			\$250.00
City of Hopewell, VA		TOTAL	\$250.00			\$250.00
Operating Account	1	001536				

11/10/2022 11:10 AM



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

11/14/2022 08:52AM debra m.
 019625-0002
 Payment Effective Date 11/14/2022

PERMITS / INSPECTIONS
 SUBDIVISION - REVIEW
 2022 Item: 202209601SUB 250.00
 Payment Id: 279763

250.00

Subtotal 250.00
 Total 250.00

CHECK 250.00
 Check Number 91715

Change due 0.00



Thank you for your payment.

CUSTOMER COPY

1. Use: Single Family
2. Zoning: R2
3. Water: Virginia American Water Company
4. Sewer: Public
5. Drainage: Curb & Gutter
6. Area:

7. Drainage, sanitary, water and utility easements are dedicated to the City of Hopewell or the Virginia American Water Company.
8. City of Hopewell or the Virginia American Water Company.
9. Building Lines: All building lines to conform to the City of Hopewell Zoning Ordinance.
10. Based on graphic delineation this property is in Zone "X6A-E" of the HUD defined Flood Hazard Area as shown on F.E.M.A. Flood Insurance Rate Map, Community Panel # F100600012D dated July 16, 2015.
11. This represents a current on the ground field review.
12. This survey was prepared without the benefit of a title binder and may therefore not show all existing easements or other pertinent facts which may affect the property.

The subdivision of land shown on this plat, designated as **JACKSON CREEK** is with the free consent and in accordance with the desires of the undersigned owners. The dedication of streets and easements are of the width and extent shown on this plat.

Owner _____
Date: _____

Partial ID#106-0315, 185-0166, 105-0335 & 105-0330

The subdivision of land shown on this plat, designated as **JACKSON CREEK** is approved by the undersigned in accordance with existing subdivision regulations and may be committed to record.

To the best of my knowledge and belief all of the requirements as set forth in the ordinance for

Gregory G. McGlothlin L.S., NO. 2557

LINE TABLE		
LINE	BEARING	LENGTH
L1	N1°45'45"E	9.32'
L2	S1°44'40"W	188.93'
L3	N88°12'24"W	10.93'
L4	S12°29'09"W	202.56'

ADDENDUM 1A, NOV 1991

RW - RIGHT OF WAY
D.B. - DEED BOOK
PG. - PAGE
INST. INSTRUMENT
PL - PROPERTY LINE
C/L - CENTERLINE
BCR - REINFORCED CONCRETE

1 - ROD FOUND
1 - PIPE FOUND

- ROD SET
- CALCULATED POINT
- UTILITY POLE
- LIGHT POLE
- GUY ANCHOR
- SANITARY SEWER MANHOLE
- CLEANOUT
- FIRE HYDRANT
- WATER METER
- DRAINAGE MANHOLE
- TELEPHONE POLE
- CATV PEDESTAL

OVERHEAD TELEPHONE - OHT
OVERHEAD UTILITIES - OHU
SANITARY SEWER LINE - SAN

DATE: November 9, 2022
SHEET 1 OF 1
DRAWN BY: J Livingston
SCALE: 1"=50'
J.N.: 47249-903
CHECK BY: G. McGlothlin

DETAIL SCALE 1"=30'

DRAFT

App# 20220960



Applicant: James R. Jones
3603 Jackson Farm Rd. and associated parcels

Staff Report prepared for the
City Council Regular Meeting

January 24, 2023

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

I. INFORMATIONAL MEETING:

Planning Commission	January 5, 2023	Recommend Approval 3-0
City Council	January 24, 2023	TBD

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning:	N/A
Existing Zoning:	R-2, Residential, Medium Density District
Sub-Parcel #	106-0315, 106-0330, 106-0335, 185-0166
Owner	James R. and Tara M. Jones
Size of Area:	148,757.4 square feet; 3.415 acres
Proposed Use:	Eight developable parcels
Location of Property:	Jackson Farm Rd. between Libby Ave. and Cedar Level Rd.
Election Ward:	Ward 4
Land Use Plan Recommendation:	Urban Residential

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from James R. and Tara M. Jones to subdivide four adjoining parcels into eight parcels and adjust boundary lines between Parcel #106-0315 and #185-0166.

IV. SUBJECT PROPERTY:

The property is located in the R-2, Residential, Medium Density Zoning District. In this district, a property must contain at least 7,500 square feet and 75 feet of frontage along the public right of way to be subdivided. Three of the four existing parcels are

undeveloped and total 106,326 square feet. The existing developed parcel (#106-0335) is 42,431.4 square feet. The boundary line between Parcel #106-0315 and #185-0166 will be adjusted to accommodate a developable parcel.

V. ZONING/STAFF ANALYSIS

The applicant proposes to subdivide each parcel (#106-0315, #106-0335, and #106-0330) into two parcels and adjust the boundary line between #106-0315 and #185-0166 to accommodate the subdivision into two parcels to create:

- Lot 1: 75ft wide at the front setback and 14,985sf total.
- Lot 2: 75ft wide at the front setback and 14,985sf total.
- Lot 3: 75ft wide at the front setback and 14,985sf total.
- Lot 4: 75ft wide at the front setback and 15,420sf total.
- Lot 5: 75ft wide at the front setback and 16,901sf total.
- Lot 6: 77.51ft wide at the front setback and 15,072sf total.
- Lot 7: 85ft wide at the front setback and 16,901sf total.
- Lot 8: 171.59ft wide at the front setback and 38,768sf total.

Each new lot meets the requirements to subdivide.

VI. APPLICABLE CITY REGULATIONS

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

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

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

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

"The final plat shall not be approved until the subdivider has complied with the general requirements and minimum standards of design in accordance with this ordinance, and has made satisfactory arrangements for performance bond, cash or cash bond to cover the

cost of necessary improvements, in lieu of construction, to the satisfaction of Council. Approval of final plat shall be written on the face of the plat by the Council.”

III. COMPREHENSIVE PLAN ANALYSIS

Land Use Plan Recommendation:

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

VII. STAFF RECOMMENDATION:

The subdivision meets the requirements of the Subdivision and Zoning Ordinance. Staff therefore recommends approval of the subdivision request submitted by James R. and Tara M. Jones.

VIII. PLANNING COMMISSION RESOLUTION:

In accordance with Article VI., Preparation, Approval and Recordation of Subdivision Plats, Section 6-9, of the Hopewell Subdivision Ordinance, the Planning Commission, recommended with a vote of 3 to 0 to *approve* the request submitted by James R. and Tara M. Jones to subdivide 363 Jackson Farm Rd. and adjoining parcels, also identified as Sub-Parcel #106-0315, #185-0166, #106-0335, and #106-0330 with a boundary line adjustment between Sub-Parcels #106-0315 and #185-0166 from four parcels to eight parcels creating Lots 1, 2, 3, 4, 5, 6, 7, and 8, Jackson Creek.

Aerial of 363 Jackson Farm Rd.



Attachments:

- Subdivision application
- Subdivision plat

R-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Personal Property Tax Penalty/ Interest - Wavier (March 15, 2023).

ISSUE: Citizens received personal property taxes on January 14, 2023 which are due February 15, 2023.

RECOMMENDATION: Treasurer recommends that council extend payment without penalty to March 15, 2023

TIMING: Action is requested on January 24, 2023

BACKGROUND:

ATTACHMENT(S):

SUMMARY:

Y N

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

Y N

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

COUNCILOR REQUESTS

ADJOURNMENT