

AGENDA



CITY OF HOPEWELL

AGENDA

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CITY COUNCIL

John B. Partin, Jr., Mayor, Ward #3
Rita E. Joyner, Vice Mayor, Ward #1
Michael B. Harris, Councilor, Ward #2
Ronnie Ellis, Councilor, Ward #4
Susan Daye, Councilor, Ward #5
Malik Wheat, Councilor, Ward #6
Lovena Rapole Councilor, Ward #7

Michael C. Rogers, Interim City Manager
Anthony R. Bessette, City Attorney
Bishelya Howard, City Clerk

January 27, 2026

REGULAR MEETING

Closed Session – 5:00 P.M.
Open Session – 7:00 P.M.

Call to order and roll call
Call for amendments to the agenda

CLOSED MEETING

SUGGESTED MOTION: I move to go into a closed meeting under Va. Code § 2.2-3711(A)(3), (8), and (29), to discuss the acquisition or disposition of real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, the award of a public contract where discussion in an open session would adversely affect the City's bargaining position, and to consult with legal counsel regarding specific legal matters (real estate contract discussions, support agreement with EDA); § 2.2-3711(A)(1), to discuss personnel matters including board and commission appointments (HRHA Liaison, School Board); and § 2.2-3711(A)(8)(Beacon Theatre update).

Certification Under Virginia Code § 2.2-3712 (D): Were only public business matters (1) lawfully exempted from open-meeting requirements and (2) identified in the closed-meeting motion discussed in the closed meeting?

WELCOME TO VISITORS

REPORT OF THE CITY MANAGER

City Manager's Address – Michael Rogers, Interim City Manager

Second Quarter Financials - Stacey Jordan, Deputy City Manager

Crime Summary Report – Gregory Taylor, Chief of Police

ACTIONS RESULTING FROM CLOSED MEETING

PRAYER AND PLEDGE OF ALLEGIANCE

Prayer by Reverend Collier, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Mayor Partin.

CONSENT AGENDA

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

- C-1 Human Resources Report** – Yaosca Smith, Director of Human Resources
- C-2 Resolution Authorizing Bidding Process for Cable Franchise** – Anthony Bessette, City Attorney
- C-3 Rescue Squad Assistance Fund 50/50 Grant Approval** – Benjamin Ruppert, Fire Chief
- C-4 DCJS Drone Grant Approval** – Benjamin Ruppert, Fire Chief
- C-5 Resolution consenting to declaration of a local emergency** – Anthony Bessette, City Attorney

SUGGESTED MOTION: To adopt the consent agenda

COMMUNICATIONS FROM CITIZENS

CITY CLERK: A Communication from Citizens period, limited to a total of 30 minutes, occurs at each regular Council meeting. Persons addressing Council approach the microphone, give their name and, if they reside in Hopewell, their ward number. Each comment is limited to 3 minutes. No person is permitted to speak on an item scheduled for public hearing. All remarks must be addressed to the Council as a body. Any person who makes personal, impertinent, abusive, or slanderous statements or incites disorderly conduct in Council Chambers may be barred from future Communications from Citizens and removed.

REGULAR BUSINESS

- R-1 FY24 ACFR** – Stacey Jordan, Deputy City Manager
- R-2 FY 2026 Supplemental Appropriation from Schools Public Hearing** – Stacey Jordan, Deputy City Manager
- R-3 Lamb Center for Arts and Healing Resolution for Tax Exemption (second reading)**

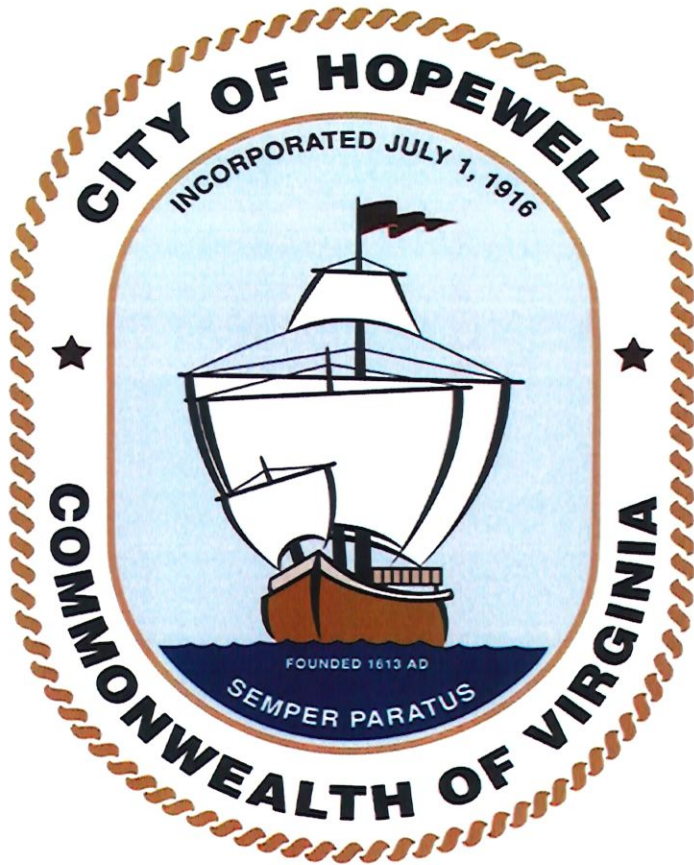
– Anthony Bessette, City Attorney

- R-4 Kevin Randesi's Appeal Public Hearing** – Kelly Davis, Deputy Director of Planning and Development
- R-5 CDBG CV Fund Appropriation Public Hearing** – Chris Ward, Director of Planning and Development
- R-6 Conditional Use Permit for 501 North 4th Avenue Public Hearing** – Chris Ward, Director of Planning and Development
- R-7 Conditional Use Permit for 238 East Broadway Public Hearing** – Chris Ward, Director of Planning and Development
- R-8 Conditional Use Permit for 1104 Kruper Street** – Chris Ward, Director of Planning and Development
- R-9 Virginia Gateway Presentation** – Charles Bennett, Director of Economic Development
- R-10 Machinery and Tools Tax Rebate Ordinance (second reading)** – Charles Bennett, Director of Economic Development

ADJOURNMENT

CLOSED
MEETING

REPORTS OF THE CITY MANAGER



Finance Committee Meeting

CITY MANAGER: MICHEAL ROGERS

PRESENTED BY: STACEY JORDAN, CFO

AGENDA

Minutes from last meeting

FY26 Budget to Actuals – 2ND QTR

- Citywide
- General Fund
- Enterprise
- Schools
- Departmental

2ND QTR Overtime report by Department

2ND QTR Salary Savings

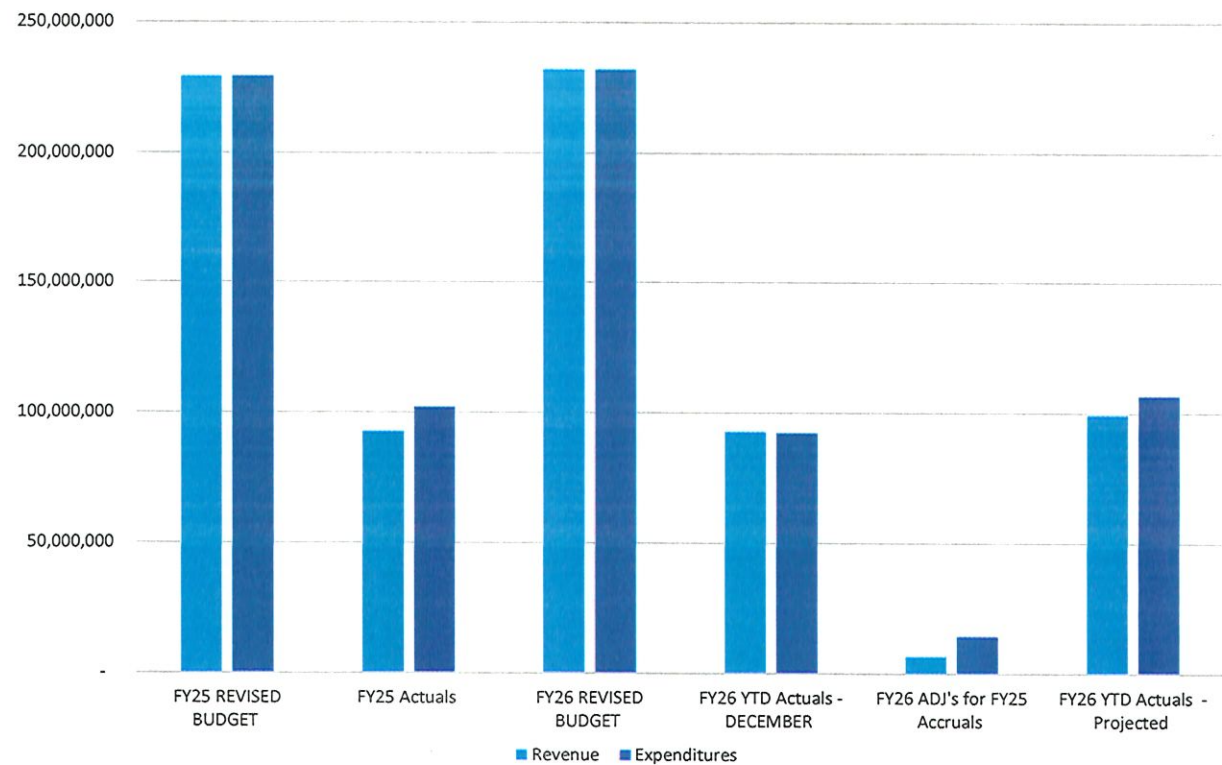
Accounts Payable/Debt Service - December

February committee items

Citywide FY26 Budget to Actuals – 2ND QTR

- City-wide for 2ND QTR revenues are trending 2.5% or \$6.7M higher for FY26 vs FY25.
- Expenses for 2ND QTR are trending 1.5% or \$4.6M higher for FY26 vs FY25.
- Increase in expenses stem from Annual salary and fringe increase as well as an increase in school expenses.
- Key due dates for the City of Hopewell are December, February, May and June.

FY26 Citywide Revenues and Expenditures -
Budget vs Actuals



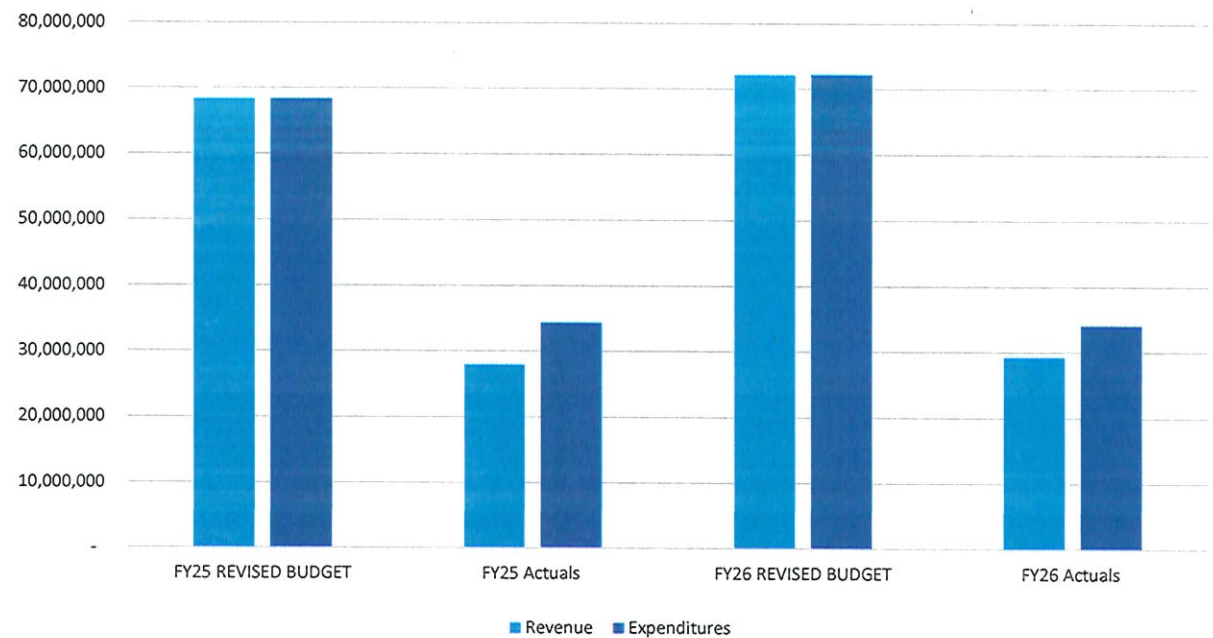
Citywide FY26 Budget to Actuals – 2ND QTR

REVENUES	FY25 REVISED BUDGET	FY25 Actuals	FY25 % of Budget Rec'd	FY26 REVISED BUDGET	FY26 YTD Actuals - DECEMBER	FY26 YTD Actuals - Projected	FY26 % Rec'd Budget	Comments
REAL ESTATE TAXES	21,928,970	9,863,844	45.0%	24,030,746	10,870,681	10,785,112	44.9%	2ND half Due June
PUBLIC SERVICE CORP TAX	5,100,000	9,854	0.2%	4,900,000	180,327	180,327	3.7%	Due in May & June
PERSONAL PROPERTY TAX	7,056,000	1,823,834	25.8%	6,597,440	1,523,999	1,412,709	21.4%	Due in February
MACH & TOOL TAX	9,586,049	3,659,107	38.2%	9,384,549	3,748,595	3,412,666	36.4%	Due in June
PPTRA STATE REIMBURSEMENT	1,618,030	1,294,424	80.0%	1,618,030	1,294,424	1,294,424	80.0%	Consistent
OTHER TAXES	10,840,000	4,813,691	44.4%	11,545,280	4,619,666	4,506,445	39.0%	Slight decrease due to taxes to include (BL, VL, Communication, Recordation, Food, Lodging, Meals, etc.)
USE OF MONEY & PROPERTY	530,200	476,020	89.8%	325,901	143,385	143,385	44.0%	Decrease in Interest Income
CHARGES FOR SERVICES	48,653,969	17,637,186	36.3%	46,191,429	17,806,260	23,122,256	50.1%	Increase stems from HWR monthly & Capital billing
PENALTIES & INTEREST	586,000	297,218	50.7%	596,000	311,113	311,113	52.2%	Slight increase stems from Collections
PERMITS, FEES AND LICENSES	470,450	251,638	53.5%	467,400	464,025	417,450	89.3%	Increase in permit fees
FINES & FORFEITURES	1,280,469	457,027	35.7%	1,200,975	724,200	604,051	50.3%	Increase in fines
GRANTS	462,964	368,901	79.7%	167,153	84,918	84,918	50.8%	
STATE REVENUES	61,969,103	28,335,395	45.7%	66,889,119	34,691,322	32,745,749	49.0%	Schools funding
FEDERAL REVENUES	15,840,835	9,090,034	57.4%	14,096,939	3,160,797	7,045,822	50.0%	Laser allocation pending for Q1 & Q2; \$2.1M Schools Head Start
MISCELLANEOUS REVENUE	6,937,500	1,260,246	18.2%	9,136,239	649,733	649,733	7.1%	Decrease due to ARPA funding
IN LIEU OF TAXES	1,591,511	795,756	50.0%	1,591,511	767,921	795,756	50.0%	Consistent
DEBT SERVICE	947,617	473,824	50.0%	1,042,739	416,351	521,369	50.0%	
TRANSFERS IN	33,876,815	11,707,846	34.6%	32,030,146	11,269,894	11,269,894	35.2%	
TOTAL REVENUES	229,276,482	92,615,845	40.39%	231,811,596	92,727,611	99,303,179	42.8%	
EXPENDITURES	FY25 REVISED BUDGET	FY25 Actuals	FY25 % of Budget Rec'd	FY26 REVISED BUDGET	FY26 YTD Actuals - DECEMBER	FY26 YTD Actuals - Projected	FY26 % Rec'd Budget	Comments
SALARIES & WAGES	30,475,119	13,807,490	45.3%	32,398,113	15,088,292	15,088,292	46.6%	3% Annual Salary Increase; 6% HWR & SWR
HEALTH BENEFITS	5,316,869	2,426,011	45.6%	6,148,198	2,820,925	2,820,925	45.9%	3% Annual Salary Increase; 6% HWR & SWR
EMPLOYEE BENEFITS	461,857	166,933	36.1%	439,284	159,307	159,307	36.3%	3% Annual Salary Increase; 6% HWR & SWR
RETIREMENT	4,321,239	1,909,825	44.2%	4,723,032	2,127,668	2,127,668	45.0%	3% Annual Salary Increase; 6% HWR & SWR
OTHER PERSONNEL	2,480,970	1,142,572	46.1%	2,644,319	1,257,903	1,257,903	47.6%	
PROFESSIONAL SERVICES	17,390,439	7,831,125	45.0%	15,410,980	7,491,912	7,491,912	48.6%	
WORKERS COMPENSATION	513,869	249,216	48.5%	548,085	287,025	287,025	52.4%	
SERVICE & SUPPLIES	37,724,028	14,778,881	39.2%	38,415,926	12,396,902	12,396,902	32.3%	
OUTSIDE AGENCIES	5,733,903	2,767,864	48.3%	6,156,099	2,924,004	2,924,004	47.5%	
NON-DEPARTMENTAL	1,265,231	628,750	49.7%	1,522,358	628,750	628,750	41.3%	
OTHER	72,394,569	39,203,099	54.2%	74,357,577	28,099,895	42,339,895	56.9%	\$14.24M in SBO estimated expenses
CAPITAL	10,912,124	1,294,250	11.9%	10,537,624	3,923,653	3,923,653	37.2%	
DEBT	7,418,450	4,576,384	61.7%	7,488,854	4,400,969	4,400,969	58.8%	
SUPPORT OF SCHOOLS	13,865,900	6,932,950	50.0%	13,580,000	6,790,000	6,790,000	50.0%	
TRANSFERS OUT	19,001,915	4,270,396	22.5%	17,441,146	3,975,394	3,975,394	22.8%	
TOTAL EXPENDITURES	229,276,482	101,985,745	44.48%	231,811,595	92,372,598	106,612,598	45.99%	
NET INCOME	-	(9,369,900)	-4.09%	1	355,013	(7,309,420)	-3.15%	

General Fund FY26 Budget to Actuals – 2ND QTR

- General fund for 2ND QTR is trending 0.31% or \$874K higher in Revenues for FY26 vs FY25.
- Expenses for FY26 are trending 3.1% or \$288K lower than FY25.
- Slight decrease for 2nd QTR due to transfers.

FY26 General Fund Revenue and Expenditures



General Fund FY26 Budget to Actuals – 2ND QTR

REVENUES	FY25 REVISED BUDGET	FY25 Actuals	FY25 % of Budget Rec'd	FY26 REVISED BUDGET	FY26 Actuals	FY26 % Rec'd Projected	FY26 YTD - Projected	FY25 vs FY26 Variance	Comments
REAL ESTATE TAXES	21,928,970	9,863,794	45.0%	24,030,746	10,870,681	45.2%	\$ 10,785,112	\$ 921,318.65	2ND half Due June
PUBLIC SERVICE CORP TAX	5,100,000	9,854	0.2%	4,900,000	180,327	3.7%	\$ 180,327	\$ 170,472.72	Due in May & June
PERSONAL PROPERTY TAX	7,056,000	1,823,972	25.8%	6,597,440	1,523,999	23.1%	\$ 1,412,709	\$ (411,263.09)	Due in February
MACH & TOOL TAX	9,586,049	3,659,107	38.2%	9,384,549	3,748,595	39.9%	\$ 3,412,666	\$ (246,441.60)	Due in June
PPTRA STATE REIMBURSEMENT	1,618,030	1,294,424	80.0%	1,618,030	1,294,424	80.0%	\$ 1,294,424	\$ -	Consistent
OTHER TAXES	7,240,000	2,658,151	36.7%	7,745,280	2,476,738	32.0%	\$ 2,108,517	\$ (549,634.53)	Slight decrease due to taxes to include (BL, VL, Communication, Recordation, Food, Lodging, Meals, etc.)
USE OF MONEY & PROPERTY	90,000	58,676	65.2%	60,000	28,576	47.6%	\$ 28,576	\$ (30,100.64)	
CHARGES FOR SERVICES	847,000	798,775	94.3%	1,256,495	612,811	48.8%	\$ 589,002	\$ (209,773.43)	\$200K decrease in EMS receipts
PENALTIES & INTEREST	581,000	293,787	50.6%	591,000	306,538	51.9%	\$ 306,538	\$ 12,751.07	Penalties and Interest
PERMITS, FEES AND LICENSES	470,450	250,088	53.2%	467,400	462,675	99.0%	\$ 416,100	\$ 166,012.22	Increase in Sewer/Bldg. Permits
FINES & FORFEITURES	1,280,469	454,420	35.5%	1,191,404	718,313	60.3%	\$ 598,164	\$ 143,744.01	Increase in fines
GRANTS	19,693	-	0.0%	19,693	19,793	100.5%	\$ 19,793	\$ 19,792.76	
STATE REVENUES	9,183,676	4,918,253	53.6%	9,687,781	5,379,279	55.5%	\$ 5,218,731	\$ 300,478.43	Slight increase in state revenues received for Constitutionals
FEDERAL REVENUES	350,000	43,958	12.6%	460,503	54,458	11.8%	\$ 54,458	\$ 10,500.44	
MISCELLANEOUS REVENUE	753,892	672,047	89.1%	1,926,524	461,633	24.0%	\$ 461,633	\$ (210,414.44)	
IN LIEU OF TAXES	1,257,500	628,750	50.0%	1,257,500	628,750	50.0%	\$ 628,750	\$ -	Consistent
TRANSFERS IN	1,009,000	504,500	50.0%	1,009,000	504,500	50.0%	\$ 504,500	\$ -	Consistent
TOTAL REVENUES	68,371,729	27,932,555	40.85%	72,203,345	29,272,088	40.54%	\$ 28,019,998	\$ 87,442.57	
EXPENDITURES	FY25 REVISED BUDGET	FY25 Actuals	FY25 % of Budget Rec'd	FY26 REVISED BUDGET	FY26 Actuals	FY26 % Rec'd Projected	FY25 YTD Actuals - Projected	FY25 vs FY26 Variance	Comments
SALARIES & WAGES	20,687,625	9,513,921	46.0%	22,489,724	10,649,626	47.4%	\$ 10,649,626	\$ 1,135,704.54	3% Annual Salary Increase
HEALTH BENEFITS	3,755,212	1,749,679	46.6%	4,332,241	2,069,930	47.8%	\$ 2,069,930	\$ 320,251.22	3% Annual Salary Increase
EMPLOYEE BENEFITS	305,474	115,635	37.9%	312,373	100,765	32.3%	\$ 100,765	\$ (14,870.19)	3% Annual Salary Increase
RETIREMENT	2,940,040	1,300,339	44.2%	3,239,449	1,481,207	45.7%	\$ 1,481,207	\$ 180,867.82	3% Annual Salary Increase
OTHER PERSONNEL	1,681,129	787,915	46.9%	1,801,662	879,559	48.8%	\$ 879,559	\$ 91,644.11	3% Annual Salary Increase
PROFESSIONAL SERVICES	4,997,481	2,939,739	58.8%	5,329,638	2,957,514	55.5%	\$ 2,957,514	\$ 17,775.56	
WORKERS COMPENSATION	430,823	211,245	49.0%	466,336	249,010	53.4%	\$ 249,010	\$ 37,764.69	
SERVICE & SUPPLIES	5,730,153	3,551,568	62.0%	6,068,989	1,861,648	30.7%	\$ 1,861,648	\$ (1,689,920.55)	\$1.4M in FY25 Gas Charges
OUTSIDE AGENCIES	4,926,032	2,765,620	56.1%	5,566,658	2,864,195	51.5%	\$ 2,864,195	\$ 98,574.54	
NON-DEPARTMENTAL	24,491	-	0.0%	264,858	-	0.0%	\$ -	\$ -	
OTHER	427,072	161,291	37.8%	517,928	159,712	30.8%	\$ 159,712	\$ (1,578.41)	
CAPITAL	215,406	128,888	59.8%	337,747	103,061	30.5%	\$ 103,061	\$ (25,826.67)	
SUPPORT OF SCHOOLS	13,710,000	6,932,950	50.6%	13,580,000	6,790,000	50.0%	\$ 6,790,000	\$ (142,950.00)	
TRANSFERS OUT	8,540,791	4,270,396	50.0%	7,950,787	3,975,394	50.0%	\$ 3,975,394	\$ (295,001.93)	
TOTAL EXPENDITURES	68,371,729	34,429,185	50.4%	72,258,390	34,141,620	47.25%	\$ 34,141,620	\$ (287,565.27)	
NET INCOME	-	(6,496,630)	-9.50%	(55,045)	(4,869,532)	-6.71%	\$ (6,121,622)	\$ 375,008	

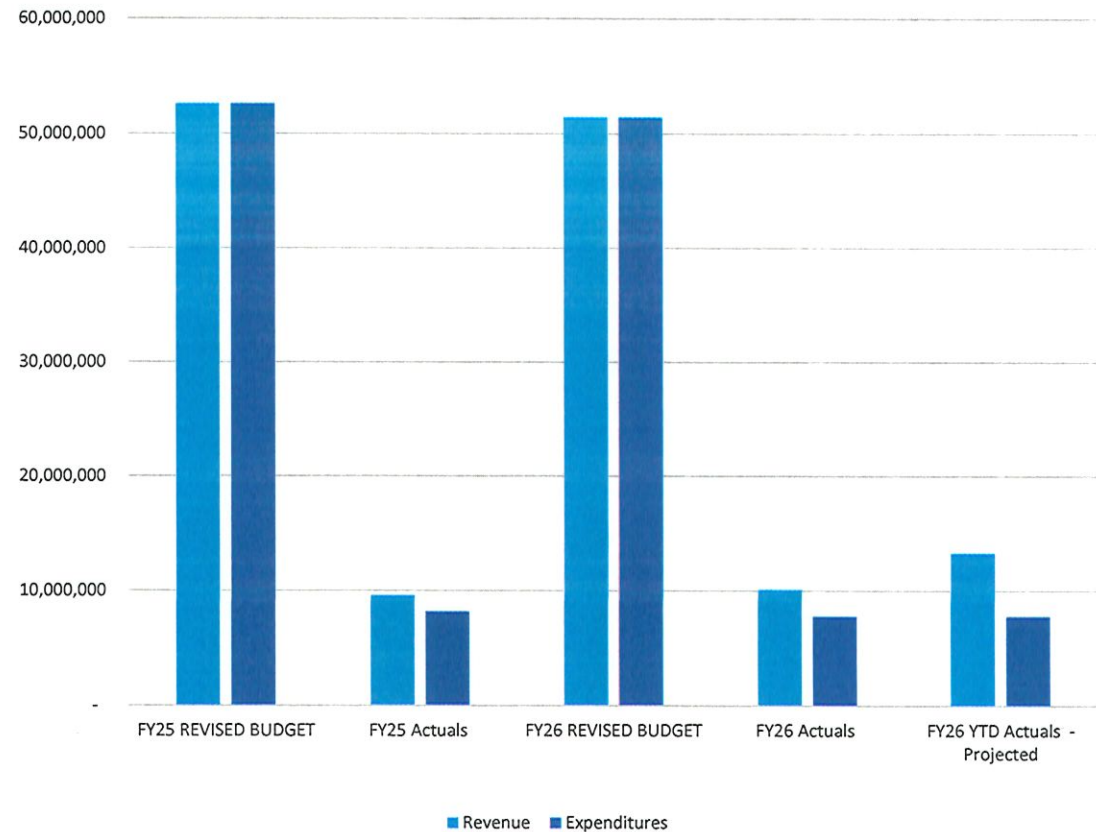
Enterprise Fund FY26 Budget to Actuals – 2ND QTR

Regional Water, Sewer, Solid Waste, and Storm Water

- Enterprise fund for 2ND QTR is trending 7.78% or \$4.9M higher in Revenues for FY26 vs FY25.
- Expense for FY26 are trending 2.9% or \$2.2M higher the expense in FY25.
- Increase in revenues stem from on time billing, and collected monies owed from DI (\$500K) as well as capital being bills monthly.
- Increase in expenses stem from capital projects.

CITY OF HOPEWELL FINANCE COMMITTEE

FY26 Enterprise Funds Revenue and Expenditures



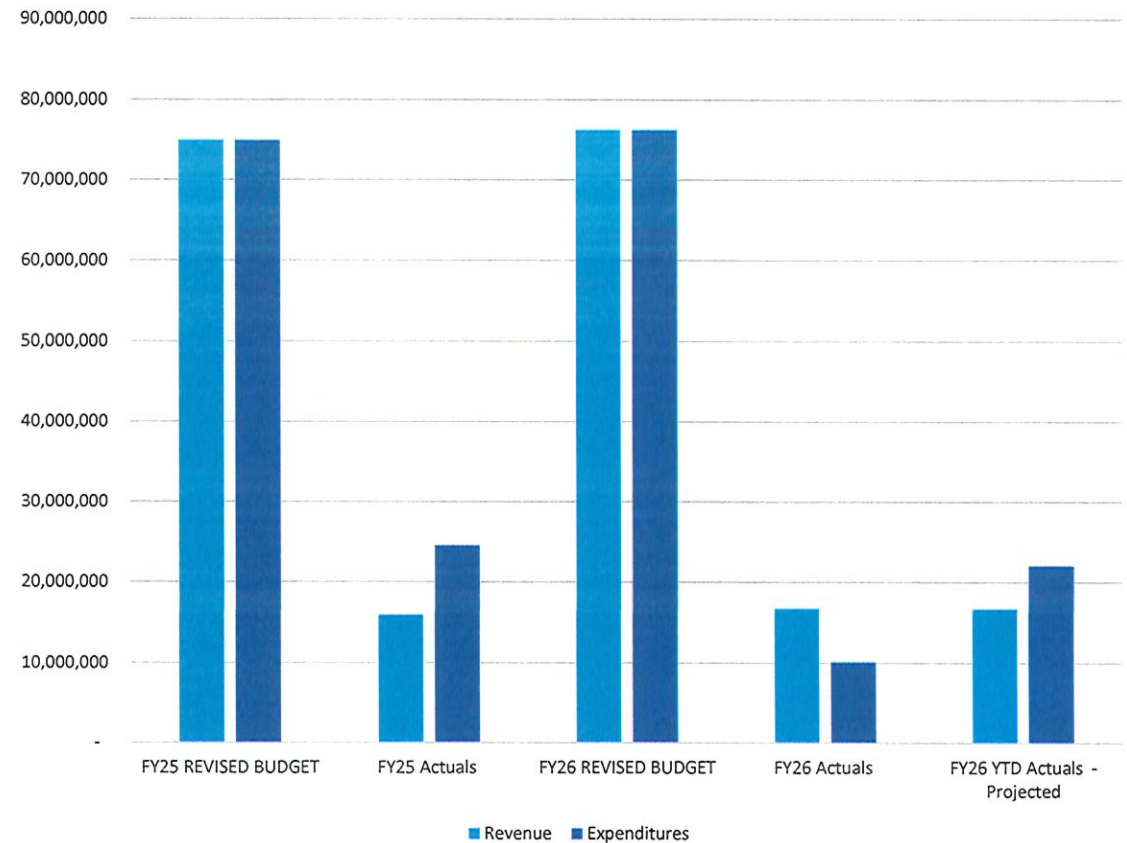
Enterprise Fund FY26 Budget to Actual – 2ND QTR

REVENUES	FY25 REVISED BUDGET	FY25 Actuals	FY25 % of Budget Rec'd	FY26 REVISED BUDGET	FY26 Actuals	FY26 YTD Actuals - Projected	FY26 % Rec'd	Comments
USE OF MONEY & PROPERTY	300,000	286,938	95.6%	114,901	47,891	47,891	41.7%	
CHARGES FOR SERVICES	42,367,151	15,881,515	37.5%	40,399,616	16,272,019	21,611,825	53.5%	\$3M Accrued for December Billing & Capital & \$2.34M for DI/Minol
MISCELLANEOUS REVENUE	13,450	511,576	3803.5%	3,115,635	87,802	87,802	2.8%	
GRANTS	-	254,771	---	-	-	-	---	
IN LIEU OF TAXES	334,011	167,006	50.0%	334,011	139,171	167,006	50.0%	
DEBT SERVICE	947,617	473,824	50.0%	1,042,739	416,351	521,369	50.0%	
TRANSFERS IN	8,672,924	-	0.0%	9,490,359	-	-	0.0%	
TOTAL REVENUES	52,635,153	17,575,630	33.39%	54,497,261	16,963,234	22,435,892	41.17%	
EXPENDITURES	FY25 REVISED BUDGET	FY25 Actuals	FY25 % of Budget Rec'd	FY26 REVISED BUDGET	FY26 Actuals	FY26 YTD Actuals - Projected	FY26 % Rec'd	Comments
SALARIES & WAGES	4,731,824	2,093,156	44.2%	4,427,068	2,002,345	2,002,345	45.2%	
HEALTH BENEFITS	713,300	305,919	42.9%	811,128	311,729	311,729	38.4%	
EMPLOYEE BENEFITS	81,431	15,691	19.3%	38,268	11,941	11,941	31.2%	
RETIREMENT	642,777	288,607	44.9%	727,132	274,295	274,295	37.7%	
OTHER PERSONNEL	364,449	172,948	47.5%	401,423	176,927	176,927	44.1%	
PROFESSIONAL SERVICES	9,858,384	4,718,367	47.9%	9,569,622	4,392,299	4,392,299	45.9%	
WORKERS COMPENSATION	53,697	26,791	49.9%	51,489	25,466	25,466	49.5%	
SERVICE & SUPPLIES	12,730,659	6,772,649	53.2%	17,221,669	7,171,916	7,171,916	41.6%	
OUTSIDE AGENCIES	5,000	1,498	30.0%	2,300	-	-	0.0%	
NON-DEPARTMENTAL	1,257,500	628,750	50.0%	1,257,500	628,750	628,750	50.0%	
OTHER	61,400	21,535	35.1%	76,400	34,189	34,189	44.7%	
CAPITAL	9,973,822	799,452	8.0%	7,743,788	3,137,340	3,137,340	40.5%	Increase from completion of capital projects.
DEBT	2,583,988	1,293,097	50.0%	2,679,109	1,140,068	1,140,068	42.6%	
TRANSFERS OUT	9,576,924	-	0.0%	9,490,359	-	-	0.0%	
TOTAL EXPENDITURES	52,635,155	17,138,460	32.6%	54,497,255	19,307,262	19,307,262	35.4%	
NET INCOME	(2)	437,170	0.83%	6	(2,344,028)	3,128,630	5.74%	

Schools FY26 Budget to Actual – 2ND QTR

- Schools is trending 0.34% or \$856K higher in revenues for FY26 vs FY25.
- Expenses are trending 3.22% or \$3.1M more in FY26 vs FY25.
- Slight increase in revenues stem from state revenues.

FY26 Schools Revenue and Expenditures



Schools FY26 Budget to Actuals – 2ND QTR

REVENUES	FY25 REVISED BUDGET	FY25 Actuals	FY25 % of Budget Rec'd	FY26 REVISED BUDGET	FY26 Actuals	FY26 YTD Actuals - Projected	FY26 % Rec'd	Comments
CHARGES FOR SERVICES	5,515,232	817,267	14.8%	4,426,644	478,016	478,016	10.8%	
STATE REVENUES	46,085,993	20,547,956	44.6%	48,623,068	24,072,197	24,072,197	49.5%	
FEDERAL REVENUES	9,643,588	7,311,145	75.8%	9,581,109	3,024,817	5,124,817	53.5%	\$2.1M in Head Start Funds Projected
TRANSFERS IN	13,710,000	6,932,950	50.6%	13,580,000	6,790,000	6,790,000	50.0%	
TOTAL REVENUES	74,954,813	35,609,318	47.51%	76,210,821	34,365,029	36,465,029	47.85%	
EXPENDITURES	FY25 REVISED BUDGET	FY25 Actuals	FY25 % of Budget Rec'd	FY26 REVISED BUDGET	FY26 Actuals	FY26 YTD Actuals - Projected	FY26 % Rec'd	Comments
SERVICE & SUPPLIES	3,716,420	-	0.0%	2,854,068	-	-	0.0%	
OTHER	71,191,213	38,980,043	54.8%	73,356,753	27,844,286	42,084,812	57.4%	\$14.24M Accrued YTD for OPEX
CAPITAL	47,180	-	0.0%	-	-	-	---	
TOTAL EXPENDITURES	74,954,813	38,980,043	52.0%	76,210,821	27,844,286	42,084,812	55.22%	
NET INCOME	-	(3,370,725)	-4.50%	-	6,520,743	(5,619,783)	-7.37%	

FY26 Department Budget to Actual – 2ND QTR

DEPARTMENT	FY26 ADOPTED BUDGET	YTD BUDGET AMOUNT-	BUDGET REMAINING	% OF BUDGET YTD	ON TREND	COMMENTS
ACCOUNTING	\$ 2,086,066	\$ 1,343,448	\$ 733,601	64%	FALSE	ACFR AUDIT SERVICES
ASSESSOR	\$ 645,036	\$ 282,861	\$ 336,978	44%	TRUE	
CEMETERY	\$ 65,000	\$ 8,205	\$ 36,290	13%	TRUE	
CIRCUIT COURT	\$ 130,920	\$ 72,511	\$ 11,947	55%	FALSE	COURT ADMIN/OFFICE SUPPLIES
CIRCUIT COURT CLERK	\$ 623,963	\$ 348,402	\$ 267,154	56%	FALSE	PROFESSIONAL SERVICES
CITY ATTORNEY	\$ 716,084	\$ 324,533	\$ 391,214	45%	TRUE	
CITY CLERK	\$ 193,429	\$ 101,336	\$ 91,552	52%	TRUE	
CITY MANAGER	\$ 925,400	\$ 459,685	\$ 405,544	50%	TRUE	
COMMISSION OF REVENUE	\$ 754,063	\$ 380,730	\$ 359,874	50%	TRUE	
COMMONWEALTH ATTORNEY	\$ 1,432,141	\$ 744,089	\$ 688,040	52%	TRUE	
COUNCIL	\$ 203,711	\$ 62,417	\$ 141,295	31%	TRUE	
COURT SERVICES	\$ 7,000	\$ 877	\$ 5,456	13%	TRUE	
CSA	\$ 3,727,435	\$ 9,753	\$ 3,717,682	0%	TRUE	
ECONOMIC DEVELOPMENT	\$ 970,739	\$ 387,640	\$ 531,205	40%	TRUE	
FIRE/EMS	\$ 7,945,852	\$ 4,127,087	\$ 3,642,290	52%	TRUE	
GENERAL COURT	\$ 155,923	\$ 33,744	\$ 121,849	22%	TRUE	
GOVERNMENT AFFAIRS	\$ 199,789	\$ 86,406	\$ 111,868	43%	TRUE	
HEALTHY FAMILIES	\$ 1,246,926	\$ 487,932	\$ 749,112	39%	TRUE	
HRW	\$ 27,643,738	\$ 15,582,725	\$ 9,806,192	56%	FALSE	MAINT/CAPITAL
HUMAN RESOURCES	\$ 752,502	\$ 418,483	\$ 338,234	56%	FALSE	HR MANUAL CONSULTANT
INFORMATION TECHNOLOGY	\$ 2,062,515	\$ 1,349,523	\$ 615,765	65%	FALSE	IT CONTRACT
LAW LIBRARY	\$ 12,000	\$ 2,975	\$ 420	25%	TRUE	
MARINA	\$ 120,685	\$ 78,921	\$ 23,720	65%	FALSE	ROOF REPAIR
PARKS & RECS	\$ 2,588,917	\$ 1,226,549	\$ 1,160,329	47%	TRUE	
PLANNING	\$ 1,829,292	\$ 859,003	\$ 934,944	47%	TRUE	
POLICE	\$ 11,580,711	\$ 6,882,176	\$ 4,380,625	59%	FALSE	SERVICE CONTRACT-SOFTWARE
PUBLIC WORKS	\$ 6,720,837	\$ 2,465,521	\$ 3,135,528	37%	TRUE	
REFUSE	\$ 3,559,199	\$ 1,850,879	\$ 325,112	52%	TRUE	
SEWER	\$ 22,199,253	\$ 6,311,515	\$ 14,930,309	28%	TRUE	
SHERIFF	\$ 2,547,317	\$ 1,442,784	\$ 947,564	57%	FALSE	SERVICE CONTRACT-BODY CAM & TASER
SOCIAL SERVICES	\$ 7,796,540	\$ 4,229,569	\$ 3,402,309	54%	TRUE	
STORMWATER	\$ 1,095,068	\$ 495,766	\$ 481,791	45%	TRUE	
TREASURER	\$ 704,657	\$ 381,360	\$ 311,619	54%	TRUE	
VICTIM WITNESS	\$ 214,603	\$ 110,663	\$ 103,940	52%	TRUE	
VJCCCA	\$ 202,147	\$ 96,548	\$ 105,599	48%	TRUE	
VOTER REGISTRAR	\$ 482,937	\$ 290,622	\$ 148,337	60%	FALSE	PT EMPLOYEES
TOTALS	\$ 114,142,397	\$ 53,337,238	\$ 53,495,288	47%		

FY26 Overtime by Department – 2ND QTR

DEPARTMENT	FY26 BUDGET	YTD ACTUALS	REMAINING BALANCE	% OF BUDGET	ON TREND	COMMENTS
ENGINEERING	\$ 4,400.00	\$ 1,537.00	\$ 2,863.00	35%	TRUE	
FIRE	\$ 407,000.00	\$ 125,988.00	\$ 281,012.00	31%	TRUE	
GARAGE	\$ 20,000.00	\$ 4,372.00	\$ 15,628.00	22%	TRUE	
IT	\$ 15,000.00	\$ 211.00	\$ 14,789.00	1%	TRUE	
POLICE	\$ 397,500.00	\$ 197,079.00	\$ 200,421.00	50%	TRUE	
PUBLIC WORKS	\$ 91,400.00	\$ 26,539.00	\$ 64,861.00	29%	TRUE	
RECREATION	\$ 8,500.00	\$ 3,560.00	\$ 4,940.00	42%	TRUE	
SEWER OPERATIONS	\$ 80,000.00	\$ 31,154.00	\$ 48,846.00	39%	TRUE	
SHERIFF	\$ 56,000.00	\$ 35,501.00	\$ 20,499.00	63%	FALSE	VACANCIES
STORMWATER	\$ 5,000.00	\$ 4,267.00	\$ 733.00	85%	FALSE	
TREASURER	\$ 2,000.00	\$ 1,756.00	\$ 244.00	88%	FALSE	VACANCIES
VOTER REGISTRATION	\$ 7,000.00	\$ 6,697.00	\$ 303.00	96%	FALSE	PT ELECTIONS
HWR	\$ 399,359.00	\$ 128,215.00	\$ 271,144.00	32%	TRUE	
TOTAL	\$1,493,159.00	\$ 566,876.00	\$ 926,283.00	38%		

FY26 2ND QTR Salary Savings

Department	2026 Original Budget	2026 Budget	Expected (13 Pays)	Actuals As Of 12/31	Estimated Savings Thru 12/31	Comments
City Council	85,000	85,000	42,500.00	38,592.42	3,907.58	
City Clerly	131,265	119,765	59,882.50	44,573.28	15,309.22	
City Attorney	433,837	433,837	216,918.50	146,405.96	70,512.54	
City Manager	288,656	263,805	131,902.50	37,142.84	94,759.66	
Econ Development	238,282	238,282	119,141.00	83,294.41	35,846.59	
Communications & Media	79,681	79,681	39,840.50	32,788.88	7,051.62	
Human Resources	345,779	345,779	172,889.50	119,709.99	53,179.51	
HR Risk	87,550	87,550	43,775.00	31,143.21	12,631.79	
Accounting	843,715	843,715	421,857.50	351,694.98	70,162.52	
Budget/Financial Reporting	189,005	186,005	93,002.50	52,755.98	40,246.52	
Procurement	77,250	77,250	38,625.00	33,208.46	5,416.54	
Assessor	320,301	320,301	160,150.50	115,979.75	44,170.75	
Voter Registrar	191,594	191,594	95,797.00	80,679.81	15,117.19	
Commission of Revenue	411,202	411,202	205,601.00	170,057.41	35,543.59	
Treasurer	343,698	343,698	171,849.00	138,353.57	33,495.43	
Information Technology	728,125	715,615	357,807.50	291,550.09	66,257.41	
Circuit Court Clerk	392,776	392,776	196,388.00	167,440.33	28,947.67	
Commonwealth's Attorney	914,060	914,060	457,030.00	376,156.53	80,873.47	
Sheriff	753,068	753,068	376,534.00	333,653.11	42,880.89	
Sheriff 295	267,376	267,376	133,688.00	68,528.50	65,159.50	
General District Court Clerk	42,000	42,000	21,000.00	4,846.15	16,153.85	
Police Admin	296,548	296,548	148,274.00	121,792.73	26,481.27	
Police Command	491,932	484,592	242,296.00	165,507.46	76,788.54	
Police Patrol	4,087,327	4,062,327	2,031,163.50	1,683,406.59	347,756.91	
Police Records	43,983	43,983	21,991.50	18,545.35	3,446.15	
Police Communications	610,258	610,258	305,129.00	234,767.12	70,361.88	
Animal Control	205,992	205,992	102,996.00	79,961.85	23,034.15	
Victim Witness	133,304	133,304	66,652.00	55,990.62	10,661.38	
Fire	3,781,229	3,756,229	1,878,114.50	1,253,258.79	624,855.71	
EMS	304,501	304,501	152,250.50	306,452.11	(154,201.61)	3 new EMS positions added to position control effective 8.26.25/included in FY26 budget as 3 new firefighter positions (budget transfer necessary)

FY26 2ND QTR Salary Savings cont.

Department	2026 Original Budget	2026 Budget	Expected (13 Pays)	Actuals As Of 12/31	Estimated Savings Thru 12/31
Emergency Services	99,754	99,754	49,877.00	40,355.97	9,521.03
VJCCA	121,635	121,635	60,817.50	38,489.40	22,328.10
Public Works Admin	526,806	526,806	263,403.00	203,698.16	59,704.84
VDOT	926,320	886,320	443,160.00	320,506.01	122,653.99
Garage	453,591	443,591	221,795.50	162,917.32	58,878.18
Engineering	210,728	185,728	92,864.00	24,096.57	68,767.43
B & G City Building	240,550	240,550	120,275.00	92,621.49	27,653.51
B & G courts	61,263	61,263	30,631.50	24,976.55	5,654.95
Planning	285,671	285,671	142,835.50	114,824.92	28,010.58
GIS	82,400	82,400	41,200.00	33,593.92	7,606.08
Code	390,690	415,540	207,770.00	162,629.40	45,140.60
Rental Inspection	45,294	45,294	22,647.00	18,473.26	4,173.74
Social Services	3,337,024	3,337,024	1,668,512.00	1,305,822.40	362,689.60
Collections	82,691	82,691	41,345.50	31,761.93	9,583.57
Convenience Center	72,929	72,929	36,464.50	23,415.06	13,049.44
Administration	725,370	637,752	318,876.00	138,927.02	179,948.98
Laboratory	682,959	664,945	332,472.50	217,909.84	114,562.66
Stores	40,000	39,056	19,528.00	18,107.21	1,420.79
Operations	1,485,295	1,405,675	702,837.50	484,411.59	218,425.91
Maintenance	776,354	538,366	269,183.00	224,101.82	45,081.18
Center	357,387	357,387	178,693.50	163,600.24	15,093.26
Events	61,242	61,242	30,621.00	25,271.03	5,349.97
Athletics	50,029	50,029	25,014.50	554.92	24,459.58
Community	60,740	60,740	30,370.00	25,456.23	4,913.77
Pool	201,035	201,035	100,517.50	27,543.25	72,974.25
Parks	334,412	334,412	167,206.00	149,260.51	17,945.49
Operating	328,143	328,143	164,071.50	114,711.54	49,359.96
Pump Station	51,641	51,641	25,820.50	6,924.84	18,895.66
Stormwater Main	320,589	320,589	160,294.50	140,892.42	19,402.08
Health Families	252,069	274,069	137,034.50	103,188.31	33,846.19
Health Families	277,147	308,147	154,073.50	101,332.03	52,741.47
					3,586,645.06

Notes
1. General Fund Savings - \$2.5M
2. Enterprise Savings - \$657K
3. Social Services - \$363K
4. Healthy Families - \$86K

FY26 Accounts Payable/Debt Service – December

Accounts Payable December

<u>Invoices Received</u>	
# of invoices processed	1,539
\$ amount processed	\$ 6,833,496

Debt Service Payments December

<u>Description</u>	<u>FY25 Budget</u>	<u>YTD Actuals</u>	<u>Remaining Budget</u>	<u>% of Budget YTD</u>
BOND ADMIN FEES	\$14,850	\$1,800	\$13,050	12%
INTEREST PAYMENT- INTEREST	\$1,067,440	\$497,091	\$570,349	47%
PRINCIPAL PAYMENT - DEBT	\$3,737,455	\$2,608,154	\$1,129,301	70%
Totals	\$7,418,450	\$3,335,663	\$4,070,320	45%

February Items

1. Update of FY25 ACFR



Hopewell Police Department Crime Summary

January 27, 2026

HOPEWELL POLICE DEPARTMENT
CRIME SUMMARY
Reporting Date: Jan 20 ,2026

Year-to-Date Comparison		Thru January 18th				
	2025	2026	# Change	% Change	5 Year Average	% Change to Average
MURDER	0	0	0	#DIV/o!	1	-100%
FORCIBLE RAPE	0	2	2	#DIVV/o!	0	900%
ROBBERY	2	0	-2	-100%	1	-100%
AGGRAVATED ASSAULT	5	3	-2	-40%	6	-48%
Violent Crime Total	7	5	-2	-29%	8	-39%
ARSON	0	0	0	DIV/o!	0	-100%
BURGLARY	1	3	2	200%	3	-6%
LARCENY	10	20	10	100%	23	-15%
MOTOR VEHICLE THEFT	3	1	-2	-67%	7	-86%
Property Crime Total	14	24	10	71%	34	-30%
Total Major Crime	21	29	8	38%	42	-32%

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

5 Year Average to 1/31

HOPEWELL POLICE DEPARTMENT
CRIME SUMMARY
Reporting Date: January 20, 2026

Year-to-Date		Thru January 18th							
	2023	2024	2025	2026	# Change 2023 & 2026	% Change 2023 & 2026	3 Year Average	% Change to Average	
MURDER	3	0	0	0	-3	-100%	1	-100%	
FORCIBLE RAPE	0	1	0	2	2	#DIV/o!	0	500%	
ROBBERY	1	0	2	0	-1	-100%	1	-100%	
AGGRAVATED ASSAULT	3	3	5	3	0	0%	4	-18%	
Violent Crime Total	7	4	7	5	-2	-29%	6	-17%	
ARSON	1	0	0	0	-1	-100%	0	-100%	
BURGLARY	5	1	1	3	-2	-40%	2	29%	
LARCENY	17	10	10	20	3	18%	12	62%	
MOTOR VEHICLE THEFT	3	1	3	1	-2	-67%	2	-57%	
Property Crime Total	26	12	14	24	-2	-8%	17	38%	
Total Major Crime	33	16	21	29	-4	-12%	23	24%	

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

HOPEWELL POLICE DEPARTMENT
Reporting Date: January 20, 2026

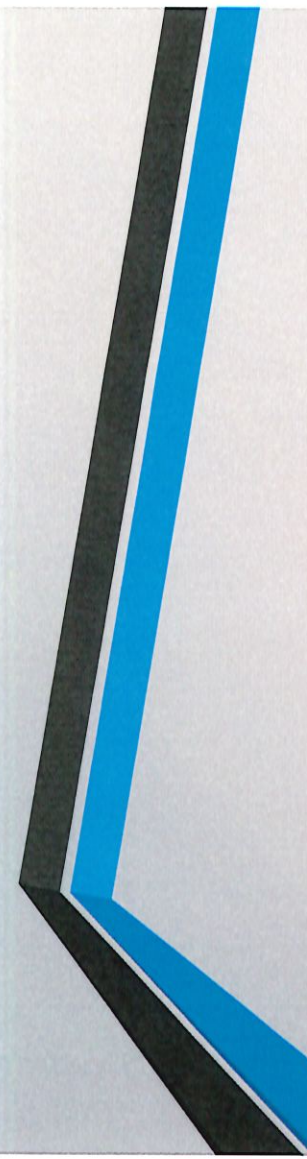
Suspected Opioid Overdoses 1/31							
	2021	2022	2023	2024	2025	2026	Grand Total
Fatal	1	2	4	2	0	0	9
Non-fatal	2	7	7	5	3	0	24
Grand Total	3	9	11	7	3	0	33

Subject to change as
forensic results are returned

HOPEWELL POLICE DEPARTMENT

Reporting Date: Jan 10, 2026

Verified Shots Fired Jan 1, 2026-Jan 20, 2026		
2024 Yearly Total	2025 Yearly Total	2026 Thus far
64	54	1



Neighborhood Watch Meetings

City Point – 1st Wednesday of every month from 6:00 pm-7:00 pm @ PD Multipurpose Room. Ms. Debbie Randolph is the NW Captain.

Ward 5-Farmingdale – 1st Monday of every month from 6:00 pm-7:00 pm @ Wesley United Methodist Church. Mrs. Sha'rah Fuller is the NW Captain.

Cobblestone – 3rd Wednesday every other month @ 1:00 pm @ Cobblestone Rec. Center.

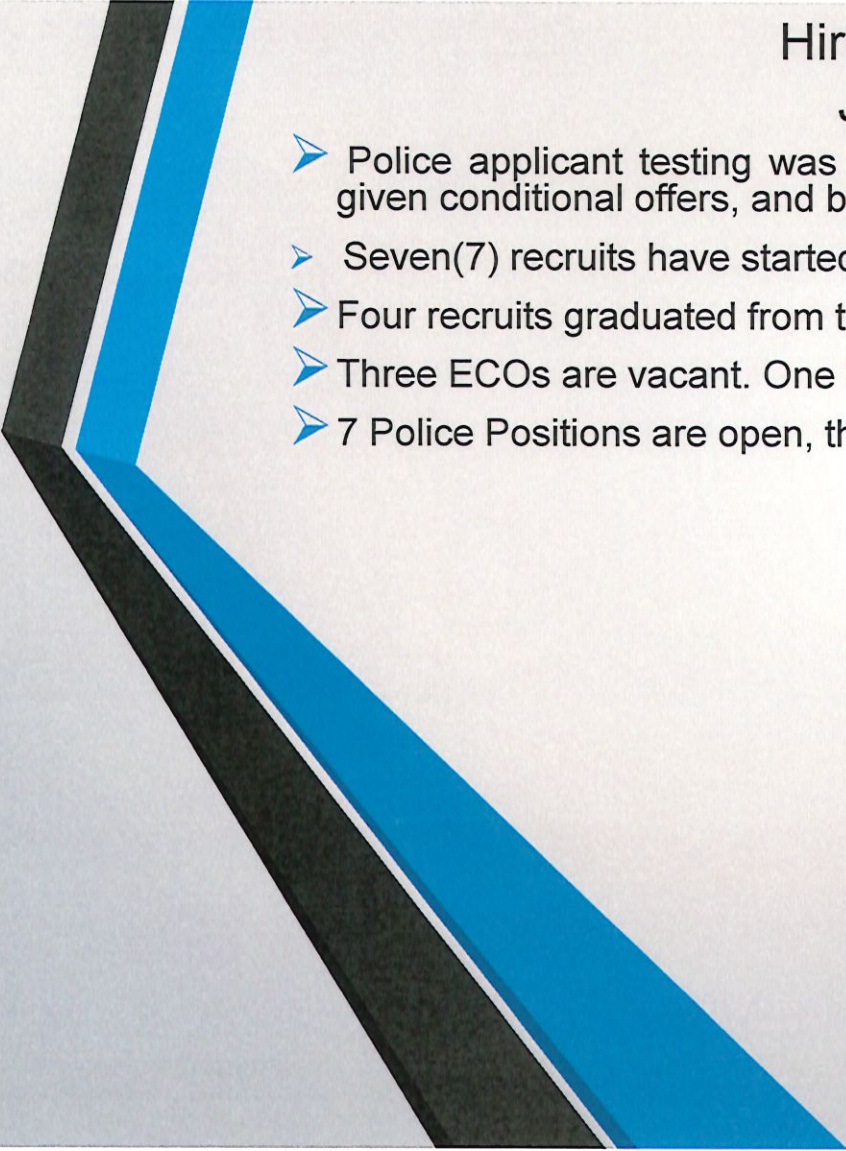
Kippax Dr – 3rd Thursday of every month at Mr. Brown residence @ 3807 Gloucester Dr.

Ward 7–Autumn Woods—They meet on Autumn Terrace Ave on the first Monday of each month from 6:00 p.m. to 7:00 p.m. Ms. Michelle Taylor is the NW Captain.

Ward 3 – 2nd Wednesday of every month, 6:00 pm-7:00 pm @ Power's Memorial Church. Pastor Roger Crump & Greg McDaniel are the NW Captains.

Ward 2 & 6(combined)-Arlington Heights: The 4th Tuesday of the month is from 6:00 p.m. to 7:00 p.m. at Friendship Baptist Church. Mr. Michael Mahan is the NW Captain.

Ward 4-2nd Thursday from 6:00 pm -7:00 pm at Joy Fellowship Church. Sha'rah Fuller NW Captain



Hiring-Recruitment January 2026

- Police applicant testing was held on January 10, 2026, at the academy. Five were given conditional offers, and background checks have begun.
- Seven(7) recruits have started the academy on January 5, 2026.
- Four recruits graduated from the academy on 12/19/25 and are in the FTO program.
- Three ECOs are vacant. One ECO applicant is in the background stage
- 7 Police Positions are open, the next academy is July 1, 2026

Community Policing Officers by Wards

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

Community Engagement Activities

- The next Citizens Academy is scheduled for March 5, 2026 –March 7, 2026, with the start time at 6:00 pm. The Academy will be held at the Police Dept.
- HEAT program supplies have been received, and dates of distribution are TBD to issue HEAT bags out to citizens.
- The next business watch meeting is scheduled for February 12, 2026, the location is yet TBD.
- The Special Olympics planning and memorial breakfast planning meeting will be scheduled in the month of January.
- The SROs have implemented a curriculum called “Heroes in Training” for students to volunteer to attend during intercession for students who may have a specific interest in a law enforcement career, with the start date. Of March 2, 2026.

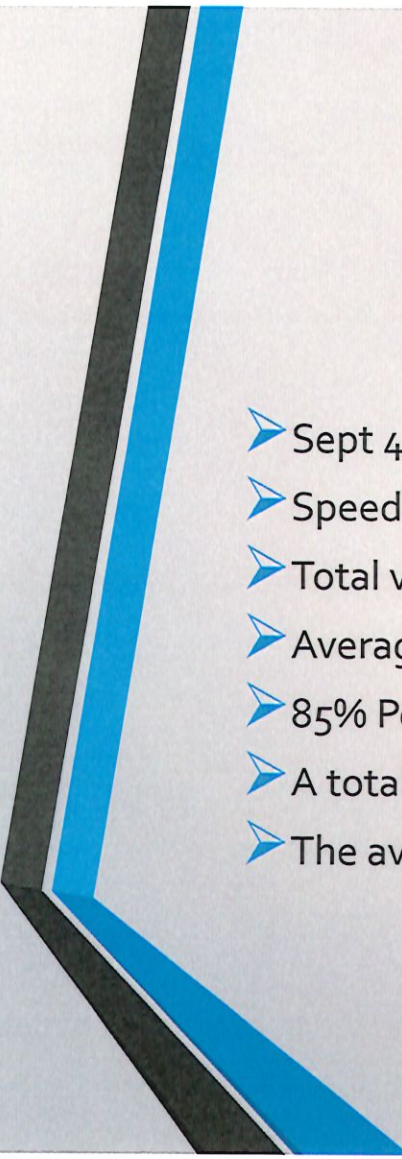
Brown Ave Speed Study

- 06/04/2025-06/11/2025
- Posted Speed Limit- 25 MPH
- Total Vehicle Count-1062
- Average Speed-18.41
- 85% Percentile Speed- 23 MPH
- Out of the 1062 vehicle count a total of 73 vehicles were over 25 MPH with a 6.87%
- The average violation speed was 28. 79 MPH with the threshold at 45MPH
- Out of the 1062 vehicles 0 vehicles were over 45 MPH

Brown Ave. Speed Study 6/4/25-6/11/25

Survey Result

Total Vehicle Count	1062		
Traffic Direction	Closing	Away	Combined
	Undefined	Undefined	
Vehicle Count	631	431	1062
Posted Speed Limit	25 mph		
<i>Vehicles Under the Speed Limit Count</i>	596	393	989
<i>Vehicles Under the Speed Limit Percentage</i>	94.45%	91.18%	93.13%
<i>Vehicles Over the Speed Limit Count</i>	35	38	73
<i>Vehicles Over the Speed Limit Percentage</i>	5.55%	8.82%	6.87%
Excessive Speed Threshold	45 mph		
<i>Vehicles Over the Excessive Speed Count</i>	0	0	0
<i>Vehicles Over the Excessive Speed Percentage</i>	0	0	0
<i>Average Violation Speed</i>	28.86 mph	28.74 mph	28.79 mph
Speed Profile			
Average Speed	17.63 mph	19.54 mph	18.41 mph
Minimum Speed	5 mph	7 mph	5 mph
Maximum Speed	37 mph	39 mph	39 mph
Standard Deviation	5 mph	5 mph	5 mph
85 % Percentile Speed - Free Flow	23 mph	24 mph	23 mph
10 mph Pace - Free Flow	13-22 mph	15-24 mph	14-23 mph
In Pace Count - Free Flow	327	290	617
Data Recording Limits			
Highest Speed Allowed	200 mph		
Lowest Speed Allowed	0 mph		
Minimum Following Time	5 Second(s)		

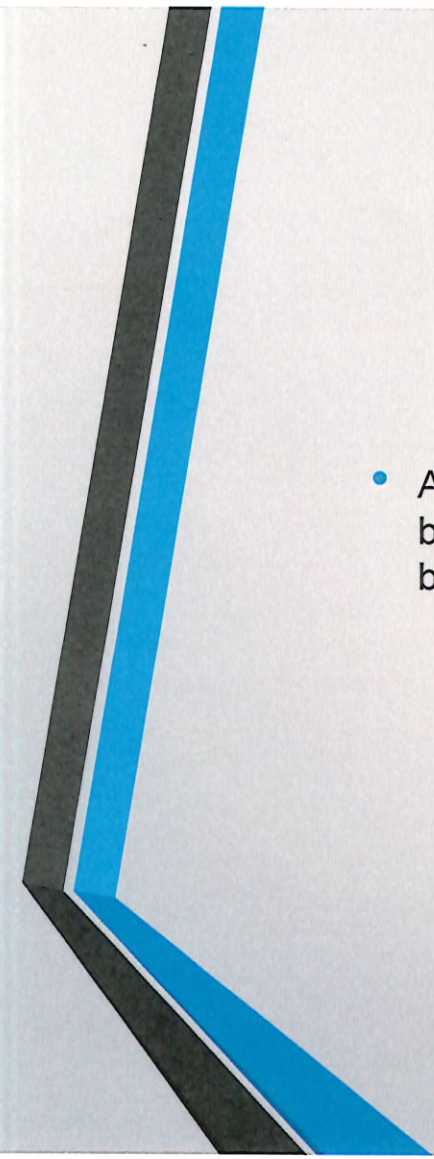


Speed Study Cedar Ln/ Maplewood Ave

- Sept 4, 2025-Sept 11, 2025
- Speed Limit-25 MPH
- Total vehicle count-4576
- Average Speed-23.78
- 85% Percentile Speed-28 MPH
- A total of 37 vehicles out of 4576 were over the excessive speed count threshold of 37 MPH.
- The average violation speed was 28.76 mph over the posted 25 MPH. Speed limit.

Cedar Ln./Maplewood Speed Study 9/4/25-9/11/25

Survey Result				
Total Vehicle Count		4576		
	Traffic Direction	Closing	Away	Combined
		West	East	
	Vehicle Count	2445	2131	4576
Posted Speed Limit		25 mph		
	Vehicles Under the Speed Limit Count	1586	1464	3050
	Vehicles Under the Speed Limit Percentage	64.87%	68.7%	66.65%
	Vehicles Over the Speed Limit Count	859	667	1526
	Vehicles Over the Speed Limit Percentage	35.13%	31.3%	33.35%
Excessive Speed Threshold		37 mph		
	Vehicles Over the Excessive Speed Count	16	21	37
	Vehicles Over the Excessive Speed Percentage	0.65%	0.99%	0.81%
	Average Violation Speed	28.71 mph	28.81 mph	28.76 mph
Speed Profile				
	Average Speed	24.0 mph	23.52 mph	23.78 mph
	Minimum Speed	7 mph	11 mph	7 mph
	Maximum Speed	48 mph	55 mph	55 mph
	Standard Deviation	5 mph	5 mph	5 mph
	85 % Percentile Speed - Free Flow	29 mph	28 mph	28 mph
	10 mph Pace - Free Flow	19-28 mph	19-28 mph	19-28 mph
	In Pace Count - Free Flow	1597	1352	2949
Data Recording Limits				
	Highest Speed Allowed	200 mph		
	Lowest Speed Allowed	0 mph		
	Minimum Following Time	5 Second(s)		



Accidents

Jan 2022-Jan 5, 2026

Maplewood Ave/Cedar Ln

Maplewood/Brown Ave

- A total of seven accidents occurred on Maplewood, Brown Ave, or Cedar Ln, but not at the intersections. None of the accidents reported injuries or animals being struck.

Traffic Study Broadway Private School Zone

Prepared by National Data & Surveying Services

- West Broadway/ North 15th Ave -Broadway Baptist Church –Private School Zone Speed Cameras.
- **Speed Study – 11/17/2025 – 11/21/2025**
- **Speed Limit – 35 MPH**
- **Total Vehicle Count – 28,415**
- **Avg. Speed – 26.8 MPH-total averages divided by 5 days.**
- **85 percent of Vehicles are traveling at 32 MPH (3 MPH under the speed limit) (Total percentage divided by 5).**
- **Out of 28,415 vehicles, only 43 traveled 45 MPH or more-(total number of violations over 5 days).**
- **Traffic Study Pending-West End Christian School-School Zones Speed Cameras.**

Traffic Study Broadway Private School Zone

Item 11/17/2025 (Monday)	Total			Eastbound			Westbound		
	All Hours	School Hours	Non-School Hours	All Hours	School Hours	Non-School Hours	All Hours	School Hours	Non-School Hours
Vehicle Count	5,526	0	5,526	2,185	0	2,185	3,341	0	3,341
Violations	14	0	14	5	0	5	9	0	9
Pass	5,512	0	5,512	2,180	0	2,180	3,332	0	3,332
Average Speed	27.4	#DIV/o!	27.4	29.1	#DIV/o!	29.1	26.4	#DIV/o!	26.4
Median Speed	28.0	#NUM!	28.0	29.0	#NUM!	29.0	26.0	#NUM!	26.0
85th Percentile Speed	33.0	#NUM!	33.0	34.0	#NUM!	34.0	32.0	#NUM!	32.0

Item 11/18/2025 (Tuesday)	Total			Eastbound			Westbound		
	All Hours	School Hours	Non-School Hours	All Hours	School Hours	Non-School Hours	All Hours	School Hours	Non-School Hours
Vehicle Count	5,640	0	5,640	2,256	0	2,256	3,384	0	3,384
Violations	11	0	11	5	0	5	6	0	6
Pass	5,629	0	5,629	2,251	0	2,251	3,378	0	3,378
Average Speed	26.9	#DIV/o!	26.9	28.0	#DIV/o!	28.0	26.1	#DIV/o!	26.1
Median Speed	27.0	#NUM!	27.0	28.0	#NUM!	28.0	26.0	#NUM!	26.0
85th Percentile Speed	32.0	#NUM!	32.0	33.0	#NUM!	33.0	32.0	#NUM!	32.0

Traffic Study Broadway Private School Zone

Item 11/19/2025 (Wednesday)	Total			Eastbound			Westbound		
	All Hours	School Hours	Non-School Hours	All Hours	School Hours	Non-School Hours	All Hours	School Hours	Non-School Hours
Vehicle Count	5,773	0	5,773	2,304	0	2,304	3,469	0	3,469
Violations	10	0	10	2	0	2	8	0	8
Pass	5,763	0	5,763	2,302	0	2,302	3,461	0	3,461
Average Speed	26.6	#DIV/o!	26.6	27.5	#DIV/o!	27.5	26.1	#DIV/o!	26.1
Median Speed	27.0	#NUM!	27.0	27.0	#NUM!	27.0	26.0	#NUM!	26.0
85th Percentile Speed	32.0	#NUM!	32.0	32.0	#NUM!	32.0	32.0	#NUM!	32.0
Item 11/20/2025 (Thursday)	Total			Eastbound			Westbound		
	All Hours	School Hours	Non-School Hours	All Hours	School Hours	Non-School Hours	All Hours	School Hours	Non-School Hours
Vehicle Count	5,687	0	5,687	2,264	0	2,264	3,423	0	3,423
Violations	5	0	5	2	0	2	3	0	3
Pass	5,682	0	5,682	2,262	0	2,262	3,420	0	3,420
Average Speed	26.7	#DIV/o!	26.7	28.1	#DIV/o!	28.1	25.7	#DIV/o!	25.7
Median Speed	27.0	#NUM!	27.0	28.0	#NUM!	28.0	26.0	#NUM!	26.0
85th Percentile Speed	32.0	#NUM!	32.0	32.6	#NUM!	32.6	32.0	#NUM!	32.0

Traffic Study Broadway Private School Zone

Item 11/21/2025 (Friday)	Total			Eastbound			Westbound		
	All Hours	School Hours	Non-School Hours	All Hours	School Hours	Non-School Hours	All Hours	School Hours	Non-School Hours
Vehicle Count	5,789	0	5,789	2,291	0	2,291	3,498	0	3,498
Violations	3	0	3	1	0	1	2	0	2
Pass	5,786	0	5,786	2,290	0	2,290	3,496	0	3,496
Average Speed	26.5	#DIV/o!	26.5	27.7	#DIV/o!	27.7	25.8	#DIV/o!	25.8
Median Speed	27.0	#NUM!	27.0	27.0	#NUM!	27.0	26.0	#NUM!	26.0
85th Percentile Speed	32.0	#NUM!	32.0	32.0	#NUM!	32.0	32.0	#NUM!	32.0

CONSENT AGENDA

C-1

DATE: January 22, 2026
TO: The Honorable City Council
FROM: Yaosca Smith, Director of Human Resources
SUBJECT: Personnel Change Report – December 2025

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
HENDRICKS, ANTRENA	SOCIAL SERVICES	SELF SUF SPC IV	12/10/2025
WONTZ, KENNETH	POLICE	P/T-TEMPPROP/EVI	12/10/2025
POWELL, WESTLEY	FINANCE	BUDGET MANAGER	12/15/2025
ROWE, DEVONTE	POLICE	POLICE OFFICER NON CAR DEV	12/17/2025
SPEARS, REILLY	HOPEWELL WATER RENEWAL	LAB TECH I	12/24/2025
MARTIN, AUSTIN	POLICE	POLICE OFFICER NON CAR DEV	12/31/2025
MARTONE, SAMUEL	POLICE	POLICE OFFICER NON CAR DEV	12/31/2025

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

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
DEARING, ARLETHIA	RECREATION	ADMIN SER MGR	12/1/2025
FORREN, MEGAN	PUBLIC WORKS	PW MAINT SPEC	12/9/2025
GREEN, WHITNEY	SOCIAL SERVICES	FAMSERVSPEC I	12/12/2025
REEDY, TAYLOR	SHERIFF	SHERIFF DEPUTY FT	12/16/2025
GORDON-MCLAREN, NANETTE	SOCIAL SERVICES	FAM SRV SPEC IV	12/26/2025
MIRZA, JARRED	FIRE	FIREFIGHTER II/EMT	12/30/2025
FOSKEY, SHANNON	TREASURER	CITY TREAS	12/31/2025

CC: Michael Rogers, Interim City Manager
Jay Rezin, IT Director
Kim Hunter, Payroll
Stacey Jordan, Finance Director

C-2

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE CITY OF HOPEWELL STAFF TO COMMENCE
THE BIDDING PROCESS FOR GRANTING A
NON-EXCLUSIVE TELEVISION CABLE FRANCHISE**

WHEREAS, the City of Hopewell, Virginia (“the City”) has received a request to grant a television cable franchise to own, construct, reconstruct, install, maintain, operate, dismantle, test, upgrade, use, repair, and remove a cable system in the City;

WHEREAS, pursuant to Sections 9, Chapter I of the Hopewell City Charter and Va. Code §§ 15.2-2101 and 2108, et seq. the City is authorized to grant cable franchises as a “franchising authority” in accordance with Title VI of the Communications Act (See 47 U.S.C. § 522(10), and is authorized to grant one or more non-exclusive cable franchises pursuant to Va. Code § 15.2-2108.20; and

WHEREAS, the City has previously granted a non-exclusive television cable franchise to Comcast of Connecticut/Georgia/Massachusetts/New Hampshire/New York, North Carolina, Virginia/Vermont, LLC (“Comcast”); and

WHEREAS, the City and its residents could benefit from more than one non-exclusive television cable franchise as another option or choice of product/service; and

WHEREAS, the City is required to commence the bidding process in order to receive one or more prospective franchisees, and to negotiate a franchise agreement whose terms and conditions would be in the best interests for the City of Hopewell and its residents; and now therefore,

BE IT RESOLVED, that Council authorizes the City of Hopewell staff to commence the bidding process to ensure competition; select one or more franchisees that would be reasonably sufficient to provide the services, facilities, and equipment necessary to meet the future cable-related needs of the City, and to negotiate terms and conditions of a franchise agreement(s) that will benefit the City and its residences.

Adopted at a regular meeting of the City Council of the City of Hopewell, held on January 27, 2026.

VOTING AYE:

VOTING NAY:

ABSENT:

RESOLUTION NO. _____

Witness this signature and seal

Mayor Johnny Partin, Ward 3

ATTEST:

Bishelya Howard, City Clerk

C-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:

- Fire 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: EMS Grant Approval

ISSUE: The City has received a RSAF (Rescue Squad Assistance Fund) 50/50 grant in the amount of \$90,000, which needs Council's approval.

RECOMMENDATION: Staff recommends approval of the grant to facilitate the replacement of department heart monitors/defibrillators that are no longer serviceable.

TIMING: Staff requests action be taken on 1/27/26 in order to meet grant timelines.

BACKGROUND: The EMS Captain applied for a 70/30 grant from the RSAF program to replace three heart monitors/defibrillators in the department that are no longer serviceable. The new machines will go on our front-line ambulances, allowing the current equipment to be passed down to replace units that are beyond their service life. The total project cost is \$184,306. We had applied for a 70/30 grant, but were awarded \$90,000 in a 50/50 match instead. The \$90,000 City match along with the \$4,306 remaining funds will come from budget savings in other areas of the current budget.

ENCLOSED DOCUMENTS:

- OEMS Award Letter

STAFF: Benjmain Ruppert, Fire Chief

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

Y N

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

Y N

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



COMMONWEALTH of VIRGINIA

Department of Health

PO BOX 2448
RICHMOND, VA 23218

TTY 7-1-1 OR
1-800-828-1120

January 01, 2026

Amber Hamel
Hopewell Fire & Ems
200 South Hopewell Street
Hopewell, VA 23860

Dear Grant Administrator:

The Office of Emergency Medical Services (OEMS) is pleased to announce that your agency has been awarded funding from the Financial Assistance for Emergency Medical Services Grant Program, known as the Rescue Squad Assistance Fund (RSAF). The attached Award Page itemizes the actual dollar value, quantity, funding level and item(s) your agency has been awarded under this program. The following documents can be completed and submitted via E-Gift:

Memorandum of Agreement: Must be submitted by February 28, 2026.

Instructions for Grant Reimbursement: All items must be submitted in order to process your reimbursement.

Equipment Status/Final Report Form: This form must be submitted sixty (60) days after the grant cycle deadline.

If your agency has had special conditions placed on your grant award, any and all conditions must be met in order to receive reimbursement. Items awarded may be available by state contract, www.eva.virginia.gov, OEMS recommends your agency purchase under state contract if applicable.

Any funding your agency receives through Return to Localities funding cannot be used as the matching share of Rescue Squad Assistance Fund grants or any grants offered using **Four-For-Life** funds. "Any funds received from Section 16.2-694 by a non-state agency cannot be used to match any other funds derived from Section 46.2-691 by that same non-state agency".

All items awarded funding must be ordered from the vendor by **February 28, 2026** invoices for all items awarded funding must be submitted to OEMS by **July 31, 2026**. You must contact OEMS prior to the February 28, 2026 deadline if your agency has encountered difficulties in meeting these deadlines.

If you have any questions, please contact Michael Berg, OEMS Grant Program Manager at (804) 888-9106, Michael.Berg@vdh.virginia.gov or Linwood P. Pulling, Grant Specialist at (804) 888-9105, Linwood.Pulling@vdh.virginia.gov or 1-800-523-6019 for additional grant information.

Congratulations,

MARIA BEERMANN-FOAT
EMS Director

Office of Emergency Medical Services

Consolidated Grant Program

AWARD PAGE

January 1, 2026 - December 31, 2026 Grant Period

Agency Name: Hopewell Fire & Ems

Grant Number: CR-C01/12-25

Item Type (Item)	Status	Quantity Funded	Funding % Level	Amount Funded
Lifepak 35	FUNDED	3	50 / 50	\$90,000.00

Conditions:

13: Acknowledgment must be provided on any printed material, equipment or vehicle as follows: "Funding was made possible by a grant from the Virginia Department of Health, Office of Emergency Medical Services."

28: Agencies must remain compliant with EMS data submissions (Code of Virginia Section 32.1-116.1). This includes documenting "No Runs to Submit" as applicable. The monthly Data Quality Report will be used to monitor compliance.

Total: \$90,000.00

C-4



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

- ☒ Fire 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: DCJS Drone Grant Approval

ISSUE: The City has received a DCJS grant in the amount of \$9,495. which needs Council's approval.

RECOMMENDATION: Staff recommends approval of the grant to facilitate the replacement of an aging department drone.

TIMING: Staff requests action be taken on 1/27/26 in order to meet grant timelines.

BACKGROUND: The Coordinator of Emergency Management applied for and successfully received an award under the DCJS Unmanned Aircraft Trade and Replace program. This program supports the removal of drones that are produced by countries designated as a foreign adversary in the Code of Virginia § 55.1507. The award amount is \$9,495, and will facilitate the replacement of the oldest least capable drone in the department's fleet meeting the grant criteria.

ENCLOSED DOCUMENTS:

- DCJS Award Letter

STAFF: Benjmain Ruppert, Fire Chief

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

Y N

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

Y N

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



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

The Honorable Jackson H. Miller
Director

Tracy Louise Winn Banks, Esq.
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

December 16, 2025

Michael Rodgers
Interim City Manager
300 N. Main Street
Hopewell, Virginia 23860

RE: 560183-CY26 DCJS Unmanned Aircraft Trade and Replace Program

Dear Michael Rodgers:

We are pleased to inform you that your organization has been awarded a grant under the funding opportunity listed above. Your DCJS grant award number is **563601** and was approved for a total budget of **\$9,495**, through state funding. The project period is **1/1/2026** through **12/31/2026**.

Included with this letter is your Statement of Grant Award/Acceptance (SOGA), Special Conditions, Reporting Requirements, and Projected Due Dates. Please review these materials carefully. In addition, there may be Encumbrances, action items related to your grant award, that require your immediate attention. If applicable, these must be addressed and submitted through the On-line Grants Management System (OGMS) at <https://ogms.dcjs.virginia.gov>.

We are committed to supporting you throughout the life of your grant and are available to assist in any way to help ensure your project's success. To formally accept the award and its conditions, please sign the enclosed Statement of Grant Award/Acceptance (SOGA) and return it electronically within 60 days to grantsmgmt@dcjs.virginia.gov. If you have questions, contact your DCJS Grant Monitor **Carolyn Dellorso** at **804-845-1200** or via email at Carolyn.Dellorso@dcjs.virginia.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Jackson H. Miller".

Jackson Miller
Director

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, VA 23219

560183-CY26 DCJS Unmanned Aircraft Trade and Replace Program**DCJS Grant Information**

Please note grant awards are contingent on the availability of funding.

Subgrantee:	Hopewell, City	DCJS Grant Number:	563601
UEI Number:	D314GNJPS269	Indirect Cost Rate*:	%
Grant Start Date:	1/1/2026	Grant End Date:	12/31/2026

Award Amounts

State General Funds:	\$9,495
State Special Funds:	\$ 0
Local Match:	\$ 0
TOTAL BUDGET:	\$9,495

Authorized Officials**Project Director**

Robert Williams
Coordinator of Emergency
Management
200 South Hopewell Street
Hopewell, Virginia 23860
804-541-2288
rowilliams@hopewellva.gov

Project Administrator

Michael Rodgers
Interim City Manager
300 N. Main Street
Hopewell, Virginia 23860
804-541-2243
mrogers@hopewellva.gov

Finance Officer

Ramonda Carroll
Interim Finance Director
300 N. Main Street
Hopewell, Virginia 23860
804-541-2342
rcarroll@hopewellva.gov

*If applicable, please indicate your ICR in the space provided and attach written documentation.

As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and reviewing the Special Conditions, hereby accepts this grant and agrees to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award. If there has been a change in an authorized official, cross out the information on the document and write the new contact information. Do not electronically alter this document.

Signature: _____
Authorized Official (Project Administrator)

Title: _____

Date: _____

C-5

Resolution No: _____

RESOLUTION CONSENTING TO DECLARATION OF A LOCAL EMERGENCY

WHEREAS, the National Weather Service has put the City of Hopewell under a Winter Storm Watch due to the approach of a significant winter storm;

WHEREAS, Governor Spamberger declared a State of Emergency for the Commonwealth of Virginia on Thursday January 22nd to prepare and coordinate Virginia's response to the storm; and

WHEREAS, the threat to the safety of the residents of the City of Hopewell, Virginia posed by and resulting from the effects of this winter storm is of sufficient severity and magnitude to be an emergency as defined by Va. Code § 44-146.16; **NOW, THEREFORE**

BE IT RESOLVED that the City Council of Hopewell, Virginia consents to the attached Declaration of a Local Emergency, issued on January 23, 2026, in accordance with Va. Code § 44-146.21(A).

DONE this _____ day of _____

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

Mayor Johnny Partin, Ward 3

Witness this signature and seal

ATTEST:

Bishelya Howard, City Clerk



Commonwealth of Virginia
Office of the Governor

Executive Order

NUMBER ELEVEN (2026)

DECLARATION OF A STATE OF EMERGENCY DUE TO SEVERE WINTER WEATHER

Importance of the Issue

On January 22, 2026, I declare a state of emergency to exist for the Commonwealth of Virginia based on National Weather Service forecasts that indicate a severe winter storm with significant snow, along with sleet, ice, freezing rain, and temperatures below freezing for several days that could cause transportation difficulties and power outages.

The Virginia Emergency Operations Center ("VEOC") has been actively monitoring the movement of severe winter weather heading toward Virginia, with the anticipated arrival of the most severe impacts on Saturday, January 24, 2026, and into Sunday, January 25, 2026. Accordingly, the pre-positioning of response assets and supplies will be necessary to assist our local and state partners. The Virginia Emergency Support Team will activate for this incident.

The health and general welfare of the citizens of the Commonwealth require that state action be taken to help alleviate the conditions caused by this situation. The effects of this storm constitute a disaster wherein human life and public and private property are imperiled, as described in § 44-146.16 of the *Code of Virginia*. Therefore, by virtue of the authority vested in me by Article V, Section 7 of the Constitution of Virginia, and §§ 44-146.17 and 44-75.1 of the *Code of Virginia*, as Governor and Director of Emergency Management and Commander-in-Chief of the Commonwealth's Armed Forces, I proclaim a state of emergency. Accordingly, I direct state and local governments to render appropriate assistance to prepare for this event, to alleviate any conditions resulting from the situation, and to implement recovery and mitigation operations and activities so as to return impacted areas to pre-event conditions as much as possible. Emergency services shall be conducted in accordance with § 44-146.13 et seq. of the *Code of Virginia*.

Following a declaration of a local emergency pursuant to § 44-146.21 of the *Code of Virginia*, if a local governing body determines that evacuation is deemed necessary for the preservation of life or other emergency mitigation, response, or recovery, pursuant to § 44-146.17(A)(1) of the *Code of Virginia*, I direct the evacuation of all or part of the populace therein from such areas and upon such timetable as the local governing body, in coordination with the VEOC, acting on behalf of the State Coordinator of Emergency Management, shall determine. Notwithstanding the foregoing, I reserve the right to direct and compel evacuation from the same and different areas and determine a different timetable both where local governing bodies have made such a determination and where local governing bodies have not made such a determination. Violations of any order to citizens to evacuate shall constitute a violation of this Executive Order and are punishable as a Class 1 misdemeanor.

This Executive Order also covers preparatory actions for this event that began on January 22, 2026.

Directive

In order to marshal all public resources and appropriate preparedness, response, and recovery measures, I order the following actions:

1. Implementation by state agencies of the Commonwealth of Virginia Emergency Operations Plan, as amended, along with other appropriate state plans.
2. Activation of the Virginia Emergency Operations Center and the Virginia Emergency Support Team, as directed by the State Coordinator of Emergency Management, to coordinate the provision of assistance to state, local, and tribal governments and to facilitate emergency services assignments to other agencies; activation of the Emergency Management Assistance Compact § 44-146.28:1 of the *Code of Virginia* as needed.
3. Authorization for the heads of executive branch agencies, on behalf of their regulatory boards as appropriate, and with the concurrence of their Cabinet Secretary, to waive any state requirement or regulation, and enter into contracts without regard to normal procedures or formalities, and without regard to application or permit fees or royalties. All waivers issued by agencies shall be posted on their websites.
4. Activation of § 59.1-525 et seq. of the *Code of Virginia* related to price gouging.
5. Authorization of a maximum of \$2,750,000 in state sum sufficient funds for state and local government mission assignments and state response and recovery operations authorized and coordinated through the Virginia Department of Emergency Management, allowable by The Stafford Act, 42 U.S.C. § 5121 et seq. Included in this authorization is \$1,000,000 for the Department of Military Affairs.

6. Activation of the Virginia National Guard to State Active Duty.

Effective Date of this Executive Order

This Executive Order shall be effective January 22, 2026, and shall remain in full force and effect for 30 days pursuant to § 44-146.17(A)(1) of the *Code of Virginia*, unless sooner amended or rescinded by further executive order.

Termination of this Executive Order is not intended to terminate any federal-type benefits granted or to be granted due to injury or death as a result of service under this Executive Order.

Given under my hand and under the Seal of the Commonwealth of Virginia, this 22nd day of January 2026.



Abigail D. Spanberger

Abigail D. Spanberger, Governor

Attest:

Jennifer B. Moon

Jennifer B. Moon, Secretary of the Commonwealth

**DECLARATION OF A LOCAL EMERGENCY
IN RESPONSE TO WINTER STORM FERN**

WHEREAS, the National Weather Service has put the City of Hopewell under a Winter Storm Watch due to the approach of a significant winter storm FERN; and

WHEREAS, Governor Spamberger declared a State of Emergency for the Commonwealth of Virginia on Thursday January 22nd to prepare and coordinate Virginia's response to the storm; and

WHEREAS, the threat to the safety of the residents of the City of Hopewell, Virginia posed by and resulting from the effects of this winter storm is of sufficient severity and magnitude to be an emergency as defined by Virginia Code § 44-146.16;


NOW, THEREFORE, BE IT PROCLAIMED pursuant to the authority vested by Virginia Code § 44-146.21, as City Manager and as the City's Director of Emergency Management, I hereby declare that a local emergency exists within the City of Hopewell.

IT IS FURTHER PROCLAIMED AND ORDERED that this declaration shall activate the City's local emergency operations plan and authorize the furnishing of aid and assistance thereunder, and all appropriate City departments and agencies are hereby vested with, and authorized to carry out, all powers, duties and functions prescribed by State and local laws, rules, regulations, and plans as may be necessary to adequately and appropriately respond to the local emergency;

This Declaration is effective upon my signature and shall remain in full force and effect until the Hopewell City Council considers the confirmation of this Declaration at its next regularly scheduled meeting or at a special meeting within forty-five days of this Declaration, whichever occurs first.

If the Hopewell City Council confirms this Declaration, it shall remain in full force and effect until the Hopewell City Council determines that all necessary emergency actions have been taken and takes appropriate action to end the declared emergency by a majority vote taken at an open meeting, in accordance with the provisions of Virginia Code § 44-146.21(A).

Dated: January 22, 2026


Stacey Jordan
Deputy City Manager
City of Hopewell, Virginia

COMMUNICATIONS FROM CITIZENS

REGULAR BUSINESS

R-1

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: School Division Supplemental Appropriation

ISSUE: Supplemental appropriation amending the FY26 Hopewell Public Schools budget by a total of \$4,758,285 in additional state and federal funding, as well as prior year's surplus being rolled forward.

RECOMMENDATION: Staff recommends that City Council approve the resolution to amend the FY26 Hopewell Public Schools supplemental budget appropriation, as presented.

TIMING:

BACKGROUND: The Hopewell Public School (HPS) Division's FY26 budget was approved by City Council on April 22, 2025. City Council then approved a supplement appropriation in the amount of \$778,650 on September 9, 2025, adding additional funds to the budget. The school division has since closed out the previous fiscal year (FY25) and updated grant amounts and carryover surplus amounts, adding a total of \$4,758,285 to the budget. The operating budget was increased by \$3,220,711 due to this, as well as, adding state grants in the amount of \$310,000 for security equipment and mental health services. The Cafeteria Fund was increased by \$869,152. The Building/Bus Replacement Fund was increased by \$668,422. These funds will increase the total HPS budget to a total of \$81,747,756.

ENCLOSED DOCUMENTS: Budget Amendment Resolution – Supplemental Appropriation #1

STAFF: Dr. Melody D. Hackney, Superintendent of Schools

SUMMARY:

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

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Susan Daye, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Yolanda Stokes, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Lovena Rapole., Ward #7

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

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

Y N

- ☐ ☐ Councilor Susan Daye, Ward #5
- ☐ ☐ Councilor Yolanda Stokes, Ward #6
- ☐ ☐ Councilor Lovena Rapole., Ward #7

FY26 Proposed School Budget

School Operating Fund - 014	Approved Budget	Changes	Adjusted Budget
Estimated Revenues			
State Sources	47,047,978	310,000	47,357,978
Federal Sources	6,881,109	736,920	7,618,029
Other Revenues	5,065,589	2,173,792	7,239,381
Transfer from General Fund	13,580,000	-	13,580,000
Total Revenues	<u>72,574,676</u>	<u>3,220,711</u>	<u>75,795,387</u>
Appropriations			
Non-Categorical	<u>72,574,676</u>	<u>3,220,711</u>	<u>75,795,387</u>
Total School Operating Fund	<u>72,574,676</u>	<u>3,220,711</u>	<u>75,795,387</u>
School Textbook Fund - 056			
Estimated Revenues			
State Sources	<u>1,560,727</u>	-	<u>1,560,727</u>
Total Revenues	<u>1,560,727</u>	-	<u>1,560,727</u>
Appropriations			
Textbook Purchases	<u>1,560,727</u>	-	<u>1,560,727</u>
Total School Textbook Fund	<u>1,560,727</u>	-	<u>1,560,727</u>
School Cafeteria Fund - 057			
Estimated Revenues			
States Sources	55,013	-	55,013
Federal Sources	2,700,000	-	2,700,000
Other Sources	<u>99,055</u>	<u>869,152</u>	<u>968,207</u>
Total Revenues	<u>2,854,068</u>	<u>869,152</u>	<u>3,723,220</u>
Appropriations			
Operating Expenses	<u>2,854,068</u>	<u>869,152</u>	<u>3,723,220</u>
Total School Cafeteria Fund	<u>2,854,068</u>	<u>869,152</u>	<u>3,723,220</u>
School Building/Bus Replacement Fund - 063			
Estimated Revenues			
Other Sources	-	668,422	668,422
Total Revenues	<u>-</u>	<u>668,422</u>	<u>668,422</u>
Appropriations			
Appropriations	-	668,422	668,422
Total School Building/Bus Repl Fund	<u>-</u>	<u>668,422</u>	<u>668,422</u>
Total Budget Request	<u>76,989,471</u>	<u>4,758,285</u>	<u>81,747,757</u>

Hopewell City School Board

FY26 Budget

Fund	Board Resolution Number Approved by City:	Original Budget Approved 7/10/2025 25-07-G14 4/22/2025	Supplemental Appropriation FY26 #1 Approved 8/14/2025 25-08-G3 9/9/2025	Supplemental Appropriation FY26 #2 Approved 9/18/2025 25-09-G3	Supplemental Appropriation FY26 #3 Approved 11/12/2025 25-11-G3	Total of Supplemental Appropriations That Need City Approval	FY26 REVISED SCHOOL BOARD BUDGET
14	Operating Fund	\$71,796,026	\$778,650	\$43,000	\$3,177,711	\$3,220,711	\$75,795,387
63	Building/Bus Replacement Fund	\$0	\$0	\$0	\$668,422	\$668,422	\$668,422
56	Textbook Fund	\$1,560,727	\$0	\$0	\$0	\$0	\$1,560,727
57	School Food Fund	\$2,854,068	\$0	\$0	\$869,152	\$869,152	\$3,723,220
Total Budget		\$76,210,821	\$778,650	\$43,000	\$4,715,285	\$4,758,285	\$81,747,756

Food Services and Operating Fund
Beginning Balance Correction,
Carryovers and Corrections for
Titles I, II, III, IV, VIB, DBHDS state
grant, and new grants - Security
Equipment Grant and the DBHDS
Federal Grant, and the Carryover of
Surplus funds from FY25

SSO Grant & State and
Local Funds Carried Over
for Bonus

DBHDS State Grant



General Resolutions for September 18, 2025

Warrants

Review of Bills

August FY26

25-09-G1

RESOLVED, upon the recommendation of the Superintendent of Schools, that bills in the amount of \$893,711.58 (Operating Fund), \$86,516.64 (Text Book) and \$352,631.42 (Cafeteria Fund) for August have been presented and reviewed by the Hopewell City School Board.

Warrants

Review of Bills

25-09-G2

RESOLVED, upon the recommendation of the Superintendent of Schools, that bills in the amount of \$79,835.68 (Operating Fund) for the month of 13 of FY25 have been presented and reviewed by the Hopewell City School Board.

Approval of Supplemental

Appropriation

FY26 #2

25-09-G3

RESOLVED, upon the recommendation of the Superintendent of Schools, that a supplemental appropriation to the Operating Fund, in the amount of \$43,000 for

a state grant, be and is hereby approved for FY26. The item and amount is as follows:

DBHDS State Grant: \$43,000

Approval of Head Start Mission Statement

25-09-G4

***RESOLVED**, upon the recommendation of the Superintendent of Schools, that the 2025-2026 Head Start Mission Statement be and is hereby approved as presented.*

Approval of School Board Liaison

For Head Start Policy Council

25-09-G5

***RESOLVED**, upon the recommendation of the Superintendent of Schools, that Linda Hyslop be and is hereby appointed to the Head Start Policy Council effective October 1, 2025, to serve as the School Board Liaison.*

Approval of Head Start

Grant FY 2026 Award

25-09-G6

***RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Head Start FY 2025 Grant Award Application in the amount of \$1,623,484 be and is hereby approved as follows by the Hopewell City School Board. (Grant will serve 156 children).*

\$1,603,163 - Program Operations

\$20,321 - Training and Technical Assistance

Approval of Head Start Program

Goals 2024-2025

25-09-G7

***RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Head Start Program Goals be and is hereby approved as presented.*

Approval of Supplemental Appropriation

FY26 #3

25-11-G3

RESOLVED, upon the recommendation of the Superintendent of Schools, that a supplemental appropriation to the budget, in the amount of \$4,715,285, be and is hereby approved for FY26. The grants and amounts per fund are listed below:

Fund 14: \$3,177,711 (Beginning balance update, carryovers for Title I, II, III, IV, VIB, DBHDS state grant, new grants – Security Equipment Grant, DBHDS federal grant, and the carryover of Surplus funds from FY25)

Fund 57: \$869,152 – Beginning balance update

Fund 63: \$668,422 – Carryover of Surplus funds from FY25

Approval of Overnight In-State Field Trip

25-11-G4

RESOLVED, upon the recommendation of the Superintendent of Schools, that permission is granted for 1 student and 1 Staff Member from Hopewell High School to attend the VMEA Honor Choir in Norfolk, Virginia from Friday November 20th-November 22, 2025.

Approval of HCPS Donation

25-11-G5

RESOLVED, upon the recommendation of the Superintendent of the Schools, that the Hopewell School Board accepts a donation from Hopewell City Public Schools to the Virginia Department of Transportation for the Ashland Street Improvements in the amount of \$8100.00.

- ***Amended 25-11-G5:***

Therefore, the School Board of Hopewell City Public Schools approves donating the requested easements to VDOT for the Ashland Street Improvements Project and authorizes the Superintendent, or designee, to sign any documents necessary to finalize this transfer and support the project's completion.

R-3

Ordinance No. _____

**AN ORDINANCE FOR THE LAMB CENTER FOR ARTS AND HEALING REAL
ESTATE TAX EXEMPTION**

WHEREAS, the City Council of Hopewell, Virginia received an application on behalf of Lamb Center for Arts and Healing for consideration of real estate tax exemption in accordance with Va. Code §58.1-3651;

WHEREAS, Lamb Center of Arts and Healing has an assessed value of the real and tangible personal property of \$304,047 and the property taxes assessed against the personal property is \$299.15;

WHEREAS, Lamb Center for Arts and Healing is currently exempt from Federal Income taxation pursuant to Section 501(c)(3) of the Internal Revenue Code of 1954 and is dedicated to helping underserved communities thrive through accessible arts programming;

WHEREAS, Council has provided a notice of public hearing to be held on December 9, 2025 for consideration of tax exemption application; and

WHEREAS, the Council has examined and considered all the items contained in §58.1-3651 et seq.;

NOW THEREFORE, BE IT ORDAINED, Council does grant real estate property exemption to Lamb Center for Arts and Healing pursuant to Va. Code §58.1-3600. Such grant of real estate exemption is based, and contingent on, the continued charitable use of the subject property. The exemption will become effective upon passage of this Ordinance and Lamb Center for Arts and Healing will be responsible for taxes due prior to the date of passage. This exemption will operate to prospectively grant real estate tax exemption for Lamb Center for Arts and Healing until such exemption is revoked or is otherwise forfeited by law.

DONE this ____ day of _____

Voting Aye:

Voting Nay:

Abstaining:

Absent:

Mayor John Partin, Ward 3

Witness this signature and seal

Attest:

Bishelya Howard, City Clerk



CITY OF HOPEWELL, VIRGINIA APPLICATION FOR EXEMPTION FROM TAXATION REAL PROPERTY AND/OR PERSONAL PROPERTY

Certain property ownerships and uses may be entitled or eligible receive exemption from local real estate and/or taxes pursuant to the Virginia Constitution and/or the Code of Virginia (1950), as amended. These property ownerships and uses include, but are not limited to: (1) churches or religious bodies, (2) non-profit cemeteries or burying grounds, (3) certain libraries and non-profit incorporated institutions of learning, (4) park and playground purposes, (5) patriotic, historical, benevolent, cultural purposes, (6) property of a nonprofit corporation organized to establish and maintain a museum.

This Application for Exemption must be completed in full and filed with the Real Estate Assessor (RE Assessor) or Commissioner of the Revenue (see below) no later than _____ prior to the calendar year in which the exemption is requested. If approved, the exemption becomes effective January 1 of the following year.

The undersigned, Lamb Center for Arts and Healing hereby requests exemption from taxation in that property described below, and rendered exempt by the Virginia Code Section _____ or the Constitution of Virginia, Article X, Section 6, subparagraph _____.

_____ By Designation _____ By Classification (check one).

(The Applicant must designate the section(s) of the Virginia Code or Constitution that makes the owner eligible for tax exemption; staff will not assist with this requirement.)

☐ Real Property Only (File with RE Assessor's Office)

☐ Personal Property Only (File with COR Office)

☒ Both (File with RE Assessor's Office)

Applicant/Organization Name: Lamb Center for Arts and Healing
Mailing Address: 230 E Broadway, Hopewell, VA 23860
Property Address: 230 E Broadway, Hopewell, VA 23860
Property Description: Community Arts Center

Best Contact Person and Phone: Dr. Eliza Lamb 804.442.6360

The owner of the property is a/an: ☒ Corporation SOLCS
☐ Partnership
☐ Sole Proprietorship
☐ Unincorporated Association
☐ Individual

The owner is operating as a: ☐ For-profit entity
☒ Non-profit entity

For what purpose was the owner chartered, incorporated or otherwise in existence? _____

Lamb Arts is dedicated to helping underserved communities thrive through accessible, high quality arts programming and mind, body, spirit healing opportunities.

Does the organization provide service(s) for the common good of the public? ☒ Y ☐ N (Circle One)

If yes, explain in detail the specific services and how such is for the common good of the public: Lamb Arts works w/ partner organizations across the city of Hopewell to bring free arts + mind body spirit healing programs to

over 7000 residents each year.

Do the activities of the organization involve participating/intervening in any political campaign on behalf of any candidate for public office, or attempting to influence legislation or carry on propaganda? Y ☒ N (Circle One)

For what purpose(s) is the subject property being used? Be specific. If there are several types of use, indicate such usages by areas of the building(s), floor location(s), and land allocation:

This property is being used to host community events + programs.

For each parcel of real estate, provide tax map number(s), acreage, and the assessed value(s) for the last three tax years: _____

0800495 ~ acreage N/A

2019 - \$114,300 2021 - \$94,900 2023 - \$191,400

Does any individual or entity other than the property owner occupy or use any part of the premises? Y ☒ N (Circle One) If yes, please provide details _____

Does the owner receive any income/revenue from the use of the subject property? If yes, detail whether such proceeds are in the nature of rent or reimbursement for services, and how such income/revenue is utilized by the owner:

Not at this time. Any space rental fees would be considered earned income to further support our community programs.

Does the organization hold a license issued by the Virginia Alcoholic Beverage Control Board for use on the subject property?

No.

For any tangible personal property, identify the assessed value(s) for the last three tax years:

Does any director, officer or employee of the organization receive any monetary supplement to his or her salary?


Full time staff receive health insurance stipends each month.

Documentation to be attached to application:

- ✓ ☐ 501(c)(3) Certificate
- ✓ ☐ Copy of Form 1023 ("Application for Recognition of Exemption")
- ✓ ☐ Mission Statement
- ✓ ☐ Most recently filed IRS Form 990 or 990EZ
- ✓ ☐ Articles of Incorporation, if applicable
- ✓ ☐ By-Laws, if applicable
- ✓ ☐ Financial Statement for the preceding year

____ Additional pages

I, Eliza Lamb, under penalty of perjury, do hereby certify that the information provided and attached to this Application for Tax Exempt Status, is true and accurate, to the best of my knowledge. I acknowledge that knowingly providing false information may result in criminal charges pursuant to Code of Virginia § 58.1-11, and the denial or revocation of tax exemption applied for and/or granted as result of this application. I acknowledge that the organization I represent may be subjected to audit(s) by the RE Assessor and/or Commissioner of the Revenue to ensure that all information provided herein is and remains true and correct. I acknowledge that an exemption granted hereunder by the City Council for the City of Hopewell, Virginia may also be revoked by the Hopewell City Council.

Signed: 
Date: 12.6.24
Title: Founder + Executive Director
Printed Name: Eliza Lamb
Owner: _____

STATE OF VIRGINIA

CITY/COUNTY OF Hopewell

Subscribed and sworn to before me this 11 day of December, 20 24.

MY COMMISSION EXPIRES: 2/29/24


NOTARY PUBLIC



FOR INTERNAL USE ONLY

DATE RECEIVED: _____

REQUEST APPROVED BY CLASSIFICATION DATE: _____

VIRGINIA CODE SECTION/CONSTITUTION OF VIRGINIA: _____

REQUEST APPROVED BY DESIGNATION DATE: _____

REVENUE IMPACT: _____

____ FORWARDED TO CITY ATTORNEY FOR DETERMINATION BY CITY COUNCIL

____ COUNCIL REQUEST DENIED

____ COUNCIL REQUEST APPROVED ORDINANCE # _____

Signature: _____

Lamb Arts Mission

The Lamb Center for Arts and Healing (Lamb Arts) is dedicated to helping underserved communities thrive through accessible, high-quality arts programming and mind, body, spirit healing opportunities.

Core Values

- **Welcoming and Inclusive** – *Lamb Arts strives to **invite** all community members and is a place where all are welcome and celebrated.*
- **Dependable** - *Lamb Arts is an organization that the community can **trust** to do what it says it will do. Lamb Arts programs are consistent in quality, punctuality, and reliability. Lamb Arts strives to exceed expectations.*
- **Process oriented** – *Lamb Arts is process not product oriented, focusing on what emerges in the experience and creating access to tools that community members can incorporate throughout their daily lives and practices.*
- **Safety and confidentiality** – *Lamb Arts is a safe space for community members to explore and express. What happened here stays here.*
- **Collaborative and Cooperative** – *Lamb Arts works collaboratively across the community and considers the full community good in all undertakings.*
- **A Force for Good** – *Lamb Arts takes a positive, solutions-based approach to all endeavors. The organization strives to be a source of optimism and inspiration in the communities it serves and always aims to leave individuals and communities better than they found them.*

R-4



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Public Hearing for an Appeal of Architectural Review Board Decision at 206 N. 2nd Avenue

ISSUE: Exterior changes to the property, located in the B-1 zoning district, are subject to Architectural Review Board (ARB) review and approval of a Certificate of Appropriateness. On December 3, 2025, the ARB denied a request to paint the unpainted brick portion of the façade at 206 N. 2nd Avenue. The applicant has filed an appeal to City Council requesting that the application be approved as submitted.

RECOMMENDATION: Remand the case back to the Architectural Review Board.

TIMING: Staff recommends action on the appeal at the January 27, 2026, Council meeting.

BACKGROUND: The ARB denied the application on December 3, 2025.

ENCLOSED DOCUMENTS: Staff report

STAFF: Kelly Davis, AICP, Deputy Director of Planning & Development

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:****Y N**

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

Y N

- ☐ ☐ Councilor Susan Daye, Ward #5
- ☐ ☐ Councilor Yolanda W. Stokes, Ward #6
- ☐ ☐ Councilor Lovena Rapole, Ward #7

**REQUEST FOR APPEAL OF ARCHITECTURAL
REVIEW BOARD (ARB) DECISION**

AT 206 N. 2ND STREET (PARCEL # 0110330)

CITY COUNCIL

JANUARY 27, 2026



STAFF REPORT

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

I. EXECUTIVE SUMMARY

This is an appeal of the decision of the Architectural Review Board (ARB) during the regular meeting on December 3, 2025, to deny exterior painting of the brick façade at 206 N. 2nd Avenue after remand by City Council.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE
ARB	10/1/25	Certificate of Appropriateness
City Council	11/18/25	Appeal of ARB Decision – Remand to ARB
ARB	12/3/25	Denial of Certificate of Appropriateness
City Council	1/27/26	Appeal of ARB Decision

III. IDENTIFICATION AND LOCATIONAL INFORMATION

Applicant	Kevin Randesi (Owner)
Owner	300 Real Estate Holdings LLC
Existing Zoning	B-1, Downtown Central Business District
Requested Zoning	N/A
Acreage	0.2 acres
Legal Description	LOT 4 BLK 7 SUBDIVISION: B VILLAGE
Election Ward	1
Future Land Use	Downtown Commercial Mixed Use
Strategic Plan Goal	Cultural
Approval Method	City Council Resolution
Can Conditions be Set?	Yes
Map Location	Parcel #0110330

IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE
City Council	Progress-Index Ad	1/6/26, 1/13/26, 1/20/26
	Letter to Adj. Properties	11/20/25

V. APPLICABLE CODE SECTIONS

Exterior changes to buildings in the B-1 zoning district are subject to the requirements of the zoning ordinance, including review and approval of a Certificate of Appropriateness by the Architectural Review Board. Requirements and standards for Architectural Review Board approvals can be found in the following Articles:

1. [Article XXIII – Historic Preservation](#)
2. [Article IX-A – Downtown Central Business District \(B-1\)](#)

Article XXIII, section F.8 provides a means of appeal to the Hopewell City Council. Any applicant aggrieved by a final decision of the ARB has the right to appeal such decision to the City Council, provided that such appeal is filed with the City Clerk within thirty (30) calendar days after the ARB has made its decision. Public notice and a public hearing are required on the matter before the City Council renders any decision. The City Council may affirm, reverse, modify or remand back to the ARB for reconsideration of the decision of the ARB, in whole or in part. The decision of the City Council is final subject only to an appeal to the Circuit Court.

VI. BACKGROUND

The building located at 206 N. 2nd is a general office building located in the B-1, Downtown Central Business District. According to the City's tax assessor records, the building was constructed in 1916. Although the property is located outside the National Register Historic Downtown District, it is within the locally designated B-1 historic area subject to Architectural Review Board oversight pursuant to Article XXIII and Article IX-A of the Zoning Ordinance.

On June 10, 2025, the owner submitted an application for exterior façade changes to the building located at 206 N. 2nd Avenue. At the July 2, 2025, meeting, the ARB expressed concerns about the proposed changes to the brick portion of the building, including uncertainty as to whether the applicant was proposing to paint the building or put siding on the building. The applicant was not in attendance for questions. The ARB voted to defer the request and directed staff to seek clarification from the applicant and obtain input from the ARB's architectural advisor. After requesting additional clarification information and requesting the applicant to attend the next ARB meeting to answer questions, the application was withdrawn on August 26, 2025.

On September 15, 2025, the owner submitted a second application to paint the building with a revised color scheme. This application clarified that the intent was to paint existing

unpainted brick exterior. During the ARB meeting on October 1, 2025, the ARB discussed the concerns regarding the long-term preservation impacts of painting historic brick, particularly related to the potential for moisture entrapment that can lead to brick deterioration in the long-term. The ARB Chair asked whether the applicant would consider limiting painting to the existing stucco portions of the building, and the applicant agreed to this narrowing of the scope. The ARB subsequently approved the change in paint color for the stucco portion of the building, as presented, by a vote of 5/2.

The applicant appealed the decision of the ARB by a vote of 5/2. Following a public hearing, the City Council voted to remand the case back to ARB for a decision on the painting of the brick.

At the December 3, 2025, the applicant presented the request to paint the previously unpainted brick façade using a Keim mineral masonry paint and submitted the manufacturer's technical data sheet. ARB members discussed preservation concerns including the long-term effects of painting historically unpainted masonry, freeze-thaw cycles, moisture migration, the technical demands associated with correct application of mineral paints, and the difficulty of reversing such treatments. Members distinguished between buildings that were historically painted and those that were not, emphasizing that introducing paint to unpainted brick constitutes an irreversible change that may compromise the integrity of historic materials over time.

While the Board acknowledged the building's non-contributing status, members emphasized their responsibility to consider the relationship of the proposed alteration to the historic district as a whole, including visual continuity, material integrity, and long-term stewardship of historic resources.

The motion to approve the case failed by a vote of 3/4. Members who voted against the motion cited the following:

1. Non-Compliance with Secretary of the Interior's Standards: Members expressed that painting the masonry—even with mineral-based coatings—does not meet preservation best practices and is inconsistent with the Secretary of the Interior's Standards, particularly regarding preservation of historic fabric and avoiding irreversible changes.
2. Impact on Historic District Character: Even though the building is non-contributing, altering the unpainted brick would affect the visual continuity and long-term integrity of the historic district. Painted brick can set a precedent that undermines the district's architectural coherence.
3. Long-Term Preservation Concerns: Members cited concern that painting historically unpainted masonry introduces long-term risks, including potential moisture retention or future damage if products are improperly applied or maintained. Members noted that mineral paints are technically demanding to apply correctly.
4. Precedent & Stewardship Responsibilities: Members stressed the Board's responsibility to uphold standards as a new Certified Local Government community. Members noted recent training underscoring the importance of following federal preservation guidance.

VII. APPLICANT POSITION

The applicant is appealing the Architectural Review Board's December 3, 2025, decision to deny the Certificate of Appropriateness for the painting of the brick portion of the building. The applicant asserts that the ARB's decision was inconsistent with prior approvals for similar requests within the B-1 Zoning District, where properties with previously unpainted brick have been permitted to paint their façades. The applicant contends that the stated preservation concern regarding moisture entrapment is not applied uniformly and that the decision represents arbitrary and selective enforcement.

VIII. STAFF ANALYSIS

The appeal arises within a regulatory context that includes both Article XXIII (Historic Preservation) and Article IX-A (B-1 Downtown Central Business District). Staff notes that the subject property is classified as non-contributing and is located outside the National Register Historic Downtown District boundary, but within the broader locally designated historic district and the B-1 zoning district.

Under Article XXIII – Historic Preservation, prior to issuing a Certificate of Appropriateness, the ARB is required to consider the historical and architectural value of the structure, the appropriateness of exterior architectural features, the potential adverse impact of proposed alterations, and the applicability of the Secretary of the Interior's Standards for Historic Preservation. While the building's non-contributing status was acknowledged, ARB members emphasized that Article XXIII directs the Board to evaluate not only the individual structure, but also its relationship to and congruity with the historic character of the district as a whole, including visual continuity, materials, and long-term preservation impacts.

The B-1 Downtown Business District standards further informed the Board's deliberations. Although subsection (a) explicitly requires compliance with the Secretary of the Interior's Standards for rehabilitation of historic structures within the National Register Historic Downtown District, subsections (b) through (e) establish broader expectations for compatibility with historic character, materials, and architectural treatment throughout Downtown, including properties outside the National Register boundary. These provisions emphasize functional and visual compatibility, material durability, harmonious proportions, and architectural coherence within a block or streetscape.

In applying these standards, ARB members focused on whether painting previously unpainted masonry—regardless of the building's contributing status—would be compatible with the surrounding downtown context and consistent with long-term stewardship of historic materials. Members expressed concern that altering unpainted brick could adversely affect the visual continuity of the block, introduce long-term preservation risks, and set a precedent that could undermine the ARB's ability to apply preservation principles consistently across the B-1 district.

Members concluded that painting historically unpainted brick did not meet the intent of compatibility and durability contemplated by the ordinance, particularly when evaluated alongside the Secretary of the Interior's Standards, which Article XXIII expressly directs the ARB to consider as relevant. Members noted that the City's Certified Local Government status reinforces the intent of Article XXIII to align local decision-making with state and federal preservation standards and to apply those standards consistently across similarly situated properties. While similar past approvals may exist, the Zoning Ordinance does not require the ARB to perpetuate prior decisions that are inconsistent with current ordinance interpretation, adopted standards, or updated preservation training. The ARB is also actively working with a consultant to develop new, localized standards based on the Secretary of the Interior's Standards to enable more clear and consistent interpretation going forward.

Staff finds that the ARB's reliance on Article XXIII criteria and the broader B-1 Downtown standards reflects an effort to reconcile the building's non-contributing status with the Board's obligation to protect the overall historic character of Downtown and to apply preservation guidance consistently following the City's Certified Local Government (CLG) designation.

IX. PUBLIC COMMENT

The Development Department has not received any public comment regarding this case.

X. STAFF RECOMMENDATION

In considering an appeal of an Architectural Review Board decision, City Council functions as an appellate body reviewing the record developed before the ARB. The purpose of the appeal is not to substitute City Council's judgment for that of the ARB, but to determine whether the ARB's decision was supported by the record and based on the applicable provisions of the Zoning Ordinance, adopted preservation standards, and relevant design criteria.

Under Article XXIII of the Zoning Ordinance, the ARB is expressly charged with evaluating applications for Certificates of Appropriateness using enumerated criteria, including the relationship of proposed alterations to the historic district, the appropriateness of exterior architectural features and materials, the potential adverse impact on historic character, and the Secretary of the Interior's Standards for Historic Preservation. Where the ARB has articulated written reasons for its decision that cite these standards and demonstrate a rational connection between the facts in the record and the conclusions reached, deference to the ARB's expertise and statutory role is generally appropriate.

The existence of a close vote reflects differing professional judgments among Board members and does not, in itself, indicate procedural error or lack of evidentiary support. The record reflects that the denial was based on preservation standards and professional judgment rather than subjective aesthetic preference. Although a comment was made regarding color during deliberations, the ARB approved the stucco color, and discussion related to the brick focused on material treatment rather than personal preference. The Chair expressly stated that the

denial was not personal but grounded in preservation standards and the Board's responsibility to protect the historic district.

Staff finds no procedural error or lack of evidentiary support in the record and presents this analysis for City Council's consideration, with a recommendation to affirm the decision of the Architectural Review Board.

XI. CITY COUNCIL

Pursuant to Article XXIII, the City Council may:

- Affirm the decision of the ARB,
- Reverse the decision of the ARB,
- Modify the decision of the ARB, or
- Remand the case back to the ARB for reconsideration of the decision, in whole or in part.

In doing so, Council may consider whether the ARB properly applied the ordinance standards, whether the decision was supported by substantial evidence in the record, and whether the stated reasons for denial are consistent with the intent of the Historic Preservation and Downtown zoning provisions.

R-5



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: Appropriation of Community Development Block Grant - Covid Virus (CDBG-CV) funds in the amount of \$31,202.27 to the City of Refuge for the provision of Homeless Services

ISSUE: The City of Hopewell received CDBG-CV funds from HUD in 2021 for the preparation, prevention, and response to the Covid pandemic. \$31,202.27 in unexpended funds remain and must be allocated and expended by September 10, 2026.

RECOMMENDATION: The City Administration recommends approval of the appropriation of \$31,202.27 in CDBG-CV funds to the City of Refuge for the provision of Homeless Services

TIMING: Staff recommends action on January 27, 2026.

BACKGROUND: The CDBG Committee recommended appropriation of these funds to the City of Refuge for the provision of Homeless Services at its meeting held on October 8, 2025 with a vote of 3-0.

ENCLOSED DOCUMENTS: Resolution

STAFF: Christopher Ward, Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

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

Y N

- ☐ ☐ Councilor Susan Daye, Ward #5
- ☐ ☐ Councilor Yolanda Stokes, Ward #6
- ☐ ☐ Councilor Lovena Rapole, Ward #7



COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING

Program Year 2025-2026

2025-2026 DRAFT CDBG BUDGET AMENDMENT

CDBG-CV FUNDS		
Public Service	Project Type	Amount
City of Refuge	Homeless Outreach Services	\$31,202.27

- CDBG-CV funds were a special federal allocation specifically to address the Covid pandemic.
- Funds must be spent on program-specific activities only.
- Hopewell used CDBG-CV funds for homeless outreach previously.
- Funds must be spent by September 2026.
- CDBG Committee recommended 3-0 for the allocation of these funds to [City of Refuge](#) for homeless outreach services.



QUESTIONS?

R-6



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Public Hearing (first reading) regarding a Conditional Use Permit request from Nathan Janocka of Trek Properties LLC to construct a single-family dwelling on non-conforming lot, Parcel #011-1165, also identified as 501 N. 4th Ave., located in the RO-4 Residential High Density-Office District.

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

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

TIMING: Staff recommends action on either first or second reading.

BACKGROUND: This CUP application was presented at a Planning Commission public hearing held on October 2, 2025.

ENCLOSED DOCUMENTS: Application, staff report

STAFF: Christopher Ward, Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

Y N

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

Y N

- ☐ ☐ Councilor Susan Daye, Ward #5
- ☐ ☐ Councilor Yolanda W. Stokes, Ward #6
- ☐ ☐ Councilor Lovena Rapole, Ward #7

Roll Call

SUMMARY:

Y N

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

Y N

- ☐ ☐ Councilor Susan Daye, Ward #5
- ☐ ☐ Councilor Yolanda W. Stokes, Ward #6
- ☐ ☐ Councilor Lovenia Rapole., Ward #7



Application #: _____
(Staff Use Only)

CONDITIONAL USE PERMIT APPLICATION

City of Hopewell

Department of Planning & Development

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

APPLICATION FEE: \$650

APPLICANT FILL IN ALL BLANKS			
REQUEST	SITE ADDRESS: 501 N. 4th Ave		
	PARCEL #(s): 011-1165	SITE ACREAGE: .12	ZONING DISTRICT: RO-4
	PROPOSED USE: Single Family Home		
	AMENDMENT TO EXISTING CUP: <input type="checkbox"/>		
REAL OWNER	NAME(S): Maycor Real Estate Services		
	MAILING ADDRESS: 2215 Craig Run Ct Maidens VA 23102		
APPLICANT (different than owner)	REDACTED		
	REDACTED		
	REDACTED		
REQUIRED ATTACHMENTS	NAME(S): Trek Properties LLC		
	MAILING ADDRESS: 3420 Pump Rd #285 Henrico VA 23233		
	REDACTED		
REQUIRED ATTACHMENTS	REDACTED		
	REDACTED		
	REDACTED		

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.

[Signature]

7-2-2025

APPLICANT SIGNATURE

DATE

CUP SUBMITTAL CHECKLIST – REQUIRED ITEMS

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

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

CUP SUBMITTAL CHECKLIST – OPTIONAL ITEMS

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

TREK PROPERTIES, LLC

Real Estate Investment & Development

Attachment – Responses to Application Questions 10–12

Project: 501 North Ave #4, Hopewell, VA | Parcel ID: 0111165

Q10. Size of Building

1,440 sq. ft. single-family residence (per architectural sheet A1.1 – floor plan).

Q11. Number of Bedrooms and Bathrooms

3 Bedrooms and 2 Bathrooms (per A1.1 labeled floor plan: Primary Bedroom, Bed 2, Bed 3; two baths).

Q12. Exterior Materials

- White vinyl D5 lap siding
 - White vinyl board & batten siding
 - Brick skirt foundation
 - Cedar-wrapped columns (with optional cedar accent gable/corbels)
 - Charcoal black asphalt shingles
 - White gutters & downspouts
- (per architectural sheet A2.1 – elevations).

Comprehensive Plan Tie-In

- Advances the 2018 Comprehensive Plan, Chapter II: Vision & Goals, by reinforcing Hopewell's "small hometown atmosphere" and cultivating pride in neighborhoods through high-quality, context-appropriate housing.
- Supports Housing & Neighborhoods objectives by delivering safe, attractive, and durable single-family housing that strengthens an existing residential area.
- Implements Land Use & Development direction to focus reinvestment and infill within the City limits—utilizing existing infrastructure efficiently rather than expanding outward.
- Enhances Community Character & Health through materials and design elements (e.g., brick skirt, defined front porch, durable cladding) that contribute to long-term neighborhood stability.

References: Hopewell Comprehensive Plan (2018 | 2023), Chapter II: Vision & Goals; Architectural sheets A1.1 (floor plan) and A2.1 (elevations).

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

4. WITNESS the following signature:

MAYCOB REAL ESTATE SERVICES, LLC

Print: by: Richard Mayhew, M/M

Property Owner Name

Property Owner Signature

STATE OF Virginia

COUNTY/CITY OF Goochland to-wit:

This 1 day of July, 20 25 personally appeared before me,
Richard Mayhew, a Notary Public in and for the County/City and
State aforesaid, and swore or affirmed that the matters state in the foregoing Zoning Disclosure
Affidavit are true to the best of his knowledge and belief.

Given under my hand this 1 day of July, 20 25.

Wendy L Jordan
Notary Public

My Commission Expires: 7/31/27

Notary's Registration Number: 8058979





RIVER MILL DEVELOPMENT
PROPERTY DEVELOPMENT, CHALCO, KS
PHONE: (316) 771-4335

SHEET:
A2.1



*P.B. 2, Pg. 35

PLANNERS / ARCHITECTS / ENGINEERS / SURVEYORS
ROANOKE / RICHMOND / NEW RIVER VALLEY / SHENANDOAH VALLEY
 15871 City View Drive, Suite 200 / Middleburg, Virginia 23113 / Phone (604) 794-0571 / balzer.co | westwoodps.com



BALZER
& ASSOCIATES
 a Westwood Company

**REQUEST FOR CONDITIONAL USE PERMIT
TO CONSTRUCT A SINGLE-FAMILY DWELLING ON NON-
CONFORMING PARCEL #011-1165 IN THE RO-4
DISTRICT, LOCATED AT 501 N. 4TH AVE.**



CITY COUNCIL

STAFF REPORT

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

I. EXECUTIVE SUMMARY

The applicant, Trek Properties LLC, owner, requests a Conditional Use Permit to construct a single-family dwelling on non-conforming Parcel #011-1165 in the RO-4 District located at 501 N. 4th Ave. Staff recommends approval with conditions.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE	RESULT
Planning Commission	October 2, 2025	Public Hearing	Rec. Appr. 5-0
City Council	January 27, 2026	1 st Reading/Public Hearing	Pending
City Council	February 10, 2026	2 nd Reading	Pending

III. IDENTIFICATION AND LOCATIONAL INFORMATION

Applicant	Trek Properties LLC
Owner	Maycor Real Estate Services
Existing Zoning	RO-4 Residential High Density-Offices District
Requested Zoning	N/A
Acreage	0.12 acres / 5,415 sf
Legal Description	LOT 5 BLK 23 SUBDIVISION: B VILLAGE
Election Ward	1
Future Land Use	Downtown Residential Mixed Use
Strategic Plan Goal	Housing
Approval Method	City Council Resolution
Can Conditions be Set?	Yes
Parcel/Tax ID	Parcel #011-1165

IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	9/18/2025	9/25/2025
	Letter to Adj. Properties	9/18/2025	
City Council	Progress-Index Ad	1/13/2026	1/20/2026
	Letter to Adj. Properties	1/16/2026	

V. ROLE OF PLANNING COMMISSION AND CITY COUNCIL

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

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

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

VI. APPLICABLE CODE SECTIONS

1. [Article XVII, Non-Conforming Uses, Section F, Non-Conforming Lots of Record](#)
2. [Article VII-A, Residential High Density-Offices District \(RO-4\)](#)

VII. SUBJECT PROPERTY

The subject property, Parcel #011-1165, is a non-conforming lot at the corner of N 4th Avenue and Davis Street. The property is rectangular in shape with a 57-foot road frontage totaling 5,415sf. The RO-4 District sets the minimum lot width at 60 feet and the minimum lot size for a single-family dwelling use at 7,200 square feet. The width and total square footage are less than the required minimums, making the parcel non-conforming to the RO-4 District.

VIII. APPLICANT POSITION

The applicant proposes to construct a 1-story, 3-bedroom, 2 bath, 1,440 square foot house with vinyl siding that will meet district setbacks. The applicant contends the proposed single-family dwelling achieves the following:

- Advances the Comprehensive Plan by reinforcing Hopewell's 'small hometown atmosphere' and cultivating pride in neighborhoods through high-quality, context appropriate housing.
- Supports Housing & Neighborhoods objectives by delivering safe, attractive, and durable single-family housing that strengthens an existing residential area.
- Implements Land Use & Development direction to focus reinvestment and infill within the city limits – utilizing existing infrastructure efficiently rather than expanding outward.
- Enhances Community Character & Health through the materials and design elements (e.g. brick skirt, defined front porch, durable cladding) that contribute to long-term neighborhood stability.

IX. STAFF ANALYSIS

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

The surrounding properties are typical 1-story vernacular homes with either Masonite or vinyl siding and an average size of 1,005sf. The proposed house will be approximately 43% larger than the average home on this block and the proposed exterior material (vinyl) will be consistent with the other houses in the neighborhood.

Parcel #011-1165 is 57 feet wide which is only 3 feet less than the required minimum of 60 feet. None of the properties on this block meet the minimum lot size requirements of the RO-4 district.

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

X. RELATIONSHIP TO THE COMPREHENSIVE PLAN

AGE OF HOUSING

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

THE FUTURE LAND USE PLAN

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

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

XI. STAFF RECOMMENDATION

A survey of the properties on this block reveals a collection of 1-story homes ranging in size from 814sf to 1,186sf with either Masonite or vinyl siding. None of the eight (8) dwellings on this block conform to RO-4 minimum lot standards. The proposed house exceeds the average size of the existing homes and will add a new home on a vacant lot where a home stood previously.

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

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

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

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

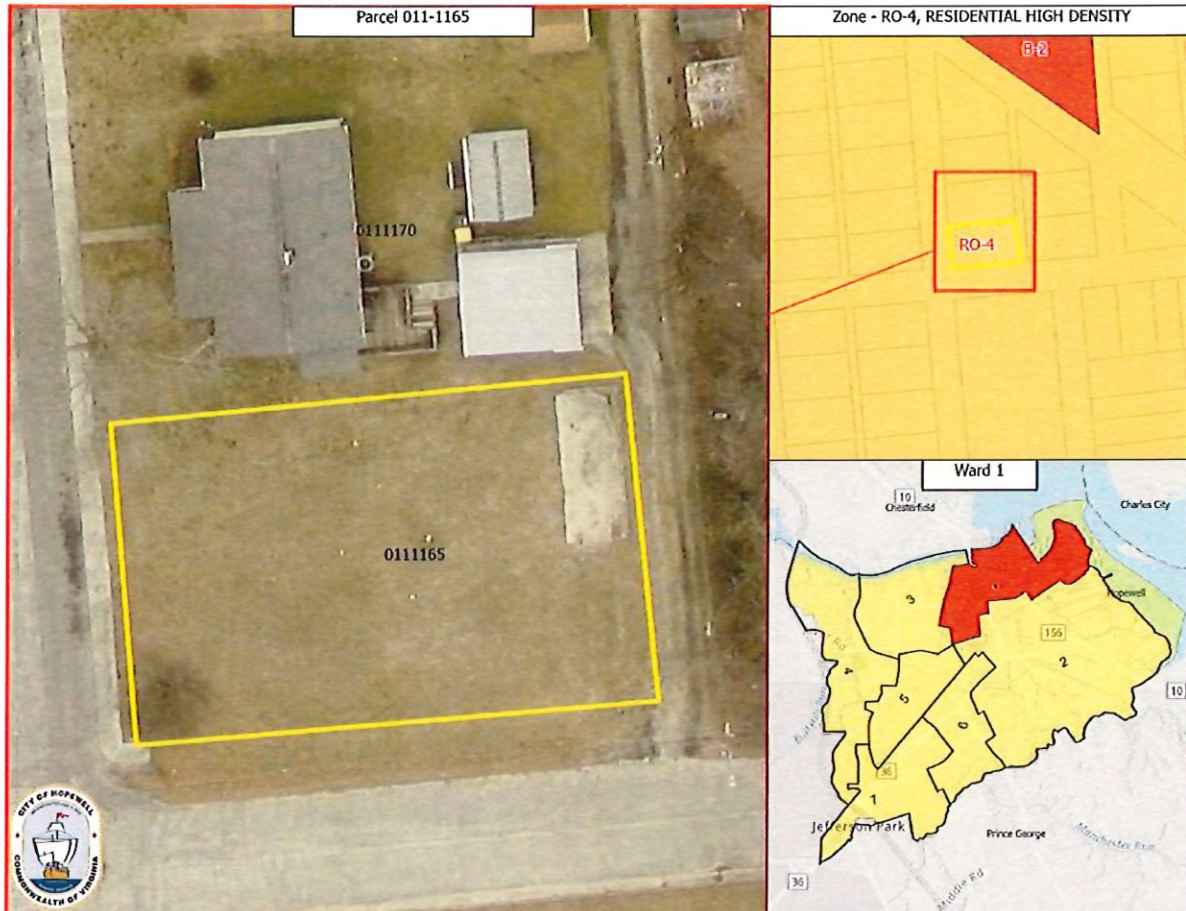
1. The new single-family dwelling will have 12-inch minimum eaves along all roof edges.
2. The lot will have a minimum coverage of 20% tree canopy at full maturity.
3. A driveway of asphalt or concrete will be installed in accordance with the City’s driveway policy with access from either the front or rear of the property.
4. The new single-family dwelling will have brick or stone foundation on all four sides.
5. The new single-family dwelling will have foundation plantings along the front foundation.
6. The new single-family dwelling will be in substantial conformance with the set of house plans presented to the Planning Commission on October 2, 2025, with any modifications as conditioned at final approval.

XII. PLANNING COMMISSION RECOMMENDATION

The Hopewell Planning Commission voted 5-0 to approve the request by Trek Properties LLC to construct the single-family dwelling as presented on Parcel #011-1165 located at 501 N. 4th Ave. with staff’s recommended conditions.

APPENDIX A - MAPS

CITY LOCATIONAL MAP



APPENDIX B – SURROUNDING AREA DATA

SURROUNDING PROPERTIES - PARCEL #011-1165

N. 4th
Ave.

	ADDRESS	STORIES	HOUSE SQ FT	LOT WIDTH	LOT DEPTH	LOT SQ FT	EXT. MATERIAL	YR BUILT	TYPE
1	503 N 4TH	1	884	57	95	5,415	MASONITE	1947	SF
2	505 N 4TH	1	814	60	95	5,700	VINYL	1939	SF
3	507 N 4TH	1	1186	83	95	7,405	MASONITE	1939	SF
4	510 N 4TH	1	1040	~60	~101	5,663	WOOD	1939	SF
5	508 N 4TH	1	1098	60	101	6,060	BRICK	1914	SF
6	506 N 4TH	1	899	60	101	6,060	VINYL	1947	SF
7	504 N 4TH	1	1106	60	101	6,060	VINYL	1939	SF
8	502 N 4TH	1	923	57	101	5,757	VINYL	1939	SF
9	500 N 4TH	1	1101	57	101	5,757	ASBESTOS	1939	SF
	AVERAGE	1	1,005	61.5	99	5.986	VNYL/MSNTE		SF
	501 N 4TH	1	1,440	57	95	5,415	VINYL		SF

BLUE = Proposed house

R-7



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Public Hearing regarding a Conditional Use Permit request from Phillip Hughes of Broadway Building LLC to allow apartments on a second floor of a commercial building (238 E. Broadway, Parcel #080-0485) containing on average less than 700 gross square feet in the B-1 Downtown Central Business District.

ISSUE: The B-1 District allows for these apartments with the approval of a Conditional Use Permit from City Council.

RECOMMENDATION: The City Administration recommends approval of the CUP request to allow apartments on a second floor of a commercial building (238 E. Broadway, Parcel #080-0485) containing on average less than 700 gross square feet.

TIMING: Staff recommends action on either the first or second reading.

BACKGROUND: This CUP application was presented at a Planning Commission public hearing held on December 4, 2025.

ENCLOSED DOCUMENTS: Application, staff report

STAFF: Christopher Ward, Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

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

- | Y | N | |
|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Susan Daye, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Yolanda W. Stokes, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Lovena Rapole., Ward #7 |

Roll Call

SUMMARY:

Y N

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

Y N

- ☐ ☐ Councilor Susan Daye, Ward #5
- ☐ ☐ Councilor Yolanda W. Stokes, Ward #6
- ☐ ☐ Councilor Lovenia Rapole., Ward #7

City of Hopewell, VA
Permits / Inspection - 202509251617 - 2025
030518-0002 86b7x mc... 10/22/2025 09:44AM
0 -
CONDITIONAL USE PERMIT - REVIEW
Payment Amounts
Transaction Application
17DEV01117
Application #: 20250925
(Staff Use Only)



CONDITIONAL USE PERMIT APPLICATION

City of Hopewell

Department of Planning & Development

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

APPLICATION FEE: \$650 NON-REFUNDABLE

APPLICANT FILL IN ALL BLANKS			
REQUEST	SITE ADDRESS: 238 East Broadway Hopewell Va 23860		
	PARCEL #(s): 0800485	SITE ACREAGE: 0.126	ZONING DISTRICT: Downtown
	PROPOSED USE: Apartments		
	AMENDMENT TO EXISTING CUP: <input type="checkbox"/>		
LEGAL OWNER	NAME(S): Broadway Building LLC		
	MAILING ADDRESS: P.O Box 108 Amelia Courthouse Va 23002		
	EMAIL: REDACTED	PHONE: REDACTED	
APPLICANT (if different than owner)	NAME(S):		
	MAILING ADDRESS:		
	EMAIL:	PHONE:	
REQUIRED ATTACHMENTS	<i>See CUP Checklist for Details. Incomplete application packages will not be accepted. Payment of Delinquent Real Estate Taxes, including interest and penalty charges, is required prior to application acceptance.</i> <div><input checked="" type="checkbox"/> Site Plan</div> <div><input type="checkbox"/> Project Narrative</div> <div><input type="checkbox"/> CUP Checklist</div> <div><input type="checkbox"/> Building Floor Plan</div> <div><input type="checkbox"/> Exterior Elevations</div> <div><input type="checkbox"/> Other</div>		

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

10-22-2025

CUP SUBMITTAL CHECKLIST – REQUIRED ITEMS

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

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

CUP SUBMITTAL CHECKLIST – OPTIONAL ITEMS

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

Project Narrative for Conditional Use Permit

Property Address: 238 East Broadway, Hopewell, Virginia

Applicant: Broadway Building LLC

Request: Conditional Use Permit to Convert Office Space Into Two Studio Apartments

1. Project Description, Scope, and Scale

The proposed project seeks approval to convert four existing office rooms on the upper floor of 238 East Broadway into two well-designed studio apartments. Each unit will be approximately 350–375 square feet, providing efficient, modern living spaces while preserving the building's historic character.

The structure, located within Hopewell's historic downtown corridor, is a mixed-use building with commercial use on the first floor and office space above. The proposed conversion will allow for two residential units on the second floor, maintaining the commercial use below while introducing much-needed quality housing downtown.

Although the proposed studios are smaller than the minimum size typically required by code, the constraints of the existing historic structure limit the ability to increase unit size without compromising its architectural integrity. Despite their compact layout, each apartment will feature two full-sized windows providing ample natural light and ventilation, a full kitchen, and an in-unit washer and dryer—all consistent with market expectations for downtown studio apartments.

2. Compliance with the Zoning Ordinance and District Intent

The intent of the zoning district for this property is to promote a vibrant, mixed-use downtown environment that supports both commercial and residential activity. This proposal aligns with that intent by creating residential units above active ground-floor commercial space—a traditional urban design pattern consistent with Hopewell's zoning goals.

By reusing existing office space rather than expanding the building footprint, the project maintains the character and scale of the surrounding streetscape. The residential use complements nearby businesses by increasing downtown residency and foot traffic, contributing to the vitality of the area.

3. Consistency with the Comprehensive Plan

Hopewell's Comprehensive Plan encourages redevelopment and adaptive reuse within the downtown district, emphasizing mixed-use projects that combine commercial, cultural, and residential elements. The proposed conversion directly supports these goals by enhancing downtown living options, preserving an existing historic structure, and promoting sustainable redevelopment.

4. Impact Analysis and Mitigation

The proposed use is low-intensity and compatible with surrounding mixed-use and commercial properties. The conversion will not increase traffic, noise, or parking demand

beyond reasonable levels.

Mitigation Measures:

- Each unit will have independent sound insulation and mechanical systems to minimize noise transfer.
- On-site or nearby parking will continue to serve both the commercial and residential uses.
- All construction will comply with current building and fire codes to ensure safety and welfare.

5. Public Welfare and Community Benefit

The addition of two residential units contributes positively to Hopewell's housing supply—particularly in the growing market for small, efficient downtown apartments. Residents will support local businesses, enhancing the economic health of the downtown area. The project represents a private reinvestment in Hopewell's historic building stock, helping to preserve its architectural heritage and stimulate additional revitalization efforts.

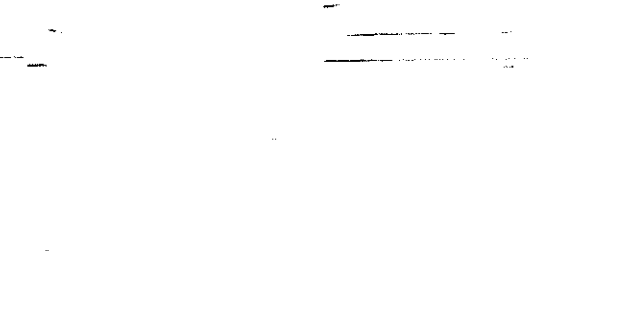
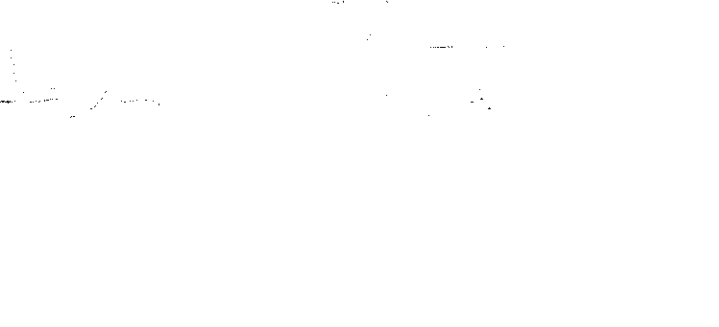
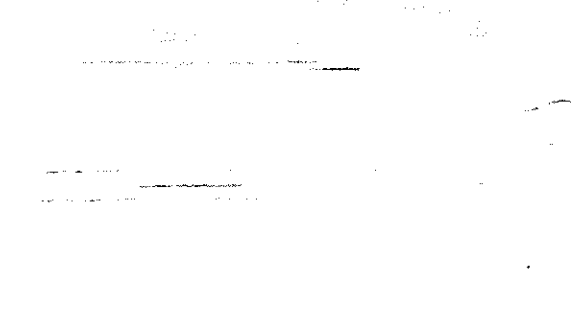
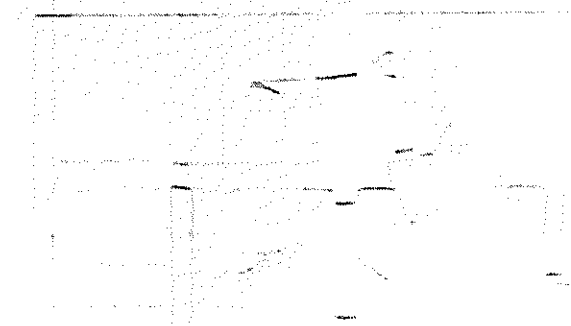
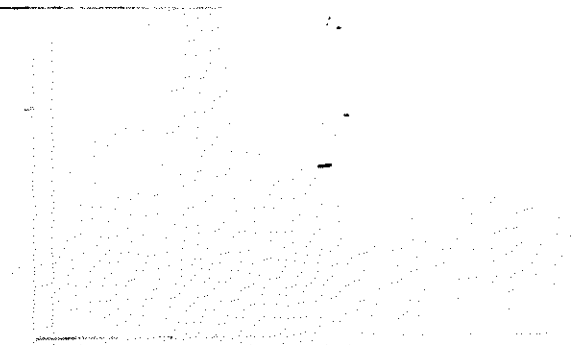
6. Impacts on Historic and Environmental Resources

The building at 238 East Broadway is of historic significance and will be preserved in its entirety. Exterior modifications will be minimal and, where necessary, will conform to historic preservation guidelines. No alterations will be made to the building's façade or structural footprint, and any updates will maintain the building's architectural integrity. There are no anticipated ecological or scenic impacts associated with this project.

Conclusion

The proposed conversion of four office rooms into two residential studio apartments at 238 East Broadway aligns with the City of Hopewell's vision for a dynamic, livable downtown. This project exemplifies responsible adaptive reuse—preserving the city's historic assets while expanding residential opportunities consistent with the Comprehensive Plan and zoning intent.

2-1-2



**REQUEST FOR CONDITIONAL USE PERMIT
TO ALLOW APARTMENTS ON A SECOND FLOOR OF A
COMMERCIAL BUILDING CONTAINING AVERAGE
SQUARE FOOTAGE BELOW 700 GROSS SQUARE FEET ON
PARCEL #080-0485 IN THE B-1 DISTRICT, LOCATED AT
238 E. BROADWAY.**



STAFF REPORT

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

I. EXECUTIVE SUMMARY

The applicant, Phillip Hughes of Broadway Building LLC, requests a Conditional Use Permit to allow apartments on a second floor of a commercial building containing on average less than 700 gross square feet. The B-1 District allows for these apartments with the approval of a Conditional Use Permit. Staff recommends approval of the request with conditions.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE	RESULT
Planning Commission	December 4, 2025	Public Hearing	Rec. Appr. 3-0
City Council	January 27, 2026	1 st Reading / PH	Pending
City Council	February 10, 2026	2 nd Reading	Pending

III. IDENTIFICATION AND LOCATIONAL INFORMATION

Applicant	Broadway Building LLC
Owner	Broadway Building LLC
Existing Zoning	B-1 Downtown Central Business District
Requested Zoning	N/A
Acreage	0.12 acres
Legal Description	LOTS 32-33 BLK 5 SUBDIVISION: WEST CITY POINT
Election Ward	2
Future Land Use	Downtown Commercial Mixed Use
Strategic Plan Goal	Housing, Economic Development
Approval Method	City Council Resolution
Can Conditions be Set?	Yes
Map Location	Parcel #080-0485

IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	11/20/2025	11/26/2025
	Letter to Adj. Properties	11/25/2025	
City Council	Progress-Index Ad	1/13/2026	1/20/2026
	Letter to Adj. Properties	1/16/2026	

V. ROLE OF PLANNING COMMISSION AND CITY COUNCIL

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

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

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

VI. APPLICABLE CODE SECTIONS

1. [Article XXI, Amendments](#)
2. [Article IX-A – Downtown Central Business District \(B-1\)](#)

VII. SUBJECT PROPERTY

The subject property, Parcel #080-0485, is located at 238 E. Broadway. The building was rehabilitated in 2017 and operated as a coffee shop for several years. The property owner is currently in the process of renovating the building for a future restaurant use. The structure has two small areas on the second floor at the front of the building that were previously marketed and occasionally utilized as artist studio space.

The second-floor units have a fully enclosed separate entrance at the side of the restaurant space and accessible from the front public sidewalk.

VIII. APPLICANT POSITION

The applicant seeks to convert four existing office spaces on the second floor into two well-designed studio apartments between 350-375 square feet. The historic nature of the building prevents the expansion of the second-floor space to accommodate larger units. Each of the units will have two large windows, full kitchen, and in-unit washer/dryer.

The applicant seeks to create a mixed-use environment that aligns with the goals of the B-1 District and the Comprehensive Plan. Converting the office space to residential apartments complements nearby businesses by increasing downtown residency and foot traffic. Refer to the application narrative for a more detailed description.

IX. STAFF ANALYSIS

The property located at 238 E. Broadway is situated in the center of the downtown area surrounded by businesses and residential units. The use of the second-floor space as artist studios had limited success under the previous owners whereby the spaces were leased; however, they remained sparsely used.

The separate and dedicated entrance to the second-floor, accessible from the front public sidewalk, provides the space a functionality suitable to two distinct uses (commercial-ground floor; residential-upper floor). The mixed-use concept already exists in the downtown area at several locations (see table at end of report) and is promoted through the zoning ordinance.

The apartment size of 350-375 square feet will require the units to be a 'studio' style where living room, bedroom, and kitchen uses share a common space. Oftentimes, studios only contain a kitchenette; however, the applicant is proposing full kitchens for both units.

X. RELATIONSHIP TO THE COMPREHENSIVE PLAN

The Comprehensive Plan sets the policy objective of revitalizing downtown, creating pedestrian-scaled mixed-use places, and increasing housing supply and options. The B-1 zoning reflects the goals of the Comprehensive Plan by allowing residential units

above commercial uses. Mixed-use development also adheres to a core principle of traditional neighborhood design, another concept promoted throughout the Comprehensive Plan. As a result, second-floor apartments are in clear alignment with the City's Comprehensive Plan and promote the type of development outlined in the Comprehensive Plan.

XI. PUBLIC COMMENT

The Development Department has not received any public comment regarding this CUP application.

XII. STAFF RECOMMENDATION

Staff recommends approval of the Conditional Use Permit request submitted by Phillip Hughes of Broadway Building LLC to allow apartments on a second-floor of a commercial building with less than 700 gross square feet on Parcel #080-0485 located at 238 E. Broadway with the following conditions:

- 1) Trash receptacles serving the residential units will not be stored in front of the building or on the side concrete patio.
- 2) Apartment addresses including unit numbers will be clearly identified on second-floor entryway door to support emergency services.
- 3) Second-floor window coverings will be limited to blinds or draperies that must be maintained in good working condition. Other coverings including but not limited to signs, sheets, blankets, and flags are not permitted.

XIII. PLANNING COMMISSION RECOMMENDATION

The Hopewell Planning Commission voted 3-0 to recommend approval of the request from Phillip Hughes of Broadway Building LLC to allow apartments on a second floor of a commercial building containing on average less than 700 gross square feet on Parcel #080-0485, also identified as 238 E. Broadway, with staff's recommended conditions and one modification:

3. Second-floor window coverings will be limited to blinds or draperies that must be maintained in good working condition **and uniform across all windows**. Other coverings including but not limited to signs, sheets, blankets, and flags are not permitted.

APPENDIX A - MAPS



APPENDIX B – OTHER MIXED-USE DEVELOPMENT IN DOWNTOWN

244 E. BROADWAY
256 E. BROADWAY
257 E. BROADWAY
245 E. BROADWAY
207 E. BROADWAY

R-8



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Public Hearing (first reading) regarding a Conditional Use Permit request from Osmin Lopez to construct a residential duplex on Parcel #032-0100, located on Kruper Ave., and zoned R-2 Residential Medium Density District.

ISSUE: City Zoning Ordinance allows for the construction of duplexes in the R-2 District with the approval of a CUP from City Council. Conditions of approval can be set.

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

TIMING: Staff recommends action on either first or second reading.

BACKGROUND: This CUP application was presented at a Planning Commission public hearing held on December 4, 2025.

ENCLOSED DOCUMENTS: Application, staff report

STAFF: Christopher Ward, Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

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

Y N

- ☐ ☐ Councilor Susan Daye, Ward #5
- ☐ ☐ Councilor Yolanda W. Stokes, Ward #6
- ☐ ☐ Councilor Lovenia Rapole, Ward #7

SUMMARY:

Y N

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

Y N

- ☐ ☐ Councilor Susan Daye, Ward #5
- ☐ ☐ Councilor Yolanda W. Stokes, Ward #6
- ☐ ☐ Councilor Lovena Rapole., Ward #7



Application #: _____
(Staff Use Only)

CONDITIONAL USE PERMIT APPLICATION

City of Hopewell

Department of Planning & Development

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

APPLICATION FEE: \$650 NON-REFUNDABLE

APPLICANT FILL IN ALL BLANKS									
REQUEST	SITE ADDRESS: 1104 Kruper Street								
	PARCEL #(s): PID #032-0100 Lot 18r	SITE ACREAGE: 0.33	ZONING DISTRICT: R-2						
	PROPOSED USE: Residential Duplex								
	AMENDMENT TO EXISTING CUP: <input type="checkbox"/>								
GAL OWNER	NAME(S): Osmin Lopez								
	MAILING ADDRESS: 2409 Penniman Ct. Henrico, VA 23228								
APPLICANT (if different than owner)	REDACTED		REDACTED						
	MAILING ADDRESS:								
	EMAIL:	PHONE:							
REQUIRED ATTACHMENTS	<p>See CUP Checklist for Details. Incomplete application packages will not be accepted. Payment of Delinquent Real Estate Taxes, including interest and penalty charges, is required prior to application acceptance.</p> <table><tbody><tr><td><input checked="" type="checkbox"/> Site Plan</td><td><input checked="" type="checkbox"/> Project Narrative</td><td><input checked="" type="checkbox"/> CUP Checklist</td></tr><tr><td><input checked="" type="checkbox"/> Building Floor Plan</td><td><input checked="" type="checkbox"/> Exterior Elevations</td><td><input type="checkbox"/> Other</td></tr></tbody></table>			<input checked="" type="checkbox"/> Site Plan	<input checked="" type="checkbox"/> Project Narrative	<input checked="" type="checkbox"/> CUP Checklist	<input checked="" type="checkbox"/> Building Floor Plan	<input checked="" type="checkbox"/> Exterior Elevations	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Site Plan	<input checked="" type="checkbox"/> Project Narrative	<input checked="" type="checkbox"/> CUP Checklist							
<input checked="" type="checkbox"/> Building Floor Plan	<input checked="" type="checkbox"/> Exterior Elevations	<input type="checkbox"/> Other							

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 _____

CUP SUBMITTAL CHECKLIST – REQUIRED ITEMS

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

Applicant			Required Activities and Documents
Yes	No	N/A	
Preapplication Meeting			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Preapplication Meeting with Staff. <i>Meeting Date:</i> <u>October 16, 2025</u>
Application (PDF format and TWO printed copies)			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Complete application
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Owner affidavit (<i>Power of Attorney if applicant is not the property owner</i>)
Fees & Taxes			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Application fee paid
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Taxes and fees current
Site and Building Plans (PDF format and TWO printed copies)			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Site Plan showing existing and proposed site improvements. The site plan should demonstrate compliance with zoning setbacks, lot width, and development standards (e.g., parking, landscaping). Plans should be of a size and scale such that all improvements and zoning requirements are easily identified and readable. For single-family residential lot plans, 11"x17" may be accepted. For all other projects, provide 24"x36" plans with accompanying 11"x17" reduction.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Floor plans of the proposed building
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Exterior elevations – Four-sided (front, sides, rear) building renderings, full color, and fully dimensioned drawn to scale
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Exterior finishes and colors and materials list. Architecture and finishes of proposed side elevations should be consistent with front elevation.
Project Narrative			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. A description of the proposed use, including scope and scale of the project
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. A statement establishing how the project complies with the expressed intent of the zoning ordinance and the standards of the zoning district, including Chesapeake Bay and Floodplain Districts.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. A statement on how the project complies with the Comprehensive Plan.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. An impact analysis listing potential impacts to adjacent and surrounding properties and how those impacts will be mitigated so as not to adversely affect the health, safety, or welfare of persons residing or working in the vicinity.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. An assessment of how the proposal will impact the public welfare, property, or improvements in the vicinity.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. An analysis of impacts on significant ecological, scenic or historic importance and how those impacts will be mitigated.
Other Items			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	16. A list of applicant-proposed conditions for consideration.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	17. Trip generation report or transportation impact analysis (if required at the pre-application meeting or requested by the Department of Public Works)

CUP SUBMITTAL CHECKLIST – OPTIONAL ITEMS

Applicant			Recommended items to improve the quality of the application and show consistency with the Comprehensive Plan and Zoning Ordinance Standards
Yes	No	N/A	
New Single-Family Homes			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Does the home proposed comply with the zoning district setbacks?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is the gross floor area and height compatible with surrounding homes on the block?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are the architectural styles and materials proposed compatible with surrounding homes in the neighborhood? Consider porches, roof pitch, upgraded window and door trim, brick or stone foundations, etc.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are windows provided on all sides of the home, and appropriately sized and spaced?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Does the building plan provide roof eaves with 12" overhang on all sides?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Does the plan preserve and/or plant trees to achieve 20% tree canopy at maturity?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Does the site plan provide foundation landscaping for building sides facing the street?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Does the site plan provide an asphalt or concrete driveway?
Vegetation & Green Infrastructure			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Propose tree canopy in excess of minimum zoning requirement. % = <u>20% and 55%</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Minimize land disturbance such that no more land is disturbed than necessary for the use
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Propose preservation of wetlands, floodplains, stream buffers, and slopes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Include native vegetation and plantings that support bee pollination
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Protect, restore, and connect natural areas and enhance access to natural open space
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Propose sustainable stormwater drainage, such as pervious pavers, rainwater harvesting, or passive rainwater management (rain garden; dry pond, bioswale)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Incorporate stormwater best management practices and low impact development
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Incorporate turf and landscape management protocols that reduce requirements for chemical treatment and associated pollutant runoff
Mobility			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Incorporate Complete Streets principles for any proposed streets
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Incorporate sidewalks along property lines adjacent to roadways
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Provide internal pedestrian connections within project
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Incorporate bicycle facilities (e.g., bike racks, bike storage facilities, showers)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Include pedestrian amenities such as trees, shade, benches, garbage and recycling cans.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Include preferred parking for carpools and/or green vehicles (e.g., hybrid, electric)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Include public transit access (provide information on nearest bus stop)
Energy & Resilience			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Propose electric vehicle (EV capable), EV ready or EV supply equipment
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Propose renewable energy systems (e.g., solar panels) installed on the project
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Provide list of any proposed green building practices and standards
Health & Welfare			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Incorporate noise mitigation appropriate for the project location and/or use
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Incorporate open space and recreation amenities appropriate for the use
Public Safety & Crime Prevention			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Provide fire lanes and access, as appropriate for the use
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Provide emergency operations plan, as appropriate for the use
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Provide comprehensive lighting system for buildings, parking lots, and landscaping areas
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Design building entrances to be visible from adjacent streets or neighboring buildings
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Install windows on all facades to provide natural site surveillance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Design landscape and fencing to create defined perimeters, while not creating hiding places
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Provide maintenance plan for landscaping pruning and litter prevention
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Provide site surveillance cameras and license plate readers

Project Description:

This project proposes to build a two story duplex home on the corner of Kruper Street and Kolar Street that will be of similar scale to the existing two story duplex home directly across Kruper Street. The architectural style features tall gable roofs with three dimensional architectural shingles, earth-tone colors, wide window trim, covered porches, beautiful decks, and brick foundations that is reminiscent of the architectural style of historic Hopewell. The interior features an open concept floor plan with three bedrooms and two and a half baths. Unit A has 1,200 sq. ft., while Unit B has 1,194 sq. ft. The site will feature paved driveways with sidewalks to each unit, large existing trees complimented by two new Red Maple trees. The homes are oriented such that each unit has its own private identity by taking advantage of this corner lot allowing one unit to front on Kruper Street and the other on Kolar Street. This action, if approved would vacate the approval by the Planning Commission in February of this year that combined three lots into one. This proposal places each of the two units on its own section of the site with a zero setback lot line to subdivide the overall site into two parcels. By orienting the units on two separate streets, this project will breathe new life in both directions with these beautiful new homes to encourage developers to build on other vacant lots in the neighborhood.

The scale, quality of the architectural details, site features, and density complies with the express intent of the zoning ordinance and the standards of the zoning district and will not negatively impact the Chesapeake Bay and Floodplain Districts. The development of this vacant site into two new homes will have a positive impact to the neighborhood by increasing the beauty of the streetscape, improving the safety with the presence of outdoor lighting, and providing quality housing to two new families.

1104 Kruper Street Duplex

Drawing Index:
T-1: Cover Sheet
C-1: Civil / Survey
AM-1: Area Map
AS-1: Architectural Site Plan
A-1: Floor Plans
A-2A: Elevations - West and South
A-2A: Elevations - North and East

Issued to:
The City of Hopewell
Department of Planning and Development Review



P.O. Box 4961
Glen Allen, VA 23058
804-543-2209
rsdesignworksllc@gmail.com



PROJECT INFO

LOCATION:
1104 KRUPER ST.
(corner of Kolar St.)
Dupont Annex
Section 1
Hopewell, VA

OWNER:
Osmín Lopez
2409 Penniman Ct.
Henrico, VA 23228

REVISIONS:

DATE: 11/9/2025

ISSUED FOR:
CONDITIONAL USE PERMIT

PROJ. NO.: 2025-01

DRAWN: RSB

SHEET TITLE:

COVER SHEET

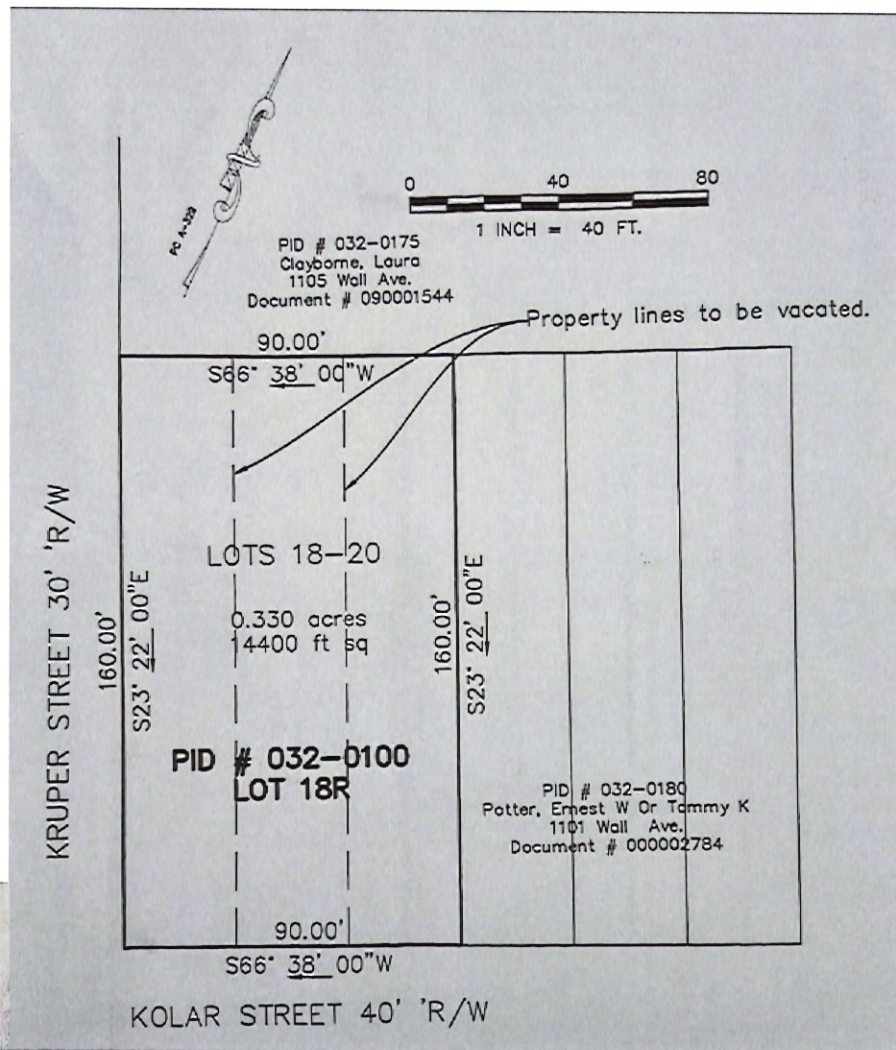
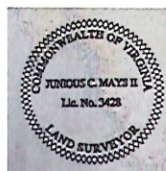
SHEET NUMBER:

T-1

The survey information on this sheet was taken from the survey provided by Junious C Mays III Land Surveyor and approved by the Planning Commission on 2/14/25.

Two property lines were vacated, turning three lots into one.

This proposal requests that the one lot, that was created on 2/14/25, be subdivided into two lots as shown on sheet AS-1.



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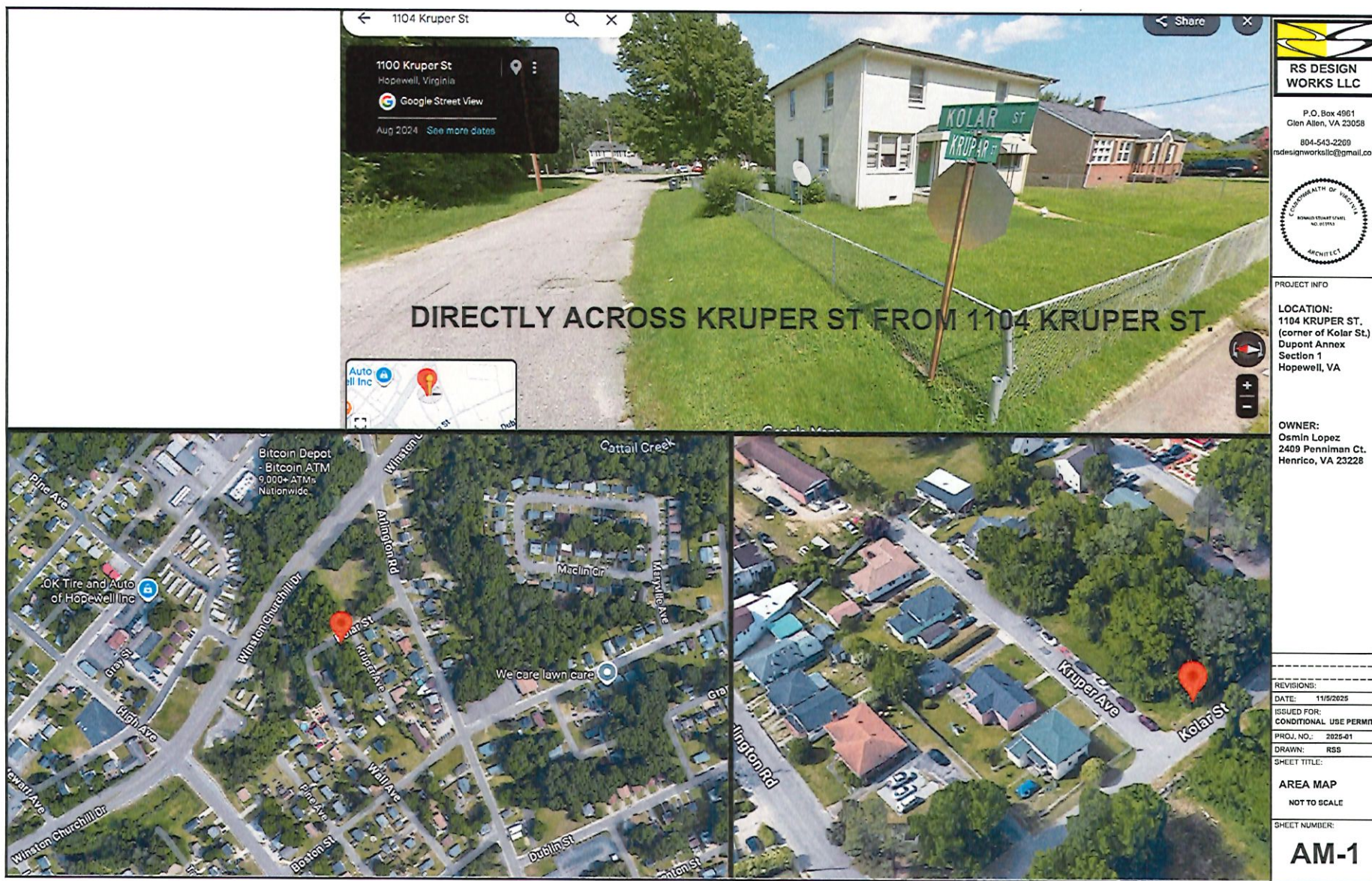
OWNER:
Osmin Lopez
2409 Penniman Ct.
Henrico, VA 23228

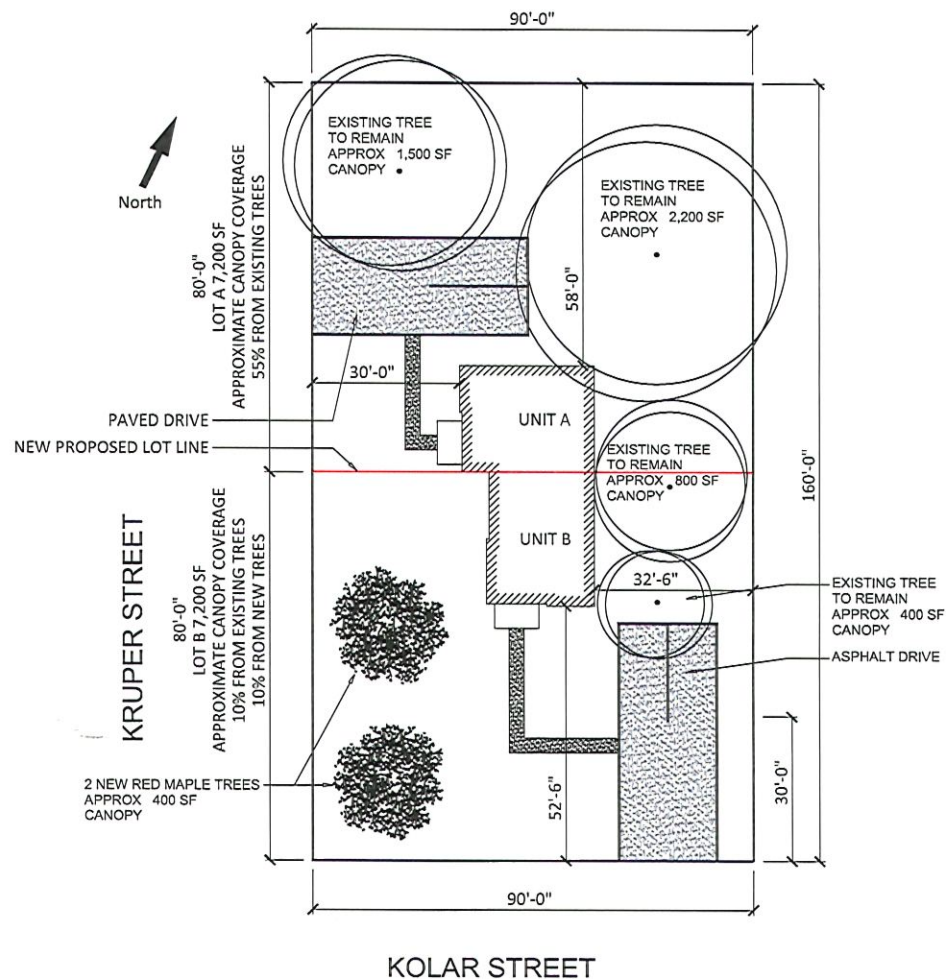
REVISIONS:
DATE: 11/5/2025
ISSUED FOR:
CONDITIONAL USE PERMIT
PROJ. NO.: 2025-01
DRAWN:
SHEET TITLE:

SURVEY

SHEET NUMBER:

C-1





Stormwater flow to the public system will not be not increased from the existing conditions by this proposed development.
Engineering calculations and proposed improvements will be provided in a separate DEVR submittal to be reviewed concurrently.



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Osmin Lopez
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Henrico, VA 23228

REVISIONS:

DATE: 11/5/2025

ISSUED FOR:
CONDITIONAL USE PERMIT

PROJ. NO.: 2025-01

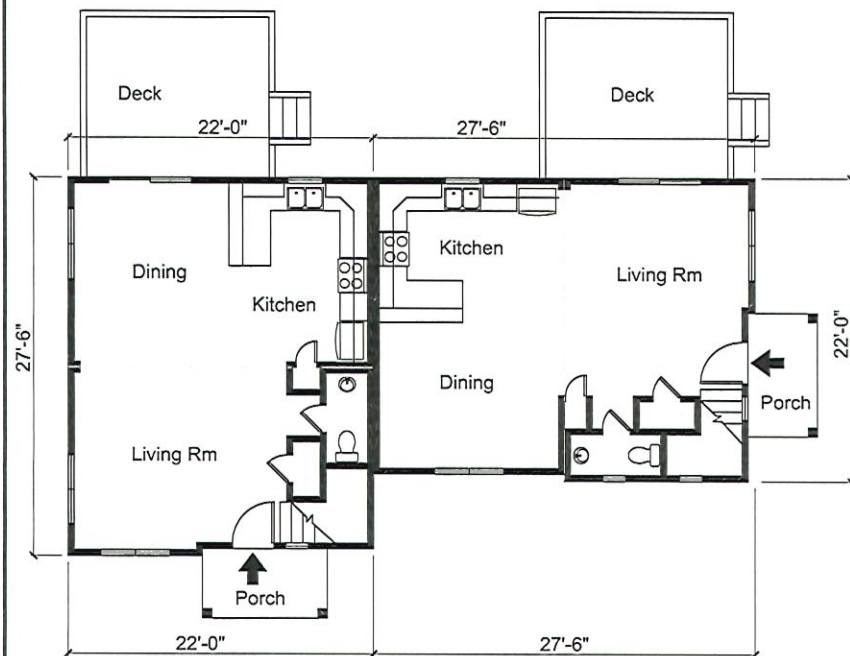
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SHEET TITLE:

**ARCHITECTURAL
SITE PLAN**

SHEET NUMBER:

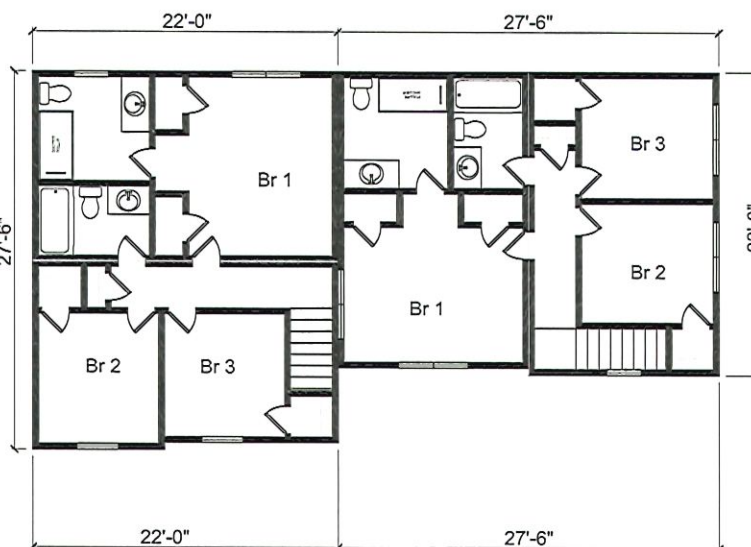
AS-1



UNIT A 1,200 SF

UNIT B 1,194 SF

FIRST FLOOR PLAN



UNIT A

UNIT B

SECOND FLOOR PLAN



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rsdesignworksllc@gmail.com



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LOCATION:
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Hopewell, VA

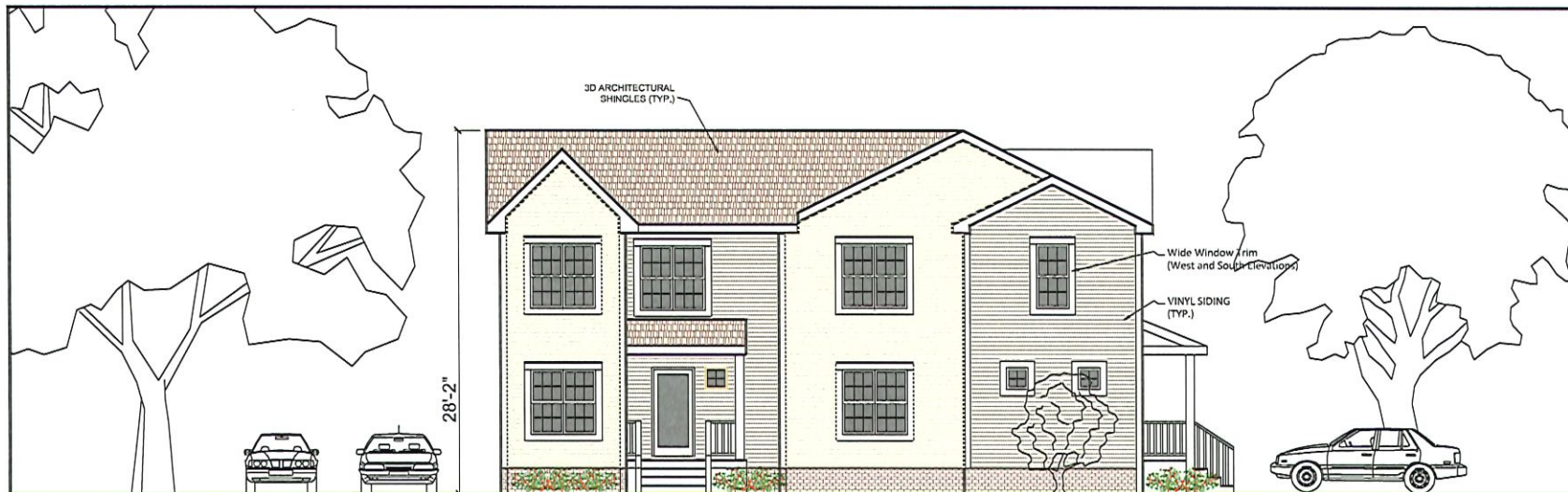
OWNER:
Osmín Lopez
2409 Penniman Ct.
Henrico, VA 23228

REVISIONS:
DATE: 11/5/2025
ISSUED FOR:
CONDITIONAL USE PERMIT
PROJ. NO.: 2025-01
DRAWN: RSS
SHEET TITLE:

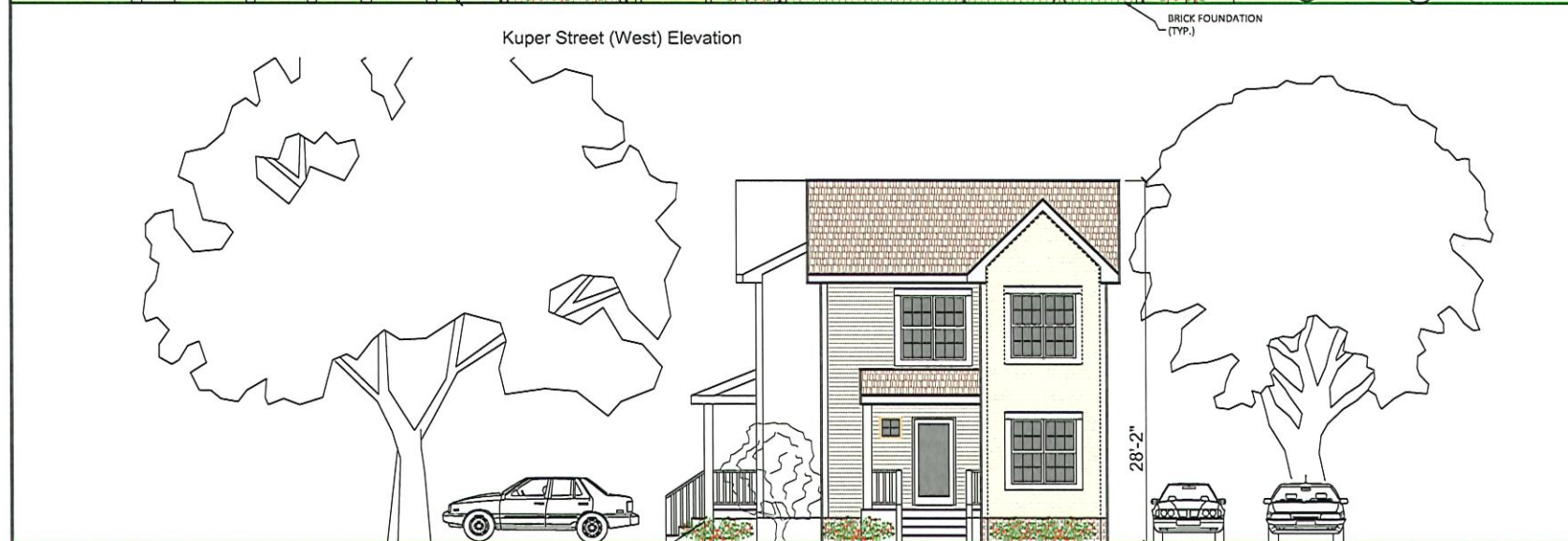
FLOOR PLANS

SHEET NUMBER:

A-1



Kuper Street (West) Elevation



Kolar Street (South) Elevation



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Henrico, VA 23228

REVISIONS:
DATE: 11/5/2025
ISSUED FOR:
CONDITIONAL USE PERMIT
PROJ. NO.: 2025-01
DRAWN: RBS
SHEET TITLE:

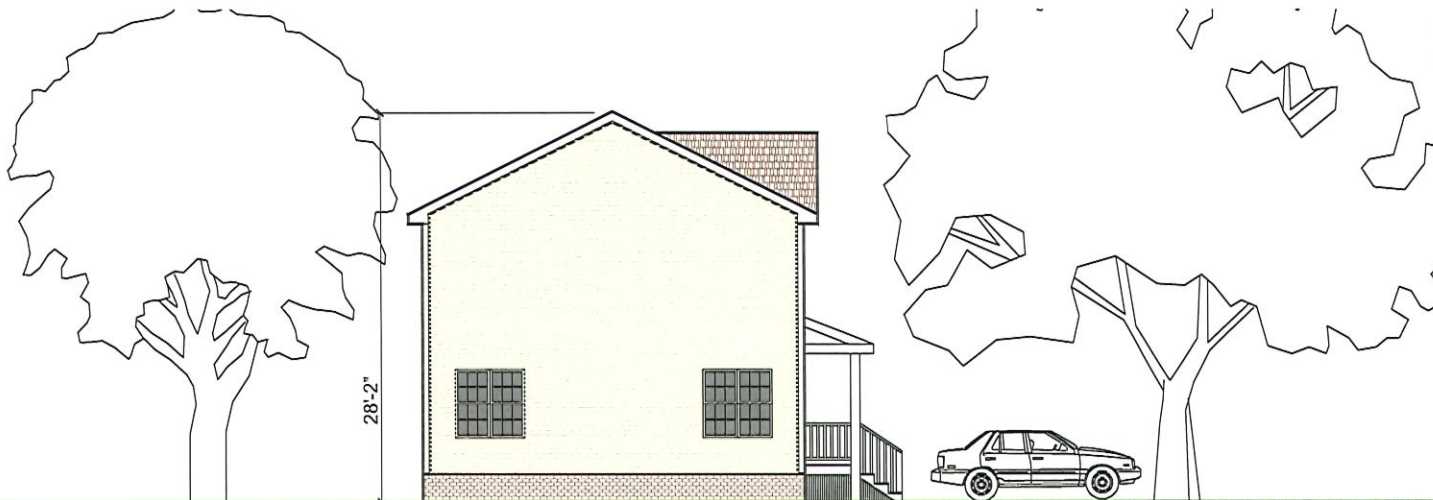
ELEVATIONS

SHEET NUMBER:

A-2A



North Elevation - Unit A



North Elevation



**RS DESIGN
WORKS LLC**

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804-543-2269
rdesignworksllc@gmail.com



PROJECT INFO

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(corner of Kolar St.)
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Section 1
Hopewell, VA

OWNER:
Osmin Lopez
2409 Penniman Ct.
Henrico, VA 23228

REVISIONS:
DATE: 11/5/2025
ISSUED FOR:
CONDITIONAL USE PERMIT
PROJ. NO.: 2025-01
DRAWN: RSB
SHEET TITLE:

ELEVATIONS

SHEET NUMBER:

A-2B



**REQUEST FOR CONDITIONAL USE PERMIT
TO CONSTRUCT A DUPLEX RESIDENTIAL DWELLING ON
PARCEL #032-0100 IN THE R-2 DISTRICT, LOCATED ON
KRUPER AVE.**



CITY COUNCIL

STAFF REPORT

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

I. EXECUTIVE SUMMARY

The applicant/owner, Osmin Lopez, requests a Conditional Use Permit to construct a duplex residential dwelling on Parcel #032-0100 in the R-2 District located on Kruper Ave. Staff recommends approval with conditions.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE	RESULT
Planning Commission	December 4, 2025	Public Hearing	Rec. Appr. 3-0
City Council	January 27, 2026	1 st Reading / PH	Pending
City Council	February 10, 2026	2 nd Reading	Pending

III. IDENTIFICATION AND LOCATIONAL INFORMATION

Applicant	Osmin Lopez
Owner	Osmin Lopez
Existing Zoning	R-2 Residential Medium Density District
Requested Zoning	N/A
Acreage	0.32 acres / 14,400 sf
Legal Description	LOT 18R RESUB OF LOTS 18 & 19 & 20) SUBDIVISION: DUPONT ANNEX SEC 1
Election Ward	6
Future Land Use	Urban Residential
Strategic Plan Goal	Housing
Approval Method	City Council Resolution
Can Conditions be Set?	Yes
Map Location	Parcel #032-0100

IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	11/20/2025	11/26/2025
	Letter to Adj. Properties	11/25/2025	
City Council	Progress-Index Ad	1/13/2026	1/20/2026
	Letter to Adj. Properties	1/16/2026	

V. ROLE OF PLANNING COMMISSION AND CITY COUNCIL

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

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

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

VI. APPLICABLE CODE SECTIONS

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

VII. SUBJECT PROPERTY

The subject property, Parcel #032-0100, is a conforming lot located at the intersection of Kruper Avenue and Kolar Street. The property measures 90 feet along Kolar and 160 feet fronting Kruper Avenue totaling 14,400 square feet. The R-2 District allows for duplexes through the Conditional Use Permit process if they are deemed compatible with the adjacent area.

VIII. APPLICANT POSITION

The applicant proposes to construct a duplex with each unit having 3 bedrooms, 2.5 baths and totaling approximately 1,200 square feet that will meet district setbacks. The applicant proposes to construct a high-quality home that will be compatible in scale to the other properties in the neighborhood.

The applicant states the scale, quality of the architectural details, site features, and density complies with the express intent of the zoning ordinance and the standards of the zoning district and will not negatively impact the Chesapeake Bay and Floodplain Districts. The development of this vacant site into two new homes will have a positive impact to the neighborhood by increasing the beauty of the streetscape, improving the safety with the presence of outdoor lighting, and providing quality housing to two new families.

IX. STAFF ANALYSIS

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

A two-story duplex exists across the street from the subject property and was constructed in 1965. The proposed duplex will be an improvement to the housing in the area by utilizing quality materials and professional design. The architect has been mindful of the site and has designed a duplex that recognizes the scale of the other duplex while respecting the single-family dwellings down the street.

The proposed duplex will meet all district setbacks, as required by the ordinance.

X. RELATIONSHIP TO THE COMPREHENSIVE PLAN

AGE OF HOUSING

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

THE FUTURE LAND USE PLAN

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

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

XI. STAFF RECOMMENDATION

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

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

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

Staff determines that the proposed duplex on Parcel #032-0100 conforms to the character of the neighborhood and is consistent in location, type, size and height with other structures in the area.

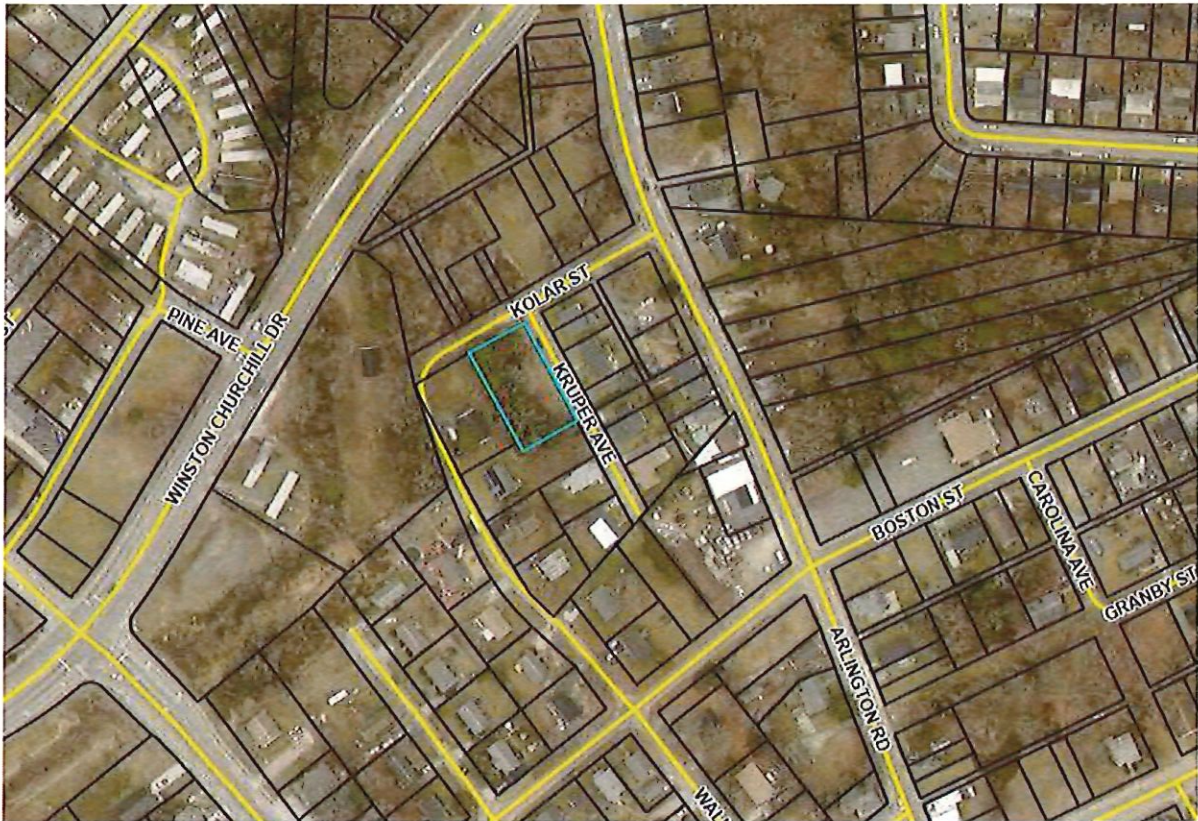
Staff supports the approval of this application with the following conditions:

1. Lot 18R will be subdivided to accommodate the zero lot line duplex.
2. The duplex will have 12-inch minimum eaves along all roof edges.
3. The lot will have a minimum coverage of 20% tree canopy at full maturity.
4. Driveways of asphalt or concrete will be installed in accordance with the City's driveway policy.
5. The duplex will have brick or stone foundation on all four sides.
6. The duplex will have foundation plantings along the foundations fronting Kruper Avenue and Kolar Street.
7. The duplex will be in substantial conformance with the designs presented to the Planning Commission on December 4, 2025, with any modifications as conditioned at final approval.

XII. PLANNING COMMISSION RECOMMENDATION

The Hopewell Planning Commission voted 3-0 to recommend approval of the Conditional Use Permit submitted by Osmin Lopez to construct a duplex as presented on Parcel #032-0100 located at the corner of Kruper Avenue and Kolar Street with staff's recommended conditions.

APPENDIX A - MAPS



APPENDIX B – SURROUNDING PROPERTIES

1101 WALL AVE	SFD
1101 KRUPER AVE	DUPLEX
1103 KRUPER AVE	SFD
1111 KRUPER	SFD
1112 KRUPER	SFD
1113 KRUPER AVE	SFD
1114 KRUPER AVE	SFD

R-9



R-10



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: Machinery and Tools Tax Rebate Program

ISSUE: The current ordinance that authorized the Machinery and Tools Tax Rebate Program offered to manufacturers located in the Enterprise Zone expired on December 31st 2025.

RECOMMENDATION: Update the program and extend the program expiration date to correspond with the Enterprise Zone expiration date of December 31st, 2029.

TIMING: Public hearing was completed on January 13, 2026. Scheduled as regular business item for January 27th.

BACKGROUND: In December of 2024 the Commonwealth of Virginia granted renewal of the City of Hopewell Enterprise Zone (EZ) till December 31st, 2029. The current Enterprise Zone rebate for Machinery and Tools tax program expired on December 31st, 2025. The updated ordinance and needs to be extended to correspond with the new EZ renewal end date of 12/31/2029.

ENCLOSED DOCUMENTS:

- Renewal approval letter from DHCD for Enterprise Zone
- - CODE OF THE CITY OF HOPEWELL, Sec. 34-30. Rebate of machinery and tools tax for certain businesses located in the enterprise zone.
- Presentation with proposed changes to program

STAFF: Charles Bennett

SUMMARY:

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

- | Y | N | |
|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Susan Daye, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Yolanda W. Stokes, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Lovena Rapole., Ward #7 |

FOR IN MEETING USE ONLY

MOTION: Move to approve the proposed changes to the ordinance *CODE OF THE CITY OF HOPEWELL, "Sec. 34-30. Rebate of machinery and tools tax for certain businesses located in the enterprise zone"* as presented.

Roll Call

SUMMARY:

Y N

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

Y N

☐ ☐ Councilor Susan Daye, Ward #5
☐ ☐ Councilor Yolanda W. Stokes, Ward #6
☐ ☐ Councilor Lovena Rapole., Ward #7



Glenn Youngkin
Governor

Caren Merrick
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Bryan W. Horn
Director

December 16, 2024

Mayor Johnny Partin
City of Hopewell
300 North Main Street
Hopewell, VA 23860

Dear Mayor Partin,

Governor Youngkin has approved a five-year renewal of the current City of Hopewell (Zone 9) Enterprise Zone. This renewal is effective January 1, 2025. Congratulations on the renewal of your zone. Your zone is now set to expire on December 31, 2029, with the option to renew that year for an additional five-year designation.

Representatives from the Department of Housing and Community Development will be contacting you or your designee soon to discuss strategies and recommendations to ensure a positive impact on the community during the next five years. I am pleased to be of assistance to you in the city's continued economic and community development efforts.

Sincerely,

Bryan Horn
Director

cc: Dr. Concetta Manker, City Manager
Charles Bennett, Local Zone Administrator



Virginia Department of Housing and Community Development | Partners for Better Communities
Main Street Centre | 600 East Main Street, Suite 300 Richmond, VA 23219
www.dhcd.virginia.gov | Phone (804) 371-7000 | Fax (804) 371-7090 | Virginia Relay 7-1-1

Ordinance No: _____

AN ORDINANCE AMENDING ARTICLE II, SECTION 34-30 (CHAPTER 34-TAXATION) OF THE HOPEWELL CITY CODE OF ORDINANCES

WHEREAS, the City Council of Hopewell, Virginia has given notice of its intention to amend this ordinance and conducted a public hearing in accordance with Va. Code § 15.2-1427; and

WHEREAS, the full text of this proposed ordinance amendment was available for the public and was adopted by Council after a public hearing held on January 13, 2026; now therefore

BE IT ORDAINED, by the City Council of Hopewell, Virginia that Article II, Section 34-30 of the Hopewell City Code of Ordinances is hereby amended as set forth below:

CHAPTER 34 – TAXATION

ARTICLE II – TAX ON REAL ESTATE, MACHINERY AND TOOLS

Sec. 34-30 – Rebate of machinery and tools tax for certain business located in the enterprise zone.

- a) Rebate authorized. A partial rebate of machinery and tools taxes is hereby provided for any business located in the enterprise zone which is newly constructed, expanded, renovated or replaced in accordance with the criteria set out in the Constitution of Virginia and pursuant to ~~Code of Virginia, § 59.1-279 et seq., the Urban Enterprise Zone Act, as amended Virginia Law.~~ A partial rebate will be provided on and after July 1, 2011, and for each fiscal year until ~~December 31, 2025.~~ *December 31, 2029.*
- b) Eligibility. For the purposes of this section, businesses located in the enterprise zone shall be eligible for a partial rebate of the machinery and tools tax resulting from new construction, expansion or replacement of existing machinery and tools only if the machinery and tools installed increases the assessed value of machinery and tools above the current assessed value, or base value. If the new construction, expansion or replacement of existing machinery and tools results in a decrease in the assessed value of the machinery and tools then the business shall not be eligible to receive a partial rebate.
- c) Amount of rebate. *For qualifying applications for work completed on or before December 31st, 2025,* the amount of partial rebate provided for in this section shall be equal to ~~thirty (30) percent~~ *30%* of the increase above the base value in assessed value of machinery and tools installed in a business located within the enterprise

Ordinance No: _____

zone. For qualifying applications for work completed on or after January 1, 2026, the amount of partial rebate provided for in this section shall be equal to 80% of the increase above the base value in assessed value of machinery and tools installed in a business located within the enterprise zone.

- d) Length of rebate. *For qualifying applications for work completed before December 31, 2025, the partial rebate for taxation of machinery and tools for the installation of new or the replacement of existing machinery and tools shall run with the land and for the benefit of any owner of such property during each of the ~~three~~ (3)-years of the rebate. The owner of the property shall be entitled to receive rebate of ~~thirty~~ (30) percent- 30% of the increase in the assessed value of the machinery and tools as a result of the new construction, renovation, or replacement, as determined by the commissioner of the revenue, during the first year after completion. and subsequent ~~two~~ (2) years. For qualifying applications for work completed on or after January 1, 2026, the partial rebate for taxation of machinery and tools for the installation of new or the replacement of existing machinery and tools shall run with the land and for the benefit of any owner of such property for the first year of the rebate. The owner of the property shall be entitled to receive a rebate of 80 % of the increase in the assessed value of the machinery and tools as a result of the new construction, renovation, or replacement, as determined by the commissioner of the revenue, during the first year after completion.*
- e) An application for enterprise zone benefits must be submitted to the commissioner of the revenue, and the benefit accessed by the business within ~~one~~ (1) year of the start of operations in the enterprise zone or subzone, or within one year of a qualifying facility expansion or renovation in order to receive the machinery and tools tax rebate.

State Law Ref: Va. Code § 59.1-279 et seq. (authorized rebate)

DONE this _____ day of _____

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

Ordinance No: _____

Mayor Johnny Partin, Ward 3

Witness this signature and seal

ATTEST:

Bishelya Howard, City Clerk



City of Hopewell Economic Development M&T Tax Rebate Program





City of Hopewell Machinery & Tools Tax

Machinery & Tools Tax:

Machinery and Tools tax is assessed on Original Capitalized Cost and Year of Purchase.

Tax Rate:

Assessment is equal to 25% of Original Capitalized Cost
\$3.10/Hundred Dollars Assessed Value

Tax Reporting

Due Date to File: February 15th

Taxes Due: June 15th and December 5th





City of Hopewell Machinery & Tools Tax

Enterprise Zone Machinery & Tools Tax Rebate Program (**current until 12/31/2025**) :

How the M&T Tax and Rebate Work

- Assessment: 25% of original capitalized cost
- Tax rate: \$3.10 per \$100 assessed value
- Rebate: 30% of the increase above base value
- Eligibility: New/replacement M&T increases assessed value
- Duration: 3 years (first year after completion + two years) ***Total of 90% rebate paid out over three years.*** (**payouts continue thru end of 2028 for completed 2025 projects**)





City of Hopewell Machinery & Tools Tax

(Proposed) Enterprise Zone Machinery & Tools Tax Rebate Program:

How the M&T Tax and Rebate Work

- Assessment: 25% of original capitalized cost
- Tax rate: \$3.10 per \$100 assessed value
- Rebate: 80% of the increase above base value
- Eligibility: New/replacement M&T increases assessed value
- Duration: 1 year (first year after completion) ***Total of 80% rebate paid out the first year.*** **(payouts begin in 2027 for projects completed in 2026)**





City of Hopewell Machinery & Tools Tax

The proposed changes below would accomplish the following goals:

- Simplify the administrative work associated with the rebate program by reducing the rebate time from 3 years to 1 year.
- Align the sunset of the rebate payouts with the current expiration of the Enterprise Zone (December 31st, 2029)
- Enable the City of Hopewell to receive the full values of M&T tax 2 years sooner than the current program.
- Reduce the amount of tax rebate benefit from 90% to 80% without changing the overall benefit Industries using the PV of rebate in year one.



1. Permanent Reduction in Rebate Cost

Total rebate exposure declines from 90% to 80% of new M&T revenue for all future investments.

This results in a 10% permanent increase in net retained tax revenue per investment.

2. Change in Cash Flow Timing

The proposed structure accelerates rebate payments into a single year. This may cause certain years to show higher payouts compared to the existing structure, even though total cost is lower.

3. Improved Administrative Simplicity and Predictability

Eliminates overlapping multi-year obligations.

Reduces long-term tracking complexity and audit risk.

Improves clarity in budgeting and forecasting.



Performance of the M&T Rebate Program 2015-2025:

New “M&T” Private Investment over 10 years: \$602,550,283.00

Average new Annual Private Investment: \$60,255,028.00

Average new Annual “M&T” taxes added to tax base: \$2,881,609.00

Average Annual “M&T” rebates paid by City: \$391,958.00

Net Average Annual new “M&T” revenue to City: \$2,489,650.00

Summary: Over the past 10 years the Enterprise Zone M&T Rebate Program has brought in \$24,896,503.43 in new net revenue.

ADJOURNMENT