

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

February 24, 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 the EDA); § 2.2-3711(A)(1), to discuss personnel matters including (City Attorney annual evaluation, City Clerk six month evaluation, and review City Manager finalists).

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

Employee of the Quarter – Tabitha Martinez, Director of Recreation and Parks

January 2026 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 Pastor Hart, 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 Minutes** – February 10, 2026
- C-2 Human Resources Report** – Yaosca Smith, Director of Human Resources
- C-3 Proclamation recognizing Benefits Programs Specialist Month** – Wanda Williams, Director of the Department of Social Services
- C-4 Machine and Tools Tax Rebate Ordinance** – Charles Bennett, Director of Economic Development
- C-5 Ratification of Beacon Board of Directors' Adoption of Amended Articles and Bylaws** – 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 Proclamation Honoring Shana Story, Former Chairwoman of the Economic Development Authority** – Hopewell City Council
- R-2 Budget Overview and Schedule** – Stacey Jordan, Deputy City Manager

- R-3 FY 2026 Supplemental Appropriation from Schools Public Hearing – Stacey Jordan, Deputy City Manager**
- R-4 Kevin Randesi’s Appeal Public Hearing – Kelly Davis, Deputy Director of Planning and Development**
- R-5 City Seal Public Hearing – Anthony Bessette, City Attorney**
- R-6 CDBG CV Fund Appropriation Public Hearing – Chris Ward, Director of Planning and Development**
- R-7 Conditional Use Permit for 501 North 4th Avenue, 238 East Broadway, 1104 Kruper, and 1004 Elm Street Public Hearing – Chris Ward, Director of Planning and Development**

ADJOURNMENT

**CLOSED
MEETING**

RECONVENE OPEN 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 - January

- Citywide
- General Fund
- Enterprise
- Schools

Accounts Payable/Debt Service

January committee items

Citywide FY26 Budget to Actuals – January

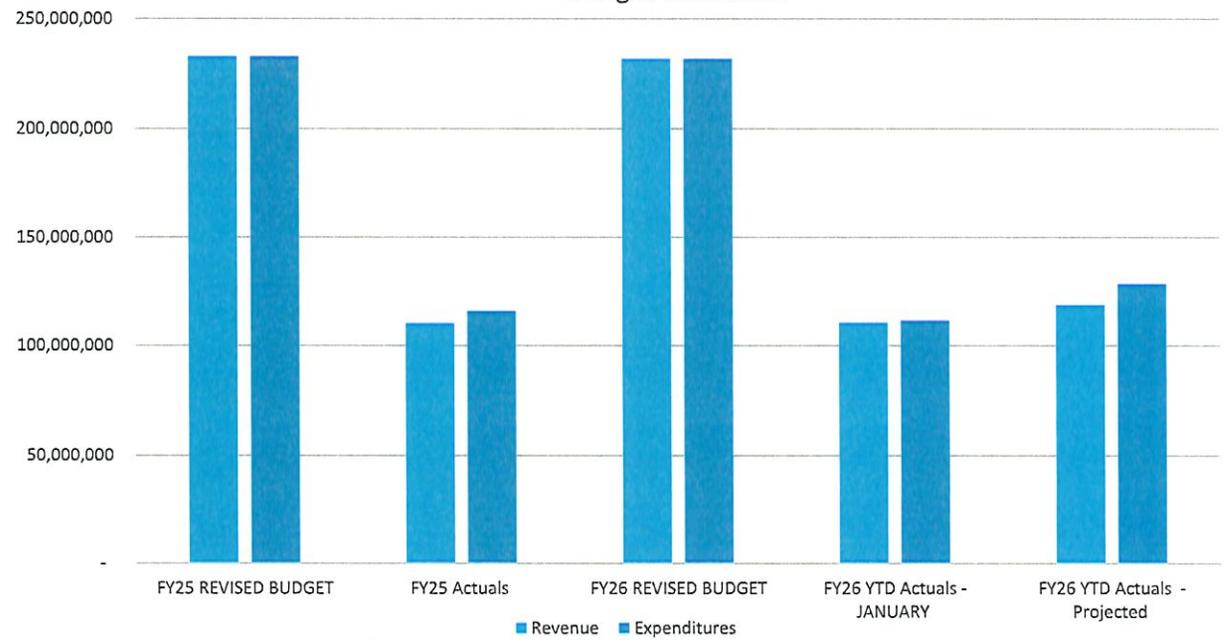
City-wide for January revenues are trending 3.8% or \$8.3M higher for FY26 vs FY25.

Expenses for January are trending 5.62% or \$12.4M higher for FY26 vs FY25.

Key due dates for the City of Hopewell are December, February, May and June.

Increase in expenses stem from Annual Increases and class and comp study increases, as well as increases in school and enterprise capital expenses.

FY26 Citywide Revenues and Expenditures - Budget vs Actuals



Citywide FY26 Budget to Actuals – January

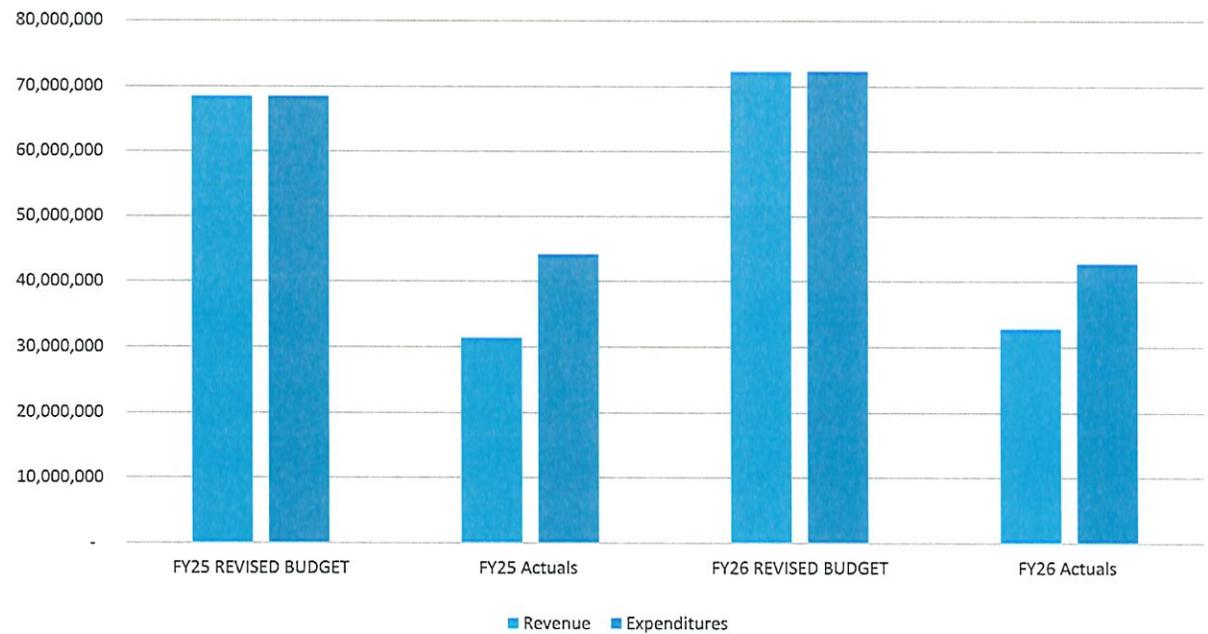
CITY-WIDE

REVENUES	FY25 REVISED BUDGET	FY25 Actuals	FY25 % of Budget Rec'd	FY26 REVISED BUDGET	FY26 YTD Actuals - JANUARY	FY26 YTD Actuals - Projected	FY26 % Rec'd Budget	Comments
REAL ESTATE TAXES	21,928,970	9,971,687	45.5%	24,030,746	10,653,934	10,653,934	44.3%	2ND half Due June
PUBLIC SERVICE CORP TAX	5,100,000	687,109	13.5%	4,900,000	858,133	858,133	17.5%	Due in May & June
PERSONAL PROPERTY TAX	7,056,000	2,572,935	36.5%	6,597,440	2,448,279	2,448,279	37.1%	Due in February
MACH & TOOL TAX	9,586,049	3,659,476	38.2%	9,384,549	3,412,666	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	5,777,413	53.3%	11,545,280	5,773,398	5,773,398	50.0%	Slight decrease due to taxes to include (BL, VL, Communication, Recordation, Food, Lodging, Meals, etc.)
USE OF MONEY & PROPERTY	530,200	538,665	101.6%	325,901	159,430	159,430	48.9%	Decrease in Interest Income
CHARGES FOR SERVICES	50,894,520	20,188,486	39.7%	46,191,429	20,943,733	26,612,935	57.6%	Increase stems from HWR monthly & Capital billing
PENALTIES & INTEREST	586,000	323,533	55.2%	596,000	418,309	418,309	70.2%	Slight increase stems from Collections
PERMITS, FEES AND LICENSES	470,450	299,055	63.6%	467,400	548,403	548,403	117.3%	Increase in permit fees
FINES & FORFEITURES	1,392,549	631,369	45.3%	1,239,308	825,130	825,130	66.6%	Increase in fines
GRANTS	464,964	371,901	80.0%	167,418	88,408	88,408	52.8%	
STATE REVENUES	62,379,873	32,992,760	52.9%	66,895,194	39,609,881	37,272,319	55.7%	Schools funding
FEDERAL REVENUES	16,852,868	9,891,041	58.7%	14,096,939	4,159,432	8,946,994	63.5%	Laser allocation pending for Q1 & Q2; \$2.45M Schools Head Start
MISCELLANEOUS REVENUE	6,938,700	1,381,166	19.9%	9,138,739	817,395	817,395	8.9%	Decrease due to ARPA funding
IN LIEU OF TAXES	1,591,511	1,137,965	71.5%	1,591,511	1,110,131	1,137,965	71.5%	Consistent
DEBT SERVICE	947,617	557,484	58.8%	1,042,739	485,122	590,140	56.6%	
TRANSFERS IN	33,876,815	18,185,943	53.7%	32,030,146	16,904,840	16,904,840	52.8%	
TOTAL REVENUES	233,055,112	110,462,411	47.40%	231,858,769	110,511,048	118,763,103	51.2%	
EXPENDITURES	FY25 REVISED BUDGET	FY25 Actuals	FY25 % of Budget Rec'd	FY26 REVISED BUDGET	FY26 YTD Actuals - JANUARY	FY26 YTD Actuals - Projected	FY26 % Rec'd Budget	Comments
SALARIES & WAGES	30,406,469	16,005,973	52.6%	32,318,998	17,508,757	17,508,757	54.2%	3% Annual Salary Increase; 6% HWR & SWR
HEALTH BENEFITS	5,316,869	2,806,363	52.8%	6,148,198	3,261,820	3,261,820	53.1%	3% Annual Salary Increase; 6% HWR & SWR
EMPLOYEE BENEFITS	476,259	179,102	37.6%	430,527	180,426	180,426	41.9%	3% Annual Salary Increase; 6% HWR & SWR
RETIREMENT	4,321,239	2,232,055	51.7%	4,723,769	2,484,705	2,484,705	52.6%	3% Annual Salary Increase; 6% HWR & SWR
OTHER PERSONNEL	2,480,970	1,331,362	53.7%	2,665,764	1,469,550	1,469,550	55.1%	
PROFESSIONAL SERVICES	17,417,567	8,587,201	49.3%	15,389,762	8,806,079	8,806,079	57.2%	
WORKERS COMPENSATION	513,869	288,209	56.1%	548,260	333,602	333,602	60.8%	
SERVICE & SUPPLIES	38,258,431	16,872,116	44.1%	38,665,570	15,539,856	15,539,856	40.2%	
OUTSIDE AGENCIES	5,735,103	3,277,014	57.1%	6,208,164	2,990,062	2,990,062	48.2%	
NON-DEPARTMENTAL	1,265,074	943,125	74.6%	1,522,358	943,125	943,125	62.0%	
OTHER	75,717,722	39,216,579	51.8%	74,348,577	30,949,712	47,792,913	64.3%	\$16.8M in SBO estimated expenses
CAPITAL	10,859,277	1,918,110	17.7%	10,378,822	5,811,248	5,811,248	56.0%	
DEBT	7,418,450	4,902,241	66.1%	7,488,854	5,149,810	5,149,810	68.8%	
SUPPORT OF SCHOOLS	13,865,900	10,360,450	74.7%	13,580,000	10,185,000	10,185,000	75.0%	
TRANSFERS OUT	19,001,915	7,068,743	37.2%	17,441,146	5,963,090	5,963,090	34.2%	
TOTAL EXPENDITURES	233,055,114	115,988,643	49.77%	231,858,769	111,576,843	128,420,044	55.39%	
NET INCOME	(2)	(5,526,232)	-2.37%		(1,065,795)	(9,656,941)	-4.17%	

General Fund FY26 Budget to Actuals – January

- General fund for January is trending 0.51% or \$1.4M higher in Revenues for FY26 vs FY25.
- Expenses for FY26 are trending 5.4% or \$1.4M lower than FY25.
- Increase in expenses stem from Annual Increases and class and comp study increases.

FY26 General Fund Revenue and Expenditures



General Fund FY26 Budget to Actuals – January

GENERAL FUND

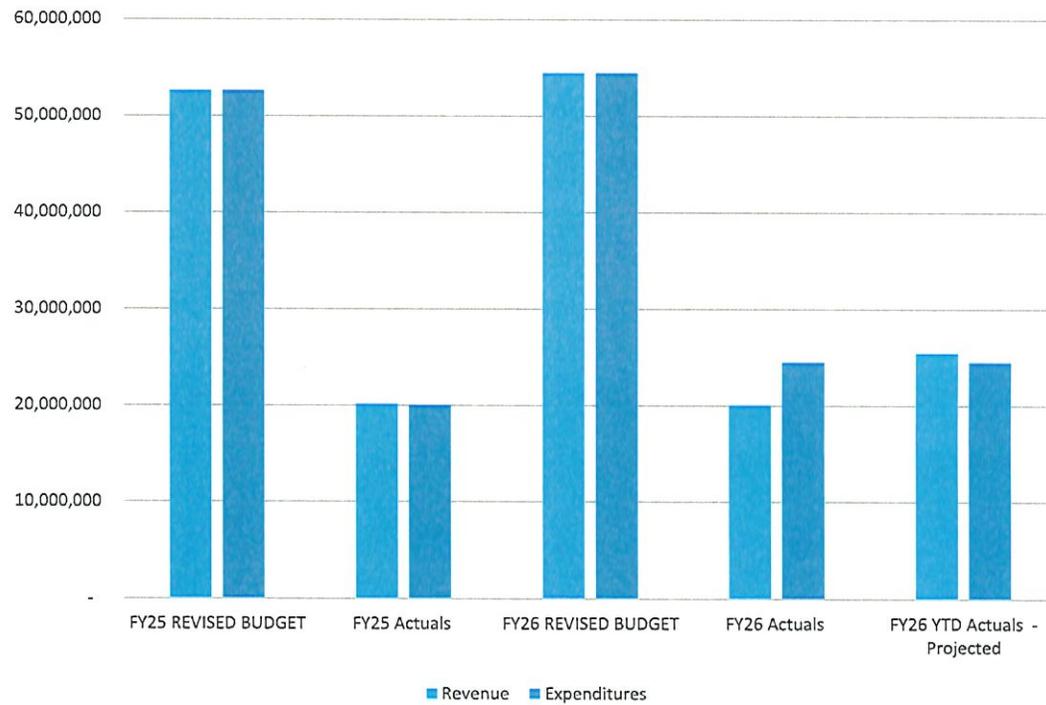
REVENUES	FY25 REVISED BUDGET	FY25 Actuals	FY25 % of Budget Rec'd	FY26 REVISED BUDGET	FY26 Actuals	FY26 % Rec'd Projected	FY26 YTD - Projected	FY25 vs FY26 Variance	Comments
REAL ESTATE TAXES	21,928,970	9,971,794	45.5%	24,030,746	10,653,934	44.3%	\$ 10,653,934	\$ 682,139.34	2ND half Due June
PUBLIC SERVICE CORP TAX	5,100,000	687,109	13.5%	4,900,000	858,133	17.5%	\$ 858,133	\$ 171,023.92	Due in May & June
PERSONAL PROPERTY TAX	7,056,000	2,551,835	36.2%	6,597,440	2,448,279	37.1%	\$ 2,448,279	\$ (103,555.57)	Due in February
MACH & TOOL TAX	9,586,049	3,659,476	38.2%	9,384,549	3,412,666	36.4%	\$ 3,412,666	\$ (246,810.07)	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	3,300,362	45.6%	7,745,280	3,234,244	41.8%	\$ 3,234,244	\$ (66,117.60)	Slight decrease due to taxes to include (BL, VL, Communication, Recordation, Food, Lodging, Meals, etc.)
USE OF MONEY & PROPERTY	90,000	64,667	71.9%	60,000	28,576	47.6%	\$ 28,576	\$ (36,091.28)	
CHARGES FOR SERVICES	847,000	912,921	107.8%	1,256,495	729,678	58.1%	\$ 729,678	\$ (183,243.91)	\$200K decrease in EMS receipts
PENALTIES & INTEREST	581,000	319,762	55.0%	591,000	412,722	69.8%	\$ 412,722	\$ 92,959.85	Penalties and Interest
PERMITS, FEES AND LICENSES	470,450	297,335	63.2%	467,400	546,678	117.0%	\$ 546,678	\$ 249,343.62	Increase in Sewer/Bldgs. Permits
FINES & FORFEITURES	1,347,576	628,761	46.7%	1,229,737	819,243	66.6%	\$ 819,243	\$ 190,482.18	Increase in fines
GRANTS	2,000	2,000	100.0%	19,958	20,058	100.5%	\$ 20,058	\$ 18,057.58	
STATE REVENUES	9,183,676	5,134,651	55.9%	9,687,781	5,721,046	59.1%	\$ 5,721,046	\$ 586,394.71	Slight increase in state revenues received for Constitutinals
FEDERAL REVENUES	350,000	99,287	28.4%	460,503	318,882	69.2%	\$ 318,882	\$ 219,595.43	
MISCELLANEOUS REVENUE	750,292	800,133	106.6%	1,929,024	613,578	31.8%	\$ 613,578	\$ (186,555.59)	
IN LIEU OF TAXES	1,257,500	943,125	75.0%	1,257,500	943,125	75.0%	\$ 943,125	\$ -	Consistent
TRANSFERS IN	1,009,000	756,750	75.0%	1,009,000	756,750	75.0%	\$ 756,750	\$ -	Consistent
TOTAL REVENUES	68,417,543	31,424,391	45.93%	72,244,443	32,812,014	45.42%	\$ 32,812,014	\$ 1,387,622.61	
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	20,755,383	11,032,170	53.2%	22,448,159	12,362,005	55.1%	\$ 12,362,005	\$ 1,329,835.61	3% Annual Salary Increase
HEALTH BENEFITS	3,755,212	2,014,931	53.7%	4,332,241	2,384,583	55.0%	\$ 2,384,583	\$ 369,652.24	3% Annual Salary Increase
EMPLOYEE BENEFITS	302,179	124,997	41.4%	300,116	114,773	38.2%	\$ 114,773	\$ (10,224.12)	3% Annual Salary Increase
RETIREMENT	2,940,040	1,517,523	51.6%	3,240,186	1,733,292	53.5%	\$ 1,733,292	\$ 215,769.00	3% Annual Salary Increase
OTHER PERSONNEL	1,681,129	921,022	54.8%	1,799,107	1,023,635	56.9%	\$ 1,023,635	\$ 102,612.59	3% Annual Salary Increase
PROFESSIONAL SERVICES	4,908,415	3,183,114	64.9%	5,328,420	3,210,411	60.3%	\$ 3,210,411	\$ 27,296.64	
WORKERS COMPENSATION	430,823	243,927	56.6%	466,461	289,589	62.1%	\$ 289,589	\$ 45,662.05	
SERVICE & SUPPLIES	5,815,668	4,105,933	70.6%	6,114,755	2,196,298	35.9%	\$ 2,196,298	\$ (1,909,634.56)	\$1.4M in FY25 Gas Charges
OUTSIDE AGENCIES	4,922,432	3,274,603	66.5%	5,618,723	2,928,897	52.1%	\$ 2,928,897	\$ (345,705.92)	
NON-DEPARTMENTAL	24,334	-	0.0%	264,858	-	0.0%	\$ -	\$ -	
OTHER	427,928	165,845	38.8%	517,928	211,901	40.9%	\$ 211,901	\$ 46,055.21	
CAPITAL	222,903	144,357	64.8%	337,747	136,032	40.3%	\$ 136,032	\$ (8,325.28)	
SUPPORT OF SCHOOLS	13,710,000	10,360,450	75.6%	13,580,000	10,185,000	75.0%	\$ 10,185,000	\$ (175,450.00)	
TRANSFERS OUT	8,540,791	7,068,743	82.8%	7,950,787	5,963,090	75.0%	\$ 5,963,090	\$ (1,105,652.88)	
TOTAL EXPENDITURES	68,437,237	44,157,616	64.5%	72,299,488	42,739,506	59.11%	\$ 42,739,506	\$ (1,418,109.42)	
NET INCOME	(19,694)	(12,733,224)	-18.59%	(55,045)	(9,927,492)	-13.70%	\$ (9,927,492)	\$ 2,805,732	

Enterprise Fund FY26 Budget to Actuals – January

*Regional Water, Sewer, Solid Waste, and Storm
Water*

- Enterprise fund for January is trending 8.55% or \$5.4M higher in Revenues for FY26 vs FY25.
- Expense for FY26 are trending 7.1% or \$4.6M higher the expense in FY25.
- Increase in revenues stem from on time billing and capital billing for FY26.
- Increase in expenses stem from working through capital projects and DEQ NOV.

FY26 Enterprise Funds Revenue and Expenditures



Enterprise Fund FY26 Budget to Actual – January

ENTERPRISE FUNDS

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	330,925	110.3%	114,901	57,317	57,317	49.9%	
CHARGES FOR SERVICES	42,367,151	18,284,677	43.2%	40,399,616	19,233,854	24,573,659	60.8%	\$3M Accrued for December Billing & Capital & \$2.34M for DI/Minol
MISCELLANEOUS REVENUE	13,450	512,946	3813.7%	3,115,635	89,643	89,643	2.9%	
GRANTS	-	254,771	---	-	-	-	---	
IN LIEU OF TAXES	334,011	194,840	58.3%	334,011	167,006	194,840	58.3%	
DEBT SERVICE	947,617	557,484	58.8%	1,042,739	485,122	590,140	56.6%	
TRANSFERS IN	8,672,924	-	0.0%	9,490,359	-	-	0.0%	
TOTAL REVENUES	52,635,153	20,135,643	38.26%	54,497,261	20,032,942	25,505,599	46.80%	
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	2,425,640	51.3%	4,403,018	2,315,724	2,315,724	52.6%	
HEALTH BENEFITS	713,300	358,636	50.3%	811,128	363,022	363,022	44.8%	
EMPLOYEE BENEFITS	75,431	16,666	22.1%	38,268	12,862	12,862	33.6%	
RETIREMENT	642,777	338,867	52.7%	727,132	319,842	319,842	44.0%	
OTHER PERSONNEL	364,449	200,410	55.0%	425,423	212,059	212,059	49.8%	
PROFESSIONAL SERVICES	9,987,532	5,204,222	52.1%	9,549,622	5,432,857	5,432,857	56.9%	
WORKERS COMPENSATION	53,697	31,400	58.5%	51,539	29,546	29,546	57.3%	
SERVICE & SUPPLIES	12,667,511	7,628,061	60.2%	17,384,971	8,612,889	8,612,889	49.5%	
OUTSIDE AGENCIES	5,000	1,666	33.3%	2,300	-	-	0.0%	
NON-DEPARTMENTAL	1,257,500	943,125	75.0%	1,257,500	943,125	943,125	75.0%	
OTHER	61,400	21,585	35.2%	76,400	37,951	37,951	49.7%	
CAPITAL	9,913,822	1,320,521	13.3%	7,600,486	4,973,465	4,973,465	65.4%	Increase from completion of capital projects.
DEBT	2,583,988	1,509,825	58.4%	2,679,109	1,309,796	1,309,796	48.9%	
TRANSFERS OUT	9,576,924	-	0.0%	9,490,359	-	-	0.0%	
TOTAL EXPENDITURES	52,635,155	20,000,625	38.0%	54,497,255	24,563,138	24,563,138	45.1%	
NET INCOME	(2)	135,017	0.26%	6	(4,530,197)	942,461	1.73%	

Schools FY26 Budget to Actual – January

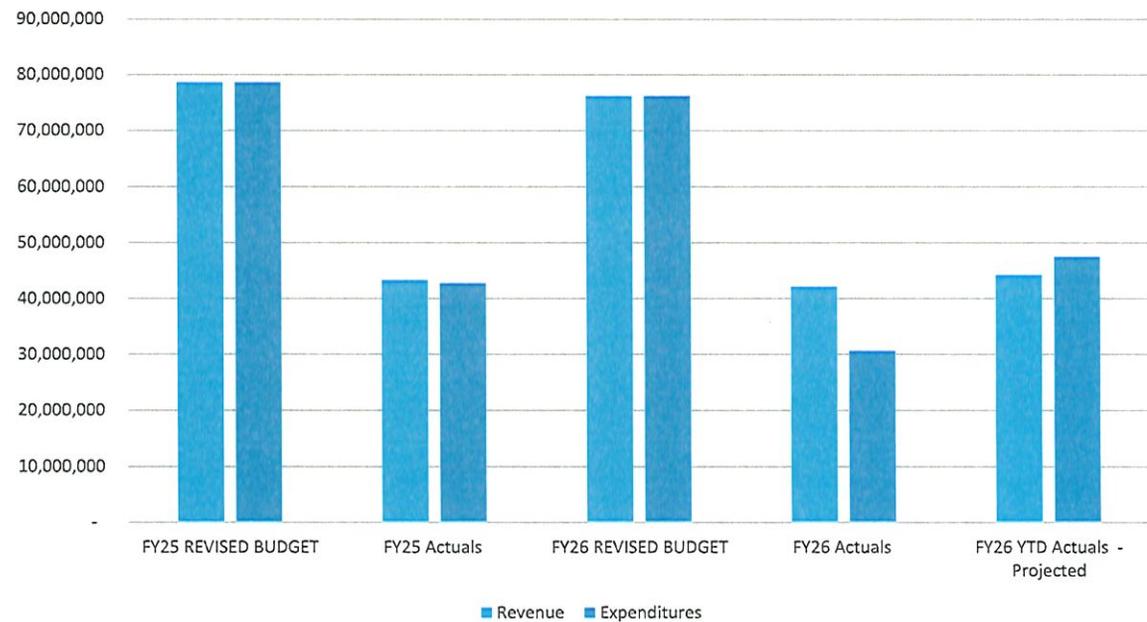
Schools is trending 2.92% or \$899K higher in revenues for FY26 vs FY25.

Expenses are trending 7.9% or \$4.7M higher in FY26 vs FY25.

Decrease in federal revenues for ESSER

Awaiting 2nd QTR of Head Start reimbursement.

FY26 Schools Revenue and Expenditures



Schools FY26 Budget to Actuals – January

SCHOOLS

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	7,755,783	822,915	10.6%	4,426,644	505,953	505,953	11.4%	
STATE REVENUES	46,496,763	24,570,182	52.8%	48,623,068	27,716,158	27,716,158	57.0%	
FEDERAL REVENUES	10,655,621	7,613,907	71.5%	9,581,109	3,759,027	5,859,027	61.2%	\$2.1M in Head Start Funds Projected
TRANSFERS IN	13,710,000	10,360,450	75.6%	13,580,000	10,185,000	10,185,000	75.0%	
TOTAL REVENUES	78,618,167	43,367,455	55.16%	76,210,821	42,166,138	44,266,138	58.08%	
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	4,058,621	-	0.0%	2,854,068	-	-	0.0%	
OTHER	74,512,366	42,748,152	57.4%	73,356,753	30,616,548	47,461,240	64.7%	\$16.8M Accrued YTD for OPEX
CAPITAL	47,180	-	0.0%	-	-	-	---	
TOTAL EXPENDITURES	78,618,167	42,748,152	54.4%	76,210,821	30,616,548	47,461,240	62.28%	
NET INCOME	-	619,303	0.79%	-	11,549,590	(3,195,102)	-4.19%	

FY26 Accounts Payable/Debt Service – January

Accounts Payable January

<u>Invoices Received</u>	
# of invoices processed	1441
\$ amount processed	\$8,164,258

Debt Service Payments January

<u>FY26 Budget</u>	<u>YTD Actuals</u>	<u>Remaining Budget</u>	<u>% of Budget YTD</u>
\$7,488,854	\$4,677,472	\$2,811,382	62%

March Items

1. Update of FY25 ACFRs
 1. FY25 – To be completed March 31, 2025



Hopewell Police Department Crime Summary

February 24, 2026

HOPEWELL POLICE DEPARTMENT
 CRIME SUMMARY
 Reporting Date: January 5, 2026

Year-to-Date	Thru December 31st					
	2024	2025	# Change	% Change	5 Year Average	% Change to Average
MURDER	6	8	2	33%	6	33%
FORCIBLE RAPE	6	3	-3	-50%	5	-38%
ROBBERY	5	13	8	160%	14	-10%
AGGRAVATED ASSAULT	75	68	-7	-9%	65	4%
Violent Crime Total	92	92	0	0%	91	2%
ARSON	4	4	0	0%	3	43%
BURGLARY	33	26	-7	-21%	52	-50%
LARCENY	337	265	-72	-21%	332	-20%
MOTOR VEHICLE THEFT	112	39	-73	-65%	69	-43%
Property Crime Total	486	334	-152	-31%	456	-27%
Total Major Crime	578	426	-152	-26%	546	-22%

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

5 Year Average to 12/31

HOPEWELL POLICE DEPARTMENT
 CRIME SUMMARY
 Reporting Date: Feb 17 ,2026

Year-to-Date Comparison		Thru February 15th				
	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!	1	233%
ROBBERY	3	0	-3	-100%	2	-100%
AGGRAVATED ASSAULT	9	6	-3	-33%	9	-35%
Violent Crime Total	12	8	-4	-33%	13	-38%
ARSON	0	0	0	DIV/o!	0	-100%
BURGLARY	9	5	-4	-44%	6	-19%
LARCENY	24	26	2	8%	41	-37%
MOTOR VEHICLE THEFT	7	4	-3	-43%	9	-56%
Property Crime Total	40	35	-5	-13%	57	-38%
Total Major Crime	52	43	-9	-17%	70	-38%

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

5 Year Average to 2/28

HOPEWELL POLICE DEPARTMENT
 CRIME SUMMARY
 Reporting Date: February 17, 2026

Year-to-Date	Thru February 15th							
	2023	2024	2025	2026	# Change 2023 & 2026	% Change 2023 & 2026	3 Year Average	% Change to Average
MURDER	4	0	0	0	-4	-100%	1	-100%
FORCIBLE RAPE	0	1	0	2	2	#DIV/0!	0	500%
ROBBERY	2	0	3	0	-2	-100%	2	-100%
AGGRAVATED ASSAULT	8	6	9	6	-2	-25%	8	-22%
Violent Crime Total	14	7	12	8	-6	-43%	11	-27%
ARSON	1	1	0	0	-1	-100%	1	-100%
BURGLARY	5	2	9	5	0	0%	5	-6%
LARCENY	38	29	24	26	-12	-32%	30	-14%
MOTOR VEHICLE THEFT	10	5	7	4	-6	-60%	7	-45%
Property Crime Total	54	37	40	35	-19	-35%	44	-20%
Total Major Crime	68	44	52	43	-25	-37%	55	-21%

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

HOPEWELL POLICE DEPARTMENT
Reporting Date: February 17, 2026

Suspected Opioid Overdoses 2/28							
	2021	2022	2023	2024	2025	2026	Grand Total
Fatal	3	2	4	3	0	0	12
Non-fatal	13	8	16	10	5	2	54
Grand Total	16	10	20	13	5	2	66

Subject to change as
forensic results are returned

HOPEWELL POLICE DEPARTMENT
Reporting Date: Feb 17, 2026

Verified Shots Fired Jan 1, 2026-Feb 17, 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.

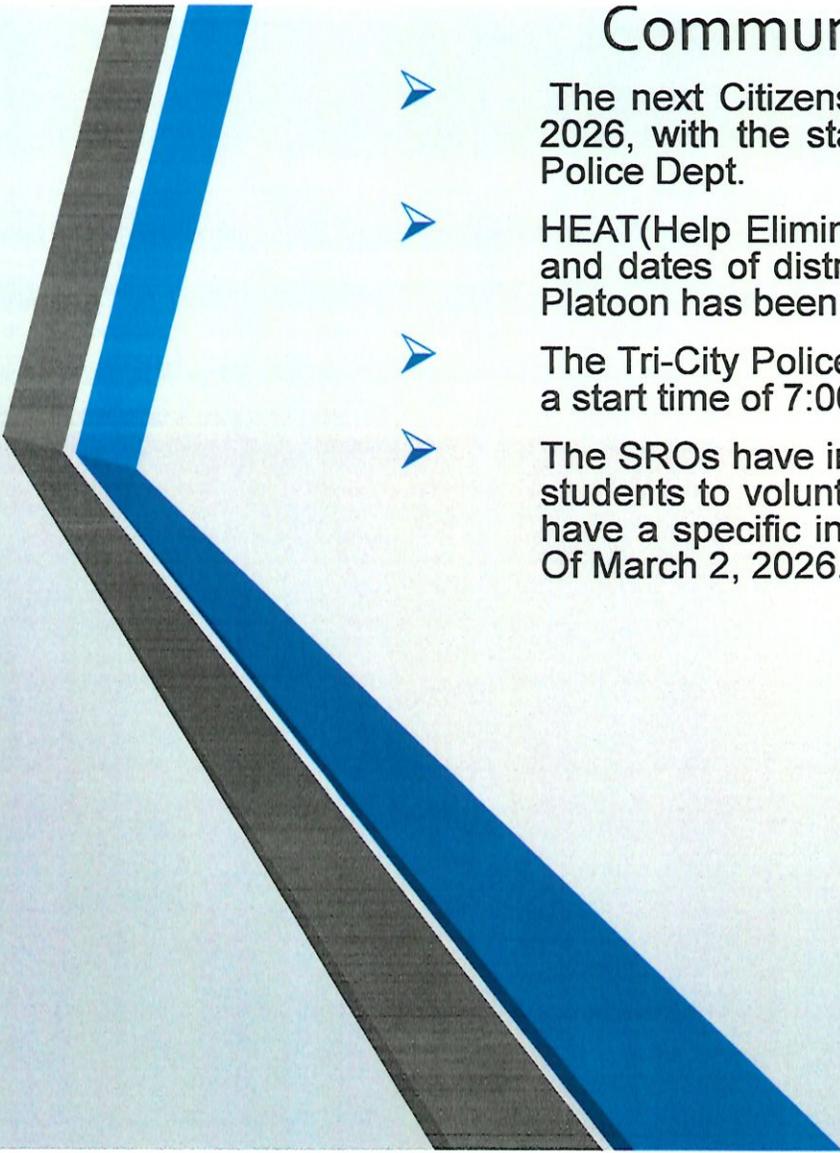
Ward 4-2nd Thursday from 6:00 pm -7:00 pm at Joy Fellowship Church. Sha'rah Fuller NW Captain

Hiring-Recruitment February 2026

- The Police applicant testing will be held on February 21, 2026.
- Three ECOs are vacant. One ECO applicant is in the background stage
- 7 Police Positions are unfilled. 3 applicants remain in the background.
- 14 applications have been received in the past two weeks.

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(Help Eliminate Auto Thief) program supplies have been received, and dates of distribution are TBD to issue HEAT bags out to citizens. A Platoon has been conducting HEAT initiatives throughout the month.
- The Tri-City Police memorial breakfast is scheduled for May 7, 2026, with a start time of 7:00 am and is being held at the Hopewell Moose Lodge.
- 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.

Maplewood Ave Speed Study

- 01/15/2026-01/23/2026 Thursday 11:37 am to Friday 7:14 pm-9 Days total.
- Posted Speed Limit- 25 MPH.
- Total Vehicle Count-2579.
- Vehicles under the speed limit percentage 91.28%.
- Vehicles over the speed limit percentage 8.72%.
- Out of the 2579 vehicles, the average speed violation was 27.54 MPH.
- Out of the 2579 vehicles, 0 vehicles were over 37 MPH.

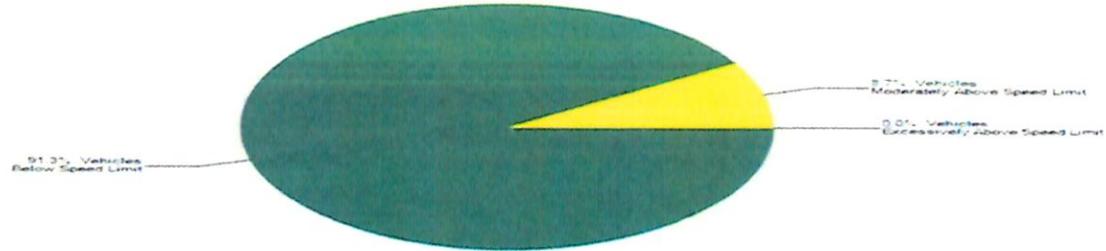
Hopewell Police

Survey Description

Survey Location Maplewood/Brown Ave.
Survey GPS Coordinates +XX.xxxxx,+XXX.xxxxx
Survey Dates **Start** Thursday, 1/15/2026 11:37 AM **Stop** Friday, 1/23/2026 7:14 PM
Posted Speed Limit 25 mph
Traffic Zone Normal

Speed Pie Chart

Date Range: 2026-01-15 - 2026-01-23
Direction: Both



	Traffic Direction	Closing	Away	Combined
Posted Speed Limit			25 mph	
<i>Vehicles Under the Speed Limit Count</i>		1272	1082	2354
<i>Vehicles Under the Speed Limit Percentage</i>		94.08%	88.18%	91.28%
<i>Vehicles Over the Speed Limit Count</i>		80	145	225
<i>Vehicles Over the Speed Limit Percentage</i>		5.92%	11.82%	8.72%
Excessive Speed Threshold			37 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>		27.26 mph	27.7 mph	27.54 mph

**CONSENT
AGENDA**

C-1

MINUTES OF THE FEBRUARY 10, 2026 CITY COUNCIL REGULAR MEETING

A SPECIAL meeting of the Hopewell Council was held on Tuesday, February 10, 2026, at 5:00 p.m.

PRESENT:

John B. Partin, Mayor
Rita Joyner, Vice Mayor
Michael Harris, Councilor
Ronnie Ellis, Councilor
Susan Daye, Councilor
Lovena Rapole, Councilor

Vice Mayor Joyner makes a motion 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, City Attorney annual evaluation); and § 2.2-3711(A)(8) (Beacon Theatre update). Mayor Partin seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Rapole-	Yes

Motion Passes 6-0

A roll call was conducted after returning from the closed session.

PRESENT:

John B. Partin, Mayor
Rita Joyner, Vice Mayor
Michael Harris, Councilor

Ronnie Ellis, Councilor
Susan Daye, Councilor
Malik Wheat, Councilor
Lovena Rapole, Councilor

Vice Mayor Joyner makes a motion to reconvene the open meeting. Councilor Daye seconds the motion.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Wheat-	Yes
Councilor Rapole-	Yes

Motion Passes 7-0

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

PRESENT:

Rita Joyner, Vice Mayor
Michael Harris, Councilor
John Partin, Mayor
Ronnie Ellis, Councilor
Susan Daye, Councilor
Malik Wheat, Councilor
Lovena Rapole, Councilor

REGULAR MEETING

City Manager's Report - Michael Rogers, Interim City Manager

The City Manager, Mr. Rogers, delivered a comprehensive report highlighting several major updates and operational efforts. He

announced the successful completion of the search for a new Director of the Hopewell Water Renewal Agency, conducted with assistance from MGT Executive Recruitment under a state-authorized contract. Eleven applications were received for the highly specialized position. A steering committee composed of regional wastewater utility leaders and two members of the Hopewell Water Renewal Commission played a key role in evaluating candidates. Following this process, Matthew Ellinghouse was selected and is scheduled to begin on February 18. Mr. Ellinghouse currently serves as Deputy Director of Engineering and Development for Hanover County Department of Public Utilities and previously held a leadership role with Hopewell Water Renewal. He is a professional engineer with extensive experience in water and wastewater operations and holds advanced degrees from the University of Richmond and Virginia Tech. The City Manager expressed optimism that Mr. Ellinghouse's return would support reform and renewal of the facility.

Mr. Rogers also reported on the success of Hopewell's Lobby Day in Richmond, organized by DBS Government Relations in coordination with Senator Lashrecse Aird and Delegate Lindsey Dougherty. Approximately 40 individuals attended the City's breakfast reception, and the Hopewell delegation—totaling 17 participants—was formally recognized in both legislative chambers. Additionally, the Mayor, Vice Mayor, and City Manager recently met with Senator Aird, Delegate Dougherty, and Minority Leader Terry Kilgore to receive updates on the City's legislative priorities. The City remains optimistic about legislative outcomes and continued advocacy efforts.

The City Manager recognized the leadership of Fire Chief Rupert and Deputy Fire Chief Williams for their management of the Emergency Operations Center during Winter Storm Fern, as well as the exceptional efforts of staff, particularly Public Works. Chief Rupert then provided a detailed after-action briefing on the City's storm response. He explained that forecasts from the National Weather Service predicted significant snowfall followed by ice accumulation and prolonged freezing temperatures, creating the potential for catastrophic impacts such as widespread power outages, transportation disruptions, and risks

to vulnerable populations. Based on these projections, the City prepared for severe conditions by prioritizing transportation access, sheltering operations, emergency response continuity, and coordination with state and utility partners.

Deputy Fire Chief Williams outlined the City's preparedness measures, including staffing the Emergency Operations Center in two 12-hour operational periods and using Microsoft Teams for the first time to allow some staff to work remotely. The City pre-positioned fuel, salt, sand, and brine, coordinated with the State Emergency Operations Center, and prepared Hopewell High School as a warming shelter, including deploying a large generator to ensure power reliability. Additional fire, EMS, and public safety personnel were assigned, and a shared documentation system was implemented to track response activities. Coordination with Dominion Energy and continuous weather monitoring were emphasized as critical components of situational awareness.

Public Works Director Monique Robinson detailed snow removal operations, noting that crews operated continuously for five days using alternating 12-hour shifts, totaling approximately 2,760 man-hours. Primary roads were pre-treated with brine prior to the storm, followed by plowing and treatment of primary and secondary roads as conditions allowed. Despite prolonged freezing temperatures and ice accumulation, all roads were treated, and crews continued addressing icy areas and clearing access to public buildings, sidewalks, and facilities. Limited icy conditions persisted in some areas, and crews continued to respond to citizen calls as needed.

Sheltering operations were also reviewed, highlighting the extensive coordination required among Social Services, Fire and EMS, Public Works, the Sheriff's Office, Recreation, and Schools. The warming shelter at the high school was fully staffed and operational for over 12 hours but ultimately saw limited use due to the absence of power outages. Public safety agencies increased staffing levels, deployed storm response vehicles equipped with chainsaws and supplies, and ensured continued emergency response capabilities throughout the event.

In closing, staff presented preliminary cost and activity figures, noting that the storm response involved nearly 3,900 man-hours and cost the City just over \$94,000, excluding overtime still under review. While the response was deemed highly successful, opportunities for improvement were identified, including expanded training on virtual EOC operations and a comprehensive review of emergency assignments for all City employees. City Council members expressed strong appreciation for the extraordinary teamwork, dedication, and round-the-clock efforts of staff, particularly Public Works and sheltering partners, and thanked everyone involved for their professionalism and commitment to public safety.

Second Quarter Financials – Stacey Jordan, Deputy City Manager

Ms. Jordan presented the City's second quarter financial report for Fiscal Year 2026, noting that a full January citywide update would be provided at the next Council meeting. Citywide revenues are trending 2.5% higher—approximately \$6.7 million more—compared to the prior year, while expenses are trending 1.5% higher, or about \$4.6 million more than FY25. The increase in expenses is primarily attributed to annual salary increases, cost-of-living adjustments (COLA), fringe benefit increases, and higher school expenditures. She reminded Council that key revenue collection months for the City are December, February, May, and June.

For the General Fund, second quarter revenues are trending 0.31% higher (approximately \$874,000) compared to FY25, while expenditures are trending 3.1% lower (about \$288,000 less), largely due to timing of transfers. In the Enterprise Fund, revenues are trending 7.78% higher—about \$4 million more than the previous year—due to improved on-time billing, collection of outstanding balances from a prior utility administrator, and a shift to monthly capital billing instead of billing at fiscal year-end. Enterprise expenses are trending 2.9% (approximately \$2.2 million) higher due to ongoing capital project completion. In response to a Council question regarding General Obligation bonds for two sewer pump stations, staff indicated that most current Enterprise expenditures reflect DEQ-related projects and

maintenance needs at the Water Renewal facility, with bond-funded projects not yet significantly reflected in spending.

School revenues are trending 0.34% higher (approximately \$856,000), largely due to increased state revenues, while school expenditures are trending 3.22% higher (about \$3.1 million) compared to FY25. Ms. Jordan then reviewed departmental budget-to-actual variances, explaining that several departments appear temporarily off-trend due to lump-sum payments or timing issues that should balance out by fiscal year-end. These include Accounting (multiple audits completed in one year), Circuit Court (office supplies, equipment, and professional services), Information Technology (Office 365 mitigation paid upfront), Police and Sheriff (software, body camera, and taser service contracts), Marina (roof repair), Human Resources (HR manual consultant), and Voter Registrar (part-time election staffing). Regarding Hopewell Water Renewal (HWR), expenditures are trending slightly above the expected 50% midyear mark at 56%, reflecting increased maintenance and capital needs, as well as DEQ compliance efforts. However, staff anticipates the department will remain within budget overall, with a possible additional funding request of approximately \$500,000 to complete outstanding work.

In response to Council questions about year-end projections, Ms. Jordan explained that despite certain categories trending higher, overall City expenses remain approximately \$2 million lower than the previous year at this point, indicating the City is on track to maintain revenues exceeding expenditures if trends continue. Overtime trends were also reviewed, with higher usage noted in the Sheriff's Office and Treasurer's Office due to vacancies, and in the Voter Registrar's Office due to election-related staffing.

Ms. Jordan reported significant salary savings resulting from vacancies across departments. General Fund salary savings total approximately \$2.5 million at midyear, Enterprise Fund savings total \$657,000, Social Services savings total \$363,000, and Healthy Families savings total \$86,000. These savings may be reallocated later in the fiscal year for capital projects or other eligible needs within their respective funds.

The City plans to bring forward a midyear reappropriation request to allocate available funds toward additional capital projects.

Finally, Ms. Jordan reported that 1,500 invoices totaling \$6.8 million were processed in December, and all debt service payments remain current. She announced that the Fiscal Year 2024 Annual Comprehensive Financial Report (ACFR) has been completed, submitted to the Federal Clearinghouse and the Auditor of Public Accounts, and that the City is on schedule to meet the March 31 deadline for Fiscal Year 2025—bringing the City fully up to date on its financial reporting requirements. Council expressed appreciation for the report.

Crime Summary Report – Gregory Taylor, Chief of Police

The Police Chief presented the January crime summary, noting the report reflects data through January 18 and that he will return later in the month to provide the February update. Overall, violent crime is down 29% compared to the same period last year. However, property crime is up 71%, driven primarily by a 100% increase in larcenies, rising from 10 incidents in January 2025 to 20 in January 2026. These larcenies largely involve thefts from motor vehicles and thefts of personal property such as bicycles and lawn equipment. Motor vehicle theft, however, has decreased by 67%. Due to the increase in larcenies, total major crime is up 38% compared to last year. When compared longer-term to 2023, the City has experienced a 29% decrease in violent crime, an 8% decrease in property crime, and an overall 12% reduction in total major crime, indicating a broader downward trend. The Chief also reported zero fatal and non-fatal opioid overdoses so far in 2026, one verified shots-fired incident to date, and no changes in Neighborhood Watch participation.

Regarding staffing, the department recently held applicant testing at the police academy, with five candidates receiving conditional offers and undergoing background checks. Seven recruits began the academy on January 5, and four recruits graduated and are currently in the Field Training Officer (FTO) program. One emergency communications operator remains in the background process, and there are currently

seven vacant police officer positions. Community engagement efforts remain steady, with the next Citizens Police Academy scheduled for March 5–7 at the police department. The HEAT (Help Eliminate Auto Theft) program has received supplies and will announce distribution dates soon. The next Business Watch meeting is scheduled for February 12, location to be determined. Planning has begun for the Special Olympics and the Memorial Breakfast, which will be held May 7 at 7:00 a.m., with the program beginning at 8:00 a.m. Additionally, School Resource Officers have implemented a “Heroes in Training” curriculum for students interested in law enforcement careers, set to begin March 2, 2026.

The Chief also presented findings from several speed studies conducted in response to citizen complaints. On Brown Avenue (speed limit 25 mph), a one-week study recorded 1,062 vehicles with an average speed of 18.41 mph and an 85th percentile speed of 23 mph. Only 73 vehicles (6.87%) exceeded 25 mph, with an average violation speed of 28.79 mph, and no vehicles exceeded 45 mph. Although some Council members expressed concern that visible police presence may have influenced driver behavior during the study, the Chief stated that no changes are currently planned, but the area will continue to be monitored and may be re-studied. A second study on Cedar Lane in Maplewood (also 25 mph) recorded 4,576 vehicles with an average speed of 23.78 mph and an 85th percentile speed of 28 mph. Only 37 vehicles exceeded 37 mph, with an average violation speed of 28.76 mph. Accident data from January 2022 through January 2026 for Maplewood, Cedar Lane, and Brown Avenue showed seven accidents in the area, none at intersections, and none involving injuries or animals. Finally, a traffic study conducted on West Broadway near Broadway Baptist Church (35 mph zone) recorded 28,415 vehicles during a five-day period, with an average speed of 26.8 mph and only 43 vehicles exceeding 45 mph. Council inquired about time-of-day variations, but the study did not show significant differences. A similar study for West End Christian Church is pending. The Chief concluded by offering to answer questions, and Council thanked him for the report.

Actions Resulting from the Closed Meeting

Vice Mayor Joyner makes a motion to appoint Councilor Daye as the HRHA Liaison. Councilor Rapole seconds the motion.

ROLL CALL	Vice Mayor Joyner-	Yes
	Councilor Harris-	Yes
	Mayor Partin-	Yes
	Councilor Ellis-	Yes
	Councilor Daye-	Yes
	Councilor Wheat-	Yes
	Councilor Rapole-	Yes

Motion Passes 7-0

Vice Mayor Joyner makes a motion to appoint Patience Bennett to fill the unexpired term on the School Board. Councilor Harris seconds the motion. Mayor Partin requested that the minutes reflect his recusal from the matter and noted that the required recusal form had already been submitted. The acknowledgment was made, and the recusal was recorded in the minutes.

ROLL CALL	Vice Mayor Joyner-	Yes
	Councilor Harris-	Yes
	Mayor Partin-	Abstain
	Councilor Ellis-	Yes
	Councilor Daye-	Yes
	Councilor Wheat-	Yes
	Councilor Rapole-	Yes

Motion Passes 6-0

Prayer by Reverend Tucker, followed by the Pledge of Allegiance to the flag of the United States by Mayor Partin.

Vice Mayor Joyner makes a motion to adopt the consent agenda. Councilor Daye seconds the motion.

ROLL CALL	Vice Mayor Joyner-	Yes
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Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Wheat-	Yes
Councilor Rapole-	Yes

Motion Passes -0

During the Communications from Citizens portion of the City Council meeting, the Clerk read the standard statement outlining the procedures and guidelines for citizen participation. The statement explained that this segment, limited to a total of 30 minutes, occurs at each regular council meeting. Citizens wishing to address the Council must approach the microphone, state their name, and, if they reside in Hopewell, provide their ward number. Each speaker is allotted up to three minutes to speak. The statement also emphasized that individuals may not speak on items scheduled for a public hearing and that all remarks must be directed to the Council as a body, rather than to individual members. Additionally, it was noted that personal, abusive, or slanderous statements, or behavior inciting disorderly conduct, are prohibited and may result in the individual being barred from future participation and removed from the chambers.

Laura Greenwood, Ward 6

During public comment, Miss Greenwood expressed strong dissatisfaction regarding the recent City Council retreat held in Williamsburg. She stated she felt misled about the retreat's purpose and objected to what she described as condescending remarks. She criticized the decision to hold the retreat outside the City, arguing that the same agenda items could have been accomplished locally at significantly less cost, estimating a savings of over \$10,000 to taxpayers. Miss Greenwood suggested that local venues, such as the library, could have hosted the meeting free of charge and that local restaurants could have provided catering, thereby supporting local

businesses. She also questioned whether the retreat was truly necessary for team building and expressed concern about certain expenses incurred. The comments concluded with Miss Greenwood stating her disappointment and reserving the remainder of their time.

In response, the City Manager addressed the concerns raised about the retreat. He noted that planning retreats is a common and widely accepted practice among governing bodies across the country, providing councils with an opportunity to build consensus and address significant projects. He stated that the Williamsburg retreat allowed Council to focus on one of the City's major issues—the future of the Hopewell Water Renewal facility, including consideration of whether to sell the facility or pursue an operations and maintenance contract. As a result of discussions at the retreat, Council decided not to sell the facility and instead directed staff to issue a Request for Proposals (RFP) for operations and maintenance services. The City Manager reported that proposals had been received and would soon be reviewed, with a recommendation to Council forthcoming. He concluded by affirming his professional view that planning retreats are not a waste of taxpayer funds when they help advance major City priorities and foster effective collaboration among Council members.

Mark Burroughs, Ward 3

Mark Burroughs, a Ward Three resident, addressed Council during public comment regarding the recent Williamsburg retreat. He began by stating that although he had prepared written remarks, he intended to speak more directly. Mr. Burroughs asserted that public comment was an opportunity for Council to listen rather than respond, and expressed frustration that he had previously left a message to complain about the conduct of a City employee but had not received a response. The presiding officer reminded him to direct his comments to the Council body as a whole and not to single out individuals. Mr. Burroughs continued by criticizing the Council's oversight of staff responsiveness and raised concerns about retreat expenses, specifically referencing

approximately \$100 spent on wine. He questioned whether alcohol was consumed during official sessions or as part of an after-hours gathering and argued that such costs should not have been funded with taxpayer dollars.

Mr. Burroughs further objected to the overall cost of the retreat, which he estimated at approximately \$17,000, contending it was excessive and unnecessary. He compared the City's retreat to a planning session held by another locality, stating that theirs was conducted at a lower overall cost. He accused the Council of misrepresenting details related to the retreat and maintained that public funds should not be used for what he characterized as inappropriate or nonessential expenses. During his remarks, he exceeded the allotted time and was advised that his time had expired. The presiding officer thanked him for his comments and proceeded with the meeting.

Regular Business

R-1 FY24 ACFR- Stacey Jordan, Deputy City Manager

Ms. Jordan, introduced Mr. David Foley, Partner with Robinson, Farmer, Cox Associates, the City's external auditor, and expressed appreciation for his firm's work in completing the Fiscal Year 2024 audit within a shortened timeframe. Mr. Foley addressed the Council and provided an overview of the audit for the fiscal year ending June 30, 2024. He explained that the audit consists of three primary components: (1) an audit of the City's financial statements to ensure they are prepared in accordance with Generally Accepted Accounting Principles (GAAP); (2) a review and assessment of the City's internal controls over financial reporting, conducted under Government Auditing Standards; and (3) the federal compliance or "Single Audit," required because the City and School Board expended more than \$750,000 in federal grant funds. He noted that for the federal compliance portion, auditors follow guidelines established by the Office of Management and Budget (OMB) to ensure adherence to grant requirements.

Mr. Foley reported that the City received an unmodified (clean) opinion on its financial statements, indicating they were fairly presented in accordance with GAAP. However, the auditors did report material weaknesses in internal controls over financial reporting. These findings are primarily related to the timely completion of monthly reconciliations, including bank reconciliations, property tax reconciliations, utility reconciliations, and the reconciliation of subsidiary ledgers. He explained that these issues were largely consistent with prior years, as the City has been working to address and correct procedures from earlier fiscal periods. He noted that Fiscal Year 2025 will be the first full year under the current financial management structure, and improvements are anticipated as updated procedures are fully implemented. The federal compliance report for major grant programs was clean, with no material weaknesses, significant deficiencies, or instances of noncompliance identified for either the City or the School Board.

During Council questions, a female Council member asked whether the reported material weaknesses were unexpected or whether any departments, including the School Board, had presented unusual concerns. Mr. Foley responded that the findings were anticipated, given the City's efforts to reconcile prior-year financial activity, and confirmed there were no unexpected departmental issues. With no further questions from Council, Mr. Foley was thanked for his presentation, and the meeting proceeded.

R-2 Beacon Theatre Update – Anthony Bessette, City Attorney

Mr. Bessette addressed the Council regarding ongoing efforts over the past seven to eight months to modernize the Beacon Theatre's governance structure. He explained that staff and the Theatre's board have been working to transition the organization toward operating as a nonprofit, tax-exempt entity, while also ensuring its programming remains aligned with the community it serves. Mr. Bassett noted that the Beacon Theatre is a City asset and that updated Articles of Incorporation and bylaws—already adopted by the Theatre's board—would soon be brought before Council for ratification. He further stated

that, contingent upon Council's approval, additional board members would be appointed in April. As part of this transition, staff has been collaborating with the John Randolph Foundation to explore potential support in guiding the Theatre's future direction. He then introduced Mr. Kevin Foster, Executive Director of the John Randolph Foundation, to present information on how the Foundation might assist.

Mr. Foster greeted Council and provided a detailed overview of the advantages of forming a nonprofit 501(c)(3) organization. He outlined significant financial benefits, including exemption from federal and state income taxes, potential local property tax exemptions, eligibility for sales tax exemption, and the deductibility of charitable donations for individuals and corporations. He emphasized that nonprofit status would enable the Beacon Theatre to pursue grant funding opportunities unavailable to for-profit entities, citing organizations such as the Virginia Commission for the Arts and the National Endowment for the Arts. He also discussed additional financial and operational advantages, including in-kind donations, naming rights opportunities, reduced postage rates, and increased marketing potential tied to charitable contributions.

Mr. Foster further explained the legal and governance benefits of nonprofit incorporation, including liability protections for directors and officers, increased credibility through IRS oversight, and a governance structure that promotes fiduciary accountability. He noted that nonprofit status allows for greater artistic freedom and mission-driven programming, which could enhance cultural diversity and experimentation in performances. He highlighted the community impact of nonprofit status, including expanded volunteer engagement and opportunities to serve underserved populations. He also reviewed operational requirements, such as restrictions on political activity, limitations on private benefit, and rules regarding charitable deductions when goods or services are provided in exchange for donations.

In concluding, Mr. Foster outlined how the John Randolph Foundation could assist the City and the Theatre, including helping identify qualified board members with diverse skill sets, facilitating community listening sessions to align programming with regional interests, and

potentially providing grant funding for operational, project-based, or capital needs. He noted that the Foundation currently manages an endowment benefiting the Beacon Theatre, which has generated more than \$45,000 annually in grant support in recent years. Mr. Foster emphasized that he was not advocating for a specific vote but that the Foundation was willing to support the Theatre as a valuable community asset. Council members expressed appreciation for the presentation and indicated interest in receiving guidance and assistance from the Foundation as the City moves forward with restructuring the Beacon Theatre's governance.

R-3 Crisis Communication Plan Presentation – Robert Williams, Deputy Fire Chief, and Ginger Holland, Public Information Officer

Mr. Williams and Ms. Holland presented an update to the City Council on the newly developed Crisis Communication Plan, providing residents and council members with a packet containing the full 30-page plan. They explained that the plan was developed in collaboration with the Fire Department and approved by the City Manager to establish a formalized procedure for communicating effectively during emergencies or crises. The plan outlines the activation process, starting with notification of the City Manager by the designated department head, Police Chief, or Fire Chief, who then determines whether the Mayor and Council need to be informed. The core team responsible for messaging includes the City Manager, Deputy City Manager, Police Chief, Fire Chief, Emergency Management Coordinator, and the Public Information Officer. Once messaging is determined, the Public Information Officer or, in life-threatening situations, the Police or Fire Chief delivers the information through multiple channels, including press releases, social media, the Emergency Alert System, and, if needed, door-to-door notifications or mobile apps.

Council members asked several clarifying questions about the plan's readiness and level of detail. It was noted that while a hard and steady plan is not yet fully in place, the Emergency Operations Plan, approved in 2024, provides guidance for scenario-specific incidents such as

severe weather, chemical spills, or criminal events. The Crisis Communication Plan is intentionally broad to allow flexibility in response, with the leadership team tailoring actions and messaging to the specific situation. Members discussed past gaps in communication during events such as winter storms and the Hopewell Water Renewal spill, emphasizing the importance of rapid, clear, and accurate messaging to residents, especially vulnerable populations.

Mr. Williams and Ms. Holland highlighted operational tools, including the Hopewell Alerts system, which provides automated messaging via text, phone calls, and emails, and the Integrated Public Alert Warning System (IPAWS), which can broadcast alerts to all cell phones and public media in the community. These systems allow multiple layers of communication to ensure the public receives timely and actionable information. The team confirmed that the plan also incorporates a debriefing process after incidents to assess effectiveness, document lessons learned, and improve future responses. Council members expressed support for the plan and emphasized the importance of preparedness, rapid decision-making, and the flexibility to address diverse crisis scenarios. The presentation concluded with no further questions, and Council expressed appreciation for the comprehensive briefing.

R-4 Lamb Center for Arts and Healing Resolution for Tax Exemption Public Hearing – Anthony Bessette, City Attorney

The City Council considered the second reading of an ordinance regarding a real estate tax exemption for the Lamb Center for Arts and Healing. The ordinance had previously been publicly advertised, and a public hearing was held. On first reading, a vote was required under the city charter to pass, which necessitated a five-member majority. At this meeting, the ordinance was brought back for a second reading. The Council was invited to ask questions or discuss the item with staff, but no discussion arose. Vice Mayor Joyner made a motion to adopt the ordinance, which was seconded by Mayor Partin. During the roll call vote, six Councilors voted for it, while Councilor Ellis voted against.

The motion passed, officially approving the real estate tax exemption for the Lamb Center for Arts and Healing.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	No
Councilor Daye-	Yes
Councilor Wheat-	Yes
Councilor Rapole-	Yes

Motion Passes 6-1

R-5 Fair Housing Resolution – Chris Ward, Director of Planning and Development

During the meeting, Mr. Ward addressed the Mayor, Vice Mayor, City Council members, and residents regarding a proposed Fair Housing Resolution. He explained that as an entitlement community, Hopewell receives annual funding from the U.S. Department of Housing and Urban Development (HUD) in the form of Community Development Block Grants (CDBG). One requirement of this funding is that the city takes an action that promotes fair housing. Mr. Ward noted that while the city has undertaken various initiatives in the past—such as obtaining Fair Housing certification for staff, distributing informational brochures, and partnering with housing nonprofits and legal aid—this year they proposed adopting a formal Fair Housing Resolution, which had been included in the Council packet.

He explained that the resolution is straightforward and based on a HUD model, affirming the city’s support for fair housing and prohibiting discrimination based on race, color, national origin, religion, sex, familial status, and disability. The Development Department serves as the city’s Fair Housing office, receiving local complaints and coordinating with the Virginia Fair Housing Office. Mr. Ward emphasized that the city seeks to vary its annual fair housing actions, and future initiatives may include landlord and tenant workshops. Following his presentation, a motion was made to approve the

resolution as presented by the Department of Community Development. The matter was described as clear and straightforward, with Mr. Ward available to answer any questions from the Council. The motion was made by Vice Mayor Joyner and seconded by Mayor Partin.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Wheat-	Yes
Councilor Rapole-	Yes

Motion Passes 7-0

R-6 Virginia Gateway Presentation – Charles Bennett, Director of Economic Development

During the meeting, the Mayor introduced Mr. Keith Boswell from the Virginia Gateway Region to City Council, noting that some members were meeting him for the first time while others were familiar with him. Mr. Boswell delivered a detailed presentation on the Gateway Region’s economic development initiatives, emphasizing that Hopewell is centrally located within this region. He provided a historical overview, noting that the Virginia Gateway Region was established in 1960 as the oldest regional economic development organization in the Commonwealth. Over time, the group has grown to encompass four cities (Hopewell, Colonial Heights, Petersburg, and Emporia) and five counties (Prince George, Dinwiddie, Sussex, Brunswick, and Greensville), with contributions from each community supplemented by grants and private donations.

Mr. Boswell outlined the organization’s strategic mission and pillars, which focus on facilitating business opportunities, igniting partnerships, and delivering innovative resources for communities. He stressed that economic development is a team effort and highlighted partnerships with entities such as Brightpoint Community College to support

workforce development. He also emphasized the region's industrial advantages, noting that Hopewell and the surrounding areas are "land-rich" and industrially oriented, making them attractive for new and expanding businesses. He described ongoing initiatives, including site development, pursuing grants such as EPA Brownfields funding, and supporting the pharmaceutical cluster in Petersburg, which has national significance in producing active pharmaceutical ingredients.

The presentation also covered recent successes: in the previous year, Hopewell participated in approximately 31% of Gateway Region projects, hosted several site selectors, conducted seven site tours, and facilitated 25 workforce-related visits. Mr. Boswell highlighted key sites, including the Green Plains property, as critical opportunities for industrial development. He stressed collaboration with the city's Economic Development Director and expressed optimism about the region's future growth. The presentation concluded with an invitation to the Council to review annual reports and a suggestion to discuss a potential Regional Industrial Facilities Authority (RFA) in the future to facilitate cost and revenue sharing for industrial projects, particularly given Hopewell's limited land availability. The session ended with the Council agreeing to place the RFA discussion on a future agenda.

R-7 Hope Center Shelter Operations Update – Charles Bennett,
Director of Economic Development

During the meeting, the Mayor introduced Pastor Darrell Boggs and Pastor Thurman Collier to provide a report on the Hope Center and its activities since opening operations in the former CREW building on November 15th. Pastor Boggs addressed the Council, expressing the Hope Center's deep commitment to serving the city's most vulnerable population. He emphasized that the Hope Center operates under the City of Refuge, a 501(c)(3) organization, and described its mission as more than just providing shelter—it aims to eradicate homelessness and help individuals transition quickly into independent housing.

The Pastors outlined the Center's basic services, including food, clothing, and shelter. Since April, the Hope Center has served over 6,000 meals with the help of multiple churches and civic groups, feeding approximately 35 individuals per night, some of whom are food-insecure but not homeless. Clothing donations are managed through First Baptist Church, offering individuals the ability to select needed items in a dignified manner. The shelter currently operates a 27-bed facility, but has had to accommodate 34 people due to increased demand, including temporary stays for about 45 individuals since opening. Volunteers assist with evening operations, while eight staff members supervise overnight. Inclement weather has occasionally required 24-hour operations, stretching both staffing and budget resources.

Pastor Boggs also highlighted the wraparound services provided once individuals are in shelter. These services include job placement support, mentoring, education (including GED and college enrollment assistance), and transportation support. The Hope Center has even provided three automobiles this year to help individuals maintain employment, positively impacting multiple households. The Center's next goal is to transition clients into transitional housing, supporting them in developing independence, financial management, and stability, ultimately aiming for permanent housing.

Council members and other officials expressed strong support and gratitude for the Pastors' work, praising their commitment, effectiveness, and the comprehensive nature of the services provided. Vice Mayor Jordan and Councilor Harris commended the Pastors for maximizing the city's contributions and enhancing outcomes for clients. Pastor Collier emphasized the ongoing need for staff support, particularly during 24-hour operations, and shared examples of outreach, such as hosting a Super Bowl event for shelter residents and providing emergency hotel placements during extreme cold. Charles and other staff echoed the Pastors' dedication, noting their remarkable ability to mobilize volunteers and maintain operations under challenging circumstances. Overall, the presentation highlighted the

Hope Center's holistic approach to combating homelessness and supporting vulnerable individuals in Hopewell.

R-8 Machinery and Tools Tax Rebate Ordinance (second reading) – Charles Bennett, Director of Economic Development

During the meeting, a city official presented for the fifth time on the Enterprise Zone Machine and Tools Tax Rebate program but shared a change in perspective: after reviewing the financial implications, the City Manager's office recommended not implementing the previously proposed changes. The official provided a recap of the existing program, explaining that when a company installs new machinery to produce goods, it applies for Enterprise Zone benefits through a process approved by the Commissioner of Revenue, with the city office signing off once the equipment is operational. Currently, companies receive a 30% rebate on their machine and tools tax for three consecutive years, totaling a 90% rebate before paying 100% thereafter. This structure has been in place for 12 years.

A detailed financial analysis was shared, showing that over the last ten years, the program facilitated over \$602 million in new machine and tools investments, averaging \$60 million per year. Even after rebates, this has generated approximately \$2.5 million in new revenue annually. The official initially proposed reducing the rebate to 80% in year one to accelerate city revenue, but calculations revealed potential risks: large investments combined with staggered rebates could create a temporary dip in revenue, making the proposal financially unstable.

Given these findings, the official recommended maintaining the program exactly as it exists, with the only change being an extension of the program expiration date from December 31, 2025, to December 31, 2029, following the state's extension of the Enterprise Zone. This approach preserves industry benefits, ensures consistent revenue, and avoids unintended financial gaps. The Council moved to approve this amendment, with a motion by Vice Mayor Joyner and a second by

Councilor Daye, keeping the program’s rebate structure intact while updating the expiration date.

ROLL CALL

Vice Mayor Joyner-	Yes
Councilor Harris-	Yes
Mayor Partin-	Yes
Councilor Ellis-	Yes
Councilor Daye-	Yes
Councilor Wheat-	Yes
Councilor Rapole-	Yes

Motion Passes 7-0

During the meeting, Mayor Partin highlighted notable achievements by members of the Hopewell community. They recognized Trayvon Henderson, a local athlete, for representing the city at the Super Bowl and executing the game's final play, an exciting moment for the community. Additionally, the speaker acknowledged Dr. William Butler, a member of the Hopewell Planning Commission, who was honored as the 2025 Veteran of the Year in the Fourth Congressional District. The speaker emphasized that Hopewell has many individuals contributing positively to both the community and the country. Following these acknowledgments, a motion to adjourn the meeting was made, seconded, and unanimously approved, officially concluding the session.

ADJOURNMENT

Respectfully Submitted,

Johnny Partin, Mayor

Bishelya Howard, City Clerk

C-2

DATE: February 19, 2026
TO: The Honorable City Council
FROM: Yaosca Smith, Director of Human Resources
SUBJECT: Personnel Change Report – January 2026

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
MICKELSON, SHEILA	VOTER REGISTRAR	PT VOTERS REG BRD	01/01/2026
YANCEY, JASON	TREASURER	CITY TREAS	01/01/2026
CHARITY, SHANECE	SOCIAL SERVICES	HUMAN SER AST III	01/07/2026
HILL, JOLISA	SOCIAL SERVICES	BEN PROG SPC I	01/07/2026
EFAW, CHARLIE	HOPEWELL WATER RENEWAL	WWT OPER TRAINEE	01/07/2026
JOHNSON, JEREMY	FIRE	FIREFIGHTER II/MEDIC	01/07/2026
MORGAN, REBEKAH	RECREATION	BUSINESS MANAGER	01/21/2026

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

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
VARGO-DAVIS, PHYLLIS	SOCIAL SERVICES	BEN PROG MANAGER	01/01/2026
QUINTER, FRED	VOTER REGISTRAR	PT VOTERS REG BRD	01/01/2026
ZEVGOLIS, WILIAM	PUBLIC WORKS	PW MAINT SPEC	01/01/2026
HASKINS, ARQUESIA	FINANCE	PURCH OFF	01/06/2026
MITCHELL, NAQUETTA	HEALTHY FAMILIES	COMMUNITY HEALTH	01/07/2026
STEVENSON, GAVIN	RECREATION	REC MAINT SPEC	01/16/2026
PAYNE, BEVERLY	SOCIAL SERVICES	BEN PROG SPC II	01/20/2026
HINES, SHERICE	FINANCE	ACCOUNTING TECHNICIAN	01/21/2026
ATKINS, MADISON	COMMISSIONER OF REVENUE	COR DEPUTY II	01/23/2026
HILL, CHEKIRA	SOCIAL SERVICES	FAM SRV SPEC IV	01/23/2026
WOODLEY, SHARIAH	RECREATION	PT GYM ATTEND	01/23/2026
WALKER, BENJAMIN	PUBLIC WORKS	PW MAINT CREW LEADER	01/27/2026
HART, NEIKA	FINANCE	ACCOUNTANT	01/30/2026

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

C-3

Proclamation

OFFICE OF HOPEWELL CITY COUNCIL

Recognizing February 2026 as Virginia Benefits Program Specialist Appreciation Month

Whereas, the Commonwealth of Virginia is committed to promoting the health, safety, and economic stability of individuals and families;

Whereas, Benefit Programs Specialists serve a vital role in connecting eligible residents with essential public assistance programs, including nutrition assistance, medical coverage, energy assistance, and financial support services;

Whereas, these dedicated professionals demonstrate compassion, integrity, and professionalism while guiding citizens through complex eligibility processes and ensuring access to critical resources;

Whereas, Benefit Programs Specialists work tirelessly to uphold program accuracy, prevent fraud, safeguard public funds, and ensure compliance with state and federal regulations; and

Whereas, during times of economic uncertainty, natural disasters, and public health challenges, these public servants remain steadfast in their mission to serve the most vulnerable members of our communities; NOW THEREFORE,

Be it Proclaimed that the City Council of Hopewell, Virginia, hereby recognizes February 2026 as Virginia Benefit Programs Specialist Appreciation Month and commends Hopewell DSS Benefit Programs Specialists for their exceptional service, leadership, and commitment to the City and its community.

ADOPTED this ____ day of _____, 2026, by the City Council of the City of _____.

John Partin
Mayor of the City of Hopewell

C-4

AN ORDINANCE CONCERNING REBATES OF MACHINERY AND TOOLS TAX

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; 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. 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 zone.
- d) Length of rebate. 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

Ordinance No: _____

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.

- 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:

Mayor Johnny Partin, Ward 3

Witness this signature and seal

ATTEST:

Bishelya Howard, City Clerk

C-5

**CONSENT OF DIRECTORS IN LIEU OF MEETING OF
BOARD OF BEACON THEATER 2012 MANAGER, INC.
ADOPTING ARTICLES OF RESTATEMENT
AND AMENDED AND RESTATED BYLAWS**

Whereas, Beacon Theater 2012 Manager, Inc., a Virginia nonstock corporation (the “Corporation”), is the manager of Beacon Theater 2012, LLC, a Virginia limited liability company;

Whereas, section C (*Members*) of the Articles of Incorporation of the Corporation provides that the Corporation shall have one Member, the City of Hopewell, and that the “management and operations of the Corporation shall be governed exclusively by the Board of Directors of the Corporation;”

Whereas, under section G (*Amendment*) of the Articles of Incorporation, the Board of Directors may amend the Articles of Incorporation and/or the Bylaws of the Corporation, with the consent of the Member;

Whereas, section 2.2(c) of the Bylaws of the Corporation provides that action may be taken by the Board of Directors without a meeting if a written consent setting forth the action is signed by all of the Directors either before or after such action; and,

Whereas, Virginia Code § 13.1-865 (*Action without meeting of board of directors*), under the Virginia Nonstock Corporation Act, likewise provides that action may be taken without a meeting, by written consent of each of the directors, which has the effect of action taken at a meeting of the board, the undersigned Directors hereby consent as follows:

The attached Articles of Restatement and the attached Amended and Restated Bylaws of the Corporation are hereby adopted as of the latest date of the signatures hereto, are contingent on the Member’s adoption, and are intended to be effective April 15, 2026.

[signatures on following pages]

**CONSENT OF DIRECTORS IN LIEU OF MEETING OF
BOARD OF BEACON THEATER 2012 MANAGER, INC.
ADOPTING ARTICLES OF RESTATEMENT
AND AMENDED AND RESTATED BYLAWS**

Signature page



Scott Firestine

Execution date: 2/9/26

**CONSENT OF DIRECTORS IN LIEU OF MEETING OF
BOARD OF BEACON THEATER 2012 MANAGER, INC.
ADOPTING ARTICLES OF RESTATEMENT
AND AMENDED AND RESTATED BYLAWS**

Signature page

A handwritten signature in red ink, appearing to read "Diandra Bailey", written over a horizontal line.

Diandra Bailey

Execution date: 11/19/26

**CONSENT OF DIRECTORS IN LIEU OF MEETING OF
BOARD OF BEACON THEATER 2012 MANAGER, INC.
ADOPTING ARTICLES OF RESTATEMENT
AND AMENDED AND RESTATED BYLAWS**

Signature page



Mark Haley

Execution date: 1/19/2026

**CONSENT OF DIRECTORS IN LIEU OF MEETING OF
BOARD OF BEACON THEATER 2012 MANAGER, INC.
ADOPTING ARTICLES OF RESTATEMENT
AND AMENDED AND RESTATED BYLAWS**

Signature page



Russ Vergara Jr.

Execution date: 2/10/26

ARTICLES OF RESTATEMENT OF
BEACON THEATER 2012 MANAGER, INC.

The undersigned, on behalf of the Virginia nonstock corporation set forth below, pursuant to Title 13.1, Chapter 10, Article 10 of the Code of Virginia, states as follows:

1. The name of the corporation immediately prior to restatement is: **Beacon Theater 2012 Manager, Inc.**
2. The restatement contains an amendment to the articles of incorporation.
3. The text of the amended and restated articles of incorporation is attached hereto.
4. The adoption of the restatement by the corporation was effective on April 15, 2026.
5. The restatement was adopted pursuant to the corporation's articles of incorporation and Section 13.1-889 of the Code of Virginia at a meeting of the board of directors of the corporation by a vote of at least two-thirds of the directors in office and by unanimous consent of the sole member.

Executed in the name of the corporation by:

Signature

Date

Printed Name

Corporate Title

07505035
Corporation's SCC ID Number

Telephone Number

AMENDED AND RESTATED ARTICLES OF INCORPORATION

OF

BEACON THEATER 2012 MANAGER, INC.

In accordance with Chapter 10 (*Virginia Nonstock Corporation Act*) of Title 13.1 of the Code of Virginia (1950), as amended from time to time ("Act"):

ARTICLE 1.

NAME

(a) The name of the corporation ("Corporation") is: **Beacon Theater 2012 Manager, Inc.**

(b) However, the Corporation may use any assumed or fictitious name permitted by law, and uses "Beacon Theatre."

ARTICLE 2.

THE CORPORATION; MEMBERS

(a) The Corporation is a Virginia nonstock corporation formed under the provisions of the Act.

(b) The Corporation shall have one member, the City of Hopewell (the "Member"), and the management and operations of the Corporation shall be governed exclusively by the Board of Directors of the Corporation.

ARTICLE 3.

BOARD OF DIRECTORS

(a) Unless otherwise provided in the Bylaws or these Amended and Restated Articles of Incorporation, all corporate powers shall be exercised by or under the authority of, and the business and affairs of the Corporation shall be managed under the direction of, the Corporation's Board of Directors.

(b) The number of directors of the Board of Directors of the Corporation (the "Directors") shall consist of a minimum of three (3) and a maximum of fifteen (15) persons with the number of Directors fixed within such range by resolution of the Member as provided in the Bylaws of the Corporation. The current Board of Directors consists of four (4) persons elected by a consent in lieu of a meeting.

(c) Except for vacancy appointments, the Member shall appoint additional Directors at the annual meeting of the Board of Directors and Member, with their terms beginning at such annual meeting.

(d) In the case of a vacancy, Directors shall be appointed by the Member at the annual meeting of the Board of Directors and Member, or at any special meeting of the Member called for the purpose of filling a vacancy, as provided in these Articles and the Bylaws of the Corporation.

(e) All other Directors shall hold office for a term of not less than one (1) year and not more than three (3) years from the date of election by the Board of Directors previously or the Member, as the case may be, and until such Director's successor is elected and qualifies, unless such Director resigns, is removed, dies, or after the expiration of the Director's term, the number of Directors is decreased. The current Directors were each elected for a term of two (2) years beginning April 8, 2025. With respect to (i) the election of those current Directors to any additional terms and (ii) the election of additional Directors, the Member shall at the time of such election designate the number of years of each such Director's term, with the intent that terms on the Board of Directors be staggered.

ARTICLE 4. PURPOSES

(a) Subject to these Articles, the Corporation is formed to hold, construct, rehabilitate, manage and operate real estate, and to offer and provide real estate, construction and development management services, and the Company shall be entitled to engage in any other business not prohibited by the Act or these Articles and to do all and every such thing as may be necessary, suitable, convenient, usual, or proper for the accomplishment of the purposes herein expressed, or incidental thereto.

(b) The Corporation is organized and shall be operated exclusively for charitable, literary, educational, and scientific purposes under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding section of any future United States federal tax code ("Code"), and the Treasury Regulations issued thereunder ("Regulations"), including to receive, hold, maintain, use, dispose, and administer assets in perpetuity exclusively for such purposes and to use and apply the whole or any part of the principal and income therefrom for such purposes either directly or by contributions to other organizations that qualify as tax exempt organizations or governmental entities under the Code. Subject to the limitations set forth in these Articles of Incorporation, the Corporation shall have the power to conduct any and all lawful affairs, not required to be specifically stated in these Articles of Incorporation, for which nonstock corporations may be incorporated under the Act.

(c) The assets of the Corporation shall be at all times dedicated to the common good and tax exempt purposes set out above, and none of the net earnings shall inure in whole or in part

to the benefit of any private individual, person, association, or other entity, within the meaning of Section 501(c)(3) of the Code.

ARTICLE 5. TAX-EXEMPT OPERATIONS

(a) Subject to the limitations set forth in these Amended and Restated Articles of Incorporation, the Corporation shall have and exercise all powers and authorities now or hereafter conferred upon nonstock corporations under the laws of Virginia but shall exercise such powers only in fulfillment of its above-stated purposes. The Corporation shall have the power and authority to accept gifts, bequests, and contributions, whether made by will or otherwise, in any form of property, but only if the objects specified by the testator or donor are within the objects and purposes of the Corporation.

(b) The Corporation is not organized and shall not be operated for pecuniary gain or profit. It is intended that the Corporation will qualify at all times as an organization exempt from federal income tax under Section 501(c)(3) of the Code and that it will qualify at all times as an organization to which deductible contributions may be made pursuant to Sections 170(c)(2), 2055, or 2522 of the Code; therefore, notwithstanding any other provision in these Amended and Restated Articles of Incorporation, the Corporation shall never be authorized to engage in any activity except in furtherance of the purposes for which the Corporation is organized. The Corporation shall be constrained as followed: (i) The Corporation shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office; (ii) No substantial part of the activities of the Corporation shall consist of carrying on propaganda, or otherwise attempting, to influence legislation (except as and to the extent permitted by the provisions of the Code and Regulations for organizations exempt from federal income taxes pursuant to Section 501(c)(3) of the Code and Regulations); provided, however, that this provision shall not apply to activities consisting of carrying on propaganda, or otherwise attempting to influence legislation, to the extent the Corporation has made an election pursuant to and remains in compliance with the restrictions of Section 501(h) of the Code; (iii) No dividends shall be paid, no distributions shall be made, and no part of the net earnings of the Corporation shall inure to the benefit of any member, except in the case that the member is a governmental entity and such assets are used for public purposes, incorporator, trustee, Director, or officer of the Corporation or any private individual or entity within the meaning of Section 501(c)(3) of the Code, except that the Corporation is authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its tax exempt purposes as set forth in Article 4 herein. No member, except in the case that the member is a governmental entity and such assets are used for public purposes, incorporator, trustee, Director, officer of the Corporation, or a private individual or entity within the meaning of Section 501(c)(3) of the Code shall be entitled to share in the distribution of any corporate assets upon its dissolution.

(c) Notwithstanding any other provisions of these Amended and Restated Articles of Incorporation, the Corporation shall not carry on any other activities not permitted to be carried on by a corporation that (a) is exempt from federal income tax under Section 501(c)(3) of the Code and (b) receives contributions that are deductible under Sections 170(c)(2), 2055, or 2522 of the Code.

(d) The Corporation is organized and operated as a corporation exempt from private foundation status under Section 509(a) of the Code. If the Corporation becomes a "private foundation" under Section 509(a) of the Code, then during the period in which the Corporation is considered a "private foundation" the following additional limitations on the Corporation's activities shall apply: the Corporation must (i) distribute its income to the extent and in the manner necessary to avoid taxation of the Corporation under Section 4942 of the Code; (ii) not engage in "self-dealing" as defined in Section 4941(d) of the Code; (iii) not retain any "excess business holdings" as defined in Section 4943(c) of the Code which would subject the Corporation to tax; (iv) not invest in a manner which subjects the Corporation to tax under Section 4944 of the Code; and (v) not make any "taxable expenditures" as defined in Section 4945(d) of the Code.

ARTICLE 6. DISSOLUTION

(a) Upon the dissolution of the Corporation, the Board of Directors of the Corporation shall, after paying or making provisions for the payment of all of the liabilities of the Corporation, distribute all of the assets of the Corporation, if any, (a) to such organization or organizations as the Board of Directors shall select engaged in activities similar to those of the Corporation, provided such organization or organizations (i) are organized and operated exclusively for tax exempt purposes within the meaning of Section 501(c)(3) of the Code including, but not limited to, those entities described in Section 170(c)(2) of the Code, and (ii) qualify as exempt from federal income taxation under the provisions of Section 501(c)(3) of the Code, or (b) to the federal government or a state or local government engaged in activities similar to those of the Corporation for public purposes.

(b) Any assets not so distributed shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is located, to an organization or organizations or a state or local government for public purposes engaged in activities similar to those of the Corporation, as said court shall determine in accordance with the foregoing Section (a) of this Article 6.

ARTICLE 7. LIABILITY AND INDEMNIFICATION

(a) The Corporation shall indemnify, to the fullest extent permitted by the Act, each Director and officer against liabilities (including judgments, fines, and reasonable fees, costs, and expenses) incurred in connection with any actual or threatened action, suit, or proceeding, whether

civil, criminal, administrative, arbitrative, or investigative, to which such Director or officer may be made a party by reason of that Director's or officer's acts or omissions as a Director or officer of the Corporation.

(b) There shall be no liability for the acts or omissions of any officer or Director of the Corporation in any proceeding brought by or in the right of the Corporation or brought by or on behalf of the members of the Corporation, unless otherwise provided by the laws of the Commonwealth of Virginia, arising out of any single transaction, occurrence, or course of conduct pursuant to Section 13.1-870.1 of the Act, as it may be amended from time to time.

(c) Reference in this Article to Directors and officers shall include former Directors and officers and their respective heirs, executors, administrators, and guardians.

ARTICLE 8. AMENDMENT

(a) These Articles and/or the Corporation's Bylaws shall only be changed, modified, amended, or repealed with the consent of the Member and approval by a two-thirds (2/3s) vote of the Directors then serving.

**AMENDED AND RESTATED BYLAWS OF
BEACON THEATER 2012 MANAGER, INC.**

These Amended and Restated Bylaws ("Bylaws") have been approved and adopted by the Board of Directors for Beacon Theater 2012 Manager, Inc., a Virginia non-stock corporation ("Corporation") and the City of Hopewell, the Corporation's sole "Member," as follows:

**ARTICLE I
PURPOSES OF THE CORPORATION**

1.1 Specified Purposes of the Corporation. The Corporation is organized to operate exclusively for charitable, literary, educational, and scientific purposes under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding section of any future United State federal tax code) (the "Code") and the Treasury Regulations issued thereunder, as more fully set out in the Corporation's Articles of Incorporation. In furtherance of such tax exempt purposes, the Corporation has the power to conduct all lawful affairs, take all such actions, and perform all such acts, not required to be specifically stated in the Corporation's articles of incorporation, as amended and/or restated from time to time (the "Articles of Incorporation"), for which corporations may be incorporated under the Virginia Nonstock Corporation Act, as amended from time to time (Va. Code §§ 13.1-801, *et seq.*) (the "Act"), all subject to limitations on the nature and extent of such activities applicable to organizations exempt from tax under Section 501(c)(3) of the Code and to which deductible contributions may be made pursuant to Sections 170(c)(2), 2055, or 2522 of the Code, as applicable. In limitation of the general tax exempt purposes set forth in this Section 1.1, the specific purpose of the Corporation shall be the promotion of the arts and education related to the arts, exposure of the community to performing arts, including without limitation, music, theater, comedy, and speakers, elevation of Hopewell City as a cultural and entertainment venue, increase the public engagement with and enjoyment of the arts, and maintenance and promotion of the architectural

beauty of the Beacon Theatre.

1.2 Powers of the Corporation. Without limiting the powers that the Corporation may lawfully exercise, the Corporation has the power to receive, retain, and expend funds from the government of the United States, any state or local government, and any charitable or educational organization (including foundations), and charitable donations, funds, and property from any individual or entity. Consistent with the forgoing, the Corporation may exercise all powers that a corporation organized under the Act may be authorized to exercise subject to the terms of the Articles of Incorporation and these Bylaws. The Corporation is specifically empowered:

(a) To accept donations of, or buy, own, sell, assign, mortgage, or lease, license or acquire, transfer, grant or use any interest in real estate or personal property and to construct, maintain and operate improvements thereon necessary or incident to the accomplishment of the Corporation's purposes.

(b) To borrow money and issue evidence of indebtedness in furtherance of any or all of the objects of its business or operations, and to secure the same by mortgage, pledge, collateral assignment, security interests, or other lien on the Corporation's property.

(c) To do and perform any and all acts reasonably necessary to accomplish the purposes of the Corporation.

1.3 General Purpose. The Corporation is not organized and shall not be operated for pecuniary gain or profit. It is intended that the Corporation will qualify at all times as an organization exempt from federal income tax under Section 501(c)(3) of the Code and that it will qualify at all times as an organization to which deductible contributions may be made pursuant to Sections 170(c)(2), 2055, or 2522 of the Code; therefore, notwithstanding any other provision in the Articles of Incorporation or these Bylaws, the Corporation shall never be authorized to engage in any activity except in furtherance of the purposes for which the Corporation is organized. The Corporation shall be constrained as followed: (i) The

Corporation shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office; (ii) No substantial part of the activities of the Corporation shall consist of carrying on propaganda, or otherwise attempting, to influence legislation (except as and to the extent permitted by the provisions of the Code and Treasury Regulations for organizations exempt from federal income taxes pursuant to Section 501(c)(3) of the Code); provided, however, that this provision shall not apply to activities consisting of carrying on propaganda, or otherwise attempting to influence legislation, to the extent the Corporation has made an election pursuant to and remains in compliance with the restrictions of Section 501(h) of the Code; (iii) No dividends shall be paid, no distributions shall be made, and no part of the net earnings of the Corporation shall inure to the benefit of any Member, except in the case that the Member is a governmental entity and such assets are used for public purposes, incorporator, trustee, Director, or officer of the Corporation or any private individual or entity within the meaning of Section 501(c)(3) of the Code, except that reasonable compensation may be paid for services rendered to or for the Corporation in furtherance of one or more of the Corporation's purposes and payments and distributions may be made in furtherance of one or more of the Corporation's purposes. No Member, except in the case that the Member is a governmental entity and such assets are used for public purposes, incorporator, trustee, Director, officer, or private individual or entity shall be entitled to share in the distribution of any corporate assets upon its dissolution.

ARTICLE II BOARD OF DIRECTORS

2.1 General Powers. The Corporation has a Board of Directors. Subject to the powers and authority of the Member, all corporate powers will be exercised by or under the authority of, and the business and affairs of the Corporation managed under the direction of, its Board of Directors, subject to any limitation set forth in the Articles of Incorporation and these Bylaws. The Board of Directors and each director of the Corporation (the "Director") individually shall not knowingly and

purposefully, take any action that would result in the denial of application for or the revocation of the status of the Corporation as organization to which deductible contributions may be made pursuant to Sections 170(c)(2), 2055, or 2522 of the Code or as an organization exempt from federal taxation under Section 501(c)(3) of the Code.

2.2 Number. The Board of Directors of the Corporation shall consist of not less than 3 nor more than 15 persons. As of the adoption date of these Bylaws, the number of the Board of Directors is four (4) persons and the Board of Directors consists of the following Directors elected by consent in lieu of an annual meeting each for a term of two (2) years beginning April 8, 2025: Scott Firestine, Diandrea Bailey, Mark Haley, and Russ Vergara Jr. By resolution to be effective beginning at the next annual meeting of the Board of Directors and Member (the "Annual Meeting"), the Member shall designate the total number of Directors on the Board of Directors.

2.3 Powers. Subject to the powers and authority of the Member as provided in these Bylaws and the Corporation's Articles of Incorporation, the general power of the Corporation is vested in the Board of Directors, which has charge, control, and management of the property, affairs, and funds of the Corporation. The Board may fill vacancies among the officers for unexpired terms. It has the power and authority to perform all acts and functions not inconsistent with these Bylaws or with any actions taken by the Member. Pursuant to these Bylaws and the Articles of Incorporation, the Member has the power to:

(a) Amend the Corporation's Articles of Incorporation and Bylaws, as provided herein;

(b) Approve the dissolution or liquidation of the Corporation; and,

(c) Appoint the Corporation's Board of Directors, as provided herein.

2.4 Election and Term. Except for vacancy appointments, additional Directors shall be appointed by the Member at the Annual Meeting of the Board of Directors and Member, which will

be held on the second Tuesday of every April, or as soon thereafter as practicable. At all times, a majority of the Directors must be those persons who were appointed by the Member. Any vacancy occurring upon the Board of Directors may be filled upon a majority vote of the remaining Directors as set forth in Section 2.12 herein, which appointment will continue until the Member names a new Director or appoints such Director for an additional term, whichever comes first. Directors shall be appointed to a term of not less than one (1) year and not more than three (3) years without any limit on the number of consecutive terms to which a director may appointed. Pursuant to Section 13.1-857 of the Act, despite the expiration of the Director's term, such Director shall continue to serve the Director's term until the earlier of (a) his successor is elected and qualifies, (b) the Director resigns or dies, or (c) until there is a decrease in the number of directors, if any. With respect to (i) the election of the current Directors to any additional terms and (ii) the election of additional Directors, the Member shall at the time of such election designate the number of years of each such Director's term, with the intent that terms on the Board of Directors be staggered.

2.5 Meetings. The Board of Directors may hold regular or special meetings at such place as may be provided in the notice of the meeting and approved by the President or the Board of Directors. If no such place is designated in the notice of a meeting, it will be held at the Beacon Theatre.

2.6 Notice of Meetings. Notice of meetings of the Board of Directors shall be given to each Director not less than 5 days before the meeting, by delivering the same to the Director in person or to the Director's residence or business address (or such other place as the Director may have directed in writing), by mail, facsimile, messenger, telecopier, electronic mail, or any other means of written communication to the Director, or by providing such notice to the Director by telephone. Any such notice shall set forth the time and place of the meeting.

2.7 Waiver of Notice. A Director may waive any notice required by law, the Articles of Incorporation, or these Bylaws before or after the date and time stated in the notice; and such waiver

is equivalent to the giving of such notice. Except as provided in the next paragraph of this section, the waiver must be in writing, signed by the Director entitled to the notice, and filed with the minutes or corporate records.

A Director's attendance at or participation in a meeting waives any required notice to the Director of the meeting unless the Director at the beginning of the meeting or promptly upon arrival objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to action taken at the meeting.

2.8 Quorum; Voting. A majority of the Corporation's Directors constitutes a quorum for the transaction of all business at a meeting of the Board of Directors. Any act of a majority of the Directors present at a meeting at which a quorum is present is an act of the Board of Directors. A Director who is present at a meeting of the Board of Directors, or a committee of the Board of Directors when corporate action is taken, is deemed to have assented to the action taken unless the Director: (i) objects at the beginning of the meeting, or promptly upon arrival, to holding it or transacting specified business at the meeting; or (ii) votes against, or abstains from, the action taken.

2.9 Telephonic Meetings. The Board of Directors may permit any or all Directors to participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all Directors participating may simultaneously hear each other during the meeting, including telephonic meetings, video meetings, or other electronic communications. A Director participating in a meeting by any of these means is deemed to be present in person at the meeting.

2.10 Action Without Meeting. Any action required or permitted to be taken at a Board of Directors' meeting may be taken without a meeting if the action is taken by all then serving members of the Board. The action must be evidenced by one or more written consents stating the action taken, signed by each Director either before or after the action is taken, or waived as provided herein, and

included in the minutes or filed with the corporate records reflecting the action taken. Action taken under this section are effective when the last Director signs the consent, unless the consent specifies a different effective date and states the date of execution by each Director, or waiver of action as provided herein, in which event it will become effective according to the terms of the consent.

Further, the Directors have the right to take any action without a meeting which they could take at a meeting as authorized pursuant to Va. Code § 13.1-865, *et seq.* Any action so approved has the same effect as though taken at a meeting of the Directors. Such action may be accomplished by electronic means, electronic records, or one or more electronic transmissions as defined in Va. Code § 13.1-803, *et seq.*, which action has the effect of a vote of a voting Director at a meeting.

2.11 Resignation or Removal of Directors. A Director may voluntarily resign at any time by delivering a written notice to the Executive Director and the President.

The Board of Directors may remove a Director upon a two-thirds (2/3s) vote of all Directors in office, excluding the Director whose removal is being voted on, with or without cause, subject to the approval of the Member.

If any Director is absent for 3 consecutive regular meetings of the Board of Directors, after due notice of such meetings has been given, such absences may, upon a two-thirds (2/3s) vote of the Board of Directors of all Directors in office, excluding the Director whose removal is being voted on, be deemed to constitute a resignation from the Board of Directors by such Director subject to the approval of the Member.

2.12 Filling Vacancies. Subject to the approval, powers, and authority of the Member, the Board of Directors may appoint a successor to any resigning, withdrawing, removed, deceased or other former Director until the next Annual Meeting of the Corporation, to hold office for the remainder of the term of the Director whose resignation, withdrawal, removal, death, unavailability, cumulative absences from meetings, or other cause created the vacancy. The appointment of any successor to fill

the vacancy of a Director who was appointed by the Member is subject to the approval of the Member, which shall be deemed to occur if no action is taken by the Member within 30 days of the Secretary of the Corporation providing notice to the Member of such appointment.

2.13 Compensation and Expenses. No Director is entitled to any direct or indirect compensation related to that person's services as a Director. A Director may be reimbursed for any reasonable out-of-pocket expenses incurred on behalf of the Corporation or in connection with the transaction of the Corporation's affairs and approved for reimbursement by the Board of Directors or any committee the Board of Directors specifically authorized to grant such approval. Notwithstanding the above, no member of the Board of Directors shall receive any compensation or reimbursement of expenses from the Corporation if such receipt would constitute "self-dealing" under Section 4941 of the Code.

2.14 Confidentiality. Any non-public, confidential, or proprietary information concerning the Corporation, or its Member, or any of its affiliates or subsidiaries, including without limitation any information, documents or materials constituting a "trade secret" within the meaning of Va. Code § 59.1-336, *et seq.* (collectively "Confidential Information") may only be used by a Director in connection with their role as a Director of the Corporation and may not be used, directly or indirectly, for any other purpose (including any purpose adverse to the Corporation). Confidential Information includes, without limitation, the content and all information relating to discussions at Board meetings or meetings of any committee thereof, including any and all materials, correspondence or reports prepared or circulated in connection therewith.

A Director shall not, either directly or through electronic means, disclose any Confidential Information outside the Corporation or share Confidential Information with any third party or person (including family, relatives or business or social relations), except with the prior written authorization of the Corporation, or as may be otherwise required by law.

2.15 Executive Session. Executive sessions provide a closed meeting mechanism for handling issues that are best discussed in a private or a confidential setting, for fostering robust discourse and for strengthening trust and communication. Private discussions and debate amongst the Directors serve, among other purposes, the following: (i) they provide the opportunity to strengthen relationships and communication among Board members; (ii) they promote trust and open communication and the exploration of different courses of action, especially upon controversial issues; and, (iii) they encourage confidentiality which may be particularly important in certain situations including without limitation topics relating to transactional matters, investment decisions, economic opportunities, financial reports and disclosures or proprietary actions.

Notwithstanding any other provisions of these Bylaws, upon Motion duly made and passed, the Board, or any committee thereof, may meet in executive session to transact any business or take action with only Directors or committee members, and their invited guests, in attendance.

2.16 Gifts; Contributions. The Board of Directors may:

(a) Accept on behalf of the Corporation any contribution, gift, bequest, or devise of any type of property (hereinafter collectively referred to as "Donations"), for the tax exempt purposes of the Corporation and pursuant to such terms as the Board of Directors shall approve.

(b) Hold such Donations in the name of the Corporation or of such nominee or nominees as the Board of Directors may appoint.

(c) Collect and receive the income from such Donations.

(d) Devote the principal or any income from such Donations to the tax exempt purposes of the Corporation as the Board of Directors may determine to be in accordance with the Articles of Incorporation and these Bylaws.

2.17 Grants; Financial Assistance. Grants, contributions, and other financial assistance distributed for the purposes expressed in the Corporation's Articles of Incorporation and these Bylaws shall be within the exclusive power of the Board of Directors and shall not be delegated to any committee.

ARTICLE III COMMITTEES OF DIRECTORS

3.1 Committees. The Board of Directors may create one or more committees, including an Executive Committee, and may appoint members of the Board of Directors to serve on them. Each committee shall have two or more members who serve at the pleasure of the Board of Directors. The creation of a committee and appointment of members to it must be approved by a majority of Directors in office when the action is taken.

3.2 Authority of Committees. To the extent specified by the Board of Directors, each committee may exercise the authority of the Board of Directors, except that a committee may not (i) fill vacancies on the Board of Directors or on any of its committees; (ii) amend the Articles of Incorporation; (iii) adopt, amend, or repeal these Bylaws; (iv) approve a plan of merger or consolidation; (v) approve the sale, lease, or exchange, or the mortgage, pledge, or other disposition of all, or substantially all, of the property and assets of the Corporation; (vi) approve revocation of voluntary dissolution proceedings, or (vii) take any action listed in Section 13.1-869.D. of the Act that committees are not authorized to take.

3.3 Committee Meeting; Miscellaneous. The provisions of these Bylaws that govern meetings, action without meetings, notice and waiver of notice, and quorum and voting requirements of the Board of Directors apply to committees of Directors and their members as well.

ARTICLE IV OFFICERS

4.1 Officers. The officers of the Corporation are a President, who shall be a Director of

the Corporation, an Executive Director, a Vice President, a Treasurer, a Secretary, and, in the discretion of the Board of Directors, an Assistant Treasurer and an Assistant Secretary, and one or more additional Vice Presidents and other officers and assistant officers as may be deemed necessary or advisable to carry on the business of the Corporation.

At the discretion of the Board of Directors, any two or more offices, other than the office of President and Secretary, may be held by the same person. Each officer has the authority and shall perform the duties set forth in the Bylaws or, to the extent consistent with the Bylaws, the duties prescribed by the Board of Directors or by direction of an officer authorized by the Board of Directors to prescribe the duties of other officers.

4.2 Election; Term. Officers will be elected by the Board of Directors. They will hold office, unless removed, until their successors are elected. Any officer may resign at any time upon written notice to the Board of Directors, and no acceptance of a resignation is necessary to make it effective.

4.3 Removal of Officers. The Board of Directors may remove any officer or assistant officer at any time, with or without cause.

4.4 Duties of Officers. The President is the Chief Executive Officer of the Corporation. The President and the other officers of the Corporation have such powers and duties as generally pertain to their respective offices, as well as such powers and duties as may be delegated to them from time to time by the Board of Directors.

4.5 Authority of Executive Director. The Executive Director has the general authority to manage, oversee, and conduct the day-to-day retail business operation and affairs of the Corporation, including without limitation the general authority to conduct retail purchases and sales, accept or reject donations, maintain financial records, banking records, account records, checks, and other documents of

the Corporation, except as otherwise directed by the Board of Directors. The Executive Director has general supervision and direction of the retail business affairs of the Corporation subject to the approval and direction of the Board of Directors. The Executive Director makes reports to the annual and any periodic or special meeting of the Directors of the Corporation covering the operation of the Corporation for the preceding fiscal year or other applicable interval of time. The Board may change the authority and duties of the Executive Director in its discretion.

ARTICLE V CONFLICTS OF INTERESTS

5.2 Duty of Directors, Officers, and Employees. The Directors, officers, and employees of the Corporation shall exercise the utmost good faith in all transactions touching upon their duties to the Corporation and its property. In their dealings with and on behalf of the Corporation, they are held to a strict rule of honest and sincere dealing between themselves and the Corporation. They shall not use their positions, or knowledge gained therefrom, so that a conflict of interests might arise between the Corporation's interest and that of the Director, officer, or employee.

5.3 Interest. For purposes of this policy, a person is deemed to have an "interest" in a contract, transaction, or other arrangement, or in the same or related business as the Corporation, if the person is the party (or one of the parties), is a family member, including without limitation, descendant, spouse, sibling, or ancestor, of the party (or one of the parties), or is a director, trustee, officer, member, manager, or general partner of, or has a material financial or influential interest in, an entity that is the party (or one of the parties) contracting or dealing with the Corporation. Relationships and dealings of the Corporation with companies, partnerships, joint ventures, or other entities owned, controlled, or managed by the Corporation do not constitute interests under this Article.

5.4 Full Disclosure. Any Director, officer, or employee having an interest in a contract, transaction, or arrangement presented to the Board of Directors or a committee thereof for

consideration, authorization, approval, discussion, or ratification, shall make a prompt, full, and frank disclosure of his or her interest to the Board of Directors at the Annual Meeting, or before the Board or committee takes action on such contract, transaction, or arrangement. Such disclosure shall include any relevant and material facts known to such person that might reasonably be construed to be adverse to or potentially adverse to the Corporation's interest.

5.5 Standards and Procedures.

(a) The Board of Directors will determine, by majority vote, whether the disclosure shows that a conflict of interests exists, or can reasonably be construed to exist.

(b) The Board of Directors may request the person to provide factual information regarding the potential or actual conflict of interests and such proposed contract, transaction, or arrangement.

(c) If deemed appropriate, the Board of Directors may appoint a non-interested person or committee or subcommittee, respectively, to investigate alternatives to such proposed contract, transaction, or arrangement.

(d) If a conflict of interests is deemed to exist, the person having the conflict of interests shall not participate or attend, vote on, or use his or her personal influence in connection with, the discussions, deliberations, or vote with respect to, such contract, transaction, arrangement or related matters affecting the Corporation.

(e) At any meeting of the Board of Directors where such contract, transaction, arrangement or related matters are under discussion or are being voted upon, a quorum is present if a majority of Directors who have no direct or indirect personal interest in such contract, transaction, or arrangement participate in the vote held to authorize, approve, or ratify such contract, transaction or arrangement.

(f) To approve such contract, transaction or arrangement, the Board of Directors must first find, by majority vote without counting the vote of the interested Director or Directors, that:

(i) the proposed contract, transaction or arrangement is in the Corporation's best interest and for its own benefit; and

(ii) the proposed contract, transaction or arrangement is fair and reasonable to the Corporation.

(g) The minutes of the meeting shall reflect the disclosure made, the persons present for the discussion and vote, the content of the discussion, the vote thereon (including any roll call) and, where applicable, the abstention from voting and participation, and that a quorum was present. The Corporation shall keep minutes of the discussions and deliberations as part of the minutes of the Corporation.

5.6 Corrective and Disciplinary Action. The violation of this Conflicts of Interests Policy is a serious matter and may constitute "cause" for removal or termination of a Director, officer or employee.

ARTICLE VI MISCELLANEOUS PROVISIONS

6.1 Fiscal Year. The fiscal year of the Corporation is a calendar year, subject to the discretion of the Board of Directors.

6.2 Reporting. The Board of Directors shall render reports and accounts of the administration of the Corporation to the Member for the preceding year at each Annual Meeting, or other interval requested, as necessary for its operations and as requested for informational tax reporting. Additionally, upon the request of the Member, the Board of Directors shall render reports and accounts of the administration of the Corporation to the Member as requested by the Member.

The Board of Directors shall designate representatives to provide the Member with quarterly financial reports regarding the Corporation's performance and financial records.

6.3 Indemnity. The Corporation shall indemnify and hold harmless to the full extent permitted by law any person who was, or is, a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that he or she is or was an officer or Director of the Corporation (including the heirs, executors, administrators, or estate of such person), against expenses (including attorneys' fees) judgments, fines and amounts paid in settlement actually and reasonably acted in good faith in a manner he or she reasonably believed to be in or not opposed to the best interests of the Corporation, and with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. This Section of the Bylaws has been approved by the Member of the Corporation for the benefit of the persons covered thereby.

The Board of Directors may cause the Corporation to procure and maintain insurance in such amounts and in such form as the Board of Directors may deem necessary or desirable to indemnify the Corporation and the Directors and officers against any expense, cost, or liability of the kind or nature referred to in Section 6.3.

6.4 Interpretation. When construing these Bylaws, unless the context indicates otherwise, words in the singular number are deemed to include words in the plural and vice versa, and words in one gender are deemed to include words in other genders.

6.5 Amendments. These Bylaws shall only be changed, modified, amended, or repealed with the consent of the Member and approval by a two-thirds (2/3s) vote of the Directors then serving.

6.6 Effective Date. Pursuant to the Corporation's Articles of Incorporation, these Bylaws were adopted by the Board of Directors on February 10, 2026, contingent on the Member's adoption of them, and are intended to be effective April 15, 2026.

ORDINANCE NO. _____

Ordinance Adopting the Beacon Theater's Amended Articles of Incorporation and Bylaws

WHEREAS, Beacon Theater 2012 Manager, Inc., doing business as the Beacon Theater, is a corporate entity governed exclusively by its duly-appointed Board of Directors;

WHEREAS, the Board of Directors have adopted amended Articles of Incorporation and Bylaws; and

WHEREAS, the City Council of Hopewell, Virginia is in agreement about the necessity and propriety of the amended Articles of Incorporation and Bylaws; **NOW, THEREFORE**,

BE IT ORDAINED, by the City Council of Hopewell, Virginia, that the amended Articles of Incorporation and Bylaws of Beacon Theater 2012 Manager, Inc., also known as the Beacon Theater, as attached hereto, are hereby ratified and approved, to be effective on and after April 15, 2026.

DONE this ____ day of _____, 2026.

Mayor Johnny Partin, Ward 3

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

Witness this signature and seal

ATTEST:

Bishelya Howard, City Clerk

COMMUNICATIONS FROM CITIZENS

REGULAR BUSINESS

R-1

R-2

R-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: 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 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 | | Y | N | |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Rita Joyner, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Susan Daye, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Yolanda Stokes, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Lovena Rapole., Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Ronnie Ellis, Ward #4 | | | |

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

	Approved Budget	Changes	Adjusted Budget
School Operating Fund - 014			
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	72,574,676	3,220,711	75,795,387
Appropriations			
Non-Categorical	72,574,676	3,220,711	75,795,387
Total School Operating Fund	72,574,676	3,220,711	75,795,387
School Textbook Fund - 056			
Estimated Revenues			
State Sources	1,560,727	-	1,560,727
Total Revenues	1,560,727	-	1,560,727
Appropriations			
Textbook Purchases	1,560,727	-	1,560,727
Total School Textbook Fund	1,560,727	-	1,560,727
School Cafeteria Fund - 057			
Estimated Revenues			
States Sources	55,013	-	55,013
Federal Sources	2,700,000	-	2,700,000
Other Sources	99,055	869,152	968,207
Total Revenues	2,854,068	869,152	3,723,220
Appropriations			
Operating Expenses	2,854,068	869,152	3,723,220
Total School Cafeteria Fund	2,854,068	869,152	3,723,220
School Building/Bus Replacement Fund - 063			
Estimated Revenues			
Other Sources	-	668,422	668,422
Total Revenues	-	668,422	668,422
Appropriations			
Appropriations	-	668,422	668,422
Total School Building/Bus Repl Fund	-	668,422	668,422
Total Budget Request	76,989,471	4,758,285	81,747,757

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	<u>\$2,854,068</u>	<u>\$0</u>	<u>\$0</u>	<u>\$869,152</u>	<u>\$869,152</u>	<u>\$3,723,220</u>
Total Budget		<u>\$76,210,821</u>	<u>\$778,650</u>	<u>\$43,000</u>	<u>\$4,715,285</u>	<u>\$4,758,285</u>	<u>\$81,747,756</u>

SSO Grant & State and
Local Funds Carried Over
for Bonus

DBHDS State Grant

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



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-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 February 24, 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 | | Y | N | |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Rita Joyner, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Susan Daye, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Yolanda W. Stokes, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Lovena Rapole, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Ronnie Ellis, Ward #4 | | | |

**REQUEST FOR APPEAL OF ARCHITECTURAL
REVIEW BOARD (ARB) DECISION
AT 206 N. 2ND STREET (PARCEL # 0110330)
CITY COUNCIL
FEBRUARY 24, 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 - CANCELLED
City Council	2/24/26	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

Regulatory Context

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.

ARB's Application of Standards

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.

Prior Decisions on Unpainted Masonry

With regard to prior decisions, the applicant cites prior approvals for painting unpainted masonry, including 425 E. Broadway (now addressed as 408 E. Cawson Street) and 115 S. Main Street. These approvals were issued by the former Downtown Design Review Committee (DDRC) prior to its consolidation with the Architectural Review Board (ARB). These are the only approvals that staff has identified for the painting of unpainted mason since the adoption of the design review requirement for the district.

The approval for 408 E. Cawson Street was granted after the building had already been painted without DDRC approval, on October 11, 2023. Additionally, this building was constructed in 1975, which is outside the Downtown Historic District's period of significance. Masonry materials used during that era are generally more durable and less permeable than the softer historic brick and lime-based mortar typical of early 20th-century construction.

The December 6, 2023, approval for 115 S. Main Street relied on the recommendation of the Virginia Main Street architect, Frazier Associates. That recommendation concluded that painting would not conflict with the Secretary of the Interior's Standards because the façade had been substantially altered over time, including partial painting and reconstruction with new brick and concrete masonry units. In that context, the masonry no longer retained a high degree of historic integrity.

However, on April 3, 2024, the DDRC denied a request to paint unpainted masonry at 425 E. Broadway. That decision reflected increased concern regarding the Secretary of the Interior's Standards for Rehabilitation — particularly guidance discouraging painting historically unpainted masonry — as well as observable issues with peeling paint and moisture-related deterioration on masonry buildings throughout the district.

While the decision on 206 N. 2nd Street differs from the earlier approvals cited by the applicant, it is consistent with the more recent April 3, 2024, denial and reflects the Board's current interpretation of the Secretary's Standards and evolving preservation concerns within the district.

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

Ordinance Adopting and Regulating Use of the City Seal

WHEREAS, the City Council of Hopewell, Virginia wishes to adopt revisions to its ordinance describing and regulating the use of the City seal; and

WHEREAS, the full text of this proposed ordinance amendment was available for the public at a City Council meeting held on February 24, 2026;

NOW, THEREFORE, BE IT ORDAINED, that the City of Hopewell City Code is hereby repealed and reenacted enacted as follows:

Chapter 2 ADMINISTRATION

ARTICLE I. IN GENERAL

Sec. 2-1. - City seal; prohibited uses.

- (a) The seal of the City is a round plate, about 1 5/8 inches in diameter, with a raised edge. About 1/4 inch from this edge is a raised circle. Between the edge and the circle is inscribed, "City of Hopewell—Commonwealth of Virginia." In the center of the circle is a raised emblem of the Good Ship Hopewell. Above the emblem is inscribed, "Incorporated July 1, 1916," and below the emblem is inscribed the Latin phrase "Semper Paratus" (Always Ready).
- (b) No other design or seal will be used for the City, and no paper issued with municipal authority, that requires the seal of the City, shall be valid unless the seal described in subsection (a) of this section is affixed to such paper.
- (c) It is unlawful for any person to use the City seal or any departmental seal, or the design thereof; or any imitation, reproduction, or replication thereof; except for the usual and customary official purposes, including decoration and display by the City. It is unlawful to print, impress, or stamp on the City seal any word, legend, or device other than those described in this subsection. However, the City Manager is authorized to grant permission for the use of the design as the City Manager considers proper, except for advertising purposes, which is prohibited.
- (d) Any person who violates subsection (c) is subject to a fine of \$25.00 per offense. Each item on which the seal appears in violation of subsection (c) is a separate offense.

(Code 1963, § 1-6; Ord. No. 99-13, 7-13-99)

State law ref: Charter, Ch. I, § 1.

DONE this ____ day of _____, 2026.

ORDINANCE NO. _____

Mayor Johnny Partin, Ward 3

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

Witness this signature and seal

ATTEST:

Bishelya Howard, City Clerk

R-6



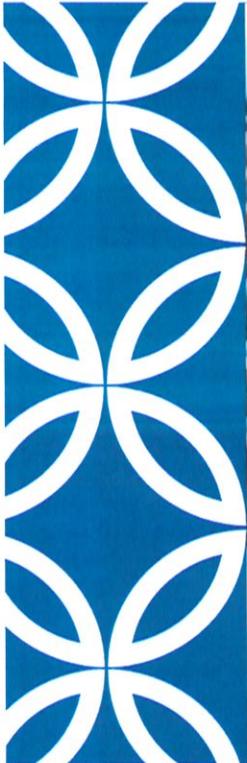
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING

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?

Resolution No: _____

**RESOLUTION AMENDING THE FY2026 BUDGET TO DESIGNATE FUNDS FROM
COMMUNITY DEVELOPMENT BLOCK GRANT EXPENDITURES TO HOPE
CENTER**

WHEREAS, the City of Hopewell is a Community Development Block Grant (CDBG) Community which received a special allocation of funding from the United States Department of Housing and Urban Development to prepare, prevent, and respond to the Covid-19 pandemic;

WHEREAS, the grant must benefit low and moderate income people, aid in the prevention or elimination of slums and blight, or meet an urgent need resulting from a disaster;

WHEREAS, there are \$31,202.27 of unexpended CDBG funds that needs to be allocated and expended by September 10, 2026;

WHEREAS, the City has entered into an agreement with City of Refuge to operate homeless services that directly align with the objectives of the grant; and

WHEREAS, the City Council of Hopewell, Virginia is required to hold a public hearing and vote to approve the allocation of CDBG funds for eligible activities; and NOW
THEREFORE,

BE IT RESOLVED the City Council of Hopewell, Virginia authorizes the reallocation of \$31,202.27 in unspent CDBG funds to the City of Refuge for the use in homeless services. However, if the City of Refuge does not provide contractual services in the operation of homeless services, then the City of Refuge will reimburse the City for the entire amount allocated, no later than 14 days after it ceases to operate in this capacity.

Adopted at a regular meeting of the City Council of Hopewell, Virginia held on February 24, 2026.

Mayor Johnny Partin, Ward 3

VOTING AYE:

VOTING NAY:

ABSENT:

ABSTAINING:

Witness this signature and seal

ATTEST:

Bishelya Howard, City Clerk

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 (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 | | Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Rita Joyner, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Susan Daye, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Yolanda W. Stokes, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Lovena Rapole., Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Ronnie Ellis, Ward #4 | | | |

Roll Call

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

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		
	REDACTED	REDACTED	
APPLICANT (different than owner)	NAME(S): Trek Properties LLC		
	MAILING ADDRESS: 3420 Pump Rd #285 Henrico VA 23233		
	REDACTED	REDACTED	
REQUIRED ATTACHMENTS	<small>SEE CUP Checklist for details. Incomplete application packages will not be accepted. Payment of subsequent Real Estate Taxes, including interest and penalty charges, is required prior to application acceptance.</small>		
	<input checked="" type="checkbox"/> Site Plan <input checked="" type="checkbox"/> Building Floor Plan	<input type="checkbox"/> Project Narrative <input type="checkbox"/> Exterior Elevations	<input type="checkbox"/> CUP Checklist <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.

[Handwritten 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 N. Mayhew, M/M
Property Owner Name

Property Owner Signature

STATE OF Virginia

COUNTY/CITY OF Groochland 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.

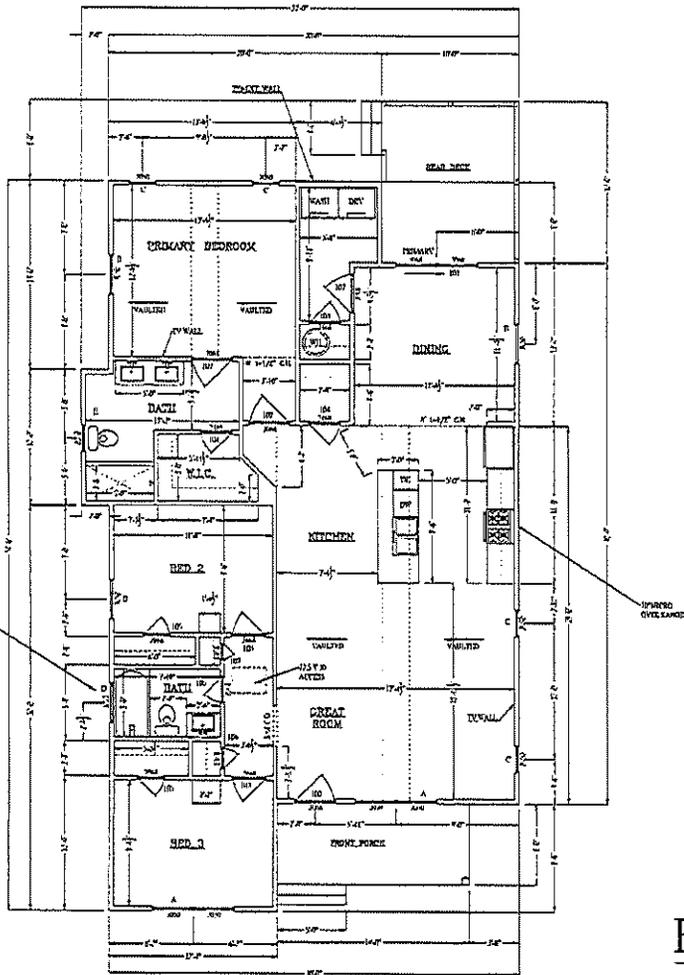
Given under my hand this 1 day of July, 20 25.

Wendy L Jordan
Notary Public

My Commission Expires: 7/31/27

Notary's Registration Number: 8058979

WENDY LOUISE JORDAN
NOTARY PUBLIC
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES JULY 31, 2027
COMMISSION # 8038979



FLOOR PLAN

1440 S.P.

WINDOW SCHEDULE

ID	WIDTH	HEIGHT	TYPE	TOP SASH	BOT. SASH	QTY.	HEADER
A	2'-0"	3'-0"	TWINNED	24"TB	24"TB	2	CL. 204 NY 1/4" X 1/4"
B	2'-0"	2'-0"	SINGLEHDL	24"TB	24"TB	3	CL. 204 NY 1/4" X 1/4"
C	2'-0"	2'-0"	SINGLEHDL	24"TB	24"TB	4	CL. 204 NY 1/4" X 1/4"
D	2'-0"	6'-0"	SINGLEHDL	CLAR	24"TB	1	CL. 204 NY 1/4" X 1/4"
E	2'-0"	2'-0"	SINGLEHDL	24"TB	24"TB	1	CL. 204 NY 1/4" X 1/4"
F	2'-0"	2'-0"	SINGLEHDL	24"TB	NA	1	CL. 204 NY 1/4" X 1/4"

DOOR SCHEDULE

ID	WIDTH	HEIGHT	TYPE	DESCRIPTION	QTY.	HEADER
100	2'-0"	6'-0"	EXTERIOR	12'-LITE METAL	1	CL. 204 NY 1/4" X 1/4"
101	6'-0"	6'-0"	EXTERIOR	FLUORO UNIT	1	CL. 204 NY 1/4" X 1/4"
102	2'-0"	6'-0"	INTERIOR	RIGHT HAND SWING	1	CL. 204 NY 1/4" X 1/4"
103	2'-0"	6'-0"	INTERIOR	LEFT HAND SWING	2	CL. 204 NY 1/4" X 1/4"
104	2'-0"	6'-0"	INTERIOR	LEFT HAND SWING	1	CL. 204 NY 1/4" X 1/4"
105	2'-0"	6'-0"	INTERIOR	RIGHT HAND SWING	2	CL. 204 NY 1/4" X 1/4"
106	2'-0"	6'-0"	INTERIOR	LEFT HAND SWING	1	CL. 204 NY 1/4" X 1/4"
107	1'-4"	6'-0"	INTERIOR	DALL STOP	1	CL. 204 NY 1/4" X 1/4"
108	1'-4"	6'-0"	INTERIOR	DALL STOP	1	CL. 204 NY 1/4" X 1/4"

501 NORTH AVE #4

RIVER MILL DEVELOPMENT
 4701 DELAWARE DRIVE, SUITE 101
 FORT WORTH, TEXAS 76104-3535

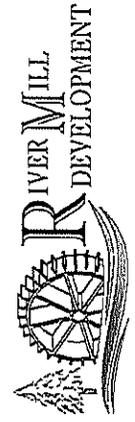
REVISION NOTES

DATE	BY	DESCRIPTION

SCALE:
1/4" = 1'-0"

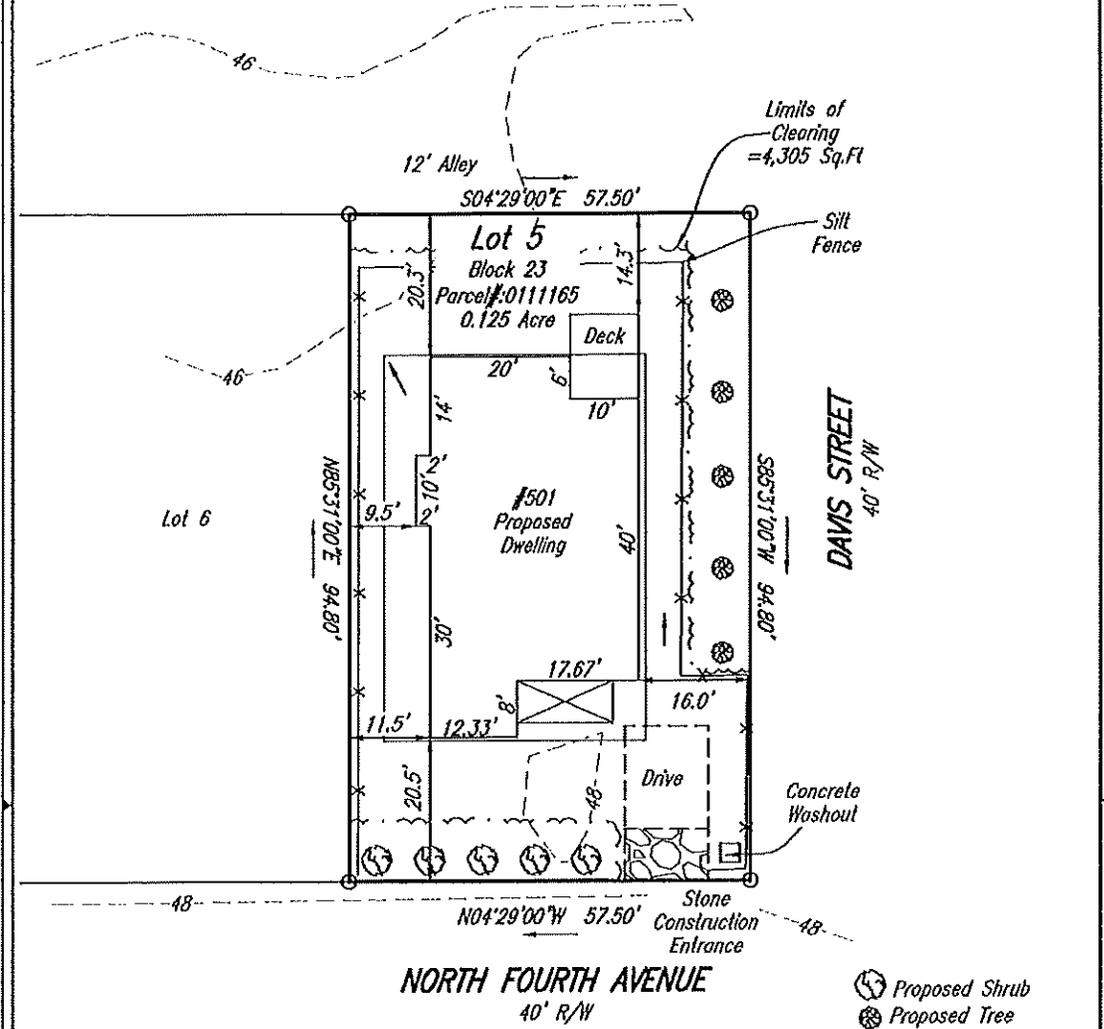
DATE:
6-16-2025

SHEET:
A1.1



*As shown on plat titled "Plat of Improvements on Lot 5, Block- '23', "B" Village Subdivision." City of Hopewell, Virginia On 08/16/1994 By Harvey L. Parks Inc.

*P.B. 2, Pg. 35



Proposed Shrub
Proposed Tree

RO-4 Zoning
F=20
S=5'
Corner Side=15'
R=20

1. This Proposed Improvements Plat was compiled from deeds and plats of record without the benefit of, a current Boundary Survey, a field inspection, Title Report, Zoning Opinion, or Zoning Endorsement documentation. As such, this plat, does not or may not show all existing physical or subsurface features, conditions, or all easements of record and is subject to review and approval by the applicable locality/municipality for adherence to zoning, subdivision, building, health department, transportation, and any and all other applicable ordinances, regulations, requirements, restrictions, statutes, codes, or the like, and Balzer makes no representation or warranty that such plat complies therewith.
2. Contours and elevations are unregulated topographic information obtained from City GIS and is for general information only. Topographic information should be field verified and certified by an appropriate professional prior to its use in the design, modification or construction of improvements or flood plain determination.
3. Silt Fence, Limits of Clearing, Drive and Stone Construction Entrance as shown are approximate and should be adjusted per field conditions or as directed by the County Inspector.
4. Contractor required to verify all utility connection points prior to construction.
5. Construction is subject to the conditions of conditional use permit: #



RE: Trek Properties
DATE: 06/30/2025
SCALE: 1"=20'
JOB NO.: R0069908.00
DRAWN BY: ATC
CHECKED BY: JAB

PROPOSED
IMPROVEMENTS ON
LOT 23, BLOCK 23
"B" VILLAGE
CITY OF HOPEWELL, VIRGINIA





**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 and Planning Commission recommend 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	Meeting cancelled – severe weather
City Council	February 24, 2026	1 st Reading/Public Hearing	Pending
City Council	March 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	

« City Council voted 7-0 to reschedule the 1/27/2026 public hearings to 2/24/2026, thereby negating the need for additional advertisements per §15.2-111 Code of Virginia

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:

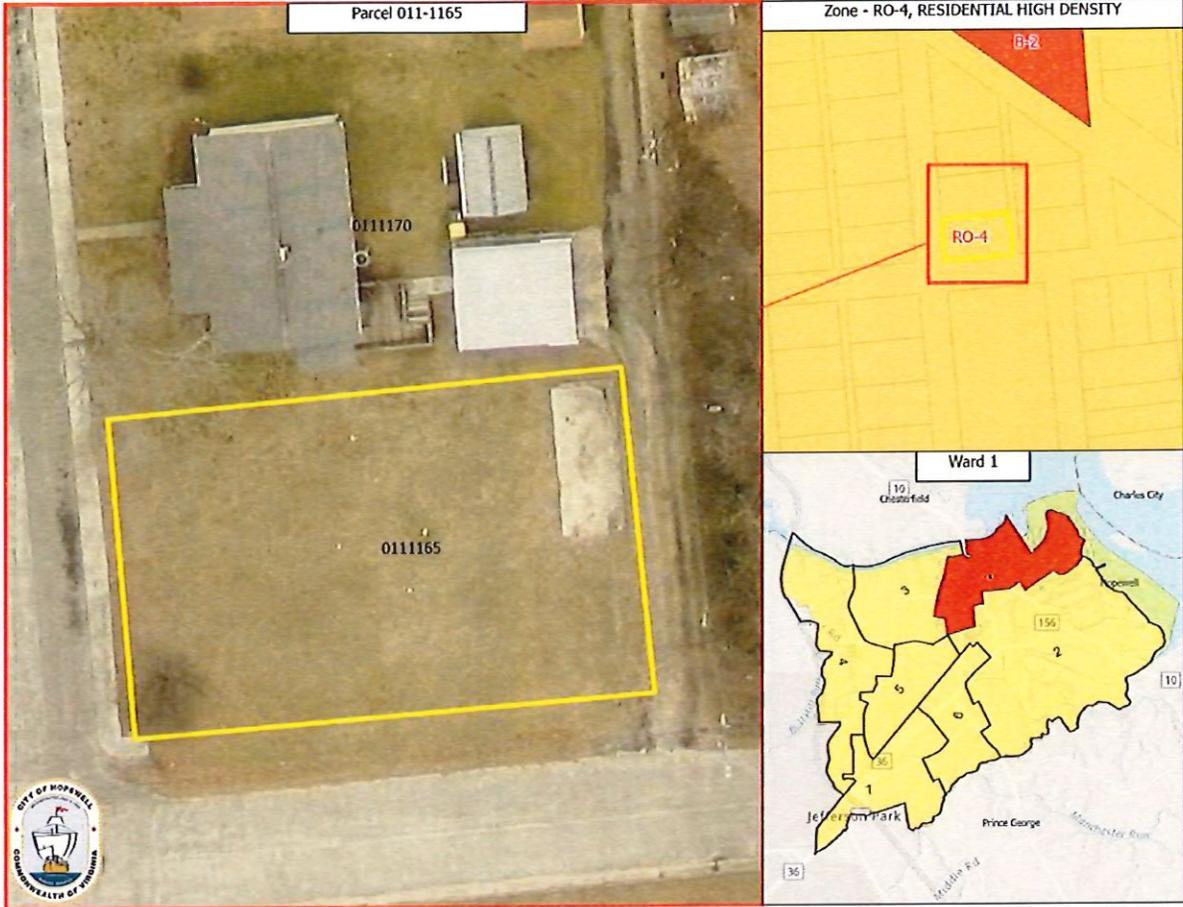
1. The new single-family dwelling will have 12-inch minimum eaves along all roof edges.
2. The lot will have a minimum coverage of 20% tree canopy at full maturity.
3. A driveway of asphalt or concrete will be installed in accordance with the City’s driveway policy with access from either the front or 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



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 (1st Reading) 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 | | Y | N | |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Rita Joyner, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Susan Daye, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Yolanda W. Stokes, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Lovena Rapole., Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Ronnie Ellis, Ward #4 | | | |

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

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> _____
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.



**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 and Planning Commission recommend approval of the request with conditions.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE	RESULT
Planning Commission	December 4, 2025	Public Hearing (PH)	Rec. Appr. 3-0
City Council	January 27, 2026	1 st Reading/ PH	Cancelled- severe weather
City Council	February 24, 2026	1 st Reading / PH	Pending
City Council	March 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	

« City Council voted 7-0 to reschedule the 1/27/2026 public hearings to 2/24/2026, thereby negating the need for additional advertisements per §15.2-111 Code of Virginia

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



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 | | Y | N | |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Rita Joyner, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Susan Daye, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Yolanda W. Stokes, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Lovena Rapole., Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Ronnie Ellis, Ward #4 | | | |

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 <i>(if different than owner)</i>	REDACTED		REDACTED
	MAILING ADDRESS:		
	EMAIL:	PHONE:	
REQUIRED ATTACHMENTS	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.		
	<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 4901
Glen Allen, VA 23058
804-543-2269
rsdesignworksllc@gmail.com



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

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

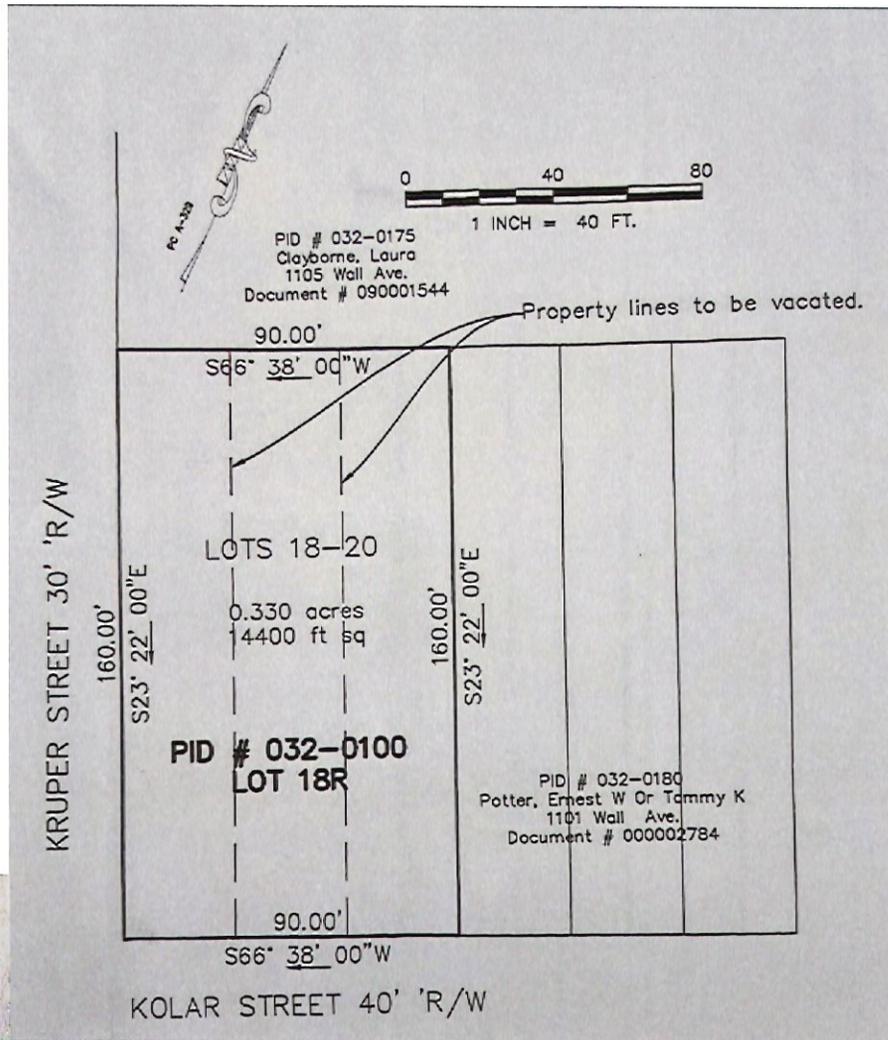
REVISIONS:
DATE: 11/9/2025
ISSUED FOR:
CONDITIONAL USE PERMIT
PROJ. NO.: 2025-01
DRAWN: RSB
SHEET TITLE:
COVER SHEET

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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 Glen Allen, VA 23058
 804-543-2260
 rsdesignworksllc@gmail.com



PROJECT INFO

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

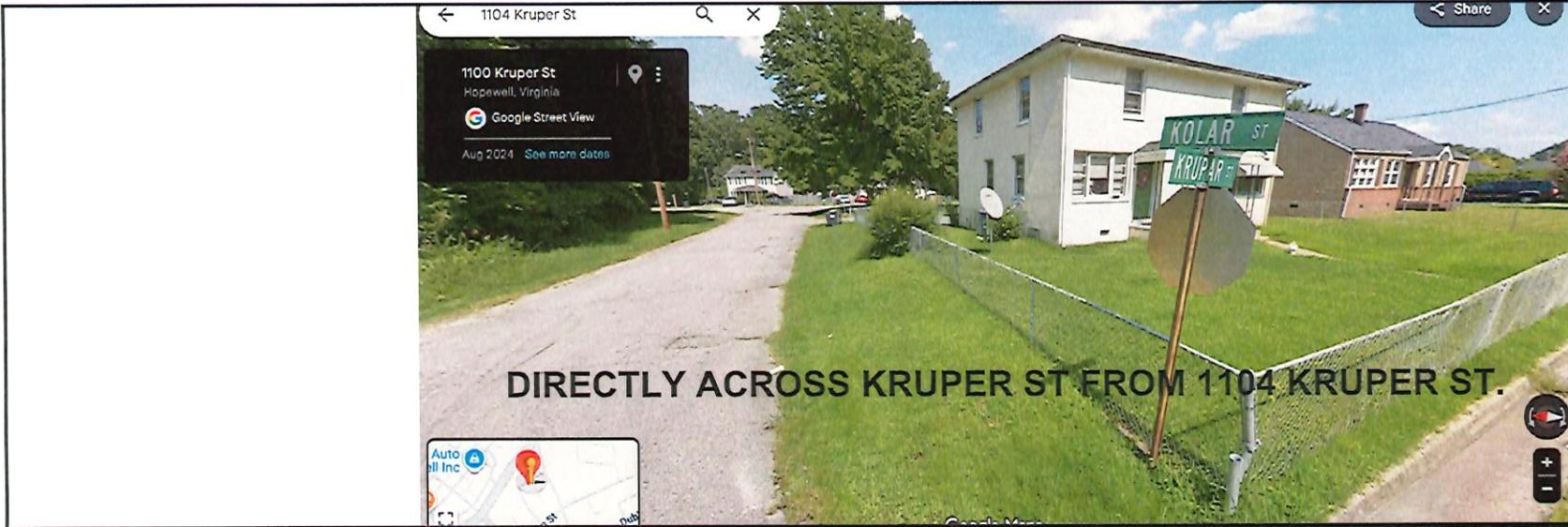
OWNER:
 Osmin Lopez
 2409 Penniman Ct.
 Henrico, VA 23228

REVISIONS:
DATE: 11/9/2025
ISSUED FOR: CONDITIONAL USE PERMIT
PROJ. NO.: 2025-01
DRAWN:
SHEET TITLE:

SURVEY

SHEET NUMBER:

C-1



1104 Kruper St

1100 Kruper St
Hopewell, Virginia

Google Street View

Aug 2024 See more dates



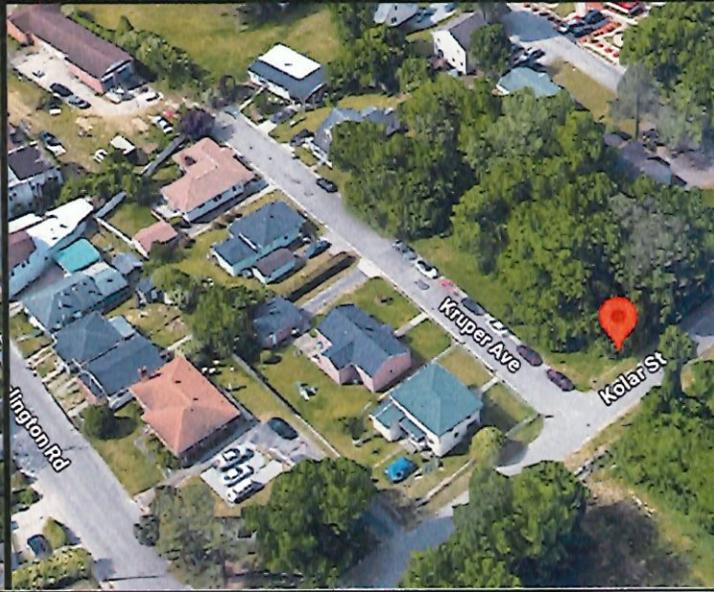
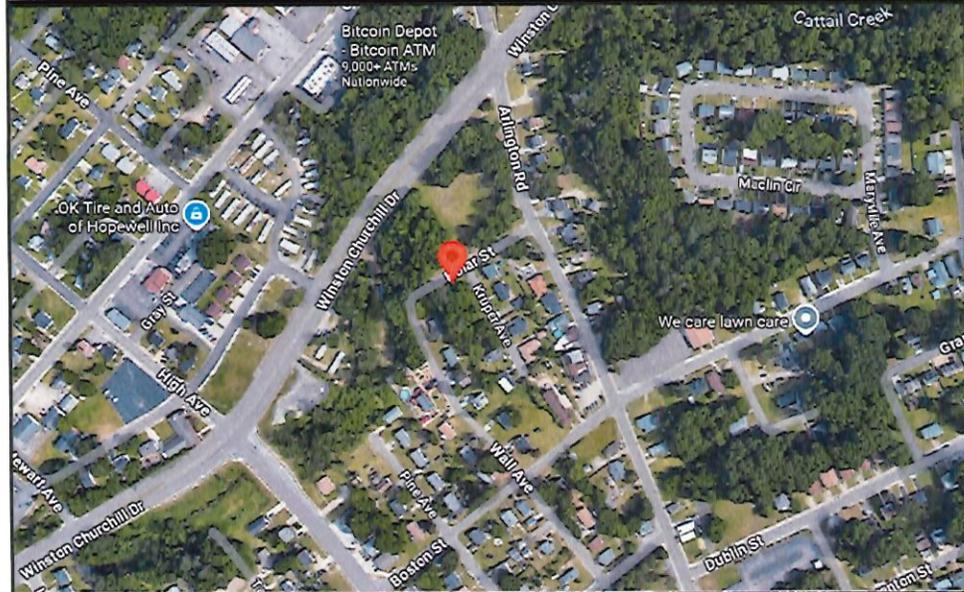
P.O. Box 4061
Clon Allen, VA 23058
804-543-2209
rdesignworksllc@gmail.com



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: 11/6/2025
ISSUED FOR: CONDITIONAL USE PERMIT
PROJ. NO.: 2025-01
DRAWN: RSB
SHEET TITLE:
AREA MAP NOT TO SCALE
SHEET NUMBER:

AM-1



P.O. Box 4801
 Glen Allen, VA 23058
 804-543-2260
 rdesignworksllc@gmail.com



PROJECT INFO

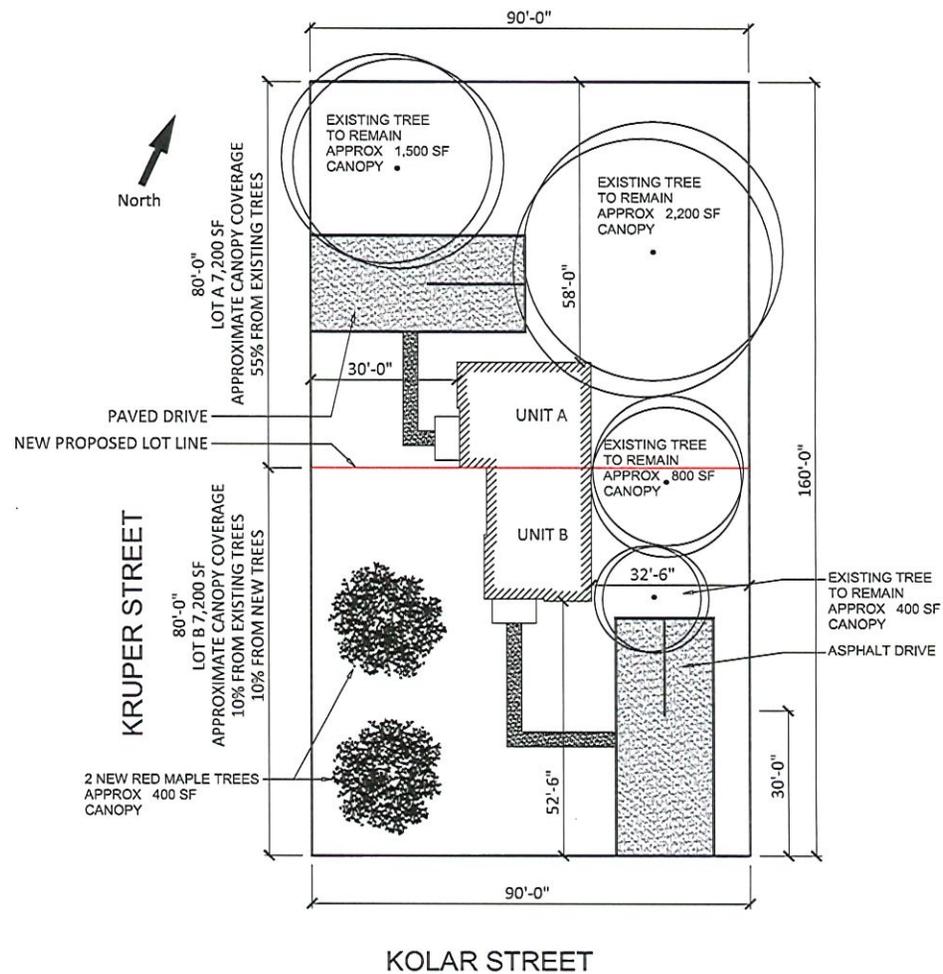
LOCATION:
 1104 KRUPER ST.
 (corner of Kolar St.)
 Dupont Annex
 Section 1
 Hopewell, VA

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

REVISIONS:
DATE: 11/8/2025
ISSUED FOR: CONDITIONAL USE PERMIT
PROJ. NO.: 2025-01
DRAWN: RGS
SHEET TITLE:

ARCHITECTURAL
 SITE PLAN

SHEET NUMBER:
AS-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.



Kuper Street (West) Elevation



Kolar Street (South) Elevation



**RS DESIGN
WORKS LLC**

P.O. Box 4861
Glen Allen, VA 23058
804-543-2269
rdesignworksllc@gmail.com



PROJECT INFO

LOCATION:
1104 KRUPER ST.
(corner of Kolar St.)
Dupont Annex
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:	RSS
SHEET TITLE:	

ELEVATIONS

SHEET NUMBER:

A-2A



P.O. Box 4801
 Clon Allen, VA 23058
 804-543-2208
 rsdesignworksllc@gmail.com



PROJECT INFO

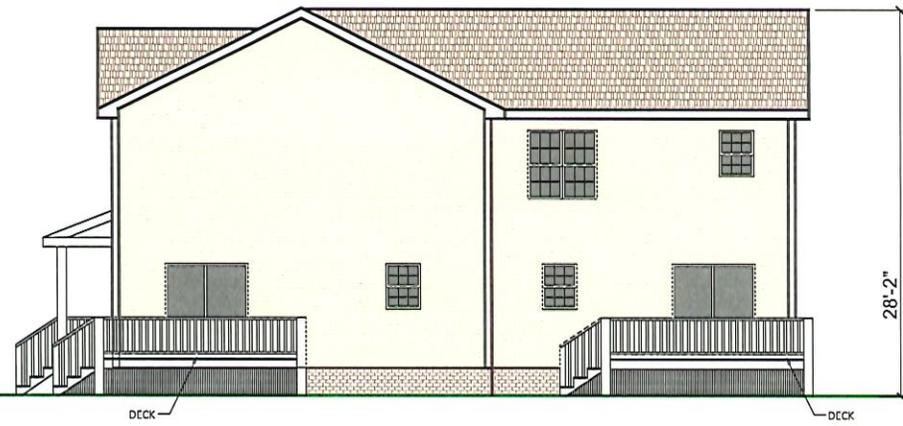
LOCATION:
 1104 KRUPER ST.
 (corner of Kolar St.)
 Dupont Annex
 Section 1
 Hopewell, VA

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

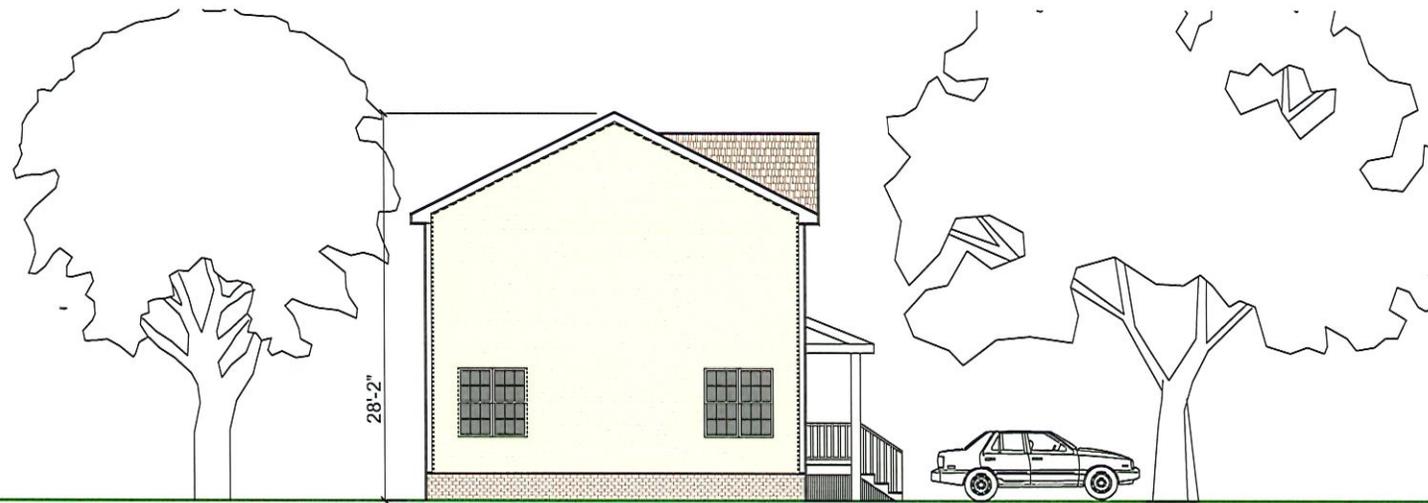
REVISIONS:	
DATE:	11/6/2025
ISSUED FOR:	CONDITIONAL USE PERMIT
PROJ. NO.:	2025-01
DRAWN:	RSS
SHEET TITLE:	

ELEVATIONS

SHEET NUMBER:
A-2B



North Elevation - Unit A



North Elevation



**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 and Planning Commission recommend approval with conditions.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE	RESULT
Planning Commission	December 4, 2025	Public Hearing (PH)	Rec. Appr. 3-0
City Council	January 27, 2026	1 st Reading / PH	Cancelled – severe weather
City Council	February 24, 2026	1 st Reading / PH	Pending
City Council	March 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	

« City Council voted 7-0 to reschedule the 1/27/2026 public hearings to 2/24/2026, thereby negating the need for additional advertisements per §15.2-111 Code of Virginia

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



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 Bluefish Contractor LLC to construct a single-family dwelling on lot, Parcel #042-0630, also identified as 1004 Elm St., located in the B-3 Highway Commercial District.

ISSUE: City Zoning Ordinance allows for the construction of single-family dwellings in the B-3 District 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 January 8, 2026.

ENCLOSED DOCUMENTS: Application, house plans & elevations, lot plan, staff report

STAFF: Christopher Ward, Director of Development

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

- | | | | | | |
|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|--------------------------------------|
| Y | N | | Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Rita Joyner, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Susan Daye, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Michael Harris, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Yolanda W. Stokes, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Lovena Rapole., Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Ronnie Ellis, Ward #4 | | | |

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

City of Hopewell, VA
 Permits / Inspect... - 202510681CUP - 2025
 030228-0002 debra mc... 12/08/2025 11:19AM
 701771 - OWNER
 CONDITIONAL USE PERMIT - REVIEW
 Payment Amount: \$650.00
 Transaction Application #: 202510681CUP
 CASH: (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: 1004 Elm street, Hopewell, VA 23860		
	PARCEL #(s): 042-0630	SITE ACREAGE: 0.17	ZONING DISTRICT: B3
	PROPOSED USE: 1 Single family		
	AMENDMENT TO EXISTING CUP: <input type="checkbox"/>		
LEGAL OWNER	NAME(S): Bluefish Contractor LLC		
	MAILING ADDRESS: 1014 Elm st, Hopewell, VA 23860		
	REDACTED	REDACTED	
APPLICANT <i>(if different than owner)</i>	NAME(S): Nelson Alexander Estrada Portillo		
	MAILING ADDRESS: 3628 Benton Ave Richmond, VA 23222		
	REDACTED	REDACTED	
REQUIRED ATTACHMENTS	See CUP Checklist for details. Incomplete application packages will not be accepted. Payment of subsequent Real Estate Taxes, including interest and penalty charges, is required prior to application acceptance.		
	<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.

Nelson A. Estrada
 APPLICANT SIGNATURE

12-05-25
 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: 10/16/2025</i>
Application (PDF format and TWO printed copies)			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Complete application
<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	16. A list of applicant-proposed conditions for consideration.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Trip generation report or transportation impact analysis (if required at the pre-application meeting or requested by the Department of Public Works)

CUP SUBMITTAL CHECKLIST – OPTIONAL ITEMS

Applicant			Recommended items to improve the quality of the application and show consistency with the Comprehensive Plan and Zoning Ordinance Standards
Yes	No	N/A	
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. % = _____
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Incorporate stormwater best management practices and low impact development
<input checked="" 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 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Provide fire lanes and access, as appropriate for the use
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Provide emergency operations plan, as appropriate for the use
<input checked="" 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 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 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

Address:

1004 Elm St

Hopewell, VA 23860

Description of Proposed Use

The applicant proposes to construct a new one-story, three-bedroom, two-bath single-family dwelling containing approximately 1,610 square feet. The home will feature vinyl siding and be designed to reflect a high-quality appearance that is compatible in both scale and character with surrounding residential structures.

Compliance with Zoning Ordinance, Chesapeake Bay, and Floodplain Requirements

The parcel contains approximately 7,630 square feet, meeting the minimum lot size required for a single-family dwelling.

The proposed home will comply with all zoning district setback requirements. The front setback will be consistent with adjacent homes to maintain streetscape continuity. Side yard setbacks are 10 feet on each side, and the rear yard setback is 25 feet.

Erosion and sediment control measures will include a single stabilized construction entrance and a silt fence installed around the perimeter of the property. Disturbance to the land will be minimized to the greatest extent practicable. Existing vegetation will be preserved where possible, and new plantings will be added as advised by City staff.

Compliance with the Comprehensive Plan

Construction of this home will enhance the value, appearance, and long-term viability of the neighborhood. Although the parcel is currently zoned B-2, this designation reflects historical conditions associated with the Cavalier Square Shopping Mall, constructed in 1967, when potential commercial expansion was anticipated. Today, the surrounding area is primarily residential in character. The subject lot is located between two existing single-family homes, making residential use appropriate and consistent with the established neighborhood context.

Impact Analysis

The proposed conditional use is in harmony with the surrounding neighborhood and will not create adverse impacts on the health, safety, comfort, or general welfare of nearby residents or visitors. The single-family home will not generate effects greater than those typically associated with residential uses permitted by right within the district. The project will also not be injurious to surrounding properties or improvements.

Exterior Finishes, Materials, and Colors

Roof: Black architectural shingles

Exterior Walls: Gray vinyl siding

Windows: White exterior vinyl, new-construction single-hung

Shutters: Black, raised-panel

Front Entry Door: White shaker-style

Foundation: Stucco, painted black

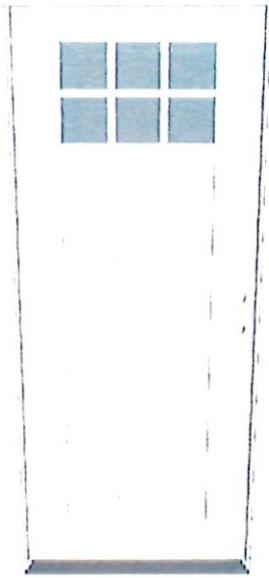
Front Porch Posts: Painted white

Front Porch Railing: White vinyl

Front Porch Stairs: Painted white

Rear Deck Railing: White vinyl

Rear Deck: Stained pressure-treated wood



[View All Images](#)

What's Included



Jamb Width: 4-9/16-in



Lockset Bore: Double



Adjustable Sill



Weatherstripping

[See More](#)

At a Glance



Finish: Unfinished



Material: Fiberglass



Privacy Rating: 1



Left-hand inswing

[View More](#)

EXCLUSIVE In 100+ carts lost week

Therma-Tru Shaker Entry Door 36-in x 80-in x 4-9/16-in Fiberglass Craftsman Left-hand inswing Ready to Paint Unfinished Prehung Front Door with Brickmould Insulating core

Item #833538 | Model #BMIT626364

Therma-Tru Shaker Entry Door 36-in x 80-in x 4-9/16-in Fiberglass Craftsman Left-hand inswing Ready to Paint Unfinished Prehung Front Door with Brickmould Insulating core

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~~\$498.00~~
\$498

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Product

Alpha 14.5-in W x 54.5-in H Black Raised panel Framed Exterior Shutters (2-Pack) **\$57.52**

[Shop Alpha](#)

★★★★☆ 4.5 [82](#)





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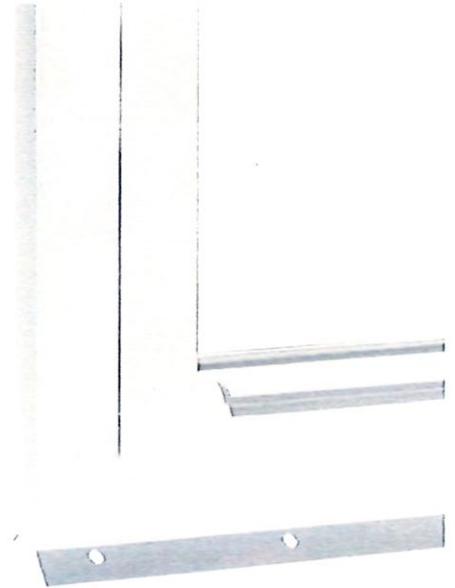
- Shop All
- Holiday Decorations
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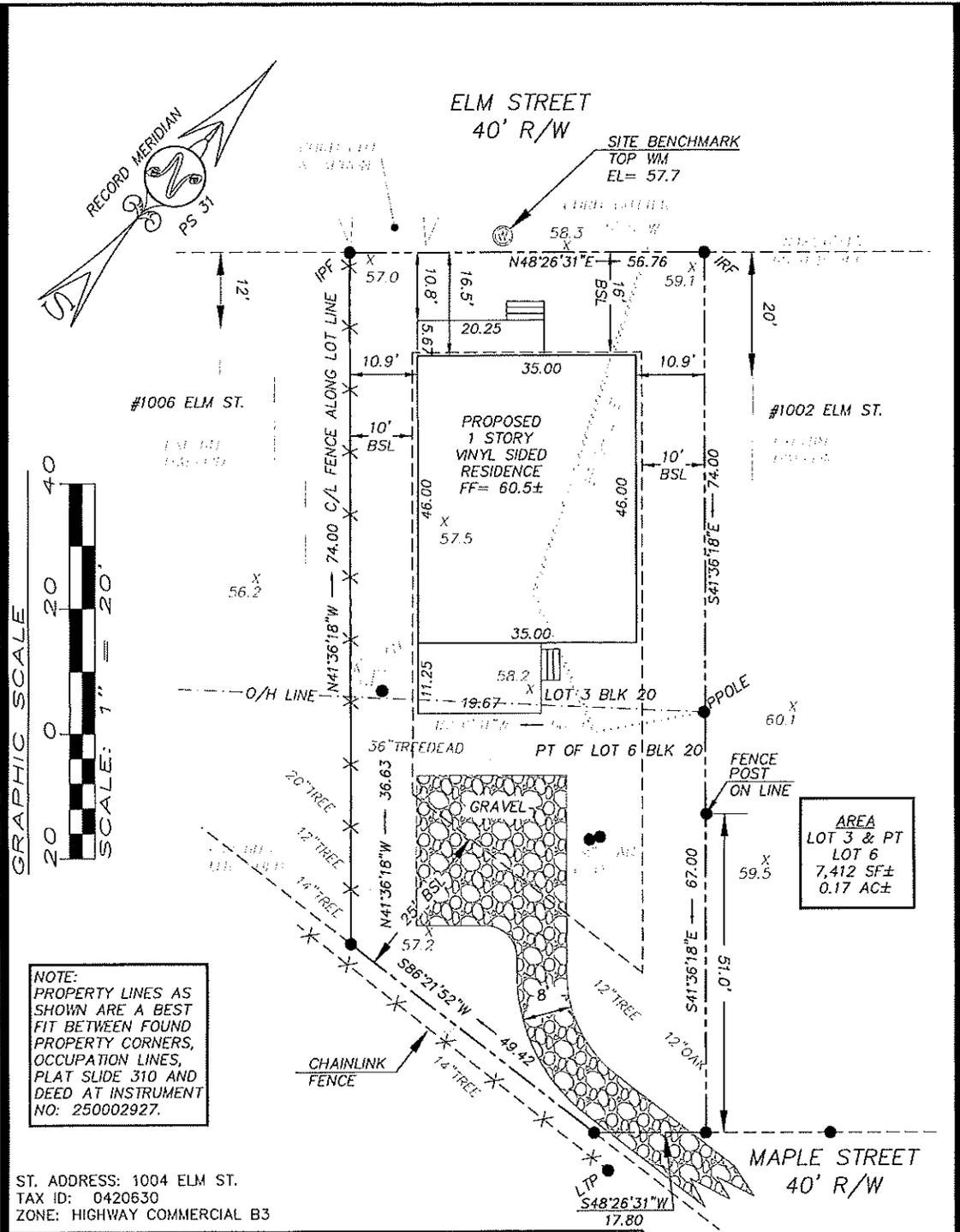
13000003

RELIABILT 150 Series 31-1/2-in x 53-1/2-in White Exterior Vinyl New Construction Single Hung Window Low-E Double Pane Glass with Grids, (Half Screen Included)

[Shop RELIABILT](#)

★★★★☆ 4.5 ▾ 142

\$220.35



RESIDENTIAL DEVELOPMENT PLAN
BEING: LOT 3 & PART OF LOT 6, BLOCK 20
HIGHLAND PARK SUBDIVISION
PREPARED FOR:
LEO'S RENOVATIONS

HOPEWELL VIRGINIA

SCALE: 1" = 20'
DATE: 11/27/25
JOB NO: PG04-1

REFERENCES:
INST: 250002927
PS 310

11/26/25
A.D. SEBERT
LIC. NO. 2221
LAND SURVEYOR

LEGEND

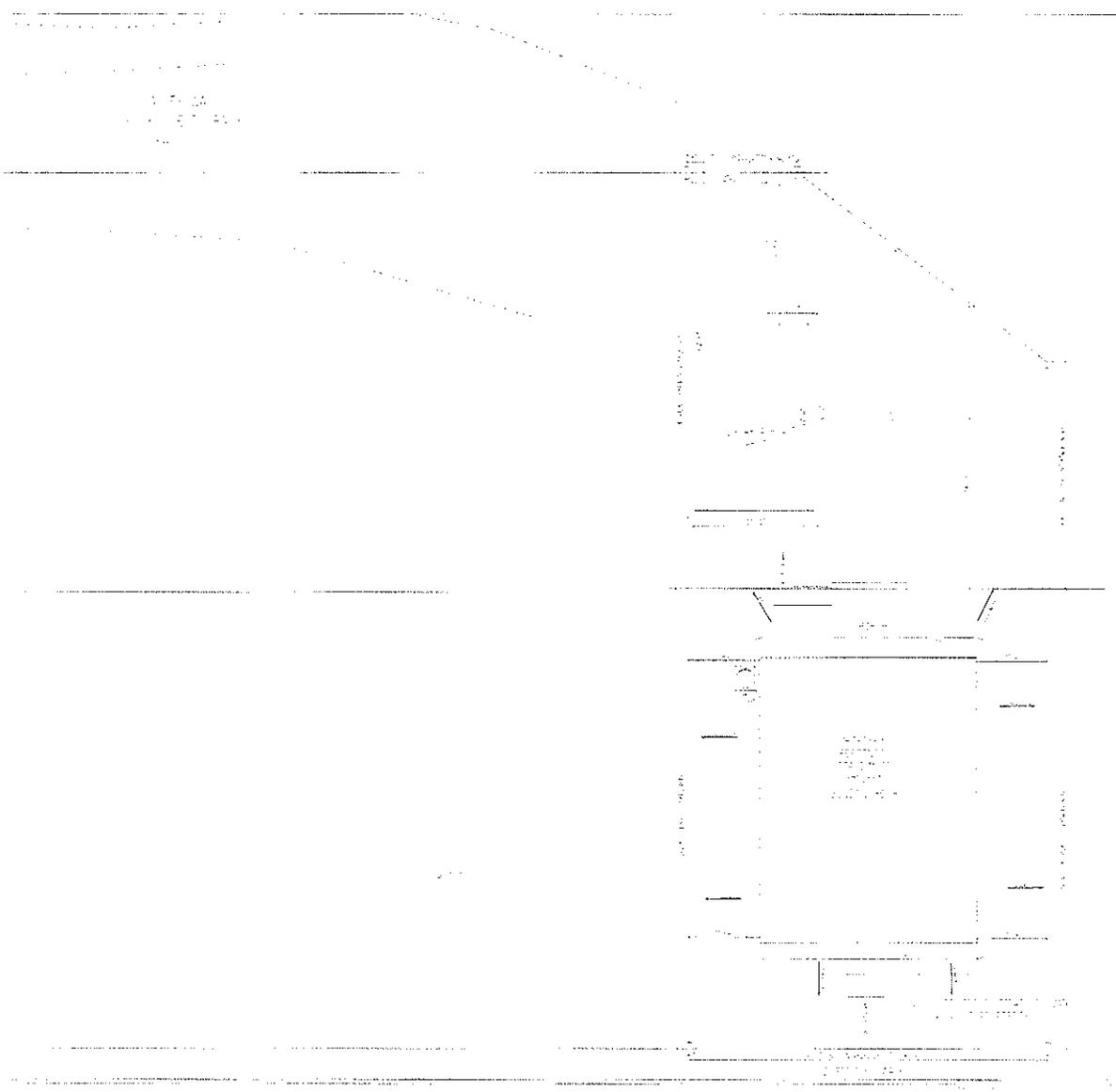
- NS NAIL SET
- IRF IRON ROD FOUND
- IRS IRON ROD SET
- IPF IRON PIPE FOUND
- LTP LIGHT POLE
- PED PEDESTAL
- SCO SANITARY CLEANOUT
- EP EDGE PAVEMENT
- R/W RIGHT OF WAY
- BSL BUILDING SETBACK LINE

THIS PLAT IS BASED UPON A CURRENT FIELD SURVEY. PROPERTY LINES AS SHOWN AND LOCATION OF IMPROVEMENTS ARE BASED UPON FOUND MONUMENTS AS NOTED. THIS SURVEY WAS PERFORMED WITHOUT BENEFIT OF A CURRENT TITLE REPORT. EASEMENTS ARE SHOWN PER RECORD INFORMATION. OTHER EASEMENTS AND/OR ENCUMBRANCES MAY EXIST.

ELM ST HOPEWELL.DWG 11/26/2025 10:24:01 AM EST

SEBERT
SURVEYING
& LAYOUT, LLC

8675 BARNES ROAD
LANEXA, VA 23089
CELL: (757) 784-2413
asebert@sebertsurveying.com



1. ALL DIMENSIONS ARE IN FEET AND INCHES.
 2. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
 3. ALL DIMENSIONS ARE TO CENTERLINE UNLESS NOTED OTHERWISE.
 4. ALL DIMENSIONS ARE TO CENTERLINE UNLESS NOTED OTHERWISE.
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PREPARED FOR:
LEOS RENOVATIONS

RESIDENTIAL
 CONSTRUCTION DOCUMENTS
 1004 ELLIOTT
 FORT LEE, VA
 22049

PROFESSIONAL

PLOT SITE PLAN

1 PLOT SITE PLAN
 SP-1 SCALE: 1"=100'

NORTH

SHEET
SP-1

FLOOR JOIST SPANS FOR COMMON LUMBER SPECIES TABLE R502.3.1(2):

SPACING	SPECIES	GRADE	SIZE	D1	MAX. SPAN
16" O.C.	SOUTHERN PINE	#1	2X10	20	14'-8" FT



SIDE PRACTICE
ENGINEERING, INC.
1000 E. MAIN ST.
HOPEWELL, VA 22960

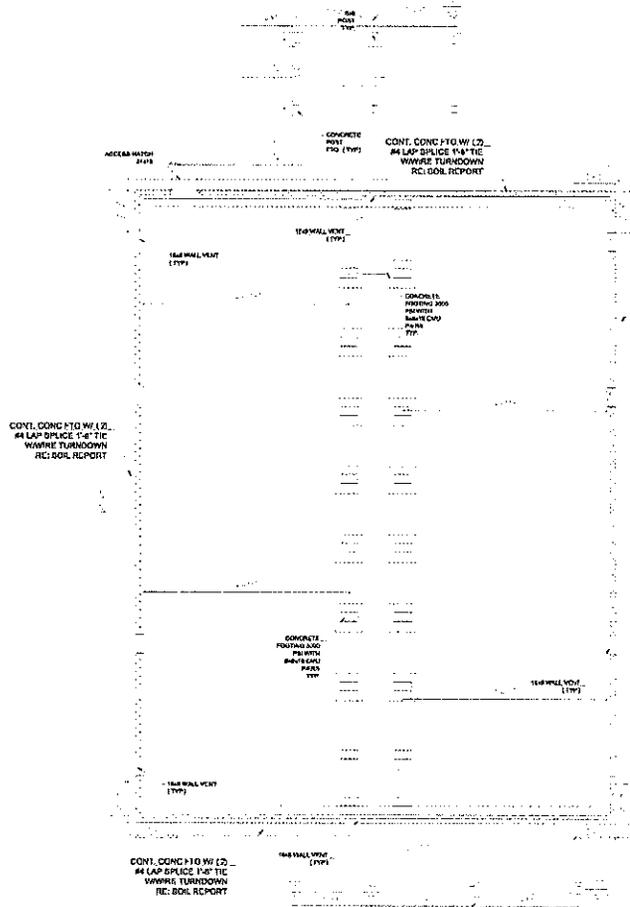
PREPARED FOR:
LEOS RENOVATIONS

RESIDENTIAL
CONSTRUCTION DOCUMENTS
1000 E MAIN ST
HOPEWELL, VA
22960

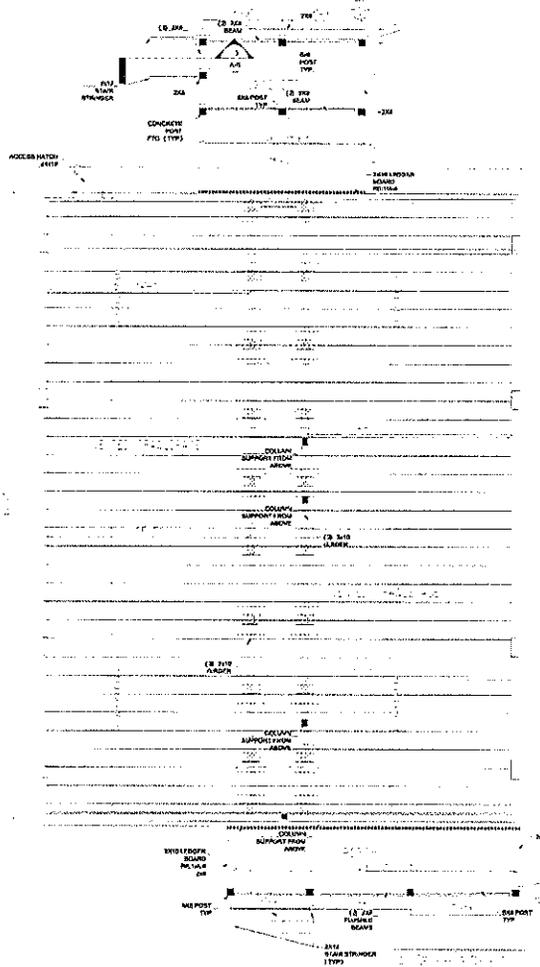
DATE REVISION BY

FOUNDATION
AND FIRST FLOOR
PLANS

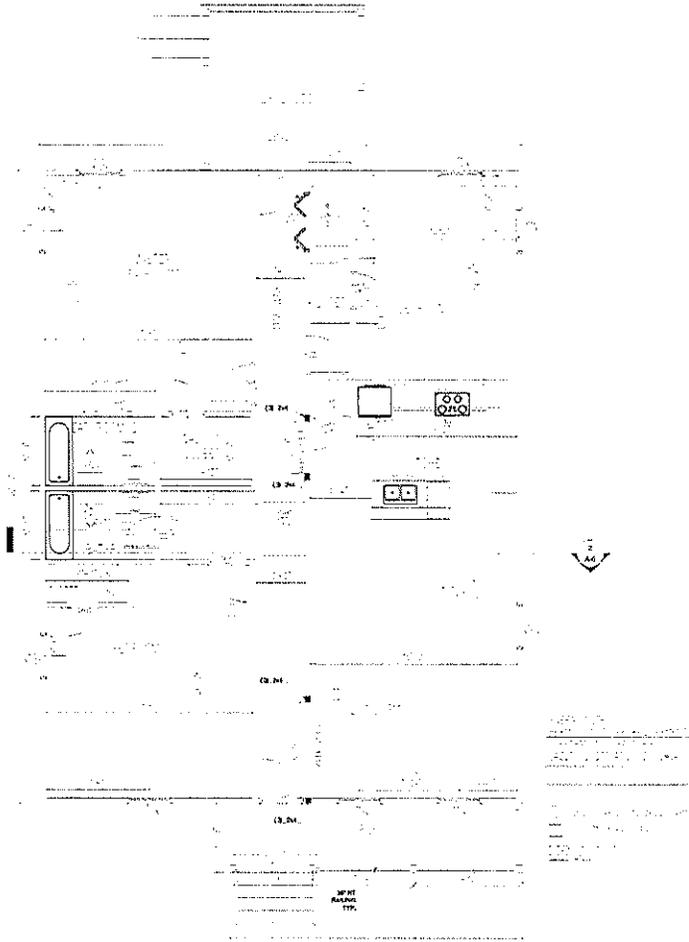
SHEET
S-1



1 FOUNDATION PLAN
SCALE: 3/8"=1'-0"



2 FLOOR FRAMING PLAN
SCALE: 3/8"=1'-0"



FLOOR PLAN
SCALE: 3/8"=1'-0"



SIDE PRACTICE
DESIGN
ARCHITECTS
1004 BUNN ST
HOFFERELL VA
22600

PREPARED FOR:
LEOS RENOVATIONS

RESIDENTIAL
CONSTRUCTION DOCUMENTS
1004 BUNN ST
HOFFERELL VA
22600

DATE: 08/20/2024

FLOOR PLAN

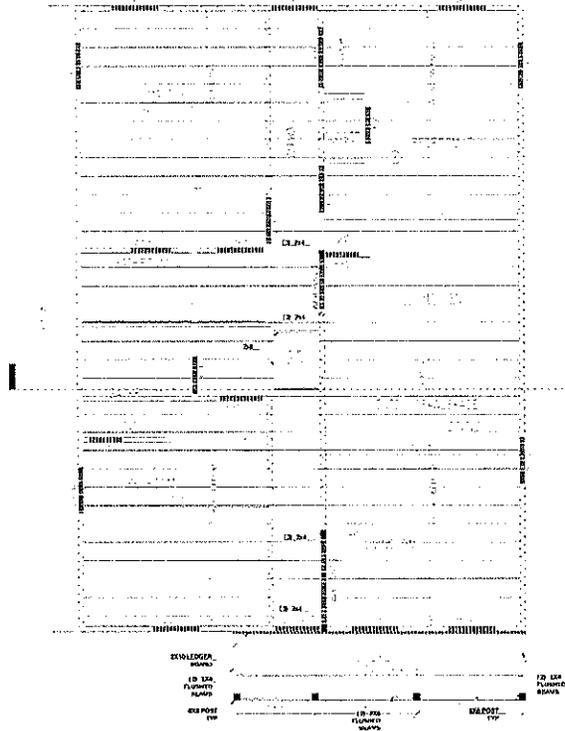
SHEET
A-1

CEILING JOIST SPANS FOR COMMON LUMBER SPECIES TABLE R802.S.1(2):

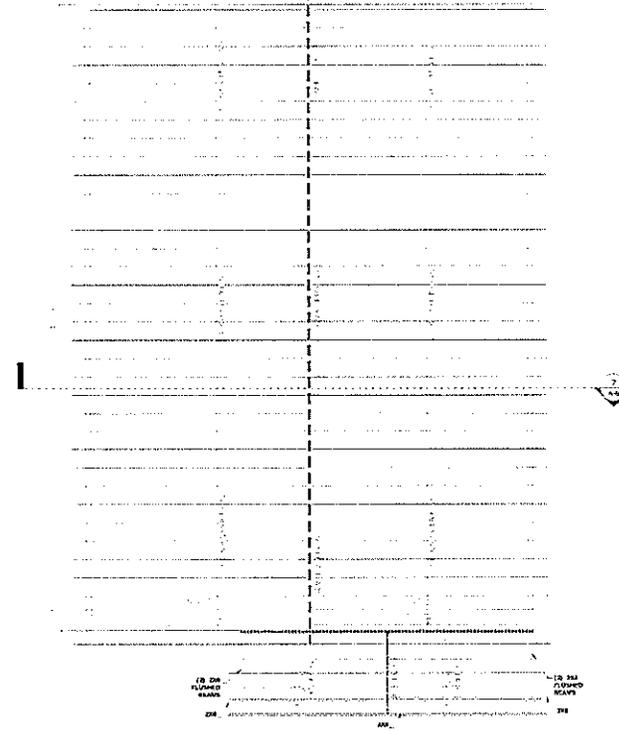
SPACING	SPECIES	GRADE	SIZE	DL	MAX. SPAN
16" O.C.	SOUTHERN PINE	#2	2X8	10	15'-3" FT

RAPTER SPANS FOR COMMON LUMBER SPECIES TABLE R802.4.1(2):

SPACING	SPECIES	GRADE	SIZE	DL	MAX. SPAN
16" O.C.	SOUTHERN PINE	#2	2X10	20psf	17'-4" FT



1 INTERMEDIATE FRAMING PLAN
A-2 SCALE: 1/4"=1'-0"



2 ROOF FRAMING PLAN
A-2 SCALE: 1/4"=1'-0"



SIDE PRACTICE
CONSTRUCTION

PREPARED FOR:
LEOS RENOVATIONS

RESIDENTIAL
CONSTRUCTION DOCUMENTS
100 ELM ST
HOPEWELL VA
22860

DATE: 08/20/20

INTERMEDIATE
AND
ROOF FRAMING

SHEET
A-2



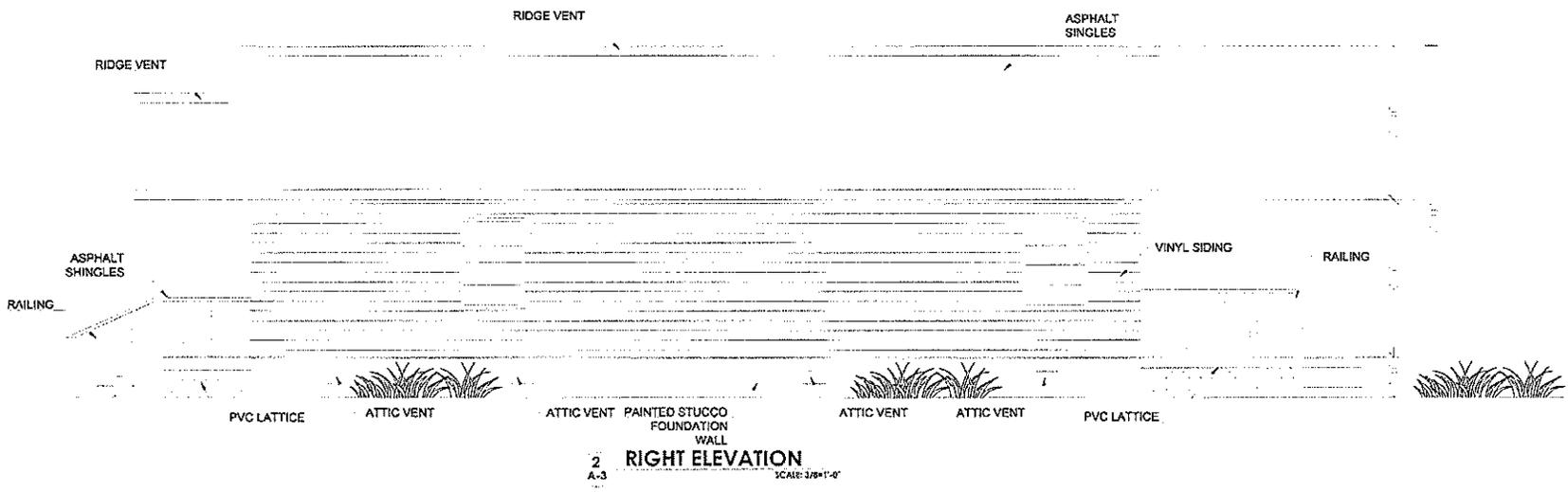
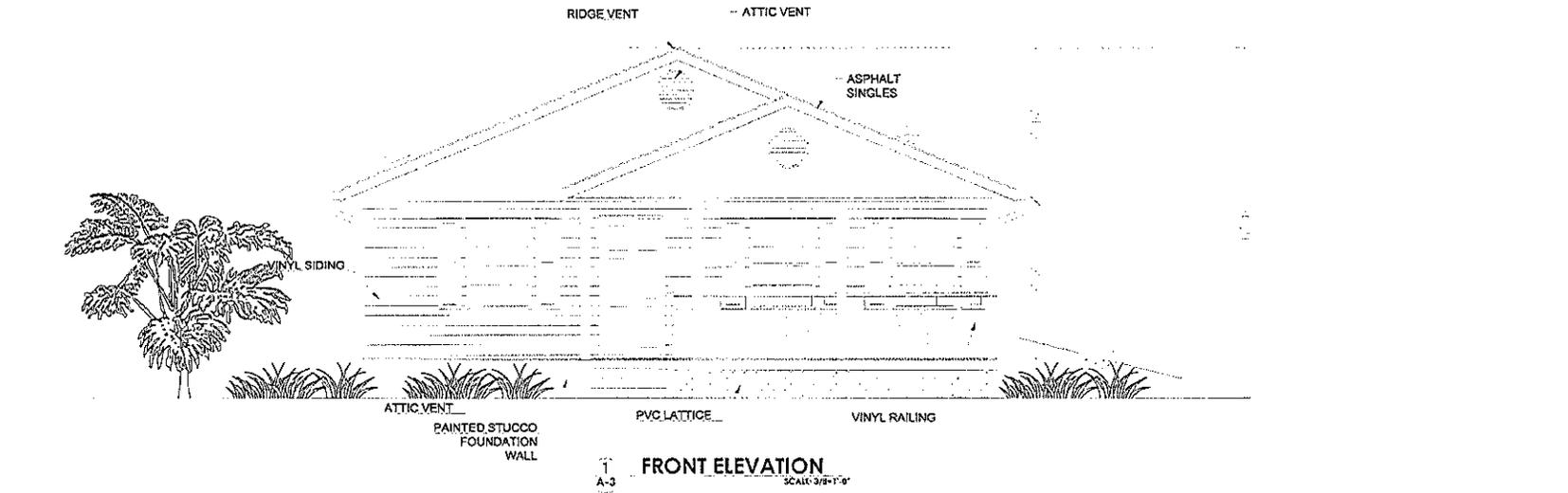
PREPARED FOR:
LEOS RENOVATIONS

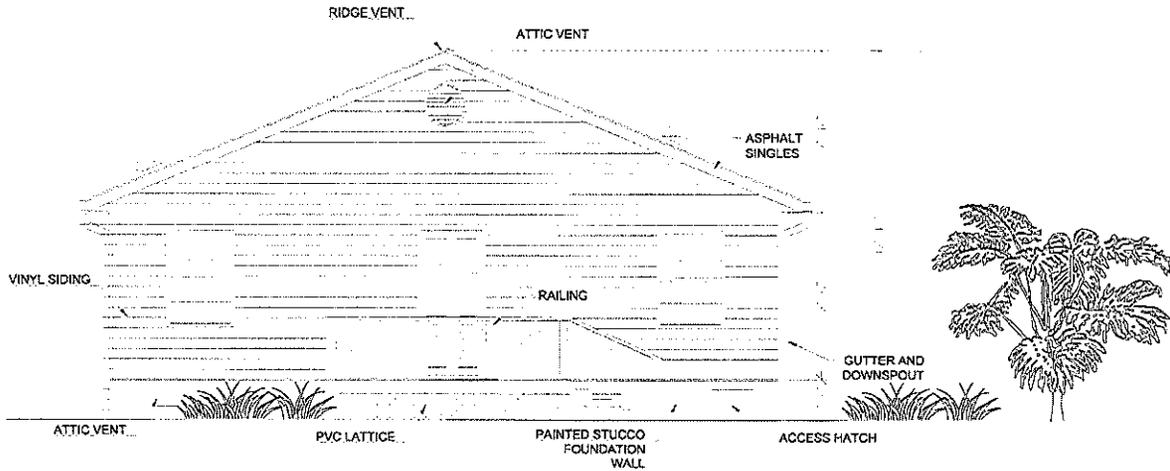
RESIDENTIAL
CONSTRUCTION DOCUMENTS
1004 ERM ST
HO-PEWELL, VA
23069

DATE: 02/20/2024

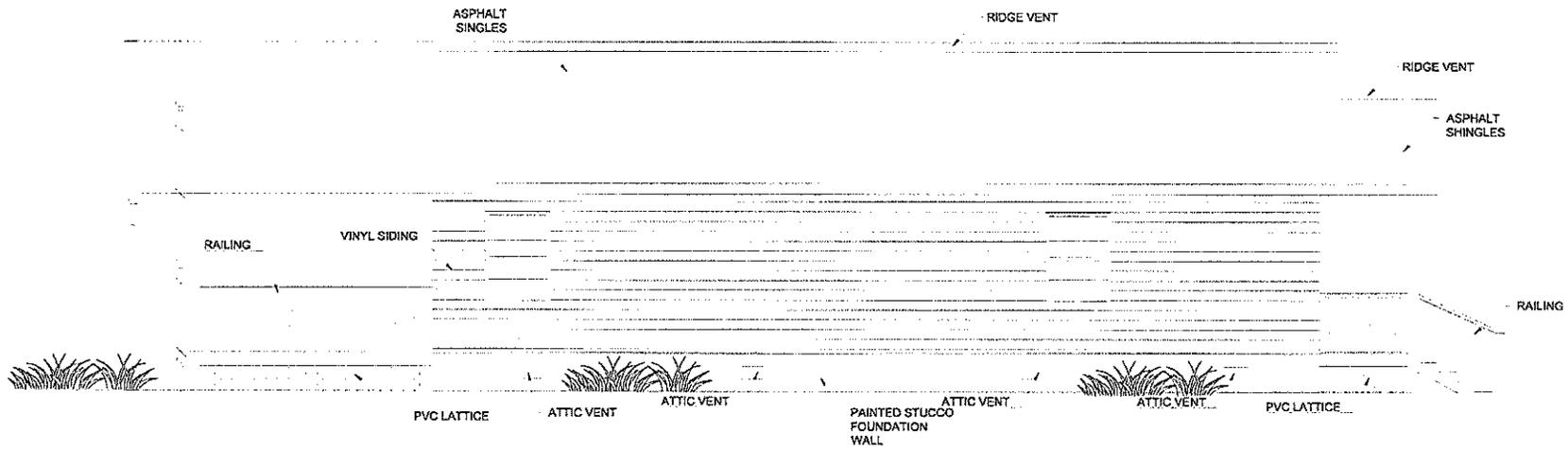
ELEVATIONS

SHEET
A-3





1 REAR ELEVATION
A-4 SCALE: 3/8"=1'-0"



2 LEFT ELEVATION
A-4 SCALE: 3/8"=1'-0"



SIDE PRACTICE
ARCHITECTURE
1004 EAST HOPWELL VA 23060

PREPARED FOR:
IECS RENOVATIONS

RESIDENTIAL
CONSTRUCTION DOCUMENTS
1004 EAST HOPWELL VA
23060

ELEVATIONS

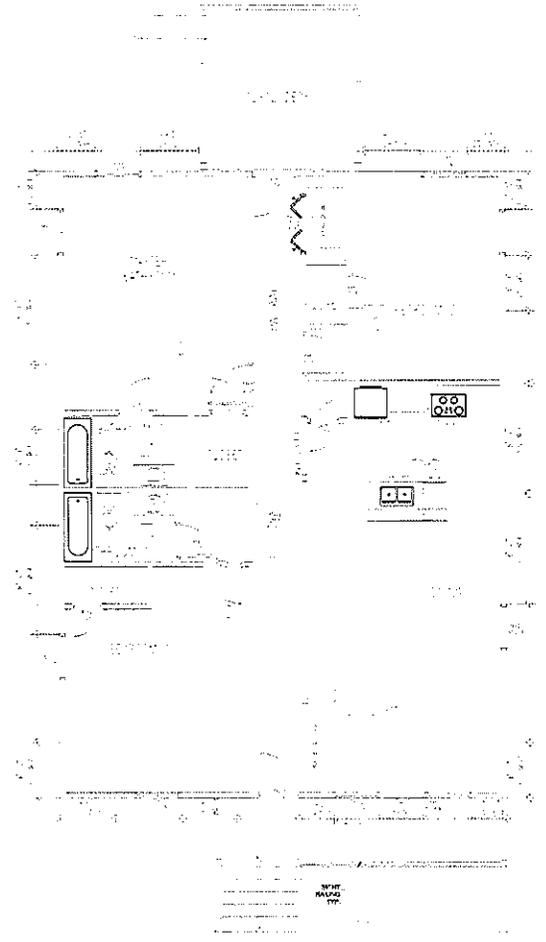
WHEET
A-4.1

CS-WSP Continuously sheathed wood structural panel	3/4"		Exterior sheathing per Table 607.2.1(1)	6" edges 12" field
			Interior sheathing per Table 607.2.1(1) or 607.2.2	Varies by fastener

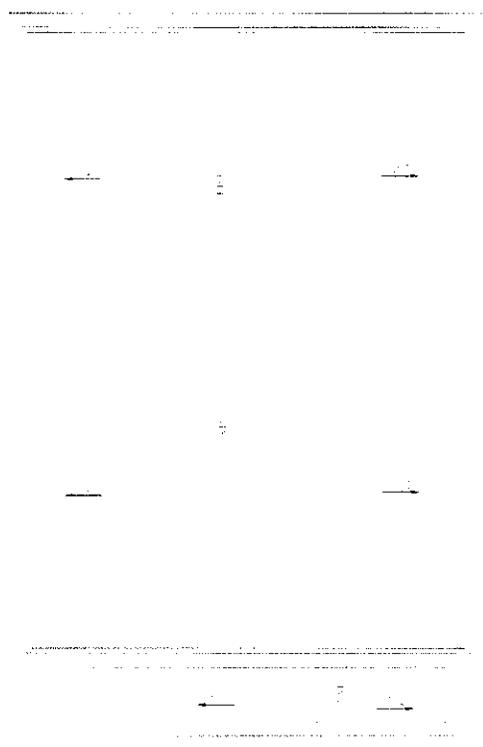
CONTINUOUS FRAME WALL PANEL DETAILS AND NOTES



SIDE PRACTICE
ENGINEERS
ARCHITECTS
INTERIORS
100 BURNETT ST.
HOFFMANVILLE, VA
23060



1 BRACING PLAN
SCALE: 3/8"=1'-0"



2 ROOF PLAN
SCALE: 3/8"=1'-0"

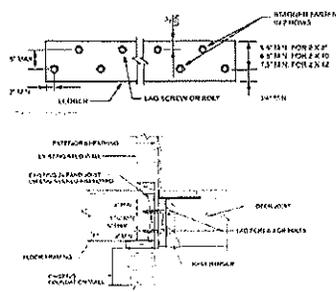
PREPARED FOR:
LEOS RENOVATIONS

RESIDENTIAL
CONSTRUCTION DOCUMENTS
100 BURNETT ST.
HOFFMANVILLE, VA
23060

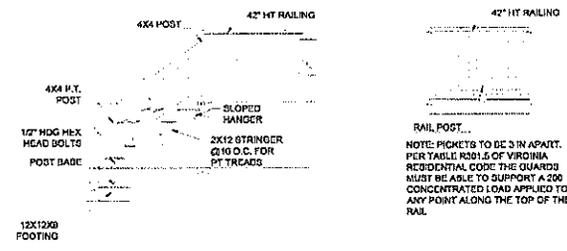
DATE: 08/20/2024

BRACING
AND
ROOF PLANS

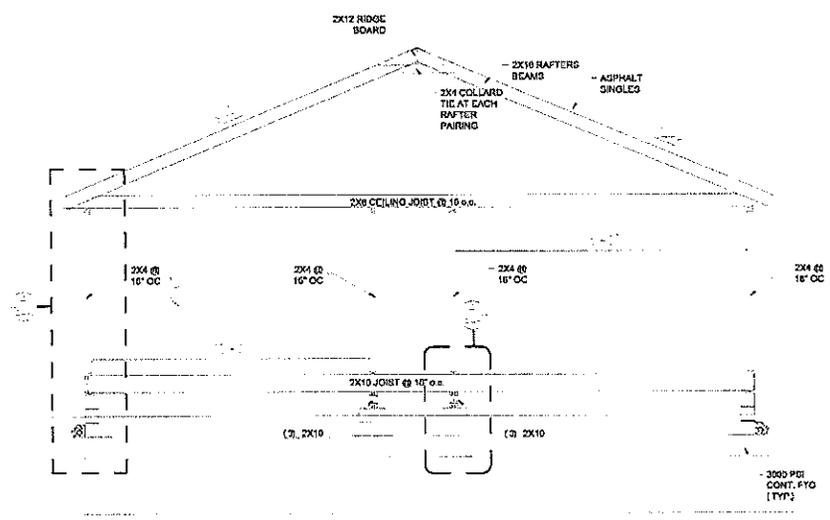
SHEET
A-5



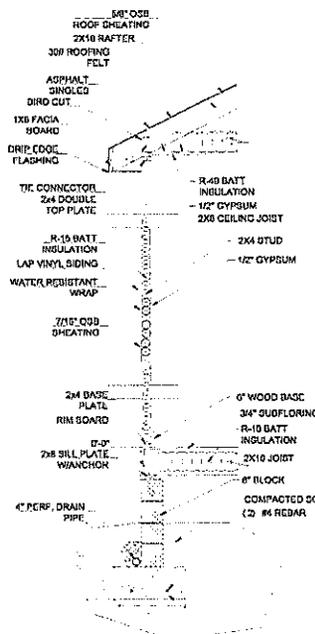
DECK TO STRUCTURE DETAIL
SCALE: NTS



3 DECK STAIR/RAILING DETAIL
SCALE: NTS

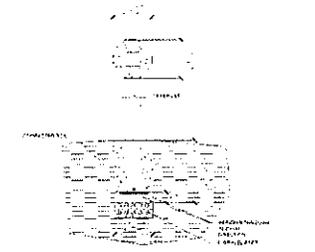


2 BUILDING SECTION
SCALE: 3/8"=1'-0"

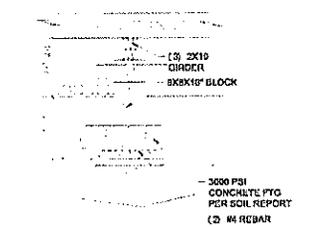


4 WALL SECTION
SCALE: NTS

- FOUNDATION NOTES:**
1. ANCHOR BOLTS SHALL BE A MINIMUM OF 1/2" IN DIAMETER AND EXTEND A MINIMUM OF 7 INCHES INTO A GROUTED BLOCK CELL.
 2. ANCHOR SHALL SET A MIN. 1-3/4" FROM THE FOOT OF THE SILL PLATE.
 3. THE MAXIMUM SPACING OF ANCHOR BOLTS ALONG THE SILL PLATE SHALL BE 6' O.C.
 4. FOOTING SHALL BE LOCATED AT A MINIMUM DEPTH OF 24 INCHES



5 DECK FOOTING DETAIL
SCALE: NTS



7 FOOTING DETAIL
SCALE: NTS



PREPARED FOR:
LEOS RENOVATIONS

RESIDENTIAL
CONSTRUCTION DOCUMENTS

150 WELLS ST.
HOPEWELL, VA
23040

SECTIONS,
WALL DETAILS,
& ELEVATIONS

NO. 11
A-6



**REQUEST FOR CONDITIONAL USE PERMIT
TO CONSTRUCT A SINGLE-FAMILY DWELLING ON
PARCEL #042-0630 IN THE B-3 DISTRICT, LOCATED AT
1004 ELM ST.**



CITY COUNCIL

STAFF REPORT

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

I. EXECUTIVE SUMMARY

The applicant and owner, Bluefish Contractor LLC, requests a Conditional Use Permit to construct a single-family dwelling on Parcel #042-0630 in the B-3 Highway Commercial District located at 1004 Elm St. Staff and Planning Commission recommend approval with conditions.

II. TENTATIVE SCHEDULE OF MEETINGS

BODY	DATE	TYPE	RESULT
Planning Commission	January 8, 2026	Public Hearing	Pending
City Council	February 24, 2026	1 st Reading/Public Hearing	Pending
City Council	March 10, 2026	2 nd Reading	Pending

III. IDENTIFICATION AND LOCATIONAL INFORMATION

Applicant	Bluefish Contractor LLC
Owner	Bluefish Contractor LLC
Existing Zoning	B-3 Highway Commercial District
Requested Zoning	N/A
Acreage	0.17 ACRES / 7,630 sf
Legal Description	LOT 3 & PT OF 6 BLK 20 SUBDIVISION: HIGHLAND PARK
Election Ward	6
Future Land Use	Corridor Commercial
Strategic Plan Goal	Housing
Approval Method	City Council Resolution
Can Conditions be Set?	Yes
Parcel/Tax ID	Parcel #042-0630

IV. PUBLIC NOTIFICATION

PUBLIC HEARING	NOTIFICATION TYPE	DATE	DATE
Planning Commission	Progress-Index Ad	12/26/2025	1/2/2026
	Letter to Adj. Properties	12/23/2025	
City Council	Progress-Index Ad	2/10/2026	2/17/2026
	Letter to Adj. Properties	2/10/2026	

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 #042-0630, is a conforming lot located at 1004 Elm St. The property is polygonal in shape with a 78-foot road frontage totaling 7,630sf. The B-3 District requires a Conditional Use Permit for a single-family dwelling use.

VIII. APPLICANT POSITION

The applicant proposes to construct a 1-story, 3-bedroom, 2 bath, 1,610 square foot house with vinyl siding that will meet district setbacks. The applicant contends the proposed single-family dwelling achieves the following:

- The house will reflect a high-quality appearance compatible in both scale and character with the surrounding structures.
- Although the parcel is zoned B-3, this designation reflects historical conditions associated with the Cavalier Square shopping mall, constructed in 1967, when potential commercial expansion was anticipated. Today, the surrounding area is primarily residential in character with single-family dwellings on either side of this property.
- The proposed conditional use is in harmony with the surrounding neighborhood and will not create adverse impacts on the health, safety, comfort, or general welfare of nearby residents or visitors.

IX. STAFF ANALYSIS

Single-family dwelling use in the B-3 Highway Commercial District requires a Conditional Use Permit. In the fifty years since the construction of Cavalier Square, the surrounding residential neighborhood has remained largely intact in spite of portions being zoned for commercial and industrial uses.

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

The surrounding properties are typical 1-story homes with vinyl siding and an average size of 1,174sf. The proposed house will be approximately 37% 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 #042-0630 is 58 feet wide, 138 feet deep at its longest point for a total of approximately 7,630 square feet, thereby conforming to the B-3 lot size requirements. 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).

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

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

XI. STAFF RECOMMENDATION

A survey of the properties on this block reveals residential uses flanked by industrially zoned properties and abutted by the Cavalier Square shopping mall. The residential uses consist of 1-story homes ranging in size from 990sf to 1,431sf with vinyl siding. The proposed house will exceed the size of the existing homes and will add a new residential unit 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.”

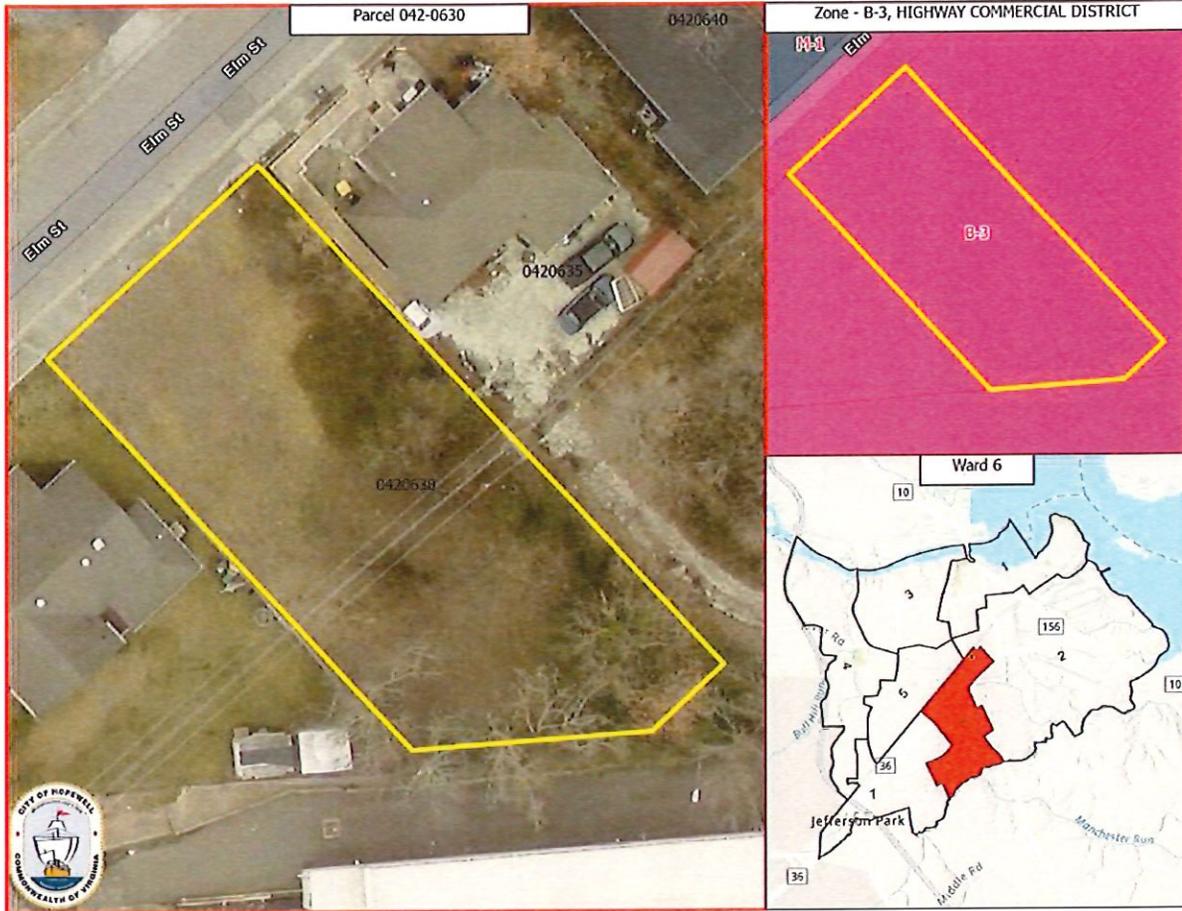
For these reasons, Staff supports the approval of this application with the following conditions:

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.
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 January 8, 2026, with any modifications as conditioned at final approval.

XII. PLANNING COMMISSION RECOMMENDATION

The Hopewell Planning Commission voted 4-0 to recommend approval of the CUP application at the January 8, 2026 public hearing with staff's recommended conditions.

APPENDIX A - MAP
CITY LOCATIONAL MAP



APPENDIX B – SURROUNDING AREA DATA

SURROUNDING PROPERTIES - PARCEL #042-0630									
Elm St.									
	ADDRESS	STORIES	HOUSE SQ FT	LOT WIDTH	LOT DEPTH	LOT SQ FT	EXT. MATERIAL	YR BUILT	TYPE
1	1006 ELM	1	1006	135	108	8,276	VINYL	1939	SF
2	1009 ELM	1	1143	58	138	7,840	VINYL	1939	SF
3	1007 ELM	1	1182	52	146	7,405	VINYL	1939	SF
4	1003 ELM	1	1431	99	160	15,246	VINYL	1939	SF
5	1001 ELM	1	1407	63	169	10,454	ALUM	1939	SF
6	1000 ELM	1	990	48	74	3,552	VINYL	1939	SF
7	1002 ELM	1	1057	56	74	5,335	VINYL	1939	SF
	AVERAGE	1	1174	73	124	8,301	VNYL		SF
	1004 ELM	1	1610	58	138	7,630	VINYL		SF

BLUE = Proposed house

ADJOURNMENT