



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

(804) 541-2408

www.hopewellva.gov

info@hopewellva.gov

cityclerk@hopewellva.gov

CITY COUNCIL

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

John M. Altman, Jr., City Manager
Sandra R. Robinson, City Attorney
Vacant, City Clerk

February 23, 2021

ELECTRONIC MEETING

Closed Meeting: 5:30 PM

Worksession: 6:30 PM

Regular Meeting: 7:30 PM

5:30 p.m. Call to order, roll call, and welcome to visitors

CLOSED MEETING

SUGGESTED MOTION: Move to go into closed meeting pursuant to Va. Code Sections 2.2- 3711 (A)(1) to discuss and consider personnel matters, including the interview, and appointment of prospective candidates for employment (City Clerk) and appointment (boards and commissions); and (A)(4) for the protection of the privacy of individuals in personal matters not related to public business.

Roll Call

RECONVENE OPEN MEETING

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

Roll Call

WORKSESSION

6:30 p.m.

WS-1. Worksession – Stormwater Management Program

WS-2. Worksession – 2408 Lynchburg Street CUP Request

WS-3. Worksession – Spot Blight Program Update

REGULAR MEETING

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

Prayer by Mr. Charles Dane, followed by the Pledge of Allegiance to the Flag of the United States of America led by Vice-Mayor Partin.

SUGGESTED MOTION: To amend/adopt Regular Meeting agenda

Roll Call

Consent Agenda

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

C-1 Minutes: January 26, 2021 – Regular City Council Meeting

C-2 Pending List:

C-3 Information for Council Review:

C-4 Personnel Change Report & Financial Report: Personnel Report – February 17, 2021

C-5 Public Hearing Announcements:

C-6 Routine Approval of Work Sessions:

C-7 Ordinances on Second & Final Reading:

C-8 Routine Grant Approval:

SUGGESTED MOTION: To amend/adopt consent agenda

Information/Presentations

NONE

Public Hearings

PH-1. **Public Hearing** - HRHA Rezoning Request, Highland Park, R-3 & B-3 to R-4 with Proffered Conditions

Unfinished Business

NONE

Regular Business

Reports of Boards and Commissions:

R-1. **Regular Business** – Crater Workforce Board

MOTION: _____

Roll Call

Reports of City Manager:

R-2. **Regular Business** – Declaration of Local Emergency

MOTION: _____

Roll Call

Reports of City Attorney:

Reports of City Clerk:

Reports of City Council:

Committees

Councilors Request

CR-1 Councilor Request – Creation of a City of Hopewell SkillBridge Fellowship Program and/or On-the-Job Training and Apprenticeship Program to support Veteran/Military Spouse/Transitioning Service Member Workforce Development. (Gore)

MOTION: _____

Roll Call

CR-2 Councilor Request – Request City Council support the modernizing of City of Hopewell online services and forms for Hopewell residents and taxpayers. (Gore)

MOTION: _____

Roll Call

CR-3 Councilor Request – Request to develop Participatory Budgeting platform to include/engage Hopewell residents in the creation of the FY 21-22 Budget and implement the Open Finance software previously adopted by City Council. (Gore)

MOTION: _____

Roll Call

CR-4 Councilor Request – Role of the Vice-Mayor (Pelham)

MOTION: _____

Roll Call

CR-5 Councilor Request – Formal Creation of the City Council Finance Committee (Pelham)

MOTION: _____

Roll Call

CR-6 Councilor Request – Audit Deadline of 9/11 and Accountability- Discussion (Pelham)

MOTION: _____

Roll Call

CR-7 Councilor Request – Committee for the Shiloh Lodge Museum Discussion (Pelham)

MOTION: _____

Roll Call

CR-8 Councilor Request – COVID-19 Expenditures (Pelham)

MOTION: _____

Roll Call

CR-9 Councilor Request – Anchor Point Complaints – Road Infrastructure Status and Ground Maintenance from Contractor/Developer (Gore)

MOTION: _____

Roll Call

Presentations from Boards and Commissions

Other Council Communications

Adjournment

WS-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:**Stormwater Program Work Session**

ISSUE: Council has requested a work session to provide an overview of the status of the program and ongoing projects and activities.

RECOMMENDATION:**TIMING:**

BACKGROUND: Staff has compiled a list of identified Municipal Separate Storm Sewer System (MS4) infrastructure that requires maintenance, repair, upgrades, or replacement. These projects are generally those that are beyond the capacity of the stormwater maintenance personnel and budget. Cost estimates have not been developed as the required extent of the work is unknown at this time. Certain issues are verified, but will need further investigation (CCTV, H&H analysis, etc.) and detailed design & construction cost projections in order to prioritize projects.

ENCLOSED DOCUMENTS:

- PPT Slides & Notes pages: Stormwater Program Overview CAF 23Feb2021.PDF

STAFF:

Joseph Battiata, P.E., Stormwater Program Manager

FOR IN MEETING USE ONLY**SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine Gore, Ward #4			

MOTION: _____

Roll Call

SUMMARY:

- | Y | N | |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jasmine Gore, Ward #4 |

- | Y | N | |
|--------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Patience Bennett, Ward #7 |

The background of the slide is a light gray gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance.

CITY OF HOPEWELL STORMWATER PROGRAM

JOSEPH BATTIATA, P.E., PROGRAM MANAGER

DIANE COOK, CBLP, WATER QUALITY ANALYST

JOHN DEGROOT, STORMWATER UTILITY ENGINEER

VICTOR MAZZEI, STORMWATER MAINTENANCE CREW LEADER

CHARLES BANTON, SENIOR STORMWATER MAINTENANCE SPECIALIST

February 23, 2021

OUTLINE

1. STORMWATER PROGRAM OVERVIEW
2. CHESAPEAKE BAY TOTAL MAXIMUM DAILY LOAD (TMDL)
COMPLIANCE STATUS
3. CITY-WIDE MS4 INFRASTRUCTURE PLAN
4. QUESTIONS

STORMWATER PROGRAM OVERVIEW

JUNE 9, 2015: STORMWATER UTILITY FEE

CITY COUNCIL FINDS THAT AN ADEQUATE,
SUSTAINABLE SOURCE OF REVENUE . . . TO
PROTECT THE GENERAL HEALTH, SAFETY, AND
WELFARE OF RESIDENTS . . . AND TO MEET
REQUIREMENTS OF THE CITY'S MS4 PERMIT AND
STATE REGULATIONS FOR STORMWATER
MANAGEMENT.



STORMWATER PROGRAM GOALS:

PROTECT THE GENERAL HEALTH, SAFETY, AND WELFARE OF CITIZENS:

➤ IMPLEMENT MS4 PERMIT (FEDERAL CLEAN WATER ACT):

✓ MS4: MUNICIPAL SEPARATE STORM SEWER SYSTEM

- INCLUDES **6 MINIMUM CONTROL MEASURES** (MCMS);
AND

- **SPECIAL CONDITIONS** (REGULATORY POLLUTANT LIMITS: CHESAPEAKE BAY AND LOCAL RIVERS & STREAMS TOTAL MAXIMUM DAILY LOAD (TMDLS))

➤ MEET ALL STATE REGULATIONS:

✓ VIRGINIA STORMWATER MANAGEMENT PROGRAM (VSMP)

✓ VIRGINIA EROSION & SEDIMENT CONTROL PROGRAM (VESCP)

➤ PROVIDE REGULAR MAINTENANCE OF CITY DRAINAGE SYSTEM

STORMWATER PROGRAM ADOPTION (FY15)

Level of Service (LOS)	Revenue		Staffing		Anticipated Program Budget				
	1 Predicted 10/2014	2 Actual	3 Office	4 SW Maint Crew	5 Tech Support	6 MS4 Permit Comp	7 MS4 Projects	8 TMDL Projects	9 Equip
LOS 5 \$8/ERU	\$2.7M		3	7	\$100K	\$385K	\$100K	\$1.5M	\$100K
LOS 4 \$6/ERU	\$2.1M		3	7	\$100K	\$385K	\$100K	\$1.0M	\$100K
LOS 3 \$5/ERU	\$1.8M		3	4	\$100K	\$385K	\$100K	\$825K	\$0
LOS 2 \$4.5/ERU	\$1.4M		3	0	\$100K	\$385K	\$100K	\$625K	\$0
LOS 1 \$4/ERU	\$1.0M		3	0	\$100K	\$385K	\$0	\$325K	\$0

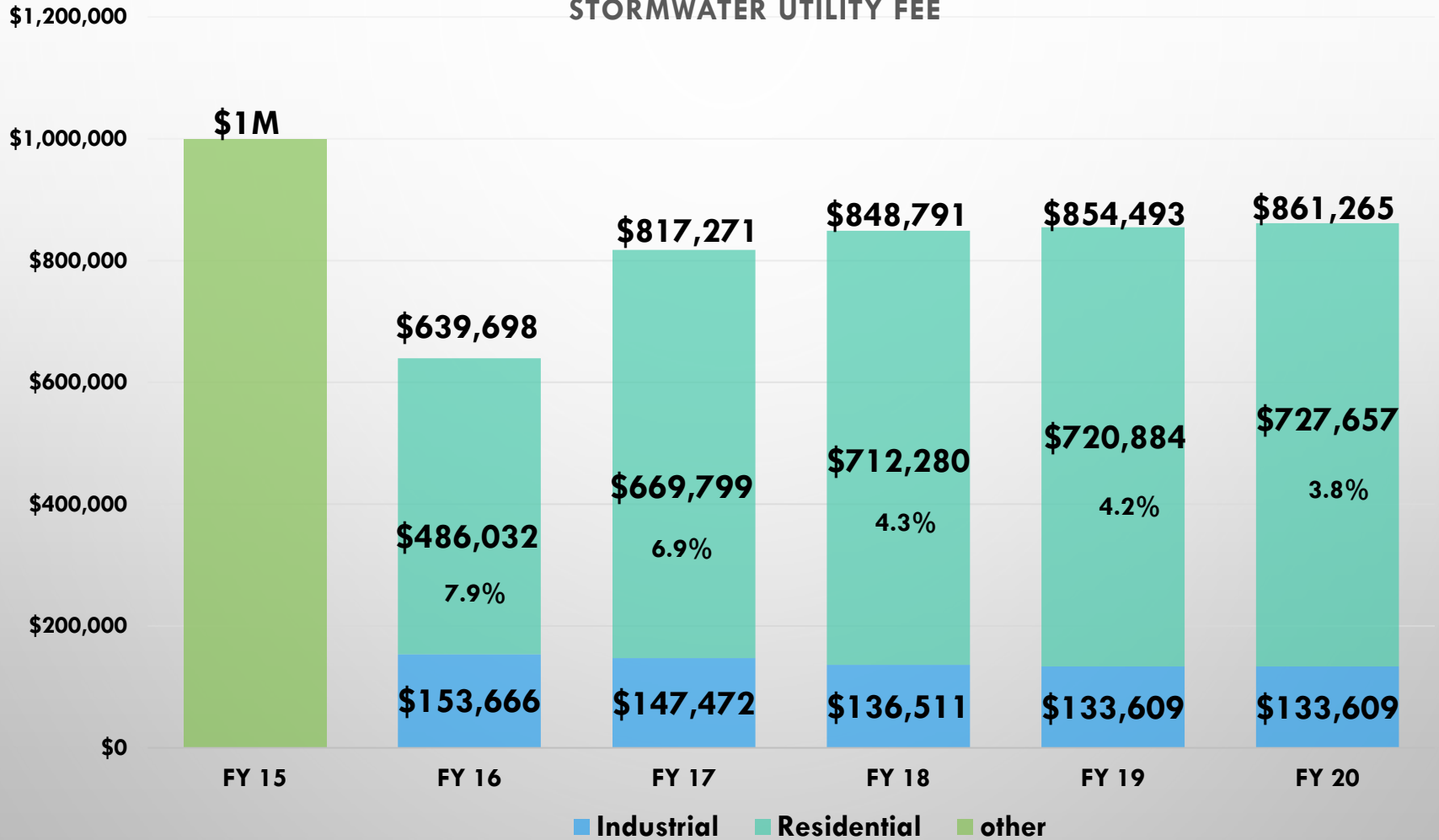
Notes:

1. Program Budget based on predicted Revenue and Staffing
2. Office Staff: Program Manager, Water Quality Analyst, GIS/Utility Engineer

STORMWATER PROGRAM OVERVIEW

REVENUE

STORMWATER UTILITY FEE



STORMWATER PROGRAM BY YEAR

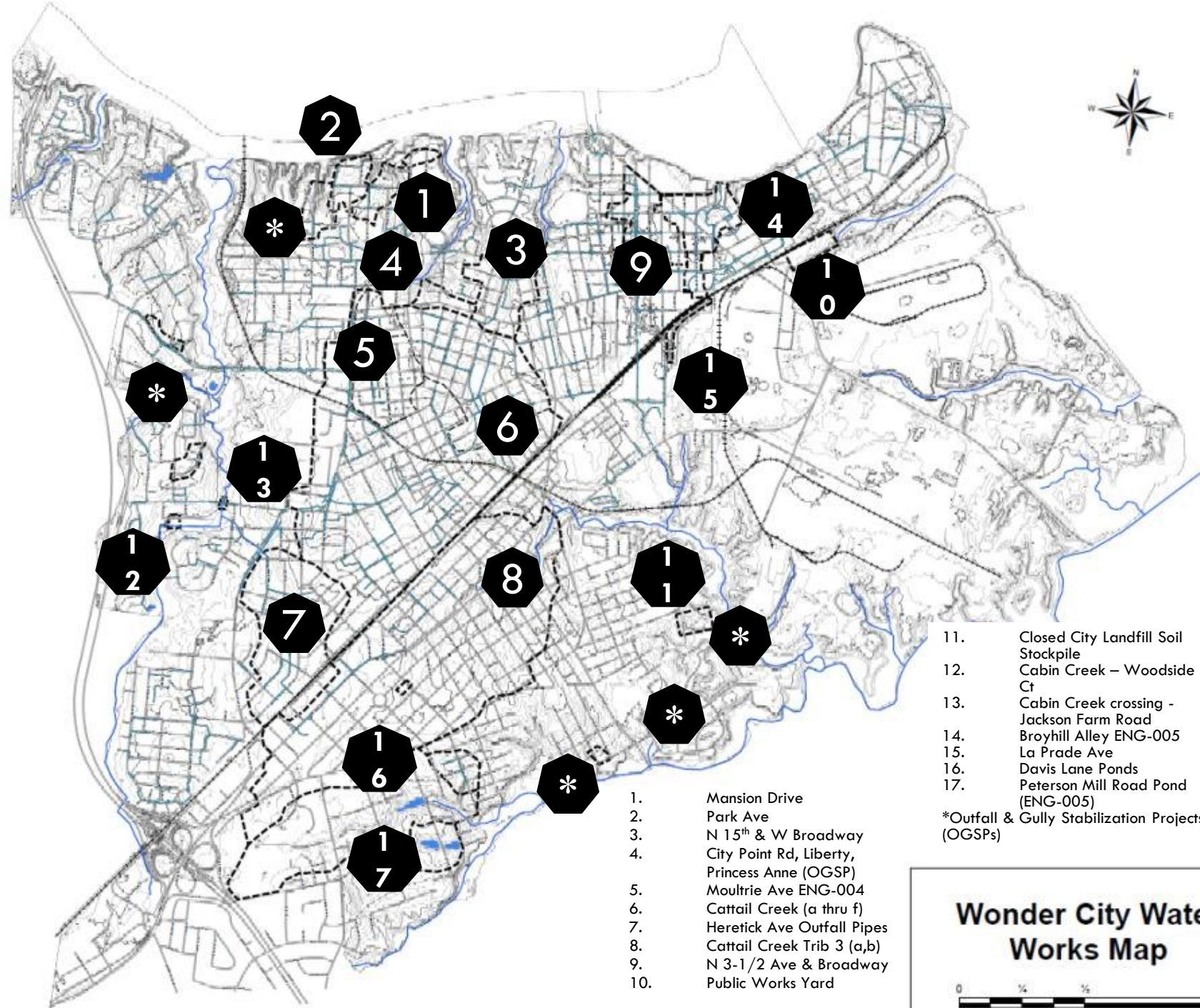
	Actual \$\$	Staffing		Program Budget					
		1 Office	2 SW Maint Crew	3 Billing Service Contract	4 MS4 Permit Comp	5 MS4 Projects	6 TMDL Projects	7 Equip	8 MS4 Maint
LOS 1	\$0.85M	3	0	\$100K	\$385K	\$0	\$325K	\$0	\$0
FY 15	\$1.0M	1	0	\$0	\$270K	\$11	\$100K	\$0	\$0
FY 16	\$0.64M	2	0	\$102K	\$23K	\$60K	\$334K ¹	\$0	\$0
FY 17	\$0.82M	3	1	\$102K	\$17K	\$150K	\$2.76M ¹	\$108K	\$0
FY 18	\$0.85M	3	2	\$102K	\$0	\$70K	\$36K ²	\$89K	166K
FY 19	\$0.85M	3	2	\$102K	\$0	\$102K	\$0 ²	\$17K	\$256K
FY 20	\$0.86M	3	2	\$102K	\$0	\$101K	\$0	\$50K	\$295K
FY 21	?	3	2	\$102K	\$0	\$415K ⁴	\$1.04M ³	-	\$378K ⁴

1. Riverside Park Stormwater Greenway (\$1.9M Grant Funding)
2. HHS-Mathis Park Stream Restoration & City Point Rd Design (100% grant funding)
3. HHS-Mathis; City Pt. Rd, Liberty Ave, & Princess Anne Construction (\$0.96 to 1.04M grant funding)
4. MS4 Projects and MS4 Maintenance full year projection

CHESAPEAKE BAY TMDL

Chesapeake Bay TMDL Load Reduction Required (2025)				
	TN (lb/yr)	TP (lb/yr)	TSS (lb/yr)	
	2,182	452	194,646	
Chesapeake Bay TMDL Load Reduction Achieved				
Project	TN (lb/yr)	TP (lb/yr)	TSS (lb/yr)	Cost (\$/lb TP)
Riverside Park	1,461	409	113,079	\$3,534
Chesapeake Bay TMDL Load Reduction Planned				
HHS-Mathis	607	236	81,340	\$2,241 *
City Point Rd	148	68	386,000	
Liberty Ave	51	46	168,000	
Princess Anne Dr.	105	95	348,000	
TOTAL	2,371	854	1,096,419	\$1,693

*** Final calculations will include CBP 'Protocol 3'; result in 100+% of 2025 required reductions**



- 11. Closed City Landfill Soil Stockpile
 - 12. Cabin Creek – Woodside Ct
 - 13. Cabin Creek crossing - Jackson Farm Road
 - 14. Broyhill Alley ENG-005
 - 15. La Prade Ave
 - 16. Davis Lane Ponds
 - 17. Peterson Mill Road Pond (ENG-005)
- *Outfall & Gully Stabilization Projects (OGSPs)

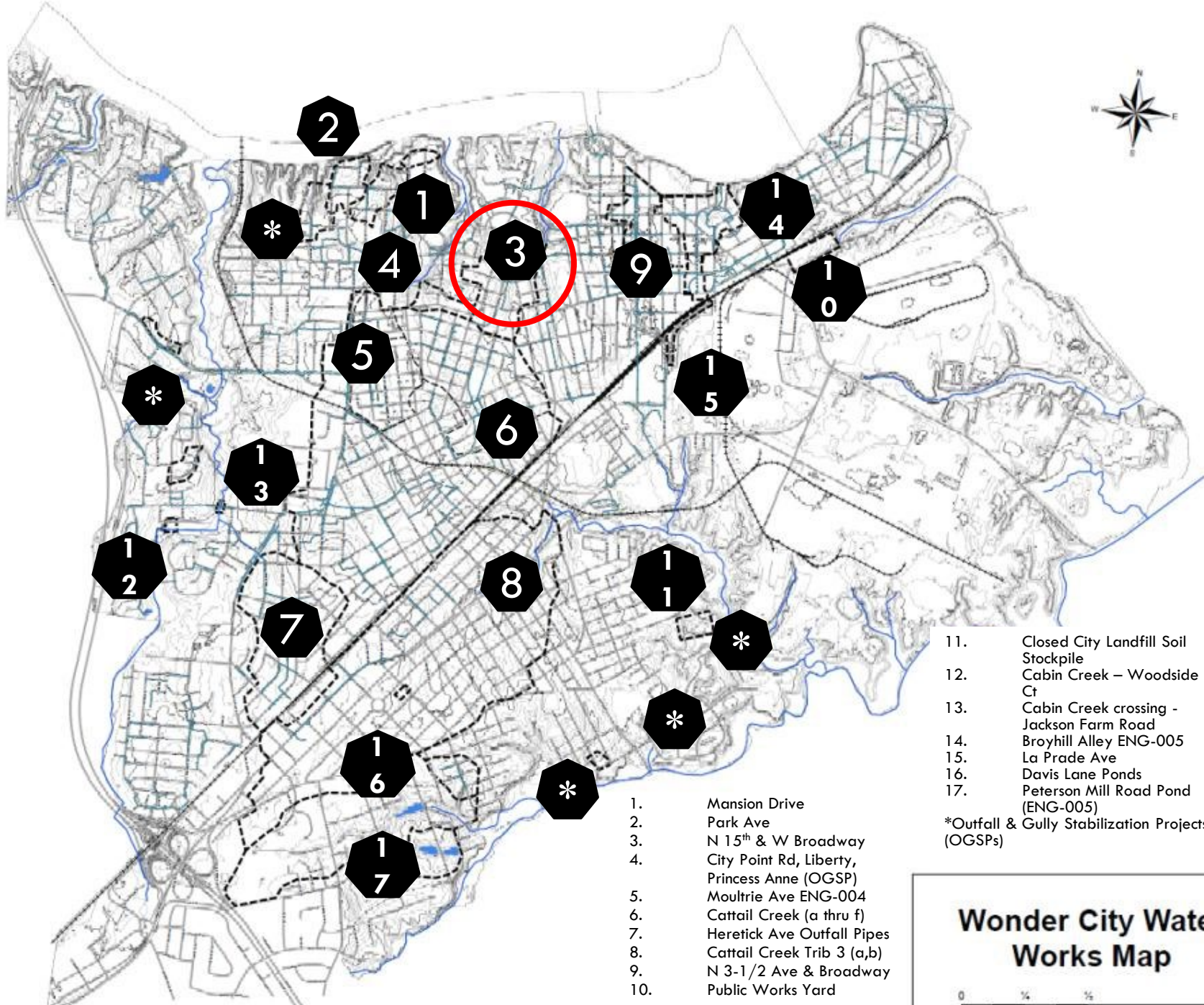
- 1. Mansion Drive
- 2. Park Ave
- 3. N 15th & W Broadway
- 4. City Point Rd, Liberty, Princess Anne (OGSP)
- 5. Moultrie Ave ENG-004
- 6. Cattail Creek (a thru f)
- 7. Heretick Ave Outfall Pipes
- 8. Cattail Creek Trib 3 (a,b)
- 9. N 3-1/2 Ave & Broadway
- 10. Public Works Yard

Wonder City Water Works Map



PROJECT LIST:

1. MANSION DRIVE
2. PARK AVE
3. N 15TH & W BROADWAY
4. CITY POINT RD, LIBERTY,
PRINCESS ANNE (OGSP)
5. MOULTRIE AVE ENG-004
6. CATTAIL CREEK (A THRU F)
7. HERETICK AVE OUTFALL PIPES
8. CATTAIL CREEK TRIB 3 (A,B)
9. N 3-1/2 AVE & BROADWAY
10. PUBLIC WORKS YARD
11. Closed City Landfill Soil
Stockpile
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Stabilization Projects
(OGSPs)

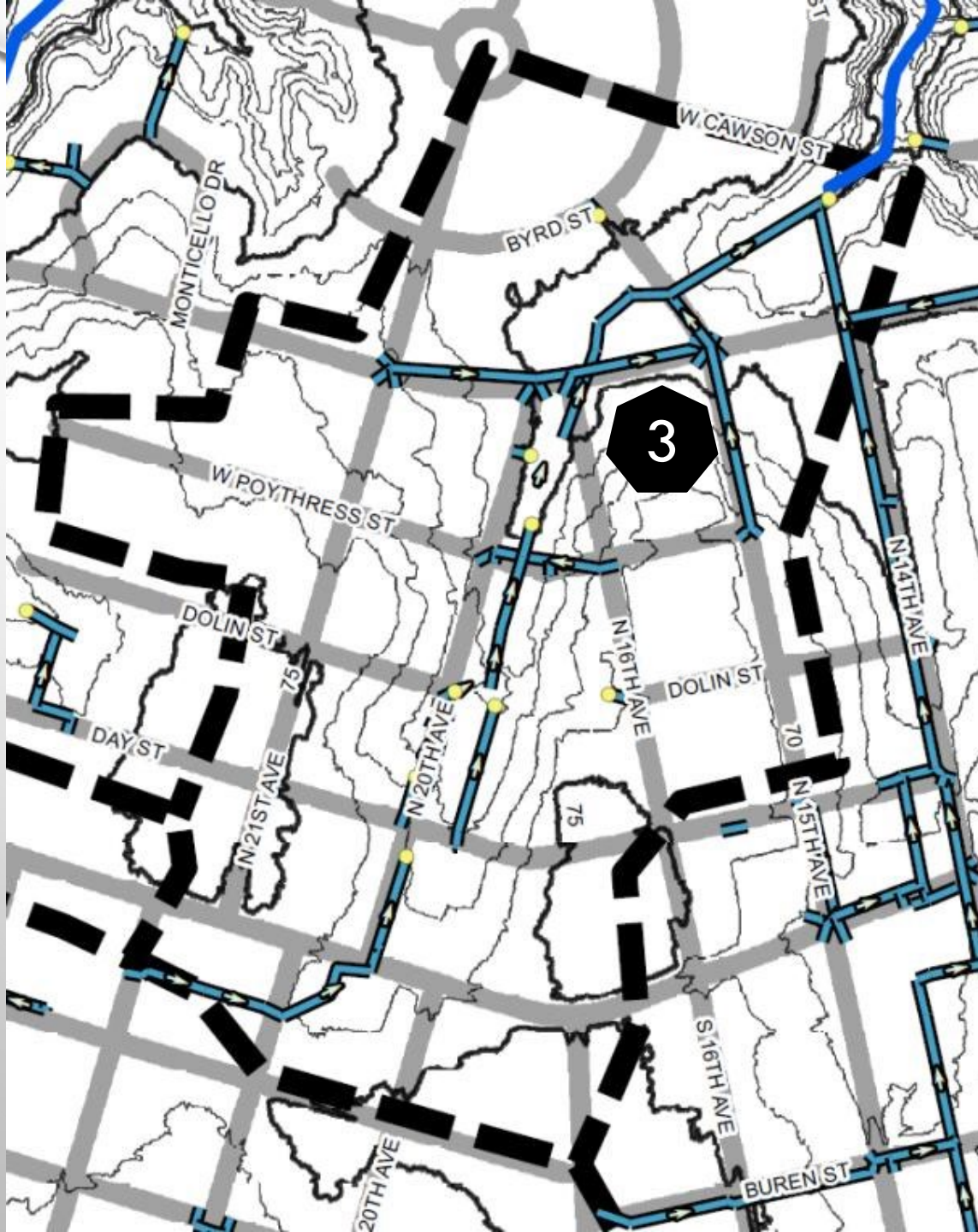


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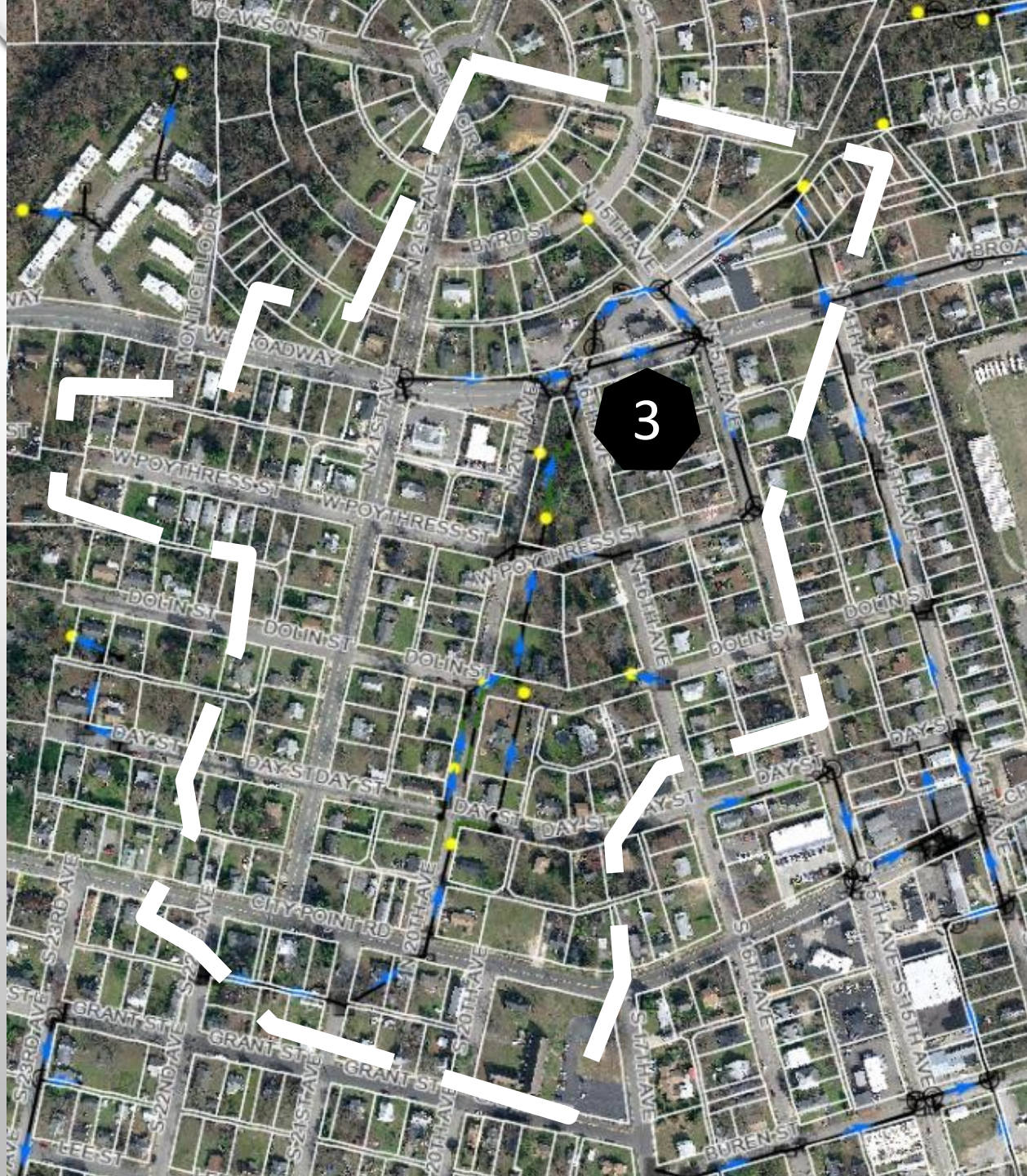
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Wonder City Water Works Map

0 1/4 1/2 1 Mile



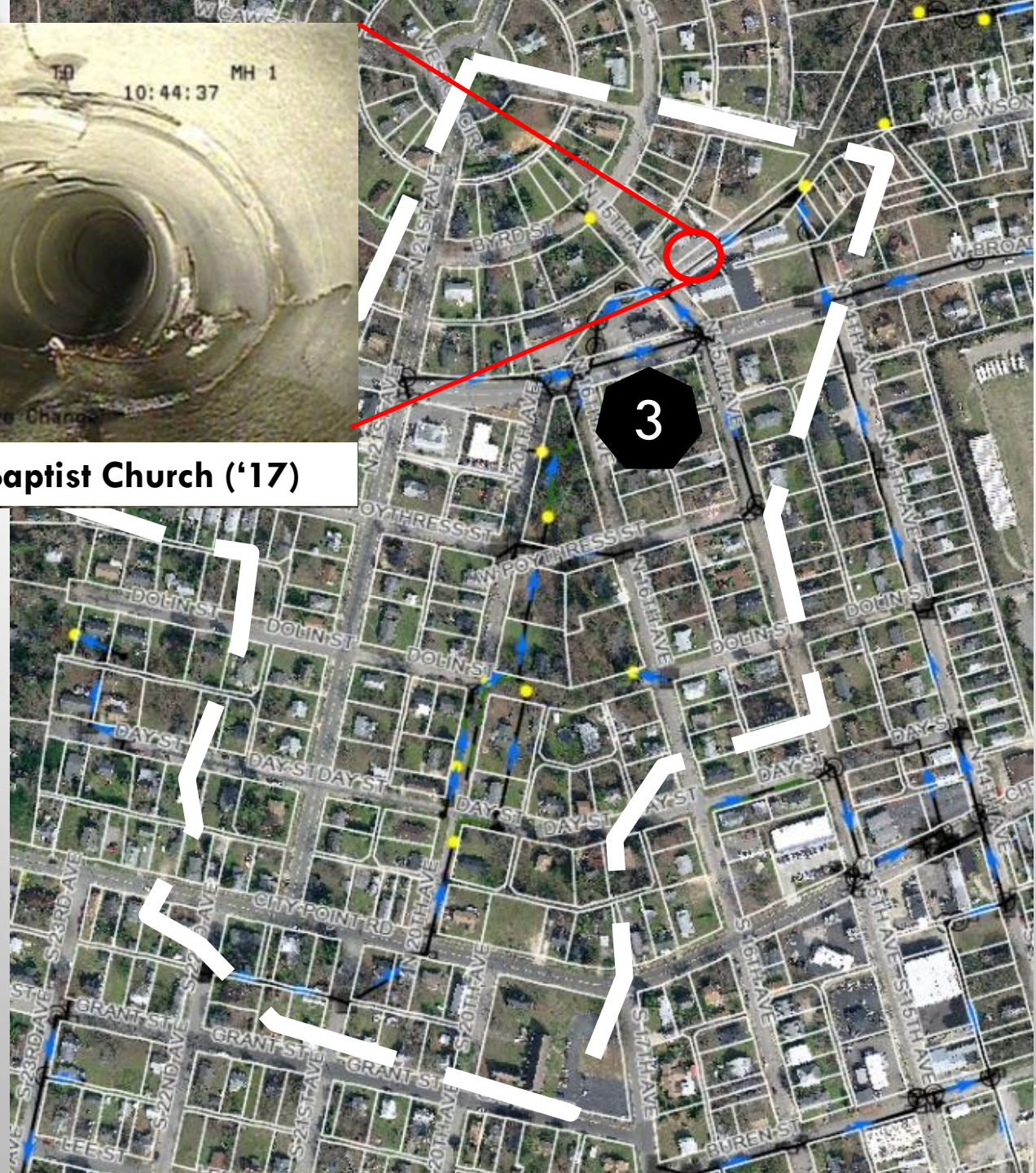
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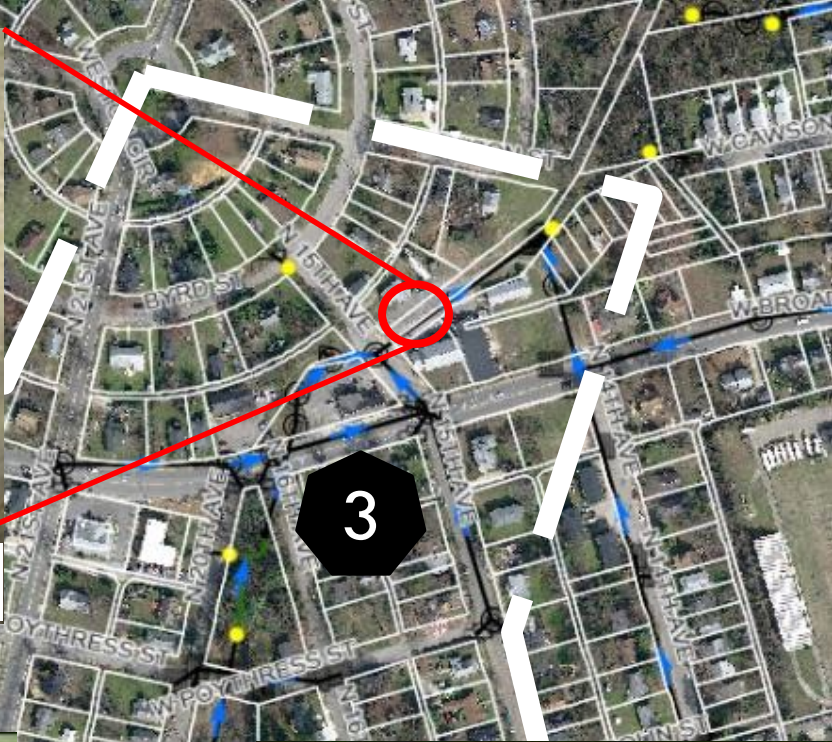


Broadway Baptist Church ('17)

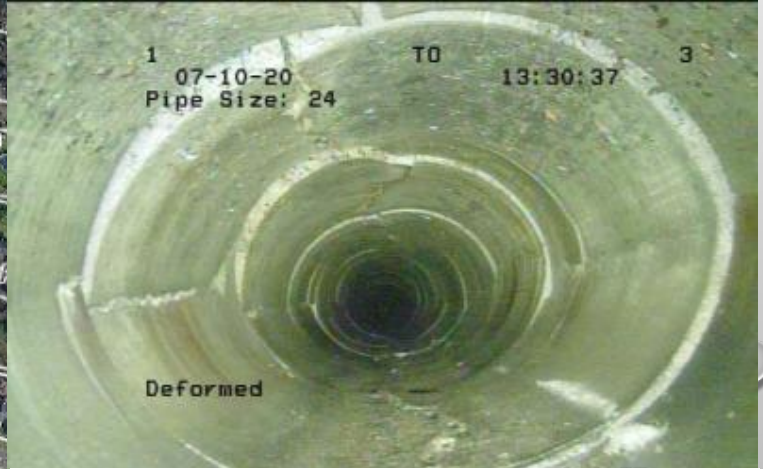




Broadway Baptist Church ('17)



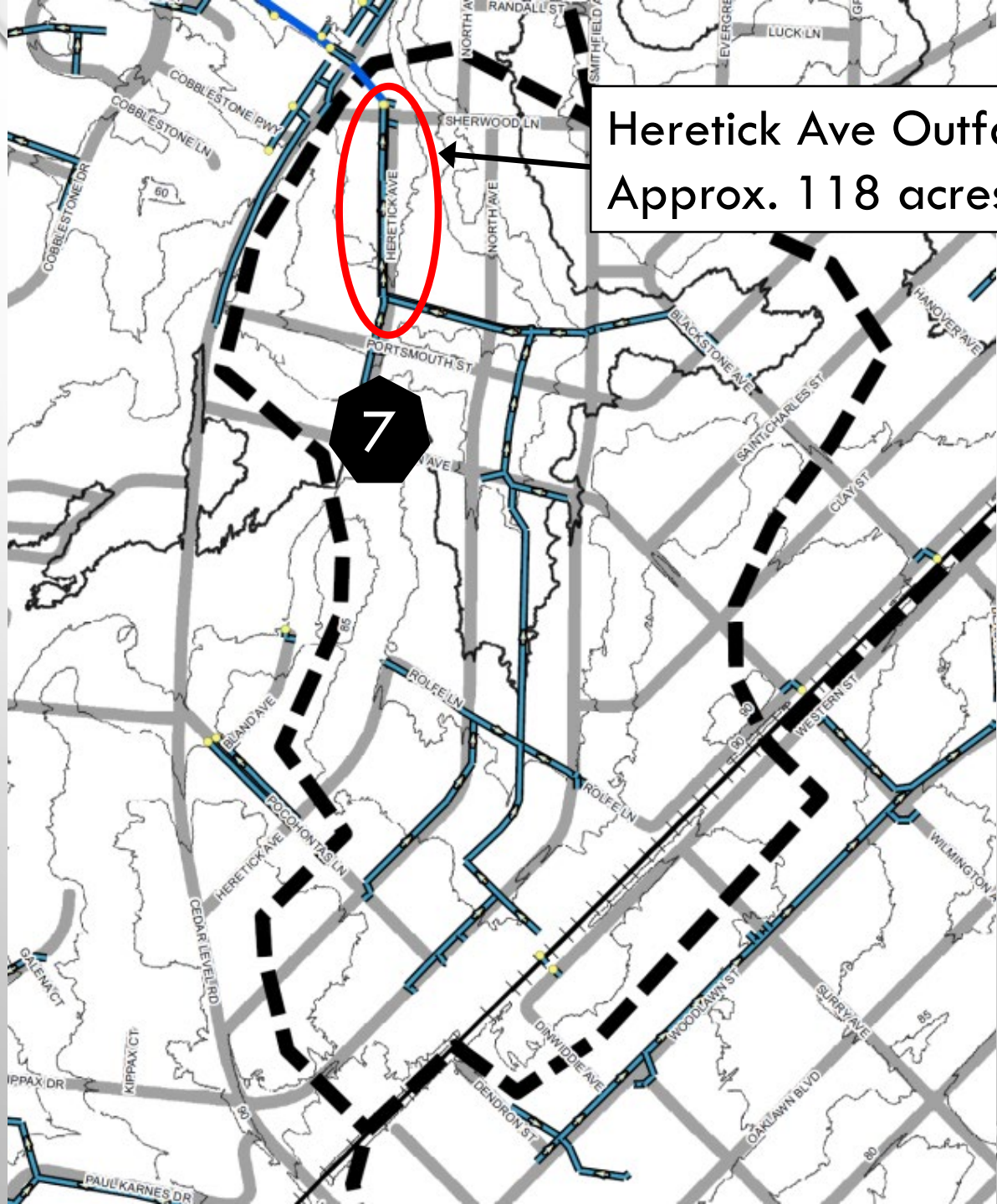
Fish Tales ('20)



N 15th Ave ('20)



Heretick Ave Outfall Pipes
Approx. 118 acres



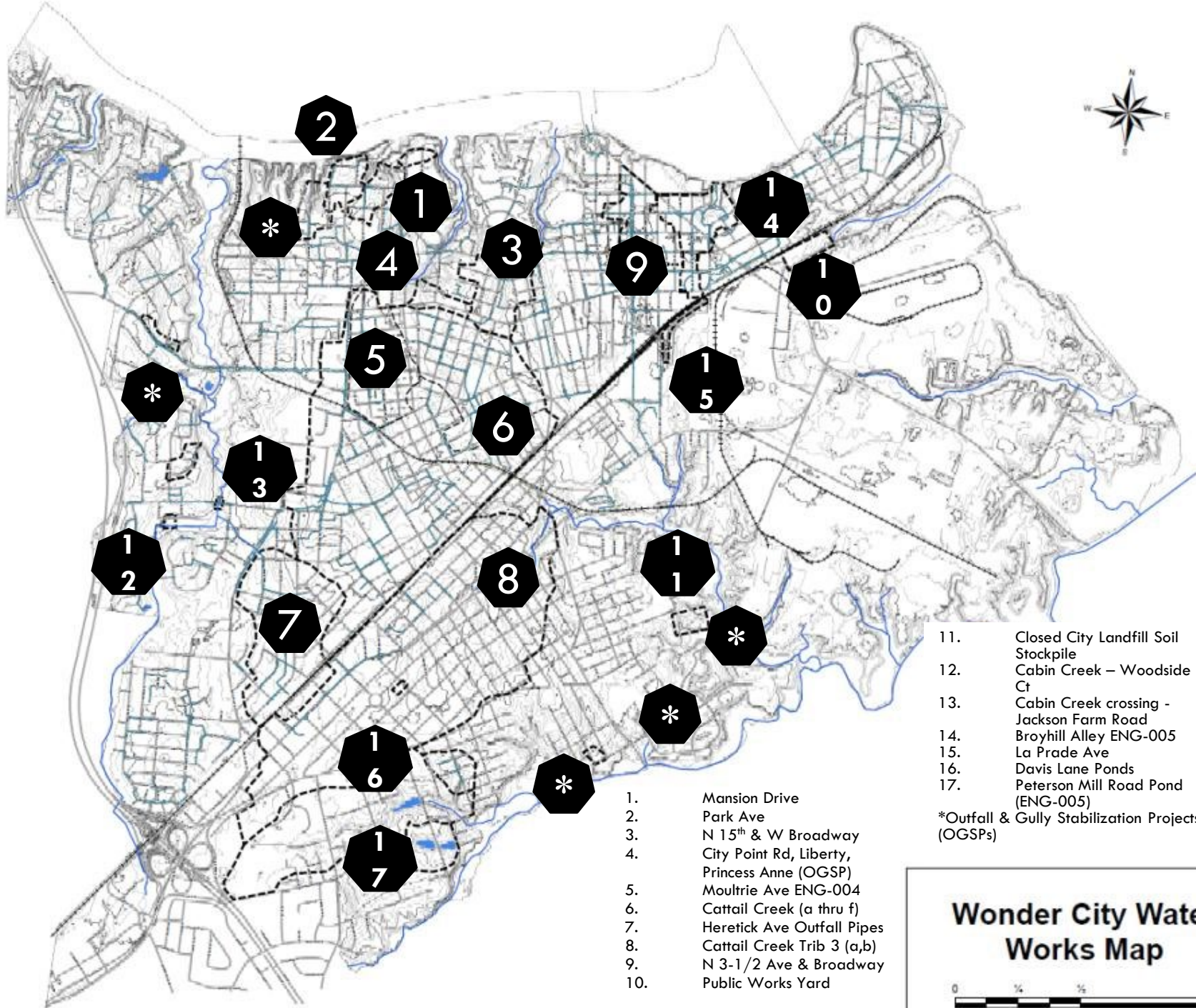


Heretick Ave Outfall Pipes

- ✓ Approx. 118 acres
- ✓ 1,340 l.f. of 72"x44" CMPA

7

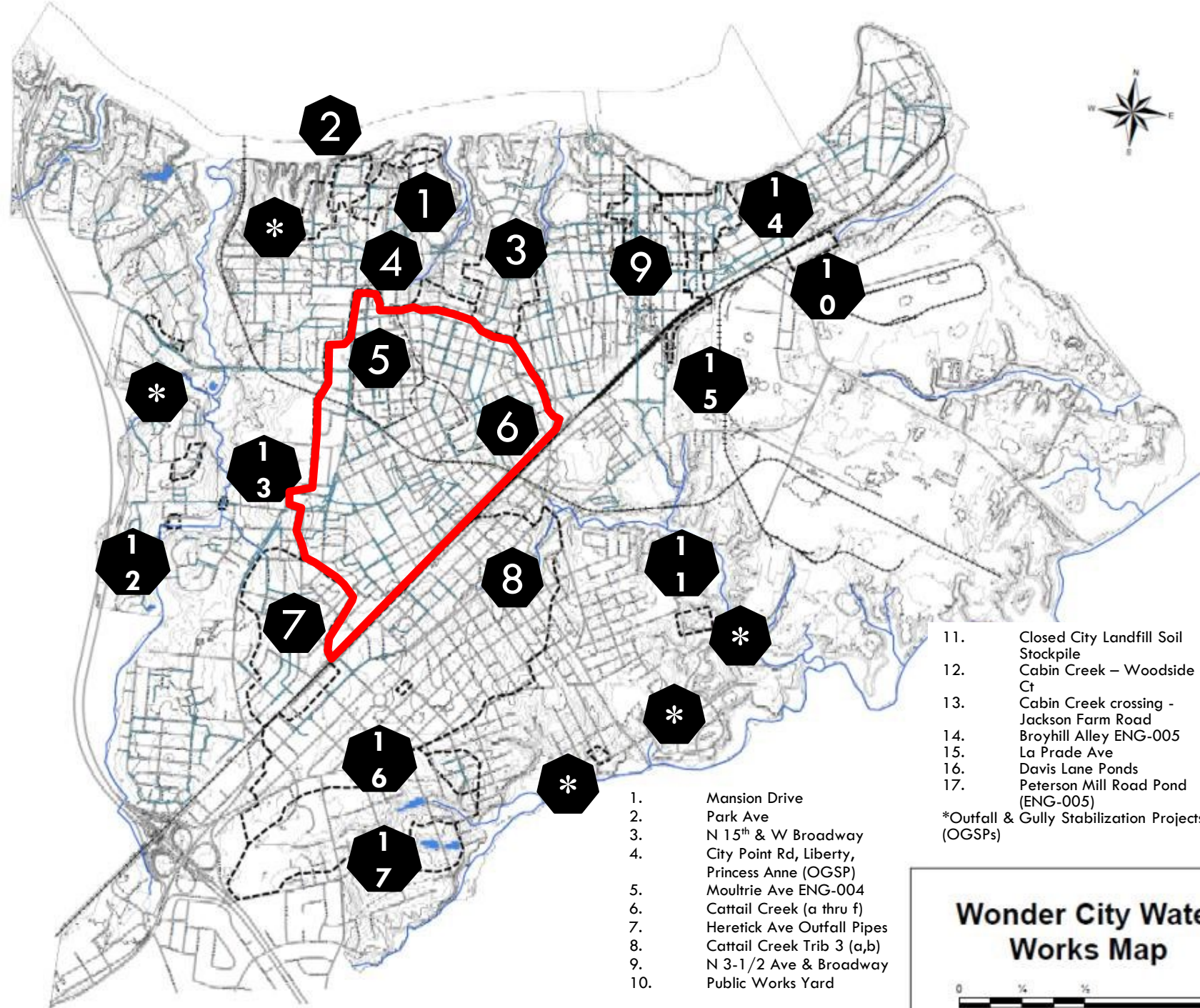




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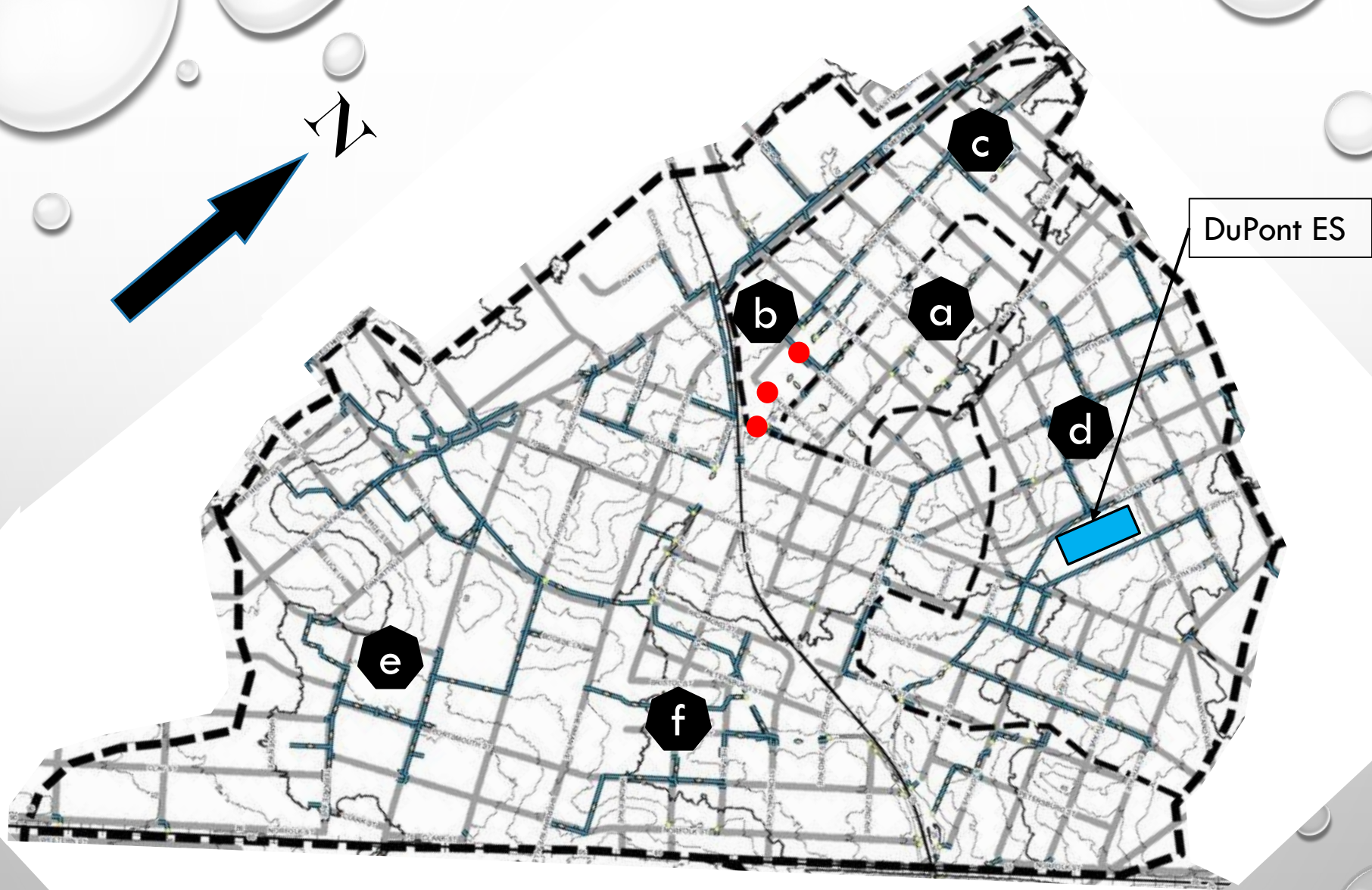
Wonder City Water Works Map



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Wonder City Water Works Map



DuPont ES

- a. Moultrie Ave (ENG-004)
- b. Culvert Replacements
- c. Wagner/Grant/Lee/Jackson
- d. DuPont ES
- e. Miles & Sherwood
- f. Cattail Creek



Looking Downstream

Channel crossing Hooker
(between Moultrie &
Wagner Ave);

Nov 12, 2020.

**Close to bankfull:
Less than 1-yr frequency
design storm**



Looking upstream



Aug 15, 2020

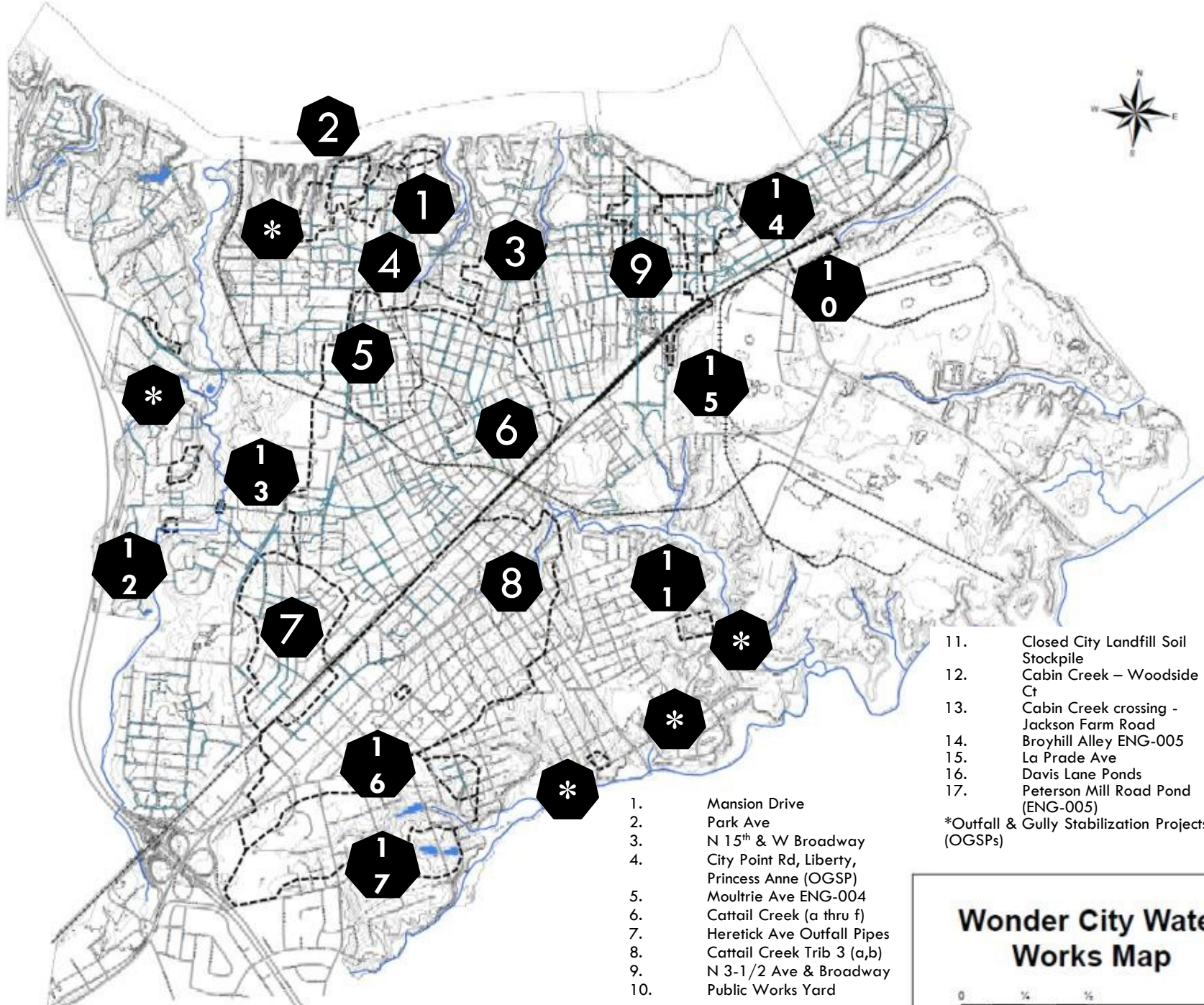
Looking upstream at channel crossing Hooker (between Moultrie & Wagner Ave);

Exceeds design Storm (?)



Aug 23, 2020





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Wonder City Water Works Map

Questions?



WS -2



Owner: Christine Browning and Edward Howell
2408 Lynchburg Street
Conditional Use Permit

Staff Report prepared for the City Council Work Session

February 23, 2021

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

I. PLANNING COMMISSION AND CITY COUNCIL MEETINGS:

Planning Commission	Public Hearing	January 7, 2021	Recommended Approval
City Council	Work Session	February 23, 2021	No Action

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Parcel Number	014-2095
Existing Zoning:	R-2, Residential, Medium Density
Acreage:	10,400 square feet
Owner:	Christine Browning and Edward Howell
Location of Property:	Corner of Hill Avenue and Lynchburg Street
Election Ward:	Ward 5
Land Use Plan Recommendation:	Urban Residential
Strategic Plan Goal:	N/A
Map Location(s):	LOT 11 & PTS OF 12 TO 15 & PT OF VAC ALLEY BLK 129 SUBDIVISION: BATTLEGROUNN ANNEX
Zoning of Surrounding Property:	North: R-2 South: R-2 East: R-2 West: R-2

III. EXECUTIVE SUMMARY:

The City has received a request for a Conditional Use Permit submitted by Christine Browning and Edward Howell of 2408 Lynchburg Street to construct a fence higher than the four (4) foot allowable height. The applicants are requesting a six (6) foot fence in the front side yard of a residential lot.

IV. APPLICABLE CODE SECTIONS:

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

Article XXI, Amendments, Section D, Conditional and Special Use Permits, Sub-Section c. 1-3:

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

Article XXI, Section D, Conditional and Special Use Permits, subsection (4)

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

Article XXI, Amendments, Section D, Sub-Section d.

d. Approval Criteria

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

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

7. The proposed use will not result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance.

Article XVIII. Development Standards, Section 7, Fencing

7. Fencing.

a. Fence Permits.

- (1) A fence permit shall be required before a fence is erected, relocated or repaired, if said repair involves ten percent (10%) or more of the length of the fence. Fence permits may be acquired by the property owner, tenant, or the contractor erecting or repairing the fence with an acknowledgement from the owner. All fences installed subsequent to the enactment of this Section 7 shall comply with the requirements of this ordinance; if a fence does not so comply, it shall be the responsibility of the property owner to bring the fence into compliance.
- (2) There shall be a fee for a fence permit. Each application for such permit shall be accompanied by plans or drawings clearly showing the size, type of materials to be used and the exact location of the proposed fence. Plans and drawings may be made by the applicant unless the Director of Development determines that the safe construction of the fence will require engineering drawings.
- (3) All fences existing on the date of this ordinance, including fences not in compliance, are exempt from this Section 7. However, any subsequent modification or repair of a fence previously complying or exempt as a non-complying pre-existing use, that either expands the area enclosed, or involves more than ten percent (10%) of the length of the fence, shall require a fence permit.

b. Permitted Fences.

- (1) Residential Zoning Districts.
Fences up to seven (7) feet high shall be permitted along all property lines, subject to the necessary setbacks, for property zoned residential or residential-office or used for single family residences, except:
 - i. No fence higher than four (4) feet shall be permitted in any front or corner side yard between the street line and the front or side building line of the subject property and any adjacent

property; provided, however, that City Council may grant a Conditional Use Permit for a fence not to exceed seven (7) feet in height in these areas.

- ii. No fence blocking or impeding the unobstructed view of vehicular traffic shall be permitted within twenty (20) feet of the point of intersection of two public street rights-of-way; if at a later date streets are expanded and existing fences block or impede the unobstructed view of vehicular traffic, such fences shall be deemed to be a violation of the ordinance and shall be removed.

V. SUBJECT PROPERTY:

The subject property is located on the corner of Lynchburg Street and Hill Avenue. Adjacent to the property is a 30' undeveloped right-of-way. The property is approximately 10,000 square feet with a one-story home constructed in 1952. The property owner is requesting permission to keep a six (6) foot fence erected without a permit in the front yard of the property. The purpose of the fence is to keep pedestrians from walking through their yard as the rail road tracks in the rear of the property is used as pathway.

VI. ZONING/STAFF ANALYSIS:

The ordinance requires fences in the front or corner side yard no higher than four (4) feet to keep the line of vision open for motorist, and for emergency personnel, responding to an incident. If an owner desires a fence higher than four feet a Conditional Use Permit must be obtained and must prove that it will not be safety hazard or detriment to the surrounding neighborhood.

VII. APPLICANT OPINION:

See Conditional Use Permit submitted by the applicant.

VIII. STAFF RECOMMENDATION:

The Staff recommends approval of the request submitted by Christine Browning and Edward Howell to keep a six (6) foot fence in a portion of the front yard. The Conditional Use Permit will meet the approval criteria of *Article XXI, Amendments, Section D, Sub-Section d. (see page 3)*. The property is situated that while it is on a corner it does impede the view of motorist.

IX. PLANNING COMMISSION RECOMMENDATION:

In accordance with Article XXI, Amendments, of the Hopewell Zoning Ordinance, the Hopewell Planning Commission recommends by a vote of 3-0 to *approve* the request submitted by Christine Browning and Edward Howell of 2408 Lynchburg Street to construct a six (6) foot fence in the front yard of a residential lot.

X. CITY COUNCIL RESOLUTION:

In accordance with Article XXI, Amendments, of the Hopewell Zoning Ordinance, the Hopewell City Council votes ___ - ___ to (approve) (approve with conditions) (deny) the request submitted by Christine Browning and Edward Howell of 2408 Lynchburg Street to construct a six (6) foot fence in the front yard of a residential lot.

Attachment(s):

1. Application for Conditional Use Permit

Aerial Map of 2408 Lynchburg Street



CITY COUNCIL WORK SESSION

February 23, 2021

2408 Lynchburg Street: Request for a Conditional Use Permit

CONDITIONAL USE PERMIT 2408 LYNCHBURG STREET

- Request for a Conditional Use Permit to construct a fence in the front/side yard at 6 ft.
- Owners: Christine Browning and Edward Howell
- Reason for request: deter pedestrians from walking through yard from the railroad tracks



CONDITIONAL USE PERMIT 2408 LYNCHBURG STREET

- R-2, Residential Medium Density District
- Ward 5
- Fence is 6 ft.



PLANNING COMMISSION RECOMMENDATION

- Planning Commission public hearing held on January 7, 2021
- Commission recommended approval of request (3-0)
- Application met approval criteria for Conditional Use Permits outlined in Article XXI, Amendments, Section D, Sub-Section d. in the Hopewell Zoning Ordinance

WS -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: Update of structures on current Spot Blight list.

ISSUE: City Staff has reviewed properties that qualify for demolition, rehabilitation, and/or acquisition through the Spot Blight Ordinance.

RECOMMENDATION: Administration recommends review of the structures on the spot blight list and request Council hold a public hearing to consider citizen comments. In the past City Council has held a work session to review structures in depth. This is also an option.

TIMING: February 23, 2021 introduce structures to City Council. Schedule a work session.

BACKGROUND: The Spot Blight Ordinance was adopted September 9, 2014. The proposed list was gathered through the vacant building registry, and routine inspections. City Council must pass an ordinance for any action to be taken.

ENCLOSED DOCUMENTS:

- Spot Blight Program Ordinance
- Background information on structures

STAFF: Tevya Williams Griffin, Director, Department of Development
Todd Hawkes, Building Official

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine Gore, Ward #4			



Spot Blight Public Hearing

Hopewell City Council Meeting

February 23, 2021



Housing Goals identified in 2028 Comprehensive Plan

- Upgrade deteriorating neighborhoods;
- Promote home ownership;
- Provide a variety of housing choices;
- Establish programs that incentivize green construction;
- Discontinue and/or relocate nonconforming housing units to compatible land uses;
- Market the City to the broader Richmond region;
- Establish safe and healthy neighborhoods

Responsibility of City Departments

- Safety
- Blight – Crime
- Design
- Preservation
- Quality
- Desirability
- Affordability

Tools

- Property Maintenance
- Protective Maintenance
- Declaration of Eminent Danger
- Low income housing rehabilitation for homeowners
- Tax abatement
- Vacant Building Registry
- Historic Preservation
- Declare Nuisance/Unfit Unsafe
- Zone Incentives
- Economic Development
- Rental Inspection Program
- Architectural Guidelines
- Ordinance Amendments

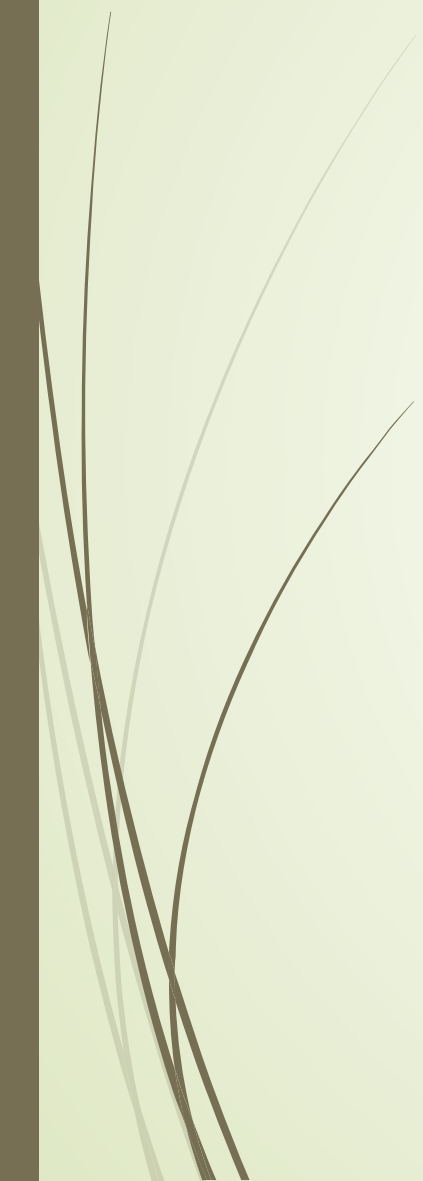


Housing Strategies

- ▶ Decentralizing poverty
- ▶ Improve existing housing for low income households by replacing substandard low income housing units with new units.
- ▶ Create housing revitalization districts in the City in accordance with provisions afforded in the Code of Virginia.
- ▶ Create neighborhood based planning efforts that promote neighborhood small area plans, revitalization and a sense of community/place.
- ▶ Continue to phase out housing that is adjacent to environmental undesirable locations, located in non-residential zoning districts (i.e. residential housing located in a business or industrial district), and that are considered non-conforming residential units (i.e. mobile homes)



Housing Strategies...continued

- Increase efforts to enforce property maintenance codes for all housing units, with a focus on rental housing.
 - Create or support programs aimed at increasing the owner-occupied share of City housing.
 - Enact zoning regulations that encourage an increased variety of housing types and prices in order to appeal to a wider demographic spectrum, including a range of market-rate, higher density dwellings, retirement housing, quality rental dwellings, and mixed-use and live/work residences.
 - Actively promote Hopewell to homebuyers within the region.
 - Consider the implementation of a Community Land Trust for Hopewell.
- 



Spot Blight

- ▶ Answers the call for:
 - ▶ Safety
 - ▶ Removing Blight-Crime
 - ▶ Providing Quality Housing
 - ▶ Increasing Desirability to move into the community and for others to maintain their property.

SCORING CRITERIA

- **Public Safety** - Does the building represent a potential danger to occupants or the public?
- **Structural integrity** - Is the building in jeopardy due to structural issues?
- **Fire hazard** - Does the building represent a fire hazard to surrounding buildings?
- **Context** - Where the building is located in proximity to a neighborhood. Is the building an eyesore?
- **Attractive Nuisance** - Is the building open and accessible and does it attract an illicit activity?
- **General Appearance** - The general appearance of the building and its surrounding appurtenances.

Objective Score: Cumulative score (6-60)

The team that conducted the evaluation included:


1. Director of Development Department
2. Fire Official
3. Building Official
4. Building Inspection staff (as selected)
5. Senior Planner



Spot Blight List

- ▶ 57 Properties have been identified as blighted since 2017
- ▶ 20 blighted buildings have been rehabbed as a result of being placed on the spot blight list.
- ▶ 26 properties demolished
- ▶ 2 properties demolition imminent
- ▶ 2 properties are in the process of rehabilitation.
- ▶ 1 property boarded
- ▶ 1 property – coordination with Social Services
- ▶ 4 are being considered for demolition, acquisition or rehabilitation tonight.
 - ▶ Staff is recommending demolition of all properties
- ▶ 1 remaining processed by inspectors and have not yet been scored.




Facts	Score	
2100 West City Point Road	50	
Ward 1		
Accessory Structure		




03/15/2012



Facts	Score	
1300 Wall Avenue	53	
Ward 6		
Single Family Detached Dwelling		






Facts	Score	
905 Arlington Road	54	
Ward 6		
Single Family Detached Dwelling		





Facts	Score	
420 South 18th Avenue	51	
Ward 3		
Single Family Detached Dwelling		





City Adopt a Coordinated Housing Strategy

- Review Regional Fair Housing Impediments Study and develop concrete housing objectives and goals
- Establish program and funding source for acquisition and rehabilitation.
 - Payment in lieu of taxes use in as seed money for revitalization efforts (partnership with HRHA, developers, non-profit housing providers)
- Partner with local and regional housing efforts.
- Research and consider establishing revitalization zones.
- Research and consider establishing and a land trust/bank.
- Building Blocks Software launch
 - Spot blight declaration + 1 year delinquent
 - Declare public nuisance
- Conditional Use Permit waiver process
- Consider CDBG Non-Entitlement
- Consider hiring a Housing and Grants Coordinator



Next Steps

- City Council Work Session
 - Public Hearing
 - Questions
- 



Thank you

**SPOT BLIGHT LIST
2017-2021**

LOCATION	ACTION
2330 DELLROSE DR DRIVE	BOARDED
422 EAST POYTHRESS E STREET	DEMO
108 NORTH 3 N AVENUE	DEMO
1102 DELAWARE AVENUE	DEMO
135 SOUTH 13 S AVENUE	DEMO
137 SOUTH 13 S AVENUE	DEMO
1710 DANVILLE STREET	DEMO
1811 DINWIDDIE AVENUE	DEMO
2002 STEWART AVENUE	DEMO
2110 FREEMAN STREET	DEMO
2115 TRENTON STREET	DEMO
2222 ATLANTIC STREET	DEMO
2308 LEE STREET	DEMO
2313 DELLROSE DR DRIVE	DEMO
2904 WINSTON CHURCHILL DR DRIVE	DEMO
3004 WINSTON CHURCHILL DR DRIVE	DEMO
3407 OAKLAWN BOULEVARD	DEMO
3505 SUSSEX DR DRIVE	DEMO
3603 VIRGINIA STREET	DEMO
3925 COURTHOUSE RD ROAD	DEMO
4919 OLD WOODLAWN STREET	DEMO
501 SHERMAN AVENUE	DEMO
623 ATWATER RD ROAD	DEMO
1304 ARLINGTON RD ROAD	DEMO
2202 BERRY STREET	DEMO (DID NOT GET A PERMIT)
142 SOUTH 25 S AVENUE (SHED ONLY)	DEMO OF SHED
1207 HIGH AVENUE	IMMINENT DANGER DEMO
2100 WEST CITY POINT RD ROAD	PENDING CITY COUNCIL REVIEW
2406 WAVERLY STREET	PENDING REVIEW BY INSPECTORS
420 SOUTH 18 S AVENUE	PENDING CITY COUNCIL REVIEW
905 ARLINGTON RD ROAD	PENDING CITY COUNCIL REVIEW
1300 WALL AVENUE	PENDING CITY COUNCIL
2408 WAVERLY STREET	DEMO IN PROCESS
4100 OAKLAWN BLVD BOULEVARD	DEMO IN PROCESS
209 NORTH 3 N AVENUE	PENDING REHAB BY OWNER
507 NORTH 10 N AVENUE	PENDING REHAB BY OWNER
100 SOUTH 8 S AVENUE	REHABBED
110 NORTH 3 N AVENUE	REHABBED
1210 ARLINGTON RD ROAD	REHABBED
1503 ATLANTIC STREET	REHABBED
201 NORTH 3 N AVENUE	REHABBED
218 NORTH 15 N AVENUE	REHABBED
220 NORTH 15 N AVENUE	REHABBED
2304 BOSTON STREET	REHABBED
2701 BOSTON STREET	REHABBED
308 DAVIS STREET	REHABBED

SPOT BLIGHT LIST
2017-2021

3102 DAY STREET	REHABBED
311 CEDAR LN LANE	REHABBED
3704 BURNHAM DR DRIVE	REHABBED
401 WEST CAWSON W STREET	REHABBED
406 NORTH 12 N AVENUE	REHABBED
425 EAST BROADWAY E	REHABBED
435 EAST BROADWAY E	REHABBED
607 EAST BROADWAY E	REHABBED
625 EAST BROADWAY E	REHABBED
801 WINSTON CHURCHILL DR DRIVE	REHABBED
1113 DELAWARE AVENUE	WORKING WITH SOCIAL SERVICES

Spot Blight Scoring Sheet
420 South 18th Avenue

Rating Categories	Building Official	Fire Marshall	Director of Development	Building Inspector	Engineering	AVERAGE
<i>Public Safety- Does the building represent a potential danger to occupants or the public?</i>	8	6	8	7	8	
<i>Structural integrity - Is the building in jeopardy due to structural issues?</i>	7	7	7	7	8	
<i>Fire hazard - Does the building represent a fire hazard to surrounding buildings?</i>	7	7	7	8	7	
<i>Context - Where the building is located in proximity to a neighborhood. Is the building an eyesore?</i>	9	10	10	10	10	
<i>Attractive Nuisance - Is the building open and accessible and does it attract an illicit activity?</i>	9	10	9	10	10	
<i>General Appearance - The general appearance of the building and its surrounding appurtenances.</i>	9	9	10	10	10	
TOTAL	49	49	51	52	53	50.8

Spot Blight Scoring Sheet
905 Arlington Road

RATING CATEGORIES	Building Official	Fire Official	Director of Development	Building Inspector	Engineering	AVERAGE
<i>Public Safety- Does the building represent a potential danger to occupants or the public?</i>	9	9	8	9	9	
<i>Structural integrity - Is the building in jeopardy due to structural issues?</i>	10	10	9	9	10	
<i>Fire hazard - Does the building represent a fire hazard to surrounding buildings?</i>	8	7	7	8	7	
<i>Context - Where the building is located in proximity to a neighborhood. Is the building an eyesore?</i>	8	9	8	8	7	
<i>Attractive Nuisance - Is the building open and accessible and does it attract an illicit activity?</i>	10	10	9	9	9	
<i>General Appearance - The general appearance of the building and its surrounding appurtenances.</i>	9	9	9	9	9	

Spot Blight Scoring Sheet
1300 Wall Avenue

RANKING CATEGORIES	Building Official	Fire Official	Director of Development	Building Inspector	Engineering	AVERAGE
<i>Public Safety- Does the building represent a potential danger to occupants or the public?</i>	9	8	9	9	9	
<i>Structural integrity - Is the building in jeopardy due to structural issues?</i>	9	10	7	8	8	
<i>Fire hazard - Does the building represent a fire hazard to surrounding buildings?</i>	9	9	7	8	8	
<i>Context - Where the building is located in proximity to a neighborhood. Is the building an eyesore?</i>	9	10	10	10	10	
<i>Attractive Nuisance - Is the building open and accessible and does it attract an illicit activity?</i>	9	9	8	9	9	
<i>General Appearance - The general appearance of the building and its surrounding appurtenances.</i>	9	9	10	9	10	
TOTAL	54	55	51	53	54	53.4

Spot Blight Scoring Sheet
2100 City Point Road

RANKING CATEGORIES	Building Official	Fire Official	Director of Development	Building Inspector	Engineering	AVERAGE
Public Safety - <i>Does the building represent a potential danger to occupants or the public?</i>	7	6	7	7	7	
Structural integrity - <i>Is the building in jeopardy due to structural issues?</i>	8	8	8	8	8	
Fire hazard - <i>Does the building represent a fire hazard to surrounding buildings?</i>	7	7	7	8	8	
Context - <i>Where the building is located in proximity to a neighborhood. Is the building an eyesore?</i>	10	9	10	10	10	
Attractive Nuisance - <i>Is the building open and accessible and does it attract an illicit activity?</i>	9	8	9	9	9	
General Appearance - <i>The general appearance of the building and its surrounding appurtenances.</i>	9	8	10	9	10	
TOTAL	50	46	51	51	52	50

ORDINANCE 2014-14

An Ordinance amending and reenacting Chapter 19, Article VI (Spot Blight Abatement) of the Code of the City of Hopewell.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HOPEWELL that Chapter 19, Article VI (Spot Blight Abatement) of the Code of the City of Hopewell is amended and reenacted as follows:

Chapter 19 HOUSING CODE*

ARTICLE VI. SPOT BLIGHT ABATEMENT

DIVISION 1. GENERALLY

Sec. 19-131. - Purpose.

The purpose of this article is to provide for the city to acquire or repair any blighted property by purchase or through the exercise of the power of eminent domain, and further to hold, clear, repair, manage or dispose of such property for purposes and in a manner consistent with general law and the authority set forth in section 36-49.1:1 of the Code of Virginia (1950), as amended.

Sec. 19-132. - Adoption of state law by reference.

All of the provisions and requirements of the laws of the Commonwealth of Virginia contained in sections 36-49.1:1, 25.1-200 through 25.1-251 and 36-27(B) of the Code of Virginia (1950), as amended, and all future amendments to such laws, are hereby adopted and incorporated into this article by reference.

Sec. 19-133. - Definitions.

The following words and terms used in this article have the following meanings, unless the context clearly indicates otherwise:

Blighted property means any individual commercial, industrial or residential structure or improvement that endangers the public's health, safety or welfare because the structure or improvement upon the property is dilapidated, deteriorated, or violates minimum health and safety standards, or any structure or improvement previously designated as blighted pursuant to 36-49.1:1, under the process for determination of "spot blight."

City Blight Abatement Plan means the plan prepared by the City to address spot blight if the owners fail to respond with an acceptable Spot Blight Abatement Plan.

City Manager means the City Manager, or a person designated by the City Manager to perform the duties and responsibilities that this article places on the City Manager.

Spot blight means a structure or improvement that is a blighted property as defined in this section.

Spot Blight Abatement Plan means the written plan prepared by the owner or owners of record of the real property to address spot blight.

In addition, some terms not defined herein are defined in section 36-3 of the Code of Virginia (1950), as amended, and are incorporated by reference herein

DIVISION 2. PROCEDURE

Sec. 19-134. - Procedure—Preliminary determination of blight.

(a) The City Manager shall make a preliminary determination that a property is blighted property in accordance with

this article. The City Manager shall send by certified mail, postage prepaid, written notice to the owner or owners of record of such property, at their last known address as contained in the records of the treasurer, specifying the reasons why the property is blighted.

(b) The owner or owners of record shall have thirty (30) days from the date the notice is sent in which to respond in writing with a Spot Blight Abatement Plan to address the blight within a reasonable time consistent with the authority set forth in section 36-49.1:1 of the Code of Virginia.

Sec. 19-135. – Failure to eliminate blight and/or submit Spot Blight Abatement Plan

If the owner or owners of record fails to eliminate the blight within the thirty (30) day period or if the owner or owners fails to respond within the thirty (30) day period with a Spot Blight Abatement Plan that is acceptable to the City Manager, then the City Manager may request the locality to declare the property as blighted, which declaration shall be by ordinance by the governing body.

Sec. 19-136. - City Council action.

The City Council shall adopt an ordinance to affirm, modify or reject the City Manager’s findings and recommendations on the plan. If the City Manager’s recommendation is affirmed by the City Council, then the City Manager may cause the approved plan to be implemented. If the City repairs or acquires property under its City Blight Abatement Plan, it shall have a lien on all property so repaired or acquired as provided by section 36-49.1:1(E) of the Code of Virginia (1950), as amended, to recover the costs of improvements made by the City to bring the blighted property into compliance with applicable building codes and (ii) disposal, if any.

Sec. 19-137. - Policies and regulations.

The City Manager may issue policies and regulations, which may be revised from time to time, for implementation of this article and consistent with the purpose and intent of section 36-49.1:1 of the Code of Virginia (1950), as amended.

Sec. 19-138. - Other laws and ordinances.

Nothing in this article shall be construed to relieve an owner of blighted property, or any other person or entity from complying with other applicable laws relating to the development, use, rehabilitation, condition, maintenance or taxation of real property. The provisions of this article shall be in addition to any other remedies for blight abatement set out in general law or this Code.

State law references: Authority for above section, Code of Virginia, §36-3 (Definitions) and §36-49.1:1. (Spot blight abatement authorized; procedure.), of Title 36 (Housing) of the Code of Virginia (1950), as amended.

(Ord. No. 2014-14, adopted September 9, 2014, amended and reenacted Ch. 19 (Housing Code), by addition new Article VI, Spot Blight Abatement.

C-1

**January 26, 2021
Regular Meeting
Hopewell City Council**

CLOSED SESSION

Vice Mayor Partin moved to go into closed session pursuant to Va. Code Sections 2.2-3711 A)(1) to discuss and consider personnel matters, including the recruitment and appointment of a City Clerk, and to consider prospective candidates for appointment to various boards and commissions; (A)(39) to discuss and consider information related to economic development, including (A)(5) a prospective new business (where no previous announcement has been made) and existing business interest in expanding its facilities in the City; (A)(6) to discuss and consider the investment of public funds where bargaining is involved and discussion in open meeting would adversely affect the bargaining or negotiation strategy of the City adversely affecting the financial interest of the City; and (A)(4) for the protection of the privacy of individuals in personal matters not related to public business.

The motion was seconded by Councilor Pelham. Mayor Bennet called for the vote by roll call; the vote resulted:

Ayes: 7 Voting yes: Gore, Denton, Pelham, Bennett, Randolph, Holloway, Partin
Noes: 0 Voting no: None

Motion passed: 7-0

The City Council went into closed session; the City Council reconvened in open session at about 6:35 p.m.

Vice Mayor Partin moved to come out of closed session. The motion was seconded by Mayor Bennett. Mayor Bennet called for the vote by roll call; the vote resulted:

Ayes: 6 Voting yes: Gore, Denton, Pelham, Bennett, Randolph, Holloway, Partin
Noes: 0 Voting no: None

Motion passed: 7-0

There was then a certification regarding closed session. All members vote “aye” certifying that only the items identified in the closed meeting motion were discussed in closed meeting.

Ayes: Voting yes: Partin, Gore, Denton, Pelham, Bennett, Holloway, Randolph

WORK SESSION

Councilor Partin moved to adopt the work session agenda. The motion was seconded by Councilor Randolph. Mayor Bennet called for the vote by roll call; the vote resulted:

Ayes: 7 Voting yes: Gore, Denton, Pelham, Bennett, Randolph, Holloway, Partin
Noes: 0 Voting no: None

**January 26, 2021
Regular Meeting
Hopewell City Council**

Motion passed: 7-0

WS- 1 Francisco Landing Project Update

Assistant City Manager Charles Dane and Chip Bowman and Ed Bowman from W.E. Bowman Construction combined to give a presentation to City Council regarding the status of The Francisco Landing project.

The work session ended at 7:38 p.m.

REGULAR MEETING

The City Council reconvened the regular business meeting. Before calling the meeting to order, Mayor Bennet recognized Ben Gomes of the Hopewell Fire Department for having been presented with 2020 Firefighter of the Year award in recognition of a peer support project that he spearheaded. Mayor Bennett called it to order at 7:39 p.m.

Roll Call was taken a second time, in the following order:

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

INVOCATION/PRAYER

Assistant City Manager Charles Dane offered the prayer.

PLEDGE OF ALLEGIANCE

Vice Mayor Partin led the members of Council and staff in the Pledge of Allegiance.

APPROVAL OF AGENDA

Vice Mayor Partin moved to adopt the regular meeting agenda. The motion was seconded by Councilor Denton. Before the motion was put to the floor for discussion, Councilor Pelham moved to amend the motion to approve subject to moving R-2 to fall under the City Manager. The motion was seconded by Councilor Gore. During discussion, Councilor Gore asked if she could

**January 26, 2021
Regular Meeting
Hopewell City Council**

make a friendly amendment to take C-4 out of the consent agenda and remove IR numbers 1, 2, 6, 8, 11, and to add a CAF to IR-13. The amendment was accepted. Mayor Bennett called for the vote by roll call, the vote resulted:

Ayes: 7 Voting yes: Partin, Gore, Denton, Pelham, Bennett, Randolph, Holloway
Noes: 0 Voting no: None

Motion passed 7-0

CONSENT AGENDA

Vice Mayor Partin moved to amend the consent agenda to include the resolution of appointments to the standing committees of City Council. The motion was seconded by Councilor Denton. Mayor Bennet called for the vote by roll call; the vote resulted:

Ayes: 7 Voting yes: Partin, Gore, Denton, Pelham, Bennett, Randolph, Holloway
Noes: 0 Voting no: None

Motion passed 7-0

C-9 Resolution/Proclamation/Presentations

(1) On behalf of the sorority Phi Gamma Zeta Inc., its President, Misty Thompson, and Ms. Frenchi Jones made a presentation regarding the sorority and its contribution to and activities in the community.

(2) On behalf of the Hopewell Downtown Partnership, its Director, Heather Lyne, made a presentation the organization and its efforts on behalf of the community.

***Vice Mayor Partin moved to extend the meeting until the entire agenda is completed. The motion was seconded by Mayor Bennett. There was no discussion. Mayor Bennett called for the vote by roll call, the vote resulted:

Ayes: 7 Voting yes: Partin, Gore, Denton, Bennett, Randolph, Holloway
Noes: 0 Voting no: None

Motion passed 6-0

UNFINISHED BUSINESS

UB-1 Colonial Corner Demolition – Debris Removal

The City Manager gave a brief presentation regarding the status of the project and confirmed that all of the bids that were in place for the project fell within the City's small purchase policy for contracting without competition.

**January 26, 2021
Regular Meeting
Hopewell City Council**

Vice Mayor Partin moved to approve the transfer of \$55,000 from the unassigned fund balance and authorize the City to execute the contract. The motion was seconded by Councilor Randolph Mayor Bennett called for the vote by roll call, the vote resulted:

Ayes: 6	Voting yes:	Gore, Denton, Pelham, Bennett, Randolph, Holloway, Partin
Noes: 0	Voting no:	None
Abstain (nonvote): 1	No response:	Pelham

Motion passed 6-0-1

REGULAR BUSINESS

Reports of the City Manager

R-1 CARES Act CRF Expenditure Update

The City Manager made a presentation relative to the City's spending/expenditures of the CARES Act funding it received. Discussion ensued relative to status of vaccinations.

Vice Mayor Partin moved to charge the City Manager to write a letter to the [Virginia] Governor, Lt. Governor, Virginia Department of H Commissioner, and Senator Morrissey and Delegate Coyner to request more vaccines, medical support, and logistical support for Hopewell and the entire Crater Health District. The motion was seconded by Councilor Denton. Mayor Bennett called for the vote by roll call; the vote resulted:

Ayes: 7	Voting yes:	Partin, Gore, Denton, Pelham, Bennett, Randolph, Holloway
Noes: 0	Voting no:	None

Motion passes 7-0

R-2 Communications from Citizens

The City Manager made a presentation relative to the reinstating the Communications from Citizens portion of the City Council's Order of Business in the context of the electronic meetings being utilized due the COVID pandemic and the social distancing requirements imposed by Governor Northam's executive orders.

Councilor Gore moved to direct the City's IT Director to work with the City Manager and City Attorney to develop an online form to receive public comments, to develop a method for us to play video messages that are vetted and/or voice messages for public comments, from communications from citizens and for these submissions, are a process has been approved to be read in the city

**January 26, 2021
Regular Meeting
Hopewell City Council**

council meetings and posted on the City's website for public inspection and to bring the information back to Council. The motion was seconded by Councilor Pelham. Discussion ensued. Mayor Bennett called for the vote by roll call; the vote resulted:

Ayes: 6 Voting yes: Partin, Gore, Denton, Pelham, Bennett, Holloway
Noes: 1 Voting no: Randolph

Motion passes 6-1

***As the final item in his reports, the City Manager announced that former City Manager, Doug Hamner, passed away. Mr. Hamner's service as City Manager extended from 1963-1966.

REPORTS OF CITY COUNCIL

Committees

Vice Mayor Partin gave a report to update the Council on the Water Renewal Commission and the plant.

Individual Councilors

IR-3 Special Meeting Request for Backlog

Councilor Gore moved to set a special meeting to go through the backlog agenda submissions. The motion was seconded by Councilor Pelham. Discussion ensued. Mayor Bennett called for the vote by roll call, the vote resulted:

Ayes: 3 Voting yes: Gore, Pelham, Holloway
Noes: 4 Voting No: Partin, Denton, Bennett, Randolph

Motion fails: 4-3

IR-4 Request for Council to vote on IRs and CCRs

This item was tabled by Councilor Gore after she informed that she would call a special meeting to deal with the subject matter.

IR-5 Crater Workforce Development Board Representation

Councilor Gore moved for the City Council to approve the submitted application for Wonder City Nursing Home and Rehabilitation Center to be appointed to the Crater Workforce Development Board. The motion was seconded by Councilor Pelham. Discussion ensued. Mayor Bennett called for the vote by roll call, the vote resulted:

**January 26, 2021
Regular Meeting
Hopewell City Council**

Ayes: 3 Voting yes: Gore, Pelham, Holloway
Noes: 4 Voting no: Partin, Denton, Bennett, Randolph

Motion fails 4-3

IR-7 Red Book Minutes Backlog

Councilor Gore made a presentation relative to the reasons that this item has been placed on the agenda. She indicated that she will sign off on the official documents that were prepared during her tenure as Mayor when the City Clerk's position is filled and the documentation is in proper order.

IR-9 City's Financial Audit changes to executing contract agreements

Councilor Gore moved to direct the City Manager to work with the Finance Director to come back to Council at its second meeting in February, and to identify all of the contractors, deliverables from the contractor, cost of the contracts and provide a status on the completion of audits from FY16-present, and all overdue SEFAs to the present, and for any parties related to the completion of the audits to present to City Council as a team: that means Schools, the City Treasurer, VML (whomever is involved), along with the Finance Department. The motion was seconded by Councilor Pelham. Discussion ensued. Mayor Bennett called for the vote by roll call, the vote resulted:

Ayes: 6 Voting yes: Partin, Gore, Pelham, Bennett, Randolph, Holloway
Noes: 1 Voting no: Denton

Motion passes 6-1

Councilor Randolph moved to adjourn. The motion was seconded by Gore. The meeting adjourned at about 10:57 p.m.

C-4

DATE: February 16, 2021
TO: The Honorable City Council
FROM: Jennifer Sears, Director of Human Resources
SUBJECT: Personnel Change Report

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
DAWN FLIPPIN	SHERIFF'S OFFICE	PT SHERIFF DEPUTY	01/27/2021

SUSPENSIONS: 0

(Other information excluded under Va. Code § 2.2-3705.1(1) as personnel information concerning identifiable individuals)

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
TIMOTHY CIBULA	FIRE	FIRE FIGHTER I	01/28/2021
CHRISTOPHER VASS	DEVELOPMENT	COMBO BLDG INSPECTOR I	02/08/2021
CHRISTOPHER WOMACK	SHERIFF	SHERIFF DEPUTY FT	02/09/2021

CC: March Altman, City Manager
Charles Dane, Assistant City Manager
Debbie Pershing, Administrative Services Manager
Vanessa Williams, Accounting Tech
Michael Terry, Finance Director
Dipo Muritala, Assistant Finance Director

Concetta Manker, IT Director
Jay Rezin, IT
Arlethia Dearing, Customer Service Mgr.
Kim Hunter, Payroll

PH-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Public Hearing to consider citizen comments regarding a request from the Hopewell Redevelopment and Housing Authority to rezone property.

ISSUE: The City has received a request from the Hopewell Redevelopment and Housing Authority (HRHA) to rezone property identified as Sub-Parcel #'s 042-0095, 042-0195, and 042-0252, from R-3, Residential, Medium Density District and B-3, Corridor Development District to R-4, Residential. The properties are located off of Winston Churchill Drive between Westover Avenue and Highland Avenue.

RECOMMENDATION: Staff recommends City Council consider citizen comments regarding the matter.

TIMING: City Council is requested to hold a public hearing on February 23, 2021.

BACKGROUND: HRHA is requesting a rezoning of properties they own located off of Winston Churchill Drive in order to increase apartments allowed by right. The Planning Commission recommended approval of the rezoning and accepted the voluntarily proffered conditions submitted by the Authority during their meeting. The Authority has updated voluntary proffered conditions and these were advertised in the newspaper prior to this meeting.

ENCLOSED DOCUMENTS:

- Staff Report
- Application

SUMMARY:

- | Y | N | |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jasmine Gore, Ward #4 |

- | Y | N | |
|--------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Patience Bennett, Ward #7 |

- Voluntary Proffered Conditions
- Preliminary Site Layout

STAFF:

Tevya Williams Griffin, Director, Department of Development

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

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

Y N

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



Owner/Applicant: Hopewell Redevelopment and Housing Authority

Rezoning from R-3 (Residential, High Density) and B-3 (Highway Commercial District) to R-4 (Residential Apartments)

Staff Report prepared for the City Council Public Hearing

Revised – January 5, 2021

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

I. MEETINGS AND WORKSESSIONS:

Meeting Type	Date	Action Taken
Planning Commission Public Hearing	March 5, 2020	Recommended Approval
City Council Work Session	September 29, 2020	
City Council Public Hearing	November 10, 2020	Tabled
City Council & Housing Authority Board Joint Meeting	December 2, 2020	
City Council Meeting	December 8, 2020	Tabled
City Council Meeting	January 12, 2021	No Action Taken
City Council Public Hearing with new voluntary proffered conditions	February 23, 2021	Pending

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Proposed Zoning: R-4, Residential Apartments
 Existing Zoning: Sub-Parcel #042-0195 is zoned R-3
 Sub-Parcel #042-0095 is zoned B-3
 Sub-Parcel #042-0252 is zoned R-3
 Parcel Size: Total Acreage: Approximately 3.8 acres
 Owner: Hopewell Redevelopment & Housing Authority
 Location of Property: Located between Spruce and Cypress Street between Highland and Westover Avenue

Election Ward: Ward 2
Land Use Plan Recommendation: 2028 Comprehensive Plan – Medium Density Residential to High Density Mixed Use
Zoning of Surrounding Property: North: R-4 & M-1
South: B-3 & R-4
East: R-4 & B-3
West: M-1

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from Hopewell Redevelopment and Housing Authority (HRHA) to rezone three properties located at 1012 Winston Churchill Drive. The property is identified as Sub-Parcels 042-0195, 042-0095, and 042-0252. The legal description for Sub-Parcel 042-0195 is Lots 1 through 12, Block 5 and Lots 1 through 12, Block 7 and Lots 1 through 12, Block 10. The legal description for Sub-Parcel 042-0095 is Lots 1-4, Block 3. The legal description for Sub-Parcel 042-0252 is Vacated Ash Street and Part of Cedar Street Vacated. All parcels are located in the Highland Park Subdivision. The applicant’s proposal is to rezone the property to R-4, Residential, Apartments, in order to construct a residential complex with 68 units.

IV. FUTURE LAND USE:

The 2028 Comprehensive Plan Future Land Use Map designates this area as Neighborhood Commercial.

The Neighborhood Commercial Land Use has the following criteria:

Residential emphasis with Urban Development Area Designation; High Density Single, Attached & Multifamily Residences; Residential Units in Mixed-Use Buildings; Live-Work Dwellings

Typical Density Range:

Detached – 5-7 DU/AC

Multifamily – 20-40 DU/AC

Attached: 10-14 DU/AC

Mixed Use: Variable Mix & Density by Small Area Plan

Typical Dwelling 500-2000 SF/DU

V. APPLICABLE CODE SECTIONS:

The provisions of the Zoning Ordinance that are germane to this rezoning request are found in Article XXI, *Amendments*, and include the following:

Article XXI-A, Initiation:

"Whenever public necessity, convenience, general welfare or good zoning practice require, City Council may amend, supplement, or change this ordinance [Zoning Ordinance], including the schedule of district regulations and the official zoning map. Any such amendment may be initiated by resolution of City Council, by motion of the Planning Commission, or by petition of any property owner addressed to City Council."

Article XXI-B, Action by Planning Commission

1. No zoning ordinance shall be adopted, amended, or re-enacted unless City Council has referred the proposal to the Planning Commission for its recommendation. The commission shall hold at least one (1) public hearing on such proposed amendment, after notice as required by Section 15.1-431 of the Code of Virginia (1950), as amended. Following the hearing, the Planning Commission shall prepare and by motion adopt its recommendations, which may include changes in the original proposal resulting from the hearing, and shall transmit such recommendations, together with any explanatory matter, to the City Council.
2. In recommending the adoption of any amendment to this ordinance, the Planning Commission shall fully state its reasons for any such recommendations, describing any change in conditions, if any, that it believes makes the amendment advisable and specifically setting forth the manner in which, in its opinion, the amendment would be in harmony with the comprehensive plan of the city and would be in furtherance of the purpose of this ordinance.

Article XXI-B, Action by City Council

Before approving the proposed amendment, the City Council shall hold at least one (1) public hearing thereon, pursuant to public notice as required by Section 15.1-431 of the Code of Virginia (1950), as amended, after which the City Council may make appropriate changes or corrections in the proposed amendment; provided, however, that no additional land may be zoned to a different classification than was contained in the public notice without an additional public notice as required by Section 15.1-431 of the Code of Virginia (1950), as amended. An affirmative vote of at least a majority of the members of the City Council shall be required to amend or re-enact a zoning ordinance.

VI. SUBJECT PROPERTY:

The subject property is located off of Winston Churchill Drive near Cavalier Square Shopping Center across the street from Carter G. Woodson Middle School. It is situated between Highland and Westover Avenue and off of Cypress Street. Combined, the property is approximately 3.8 acres.

Blocks 5, 7 and 10 of the subdivision shown on the enclosed map are zoned R-3 and Block 3 is zoned B-3. The applicant is requesting the rezoning of all parcels to R-4. The size of the property is sufficient to build apartments as proposed. The parcels are not located within a Chesapeake Bay Protected area such as the Resource Protection Area (RPA) or Resource Management Area (RMA). Additionally, the property is located in Zone X, as identified on the most recent approved FEMA maps. This means it is in an area of minimal flood hazard. Parcels in Blocks 5 and 7 of the property are fairly flat, while the parcel in Block 10 has a grade change from 50 to 66. There are no known environmental constraints that would impede the development of the property.

VII. ZONING/STAFF ANALYSIS:

The R-4 Zoning District is a high density, multi-family district. The 2028 Comprehensive Plan Land Use Map designates this area as Neighborhood Commercial. A description of this land use is provided in Section IV of this document. While the Zoning Ordinance will be updated in the near future to accommodate the new land use designations in the 2028 Comprehensive Plan, the R-4 Zoning District is the most compatible with the Neighborhood Commercial designation. Furthermore, the applicant has voluntarily provided conditions that meet the traditional neighborhood design standards outlined in the new land use designation.

The current R-3 zoning would allow for multifamily dwellings such as apartments and townhouses but with lower density than the requested R-4 Zoning District. By right, without review by the Planning Commission or City Council, the applicant can build 40 apartment units on Sub-Parcel's 042-0252 and 042-0195 as they are both zoned R-3. City Staff would review the application for conformance to the Zoning Ordinance, however the site design and architectural style of the building(s) are not aspects that could be negotiated through the administrative process. The rezoning requests, however, allows for specific details about the project to be discussed and agreed upon at the Planning Commission and City Council level.

Multifamily dwellings within the R-3 district must have a minimum lot area of seven thousand five hundred (7,500) for the first two (2) units plus four thousand (4,000) for each additional unit. If the rezoning was approved, the R-4 Zoning District requires two thousand (2,000) square feet for each one (1) bedroom

dwelling unit, two thousand four hundred (2,400) square feet for each two (2) bedroom dwelling unit, and two thousand eight hundred (2,800) for each three (3) bedroom dwelling unit.

The applicant is proposing 68 apartment units but has not yet determined the mix of bedroom units in the complex.

Reason for the Rezoning Request

First, the rezoning is requested to yield a higher density development. As mentioned previously 40 apartments can be built by right (does not need approval by City Council). The rezoning will allow the construction of 64-68 apartments.

Second, as discussed at the September 25, 2020 work session, the Authority plans to redevelop Thomas Rolfe Court and relocate residents to the property in question. The Authority has sited structural issues at Thomas Rolfe Court that warrant redevelopment.

Project Financing

This project will be financed using Low Income Housing Tax Credit (LIHTC) which is administered through the Virginia Housing Development Authority (VHDA). The LIHTC allows for the financing of affordable housing for persons at 40, 50 and 60 percent of the Area Median Income as assessed in the Richmond Metropolitan Statistical Area. For a family of 4, income cannot exceed the following:

- 40% of Area Median Income: \$30,960
- 50% of Area Median Income: \$38,700
- 60% of Area Median Income: \$46,440

Based on Richmond Metropolitan Statistical Area Median Income: \$78,700.00
Effective Date: 4/14/2017
*30%: Extremely Low-Income | 50%: Very Low-Income | 80%: Low-Income

Based on the financial eligibility requirements above, current residents of Thomas Rolfe Court would be eligible to live in the proposed development.

There are two financing options when applying for LIHTC; the 4% or 9% credit. The latter is more competitive and has a definitive grant cycle each year. The 4% credit can be applied for throughout the year. Both require high quality development in regards to material usage. The applicant must provide a product with at least 60% brick exterior and the remaining hardy plank. The units must also be energy efficient.

VIII. STAFF RECOMMENDATION:

The staff recommends approval of the rezoning from R-3 and B-3 to R-4 for the following reasons:

1. A portion of the property is already zoned for residential purposes. The proposed zoning, will increase the density, which is in keeping with the 2028 Comprehensive Plan land use designation.
2. The rezoning will provide quality housing in the City.
3. The applicant has provided voluntary conditions that address concerns of Staff and the Planning Commission regarding site design, connectivity, and exterior building materials. A letter from the applicant listing the conditions is provided with this report.

IX. PLANNING COMMISSION RECOMMENDATION:

At their March 5, 2020 meeting, the Hopewell Planning Commission in accordance with Article XXI-B, of the Hopewell Zoning Ordinance voted 5-0 to recommend approval of the request submitted by the Hopewell Redevelopment and Housing Authority to rezone Sub-Parcels #042-0195, 042-0095, and 042-0252, and to amend the Official Hopewell Zoning Map from R-3, Residential, High Density and B-3, Highway Commercial District to R-4, Residential Apartments, and to accept the voluntary proffered conditions.

X. CITY COUNCIL RESOLUTION:

The Hopewell City Council votes ___ to ___, to approve, approve with condition(s) or deny a request submitted by the Hopewell Redevelopment and Housing Authority to rezone Sub-Parcels #042-0195, 042-0095, and 042-0252, and to amend the Official Hopewell Zoning Map from R-3, Residential, High Density and B-3, Highway Commercial District to R-4, Residential Apartments, and to accept the voluntary proffered conditions dated December 14, 2020.

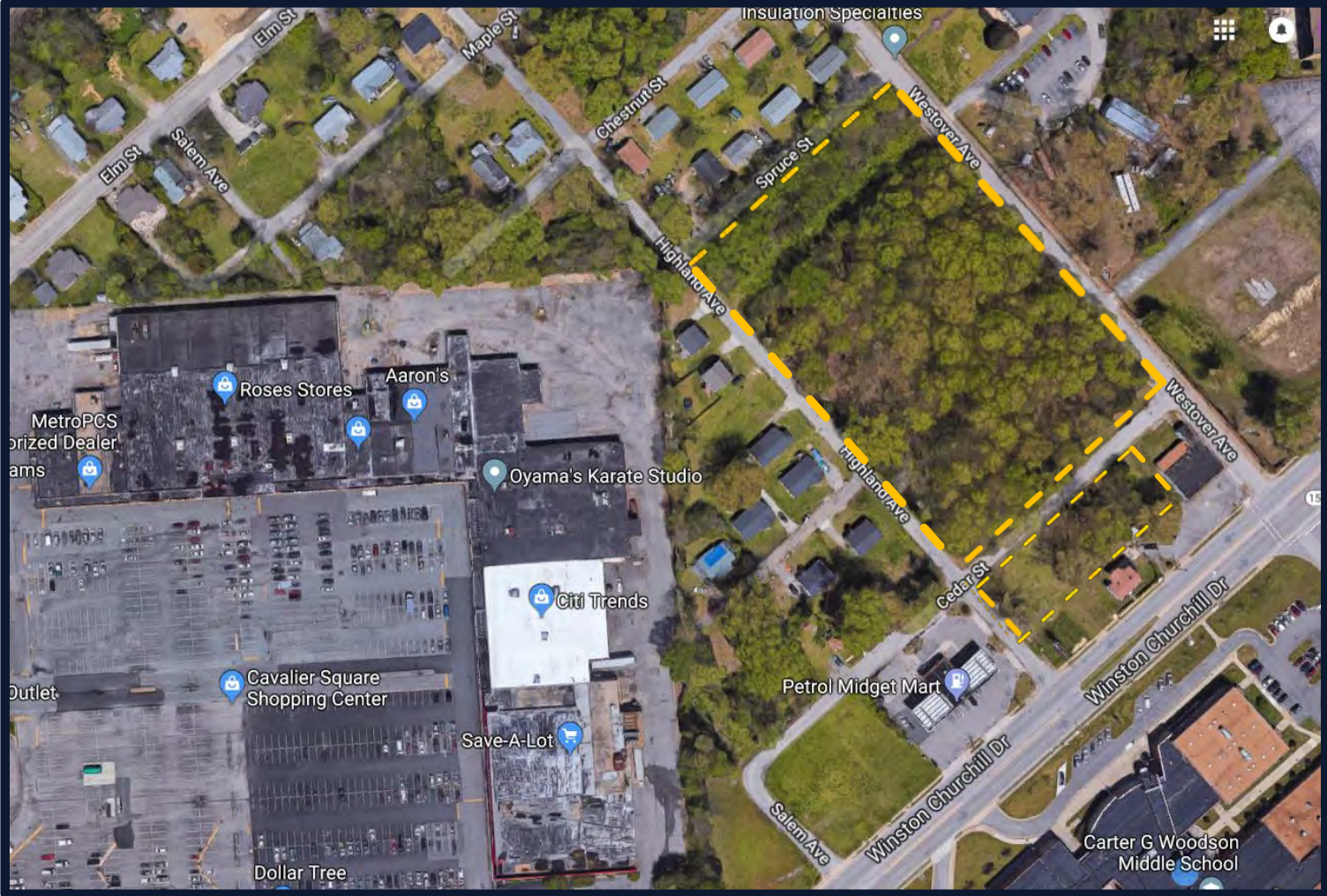
CITY COUNCIL MEETING

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY REZONING REQUEST
FROM R-3/B-3 TO R-4 IN THE HIGHLAND PARK SUBDIVISION

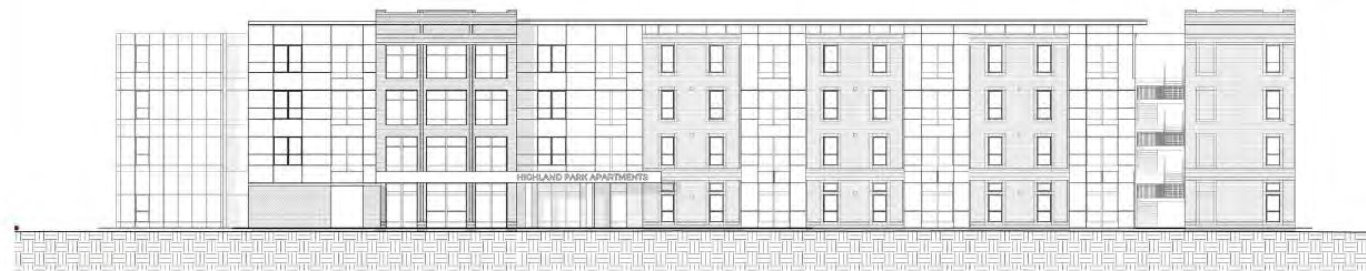


PROPERTY LOCATION

--- Proposed
Parcels to
Rezone



BUILDING ELEVATION- 64 UNITS



EAST ELEVATION - CYPRESS STREET LINE
DRAWING
3/22 - 1-P



UPDATED VOLUNTARY PROFFERED CONDITIONS

- 1. We will design and build using the principles of Traditional Neighborhood Design. This includes but is not limited to:
 - a. Buildings will be built close to the street.
 - b. There will be sidewalks/ walking paths and/or bike paths to connect to future pedestrian scale paths developed by the city.
 - c. There will be well designed open space.
 - d. Parking will be behind or under the building.
- 2. The development shall contain no more than 64 units.
- 3. The buildings will be well-designed with high quality construction materials. Specifically, the building will have its exterior composed of primarily brick and hardi board material.
- 4. The buildings will meet the energy efficiency requirements for EarthCraft certification.
- The plans will be discussed with the police department to include elements of Crime Prevention through Environmental Design.
- We will present conceptual plans and drawings once available for:
 - (a) the Planning Commission to review and approve the design of the building(s),
 - (b) the height and number of floors of building(s),
 - (c) the building setbacks and
 - (d) the overall site layout; prior to site plan approval.
- We will work with the city to evaluate and mitigate effects of the development on the city's storm water system.
- We will continue redevelopment conversations with City Council to discuss and confirm redevelopment decisions.

UPDATED VOLUNTARY PROFFERED CONDITIONS

- We will include community space and supportive services for the benefit of residents.
- We will adhere to Virginia Storm Water Management regulations, Chesapeake Bay Preservation Area regulations, and Erosion and Sediment Control regulations
- We will provide an onsite community center for residents.
- This housing will be for replacement of subsidized housing, consistent with Comprehensive Plan Housing Chapter 9
- We will preserve at least 15% tree canopy which is greater than the requirement in Hopewell Site Plan Regulations, Article XVI.
- We will provide adequate lighting on site using energy efficient lighting to meet or exceed Virginia Housing (VH) lighting requirements.
- We will prioritize the relocation to consider preferences of elderly or disabled early in the process.
- Residents of the proposed development will have access to all Envision Center resources, including, but not limited to supportive services.
- Functioning security cameras will be on site.

Hopewell Redevelopment & Housing Authority



350 East Poythress Street
P.O. Box 1361
Hopewell, Virginia 23860
Phone: (804) 458-5160
Fax: (804) 458-3364
TTY/TDD & Voice 711

“Where People Matter Every Day”

February 3, 2021

City Council
City of Hopewell
300 N. Main Street
Hopewell, VA 23860

Dear City Council Members:

Hopewell Redevelopment and Housing Authority (HRHA) offers the following voluntary proffers for the development of the proposed apartments located on parcels 042-0095, 042-0195 and 042-0252 in the Cavalier Square area of the city.

1. We will design and build using the principles of Traditional Neighborhood Design. This includes but is not limited to:
 - a. Buildings will be built close to the street.
 - b. There will be sidewalks/ walking paths and/or bike paths to connect to future pedestrian scale paths developed by the city.
 - c. There will be well designed open space.
 - d. Parking will be behind or under the building.
2. The development shall contain no more than 64 units.
3. The buildings will be well-designed with high quality construction materials. Specifically, the building will have its exterior composed of primarily brick and hardi board material.
4. The buildings will meet the energy efficiency requirements for EarthCraft certification.
5. The plans will be discussed with the police department to include elements of Crime Prevention through Environmental Design.
6. We will present conceptual plans and drawings once available for: (a) the Planning Commission to review and approve the design of the building(s), (b) the height and number of floors of building(s), (c) the building setbacks and (d) the overall site layout; prior to site plan approval.
7. We will work with the city to evaluate and mitigate effects of the development on the city’s storm water system.
8. We will continue redevelopment conversations with City Council to discuss and confirm redevelopment decisions.
9. We will include community space and supportive services for the benefit of residents.

10. We will adhere to Virginia Storm Water Management regulations, Chesapeake Bay Preservation Area regulations, and Erosion and Sediment Control regulations
11. We will provide an onsite community center for residents.
12. This housing will be for replacement of subsidized housing, consistent with Comprehensive Plan Housing Chapter 9
13. We will preserve at least 15% tree canopy which is greater than the requirement in Hopewell Site Plan Regulations, Article XVI.
14. We will provide adequate lighting on site using energy efficient lighting to meet or exceed Virginia Housing (VH) lighting requirements.
15. We will prioritize the relocation to consider preferences of elderly or disabled early in the process.
16. Residents of the proposed development will have access to all Envision Center resources, including, but not limited to supportive services.
17. Functioning security cameras will be on site.

Sincerely,

Steven A. Benham

Steven A. Benham
Chief Executive Officer



I certify that this letter was sent on _____ by _____

R-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Crater Region Workforce Board Nominations - Wonder City Rehab and Nursing Center, Friendship Baptist Church and Precious CreationZ, LLC

ISSUE: The Commonwealth of Virginia requires all Workforce Boards to certify annually. The Crater Region Workforce Development Board (CRWDB) has requested an extension to meet state certification requirements. The state originally provided the CRWDB until 1/31.21. The CRWDB is comprised of businesses, community based organizations, labor groups, apprenticeships and other state mandated partners. In addition, the CRWDB membership is based on a state formula that dictates percentages for participation. According to the CRWDB, all member localities are required to approve the nomination of at least one business member. Representatives on the Business Services/Public Outreach subcommittee for the Workforce Board, not the Chief Elected Officials (CLEOs), works with CRWDB staff to conduct regional outreach for membership. Interested parties submit nomination forms. The nomination forms are forward to the members on the CLEOs to seek approval from their respective locality to “ratify” the nomination submitted. The CRWDB did not meet the state extension deadline due to the fact that a few localities did not vote to ratify the nominations submitted by CRDWB staff and the Business Services/Public Outreach Committee. Some localities were unable to include submissions in agenda packets prior to the deadline and Hopewell City Council rejected the nomination submitted. The State was provided a list of all nominations gathered by staff and a written explanation that details if the nominations are approved – the CRWDB would meet the state formula and guidelines. As such, the State provided the CRWDB with a second extension, until 3/1/21, to get all nominations approved. In addition, the State is providing guidance on how to avoid this issue in the future, since the requirement for localities to ratify nominations is not a state requirement. Moreover, it is not a procedure conducted by a majority of localities.

SUMMARY:

- | | | | | | |
|--------------------------|--------------------------|------------------------------------|--------------------------|--------------------------|--------------------------------------|
| Y | N | | Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 | | | |

RECOMMENDATION: City Council vote on all nominations submitted. Outreach was conducted by those responsible for completing this tasks under the Crater Workforce Development Board. The request for localities to approve nominations is a procedural task currently in bylaws. However, historically localities have not interceded the Workforce Boards subcommittee or staff. The Board is a representative of the region, which consists of nine localities. Furthermore, the board representation includes state mandated partners and regional representatives. The CRWDB is working to meet other state obligations and compliance oversight. As such, a separate special outreach event for the City of Hopewell could not be conducted in the short time frame requested. All parties involved, recommend that the nominations submitted be approve to ensure that the Region (9 localities) meet the state requirement to remain operational. Then the CRWDB will conduct regional outreach again, and locality specific outreach once the staff completes the other state requirements due at time. Due to the state formula, additions for different sectors will require outreach to balance the membership requirements. As such a coordinated effort must be done to ensure that the Region maintains compliance.

TIMING: Immediate

BACKGROUND:

ENCLOSED DOCUMENTS:

-

COUNCIL: Mayor Gore

FOR IN MEETING USE ONLY

MOTION:

Roll Call

SUMMARY:

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

Y N
 Councilor Janice Denton, Ward #5
 Councilor Brenda Pelham, Ward #6
 Vice Mayor Patience Bennett, Ward #7

R-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Emergency Declaration – Ice Storm

ISSUE: §44-146.21 (A) of the Code of Virginia requires City Council confirmation of the declaration of local emergency at its next meeting or at a special meeting within 45 days of the declaration.

RECOMMENDATION: City Council confirm the declaration of a local emergency

TIMING: Staff requests action at the February 23, 2021 meeting

BACKGROUND: Virginia Code Section 44.1-146-21 (A) states “A local emergency may be declared by the local director of emergency management with the consent of the governing body of the political subdivision. In the event the governing body cannot convene due to the disaster or other exigent circumstances, the director, or in his absence, the deputy director, or in the absence of both the director and deputy director, any member of the governing body may declare the existence of a local emergency, subject to confirmation by the governing body at its next regularly scheduled meeting or at a special meeting within 45 days of the declaration, whichever occurs first. The governing body, when in its judgment all emergency actions have been taken, shall take appropriate action to end the declared emergency.”

ENCLOSED DOCUMENTS

- Declaration of Local Emergency

STAFF:

John M. Altman, Jr, City Manager
Benjamin Ruppert, Emergency Management Coordinator

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Vice-Mayor John B. Partin, Jr., Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine Gore, Ward #4			

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | Y | N | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice-Mayor John B. Partin, Jr., Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jasmine Gore, Ward #4 |

- | Y | N | |
|--------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Patience Bennett, Ward #7 |

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

WHEREAS, the City of Hopewell is experiencing severe winter weather in the form of an Ice storm; and

WHEREAS, this storm has created hazardous conditions in the City resulting in power outages, down lines, hazardous travel conditions, etc.; and

WHEREAS, the Governor of Virginia declared a State of Emergency on February 11, 2021 to prepare and coordinate Virginia's response to the impacts of this storm; and

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


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

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

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

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

Dated: February 13, 2021



John M. Altman, Jr.
City Manager and Director of Emergency Management
City of Hopewell, Virginia

**RESOLUTION AUTHORIZING THE CITY MANAGER
TO DECLARE A LOCAL EMERGENCY**

WHEREAS, the City Manager is designated as the Director of Emergency Management for the City of Hopewell; and

WHEREAS, the City of Hopewell is experiencing severe winter weather in the form of an ice storm; and

WHEREAS, this storm has created hazardous conditions in the City resulting in power outages, down lines, hazardous travel conditions, etc.; and

WHEREAS, the Governor of Virginia declared a State of Emergency on February 11, 2021 to prepare and coordinate Virginia’s response to the potential impacts of the ice storm; and

WHEREAS, the ice storm and its consequences are of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate any potential damage, hardship, suffering, or possible loss of life.

NOW THEREFORE, BE IT RESOLVED, that the Council of the City of Hopewell, Virginia authorizes the City Manager, acting as the Director of Emergency Management, to declare a local emergency related to the ice storm virus on February 13, 2021; and

BE IT FURTHER RESOLVED that, during the declared local emergency, the City Manager is authorized to exercise the powers conferred to him as the Director of Emergency Management by Virginia Code § 44-146.21 and any other provision of the Code of Virginia.

Patience Bennett
Mayor
City of Hopewell

Attest: _____

City Clerk
City of Hopewell

CR-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Creation of a City of Hopewell SkillBridge Fellowship Program and/or On-The-Job Training and Apprenticeship Programs to support Veteran/Military Spouse/Transitioning Service Member workforce development.

ISSUE: The City of Hopewell is a Virginia Values Veterans (V3) Certified employer under the Commonwealth of Virginia. V3 Certified employers are eligible to participate in the Hire Vets Now Fellowship (HVNF). HVNF plans allow transition service members the ability to receive real-world training up to six months prior to separation. The Virginia Department of Veterans Services assists employers with establishing a program and service members continue to earn their salary, paid for in full by the Department of Defense (DOD).

V3 Certified employers are also eligible to establish on-the-job training (OTJ) and apprenticeship programs that are approved under the DOD. Employers must pay internship salary, however, DOD approved programs are G.I. Bill eligible. If programs are marketed to Veterans with remaining G.I. Benefits, Veterans may be able to participate in programs and utilize their benefits to earn a living wage and/or cover housing costs.

RECOMMENDATION: City Council vote to assign tasks to the City Manager to delegate to Directors to determine which jobs to consider to establish programs. Hopewell Wastewater Renewal created an internship program in the past.

TIMING: Immediate.

BACKGROUND: None

ENCLOSED DOCUMENTS:**SUMMARY:**

- | | | | | | |
|--------------------------|--------------------------|------------------------------------|--------------------------|--------------------------|----------------------------------|
| Y | N | | Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Mayor Patience Bennett, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jasmine Gore, Ward #4 | | | |

- None

STAFF:

Councilor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor John B. Partin, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine Gore, Ward #4

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Patience Bennett, Ward #7

CR-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Online Services and Forms – Request City Council support modernizing City of Hopewell online services and forms for Hopewell residents and taxpayers.

ISSUE: The City of Hopewell still has remaining CARES Act funds that may be allocated for community need. Due to COVID-19, some services within the City are hard to access/manage due to business closures. Since the world has been forced to transition to modernizing and updating use of technology, the City of Hopewell should respond accordingly as well. Many forms on the City’s website are PDF/Downloadable and could be electronic. Some services that require payment such as fees should provide for a method to pay electronically, etc.

RECOMMENDATION: City Council vote to approve the quote obtained from the Information Technology (IT) Department to modernize the City of Hopewell’s and online services using remaining CARES Act funds.

TIMING: Approval is requested on February 5, 2021

ENCLOSED DOCUMENTS:

STAFF: Jasmine Gore, Councilor, Ward 4

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

- | | | | | | |
|--------------------------|--------------------------|------------------------------------|--------------------------|--------------------------|----------------------------------|
| Y | N | | Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Mayor Patience Bennett, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jasmine Gore, Ward #4 | | | |

CR-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: Participatory Budgeting

Request to develop Participatory Budgeting platform to include/engage Hopewell residents in the creation of the FY21-22 Budget and implement the Open Finance Software previously adopted by City Council.

ISSUE: The City of Hopewell has an opportunity to increase education and citizen engagement as it related to its annual financing. Since local government is created to support the will of the people, the annual budget should directly include the element of citizen polling. Almost all public improvement efforts, projects, plans, etc. are funded using taxpayer dollars, members of the community should have a role in determining which financial goals they would like to see for the betterment of the City of Hopewell. For years, members of City Council have advocated for increased roads (infrastructure funding), youth program, community events, etc. The last two years, there has been a reduction to many of these desires and efforts. Citizens should be included in the budget process by listening sessions (virtual) and online polling.

RECOMMENDATION: City Council vote to direct the City Manager to work with the City’s Information Technology (IT) Director and Finance Director to provide recommendations at the March meeting to develop participatory budgeting that will include citizens in the next FY budget process. Also for City Council to direct the City Manager to implement the Open Finance software adopted by City Council to ensure that citizens have a clean, interactive and accessible way to view the City’s finances in real-time.

TIMING: Approval is requested on February 5, 2021

ENCLOSED DOCUMENTS:

STAFF: Jasmine Gore, Councilor, Ward 4

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine Gore, Ward #4			

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | Y | N | |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jasmine Gore, Ward #4 |

- | Y | N | |
|--------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Patience Bennett, Ward #7 |

CR-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:

Role of the Vice Mayor

Continue the precedent of agenda oversight assigned to Vice Mayor to ensure that the role of Chair/Mayor is ceremonial to avoid authority to act as a Strong Mayor/Policy-Maker for City Council. Keeping in line with the past two years.

ISSUE: A majority of members of City Council internally decided to temporarily shift Agenda oversight from the Chair/Mayor of Hopewell to the Vice Mayor due to disagreements within the City Clerk’s Office. City Council conducted an inquiry, received legal guidance on personnel matters, and held interviews with prior City Clerk staff. Ultimately, a majority of City Councilors opted to ignore legal guidance, voted to not submit the Chair/Mayor’s concerns about the Clerk Office operations to unbiased external experts and did not investigate claims submitted for personnel records by Chair. A majority of City Council voted to support the request of the Vice Mayor to permanently move all duties under the Chair/Mayor, with the exception of presiding over City Council meetings.

The position of a majority of City Council included the role of the Mayor should not a “Strong Mayor.” The duties of the office should be divided to ensure that the Chair/Mayor remained a ceremonial role and did not have policy/oversight of City Council. The Vice Mayor assumed all duties pertaining to:

- City Council Open Public Meeting Agenda, to include adjusting Meeting Template
- Organizing the City Council Closed Meeting Agenda
- Overseeing the City Clerk’s Office and Talent Bank Resumes from citizens wishing to serve on Hopewell Boards, Commissions and Authorities.

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine Gore, Ward #4			

Since the members of Hopewell’s City Council remain the same after the November election and a majority voted to reorganize the City Council structure, the same layout of duties should remain in place.

RECOMMENDATION: City Council vote to assign the Vice Mayor the duties of Chair/Mayor, excluding presiding over meetings, to ensure that the role of Chair/Mayor is ceremonial to avoid authority to act as a Strong Mayor/Policy-Maker for City Council, keeping in line with the past two years.

TIMING: Immediate.

BACKGROUND: A majority of City Council voted to redefine the role of Mayor and reorganize after the City Council bi-annual reorganization meeting by shifting duties of the Chair. The structural changes should continue with all of those in favor to avoid personal/political interference in the operations of local government.

ENCLOSED DOCUMENTS:

- None

STAFF:

Councilor Pelham

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor John B. Partin, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine Gore, Ward #4

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Patience Bennett, Ward #7

CR-5



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Formal creation of the City Council Finance Committee

ISSUE: The City Council Standing Finance Committee was not officially established by ordinance or resolution. As such, the City Council does not have clear guidelines of the role of the committee and members do not have cited authority to staff/information as it relates to the City of Hopewell finances.

Members of the last term’s Finance Committee (Councilor Gore and Councilor Pelham) requested for City Council to support providing support and guidance to support the effort to provide financial oversight. A majority of City Councilors chose to not vote to direct staff to support the Finance Committee and did not provide clear guidance. In addition, the belief of a majority of City Council was that all finance information should be provided to the entire body and not just the finance committee. Due to this effort, the Finance Committee did not meet on a routine basis.

RECOMMENDATION: City Council vote to formally establish a Finance Committee or void new appointments.

TIMING: At the will of City Council.

BACKGROUND: None

ENCLOSED DOCUMENTS:

- None

STAFF: Councilor Pelham

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine Gore, Ward #4			

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FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | Y | N | |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jasmine Gore, Ward #4 |

- | Y | N | |
|--------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Patience Bennett, Ward #7 |