

# AGENDA



# CITY OF HOPEWELL

Hopewell, Virginia 23860

## AGENDA

(804) 541-2249

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info@hopewellva.gov  
rarrington@hopewellva.gov

### CITY COUNCIL

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

John M. Altman, Jr., City Manager  
Stefan M. Calos, City Attorney  
Ronnieye L. Arrington, City Clerk

June 25, 2019

**COUNCIL CHAMBERS**  
**300 N MAIN ST. HOPEWELL VA**

**Closed Meeting: 5:30 PM**  
**Work Session: 6:30 PM**  
**Regular Meeting: 7:30 PM**

### OPEN MEETING

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

**SUGGESTED MOTION:** To go into closed meeting for (1) discussion of performance of city council employees (city attorney, city manager, city clerk); (2) discussion, consideration, and interview of specific appointees of city council (boards, committees, commissions); (3) discussion of the disposition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body (HRHA, downtown development); and (4) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], (3), and (8), respectively.

**Roll Call**

### CLOSED MEETING

### 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**

**6:30 p.m.**

### WORK SESSION

**SUGGESTED MOTION:** To amend/adopt work session agenda

**Roll Call**

**WS - 1** Current Spot Blight List

**WS - 2** Community Development Block Grant (CDBG) FY19-20 Budget Allocation



## REGULAR MEETING

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

Prayer by Chaplain Ronald Brown of John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor 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:**

**C-2 Pending List:**

1. See Attached

**C-3 Routine Approval of Work Sessions:**

**C-4 Personnel Change Report & Financial Report:**

1. See attached

**C-5 Ordinances on Second & Final Reading:**

**C-6 Routine Grant Approval:**

**C-7 Public Hearing Announcement:** July 9, 2019 - School Supplement FY20 Budget Appropriation; disposition of land (old Social Services Building and Marina Park); and Refuse Collection Fee

**C-8 Information for Council Review:**

1. Minutes: CPMT May 20, 2019 draft minutes, HRHA April 8, 2019

**C-9 Resolutions/Proclamations/Presentations:**

**C-10 Additional Announcements:**

**SUGGESTED MOTION: To amend/adopt consent agenda**

#### Public Hearings

**CITY CLERK:** *All persons addressing Council shall approach the microphone, give name and, if they reside in Hopewell, their ward number, and limit comments to **five minutes**. No person shall be permitted to address the Council a second time until all others have been heard, and no one may speak more than twice on any subject in any one meeting. All remarks shall be addressed to the Council as a body, any questions must be asked through the mayor only, and there shall be no discussion without permission of the mayor. Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in Council Chambers may be barred by the mayor from further audience before Council and removed, subject to appeal to a majority of Council. (See Rules 405 and 406)*

### **PH-1 Spot Blight Program**

**ISSUE:** The Department of Development, Building Division has identified structures in the City as blighted. The spot blight ordinance requires City Council approval to demolish, rehabilitate, or acquire such properties.

**MOTION:** \_\_\_\_\_

**Roll Call**

**PH-2 Conditional Use Permit to operate a duplex at 2907 Poplar Street**

**ISSUE:** The Residential, Medium Density District (R-2) requires a Conditional Use Permit, approved by City Council, to operate a duplex.

**MOTION:** \_\_\_\_\_

**Roll Call**

**PH-3 Conditional Use Permit to construct a cell tower at 130 Mercer Lane**

**ISSUE:** The City has received a request to construct a 195-foot monopole cell tower, with a four-foot lightning rod at 130 Mercer Lane.

**MOTION:** \_\_\_\_\_

**Roll Call**

**PH-4 Request for rezoning of property at 5, 7, 9, and 11 Rev. Curtis Harris Way**

**ISSUE:** The properties listed above are zoned for business uses. The applicant proposes to operate a boat manufacturing and repair shop, which will require that the property be rezoned industrial.

**MOTION:** \_\_\_\_\_

**Roll Call**

**Unfinished Business**

**UB-1 Tri-Cities Multimodal Train Station**

**ISSUE:** Endorsement of multimodal train station.

**MOTION:** \_\_\_\_\_

**Roll Call**

**Communications from Citizens**

**CITY CLERK:** *A Communications from Citizens period, limited in total time to 30 minutes, is part of the Order of Business at each regular Council meeting. All persons addressing Council shall approach the microphone, give name and, if they reside in Hopewell, their ward number, and limit comments to **three minutes**. No one is permitted to speak on any item scheduled for consideration on the regular agenda of the meeting. All remarks shall be addressed to the Council as a body, any questions must be asked through the mayor only, and there shall be no discussion without permission of the mayor. Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in Council Chambers, may be barred by the mayor from further audience before Council and removed, subject to appeal to a majority of Council. (See Rules 405 and 406.)*

**Regular Business**

**Reports of City Manager:**

**R-1 Employee Day of Service**

**ISSUE:** At the request of Councilor Partin, City Council authorized the City Manager to research semi-annual or quarterly employee community service days to tackle the growing litter problem.

**MOTION:** \_\_\_\_\_

\_\_\_\_\_

**Roll Call**

**R-2 Request for Lab Analyst Position at Hopewell Water Renewal.**

**ISSUE:** Hopewell Water Renewal is requesting an additional full-time Lab Analyst position, which requires City Council approval.

**MOTION:** \_\_\_\_\_

\_\_\_\_\_

**Roll Call**

**R-3 Chesapeake Clean Water Blueprint**

**ISSUE:** Administration is requesting City Council support of the Chesapeake Clean Water Blueprint

**MOTION:** \_\_\_\_\_

\_\_\_\_\_

**Roll Call**

**R-4 Appointment of School Board members**

**ISSUE:** There are two positions in the current School Board which will expire June 30, 2019, and which will need to be filled. The applicants for these positions are: Cadeidre Alexander, Christopher Reber, Anthony Zevgolis, Susan Temple, John Griffin, Jr., and Duran Williams. Council is asked to appoint two members to the Hopewell School Board.

**MOTION:** \_\_\_\_\_  
\_\_\_\_\_

**Roll Call**

**Reports of City Attorney:** Council Rules

- 1 See attached email
- 2 See attached rules

**Reports of City Clerk:**

**Reports of City Council:**

**Committees:**

**Individual Councilors**

**IR-1 Randolph** - Set a work session to discuss Limiting agenda IR and CCR’s for each council meeting

**MOTION:** \_\_\_\_\_  
\_\_\_\_\_

**Roll Call**

**IR-2 Partin** - New Curb and Gutter Program - Due to the age of the City of Hopewell, neighborhoods were built with little regard to best management practices in managing storm water. One of the biggest issues facing our neighborhoods, besides the deteriorating roads, is stagnant water and flooding. Because of the neighborhood flooding, our roads are worsening faster and foundations on many houses are currently deteriorating. In order to protect our infrastructure investments and homeowner investments, we are seeking council's approval to charge the city manager and the city engineer to develop a full plan to install curb and gutter on all streets within the next 15 years, where it is physically practical, and to present a plan back to city council within 90-120 days.

**MOTION:** \_\_\_\_\_  
\_\_\_\_\_

**Roll Call**

**IR-3 Gore** - Request City Council vote to begin addressing material weaknesses found in City Comprehensive Annual Financial Reports (CAFRs) and/or any other office/department audit immediately, as opposed to waiting until the FY19 or FY20 audit is completed as suggested and supported by some members of City Council. Council to begin with addressing repeat audit findings. Refer to previous Agenda Packets and IR Requests to address specific audit findings, accounts and departments.

**MOTION:** \_\_\_\_\_

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**Roll Call**

**IR-4 Gore** - Request City Council hire an internal auditor to begin work immediately on consolidating and investigating audit findings, and provide Council with an overview of the liabilities posed by not addressing material weaknesses and prior poor audit findings. Auditor to present plan on how to provide internal control structures/measures for Council to provide efficient financial oversight and to place the City in a better management status for upcoming financial/program audits.

**MOTION:** \_\_\_\_\_

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**Roll Call**

**IR-5 Gore** - Request City Council adopt a citywide policy that requires monthly reconciliation of all public accounts, and the elimination of budget transfers between City Departments. Records must be supplied to City Council Finance Committee for review and then disseminated to all members of City Council. Request draft be submitted to City Council for review at July 9<sup>th</sup> Regular Meeting- at the start of the FY20 Fiscal year that begins on July 1<sup>st</sup>.

**MOTION:** \_\_\_\_\_

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**Roll Call**

**IR-6 Gore** - Request a July 9<sup>th</sup> or 23<sup>rd</sup> Work Session with financial auditors PB Mares for City Council to be briefed on FY17 audit results. Include staff briefing on FY15, FY16, FY17- FY19 audits. Include Schedule of Expenditures of Federal Awards (SEFAs) and consequences of that financial report not being completed. Also include individual cost for each CAFR to date (including outside staff, contractors, temps and others not part of the Finance Department during the FY15-16 audits). Include how many separate financial management systems are utilized by City Staff outside of MUNIS, and which ones do not currently integrate with the City's Financial System. Request that CSA come to present during the same meeting as to the status of the findings in the state annual audit and the state special audit. Also request a separate briefing about why auditors were unable to perform audit duties on Sewer Service, Solid Waste, Stormwater and Beacon Theatre funds.

**MOTION:** \_\_\_\_\_

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**Roll Call**

- IR-7 Gore** - Request all internal city policies existing policies and procedures over the billing, third-party booking, collections and accounting functions of the Sewer Service Fund, Solid Waste Fund, Storm Water Fund, social services department, and Beacon Theatre Fund. Request all internal city policies pertaining to all forms of reconciliations (credit card/account, etc.), repeated purchasing from same vendor/store (threshold/frequency) and requirements for supporting documents and/or purchase justifications. Deadline to submit to Council July 8<sup>th</sup>.

**MOTION:** \_\_\_\_\_

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**Roll Call**

**Citizen/Councilor Requests**

- CCR-1 Gore** – Issue of speeding in Cameron’s Landing and request by constituent for speed limit sign

**Presentations from Boards and Commissions**

**Other Council Communications**

**Adjournment**

# **Work Session**

**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 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

**Hold a work session to review structures on the current spot blight list.**

**ISSUE:** City Staff has reviewed seven (7) properties that qualify for demolition, rehabilitation, and/or acquisition through the Spot Blight Ordinance.

**RECOMMENDATION:** Administration recommends review of the seven structures on the spot blight list and request Council hold a public hearing in July to consider citizen comments. An ordinance would need to be passed by City Council in order for any action to be taken.

**TIMING:** A work session will be held on June 25 2019. Administration is requesting a public hearing be set for the July 9, 2019 City Council meeting.

**BACKGROUND:** The Spot Blight Ordinance was adopted September 9, 2014. The approval of the Spot Blight Ordinance was an action identified in the City Council’s Strategic Plan. The proposed list was gathered through past derelict building inventory, the vacant building registry, and routine inspections.

**ENCLOSED DOCUMENTS:**

- Spot Blight Program Ordinance
- Background information on seven structures (picture)
- Property scoring spread sheet

**STAFF:** Tevya W. Griffin, Director of Development

**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			

**FOR IN MEETING USE ONLY**

**MOTION:** \_\_\_\_\_

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**Roll Call**

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**SUMMARY:**

- | <b>Y</b>                 | <b>N</b>                 |                                    |
|--------------------------|--------------------------|------------------------------------|
| <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"/> | Councilor John B. Partin, Ward #3  |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4        |

- | <b>Y</b>                 | <b>N</b>                 |                                      |
|--------------------------|--------------------------|--------------------------------------|
| <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"/> | Vice Mayor Patience Bennett, Ward #7 |

Score	Sub-Parcel	Property Address	Use	Owner's Information	Vacant	Letter 1/Building Tag	Outcome	Letter 2	Outcome2	NOTES	WARD	Council Decision	Date of Action		
2/2019 <b>35</b>	610400	<b>801 Winston Churchill Drive</b>	C	Hopewell Holdings LLC C/O Intiaz Kapadia 11100 Kentshire Lane Chester, VA 23831	✓	11/15/2016- Munis#666 (SP) Red tag 8/7/18	Owner plans to sell to an investor. NOT SOLD AND NO IMPROVEMENT AS OF 8/7/18	8/7/2018	OWNER CAME IN AND SAID A PLAN WOULD BE SUBMITTED BY 8/24/18 AS OF 9/24/18 <b>NO PLAN RECEIVED</b>	6/17/19-NEW Pictures 6/18/19: No plan received and no improvement. Sending to council June 25th 2019	<b>W-2</b>				
2/2019 <b>54</b>	130920	<b>2308 Lee</b>	SFD	Earman Novella N 3800 Moreel Ave #5 S Prince George VA 23805	✓	6/6/18 Letter and Red Tag- Munis #3939 (JG)	Owner is attempting to sell the property. New owner submitted Conditional Use Permit application. Wants to demolish home and build new	2/25/2019	3/11/19 meeting with BO at 10:00 am Novella Erman	1/18/19: Email from TG, owner not selling property. 4/24/18- CUP App # 20180271 submitted and approved. 6/17/19: Sending to council June 25th 2019	<b>W-1</b>				
2/2019 <b>54</b>	1210110	<b>3505 Sussex Drive</b>	SFD	New Owner: Hartman William L Or V H Bent 3505 Sussex Dr Hopewell, VA 23860 Old Owner: Rwn Auto Inc. PO Box 1623 Hopewell	✓	10/26/2016- Munis# 669 (TR)	11/21/17: No response from owner. Forwarded to City Council. Public Hearing Decision to Rehab	2/25/2019 Re-send	3-16-19: Cert Letter # 2 returned	7/3/18: REGISTERED VACANT BUILD 6/17/19: Sending to council June 25th 2019	<b>W-4</b>				
2/2019 <b>60</b>	110160	<b>108 North 3rd Avenue</b>	SFD	Robert Terry 705-B W Broadway Hopewell, VA 23860	✓	4/5/17- Munis #661 (BR) red tag placed on 8/7/18	NO RESPONSE	5/16/2018 2/25/2019 Re-send	6/12/18: Forwarded to City Council. Public Hearing. Staff requested the item be tabled because contact was made with the owner. <b>Signed 2nd Cert Letter.</b>	7/2/18: VB REGISTERED AND PLAN RECEIVED TO BE CHECKED FOR IMPROVEMENTS IN ACCORDANCE WITH SPOT BLIGHT IN OCT. 6/17/19-NEW Pictures and per BO owner requested demo by city 6/17/19: Sending to council June 25th 2019	<b>W-2</b>				
2/2019 <b>45</b>	670085	<b>1113 Delaware</b>	SFD	Jones Marjorie 1113 Delaware Ave. Hopewell, VA 23860		Letter 1 and Red tag 8/7/18 Munis #1696 (SP)	9/20/18: No respond from owner 8/9/18: <b>CERTIFIED LETTER RECEIVED</b>	9/20/2018 HAND DELIVER Y	9/24/18: HOME OWNER IS WORKING WITH BO AND SP TO GET SOME WORK DONE TO HER HOME. SHE HAS FOUND A CONTRACTOR AND WILL BE PULLING PERMITS IF NEED BE. MPD	11/5/18: per BO no more letters to be sent 6/17/19: unable to attain contractor sending to council June 25th 2019	<b>W-2</b>				
2/2019 <b>57</b>	230170	<b>135 S 13th</b>	SFD	Leath Garland L Et Als 3103 Poplar St. Hopewell, VA 23860	✓	6/6/18- Munis #4152 (JG)	<b>6/12/18: RETURNED BUT</b> Meeting with BO requested	7/9/2018 2/25/2019 Re-send	7/5/18: owner met with BO to be checked for improvent on 8/6/18 <b>NO IMPROVEMENT TO BE RATED</b> 3/22/19: Letter 2 returned	8/6/18 DWIGHT LEACH CALLED TO SAY HE IS IN THE PROCESS OF TRYING TO SELL THE PROPERTY; IF HE CANNOT SELL IT THEN HE WILL SUBMIT AN ABATEMENT PLAN TO REPAIR THE HOUSE.JB 6/17/19-NEW Pictures 6/17/19: Sending to council June 25th 2019	<b>W-2</b>				
2/2019 <b>45</b>	230175	<b>137 S 13th Ave.</b>	SFD	Leath Garland L Et Als 3103 Poplar St Hopewell, VA 23860	✓	7/9/18- Munis #4228 (JG)	7/5/18 owner met with BO to be checked for improvent on 8/6/18 <b>NO IMPROVEMENT</b>	8/7/2018 2/25/2019 Re-send	3/22/19: Certified Letter 2 Returned	8/7/18: no plan submitted-no work done. JG 6/17/19-NEW Pictures 6/17/19: Sending to council June 25th 2019	<b>W-2</b>				
2/2019 <b>55</b>	240865	<b>1503 Atlantic St.</b>	SFD	Wyatt Raymond L C/O Rannette Jones 413 Jefferson Ave. Hopewell, VA 23860	✓	6/6/18: Letter 1 and Red Tag Munis #4145 (JG)	6/8/18: Cert Letter Signed by Ranette Jones 7/4/18: Plan Received TO BE CHECKED FOR IMPROVEMENT IN OCT 15, 2018 AND JAN. 2019	N/A	6/7/19: Letter 2 not required because plan was received but not followed	6/17/19-NEW Pictures 6/17/19: Sending to council June 25th 2019	<b>W-1</b>				
	1060493	<b>4100 Oaklawn Blvd</b>	Zoned B3	Shree Arihant Motel Inc C/O Bharat Shah 12406 Hogans Alley Chester, VA 23836		Letter 1 Red Tag 2/25/2019 (Sammy)	3/4/19: 1st Letter signed Cert Receipt			6/17/19: Sending to council June 25th 2019	<b>W-7</b>				



Spot Blight Public Hearing  
HOPEWELL CITY COUNCIL WORK SESSION  
JUNE 25, 2019

# Housing in the City

- ▶ Issues Identified in the Community Survey
  - ▶ Owner and Rental Occupancy
  - ▶ Housing Vacancy
  - ▶ Age of Housing
  - ▶ Housing Affordability
  - ▶ Maintenance/ Up-keep
  - ▶ Diversity in Housing Stock
  - ▶ Quality of Housing

# 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

- ▶ Safety
- ▶ Blight – Crime
- ▶ Design (limited)
- ▶ Preservation
- ▶ Quality
- ▶ 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
- ▶ Zoning Incentives
- ▶ Economic Development
- ▶ Rental Inspection Program
- ▶ Architectural Guidelines
- ▶ Ordinance Amendments

# 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 (SB) List

- ▶ Since 2017 Identified 53 blighted buildings
- ▶ 24 current list
- ▶ 14 have been rehabbed
- ▶ 15 have been demolished
- ▶ 5 structures identified as imminent danger
  - ▶ 2 in 2018 – have been demolished
  - ▶ 3 in 2019 - waiting to have utilities disconnected
- ▶ 8 of the 24 properties currently on the SB list are recommended for demolition at this time

**Score 35**

**801 Winston  
Churchill Drive**

**Presented to City  
Council in 04/17**





**Score 54**

**2308 Lee Street**

**Conditional Use**

**Permit requested and  
approved. Title**

**Issues. Sale cancelled**





**Score 54**

**3505 Sussex Drive**

**Presented to Council  
4/17 and 6/18**

**No action by owners.**





**Score 60**

108 North 3<sup>rd</sup>

Presented to City Council  
6/2018



**Score 45**

**1113 Delaware Street**





**Score 57**

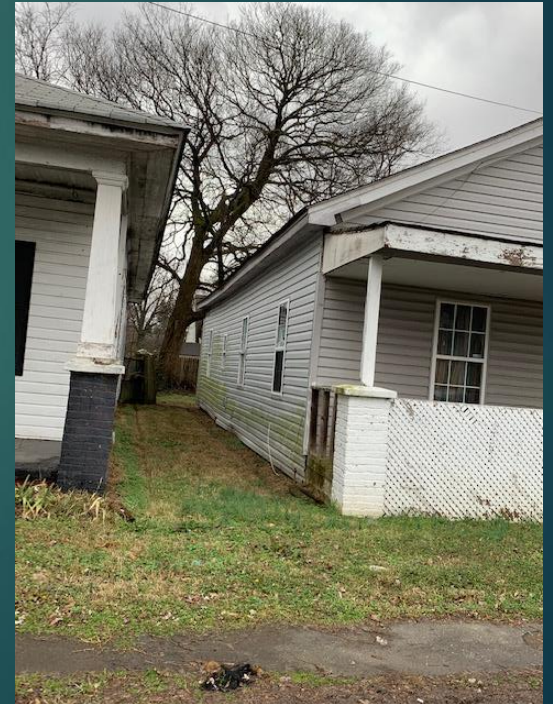
**135 South 13<sup>th</sup>  
Avenue**





137 South 13<sup>th</sup> Avenue

Score 55



# 1503 Atlantic Street

Score 55





**Score 55**

**4100 Oaklawn Boulevard  
Posted as Spot Blight 2/2019  
VMC Violations  
Trash and Debris**





Request a public hearing be set for July 9, 2019

Thank you

**WS-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 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

**Work Session to review Community Development Block Grant (CDBG) 19-20 Budget Allocation**

**ISSUE:** Consider funding options for upcoming CDBG program year 19-20.

**RECOMMENDATION:** Hold a work session to discuss allocation and proposed funding options.

**TIMING:** The work session will be held on June 25, 2019.

**BACKGROUND:** The City of Hopewell is a HUD entitlement community. Each year the City receives funding through the CDBG. Each year a public hearing must be held by City Council to consider citizen comments regarding the proposed CDBG budget. This work session will review the funding options prior.

**ENCLOSED DOCUMENTS:**

- Power Point Presentation

**STAFF:**

Tevya Williams Griffin, Director, Department of Development

**FOR IN MEETING USE ONLY**

**MOTION:** \_\_\_\_\_

**SUMMARY:**

- |                          |                          |                                    |                          |                          |                                      |
|--------------------------|--------------------------|------------------------------------|--------------------------|--------------------------|--------------------------------------|
| <b>Y</b>                 | <b>N</b>                 |                                    | <b>Y</b>                 | <b>N</b>                 |                                      |
| <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        |                          |                          |                                      |

# Roll Call

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**SUMMARY:**

- | <b>Y</b>                 | <b>N</b>                 |                                    |
|--------------------------|--------------------------|------------------------------------|
| <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"/> | Councilor John B. Partin, Ward #3  |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4        |

- | <b>Y</b>                 | <b>N</b>                 |                                      |
|--------------------------|--------------------------|--------------------------------------|
| <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"/> | Vice Mayor Patience Bennett, Ward #7 |



# Community Development Block Grant Funding

Fiscal Year 2019-2020

# Mission of HUD

HUD's mission is to create strong, sustainable, inclusive communities  
and  
quality affordable homes for all

# Strategic Goals of the City Council (Adopted September 2014) Pertaining to CDBG Funding

- ▶ City Beautification
  - ▶ Rehabilitation of Housing
  - ▶ Education, primarily adult and pre-school literacy
  - ▶ Household Services including elderly and disabled
  - ▶ Public Safety

# Impact of Federal Budget Increases

- ▶ Increase in total funding of 7.1 percent or \$12,550
- ▶ Public Service Funds increased \$1,882 (capped at 15% of total allocation)
- ▶ Administrative funds increased \$2,509 (capped at 20% of total allocation)
- ▶ Other funds are applied based on remaining amounts

# FY 2019-2020 Proposed Budget

Budget Item	Amount by Rule	Funding Recommended	Change	Comments
HUD Allocation	\$190,398	\$190,398	0.0%	No Comments
Public Service at 15%	\$28,559	\$28,553	<0.1%	These items typically support homeless prevention, homelessness programs, victims of violence and potential child abuse and elderly projects
Administrative Planning	\$38,079	\$38,079	0.0%	Technical training of non-profits, numerous new HUD regulations to create operating procedures to be enacted,
Remaining Balance for Housing Rehabilitation	\$123,760	\$123,766	0.0%	Rehabilitate Housing for Qualified Owner-Occupants

# HOWEVER

## Re-purposed Funds from Previous Years

- We are de-obligating funds that HUD has ruled have been for ineligible activities in the amount of 62,961.12. These funds will be re-allocated for use in FY 2019-2020. Funds for both Public Service and Administrative purposes are capped based on the actual allocation from HUD.
- Total APPROPRIATION IS \$253,359.12 for FY 2019-2020

# FY 2019-2020 Proposed Budget

Budget Item	Amount by Rule	Funding Recommended	Change	Comments
HUD Allocation	\$190,398	\$253,359.12	10.0%	No Comments
Public Service at 15%	\$28,559	\$28,553	<0.1%	These items typically support homeless prevention, homelessness programs, victims of violence and potential child abuse and elderly projects
Administrative Planning	\$38,079	\$38,079	0.0%	Technical training of non-profits, numerous new HUD regulations to create operating procedures to be enacted.
Remaining Balance for Housing Rehabilitation	\$123,760	186,727.12	2.8%	Rehabilitate Housing for Qualified Owner-Occupants
Disaster Recovery (Preventive Measure)	\$0.00	\$0.00	0.0%	The activity is in our budget in case we have a disaster that HUD funds might be utilized in the future. Helps cut red tape.

# 2019-2020 Appropriation Recommendations





# Public Service Funds (\$26,667)

Recommended Amount	Project	Organization	Description	Goal
\$4,079	Yellow Card Program	Hopewell Food Pantry (CD911)	Provides food on a monthly basis to seniors and disabled persons in Hopewell	Household Services
\$4,079	Respite Care Program - Elderly	Recs and Parks, City of Hopewell (CD909)	Provides funds for recreation, day care, education and cultural activities to the elderly and disabled their care givers	Household Services - Disabled and Elderly
\$4,079	Home Visitation	Hopewell-Prince Georges County Health Families (CD905)	Provides funds for early intervention to reduce incidences of child abuse in “at-risk”	Household Services

# Public Service Funds (\$ 26,667)

Recommended Amount	Project	Organization	Description	Goal
\$4,079	Women's and Children's Shelters	CARES, Inc. (CD906)	Provides funds to provide emergency shelter for homeless women and children	Family Services
\$4,079	Domestic Violence Intervention	The James House (CD907)	Provides housing assistance and case management support for victims and families of violence.	Family Services
\$4,079	Family Resource Center	STORY (Formerly HRHA but now in a separate non-profit under HRHA umbrella) (CD923)	Assists public housing residents in obtaining job skills as they work toward self-sufficiency	Family Services
\$4,079	Permanent Supportive Housing	COMMONWEALTH CATHOLIC CHARITIES (CD924)	Provides funds to prevent homelessness and to rapidly re-house households that have become homeless	Household Services

# Housing Rehabilitation Funds (\$100,000)

Recommended Amount	Project	Organization	Description	Goal
\$93,363.56	Housing Rehabilitation	Rebuilding Together of Richmond (CD920)	Provides grant funds to rehabilitate homes owned by income eligible homeowner households	City Beautification; Neighborhood Revitalization
\$93,363.56	Emergency Housing Rehabilitation	PROJECT: Homes (CD919)	Provides grant funds to rehabilitate homes owned by income eligible homeowner households	City Beautification; Neighborhood Revitalization

# General Administrative Funds (\$35,570)

Recommended Amount	Project	Organization	Description	Goal
\$38,079	General Administration	City of Hopewell- Department of Development (CD901)	Provides funds to manage all aspects of grants management for HUD funds including budgeting, written agreements, reporting, compliance management and monitoring, advertising and fair housing.	Maintain effective government with optimal management and service practices, fully compliant with federal programs

# Recommendations

1. De-Obligate and Appropriate \$62,961.12 from previous years for FY 2019-2020
2. Approve our Fifth-Year Annual Action Plan with the Appropriations as presented
3. Provide Council Authorization for City Manager to submit the Fifth-Year Annual Action Plan to the Department of Housing and Urban Development



# Department of Development

Tevya Griffin - Director

Thank You

# **REGULAR MEETING**

# **CONSENT AGENDA**

# **PENDING LIST**



Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Beacon Update; RFP; Marketing Plan; Beacon LLC</p> <p>City Manager clarified that only the RFP has been completed so far; Shornak requested copy of RFP; Mayor suggested that RFP be dispensed to council at the same time as to the public, to which City Manager agreed; Shornak requested financial information for the Beacon, as well; City Attorney explained Beacon setup and why, and advised that LLC could be dissolved 3 years after last tax payment rec'd; Walton requested specific date re when LLC can be dissolved</p>	<p>2-7-17</p> <p>2-21-17</p>	<p>Date when LLC can be dissolved</p> <p>Mayor requested Plan when submitted.</p>	<p>Mark Haley Stefan Calos</p>	<p><b>ONGOING</b></p> <p>2/1/2018, if notice is given on the first possible business day of the year.</p> <p>2-7-17 Mr. Haley reported, Slap Productions hired, contract on year to year basis.</p> <p>1/1/2018 the LLC can proceed to purchase the interest of the State Investor Member (the "Fund"). The purchase would occur between 30 and 90 days after notice that the LLC is exercising its purchase option.</p>

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Revision of Council Rules and Procedures</p> <p>Breach of Confidentiality Sanctions</p> <p>VML training</p> <p>VML training for Directors, City Council and Admin</p> <p>Gore agreed to combine numbers 5, 10, 21 and 32 of this list into this numbered item. Shornak and Zevgolis have completed draft Code of Ethics, which they passed out at meeting; Pelham said training should come first; Gore agreed to do VML training which would include emphasis on Ethics and Roberts Rules; City Manager to schedule training.</p>	<p>2-9-15</p> <p>3-15-16</p> <p>2-7-17</p> <p>2-21-17</p> <p>3-13-17</p>	<p>Council to review Code of Ethics &amp; City Attorney to review Code of Ethics</p> <p>Vice Mayor requested Council Rules to be distributed to members of Council before the March 17-18, 2017 Retreat.</p> <p>City Attorney emailed to all members of Council 3-13-17 the proposed revisions for Council to review.</p>	<p>Mark Haley</p> <p>Stefan Calos</p> <p>City Clerk</p>	<p><b>PENDING</b></p> <p>3-13-17 - City Attorney emailed proposed revisions to Council. Ms. St. Claire will return and facilitate the review at a future retreat.</p> <p>7-7-17 – Still trying to schedule Retreat WAITING ON COUNCIL RESPONSE</p> <p><b>8-8-17 – Council chose Oct. 20-21, 2017 for retreat</b></p> <p><b>9-5-17 – per Pelham, request for work session to discuss rules</b></p>

**PENDING CITY COUNCILOR REQUEST**

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
3	Class and Compensation Study	4-11-17  <b>2-1-18</b>	Council requested costs associated with having an employee satisfaction survey/audit and staffing/manpower review for efficiency.	Haley Coles	<p><b>COMPLETED</b> 6-23-17 - the final study has not been received. Upon receipt and review, it will be sent to Council.</p> <p>7-7-17 – final report placed in council’s packets for 7-11-17 meeting</p> <p><b>2-1-18 – Work session with Springsted to review report and recommendations</b></p>

**PENDING CITY COUNCILOR REQUEST**

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
4	Cost update on City taking control of Mallonee Gym	6-19-17  2-23-17	Vice Mayor Gore is awaiting meeting dates from the Superintendent and will inform Mayor when those dates are received so they can meet. VM stated she had heard that Quotes have been sent to Mr. Ed Watson & requested City Manager to provide those quotes to her and the members of Council.	Mark Haley Ed Watson	<p><b>PENDING</b></p> <p><b>Vice Mayor Gore requested meeting w/Hackney, Watson, Haley, etc. for 6-29-17</b></p> <p><b>7-7-17 – due to scheduling conflicts, meeting with Gore, Hackney, Watson, etc is being rescheduled.</b></p>

**PENDING CITY COUNCILOR REQUEST**

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Hopewell Emergency Crew	4-12-17	Council requests a meeting with the volunteer crew	Hunter	<p><b>COMPLETED</b> 6-23-17 - The next meeting of the Hopewell Emergency Crew is July 18, 2017. Request will be placed on August 8, 2017 agenda for discussion.</p> <p><b>8-31-17 – meeting held with members of Council, EMS and Fire. Outstanding issues resolved.</b></p>

**PENDING CITY COUNCILOR REQUEST**

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Tax Assessment – council requested the number of appeals on the tax assessments and what impact this had on revenues	4-11-17	Can an explanation be given for the number of appeals and how the appeals were addressed?	Waggoner Haley	<p><b>COMPLETED</b> 6-23-17 – email reminder sent to Waggoner</p> <p>7-7-17 – report showing status of appeals has been put in Council’s packet. The BOE has not yet met, so a final report will be given to Council at a later date.</p> <p>9-5-17 – per assessor, there are still a few more BOE meetings to go – will provide Council with a detailed report when done.</p> <p><b>10-10-17 – Complete report presented to Council.</b></p>



**PENDING CITY COUNCILOR REQUEST**

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Liens – Spot Blight and Grass Liens	4-11-17	Luman-Bailey requested information regarding the financial impact of demolition for vacant buildings, including how much money spent on demo and how much recuperated by liens for the past 12 years	Griffin Haley	<p><b>COMPLETED</b> 6-23-17 follow up email sent to Griffin, Bagshaw, Haley</p> <p>9-5-17 – due to scheduling difficulties (the treasurer’s office, development, and the Clerk’s office are the business offices in the building), we have been unable to get together to create a report for Council. Still working on this.</p> <p><b>12-12-17 – Council received a report on spot blight. Council also received a report on liens.</b></p>

**PENDING CITY COUNCILOR REQUEST**

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	City Vehicles	4-25-17	<p>Council requests info: how many vehicles does the City own?</p> <p>How many City vehicles are driven outside of Hopewell on a daily/weekly basis?</p> <p>Which departments use the vehicles (include how many vehicles each dept uses)</p> <p>How are the vehicles being used</p> <p>How many vehicles does the school own?</p>	Haley Watson Young	<p><b>COMPLETED</b></p> <p>6-23-17 – reminder email sent to Haley, Watson, Young</p> <p>7-7-17 – Watson and Haley working on response. Follow up email sent to all 7-7-17</p> <p><b>7-10-17 – email issued by Haley with info.</b></p> <p><b>9-5-17 – info reissued to council</b></p>

**PENDING CITY COUNCILOR REQUEST**

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Speeding issues -	10-1-16	Councilor Gore states that Residents are requesting speed limit signs at Atwater Rd and Jackson Farm Road to deter speeding. Additionally, residents in Cameron’s Landing are requesting a radar station at Atwater Road to deter speeding.		<p><b>COMPLETED</b> 6-20-17 – Haley requested that Watson review the streets to ensure there are sufficient signs. He further asked Watson to add signs if there were not enough</p> <p><b>7-11-17 – email from Haley stating that Watson said four more signs were needed and would be added to Jackson Farm Road and 2 more signs to Atwater Dr –</b></p>

**PENDING CITY COUNCILOR REQUEST**

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Branding & City Logo's; compile all used logos for approval. Council requested that Haley provide them with a list of the City's logos and RFP for Branding	5/12/15 3-15-16 2-7-17  2-21-17	Email/Printed logos collected used  City Manager to provide RFP for Branding during the Retreat In March 2017.	Haley	<p><b>PENDING</b>  <b>6-23-17 email reminder sent to Haley</b></p> <p>City Manager to email council the list of City logos</p> <p>Haley will issue RFP re branding - Hopewell logo</p> <p><b>No RFP needed.</b></p>

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Boards and Commission City Council Letter for Reports, Joint Meetings and Information (past/current/future projects; bylaws)	2013-Present 2-7-17  2-21-17  <b>1-9-18</b>	Letter/Email Request and CC City Council  Clerk to meet with Mayor for review of completed DRAFT letter.	City Clerk	<b>PENDING</b> Clerk prepare Letter for Mayor to send to the Boards & Commissions who are not sending minutes as required.  <b>1-9-18 - Vice Mayor Gore gave presentation to Council regarding status of boards and commissions and need for change.</b>
	Council wants to review and revise its travel policy	4-25-17	Current travel policy is outdated	Council Haley	<b>PENDING</b> 7-7-17 - Council to review it policy, along with its revised rules with Tyler St. Claire when Retreat is scheduled  <b>2-1-18 – Council to have a work session regarding its travel policy.</b>

**PENDING CITY COUNCILOR REQUEST**

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Council requested RFP/design for Riverwalk	4-25-17	Council to be provided with a copy of the RFP that was issued or will be issued re the Riverwalk project	Haley	<p><b>PENDING</b></p> <p>7-7-17 - A copy of the RFP has been placed in your packets. Administration will appear before Council at the Aug. 8 2017 meeting to discuss the Riverwalk project</p> <p>9-5-17 – sent email to Dane re status</p> <p><b>1-23-18 – Council has been updated on the status of the Riverwalk previously, and there will be a brief update provided at the 1-23-18 meeting.</b></p>

**PENDING CITY COUNCILOR REQUEST**

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Gore requested that department heads review the strategic plan and advise as to the status of specific tasks (requested to be submitted in a week)	2-23-16 2-29-16 2-7-17 2-21-17 3-17-17	Update of comprehensive plan and staff tasks.  Provided @ Retreat	Mark Haley Department Heads	<b>COMPLETED</b> Provided @ Retreat 3-17-17.
	Council requested a list of how many already authorized positions remain unfilled (requested to be submitted in a week)	2-23-16 2-29-16 2-7-17 2-21-17	To ascertain how staff shortages are impacting staff ability to manage tasks	Mark Haley Department Heads	<b>ONGOING</b> Asst. City MGR reported a <b>DRAFT</b> would be presented during the Budget Session



**PENDING CITY COUNCILOR REQUEST**

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Fees for Planning Commission	Work Session 2/17/15 2/7/17		Tevya Griffin	<p><b>COMPLETED</b> Look at during Budget Meetings 16-17.</p> <p><b>7-7-17 – information relating to fees will be presented to Council at the 7-11-17 meeting.</b></p>
	ARB & Streetscaping	2-7-17	Schedule joint WS w/City Council	Tevya Griffin Horace Wade	<p><b>6-23-17 – reminder email sent to Griffin and Wade</b></p>

**PENDING CITY COUNCILOR REQUEST**

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Youth Commission	<p>2-7-17</p> <p>2-21-17</p> <p>3-13-17</p>	<p>Continue to Accept TBR's, Hold on interviews until NEW Ordinance is reviewed by Council, Legislative Committee and passed.</p> <p>Final revisions were received on 2-21-17; City Attorney is rewriting and will provide DRAFT to Council &amp; Legislative Committee</p> <p>City Attorney emailed to Council &amp; Legislative Committee for review.</p>	<p>Mark Haley Charles Dane Stefan Calos City Clerk</p>	<p><b>ONGOING</b> Ordinance revised and emailed on 3-13-17 to City Council and the Legislative Committee for review; Legislative Committee &amp; Council now to review and report back to City Attorney and City Manager with any suggested revisions; Council then to Vote on Ordinance; Then City Clerk will schedule Interviews for Committee Members &amp; provide them with copy of Ordinance during the interview process.</p> <p><b>12-2017 – Youth Commission established and had first meeting. 2<sup>nd</sup> and 3<sup>rd</sup> meetings also scheduled.</b></p>

**PENDING CITY COUNCILOR REQUEST**

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Cultural Resource Management Plan	2-21-17	Councilor Luman-Bailey	<b>City Manager Tevya Griffin</b> ARB DDRC Planning Commission	<b>ONGOING</b> City Manager and Mrs. Griffin to supply the Cultural Resource Management Plan to the ARB; DDRC & Planning Commission for Financial Grants available to them and the City.
	City Wide Tree Ordinance	2-21-17	City Wide Tree Ordinance	Tevya Griffin Mark Haley	<b>PENDING</b> <b>Mrs. Griffin is working on an overall City Tree Ordinance and is collecting information to present to Council.</b>

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Beacon Update; RFP; Marketing Plan; Beacon LLC                      City Manager clarified that only the RFP has been completed so far; Shornak requested copy of RFP; Mayor suggested that RFP be dispensed to council at the same time as to the public, to which City Manager agreed; Shornak requested financial information for the Beacon, as well; City Attorney explained Beacon setup and why, and advised that LLC could be dissolved 3 years after last tax payment rec'd; Walton requested specific date re when LLC can be dissolved</p>	<p>2-7-17  2-21-17</p>	<p>Date when LLC can be dissolved  Mayor requested Plan when submitted.</p>	<p>March Altman Stefan Calos</p>	<p><b>ONGOING</b>                      2/1/2018, if notice is given on the first possible business day of the year.                      2-7-17 Mr. Haley reported, Slap Productions hired, contract on year to year basis.                       1/1/2018 the LLC can proceed to purchase the interest of the State Investor Member (the "Fund"). The purchase would occur between 30 and 90 days after notice that the LLC is exercising its purchase option.   <b>2-13-18 – Council reviewed</b>                       2-27-18 – to come back to Council   <b>2-27-18 – Discussed with Council in closed session – City Manager and City Attorney to present alternatives to Council</b></p>

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Revision of Council Rules and Procedures Breach of Confidentiality Sanctions VML training VML training for Directors, City Council and Admin Gore agreed to combine numbers 5, 10, 21 and 32 of this list into this numbered item. Shornak and Zevgolis have completed draft Code of Ethics, which they passed out at meeting; Pelham said training should come first; Gore agreed to do VML training which would include emphasis on Ethics and Roberts Rules; City Manager to schedule training.</p>	<p>2-9-15 3-15-16 2-7-17  2-21-17  3-13-17</p>	<p>Council to review Code of Ethics &amp; City Attorney to review Code of Ethics  Vice Mayor requested Council Rules to be distributed to members of Council before the March 17-18, 2017 Retreat.  City Attorney emailed to all members of Council 3-13-17 the proposed revisions for Council to review.</p>	<p>March Altman Stefan Calos City Clerk</p>	<p><b>PENDING</b></p> <p>2-19-18 - Council to provide next steps.</p> <p><b>Stefan Calos is providing revised rules in each agenda packet for Council review and approval and will continue to do so until all are done</b></p>

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>4 Cost update on City taking control of Mallonee Gym</p>	<p><b>6-19-17</b>  2-23-17</p>	<p>Vice Mayor Gore is awaiting meeting dates from the Superintendent and will inform Mayor when those dates are received so they can meet. VM stated she had heard that Quotes have been sent to Mr. Ed Watson &amp; requested City Manager to provide those quotes to her and the members of Council.</p>	<p>March Altman Ed Watson</p>	<p><b>PENDING</b> <b>Vice Mayor Gore requested meeting w/Hackney, Watson, Haley, etc. for 6-29-17</b></p> <p>7-7-17 – due to scheduling conflicts, meeting with Gore, Hackney, Watson, etc. is being rescheduled.</p> <p>Waiting on quote from Ed Watson re windows, bathroom and A/C unit to schedule meeting</p> <p>3-19-18 – Altman discussed with Watson. Will bring back before Council after budget session</p> <p><b>9-19-18 – Cost estimate has been completed. Project will be submitted in FY20 CIP for Council consideration.</b></p>

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Branding &amp; City Logo's; compile all used logos for approval. Council requested that Haley provide them with a list of the City's logos and RFP for Branding</p>	<p>5/12/15 3-15-16 2-7-17  2-21-17</p>	<p>Email/Printed logos collected used  City Manager to provide RFP for Branding during the Retreat In March 2017.</p>	<p>March Altman</p>	<p><b>PENDING</b> <b>6-23-17 email reminder sent to Haley</b></p> <p>City Manager to email council the list of City logos</p> <p>Haley will issue RFP re branding - Hopewell logo</p> <p><b>No RFP needed.</b></p> <p><b>THIS REQUIRES AN IMMEDIATE UPDATE FROM THE CITY MANAGER'S OFFICE</b></p> <p>3-19-18 – Altman will review and bring back options, proposals etc.</p> <p><b>9-19-18 City Manager to include proposal and budget request as part of FY20 budget</b></p>



## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Council wants to review and revise its travel policy</p>	<p>4-25-17</p>	<p>Current travel policy is outdated</p>	<p>Council March Altman</p>	<p><b>PENDING</b></p> <p>7-7-17 – Council to review it policy, along with its revised rules with Tyler St. Claire when Retreat is scheduled</p> <p>2-1-18 – Council to have a work session regarding its travel policy.</p> <p>3-18-18 – Altman to review existing employee travel policy; and to work with HR and Council re work session</p> <p><b>9-19-19 – Per Travel Policy, City Manager has adjusted the mileage reimbursement to be consistent with IRS policy.</b></p>

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Council requested RFP/design for Riverwalk	4-25-17	Council to be provided with a copy of the RFP that was issued or will be issued re the Riverwalk project	March Altman	<p><b>PENDING</b></p> <p>7-7-17 - A copy of the RFP has been placed in your packets. Administration will appear before Council at the Aug. 8 2017 meeting to discuss the Riverwalk project</p> <p>9-5-17 – sent email to Dane re status</p> <p>1-23-18 – Council has been updated on the status of the Riverwalk previously, and there will be a brief update provided at the 1-23-18 meeting.</p> <p>3-19-18 – Altman will provide regular project updates</p> <p><b>9-19-18 – Phase I Groundbreaking to be held at City Park Friday, September 28 at 2:00 p.m.</b></p>

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Boards and Commission City Council Letter for Reports, Joint Meetings and Information (past/current/future projects; bylaws)	2013-Present 2-7-17  2-21-17  1-9-18	Letter/Email Request and CC City Council  Clerk to meet with Mayor for review of completed DRAFT letter.	Council City Clerk	<p><b>PENDING</b></p> <p>Clerk prepare Letter for Mayor to send to the Boards &amp; Commissions who are not sending minutes as required.</p> <p>1-9-18 - Vice Mayor Gore gave presentation to Council regarding status of boards and commissions and need for change.</p> <p><b>8-28-18 – City Clerk’s Office revised the Boards and Commissions list. Vice Mayor Gore presented the revised list and council approved it. Boards and Commissions Appreciation dinner scheduled for this year, which will coincide with marketing plan to bring people in</b></p>

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
City Council and School Board to have additional joint meetings or to establish sub-committees	3-1-18	Vice Mayor Gore	School Board City Council March Altman	<p><b>COMPLETE</b></p> <p>3-18-18 – Superintendent Hackney and Altman have discussed re-establishing School Board City Council Facilities Committee</p> <p><b>8-14-18 – Council appointed two members of the school board to the School Facilities Committee (Joyner and Cuffey).</b></p>
Work session with Human Resources to discuss HR Manual and employee travel policy	1-9-18	Councilor Pelham Councilor Gore	March Altman	<p><b>PENDING</b></p> <p>3-18-18 – City Manager and HR Director to review current policy and schedule work session to make recommendations for changes</p> <p>9-19-18 – Awaiting hiring of New HR Director</p> <p><b>10-20-18 – City Manager and HR Director will schedule work session next calendar year.</b></p>
Repair five poles at shed by the dock – said the shed leans 10 degrees.	2-27-18	Councilor Zevgolis	Aaron Reidmiller	<b>PENDING</b>
Restore the National Park Service Waterfront Committee Status of planned workshop, secure new contacts	2-27-18	Councilor Luman-Bailey	Aaron Reidmiller	<b>PENDING</b>

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Can we partner with Resource Conservation Development to aid with Community Garden in park	2-27-18	Councilor Luman-Bailey	March Altman Aaron Reidmiller	<b>PENDING</b>  3-18-18 – City Manager/Recreation Director to get with Community Garden specialist in other municipality
Obtain information about Workforce Initiative	2-27-18	Vice Mayor Gore	March Altman	<b>PENDING</b>
Who to reach out to increase the allocation to youth services (Connie Townes)	2-27-18	Vice Mayor Gore	March Altman	<b>PENDING</b>
Request for program for seniors who use their dumpsters sparingly and need to pay less	1-23-18	Councilor Zevgolis	Ed Watson	<b>COMPLETE</b>  8-28-18 this was discussed during the Council meeting and it was explained that this is not feasible due to the costs associated with the equipment needed to make this change.
Council wanted to confirm that Prince George was paying their part for the HPG Chamber. Since this was an ongoing problem, they want to confirm prior to the next budget session	4-4-17	Council	March Altman	<b>PENDING</b>  3-18-18 – Altman has discussed with Prince George – they are funding for this year – will discuss at FY20 budget
Current financial assessment of fiscal year 2017	12-2017	Gore Pelham	March Altman Michael Terry	<b>PENDING</b>  9-19-18 - FY17 Audit is ongoing

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Request for City Manager to work on policies and procedures related to CSA, CPMT and FAPT	3-6-18	Council	March Altman	<b>PENDING</b>  <b>CPMT is reviewing draft policies</b>
Request to review credit card policy		Pelham	March Altman	<b>PENDING</b>
Boards & Commissions - Dock Commission – Councilors Luman-Bailey and Zevgolis will discuss the revival of the this Commission and come back to Council with a plan	4-5-18	Council	Christina Luman-Bailey Anthony Zevgolis	<b>PENDING</b>
Boards & Commissions – How much is the Planning Commission paid?	4-5-18	Council	Tevya Griffin	<b>PENDING</b>
Requested a study to determine why there was so much trouble retaining Hopewell employees, especially police and fire; interested in employee retention; programs to encourage employees to live in the City	3-27-18	Anthony Zevgolis Brenda Pelham	March Altman John Keohane	<b>PENDING</b>
Councilor Gore requested the data that was provided to Springsted prior to them creating their report. She specified the data that caused Springsted to make position and title changes.	3-27-18	Jasmine Gore	March Altman Renia Coles	<b>PENDING</b>
Of the \$75,000 set aside by Council for constitutional officers, how much has been used? For what? How much remains?	3-27-18	Council	March Altman	<b>PENDING</b>
Request information regarding status of Fire Department collections from last year	5-1-18	Council	March Altman Donnie Hunter	<b>PENDING</b>
Springsted Comp Study	5-15-18	Jasmine Gore	March Altman Renia Coles	<b>PENDING</b>

# City Council Request Pending List



June 25, 2019 Meeting

REQUEST	MEETING DATE	REQUESTER	STAFF FEEDBACK	DEADLINE
Rental Inspection Program – Update Guidelines to be citywide, more frequent and enforceable.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Gore	Recommend that Staff conduct a review of the program and provide City Council a revised program for discussion and consideration at a worksession. - CM	
Real Estate Delinquency- List of top delinquent persons/companies, new plan to recoup funds, idea to address vendor with delinquent payments, law to require real estate taxes to be paid prior to obtaining permits/business licenses.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Gore	City Attorney is researching the real estate tax/business license issue re: same company v. different company v. owner issue. Remaining items fall under the purview of the Treasurer. - CM	
Neighborhood Watch- Recommendation from Chief to bring back City Council's Neighborhood Watch Advisory Board or Anti-Shooting Taskforce. Plan to update police stats to include shootings, overdoses, and major issues in City.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Gore	Need to set up meeting with Mayor and Chief to discuss. Chief is recommending a Citizen Oversight Committee, not an Anti-Shooting Taskforce. - CM	
Citizen Oversight Committee- Recommendation from Chief to create a Citizen Oversight Committee.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Pelham		
Chesapeake Bay Clean Water Blueprint – Approval recommendation from staff.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Partin		
Small Business Procurement Policy- Recommendation from staff.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Partin	Recommend delay discussion to after the completion of the FY18 CAFR to allow Purchasing Agent to participate in the review and development of the policy. - CM	
Veteran Support- Request legislation, and initiatives to make Hopewell more Veteran Friendly from staff.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Gore		
Vendor Procurement Policy- Policy to address bulk	Requested during Council Meeting.	Gore	Recommend delay discussion to after the completion of the FY18 CAFR to allow	



# City Council Request Pending List



ordering of like products, review of major expenditures by the same/frequent vendors.	Re-approved by Council emailed to CM on 5/12/19.		Purchasing Agent to participate in the review and development of the policy. - CM	
Loud Music Ordinance- Review from Police Chief.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Partin	Need to have an understanding of the issue before making a recommendation. Is it citizen complaint driven? This issue has been discussed in the past. Would need City Attorney involvement, and discussions of enforcement options, current capabilities, and court's position on the issue. - CM	
Employee Day to Serve- Recommendations by staff.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Partin	Assigned to HR to form an employee committee to review and develop a recommendation. - CM	
Conflict of Interest Policy- Public declaration of conflict during meeting.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Denton	Council needs to work on this issue with the City Attorney. - CM	
Breach of Confidentiality- Impose sanctions for violations of public trust and the release of confidential information .	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Gore	Council Issue. Does Council need staff to assist? If so, what does Council see as staff's involvement? - CM	
Anti-Littering Plan- Recommendations by staff about signs, fines, waste buckets around City, CWA new contract terms.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Bennett		
Police Renovation budget- Presentation from staff about the construction project cost analysis, temporary street closure and plans for the 300k renovation/all departments.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Pelham Gore Denton		
Boards, commissions and volunteer flyer draft	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Gore	Waiting on Council to complete pending interviews; will incorporate requests by Council that have already been received. -Mayor	
Paving schedule for streets, paving formula and budget breakdown.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Council		
Revenue estimates for sewer/wastewater/trash	Requested during Council Meeting.	Gore		

# City Council Request Pending List



with new service contract. Loss in previous years; project for this current year and next year.	Re-approved by Council emailed to CM on 5/12/19.			
Schedule for curb/gutter and stormwater projects, list of neighborhood specific projects and budget breakdown.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Gore		
Feral Cat Policy- Recommendations by staff.	Added to Pending List after Council discussion; emailed to CM on 5/12/19.	Council	Need to know more about this issue. - CM	
Communication Plan- Recommendation by staff on how to update Council on major events (Internal/external).	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Council		
Incident Reports – request that Council approve bi-weekly reports from Staff for City issues, incidents or concerns. Maintain timely notification of major incidents communicated to the City Manager, for him to relay immediately to Council. Ask to create a weekly incident log to relay other notable incidents of which Council should be made aware, but that do not rise to the level of instant notification.	5/28/19 Agenda	Gore		
Beacon Theater Sunday Use for Community- Breakdown of 100k community funds used and plans for usage.	5/14/19 Agenda	Gore	Per Council direction, Randolph/Gore/CM to speak with Beacon Management about being able to use the Beacon on Sundays first. -Mayor	
Hopewell “ B Corp”- Use reduction in Council funds to support community programs by providing a grant to citizens/community partners that host events/workshops and/or free/low cost community programs.	5/14/19 Agenda	Gore		

**PERSONNEL  
CHANGE  
REPORT**

**DATE:** June 12, 2019  
**TO:** The Honorable City Council  
**FROM:** Michelle Ingram, Human Resources Specialist  
**SUBJECT:** Personnel Change Report – June 12, 2019

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**APPOINTMENTS:**

NAME	DEPARTMENT	POSITION	DATE
BARTLEY, MOLLY	POLICE	DEP POL CHIEF	06/03/2019
DUNKENTELL, MONISHA	TREASURER	TREASURER	06/03/2019
GRIFFIN, DENISE	RECREATION	P/T VAN DRIVER	06/05/2019
HARRUP, TORY	RECREATION	P/T SPEC EVT ASST	06/05/2019
HAWKINS, PATSY	SOCIAL SERVICES	BEN PROG SPEC I	06/05/2019
STAMPER, DANIEL	RECREATION	P/T SPEC EVT ASST	06/05/2019
WEBB III, ASHBY	SOCIAL SERVICES	HUMAN SERVICES ASST III	06/05/2019

**SUSPENSIONS:** 0

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

**REMOVALS:**

NAME	DEPARTMENT	POSITION	DATE
AMES, CYNTHIA	PUBLIC WORKS	SR ADMIN ASST	06/01/2019
HOWARD, LINDA	COMM OF REVENUE	BUS LIC INSP	06/04/2019
HYDE, AUBREY	FIRE	ALS/FIREFIGHTER	06/05/2019
STAMPER, ROBERT	POLICE OFFICER	POLICE OFFICER I	06/01/2019

March Altman, City Manager  
Charles Dane, Assistant City Manager  
Jennifer Sears, HR Director  
Dave Harless, Risk & Safety Coordinator  
Debbie Pershing, Administrative Services Manager  
Michael Terry, Finance Director  
Dipo Muritala, Assistant Finance Director

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

# **FINANCIAL REPORT**

**City of Hopewell, VA**  
**Finance Department Turnover Assessment**  
**Implementation Plan**  
**Progress Report**  
**05.31.2019**

**Implementation Plan**

- **External Reporting**
  - **CAFR (FY16, FY17, FY18)**
  - **Closing, Reporting and Audit Workflow**
  - **Other (FY16, FY17, FY18)**
  - **APA, DEQ, Single Audit, FAC (FY15)**
  
- **Budget Development FY20**
  
- **Internal Reporting**
  - **Reporting for the period of 01.03.2018 – 11.30.2018 was deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan**
  - **Reporting for the period of 12.31.2018 – 06.30.2019 will be limited in scope due to priority action given to External Reporting and Budget Development FY20 Implementation Plan**

**City of Hopewell, VA  
Finance Department Turnover Assessment  
Implementation Plan  
Progress Report  
05.31.2019**

- **External Reporting**
  - **CAFR (FY16, FY17, FY18)**
  - **Closing, Reporting and Audit Workflow**
  - **Other (FY16, FY17, FY18)**
  - **APA, DEQ, Single Audit, FAC (FY15)**

City of Hopewell, VA May 31, 2019				
External Reporting -- CAFR Compliance Implementation Plan FY 2016, FY 2017 & FY 2018				
	Date Start	Date Due	% Completion Status	Comment(s)
<b>Perform Assessment &amp; Planning Requirements:</b> for Completion and Audit of the CAFR, APA Report(s) and Single Audit Fiscal Years Ending FY2016, FY 2017 & FY 2018	12.01.17	12.31.17	100%	
<b>Communicate Implementation Plan:</b> to Stake Holders & Essential Participants such as... City Administration & Staff Schools Administration & Staff City Council Auditor- PBMares (PBM) Government & Regulatory Agencies	01.03.18	01.16.18	100%	Actual completion date 01.26.18 Lapse in achieving due date: City closings -- inclement weather, holidays. Calendar availability of stake holders & essential participants (prescheduled commitments).
FY 2016 Implementation Plan Activities	Date Start	Date Due	% Completion Status	Comment(s)
<u>FY 2016 Audit &amp; CAFR Preparation</u>	01.03.18	03.31.18	100%	Overall estimated % of completion as of 09.30.18
Issued authorization to prior auditor-CBH to allow current auditor-PBM access to audit work papers (Fiscal Year Ended 6.30.2010 thru 6.30.2015)				Task completion 100% 02.01.18
Received concurrence from current auditor-PBM on the City's CAFR implementation plan approach & timetable				Task completion 100% 02.01.18
Obtained additional input from current auditor-PBM on items the City are to have available during the audit field work process				Task completion 100% 02.02.18
Requested departments to provide documents, schedules and other required information for FY16 CAFR preparation				Task completion 100% 01.19.18
Ongoing review of information received from departments and follow-up communications with departments including interviews, meetings emails etc.				Task completion 100% 05.31.18
<b>Schools:</b> <u>Task completion pending Schools providing corrected fund statements information to auditor (PBM)</u>				Task completion ( 100%) City Manager requested Schools Superintendent to ensure Schools staff prioritize & complete required task.
<u>City Finance Director recommended to City Manager solution approaches, if implemented immediately by Schools would prevent further delays in the completion of the CAFR and the Audit.</u> (08.21.2018)				City Manager requested Schools Superintendent to consider recommended solution approaches, if implemented immediately by Schools would prevent further delays in the completion of the CAFR and the Audit
				Schools communicated fund statements information to auditor (PBM) 9.26.18
City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan				Task completion ( 100%) (see % completion status & comments of the City CRAW implementation plan)
<b>FY 2016 Audit</b>	04.01.18	04.30.18		Task completion ( 80%)
FY 2016 CAFR Audited & Issued			100%	Actual Completion date 10.24.18
FY 2016 APA Report(s) Issued			100%	Actual Completion date 10.30.18
FY 2016 Single Audit Issued			85%	FY16 CAFR audit completed. Preparation of federal schedule(s) in process and prior FY15 issues resolution in process 05.31.19



FY 2017				
Implementation Plan Activities	Date Start	Date Due	% Completion Status	Comment(s)
<u>FY 2017 Audit &amp; CAFR Preparation</u>	04.01.18	07.31.18		
Received confirmation from auditor-PBM on date to start preliminary internal control field work process for both City & Schools <b>(07.09.18 to 07.13.18 Field Work Period)</b>	06.14.18	06.29.18	100%	Task completion 06.25.18
Obtained input from auditor-PBM on items the City are to have available during the audit field work process & the departments that will be reviewed	06.14.18	06.18.18	100%	Task completion 06.18.18
Requested departments to provide documents, schedules and other required information for FY17 CAFR preparation	06.15.18	6.29.18	100%	Task completion 06.29.18
Auditor-PBM started preliminary internal control field work process for both City & Schools	07.09.18	07.20.18		Task completion at 07.31.18
			100%	City
			0%	Schools ( postpone to 08.06.18 )
			40%	Schools ( estimated as of 09.30.18 )
Received confirmation from auditor-PBM on date to start audit field work & testing process for both City & Schools <b>(08.06.18 to 08.17.18 Field Work Period)</b>	07.20.18	07.25.18	100%	Task completion 07.30.18
Received confirmation from auditor-PBM on <b>return date to continue</b> audit field work & testing process for both City & Schools <b>(09.10.18 to 09.14.18 Continued Field Work Period)</b>	09.04.18	09.05.18	100%	Task completed
Schools: <a href="#">To expedite the completion of the FY 2017 CAFR and the Audit the City Finance Director recommended to the City Manager the necessity to deploy City CAFR Team accounting support to Schools.</a>	1.24.19	2.28.19	3.29.19	Task work in process ( 100% ) Schools Superintendent welcomed the recommendation as advised by the City Manager. Schools Finance Staff is working closely with the City to complete the FY 2017 CAFR and the Audit.
City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan			3.29.19	Task work in process ( 100% ) (see % completion status & comments of the City CRAW implementation plan)
<u>FY 2017 Audit</u>	08.01.18	08.31.18		
FY 2017 CAFR Audited & Issued			100%	Actual Completion date 06.10.19
FY 2017 APA Report(s) Issued			25%	Pending FY17 CAFR opinion issuance
FY 2017 Single Audit Issued			0%	Postponed until FY16 & FY17 audit completed and FY15 issues resolved.
FY 2018				
Implementation Plan Activities	Date Start	Date Due	% Completion Status	Comment(s)
<u>FY 2018 Audit &amp; CAFR Preparation</u>	08.01.18	10.31.18		
<u>FY 2018 Audit</u>	11.01.18	11.30.18		
FY 2018 CAFR Audited & Issued				
FY 2018 APA Report(s) Issued				
FY 2018 Single Audit Issued				

City of Hopewell, Virginia								
Closing, Reporting and Audit Workflow (CRAW)								
				Date Start	Date Due	% Completion Status		Comment(s)
<b>Project Planning</b>				12.01.17	12.31.17	100%		
<b>Fiscal Year Ended June 30, 2016</b>				01.03.18	04.30.18	100%		Overall estimated % of completion as of 09.30.18
<b>Phase:</b>								
<b>Comprehensive Annual Financial Report (CAFR)</b>								
			Cash reconciliations			100%		Task completed
			Beginning general ledger balance reconciliation			100%		Task completed
			Year end closing process			100%		Task completed
			Fund Balance classifications			100%		Task completed
			Pension (GASB 68)			100%		Task completed
			Other postemployment benefits (GASB 45)			100%		Task completed
			Government Wide Reconciliations			100%		Task completed
			Financial Statement Preparation			100%		Task completed
			<b>Auditor of Public Accounts (APA) Report</b>			100%		Actual Completion date 10.30.18
			<b>Single Audit Report</b>			85%		Task work in process 05.31.19
				Date Start	Date Due	% Completion Status		Comment(s)
<b>Project Planning</b>				12.01.17	12.31.17	100%		
<b>Fiscal Year Ended June 30, 2017</b>				05.01.18	08.31.18	100%		Overall estimated % of completion as of 03.29.19
<b>Phase:</b>								
<b>Comprehensive Annual Financial Report (CAFR)</b>								
			Cash reconciliations			100%		Task Completed
			Beginning general ledger balance reconciliation			100%		Task Completed
			Year end closing process			100%		Task Completed
			Fund Balance classifications			100%		Task Completed
			Pension (GASB 68)			100%		Task Completed
			Other postemployment benefits (GASB 45)			100%		Task Completed
			Government Wide Reconciliations			100%		Task Completed
			Financial Statement Preparation			100%		Task Completed
			<b>Auditor of Public Accounts (APA) Report</b>			25%		Task work in process 05.31.19
			<b>Single Audit Report</b>			0%		

City of Hopewell, VA				
May 31, 2019				
Other				
FY 16, FY17 & FY18				
	Date Start	Date Due	% Completion Status	Comment(s)
<b>Perform Assessment &amp; Planning Requirements for 2018:</b>	12.01.18	12.31.18	100%	Actual completion date 12.31.18
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
<b>Implement Plan for 2018:</b>	01.01.19	02.15.19	100%	Actual completion date 01.31.19
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
<b>Notification &amp; Requests for Reporting</b>	07.01.18	06.30.19	95%	Overall estimated % of completion as of <b>05.31.19</b>
State Compensation Board Reimbursement -- SCB				
(July 2018)			100%	Actual completion date 08.21.18
(August 2018)			100%	Actual completion date 09.13.18
(September 2018)			100%	Actual completion date 10.15.18
(October 2018)			100%	Actual completion date 11.15.18
(November 2018)			100%	Actual completion date 12.12.18
(December 2018)			100%	Actual completion date 01.11.19
(January 2019)			100%	Actual completion date 02.12.19
(February 2019)			100%	Actual completion date 03.13.19
(March 2019)			100%	Actual completion date 04.13.19
(April 2019)			100%	Actual completion date <b>05.13.19</b>
(May 2019)			100%	Actual completion date <b>06.10.19</b>
<b>Department of Criminal Justice System -- DCJS</b>				
( FY18 4th Quarter)			100%	Actual completion date 07.25.18
<b>Healthy Families Grant</b>				
( FY18 4th Quarter)			100%	Actual completion date 07.16.18
<b>Community Based Child Abuse Program (CBCAP) Grant</b>				
( FY18 4rd Quarter)			100%	Actual completion date 07.16.18
<b>Electronic Municipal Market Access -- EMMA</b>				
(Escrow Deposit Agreement for 2015 Refunding)			100%	Actual completion date 01.23.18
<b>VDOT/Weldon Cooper Center 2017 Highway Finance Survey</b>				
(Due 03.15.18)			15%	Inquiry of City submission in process
<b>VDOT/Weldon Cooper Center 2016 Highway Finance Survey</b>				
(Due 03.15.17)			15%	Inquiry of City submission in process
<b>Rating Agency requested the City to provide written responses to information inquiry.</b>	7.23.18	7.31.18	100%	Actual completion date 07.31.18
<b>(Electronic Municipal Market Access (EMMA) Continuing Disclosure Agreement "CDA" requirements -- rating withdrawal notification)</b>	8.3.18	8.17.18	100%	Actual completion date 08.15.18
<b>Residential Sewer Rates Cost of Service Study</b>				Task on hold pending CAFR project completion
<b>Va. Dept of Emergency Mangement (VDEM) Grant Compliance Monitoring Site Visit</b>	7.24.18	7.24.18	100%	Actual completion date 07.24.18
<b>City of Hopewell Cost Allocation Plan FY 2017 (preparation by Finance Staff and coordinating Maguire &amp; Associates of Va. site visit )</b>	8.15.18	8.28.18	100%	Actual completion date 08.28.18



City of Hopewell, VA May 31, 2019				
External Reporting - APA, DEQ, Single Audit & FAC Issuance and/or Completion FY 2015				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Contact Prior Auditor -- Cherry Bekaert (CBH); for Issuance and/or Completion Status of	12.01.17	12.31.17	100%	
APA Reports (Comparative Transmittal, Sheriff's Report) DEQ (Landfill Financial Assurance Report) Single Audit Report Federal Audit ClearingHouse (FAC) Reporting Other				
Implementation Plan:				
Obtain from CBH Confirmation of Issuance and/or Completion Status	01.03.18	01.31.18		
<u>APA Reports</u>				
FY15 Comparative Transmittal			100%	Actual completion date 01.24.18
FY15 Sheriff Report			NA	The City is required to request its auditor to conduct APA agreed upon procedures and issue a Sheriff report. CBH advised as of <b>01.31.18</b> the City had not made such request for FY15 or FY14.  The City requested on <b>02.01.18</b> CBH and APA to consider the impact on the City's current CAFRs Implementation Plans (FY16, FY17 & FY18)  APA advised on <b>02.05.18</b> it will not pursue requesting the FY15 Sheriff's internal controls attesting report for FY15.
DEQ (Landfill Financial Assurance Letter)	01.03.18	01.31.18	NA	The City requested on <b>02.01.18</b> DEQ to advise on the City delinquent reporting (agreed upon procedures) related to the Financial Landfill Letter for FY15, FY16 & FY17.  DEQ advised on <b>02.02.18</b> since the City has recently put a standby trust deposit in place to satisfy DEQ requirements. The City should take measures to ensure the DEQ Letter going forward for the fiscal year ending 6.30.2018 (FY18) is submitted on a current basis.
	01.25.19	02.25.19	100%	As requested by DEQ the City is implementing measures to reaffirm the standby trust put into place to satisfy DEQ requirements.
Single Audit Report FAC Reporting	01.03.18	01.31.18	85%	CBH provided the City with a draft FY15 report on <b>03.30.18</b> . Finalization & issuance of the report is pending City review of the draft and discussions with the City's current auditors (PB Mares LLP). CBH issuance of the FY15 single audit & corresponding FAC Reporting is reset for <b>06.30.19</b>

**City of Hopewell, VA  
Finance Department Turnover Assessment  
Implementation Plan  
Progress Report  
05.31.2019**

- **Budget Development FY20**

City of Hopewell, VA				
May 31, 2019				
Budget Development				
FY 2019 - 2020				
	<b>Date</b>	<b>Date</b>	<b>% Completion</b>	<b>Comment(s)</b>
	<b>Start</b>	<b>Due</b>	<b>Status</b>	
<b>Perform Assessment &amp; Planning Requirements</b>				
<b>for FY 2019 - 2020 Budget Development:</b>	12.01.18	12.31.18	100%	
Annual Operating				
Capital Project				
Capital Improvement Plan (CIP)				
<b><u>Draft Proposed City Budget Calendar for FY 2019 - 2020</u></b>	01.15.19	01.31.19	100%	Task completion 01.31.19
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
<b><u>Communicate Draft to Stake Holders:</u></b>	01.31.19	02.22.19	100%	Task completion 02.21.19
<b><u>Finalize City Budget Calendar for FY 2019 - 2020</u></b>	02.22.19	02.28.19	100%	Task completion 04.08.19
<b><u>Implement City Budget Calendar for FY 2019 - 2020</u></b>	03.01.19	05.31.19	100%	Task completion 06.11.19
<b><u>Prepare the approved FY20 City Budget for loading to the City's accounting administrative system ( MUNIS)</u></b>	6.17.19	6.28.19		
<b><u>Review &amp; verify the loaded approved FY20 City Budget to the City's accounting administrative system ( MUNIS)</u></b>	6.24.19	6.28.19		
<b><u>Confirm &amp; verify City departments having access to their loaded approved FY20 City Budget to the City's accounting administrative system ( MUNIS)</u></b>	6.27.19	6.28.19		
<b>Finance Department preparing DRAFT FY 2019-2020 Financial Plan (i.e. City budgetary document)</b>	7.15.19	8.30.19		

**City of Hopewell, VA**  
**Finance Department Turnover Assessment**  
**Implementation Plan**  
**Progress Report**  
**05.31.2019**

- **Internal Reporting**

- Reporting for the period of 01.03.2018 – 11.30.2018 was deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan
- Reporting for the period of 12.31.2018 – 06.30.2019 will be limited in scope due to priority action given to External Reporting and Budget Development FY20 Implementation Plan

City Manager's Report on Transfers 07.01.2018 to 5.31.2019					
Activity Date	Account Description	Fund Type	From	To	Comment(s)
08/1/2018	Contingency/Litigation	General Fund	\$ 300		Transfer for Med-Flight (invoice for \$1,000 only \$700 included in FY19 budget)
	Regional Med-Flight (Chesterfield County)	General Fund		\$ 300	
08/20/2018	Disaster Recovery	Capital Fund	\$ 70,000		Transfer for Email Server Upgrade
	Exchange Email Server	Capital Fund		\$ 70,000	
10/18/2018	Contingency/Litigation	General Fund	\$ 90,000		Transfer for CSA Repayment
	CSA Litigation/Repayment	General Fund		\$ 90,000	
10/22/2018	Contingency/Litigation	General Fund	\$ 70,000		Transfer for Disaster Recovery (offsite data storage)
	IT Disaster Recovery	General Fund		\$ 70,000	
12/26/2018	Police Full-time Salaries (salary savings)	General Fund	\$ 35,000		Transfer for VOIP (Phone System)-City Hall
	IT EDP Equipment-VOIP	General Fund		\$ 35,000	
1/23/2019	Police Full-time Salaries (salary savings)	General Fund	\$ 32,803		Transfer for Council Chambers Rehab-FY 19
	Council Add Furniture/Fixtures/Equip	General Fund		\$ 32,803	
1/29/2019	Police Full-time Salaries (salary savings)	General Fund	\$ 4,298		Transfer for VA Assoc of Chiefs of Police Consultation
	Police Management Consulting Services	General Fund		\$ 4,298	
1/29/2019	HR Full-time Salaries (salary savings)	General Fund	\$ 16,639		Transfer for Tyler Training Costs
	IT Management Info System	General Fund		\$ 16,639	
2/28/2019	City Point Rd Drainage Project-Construction	Stormwater Fund	\$ 55,000		Transfer for Design/Engineering Stormwater Projects
	HHS/Mathis Park Project-Design/Engineering	Stormwater Fund		\$ 30,000	
	City Point Rd Drainage Project-Design/Engineering	Stormwater Fund		\$ 25,000	
3/27/2019	Contingency/Litigation	General Fund	\$ 50,000		Transfer for Retiree Health Insurance
	Retiree Health Insurance	General Fund		\$ 50,000	
4/2/2019	Police-Add Vehicles	Capital Fund	\$ 63,902		Transfer for Dispatch Furniture
	Police-Add Furniture/Fixtures/Equip	Capital Fund		\$ 63,902	
4/15/2019	Contingency/Litigation	General Fund	\$ 5,390		Transfer for Riverside Criminal Justice Agency (Pre-trial/Probation)
	Riverside Criminal Justice Agency	General Fund		\$ 5,390	
4/15/2019	Contingency/Litigation	General Fund	\$ 23,000		Transfer for Circuit Court Expenses
	Circuit Court	General Fund		\$ 23,000	
5/1--5/31/2019	City Manager Transfers for Reporting Period-None				



**INFORMATION  
FOR COUNCIL  
REVIEW**

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY  
350 East Poythress Street  
Hopewell, VA 23860

REGULAR MEETING OF April 8, 2019

\*\*\* MINUTES \*\*\*

Minutes of Regular Meeting of the Board of Commissioners of the Hopewell Redevelopment and Housing Authority of the City of Hopewell, Virginia, held Monday, April 8, 2019 at 5:15 p.m.

The meeting was called to order by the Chairman. Roll call, those present and absent were as follows:

- Present: Sheila Flowers, Chairman  
Johnny Jones, Vice-Chairman  
Ruth Johnson, Commissioner  
Shamika Lewis, Commissioner  
Sherman Cross, Commissioner  
John Tunstall, Commissioner
- Absent: Wendy Gant, Commissioner
- Also Present: Madelyn Peay, Deputy Executive Director  
Sherry Henderson, Executive Secretary  
Brenda Pelham, City Councilor/Concerned Citizen

CONSENT AGENDA

C-1 & C-2 Upon motion made by Commissioner Cross and seconded by Commissioner Lewis with all Commissioners present responding, the Consent Agenda was approved.

Upon roll call, the vote resulted:

- Chairman Flowers - Yes
- Vice-Chairman Jones - Yes
- Commissioner Johnson - Yes
- Commissioner Cross - Yes
- Commissioner Tunstall - Yes
- Commissioner Lewis - Yes

6 Yes; Motion Passed

COMMUNICATIONS FROM CITIZENS: Councilor Pelham expressed her concern of residents being informed of policy and procedures that are administered at the Housing Authority.

REGULAR AGENDA

R-1 Discussion of Pending List.

Mrs. Peay stated the current items on the Pending List will be deferred until the May meeting.

A work session with City Council was added to the Pending List.

R-2 Financial Statement Review

Mrs. Peay presented the Board of Commissioners with a brief review of the Financial Statements.

R-3 Request approval of Resolution No. 860, contract with Quadel Consulting and Training in the amount of \$69,792 to perform policy and procedure improvements and training.

Upon motion made by Commissioner Johnson and seconded by Commissioner Tunstall with all Commissioners present responding, the Board of Commissioners approved Resolution No. 860, contract with Quadel Consulting and Training in the amount of \$69,792 to perform policy and procedure improvements and training.

Upon roll call, the vote resulted:

Chairman Flowers	- Yes
Vice-Chairman Jones	- Yes
Commissioner Johnson	- Yes
Commissioner Cross	- Yes
Commissioner Tunstall	- Yes
Commissioner Lewis	- Yes

6 Yes; Motion Passed

R-4 Discussion/Other Matters.

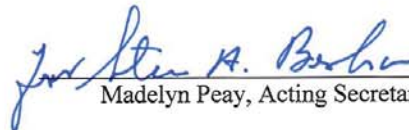
The Board of Commissioners discussed information of interest to each of them. Listed below is a summarization of the discussion points and other matters. They will be added to pending list for follow up.

1. Will the May financial discussion be the training for the Board members?
2. The Board would like to attend the training that Quadel Consulting will provide to staff.
3. How many days does someone have to submit a grievance request?
4. Check on account receivable write-off amount for 2018 and 2019.
5. Board request a list of steps for person to file a complaint with the Authority.

**ADJOURNMENT**

Upon motion made Commissioner Cross seconded by Commissioner Johnson with all Commissioners present responding affirmatively, the meeting was adjourned at 6:40 p.m.

  
\_\_\_\_\_  
Sheila Flowers, Chairman

  
\_\_\_\_\_  
Madelyn Peay, Acting Secretary-Treasurer



***Hopewell Community Policy & Management Team  
Minutes of the Meeting  
May 20, 2019***

**Present:** Diana Barnes, District 19; Joseph Bizzell, Treasurer's Office; Janice Denton, City Council; Joan Gosier, Fiscal Agent; Jermaine Harris, Hopewell Public Schools; Raymond Spicer, Social Services Director; and Chris Wright, Health Department

**Absent:** Woodrow Harris, Court Services

**Others Present:** Wanda Brown, CSA Manager; Christene Teasley, CSA Senior Administrative Assistant

- I. **Call to Order** - Chairman Barnes called the meeting to order at 2:02 p.m.
- II. **Adoption of Agenda** – A motion was made by Joseph Bizzell and seconded by Janice Denton to adopt the amended May 20, 2019 meeting agenda with the addition of **DSS Door** listed under New Business. All members voted “aye.”
- III. **Public Comments** - None
- IV. **Approval of Minutes** – A motion was made by Joseph Bizzell and seconded by Jermaine Harris to approve the April 23, 2019 minutes as submitted, with all members voting “aye.”
- V. **Financial Report** – Wanda Brown reported that 11.6% of CSA funds were expended for services during the month of May, and 82.1% expended year-to-date. She explained that the majority of the purchase orders were for school related expenditures. Joseph Bizzell presented the CSA Financial Review and Update Report for July 1, 2018 thru April 30, 2019. He stated that for account 505712, the 2019 Actual Program Income was \$1,649,775.61, Program Expenses of 2,397,888.03, CSA Refunds of \$23,345.58, and Administrative Expenses of \$92,236.01.

Diana Barnes stated that a meeting regarding financial reporting and school funding will be held by OCS on June 20<sup>th</sup>. She said discussions will consist of studies concerning day school placements. Mrs. Barnes asked members who attend the meeting to come back and present information to the team.

**CMPT Minutes**  
**May 20, 2019**

**VI. Old Business**

**A. Policy & Procedures** – Diana Barnes asked members to sign up for the policy and procedure work groups. She stated that meetings will be held in the CSA/CPMT conference room and that everyone is welcome to attend any and all work group meetings. Mrs. Barnes emailed the following schedule to all members.

- Tuesday, May 28<sup>th</sup> 1:30-3:30 p.m.
- Thursday, May 30<sup>th</sup> 1:00-3:00 p.m.
- Monday, June 3<sup>rd</sup> 10:00 a.m.-12:00 p.m.
- Tuesday, June 4<sup>th</sup> 1:30-3:30 p.m.
- Wednesday, June 5<sup>th</sup> 9:00-11:00 a.m. (we need a location to meet)
- Monday, June 10<sup>th</sup> 1:30-3:30 p.m.
- Thursday, June 13<sup>th</sup> 1:00-3:00 p.m.

Diana Barnes stated that she will be on vacation on June 17<sup>th</sup>. In her absence, Jermaine Harris, Vice-Chair, will conduct the June 17<sup>th</sup> CPMT meeting.

**New Business**

**A. DSS Door** – Wanda Brown addressed the door being installed in the hallway by DSS. She expressed concerns on how the door would affect people attending CPMT and FAPT meetings. She was told previously that the door was necessary because CSA allowed people to roam the building. Ms. Brown expressed confusion because representatives attending meetings for FAPT are from the school system and DSS. She explained that parents, guardians, and vendors entering and leaving the FAPT meetings are escorted by either the school representative or DSS case workers. The only individuals who are given a visitor's pass to use the restrooms in the DSS area are FAPT and CPMT members. Ms. Brown asked Mr. Spicer if he was saying that FAPT, CPMT, and CSA members are to use the bathrooms located in the lobby since there are no bathroom facilities in the CSA department. Ms. Brown explained that she holds meetings other than CPMT and FAPT at the library or other locations so that those attending can have access to bathroom facilities. Ray Spicer stated that the door was installed for a number of reasons. He said that a safety committee was formed to try to provide a safer environment. Mr. Spicer also stated that a federal audit of DSS was very specific about having two layers of separation between social services and other departments, so it was necessary to install the door. He stated that if funds were available, he would put a lock on the door. Wanda Brown and Chris Teasley expressed their safety concerns because this makes them isolated with only one exit from the building. Ms. Brown stated that the CSA department is not connected to DSS's intercom system and cannot hear notifications of any emergency situations in the building.

**CMPT Minutes  
May 20, 2019**

Joan Gosier stated that she was going to review OSHA regulations regarding access to bathroom facilities for all employees.

Chris Teasley expressed great concern about not receiving information on the Active Shooter Training sessions that are scheduled in the DSS multipurpose room. She stated that CSA employees are housed in the same building as DSS and should be informed of such training and any instructions given regarding all matters of safety.

**VIII. Closed Meeting** – Chairman Barnes declared at 2:45 p.m. to enter into a Closed Meeting, pursuant to §2.2-3711(A) of the Code of Virginia for the purpose of discussing or considering child-specific purchase order requests, which is authorized by §2.2-3711(A)(4) of the Code of Virginia.

**IX. Open Session**

Chairman Barnes reconvened the open session at 3:33 p.m.

**Certification of Closed Meeting**

Pursuant to §2.2-3712(D) of the Code of Virginia, the Community Policy and Management Team certify that, to the best of each member’s knowledge, (i) only public business matters lawfully exempt from open meeting requirements under the Virginia Freedom of Information Act, and (ii) only such business matters as were identified in the motion by which the Closed Meeting was convened, heard, discussed, or considered. Diana Barnes, Wanda Brown, Janice Denton, Jermaine Harris, Ray Spicer, and Chris Wright voting “yes.” Joseph Bizzell and Joan Gosier left the meeting before the closed session. Woody Harris was absent.

**A. Approval of Purchase Order Request**

A motion was made by Janice Denton, and seconded by Chris Wright to approve and authorize payment of the May 2019 total expenditures of \$23,558.80, and the extension of 60 days for a case as discussed in closed session. The motion passed, with Diana Barnes, Janice Denton, Jermaine Harris, Ray Spicer, and Chris Wright voting “aye.” Joseph Bizzell, Joan Gosier, and Woody Harris were absent.

**X. Items of Interest** - None

**XI.** The next meeting is scheduled for June 17, 2019 @ 2:00 p.m.

**XII.** Chairman Barnes adjourned the meeting at 3:36 p.m.

**Approval of the May 20, 2019 Minutes**

**Motion by:**

**Seconded by:**

**All members voting**

# **PUBLIC HEARINGS**

**PH-1**





# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:****Work Session to update City Council on Spot Blight Program**

**ISSUE** The Department of Development, Building Division has identified structures in the City as blighted. The Spot Blight Ordinance requires City Council approve to demolish, rehabilitate or acquire such properties.

**RECOMMENDATION:** Hold a work session to discuss current structures on the spot blight list.

**TIMING:** The work session is scheduled for June 11, 2019. Staff is requesting the public hearing be held on June 25, 2019.

**BACKGROUND:** Staff has rated structures on the current spot blight list and will present these to City Council for discussion. A public hearing will be set to consider citizen comments.

**ENCLOSED DOCUMENTS:**

- Current Spot Blight list
- Pictures
- Map

**STAFF:** Tevya W. Griffin, Director of Development

**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"/>	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			

**MOTION:** \_\_\_\_\_

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**Roll Call**

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**SUMMARY:**

- | <b>Y</b>                 | <b>N</b>                 |                                    |
|--------------------------|--------------------------|------------------------------------|
| <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"/> | Councilor John B. Partin, Ward #3  |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4        |

- | <b>Y</b>                 | <b>N</b>                 |                                      |
|--------------------------|--------------------------|--------------------------------------|
| <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"/> | Vice Mayor Patience Bennett, Ward #7 |

Score	Sub-Parcel	Property Address	Use	Owner's Information	Vacant	Letter 1/Building Tag	Outcome	Letter 2	Outcome2	NOTES	WARD	Council Decision	Date of Action		
2/2019 <b>35</b>	610400	<b>801 Winston Churchill Drive</b>	C	Hopewell Holdings LLC C/O Intiaz Kapadia 11100 Kentshire Lane Chester, VA 23831	✓	11/15/2016- Munis#666 (SP) Red tag 8/7/18	Owner plans to sell to an investor. NOT SOLD AND NO IMPROVEMENT AS OF 8/7/18	8/7/2018	OWNER CAME IN AND SAID A PLAN WOULD BE SUBMITTED BY 8/24/18 AS OF 9/24/18 <b>NO PLAN RECEIVED</b>	6/17/19-NEW Pictures 6/18/19: No plan received and no improvement. Sending to council June 25th 2019	<b>W-2</b>				
2/2019 <b>54</b>	130920	<b>2308 Lee</b>	SFD	Earman Novella N 3800 Moreel Ave #5 S Prince George VA 23805	✓	6/6/18 Letter and Red Tag- Munis #3939 (JG)	Owner is attempting to sell the property. New owner submitted Conditional Use Permit application. Wants to demolish home and build new	2/25/2019	3/11/19 meeting with BO at 10:00 am Novella Erman	1/18/19: Email from TG, owner not selling property. 4/24/18- CUP App # 20180271 submitted and approved. 6/17/19: Sending to council June 25th 2019	<b>W-1</b>				
2/2019 <b>54</b>	1210110	<b>3505 Sussex Drive</b>	SFD	New Owner: Hartman William L Or V H Bent 3505 Sussex Dr Hopewell, VA 23860 Old Owner: Rwn Auto Inc. PO Box 1623 Hopewell	✓	10/26/2016- Munis# 669 (TR)	11/21/17: No response from owner. Forwarded to City Council. Public Hearing Decision to Rehab	2/25/2019 Re-send	3-16-19: Cert Letter # 2 returned	7/3/18: REGISTERED VACANT BUILD 6/17/19: Sending to council June 25th 2019	<b>W-4</b>				
2/2019 <b>60</b>	110160	<b>108 North 3rd Avenue</b>	SFD	Robert Terry 705-B W Broadway Hopewell, VA 23860	✓	4/5/17- Munis #661 (BR) red tag placed on 8/7/18	NO RESPONSE	5/16/2018 2/25/2019 Re-send	6/12/18: Forwarded to City Council. Public Hearing. Staff requested the item be tabled because contact was made with the owner. <b>Signed 2nd Cert Letter.</b>	7/2/18: VB REGISTERED AND PLAN RECEIVED TO BE CHECKED FOR IMPROVEMENTS IN ACCORDANCE WITH SPOT BLIGHT IN OCT. 6/17/19-NEW Pictures and per BO owner requested demo by city 6/17/19: Sending to council June 25th 2019	<b>W-2</b>				
2/2019 <b>45</b>	670085	<b>1113 Delaware</b>	SFD	Jones Marjorie 1113 Delaware Ave. Hopewell, VA 23860		Letter 1 and Red tag 8/7/18 Munis #1696 (SP)	9/20/18: No respond from owner 8/9/18: <b>CERTIFIED LETTER RECEIVED</b>	9/20/2018 HAND DELIVER Y	9/24/18: HOME OWNER IS WORKING WITH BO AND SP TO GET SOME WORK DONE TO HER HOME. SHE HAS FOUND A CONTRACTOR AND WILL BE PULLING PERMITS IF NEED BE. MPD	11/5/18: per BO no more letters to be sent 6/17/19: unable to attain contractor sending to council June 25th 2019	<b>W-2</b>				
2/2019 <b>57</b>	230170	<b>135 S 13th</b>	SFD	Leath Garland L Et Als 3103 Poplar St. Hopewell, VA 23860	✓	6/6/18- Munis #4152 (JG)	<b>6/12/18: RETURNED BUT</b> Meeting with BO requested	7/9/2018 2/25/2019 Re-send	7/5/18: owner met with BO to be checked for improvent on 8/6/18 <b>NO IMPROVEMENT TO BE RATED</b> 3/22/19: Letter 2 returned	8/6/18 DWIGHT LEACH CALLED TO SAY HE IS IN THE PROCESS OF TRYING TO SELL THE PROPERTY; IF HE CANNOT SELL IT THEN HE WILL SUBMIT AN ABATEMENT PLAN TO REPAIR THE HOUSE.JB 6/17/19-NEW Pictures 6/17/19: Sending to council June 25th 2019	<b>W-2</b>				
2/2019 <b>45</b>	230175	<b>137 S 13th Ave.</b>	SFD	Leath Garland L Et Als 3103 Poplar St Hopewell, VA 23860	✓	7/9/18- Munis #4228 (JG)	7/5/18 owner met with BO to be checked for improvent on 8/6/18 <b>NO IMPROVEMENT</b>	8/7/2018 2/25/2019 Re-send	3/22/19: Certified Letter 2 Returned	8/7/18: no plan submitted-no work done. JG 6/17/19-NEW Pictures 6/17/19: Sending to council June 25th 2019	<b>W-2</b>				
2/2019 <b>55</b>	240865	<b>1503 Atlantic St.</b>	SFD	Wyatt Raymond L C/O Rannette Jones 413 Jefferson Ave. Hopewell, VA 23860	✓	6/6/18: Letter 1 and Red Tag Munis #4145 (JG)	6/8/18: Cert Letter Signed by Ranette Jones 7/4/18: Plan Received TO BE CHECKED FOR IMPROVEMENT IN OCT 15, 2018 AND JAN. 2019	N/A	6/7/19: Letter 2 not required because plan was received but not followed	6/17/19-NEW Pictures 6/17/19: Sending to council June 25th 2019	<b>W-1</b>				
	1060493	<b>4100 Oaklawn Blvd</b>	Zoned B3	Shree Arihant Motel Inc C/O Bharat Shah 12406 Hogans Alley Chester, VA 23836		Letter 1 Red Tag 2/25/2019 (Sammy)	3/4/19: 1st Letter signed Cert Receipt			6/17/19: Sending to council June 25th 2019	<b>W-7</b>				



Spot Blight Public Hearing  
HOPEWELL CITY COUNCIL WORK SESSION  
JUNE 25, 2019

# Housing in the City

- ▶ Issues Identified in the Community Survey
  - ▶ Owner and Rental Occupancy
  - ▶ Housing Vacancy
  - ▶ Age of Housing
  - ▶ Housing Affordability
  - ▶ Maintenance/ Up-keep
  - ▶ Diversity in Housing Stock
  - ▶ Quality of Housing

# 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

- ▶ Safety
- ▶ Blight – Crime
- ▶ Design (limited)
- ▶ Preservation
- ▶ Quality
- ▶ 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
- ▶ Zoning Incentives
- ▶ Economic Development
- ▶ Rental Inspection Program
- ▶ Architectural Guidelines
- ▶ Ordinance Amendments

# 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 (SB) List

- ▶ Since 2017 Identified 53 blighted buildings
- ▶ 24 current list
- ▶ 14 have been rehabbed
- ▶ 15 have been demolished
- ▶ 5 structures identified as imminent danger
  - ▶ 2 in 2018 – have been demolished
  - ▶ 3 in 2019 - waiting to have utilities disconnected
- ▶ 8 of the 24 properties currently on the SB list are recommended for demolition at this time

**Score 35**

**801 Winston  
Churchill Drive**

**Presented to City  
Council in 04/17**





**Score 54**

**2308 Lee Street**

**Conditional Use**

**Permit requested and  
approved. Title**

**Issues. Sale cancelled**





**Score 54**

**3505 Sussex Drive**

**Presented to Council  
4/17 and 6/18**

**No action by owners.**





**Score 60**

108 North 3<sup>rd</sup>

Presented to City Council  
6/2018



**Score 45**

**1113 Delaware Street**





**Score 57**

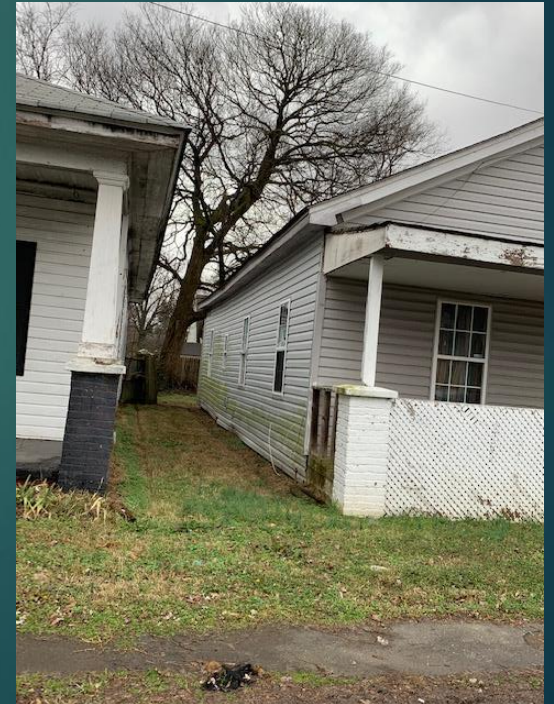
**135 South 13<sup>th</sup>  
Avenue**





137 South 13<sup>th</sup> Avenue

Score 55



# 1503 Atlantic Street

Score 55





**Score 55**

**4100 Oaklawn Boulevard  
Posted as Spot Blight 2/2019  
VMC Violations  
Trash and Debris**





Request a public hearing be set for July 9, 2019

Thank you

**PH-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 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

**Public Hearing to consider citizen comments a request for a Conditional Use Permit to operate a duplex at 2907 Poplar Street**

**ISSUE:** The Residential, Medium Density District (R-2) requires a Conditional Use Permit, approved by the City Council, in order to operate a duplex.

**RECOMMENDATION:** Hold a public hearing to consider comments and vote on the request.

**TIMING:** The public hearing will be held on June 25, 2019.

**BACKGROUND:** The owner of 2907 Poplar Street is requesting the conversion of a single family detached home into a duplex, a home designed for occupancy by two families. In the R-2 Zoning District a Conditional Use Permit is required to establish a duplex.

**ENCLOSED DOCUMENTS:**

- Conditional Use Permit Application
- Staff Report
- Pictures
- Map

**STAFF:** Tevya W. Griffin, Director of Development

**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"/>	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			

**MOTION:** \_\_\_\_\_

---

**Roll Call**

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**SUMMARY:**

- | <b>Y</b>                 | <b>N</b>                 |                                    |
|--------------------------|--------------------------|------------------------------------|
| <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"/> | Councilor John B. Partin, Ward #3  |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4        |

- | <b>Y</b>                 | <b>N</b>                 |                                      |
|--------------------------|--------------------------|--------------------------------------|
| <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"/> | Vice Mayor Patience Bennett, Ward #7 |





**Agent: Christopher W. Jenkins**

**2907 Poplar Street**

**Conditional Use Permit**

Staff Report prepared for the City Council Public Hearing

June 25, 2019

*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. PUBLIC HEARINGS & WORK SESSIONS:**

Planning Commission Public Hearing	May 2, 2019	Public Hearing held. No decision made. Tabled until next meeting date
Planning Commission City Council Work Session	May 30, 2019 June 11, 2019	Recommended Denial No action necessary
City Council Public Hearing	June 25, 2019	Pending

**II. IDENTIFICATION AND LOCATIONAL INFORMATION:**

Requested Zoning:	N/A
Existing Zoning:	R-2, Residential, Medium Density
Acreage:	6,000 square feet
Owner:	Christopher W Jenkins
Location of Property:	159 feet from the intersection of Roanoke Avenue and Poplar Street
Election Ward:	Ward 7
Land Use Plan Recommendation:	Urban Residential
Strategic Plan Goal:	N/A
Map Location(s):	Sub Parcel #: 043-0129 Lot 16-17, Block D, High Point Subdivision



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.

#### **IV. SUBJECT PROPERTY:**

The subject property is located at 2907 Poplar Street. The current owner purchased the home in February of 2019. Previously, the same owner occupied the home for twenty (20) years. The home has two units; with access from the front and the side. The home was built in 1951 and currently accesses for \$78,700. The home is 1 ½ stories with 1,704 square feet. It is located in the R-2, Residential, Medium Density District.

#### **VI. ZONING/STAFF ANALYSIS:**

A duplex is allowed in the R-2 Zoning District with a Conditional Use Permit. The home has been used as a duplex for many years; first for family members and later it was rented to a tenant. The latter was an illegal use of the property. The current owner is requesting the ability to rent both units legally. A duplex is defined in the Zoning Ordinance as a structure arranged or designed to be occupied by two (2) families, the structure having only two (2) dwelling units.

According to the Zoning Ordinance, the R-2 Zoning district is intended as a single-family residential area with low to medium population density. The regulations for this district are designed to stabilize and protect the essential characteristics of the district and to promote and encourage a suitable environment for family life. To this end, development is limited to a relatively low to medium concentration and permitted uses are limited basically to providing homes to the residents plus certain additional uses such as schools, parks, churches and other types of public facilities that will serve the residents of the area.

- Unit 1, has three (3) bedrooms and one (1) full bath.

- Unit 2, located on the subsequent floor, is accessible through the home in the kitchen and outside at the top floor on the side of the home. This unit has an open floor plan and functions as a studio apartment with one (1) full bath.

The City Council must determine if the dwelling at 2907 Poplar Street is suitable as a duplex, based on the criteria provided for in Article XXI, Amendments, cited on page 3 and 4 of this report.

### **Public Hearing held on May 2, 2019**

The Planning Commission held the public hearing on May 2, 2019. The public was properly opened and closed. Commissioners has outstanding questions and needed clarity from the Director of Development on issues raised in the Staff report. Commissioners provided the Director with questions via email.

On Monday, May 19, 2019 Commissioner Vanderkeift, the Building Official, Fire Marshall, and Director Griffin visited the property. The owner allowed this group to view both units and ask questions.

During the meeting, the Building Official concluded that the interior stairwell to the upstairs unit could not be used. The stairs were steep and narrow and does not meet current building code. Furthermore, the kitchen was located at the top of the steps and the stove obstructed access to the steps. The door from the 1<sup>st</sup> unit kitchen must be locked and a gate placed at the top of the steps. Keeping the stairway open but not serviceable would allow emergency personnel access to the top unit if the stairs from the outside were inaccessible due to fire or some other emergency.

It was also concluded by the Building Official and Fire Marshall that each unit would require fire suppression (sprinkler system). If a sprinkler system is installed the fire rating can be reduced to a one hour fire rating which has already been achieved in the home by the placement of sheet rock lathe and the plaster overlay.

### **Grandfathered**

During this meeting, there was also conversation regarding the grandfathering of the home as a duplex. However, the conversion and use of this single family dwelling to a duplex, regardless of the number of years of operation, does not constitute grandfathering.

The term grandfathering refers to a use that at one time in history was allowable by right, and at some time in the future became unallowable through a change in the law. A use is not required to cease operation, so is considered to be grandfathered or allowed to continue. In order for this property to fall under the grandfathering clause, the duplex would have been allowable in the R-2 Zoning District at the time it was converted. Staff has conducted research of past zoning ordinances, specifically, the R-2 District,

The previous owners converted the upstairs to a unit first for a family member and then rented it to persons outside of the family for compensation. When the unit was rented to persons other than family it became a two family home; a duplex. According to research

conducted by Staff, the property has not changed zoning districts and at no time was a duplex allowed by right in the R-2 zoning district. In fact, in 1976, the duplexes were only allowed in the R-4 district. Therefore, the operation of a duplex outside of the issuance of a Conditional Use Permit was illegal when converted.

#### **VII. STAFF RECOMMENDATION:**

Based on the requirement for fire suppression by the Building Official and the Fire Marshall, Staff recommends denial of the request submitted by Christopher W. Jenkins for a Conditional Use Permit to allow a duplex at 2907 Poplar Street. As is, the home does not meet safety requirements of the VA Building Code, 2012. The requests therefore does not meet Criteria #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.

Staff contends that the lack of a fire suppression system in each unit, required for the operation of a two family dwelling is not safe for those occupying the units or adjacent residents.

However, it is the opinion of Staff that if the applicant installs the fire suppression system as required, the application does meet the criteria and Staff would recommend approval. Staff contends that from a zoning lense the requests is an example of middle housing coined in the 2028 Comprehensive Plan in Chapter 9, Housing. It states, middle housing is a range of multi-unit or clustered housing types compatible in scale with single-family homes that help meet the growing demand for varied housing types and for walkable urban living. This duplex will fit seamlessly in to the fabric of the neighborhood. Access to the second unit is from the rear of the property. Additionally, there is space on the property for off street parking of vehicles.

#### **VIII. PLANNING COMMISSION RECOMMENDATION:**

At their meeting on May 30, 2019 the Hopewell Planning Commission voted 4-0 to deny the request submitted by Christopher W. Jenkins to allow a duplex at 2907 Poplar Street, also known as Lot 16-17, Block D, High Point. The Planning Commission concluded that the request did not meet criteria #2 and #5 in Article XXI, Section D., of the Hopewell Zoning Ordinance.

#### **IX. CITY COUNCIL RESOLUTION:**

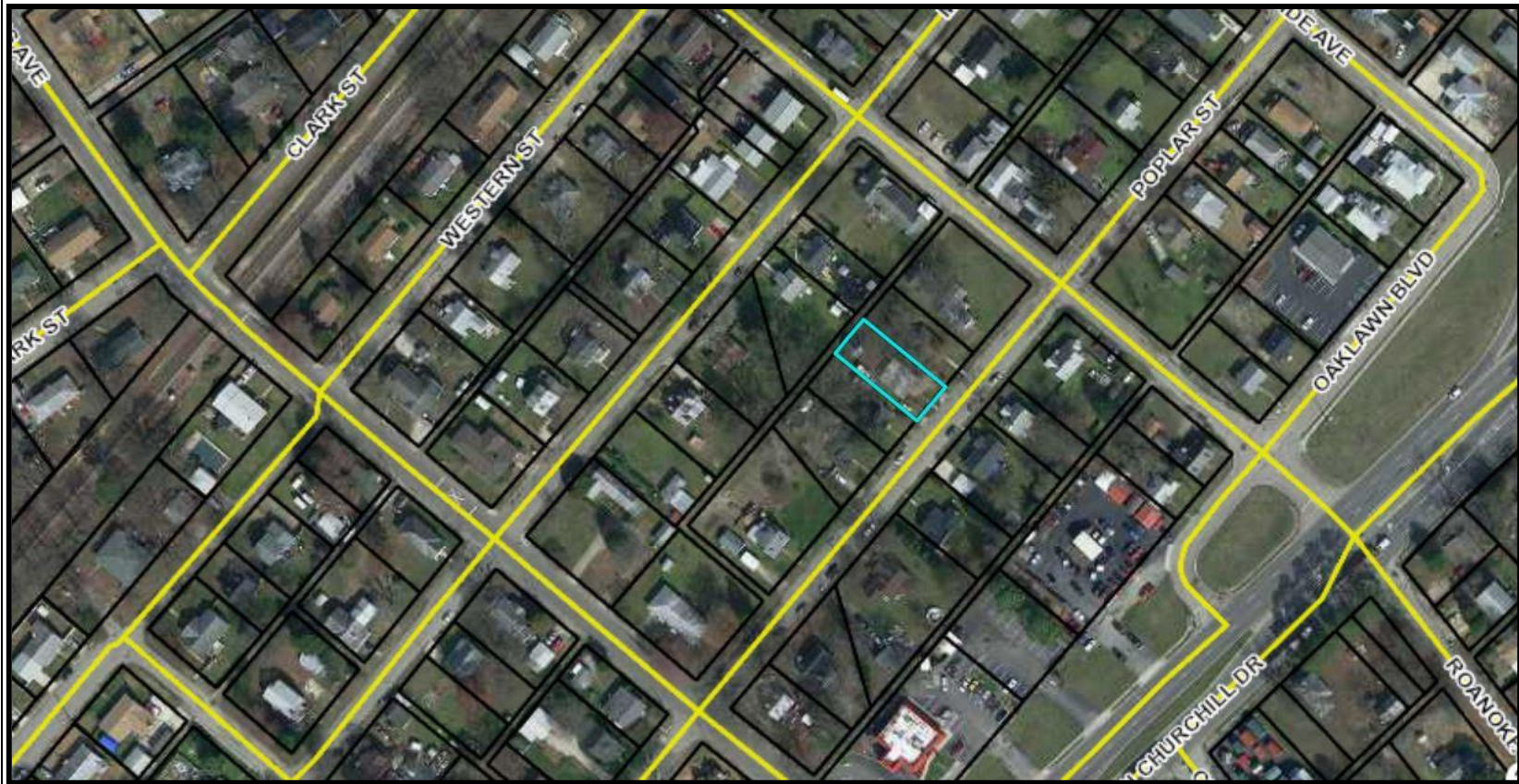
The Hopewell City Council votes to *approve, approve with conditions, deny*, the request submitted by Christopher W. Jenkins to allow a duplex at 2907 Poplar Street, also identified as Lot 16-17, Block D, High Point Subdivision.

#### Attachment(s):

1. Application for Conditional Use Permit
2. Supplemental Documentation, including pictures
3. Location Map (Arc Explorer Map)

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Aerial Map showing 2907 Poplar Street

May PC

City of Hopewell, VA  
Permits / Inspect... - 20190246|CUP - 2019  
009396-0001 Melissa ... 03/26/2019 01:51PM  
0 -  
CONDITIONAL USE PERMIT - REVIEW  
Payment Amount: 300.00  
Transaction Amount: 300.00  
CHECK: 2231



The City  
of  
Hopewell, Virginia

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

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICATION #

APPLICANT: Christopher W. Jenkins  
ADDRESS: 5005 Hidden Hills Dr  
Prince George, VA 23875  
PHONE #: 804-691-4437 FAX #:  
EMAIL ADDRESS: PastorCJenkins@aol.com

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

OWNER: Christopher W. Jenkins  
ADDRESS: 5005 Hidden Hills Dr  
Prince George, VA 23875  
PHONE #: 804-691-4437 FAX #:

PROPERTY ADDRESS / LOCATION:  
2907 Poplar St., Hopewell, VA 23860

PARCEL #: 043-0120 ACREAGE: 6,000<sup>sq ft</sup> ZONING: R2

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

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

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

N/A  
See  
picture

App # 20190246



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

PRESENT USE OF PROPERTY:

Currently the property has been used as a 3 bed/1 bath dwelling downstairs with a 1 bed/1 bath separate dwelling on the 2<sup>nd</sup> story for the last 25 yrs. However, it has not been listed with Hopewell Dept. of Development.

THE CONDITIONAL USE PERMIT WILL ALLOW:

For 2907 Poplar St. to be split into two (2) units of "A" + "B". "A" unit will be the 1<sup>st</sup> floor 3bd/1bth dwelling + "B" unit will be the 2<sup>nd</sup> floor 1bd/1bth.

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

The property has been used in such fashion for 30+ years + has allowed additional tenants that have, at times, assisted neighbors w/ yard + household maintenance. Under NEW accountable property management there are only positive benefits expected to neighborhood.

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

The proposal will bring no adverse change to the properties or public welfare. It will only bring current operations under the oversight + accountability of the Hopewell Dept. of Development.

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

RZ Zoned Dwellings allow for such proposals, thus it only supports the purpose + will allow for proper community reparations + accountability.

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

Christopher Jenkins  
APPLICANT SIGNATURE

3/18/19  
DATE

Christopher W. Jenkins  
APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED 3/26/19 DATE OF ACTION \_\_\_\_\_

\_\_\_\_\_  
APPROVED \_\_\_\_\_ DENIED

\_\_\_\_\_  
APPROVED WITH THE FOLLOWING CONDITIONS:  
\_\_\_\_\_  
\_\_\_\_\_



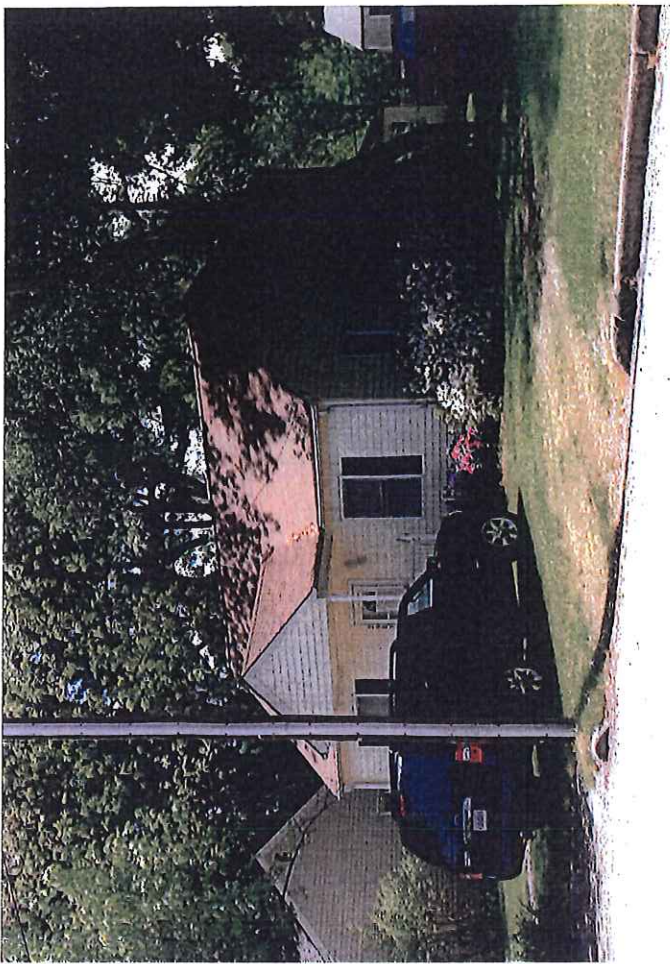
# 2907 Poplar Street

HOPEWELL, VA  
3 BED, 2 BATH, 1523 SQFT

PARCEL ID 0430120  
LOTS 16-17 BLK D SUBDIVISION: HIGH POINT  
CURRENT ZONING: R2

CHRISTOPHER W. JENKINS  
MAY 30, 2019





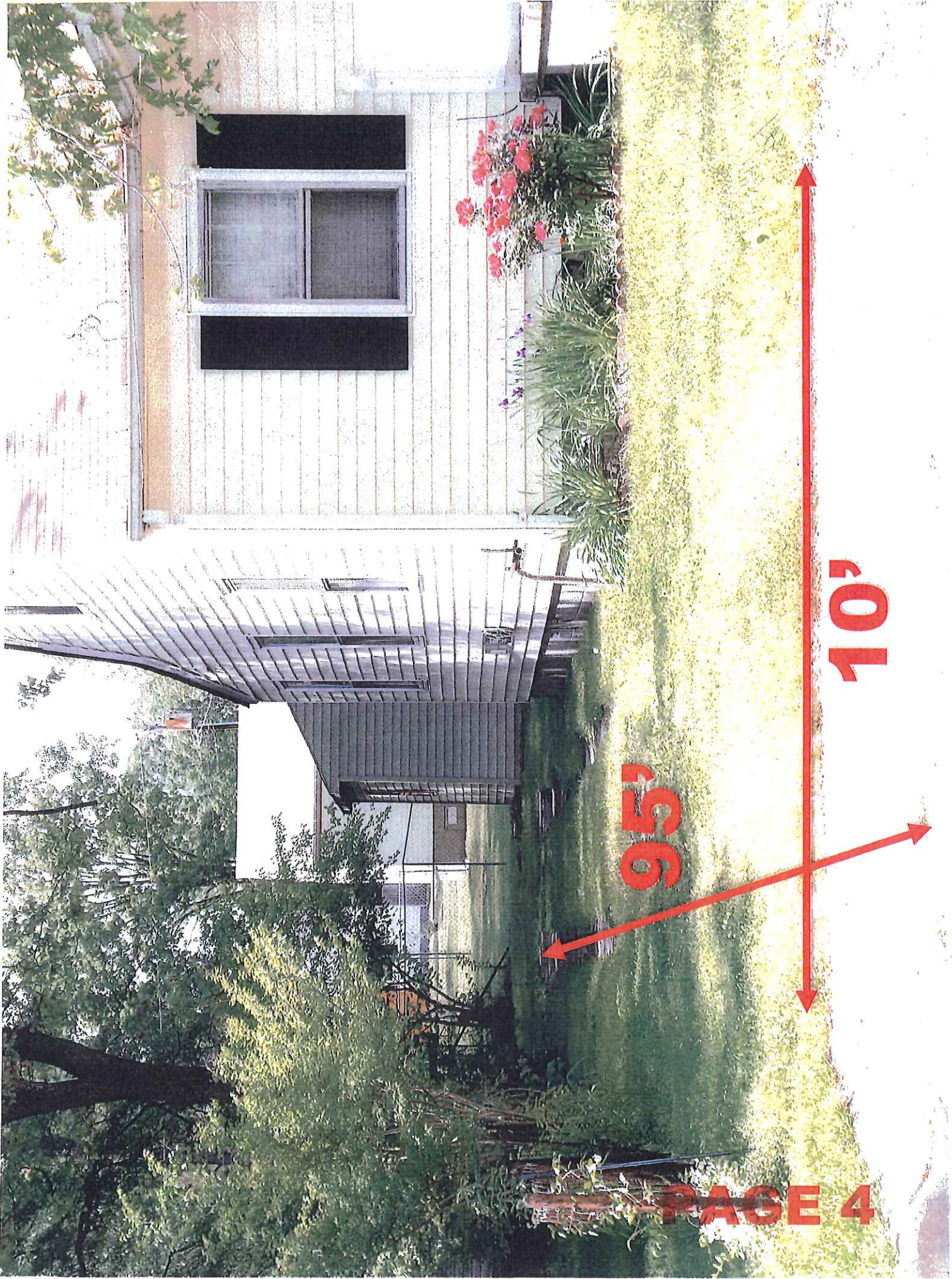










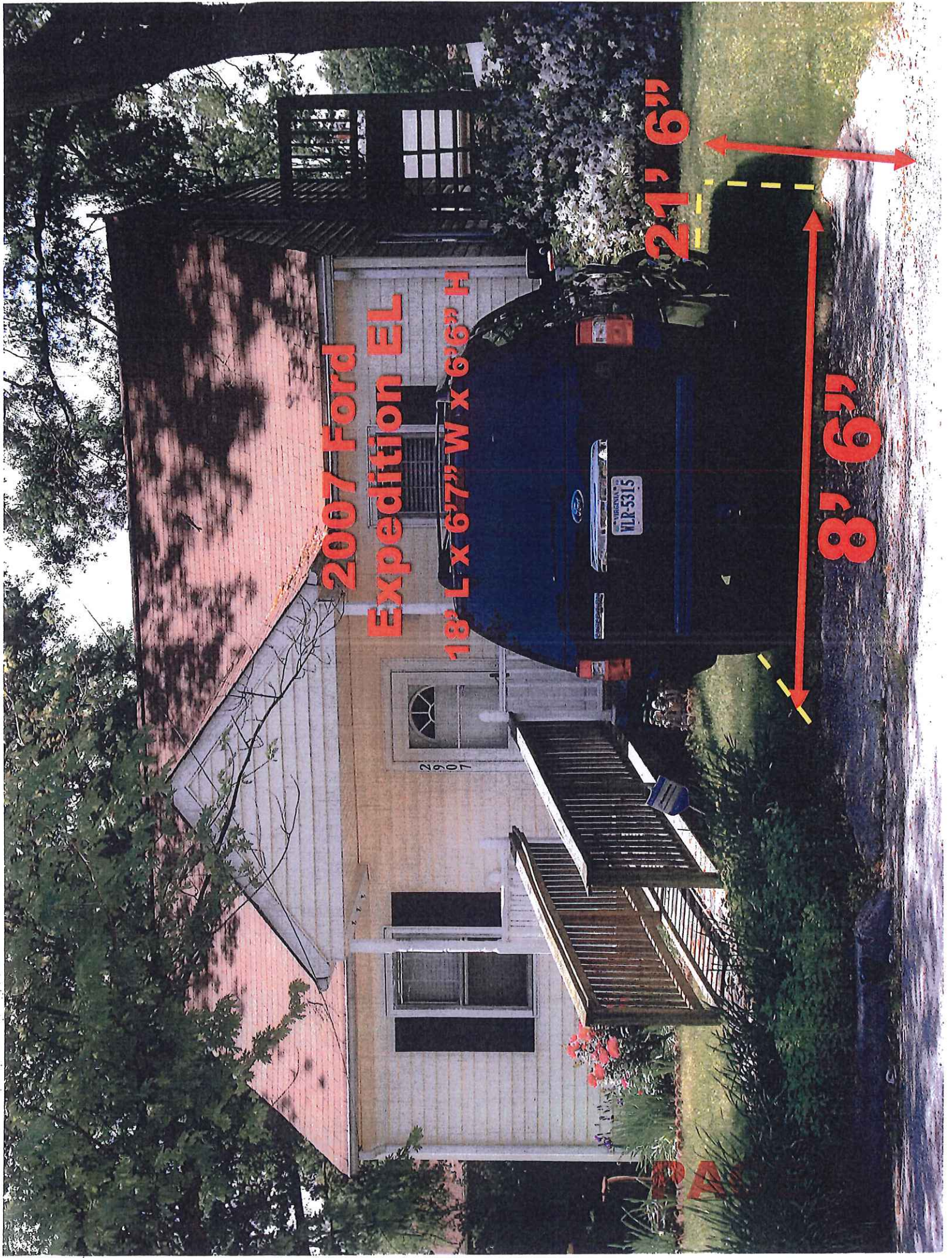


10'

95'

PAGE 4





**2007 Ford Expedition EL**

**18' L x 6'7" W x 6'6" H**

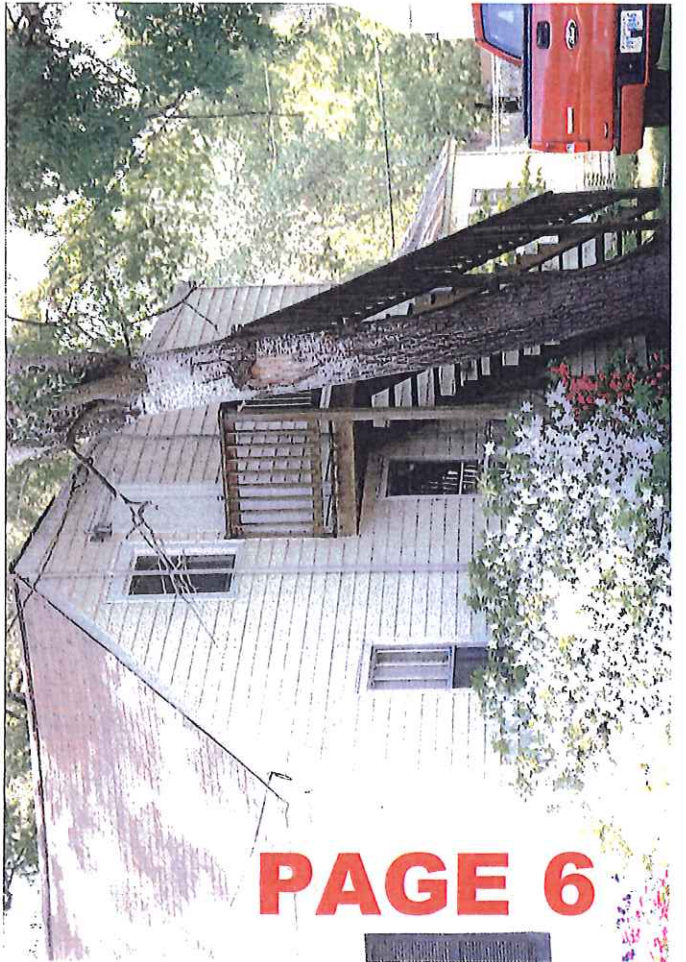
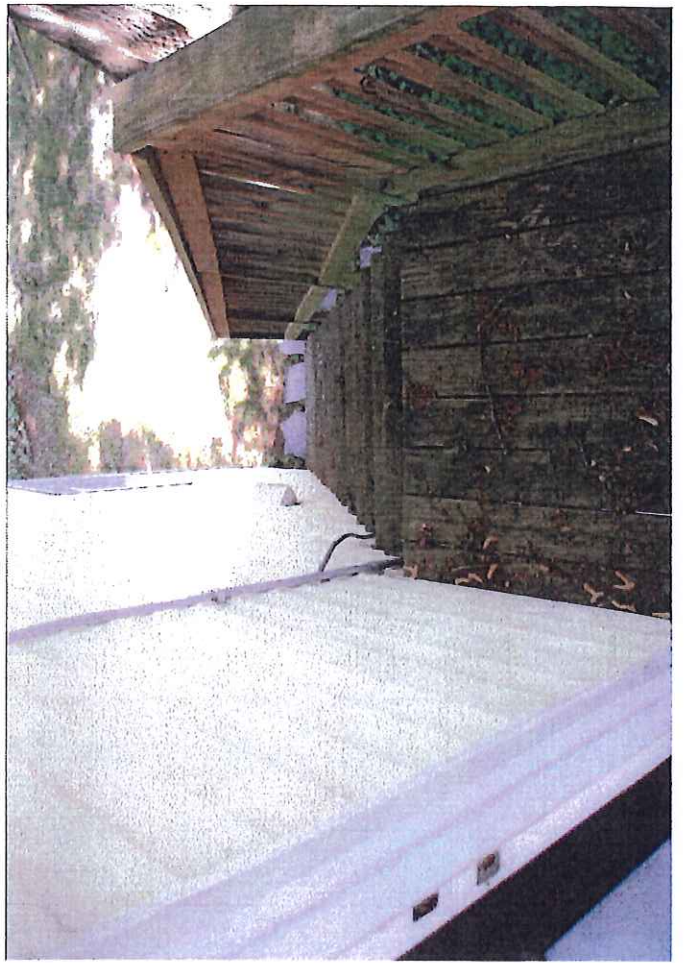
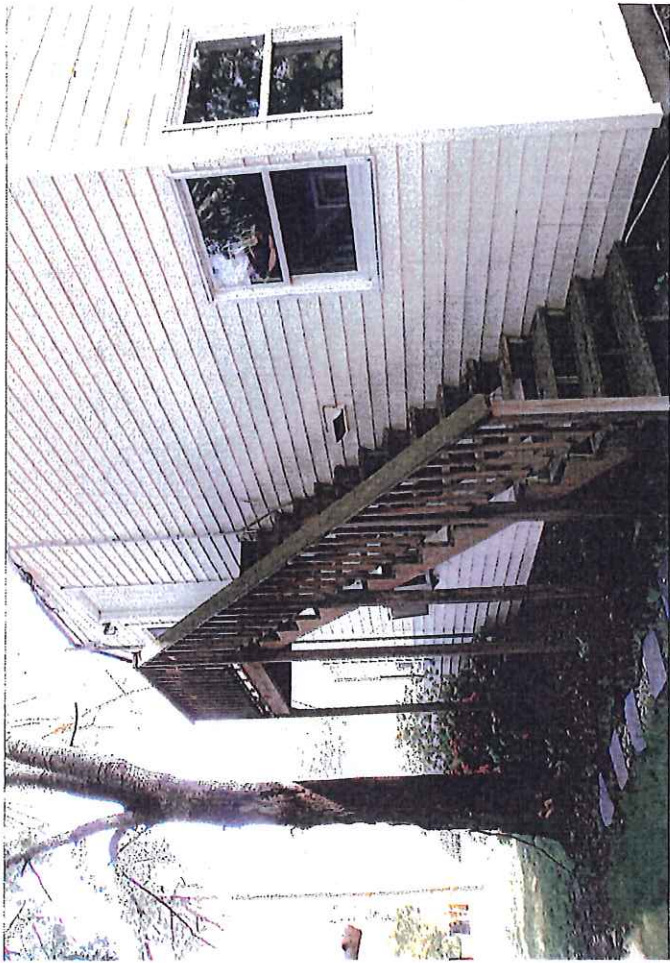
**21' 6"**

**8' 6"**

106

WIR-5315







April 30, 2019

To: The City of Hopewell, Virginia

Re: 2907 Poplar Street  
Hopewell, VA. 23860

Our mother, Sarah D. Crowell, purchased property at 2907 Poplar Street, Hopewell, Virginia in the late 1960's and lived there until her passing on December 7, 2018. The last twenty years or more before her passing she had a separate outside entrance built for the upstairs. She did this to provide a separate living space/apartment for family and friends or people that were in need of a place to live.

During the twenty plus years at least five different people (adults) lived upstairs. She never had any problems or complaints from any of her neighbors.

Sincerely,

*Rita D. Rice*

Rita D. Rice

*Juanita V. Harper*

Juanita V. Harper

## ORDINANCE 2013-10

**An Ordinance amending and reenacting Article III-E-2, Article III-A-E-2, Article IV-E-2, Article V-E-2, Article VI-E-2, and Article VII-A-E-2 of the Zoning Ordinance of the City of Hopewell, as it relates to the side and rear setback requirements for accessory structures in residential zoning districts.**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HOPEWELL that Article III-E-2, Article III-A-E-2, Article IV-E-2, Article V-E-2, Article VI-E-2, and Article VII-A-E-2 of the Zoning Ordinance of the City of Hopewell, is amended and reenacted as follows:

### ARTICLE IV RESIDENTIAL, MEDIUM DENSITY DISTRICT (R-2)

#### STATEMENT OF INTENT

This district is intended as a single family residential area with low to medium population density. The regulations for this district are designed to stabilize and protect the essential characteristics of the district and to promote and encourage a suitable environment for family life. To these ends, development is limited to a relatively low to medium concentration and permitted uses are limited basically to providing homes to the residents plus certain additional uses such as schools, parks, churches and other types of public facilities that will serve the residents of the area.

#### A. USE REGULATIONS

In the R-2 Residential District, land may be used and buildings or structures may be erected, altered or used, only for the following (with off street parking as required for the uses permitted within the district):

1. Single family dwelling (special definition).
2. Duplex (zero lot line permissible) with a Conditional Use Permit based on compatibility with the adjacent area issued by the City Council (special definition).
3. Churches.
4. Schools, general (special definition).
5. Fire and rescue squad stations.
6. Public parks, playgrounds, recreational facilities.
7. Home occupations to be located in the main building (special definition).
8. Accessory uses (special definition).

9. Signs in accordance with Article 18 of this ordinance (special definition).
10. Member owned recreational facilities.
11. Accessory apartments with a Conditional Use Permit (see Section H of this Article) from City Council (special definition).
12. Municipal utilities, not to include towers for the transmission of electrical energy.
13. Private utilities, towers or antenna for the wireless transmission of electrical energy above the frequency of 20,000 hertz with a Conditional Use Permit Issued by City Council.
14. Kindergartens and day care centers.
15. Bed and breakfast (special definition).
16. Home occupations, in an out building, with a Special Use Permit from the Board of Zoning Appeals (special definition).
17. Group housing for the elderly and handicapped (special definition).

**B. AREA REGULATIONS**

1. The minimum lot area for permitted uses in this district shall be as follows:
2. The minimum lot area for single family dwellings permitted in this district shall be seven thousand five hundred (7,500) square feet, except as permitted under Section I below.
3. The minimum lot area for duplex dwellings shall be ten thousand (10,000) square feet. For zero lot line duplexes for sale, each unit within the duplex shall have a minimum lot area of five thousand (5,000) square feet.
4. Churches, either new construction or conversion of an existing building, shall have a minimum lot area of ten thousand (10,000) square feet.
5. All other uses shall have a minimum lot area of five thousand (5,000) square feet.

**C. MINIMUM LOT WIDTH**

1. The minimum lot width for permitted uses in this district shall be seventy five (75) feet at the setback line, except as permitted under Section I below.

**D. YARD REGULATIONS, MAIN BUILDING**

1. Structures shall be located at least twenty five (25) feet from any street or highway or any street or highway right-of-way, except that no new structure need be set back more than the average of the two (2) adjacent structures on either side. This shall be known as the "setback line".
2. The minimum width of each side yard (two required except that each unit within a zero lot line duplex need only have one side yard) for a permitted use in this district



shall be ten (10) feet. On a corner lot, the minimum side yard for the side facing the side street shall be fifteen (15) feet.

3. Each main structure shall have a rear yard of at least twenty five (25) feet.

#### **E. YARD REGULATIONS, ACCESSORY BUILDINGS**

1. No accessory building shall be located between the "setback line" and the front property line.
2. No accessory building shall be located any closer than ~~five (5)~~ ~~two (2)~~ zero (0) feet to any property line. On a corner lot, no accessory building shall be located any closer than fifteen (15) feet to the side property line of the side facing the street.
3. No accessory building shall be located any closer than five (5) feet to any other building.

#### **F. HEIGHTS**

1. Main buildings may be erected to a height of up to thirty five (35) feet of two and one half (2 ½) stories from grade.
2. Churches, cathedrals, temples, hospitals, sanitariums, schools or other educational institutions may be increased to a height of eighty (80) feet or six (6) stories provided the required side yards are increased one (1) foot for each additional three (3) feet of height over thirty five (35) feet.
3. Chimneys and water towers, wireless towers and other necessary mechanical appurtenances when permitted by this article and when attached to a main building or structure are exempt from the provisions of this section.

#### **G. REQUIREMENTS FOR PERMITTED USED**

Before a building permit shall be issued or construction commenced on any permitted use other than a single family or duplex dwelling in this district, or a permit issued for a new use other than a single family or duplex dwelling, all requirements of article 16 Site plan Requirements, shall be met.

#### **H. ACCESSORY APARTMENTS**

Accessory Apartments, (special definition) shall be permitted, subject to the following conditions and requirements:

1. Owner/occupants may apply to the City Council for a Conditional Use Permit to convert an existing garage to an apartment, as follows:
  - a. Applicant must certify that such apartment will be occupied by a related family member 55 years of age or older or handicapped.

- b. Applicant must acknowledge that upon vacation by such family member, the building may no longer be used as an apartment, unless another family member meets the required criteria, and in no case shall it be used as a rental unit.
    - c. Applicant must demonstrate that sufficient off street parking will be provided.
  2. Permits for such apartments shall be issued for a period of one (1) year and must be renewed annually. All other requirements of the Zoning Ordinance and Building Code, including but not limited to building permits and occupancy permits, must be complied with.
  3. No such permit shall be authorized except after notice and hearing, as provided by Section 15.1-431 of the Code of Virginia, (1950), as amended.
  4. City Council may impose such conditions relating to the use for which such Conditional Use Permit is granted as it may deem necessary in the public interest and may require a guarantee or bond to insure that the conditions imposed are being and will continue to be complied with.
  5. Upon approval by the City Council, and prior to the issuance of a permit, the owners must execute an agreement acknowledging the limitations in such permit, which will be recorded at the owner's expense in the Clerk's Office of the Circuit Court of the City of Hopewell.

#### **I. SPECIAL CONDITIONS FOR NON-CONFORMING LOTS**

For property consisting of less than seven thousand five hundred (7,500) square feet but five thousand (5,000) or more square feet and/or less than seventy five (75) feet but fifty (50) feet or more of frontage, an applicant may appeal to City Council for a Conditional Use Permit as allowed in Section XVIII of the Zoning Ordinance for approval to construct a single family dwelling on such lot in accordance with the procedures given in Section XVIII of the Zoning Ordinance.

**PH-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 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

**Public Hearing to consider citizens comments regarding a request for a Conditional Use Permit to construct a cell tower at 130 Mercer Lane**

**ISSUE:** The City has received a request to construct a 195 foot monopole cell tower, with a four (4) foot lightning rod at 130 Mercer Lane.

**RECOMMENDATION:** Hold a public hearing to consider citizen comments and vote on the request

**TIMING:** The public hearing will be held on June 25, 2019.

**BACKGROUND:** In order to construct a private utility, tower or antenna for the wireless transmission of electrical energy above the frequency of 20,000 hertz a Conditional Use Permit issued by City Council is required.

**ENCLOSED DOCUMENTS:**

- Conditional Use Permit Application and supplemental information
- Staff Report
- Pictures
- Maps
- Letter and correspondence of confirmation from Federal Aviation Administration and Fort Lee

**STAFF:** Tevya Williams Griffin, Director, Department of Development

**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			

EnterTextHere

**FOR IN MEETING USE ONLY**

**MOTION:** \_\_\_\_\_

---

**Roll Call**

---

**SUMMARY:**

- | <b>Y</b>                 | <b>N</b>                 |                                    |
|--------------------------|--------------------------|------------------------------------|
| <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"/> | Councilor John B. Partin, Ward #3  |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4        |

- | <b>Y</b>                 | <b>N</b>                 |                                      |
|--------------------------|--------------------------|--------------------------------------|
| <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"/> | Vice Mayor Patience Bennett, Ward #7 |





**Applicant: PI Tower Development**

**130 Mercer Lane**

**Conditional Use Permit**

Staff Report prepared for the City Council Public Hearing

June 25, 2019

*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. PUBLIC HEARINGS & WORK SESSIONS:**

Planning Commission	May 30, 2019	Recommended Approval
City Council Work Session	June 11, 2019	No action necessary
City Council Public Hearing	June 25, 2019	Pending

**II. IDENTIFICATION AND LOCATIONAL INFORMATION:**

Requested Zoning:	N/A
Existing Zoning:	R-4, Residential, Apartments
Acreage:	.64 acres or 27,878 acres
Owner:	Carmen A. Bean
Location of Property:	Located 200 feet off of River Road, with the nearest intersection being S. Colonial Drive
Election Ward:	Ward 4
Land Use Plan Recommendation:	Suburban Residential
Strategic Plan Goal:	N/A
Map Location(s):	Sub Parcel #: 106-0630 Lots 3,4 & Part of Lot 21, .067 Mitchells
Zoning of Surrounding Property:	North: R-4 South: R-2 & R-4 East: R-1 West: R-1

### **III. EXECUTIVE SUMMARY:**

The City of Hopewell has received a request from PI Tower Development to place a 195 foot cellular tower at 130 Mercer Lane, located 200 feet from River Road in Ward 4. The Hopewell Zoning Ordinance requires an owner to receive a Conditional Use Permit from City Council to place any private utility, towers or antenna for wireless transmission above the frequency of twenty thousand (20,000) hertz

### **APPLICABLE CODE SECTIONS:**

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

#### *Article VI. Residential Apartments District (R-4), Statement of Intent*

This district is intended as a high density, multifamily district and encompasses such areas which are already established within the city as well as areas intended for future development of this type. To this end, the regulations are designed to stabilize and protect the essential characteristics of the district and to promote and encourage such development, and provide a suitable living environment for person desiring the amenities of apartment living.

#### *Article VI. Residential Apartments District (R-4), Section A*

In residential apartment district R-4, land may be used and buildings or structures erected, altered or used only for the following (with off-street parking as required for the uses permitted within the district):

10. Private utilities, towers or antenna for the wireless transmission above the frequency of twenty thousand (20,000) hertz, with a conditional use permit issued by city council.

#### *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.

#### **IV. SUBJECT PROPERTY:**

A single detached home is located on the subject property. According to City records, the property is 0.64 acres. The applicant proposes to build a 199 foot cellular tower, to include a 4 foot antenna for T-Mobile. The subject property is zoned R-4, and located off of River Road closest to its intersection with South Colonial Drive. Located directly across the street is a wooded area, owned by the Hopewell School Board, on the Patrick Copeland and high school site.

#### **VI. ZONING/STAFF ANALYSIS:**

The applicant has provided a thorough packet that outlines the purpose of the cellular tower along with answers to the Conditional Use Permit application and the City Council policy on cellular towers. Staff concludes that the information provided meets all requirements of the cell tower policy.

A cell tower of this magnitude is allowed in the R-4 Zoning District by a Conditional Use Permit. The conditions that must be considered by the Board are provided on pages 3 and 4 of this report. It is Staff's opinion that the applicant has fulfilled the requirements of Criteria 1 -3.

In regards to Criteria 4, a cell tower of this height will never conform to the character of the zoning district unless it is industrial in nature, however, this would disallow all cell towers in districts other than industrial. This is not the spirit of Criteria 4. Instead the City Council should consider if the applicant has taken all measures to ensure the tower's location, type, size, and height will not be detrimental to the zoning district or surrounding area.

Staff concludes that Criteria 5 is not applicable for cellular towers. This criteria deals with the architectural compatibility of like structures such as homes or commercial buildings.

Criteria 6 cannot be answered until the Council considers the opinion of residents and others during a public hearing.

The proposed property is not located within an historic district, therefore, Criteria 7 is only applicable in regards to scenic or ecological importance. The location of the tower is within a Resource Management Area (RMA). During the site plan process, the application will be required to meet all regulations of the Chesapeake Bay Protection Area. In regards to scenic importance, the area has not been designated a scenic highway. The applicant has proposed a galvanized steel tower, “that will match the backdrop of the sky”.

#### **VII. PLANNING COMMISSION RECOMMENDATION:**

At their meeting on May 30, 2019, in accordance with Article XXI, Amendments, of the Hopewell Zoning Ordinance, the Hopewell Planning Commission with a vote of 4-0 recommended conditional approval of the request submitted by PI Tower Development to construct a 195 foot cellular tower with a four (4) foot lightning rod at 130 Mercer Lane, also identified as Sub-Parcel # 106-0630.

The Planning Commission requested the applicant provide confirmation from Fort Lee and the Federal Aviation Administration that the cell tower would not obstruct military operations or air navigation, respectively.

The applicant has provided confirmation from both entities. See attached documents.

#### **VIII. CITY COUNCIL RESOLUTION:**

The Hopewell City Council in accordance with Article XXI, Amendments, of the Hopewell Zoning Ordinance, votes to *approve, approve with conditions, or deny*, the request submitted by PI Tower Development to construct a 195 cellular tower with a four (4) foot lighting rod at 130 Mercer Lane, also identified as Sub-Parcel #106-0630.

#### Attachment(s):

1. Application for Conditional Use Permit
2. Photometrics
3. Location Maps & Site Plan
4. Federal Aviation Administration Letter of no hazard
5. Fort Lee Military Base determination of no interference correspondence





The City  
of  
Hopewell, Virginia

City of Hopewell, VA  
Permits / Inspect... - 20190281|CUP - 2019  
009469-0002 Melissa ... 04/05/2019 03:26PM  
0 -  
CONDITIONAL USE PERMIT - REVIEW  
Payment Amount: 300.00  
Transaction Amount: 300.00  
CHECK: 00038399

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

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICATION # 20190281

APPLICANT: PI Tower Development

ADDRESS: 2320 Cascade Pointe BLVD  
Charlotte, NC 28208

PHONE #: 860-796-3988 FAX #: \_\_\_\_\_

EMAIL ADDRESS: kfournier@nbcllc.com

INTEREST IN PROPERTY: \_\_\_\_\_ OWNER OR  AGENT

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

OWNER: Carmen Bean

ADDRESS: 1425 Delamare Drive Chester, VA 23850

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

PROPERTY ADDRESS / LOCATION: 130 Mercer Lane Hopewell, VA 23860

PARCEL #: 1060630 ACREAGE: \_\_\_\_\_ ZONING: R-4

*LOTS 3 14 PT*

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

*21  
0.07A  
M. Mitchell*

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

- 1. FLOOR PLANS OF THE PROPOSED BUILDINGS. \_\_\_\_\_
- 2. THE PROPOSED DEVELOPMENT WITH FRONT, SIDE, AND REAR ELEVATIONS. \_\_\_\_\_

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

PRESENT USE OF PROPERTY: Vacant property

THE CONDITIONAL USE PERMIT WILL ALLOW:

The proposed tower will provide much improved wireless service to the area, which will (1) allow citizens to work and shop from home (2) provide students access to the latest online educational opportunities (3) promote and enhance economic development opportunities and (4) assist emergency personnel operating in the area. Furthermore, the tower is 195 feet; therefore, it will allow other carriers to improve wireless service in the area by providing much needed collocation opportunities

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

The enormous amount of information available and the many uses one can have through wireless service has made it one of the most valuable tools in enhancing quality of life. Improved wireless service also assists businesses and emergency officials that depend on various forms of communication to function more efficiently and effectively. The Applicant has chosen a site that will not only provide significantly improved wireless service to nearby citizens.

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

The proposed tower will be strategically sited within the existing freeline where it will have limited visibility from adjacent properties

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

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

APPLICANT SIGNATURE



DATE 4/4/19

APPLICANT PRINTED NAME

H. Karina Fournier / PT Tower Development

OFFICE USE ONLY

DATE RECEIVED

4/5/2019

DATE OF ACTION

APPROVED

DENIED

APPROVED WITH THE FOLLOWING CONDITIONS:

**AUTHORIZATION TO  
SUBMIT LAND USE APPLICATIONS**

Carmen A. Bean is the owner of City of Hopewell Parcel Id #1060630, having an address of 130 Mercer Lane. As Owner, I hereby authorize PI Tower Development, LLC, Network Building and Consulting, LLC (NB+C), LeClair Ryan, and its representatives and/or affiliates thereof, including but not limited to, Drew Patterson of NB+C and William H. Shewmake of LeClair Ryan, to submit land use applications on behalf of me and to serve as agent in such capacity. Such land use applications may include Special Use Permit applications, site plan applications, special use permit applications, Architectural Review Board applications, building permits and similar applications involving the property referenced above.

WITNESS the following signature:

By: Carmen A. Bean

Title: Owner

Date: 6-18-2018



**Applicant Narrative**  
**Site Name: VA-Hopewell-West Hopewell**

**Proposal**

PI Tower Development, LLC (t/a “Parallel” or “Applicant”) proposes to construct and operate a 195 foot monopole communications tower for T-Mobile on a .664 acre parcel located at 130 Mercer Lane (“Property”). T-Mobile is licensed by the Federal Communications Commission to provide wireless communications services throughout the City of Hopewell (“City”). As is indicated on the propagation maps submitted with this application, which depict the coverage objective of the proposed tower, T-Mobile currently has a gap of inbuilding coverage between VA11389A and VA41485A . The enclosed propagation maps also depict T-Mobile’s network of existing antenna sites in this portion of the City. This network of sites is largely based on the use of existing towers and tall structures built by T-Mobile, other carriers and tower companies.

The subject Property is used for various industrial uses. The Applicant is proposing to locate the tower and associated ground equipment within a 60’ x 60’ lease area/fenced compound located at the rear of the subject Property and next to the railroad tracks. The proposed tower will have an overall structure height of 199 feet (195 foot tower with a 4 foot lightning rod) and it will accommodate at least four (4) users. The tower will be made of galvanized steel, which will match the backdrop of the sky. The facility will be unmanned and will be visited approximately once a month by technicians. The facility will not be lit and will not emit any odor, fumes or glare. The noises emitted from the equipment on the ground will not be any louder than normal residential HVAC equipment. Therefore, the impact on surrounding properties resulting from this passive use will be minimal.

**Purpose of Tower**

The purpose of the tower is to provide improved voice and data coverage to the surrounding area. Specifically, the proposed tower will achieve the following:

- Enhance the existing wireless network by supporting the latest wireless technologies;
- Provide coverage to the following:
  - Those working in nearby businesses
  - Those living in the adjacent residential neighborhoods
  - Those travelling on nearby roads
- Provide multiple collocation positions for other wireless carriers to expand their networks.

## **Zoning Ordinance requirements**

The subject property is zoned R4, Residential Apartment District The following sections outline the standards applicable to wireless communications facilities.

### **Hopewell City Charter Chapter II, Section I; Hopewell Zoning Ordinance Article XVIII (G)**

**1. The Provider shall comply with all federal, state and local laws, regulations and ordinances.**

*The applicant is aware that they must comply with all federal requirements, including all National Environmental Policy Act (NEPA), State Historic Preservation Office (SHPO), FAA and FCC rules and regulations as well as all local laws, regulations and ordinances.*

**2. The Provider shall advertise, in a newspaper of general circulation in the City, notice of the public hearing at which Council will consider the permit, for five consecutive publishing days prior to the hearing**

*Duly Noted*

**3. The Provider shall give written notice of the permit application and the public hearing thereon before Council, prior to the hearing, to all property owners adjacent to, and across the street from, the proposed tower site**

*Duly Noted*

**4. The Provider shall certify that transmission emission levels shall not exceed those permitted under federal law and regulations.**

*T-Mobile will operate this facility in compliance with all applicable governmental regulations (including those adopted by the FCC) regarding RF emissions (see attached NIER).*

**5. The Provider shall not locate any tower in the R-1 or Tourist/Historic District of the City**

*The proposed tower is not located in the R-1 or Tourist/Historic District*

**6. The Provider shall not construct any tower within 2,000 feet of another cellular transmission tower.**

*The closest tower is over a mile away from this proposed location*

**7. The Provider shall have a liberal collocation policy and the capacity to locate multiple antennae on the proposed tower.**

*The proposed tower will have space available for at least four (4) wireless carriers.*

**8. No interference with existing television, cable television, radio signals, telephone transmissions or other electronic devices and signals shall be permitted from the tower. If interference occurs, it shall be immediately remedied by the Provider.**

*T-Mobile's runs on its own frequency therefore it is unlikely interfere with any other services however if there is any interference it will be immediately remedied*

**9. The Provider shall not put any signs or logos on or around the tower.**

*Duly noted*

**10. The Provider shall construct and maintain a 6'-8' security fence around the base of the tower**

*The applicant is proposing a 6' chain-link fence around the compound area*

*See Sheet A-0 of the enclosed site plan.*

**11. Unless otherwise required by the Federal Aviation Administration or the Federal Communications Commission, the tower shall be camouflaged or light gray in color.**

*The proposed tower will be galvanized steel to match the backdrop of the sky. The antennas will be grey or white in color to match the tower.*

**12. No artificial lighting shall be installed upon any such tower unless required by the Federal Aviation Administration. If such lighting is required, it shall be screened so as not to project its light below the horizontal plane in which it is located.**

*No lighting is anticipated or proposed with this request. Lighting will not be installed unless required by the FAA or FCC. If it deems that it needs to be lit it will be screened so as not to project its light below the horizontal plane*

**13. The Provider shall provide landscaping, to include bushes or trees as appropriate, to shield the base of the tower and any structures associated with it. A buffer of plantings at least four (4) feet wide around the perimeter shall be required.**

*Landscaping is part of our proposal and shown on page A-1 of the site plan*

**14. No outdoor storage shall be permitted at the tower site.**

*No outdoor storage is being proposed at the tower site*

**15. The proposed tower shall be no taller than is absolutely necessary to provide the proposed services.**

*The proposed tower is at the minimum height required to achieve the coverage objective as well as allow for collocation opportunities*

**16. The Provider shall give proof to the City that any damages which may occur to surrounding properties or injury which may occur to persons, which damages or injuries that are caused by a**



**failure of the tower and/or its associated structural supports, regardless of whether such failure is a result of human error or an act of God, shall be paid by the owner of the tower and/or insurers of the tower. The Provider shall carry insurance in an amount sufficient to cover any liability associated with the tower's construction, operation and use. The minimum amount of such insurance shall be \$1,000,000 per occurrence.**

*Duly noted*

**17. The Provider shall seek permission from Council to collocate any new antenna not described in the permit application.**

*Duly Noted*

**18. If the tower is abandoned, unused for 90 days, or no longer operational, it shall be dismantled within 90 days of its abandonment, unless Council extends this time period. If the tower is not dismantled and removed as specified in this section, the City may arrange to have it dismantled and removed and collect its costs on the bond provided as required herein.**

*Duly Noted*

**19. The Provider shall submit a performance bond, with the City named as the beneficiary, to cover costs of tower dismantling and removal should the tower not be used for a twelve month period, or should the permit issued hereunder be revoked. Such bond shall be in an amount approved by the City, and shall be renewed periodically so the bond remains continuously in effect during the life of the tower.**

*Duly Noted*

**20 If the bond required in paragraph 19 is insufficient to cover the cost of tower dismantling and removal, the owner of the land upon which the tower is sited must agree to pay the difference between the cost and the amount recovered on the bond.**

*Duly Noted*

**21. The Provider shall submit proof to the City that the tower has undergone a triennial inspection for structural integrity. Said inspection shall be performed by a certified engineer, or other qualified professional, at the expense of the Provider. If any structural deterioration or defect is found to be present, and such deterioration or defect affects the physical stability or aesthetic integrity of the tower, the Provider may be required to correct the deterioration or defect within a reasonable time as determined by the City.**

*Duly Noted*

**22. The Provider shall certify that all other avenues for providing service have been exhausted unsuccessfully, and that the requested tower is the only means for providing the service contemplated.** There were several other locations explored in an effort to achieve the needed coverage objective and were ruled out due to lack of property owner interest, construction limitations and lack of ability

to provide coverage to the targeted area. A great deal of time and research is put in prior to finalizing a suitable location.

**23. The Provider shall comply with any such additional requirements as Council deems appropriate.**

*Duly Noted*

**NIER**



architects  
engineers

March 19, 2019

Alejandra Stinson  
PI Tower Development, LLC c/o LendLease  
2320 Cascade Point Blvd., Suite 300  
Charlotte, NC 28208

Re: Parallel Site Name/Number: VA-Hopewell-West Hopewell-PIVA072  
Site Address: 130 Mercer Lane, Hopewell, VA 23860

BC Architects Engineers, PLC has been commissioned to review the potential risk or hazard of RF or electromagnetic exposure which would result from the PI Tower/T-Mobile installation located in Hopewell, Virginia.

Per FCC regulations regarding Human Exposure and Electromagnetic Radiation levels, the limit for prolonged, extended, or continuous exposure to RF at PCS frequencies is set at 1,000 microwatts per square centimeter for public applications. This value represents the amount of power in microwatts, which reaches a surface area of one square centimeter. The FCC limit is the most stringent of limits established by public and professional organizations and has the highest margin of safety of all limits. In establishing these limits, standards bodies add significant safety margins such that systems could operate at the limit. This is done to ensure public safety.

RF exposure levels for the T-Mobile installation with a typical 3-sector facility will approximately 3.6 microwatts per square centimeter ( $\text{mW}/\text{cm}^2$ ) at a distance of 190' from the antennas. This distance corresponds to the center height of T-Mobile's antennas. This is the closest distance to the antennas where the public would be exposed to the highest levels of RF energy. At this distance, the RF levels are 272 times below the FCC regulated limits for RF exposure of approximately 1,000 microwatts per square centimeter.

Electromagnetic energy at PCS frequencies is in the Non-Ionizing Electromagnetic Radiation (NIER) range. Ionizing frequency ranges damage human tissue. Non-ionizing frequency ranges do not damage human tissue.

Thousands of extensive studies have been conducted on exposure to RF energy. To date, no studies have indicated that PCS frequencies have a detrimental effect on human health. The results of these studies are public knowledge and are independent of T-Mobile and any other wireless carrier's own interests.

The Telecommunications Act of 1996 stipulates that RF exposure and safety is a non-issue at PCS frequencies and power levels. Further, the FCC website states the following:

*"Calculations corresponding to a "worst-case" situation (all transmitters operating simultaneously and continuously at the maximum licensed power) show that, in order to be exposed to RF levels near the FCC's guidelines, an individual would essentially have to remain in the main transmitting beam and within a few feet of the antenna for several minutes or longer. Thus, the possibility that a member of the general public could be exposed to RF levels in excess of the FCC guidelines is extremely remote."*<sup>1</sup>

In conclusion, the T-Mobile installation does not represent an increased health risk to the immediate community. Furthermore, the T-Mobile installation will operate at 1000 times below the most stringent of RF safety limits for public exposure and meets FCC requirements regarding RF exposure and safety.

Sincerely,



Christopher D. Morin, PE  
Principal Member of BC Architects Engineers, PLC

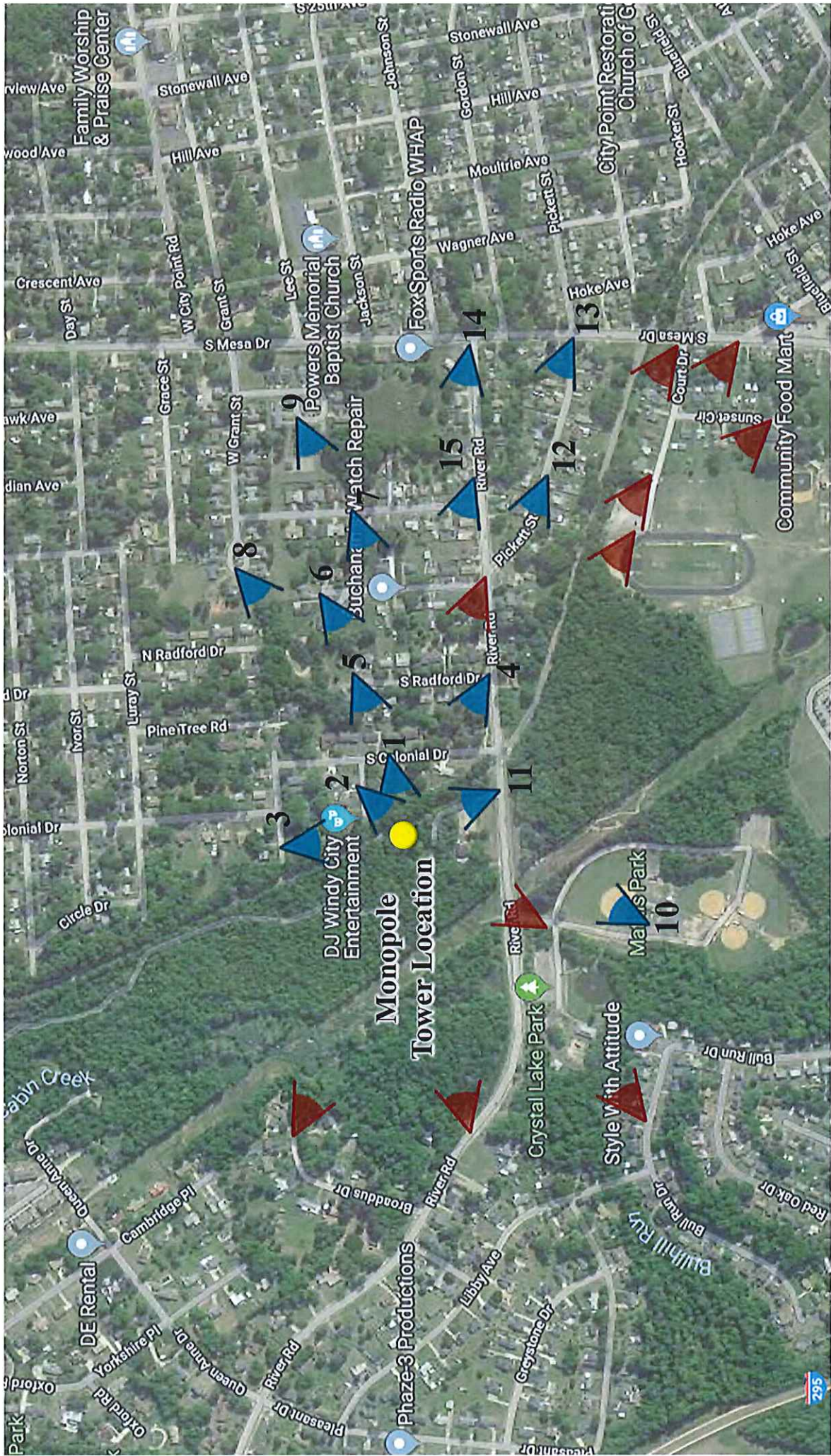


<sup>1</sup> Source = <http://www.fcc.gov/cgb/consumerfacts/rfexposure.html>

# Photosims



- - Visible
- - Not Visible

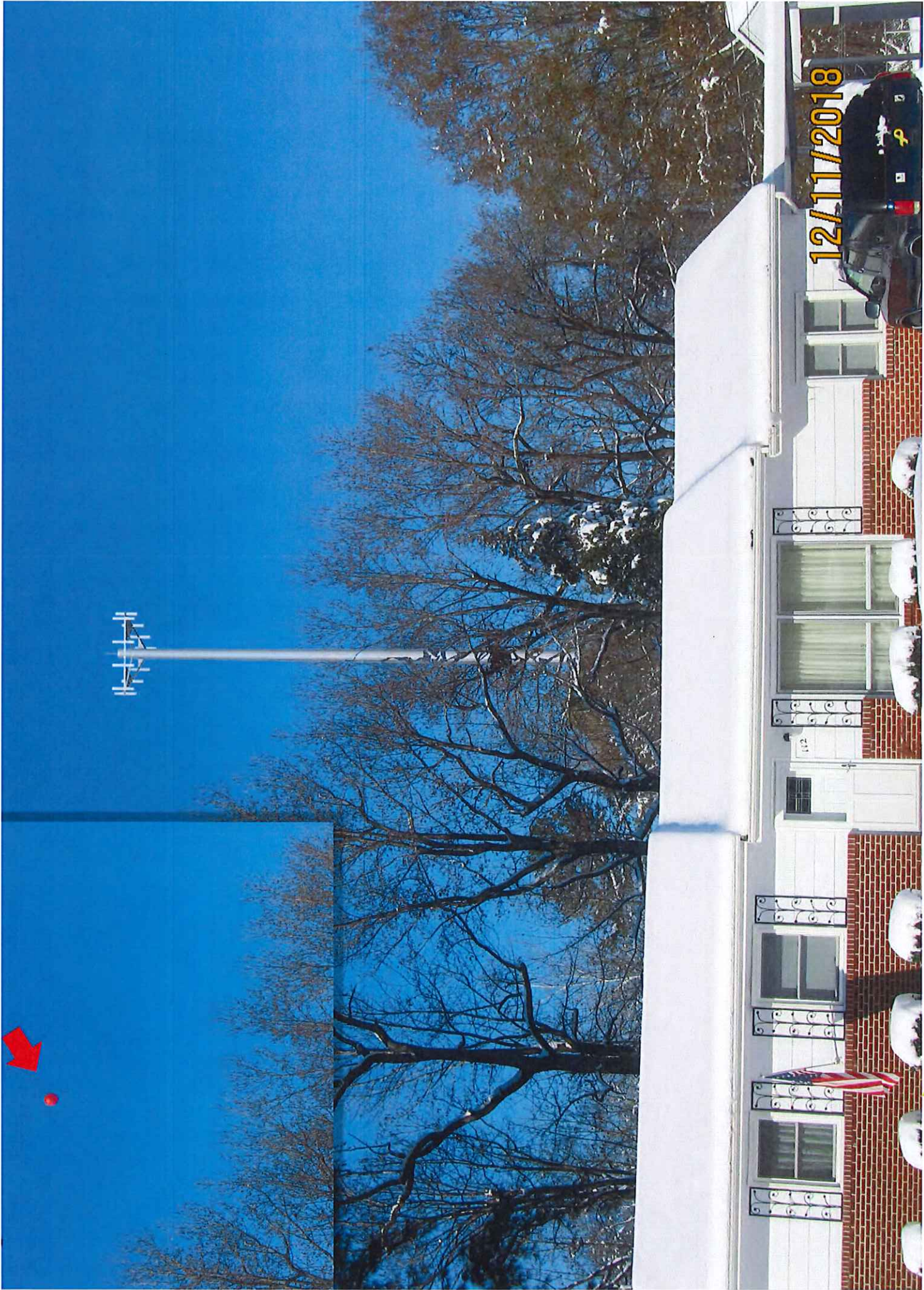


VA - Hopewell - West Hopewell  
DIV/A 077

195'-0" Monopole Tower w/ 4' Lightning Rod







VA - Hopewell - West Hopewell  
DIVA 077

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible







12/11/2018

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible

VA - Hopewell - West Hopewell  
DIVA073







12/11/2018

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible

VA - Hopewell - West Hopewell  
DIVVA073







195'-0" Monopole Tower w/ 4' Lightning Rod - Visible

VA - Hopewell - West Hopewell  
DIV 7A 077







12/11/2018

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible

VA - Hopewell - West Hopewell  
DIVVA 077







12/11/2018

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible

VA - Hopewell - West Hopewell  
DIV 1A 077







12/11/2018

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible

VA - Hopewell - West Hopewell  
DIVA 073







BC



195'-0" Monopole Tower w/ 4' Lightning Rod - Visible

VA - Hopewell - West Hopewell  
DIVA073

12/11/2018





VA - Hopewell - West Hopewell  
DIV/A 073

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible







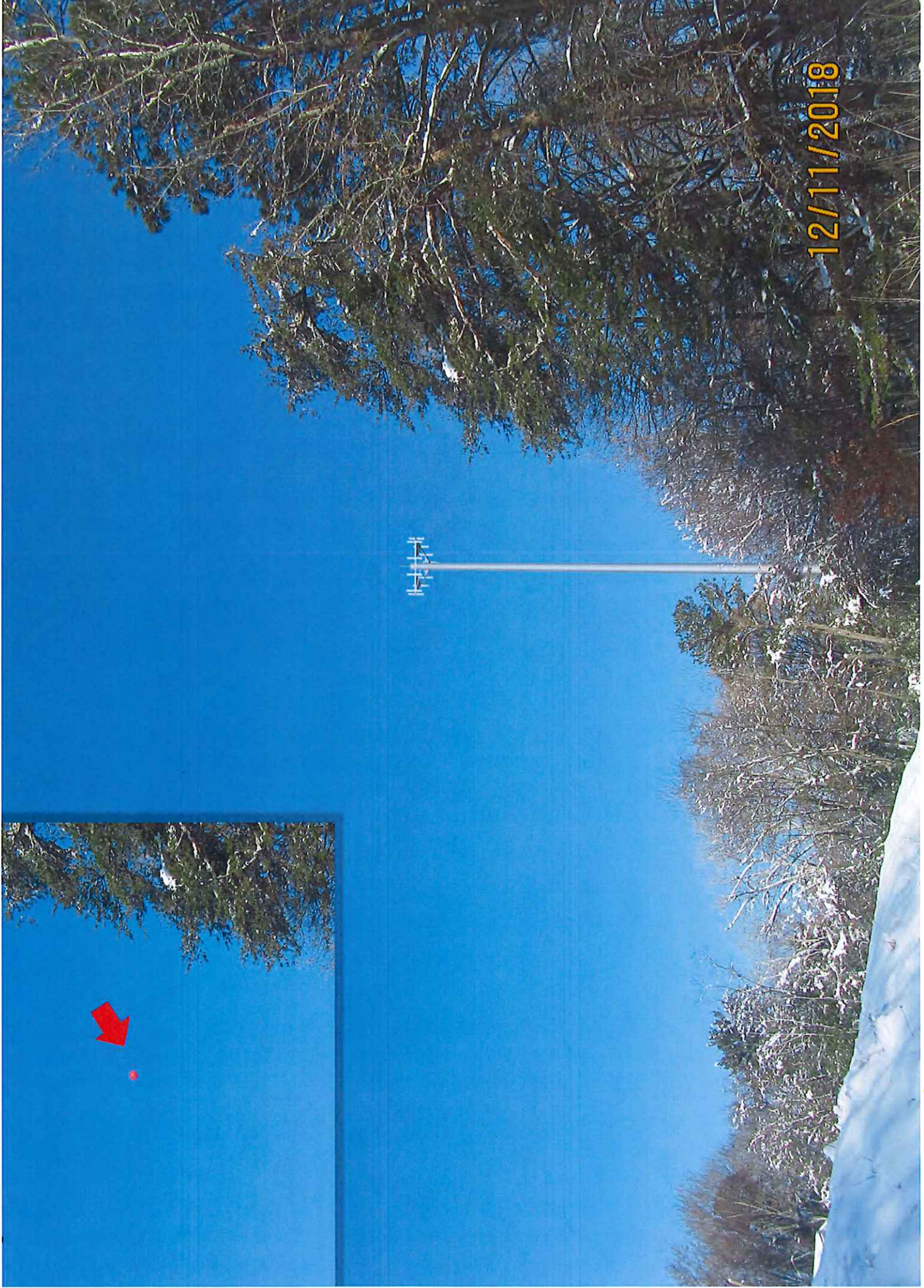
12/11/2018

VA - Hopewell - West Hopewell  
DIV/A 073

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible







12/11/2018

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible

VA - Hopewell - West Hopewell  
DIV 8073





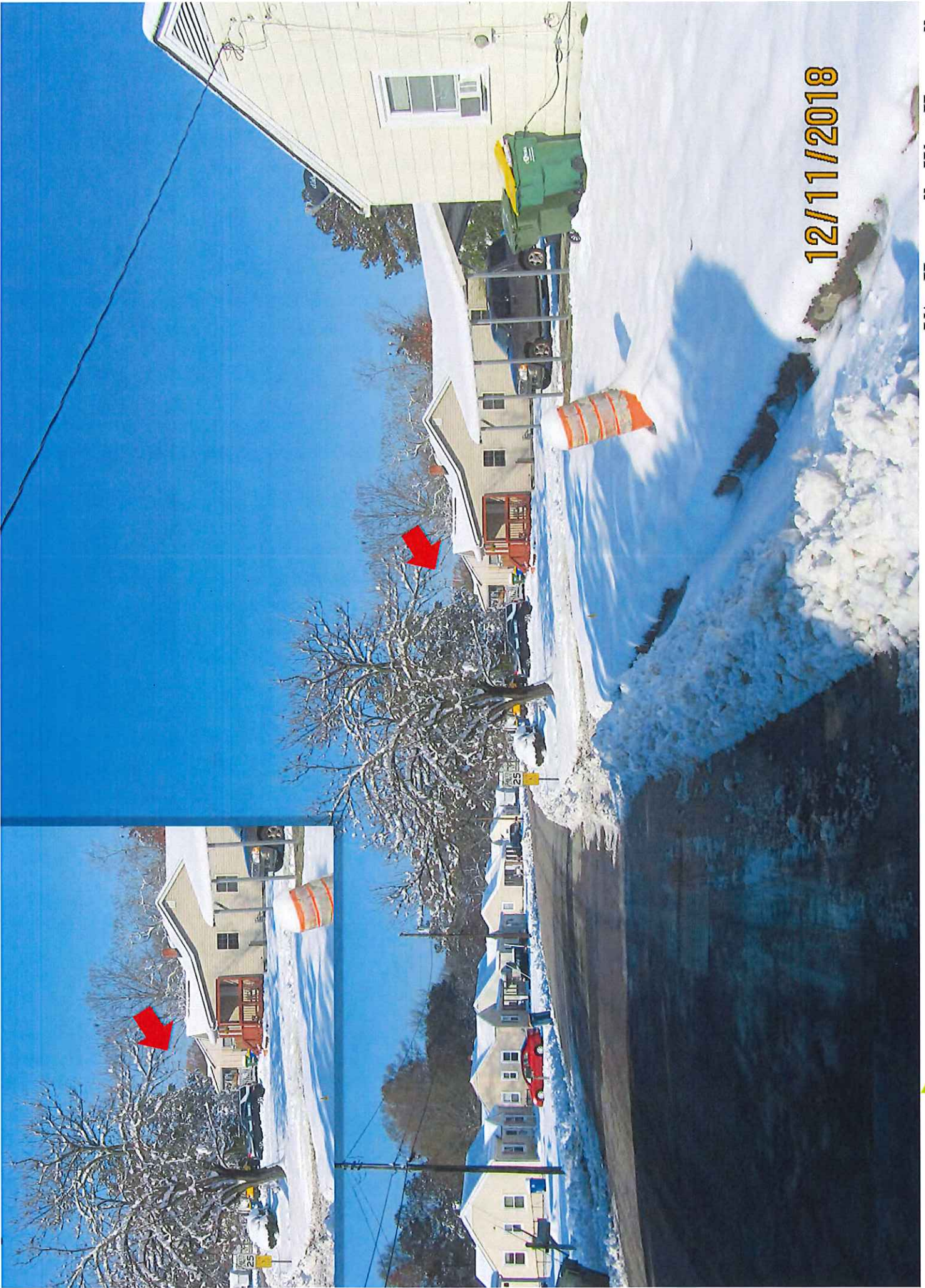


VA - Hopewell - West Hopewell  
DIV/A 073

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible







12/11/2018

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible

VA - Hopewell - West Hopewell  
DIVA 077







VA - Hopewell - West Hopewell  
DIVVA073

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible



# Propagation Maps



# VA71703B - Coverage Prediction

POR Details:

Objective = Coverage

Type = Cell Split

Offload sector(s) = VA11391A3, VA11391A1, VA11393A1

Site Details:

Hopewell West

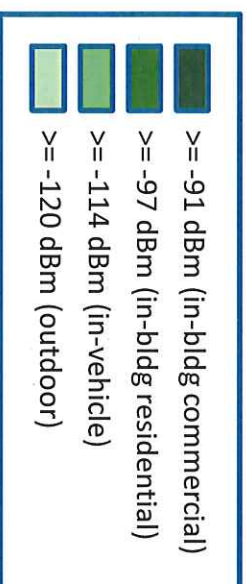
130 Mercer Lane, Hopewell, VA 23860

Rad center = 190'

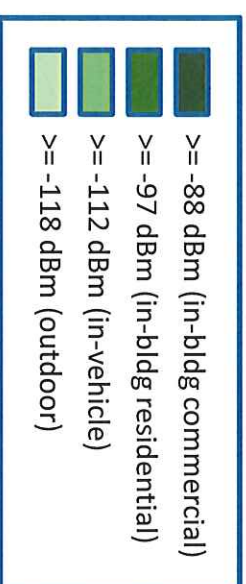
Azimuth = (50/160/270)

EDT = 2/2/2

Config = 67D98M



**L21/L19 Policy 4.2**



**L700 Policy 4.2**





12/11/2018

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible

VA - Hopewell - West Hopewell  
DIVA 073





# Existing L7 coverage





# L7 coverage with VA71703B





# Existing L21 coverage





# L21 coverage with VA71703B





# Existing L21 best server





# L21 best server with VA71703B

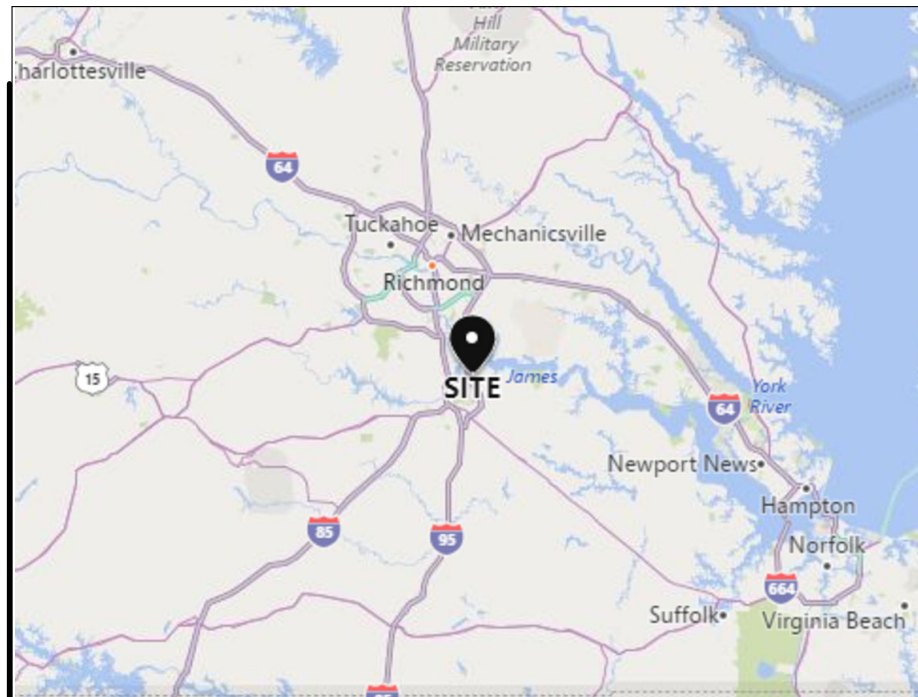


# Drawings

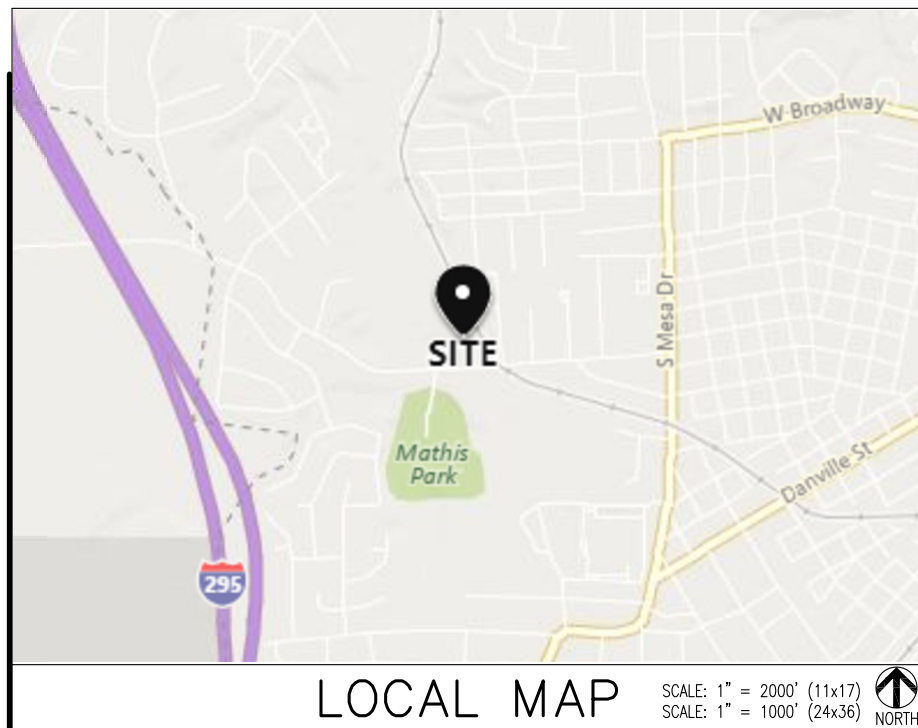


SITE NAME:  
VA-HOPEWELL-WEST HOPEWELL

SITE ID:  
PIVA072 (VA71703B)



VICINITY MAP SCALE: 1" = 30 MILES (11x17)  
SCALE: 1" = 15 MILES (24x36) NORTH



LOCAL MAP SCALE: 1" = 2000' (11x17)  
SCALE: 1" = 1000' (24x36) NORTH

DIRECTIONS TO SITE:  
FROM CITY OF HOPEWELL: START OUT GOING NORTH ON S 15<sup>TH</sup> AVE/VA-36 TOWARD S 17<sup>TH</sup> AVE AND PROCEED .23 MILES. ENTER NEXT ROUNDABOUT AND TAKE THE 4<sup>TH</sup> EXIT ONTO MARYLAND AVE THEN PROCEED .20 MILES. TURN RIGHT ONTO S 17<sup>TH</sup> AVE, AND PROCEED .03 MILES. THEN TAKE THE 1<sup>ST</sup> LEFT ONTO JACKSON ST, AND PROCEED .67 MILES. TURN LEFT ONTO S MESA DR AND PROCEED .09 MILES. TAKE THE 1<sup>ST</sup> RIGHT ONTO RIVER ROAD, AND THEN PROCEED .36 MILES. TURN RIGHT ONTO MERCER LN. ACCESS TO PROPERTY IS ON EXISTING ASPHALT DRIVEWAY, AND ALONG THE RAILROAD TRACKS.

PI TOWER DEVELOPMENT, LLC  
C/O



PROJECT DESCRIPTION:

PROPOSED 195' MONOPOLE W/ A 4'  
LIGHTNING ROD IN A NEW FENCED COMPOUND

CALL BEFORE YOU DIG, DIAL 811  
IN VIRGINIA OR 1-800-552-7001

EMERGENCY:  
CALL 911

APPROVAL - LENDLEASE

PROPERTY OWNER / OWNERS AGENT	PRINT	SIGNATURE	PHONE NUMBER	DATE
CONSTRUCTION MGR.	PRINT	SIGNATURE	PHONE NUMBER	DATE
ZONING MGR.	PRINT	SIGNATURE	PHONE NUMBER	DATE
SITE ACQUISITION MGR.	PRINT	SIGNATURE	PHONE NUMBER	DATE

APPROVAL - CARRIER

RF MGR.	PRINT	SIGNATURE	PHONE NUMBER	DATE
CONSTRUCTION MGR.	PRINT	SIGNATURE	PHONE NUMBER	DATE
OTHER	PRINT	SIGNATURE	PHONE NUMBER	DATE

REV. NO.	DESCRIPTION	BY	DATE	REV. NO.	DESCRIPTION	BY	DATE
1	ACCESS ROAD UPDATE	JG	5/20/19	4			
2				5			
3				6			

**ARCHITECTURAL & ENGINEERING FIRM:**  
BC ARCHITECTS ENGINEERS, PLC  
5659 COLUMBIA PIKE, SUITE 101  
FALLS CHURCH, VA 22041-2868  
TEL: (703) 671-6000 CONTACT: BRIAN QUINN  
FAX: (703) 671-6300 EMAIL: bquinn@bcptc.com

**SURVEYOR:**  
HALDER SURVEYS P.C.  
P.O. BOX 1660  
CHESTERFIELD, VA 23832  
TEL: (804) 748-8707 CONTACT: RONALD L. LANG  
EMAIL: ron.lang@halder-surveys.com

**CONSTRUCTION MANAGEMENT:**  
SITE DEVELOPMENT SERVICES, INC.  
TEL: (864) 907-6052 CONTACT: KEVIN WILES  
EMAIL: kwiles@sitedevservices.com

**ZONING:**  
NB&C  
TEL: (804) 363-0891 CONTACT: KARINA FOURNIER  
EMAIL: kfournier@nbcllc.com

**PERMITTING:**  
NB&C  
TEL: (804) 363-0891 CONTACT: KARINA FOURNIER  
EMAIL: kfournier@nbcllc.com

**UTILITIES:**  
**POWER COMPANY:**  
COMPANY NAME: DOMINION VIRGINIA POWER  
CONTACT: CUSTOMER SERVICE  
TEL: (804) 862-6048  
FAX: -

**TELEPHONE COMPANY:**  
COMPANY NAME: TBD  
CONTACT: -  
TEL: -  
FAX: -

CONSULTING TEAM

**SITE NAME:**  
VA-HOPEWELL-WEST HOPEWELL

**PROPERTY OWNER:**  
CARMEN A. BEAN  
14225 DELAMERE DR  
CHESTER, VA 23860  
CONTACT: CARMEN BEAN  
TEL: (804) 318-3801  
EMAIL: susybean.cab@gmail.com

**SITE NUMBER:**  
PIVA072

**SITE ADDRESS:**  
130 MERCER LN  
HOPEWELL, VA 23860

**APPLICANT BUILDING INFO:**  
PI TOWER DEVELOPMENT LLC  
C/O LENDLEASE US TELECOM INVESTMENTS, LLC  
2320 CASCADE POITE BLVD  
CHARLOTTE, NC 28208  
CONTACT: ALEJANDRA STINSON  
TEL: (904) 450-4833  
EMAIL: ale.stinson@lendlease.com

**PROJECT DESCRIPTION:**  
AN UNMANNED RADIO TELECOMMUNICATIONS FACILITY  
CONSISTING OF A NEW 195' MONOPOLE W/ A 4' LIGHTNING ROD  
IN A NEW 50'x50' FENCED COMPOUND

**ADA COMPLIANCE:**  
FACILITY IS UNMANNED AND NOT  
FOR HUMAN HABITATION

**PROJECT DATA:**  
ZONING: R-4 (RESIDENTIAL APARTMENT DISTRICT)  
PARCEL ID: 1060630  
LEASE AREA: 3,600 SQ. FT.  
JURISDICTION: CITY OF HOPEWELL

**GEOGRAPHIC COORDINATES:**  
LATITUDE: 37° 17' 45.71" N  
LONGITUDE: 77° 19' 13.80" W  
GROUND ELEVATION: 48.0± AMSL (EXISTING)

**CODE COMPLIANCE:**  
2015 VIRGINIA UNIFORM STATEWIDE BUILDING CODE (USBC)  
2014 NATIONAL ELECTRIC CODE (NEC 2014)

PROJECT SUMMARY

**SHEET NUMBER:**  
T-1

**DESCRIPTION:**  
TITLE SHEET, VICINITY MAP  
AND GENERAL INFORMATION

SP-1 SURVEY  
A-0 SITE PLAN  
A-1 ENLARGED SITE PLAN  
A-2 TOWER ELEVATION  
A-3 FENCE, GATE AND COMPOUND  
CROSS SECTION DETAIL

**SHEET INDEX**



PI TOWER DEVELOPMENT LLC  
C/O LENDLEASE (US) TELECOM HOLDINGS LLC  
2320 CASCADE POINT BLVD., SUITE 300  
CHARLOTTE, NORTH CAROLINA 28208

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**BC**  
architects  
engineers  
5661 COLUMBIA PIKE, SUITE 200  
FALLS CHURCH, VA 22041-2868  
TEL: (703) 671-6000  
FAX: (703) 671-6300

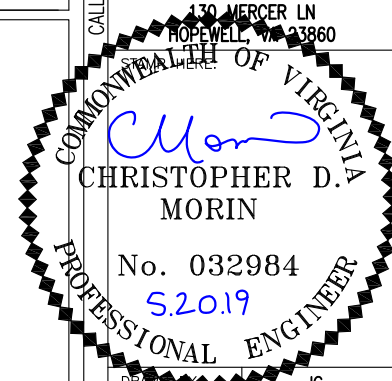
SHEET REVISION

NO.	DESCRIPTION	BY	DATE
1	ROAD UPDATE	JG	5/20/19
2			
3			
4			
5			
6			

SITE NAME:  
VA-HOPEWELL-WEST HOPEWELL

SITE ID:  
PIVA072

SITE ADDRESS:  
130 MERCER LN  
HOPEWELL, VA 23860



DRAWN BY:	JG
CHECKED BY:	NB
DATE DRAWN:	03-20-19
SUBMISSION:	FINAL ZONING

SHEET TITLE:  
TITLE SHEET,  
VICINITY MAP  
AND GENERAL  
INFORMATION

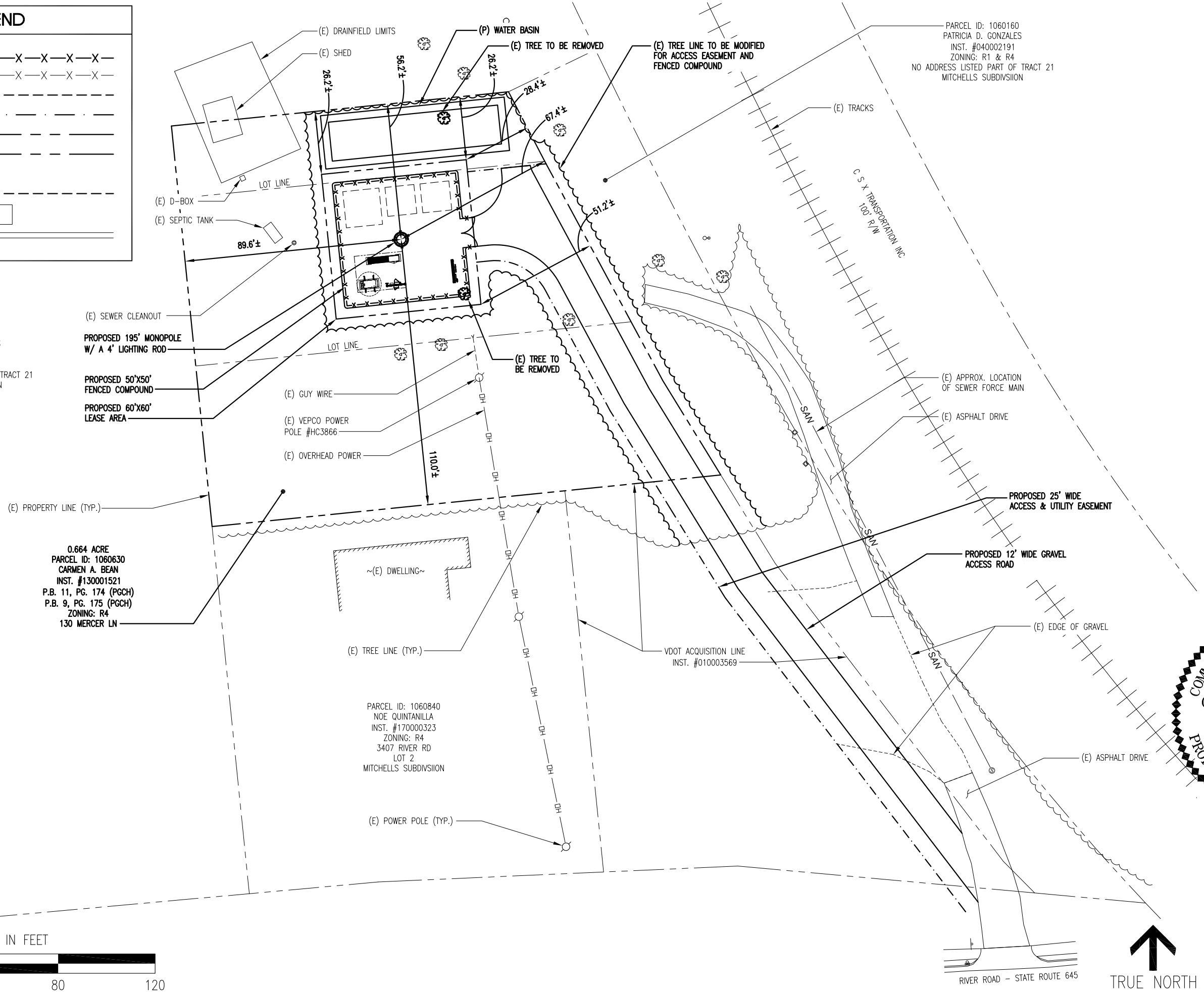
SHEET NUMBER:	REV. #
T-1	1

05-20-19 JGARC 16:39:32 \\10.27.189.8\BC\_Files\Drawings - 2019\lendlease\VA-Hopewell-West Hopewell - PIVA072\FZD's - Rev 1 - 2019-05-17\T1.dwg

10.27.189.8/BC\_Files/Drawings - 2019/LendLease/VA-Hopewell-West Hopewell - PIVAO72/\_FZD's - Rev 1 - 2019-05-17/A0.dwg

LEGEND	
NEW FENCE	-X-X-X-X-X-
EXIST. FENCE	-X-X-X-X-X-
SETBACK	-----
EASEMENT	-----
LEASE	-----
PROPERTY LINE	-----
EXIST. CONTOUR	-----
NEW CONTOUR	-----
TYP. BUILDING	[Symbol]
TYP. ROAD	=====

PARCEL ID: 1060160  
 PATRICIA D. GONZALES  
 INST. #040002191  
 ZONING: R1 & R4  
 NO ADDRESS LISTED PART OF TRACT 21  
 MITCHELLS SUBDIVISION



0.664 ACRE  
 PARCEL ID: 1060630  
 CARMEN A. BEAN  
 INST. #130001521  
 P.B. 11, PG. 174 (PGCH)  
 P.B. 9, PG. 175 (PGCH)  
 ZONING: R4  
 130 MERCER LN

PARCEL ID: 1060840  
 NOE QUINTANILLA  
 INST. #170000323  
 ZONING: R4  
 3407 RIVER RD  
 LOT 2  
 MITCHELLS SUBDIVISION

PARCEL ID: 1060160  
 PATRICIA D. GONZALES  
 INST. #040002191  
 ZONING: R1 & R4  
 NO ADDRESS LISTED PART OF TRACT 21  
 MITCHELLS SUBDIVISION



**SITE PLAN**

PI TOWER DEVELOPMENT LLC  
 C/O LENDLEASE (US) TELECOM HOLDINGS LLC  
 2320 CASCADE POINT BLVD., SUITE 300  
 CHARLOTTE, NORTH CAROLINA 28208

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5661 COLUMBIA PIKE, SUITE 200  
 FALLS CHURCH, VA 22041-2868  
 TEL: (703) 671-6000  
 FAX: (703) 671-6300

SHEET REVISION			
NO.	DESCRIPTION	BY	DATE
1	ROAD UPDATE	JG	5/20/19
2			
3			
4			
5			
6			

CALL FOR UNDERGROUND UTILITIES PRIOR TO DIGGING

SITE NAME:  
**VA-HOPEWELL-  
 WEST HOPEWELL**

SITE ID:  
**PIVA072**

SITE ADDRESS:  
 130 MERCER LN  
 HOPEWELL, VA 23860

COMMONWEALTH OF VIRGINIA

*Christopher D. Morin*

**CHRISTOPHER D. MORIN**

No. 032984  
 5.20.19

PROFESSIONAL ENGINEER

DRAWN BY:	JG
CHECKED BY:	NB
DATE DRAWN:	03-20-19
SUBMISSION:	FINAL ZONING

SHEET TITLE:  
**SITE PLAN**

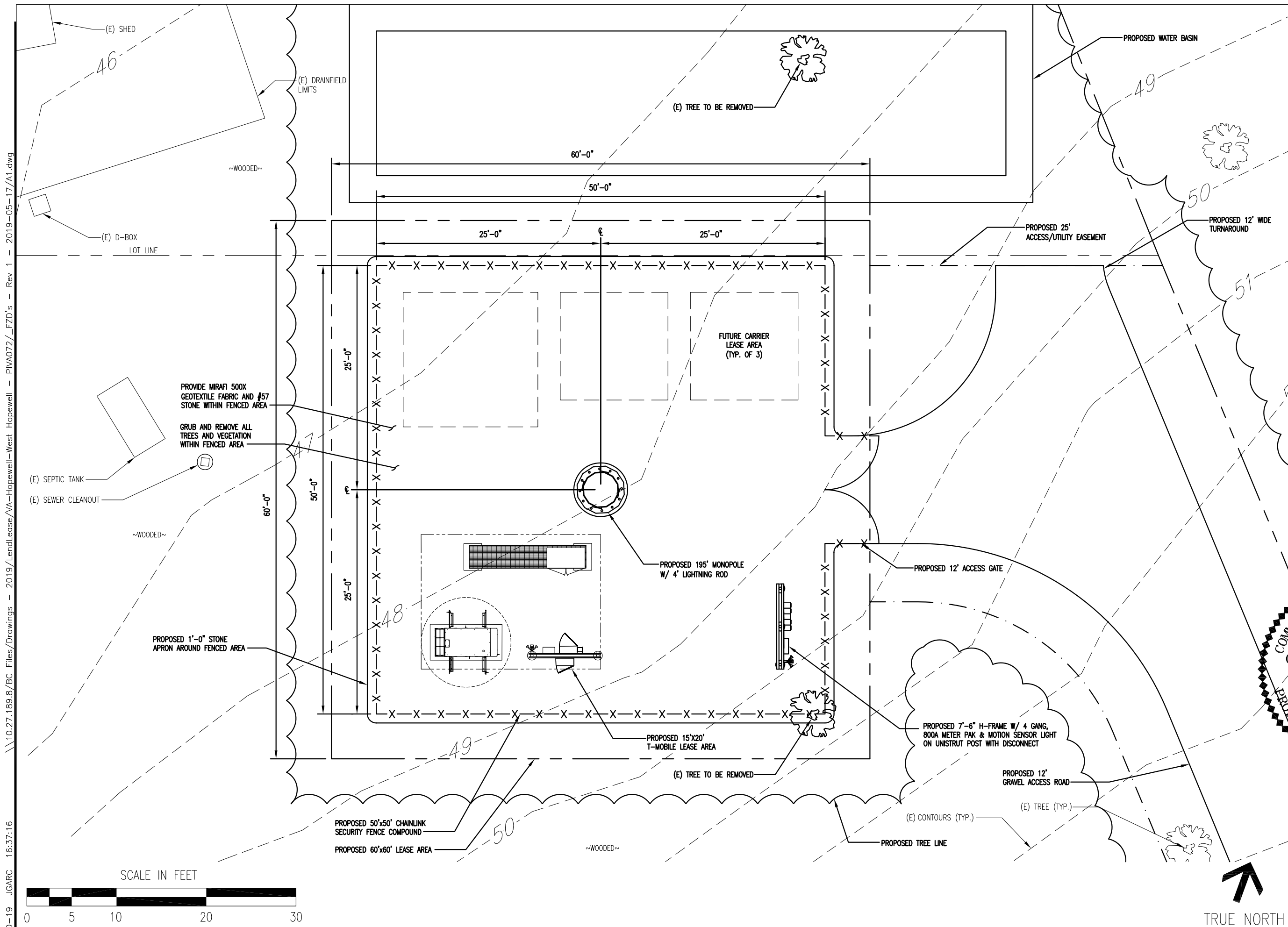
SHEET NUMBER:	REV. #
<b>A-0</b>	<b>1</b>

11"X17" - 1"=40'  
 24"X36" - 1"=20'

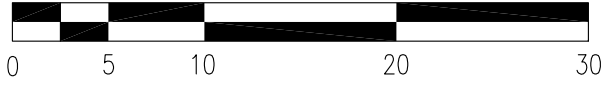
10.27.189.8/BC\_Files/Drawings - 2019/LendLease/VA-Hopewell-West Hopewell - PIVA072/\_FZD's - Rev 1 - 2019-05-17/A1.dwg

05-20-19 JGARC 16:37:16

11'x17' - 1"=10'  
24'x36' - 1"=5'



SCALE IN FEET



ENLARGED SITE PLAN

TRUE NORTH



PI TOWER DEVELOPMENT LLC  
C/O LENDLEASE (US) TELECOM HOLDINGS LLC  
2320 CASCADE POINT BLVD., SUITE 300  
CHARLOTTE, NORTH CAROLINA 28208

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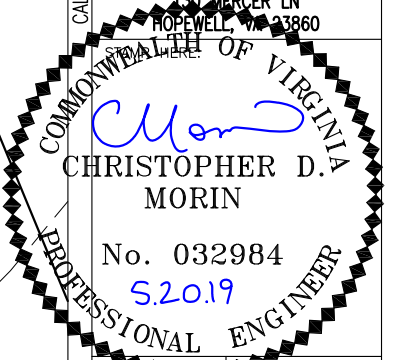
5661 COLUMBIA PIKE, SUITE 200  
FALLS CHURCH, VA 22041-2868  
TEL: (703) 671-6000  
FAX: (703) 671-6300

SHEET REVISION			
NO.	DESCRIPTION	BY	DATE
1	ROAD UPDATE	JG	5/20/19
2			
3			
4			
5			
6			

SITE NAME:  
**VA-HOPEWELL-  
WEST HOPEWELL**

SITE ID:  
**PIVA072**

SITE ADDRESS:  
130 MERCER LN  
HOPEWELL, VA 23860



DRAWN BY:	JG
CHECKED BY:	NB
DATE DRAWN:	03-20-19
SUBMISSION:	FINAL ZONING

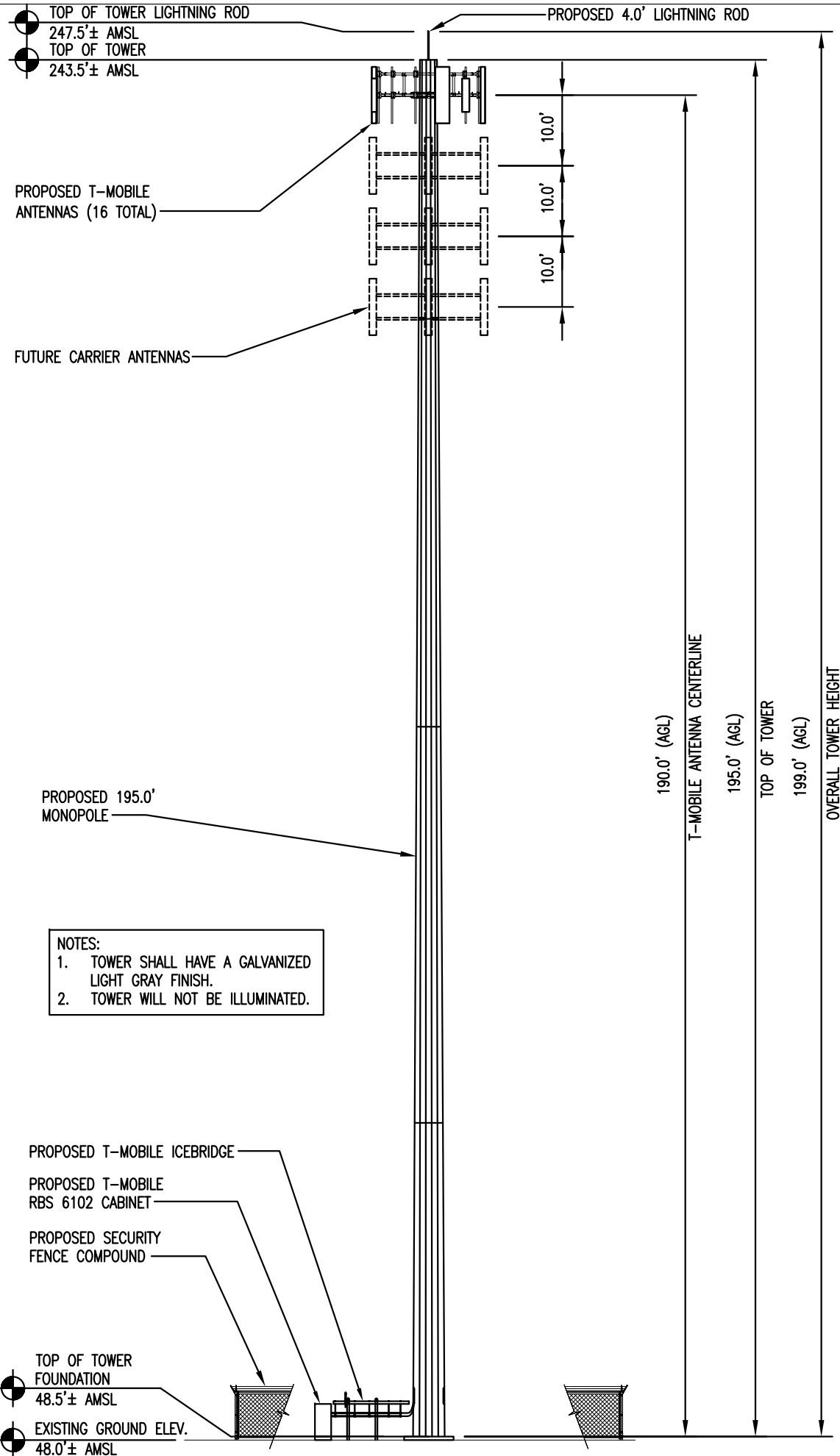
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**ENLARGED  
SITE PLAN**

SHEET NUMBER:	REV. #
<b>A-1</b>	<b>1</b>

CALL FOR UNDERGROUND UTILITIES PRIOR TO DIGGING



03-21-19 JGARC 11:32:45 \\10.27.189.8\BC\_Files\Drawings - 2019\Lease\VA-Hopewell-West Hopewell - PIV072\\_PZD's - Rev A - 2019-03-20\A2.dwg



NOTES:  
 1. TOWER SHALL HAVE A GALVANIZED LIGHT GRAY FINISH.  
 2. TOWER WILL NOT BE ILLUMINATED.



1"=20'

TOWER ELEVATION



PI TOWER DEVELOPMENT LLC  
 C/O LENDLEASE (US) TELECOM HOLDINGS LLC  
 2320 CASCADE POINT BLVD., SUITE 300  
 CHARLOTTE, NORTH CAROLINA 28208

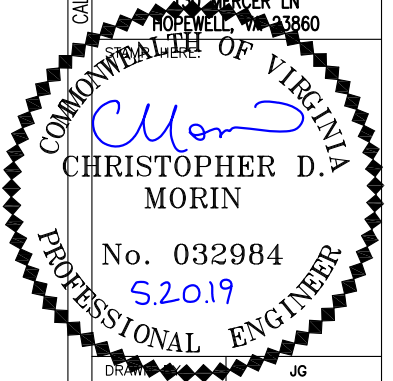
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**BC**  
 architects  
 engineers  
 5661 COLUMBIA PIKE, SUITE 200  
 FALLS CHURCH, VA 22041-2868  
 TEL: (703) 671-6000  
 FAX: (703) 671-6300

SHEET REVISION

NO.	DESCRIPTION	BY	DATE
1	ROAD UPDATE	JG	5/20/19
2			
3			
4			
5			
6			

SITE NAME:  
**VA-HOPEWELL-  
 WEST HOPEWELL**  
 SITE ID:  
**PIVA072**  
 SITE ADDRESS:  
 130 MERCER LN  
 HOPEWELL, VA 23860



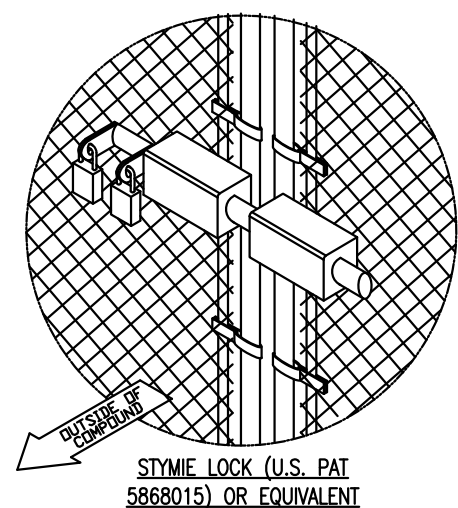
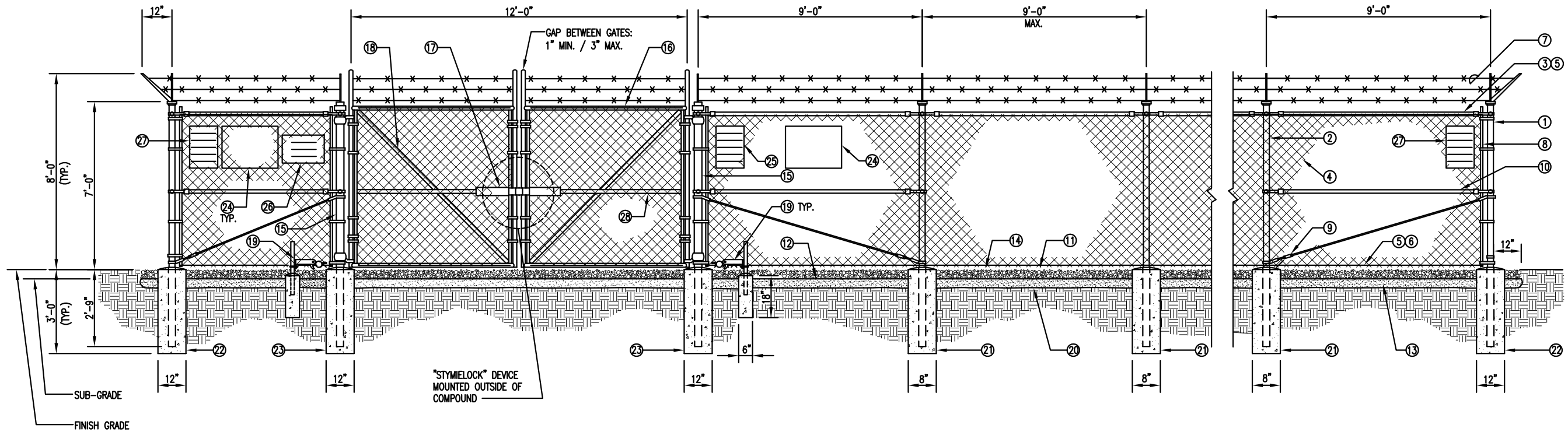
DRAWN BY:	JG
CHECKED BY:	NB
DATE DRAWN:	03-20-19
SUBMISSION:	FINAL ZONING

TOWER ELEVATION

SHEET NUMBER:	REV. #
<b>A-2</b>	<b>1</b>

CALL FOR UNDERGROUND UTILITIES PRIOR TO DIGGING





**REFERENCE NOTES:**

- ① CORNER END OR PULL POST 3" SCHEDULE 40 PIPE.
- ② LINE POST: 2" SCHEDULE 40 PIPE, PER ASTM-F1083. LINE POSTS SHALL BE EQUALLY SPACED AT MAXIMUM 8'-0" O.C.
- ③ TOP RAIL & BRACE RAIL: 1 1/2" PIPE, PER ASTM-F1083.
- ④ FABRIC: 9 GA CORE WIRE SIZE 2" MESH, CONFORMING TO ASTM-A392.
- ⑤ TIE WIRE: MINIMUM 11 GA GALVANIZED STEEL AT POSTS AND RAILS A SINGLE WRAP OF FABRIC TIE AND AT TENSION WIRE BY HOG RINGS SPACED MAX. 24" INTERVALS.
- ⑥ TENSION WIRE: 9 GA. GALVANIZED STEEL.
- ⑦ BARBED WIRE: DOUBLE STRAND 12-1/2" O.D. TWISTED WIRE TO MATCH WITH FABRIC 14 GA, 4 PT. BARBS SPACED ON APPROXIMATELY 5" CENTERS.
- ⑧ STRETCHER BAR.
- ⑨ 3/8" DIAGONAL ROD WITH GALVANIZED STEEL TURNBUCKLE OR DIAGONAL THREADED ROD.
- ⑩ FENCE CORNER POST BRACE: 1 5/8" DIA. EACH CORNER EACH WAY.
- ⑪ 1 1/2" MAXIMUM CLEARANCE FROM GRADE.
- ⑫ 2" FINISH OR AS DETERMINED BY CONSTRUCTION MANAGER DURING BID WALK.
- ⑬ 4" COMPACTED 95% BASE MATERIAL OR AS DETERMINED BY CONSTRUCTION MANAGER DURING BID WALK.
- ⑭ FINISH GRADE SHALL BE UNIFORM AND LEVEL.
- ⑮ GATE POST 4" SCHEDULE 40 PIPE, FOR GATE WIDTHS UP THRU 10 FEET OR 20 FEET FOR DOUBLE SWING GATE, PER ASTM-F1083.
- ⑯ GATE FRAME: 1 1/2" PIPE SCH. 40, PER ASTM-F1083.
- ⑰ "STYMILOCK" OR EQUIVALENT
- ⑱ GATE DIAGONAL GALVANIZED STEEL 1 1/2" PIPE.
- ⑲ DUCK BILL OPEN GATE HOLDER. VERIFY LOCATION IN FIELD PRIOR TO INSTALLATION.
- ⑳ GEOTEXTILE FABRIC.
- ㉑ LINE POST: CONCRETE FOUNDATION (3000 PSI).
- ㉒ CORNER POST: CONCRETE FOUNDATION (3000 PSI).
- ㉓ GATE POST: CONCRETE FOUNDATION (3000 PSI).
- ㉔ 18" x 24" PI TOWER DEVELOPMENT, LLC SIGN. W/ CONTACT INFO. AND TOWER IDENTIFICATION
- ㉕ 12" x 18" YELLOW CAUTION SIGN.
- ㉖ 12" x 18" EMPLOYEE NOTICE SIGN.
- ㉗ 12" x 18" DANGER NO TRESPASSING SIGN (1) ON EACH SIDE OF COMPOUND.
- ㉘ GATE FRAME BRACE: 1 5/8" DIAMETER.

**GENERAL NOTES:**

- 1. INSTALL FENCING PER ASTM F-567
- 2. INSTALL SWING GATES PER ASTM F- 900
- 3. LOCAL ORDINANCE OF BARBED WIRE PERMIT REQUIREMENT SHALL BE COMPLIED IF REQUIRED.
- 4. POST & GATE PIPE SIZES ARE INDUSTRY STANDARDS. ALL PIPE TO BE 1 1/2" GALV. (HOT DIP, ASTM A120 GRADE "A" STEEL). ALL GATE FRAMES SHALL BE WELDED. ALL WELDING SHALL BE COATED WITH (3) COATS OF COLD GALV. (OR EQUAL).
- 5. ALL OPEN POSTS SHALL HAVE END-CAPS.
- 6. USE GALVANIZED HOG-RING WIRE TO MOUNT ALL SIGNS.
- 7. ALL SIGNS MUST BE MOUNTED ON INSIDE OF FENCE FABRIC.

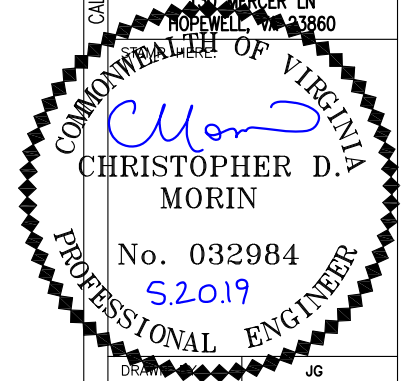
PLUNGER OR MUSHROOM HEAD REQUIRED.

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**SHEET REVISION**

NO.	DESCRIPTION	BY	DATE
1	ROAD UPDATE	JG	5/20/19
2			
3			
4			
5			
6			

SITE NAME:  
**VA-HOPEWELL-  
 WEST HOPEWELL**  
 SITE ID:  
**PVA072**  
 SITE ADDRESS:  
 130 MERCER LN  
 HOPEWELL, VA 23860



DRAWN BY:	JG
CHECKED BY:	NB
DATE DRAWN:	03-20-19
SUBMISSION:	FINAL ZONING

SHEET TITLE:  
**FENCE, GATE AND  
 COMPOUND CROSS  
 SECTION DETAIL**

SHEET NUMBER:	REV. #
<b>A-3</b>	<b>1</b>

## Tevya Griffin

---

**From:** Royster, John G Jr CIV USARMY ID-TRAINING (USA) <john.g.royster.civ@mail.mil>  
**Sent:** Tuesday, June 11, 2019 4:44 PM  
**To:** Hardy, William R CIV USARMY 93 SIG BDE (USA)  
**Cc:** Karina Fournier; Brandt, F R (Fritz) CIV USARMY ID-TRAINING (US); Anderson, Carol L CIV USARMY ID-TRAINING (USA); Richardson, Timothy A CIV USARMY ID-TRAINING (US); Wynn, Keith U Jr CIV DISA OS (USA); Flores, Jacob E SFC USARMY 93 SIG BDE (USA); Wooten, Anthony S CIV USARMY 93 SIG BDE (USA); Brown, Scott L CIV USARMY ID-TRAINING (US)  
**Subject:** RE: [Non-DoD Source] FW: New tower request at 130 Mercer Lane Hopewell, VA (UNCLASSIFIED)

OK, thanx, Bill.

John Royster, PE  
Chief, Master Planning Div, DPW  
Bldg. 6005, Room 108  
825 19th Street  
USAG Fort Lee, Virginia 23801-1530  
Desk: (804) 734-5039  
DSN 687-5039  
Cell: (804) 479-0912  
Fax: (804) 734-3474

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Comment on our service: <https://protect-us.mimecast.com/s/yXRgCZ6rNZcRPYWiKGj9O?domain=go.usa.gov>

-----Original Message-----

**From:** Hardy, William R CIV USARMY 93 SIG BDE (USA)  
**Sent:** Tuesday, June 11, 2019 4:38 PM  
**To:** Royster, John G Jr CIV USARMY ID-TRAINING (USA) <john.g.royster.civ@mail.mil>  
**Cc:** Karina Fournier <kfournier@nbcllc.com>; Brandt, F R (Fritz) CIV USARMY ID-TRAINING (US) <frederick.r.brandt.civ@mail.mil>; Anderson, Carol L CIV USARMY ID-TRAINING (USA) <carol.l.anderson50.civ@mail.mil>; Richardson, Timothy A CIV USARMY ID-TRAINING (US) <timothy.a.richardson.civ@mail.mil>; Wynn, Keith U Jr CIV DISA OS (USA) <keith.u.wynn2.civ@mail.mil>; Flores, Jacob E SFC USARMY 93 SIG BDE (USA) <jacob.e.flores.mil@mail.mil>; Wooten, Anthony S CIV USARMY 93 SIG BDE (USA) <anthony.s.wooten.civ@mail.mil>; Brown, Scott L CIV USARMY ID-TRAINING (US) <scott.l.brown12.civ@mail.mil>; Hardy, William R CIV USARMY 93 SIG BDE (USA) <william.r.hardy6.civ@mail.mil>  
**Subject:** RE: [Non-DoD Source] FW: New tower request at 130 Mercer Lane Hopewell, VA (UNCLASSIFIED)

CLASSIFICATION: UNCLASSIFIED

John,

No issue with the tower itself. Has the tower owner and T-Mobile put in a request for Spectrum review and or done the spectrum analysis? It did not appear to be a part of the PDF? Need to ensure a spectrum analysis request is submitted similar to what AT&T did.

v/r,

Bill

William R. Hardy, Jr  
Director, NEC-Lee  
South Atlantic Region  
Desk: (804) 734-7303  
Cell: (804) 243-8501

-----Original Message-----

From: Royster, John G Jr CIV USARMY ID-TRAINING (USA)  
Sent: Tuesday, June 11, 2019 10:42 AM  
To: Brown, Scott L CIV USARMY ID-TRAINING (US)  
<scott.l.brown12.civ@mail.mil>; Hardy, William R CIV USARMY 93 SIG BDE (USA)  
<william.r.hardy6.civ@mail.mil>  
Cc: Karina Fournier <kfournier@nbcllc.com>; Brandt, F R (Fritz) CIV USARMY  
ID-TRAINING (US) <frederick.r.brandt.civ@mail.mil>; Anderson, Carol L CIV  
USARMY ID-TRAINING (USA) <carol.l.anderson50.civ@mail.mil>; Richardson,  
Timothy A CIV USARMY ID-TRAINING (US) <timothy.a.richardson.civ@mail.mil>  
Subject: RE: [Non-DoD Source] FW: New tower request at 130 Mercer Lane  
Hopewell, VA

Scott/Bill, please review the location of this tower (~199' high) in the City of Hopewell. Tower is located ~3 miles from Ft Lee. Are there any issues with this tower in respect to the installation?

John Royster, PE  
Chief, Master Planning Div, DPW  
Bldg. 6005, Room 108  
825 19th Street  
USAG Fort Lee, Virginia 23801-1530  
Desk: (804) 734-5039  
DSN 687-5039  
Cell: (804) 479-0912  
Fax: (804) 734-3474

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Comment on our service: <https://protect-us.mimecast.com/s/yXRgCZ6rNZcRPYWiKGj9O?domain=go.usa.gov>

-----Original Message-----

From: Karina Fournier [mailto:kfournier@nbcllc.com]  
Sent: Tuesday, June 11, 2019 8:49 AM  
To: Royster, John G Jr CIV USARMY ID-TRAINING (USA) \  
<john.g.royster.civ@mail.mil>  
Subject: [Non-DoD Source] FW: New tower request at 130 Mercer Lane Hopewell,  
VA

Good Morning, I am trying to contact the Military Base to make them aware of a tower in Hopewell we just received approval from the Planning Commission to construct. Please see below and let me know if you are the correct person to contact in regards to this. Thank you

H. Karina Fournier  
Project Manager

NETWORK BUILDING + CONSULTING

8521 Six Forks Road | Suite 105 | Raleigh, NC | 27615  
M 860-796-3988

From: Karina Fournier  
Sent: Thursday, June 6, 2019 11:16 AM  
To: jody.d.leis.civ@mail.mil  
Subject: FW: New tower request at 130 Mercer Lane Hopewell, VA

Good Morning, I wanted to follow up and confirm that you received this email. Thank you

From: Karina Fournier  
Sent: Monday, June 3, 2019 6:44 PM  
To: jody.d.leis.civ@mail.mil < Caution-mailto:jody.d.leis.civ@mail.mil >  
Subject: New tower request at 130 Mercer Lane Hopewell, VA

Good Afternoon, I was given your contact info by a colleague of mine. PI Tower Development recently was approved by the Hopewell Planning Commission to construct a new telecommunications tower located at 130 Mercer Lane Hopewell, VA. One of the conditions of approval was for PI Tower Development to notify Fort Lee of our plans to construct a new tower in the area. See attached drawings and below map to show exactly where we are proposing to go. It appears to be more then 3 miles away from the base but I want to make sure the appropriate people were notified of the tower and confirm there was no issues. Please see my below contact info if you have any questions. Thank you

H. Karina Fournier  
Project Manager



NETWORK BUILDING + CONSULTING

8521 Six Forks Road | Suite 105 | Raleigh, NC | 27615  
M 860-796-3988

CLASSIFICATION: UNCLASSIFIED

## Tevya Griffin

---

**From:** Brown, Scott L CIV USARMY ID-TRAINING (US) <scott.l.brown12.civ@mail.mil>  
**Sent:** Thursday, June 13, 2019 12:55 PM  
**To:** Royster, John G Jr CIV USARMY ID-TRAINING (USA); Richardson, Timothy A CIV USARMY ID-TRAINING (US); Brandt, F R (Fritz) CIV USARMY ID-TRAINING (US); Anderson, Carol L CIV USARMY ID-TRAINING (USA)  
**Subject:** FW: [Non-DoD Source] FW: New tower request at 130 Mercer Lane Hopewell, VA (UNCLASSIFIED)

CLASSIFICATION: UNCLASSIFIED

John,

Army MILAIR has no issue with the tower within Hopewell as it relates to impact to the FLVA air operations.

V/r  
Scott Brown  
Director DPTMS  
Plans, Training, Mobilization & Security  
USAG Fort Lee, Virginia  
Desk: 804-734-6436  
DSN: 687-6436  
Cell: 804-892-3238

We are the Army's Home

Learn about IMCOM: <https://protect-us.mimecast.com/s/QxLyCXDp2YsNBZLI6wFgn?domain=imcom.army.mil>

USAG Fort Lee: <https://protect-us.mimecast.com/s/2j0CC1w3PVUmnXQHxjke8?domain=home.army.mil>

Comment on our service: <https://protect-us.mimecast.com/s/7zDmC2kDQGSGKQDC9IHDO?domain=go.usa.gov>

-----Original Message-----

**From:** Harlow, Teddy D CIV USAF 1 OG (USA)  
**Sent:** Wednesday, June 12, 2019 10:50 AM  
**To:** Nelson, Thomas C CIV USARMY ID-TRAINING (USA)  
<thomas.c.nelson6.civ@mail.mil>  
**Subject:** RE: [Non-DoD Source] FW: New tower request at 130 Mercer Lane Hopewell, VA

Hello Tom,

I've been comparing a google map and an aviation map looking at the proposed site listed on the document. I see no issues, there are numerous taller structures in the area north of the pad. The document states this tower will be 190'. Approach and departure for the pad is more or less perpendicular to the tower location and there is not an IFR approach to your pad, only visual (good weather) landings can be made.

Hope this helps.

V/R

Teddy Harlow, CHCM, CP12  
Safety Manager  
Felker Army Airfield  
CIV 757-878-5865  
DSN 826-5865

-----Original Message-----

From: Nelson, Thomas C CIV USARMY ID-TRAINING (USA)  
Sent: Tuesday, June 11, 2019 3:43 PM  
To: Harlow, Teddy D CIV USAF 1 OG (USA) <teddy.d.harlow.civ@mail.mil>  
Subject: FW: [Non-DoD Source] FW: New tower request at 130 Mercer Lane Hopewell, VA

Good afternoon Teddy,  
The City of Hopewell is proposing to put up a new tower in there city and we at Ft Lee wanted to see if this tower had any impact on the approach or exit of aircraft utilizing our flight path. Attached is a rendering of the construction some 3 miles away from our Helipad. Please let me know what you think.

R,

Tom Nelson  
Operations Specialist, IOC  
DPTMS  
USAG FT Lee, VA 23801  
Desk: 804-765-2668  
DSN: 539-2668

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Learn about IMCOM: <https://protect-us.mimecast.com/s/QxLyCXDp2YsNBZLI6wFgn?domain=imcom.army.mil>  
USAG Fort Lee: <https://protect-us.mimecast.com/s/ml8gCYEqNVHZkXyCG3WoM?domain=lee.army.mil>

Comment on our service: <https://protect-us.mimecast.com/s/nA0nC31VPYUM7vrivZUnR?domain=go.usa.gov>

-----Original Message-----

From: Brown, Scott L CIV USARMY ID-TRAINING (US)  
Sent: Tuesday, June 11, 2019 11:51 AM  
To: Nelson, Thomas C CIV USARMY ID-TRAINING (USA)  
<thomas.c.nelson6.civ@mail.mil>  
Cc: Wright, Daniel R CIV USARMY ID-TRAINING (USA)  
<daniel.r.wright.civ@mail.mil>; Brown, Scott L CIV USARMY ID-TRAINING (US)  
<scott.l.brown12.civ@mail.mil>; Mcrae, Claude CIV USARMY ID-TRAINING (USA)  
<claudemcrae.civ@mail.mil>  
Subject: Fwd: [Non-DoD Source] FW: New tower request at 130 Mercer Lane Hopewell, VA

Tom

Check with your aviation contact to see if this tower will impact the flight path on and off Fort Lee for MILAIR operations.

Sent from my phone

V/r

Scott Brown

Director DPTMS

Plans, Training, Mobilization & Security USAG Fort Lee, Virginia

Desk: 804-734-6436 <tel:804-734-6436>

DSN: 687-6436 <tel:687-6436>

Cell: 804-892-3238 <tel:804-892-3238>

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<<https://protect-us.mimecast.com/s/IVk2C4xGPWFYxwFjETOq?domain=imcom.army.mil>> USAG

Fort Lee: <https://protect-us.mimecast.com/s/ml8gCYEqNVHZkXyCG3WoM?domain=lee.army.mil> <<https://protect-us.mimecast.com/s/2zbuC5yKXAIKg1rSIKWgf?domain=lee.army.mil>>

Comment on our service: <https://protect-us.mimecast.com/s/7zDmC2kDQGsGKQDC9IHD0?domain=go.usa.gov>

Begin forwarded message:

From: "Royster, John G Jr CIV USARMY ID-TRAINING (USA)"  
<[john.g.royster.civ@mail.mil](mailto:john.g.royster.civ@mail.mil)> <<mailto:john.g.royster.civ@mail.mil>> >  
Date: June 11, 2019 at 10:41:53 AM EDT  
To: "Brown, Scott L CIV USARMY ID-TRAINING (US)"  
<[scott.l.brown12.civ@mail.mil](mailto:scott.l.brown12.civ@mail.mil)> <<mailto:scott.l.brown12.civ@mail.mil>> >,  
"Hardy, William R CIV USARMY 93 SIG BDE (USA)"  
<[william.r.hardy6.civ@mail.mil](mailto:william.r.hardy6.civ@mail.mil)> <<mailto:william.r.hardy6.civ@mail.mil>> >  
Cc: Karina Fournier <[kfournier@nbcllc.com](mailto:kfournier@nbcllc.com)>  
<<mailto:kfournier@nbcllc.com>> >, "Brandt, F R (Fritz) CIV USARMY ID-TRAINING  
(US)" <[frederick.r.brandt.civ@mail.mil](mailto:frederick.r.brandt.civ@mail.mil)>  
<<mailto:frederick.r.brandt.civ@mail.mil>> >, "Anderson, Carol L CIV USARMY  
ID-TRAINING (USA)" <[carol.l.anderson50.civ@mail.mil](mailto:carol.l.anderson50.civ@mail.mil)>  
<<mailto:carol.l.anderson50.civ@mail.mil>> >, "Richardson, Timothy A CIV  
USARMY ID-TRAINING (US)" <[timothy.a.richardson.civ@mail.mil](mailto:timothy.a.richardson.civ@mail.mil)>  
<<mailto:timothy.a.richardson.civ@mail.mil>> >  
Subject: RE: [Non-DoD Source] FW: New tower request at 130 Mercer  
Lane Hopewell, VA

Scott/Bill, please review the location of this tower (~199' high) in  
the



any  
City of Hopewell. Tower is located ~3 miles from Ft Lee. Are there  
issues with this tower in respect to the installation?

John Royster, PE  
Chief, Master Planning Div, DPW  
Bldg. 6005, Room 108  
825 19th Street  
USAG Fort Lee, Virginia 23801-1530  
Desk: (804) 734-5039  
DSN 687-5039  
Cell: (804) 479-0912  
Fax: (804) 734-3474

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<<https://protect-us.mimecast.com/s/UrWHC68K4Yu9VJ4U98yLr?domain=imcom.army.mil>>  
USAG Fort Lee: <https://protect-us.mimecast.com/s/ml8gCYEqNVHZkXyCG3WoM?domain=lee.army.mil>  
<<https://protect-us.mimecast.com/s/vyxAC73V2Ds6EYBIkP08b?domain=lee.army.mil>>

Comment on our service: <https://protect-us.mimecast.com/s/yXRgCZ6rNZcRPYWiKGj9O?domain=go.usa.gov>

-----Original Message-----

From: Karina Fournier [mailto:kfournier@nbcllc.com]  
Sent: Tuesday, June 11, 2019 8:49 AM  
To: Royster, John G Jr CIV USARMY ID-TRAINING (USA)  
<john.g.royster.civ@mail.mil <mailto:john.g.royster.civ@mail.mil> >  
Subject: [Non-DoD Source] FW: New tower request at 130 Mercer Lane

Hopewell,  
VA

Good Morning, I am trying to contact the Military Base to make them  
aware of  
a tower in Hopewell we just received approval from the Planning  
Commission  
to construct. Please see below and let me know if you are the  
correct person  
to contact in regards to this. Thank you

H. Karina Fournier  
Project Manager

NETWORK BUILDING + CONSULTING

8521 Six Forks Road | Suite 105 | Raleigh, NC | 27615  
M 860-796-3988

From: Karina Fournier

Sent: Thursday, June 6, 2019 11:16 AM  
To: jody.d.leis.civ@mail.mil <mailto:jody.d.leis.civ@mail.mil>  
Subject: FW: New tower request at 130 Mercer Lane Hopewell, VA

Good Morning, I wanted to follow up and confirm that you received this email. Thank you

From: Karina Fournier  
Sent: Monday, June 3, 2019 6:44 PM  
To: jody.d.leis.civ@mail.mil <mailto:jody.d.leis.civ@mail.mil> <Caution-mailto:jody.d.leis.civ@mail.mil >  
Subject: New tower request at 130 Mercer Lane Hopewell, VA

Good Afternoon, I was given your contact info by a colleague of mine. PI Tower Development recently was approved by the Hopewell Planning Commission to construct a new telecommunications tower located at 130 Mercer Lane Hopewell, VA. One of the conditions of approval was for PI Tower Development to notify Fort Lee of our plans to construct a new tower in the area. See attached drawings and below map to show exactly where we are proposing to go. It appears to be more than 3 miles away from the base but I want to make sure the appropriate people were notified of the tower and confirm there was no issues. Please see my below contact info if you have any questions. Thank you

H. Karina Fournier  
Project Manager

NETWORK BUILDING + CONSULTING

8521 Six Forks Road | Suite 105 | Raleigh, NC | 27615  
M 860-796-3988

CLASSIFICATION: UNCLASSIFIED



Mail Processing Center  
Federal Aviation Administration  
Southwest Regional Office  
Obstruction Evaluation Group  
10101 Hillwood Parkway  
Fort Worth, TX 76177

Aeronautical Study No.  
2019-AEA-3796-OE

Issued Date: 05/02/2019

Alejandra Stinson  
PI Tower Development, LLC LendLease Americas-AS  
2320 Cascade Pointe Blvd  
Suite 300  
Charlotte, NC 28208

**\*\* DETERMINATION OF NO HAZARD TO AIR NAVIGATION \*\***

The Federal Aviation Administration has conducted an aeronautical study under the provisions of 49 U.S.C., Section 44718 and if applicable Title 14 of the Code of Federal Regulations, part 77, concerning:

Structure: Antenna Tower PIVA072 Hopewell-West Hopewell  
Location: Hopewell, VA  
Latitude: 37-17-45.71N NAD 83  
Longitude: 77-19-13.80W  
Heights: 48 feet site elevation (SE)  
199 feet above ground level (AGL)  
247 feet above mean sea level (AMSL)

This aeronautical study revealed that the structure does not exceed obstruction standards and would not be a hazard to air navigation provided the following condition(s), if any, is(are) met:

Based on this evaluation, marking and lighting are not necessary for aviation safety. However, if marking/lighting are accomplished on a voluntary basis, we recommend it be installed in accordance with FAA Advisory circular 70/7460-1 L Change 2.

This determination expires on 11/02/2020 unless:

- (a) the construction is started (not necessarily completed) and FAA Form 7460-2, Notice of Actual Construction or Alteration, is received by this office.
- (b) extended, revised, or terminated by the issuing office.
- (c) the construction is subject to the licensing authority of the Federal Communications Commission (FCC) and an application for a construction permit has been filed, as required by the FCC, within 6 months of the date of this determination. In such case, the determination expires on the date prescribed by the FCC for completion of construction, or the date the FCC denies the application.

**NOTE: REQUEST FOR EXTENSION OF THE EFFECTIVE PERIOD OF THIS DETERMINATION MUST BE E-FILED AT LEAST 15 DAYS PRIOR TO THE EXPIRATION DATE. AFTER RE-EVALUATION OF CURRENT OPERATIONS IN THE AREA OF THE STRUCTURE TO DETERMINE THAT NO**

**SIGNIFICANT AERONAUTICAL CHANGES HAVE OCCURRED, YOUR DETERMINATION MAY BE ELIGIBLE FOR ONE EXTENSION OF THE EFFECTIVE PERIOD.**

This determination is based, in part, on the foregoing description which includes specific coordinates, heights, frequency(ies) and power. Any changes in coordinates, heights, and frequencies or use of greater power, except those frequencies specified in the Colo Void Clause Coalition; Antenna System Co-Location; Voluntary Best Practices, effective 21 Nov 2007, will void this determination. Any future construction or alteration, including increase to heights, power, or the addition of other transmitters, requires separate notice to the FAA. This determination includes all previously filed frequencies and power for this structure.

If construction or alteration is dismantled or destroyed, you must submit notice to the FAA within 5 days after the construction or alteration is dismantled or destroyed.

This determination does include temporary construction equipment such as cranes, derricks, etc., which may be used during actual construction of the structure. However, this equipment shall not exceed the overall heights as indicated above. Equipment which has a height greater than the studied structure requires separate notice to the FAA.

This determination concerns the effect of this structure on the safe and efficient use of navigable airspace by aircraft and does not relieve the sponsor of compliance responsibilities relating to any law, ordinance, or regulation of any Federal, State, or local government body.

A copy of this determination will be forwarded to the Federal Communications Commission (FCC) because the structure is subject to their licensing authority.

If we can be of further assistance, please contact our office at (817) 222-5922, or [debbie.cardenas@faa.gov](mailto:debbie.cardenas@faa.gov). On any future correspondence concerning this matter, please refer to Aeronautical Study Number 2019-AEA-3796-OE.

**Signature Control No: 401274123-404530723**

( DNE )

Debbie Cardenas  
Technician

Attachment(s)  
Frequency Data

cc: FCC



**Frequency Data for ASN 2019-AEA-3796-OE**

<b>LOW FREQUENCY</b>	<b>HIGH FREQUENCY</b>	<b>FREQUENCY UNIT</b>	<b>ERP</b>	<b>ERP UNIT</b>
6	7	GHz	55	dBW
6	7	GHz	42	dBW
10	11.7	GHz	55	dBW
10	11.7	GHz	42	dBW
17.7	19.7	GHz	55	dBW
17.7	19.7	GHz	42	dBW
21.2	23.6	GHz	55	dBW
21.2	23.6	GHz	42	dBW
614	698	MHz	1000	W
614	698	MHz	2000	W
698	806	MHz	1000	W
806	901	MHz	500	W
806	824	MHz	500	W
824	849	MHz	500	W
851	866	MHz	500	W
869	894	MHz	500	W
896	901	MHz	500	W
901	902	MHz	7	W
929	932	MHz	3500	W
930	931	MHz	3500	W
931	932	MHz	3500	W
932	932.5	MHz	17	dBW
935	940	MHz	1000	W
940	941	MHz	3500	W
1670	1675	MHz	500	W
1710	1755	MHz	500	W
1850	1910	MHz	1640	W
1850	1990	MHz	1640	W
1930	1990	MHz	1640	W
1990	2025	MHz	500	W
2110	2200	MHz	500	W
2305	2360	MHz	2000	W
2305	2310	MHz	2000	W
2345	2360	MHz	2000	W
2496	2690	MHz	500	W

**PH-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 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

**Hold a public hearing to consider citizen comments regarding a request for a rezoning of property located at 5, 7, 9, and 11 Curtis Harris Street.**

**ISSUE:** The properties listed above are zoned for business uses. The applicant proposes to operate a boat manufacturing and repair shop. In order to operate this type of business at the location it must be zoned industrial.

**RECOMMENDATION:** Hold a public hearing to consider comments and vote on the request.

**TIMING:** Hold a public hearing on June 25, 2019.

**BACKGROUND:** The applicant and agent, Benny J. Jones, Jr. is a business owner in the City of Hopewell. He manufactures and repairs boats and will be moving from his current location. He would like to keep his business in Hopewell and has a pending contract to purchase the properties contingent on the outcome of the rezoning. The 2028 Comprehensive Plan land use map depicts this property as Industrial.

**ENCLOSED DOCUMENTS:**

- Rezoning Application
- Map of property, with zoning layers
- Purchase contract

**STAFF:** Tevya W. Griffin, Director of Development

**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			

**FOR IN MEETING USE ONLY**

**MOTION:** \_\_\_\_\_

\_\_\_\_\_

**Roll Call**

---

**SUMMARY:**

- | <b>Y</b>                 | <b>N</b>                 |                                    |
|--------------------------|--------------------------|------------------------------------|
| <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"/> | Councilor John B. Partin, Ward #3  |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4        |

- | <b>Y</b>                 | <b>N</b>                 |                                      |
|--------------------------|--------------------------|--------------------------------------|
| <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"/> | Vice Mayor Patience Bennett, Ward #7 |





The City  
of  
Hopewell, Virginia

# 2019-0278  
# 2019-0277  
# 2019-0278  
# 2019-0279

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

APPLICATION FOR REZONING

APPLICATION FEE: \$300

APPLICANT: Benny J Jones JR or assigned  
ADDRESS: 13815 Kentucky Derby Place  
Midlothian VA 23112  
PHONE #: 804 334-5216 FAX #: \_\_\_\_\_

INTEREST IN PROPERTY: \_\_\_\_\_ OWNER OR  AGENT

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

OWNER: Warren F Poirier Rhonda B Poirier  
ADDRESS: 9784 Millstone Drive  
North Prince George Va  
PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

PROPERTY ADDRESS / LOCATION: 57911 Curtis Harris Street Hopewell Va 23860

LEGAL DESCRIPTION: \_\_\_\_\_  
#0480110 #0480115  
PARCEL #: 0480105 #0480120 ACREAGE: 1.0

PRESENT ZONING DISTRICT: Commercial Industrial

REQUESTED ZONING DISTRICT: M2

PRESENT USE OF PROPERTY: Vacant

IT IS PROPOSED THAT THE FOLLOWING BUILDINGS WILL BE CONSTRUCTED:

Steel building for manufacturing.

NEED AND JUSTIFICATION FOR THE CHANGE IN CLASSIFICATION:

to be able to manufacture boats and other metal objects.

ANTICIPATED EFFECT OF THE PROPOSED CHANGE (IF ANY) ON PUBLIC SERVICES AND FACILITIES:

provide jobs

APPROPRIATENESS OF THE PROPERTY FOR THE PROPOSED CHANGES, AS IT RELATES TO THE INTENT OF THE ZONING DISTRICT DESIRED:

Buildings will produce place for metal work, boat building etc.

WAY IN WHICH THE PROPOSED CHANGE WILL FURTHER THE PURPOSES OF THE ZONING ORDINANCE AND GENERAL WELFARE OF THE COMMUNITY:

provide jobs, revenue

COMMENTS FROM APPLICANT / OWNER:

\*\*\* ATTACH A COPY OF A SURVEY BY A LICENSED SURVEYOR OF THE PROPERTY

A PROFFER STATEMENT IS ATTACHED  Y  N

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

  
APPLICANT SIGNATURE

4-5-19  
DATE

OFFICIAL USE ONLY

DATE RECEIVED: 4/5/19 DATE OF FINAL ACTION:

ACTION TAKEN:

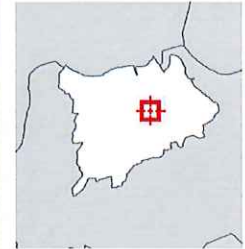
APPROVED  DENIED

APPROVED WITH THE FOLLOWING CONDITIONS/ PROFFERS:




















\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Overview



Legend

-  Parcels
-  Roads
- Zoning**
-  <all other values>
-  B1 - Central Business District
-  B2 - Limited Commercial District
-  B3 - Highway Commercial District
-  B4 - Corridor Development District
-  C1 - Conservation District
-  H1 - Tourist Histori District
-  M1 - Limited Industrial District
-  M2 - Intensive Industrial District
-  PU - Planned Unit Development
-  R1 - Residential, Lc Density
-  R2 - Residential, Medium Density
-  R3 - Residential, High Density
-  R4 - Residential, Apartments
-  RA - Residential, Lc Density
-  RP - Residential, High Density Office
-  Water





Central Virginia Regional MLS
Purchase Agreement For Unimproved Property



(This is a legally binding contract. If you do not understand any part of it, please seek competent advice before signing.)
(Paragraphs marked with an asterisk \* require a blank to be filled in or checked.)

\*This Purchase Agreement (the "Agreement"), dated February 15th, 2019, between Warren F. & Rhonda B. Poirier ("Seller"), and Benny J. Jones Jr. ("Purchaser"), provides that Purchaser and Seller acknowledge that Parr & Abernathy Realty Inc. ("Listing Broker"), represents Seller, and that Parr & Abernathy Realty Inc ("Selling Broker") represents Purchaser.

\* 1. REAL PROPERTY: Purchaser agrees to buy and Seller agrees to sell the land, all improvements thereon, and appurtenances thereto belonging, located in the City/County of Hopewell, Virginia. Lot 5,7,9 Block Section of subdivision, Tax Parcel # 048-1405,048-0110,048-0120,048-0115 and more commonly known as: Lot 5,7,9,11 Curtis W.Harris St. Pt. of Parcel 16 Industrial Area together with the items of personal property described in paragraph 2 (the "Property").

\*2. PERSONAL PROPERTY INCLUDED: The following items of personal property are included in this sale:

\*3. PURCHASE PRICE: The purchase price for the Property is Fifty-Seven Thousand Five Hundred Dollars (\$ 57,500.00 ) and shall be determined as follows [select one box]:

- This sale shall be in gross, and the stated purchase price shall be the exact sales price. OR
□ The Purchase price shall be adjusted at settlement to an exact purchase price of \$ per sq. ft. OR per acre. The exact measurements are to be determined by a survey to be made by a licensed surveyor and paid for by

PAYMENT SOURCE: Purchaser shall pay to Seller at settlement the purchase price, subject to the prorations herein and from the following sources [select applicable boxes]:

- This sale is not subject to financing. Purchaser shall pay all cash at closing by bank certified funds or bank wire.
□ This sale is subject to financing. This is subject to Purchaser being able to obtain or assume a [select loan type]:
□ Conventional; □ FHA; □ VA; □ VHDA or □ other loan in the principal amount of % of the Purchase Price OR \$ ("Loan Amount"), secured by a first deed of trust lien on the Property bearing interest at a [select one box]:
□ fixed rate not exceeding % per year OR
□ at an adjustable rate with an initial rate not to exceed % per year and a maximum rate not to exceed % during the term of the loan OR
□ at the prevailing rate of interest at the time of settlement.

The loan shall be amortized for a term of years and shall require not more than a total of discount and origination points. (For loan assumption, the balance set forth above is approximate. The principal amount to be assumed will be the outstanding principal balance on the date of settlement. Purchaser shall assume all obligations of Seller under such loan with the exception of past due charges for which Seller shall be liable). Purchaser shall pay the balance of the Purchase Price at settlement, less any deposit, loan amount and/or other credits set forth in this Agreement. Nothing in this Agreement prohibits Purchaser from seeking financing other than as specified above so long as settlement is not delayed and there is no cost to Seller. Purchaser's failure to obtain such alternative financing does not relieve Purchaser from the obligations to obtain the financing specified above.

□ This sale is subject to Seller financing. Seller Financing Addendum must be completed and attached to this Agreement.



Purchaser shall pay the balance of the Purchase Price at settlement, less any deposit, loan amount and/or other credits set forth in this Agreement.

**\*4. APPRAISAL:** This sale [select one]:  is **OR**  is not further subject to the Property's appraised value equaling or exceeding the Purchase Price, which value shall be determined by an appraiser selected by Purchaser's lender (if a cash purchase, the appraiser shall be selected by Purchaser). **The appraisal shall be ordered within fifteen (15) days of the Date of Ratification. It shall be the responsibility of Purchaser to advise Purchaser's lender of this requirement.** If the appraisal is not ordered within 15 days of the Date of Ratification, then Seller may terminate this Agreement by written notice to Purchaser and subject to the provisions of Paragraph 7, Purchaser's Deposit shall be refunded in full to Purchaser and neither party shall have any further obligation hereunder. If the appraisal is ordered after the 15 day period but Seller has not yet terminated this Agreement, then Seller's right to terminate this Agreement for said purpose is waived.

Regarding the appraisal, if the Purchase Price exceeds the appraised value, Purchaser shall either: (i) proceed with consummation of this Agreement without regard to the amount of the appraised value, or (ii) make a written request to Seller within five (5) days of receipt of the appraisal for a reduction in the Purchase Price so long as the reduced Purchase Price is not lower than the appraised value, and provide Seller a copy of the appraisal (or lender verification of the appraised value). Seller shall then have five (5) days to respond to Purchaser's request for a reduction in the Purchase Price (the "Response Deadline"). If the parties are unable to agree in writing as to a Purchase Price within five (5) days following the Response Deadline, then either Purchaser or Seller may terminate this Agreement by written notice to the other party, and subject to the provisions of Paragraph 7, Purchaser's Deposit shall be refunded in full to Purchaser and neither party shall have any further obligation hereunder. For purposes of this paragraph, Purchaser is deemed to have received a copy of the appraisal when Purchaser is notified in writing of the appraised value of the Property. If Purchaser does not request a reduction in the Purchase Price within five (5) days after receipt of the appraisal, then this condition shall be deemed waived by Purchaser.

**\*5. FINANCING:** If this Agreement is conditioned upon Purchaser obtaining financing, Purchaser shall make written application for such loan within seven (7) days after the Date of Ratification (as defined in Paragraph 21) and shall make diligent effort to secure a written loan commitment no later than 5:00 p.m. on [select one box]:  the settlement date set forth in Paragraph 8 **OR**  \_\_\_\_\_, 20\_\_\_\_. If, at the time of such loan application, Purchaser chooses not to lock-in the rate and/or points that meet or exceed the requirements set forth in Paragraph 3, Purchaser waives such rate and point contingency. If this Agreement is not conditioned upon Purchaser obtaining financing, Purchaser shall provide Seller with written verification from a third-party in possession of Purchaser's assets within seven (7) days after the Date of Ratification that Purchaser has sufficient assets to pay the balance of the Purchase Price at settlement. If Purchaser fails to comply with any of the provisions of this paragraph or fails to obtain a written loan commitment by 5:00 p.m. on the date set forth above, then Seller may terminate this Agreement by written notice to Purchaser, and subject to the provisions of Paragraph 7, Purchaser's Deposit shall be refunded in full to Purchaser, and neither party shall have any further obligation hereunder. As used in this paragraph, "diligent effort" shall mean that Purchaser has provided all information or documentation requested by a lender within seven days of each such request and paid all costs associated with such loan application, including but not limited to, application fees, credit reports and appraisal(s). Purchaser authorizes the lender to: (i) disclose to the Listing Broker and Selling Broker information about the progress of Purchaser's loan application and approval, including whether Purchaser has complied with the lender's requests and paid all costs associated with such application and (ii) furnish a copy of Purchaser's loan estimate(s) and closing disclosure(s) to the Selling Broker. If, after diligent effort, Purchaser is unable to obtain financing, then this Agreement shall terminate, and subject to the provisions of Paragraph 7, Purchaser's Deposit shall be refunded in full to Purchaser, and neither party shall have any further obligation hereunder.

**6. WIRE FRAUD ALERT:** Criminals are hacking email accounts of real estate agents, settlement attorneys/agents and others resulting in fraudulent wire instructions being sent to divert Seller or Purchaser's funds to the criminal's account. These emails look legitimate, but they are not. **Purchaser and Seller are advised not to wire any funds without personally speaking with the intended recipient of the wire to confirm the bank routing number and account number.**

**\*7. DEPOSIT:** Purchaser shall make a deposit of \$ 500.00 to be held by Parr & Abernathy Realty Inc. (the "Escrow Agent") in the form of:  check  cash  other \_\_\_\_\_ (the "Deposit"). Purchaser [select one]:  has paid the Deposit to the Escrow Agent **OR**  will pay the Deposit to the Escrow Agent within \_\_\_\_\_ days (the "Extended Deposit Date") after the Date of Ratification. If Purchaser fails to pay the Deposit as set forth herein, then Purchaser shall be in breach of this Agreement. In such event, at Seller's option and in lieu of all other remedies set forth in this Agreement, Seller may terminate this Agreement by written notice to Purchaser and neither party shall have any further obligation hereunder. If the Escrow Agent is a Virginia Real Estate Board ("VREB") licensee,



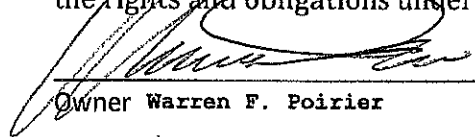
## RESIDENTIAL PROPERTY DISCLOSURE STATEMENT ACKNOWLEDGEMENT BY SELLER AND PURCHASER

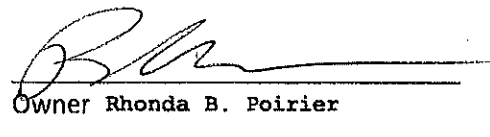
The Virginia Residential Property Disclosure Act (§ 55-517 et seq. of the *Code of Virginia*) requires the owner of certain residential real property—whenever the property is to be sold or leased with an option to buy—to provide notification to the purchaser of any disclosures required by the Act and to refer the purchaser to the Real Estate Board website referenced below for additional information.  
Certain transfers of residential property are excluded from this requirement (see § 55-518).

**PROPERTY ADDRESS/** Lots 5,7,9 Curtis W. Harris Street Hopewell Va 23860  
**LEGAL DESCRIPTION:** Lots 5,7,9 and 11 Pt Of Parcel 16 Terminal Street Industrial Area

The purchaser is advised to consult the **RESIDENTIAL PROPERTY DISCLOSURE STATEMENT** webpage ([http://www.dpor.virginia.gov/Consumers/Residential\\_Property\\_Disclosures](http://www.dpor.virginia.gov/Consumers/Residential_Property_Disclosures)) for important information about disclosures required by law that may affect the buyer's decision to purchase the real property described above.

**The owner(s) hereby provides notification** as required under the Virginia Residential Property Disclosure Act (§ 55-517 et seq. of the *Code of Virginia*) and, if represented by a real estate licensee as provided in § 55-523, further acknowledges having been informed of the rights and obligations under the Act.

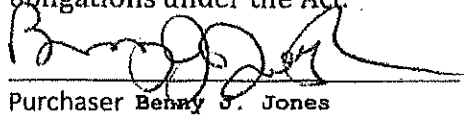
  
Owner Warren F. Poirier

  
Owner Rhonda B. Poirier

3-4-19  
Date

3-4-19  
Date

**The purchaser(s) hereby acknowledges receipt of notification** of disclosures as required under the Virginia Residential Property Disclosure Act (§ 55-517 et seq. of the *Code of Virginia*). In addition, if the purchaser is (i) represented by a real estate licensee or (ii) not represented by a real estate licensee but the owner is so represented as provided in § 55-523, the purchaser further acknowledges having been informed of the rights and obligations under the Act.

  
Purchaser Benny J. Jones

\_\_\_\_\_  
Purchaser

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**DISCLOSURE OF DUAL AGENCY OR DUAL REPRESENTATION\*  
IN A RESIDENTIAL REAL ESTATE TRANSACTION**

The undersigned do hereby acknowledge disclosure that the licensee Michael Shannon Sullivan Sr.  
(Broker or Salesperson) associated with Parr & Abernathy Realty Inc. (Brokerage Firm) represents more than one  
party in this residential real estate transaction as follows:

A. The Licensee represents the  Seller OR  Landlord as a (select one below):  
 Standard Agent OR  Limited Service Agent OR  Independent Contractor

B. The Licensee represents the  Buyer OR  Tenant as a (select one below):  
 Standard Agent OR  Limited Service Agent OR  Independent Contractor

\*"Dual agent" means representing a client as a standard agent or as a limited service agent. "Representative" means representing a client as an independent contractor.

C. Brokerage Firm disclosure and client acknowledgement of the following (select one):

**BOTH CLIENTS ARE EXISTING CLIENTS**

Brokerage Firm represents two existing clients in the transaction and the undersigned acknowledge the following:

The undersigned understand that the foregoing dual agent or dual representative may not disclose to either client any information that has been given to the dual agent or representative by the other client within the confidence and trust of the brokerage relationship except for that information which is otherwise required or permitted by § 54.1-2130 et seq. of the Code of Virginia to be disclosed.

OR

**ONE EXISTING CLIENT ONE NEW CLIENT**

Brokerage Firm represents one existing client and one new client in the transaction and the undersigned acknowledge the following:

The undersigned understand:

1. That following the commencement of dual agency or representation, the licensee cannot advise either party as to the terms to offer or accept in any offer or counteroffer; however, the licensee may have advised one party as to such terms prior to the commencement of dual agency or representation;
2. That the licensee cannot advise the buyer client as to the suitability of the property, its condition (other than to make any disclosures as required by law of any licensee representing a seller), and cannot advise either party as to what repairs of the property to make or request;
3. That the licensee cannot advise either party in any dispute that arises relating to the transaction;
4. That licensee may be acting without knowledge of the client's needs, client's knowledge of the market, or client's capabilities in dealing with the intricacies of real estate transactions; and
5. That either party may engage another licensee at additional cost to represent their respective interests.

The undersigned by signing this notice do hereby acknowledge their consent to the disclosed dual representation by the licensee.

SELLER/LANDLORD

BUYER/TENANT

3-4-19,   
Date Signature Warren F. Poirier

3-1-19,   
Date Signature Benny J. Jones Jr.

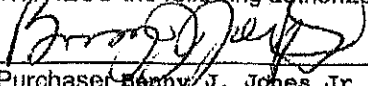
SELLER/LANDLORD

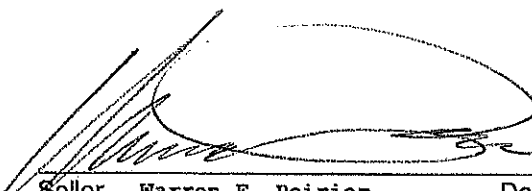
BUYER/TENANT

3-4-19,   
Date Signature Rhonda B. Poirier

\_\_\_\_\_, \_\_\_\_\_  
Date Signature

WITNESS the following authorized signatures:

 3-1-19  
Purchaser Benny J. Jones Jr. Date

 3-4-19  
Seller Warren F. Poirier Date

\_\_\_\_\_  
Purchaser Date

 3-3-19  
Seller Rhonda B. Poirier Date

\_\_\_\_\_  
Purchaser Date

\_\_\_\_\_  
Seller Date

*The following is for informational purposes only:*

**Selling Broker Company's Name and Address**

**Listing Company's Name and address**

Parr & Abernathy Realty Inc  
701 W. Broadway  
Hopewell, Va. 23860

Parr & Abernathy Realty Inc.  
701 W. Broadway  
Hopewell, Va. 23860

Office Phone 1-804-452-0505  
Office Fax 1-804-458-2475  
DPOR Firm License No.: 022613388

Office Phone 1-804-452-0505  
Office Fax 1-804-2475  
DPOR Firm License No.: 022613388

Purchaser's Authorized Agent's Information:  
Name Michael Shannon Sullivan Sr.  
Email sullivanjteam@gmail.com  
Cell No. 1-804-731-1240  
Agent's DPOR License No.: 0225139458

Seller's Authorized Agent's Information:  
Name Michael Shannon Sullivan Sr.  
Email sullivanjteam@gmail.com  
Cell No. 1-804-731-1240  
Agent's DPOR License No.: 0225139458

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the parties direct the Escrow Agent to place the Deposit in an escrow account by the end of the fifth business banking day following the latter of: (i) ratification and delivery of this Agreement as defined in Paragraph 21, or (ii) the Extended Deposit Date. If the Escrow Agent is not a VREB licensee, the parties direct the Escrow Agent to place the Deposit in an escrow account in conformance with applicable Federal or Virginia law and regulations. The Deposit may be held in an interest bearing account and the parties waive any claim to interest resulting from such Deposit. The Deposit shall not be released by the Escrow Agent until (i) credited toward the purchase price at settlement; (ii) Seller and Purchaser agree in writing as to its disposition, (iii) a court of competent jurisdiction orders a disbursement of the funds, or (iv) disbursed in such manner as authorized by the terms of this Agreement and subject to Virginia law and/or VREB regulations. Seller and Purchaser agree that Escrow Agent shall have no liability to any party for disbursing the Deposit in accordance with this paragraph, except in the event of Escrow Agent's negligence or willful misconduct.

If the Property is foreclosed upon while this Agreement is pending, the terms of Virginia Code Section 54.1-2108.1 shall apply to the disbursement of the Deposit. The foreclosure shall be deemed a termination of this Agreement by Seller and, absent any default by Purchaser, the Deposit shall be disbursed to Purchaser.

**\*8. SETTLEMENT; POSSESSION:** Settlement shall be made at the offices of \_\_\_\_\_ Designated place on or before [select one box and insert closing date]:

May 15th, 2019, or a reasonable time thereafter if the Purchaser or Seller is making diligent effort to satisfy any contingencies contained in this Agreement.

**OR**

\_\_\_\_\_, 20\_\_\_\_, if settlement does not occur within ten (10) days following such date (but subject to Seller's right to cure any title defects as set forth in Paragraph 18B, a party who is ready, willing and able to close under the terms of this Agreement may terminate this Agreement by written notice to the other party, and subject to the provisions of Paragraph 7, Purchaser's Deposit shall be refunded in full to Purchaser, and neither party shall have any further obligation hereunder.

**Possession of the Property shall be given at settlement, unless otherwise agreed in writing by the parties.** Failure to check one box above shall not invalidate this Agreement. The settlement date shall be as inserted above. Seller and Purchaser authorize and direct the settlement agent to provide a copy of Purchaser's closing disclosure (if Purchaser obtains lender financing), settlement statement and/or disbursement summary for this transaction to the Seller, Purchaser, Listing Broker and Selling Broker.

**\*9. STUDY PERIOD:** Purchaser shall have 90 days from the Date of Ratification to determine, through engineering and feasibility studies, whether Purchaser's use or plan of development for the Property is practical. Purchaser shall contract for such studies within ten days (10) from the Date of Ratification and deliver to Seller and Listing Broker copies of the letter(s) ordering the studies, said letter(s) stipulating that true copies of all studies are to be sent simultaneously to Seller or Listing Broker, and to Purchaser. If, prior to the expiration of the study period, Purchaser determines that Purchaser's proposed use or plan of development for the Property is not practical, then Purchaser may terminate this Agreement by written notice to Seller and subject to the provisions of Paragraph 7, Purchaser's Deposit shall be refunded in full to Purchaser, and neither party shall have any further obligation hereunder, except as provided herein. Time shall be of the essence for this Paragraph.

**\*10. SOIL STUDY:** This Agreement is contingent for 90 days from the Date of Ratification to allow buyer to obtain a soil study and/or percolation test, which shall lawfully allow for the erection and use of My property on the Property.

Such study or test shall be pursued diligently and in good faith and if such study or test reveals that Purchaser's intended use of the Property is not permissible or practicable, Purchaser may terminate this Agreement by written notice to Seller and subject to the provisions of Paragraph 7, Purchaser's Deposit shall be refunded in full to Purchaser, and neither party shall have any further obligation hereunder, except as provided herein.

**11. ACCESS:** Purchaser and Purchaser's representatives and engineers shall have the right to enter onto the Property at all reasonable times prior to settlement for purposes of engineering, surveying, title or such other work as is permitted under this Agreement, so long as such studies do not result in a permanent change in the character or topography of the Property. Purchaser shall not interfere with Seller's use of the Property, and Purchaser, at Purchaser's expense, shall promptly restore the Property to its prior condition upon completion of Purchaser's studies or work. Purchaser shall keep the Property free and clear from all liens resulting from its work, studies, investigations or other activities performed pursuant to this Agreement and shall indemnify and hold Seller harmless against any loss or liability to person or property resulting from Purchaser's presence or activities on the Property. This obligation shall survive settlement and transfer of title and possession to the Property.

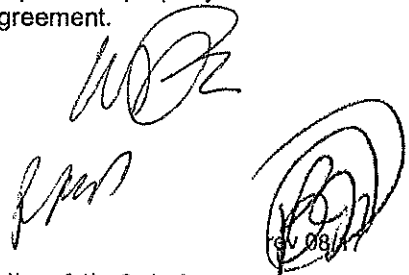
**\*12. PROPERTY OWNERS' ASSOCIATION DISCLOSURE:** The Seller represents that the Property [select one]:  
 is OR  is not located within a development which is subject to the Virginia Property Owners' Association Act (Sections 55-509 et. seq. of the Code of Virginia) (the "Act"). If the Property is within such a development, the Act requires the Seller to obtain from the property owners' association, an association disclosure packet and provide it to the Purchaser, or Purchaser's authorized agent. The information contained in the association disclosure packet shall be current as of the specified date on the disclosure packet. The Purchaser may cancel this Agreement (a) within 3 days after the date of this Agreement, if on or before the date that the Purchaser signs this Agreement, the Purchaser receives the association disclosure packet or is notified that the association disclosure packet is not available; (b) within 3 days after receiving the association disclosure packet, if the association disclosure packet or notice that the association disclosure packet will not be available is hand delivered, delivered by electronic means or delivered by a commercial overnight delivery service or the United Parcel Service, and a receipt obtained; or (c) within 6 days after the postmark date if the association disclosure packet or notice that the association disclosure packet will not be available is sent to the Purchaser by United States mail. The Purchaser may also cancel this Agreement at any time prior to settlement if the Purchaser has not been notified that the association disclosure packet will not be available and the association disclosure packet is not delivered to the Purchaser. Notice of cancellation shall be provided to the Seller (owner) or his agent by one of the following methods: (i) hand delivery; (ii) United States mail, postage prepaid, provided the sender retains sufficient proof of mailing, which may be either a United States postal certificate of mailing or a certificate of service prepared by the sender confirming such mailing; (iii) electronic means provided the sender retains sufficient proof of the electronic delivery, which may be an electronic receipt of delivery, a confirmation that the notice was sent by facsimile, or a certificate of service prepared by the sender confirming the electronic delivery; or (iv) overnight delivery using a commercial service or the United States Postal Service. In the event of a dispute, the sender shall have the burden to demonstrate delivery of the notice of cancellation. Such cancellation shall be without penalty, and the Seller shall cause any deposit to be returned promptly to the Purchaser, but not later than thirty days from the date of cancellation. Seller shall provide written instructions to the Association for delivery of the disclosure packet to Purchaser or Purchaser's authorized agent. The right to receive the association disclosure packet and to cancel this Agreement terminates at settlement. If the Purchaser has received the association disclosure packet, the Purchaser has a right, at Purchaser's sole expense, to request an update of such disclosure packet from the property owners' association in accordance with subsection G of Section 55-509.6. A request for an updated disclosure packet does not extend the cancellation periods set forth above.

**13. BROKERAGE FEE:** Seller authorizes and directs the settlement agent to disburse to Listing Broker and Selling Broker from the settlement proceeds their respective brokerage fees payable as a result of the sale and settlement set forth under this Agreement. Prior to settlement, Listing Broker and/or Selling Broker shall deliver to the settlement agent a signed written statement setting forth the disbursement instructions for payment of any brokerage fees and any sales incentives payable to each broker.

**14. DEFAULT:** If either Seller or Purchaser defaults under this Agreement, the defaulting party, in addition to all other remedies available at law or in equity, shall be liable for the brokerage fees set forth in Paragraph 13 and any brokerage fees set forth in Seller's Listing Agreement with the Listing Broker for the Property (which document is hereby incorporated herein by this reference) as if this Agreement and Seller's Listing Agreement had been performed, and for any damages and all expenses incurred by the non-defaulting party, the Listing Broker and the Selling Broker in connection with this transaction and the enforcement of this Agreement and Seller's Listing Agreement, including, without limitation, attorney's fees and court costs. Payment of a real estate broker's fee as the result of a transaction relating to the Property which occurs subsequent to a default under this Agreement, shall not relieve the defaulting party of liability for any brokerage fees due under this Agreement or Seller's Listing Agreement, or for any damages and expenses, including attorney's fees and court costs, incurred by the non-defaulting party, the Listing Broker and the Selling Broker in connection with this transaction.

**\*15. RELATED BUSINESS AND SERVICES:** The Listing Broker and Selling Broker may engage in mortgage loan, homeowner's and title insurance, real estate settlement, home warranty and other real estate related businesses and services from which they receive compensation during the course of this transaction, in addition to the real estate brokerage fees.

**16. PURCHASER DISCLOSURE:** Purchaser warrants he/she does not own any real or personal property that must be sold and settled prior to the settlement of this Agreement, except as disclosed in this Agreement.



mz BJR  
[Handwritten signature]

**\*17. ADDITIONAL TERMS:**

Subject to the property being rezoned from B3 to ~~M~~ by buyer. One of the sellers are a licensed Virginia Real Estate Agent.

**18. STANDARD PROVISIONS:**

**A. EXPENSE PRORATIONS:** Seller agrees to pay the expense of preparing the deed and the applicable grantors tax, release fees, and any other fees applicable to the grantor by custom. Except as otherwise agreed herein, Purchaser shall pay all expenses incurred by Purchaser in connection with this Agreement, including without limitation, title examination fees, title insurance premiums, survey costs, recording costs and Purchaser's attorney's fees. All taxes, assessments, interest, rent escrow deposits and other ownership fees, if any, shall be prorated as of the date of settlement. In addition to the Purchase Price, Purchaser agrees to pay Seller for all fuel oil and propane/LP gas remaining in any tanks (if applicable) at the prevailing market price as of the date of settlement.

**B. TITLE:** At settlement Seller shall convey the Property to Purchaser by a general warranty deed containing English covenants of title, free of all encumbrances, tenancies, and liens (for taxes or otherwise), but subject to such restrictive covenants and utility easements of record which do not materially and adversely affect Purchaser's proposed use of the Property or render the title unmarketable. If the Property does not abut a public road, title to the Property must include a recorded easement providing adequate access thereto satisfactory to Purchaser. In the event this sale is subject to a financing contingency under Paragraph 3, the access to a public road must also be satisfactory to the lender. If the examination reveals a title defect that can be remedied by legal action or otherwise within a reasonable time, Seller, at his/her expense, shall promptly take such action as is necessary to cure such defect. If the defect is not cured within sixty (60) days after Seller receives notice of the defect or if seller is unable to provide access to a public road as provided above, then either party may terminate this Agreement (at the expiration of the sixty (60) day period if termination relates to title defect(s) not being cured) by written notice to the other party. Upon termination of this Agreement, and subject to the provisions of Paragraph 7, Purchaser's Deposit shall be refunded in full to Purchaser and neither party shall have any further obligation hereunder. The parties agree that the settlement date prescribed in Paragraph 8 shall be extended if necessary to enable Seller to cure any title defect, but not for more than sixty (60) days, time being of the essence.

**C. LAND USE ASSESSMENT:** In the event the Property is taxed under land use assessment and this sale results in disqualification from land use eligibility, Seller shall pay any rollback taxes assessed. If the Property continues to be eligible for land use assessment, Purchaser agrees to make application at Purchaser's expense for continuation under land use, and to pay any rollback taxes resulting from failure to file or to qualify. Notwithstanding anything herein to the contrary, the provisions of this Paragraph C shall survive settlement and the delivery of the deed.

**D. RISK OF LOSS:** All risk of loss or damage to the Property by fire, windstorm, casualty, or other cause is assumed by Seller until settlement. In the event of substantial loss or damage to the Property before settlement, Purchaser shall have the option of either (i) terminating this Agreement, and subject to the provisions of Paragraph 7, Purchaser's Deposit shall be refunded in full to Purchaser and neither party shall have any further obligation hereunder, or (ii) affirming this Agreement, in which event Seller shall assign to Purchaser all of Seller's rights under any policy or policies of insurance applicable to the Property.

**E. VA/FHA LOANS:** If a VA or FHA loan is selected in Paragraph 3, it is expressly agreed that notwithstanding any other provisions of this Agreement, Purchaser shall not be obligated to complete the purchase of the Property or to incur any penalty by forfeiture of earnest money deposits or otherwise unless the Purchaser has been given in accordance with HUD/FHA or VA requirements a written statement by the Federal Housing Commissioner, Veterans Administration, or a direct endorsement lender setting forth the appraised value of the Property of not less than the Purchase Price. Purchaser shall have the privilege and option of proceeding with consummation of this Agreement without regard to the amount of the appraised value. The appraised value is arrived at to determine the maximum mortgage the Department of Housing and Urban Development will insure. HUD does not warrant the value or the condition of the Property. Purchaser should satisfy himself/herself that the price and condition of the Property are acceptable.

**F. MISCELLANEOUS:** This Agreement represents the entire agreement between Seller and Purchaser and may not be modified or changed except by written instrument executed by the parties. This Agreement shall be construed according to the laws of the Commonwealth of Virginia and shall be binding upon and shall inure to the benefit of the heirs, personal representatives, successors, and assigns of the parties. To the extent any handwritten or typewritten terms herein conflict

with, or are inconsistent with the pre-printed terms hereof, the handwritten or typewritten terms shall control. This Agreement may only be assigned by Purchaser with the written consent of the Seller. If the Seller agrees in writing to an assignment of this Agreement, Purchaser shall remain obligated hereunder until settlement. The parties agree that faxed or electronic transmission of any signed original document shall have the same effect as an original. As used in this Agreement, a "day" shall mean a calendar day and all times are local Eastern Standard Time unless otherwise noted. This Agreement may be signed in one or more counterparts, each of which is deemed to be an original and all of which shall together constitute the same instrument. No party will refuse delivery of any notice from the other party in order to hinder or delay any deadline established in this Agreement. Unless otherwise provided herein, the provisions of this Agreement affecting title shall be deemed merged into the deed delivered at settlement and shall not survive settlement.

**G. MECHANIC'S LIEN DISCLOSURE:** Virginia law (§ 43-1 et seq.) permits persons who have performed labor or furnished materials for the construction, removal, repair or improvement of any building or structure to file a lien against the Property. This lien may be filed at any time after the work is commenced or the material is furnished, within 90 days from the last day of the month in which the lien or last performed work or furnished materials or 90 days from the time the construction, removal, repair or improvement is terminated. **AN EFFECTIVE LIEN FOR WORK PERFORMED PRIOR TO THE DATE OF SETTLEMENT MAY BE FILED AFTER SETTLEMENT. LEGAL COUNSEL SHOULD BE CONSULTED.** Seller shall deliver to Purchaser at settlement an affidavit in a form acceptable to Purchaser's title company, signed by Seller, that no labor or materials have been furnished to the Property within the statutory period for the filing of mechanics' or materialmens' liens against the Property. If labor or materials have been furnished to the Property during the statutory period, Seller shall deliver to Purchaser an affidavit signed by Seller and the person(s) furnishing the labor and/or materials that such items have been paid.

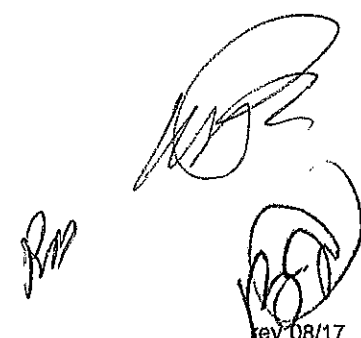
**19. SELLER REPRESENTATION:** Seller warrants each person signing this Agreement as "Seller" includes all persons possessing an ownership interest in the Property or who will be a necessary party to convey clear title to the Property.

**20. ELECTRONIC SIGNATURES:** In accordance with the Uniform Electronic Transactions Act (UETA) regarding electronic signatures and transactions, the parties do hereby expressly authorize and agree to the use of electronic signatures (such as Authentisign) as an additional method of signing and/or initialing this Agreement.

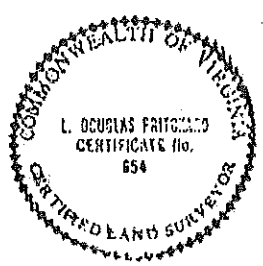
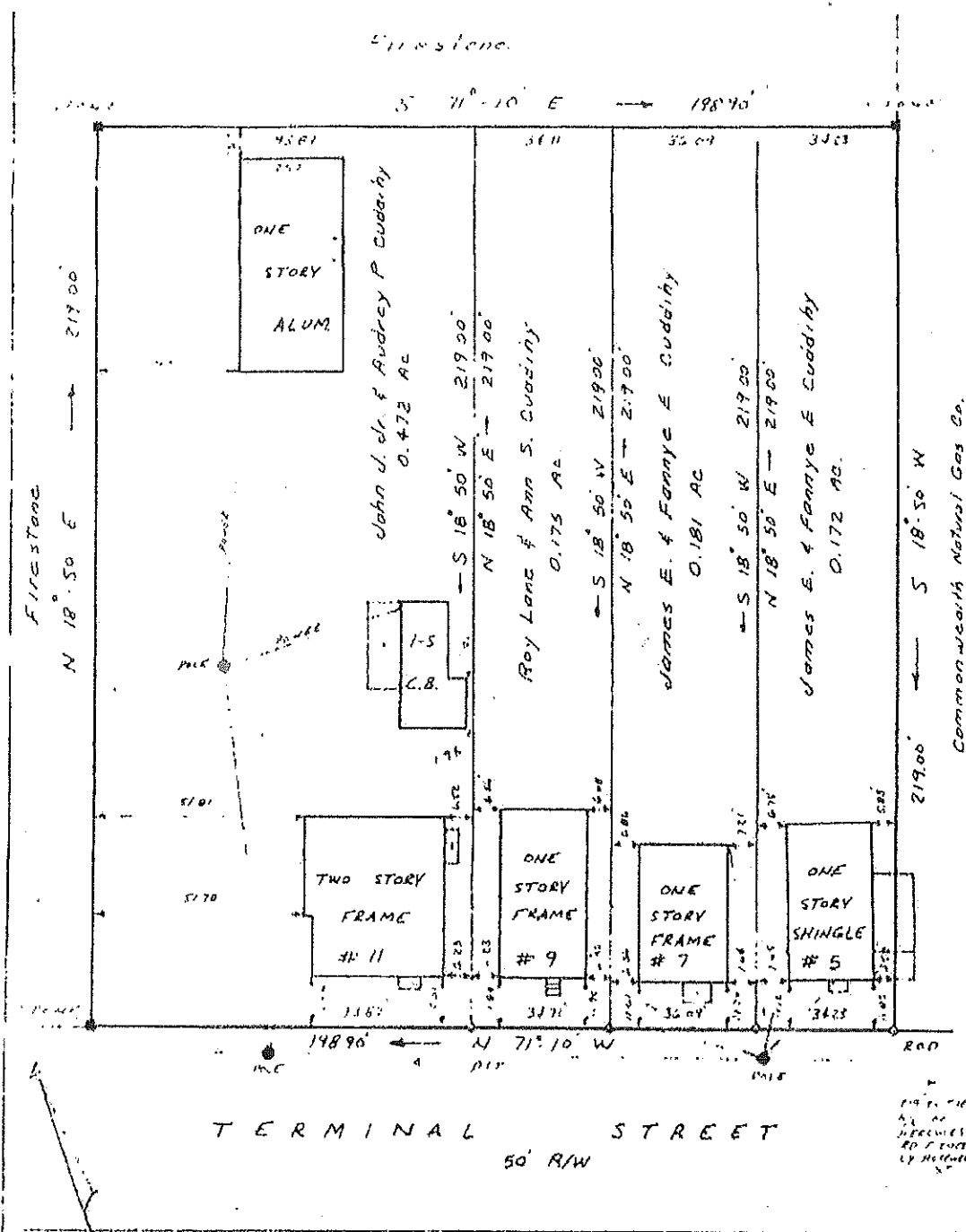
**\*21. ACCEPTANCE:** This Agreement becomes a legally binding agreement only upon ratification and delivery. Unless ratification and delivery of this Agreement occurs by 6  a.m. or  p.m. on February 17th, 2019, **this offer shall expire and shall not be binding on either party.** If the parties desire to accept an offer that has expired, then (i) the date set forth in this paragraph 21 must be revised to the ratification date (or later), (ii) each party must initial such revision, and (iii) ratification and delivery must occur prior to the revised expiration date.

As used herein, "**ratification and delivery**" means **delivery of a final accepted and signed Agreement to the other party or their respective broker or salesperson by hand delivery, fax or electronic transmission, or by a professional courier service (including overnight delivery service) or by United States mail with return receipt requested.** In the event of a dispute, the sender shall have the burden to demonstrate delivery to the recipient of the final accepted and signed Agreement. "**Date of Ratification**" means the date upon which ratification and delivery occurs. Purchaser and Seller understand that they shall have the right to withdraw any offer at any time prior to ratification and delivery. If either party withdraws an offer, notice shall be deemed effective upon receipt. If any offer is withdrawn, all deposits shall be returned to the Purchaser at no penalty.

[Signatures appear on next page.]







See Plat Book 3 Page 135 Prince George Co

PLAT SHOWING PROPERTY OF: ESTATE OF LILLIAN RUTH CUDDIHY 1.00 ACRES TERMINAL STREET HOPEWELL, VIRGINIA	
SCALE: 1" = 30' DATE: FEB 11, 1970	DRAWING NO. 260-6445
PRITCHARD, LEGAT and ALTMAN ENGINEERS AND SURVEYORS HOPEWELL, VIRGINIA	

*Note:  
No buildings  
on property*

### Photo Gallery 12

1717874

Lots/Land

5,7,9 &11 Curtis Harris St

\$69,900



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**HOPEWELL CITY ADMINISTRATION SCHEDULE  
OF CITY COUNCIL MEETINGS, AGENDA MEETINGS,  
AND CITY MANAGER'S STAFF MEETINGS FOR 2019**

PC-  
May 21  
2018

AGENDA MEETING	10:00 AM - FIRM DEADLINE TO ADD ITEMS/SUPPORTING DOCUMENTATION	COUNCIL MEETING	CITY MANAGER'S STAFF MEETING
N/A	N/A	January 8, 2019	January 9, 2019
January 15, 2019	January 16, 2019	January 22, 2019	January 23, 2019
February 5, 2019	February 6, 2019	February 12, 2019	February 13, 2019
February 19, 2019	February 20, 2019	February 26, 2019	February 27, 2019
February 26, 2019	February 27, 2019	*March 5, 2019	March 6, 2019
March 19, 2019	March 20, 2019	March 26, 2019	March 27, 2019
April 2, 2019	April 3, 2019	April 9, 2019	April 10, 2019
April 16, 2019	April 17, 2019	April 23, 2019	April 24, 2019
May 7, 2019	May 8, 2019	May 14, 2019	May 15, 2019
May 21, 2019	May 22, 2019	May 28, 2019	May 29, 2019
June 4, 2019	June 5, 2019	June 11, 2019	June 12, 2019
June 18, 2019	June 19, 2019	June 25, 2019	June 26, 2019
July 2, 2019	July 3, 2019	July 9, 2019	July 10, 2019
August 13, 2019	August 14, 2019	August 20, 2019	August 21, 2019
September 3, 2019	September 4, 2019	September 10, 2019	September 11, 2019
September 17, 2019	September 18, 2019	September 24, 2019	September 25, 2019
October 1, 2019	October 2, 2019	**October 9, 2019	October 10, 2019
October 15, 2019	October 16, 2019	October 22, 2019	October 23, 2019
November 5, 2019	November 6, 2019	November 12, 2019	November 13, 2019
December 3, 2019	December 4, 2019	December 10, 2019	December 11, 2019

WS  
PH

The schedule of City Council meetings was adopted at City Council's Reorganizational Meeting held January 2, 2019. Agenda Meetings are held at 10:00 a.m. in the 2<sup>nd</sup> Floor Conference Room of the Municipal Building. The City Manager's staff meetings are held on Wednesdays at 10:00 a.m. following the City Council meetings and are hosted by department directors on a rotation basis.

\*changed to the first Tuesday due to NLC Conference  
\*\*changed to the first Wednesday due to VML Conference

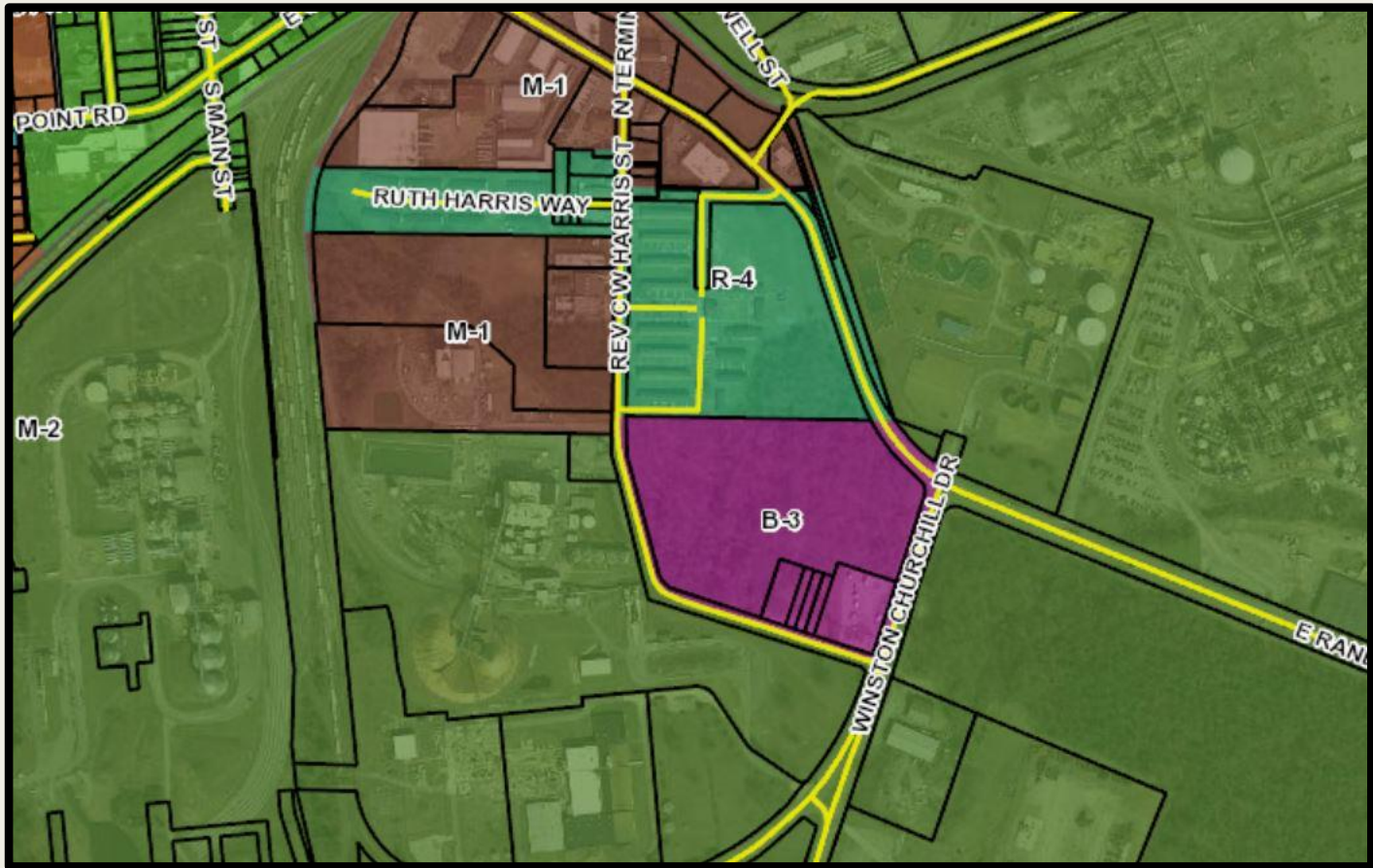
WS - work session  
PH - public hearing.

# Rezoning Parcel: Corner of Winston Churchill and Rev C.W. Harris Street





# Rezoning Parcel: Corner of Winston Churchill and Rev CW Harris Way



# **UNFINISHED BUSINESS**

**UB-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 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

Tri-Cities Multimodal Train Station

**ISSUE:** Endorsement for Multimodal train station.

**RECOMMENDATION:** Council is asked to make a recommendation on this item.

**TIMING:** June 25, 2019

**BACKGROUND:****ENCLOSED DOCUMENTS:**

- See attached.

**STAFF:**

Johnny Butler, City Engineer

**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"/> | Councilor John B. Partin, Ward #3  |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor 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"/> | Vice Mayor Patience Bennett, Ward #7 |





U.S. Department  
of Transportation  
**Federal Railroad  
Administration**

1200 New Jersey Ave, SE  
Washington, DC 20590

April 4, 2019

T.J. Webb  
Chairman  
Tri-Cities Metropolitan Planning Organization  
Crater Planning District Commission  
1964 Wakefield St.  
PO Box 1808  
Petersburg, VA 23805

SUBJECT: Tri-Cities Multimodal Passenger Station Study

Dear Chairman Webb:

In 2014, the Federal Railroad Administration (FRA) and the Crater Planning District Commission began developing an Environmental Assessment (EA) to evaluate a Tri-Cities Area Multimodal Passenger Station (Project) in Chesterfield, Colonial Heights and Petersburg, Virginia. FRA released the EA for public review in April 2017. However, FRA has discontinued the development of the EA and does not intend to complete the environmental process, at this time.

If you have any questions please contact Mr. John Winkle, FRA Transportation Industry Analyst, at (202) 493-6067 or [john.winkle@dot.gov](mailto:john.winkle@dot.gov).

Sincerely,

Marlys Osterhues  
Chief, Environment and Corridor Planning  
Federal Railroad Administration

cc. David Hyder, Crater Planning District Commission  
Mack Frost, Federal Highway Administration  
Ryan Long, Federal Transit Administration  
Jennifer Mitchell, Virginia Department of Rail and Public Transportation  
Adrienne Birge-Wilson, Virginia Department of Historic Resources

# CRATER PLANNING DISTRICT COMMISSION

Monument Professional Building • 1964 Wakefield Street • Post Office Box 1808 • Petersburg, Virginia 23805  
PHONE: (804) 861-1666 • FAX: 804-732-8972 • E-MAIL: info@craterpdc.org • WEBSITE: www.craterpdc.org  
Dennis K. Morris, Executive Director

To: Tri-Cities Metropolitan Planning Organization Policy Committee

From: Subcommittee for the Post Review of the *Environmental Assessment and Section 4(f) Statement for the Tri-Cities Multimodal Station*

Date: April 29, 2019

**Subject: Technical Advisory Subcommittee Review of the *Environmental Assessment and Section 4(f) Statement for the Tri-Cities Multimodal Station***

## The MPO's Charge to the Technical Advisory Committee

At the November Tri-Cities Metropolitan Planning Organization (MPO) Policy Committee meeting, the MPO tasked a subcommittee of the Technical Advisory Committee (TAC) with the following:

- ✓ Discuss the Tri-Cities Multimodal Station Environmental Assessment (EA), the Commonwealth Transportation Board's *Rail Station Policy* and stakeholder comments;
- ✓ Review the purpose and need factors for alternative assessments;
- ✓ Review the applied science employed in developing the EA findings and conclusions on various site alternatives;
- ✓ Review the contracted scope of services and preparation processes; and
- ✓ Provide a summation to the MPO Policy Committee regarding the technical conclusion of the EA.

## The TAC Subcommittee has completed its review and discussion of the EA as tasked and offers the following summation of its conclusions:

Regarding the process, the TAC Subcommittee determined that the role of the MPO's Study Work Group diminished as the process moved ahead with the Federal Railroad Administration (FRA). The Study Work Group's involvement effectively ended in fall of 2016. From that point forward, FRA coordinated with Baker (study consultant) and MPO staff to finalize the EA, determine the Preferred Alternative, and draft the Finding of No Significant Impact (FONSI).

Regarding the technical conclusion, the TAC Subcommittee agrees that the top sites for the Multimodal Station are Boulevard and Ettrick. However, the majority of the advantages listed by FRA for the Preferred Alternative, the Boulevard build alternative, (EA Page ES-12), apply to multiple sites. The TAC

Subcommittee's review concluded that FRA selected Boulevard because of its proximity to I-95 and its visibility from a major commercial corridor.

In the process of the TAC Subcommittee review, FRA issued the letter dated April 4, 2019 stating that ". . . FRA has discontinued the development of the EA and does not intend to complete the environmental process at this time." The letter generated follow up questions from the TAC Subcommittee that were sent to FRA on April 18, 2019. FRA's responses have not been received to date. It is the TAC Subcommittee's understanding from federal NEPA procedures that if there have been no major steps taken toward implementation, an environmental study would need to be re-evaluated after a number of years to assess the adequacy, accuracy and validity of the document. *The Environmental Assessment and Section 4(f) Statement for the Tri-Cities Multimodal Station March 10, 2017.*

Based on the TAC Subcommittee's thorough review of the EA, if and when the EA is re-evaluated, the following points should be addressed:

- Purpose and Need factors of the site comparison should be strengthened.
- Project costs should be more detailed and should include costs associated with ongoing operations, maintenance, and mitigation measures. However, it should be noted that FRA NEPA procedures do not require mitigation costs to be accounted for at the EA stage.
- VTrans regional needs should be considered.
- Secondary impacts associated with relocating the station should be evaluated.
- Corrections to errors and omissions throughout the document.

# CRATER PLANNING DISTRICT COMMISSION

Monument Professional Building • 1964 Wakefield Street • Post Office Box 1808 • Petersburg, Virginia 23805  
PHONE: (804) 861-1666 • FAX: 804-732-8972 • E-MAIL: info@craterpdc.org • WEBSITE: www.craterpdc.org  
Dennis K. Morris, Executive Director

April 18, 2019

Ms. Marlys Osterhues  
Chief, Environment and Corridor Planning  
Federal Railroad Administration  
1200 New Jersey Ave, SE  
Washington, DC 20590

SUBJECT: Tri-Cities Multimodal Passenger Station Study

Dear Ms. Osterhues,

At its April 11, 2019 meeting, the Tri-Cities MPO received Federal Railroad Administration's letter terminating the subject environmental process (NEPA). The letter is unusual in local, and state, staffs' experience in that it gives no reason for discontinuing the NEPA process. Because of the nature of the letter, the resources devoted to this study since 2014 and ongoing local work devoted to reaching a decision, the MPO is interested in the rationale for discontinuing the NEPA process and possible next steps. Answers to the following questions will help the MPO move forward:

1. Is FRA deferring the decision with the intent to re-open the study later or must the MPO take an action to re-open the study; and
2. If FRA wants the MPO to take an action does this include a site location recommendation or decision?

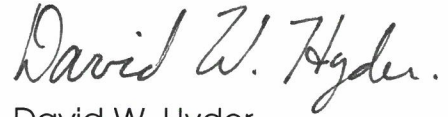
At its November 2018 meeting, the Tri-Cities MPO asked its Technical Advisory Committee to review the work done to date on the Multimodal Passenger Study and report on that work to the MPO. It is important that the MPO have answers to these questions as it considers how best to move forward on this project.

The TAC hopes to complete its review by Friday April 26, 2019 .It would help the sub-committee's discussions to have answers to these questions by April 25, 2019.



You may reach me at [dhyder@craterpdc.org](mailto:dhyder@craterpdc.org) .

Respectfully,

A handwritten signature in black ink that reads "David W. Hyder." The signature is written in a cursive style with a large, prominent 'D' at the beginning.

David W. Hyder  
Secretary - Tri-Cities MPO

Cc: Mr. T.J. Webb, Chair - Tri-Cities MPO  
Mr. John Winkle - FRA Transportation Industry Analyst

# Environmental Assessment and Section 4(f) Statement for the Tri-Cities Multimodal Station

Prepared Pursuant to 42 USC §4332, 49 USC § 303, and 64 FR 28545

by the U.S. Department of Transportation –  
Federal Railroad Administration

and

Crater Planning District Commission

The following person may be contacted for information on the  
Environmental Assessment:

Mr. Joseph Vinsh, Director of Transportation  
Crater Planning District Commission  
1964 Wakefield Avenue  
Petersburg, VA 23805  
(804) 861-1666 or  
[jvinsh@craterpdc.org](mailto:jvinsh@craterpdc.org)



## PROJECT BACKGROUND AND EXECUTIVE SUMMARY

This is the Environmental Assessment (EA) for the proposed Tri-Cities Area Multimodal Station (Project).

This summary is intended to assist readers in answering these and other important questions:

- What is the Tri-Cities Area Multimodal Station Project?
- What is an EA?
- What goes into an EA?
- How is an EA prepared? Who prepares it?
- What were the steps in the environmental review of the Tri-Cities Area Multimodal Station project?
- What are some areas of controversy related to the Tri-Cities Area Multimodal Station project?
- What are some of the environmental effects related to the Tri-Cities Area Multimodal Station project?

Some of the highlights of this EA are discussed below.

### WHAT IS THE TRI-CITIES AREA MULTIMODAL STATION PROJECT?

The Project involves the construction of a new multimodal station in the Tri-Cities area of Virginia, which includes the Cities of Petersburg, Colonial Heights and Hopewell (Tri-Cities). The proposed station will serve existing and future Amtrak regional and long distance trains, which operate at conventional speeds<sup>1</sup> through the Tri-Cities area, and will also support the introduction of higher speed rail<sup>2</sup> service along the Southeast High Speed Rail (SEHSR) Corridor. The SEHSR Corridor extends from the Northeast Corridor (NEC) and Washington, DC through Richmond and the Tri-Cities area, then branching onto two routes extending eastward to Norfolk, VA and westward to Raleigh and Charlotte, NC. Previous SEHSR<sup>3</sup> studies did not evaluate potential environmental impacts of new stations as part of its documentation, including the Tri-Cities area, leaving that analysis to be conducted in conjunction with local jurisdictions such as the Crater Planning District Commission (CPDC), the agency sponsoring this evaluation.

Figure ES 1 shows the Study Area for this Project and includes all localities within Tri-Cities area.

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<sup>1</sup> Not in excess of 80 mph for passenger trains on Class 4 track – 49 CFR 213.9.

<sup>2</sup> Maximum authorized speed of 110 mph – SEHSR Tier II FEIS (2015)

<sup>3</sup> Tier-I EIS, Southeast High Speed Rail Project, Washington D.C. to Charlotte NC, 2002.

Tier-I EIS, Richmond to Hampton Roads Passenger Rail Project, 2012.

Tier-II EIS, Southeast High Speed Rail, Richmond, VA to Raleigh, NC (2015)

The purpose of the Project is to construct the Tri-Cities Area Multimodal Station for current intercity passenger rail service through Petersburg, including the relatively new conventional service to Norfolk, and prepare for the future introduction of higher speed rail service on the SEHSR corridor to Norfolk and North Carolina.

Figure ES 1: Project Study Area

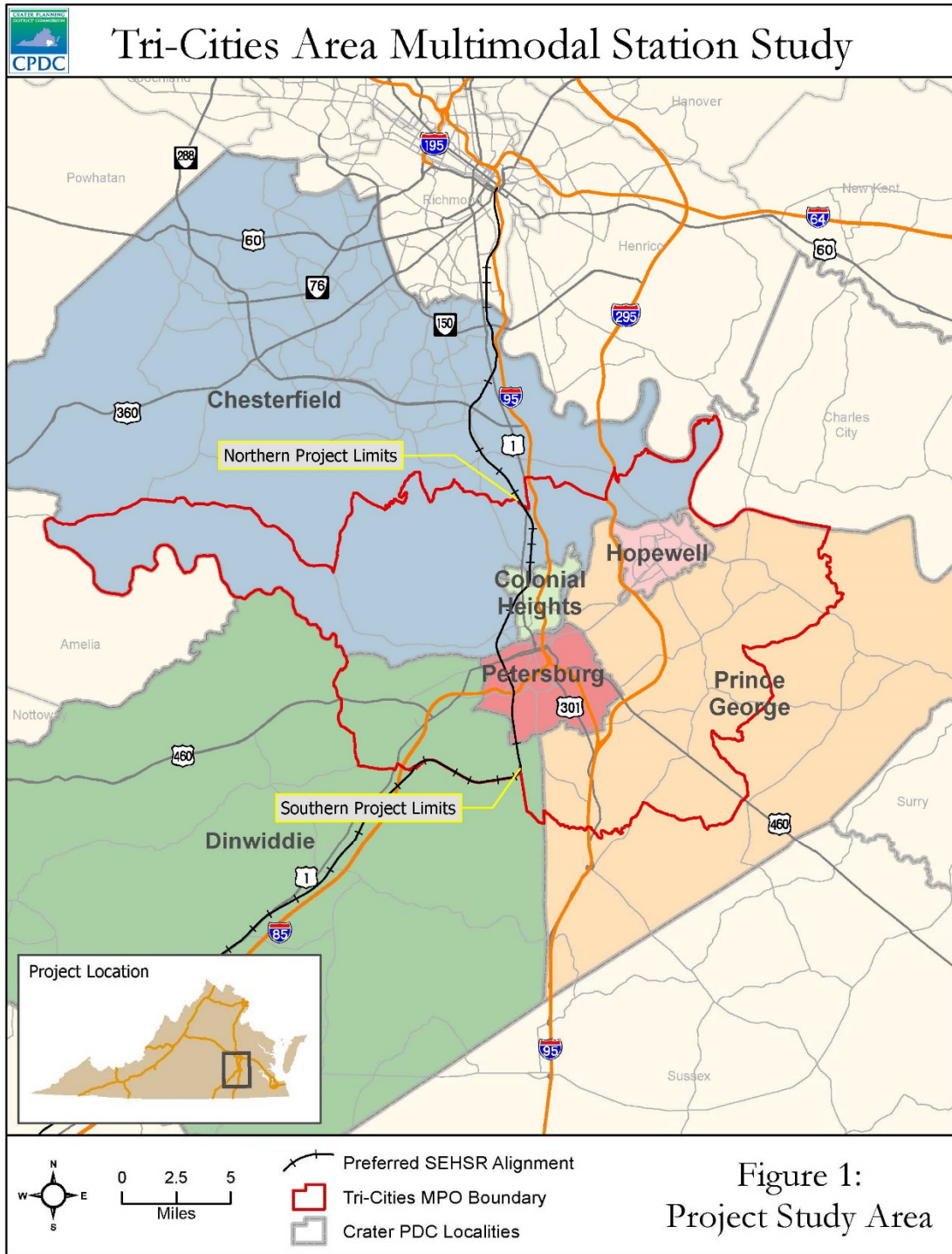


Figure 1:  
Project Study Area



## WHAT IS AN ENVIRONMENTAL ASSESSMENT (EA)?

The National Environmental Policy Act of 1969 (NEPA) (42 U.S.C. § 4321, et seq.) requires federal agencies to facilitate public disclosure and establishes policies to study the reasonable range of alternatives and assess environmental impacts of proposed projects.

A NEPA document must be prepared by a federal agency for any major federal action that could potentially affect the quality of the natural and built environment. The appropriate type of NEPA document that a federal agency must prepare for a given project (either a Categorical Exclusion, an EA, or an Environmental Impact Statement (EIS)) is determined by the agency through a thorough review of the proposed project. A “major federal action” might include an agency proposal to approve or implement a project or program, or when an agency provides funding for a project. The term “environment” refers to the natural and physical setting, including resources like animals, plants, buildings, and landscapes, and the relationship of people with that natural and physical setting. When the significance of impacts of an action is uncertain, an EA is prepared to assist in making this determination. If the EA finds that the Project will result in significant, unmitigatable impacts, the preparation of an EIS will be required. If no significant impacts are associated with the action after completing the EA, a finding of no significant impact (FONSI) may be prepared.

An “environmental effect” is any change to the environment resulting from the proposed activity. Environmental effects can be both positive (beneficial) or negative (adverse). An EA typically includes measures to mitigate potential adverse effects.

## WHAT GOES INTO AN EA?

NEPA assumes that any proposed goal can be achieved through different means. To this end, NEPA requires that an EA evaluate the environmental effects of a “reasonable range” of project alternatives. NEPA defines a “reasonable alternative” as an option that would feasibly achieve the objectives of a particular proposed action.

NEPA does not require any specific number of alternatives. Instead, the number and type of reasonable alternatives depends on the specific nature of the Project. The reasonable range of alternatives is determined after careful consideration of a number of factors which may include technical and environmental criteria.

Practicality is another consideration in determining whether an alternative is “reasonable”—NEPA allows cost, engineering feasibility, and other factors to be considered.

NEPA does require that an environmental document explicitly note two specific alternatives:

- No Build or No Action Alternative
- Agency Preferred Alternative

Each of the alternatives is discussed in more detail below. Under NEPA, the No Build or No Action Alternative (which will be referred to as the No Build Alternative in this EA) details the environmental effects that would result if no action were taken. In this case, no new multimodal station would be constructed.

The term “Agency Preferred Alternative” refers to the option/alternative that the lead and cooperating agencies believe would best fulfill each agency’s statutory mission and responsibilities, in consideration with economic, environmental, and technical factors.

## **WHAT IS THE PROCESS FOR PREPARING THE EA?**

NEPA and the Council on Environmental Quality’s (CEQ) implementing regulations<sup>4</sup> define the general framework for preparing an EA. Each federal agency may also have its own, more specific guidelines for implementing NEPA that will influence the contents of an environmental document. For example, the Federal Railroad Administration (FRA) uses its Procedures for Considering Environmental Impacts to supplement the CEQ regulations.<sup>5</sup>

### **Scoping**

The scoping process refers to the early and open process for identifying significant issues related to a proposed action. As part of the scoping process, public agencies and the public are invited to participate and provide comment. Public scoping meetings are held to give agencies and the public a chance to submit comments, discuss the proposed alternatives, and talk about the NEPA guidelines and EA process with project team members. A public workshop was held to initiate this EA process and to help scope out concerns on December 11, 2014. Scoping packages were also distributed to agencies and identified stakeholders at that time. An additional public workshop was held on September 16, 2015 to receive input on project alternatives under consideration.

Appendix K-5 of this EA contains summary reports of the public workshops held.

### **Environmental Assessment (EA)**

The purpose of this EA is to disclose all of the environmental effects associated with the alternatives, whether they are adverse or beneficial and allow for the public to review and comment on the document. The lead agency, FRA, publishes the document and informs citizens and stakeholders of its availability through a variety of means. The EA is used to determine the next step in the NEPA process – either the preparation of an EIS or a FONSI as noted above. If no significant impacts are associated with the action after completing the EA, a FONSI may be prepared and would represent the final step in this process.

### **Who prepares an EA?**

NEPA establishes a framework whereby federal, state, local and tribal agencies as well as the public can have important roles in project development and the environmental review process. FRA is the Lead Agency preparing this EA for the Project. FRA has the authority to regulate the safety of railroads and manages financial assistance programs for rail capital investments. FRA is also the lead agency for the Tier-II EIS for the SEHSR Richmond, VA to Raleigh, NC project, which encompasses the railroad corridor adjacent to the Project and will provide service to the station. FRA has also been identified as the lead agency because it is

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<sup>4</sup> See Section 1.5 for applicable regulations and permits

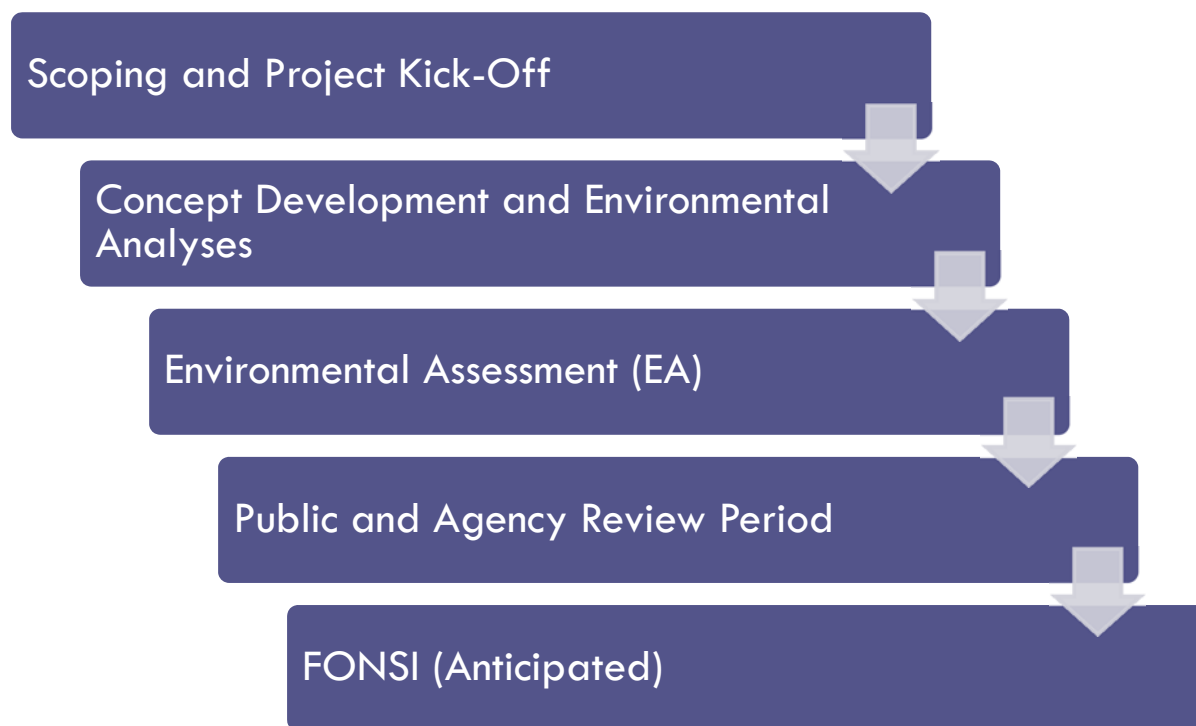
<sup>5</sup> See 64 Fed. Reg. 28545.

anticipated that they could provide funding assistance for station construction. Overall management for the EA was provided by the CPDC, who is FRA's state partner on the Project and was the sponsor for the environmental document. A Study Working Group (SWG) formed by CPDC, which is also described in the EA, consisting of local agencies and stakeholders, provided guidance for the EA process. These agencies reviewed the proposed project and environmental analyses and provided comments and input on the overall process.

For the NEPA process for this Project, FRA has worked with two Cooperating Agencies, the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA). The role of the Cooperating Agencies is to assist the Lead Agency during the scoping process and in developing information and preparing environmental analyses; the specific roles depend on the agency's expertise and relationship to the proposed action. Additional station funding may be available from FTA and FHWA, therefore this EA included their participation. While not considered formal Cooperating Agencies, the Virginia Department of Rail and Public Transportation (DRPT) and the Virginia Department of Transportation (VDOT) also worked closely with FRA throughout the EA process. Chapter 4.0, Coordination and Consultation, of this EA lists all of the agencies that were consulted in the development of these documents.

Figure ES 2 illustrates the Tri-Cities Area Multimodal Station EA process.

**Figure ES 2: Environmental Assessment Process**



## **WHAT IS THE PURPOSE OF THE TRI-CITIES AREA MULTIMODAL STATION PROJECT?**

One of the most important aspects of NEPA is the requirement to define the “purpose and need” of a project. In other words– what is the objective of the Project? What need will it fulfill?

The purpose of this Project is to construct a multimodal station for current intercity passenger rail service through Petersburg, including the relatively new conventional service to Norfolk, and to prepare for the future introduction of high speed rail service on the SEHSR corridor to Norfolk and North Carolina. While the existing Petersburg Station in Ettrick supports current Amtrak passenger rail service, additional investment is required to attract and accommodate increased ridership, improve accessibility to the local and regional transportation network, improve ADA accessibility, and provide capacity to support future high speed rail service.

The secondary purposes of this Project are to:

- Construct a station in a location that supports the SEHSR goal of diverting trips from air and highway within the travel corridor to passenger rail use, thus reducing the growth rate of congestion on I-95; and
- Construct a station in a location that serves long-distance, regional, business and leisure travelers within and beyond Virginia, including Amtrak’s Northeast Corridor (NEC), extending from Washington, DC, to Boston, MA, as well as points south (the SEHSR Tier-II EIS serves as the key link for these travelers to the busy Northeast) and east to the Norfolk and Hampton Roads area.

This EA includes a comparative analysis of potential station locations that would best serve the Tri-Cities area passenger rail market.

The Purpose and Need for the Project are summarized in Chapter 1 of this EA.

## **WHAT ALTERNATIVES WERE CONSIDERED IN THIS EA?**

This EA identifies and evaluates a number of potential station locations relative to the purpose and need requirements supporting the regional SEHSR Corridor as well as the local transportation network in the Tri-Cities. The Tri-Cities MPO (CPDC) and their appointed SWG, in conjunction with input from FRA, were instrumental in the selection and application of the criteria and measures of effectiveness used to evaluate existing and proposed station location alternatives for this study. This work is consistent with the recommendations of the SEHSR Tier-II EIS as mentioned previously. Other than analyzing how potential stations would impact the overall transportation network, the SEHSR Tier-II EIS did not evaluate potential environmental impacts of new stations as part of its documentation, leaving that analysis to be conducted in conjunction with local jurisdictions.

The first step for alternatives evaluation was a preliminary screening evaluating the entire rail corridor within the Study Area. The preliminary screening identified all possible areas with the appropriate track geometry



and available land area to accommodate a rail platform and station. The preliminary screening was a two-step process, resulting in 13 preliminary station location concepts. The 13 concepts are discussed in more detail in Chapter 2 of this EA.

The assessment of 13 preliminary station concepts was an iterative screening process conducted in coordination with the Tri-Cities MPO's SWG. The screening process compared each of the station areas to the established measures of effectiveness that were developed in collaboration with the SWG and based on input received at a public workshop held December 11, 2014. The measures of effectiveness are organized into five different categories, with multiple measures in each category.

A summary of the measures is included below and the complete details of each measure are included in Appendix A.1:

- Design Considerations – platform accommodation, ADA compatibility, and freight integration
- Property Implementation – assessed value, access routes, and relocations
- Environmental Constraints – environmental justice and human/natural resources
- Proximity – distance to interstate, population and employment within 1 mile, and transit access
- Local Compatibility – compatibility with each locality's Comprehensive Plan and locality support

Based on these measures of effectiveness, each station concept was scored and ranked to understand its strengths and weaknesses. The results of the screening indicate that all station sites have advantages and disadvantages; some more so than others.

The five highest ranked preliminary station areas following an initial Screening #1 phase, which were highly conceptual in nature, are presented from north to south in the list below and shown in Chapter 2 of this EA.

- Walthall - the Walthall site in Chesterfield County is one of the farthest north of the 13 potential station sites. This site ranked fourth (tie) overall in the preliminary screening. The Walthall site has some strengths, including design considerations and a large open parcel. However, being so far north, the site is furthest from major population and employment centers<sup>6</sup>, with limited supporting land uses surrounding the site. Multiple environmental and cultural resource constraints exist within the parcel, and stakeholders have raised serious security concerns due to the proximity to secured industrial uses.
- Branders Bridge NE – the Chesterfield County site at Branders Bridge ranked second because of its central location to the urban core and population, limited environmental constraints, and favorable design considerations. However, the site is largely in a residential area and the county's comprehensive plans do not incorporate a multimodal station at this location.

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<sup>6</sup> Average distance to geographic center of each Tri-City, Fort Lee and VSU. All sites = 5.7mi; Walthall = 8.6mi.

- Boulevard NW – the Boulevard site is the only location in the City of Colonial Heights and ranked third overall in the preliminary screening. The Boulevard site is a relatively inactive commercial site along a multi-use corridor. The site has significant connectivity to population, employment, and transit. The Boulevard site also has direct roadway access and an existing parking area that would facilitate incorporating a station.
- Ettrick – the Chesterfield County site at the existing station ranked the highest among all the potential station sites in the preliminary screening process. Ettrick’s biggest strengths are in the design consideration and property implementation categories since it is an existing station on CSXT property, and is also within close proximity to much of the area’s population and employment<sup>7</sup>, and has limited environmental constraints. In addition, the County recently adopted the Ettrick Virginia State University (VSU) Special Area Plan, a plan for future growth and development of the community of Ettrick and VSU. The County’s plan is to promote economic development (i.e., commercial) around the Ettrick Station that supports rail travelers and the surrounding community. The plan promotes multimodal access to the station, as well as enhancement of the station to better serve as a gateway into the county.
- Collier East – the Collier site in the City of Petersburg, just south of Interstate (I-85), tied for the rank of fourth with the Walthall site. Collier East is a large, open parcel owned by the City of Petersburg, making it score highly in property implementation. The site is located just south of the city and somewhat removed from major population and employment centers when compared to the other station locations. In addition, the site has not been included in any adopted plans by the City of Petersburg.

The Screening #2 phase compared conceptual layouts for each of the five station concept locations relative to the sensitive resources within the site. The comparative results were used to evaluate site development feasibility and refine the concepts into more detailed Build Alternatives for evaluation in this EA.

The Walthall Station conceptual site was not carried forward for further evaluation due to the potential impacts to: the operations of a secure, private facility; wetlands and surface waters; designated resource protection areas; and archaeological resources. These potential impacts are greater at this site than at the remaining four sites. In addition, the potential impacts activate issues associated with Section 106 of the National Historic Preservation Act, Section 4(f) of the U.S. DOT Act, and Sections 404 and 401 of the Clean Water Act. In addition to these environmental concerns, Walthall is located the farthest north of the existing urban core and does not have existing or planned transit connectivity, which fails to meet the need for the Project to be within proximity to population and employment centers, and transit access. Thus, it was recommended to be designated as an alternative considered and dismissed from detailed analysis. The SWG affirmed their consent of this designation.

The Collier conceptual location was evaluated in Screening #2 and carried forward for further evaluation in the EA. During the Phase I archaeological survey of the Collier site, sufficient artifacts were identified within the conceptual footprint to warrant a more detailed, Phase II archaeological survey. The Phase II survey

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<sup>7</sup> Average distance to geographic center of each Tri-City, Fort Lee and VSU. All sites = 5.7mi; Ettrick = 4.4mi.

uncovered archaeological remains of a mid-nineteenth-century outbuilding believed to be associated with a kitchen or dairy of a large farming operation active during the Antebellum, as well as Civil War and Reconstruction periods of the site. Given the historic significance of the site, the SWG agreed that shifting the Collier site southward, away from the newly discovered archaeological site, would serve as an appropriate avoidance measure. This shifted Collier site, referred to as Collier South was carried forward into the EA.

Of the five conceptual station sites evaluated in Screening #2, four concepts were carried forward for further evaluation in this EA to become the Build Alternatives: Boulevard (NW), Branders Bridge (NE), Ettrick, as well as the shifted location for Collier - Collier South. The No-Build Alternative (maintaining the existing Petersburg Amtrak Station in Ettrick with no improvements to the station) is also a baseline alternative against which the proposed station sites are compared, although it would not meet the purpose and need for this Project.

To test for site development suitability and environmental impacts at each of the four Build Alternatives, a common station concept was developed. Station size, determined by current utilization and anticipated ridership growth, calls for a Small/Medium Station. The typical station footprint is approximately 2.5 acres, although this can vary once design phase is conducted depending on unique site characteristics. Each Build Alternative station and configuration was influenced by topographical constraints and site-specific conditions. Upon identification of a Preferred Build Alternative at the conclusion of this NEPA process, the station site design will be further refined during final design. The sites, as currently assessed, are conceptual in nature and subject to refinement.

At this conceptual stage of design, the typical station features for any of the four Build Alternatives include the following:

- Center platform, to be located between the eastern-most existing mainline track and the future SEHSR third track. The platform would be a minimum of 24 feet wide and extend up to 1,200 feet on tangent/level track. Depending on the site selected, either an overhead bridge or underpass would be constructed to provide access to the center platform.
- 3,600 square foot station building with a minimum of passenger waiting, restrooms, and vending amenities.
- Parking for 30-50 vehicles.
- Automobile access road, and in one case, a new bridge to nearest arterial road.

For each of the four Build Alternatives, the proposed facility was located to best fit the existing topographic conditions; minimize impacts to existing natural and cultural resources; minimize impacts to private property and structures; and minimize grading, related earthwork, and other ground-disturbing activities. If a station site required a new access road, such roads were kept to a minimum length, providing the clearest, most direct access to the site in light of natural and human resource constraints. Vehicular access to the station site that requires or increases travel through primarily residential or neighborhood streets was avoided where possible.

### **No-Build Alternative (Maintain Existing Ettrick Station)**

The No-Build Alternative maintains the existing Petersburg Amtrak Station in Ettrick as it currently exists. Only routine maintenance would be provided at this station (Figure 6). While the No-Build Alternative does not disturb the Project site nor result in any immediate impacts, it would not address the Purpose and Need for the Project.

### **Boulevard Build Alternative**

The central development focus of Colonial Heights is along US 1, known locally as the “Boulevard”. The Boulevard Build Alternative is primarily on private property that was once a big-box retail store with a correspondingly large, paved parking area adjacent to Boulevard (US 1). Current use of the site includes a tape slitting operation (Superior Slitting), an equipment rental business (Rent-E-Quip), a carpet sales store (Carpet-N-Floors), and an automatic ice vending booth. As proposed, the platform, station, and parking area would be on the eastern side of the rail line, within the existing paved parking area. The SEHSR Tier-II EIS Preferred Alternative calls for a third track to be constructed on the eastern side of the rail line. A new platform would be provided between the current track and this newly constructed track, necessitating grade-separated pedestrian access. The mainline tracks are above grade at this location (approximately 12 feet to 15 feet), which necessitates retaining walls, as well as ADA ramps/elevator access to the platform from the passenger waiting area. The platform would be constructed within the existing railroad right-of-way, parallel to the existing track, with the new SEHSR track located on the opposite side of the platform for a center island design. Station access would be provided via Boulevard (US 1). See Table 6 in the main EA document for additional details of the station features at the Boulevard conceptual station site as well as the other sites.

### **Branders Bridge Build Alternative**

Located in the Chesterfield County, the Branders Bridge Build Alternative site is on private property that is currently undeveloped. However, the property has been recently purchased and the property owner intends to construct an agri-business and home on the property. The exact location and extent of this development is not available at this time. As proposed, the station and parking area would be on the eastern side of the current rail line. The SEHSR Tier-II EIS Preferred Alternative calls for a third track to be constructed on the eastern side of the rail line. A new platform would be provided between the current track and this newly constructed track, necessitating grade-separated pedestrian access. The SEHSR Tier-II EIS Preferred Alternative also calls for the removal of the existing, at-grade rail crossing of Branders Bridge Road. This crossing would be replaced with a new Branders Bridge Road overpass. The new overpass would span the existing rail, center platform, and proposed new third track. Potential design considerations for a new overpass could include an additional pedestrian (elevator) access point down to the station platform at this location. A new access road to the station would be necessary to connect to the realigned Branders Bridge Road.

### **Ettrick Build Alternative**

Located in Chesterfield County, the Ettrick conceptual station is approximately 220 feet north of the existing Ettrick station, along the eastern side of the rail line. The site is owned by CSXT. The SEHSR Tier-II EIS Preferred Alternative calls for a third track to be constructed to the east of the existing rail line. A new platform would be provided between the current track and this newly constructed track, necessitating grade-



separated pedestrian access. The existing Ettrick station could be replaced in its entirety or incorporated into a plan for adaptive re-use. Access to the station would continue to be via South Street to either James Street then East River Road or to Bessie Lane to Granger Street.

### **Collier South Build Alternative**

Located in the City of Petersburg, the Collier South Build Alternative site, platform, parking lot, and access road are within property owned by the City of Petersburg (See Figure 8 in the EA). This station location must accommodate the switch point location to the Norfolk Connection Track, which provides a connection for passenger trains traveling to and from Norfolk. Ultimately, the optimal station location was chosen with two platforms that enable both Norfolk trains (side platform) and Amtrak long distance trains traveling along the eastern seaboard and SEHSR trains to North Carolina (center platform) to be served. Station locations farther north or south on this property would result in less optimal design/access, such as limited platform length or requirement for a platform on a curve, which does not conform to Amtrak's preferred station design guidelines.

The SEHSR Tier-II EIS Preferred Alternative calls for a third track to be constructed east of the existing rail line. A new platform would be provided between the current track and this newly constructed track, necessitating grade-separated pedestrian access. Given the platform design requirements, the station location requires an approximately 1,800-foot long access road to the south to connect to Route 604 (Halifax Road). To shift the access road to the north and connect to Defense Road would have adverse effects to multiple Civil War resources eligible for the National Register of Historic Places (NRHP): Defense Road, Dimmrock Line/Earthworks, and the Bridge over Defense Road. To avoid these potential Section 106 and Section 4(f) resources, the access road is located to the south and includes a grade separated crossing in order to access the station. A secondary access road from the east remains possible at this location, which would not provide primary access but would allow for additional entry for emergency or service vehicles.

More details about the screening process and the Build Alternatives are provided in Chapter 2 of this EA.

## **WHAT INPUT WAS RECEIVED DURING THE PROCESS ABOUT THE ALTERNATIVES?**

Once the Build Alternatives were defined and preliminary concepts created, these were shared with the SWG and the public in a workshop held on September 16, 2015 in Ettrick. Input on preferences or any remaining concerns about the four Build Alternatives was solicited at that time and are discussed in Chapter 4 of this EA and included in Appendix K5.

At that workshop and during the 30 day comment period that followed, a total of thirty-five (35) comment sheets were received. Of those received during the comment period, thirteen (13) citizens stated their preference for the Ettrick Build Alternative location, eleven (11) preferred the Boulevard Build Alternative location, nine (9) preferred the Collier South Build Alternative, and two (2) did not state a preference. At the workshop, concerns about the Branders Bridge Build Alternative were discussed and it received no preferences. In identifying why citizens selected a preferred location, the two highest benefits cited for any location were consideration of vehicular access to the Build Alternative and consideration of future

development potential of the Build Alternative site and surrounding land uses. After the comment period was closed, seven (7) additional comments and notes of support were submitted stating a preference for the Etrick Build Alternative.

Members of the SWG, which consists of stakeholders and localities within CPDC, were also asked to identify their preferences of any of the Build Alternatives under consideration. Responses are also included in Appendix K5. The Branders Bridge Build Alternative did not receive any support from the localities or stakeholders in the SWG. The Boulevard Build Alternative was identified as the preferred Build Alternative by Colonial Heights and Prince George County (who identified two preferred Build Alternatives). The Etrick Build Alternative was identified by Chesterfield County as the preferred location. The Collier South Build Alternative was the preferred location by Dinwiddie County, Hopewell, City of Petersburg, the Petersburg Area Transit authority (PAT) and Prince George County. The resolutions that support these preferences were provided to the FRA, FHWA, and FTA as part of the process and are included in Appendix K5.

## **WHAT IS THE PREFERRED ALTERNATIVE AND WHY IS IT IMPORTANT?**

The Preferred Alternative is the Project alternative that best meets the purpose and need of the Project and is favored by the agencies for approval and future construction. The Preferred Alternative is the alternative which FRA and the Cooperating Agencies, FHWA and FTA, believe would most closely align with their statutory mission and responsibilities, giving consideration to economic, environmental, technical and other factors. As the Lead Federal Agency, FRA is responsible for considering the input from Cooperating Agencies with regard to the selection of the Preferred Alternative. FRA and the Cooperating Agencies have considered the range of alternatives presented in this EA when selecting the Preferred Alternative as well as the input provided throughout the study process. FRA has identified the Boulevard Build Alternative as the Preferred Alternative for the Project for the following reasons:

- The Boulevard site is the most accessible and visible under consideration, as it is located approximately one mile (1.1 miles) from I-95 on a major arterial that provides convenient access to population centers in the region. Furthermore:
  - The site is less than a three minute travel time to I-95. Access to Interstates is a key consideration for Amtrak and inter-regional train service patronage, including potential feeder bus service, such as Amtrak's Thruway connection service<sup>8</sup>.
  - Access from I-95 to the proposed site is provided along existing major arterials, Temple Avenue and Boulevard (US 1).
  - Improvements to Temple Avenue access at I-95 are currently under construction by VDOT.

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<sup>8</sup> <https://www.amtrak.com/thruway-connecting-services-multiply-your-travel-destinations>

- The Boulevard site is close to the existing population / activity centers, including Fort Lee, VSU, downtown Petersburg and downtown Colonial Heights.
- Existing transit routes provide access to the site along Boulevard (US 1).
- The site is consistent from a land use perspective as it is proposed in an existing mixed /use and commercial corridor.
- The station could utilize existing parking that is directly accessible from Boulevard (US 1), requiring no new access routes or improvement to routes that provide access to the station.
- The Boulevard Build Alternative is the station site with the highest WalkScore<sup>9</sup>, a widely used measure of walkability in the station area that looks at the presence of sidewalks, land use and the overall pedestrian environment and measures how amenable it is to walking. The site is located within a “somewhat walkable” environment – the only station site to receive that category of rating.
- The Boulevard Build Alternative has been endorsed by the locality, the City of Colonial Heights.

No environmental constraints exist that would preclude implementation of the station in this location.

## **WHAT ARE SOME OF THE POTENTIAL ENVIRONMENTAL IMPACTS RELATED TO THE TRI-CITIES AREA MULTIMODAL STATION PROJECT?**

This EA provides an evaluation of the environmental effects associated with the Build Alternatives. The Build Alternatives would have both negative (adverse) and positive (beneficial) impacts on the environment. Mitigation measures are provided to reduce or eliminate adverse environmental effects, where needed. The potential effects, both beneficial and adverse, of the Build Alternatives are summarized below. Table 1 summarizes the comparable effects of the Build Alternatives. Chapter 4 of this EA includes detailed evaluations for each of the Build Alternatives.

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<sup>9</sup> As determined at <https://www.walkscore.com/>

**Table ES-1: Summary of Impacts**

Category	Impacts by Build Alternative				
	No-Build (Existing Ettrick Station)	Boulevard	Branders Bridge	Ettrick (New Station)	Collier South
Total Area of Station Footprint (acres)	N/A	2.67	2.57	2.34	4.30
Current Station Parcel Ownership	CSXT*	Private Property	Private Property	CSXT*	City of Petersburg
New Station Access Road (square feet)	N/A	0	14,316	5,056	61,817
Cost (Platform, Station, Parking, Access Road, Bridge, Parcel (\$ Millions -2015 Dollars))	N/A	\$9 – 12 M	\$9 - \$11 M	\$7 - \$9 M	\$14 – \$17 M
Violations of National Ambient Air Quality Standards (NAAQS)	None	None	None	None	None
Sensitive Noise Receptors Impacted	N/A	Category 3 (Institutional Land Uses): 1 Moderate Impact	Category 2 (Residential Land Uses): 1 Moderate Impact	None	None
Vibration	None	None	None	None	None
Water Quality	None	Minimal	Minimal	Minimal	Minimal
Wetlands (acres)	0	0	0	0	0
Streams (linear feet)	0	0	0	0	0
Threatened & Endangered Species	0	0	Potential: Northern Long-eared Bat** <i>Federal Threatened</i>	0	0



Category	Impacts by Build Alternative				
	No-Build (Existing Ettrick Station)	Boulevard	Branders Bridge	Ettrick (New Station)	Collier South
Critical Habitat	None	None	None	None	None
Floodplains (acres)	0	0.3	0	0	0
Visual Resources	N/A	Visually Compatible	Limited Impact	Visually Compatible	Limited Impact
Land Use & Zoning Consistency	Consistent	Consistent	Inconsistent	Consistent	Consistent
Farmland Impacts (acres)	N/A	N/A	N/A	N/A	3.7 acres Prime Farmland NRCS Rating = 141 out of 260 Points
Relocations: Home, Business, Farm, Non-Profit	0	Requires private property. Existing businesses may remain at same location, but, due to center platform track configurations, one business relocation is possible (adjacent to bridge).	Requires private property, but no relocations	0	0
Environmental Justice (EJ) Concerns	EJ Communities Present  No disproportionately high and adverse impacts anticipated	EJ Communities Present  No disproportionately high and adverse impacts anticipated	No EJ Communities	EJ Communities Present  No disproportionately high and adverse impacts anticipated	EJ Communities Present  No disproportionately high and adverse impacts anticipated
Public Health Concerns	Minimal	Minimal	Minimal	Minimal	Minimal
Public Safety Concerns	Minimal	Potential Improvement	Potential Improvement	Potential Improvement	Potential Improvement
Contaminated / Hazardous Waste Sites	0	0	0	0	0

Category	Impacts by Build Alternative				
	No-Build (Existing Ettrick Station)	Boulevard	Branders Bridge	Ettrick (New Station)	Collier South
Parks & Recreation Areas	0	0	0	0	0
# Cultural Resource Properties Affected (NRHP Listed or Eligible) ***	0	No Adverse Effect on 2 Properties	No Adverse Effect on 1 Property	No Adverse Effect on 1 Property	No Adverse Effect on 3 Properties
Section 4(f) Property Used ***	0	0	0	0	3 <i>de minimis</i> uses
Secondary & Cumulative Development Potential	Higher Potential	Higher Potential	Minimal Potential	Higher Potential	Moderate Potential

Source: Michael Baker International, 2015.

\* CSXT is a private entity, but as a transportation services provider it traditionally works in conjunction with passenger rail services in its corridors. In this instance, the building and facilities are the responsibility of Amtrak but land is owned by CSXT.

\*\*Northern Long-eared Bat: The U.S. Fish and Wildlife Service has indicated that station construction at the Branders Bridge site may effect this federally threatened species. Avoidance of impacts to this species is achieved by implementing time-of-year (TOY) restrictions for no tree clearing from April 15 – September 15 of any year at this site.

\*\*\* In a February 17, 2016 letter to FRA, SHPO stated concurrence with FRA’s determination of effects was premature given that the Project is at the conceptual stage. SHPO asked to see more detailed plans for the preferred alternative, along with written comments from consulting parties [namely, the National Park Service], before providing formal comments on project effects. Because this is a conceptual-level EA, FRA is not conducting detailed engineering design on any alternative until a Preferred Alternative is identified. Therefore, the Section 106 process will not be completed until after the release of the EA and the selection of the Preferred Alternative. Following the selection, FRA will again seek SHPO’s concurrence on determinations of effect and incorporate the results in the subsequent FONSI. While a formal determination of effect from SHPO is on hold until more detailed design information is available, SHPO stated that, based on the conceptual-level of information available, the potential for adverse effects appears minimal at each of the four station sites (Appendix H, DHR letter dated February 17, 2016). In addition, if necessary, the next step in the Section 4(f) process is for FRA to provide SHPO, in writing, its intent to make a *de minimis* impact finding. However, because SHPO is not providing a formal determination of effect until more detailed engineering design is available, FRA is unable to complete the Section 4(f) coordination requirements with SHPO. As with completion of the Section 106 process, the Section 4(f) process will be finalized following FRA’s selection of a Preferred Alternative, subsequent coordination with SHPO, and documentation of these efforts and results in the FONSI. For more details on the Section 106 and Section 4(f) procedures, see Section 3.23 and 3.24 of this EA.

# **PROPOSED TRI-CITIES MULTIMODAL STATION**

## **Administrative Action Finding of No Significant Impact**

Submitted Pursuant to the National Environmental Policy Act

42 USC 4332(2)(c)

Prepared in accordance with FRA's Environmental Procedures

(64 Fed. Reg. 28545 (May 26, 1999))

July 2018

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## General Description

The Tri-Cities Multimodal Station, referred to hereafter as the Project, involves the construction of a new multimodal station in the Tri-Cities area of Virginia, which includes the Cities of Petersburg, Colonial Heights and Hopewell (Tri-Cities). The proposed station will serve existing and future Amtrak regional and long distance trains, which operate at conventional speeds through the Tri-Cities area,<sup>1</sup> and will also support the introduction of high speed rail service along the Southeast High Speed Rail (SEHSR) Corridor. The SEHSR Corridor extends from the Northeast Corridor (NEC) and Washington, DC through Richmond and the Tri-Cities area, then branching onto two routes extending eastward to Norfolk, VA and westward to Raleigh and Charlotte, NC. Previous studies did not evaluate any potential environmental impacts of new stations, including the Tri-Cities area, leaving that analysis to be conducted in conjunction with local jurisdictions such as the Crater Planning District Commission (CPDC), the agency sponsoring this evaluation.

The purpose of the Project is to construct the Tri-Cities Area Multimodal Station for current intercity passenger rail service through Petersburg, including the relatively new conventional service to Norfolk, and to prepare for the future introduction of high speed rail service on the SEHSR corridor to Norfolk and North Carolina.

## Procedural History and NEPA Compliance

The FRA is the lead Federal Agency for the Project under the National Environmental Policy Act of 1969 (NEPA) and the Crater District Planning Commission (CPDC) is the lead Local Agency.<sup>2</sup> FRA and CPDC completed the Tri-Cities Multimodal Station Environmental Assessment (EA) on March 10, 2017. CPDC issued a press release noting the availability of the EA on April 21, 2017, and published the EA for review and comment through May 22, 2017. The EA and this Finding of No Significant Impact (FONSI) were prepared in accordance with NEPA, as amended, Section 4(f) of the Department of Transportation Act, Section 106 of the National Historic Preservation Act (Section 106), and other applicable statutes and regulations. The EA and FONSI include the disclosure of relevant environmental information regarding the Project and are intended for use by both decision-makers and the public. FRA and CPDC are responsible for preparing this FONSI. The contents of the EA and this FONSI conform to the Council on Environmental Quality (CEQ) guidelines regarding the implementation of NEPA, as well as FRA's Procedures for Considering Environmental Impacts (64 Fed. Reg. 28545), the Advisory Council on Historic Preservation's regulations implementing Section 106 (36 CFR Part 800), and the Federal Highway Administration (FHWA) technical advisory, Guidance for Preparing and Processing Environmental and Section 4(f) Documents.

## Statement of Purpose and Need

The purpose of this Project is to construct a multimodal station for current intercity passenger rail service through Petersburg, including the relatively new conventional service to Norfolk, and to prepare

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<sup>1</sup> Not in excess of 80 mph for passenger trains on Class 4 track (49 CFR 213.9). Maximum authorized speed of 110 mph (SEHSR Tier II FEIS – 2015).

<sup>2</sup> The Federal Highway Administration and Federal Transit Administration were Cooperating Agencies.

for the future introduction of high speed rail service on the SEHSR corridor to Norfolk and North Carolina. *While the existing Petersburg Station in Ettrick supports current Amtrak passenger rail service, additional investment is required to attract and accommodate increased ridership, improve accessibility to the local and regional transportation network, improve Americans with Disabilities Act (ADA) accessibility, and provide capacity to support future high speed rail service.*

The secondary purposes of this Project are to:

- Construct a station in a location that supports the SEHSR goal of diverting trips from air and highway within the travel corridor to passenger rail use, thus reducing the growth rate of congestion on I-95; and
- Construct a station in a location that serves long-distance, regional, business and leisure travelers within and beyond Virginia, including Amtrak's Northeast Corridor (NEC), extending from Washington, DC, to Boston, MA, as well as points south to North Carolina and eventually Georgia and Florida, and east to the Norfolk and Hampton Roads area.

This EA included a comparative analysis of potential station locations that would best serve the Tri-Cities area passenger rail market.

## Alternatives Considered

This EA identified and evaluated a number of potential station locations relative to the purpose and need requirements supporting the regional SEHSR Corridor as well as the local transportation network in the Tri-Cities area. The Tri-Cities Metropolitan Planning Organization (MPO)- the CPDC - and their appointed Study Working Group (SWG), along with input from FRA, were instrumental in the selection and application of the criteria and measures of effectiveness used to evaluate existing and proposed station location alternatives for this study. This work is consistent with the recommendations of the SEHSR Tier-II EIS as mentioned previously. Other than analyzing how potential stations would impact the overall transportation network, the SEHSR Tier-II EIS did not evaluate potential environmental impacts of new stations as part of its documentation, leaving that analysis to be conducted in conjunction with local jurisdictions.

The first step for alternatives evaluation was a preliminary screening evaluating the entire rail corridor within the Study Area.<sup>3</sup> The preliminary screening identified all possible areas with the appropriate track geometry and available land area to accommodate a rail platform and station. The preliminary screening was a two-step process, resulting in 13 preliminary station location concepts.

The assessment of 13 preliminary station concepts was an iterative screening process conducted in coordination with the Tri-Cities MPO's SWG. The screening process compared each of the station areas to the established measures of effectiveness that were developed in collaboration with the SWG and based on input received at a public workshop held December 11, 2014. Based on these measures of effectiveness, the Study Working Group scored and ranked each station concept to understand its strengths and weaknesses.

The five highest ranked **preliminary** station areas following an initial Screening #1 phase are listed below. Note: these sites were later refined and some eliminated.

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<sup>3</sup> Study area included all jurisdictions within Tri-Cities area.

- Walthall - a site in the Walthall area of Chesterfield County, which was one of the farthest north of the 13 potential station sites
- Branders Bridge NE – a site in Chesterfield County at Branders Bridge Road
- Boulevard NW – a site in the City of Colonial Heights along U.S. Route 1 (Boulevard)
- Ettrick – a site in Chesterfield County at the existing Amtrak station location
- Collier East – a site in the City of Petersburg, just south of Interstate (I-85) and north of the CSX Transportation (CSXT) Collier Yard on a large, open parcel owned by the City of Petersburg

The second screening phase compared conceptual layouts for each of the top five station locations relative to the sensitive resources within the site. The comparative results were used to evaluate site development feasibility and refine the concepts into more detailed Build Alternatives for evaluation in the EA.

Of the five conceptual station sites CPDC evaluated in the second screening phase, CPDC carried forward four concepts for further evaluation in the EA to become the Build Alternatives: Boulevard (NW), Branders Bridge (NE), Ettrick, as well as a shifted location for Collier - Collier South. The No-Build Alternative (maintaining the existing Petersburg Amtrak Station in Ettrick with no improvements to the station) is also a baseline alternative against which the proposed station sites were compared, although FRA determined that the No Build would not meet the purpose and need for this Project.

The Walthall Station conceptual site was not carried forward for further evaluation due to the potential impacts to: the operations of a secure, private facility; wetlands and surface waters; designated resource protection areas; and archaeological resources. These potential impacts are greater at this site than at the remaining four sites, and could have resulted in impacts to resources protected under Section 106 of the National Historic Preservation Act, Section 4(f) of the U.S. DOT Act, and Sections 404 and 401 of the Clean Water Act. In addition to these environmental concerns, Walthall is located the farthest north of the urban core and does not have existing or planned transit connectivity, which fails to meet the need for the Project to be within proximity to population and employment centers, and transit access. Thus, CPDC recommended this location be designated as an alternative considered and dismissed from additional analysis. The SWG concurred, and the Walthall site was not analyzed in the EA.

The Collier conceptual location was evaluated during the second screening phase and carried forward for further evaluation in the EA. During the Phase I archaeological survey of the Collier site, sufficient cultural and historic artifacts were identified within the conceptual footprint to warrant a more detailed, Phase II archaeological survey. The Phase II survey uncovered archaeological remains of a mid-nineteenth-century outbuilding believed to be associated with a kitchen or dairy of a large farming operation active during the Antebellum, as well as Civil War and Reconstruction periods of the site. Given the historic significance of the site, the SWG agreed that shifting the Collier site southward, away from the newly discovered archaeological site, would serve as an appropriate avoidance measure. This shifted Collier site, referred to as Collier South was carried forward into the EA.

To test for site development suitability and environmental impacts at each of the four Build Alternatives, CPDC developed a common station concept. Station size, determined by current utilization and anticipated ridership growth, calls for a Small/Medium Station as defined by Amtrak's Station Planning and Programming Guidelines. The typical station footprint is approximately 2.5 acres, although this can

vary to accommodate unique site characteristics. Each Build Alternative station and configuration was influenced by topographical constraints and site-specific conditions.

Upon selection of a Preferred Build Alternative at the conclusion of this NEPA process, the station site design will be further refined during final design. The sites, as currently assessed, are conceptual in nature and subject to refinement.

For the four Build Alternatives, the proposed facility was located to best fit the existing topographic conditions; minimize impacts to existing natural and cultural resources; minimize impacts to private property and structures; and minimize grading, related earthwork, and other ground-disturbing activities. If a station site required a new access road, such roads were kept to a minimum length, providing the clearest, most direct access to the site in light of natural and human resource constraints. Vehicular access to the station site that requires or increases travel through primarily residential or neighborhood streets was avoided where possible.

### No-Build Alternative (Maintain Existing Ettrick Station)

The No-Build Alternative maintains the existing Petersburg Amtrak Station in Ettrick as it currently exists. Only routine maintenance would be provided at this station. While the No-Build Alternative does not disturb the Project site nor result in any immediate impacts, it would not address the Purpose and Need for the Project.

### Boulevard Build Alternative

The central development focus of Colonial Heights is along U.S. 1, known locally as the “Boulevard”. The Boulevard Build Alternative is primarily on private property that was once a big-box retail store with a large, paved parking area adjacent to Boulevard (U.S. 1). Current use of the site includes a tape slitting operation (Superior Slitting), an equipment rental business (Rent-E-Quip), a carpet sales store (Carpet-N-Floors), and an automatic ice vending booth. As proposed, the platform, station, and parking area would be on the eastern side of the rail line, within the existing paved parking area. Consistent for each of the four Build Alternatives, the SEHSR Tier-II EIS Preferred Alternative calls for a third track to be constructed on the eastern side of the rail line within the CSXT right-of-way, and a new island platform would be provided between the current track and this newly constructed track. This island platform configuration between two active tracks would necessitate grade separated pedestrian access. The mainline tracks are above grade at this location (approximately 12 feet to 15 feet), which necessitates retaining walls, as well as ADA ramps/elevator access to the platform from the passenger waiting area. Vehicle and pedestrian access to the station would be provided via Boulevard (U.S. 1).

### Branders Bridge Build Alternative

Located in the Chesterfield County, the Branders Bridge Build Alternative site is on undeveloped private property. However, the property has been recently purchased and the property owner intends to construct an agri-business and home on the property. The exact location and extent of this development is not available at this time. As proposed, the station and parking area would be on the eastern side of the current rail line. Consistent for each of the four Build Alternatives, the SEHSR Tier-II EIS Preferred Alternative calls for a third track to be constructed on the eastern side of the rail line within the CSXT right-of-way, and a new island platform would be provided between the current track and this newly constructed track. This island platform configuration between two active tracks would necessitate grade separated pedestrian access. The SEHSR Tier-II EIS Preferred Alternative also calls for the removal



of the existing, at-grade rail crossing of Branders Bridge Road. This crossing would be replaced with a new Branders Bridge Road overpass. The new overpass would span the existing rail, proposed station platform, and proposed new third track. Potential design considerations for a new overpass could include an additional pedestrian (elevator) access point down to the station platform at this location. A new access road to the station would be necessary to connect to the realigned Branders Bridge Road.

### Ettrick Build Alternative

Located in Chesterfield County, the Ettrick conceptual station is approximately 220 feet north of the existing Ettrick station, along the eastern side of the rail line. The site is owned by CSXT. Consistent for each of the four Build Alternatives, the SEHSR Tier-II EIS Preferred Alternative calls for a third track to be constructed on the eastern side of the rail line within the CSXT right-of-way, and a new island platform would be constructed between the current track and this newly constructed track. This island platform configuration between two active tracks would necessitate grade separated pedestrian access. The existing Ettrick station could be replaced in its entirety or incorporated into a plan for adaptive re-use. Access to the station would continue to be via South Street to either James Street then East River Road or to Bessie Lane to Granger Street.

### Collier South Build Alternative

Located in the City of Petersburg, the Collier South Build Alternative site, platform, parking lot, and access road are within property owned by either the City of Petersburg or CSXT. This station location must accommodate the switch point location to the Norfolk Connection Track, which provides a connection for passenger trains traveling to and from Norfolk. Ultimately, the optimal station location was chosen with two platforms that enable both Norfolk trains (side platform) and Amtrak long distance trains traveling along the eastern seaboard and SEHSR trains to North Carolina (island platform) to be served. Station locations farther north or south on this property would result in less optimal design/access, such as limited platform length or requirement for a platform on a curve, which does not conform to Amtrak's preferred station design guidelines.

Consistent for each of the four Build Alternatives, the SEHSR Tier-II EIS Preferred Alternative calls for a third track to be constructed on the eastern side of the rail line within the CSXT right-of-way, and a new island platform would be constructed between the current track and this newly constructed track. This island platform configuration between two active tracks would necessitate grade separated pedestrian access. As stated above, a separate side platform would also be constructed adjacent to the new SEHSR track to serve trains connecting to or from the Norfolk Southern alignment. Given the platform design requirements, the station location requires an approximately 1,800-foot long access road to the south to connect to Route 604 (Halifax Road).

To shift the access road to the north and connect to Defense Road would have adverse effects to multiple Civil War resources eligible for the National Register of Historic Places (NRHP): Defense Road, Dimmrock Line/Earthworks, and the Bridge over Defense Road. To avoid these Section 106 and Section 4(f) resources, the access road is located to the south and includes a grade separated crossing over the Norfolk Southern alignment in order to access the station from Halifax Road. A secondary access road from the east remains possible at this location, which would not provide primary access but would allow for additional entry for emergency or service vehicles.

## Preferred Alternative

*The Preferred Alternative is the Project alternative that best meets the purpose and need of the Project and is favored by the agencies for approval and future construction.* The Preferred Alternative is the alternative which FRA and the Cooperating Agencies, FHWA and FTA, believe would most closely align with their statutory mission and responsibilities, giving consideration to economic, environmental, technical and other factors. As the Lead Federal Agency, FRA is responsible for considering the input from Cooperating Agencies with regard to the selection of the Preferred Alternative. FRA and the Cooperating Agencies have considered the range of alternatives presented in this EA when selecting the Preferred Alternative as well as the input provided throughout the study process. While certain beneficial aspects of the Boulevard Build Alternative are also applicable to the other Build Alternatives, among the four locations considered, the Boulevard Build Alternative encompassed the greatest number of benefits that supported the purpose and need of the Project.

FRA has identified the Boulevard Build Alternative as the Preferred Alternative for the Project. FRA believes that the Boulevard Alternative best meets the Purpose and Need for the Project, and that it offers the following advantages over other locations:

- The Boulevard site is the most accessible and visible under consideration, as it is located approximately one mile (1.1 miles) from I-95 on a major arterial that provides convenient access to population centers in the region. Furthermore:
  - The site is less than a three minute travel time to I-95. Access to Interstates is a key consideration for Amtrak and inter-regional train service patronage, including potential feeder bus service, such as Amtrak’s Thruway connection service.
  - Access from I-95 to the proposed site is provided along existing major arterials, Temple Avenue and Boulevard (U.S. 1).
  - VDOT recently completed improvements to Temple Avenue access at I-95 in 2017.
- The Boulevard site provides convenient roadway access to the broader Tri-Cities Area population and activity centers, including Fort Lee, Virginia State University (VSU), downtown Petersburg and commercial centers in Colonial Heights.
- An existing transit route provides service to the site along Boulevard (U.S. 1) with access to downtown Petersburg, and commercial centers in Colonial Heights.
- The site is consistent from a land use perspective as it is proposed in an existing mixed use and commercial corridor.
- The station could utilize existing parking that is directly accessible from Boulevard (U.S. 1), requiring no new access routes or improvement to routes that provide access to the station.
- The Boulevard Build Alternative is the station site with the highest WalkScore, a widely used measure of walkability in the station area that looks at the presence of sidewalks, land use and the overall pedestrian environment and measures how amenable it is to walking. The site is located within a “somewhat walkable” environment – the only station site to receive that category of rating.
- The Boulevard Build Alternative has been endorsed by the locality, the City of Colonial Heights.
- No environmental constraints exist that would preclude implementation of the station in this location. The station would be located within a floodplain area but impacts could be mitigated through proper design mitigation as noted below.

## Results of Environmental Analysis

Potential environmental impacts associated with the Preferred (Build) Alternative, as described in the EA, and proposed mitigation for those impacts are summarized in Table 1 below. CPDC prepared the EA, but a Project sponsor to continue the Project through design and construction has not yet been identified. CPDC recognizes that, because the Boulevard Build Alternative is located in Colonial Heights, Colonial Heights is a likely Project sponsor, but it could be any entity with an interest in constructing the station. The Project sponsor would be responsible for implementing any proposed mitigation measures that would be required. Should a potential Project sponsor identify and secure additional funding, as the project moves into design, the CPDC, Department of Rail and Public Transportation and any Federal funding sponsor involved in the funding of the design process will consult and provide oversight to the appropriate Project sponsor to ensure that all mitigation commitments are met. The project would not move forward without implementation of the commitments identified here.

Table 1  
Summary of Impacts for the Preferred Alternative

Section of EA	Summary of Impacts	Proposed Mitigation
3.1 Air Quality	<b>No Impact.</b> The Project is below threshold for Co analysis, is categorized as a project with no meaningful potential MSAT effects and is in attainment area.	Not applicable.
3.2 Noise and Vibration	<b>No vibration impact.</b> <b>Moderate noise impact.</b> The Preferred Alternative will result in one moderate impact to a Category 3 receptor due to locomotive idling in the station.	The Project sponsor will undertake detailed analysis during design phase to make final mitigation determinations. Potential mitigation measures to be confirmed during design include barriers/enclosures, directing noise away from receptor, vegetation and building insulation. Even if this moderate impact can't be mitigated, FRA does not believe that it rises to the level of significance and does not prevent FRA from issuing this FONSI.
3.3 Water Quality and Water Resources	<b>Minimal impact.</b> CPDC doesn't anticipate that the Preferred Alternative will cause or contribute to significant degradation of 303(d) listed streams or other aquatic	Appropriate Best Management Practices would be defined during design and utilized during construction for the Project. No other mitigation required.

	resources. Project would not increase impervious surfaces. Temporary impacts associated with construction stormwater and sedimentation may occur as part of construction activities	
3.4 Wetlands	<b>No impact.</b> The Preferred Alternative will not impact any of the wetlands in the study area.	Not applicable.
3.5 Threatened and Endangered Species	<b>No impact.</b> No Federal or State-listed threatened or endangered species are in the vicinity of the Preferred Alternative location.	Not applicable
3.6 Virginia Coastal Zone Management Program	<b>No impacts anticipated.</b> The Preferred Alternative is located within Coastal Management Zone.	Final design plans will be subject to a Federal Consistency Review. Because of this requirement, no mitigation would be required if consistency is achieved during design phase. Consistency is anticipated as Preferred Alternative is not in proximity to water resources.
3.7 Floodplains	<b>Minimal impact.</b> 2.3 acres of the Preferred Alternative station and parking area footprint are located within 100-year floodplain. Station platforms would be elevated out of the floodplain.	Coordination with FEMA and Colonial Heights during preliminary and final design is necessary to ensure compliance with applicable floodplain management and development ordinances. All practicable measures to minimize harm to the station from potential flooding impacts will be addressed during design, as required. Improved stormwater retention and LID design elements could reduce overall impact as site is located in a paved parking lot. Since the EA was completed Executive Order 13690 has been rescinded.
3.8 Prime and Important Farmland	<b>No impact.</b> The Preferred Alternative is located within an urban area and will have no impacts on farmland.	Not applicable.



3.9 Energy Use	<b>No Impact.</b> Construction of the Preferred Alternative will initially result in a substantial increase of energy. After construction, the completed station will result in a very small increase in total energy, which is not significant.	Best management practices to reduce energy use during construction will be defined during design and implemented .
3.10 Mineral Resources	<b>No impact.</b> No resources in area.	Not applicable.
3.11 Visual Resources	<b>Minimal impact.</b> Because the Preferred Alternative would be constructed above grade, it would be visible as it requires an elevated structure. However, a train station would be compatible with the commercial character of the area.	During design, CPDC will ensure that the Project proponent will coordinate with other parties with an interest in the Project, including the Virginia Department of Historic Resources (DHR), to consider any appropriate landscaping, tree planting, architectural design elements and exterior treatments that could enhance visual aesthetics.
3.12 Transportation	<b>Positive Impact.</b> The Preferred Alternative will have a positive impact as the station location will improve multimodal, regional and Interstate accessibility. In addition, the larger station design will enable the station to accommodate existing and future demand.	Access from U.S. 1 will be designed to handle projected volumes of station patrons. No specific mitigation is required.
3.13 Land Use and Zoning	<b>No Impact.</b> The Preferred Alternative is consistent with adopted codes.	Not applicable.
3.14 Utilities	<b>No impact.</b> The Preferred Alternative location currently has the utilities required to operate the station.	A more complete utilities estimate, including relocations if needed, will be developed based on final design.
3.15 Property Acquisitions and Relocations	<b>Partial acquisition</b> of portions of privately held land is required. Specifically, the Preferred Alternative would require a portion of the parking area of the ADAC Shopping Center. The Preferred Alternative would not require relocation of the entire ADAC	Property acquisition would be conducted following the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended and as administered by the Virginia Department of Transportation. This Act helps to ensure that persons will not suffer

	Shopping Center as it uses only a portion of a paved parking lot. A full relocation of one small business office in Towne Centre could be required but that would depend on final alignment decision for new SEHSR track and could be avoided.	disproportionate impact as a result of the Project.
3.16 Socioeconomic Resources	<b>Positive Impact.</b> The Preferred Alternative would not affect community cohesion, community facilities or services located in proximity to the station and would result in increased property values due to in-fill and redevelopment that occurs in proximity to new stations. There would be construction related employment benefits, and longer term station development benefits are anticipated if transit-oriented development is implemented by the locality. As noted in the EA, there are minimal negative socioeconomic impacts to the Ettrick community due to the closure of the current station and lost economic development opportunities.	In order to offset the closure of the existing station, CPDC recommends preparation of a re-use / redevelopment study. That study would identify potential uses that would benefit the community and also consider accessibility between the community and the new station location to offset the loss of their access.
3.17 Environmental Justice	<b>Minimal impact.</b> Although the Preferred Alternative would not result in any disproportionately high and adverse impacts on Environmental Justice populations, it would result in the closure of an existing multimodal train station in proximity to these populations, and that has been identified as a concern.	In order to offset the closure of the existing station, CPDC recommends the preparation of a re-use / redevelopment study. That study would identify potential uses that would benefit the community and also consider accessibility between the community and the new station location to offset the loss of their access.
3.18 Barriers to the Elderly and Handicapped	<b>No impact.</b> Project would be designed to ensure compliance and accessibility.	Not applicable.
3.19 Public Health	<b>No impact.</b>	Not applicable.

3.20 Public Safety	<b>Positive impact.</b> The Preferred Alternative would be in a more accessible station location and would have improved visibility.	During design, the Project proponent will develop safety features such as fencing and adequate lighting..
3.21 Hazardous Wastes and Contaminated Sites	<b>No impact.</b> No sites identified at the Preferred Alternative location.	Not applicable. If unknown sites are encountered in design or construction, the Project proponent would contact the Virginia Department of Environmental Quality (DEQ).
3.22 Parks and Recreation Areas	<b>No impact.</b> No parks and recreation areas are near the Preferred Alternative.	Not applicable.
3.23 Cultural Resources	<b>No adverse effect</b> on two properties.	By letter dated June 6, 2018, DHR concurred with FRA’s determination that the Preferred Alternative would have No Adverse Effect on historic and cultural resources. CPDC will ensure that the Project proponent continues consultation with DHR as design progresses (see Appendix C for correspondence).
3.24 Section 4(f) Resources	<p><b>No Uses.</b> There are no city, state, or national parks within the Project study area. The Preferred Alternative will not impact any publicly owned recreation area or wildlife refuge.</p> <p>FRA determined and DHR concurred that construction of the Preferred Alternative would result in No Adverse Effect to two historic resources protected under Section 4(f) . FRA has determined that the Preferred Alternative will result in de minimis uses of those two resources and informed DHR of FRA’s determination.</p>	Because the Preferred Alternative will not result in a 4(f) use of any resource, no mitigation is necessary.
3.25 Construction Impacts	<b>Minimal Impact.</b> Temporary impacts could occur to air quality, noise, transportation, and Lakeview Elementary in	The Project proponent will utilize Best Management Practices and standard VDOT and Virginia

	vicinity.	Department of Rail and Public Transportation (DRPT) procedures during Construction.
3.26 Secondary and Cumulative Impacts	<b>Minimal positive impact.</b> Positive economic benefits due to potential for secondary development, although site is limited due to presence of floodplain.	The Project proponent will implement design consistent with local codes and ordinances will mitigate impacts.

## Public and Agency Coordination

### Circulation of the Environmental Assessment

The EA for the Project was approved and signed by CPDC on February 24, 2017 and by FRA on March 10, 2017. Copies were distributed to local, state and federal environmental resource and regulatory agencies and local governments. CPDC issued a notice of availability for the EA/Draft Section 4(f) Statement on April 12, 2017, and published the EA for review and comment through May 22, 2017. Copies of the EA/ Section 4(f) Statement were made available for public review at the CPDC office and at eight public libraries within the Tri-Cities area. The EA/Draft Section 4(f) Statement was also available for download on the Project website at the following link:

[http://craterpdc.org/transportation/documents/NEPA\\_Study\\_2014/Tri-Cities%20Signed%20Drafr%20EA\\_FULL%20Document.pdf](http://craterpdc.org/transportation/documents/NEPA_Study_2014/Tri-Cities%20Signed%20Drafr%20EA_FULL%20Document.pdf).

Comments on the EA/Draft Section 4(f) Evaluation were accepted by CPDC through May 22, 2017.

### Public Hearing

CPDC hosted two public information meetings for the Project. Both were advertised on the CPDC website and in local newspapers. The first one was held in December 11, 2014 in Petersburg, VA. At that meeting, CPDC presented the purpose and need for the Project, and requested input on the scope of the study. The second meeting was held on September 16, 2015 at Ettrick Elementary school. At that meeting, CPDC presented the four Build Alternatives carried forward in the EA as well as the preliminary impacts as documented in the EA and solicited comments on those alternatives. In addition to the public workshops, eleven SWG meetings were held with local jurisdictions, the National Park Service and representatives from Virginia DRPT and Fort Lee. Individual meetings with all the local jurisdictions were also held in 2016 before the EA was released.

Due to the extensive public involvement conducted for the Project and input received on the alternatives under consideration, CPDC and FRA determined that a separate hearing for the Project after publication of the EA was not necessary. Instead, CPDC issued a notice of availability of the EA on April 12, 2017 via local media sources. The notice provided the public with information regarding the viewing of the environmental document, submitting comments, and the point of contact for comments. The comment period for the environmental document ended on May 22, 2017.



## Agency Comments Received on the EA

State and local agencies provided comments during the comment period. Comments from the agencies, and the responses to these comments, are summarized in Appendix A. During the agency comment period, Virginia DRPT submitted comments in support of the Ettrick Station, but acknowledged that the Preferred Alternative location was viable as well. In order to mitigate potential community impacts to the closure of the Ettrick station, DRPT suggested some mitigation measures that have been incorporated into the commitments noted above. Comments were also received from the Virginia DEQ who consolidated the review of the document with other state agencies and from localities in the study area. In addition, independent groups and organizations such as VSU and the Virginians for High Speed Rail submitted comments in support of keeping the station at Ettrick.

The detailed comments are included in Appendix B.

## Public Comments Received on the EA

A total of 56 responses were received, consisting of 23 official/agency responses and 33 citizen responses. These included three letters from elected officials - a member of Congress from Virginia's 4<sup>th</sup> District, a member of the Virginia House and a member of the Virginia Senate. All three letters from elected officials recommended keeping the station at the Ettrick Build Alternative site and cite the access provided to VSU and the local residents of Ettrick to be of concern to them. The letter from the Congressman also mentions the potential for an additional station in Petersburg as something to be considered.

In addition to letters received from the elected officials and citizens there were two similar petitions in support of keeping the station at Ettrick. These petitions were signed by 1,231 individuals and note that VSU and a new multi-purpose center would provide additional ridership at Ettrick. The petitions also note the importance of the Ettrick location to the students of VSU and soldiers at Fort Lee. As noted in the preceding mitigation table above, there is a mitigation commitment included to try and address several of these concerns.

In addition to the petition, 33 citizens submitted comments via e-mail or letter in support of keeping the station at Ettrick. Of these, all except four citizens endorsed keeping the station at Ettrick. The concerns identified were loss of economic opportunities for Ettrick and VSU by removing the station at Ettrick, community character change due to removal of the station, loss of accessibility provided to the students and community if the station was relocated, and general concern about public safety for students and Ettrick citizens having to travel farther to get to the Preferred Alternative location.

All public comments and the petition are included in Appendix B.

## Environmental Commitments

During the NEPA process, commitments are made to avoid, minimize, or mitigate project impacts. Commitments result from public comment or through the requirements of, or agreements with, environmental resource and regulatory agencies. The following special commitments have been agreed to by CPDC and FRA and would be implemented by the Project sponsor during design, tentatively identified as Colonial Heights but to be confirmed through consultation with the appropriate agencies involved in design of the station.

- Final station renderings will be submitted to Virginia Department of Historic Resources for review when they reach a 30 percent completion to assure that the design concept continues to have no adverse effect to historic properties.
- CPDC will ensure that the Project proponent will coordinate with other parties with an interest in the Project, including the Virginia Department of Historic Resources (DHR), to consider any appropriate landscaping, tree planting, architectural design elements and exterior treatments that could enhance visual aesthetics.
- A re-use / redevelopment study will be conducted to document alternative uses for the Ettrick site, including study of the providing access to the Project for the students at VSU and the Ettrick community.

## Conclusion

FRA finds that the impacts of the Preferred Alternative, as assessed in the Environmental Assessment and for the Tri-Cities Multimodal Station and this Finding of No Significant Impact satisfy the requirements of FRA's Procedures for Considering Environmental Impacts and that the Project will not have a significant impact on the quality of human or the natural environment following the implementation of identified mitigation measures.

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Jamie Rennert  
Director, Office of Program Delivery

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Date

## **APPENDIX A: COMMENT AND RESPONSE LOG**

**APPENDIX B: DETAILED COMMENTS RECEIVED (DURING  
COMMENT PERIOD)**



## **APPENDIX C: SECTION 106 COORDINATION**

# **REGULAR BUSINESS**

**R-1**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:****City of Hopewell Employee Community Service Days**

**ISSUE:** At the request of Councilor Partin, City Council authorized the City Manager to research semi-annual or quarterly employee community service days to tackle the growing litter problem.

**RECOMMENDATION:** City Administration recommends approving the recommendations presented by the employee Community Involvement Committee (CIC).

**TIMING:** Action is preferred June 25, 2019, so the committee can continue with planning.

**BACKGROUND:** The city has faced a litter problem for many years. The City Manager was asked to research and recommend a semi-annual or quarterly employee community service initiative to further tackle the growing litter concerns in our communities. The City Manager tasked the Director of Human Resources with forming a small, employee-driven committee to research this opportunity and to bring back the recommendation.

**ENCLOSED DOCUMENTS:**

- CIC Employee Service Day Recommendation Presentation

**STAFF:**

Community Involvement Committee (CIC) Members:

Dave Harless, Tabitha Martinez, Melissa Perez Diggs, Monique Robertson, Jennifer Sears and Jeff Stiff

**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"/>	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			



**MOTION:** \_\_\_\_\_

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**Roll Call**

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**SUMMARY:**

- | <b>Y</b>                 | <b>N</b>                 |                                    |
|--------------------------|--------------------------|------------------------------------|
| <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"/> | Councilor John B. Partin, Ward #3  |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4        |

- | <b>Y</b>                 | <b>N</b>                 |                                      |
|--------------------------|--------------------------|--------------------------------------|
| <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"/> | Vice Mayor Patience Bennett, Ward #7 |

# EMPLOYEE SERVICE DAY RECOMMENDATION

## **City of Hopewell Community Involvement Committee (CIC)**

*Dave Harless*

*Tabitha Martinez*

*Melissa Perez Diggs*

*Monique Robertson*

*Jennifer Sears*

*Jeff Stiff*

- ▶ Councilor Partin requested a recommendation for an Employee Service Day (ESD)
- ▶ Committee selected and they began exploring a litter pick-up initiative
  - ▶ TIMS program and departmental staff utilized to identify areas of concern
  - ▶ Toured the areas of reported issues
- ▶ Logistical discussion and planning
  - ▶ Supplies, collaborative partnerships, funding
  - ▶ Wellness Committee has approved Motivate Me points for ESD and is reviewing their ability to fund food and drinks

## BACKGROUND

- ▶ Kickoff
  - ▶ September
    - ▶ Litter Initiative
    - ▶ Morning Group: Serve from 8:30 - 11:30 a.m., Lunch 11:30 - 12:30 p.m.
    - ▶ Afternoon Group: Lunch 12:30 - 1:30 p.m., Serve from 1:30-4:30 p.m.
- ▶ Subsequent Initiatives
  - ▶ October (clean up week)
    - ▶ Litter Initiative
  - ▶ March
    - ▶ To Be Identified
  - ▶ April (clean up week)
    - ▶ Litter Initiative

NOW



- ▶ ESD months will remain the same
  - ▶ September and March – new initiatives to be reviewed and identified by the CIC
  - ▶ October and April – always litter removal to coincide with clean up week

FUTURE

A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

- ▶ Employee Service Days
  - ▶ CIC coordinated days
- ▶ Employee Service Hours
  - ▶ Create a new leave bank, and formal policy, for employees to utilize for initiatives meaningful to them

This will allow the program to be impactful to the community and meaningful to the employee.

AND BEYOND



**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 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

Lab Analyst Position at Hopewell Water Renewal.

**ISSUE:** Request an additional full-time Lab Analyst Position at Hopewell Water Renewal due to increased sampling requirements.

**RECOMMENDATION:** Authorize and approval an additional Lab Analyst Position

**TIMING:** Action is requested June 25, 2019.

**BACKGROUND:** Hopewell Water Renewal (HWR) has increased testing for process control and to assure a minimal impact to the environment. HWTR currently has a high school intern who is interested if a position is approved by City Council. The position can be created through the transfer of funds within the HWR budget. No additional funding is requested.

**ENCLOSED DOCUMENTS:**

- Justification

**STAFF:**

Jerry Byerly, Director of Water Renewal

**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"/> | 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        |                          |                          |                                      |



**Water Renewal  
Department  
Jerry Byerly, Director**

**To:** Honorable City Council  
**Thru:** March Altman, City Manager  
**From:** Jerry Byerly  
**Date:** 19 June, 2019  
**Re:** Creating a new position

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The completion of the \$72 million dollar project essentially added another treatment plant to the already complex Hopewell Water Renewal plant. This plant upgrade caused a substantial increase in testing needed to operate the facility. Some of these tests are internal, or process control tests and some of these are necessary for permit compliance. Due to current understaffing in the lab, many of these tests are outsourced to a commercial lab. A total of 267 additional tests per week are being run by lab staff or outsourced.

The overtime expenditure for the lab was approximately \$65,000 last year. Adding a new position would decrease that amount greatly once the new tech is trained. In addition, the more than \$60,000 spent on outside lab contracting could be eliminated once the new person is trained. We anticipate the total savings to be well in excess of \$70,000 which would more than fund this position.

Hopewell Water Renewal has a partnership program with Hopewell Schools in which we “sponsor” a rising High School Senior to work part-time during the school year with our organization. This individual goes through a formal interview process, we offer a part-time position, and they learn valuable skills to help them enter the work force. Approving a new Laboratory Technician position for Hopewell Water Renewal could create an opportunity for the current apprentice to join the workforce. It would also have a positive impact on the organizations budget by reducing contract lab costs and overtime as stated above.

Sufficient funds are available in the budget to support this request.

**R-3**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**

Chesapeake Clean Water Blueprint

**ISSUE:** City Council position regarding the Chesapeake Clean Water Blueprint

**RECOMMENDATION:** Staff recommends supporting the Chesapeake Clean Water Blueprint

**TIMING:** Action is requested at the June 25, 2019 meeting

**BACKGROUND:** In 2010, the Environmental Protection Agency (EPA) implemented Total Maximum Daily Load (TMDL) provisions within the Clean Water Act creating enforceable pollution limits for nitrogen, phosphorus, and sediment pollution for the Chesapeake Bay and its watershed, known as the Bay TMDL. The six (6) states in the Chesapeake Bay watershed and the District of Columbia released Watershed Implementation Plans (WIP) to meet the Bay TMDL limits by 2025. The Bay TMDLs and the WIPs, together, make up the Clean Water Blueprint for the Chesapeake and its tributaries. The Chesapeake Clean Water Blueprint, if fully implemented, requires the reduction of pollution resulting in a “fishable, swimmable” Chesapeake Bay watershed, as envisioned by the Clean Water Act of 1972, and the removal of the Bay from the impaired waters list.

**ENCLOSED DOCUMENTS:**

- Chesapeake Clean Water Blueprint Memo to City Council; 2019 Chesapeake Bay Foundation – State of the Blueprint Report

**STAFF:**

John M. Altman, Jr., City Manager

**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			

Jerry Byerly, Director, Hopewell Water Renewal  
Dickie Thompson, Deputy Director, Hopewell Water Renewal  
Joseph G. Battiata, Stormwater Program Manager

**FOR IN MEETING USE ONLY**

**MOTION** \_\_\_\_\_

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**Roll Call**

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**SUMMARY:**

<b>Y</b>	<b>N</b>	
<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"/>	Councilor John B. Partin, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4

<b>Y</b>	<b>N</b>	
<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"/>	Vice Mayor Patience Bennett, Ward #7





**To:** The Honorable City Council  
**From:** John M. Altman, Jr., City Manager  
**Date:** June 17, 2019  
**Re:** Chesapeake Clean Water Blueprint

**John M. Altman, Jr.**  
City Manager

maltman@hopewellva.gov  
p: (804) 541-2243  
f: (804) 541-2248

300 North Main Street  
Suite 216  
Hopewell, VA 23860

[www.hopewellva.gov](http://www.hopewellva.gov)

In 2010, the Environmental Protection Agency (EPA) implemented Total Maximum Daily Load (TMDL) provisions within the Clean Water Act creating enforceable pollution limits for nitrogen, phosphorus, and sediment pollution for the Chesapeake Bay and its watershed, known as the Bay TMDL. The six (6) states in the Chesapeake Bay watershed and the District of Columbia released Watershed Implementation Plans (WIP) to meet the Bay TMDL limits by 2025. The Bay TMDLs and the WIPs, together, make up the Clean Water Blueprint for the Chesapeake and its tributaries.

The Chesapeake Clean Water Blueprint, if fully implemented, requires the reduction of pollution resulting in a "fishable, swimmable" Chesapeake Bay watershed, as envisioned by the Clean Water Act of 1972, and the removal of the Bay from the impaired waters list.

Below is a brief evaluation of Virginia's efforts to address milestone commitments in the Chesapeake Clean Water Blueprint (see attached report for complete information).

#### Virginia's Progress – 2019 State of the Chesapeake Clean Water Blueprint

##### Wastewater –

- Commitment – None

##### Progress – Slightly Off Track

Wastewater accounts for more than 30% of the State's nitrogen pollution. Virginia did not set a new goal for wastewater in 2018 because the state had met its pollution reduction targets.

Virginia has spent approximately \$1 billion to improve/upgrade wastewater systems. To further reduce wastewater pollution, Virginia will need to look at innovative technology and will need to reduce the number of homes on septic systems by having them connected to sewer systems.

##### Polluted Runoff –

- Commitment – Revise and Reissue the Construction General Permit to Help Prevent New Loads from Developed Lands

##### Progress – Slightly Off Track

Virginia took steps to limit pollution through the issuance of a General Construction Permit to prevent and control runoff from construction sites. Need to revisit rules for construction runoff.

- Commitment – Issue Stormwater Local Assistance Funds (SLAF) to Address Polluted Runoff

##### Progress – Slightly Off Track

Current SLAF funding levels are not enough to meet Virginia's stormwater goals. Virginia must increase funding and engage local government in the process.

#### Agriculture –

- Commitment – Track and Report Livestock Exclusion

Progress – Slightly Off Track

Virginia has invested approximately \$100 million since 2010 to help farmers’ fence livestock out of streams. Efforts must be accelerated to exclude livestock from 100% of perennial streams.

- Commitment – Develop Individual Permits for Applicable Poultry Facilities

Progress – Slightly Off Track

Virginia has issued permits for two (2) facilities within the Bay watershed, but needs to increase monitoring and inspections to control ammonia emissions.

#### Planning –

- Commitment – Engage Watershed Partners in Development of the Phase III Watershed Implementation Plan

Progress – On Track

Virginia hosted stakeholder forums across the Commonwealth. Outreach and engagement of local governments, Planning District Commissions, and Soil & Water Conservation Districts will continue.

The Phase III Watershed Improvement Plan (WIP III) is the strategic document for moving forward to the next Chesapeake Bay model analysis when EPA will determine if the Commonwealth (DEQ) is meeting the interim goals. The WIP III is an attempt to target the next largest available source of nutrient load to the Bay – unregulated land consisting of agriculture (i.e., livestock exclusion), and rural localities. The City is an urban community and is regulated under a Municipal Separate Storm Sewer System (MS4) permit. The City is not directly impacted by the WIP III. The City is also in a good position with regarding meeting our TMDL obligations, and we agree, in concept with the draft WIP III in that the aggregate in the Wastewater sector as a whole can temporarily outperform the Bay TMDL nutrient load allocations and thereby help Virginia meet the 2025 goals.

However, the concern is that if it’s determined that Virginia isn’t meeting its nutrient reduction goals through its efforts in rural communities and agricultural land uses, one of the backstop provisions could ratchet down on the effluent limits for Wastewater Treatment Plants (WWTPs). This could result in new or revised technology regulations for WWTPs, which in turn could require additional upgrades to the Hopewell Water Renewal Facility (potential \$40 million project) and increased sewer rates to pay for the upgrades. The City recently completed a \$70 million upgrade at the Hopewell Water Renewal Facility to bring the facility into compliance with the Bay TMDL requirements. As a result the facility is currently at the limits of technology for the facility and the waste stream that the facility treats.

Simply stated the Clean Water Blueprint represents the Chesapeake Bay Foundation’s effort to translate the Chesapeake Bay TMDL into a more understandable format. The City has partnered with Chesapeake Bay Foundation on at least two (2) grants with multiple citizen outreach initiatives that directly relate to the TMDL and our continued compliance with our MS4 permit obligations. Overall, the City is in good standing to support the goals of the Chesapeake Clean Water Blueprint to provide improved water quality to the Chesapeake Bay.

JMAjr/ja/dp



2019

# CHESAPEAKE BAY State of the Blueprint

Pennsylvania, Maryland, and Virginia



CHESAPEAKE BAY  
FOUNDATION

*Saving a National Treasure*



# WHAT IS THE BLUEPRINT?

Established in 2010 after years of efforts to clean up the Chesapeake Bay that fell short, the Chesapeake Clean Water Blueprint is our best chance for success. It includes pollution limits for nitrogen, phosphorus, and sediment set by the U.S. Environmental Protection Agency (EPA); plans to meet those limits for each of the six Bay states and the District of Columbia; and two-year, incremental goals—known as milestones—to keep progress on track.

## POLLUTION REDUCTION PROGRESS SUMMARY

All Sectors Compared to Total EPA Target Loads for 2025

		WASTEWATER	RUNOFF	AGRICULTURE	SEPTIC	OVERALL
PENNSYLVANIA	NITROGEN	ON TRACK	OFF TRACK	OFF TRACK	OFF TRACK	OFF TRACK
	PHOSPHORUS	ON TRACK	OFF TRACK	OFF TRACK	N/A	IN DANGER OF BEING OFF TRACK
MARYLAND	NITROGEN	ON TRACK	OFF TRACK	IN DANGER OF BEING OFF TRACK	OFF TRACK	ON TRACK
	PHOSPHORUS	ON TRACK	OFF TRACK	ON TRACK	N/A	ON TRACK
VIRGINIA	NITROGEN	ON TRACK	OFF TRACK	OFF TRACK	OFF TRACK	ON TRACK
	PHOSPHORUS	ON TRACK	OFF TRACK	OFF TRACK	N/A	ON TRACK

While no state is completely on track, sewage treatment plant upgrades in Maryland and Virginia have already met the 2025 goals and are the main reason the two states are close to on track. Efforts in both states need to accelerate pollution reduction from agriculture and urban/suburban runoff.

- **ON TRACK:** Projected loads within 10% of target
- **OFF TRACK:** Projected loads more than 20% away from meeting target or pollution is increasing
- **IN DANGER OF BEING OFF TRACK:** Projected loads within 20% of target





## A Healthy Bay is in Sight—but at Risk

The Blueprint to save the Chesapeake Bay is at a critical juncture. Success demands a strong partnership between the six Bay states, the District of Columbia, and the Environmental Protection Agency (EPA)—a partnership at serious risk from Pennsylvania’s failure to meet its goals.

The science is clear about what needs to be done, and the Blueprint is working. Underwater grasses are recovering. Blue crab populations are rebounding. The Bay’s dead zone is shrinking. Communities are seeing cleaner streams, greener urban landscapes, and increased resilience.

But the recovery is fragile. Climate change is an imminent threat. Regulatory rollbacks threaten progress toward clean water and air. And funding is at risk for programs key to the Bay’s health.

Now, in the final and most important phase of the clean-up effort, the Bay partnership must finish the job. The health of our region’s environment, our way of life, and nearly \$130 billion in natural benefits annually, are at stake.

## Are We on Track?

We assessed progress in Maryland, Pennsylvania, and Virginia, which account for roughly 90 percent of Bay pollution.

First, we used EPA’s scientific model to estimate pollution reductions made between 2009 and 2018 and if those reductions are on a trajectory to meet the 2025 goals. Second, we looked at how well the states implemented the programmatic commitments they made in their two-year milestone goals—in other words, the practices and programs they will use to get the job done .

### **No state is completely on track. But Pennsylvania is far off track.**

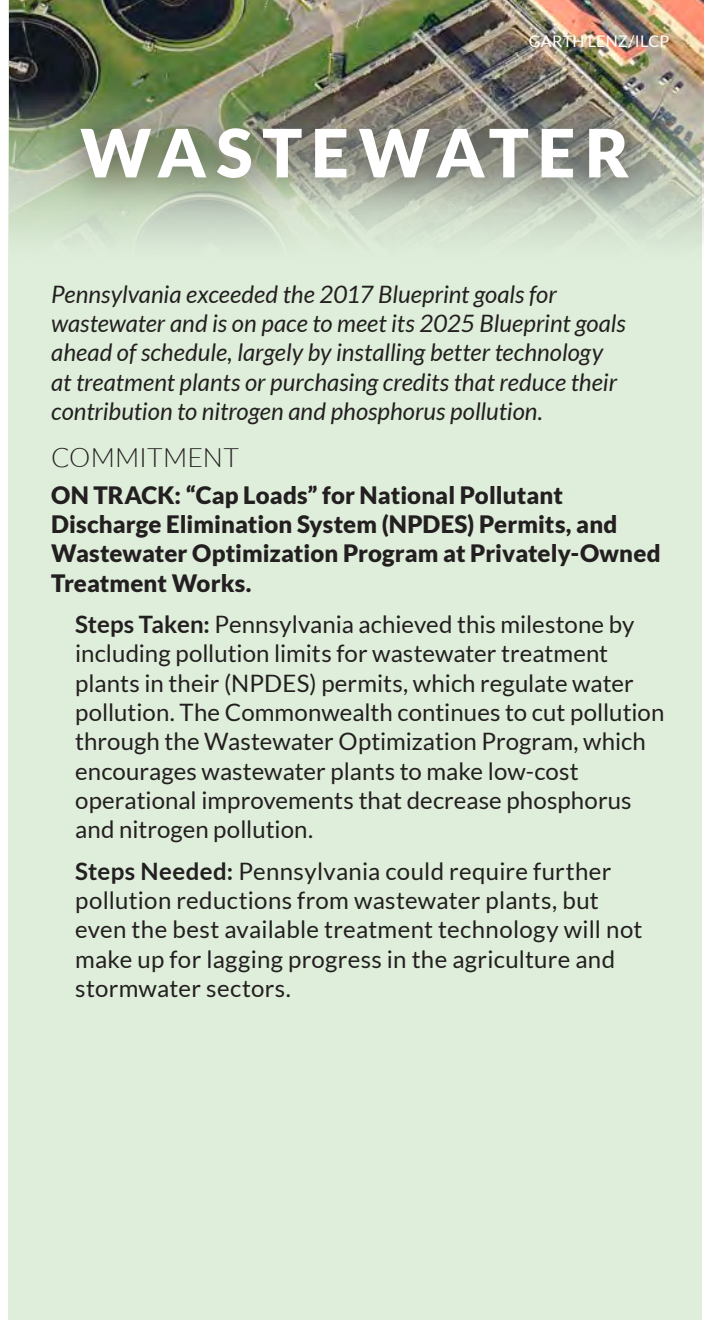
Pennsylvania has repeatedly failed to meet goals to reduce pollution. Moreover, the Commonwealth’s latest draft Blueprint, technically called the Phase III Watershed Implementation Plan, comes up woefully short of what it will take to save the Bay.

In contrast, Maryland and Virginia are close to having the programs and practices in place to restore water quality. Still, their success is largely due to upgrades at wastewater treatment plants, which mask deficiencies in reducing pollution from agriculture and urban and suburban polluted runoff.

Moving forward, EPA must hold the states accountable and impose consequences for failure—starting with Pennsylvania.

# Pennsylvania's Blueprint for Clean Water: *Is it on track?*

Overall, Pennsylvania is not on track to achieve its 2025 goals. The Commonwealth is significantly behind in implementing the practices necessary to reduce pollution, particularly from agriculture and urban and suburban stormwater runoff. The wastewater sector, however, is one area of noteworthy success.



## WASTEWATER

*Pennsylvania exceeded the 2017 Blueprint goals for wastewater and is on pace to meet its 2025 Blueprint goals ahead of schedule, largely by installing better technology at treatment plants or purchasing credits that reduce their contribution to nitrogen and phosphorus pollution.*

### COMMITMENT

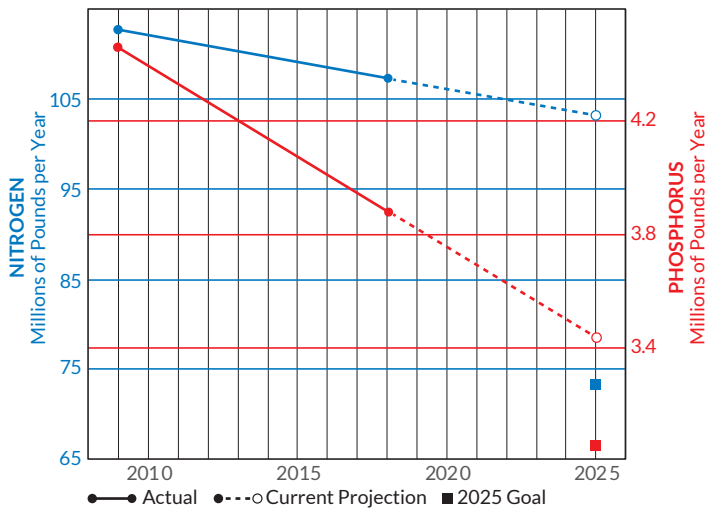
**ON TRACK: "Cap Loads" for National Pollutant Discharge Elimination System (NPDES) Permits, and Wastewater Optimization Program at Privately-Owned Treatment Works.**

**Steps Taken:** Pennsylvania achieved this milestone by including pollution limits for wastewater treatment plants in their (NPDES) permits, which regulate water pollution. The Commonwealth continues to cut pollution through the Wastewater Optimization Program, which encourages wastewater plants to make low-cost operational improvements that decrease phosphorus and nitrogen pollution.

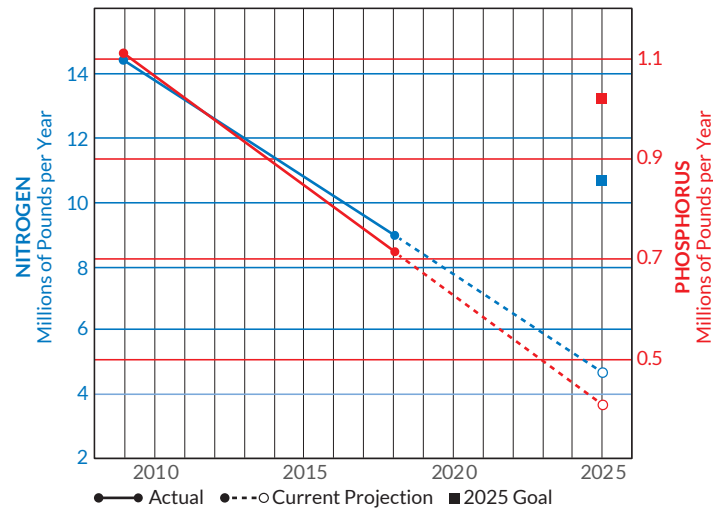
**Steps Needed:** Pennsylvania could require further pollution reductions from wastewater plants, but even the best available treatment technology will not make up for lagging progress in the agriculture and stormwater sectors.

### Pennsylvania's Pollution-Reduction Progress

POLLUTION REDUCTION, LOADS VERSUS GOALS, PENNSYLVANIA  
All Sources



POLLUTION REDUCTION, LOADS VERSUS GOALS, PENNSYLVANIA  
Wastewater, excluding Septic



All sources includes pollution from wastewater, septic, urban and suburban runoff, agriculture, and natural areas. Pollution load targets for all sources are the Phase III WIP planning targets. Sector specific targets reflect Phase II WIP loads extracted from CAST.

# RUNOFF

Many of Pennsylvania's small, local stormwater systems—called MS4s—have undersized and aging infrastructure. As more land is developed, polluted runoff is increasing.

## COMMITMENTS

**IN DANGER OF BEING OFF TRACK: Complete initial reviews of Chesapeake Bay Pollutant Reduction Plans that were submitted in September 2017.**

**Steps Taken:** The Pennsylvania Department of Environmental Protection (DEP) required roughly 350 MS4s to produce Pollutant Reduction Plans that address water-quality problems in local streams and the Bay—a substantial step toward meeting Blueprint goals. It reviewed approximately three-quarters of the plans, but formally approved only one-third, delaying implementation.

**Steps Needed:** The Commonwealth must approve the plans and jumpstart implementation.

**IN DANGER OF BEING OFF TRACK: Provide guidance to encourage inter- and intra-municipal MS4 collaboration to achieve pollutant reduction in localized areas.**

**Steps Taken:** Pennsylvania produced guidance to help MS4s meet their pollution-reduction goals through collaborative efforts with neighboring municipalities or nearby farmlands. Communities in Blair and Luzerne Counties and the Chiques Creek watershed are taking this approach. However, the guidance was issued in late 2018 and it is still early to gauge its effect.

**Steps Needed:** So far, most municipalities continue to address pollution independently, forgoing opportunities for cost-savings and coordination with neighboring local governments. Municipalities should increase their collaboration to collectively reduce local pollution.

# AGRICULTURE

Agriculture dominates much of Pennsylvania's land in the Bay watershed. Efforts to reduce pollution from farms—an essential component of Pennsylvania's Blueprint—continue to lag.

## COMMITMENTS

**IN DANGER OF BEING OFF TRACK: Implement Agricultural Compliance and Enforcement Strategy.**

**Steps Taken:** The Commonwealth has been verifying that farms have the required plans in place to control pollution from erosion, manure, and fertilizers. They inspected nearly 3,000 farms representing about 10 percent of agricultural lands in 2017-2018.

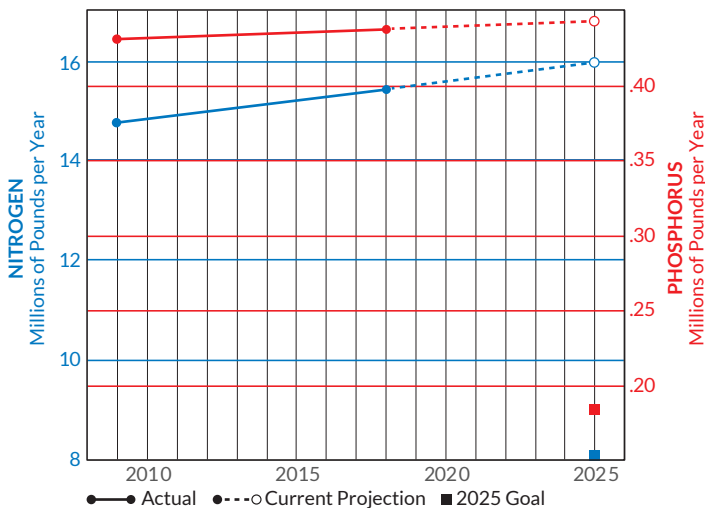
**Steps Needed:** The inspections only assessed if the plans exist. Moving forward, Pennsylvania must also ensure the plans address all water-quality concerns and are fully implemented. A process to assess implementation will be drafted in 2019, followed by a pilot program.

**ON TRACK: Approve a revised P-Index planning tool to be used for nutrient management planning efforts.**

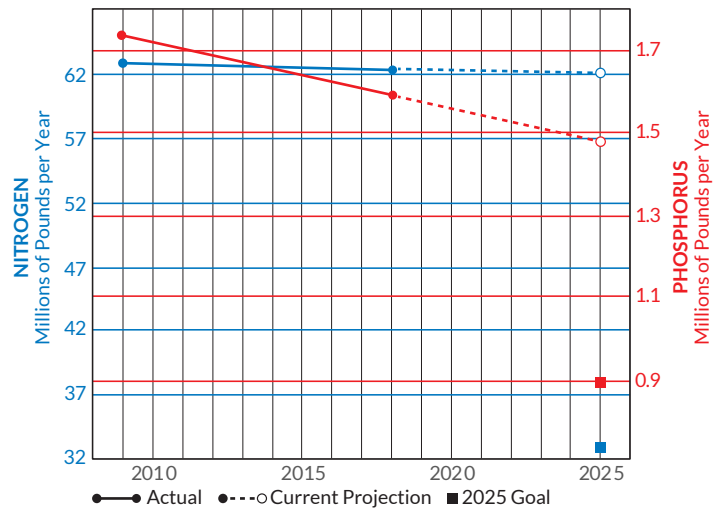
**Steps Taken:** Penn State University is leading an update to the Phosphorus Index (P-Index), a tool used to identify farm areas that present a high risk of phosphorus pollution. The update, developed through thorough research and on-farm testing, should be available later this year.

**Steps Needed:** The tool will provide valuable information to help farmers manage fertilizer and manure applications and should be used to identify practices that reduce polluted runoff.

POLLUTION REDUCTION, LOADS VERSUS GOALS, PENNSYLVANIA  
Runoff



POLLUTION REDUCTION, LOADS VERSUS GOALS, PENNSYLVANIA  
Agriculture





# GROWTH

The loss of forests and farmland to development, additional livestock and poultry farming, and increased vehicle emissions can all add pollution to Pennsylvania's local streams and the Bay.

## COMMITMENT

**OFF TRACK: None.**

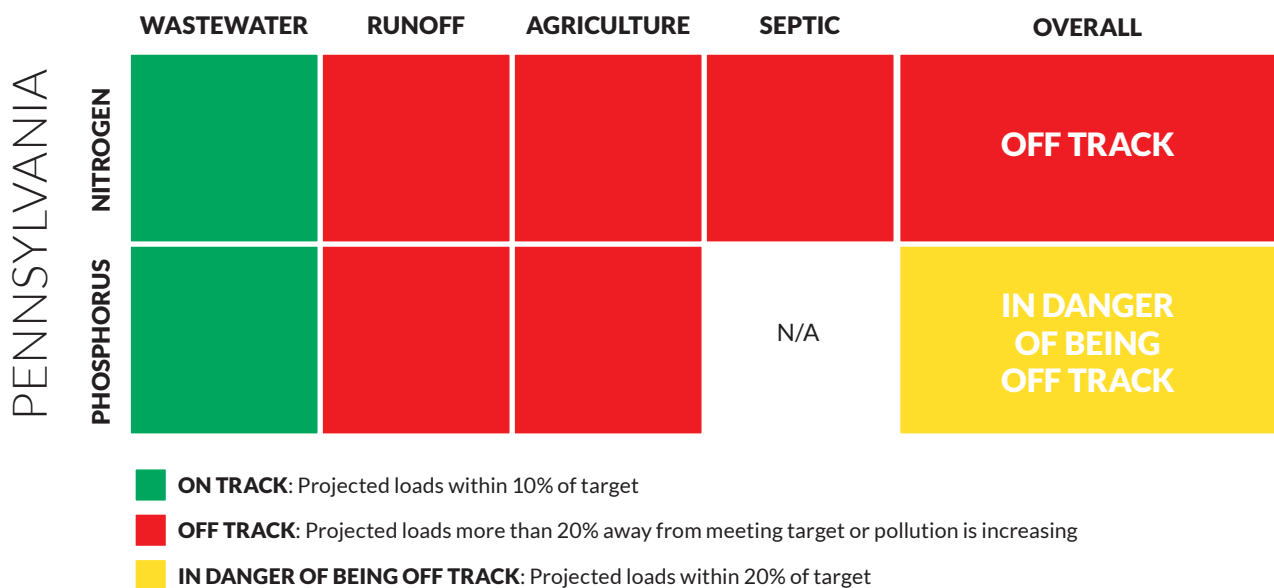
**Steps Taken:** Pennsylvania did not establish a stand-alone milestone to account for growth. Managing growth and land use in the Commonwealth is especially challenging because planning is decentralized across more than 1,100 municipal governments.

**Steps Needed:** Local governments could reduce water pollution from development by updating planning and zoning policies that preserve sensitive landscapes; writing ordinances that limit the creation of hard surfaces and preserve trees and forested buffers; and managing stormwater using today's science and engineering. Climate change, particularly extreme rainfall, makes it imperative to address these challenges.

*“There is a need for a dedicated cost-share program and a significant increase in resources to implement priority conservation practices.”*

## Pennsylvania's Pollution-Reduction Progress toward 2025 Goals

Summary, All Sectors Compared to Total EPA Target Loads





# Finishing the Job in Pennsylvania

Pennsylvania is on pace to achieve pollution goals for wastewater. But to meet its overall Blueprint goals and improve local rivers and streams, the Commonwealth must fully address pollution from agriculture and urban and suburban runoff.

As currently drafted, the Commonwealth's final Blueprint falls roughly 34 percent short of its goal to reduce nitrogen pollution and is less than half funded.

A lack of technical and financial support, coupled with a poor agricultural economy, is a significant barrier stopping farms from adopting the conservation measures needed to reduce pollution. There is a need for a dedicated cost-share program and a significant increase in resources to implement priority conservation practices.

Moreover, the legislature has so far approved none of the proposed funding sources identified in the draft Blueprint, leaving an estimated shortfall of \$257 million through 2025. If there is any chance of success, this must change.

If it does not, Pennsylvania runs the risk of increased federal enforcement, such as increased regulations for livestock operations, industrial and municipal stormwater sources, and wastewater treatment plants. EPA could also shift or withhold grant funding, among other actions.

## What Pennsylvania's Blueprint Looks Like in Your Community



*A new forested streamside buffer and fencing on the Bennett farm in Susquehanna County, protect Roe Creek from cattle and polluted runoff.*



*Employing no-till farming, as practiced on the McLaughlin farm in Perry County, improves soil health and farm profitability.*



*A rain garden at Summit Terrace in Harrisburg beautifies the neighborhood, provides a sense of community pride, and filters and funnels stormwater.*

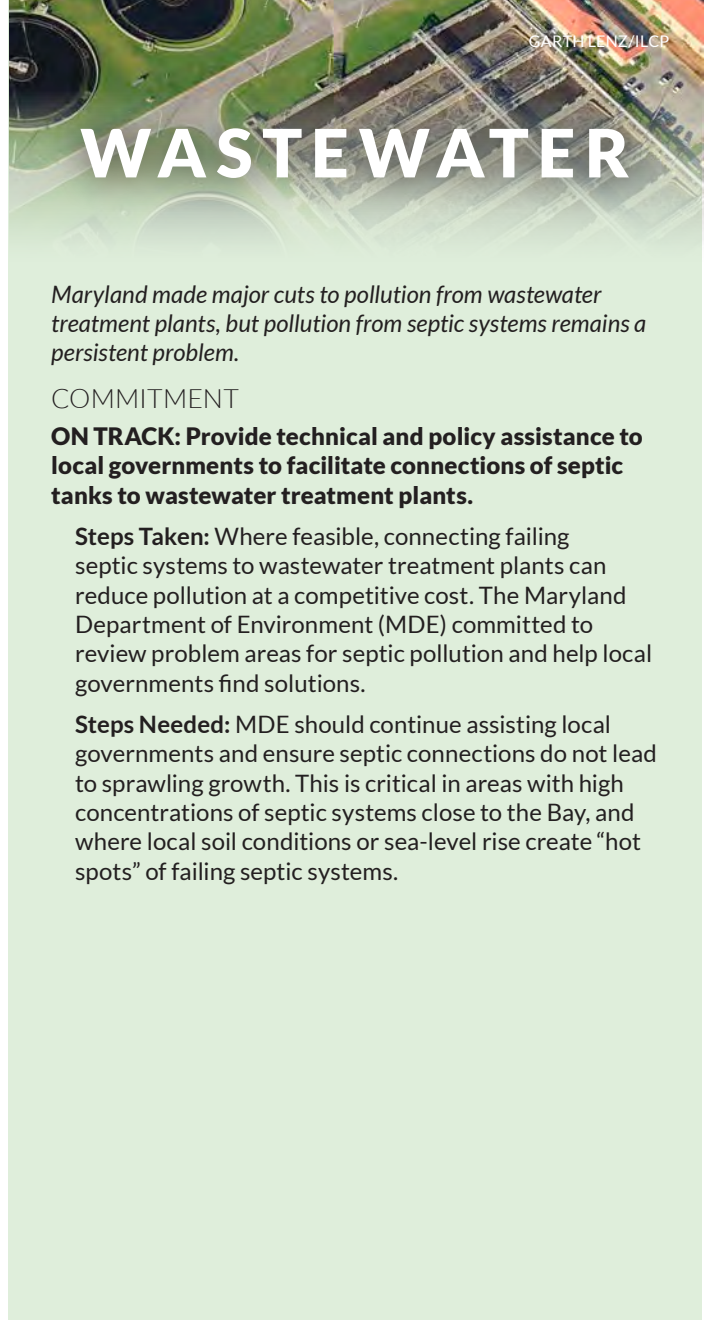


*Urban trees added to the Midtown section of Harrisburg not only help manage stormwater and flooding, they also cool the environment.*

For other examples of Pennsylvania's Blueprint work visit [cbf.org/PABlueprintBlog](https://www.cbf.org/PABlueprintBlog).

# Maryland's Blueprint for Clean Water: *Is it on track?*

Maryland is on track to meet its overall pollution-reduction targets by 2025, due in large part to investments in better farm management practices and wastewater treatment technology. However, pollution from urban and suburban development and septic systems continues to increase, challenging the long-term health of Maryland's waterways.



## WASTEWATER

Maryland made major cuts to pollution from wastewater treatment plants, but pollution from septic systems remains a persistent problem.

### COMMITMENT

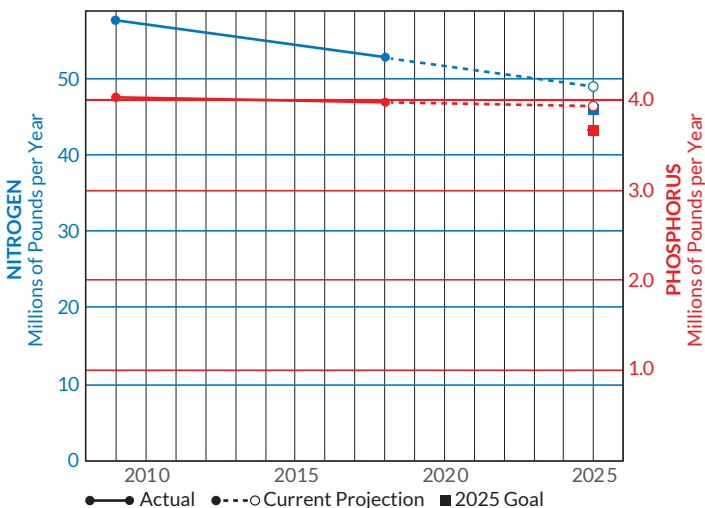
**ON TRACK: Provide technical and policy assistance to local governments to facilitate connections of septic tanks to wastewater treatment plants.**

**Steps Taken:** Where feasible, connecting failing septic systems to wastewater treatment plants can reduce pollution at a competitive cost. The Maryland Department of Environment (MDE) committed to review problem areas for septic pollution and help local governments find solutions.

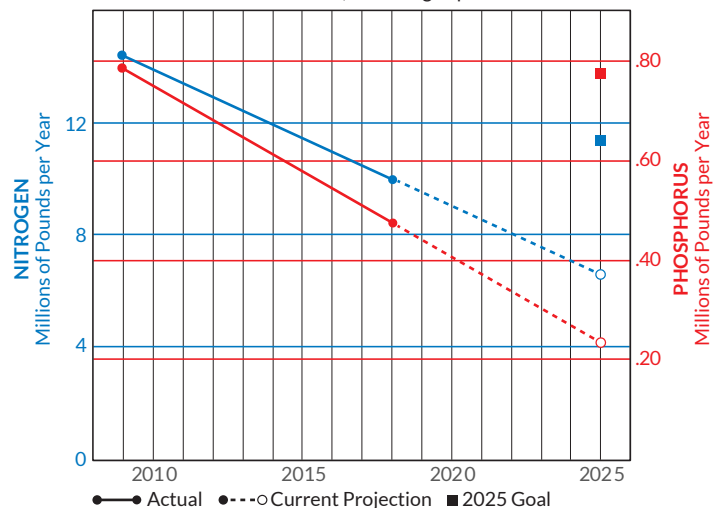
**Steps Needed:** MDE should continue assisting local governments and ensure septic connections do not lead to sprawling growth. This is critical in areas with high concentrations of septic systems close to the Bay, and where local soil conditions or sea-level rise create "hot spots" of failing septic systems.

### Maryland's Pollution-Reduction Progress

POLLUTION REDUCTION, LOADS VERSUS GOALS, MARYLAND  
All Sources



POLLUTION REDUCTION, LOADS VERSUS GOALS, MARYLAND  
Wastewater, excluding Septic



All sources includes pollution from wastewater, septic, urban and suburban runoff, agriculture, and natural areas. Pollution load targets for all sources are the Phase III WIP planning targets. Sector specific targets reflect Phase II WIP loads extracted from CAST.

# RUNOFF

Due to new urban and suburban development and lagging efforts to reduce pollution in established neighborhoods, polluted runoff from stormwater is increasing and will be Maryland's second largest source of nitrogen pollution by 2025.

## COMMITMENT

**IN DANGER OF BEING OFF TRACK: Market Bay Restoration Fund (BRF) as an eligible funding source for Stormwater Management Retrofit implementation.**

**Steps Taken:** Maryland recently awarded BRF dollars—historically used for upgrades at wastewater treatment plants—to a stormwater project for the first time.

**Steps Needed:** With wastewater upgrades nearly complete, the state should work with local governments to focus much more of this funding on projects to reduce polluted runoff, especially those that retrofit stormwater systems in established neighborhoods.

By setting county-level milestones for pollution reduction, local and state governments can coordinate and fund local actions to achieve Blueprint goals.

## COMMITMENT

**IN DANGER OF BEING OFF TRACK: Provide local two-year milestone support funding.**

**Steps Taken:** Maryland has provided at least \$1 million annually to help local governments meet milestones. Unfortunately, less than half of Maryland counties submitted milestones to the state in the most recent period.

**Steps Needed:** The state should further incentivize local milestones by increasing funding and coordinating with non-governmental organizations to help local governments implement them.

# AGRICULTURE

The success of Maryland's Blueprint depends on expanding practices that curb agricultural pollution, the state's largest source of pollution to the Bay.

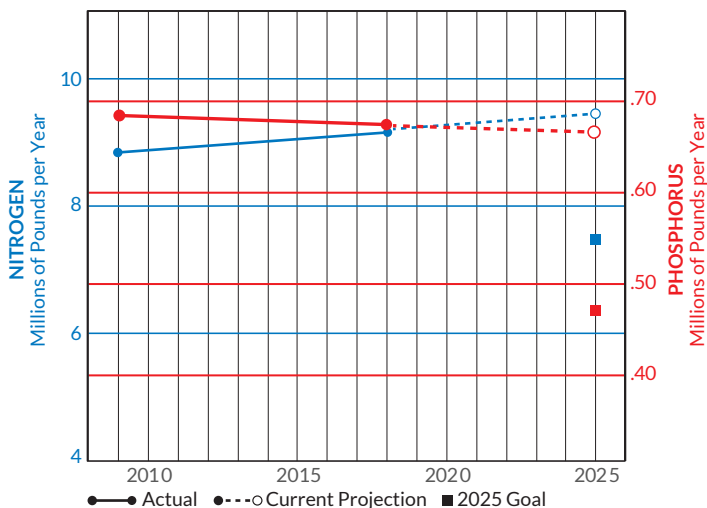
## COMMITMENT

**IN DANGER OF BEING OFF TRACK: Improve documentation and increase Best Management Practice implementation to decrease nitrogen loads from agricultural lands.**

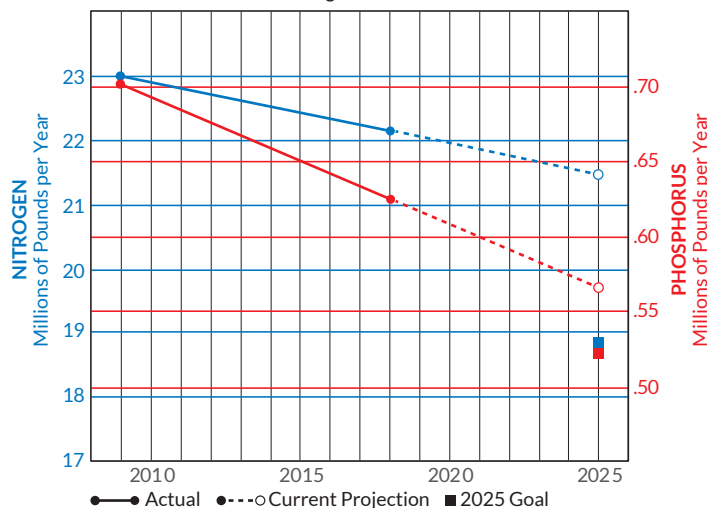
**Steps Taken:** The Maryland Department of Agriculture (MDA) checks nearly 20 percent of Maryland's farms annually to see if they follow plans to manage fertilizer and manure, two big sources of nitrogen pollution. Overall, more farmers are using best management practices that reduce pollution, but it remains a stubborn problem in some regions.

**Steps Needed:** MDA should prioritize funding and technical assistance to farms in areas where the biggest pollution reductions can be made for the lowest cost. It should also prioritize long-term solutions, like cost-effective forested stream buffers and pastures that filter pollution before it reaches the water.

POLLUTION REDUCTION, LOADS VERSUS GOALS, MARYLAND  
Runoff



POLLUTION REDUCTION, LOADS VERSUS GOALS, MARYLAND  
Agriculture







Development increases polluted runoff from hardened surfaces and adds pollution from septic systems. Maryland is losing about 3,000 acres of forest per year to development, impeding the state's goals to reduce pollution.

COMMITMENT

**OFF TRACK: Conclude formulation of an accounting for growth policy and regulations, if appropriate, as part of the Phase III WIP.**

**Steps Taken:** The state convened a task force in 2014 that agreed on many aspects of a program to account for additional pollution from growth, but it has not moved forward with a policy. Instead, the draft of Maryland's final Blueprint, technically called the Phase III Watershed Implementation Plan, calls on taxpayers to fund practices to offset the impacts of development.

**Steps Needed:** The state must enact a policy that requires land developers to address pollution from growth.

*“Maryland must not wait to accelerate efforts that address polluted urban runoff and septic systems—two sources where progress has stalled—and should include a more equitable plan to offset the pollution associated with new development.”*

**Maryland's Pollution-Reduction Progress toward 2025 Goals**

Summary, All Sectors Compared to Total EPA Target Loads

		WASTEWATER	RUNOFF	AGRICULTURE	SEPTIC	OVERALL
MARYLAND	NITROGEN	ON TRACK	OFF TRACK	IN DANGER OF BEING OFF TRACK	OFF TRACK	ON TRACK
	PHOSPHORUS	ON TRACK	OFF TRACK	ON TRACK	N/A	ON TRACK

- **ON TRACK:** Projected loads within 10% of target
- **OFF TRACK:** Projected loads more than 20% away from meeting target or pollution is increasing
- **IN DANGER OF BEING OFF TRACK:** Projected loads within 20% of target



# Finishing the Job in Maryland

Maryland's record of dedicated funding, protective laws, and engaged communities puts the state on a trajectory to meet its 2025 pollution reduction goals. But these accomplishments will not be enough to sustain clean water over the long-term.

The state's draft Blueprint must now shift restoration efforts toward lasting, cost-effective practices. Maryland must not wait to accelerate efforts that address polluted urban runoff and septic systems—two sources where progress has stalled—and should include a more equitable plan to offset the pollution associated with new development.

The Blueprint should also set much stronger goals to plant trees and forest buffers along streams, encourage pasturing of livestock, and build green infrastructure in towns and cities. In addition to cutting pollution, these practices will help mitigate the effects of climate change.

## What Maryland's Blueprint Looks Like in Your Community



*A farm in Carroll County uses pasture to feed poultry. Grass pastures help reduce polluted runoff and prevent soil erosion. They can also be naturally fertilized by livestock.*



*A bioswale along Pratt Street in downtown Baltimore helps filter pollution from rain water runoff before it drains into Baltimore Harbor.*



*Volunteers help plant a living shoreline in the Parkwood area of Annapolis in 2012.*

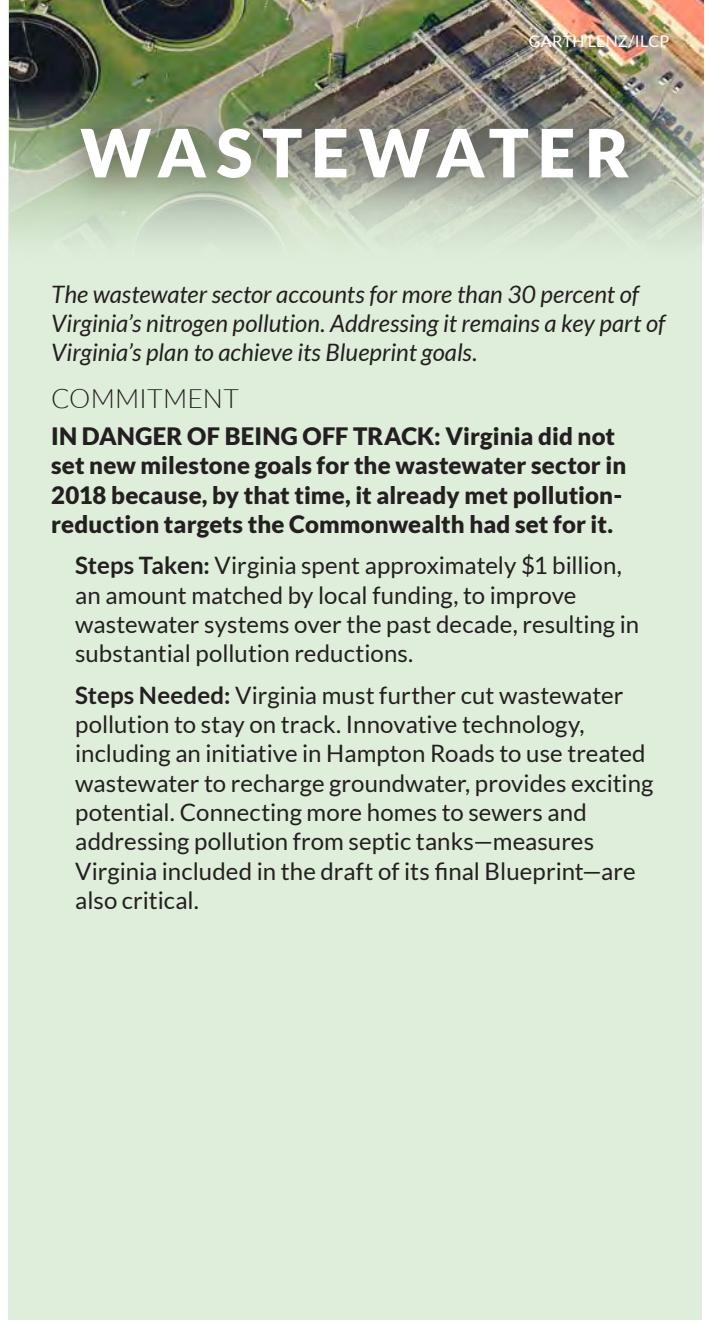


*Students examine oysters from a sanctuary reef used for education near Annapolis. Sanctuary reefs allow oysters to grow undisturbed from the pressures of wild harvesting.*

For other examples of Maryland's Blueprint work visit [cbf.org/MDBlueprintBlog](https://www.cbf.org/MDBlueprintBlog).

# Virginia's Blueprint for Clean Water: *Is it on track?*

As a whole, Virginia is on track to achieve its 2025 goals to reduce nitrogen and phosphorus pollution, provided it accelerates efforts to reduce pollution from agricultural sources and urban and suburban development. Additional pollution reductions from wastewater will also be necessary in the future.



## WASTEWATER

The wastewater sector accounts for more than 30 percent of Virginia's nitrogen pollution. Addressing it remains a key part of Virginia's plan to achieve its Blueprint goals.

### COMMITMENT

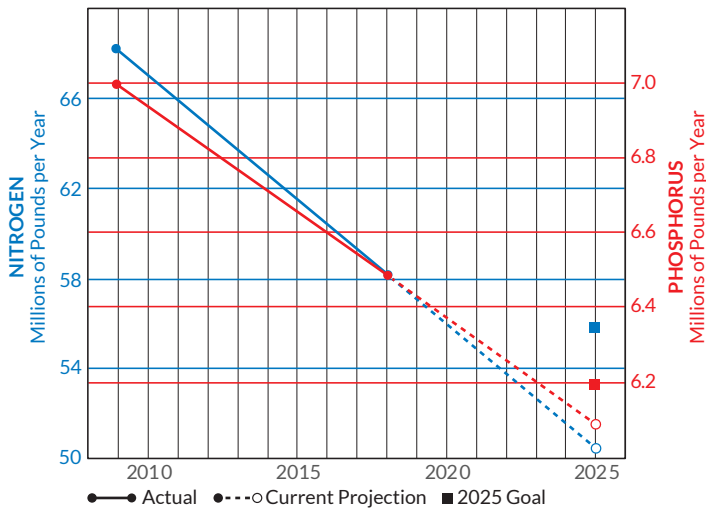
**IN DANGER OF BEING OFF TRACK: Virginia did not set new milestone goals for the wastewater sector in 2018 because, by that time, it already met pollution-reduction targets the Commonwealth had set for it.**

**Steps Taken:** Virginia spent approximately \$1 billion, an amount matched by local funding, to improve wastewater systems over the past decade, resulting in substantial pollution reductions.

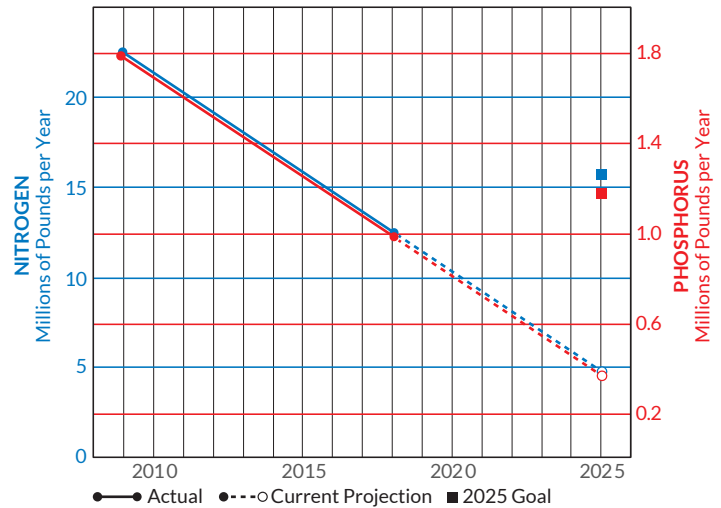
**Steps Needed:** Virginia must further cut wastewater pollution to stay on track. Innovative technology, including an initiative in Hampton Roads to use treated wastewater to recharge groundwater, provides exciting potential. Connecting more homes to sewers and addressing pollution from septic tanks—measures Virginia included in the draft of its final Blueprint—are also critical.

### Virginia's Pollution-Reduction Progress

POLLUTION REDUCTION, LOADS VERSUS GOALS, VIRGINIA  
All Sources



POLLUTION REDUCTION, LOADS VERSUS GOALS, VIRGINIA  
Wastewater, excluding Septic



All sources includes pollution from wastewater, septic, urban and suburban runoff, agriculture, and natural areas. Pollution load targets for all sources are the Phase III WIP planning targets. Sector specific targets reflect Phase II WIP loads extracted from CAST.

# RUNOFF

Growing urban and suburban areas contribute new polluted runoff to Virginia's waterways, offsetting most of the progress made to control it.

## COMMITMENTS

**IN DANGER OF BEING OFF TRACK: Revise and reissue the Construction General Permit to help prevent new loads from developed lands.**

**Steps Taken:** The Commonwealth took more steps to limit pollution through its Construction General Permit, which outlines how developers must prevent and control polluted runoff from construction sites. It also is acting to protect streams from sediment pollution by establishing measurable standards for water clarity.

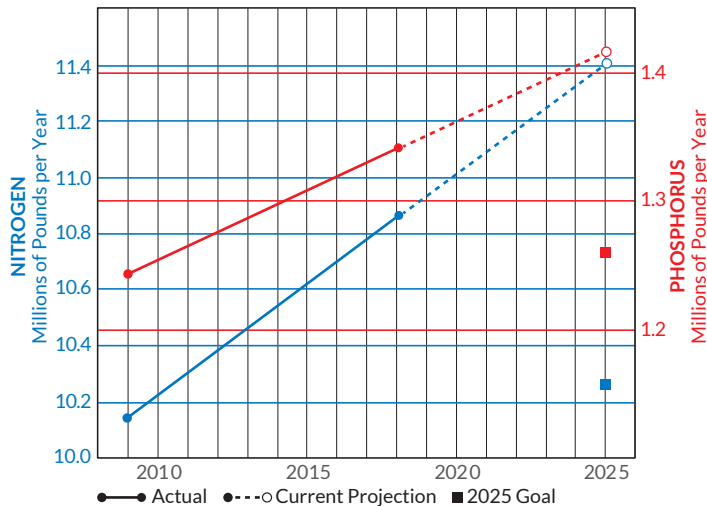
**Steps Needed:** The draft of Virginia's final Blueprint aims to better protect streams from erosion and sediment pollution and revisit rules for managing runoff after construction concludes. These actions are critical to ensure development doesn't add to the Bay's pollution.

**IN DANGER OF BEING OFF TRACK: Issue Stormwater Local Assistance Funds (SLAF) to address polluted runoff.**

**Steps Taken:** Current levels of investment in SLAF, a grant program that helps local governments pay for projects to reduce polluted runoff, are still not enough to meet Virginia's stormwater goals. Pollution reductions must accelerate in coming years.

**Steps Needed:** As outlined in its draft Blueprint, Virginia must increase funding and engage more local governments in the process.

POLLUTION REDUCTION, LOADS VERSUS GOALS, VIRGINIA  
Runoff



# AGRICULTURE

Agriculture represents nearly 70 percent of the remaining pollution reductions Virginia must make to meet its Blueprint goals.

## COMMITMENTS

**IN DANGER OF BEING OFF TRACK: Track and report livestock exclusion.**

**Steps Taken:** Since 2010, Virginia has invested approximately \$100 million to help farmers fence livestock out of nearly 2,000 miles of streams. This practice, known as livestock exclusion, is one of the most effective ways to improve water quality. Record sign-ups for these programs demonstrate farmers are willing to participate in Bay restoration when funding is available.

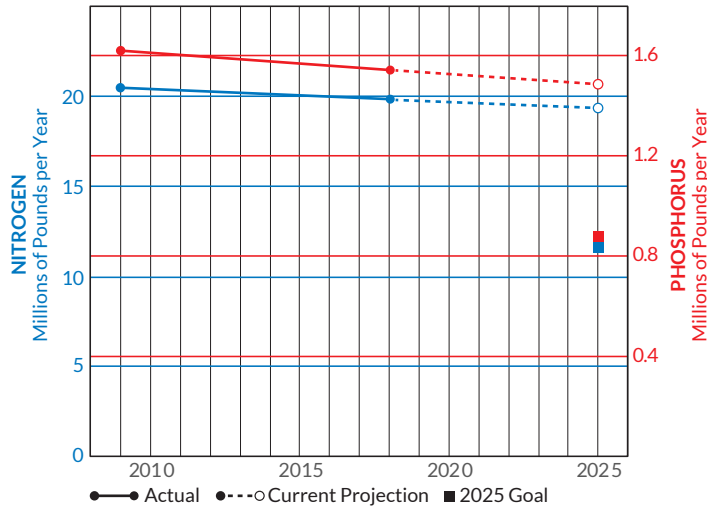
**Steps Needed:** Virginia must accelerate these efforts. The Commonwealth's draft Blueprint increases support for farmers and commits to exclude livestock from 100 percent of perennial streams. Virginia must increase funding, engage local agricultural partners, and pass legislation to achieve these goals.

**IN DANGER OF BEING OFF TRACK: Develop individual permits for applicable poultry facilities covered under the general permit.**

**Steps Taken:** Virginia issued individual permits for two facilities within the Bay watershed that illegally polluted waterways, requiring stricter monitoring and pollution controls than the state's general permit for poultry farms.

**Steps Needed:** Virginia should increase monitoring and inspection requirements to specifically address ammonia emissions that contribute nitrogen pollution to local waters and the Bay through the air. Controlling ammonia is necessary to curb pollution from the growing poultry industry, which increased production 25 percent since 2010.

POLLUTION REDUCTION, LOADS VERSUS GOALS, VIRGINIA  
Agriculture







Virginia's final Blueprint, technically called the Phase III Watershed Implementation Plan, is critical for establishing policies and initiatives that will restore the Bay.

COMMITMENT

**ON TRACK: Engage watershed partners in development of the Phase III WIP.**

**Steps Taken:** Virginia hosted forums with hundreds of stakeholders across the Commonwealth. Feedback made it clear the Commonwealth's existing Blueprint relied too heavily on unrealistic, voluntary initiatives. The draft plan calls for more funding for voluntary programs, together with regulatory actions.

**Steps Needed:** Virginia should continue outreach and engagement with local governments, Planning District Commissions, and Soil and Water Conservation Districts moving forward.

*“Virginia must increase financial support for all sectors, pass legislation that creates enforceable programs, and continue to engage local partners in the process.”*

**Virginia's Pollution-Reduction Progress toward 2025 Goals**

Summary, All Sectors Compared to Total EPA Target Loads

	WASTEWATER	RUNOFF	AGRICULTURE	SEPTIC	OVERALL
VIRGINIA NITROGEN	ON TRACK	OFF TRACK	OFF TRACK	OFF TRACK	ON TRACK
VIRGINIA PHOSPHORUS	ON TRACK	OFF TRACK	OFF TRACK	N/A	ON TRACK

- **ON TRACK:** Projected loads within 10% of target
- **OFF TRACK:** Projected loads more than 20% away from meeting target or pollution is increasing
- **IN DANGER OF BEING OFF TRACK:** Projected loads within 20% of target



# Finishing the Job in Virginia

The Commonwealth must accelerate initiatives to curb pollution from farms and increase funding to support them. It must also do more to reduce polluted runoff from urban and suburban areas and address the substantial impacts of development—the number of acres under construction in 2018 was twice the amount in 2010. Further reductions in wastewater pollution will remain critical.

The Commonwealth's draft Blueprint is a strong roadmap for getting the job done by 2025. The plan calls for comprehensive efforts to address agricultural pollution, including increased and more effective support for farmers, as well as future mandatory requirements to exclude livestock from streams and improve fertilizer and manure management. It addresses polluted runoff through improved fertilizer management for turf and requirements to ensure additional pollution from newly developed land is offset. It also identifies clear opportunities to upgrade sewage treatment facilities to cut pollution from wastewater.

The key is implementation. Virginia must increase financial support for all sectors, pass legislation that creates enforceable programs, and continue to engage local partners in the process.

## What Virginia's Blueprint Looks Like in Your Community



KENNY FLETCHER/CBF STAFF

*In Virginia Beach, cleaner water in the Lynnhaven River is supporting local businesses and a growing oyster aquaculture industry.*



KENNY FLETCHER/CBF STAFF

*On a farm in the Shenandoah Valley, planting a buffer of native trees along a stream will reduce agricultural runoff and lead to both healthier cattle and waterways.*



KENNY FLETCHER/CBF STAFF

*In the City of Hopewell, planting urban trees provides shade, beautifies the neighborhood, and stops polluted runoff from reaching the James River.*



TIMMONS GROUP

*A new 10-acre manmade wetland in Waynesboro is creating wildlife habitat, anchoring a neighborhood park, and reducing pollution to a stocked trout stream that brings in fishermen.*

For other examples of Virginia's Blueprint work visit [cbf.org/VABlueprintBlog](https://www.cbf.org/VABlueprintBlog).



## CHESAPEAKE BAY FOUNDATION

*Saving a National Treasure*

### Maryland

CBF Headquarters  
6 Herndon Avenue  
Annapolis, MD 21403  
410-268-8816

Eastern Shore  
114 South Washington Street  
Suite 103  
Easton, MD 21601  
410-543-1999

### Pennsylvania

1426 North Third Street  
Suite 220  
Harrisburg, PA 17102  
717-234-5550

### Virginia

1108 East Main Street  
Suite 1600  
Richmond, VA 23219  
804-780-1392

Brock Environmental Center  
3663 Marlin Bay Drive  
Virginia Beach, VA 23455  
757-622-1964

### Washington, D.C.

1615 M Street, NW  
Washington, DC 20036  
202-544-2232

CBF.ORG

## WHAT CHALLENGES DO WE FACE?

### Making It Count

Bay jurisdictions get credit toward their Blueprint goals for implementing practices that reduce pollution. To accurately track progress, the Bay states, with oversight by EPA, implemented a new process in 2018 to verify that reported practices are in-place, working, and not double counted. Verification is important to maintain the credibility of restoration efforts. EPA could further strengthen public confidence in the process by providing an annual review of verification activities.

### Climate Change

Climate change is a real and imminent threat to the Chesapeake Bay. Water temperatures are warming. Sea levels are rising. Record levels of rainfall, like those in 2018, are expected to become more regular. Scientists agree these changes will make Bay restoration harder, requiring additional reductions in nitrogen and phosphorus pollution by 2025. By 2022, all Bay jurisdictions must describe how they will make the extra cuts. They should plan now and follow the lead of Virginia, West Virginia, and the District of Columbia, which included measures to achieve the additional pollution reductions due to climate change in their latest draft Blueprints.

### Conowingo Dam

The Conowingo Dam, located in Maryland, for decades trapped sediment and phosphorus pollution flowing down the Susquehanna River and prevented it from reaching the Chesapeake Bay. Now, the area behind the dam is silted in and no longer traps as much pollution; instead, it flows into the Bay, contributing to algal blooms and low oxygen levels. To offset the negative effects, scientists estimate six million pounds of nitrogen and 260,000 pounds of phosphorus must be cut annually. In 2018, Maryland issued a draft Clean Water Act certification for the dam that would hold owner and operator Exelon Generation Company LLC largely responsible for the additional reductions, but the company is challenging the move in court. The Bay jurisdictions also agreed to work together to tackle the problem, and EPA expects to select an independent third party this year to help develop, implement, and track a cleanup Blueprint for Conowingo.

**R-4**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**

Appointment of School Board members

**ISSUE:** Pursuant to Va. Code § 22.1-29.1 (*public hearing before appointment of school board members*), a public hearing is required to receive public comments regarding the nominees for appointment to the School Board prior to Council making the appointment. There are two positions which will expire June 30, 2019, and which will need to be filled. The applicants for these positions are: Cadeidre Alexander, Christopher Reber, Anthony Zevgolis, Johnathan Branch, Susan Temple, John Griffin, Jr., and Duran Williams.

**RECOMMENDATION:** Council is asked to appoint new members prior to the June 30, 2019 expiration of current members.

**TIMING:** June 25, 2019

**BACKGROUND:****ENCLOSED DOCUMENTS:**

- 

**STAFF:****FOR IN MEETING USE ONLY**

**MOTION:** \_\_\_\_\_

**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"/> | Councilor John B. Partin, Ward #3  |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor 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"/> | Vice Mayor Patience Bennett, Ward #7 |



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## Roll Call

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### 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"/>	Councilor John B. Partin, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Mayor 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"/>	Vice Mayor Patience Bennett, Ward #7

**REPORTS  
OF THE  
CITY  
ATTORNEY**

## Ronnieye Arrington

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**From:** Calos, Stefan M. <scalos@sandsanderson.com>  
**Sent:** Tuesday, June 18, 2019 8:53 AM  
**To:** Ronnieye Arrington  
**Cc:** John M. Altman; Debbie Pershing; Charles E. Dane; Debra McKnight; Wallace, Matthew T.  
**Subject:** RE: City Council rules  
**Attachments:** Rules of Procedure, City Council, Rule 306, current and proposed, clean and re-blacklined per 6.11.19 meeting, by smc 6.12.19.pdf; Rules of Procedure, City Council, clean, approved through 5.14.19 (to be....pdf

Ronnieye, in follow up to the June 11, 2019 city council meeting, I attach an updated proposed Rule 306 (*Time Limits*). I also attach the latest draft of all approved rules, which remains four numbered pages. Please keep them together, as one document.

Please include this explanatory email in the June 25 agenda packet for the open meeting, along with the attached documents, in the order presented here. Thank you,

**Stefan M. Calos**

*Attorney*

**Sands Anderson PC**

1111 East Main Street, Suite 2400 | P.O. Box 1998 | Richmond, VA 23218-1998

(804) 783-7215 Direct | (804) 648-1636 Main | (804) 783-7291 Fax

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## HOPEWELL CITY COUNCIL RULES OF PROCEDURE

*These rules are authorized by the Hopewell Charter, Chapter IV, Section 4*

### **CONDUCT OF MEETINGS— ROLES OF PRESIDING OFFICER, CITY CLERK, AND CITY ATTORNEY**

- 101. Robert's Rules of Order; Parliamentarian; Presiding Officer** – Where these rules are silent, *Robert's Rules of Order* prevails (Charter IV.4). The city attorney is parliamentarian, whose ruling, when requested by or through the presiding officer, is final and binding, subject only to appeal to and a two-thirds vote of all council members. The presiding officer is the council president (mayor) or, in the mayor's absence, the vice-president (vice mayor) (Charter IV.5). If the mayor and vice mayor are absent, the temporary chair (see Rule 103) is the presiding officer.

[Approved 6.26.18 (this and other rules are to be adopted once all rules are approved); for consistency and gender-neutrality, "chairman" subsequently changed to "chair"]

- 102. Roll Call; Quorum** – The presiding officer takes the chair at the appointed meeting hour, and immediately calls council to order. The city clerk then calls the roll, and enters in the meeting minutes the names of the councilors as present or absent. In the absence of a quorum, the city clerk attempts to procure the attendance of absent councilors. A quorum exists when a majority of all councilors is present (Charter IV.4).

- 103. Temporary Chair** – In the absence of the mayor and vice mayor, the city clerk calls council to order, and calls the roll. If a quorum exists, council elects by majority vote of those present one of its members to be temporary chair until the mayor or vice mayor appears.

- 104. Appeals** – See Rule 101.

[Rules 102 - 104 approved 9.11.18; addition of "city" before "clerk" per 1.22.19 council meeting; for consistency and gender-neutrality, "chairman" subsequently changed to "chair"]

- 105. Voting Methods** – Votes upon a motion to adopt an ordinance or resolution are by roll call. All other votes are recorded by “ayes” and “nays” (Charter IV.8), unless the presiding officer requests a roll call. No councilor is excused from voting except on items that consider the councilor's official conduct, or involve the councilor's financial or personal interests (Charter IV.8). Although one cannot be compelled to vote (*Robert's Rules*), a councilor (a) who is present but fails to vote without having been excused under this rule, or (b) who, in violation of Rule 209, excused himself or herself from the meeting to avoid voting, may be disciplined (Charter IV.4; Va. Code § 2.2-3711).

[Approved 10.9.18]

- 106. Presiding Officer's Designee** – The presiding officer may designate another councilor to preside for a single issue. If the mayor is the presiding officer, the vice mayor is



designated. If the vice mayor is unavailable, the presiding officer may designate any other councilor.

[Approved 9.11.18]

**CONDUCT OF MEETINGS—  
MEMBERS OF COUNCIL**

- 201. Seating** – Councilors are seated at the council chamber dais as follows. Mayor: center; vice mayor: immediate left of mayor; most-recent past mayor, if any: immediate right of mayor; remainder of members: in increasing numerical order by ward, starting at the far left of the mayor and the immediate right of the city manager. If the vice mayor is the most-recent past mayor, then the next-most-recent past mayor sits to the right of the mayor. The remaining seats are occupied, from the far left, by the city attorney, the city manager, the city clerk, and the assistant city clerk, respectively.

**Sample Seating Chart**

Asst. City Clerk	City Clerk	Councilor Ward 5	Councilor Ward 3	Most- Recent Past Mayor	Mayor	Vice Mayor	Councilor Ward 2	Councilor Ward 1	City Manager	City Attorney
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[podium]

[Approved 2.26.19]

- 202. Addressing Council** – Councilors and others are addressed or referred to as Mr., Mrs., Miss, Ms., Madam, and/or by title. For example, "Madam Mayor," "Vice Mayor Jones," "Councilor Smith," "Mr. Williams," or "the City Manager."

[Approved 10.9.18]

- 203. Discussion Limitation** – Councilors do not ask questions during presentations of regular or special business items. After a presentation concludes, or if no presentation is made, a councilor may on any item speak up to ten minutes total, which includes questions, discussion, and debate. If the item is an action item, a motion is made and seconded before questions, discussion, or debate ensues. If the councilor speaks for less than ten minutes initially, the councilor may speak a second time if every other councilor has had an opportunity to speak, and a third time if every other councilor has had equal opportunities to speak, until every councilor has spoken or had an opportunity to speak for up to ten minutes total or three times. The limitations in this rule do not apply to public hearings or work sessions, or when points of order are properly made and addressed. After a public hearing is closed, or a work session item becomes an action item, the limitations in this rule apply.

[Approved 5.14.19]

- 204. Voting Order** – Roll call for voting is by ward number. At the first meeting in January, the roll call starts with the Ward 1 councilor, and proceeds numerically, through the Ward

7 councilor. At each meeting thereafter, the roll call is rotated by beginning with the Ward 2 councilor at the second meeting, and so on until each councilor has voted first. Once all councilors have voted first, the process repeats.

[Approved 9.11.18]

- 205. Motions** – All motions, except those to adopt ordinances making appropriations, authorizing the contracting of indebtedness, or relating to the issuance of bonds or other evidences of debt, are confined to one subject (Charter IV.8).

[Approved 1.22.19]

**206. RESERVED**

[Approved 1.22.19, with this notation: No changes proposed at this time. Council would continue to reserve this number for a future rule. The familiar numbering of current rules would remain.]

- 207. Dissent or Protest** – During debate, a councilor has the right to express dissent from or protest against the adoption of any ordinance or resolution.

- 208. Attendance** – Councilors notify the city clerk of absence from a scheduled meeting, at least 12 hours in advance if possible. The city clerk promptly notifies all councilors of the absence, if a quorum might not be present.

[Rules 207 and 208 approved 1.22.19]

- 209. Excuse During Meeting** – Any councilor may excuse himself or herself during a meeting, except to avoid voting.

[Approved 10.9.18]

**REGULAR AND SPECIAL MEETINGS; AGENDA**

- 301. Regular Meetings** – Regular meetings are held in the council chamber, third floor of the Municipal Building, beginning at 7:30 p.m., at least once each month (Charter IV.6), on such days and at other times or places established at council's annual meeting (Va. Code § 15.2-1416).

- 302. Special Meetings** – Special meetings are called by the city manager, the mayor, or any other councilor (Charter IV.6), upon notice that is reasonable under the circumstance (Va. Code § 2.2-3708.2) but no less than 12 hours. The city clerk immediately notifies, in addition to the public, the city manager, the city attorney, and each councilor by electronic mail or other writing if previously requested by the councilor, of the meeting time and place, and the specific items of business. No other items are considered unless all councilors are present and unanimously consent. Notice is waived if all councilors attend the meeting or sign a waiver (Va. Code § 15.2-1418).

[Rules 301 and 302 approved 2.26.19]

**403. Minutes; Recordings** – Meetings are electronically recorded. In accordance with *Robert's Rules of Order*, minutes contain a record of what was done at the meeting. A councilor may, however, direct through the mayor that the draft minutes of the meeting include a brief summary of the councilor's remarks regarding an agenda item. Such direction must be given at the same meeting in which the remarks were made and prior to the next agenda item.

[Approved 2.12.19]

**405. Communications from Citizens and Others** – The communications from citizens portion of the regular-meeting agenda is limited to three minutes per speaker and 30 minutes total. Speakers may contact the clerk in advance of, or sign up in person at, the meeting. They are called in the order they signed up, before others in the audience speak. Each person addressing council approaches the podium, and gives name and, if a Hopewell resident, ward number. No one may address council more than once per meeting, unless granted permission by the presiding officer. Speakers address council as a body, not individual councilors. Questions are asked of councilors and staff through the presiding officer. The presiding officer, subject to free-speech considerations as determined by the city attorney, has the authority to deem a matter inappropriate. Upon motion of any councilor, a majority of councilors present may allow the speaker to continue.

[Approved 3.5.19]

**406. Decorum** – Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in the council chamber may be reprimanded by the presiding officer, and removed from the meeting upon a majority vote of councilors present, excluding any councilor who is the subject of the motion.

[Approved 10.9.18]

**422. Proclamation, Certificate, and Letterhead Guidelines** – Council as a body issues proclamations, certificates of recognition or condolence, and congratulatory letters, in conformance with the attached guidelines. Such proclamations, certificates, and letters are approved and signed by the mayor or, in the absence or disability of the mayor, the vice mayor (Charter IV.5). For personal communications or statements, an individual councilor may use letterhead incorporating the city logo and indicating they are "from the desk of" the councilor. No communication or statement issued by an individual councilor is or may be deemed an official act of the council, the city of Hopewell, or its agencies.

[Approved 4.9.19]

# **REPORTS OF THE CITY COUNCIL**

- **COMMITTEES**
- **INDIVIDUAL REQUEST**
- **ANY OTHER COUNCILOR**



**IR-1**

**IR-2**

**IR-3**

**IR-4**



**IR-5**

**IR-6**

**IR-7**

**CCR-1**



**ADJOURN**